

# Indicators (KPIs)

## Indicators: Track Actuals

### Overview

Once targets have been set, the indicator can be tracked. The tracking method depends on which data source you selected when you set up the indicator: **Direct Entry** (manual), **Calculate from a Formula**, or **Populate from a Data File**. The examples below assume that Direct Entry was selected. When either of the other two methods are used, the Indicator Track Actuals screen will feature a Data Entry icon instead of allowing manual entry.

**Manually entering actuals** into an indicator is straightforward. Click on the indicator to open it and select the Track Actuals tab. Delta will display all the elements of the geography list for which planning information was entered. If you don't see the information you entered in the Set Targets screen, make sure you have selected the correct year and period.

The screenshot shows the DELTA Water and Sanitation Project interface. The top navigation bar includes the DELTA logo, the project name 'Water and Sanitation Project', and user icons. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area displays the 'Track Actuals' tab for indicator O11A, 'NUMBER OF WATER POINTS CONSTRUCTED TO NATIONAL STANDARD'. The unit of measure is 'NUMBER', the baseline is '18', and the final target is '100'. The interface shows a table with columns for Location, Targets, Actuals, %, and Comments. The table lists four locations: K1010100 : kwale, K1010200 : Lamu, K1020100 : moyale, and K1020200 : mutomo. The 'Targets' column shows values of 15, 10, 12, and 16 respectively. The 'Actuals' column is empty. The bottom status bar indicates 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

| Location          | Targets | Actuals | % | Comments |
|-------------------|---------|---------|---|----------|
| K1010100 : kwale  | 15      |         |   |          |
| K1010200 : Lamu   | 10      |         |   |          |
| K1020100 : moyale | 12      |         |   |          |
| K1020200 : mutomo | 16      |         |   |          |

To **input actuals**, click on a location's Edit icon to bring up the Indicator Actuals popup window. Keep in mind that the content of the window will differ slightly from the example below, depending on whether disaggregation categories were used, and whether tracking budgets and costs was enabled. When disaggregation categories are used, you'll need to break down the actuals for each disaggregation category in a way similar to setting targets.

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**Indicator Actual** 

Geography Level 4: kwale

Target 

15

Enter actual value 

Comments

 OK

Enter the actuals for the location, a comment if warranted, and click OK to save your work and return to the Track Actuals screen. The new information appears in the list, along with performance data based on the targets you entered. The colors of the performance markers are based on the Flag colors you set in the project's Settings module.

 Water and Sanitation Project        

 Home  Settings  Proj. Mgmt  Log frame  Data Collect

 **O11A** NUMBER OF WATER POINTS CONSTRUCTED TO NATIONAL STANDARD  
Unit of measure: NUMBER - Baseline: 18 - Final Target (Project End): 100

Indicator Settings Set Baselines Set Targets **Track Actuals** Report

Year 2020 Period Quarter 3   Search a location

| Location          | Targets | Actuals | %       | Comments                                                                |
|-------------------|---------|---------|---------|-------------------------------------------------------------------------|
| K1010100 : kwale  | 15      | 13      | 86.67%  |                                                                         |
| K1010200 : Lamu   | 10      | 4       | 40.00%  | Bad roads during the rain season made this location very hard to reach. |
| K1020100 : moyale | 12      | 15      | 125.00% |                                                                         |
| K1020200 : mutomo | 16      | 12      | 75.00%  |                                                                         |

Once actuals data have been entered, you can review the indicator's performance in the Reports tab.

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Previous: [Indicators: Set Targets](#) | Next: [Indicators: Built-In Reports](#)

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Author: n/a

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