TOPIC: Enter 10 (qualitative measures) Targets in 10 Minutes or Less!
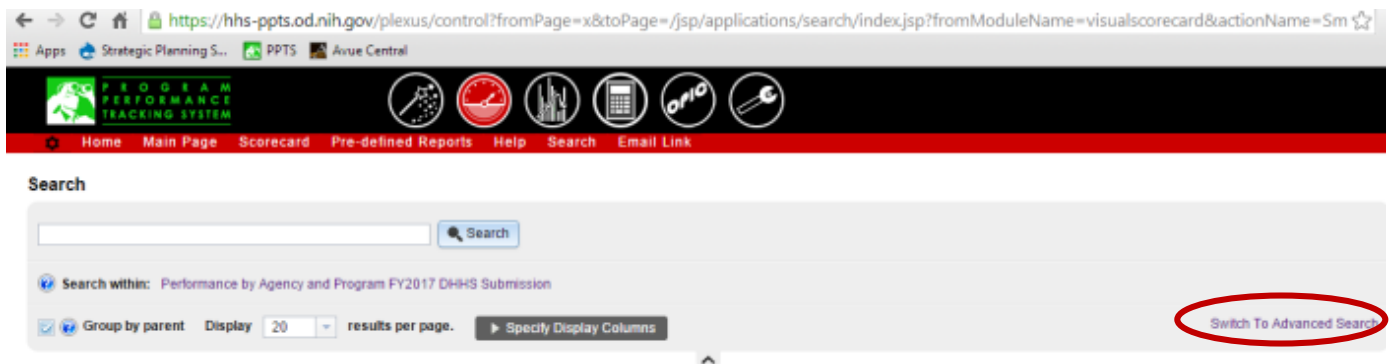
USER IMPROVEMENT REQUESTED:

"Frankly the inputting of information for each budget justification is a long and time consuming process."

PPTS QUICK TIP: Use Advanced Search to list measures to perform multiple updates

Step 1: Select Search

Step 2: Select Switch to Advanced Search

Step 3: Use drop down arrow to select "Update Targets, Results, or measure Descriptions" predefined search

Step 4: Change Agency equal to Your Agency Name using the drop down arrows e.g. SAMHSA

Step 5: Press Search Button

Step 6: Navigate to Enter Targets or Results for this measure using the global navigation icon

Step 7: Update Target, result, measure description or data source and validation. Save changes.

Exit by clicking "X" at top of screen to close the current browser tab and return to the list of measures.