(i) Arranging a Scorecard

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	Q Find	D
Scorecards	HQ Scorecard	•
Dashboards	▲ Financial	•
Initiatives	Improve Profit	•
🐣 Reports	O Profit	•
Briefings	Customer	•
	Improve Customer Satisfaction	•
	• % Customer Satisfaction Score	•
<u> </u> Home	Improve Brand Awareness	•
🗙 Bookmarks	Internal Processes	•
	Organisational Capacity	•
	Improve Knowledge and Skills	•
	Improve Content Genetration	•

When you have added some items to your Scorecard it might look something like this.

You can add as many items to your scorecard as you wish.

At some point you will need to arrange the items.

They can be moved and tiered.

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SECTI		Q Find	
#	Scorecards	+ New Scorecard Item	
•	Dashboards	HO Scorecard	
2	Initiatives		
¢	Reports	 Financial Improve Profit 	
Ш	Briefings		
PERS		▲ Customer	
R	Home	Improve Brand Awareness	
_	Destaurates	Improve Customer Satisfaction	
ど	Bookmarks	% Customer Satisfaction S	
		Internal Processes	
		Organisational Capacity	
		Improve Content Genetration	

Click Edit at the bottom of the menu list.

Drag and drop the items in the list to the correct places.

In this example the objects have been re-ordered and tiered to create the correct scorecard relationship

Click **Done** at the bottom of the menu list when you have finished

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