Strategy Maps are a type of Dashboard
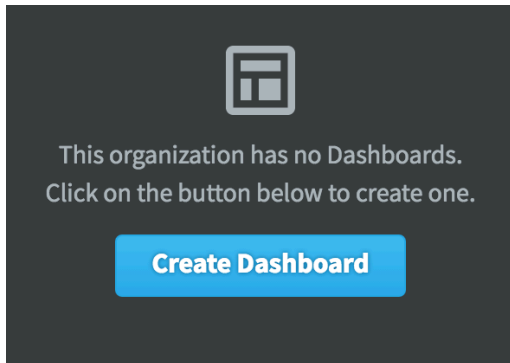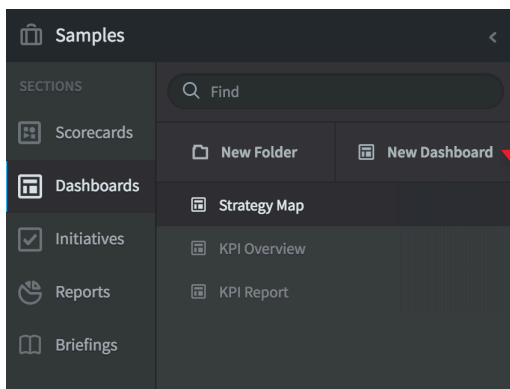
Scorecards, Initiatives, Reports and **Strategy Maps** can be added into an Organisation container. First Click on the Briefcase icon and select an Organisation into which you want to add a **Dashboard/Strategy Map**.
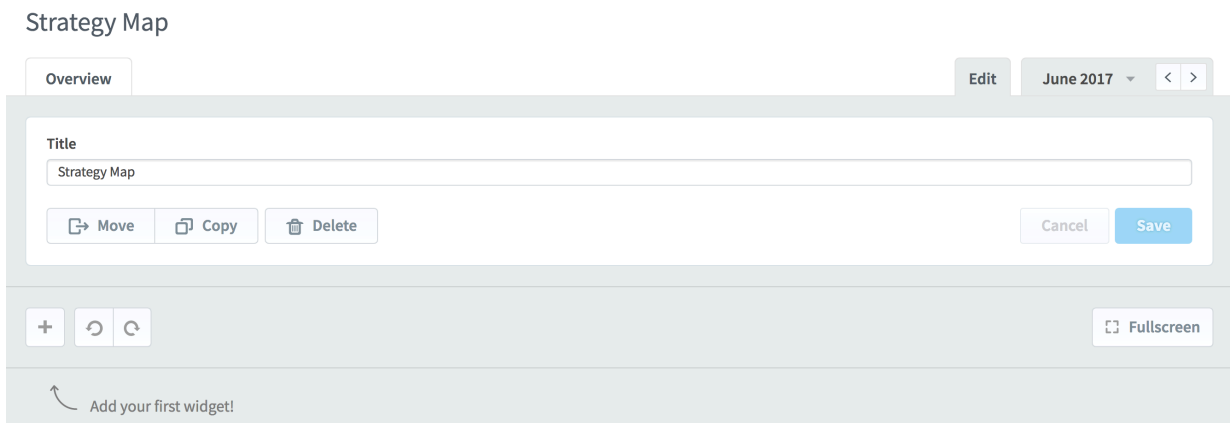
If this is the first Dashboard/Strategy Map in the Organisation selected, click on the blue Create Dashboard button and miss the next step

If this is not the first Dashboard in the Organisation selected, then click on **Edit** at the bottom of the menu list.

At the top of the menu list click on **New Dashboard**

The Create Dashboard dialogue will appear. Give the Dashboard/Strategy Map a name and click on **Create**, this will take you into Dashboard edit:
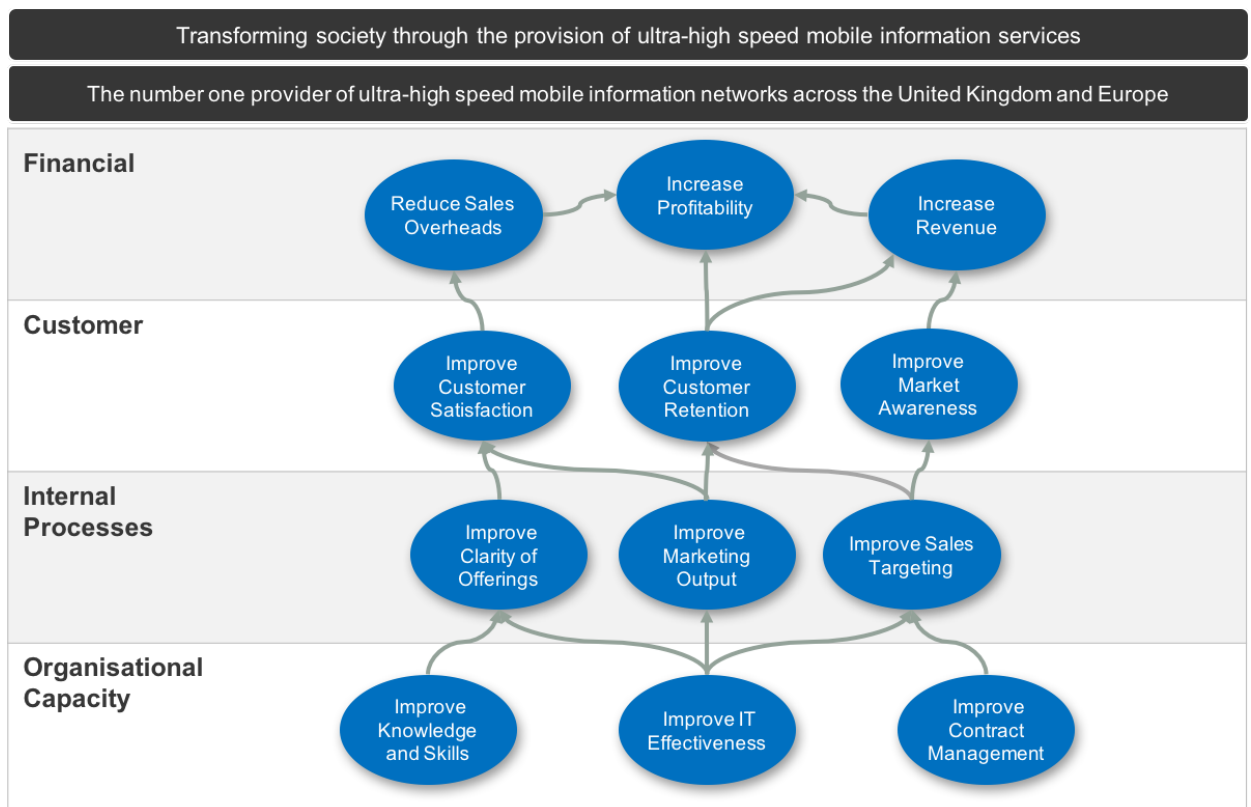
Strategy Map

There are three steps to creating a Strategy map:

1. Create a Strategy Map background template

2. Import the background template as an image

3. Overlay Strategy Map 'bubbles' from the scorecard

Step 1 - Create the Background image

A Strategy Map background template can be created in a drawing application like PowerPoint. We have found it is significantly more productive to build the Strategy Map first and then import and use the image as the framework to overlay Strategy Map bubbles.

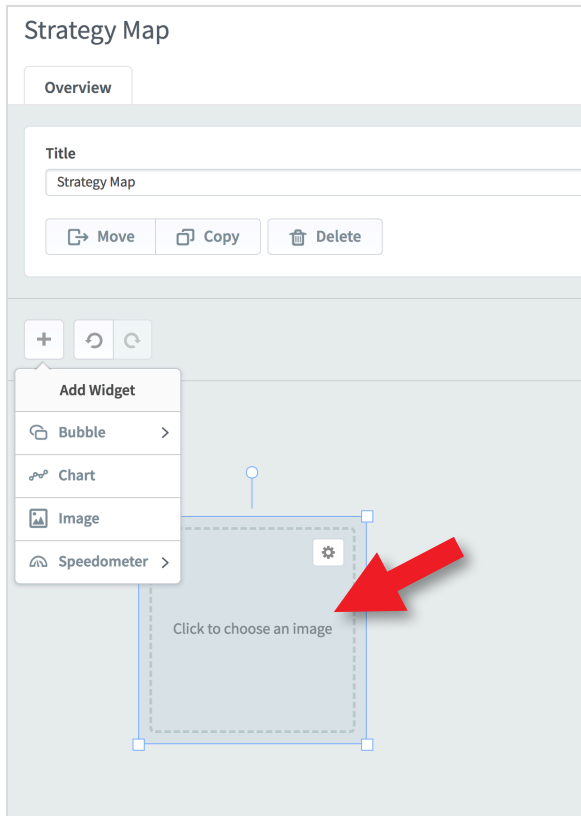A typical PowerPoint Strategy Map background image might look like this:

Step 2 - Import the Background Image

Use the 'Save As' option in PowerPoint to save the background image to the desktop or a folder of your choice. Go back to the application:

Click on the **+** button, the widget list will appear. You can add various items to a Dashboard/Strategy Map.

A **Strategy Map** requires an imported background Image.

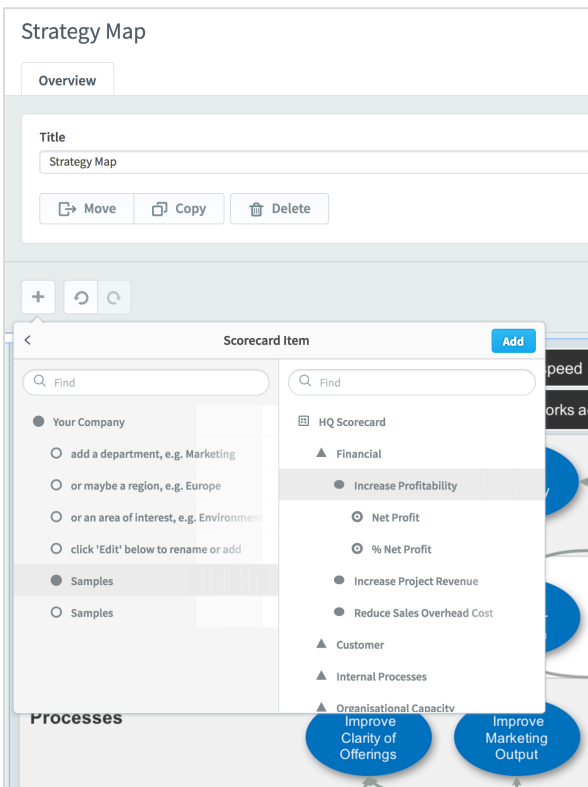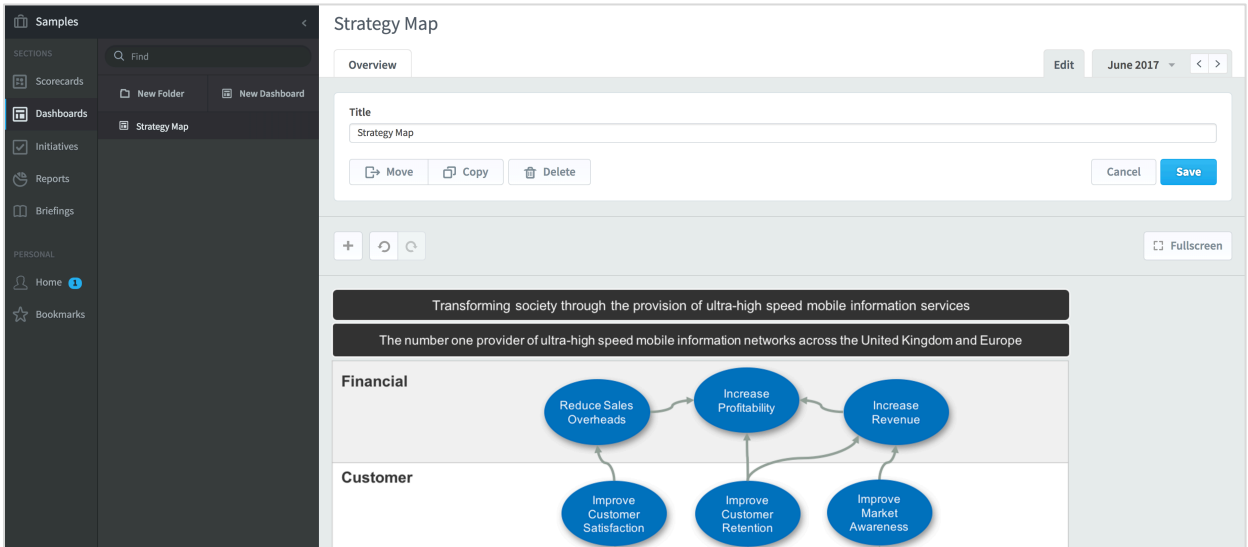Click on **Image** from the drop-down list and and an image selector will appear.

Click in the centre of the selector and select your image from where it was previously saved.

The background image will appear in the editable area. Drag it to the correct position and re-size it if required.

The result should be something like this:

Next click on the + button and select **Bubble** and then **Scorecard Item.**

Find the item you require, select it and click **Add.**

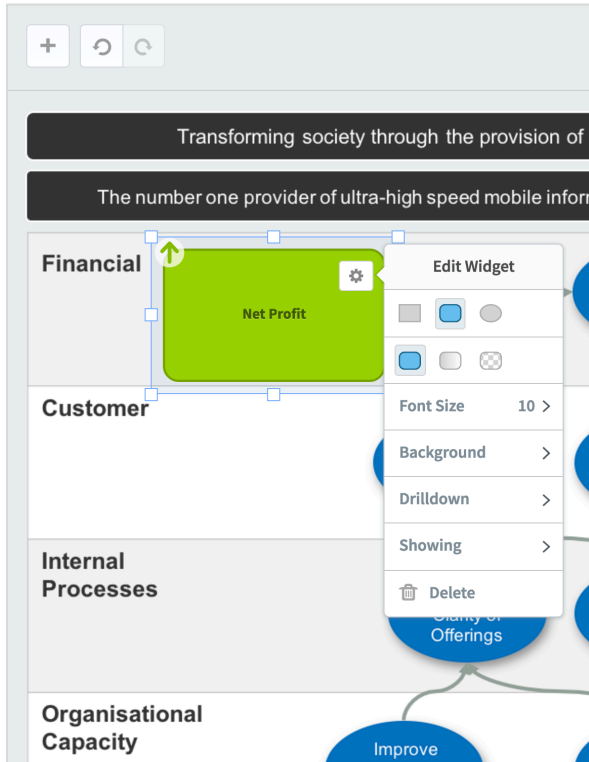In the example to the left, we have selected Increase Profitability.

Select and Add some more examples.

Finally click the + button to close the window and click **Save**
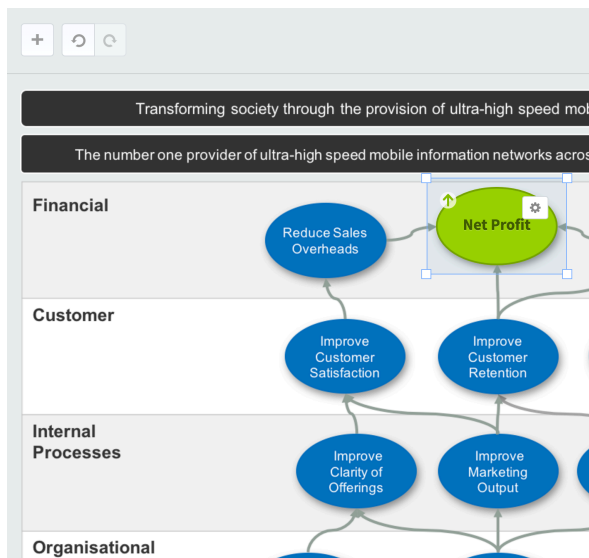
Do not forget to click **Save!**

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The bubble is the wrong shape. Click on the Cog icon in the Bubble and change the shape to oval.

You can change other parameters as well if you need to.

Drag the Bubble to the correct place to overlay the background bubble. You will have to resize to complete the operation.

Repeat this step until all of the bubbles are covered. Your static Strategy Map has now become a live Strategy Map that will change when the data changes in the system.

Click **Save**

A completed Strategy Map will look something like this: