Quarterly Performance Monitoring

Instructions for Excel files

There are two selection tabs at the bottom of the Excel spread sheet:

Abbreviations:	This gives you the full descriptions of the Directorates and Portfolios
April to June results:	The full list of results for the April to June performance monitoring.

The layout enables you to sort and filter the data to suit you.

To filter or sort by directorate, portfolio, priority or status symbol, or a mix of these, you will need to:

- Click on the downward arrow button, according to which column you want to filter/sort, located at row 1. This will give you a drop down menu.

- Select the directorate/portfolio/priority/status symbol you want by clicking inside the drop down menu. You will now notice that only the selected items matching the criteria will remain on that page. You can now save your selection by giving it a different document name.

- To sort all the information another way you will first need to restore column to original form by selecting the “All” option in any column list to display all records.

- You can also do multi-selections i.e. selecting one column at a time but in order of priority e.g. if you want to select all measures with a blue status symbol in Local Services Directorate, you must:

    - First select the downward arrow button on the “status symbol” column
    - Select “blue” in the options menu
    - Then select downward arrow button in the “Directorate” column
    - Select “LS” (Local Services) in the option menu
    - You should now be left with **all** blue status symbol relating to Local Services Directorate.