

## GUIDELINES for FINALIZING APPR

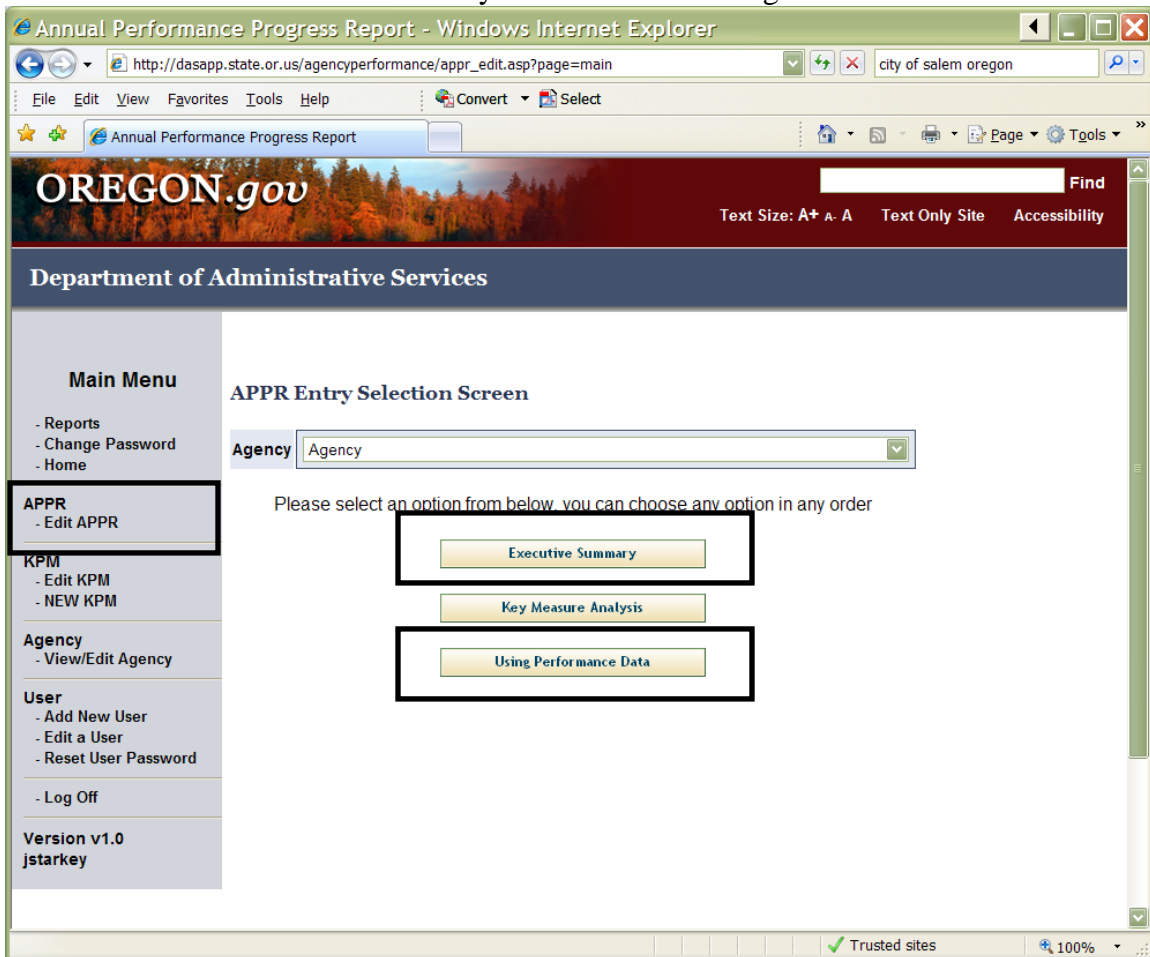
A new date field has been added to the KPM System to indicate when an Agencies APPR has been completed. It is available in two places when editing your APPR:

- At the end of the Executive Summary screen
- At the end of the Using Performance Data screen

### To enter the date you completed your APPR

Click on “Edit APPR”

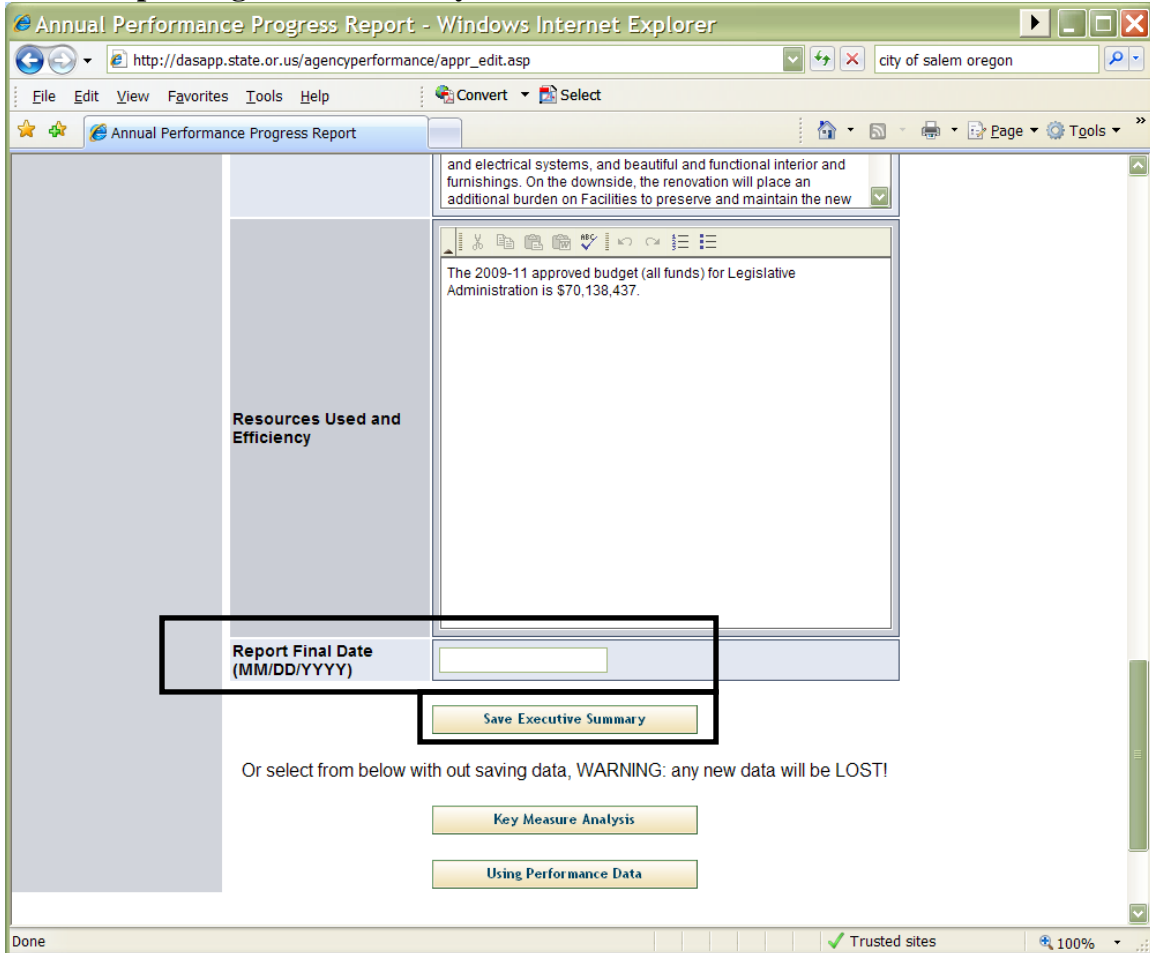
Select either the “Executive Summary” button or the “Using Performance Data” button



The screenshot shows a web browser window titled "Annual Performance Progress Report - Windows Internet Explorer". The address bar shows the URL "http://dasapp.state.or.us/agencyperformance/appr\_edit.asp?page=main" and the search bar contains "city of salem oregon". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the "OREGON.gov" logo and navigation links for "Text Size", "Text Only Site", and "Accessibility". Below the header is the "Department of Administrative Services" banner. The main content area is titled "APPR Entry Selection Screen" and includes a dropdown menu for "Agency" with "Agency" selected. A message states: "Please select an option from below. you can choose any option in any order". Three buttons are displayed: "Executive Summary", "Key Measure Analysis", and "Using Performance Data". The "Executive Summary" and "Using Performance Data" buttons are highlighted with black boxes. A left sidebar contains a "Main Menu" with categories: "APPR" (Edit APPR), "KPM" (Edit KPM, NEW KPM), "Agency" (View/Edit Agency), "User" (Add New User, Edit a User, Reset User Password, Log Off), and "Version v1.0 jstarkey". The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

When in either of the screens, scroll to the very bottom of the page and enter the date into the “Report Final Date” field.

**Click on “Save Executive Summary” button or “Save Using Performance Data” button depending on which area you are in.**



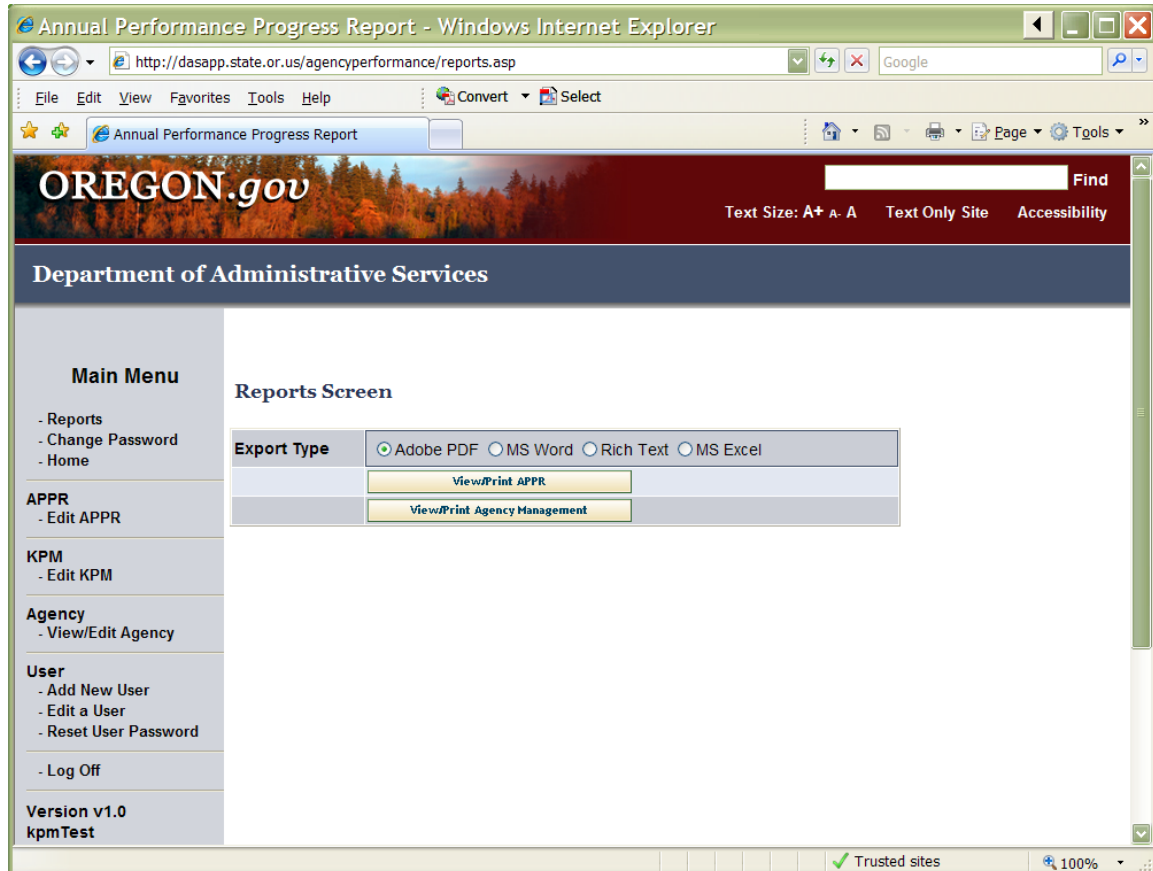
**If you do not SAVE your information will be lost!!**

Your APPR is complete!

If you need further assistance please contact June Starkey ([june.starkey@state.or.us](mailto:june.starkey@state.or.us) or 503-986-1272) for further assistance.

## PRINTING REPORTS

PDF Versions of the Management Report and the APPR must be submitted to BAM/LFO Budget Analysts and KPM Coordinators. Also, agencies are expected to publish the reports on their agency websites.



Click on “Reports” and the screen above will open.

Your two options are to:

- View/Print APPR
- View/Print Agency Management Report

There are four export types available Adobe PDF, MS Word, Rich Text, and MS Excel. As discussed above your final report must be submitted in PDF.

- Select the export type and click on the report button your wish to print.
- The report will open up in a separate window.