

USER ROLES

Below are the different levels of user access in the KPM System and the corresponding functions they may access.

Read Only Access

- View KPM – users with this access may view the individual KPM’s of the agency they are assigned under.
- Reports – may view and print APPR and Agency Management reports from this screen (PDF, MS Word, Rich Text, and Excel).
- Change Password

Analyst

- View KPM – allows a Legislative Fiscal Analyst, Budget and Management Analyst and Administrators to view and comment on, if necessary, all agencies key performance measures. Comments are used internally.
- Reports - may view and print APPR and Agency Management reports from this screen (PDF, MS Word, Rich Text, and Excel).
- Change Password

Standard Access

- Reports - may view and print APPR and Agency Management reports from this screen (PDF, MS Word, Rich Text, and Excel).
- Change Password
- Edit APPR – ability to edit the APPR including: Executive Summary, Key Measure Analysis, and Using Performance data sections.
- Edit KPM – ability to View/Edit/and or Delete KPM’s as part of the Legislative process. Occurs every two years.

Agency Coordinator Access

- Reports - may view and print APPR and Agency Management reports from this screen (PDF, MS Word, Rich Text, and Excel).Change Password
- Edit APPR - ability to edit the APPR including: Executive Summary, Key Measure Analysis, and Using Performance data sections.
- Edit KPM’s - ability to View/Edit/and or Delete KPM’s as part of the Legislative process. Occurs every two years.
- View and Edit Agency Information – may only edit the agency “Mission” statement from this screen.
- Add new user – add a new user from your agency to access the system. May only provide “Read-only Access” or “Standard Access,” elevated access such as Agency Coordinator or Analyst may only be updated by the System Administrator.
- Edit a User – edit an existing user’s information.
- Reset User Password – reset an existing users password in your agency