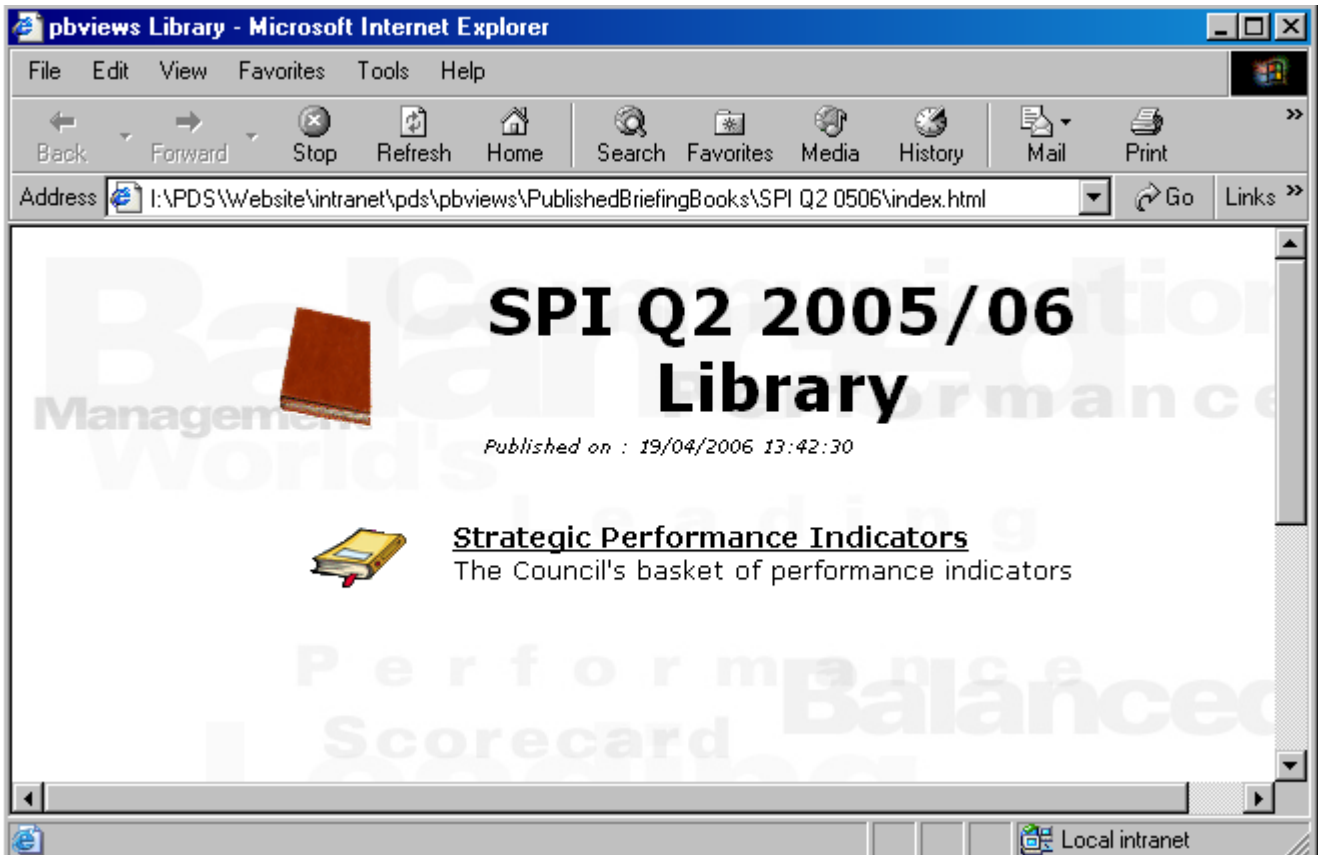
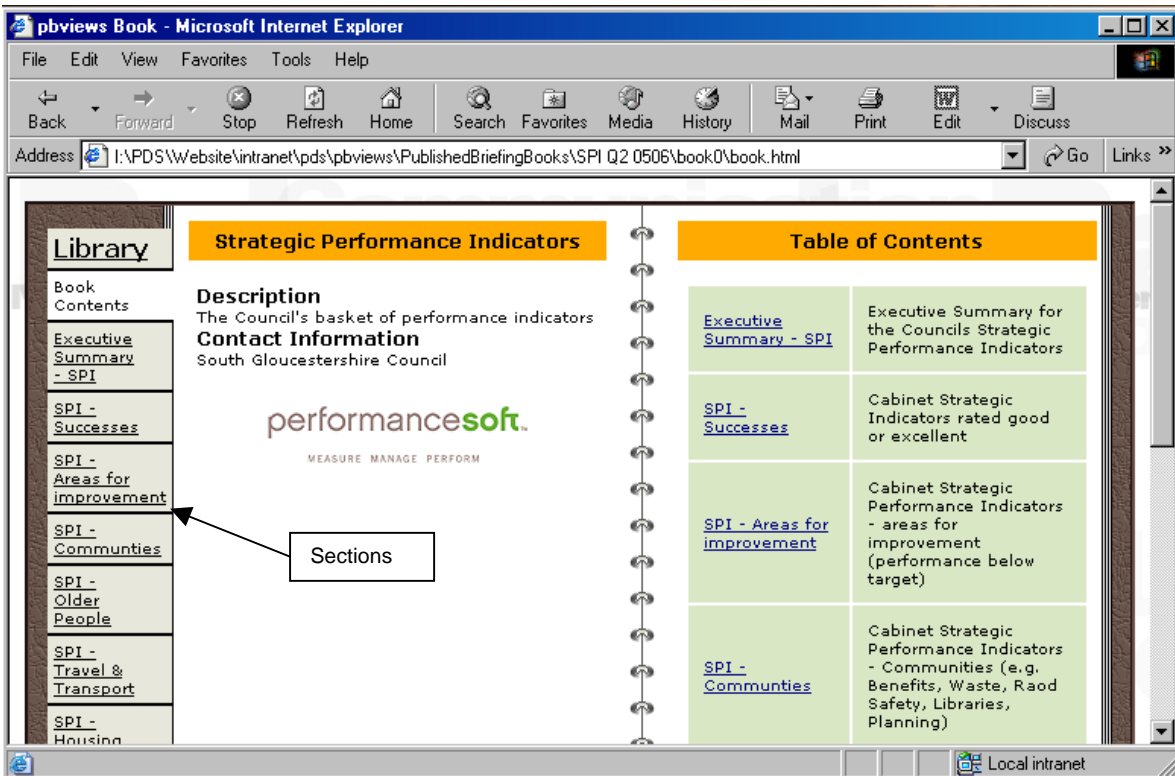


# How Do I.....Navigate Briefing Books on the Intranet/Internet?

- From the Intranet, click on the link for the Briefing Book you wish to view
- You should see a web page that looks like this:



- In the example above we chose to view the Quarter 2 information for the Strategic Performance Indicators. Click the link Strategic Performance Indicators.
- The next screen displays the briefing book and should look something like this:



- Any text that is underlined is a link, which displays performance indicators for that area. The area on the left contains sections of the briefing book, and these are mirrored with a further description in the Table of Contents on the right.
- Click a link in the section area or from the Table of Contents. You will now see some description for the selected section on the left and the measures on the right, as in the screen shot below. Note that the measures are in green because this section groups measures where performance is good.

**Library**

- Book Contents
- Executive Summary - SPI
- SPI - Successes
- SPI - Areas for improvement
- SPI - Communities
- SPI - ...

**SPI - Successes Measures**

**Book**  
Strategic Performance Indicators

**Section**  
SPI - Successes

**Description**  
Cabinet Strategic Indicators rated good or excellent

Description of section

Measure list

**2005/2006 Q2 Actual vs. Target**

<u>Press coverage: positive or neutral</u>	Corporate Communications
<u>Cost Effectiveness (Council)</u>	Financial Reporting (CE & CR)
<u>One stop shop: satisfaction explaining things clearly</u>	Business Support Services (ICT - CE&CR)
<u>One stop shop: satisfaction</u>	Business Support Services (ICT - ...)

Remember that as you are viewing the briefing books through the Intranet/Internet, you can use your back and forward buttons as normal from the main toolbar.

- Click on a measure from the measure list. You will now see detailed information for that measure for the period you are viewing. (see screenshot below)

**Housing: Non urgent repairs & service (Joint Commissioning - Building Services)**

**Description**  
Average number of days taken to complete non urgent repairs (local)

**Data Table: This Year by Quarter**

Number 0.00	Actual	Target	Target Variance	Target Index	Top Quartile	Top Quartile Variance	Top Quartile Index	Bottom Quartile	Bottom Quartile Variance	Bottom Quartile Index
2005/2006 Q1	22.30	22.00	(0.30)	98.6%	--	--	--	--	--	--
2005/2006 Q2	19.74	22.00	2.26	110.3%	--	--	--	--	--	--
2005/2006 Q3*		22.00			--		--			--
2005/2006 Q4*		22.00			--		--			--

**Info**

Measure type:	Data
Critical:	No
Owner:	Mark Haines
Owner's assistant:	
High values are:	Bad
Unit type:	Number 0.00
Storage period type:	Quarter
No. of decimal places:	2
Period Consolidation:	Average
Order of calculation:	Measure, Location, Period

**Commentary (2005/2006 Q2)**  
Progress being made on improving performance times. Target achieved in Q2. Kay Salan, 12 April 2006

**Data Chart: This Year by Quarter**  
Number 0.00

**Index Chart: This Year by Quarter**  
%

#### Detailed measure information includes

- A description of the indicator
  - A data table showing the raw data
  - Information on how the measure is set up, including who is responsible for performance and whether high values are good/bad
  - Commentary on the current performance period
  - Charts displaying performance trends
  - Back button to go back to the previous screen which displays the sections.
- Once you have finished browsing a briefing book, you can close the screen from File -> Close or the X button.