

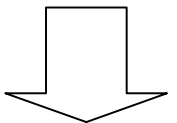
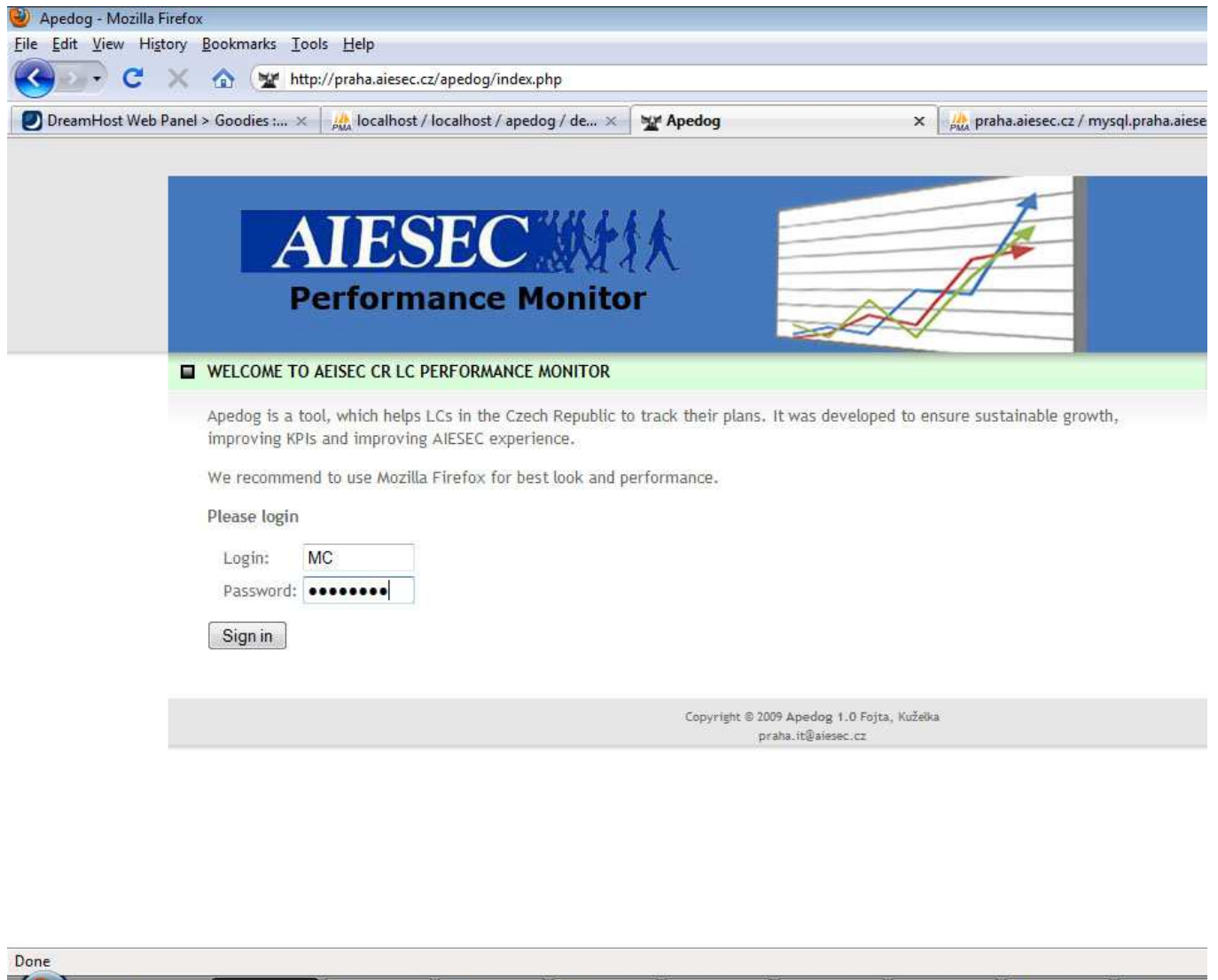
Apedog configuration

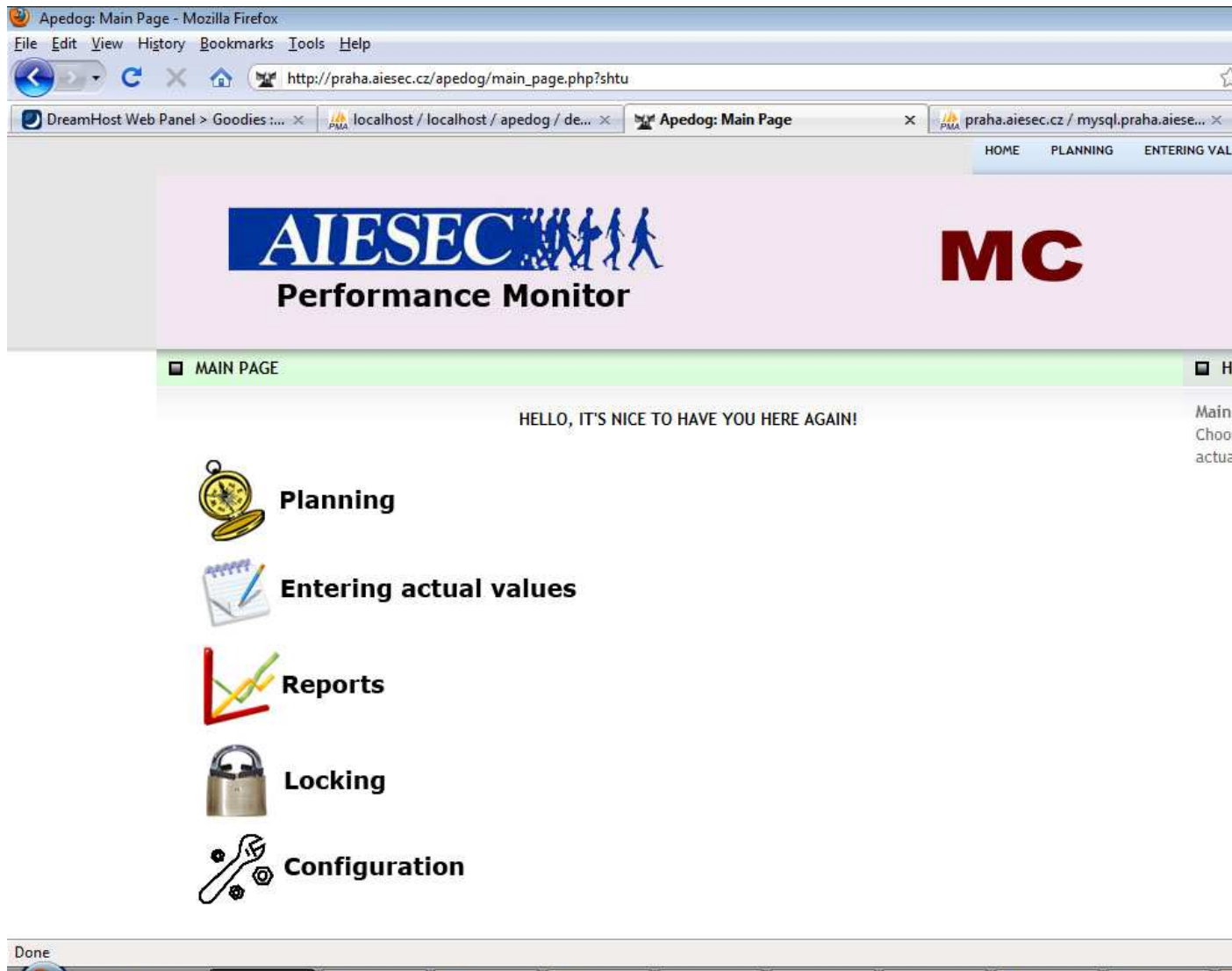
Content:

1. LCs
2. Users
3. Terms
4. Quarters
5. KPI units
6. Business perspectives
7. Critical success factors
8. Key performance indicators

Open configuration

Open index.html and login as **MC** (case sensitive) and password **aiesec** (you can change it later).





Now go to configuration to set everything what is needed. **It is quite important to follow the flow of configuration as we sometime need instance of one entity to create another.**

1. LCs

Firstly, we will set other LCs.

Go to "LC" configuration.

As you can see, there already is MC, you need it and some its user in order to use configuration. Its users can also lock others' LCs' Planning and Entering actual values and can see more wide output (also from LCs)

We will make other LCs. So we want use “**new – create new item**”. We make LC called Praha. Description is voluntary. And save it by pressing “Save”.

You can edit or delete all items by pressing on them in a list under “new – create new item”. Created and updated columns shows date when specific item was created and updated and it is changed automatically when you press save so you don’t have to edit it manually.

Apedog: LC Configuration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://praha.aiesec.cz/apedog/admin.php?id=new

DreamHost Web Panel > Goodies : ... > localhost / localhost / apedog / lcs | ... > Apedog: LC Configuration > praha.aiesec.cz / my

area | kpi | term | quarter | user | lc | business_perspective | csf | kpi_unit | HOME PLANNING

AIESEC Performance Monitor **MC**

APEDOG: LC CONFIGURATION

id: (new)

new - create new item

name: Praha

description: The best LC

MC - MEMBER COMMITTEE CZECH REPUBLIC

☐ Permanently delete this lc and all related histo

Save

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praha.it@aiesec.cz

2.Users

For adding User for this LC we either press on LC and use Add new User or we go to User configuration manually.

So we want to add User Kryštof Kuželka and as we won’t make other users for Praha, we can set his login as Praha. We choose his password and **insert mail and name**, where, if Praha LC

forgets to enter actual values for some KPI even after 25 days after the end of quarter, mail with reminder will be sent. We also mustn't forget to check if the right LC (Praha) is chosen.

Apedog: User Configuration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://praha.aiesec.cz/apedog/admin.php?what=user&id=new&lc=12

DreamHost Web Panel > Goodies : ... > localhost / localhost / apedog / lcs | ... > Apedog: User Configuration > praha.a

area | kpi | term | quarter | user | lc | business_perspective | csf | kpi_unit | HOME

AIESEC
Performance Monitor

APEDOG: USER CONFIGURATION

id: (new)
name: Kryštof
surname: Kuželka
email: krystof1000@gmail.com
pass: brucelee
login: Praha
lc: Praha - The best LC

new - create new user
MC - 1

☐ Permanently delete this user and all related history

Save

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3. Terms

Firstly we go to term configuration and configure some terms. We set value of term as an order for all lists of terms (the best idea is to set number 1 for first term we are tracking, number 2 for second etc.)

4. Quarters

Now we similarly define quarters for terms. We decided to use quarters as the best time period for us as month is so short time to enter values for 50 KPIs or so. Of course you can make 12 quarters in term and choose periods whatever you like but it will still be called quarters. Quarter_in_term has similar function as number_of_term in term. It also determines order of quarters and allows choosing which the quarter that was year ago is.

Apedog: Quarter Configuration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://praha.aiesec.cz/apedog/admin.php?id=new

DreamHost Web Panel > Goodies : ... > localhost / localhost / apedog / lcs |... > Apedog: Quarter Configuration > praha.aiesec.cz / mysql.praha.aiese...

area | kpi | term | quarter | user | lc | business_perspective | csf | kpi_unit | HOME | PLANNING | ENTERING VA

AIESEC **Performance Monitor** **MC**

■ APEDOG: QUARTER CONFIGURATION ■

new - create new quarter

2008-10-01 - 2008-12-31
2008-07-01 - 2008-09-30
2009-01-01 - 2009-03-31
2009-04-01 - 2009-06-30
2009-07-01 - 2009-09-30
2009-10-01 - 2009-12-31
2010-01-01 - 2010-03-31

id: (new)
quarter_from: 2010-04-01
quarter_to: 2010-06-30
description:
term: 2009-07-01 - 2010-06-30
quarter_in_term: 4

☐ Permanently delete this quarter and all related history

Save

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praha.it@aiesec.cz

Done

5. KPI units

We would definitely like to make some list of units available for KPIs. To do that, go to the **kpi_unit**.

The name of kpi unit is what will be shown right next to every value of this KPI.

Spec means specification. The only thing that matters is if you type in **boolean**. Try it! That will cause, this KPI won't have input field but dropdown menu with yes/no. If you choose boolean and type in name it next to yes/no, you don't have to do it.

Description is just for your information, what is meant by this KPI.



Apedog: KPI Units configuration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://praha.aiesec.cz/apedog/admin.php?id=new

DreamHost Web Panel > Goodies : ... x localhost / localhost / apedog / lcs |... x Apedog: KPI Units configuration x praha.aiesec.cz / mysql.praha.aiese...

area | kpi | term | quarter | user | lc | business_perspective | csf | kpi_unit | HOME PLANNING ENTERING VA



■ APEDOG: KPI UNITS CONFIGURATION ■

id: (new)

name: days

spec:

description: represents count of days

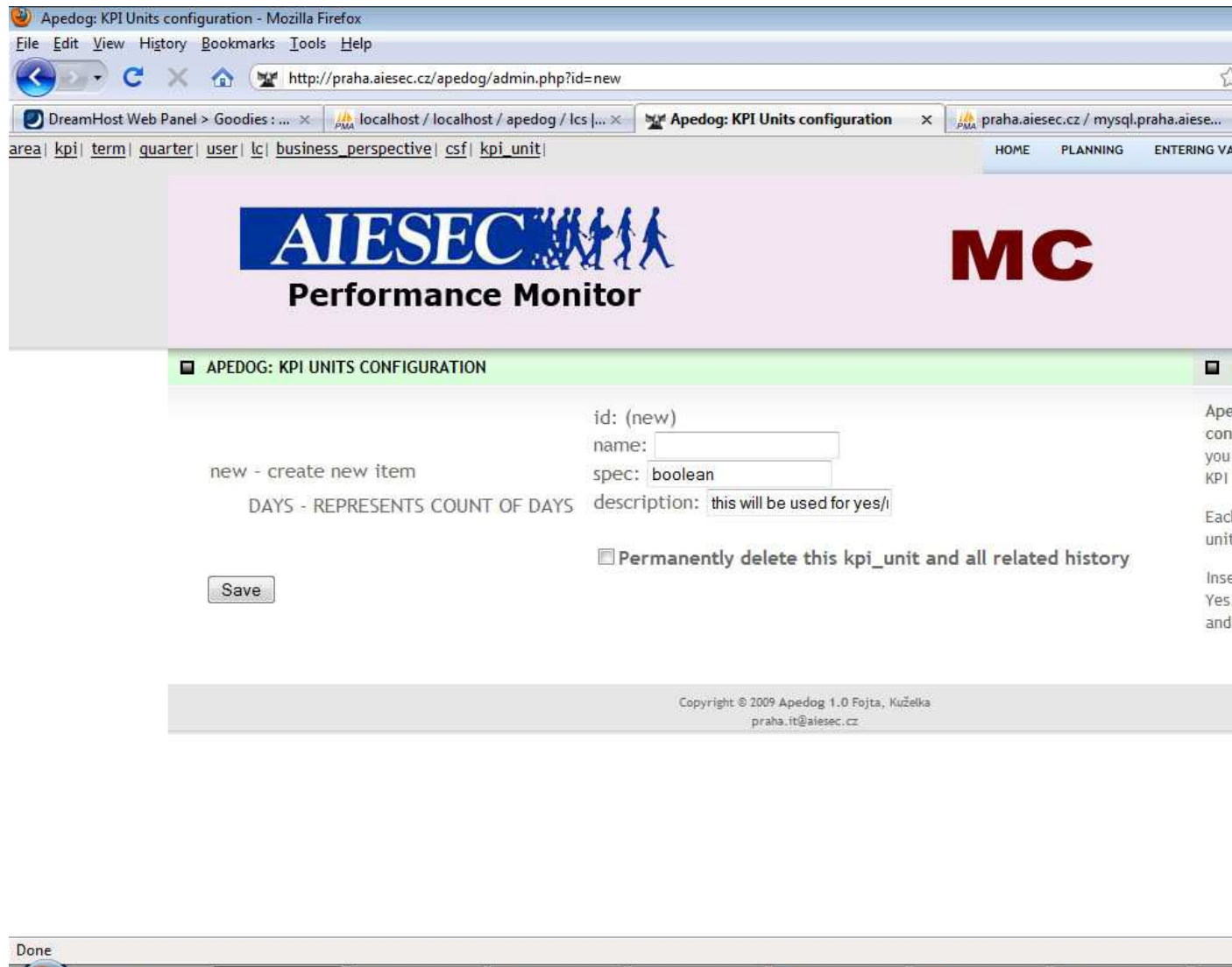
☐ Permanently delete this kpi_unit and all related history

Save

new - create new item

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praha.it@aiesec.cz

Done



I will make several other units like '%', 'CZK' (it is Czech currency), etc

6. Business perspectives

I will create some BPs in BP configuration. The order, how you create it, will take effect in order in Reports so think twice before you create it.

7. Critical success factors

For each BP I will create some CSFs. If you delete BP, CSF remains but loses its parent. If CSF doesn't have a parent.

BP->CSF->KPI creates tree structure and if you don't have Balance score card you could call these 'groups' differently. Nevertheless, you can easily use it. Put your indicators(KPI) into some group(CSF) and these groups put into another parent group(BP).

8. Key performance indicators

- Name: Name of KPI
- Description: Help when user roll over KPI (same as for CSF)
- Area: definitely choose one of function areas
- CSF the KPI belongs to
- Kpi_unit: if you want to have a unit next to value of KPI or if you want to have boolean choice choose one of KPI units we defined before
- Graphs: type of graph used for this KPI, you will have to try it 😊
- End_of_term: Imagine your LC made 3 exchanges for this KPI in first quarter, 5 in second, 2 in third and 4 in fourth. What should be value at the end of term? Is it sum? Is it the last value (4)?
- All_lcs: quite similar. Imagine first LC achieved 5Xs, second LC 3, third 7. What is the output for whole country? Is it sum? It probably is. But what if you have percentage? Average? What if it is yes or no? If at least one yes => yes? It is just some kind of logic.
- In_bsc: if you choose no, the lcs will see this KPI just if they check the option **Include custom KPIs in Reports section**
- Lc: which LC should have this KPI? It is multi select (use ctrl, tab) will make some special KPI just for Prague, that other LCs won't have. It is reasonable to not include those in balance score card and make it custom.

Apedog: KPI Configuration - Mozilla Firefox

Soubor Úpravy Zobrazení Historie Záložky Nástroje nápověda

http://praha.aiesec.cz/apedog/admin.php?id=1

Apedog: KPI Configuration

Performance Monitor

■ APEDOG: KPI CONFIGURATION

new

QUALITY INDEX PERFORMANCE

NUMBER OF MEMBERS THAT FINISHED BOTH X & LR EXPERIENCES IN THE PERIOD

NUMBER OF MEMBERS WITH LEADERSHIP EXPERIENCE FINISHED IN THE PERIOD

NUMBER OF TN REALIZED

NUMBER OF EP REALIZED

REAL STATE OF FINANCE

NUMBER OF MONTHS OF RESERVE

NUMBER OF EP RAISED

AVERAGE APPLICANTS FOR LEADERSHIP POSITIONS IN THE PERIOD

NUMBER OF TN RAISED

AMOUNT OF MONEY FROM CR PRODUCTS

NUMBER OF COOPERATIONS WITH UNI, CITY OR INDIVIDUAL ALUMNI DONATIONS AND PARTNERSHIPS THANKS ALUMNI

NUMBER OF MEDIA APPEARANCES

NUMBER OF VISITORS IN YOUR LOCAL/NATIONAL

id: (1)

name: Quality index performan

description: Number of stars - Qualit

created: 2009-09-01 18:16:24

updated: 2010-03-14 00:36:15

area: TM - Talent Management ()

csf: X+L, Quality, TD+X -
()

kpi_unit: NULL

graphs: Line on Bar Chart ()

end_of_term: Average

all_lcs: Average ()

in_bsc: Yes (1)

lc: MC - Member Committee Czech republ
Plzen -
Praha -
CZU Praha -
Olomouc -
Brno -
Ostrava -
Karvina -
Zlin -

☐ Permanently delete this kpi and related history

Hotovo

That is all for the configuration. Your country can start to use Apedog.

