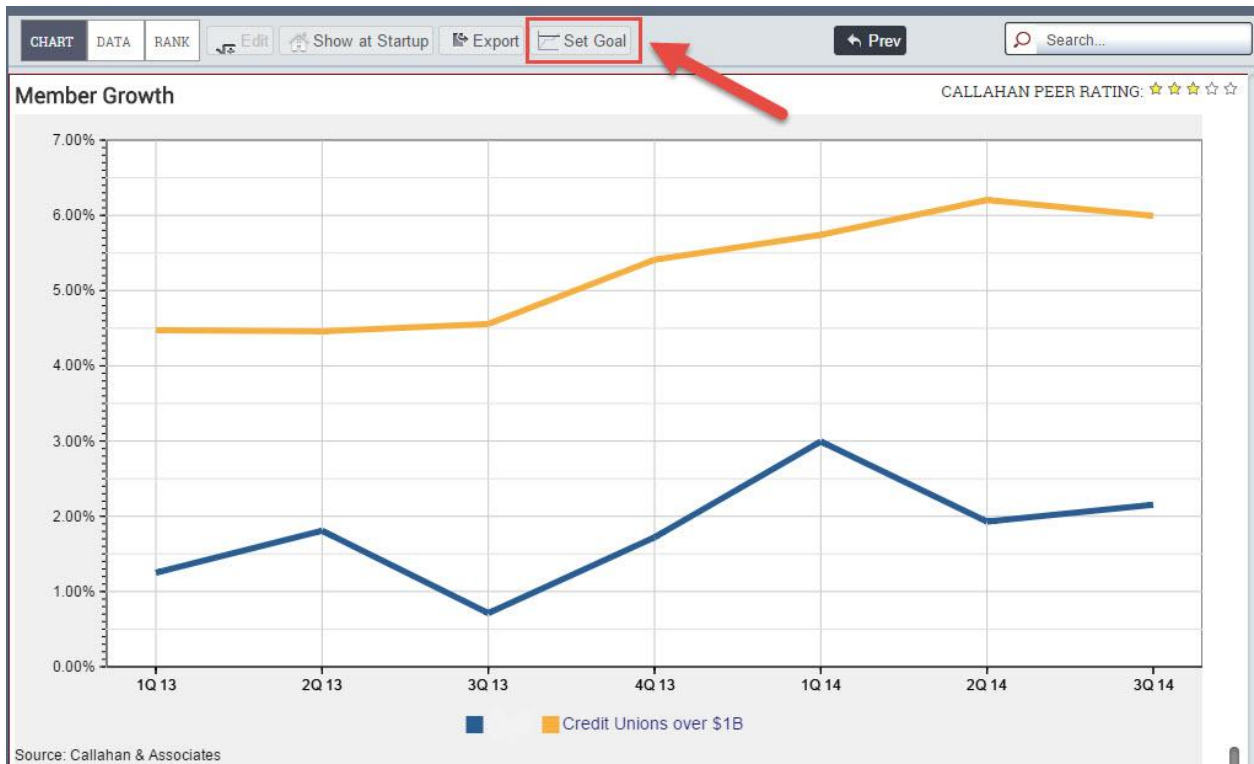


HOW-TO SET A GOAL: 6 EASY STEPS TO PLACE (AND REMOVE) A GOAL LINE ON ANY DISPLAY

Step 1: Click on any display in the left hand navigation. Click on the **Set Goal** button above the display.



NOTE: You may only set a goal for one display at a time. If you are looking at a packet of displays, the **Set Goal** button will be grayed out.



HOW-TO SET A GOAL:

6 EASY STEPS TO PLACE (AND REMOVE) A GOAL LINE ON ANY DISPLAY

Step 2: In the **Goal Value** field, enter the value of the goal you wish to set for that display. If the value is less than 1%, you must enter a zero (0) before the decimal point. **EXAMPLE:** 0.5%

Set Goal [X]

This function will cause a horizontal "goal" line to be drawn on this chart as long as the current cycle is not past the goal-end date.

Goal value? Follow by % if it is a percentage, or *m*, *b*, or *t* if it is in millions, billions, or trillions.

Goal ending cycle? Enter as *m/yy*

[Set Goal] [Remove Goal]

Step 3: In the **Goal Ending Cycle** field, enter the date in which you intend to reach the goal value. **EXAMPLE:** If you wish to reach the goal value by March of 2015, enter 3/15.

Set Goal [X]

This function will cause a horizontal "goal" line to be drawn on this chart as long as the current cycle is not past the goal-end date.

Goal value? Follow by % if it is a percentage, or *m*, *b*, or *t* if it is in millions, billions, or trillions.

Goal ending cycle? Enter as *m/yy*

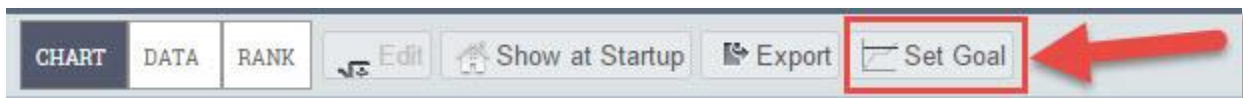
[Set Goal] [Remove Goal]

HOW-TO SET A GOAL:

6 EASY STEPS TO PLACE (AND REMOVE) A GOAL LINE ON ANY DISPLAY

Step 4: Click the **Set Goal** button. Doing so will generate a horizontal "goal" line on all instances of that display.

Step 5: To remove a goal, click on the **Set Goal** button.



Step 6: Click the **Remove Goal** button. The goal line will no longer appear on the display.