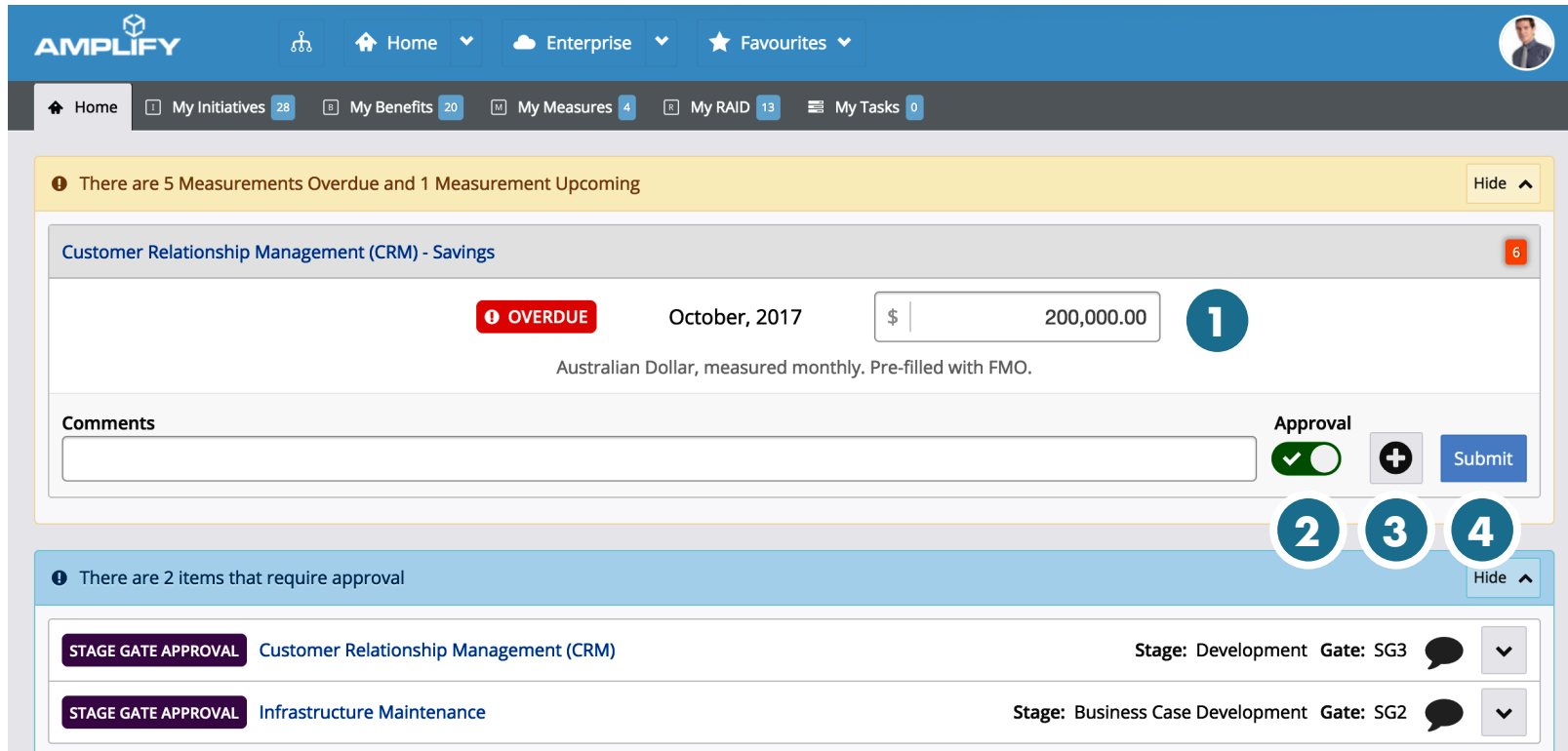


# Recording an Actual Measurement

On the **Home** personal dashboard, an Upcoming/ Overdue Actuals widget is displayed. This widget will give users a quick run-down of action items one is expected to carry out. Selecting the name of the **Measure** will direct you to the **Measure Dashboard**. The breakdown of this widget is as follows:



## UPCOMING ACTUAL

**1** Enter the Actual Value, as well as any Comments that need to be added.

**2** Select the Approval toggle to send a request for approval to other users that have access to this Benefit. The other users in the approval request can then review the Benefit and let the requester know if they approve or reject the Benefit.

**3** Select the Approvers tab to add approvers or notify them of the Actual submission.

**4** Submit button will record the Actual.

## Displays

### REMINDER TAG

Displays the status of the Actuals Measurement whether it's upcoming, or overdue.

### ACTUAL DATE

Displays when Actual will be recorded for in this Measure.

### UNIT

Displays the unit in which the Actual is measured.

### SCHEDULE

The resolution or period of Measurement.