

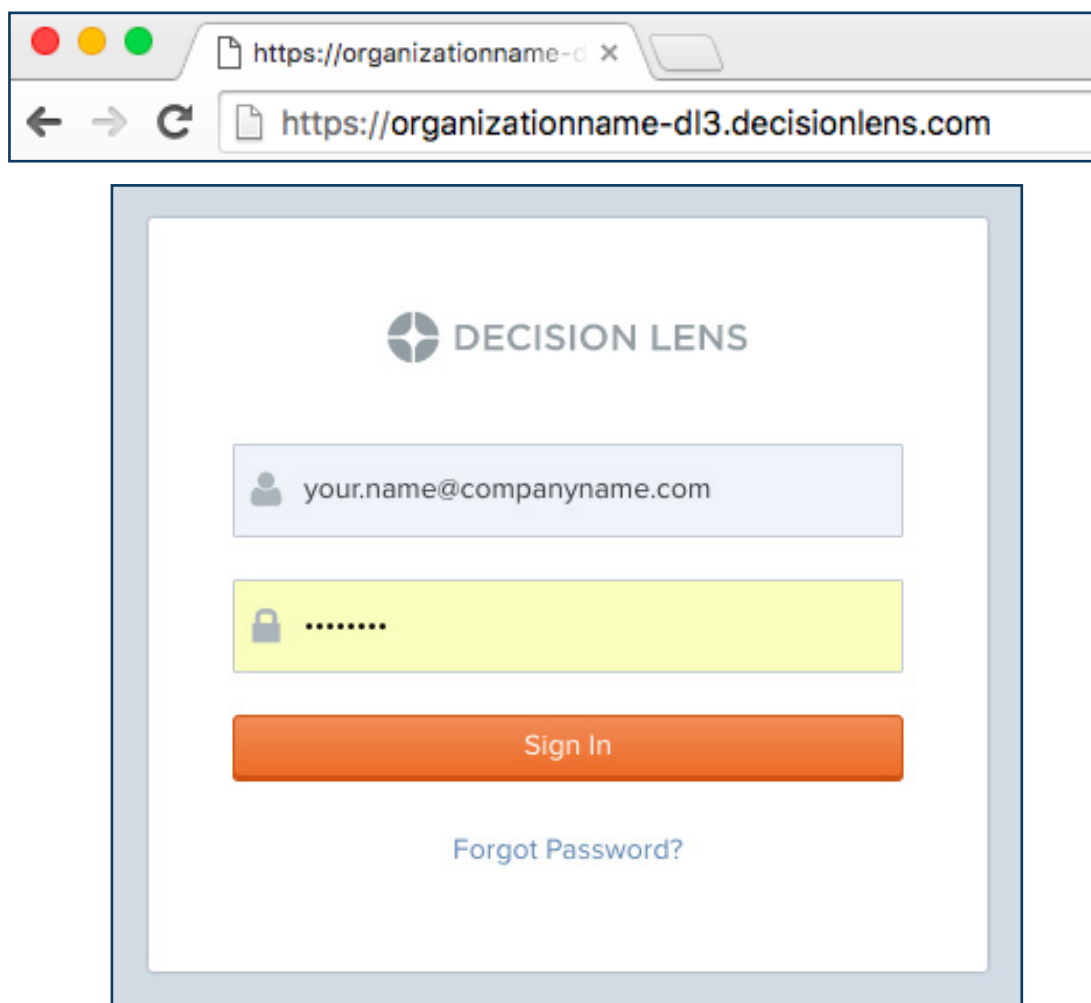
Quick Start Guide

Rate Alternatives

Welcome to Decision Lens. This quick start guide is intended to walk users through the initial stages of accessing a Decision Lens portfolio and entering alternative ratings.

Step 1: Accessing Decision Lens

Your company Decision Lens administrator will provide you with your login credentials. Open up a web browser, and log in to your organization's unique instance.

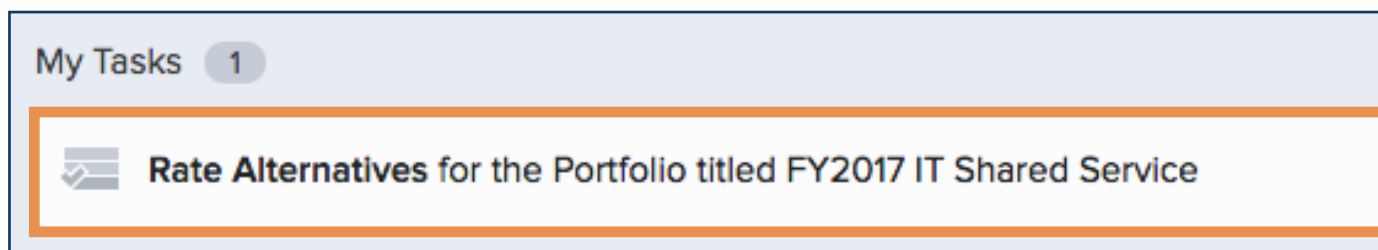


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Step 2: Accessing Rate Alternatives Task

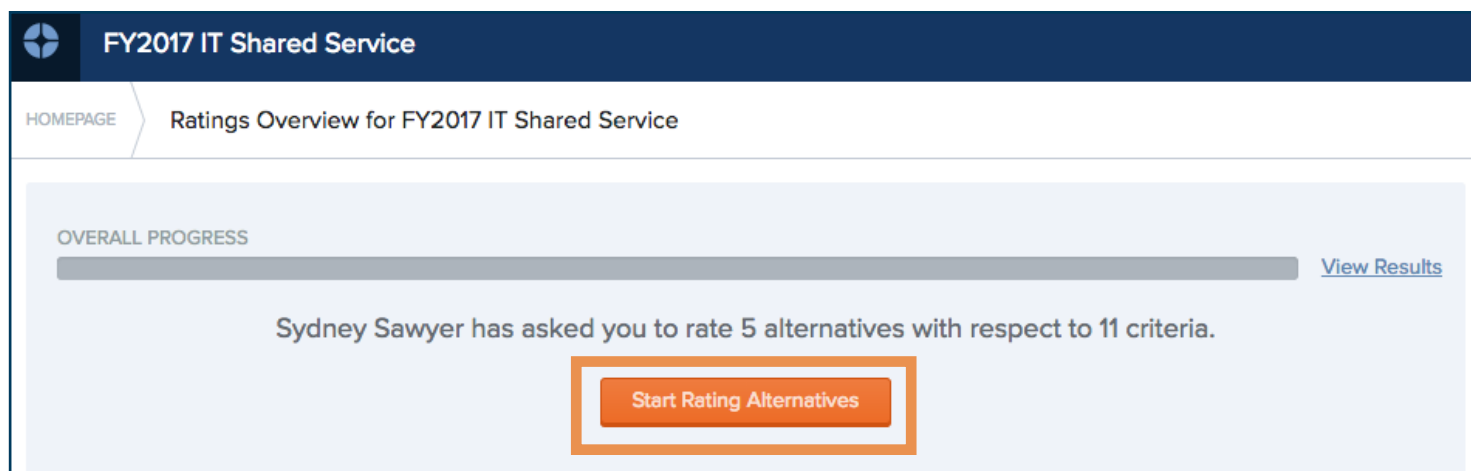
Once you have logged in, locate the “My Tasks” section at the top of the page. Select the appropriate **Rate Alternatives** task.



Step 3: Ratings Overview

The Ratings Overview page allows you to view instructions and gain access to additional information pertaining to the portfolio before placing your ratings.

Click the orange “**Start Rating Alternatives**” button to begin rating alternatives.



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Step 4: Rating Alternatives

Select the rating that best reflects your judgments of how well the alternative performs against the criterion (ratings are automatically saved). If you need to delete a rating, deselect your original selection or click a different option on the scale.

Ratings can be placed using your mouse or your keyboard. To place a rating using your keyboard select the letter on your keyboard associated with the rating.

Click the **“Next”** button to rate the next alternative.

To increase efficiency you can enable *Auto Advance* to move through ratings once you have made a selection. You may also choose to hide any ratings that have already been completed, with the *Hide Completed* feature.

The screenshot displays the 'Rate Alternatives' interface for 'Enterprise User Mobility'. The page title is 'FY2017 IT Shared Service'. The main heading is 'Enterprise User Mobility'. The criterion is 'Support of ITS Strategic Objectives and Goals'. The question is 'To what degree does the initiative / project support ITS Strategic Plan objectives and goals?'. The rating scale is shown with options: a Excellent, b Very Good (selected), c Acceptable, d Marginal, and e Unacceptable. A 'Next' button is visible at the bottom. A tooltip in the bottom right corner shows 'Enable Auto Advance' and 'Hide Completed' options.

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Add comments to support or clarify your ratings by clicking the comment icon. Enter your comment and then click the orange **“Add Comment”** button.

The screenshot displays the 'Rate Alternatives for FY2017 IT Shared Service' interface. The main content area is titled 'Please rate Enterprise User Mobility with respect to Support of ITS Strategic Objectives and Goals'. Below this, a rating scale is shown with five options: 'a Excellent', 'b Very Good' (selected), 'c Acceptable', 'd Marginal', and 'e Unacceptable'. To the right, a comment box is open, showing the text 'I believe that this project rates very good with respect to the support of ITS strategic objectives and goals.' and an orange 'Add Comment' button. The interface also features a 'View Results' link, a 'Previous' button, and a 'Next' button at the bottom.

Please contact support at support@decisionlens.com with questions about logging in or navigating your portfolio.