How to Add Targets

The Targets section allows user to track progress towards hitting specific goals or KPIs.

Targets are always created against a saved statistic summary. For information on how to save a statistic summary, please view the **How to Generate A Statistic Summary** guide.

To add targets to a statistic summary, follow these steps:

- Hover over **Intelligence** and select **Targets**

- Click on the **plus** icon **+**

- Select the saved **Statistic Summary View**.

- On the right-hand side, there is field where a target can be entered for each statistic. This is the ideal goal to reach by the end of the report period   161

- Once all **Targets** been set, click **Add**

A target progress page will be displayed. The fullness of each bar corresponds to the overall completion of the target for this statistic. The colour of the bar gives an indication of whether the target will be met if progress continues at the current rate. Hover the cursor over the bar for more information on each target.

1.1 Participant Attendance

1.1.1 Number of 'Engaged' participants

Distinct count of participants who have attended at least 1 session within the reporting period   123