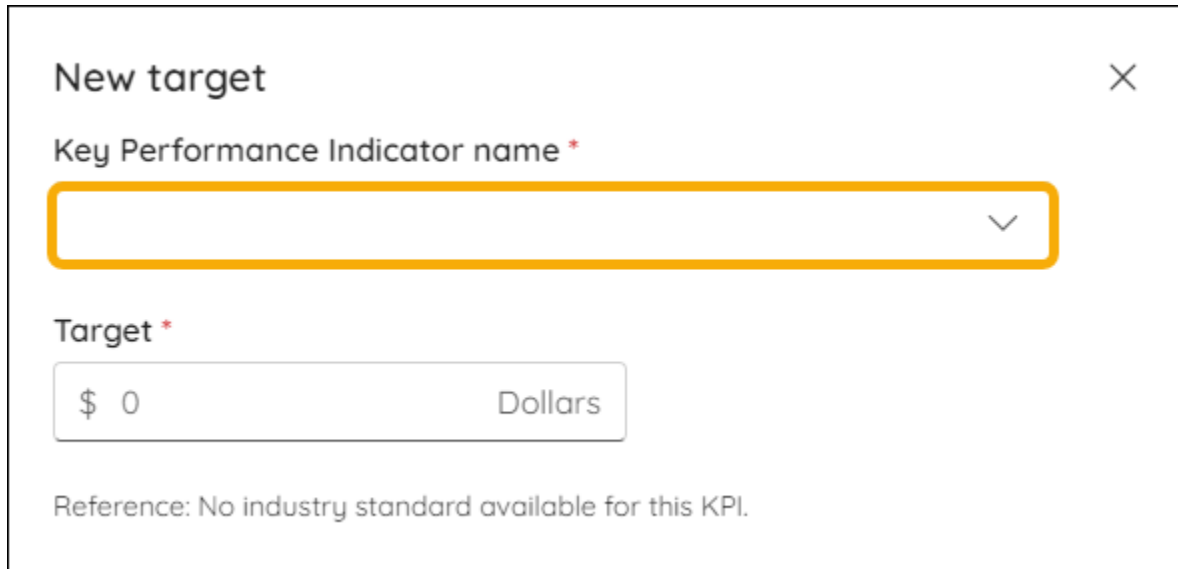


### Creating a KPI target

1. Navigate to **Admin settings**.
2. Locate the Key Performance Indicator (KPI) and click **KPI targets**.
3. Click the **New target** button. This opens the **New target** panel.
4. Enter the **Key Performance Indicator name** or use the **drop-down menu** to select an existing name (Required).



New target ×

Key Performance Indicator name \*

Target \*

\$ 0 Dollars

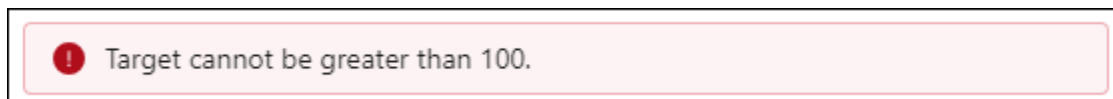
Reference: No industry standard available for this KPI.

**Note:** Industry standard values will automatically populate.

5. Enter the **Target amount** and/or **days**.

#### Important Notes:

- You cannot create a percentage-based target greater than 100%. The following warning will appear.



- If a KPI target already exists, a warning message will appear.



6. Click **Save**.

The new KPI target will now show on the page.