

Quick Start Guide

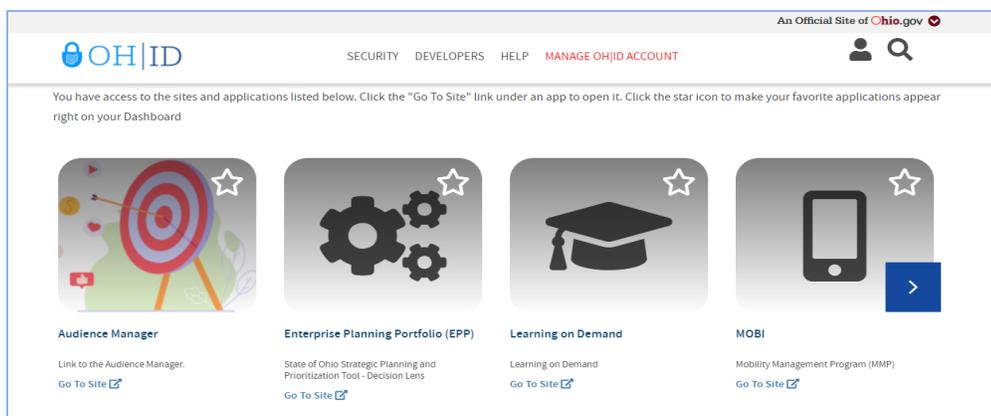
Adding and Updating Alternative (Initiative) Data

Welcome to the Enterprise Decision Support Solution and the Decision Lens software. This quick start guide is for Agency Points of Contacts (POCs) on how to add and update alternatives in Decision Lens. In Decision Lens, Agency alternatives are **Ohio Initiatives**. Only POCs that have “Owner” privileges can perform these steps.

Step 1: Access Decision Lens/Enterprise Planning Portfolio (EPP)

<https://myohio.gov>

Access your State of Ohio Applications via myohio.gov. On the My Sites & Applications page, choose the Enterprise Planning Portfolio (EPP) tile.



Step 2: Launch the Site (Enterprise Planning Portfolio (EPP))

Click on the LAUNCH button.

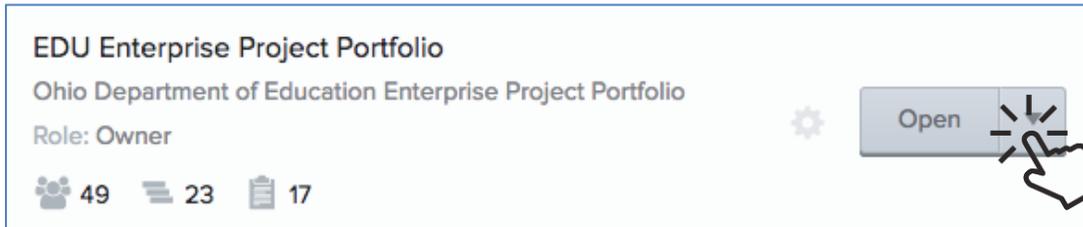


Quick Start Guide

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Step 2: Go to the Alternatives screen

After login; locate your Portfolio in the lobby area. Navigate to the “**Alternatives**” screen using the **Open** drop-down menu or the available link from within the portfolio.



Step 3a: Adding a New Initiative

To add a new Initiative, go to the bottom of the list, click the three dots to the right of the last initiative, and select “Insert Alternative Below” This will add a new Alternative for you to edit.

19	Standards by Design	Per Every Student Succeeds Act (ESSA...	DOE	▼	Continuous Imp
20	Replace VMS - School Foundation KOVA	Over 10 years ago, ITO identified a nee...	DOE	▼	Chief Informatio
21	Professional Conduct Case Manageme...	The Professional Conduct Case Manag...	DOE	▼	Teaching, Leadir
22	Report Card v5		DOE	▼	Chief Informatio
23	Education System of Tiered Plans and ...		DOE	▼	Peformance and
24	Ohio Teacher and Principal Evaluation ...		DOE	▼	Teaching, Leadir
25	SAFE to InnovateOhio Platform		DOE	▼	Chief Informatio

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Step 3b: Enter Initiative Data

Clicking the three dots, you can select “View Alternative Details” and populate all of the data fields in the Form view. Or, you can edit the data fields from directly in the table view. Click **Done** when you are done if using the Form view. Table view edits will save in real time. The new Alternative is ready for ratings.

The screenshot shows a form titled "New Alternative" with the following fields:

- Name: New Alternative
- Cost: 0
- Description: (empty text area)
- Agency: (dropdown menu)
- OU1: (dropdown menu)
- Status: (dropdown menu)
- Major Project: (dropdown menu)
- Enterprise/Agency?: (dropdown menu)

A "Close" button is located at the bottom right of the form.

Populate data fields in Form view (or directly in the table view)

Step 4: Updating Initiative Data

If you are updating data for an existing initiative, use the three dots to open the initiative in Form view to make the edits, or update the data fields directly in the table view.

The screenshot shows a form titled "Report Card v5" with the following fields:

- Name: Report Card v5
- Cost: 0
- Description: The state report card system allows parents, educators, lawmakers, community members, and researchers access to current and historical School and District Report Card data through a publicly...
- Agency: DOE
- OU1: Chief Information Officer
- OU2: (empty text area)

An "Edit in Form view" callout points to the OU1 field.

16	Education Management Information Sy...	EMIS, required by 3301.0714 ORC, is th...	DOE
	Pathways Dynamic Tool	The dynamic career pathways tool is a ...	DOE
	Now Migration	ODE currently uses help desk software...	DOE
	ards by Design	Per Every Student Succeeds Act (ESSA...	DOE
20	Replace VMS - School Foundation KOVA	Over 10 years ago, ITO identified a nee...	DOE
21	Professional Conduct Case Manageme...	The Professional Conduct Case Manag...	DOE
22	Report Card v5	The state report card system allows parents, educato...	DOE
23	Education System of Tiered Plans and ...	School and District Report Card data through a publi...	DOE
24	Ohio Teacher and Principal Evaluation ...	ORC 3319.111 (D) requires that evaluator...	DOE
25	SAFE to InnovateOhio Platform	Replace the account management and ...	DOE
26	SharePoint Online Migration	Integration of the ODE Intranet to the I...	DOE
27	Student ID Management System	The Department of Administrative Serv...	DOE
28	Power BI Reporting	The Power BI Reporting Project is com...	DOE

An "Edit in Table view" callout points to the table.