

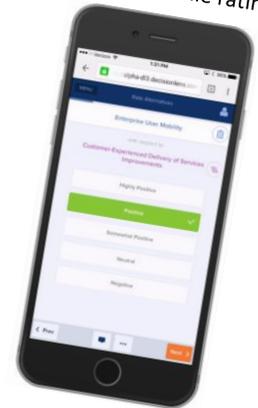
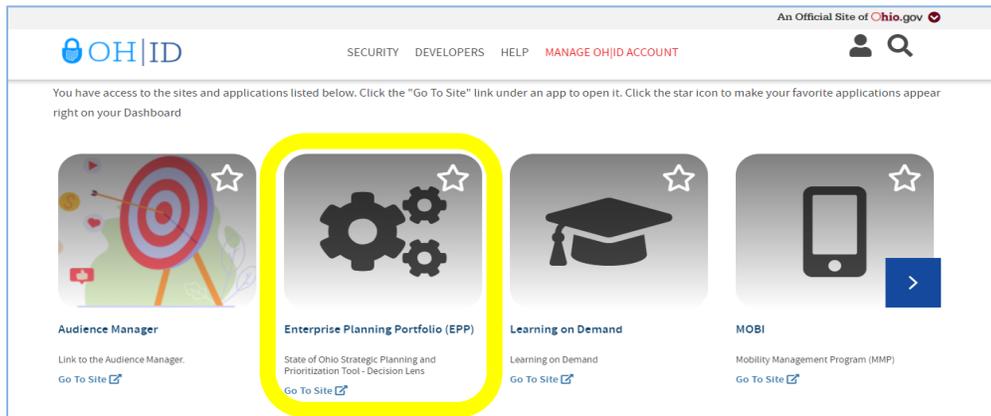
Welcome to the Enterprise Decision Support Solution and the Decision Lens software. This quick start guide is intended to walk users through the initial stages of accessing a portfolio and entering alternative ratings. In Decision Lens, alternatives are **Agency Initiatives**.

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.

Open link in your smartphone's browser to use mobile ratings



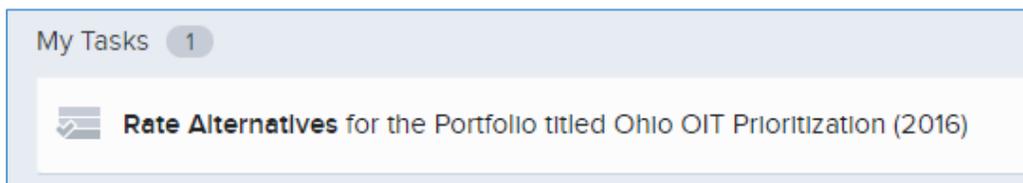
Step 2: Launch the Site (Enterprise Planning Portfolio (EPP))

Click on the LAUNCH button.



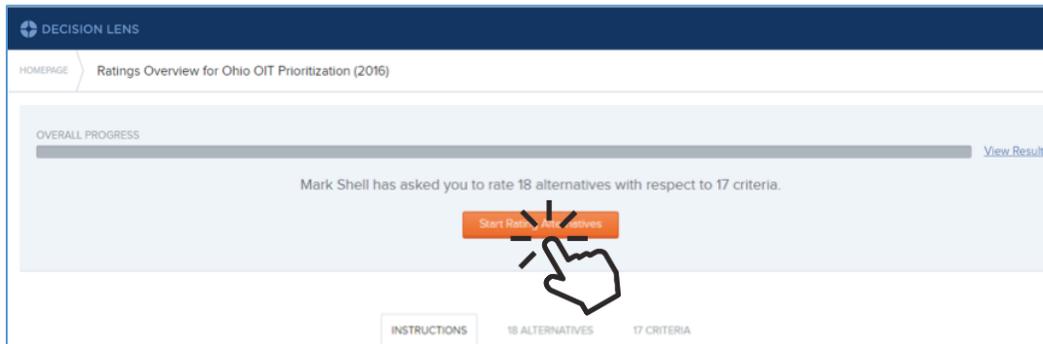
Step 3: Access the Task, Rate Alternatives (Initiatives)

After login; locate the "Tasks" section at the top of the page. Select the "Rate Alternatives" task.



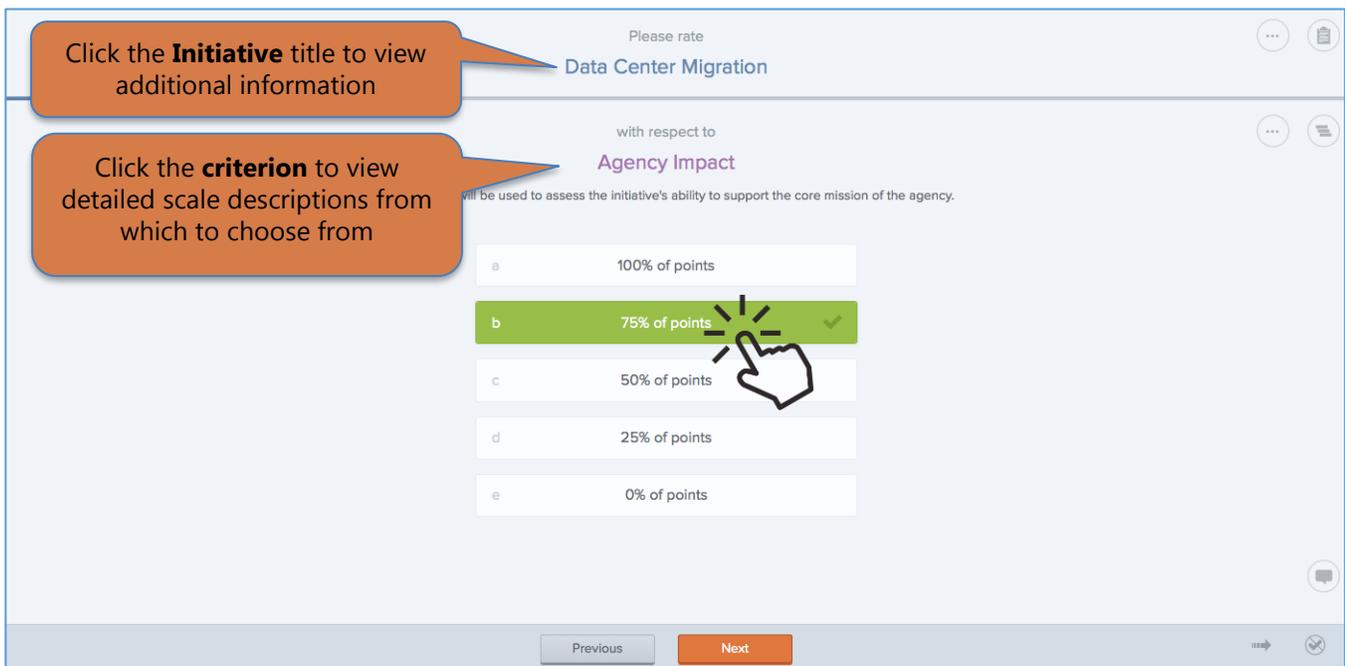
Step 4: Ratings Overview

You will be taken to the Ratings Overview page. Review the instructions and click the orange button, “**Start Rating Alternatives**”.



Step 5: Rating Alternatives (Initiatives)

The default view will display the first initiative at the top of the page and the first criterion shown in the lower section. **Select the rating that best reflects how well the initiative performs against the criterion.** Repeat ratings for all initiatives against all criteria. You can navigate back and forth using the “Previous” and “Next” buttons. Ratings are automatically saved if you leave and return later. Your results will display once complete.



Step 6: Tips (Note: Option 1 below was favored by early voters during testing)

To enter your ratings in “multi-view”, you have two options by selecting the circle with 3 dots  (not avail. In Mobile Ratings)

Option 1: Rate One Alternative at a time in Multi View – This option displays one initiative at the top of the page for you to rate it against all criteria. *Advantage:* stay focused on one initiative and quickly rate it against all criteria

Option 2: Rate One Criterion at a time in Multi View – This option displays one criterion at the top of the page for you to rate all initiatives against it. *Advantage:* stay focused on a single criterion and quickly rate all initiatives against it.

