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 investment ratings.

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

[https://ohid.ohio.gov/](https://ohid.ohio.gov/)


---

**Step 2: Go to the Investments screen (Data Studio)**

After login; select your Portfolio tile and then select the “All Investments” option. This will take you to the Data Studio which is a spreadsheet view of your portfolio.

---

For assistance with Decision Lens, please email DAS.State.ITPlanning.Manager@das.ohio.gov
Step 3: Add Ratings (Owner, Participant, Contributor)
From within the Data Studio, scroll to the four, enterprise criteria. Update existing or add new 1–5-star ratings with 1 being low alignment and 5 being the highest alignment. Zero (blank) means there are no ratings applied against the criteria; the lowest rating is a 1-star.

Step 3a: 1-5 Star Ratings Definitions
Each star rating corresponds to a specific definition. Use the drop-down carrot in the four criteria headers to open the Edit field description and review the definitions.

Note 1 – Value Score:
The Value Score field is driven by the 5-star ratings. The value score will not update automatically until new functionality is launched in 2nd or 3rd quarter 2022. Until that capability is launched, if you change the star ratings or rate new investments and you would like the value score to be updated, contact the EPP Team and they will update the value scores for investments in your portfolio.

Note 2 – Agency Rank:
This is an optional numeric field that is used at the discretion of the Agency and can be used to complement the enterprise prioritization criteria. Manually enter the Agency’s ranked priority for the investment in whole numbers, 1-N. Two or more investments should not share the same priority.