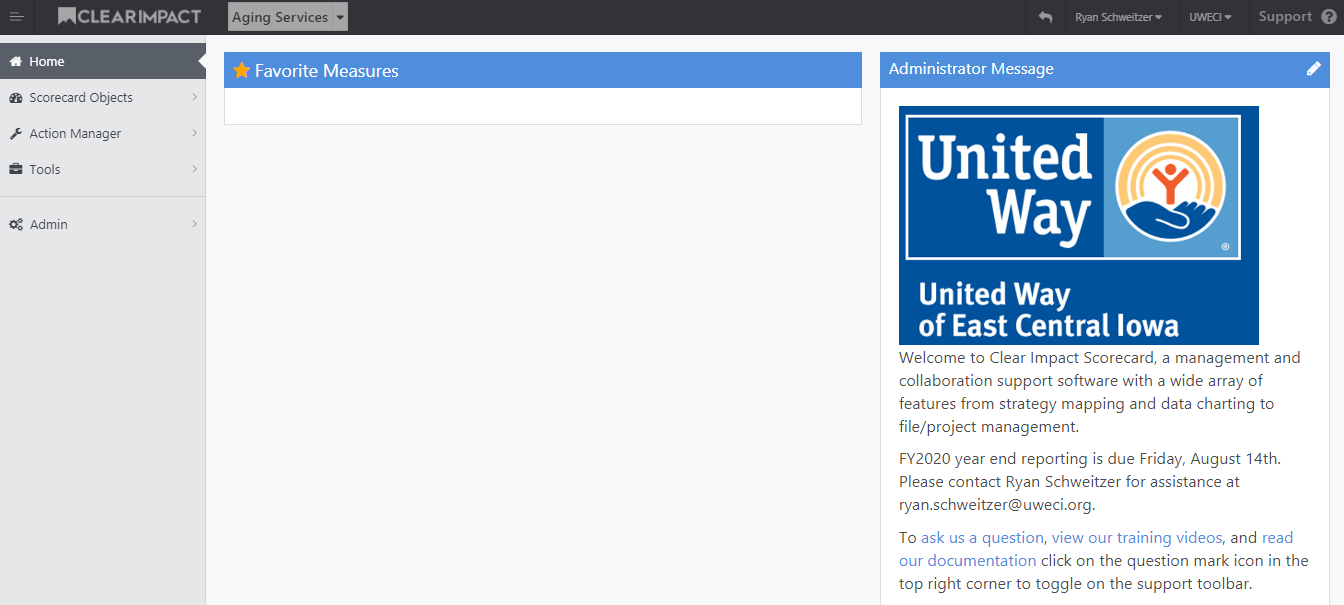
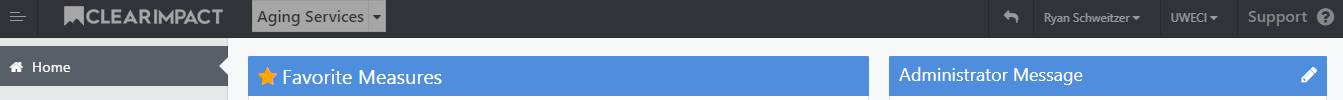
United Way of East Central Iowa

Clear Impact Reporting Instructions

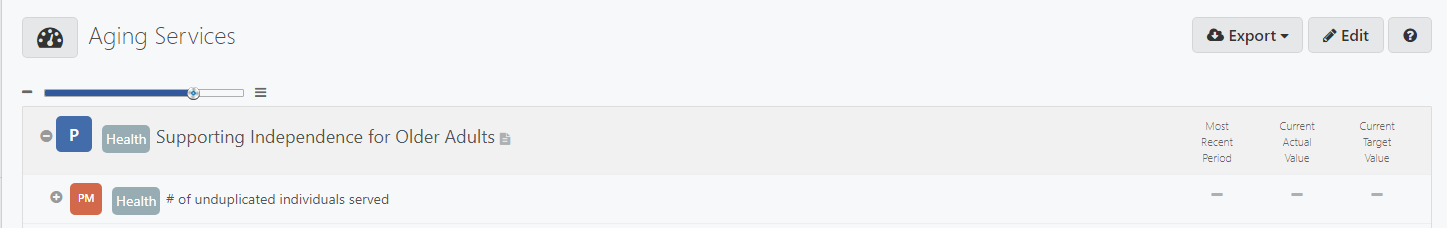
1. Go to Clear Impact and log in using your user name (email) and password. <https://app.resultsscorecard.com/Account/Login?ReturnUrl=%2f>
2. This will take you to the home screen. Messages from United Way will be in the Administrator Message box.



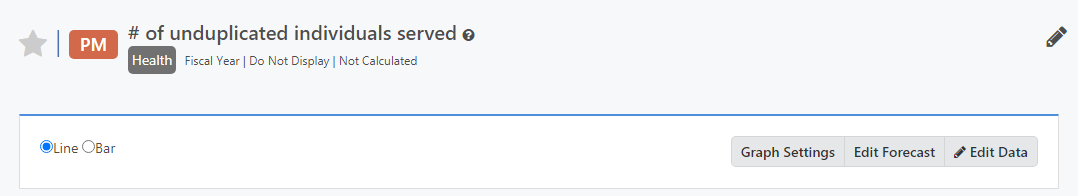
1. Click on the top drop down box to select your agency.



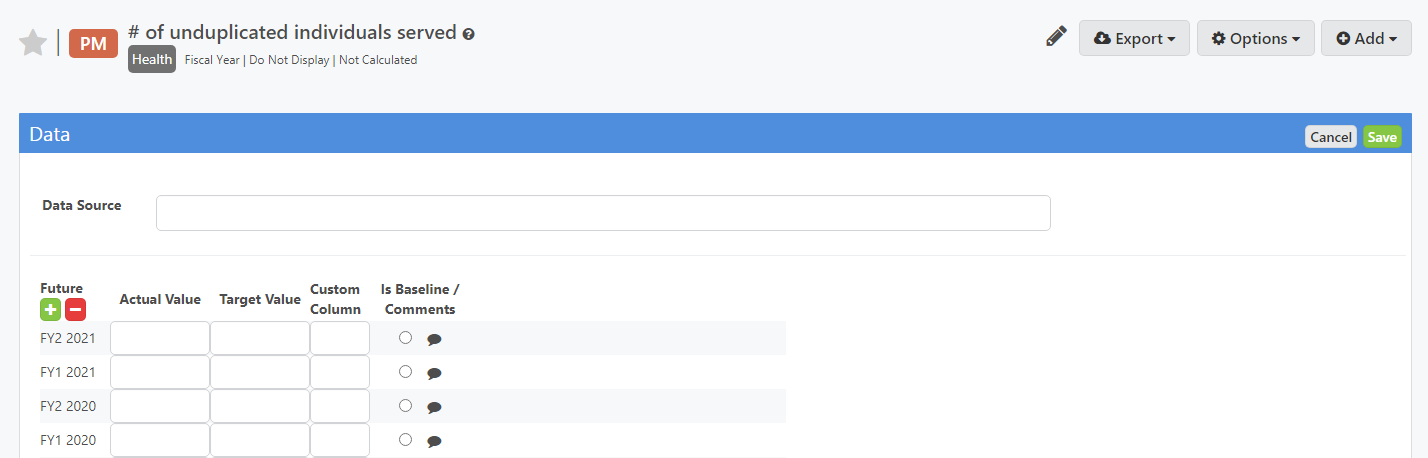
1. Click on a performance measure to enter data.



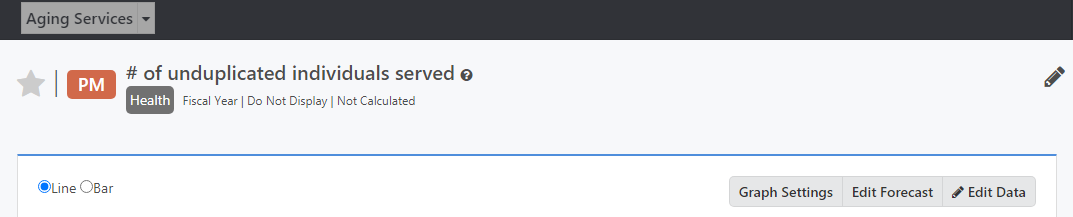
1. Click on the “Edit Data” button.



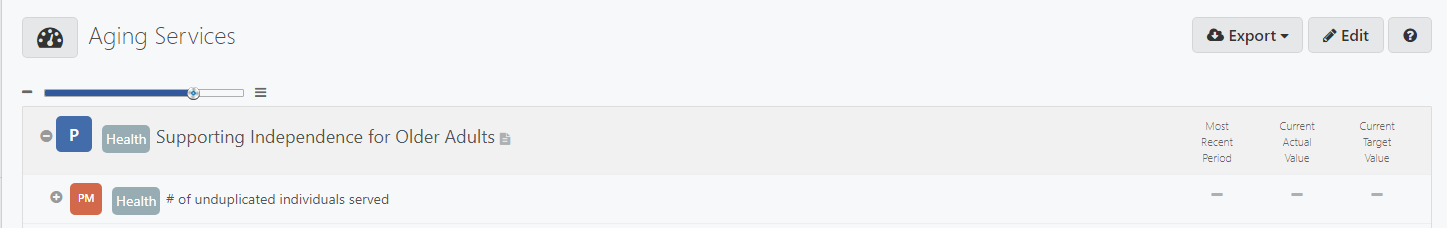
1. Enter the data point that is expected to occur under “Target Value” in FY1 for mid-year and FY2 for year-end reporting. Enter the data point that actually occurred under “Actual Value” in FY1 for mid-year and FY2 for year-end reporting. Then click the “Save” button.



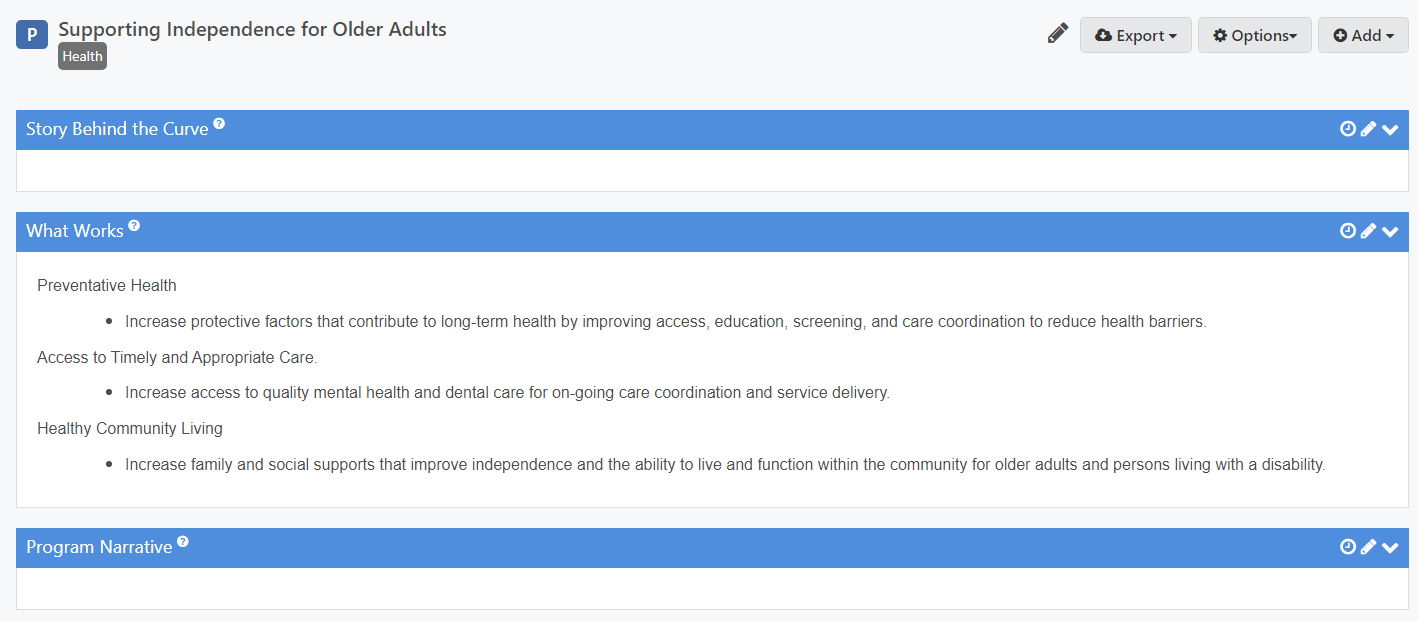
1. Click on your agency name to get back to the scorecard.



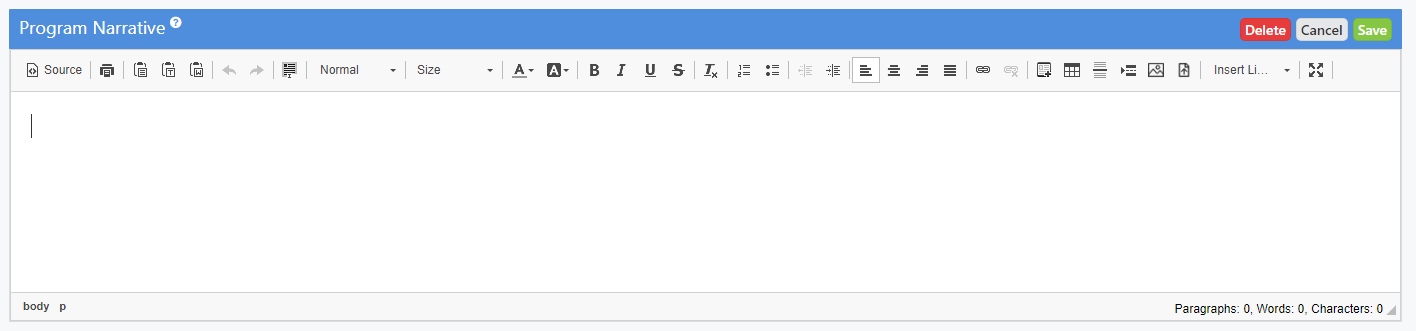
1. Repeat steps 4-7 for each performance measure.
2. Click on the program name to enter narrative.



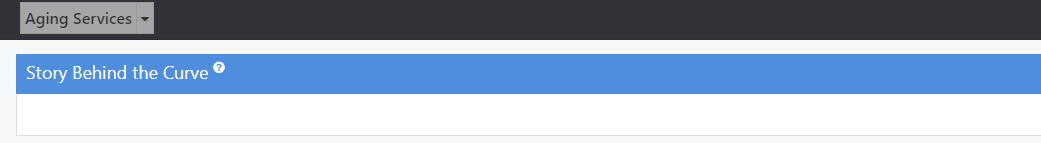
1. Click on the pencil icon in the “Program Narrative” bar.



1. Write narrative in the free response box and click the “Save” button.



1. Click on your agency name to get back to the scorecard.



1. Repeat steps 9-12 for each program.

NOTES:

Mid-year reporting should include data and narratives from July 1 – Dec 31.

Year-end reporting should include data and narratives from July 1 – June 30.

For assistance, contact Ryan Schweitzer: [ryan.schweitzer@uweci.org](mailto:ryan.schweitzer@uweci.org)