



## Evaluate schedules with Metrics add-on

The Metrics addon provides access to a wide variety of system generated data. These data can be selected and processed to meet the needs of your organization.

### To set up the Metrics add-on display:

1. Click the **Metrics** tab at the bottom of the schedule. **Note:** Metrics are not available when viewing a hyperfind or All Home Locations.
2. Click the **Metrics** menu to select the metric you want to display.
3. Expand or collapse all data, or parts of the data:
  - **Click Expand All** and select Expand All to unroll the rolled up data, showing all the data points.
  - **Click Collapse All** and select Collapse All to roll up the entire collection of data points.
  - **Click Collapse** next to an individual heading to roll up that part of the data.
  - **Click Expand** next to an individual heading to expand that part of the data.
4. To adjust the timeframe click **Select Timeframe** and choose a period to load.
5. To adjust the location click **Select Hyperfind** and choose a location to load.
6. **Note:** On your system, the data may be configured according to a grouping strategy, which determines how the data is rolled up. You can expand or collapse the data values according to this strategy. Refer to the column headers and the data in the left-most columns to understand the grouping strategy.