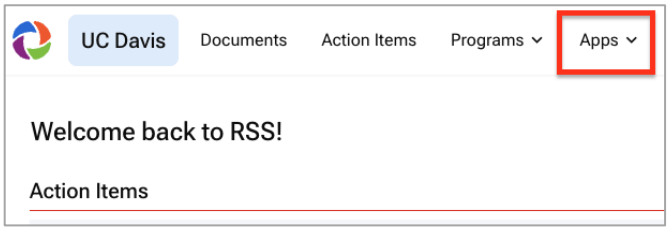
MAQ Management Plan metrics – User guide

RSS Analytics – Executive Metrics (UC MAQ Management Plan)

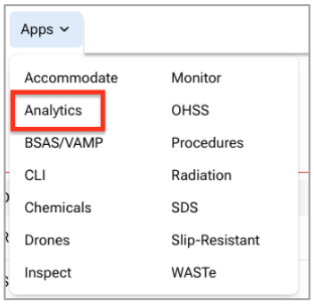
The executive metrics report is intended to simplify and standardize metrics used in the annual MAQ Management Plans. This User Guide explains how to pull relevant data from RSS Analytics. Given the unique configuration of each campus dataset, different metrics have been generated to capture most scenarios. Outlined below are several different configurations to select from in order to pull the most appropriate dataset for the MAQ Management Plan report.

Step 1: pull data from Analytics

1. Select **Apps** in the top navigation bar



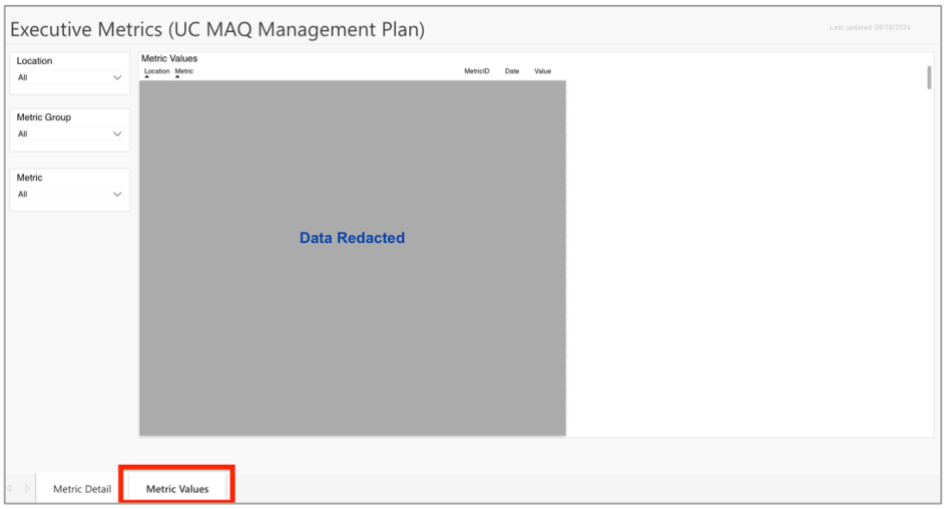
2. Select **Analytics** from the Apps dropdown



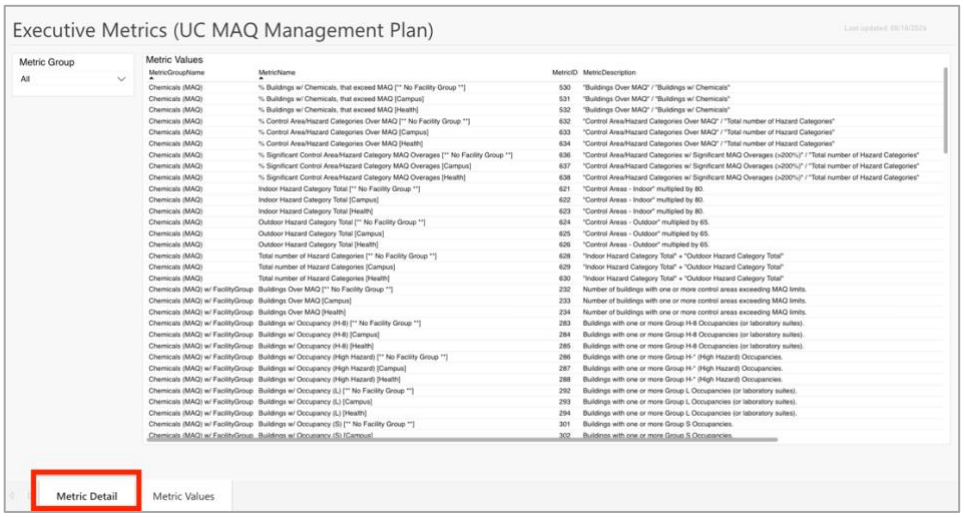
3. Scroll down and select the **Executive Metrics (UC MAQ Management Plan)** dashboard *(Note: Available only to Chemical Admins and Control Area Admins)*



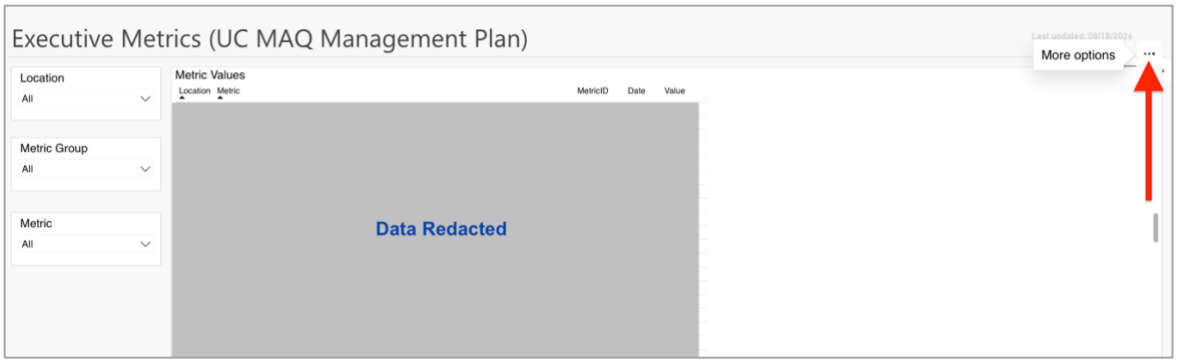
4. The page will default to the **Metric Values** tab
    a. **Metric Values** tab contains the values of each metric from the MAQ Management Plan



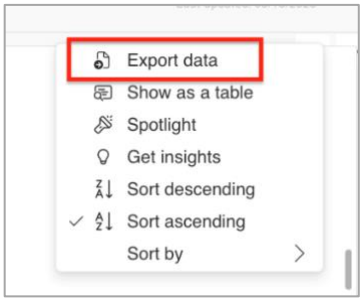
    b. **Metric Detail** tab contains a description of how the metrics are calculated



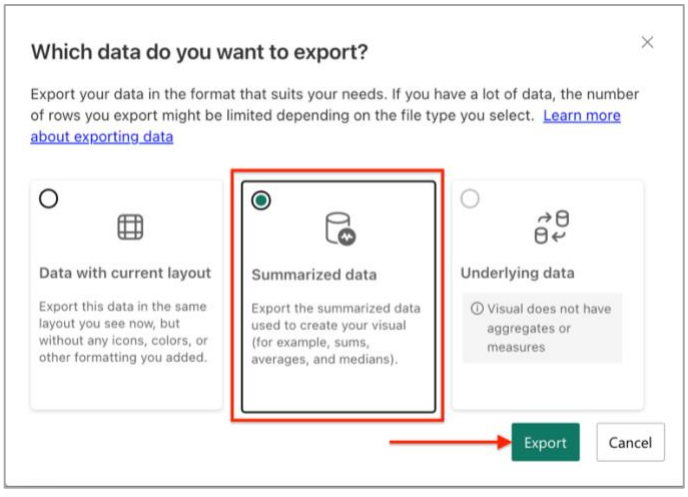
5. Navigate to the **Metric Values** tab. To export the table to a spreadsheet, hover over the top right corner of the table and select the **3-horizontal dots** (…)



Then select **Export data**



Select **Summarized data**, then select **Export**



Step 2: Select the most appropriate metrics for the MAQ Management Plan report.

Definitions in RSS Analytics (Chemicals)

Facility: A group of buildings (assigned by Location Manager)

Facility Group: A grouping of Facilities (options below)

1. No Facility (buildings that have not been assigned to a facility)
2. No Facility Group (facilities which have not been assigned to Campus or Health)
3. Campus
4. Health

Select the appropriate configuration based on your location's dataset to utilize the appropriate metrics.

Configuration 1: A UC campus has no medical campus, and/or doesn't use the facilities group features.

Solution 1: For this configuration, the metrics IDs for [No Facility] and/or [No Facility Group] should be used. Select one of the following:

A. If no buildings are assigned to a facility, use the [No Facility] metric only.
B. If all buildings are assigned to a facility, use the [No Facility Group] metric only.
C. If some (but not all) buildings are assigned to a facility, sum the metric data from [No Facility] and [No Facility Group].

Configuration 2: A UC Campus has both a campus and a medical center campus. All facilities have been assigned to either 'campus' or 'health' facilities groups.

Solution 2: Select one of the following:

A. Health campuses use the Facility Group metrics labeled [Health].
B. UC campuses use the Facility Group metrics labeled [Campus].

Configuration 3: A UC Campus has both a campus and a health center campus. Most facilities are assigned to either 'campus' or 'health' facilities groups. Some facilities or buildings have not been assigned to campus or health facility groups and are listed under [No Facility Group] or [No Facility] and there are *no shared buildings* (buildings that are partially campus-occupied and partially health-occupied).

Solution 3: For this configuration, campus and health should use their respective metrics per Solution 2. Campus and Health will need to work together to decide which buildings [No Facility] and/or facilities [No Facility Group] will be accounted for in their MAQ Management Plan reports. Select one of the following:

A. If there are buildings which are not assigned to a facility that will be reported, but all facilities are assigned to a facility group, sum the metric data from [No Facility] and [Campus] or [No Facility] and [Health], as appropriate.
B. If all buildings are assigned to facilities, but there are facilities which are unassigned to campus or health, sum the metric data from [No Facility Group] and [Campus] or [No Facility Group] and [Health], as appropriate.
C. If some (but not all) buildings are assigned to a facility and some facilities are not assigned to a facility group, sum the metric data from [No Facility], [No Facility Group] and [Campus] or [No Facility], [No Facility Group] and [Health], as appropriate.

Configuration 4: A UC Campus has both a campus and a health center campus. Most facilities are assigned to either 'campus' or 'health' facilities groups. Some buildings are shared by both campus and health occupants.

Solution 4: For this configuration, follow Solution 3 for most buildings. Campus and Health will have to work together to decide how the shared building(s) will be reported between themselves. It is acceptable for both Campus and Health to report metrics on a single shared building, which can be noted in the MAQ Management Plan details.