

Key Performance Indicators Survey

Online Data Collection Instructions

Purpose:

This document describes the steps necessary to access and interact with the Online Data Collection forms supporting the creation of the Key Performance Indicators Survey.

How to Access the Online Forms:

Using your Internet browser, navigate to <http://www.fibrebox.org/kpi.aspx>. Once your browser opens this page you will be presented with a Logon page.

FBA Member Logon:






As a Member of the Fibre Box Association, if you have a logon for the member's area of FBA website, please use that logon to access the online forms at <http://www.fibrebox.org/kpi.aspx>.

If you do not have a logon for the Fibre Box Association website, either contact Peggy Lacy (placy@fibrebox.org, 847/364.9600) to have an account created for you, or use the Signup button to create an account specifically to provide this data.

Providing Data:

Once you have logged on, you will be presented with a set of plants that FBA knows exist for your company. If you do not see your plant listed, please contact placy@fibrebox.org. In addition, you will see a list of Contacts within your company that have also signed up to provide Key Performance Indicators Survey data.

There are a number of icons shown in the plant list that indicate the state of provided data for that plant. Placing your mouse cursor over the icons will give you more information related to the state of the plants data:


-  - Provides information on who created or provided data.
-  - Provides a link for you to e-mail the creator of data.
-  - A link to create a new piece of data.
-  - A link to edit existing data if authorized.
-  - A link to delete existing data if authorized.

In order to ensure that data is only visible to authorized individuals, plant data can only be viewed or edited by the person originally providing that data.

Adding/Editing Company Data:


If you are the overall company contact or are responsible for providing company financial information, please do so by entering appropriate values in the Unallocated Overhead and Employees fields on the main data provider page. When you have completed your updates, please click the Save button to continue.


Adding/Editing Plant Data:

To provide data for a plant, click on the  icon and you will be transferred to the Plant Information page for the selected plant. The plant information page includes two tabs. The first tab, "Detail for All Plant Types", allows you to enter data related to any plant. The second tab, "Additional Corrugator Detail", includes fields that are specific to corrugator plants.

Once you have completed making updates to the plant information, click the Save button to continue.

Adding/Editing Contact Data:

To edit your contact information, click on the  icon next to your name in the contact list. Clicking this icon will transfer you to the Contact Information page where you will be able to modify your contact information.

To add a contact, click on the  icon located at the top right blue section of the contact list. Clicking this icon will transfer you to the Contact Information page where you will be able to modify basic information for the contact.

Once you have completed making updates to the contact information, click the Save button to continue.

Logging Off:

In order to logoff, click on the gold "Report Logoff" button.

Note: As a member of the Fibre Box Association, you will remain logged onto the Fibre Box website (www.fibrebox.org).