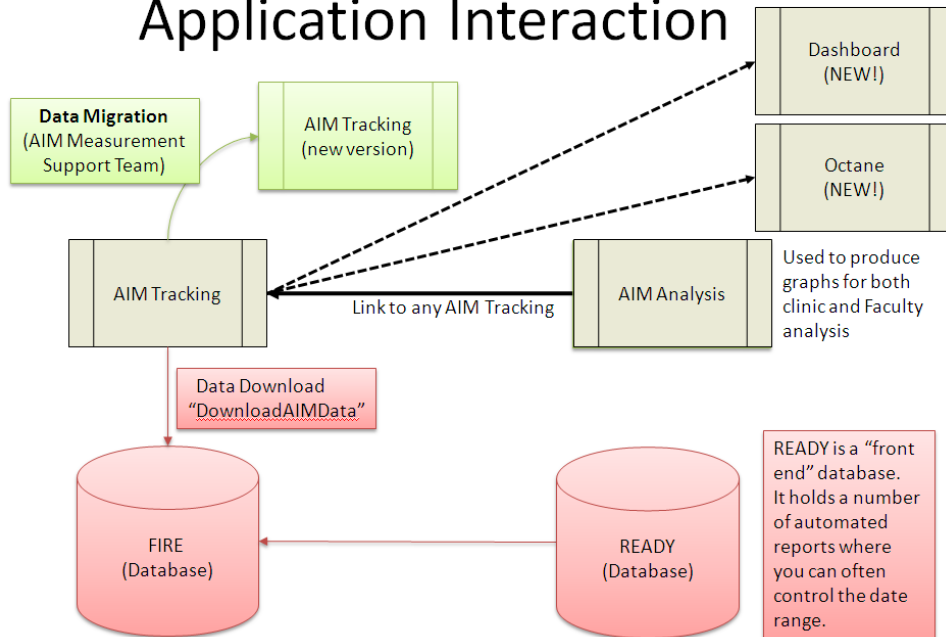


# Measurement Booster #01

## Application Interaction



### The AIM "Family" of Applications

- **AIM Tracking** – the core of the system and where the data is input
- **AIM Analysis** – creates graphs from your data
- **FIRE & READY** – databases – create reports with a different perspective on your data - can combine many AIM Tracking files to generate reports over 14 months in duration
- **Dashboard** – gives a quick and current overview of your present status
- **Octane** – for Specialty

**"The key to success is often the ability to adapt."**

## Greetings from the AIM Measurement Team!

Since the spring of 2008, great efforts have been made to modernize and enhance the tools provided to AIM teams to allow them to track their data on the way to process improvement.

We've introduced a number of new concepts to help you with your work. Data Validation – the feedback you get when the values input are likely incorrect. Splitting the spreadsheet into Tracking and Analysis - speeds up computer processing time and data

entry tasks. Data Migration - allows data to move easily to more current Tracking files. Data Download - allows you to accumulate your data from multiple AIM Tracking files into a singular database.

Now we are introducing new tools like the Dashboard and Octane to enhance the feedback from the data you are collecting.

We are looking forward to supporting you on your road to success!

## How to get started

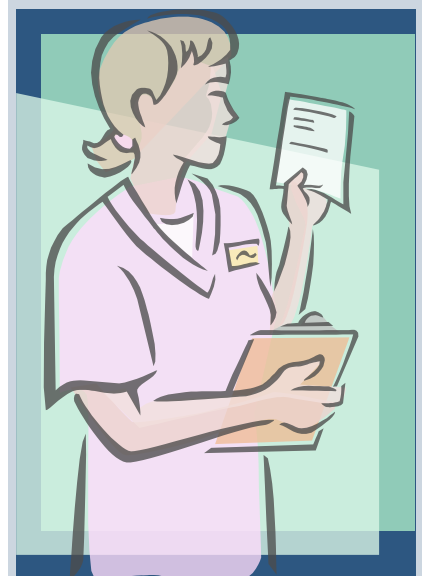
Has it been a while since you last tracked your data?

Have you been tracking on older tools?

Contact Randy Campbell and Kylie Kidd Wagner via email at [measurement@albertaaim.ca](mailto:measurement@albertaaim.ca) and they will be able to advise you on what tools you will need and what to do with any current data.

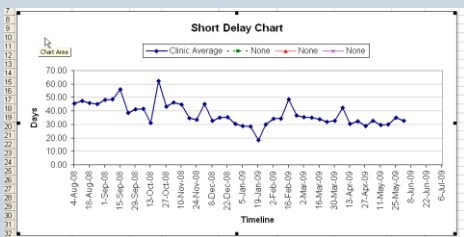
### Did You Know??

The most recent AIM Tools and Resources can be downloaded from:  
[www.albertaaim.ca/measurement.html](http://www.albertaaim.ca/measurement.html)





Link2Data button, the starting point. See the User Guide for full instructions.



The end result – graphs! You'll be able to control the range of dates the graphs display as well as who is graphed.

## How to Link AIM Analysis to AIM Tracking

The AIM Tracking file contains all of the data you've worked hard to collect. The AIM Analysis file can read that data and create graphs for you to analyze what's happening with your office.

Here's 8 simple steps which are also displayed on the current versions of AIM Analysis set up page.

If these don't help you, much more detailed steps with pictures are in the User Guide.

- 1) Press Alt + F8 and select "ChangeLink" from the dialog box. Click "Run".
- 2) In the Edit Links Window that appears select the Change Source button
- 3) In the Change Source Window, browse to find your AIMTracking.xls file

4) Select your tracking file and click OK.

5) WAIT – this may take several minutes as thousands of links are being established between the two files. If this takes too long, see the User Guide for help on speeding up this connection.

6) When the links are established the hourglass disappears – click Close.

7) Press F9 to calculate new values (see bottom of screen for progress)

8) Save the file to establish the link permanently between your files!

After this, simply open the AIM Analysis and press F9 to update your graphs.

## Advanced User Corner

You track your data, do it well, and have been doing it for a long time. You create graphs from AIM Analysis and are comfortable looking at the results. What's out there for you?

**Data Quality** – if you double check the data you enter into AIM Tracking, did you know that AIM Tracking will read the data input back to you? See the User Guide to set that up!

**Want to run a 36 month Report?** On your second or third AIM Tracking? You can download all of your spreadsheets into a database that will amalgamate all of your data into a single pool. Contact the AIM Measurement team on this advanced feature.

**Need updates for your weekly meeting?** Want a quick overview of where your team is at? Acquire the new Dashboard tool and its own User Guide. It will quickly give you a status report and help you focus on what areas may be in trouble. It also looks at the upcoming week and predicts what it will be like! Look ahead and change those results!!

**Do you have a specialty group that needs more analysis on its Octane?** The new Octane tool helps you report on your Octane at both the team and individual level.

### AIM Dashboard: Happyside Family Clinic

Time to Third Next Available			No Show		
	Calendar Days	Change		Percent No Show	Change
Most Recent week:	11.8	↑ 2.7	Most Recent week:	4.0%	↓ -1.7%
1 week ago	14.5	↑ 3.9	1 week ago	2.3%	↑ 1.8%
2 weeks ago	18.4	↓ -4.4	2 weeks ago	4.1%	↑ 1.8%
3 weeks ago	14.0		3 weeks ago	5.9%	

Activity vs. Demand				
	Predicted	Completed Week	2 weeks ago	3 weeks ago
Activity	1,382.0	1,225.0	1,258.0	1,100.5
Demand	1,156.8	1,378.0	1,357.0	1,086.0
Status*	225.2	-153.0	-99.0	14.5

\* This denotes the change in the team's status. Positive results mean a lower backlog. Negative results increased backlog.

The AIM Dashboard will give you a quick summary of your present status with very little work if your data is up to date. A great feature for your weekly meeting!

[AIM Measurement Team](#)

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**Web Site:**

[www.albertaaim.ca/measurment.html](http://www.albertaaim.ca/measurment.html)

*Motivation is the art of getting people to do what you want them to do because they want to do it.*

*-Dwight D Eisenhower*

## Variety in Analysis

As the AIM toolset grows, we are providing more and more ways to analyze your data.

The graphs from AIM Analysis are the cornerstone of the AIM program. The other tools are supplemental. Great analysis can be obtained by mixing the various types of analysis instead of choosing only one method.

When you look at a new method of understanding your data, add it to your repertoire instead of replacing a previous method.

*"To the man who only has a hammer, everything he encounters begins to look like a nail."*

*- Abraham H. Maslow*

## We Want to Hear From You!

It is our hope to provide a Measurement Booster newsletter at future AIM Booster sessions as well.

If you have an idea or suggestion on an article you'd like to see, please let us know.

If you have a short story you'd like to share on how you make progress in process improvements or used measurement to achieve change feel free to email the AIM Measurement team.

Anyone with comments on this newsletter, pro and con, is also invited to send us a quick email entitled "Newsletter Feedback". We will be reviewing all the emails we receive prior to publishing another newsletter so please let us know what we should repeat or try out. If you like something, let us know so we stick with that style or idea!

Thanks!

Notes:

### A Few AIM Measurement Resources of interest ...

*Principle AIM Applications User Guide • AIM Dashboard User Guide • AIM Octane User Guide • AIMTracking file - Considerations for Inputting Data • (Cycle Time) Scheduled Arrival Time Clarification • Do they work on my system? • READY Report Overview*