

Printing and Exporting Goals in SPIMS

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Printing the detail for an individual goal:

1. Make a note of the unique Goal Number (optional)
2. Select "Search" from the top SPIMS menu
3. In the Search dialog choose Search By "Goal Number"
4. Enter Goal Number in the Containing field that appears and click [Submit](#)
5. If Goal Number is not known, search by School / Organization, Department or Goal Title to find desired goal
6. Click on Goal Title to view Goal detail
7. Use browser print function to print Goal detail

Exporting the details for multiple goals in spreadsheet form:

1. Select "Search" from the top SPIMS menu
2. In the Search dialog choose Search by "School / Organization" or "Department"
3. Enter search term in the Containing field that appears and click [Submit](#)
4. Search will return all goals matching search term
5. Click on [Export results](#) to create Excel file
6. Click on [Open file](#) in dialog box that appears
7. If message appears warning that the file format and extension of the file don't match, you can ignore and choose "Yes"
8. Excel file created has headings in the first row for 24 columns as follows:
 - a. School / Organization
 - b. Department
 - c. Theme
 - d. Objective
 - e. Outcome
 - f. Goal Number
 - g. Goal Title
 - h. Goal Description
 - i. Progress Criteria
 - j. Goal Status
 - k. Reviewed Status
 - l. Primary Risk Category
 - m. Primary Risk Audience
 - n. Primary Risk Impact

- o. Primary Risk Likelihood
 - p. Primary Risk Velocity
 - q. Risk Year Range
 - r. Secondary Risk Category
 - s. Secondary Risk Audience
 - t. Secondary Risk Impact
 - u. Secondary Risk Likelihood
 - v. Secondary Risk Velocity
 - w. Keywords
 - x. Comments
9. Content of each goal returned by search term will appear in subsequent rows under the corresponding column headings

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Version 1.0 April 20, 2022