Benchmarks.gsa.gov

User Guide

Acquisition
Financial Management
Human Capital
IT Management
Real Property
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Log in

Anyone with a .gov email address and a MAX log-in will be able to access the site. Go to Benchmarks.gsa.gov and click on the OMB MAX button. You’ll be taken to the MAX log-in screen, where you’ll enter your MAX ID. If you do not have a MAX ID, you can set one up at MAX Sign-Up.

For first-time users of Benchmarks.gsa.gov – Registration Instructions

1. After logging into MAX, you’ll be asked to register for the benchmarks site by sending an email to benchmarks@gsa.gov with “ACCESS REQUEST” in the subject line.

2. Within 24 hours (and probably much faster), we will register you and send a confirmation email.

3. After that, you’ll always be able to log in with just your MAX ID.
Select a function

Choose one of the five mission-support functions on the “View Benchmarks by Function” drop-down menu… …or click on any of the function icons.

Access detailed definitions and sources for all metrics
Choose your data view

- Compare all 24 Agencies
- Compare Bureaus within an Agency
- Compare Bureaus across Government
- In one glance, view 4 key functional metrics

Hover over a bar to see details, including the underlying data and metric calculation.
View different peer groups

Choose among several pre-set peer groups to cluster similar agencies with each other.

Click on peer group titles for options to view data within that group.
Compare Bureaus within an Agency

Choose an Agency

Choose a management metric within the selected function

You’ll see metric values for all Bureaus that reported in your selected Agency
Compare Bureaus across Government

Step 1: Choose one or more Agencies and click apply

Step 2: Choose Bureaus to compare and click apply

Step 3: Choose the metric

You'll see metric values for your selected Bureaus (orange) and Agencies (blue)
Use the Dashboard feature

For each function, you can display a dashboard of agency comparisons for four key metrics.

Dashboard data can be exported one metric at a time. Click on the chart prior to exporting. Read on for export instructions.
Highlight your Agency on the Dashboard

Click on a specific Agency bar to highlight that Agency across all four metrics on the dashboard, providing an “at a glance” view of Agency relative performance.
Export a chart

Click on the small icon at the bottom of the screen (circled in red) to export charts and data.

Allows you to export various resources, including a pdf of the chart. Tip: if all the menu options are not initially available, click anywhere on the chart and then try again.
Export data for Agencies and Bureaus

Click on the small icon at the bottom of the screen (circled in red) to export the data in the chart, including any data elements used to calculate the metric.

Tip: if all the export menu options are not initially available, click anywhere on the chart and then try again.
Helpful Tips

✓ Need a metric definition? Look at the bottom of the chart, look in “Metric Definitions” on the main menu bar, or use the Search box.

✓ Double-clicking on a bar will re-size the chart. To return to normal size, click on the Home icon in the upper left corner of the chart.

✓ If all the export menu options are not initially available, click anywhere on the chart and then try again.

✓ Export your data easily by using the export icon (see below). There are reminders on the top and bottom of each page.

✓ At the bottom of each page, there are key features to make viewing, exporting and sharing easier:

Send others a link to the data

Share  Remember my changes  Edit

Save the chart you're working on

Export charts or data

Revert to the previous view

Pause automatic updates

Refresh data

Send questions or suggestions to Benchmarks@gsa.gov