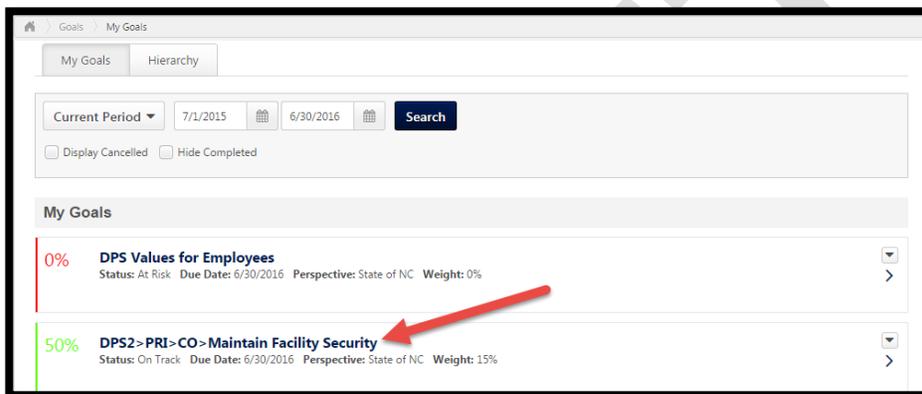


## EMPLOYEE GUIDE TO UPDATING GOAL PROGRESS, ENTERING COMMENTS, AND ADDING ATTACHMENTS

1. Under the Performance Tab click **GOALS**.



2. Click on the goal you wish to update the progress:



3. **To Update Goal Progress**

It may be necessary to select **SHOW ALL** (yellow highlight below) to see all tasks.

To update the progress of a task within a goal, simply type the goal progress percentage in the text box.

The screenshot displays a goal titled "50% DPS2>PRI>CO>Maintain Facility Security" with a status of "On Track", due date of "6/30/2016", perspective of "State of NC", and weight of "15%". The goal description is "Maintain facility security by following security procedures." with a start date of "7/1/2015" and category of "Safety, Inspection & Compliance".

Under the "Tasks" section, two tasks are listed:

Description	Start Date	Due Date	Weight	Progress
Remain alert and diligent.	7/1/2015	6/30/2016	25%	50
Searches of inmates, possessions, physical plants and vehicles.	7/1/2015	6/30/2016	25%	50

Red arrows point to the "Progress" input boxes for both tasks, which contain the value "50". Below the tasks is a "Show All (3)" link, an "Attachments" section with a "Choose File" button, and a "Comments" section with an "Add Comment" button. A "Close" button is located at the bottom right.

#### 4. To Add a Goal Comment

Select **ADD COMMENT**

This screenshot is identical to the one above, showing the same goal and task details. A red arrow points to the "Add Comment" button in the "Comments" section, indicating the next step in the process.

A text box will open. Enter performance details in the text box and select **ADD**

**Comments**

**B I S U** [List Icon] [Link Icon] [Quote Icon] [ABC]

Enter performance details related to goal/task progress

Cancel **Add**

Close

The comment will be visible under the **COMMENTS** heading

**Comments**

**Amy** commented less than a minute ago

Enter performance details related to goal/task progress

Add Comment

5. **To Add an Attachment**

Select **CHOOSE FILE** under ATTACHMENTS

**50%** **DPS2>PRI>CO>Maintain Facility Security**  
 Status: On Track Due Date: 6/30/2016 Perspective: State of NC Weight: 15%

**Goal Description:**  
 Maintain facility security by following security procedures.  
**Start Date:** 7/1/2015  
**Goal Category(s):** Safety, Inspection & Compliance

**Tasks**

Description:	Start Date:	Due Date:	Weight:	Progress:
Remain alert and diligent.	7/1/2015	6/30/2016	25%	50
Searches of inmates, possessions, physical plants and vehicles.	7/1/2015	6/30/2016	25%	50

Show All (3)

**Attachments**

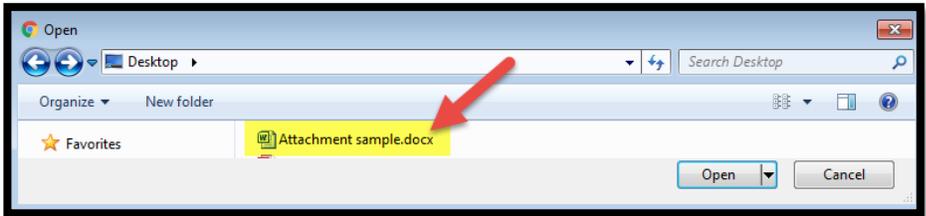
**Choose File**

Upload up to 3 attachments. Maximum upload 1mb

**Comments**

Add Comment

Select the file to be uploaded



NOTE: There is a maximum of 3 attachments per goal at 1 MB each.

The attachment will be visible under the ATTACHMENTS heading

**Tasks**

Description:	Start Date:	Due Date:	Weight:	Progress:
Counts, Perimeter Security.	7/1/2015	6/30/2016	50%	50
Searches of inmates, possessions, physical plants and vehicles.	7/1/2015	6/30/2016	25%	50

Show All (3)

**Attachments**

Attachment sample.docx 12.64 KB

Choose File

Upload up to 3 attachments. Maximum upload 1mb