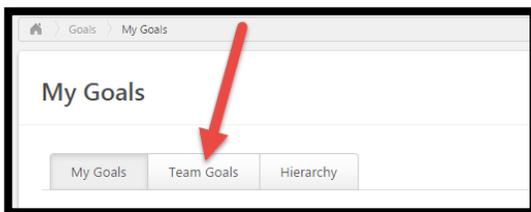


MANAGER'S GUIDE TO UPDATING GOAL PROGRESS, ENTERING COMMENTS, AND ADDING ATTACHMENTS

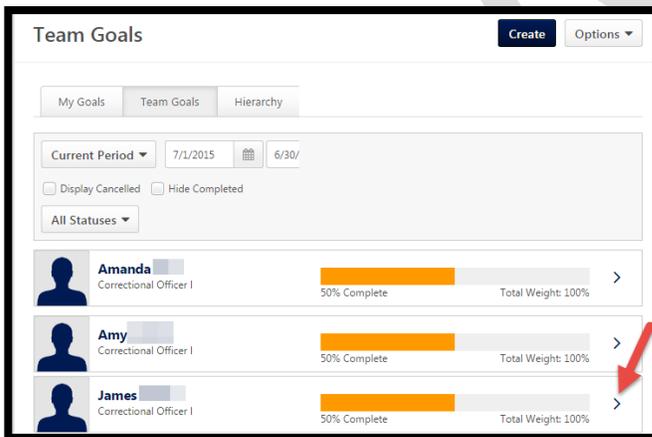
1. Under the Performance Tab click **GOALS**.



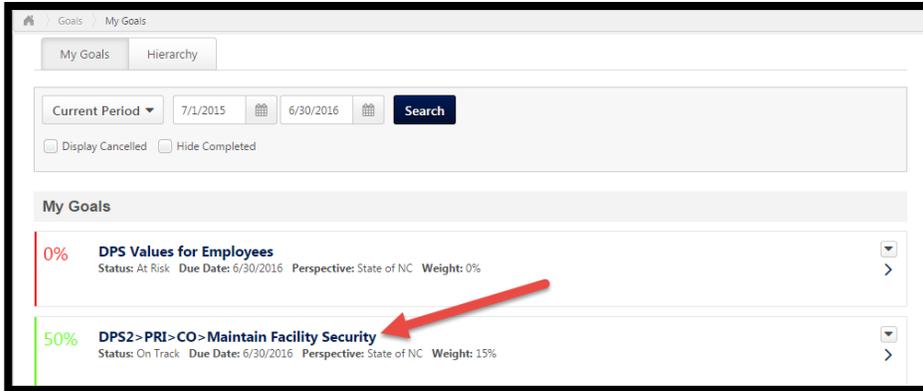
2. Select **TEAM GOALS** tab:



3. Select the **>** to the right of the employee you wish to enter a comment, update progress, etc. for.



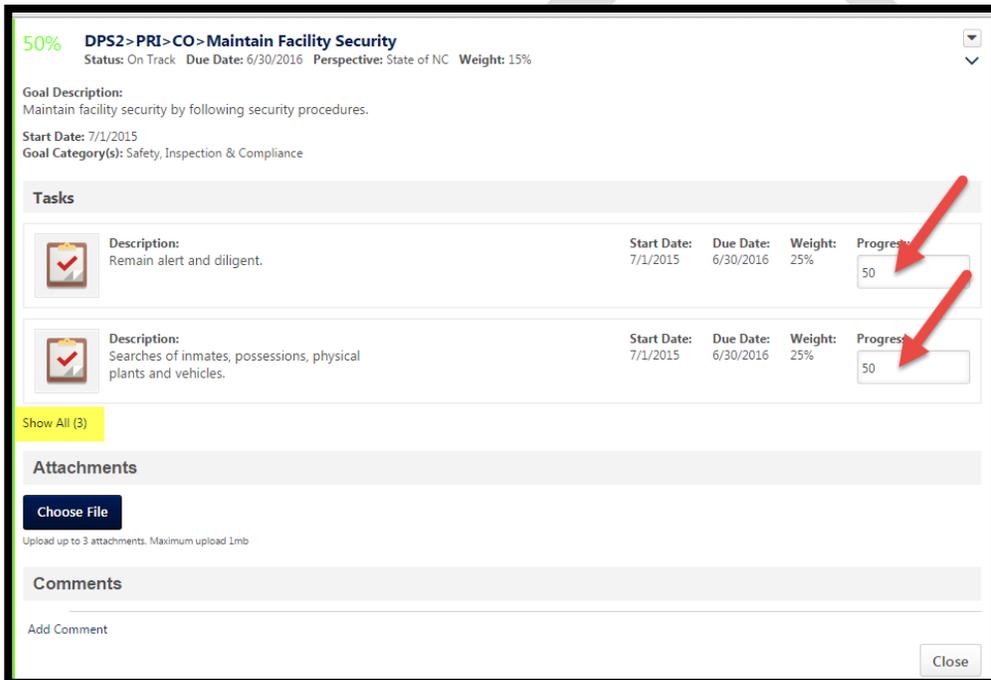
4. Click the goal you wish to update the progress for.



5. **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.



6. **To Add a Goal Comment**

Select **ADD COMMENT**

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 

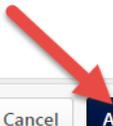
Close

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

Comments

B I S U [List Icon] [Link Icon] [Image 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

7. 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%	<input type="text" value="50"/>
 Searches of inmates, possessions, physical plants and vehicles.	7/1/2015	6/30/2016	25%	<input type="text" value="50"/>

Show All (3)

Attachments

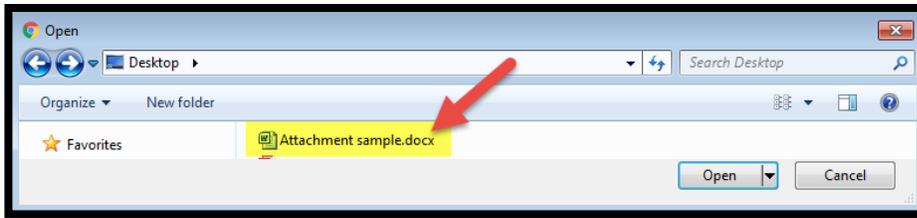
Choose File 

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

