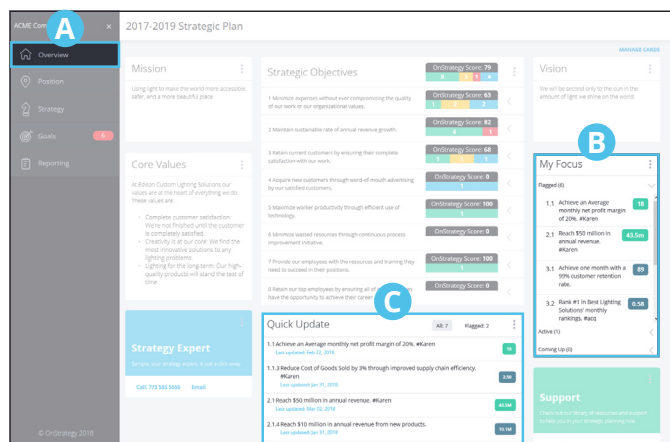


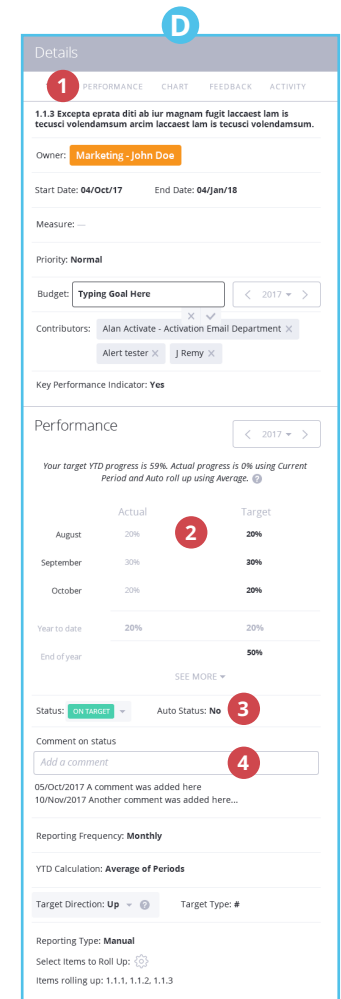
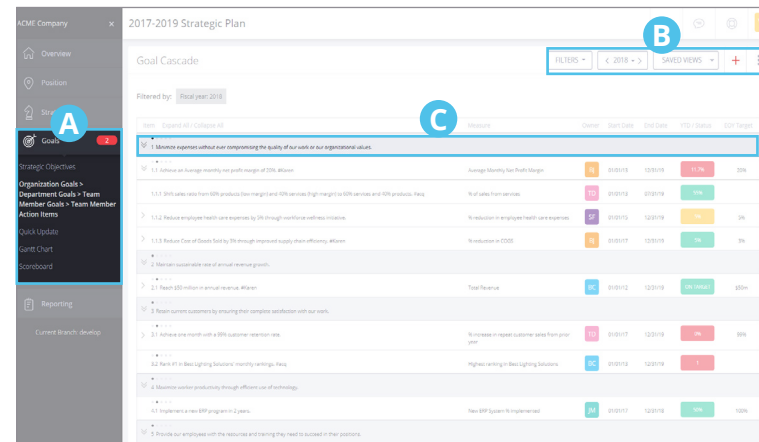
Update From the "Overview" Page

- Navigate to the "Overview" page with the left-hand navigation.
 - Click on goals from the "My Focus" card.
 - Click on any goal to update.
 - "Flagged" goals need an update.
 - "Active" goals are up-to-date.
 - "Coming up" goals are on your horizon.
 - "Contributing" are goals you are a contributor on.
- OR**
- Click on goals from the "Quick Update" card.
 - Click on any goal to update.
 - "All" shows all goals you own.
 - "Flagged" shows goals flagged for an update.



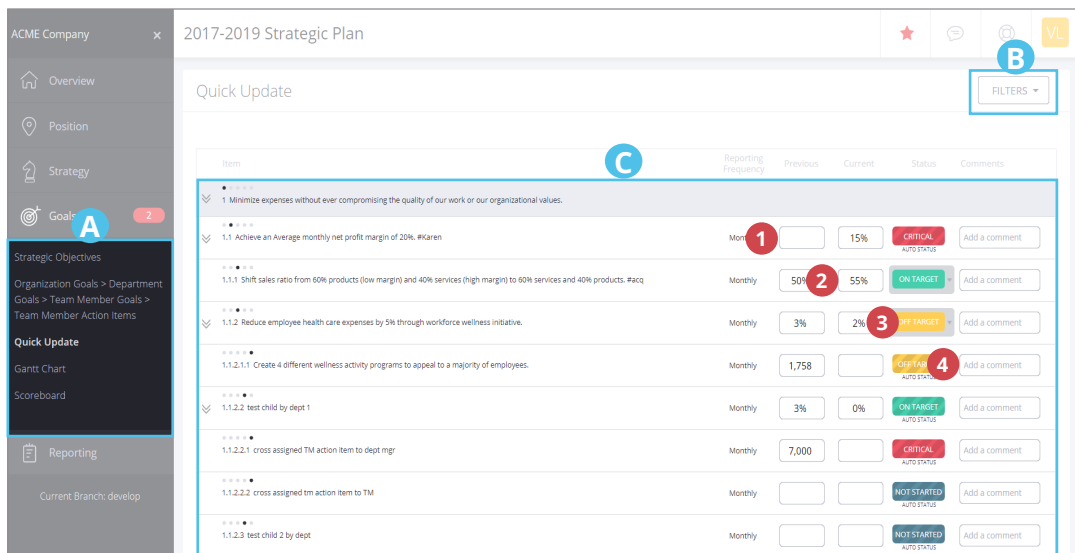
Update From the "Goal Cascade" Page

- Navigate to the "Organization Goals > Department Goals > Team Member Goals" page underneath the "Goals" tab with the left-hand navigation.
- Use the filters menu to show the goals you would like to update.
- Click on the goal you wish to update. Clicking the goal will open the "Details" tray.
- Provide an update in the details tray. You can do any of the following:
 - Click the "Performance" tab in the "Details" navigation OR scroll down to the performance section.
 - Enter your actual and targets for the previous period.
 - Select a status. If Auto-Status is on, skip this step.
 - Add a comment. Comments are automatically dated.



Update From the "Quick Update" Page

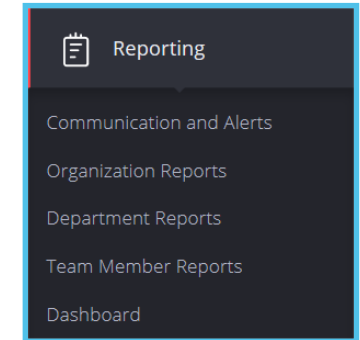
- A)** Navigate to the "Quick Update" page underneath the "Goals" tab with the left-hand navigation.
- B)** Use the filters menu to show the goals you would like to update.
- C)** Click on the goal field you wish to update. You can tab through this page just like a spreadsheet and updates are saved automatically. Tabbed update fields include:
 - 1.** Previous period actuals.
 - 2.** Current period actuals.
 - 3.** Select a status. If Auto-Status is on, skip this step.
 - 4.** Add a comment.



Communicate & Review Progress

- A)** Navigate to the "Reporting" page with the left-hand navigation. The reporting section now contains:

- Communications and Alerts
- All Plan & Performance Reports
- All Department & Team Reports
- The Dashboard



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