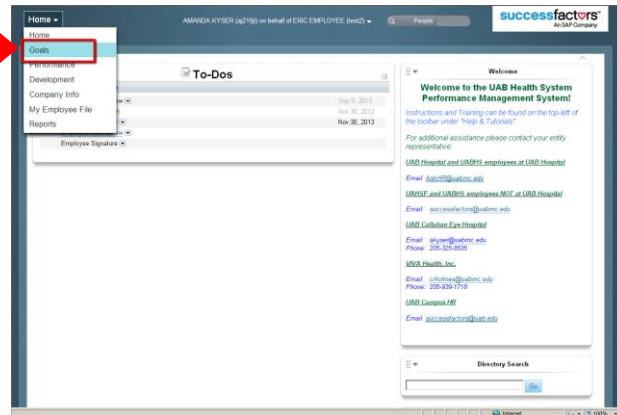



Editing a Goal:

1. You may need to edit a goal in order to update the status of your goal (completed, behind, etc.) or to make changes to the goal itself.

Begin by clicking Home at the top left and selecting "Goals" from the drop down menu.



2. Find the goal that you wish to edit. Click the small edit icon on the right.

Visibility	Goal	Measurement	Weight	Start	Due	Status	% Complete	Action
<input type="checkbox"/> Private	Learn how to put a goal in Success Factors		0.0%	01/01/2010		Choose One	0%	

3. The Edit Goal window will open. Refer to the Quick Guide – Creating a Goal for information on inputting information in these fields.

Edit Goal

Edit your goal below.

Fields marked with * are required.

Visibility:

Category:

Type:

*Goal:

Measurement:

Weight:

*Start:

Due:

Status:

% Complete:

Tasks:

4. Select Save Changes when all edits are complete.

Edit Goal

Edit your goal below.

Fields marked with * are required.

Visibility:

Category:

Type:

*Goal:

Measurement:

Weight:

*Start:

Due:

Status:

% Complete:

Tasks: