

Objective Tools

You can add, edit, or delete parts of the Objective template. Use the arrows to expand the list of objectives, performance measures, and grant activities. When you are done modifying the Objective template, save it to lock it.

Save the Objective Template or read the Objective instructions

Save Objective **Objective Instructions**

Goal **+ Add Goal** **Add a goal**

Use the arrow to displays the objectives.

Goal Name	Goal Description	Start Date	End Date
Goal		06/01/2021	05/31/2022

Edit or delete the goal.

Objectives (1) **+ Add Objective** **Add an objective**

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022

Edit or delete the objective.

Performance Measure (1) **+ Add Measure** **Add a performance measure.**

Ref. Id	Performance Measure	Manager	Type	Planned	Actual	Active
	Performance measure	To Be Determined	Number	30		Not Started

Add grant activity

Edit or delete the performance measure.

Grant Activities (1) **+ Add Activity**

Ref. Id	Grant Activities	Manager	Start	Due Date	Active
	Activity 1	To Be Determined	06/01/2021	05/31/2022	Not Started

Edit or delete the grant activity.

Adding a Goal

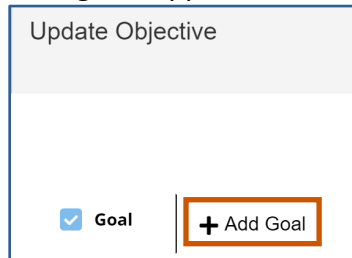
Note: You can only add a goal if the Goal checklist is ticked.



Update Objective

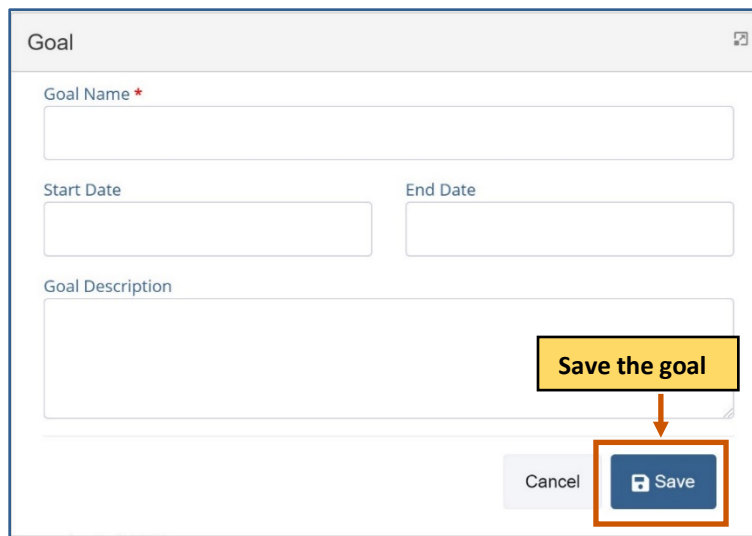
Goal radio button

Goal **+ Add Goal**

1. Click **Add Goal** . The Goal dialog box appears.



2. Fill in the necessary fields.
 **Note:** The red asterisks indicate required fields.
3. Click **Save** . The goal appears in the grid. Repeat steps 1-3 for each goal you wish to add.



Adding an Objective

1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.

Use the arrow to display the objectives.

Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	

2. Click **Add Objective** . The Objective dialog box appears.

Update Objective

Goal Add Objective

3. Fill in the necessary fields.

Note: The red asterisks indicate required fields.

Objective

Objective Name *

Objective Number *

Objective Start Date *

Objective End Date *

Goal *

Manager *


Ref. Id

Objective Description *

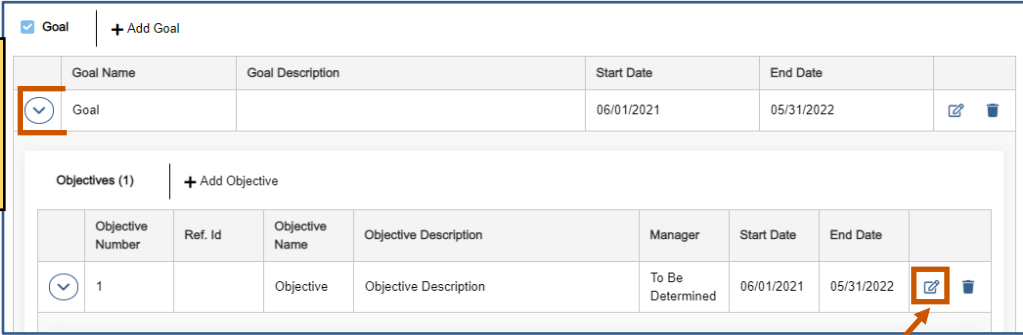
Save the new objective

4. Click **Save** . The objective appears in the grid. Repeat steps 2-4 for each objective you wish to add.


Editing an Objective

1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Choose the objective you wish to modify.
4. Click **Edit** . The Objective dialog box appears.

Use the arrow to display the objectives.



Edit the objective.

5. Edit the necessary fields.
6. Click **Save** . The changes to the objective appears in the grid. Repeat steps 3-6 for each objective you wish to modify.

Objective

Objective Name *

Objective Number *

Objective Start Date *

Objective End Date *

Goal *


Manager *

Ref. Id

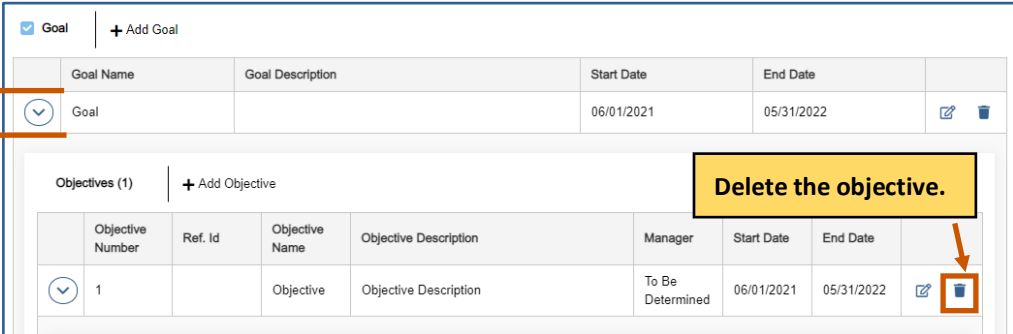
Objective Description *



Save the changes to the objective.

Deleting an Objective



1. **Optional:** Use the arrow next to the goal to expand the goal's objectives.
2. Use the arrow next to the objective to expand the list.
3. Choose the objective you wish to delete.
4. Click **Delete** . A warning appears asking if you are sure you want to delete the objective.

Use the arrow to displays the objectives.




Goal Name	Goal Description	Start Date	End Date	
Goal		06/01/2021	05/31/2022	 

Delete the objective.

Objective Number	Ref. Id	Objective Name	Objective Description	Manager	Start Date	End Date	
1		Objective	Objective Description	To Be Determined	06/01/2021	05/31/2022	 

5. Click **Yes**. The objective disappears from the grid. Repeat steps 3-5 for each objective you wish to delete.



Are you sure?
Do you really want to delete the Objective(s)

Yes No