

How to Guides

View or duplicate a goal from a previous year

Step 1: Click the 'Your Goals' icon on the Focus homepage or the 'Your Goals' tab under the 'Your Focus' tab.

Step 2: Click the drop down and select 'Previous Period'. Then click Search.

Step 3: Click the drop down across from the goal you want to forward and then click 'Advance'.

Step 4: Check the goal details are correct and then click 'Submit'. The new goal will take a few minutes to populate.

Note: If you want to forward another goal, please start from Step 2.

