

How to Guides - Manager

Approve a Goal

Step 1: Click the 'Approve Goals' icon on the Focus homepage

Step 2: View what request your team member wants you to approve by looking at the 'Status' column. Then click on 'Approve/Deny' on the far right under 'Options' across from the goal

Note: The request could be a goal: 'Approval' (new Goal), 'Modification' or 'Cancellation'

Step 3: Scroll down to approve this request.

Note: Please let your team member know if they need to make any changes before you approve.

