

How to Guides - Manager

Turn team members goals into a PDF

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

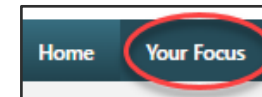
Step 2: Click the 'Team Goals' tab

Step 3: Click the arrow across from the team member whose goals you want to PDF & print.

Note: Click the arrow again to contract the goals. All team member's goals that are expanded will come up in the same PDF

Step 4: Click 'Options' on the top right of the page and then click 'Download PDF'

Note: The PDF will take a few seconds to download and will save to your downloads folder



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Team Goals

Create Options ▼

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A horizontal strip of photos showing the backs of several people's heads, likely team members.