

How to Guides

View and add comments

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 arrow across from the goal whose comments you want to view or update with comments.

Step 3: In the '1: 1 comments' section click 'Add Comment'.

Step 4: Type your comment into the free text box and then click 'Add' to save the comment.

Note: All comments can be seen by your manager.

