

How to Guides

View and add attachments

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 you want to add an attachment to or view attachments for.

Step 3: In the 'Examples of your work' section view existing attachments and click 'Choose File' to add new attachments. Find your document & click 'Open' to upload it.

Step 4: Click 'Close' at the bottom of the goal to save the attachment.

Note: To remove an attachment, click the cross next to the attachment and click 'Close' at the bottom of the goal to save this change.

The screenshot illustrates the process of adding an attachment to a goal. At the top, two navigation tabs are shown: 'Your Goals' (with a target icon) and 'Your Focus'. Both are circled in red. Below these, a goal card is displayed with the title 'Goal statement', status 'Not Started', end date '30/06/2019', and weight '0%'. A red circle highlights a right-pointing arrow on the right side of the goal card. Underneath the goal card is a section titled 'Examples of your work (if you want to add any)'. Within this section, a 'Choose File' button is circled in red. Below the button, text indicates 'Upload up to 3 attachments. Maximum upload 1MB'. Further down, another 'Examples of your work' section shows a file named 'TEST.docx' (12.69 KB) with a document icon. Below the file name is another 'Choose File' button. At the bottom of the interface, a '1:1 comments' section is visible with an 'Add Comment' link. In the bottom right corner, the text 'Last saved at 2:21 PM' is followed by a 'Close' button, which is also circled in red.