

Editing a Goal

- Click "Create"
- To edit a goal, click the dropdown arrow next to the goal that you want to update.

The screenshot displays the 'My Goals' interface. At the top right, there is a 'Create' button (highlighted with a red circle) and an 'Options' dropdown menu. Below this, there are tabs for 'My Goals', 'Team Goals', and 'Hierarchy'. A search bar is present with a 'Current Period' dropdown, date pickers for '1/1/2022' and '12/31/2022', and a 'Search' button. Below the search bar, there are checkboxes for 'Display Cancelled' and 'Hide Completed'. The main section, titled 'My Goals', lists three goals: 'Grow the team', 'Onboarding', and 'Roles & Responsibilities for other departments'. Each goal entry shows its status as 'On Track' and its due date as '7/31/2023'. A dropdown arrow is located to the right of each goal entry. The dropdown menu for the first goal, 'Grow the team', is open, showing options: 'Edit' (highlighted with a red circle), 'Copy', 'Cancel', and 'View History'. A right arrow '>' is visible at the bottom right of the goal list.