



## TO ADD A JOURNAL ENTRY TO YOUR JOURNAL

1. Locate the navigation bar at the top of the screen and select "Journal entry" as shown in Figure 1. This will give you a pop-up, as shown in Figure 2.

2. Add a title to the journal entry that is informative where it displays "Journal title." If this is for a direct report, add their name.

3. Add a descriptive note regarding the event in the text box for "Journal entry."

4. Select "Add" to add this journal entry to your PageUp journal. "Journal entry added" will show as shown in Figure 3.

FIGURE 1.



FIGURE 2.

Add Journal entry ✕

Journal title

Journal entry

FIGURE 3.

Add

Journal entry added

Add journal entries all year on all your accomplishments. This will make it easy to add to your performance review.

It is recommended to add What, When, Where, Who, and How details.

## TO ADD A JOURNAL ENTRY TO YOUR REVIEW

1. Open your current review through either your dashboard or under the "About me" drop-down and selecting "Performance Reviews." Then select "Open review" as shown in Figure 4.

**The review must be in touchpoints or employee self-review to add journal entries to as an employee.**

2. On both the Job Duties and the Goals pages, you can attach a journal entry by selecting the down arrow next to "Add comment" then selecting "Add journal entry" as shown in Figure 5.

FIGURE 4.

My performance reviews

Status:

Review process	Review step	Manager	Role	Start date	Due date		
Staff First Year (0-6 months) Review	Planning	Sue Teel	Base Compliance	14 Sep 2021	21 Sep 2021	I want to...	<a href="#">Open review</a>

Page 1 of 1 jump to page   Records 1 to 1 of 1

FIGURE 5.

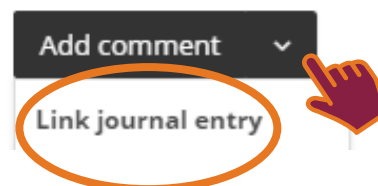
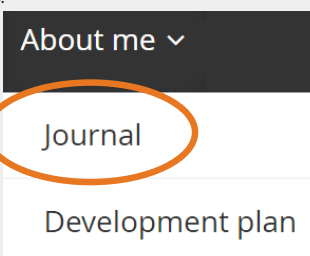


FIGURE 6.



## TO REVIEW YOUR JOURNAL

1. Locate the navigation bar at the top of the screen and select "About me" then select "Journal" as shown in Figure 6.

**Your journal will display in chronological order with the most recent entries at the top.**

2. You can open a journal entry and edit the content or delete it using the trash can icon. Select "Done" once you have finished editing the entry.

3. To tag your entry, add a keyword or phrase, such as a performance year (2021-22) then press the Enter key.

Development plan