Overview

- You can update progress against individual objectives at any time.
- You can create multiple progress records for an individual objective.
- You can edit progress records at any time.
- Your manager can view, create and update your progress records, via People Manager.

This guide covers the following actions.

- Creating new progress records.
- Editing existing progress records.
- Deleting progress records.

CREATE PROGRESS RECORD

- Login to Employee Self-Service and click on the PDR & Objectives menu option, as below.
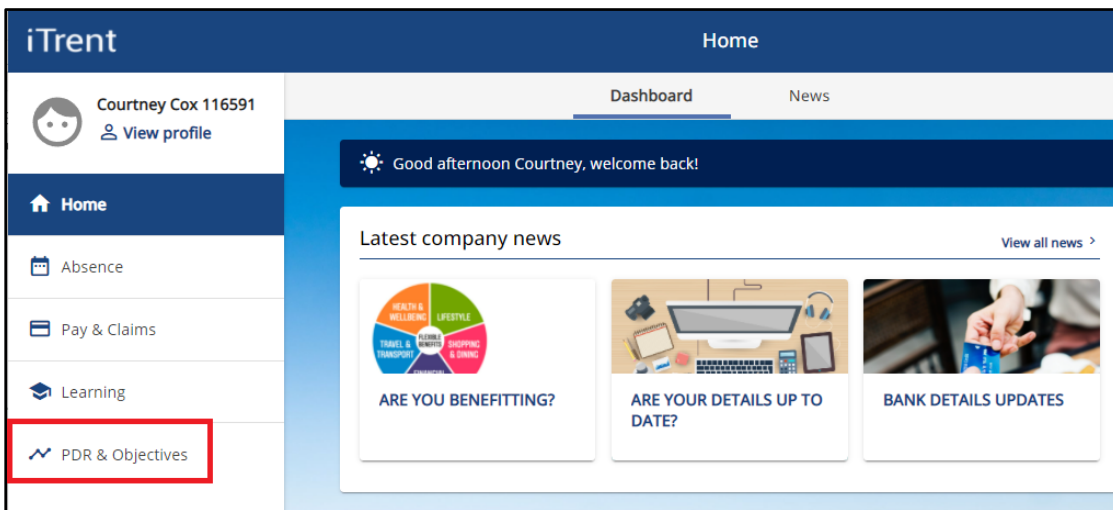
- Click on the Objectives menu option, as below.
- Any objectives which are in progress, that you have already added, will be displayed.
- Click on the Progress button for the relevant objective to add a new progress record.
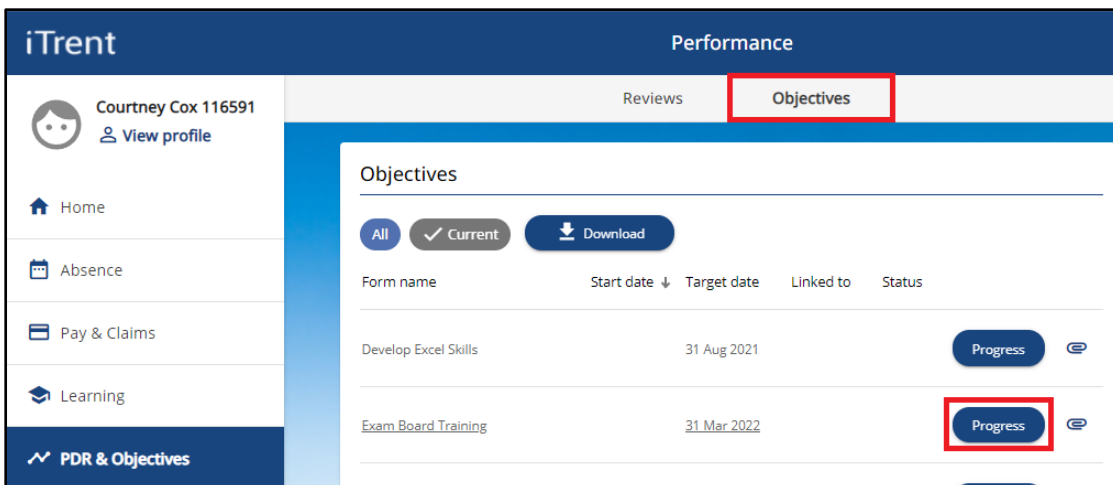
- After clicking on the Progress button, a new Objective Progress window opens, as below.
- Click on the Add Objective Progress Details button.

- Date > add a relevant date which could be "today" or in the past.
- Status > select cancelled, completed, deferred or in progress.
- Comments > to record brief details of the progress that has been made.
- Click the Save button to save your changes.

- The saved record will display as below.

EDIT PROGRESS RECORD

- To edit an existing progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

- Click on the Select Details icon, shown in red below, to open and edit the existing progress record.
- Click the Save button to save your changes.

- To add a second or further progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

- Click on the Add Objective Progress Details button to add another progress record.

- Date > add a relevant date which could be "today" or in the past.
- Status > select cancelled, completed, deferred or in progress.
- Comments > to record brief details of the progress that has been made.
- Click the Save button to save your changes.

- The saved record will display as below.

DELETE PROGRESS RECORD

- To delete a progress record, click on the Progress button for the relevant objective, as below.
- This will open the Object Progress Details window.

- Click on the Select Details icon, shown in red below, to open and delete the existing progress record.

- Click the Delete button to delete the progress record, as below
- Click OK to confirm deletion of the progress record or Cancel to cancel the deletion, as below.

< **Back to Objectives**

Objective progress details

Back to objective progress

Objective progress details: 01/11/2021

Objective title
Exam Board Training

Date
01/11/2021

Status

In progress ⌄

Comments

All exam board training courses were fully-booked. I was on the waiting list if any spaces became available or when a new course was scheduled. A space became available on the 12/01/22 course and I am now booked to attend.

Save   Delete

hrss10-dev.leedsbeckett.ac.uk says

The details will be deleted. Continue?

OK   Cancel