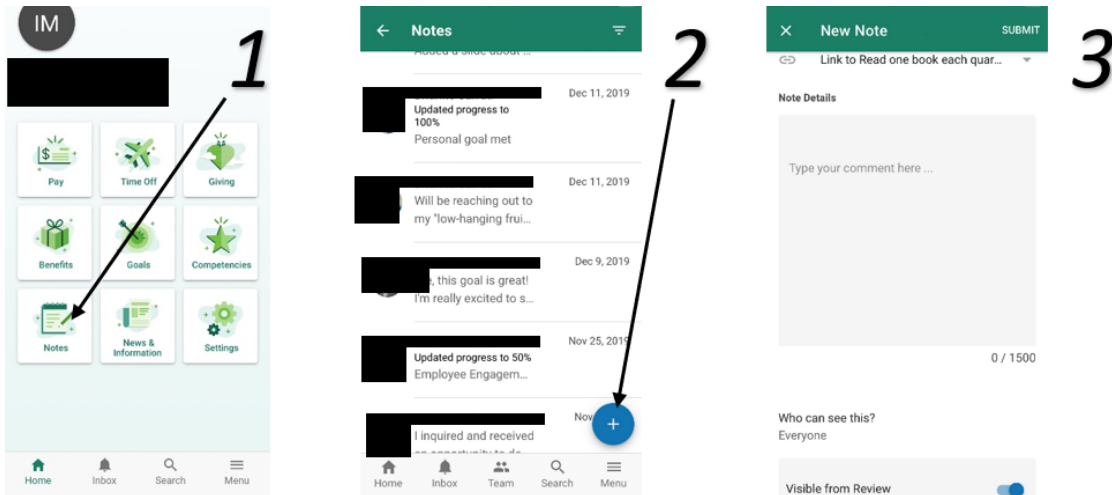


# How to Journal in Mobile UKG Pro:

*\*There are two methods to journal on your goals and competencies\**

## The First Method to Journal:

Select "Notes" on the main screen. A view of all your entries will be on the next screen – including comments from your supervisor! Click the blue plus sign. Type in your update and link to the goal or competency you are referencing by using the drop-down and select submit in the top right corner. Be sure to click the "Visible from Review" button!



## The Second Method to Journal:

*Or, you can journal by selecting "Goals" from the main screen, you can view and update your own professional goals. You can select a goal by tapping on the goal and click "update progress". You can then easily type in your notes or updates. **\*\*Note: You cannot add new goals in UKG Pro Mobile at this time\*\****

