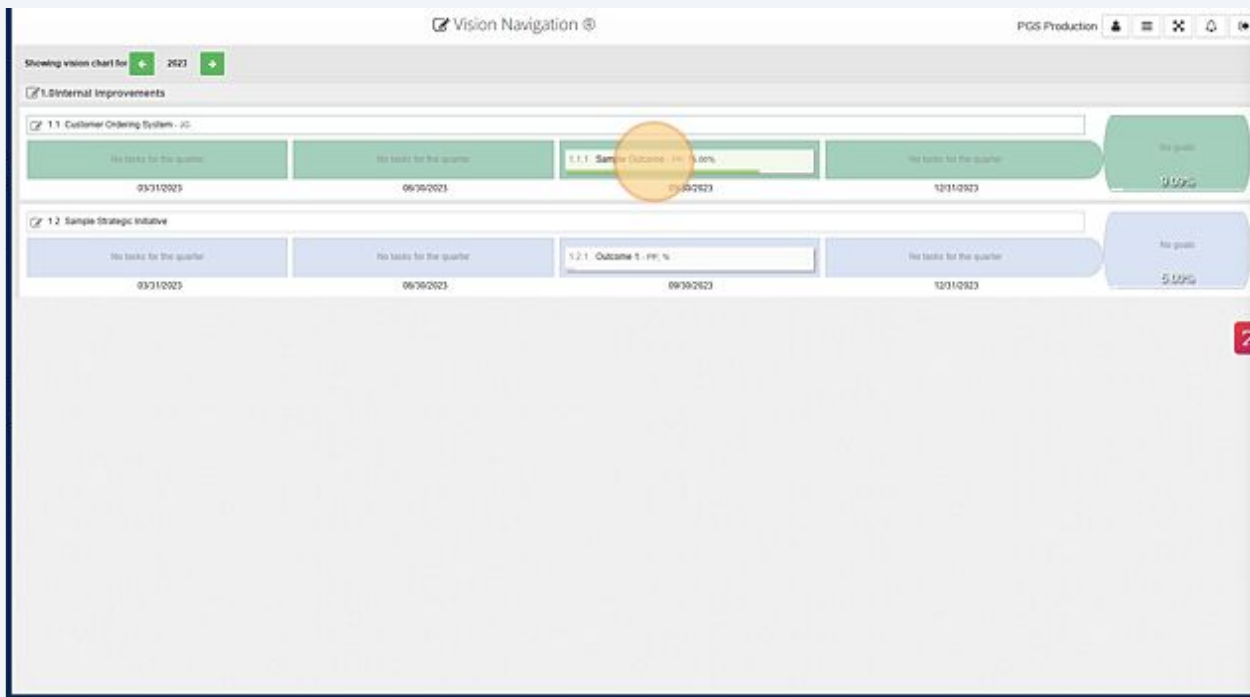


# How to Update Outcomes and Tasks to Prepare for the Accountability Meeting.

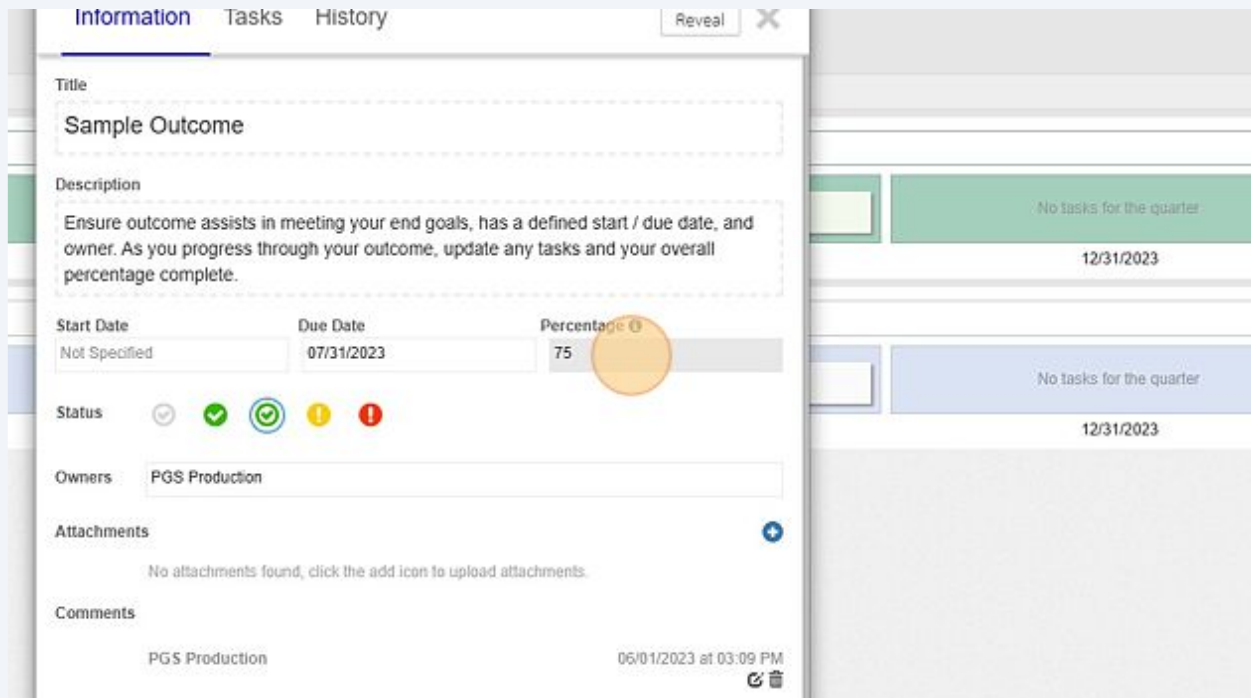
Prior to an accountability meeting, ensure you update your assigned outcomes and tasks to reflect progress completion. This is a time to ask for help or adjust deadlines.

1 Click on your assigned outcome.



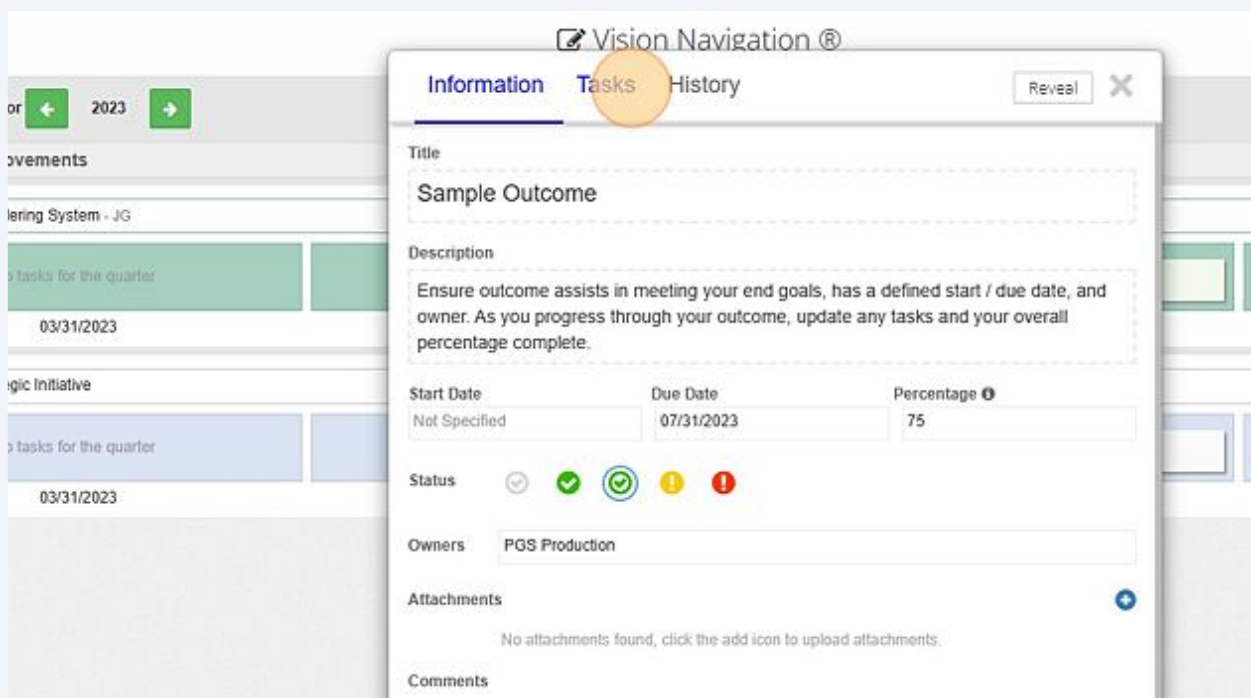
2

A popup box will appear with your outcome details. Update your progress by entering percentage complete. \*Note - if this cannot be changed, it is due to Tasks being assigned to the outcome. See next step to edit tasks.

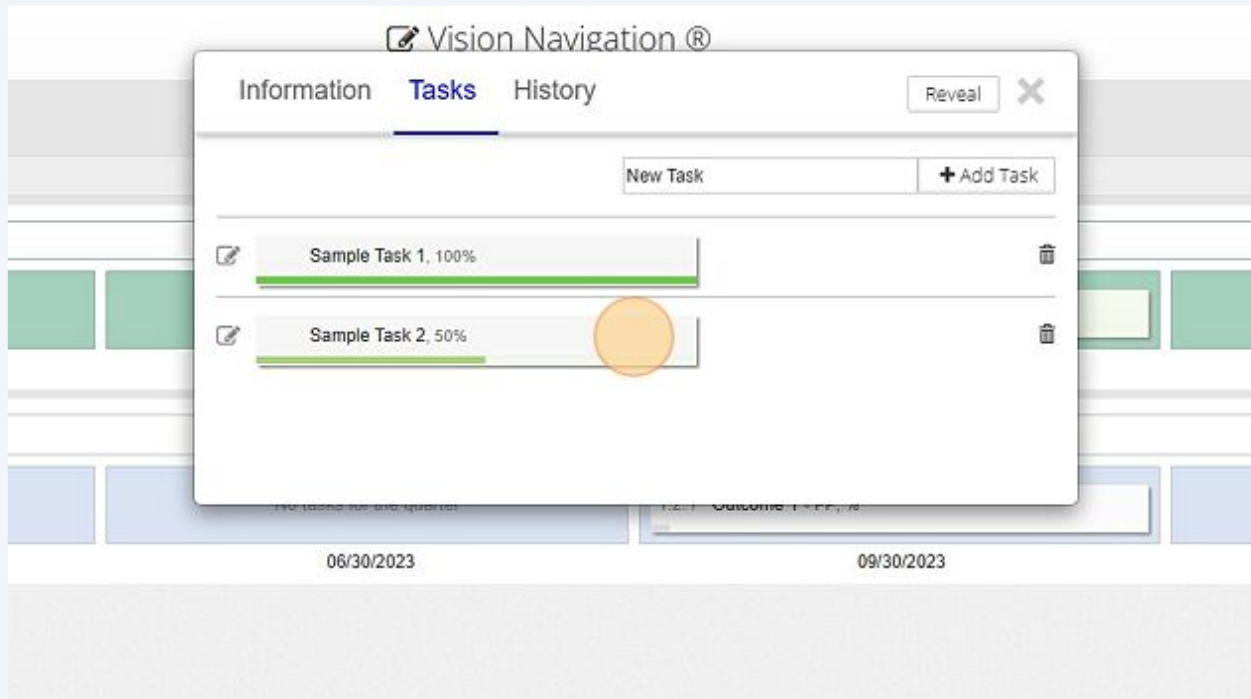


3

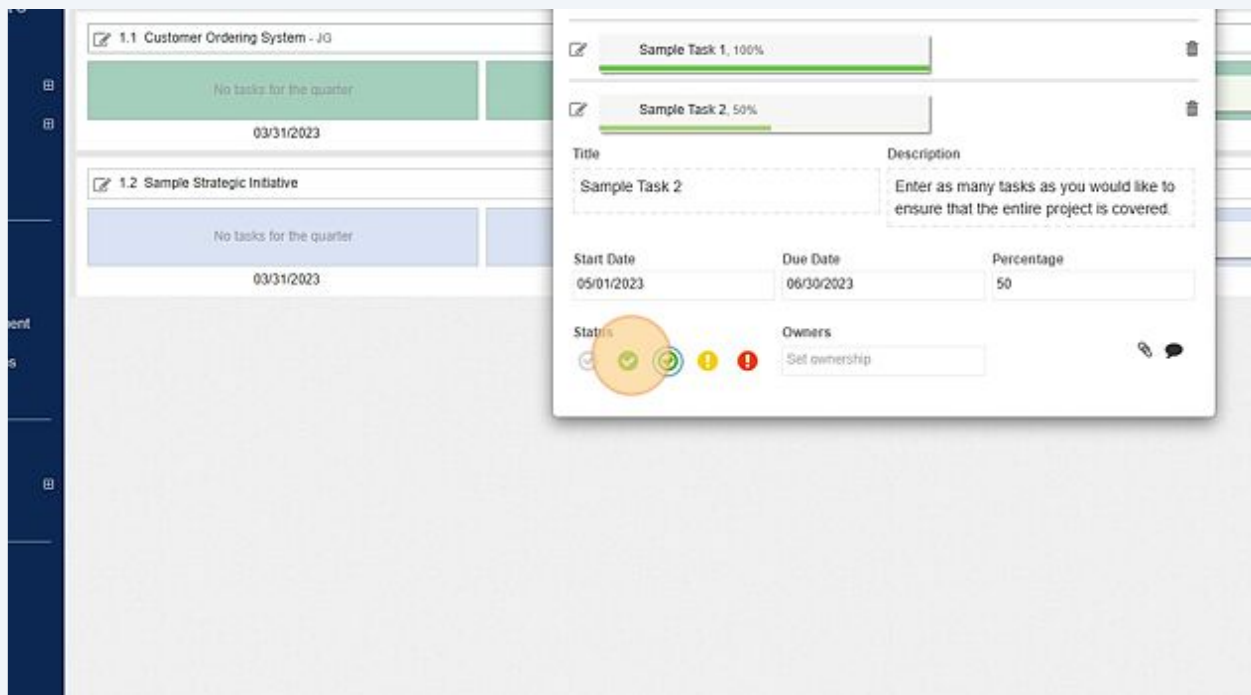
Click "Tasks"



- 4 Click on the task you want to update.

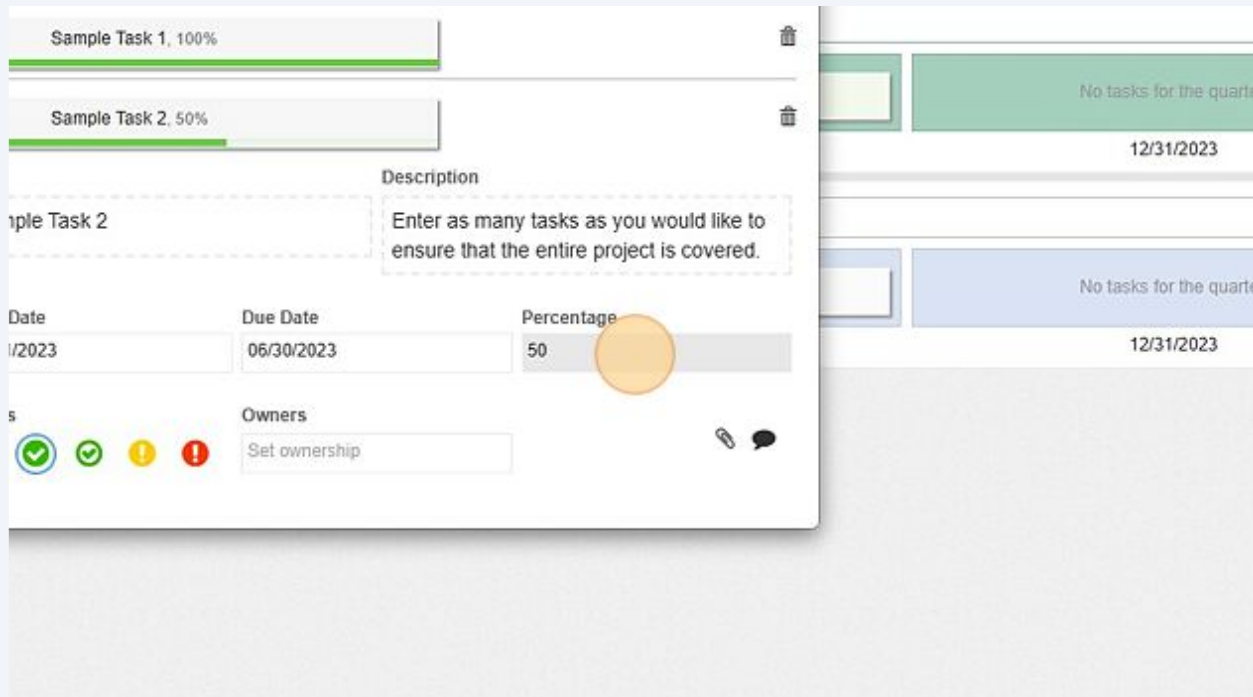


- 5 A pop-up box will appear. Update your task dates and choose the status of the task.



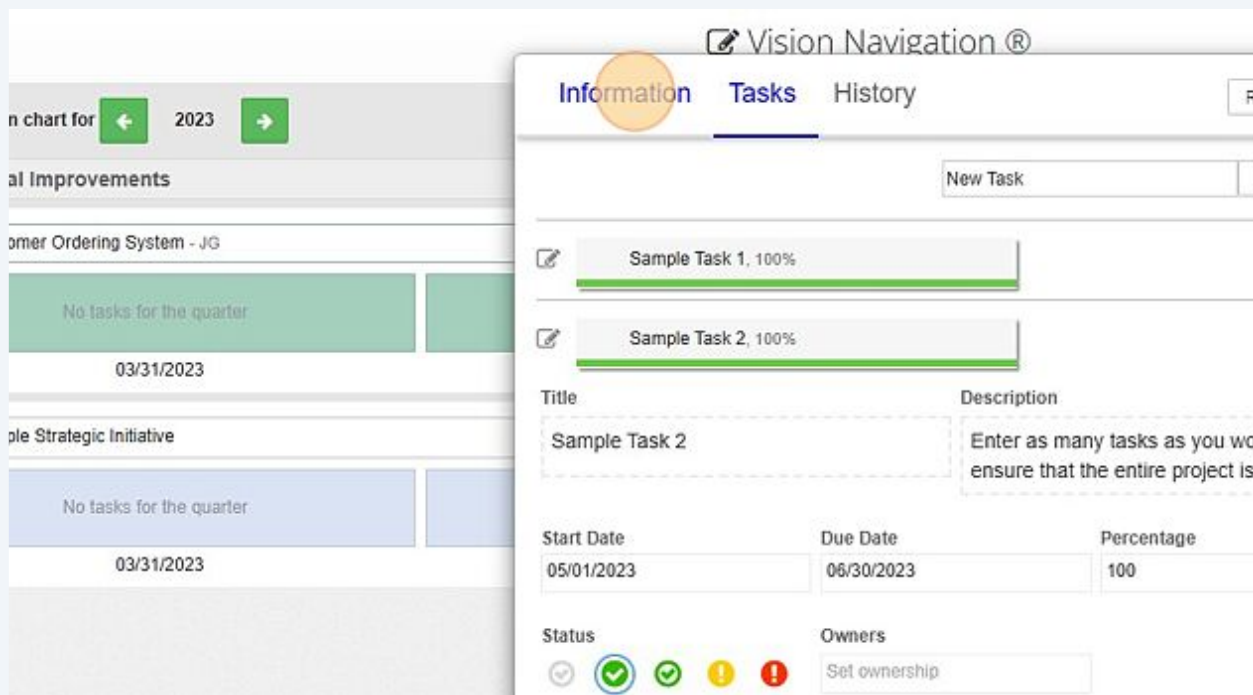
6

Also, indicate the percentage complete for the task. This will automatically update the percent complete for the higher level Outcome.



7

Click "Information" to return to the higher level Outcome.



8

Once you have edited all your tasks, edit the overall status of your Outcome. If you have reached 100 percent complete, click on the green check mark.

ing System - JG

asks for the quarter

03/31/2023

ic Initiative

asks for the quarter

03/31/2023

### Sample Outcome

Description

Ensure outcome assists in meeting your end goals, has a defined start / due date, and owner. As you progress through your outcome, update any tasks and your overall percentage complete.

Start Date	Due Date	Percentage
Not Specified	07/31/2023	100

Status

Owners: PGS Production

Attachments

No attachments found, click the add icon to upload attachments.

Comments

PGS Production 06/01/2023 at 03:09

9

Enter any relevant comments in the "Leave a comment..." field.

Owners: PGS Production

Attachments

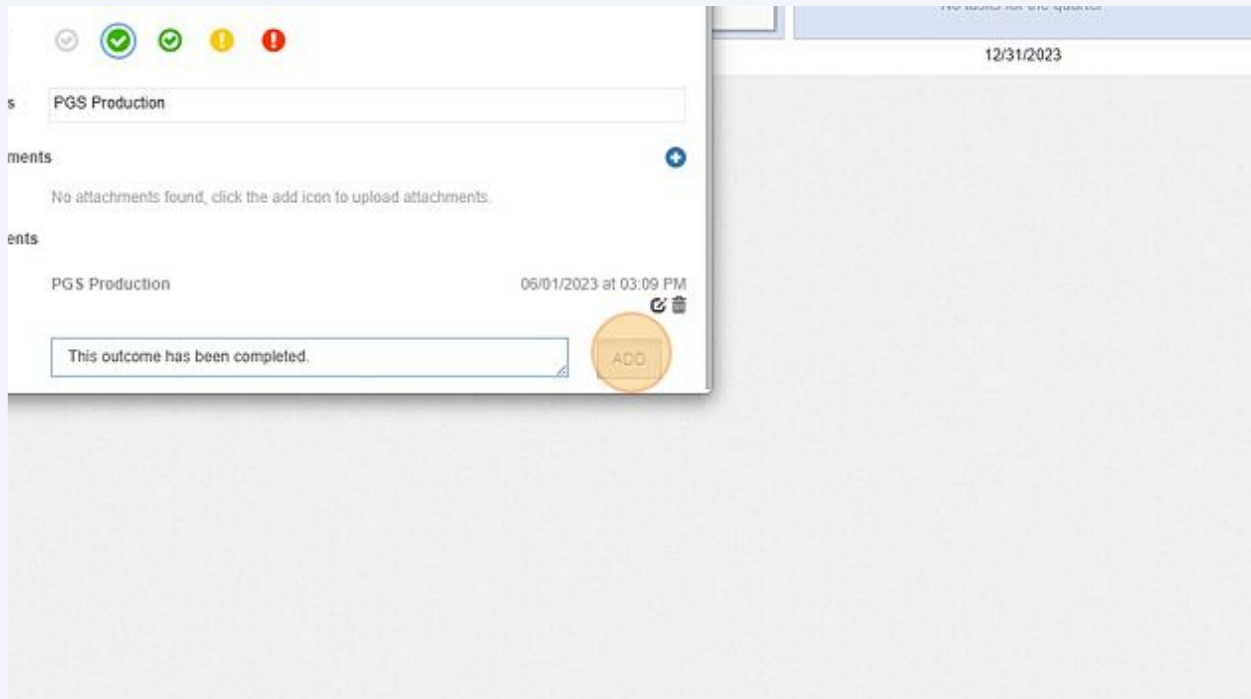
No attachments found, click the add icon to upload attachments.

Comments

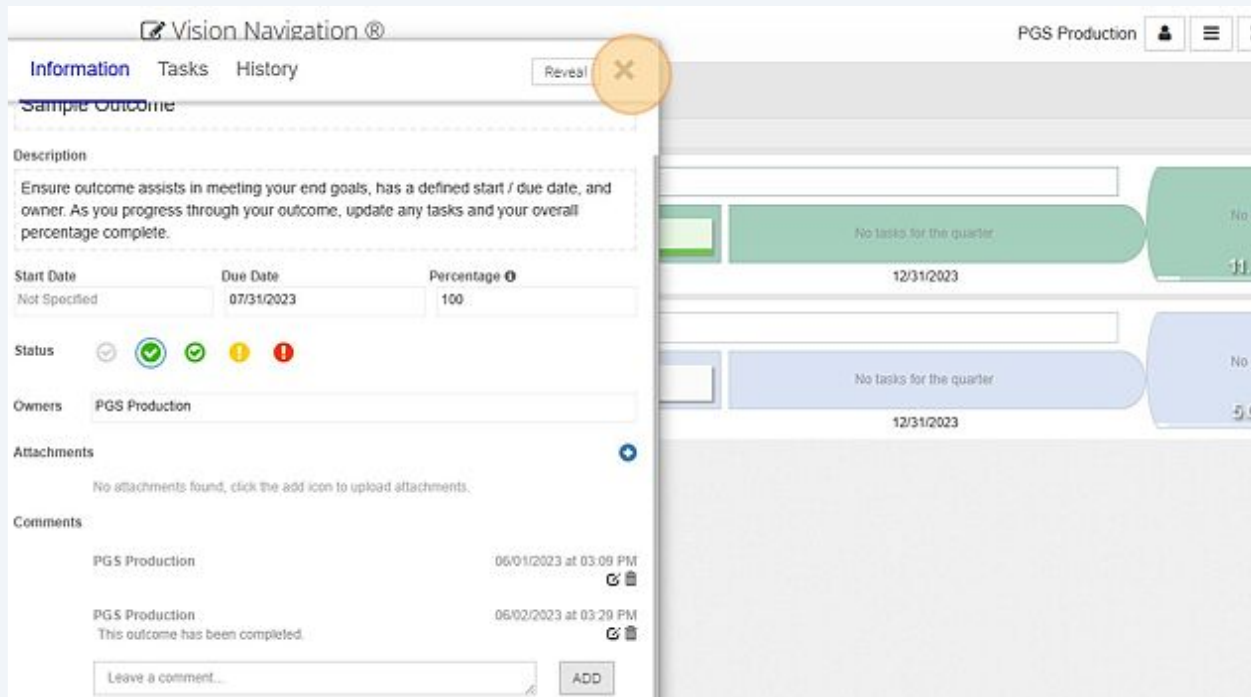
PGS Production 06/01/2023 at 03:09 PM

Leave a comment... ADD

10 Click "ADD" to enter your comments.

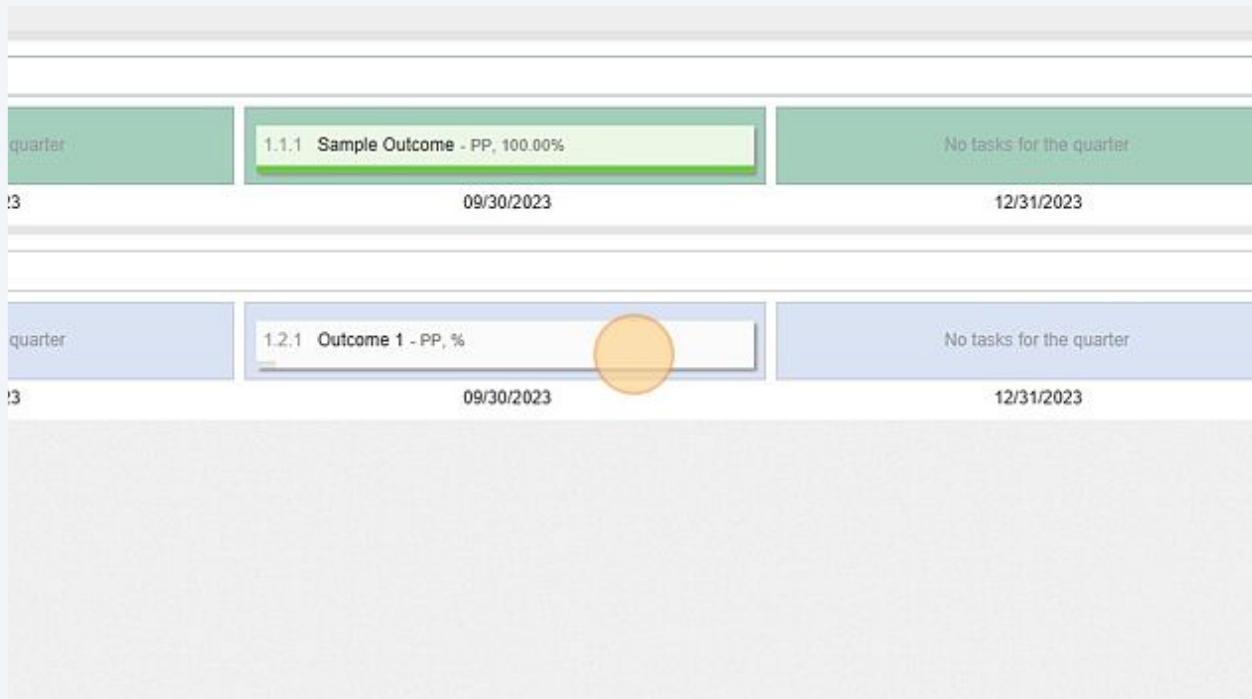


11 Click "x" to return to your chart view.



12

Continue on to your next Outcome. The following steps will show an Outcome with no tasks, and that is behind schedule.



13

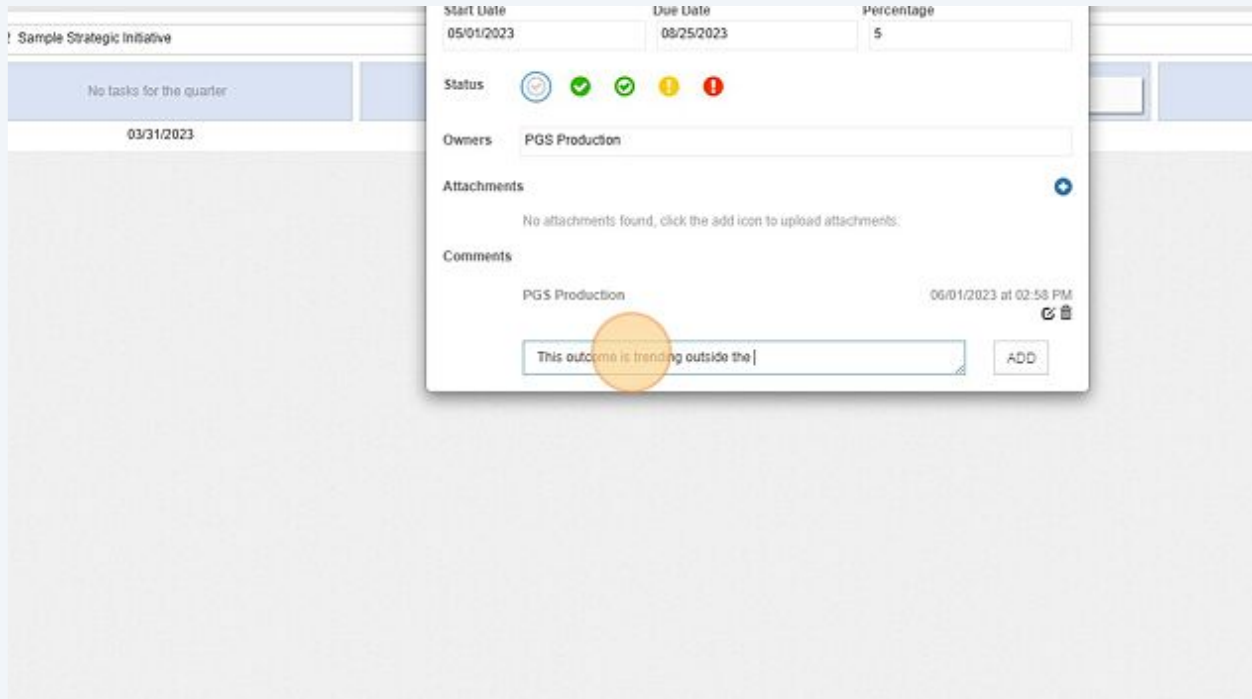
Update your percentage complete, based on where you think you are in the project.

The screenshot shows a 'Reveal' dialog box for an outcome. The dialog has tabs for 'Information', 'Tasks', and 'History'. The 'Information' tab is active, showing the following details:

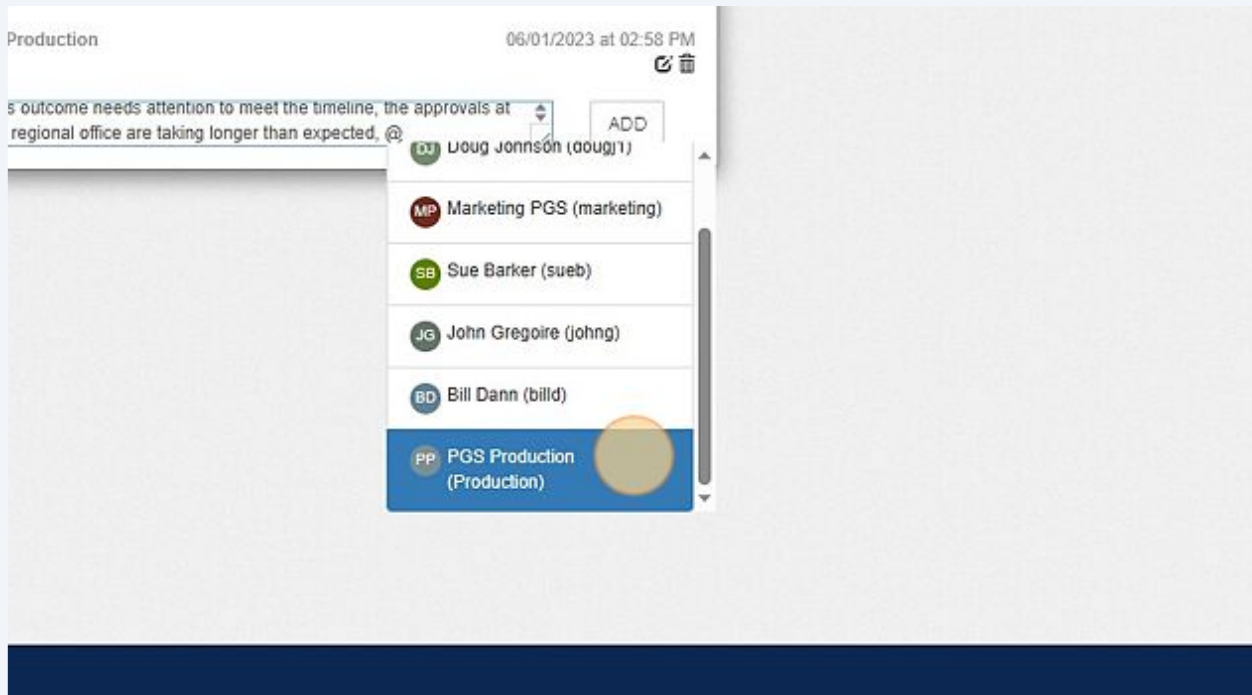
- Outcome 1
- Description: description you want to add a brief overview of the outcome.
- Due Date: 08/25/2023
- Percentage: 5
- Status: A row of icons including a blue circle with a checkmark, a green checkmark, a yellow warning triangle, and a red exclamation mark.
- Text Input: A field containing 'PGS Production'.
- Attachments: A section with a plus icon and the text 'No attachments found, click the add icon to upload attachments.'

The background of the dialog shows the same dashboard as in step 12, with the orange circle highlighting the progress indicator on the blue bar.

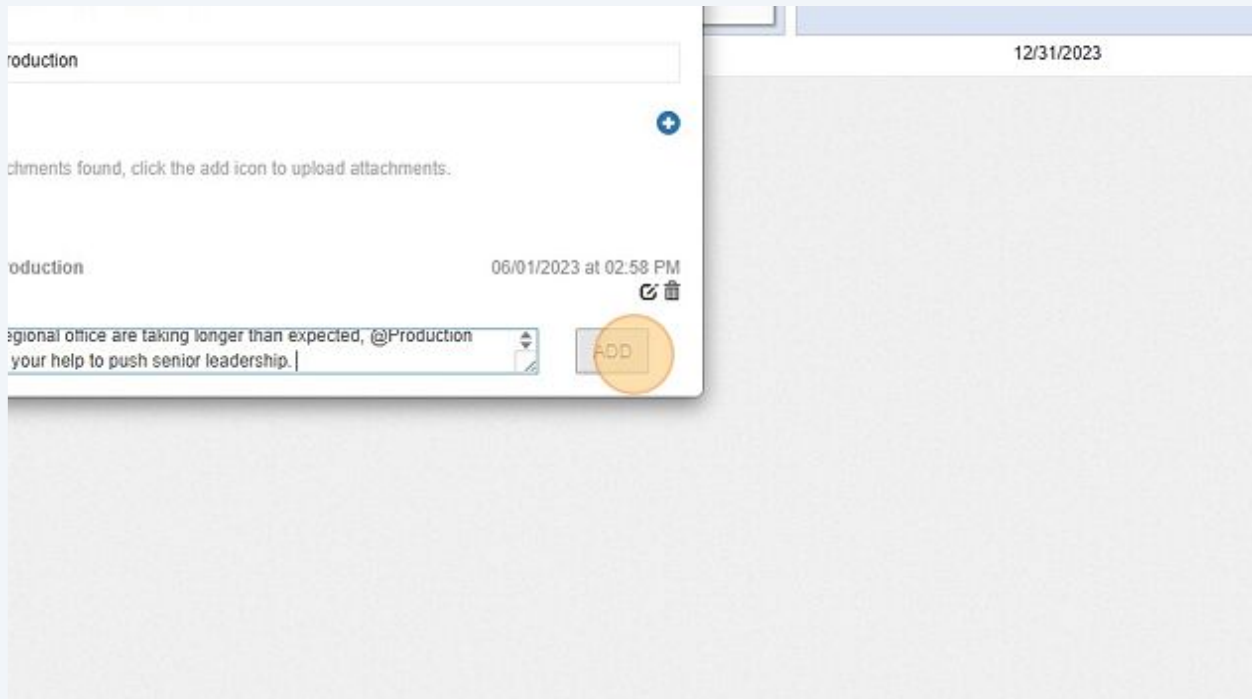
14 Update critical information in the "Leave a comment..." field.



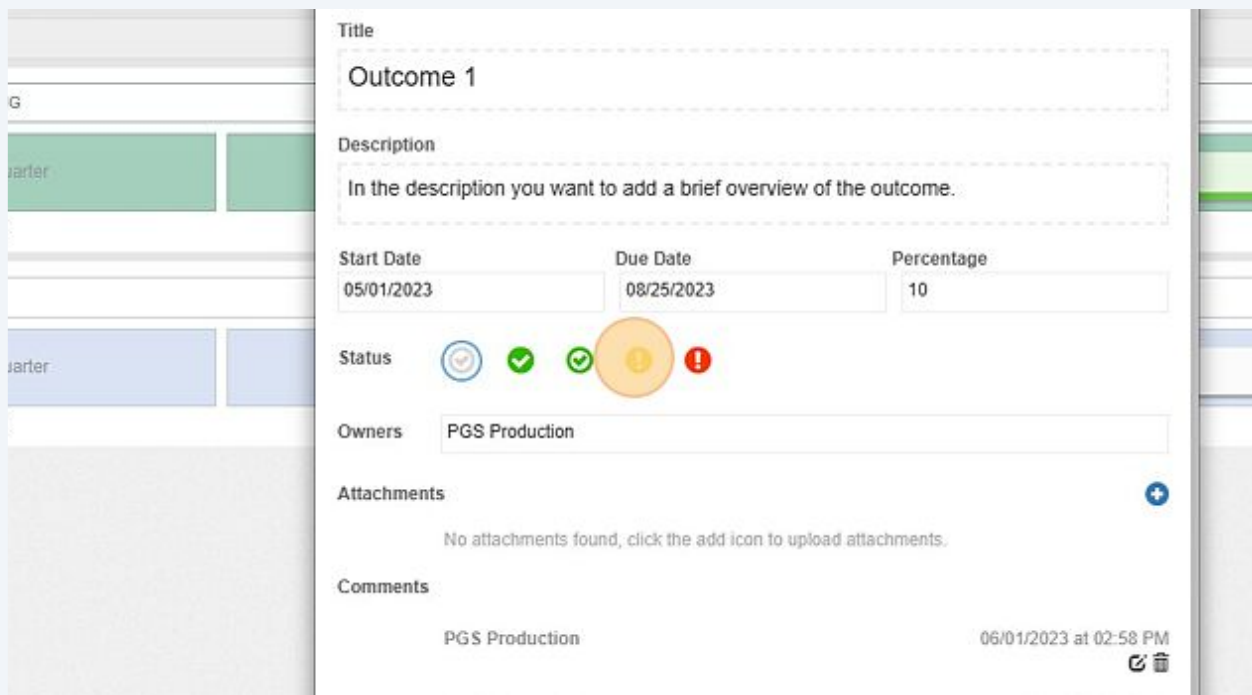
15 You can bring attention to support needed from others by using @theirname and selecting their name from the drop down menu.



16 Once you have finished your comment, click "ADD"



17 Click on the status symbol that best represents where this outcome is and update the due date to the next achievable date.



18 Click "x" to exit the box. Your updates will be saved automatically.

