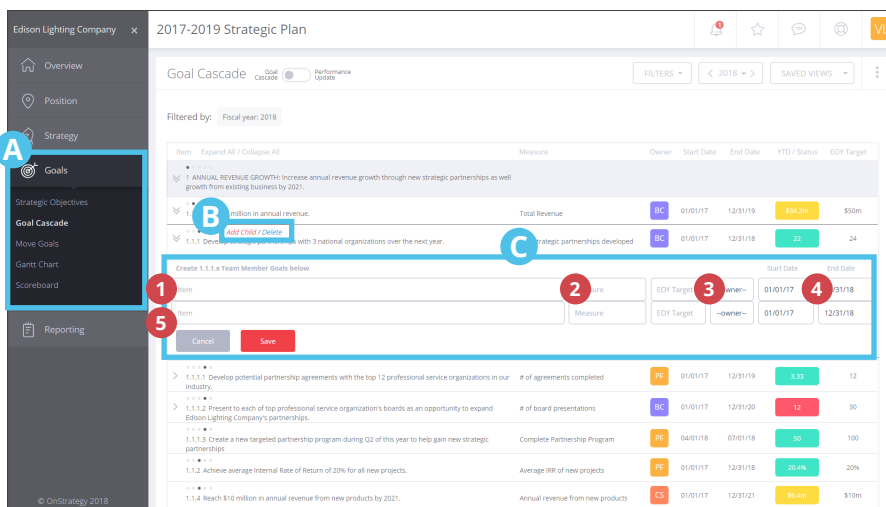


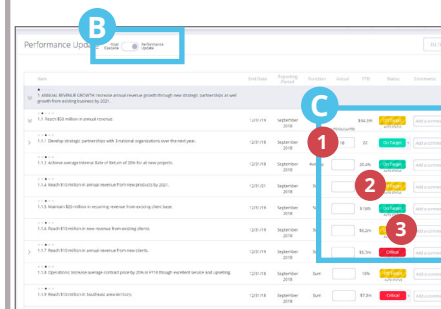
Go to [www.OnStrategyHQ.com](http://www.OnStrategyHQ.com) and enter your login information.

- A) Navigate to the Goal Cascade page in the Goals navigation.
- B) Find the parent goal you'd like to add supporting children to. Hover to show the the selection Add Child/Delete. Select Add Child.
- C) Tab through the fields to create the new goal:
  1. Type the goal description.
  2. Input the measure and target.
  3. Assign the owner.
  4. Select start- and end-dates.
  5. Tab through to the next line to add additional children goals





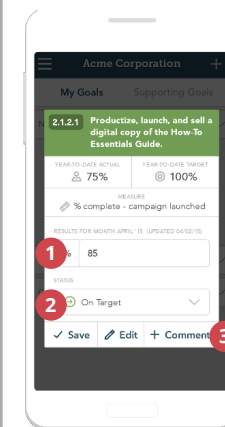
## Desktop

- A) Go to the Goal Cascade page in the Goals navigation.
- B) Use the toggle to show the Performance Update Page
- C) Tab through the page to update your goals:
  1. Enter an actual.
  2. Select a status.
  3. Add a comment.



## Mobile

- A) Download the Mobile App.
- 
- B) Login with your username and password.
- C) Goals will be “flagged” when it’s time for an update.



1. Update actual performance.
2. Confirm or choose status.
3. Add a comment.



- A) Go to Reporting section.
- B) Download your organization, department, and team reports.
- C) The Dashboard monitors real time performance of your strategy.**