

## What Does this Report Show?

The **All Goals** report shows the goal names and goal descriptions of the Goals for each employee in your area for the PRF year indicated in the report title. This report is helpful if you want to see who created goals in your area.

2020-21 - All Goals - PRF Lead

Download

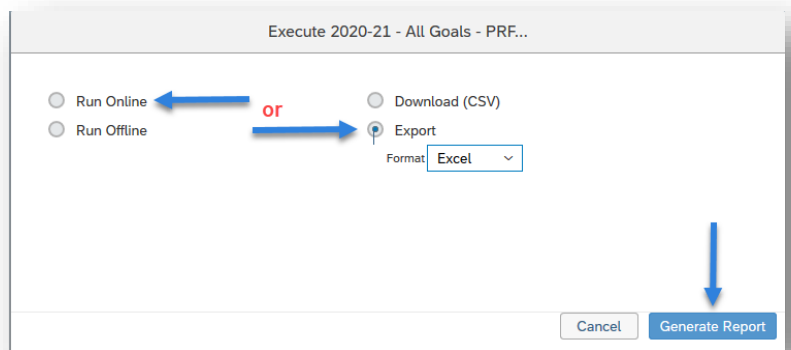
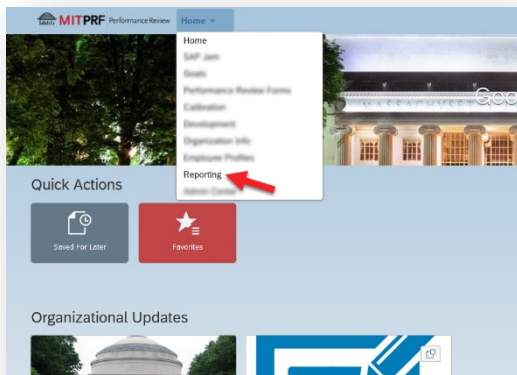
Showing page 1 of 2

Goal Owner ID	Goal Owner MIT Last Name	Goal Owner First Name	Category	Goal Name*	Metric	Created By Last Name	Created By First Name	Goal Plan Name	Goal Owner Division	Goal Owner Location	Goal Owner Department	Personnel Subarea	Goal ID
								2020-21 PRF Goal Plan	EVPT - VP for Finance Area	Office of Insurance	Office of Insurance	Admin Staff (CADM)	115895
								2020-21 PRF Goal for	EVPT - VP for	Office of Insurance	Office of Insurance	Admin Staff	115896

## How Do I Run this Report?

**Step 1:** From the PRF Home Page, select **Reporting** from the *Home* drop down menu. You will be brought to the **Report Center**.

(If you are in the **Classic View**, click **Return to Report Center** at the top left side of the screen.)



**Step 2:** Click **202x-2x – All Goals - PRF Lead** (depending on the PRF year).

**Step 3:** Select how you will like to run your report.

Recommended Options:

**Run Online:** The report will appear in the PRF system allowing you to quickly view the data. You will have the option to export the data to Excel.

**Export:** You will be asked for your preferred file format. Excel is recommended, allowing you to manage the data.

