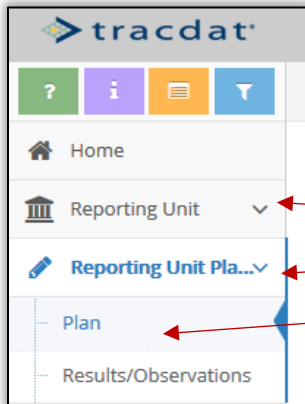
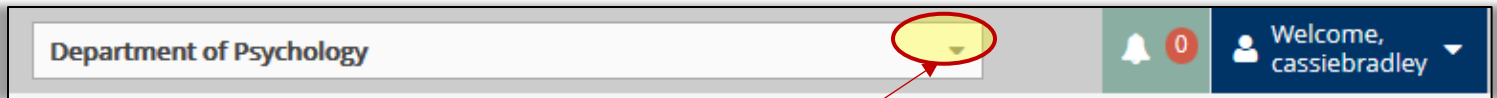
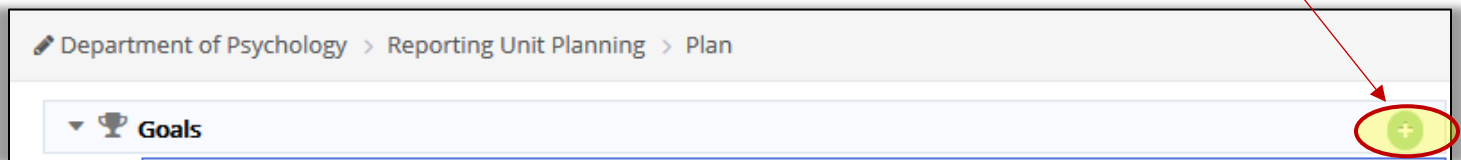


# ENTERING A NEW GOAL INTO TRACDAT (DEPARTMENTAL REPORTING)



1. Select the **department reporting unit** for which you would like to enter a new goal from the drop down menu.
2. After you have selected the reporting unit/program that you would like to add a goal to, select
  - **Reporting Unit**
  - **Reporting Unit Plan**
  - **Plan** from the menu on the left side of the page.
3. Click the **+** button on the right side of the **GOALS** to add a new goal.



4. Enter Goal information in the box that appears.
  - a. **Goal Type:** This is a drop-down menu. Click the (down arrow) and select the University Strategic Plan cycle year and goal type your goal most closely relates to.
  - b. **Goal:** Enter the reporting unit goal.
  - c. **Goal Active:** This is always checked on new objectives.
  - d. **Goal Status:** select the drop-down menu to the right of the empty box. For all new goals, select "Active"

5. Click the yellow **SAVE** button in the upper right corner of the box

