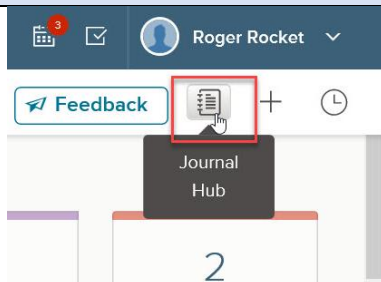


Adding Journal Entries with Journal Hub and Email

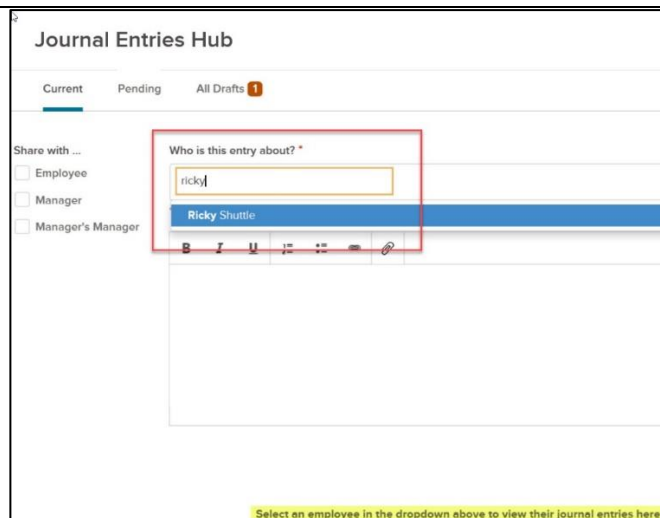
Perform gives you several methods for adding Journal Entries. This document shows you how to use the [Journal Hub](#) and [Email](#).

Journal Hub

1. Select the Journal Hub icon from the toolbar and the Journal Entry Hub flyout window will appear.



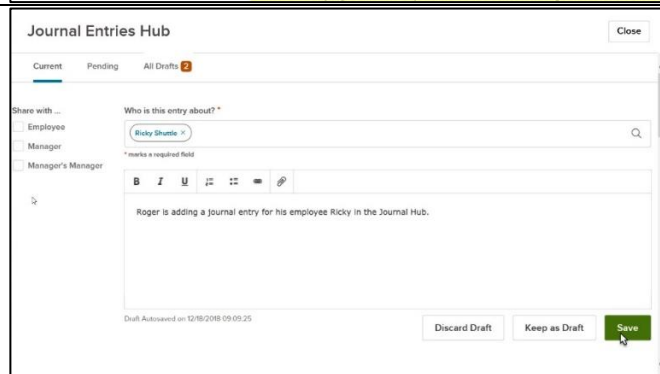
2. Type in your name or a direct reports name here.


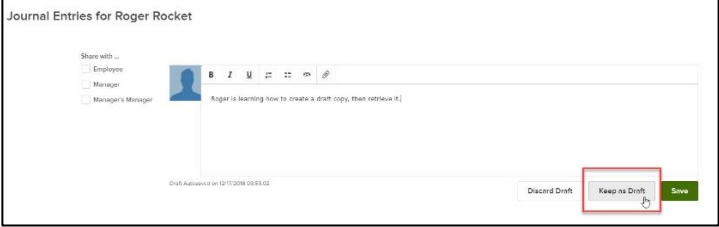
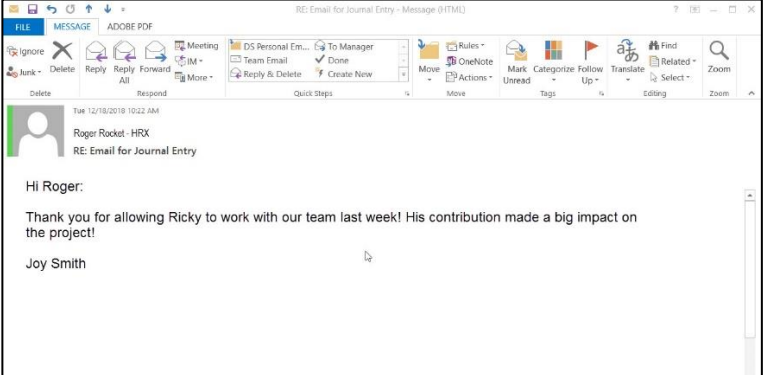
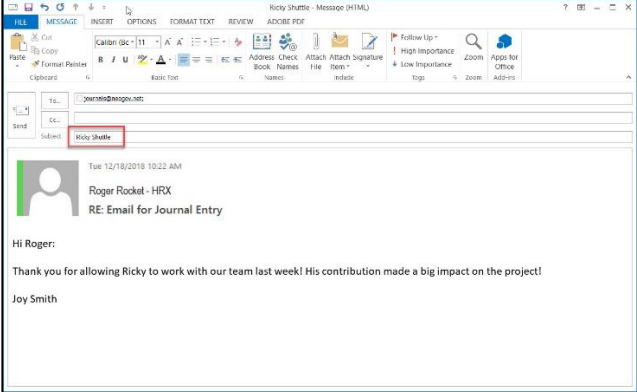


3. When the journal opens, begin adding your notes in the text box. If you want to share the entry, select the recipient box under **Share with...**

The recipient will be notified via email once the email is shared

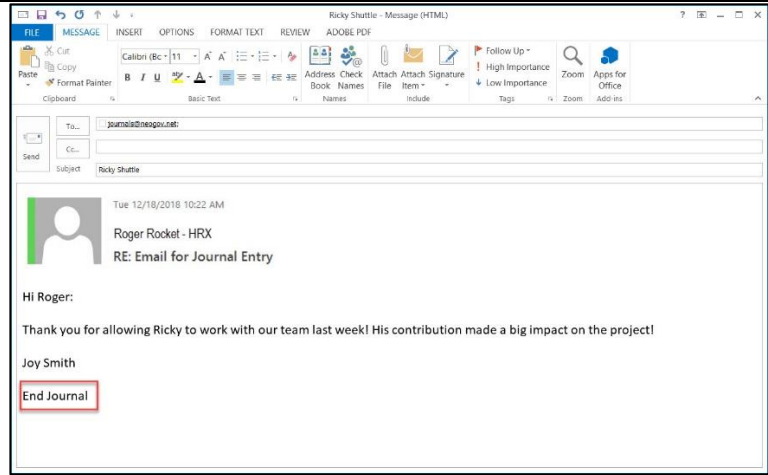
Be sure to **Save** or **Keep as Draft**.



<p>4. Optional -To enable keyword searches; a Tag can be associated with a goal or competency. Begin by typing in a @sign and then a few key words from your goals or competencies. Click on the drop-down link when it appears to select the goal or competency to link too</p>	
<p>Once an entry is complete; select Save or Keep as Draft to complete later</p>	
<p>Adding Journal Entries via Email</p>	<p>Instead of logging into Perform to create Journal Entries, users can send an email, and its contents automatically create as a Journal Entry within Perform.</p>
<p>1. Forward an existing email or create a new one to: journals@neogov.net</p> <p><i>Note: The body of the email will automatically become a journal entry once it enters the Perform System.</i></p>	
<p>2. Only enter the name of the employee for who the journal has been created on the subject line.</p> <p><i>Note: You can only put one name per email journal entry and the spelling of their name must match (exactly) as it is in the Perform System.</i></p>	

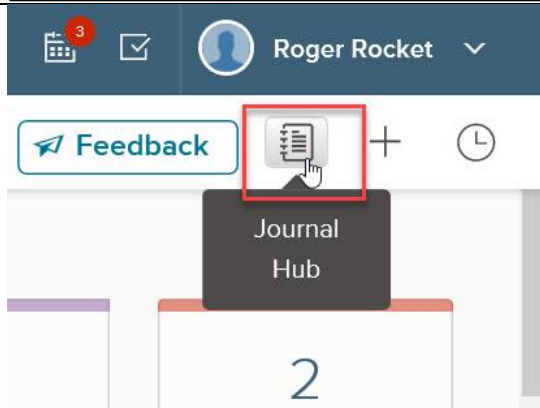
3. Enter the phrase **End Journal** after the last sentence in the email. Once completed select **Send**.

Note: End journal is not visible in the entry once it is in the Perform System.

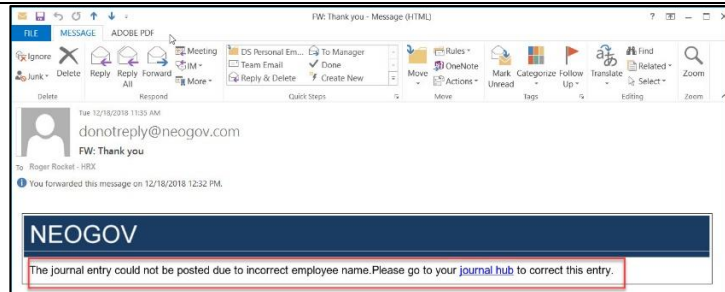


4. Once the email is sent, the journal entry is created in Perform and is accessible from the Journal Hub.

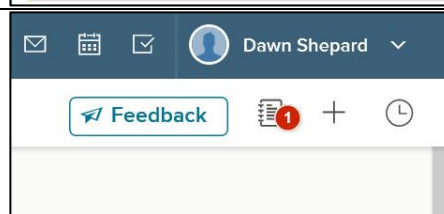
Note: Tagging and sharing features are not supported when creating a journal entry via email. However, once in the system you can add those features.



5. If there is an error in the journal entry, the sender will receive an email notification.



6. Any journal entries that contain errors will display on the **Journal Hub** icon and the **Pending** tab. Also, you will receive an email if the journal entry has errors



7. There are six types of

Pending errors:

- **User not found** - when the name of the employee in the subject/title does not exactly match an employee's name in Perform.
- **Unsupported attachment format** - when Perform does not support the format of the attachment submitted with the email.
- **More than one attachment** - when multiple attachments are sent with the email; only one attachment per Journal Entry is permitted.
- **More than one employee with the same name** - when there are multiple employees in Perform with exactly the same name as the employee in the email's subject/title.
- **Security restriction** - when the person who sent the email does not have access to create a Journal Entry for the employee in the email's subject line.
- **Email address of the sender does not exist** – when the sender's email does not exist in Perform, the journal entry is not created. **No bounce back email** is sent to the invalid sender.

