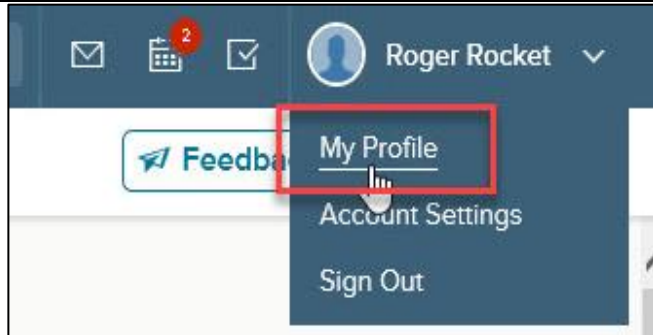


Edit, Filter and Archive Journal Entries

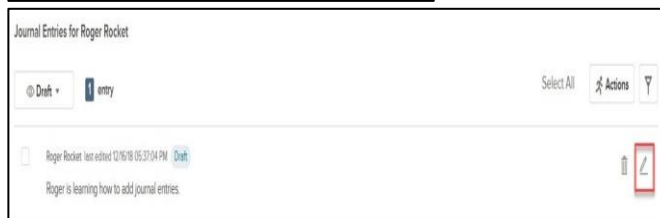
How to [Edit](#), [Delete](#), [Filter](#) and [Archive](#) Journal Entries

Edit Journal Entries

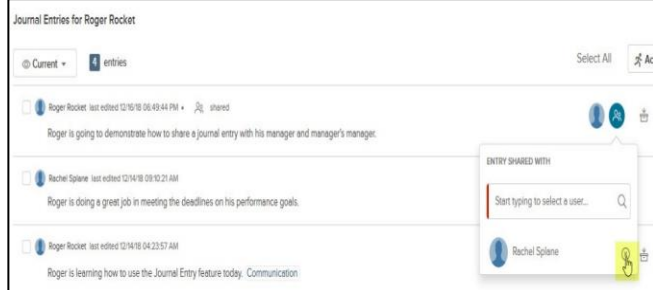
1. To edit a Journal Entry
 - a. **For yourself**; Open **My Profile** located under your name in the upper right-hand corner of the screen.
 - b. **For a direct report** Under the **My Direct Reports**, locate the employee and then click the journal entry icon

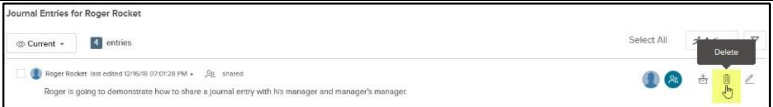
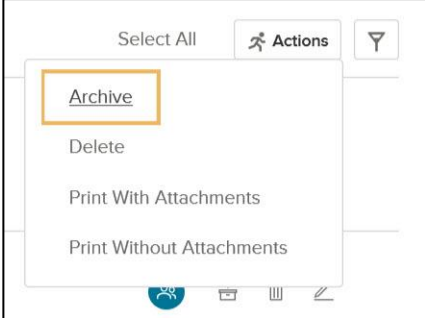
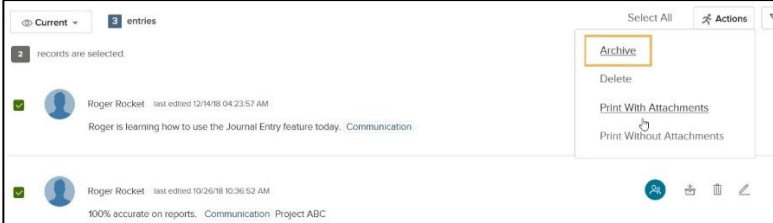
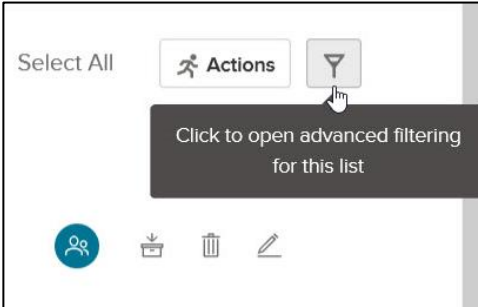


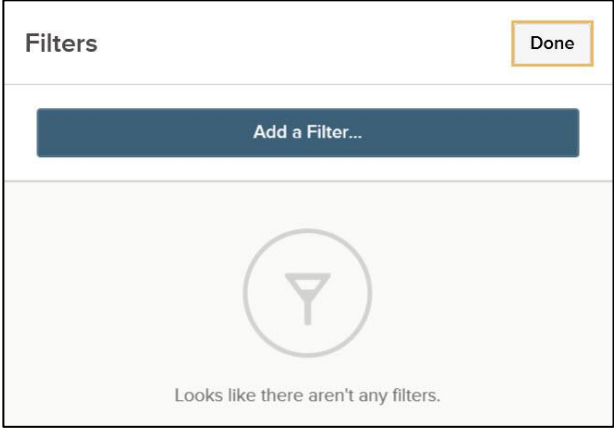
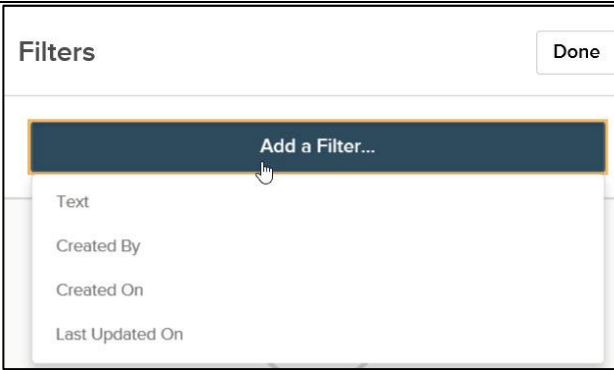
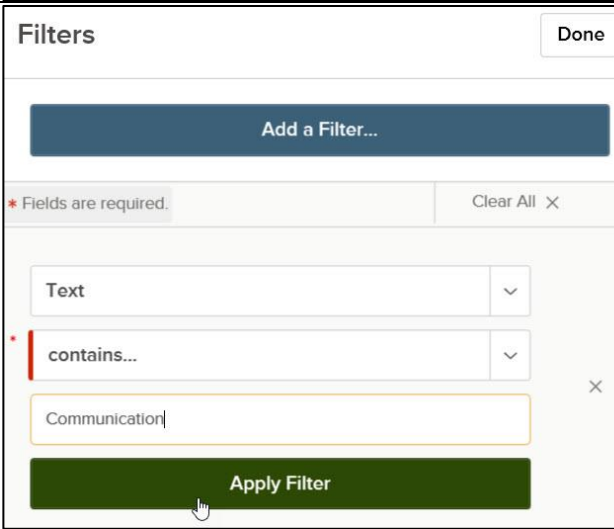
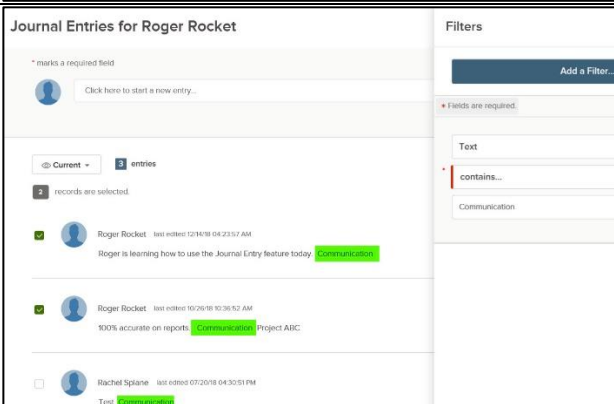
2. Open the Journal Entry; click **Current** Dropdown; Click the type of Journal entry you want to edit, **Current** or **Draft**,
Click the pencil **icon** on the left of the Entry you want to edit.

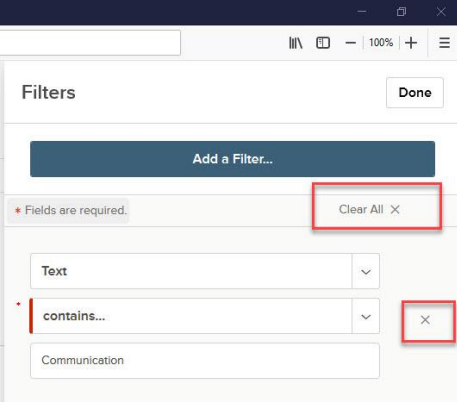

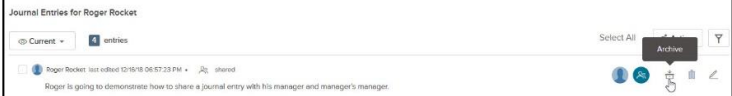
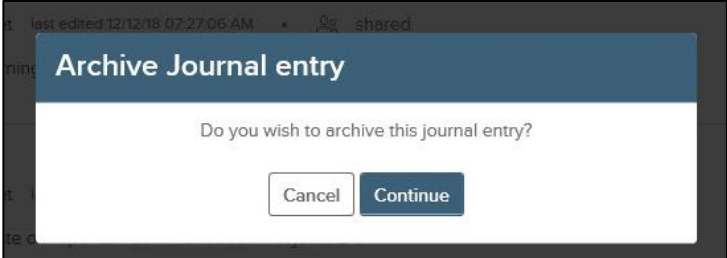
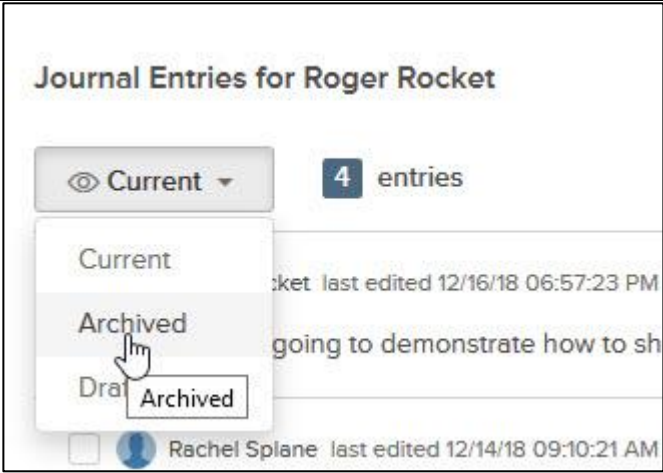


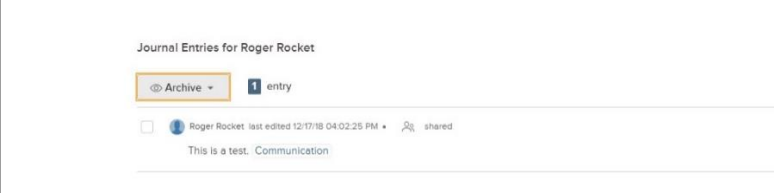

3. To **remove** the **“shared with”** journal entry, left click the shared icon, then click the **“x”** next to the recipient’s name. This will remove the journal entry from their view



<h2>Deleting a Journal Entry</h2>	
<p>To delete a journal entry, simply click the trash icon.</p> <p><i>Note: A deleted journal entry is NOT recoverable.</i></p>	
<h2>Actions and Filters</h2>	
<ol style="list-style-type: none"> Any of the following can be completed for selected entries under the Actions button: <ol style="list-style-type: none"> Archive. Delete. Print with Attachments Print without Attachments. There are two selection options for taking any of the above actions: <ol style="list-style-type: none"> Select All - choose all entries. <p>Click the box to the left of each entry to choose individual entries.</p> 	 
<h2>Filtering Journal Entries</h2>	
<ol style="list-style-type: none"> Use the Filter icon to filter/organize journal entries. 	

<p>2. The following fly-out window will appear. Click on Add a Filter.</p>	
<p>3. The following filter options are available</p>	
<p>4. In this example, we have selected the Text filter to apply.</p>	
<p>5. All entries with the keyword Communication are now highlighted and filtered out.</p>	

<p>6. To remove the filter(s), select the Clear All or X to clear the single filter</p>	
<p>How to Archive a Journal Entry</p>	
<p>1. Journal entries can be archived. We suggest archiving journal entries at the end of the evaluation cycle. Journals will remain in view from one cycle period to the next unless archived.</p> <p><i>Note: Archived journal entries are not viewable during the rating task.</i></p>	
<p>2. To archive a journal entry, click the archive icon.</p>	
<p>3. Select Continue.</p>	
<p>4. To view entries that are archived, click on the Current view button and change the view to Archived</p>	

How to Unarchive a Journal Entry		
<p>1. Click on the Unarchive button. If you want to unarchive multiple entries at a time, hit Select All.</p>		
<p>2. Select the Continue button.</p>		
<p>3. When finished archiving, click the Archived button, then select Current to return back to that view.</p>	