

## Closing out Goals

Instructions on how to Delete/Archive Goals:

- Click the Me tab (located at the top of the tool bar on the home page).
- Click "My Goals" tab, click on the Goal you want to archive.
- Click on the three grey dots on the top right-hand corner within the Goal form
- Click on Archive
- A warning notification will ask, "Are you sure you want to archive this goal?"
- Click "Yes" and a notification will get sent to your manager for final approval.
- Your goal will show as "awaiting final approval." Once your manager approves,
- your goal will be archived and no longer visible on the "My Goals" Tab on the
- Me Page.
- If you are a Manager and you are archiving a goal, you will be asked to "select a
- score, then click archive." Select the status score that applies and click
- "archive."

To learn more about Goals, access our [User Guide](#).

Contact us at [support@insightsapp.net](mailto:support@insightsapp.net) if you need help archiving goals.