

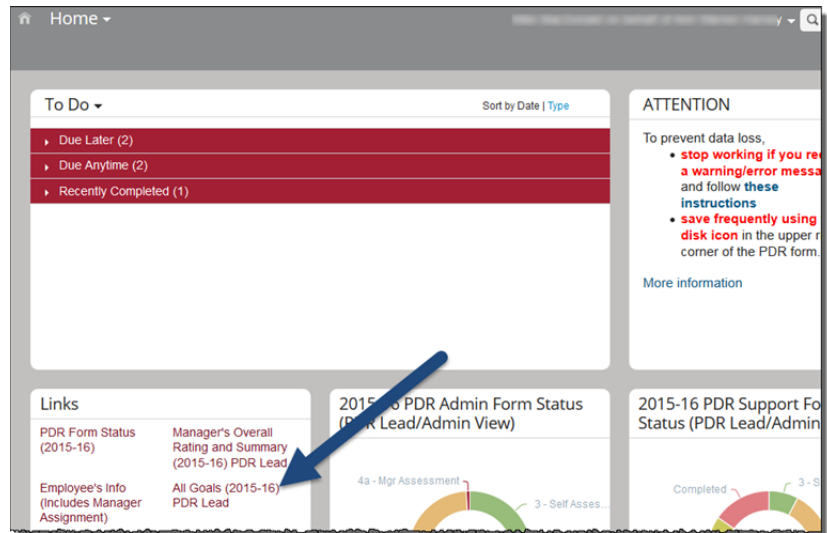
What Does this Report Show?

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

Goal Owner Last Name	Goal Owner First Name	Category	Goal Name	Description	Goal Plan Name
		Development Goal	Tableau		2015-16 Goal Plan
		Work Goal	Surveys		2015-16 Goal Plan

How Do I Run this Report?

Step 1: From the PDR Home Page, select **All Goals (20xx-xx) PDR Lead** from the *Links* tile.



Step 2: Select how you would like to run your report.

Recommended Options:

Run Online: The report will appear in the PDR 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.

