

# Officer Goals Management

The **Officer Goals Management** tool allows Gift Officers and Gift Officer Managers to easily set, update, and clear goals for individuals and for groups of officers. Located in the Console layer, this tool allows users to:

- Establish annual goals for officer peer groups, as well as for individual officers
- Review progress against these goals
- Easily access data on prospects, contacts, and proposals to support daily activities

Users that have the ability to set officer goals in the Platform will have a green **Set Officer Goals** button at the top left of the page. These users can use this tool to create goals that will be tracked against the data that is being updated via your nightly data feed. For more information on setting officer goals, click [here](#).

Click below for more information on the features and viewports available in **Officer Goals Management** console:



## Navigation

Listed below are some key features on the page. Use the image to the left to identify where on the page each feature is located.

1. **Gift Officer Select** - This dropdown allows you to select the Officer, Peer Group, or a selection of Officers you would like to view.
2. **FY Dropdown** - The FY Dropdown menu allows you to switch between the current and previous fiscal years. FY and CY settings are available in the control panel under Manage Platform.
3. **Gear Icon** - The Gear or 'options' icon on the viewports allows you to export, resize, or view iHelp for the viewport.
4. **Grabber Icon** - Located in the top right corner of the viewports, the grabber icon allows you drag and drop the viewport to another area on the page.