USA Performance®
Manage Performance, Ensure Success

Add and Review Notes

Notes may be used to document items specific to the plan. All who have access to the plan may view the notes; however, they are not included in the official performance plan.
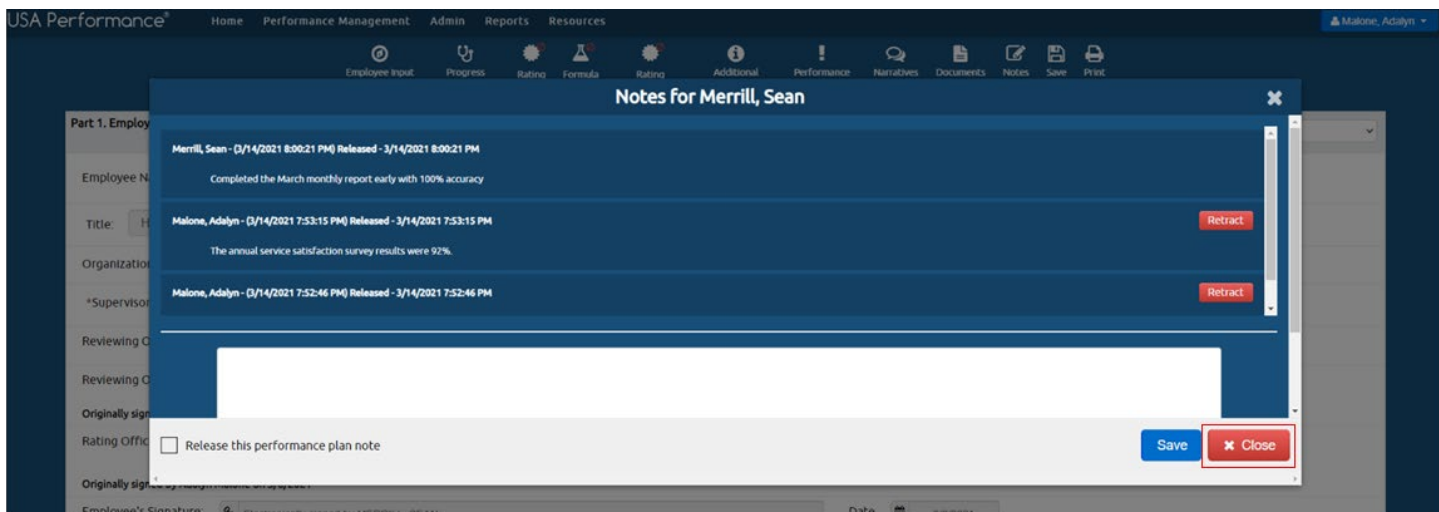
View or Add Notes

1. From an open plan, click **Notes** on the navigation bar.

2. You can review any notes you previously saved and any notes your supervisor may have released to you.

3. Type your note in the text box. If you want to make the note visible to others who have access to the plan, select **Release this performance plan note**. Click **Save**.

4. You will be asked to confirm your action. Click **Yes, Release Note**.

5. Your note now shows with a date, time stamp, and the note text appearing with your name.

6. Click **Close** to exit.