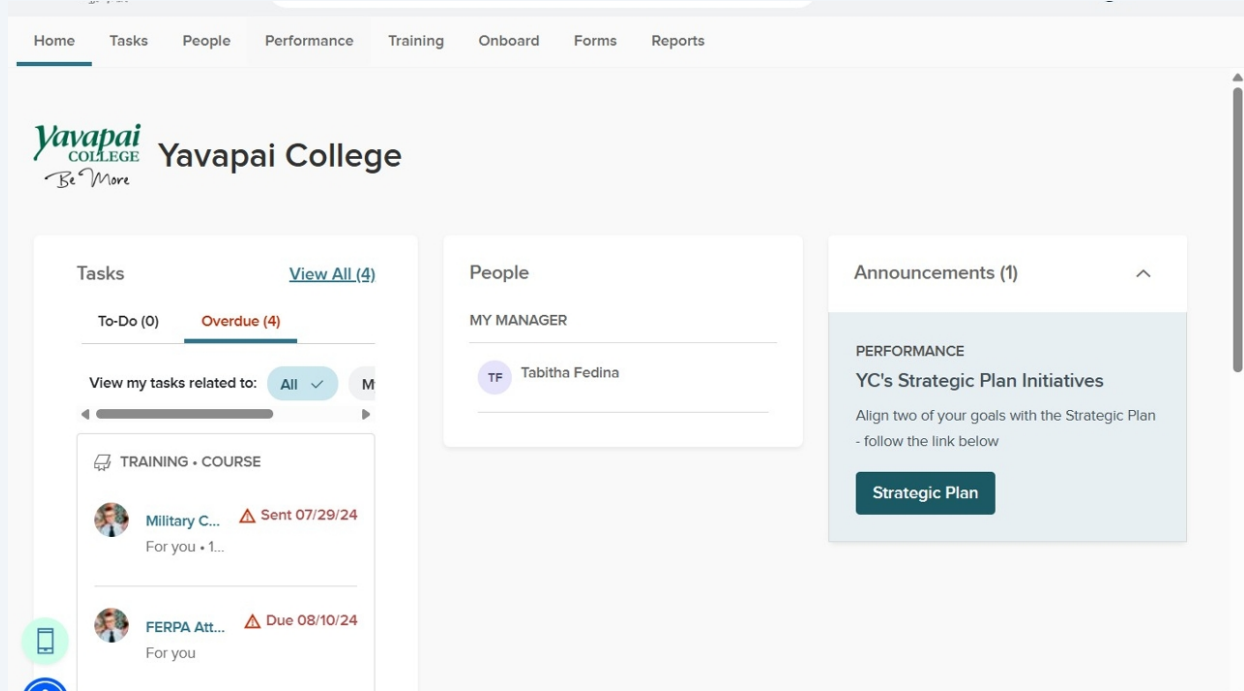
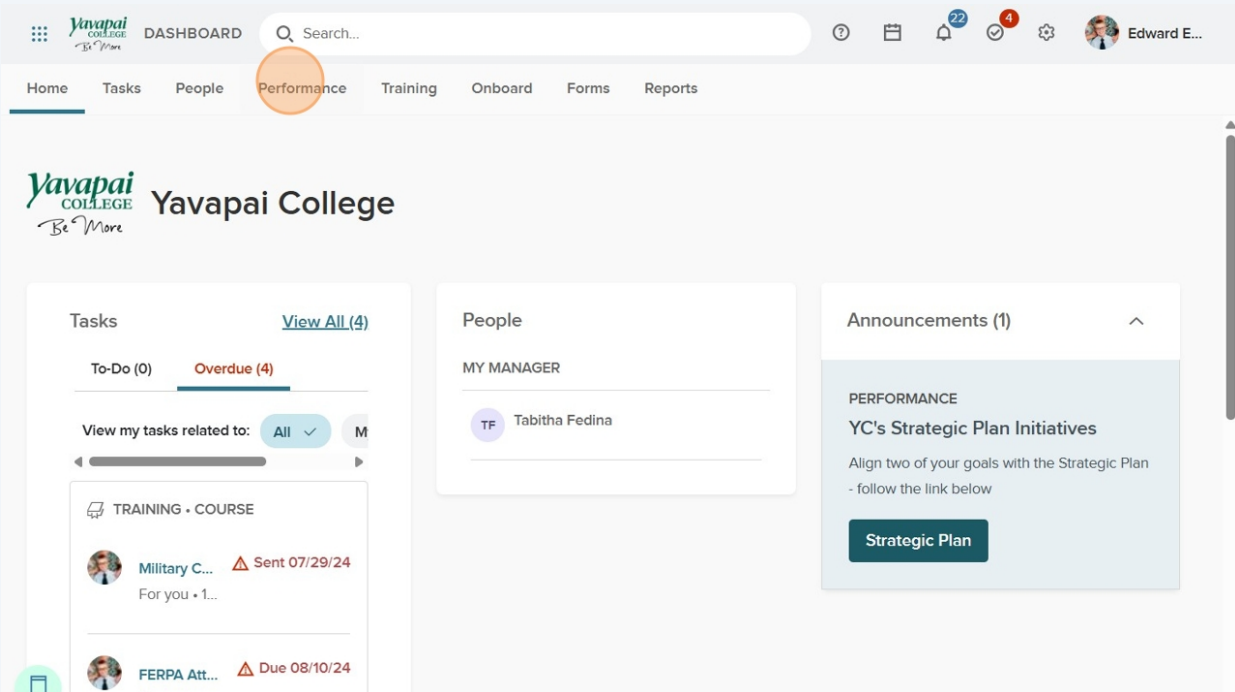


How to Submit a Journal Entry - For Employee to Share With Supervisor

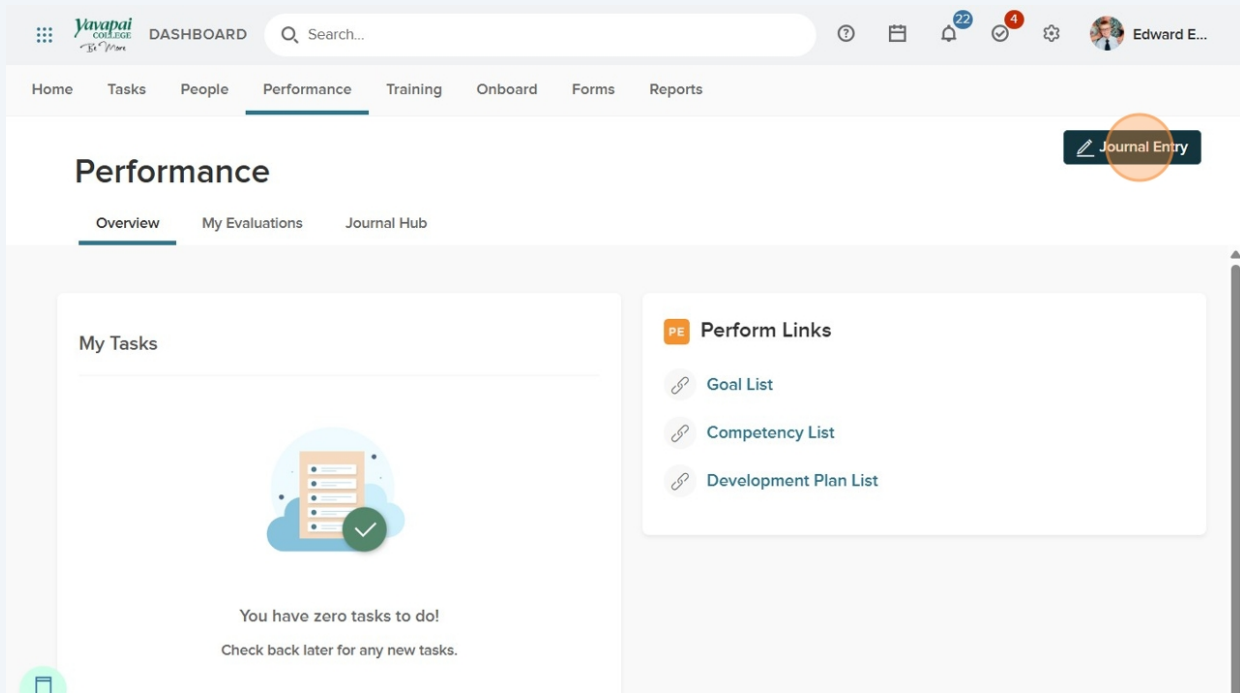
1 Navigate to <https://unified.neod.com/dashboard>



2 Click here.



3 Click "Journal Entry"



4 Click the "Who is this entry about?" field.

The screenshot shows the 'Write a Journal Entry' form on the right side of the dashboard. The 'Who is this entry about?' field is highlighted with an orange circle. The field contains the placeholder text 'Start typing here to find an employee' and a dropdown arrow. Below the field, there is a blue information box with a white 'i' icon and text: 'Journals can also be created by sending an email to journals@neoed.com. The email subject should be the employee's full name. One attachment can be included (5MB max and supported types: pdf, xls,xlsx, ppt, pptx, potx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)' The left sidebar shows the 'Performance' section with 'Overview', 'My Evaluations', and 'Journal Hub' tabs. The 'My Tasks' section below it shows 'You have zero tasks to do! Check back later for any new tasks.'

5 Click on your name.

The screenshot shows the 'Write a Journal Entry' form on the right side of the dashboard. The 'Who is this entry about?' field is expanded, showing a list of employees. The first employee, 'Edward Employee', is highlighted with an orange circle. The list has columns for 'Name', 'Employee #', 'Department', and 'Division'. Below the list, there is a blue information box with a white 'i' icon and text: 'bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)' The left sidebar shows the 'Performance' section with 'Overview', 'My Evaluations', and 'Journal Hub' tabs. The 'My Tasks' section below it shows 'You have zero tasks to do! Check back later for any new tasks.'

6

Type in your notes in the text box. These can be quick bullet points about actions you've taken towards your goals. You can even use the @ symbol and tag your notes to a certain goal.

The screenshot shows the 'Performance' section of a web application. The left sidebar has tabs for Home, Tasks, People, Performance (selected), Training, and Onboard. Under 'Performance', there are sub-tabs: Overview, My Evaluations, and Journal Hub. The main content area shows 'My Tasks' with a message: 'You have zero tasks to do! Check back later for any new tasks.' An orange circle highlights the 'Journal Hub' tab.

The 'Write a Journal Entry' modal is open on the right. It has a 'Close' button in the top right corner. The first section is 'Who is this entry about?' with a dropdown menu showing 'Edward Employee'. Below this are tabs for 'New Entry' (selected) and 'Past Entries'. The 'New Entry' tab shows a rich text editor with a toolbar containing icons for Bold (B), Italic (i), Underline (U), Text Color (A:), Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, and Undo/Redo. A large orange circle highlights the text input area. Below the editor is a hint: 'Press Alt + F10 to move to the toolbar.' At the bottom, there is a tip box: 'Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.'

7

Click the "Manager(s)" box so that your entry can be shared with your direct supervisor.

This screenshot is similar to the previous one, showing the 'Performance' section and the 'Write a Journal Entry' modal. The 'Journal Hub' tab is highlighted in the sidebar. In the modal, the 'New Entry' tab is active. The sharing options section, 'Who do you want to share this entry with?', is now visible. It contains three checkboxes: 'Employee', 'Manager(s)' (which is highlighted with an orange circle), and 'Manager's Manager'. The 'Submit Journal Entry' button is at the bottom right. The hint box about tagging remains visible.

8

Click "Submit Journal Entry"

The screenshot displays the 'Performance' section of a software interface, specifically the 'Journal Hub' tab. On the left, a sidebar shows 'My Tasks' with a message: 'You have zero tasks to do! Check back later for any new tasks.' The main content area on the right is titled 'Test' and contains a text input field. Below the input field, a status bar indicates 'Draft Autosaved on 7/28/2025, 4:26:00 PM'. A teal informational box provides a tip: 'Did you know? You can tag your Journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.' Below this, a section titled 'Who do you want to share this entry with?' includes three checkboxes: 'Employee' (unchecked), 'Manager(s)' (checked), and 'Manager's Manager' (unchecked). At the bottom right, three buttons are visible: 'Discard Draft', 'Keep as Draft', and 'Submit Journal Entry'. The 'Submit Journal Entry' button is highlighted with an orange circle, indicating the action to be performed.