

# How to: Add new objectives.

The image shows a two-step process for adding new objectives in the Kongsberg system. The first screenshot shows the main dashboard with the 'Work' menu highlighted. The second screenshot shows the 'Work' dropdown menu with 'Create new' and 'Objective' highlighted. The third screenshot shows the 'Objective' creation form with fields for Objective, Description, Start date, Deadline, Category, Importance, Owner, and Organization.

**Step 1: Main Dashboard**

The main dashboard shows the 'Work' menu highlighted. The 'My work' section displays a table of objectives:

| Objective                                     | Start date | End date | Progress      | Owner |
|---|------------|----------|---------------|-------|
| Deliver project according to plans created... | 30.11.12   | 0%       | Manager, Mary |       |

**Step 2: Work Menu**

The 'Work' menu is expanded, showing the 'Create new' option. The 'Objective' option is highlighted.

**Step 3: Objective Creation Form**

The 'Objective' creation form is shown. It includes the following fields:

- Objective:** Text input field.
- Description (supplementary information):** Text area.
- Start date:** Date picker.
- Deadline:** Date picker.
- Category:** Dropdown menu (Select category).
- Importance:** Dropdown menu (Select importance).
- Owner:** Text input field (Coordinator, HR).
- Organization:** Text input field (Kongsberg Gruppen).
- Assign same objective to several users:** Checkbox.
- Relationships:** Section header.
- Access / Roles:** Section header.
- Attachments:** Section header.
- Comments:** Section header with a comment input field.

At the bottom of the form are the buttons: Close, Save and close, Save and add another, and Save.