



## Journal Entries

Journal entries provide you with a way to add more information, more context, to your check-ins. For example, you might want to note that a recent check-in was right before or after a big event. At any point, you can add, edit or export a journal entry to a completed check-in (see Check In summary) following these instructions:

**To link a journal entry to a check-in**, go to the **Add Journal** menu at the top of the screen. Find the check-in to which you would like to append a journal (Figure 1), using the **Select Date** drop-down (check-ins listed by date and time). Once you've selected your check in, enter a **Journal Title** (this is important because the title will be added to the drop-down menu after you save your journal entry, which makes it easier to find in the future). Optionally, you can also add a **Journal Topic** with more specific information. Type your journal text in the **Journal Entry** area and when you're complete, click **Save**. You will get a confirmation that your journal entry has been saved.

**To edit a journal entry**, return to **Add Journal**, if you're not there, and find the entry in the **Select Date** drop-down (look for the Title you entered). When you select that entry from the drop-down, it will re-appear in the screen (Figure 1), and you can edit any of the fields as needed. Click **Save** to save your edits.

**You can export your journal entries** as a PDF or CSV (spreadsheet) file under the Reports menu. If you have multiple journal entries, these will show up for the dates you've selected (Figure 2). Simply check the box near the journal entry to have it included in your export. For more information on reports, see our Reports summary sheet.

INSIDE FEEDBACK

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### Add Journal

Select Date (select one):

Date :2016-09-13 Time:9:52:41 am

Journal Title

Sample Journal

Journal Topic

Specific Topic

Journal Entry

Enter your journal text here.

Save

Figure 1

## Journals

Sample Journal Specific Topic

Enter your journal text here.

2016-09-13 09:52:41

Export CSV Export Pdf

Figure 2