Staff Central —

Copy objectives from previous years’ workplan

1. Log in
   1. Go to www.rmit.edu.au/staff
   2. From the Launch menu click the Staff Central & ESS button
   3. Click on Staff Central
   4. Use your RMIT network username and password to Log in

2. Navigate to the Home page and Click on Performance Workplan.

3. Click on the current Workplan link.

4. Click on “Add objective “button and keep the Pop up screen open in your current workplan.

5. On the workplan, from top right corner of the page click the “History” button>> then click on the Performance form history.
New pop up screen opens up, enter the period in format **dd/mm/yyyy** and ensure that the “Include In-Progress Documents” check box is ticked. Click on **Search**. Workplan is displayed in the same screen.

Scroll down to the objective you would like to copy over. Highlight the text you wish to copy and use either keyboard shortcuts or right click and copy function.

Access the “Add Objective” pop up screen again and paste the copied text.

- Select the relevant category.
- Edit the objective text/dates and Status, if required.
- Click on the “Save Changes” button.
- Close the previous workplan pop up screen.
- The screen returns to the current workplan page.