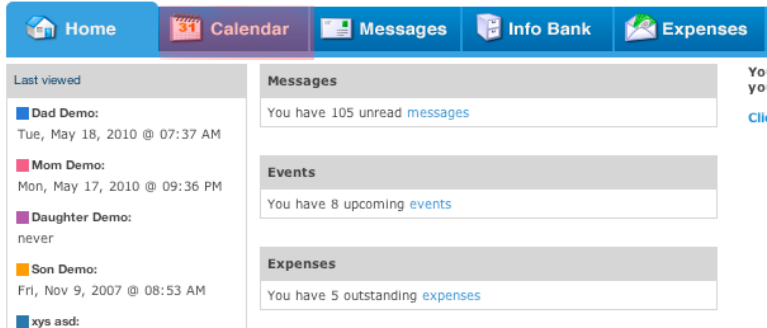
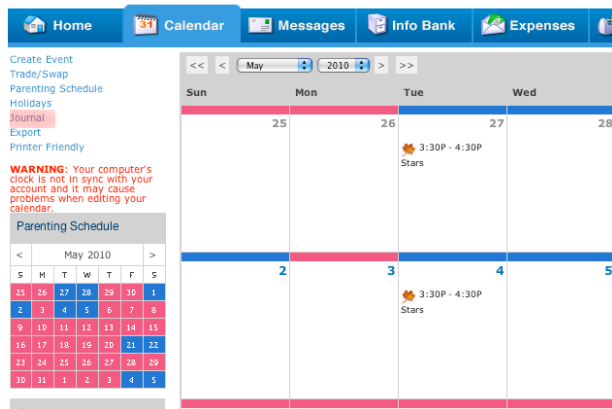


## How do I create a journal entry?

To create a journal entry, you must first select the calendar tab.



1. In the right hand margin of the calendar, you will see the journal link that will take you to the journal entry screen.



2. Enter the date for which you want the journal to be posted and type whatever information you wish to record for that date. It will default to "private" which means only you can see it but you can make the journal viewable to others by selecting the check box by their name.

