Adding a Reflection in Sisra Observe

Reflections allow you to add comments to a focus area, for example to ask for more feedback or to provide further explanations if needed.

To add a reflection to a record, either fast track to your records from the Home page, by clicking ‘Assigned to me’ for the appropriate type, or click ‘**Records**’. Then, **click the record name** then click ‘**View**’.

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| 1. Navigate to the appropriate focus area that you would like to add a reflection against.
 | Underneath the focus area, click ‘Add +’ and select ‘Add Reflection’. |  |
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| Type in your comments and click Save. You can then close the record or repeat this for other focus areas you wish to add reflections against. | Background pattern  Description automatically generated with low confidence | ***Email notification -*** *once you save your reflection, any observers or owners for this record will be notified by email.* |
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*Thanks for reading!*