Icon

Description automatically generatedAdding 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**’.

|  |  |  |
| --- | --- | --- |
| 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’. |  |
|  | |  |
| 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.* |
|  |  |  |

*Thanks for reading!*