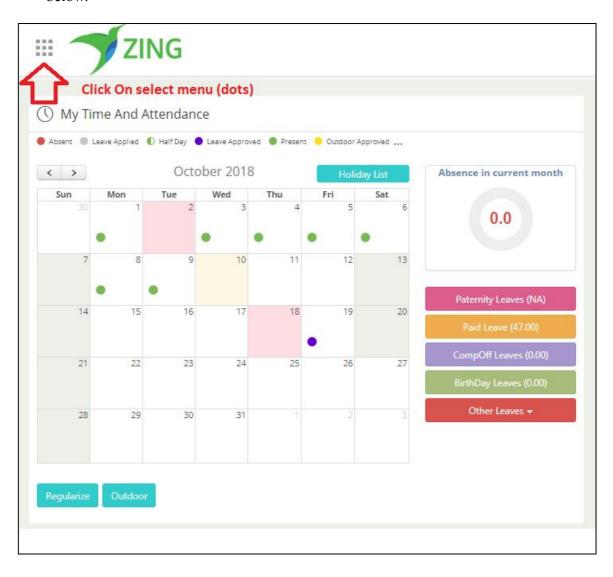# How to do 'Edit Rejected Goal' in PMS.

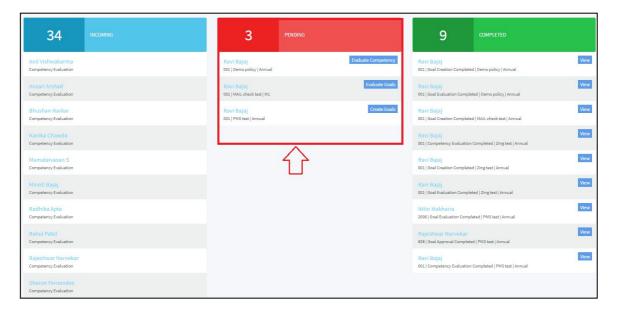**You can follow the below steps for 'Edit Rejected Goal' on Zing HR :**

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu, then 'PMS ' as shown below.
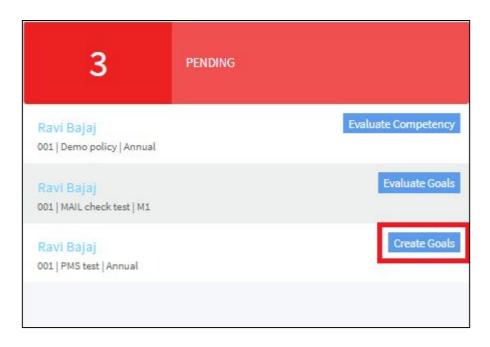
3. Next on dashboard page you can able to see the 'Policy ' which is rejected by approver or line manager.

4. Click on the 'Create Goals ' button.

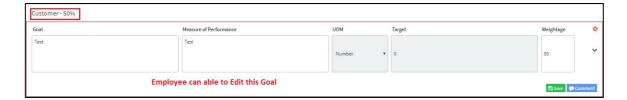5. You can able to see the both 'Financial and Customer ' goals.

Case - Financial goal is Approved by approver and Customer goal is Rejected.

6. Financial goal is already approved by approver, so employee's will not able to 'Edit ' this goal.

7. Customer goal is rejected by approver so employees can be able to 'Edit ' this goal.

Customer - 50%					
Goal	Measure of Performance	UOM	Target	Weightage	⊗
Test	Test	Number ▾	0	50	⌄

Employee can able to Edit this Goal

[Save] [Comment]

8. Next make the correct changes and 'Save ' these changes click on the 'Submit ' button.

Financial - 50%					
Goal	Measure of Performance	UOM	Target	Weightage	
test	test	Number ▾	0	50	⌄

[Save] [Comment]

Customer - 50%					
Goal	Measure of Performance	UOM	Target	Weightage	⊗
Test	Test	Number ▾	0	50	⌄

⇒ [Save] [Comment]

⇒ [Submit]