

Step 2: Open the Key Result Form

- Clicking Add a line opens a pop-up (modal) where you can input the Key Result details.

The screenshot shows the 'Create Key Results' modal form. The form is titled 'Create Key Results' and has a close button 'X' in the top right corner. It contains several input fields: Year (2026), Quarter (Q1), Title (Test Key Results), Description (Test Results Description), Target (Employee), Type (Committed), Points (0.00), Progress (0%), and Weight (0.00). There are also dropdown menus for Department (Mgt), Employee (OKR Test User), and Owner (OKR Test User). A 'Result' section has radio buttons for New, In Progress (selected), Successful, and Failed. At the bottom, there is a table header for 'KEY RESULTS' with columns: Title, Owner, Department, Weight (%), Points, Progress, Type, Result, and Status. Below the header is an 'Add a line' button. The modal also features 'Confirm' and 'Cancel' buttons at the top left, and 'Draft', 'Confirmed', and 'Cancelled' buttons at the top right. At the bottom of the modal are 'Save & Close', 'Save & New', and 'Discard' buttons.

Step 3: Define the Key Result

Complete the following fields in the Key Result form:

1. Year

- Automatically selected by the system.

2. Quarter

- Automatically selected but can be adjusted if necessary.

3. Key Result Title (Required)

- Enter a measurable, outcome-based Key Result.

4. Key Result Description (Optional)

- Add context where necessary.

5. Target Type (Required)

- Select Employee as the target.
- Key Results must always be assigned to an individual employee.

6. Department (Required)

- Select the relevant department.

7. Owner (Required)

- Select the employee responsible for delivering the Key Result.

8. Key Result Type (Required)

- Select one:
 - Committed
 - Aspirational

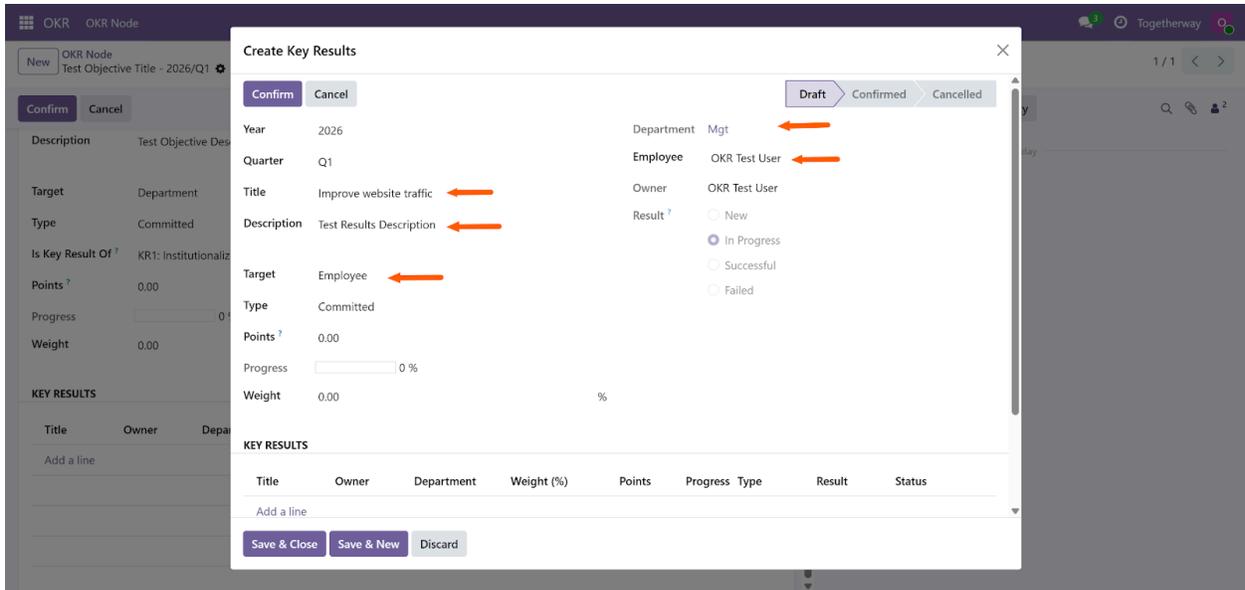
Key Result Examples

Good Example:

Increase organic website traffic by 20% in four weeks.

Poor Example:

Improve website traffic.



Step 4: Save the Key Result

- Click Save and Close if this is the only Key Result.
- Click Save and New to add another Key Result.

Key Results must be added **one at a time**.

Create Key Results

Year: 2026
 Quarter: Q1
 Title: Improve website traffic
 Description: Test Results Description
 Target: Employee
 Type: Committed
 Points: 0.00
 Progress: 0 %
 Weight: 0.00 %

Department: Mgt
 Employee: OKR Test User
 Owner: OKR Test User
 Result: In Progress

Title	Owner	Department	Weight (%)	Points	Progress	Type	Result	Status
Add a line								

Buttons: Save & Close, Save & New, Discard

Important Notes

- **Objectives** must have **Target Type = Department**.
- **Key Results** must have **Target Type = Employee**.
- Every Key Result must be owned by a specific individual.
- Objectives typically have **4–5 Key Results**.