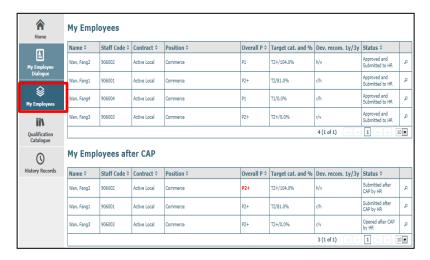
GROUP CHINA

### **User Guide for Supervisor**

#### **Key tasks:**

1	View My Employees' Dialogue
2	View My Employees' History of Submitted Trainings
3	View Employee Dialogue History of My Employee's
4	Approve Employee Dialogue
5	Reject Employee Dialogue
6	Request to Reopen Employee Dialogue
7	Approve Employee Dialogue after CAP

#### 1. View My Employees' Dialogue



Click "My employees", all your employees' dialogues are listed in the table, including the records after CAP.

### 2. View My Employees' History of Submitted Trainings



Go to "Qualification Catalogue", click "Submitted Training" tab, your employees' history of submitted trainings will be listed.

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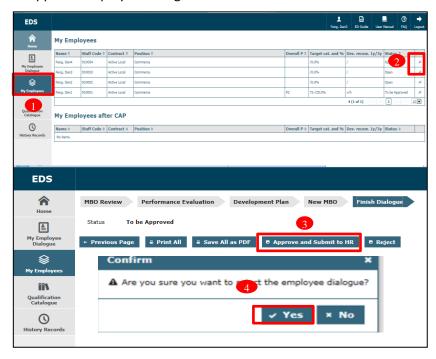
### 3. View My Employee's Employee Dialogue History



Click "History Records", both your employee dialogue history and your employees' dialogue histories are listed, including the records after CAP.

Please note history data will be available from next year.

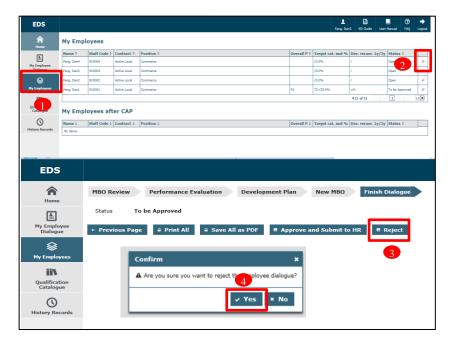
#### 4. Approve Employee Dialogue



- 1. Go to "My Employees", all your employees' dialogues for this year will be listed.
- 2. Click the Review icon , the corresponding employee dialogue will open for review
- 3. On "Finish Dialogue" page, click "Approve and Submit to HR"
- 4. After you press "Yes" to confirm, the system will pop up a message to indicates the operation is successful

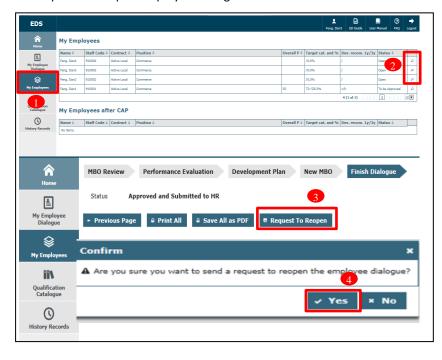
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### 5. Reject Employee Dialogue



- 1. Go to "My Employees", all your employees' dialogues for this year will be listed.
- 2. Click the Review icon , the corresponding employee dialogue will open for review
- 3. On "Finish Dialogue" page, Click "Reject"
- 4. After you press "Yes" to confirm, the system will pop up a message to indicates the operation is successful

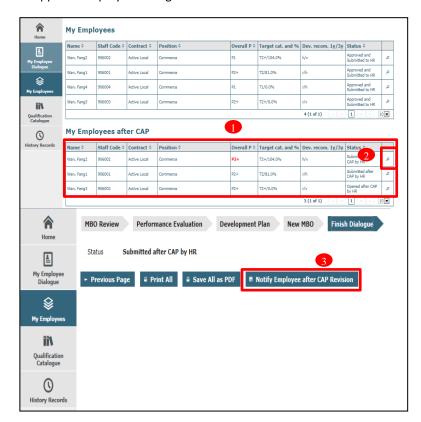
#### 6. Request to Reopen Employee Dialogue



- 1. Go to "My Employees", all your employees' dialogues for this year will be listed.
- 2. Find the employee's name in the table of "My Employee", click the Review icon
  - , the corresponding employee dialogue will be opened for review
- 3. On "Finish Dialogue" page, Click "Request to Reopen"
- 4. After you press "Yes" to confirm, the system will pop up a message to indicates the operation is successful

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#### 7. Approve Employee Dialogue after CAP



- 1. Go to My Employees, all your employees' dialogues for this year will be listed, including the records after CAP.
- Find the employee's name in the table of "My Employee after CAP", click the Review icon , the corresponding employee dialogue will be opened for review
- 3. On "Finish Dialogue" page, Click "Notify Employee after CAP Revision"
- 4. After you press "Yes" to confirm, the system will pop up a message to indicates the operation is successful