Login Process

1. Navigate to the system URL (provided by your administrator)

2. Enter your MUST email address and password

3. Select your role from the dropdown

4. Click "Login" to access your personalized dashboard

Dashboard Navigation

Individual Employee Dashboard

- **Performance Overview**: Visual summary of your current scores

- **Key Performance Indicators**: Track your progress on assigned metrics

- **Suggestions**: AI-generated recommendations for improvement

- **Submission Portal**: Upload evidence for performance review

Department Head Dashboard

- **Team Performance**: Aggregate scores for your department

- **Comparative Analysis**: Benchmark against other departments

- **Approval System**: Review and validate employee submissions

HR Dashboard

- **University-wide Metrics**: Institutional performance overview

- **Trend Analysis**: Historical performance visualization

- **Reporting Tools**: Generate compliance and audit reports

Score Management

Submitting Performance Evidence

1. Navigate to "My Performance" section

2. Click "Add Evidence" for the relevant KPI

3. Upload supporting documents (PDF, JPG, or PNG)

4. Add explanatory notes (optional)

5. Submit for review

Reviewing Scores

1. Access "Performance Review" section

2. View assigned scores with detailed breakdowns

3. Click any metric for detailed explanation

4. Request reevaluation if needed (with justification)

Performance Visualization

Available Charts

1. **Radar Charts**: Compare multiple competencies

2. **Progress Bars**: Track goal completion

3. **Trend Lines**: View performance over time

4. **Heat Maps**: Identify department strengths/weaknesses

Custom Reports

1. Select date range and metrics

2. Choose visualization type

3. Apply filters (department, job level, etc.)

4. Export as PDF or Excel

Suggestions System

1. **Automated Recommendations**: System-generated based on performance gaps

2. **Training Opportunities**: Suggested courses and workshops

3. **Best Practices**: Tips from top performers in similar roles

4. **Goal Setting**: SMART goal templates based on your metrics

Role-Based Access

Role	Access Level	Key Features
Employee	Basic	Personal dashboard, evidence submission, performance tracking
Supervisor	Intermediate	Team overview, score approval, comparative analysis
Department Head	Advanced	Departmental reporting, trend analysis, resource allocation
HR Admin	Full	System configuration, university-wide reports, policy management

System Admin   Technical   User management, system maintenance, backup/recovery

Technical Specifications

- **Frontend**: Bootstrap 5, Chart.js, jQuery

- **Backend**: Laravel 8, PHP 7.4+

- **Database**: MySQL 5.7+ (optimized for performance analytics)

- **AI Engine**: Python-based recommendation system (REST API integration)

- **Security**: Role-based authentication, data encryption, regular audits

- **Compliance**: GDPR, Uganda Data Protection regulations

Troubleshooting

Common Issues

1. **Login Problems**:
   - Ensure you're using your MUST email
   - Reset password if necessary
   - Contact HR if account is locked

2. **Performance Submission Errors**:
   - Check file size (<10MB)
   - Verify file formats (PDF, JPG, PNG)
   - Ensure all required fields are completed

3. **Display Issues**:
   - Clear browser cache
   - Try different browser (Chrome/Firefox recommended)
   - Check system status page for known issues

Contact Support

For technical assistance:

- Email: hrm-support@must.ac.ug

- Phone: +256 XXX XXX XXX (Ext. 1234)

- Office: HR Department, Main Administration Building, Room 205

For system enhancement suggestions:

- Use the "Feedback" button in your dashboard
- Attend quarterly user group meetings

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