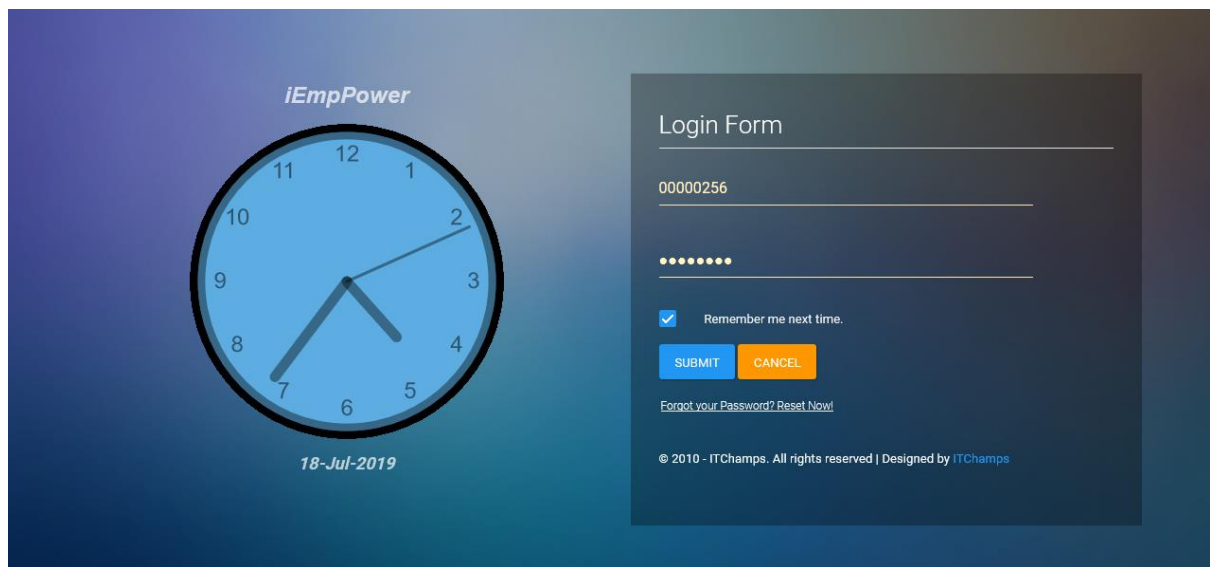


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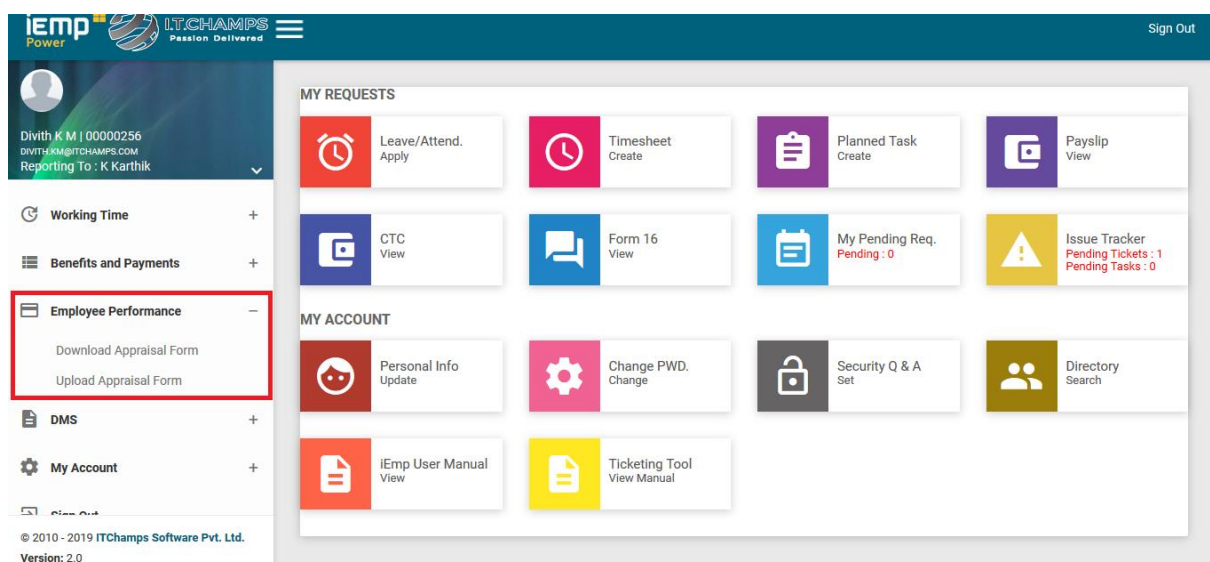
Performance Appraisal

Employee/Manager End User Manual

1. Login to iEmpPower



2. Click on Employee Performance Menu



2.1 Navigate to Download Appraisal Form -> Click on Self-Appraisal TAB

The screenshot shows the 'EMPLOYEE PERFORMANCE - DOWNLOAD' page. On the left is a sidebar with a user profile for Divith K M (ID: 00000256) and a main navigation menu. The main content area has two tabs: 'Self Appraisal' (highlighted with a red box) and 'Manager's Review'. Below the tabs is a 'Self Appraisal' section containing a table with one row of employee data and a 'Download' link.

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Benefits and Payments

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Version: 2.0

EMPLOYEE PERFORMANCE - DOWNLOAD

Self Appraisal | Manager's Review

Self Appraisal

Sl. No.	Employee ID	Employee Name	
1	00000256	Divith K M	Download

2.2 Click on the download option against the file.

This screenshot is identical to the previous one, but the 'Download' link in the table is highlighted with a red box to indicate the next step in the process.

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Benefits and Payments

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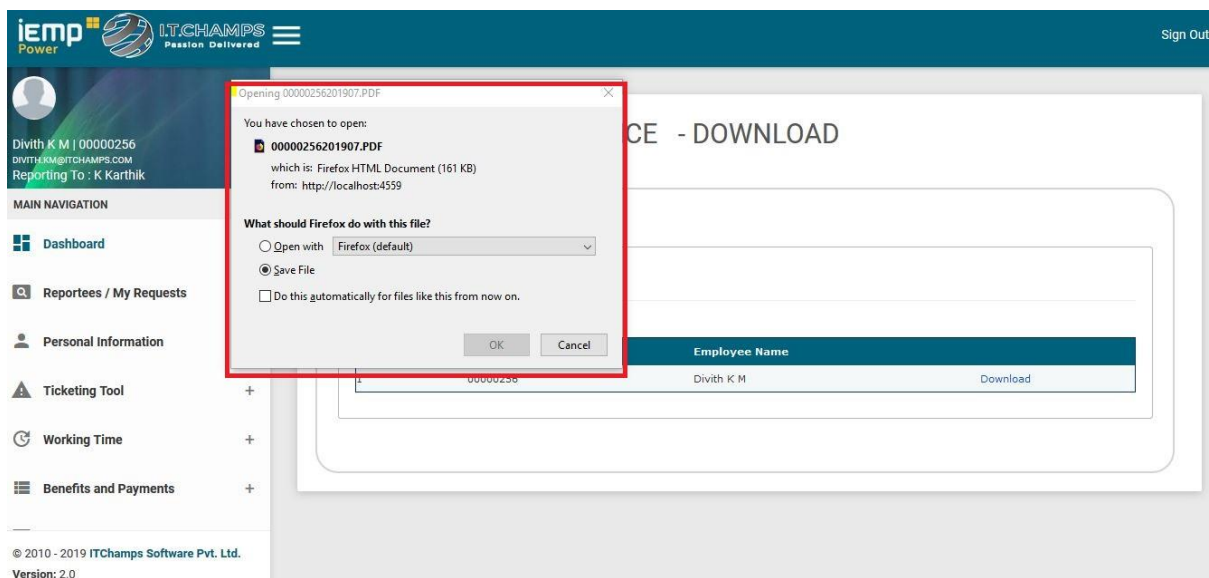
EMPLOYEE PERFORMANCE - DOWNLOAD

Self Appraisal | Manager's Review

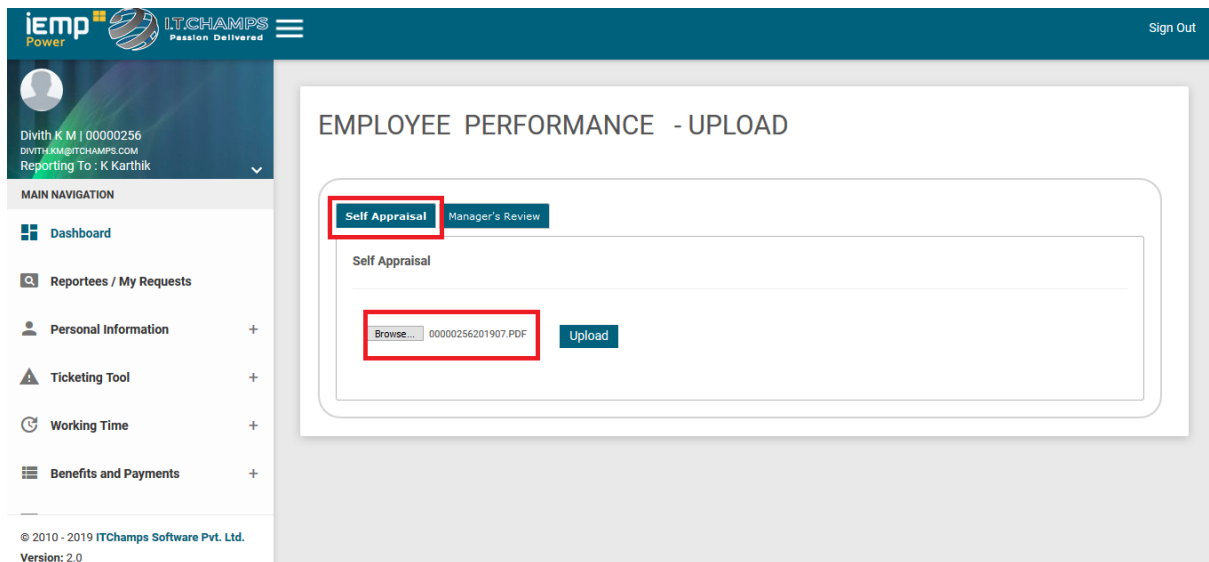
Self Appraisal

Sl. No.	Employee ID	Employee Name	
1	00000256	Divith K M	Download

2.3 Save or download the pdf to your local drive (Eg. Desktop).



2.4 Navigate to Upload Appraisal Form -> In Self-Appraisal TAB, Upload the employee rating filled PDF file.



Note: If file already uploaded error will be displayed (only 1 file can be uploaded).

3. Manager Process

3.1 Navigate to Download Appraisal Form -> In Manager's Review TAB

- Download all your subordinate's form available.

The screenshot shows the iemp ITCHAMPS Manager's Review page. The left sidebar contains the user profile (K Karthik, 00000127) and a main navigation menu with options like Dashboard, Reportees / My Requests, Personal Information, Ticketing Tool, Working Time, and Manager Self Service. The main content area is titled "EMPLOYEE PERFORMANCE - DOWNLOAD". It features a tabbed interface with "Self Appraisal" and "Manager's Review" (highlighted with a red box). Under the "Manager's Review" tab, there is a table listing subordinates with columns for Sl. No., Employee ID, and Employee Name. Two subordinates are listed: Latha M.G (ID 00000193) and Divith K M (ID 00000256). Each row has a "Download" button (highlighted with a red box) to download the appraisal form.

Sl. No.	Employee ID	Employee Name	Download
1	00000193	Latha M.G	Download
2	00000256	Divith K M	Download

3.2 Navigate To Upload Appraisal Form - > In Manager's Review TAB

- Upload each subordinate form.

The screenshot shows the iemp ITCHAMPS Manager's Review page. The left sidebar is identical to the previous screenshot. The main content area is titled "EMPLOYEE PERFORMANCE - UPLOAD". It features a tabbed interface with "Self Appraisal" and "Manager's Review" (highlighted with a red box). Under the "Manager's Review" tab, there is a section for uploading appraisal forms. It includes a "Browse..." button, a text field showing the file name "00000256201907.PDF", and an "Upload" button.

**Note: Only one form can be uploaded at a time,
For every form uploads, mail will be sent.**