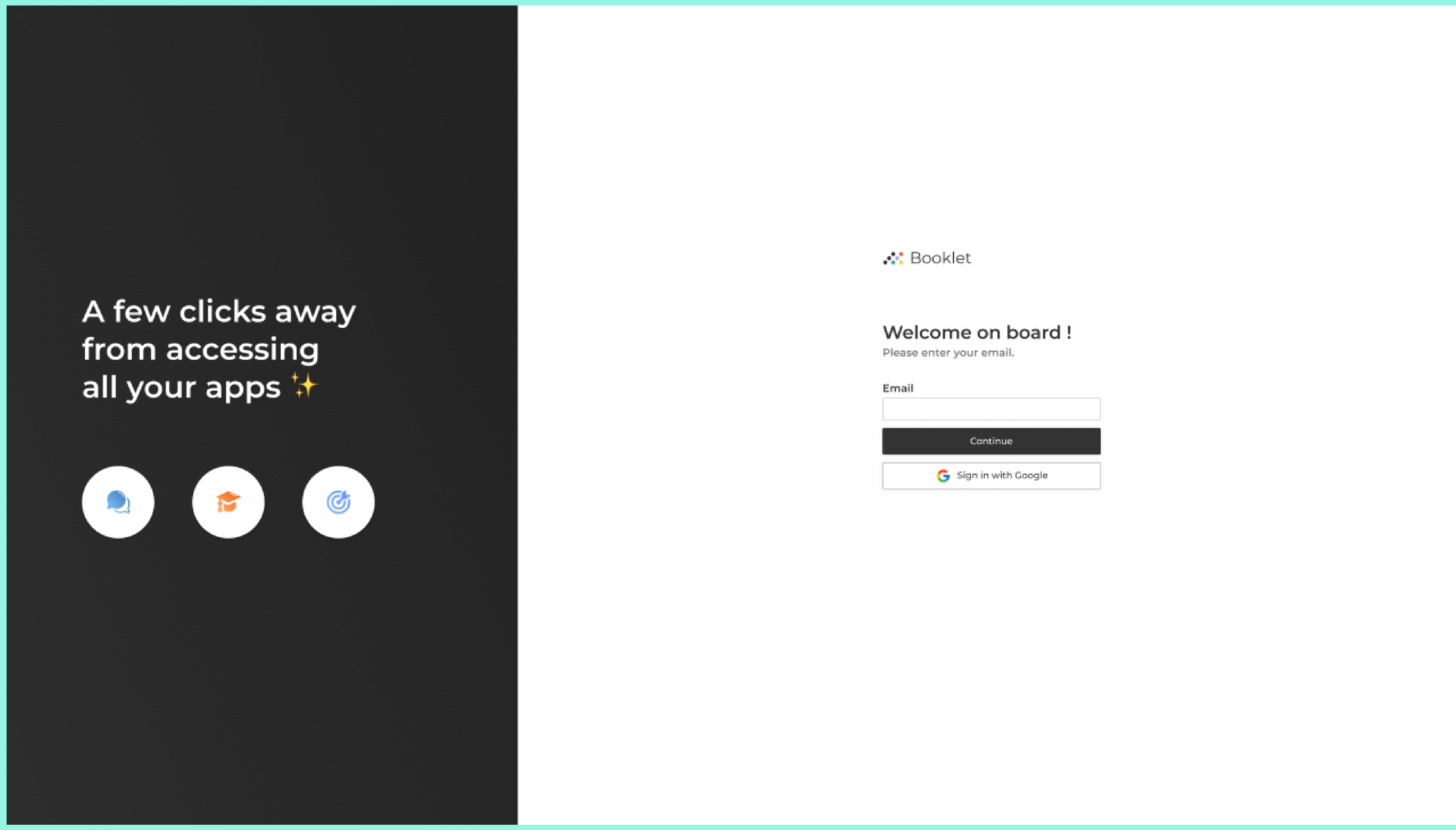
How to login on Booklet

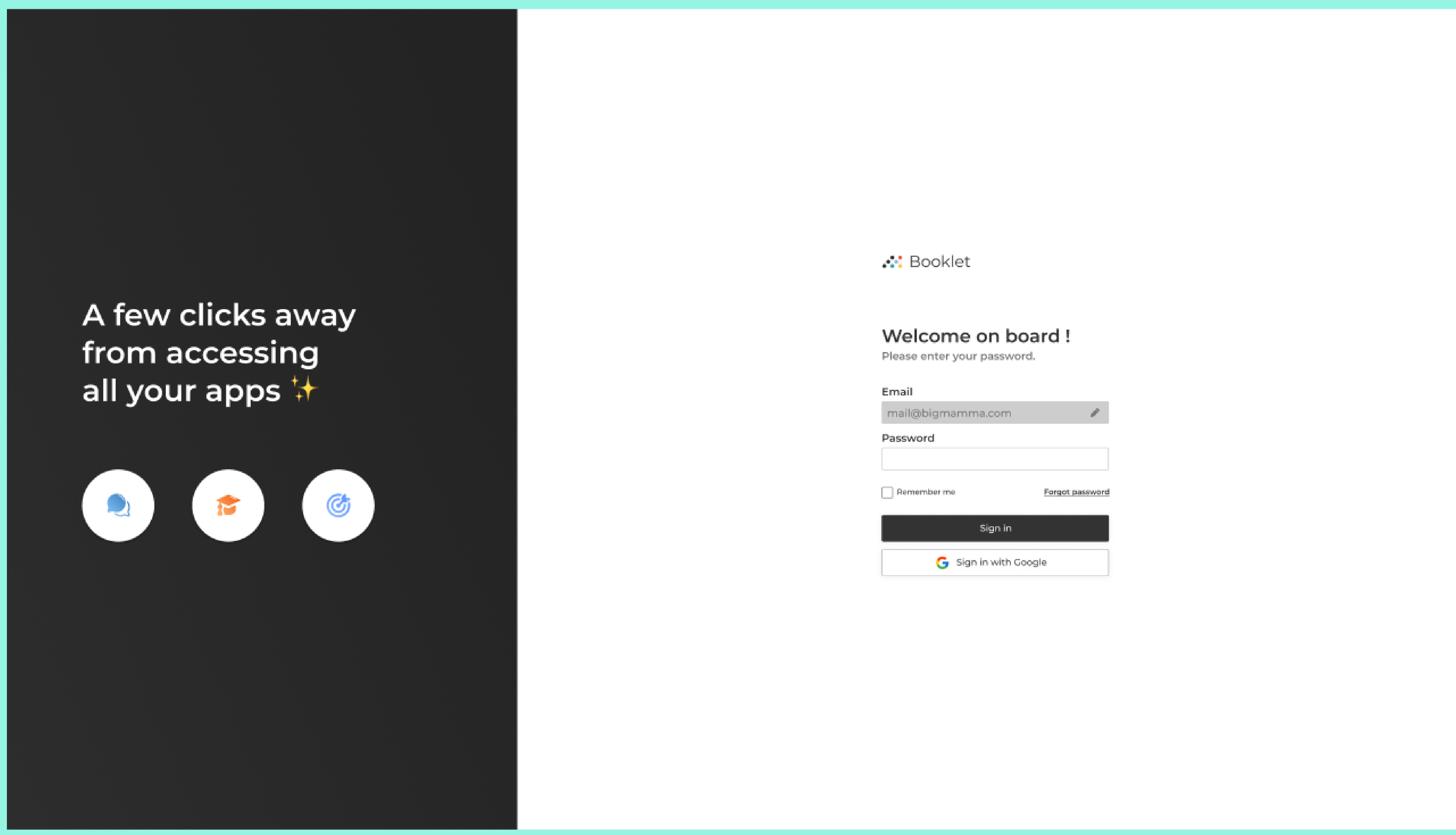
STEP 1 AND 2



Step 1 : Connect to https://booklet.byseven.co

Step 2 : Write your email

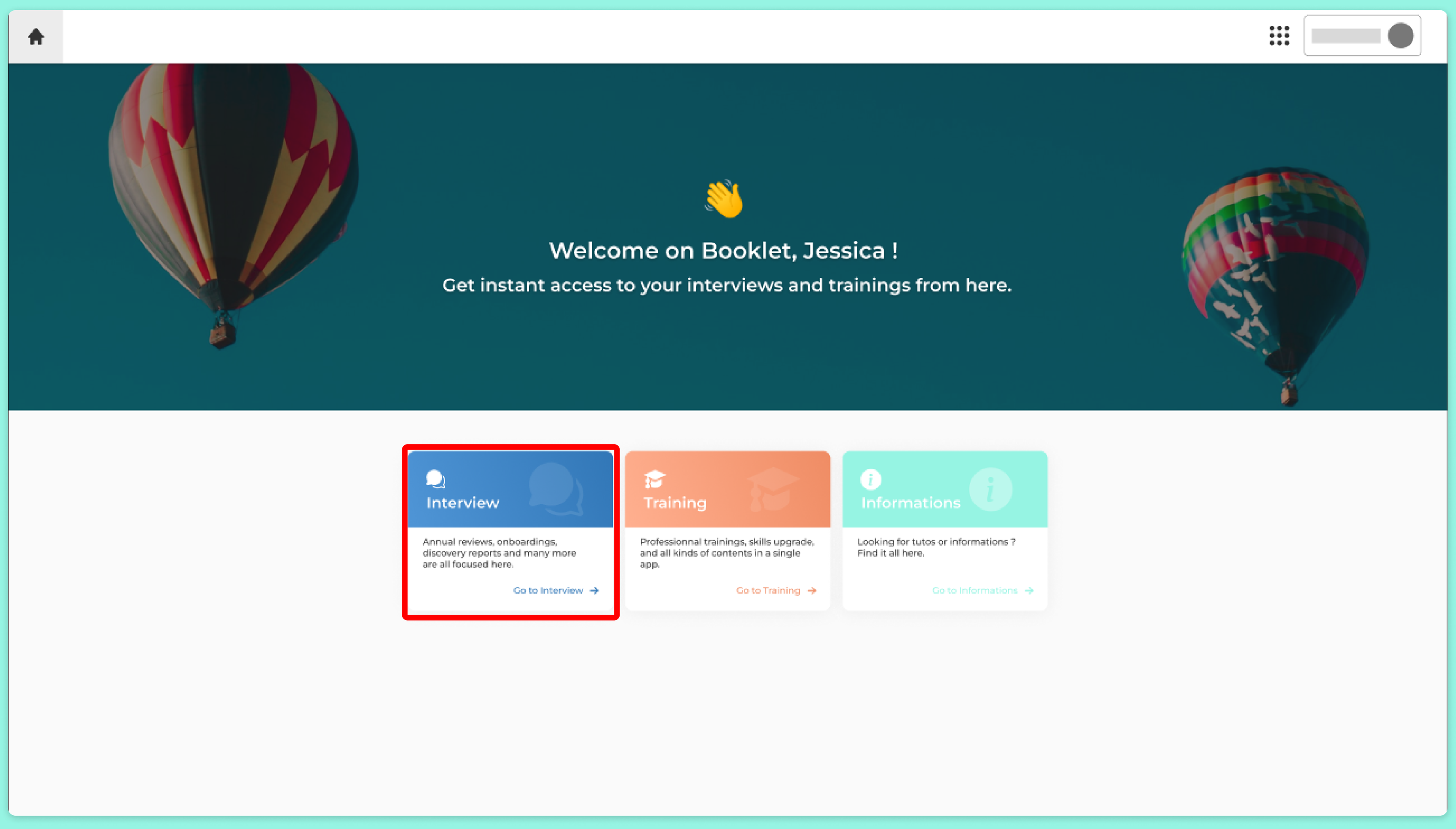
STEP 3



Step 3 : Write your password. If it is your first connexion, please create your password.

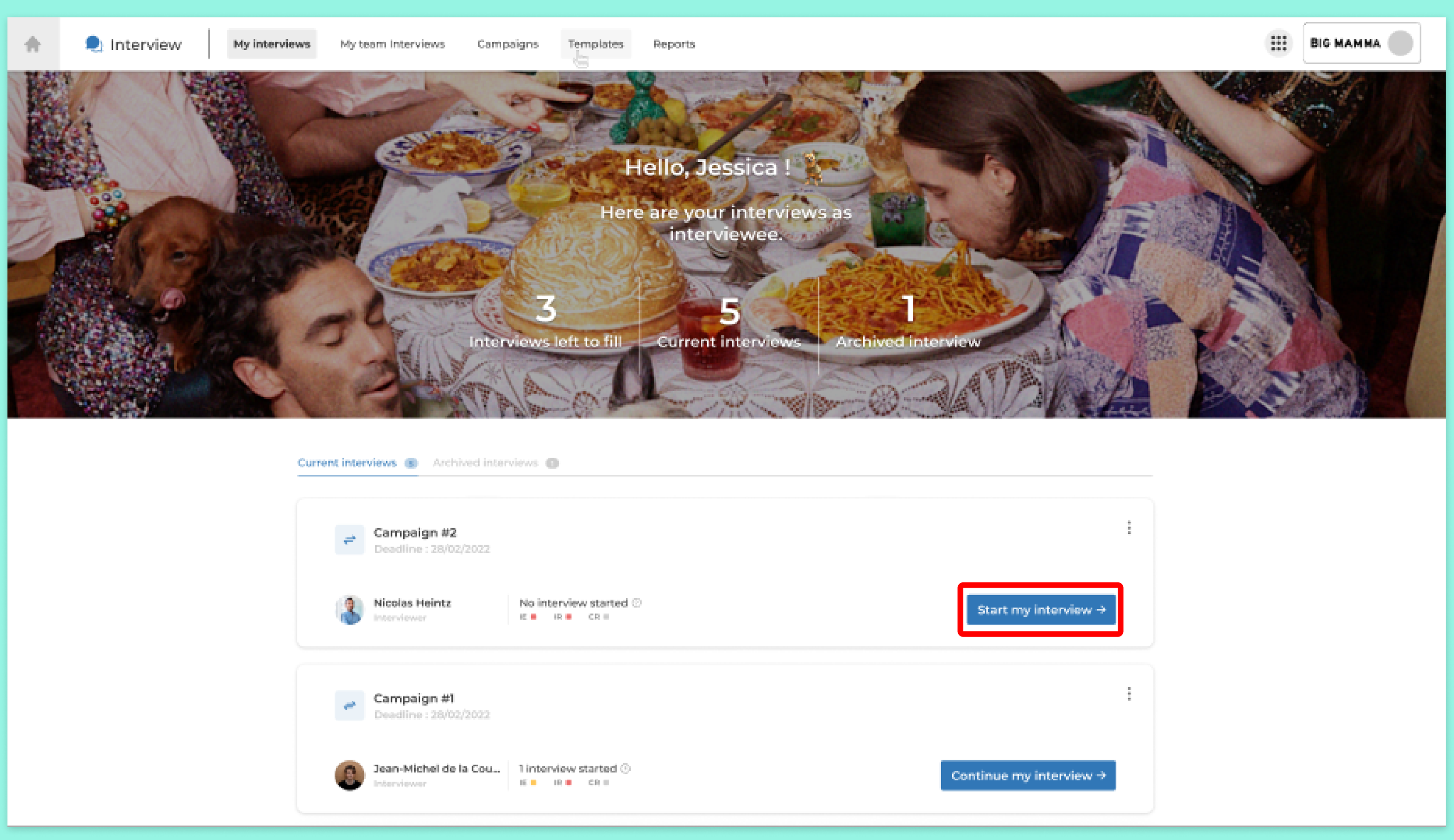
Fill in my scorecard as an employee on Booklet

STEP 1



Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on 'Start my Interview'

When you start your scorecard, it will be declared as 'In Progress'. To submit it, you have to answer all requiered questions (*), then click on the 'Submit' button.

What is the difference between Interviewee, Interviewer and Cross Review ?

Interviewee Interview : This is your scorecard to complete.

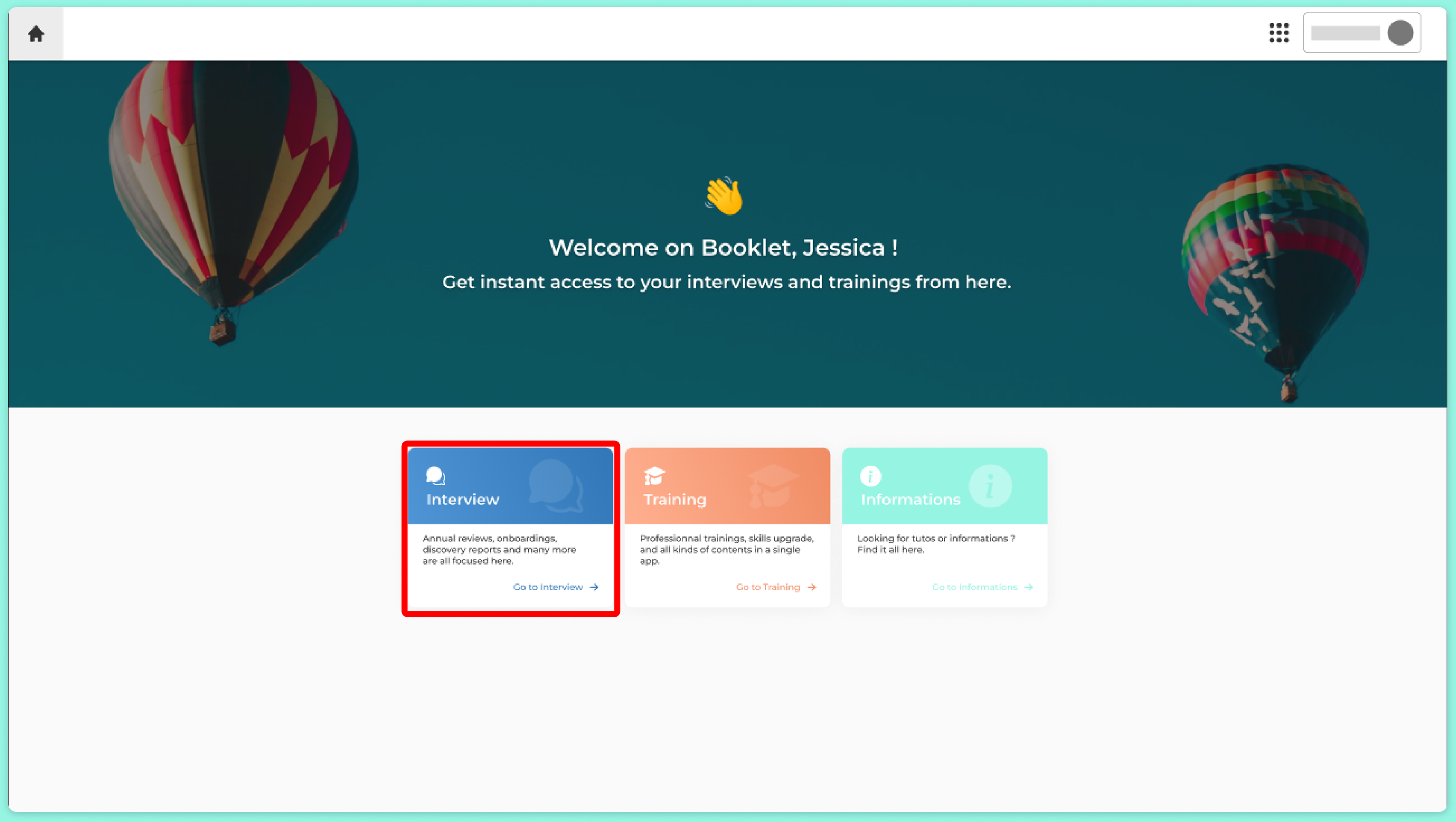
Interviewer Interview : This is your manager's scorecard to complete about you.

Cross Review : Meet your manager to complete the scorecard with both of your previous answers

Fill in my interview campaign as a manager on Booklet

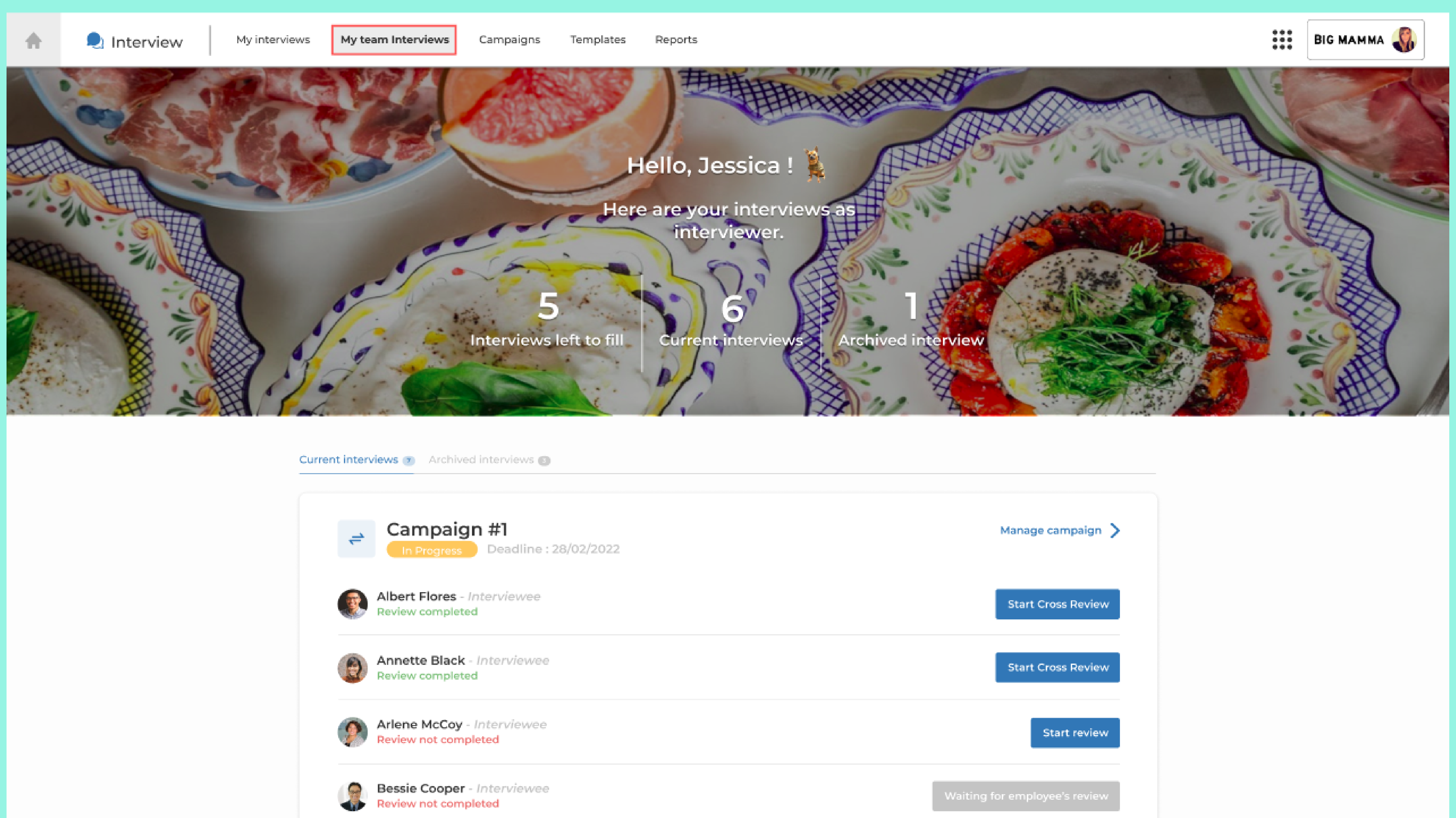
Where can I find my interview campaigns on Booklet ?

STEP 1



Step 1 : Log-in, then select the Interview app

STEP 2



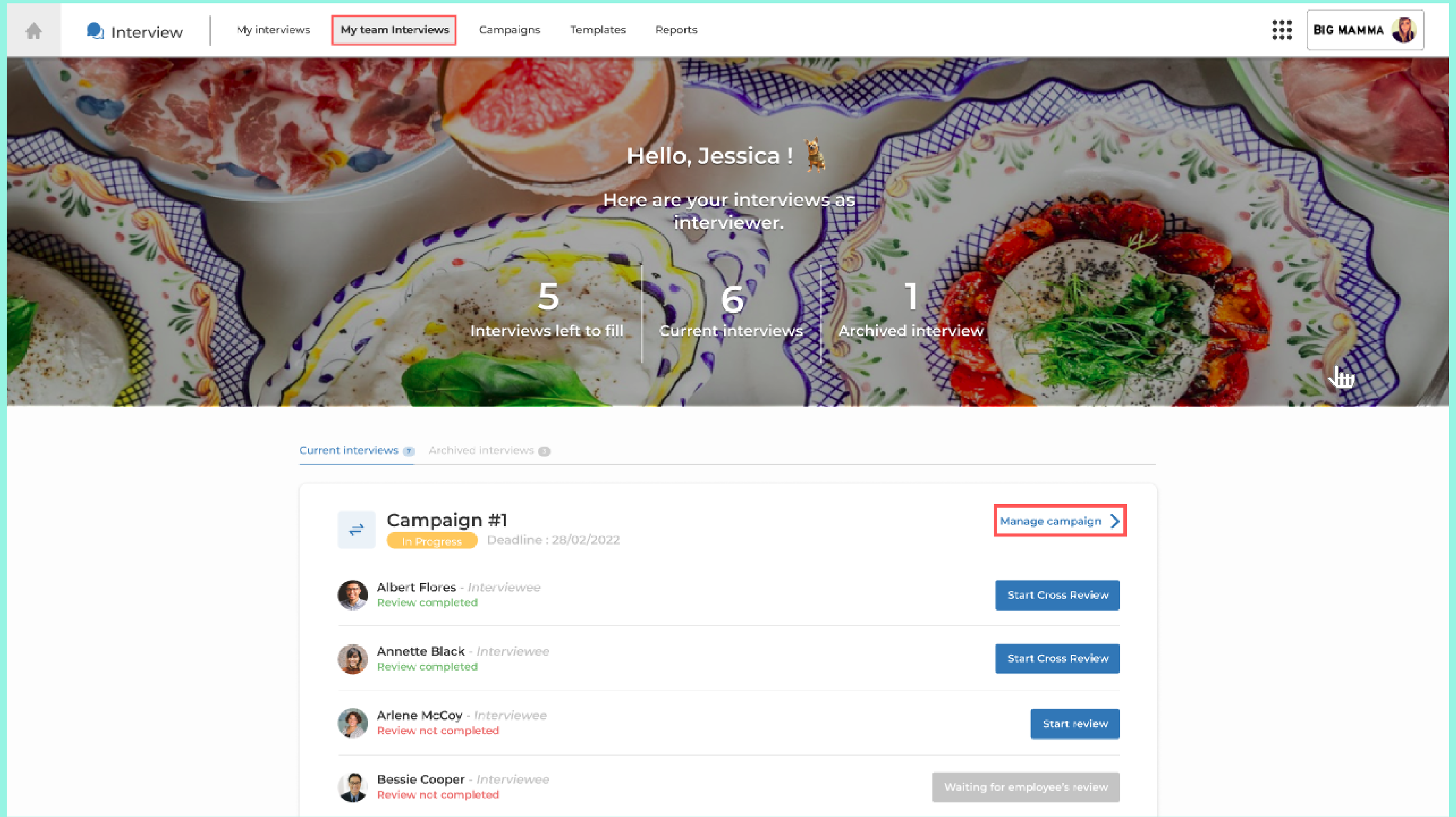
Step 2 : Click on 'My team Interviews' tab in the navbar to access your campaigns as interviewer

All of the 3 interviews (Interviewer, Interviewee and Cross Review) must be completed with every interviewees to fully fill in your campaign.

Fill in my interview campaign as a manager on Booklet

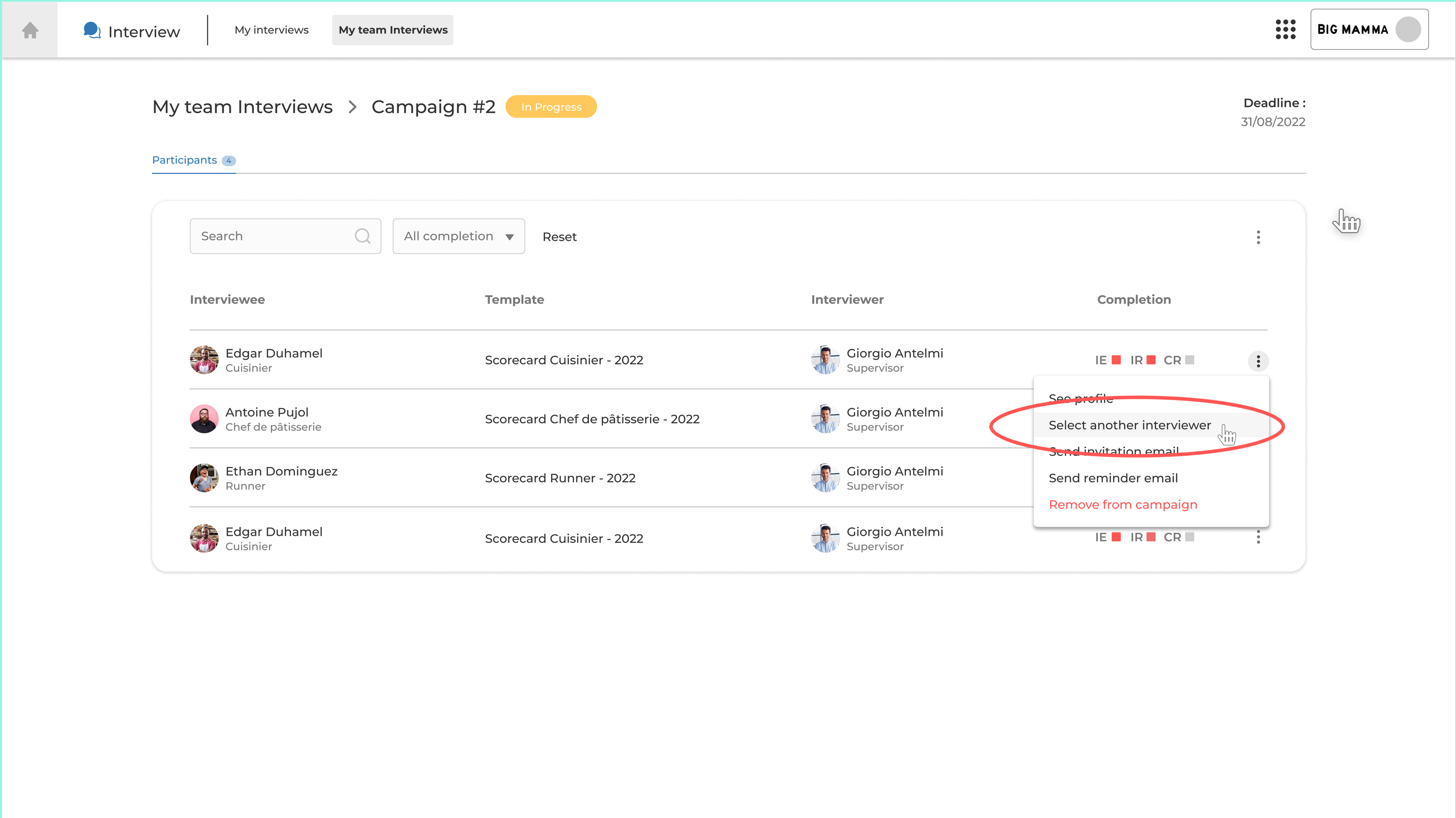
If you are not the good interviewer, you can delegate it with the button 'Select another Interviewer'

STEP 1



Step 1 : In 'My team Interviews', click on the button 'Manage the campaign'

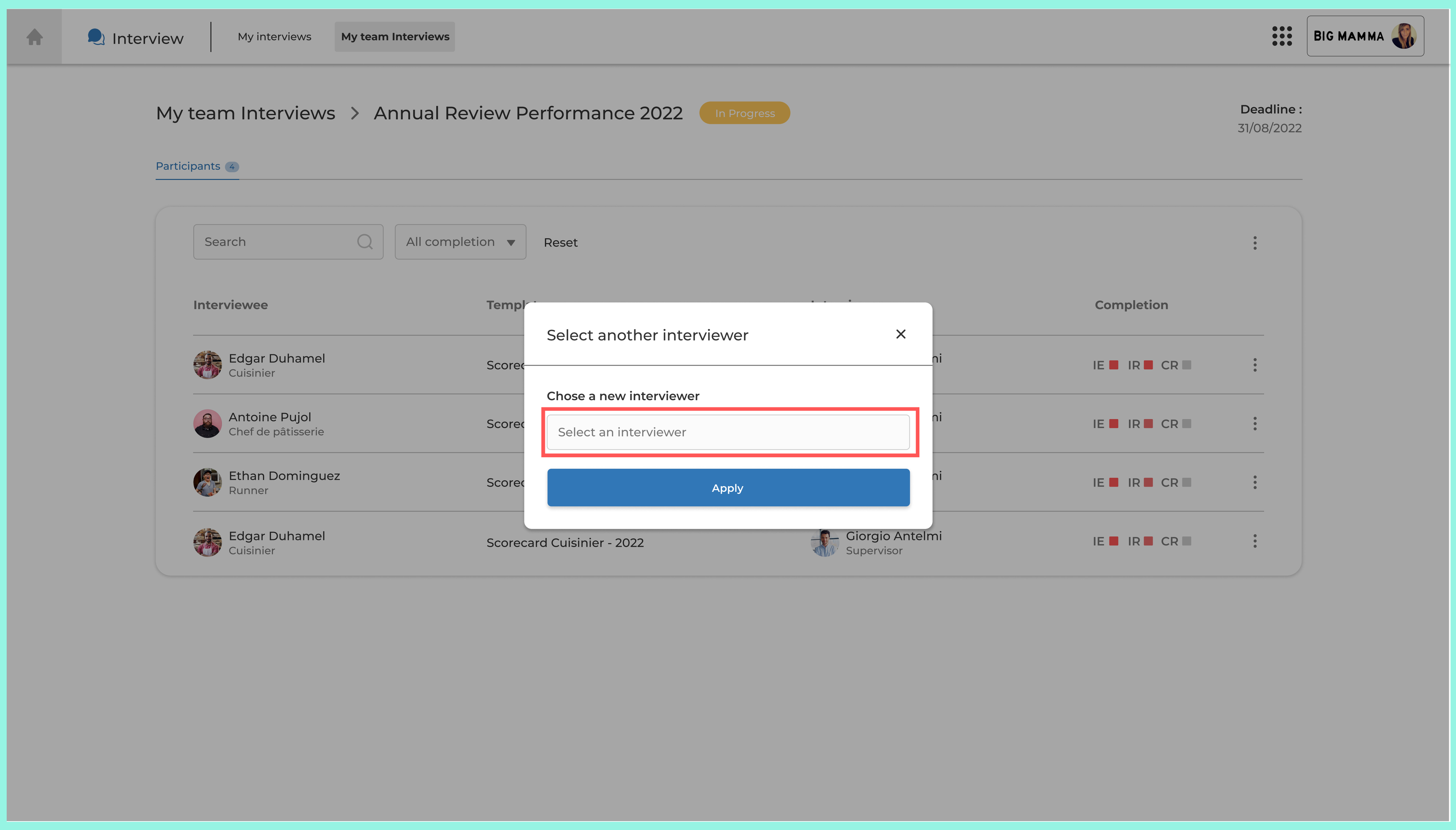
STEP 2



Step 2 : Click on

on the line you want to change the interviewer and select 'Select another interviewer'

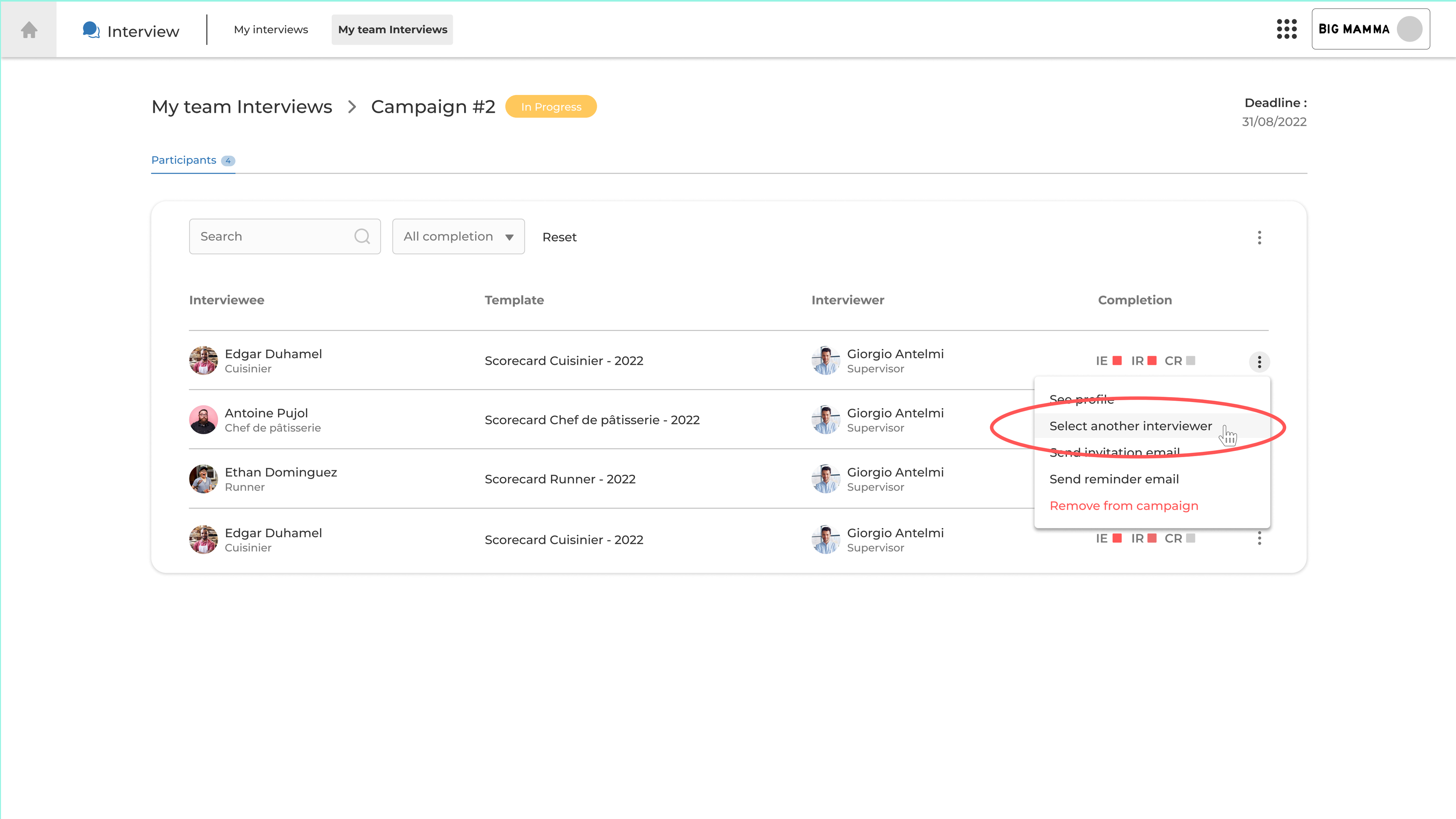
STEP 3



Step 3 : Write the name of the new interviewer

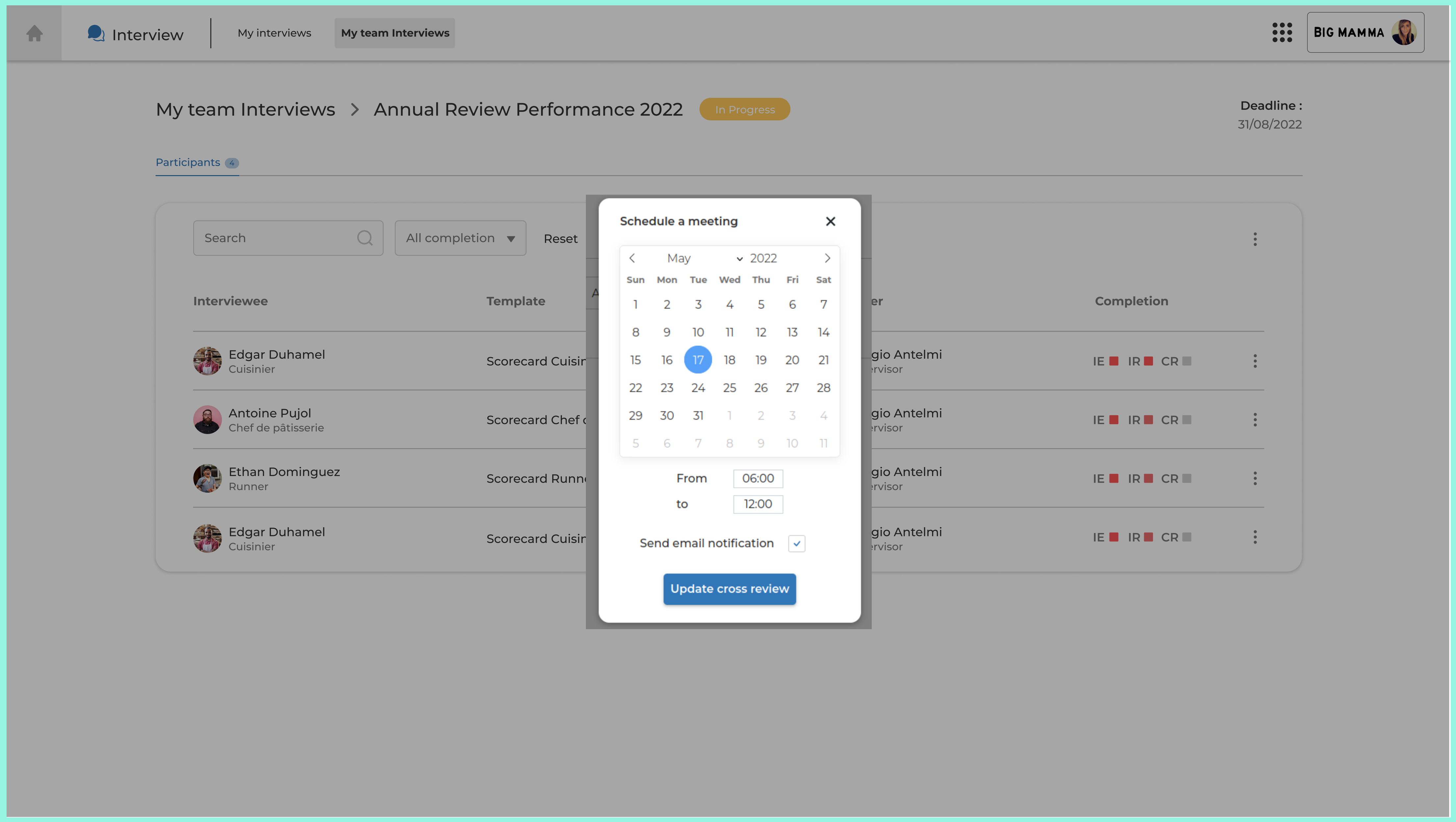
Schedule a meeting

STEP I



Step 1 : In 'Manage Campaign', click on on the line you want to schedule a meeting, and click on 'schedule a meeting'

STEP I

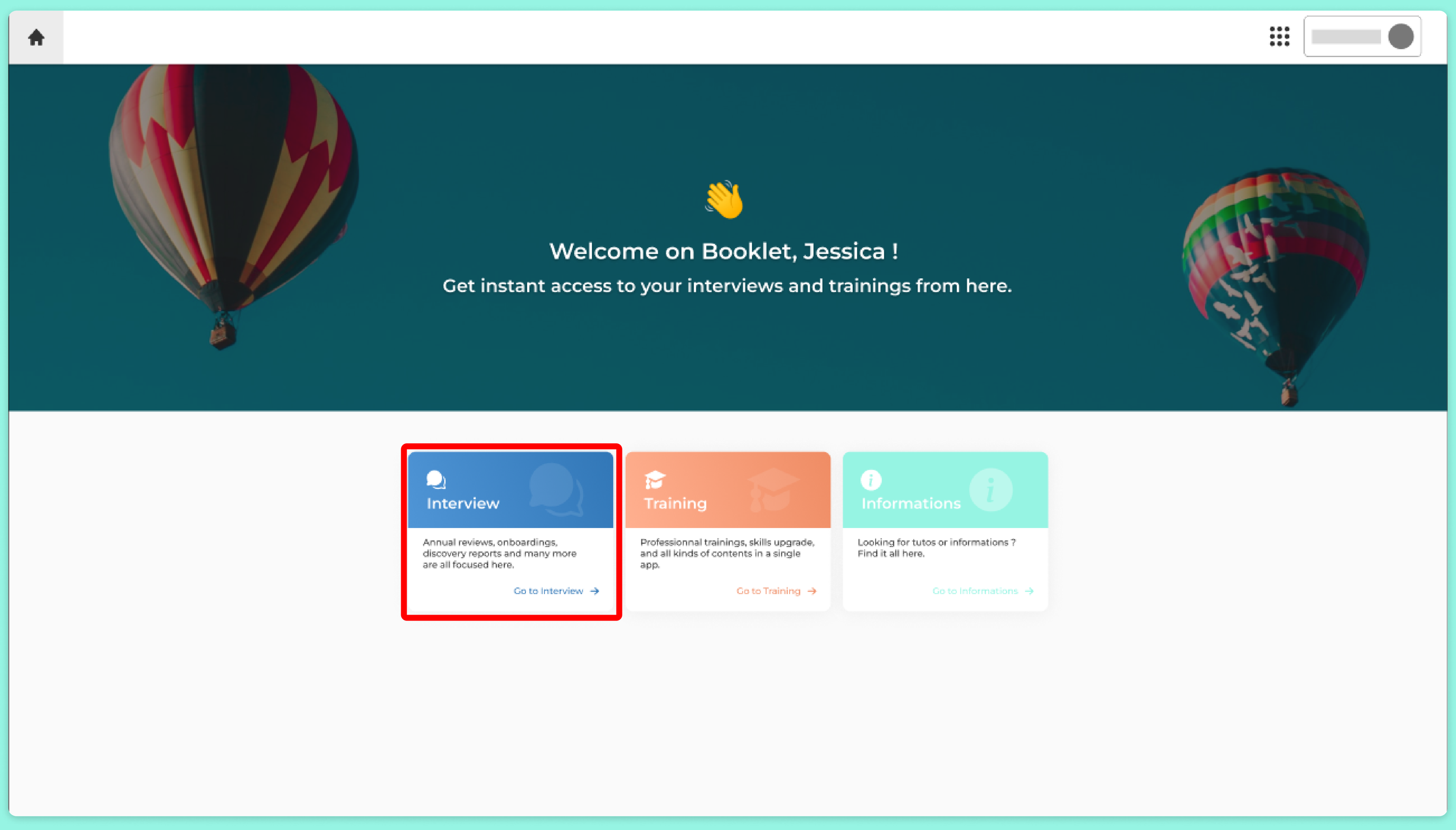


Step 2 : Select date and time for your meeting.

Create a Campaign on Booklet

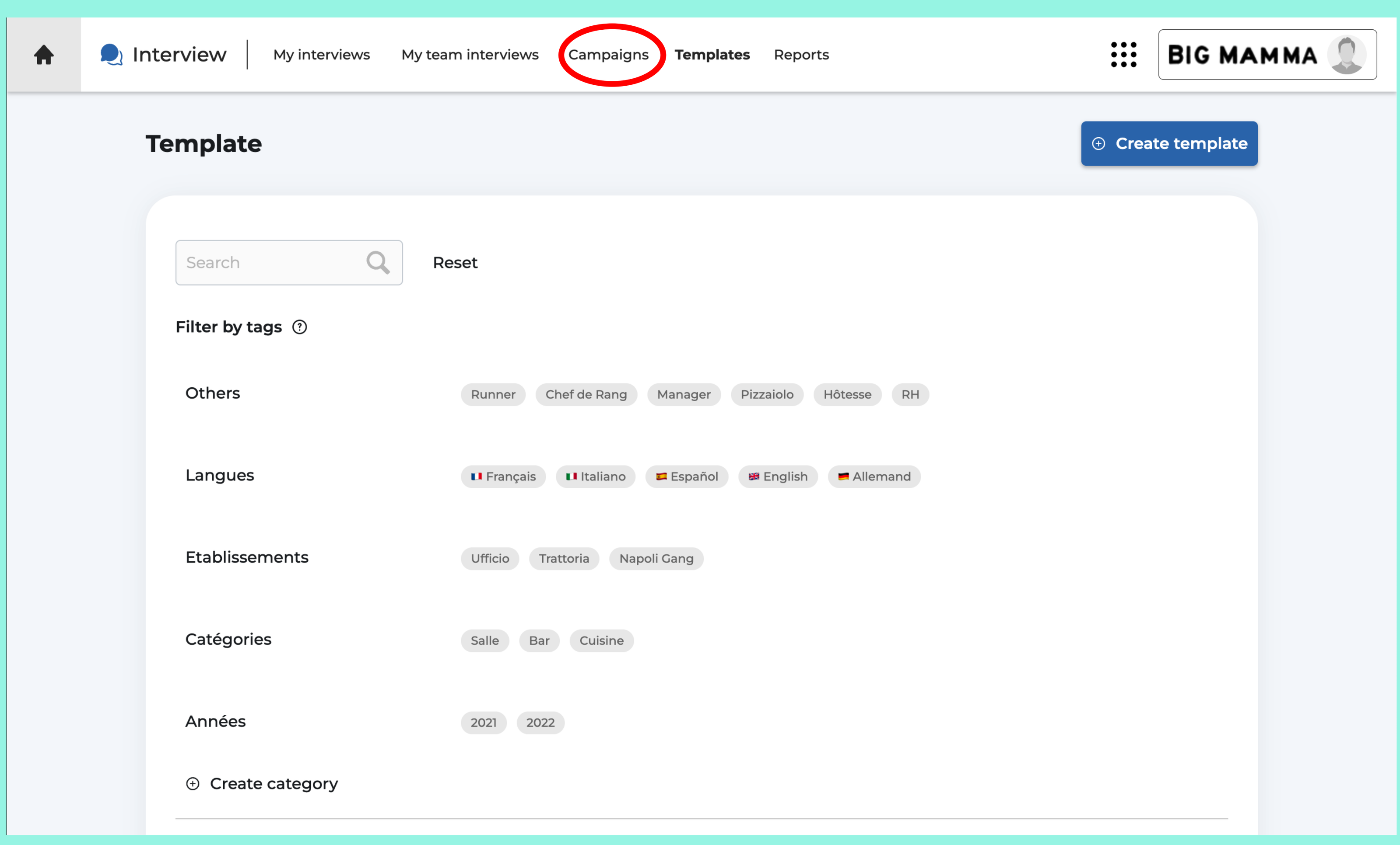
Where do I have to go ?

STEP 1



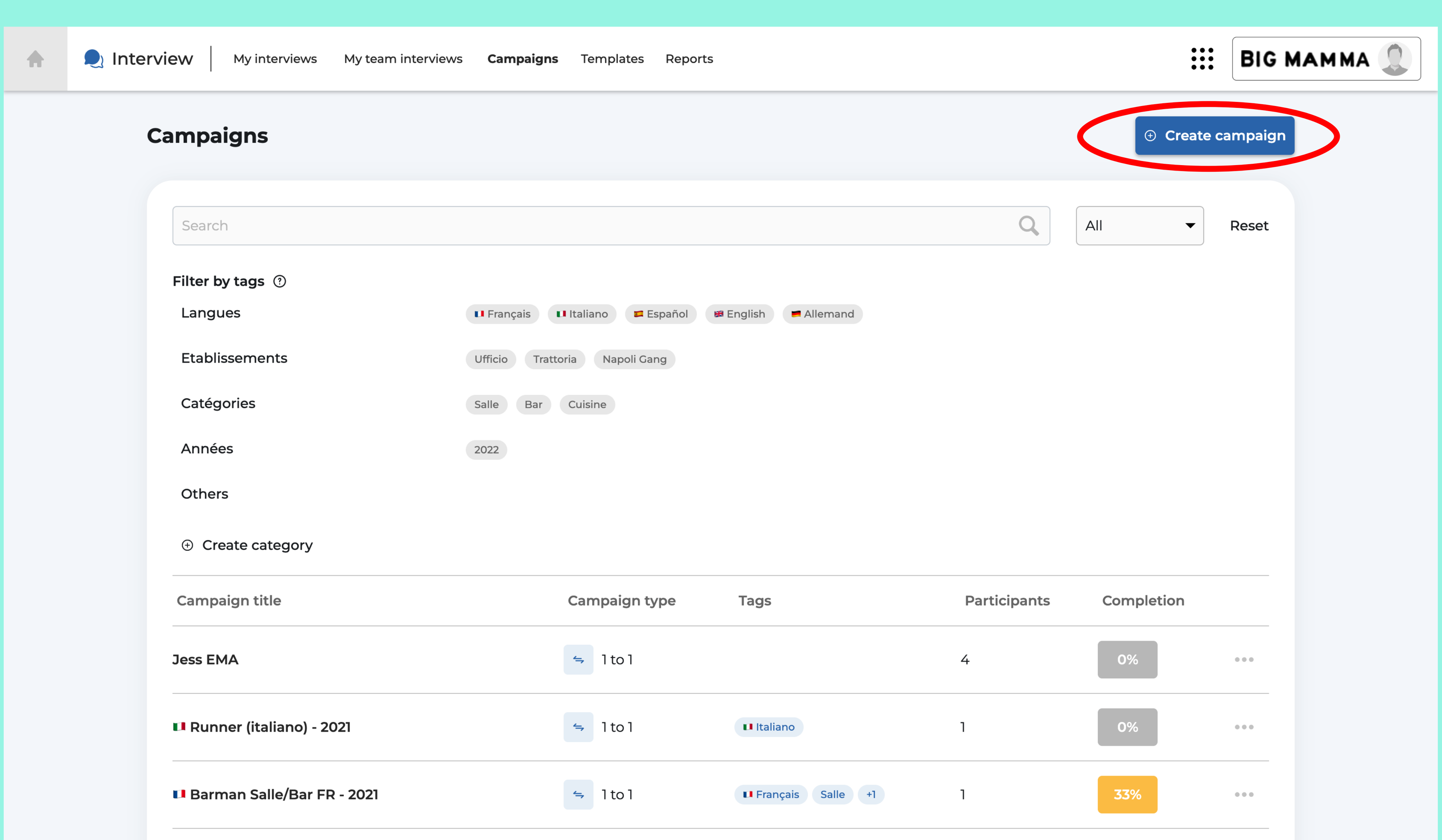
Step 1 : After your login, Select "Interview".

STEP 2



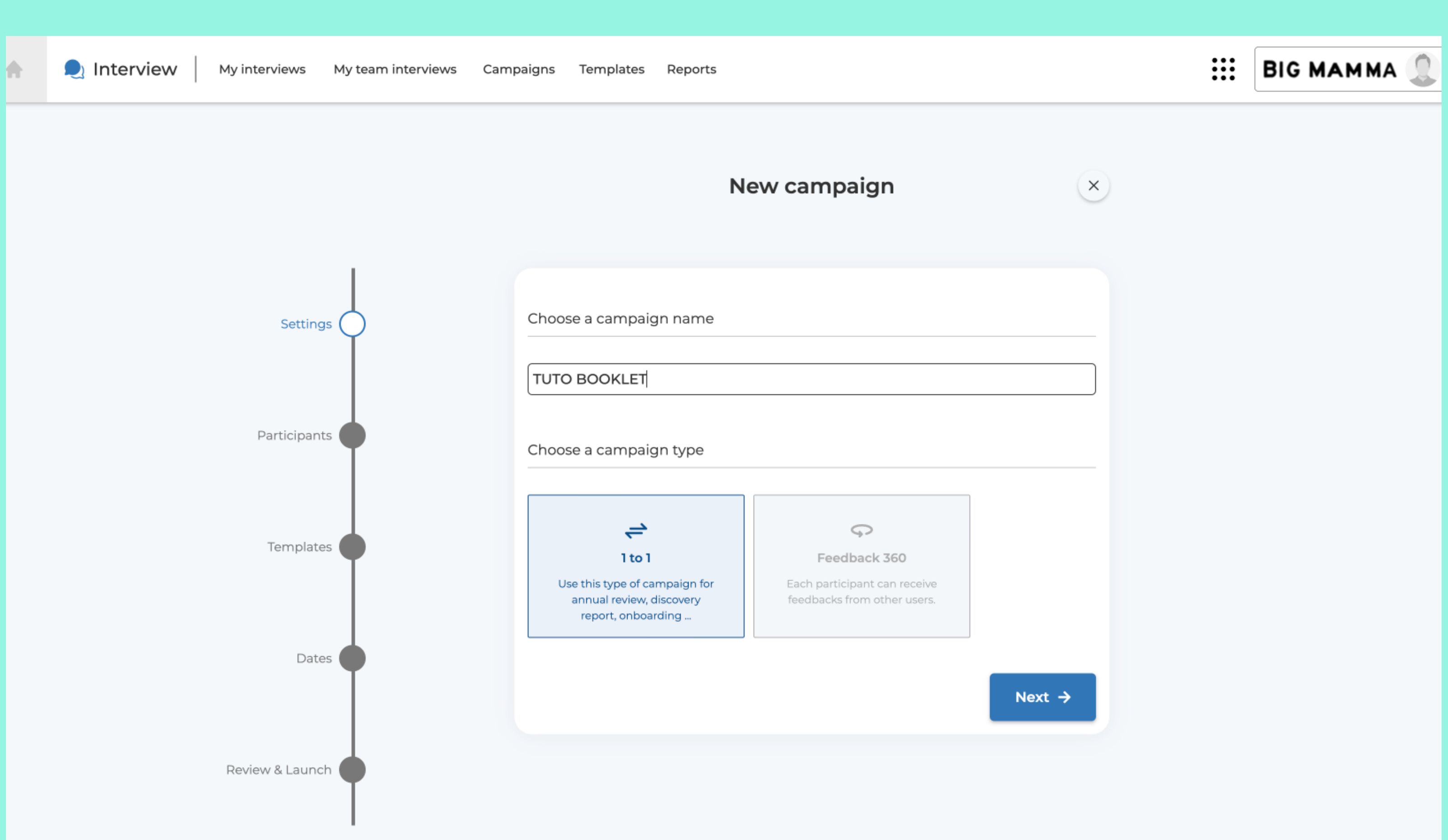
Step 2 : Click on the 'Campaigns' tab in the navbar

STEP 3



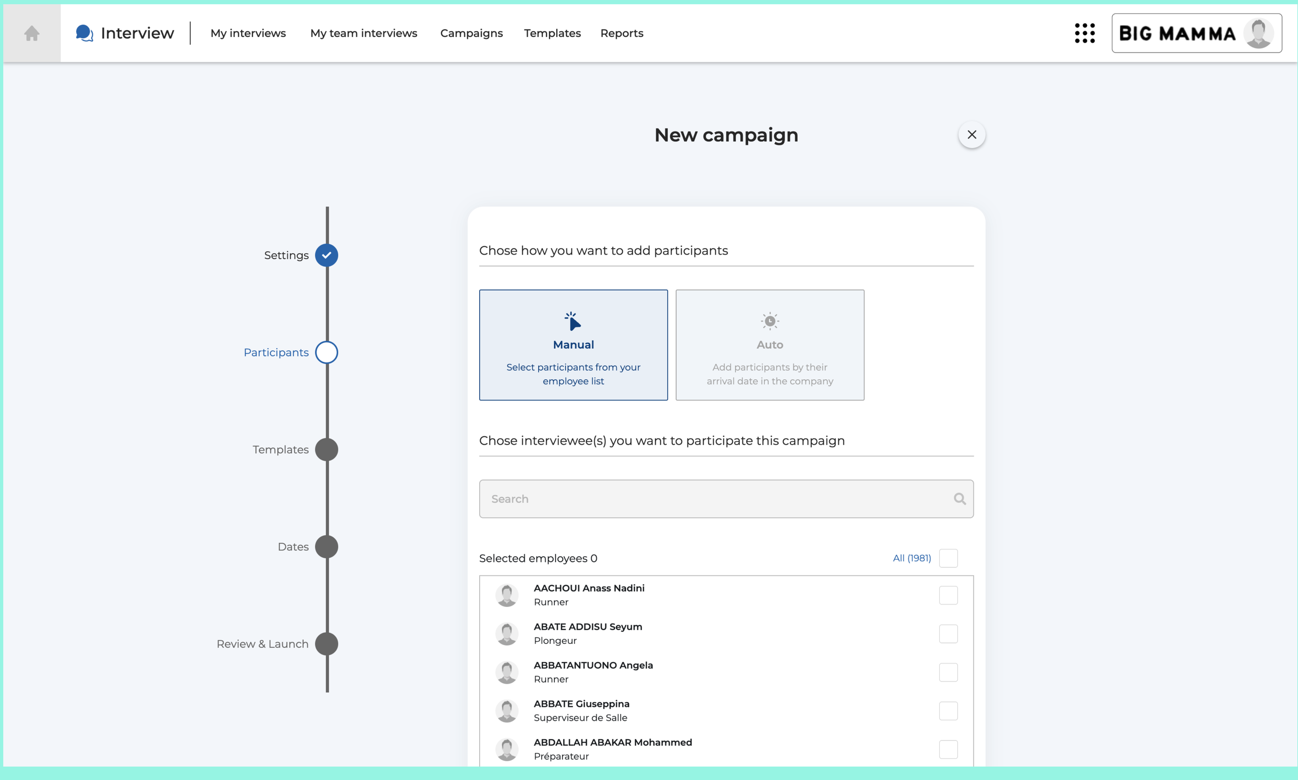
Step 3 : Click on the button 'Create campaign'

STEP 4

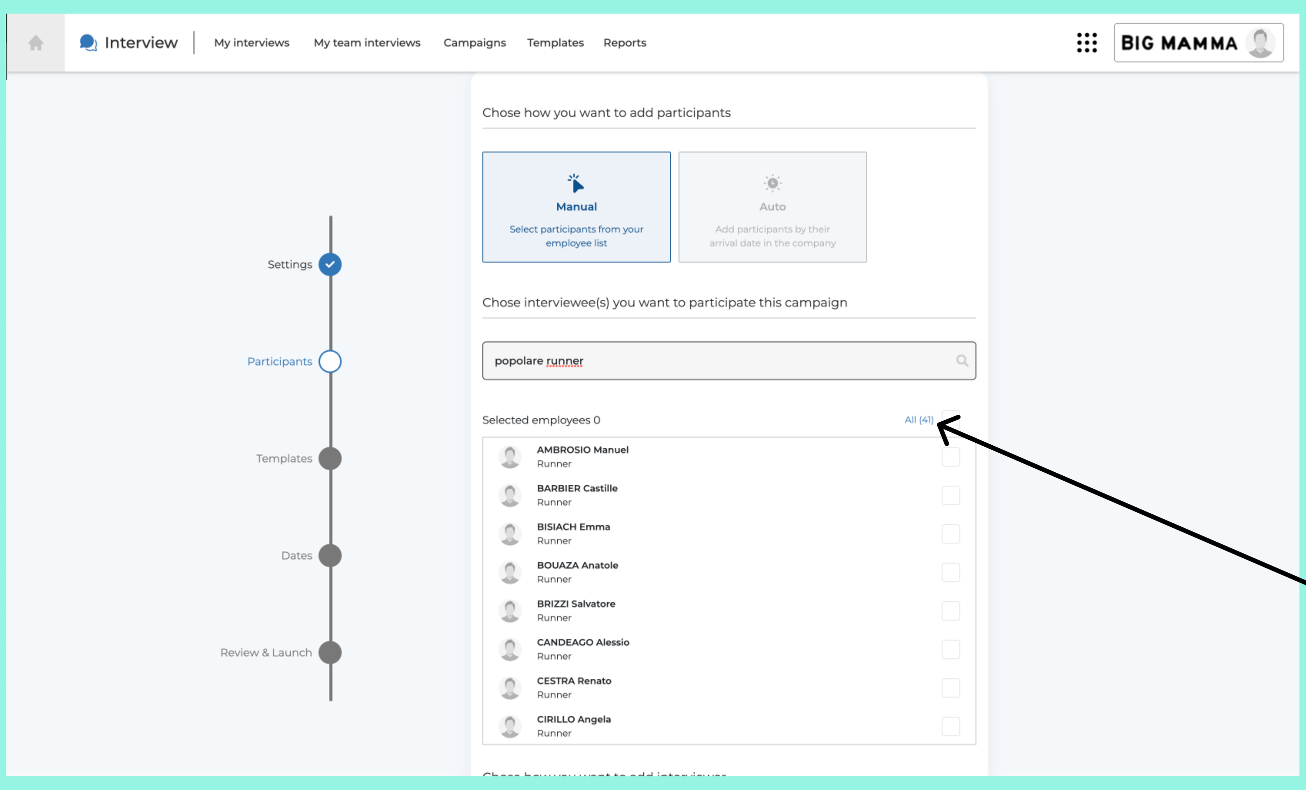


Step 4 : Choose a name for your campaign and a type.
Once done, click on the button 'Next'

STEP 5

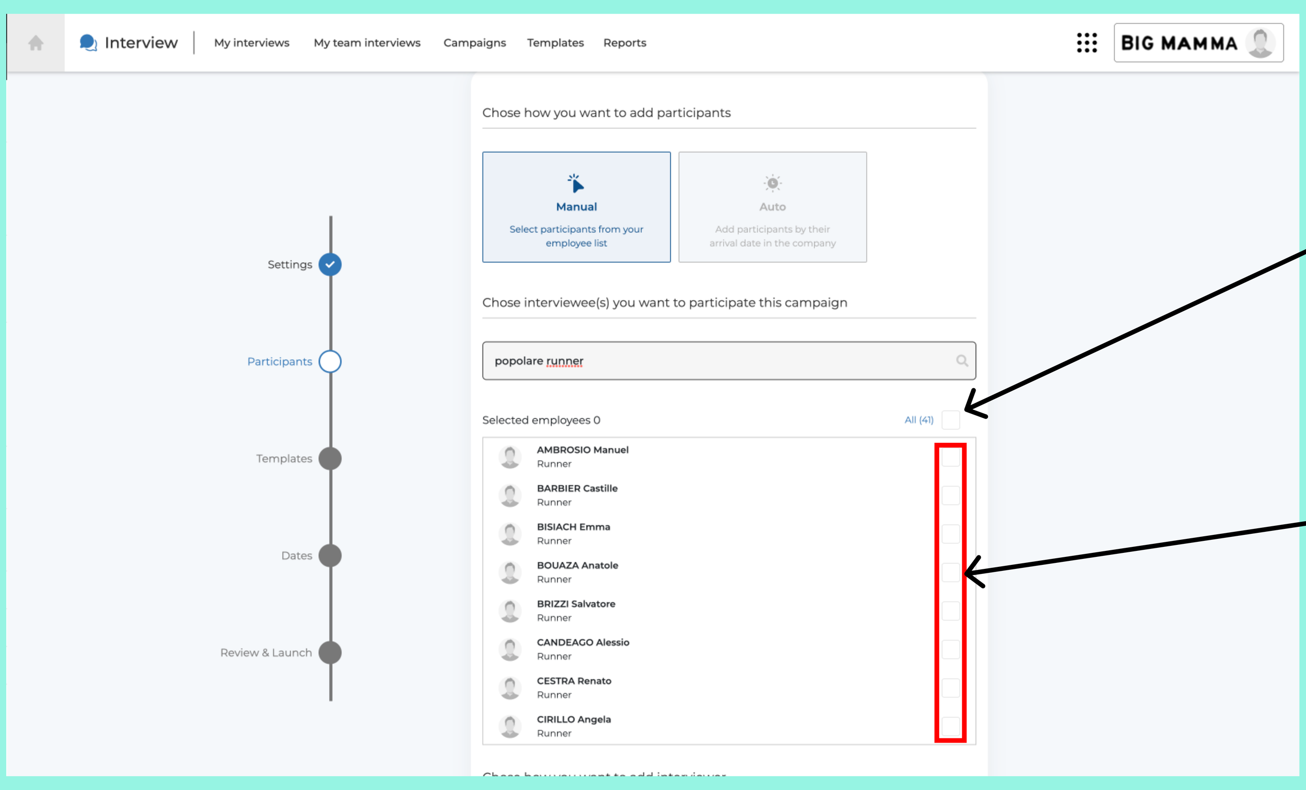


Step 5 : Choose interviewee(s) in the list.
You can filter the list by typing the name of a person, his job title or his restaurant.



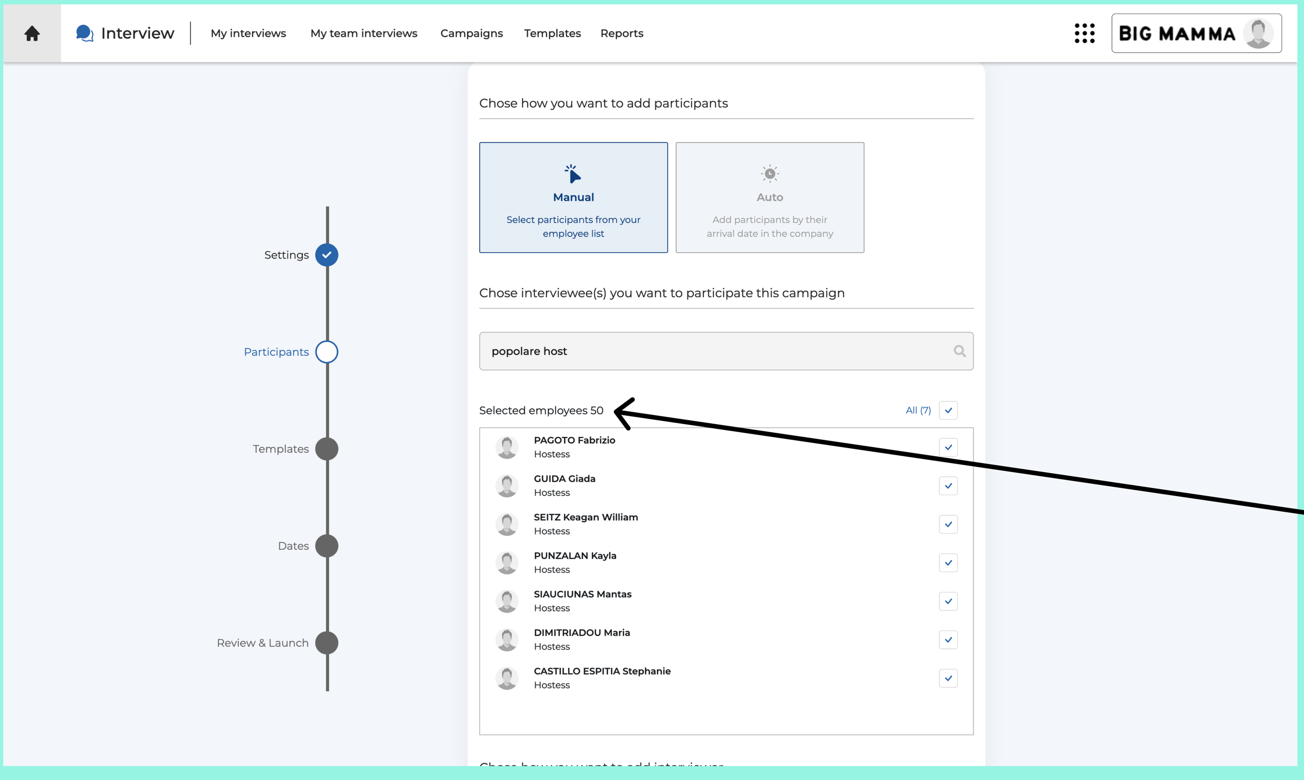
You can also filter by using the restaurant name and job title.
In this example we can see the 41 runners at Popolare.

You can see this number depending on the filter here.



If you want to add every runner on the list click on this box.

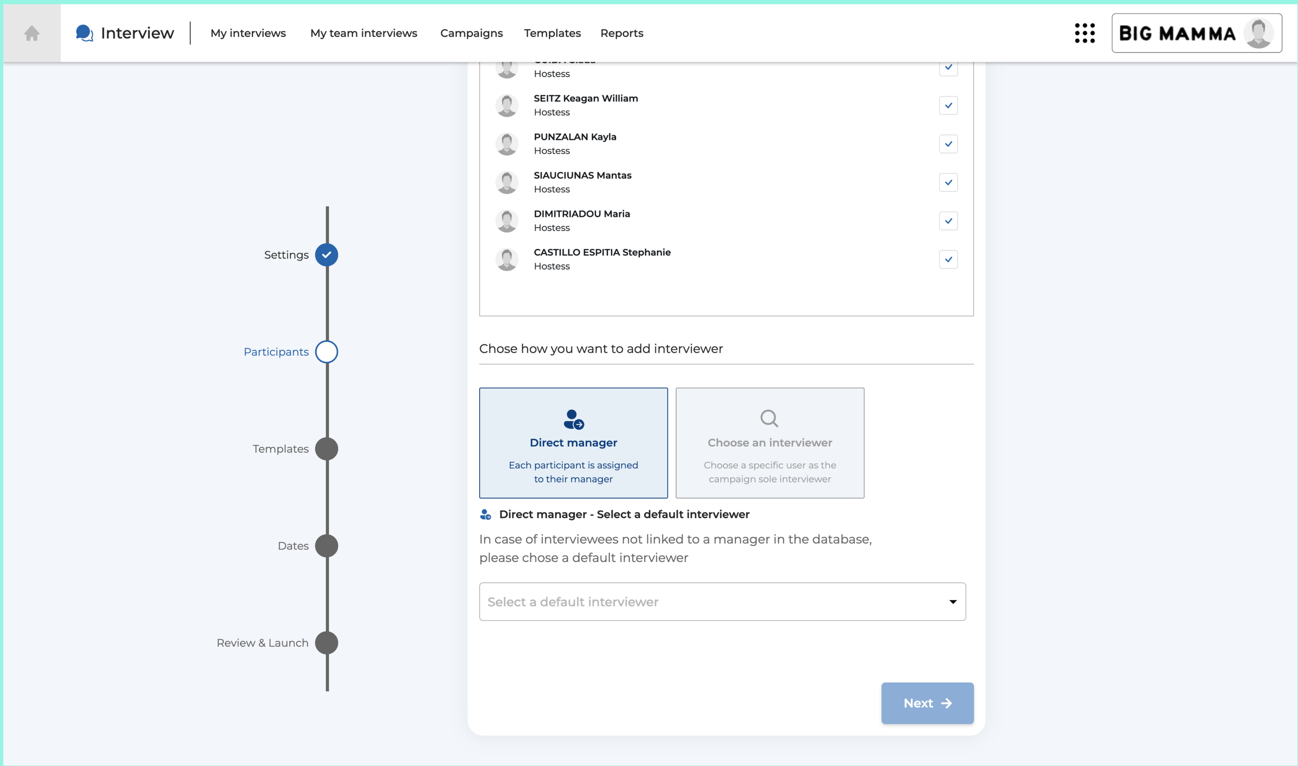
For adding a specific interviewee, you can click on any of the boxes here.



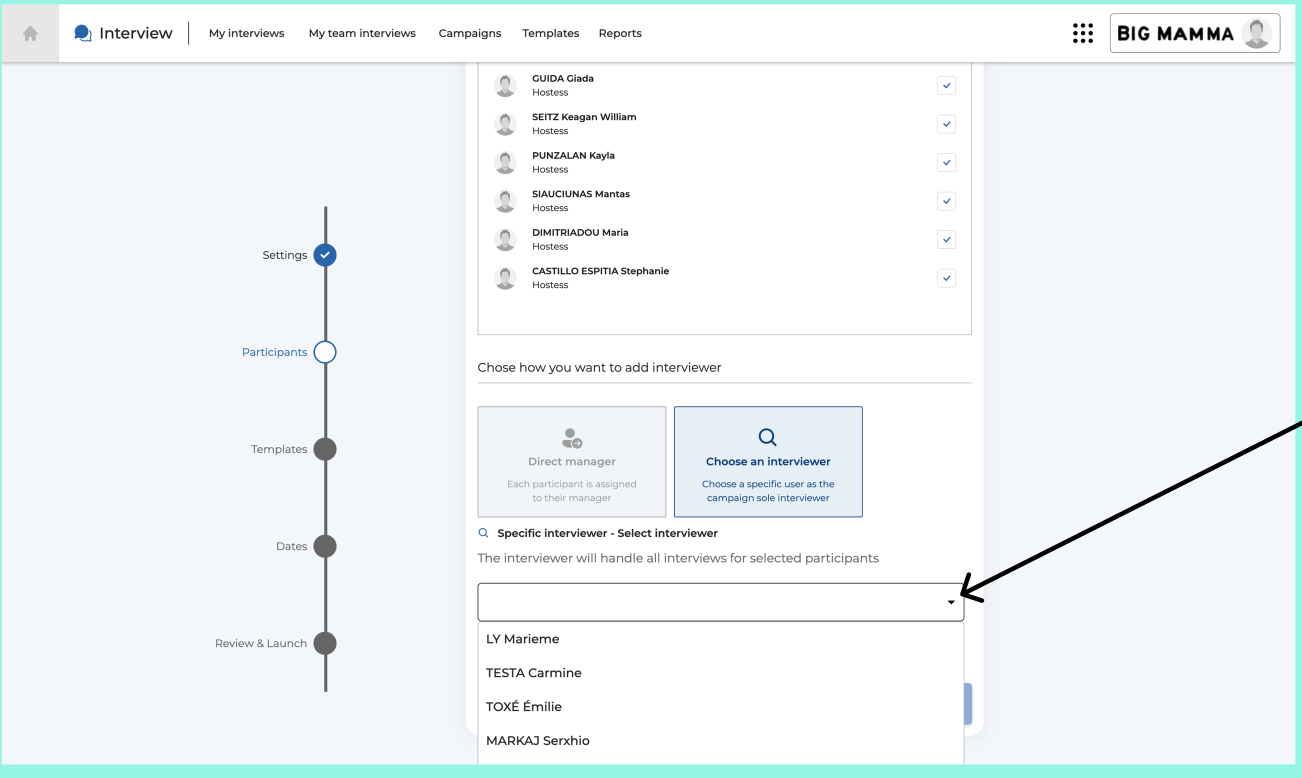
In our example we have choosen the runners and hosts at Popolare.

You can see the numbers of interviewee selected here.

STEP 6

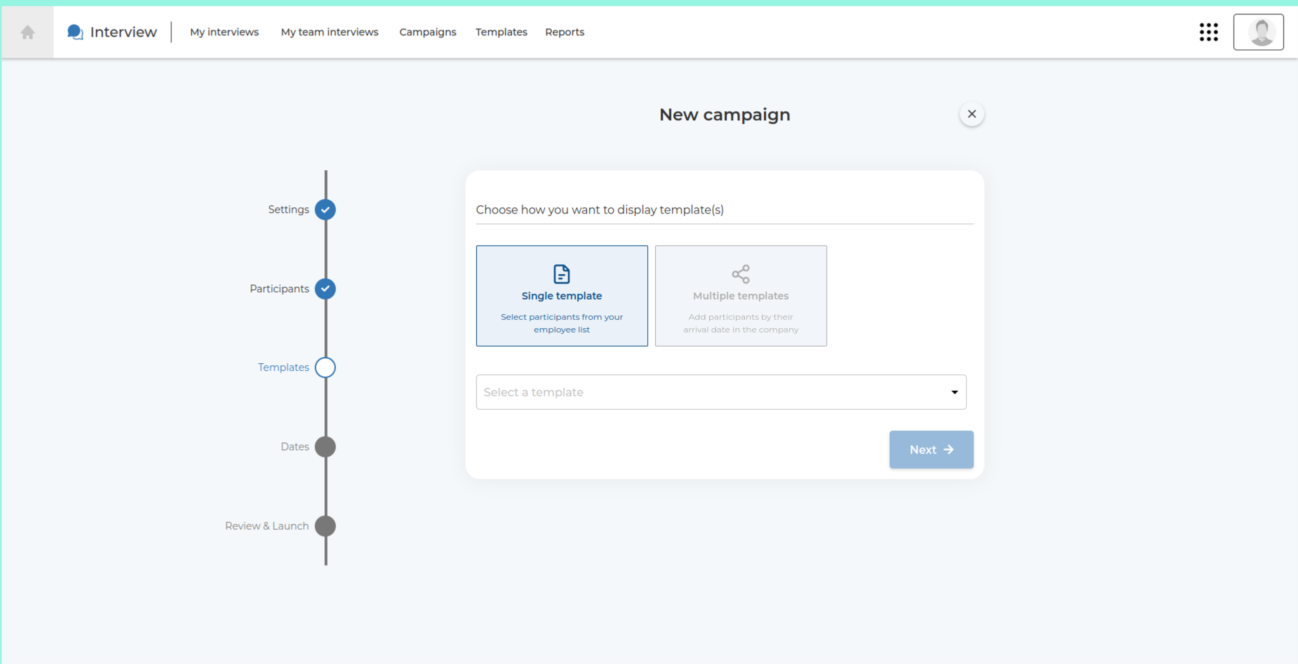


Step 6 : Choose an interviewer.
If you choose the interviewer with 'Direct manager' specify a default interviewer in case the database is incomplete.



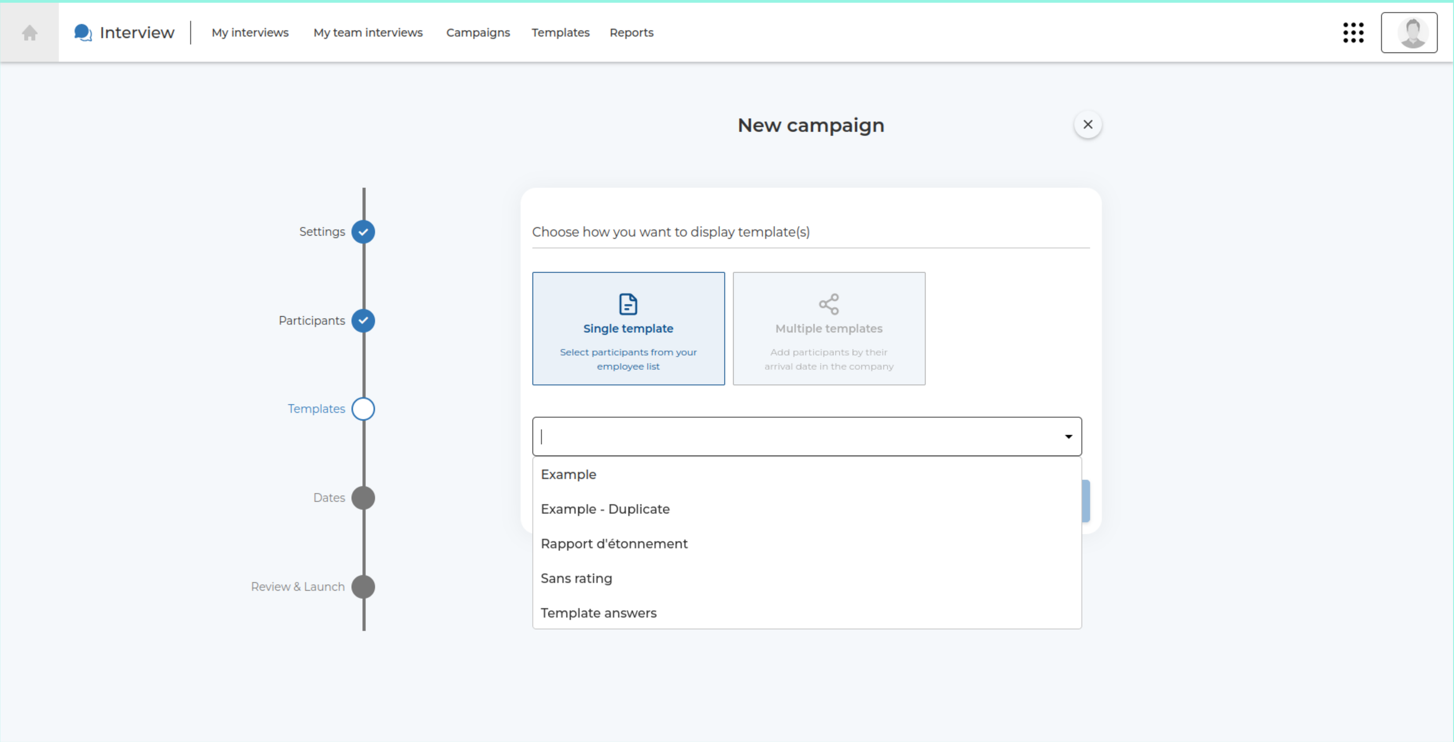
If you click on 'Choose an interviewer' select the interviewer by typing his name here.

STEP 7



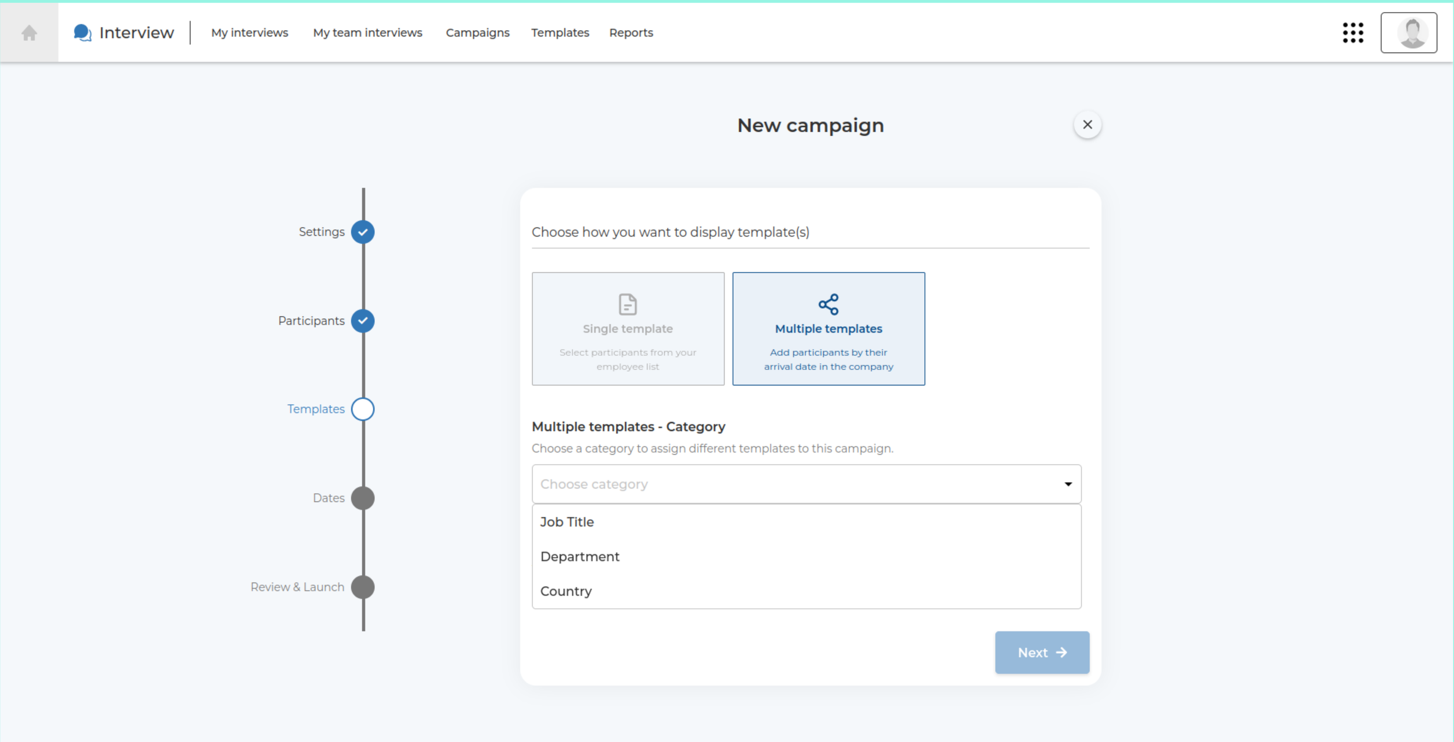
Step 7 : Chose between 'single template' or 'multiple template'.
Single template : Only one template for the whole campaign.
Multiple template : you can chose differents templates to assign to participants in this campaign.

STEP 8 - SINGLE TEMPLATE



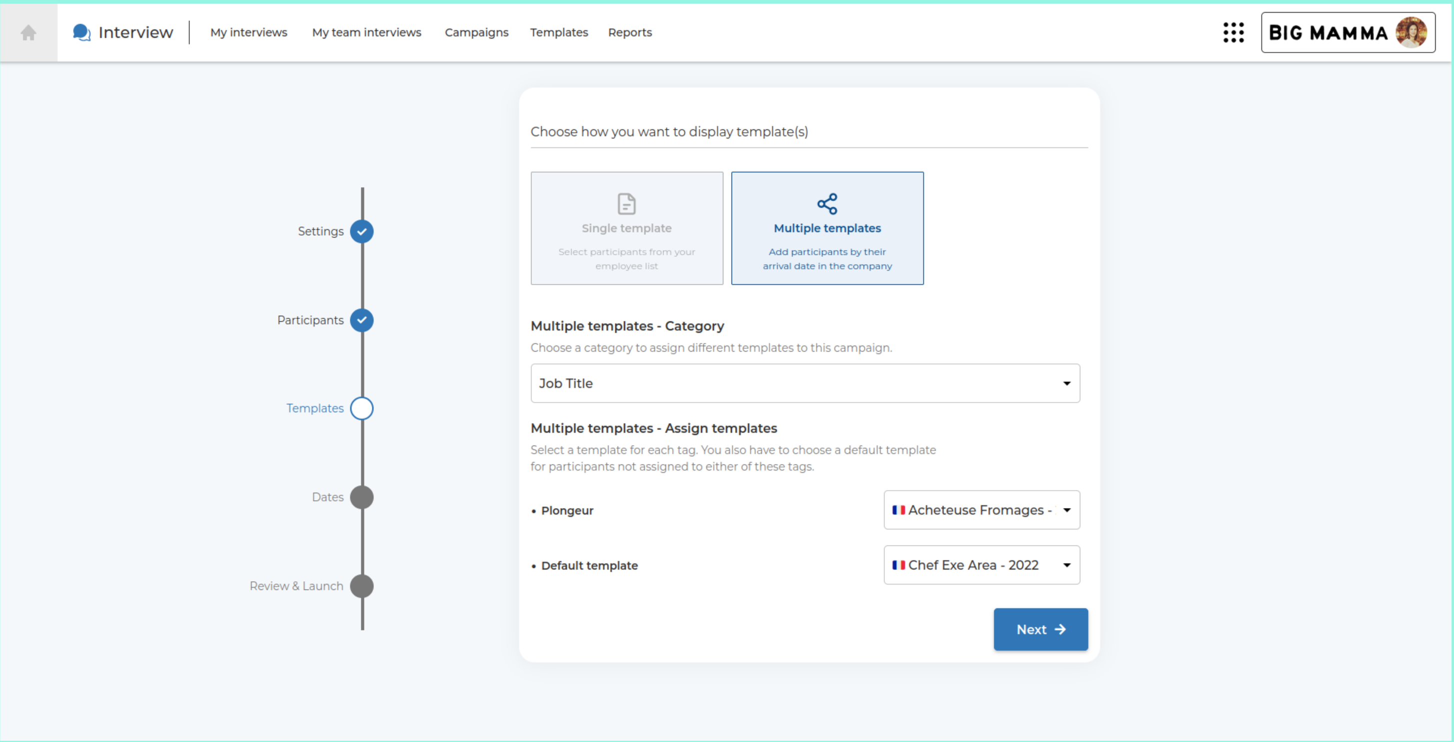
Step 8 - Single template : Write the template your want to assign for all the participant

STEP 9 - MULTIPLE TEMPLATE



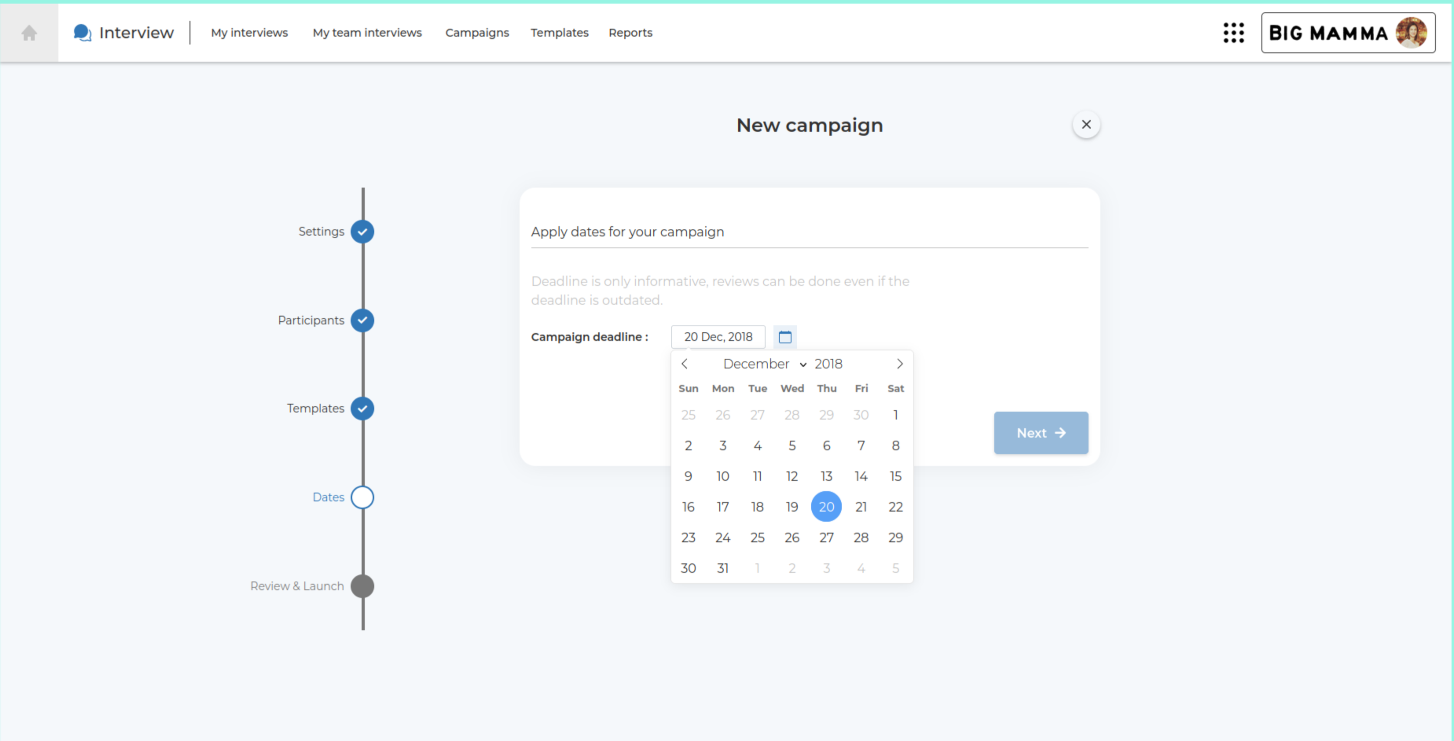
Step 9 bis - Multiple template : Select a category. This will be the category to sort differents templates for the participants.

STEP 9 BIS - MULTIPLE TEMPLATE



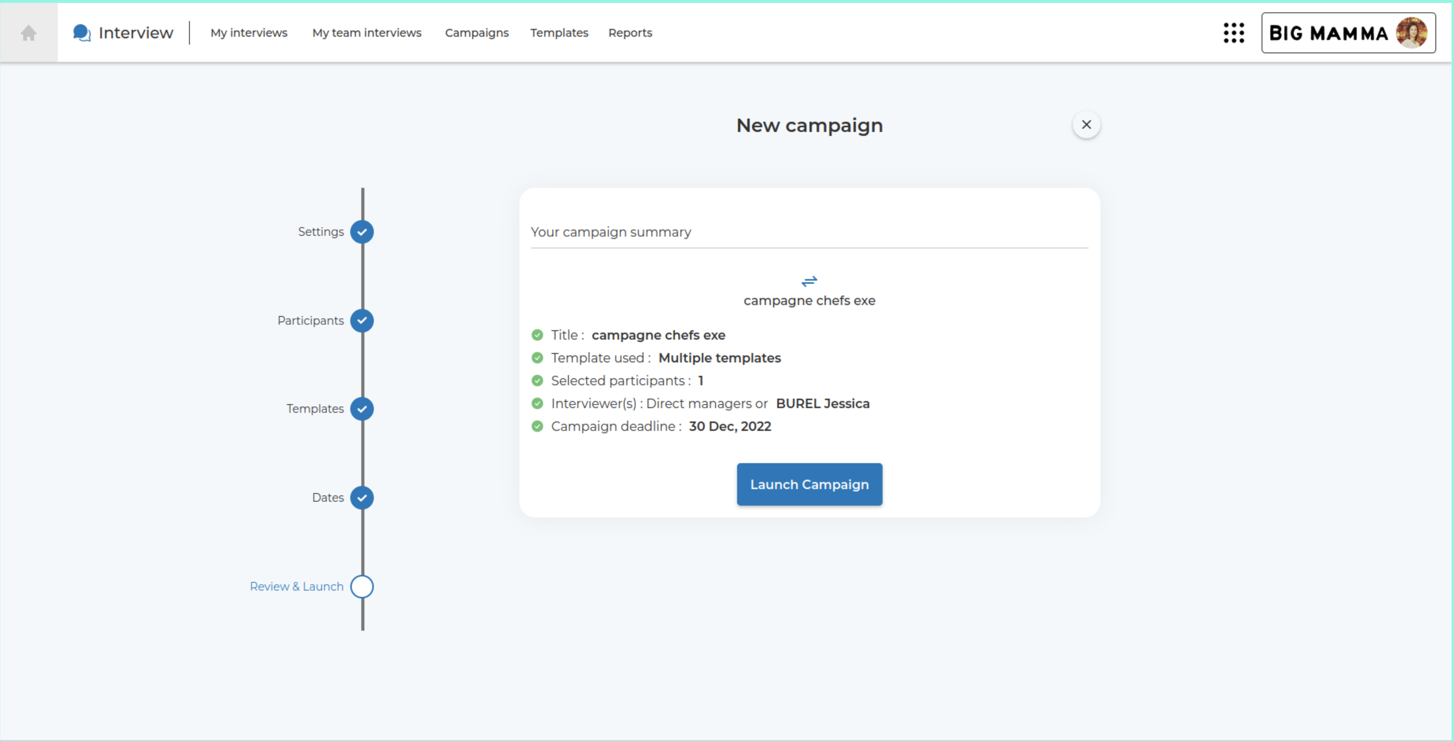
Step 9 bis - Multiple template : For each elements of the category, assign a template. Each type of participant will have a different template depending on what element he/she is linked to.

STEP 10



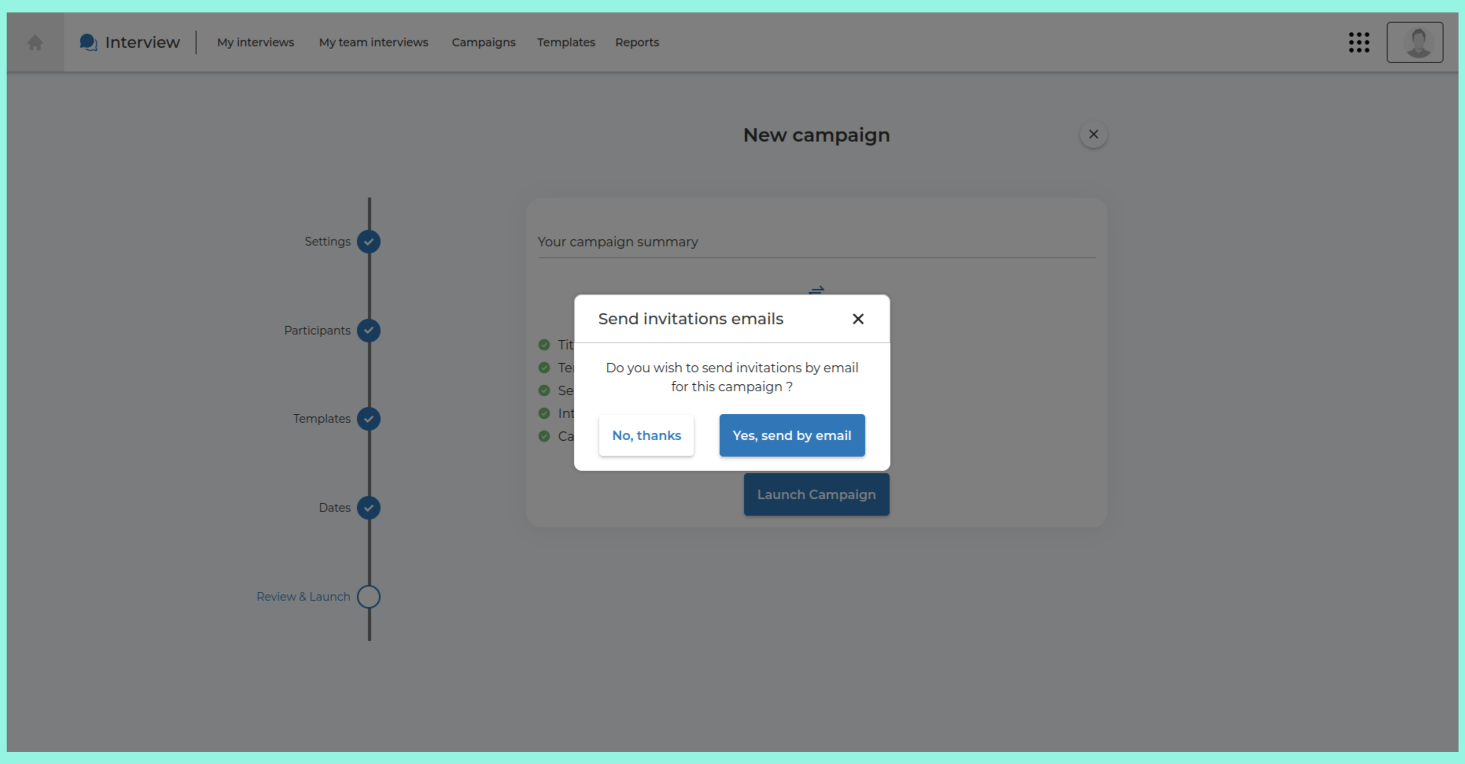
Step 10 : Select a date. The date is the deadline of the campaign, it is only informative.

STEP 11



Step 11 : Check every informations on your campaign.

STEP 12



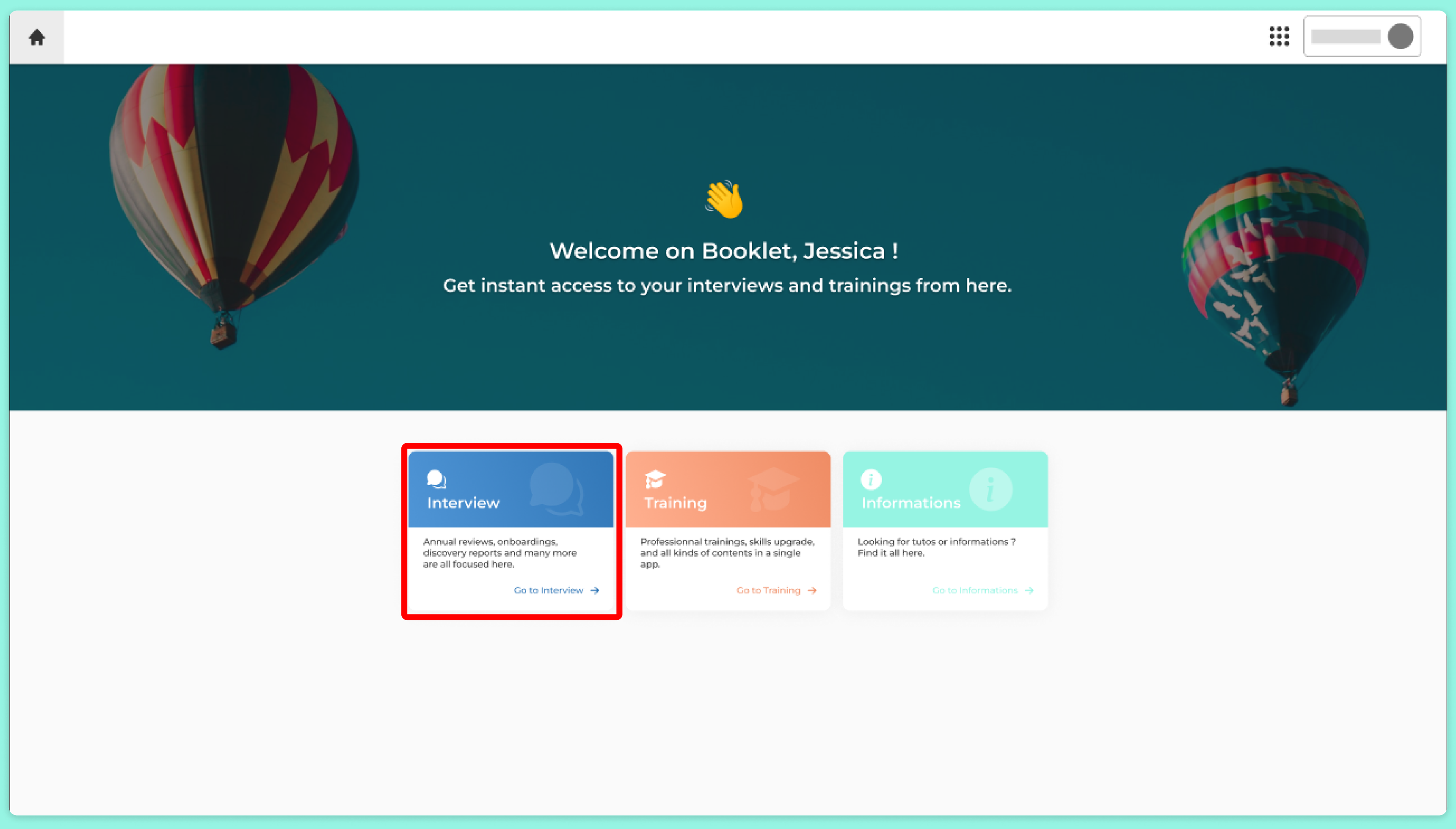
Step 12 : Launch your campaign, chose if you want to send email to all participants or not.

Create a template on Booklet

HOW TO ADD NEW SCORECARDS

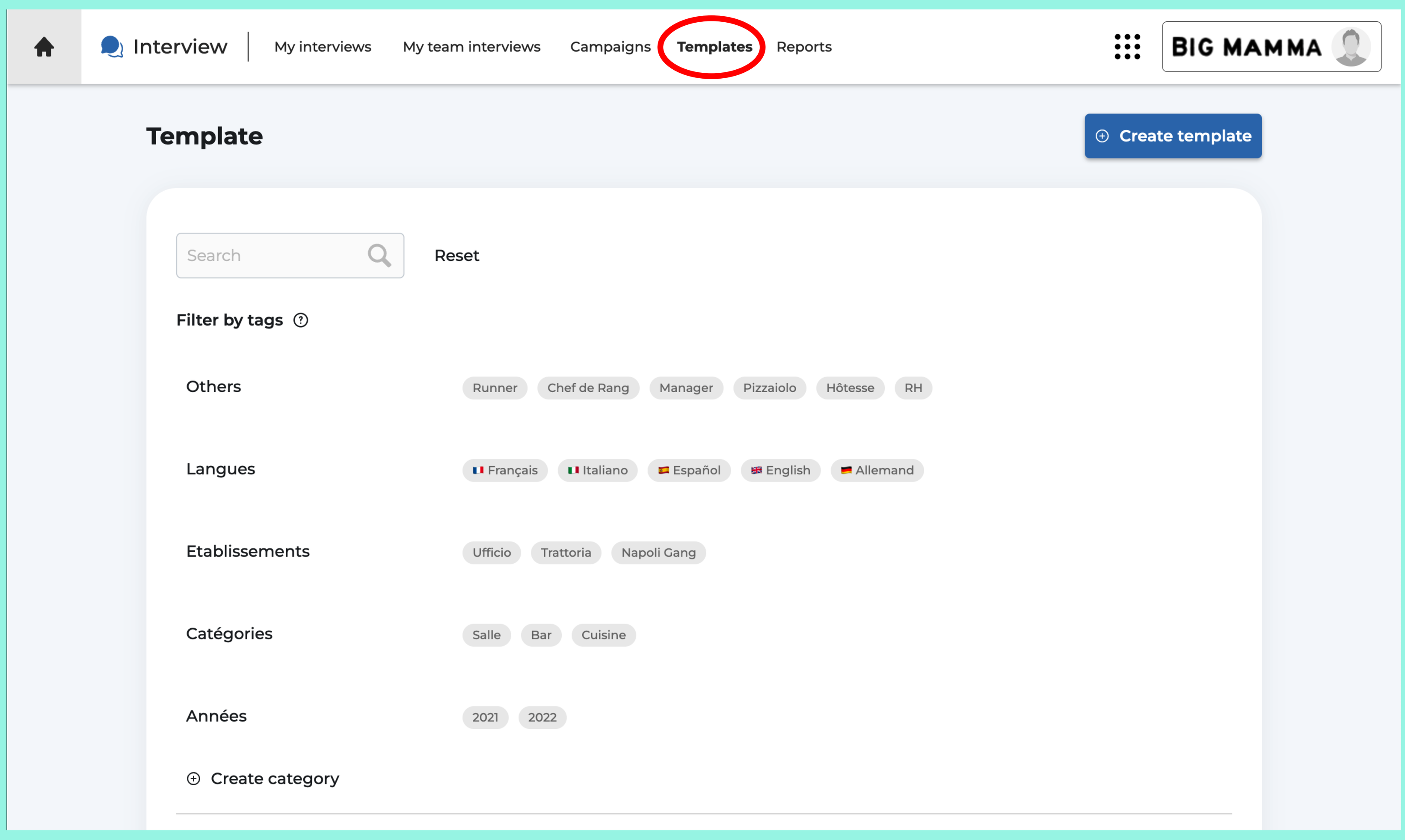
Where do I have to go ?

STEP 1



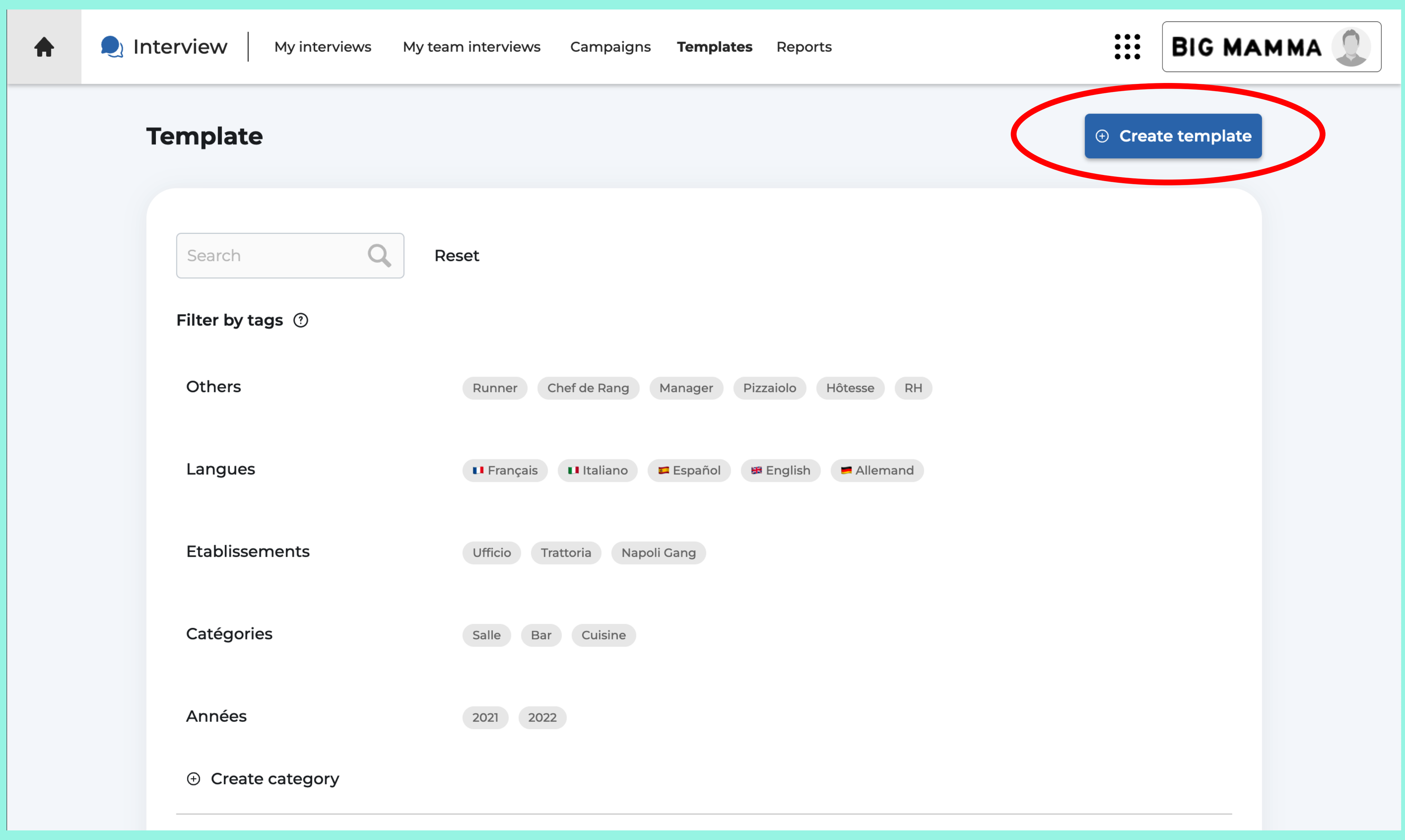
Step 1 : After your login, Select "Interview".

STEP 2



Step 2 : Click on the 'Templates' tab in the navbar

STEP 3



Step 3 : Click on the button 'Add a Template'

What question types can I create in Booklet ?

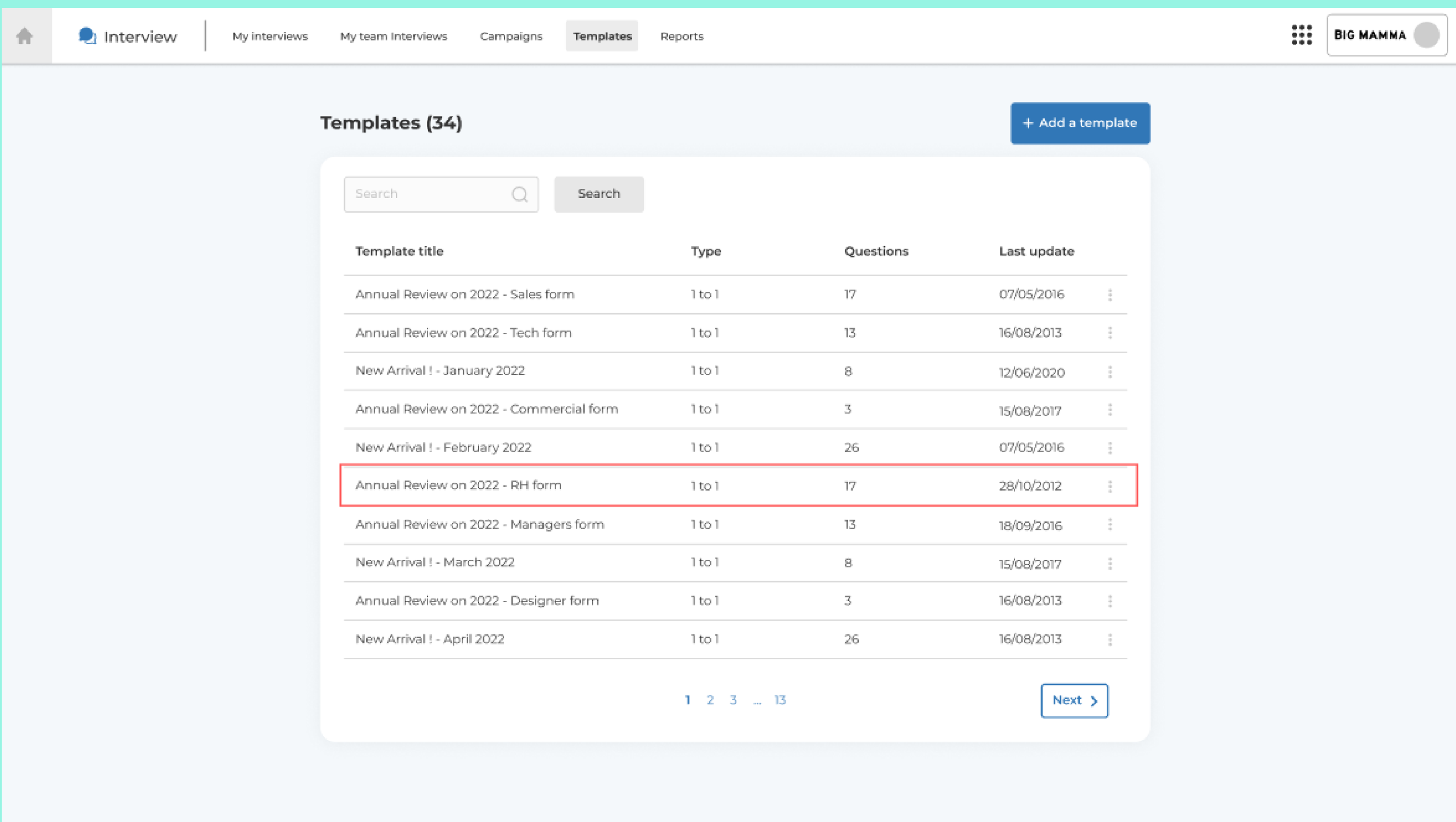
Open question : Classic question, answerable by text. **Use this type for the questionnary**

Rating : People will chose a rating between 1 and the maximum rating you set.
Use this type for the scorecard, and always do it from with a max rating of 5 (from 1 to 5).

Edit a template on Booklet

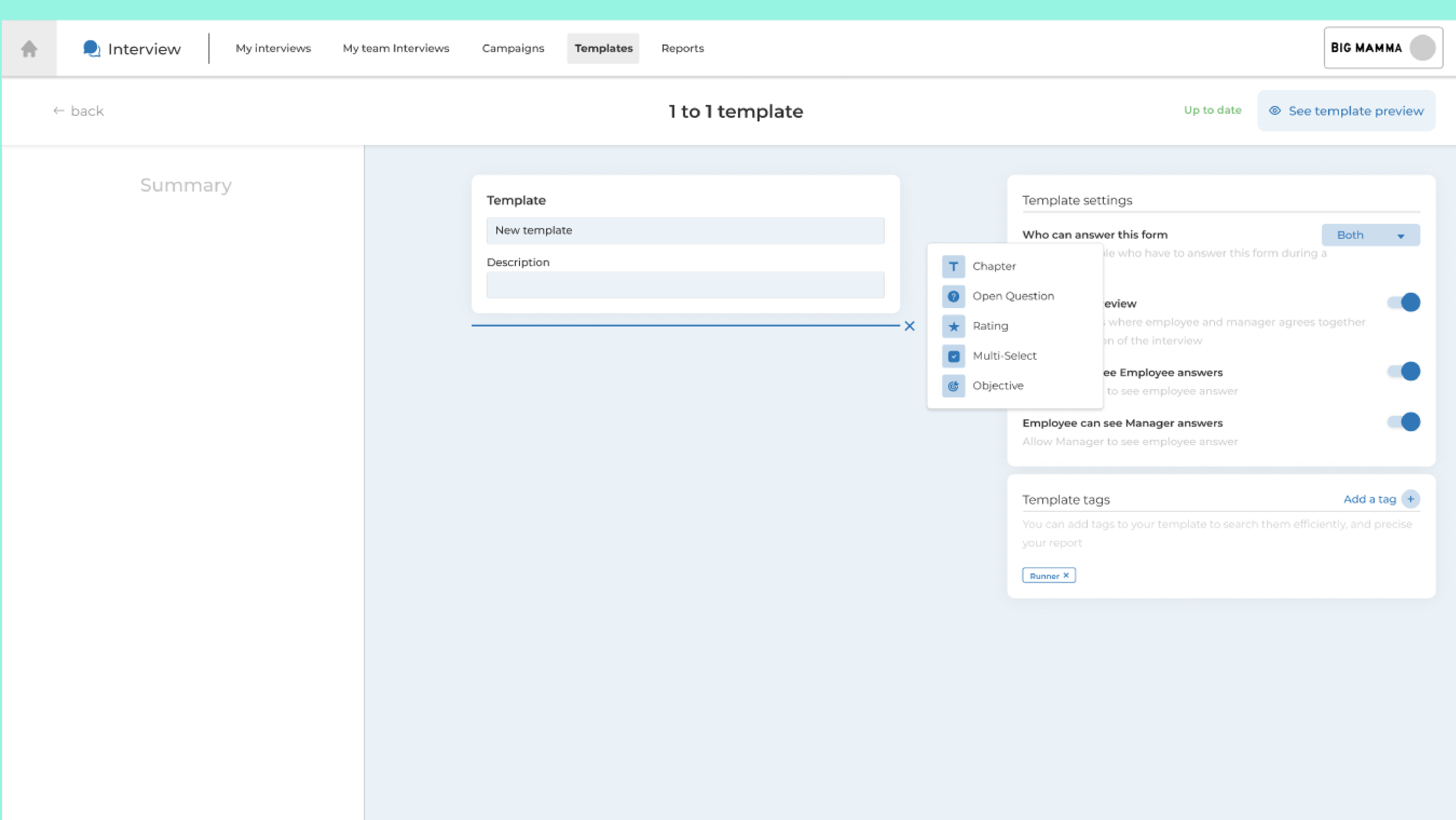
Create questions

STEP 1

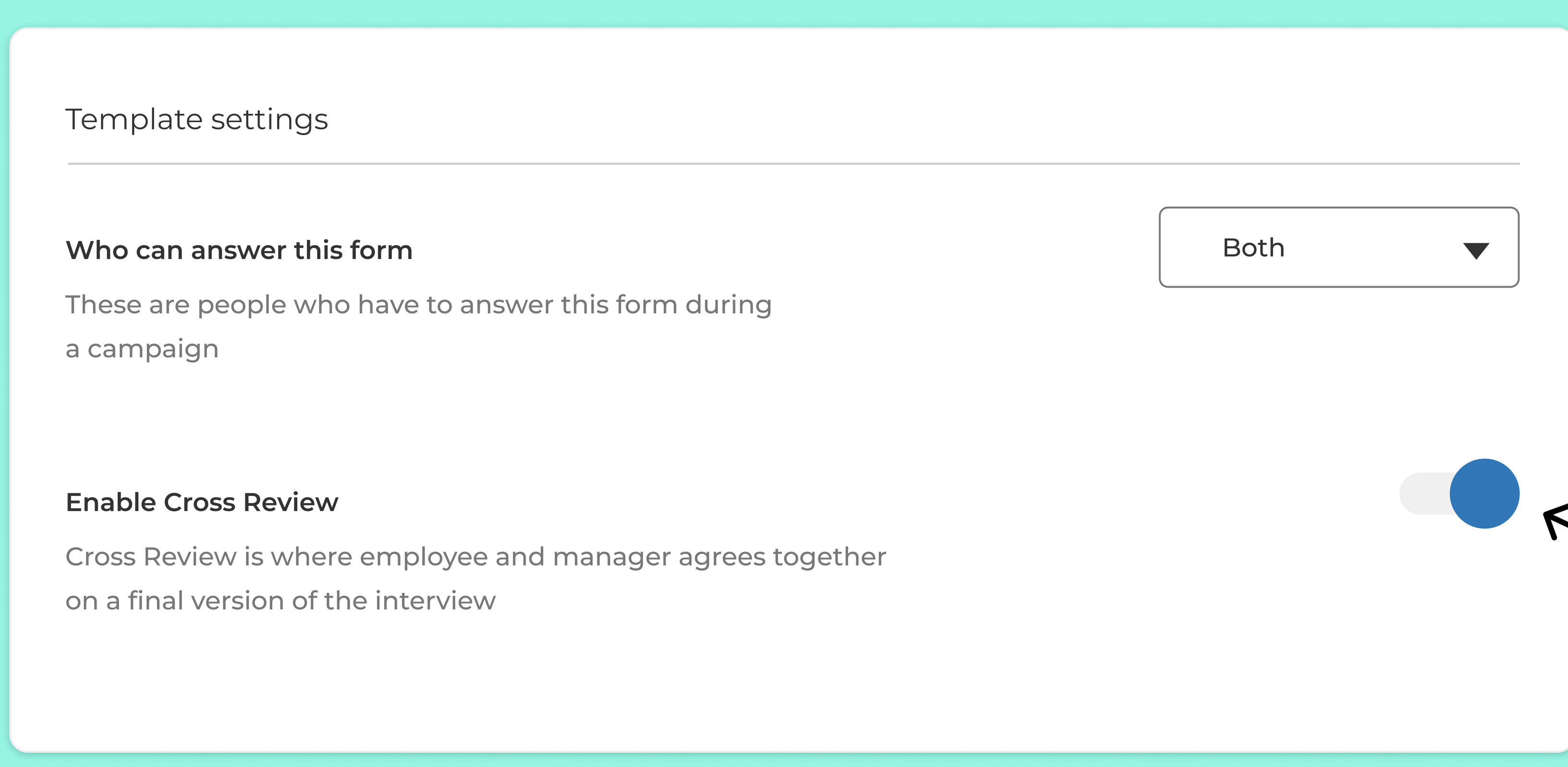


Step 1 : To go on a template, click on 'Add a template' or select the template you want to modify.

STEP 2



Step 2 : Click on "+" button and chose Rating questions for scorecard, and Open questions for questionnary.
Don't forget to add "Titles" to create separate the differents sections.



Don't forget to enable the Cross Review in templates settings, and enable visibity and requirement !