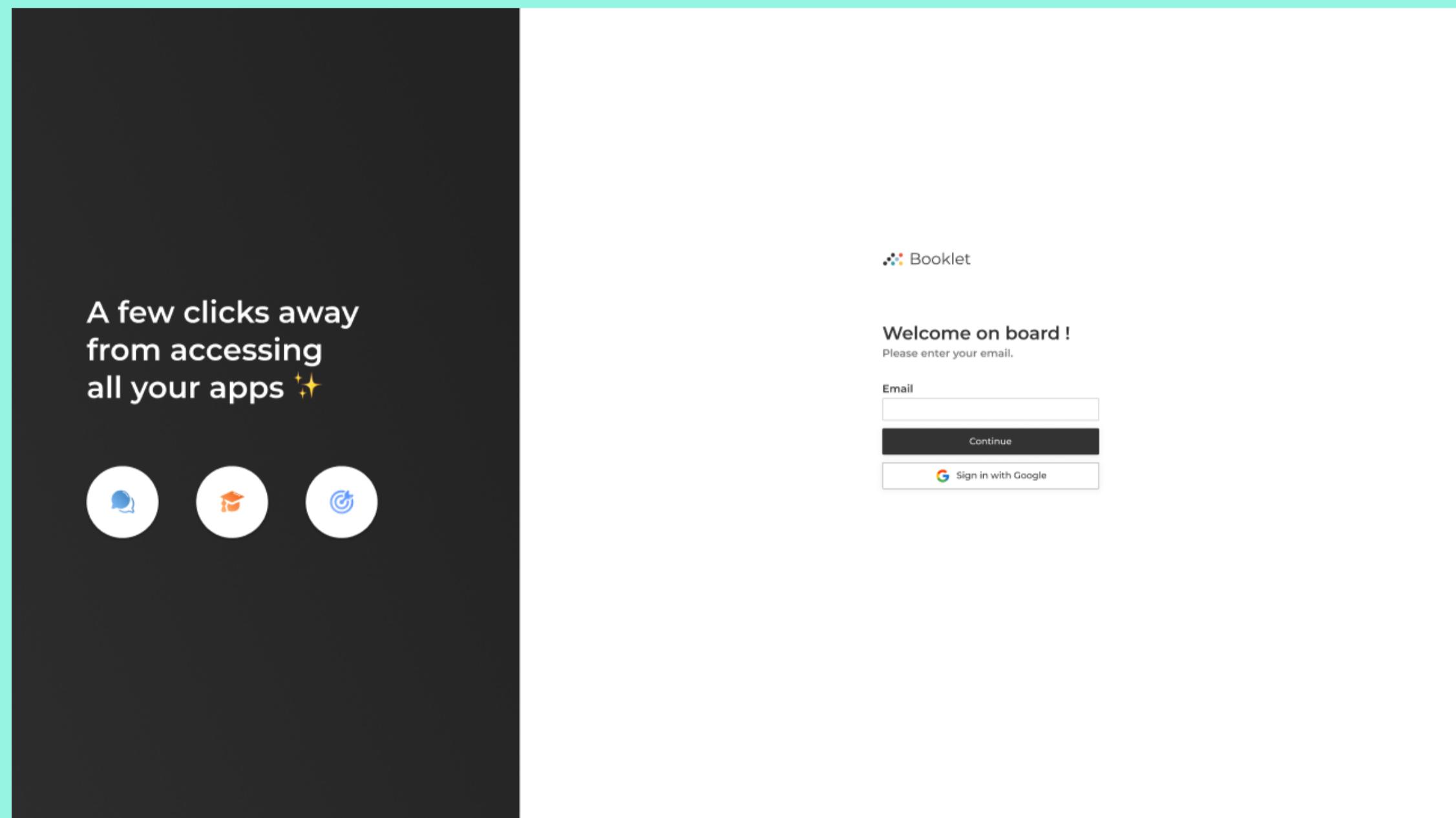


How to login on Booklet

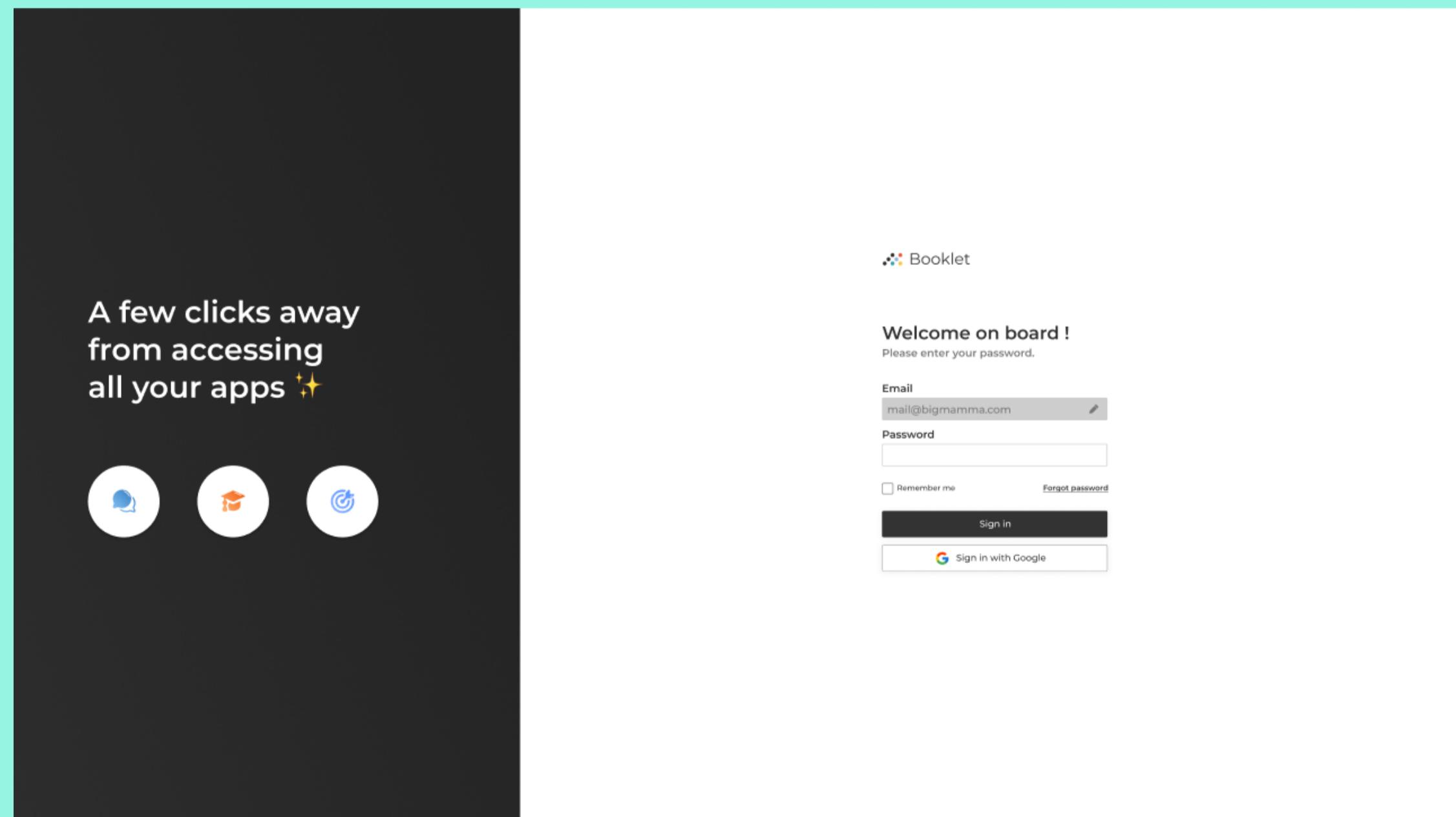
STEP I AND 2



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

Step 2: Write your email

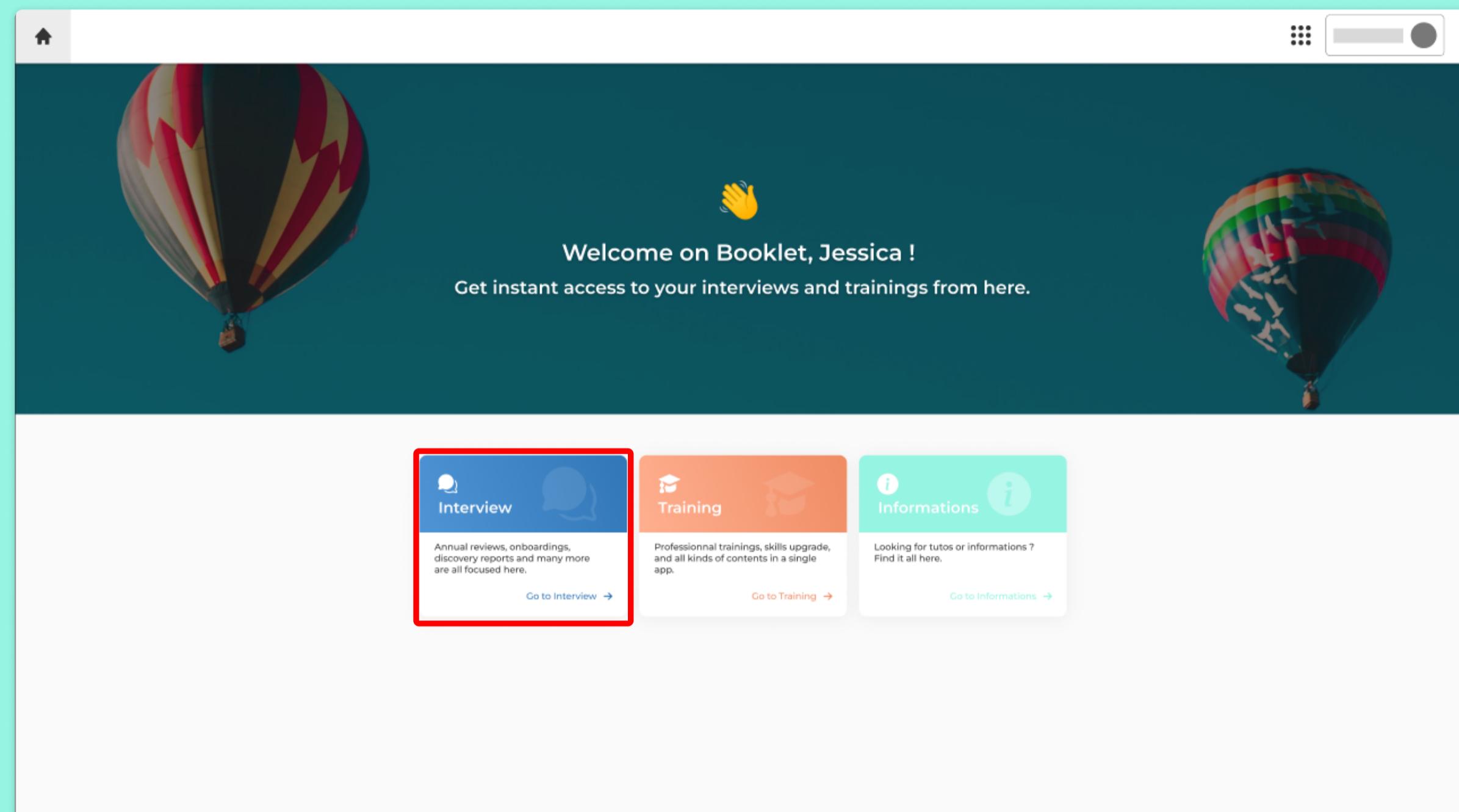
STEP 3



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

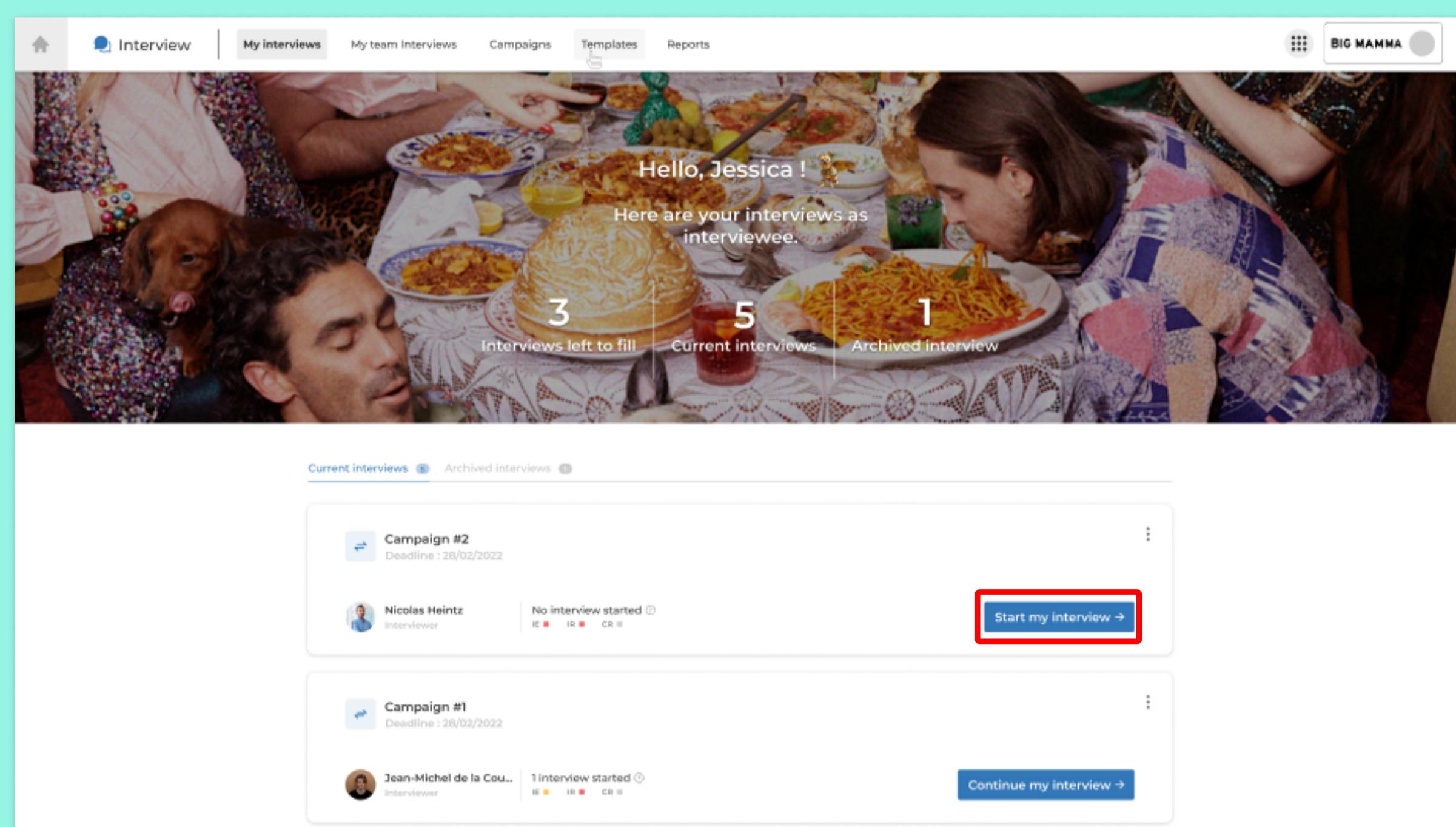
Fill in my scorecard as an employee on Booklet

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.

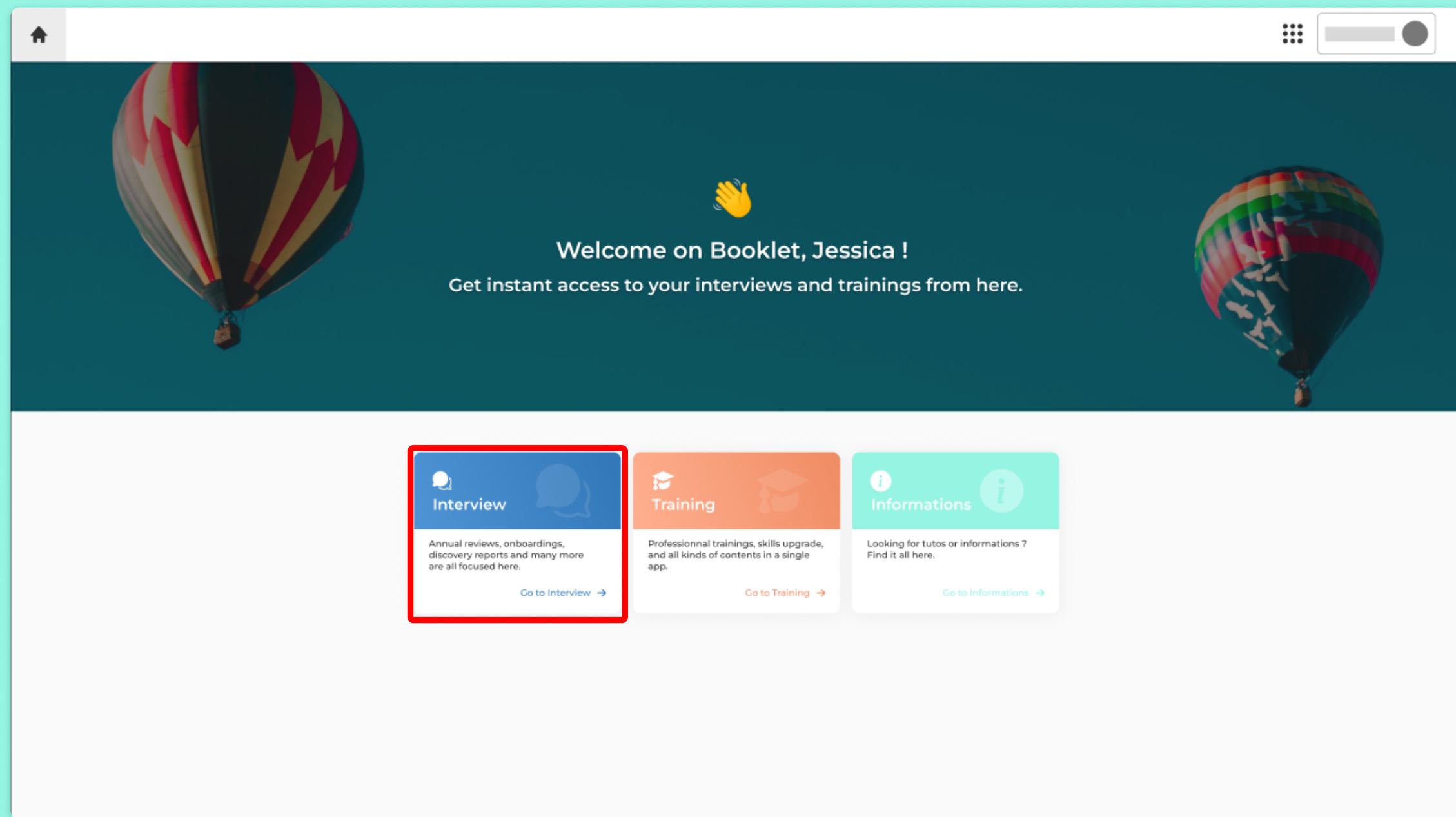
Interviewer Interview : This is your manager's scorecard to complete about you.

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

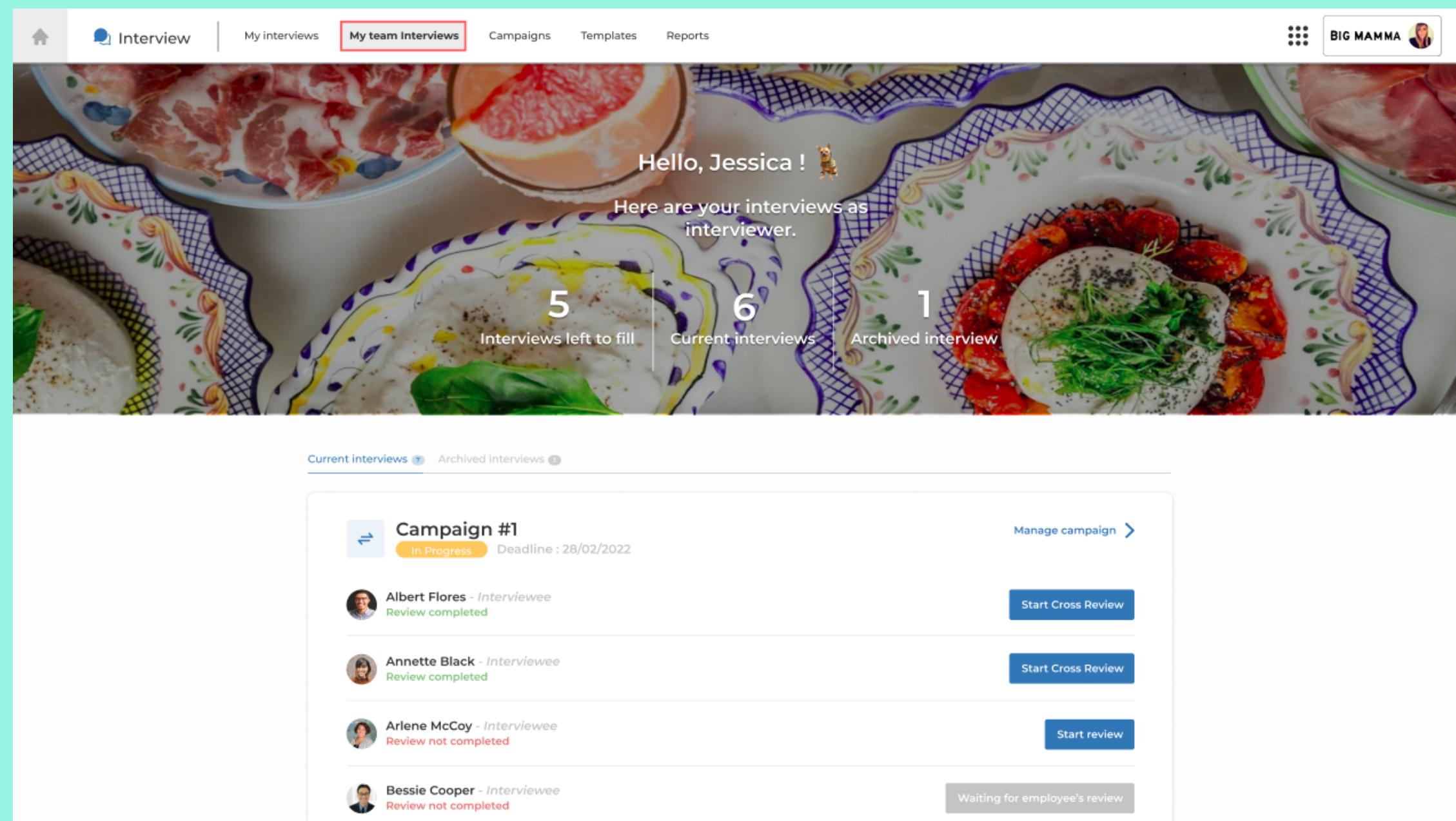
Where can I find my interview campaigns on Booklet ?

STEP 1



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

STEP 2



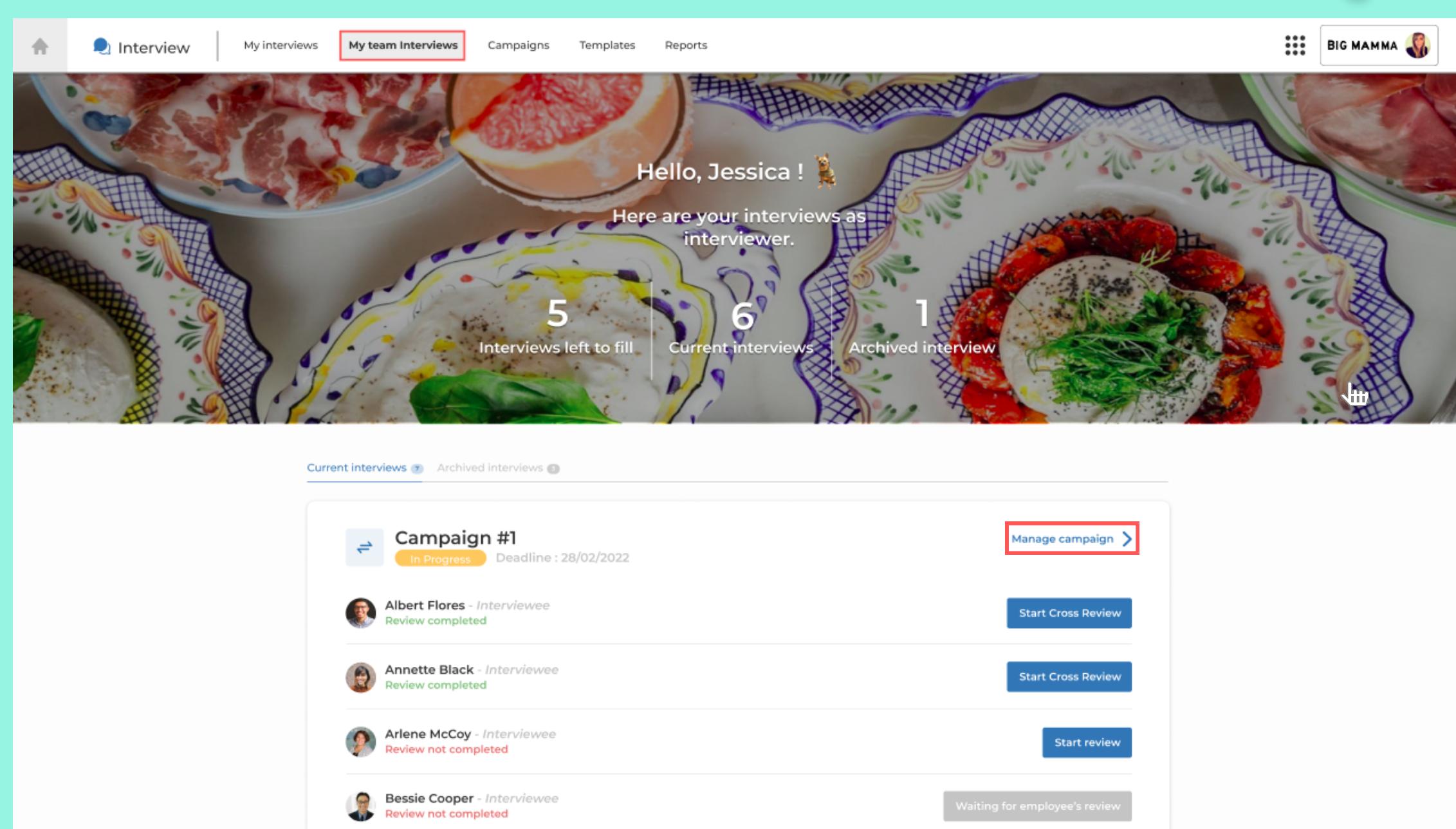
Step 2 : Click on 'My team Interviews' tab in the navbar to access your campaigns as interviewer

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

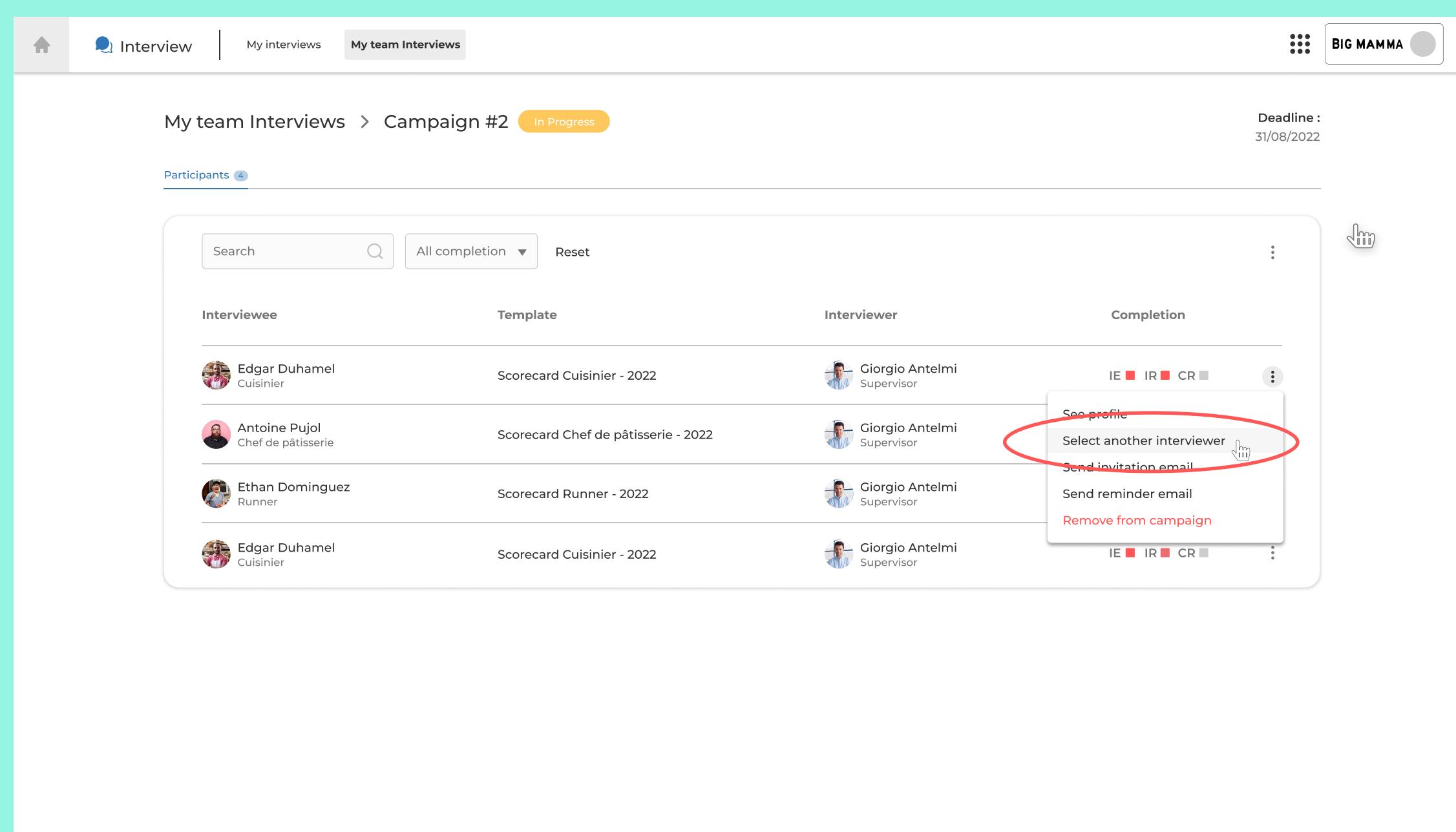
If you are not the good interviewer, you can delegate it with the button 'Select another Interviewer'

STEP 1



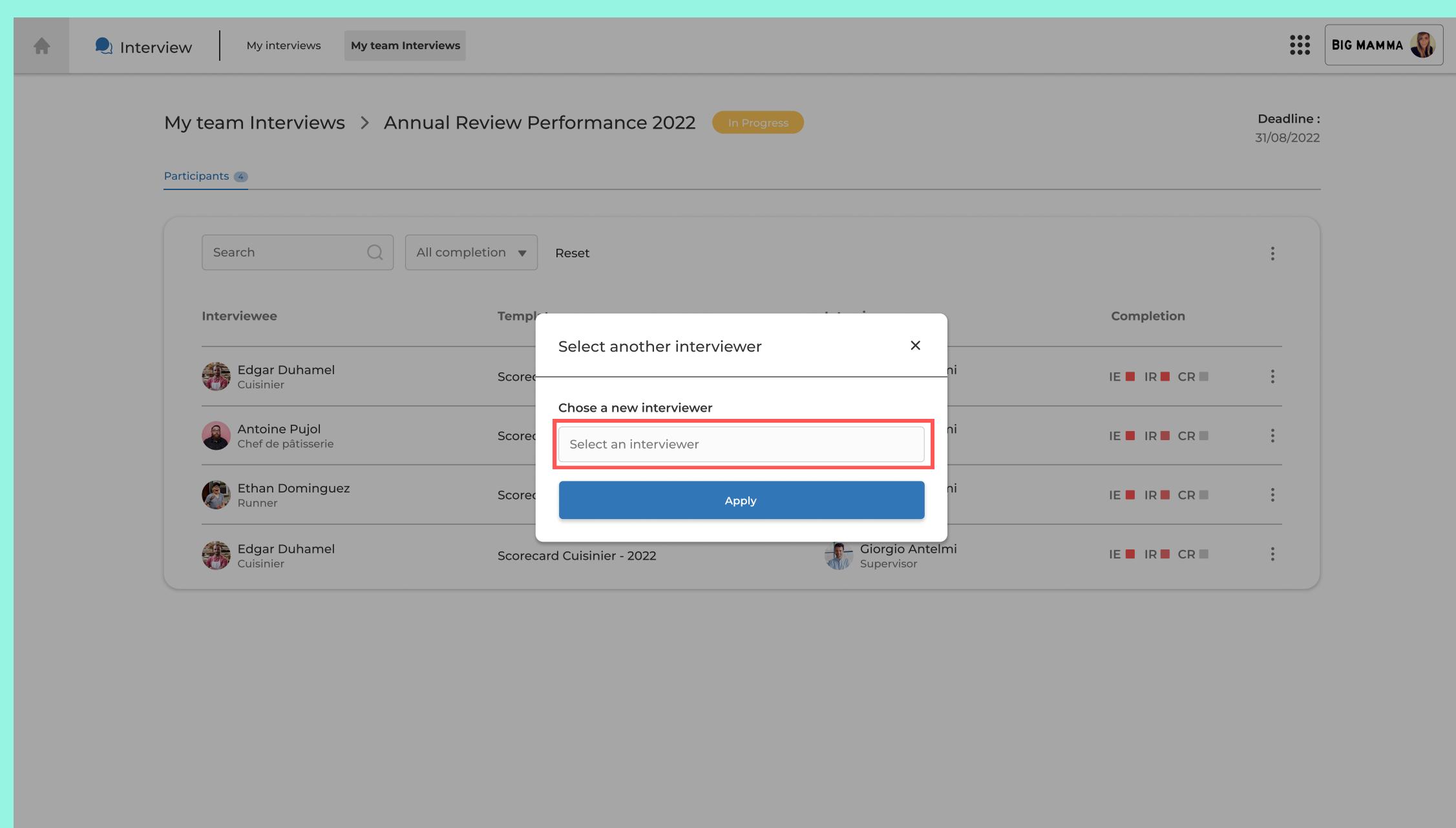
Step 1 : In 'My team Interviews', click on the button 'Manage the campaign'

STEP 2



Step 2 : Click on  on the line you want to change the interviewer and select 'Select another interviewer'

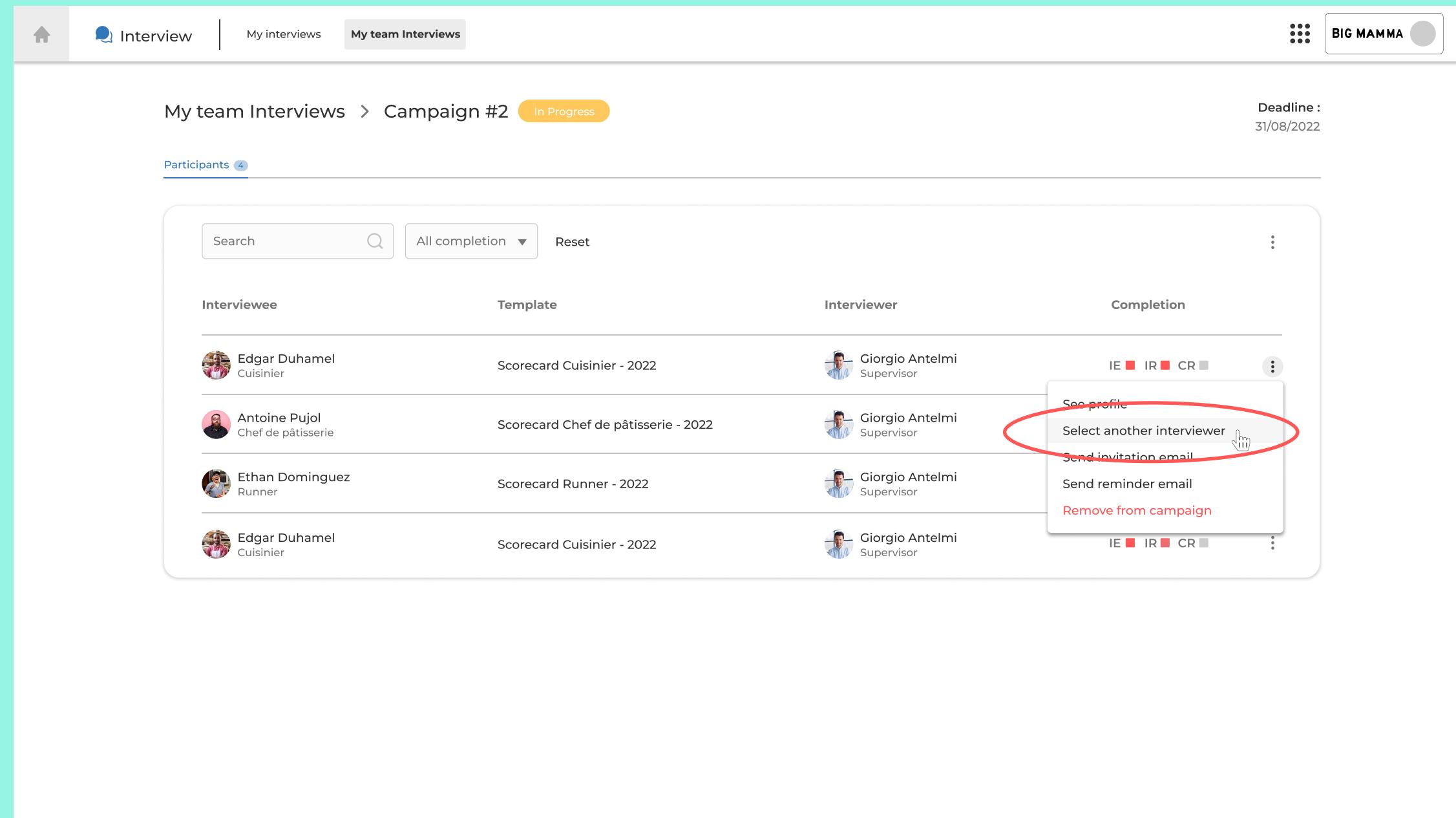
STEP 3



Step 3 : Write the name of the new interviewer

Schedule a meeting

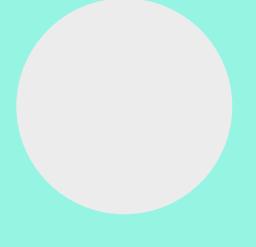
STEP 1



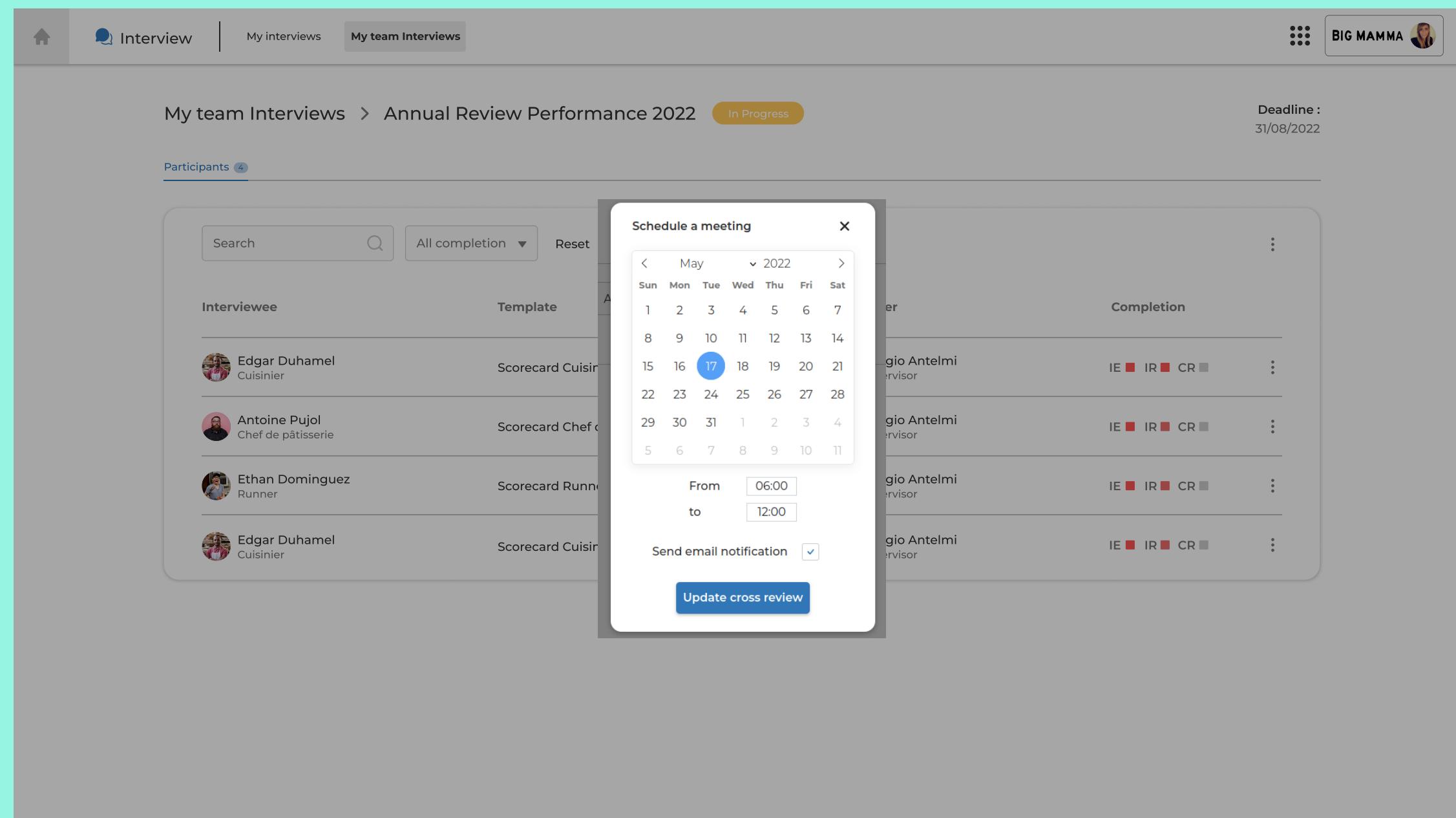
The screenshot shows a user interface for managing team interviews. At the top, there are navigation tabs: Home, Interview (selected), My interviews, and My team Interviews. Below this, a breadcrumb path reads 'My team Interviews > Campaign #2 [In Progress]'. On the right, a 'Deadline' is set to '31/08/2022'. The main area displays a table of participants:

Interviewee	Template	Interviewer	Completion
Edgar Duhamel Cuisinier	Scorecard Cuisinier - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Antoine Pujol Chef de pâtisserie	Scorecard Chef de pâtisserie - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Ethan Dominguez Runner	Scorecard Runner - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■
Edgar Duhamel Cuisinier	Scorecard Cuisinier - 2022	Giorgio Antelmi Supervisor	IE ■ IR ■ CR ■

A context menu is open over the row for Antoine Pujol, with the 'Schedule a meeting' option circled in red.

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

STEP 1



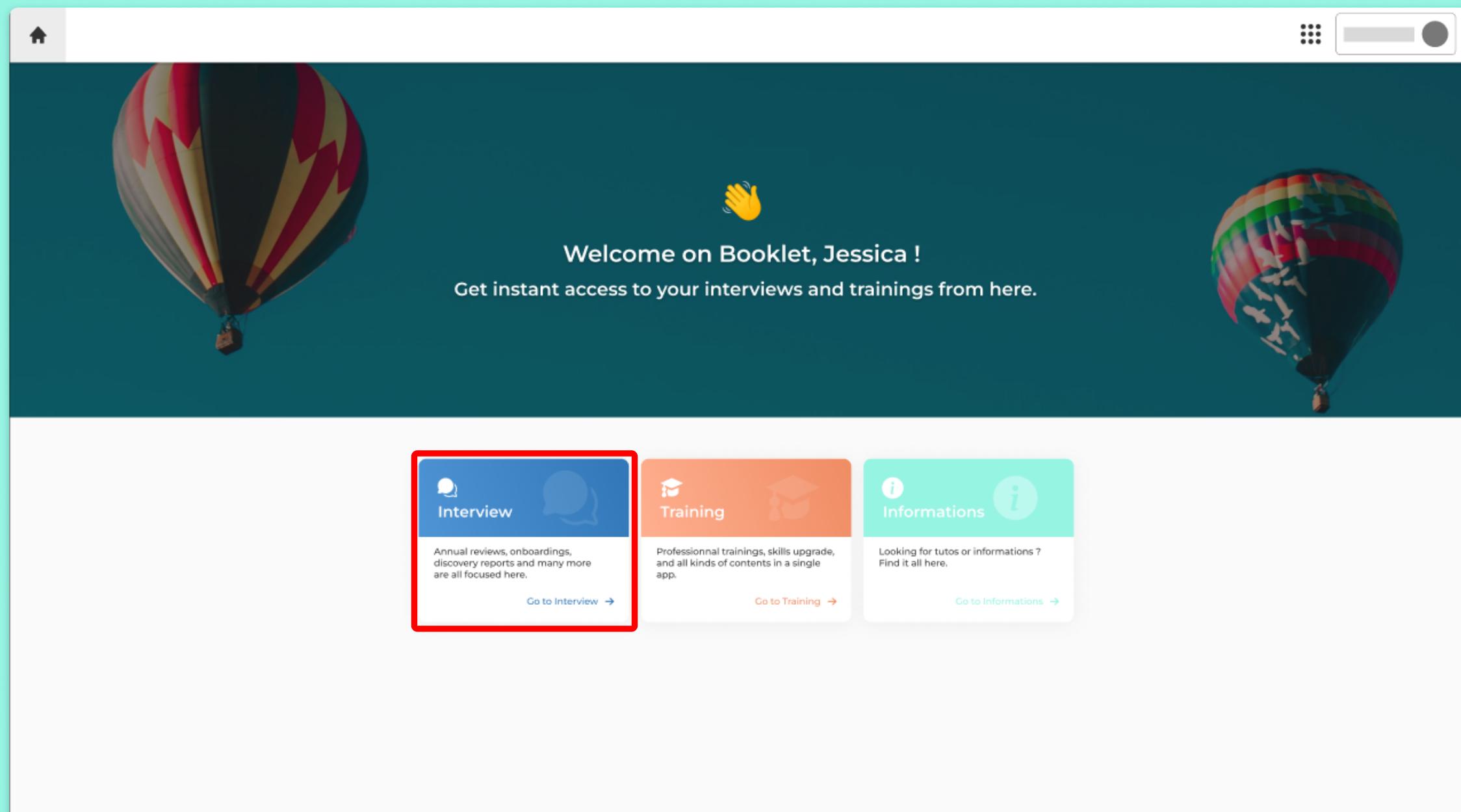
The screenshot shows the same 'My team Interviews' interface as the previous step. A 'Schedule a meeting' dialog box is overlaid on the Antoine Pujol row. The dialog includes a calendar for May 2022, a time selector from 06:00 to 12:00, and a checkbox for 'Send email notification'. The background shows the same participant list as the previous screenshot.

Step 2 : Select date and time for your meeting.

Create a Campaign on Booklet

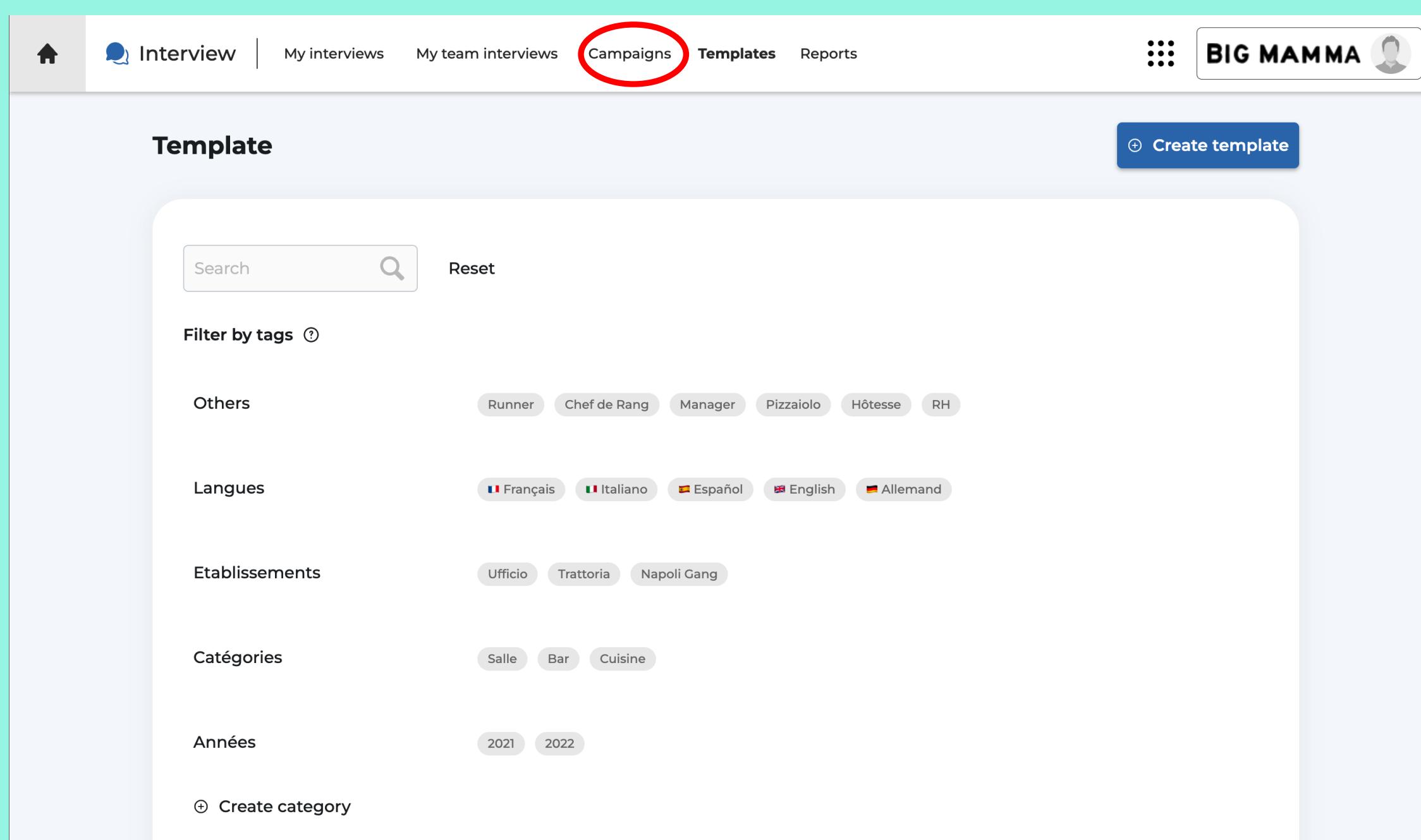
Where do I have to go ?

STEP 1



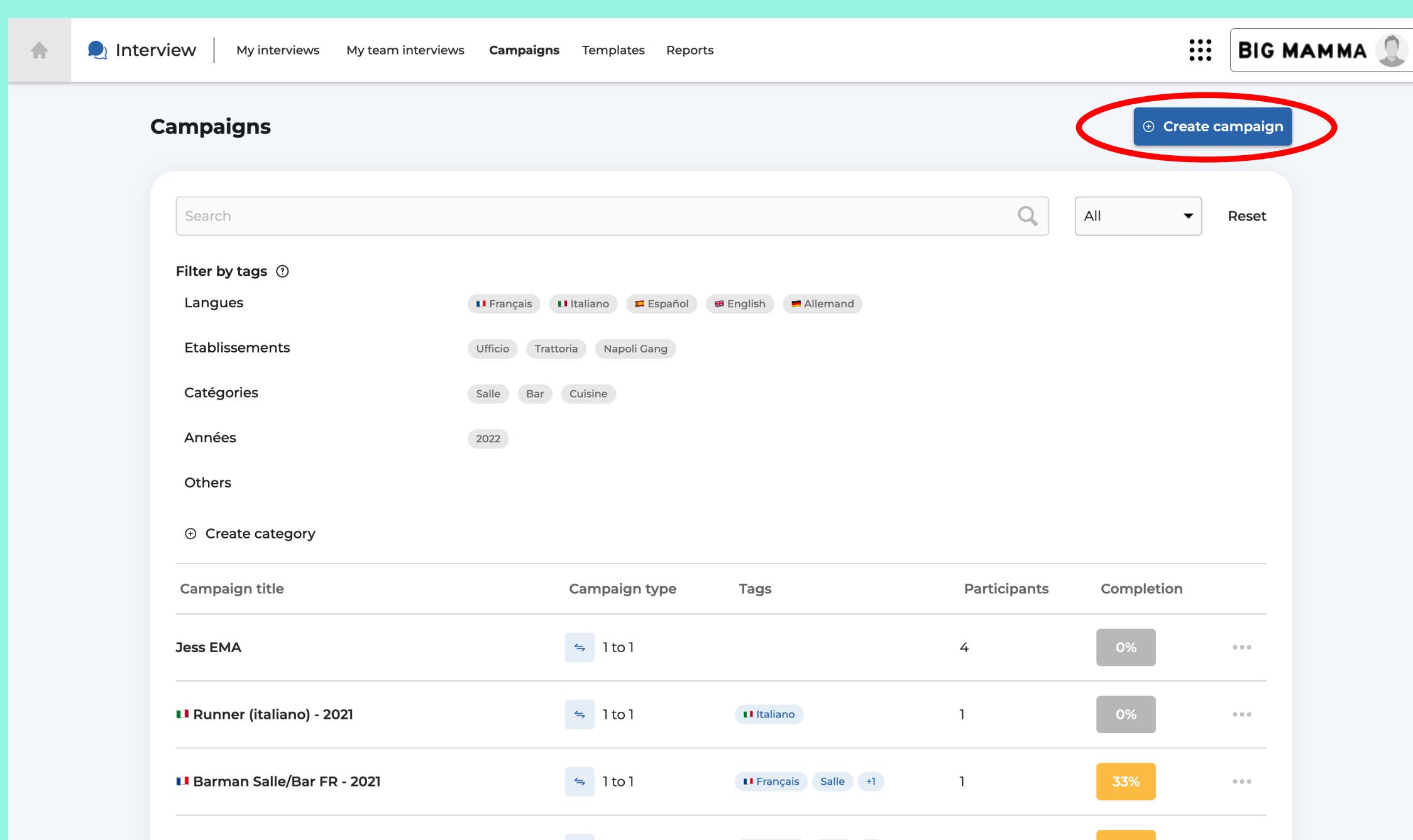
Step 1 : After your login, Select "Interview".

STEP 2



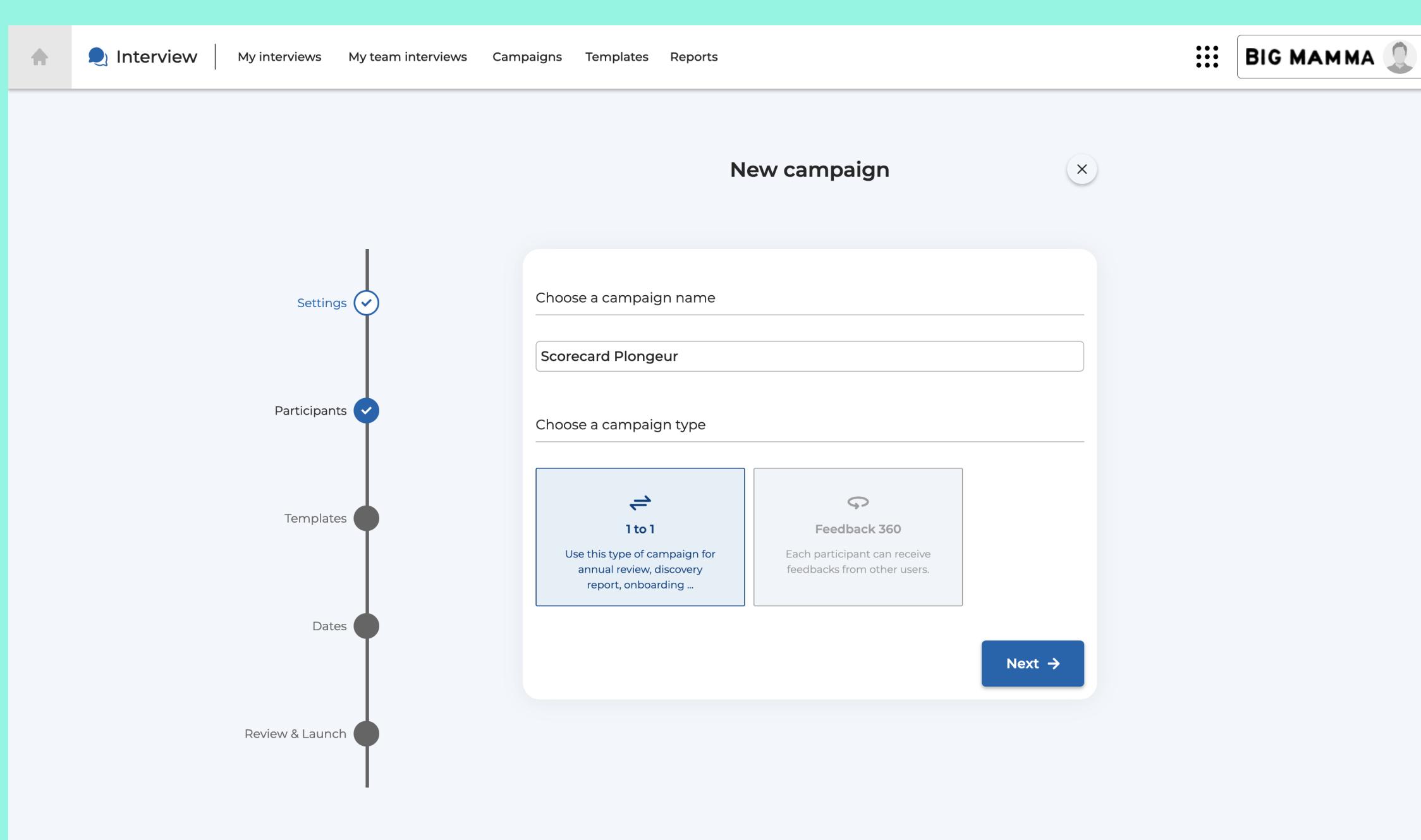
Step 2 : Click on the 'Campaigns' tab in the navbar

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

The screenshot shows the 'New campaign' interface. On the left, a vertical navigation bar lists steps: Settings (selected), Participants, Templates, Dates, and Review & Launch. The main area is titled 'New campaign' and shows the 'Participants' step. It includes a 'Manual' section for selecting participants from an employee list, an 'Auto' section for adding participants by arrival date, and a search bar. A list of 'Selected employees 0' is shown, with a note 'All (0)' and checkboxes next to each entry.

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.

This screenshot shows the same 'New campaign' interface as above, but with a search filter applied. The search bar contains 'popolare runner'. The list of selected employees now shows 41 entries, all labeled as 'Runner'.

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.

This screenshot shows the 'Participants' step again. A red box highlights the 'All (41)' checkbox at the top of the list, which is checked. This indicates that all 41 runners have been selected for the campaign.

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.

This screenshot shows the 'Participants' step with several individual checkboxes checked for specific interviewees, such as Gladys, William, and Stephane.

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

You can see the numbers of interviewee selected here.

STEP 6

This screenshot shows the 'Participants' step. It lists hosts: SEITZ Keegan William, BUNZALAN Keyla, SIAURUNAS Mantas, DIMITRAOU Maria, and CASTILLO ESPRITA Stephanie. Below this, there are sections for choosing an interviewer: 'Direct manager' (selected) and 'Choose an interviewer'.

Step 6 : Choose an interviewer.

If you choose the interviewer with 'Direct manager' specify a default interviewer in case the database is incomplete.

This screenshot shows the 'Participants' step again, focusing on the 'Choose an interviewer' section. It lists interviewers: LV Marieme, TESTA Carmine, TOXE Emile, and MARKAJ Serxhio. A red box highlights the search bar where an interviewer's name can be typed.

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

STEP 7

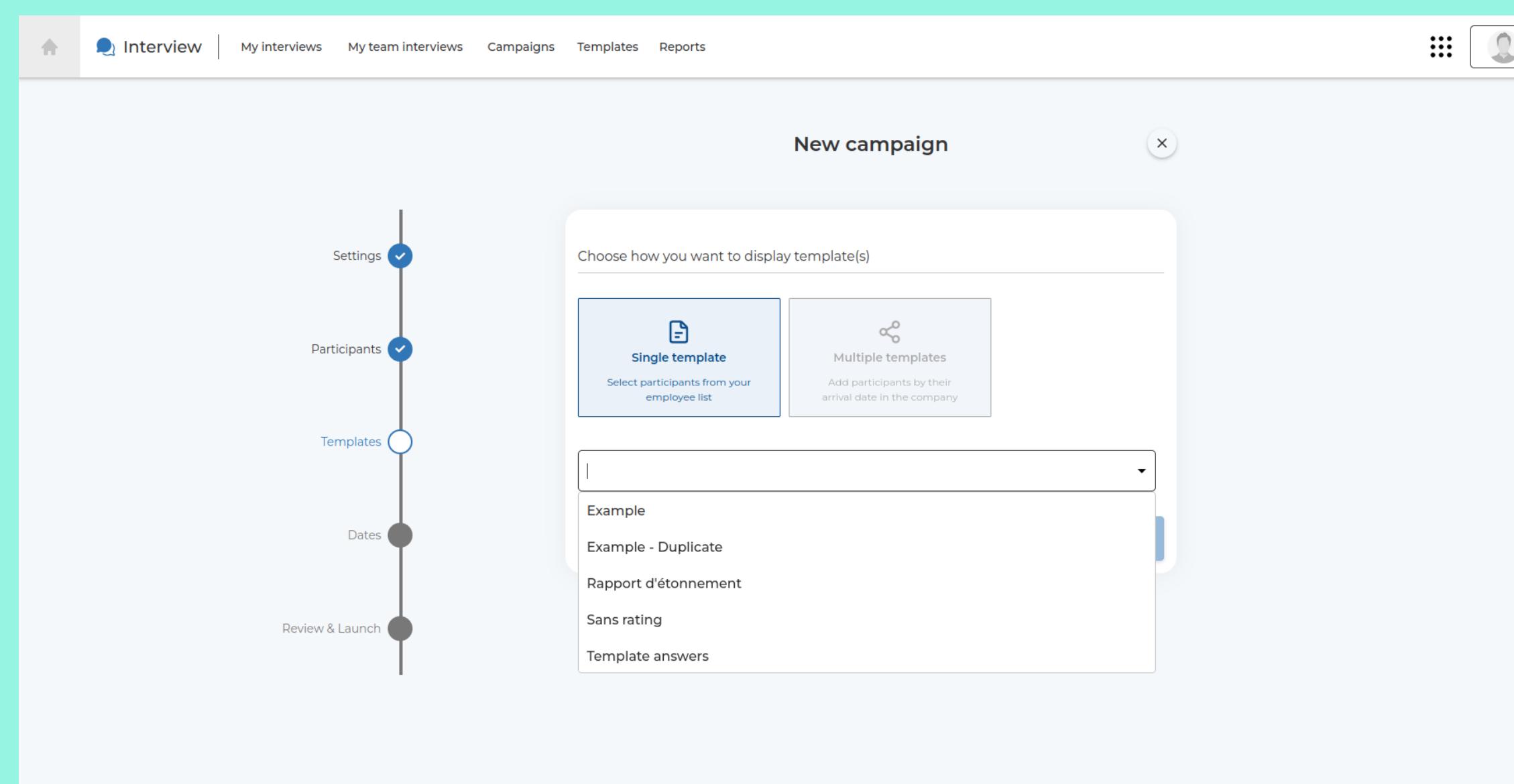
This screenshot shows the 'Templates' step. It offers two options: 'Single template' (selected) and 'Multiple templates'. Below this, a dropdown menu says 'Select a template'.

Step 7 : Choose between 'single template' or 'multiple template'.

Single template : Only one template for the whole campaign.

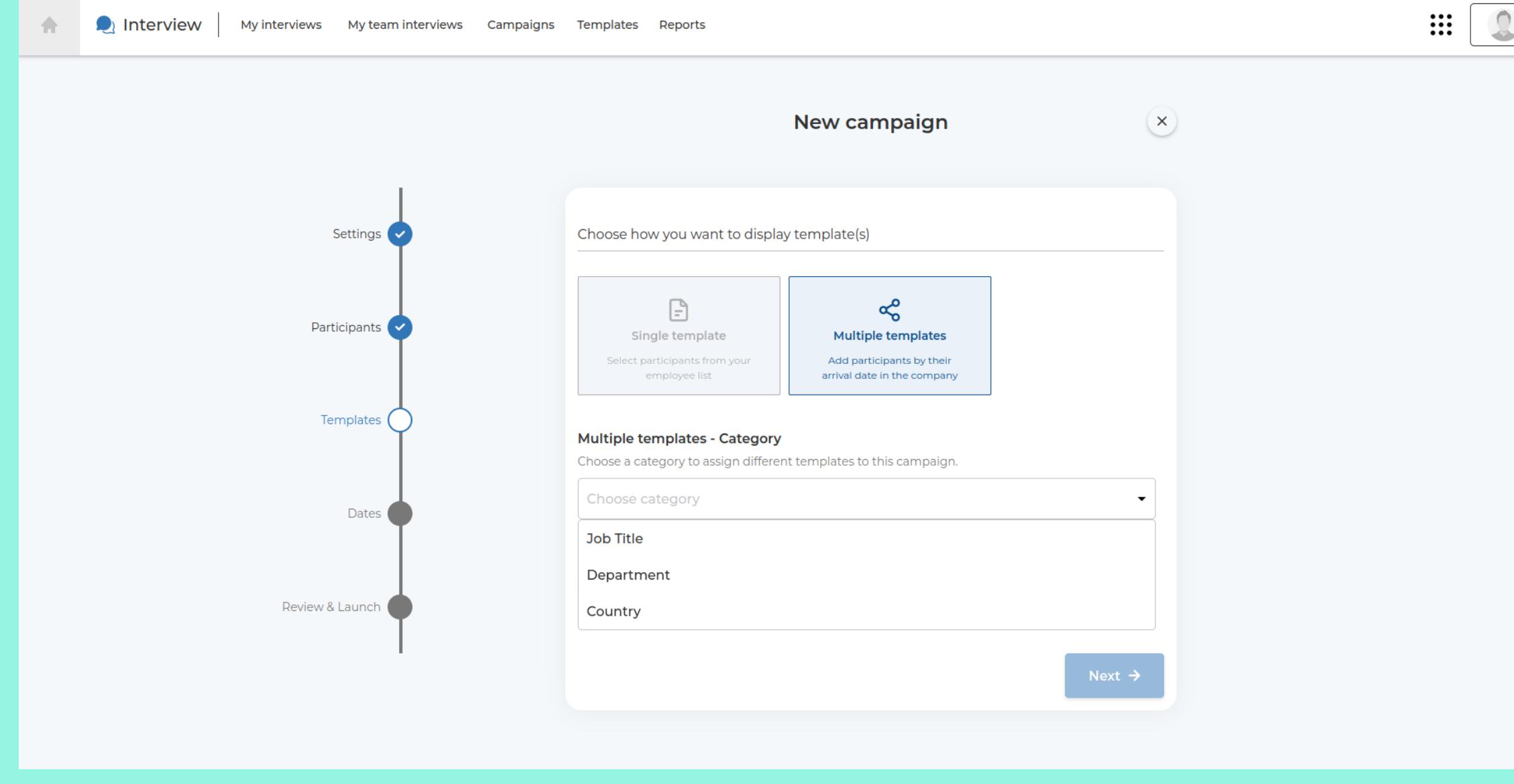
Multiple template : you can choose different templates to assign to participants in this campaign.

STEP 8 - SINGLE TEMPLATE



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

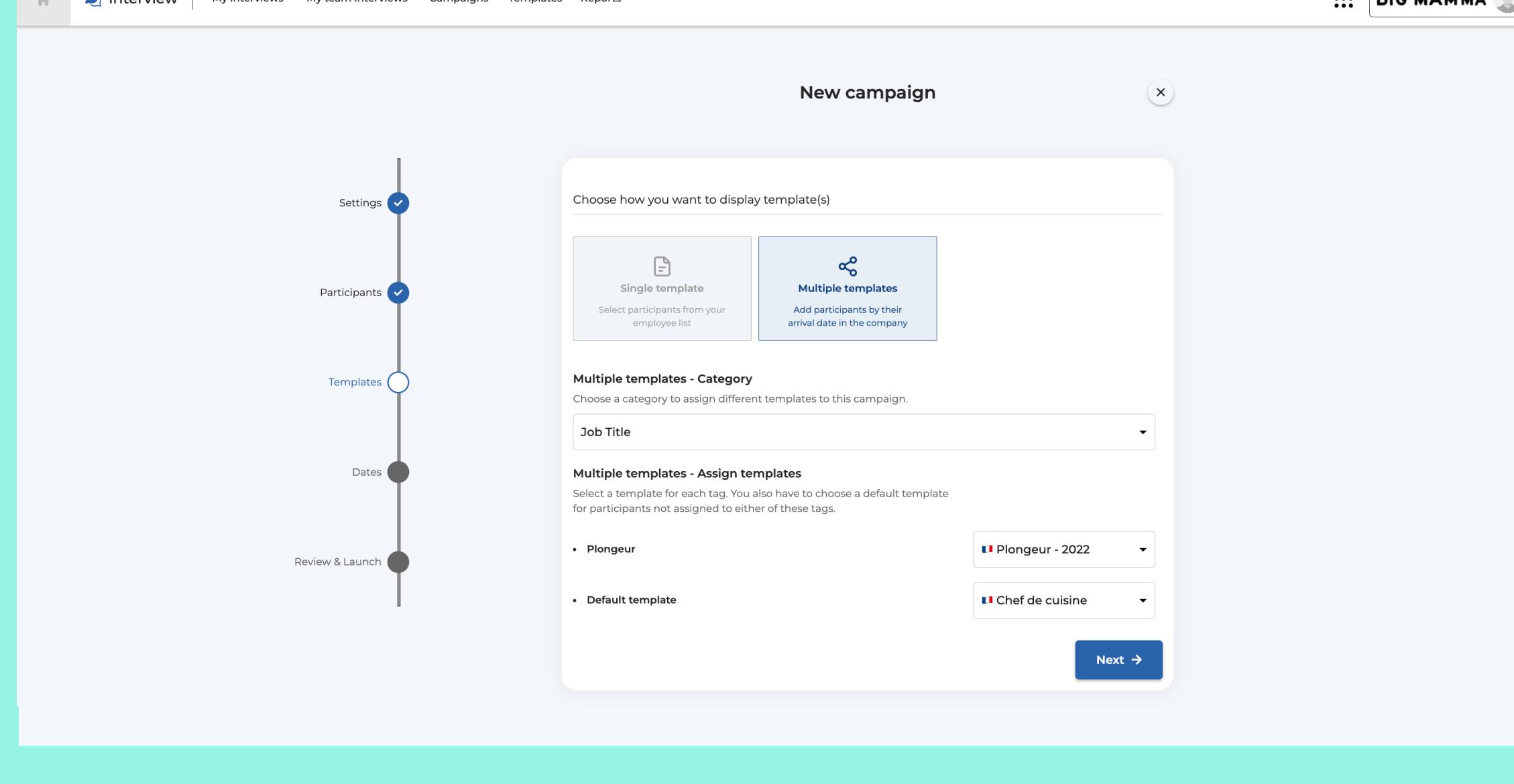
STEP 9 - MULTIPLE TEMPLATE



Step 9 bis - Multiple template :

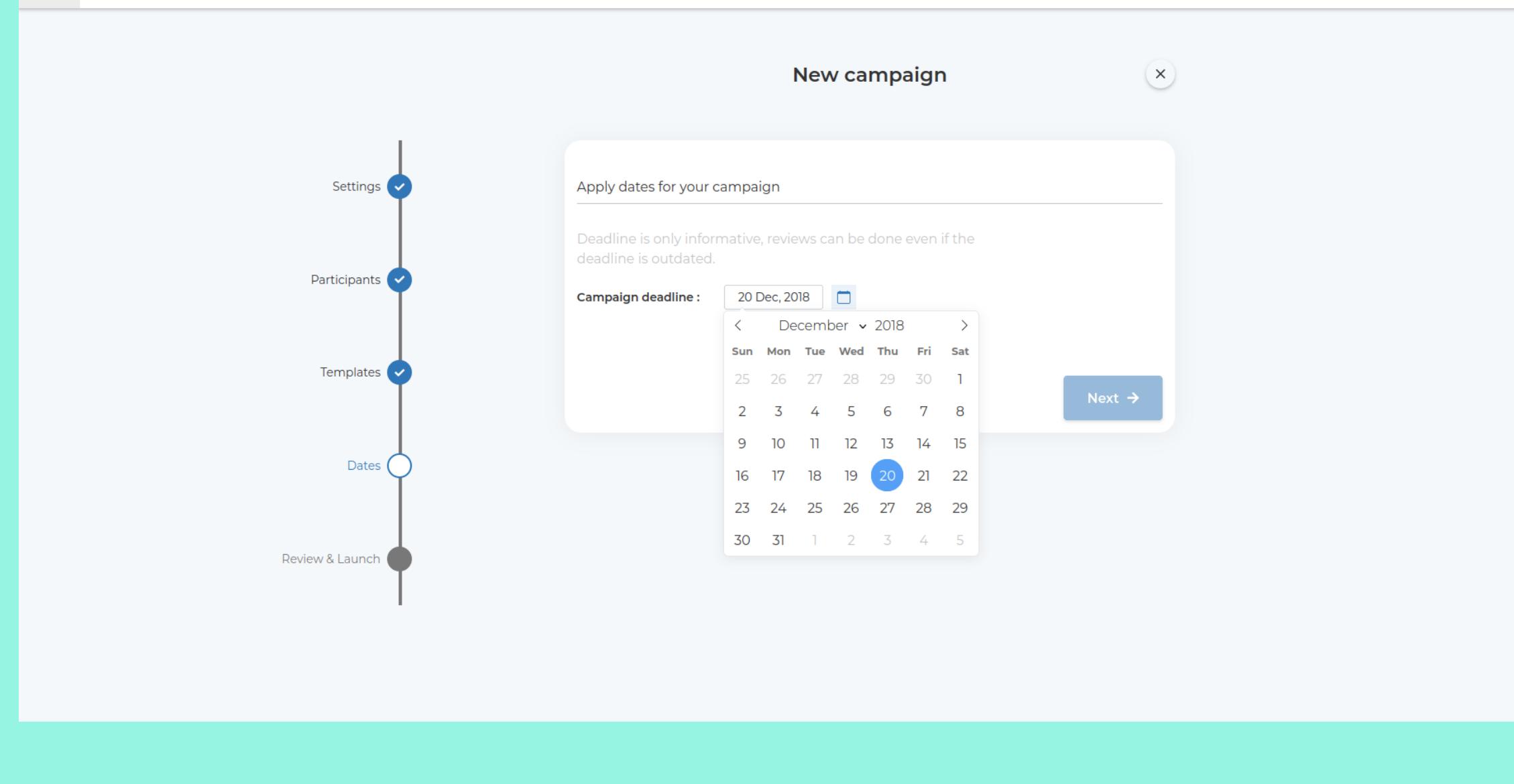
Select a category. This will be the category to sort different templates for the participants.

STEP 9 BIS - MULTIPLE TEMPLATE



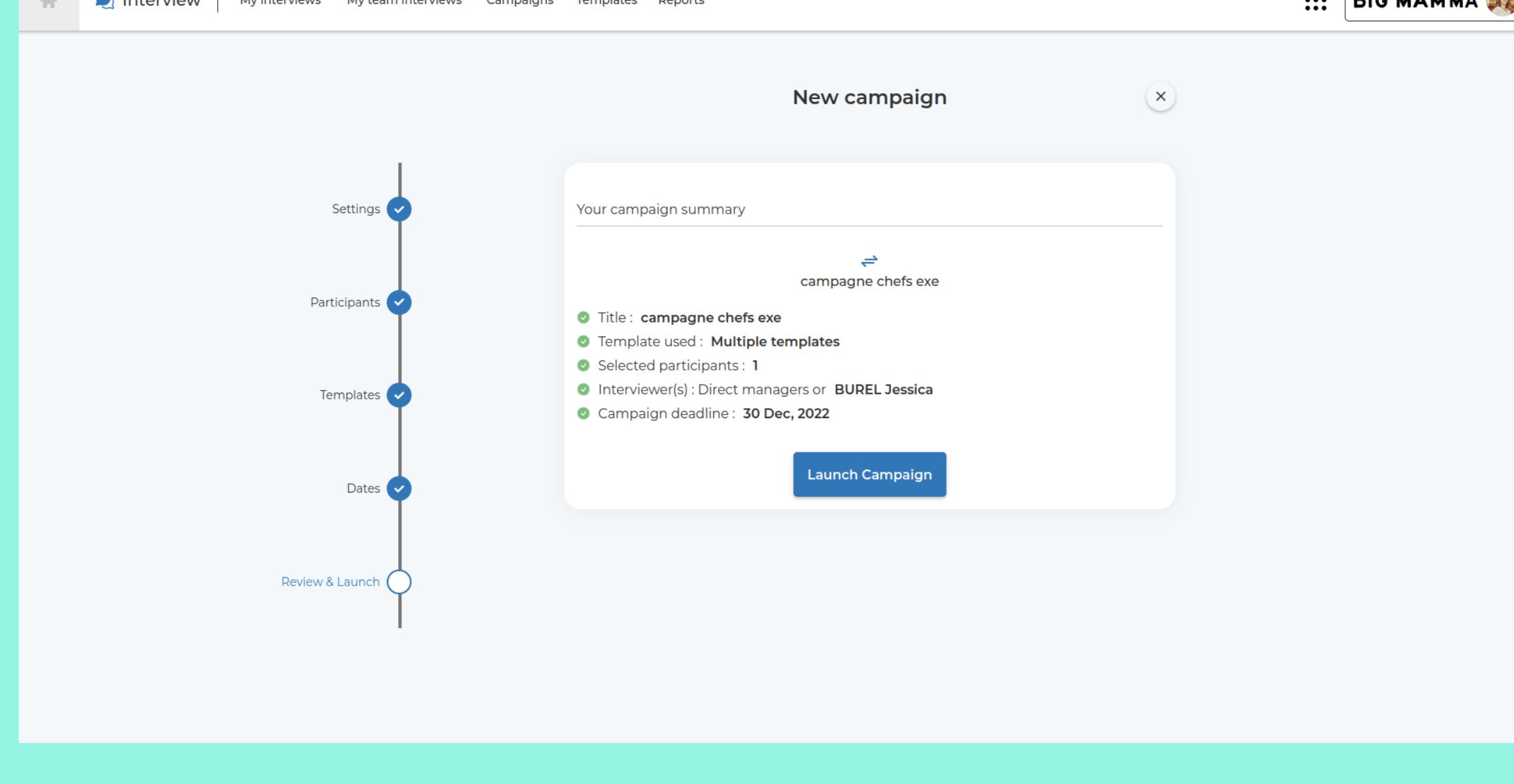
Step 9 bis - Multiple template : For each elements of the category, assign a template. Each type of participant will have a different template depending on what element he/she is linked to.

STEP 10



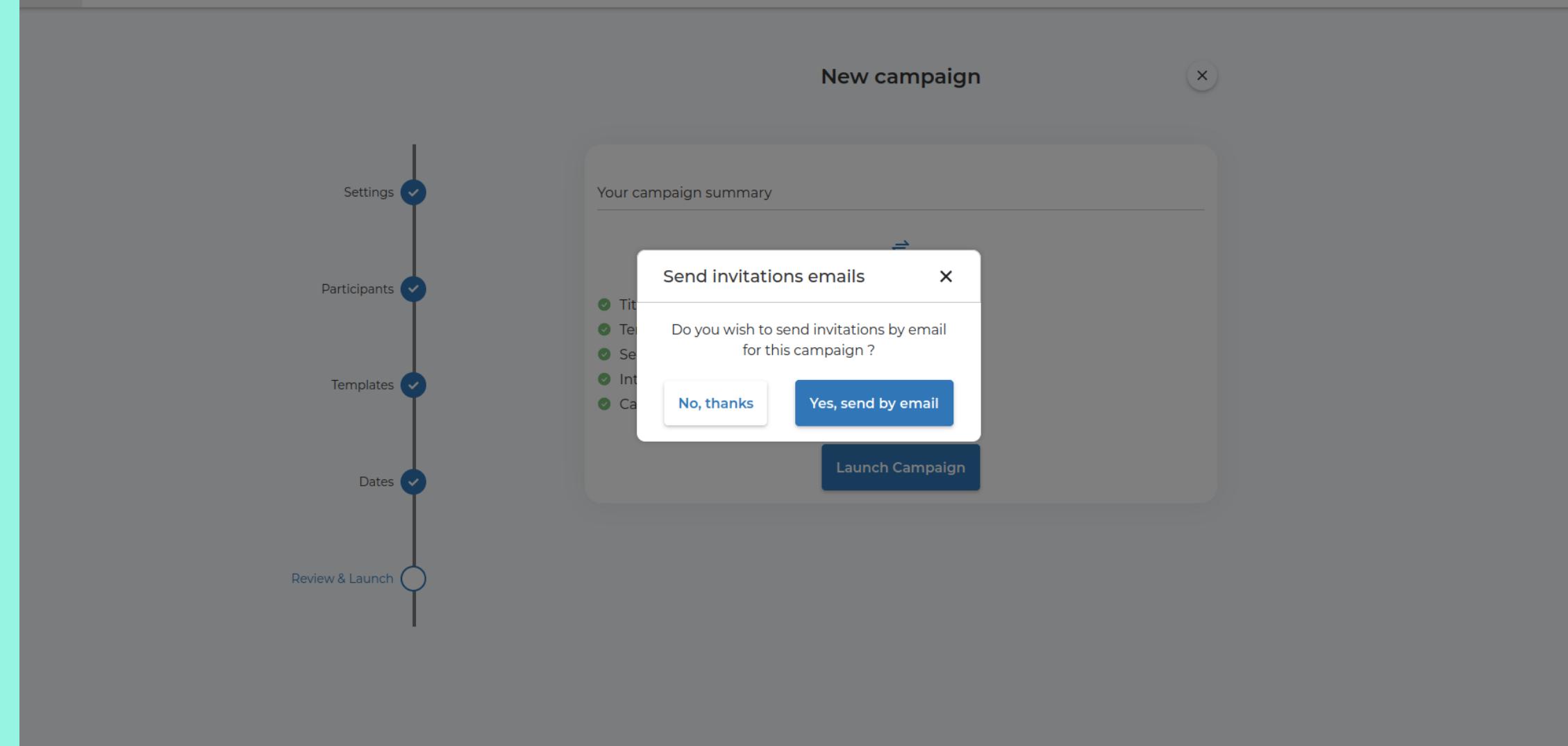
Step 10 : Select a date. The date is the deadline of the campaign, it is only informative.

STEP 11



Step 11 : Check every informations on your campaign.

STEP 12



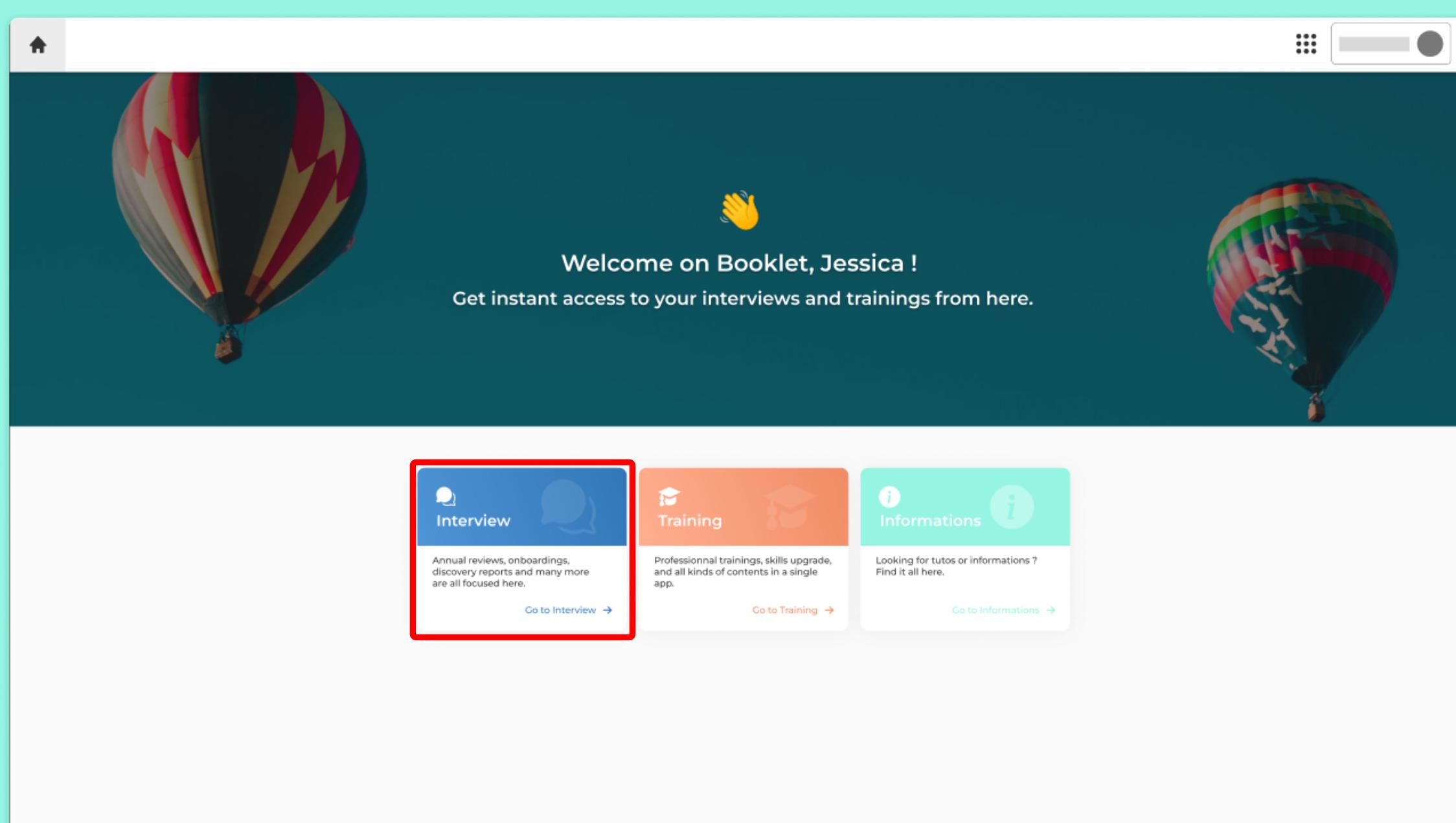
Step 12 : Launch your campaign, chose if you want to send email to all participants or not.

Create a template on Booklet

HOW TO ADD NEW SCORECARDS

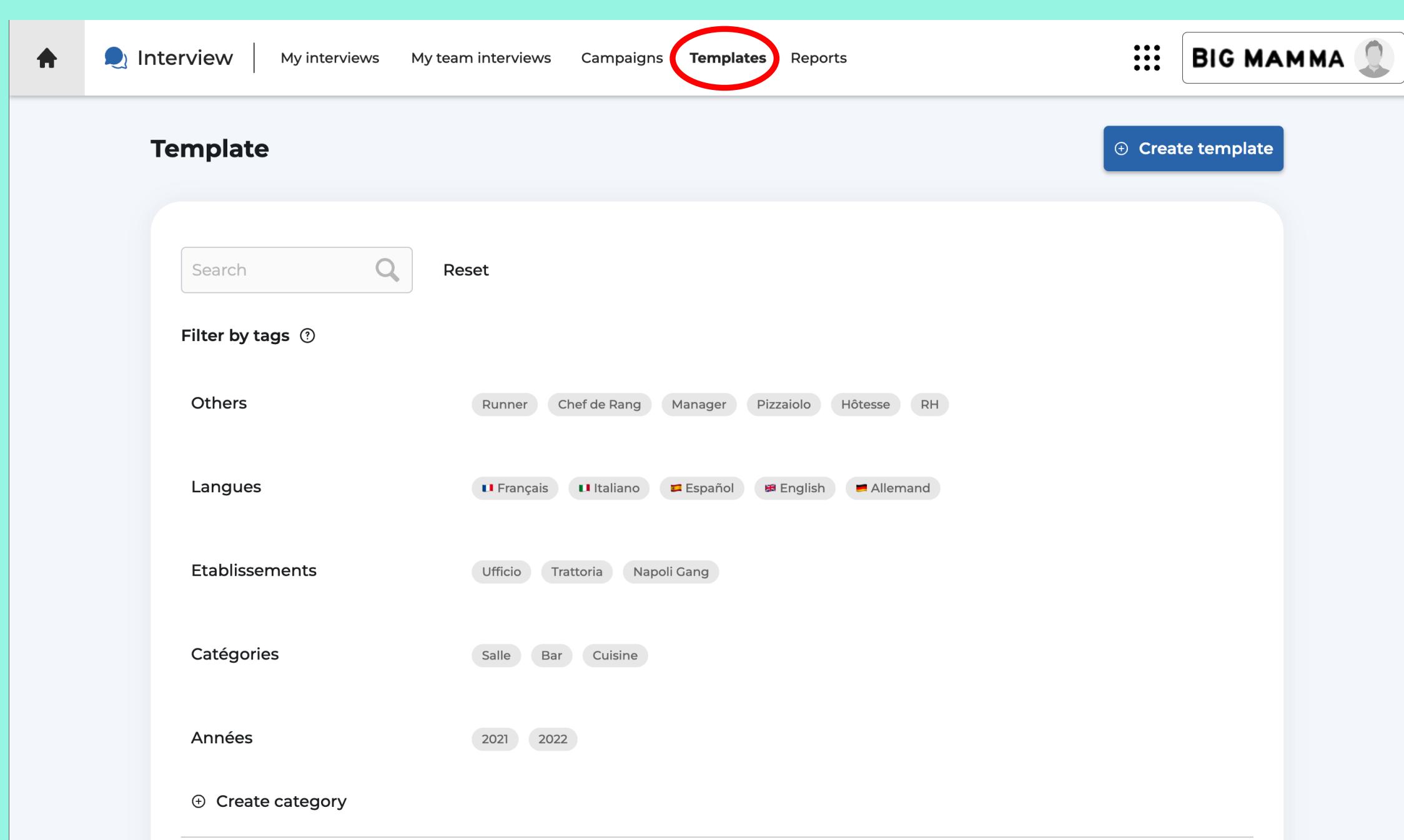
Where do I have to go ?

STEP 1



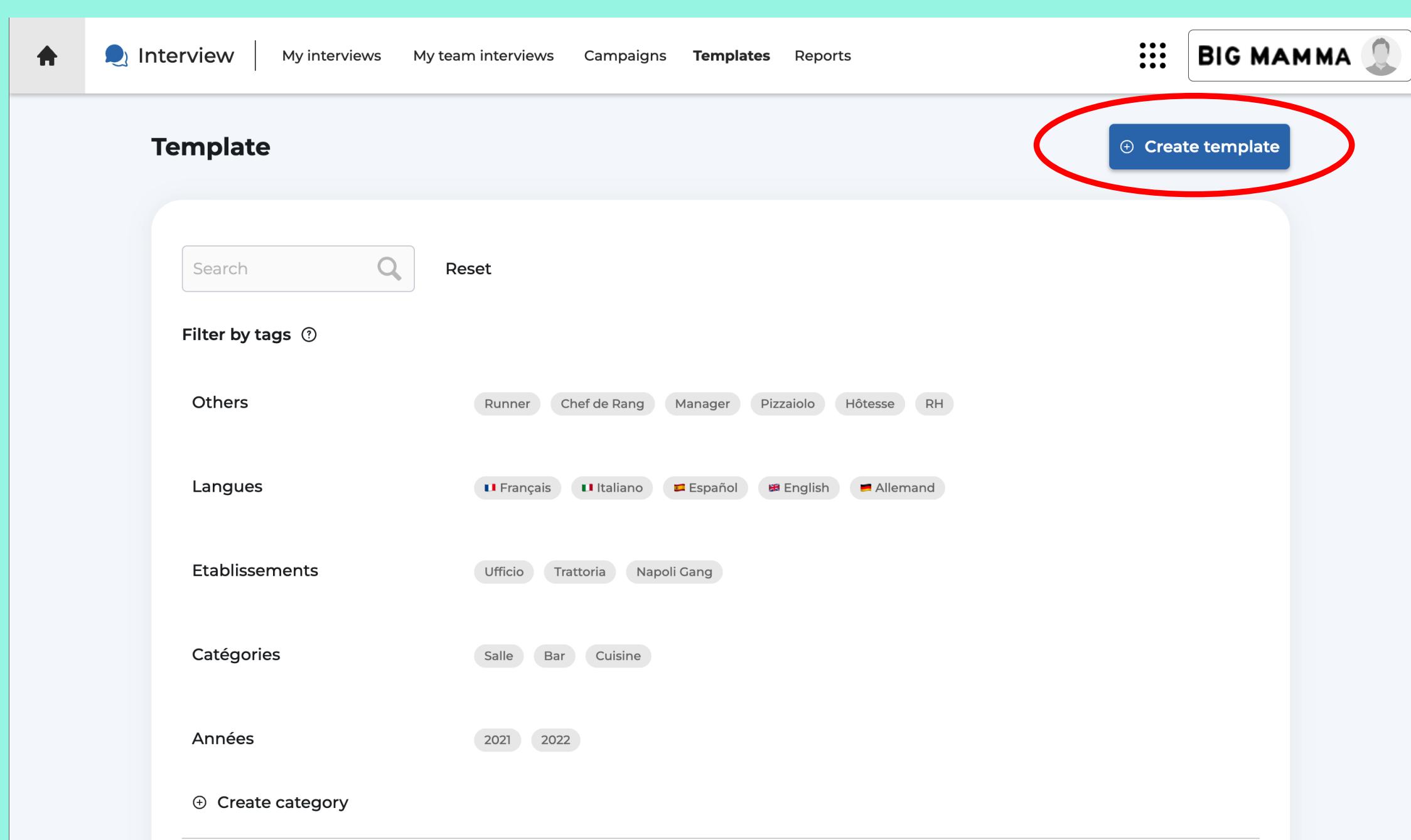
Step 1 : After your login, Select "Interview".

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 ?

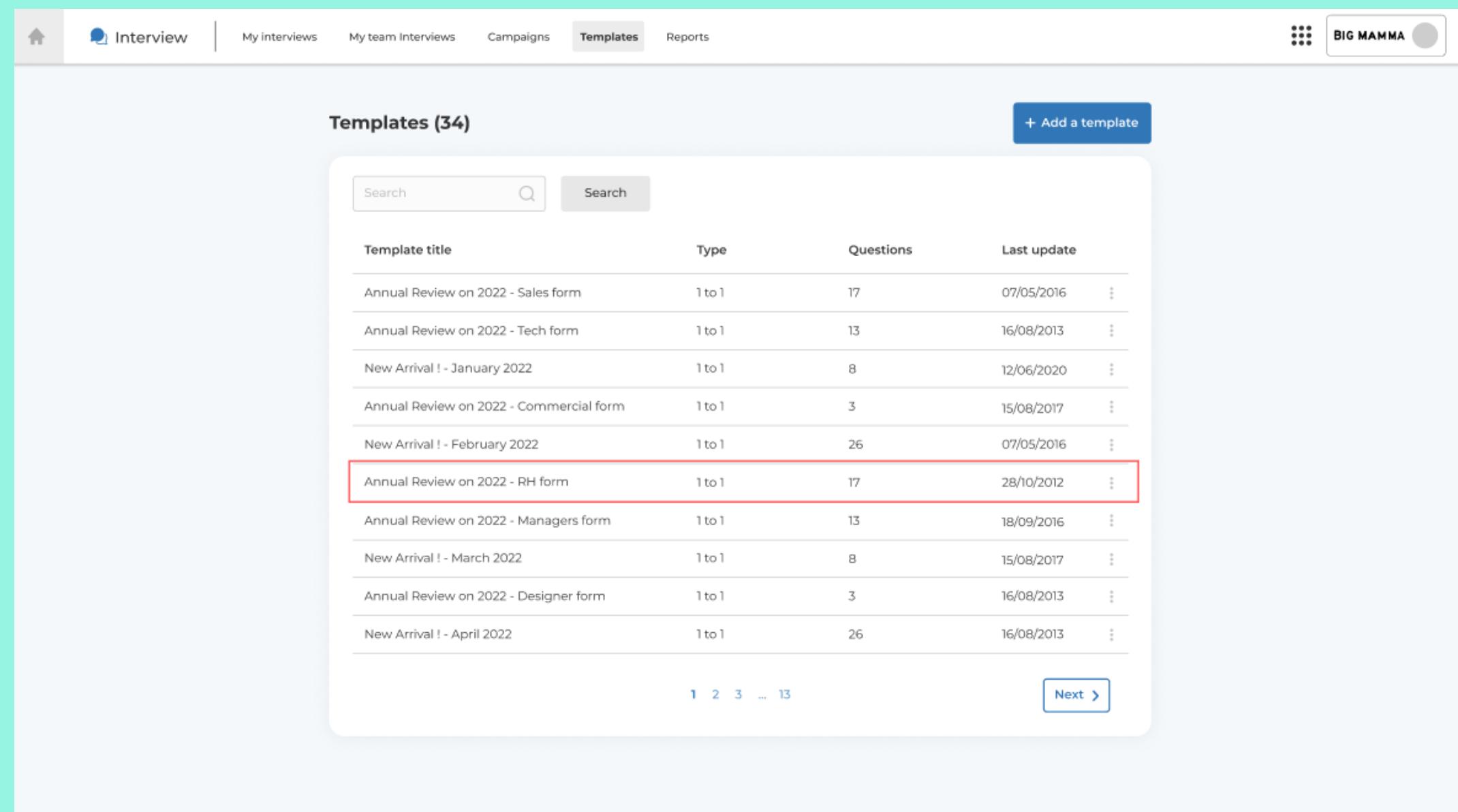
Open question : Classic question, answerable by text. **Use this type for the questionnaire**

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

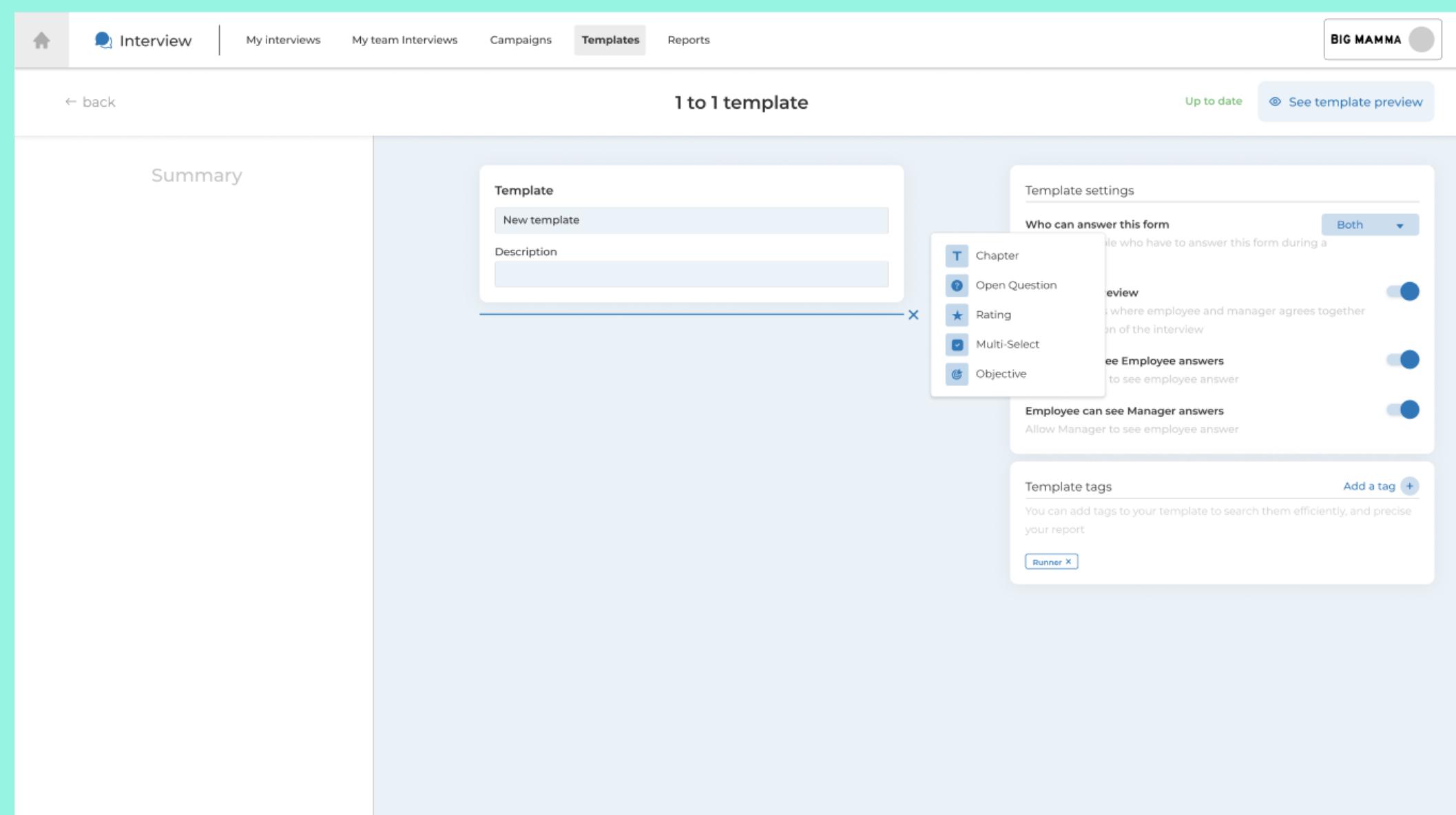
STEP 1



The screenshot shows a list of templates. One template, 'Annual Review on 2022 - RH form', is highlighted with a red border. The interface includes a search bar, a 'BIG MAMMA' logo, and navigation buttons.

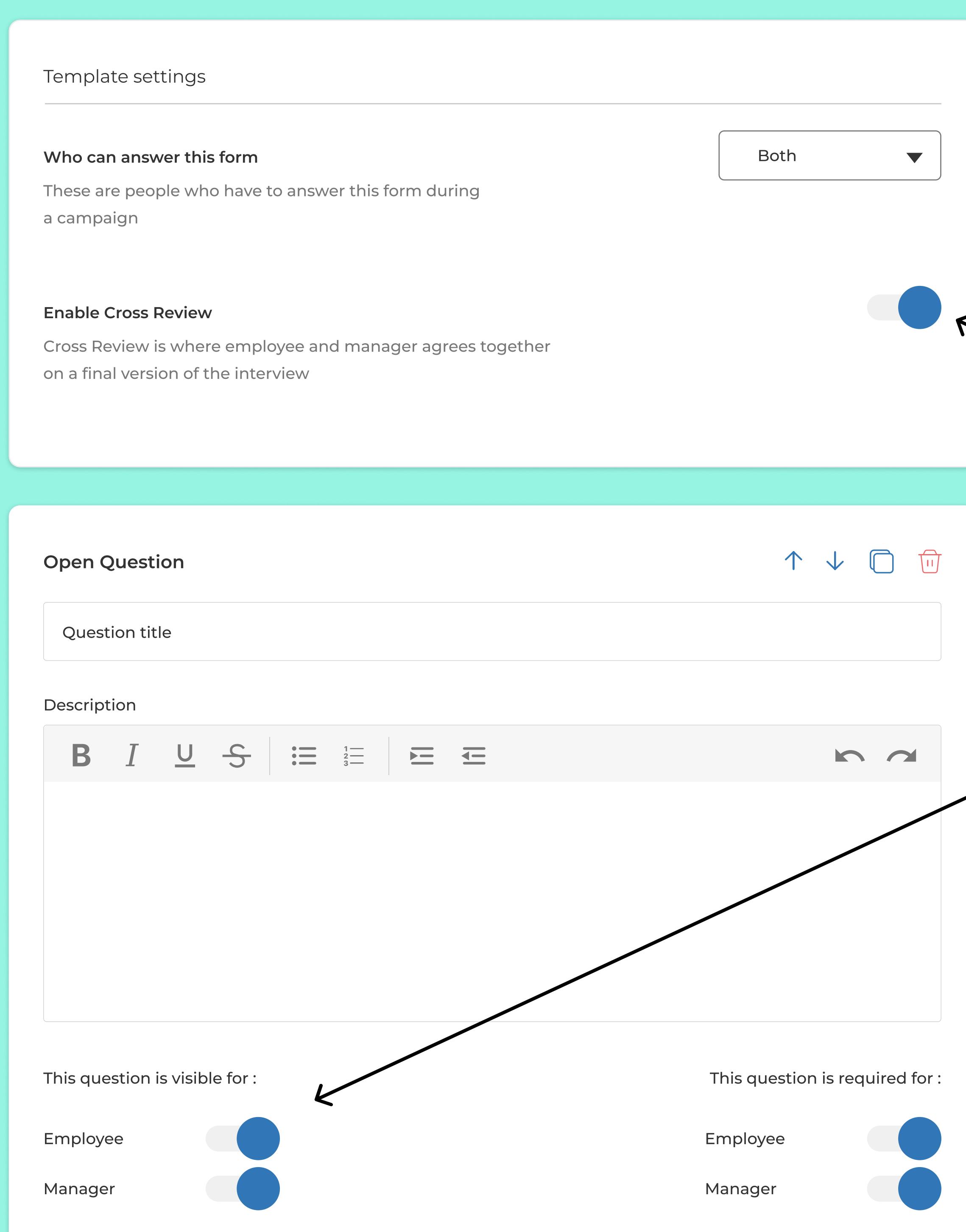
Step 1 : To go on a template, click on 'Add a template' or select the template you want to modify.

STEP 2



The screenshot shows the configuration of a '1 to 1 template'. It includes fields for 'Template title' (New template) and 'Description'. Under 'Template settings', 'Who can answer this form' is set to 'Both'. Other options like 'Rating', 'Multi-Select', and 'Objective' are listed but not selected. A 'See template preview' button is at the top right.

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



The screenshot shows the configuration of an 'Open Question'. It includes a 'Question title' field and a rich text editor for 'Description'. At the bottom, there are two sets of toggle switches for 'Employee' and 'Manager' under 'This question is visible for:' and 'This question is required for:'. Arrows from the main text point to these settings.

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