
ONLINE PMS

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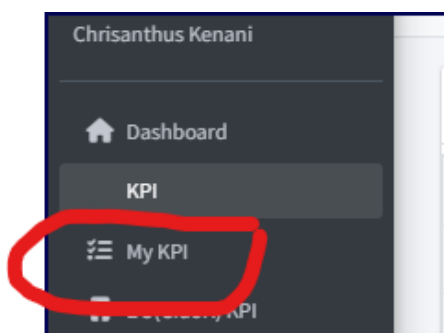
Change list

1. Look and Feel
 - i. A simpler approach to basic tasks with a consistent view
 - ii. A hierarchal view of things
Enable team leaders view the tree down
 - iii. Results preview
Help track preliminary results based on formulae and matrix fed
 - iv. Responsive
Enhanced responsiveness and content wrapping on smaller screens and handheld devices
 - v. Assessment
Methodology of answering questions now on scale range
 - vi. Administration & Management
Ease is in system administration and team/level management
 - vii. Navigation
Using breadcrumb menu, it's now easy to navigate to parent menu
2. Security Upgrade
 - i. Account Management
User account locks after three unsuccessful login attempts
 - ii. Security patches
3. Help page
Submit PMS related help/change requests through the portal
4. PMS Email Address
User will only receive PMS emails and Notifications from only
Cfao PMS cpms@cfao.com
Emails from pms_notifier@ck-pms.com are henceforth retired

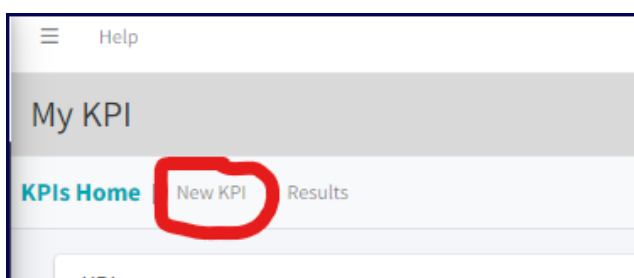
KPI

How to submit a KPI

1. Click on **My KPI** Link on left navigation panel



2. On the page **My KPI** click on **New KPI**



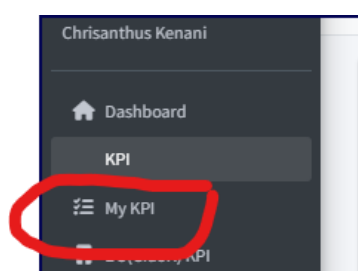
3. Populate all the relevant fields and submit

NB:

- KPI submission has timelines set by HR
- One can only submit a certain minimum and maximum number of KPIs, as set by HR
- Sum of KPI weights should add up to 100

How to edit a KPI

1. Click on **My KPI** Link on left navigation panel



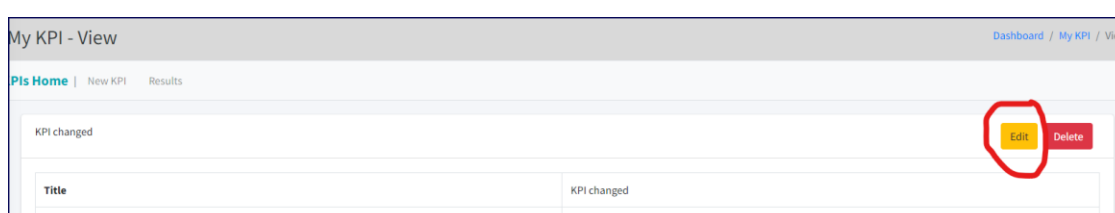
2. On **My KPI**, page click on the KPI you wish to Edit

My KPI

KPIs Home | New KPI | Results

KPI	Function	Calculation	Weight	Target	Status	Submit Date
KPI changed	maximize	Average	20.0	0.0	Submitted	Feb. 22, 2022, 12:42 a.m.

3. Click on the Edit Button on the top right of the **KPI Page**



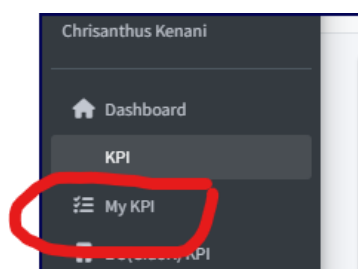
4. Make the corrections and Submit

NB:

- One can edit KPI after submission deadline
- One can only edit a KPI in "Submitted" or "Edit" status. Approved KPIs cannot be edited
- Sum of KPI weights should add up to 100

How to delete a KPI

1. Click on **My KPI** Link on left navigation panel

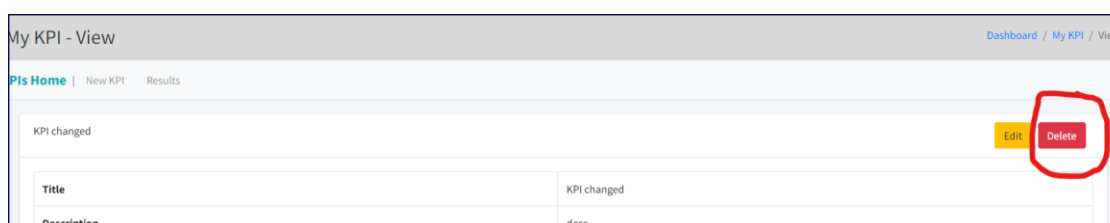


2. On **My KPI**, page click on the KPI you wish to Delete

 A screenshot of the 'My KPI' page. It features a table with columns: KPI, Function, Calculation, Weight, Target, Status, and Submit Date. The first row of data is circled in red.

KPI	Function	Calculation	Weight	Target	Status	Submit Date
KPI changed	maximize	Average	20.0	0.0	Submitted	Feb. 22, 2022, 12:42 a.m.

3. Click on the Delete Button on the top right of the **KPI Page**



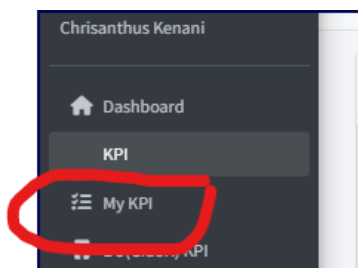
4. Confirm KPI Deletion

NB:

- One can delete KPI after submission deadline.
- One can only delete a KPI in “Submitted” or “Edit” status. Approved KPIs cannot be edited

How to submit KPI Results

1. Click on **My KPI** Link on left navigation panel



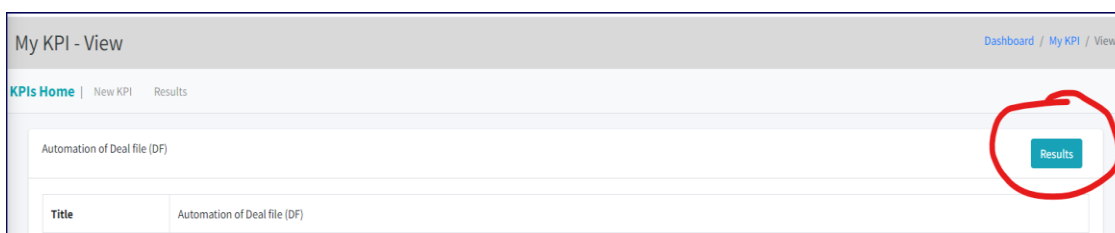
2. On **My KPI**, page click on the KPI you wish to Edit

My KPI

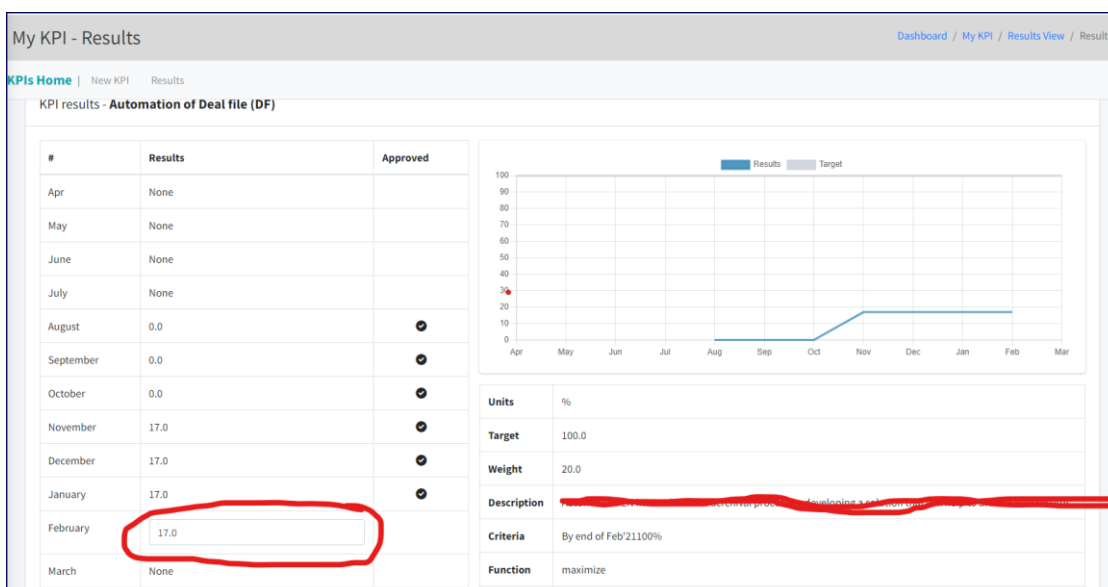
KPIs Home | New KPI | Results

KPI	Function	Calculation	Weight	Target	Status	Submit Date
KPI changed	maximize	Average	20.0	0.0	Submitted	Feb. 22, 2022, 12:42 a.m.

3. Click on the Results Button on the top right of the **KPI Page**

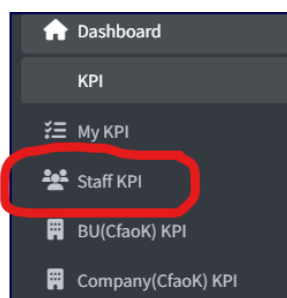


4. Input/Edit the monthly KPI results you wish and submit



How to approve KPI results

1. Click on **Staff KPI** Link on left navigation panel



2. Click to select the team you head

Staff KPI

Staff KPI Home |


levels I'm head

Level	Head	Description	Category
Team ICT	Chrisanthus Kenani - PF 149	Team ICT	Teams(CfaoK)

3. Click to select a specific team member


KPI - Team ICT

Staff KPI Home |




Members

6



Active memberships

6



Inactive memberships

0

KPIs

Staff	PF	Submitted	Pending	Approved
Chrisanthus Kenani - PF 149	149	0	0	5

4. Click to select the specific KPIs

KPI	Function	Calculation	Weight	Target
Automation of Deal file (DF)	maximize	YTD	20.0	100

5. Edit Specific KPI result (if need be) and check the approved checkbox below

Automation of Deal file (DF) ×

here

Description	Automate TKEN internalDeal file acrchival process by developing a solution that will help to archive deal records			
Criteria	By end of Feb'21100%			

Target	Units	Function	Calculation	Weight
100.0	%	maximize	YTD	20.0

Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<input type="text"/>	<input type="text"/>	0.0	0.0	0.0	17.0	17.0	17.0	17.0	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Approved	Approved	Approved	Approved	Approved	Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>

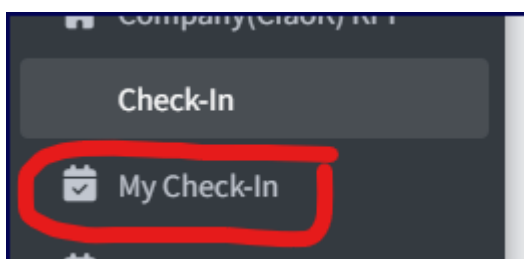
Close

Save & Close

Check-In

How to submit a Check-In

1. Click on **My Check-In** Link on left navigation panel



2. On **My Check-In** Page click on “**Submit Month Check-In(New)**”



3. Fill the fields requested and submit

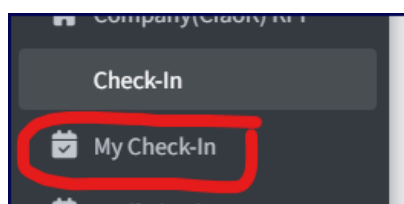
 A screenshot of a form titled 'Submit Month Check-In'. It contains four text input fields: 'Performance Area', 'Progress Discussed', 'Team member actions', and 'Team Leader Support'. Each field has a small icon in the top right corner. At the bottom left of the form is a blue 'Submit' button.

NB:

- One cannot Submit a monthly Check-In after HR set submission deadlines.
- One can only delete/edit a Check-In in “Submitted” or “Pending” status. Approved Check-Ins cannot be edited

How to edit a Check-In

1. Click on **My Check-In** Link on left navigation panel



2. Click to select Check-In to edit

February	Feb. 28, 2022, midnight	Pending	None	None
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3. Click on **"Edit"** Button to edit the KPI

February Check-In

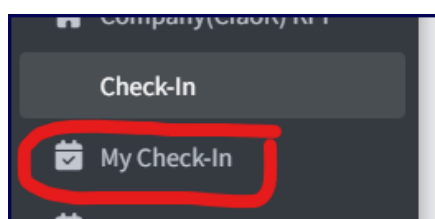
Edit Delete

Status	Submit Date	Approval Date	Approver
Pending	Feb. 28, 2022, midnight	None	None
Performance Areas	1. TKEN CRM project 2. TKEN Computerless		

4. Edit and Submit Check-In

How to delete a Check-In

1. Click on **My Check-In** Link on left navigation panel



2. Click to select Check-In to delete

February	Feb. 28, 2022, midnight	Pending	None	None
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3. Click on **"Delete"** Button to edit the KPI

February Check-In

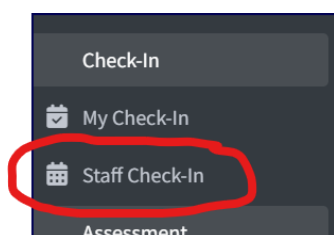
Edit Delete

Status	Submit Date	Approval Date	Approver
Pending	Feb. 28, 2022, midnight	None	None
Performance Areas	1. TKEN CRM project 2. TKEN Computerless		

4. Confirm Deletion of KPI

How to approve Check-Ins

1. Click on **Staff Check-In** Link on left navigation panel



2. Click on team you head

levels I head			
Level	↑↓	Head	↑↓
Team ICT		Chrisanthus Kenani - PF 149	

3. Click to select specific staff

Check-Ins							
Staff	↑↓	PF	↑↓	Pending	↑↓	Approved	↑↓
Chrisanthus Kenani - PF 149		149		1		6	

4. Click to select specific month

February	Feb. 28, 2022, midnight	Pending	None	None
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5. Confirm by feeding "Team leader comments" and dropdown to "Approved"

Team Leader Comment

None

Approved

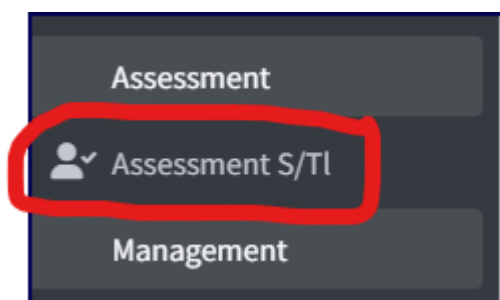
Close

Save & Close

Assessment

How to Submit/Edit an assessment

1. Click “**Assessment S/TL**” on the left navigation menu



2. Click to select an active/on going assessment

Assessments					
Assessment	Status	Start Date	End Date	Used in scoring	
Assessment 1	Active	Feb. 28, 2022, 2 p.m.	March 15, 2022, 6:26 p.m.	Yes	

3. Click to select specific staff to Assess

Evaluate my Team Leader

Kenani Chris - PF 000

Evaluate my Team Members

Kenani Chris - PF 000

kenani gmail - PF 000

4. Click to select specific Question to assess member/team leader

Assessment 1	From: Feb. 28, 2022, 2 p.m.	To: March 15, 2022, 6:26 p.m.	Scoring use: Yes
Evaluating	Kenani Chris - PF 000		
Question	Status	Response	Comment
how about now	Not Done	None	None

5. Drag to score Team leader/member and feed comment, whenever prompted

Question

how about now

0 Score 2.2 Score 10 Score

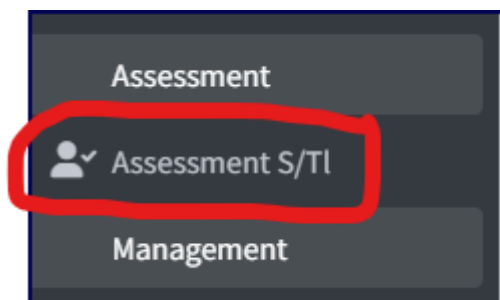
0 2.5 5 7.5 10

Comment

Save & Back

How to get assessment Results

1. Click “Assessment S/TL” on the left navigation menu



2. Click to select an active/on going assessment

Assessments								
Assessment	↑↓	Status	↑↓	Start Date	↑↓	End Date	↑↓	Used in scoring
Assessment 1		Active		Feb. 28, 2022, 2 p.m.		March 15, 2022, 6:26 p.m.		Yes

3. Click to select type of assessment

Assessment Home	
My Assessment Score	
My Team Leader evaluation of me - (click to view)	My Team Members evaluation of me - (click to view)

4. View Results

Assessment 1	From: Feb. 28, 2022, 2 p.m.			To: March 13, 2022, 6:26 p.m.		Scoring use: Yes		
Evaluating	My Team Leader(s) assessment of me							
Question	↑↓	Status	↑↓	Responders	↑↓	Score	↑↓	Comment(s)
how about now		Not Done		0		0		
this oughta be a question		Not Done		0		0		
TL how do you		Done		1		1.0		this how