

## **General**

Login Page: “Invalid email id or password” should be placed in the pop up if user inputs wrong details.

Automatic logout function should be logical. If the page is inactive (even minimized) for half hour the session should be logged out. If the mouse moved, the session should be active for next half hour.

KRA Category and KRA Description needs to be left aligned

## **Main Menu**

1. Change the menu in this order
  - a. Dashboard
  - b. Goals
    - i. Goal Sheet
    - ii. IDP
  - c. Mid-Year Review
    - i. Goal Sheet
      1. Self
      2. Subordinates
    - ii. IDP
      1. Self
      2. Subordinates

Please remove arrow from the menus which do not have submenu

## **Employee Dashboard**

1. Remove counts in my KRA Submitted
2. Insert Two alerts (Blink, Red and bold)
  - a. Your Goal sheet is pending
  - b. Your IDP is pending
3. In the “My KRA approved”, change the title to “Goal Sheet approved”
  - a. Show a tick if approved
  - b. Show an “X” if unapproved

## **Manager’s Dashboard**

1. Link in the popup to be provided for dashboard icons – List of Employees should lead to their respective goal sheets
2. Similarly set up the buttons for IDP

## **Employee Goal Sheet**

1. Change the button “Final Submission” at the bottom to “Send to manager for approval”

### **Case 1**

- a. If IDP is submitted then show box “Goal sheet submitted successfully for your manager’s approval” and
- b. below that show a progress bar with followings options
  - i. Goal Sheet submitted
  - ii. IDP submitted
  - iii. Sent to Manager for approval
- c. keep ok button
- d. Once OK button is clicked the form will return to Dashboard

## **KPIs**

1. Date should have validation for the current period
2. The dates before joining date should not be allowed
3. KPI should have hover preview function

## **Manager’s Goal Sheet approval page**

1. Change button name at the bottom from “Approve” to “Approve Goal Sheet of [Employee Name](#)”
2. Change the statement at the bottom to “I confirm this goal sheet is discussed and agreed with [Employee Name](#)”
3. Like employee manager should also get a progress bar for IDP and final
4. Hover preview options for KPI and remarks
5. Edit options for KRA type and KRA description
6. KRA status validation should be removed.
7. Mid-year review should not appear before filling up Goal Sheets and IDP.

### **Manager conducts mid-year review page**

1. Button named “Master Page” to be renamed to “Ok”
2. Remarks should have 500 characters
3. KPI Units should not be repeated
4. Error focus should directly be on the field with red borders
5. After submission of mid-year review by manager, pop up should show “Complete Mid-year review?” and should close with button OK.

### **IDP Form**

1. Blue strip for demarcating Part A, Part B and Part C
2. Delete button for all training programs 