User Manual

GOALSHEET

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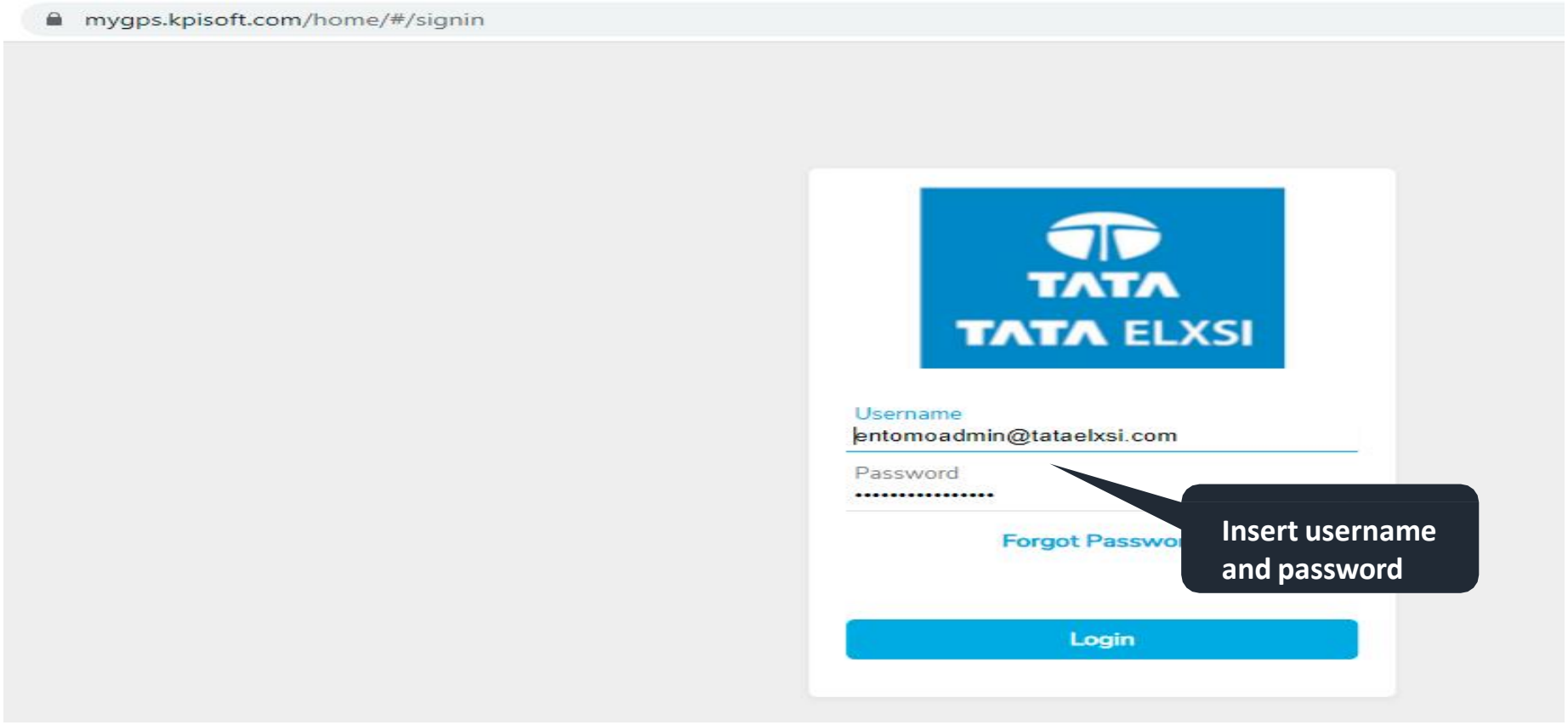
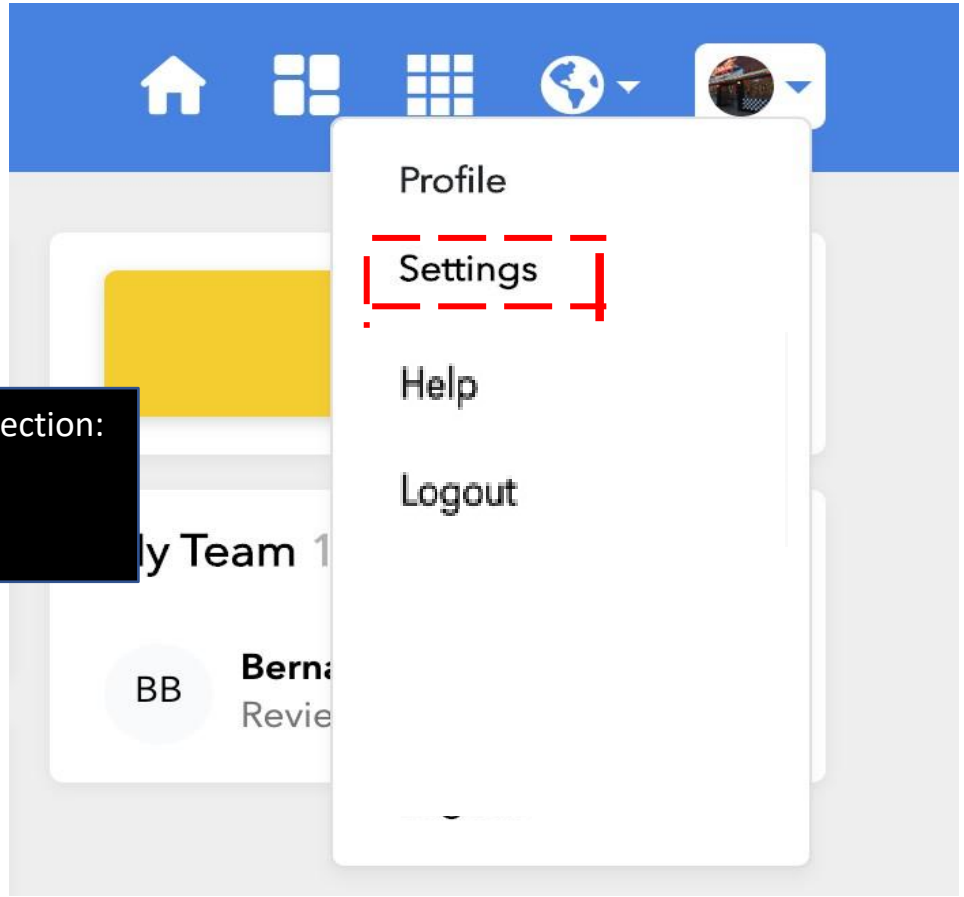
How to Access MyGPS

Login Page


mygps.kpisoft.com/home/#/signin
TATA
TATA ELXSI
Username
entomoadmin@tataelxsi.com
Password
Forgot Passwo
Insert username and password
Login

General Setting

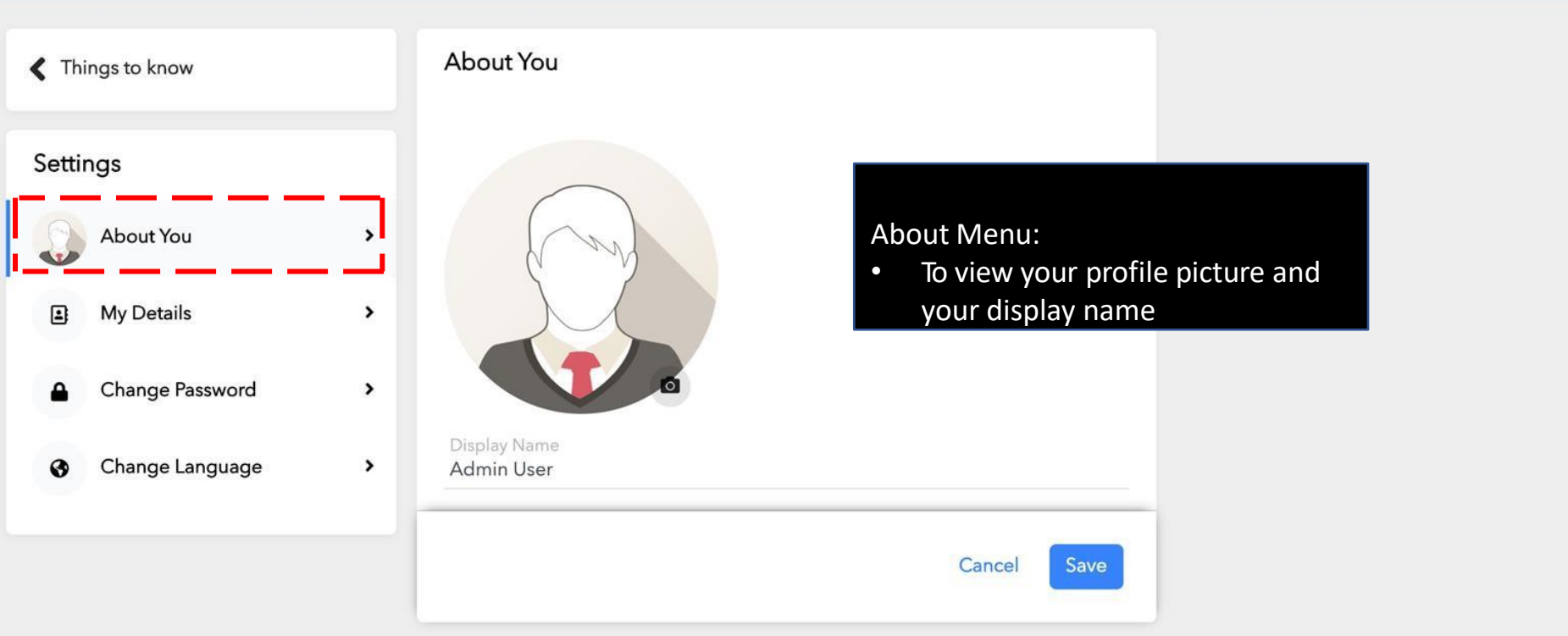
Settings Section



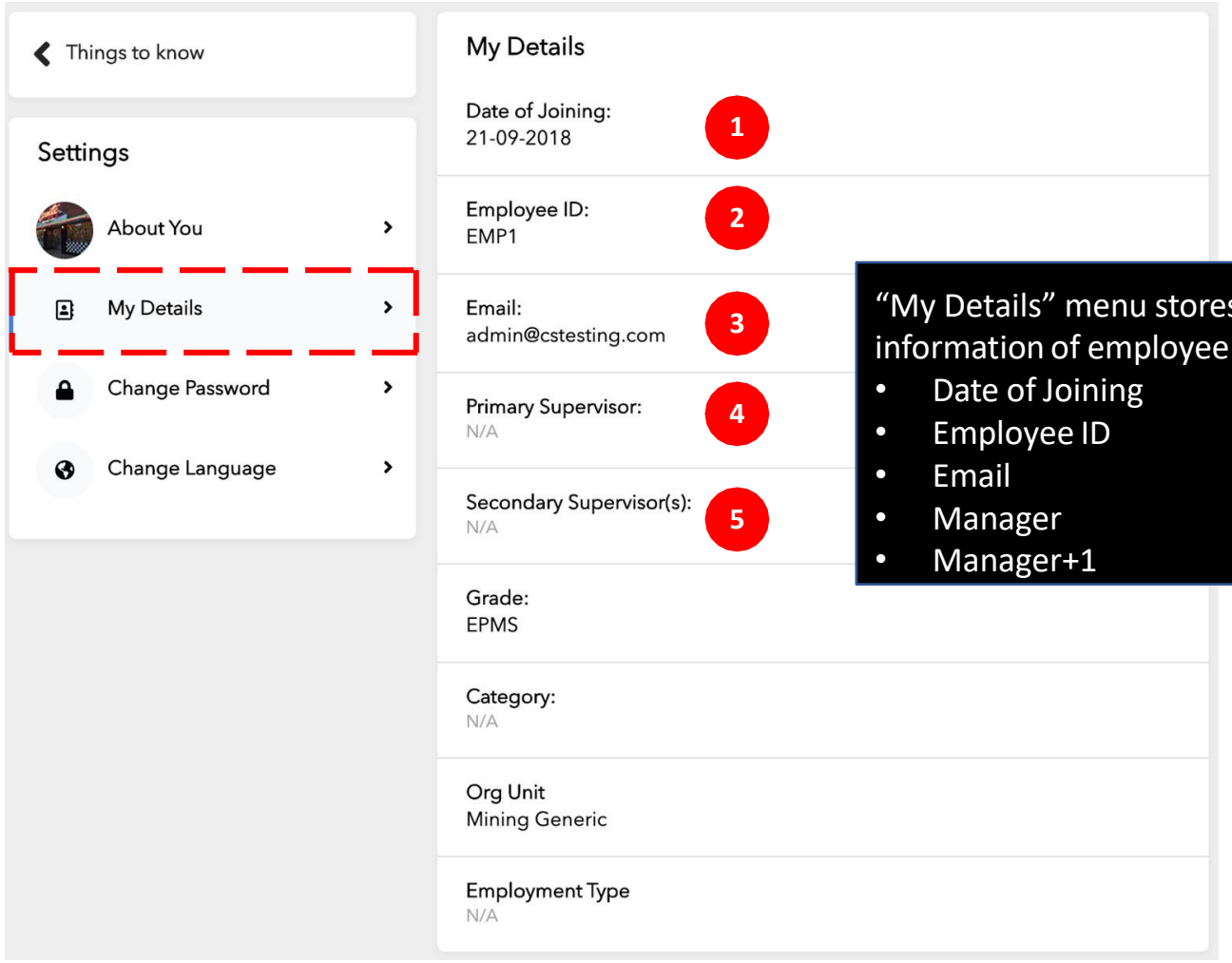
Four menu are in the setting section:

- About you
- My detail
- Change password

Settings: About You



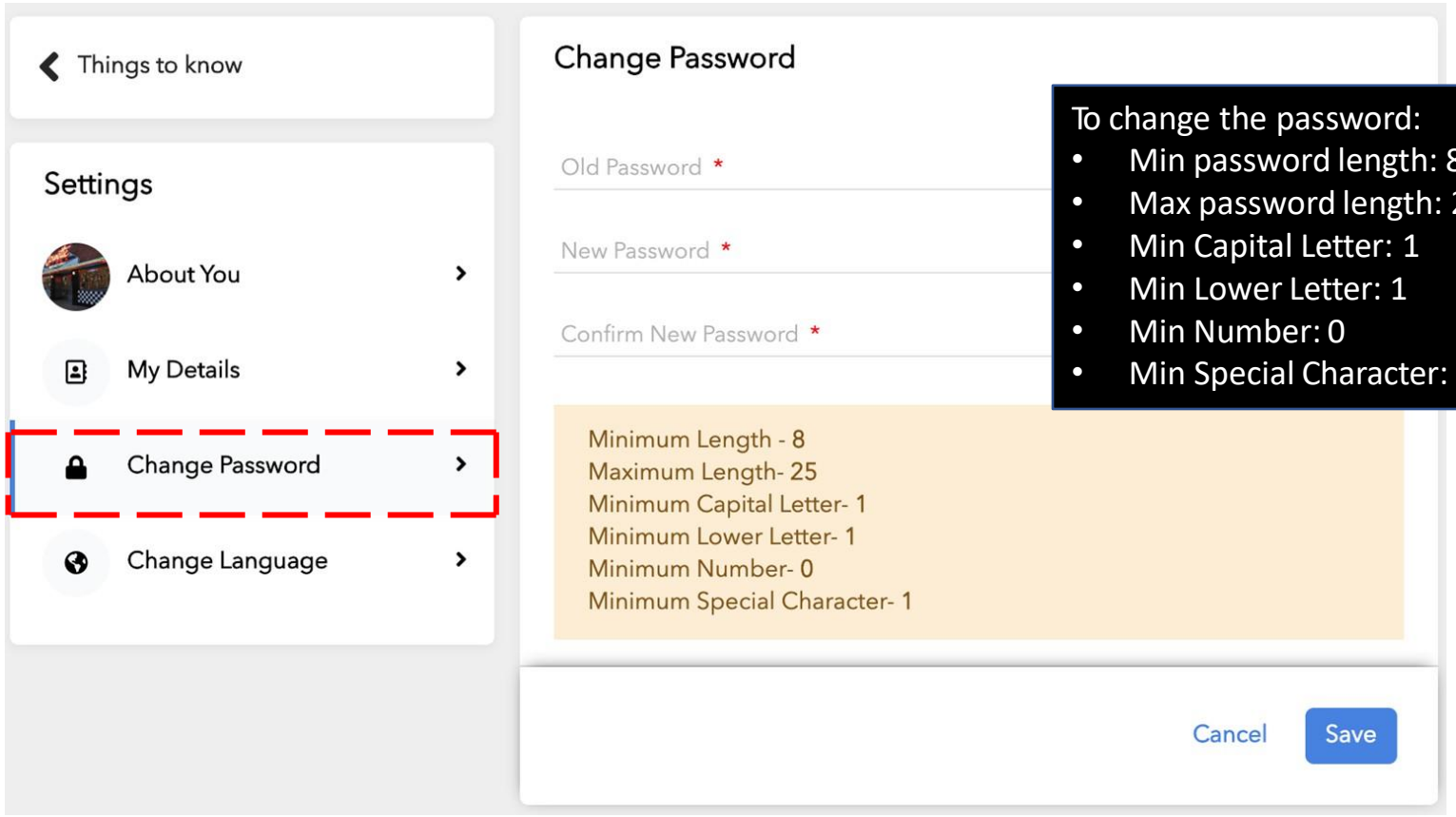
Settings: My Details



"My Details" menu stores the following information of employee:

- Date of Joining
- Employee ID
- Email
- Manager
- Manager+1

Settings: Change Password

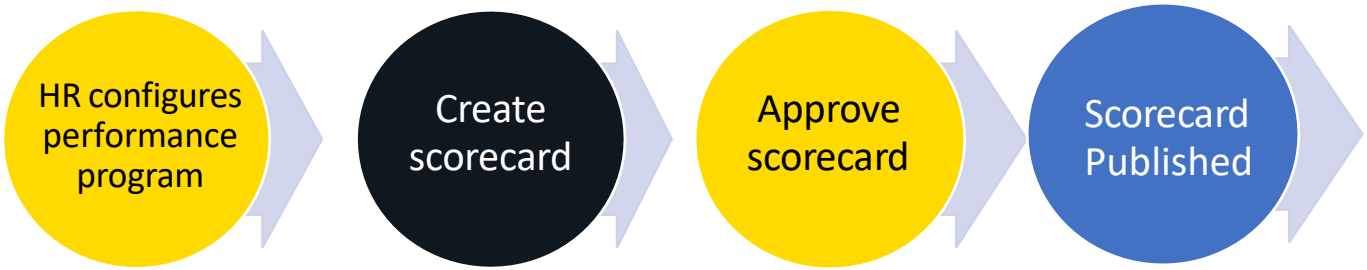


To change the password:

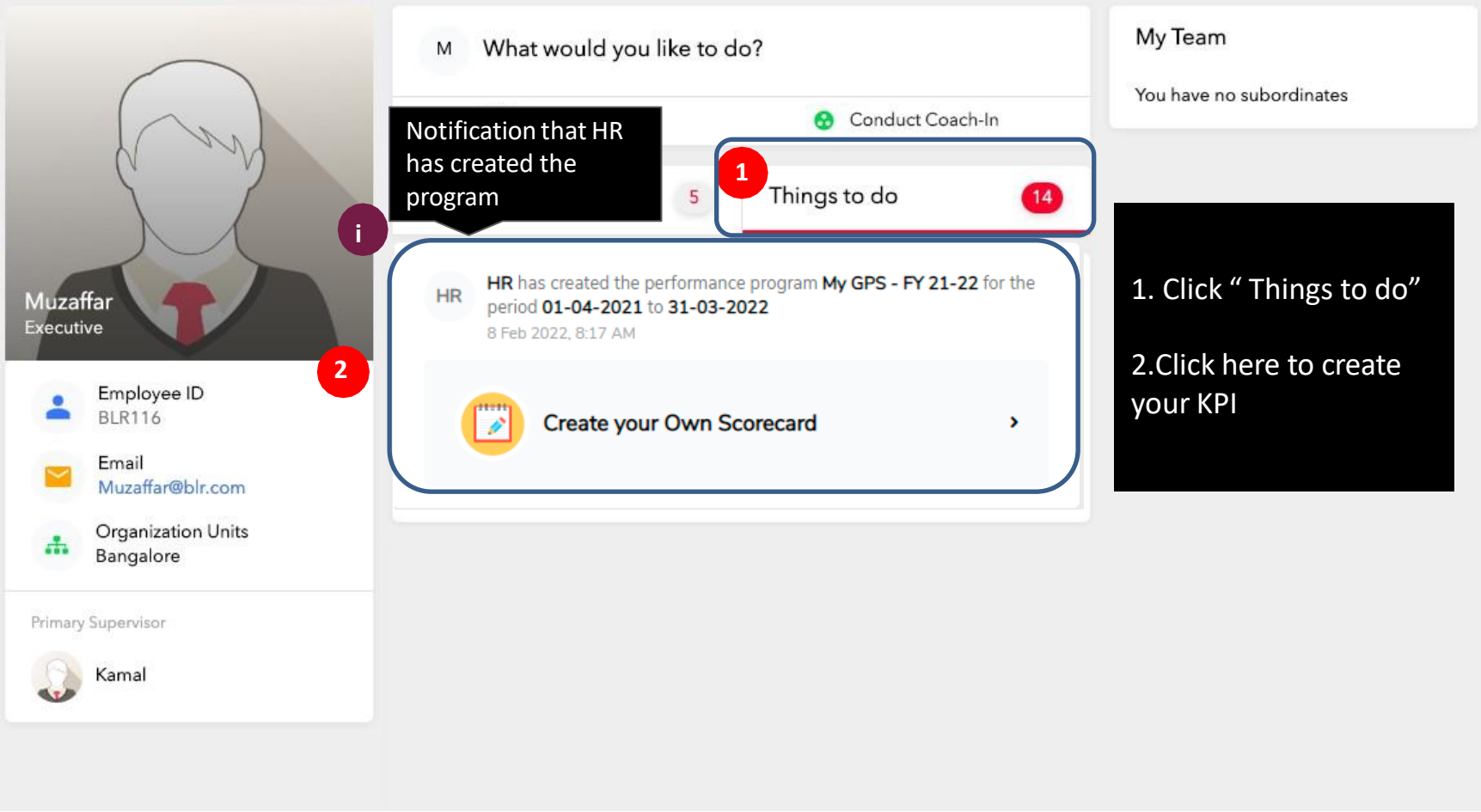
- Min password length: 8
- Max password length: 25
- Min Capital Letter: 1
- Min Lower Letter: 1
- Min Number: 0
- Min Special Character: 1

Tutorial - Goal Setting Workflow

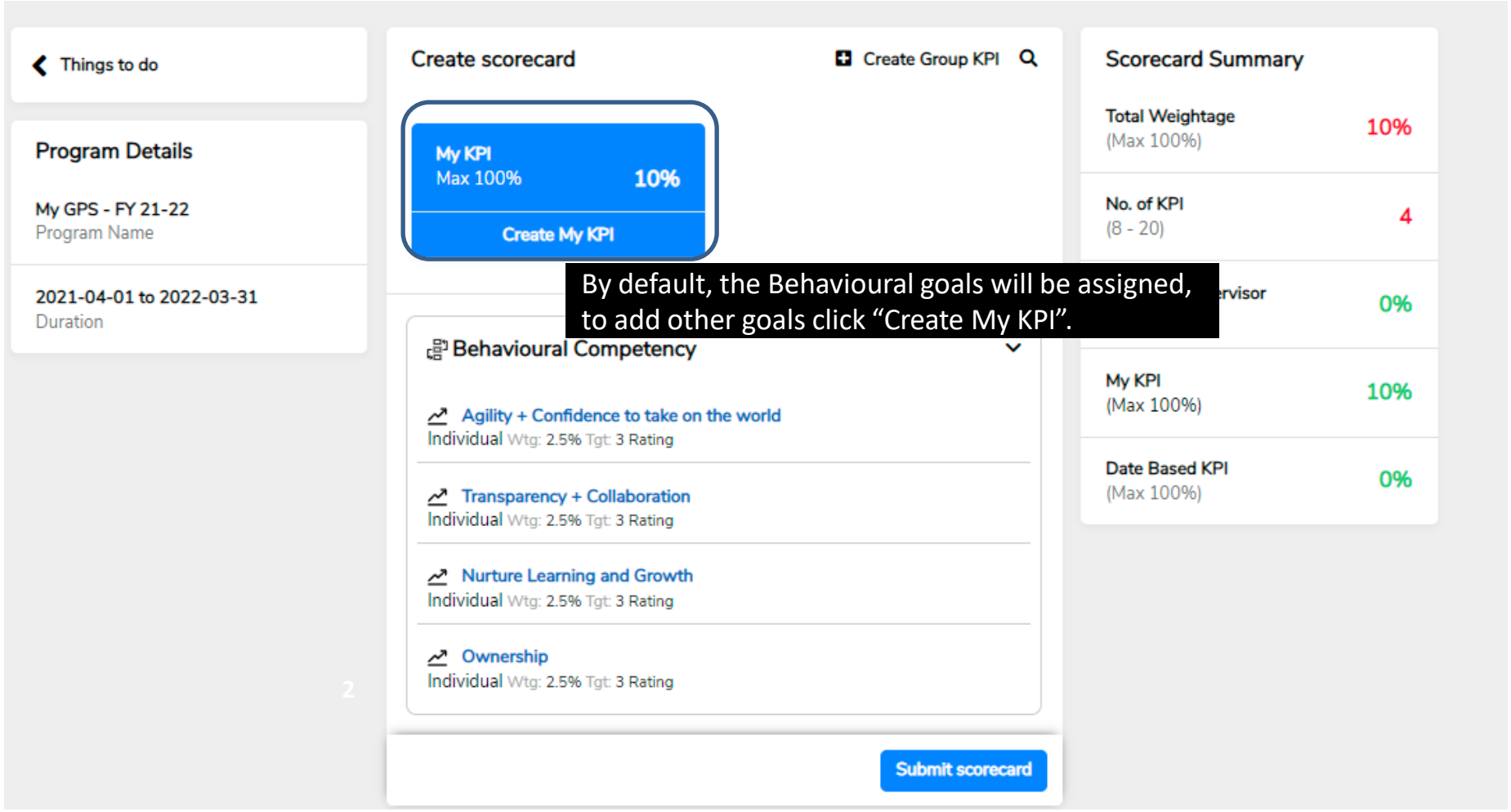
Goal Setting Workflow



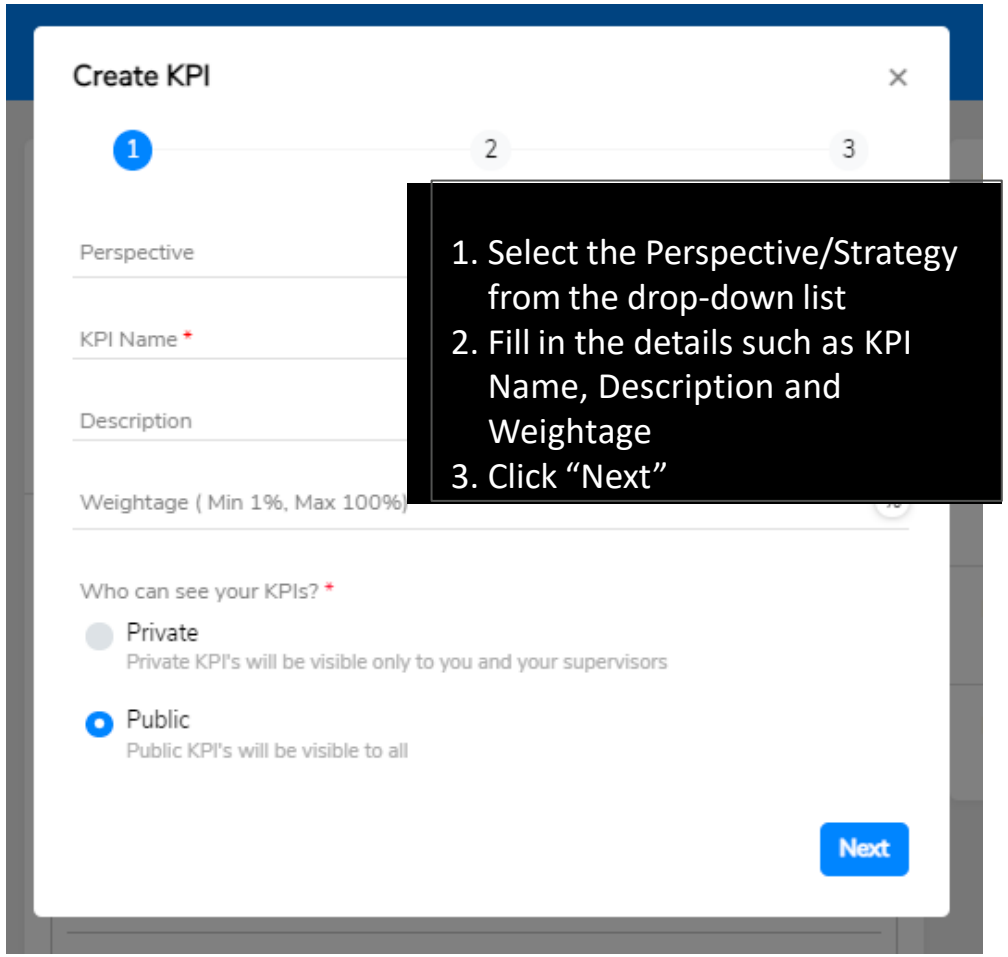
Update/ Create Goalsheet

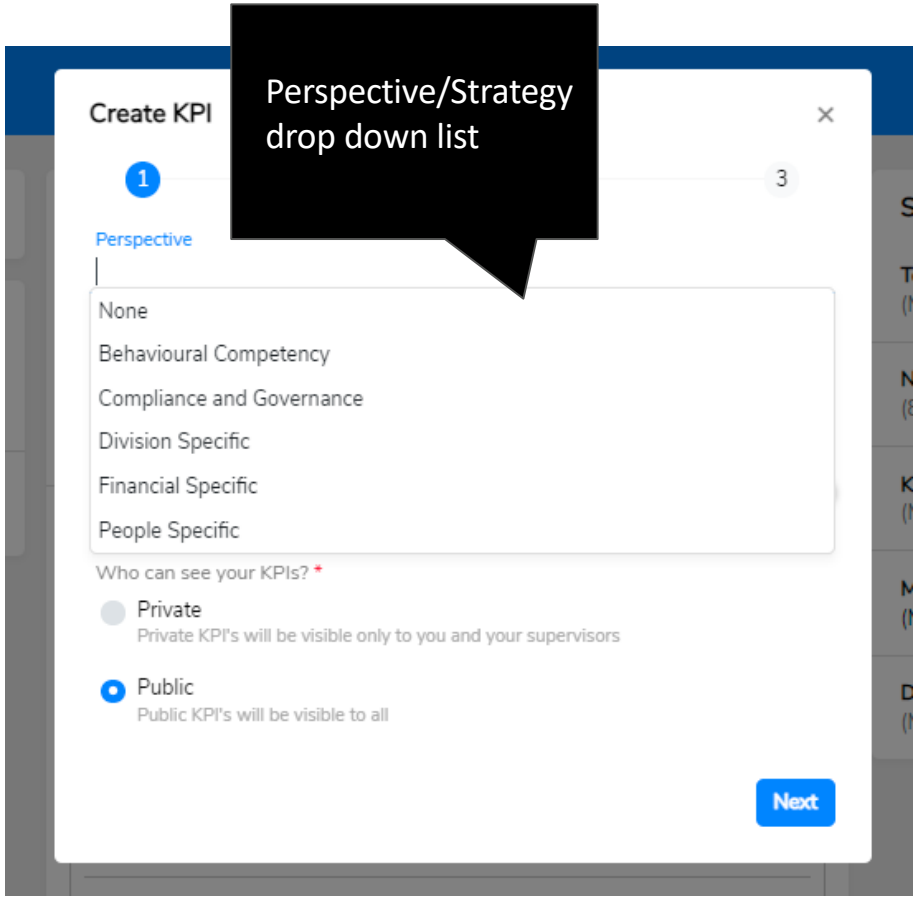


Update/ Create Goalsheet

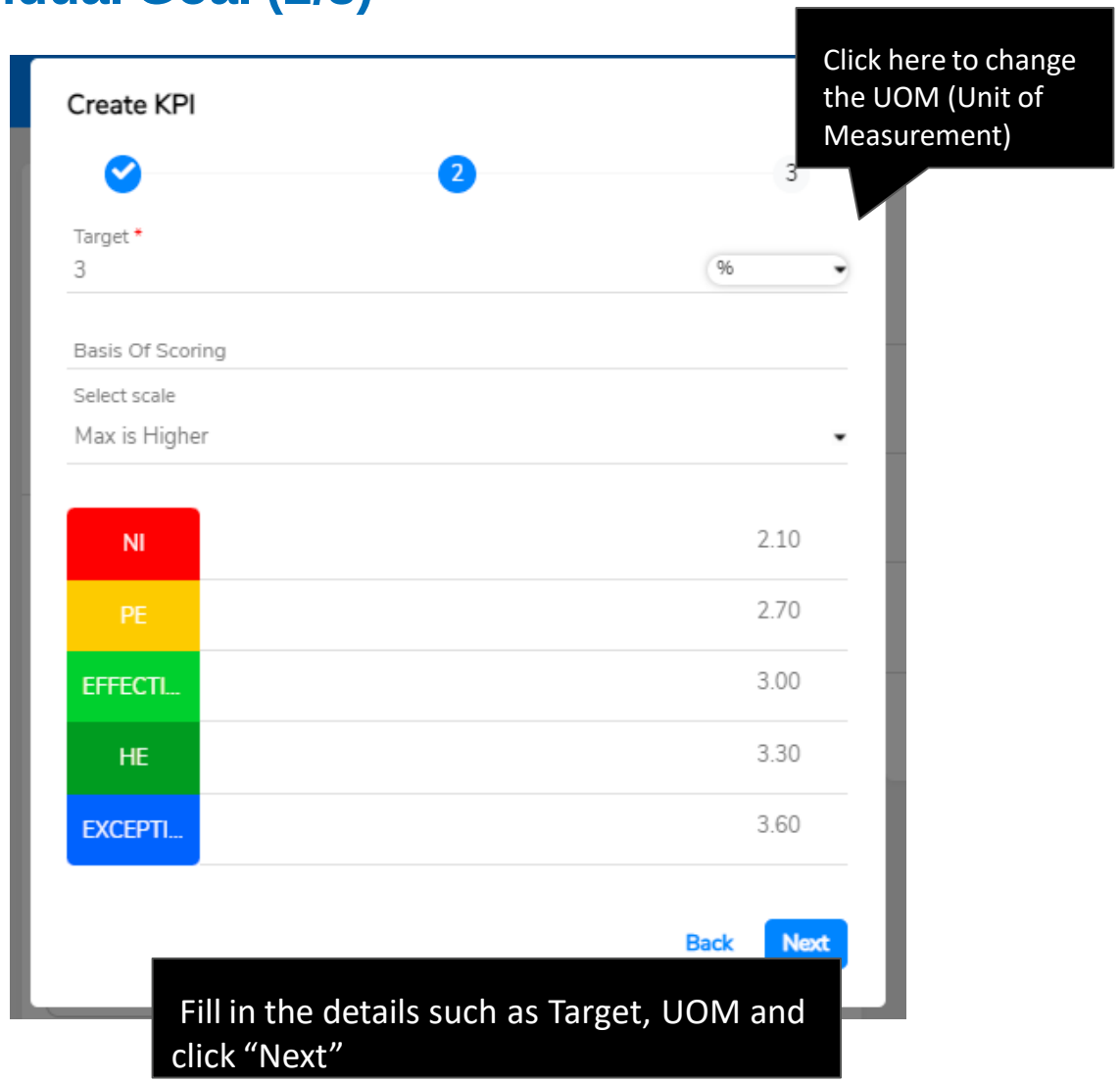


Individual Goal (1/3)





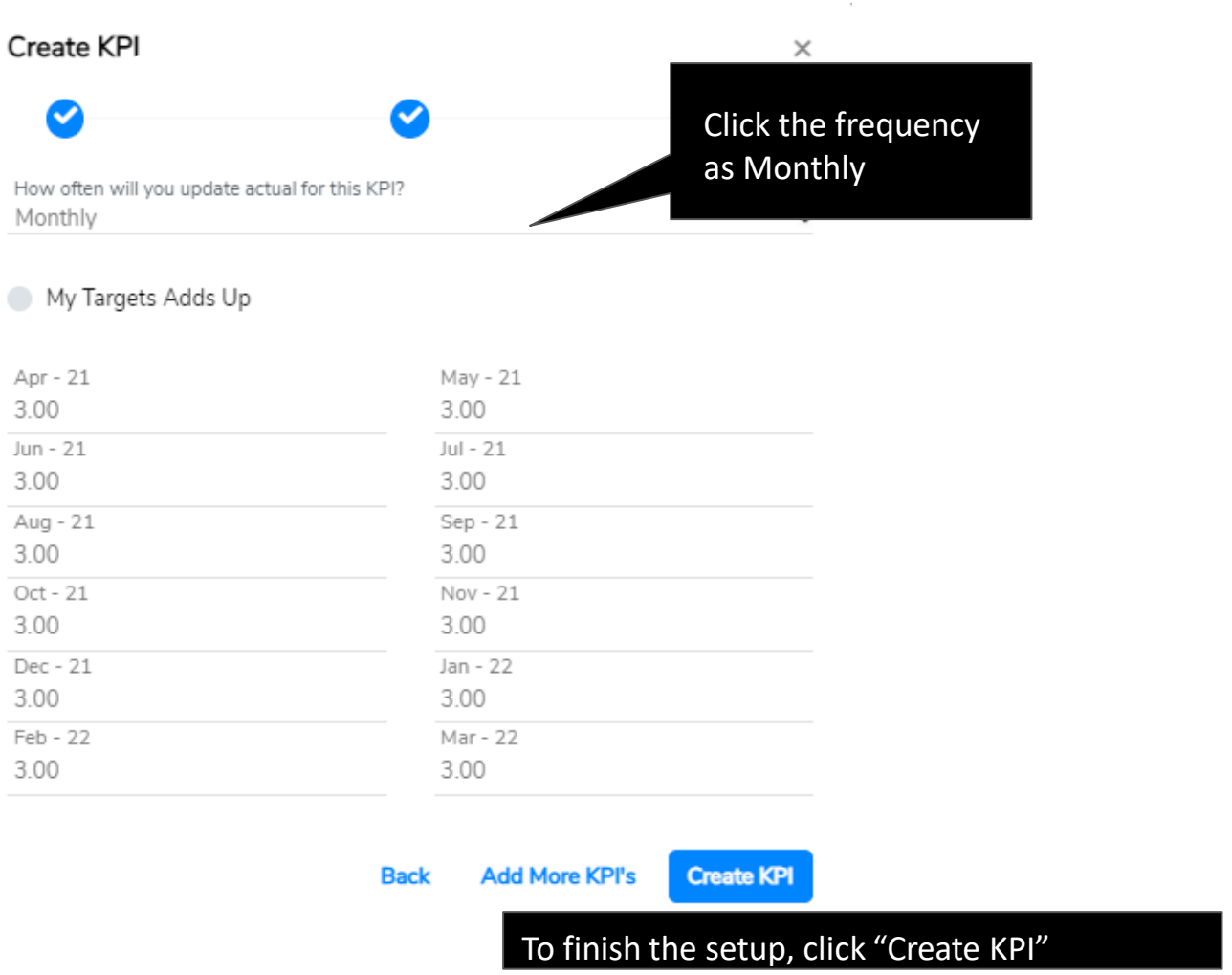
Individual Goal (2/3)



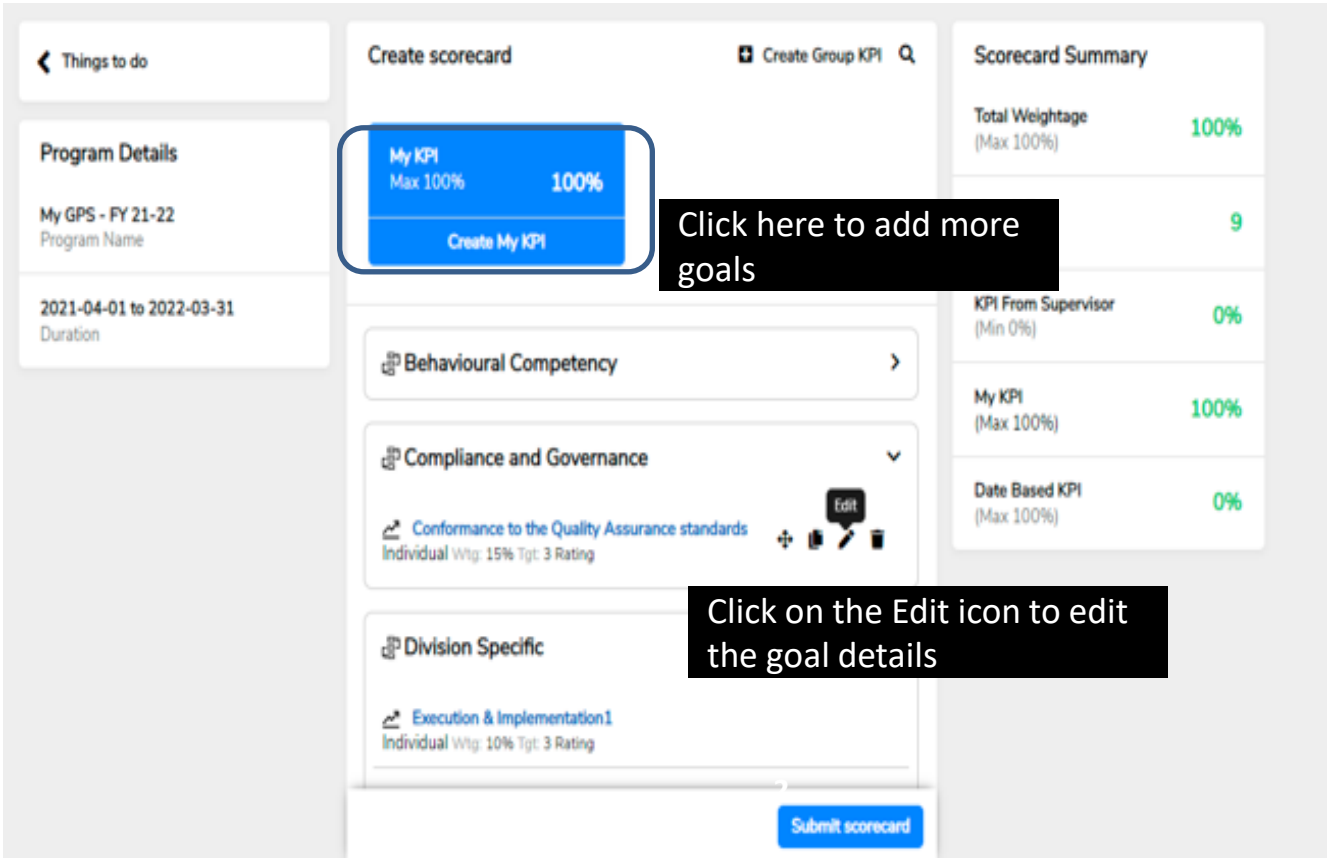
Click here to change the UOM (Unit of Measurement)

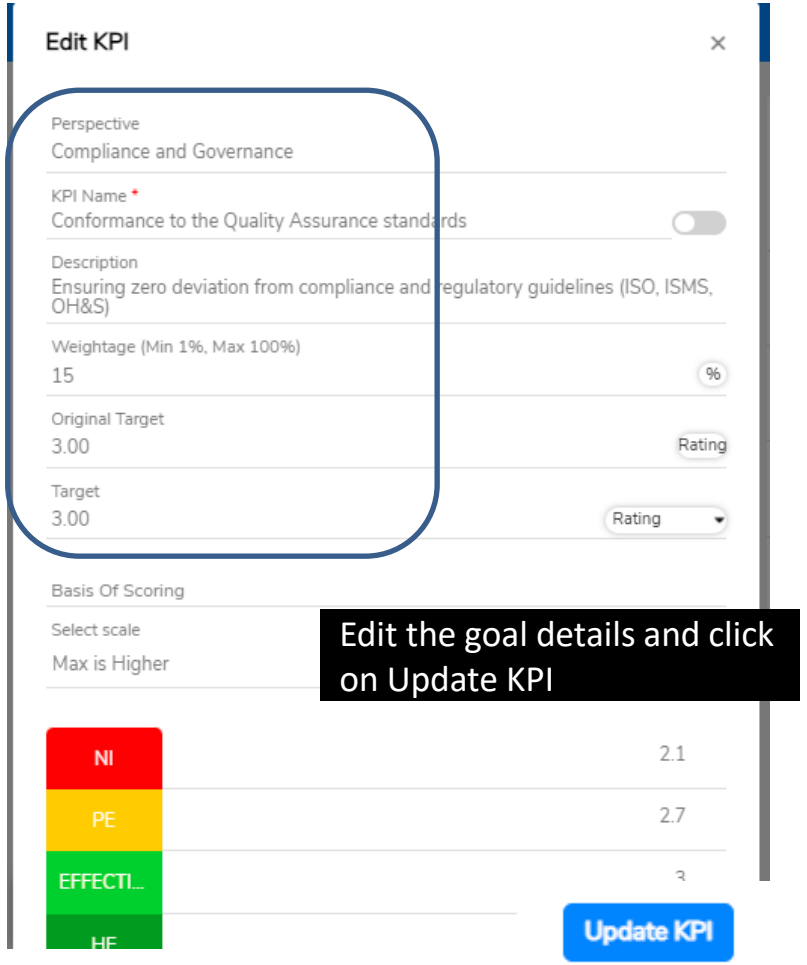
Fill in the details such as Target, UOM and click “Next”

Individual Goal (3/3)

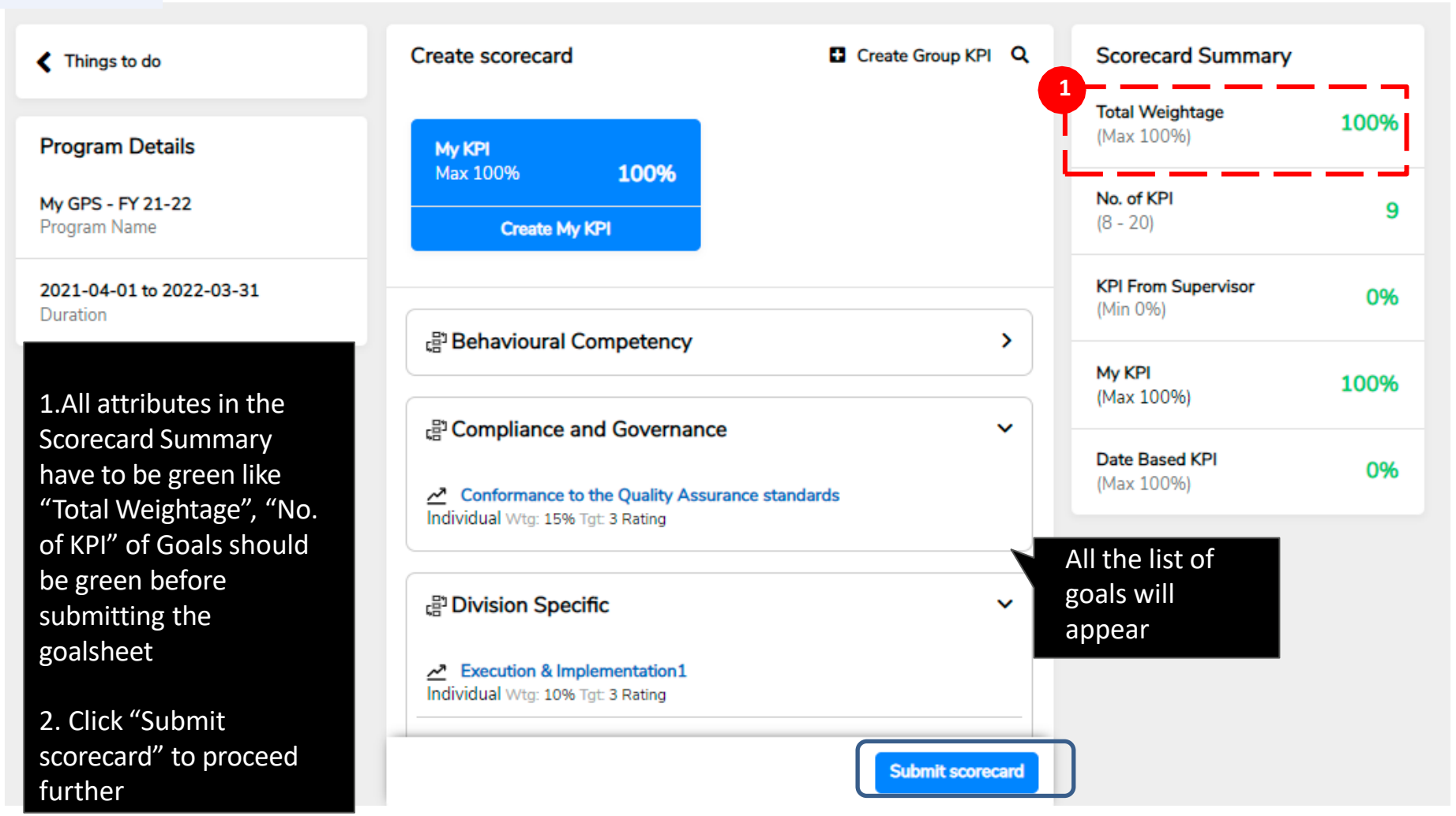


Update Goalsheet





Submit Complete Scorecard (1/2)

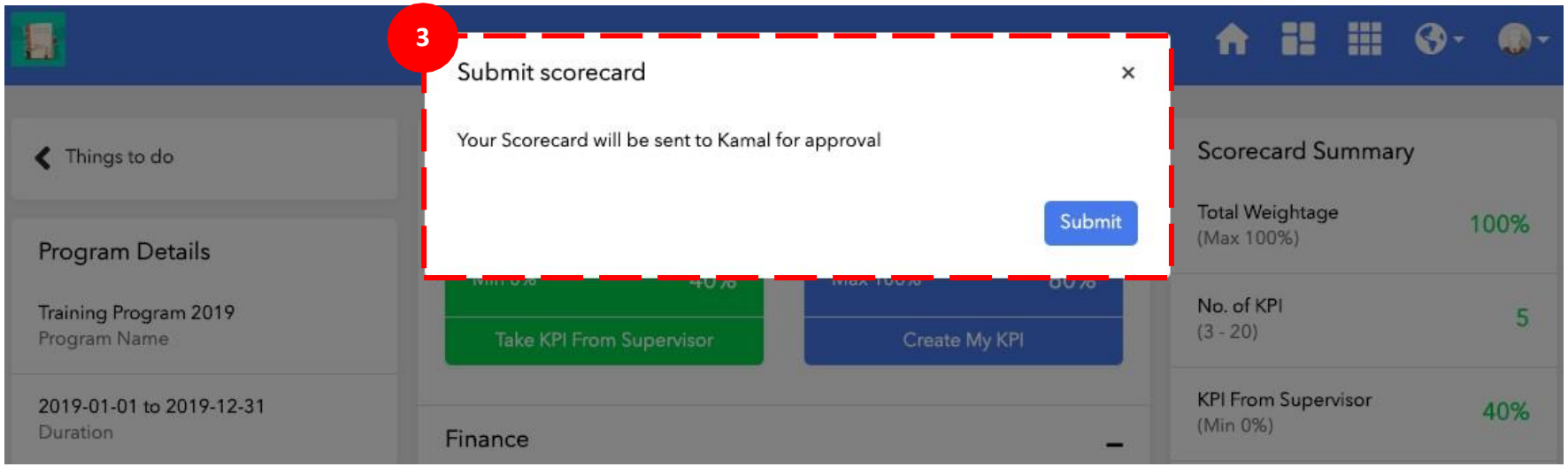


1.All attributes in the Scorecard Summary have to be green like “Total Weightage”, “No. of KPI” of Goals should be green before submitting the goalsheet

2. Click “Submit scorecard” to proceed further

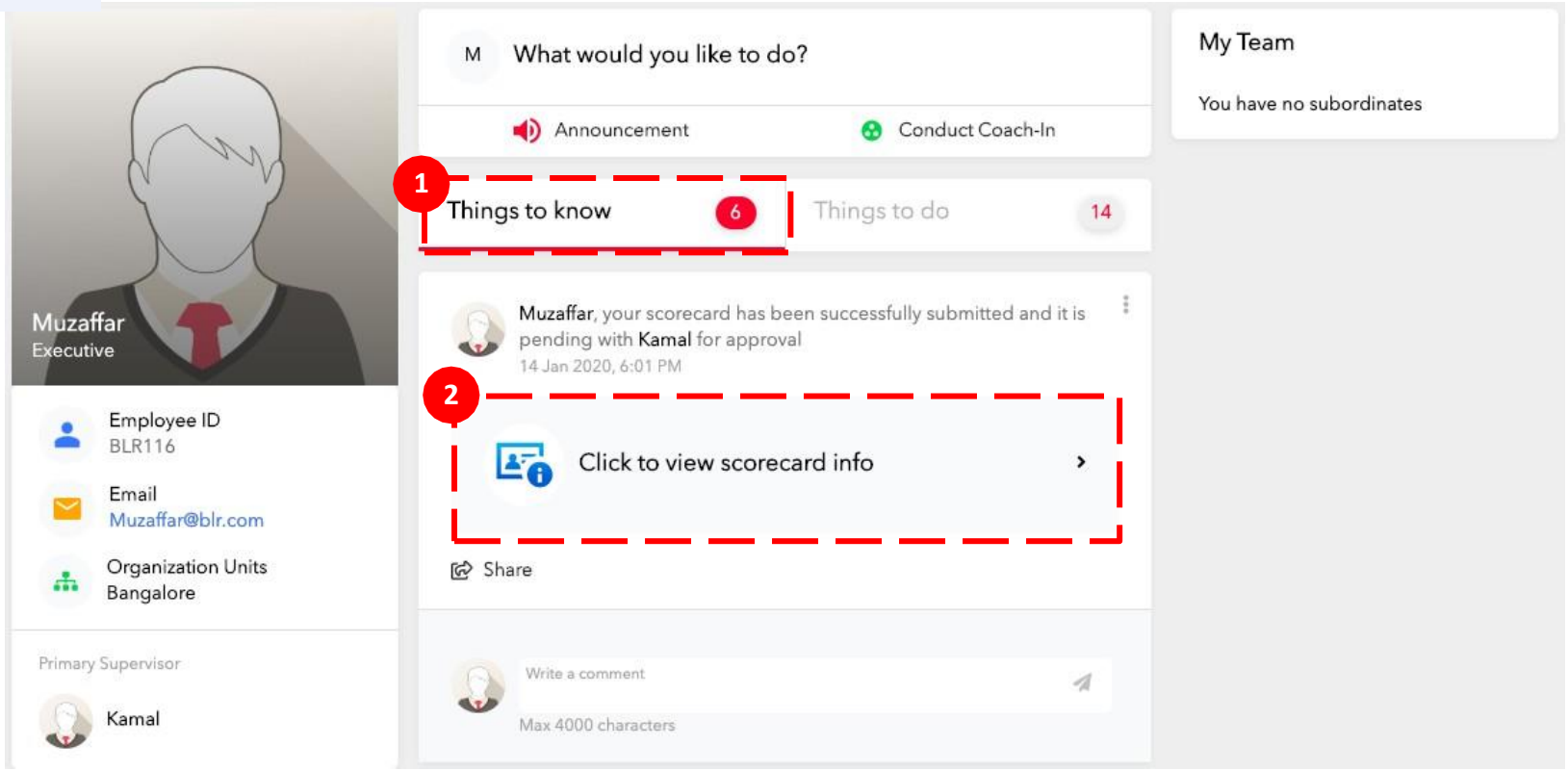
All the list of goals will appear

Submit Complete Scorecard (2/2)



3. Confirmation message will be prompted, click “Submit” to submit complete scorecard for approval

View Complete Scorecard

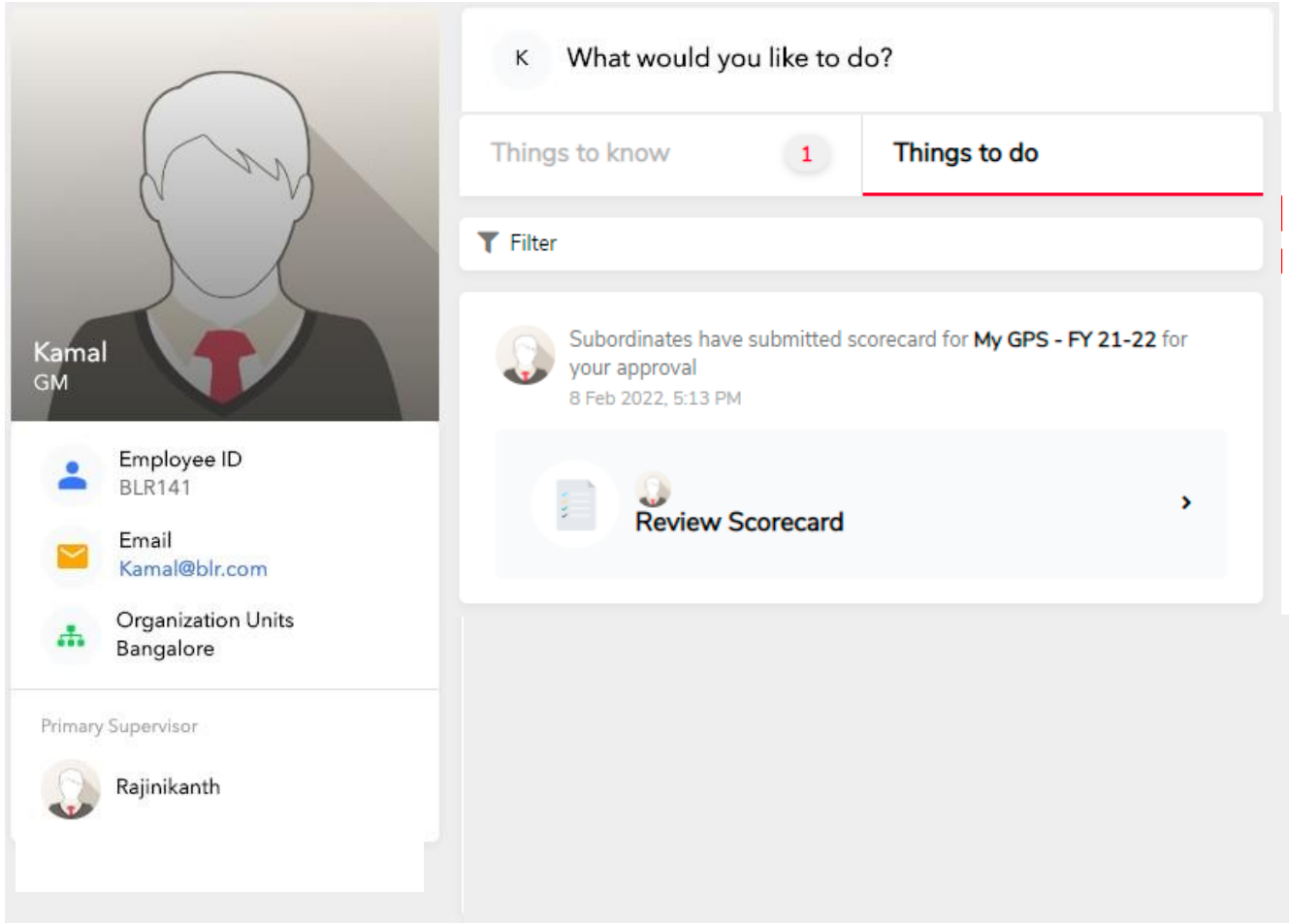


1. Click “Things to know”

2. This is the notification to view the scorecard created, click to view

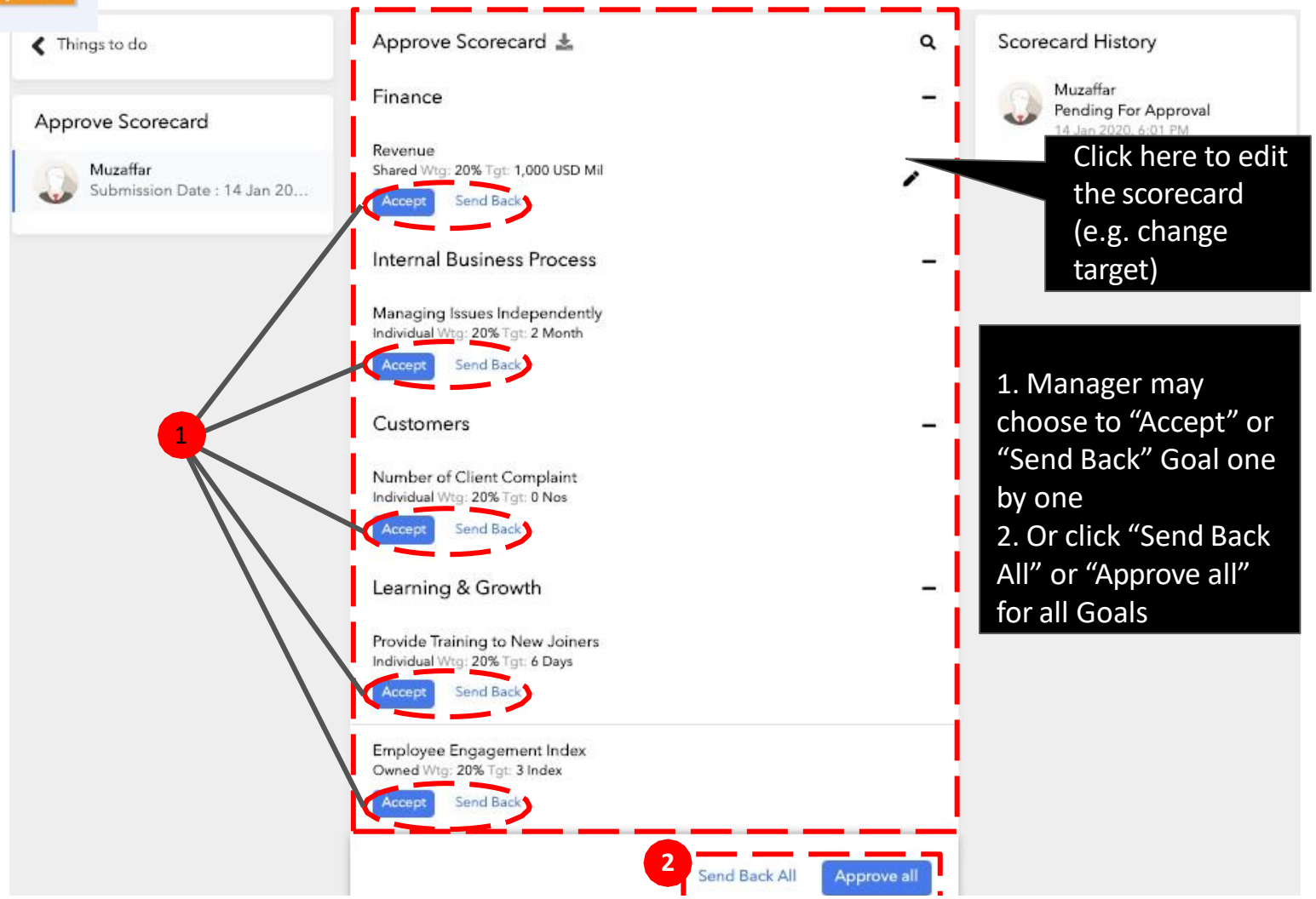
Goal setting workflow

Scorecard Approval by Supervisor (1/3)

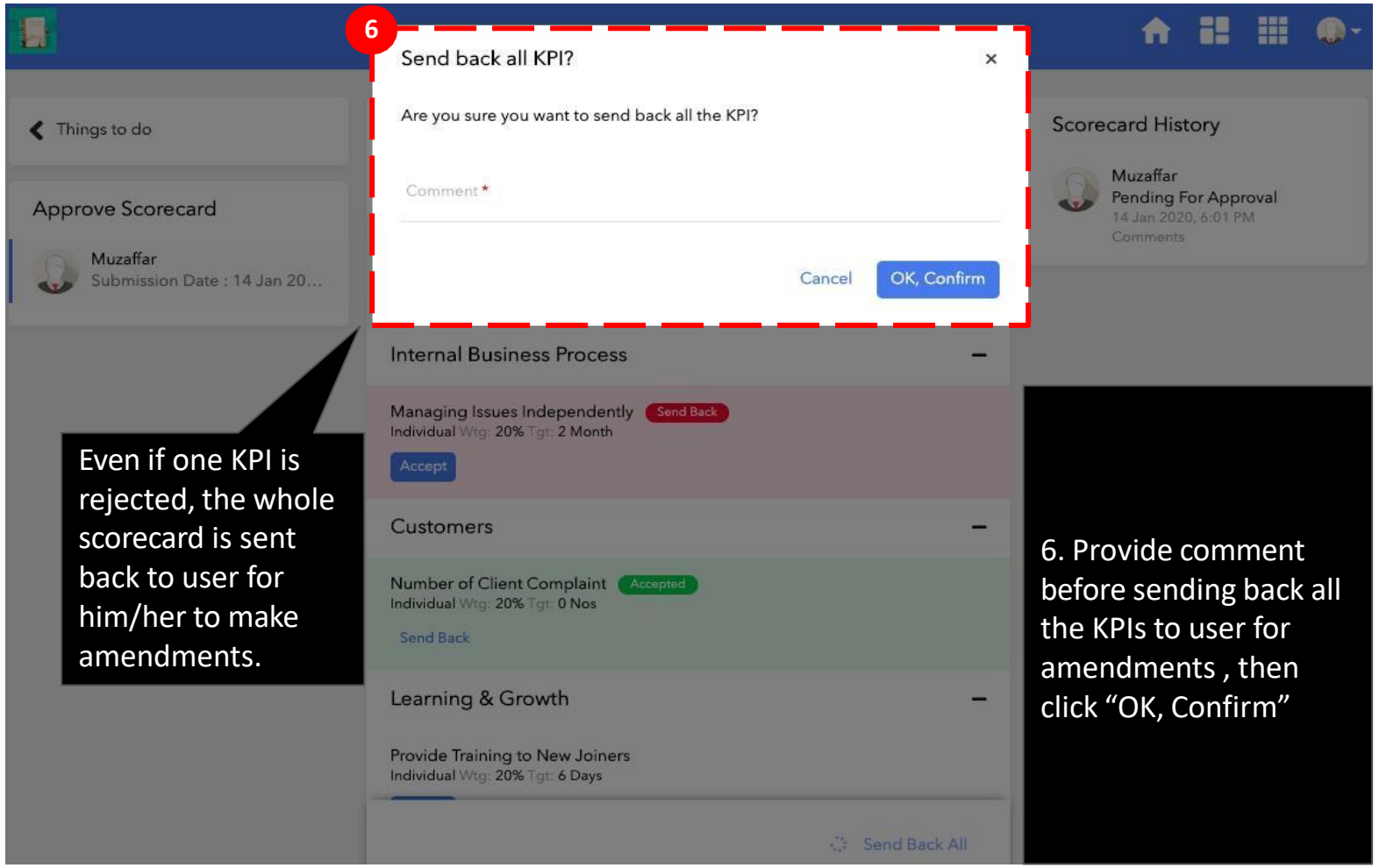


In “Things to do” manager will receive the notification on the submitted team member(s) scorecard, click to review

Scorecard Approval by Supervisor (2/3)

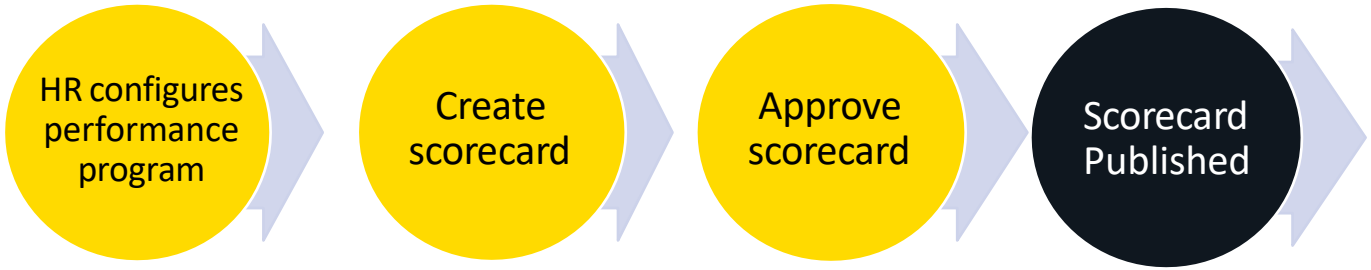


Scorecard Approval by Supervisor (3/3)

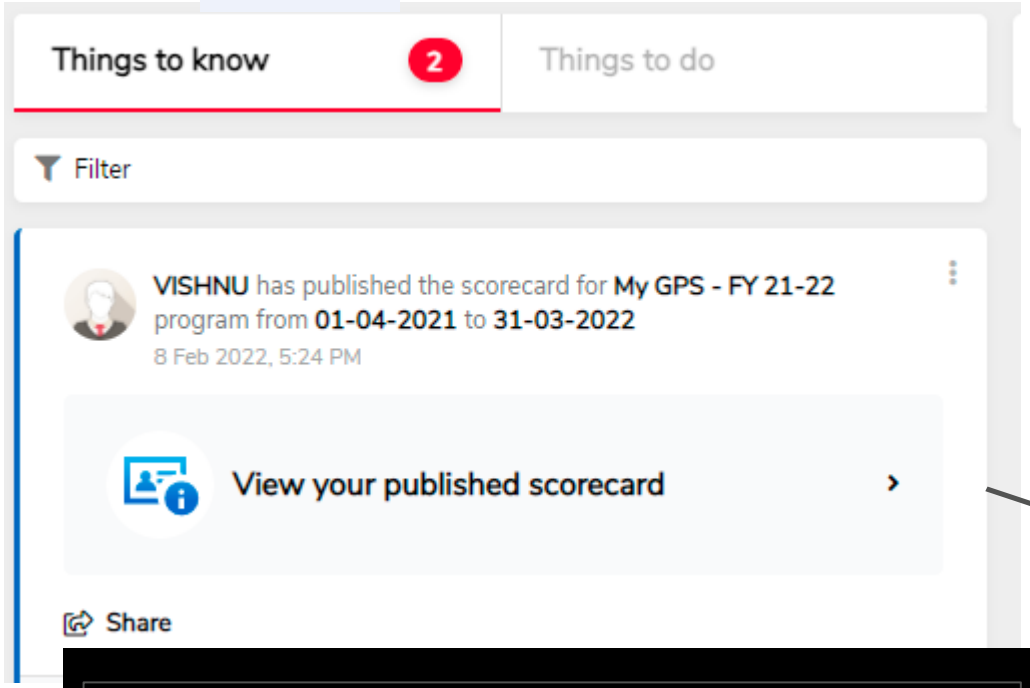


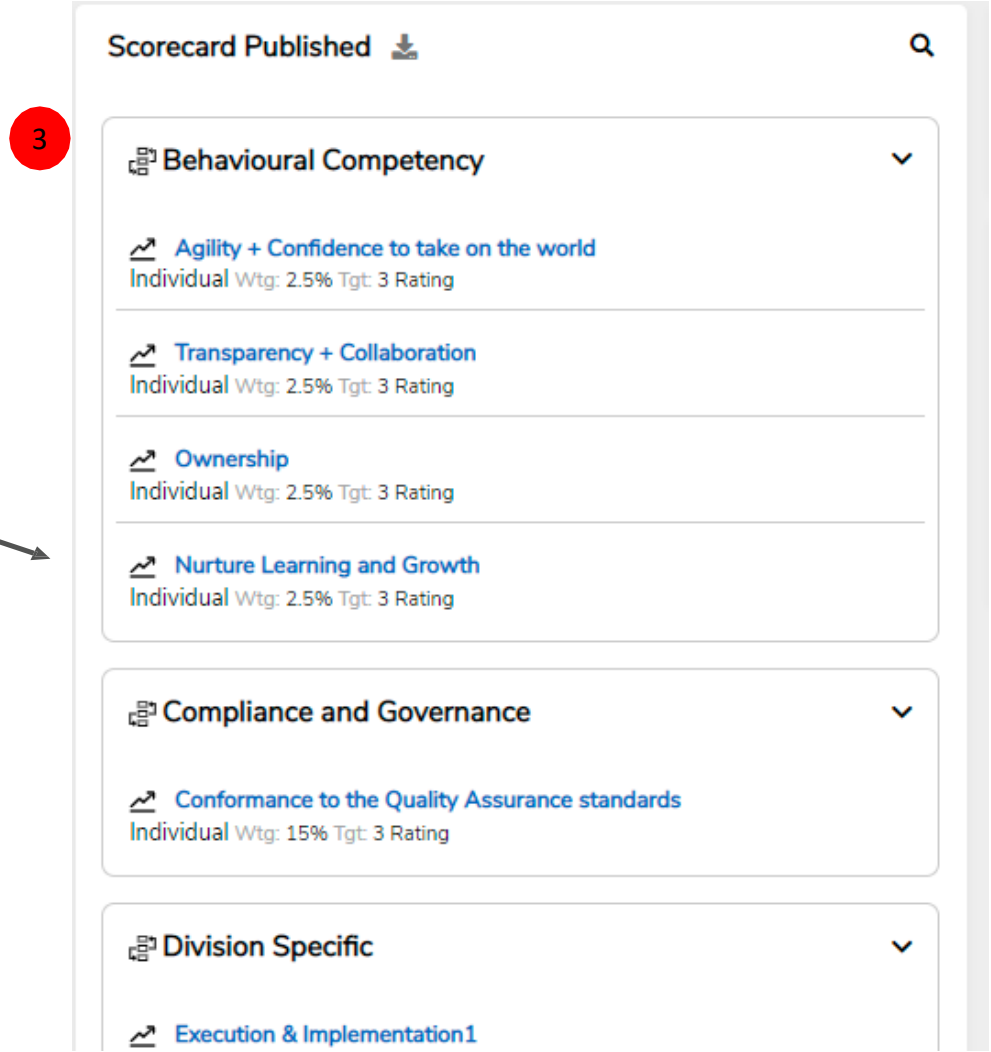
User Scorecard - Published

Goal setting workflow



View Published Scorecard





1. Click “Things to know”

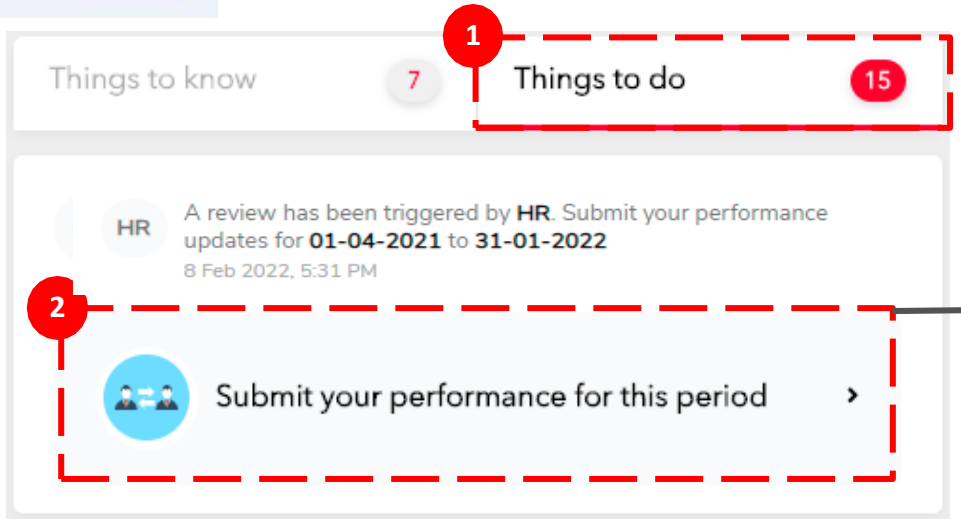
2. Click this view your published scorecard

3.Upon clicking (2), your complete scorecard with all approved goals can be seen

Goal Review Workflow

User Scorecard - Submit Actual (Review Stage)

Update Scorecard Actuals (1/3)

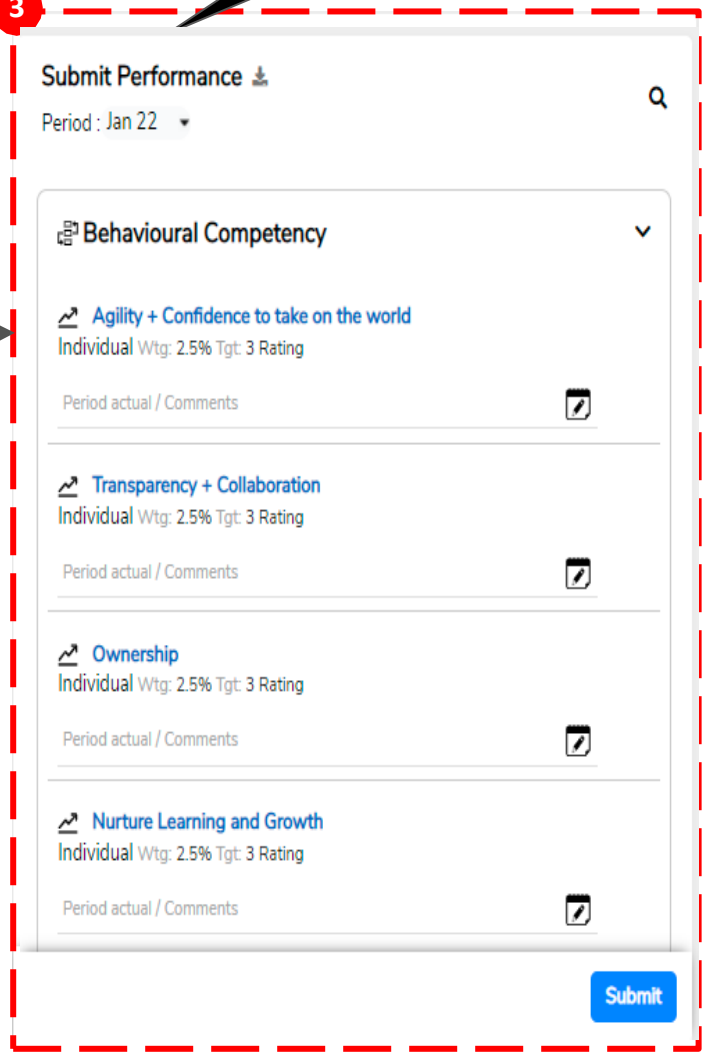


1. Click “Things to do”

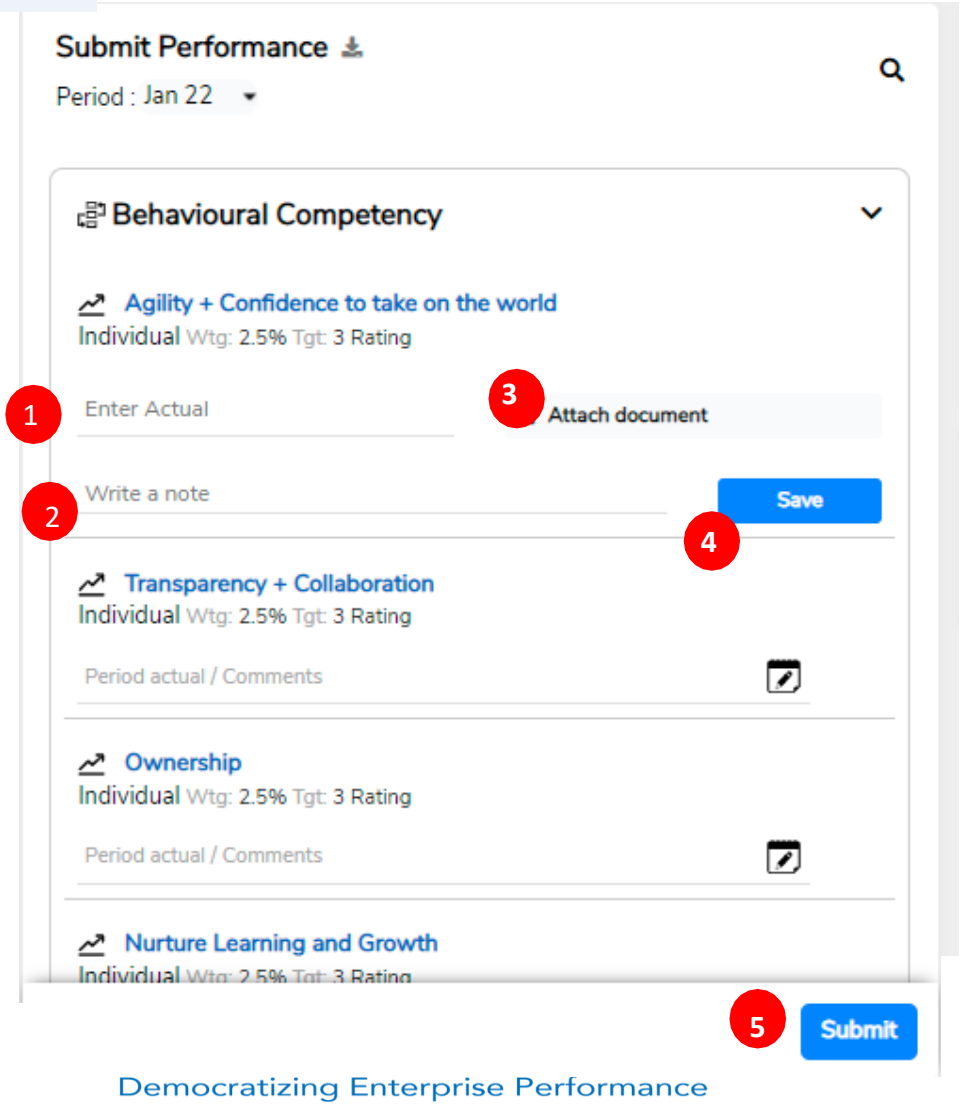
2.Click this to update the actuals and submit your scorecard

3. This is the list of Goals and you may start updating your actuals and click “Submit” once completed

“Submit Performance” can only be seen once the program has been triggered

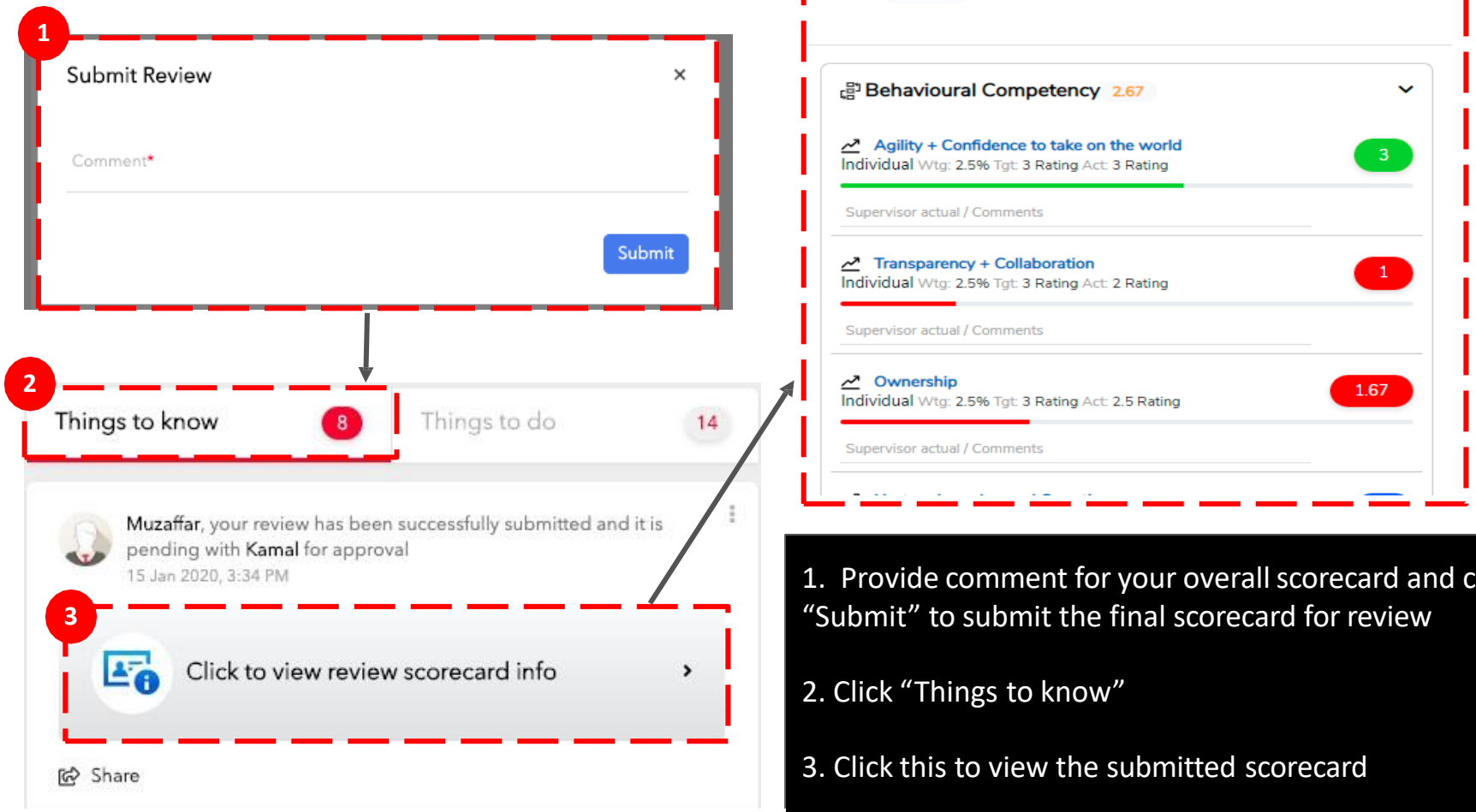


Update Scorecard Actuals (2/3)



1. Enter the actual value for the Goal
2. Input any comment for the Goal
3. Click “Attach document” to upload relevant document to support your updated Goal
4. Click “Save” to keep the information of the Goal
5. Upon completion of updating actuals for all Goals, click “Submit” to continue

Update Scorecard Actuals (3/3)



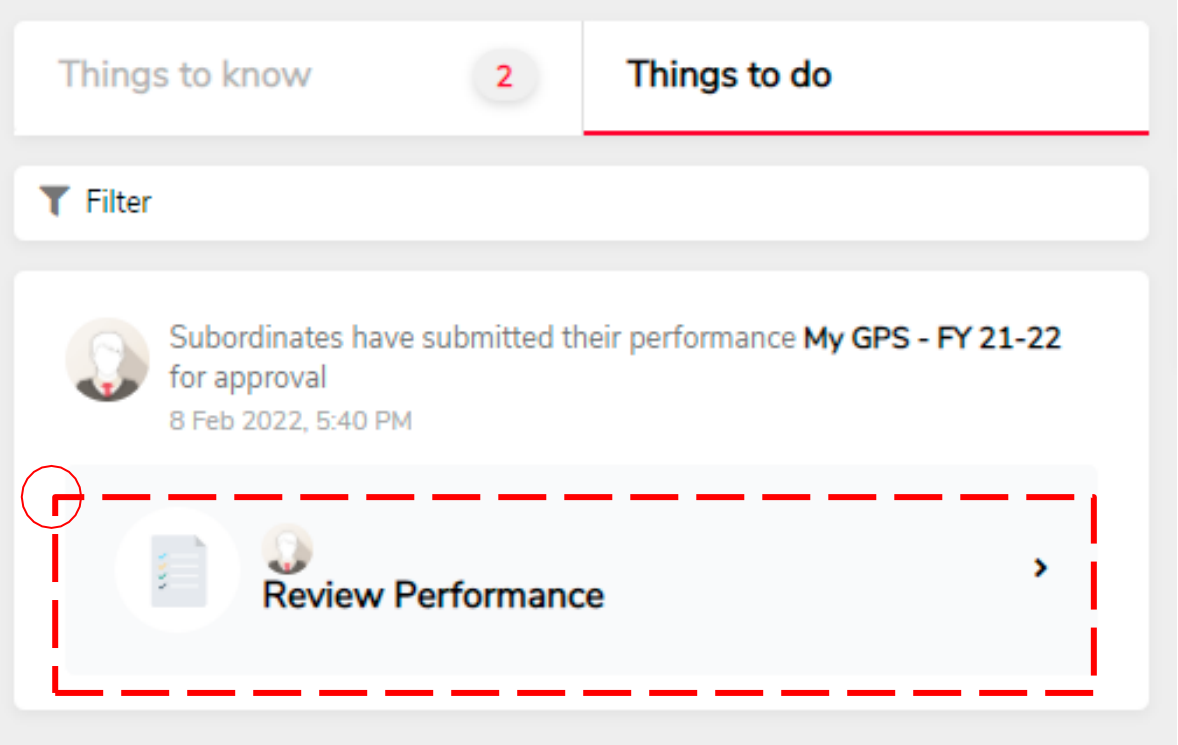
1. Provide comment for your overall scorecard and click "Submit" to submit the final scorecard for review

2. Click "Things to know"

3. Click this to view the submitted scorecard

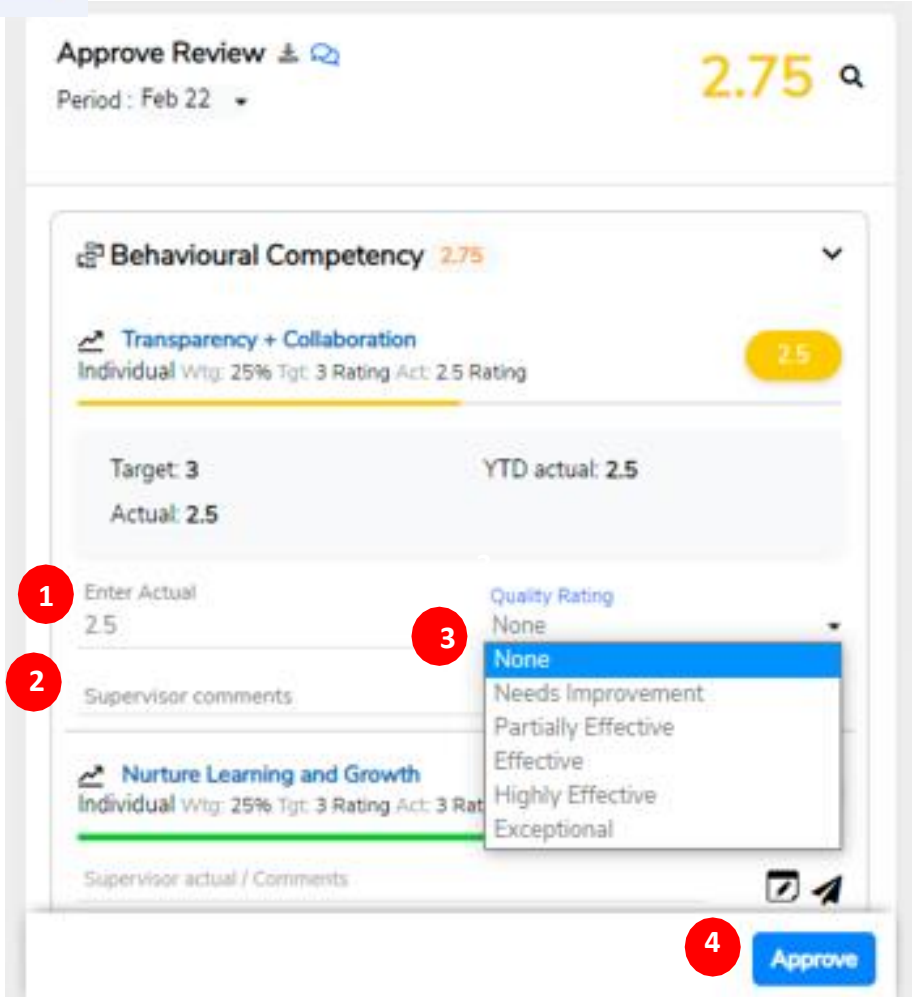
4. You will be able to see your overall score in "Scorecard" tab and it is now pending for review from Manager

Review Goal sheet/Scorecard by Manager



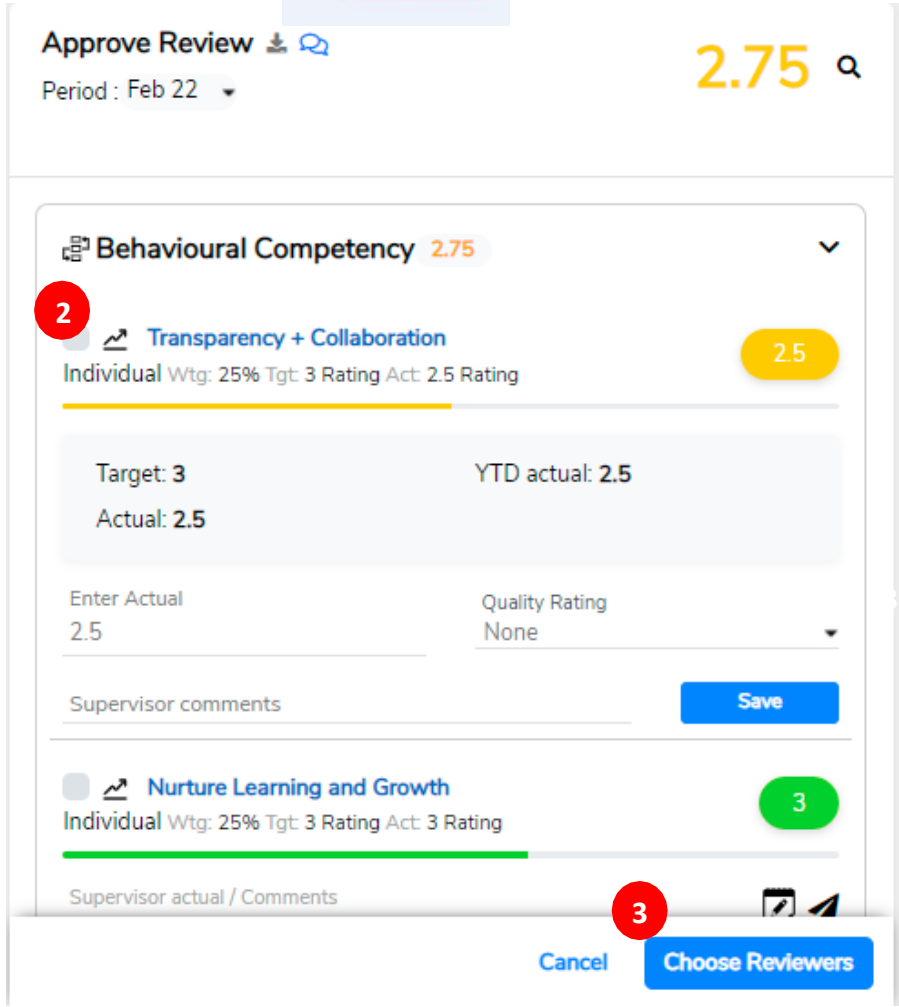
In “Things to do” Manager will receive the notification on the submitted team member(s) scorecard, click to provide review

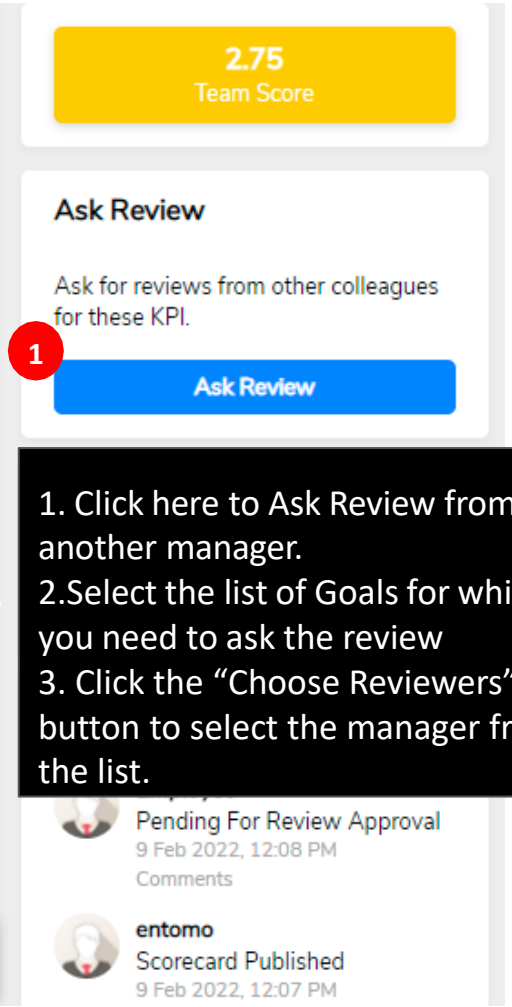
Manager Point of View (Scorecard Review)



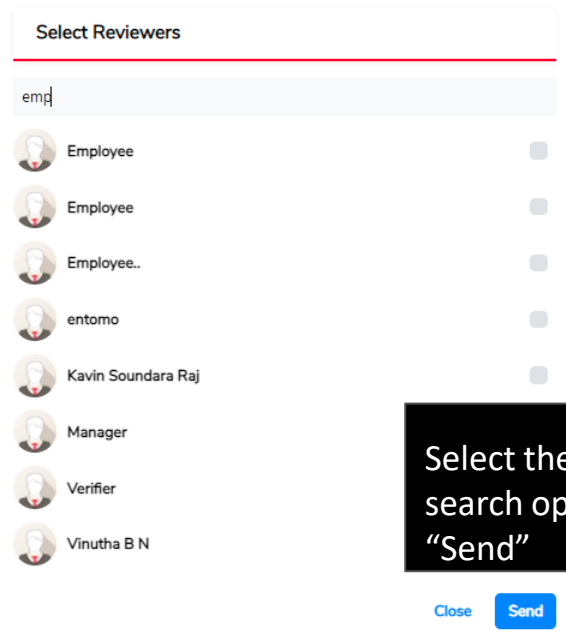
1. Click here to change the Team member actual
2.Click to input comment for the Goal
3. Select the Quality Rating from the dropdown and Save
4. Click “Approve” to continue with Performance Review

Manager Point of View (Scorecard Review) – Ask Review

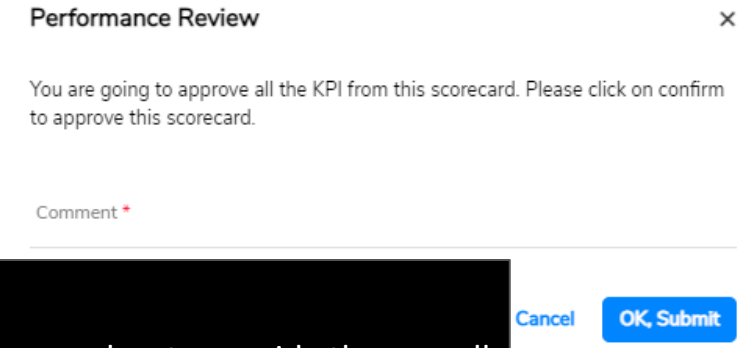




1. Click here to Ask Review from another manager.
2.Select the list of Goals for which you need to ask the review
3. Click the “Choose Reviewers” button to select the manager from the list.

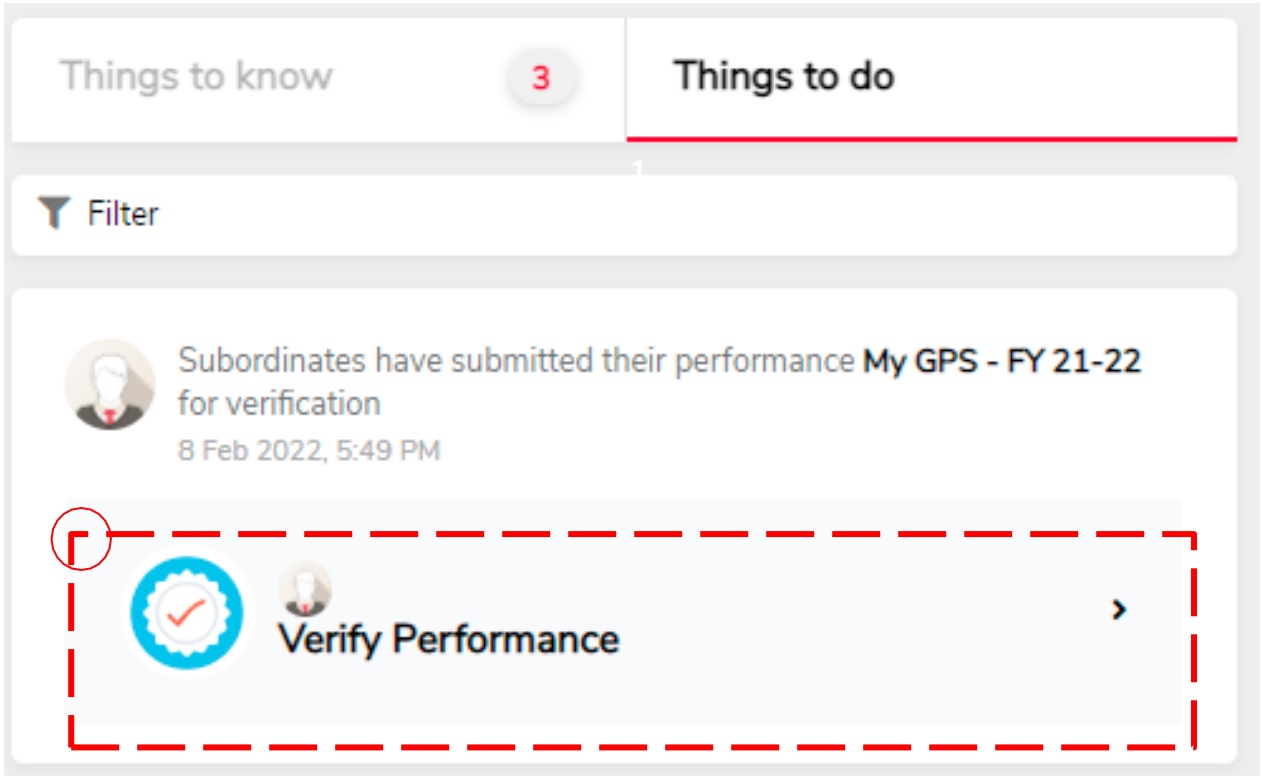


Select the Reviewers using search option and Click on “Send”



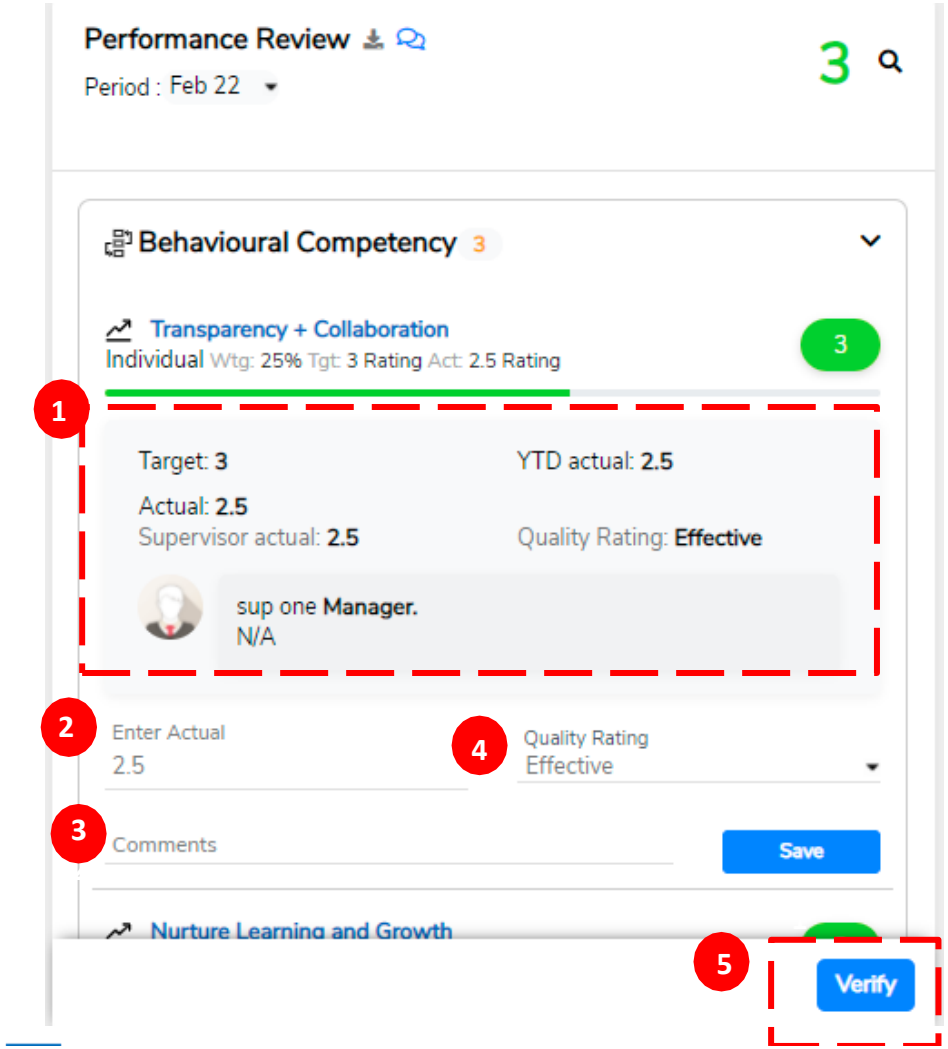
Manager has to provide the overall comments and click on “OK, Submit”

Manager +1 Point of View (Review)

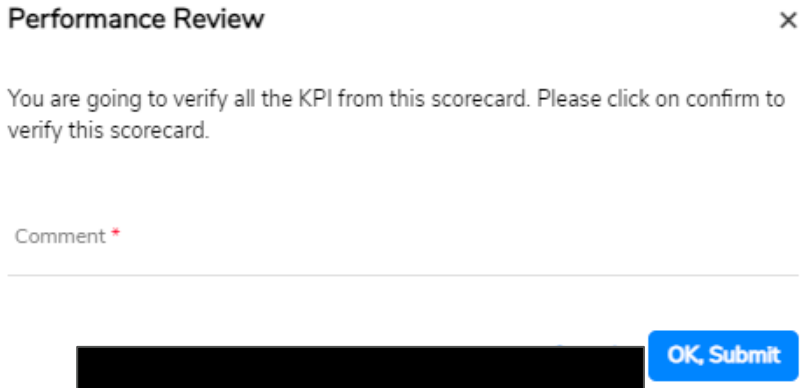


In “Things to do”, Manager+1 will receive the notification on the
submitted team member(s) scorecard, click to verify

Manager+1 Point of View (Scorecard Review)



1.Can view the Actual given by the employee, Manager and the Quality Rating given by the Manager.
2. Click here to change the actual
3.Click to input comment for the Goal
4. Select the Quality Rating from the dropdown and Save
5. Click “Verify” to approve and verify team member actual performance



Once clicking on 'Verify', provide comment for the Performance Review and click "OK, Submit" to complete

THANK YOU

Please contact HR team for more information