

# User Manual

## GOALSHEET



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-



## How to Access MyGPS



## Login Page

mygps.kpisoft.com/home/#/signin



Username

lentomoadmin@tataelxsi.com

Password

.....

[Forgot Password](#)

Login

Insert username  
and password



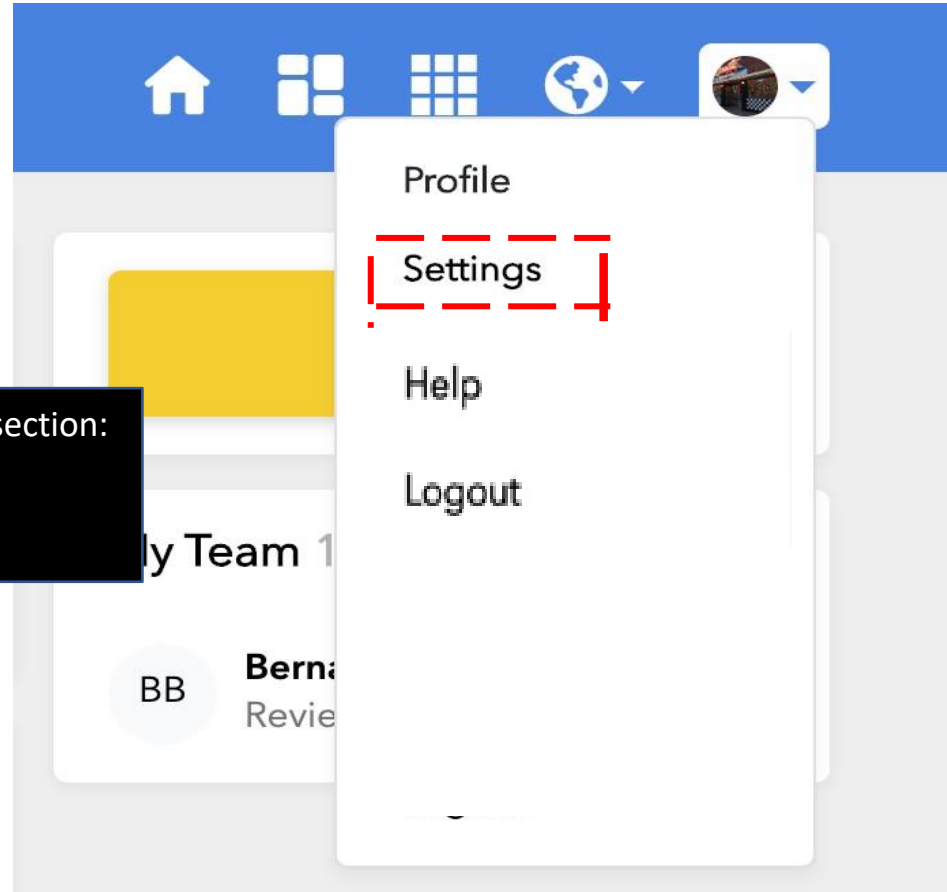
## General Setting



## Settings Section

Four menu are in the setting section:

- About you
- My detail
- Change password





## Settings: About You

← Things to know

Settings


About You

My Details

Change Password

Change Language

About You



Display Name  
Admin User

Cancel

Save

About Menu:


- To view your profile picture and your display name





## Settings: My Details


← Things to know

Settings

 About You >

 My Details >

 Change Password >

 Change Language >

My Details

Date of Joining: 21-09-2018

Employee ID: EMP1

Email: admin@cstesting.com

Primary Supervisor: N/A

Secondary Supervisor(s): N/A

Grade: EPMS

Category: N/A

Org Unit  
Mining Generic

Employment Type  
N/A

“My Details” menu stores the following information of employee:

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








## Settings: Change Password


← Things to know

Settings

 About You >

 My Details >

 Change Password >

 Change Language >

Change Password

Old Password \*

New Password \*

Confirm New Password \*

Minimum Length - 8

Maximum Length- 25

Minimum Capital Letter- 1

Minimum Lower Letter- 1

Minimum Number- 0

Minimum Special Character- 1

Cancel

Save

To change the password:

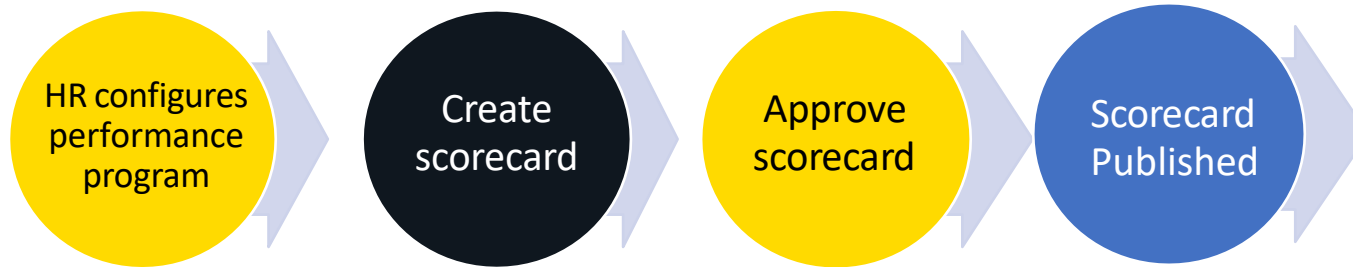
- Min password length: 8
- Max password length: 25
- Min Capital Letter: 1
- Min Lower Letter: 1
- Min Number: 0
- Min Special Character: 1



## Tutorial - Goal Setting Workflow




## Goal Setting Workflow





## Update/ Create Goalsheet



Muzaffar  
Executive

Employee ID  
BLR116

Email  
Muzaffar@blr.com

Organization Units  
Bangalore

Primary Supervisor  
Kamal

M What would you like to do?

Notification that HR has created the program

5

1 Things to do 14

HR has created the performance program **My GPS - FY 21-22** for the period **01-04-2021 to 31-03-2022**  
8 Feb 2022, 8:17 AM

Create your Own Scorecard >

My Team

You have no subordinates

1. Click " Things to do"

2. Click here to create your KPI



## Update/ Create Goalsheet

← Things to do

Program Details

My GPS - FY 21-22  
Program Name

2021-04-01 to 2022-03-31  
Duration

Create scorecard

Create Group KPI

My KPI  
Max 100%  
10%  
Create My KPI

Behavioural Competency

Agility + Confidence to take on the world  
Individual Wtg: 2.5% Tgt: 3 Rating

Transparency + Collaboration  
Individual Wtg: 2.5% Tgt: 3 Rating

Nurture Learning and Growth  
Individual Wtg: 2.5% Tgt: 3 Rating

Ownership  
Individual Wtg: 2.5% Tgt: 3 Rating

Submit scorecard

Scorecard Summary

Total Weightage  
(Max 100%)  
10%

No. of KPI  
(8 - 20)  
4

Supervisor  
0%

My KPI  
(Max 100%)  
10%

Date Based KPI  
(Max 100%)  
0%

By default, the Behavioural goals will be assigned, to add other goals click "Create My KPI".

2



## Individual Goal (1/3)

**Create KPI** [Close]

1 2 3

Perspective

KPI Name \*

Description

Weightage ( Min 1%, Max 100%)

Who can see your KPIs? \*

☐ Private  
Private KPI's will be visible only to you and your supervisors

☒ Public  
Public KPI's will be visible to all

Next

1. Select the Perspective/Strategy from the drop-down list

2. Fill in the details such as KPI Name, Description and Weightage

3. Click "Next"

**Create KPI** [Close]

1 3

Perspective

None

Behavioural Competency

Compliance and Governance

Division Specific

Financial Specific

People Specific

Who can see your KPIs? \*

☐ Private  
Private KPI's will be visible only to you and your supervisors

☒ Public  
Public KPI's will be visible to all

Next

Perspective/Strategy drop down list



## Individual Goal (2/3)

**Create KPI**

✓ 2 3

Target <sup>\*</sup>  
3 %

Basis Of Scoring  
Select scale  
Max is Higher

NI	2.10
PE	2.70
EFFECTL...	3.00
HE	3.30
EXCEPTL...	3.60

Back Next

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

Click here to change the UOM (Unit of Measurement)



## Individual Goal (3/3)

### Create KPI

How often will you update actual for this KPI?  
Monthly

Click the frequency  
as Monthly

### My Targets Adds Up

Apr - 21 3.00	May - 21 3.00
Jun - 21 3.00	Jul - 21 3.00
Aug - 21 3.00	Sep - 21 3.00
Oct - 21 3.00	Nov - 21 3.00
Dec - 21 3.00	Jan - 22 3.00
Feb - 22 3.00	Mar - 22 3.00

[Back](#)

[Add More KPI's](#)

[Create KPI](#)

To finish the setup, click "Create KPI"





## Update Goalsheet

Things to do

Program Details

My GPS - FY 21-22  
Program Name

2021-04-01 to 2022-03-31  
Duration

Create scorecard

Create Group KPI

My KPI  
Max 100% 100%

Create My KPI

Behavioural Competency

Compliance and Governance

Conformance to the Quality Assurance standards  
Individual Wtg: 15% Tgt: 3 Rating

Division Specific

Execution & Implementation1  
Individual Wtg: 10% Tgt: 3 Rating

Submit scorecard

Scorecard Summary

Total Weightage  
(Max 100%) 100%

9

KPI From Supervisor  
(Min 0%) 0%

My KPI  
(Max 100%) 100%

Date Based KPI  
(Max 100%) 0%

Click here to add more goals

Click on the Edit icon to edit the goal details

Edit KPI

Perspective  
Compliance and Governance

KPI Name \*  
Conformance to the Quality Assurance standards

Description  
Ensuring zero deviation from compliance and regulatory guidelines (ISO, ISMS, OH&S)

Weightage (Min 1%, Max 100%)  
15 %

Original Target  
3.00 Rating

Target  
3.00 Rating

Basis Of Scoring  
Select scale  
Max is Higher

NI

PE

EFFECTIL

HE

2.1

2.7

3

Update KPI

Edit the goal details and click on Update KPI



## Submit Complete Scorecard (1/2)

← Things to do

Program Details

My GPS - FY 21-22  
Program Name

2021-04-01 to 2022-03-31  
Duration

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

Create scorecard

Create Group KPI

My KPI  
Max 100%

100%

Create My KPI

Behavioural Competency

Compliance and Governance

Conformance to the Quality Assurance standards  
Individual Wtg: 15% Tgt: 3 Rating

Division Specific

Execution & Implementation1  
Individual Wtg: 10% Tgt: 3 Rating

Scorecard Summary

1

Total Weightage  
(Max 100%)

100%

No. of KPI  
(8 - 20)

9

KPI From Supervisor  
(Min 0%)

0%

My KPI  
(Max 100%)

100%

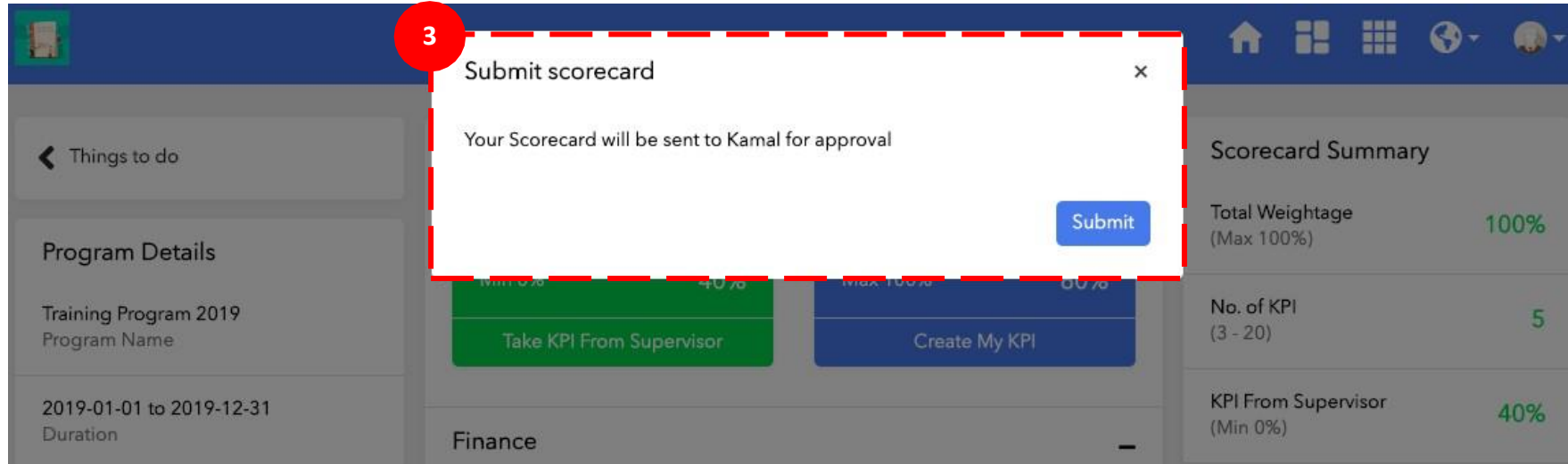
Date Based KPI  
(Max 100%)

0%

Submit scorecard



## Submit Complete Scorecard (2/2)



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



## View Complete Scorecard

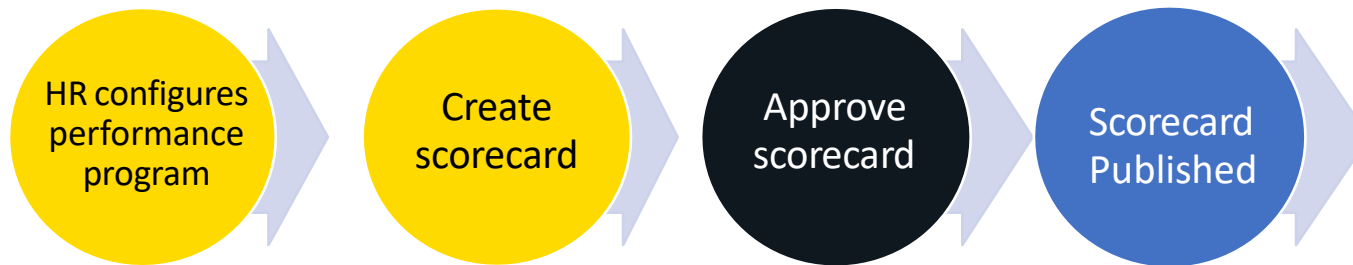
The screenshot displays the 'View Complete Scorecard' page for Muzaffar Executive. On the left, the user's profile is shown with their name, title, and contact information. The main content area features a navigation bar with 'Things to know' (6) and 'Things to do' (14). A notification indicates that the scorecard has been successfully submitted and is pending approval from Kamal. Below the notification, there is a link to 'Click to view scorecard info' and a 'Share' button. The right sidebar shows 'My Team' with the message 'You have no subordinates'.

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)




**Kamal**  
GM

 Employee ID  
BLR141

 Email  
[Kamal@blr.com](mailto:Kamal@blr.com)

 Organization Units  
Bangalore


Primary Supervisor


 **Rajinikanth**

K What would you like to do?


Things to know 1

Things to do

 Filter



Subordinates have submitted scorecard for **My GPS - FY 21-22** for your approval  
8 Feb 2022, 5:13 PM



**Review Scorecard**

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)

Things to do

Approve Scorecard

Muzaffar  
Submission Date : 14 Jan 20...

Approve Scorecard

Finance

Revenue  
Shared Wtg: 20% Tgt: 1,000 USD Mil

Accept Send Back

Internal Business Process

Managing Issues Independently  
Individual Wtg: 20% Tgt: 2 Month

Accept Send Back

Customers

Number of Client Complaint  
Individual Wtg: 20% Tgt: 0 Nos

Accept Send Back

Learning & Growth

Provide Training to New Joiners  
Individual Wtg: 20% Tgt: 6 Days

Accept Send Back

Employee Engagement Index  
Owned Wtg: 20% Tgt: 3 Index

Accept Send Back

Send Back All Approve all

Scorecard History

Muzaffar  
Pending For Approval  
14 Jan 2020 4:01 PM

Click here to edit the scorecard (e.g. change target)

1. Manager may choose to "Accept" or "Send Back" Goal one by one  
2. Or click "Send Back All" or "Approve all" for all Goals

## Scorecard Approval by Supervisor (3/3)

The screenshot shows a mobile application interface for 'MyGPS'. A red dashed box highlights a dialog box titled 'Send back all KPI?'. The dialog contains the text 'Are you sure you want to send back all the KPI?' and a 'Comment' field with an asterisk. At the bottom of the dialog are 'Cancel' and 'OK, Confirm' buttons. A red circle with the number '6' is positioned above the dialog. In the background, the 'Approve Scorecard' section shows a scorecard for 'Muzaffar' submitted on '14 Jan 20...'. The scorecard lists three categories: 'Internal Business Process' (with 'Managing Issues Independently' marked 'Send Back'), 'Customers' (with 'Number of Client Complaint' marked 'Accepted'), and 'Learning & Growth' (with 'Provide Training to New Joiners'). A 'Send Back All' button is visible at the bottom right of the scorecard. A 'Scorecard History' section on the right shows a pending approval for Muzaffar on 14 Jan 2020 at 6:01 PM.

6

Send back all KPI?

Are you sure you want to send back all the KPI?

Comment \*

Cancel OK, Confirm

Things to do

Approve Scorecard

Muzaffar  
Submission Date : 14 Jan 20...

Internal Business Process

Managing Issues Independently Send Back  
Individual Wtg: 20% Tgt: 2 Month  
Accept

Customers

Number of Client Complaint Accepted  
Individual Wtg: 20% Tgt: 0 Nos  
Send Back

Learning & Growth

Provide Training to New Joiners  
Individual Wtg: 20% Tgt: 6 Days

Send Back All

Scorecard History

Muzaffar  
Pending For Approval  
14 Jan 2020, 6:01 PM  
Comments

Even if one KPI is rejected, the whole scorecard is sent back to user for him/her to make amendments.

6. Provide comment before sending back all the KPIs to user for amendments , then click "OK, Confirm"

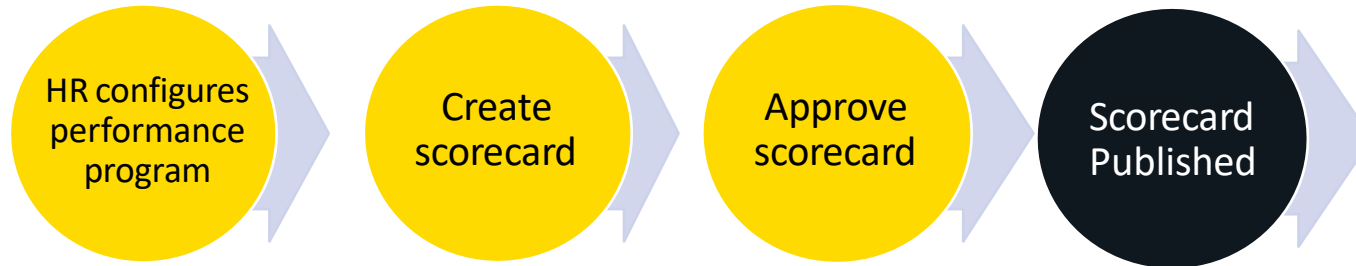




## User Scorecard - Published



## Goal setting workflow





## View Published Scorecard

1


Things to know

2


Things to do

Filter

2



VISHNU has published the scorecard for My GPS - FY 21-22 program from 01-04-2021 to 31-03-2022  
8 Feb 2022, 5:24 PM



View your published scorecard

Share

3

Scorecard Published

Behavioural Competency

Agility + Confidence to take on the world

Individual Wtg: 2.5% Tgt: 3 Rating

Transparency + Collaboration

Individual Wtg: 2.5% Tgt: 3 Rating

Ownership

Individual Wtg: 2.5% Tgt: 3 Rating

Nurture Learning and Growth

Individual Wtg: 2.5% Tgt: 3 Rating

Compliance and Governance

Conformance to the Quality Assurance standards

Individual Wtg: 15% Tgt: 3 Rating

Division Specific

Execution & Implementation1

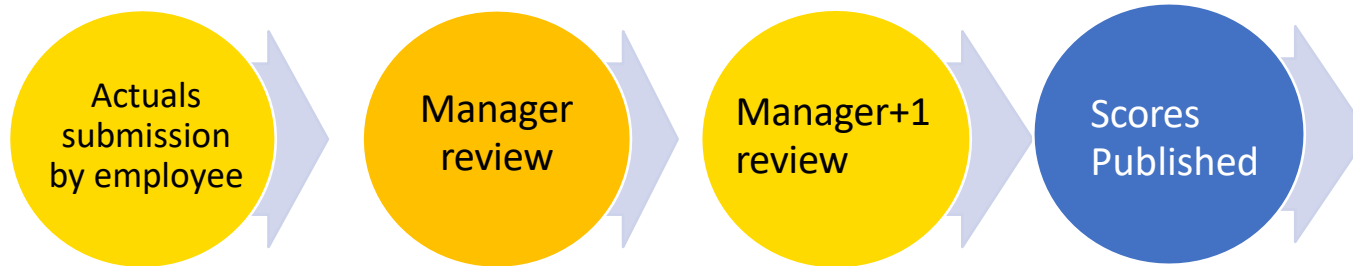
1. Click "Things to know"

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)


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

Things to know 7

Things to do 15

HR A review has been triggered by HR. Submit your performance updates for **01-04-2021** to **31-01-2022**  
8 Feb 2022, 5:31 PM

2

 Submit your performance for this period >

3

Submit Performance ⬇

Period : Jan 22

Behavioural Competency

Agility + Confidence to take on the world

Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments

Transparency + Collaboration

Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments

Ownership

Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments

Nurture Learning and Growth

Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments

Submit


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




## Update Scorecard Actuals (2/3)

**Submit Performance** 


Period : Jan 22 


 **Behavioural Competency** 


 **Agility + Confidence to take on the world**  
Individual Wtg: 2.5% Tgt: 3 Rating


1 Enter Actual 3 Attach document


2 Write a note 4 Save

 **Transparency + Collaboration**  
Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments 

 **Ownership**  
Individual Wtg: 2.5% Tgt: 3 Rating

Period actual / Comments 

 **Nurture Learning and Growth**  
Individual Wtg: 2.5% Tgt: 3 Rating

5 Submit

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

Submit Review

Comment\*

Submit

2

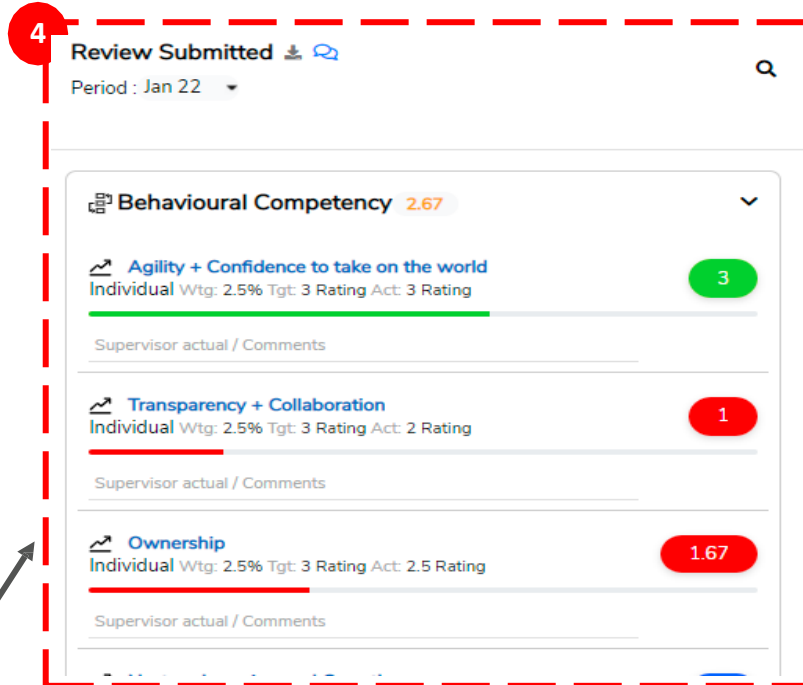
Things to know 8 Things to do 14

Muzaffar, your review has been successfully submitted and it is pending with Kamal for approval  
15 Jan 2020, 3:34 PM

3

Click to view review scorecard info

Share



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


Things to know2


Things to do

Filter



Subordinates have submitted their performance My GPS - FY 21-22 for approval  
8 Feb 2022, 5:40 PM






Review Performance

>


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)

Approve Review   2.75 

Period : Feb 22 ▾

 Behavioural Competency 2.75 ▾


 Transparency + Collaboration  
Individual Wtg: 25% Tgt: 3 Rating Act: 2.5 Rating 2.5

Target: 3 YTD actual: 2.5  
Actual: 2.5



1 Enter Actual  
2.5

3 Quality Rating  
None  
Needs Improvement  
Partially Effective  
Effective  
Highly Effective  
Exceptional

2 Supervisor comments

 Nurture Learning and Growth  
Individual Wtg: 25% Tgt: 3 Rating Act: 3 Rat



Supervisor actual / Comments


4   Approve


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

Approve Review  

Period : Feb 22 

2.75 

2.75  
Team Score

Ask Review

Ask for reviews from other colleagues for these KPI.

1 

Ask Review

2 

Behavioural Competency 2.75

Transparency + Collaboration

Individual Wtg: 25% Tgt: 3 Rating Act: 2.5 Rating

Target: 3

YTD actual: 2.5

Actual: 2.5

Enter Actual

2.5

Quality Rating

None

Supervisor comments

Save

3 

Nurture Learning and Growth

Individual Wtg: 25% Tgt: 3 Rating Act: 3 Rating

Supervisor actual / Comments

Cancel

3 

Choose Reviewers

1

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.

Pending For Review Approval

9 Feb 2022, 12:08 PM

Comments

entomo

Scorecard Published

9 Feb 2022, 12:07 PM

Select Reviewers

emp

Employee

Employee

Employee..

entomo

Kavin Soundara Raj

Manager

Verifier

Vinutha B N

Close

Send

Select the Reviewers using search option and Click on "Send"

Performance Review

X

You are going to approve all the KPI from this scorecard. Please click on confirm to approve this scorecard.

Comment \*

Cancel

OK, Submit

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




## Manager +1 Point of View (Review)


Things to know3


Things to do

Filter



Subordinates have submitted their performance My GPS - FY 21-22 for verification  
8 Feb 2022, 5:49 PM







Verify Performance>



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)

Performance Review   3 

Period : Feb 22 

 Behavioural Competency 3 


 Transparency + Collaboration

Individual Wtg: 25% Tgt: 3 Rating Act: 2.5 Rating 3

1

Target: 3  
Actual: 2.5  
Supervisor actual: 2.5

YTD actual: 2.5  
Quality Rating: Effective

 sup one Manager.  
N/A

2

Enter Actual  
2.5


4

Quality Rating  
Effective

3

Comments

Save

 Nurture Learning and Growth

5

Verify

- 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

### Performance Review

You are going to verify all the KPI from this scorecard. Please click on confirm to verify this scorecard.

Comment 

OK, Submit

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