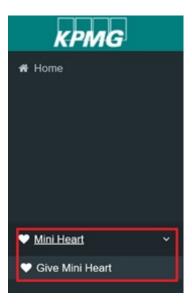


## Give your colleagues a Mini-Heart

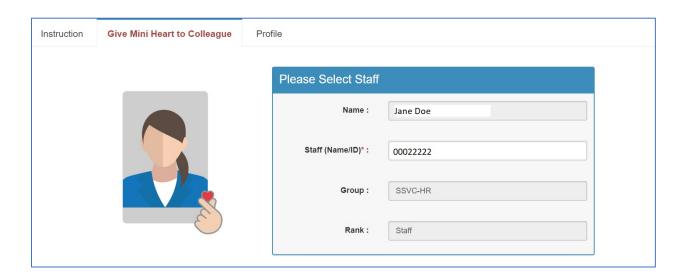
**USER GUIDE** 



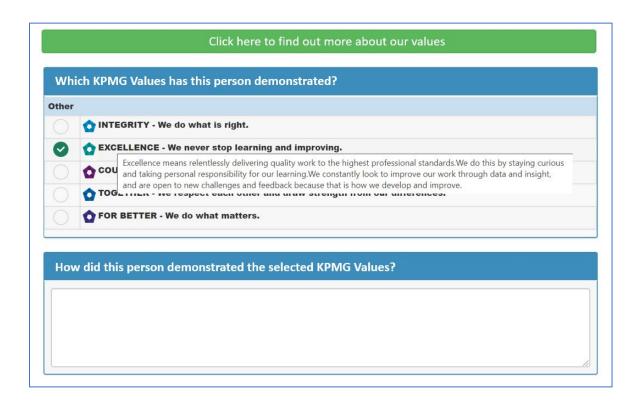
- 1. You can access the Mini Heart application via http://www.thapp4.th.kworld.kpmg.com/application/HR/HumanCapitalManagement/
  - 1.1. Select Mini Heart and click on 'Give Mini Heart'.



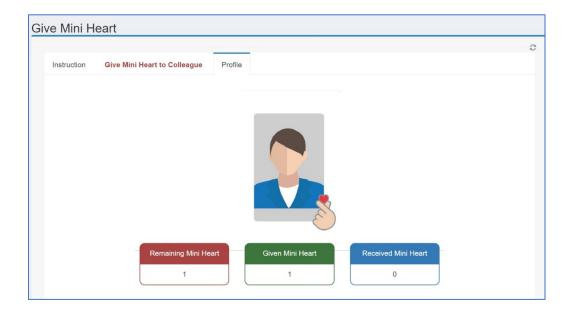
2. Select "Give Mini Heart to Colleague" and type in the name or staff ID of the person you wanted to give the mini heart to. You can give your mini hearts to anyone. You will have 5 mini hearts for giving out. The mini hearts quota will be reset on the first day of each month.



3. The mini heart you are giving should be linked to one of our <u>Values</u>. You can click on the green bar or hover your mouse over the value to find out more.



- 4. If you want to provide further details of why you linked the mini heart to the competency, you can type into the text box below the values.
- 5. Once you gave the mini heart(s), you can see the summary by clicking on the 'Profile' tab.



6. The details of the mini heart(s) you have given or received can be shown by expanding the each of the section (clicking on '+' sign).

