



V-Ensure Pharma Technologies Pvt Ltd

**Your Science & Time
We ensure it..... With success!!!**



Performance Management System



Performance Management System



- ❑ Performance Management System (PMS) is a simple yet effective process which enables the organization & its employees to direct & channelize their energies towards achieving common business goals.
- ❑ The philosophy behind PMS is to create an environment in which each individual is given the optimum opportunity to realize his full potential & work towards the same.



- ▶ Goal Setting is the joint responsibility of both appraisee & appraiser.
- ▶ Individual Goals/KRA should be aligned with the Company Goals.
- ▶ Manager's job is to help his subordinates to achieve his goals.
- ▶ Talk to your people often in order to head-start performance management of your people.
- ▶ Notice great performance and celebrate successes.
- ▶ Have an uncomplicated and time-bound system of performance management.

Goal

- A predetermined target that a business or individual plans to achieve in a set period of time.
- A goal is a significant shorter term measurable target which will contribute to a result in a period of time (usually a year)

Key Result Area (KRA)

- A significant measurable target which will contribute to a result in a specified Financial Year.

Key Performance Indicator (KPI)

- KPIs are metrics that are used to monitor performance in key areas on a daily, weekly or monthly basis.
- A measurable parameter which will indicate progress of GOAL set. It is an indicator against which the level of performance can be decided.

How to Log in to PMS Software



⚠ Not secure 192.168.1.200:3002/login

The logo for PROVISION, with "PRO" in blue, "VISION" in blue, and a stylized green and yellow graphic to the right.

LOGIN

LOGIN

How to Access PROVISION:

URL: <http://192.168.1.200:3002>

Login Credentials:

Use your **Employee ID** as both the **username** and **password**.

How to change the password

The screenshot shows a web browser window with the V-Ensure application. The browser's address bar shows the URL 192.168.1.200:3002. The application's header includes the text 'View KRA'. Below the header is a table with columns: No., Financial Year, Created On, View, Edit Form, Update Target Date, Status, Share, and HR Status. The table is currently empty, displaying 'No form found.' A modal window titled 'Change/Update Password' is open in the center. It contains the following fields and buttons:

- User ID: IDVE429
- New Password:
- Confirm Password:
- Update Password (red button)

The modal window has a close button (X) in the top right corner. A red arrow points from the modal window to a text box on the right.

After log in through Employee ID, you will see this window. Here change your password and click on update password.

How to Add your KRA's



The screenshot shows a web browser window with the V-ensure application. The left sidebar contains the following menu items: KRA's, Department Forms, Pending Assignment, My Edit Requests, HR View, Edit Requests, and Logout. The main content area is titled "View KRA" and displays a table with the following columns: No., Financial Year, Created On, View, Edit Form, Update Target Date, Status, Share to Designated Person, and HR Status. Below the table, it states "No form found." A red arrow points from the "KRA's" menu item in the sidebar to the "View KRA" header.

No.	Financial Year	Created On	View	Edit Form	Update Target Date	Status	Share to Designated Person	HR Status
No form found.								

On the left hand side you will see one option as KRA's.

How to Add your KRA's



The screenshot shows a web browser window with the V-ensure application. The left sidebar contains a menu with the following items: KRA's, Add KRA, View KRA, Department Forms, Pending Assignment, My Edit Requests, HR View, Edit Requests, and Logout. The main content area is titled 'View KRA' and displays a table with the following columns: No., Financial Year, Created On, View, Edit Form, Update Target Date, Status, Share to Designated Person, and HR Status. The table is currently empty, showing 'No form found.' A red arrow points from the 'Add KRA' option in the sidebar to the main content area.

No.	Financial Year	Created On	View	Edit Form	Update Target Date	Status	Share to Designated Person	HR Status
No form found.								

After clicking on KRA Option, there will be two options i.e. Add KRA & View KRA
For adding the KRA's click on Add KRA option.

How to add KPI's

Google V-Ensure

Not secure 192.168.1.200:3002/addkra

PROVISION

KRAs

- Add KRA
- View KRA
- Department Forms
- Pending Assignment
- My Edit Requests
- HR View
- Edit Requests
- Logout

Pranali Manore IDVE429

Add New KRA

Financial Year: 2025-26

Major Goals
(Total KPIs: 0/50-80)

Add KRA

No.	KRA	Actions
-----	-----	---------

Organizational Goals
(Total KPIs: 0/5-25)

Add KRA

No.	KRA	Actions
-----	-----	---------

Personal Goals
(Total KPIs: 0/10-20)

Add KRA

No.	KRA	Actions
-----	-----	---------

Expectations

Add Expectations

By clicking on Add KRA you will be able to see this window. Then select financial year as 2025-26.

Here you will see 3 options i.e.

- 1) Major Goals
- 2) Organizational Goals
- 3) Personal Goals

IN front of each option there is a blue colored Tab on the right hand side called as Add KRA.

You have to click on it to Add your respective KRA

How to give weightage and decide target date for achievement of KPI's



Google V-Ensure 192.168.1.200:3002/addkra

PRO ISI

KRAs

- Add KRA
- View KRA
- Department Forms
- Pending Assignment
- My Edit Requests
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- Logout

Pranali Manore IDVE429

Add New KRA

Financial Year: 2025-26

Major Goals

(Total KPIs: 0/50-80)

Add KRA

No.	KRA	Actions
1	<input type="text" value="KRA Description"/>	<input type="button" value="Add KPI"/> <input type="button" value="Remove KRA"/>

KPI	Target Date	Quarter	Weightage	Action
<input type="text" value="KPI Description"/>	<input type="text" value="dd-mm-yyyy"/>	-	<input type="text" value="0"/>	<input type="button" value="-"/>

Organizational Goals

(Total KPIs: 0/5-25)

Add KRA

No.	KRA	Actions
-----	-----	---------

- After clicking on Add KRA Option, this window will appear.
- Here mention your KRA in KRA Description column.
- Then click on Add KPI Button.
- In KPI Description you have to mention your KPI related to that particular KRA.
- Then mention the target date to achieve that KRA and weightage for the same.
- By this way add the KRA's and its KPI's give the weightage to them.

Example of KRA, KPI , Its target date and weightage



PROVISION

KRAs

Add KRA

View KRA

Department Forms

Pending Assignment

My Edit Requests

HR View

Edit Requests

Logout

Pranali Manore
IDVE429

Add New KRA

Financial Year: 2025-26

Major Goals
(Total KPIs: 55/50-80)

Add KRA

No.	KRA	Actions			
1	Talent Acquisition	Add KPI	Remove KRA		
KPI		Target Date	Quarter	Weightage	Action
Ensuring positions to be closed as per defined TAT		31-03-2026	Q4	20	-
Focus on cost reduction by closing vacancies through internal reference and naukri portal		31-03-2026	Q4	20	-
Ensuring all offered candidates will join as per given joining date or if there is any doubt the back up of that candidate should be ready		31-03-2026	Q4	15	-

Organisational Goals

This is one example of Setting a KRA and its KPI's along with the target date and weightage

How to submit your KRA's to your reporting head

Personal Goals
(Total KPIs: 20/10-20)

No.	KRA	Actions
1	<input type="text" value="sdfsdfshddjgi"/>	<button>Add KPI</button> <button>Remove KRA</button>

KPI	Target Date	Quarter	Weightage	Action
<input type="text" value="ssdgsgsgsgh"/>	<input type="text" value="dd-mm-yyyy"/>	-	<input type="text" value="10"/>	<button>-</button>
<input type="text" value="shshsdhsdjsdi"/>	<input type="text" value="dd-mm-yyyy"/>	-	<input type="text" value="10"/>	<button>-</button>

Expectations

No.	Expectations	Actions
1	<input type="text" value="Expectations Description"/>	<button>Remove</button>

Total KPIs across categories: 100/100 Save Form

- After adding all KRA's, KPI's and its weightage, there will be one more option at the end of the page about Expectations.
- Here you just have to mention if any specific expectation or training which you required to improve your skills, job knowledge.
- Once your KPI total will be 100/100, click on Save Form Option.

How to save the Form

The screenshot shows a web browser window with the V-Ensure application. The address bar shows the URL 192.168.1.200:3002/addkra. The application has a dark sidebar with navigation links: KRAs, Add KRA, View KRA, Department Forms, Pending Assignment, My Edit Requests, HR View, Edit Requests, and Logout. The main content area is titled 'Add New KRA' and features a dropdown for 'Financial Year' set to '2025-26'. Below this are three sections: 'Organizational Goals (Total KPIs: 0/50-80)', 'Personal Behaviour and Training (Total KPIs: 0/5-25)', and 'Extra Activities (Total KPIs: 0/10-20)'. Each section has a table with columns 'No.', 'Expectations', and 'Actions', and an 'Add Expectations' button. At the bottom, it shows 'Total KPIs across categories: 100/100' and a green 'Save Form' button. A green success message 'Form Added Successfully' is displayed in a box at the top right of the form area.

After clicking on Save Form, you will receive a dialog box as Form added Successfully.

How to share the form with HOD / Section head/ Reporting head



View KRA

No.	Financial Year	Created On	View	Edit Form	Update Target Date	Status	Share to Designated Person	HR Status
1	2025-26	10-03-2025	View	Edit	Not Editable	Pending	Share	-

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IDVE429

- After saving the form, when you will click on View KRA Option in the left hand side, the View KRA table will be displayed on your window.
- When you will click on share option, your KRA will be shared with your HOD/Section Head/ Reporting Head

How to share the form with HOD / Section head/ Reporting head

PROVISION

KRAs

Department Forms

Pending Assignment

My Edit Requests

HR View

Edit Requests

Logout

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View KRA

Sent for Approval


No.	Financial Year	Created On	View	Edit Form	Update Target Date	Status	Share to Designated Person	HR Status
1	2025-26	10-03-2025	View	Not Editable	Not Editable	In Progress	Shared	-

Type here to search

35°C Smoke ENG IN

After clicking on Share option, KRA form will be submitted to the Appraiser/Immediate superior

HOD / Section head/ Reporting head – Further Process for KRA Approval



KRAs

Add KRA

View KRA

Department Forms

Pending Assignment


My Edit Requests

HR View

Edit Requests

Ask Query

All Queries

 Avinash Nimbaji Salunkhe
IDVE307


Department Head Forms

Financial Year:

No.	Name	Financial Year	Department	Date	View	Edit	Accept/Reject	Share to HR	Request Edit
No form found.									


After manager log in, click on Department forms, select financial year and then click on search button.

HOD / Section head/ Reporting head – Further Process for KRA Approval



KRAs

- Add KRA
- View KRA
- Department Forms
- Pending Assignment
- My Edit Requests
- HR View
- Edit Requests
- Ask Query
- All Queries

 Avinash Nimbaji Salunkhe
IDVE307

Department Head Forms

Financial Year: 2025-26 Search

No.	Name	Financial Year	Department	Date	View	Edit	Accept/Reject	Share to HR	Request Edit
1	Pranali Manore	2025-26	HR and Admin	10-03-2025	View	Edit	<div><div>Approve</div><div>Reject</div></div>	-	-

After click on search button manager can View/Edit/Approve or Reject KRA of his team member.

HOD / Section head/ Reporting head – Further Process for KRA Approval

PROVISION

KRAs

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Add KRA

View KRA

Department Forms

Pending Assignmemt

My Edit Requests

HR View

Edit Requests

Ask Query

All Queries

Avinash Nimbaji Salunkhe

IDVE307

Department Head Forms

Financial Year:

2025-26

▼

Search

No.	Name	Financial Year	Department	Date	View	Edit	Accept/Reject	Share to HR	Request Edit
1	Pranali Manore	2025-26	HR and Admin	10-03-2025	View	Not Editable	Verified	Shared	Request

After click on Approve, KRA of his team member will be shared to HR.

After submission of KRA to HR, if there are changes in KRA HOD/Manager can request for edit by clicking on Request button. After HR approval KRA can be changed.