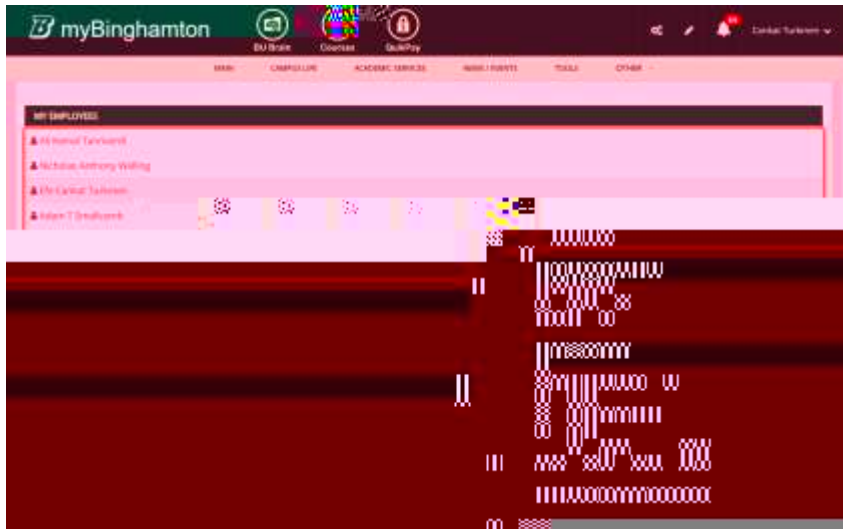


Performance Program

Step 1

Choose an employee, and click the name



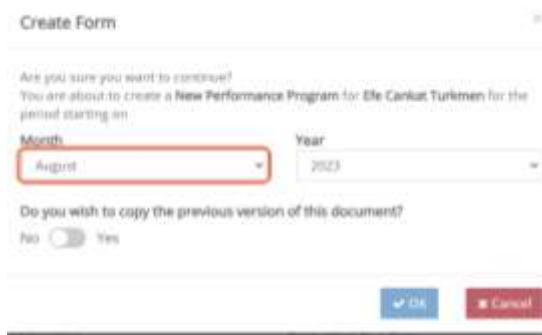
Step 2

Click on the New Performance Program



Step 3

Select Month



Create Form

Are you sure you want to continue?
You are about to create a New Performance Program for Efe Cankat Turkmen for the period starting on

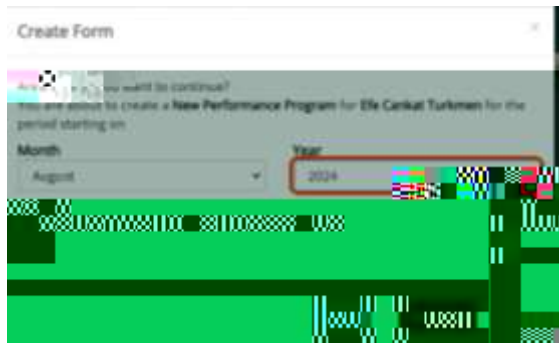
Month: August | Year: 2023

Do you wish to copy the previous version of this document?
No Yes

OK Cancel

Step 4

Select Year



Create Form

Are you sure you want to continue?
You are about to create a New Performance Program for Efe Cankat Turkmen for the period starting on

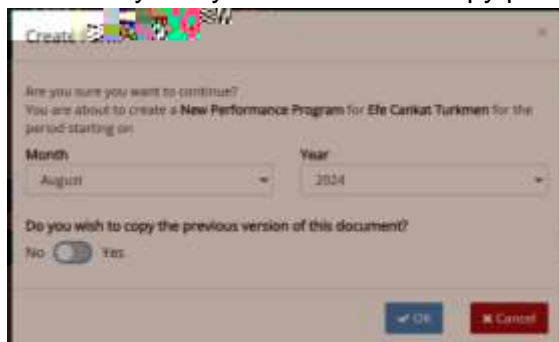
Month: August | Year: 2024

Do you wish to copy the previous version of this document?
No Yes

OK Cancel

Step 5

Switch to yes if you would like to copy previous Performance Program data



Create Form

Are you sure you want to continue?
You are about to create a New Performance Program for Efe Cankat Turkmen for the period starting on

Month: August | Year: 2024

Do you wish to copy the previous version of this document?
No Yes

OK Cancel

Step 6

Click on OK to create the document

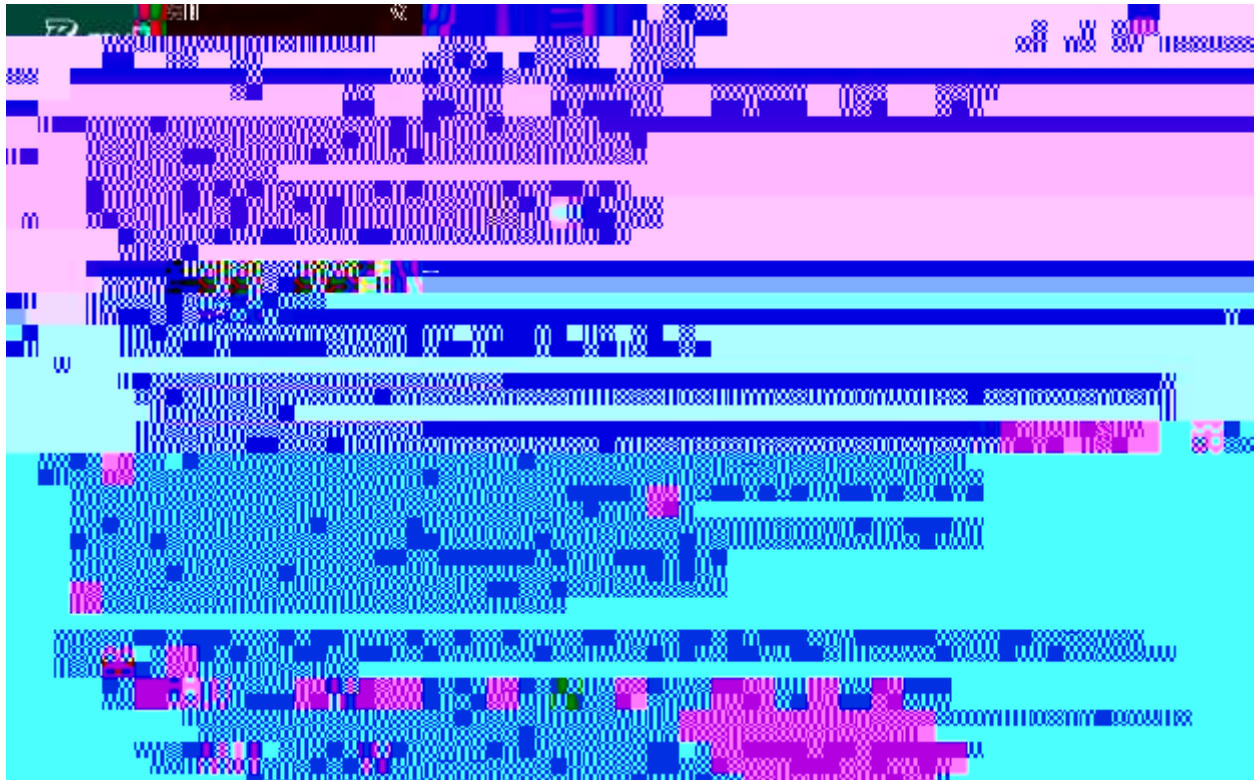
After this action, the document will be created and its status will be "In progress"

The employee will be able to see the document in the list, but not able to view it.



Step 7

Fill the sections



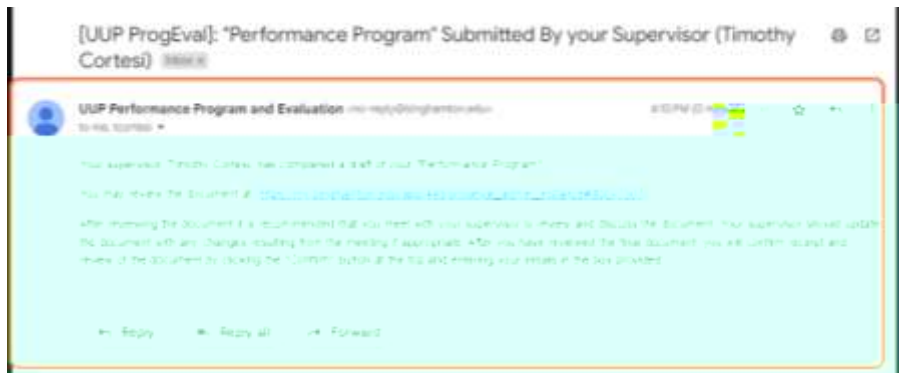
Step 8 (optional)

If you would like to revert changes you've done on this session please Click on the Revert Changes button at the bottom

Step 9

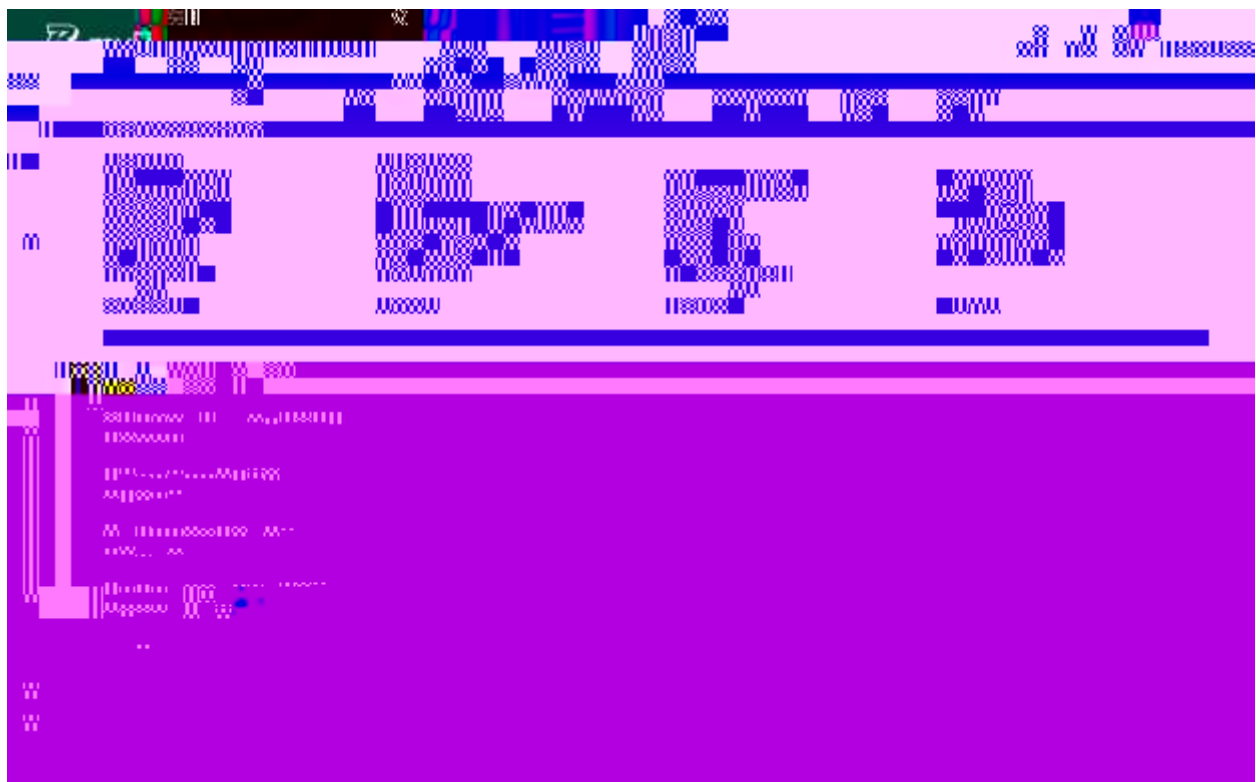
Click on Submit to send this document to the employee

After this action, the status of the document will be "In Review"

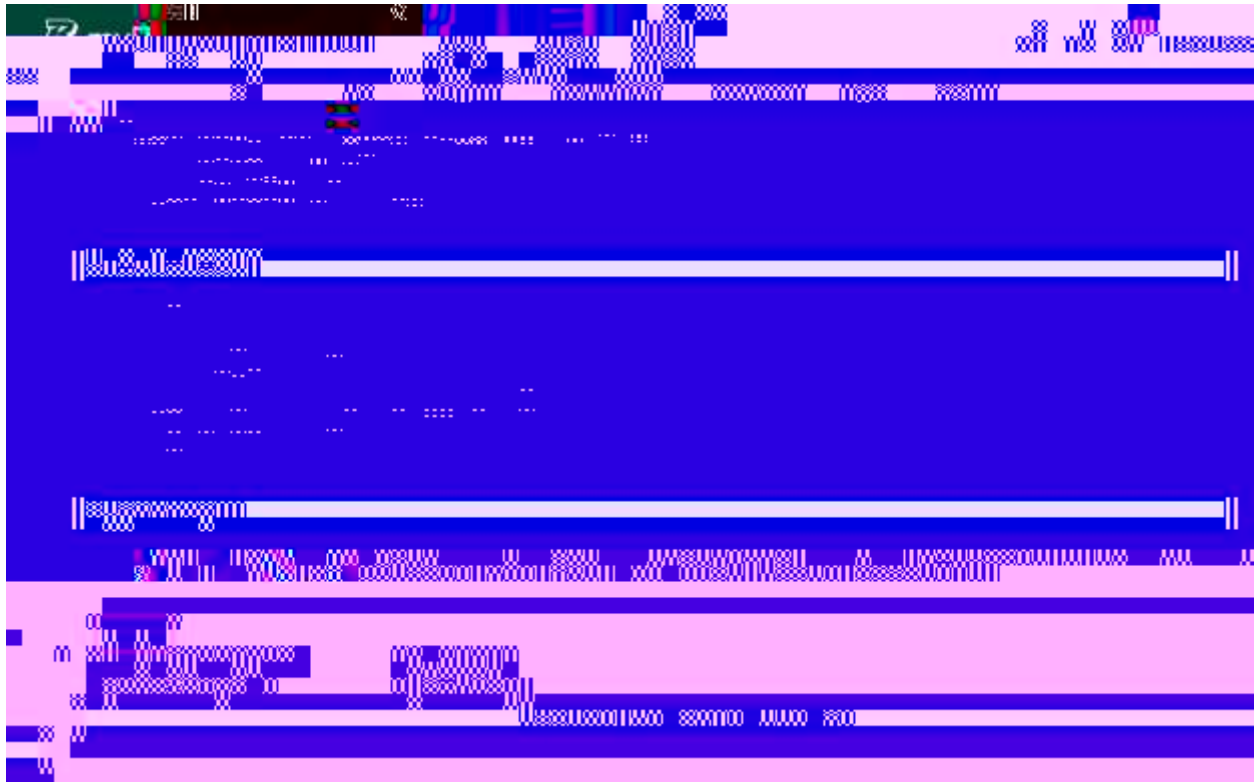


Step 10

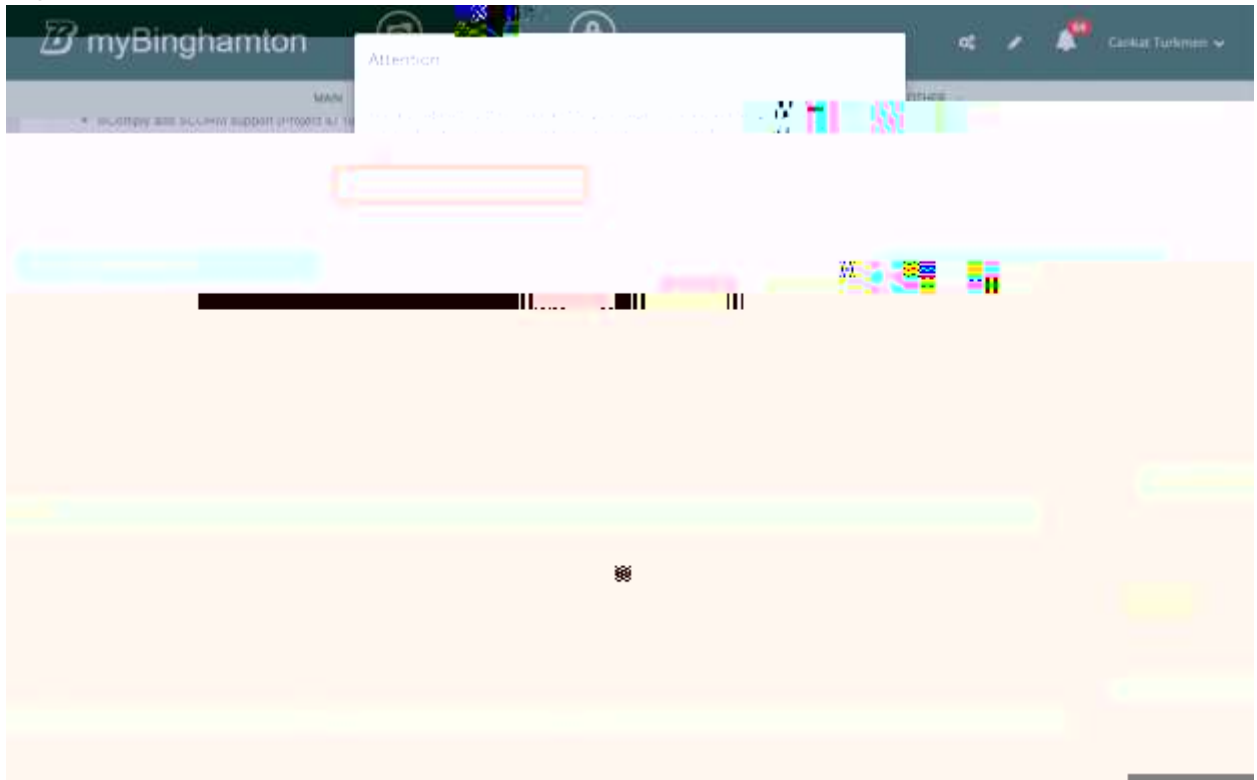
Then, the employee should go to the "my documents" section. And choose the program that is submitted



After reviewing the document. The employee should Click on Confirm to send this document back to the supervisor



The employee should enter the initials to acknowledge that this document is reviewed with the supervisor



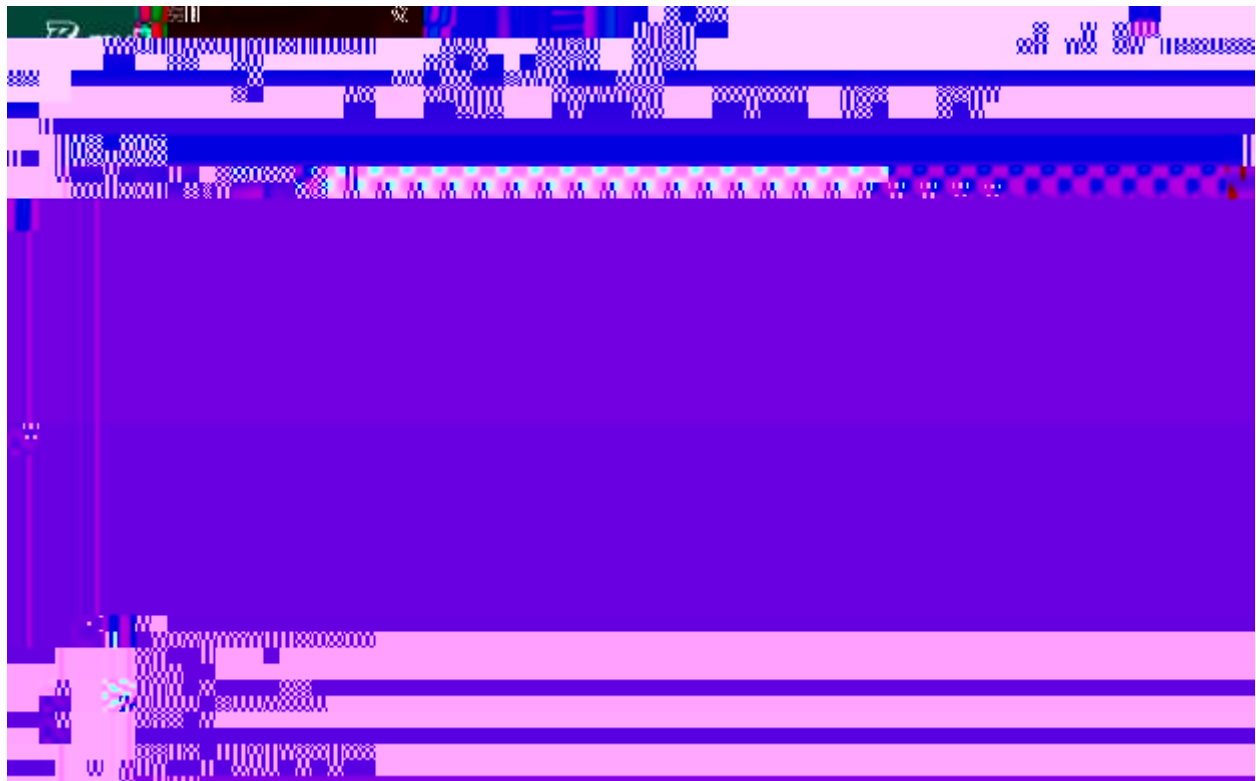
After this action, the status of the document will be "Confirmed".

This confirmation action will automatically send an e-mail to the supervisor that says your employee is confirmed by your employee.



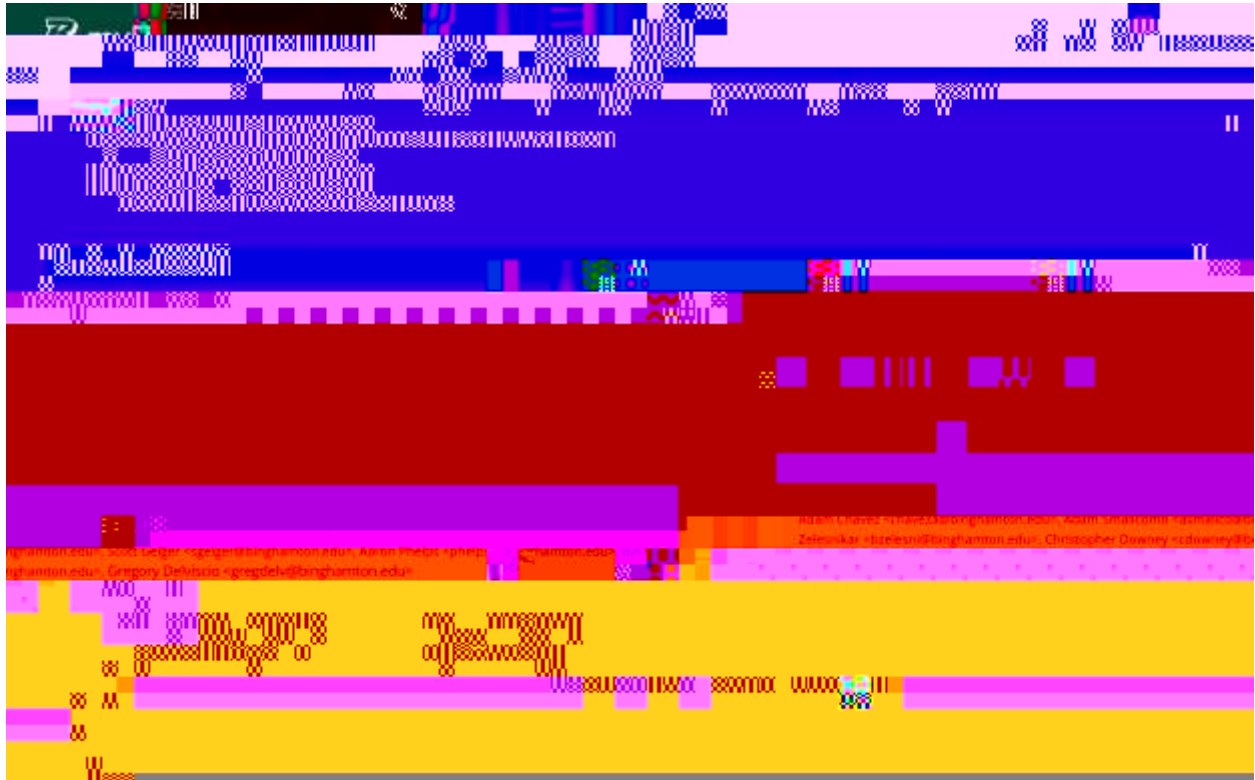
Step 11

After the confirmation process, the supervisor should go back to the employee's documents. And click on the document that is confirmed.



Then, The supervisor should Click on Sign to approve the document

After this action, the document status will be "Approved"



This approving action will automatically send an e-mail to the employee.

