Campus Management System (CMS)

Training Manual

Of

APPRAISALS MODULE

Revision Chart

Primary Author(s)	Description of Version	Date Completed
M Awais Raza	Initial Draft	09th-May- 2023
Hamid Raza	Reviewed the document	09th-May- 2023

Table of Contents

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Module:- Appraisals

Appraisals module includes all details like configurations, goals, appraisals and reporting. Details are given below. Icon of appraisals module is given below;

Process Name-: Settings

Click on the configuration menu and see sub menus like settings and evaluation scale. Details are given below.

Navigation-:

Appraisals Module ⟶ Configuration (Menu) ⟶ Settings (Sub Menu)

Description:

- Click on settings menu and see details.
- Fill credentials like answer all the given questions (as per policy). Then press save button.
- Diagram is given below;
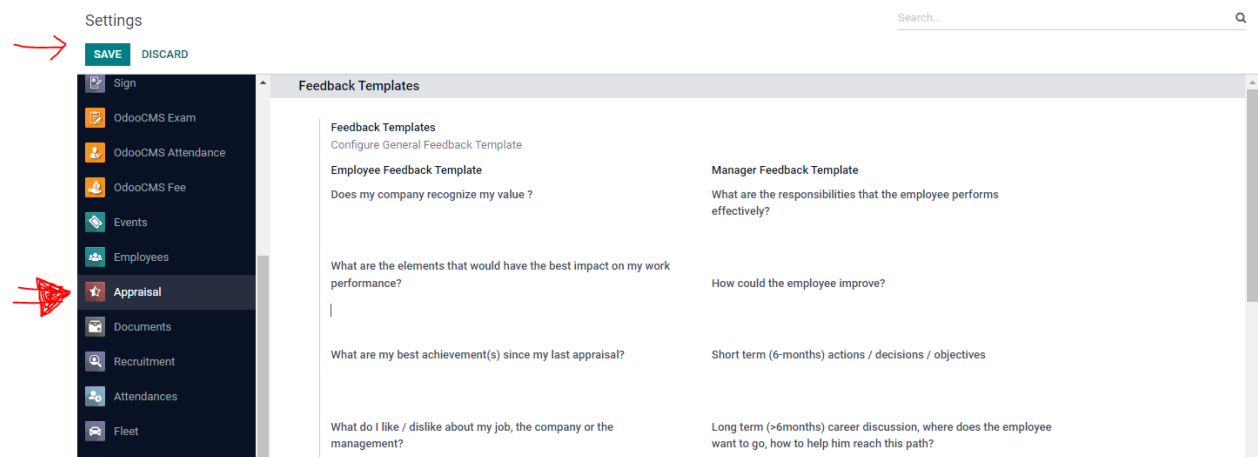
Process Name-: Create Evaluation Scale

Click on the configuration menu and see sub menus like settings and evaluation scale. Details are given below.

Navigation-:

Appraisals Module ⟶ Configuration (Menu) ⟶ Evaluation Scale (Sub Menu)

Description:

- Click on Evaluation Scale menu and create it.
- Just enter name and press save button.
- Through action button, you can delete it. Through download option, you can export all data.
- Dashboard of Evaluation Scale menu, you can see details and search any details through search bar and through filter.
- Diagram is given below;
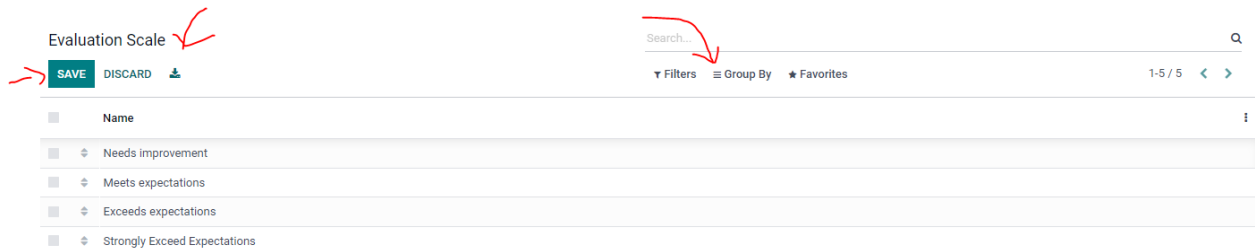
Process Name-: Create Goals

Click on the Goals menu and see details. Details are given below.

Navigation-:

Appraisals Module ⟶ Goals (Menu)

Description:

- Click on Goals menu and create it.
- Fill credentials like goal, select employee/manager, select deadline and enter progress. Then press save button. Also have an option to add description.
- You have an option to mark as done, goals (through mark as done button).
- Through action button, you can delete it. Through download option, you can export all data.
- Dashboard of Goals menu, you can see details and search any details through search bar and through filter.
- List view and kanban view are visible in dashboard (just click and see details).

- Diagram is given below;

Process Name-: Create Appraisals

Click on the Appraisals menu and see details. Details are given below.

Navigation-:

Appraisals Module   ⟶   Appraisals (Menu)

Description:

- Click on appraisals menu and create it.
- Fill credentials like select employee, select manager, and select date and below the appraisals menu (employee & manager feedback is visible).
- You have an option to confirm and send by email (through confirm and send by email button).
- To confirm, confirmed and done menus are visible in top right of page (after your submission it will be change).
- Employee goal and meeting data is visible in page (just click and see details).
- Through action button, you can delete it. Through download option, you can export all data.
- Dashboard of appraisals menu, you can see details and search any details through search bar and through filter.
- List view, kanban view, Gantt view and calendar view are visible in dashboard (just click and see details).
- Diagram is given below;

Appraisals / New

SAVE   DISCARD

CONFIRM   SEND BY EMAIL   TO CONFIRM   CONFIRMED   DONE

◎ 0 Employee's Goals   📅 No Meeting

Employee
EMP 00150 - Dr. Muhamr- ⬀

Manager   EMP 00158 - Dr. Abdul Waheed ✕   Department   Department of Physics
Appraisal Date   06/15/2023

Appraisal   Skills   Private Note

Employee's Feedback   **Manager's Feedback**

Self Assessment will show here   Manager Assessment will show here
once published   once published

Appraisals

CREATE   Search...

🔻 Filters   ≡ Group By   ★ Favorites   ⊞ ≡ ⊟ 📅 ⊙

VIEWS

📁 STATUS   Henry Campbell   Carrie Helle   Carrie Helle
All   Volutpat blandit   Volutpat blandit   In massa
To Confirm   06/06/2023
Confirmed   DONE
Done   Meeting: 04/24/2023
Cancelled

Dashboard

Process Name-: Reporting

Click on the reporting menu and see details. Details are given below.

Navigation-:

Appraisals Module ⟶ Reporting (Menu)

Description:

- Click on Reporting menu and see details.
- Dashboard of reporting menu, you can see details and search any details through search bar and through filter.
- Pivot view, Graph view, Gantt view and calendar view are visible in dashboard (just click and see details).
- Day wise, week wise, month wise and year wise report are visible in dashboard (just click and see details).
- Diagram is given below;

click 'P See details

Appraisal Analysis

Search...

| TODAY | DAY | **WEEK** | MONTH | YEAR |

▼ Filters   ☰ Group By   ★ Favorites

Gantt View

	14 May 2023 - 20 May 2023
	Sunday, 14th	Monday, 15th	Tuesday, 16th	Wednesday, 17th	Thursday, 18th	Friday, 19th	Saturday, 20th

THE END