

GroSum

Quick Guide

Unlock Review Process

1. User logs into PMS & goes to dashboard

Sign In

Admin

.....

Where do you want to start from today?

My Tasks

? [Forgot Password](#)

Login



Login into PMS

2. In the dashboard screen, User can select unlock from the drop down menu. Clicks on unlock.

The screenshot shows a performance review dashboard. On the left, a dropdown menu is open under the heading "Review 2017". The menu items are: Change Review Cycle, Dashboard, Configurations, Plan & Schedule, Review Status, My Tasks, All Reviews, Grading, Final Promotion, View Everyone's, Review Letters, Close Review, My Reports, **Unlock** (highlighted with a red box), Audit Trail, and Home. A red arrow points from the "Unlock" option to the text "Click on Unlock" at the bottom of the page. The main dashboard area displays a progress bar for the period "25 Jul 2017 - 24 Jul 2018". The progress bar shows three stages: "All 40 Appraisees have signed off", "I have signed off for all 40 Appraisees", and "Appraisees' finalized goals" (with a "View" button). Below this, there are two rows of progress bars for the period "31 Jan 2018". The first row includes buttons for "Staff Details", "Target Vs. Actual", and "HR Signoff". The second row shows progress for "All Appraiser(s) have signed off Self Review", "I have signed off all reviews", "Reviewer still to sign off for 1 employee(s)", "37 Appraiser(s) still to accept & signoff", and "2 Appraiser(s) have accepted the Review" (with a "View" button). The third row shows progress for "All Appraiser(s) have signed off Self Review", "The Appraiser(s) have signed off all reviews", "I have signed off all reviews", "1 Appraiser(s) are still to accept & signoff", and "Done".

Click on Unlock

3. In the Unlock Employee(s) screen , Select review process you want to unlock employee(s) from the drop down menu.

Select Review Process

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Unlock Employee(s)

Goal Settings ▾ Type & Search Reviewee ▾ Type & Search Reviewer ▾

	Self	Reviewer(s)
Jeb Yousef AL Zanki (ID : 1049) Unit Head- Contracting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Dinshaw Cawas Bhandari

Goal Settings ▾
Goal Settings
Self Review
Reviewer's review
Acceptance

Unlock

javascript:void(0)

4. In the process, check against employee names you want to unlock. After selecting all the employee(s) you want to unlock for, clicks on unlock.

Select Employee
to Unlock

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Unlock Employee(s)

Reviewer's review ▾ Type & Search Reviewee ▾ Type & Search Reviewer ▾

Reviewee(s)	Reviewer(s)
<input checked="" type="checkbox"/> Lina Adnan Ashour (ID: 1035) Corporate Banking, Unit Head- Trading & Manufacturing	<input checked="" type="checkbox"/> Dinshaw Cawas Bhandari

Unlock

Click on Unlock

GroSum

You are an Expert Now

