

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.

Review 2017

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

Audit Trail

Home

Quick Links

Admin

Review for the period: 25 Jul 2017 - 24 Jul 2018

Appraisees

All 40 Appraisees have signed off

I have signed off for all 40 Appraisees

View

Appraisees' finalized goals

31 Jan 2018)

Staff Details

Target Vs. Actual

HR Signoff

Appraisees

All Appraisee(s) have signed off Self Review

I have signed off all reviews

Reviewer still to sign off for 1 employee(s)

37 Appraisee(s) still to accept & signoff

View

2 Appraisee(s) have accepted the Review

Viewers

All Appraisee(s) have signed off Self Review

The Appraiser(s) have signed off all reviews

I have signed off all reviews

1 Appraisee(s) are still to accept & signoff

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

Annual Review 2017 ▾

Quick Links

Souvik Majumdar ▾

Unlock Employee(s)

Goal Settings ▾

Goal Settings

Self Review

Reviewer's review

Acceptance

Type & Search Reviewee ▾

Type & Search Reviewer ▾

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

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

The screenshot shows a web application interface for managing employee reviews. At the top, there is a header with 'Annual Review 2017' on the left, 'Quick Links' with a right-pointing arrow in the center, and the user's name 'Souvik Majumdar' on the right. Below the header, the main section is titled 'Unlock Employee(s)'. Under this title, there are two search filters: 'Reviewer's review' and 'Type & Search Reviewee', both with dropdown arrows. The main content area is a table with two columns: 'Reviewee(s)' and 'Reviewer(s)'. The first row of the table is highlighted with a red border and contains the following data: a green checkmark icon, the name 'Lina Adnan Ashour (ID : 1035)', the role 'Corporate Banking, Unit Head- Trading & Manufacturing', another green checkmark icon, and the name 'Dinshaw Cawas Bhandari'. A red arrow points from the text 'Select Employee to Unlock' to the first row of the table. At the bottom left of the interface, there is a yellow button labeled 'Unlock'. A red arrow points from the text 'Click on Unlock' to this button.

Annual Review 2017 ▾ Quick Links ➔ Souvik Majumdar ▾

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

