

# goTNA User Manual

## EMPLOYEE ACCESS

For goTNA Version 1.0

March 2011



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## 1. BEFORE YOU BEGIN

### TRADEMARK AND LICENSES

goTNA is a registered trademark and you may use this product subject to the terms and conditions by Strategic Corporate Alliance Sdn Bhd.

The goTNA software included within this product is subject to Software End User License Agreement (EULA) which is signed upon purchase of the software.







Please visit our website at [www.gotna.com](http://www.gotna.com) or contact our commercial representative for further information.

## 2. SYSTEM ACCESS MODE

The system is accessible through three different modes:

No	Mode	Remark
1.	<p><b>HR Access</b> Suggested link: <a href="http://www.website.com/hr">http://www.website.com/hr</a> <u>Note:</u> the actual link may be different depending on the installation.</p>	<p>This access is limited to HR only. Each user that can have access to this mode should be assigned with unique Username to access the system.</p> <p>However, HR may at its own discretion create user access to non-HR employees for the purpose of delegating tasks. The HR access however is not designed to be accessible by non-HR employees.</p>
2.	<p><b>Employee Access</b> Suggested link: <a href="http://www.website.com/staff">http://www.website.com/staff</a> <u>Note:</u> the actual link may be different depending on the installation.</p>	<p>This access is dedicated to all employees in the organization. Each employee that can have access to this mode should be assigned with unique Username to access the system.</p>
3.	<p><b>Training Provider Access</b> Suggested link: <a href="http://www.website.com/trainer">http://www.website.com/trainer</a> <u>Note:</u> the actual link may be different depending on the installation.</p>	<p>This access is dedicated to all registered training providers for the organization. Each training provider that can have access to this mode should be assigned with unique Username to access the system.</p>

### 3. INTRODUCTION TO GOTNA CYCLE

	<p><b>Stages in goTNA</b></p> <p>goTNA comprises of five TNA cycles. Each cycle will have its own features and function and the cycles are dependent on each other. The cycles are as follow:</p> <ul style="list-style-type: none"> <li>• Identify</li> <li>• Analyze</li> <li>• Design</li> <li>• Execute</li> <li>• Monitor</li> </ul>
<p><b>Identify Stage</b></p> 	<p><b>Identify Stage</b></p> <p>The identify stage is where every employee is defined and developed in the system. This stage will allow organizations to acquire, gather and keep a comprehensive information about an employee.</p>
<p><b>Analyze Stage</b></p> 	<p><b>Analyze Stage</b></p> <p>The analyze stage is where organization can gather information for the purpose of making analysis. Some portion of the gathering information for the purpose of analysis is already been done in the identify stage. This analysis can then be used to determine what the most relevant trainings for each employee are.</p>
<p><b>Design Stage</b></p> 	<p><b>Design Stage</b></p> <p>The design stage is where a training need is accessed and identified. Each employee will then be assigned with relevant training program based on their competency level as well as organization’s direction at any given period. The most important outcome in this stage is Training Calendar.</p>
<p><b>Execute Stage</b></p> 	<p><b>Execute Stage</b></p> <p>Execute stage is where each training program which was planned earlier. All the pre-training activities and immediate post-training activities are carried out during this stage.</p>
<p><b>Monitor Stage</b></p> 	<p><b>Monitor Stage</b></p> <p>Monitor stage is where the effectiveness and level of the competencies of the affected employees are monitored and assessed. This will give room to prepare for further development of each employee.</p>



Our solution – the goTNA system is designed and built around the Training Need Analysis environment which addresses employee competency development. The highlights of these components are:

1. **Employee Profile** – this will include Employment Information, Employment History, Education History and Training History
2. **Employment Expectation** – the ability to track how employee should perform using any combination of Key Result Area (KRA), Key Performance Indicator (KPI) and/or Job Description (JD)
3. **Employee Assessment** – The ability to perform assessment based on existing Employee Expectation on-the-fly or using custom built assessment questionnaire targeted to Self, Peer, Superior and Subordinate
4. **Performance Gap Analysis** – The ability to evaluate and analyze Performance Gap based on Expected Performance and Actual Performance
5. **Training Area** – A mechanism used by the system to systematically and automatically suggest specific training program whenever an employee encounter specific performance problem which will allow any organization to develop training calendar tailored to specific employee.
6. **Suggested Remediation** – the ability to automatically suggest the specific training program for any performance problem.
7. **Training Efficiency** – the ability to track and monitor efficiency of training program based on Training Assessment on Participant, Content, Trainer and Training Material.

## 4. SYSTEM NAVIGATION

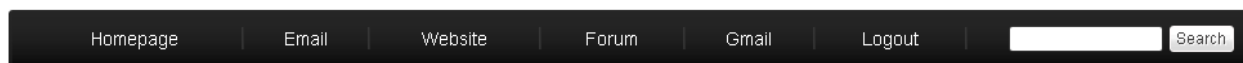
### EMPLOYEE ACCESS MODE

#### User Information



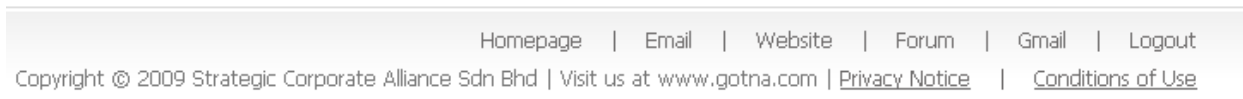
This information will be shown once an employee login to the system. A picture of the employee will be shown if the employee has a picture defined. Otherwise, a No Photo will be shown.

#### Top Menu



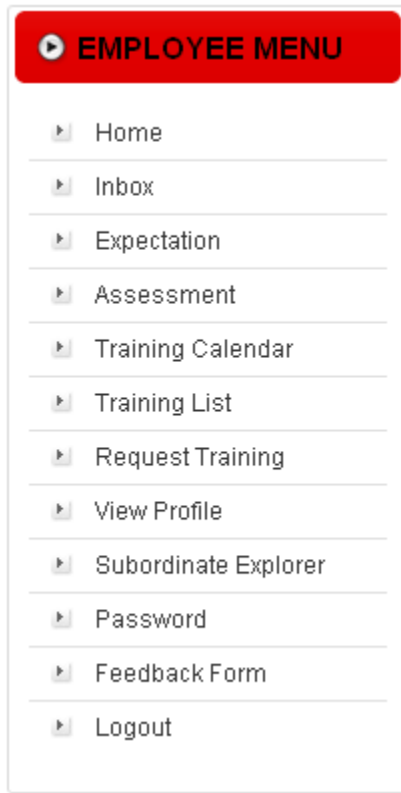
The Top Menu is the main navigation for this system. The Top Menu can be changed or configured via HR Access.

#### Bottom Menu



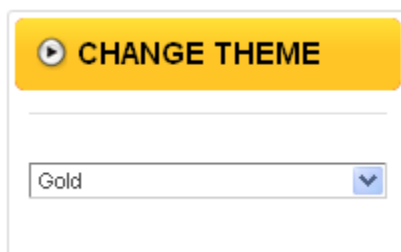
The Bottom Menu is the same as the Top Menu. However, there are additional links at the Bottom Menu which is reserved by Strategic Corporate Alliance.

## Left Menu



The Left Menu is where most of the common links are found. Use this menu to navigate through the system.

## Change Theme Menu



Theme can be changed at any point by selecting any one of the drop-down option. See the Change Theme section at the end of this document for further information.



## 5. EXPECTATION

Expectation is the Employer Expectation towards its employees. There are a number of expectations that an employee can have:

- **Self KRA** – Key Result Area assigned to specific employee.
- **Team KRA** – Key Result Area assigned to the Team an employee belongs to.
- **Self KPI** – Key Performance Indicator assigned to specific employee.
- **Team KPI** – Key Performance Indicator assigned to the Team an employee belongs to.
- **JD** – Job Designation assigned to specific employee.

These expectations are optional. That means, the expectations are only visible when it is assigned to the employee.

### EXPECTATION

#### Access Point

- Expectation
- Expectation > Summary
- Expectation > KRA
- Expectation > KPI
- Expectation > JD

### SUMMARY LISTING

Employee Expectation Summary	Summary	KRA	KPI	JD
<p><u>You have the following expectations set for you by your employer:</u></p> <p>You have <b>95 item(s)</b> in Key Result Area. <b>Click here to view your Key Result Area.</b></p> <p>You have <b>8 item(s)</b> in Key Performance Indicator. <b>Click here to view your Key Performance Indicator.</b></p> <p>You have <b>5 item(s)</b> in Job Description. <b>Click here to view your Job Description.</b></p> <p>You have <b>90 item(s)</b> in Key Result Area for team Sales Team 1. <b>Click here to view your Team Key Result Area.</b></p> <p>You have <b>8 item(s)</b> in Key Performance Indicator for team Sales Team 1. <b>Click here to view your Team Key Performance Indicator.</b></p> <p>You have <b>0 item(s)</b> in Key Result Area for team Sales Team 2. <b>Click here to view your Team Key Result Area.</b></p> <p>You have <b>0 item(s)</b> in Key Performance Indicator for team Sales Team 2. <b>Click here to view your Team Key Performance Indicator.</b></p>				

This summary page shows the summary of expectations assigned to the employee. From here, employee can directly go to the specific areas using the links provided.

## KRA

Key Result Area			Summary	KRA	KPI	JD
Your Key Result Area: <b>High Management</b>			KRA for Self			
No:	Component:	Value :	Element:			
1	Leadership (Integrity)	On Respect	Treat people with courtesy and honesty			
2	Leadership (Integrity)	On Respect	Listen to others before expressing your viewpoint			
3	Leadership (Integrity)	On Respect	Encourage others to express opinions and ideas			
4	Leadership (Integrity)	On Responsibility	Duty or obligation to satisfactory perform or complete a task, and which has a consequent penalty for failure			
5	Leadership (Integrity)	On Responsibility	Monitor and maintain high quality of work			
6	Leadership (Integrity)	On Responsibility	Able to be trusted and reliable			
7	Leadership (Integrity)	On Responsibility	Take pride and value in the quality of work			
8	Leadership (Integrity)	On Responsibility	Foster the understanding of the company mission with staff, customers and the community			
9	Leadership (Integrity)	On High Ethic	Maintain high degree of ethical professional/ business standards			
10	Leadership (Integrity)	On High Ethic	Take responsibility for own mistakes; does not blame others			
11	Leadership (Integrity)	On High Ethic	Punctual and reliable			
12	Leadership (Integrity)	On High Ethic	Consistently choose an ethical course of action for workplace behavior rather than personal			
13	Leadership (Integrity)	On Self Control	Refrain from impulsive reaction and behaviour			
14	Leadership (Integrity)	On Self Control	Display a professional manner by tone of voice, attitude or comment when handling stressful transactions			
15	Leadership (Integrity)	On Self Control	Present confidence and know own limitations			
16	Leadership (Integrity)	On Self Control	Prepare to challenge and take risks			
17	Leadership (Integrity)	On Self Control	Manage emotions in any difficult situations			
18	Leadership (Motivation)	On Concern for Achievement	Set and demonstrate challenging goals on area of responsibility with specific measurable performance standards for self and subordinates			
19	Leadership (Motivation)	On Concern for	Evaluate and prioritise ideas, projects and customers in term of capability,			

This list shows the specific KRA elements assigned to the employee. By default KRA for Self is shown. If an employee belongs to a team, the list of the team will be shown and selecting the team will in turn show the KRA elements for the team.

## KPI

Key Performance Indicator		Summary	KRA	KPI	JD
Your Key Performance Indicator: <b>Sales Executive</b>		KPI for Self			
No:	Name:	Description :			
1	Target quarterly sales of RM200,000	Target quarterly sales of RM200,000			
2	Target monthly 20 new leads generated	Target monthly 20 new leads generated			
3	Target quarterly 10 or less customer complains	Target quarterly 10 or less customer complains			
4	Target quarterly 100 proposal submission	Target quarterly 100 proposal submission			
5	Target quarterly 5 sales closing	Target quarterly 5 sales closing			
6	Compliance with ISO9001 CRM Management Processes	Compliance with ISO9001 CRM Management Processes			
7	Improve Revenue by 10% from previous year	Improve Revenue by 10% from previous year			
8	Maintain outsourcing service rate to external at a minimum 50% of total service	Maintain outsourcing service rate to external at a minimum 50% of total service			

This list shows the specific KPI assigned to the employee. By default KPI for Self is shown. If an employee belongs to a team, the list of the team will be shown and selecting the team will in turn show the KPI for the team.

## JD

Job Description		Summary	KRA	KPI	JD
Your Job Description					
No:	Code:	Description :			
1	JDM004	Bank reconciliations			
2	JDM003	Cashbook updating			
3	JDM002	Clock-in dan clock-out			
4	JDM006	Close Office			
5	JDM001	ERP Updating			

This list shows the specific Job Description assigned to the employee.

## 6. ASSESSMENT

Assessment is a mechanism for which employee performance and competency can be monitored and measured. The assessment provided by the system covers:

- **Self Assessment** – The assessment by which an employee need to assess own performance and competency.
- **Peer Assessment** – The assessment by which an employee need to assess peer performance and competency. Peers for every employee are defined by Superior or HR.
- **Superior Assessment** – The assessment by which and employee need to assess performance and competency of the subordinate. The reporting structure for the employees are defined by the HR.

Once an assessment is ready to be taken, it will be visible in the Inbox from which the employee can see the link. Clicking the link signify taking the assessment.

### INBOX

#### Access Point

- Inbox
- Inbox > Assessment Name
- Assessment
- Assessment > Result Detail
- Assessment > Print

### INBOX LISTING

Inbox			
Your inbox item			
No:	Item:	Name :	Period:
1	<b>SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151</b>	Low Mgt KRA Based Assessment	16 Nov 2009 - 30 Nov 2009
2	<b>SELF Assessment for KAMAL ARIF MAZ BIN MASNAN - SCA0151</b>	Sifu Mirza - HM	07 Dec 2009 - 21 Dec 2009

The Inbox showing assessment ready to be taken.

## TAKE ASSESSMENT

▶ Assessment

### EMPLOYEE ASSESSMENT

Assessor: SCA0151 - KAMAL ARIF MAZ BIN MASNAN  
Subject: **SCA0151 - KAMAL ARIF MAZ BIN MASNAN**  
Assessment: Low Mgt KRA Based Assessment  
Type: SELF  
Period: 16 Nov 2009 - 30 Nov 2009  
Status: **OPEN**  
Note: Please fill in the assessment the best you can.  
Instruction: You have to complete answering all questions for this assessment within the specified period.

### KRA - LEADERSHIP (INTEGRITY)

Please modify this note

**Please fill in the information with the most accurate answer the best to your knowledge. Rate 1 is the lowest compliance and Rate 6 is the highest compliance.**

1 On Respect - Show positive attitude and behaviour to all levels of people and background	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
2 On Respect - Listen to others	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
3 On Respect - Demonstrate concern for treating people fair and equitably	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
4 On Respect - Treat people with courtesy	<input type="radio"/> Rate 1	<input type="radio"/> Rate 2	<input type="radio"/> Rate 3	<input type="radio"/> Rate 4	<input type="radio"/> Rate 5	<input type="radio"/> Rate 6
5 On Discipline - Punctual and reliable						

The screen shows the Assessment that is available. The top portion show the summary information about the assessment. The Status of the assessment will remain OPEN until all questions are answered. That means, user can answer halfway and save the answer. Then later, user can redo the assessment, continuing where the assessment was last left off.

## RESULT DETAIL

Assessment Result

**ASSESSMENT RESULT**

Assessor: SCAD151 - KAMAL ARIF MAZ BIN MASNAN  
 Subject: **SCA01021 - RIDZUAN AZIZ**  
 Assessment: KRA Middle Mgt Assessment  
 Type: PEER  
 Period: 03 Nov 2009 - 10 Nov 2009  
 Status: **COMPLETED**  
 Note: Please fill in the assessment the best you can.  
 Instruction: You have to complete answering all questions for this assessment within the specified period.

**KRA - LEADERSHIP(INTEGRITY)**

- 1 On Respect - View opposing parties as equal partners in terms of their right to express their own viewpoints  
 Rate 1 to 6: **Answered = 1, Gap = 5, Weight = 2**  
Training Area:
- 2 On Respect - Able to accept and appreciate the difference of others  
 Rate 1 to 6: **Answered = 2, Gap = 4, Weight = 2**  
Training Area:
- 3 On Respect - Demonstrate concern for treating people fairly and equitably  
 Rate 1 to 6: **Answered = 2, Gap = 4, Weight = 2**  
Training Area:

The screen shows the result of the assessment. The format of the Result is very similar to the assessment when it was taken. The difference is that it show the answer with some analysis including the Response, Gap and Weight.

Weight or Weightage will contribute how system calculates the Suggested Training Participant. What this means is that the more an employee cumulate weight for specific Training Area, the highly likely the employee will be suggested to become participant for Training Program in the specific Training Area.

Weight is measured as either 0, 1 or 2. Ideally, the more weight will indicate performance or competency problem and should be sent to appropriate training to address the competency.

**PRINT**

**ASSESSMENT RESULT**

Assessor: SCA0151 - KAMAL ARIF MAZ BIN MASNAN  
Subject: **SCA01021 - RIDZUAN AZIZ**  
Assessment: KRA Middle Mgt Assessment  
Type: PEER  
Period: 03 Nov 2009 - 10 Nov 2009  
Status: **COMPLETED**  
Note: Please fill in the assessment the best you can.  
Instruction: You have to complete answering all questions for this assessment within the specified period.

**KRA - LEADERSHIP(INTEGRITY)**

- 1 On Respect - View opposing parties as equal partners in terms of their right to express their own viewpoints  
Rate 1 to 6: **Answered = 1, Gap = 5, Weight = 2**  
Training Area:
  
- 2 On Respect - Able to accept and appreciate the difference of others  
Rate 1 to 6: **Answered = 2, Gap = 4, Weight = 2**  
Training Area:

The screen shows the Assessment Result in a Pop-up window where it shows the printable assessment result.

## 7. TRAINING

Training is one of the most important element in the whole TNA lifecycle. A good training is the one that should give impact on future employee performance and competency thereby improving productivity and organizational performance in general.

### TRAINING

#### Access Point

- Training Calendar
- Training Calendar > Request Training
- Training Calendar > Request List
- Training Calendar > Training List
- Training Calendar > Training Code
- Training Calendar > Training History Code
- Training List
- Training List > Request Training
- Training List > Request List
- Training List > Training Calendar
- Training List > Training Code
- Training List > Training History Code
- Training Request
- Training Request > Request List
- Training Request > Training List
- Training Request > Training Calendar
- Training List/Calendar > Training Details
- Training List/Calendar > Training Details > View Training
- Training List/Calendar > Training Details > View Participant
- Training List/Calendar > Training Details > View Material
- Training List/Calendar > Training Details > Assessment
- Training List/Calendar > Training History Detail
- Training Request > Request List
- Training Request > Request List > Request Detail



## TRAINING CALENDAR

▶ Training Calendar
Request Training
Request List
Training List

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1		2			2		

<<Previous Month
December 2009
Next Month>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	CSS001 <sup>1</sup>	CSS001 <sup>2</sup>

Dec ▼
2009 ▼
Today

The above screen shows the employee Training Calendar for a specific year. The top portion shows the number of employee training programs for each month in the specified year. Selecting the month name in this section will cause the calendar to display the daily training program for the selected month.

This training program displayed in the calendar is in the form of training code. Mouse-over the training code will cause the system to show more information about the training beside the mouse. Click the training code will show the training detail (see Training Detail).

## TRAINING LIST

Training List
Request Training
Request List
Calendar

Your training details 2009 ▼

No:	Code:	Course:	Type :	Dates :
1	<b>PSC001</b>	Pengurusan Cemerlang	Classroom Training	25 May 2009 - 28 May 2009
2	<b>PSC002</b>	Team Building - Together We Stand	Team Building	22 Jul 2009 - 25 Jul 2009
3	<b>CLS001</b>	Reiki LVT	Classroom Training	06 Jul 2009 - 10 Jul 2009
4	<b>PSC0034</b>	Pengurusan Kewangan Level 2	Classroom Training	13 Oct 2009 - 16 Oct 2009
5	<b>CLS002</b>	Kepimpinan Cemerlang	Classroom Training	27 Oct 2009 - 30 Oct 2009

Your historical training detail

No:	Code:	Course:	Dates :
1	<b>PSC002</b>	Peningkatan Mutu	13 May 2009 - 18 May 2009
2	<b>PSC003</b>	Team Building	19 Jul 2009 - 21 Jul 2009
3	<b>PSC004</b>	Basketball Camp	06 Mar 2009 - 09 Mar 2009
4	<b>PSC5002</b>	Personal Confidence Builders	07 Oct 2009 - 15 Oct 2009

The screen shows two listings:

- **Training Program** – The list of Training Program for the employee. Click on the Training Code for the details Training Program.
- **Training History** – The list of Training History for the employee. Click on the Training History Code for the detail Training History.

Click on the Year drop-down to switch to specific year and the list will show relevant training for the selected year. The default year selected is the current year.

## TRAINING DETAIL

Training Details
Request Training
Calendar
Training List

View Training	View Participant	View Materials	Assessment
Course Code: <b>PSC001</b>	Course: <b>Pengurusan Cemerlang</b>	Dates: <b>25 May 2009 - 28 May 2009</b>	Type: <b>Classroom Training</b>
Provider: <b>Strategic Corporate Alliance Sdn Bhd</b>	Location: <b>Selesa Hill Resorts</b>		
Code : PSC001			
Course : Pengurusan Cemerlang			
Training Type : Classroom Training			
Start Date : 25 May 2009			
End Date : 28 May 2009			
Start Time :			
End Time :			
Certification : Cert			
Location : Selesa Hill Resorts			
Training Provider : Strategic Corporate Alliance Sdn Bhd			
Remark : Pengurusan Cemerlang Selesa Hill Resort 22/5-25/5/2009 Casual attire			

The training detail show the detail information regarding the training program. To see other information regarding the training, click on the tab at the top.

## TRAINING PARTICIPANT

Training Participant
Request Training
Calendar
Training List

View Training	View Participant	View Materials	Assessment
Course Code: <b>PSC001</b>	Course: <b>Pengurusan Cemerlang</b>	Dates: <b>25 May 2009 - 28 May 2009</b>	Type: <b>Classroom Training</b>
Provider: <b>Strategic Corporate Alliance Sdn Bhd</b>	Location: <b>Selesa Hill Resorts</b>		
No: Full Name:		Department :	
1 KAMAL ARIF MAZ BIN MASNAN		Human Resource	
2 MARIAM BT KAMAD			
3 FAREZ MOHAMAD		Account & Admin	
4 MUNIAMAH A/P MUNUSAMY		Human Resource	
5 FAOZIAH BT SHAHID			
6 SARIMAH BT TOSMAN		Account & Admin	

The screen shows the list of participant of the training program. To see other information regarding the training, click on the tab at the top.

## TRAINING MATERIAL

No:	Description :	Date :
1	<b>Please read this for the training instruction</b>	13 Oct 2009 02:10:00 PM
2	<b>This is the second document to be read by all training participant.</b>	13 Oct 2009 02:10:00 PM
3	<b>test</b>	14 Oct 2009 03:10:47 PM

The screen shows the list of the training material for the training program. Click on the link in the list to view the document. To see other information regarding the training, click on the tab at the top.

## TRAINING HISTORY DETAIL

Code :	PSC002
Course Title :	Peningkatan Mutu
Start Date :	13 May 2009
End Date :	18 May 2009
Training Hours :	12
Description :	Peningkatan Mutu Kerjaya

The screen shows the detail information of the training history for the employee. Training history is a record for training program conducted prior to the use of this system or training attended in the prior organizations.

## REQUEST TRAINING

Request Training
Request List
Calendar
Training List

Please fill in the appropriate information below:

Course Type:	<input checked="" type="radio"/> New	<input type="radio"/> Existing
Course Status:	<input checked="" type="radio"/> Attended	<input type="radio"/> To Attend
Course Code :	<input type="text"/>	
Course Name :	<input type="text"/>	
Start Date :	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text"/>	
End Date :	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text"/>	
Start Time :	<input type="text" value="08:00"/>	
End Time :	<input type="text" value="17:00"/>	
Certification :	<input type="text"/>	
Location :	<input type="text"/>	
Training Provider :	<input type="text"/>	
Course Fee :	<input type="text"/>	
Hours :	<input type="text"/>	
Justification :	<input style="height: 100px;" type="text"/>	

This form will allow employee to request the training program online. The above form shows when the training program selected is NEW, which means that such training program is not available in the system. In this case, employee need to enter as much information as possible before submitting to ensure smooth verification and approval process.

The form items for NEW Course Type are:

- Course Status – select ATTENDED if the course is already attended when sending the request or TO ATTEND if the course is a future training
- Course Code – the code for the course. This code can be obtained by the Training Provider.
- Course Name – the Course Name
- Start Date and End Date –select the date by clicking the button
- Start Time and End Time – choose the time from the dropdown selection
- Certification – enter the Certification Name if any
- Location – specify the location of the course
- Training Provider – specify the Training Provider for the course
- Course Fee – specify how much is the fee per participant
- Hours – specify the number of training hours – 1 day = 8 hours

- Justification – specify in detail the reason why HR should approve the training request

Click Continue button to submit the request.

**Request Training** Request List Calendar Training List

Please fill in the appropriate information below:

Course Type:  New  Existing

Course Status:  Attended  To Attend

Course : Please Choose

Justification :

Continue

The above screen shows the Training Request Form based on EXISTING training program. In this case, employee needs to select from the list of available training program.

The form items for EXISTING Course Type are:

- Course Status – select ATTENDED if the course is already attended when sending the request or TO ATTEND if the course is a future training
- Course– select from the course dropdown
- Justification – specify in detail the reason why HR should approve the training request

Click Continue button to submit the request.

## REQUEST LIST

Training Request List				Request Training	Calendar	Training List
Your training requests						
No:	Course:	Dates :	Location:	Request Date:		
1	<b>Pencegahan Kebakaran</b>	15 Oct 2009 - 16 Oct 2009	Balai Bomba Petaling Jaya	13 Oct 2009 12:00:00 AM		
2	<b>Reiki LVT</b>	22 Jul 2009 - 25 Jul 2009	Baitulummah Office, Puchong	13 Oct 2009 11:01:07 AM		
3	<b>Customer Service Orientation</b>	01 Jan 2010 - 05 Jan 2010	Head Office	13 Oct 2009 10:47:53 AM		
4	<b>Peningkatan Produktiviti</b>	06 Oct 2008 - 10 Oct 2008	Head Office	13 Oct 2009 02:02:18 PM		
5	<b>Pengurusan Mesin Pengisar</b>	13 Oct 2009 - 16 Oct 2009	Bandar Sunway	13 Oct 2009 02:49:18 PM		
6	<b>Pengurusan Kewangan Level 2</b>	13 Oct 2009 - 16 Oct 2009	Kampung Melayu Subang	13 Oct 2009 04:31:25 PM		
7	<b>Team Building - Together We Stand</b>	04 Dec 2009 - 05 Dec 2009	Selesa Hill Resort, Bukit Tinggi	03 Nov 2009 03:14:34 PM		
8	<b>Kepimpinan Cemerlang</b>	27 Oct 2009 - 30 Oct 2009		19 Nov 2009 01:09:14 PM		
9	<b>Team Building - Together We Stand</b>	22 Jul 2009 - 25 Jul 2009	Ulu Yam, Selangor	14 Dec 2009 05:27:11 PM		

The above screen shows the list of requested training program along with the Status. Click on the Course Name to view the detail Training Request.

## 8. PROFILE

Profile is the information about the employee. This information is divided into the following sections:

- Profile
- Employment
- Education
- Document

### PROFILE

#### Access Point

- Profile
- Profile > Profile
- Profile > Employment
- Profile > Education
- Profile > Document

### EMPLOYEE PROFILE

Profile	Profile	Employment	Education	Document
Your profile detail				
Employee Name :	KAMAL ARIF MAZ BIN MASNAN			
Employee Number :	SCA0151			
Position :	N54			
Job Group :	High Management			
Division :	Corporate			
Job Designation :	Operator			
Department :	Human Resource			
Report to :				
New IC/MyKad :	730306105193			
Email :	kamal@baitulummah.com			
Mobile Phone :	0192242626			
Office Phone :				
Birth Date :	06 Mar 1973			
Address :	E2-209, Apt Sri Pelangi, Jalan Bumi U5/137, Seksyen U5, 40150 Shah Alam, SGR, MY			

The screen shows the personal information and employment information of the employee.



## EMPLOYMENT

Employment				Profile	Employment	Education	Document
Your employment history							
No:	Employer:	Start Date :	Duration (mth):	Experience:			
1	Mesiniaga Berhad	12 Jan 2009	2 Years	Application Developer, Solution Architect, Project Manager			
2	Precision Portal Sdn Bhd	12 Jan 2009	2 Years	Pre-sales, Project Management			
3	Strategic Corporate Alliance Sdn Bhd	12 Jan 2009	6 Months	Application Development, Project Management			
4	Baitulummah Holdings Sdn Bhd	01 Jan 1999	24	Pre-sales engineer Project management Solution Architech			

The screen shows the employment history of the employee.

## EDUCATION

Education				Profile	Employment	Education	Document
Your education history							
No:	Education Center:	Start Year :	Final Result :	Remark :			
1	Sekolah Menengah Kebangsaan Bagan Terap	1991	A	Ketua Kelas Ketua Pengawas Pelajar Terbaik Tingkatan 3			
2	University of Oklahoma	1998	2.75	Incomplete			
3	PPP/ITM Shah Alam	1997	2.75	2 years preparation for student learning oversea.			

The screen shows the education history of the employee.

## DOCUMENT

Document				Profile	Employment	Education	Document
Your documents listing							
No:	Remark:	Category :	Dates :				
1	<no name>	education	27 Jul 2009 03:07:24 PM				
2	Resume 2009	resume	14 Dec 2009 04:12:34 PM				
3	Photo	photo	05 Oct 2009 10:10:16 PM				
4	test	training	07 Oct 2009 05:10:08 PM				
5	resr	employment	16 Dec 2009 05:12:27 PM				
6	<no name>	training	07 Oct 2009 07:10:54 PM				

The screen shows the list of documents associated with the employee. Click on the link to view the document.

## 9. SUBORDINATE

Subordinate is a feature to allow employees to see their subordinate. The system will automatically detect the subordinate structure based on the reporting structure defined in the system.

### SUBORDINATE EXPLORER

#### Access Point

- Subordinate Explorer
- Subordinate Explorer > Subordinate
- Subordinate Explorer > Detail
- Subordinate Explorer > Employment
- Subordinate Explorer > Education
- Subordinate Explorer > Document
- Subordinate Explorer > Training Calendar
- Subordinate Explorer > Training Calendar > Training Code
- Subordinate Explorer > Training Calendar > Training Code > Detail
- Subordinate Explorer > Training Calendar > Training Code > Participant
- Subordinate Explorer > Training Calendar > Training Code > Material
- Subordinate Explorer > Training Calendar > Training History Code
- Subordinate Explorer > Peer
- Subordinate Explorer > KRA
- Subordinate Explorer > KPI
- Subordinate Explorer > JD

## SUBORDINATE

Employee Subordinate Explorer

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>									
Reporting Line:									
Subordinate Listing									
No:	Employee ID:	Full Name :	KRA:	KPI:	JD:	Dept:			
1	<b>SCA01021</b>	RIDZUAN AZIZ	HM		JD006	HR			
<u>Subordinates:</u>									
1. <b>0802405</b> - MUNIAMAH A/P MUNUSAMY									
2. <b>0802487</b> - SALUWAH BT ADNAN									
3. <b>0802578</b> - AMIN B. HAMZAH									
4. <b>0802719</b> - NORRIJAH BT MOHAMMAD									
5. <b>0803061</b> - SITI HABSAH BT NGAPIN @ SARMAN									
2	<b>SCA5115</b>	HADY DZAHIR	LM			ADM			
<u>Subordinates:</u>									
1. <b>0803481</b> - HALIJAH BT SELAMAT									
2. <b>0803557</b> - MISRI B. ALI									
3. <b>0803676</b> - SA'ADIAH BT SARDI									
4. <b>0803691</b> - RAMLEE B. OTHMAN									
5. <b>0803964</b> - MARHIJAH BT SAWIJA									
6. <b>0804157</b> - MONAYAH BT SELAMAT									
7. <b>0804172</b> - DORMA BT KHODA BAKISH									
8. <b>0804614</b> - SITI MAHNOM BT NAIM									
9. <b>0804809</b> - SAB&SW&THIJ&FXI &PK&AI&ANNAN									


The screen shows the list of subordinates or employee reporting to selected employee. The list is shown in two levels:

- First level shows the employee reporting to selected employee
- Second level shows the employee reporting to the first level

Click on the Employee ID to switch to the selected employee. Click on the Reporting Line (if any) to go back to the top level employee.

## DETAIL


Employee Detail

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>									
Reporting Line:									
Employee Profile detail									
Employee Name :		KAMAL ARIF MAZ BIN MASNAN							
Employee Number :		SCA0151							
Position :		N54							
Job Group :		High Management							
Division :		Corporate							
Job Designation :		Operator							
Department :		Human Resource							
Report to :									

The screen shows the details of the selected employee.

## EMPLOYMENT

Employee Employment History

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>									
Reporting Line:									
No: Employer:		Start Date :		Duration (mth):		Experience:			
1 Mesiniaga Berhad		12 Jan 2009		2 Years		Application Developer, Solution Architect, Project Manager			
2 Precision Portal Sdn Bhd		12 Jan 2009		2 Years		Pre-sales, Project Management			
3 Strategic Corporate Alliance Sdn Bhd		12 Jan 2009		6 Months		Application Development, Project Management			
4 Baitulummah Holdings Sdn Bhd		01 Jan 1999		24		Pre-sales engineer Project management Solution Architech			

The screen shows the list of Employment History for the selected employee.

## EDUCATION


Employee Education History

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD																				
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>																													
Reporting Line:																													
<table border="1"> <thead> <tr> <th>No:</th> <th>Education Center:</th> <th>Year:</th> <th>Result:</th> <th>Remark:</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sekolah Menengah Kebangsaan Bagan Terap</td> <td>1991</td> <td>A</td> <td>Ketua Kelas Ketua Pengawas Pelajar Terbaik Tingkatan 3</td> </tr> <tr> <td>2</td> <td>University of Oklahoma</td> <td>1998</td> <td>2.75</td> <td>Incomplete</td> </tr> <tr> <td>3</td> <td>PPP/ITM Shah Alam</td> <td>1997</td> <td>2.75</td> <td>2 years preparation for student learning oversea.</td> </tr> </tbody> </table>										No:	Education Center:	Year:	Result:	Remark:	1	Sekolah Menengah Kebangsaan Bagan Terap	1991	A	Ketua Kelas Ketua Pengawas Pelajar Terbaik Tingkatan 3	2	University of Oklahoma	1998	2.75	Incomplete	3	PPP/ITM Shah Alam	1997	2.75	2 years preparation for student learning oversea.
No:	Education Center:	Year:	Result:	Remark:																									
1	Sekolah Menengah Kebangsaan Bagan Terap	1991	A	Ketua Kelas Ketua Pengawas Pelajar Terbaik Tingkatan 3																									
2	University of Oklahoma	1998	2.75	Incomplete																									
3	PPP/ITM Shah Alam	1997	2.75	2 years preparation for student learning oversea.																									

The screen shows the Education History of the selected employee.

## DOCUMENT

Employee Documents

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD																												
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>																																					
Reporting Line:																																					
Employee Documents listing																																					
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No:	Remark:	Category :	Dates :																																		
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2	<b>Resume 2009</b>	resume	14 Dec 2009 04:12:34 PM																																		
3	<b>Photo</b>	photo	05 Oct 2009 10:10:16 PM																																		
4	<b>test</b>	training	07 Oct 2009 05:10:08 PM																																		
5	<b>resr</b>	employment	16 Dec 2009 05:12:27 PM																																		
6	<no name>	training	07 Oct 2009 07:10:54 PM																																		

The screen shows all the documents for the selected employee. Click on the link to view the document.

## TRAINING CALENDAR

### Training Calendar

**Employee Training Calendar**

Subordinate	Detail	Employment	Education	Document	<b>Training Calendar</b>	Peer	KRA	KPI	JD
-------------	--------	------------	-----------	----------	--------------------------	------	-----	-----	----

Name : **KAMAL ARIF MAZ BIN MASNAN**      Emp ID : **SCA0151**  
 Position : **N54**      Division : **Corporate**  
 Designation : **Operator**      Department : **Human Resource**  
 Job Group : **High Management**      Report To :  
 KPI : **Sales Executive**      Email : **kamal@baitulummah.com**  
 Mobile : **0192242626**      Office :  
 Gender : **Male**      Ethnic : **Malay**

Reporting Line:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1		2			2		

<<Previous Month      October 2009      Next Month>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	PSC5002	PSC5002	PSC5002	PSC5002
PSC5002	PSC5002	PSC0034	PSC0034	PSC0034	PSC0034	17

The screen shows the Training Calendar for the selected employee.

The calendar is divided into two sections:

- Yearly Summary – the top portion where it lists out the number of trainings summary for each month throughout the selected year. Click on the desired month in this section to see the monthly calendar
- Monthly Summary – the bottom portion where it lists out the Training Code for all the available training in the selected month. The color coding for the Training Code is for:
  - Black – Training History
  - Yellow – Training Program

Click on the Training Code to view the details of the Training Program.

## Training History Detail

Employee Training History Detail

Employee Training History details: [Back to KAMAL ARIF MAZ BIN MASNAN Profile](#) or [Calendar](#).

Code :	PSC5002
Course Title :	Personal Confidence Builders
Start Date :	07 Oct 2009
End Date :	15 Oct 2009
Training Hours :	8
Description :	Interpersonal Skills

The screen shows the details of Training History of the selected employee. Click on the Employee Name or the Calendar link to go back to previous screen.

## Training Detail

Employee Training Details

[Back to KAMAL ARIF MAZ BIN MASNAN Profile](#) or [Calendar](#).

View Training	View Participant	View Materials	Assessment
Course Code: <b>PSC0034</b>		Course: <b>Pengurusan Kewangan Level 2</b>	
Dates: <b>13 Oct 2009 - 16 Oct 2009</b>		Type: <b>Classroom Training</b>	
Provider: <b>Strategic Corporate Alliance</b>		Location: <b>Kampung Melayu Subang</b>	

Code :	PSC0034
Course :	Pengurusan Kewangan Level 2
Training Type :	Classroom Training
Start Date :	13 Oct 2009
End Date :	16 Oct 2009
Start Time :	
End Time :	
Certification :	
Location :	Kampung Melayu Subang
Training Provider :	Strategic Corporate Alliance
Remark :	Trainer: SCA Tempat: Port Dicksona

The screen shows the details of Training Program of the selected employee. Click on the Employee Name or the Calendar link to go back to previous screen.

## Training Detail - Participant

**Training Participant**

Back to **KAMAL ARIF MAZ BIN MASNAN Profile** or **Calendar**.

View Training	View Participant	View Materials	Assessment
Course Code: <b>PSC0034</b>	Course: <b>Pengurusan Kewangan Level 2</b>	Dates: <b>13 Oct 2009 - 16 Oct 2009</b>	Type: <b>Classroom Training</b>
Provider: <b>Strategic Corporate Alliance</b>	Location: <b>Kampung Melayu Subang</b>		
No: Full Name:		Department :	
1 HADY DZAHIR		Account & Admin	
2 KAMAL ARIF MAZ BIN MASNAN		Human Resource	

The screen shows the details of Training Participant of the selected employee. Click on the Employee Name or the Calendar link to go back to previous screen.

## Training Detail - Material

**Training Material**

Back to **KAMAL ARIF MAZ BIN MASNAN Profile** or **Calendar**.

View Training	View Participant	View Materials	Assessment
Course Code: <b>PSC001</b>	Course: <b>Pengurusan Cemerlang</b>	Dates: <b>25 May 2009 - 28 May 2009</b>	Type: <b>Classroom Training</b>
Provider: <b>Strategic Corporate Alliance Sdn Bhd</b>	Location: <b>Selesa Hill Resorts</b>		
No: Description :		Date :	
1 <b>Please read this for the training instruction</b>		13 Oct 2009 02:10:00 PM	
2 <b>This is the second document to be read by all training participant.</b>		13 Oct 2009 02:10:00 PM	
3 <b>test</b>		14 Oct 2009 03:10:47 PM	

The screen shows the details of Training Material of the selected employee. Click on the Employee Name or the Calendar link to go back to previous screen.



## PEER

### Peer Listing

**Employee Peers**

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
<div style="display: flex; align-items: center;"> <div> <p>Name: <b>RIDZUAN AZIZ</b></p> <p>Position: <b>Manager</b></p> <p>Designation: <b>Operator</b></p> <p>Job Group: <b>High Management</b></p> <p>KPI:</p> <p>Mobile:</p> <p>Gender: <b>Male</b></p> </div> <div style="margin-left: 20px;"> <p>Emp ID: <b>SCA01021</b></p> <p>Division: <b>Corporate</b></p> <p>Department: <b>Human Resource</b></p> <p>Report To: <b>KAMAL ARIF MAZ BIN MASNAN</b></p> <p>Email: <b>ridzuan@baitulummah.com</b></p> <p>Office:</p> <p>Ethnic: <b>Malay</b></p> </div> </div>									

Reporting Line: **SCA0151**

Employee Peer Definition

				Add Peers
No:	Employee ID:	Full Name :	Location :	Action :
1	SCA0151	KAMAL ARIF MAZ BIN MASNAN	HR - N54	<b>Delete</b>
2	SCA3232	SHAMSUL KAMAL	HR -	<b>Delete</b>
3	SCA5000	FAREZ MOHAMAD	ADM -	<b>Delete</b>
4	SCA5115	HADY DZAHIR	ADM - Pre-sales Engineer	<b>Delete</b>

The screen shows the list of peers for selected employee. Only a superior can define peers for the subordinate. An employee cannot define his own peer.

### Add Peer

**Select Peers**

Peer 1: <input type="text"/>		Employee ID: <input type="text"/>
Peer 2: <input type="text"/>		Employee ID: <input type="text"/>
Peer 3: <input type="text"/>		Employee ID: <input type="text"/>
Peer 4: <input type="text"/>		Employee ID: <input type="text"/>
Peer 5: <input type="text"/>		Employee ID: <input type="text"/>

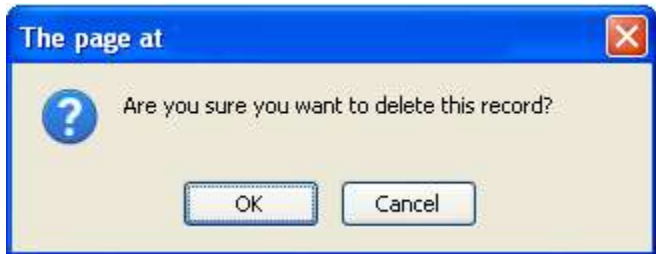
The screen shows the form to add peers for selected employee. Up to five peers can be added per form. Click on the to select target employee.

**Search Employee by:** (shows first 50 records only)

Employee ID :	Full Name :	Dept :	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="go"/>
No.	Full Name	Employee ID	Dept
1	KAMAL ARIF MAZ BIN MASNAN	SCA0151	HR
2	RIDZUAN AZIZ	SCA01021	HR
3	HADY DZAHIR	SCA5115	ADM
4	FAREZ MOHAMAD	SCA5000	ADM

The screen shows the pop-up screen to select existing employee. Employees can be searched using Employee ID, Full Name of Department Code. Once the target employee is found, click on the Employee Link to make selection. The pop-up window will be closed automatically once selection is completed.


**Delete Peer**



Clicking on the delete link in the Peer Listing will delete the selected peer definition. The system will prompt whether or not to continue. Click OK to confirm and Cancel to Cancel.

## KRA


▶ Key Result Area

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">  </div> <div style="width: 60%;"> <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b></p> <p>Position : <b>N54</b></p> <p>Designation : <b>Operator</b></p> <p>Job Group : <b>High Management</b></p> <p>KPI : <b>Sales Executive</b></p> <p>Mobile : <b>0192242626</b></p> <p>Gender : <b>Male</b></p> </div> <div style="width: 20%;"> <p>Emp ID : <b>SCA0151</b></p> <p>Division : <b>Corporate</b></p> <p>Department : <b>Human Resource</b></p> <p>Report To :</p> <p>Email : <b>kamal@baitulummah.com</b></p> <p>Office :</p> <p>Ethnic : <b>Malay</b></p> </div> </div>									
Reporting Line:									
Employee Key Result Area: <b>High Management</b>								KRA for Self <input type="button" value="v"/>	
No:	Component:	Value :	Element:						
1	Leadership (Integrity)	On Respect	Treat people with courtesy and honesty						
2	Leadership (Integrity)	On Respect	Listen to others before expressing your viewpoint						
3	Leadership (Integrity)	On Respect	Encourage others to express opinions and ideas						
4	Leadership (Integrity)	On Responsibility	Duty or obligation to satisfactory perform or complete a task, and which has a consequent penalty for failure						
5	Leadership (Integrity)	On Responsibility	Monitor and maintain high quality of work						
6	Leadership (Integrity)	On Responsibility	Able to be trusted and reliable						
7	Leadership (Integrity)	On Responsibility	Take pride and value in the quality of work						
8	Leadership (Integrity)	On Responsibility	Foster the understanding of the company mission with staff, customers and the community						
9	Leadership (Integrity)	On High Ethic	Maintain high degree of ethical professional/ business standards						
10	Leadership (Integrity)	On High Ethic	Take responsibility for own mistakes; does not blame others						
11	Leadership (Integrity)	On High Ethic	Punctual and reliable						
12	Leadership (Integrity)	On High Ethic	Consistently choose an ethical course of action for workplace behavior						

The screen shows the list of KRA items for the selected employee. Click on the dropdown item to switch between Self KRA and Team KRA (if any). The default view is KRA for Self.

## KPI


Key Performance Indicator

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>									
Reporting Line:									
Employee Key Performance Indicator: <b>Sales Executive</b>									KPI for Self
No: Name:					Description :				
1	Target quarterly sales of RM200,000				Target quarterly sales of RM200,000				
2	Target monthly 20 new leads generated				Target monthly 20 new leads generated				
3	Target quarterly 10 or less customer complains				Target quarterly 10 or less customer complains				
4	Target quarterly 100 proposal submission				Target quarterly 100 proposal submission				
5	Target quarterly 5 sales closing				Target quarterly 5 sales closing				
6	Compliance with ISO9001 CRM Management Processes				Compliance with ISO9001 CRM Management Processes				
7	Improve Revenue by 10% from previous year				Improve Revenue by 10% from previous year				
8	Maintain outsourcing service rate to external at a minimum 50% of total service				Maintain outsourcing service rate to external at a minimum 50% of total service				

The screen shows the list of KPI items for the selected employee. Click on the dropdown item to switch between Self KPI and Team KPI (if any). The default view is KPI for Self.

## JD

Job Description

Subordinate	Detail	Employment	Education	Document	Training Calendar	Peer	KRA	KPI	JD	
 <p>Name : <b>KAMAL ARIF MAZ BIN MASNAN</b>      Emp ID : <b>SCA0151</b>            Position : <b>N54</b>      Division : <b>Corporate</b>            Designation : <b>Operator</b>      Department : <b>Human Resource</b>            Job Group : <b>High Management</b>      Report To :            KPI : <b>Sales Executive</b>      Email : <b>kamal@baitulummah.com</b>            Mobile : <b>0192242626</b>      Office :            Gender : <b>Male</b>      Ethnic : <b>Malay</b></p>										
Reporting Line:										
Employee Job Description										
No:		Code:								Description :
1	JDM004									Bank reconciliations
2	JDM003									Cashbook updating
3	JDM002									Clock-in dan clock-out
4	JDM006									Close Office
5	JDM001									ERP Updating

The screen shows the list of Job Descriptions for the selected employee.

## 10. PASSWORD


Password is the main security feature that control who is the authorized access for a specific account. Every employee should have their own Password. The Password should be changed regularly to prevent unauthorized access.

### PASSWORD

#### Access Point

- Password

### CHANGE PASSWORD

 **Change Password**

Please take note the following reminder from us:

You play a significant role in your online security - Keep your Password confidential at all times.

Your account here contains sensitive information. So any unauthorized entry to your account can negatively impact you and your information.

We will not be responsible for any loss due to your negligence in protecting the security of your account.

We recommend frequent changing of Passwords for enhanced security.

Please enter your password below.

Current Password:

New Password:

Re-enter Password:

**Continue**

To change the Password, enter the Current Password and then the New Password twice and click Continue button to change the Password.

## 11. FEEDBACK

Feedback is a mechanism where employee can communicate with HR. Use this feature to send message to HR for their further action.

### FEEDBACK

#### Access Point

- Feedback
- Feedback > Previous Feedback

### FEEDBACK FORM

The screen shows the Feedback Form. The form items are:

- Feedback Type – choose from the dropdown selection
- Description – specify the message to be sent to HR

Click Continue button to submit the Feedback Form.

### PREVIOUS FEEDBACK

No:	Dates:	Type:	Description:
1	13 Oct 2009 12:00:00 AM	SUGGEST	I am proposing that we do the assessment for the whole company as one exercise and we declare assessment week. Therefore, we can close this exercise as soon as possible.
2	13 Oct 2009 04:58:49 PM	SUGGEST	test

The screen shows the list of feedback sent by the employee.

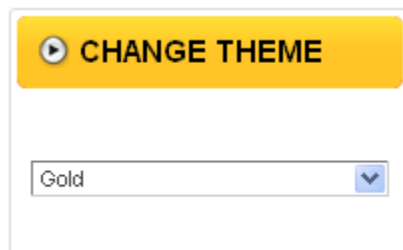
## 12. CHANGE THEME

Theme is how the system control the viewing format. The available choices of theme are to serve various user preferences.

### CHANGE THEME

#### Access Point

- Home > Change Theme
- Profile > Change Theme
- TNA > Change Theme
- Report > Change Theme
- Admin > Change Theme

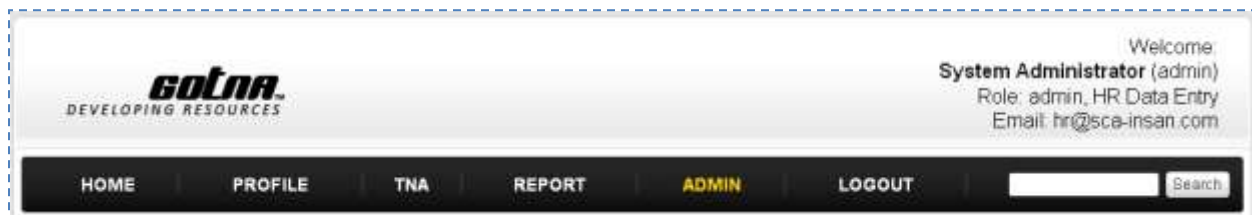


A screenshot of the 'CHANGE THEME' interface. It features a yellow button with a play icon and the text 'CHANGE THEME'. Below the button is a dropdown menu with 'Gold' selected and a blue downward arrow.

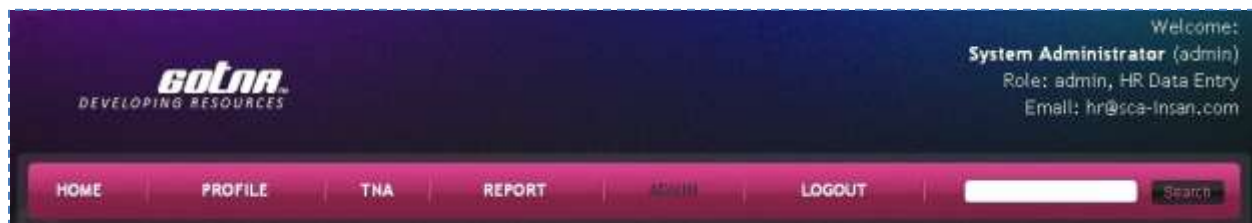
Upon login, the default theme is Gold.

Click on the available choice in the Theme dropdown to change from on Theme to another.

### Gold Theme

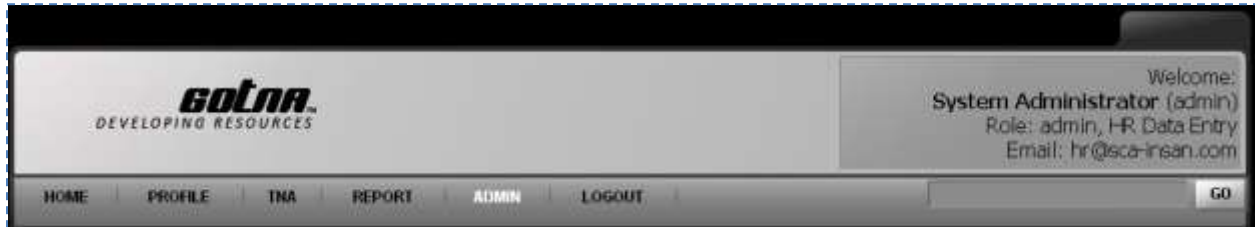


### Purple Theme

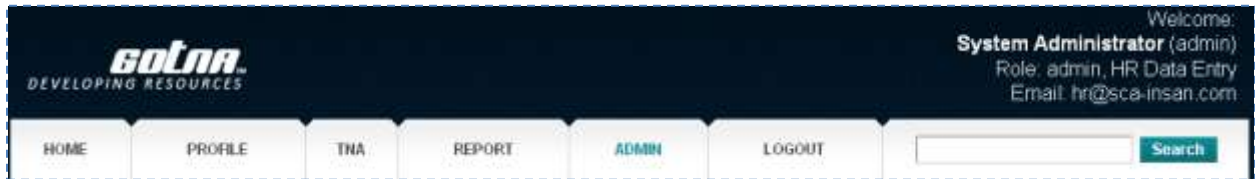




### Black & White Theme



### Blue Theme



### Shade Theme

