

# Online Performance Appraisal System



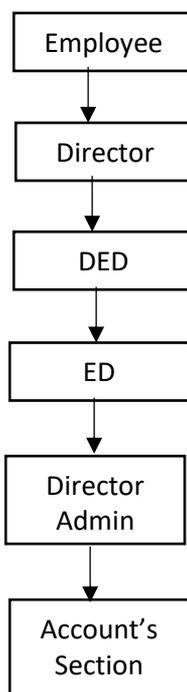
**User Manual**

**Dhaka**

## Overview of the system

CEGIS has developed a web-based Online Performance Appraisal system for automating the appraisal of the employee.

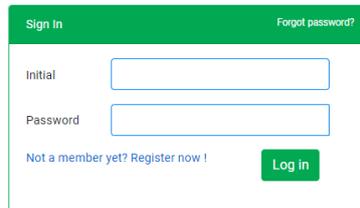
Whenever a performance appraisal form is submitted in the system it follows the following hierarchy (Figure: 1).



**Figure: 1**

Whenever an **Employee** sends a request, it is automatically forwarded to the **Director** for evaluation. After that, it is sent consecutively to **Deputy Executive Director**, and **Executive Director** for evaluation. After it has been approved in all the above stages finally, the appraisal form is sent to the **Director Admin** and then send to **Accounts Section** for further processing.

You can go to the Online Performance Appraisal System via <http://202.53.173.185/evaluation> which will take you to the following page (Figure: 2).



The image shows a sign-in form with a green header. The header contains 'Sign in' on the left and 'Forgot password?' on the right. Below the header, there are two input fields: 'Initial' and 'Password'. Below the 'Password' field, there is a link that says 'Not a member yet? Register now !' and a green button labeled 'Log in'.

**Figure: 2**

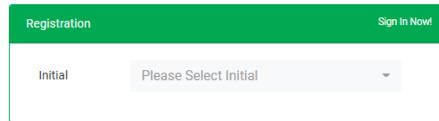
Here you can see the **Login** and **Register** link in the top-right. If you are entering for the first time you have to complete the registration.

## Section-1 Registration Process

**To complete the registration please follow the following processes:**

1. First, click on the '**Register**' link on the top-right (Figure: 2).
2. You will be redirected to the Registration Page.

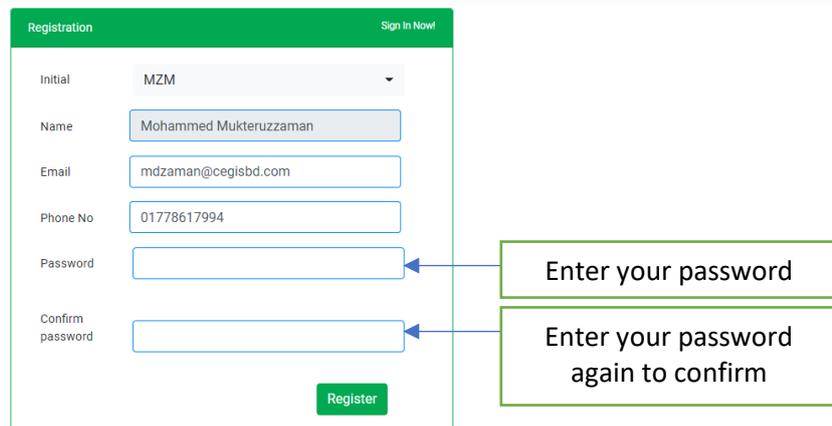
Now you can see the following page on your screen (Figure: 3).



The image shows a registration form with a green header. On the right side of the header is a link that says "Sign In Now!". Below the header, there is a label "Initial" followed by a dropdown menu. The dropdown menu currently displays the text "Please Select Initial".

**Figure: 3**

3. Select the **initial** from the dropdown menu which is provided by **CEGIS Authority**.



The image shows a registration form with a green header. On the right side of the header is a link that says "Sign In Now!". Below the header, there are several input fields: "Initial" (dropdown menu with "MZM" selected), "Name" (text box with "Mohammed Mukteruzzaman"), "Email" (text box with "mdzaman@cegisbd.com"), "Phone No" (text box with "01778617994"), "Password" (text box), and "Confirm password" (text box). At the bottom right of the form is a green "Register" button. Two callout boxes with arrows point to the "Password" and "Confirm password" fields. The first callout box contains the text "Enter your password" and the second callout box contains the text "Enter your password again to confirm".

**Figure: Registration form**

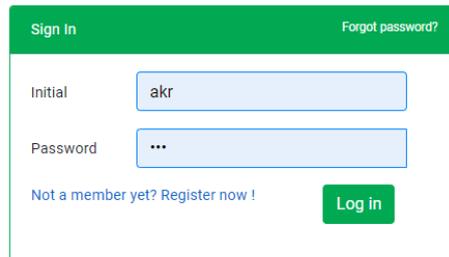
4. Give a password and confirm the password
5. Click the **Register** button.

If you are already registered to **Online Performance Appraisal System** or registered successfully, to **Login**, follow the following instructions.

## Section-2 Logging in the System

### CEGIS Online Performance Appraisal System

[ Register ] [ Login ]



Sign In Forgot password?

Initial

Password

[Not a member yet? Register now !](#)

**Figure: Login**

1. Type your Initial given by CEGIS Authority in the '**Initial**' textbox
2. Give your password in the '**Password**' text box
3. Click the '**Login**' button

After successful login, you will be able to see the following screen:

### CEGIS Online Performance Appraisal System

[Dashboard](#) [Submission of Performance Appraisal Form](#) [User Guide](#)

Md. Ashikur Rahman ▾

#### Performance Appraisal Information

Select Status ▾ 2020 ▾

Show 50 ▾ entries

Date of Submission ▲	Initial ⇅	Name ⇅	Division ⇅	Year ⇅	Status ⇅	Action ⇅
no data found						

Showing 0 to 0 of 0 entries Previous Next

**Figure 6: User Dashboard after Login**

## Section-3 Submission of Performance Appraisal Form

To submit a performance form, follow the below instructions: -

1. Click on the Submission of Performance Appraisal Form menu and you will be able to see the following screen:

The screenshot shows the 'Create New Performance Appraisal Information' form in the CEGIS Online Performance Appraisal System. The user is logged in as 'Md. Ashikur Rahman'. The form is for the period of January-December, 2020. It contains several fields for personal and professional information, some of which are mandatory (marked with a red star). At the bottom, there is a table for listing major activities and achievements during the period.

**CEGIS Online Performance Appraisal System**

Dashboard Submission of Performance Appraisal Form User Guide Md. Ashikur Rahman

### Create New Performance Appraisal Information

Period: January-December, 2020

1. Name: Md. Ashikur Rahman
2. Designation with present position: Consultant
3. Division: Database, ICT and System Management
4. Date of Joining CEGIS/EGIS: \*
5. Educational Qualification: \*
6. Training Received:
7. Do you need any further training? If yes, give justification.  Yes  No
9. Do you want to develop yourself in any other fields?  Yes  No
10. Any suggestion to improve the quality of work and business development of CEGIS.  
 Yes  No

8. List your major activities and achievements during the period  
(Highlight your activities, report published, specific role in the projects, time management during project implementation etc.)

Project Code	Project Name	Project PL	Duration(%)	Description	action
--Select--			<input type="text"/>	<input type="text"/>	

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**Figure 7: Performance Appraisal Form**

2. Fill up all the necessary information in this form. Mandatory fields are marked red star. Read them carefully and fill up the form.
3. Add the list of project activity at the end of the form.

4. Choose the project that you worked on and give the description, here duration is the percentage of work done in this project.
5. If there's no project involved then just add the description.
6. Click Add More Activity button if you have worked on multiple project.
7. Click Save button after adding all the necessary information

After clicking save button a mail will automatically be sent to the director of your division for performance evaluation.

The Dashboard will look like this after the submission of the Performance Appraisal form

The screenshot shows the 'Online Performance Appraisal System' dashboard. At the top, there is a navigation bar with 'Dashboard', 'Submission of Performance Appraisal Form', and 'User Guide'. The user's name 'Md. Ashikur Rahman' is displayed in a green button. Below the navigation bar, the page title is 'Performance Appraisal Information'. There are two dropdown menus: 'Select Status' and '2020'. Below these, it says 'Show 50 entries'. A table with 7 columns is displayed: 'Date of Submission', 'Initial', 'Name', 'Division', 'Year', 'Status', and 'Action'. The table contains one row with the following data: 'Tuesday, 19 January, 2021', 'AKR', 'Md. Ashikur Rahman', 'Database, ICT and System Management', '2020', 'Pending for Director's Recommendation', and 'Details Edit'. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Date of Submission	Initial	Name	Division	Year	Status	Action
Tuesday, 19 January, 2021	AKR	Md. Ashikur Rahman	Database, ICT and System Management	2020	Pending for Director's Recommendation	Details Edit

**Figure 7: Dashboard after submission**

Click Details button to see the details of the form just filled.

**CEGIS Online Performance Appraisal System**

Dashboard Submission of Performance Appraisal Form User Guide Md. Ashikur Rahman

### Performance Appraisal Form

Period: January-December, 2020

General Info of Employee Recommended By

1. Name: Md. Ashikur Rahman

2. Designation with present position: Consultant

3. Division: Database, ICT and System Management

4. Date of Joining CEGIS/EGIS: 4/5/2020

5. Educational Qualification: Bsc in cse

6. Training Received: OOP

7. Do you need any further training? If yes, give justification.  
YES  
SOLID Principle

9. Do you want to develop yourself in any other fields?  
YES  
GIS

10. Any suggestion to improve the quality of work and business development of CEGIS.  
NO

8. List your major activities and achievements during the period  
(Highlight your activities, report published, specific role in the projects, time management during project implementation etc.)

SL	Project Code	Project Name	Duration(%)	Description
1	UDB003	Digital CEGIS	23	Performance appraisal system development

[Back to Dashboard](#)

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Click the Recommended by button to see who have recommended your performance appraisal form.

**CEGIS Online Performance Appraisal System**

Dashboard Submission of Performance Appraisal Form User Guide Md. Ashikur Rahman

### Performance Appraisal Form

Period: January-December, 2020

General Info of Employee Recommended By

This Performance Appraisal Form has not yet Recommended

[Back to Dashboard](#)

This form has not yet recommended.