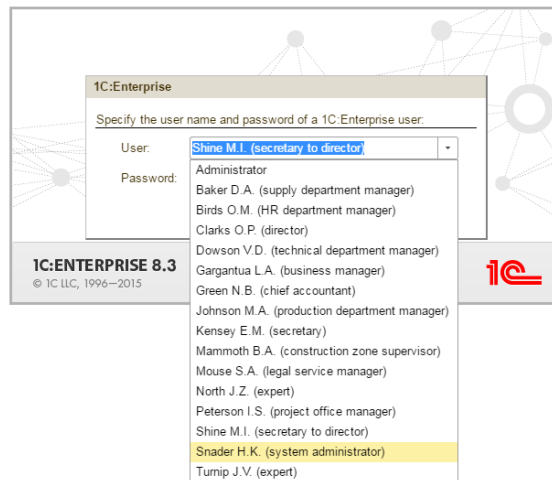# Instructions for the employees
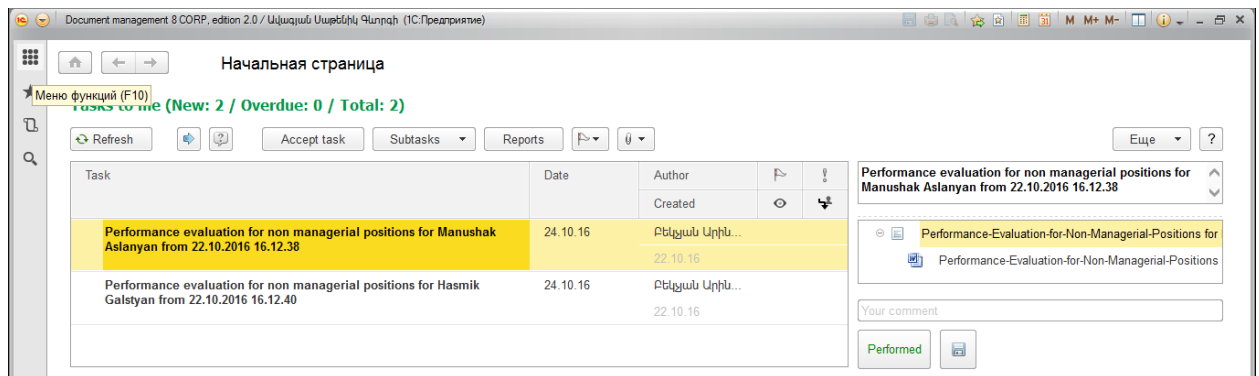
1. Please open the link http://10.1.0.28/docflow

2. Choose your name from the list of users
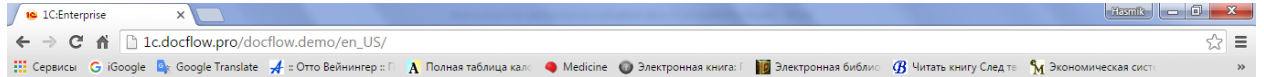
3. Press ok

4. A window appears with the following forms

   - Tasks to me

   - Business processes form
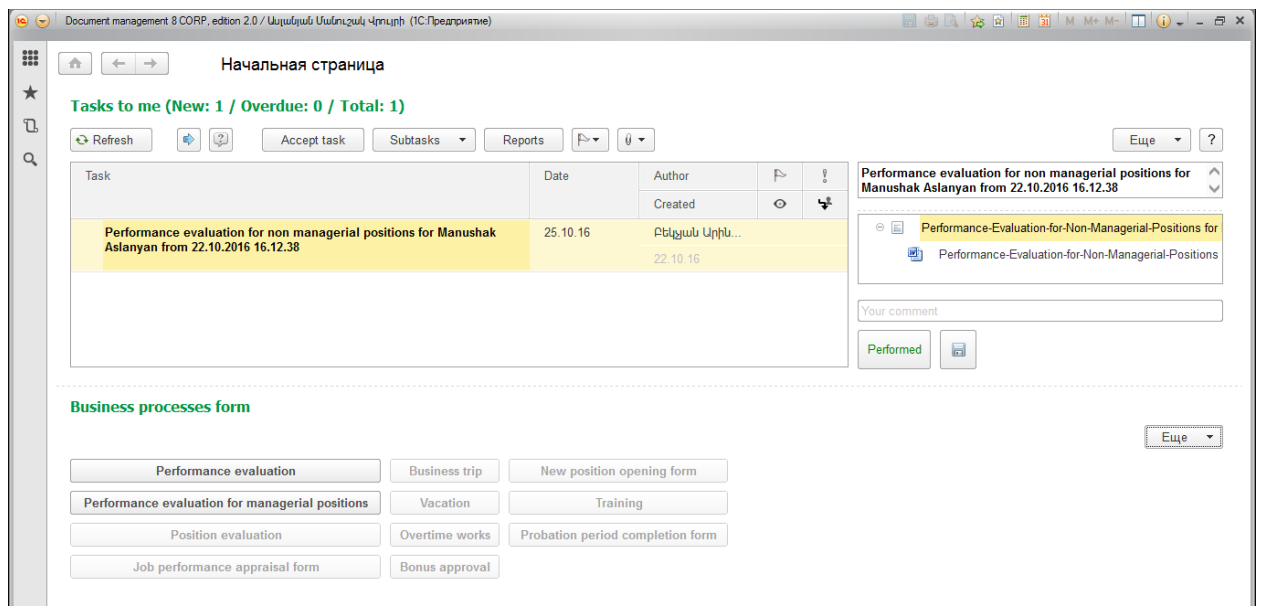
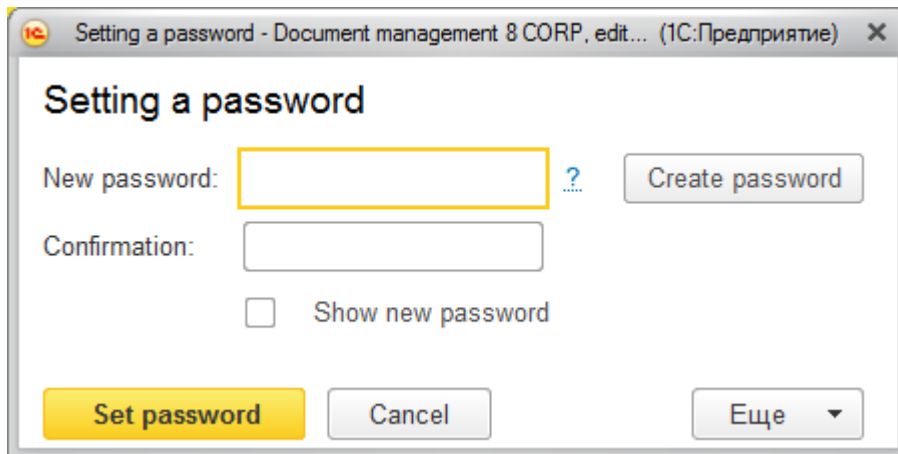5. To access the program files - press the button in the left corner of the opened window
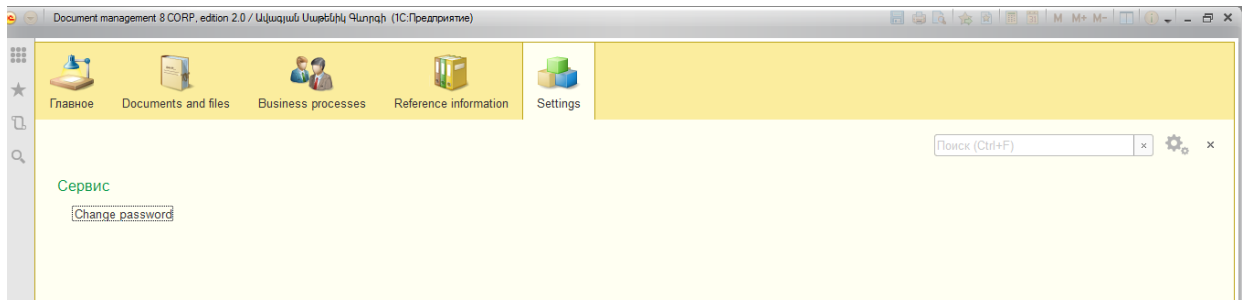

Briefly presents the main sections.

- Subsystem **Business processes contains:**

    1. "Task to me" contains all user's tasks
    2. "My processes" contains current user's created business processes
    3. "Tasks from me" contains all the tasks created by current user
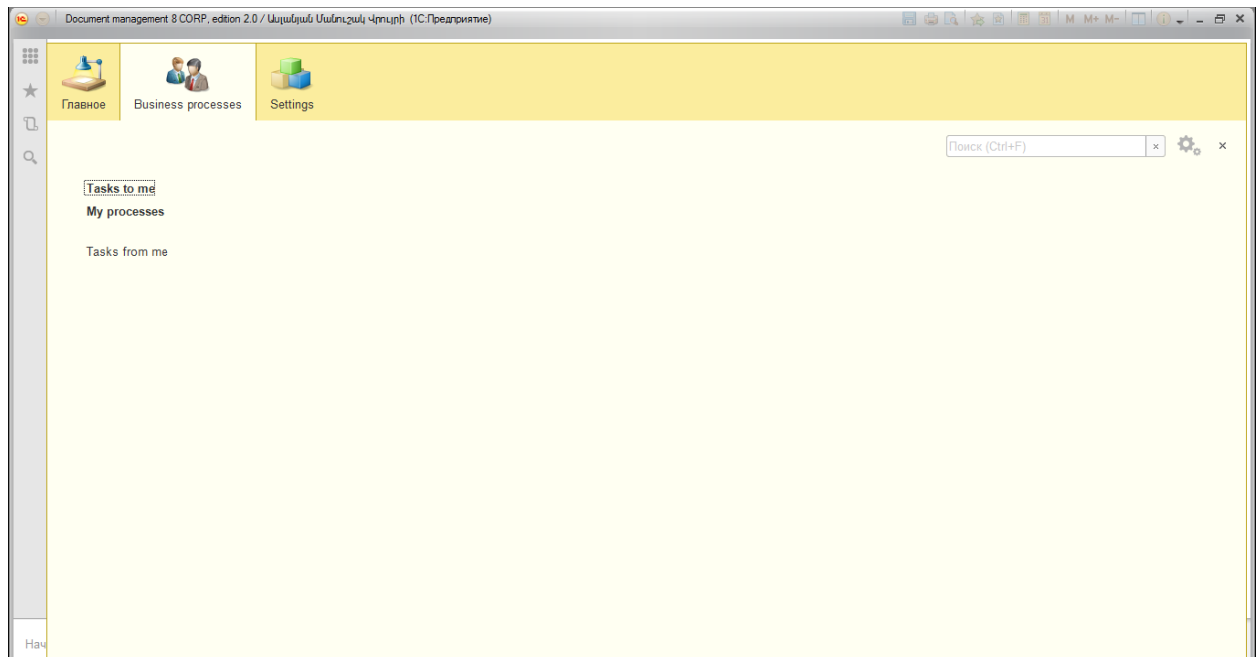
- Subsystem **Settings** contains the form, which allows the user to set/change his password.

Сервис

Change password

Setting a password

| New password: | | ? | Create password |
| Confirmation: | | | |

☐ Show new password

Set password | Cancel | Еще ▼

Instructions for performance evaluation

"Performance evaluation" process is designed for annual rate of staff's work.

In the program the process consists of the following steps:

1. HR Manager starts the business process

2. Supervisor evaluates the employee

3. The employee adds her/his comments

4. The completed form goes to the supervisor again

5. Then the completed form goes to next higher-level supervisor if available

6. HR Manager finishes the process

The summery of the process steps

1. In the opened list (form) "Tasks to me" choose the necessary point.
2. Double click on the first line in the right part of the page (it is marked with yellow background)
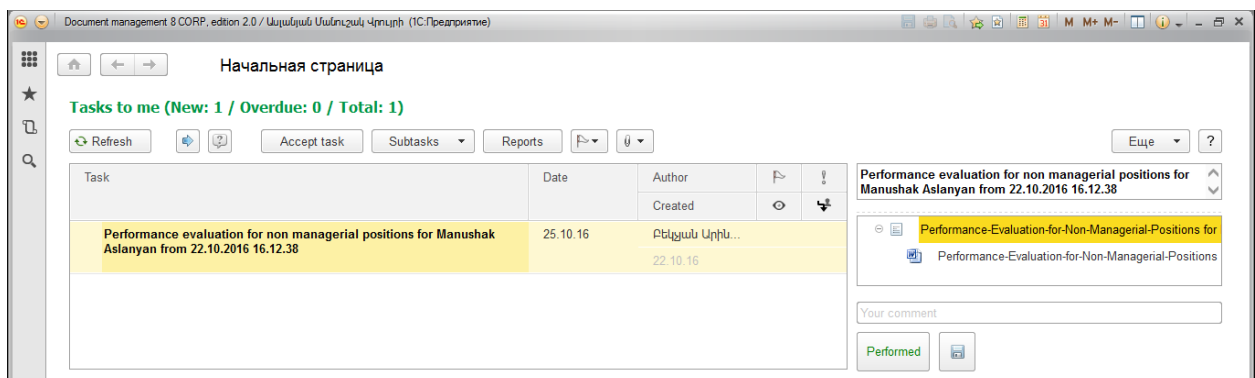

3. Click on the Title **Properties**
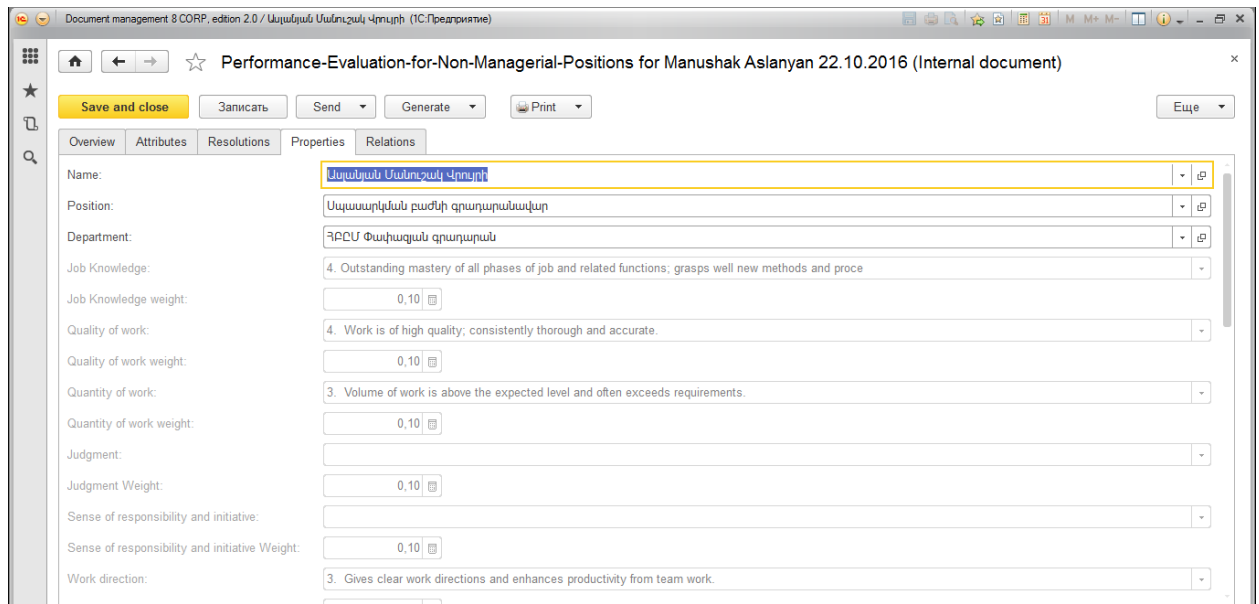
There is a list of items to be filled related to the evaluation process in the subwindow "Properties", that are already filled by the head.

4. The employee can only review the information in the subwindow "Properties". There is no chance to edit the list (has read-only access).
5. Back to start page.

There is an opportunity to review the attached file of document with the double click.
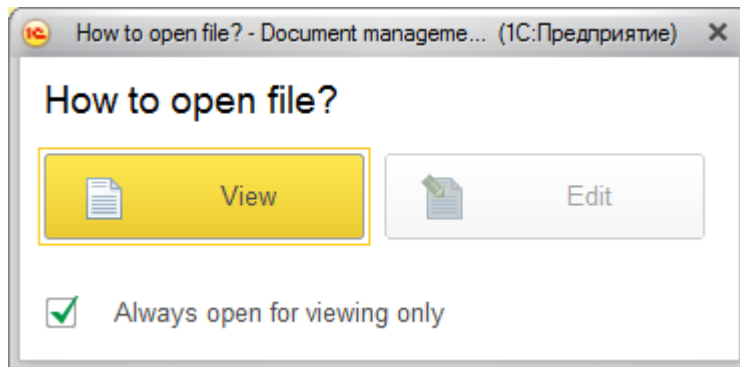
6. The employee may write a comment in "your comment" field.
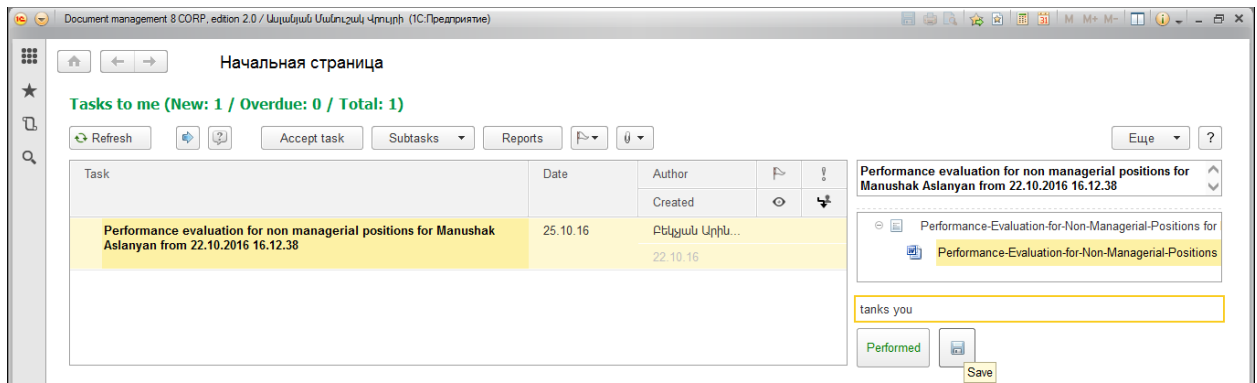
7. To continue with the next step – press Performed.