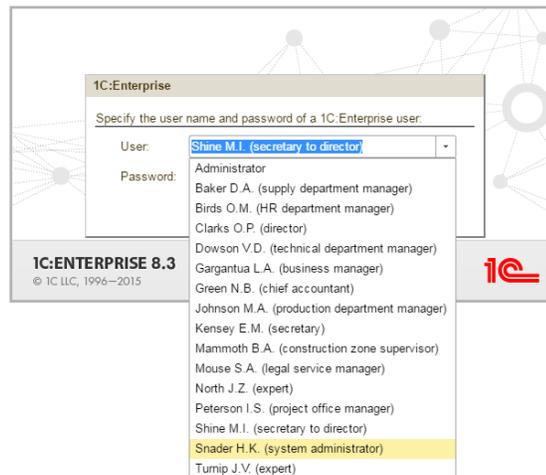
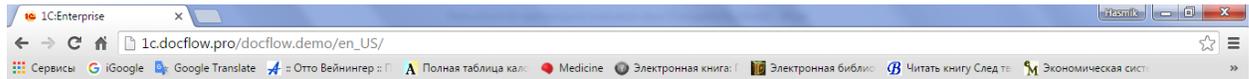
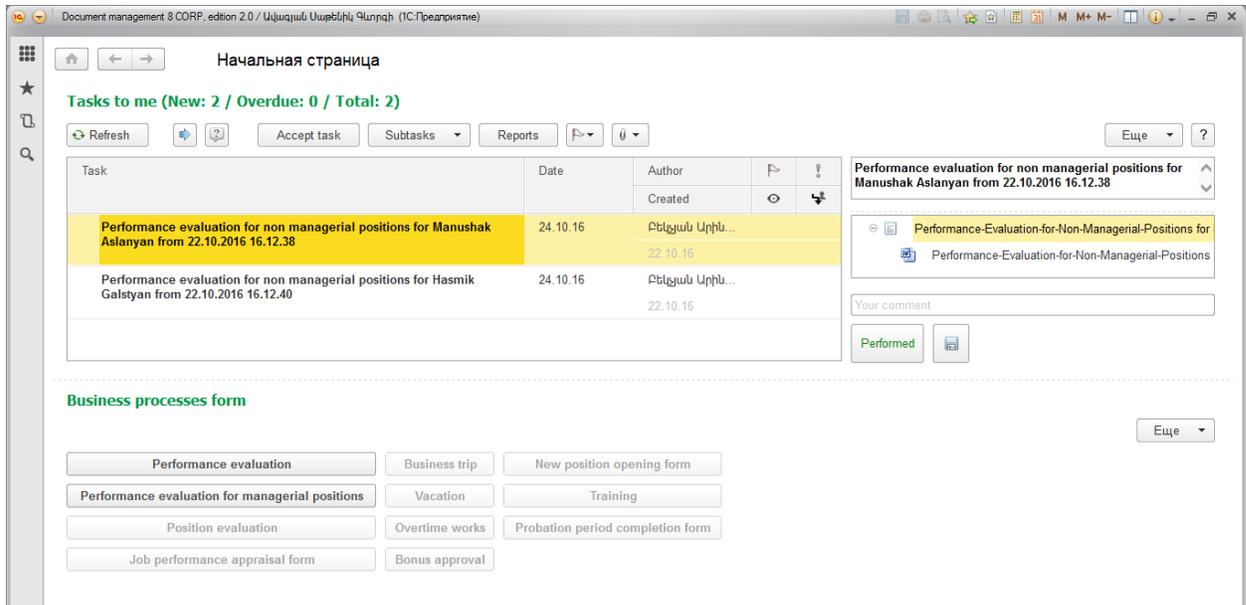


Instructions for the head of departments

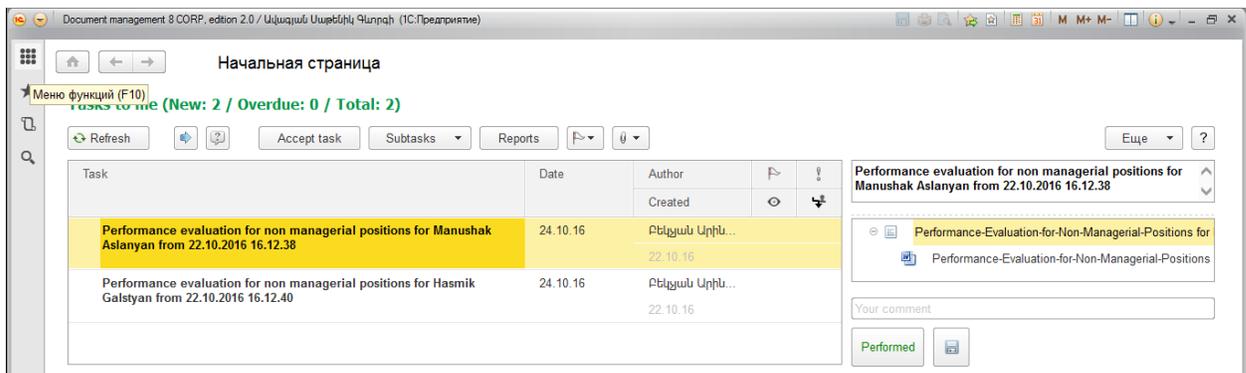
1. Please enter 1C Document Flow software
2. Choose your name from the users list



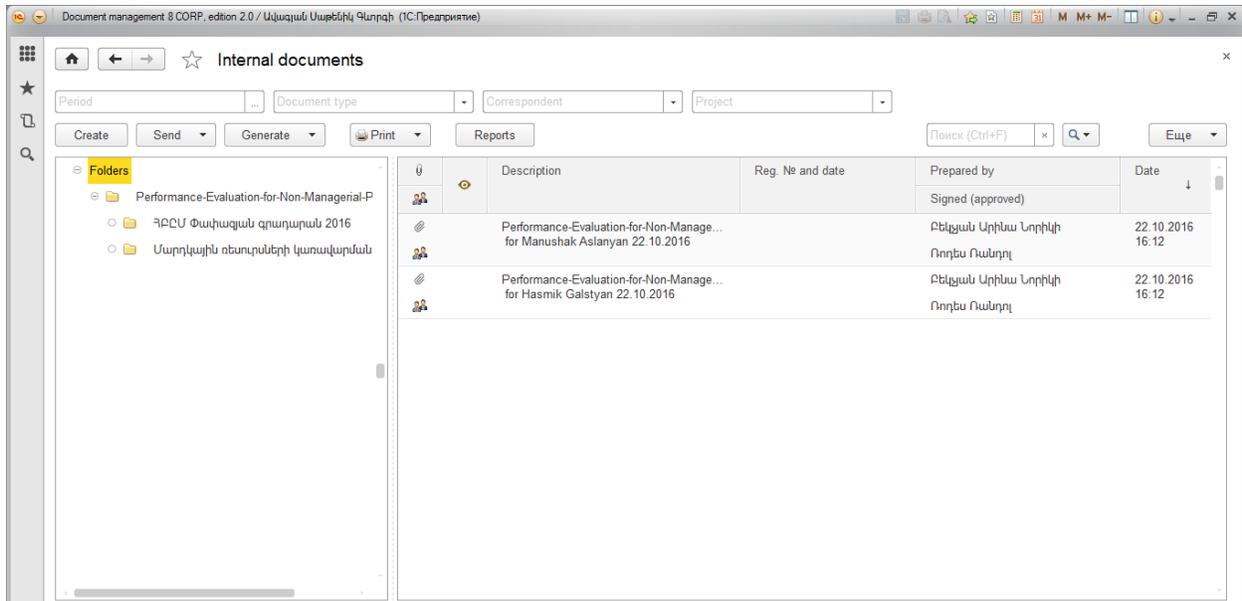
3. Press ok
4. A window appears with the following forms
 - Tasks to me
 - Business processes form



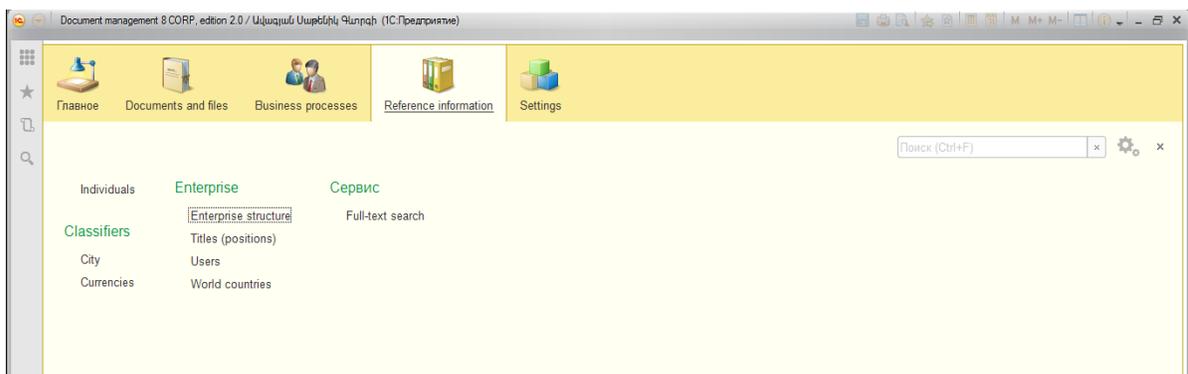
To access the program files - press the button in the left corner of the opened window



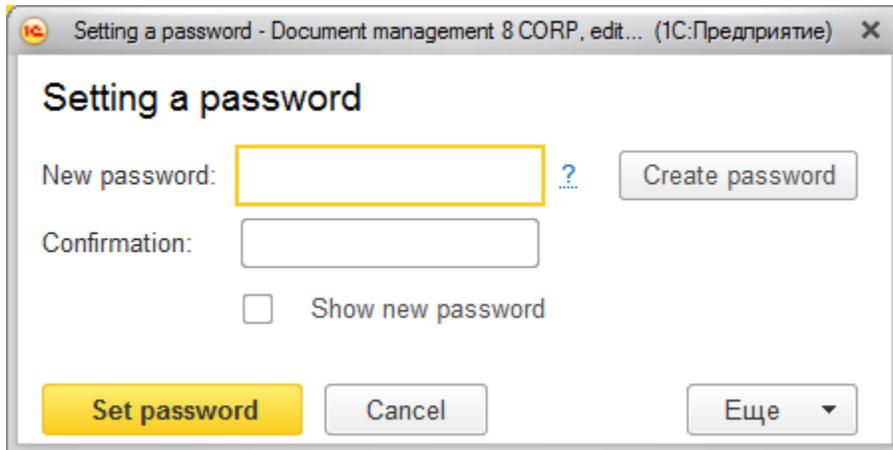
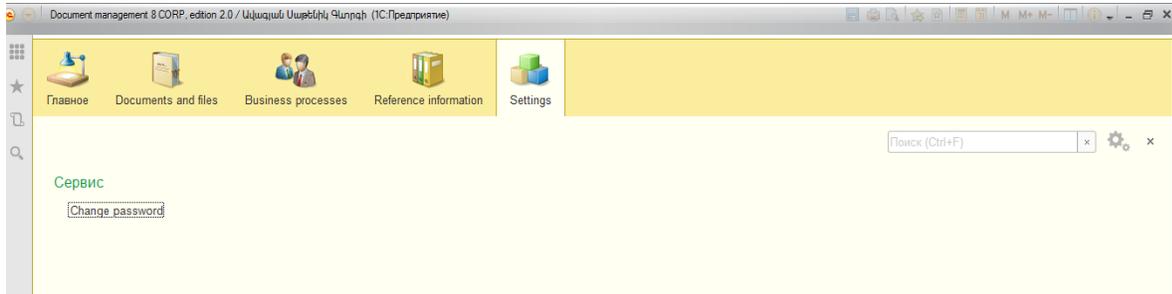
- Subsystem **Documents and files** presents internal documents. Head of department has access **only** to the documents according to him.



- Subsystem **Business processes** contains:
 1. “Task to me” contains all user’s tasks
 2. “Tasks of departments” contains all department’s tasks
 3. “My processes” contains current user’s created business processes
 4. “Tasks from me” contains all the tasks created by current user
 5. “Processes” contains all current department’s business tasks
- Subsystem **Reference information** contains all basic catalogues. The head of department can only review the information according to his department. There is no chance to edit the list (has read-only access).



- Subsystem **Settings** contains the form, which allows the user to set/change his password.



Instructions for performance evaluation

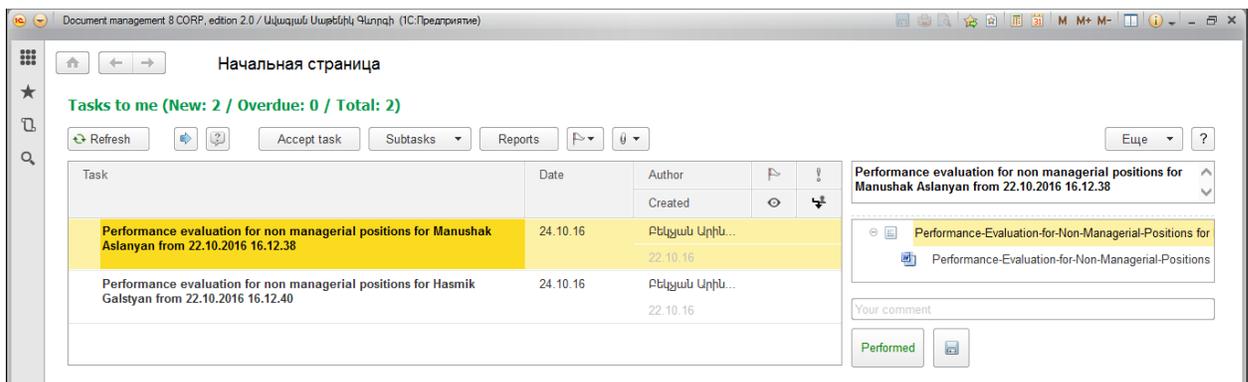
“Performance evaluation” process is designed for annual rate of staff’s work.

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 summary 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”.

4. To fill the form user should choose from the provided list of valid answers.

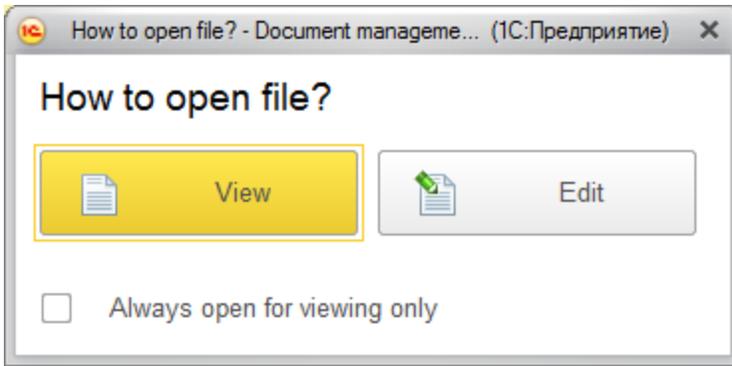
The screenshot shows a web application window titled "Document management 8 CORP, edition 2.0 / Ավագանի Սարգիսի Գևորգի (ԻՇ-Փրեզրիաթիւ)". The main content area displays a form for "Performance-Evaluation-for-Non-Managerial-Positions for Manushak Aslanyan 22.10.2016 (Internal document)". The form includes fields for Name, Position, Department, Job Knowledge, Job Knowledge weight, Quality of work, Quality of work weight, Quantity of work, Quantity of work weight, Judgment, Judgment Weight, Sense of responsibility and initiative, Sense of responsibility and initiative Weight, and Work direction. A dropdown menu is open for the "Job Knowledge" field, showing four options: "1. Inadequate understanding of job, fails to gra...", "2. Adequate knowledge of the job, able to appl...", "3. Good knowledge of the job; applies methods...", and "4. Outstanding mastery of all phases of job an...". The "Save and close" button is highlighted in yellow.

5. When all the items are filled, press “Save and close” – start page is opened automatically with the notification of the successful/failed result.

The screenshot shows a web application window titled "Document management 8 CORP, edition 2.0 / Ավագանի Սարգիսի Գևորգի (ԻՇ-Փրեզրիաթիւ)". The main content area displays a dashboard titled "Начальная страница" (Start page). It shows a "Tasks to me (New: 2 / Overdue: 0 / Total: 2)" section with a table of tasks. A notification dialog box is open, displaying the text "Fields in the file are updated with the data of the file owner." and an "OK" button. The dashboard also includes a "Business processes form" section with various buttons for different forms.

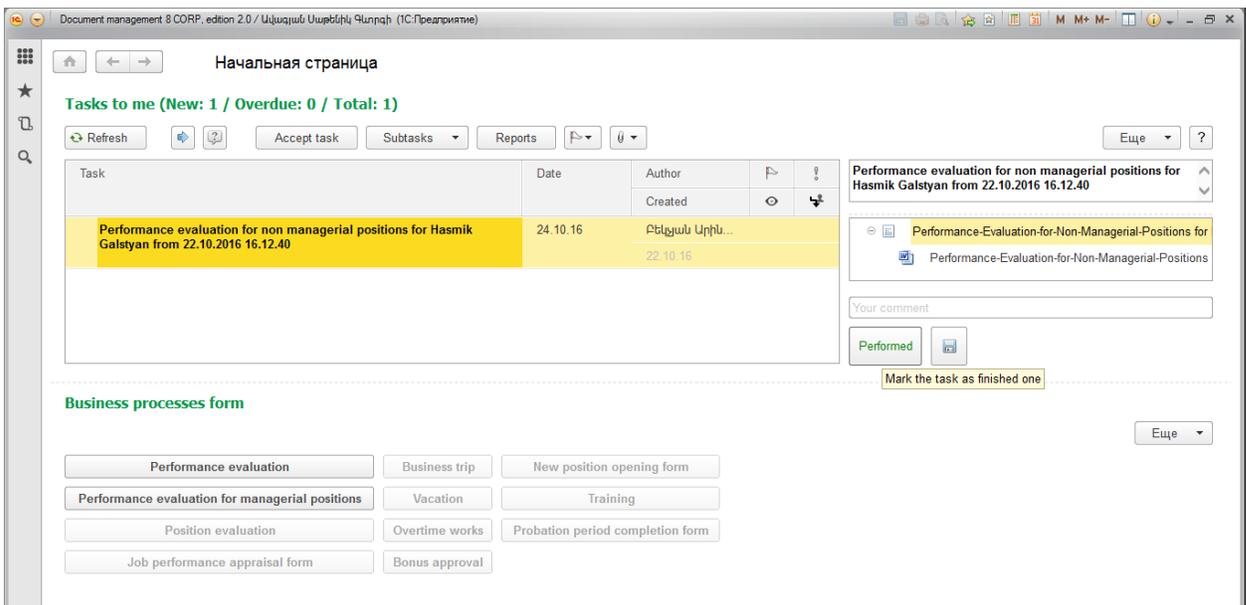
Task	Date	Author
Performance evaluation for non managerial positions for Manushak Aslanyan from 22.10.2016 16.12.38	24.10.16	Բեւեցան Սիրի...
Performance evaluation for non managerial positions for Haspi Galstyan from 22.10.2016 16.12.40	24.10.16	Օրհանյան Լիլի...

6. There is an opportunity to edit/review the attached file of document with the double click.



Select the desire mode

7. To continue with the next step – press Performed.



Instructions for performance evaluation for managerial positions

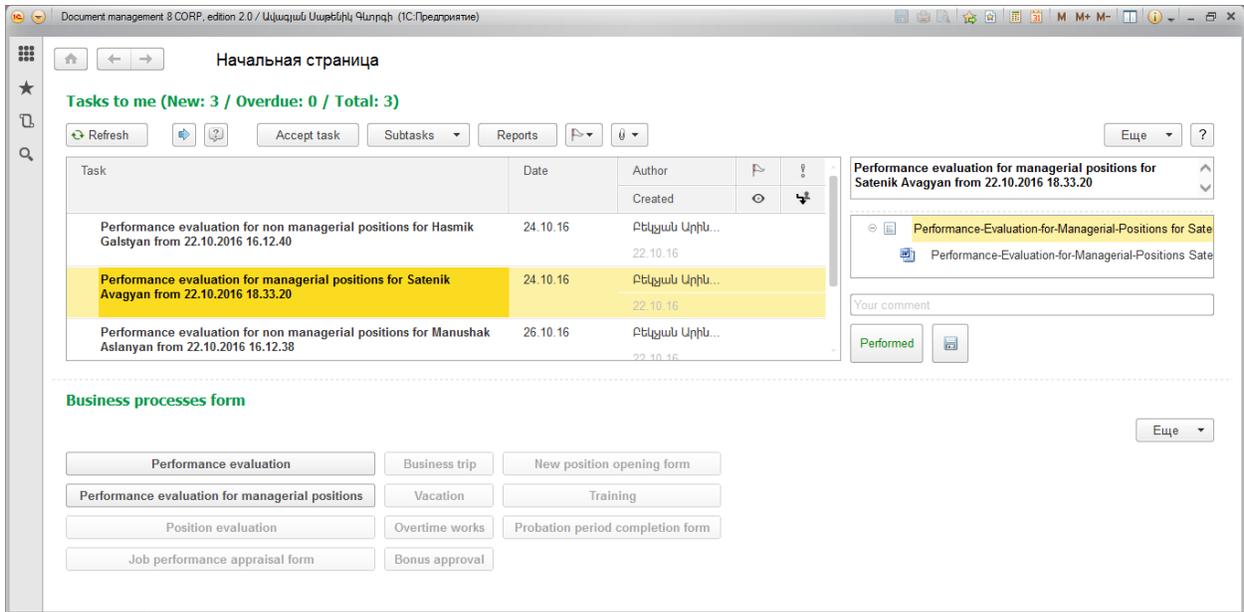
“Performance evaluation for managerial positions” process is designed for annual rate of manager’s work.

In the program the process consists of the following steps:

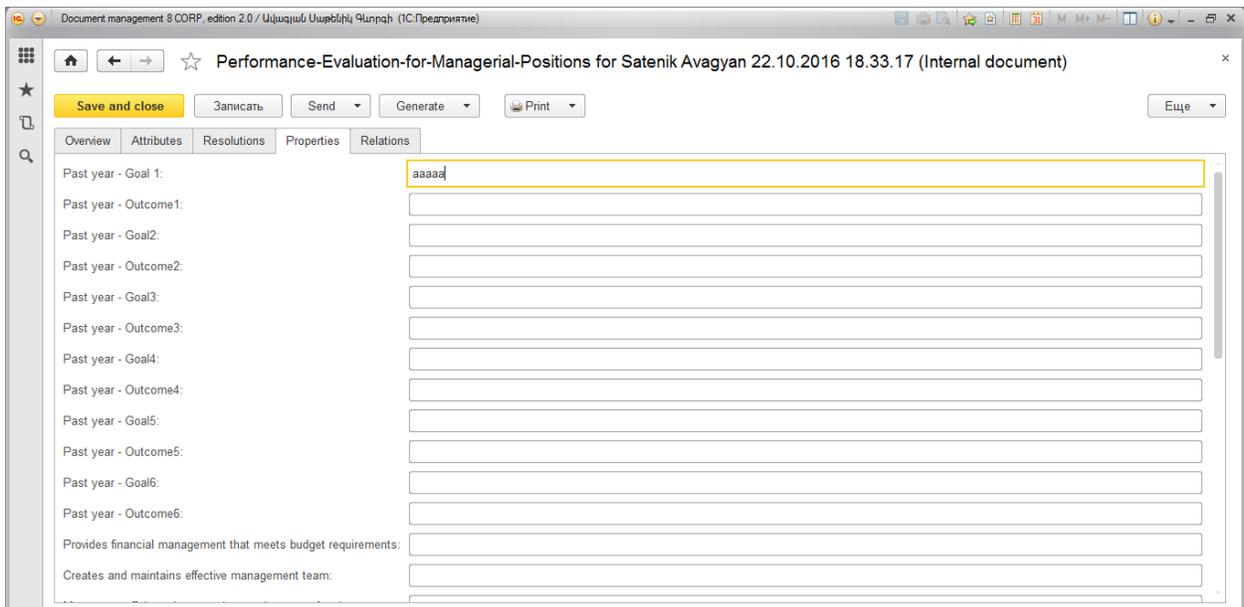
1. HR Manager starts the business process
2. The managerial employee conducts self-evaluation
3. The completed form goes to the Supervisor
4. Then it goes to the Employee for comments
5. After comments it goes to the Supervisor again
6. HR Manager finishes the process

The summery of the process steps

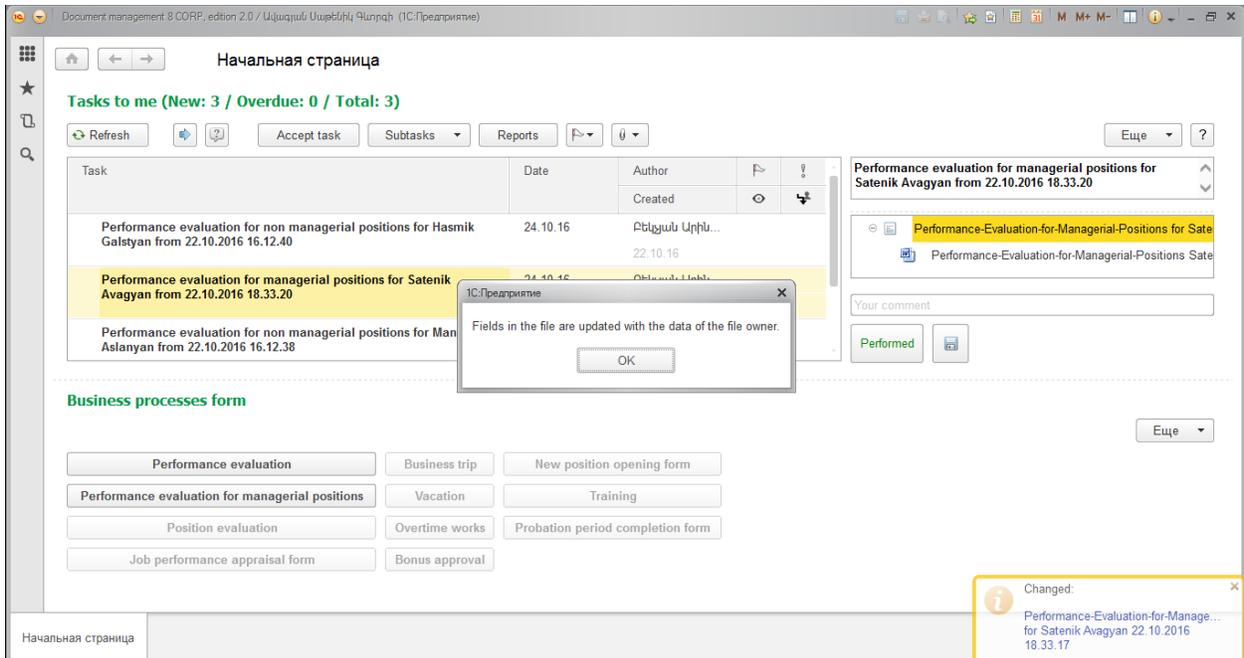
1. In the opened list (form) “Tasks to me” choose the necessary point.
2. Double click on the first line in the right part of the page (it is marked with yellow background)



3. Click on the Title Properties



There is a list of items to be filled by manager related to the evaluation process in the subwindow “Properties”. When all the items are filled, press “Save and close” – start page is opened automatically with the notification of the successful/failed result.



4. To continue with the next step – press Performed.

