

# Getting Started Quick Reference Guide

Welcome to Lehigh University's *GPS* System. This guide will orient you to the sections of the application and provide a brief introduction to the features and functionality you'll use while participating in your *GPS* performance cycle.

## 1 Home Tab

The **Home** tab provides access to all the activities and processes in the system, and is where you get an overview of the status of your performance activities. To access the Home page from anywhere in the application, click on the **Home** tab.

## 2 Inbox

The **Inbox** stores the forms awaiting your action. Generally, you'll receive forms in your **Inbox** requesting updates, evaluation feedback, or signature.

## 3 Form Details

The Form Details area displays critical information regarding forms and process including the current step, due date, and who sent the form. Click on a **Form Title** to open the form.

**NOTE:** A supervisor's Inbox also contains any of their employees' forms that require input.

## 4 My Forms Tab

To see all of your forms, click on the **My Forms** tab. Click on the **En Route** section to view your forms requiring input from others. Click on the **Completed** forms section to see forms that no longer require action by you.

## 5 My Goals Tab

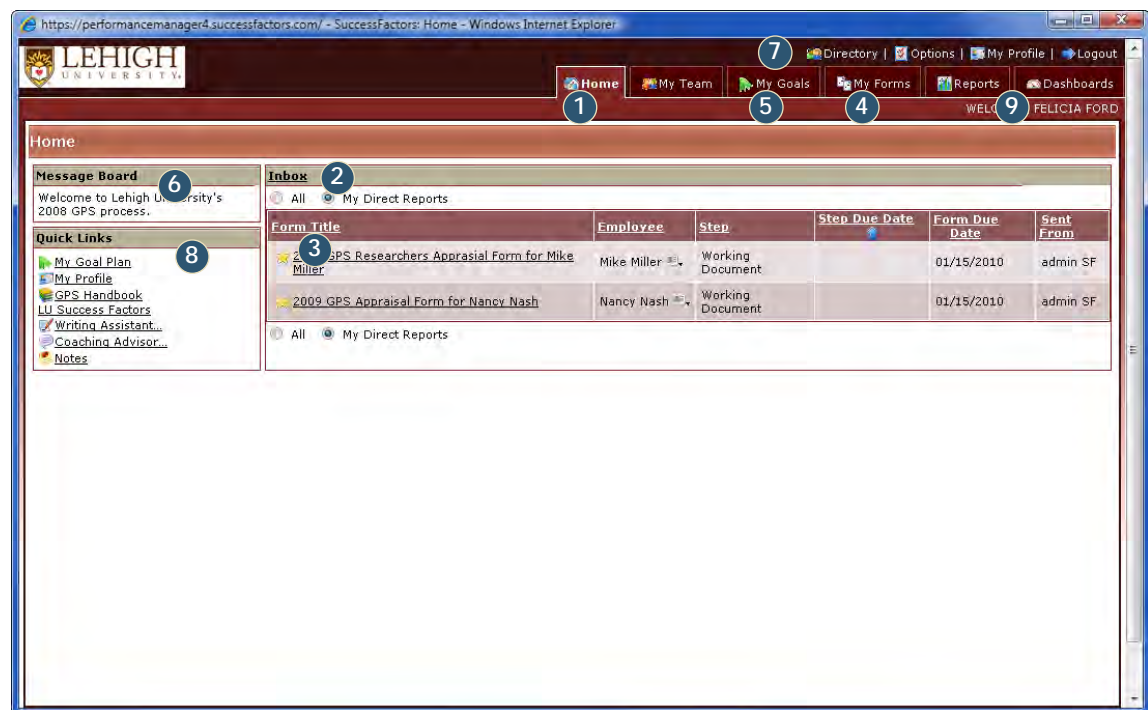
The goal plan provides supervisors and employees a work area to plan and create individual work goals and track progress. The **My Goals** tab provides access to previous years' accountabilities, goals, and workplace learning activities.

## 6 Message Board

The Message Board is an area where HR posts announcements, messages, or timely reminders.

## 7 Top Navigation Bar

- Directory**  
Browse or search the directory of all employees and supervisors utilizing the online *GPS* Tool.
- Options**  
Manage your settings and preferences.
- My Profile**  
View your own employee profile information or others within your hierarchy.
- Logout**  
Closes the application window.



Form Title	Employee	Step	Step Due Date	Form Due Date	Sent From
GPS Researchers Appraisal Form for Mike Miller	Mike Miller	Working Document		01/15/2010	admin SF
2009 GPS Appraisal Form for Nancy Nash	Nancy Nash	Working Document		01/15/2010	admin SF

## 8 Quick Links Menu

Quick Links provide access to commonly used items and helpful information.

- My Goal Plan** - Links to your goal plans where you can manage your accountabilities, goals, and/or workplace learning activities.
- My Profile** - View your own employee profile information or others within your hierarchy.
- GPS Handbook** - Links to general information regarding the *GPS* performance appraisal process.
- LU Success Factors** - Links to the core and managerial success factors for Lehigh staff and supervisors.
- Writing Assistant** - Provides suggested text, modifiers, and categories of competencies to quickly build review commentary.
- Coaching Advisor** - Provides development suggestions that addresses a defined improvement area or encourages an employee strength.
- Notes** - Create notes to track progress or document particular events during the course of the year.

## 9 Supervisors' Tools

In addition to the standard tabs, supervisors have access to tabs to assist them in managing their teams.

### My Team Tab

The **My Team** tab provides detailed information on direct reports including employee profiles and progress status reports.

### Dashboards Tab

The **Dashboards** tab provides graphical views of summary-level information about the team, department, stem, and institution. Dashboards provide insight to a particular process or time period.

### Reports Tab

The **Reports** tab enables supervisors to access and generate reports. To learn more about each report type, click on a report from the listing.