TM-02.1 CABQ - Adding Manager Comments

Step	Action
1.	**Helpful Hints** 1. Create your comments in a Word document then copy and paste into the comment box. This will help you complete the documents quickly and avoid work being lost by a system timeout. 2. Save while working on the document. Save after each tab where comments have been added.
2.	Click the **Main Menu** item to begin navigation. Main Menu
3.	Click the **Manager Dashboard** menu.
4.	Click the **Actions** link for the employee you want to view. Actions
5.	Click the **Performance Management** menu. Performance Management
6.	Click the **Open Performance Documents** menu. Open Performance Documents
7.	Click the **Basic Annual Review** link to access the employee's performance document. Basic Annual Review
8.	Click the **Minimize Performance Process** button. «
9.	Click the **Expand All** link.
10.	Click the **TAB Format** link.
11.	*The employee cannot see these comments until the manager shares the document with the employee.* *The employee will have a chance to add comments during each checkpoint. If comments are added the manager will be able to view them.*
12.	Add manager comments at the bottom of the **City Goals** tab. **Helpful Hint** This same comment box is used throughout the year. You may want to place a date or words (example: **Checkpoint 1 or 05/10/17**) in front of your comment to make it easy to identify.
13.	Click the **Spell Check Manager** button.

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14.	The system did not find any misspellings. Click the **OK** button to continue. OK
15.	Remember to save after you complete each tab. Click the **Save** button. Save
16.	Click the **Core Values** tab. Core Values
17.	Add manager comments at the bottom of the Core City Values tab in the **Core City Values Summary**.
18.	Click the **Save** button. Save
19.	Click the **Performance Goals** tab. Performance Goals
20.	Add manager comments at the bottom of the Performance Goals tab in the **Performance Goals Summary**,
21.	Click the **Save** button. Save
22.	Click the **My Career Goals** tab. My Career Goals
23.	Add manager comments at the bottom of the Career Goals tab in the **Career Goals Summary**.
24.	Click the **Save** button. Save
25.	If you are finished adding your comments and are ready for the employee to view them - Click the **Share with Employee** button. Share with Employee
26.	Click the **Confirm** button to confirm that you do want the employee to view the comments. **Note**: The employee can only view your comments not edit or delete your comments. Confirm
27.	Click the **Expand** button. »
28.	To update the Performance Process "train stops" - Click the **Reload** button.

Step	Action
29.	Click the **Return to Performance Documents** link. Return to Performance Documents
30.	Congratulations! You have successfully completed the **Adding Manager Comments** course, **End of Procedure.**