



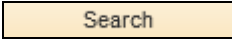







TME-01.2 CABQ - Add Performance Notes

Step	Action
1.	Click the Main Menu item to begin navigation. 
2.	Click the Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Performance Notes menu.
5.	<p>Helpful Hint: Another path to Add Performance Notes You can also access the "Add Performance Notes" capability while working on your Performance Document.</p> <p>Click on the notepad displayed in the comment sections. After clicking on the notepad the process to add the note is the same as the process captured here in this training. <i>Performance Notes added this way are still private. If you want the note to be visible to your manager you will type your comment or copy and paste directly into the comment box.</i></p>
6.	<p>You are always asked to enter a date range in the Selection Criteria. Enter the full date range of the Performance Evaluation year.</p> <p>For Notes From <i>always</i> use the beginning month and day of your Performance Evaluation Timeline (in this case your Work Anniversary date) followed by the current performance year (Example: 7/01/2016).</p> <p>For Through <i>always</i> use the ending date of your Performance Evaluation Timeline which should be one day before your next Work Anniversary date (Example: 6/30/2017).</p>
7.	Click the Add a New Note button. 
8.	<p>On the Performance Notes page enter a Subject name then type directly in the Note Text box or copy/paste your performance note from a Word document in the Note Text box.</p> <p>For this example, the Subject is Recognition.</p> <p><i>The Subject and Note Text have been entered in this example as an example.</i></p>
9.	After completing your entry - Click the Save button. 
10.	Click the Return to Performance Note Selection link. 



Step	Action
11.	<p>To view the comments you have entered:</p> <p>Click the Search button.</p> 
12.	<p>A list of all of your notes will be displayed here. To view more detail you will click on the Subject name.</p> <p>Click the Recognition link.</p> 
13.	<p><u>Helpful Hint</u> When you are creating or viewing your note text you can check for spelling errors.</p> <p>Click the Spell Check Note Text button.</p> 
14.	<p>If errors are found you will be given options for correcting them.</p> <p>In this scenario, no errors were found.</p> <p>Click the OK button.</p> 
15.	<p>Congratulations! You have successfully completed the Add Performance Notes course.</p> <p>End of Procedure.</p>