



TM-06.1 CABQ - Adding Performance Notes

Step	Action
1.	Click the Main Menu item to begin navigation. 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Maintain Performance Notes menu.
5.	Click in the Empl ID field. 
6.	Enter the desired information into the Empl ID field or use the Search option (magnifying glass) to search by employee name. For this training enter " 000007969 ".
7.	Press [Tab] to populate the Employee Name.
8.	For Notes From always use the employee anniversary date for the beginning date. This date should also be the beginning date of the Performance document. For Through date always use the day before the anniversary date of the next year. Example: 07/01/2016 through 6/30/2017.
9.	Click the Add a New Note button. 
10.	Add a Subject title for your performance note in the Subject box.
11.	Type or copy and paste the performance note text into the Note Text box.
12.	Click the Spell Check Note Text button to check for spelling errors. 
13.	The system points out that "leading" is misspelled (laeding) and suggests correction options. Choose the correct replacement word then click the Change button. 



Step	Action
14.	<p>The system does not recognize "APD" and is offering options to replace it.</p> <p>Instead of using the Change feature you will use the Add button to add APD to your dictionary. Now the system will recognize it as spelled correctly for future notes. Click the Add button.</p> 
15.	<p>No more errors are found. The spelling check is complete.</p> <p>Click the OK button.</p> 
16.	<p>Click the Save button.</p> 
17.	<p>Click the Return to Performance Note Selection link.</p> 
18.	<p>Congratulations! You have successfully completed the Adding Performance Notes course.</p> <p>End of Procedure.</p>