



<b>Process</b>	<b>Manager Views Evaluation In Historical Documents with eSignature</b>	<b>Module: ePerformance</b> <b>Business Process: 11.00</b> <b>Date Created: 05/13/2018</b> <b>Date Revised: 10/18/2019</b>
<b>Purpose</b>	<b>Manager Views Historical Document with Audit History &amp; eSignature</b>	
<b>Navigation</b>	Manager Self Service > Performance Management > Performance Documents > Historical Documents	
<b>Prerequisites</b>	Manager Must Request Acknowledgement	
<b>Helpful Hints</b>		

STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
1.	<p>Log in to iRattler Navigate to Manager Self Service &gt; Performance Management &gt; Performance Documents &gt; Historical Documents</p> <p>Option 2: Log In to iRattler Human Resources. Click on the Manager Self Service Tile. Click on Team Performance Tile Click on Historical Documents Click on Evaluation for the Employee</p>	<p>Document Selection Displays</p>	



STEP	DESCRIPTION	EXPECTED RESULTS	COMMENTS/ ACTUAL RESULTS
2.	<p>Manager Clicks on the Employee Name to be viewed.</p> <p>When a new page pops up Click Expand and Evaluation Displays</p>	<p>Evaluation Displays</p> 	
3.	<p>Manager Views Audit History and eSignature.</p>	<p>eSignature &amp; Audit History Displays</p> 	