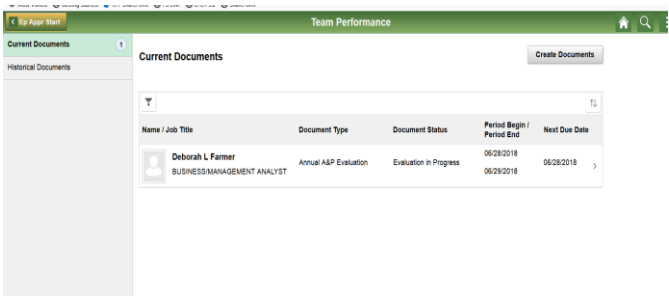
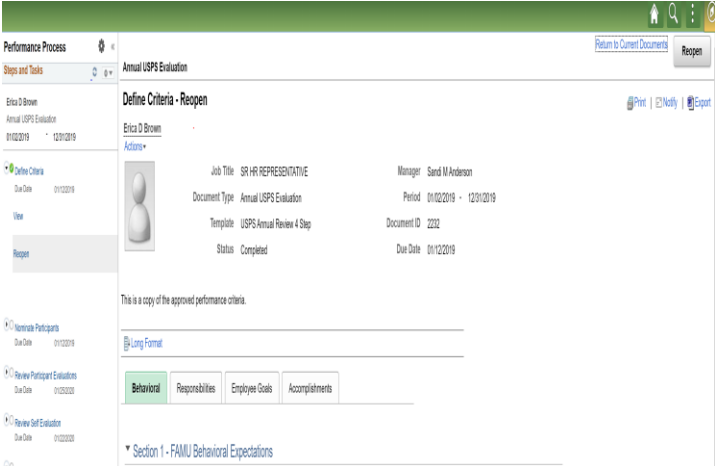
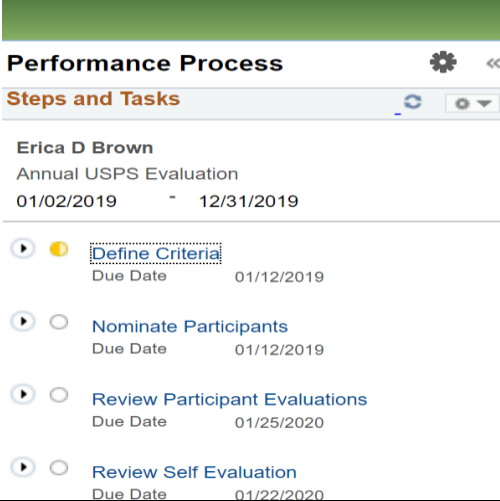




Process	Initiating the Evaluation Form (Manager)	Module: ePerformance Business Process: 2.50 Date Created: 11/20/2019 Date Revised: 11/20/2019
Purpose	Reopen the Define criteria	
Navigation	Manager Self Service > Performance Management > Performance Documents > Current Documents	
Prerequisites	The Define criteria must be approved	
Helpful Hints		

STEP	DESCRIPTION	RESULTS										
1.	Log in to iRattler Navigate to Manager Self Service > Performance Management > Performance Documents > Current Documents Option 2: 1. Log in to iRattler, Click on the Manager Self Service Tile. 2. Click on Team Performance Tile 3. Click on Current Documents 4. Click on Evaluation for the Employee	Evaluation Page Displays with Side Menu and Start Button  <table border="1"> <thead> <tr> <th>Name / Job Title</th> <th>Document Type</th> <th>Document Status</th> <th>Period Begin / Period End</th> <th>Next Due Date</th> </tr> </thead> <tbody> <tr> <td>Deborah L Farmer BUSINESSMANAGEMENT ANALYST</td> <td>Annual ASP Evaluation</td> <td>Evaluation in Progress</td> <td>06/29/2018 06/29/2018</td> <td>06/28/2018</td> </tr> </tbody> </table>	Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date	Deborah L Farmer BUSINESSMANAGEMENT ANALYST	Annual ASP Evaluation	Evaluation in Progress	06/29/2018 06/29/2018	06/28/2018
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Deborah L Farmer BUSINESSMANAGEMENT ANALYST	Annual ASP Evaluation	Evaluation in Progress	06/29/2018 06/29/2018	06/28/2018								
2.	Click on the Employee name to begin											



STEP	DESCRIPTION	RESULTS
	The evaluation	
3.	<p>Click on the Define Criteria, click reopen, click on Reopen tab. (Top Right) Click Confirm</p>	
4.	<p>Refresh the Page. OR Sign out and Sign in. OR Return to current documents and click on the employee name to be evaluated.</p>	<p>Able to re-open the Define criteria</p> 
5.	<p>Click on Define Criteria, click on Update and Approve. Manager should be able to edit and update the Define Criteria.</p>	