HR Maintenance Manual

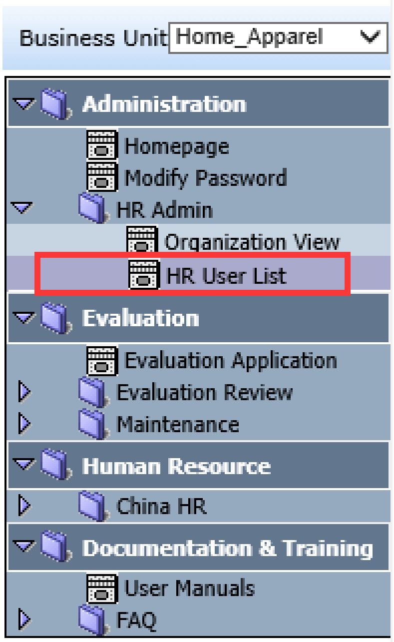
Version: 1.0

12-21-2015

1. HR User List

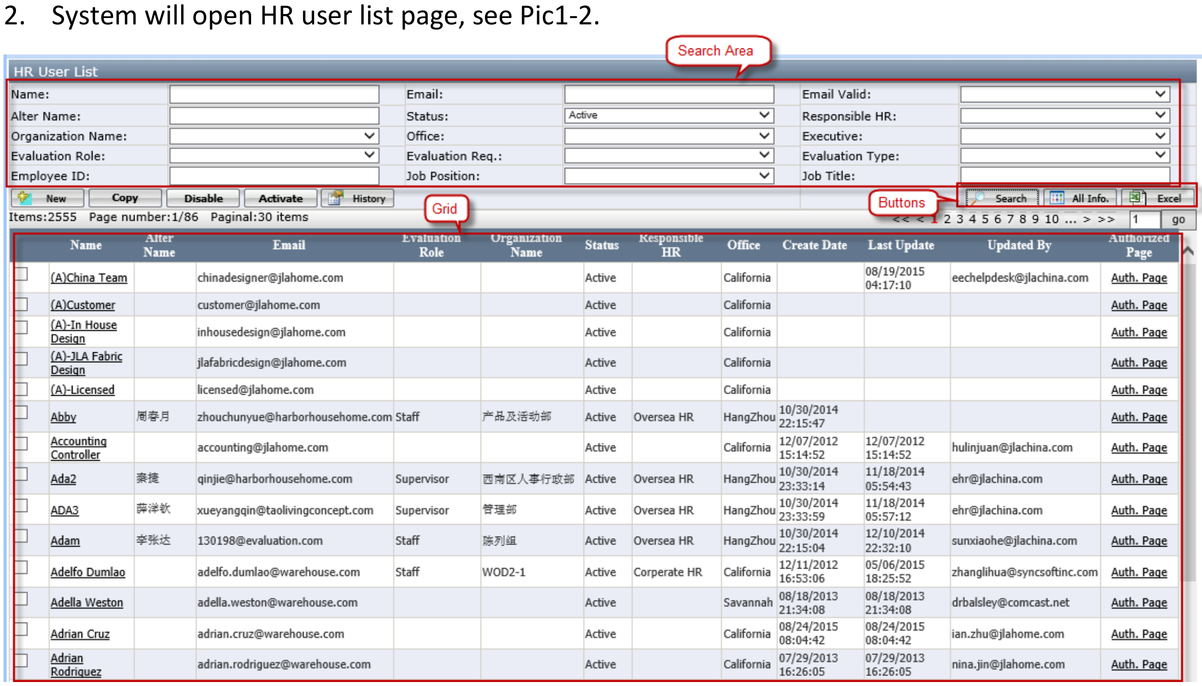
1.1 How to search a user?

1. Open HR user list after login: click "HR User List" in navigation bar, see Pic1-1.



Pic1-1

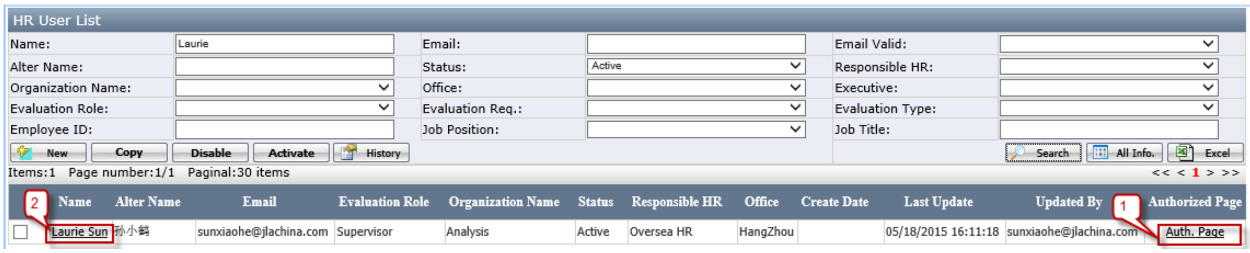
2. System will open HR user list page, see Pic1-2.



Pic1-2

- ✧ Search area: HR can search out user by Name (English Name), Alter Name, Email, Employee ID, Job Title and Job Position, etc.
- ✧ Buttons: "Search", "All Info." and "Excel" button. "Search" button is to search users based on typed keyword; "All Info." is to display all users in the grid; "Excel" is to export all users in the grid to an excel file.
- ✧ Grid: users' basic information show in the grid, including Name, Alter, Email, Evaluation role, Organization Name, Status etc.

3. Type in keyword, then click "Search" button. For example, type in "Laurie" in "Name" text field. Result see Pic1-3.



Pic1-3

4. Click "Auth. Page" hyperlink (Point1 in Pic1-3), system will open User Auth. Pages, see Pic4. All pages, which the user can access to, will list on this page.

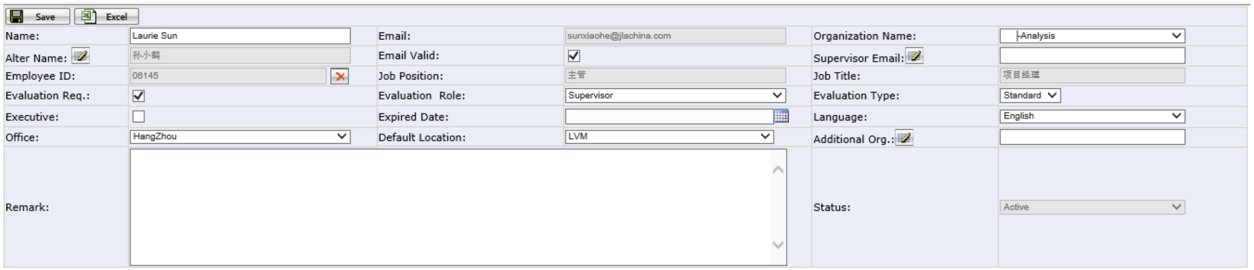
Export2Excel

Name: Laurie Sun Alter Name: 孙小鹤

Role	Page	Read Only
Analysts	Evaluation > Evaluation Review > Comments & Suggestion Review	No
	Documentation & Training > FAQ > Frequently Asked Questions	No
	Maintenance > Location	No
	Production Resources > E-Commerce > Retail Transfer Queue	No
	Documentation & Training > User Manuals	No
Customer Service	Customer Service > Address Auto Correction	No
	Customer Service > Claim & Case Mgmt.	No
	Customer Service > Claim Subject	No
	Evaluation > Evaluation Review > Comments & Suggestion Review	No
	Customer Service > Consumer	No
	Customer Service > Controller Model	No
	Customer Service > Customer Claim	No
	Customer Service > Customer Service Report	No
	Customer Service > Email Template	No
	Sales Order Management > Error Report	No
	Documentation & Training > FAQ > Frequently Asked Questions	No
	Customer Service > General Service Log	No
	Administration > Homepage	No
	Warehouse Queries > Incoming Containers	No
	Distribution > Incoming Shipments	No
	Production Resources > Item Master List	Yes
	Customer Service > Line of Business	No
	Administration > Modify Password	No
	Sales Order Management > Olliix Order List	No
	Warehouse Queries > Outbound Truckload	No
	Customer Service > Product Registration	No
	Customer Service > Purchase From	No
	Warehouse Management > Replenish > Repl. History	No
	Warehouse Management > Replenish > Repl. Quantities	No
	Customer Service > Resolution	No
	Warehouse Management > Return Order List	No
	Customer Service > Service Type	No
	Documentation & Training > User Manuals	Yes
DC Admin	Warehouse Management > Barcode	No

Pic1-4

5. Click "Name" hyperlink (Point2 in Pic3), system will open User detail page, see Pic1-5.

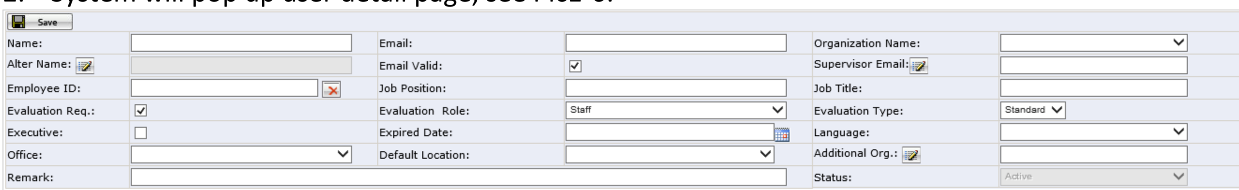


Pic1-5

6. HR can edit this user as necessary.

1.2 How to create a user?

1. Open HR User List page, see Pic1-2, click "New" button.
2. System will pop up user detail page, see Pic1-6.



Pic1-6

3. Fill in fields, then click "Save" button.

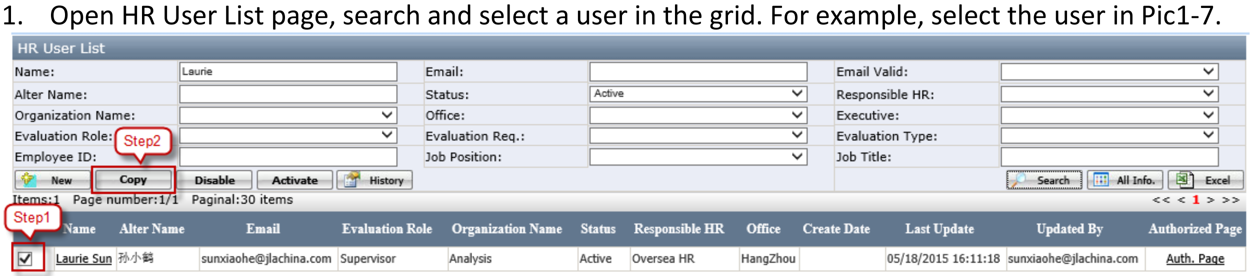
✧ If the user will participate in annual evaluation, Please check "Evaluation Req." and set evaluation role and evaluation type.

✧ If the user is "Executive" role, please check "Executive".

✧ If email is valid, system will automatically send an email to created user's email.

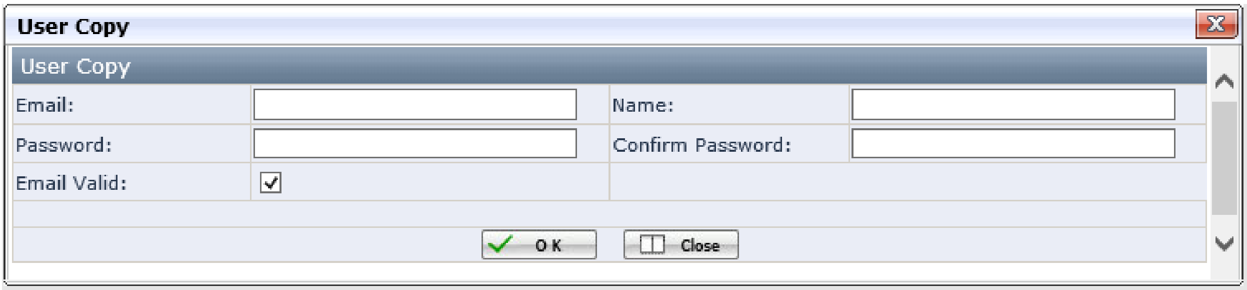
1.3 How to copy a user?

1. Open HR User List page, search and select a user in the grid. For example, select the user in Pic1-7.



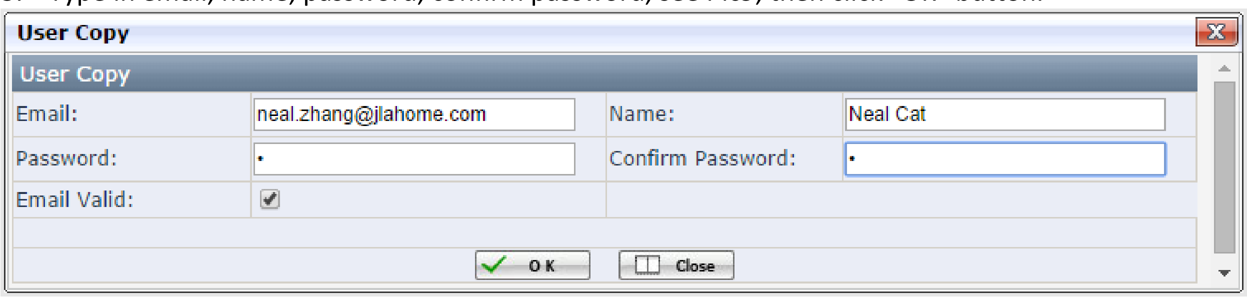
Pic1-7

2. Select the user and then click "Copy" button. System will pop up below pop-up, see Pic1-8.



Pic1-8

3. Type in email, name, password, confirm password, see Pic9, then click "OK" button.



Pic1-9

✧ If copy successfully, system will copy following fields: "Evaluation Req.", "Evaluation role", "Evaluation Type", "Organization Name", "Office" and "Language".

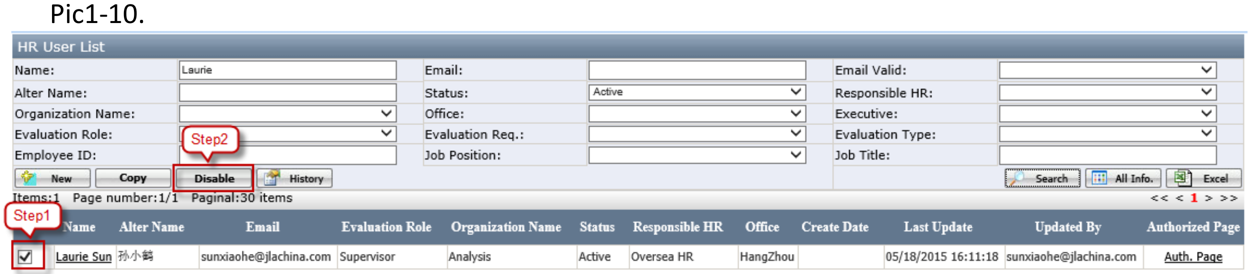
✧ Email and name can't be reduplicative in EEC system.

4. After successfully copy, HR can search out new user and edit the new user as need.

1.4 How to activate/disable a user?

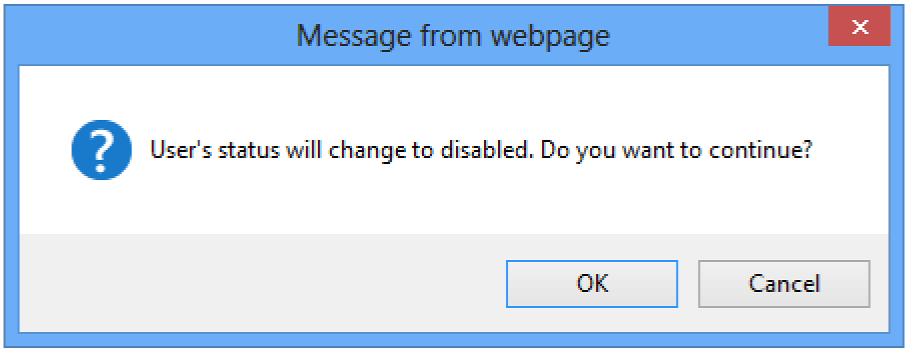
If user leaves office, HR can disable this user, steps as below:

1. Open HR User List page, search and select an active user in the grid. For example, select the user in Pic1-10.



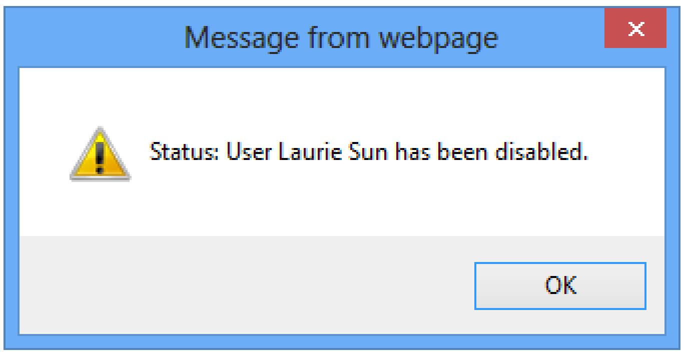
Pic1-10

2. Select the user and then click "Disable" button. System will pop up confirm pop-up, see Pic1-11.



Pic1-11

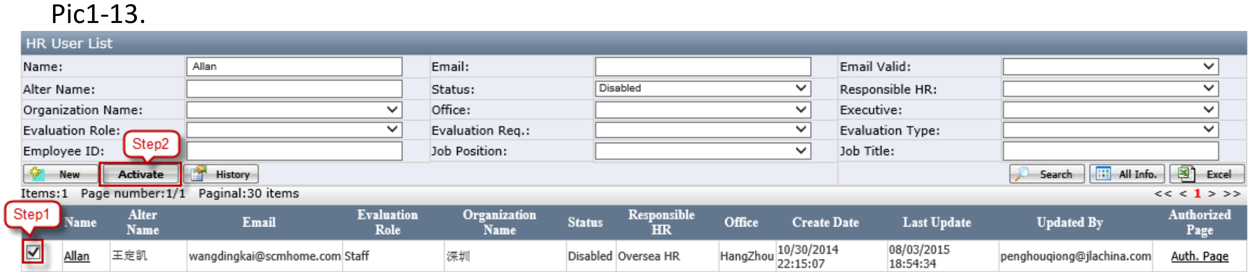
3. Click “OK” to disable selected user; If want to cancel it, click “Cancel” button.
4. After system successfully disables selected user, pop up below message, see Pic1-12. Click “OK” to close it.



Pic1-12

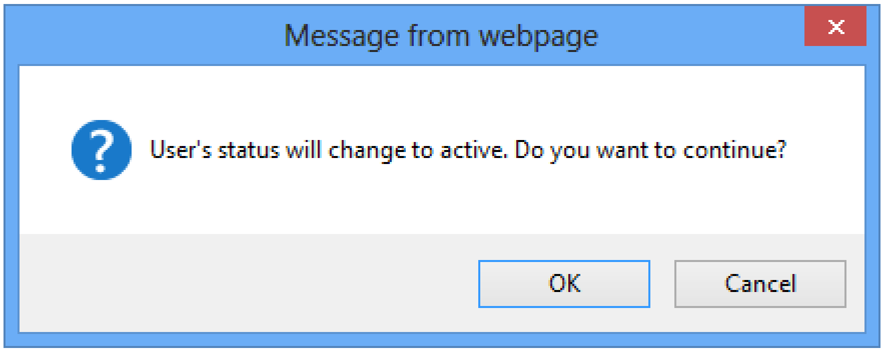
HR also can activate disabled user, steps as below:

1. Open HR User List page, search and select a disabled user in the grid. For example, select the user in Pic1-13.



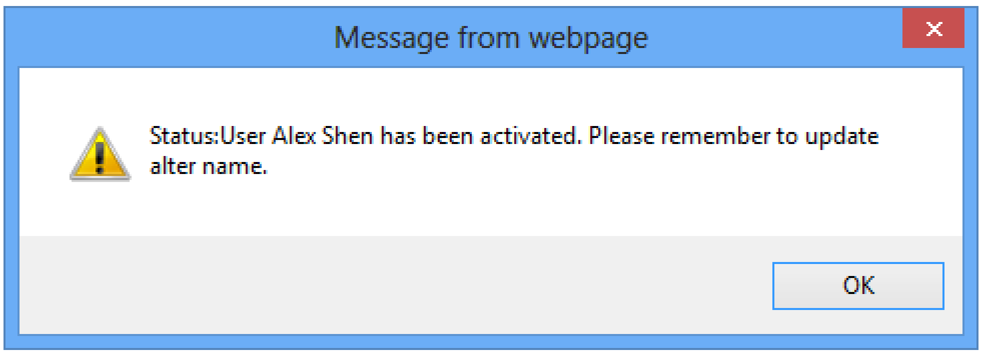
Pic1-13

2. Select the user and then click “Activate” button. System will pop up confirm pop-up, see Pic1-14.



Pic1-14

3. Click “OK” to activate selected user; If want to cancel it, click “Cancel” button.
4. After system successfully activates selected user, pop up below message, see Pic1-15. Click “OK” to close it.



Pic1-15

2. Organization Setting

2.1 How to create the Organizations

1. Click **Organization Setting** page under **EEC Administrator → HR Setting → Organization Setting** (See Figure 2-1)

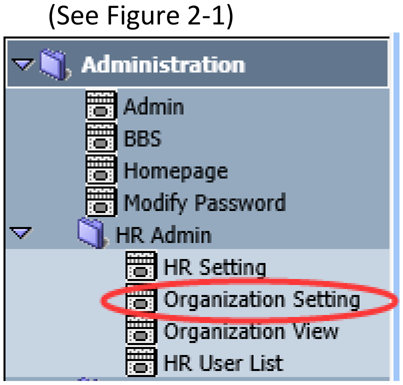


Figure 2-1

2. Click “E&E”. See Figure 2-2.
✧ The selected organization will be in blue color.
✧ Root organization: The level is 0 and cannot be deleted.

Figure 2-2

3. Click **Add Org.** button to add a child organization.
4. Enter Organization Name and click **Save**.

Note:

✧ The level will be automatically +1. (E.g, the selected organization level is 0, the added child organization will be 1.) See Figure 2-3
✧ Organization name is required field.
✧ Parent Organization will be the selected Organization.
✧ Responsible HR: Corporate HR is for US corporate and Oversea HR is none US HR.

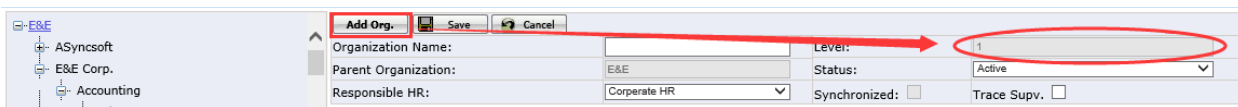


Figure 2-3

5. Click **Add Org.** to continue adding child Organization for the selected parent organization.
6. Select one organization and click **Delete** button to delete the selected organization.

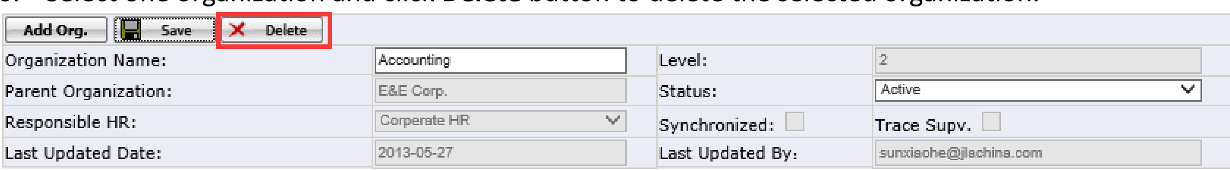


Figure 2-4

2.2 How to assign Users to the Organization

Open User List page under **EEC Administrator → HR Setting → HR User list** (See Figure 2-5)

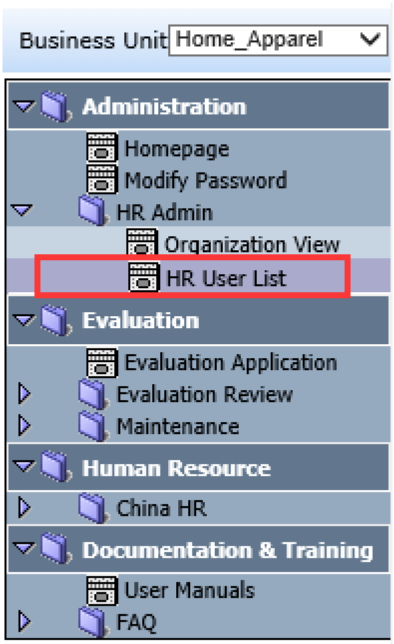
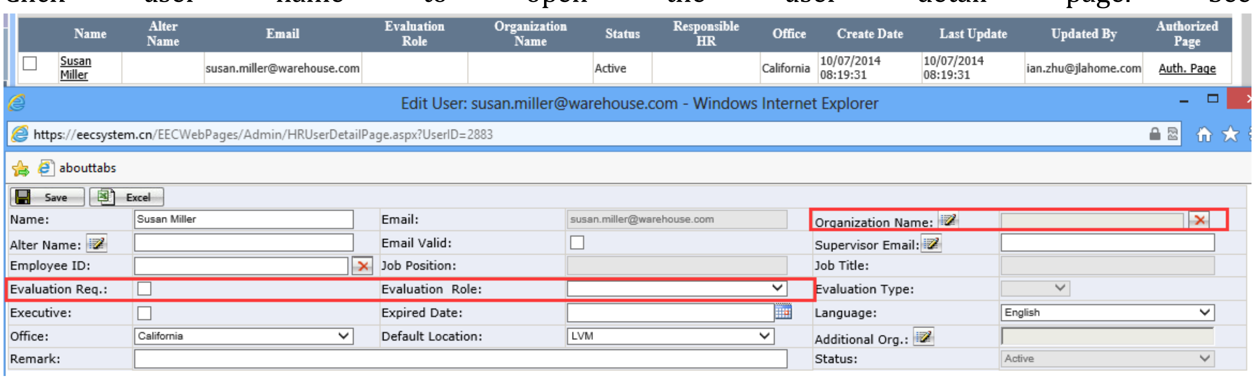


Figure 2-5

Click user name to open the user detail page. See



1. Figure 2-6.
2. Select **Evaluation Role, Organization Name** and check **Evaluation Req.** checkbox for the user.

Note:

✧ Evaluation Req. is checkbox, Checked by default. With this checkbox the user will be listed in the “Organization view” page and “Evaluation User” page.

✧ Evaluation Role is required if Evaluation Req. is checked.

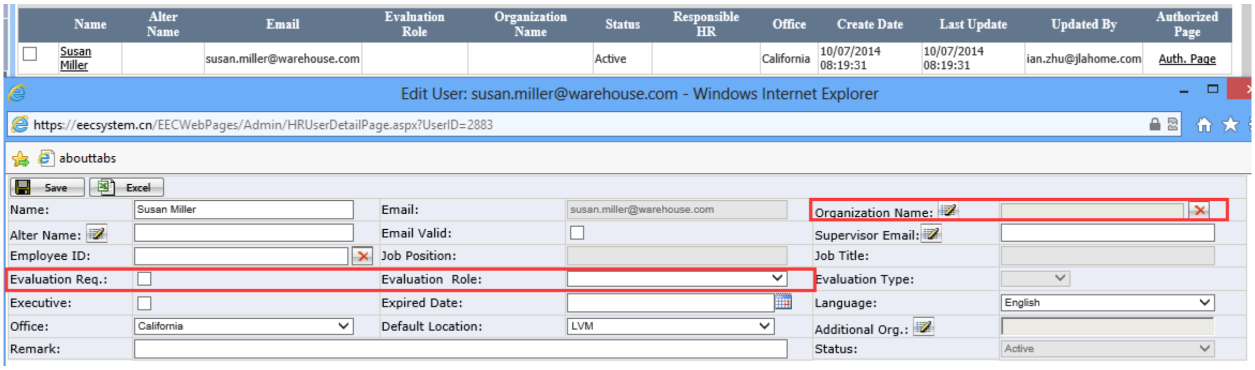


Figure 2-6

3. Click **Save** button to save the changes. After user updated successfully, the updated data is show in the grid. See Figure 2-7.

Figure 2-7

2.3 How to view the Organization users

Open Organization View page under **EEC Administrator→HR Setting→Organization View** (See Figure 2-8)

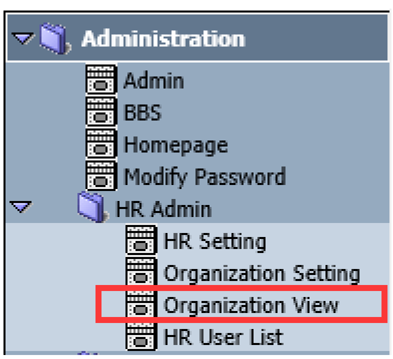


Figure 2-8

Left side lists the evaluation organization multiple tree. See

1. Figure 2-9
2. Click the Organization Name on the left side, this organization assigned user will be listed in the right side in the grid.

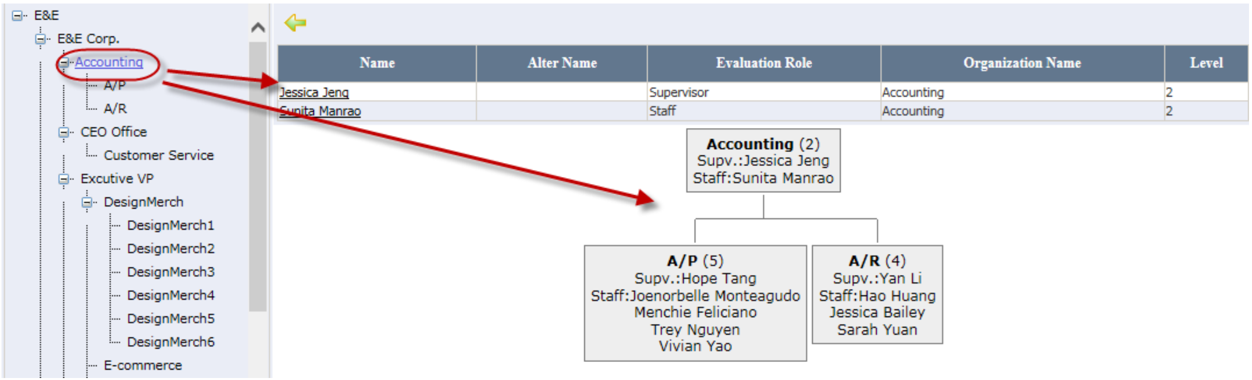


Figure 2-9

3. Underneath lists the organization and his child organizations structure.
   This organization structure will list each organization assigned users and users evaluation settings in graphic charts. See
   Figure 2-9
   (How to assign users to Organization see 2.2)
4. If the user is already initialized in the Evaluation User page, click the **user name**, this user's relationship chart will be listed in the pop up window. See
5. Figure 2-10

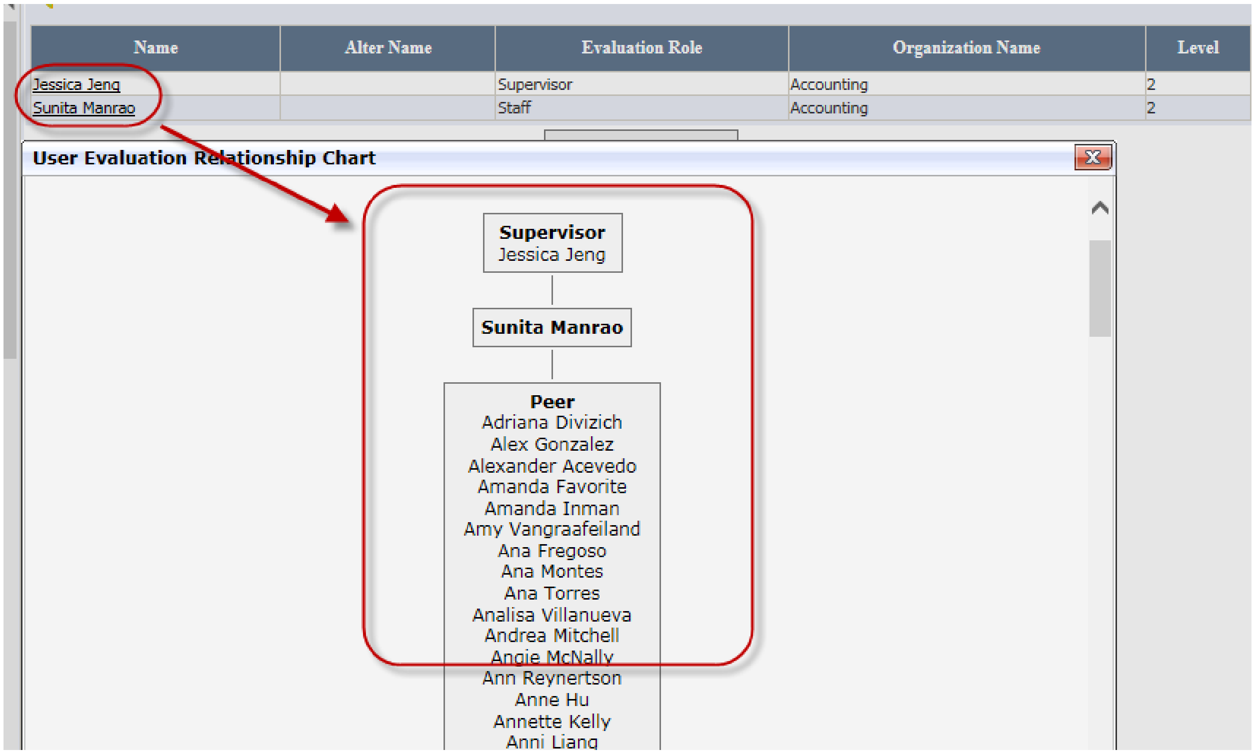


Figure 2-10

Note: If the user is not initialized, click the **user name**, there is a message: This view is only available until the user evaluation setting is initialized. (See Figure 2-11)

(Initialization details see How to initialize a User**Error! Bookmark not defined.**)

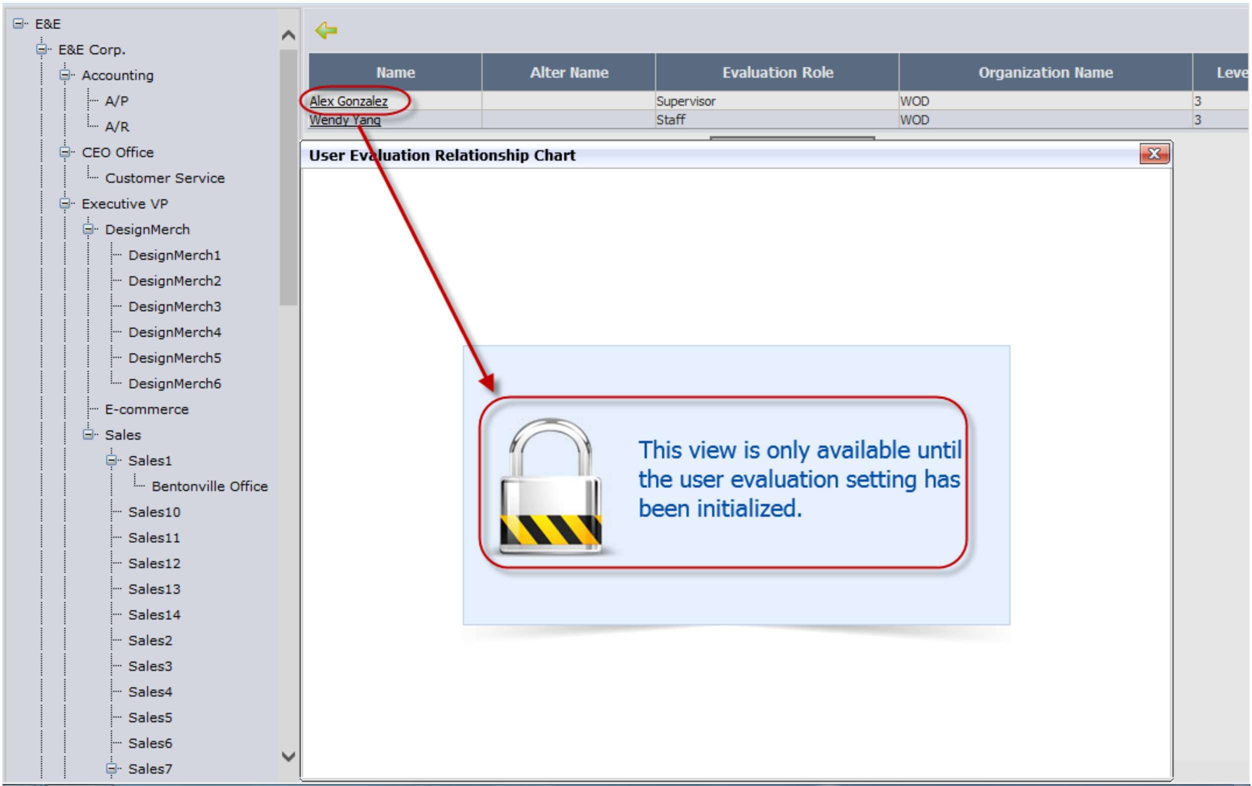


Figure 2-11

3. Evaluation maintenance

3.1 Glossary maintenance

Open Glossary page under **EECUS → Evaluation → Maintenance → Glossary**

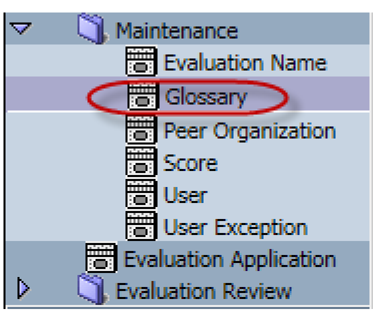


Figure 3-1

3.1.1 Glossary Subject

1. Open Glossary Subject page.
2. Click **New** button to create a new subject.

Figure 3-2

3. Enter the required fields and click **Save** button. Sort **No.** will be automatically configured by the system. (User can change it manually to reorder the subjects.)

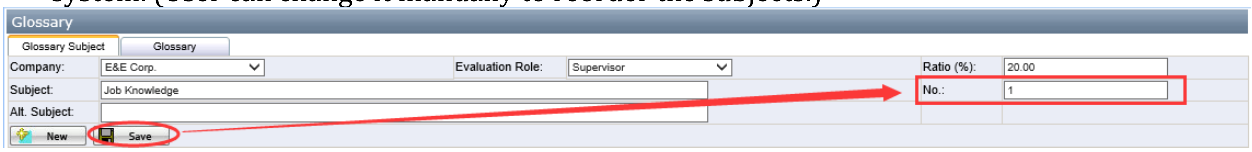


Figure 3-3

4. Click the **Delete** button in the grid to delete the subject.

Note: If the subject is used in the glossary page, or Evaluation is "Open" or "Close" status, it cannot be deleted.

3.1.2 Glossary

3.1.2.1 Create Glossary

1. Open Glossary page.
2. Click **New** button to create a glossary.

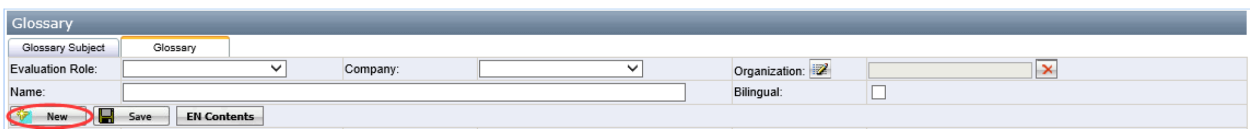


Figure 3-4

3. Select Evaluation Role, Company, Organization and type Glossary Name.

✧ **Company:** All the Organization Names with level **"1"** in the organization setting page.

✧ **Organization*:*** Click  button to open the multiple tree of the selected Company. If organization is already assigned to other glossary, the checkbox will be gray out. See Figure 3-5.

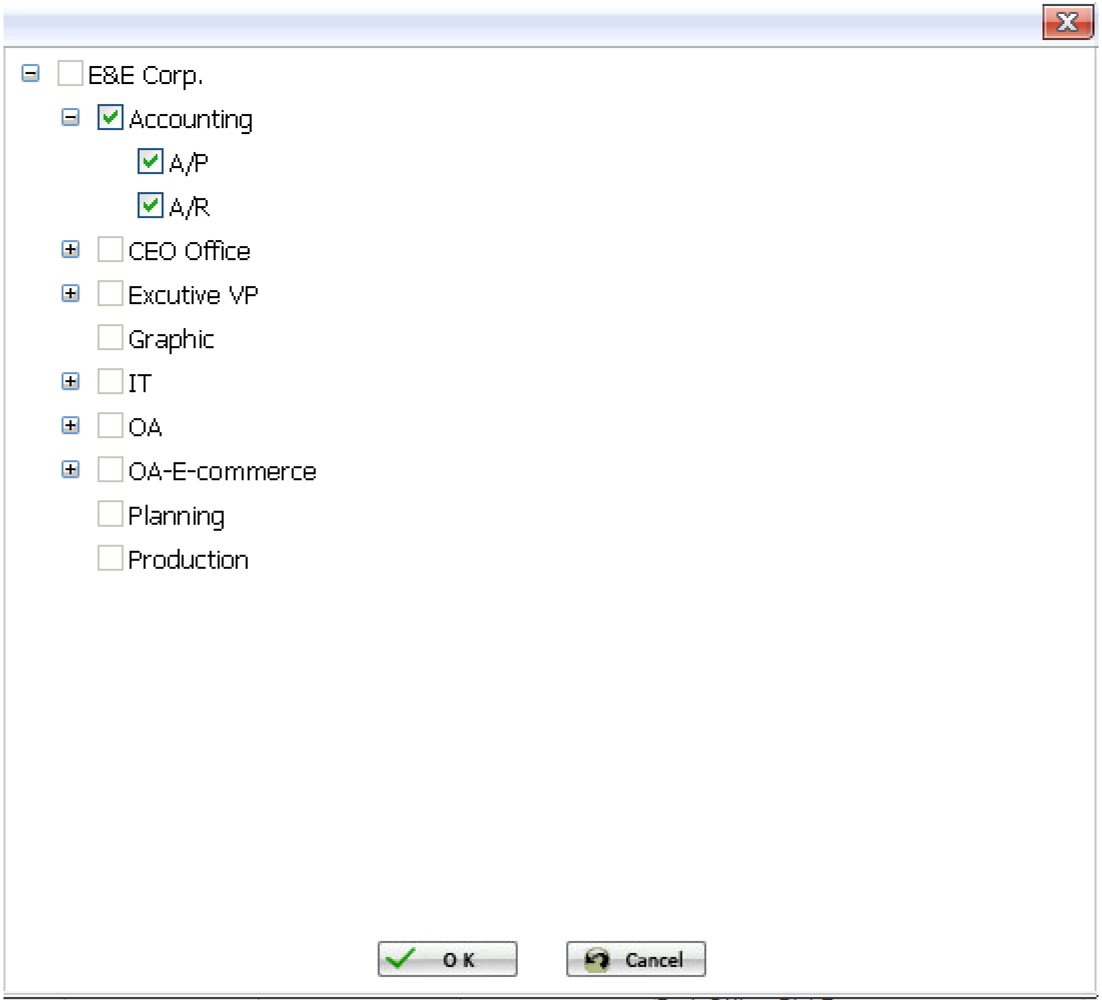


Figure 3-5

4. Click **Save** button to save the Glossary. After saved successfully "Evaluation Role" and "Company" cannot be changed anymore.
5. Click the **Delete** button in the grid to delete the glossary.

3.1.2.2 Glossary Contents

1. After glossary created, click **Contents** button to open Glossary contents edit page. See Figure 3-6

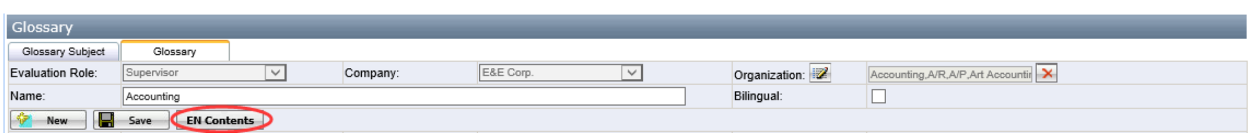


Figure 3-6

- ✧ The default selected is the first subject.
- ✧ User can click **Next** button to show next subject, or direct click Select button in the grid to select the next subject. See Figure 3-7.
- ✧ User can type maximum 10 contents for one subject. Detail see Figure 3-7.

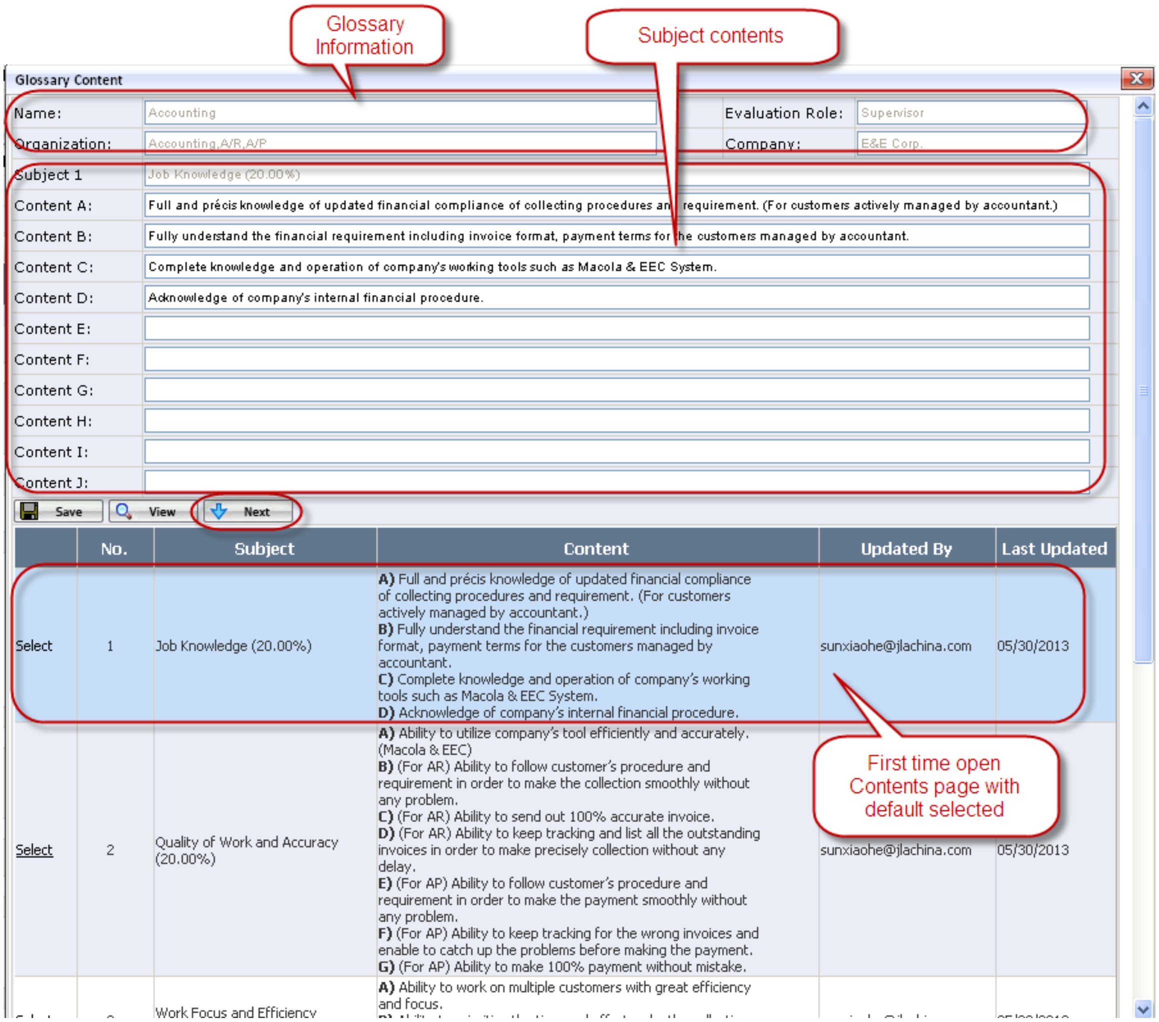


Figure 3-7

2. After select the second or after (Not the first or last subject) subject, there will be **Prev** and **Next** buttons. Click these buttons to select previous or next subject. See Figure 3-8.

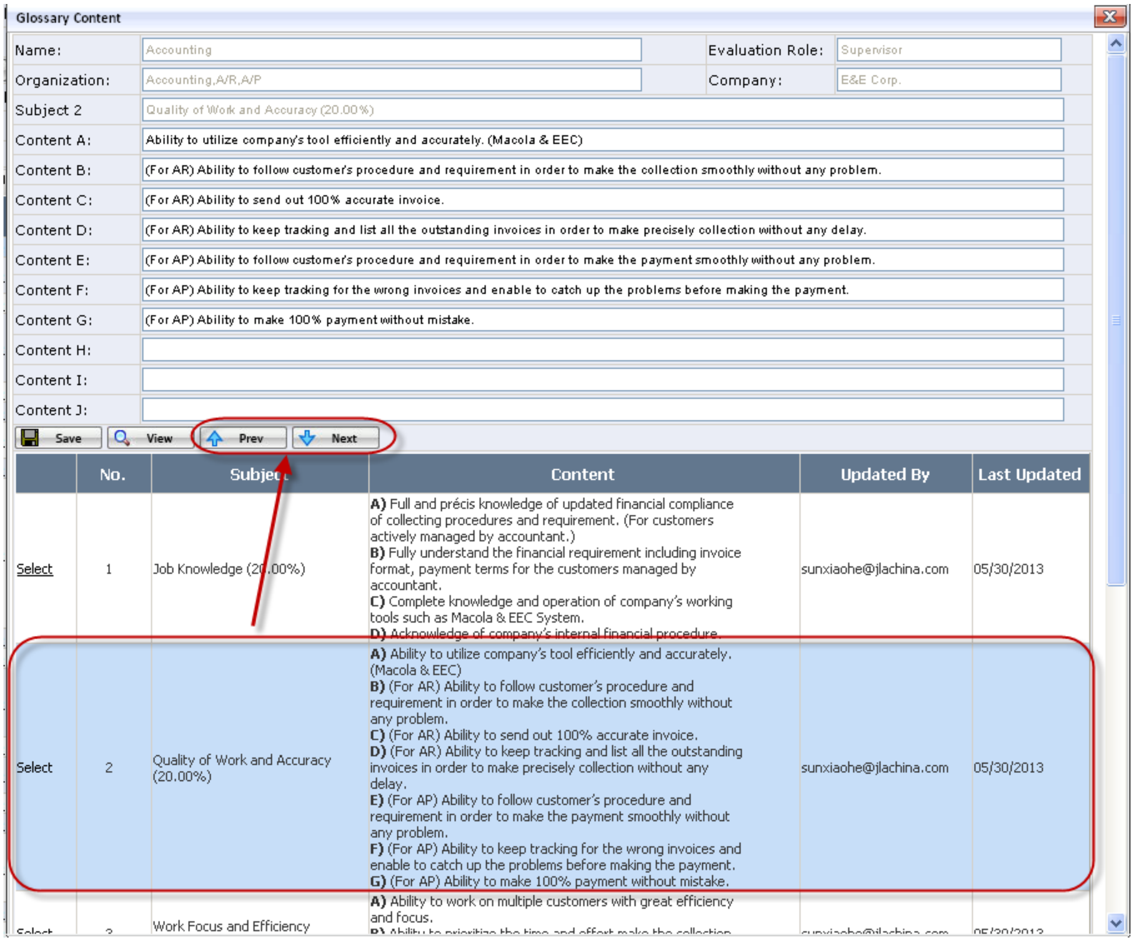


Figure 3-8

3. Type the contents and click **Save** button, glossary is updated successfully.
4. Click **View** button to open the Glossary contents preview page. The title of the view page is: **Evaluation Glossary-Glossary Name-Evaluation Role (Percentage).** See Figure 3-9

Evaluation Glossary - Accounting - Supervisor (100.00%)

1. Job Knowledge (20.00%)
A) Full and précis knowledge of updated financial compliance of collecting procedures and requirement. (For customers actively managed by accountant.)
B) Fully understand the financial requirement including invoice format, payment terms for the customers managed by accountant.
C) Complete knowledge and operation of company's working tools such as Macola & EEC System.
D) Acknowledge of company's internal financial procedure.

2. Quality of Work and Accuracy (20.00%)
A) Ability to utilize company's tool efficiently and accurately. (Macola & EEC)
B) (For AR) Ability to follow customer's procedure and requirement in order to make the collection smoothly without any problem.
C) (For AR) Ability to send out 100% accurate invoice.
D) (For AR) Ability to keep tracking and list all the outstanding invoices in order to make precisely collection without any delay.
E) (For AP) Ability to follow customer's procedure and requirement in order to make the payment smoothly without any problem.
F) (For AP) Ability to keep tracking for the wrong invoices and enable to catch up the problems before making the payment.
G) (For AP) Ability to make 100% payment without mistake.

3. Work Focus and Efficiency (20.00%)
A) Ability to work on multiple customers with great efficiency and focus.
B) Ability to prioritize the time and effort make the collection (for AR) or payment (AP) by the due date to lessen company's loss.

4. Communication Skills (15.00%)
A) Clear, concise, and timely daily communications with customer and colleague on financial related issues.
B) Demonstrate effective negotiation skill with difficult customers relating to collection problems.
C) Ability to fight for the charge back and reduce the company loss to the minimal.
D) Proactively provide alternative and constructive suggestions to supervisor for decision making on issues outside of their authority.

5. Team Work/Interpersonal Skills (10.00%)
A) Willingness to follow company's teamwork direction and abolish politics.
B) Willingness to offer unconditional help whenever there is a need.
C) Communicate to colleagues with respect, and only express issues/concerns of colleagues through the HR Department or department managers. Never make negative comments or remark behind the employee's back.

6. Attendance/Working Manner (7.50%)
A) Properly advises company of PTO for all personal time off in a timely fashion by own initiative.
B) Adheres to established work hours and a schedule that enhances productivity.
C) Demonstrate self-discipline by working without supervisor's oversight.

7. Pro-company (7.50%)
A) Ability to demonstrate a positive attitude towards company decisions, working related issues, and only communicate concerns through the prop channels.
B) Willingness to support and follow company's guidelines.
C) Able to always set a positive tone on behalf of the company.

Figure 3-9

3.2 Score Maintenance

Open Score page under **EECUS → Evaluation → Maintenance → Score**

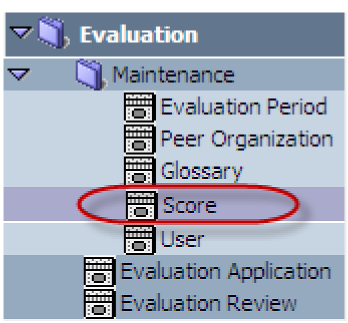


Figure 3-10

3.2.3 Sore Distr.&Desc.

1. Click **Score Distr.&Des.** page

2. Click **New** button to create a new score description.

Figure 3-11

3. Enter **Score Range, Score Name, Score description** and select **Company**, click **Save** button.

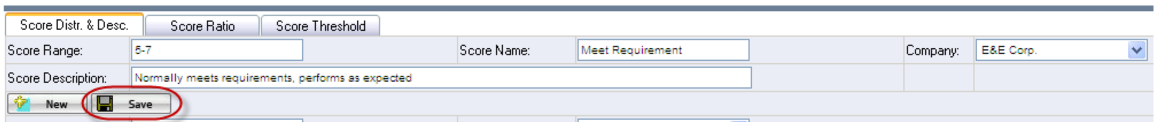


Figure 3-12

4. After saved successfully Sort No. will be automatically configured. User can change the **No.** manually to resort the score description.

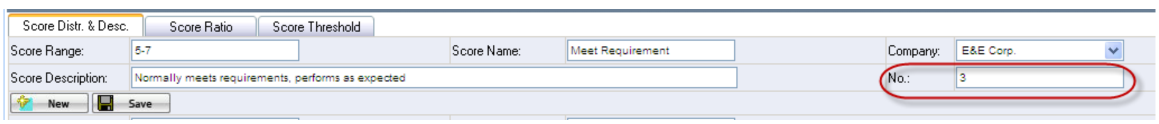


Figure 3-13

3.2.4 Score Ratio

5. Click **New** button to creation page.

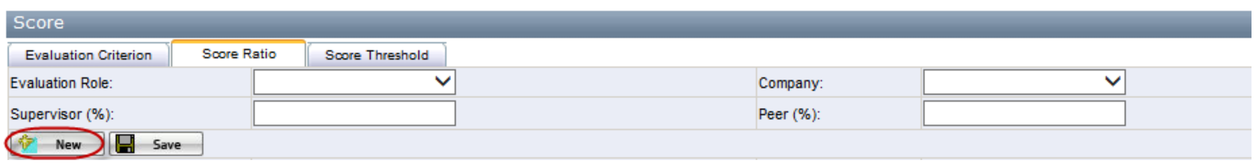


Figure 3-14

6. Select Evaluation role, Company, Type the ratio and click **Save** button.

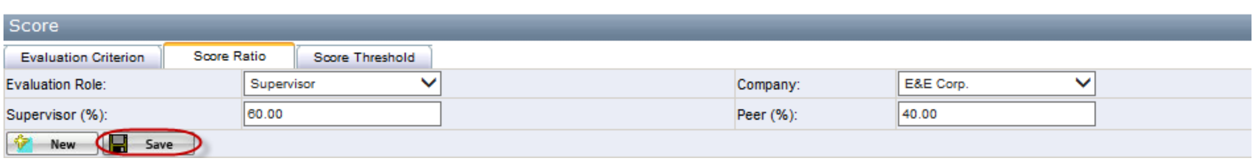


Figure 3-15

3.2.5 Score Threshold

1. Go to **Score Threshold** page.
2. Click **New** button to creation page

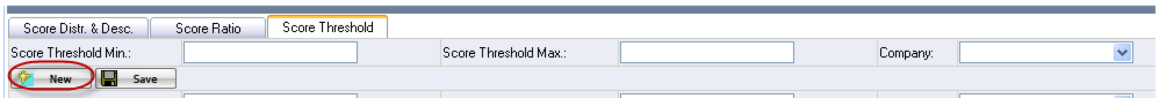


Figure 3-16

3. Type the required fields and click **Save** button.

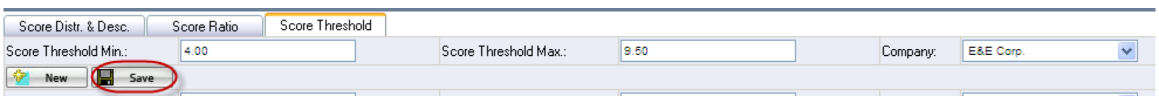


Figure 3-17

Note: Sore Threshold will be displayed in Application page and Self score as “Evaluation Criterion”.

3.3 Peer Organization

Open Peer Organization page under **EECUS → Evaluation → Maintenance → Peer Organization**

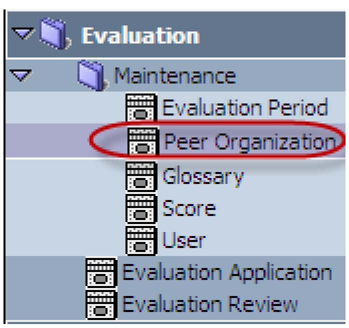


Figure 3-18

1. Click **New** button to create a new peer organization.

Figure 3-19

2. Type the required fields:

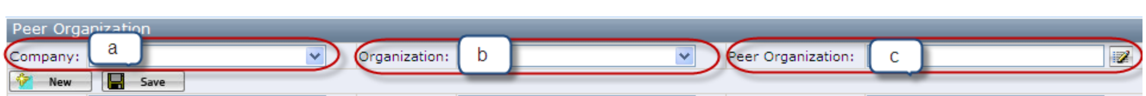


Figure 3-20

***a).*Company:** Dropdown list with the level one organization name.
***b).*Organization:** List the selected company's child organization name.
***c).*Peer Organization:** Pop up window with the selected company and child organization. The selected organization in **b)** is gray out. See Picture…

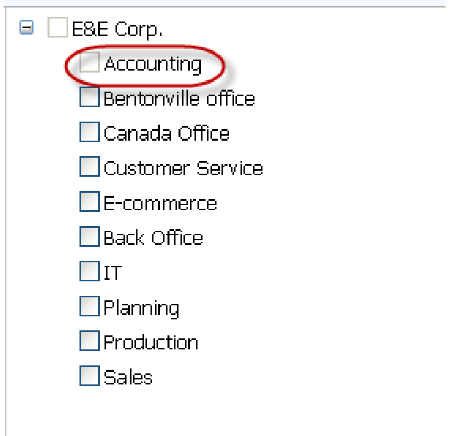


Figure 3-21

3. Select value for the required fields and click **Save** button. After saved successfully the company and Organization cannot be changed.

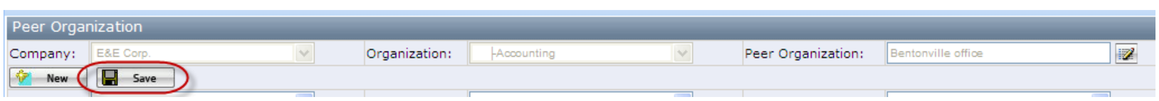
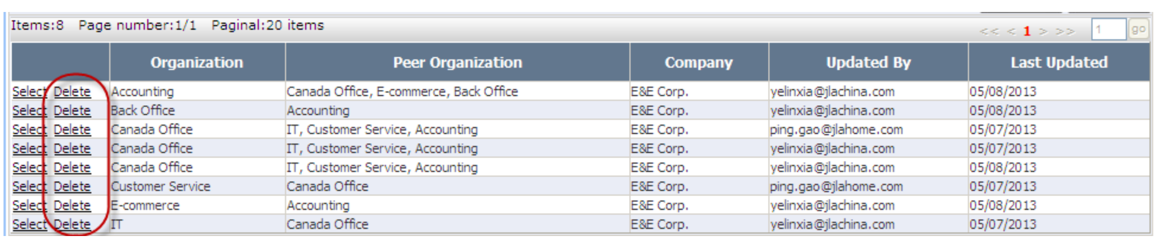


Figure 3-22

4. Click the **Delete** button in the grid to delete the peer organization.



Items:8 Page number:1/1 Paginal:20 items

	Organization	Peer Organization	Company	Updated By	Last Updated
Select Delete	Accounting	Canada Office, E-commerce, Back Office	E&E Corp.	yelinxia@jlachina.com	05/08/2013
Select Delete	Back Office	Accounting	E&E Corp.	yelinxia@jlachina.com	05/08/2013
Select Delete	Canada Office	IT, Customer Service, Accounting	E&E Corp.	ping.gao@jlahome.com	05/07/2013
Select Delete	Canada Office	IT, Customer Service, Accounting	E&E Corp.	yelinxia@jlachina.com	05/07/2013
Select Delete	Canada Office	IT, Customer Service, Accounting	E&E Corp.	yelinxia@jlachina.com	05/08/2013
Select Delete	Customer Service	Canada Office	E&E Corp.	ping.gao@jlahome.com	05/07/2013
Select Delete	E-commerce	Accounting	E&E Corp.	yelinxia@jlachina.com	05/08/2013
Select Delete	IT	Canada Office	E&E Corp.	yelinxia@jlachina.com	05/07/2013

Figure 3-23

3.4 Report Department

3.5 User Maintenance

Open User page under **EECUS → Evaluation → Maintenance → User**

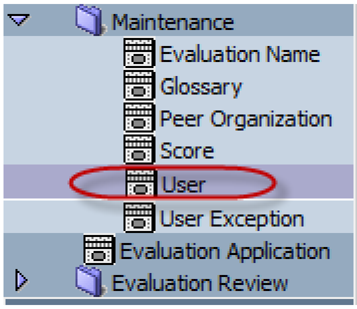


Figure 3-24

Note: All the users, which are active, checked with evaluation Req., assigned with Evaluation Role and Organization Name, which configured in Captain 1.2 will be listed in the user list.

3.5.1 Search field:

1. In user list users can be searched with following condition.

- **Email Address:** Manually typed.
- **Evaluation Role:** Staff and Supervisor.
- **Initialization:** Yes and No.
- **Employee Name:** Name, manually typed.
- **Organization Name:** It is a drop down list from organization maintenance page. When an organization is selected, it will list all users under this organization and all the users whose organization is below this organization.
- **Responsible HR:** Corporate HR and Oversea HR.
- **Alter Name:** It is the user's Chinese Name.

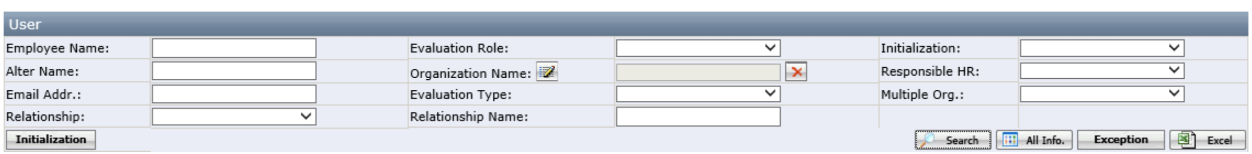


Figure 3-25

3.5.2 How to initialize multi users with “Initialization” button

If the user is not initialized, the Initialization status is “No” in the grid. Otherwise is “Yes”.

1. Select one or multiple users with the checkbox and click **Initialization** button (See Figure 3-26), there will be a message: “Are you sure to initialize the evaluation setting for the selected user(s)?” (See Figure 3--27)

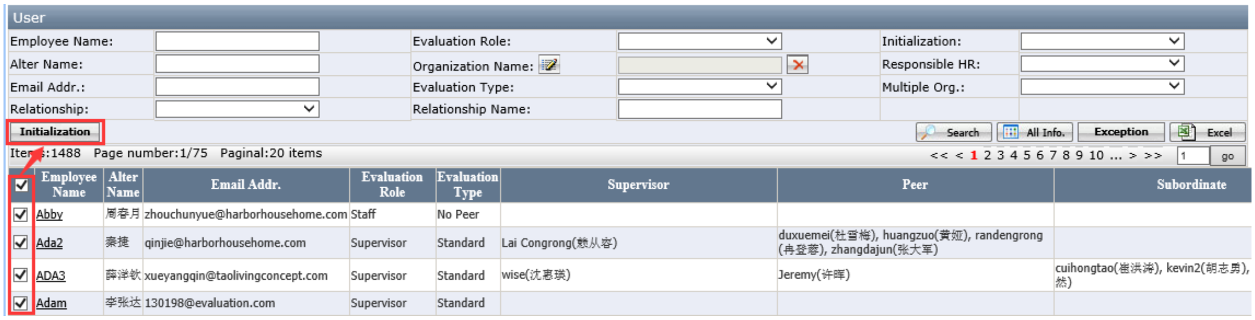


Figure 3-26

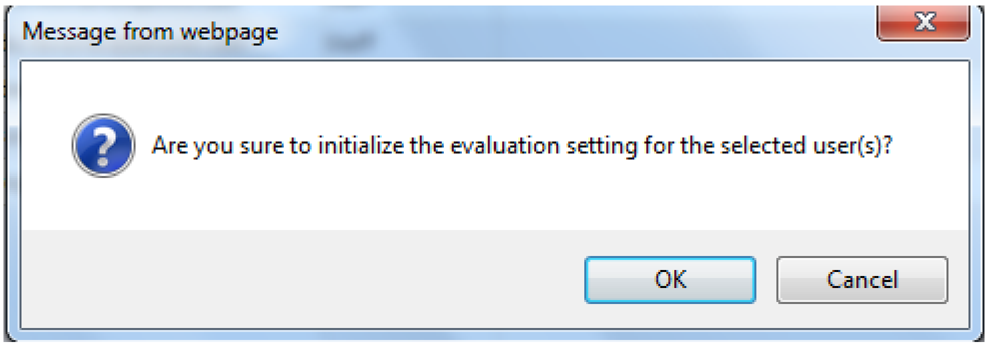


Figure 3-27

Note: The checkbox is active even if the period is started, but there is **no score** with this user. If there are scores with this user, the checkbox will be gray out.

2. Click **"Yes"**, the selected users will be initialized and will get message: "Initialization is Completed!"

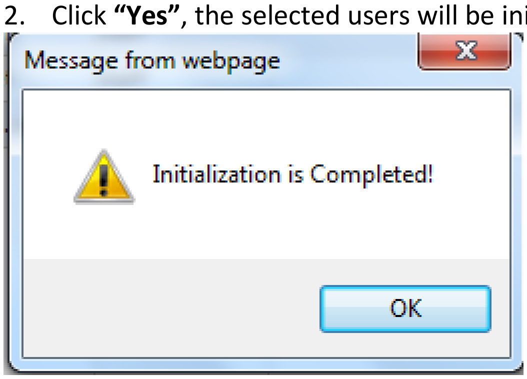


Figure 3-28

3. Click "**Cancel"** to abort this Initialization action.

3.5.3 How to Initialize Single user

1. Click the user name in the grid, whose initialization status is "No", to initialize single user. (See Figure 3-)

2. There will be a warning message: “You cannot open this user evaluation setting page since his/her user evaluation setting has not been initialized. Do you want to initialize it now?” (See Figure 3-)

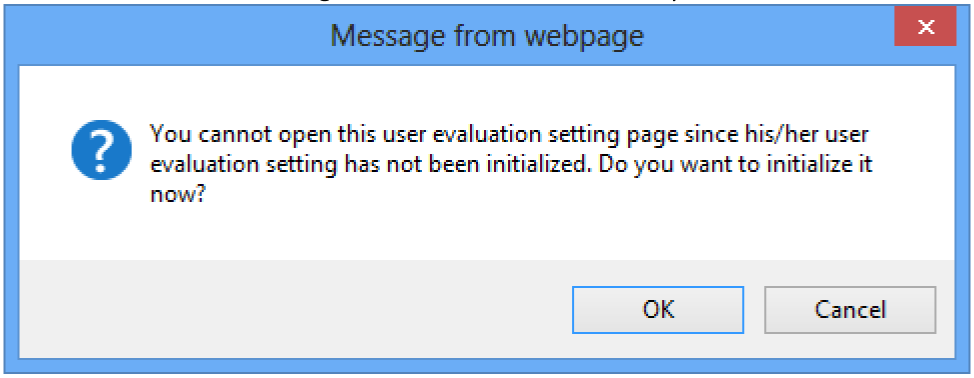


Figure 3-29

3. Click **“Yes”** to initialize this user and User setting page will be opened after initialized complete.
4. Click **“Cancel”** to abort the Initialization. The user’s Initialization status is still **“No”.**

3.5.4 Re-Initialization by clicking “Initialization” button in the user setting page

1. Click an initialized user (whose initialization status is “Yes”) to open the user setting page.
2. There is another **Initialization** button in User setting page. (See Figure 3-) By clicking this button, user can be re-initialized. The warning message see Figure .

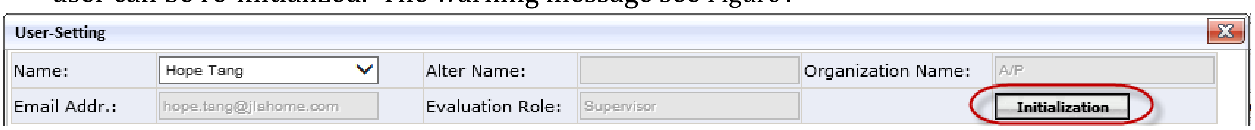


Figure 3-30

Note: This **Initialization** button can be used even if the period is started or there is score with this user. After initialization completed the scores will be cleared.

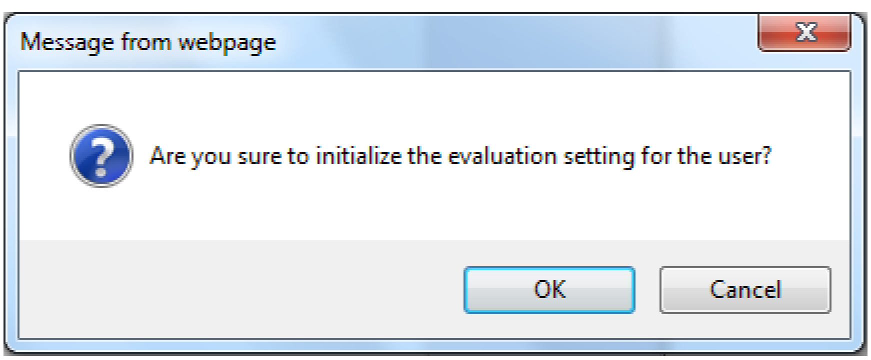


Figure 3-31

3. Click **"Yes"**, the user will be re-initialized. Click **"Cancel"**, the initialization will be cancelled and User Setting page will keep the previous user.

3.5.5 User setting page

Supervisor Tab

Available: List all users under the same Company whose role is supervisor and the organization level is higher than the user's organization level.

Assigned: For supervisors, system will automatically assign one level higher organization supervisor as his supervisor; for staffs, it will automatically assign his current organization's supervisor as his supervisor.

Example with **"A/P"** organization supervisor: His assigned supervisor is Jessica Jeng, who is the supervisor of organization "Accounting". See Figure 3-.

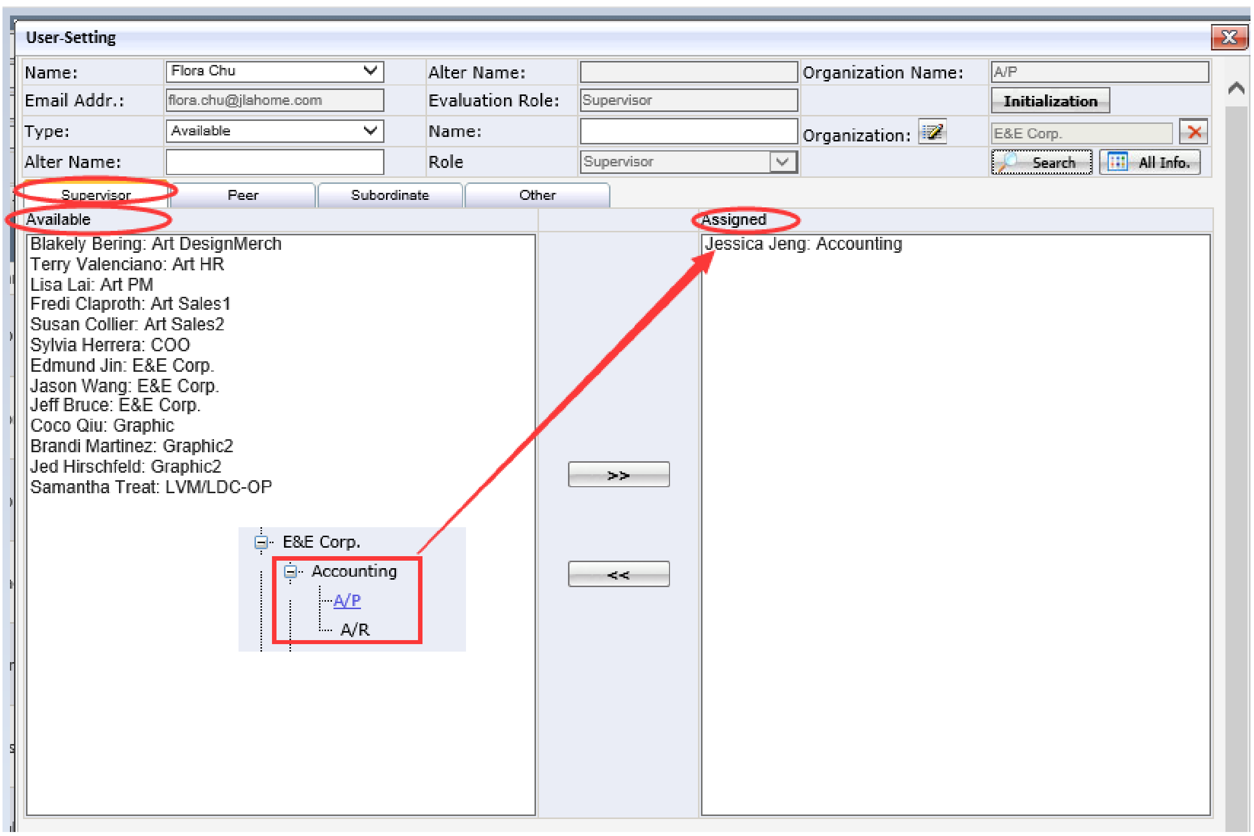


Figure 3-32

Peer Tab

Available: It will list all users under the same level organization (the same company). If the user who has been assigned to "Supervisor" or "Subordinate", it will not be listed here.

Assigned: For supervisors, it will automatically assign the users whose role are supervisor within the same organization level and the staffs who are one level higher as his peer; for staffs, it will automatically assign the users whose role are staff within the same organization level as his peer.

If the organization has peer organizations, its peer organization's users are assigned as its peers.

Search Criteria:

You can search by Name (English Name), Alter Name (Chinese Name), Evaluation Role and Organization.

When the user selects the organization and click search, it will list the users who belong to this organization and also the users under this organization.

Example with **"A/P"** organization supervisor: His assigned Peer is the same level but different organization's Supervisor. His peer organization users are also listed in the assigned field. In Available field there list all users with the same level. See Figure 3-33.

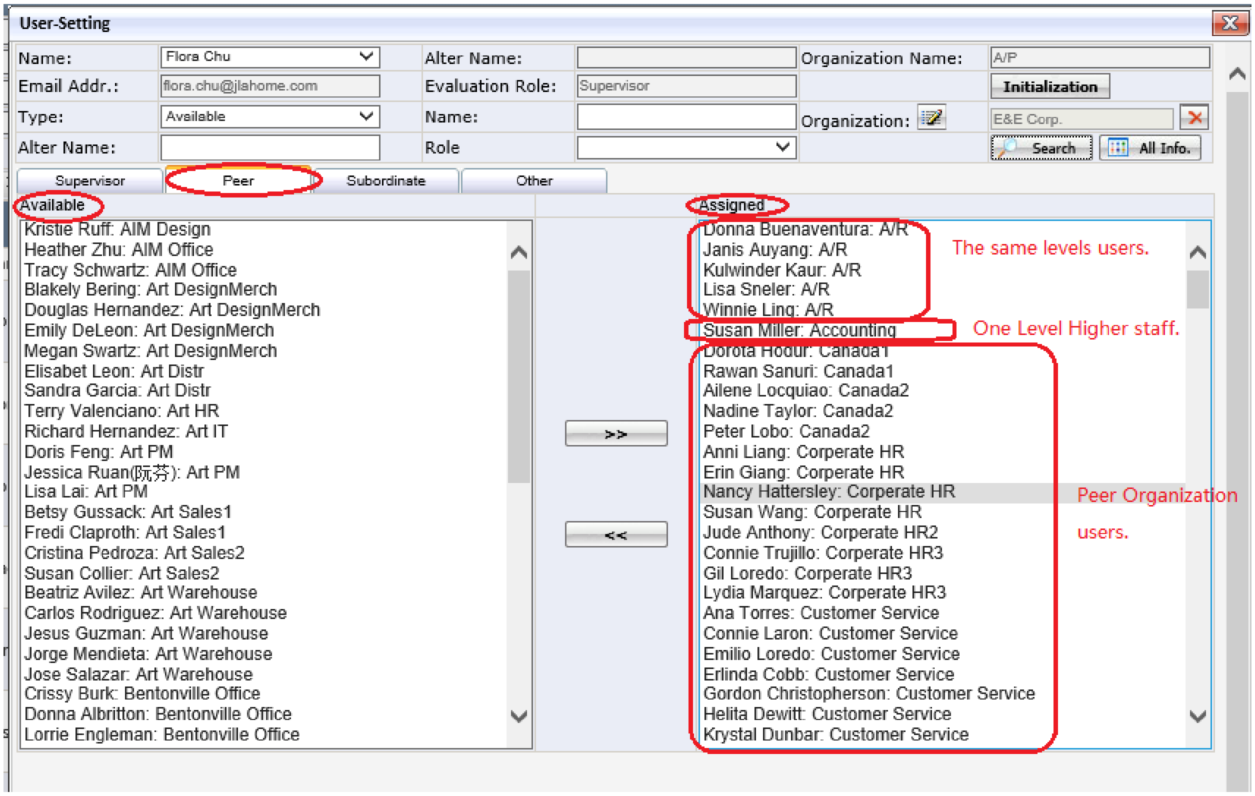


Figure 3-33

Subordinator Tab

This tab is only available if the user with the evaluation role Supervisor. See Figure 3-34.

Available: It will list all users under the same level 1 organization (The same company) whose role is staff and the organization level is lower than its own organization level.

Assigned: For supervisor role user, it will automatically assign one level lower organization supervisor as his subordinates.

Example with **"A/P"** organization supervisor: His assigned Subordinators are in the same organization but the role is staff.

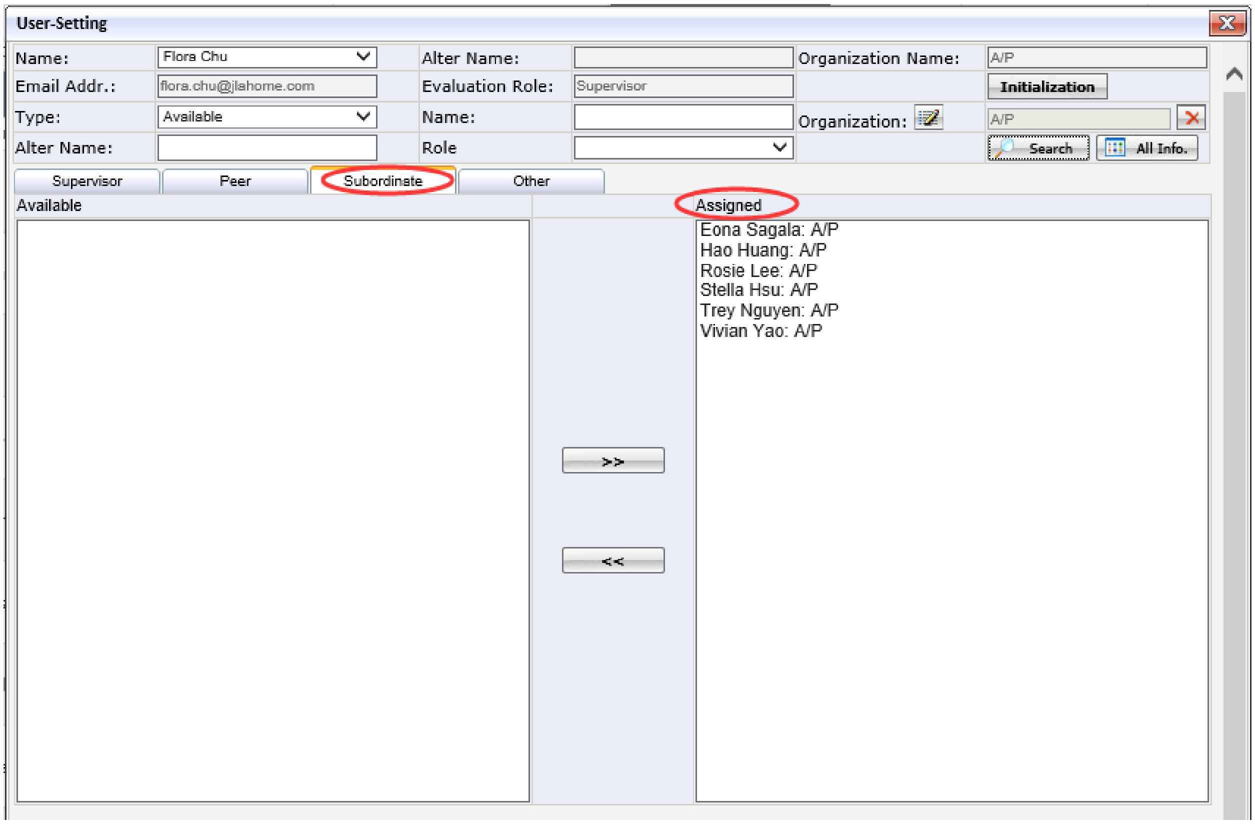


Figure 3-34

Other Tab:

This tab is only used for users who have the different level 1 organization (different companies).

Available: All users whose level 1 organization (Company) is **different** with the current user.

Assigned: Empty

Note: Other assigned tab only will be cleared if the assigned user's company is changed to the same as the current user. Otherwise it will be not cleared by the <Initialization> button.

Search Criteria: You can search by Name (English Name), Alter Name (Chinese Name), Evaluation Role and Organization. When the user selects the organization and clicks search, it will list the users who belong to this organization and also the users under this organization.

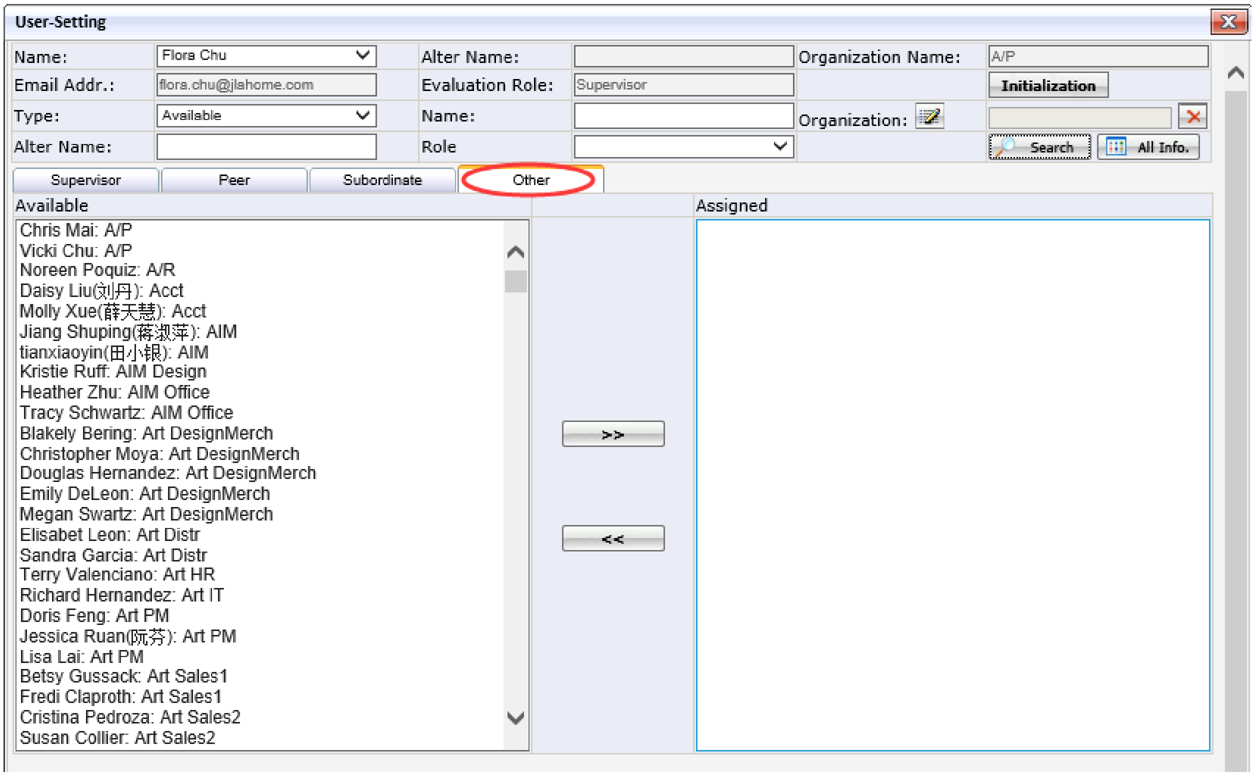


Figure 3-35

How to add /delete users to/from the assigned filed

- ✧ User can select the users in the available fields and click ">>" icon to add the users to the Assigned field.
- ✧ User can select the users in the assigned fields and click "<<" icon to delete the users from the Assigned field to the available field.

3.5.6 Exception button

After all the users are initialized, HR can click **Exception** button to open the Exception report page. The users who are missing supervisor, peer or subordinator will be listed in this report page.

(Exception details see User Exception.)

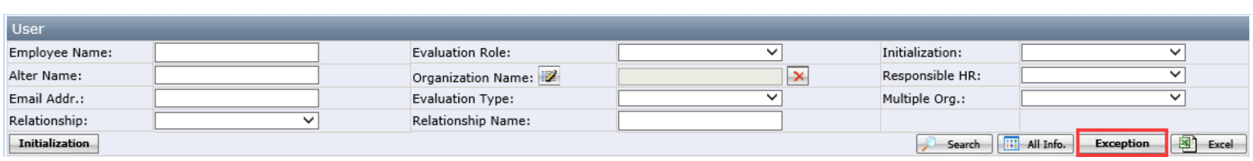


Figure 3-36

3.6 User Exception

Open User Exception page under **EECUS → Evaluation → Maintenance → User Exception**

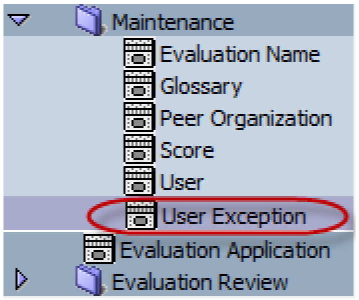


Figure 3-37

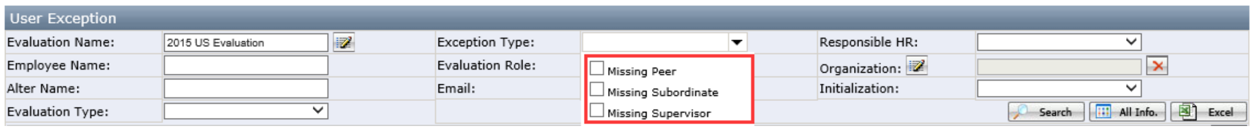
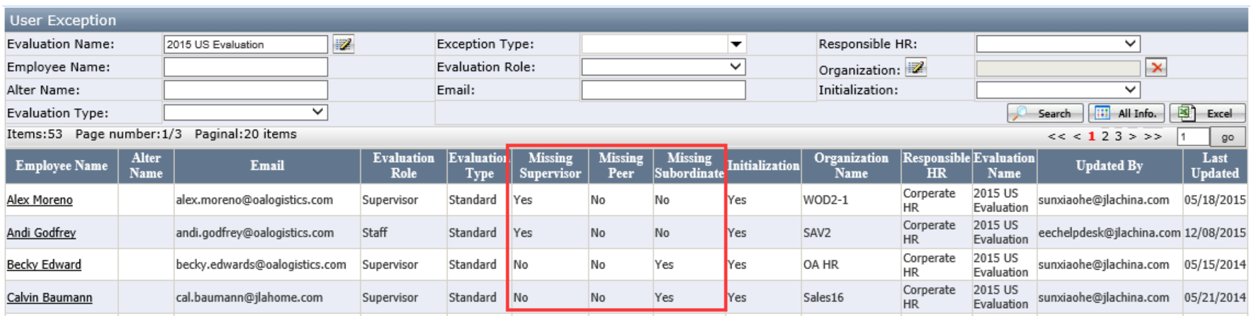


Figure 3-38



Employee Name	Alter Name	Email	Evaluation Role	Evaluation Type	Missing Supervisor	Missing Peer	Missing Subordinate	Initialization	Organization Name	Responsible HR	Evaluation Name	Updated By	Last Updated
Alex Moreno		alex.moreno@oalogistics.com	Supervisor	Standard	Yes	No	No	Yes	WOD2-1	Corperate HR	2015 US Evaluation	sunxiaohe@jlachina.com	05/18/2015
Andi Godfrey		andi.godfrey@oalogistics.com	Staff	Standard	Yes	No	No	Yes	SAV2	Corperate HR	2015 US Evaluation	eechelpdesk@jlachina.com	12/08/2015
Becky Edward		becky.edwards@oalogistics.com	Supervisor	Standard	No	No	Yes	Yes	OA HR	Corperate HR	2015 US Evaluation	sunxiaohe@jlachina.com	05/15/2014
Calvin Baumann		cal.baumann@jlahome.com	Supervisor	Standard	No	No	Yes	Yes	Sales16	Corperate HR	2015 US Evaluation	sunxiaohe@jlachina.com	05/21/2014

Figure 3-39

3.7 Evaluation Name

Open Evaluation Name page under **EECUS → Evaluation→ Maintenance → Evaluation Name**

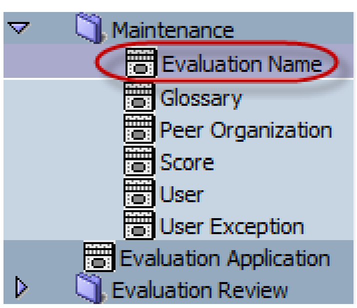


Figure 3-40

1. Click **New** button to create a new period.

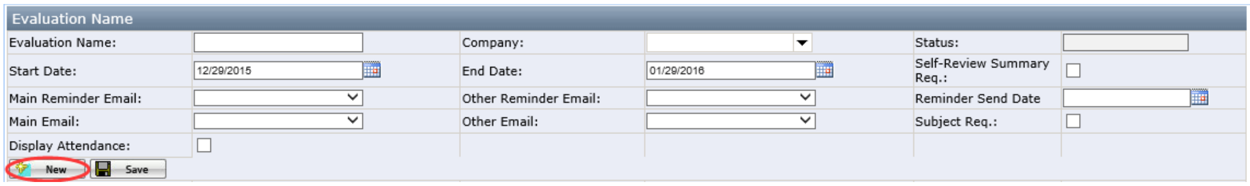


Figure 3-41

2. Enter the required fields.

✧ **Name:** Period name.

✧ **Company:** Selected checkbox with Company (Organization level 1).

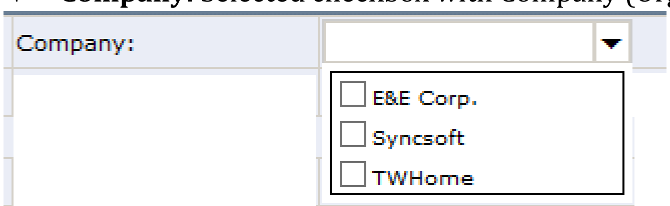


Figure 3-42

✧ **Start Date:** Default =Current date+ 1 week

✧ **End Date:** Default **=**Start Date+1 month

3. Click **Save** button, new period will be created. The created period status is **"Pending".** See Figure 3-43.

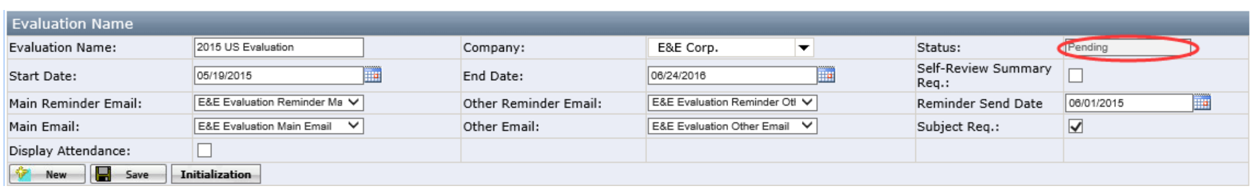


Figure 3-43

4. There will be one more button "**Initialization**". Click **Initialization** button, There will be a warning message "Are you sure to initialize all user evaluation settings for the selected company?"
5. Click **"Yes"**, all the users under the company and who's initialization status is "No" will be initialized. (Initialization more details see How to Initialize Users)
6. Click **No** button, The Initialization action will be abort.

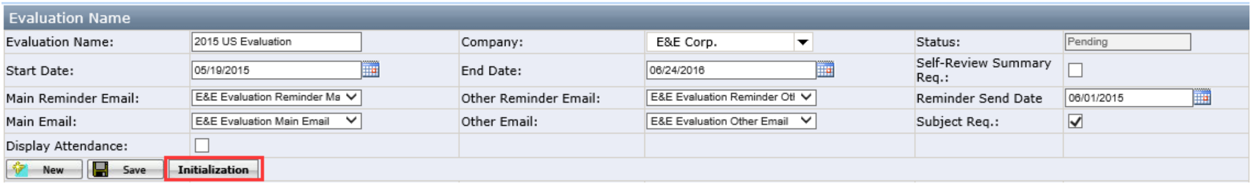


Figure 3-45

Note: This **Initialization** button is visible only when evaluation plan is "Pending".

7. If the Start Date=Current Date, run "Evaluation Service" on Service client, the evaluation plan status will be changed from "Pending" to "Open". "Open" plan cannot be edited.

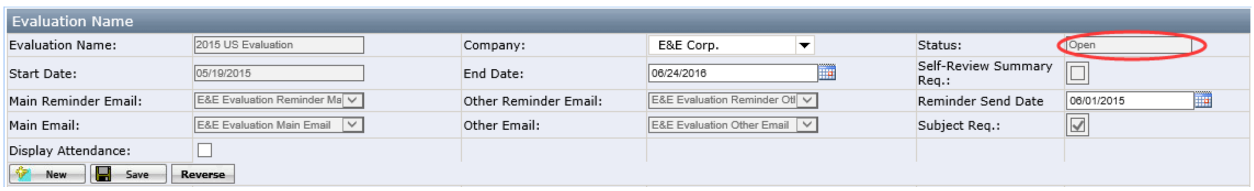


Figure 3-46

8. If the End Date=Current Date, the period will be changed to "Closed" with Evaluation Service. There is one more button **Complete**.

Note: More Evaluation Service information see Evaluation Service.

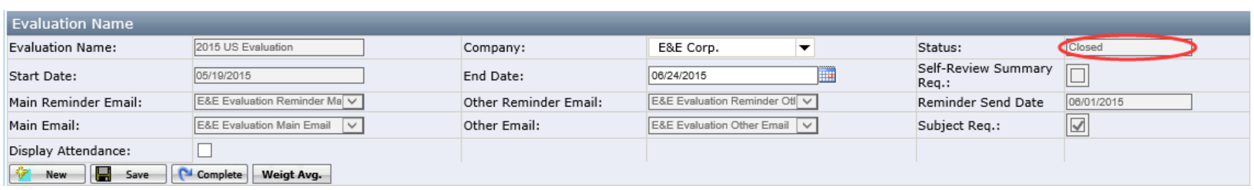


Figure 3-47

9. Click the **Complete** button, the Period status will be changed from "Closed" to "Complete". This plan's data will be archived.

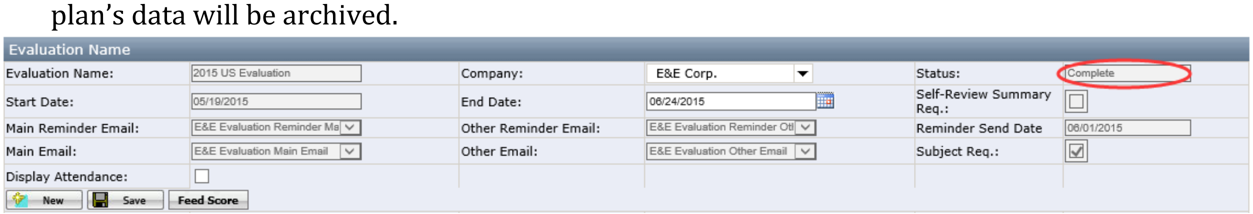


Figure 3-50

10. Note:

A) You cannot create a new evaluation period if there is one evaluation period whose status is "Pending" or "Open" or "Close". The warning message will be "You cannot create a new evaluation period since there is one has not completed."

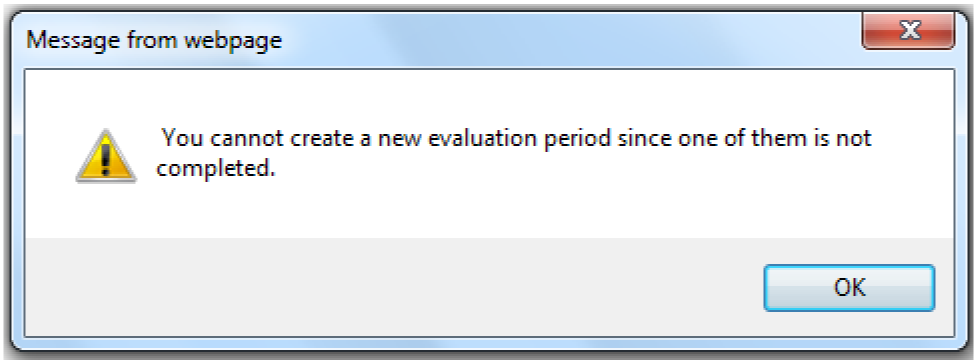


Figure 3-51

B) You can only delete the evaluation plan whose status is pending. If you want to delete a plan, which is not pending, the warning message is "You cannot delete this evaluation since it has started."

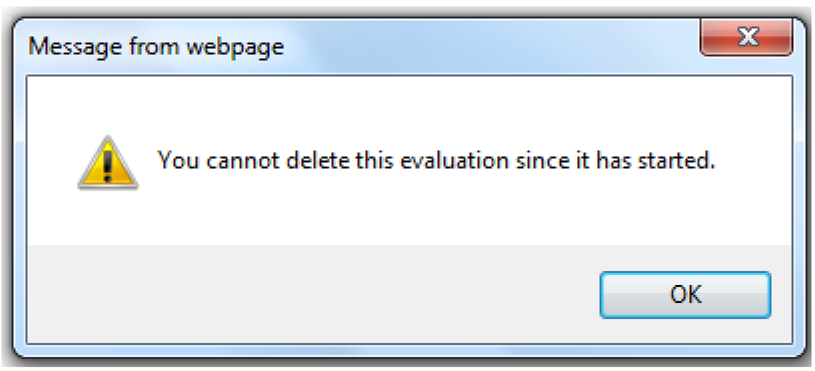


Figure 3-52

4. Evaluation Service

Evaluation Service will run regular. Evaluation service has following function:

1. If the Evaluation plan start date is <=current date, the service will start the plan.
2. By first time starting service, system also sends email to the users who are in the evaluation plan and whose "email valid" is checked in user list.
3. If the Evaluation Plan End date is <=current date, the service will close the plan.

a) Level 1 organization is the Company name. If the users are under the same level 1 organization, the users are in the same company. If the users are in different level 1 organizations, the users are in different companies.