

OPTIMA – Employee User Manual

GSPC Group Company

PAGE NO: 22

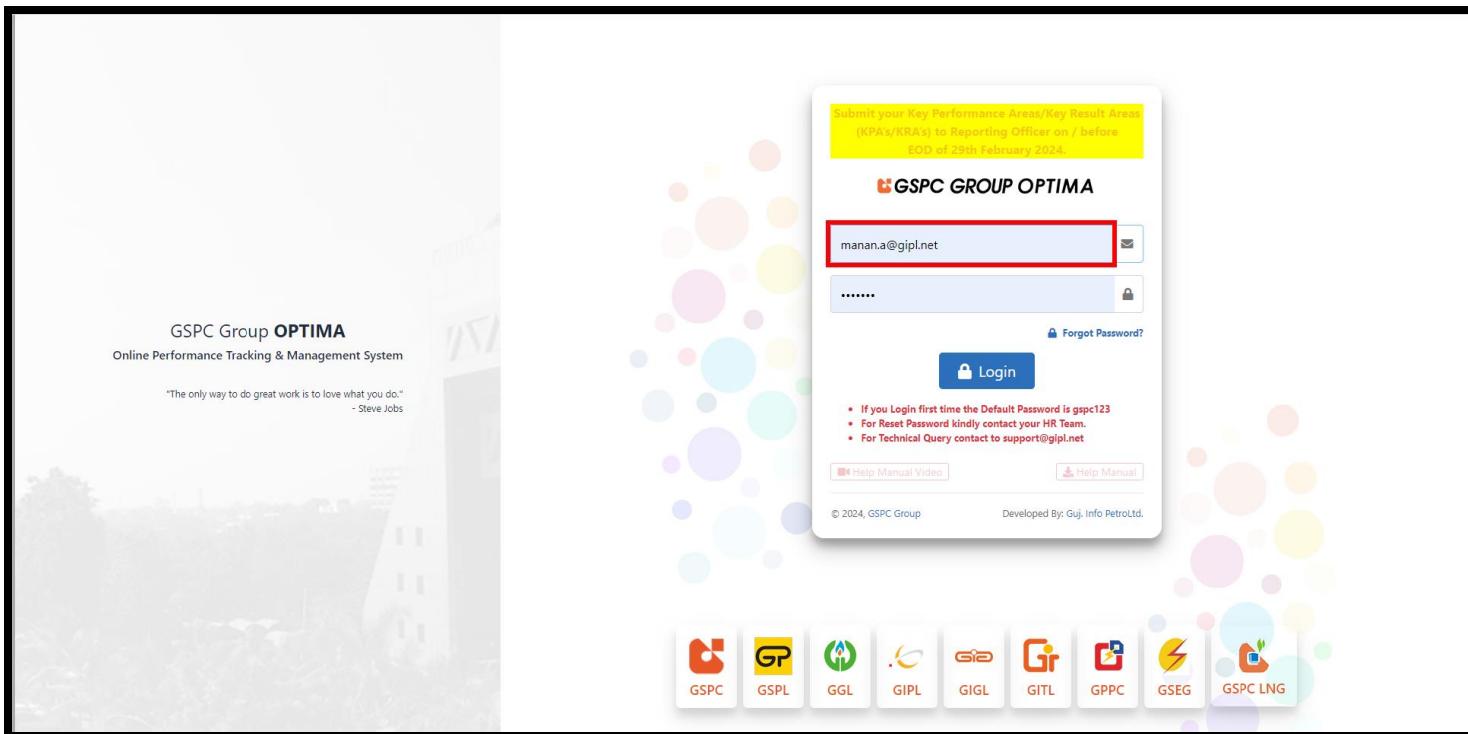
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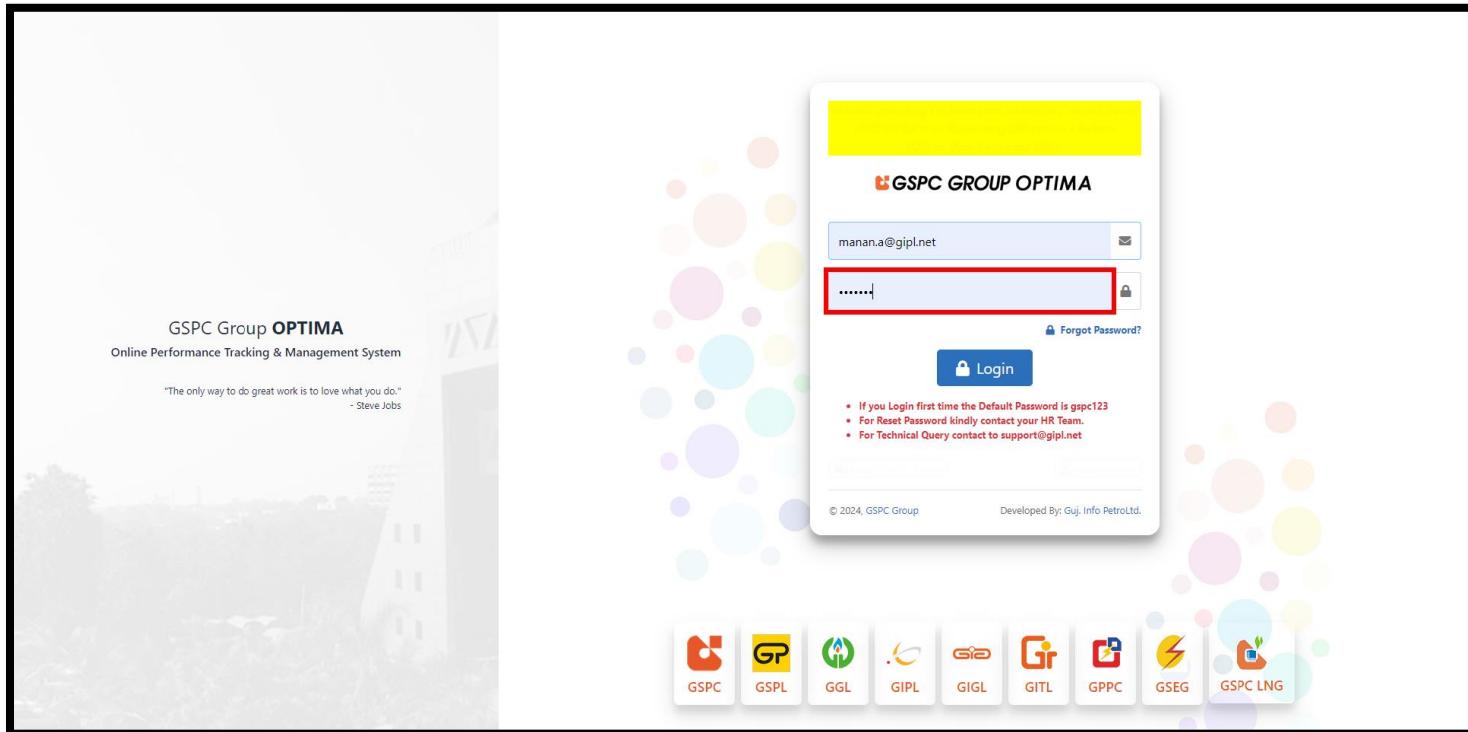
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➤ Welcome to GSPC Group OPTIMA. First, the employee needs to log in and enter their username.



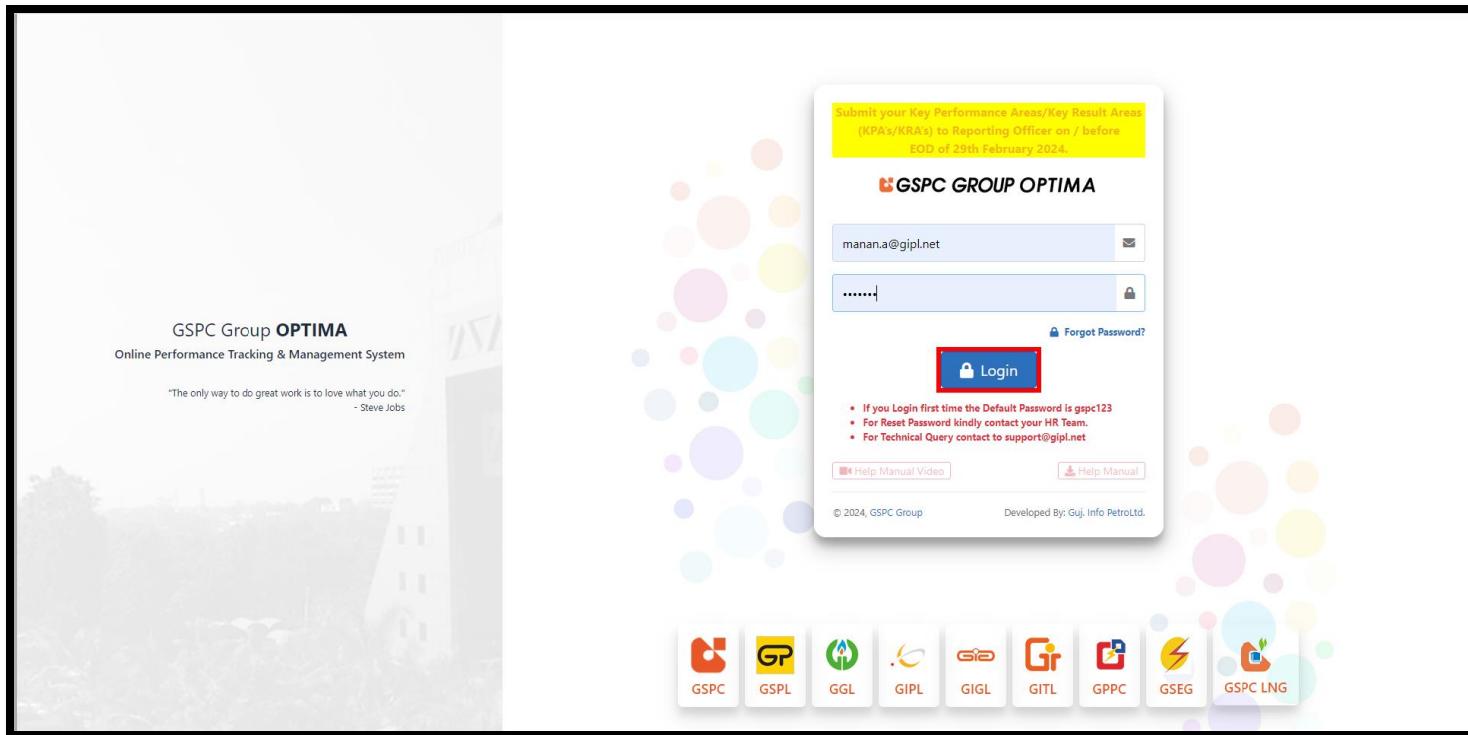
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➤ And enter a password.



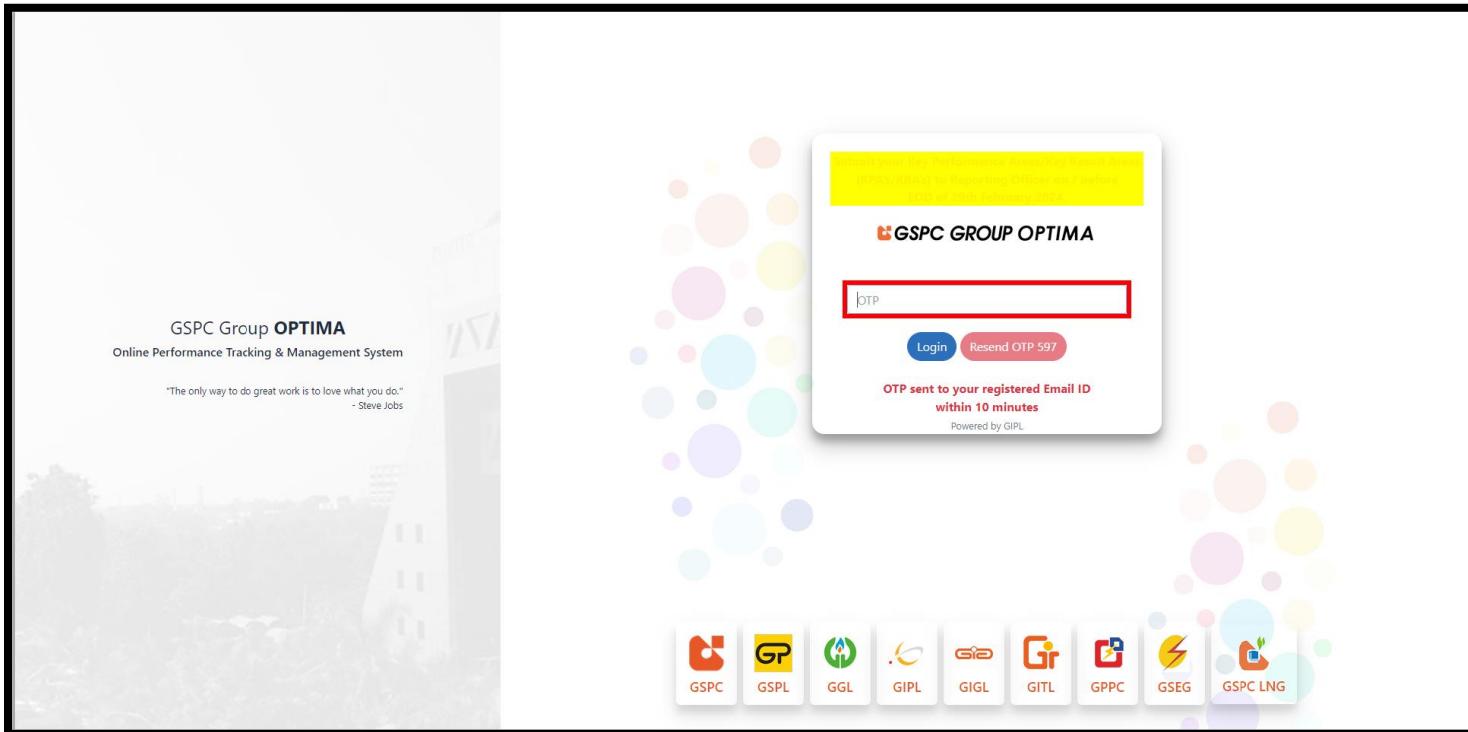
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- Click on the Login Button.



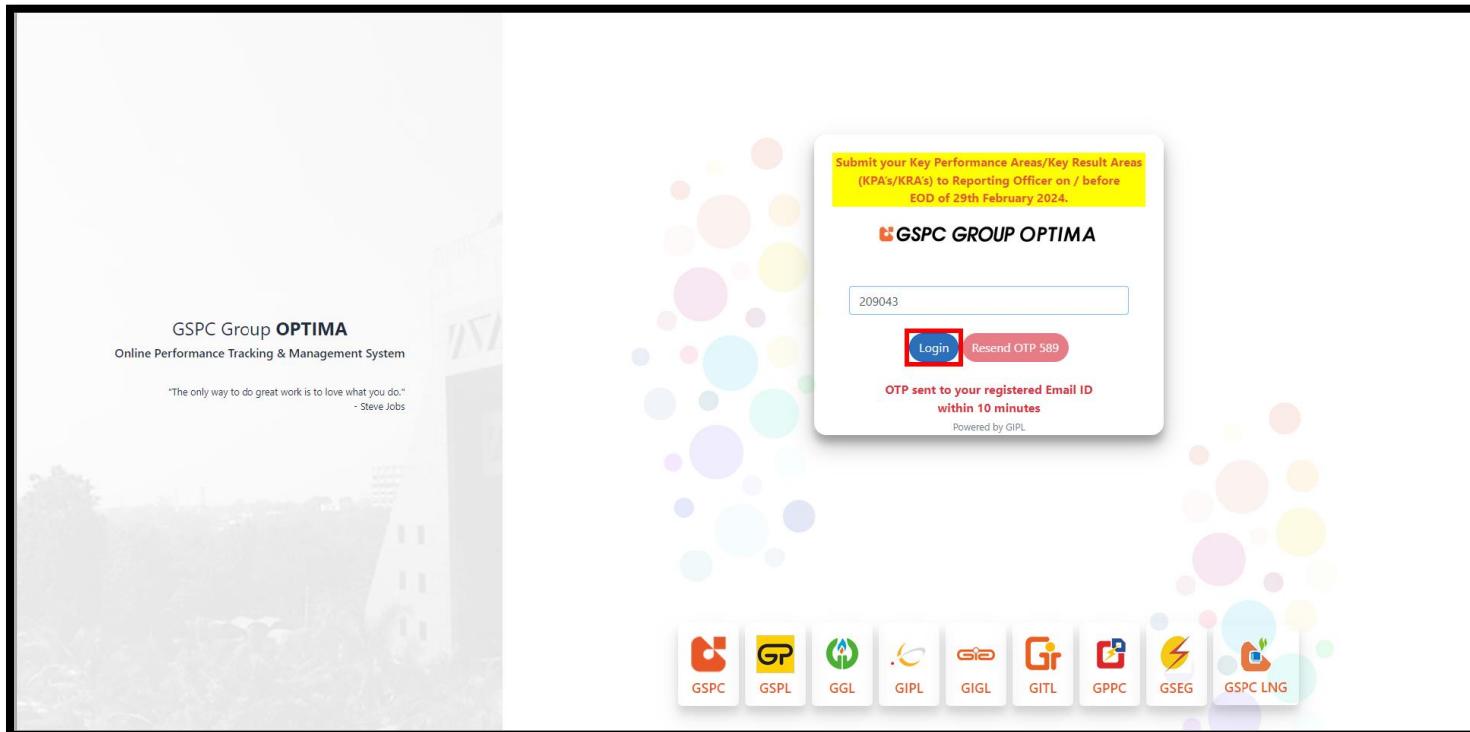
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- Then enter the OTP that is received on the registered email ID.



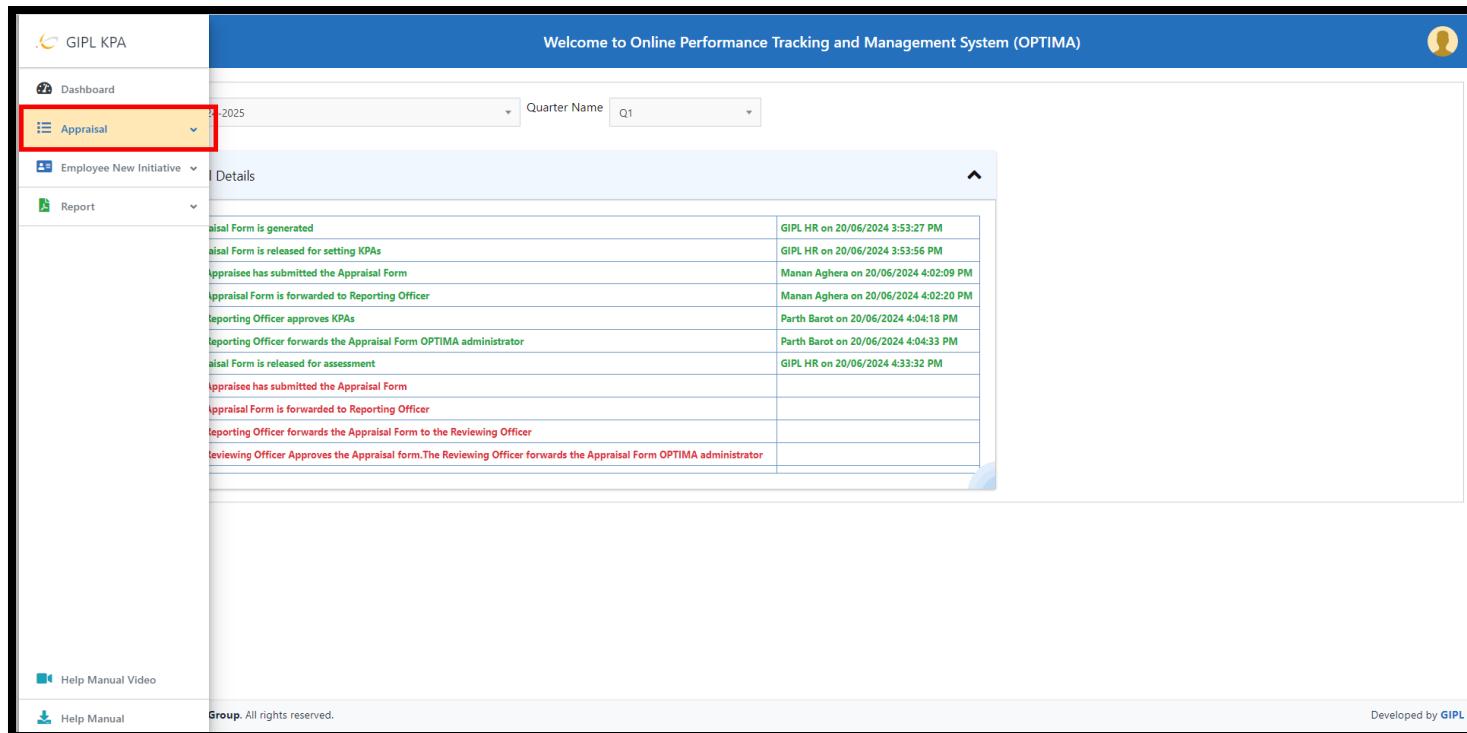
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- And then Click on the Login Button.



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- After Successfully login, employee can view the dashboard details. If an employee wants to fill out the Achievement form, they Should click on "Appraisal" to proceed further.

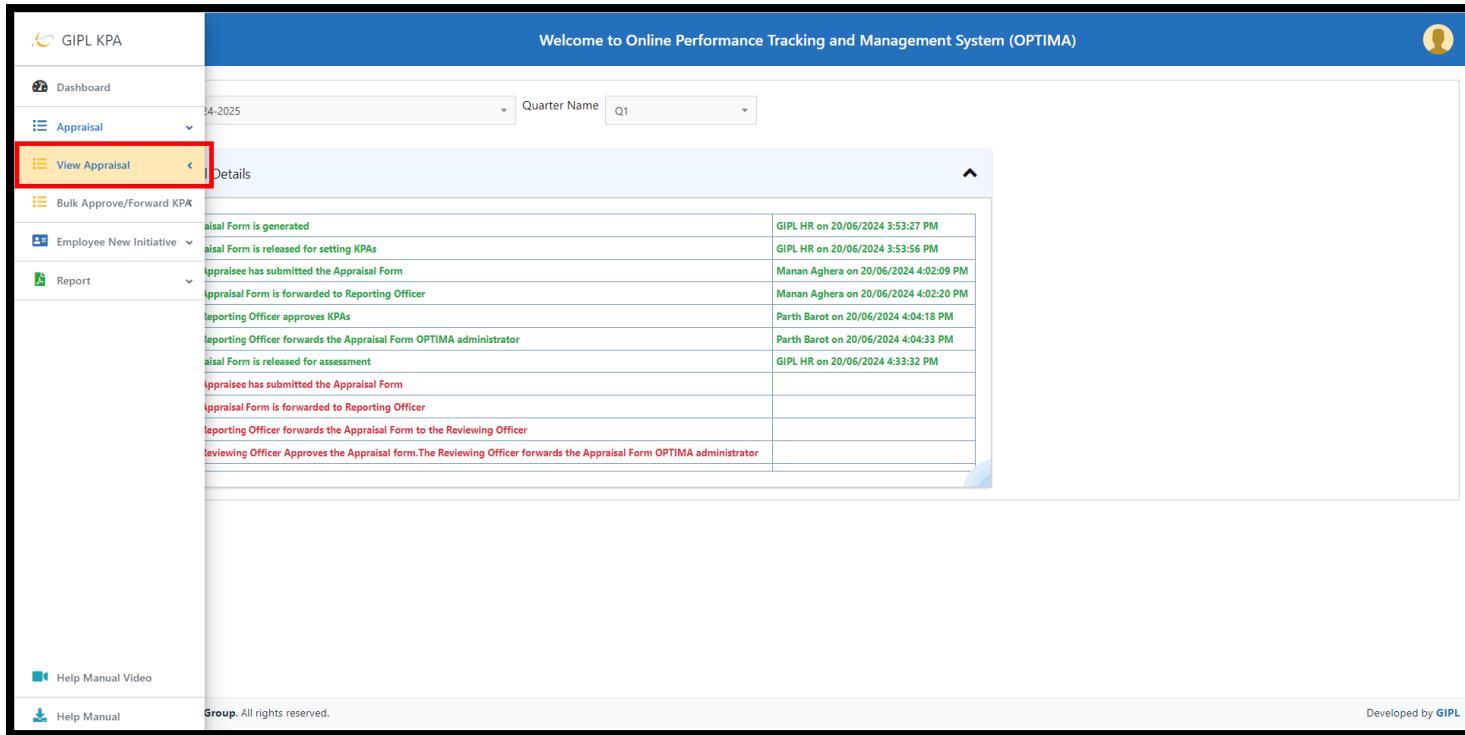


Details

Appraisal Form is generated	GIPL HR on 20/06/2024 3:53:27 PM
Appraisal Form is released for setting KPIs	GIPL HR on 20/06/2024 3:53:56 PM
Appraisee has submitted the Appraisal Form	Manan Aghera on 20/06/2024 4:02:09 PM
Appraisal Form is forwarded to Reporting Officer	Manan Aghera on 20/06/2024 4:02:20 PM
Reporting Officer approves KPIs	Parth Barot on 20/06/2024 4:04:18 PM
Reporting Officer forwards the Appraisal Form OPTIMA administrator	Parth Barot on 20/06/2024 4:04:33 PM
Appraisee has submitted the Appraisal Form	GIPL HR on 20/06/2024 4:33:32 PM
Appraisal Form is forwarded to Reporting Officer	
Reporting Officer forwards the Appraisal Form to the Reviewing Officer	
Reviewing Officer Approves the Appraisal form. The Reviewing Officer forwards the Appraisal Form OPTIMA administrator	

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➤ Then click on "View Appraisal."



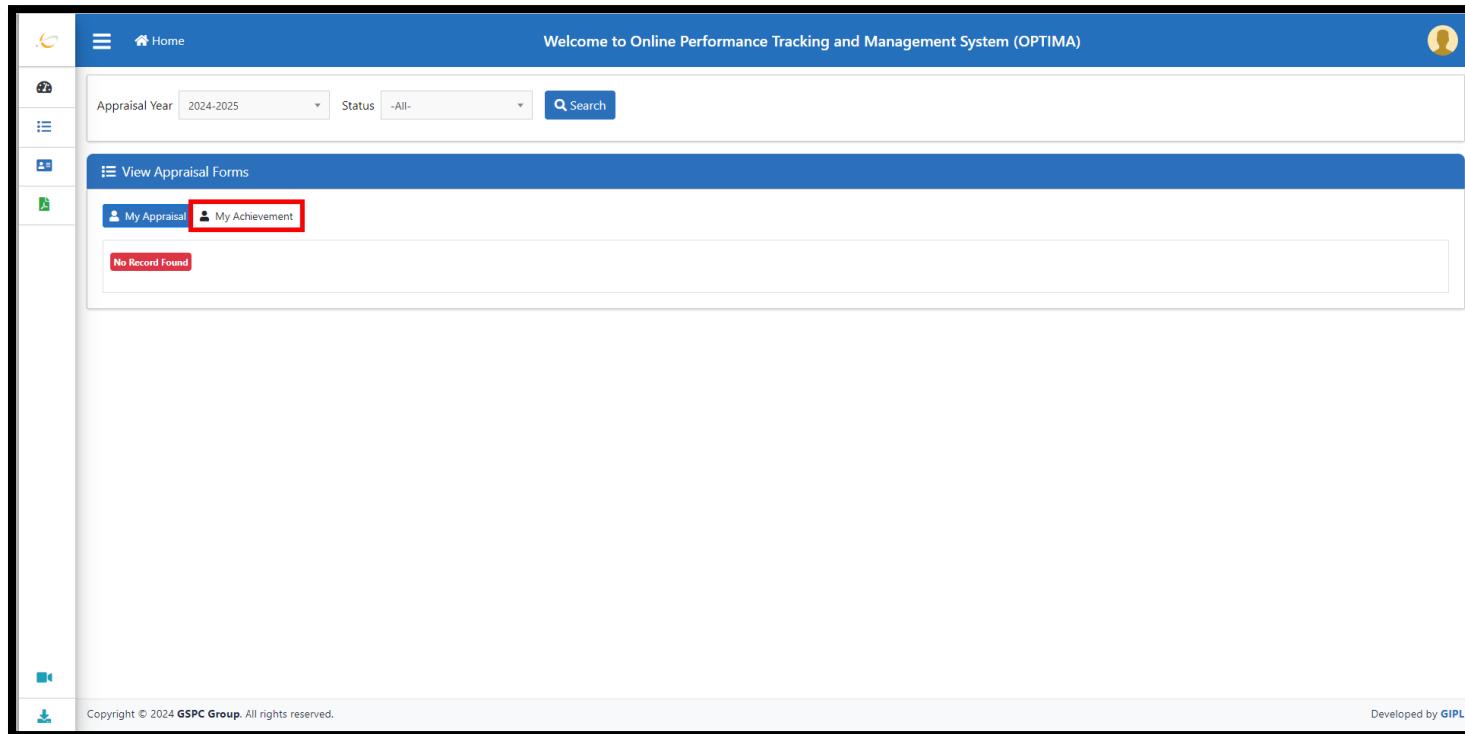
The screenshot shows the 'OPTIMA – Employee User Manual' interface. On the left, a sidebar menu includes 'Dashboard', 'Appraisal' (which is expanded), 'Employee New Initiative', and 'Report'. Under 'Appraisal', the 'View Appraisal' option is highlighted with a red box. The main content area is titled 'Welcome to Online Performance Tracking and Management System (OPTIMA)'. It displays a table of appraisal history with columns for 'Event' and 'Timestamp'. The table data is as follows:

Event	Timestamp
Appraisal Form is generated	GIPL HR on 20/06/2024 3:53:27 PM
Appraisal Form is released for setting KPIs	GIPL HR on 20/06/2024 3:53:56 PM
Appraisee has submitted the Appraisal Form	Manan Aghera on 20/06/2024 4:02:09 PM
Appraisal Form is forwarded to Reporting Officer	Manan Aghera on 20/06/2024 4:02:20 PM
Reporting Officer approves KPIs	Parth Barot on 20/06/2024 4:04:18 PM
Reporting Officer forwards the Appraisal Form OPTIMA administrator	Parth Barot on 20/06/2024 4:04:33 PM
Appraisal Form is released for assessment	GIPL HR on 20/06/2024 4:33:32 PM
Appraisee has submitted the Appraisal Form	
Appraisal Form is forwarded to Reporting Officer	
Reporting Officer forwards the Appraisal Form to the Reviewing Officer	
Reviewing Officer Approves the Appraisal form. The Reviewing Officer forwards the Appraisal Form OPTIMA administrator	

At the bottom of the page, there are links for 'Help Manual Video', 'Help Manual', and 'Group. All rights reserved.' and 'Developed by GIPL'.

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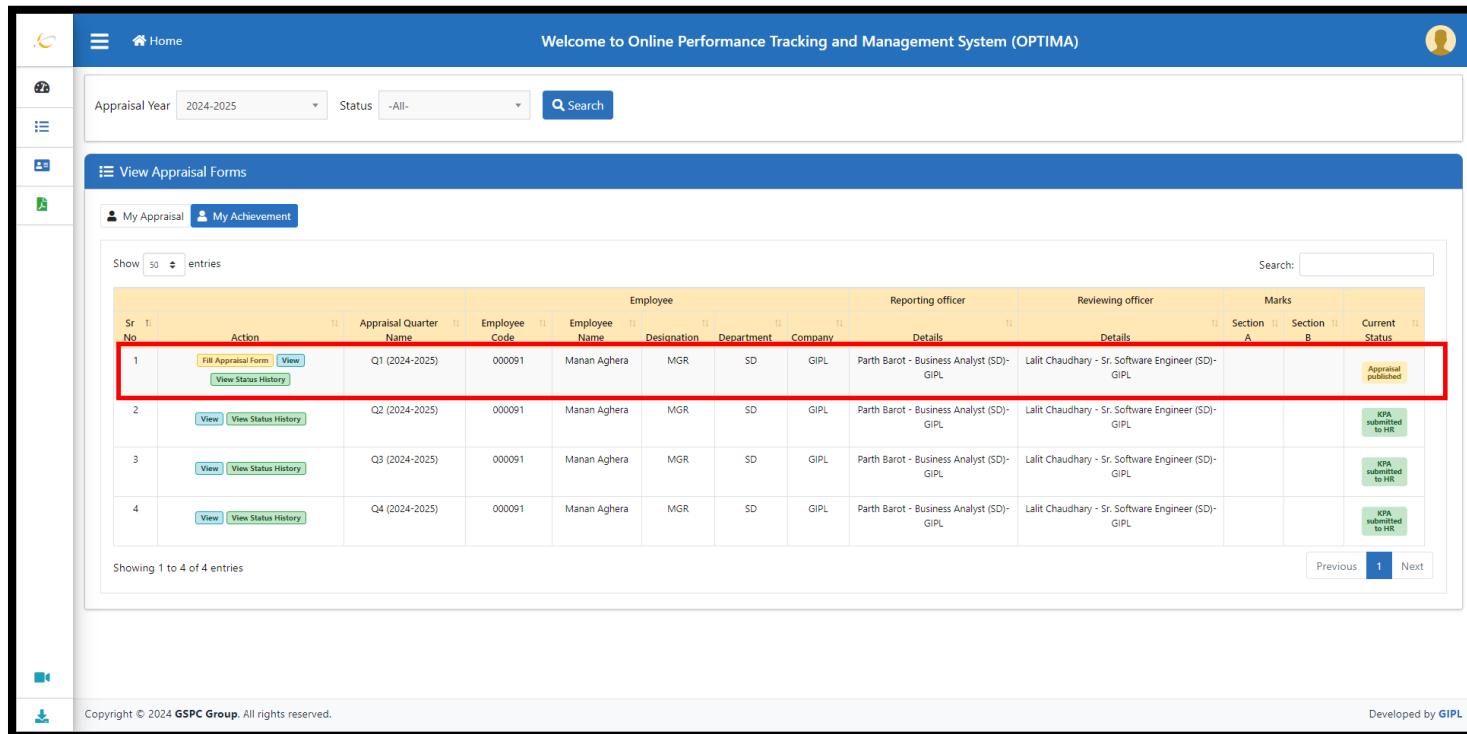
- Here, employees can view different tabs. Then click on "My Achievement" to proceed further.



The screenshot shows the 'View Appraisal Forms' section of the OPTIMA system. The 'My Achievement' tab is highlighted with a red box. The page displays a message 'No Record Found'.

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- The employee views their details.



Welcome to Online Performance Tracking and Management System (OPTIMA)

Appraisal Year: 2024-2025 Status: -All- Search

View Appraisal Forms

My Appraisal My Achievement

Show 50 entries Search:

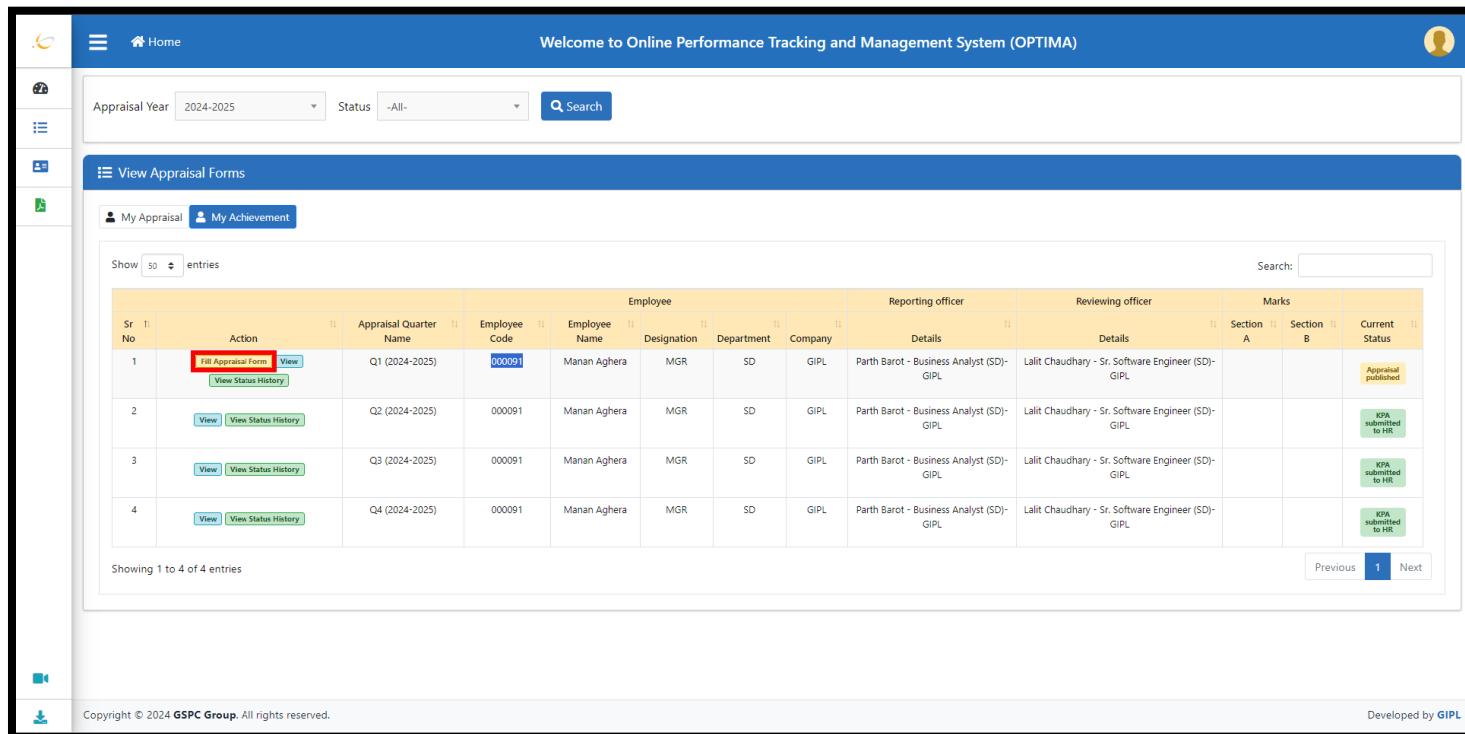
Sr. No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Marks	Section A	Section B	Current Status
1	Fill Appraisal Form View View Status History	Q1 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				Appraisal published
2	View View Status History	Q2 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR

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- Now, to fill up achievement details, click on the "Fill Appraisal Form" button.



Welcome to Online Performance Tracking and Management System (OPTIMA)

Appraisal Year: 2024-2025 Status: All Search

View Appraisal Forms

My Appraisal My Achievement

Show: 50 entries Search:

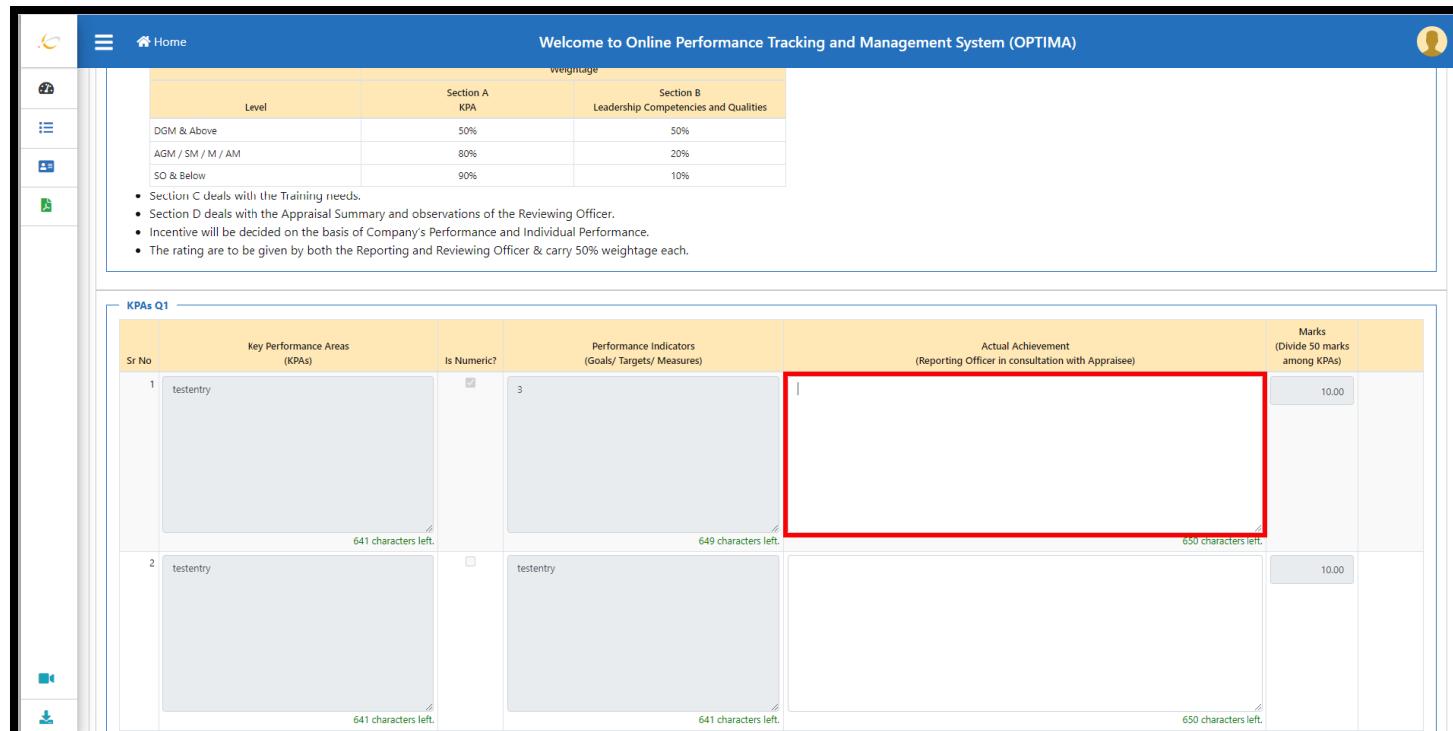
Sr. No	Action	Appraisal Quarter	Employee Name	Employee Code	Employee			Reporting officer	Reviewing officer	Marks			Current Status
					Designation	Department	Company			Details	Section A	Section B	
1	Fill Appraisal Form View View Status History	Q1 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				Appraisal published
2	View View Status History	Q2 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)- GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)- GIPL				KPA submitted to HR

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- Then, employee needs to fill in the actual achievement details.



Weightage					
	Level	Section A KPA	Section B Leadership Competencies and Qualities		
	DGM & Above	50%	50%		
	AGM / SM / M / AM	80%	20%		
	SO & Below	90%	10%		

- Section C deals with the Training needs.
- Section D deals with the Appraisal Summary and observations of the Reviewing Officer.
- Incentive will be decided on the basis of Company's Performance and Individual Performance.
- The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

KPA Q1					
Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPA)
1	testentry	<input checked="" type="checkbox"/>	3		10.00
2	testentry	<input type="checkbox"/>	testentry		10.00

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➤ And provide all the details for each Key Performance Area.

Home

Welcome to Online Performance Tracking and Management System (OPTIMA)

• Incentive will be decided on the basis of Company's Performance and Individual Performance.
• The rating are to be given by both the Reporting and Reviewing Officer & carry 50% weightage each.

KPA Q1					
Sr No	Key Performance Areas (KPA)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPA)
1	testentry	<input checked="" type="checkbox"/>	3	10	10.00
2	testentry	<input type="checkbox"/>	testentry	Test Entry	10.00
3	testentry	<input type="checkbox"/>	testentry		10.00

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- After filling in the actual achievement details, click on the save button.

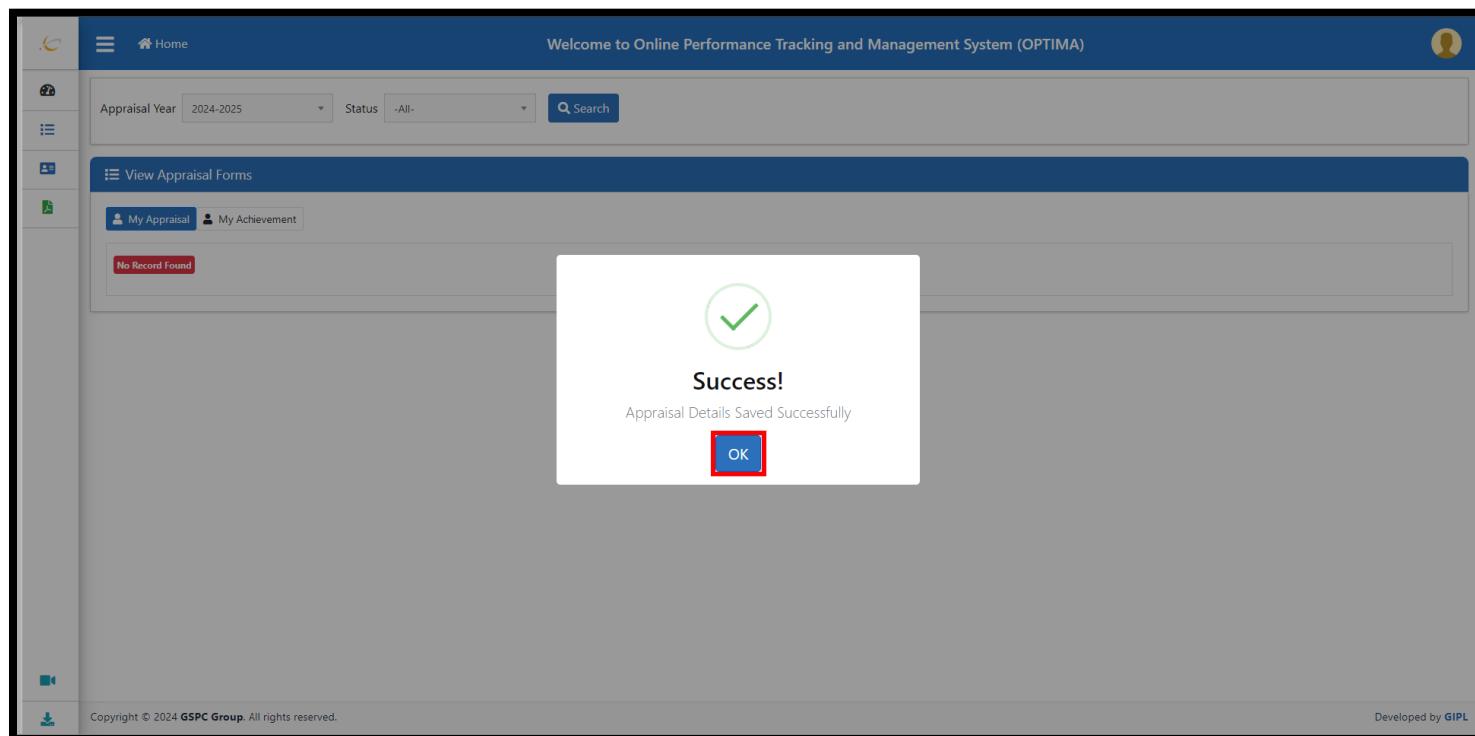
The screenshot shows a grid-based interface for tracking achievements. The grid has 5 columns and 2 rows. The first column contains achievement details, and the second column contains a checkbox. The third column is for notes, and the fourth column is for a rating (10.00). The fifth column is for a total value (50.00). Each row has a 'Total' label at the bottom. A red box highlights the 'Save' button at the bottom center of the grid.

Welcome to Online Performance Tracking and Management System (OPTIMA)				
4	<input type="checkbox"/> testentry 641 characters left.	Test Entry 640 characters left.	10.00	Total 50.00
5	<input type="checkbox"/> testentry 641 characters left.	Test Entry 640 characters left.	10.00	Total 50.00

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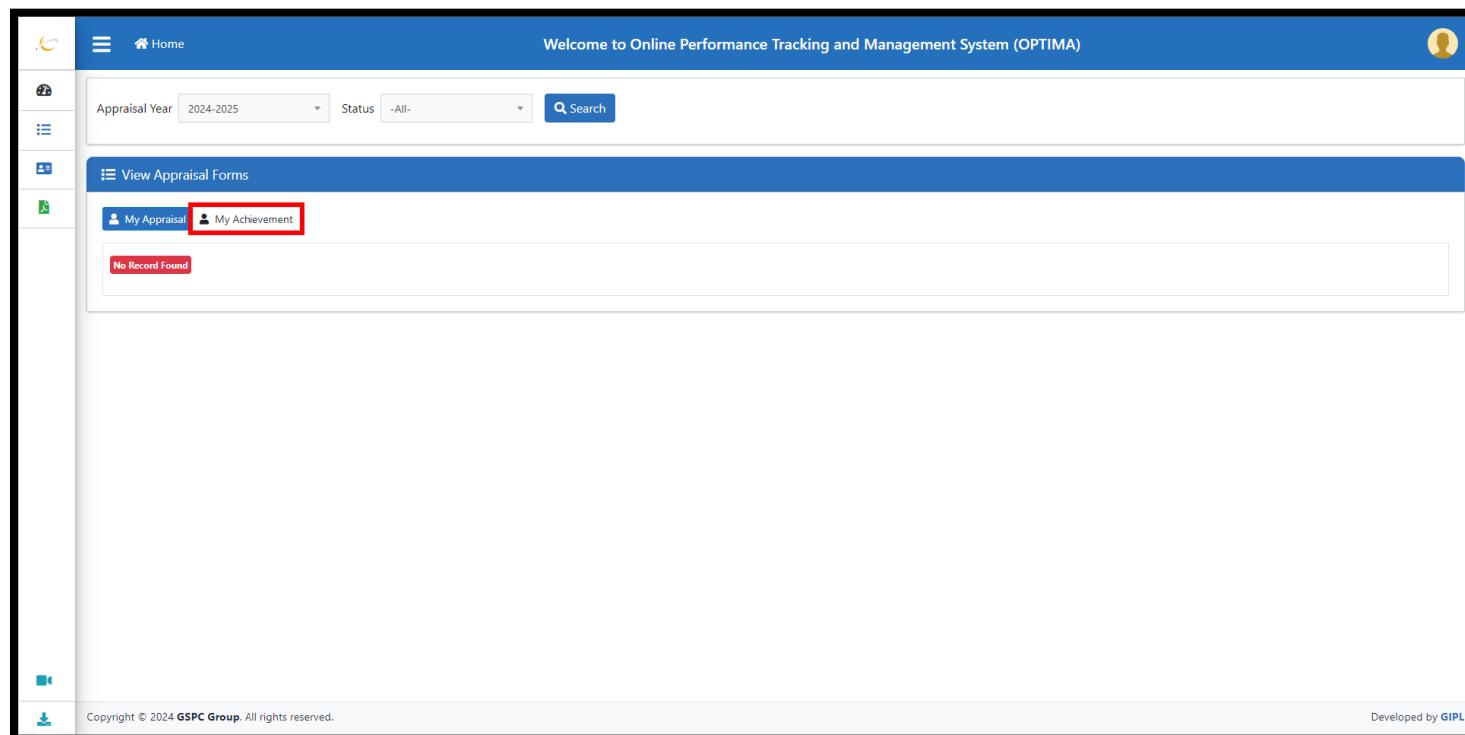
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- Then click on the OK button.



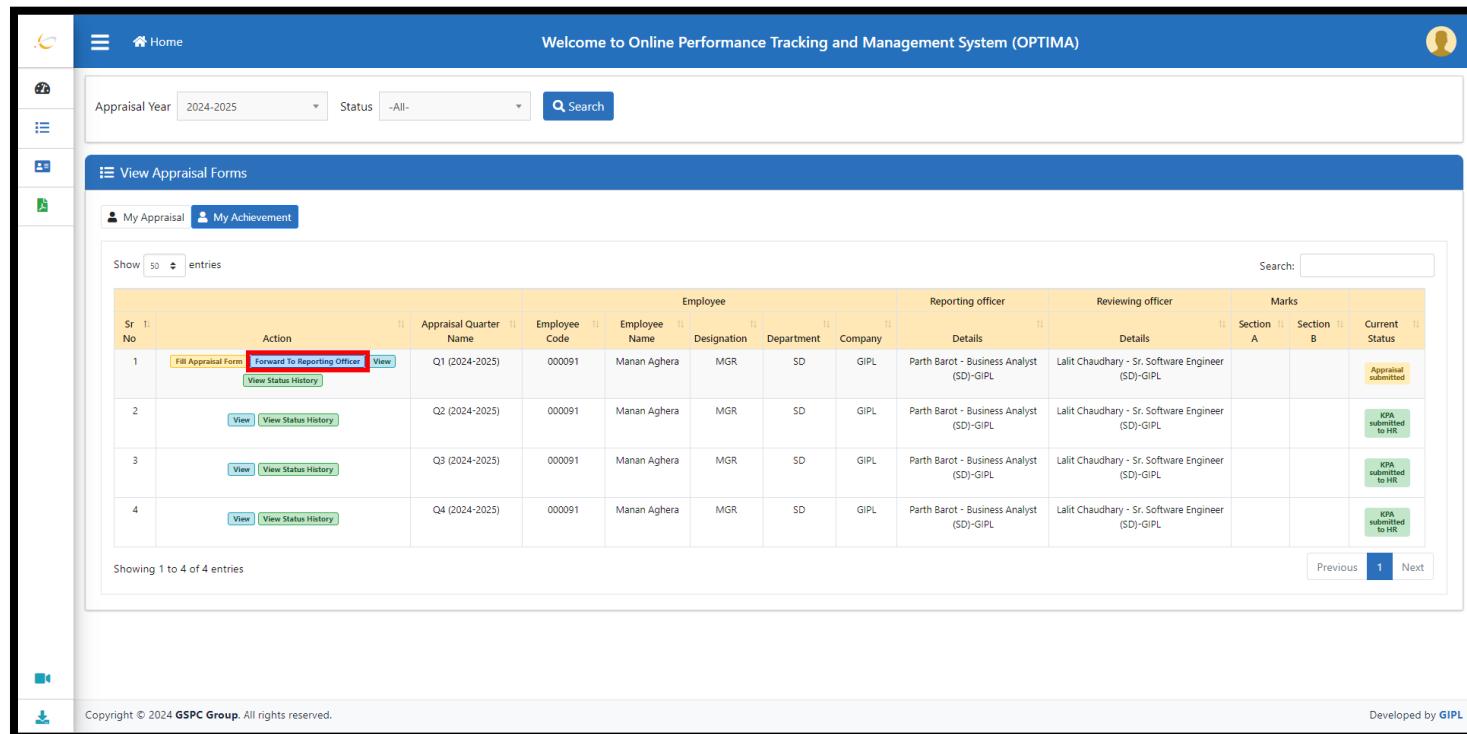
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- Now, for forwarding to the Reporting Officer, the Employee needs to click on the "My Achievement" tab.



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- Here, the Employee needs to click on the "Forward to Reporting Officer" button.



Welcome to Online Performance Tracking and Management System (OPTIMA)

Appraisal Year: 2024-2025 | Status: All | Search

View Appraisal Forms

My Appraisal | My Achievement

Show: 50 entries | Search:

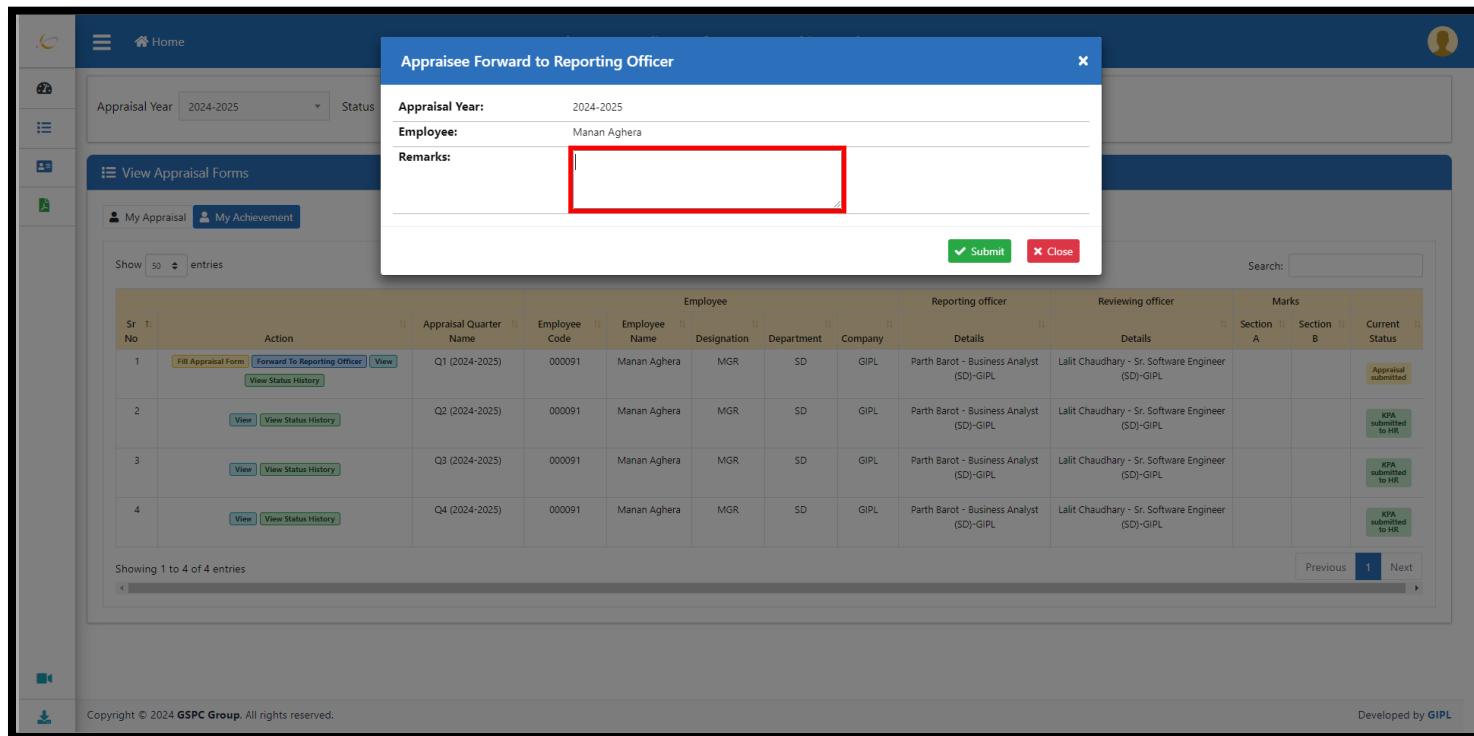
Sr. No	Action	Appraisal Quarter Name	Employee			Reporting officer	Reviewing officer	Marks		Current Status
			Employee Code	Employee Name	Designation			Department	Company	
1	Fill Appraisal Form Forward To Reporting Officer View View Status History	Q1 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL	Appraisal submitted
2	View View Status History	Q2 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL	KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL	KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL	KPA submitted to HR

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- Then provide remarks.



The screenshot shows the GSPC GROUP Performance Planning and Appraisal System. The main interface displays a list of appraisal entries for the year 2024-2025. Each entry includes details such as Appraisal Quarter, Employee Name, Designation, Department, Company, and Reporting officer. The 'Current Status' column shows the status of the appraisal submission. A modal dialog box is open, titled 'Appraisee Forward to Reporting Officer', with fields for 'Appraisal Year' (2024-2025), 'Employee' (Manan Aghera), and 'Remarks'. A red box highlights the 'Remarks' input field. Below the modal is a table showing the appraisal details for Manan Aghera across four quarters. The table includes columns for Action, Appraisal Quarter, Employee Name, Employee Code, Designation, Department, Company, Details, Reporting officer, Reviewing officer, Marks, Section A, Section B, and Current Status. The 'Current Status' column for all entries shows 'Appraisal submitted' with a green background. The modal has 'Submit' and 'Close' buttons.

Sr. No	Action	Appraisal Quarter	Employee Name	Employee Code	Designation	Department	Company	Details	Reporting officer	Reviewing officer	Marks	Section A	Section B	Current Status	
1	Fill Appraisal Form Forward To Reporting Officer View View Status History	Q1 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL						Appraisal submitted
2	View View Status History	Q2 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL						KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL						KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL						KPA submitted to BB

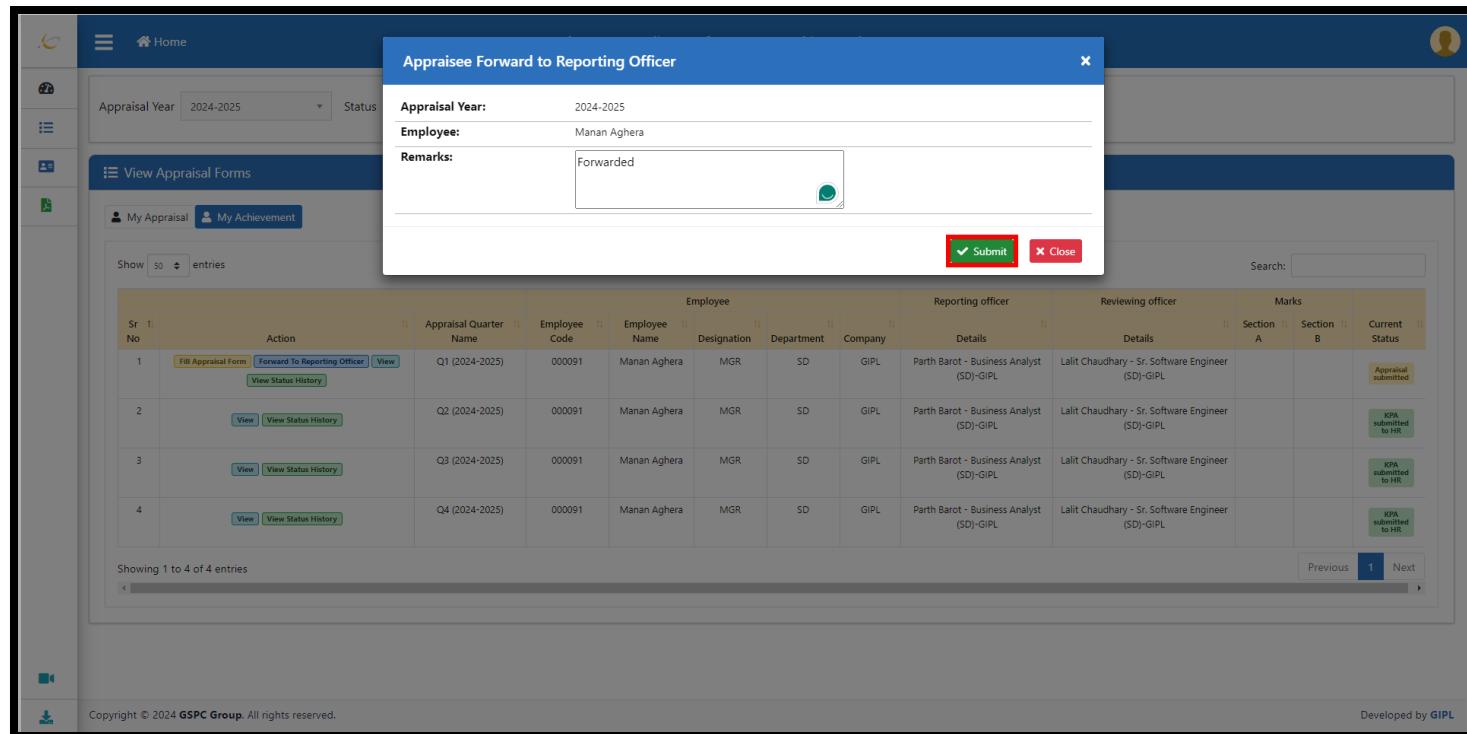
Showing 1 to 4 of 4 entries

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- And then clicks on the submit button.



Appraisee Forward to Reporting Officer

Appraisal Year: 2024-2025
Employee: Manan Aghera
Remarks: Forwarded

Submit **Close**

Sr. No	Action	Appraisal Quarter	Employee Name	Employee Code	Designation	Department	Company	Reporting officer	Reviewing officer	Marks		
										Section A	Section B	Current Status
1	Fill Appraisal Form Forward To Reporting Officer View View Status History	Q1 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL			Appraisal submitted
2	View View Status History	Q2 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL			KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL			KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	Manan Aghera	000091	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL			KPA submitted to HR

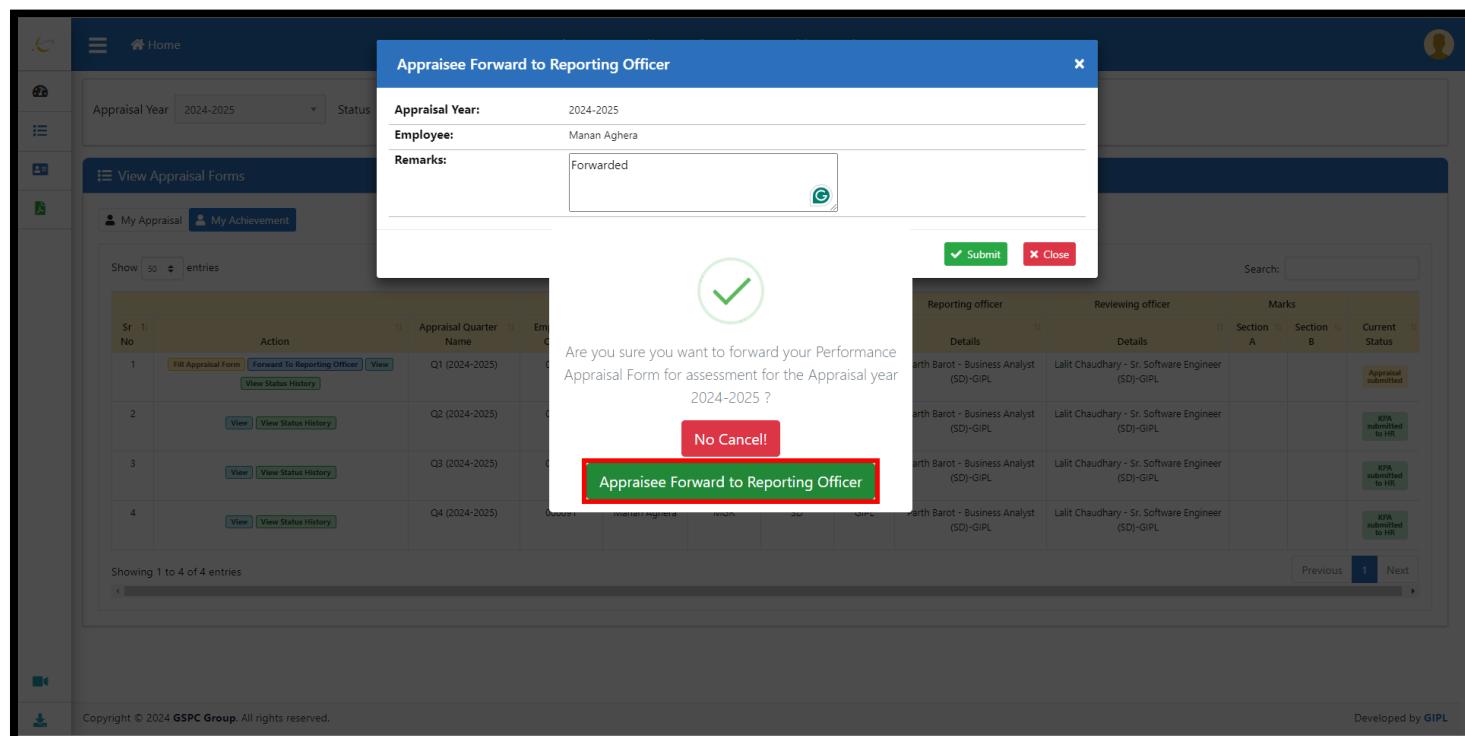
Showing 1 to 4 of 4 entries

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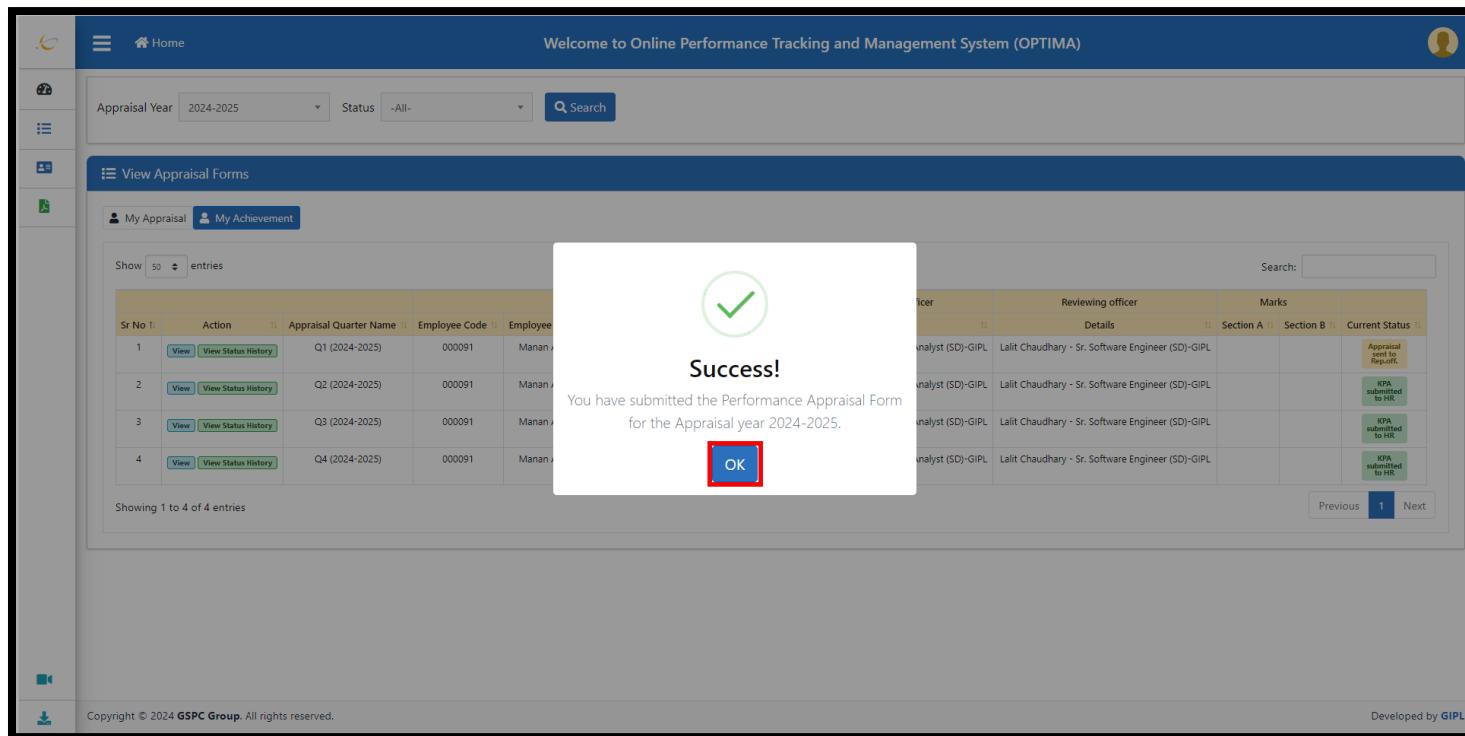
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- After clicking on the submit button, a confirmation message displays. Then clicks on "Appraise Forward to Reporting Officer," and it will be forwarded to the Reporting Officer.



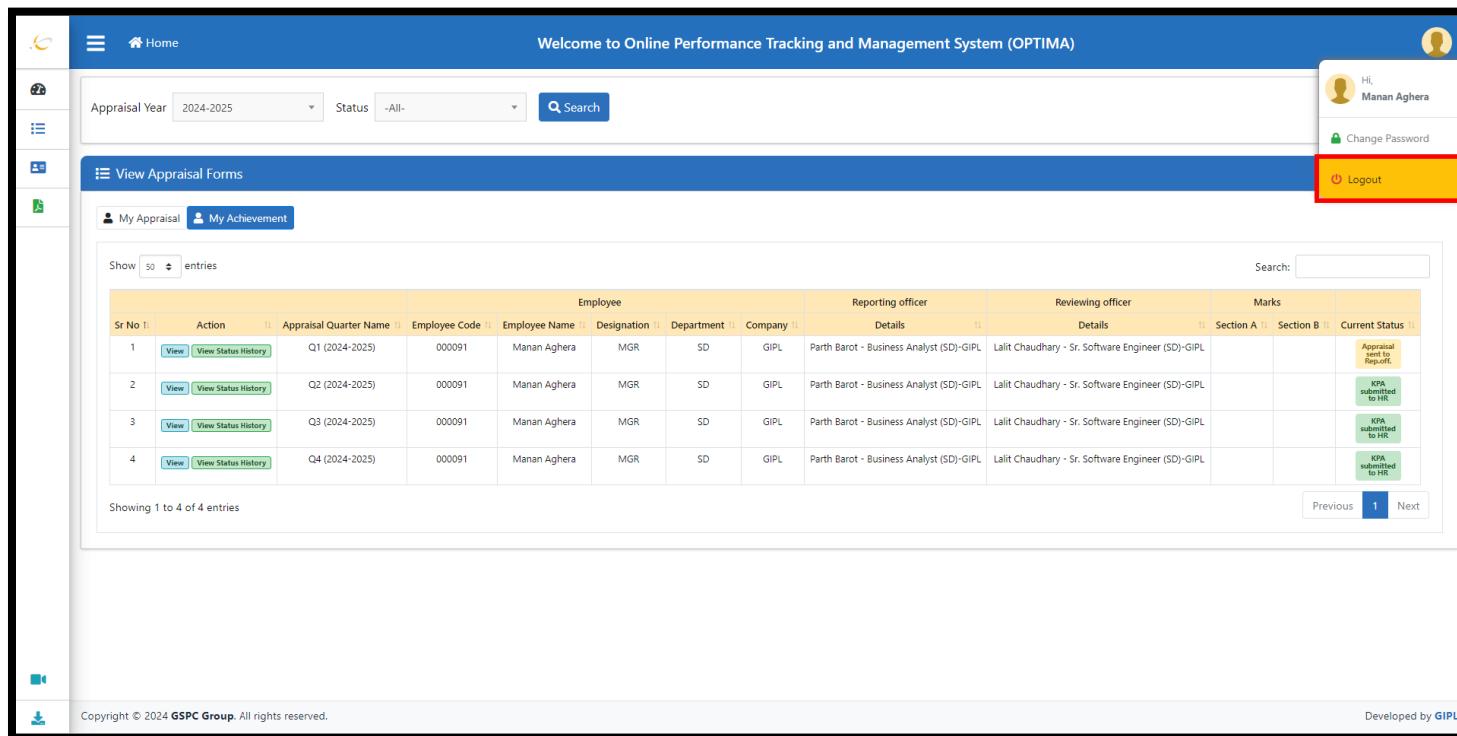
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➤ Then click on the OK Button.



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- Here, the employee's activity is complete. The employee can now successfully log out from the portal using the logout button.
- For further support and details, please send an email to Support@gipl.net. Thank you!



Welcome to Online Performance Tracking and Management System (OPTIMA)

Appraisal Year: 2024-2025 Status: -All- Search

Hi Manan Aghera Change Password Logout

View Appraisal Forms

My Appraisal My Achievement

Show: 50 entries Search:

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Details	Reporting officer	Reviewing officer	Marks	Section A	Section B	Current Status
1	View View Status History	Q1 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL					Appraisal sent to Reviewer
2	View View Status History	Q2 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL					KPA submitted to HR
3	View View Status History	Q3 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL					KPA submitted to HR
4	View View Status History	Q4 (2024-2025)	000091	Manan Aghera	MGR	SD	GIPL	Parth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL					KPA submitted to HR

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