

OPTIMA – Employee User Manual

GSPC Group Company

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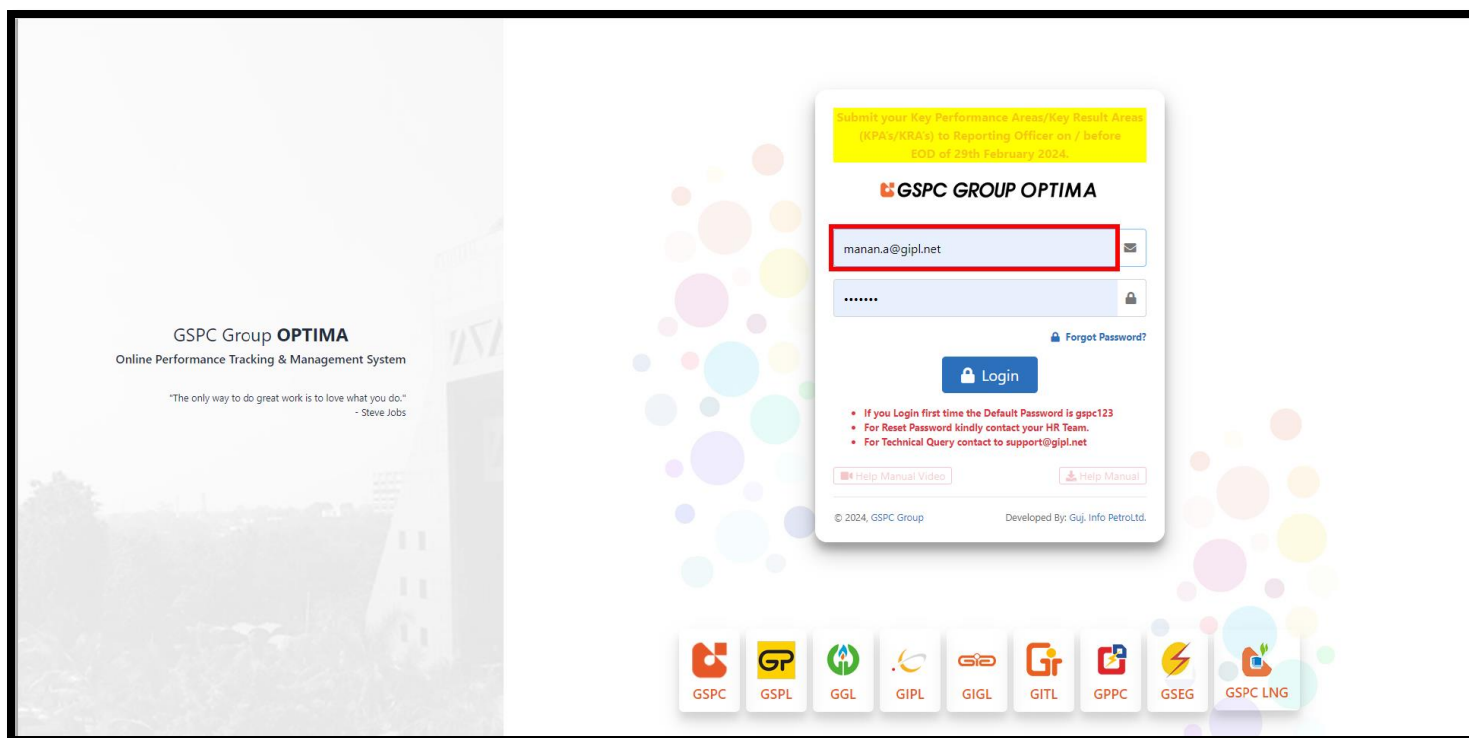
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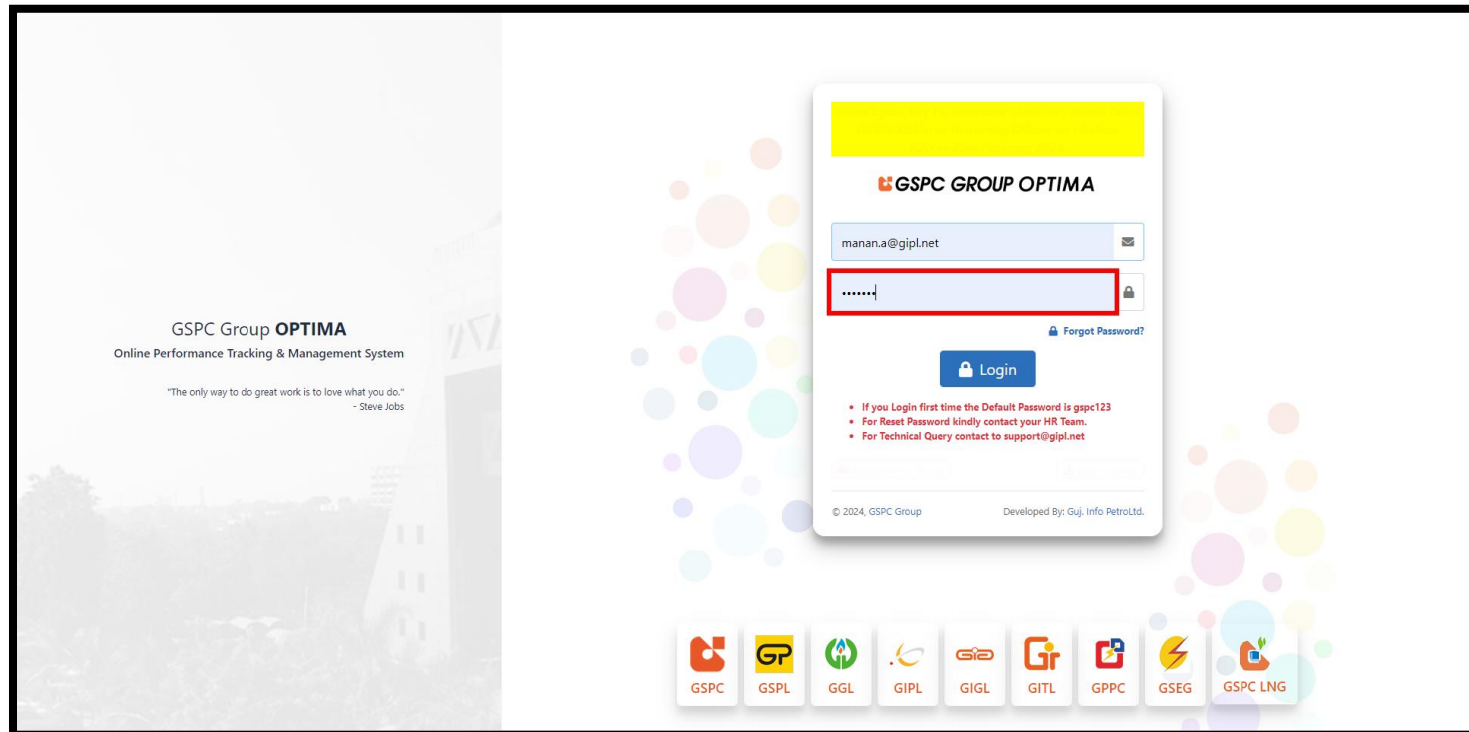
OPTIMA – Employee User Manual

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



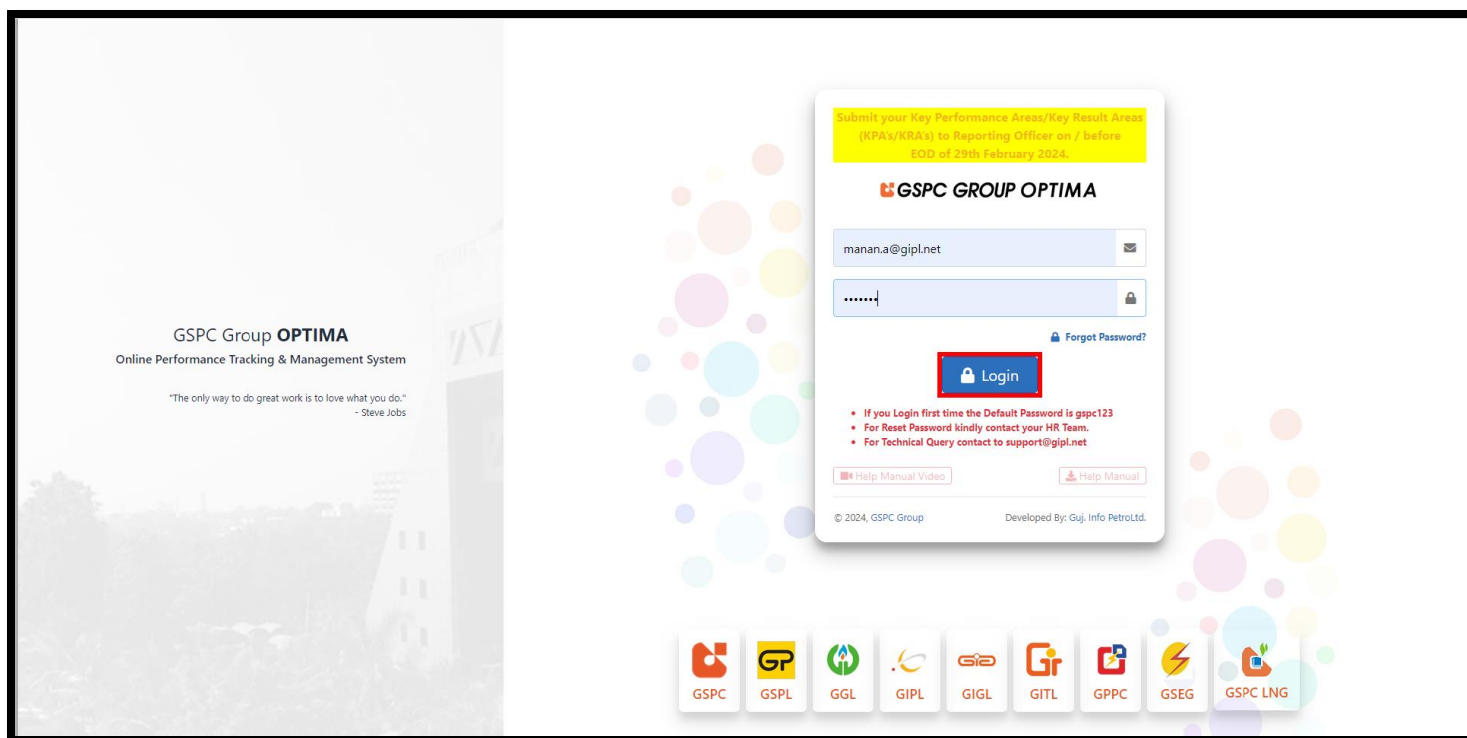
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- And enter a password.



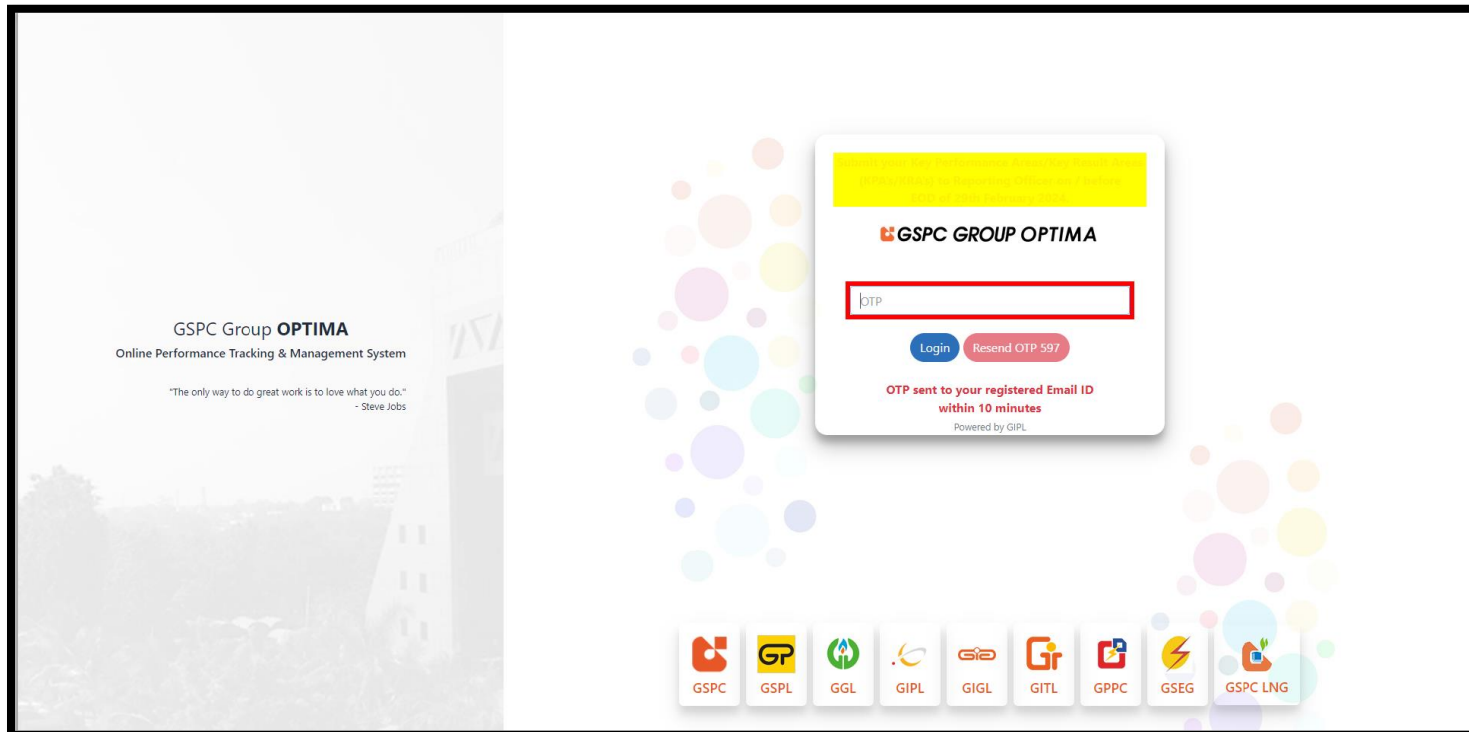
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- Click on the Login Button.



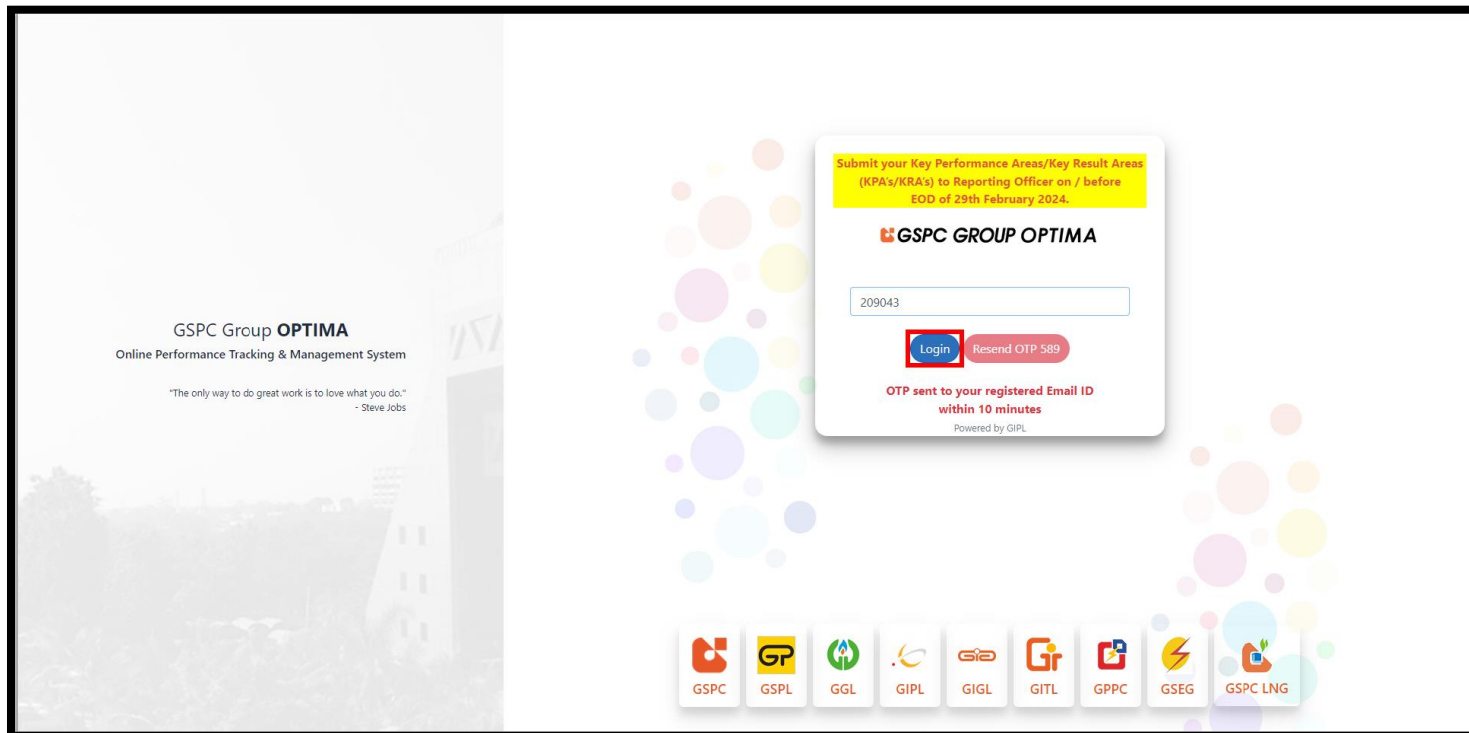
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- Then enter the OTP that is received on the registered email ID.



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- And then Click on the Login Button.



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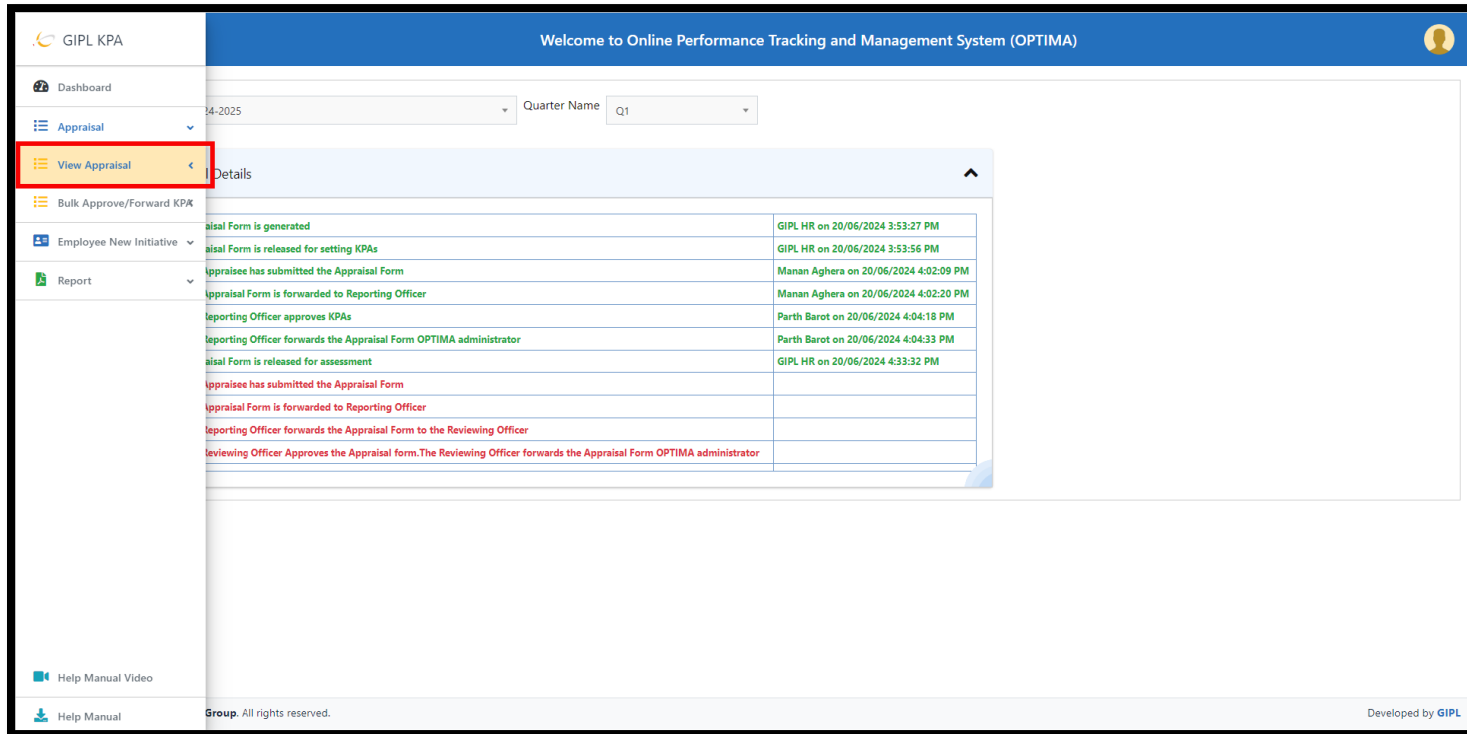
- After Successfully login, employee can view the dashboard details. If an employee wants to fill out the Achievement form, they Should click on "Appraisal" to proceed further.

The screenshot displays the OPTIMA system interface. On the left, a sidebar contains navigation options: Dashboard, Appraisal (highlighted with a red box), Employee New Initiative, and Report. The main content area is titled 'Welcome to Online Performance Tracking and Management System (OPTIMA)'. It features a dropdown menu for the year '2025' and a 'Quarter Name' dropdown set to 'Q1'. Below these, a 'Details' section shows a log of appraisal activities. The footer includes 'GIPL KPA', 'Help Manual Video', 'Help Manual', 'Group. All rights reserved.', and 'Developed by GIPL'.

Activity	Timestamp
Appraisal Form is generated	GIPL HR on 20/06/2024 3:53:27 PM
Appraisal Form is released for setting KPAs	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 KPAs	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	

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- Then click on "View Appraisal."



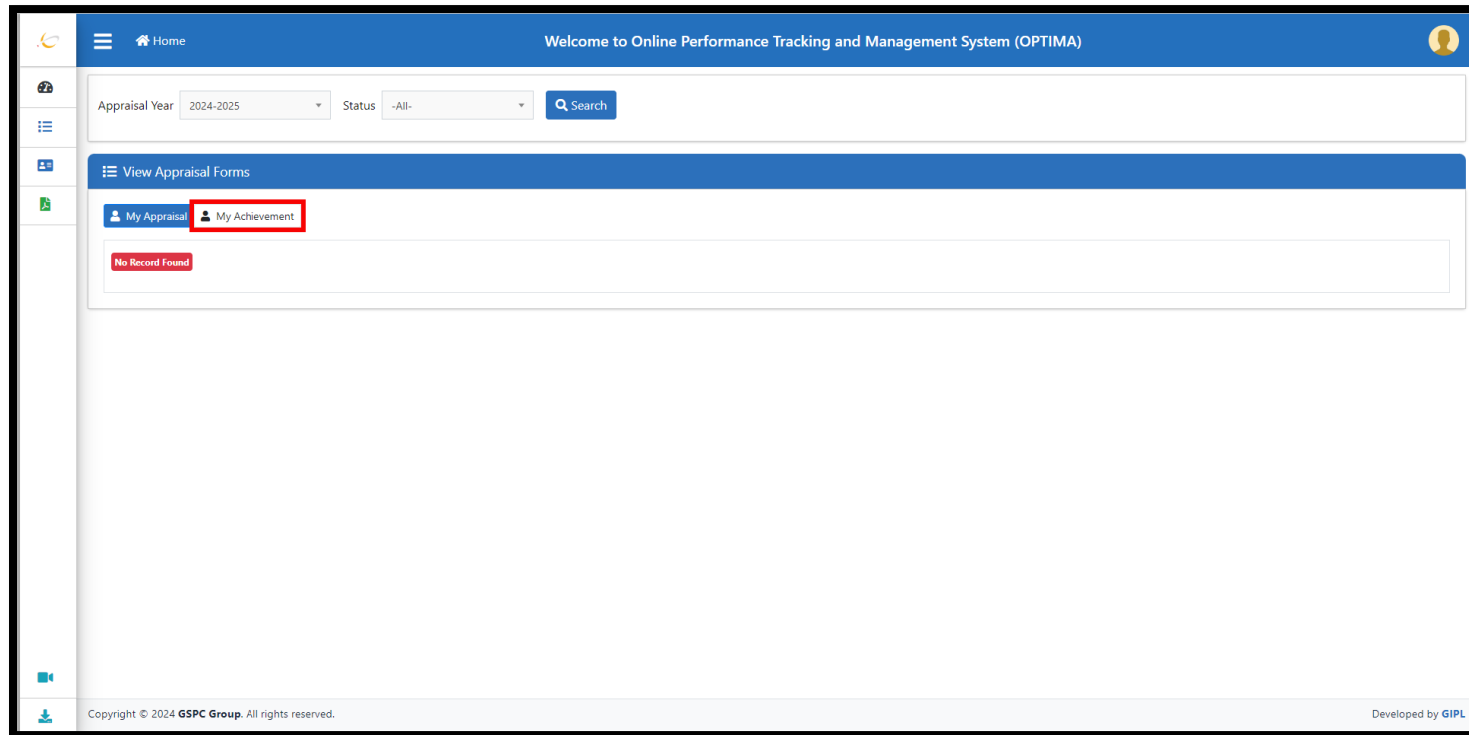
The screenshot displays the OPTIMA system interface. On the left sidebar, the 'View Appraisal' option is highlighted with a red box. The main content area shows a 'Details' section with a table of appraisal events. The table has two columns: 'Event' and 'Timestamp'. The events listed are:

Event	Timestamp
Appraisal Form is generated	GIPL HR on 20/06/2024 3:53:27 PM
Appraisal Form is released for setting KPA's	GIPL HR on 20/06/2024 3:53:56 PM
Appraiser 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 KPA's	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
Appraiser 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	

The interface also includes a top navigation bar with 'Welcome to Online Performance Tracking and Management System (OPTIMA)' and a user profile icon. The bottom footer contains 'Group. All rights reserved.' and 'Developed by GIPL'.

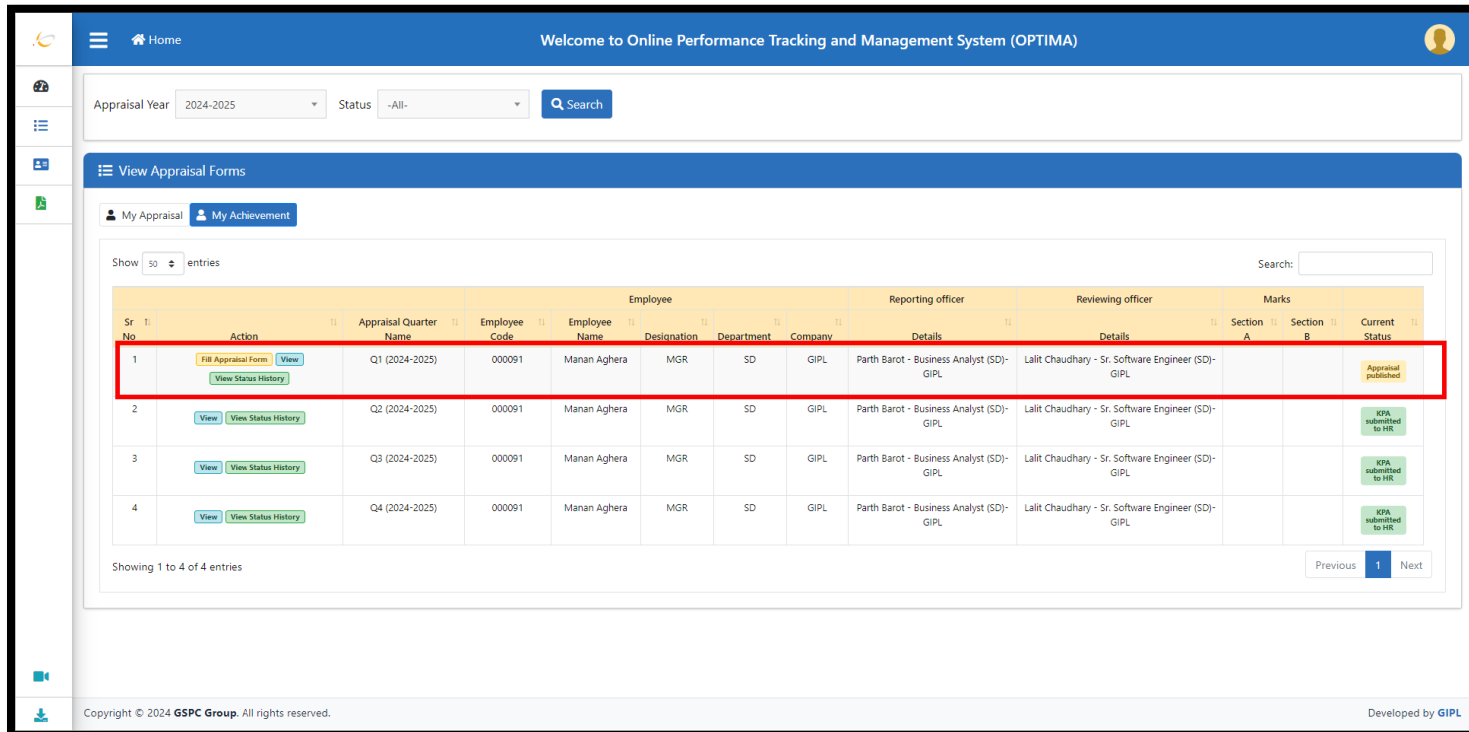
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- Here, employees can view different tabs. Then click on "My Achievement" to proceed further.



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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				Reporting officer Details	Reviewing officer Details	Marks		Current Status	
			Employee Code	Employee Name	Designation	Department			Company	Section A		Section B
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 HSE
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 HSE
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 HSE

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

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

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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.

KPAs Q1

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	testentry 641 characters left.	<input checked="" type="checkbox"/>	3 649 characters left.	<div style="border: 2px solid red; height: 80px;"></div> 650 characters left.	10.00
2	testentry 641 characters left.	<input type="checkbox"/>	testentry 641 characters left.	<div style="height: 80px;"></div> 650 characters left.	10.00

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

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.

KPAs Q1

Sr No	Key Performance Areas (KPAs)	Is Numeric?	Performance Indicators (Goals/ Targets/ Measures)	Actual Achievement (Reporting Officer in consultation with Appraisee)	Marks (Divide 50 marks among KPAs)
1	testentry 641 characters left.	<input checked="" type="checkbox"/>	3 testentry 649 characters left.	10 testentry 648 characters left.	10.00
2	testentry 641 characters left.	<input type="checkbox"/>	testentry 641 characters left.	Test Entry 640 characters left.	10.00
3	testentry 641 characters left.	<input type="checkbox"/>	testentry 641 characters left.		10.00

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

The screenshot displays the 'Welcome to Online Performance Tracking and Management System (OPTIMA)' interface. The main content area contains a table with two rows of data entry fields. Each row has a 'testentry' field, a checkbox, and a 'Test Entry' field. The 'Test Entry' field is highlighted with a blue border. Below the table, a 'Total' row shows a value of '50.00'. A red box highlights the 'Save' button at the bottom center of the form. The footer includes the copyright notice 'Copyright © 2024 GSPC Group. All rights reserved.' and the text 'Developed by GIPL'.

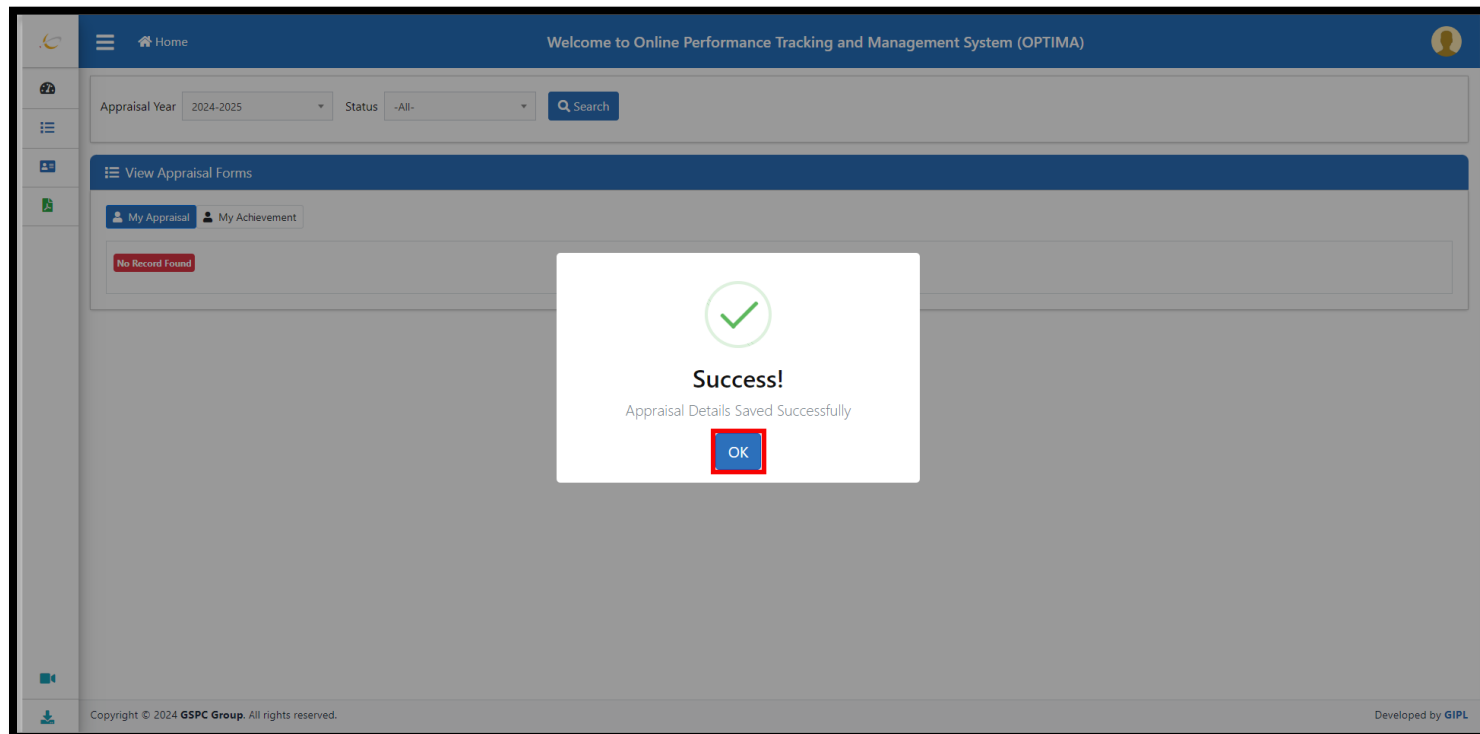
4	testentry	<input type="checkbox"/>	Test Entry	10.00
5	testentry	<input type="checkbox"/>	Test Entry	10.00
Total				50.00

Save

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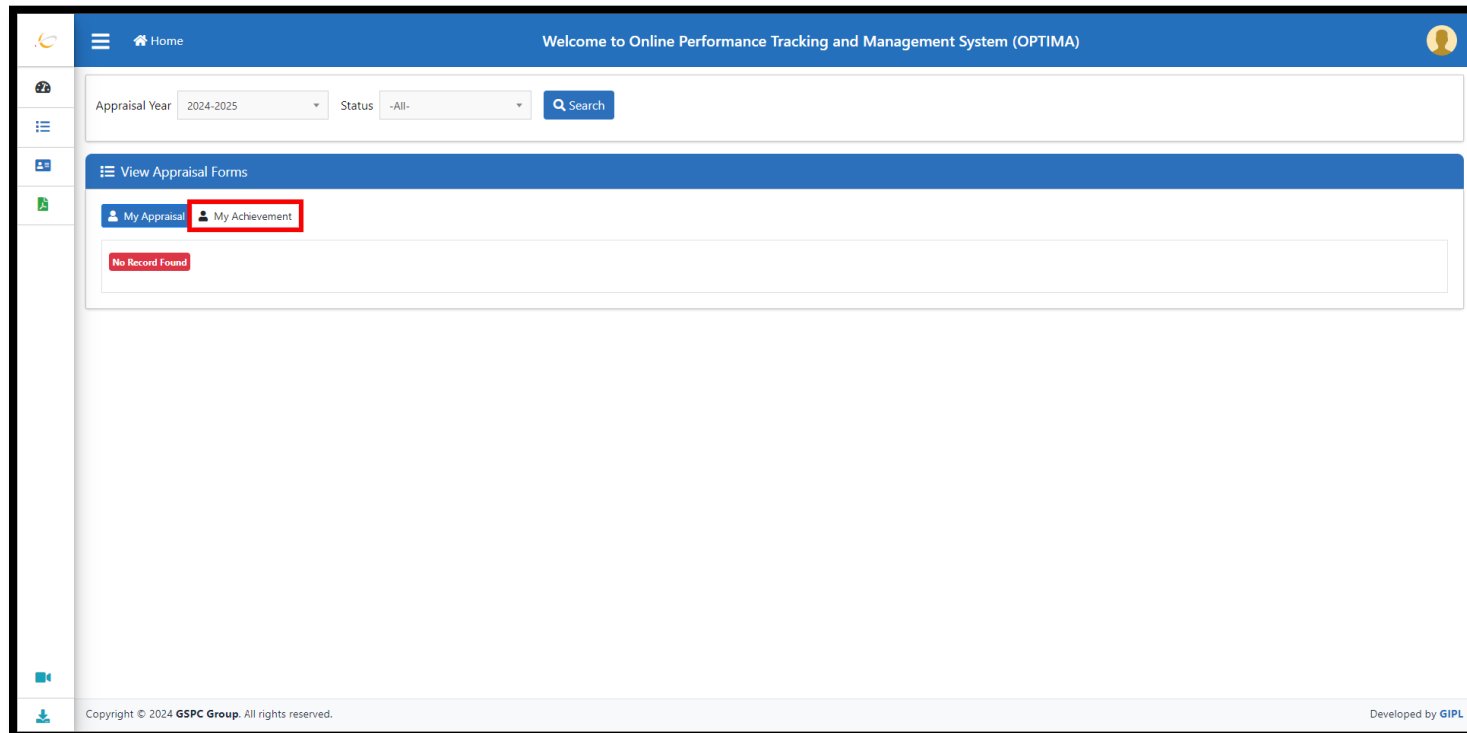
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- Then click on the OK button.



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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.

The screenshot displays the OPTIMA Employee User Manual interface. The top navigation bar includes a 'Home' link and a welcome message: 'Welcome to Online Performance Tracking and Management System (OPTIMA)'. Below this, there are filters for 'Appraisal Year' (2024-2025) and 'Status' (-All-), along with a search button. The main section is titled 'View Appraisal Forms' and contains tabs for 'My Appraisal' and 'My Achievement'. A table lists appraisal entries for the year 2024-2025. The first entry (Sr No 1) is highlighted, and the 'Forward to Reporting Officer' button is circled in red. The table columns include Sr No, Action, Appraisal Quarter Name, Employee Code, Employee Name, Designation, Department, Company, Reporting officer Details, Reviewing officer Details, Marks (Section A, Section B), and Current Status. The bottom of the interface shows a footer with copyright information for GSPC Group and development by GIPL.

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer Details	Reviewing officer Details	Marks Section A	Marks Section B	Current Status
1	Fill Appraisal Form Forward to Reporting Officer View	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.

Appraisee Forward to Reporting Officer

Appraisal Year: 2024-2025

Employee: Manan Aghera

Remarks:

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer	Reviewing officer	Marks	Current Status	
								Details	Details	Section A	Section B	
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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- And then clicks on the submit button.

Appraisee Forward to Reporting Officer

Appraisal Year: 2024-2025

Employee: Manan Aghera

Remarks: Forwarded

Sr No	Action	Appraisal Quarter Name	Employee Code	Employee Name	Designation	Department	Company	Reporting officer Details	Reviewing officer Details	Section A	Section B	Current Status
1	Fill Appraisal Form Forward To Reporting Officer View	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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- 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.

The screenshot displays the OPTIMA Employee User Manual interface. A modal dialog box titled "Appraise Forward to Reporting Officer" is open, showing the following details:

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

Below the dialog box, a confirmation message is displayed:

Are you sure you want to forward your Performance Appraisal Form for assessment for the Appraisal year 2024-2025 ?

Two buttons are visible: "No Cancel!" and "Appraise Forward to Reporting Officer".

The background interface shows a table with appraisal entries. The table has columns for Sr No, Action, Appraisal Quarter Name, and Status. The first four entries are for Q1, Q2, Q3, and Q4 of 2024-2025, each with a "View Status History" button.

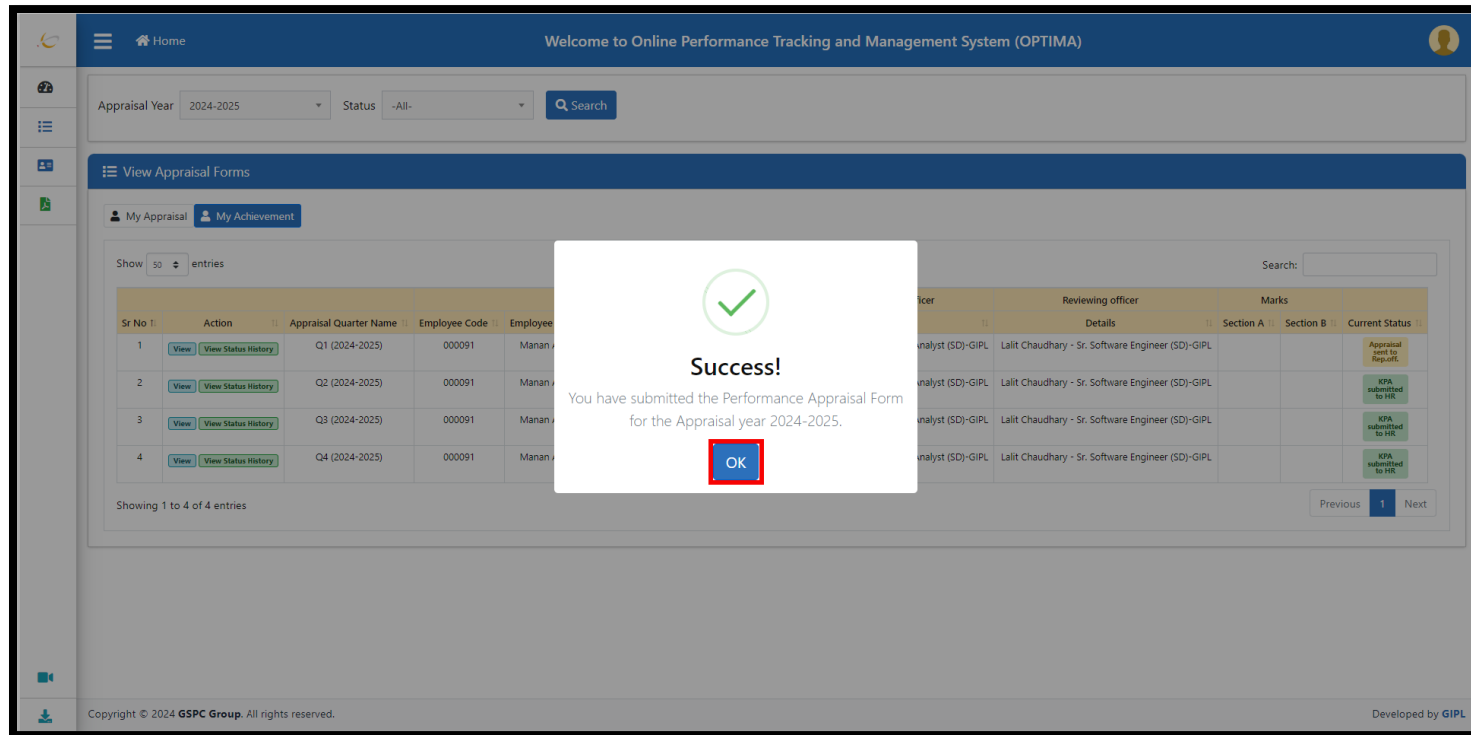
Reporting officer	Reviewing officer	Marks	Current Status
Details	Details	Section A	Section B
Arth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL		Appraisal submitted
Arth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL		KPA submitted to HR
Arth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL		KPA submitted to HR
Arth Barot - Business Analyst (SD)-GIPL	Lalit Chaudhary - Sr. Software Engineer (SD)-GIPL		KPA submitted to HR

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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

View Appraisal Forms

My Appraisal My Achievement

Show 50 entries

Sr No	Action	Appraisal Quarter Name	Employee					Reporting officer	Reviewing officer	Marks		Current Status
			Employee Code	Employee Name	Designation	Department	Company	Details	Details	Section A	Section B	
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 Reporting
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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