Getting Started

- Start at the Human Resources home page: https://www.odu.edu/humanresources
  - Select the PAPERS link on the right side of the page
  - Select Login PAPERS System
  - Click Monarch-Key Login
  - Use your Midas ID and Password to login

- Click the three dots and select Performance Management

Adding Progress Notes for Employee

There are two ways to enter Progress Notes. They can be entered either on the individual reviews or on the progress notes dashboard.
Individual Reviews Progress Notes:

- Select **My Employees’ Reviews** on the left hand side of the page.

  ![My Employees' Reviews Button](image)

- Select the Individual Employee review. Click **Progress Notes** on the sidebar, then click **Create Progress Note**.

  ![Progress Notes Button](image)

The Dashboard Progress Notes:

- Select **Progress Notes** on the toolbar. Click **Create Progress Note**.

  ![Dashboard Progress Notes Button](image)

The following popup will appear:

![New Progress Note Popup](image)

- Complete the required fields and then click **Create**.

**Note:** If the Shared box is checked by the employee, the supervisor can view this note. If checked by the supervisor, the employee can view the note.
Viewing and Editing Progress Notes

- Select **Progress Notes** on the toolbar to see a dashboard with all notes. Click **Advanced** to filter your notes by **Program, Employee, Type, or Date Range**. You can sort your search by any column.
- To view a progress note, click the title. The progress note will appear as a popup, and you will be able to **Delete** or **Edit**.