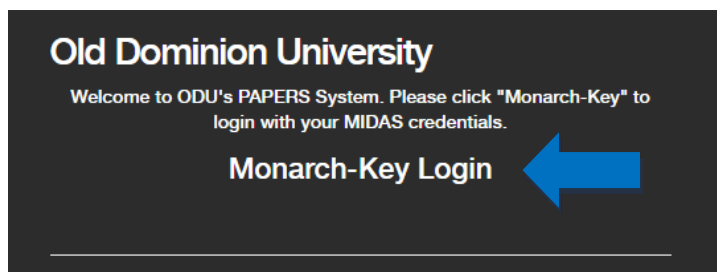
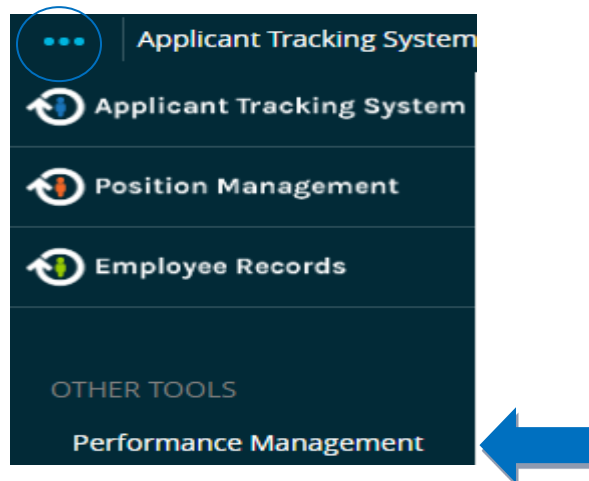


Getting Started

- 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**

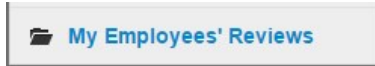


Adding Progress Notes for Employee

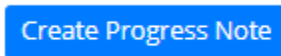
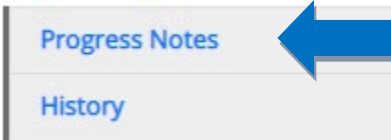
There are two ways to enter Progress Notes. They can be entered either on the individual reviews or on the progress notes dashboard.

Individual Reviews Progress Notes:

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

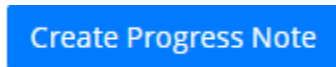


- Select the Individual Employee review. Click **Progress Notes** on the sidebar, then click **Create Progress Note**.



The Dashboard Progress Notes:

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



The following popup will appear:

New Progress Note ×

Program (optional)

-- choose an option -- ▼

Employee*

-- choose an option -- ▼

Type*

-- choose an option -- ▼

Title*

Comments*

Share this Progress Note

Attachment

Create
Cancel

- 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**.

Progress Notes Create Progress Note

Search Advanced +

Program: Type:
 Employee: Shared:
 Between: - Search

Title	Shared	Program	Date	Type	Author	Employee	
University Awards	shared	test 3234234	12/07/2017	Quarterly Performance Check-In	Nicole Fulton	you	
Quarterly Performance Check-In	private	2016 - 2017 Faculty Review Process	12/07/2017	One-on-One Meeting	you	Kimberly de Artola	
Goal Progress - Self-Evaluation	shared	2016 - 2017 Faculty Review Process	12/07/2017	One-on-One Meeting	Can Martinez	Can Martinez	