

System Set-up

- Setting up the system

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1. To begin setting up the system, select the "Setup" tab and click on "System"
2. The user will then be taken to the Strategy Setup page, from which users will be able to configure the organisations strategic framework. To begin setting up the framework, click on "Create"



3. The Organization Cycle dialogue box will appear. Select the relevant type of strategic framework from the "Framework" drop down list.

Organization Cycle - Generic Cycle

Framework	Generic
Cycle Name	Generic Cycle
Description	This is an example organization cycle
Start Year	2023
Cycle Start Month	June
Nomenclature:	
Goal	Goal
Objective	Objective
Indicator	Indicator

4. Fill in the relevant details regarding the organizations strategic cycle. Click on "Create" to save changes.

Nomenclature:

Goal

Goal

Objective

Objective

Indicator

Indicator

Update

Cancel

- Once the strategic framework and cycle have been created, the user may proceed with setting up the Performance Cycle. To begin doing so, click on "Performance" and then click on "Create".



System Setup

Cycles and parameters management

stratix

Strategy **Performance** Individual Stakeholder

Cycles PDP reasons PDP priorities PDP timeframes

Show 10 entries

Search:

Create

- A dialogue box will appear at the bottom of the page, wherein users will be able to input the details regarding the Performance Cycle.

Performance Period 2023

Name Performance Period 2023

Year Year

Review Frequency bi-annually

Cancel

- Once the details have been filled in, click on "Create" to save changes and create the performance cycle.

Name Performance Period 2023

Year 2023

Review Frequency bi-annually

Create

Cancel