



# Setting up the system

- 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"



**System Setup**  
Cycles and parameters management



StrategyPerformanceIndividualStakeholder

CreateDuplicate

Users

Organization Cycle - Generic Cycle

FrameworkGeneric

Cycle NameGeneric Cycle

DescriptionThis is an example organization cycle

Start Year2023

Cycle Start MonthJune

Nomenclature:

GoalGoal

ObjectiveObjective

IndicatorIndicator

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

Nomenclature:

GoalGoal

ObjectiveObjective


IndicatorIndicator

Update

Cancel

- 5. 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

stratXo

Strategy **Performance** Individual Stakeholder

Cycles **PDP reasons** PDP priorities PDP timeframes

Show 10 entries

Search:

Create

6. 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

7. 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

Revision #2

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