



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



Strategy

Performance

Individual

Stakeholder

Create

Duplicate

Users

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

- 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

stratXeo

Strategy **Performance** Individual Stakeholder

Cycles **PDP reasons** PDP priorities PDP timeframes

Show 10 entries Search:

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

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

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