

# 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"



Strategy Performance Individual Stakeholder

Create Duplicate

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".



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	<input type="text" value="Performance Period 2023"/>
Year	<input type="text" value="Year"/>
Review Frequency	<input type="text" value="bi-annually"/>
<b>Cancel</b>	

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

Name	<input type="text" value="Performance Period 2023"/>
Year	<input type="text" value="2023"/>
Review Frequency	<input type="text" value="bi-annually"/>
<b>Create</b> <b>Cancel</b>	

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