

User Guide Dialogue

For administrators and managers

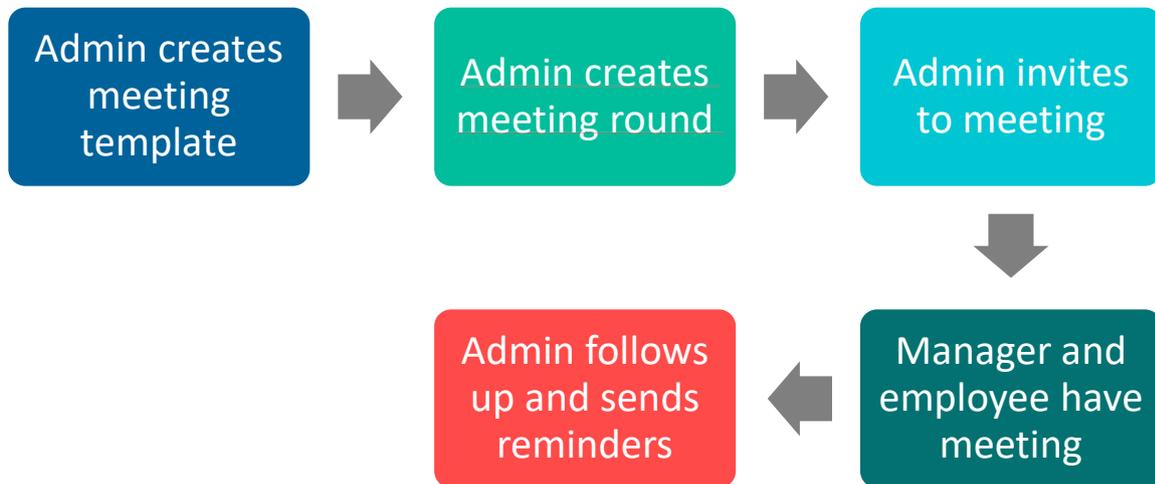
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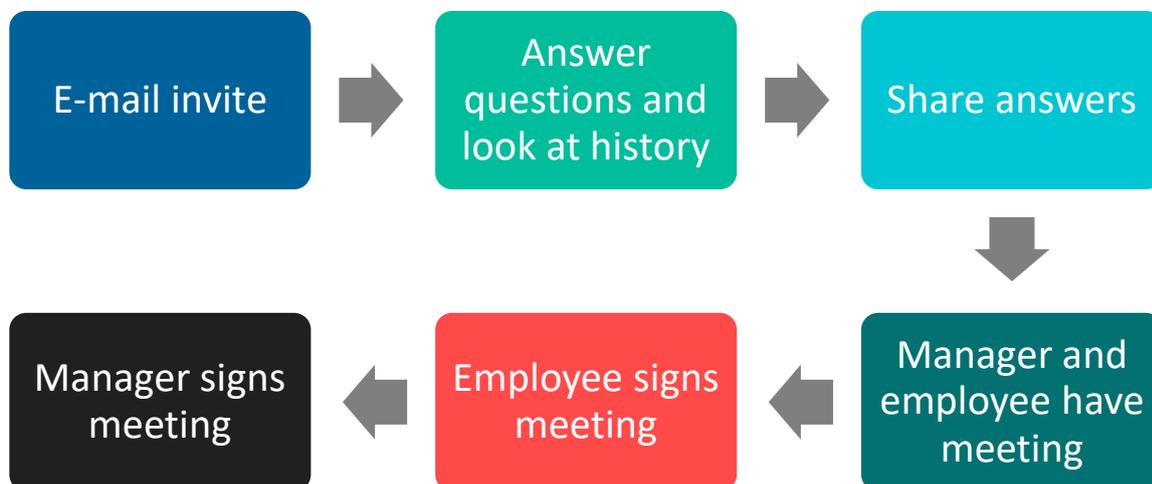
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1 Dialogue

1.1 The Process from an Admin Perspective



1.2 The Process from a Managerial and Employee Perspective



1.3 Target Audience

The target audience for the Dialogue module is organizations looking for support in planning, executing, and following-up on meetings. This guide is intended for Dialogue and system administrators but may also be used by managers and, for example, HR Business Partners.

1.4 Objective and Purpose

The objective is to facilitate the handling of and to improve the quality of structured meetings.

- Employees will be better prepared for the meeting.
- Managers have an outline to follow.
- The organization can ensure that all meetings are carried out the same way.
- Meeting history is saved in a GDPR-approved location.
- The organization can follow up that all meetings have been completed.

1.5 Managing Meeting Templates

1.5.1 Working with Meeting Templates

All meetings must be based on a meeting template. Once you have finished the meeting template, you can create meeting rounds based on it. Please note that once a meeting has been completed, it is no longer possible to edit the meeting template that the meeting is based on.

Please note that changes to a question in a copied meeting template also changes the question in the original template and vice versa. Thus, the questions are the same.

1.5.2 Name of Meeting Template

It may be a good idea to choose a name that clearly describes the template. The name and description of the meeting template are not visible to the employee.

Meeting template

Here you edit the settings and the content of the template. << Back

Template name *
Is not visible for employees

Description
Is not visible for employees

Work flow

- Meeting with preparation
 - Managers must share their feedback before being able to see the employee's self-assessment.
 - Employees must share their self-assessment before being able to see the manager's feedback
- Direct meeting - no preparation is required

Individual/Group

- Individual meeting - one employee per meeting
- Group meeting - multiple employees per meeting

1.5.3 Choosing Work Flow in Meeting Template

The screenshot shows a web form titled "Meeting template" with a subtitle "Here you edit the settings and the content of the template." and a "<< Back" button in the top right. The form contains the following fields and options:

- Template name ***: A text input field with a note below it stating "Is not visible for employees".
- Description**: A large text area with a note below it stating "Is not visible for employees".
- Work flow**: A section with three radio button options:
 - Meeting with preparation
 - Managers must share their feedback before being able to see the employee's self-assessment.
 - Employees must share their self-assessment before being able to see the manager's feedback
 - Direct meeting - no preparation is required
- Individual/Group**: A section with two radio button options:
 - Individual meeting - one employee per meeting
 - Group meeting - multiple employees per meeting

At the bottom of the form are two buttons: "Save" (in blue) and "Cancel".

When you create a meeting template, you choose whether meetings created with the template should require preparation.

Direct Meeting means that the participants do not have to enter the meeting form before the meeting takes place. There is nothing for the participants to fill out; the form is only used in order to document what is said and decided on during the meeting itself. The manager is the one who will fill out what is decided on during the meeting.

Meeting with preparation means that both employee(s) and manager(s) prepare by answering the questions in the meeting form. They share the answers with one another before the actual meeting is carried out. During the meeting, the manager will document what is decided as conclusions of each question.

If you do not wish for the meeting participants to be able to view the other person's shared answers before they have shared their own answer, you must check the options

- Managers must share their feedback before they can view the employee's self-assessment.
- Employees must share their own assessment before they can view the manager's feedback.

You may, however, choose to have only the manager or the employee answer some of the questions in the preparation.

1.5.3.1 Choose Individual or Group Meeting in Meeting Template

The meetings are usually carried out between a manager and an employee. In that case, the option Individual Meeting is used. If several employees are having the meeting with the manager, the setting Group Meeting is selected instead.

1.5.3.2 Template for Calendar Invite to Meetings

Template for invite is only used if integration with calendar is activated (contact your account manager if the need should arise). Add a template for invite if you want managers scheduling meetings to have a pre-filled text in their calendar event sent to the employees mentioned in the invite. The pre-filled text will be possible for the manager to change at each scheduling event - so the template is only meant to facilitate and clarify for managers.

1.5.3.3 Create Help Section on the Meeting Displayed to Managers or Employees

This function means that the user will receive an automatic pop-up help window the first time they access the meeting documents. Use the help section to explain what your organizational process looks like and how this meeting in particular works. Once the user has closed the help window, it is always accessible from the Help button at the top of the page. You may choose to use different help sections for managers and employees.

1.5.4 Automated Notifications for Meeting Templates

The screenshot shows the 'Meeting template' configuration page. At the top right, it says 'Created by Sysadm NC Today at 09:33'. Below this are three buttons: '<< Back', 'Open sendout log', and 'Preview'. The page has three tabs: 'Settings', 'Content', and 'E-mail and SMS'. The 'Content' tab is active. It contains a form with two main sections: 'Template name *' and 'Description'. The 'Template name' field contains 'Appraisal Interview' and has a small note below it: 'Is not visible for employees'. The 'Description' field contains a paragraph: 'An appraisal interview is a formal discussion process between an employee and his/her manager. Both prepare for the meeting by answering questions in advance. Once both have shared their answers they become visible for the other person.' Below the description field is another note: 'Is not visible for employees'.

Under the tab E-mail and SMS, you select which automated mailings are to be connected to the meeting template. You can turn off and on the existing pre-defined notifications via the On/Off button on the left side.

The screenshot shows the 'Meeting template' configuration page, now on the 'E-mail and SMS' tab. At the top right, it says 'Created by Sysadm NC Last Thursday at 09:33'. Below this are three buttons: '<< Back', 'Open sendout log', and 'Preview'. The page has three tabs: 'Settings', 'Content', and 'E-mail and SMS'. The 'E-mail and SMS' tab is active. Below the tabs is a heading: 'Here you can setup what will be sent out at various events associated with this period. These settings will be included when a period is copied.' Below this is a table with columns: 'Enabled', 'Event', 'Type', and 'Template name'. There are three rows of data. The first row has 'On' in the 'Enabled' column, 'To employee when invited' in the 'Event' column, 'E-mail' in the 'Type' column, and 'Invite to employee' in the 'Template name' column. The second row has 'Off' in the 'Enabled' column, 'To employee 0 days after the review period has opened' in the 'Event' column, 'E-mail' in the 'Type' column, and 'Invite to employee' in the 'Template name' column. The third row has 'Off' in the 'Enabled' column, 'To manager 0 days after the review period has opened' in the 'Event' column, 'E-mail' in the 'Type' column, and 'Invite to manager' in the 'Template name' column. To the right of the table is a dark button labeled 'Edit event' and a circular icon with a plus sign.

Enabled	Event	Type	Template name	
On	To employee when invited	E-mail	Invite to employee	Edit event
Off	To employee 0 days after the review period has opened	E-mail	Invite to employee	
Off	To manager 0 days after the review period has opened	E-mail	Invite to manager	

If you place the marker to the right, you may edit the event itself that will trigger a notification. You can delete the event, edit the number of days, change notification template to be sent or edit the connected notification template.

You click on the right to preview, edit or create a new notification template.

1.6 Access to Meeting Templates

The button for the Admin access to a meeting template is displayed when you place the cursor to the right of the template. Usually, this button does not need to be used, but it may be necessary sometimes. However, make sure to read what is stated below before you do so.

The following access levels may be used:

- **Read** (Level 1): can view the template
- **Add** (Level 2): may create own rounds using the template and can view and manage their own created rounds.
- **Edit** (Level 3): views all rounds based on the template (**NB!**)
- **Full access** (Level 4:) same as all the above + may delete the template

Note! Be careful with these settings. If you feel unsure, we recommend you contact your account manager or support since changes here may unintentionally grant employees access to completed meetings.

Template	Meeting type	Modified	By	Administration Access
Appraisal Interview	Individual with preparation	Today at 09:58	Sysadm NC	Administration Access

1.7 Working with Content in Meeting Templates

The screenshot shows the 'Meeting template' interface. At the top right, it says 'Created by Sysadm NC Today at 09:33'. Below this are three buttons: '<< Back', 'Open sendout log', and 'Preview'. The 'Content' tab is selected and highlighted with a red box. Below the tabs, there are two main fields: 'Template name *' with the value 'Appraisal Interview' and a note 'Is not visible for employees'; and 'Description' with the text 'An appraisal interview is a formal discussion process between an employee and his/her manager. Both prepare for the meeting by answering questions in advance. Once both have shared their answers they become visible for the other person.' and another note 'Is not visible for employees'.

The contents of a meeting template are managed under the tab **Contents**.

1.7.1 Adding Sections to Meeting Template

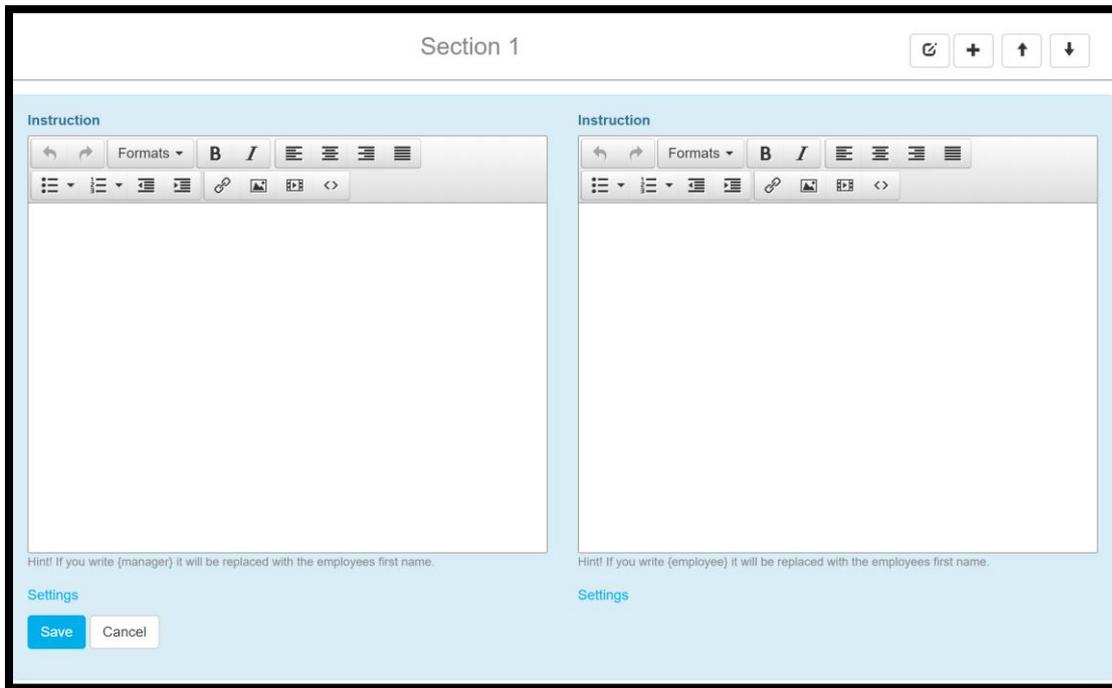
The screenshot shows the 'Meeting template' interface with the 'Contents' tab selected. A dropdown menu is open on the left, listing various options: 'Question - Dropdown', 'Question - Slider', 'Question - Text box', 'Question - File attachment', 'Competence', 'Future role', 'Update personal info', 'Succession', 'Summary of the meeting', 'Instruction', 'Header', 'New section' (highlighted in blue), and 'Add' (with a dropdown arrow). Below the menu, there is a 'Link in question' button. The main content area shows 'Section 1' with a 'Manager name' field and a person icon. To the right of 'Section 1' are four icons: a link icon, a plus sign, an up arrow, and a down arrow. At the top right, it says 'Created by Sysadm NC Yesterday at 09:33' and 'Modified by Sysadm NC Yesterday at 09:58', with buttons for '<< Back', 'Open sendout log', and 'Preview'.

A meeting template is based on sections, which in turn includes one or more questions.

The screenshot shows the 'Meeting template' interface with the 'Contents' tab selected. The main content area shows 'Section 1' with an 'Employee name' field and a person icon, and a 'Manager name' field and a person icon. Below 'Section 1' is an 'Edit' button and four icons: a link icon, a plus sign, an up arrow, and a down arrow. At the bottom left, there is an 'Add' button (with a dropdown arrow) and a 'Link in question' button. At the top right, it says 'Created by Sysadm NC Last Thursday at 09:33' and 'Modified by Sysadm NC Last Thursday at 09:58', with buttons for '<< Back', 'Open sendout log', and 'Preview'.

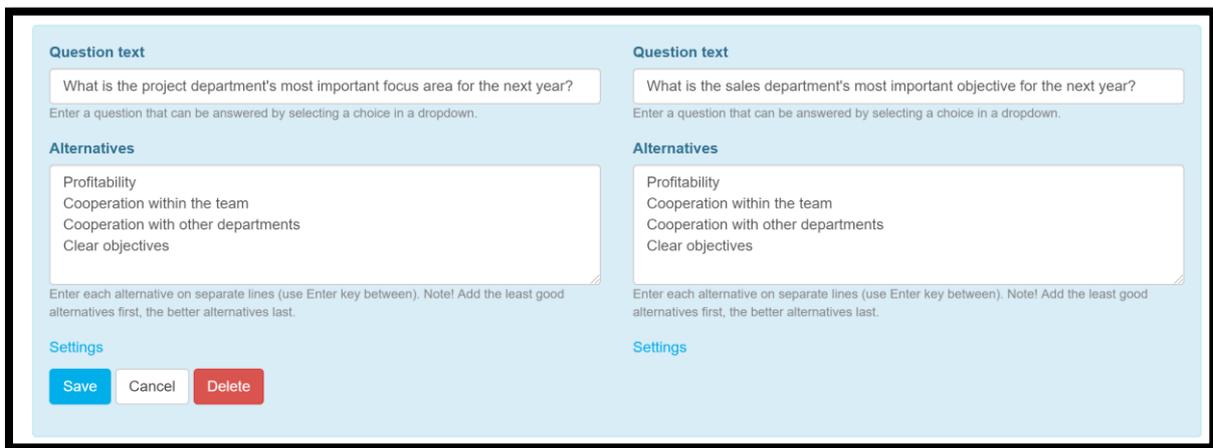
The name of a section is changed under the button on the right. Using the arrows, you can also move an entire section downwards or upwards in the template.

1.7.2 Instructions in Meeting Template



You can add an instructional text in a meeting template in order to give instructions or introduce a section. Here you can also enter images and, using HTML-code, you can post buttons, links, videos etc.

1.7.3 List Box Question in Meeting Template



Here you enter a question that the employee and the manager will answer by selecting a value in a drop-down list.

You state which values to include in the list box by entering the values with a line break between each value.

1.7.4 Competency Assessment Question in Meeting Template

When included in a meeting template, the competency question will display the employee's current roles and competencies. This requires that the organization uses the Competency Module.

Role example: Project manager			
Competence	My level		
Leadership			
Clear and effective communication	Starting level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 3 months ago
	Lisa Anderson	▲ 1	
	Steve Smith	▲ 1	
	Conclusion	?	
Ability to delegate	Starting level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 3 months ago
	Lisa Anderson	▲ 1	
	Steve Smith	▼ 1	
	Conclusion	0	

In the preparation phase, employee and manager can independently fill out their assessment of the employee's competency. A suggested raise is displayed as an arrow pointing upwards, with a number stating how many steps upwards.

After sharing, employee and manager can see the other's suggestions (depending on the settings for sharing in the template it may be required for one person to share in order to view the other person's suggestion). After sharing, a Conclusion-assessment is shown where the manager sets the final level during the meeting with the employee.

Questions where a final level has not been set are marked with a question mark.

The conclusion regarding a competency question is stored as the employee's actual competency in the Competency Module as soon as the manager signs the meeting. If there is no conclusion, the manager's suggestion will be used as a new actual competency. The current competency levels are not displayed in the signed meeting, but rather the levels that the employee had at the start of the meeting. Both parties' suggestions for changes are displayed.

1.7.5 Text Questions in Meeting Template

Text questions in meeting templates may be used when a more argumentative answer is needed or when there are not a given number of potential answers.

A text question is based on the employee writing down their answer as text instead of choosing an option or a level.

1.7.6 Sliding Scale Question in Meeting Template

<input type="button" value="Show history"/>	<input type="button" value="Show history"/>
How would you describe your performance during the last year	How would you describe your employee's performance during last year?
 Employee name	 Employee name
<input type="range" value="3"/>	<input type="range" value="0"/>
Poor OK Good Very good	Poor OK Good Very good

Here you enter a question that the employee and the manager will answer by selecting a value on a slider scale.

You state which values to include in the slider scale by entering the values with a line break between each

option.

Please note that the stored answer will become a % value, and not the values you enter in the box of alternatives - these only explain what the scale means.

The steps in the slider scale question name which points to be shown on the slider. Using the setting Fixed Points, you state whether the slider should stop on the options, or whether it should be possible to place the marker between steps.

We recommend that you use at least two steps. The steps you name will be distributed evenly across the slider.

1.7.7 Appendix Questions in Meeting Template

Appendix questions may be used to upload material or documents created using other forums. There the answer to the question is submitted by uploading a file.

1.7.8 Succession Questions in Meeting Template

A succession question is only displayed to the manager during a meeting. The available succession questions are:

Potential = Slider scale where you register the employee's potential.

Performance = Slider scale where you register the employee's performance.

Risk of resignation = Slider scale where you register the risk of the employee's resignation.

Consequence of resignation = Slider scale where you register the consequence of the employee's resignation.

The succession questions cover the same parameters as the succession module. The choices recorded by the manager during the meeting will update the employee's potential, performance, and risk of resignation in the succession module with the accompanying reports.

1.7.9 Update Personal Information in Meeting Template



Adding “Update Personal Information” to a meeting template means that the user will be asked to answer questions that will update the profile page. For the information to be visible on a user's profile page, however, that particular user field must be switched on.

The questions that may currently be handled via this function are:

- whether you may consider working at a different location than the current one
- when you plan to retire.

The manager will not answer these questions but may view the employee's answers.

1.7.10 Question Settings

Question text
What is the project department's most important focus area for the next year?
Enter a question that can be answered by selecting a choice in a dropdown.

Alternatives
Profitability
Cooperation within the team
Cooperation with other departments
Clear objectives

Enter each alternative on separate lines (use Enter key between). Note! Add the least good alternatives first, the better alternatives last.

[Settings](#)

Save **Cancel** **Delete**

Question text
What is the sales department's most important objective for the next year?
Enter a question that can be answered by selecting a choice in a dropdown.

Alternatives
Profitability
Cooperation within the team
Cooperation with other departments
Clear objectives

Enter each alternative on separate lines (use Enter key between). Note! Add the least good alternatives first, the better alternatives last.

Settings

Question text
What is the project department's most important focus area for the next year?
Enter a question that can be answered by selecting a choice in a dropdown.

Alternatives
Profitability
Cooperation within the team
Cooperation with other departments
Clear objectives

Enter each alternative on separate lines (use Enter key between). Note! Add the least good alternatives first, the better alternatives last.

[Settings](#)

Question text
What is the sales department's most important objective for the next year?
Enter a question that can be answered by selecting a choice in a dropdown.

Alternatives
Profitability
Cooperation within the team
Cooperation with other departments
Clear objectives

Enter each alternative on separate lines (use Enter key between). Note! Add the least good alternatives first, the better alternatives last.

Settings

- Private**
The question/information will not be shown to the other party, not even after sharing or signing.
- History**
Enables the possibility to see previous answers.
- Conclusion**
Enables the possibility to set a mutual answer/value after discussion.
- Activities**
Enables the possibility to add activities.
- Include in final score**
Should this question be included in the final score? If so, what weight should it have.

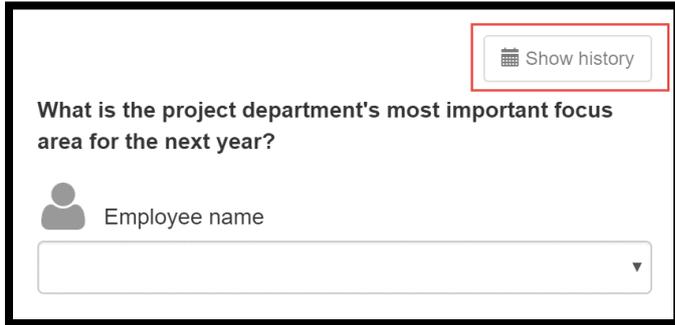
Save **Cancel** **Delete**

1.7.10.1 Private

If you mark a question as Private, only the party who is asked the question will be able to see it and the answer, even after the meeting has been shared.

1.7.10.2 History

For certain types of questions, it is possible to choose whether to display the question's history. This means that the employee and the manager can view the history for a question from previous meeting sessions.



The screenshot shows a meeting question interface. At the top right, there is a button labeled "Show history" with a calendar icon, which is highlighted with a red rectangular box. Below the button, the question text reads: "What is the project department's most important focus area for the next year?". Underneath the question, there is a user selection area with a person icon and the text "Employee name", followed by a dropdown menu.

The history will display the answers of both the manager and the employee as well as the conclusion on the matter. For history to be displayed, the meeting must be based on the same meeting template or a meeting template that is a copy of the original meeting template.

It is also possible to link a question from another meeting template in order to include history.

1.7.10.3 Conclusions in Questions

For certain questions, it is possible to choose under **Settings** whether the question should have a conclusion. The idea of including a conclusion is for the manager and employee to first answer the question individually and then reaching a conclusion during the meeting.

Only the manager can enter the conclusion.

1.7.10.4 Activities

In addition to Conclusion, it is common to add the option of connecting an activity to be performed by the employee. This activity is of the same type as the activities that may be added from the Goals or Me modules. It can either be a practical activity for the employee to perform or an activity from the course catalog. Only the manager can add activities to meetings.

1.8 Managing Meeting Rounds

1.8.1 Working with Meeting Rounds

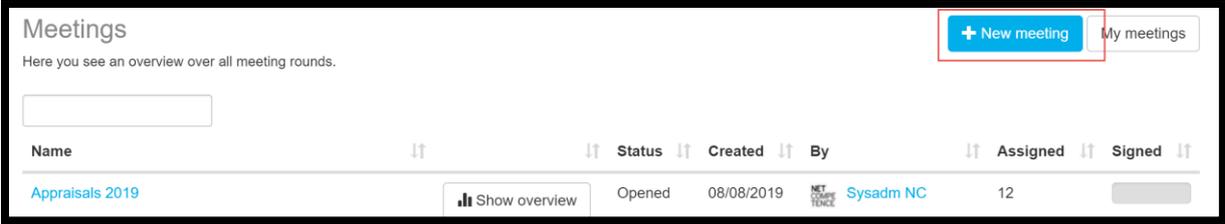
A meeting round is created in order to enable connecting individuals to meetings. In a meeting round, each employee may be invited to meetings once (except if the employee has several managers, in which case they may be invited to 1 meeting per manager in that round).

A meeting round may include anything from 1 individual meeting to thousands, e.g.

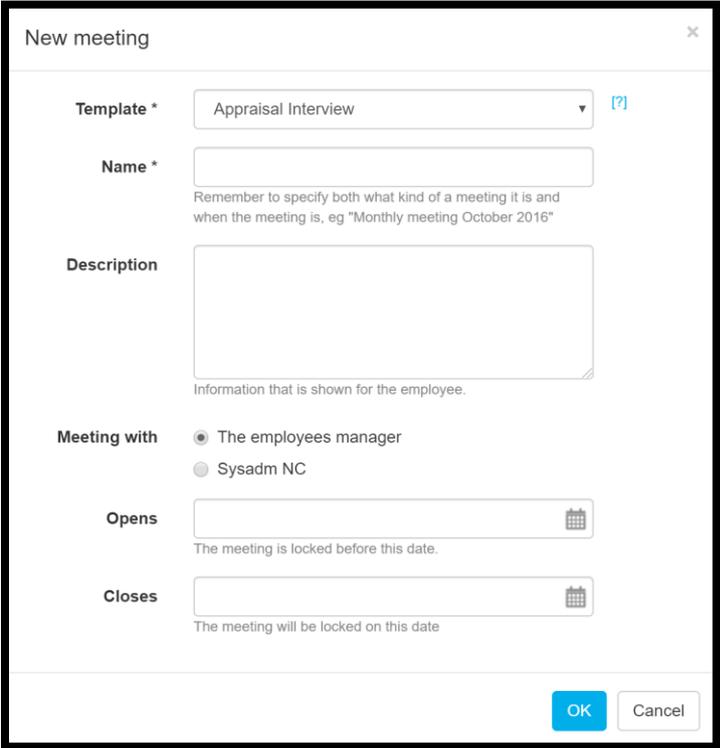
- If the company holds annual performance reviews with all employees, one meeting round per year is required (where all use the same meeting template).
- If a manager wants to have monthly debriefings with all their employees, that manager will create one meeting round each month for themselves and their group.
- If it is company policy that each manager shall have monthly debriefings with all employees, Admin will create a meeting round each month for the entire company.
- If a manager wants to have an ad hoc meeting with an employee on a single occasion, that manager will create a meeting round.

We recommend that HR manages the meeting rounds and invites employees. If managers need to do so, each meeting they create will become a separate meeting round and the follow-up will be very obscure. In addition, managers will then require access to add meetings based on the template in question.

1.8.2 Dialogue Box for New Meeting Round

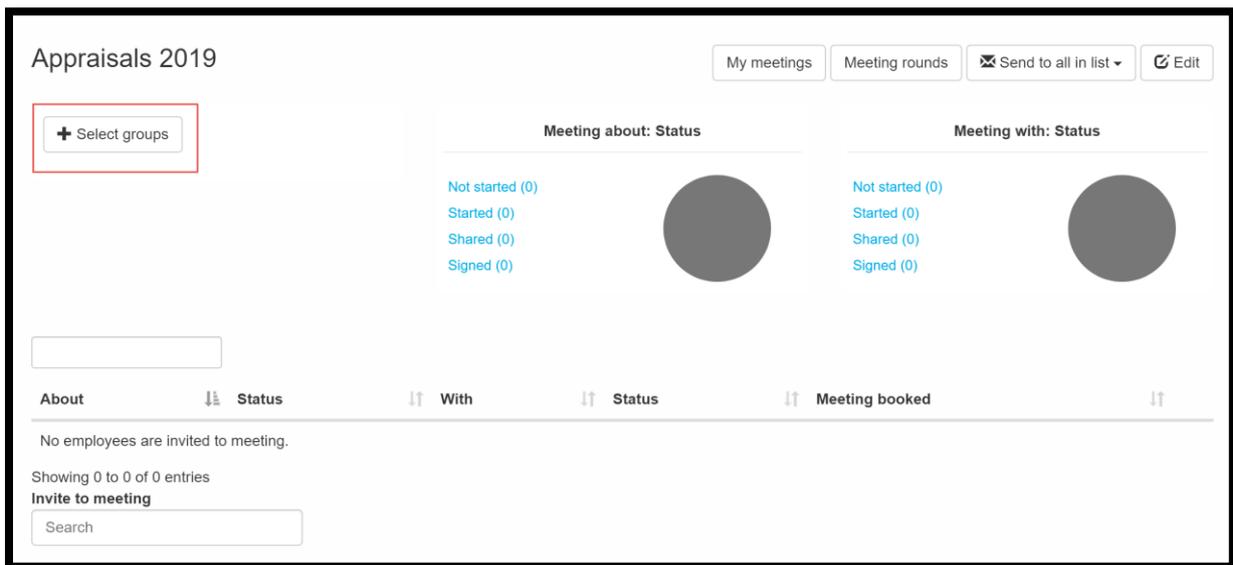


All meetings must be based on a meeting template. Click on **New meeting** to create a new round.

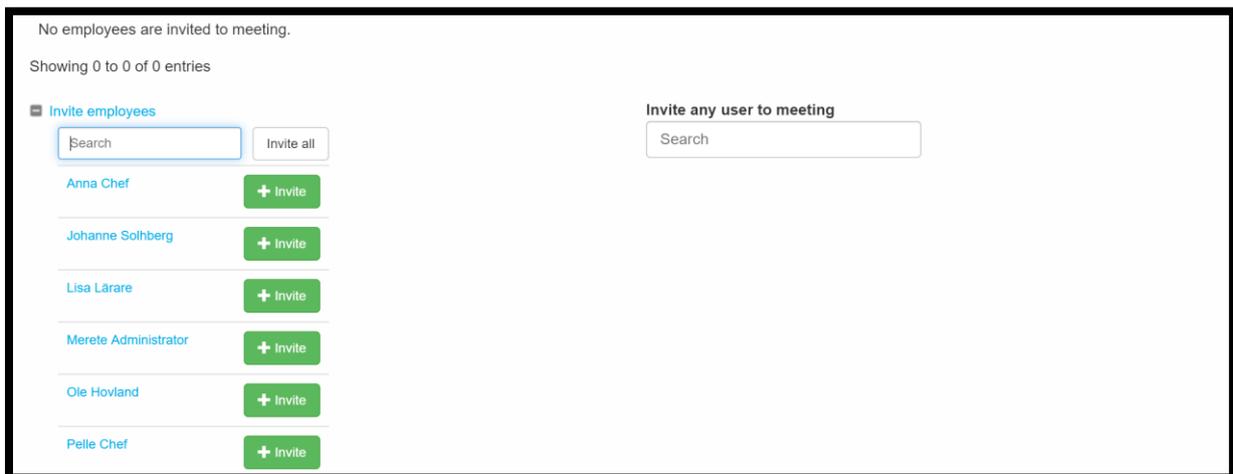


Then select which template to base the meeting round on, the name of the meeting, and whether the meeting should only be open between specific dates. Name and any description are displayed to the employees.

If the meeting has specific dates, it is visible to the participants outside of these dates, but the meeting cannot be opened.



The next step is to select groups to invite to the meeting. Once you've selected a group, all participants in that group are visible further down on the page.



You may now choose to invite all members of the group or only individual employees. When an employee is invited, the meeting also becomes available to their manager.

If the manager is the one creating a meeting round, he/she shall enter the same round to invite other employees they want to hold the same type of meeting with. If they create a new meeting, this will create new rounds, which leads to very many meetings.

1.8.3 Edit Meeting Round

You can edit a meeting round once it's been created and employees have been invited, but you cannot change the meeting template.

1.9 Meeting History

1.9.1 Opening Log

When a meeting is opened by an employee, a manager, or a meeting administrator, this is logged in the opening log.

The screenshot shows a table with columns: About, Status, With, Status, Meeting booked. Two rows are visible, both with 'Not started' status and 'Anna Chef' as the manager. A dropdown menu is open over the second row, showing 'Open', 'View log', and 'Allow access for new manager'. Below the table is a 'View log' button with a close icon. The log itself is a table with columns: By, User name, Time, IP-address, Event. It contains three entries, all for 'Opened meeting' events.

About	Status	With	Status	Meeting booked
Ole Hovland	Not started	Anna Chef	Not started	<input type="checkbox"/>
Sara Administratör	Not started	Anna Chef	Not started	<input type="checkbox"/>

View log ×

By	User name	Time	IP-address	Event
Ole Hovland	ole	Today at 15:43	83.140.173.122	Opened meeting
Anna Chef	anna	Today at 15:41	83.140.173.122	Opened meeting
Anna Chef	anna	Today at 15:41	83.140.173.122	Opened meeting

Close

1.9.2 Allow Access for New Manager

By default, a completed meeting is locked to a new manager if the employee has changed managers since the completion of the meeting. For the content of a completed meeting to be accessible to a new manager, an administrator or the employee in question must unlock it.

The screenshot shows a 'Meetings' section with a notification: 'You have 2 meetings that are hidden for your current manager. You can choose to reveal these one by one or all at the same time.' A 'Reveal all' button is present. Below is a table of meetings with columns: Name, Available, About, Status, Meeting with, Status, Meeting booked, Show/Hide. One meeting, 'Medarbeidersamtale Q1 2019', is marked as 'Hidden' and has a tooltip that says 'Click to reveal for your current manager'.

You have 2 meetings that are hidden for your current manager. You can choose to reveal these one by one or all at the same time. Reveal all

Meetings
Here you can see the past and planned meetings.

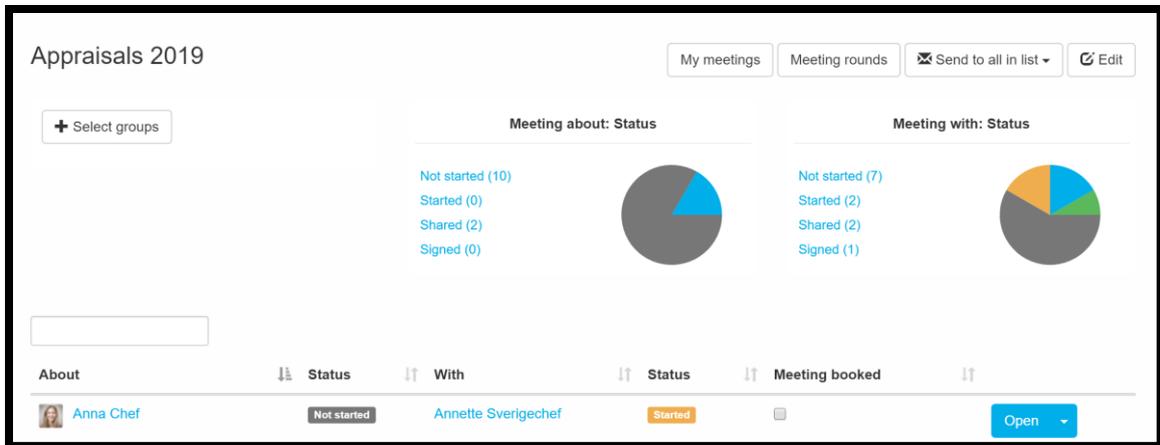
About me [About others](#)

Name	Available	About	Status	Meeting with	Status	Meeting booked	Show/Hide
Appraisals 2019	Opened	Ole Hovland	Started	Anna Chef	Not started	<input type="checkbox"/>	
Medarbeidersamtale Q1 2019	Closed	Ole Hovland	Not started	Jenny Norgechef	Not started	<input type="checkbox"/>	Hidden
Utveklingsamtal Q4 2018	Closed	Ole Hovland	Not started	Annette Sverigechef	Not started	<input type="checkbox"/>	Visible
Medarbeidersamtale Q4 2019	Closed	Ole Hovland	Not started	Jenny Norgechef	Not started	<input type="checkbox"/>	Hidden
Utveklingsamtal Q3 2018	Closed	Ole Hovland	Shared	Annette Sverigechef	Signed	<input type="checkbox"/>	Visible
Utveklingsamtal Q2 2018	Closed	Ole Hovland	Signed	Annette Sverigechef	Signed	<input type="checkbox"/>	Visible

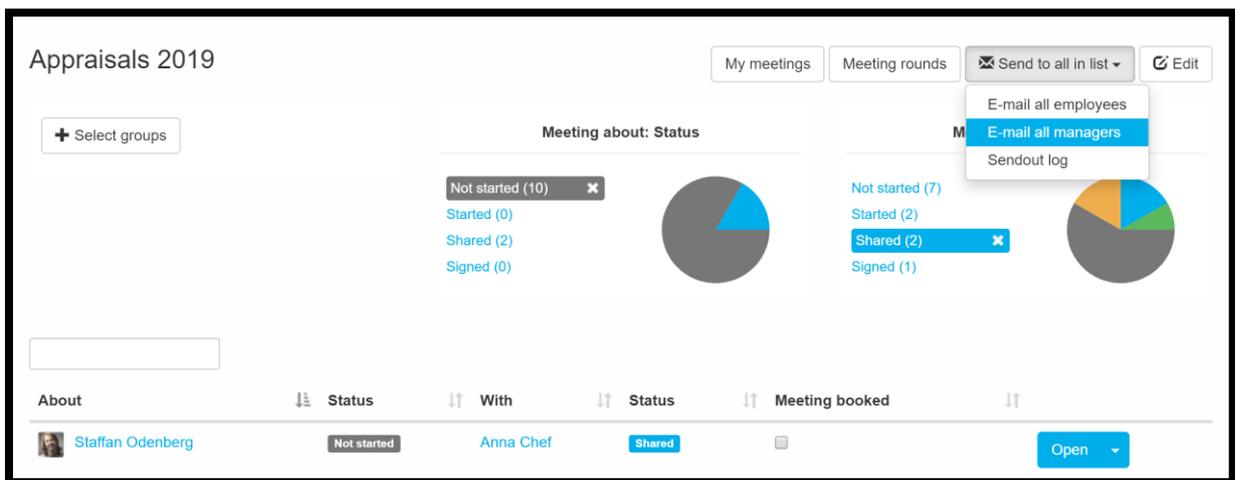
1.10 Following Up Completion of Meeting

1.10.1 Overview in Meeting Rounds

Directly in the meeting round, you will see status for managers and employees via the two pie charts.



If you click on a status, you will filter the people with that status. You can also send mailings to the filtered users.



On the page of meeting rounds, you can see all meetings you have access to. By clicking Show overview, you can view specific data for that particular meeting.

Name	Status	Created	By	Assigned	Signed
Appraisals 2019	Opened	08/08/2019	Sysadm NC	12	<input type="text"/>
Appraisals 2018	Opened	09/08/2019	Sysadm NC	0	<input type="text"/>

On the tab **Meeting - group overview** you can choose to view the percentage of completion for specific groups. Click **Add** to select group.

Appraisals 2019

<< Back Edit

Meeting group overview Meeting manager overview

Group	Signing in %	
Norway	<div style="width: 20%; background-color: green;"></div>	✕
Stockholm	<div style="width: 40%; background-color: green;"></div>	✕
Sweden	<div style="width: 30%; background-color: green;"></div>	✕

+ Add

You can also choose to combine, for example, an access group and an organization unit.

Select groups...

Search for groups...

+ Access Group	Chosen groups	Combinations
+ Organization unit	Organization unit: Sweden ✕	+ Add combination
+ Role	Organization unit: Norway ✕	+ Add combination
	Organization unit: Stockholm ✕	+ Add combination

OK Close

The tab Meeting manager overview displays the meetings grouped by responsible manager. Here you can also choose to send a reminder to selected managers or to all managers.

The screenshot shows the 'Appraisals 2019' interface. At the top right, there are '<< Back' and 'Edit' buttons. Below the title, there are two tabs: 'Meeting group overview' (highlighted in blue) and 'Meeting manager overview'. A search bar is located below the tabs. The main content is a table with the following columns: 'Manager', 'Manager for', and 'Signing in %'. Each row has a checkbox on the left. The first row shows 'Anna Chef' as the manager for 'Stockholm' with a green progress bar. The second row shows 'Annette Sverigechef' for 'Sweden' with a grey progress bar. The third row shows 'Jenny Norgechef' for 'Norway' with a grey progress bar. At the bottom left, there is a 'Send reminder' button with a checkbox icon.

<input type="checkbox"/>	↓ Manager	↑ Manager for	↑ Signing in %
<input type="checkbox"/>	Anna Chef	Stockholm	<div style="width: 30%; background-color: green;"></div>
<input type="checkbox"/>	Annette Sverigechef	Sweden	<div style="width: 0%; background-color: grey;"></div>
<input type="checkbox"/>	Jenny Norgechef	Norway	<div style="width: 0%; background-color: grey;"></div>

Send reminder

1.10.2 Report description: Meetings group overview

In this report, you can view the signing percentage for a specific meeting round by selected groups. The report also calculates the number of employees in each group and how many of them were invited to the meeting. This facilitates the identification of employees who have not been invited (e.g. because the group includes new hires or because employees have changed groups).

21/08/2019 09:45

Meetings group overview (Sysadm NC 21/08/2019) 1 (1)

This report allows you to see selected groups signing rate for a specific meeting round. Report also counts total number of employees in each group and how many of those have been invited (assigned to) a meeting. This helps identify employees that has not been invited (because new employee or change of group).

Appraisals 2019

Group	Manager	Total	Not invited	Invited	Not started	Started	Shared	Signed	Percentage
Sweden	Annette Sverigechef	9	0	9	6	0	0	3	<div style="width: 33.3%;"></div>
Norway	Jenny Norgechef	6	0	6	4	0	1	1	<div style="width: 16.7%;"></div>

Groups: Norway, Sweden **Meeting round:** Appraisals 2019

Navigation: 🏠 Meetings group overview [?] 🏠