

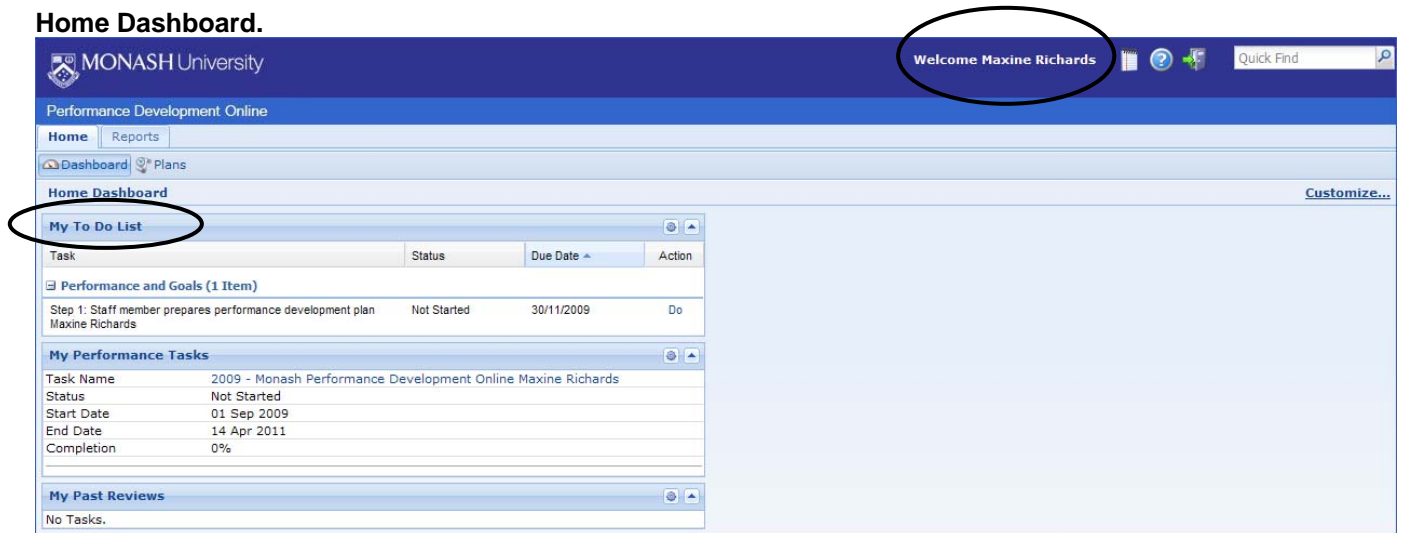
## Home Dashboard

Performance Development Online opens by default to the 'Home Dashboard'. The Home Dashboard contains:

- The user's 'My To Do List'
- Pre-selected reportlets.
- Welcome (user name).

**Welcome Maxine Richards**

### Home Dashboard.



The '**Home Dashboard**' view displays the following items:



Home tab

PDO home page.

Dashboard tab

User's home page.

Reports tab

PDO reports.

Plans tab

Shows current and completed performance development plans for the user.  
Shows current and completed performance development plans for their team if logged in as a supervisor or unit head.  
*\*No completed plans will be visible until the next performance development cycle.*



1. My Notes

Used to create notes that are private to the user.

2. Help

Opens a help facility that will take the user to Monash specific PDO resources.



A series of action buttons and tabs appear consistently in all plans at each step of the process.



**1** The **header** will show the name of the employee and the review period.

**2 Action buttons**

Save Draft	saves a draft of the plan
Submit	submits the plan and moves it to the next step in the process
Send Back	sends the plan back to the previous step with comments
Request Input	sends the plan to a nominated secondary supervisor for feedback
Print Preview	opens a print friendly view of the form
Notes	allows for review of the notes contained in the notebook
Spell Check	conducts a spell check

**3** A series of **tabs** which the user opens and adds content to. The 'Overview', 'Career Aspirations', '3 Year Goals', 'Leadership', 'Workload Allocation' and 'Send Back & Input History' tabs appear at each step in the process.

The 'Comments' tab becomes visible at Step 3: Staff member completes mid-cycle self review. It is then visible for the remainder of the process.

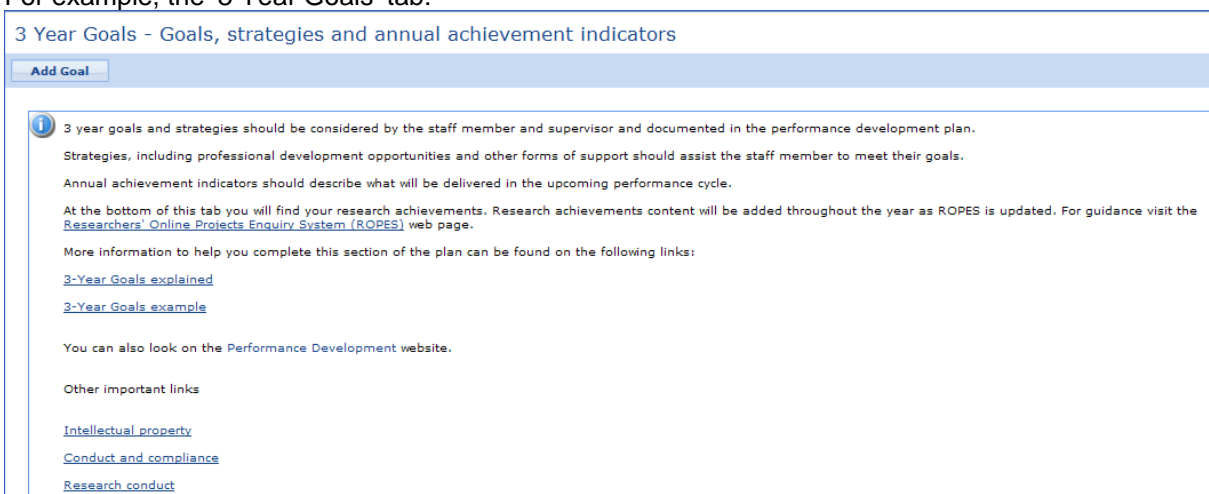
The 'Acknowledgement' tab is viewable only at Step 9: Staff member acknowledges review completion.

Instructions

Each tab contains an instruction area. The instructions:

- describe the purpose of the tab
- contain hyperlinks to websites and additional resources

For example, the '3 Year Goals' tab:



Auto save

PDO will conduct an auto save every 14 minutes. Click on the 'Save Draft' button if you wish to save your work more frequently.

For security purposes, the PDO system will timeout after 30 minutes if there has been no activity.