EMPLOYEE MANAGEMENT SYSTEM TUTORIAL –Script
Originally by: Anthony Perkins & Eric Burton for Authorware production.
Revised and re-authored with PowerPoint & Captivate by: Anthony Perkins

01   **(Opening screen) <Begin introduction music>** Welcome to the FedEx Strategic Sourcing and Supply, Employee Management System Tutorial.

02   Over the course of this tutorial, you will learn:

How to access the EMS system,

How to create, edit and view objectives…

How to submit your PBOs[1] for approval, and finally,

How to request points for your PBOs.

03   Let's start by opening your web browser. The EMS system is fully compatible with both the Internet Explorer and Netscape Communicator browsers. For training purposes, we will use the Netscape browser.

04   In the URL address window, type in: VIP dot FedEx dot com.

05   You will be prompted to identify yourself at a login screen. Your username will be your first and last initials followed by your employee number.

06   In the next space, type in your VIP password and hit, "OK".

07   If you do not have a VIP password, please send an email to VIP account at sourcing dot FedEx dot com.

08   You should now be viewing your "Newspage" in the Strategic Sourcing and Supply's Virtual Intelligence Portal or VIP.

09   Locate the "System's" menu. Please note that the menu may appear at different locations depending upon how your specific page has been configured.

10   At the bottom of the menu, you will find the, "EMPLOYEE MANAGEMENT SYSTEM" link. Select the Employee Management System link.

11   This will open up the "EMS Login Screen".

12   Enter your employee number. Be careful not include your initials.

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[1] PBOs: Performance by objectives.

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| 13 | Then enter your password. |

| 14 | If you do not have an EMS password, return to the VIP Newspage. |

| 15 | Locate the "System's" menu… |

| 16 | Click, "System's Password Maintenance", select the appropriate status, and follow the brief instructions. |

| 17 | Once you have entered your employee number and password properly, select the "Submit" button. |

| 18 | You should now be viewing the EMS Welcome screen. Now click the "MANAGE PBO" link. |

| 19 | You are now looking at the PBO screen. |

| 20 | Notice that your "OBJECTIVE STATUS" is in the "DEFINING" stage and the points left are one hundred percent. This means you can add and edit objectives at this time. |

| 21 | Make sure you are in the correct half of the fiscal year. |

| 22 | Please click, "VIEW MANAGERS MBO[2]". |

| 23 | You should now be looking at your manager's MBO screen. It is important to know your manager's objectives when creating your PBOs to ensure alignment throughout the organization. |

| 24 | Click, "BACK TO OBJECTIVES" to return to your PBO screen. |

| 25 | From the PBO screen, click the "ADD OBJECTIVES BUTTON". |

| 26 | Now select a reference objective from the drop-down menu. Please note that the reference objectives are the same objectives as your manager's MBOs that you viewed earlier. |

| 27 | The "SELF" option is an appropriate selection only if your objective indirectly supports your manager's objectives but is independent in origin. |

| 28 | Select a category from the next drop-down menu. |

| 29 | In the next space… click the box next to the appropriate quarter. |

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[2] MBOs: Management by objectives.

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30	In the "OBJECTIVE" text box, type your specific objective. Do not list multiple objectives in this space. You are permitted only one objective per page. **\<Transition text on screen: Only One Objective Per Page \>**
31	Type the due date in the next box. Use a two digit number for the month… a backslash… a two digit number for the day, another backslash, and then a four digit number for the year.
32	Fill out the action plan in the "ACTION PLAN" text block.
33	Next on the list is the measurement method. A well written objective… describes a specific result to be achieved. To determine when or whether that result has been achieved, you need some kind of measurement. It is important to select a basic measurement method that will show tangible results. **\<Transition text on screen: Describes a Specific Result to be Achieved \>**
34	In the "TARGET PERCENT" text block, enter the percentage of the total points allowed that you want this specific object to weigh. Note: You will type a number only; do not include a percent symbol.
35	You must click on "ADD" in order for your objective to be added to your file. Remember, you are not sending your objectives to your manager for approval at this time. You are simply adding an objective to your file. If you are interrupted while working on this form and need to save it, as an incomplete draft… you can click on the "ADD" button at any time and then return to the form at a later date for completion. **\<Transition text on screen: Click "Add" to Return at a Later Date \>**
36	When you click on the "ADD" button, you will be returned to the "PERFORMANCE BY OBJECTIVES" screen.
37	Note: The "POINTS LEFT" percentage has changed to reflect the objective you have added.
38	To make changes to any objective, click the "EDIT" link and make all necessary corrections.
39	Click "UPDATE" to add the revisions to your file and return to the "PBO" screen.
40	Note: The highlighted areas reflect changes that have been made to your requisition.

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41   Once the "POINTS LEFT" reach zero percent, you will notice that the "OBJECTIVE STATUS" will change to "COMPLETED" and the "ADD OBJECTIVES" button will be replaced by the "SUBMIT FOR APPROVAL" button. Although the PBOs are in the completed stage, you can still make revisions at this time.
<Transition text on screen: Completed PBOs Can be Revised Until You Select "Submit For Approval" >

42   Click "SUBMIT FOR APPROVAL" to send the PBOs for managerial review.

43   Your "OBJECTIVE STATUS" will change to "SUBMITTED", and you will not be able to make any changes at this stage. Your manager will review your submission and return it to you.

44   Once the PBOs are returned, please check the "OBJECTIVE STATUS". If the status says, "APPROVED", you are finished with the development of your PBOs for this half of the fiscal year.

45   If the status is "REVIEWED", you must check the approval column on the PBOs screen.

46   A "YES" in the "APPROVAL" column indicates that your manager has approved this specific objective. Note: The "EDIT" selection is grayed-out for this objective.

47   If "NO" is present in the column, your "EDIT" selection will be available. This means your manager has not approved your submission and is returning it to be revised in some manner.

48-49 You may scroll down to view your manager's comments. This process will continue until it is returned to you with a "YES" and the "OBJECTIVE STATUS" has changed to "APPROVED".
49   Once your objectives have been approved and you have completed the task specified in your action plan, you must re-enter the system and request points.

50   Note: The "SUBMIT FOR APPROVAL" has been replaced by a "REQUEST POINTS" button. Click, "REQUEST POINTS" button.

51   You should now be looking at the "REQUEST POINTS" screen.

52   In the "ACTUAL PERFORMANCE" text box, type in the tasks that you actually achieved in consideration of the measurement criteria for this objective.

53   In the "REQUEST POINTS" text box, enter the number of points you would like to receive for this objective.

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54	Note: Your "POINTS REQUESTED" number cannot exceed the number of target points for that objective.
55	Click, "ADD REQUEST". When you click on the "ADD REQUEST" button…
56	…you will be returned to the "PERFORMANCE BY OBJECTIVE" screen. Notice that the "OBJECTIVE STATUS" will change to "POINTS STATUS DEFINED".
57	To make changes to the requested points of any objective, click the "EDIT POINTS" button and make all necessary corrections.
58	Click, "UPDATE POINTS" to add the revisions to your file and return to the PBO screen.
59	Note: The highlighted areas reflect changes that have been made to your requisition.
60	Click, "SUBMIT POINTS REQUEST" to send the requested points for managerial review.
61	Note: The "POINTS STATUS" will change to "POINTS STATUS REQUESTED".
62	Once your manager assigns your points; your "POINTS STATUS" will change to "ASSIGNED", and your PBO process will be complete.
63	Over the course of this tutorial you have learned… How to access the EMS system, How to create, edit and view objectives, How to submit your PBOs for approval, …and finally, how to request points for your PBOs.
64	Thank you for using the Employee Management System Tutorial. This concludes your Employee Management System Tutorial. (REVIEW to slide 03: "Let's start by opening your web browser." EXIT to end program.)