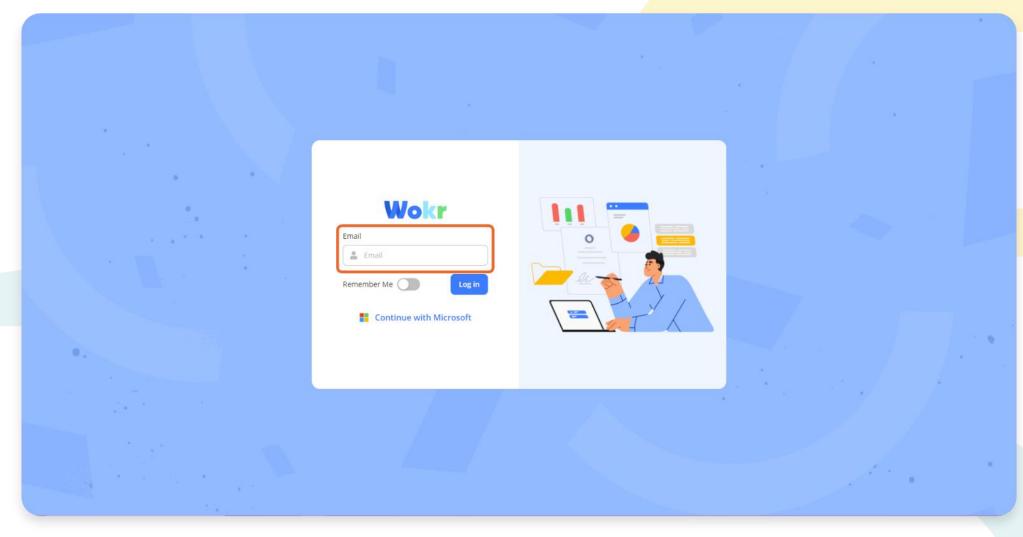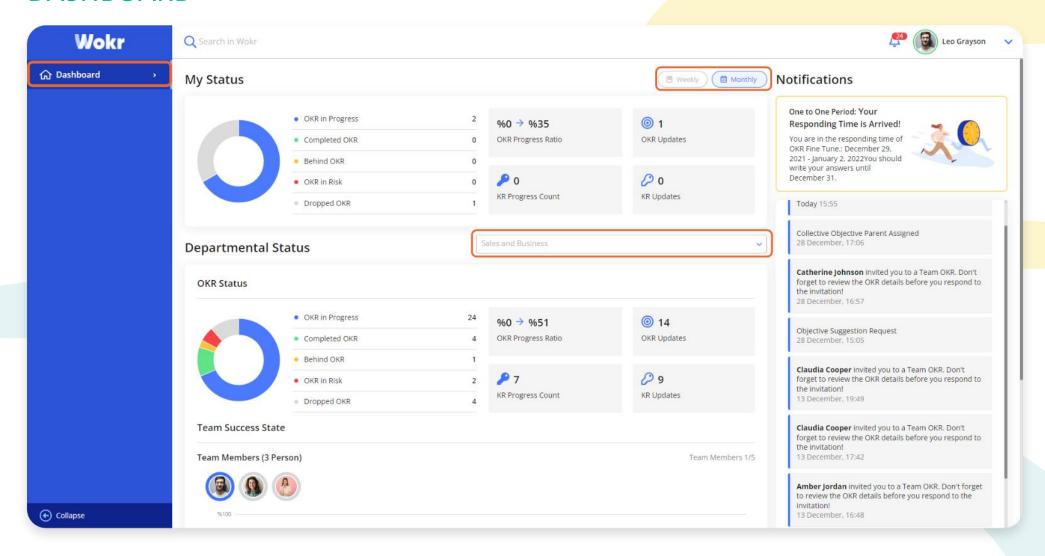# Wokr

MANAGER USER GUIDE

Login

You can log in to Wokr via your e-mail and password.
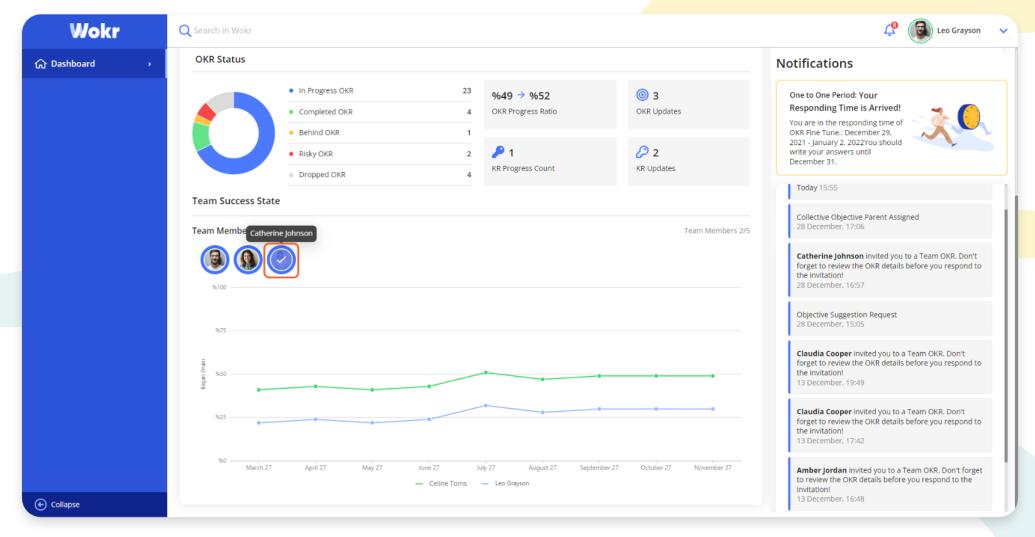
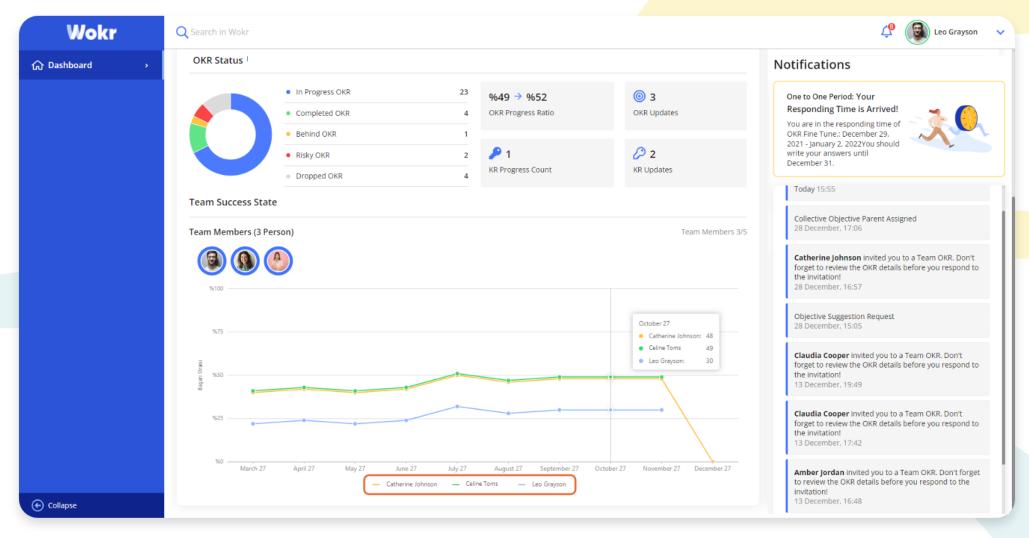# Login with Microsoft

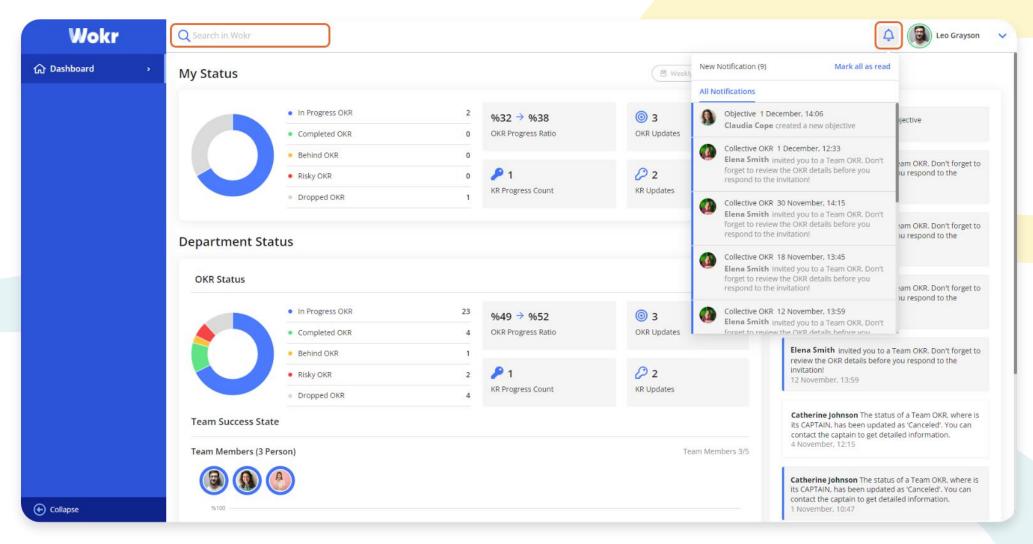You can log in to Wokr via the "Continue with Microsoft" option.

DASHBOARD

When you log in to Wokr, Dashboard opens. Through this screen, employees can see their OKR and related departments' OKR situation. These graphs can be filtered weekly or monthly. You can select the department in the department selection section. On the upper left side, you can track the upcoming periods. On the bottom, you can see notifications.
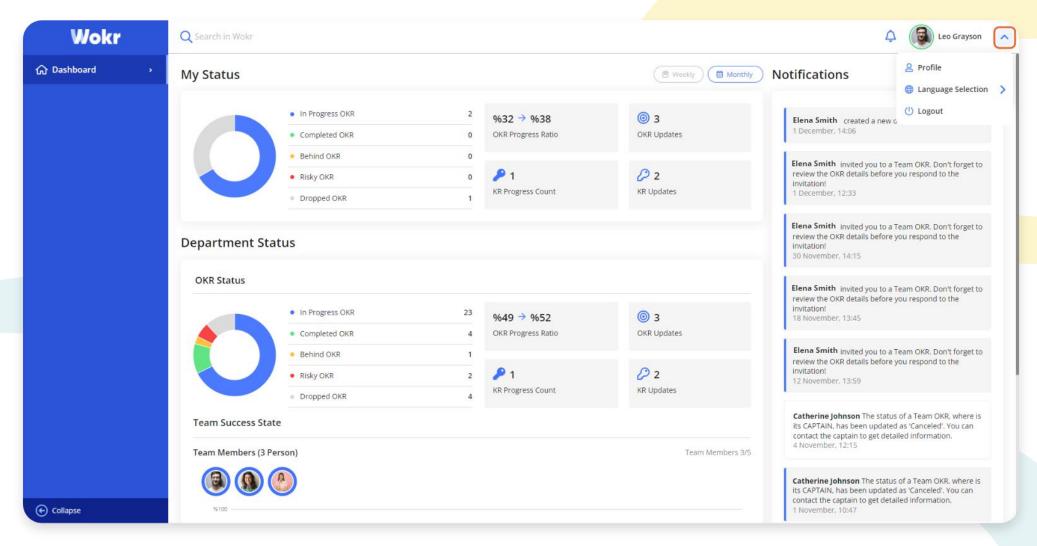
DASHBOARD

The individual success state of the employees can be observed from the success graph at the bottom of the Dashboard page. You can select by clicking on the avatars of the employees whose success rate you want to examine. You can remove the success rate of the employee from the graph by clicking on the avatars again.

DASHBOARD

Each color represents an individual on the success graph. You can see data forming the success rate by hovering over the graph.
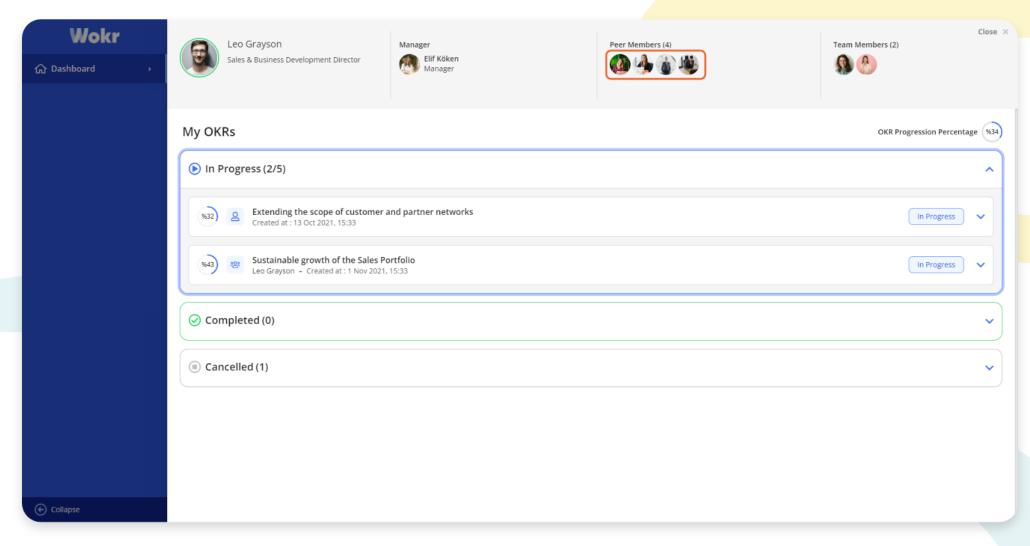
DASHBOARD

You can search by typing the name on the search section and reach the related person's OKRs. When you click the bell icon heading on the left of the avatar, you can see notifications. Notifications can be set as read by clicking "Mark All as Read".
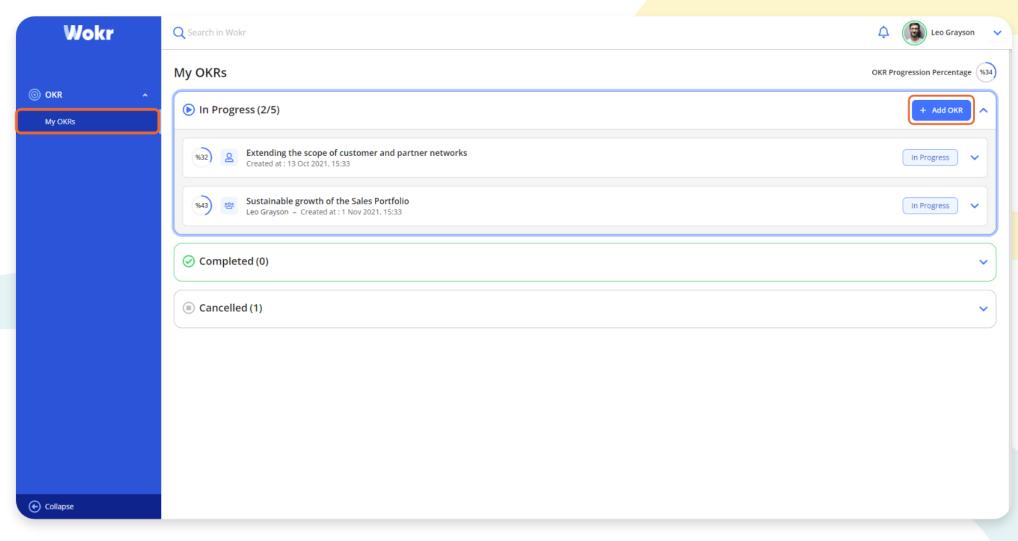
DASHBOARD

By clicking the arrow heading on the upper left of the screen, you can see your profile, select the language, or log out of Wokr.
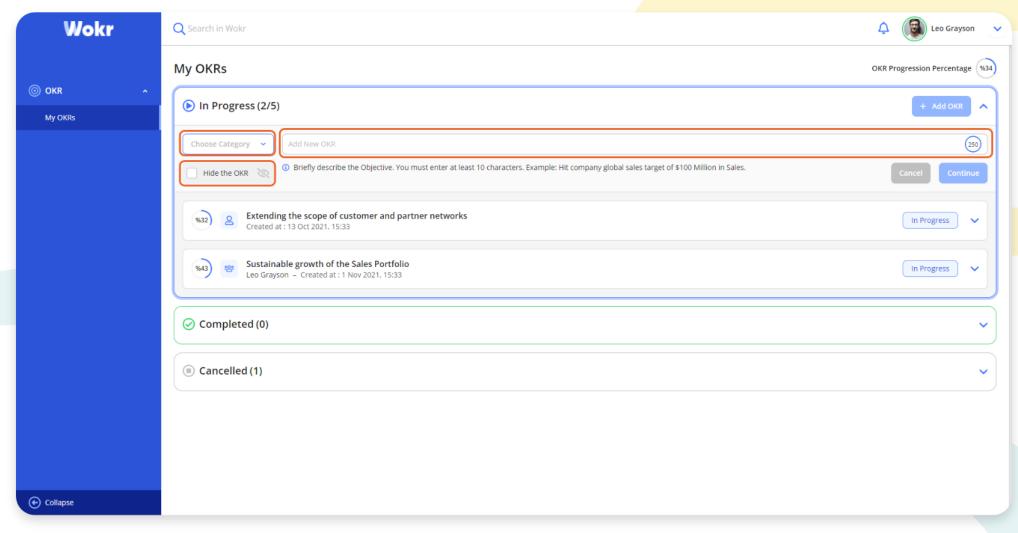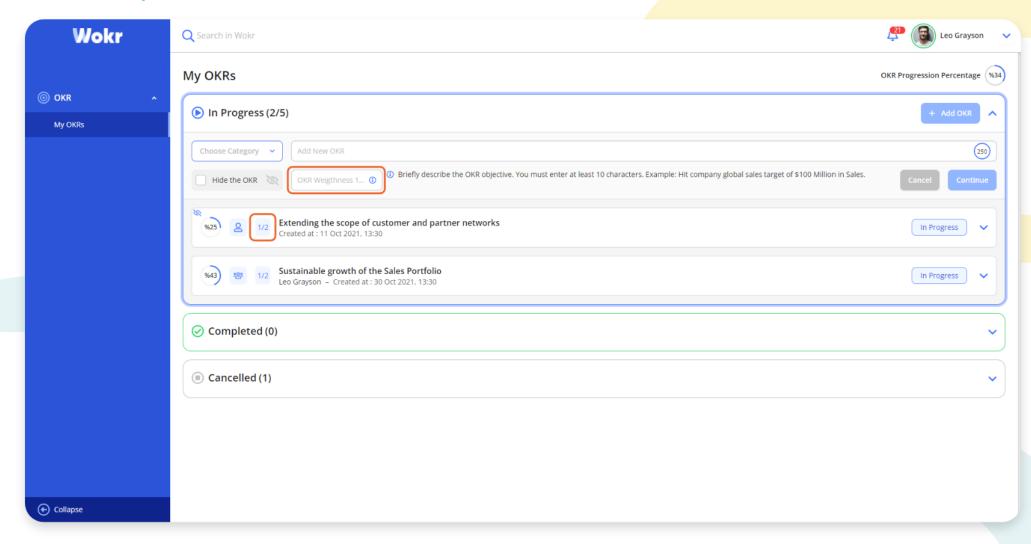
PROFILE

By clicking the profile, you can see your own OKRs. By clicking the individual avatars, you can reach the OKRs of the manager, team or teammates.
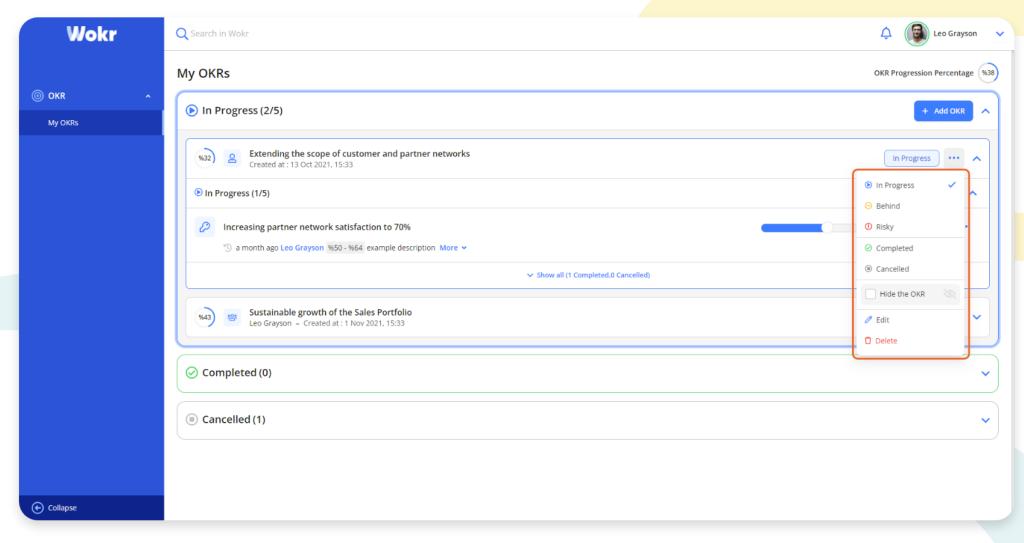
OKR – My OKR's

By clicking the "My OKRs" in the left menu under the "OKR", you can reach your OKRs. To add a new OKR, you need to click the "+ Add OKR" button on the OKR screen.
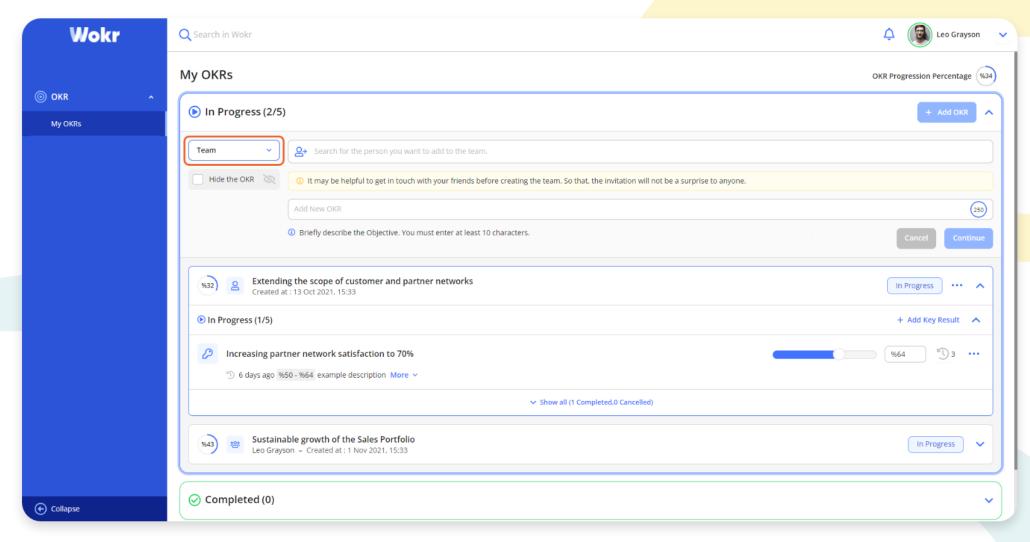
OKR – My OKR's

From the "Choose Category" section, you can choose the OKR category. You need to enter the OKR text in the "Add New OKR" section. If it is necessary, OKR can be hidden by clicking "Hide the OKR". Hidden OKR can be seen only by the OKR owner and the manager, not by anyone else. When the blanks are filled, the "Continue " button becomes active, and OKR can be created by clicking it..
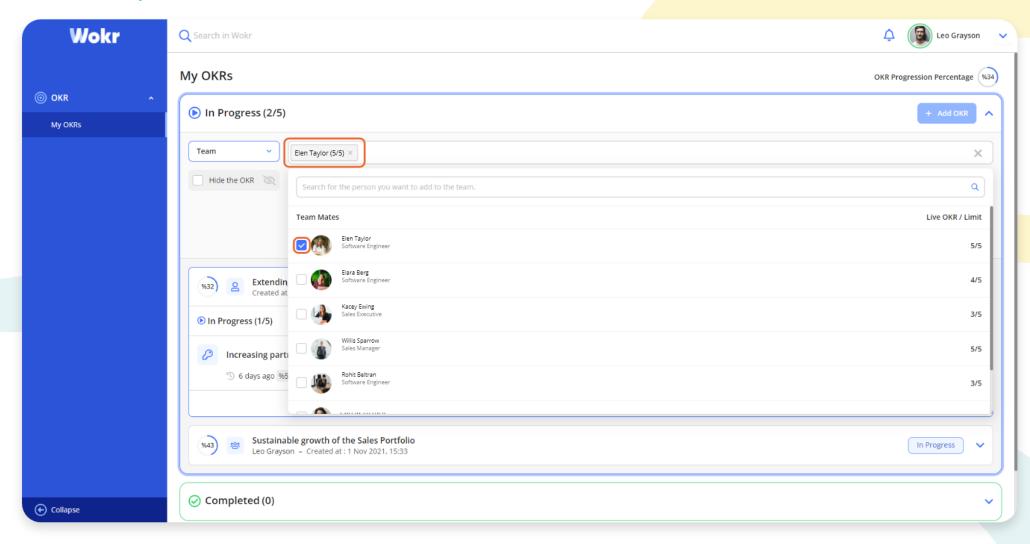
OKR – My OKR's

You can enter OKR weight to the "OKR Weight" section. Entered OKR weight is observed like on the screen.
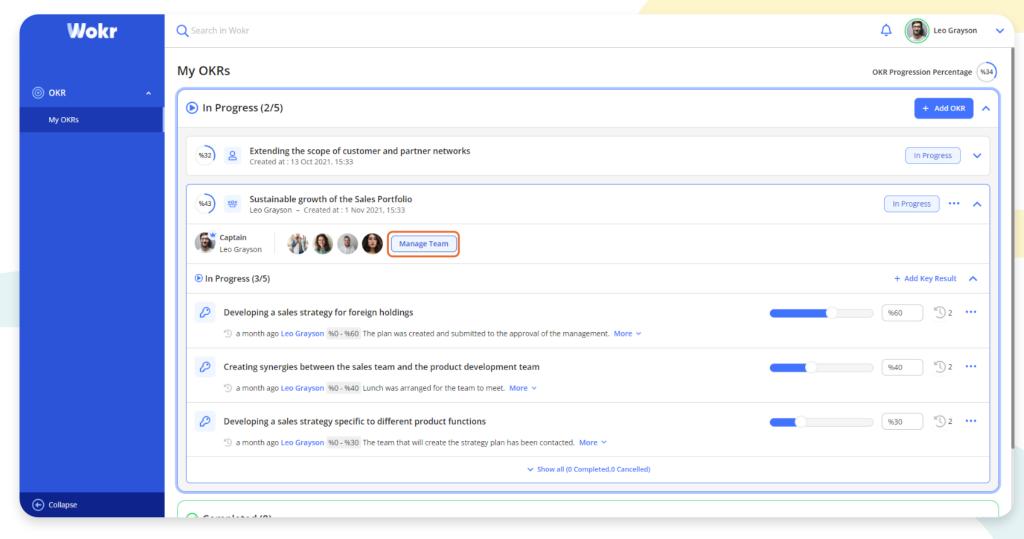
OKR – My OKR's

You can specify the OKR status by clicking the three dots on the OKR Card. "In progress", "behind" or "risky" status can be selected. When OKR progress is completed, you can make it completed or abandon it from OKR. OKR privacy is editable. While the OKR is in the editing period, the text can be edited or deleted.
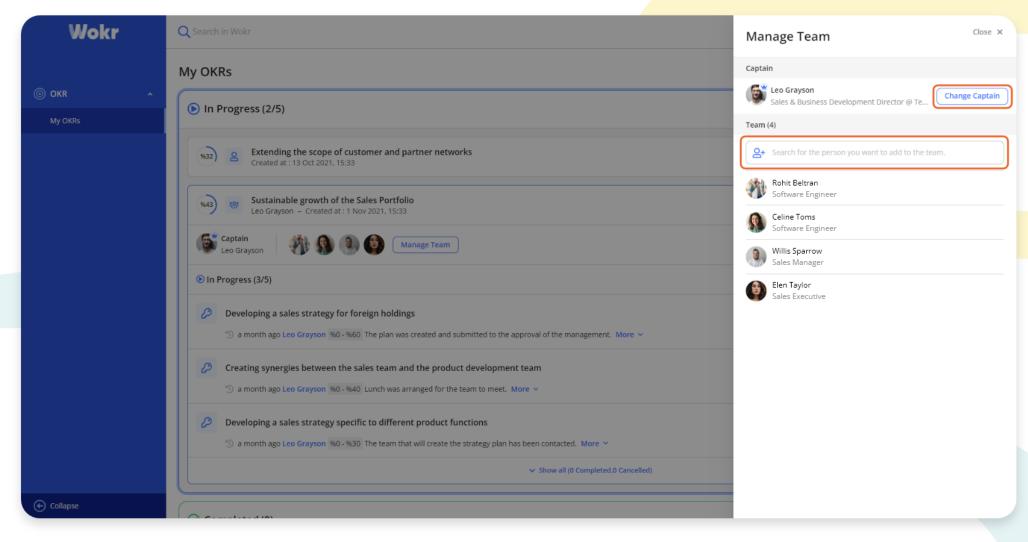
OKR – My OKR's

By selecting "Collective" from OKR Categories, you can create Collective OKR.

OKR – My OKR's
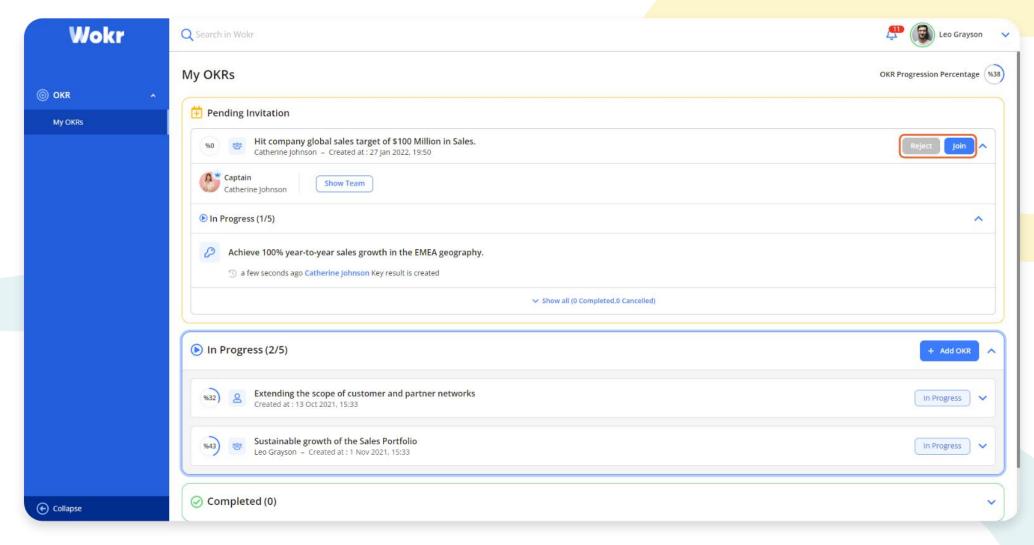

The person to be included in the team is searched from searching panel. Related employees can be added to the Collective OKR team.

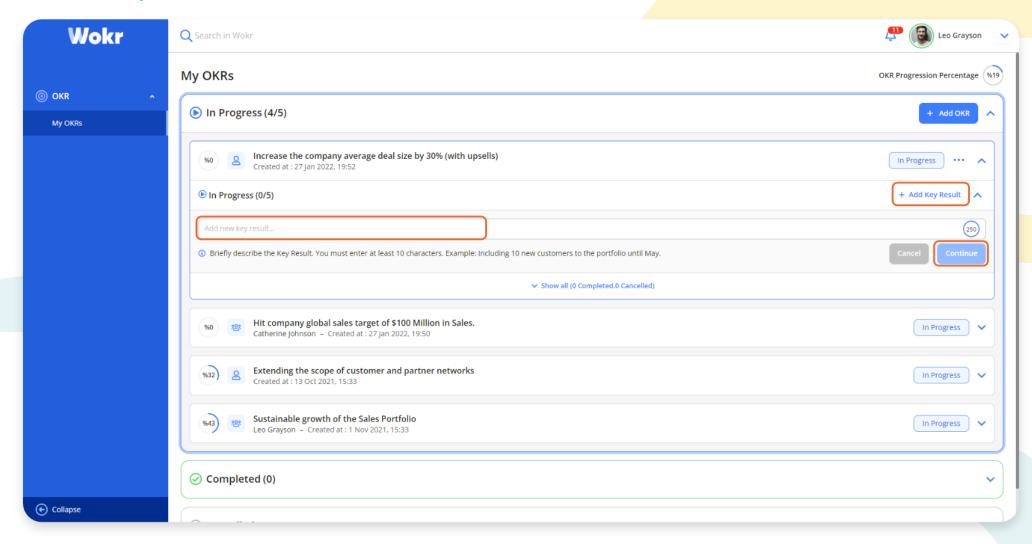# OKR – My OKR's

After creating the Collective OKR team, by clicking the "Manage Team" button, you can make changes to the people in the team.
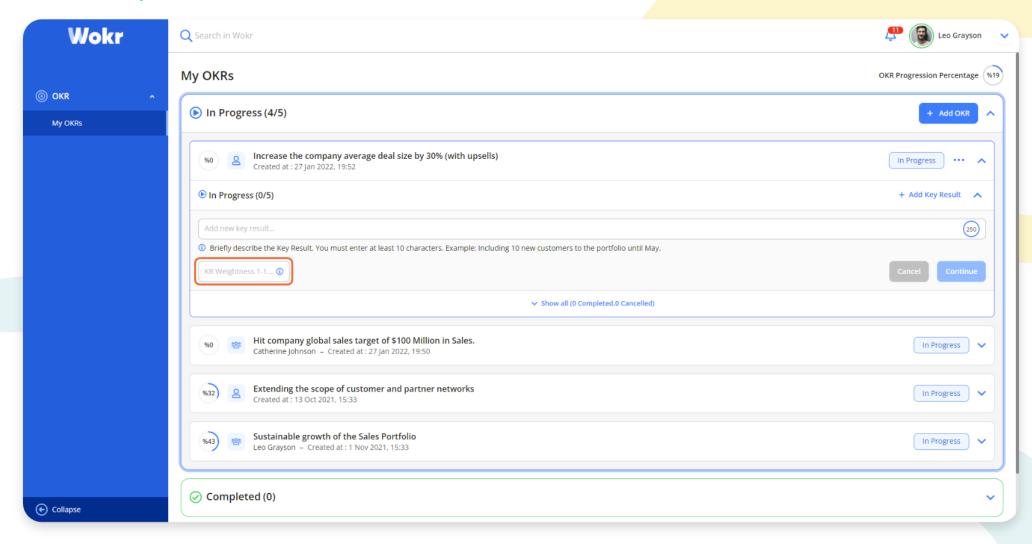
OKR – My OKR's

By clicking the "Change Captain" button on the opening page, you can change the team captain. You can invite the related people through the search panel to make them join the team.
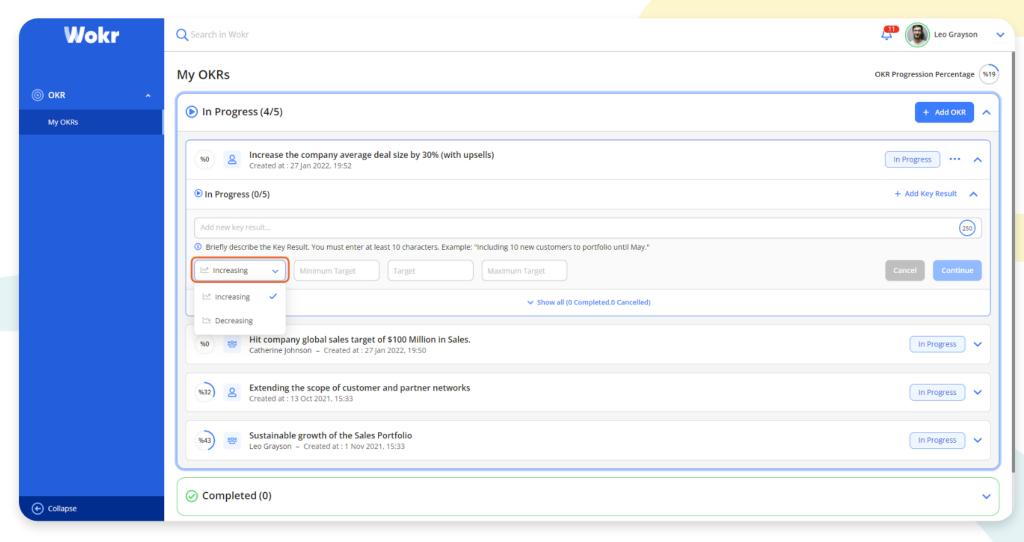
OKR – My OKR's

Incoming OKR invitations for collective OKR will appear in the "Pending Invitation" section at the top of the screen. You can see the details by clicking on the OKR card. You accept the OKR by clicking the "Join" button.
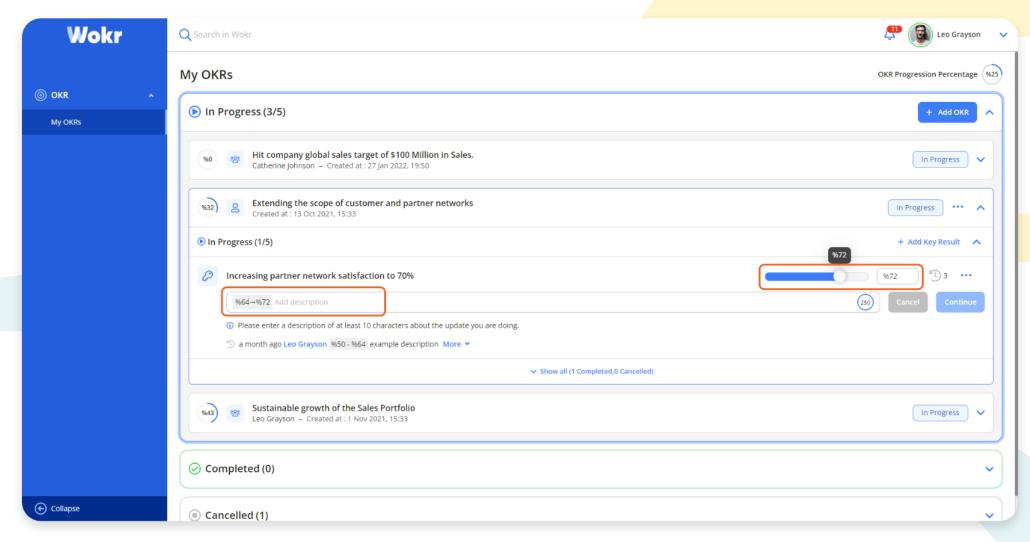
OKR – My OKR's

Clicking "+ Add Key Result" opens a new KR section. You enter the Key Result in the section and save it by clicking the "Continue" button.

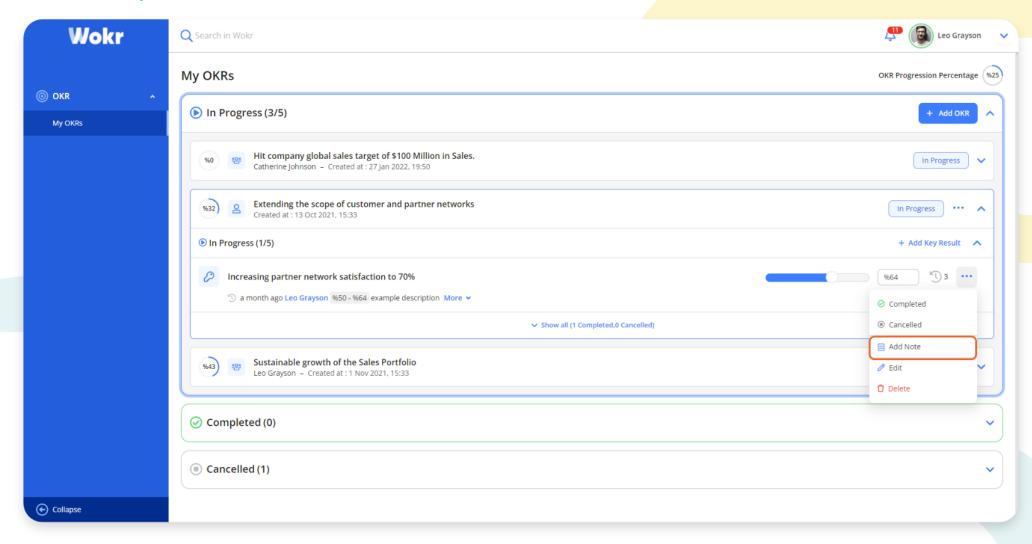# OKR – My OKR's

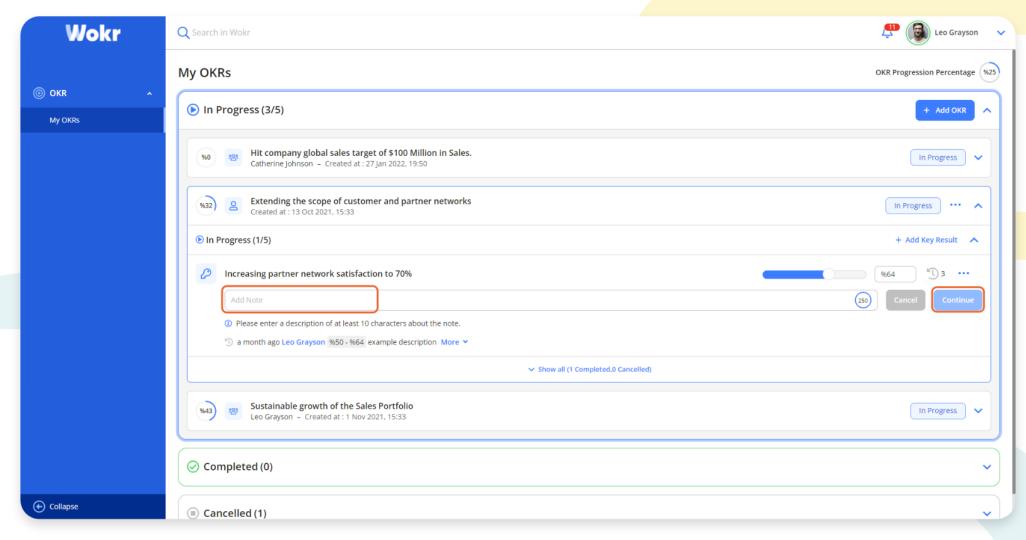You can enter the KR weight in the "KR Weight" section.

OKR – My OKR's

After making the KR Target selection, you can continue by entering the values "Minimum Target", "Target", and "Maximum Target."
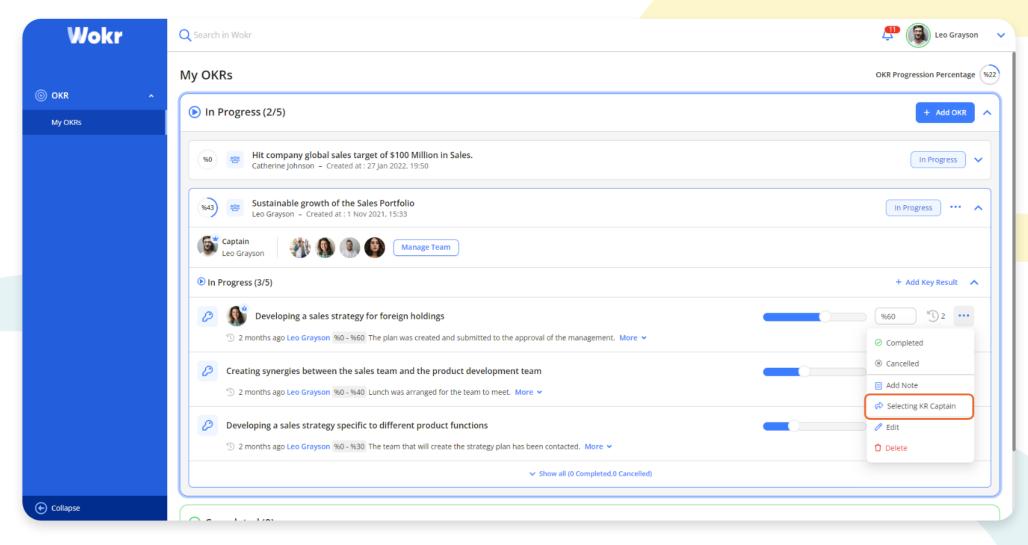
Key Result progress can be made by entering the data to the created Key Result in the "In progress" section. When progress is made, you enter a description and click the "Continue" button.
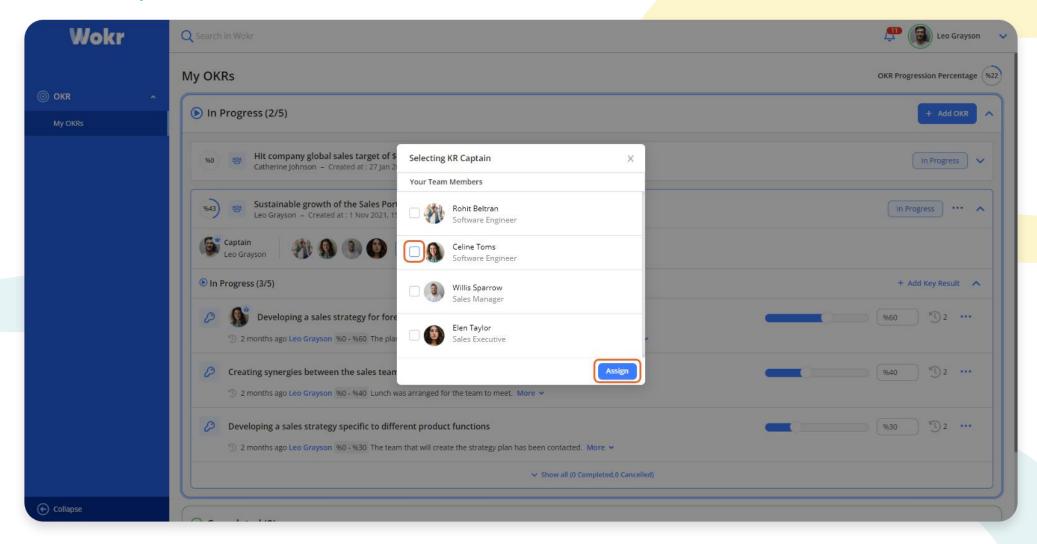
OKR – My OKR's

By clicking the three dots in the Key Results, you can change the Key Result status. You can add a note by clicking the "+ Add Note" button.
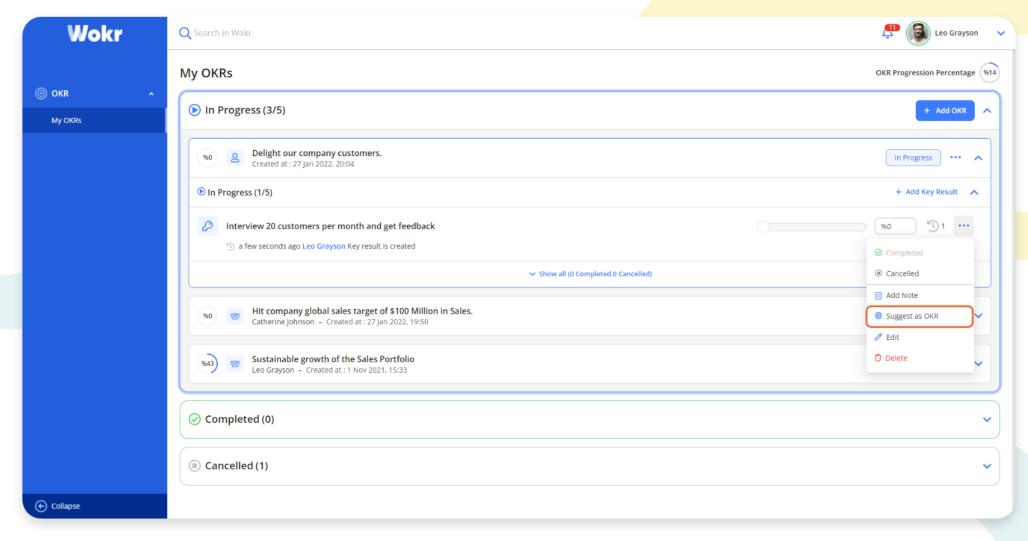
OKR – My OKR's

You save it by clicking the "Continue" button after entering the KR text to the "Add Note" section.
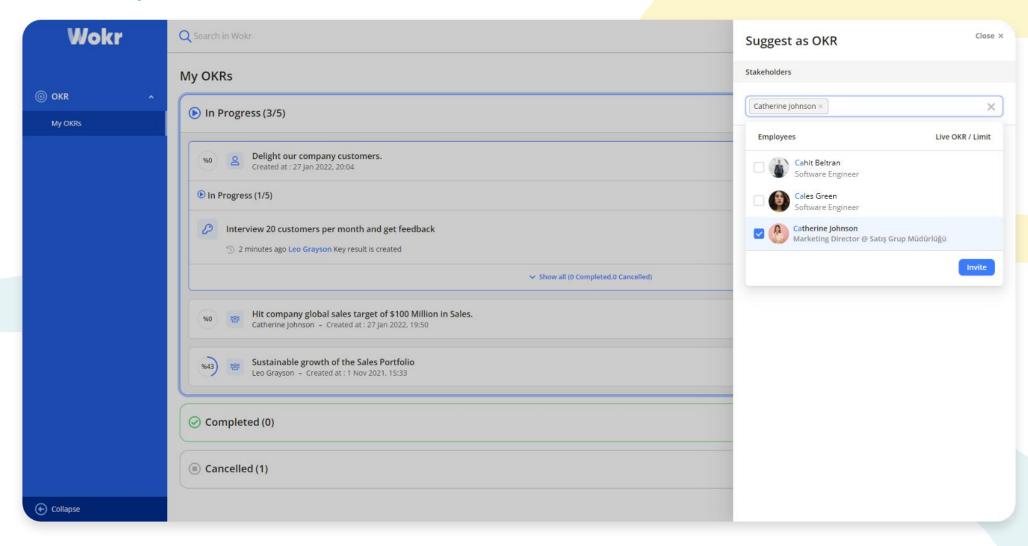
OKR – My OKR's

You can assign the captain to the KR of the Collective OKR by clicking the "Selecting KR Captain." In this way, the related captain can track the KR progress.

OKR – My OKR's

When the "Selecting KR Caption" screen opens, you select the related employee from the team. By clicking the "Assign" button, you assign the captain.
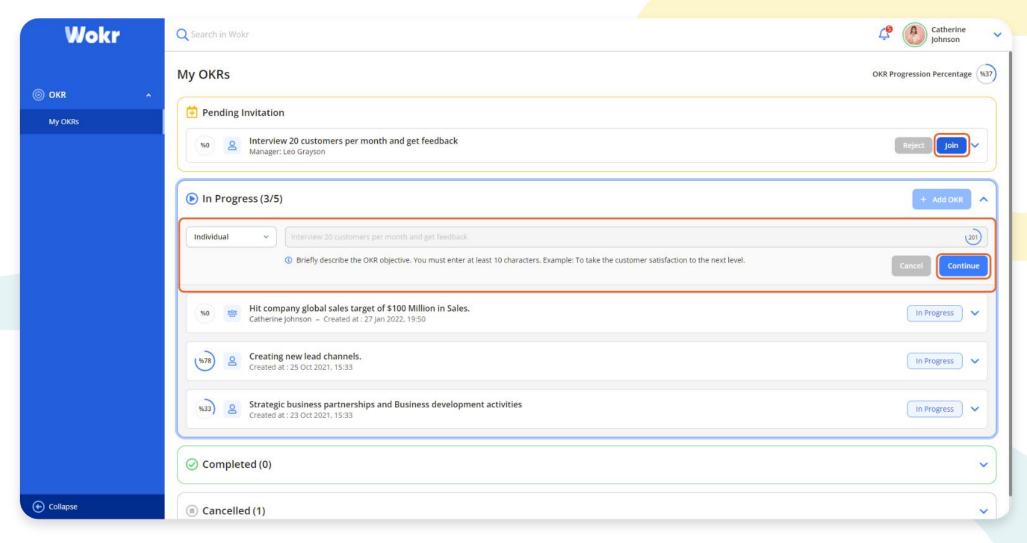
OKR – My OKR's

By clicking the "Suggest as OKR", you can suggest the Key Result to another employee as an OKR.
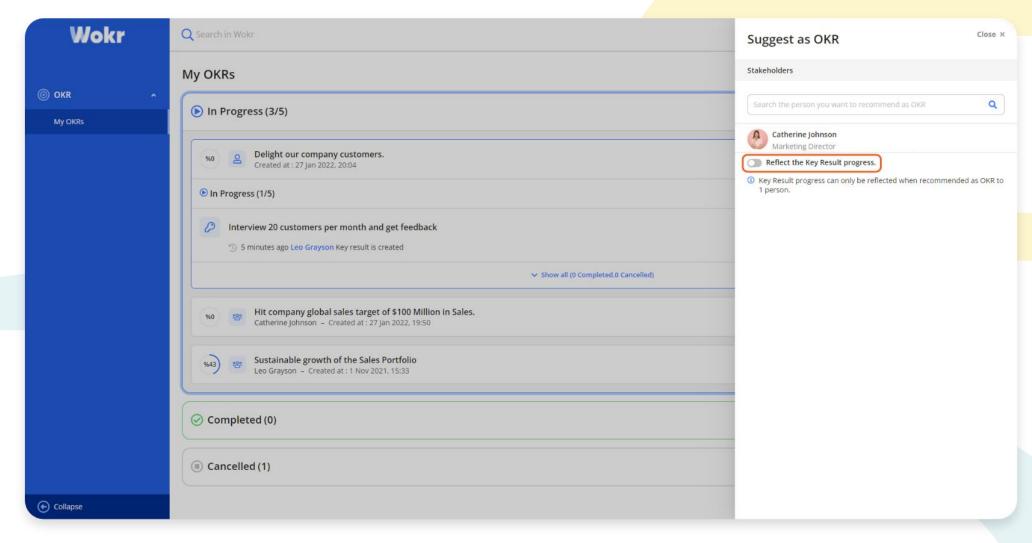
OKR – My OKR's

When the "Suggest As OKR" screen opens, you can continue by selecting the employee who you want to suggest KR. The person invited falls into the "Pending Invitation" category.
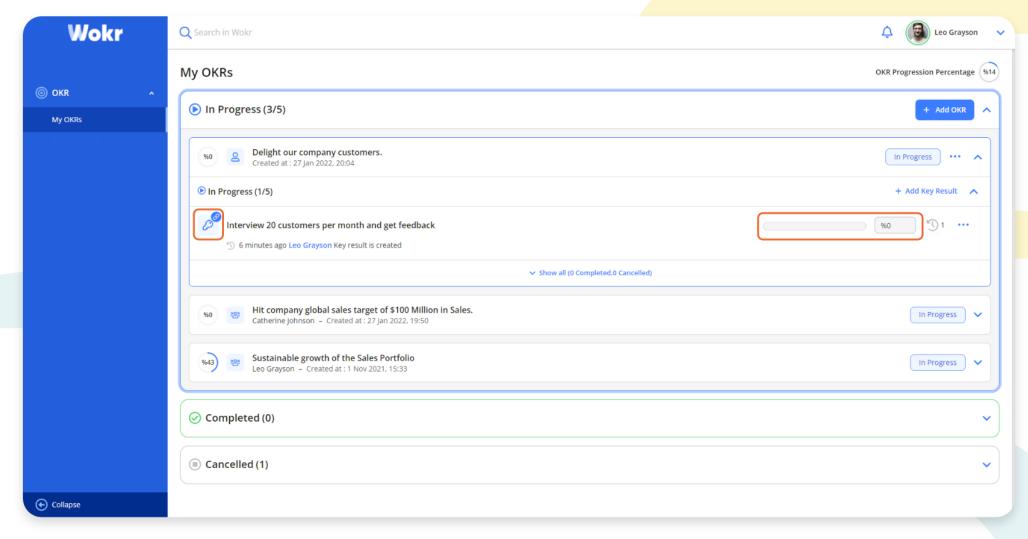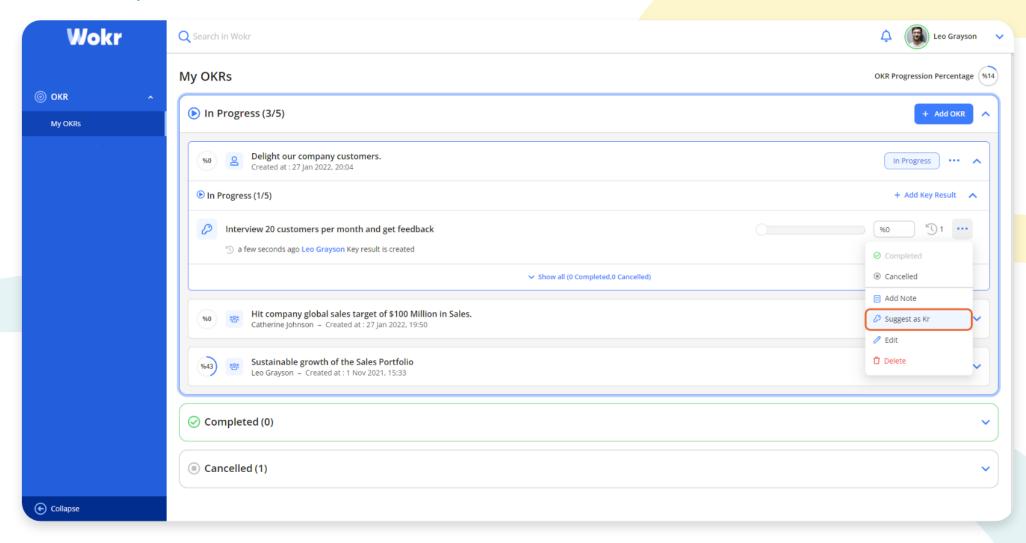
OKR – OKR'larım

When you have an OKR suggestion, the invitation is observed like on the screen. By clicking the "Join" button, the OKR editing section comes up. You can't change the OKR text but edit the OKR type. When you click the "Continue" button, you create the OKR.
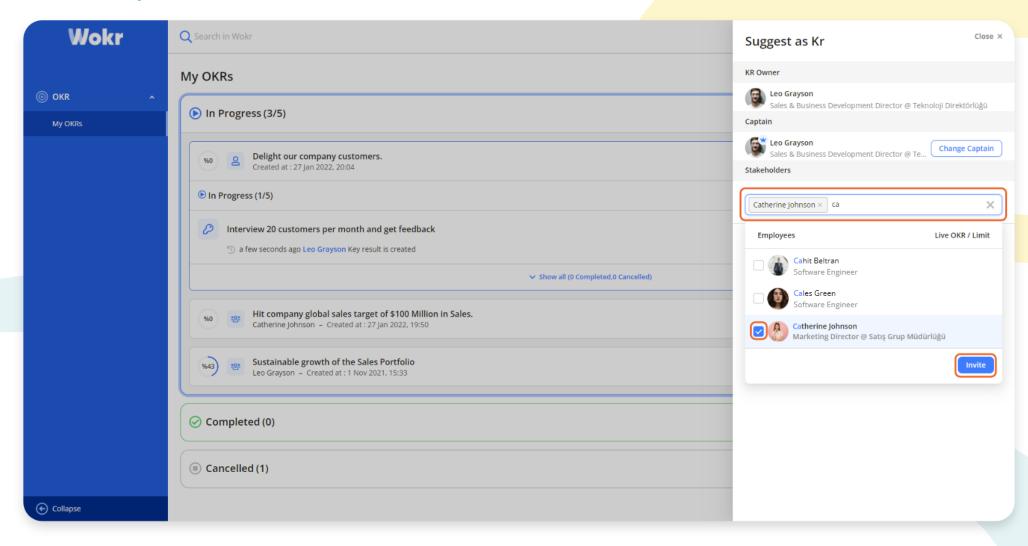
OKR – My OKR's

When the employee accepts the invitation, the employee becomes a stakeholder of the KR. You can link the KR by clicking the "Reflect Key Result progress" button. The Key Result progress can only be reflected when recommended as OKR to one person. When more than one person is suggested, the link is broken and progress cannot be reflected.
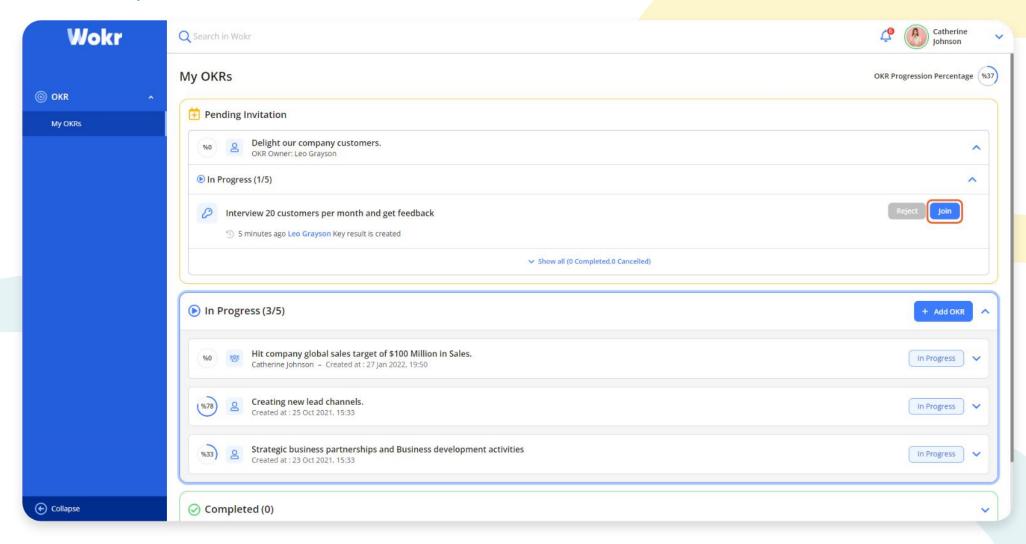
OKR – My OKR's

When KR is linked, it is observed like on the screen. When the "Reflect the KR Progress" option is active, the OKR owner can't progress. Only the person who accepted the OKR suggestion invitation can make KR progress.

OKR – My OKR's

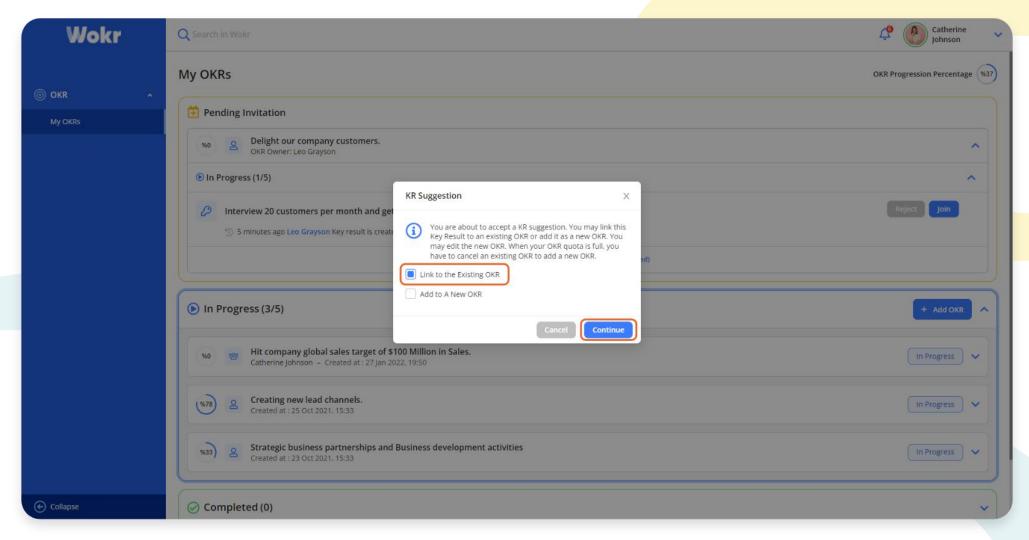By clicking the "Suggest as KR" option, you can suggest the Key Result to another employee.
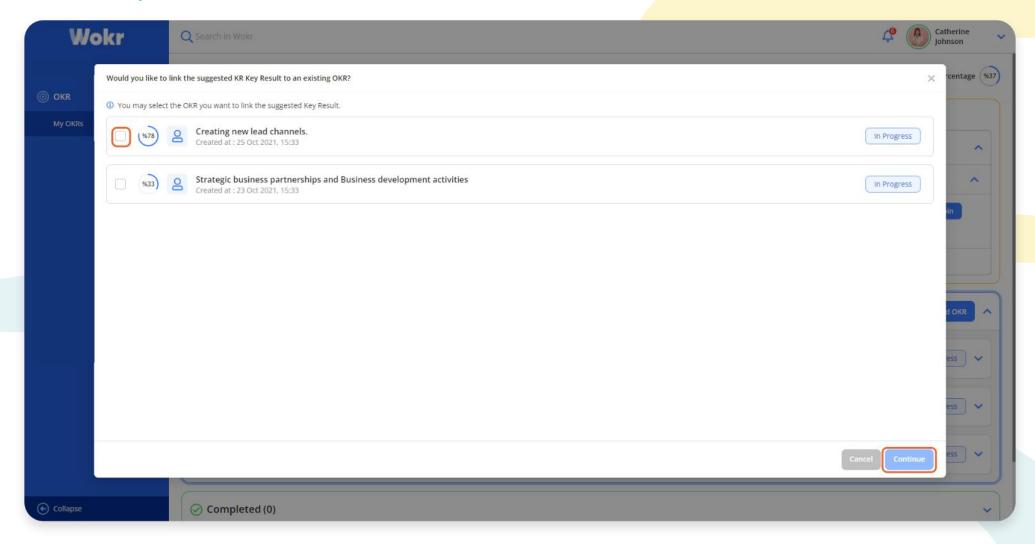
OKR – My OKR's

When the Suggest as KR screen is opened, you continue by selecting the employee who wants to suggest KR. The person invited falls into the "Pending Invitation" category.
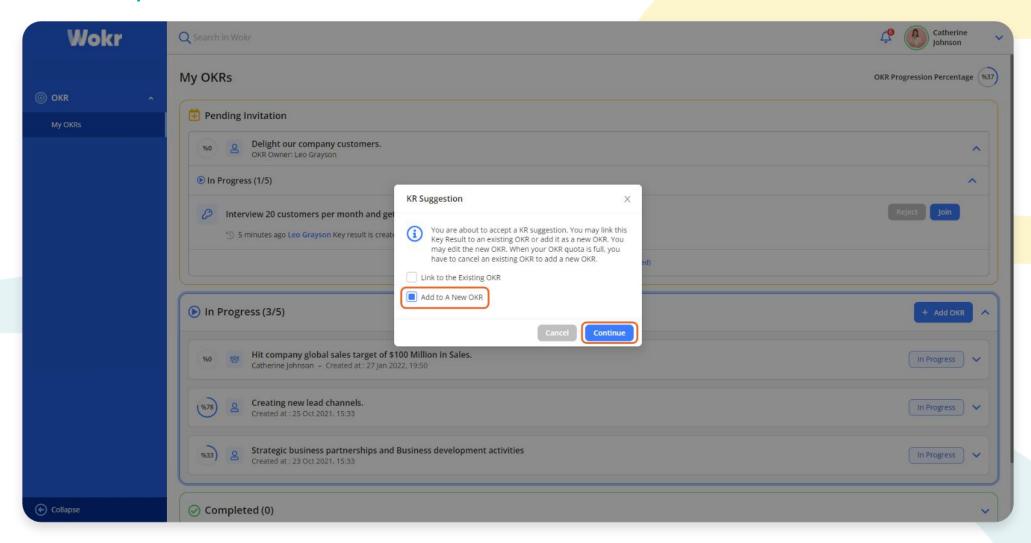
OKR – My OKR's

You can observe the KR invitation like on the screen. By clicking the "Join" button, you accept the invitation.

OKR – My OKR's
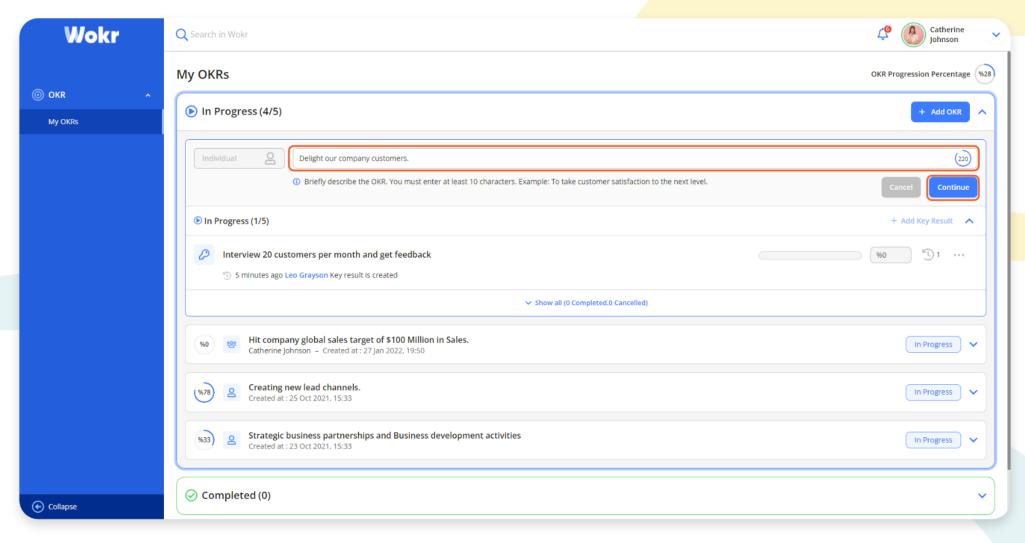

When you click the "Join" button KR Suggestion screen comes up. Suggested Key Result can be linked to the existing OKR, or you can create a new one.

OKR – My OKR's

By clicking the "Link to the Existing OKR", the screen with OKRs can be linked comes up. When you select an OKR and click the "Continue" button, the suggested Key Result is linked to the selected OKR.

OKR – My OKR's

You can continue the KR suggestion with the "Add New OKR" option. If the OKR quota is full, one of the existing OKRs must be given up to add a new OKR. Under this condition, the "Add New OKR" option will not be active.

OKR – My OKR's

Continuing with the "Add New OKR" option opens the OKR creation section. The OKR, to which Key Result is linked, comes in a written form in the field. You can continue with the suggested OKR, edit the OKR text or enter a new OKR. By clicking the "Continue" button, you save the OKR.

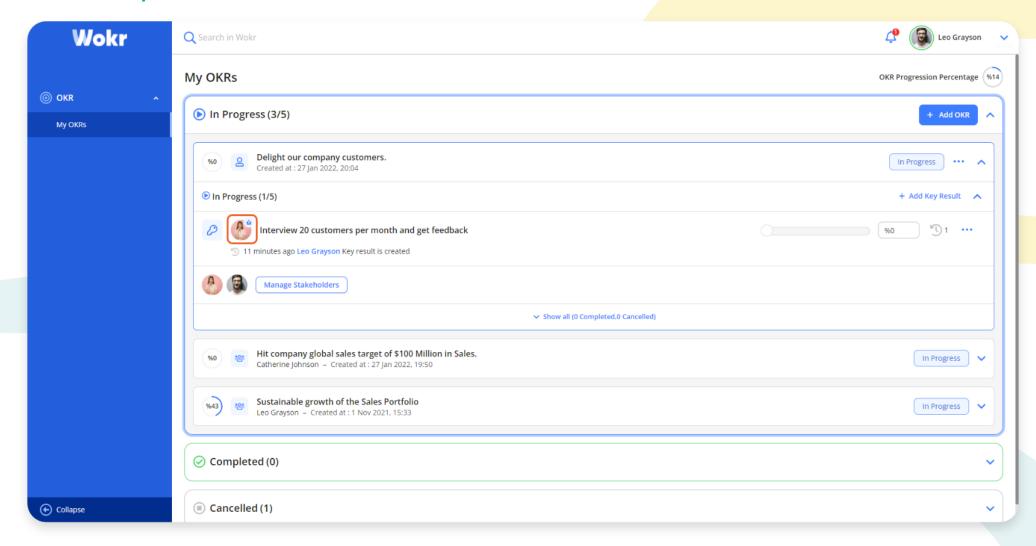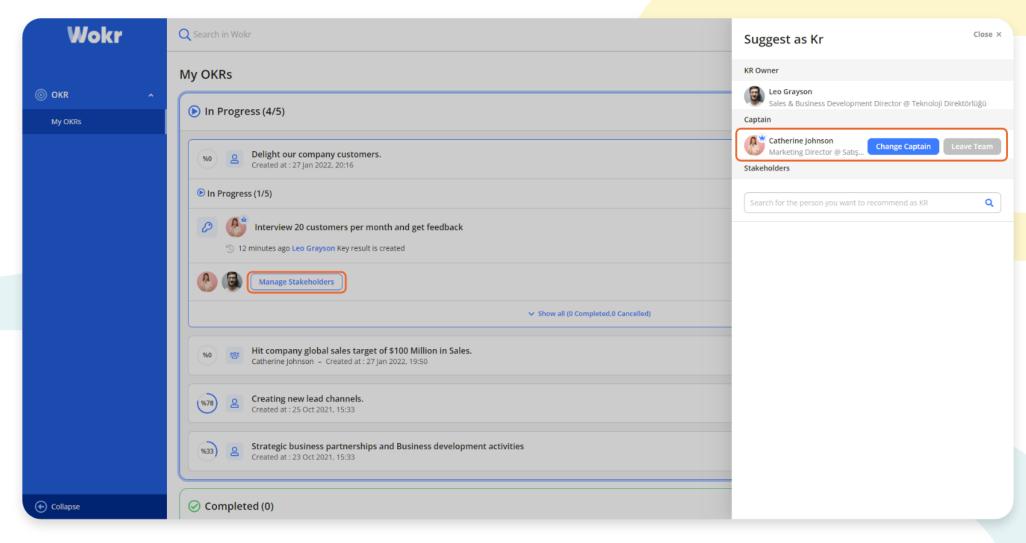# OKR – My OKR's

People who accepted the Key Result suggestion become a stakeholder of KR. More than one person can be the Key Result stakeholder, and stakeholders can suggest this Key Result to others. The one who suggested a Key Result can manage the stakeholders by clicking the "Manage Stakeholders" button.
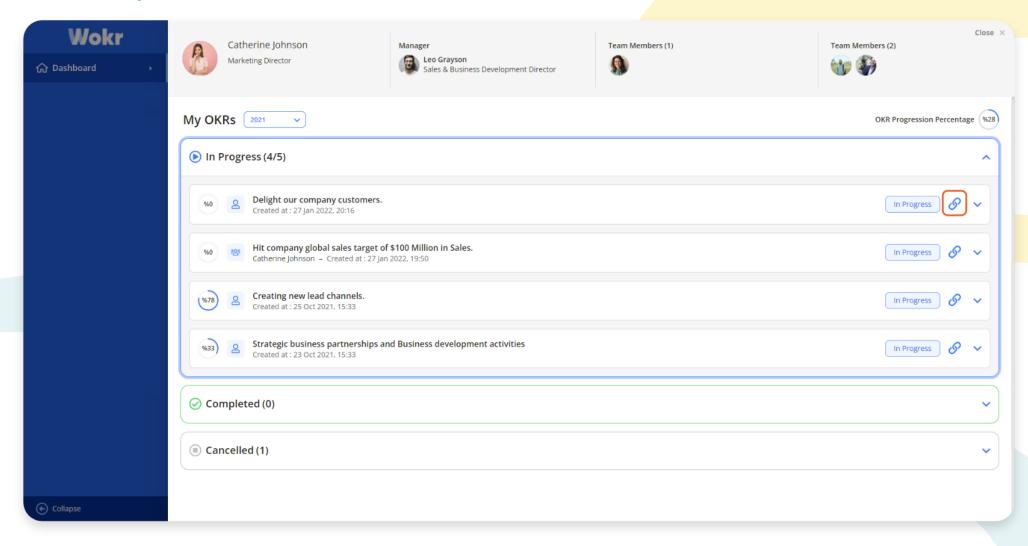
OKR – My OKR's

By clicking the "Manage Stakeholders" button, you open the "Suggest As KR" screen. With the "Change Captain" button, you can assign the captaincy to one of the stakeholders. You can continue adding stakeholders to Key Result.
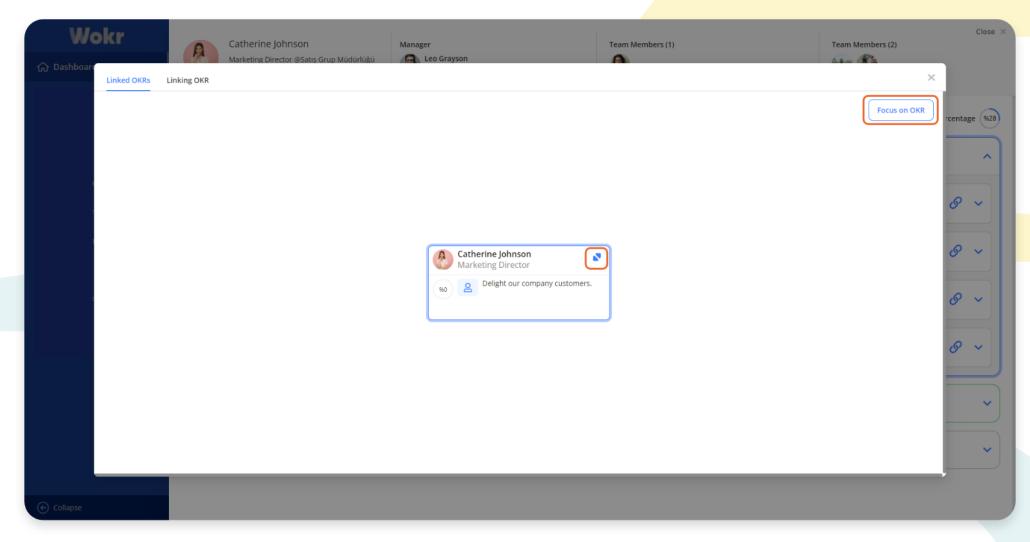
OKR – My OKR's

The Key Result captain is observed like on the screen. Both the OKR owner and the KR captain can progress on the KR.
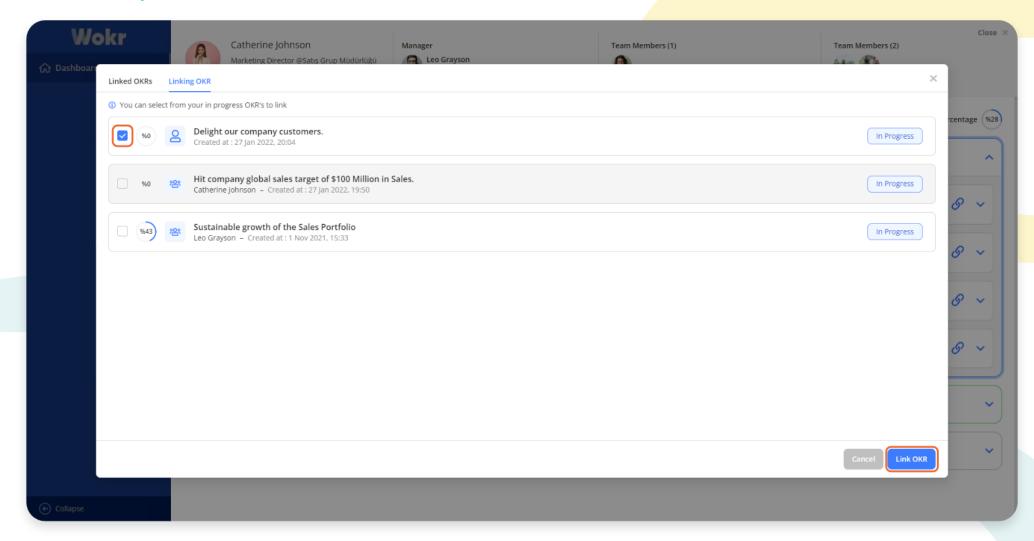
The side screen opens with the "Manage Stakeholders" button. A Key Result captain can replace the captain with one of the stakeholders or leave the team.

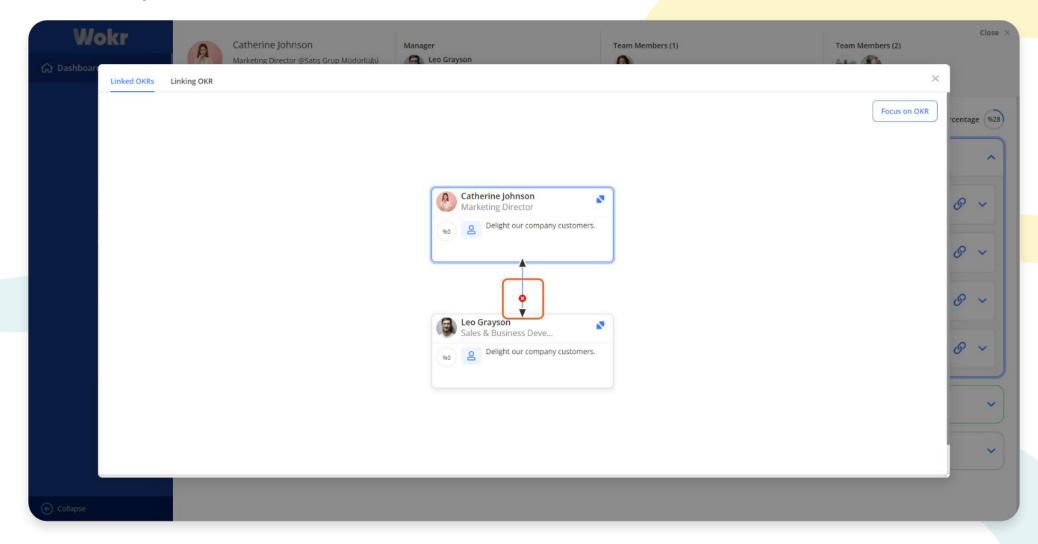# OKR – My OKR's

The profile of the person whose OKR is to be linked is entered. When you click the linking icon of the relevant OKR, the related screen comes up.

OKR – My OKR's

OKRs linked to each other are observed on the Linked OKRs tab on the OKR linking screen. Click the "Focus on OKR" button to focus on the selected OKR. You can access the OKR details with the expand icon on OKR cards.
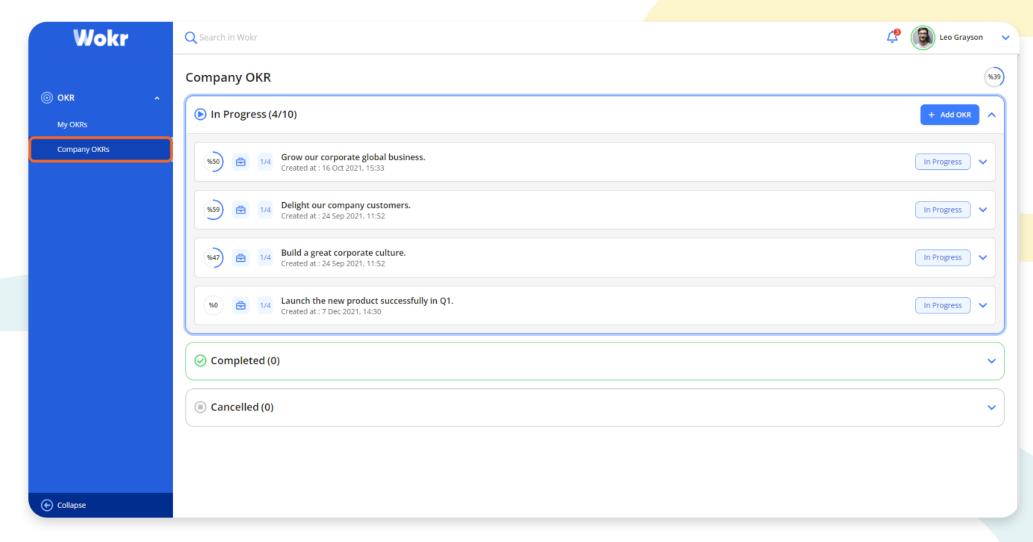
OKR – My OKR's

You can link by selecting the OKR to be linked from the OKR Linking tab and clicking the "Link OKR" button.

OKR – My OKR's

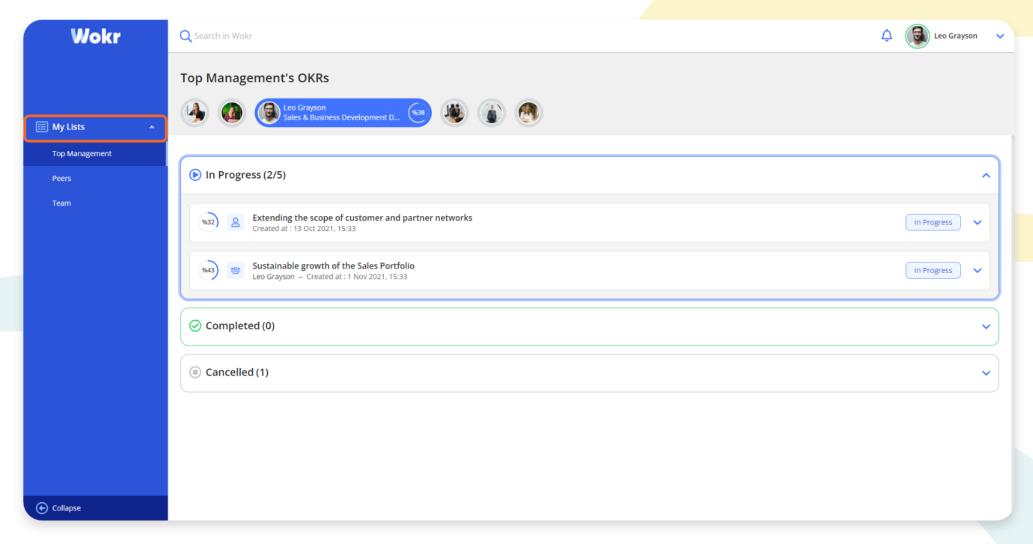You can remove the link between the OKRs by clicking the red cross that appears when hovering over the network.
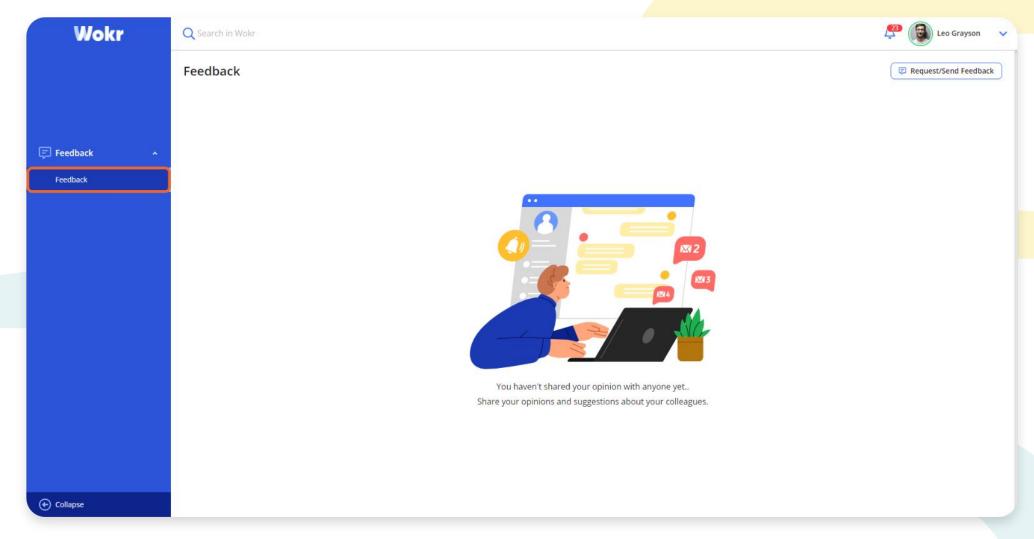
OKR – Company OKRs

Click on "Company OKRs" under the "OKR" heading in the left menu. Company OKRs can be viewed on this screen.
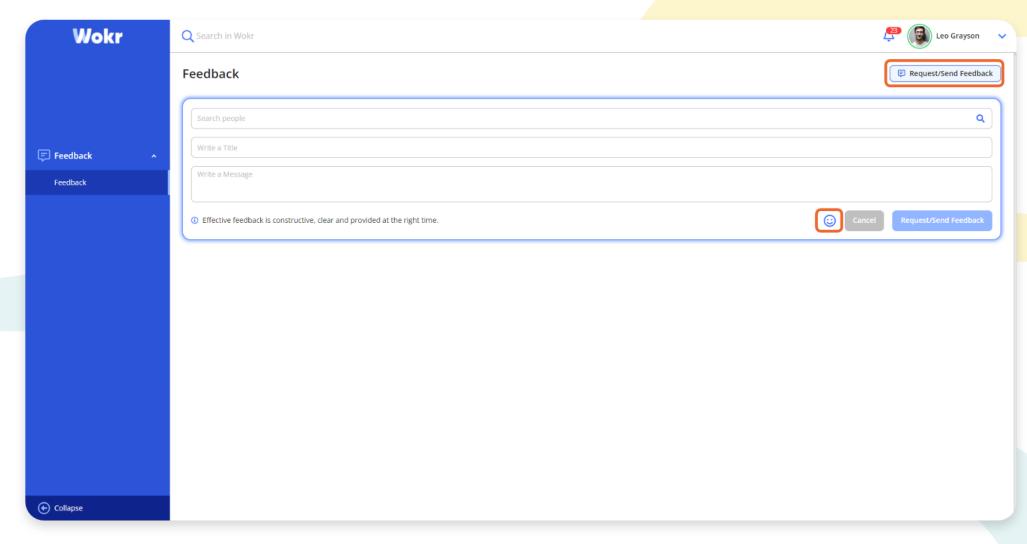
MY LISTS

The OKRs of the relevant persons can be accessed from the "Top Management, Peers, Team" options under the "My Lists" heading in the left menu.

FEEDBACK - Feedback

Click on "Feedback" under the "Feedback" heading in the left menu. Feedback conversations are viewed on this screen. Previous feedback can be viewed, feedback can be requested or sent on this page.

FEEDBACK - Feedback

By clicking the "Request/Send Feedback" button, the conversation section comes up. You select the person, enter the feedback title, and type the message. You can add emojis to your message.

FEEDBACK - Feedback

After related fields are filled, the "Request/Send Feedback" button becomes active, and when you click it, you send the feedback message.

FEEDBACK - Feedback

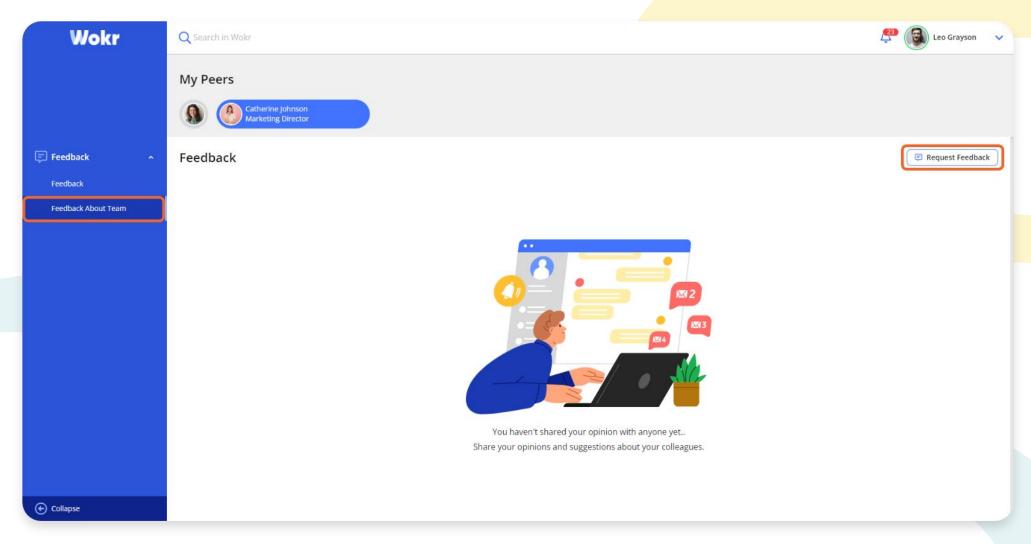The sent message is viewed on the screen. It can be starred or its details can be viewed. Clicking on "Show Starred Messages" displays starred messages. You can report an inappropriate conversation by clicking the three dots.

Click on "Feedback About Team" under the "Feedback" heading. On this screen, the manager can request feedback about his/her employees by clicking on the "Request Feedback" button. You can switch between the people by clicking on the avatars.

ONE TO ONE – One to One Meetings

Click on "My One to One Meetings" under the "One to One" on the left menu. The conversations and the status of the conversations on this screen can be viewed as "comment", "reply", "meeting", "completed", "time has not come", or "out of scope".

ONE TO ONE – One to One Meetings

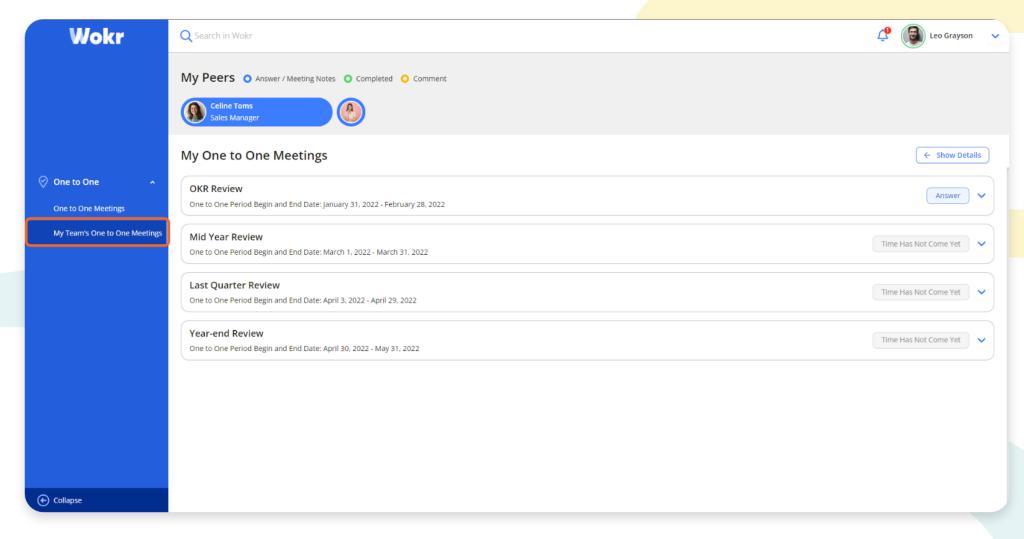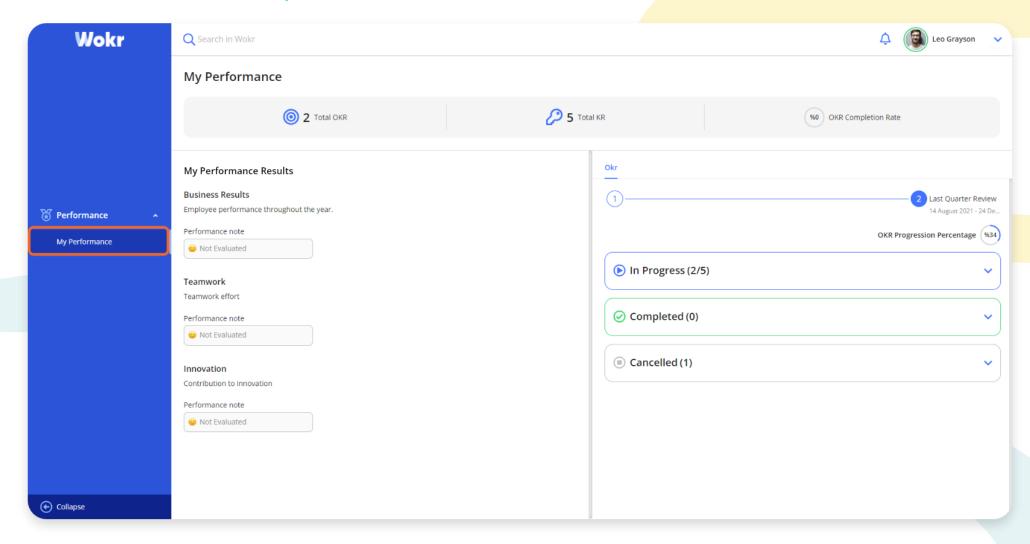When you click one of the periods, the meeting section opens, and the questions of the One-to-One Meeting period are answered in the "Enter your answers" field. With the "Show Details" button, the details of other features can be viewed to assist in answering the questions. Responses are shared by clicking the "Send Answers" button.

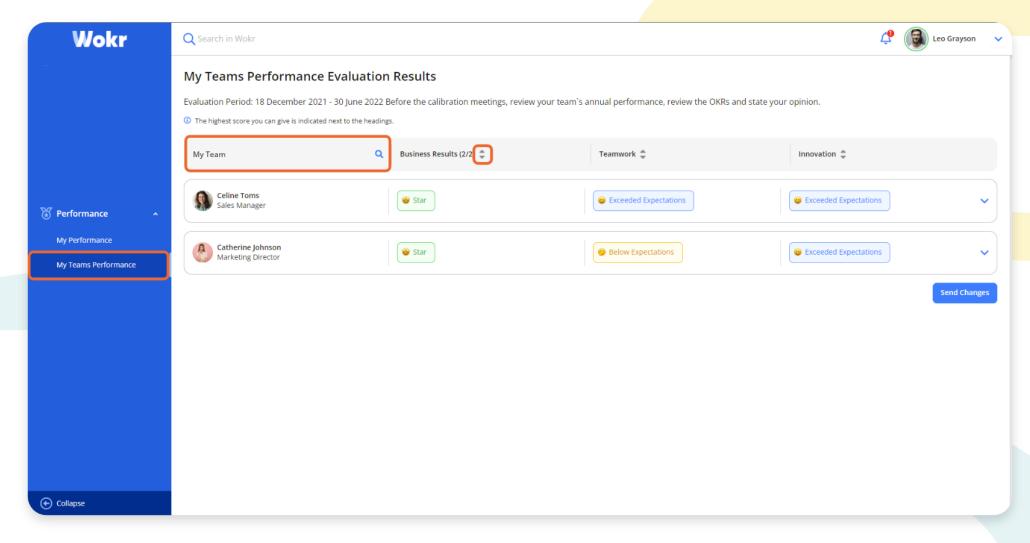# ONE TO ONE – My Team's One to One Meetings

Click on "My Team's One to One Meetings" under the "One to One Meetings" heading in the left menu. Check-in meetings of the team you are the manager of are carried out from this screen. You can switch between employees by clicking on the avatars in the My Peers section. By clicking the "Send Answers" button, you share the answers.
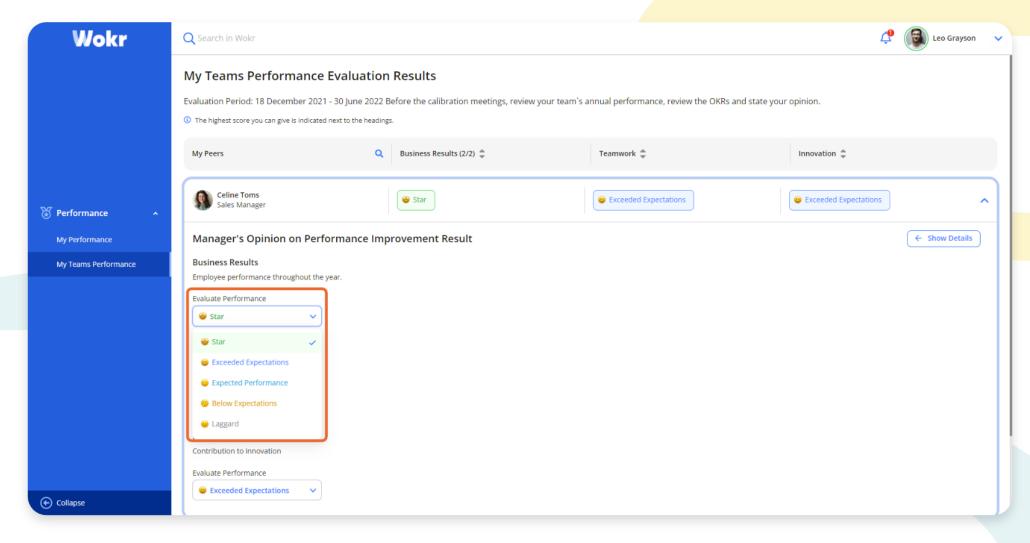
PERFORMANCE – My Performance

You can see the performance results and details by clicking "My Performance" under the "Performance" heading in the left menu.
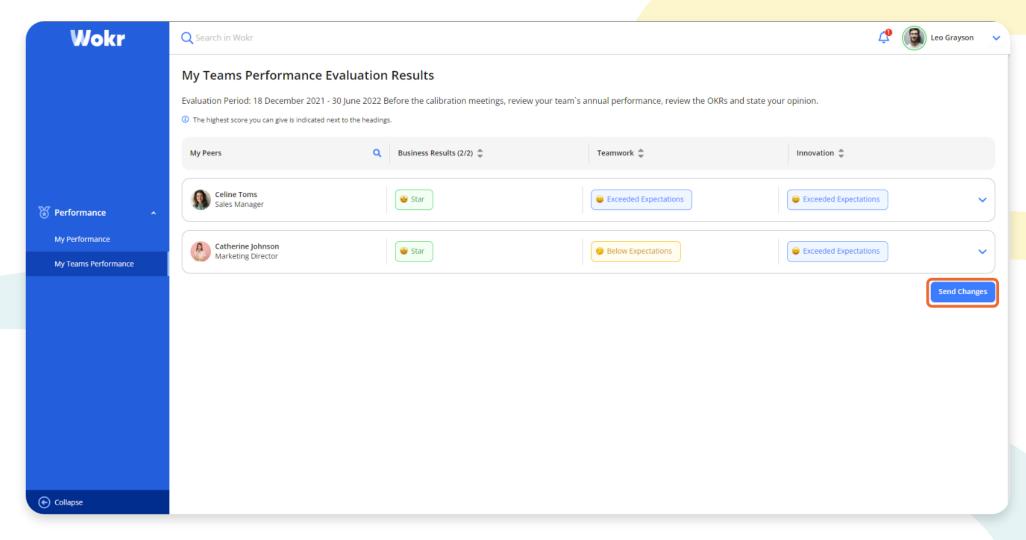
PERFORMANCE – My Teams Performance

Clicking on "My Teams Performance" under the heading "Performance" in the left menu opens the screen where the performance of the team will be evaluated, and the results can be viewed. You can search for people in the My Team section. By clicking on the arrows next to the categories, you can sort the categories.

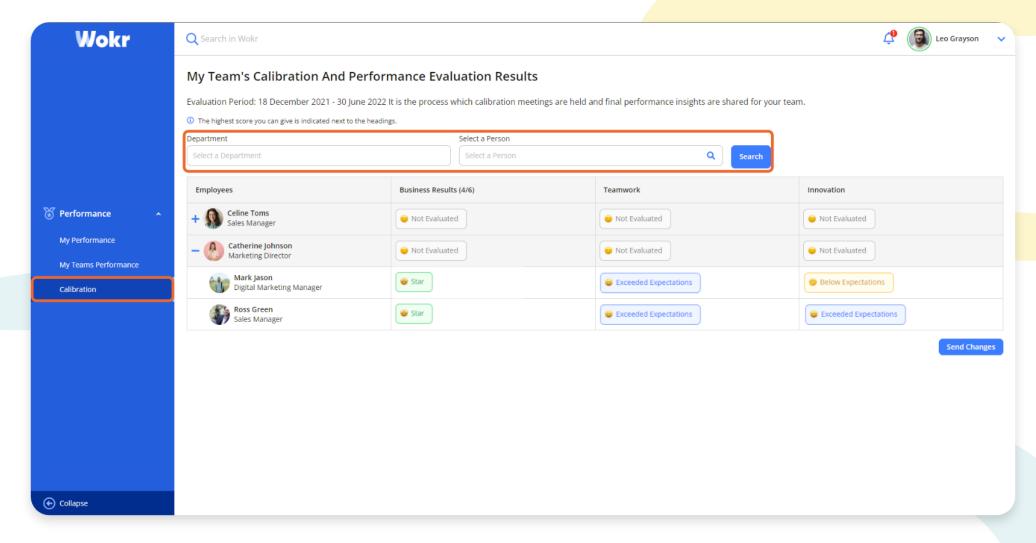# PERFORMANCE – My Teams Performance

By clicking on the person cards, you can see the evaluation criteria and make the evaluation. By clicking on the "Show Details" button, the relevant details of the relevant person are displayed. Evaluation is made by choosing one of the performance evaluation scales.

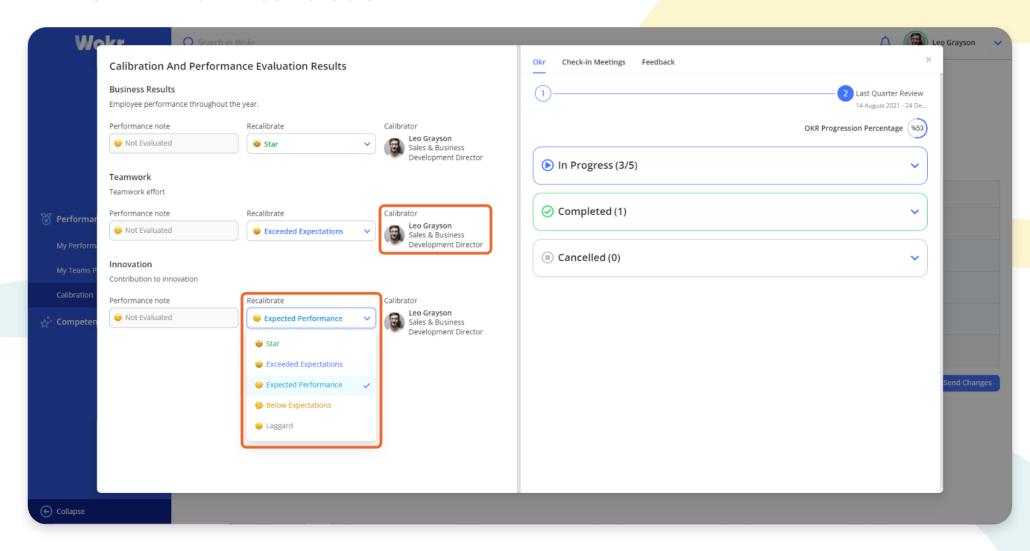# PERFORMANCE – My Teams Performance

After completing all the performance evaluations, you save the changes by clicking the "Send Changes" button.

PERFORMANCE – Calibration
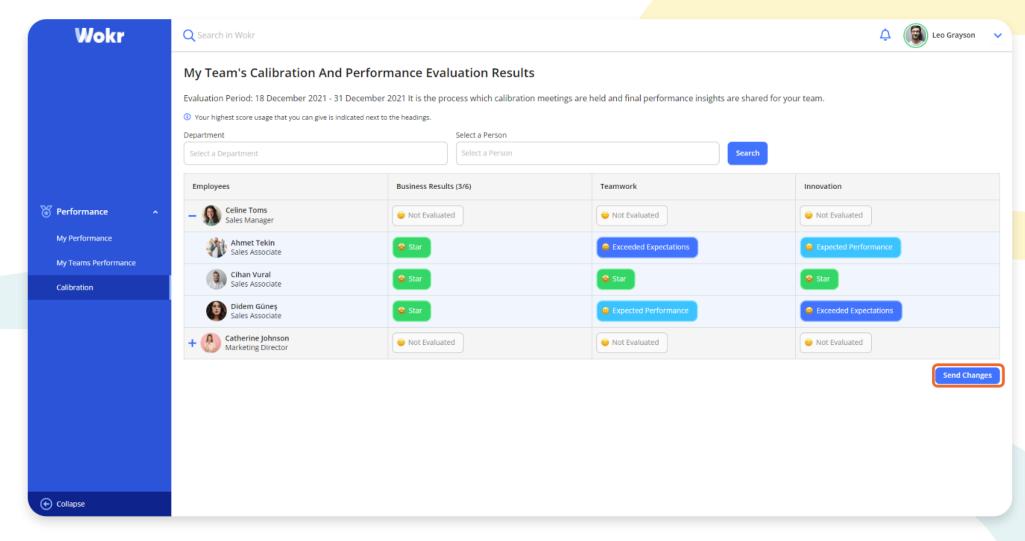

You can calibrate the performance evaluations by clicking "Calibration" under the "Performance" heading in the left menu. You can make the selection from the department and person filtering fields.
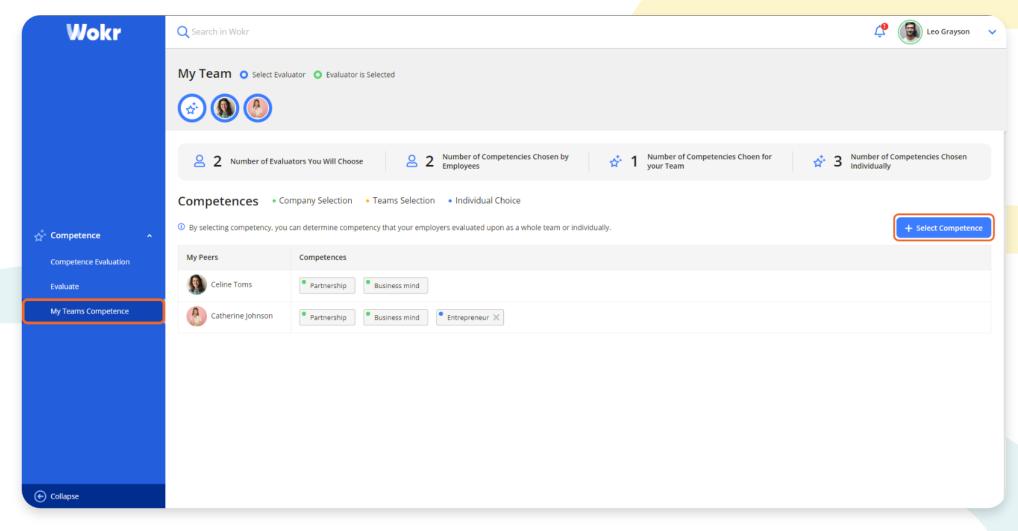
PERFORMANCE – Calibration

By clicking the person cards, the calibration screen comes up, and you can make the scale selection. The details and the person calibrating can be seen.
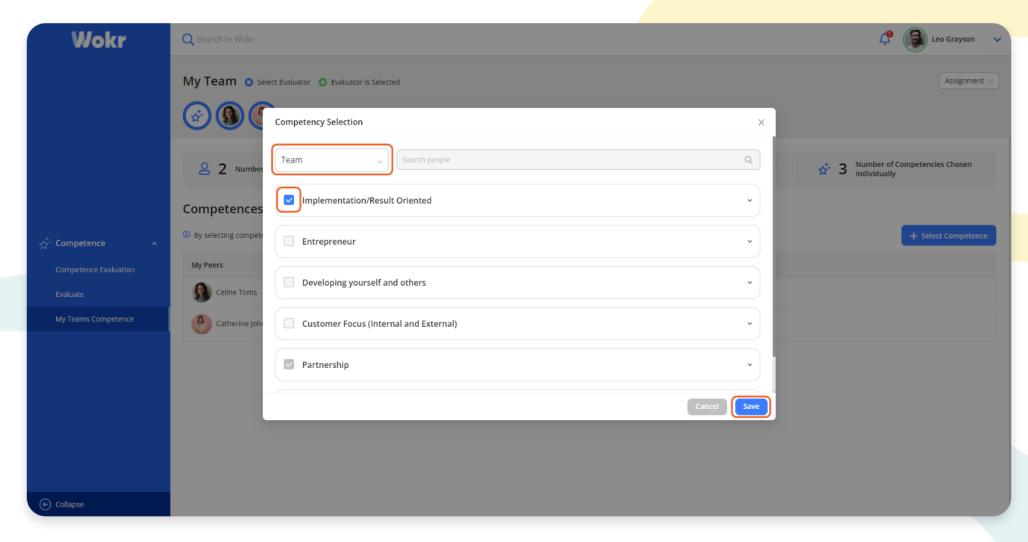
PERFORMANCE – Calibration

You can save the calibrated evaluations by clicking the "Send Changes" button.

COMPETENCE – My Teams Competence

By clicking on "My Teams Competence" under the "Competence" heading in the left menu, you can see users and their status in My Team. From the avatar colors of the users, the ones that need to be evaluated and the ones whose evaluator is determined are displayed. You can assign competency to the team by clicking the "+ Select Competence" button.

COMPETENCE – My Teams Competence

You can choose as a Team or Individual from the category on the competency selection screen. With team selection, you can assign the same competence to the entire team.

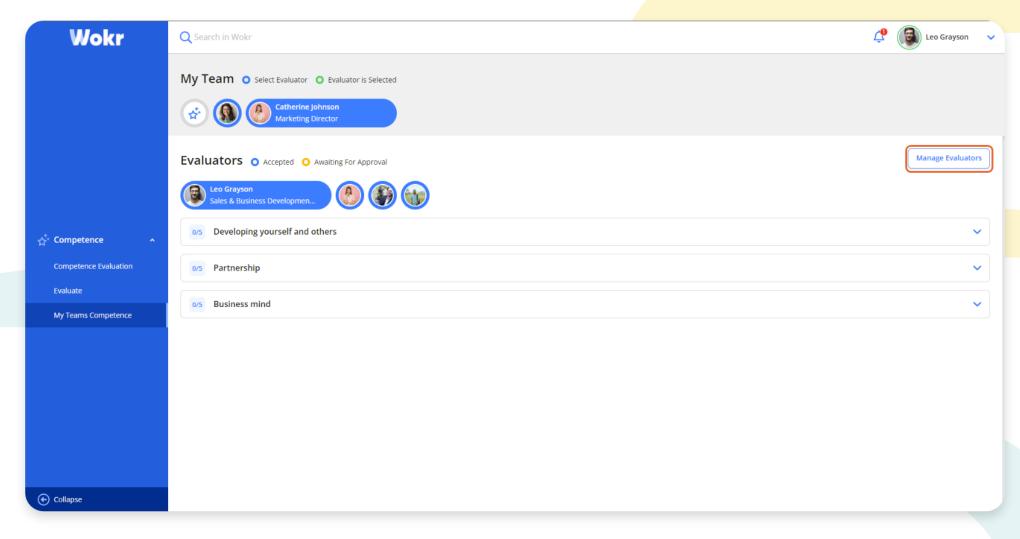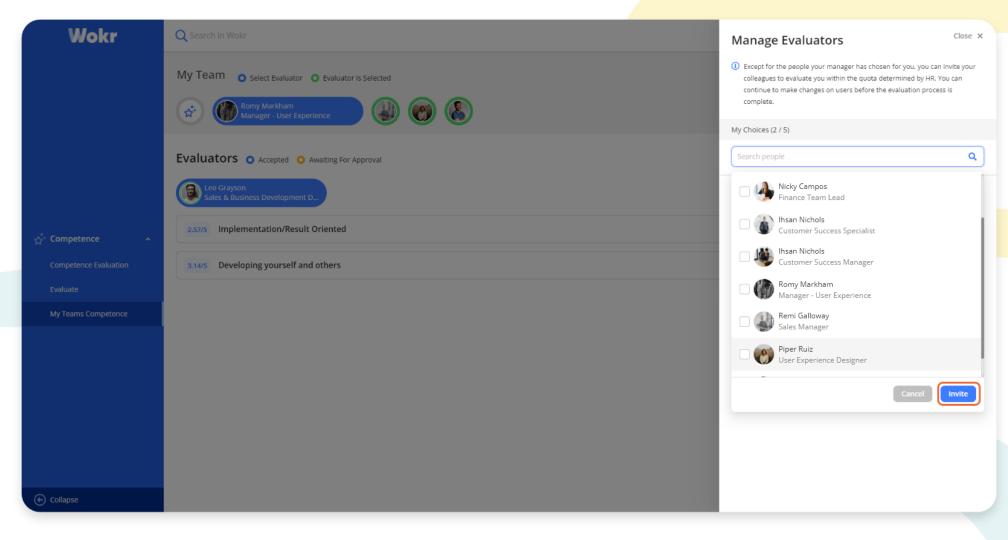# COMPETENCE – My Teams Competence

With Individual selection, you can select the employee you want and assign individual competence. By clicking the "Save" button, you save the assignment made.

COMPETENCE – My Teams Competence

You can see the employees and competencies assigned to related employees on the table.
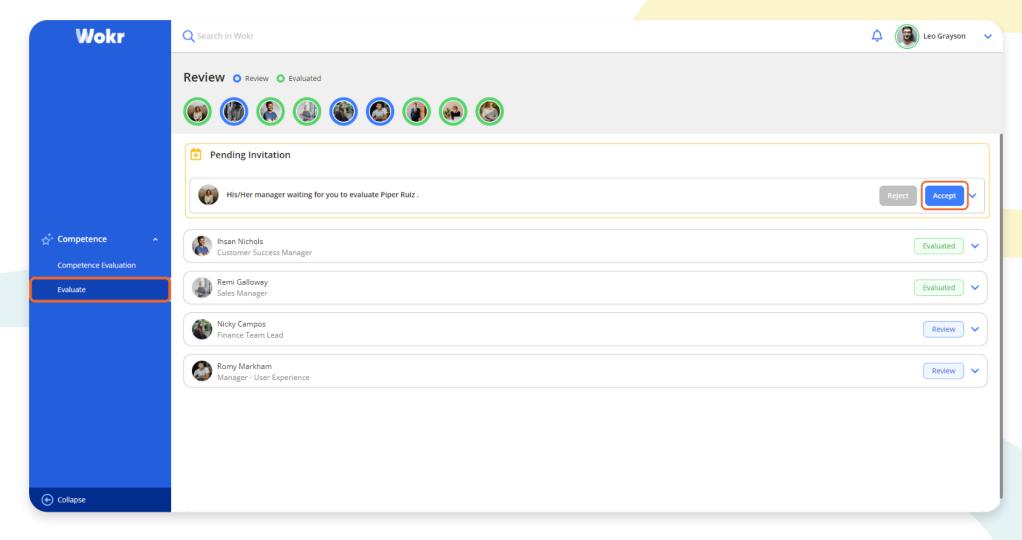
COMPETENCE – My Teams Competence

By clicking on the avatars in the My Team section, you can see the people evaluating the relevant employee and the competencies that the employee will be evaluated for. By clicking the "Manage Evaluators" button, employees can be selected as evaluators. As the evaluations are completed, you can see the average and details of the results on this screen.
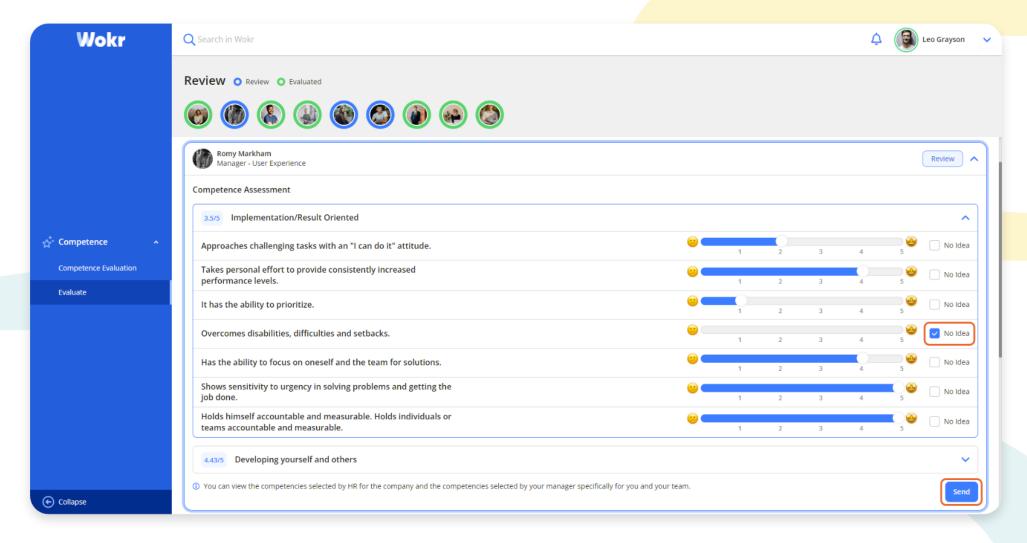
COMPETENCE – My Teams Competence

From the "Manage Evaluators" section, you can invite the people you want to be evaluated by searching panel. Until the selected people accept the invitations, you can dismiss those people. The acceptance status of the selected ones is displayed on the screen.
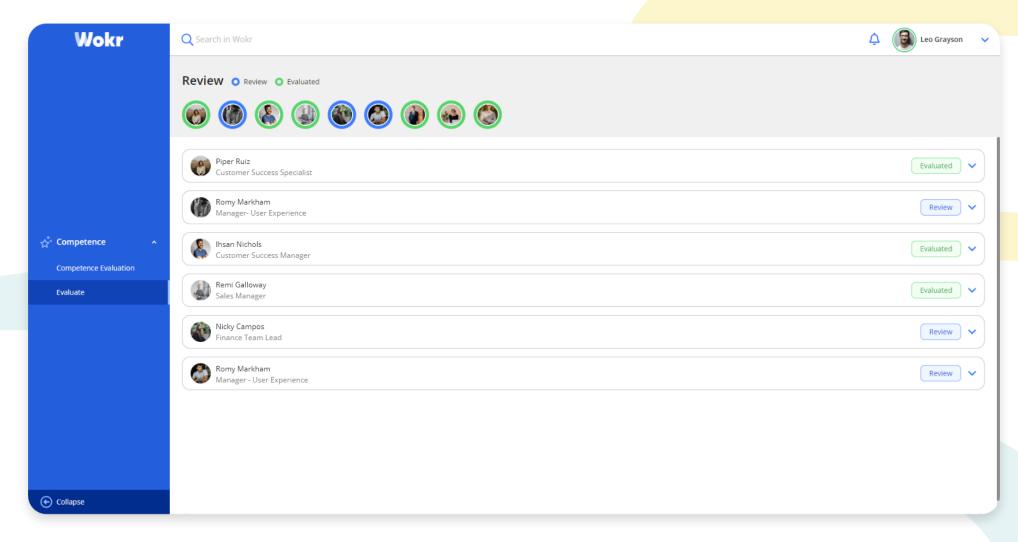
COMPETENCE – Evaluate

Click "Evaluate" under the "Competence" heading in the left menu. Evaluation invitations on this screen are accepted by clicking the "Accept" button or rejected by clicking the "Reject" button. By clicking on the invitation, you can view the competencies of the related person.
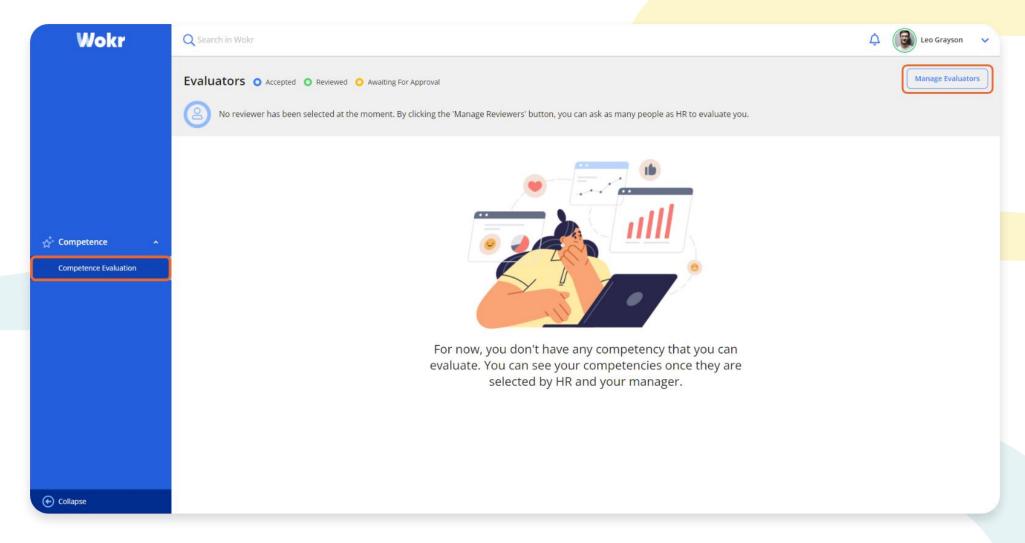
COMPETENCE – Evaluate

Clicking on the cards of the people to be evaluated opens the scoring area. Individuals can be scored based on their behavior, or you can select the "I have no idea" option. After all the scores are made, you can complete the evaluation process by clicking the "Send" button.
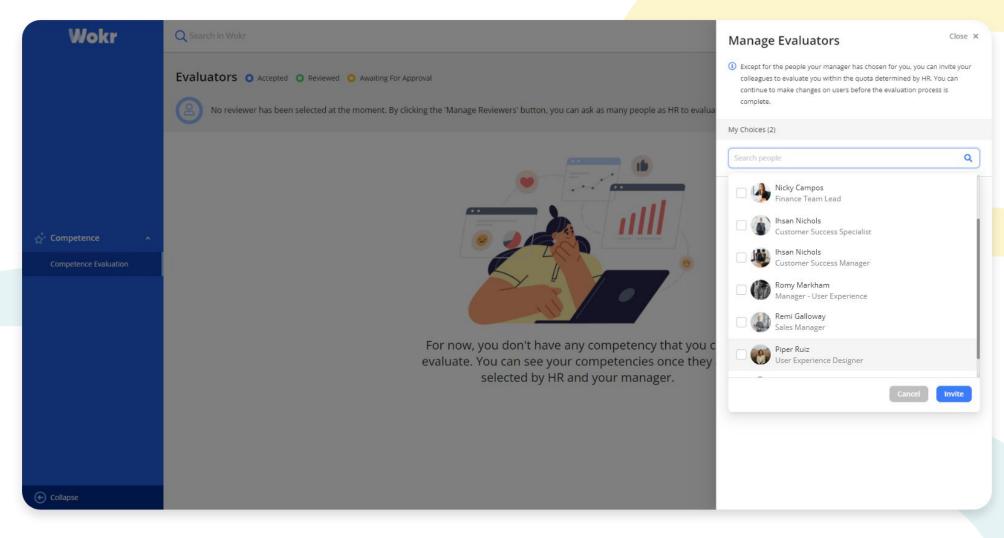
COMPETENCE – Evaluate

Employees whose evaluations are completed go into "Evaluated" status. Evaluations of employees with "Review" status are continued.
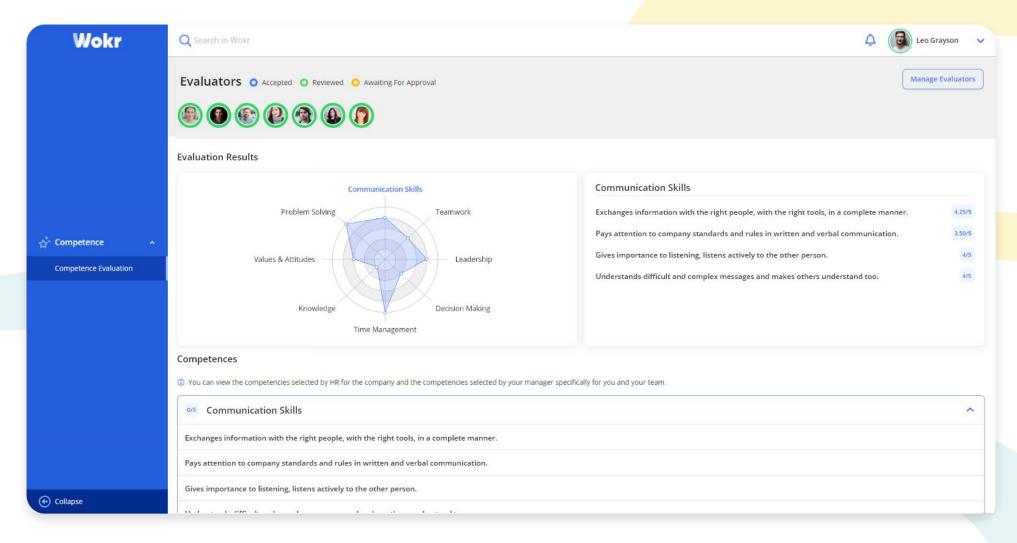
COMPETENCE – Competence Evaluation

Click the "Competence Evaluation" button under the "Competence" heading in the left menu. The person can view the people who will evaluate, manage the evaluators, and examine which competencies they will be evaluated. By clicking the "Manage Evaluators" button, the evaluator can be selected.
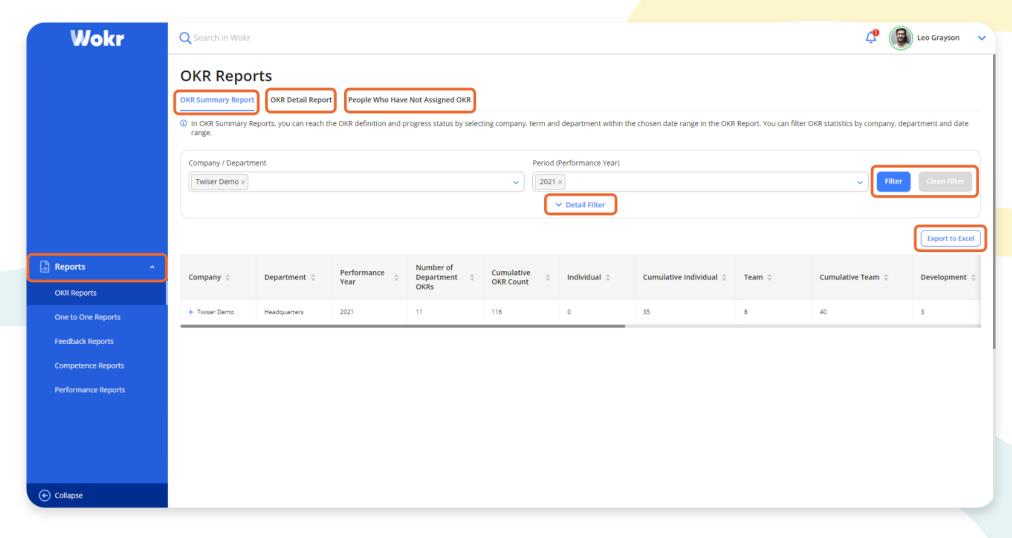
COMPETENCE – Competence Evaluation

Clicking the "Manage Evaluators" button opens the side screen. From this screen, the person can call the people he/she wants to evaluate him/herself and send an invitation. You can view the acceptance and evaluation status of users from the Evaluators section.

COMPETENCE – Competence Evaluation

When the evaluation period is completed, you can see the evaluation results on the graph. You can view the competence detail scores by clicking the competencies on the graph.

REPORTS

Under the "Reports" heading in the left menu, you can view the other module reports. You can reach summary and detailed reports and make detailed filtering. You can filter it by clicking the "Filter" button, clear it by clicking the "Clean Filters" button. You can export the reports to Excel by clicking the "Export to Excel" button.

We are here to answer your questions at any time!