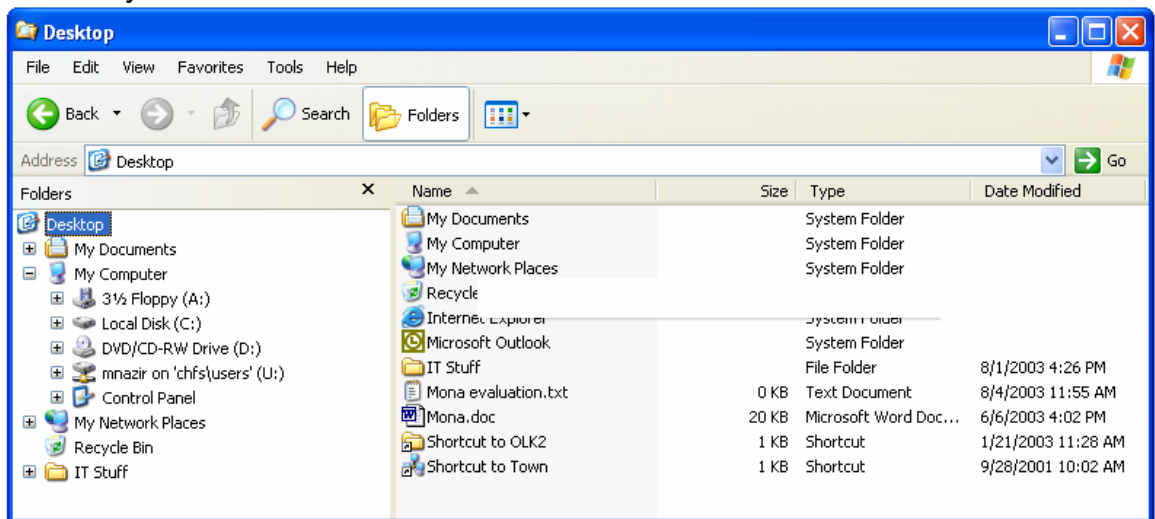
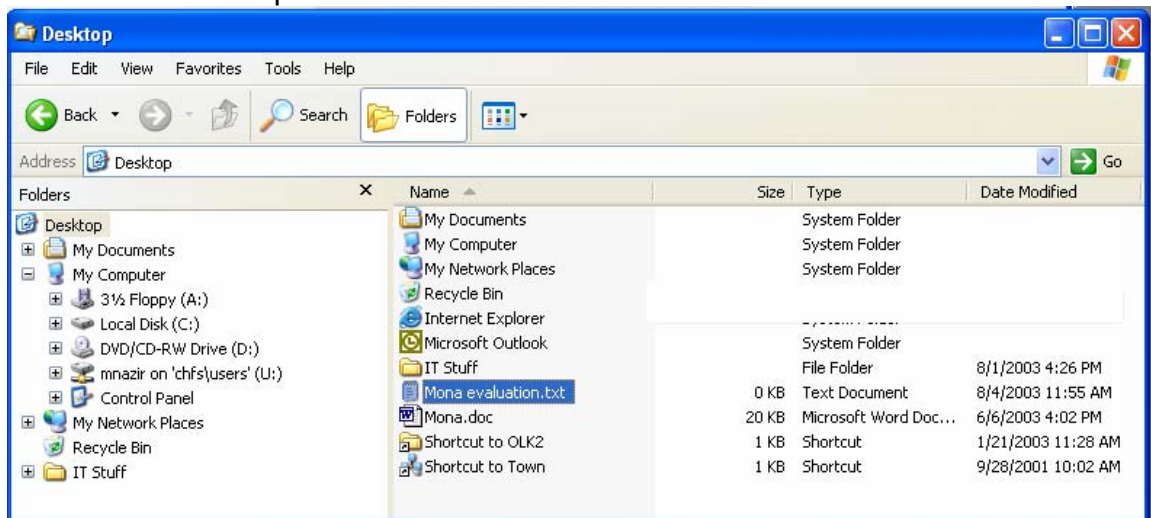


How to Submit 2003 Performance Evaluations on the Network

1. Before you start, make sure each evaluation is saved as the employee's name (last name first name).
2. From your computer, **right-click** on the "start" button (bottom-left-hand corner of the screen).
3. **Select "Explore"** from the pop-up menu. A Windows Explore window will appear.
4. On the **left-side** of the Explore window, **click** the folder which contains the evaluation. In this example, I clicked "Desktop" because that's where I saved my evaluation:



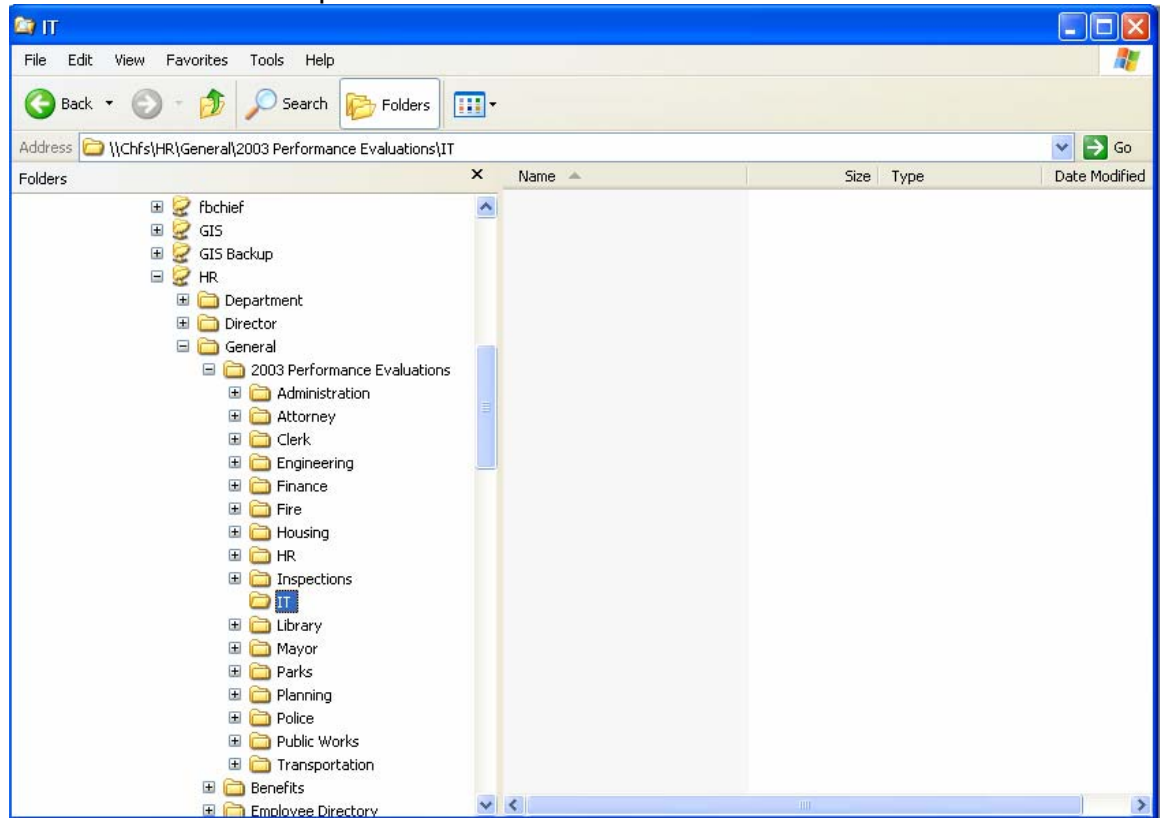
5. On the **right-side** of the Explore window, **single-click** the evaluation as shown in the example below:



6. In the Explore window, **click** the **Edit** menu, and **Copy**.

How to Submit 2003 Performance Evaluations on the Network

7. From the **left-side** of the Explore window, **browse** to the HR Drop-box by clicking the plus sign next to “My Network Places”, then “Entire Network”, then “Microsoft Windows Network”, then “Ch”, then “Chfs”, then “HR”, then “General”, then “2003 Performance Evaluations.”
8. Still in the **left-side** of the Explore window, **click** your Department folder as shown in the example below:



9. In the Explore window, **click** the **Edit** menu, and **Paste**.
10. Repeat Steps 3-8 for each evaluation.

***Notes:

- A. You will not be able to submit evaluations with the same file name.
- B. Once an evaluation is submitted, you cannot retrieve it, although you can re-submit it under a different file name.
- C. Do not attempt to submit an open-file using “Save-As.”