

Task Status

The screenshot shows the HALOGE software interface. At the top, there is a navigation bar with tabs: Home, My Performance, My Employees, Task Status (selected), Reports, and Directory. The HALOGE SOFTWARE logo is in the top right. Below the navigation bar, the page title is "Roadshow Perf Appraisal demo" and the viewing filter is set to "Roadshow Perf Appraisal demo".

Under the title, there are two tabs: "Tasks" (selected) and "Overview". A red number "1" is placed above the "Tasks" tab. Below the tabs is a progress bar with four steps: "Write annual appraisals for your direct reports" (12/10/2013), "Employee sign-off" (12/14/2013), "Sign-off appraisals for direct reports" (12/15/2013), and "Manager/Director sign-off" (12/22/2013). A red number "2" is placed to the right of the progress bar. Below the progress bar, there are three status indicators: "3 To-Dos", "3 Not Ready", and "3 Not Ready".

Below the progress bar is a search bar with the text "Search First and/or Last Name" and buttons for "Search" and "Show All". There is also an "Advanced Search" button with a plus sign.

The main section is titled "Appraisal Tasks" and has a sub-header "Assign to Other Manager...". Below this is a table with columns: "First Name", "Last Name", "Write annual appraisals for your direct reports", "Appraisal Status", "Due Date", and "Completed Date". The table contains three rows of data:

First Name	Last Name	Write annual appraisals for your direct reports	Appraisal Status	Due Date	Completed Date
Jessica	halogenEmployee	Edit Appraisal	View Status	12/10/2013	
Mark	halogenEmployee	Edit Appraisal	View Status	12/10/2013	
Mason	halogenManager	Edit Appraisal	View Status	12/10/2013	

A red number "3" is placed above the "Edit Appraisal" link for Jessica, and a red number "4" is placed above the "View Status" link for Jessica. Below the table is a legend with the following items: "Overdue" (red triangle), "My To-Do" (yellow circle), "Their To-Do" (orange circle), "Sent for Review" (blue circle), "Not Ready" (grey circle), and "Completed" (green circle). A red number "5" is placed to the right of the legend.

1. Two views: Tasks or Overview. Task view shows more detail.
2. Bar shows each step of the process—currently in the first step “Write annual appraisal” and due date. Slide the bar to view tasks associated with each step.
3. Indicates the status of *your* tasks – See the legend. Click on the task to perform the task.
4. Click on “View Status” to see the progress of each employee through the process.
5. Legend