OPTIMA – Employee User Manual

GSPC Group Company

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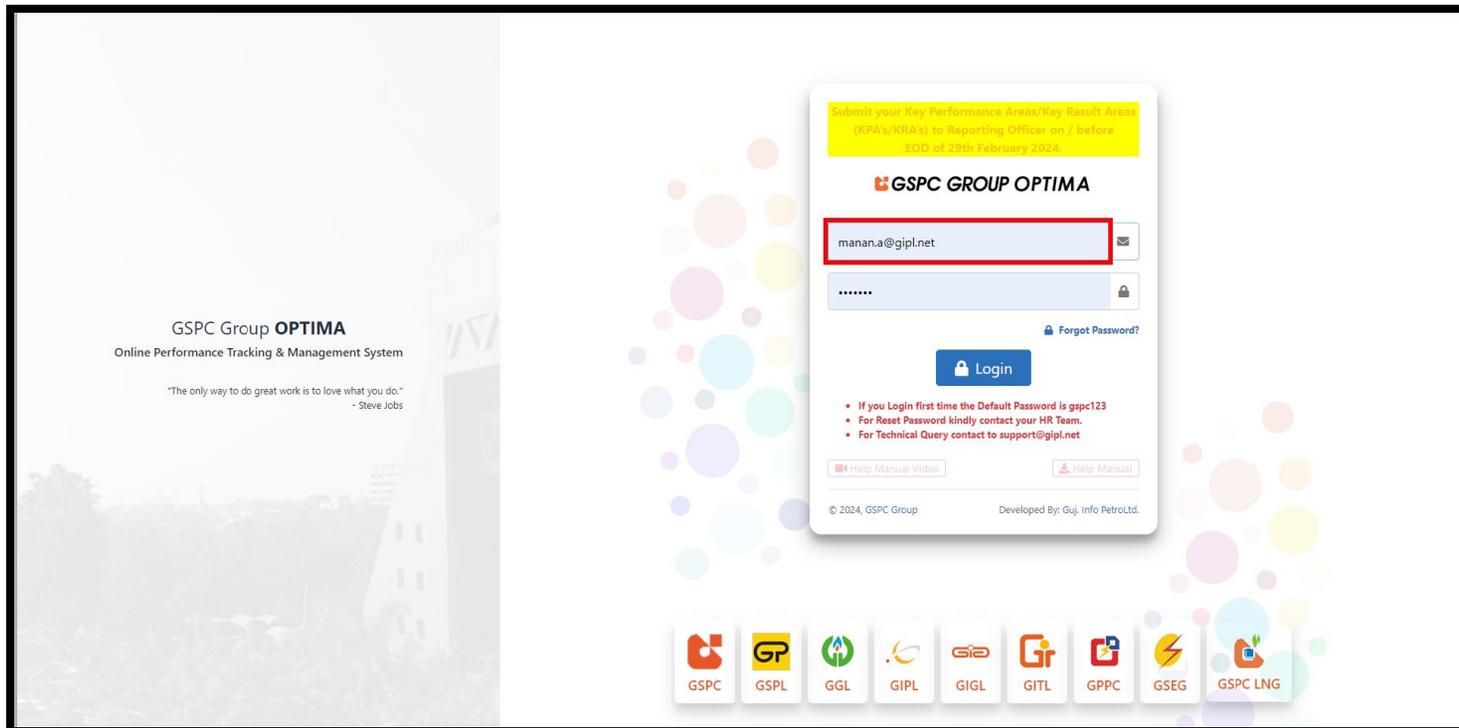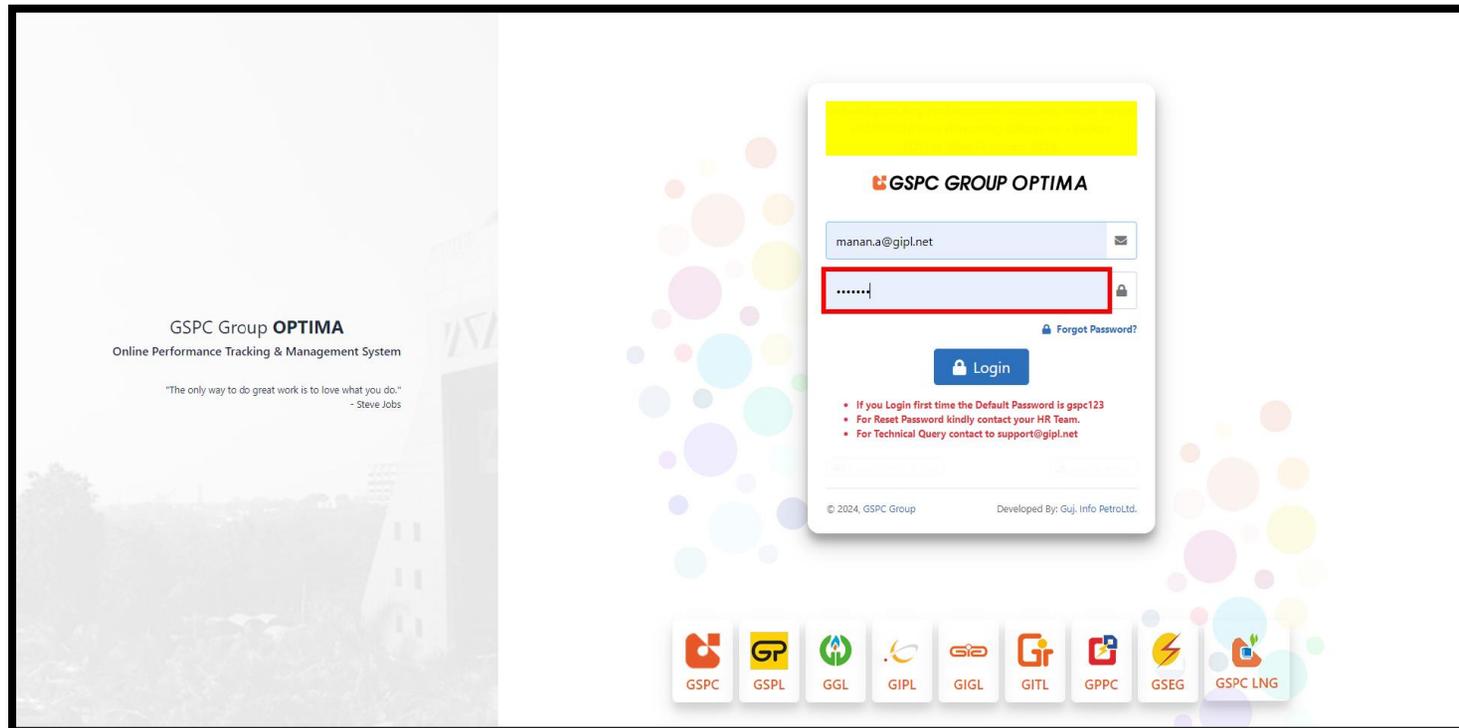**GUJ INFO PETRO LIMITED.**

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➢ Welcome to GSPC Group OPTIMA. First, the employee needs to log in and enter their username.

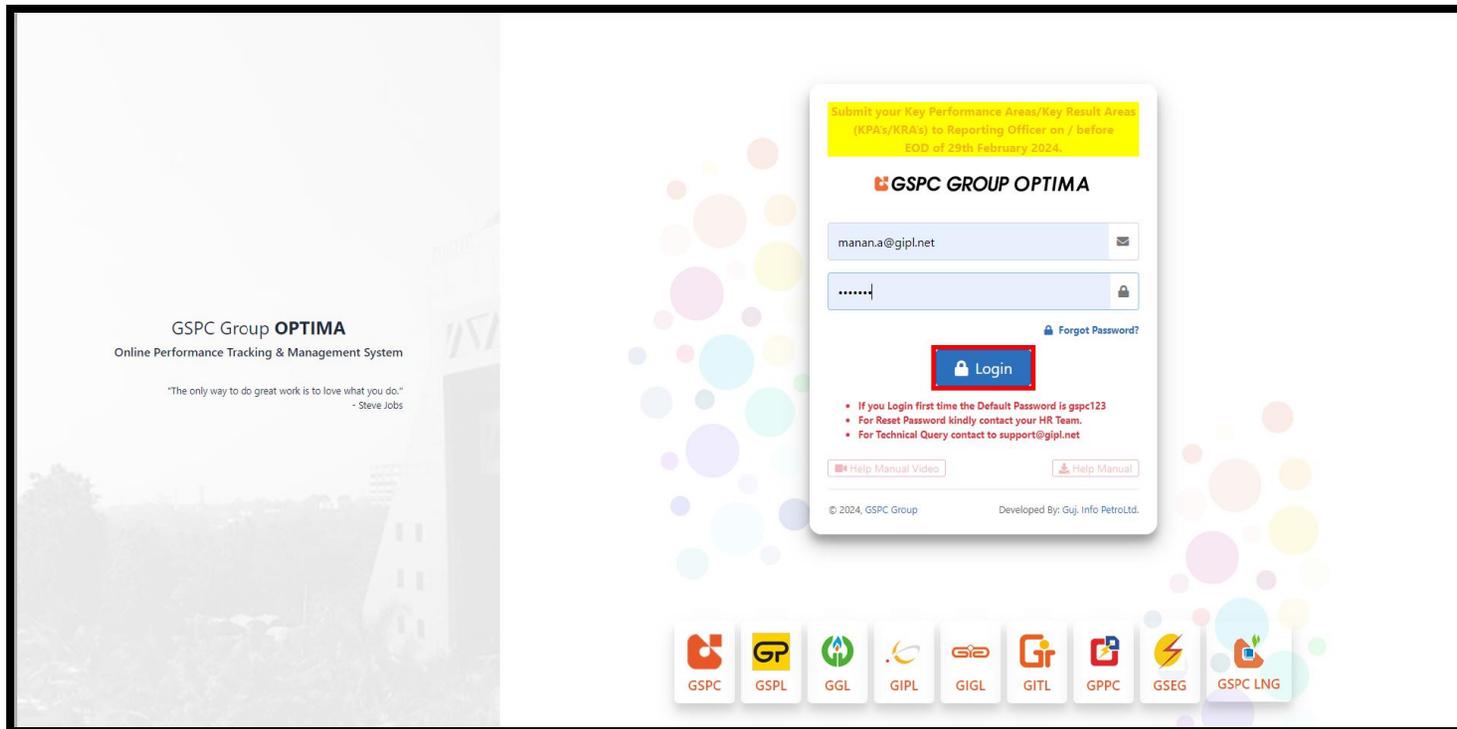# OPTIMA – Employee User Manual

➢ And enter a password.
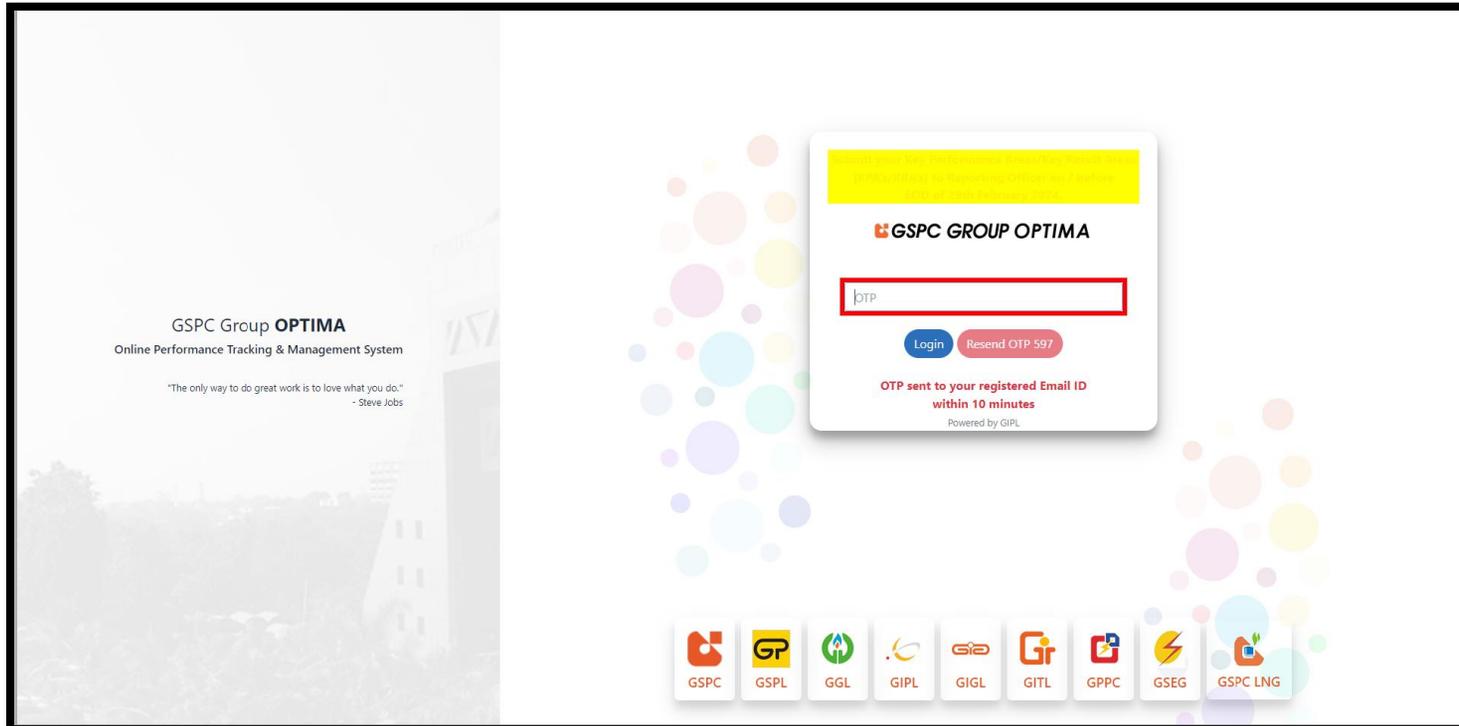
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➢ Click on the Login Button.

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➢ Then enter the OTP that is received on the registered email ID.

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➢ And then Click on the Login Button.

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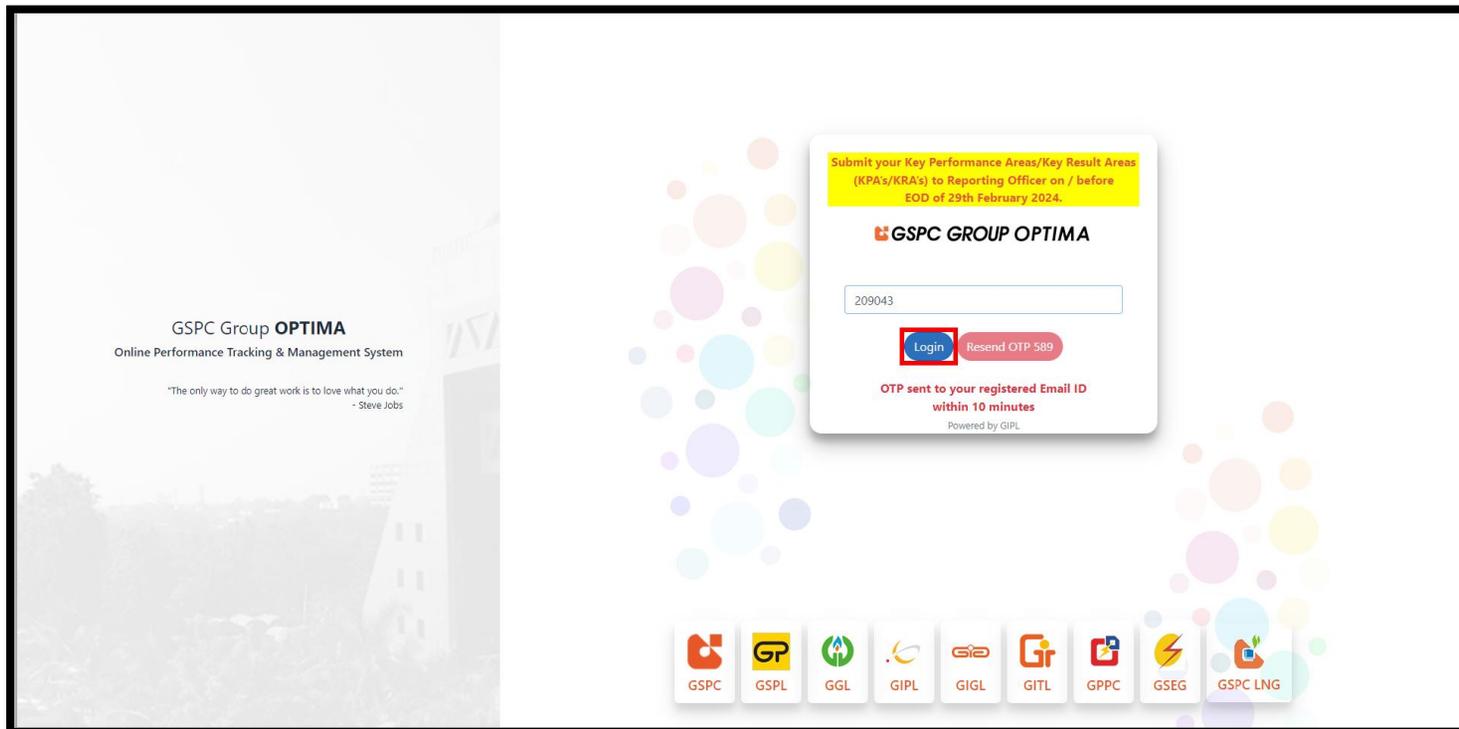
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➢ After Successfully login, employee can view the dashboard details. If an employee wants to fill out the Achievement form, they Should click on "Appraisal" to proceed further.

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➢ Then click on "View Appraisal."

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➢ Here, employees can view different tabs. Then click on "My Achievement" to proceed further.

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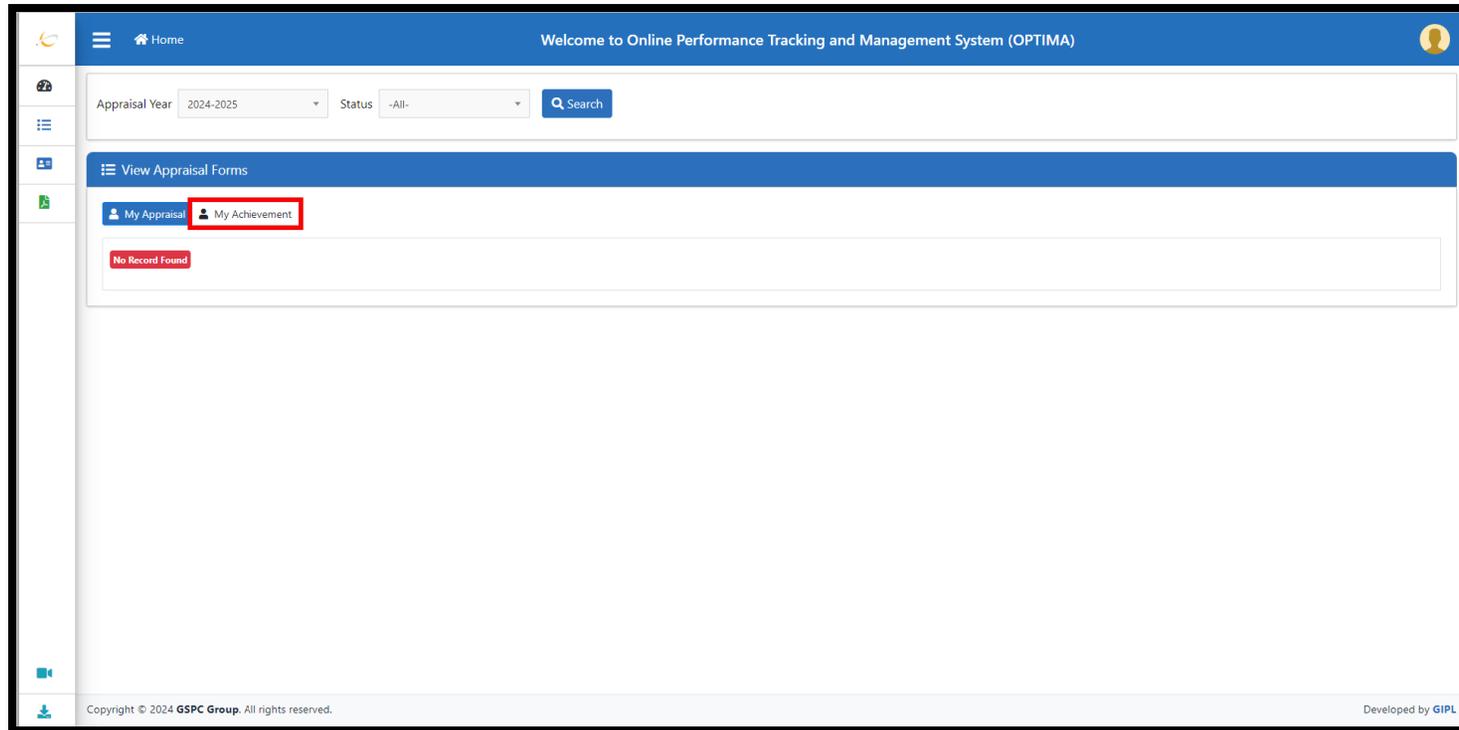
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➢ The employee views their details.

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➤ Now, to fill up achievement details, click on the "Fill Appraisal Form" button.

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➢ Then, employee needs to fill in the actual achievement details.

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➢ And provide all the details for each Key Performance Area.

Performance Planning and Appraisal System

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➢ After filling in the actual achievement details, click on the save button.
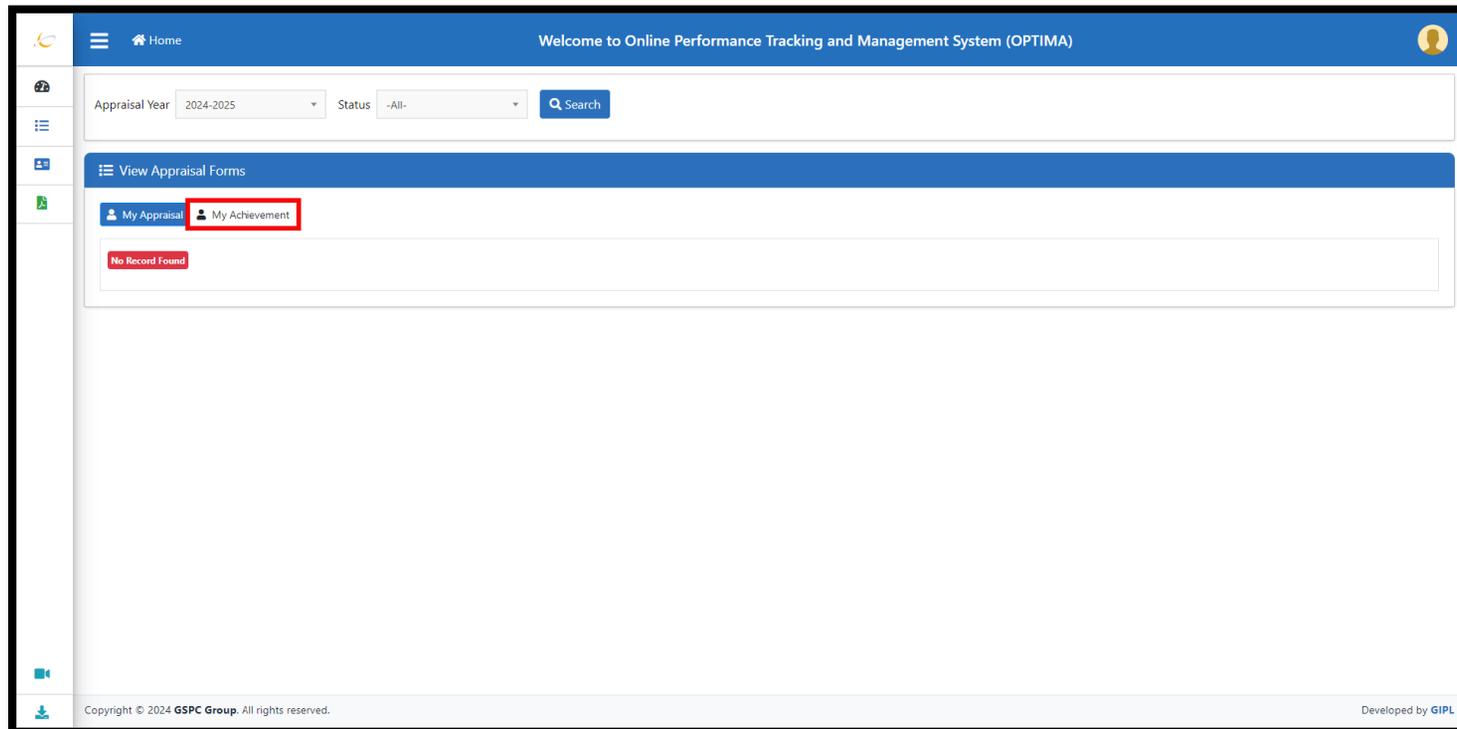
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➢ Then click on the OK button.

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➢ Now, for forwarding to the Reporting Officer, the Employee needs to click on the "My Achievement" tab.

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➢ Here, the Employee needs to click on the "Forward to Reporting Officer" button.

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➢ Then provide remarks.

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➢ And then clicks on the submit button.

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➢ After clicking on the submit button, a confirmation message displays. Then clicks on "Appraise Forward to Reporting Officer," and it will be forwarded to the Reporting Officer.

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➢ Then click on the OK Button.

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➤ Here, the employee's activity is complete. The employee can now successfully log out from the portal using the logout button.

➤ For further support and details, please send an email to Support@gipl.net. Thank you!