

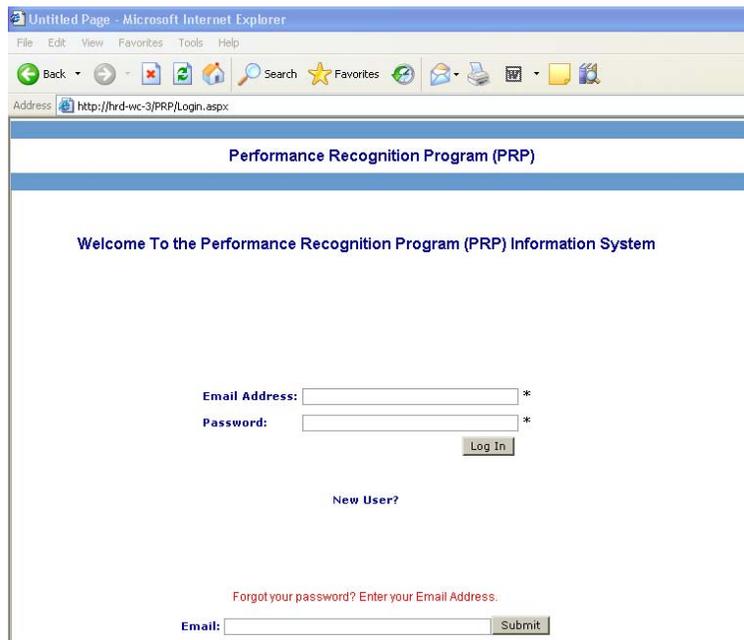
Performance Recognition Program (PRP) Information System

Welcome to the Performance Recognition Program (PRP) Information System instruction page. HRD is excited to announce this new feature, which will allow Agency PRP Coordinators to enter their Citation winner and Carballo nominee's information directly into our database.

Here you will find the instructions on how to register and enter your agency's Citation winners on the PRP Information System. **Please keep in mind, how you enter your agency's Citation winners is how they will appear on the printed Citation. Please make sure all spelling is correct, and the name reads how you would like it to appear on the Citation.**

Instructions: Registering for First Time Users

1. Click on [PRP Information System](#) (or find the system link on the PRP website).



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://hrd-wc-3/PRP/Login.aspx`. The page content includes a blue header with the text "Performance Recognition Program (PRP)". Below the header, a blue bar contains the text "Welcome To the Performance Recognition Program (PRP) Information System". The main content area features a login form with two input fields: "Email Address:" and "Password:", each followed by an asterisk. A "Log In" button is positioned to the right of the password field. Below the login fields, the text "New User?" is centered. At the bottom of the page, there is a link that reads "Forgot your password? Enter your Email Address." and an "Email:" input field with a "Submit" button to its right.

2. Click on 'New User?'

The screenshot shows a web browser window titled "Untitled Page - Microsoft Internet Explorer". The address bar displays "http://hrd-wc-3/PRP/UserProfile.aspx?r=2". The page content is titled "Performance Recognition Program (PRP)" and "PRP Coordinator Account". It contains a registration form with the following fields: "First Name:", "Last Name:", "Email:", "Phone:", "Secretariat:" (a dropdown menu with "Select a Secretariat" selected), "Password:", and "Re-enter Password:". Below the form are "Submit" and "Back" buttons.

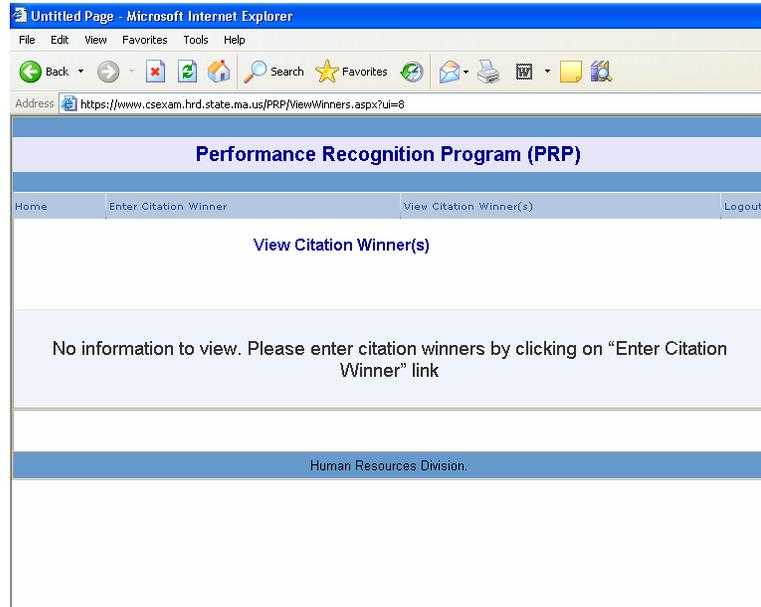
3. Enter your first name, last name, email, phone number, and select your secretariat. Once your secretariat is selected, an agency list will pop up. Please select your agency. If you are the PRP Coordinator for multiple agencies, please check all agencies that apply. Enter and re-enter your password.

4. Hit 'submit.' You will automatically be brought back to the initial login page. An email will be generated confirming that your information has been submitted. Once your account is approved you will receive an email confirmation and will be able to login and enter your agency's Citation winners.

The screenshot shows a web browser window titled "Untitled Page - Microsoft Internet Explorer". The address bar displays "https://www.csexam.hrd.state.ma.us/PRP/Login.aspx?b=s". The page content is titled "Performance Recognition Program (PRP)" and "Welcome To the Performance Recognition Program (PRP) Information System". It features a red message: "You will receive an email when the Administrator approves your account". Below this are "Email Address:" and "Password:" input fields, each followed by an asterisk (*). A "Log In" button is positioned below the password field. A "New User?" link is centered below the login fields. At the bottom, there is a red link: "Forgot your password? Enter your Email Address." followed by an "Email:" input field and a "Submit" button. The footer of the page reads "Human Resources Division."

Instructions: Entering your Agency's Citation Winner(s)

1. After you login, you will see the following screen.



2. Click on the 'Enter Citation Winner' tab to begin entering you Citation winners.
3. For Individual Citations, enter the First Name and Last Name. If your Citation winner is also a Carballo nominee, please check the Carballo nominee box. Hit 'Save.'

The screenshot shows a Microsoft Internet Explorer browser window displaying the Performance Recognition Program (PRP) "Create Winner" form. The address bar shows the URL: <http://hrd-wc-3/PRP/CreateWinner.aspx?v=1>. The page title is "Performance Recognition Program (PRP)". Below the title is a navigation menu with four tabs: "Home", "Enter Citation Winner", "View Citation Winner(s)", and "Logout". The "Enter Citation Winner" tab is currently selected. The main content area displays the text "Citation Winner Information" and a form with the following fields:

- Secretariat:** A dropdown menu with "ADMINISTRATION & FINANCE" selected.
- Agency:** A dropdown menu with "HUMAN RESOURCES DIVISION" selected.
- Group Award:** A checkbox that is currently unchecked.
- First Name:** A text input field.
- Last Name:** A text input field.
- Carballo Nominee:** A checkbox that is currently unchecked.

At the bottom of the form, there are two buttons: "Save" and "Back".

4. For Group Citations check the Group Award box and enter the total number of group members. Hit the 'Enter Member Names' button.

Untitled Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Home Search Favorites Refresh Print
Address http://hrd-wc-3/PRP/CreateWinner.aspx?w=n

Performance Recognition Program (PRP)

Home Enter Citation Winner View Citation Winner(s) Logout

Citation Winner Information

Secretariat: ADMINISTRATION & FINANCE
Agency: HUMAN RESOURCES DIVISION
Group Award:
Number of Group Members: Enter Member Names
Group Name:
Carballo Nominee:

Save Back

5. Enter the group name and the members' first and last name and hit 'Save.'

Untitled Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Home Search Favorites Refresh Print
Address http://hrd-wc-3/PRP/CreateWinner.aspx?w=n

Performance Recognition Program (PRP)

Home Enter Citation Winner View Citation Winner(s) Logout

Citation Winner Information

Secretariat: ADMINISTRATION & FINANCE
Agency: HUMAN RESOURCES DIVISION
Group Award:
Number of Group Members: 2 Enter Member Names
Group Name:
Carballo Nominee:
Member Names:

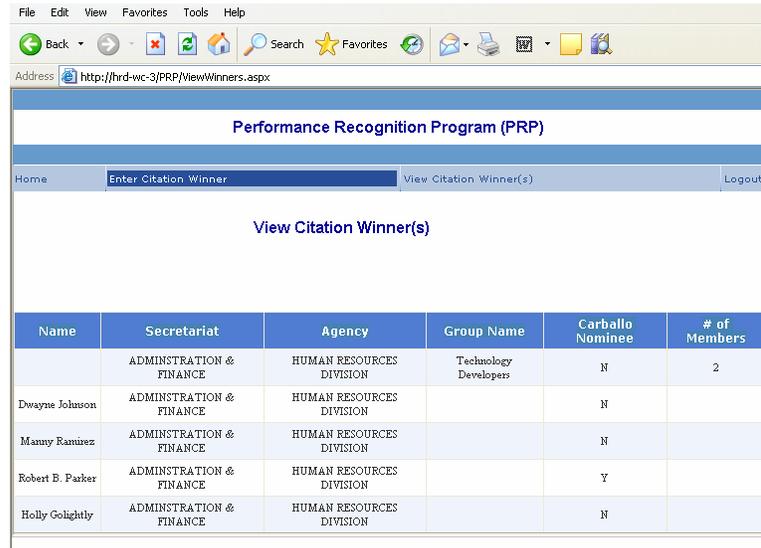
First Name	Last Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save Back

6. Continue steps 2-5 until all your Citation winners are entered.

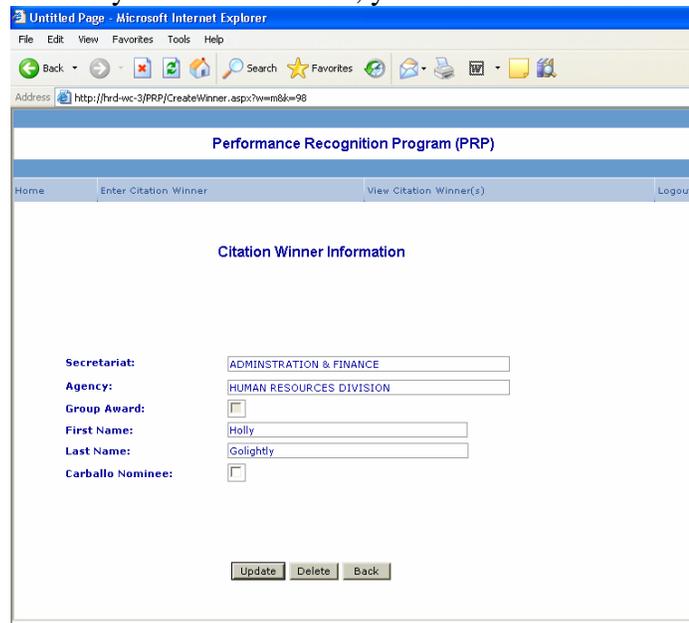
Instructions: Editing and Deleting Citation Winners

1. If you would like to edit or delete a Citation winner, click on ‘View Citation Winner(s).’



Name	Secretariat	Agency	Group Name	Carballo Nominee	# of Members
	ADMINSTRATION & FINANCE	HUMAN RESOURCES DIVISION	Technology Developers	N	2
Dwayne Johnson	ADMINSTRATION & FINANCE	HUMAN RESOURCES DIVISION		N	
Manny Ramirez	ADMINSTRATION & FINANCE	HUMAN RESOURCES DIVISION		N	
Robert B. Parker	ADMINSTRATION & FINANCE	HUMAN RESOURCES DIVISION		Y	
Holly Golightly	ADMINSTRATION & FINANCE	HUMAN RESOURCES DIVISION		N	

2. Click on the name or group name of the Citation you would like to edit or delete. This will bring you into the Citation Winner Information screen.
3. For individual Citation winners:
 - o To edit the Citation winner’s name, enter the change and hit ‘Update.’
 - o To select them as a Carballo nominee, check the Carballo nominee box and hit ‘Update.’
 - o To delete the entire record, click ‘Delete.’ A pop-up will appear asking if you are sure you want to delete this record. If yes, hit ‘Okay.’ If not, hit ‘Cancel.’ Once you delete a record, you cannot retrieve it.



Performance Recognition Program (PRP)

Home Enter Citation Winner View Citation Winner(s) Logout

Citation Winner Information

Secretariat: ADMINSTRATION & FINANCE

Agency: HUMAN RESOURCES DIVISION

Group Award:

First Name: Holly

Last Name: Golightly

Carballo Nominee:

Update Delete Back

4. For group Citation winners:

- To edit the group name, enter the new group name and hit 'Update.'
- To add group members, enter the new member in the space provided and hit 'Add New' to save. Repeat this step until all new group members are added.
- To delete a group member, click 'Delete' next to their name.
- To edit a member name, click 'Edit' and enter your corrections. Once corrected hit 'Update.' If you would like to undue your change, hit 'Cancel.'
- To delete the entire record, click 'Delete.' A pop-up will appear asking if you are sure you want to delete this record. If yes, hit 'Okay.' If not, hit 'Cancel.' Once you delete a record, you cannot retrieve it.
- Once you are finished with your corrections, click 'Update' or 'Back' to return to the View Citation Winner(s) screen.

The screenshot shows a web browser window with the address `http://hrd-wc-3/PRP/CreateWinner.aspx?w=m&k=94`. The page title is "Performance Recognition Program (PRP)". The navigation menu includes "Home", "Enter Citation Winner", "View Citation Winner(s)", and "Logout".

The main content area is titled "Citation Winner Information" and contains the following fields:

- Secretariat:** ADMINISTRATION & FINANCE
- Agency:** HUMAN RESOURCES DIVISION
- Group Award:**
- Number of Group Members:** 2
- Group Name:** Technology Developers
- Carballo Nominee:**
- Member Names:**

FirstName	LastName	Edit	Delete
1 Bill	Gates	Edit	Delete
2 Steve	Jobs	Edit	Delete
<input type="text"/>	<input type="text"/>	Add	Delete
		New	

At the bottom of the form are three buttons: "Update", "Delete", and "Back".