Log Into the Gateway, View, Add Signature & Comments to a Review

This tutorial explains how to log into ReviewSnap from the Gateway and provides details on how to add a Comment, a Signature & View a Review. If you are looking for details on how to do a self-review click <u>here</u> to find your department.

Open up the Mozilla Firefox browser.



MAPS AND DIRECTIONS

Once the browser is open and be sure you are on **Dickinson College** home page which is <u>http://www.dickinson.edu</u>.

Scroll down the bottom right side of the page to find the <u>Gateway</u> link.

Now you are at the **Dickinson Gateway**, type in your **Username** and **Password**.

Click the **Login** button or hit the **Enter** key on the keyboard.

Once inside the **Gateway** look for the **Reviews** icon found under the **Application Launch Pad**, to get into ReviewSnap.

Click on the **Login to the Dickinson** Gateway.

You are now in the ReviewSnap area, click on the link called **Manage Reviews.**



EMPLOYMENT

BOOKSTORE

In the **Manage Reviews** area notice your name, department & job title on the folder. Click on the **Create or Complete a Review** link as shown below.

Review Process		
Manage Reviews Manage eSignatures	Create Journal Entries	
Manage Reviews		
Create or Complete a Review	Dickins	son, John 🗸
Create/View Journal Entries	JOHN DICKINSON	
Manage Goals		000
Update Employee Information	Email Address: dickinsoj@dickinson.edu Job Title: Baker Dining Hall	
	Department: Dining Services	
	Manager(s): Jeanette Gribble	

In ReviewSnap you can **View** your revew by clicking on the **View** link as shown below. It will open another tab within the browser for you to read the review.

Once a review is completed you will need to add your Signature.

You can also add a **Comment** if you want to by clicking on the **Comments** link as shown below.

Review Process						
Manage Reviews Manage eSignatures Create Journal Entries						
John Dickinson: Complete an Existing Review						
Review Period	Start Date	End Date	Reviewer		Actions	
Auxiliary Services	7/1/2012	3/1/2013	Gribble, Jeanette	<u>View</u> <u>Reviewers</u>	Comments	<u>Signatures</u>

Type inside the dialog box where the example on right shows the words that I have typed in.

Typing in this **Employee Comments** dialog box will add a page to your review.

Employee Comments:		
Add Commonte Mare		
Add Comments Here		

Click on the **Submit** button, which is found at the bottom of the window.



To get back into the area to find the **Signature** link, click on the **Manage Reviews** link.

Now you need to click on the **Signatures** link to Sign your Review, the final step.

Type your name inside the dialog box under **Signature** and click the **Sign** button.

You have finished your review process. Click logout and close the window.

On the **Gateway** tab found on upper right corner, click **Logout**.

Review Pro	cess	
Manage Reviews	Manage eSi	gnatures



eSignature for Review			
Review Period: 3/1/2012 - 2/28/2013			
Туре	Name	Signature	Date
Employee	Jeanette Gribble	Jeanette Gribble Sign 1/	/2013
Manager	Terry Mollett	not signed	
HR	Steven Riccio	not signed	



Now you must close every tab or window that is open in the brower to complete the logout process.

Failure to do this could result with another user being able to get into your Gateway account. Click the red X on **Mozilla Firefox** as shown below.

(Dickinson College] Technology Services - Mozilla Firefox				
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🚽 💋 [Dickinson College] Technol 🗙 🛄 Performance Management 🗴	🕑 Gateway to Dickinson College × 🕇			
🔶 🔶 🔹 🗸 🛞 lis.dickinson.edu/Technology/Training/Tutorials	/ ☆ マ C 🔀 - Google 🔎 🏫			

As each years review is completed they can be found in the **View Completed Reviews** area.



If you have any questions about your review please contact Human Resources.