

Merits4U™ Performance Appraisal Software

Answers The Question...

What Have I Done For You Lately?

Compare My Merit Scores!

 Include Seniority Years in Point Count'. A dropdown menu shows 'LIMO BUSINESS' selected. Below are 'Totals' and 'Details' tabs. The 'Totals' table lists employees: Wally, Billy, Carlos, Walter, and Harry, with columns for Score, Awards, Merits, dMerits, and M1-M7. The 'Details' table lists merit activities: M1 (Wash an additional vehicle...), M2 (Inside pick-up International flight), M3 (Help out in office), M4 (Train new worker), M5 (Letter of Commendation from Customer), and M6 (Drive in your Customer)."/>

MERIT SCORE = Merits minus (dMerits & Awards)

Daily
 Weekly
 Monthly
 Yr To Date

Cal From: 09/17/2003 To: 09/17/2003

Plus Score: Merit Earner Is Due Reward!
 Minus Score: dMerit Earner Needs Feedback To Improve
 Seniority Edge: Include Seniority Years in Point Count

Select Merit Group: LIMO BUSINESS

Totals				Details							
Limo Business	Score	Awards	Merits	dMerits	M1	M2	M3	M4	M5	M6	M7
Wally	5	0	5	0	0	0	0	0	0	5	0
Billy	1	0	1	0	0	0	1	0	0	0	0
Carlos	-8	0	2	10	2	0	0	0	0	0	0
Walter	-5	0	5	10	0	2	0	2	0	0	0
Harry	-3	5	5	3	0	2	1	2	0	0	0

Merits	dMerits	Rewards
Ndx#	Points	Meritorious Activity:
M1	2	Wash an additional vehicle at the request of Manager
M2	2	Inside pick-up International flight
M3	1	Help out in office.
M4	2	Train new worker
M5	10	Letter of Commendation from Customer
M6	45	Drive in your Customer

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For record of activities click on details.



WHO'S AHEAD? Are the Rewards going to Workers who deserve them. Are the Workers who do the most getting their fair share?

Merits4U™ KEEPS SCORE!

Merits4U™ is an easy way to document worker activity. Use the Merit Score to give Feedback, Recognition and Reward.

Merits4U™ is a no-hassle way to recognize who your best workers are.

Because, Nothing Quits Faster Than Un-Noticed Extra Effort!



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What Have I Done For You Lately?

Merit History Screen

MERIT HISTORY Print Selected Print All

Known As History From To

First Name Last Name Seniority Yrs

Merit Activity	Meritdate	Merits	Notes	Delete
Extra work on short notice	09/04/03	1	2 points per hour	<input type="checkbox"/>
Help out in office.	09/04/03	1	Answer phones, take out trash, etc.	<input type="checkbox"/>
Letter of Commendation from Customer	09/04/03	10		<input type="checkbox"/>
Drive in new Customer	09/04/03	15	Must book at least 2 hrs or one call per	<input type="checkbox"/>

dMerit Activity	dMeritdate	dMerits	Notes	Delete
Failing to turn in cash and paperwork as sche	09/04/03	3	No excuses	<input type="checkbox"/>
Late For Pickup - driver at fault	09/04/03	3	When driver left for pickup on scheduled bl	<input type="checkbox"/>

Merit Awards	Awarddate	PtsPaid	Award Notes	Delete
Wait and Return time jobs	09/25/03	5	12 Hour Trip	<input type="checkbox"/>
Reserved Parking Spot for month	09/25/03	15	15 Points in a month gets reserved spot fo	<input type="checkbox"/>

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Worker Photo Profile With Message Center

The screenshot displays the 'PHOTO PROFILE' window for a worker named Curt. The profile includes fields for Merit Groups (SOFTWARE DEVELOPERS), Title (Programmer), Known as (Curt), First name (Curtis), Last name (Mosby), and Seniority Yrs (15). A photo of Curt is shown with navigation controls. Below the profile is a 'Notes & Messages For Curt' window with a table of messages:

Subject	Send Date	Sent To
Excellent Job	// : : AM	Note Only
Commendation Letter	09/04/2003 04:43:06	Curt
Outstanding Performance	// : : AM	Note Only

Below the message center is a 'Send To' form with fields for TO (Curt), Merit Group (SOFTWARE DEVELOPERS), Subject (Commendation Letter), and From (John from ABC Software Development). The form also includes a 'Send To' dropdown (Person, Group, All, Note Only) and a 'Send By' dropdown (Email, Fax, Print). The message body contains the following text:

Curt,

Because of the outstanding work that you have perform, it is with great pleasure to inform you that you have been chosen employee of the month.

Congratulations!

John



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Main Data Entry Screen

ASSIGN MERITS, dMERITS & REWARDS

Merit Group: LIMO BUSINESS | Group Members: Wally | Merit Scores/Merit History | Photo Profiles

Points & Meritorious Activity | Click To Select | Merit Activity Notes

15	Bring in new Customer	▲
1	Extra Work Before or After Regular shift	▼
1	Extra work on short notice	▼
1	Wash assigned vehicle	▼

Merit Activity Notes: Must book at least 2 trips or one sale over \$200.00

Date: 09/17/2003 | Merits: 15

Assign This Merit Activity & Merit Points: Bring in new Customer

Buttons: Assign Merit, Add/Edit Merit

dMerits & dMerit Activity | Click To Select | dMerit Activity Notes

5	Customer complaints against driver	▲
10	Taking off without notice	▼
10	Refusing assignment from Dispatcher	▼
20	Minor Accident - Driver at fault	▼

dMerit Activity Notes: Drivers must accept assignment given.

Date: 09/17/2003 | dMerits: 10

Assign This dMerit Activity & dMerit Points: Refusing assignment from Dispatcher

Buttons: Assign dMerit, Add/Edit dMerit

Merit Rewards | Click To Select | Award Notes

30	Company Letter Of Commendation	▲
15	Fast Food Lunch	▼
25	Reserved Parking Spot for month	▼
35	Dinner for 2 at fine restaurant	▼

Award Notes: Anytime 30 Merit Points are accumulated within one month, a letter of Commendation is the least we can do.

Date: 09/17/2003 | Paid: 30

Assign This Merit Award: Company Letter Of Commendation

Buttons: Assign Reward, Add/Edit Reward

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Built For Fast-Paced Environments.

Only 3 Clicks Records

Merits, dMerits & Rewards!



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Merit & dMerit Set-Up Screens

Merit Activities

Show Merits For All Groups
 Show Merits For Selected Group

Merit Groups: LIMO BUSINESS

MERIT ACTIVITY

- Wash an additional vehicle at
- Inside pick-up International
- Help out in office.
- Train new worker
- Letter of Commendation from C
- Bring in new Customer
- Extra Work Before or After Re
- Extra work on short notice
- Wash assigned vehicle

Slide Buttons To Change Display Order

Merit Group: LIMO BUSINESS
Merit Points: 2
Clone To Another Group

Meritorious Activity: Active:

Merit Notes: 2 points per instance

Top Prev Next Bottom Find Print Add Edit Delete Exit

dMerit Activities

Show dMerits For All Groups
 Show dMerits For Selected Group

Merit Groups: LIMO BUSINESS

dMERIT ACTIVITIES

- Leave inside of vehicle dirty
- Failing to turn in cash and p
- Customer complaints against c
- Taking off without notice
- Refusing assignment from Disp
- Minor Accident - Driver at fe
- Major Accident - Driver at fe
- Late For Pickup - driver at f
- Unprofessional Appearance

Slide Buttons To Change Display Order

Merit Group: LIMO BUSINESS
dMerit Points: 3
Clone To Another Group

dMerit Activity: Leave inside of vehicle dirty.

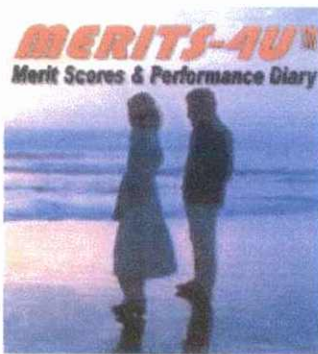
Notes: No Excuses - Vehicles must be cleaned out at end of shift

Top Prev Next Bottom Find Print Add Edit Delete Exit



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Limo Business Merit Scores

Plus Score: MERIT ACCOUNT Owes Rewards To MERIT EARNER

Minus Score: dMERIT EARNER Owes Merits To MERIT ACCOUNT

MERIT SCORE For LIMO BUSINESS Merit Account

FOR DATE RANGE: Monday, September 1 2003 TO: Tuesday, September 30 2003

Workers	Score	Awards	Merits	dMerits
Wally	8	0	11	3
Billy	2	20	28	6
Carlos	-8	0	2	10
Walter	-5	0	5	10
Harry	-3	5	5	3

MERIT ACTIVITIES (+++++)

M1 Wash an additional vehicle at the request of Manager

Wally	2
Billy	0
Carlos	2
Walter	0
Harry	0

M2 Inside pick-up International flight

Wally	2
Billy	0
Carlos	0
Walter	2
Harry	2

M3 Help out in office.

Wally	0
Billy	2
Carlos	0
Walter	0
Harry	1

M4 Train new worker

Wally	0
Billy	0
Carlos	0
Walter	2
Harry	2

M5 Letter of Commendation from Customer

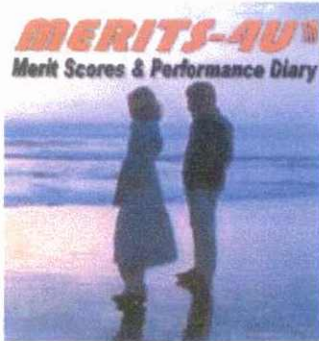
Wally	0
Billy	10
Carlos	0
Walter	0
Harry	0

M6 Bring in new Customer

Wally	5
Billy	15
Carlos	0
Walter	0
Harry	0

M7 Extra Work Before or After Regular shift

Wally	1
Billy	0
Carlos	0
Walter	0
Harry	0



Limo Business Merit History

MERIT HISTORY REPORT

FOR DATE RANGE:

Monday, September 1 2003 TO: Tuesday, September 30 2003

MERIT SCORER: MORRIS, WILLIAM AKA BILLY

<u>DATE</u>	<u>MERIT POINTS</u>	<u>MERIT ACTIVITY</u>
09/04/03	1	Extra work on short notice <u>2 points per hour</u>
09/04/03	1	Help out in office. Answer phones, take out trash, etc. <u>1 point per hour</u>
09/04/03	10	<u>Letter of Commendation from Customer</u>
09/04/03	15	Bring in new Customer Must book at least 2 trips or one sale over <u>\$200.00</u>
09/17/03	1	Help out in office. Answer phones, take out trash, etc. <u>1 point per hour</u>
<u>DATE</u>	<u>dMERIT POINTS</u>	<u>dMERIT ACTIVITY</u>
09/04/03	3	Failing to turn in cash and paperwork as scheduled <u>No excuses</u>
09/04/03	3	Late For Pickup - driver at fault When driver left for pickup on scheduled but is <u>late arriving</u>
<u>DATE</u>	<u>AWARD POINTS</u>	<u>MERIT AWARDS</u>
09/25/03	5	Wait and Return time jobs <u>12 Hour Trip</u>
09/25/03	15	Reserved Parking Spot for month 15 Points in a month gets reserved spot for <u>following month</u>