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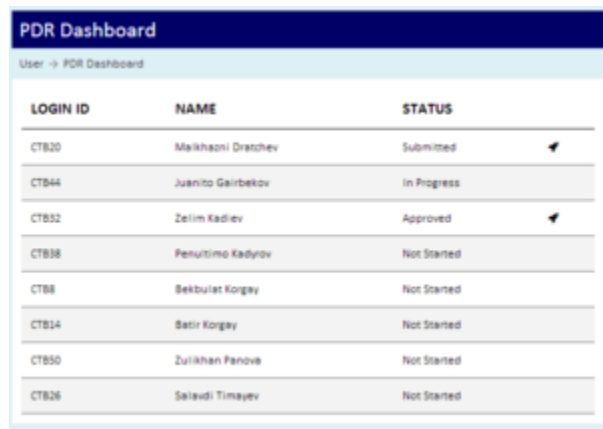
Performance DNA Administrator Guide

[PDR Dashboard Page](#)

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PDR Dashboard Page

Managers can view the status of their reports' PDRs, as well as edit and approve PDR objectives submitted by their reports via the **PDR Dashboard** widget.



The screenshot shows the 'PDR Dashboard' widget. It has a dark blue header with the title 'PDR Dashboard' and a breadcrumb 'User -> PDR Dashboard'. Below the header is a table with three columns: 'LOGIN ID', 'NAME', and 'STATUS'. The table lists eight direct reports with their respective PDR statuses. Some rows have a small icon in the status column.

LOGIN ID	NAME	STATUS
CTB20	Malikhaoni Oratshiev	Submitted
CTB44	Juanito Galirbekov	In Progress
CTB52	Zelim Kadiev	Approved
CTB38	Penuitimo Kadyrov	Not Started
CTB8	Bekbulat Korgay	Not Started
CTB14	Betir Korgay	Not Started
CTB50	Zulikhon Panova	Not Started
CTB26	Salaudi Timayev	Not Started

Selecting the **PDR Dashboard** widget from the navigation menu will display the logged-in manager's list of direct reports, including their Login IDs, names and PDR statuses. The status column will contain either: **Not started**, **In Progress** (there are objectives that have yet to be submitted to the manager for approval), **Submitted for Approval** (available for review and approval by the manager) or **Approved** (all objectives have been approved/deleted by the manager). Submitted objectives can be edited by the manager prior to approval. Once the employee submits an objective, they can no longer make changes to the objective detail, how will this be achieved, or target type sections. Similarly, the manager will be able to make changes to submitted objectives up until they are approved.



The screenshot shows the 'PDR' form for editing an objective. It has a dark blue header with the title 'PDR' and a breadcrumb 'User -> PDR'. Below the header is a form with several sections: 'Objective Details', 'Objective Description', 'Objective Status', and 'Objective Comments'. The 'Objective Details' section includes fields for 'Objective ID', 'Objective Name', 'Objective Type', and 'Objective Status'. The 'Objective Description' section includes a text area for 'Description' and a text area for 'Comments'. The 'Objective Status' section includes a dropdown menu for 'Status' and a button for 'Save'. The 'Objective Comments' section includes a text area for 'Comments' and a button for 'Save'.

Once an objective has been approved both the agent and the manager will be able to add comments and evidence file uploads to the objective.



The screenshot shows the bottom of the PDR form, featuring a text input field and a blue button labeled 'Add Comments'.