# Overview of USA Performance Navigation

The **Dashboard** page serves as your personal notification center and hub to the system's features. Your notifications and dashboard tasks are based on your user role and permissions.

## Dashboard

When you first log into USA Performance, you will arrive at the **Dashboard** page.

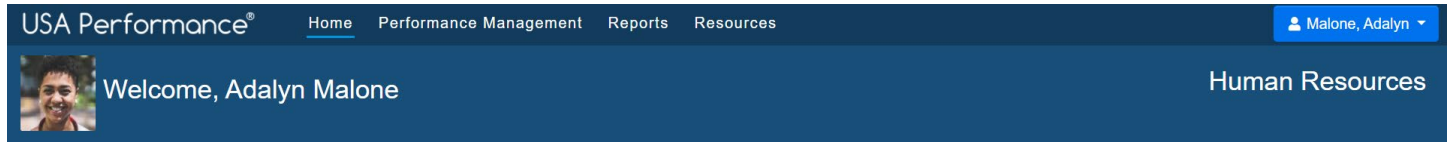**Tasks Requiring My Attention**: This section displays any active tasks for your plan.

**Quick Links**: This section displays links to performance plans and a link to email the help desk.

>*For rating officials*: **Quick Links** will include a link to **My Employees' Active Plans**. This navigates you to the **Performance Management** page filtered to only view any active plans or plans ready for creation belonging to users for whom you are assigned as the rating official.

## Navigation Bar

At the top of the **Dashboard** page, you will see a navigation bar.



**Dashboard** returns you to the **Dashboard** page to view actions and alerts.

**Performance Management** navigates employees to view current and past performance plans. **Performance Management** navigates rating officials to review current and past plans, as well as, current and past plans of direct reports.

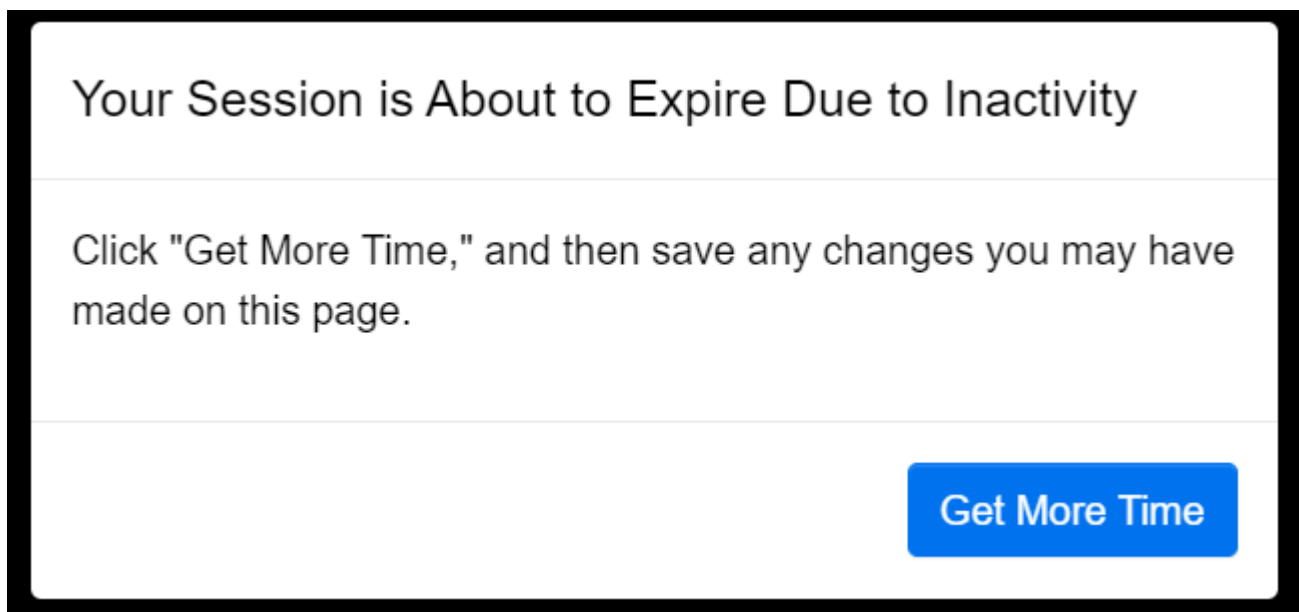**Reports** navigates administrators and officials to applicable reports.

**Resources** navigates users to resources and reference materials.

**User Profile** includes options to edit your avatar, act as a proxy (only appears once you've been allowed proxy access), manage proxies, contact the help desk and log out. For more information on the user profile, reference the User Profile guidance.

## System Timeout Reminder in USA Performance

Users logged into USA Performance will remain logged into the system for up to 15 minutes of inactivity. With five minutes remaining, you will receive a prompt to select more time.

Click **Get More Time** to continue working within USA Performance.



Save your work regularly.