

# Getting Started

- Installation

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Employee Performance Tracker is a powerful tool designed to streamline employee evaluation processes within Jira. Follow these steps to install and access the app efficiently.

## **Step 1:**

Log in to Jira with Admin privileges. This ensures you have the necessary permissions to install and manage new applications.

## **Step 2:**

Open the Atlassian Marketplace by clicking on Apps in the Jira navigation. Select Explore more apps to access the Marketplace.

## **Step 3:**

Search for Appvibe Employee Performance Tracker using the search bar to locate the app in the Marketplace.

## **Step 4:**

Install the App by clicking on Get app or Try it free. Confirm the installation and grant the necessary permissions as prompted.

## **Step 5:**

Once the installation is complete, navigate to Manage Apps in the Admin section to verify that the app is enabled.

Upon successful installation, a link to Employee Performance Tracker will appear under the Apps section in the left-side menu for easy access.

With these steps completed, you're ready to leverage Employee Performance Tracker to enhance your team's productivity and streamline performance evaluations directly within Jira.