

# ACME Performance Manager for Group Managers

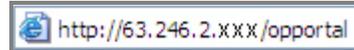
## Fast Start Guide

The Performance Manager application provides an easy-to-use yet powerful online interface that allows you as a manager to review and report on Users and Groups that you manage.

### GETTING STARTED

#### Access the Learning Center

From Internet Explorer, enter the following URL in your Internet browser:

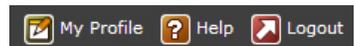


#### Login

Enter your Login ID and Password. Click the **Login** button. Note: Both fields are case sensitive.

Login: pguest  
Password: ●●●●●●  
[Forgotten your password?](#)  
 Remember login information  
  [Password hint](#)

After logging in, the Acme Portal Page will display. You may change your password by clicking on the [My Profile](#) link at the top right.



#### Access the Performance Manager Application

Locate the link to access the Performance Manager application. You will not need to re-login.



### PERFORMANCE MANAGER TABS [NOTE: You may see some or all of the following tabs displayed.]

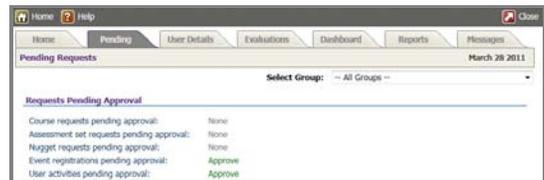
#### Home

The Home Page displays your login role and the Company Message. From the Home Page you can click Home, Users, Appraisals, Reports and Dashboard.



#### Pending

The 'Pending' tab displays any pending requests for Users that are members of a group you manage. Just click the green 'Approve' link to see the pending requests and approve or deny them as desired. If there are no pending requests for the item, there will be a gray 'None' listed to the right of the item.



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### User Details

The Performance Manager application allows you to view the assignments and status of any User that is a member of a group you manage. If you are a Group Manager, you may also have the ability to create a new user or edit a user's record as well as make assignments and reset passwords.

### Finding a User

Click Users and click the first letter of the last name of the User you would like to view. To further narrow your search, click Filter and enter the person's last name. Select the User that you want to review from the list.

Last Name: <input type="text" value="A B C D E F G H I J K L M N O P Q R S T U V W X Y Z"/>	Filter	
/ Login (Click to email)	Title	Status

### Reviewing a User's Information

Once you have selected a User, a row of sub-tabs will appear.

**User Information** contains the User's contact details. This screen also includes buttons to display a User's Assignment Status and Competency Matrix.

**Assignments** shows what the User has been assigned to complete, including Courses, Assessments, Nuggets, Activities, Events, and Skill Profiles.

**Memberships** shows what Groups the User belongs to and his or her assigned Job Code(s), location and organization chart.

**Test Scores** shows all the User's test scores and allows you to view any particular test to see the responses given.

**History** displays any completed assignments that have been archived.

**Notes** allows you to take notes about that user. The tab displays any notes recorded to date, and allows administrators to contribute additional notes as needed.

**Mobile Profile** shows the User's mobile information, including any detail available regarding cell phones, smartphones, PDA's, or handheld devices they may use.

**E-Commerce** (if used) provides a list of all transactions the user has made through the e-commerce interface.

**Certifications** allows you to view any external certifications that might have been earned outside the learning system but are being tracked within the system.

### Editing a User's Record

From the User Information tab, click the Edit button to edit the User's record. You can update any standard or custom fields for that user. Click **Save**.

### Making Assignments to a User

As a Group Manager, you may have the capability to make assignments to your users. Assignments can include Courses, Assessment Sets, Events, Activities, Nuggets, or Skill Profiles. For any object listed in the Assignments tab for a user, click the **Assign** link to make or remove assignments. Unassigned objects are on the right and assigned objects are on the left. Select the assignment you wish to add or remove, then click the **Transfer** button to complete the action. Click **Finished** to go back to the Assignments tab.

### Membership Assignments

As a Group Manager, you may also have the ability to make group assignments. Click the Memberships tab to view current memberships. Click the **Assign** link to make assignments to any Groups, Job Codes, or Locations you manage.

User Information	Assignments	Test Scores	History
Name: <b>Smith, John</b>		Account Expires: Never	
Email / Login: jsmith		Status: Active	
Password Hint: 12345		Last CV Login: 10/06/2006 4:3	
Title:			

Name: <b>Smith, John</b>	
Group Membership	
VGM Test Group	
Course Assignments	
Course	St
BILL002 - Advanced Beneficiary Notice (ABN)	In
BILL014 - Understanding CDAP Billing	In

User Information	Assignments	Memberships	Test Scores
User ID: 361			
Name: <b>Bobcat, Billy</b>			
Email:			
Login ID: bbobcat			
Title: System Tester			
Organization: onpoint			
Address: 202 blue fin cir Savannah, Ga 31410			
Time Zone: US/Eastern			
System Role: User			
Country Code: 1			
Telephone: Work: 548.555.1234			
Notifications:			
Preferred Language: English			
Account Expires: Never			
Status: Active			
<b>Edit</b>	Refresh	List	

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### Evaluations/Appraisals

This menu selection allows Managers to select a particular appraisal or evaluation to complete for any user who reports to them.

Simply click the name of the assessment you wish to complete for a User. Assessments are organized by Category; use the Filter button in the upper right to narrow the list of choices.

Click the first letter of the last name of the User you would like to review. To further narrow your search, click Filter and enter the person's last name. Select the User that you want to review.

Complete the Assessment, just as you would complete any online test within the online Learning Center. Click the **Finish Test** button at the bottom when you are finished. Depending on how the test was created in the system, the test may or may not be viewable by the User.

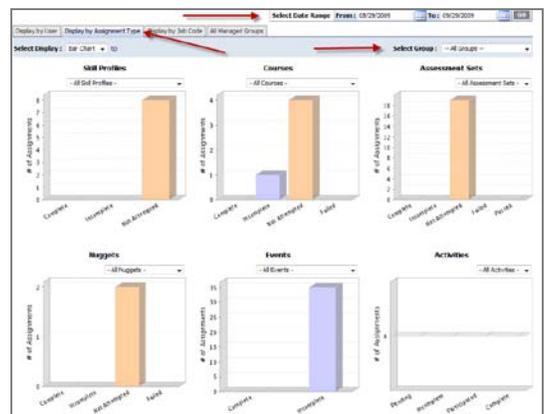


### Dashboard

The Dashboard tab provides a quick 'snapshot' of status detail for the main object types: Learning Paths, Courses, Assessment Sets, and Nuggets (plus Events and Activities for LMS customers).

Remember that with any Group-related filter choices, you will only see those groups in the drop-downs that you manage, and by association, only those personnel who are members of those groups will appear in the reports.

The dashboard defaults to a date range of one month. After selecting the particular item you wish to report on (e.g., Course: Fire Safety) you may change the date range if desired. The dashboard also allows details by Assignment Type, Job Code, and All Managed Groups.



### Reports

The Reports Tab provides a list of reports you can run for Users who report to you.

- Click any of the report links listed.
- Choose any filters such as a date range for your report.
- Click the Generate Report Button to run the report.
- Options for printing and exporting can be found at the top right.



### Messages

The Messages Tab provides a list of Announcements that have been created for any Group that reports to you. Just click the message to read the Announcement. This feature is designed to ensure that you can keep up to date on any messaging going out to Groups who report to you – even though you may not be a member of those Groups.

Message	Author	Date	Group
Welcome to the Learning Center!	OrbHunt Administrator	Feb 2 2010	General Announcement
Q3 Corporate All Hands Meeting is now scheduled	Ellen Hardy	Sep 24 2008	General Announcement

### Logout and Return to the Portal

When you are finished using the Performance Manager, click the Close icon. The system will ask if you are sure. Click the OK button to return to the Learning Center Portal.

