

Job Aid: Mentor Functionality OPCM Administrator Guide



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Section 1: Overview

Basic Mentor Functionality

New functionality has been added to the OnPoint system that allows Administrators to assign a Manager as a “mentor” to one or more users in the system. Once a Manager has had a user(s) assigned to him/her to mentor, the Manager can view dashboard reporting information and run standard reports for any assigned mentees via OnPoint’s Performance Manager module. On the dashboard, Managers use “Select Group” and choose “**Mentored Users**” from the dropdown. This changes the charts to include only mentored users for that Manager.

Note: While any Manager may mentor multiple users, each user can only have one mentor.

Assigning Mentored Users

Administrators can assign one or more mentored users to any Performance Manager in OPCM (Reporting- or Group-level).

1. Under the Users & Groups: Users, filter the list for Managers, and then select the desired Manager.

ID	User Name (click to select)	User Login	Title	Organization	Role	Status
00016	Brown, Charlie	cbrown	OnPoint Event Instructor	OnPoint	Group Manager	Active
00287	Cobb, Bob	bcobb	Maestro	OnPoint Digital, Inc.	Group Manager	Active
00263	Harris, Paige	pharris	Marketing Manager	OnPoint LMS	Group Manager	Active
00259	palmer, mike	mpalmer	test	OnPoint LMS	Site Administrator	Active

2. Select the Management subtab for the Manager you selected.

3. Adjacent to the **Mentored Users** heading, select the [Assign](#) link and assign any user(s) to that Manager that he/she will mentor. Click the **Finished** button to return to the Management sub tab for the Manager.

Viewing a User's Mentor

Administrators can see who a user’s mentor is by selecting the memberships tab for any user. If the user has been assigned a mentor, that name will display at the bottom of the list under “Mentor”.

USERS & GROUPS: USER

User Information Assignments **Memberships**

Name: **Harris, Paige**

Group Membership Assign

OnPoint Testers
Sales Team
The Testing Group
V1729 The Quantum of Mobile Learning
WES Demo Group

Click a group name to set or clear it as the user's primary group

Job Code Assignments Assign

Click a job code to set or clear it as the user's primary job code

Location Assignment Assign

Mentor
bonnie boyette

