Activate Dashboard

User Guide for Journey

June 2016

KORN FERRY ™
| HayGroup

Contents

Introduction

▪This user guide aims to address the most common tasks that users of Dashboard are likely to do.

▪Click on the topic in the Contents page, or use the "Find" (Ctrl F) function to quickly jump to the topic you are looking for e.g. start date

You can find the Dashboard at https://activate.haygroup.com
Username: e-mail address
Password: it will be in your welcome e-mail

How do I add users?
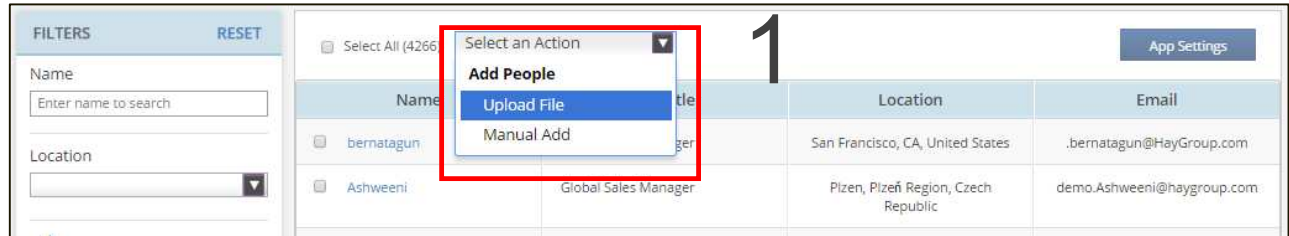
In People tab

1. Go to the drop down box below Admin section "Select an Action"
2. Upload a file – dialogue box
3. Download spreadsheet via link. Open (below). Enter Line Manager and Participant's details in columns A-M. For Participants enter Line Manager's e-mail in column K. For managers leave it blank.
- Choose Time Zone and Start/End of Week (dropdown lists) in order for the schedule to of exercises and notifications to be generated accurately

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	Email	PhoneNumber	JobTitle	Department	City	TimeZone	StateOrPr	Country	ManagerEmail	StartOfWeek	EndOfWeek
2	Tom	Waits	tom.waits@companya.com	111-111-1111	Manager	Product Development	Philadelphia	America/New_York	PA	US		Monday	Friday
3	Elizabeth	Fraser	elizabeth.fraser@companya.com	222-222-2222	Manager	Product Development	Philadelphia	America/New_York	PA	US		Monday	Friday
4	Justin	Broadrick	justin.broadrick@companya.com	333-333-3333	Developer	Product Development	Philadelphia	America/New_York	PA	US	elizabeth.fraser@c	Monday	Friday
5	Peter	Christopherson	peter.christopherson@companya.com	444-444-4444	Developer	Product Development	Philadelphia	America/New_York	PA	US	tom.waits@compa	Monday	Friday
6													

How do I give Journey access?

In People tab
1. Select 1 user or multiple users with a tick
2. Go to App Settings
3. In the pop-up dialogue
   - Choose "On" for Journey
   - Select the program start date

2

FILTERS	RESET

Name
Enter name to search

Location

Title

Leaderboard

Select All (4263)   Select an Action

App Settings

	Name ▲	Job Title	Location	Email
☑	bernatagun	Global Sales Manager	San Francisco, CA, United States	bernatagun@HayGroup.com
☑	Ashweeni	Global Sales Manager		
☑	algaryConsultant	Global Sales Manager		
☑	Fadliah	Global Sales Manager		
☑	Mukmin	Global Sales Manager		
☐	Jicinsky	Global Sales Manager		

1

APP SETTINGS   X

1 people selected

Styles & Climate   ◯ On ◯ Off

Journey   ◉ On ◯ Off

Set Start Date

3

◀	October 2015	▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Name   Job Title

John Smith

- The unit would be spent once access is given and can not be cancelled.
- Program start date can be changed at any time before the Start Date

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How do I revoke Journey access?

In People tab

1. Tick box next to user name
2. Click App Settings
3. Choose Off

Note: Revoking app access will not return a unit.

How do I choose a program end date?

In Journey tab
1. In company-wide preferences choose one of the options

How do I find out how frequently graduates use their apps?
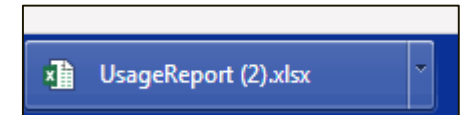
In Company tab

1. Click on Download usage report
2. You should see an excel file downloaded in the bottom of your browser
3. You need to look only in 2 tabs
   1. Summary tab will show you high level company information
   2. Journey Users tab will show how far in their Journey each graduate is
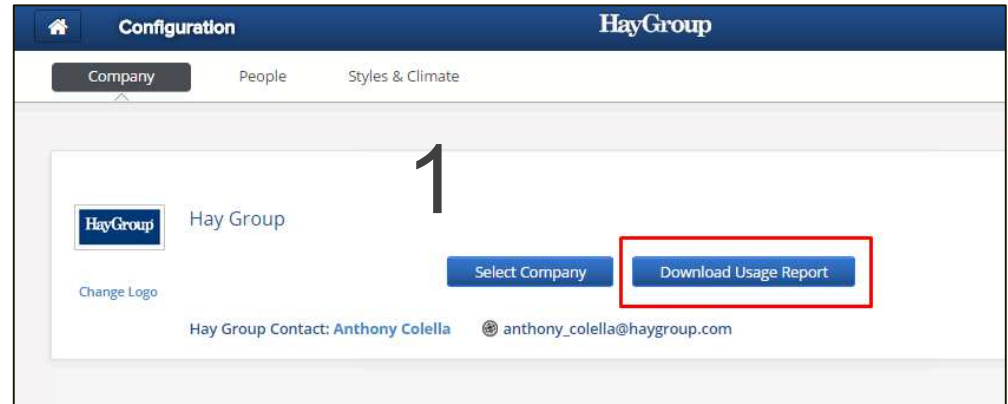
How do I download a program report?

In Journey tab

1. Click on Download HR report
2. Depending on your browser PDF either opens up automatically or you need to click to open it. Please allow a few seconds to download

Company   People   Styles & Climate   Journey

HR REPORT

Select a Starting Date: October 19   1   Download HR Report

COMPANY-WIDE PREFERENCES

Generate Final Report On: Week 10

How do I change employee contact details?

In People tab

1. Select the appropriate employee
2. In Profile section at the top click Edit
   - Click Done after making changes

How do I make employee an admin?

In People tab and/or app tab

1. At the top of the screen choose "+Add" against Admin or Delegated Admin
2. In the pop up window start typing the name of the employee. It will automatically bring back matches
   - Submit

Thank you