

Activate Dashboard

User Guide for Journey

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KORN FERRY™
| HayGroup

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Introduction



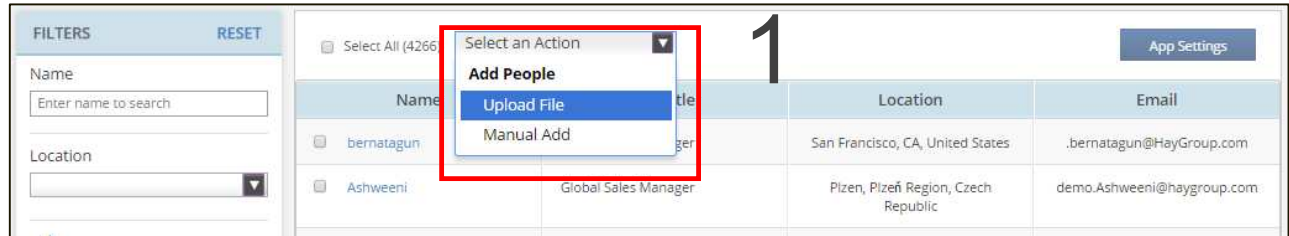
- This user guide aims to address the most common tasks that users of Dashboard are likely to do.
- Click on the topic in the Contents page, or use the “Find” (Ctrl F) function to quickly jump to the topic you are looking for e.g. start date

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?

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In People tab

- Go to the drop down box below Admin section “Select an Action”
- Upload a file – dialogue box
- 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



3

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



How do I give Journey access?

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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

The screenshot shows a user management interface with a table of users and an 'App Settings' dialog box. The table has columns for Name, Job Title, Location, and Email. The 'App Settings' dialog is titled 'APP SETTINGS' and shows '1 people selected'. It has three main sections: 'Styles & Climate' with 'On' and 'Off' radio buttons, 'Journey' with 'On' and 'Off' radio buttons, and 'Set Start Date' with a date picker. The date picker is open, showing a calendar for October 2015 with the 19th selected. A red box highlights the 'App Settings' button in the table and the 'Journey' and 'Set Start Date' sections in the dialog. A red box also highlights the 'Journey' radio button in the 'On' position. A red box highlights the 'Set Start Date' input field in the dialog. A red box highlights the 'Journey' radio button in the 'On' position. A red box highlights the 'Set Start Date' input field in the dialog. A red box highlights the 'Journey' radio button in the 'On' position. A red box highlights the 'Set Start Date' input field in the dialog.

Name	Job Title	Location	Email
<input checked="" type="checkbox"/> bernatagun	Global Sales Manager	San Francisco, CA, United States	bernatagun@HavGroup.com
<input checked="" type="checkbox"/> Ashweeni	Global Sales Manager		
<input checked="" type="checkbox"/> CalgaryConsultant	Global Sales Manager		
<input checked="" type="checkbox"/> Fadliah	Global Sales Manager		
<input checked="" type="checkbox"/> Mukmin	Global Sales Manager		
<input type="checkbox"/> Jicinsky	Global Sales Manager		

APP SETTINGS

1 people selected

Styles & Climate On Off

Journey On Off

Set Start Date

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

- 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



How do I revoke Journey access?

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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.

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Name	Job Title	Location	Email
<input checked="" type="checkbox"/> bernatagun	Global Sales Manager	San Francisco, CA, United States	.bernatagun@HayGroup.com
<input checked="" type="checkbox"/> Ashweeni	Global Sales Manager	Plzen, Pizeň Region, Czech Republic	demo.Ashweeni@haygroup.com
<input checked="" type="checkbox"/> CalgaryConsultant	Global Sales Manager	Plzen, Pizeň Region, Czech Republic	demo.CalgaryConsultant@haygroup.com
<input checked="" type="checkbox"/> Fadilah	Global Sales Manager	Plzen, Pizeň Region, Czech Republic	demo.Fadilah@haygroup.com
<input checked="" type="checkbox"/> Mukmin	Global Sales Manager	Plzen, Pizeň Region, Czech Republic	demo.Mukmin@haygroup.com
<input type="checkbox"/> Jicinsky	Global Sales Manager	Plzen, Pizeň Region, Czech Republic	demo.Petr.Jicinsky@haygroup.com

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APP SETTINGS

1 people selected

Styles & Climate On Off

Journey On Off

Cancel Apply



How do I choose a program end date?



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

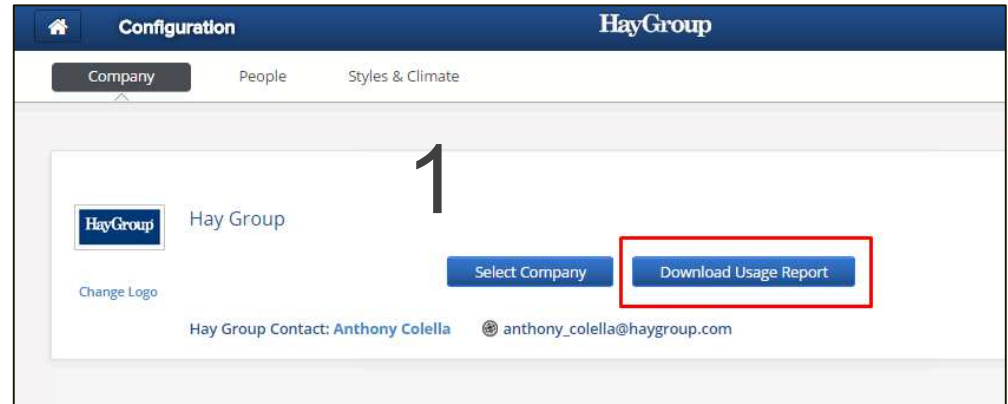
A screenshot of a software interface with a navigation bar at the top containing "Company", "People", "Styles & Climate", and "Journey" (which is highlighted with a dark background). Below the navigation bar, there are two main sections. The first section is titled "HR REPORT" and contains a "Select a Starting Date:" label followed by a dropdown menu showing "October 19" and a "Download HR Report" button. A large number "1" is placed to the right of the dropdown menu. The second section is titled "COMPANY-WIDE PREFERENCES" and contains a "Generate Final Report On:" label followed by a dropdown menu showing "Week 10". A red rectangular box highlights the "COMPANY-WIDE PREFERENCES" section and its dropdown menu.

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

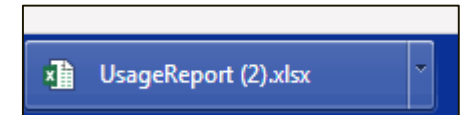
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In Company tab

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



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How do I download a program report?

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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:

1

COMPANY-WIDE PREFERENCES

Generate Final Report On:



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

Name	Job Title	Location	Email
bernatagun	Global Sales Manager	San Francisco, CA, United States	.bernatagun@HayGroup.com
Ashweeni	Global Sales Manager	Pizen, Pizeň Region, Czech Republic	demo.Ashweeni@haygroup.com
CalgaryConsultant	Global Sales Manager	Pizen, Pizeň Region, Czech Republic	demo.CalgaryConsultant@haygroup.com
Fadiah	Global Sales Manager	Pizen, Pizeň Region, Czech Republic	demo.Fadiah@haygroup.com
Mukmin	Global Sales Manager	Pizen, Pizeň Region, Czech Republic	demo.Mukmin@haygroup.com

PROFILE

bernatagun



Name : bernatagun
Phone : 1-215-888-8030
Email : .bernatagun@HayGroup.com
Job Title : Global Sales Manager
Location : San Francisco, CA, United States

[Edit](#)



How do I make employee an admin?

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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

Configuration HayGroup

Company People Styles & Climate

PEOPLE DELEGATED ADMINS

ADMIN(S)	ACTIVATE SUPPORT	+Add
DELEGATED ADMIN(S)	SANJAY MANCHIGANTI	+Add

FILTERS RESET

Select All (4272) 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	Pizen, Plzeň Region, Czech	demo.Ashweeni@haygroup.com

Configuration HayGroup

PEOPLE DELEGATED ADMINS

ADMIN(S) ACTIVA

DELEGATED ADMIN(S) SANJAY

FILTERS RESET

Select All (4272) Select an Action App Settings

SELECT AN EMPLOYEE

stephen la

Stephen.Larns

Cancel Submit



Thank you