



## DEVELOPMENT AND REVIEW

### PERFORMANCE MANAGEMENT

- Performance activities
  - Custom workflows
  - Automated scheduling
  - Multiple sections
  - Multiple question types
  - Appraisals
  - Feedback
  - Check-ins
  - Aggregated questions
  - User assigned participants
- Goals
  - Personal goals
  - Company goals
  - Multiple goal scales
  - Linked to position and organisation

### COMPETENCY MANAGEMENT

- Competency assignment
  - By position or organisation
  - By audience
  - Individually
  - Set proficiency by assignment
  - Continuous progress tracking
- Competency profile
  - Identify gaps
  - Track progress
  - Review achievement paths
- Completion scales
  - Custom scales
  - Proficiency levels
- Completion criteria
- Competency types



## ORGANISATION AND COMPLIANCE MANAGEMENT

### REPORTING

- Report builder
  - Custom reports
  - Editable embedded reports
  - Report templates
  - Graphical reports
  - Scheduled reports
  - Searchable and filterable
  - User specific content
  - Exportable
- In-built reports
  - Site logs
  - Statistics
  - Course completion
  - Activity completion
  - Course participation
  - Participation reporting
  - Performance activity reporting

### HIERARCHIES

- Organisational structures
- Positional structures
- Goal frameworks
- Competency frameworks
- Report content filtering
- Multiple job assignments
- Bulk creation and update
- Export options

### EXTENDED ENTERPRISE

- Multitenancy management
- Tenant administrators
- Tenant specific performance activities
- Tenant dashboards
- Custom main menu
- Tenant bulk upload
- Tenant themes and images
- Tenant login page
- Report content filters
- Multiple authentication methods



## USER MANAGEMENT

### TEAM MANAGEMENT

- Team overview dashboard
- Team statistics
- Alerts and tasks
- Reporting
- Performance management

### USER ACCOUNT MANAGEMENT

- Profile information:
  - Custom fields
  - Language select
  - Timezone select
  - Position
  - Organisation
  - Job Assignments
  - Manager assignment
- User accounts
  - Manual creation
  - HR Import
- Bulk upload/update
- Account suspension
- Tenant association

### AUDIENCE MANAGEMENT

- Set audiences
- Dynamic audiences
  - Auto-updating
  - Rule based membership
- Goals assignment
- Competency assignment
- Dashboard access
- Assign access rights
- Main menu items

### ACCESS MANAGEMENT

- Authentication
  - Guest access
  - Custom login page
  - Self registration/with approval
  - OAuth2
  - Single sign on
  - Shared authentication
  - Password reset
  - Password policy
- Enrolment plugins
- Access rights
  - Capabilities
  - Permissions
  - Contexts
  - Overrides
- Tenant association

### GDPR

- Site policy
  - Versioning
  - Multi-lingual
  - Consent records
  - HTML content
- User data management
  - Export types
  - Data export
  - Purge types
  - Data purging



## CUSTOMISATION

### LEARNER PERSONALISATION

- Alerts and tasks
- Notification preferences
- Preferred language
- Competency dashboard
- Evidence bank

### DESIGN AND NAVIGATION

- Themes
  - Responsive
  - Bespoke or customised
  - Site level
  - User level
  - Tenant level
- Dashboards
- Custom main menu
- Configurable user menu
- User tours
- Featured links
- Header and footer areas
- Configurable block display
- Customisable administration menu

### GLOBALISATION

- Language Packs
  - Multiple translations
  - Customisation
  - Localisation
  - UTF-8 character sets
- Multiple timezones
- Multiple date formats
- Right-to-Left display
- Customisable calendars