

Job Aid:

Activity Upload Functionality: Performance Manager Guide



August 2014

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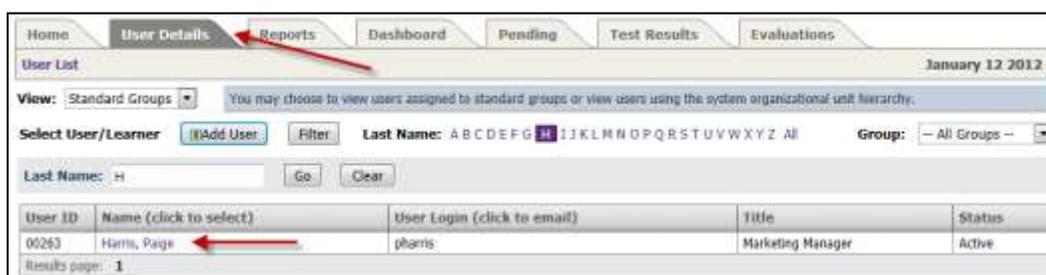
Section 1: Overview

Basic Activity Upload Functionality

New functionality has been added to the OnPoint system that allows Administrators to set up Activities to include an uploaded file as part of the completion criteria. Activities can now be set up to have no file upload, optional file upload, or required file upload. Once a file has been uploaded by a user as part of the Activity completion process, that file can then be viewed by the User, his or her Manager(s) and Mentor, and by System Administrators.

Viewing a User's Activity File from the User Assignments Sub-Tab

1. Log in to the Learning Portal and click the "Performance Manager" link to open the Performance Manager application. Select the "User Details" main menu tab.
2. Click on the User who has the Activity file you wish to download.



3. Click the user's "Assignments" subtab to view current assignments. Click the file name under the Activity File column to download and view the file.



Viewing a User's Activity File from the User Information Sub-Tab

Performance Managers can also view uploaded Activity files from a User's Assignment Status area of the User Information subtab. Simply click the **Assignment Status** button at the lower right to see a composite view of the User's assignments, including a clickable link for any Activity files.

