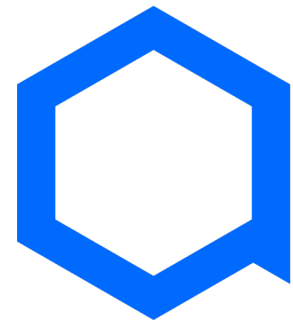
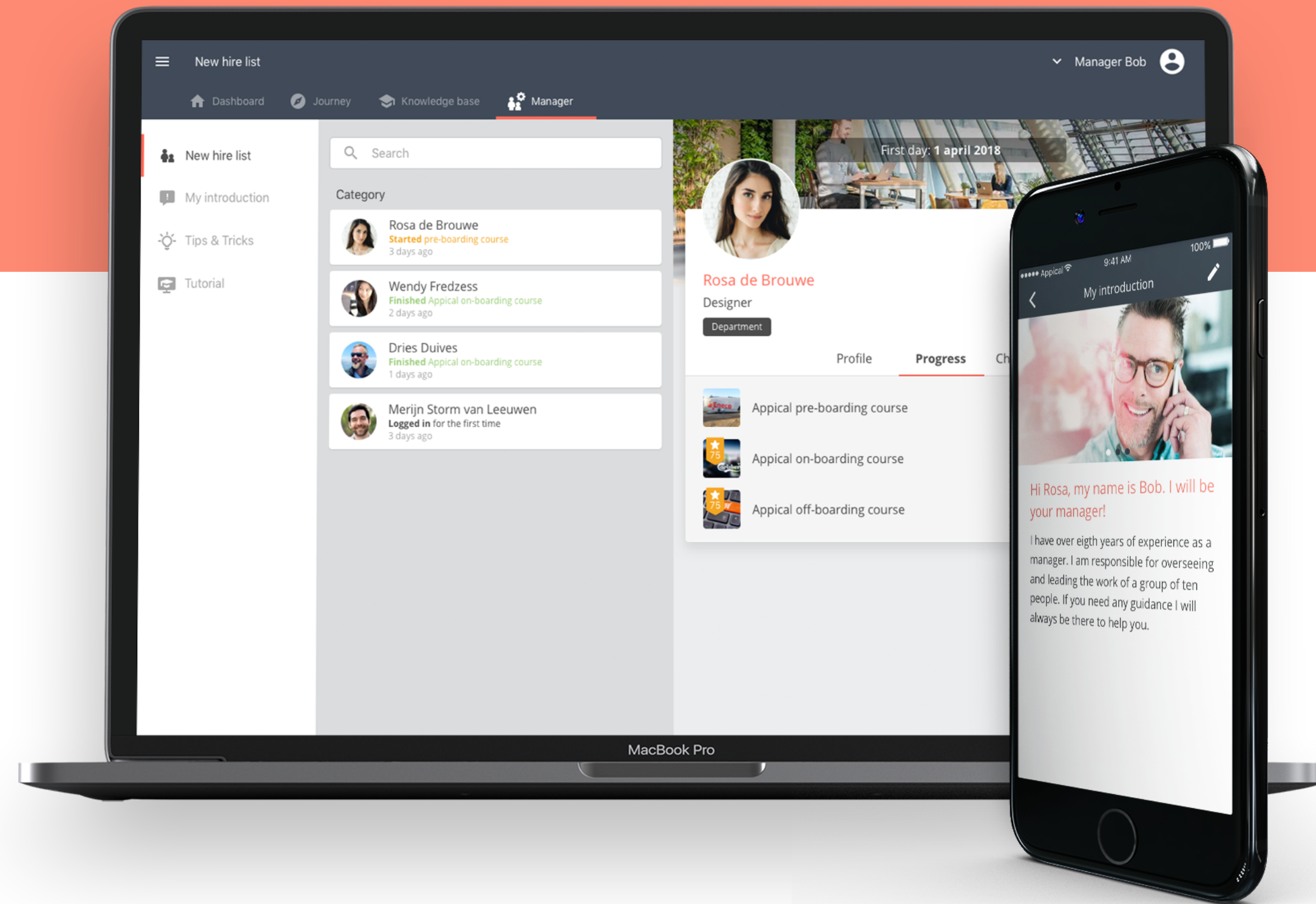


Manager Toolkit Guide



appical

Why use the Manager Toolkit?

Review

Check progress and view your new hires performance directly.

Focus

See which employee requires more attention with specific topics.

Connect

Touch base and engage with your new hires even before their first day.

Manager Toolkit — Plan Comparison

Basic

Advanced

Creating / using manager presets



Customize emails



Set name for player-side tab



Manager Tips & Tricks



Edit / Customize introduction



Multi language Tips & Tricks



See essay responses per new hire



Sort by performance



Search bar for new users

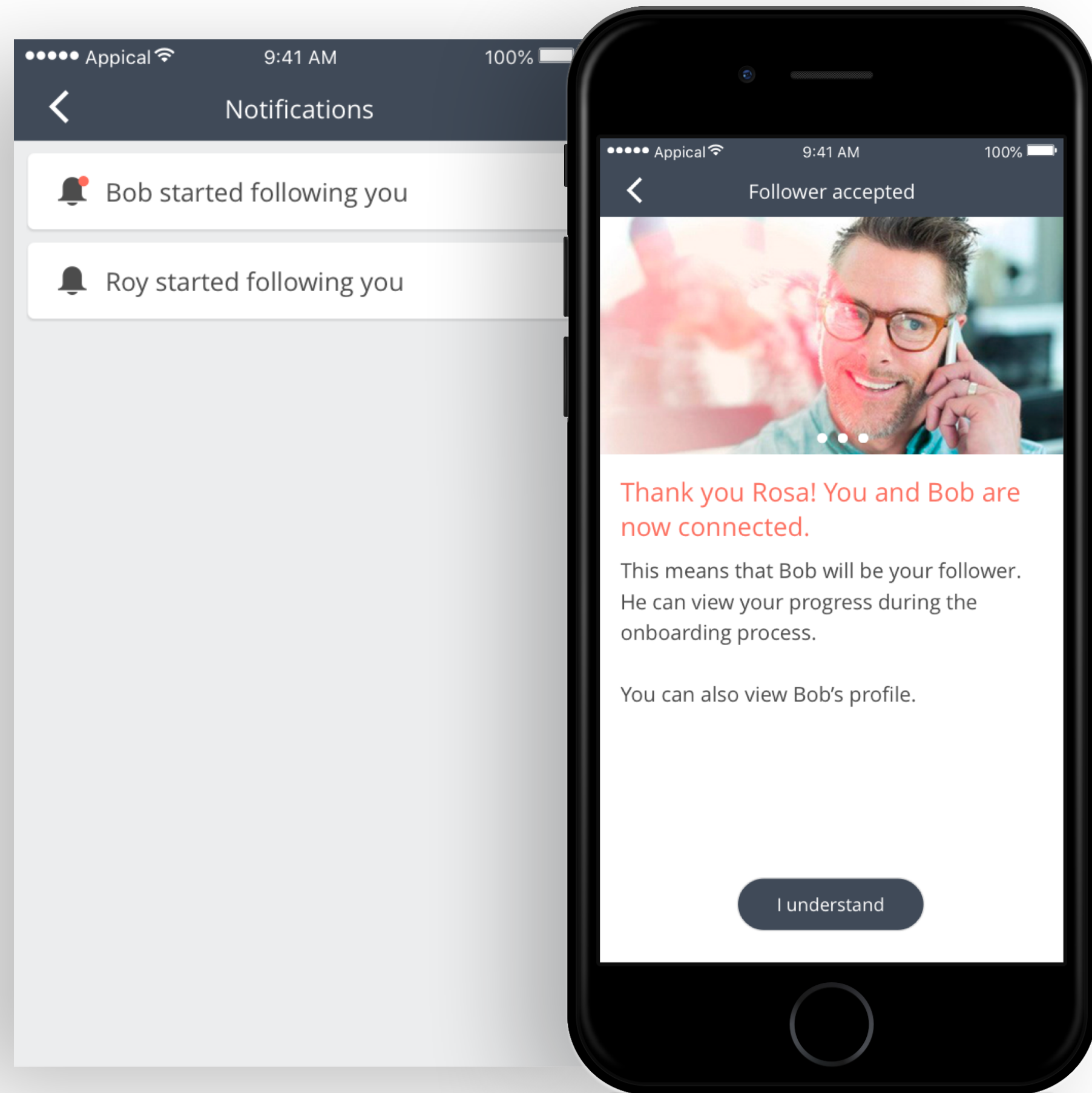


Push notifications for managers



Add / remove new hires as a manager



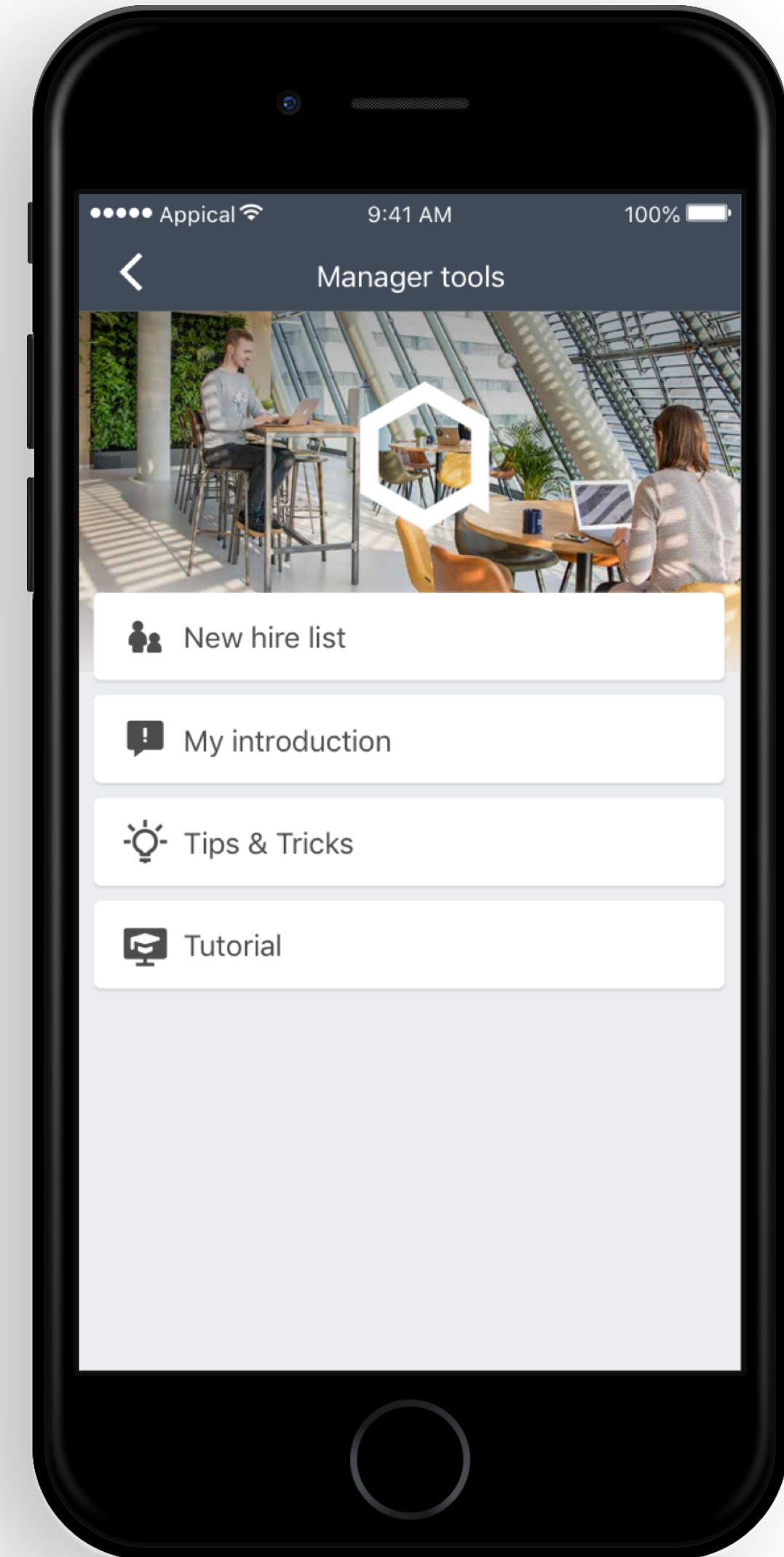


Interested in the Manager Toolkit?

- Request a demo to learn more about the functionalities! 🙌 [Click here!](#)
- Using the basic Manager Toolkit already and do you want to upgrade to the Advanced version?
🙌 [Contact your Customer Success Manager.](#)

Basic Manager Toolkit Functionalities

1. View all your new hires at a glance.
2. Introduce yourself to your new team members.
3. Tips and tricks for managers.
4. Checklist for managers.

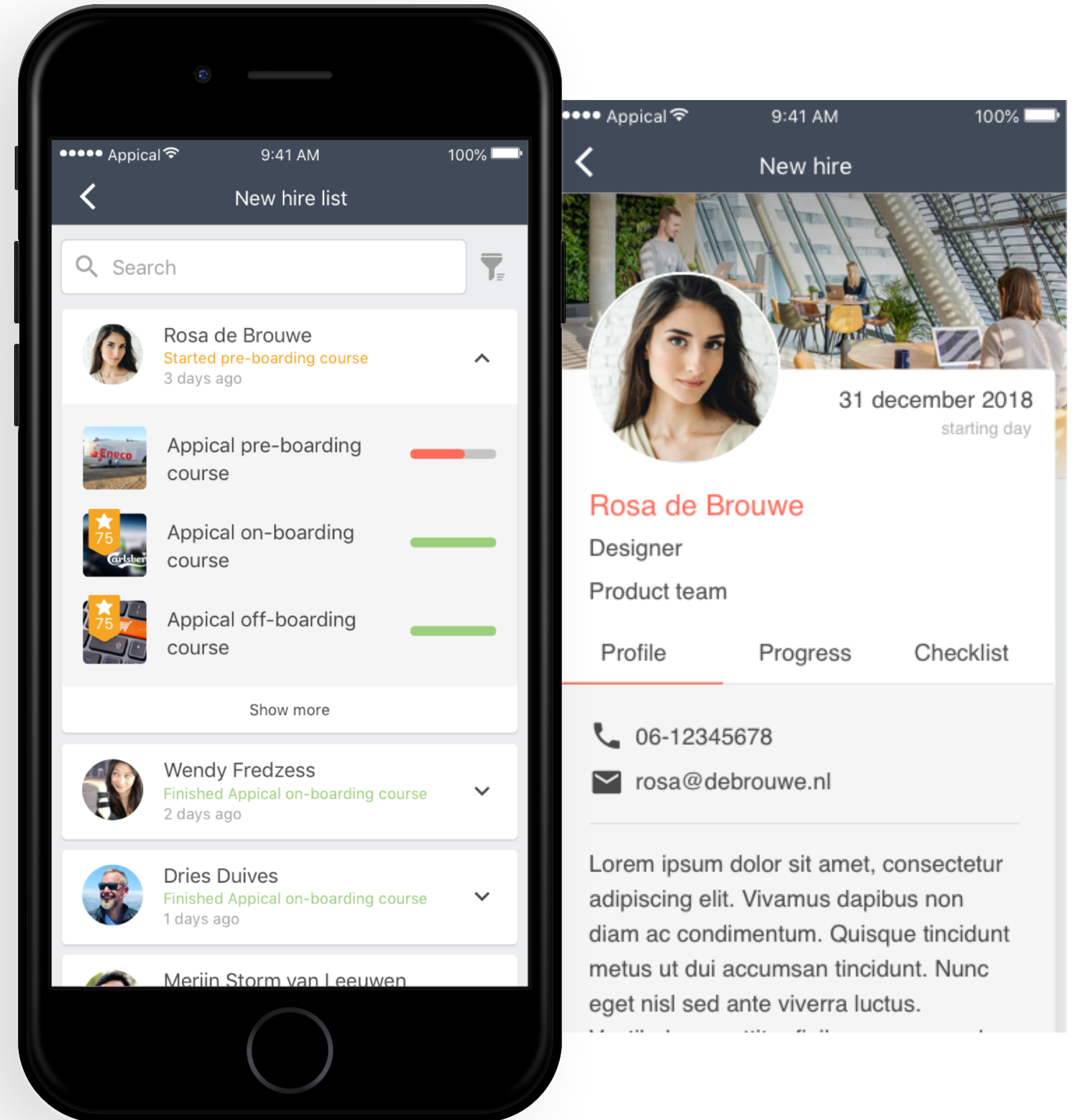


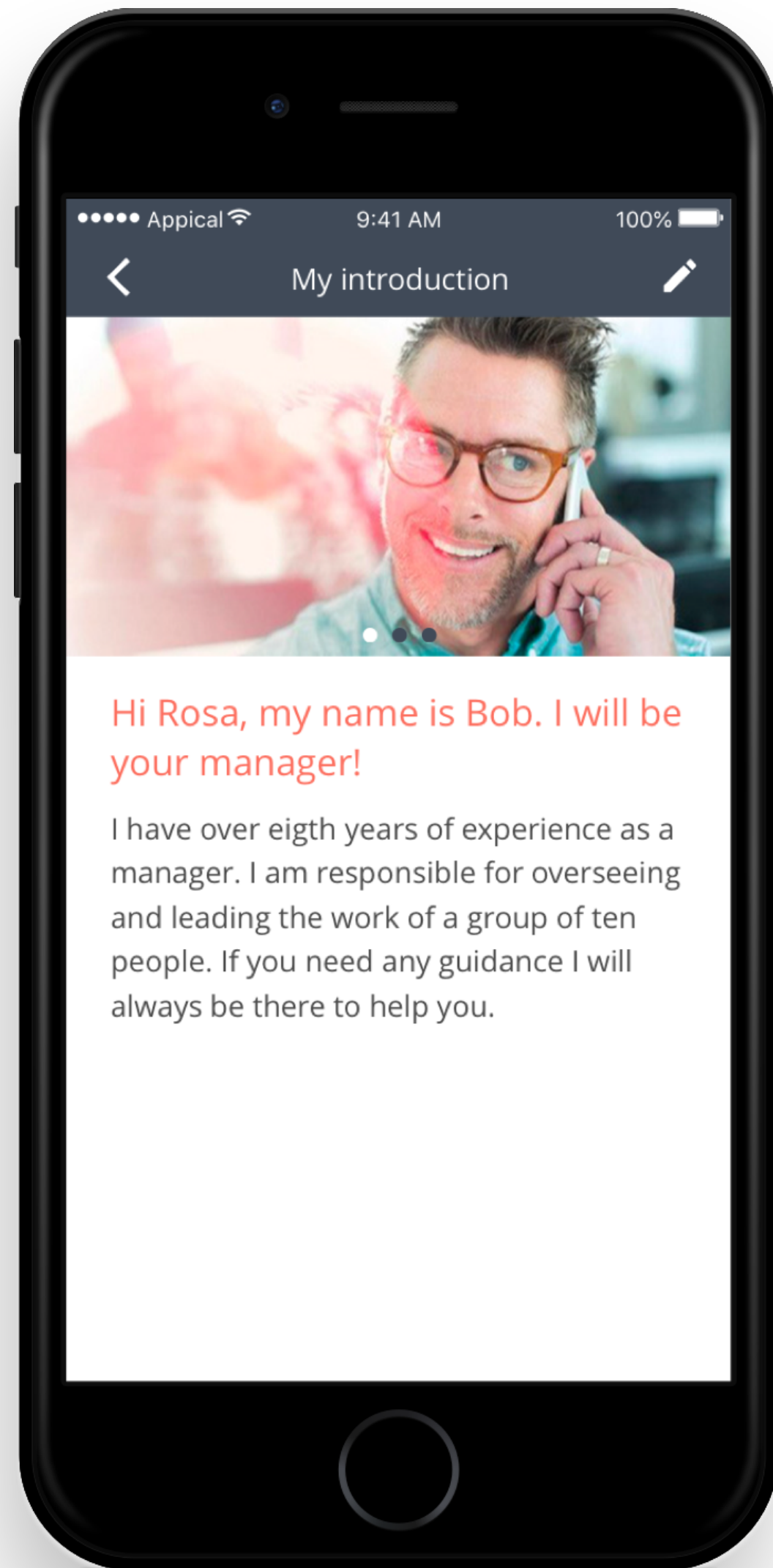
1. New hire list

- View a list of your new hires, courses and their progress.
- Search amongst your new hires.

Detailed profile view with

- New hire personal details.
- Progress per course.
- Checklist of new hires per course.



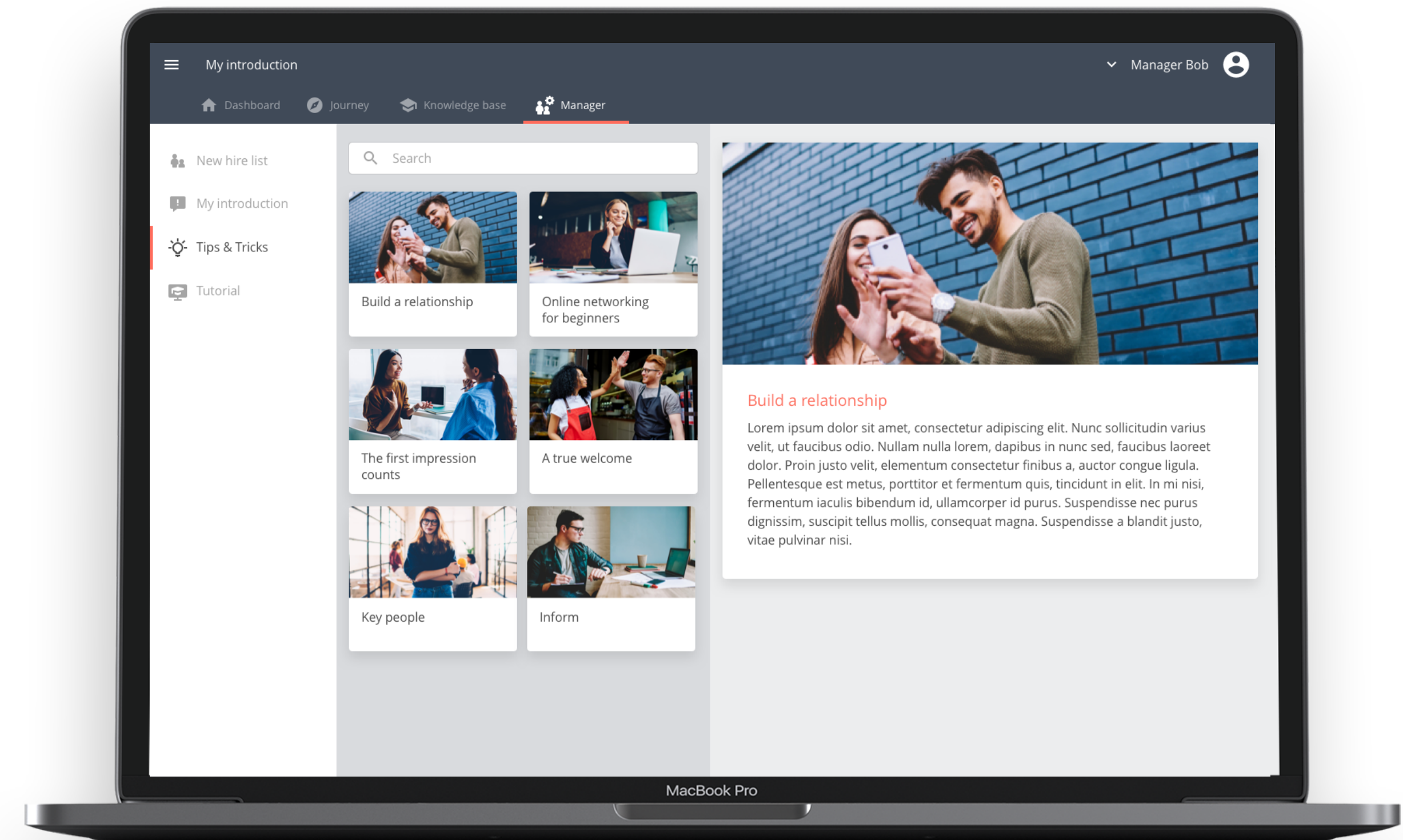


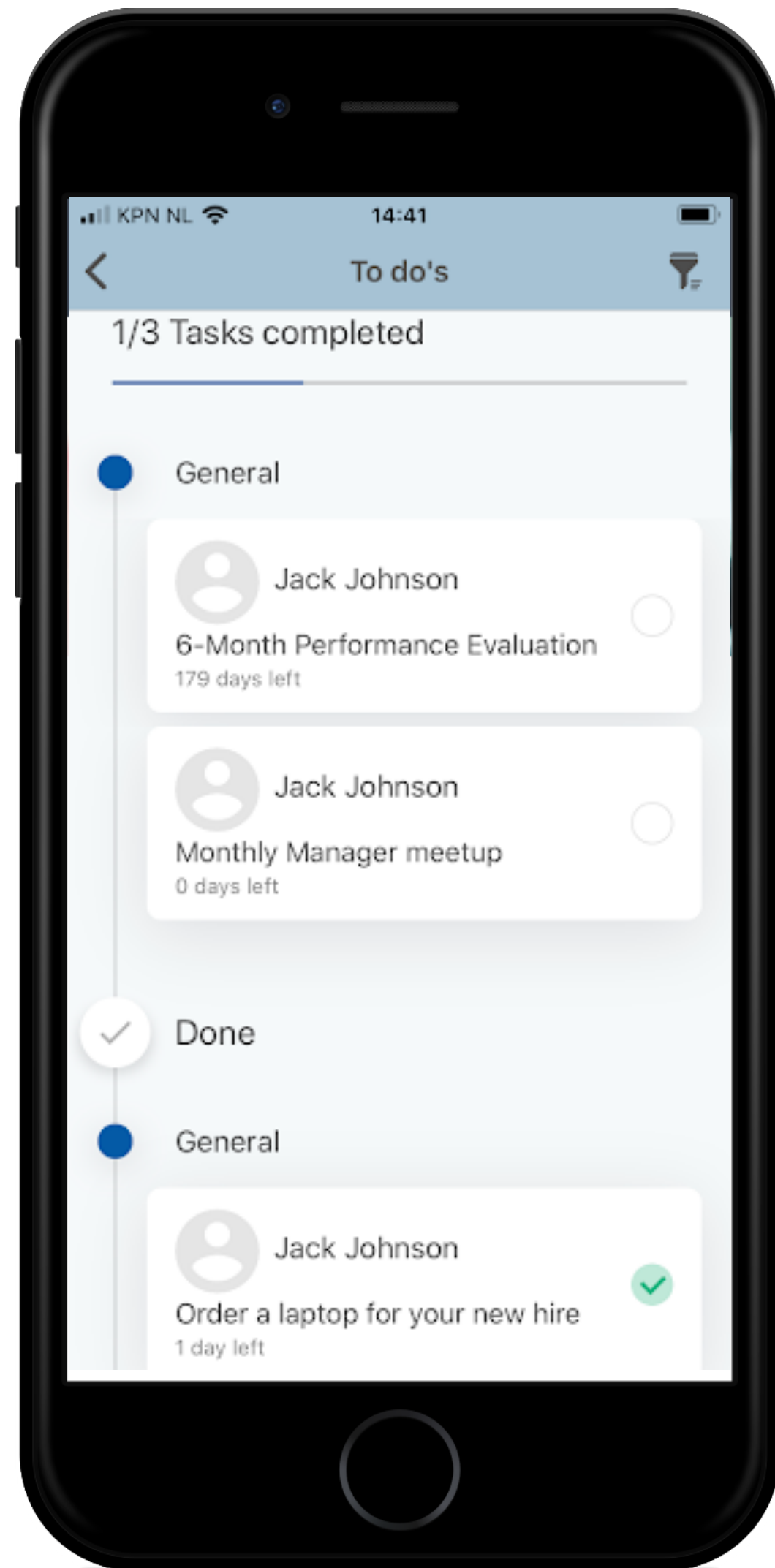
2. My introduction

- Create an introduction message by uploading your personal text and image.
- As a manager, this is your digital introduction to your new hires.
- Upload a profile picture for a personal touch.
- The goal is to make the new employee feel welcome along with (or instead of) the traditional “handshaking round” at the office.

3. Tips and tricks

A small library with practical tips and tricks on how to make new hires feel welcome.



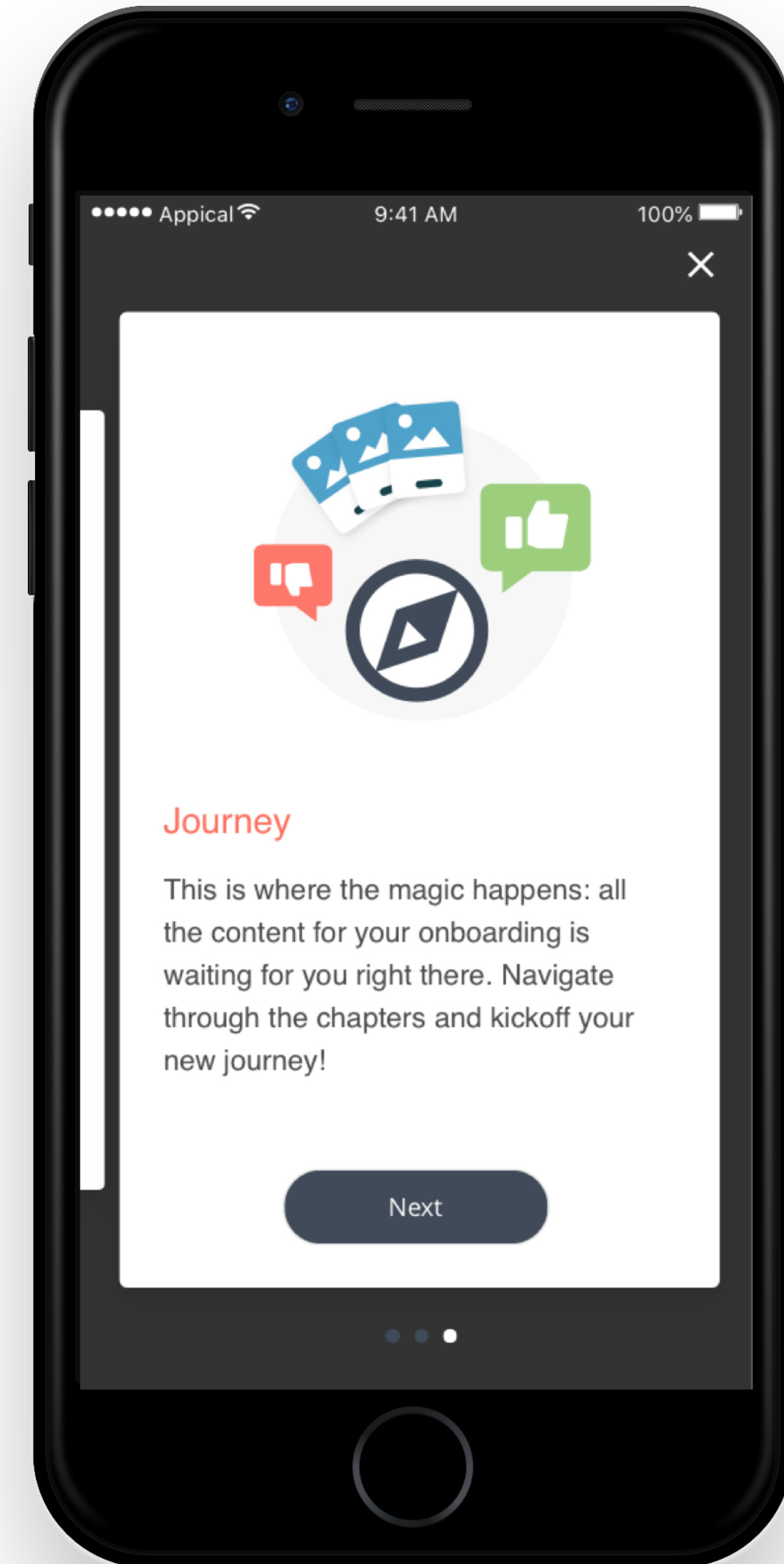


4. Checklist

An easy overview of all your tasks to guide your new hires to a successful start.

Tutorial

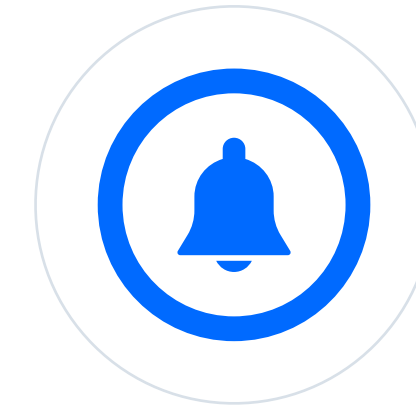
- Of course we help your managers with a guided tour through the functionalities of the manager toolkit to make sure your managers use and understand all functionalities.
- Managers can access the tutorial whenever they want by clicking on the menu item.



Advanced Manager Toolkit additions



Search bar:
Course name, department and
job title



Push notifications:
receive valuable information
when new hires finishes courses



To do's: keep track of your
tasks as a manager



See and filter essay responses
per new hire



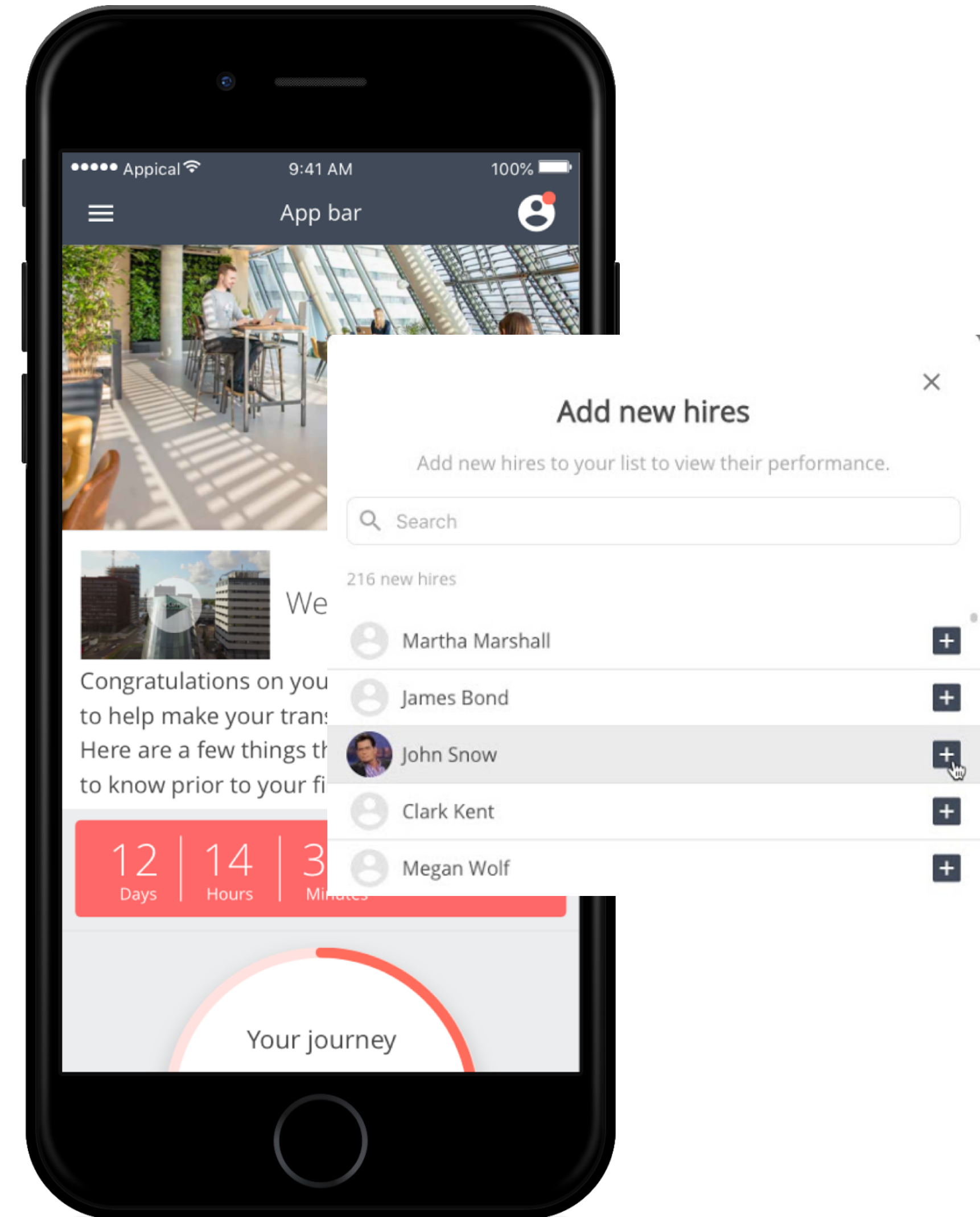
Control options: managers can
add and remove new hires to
their team

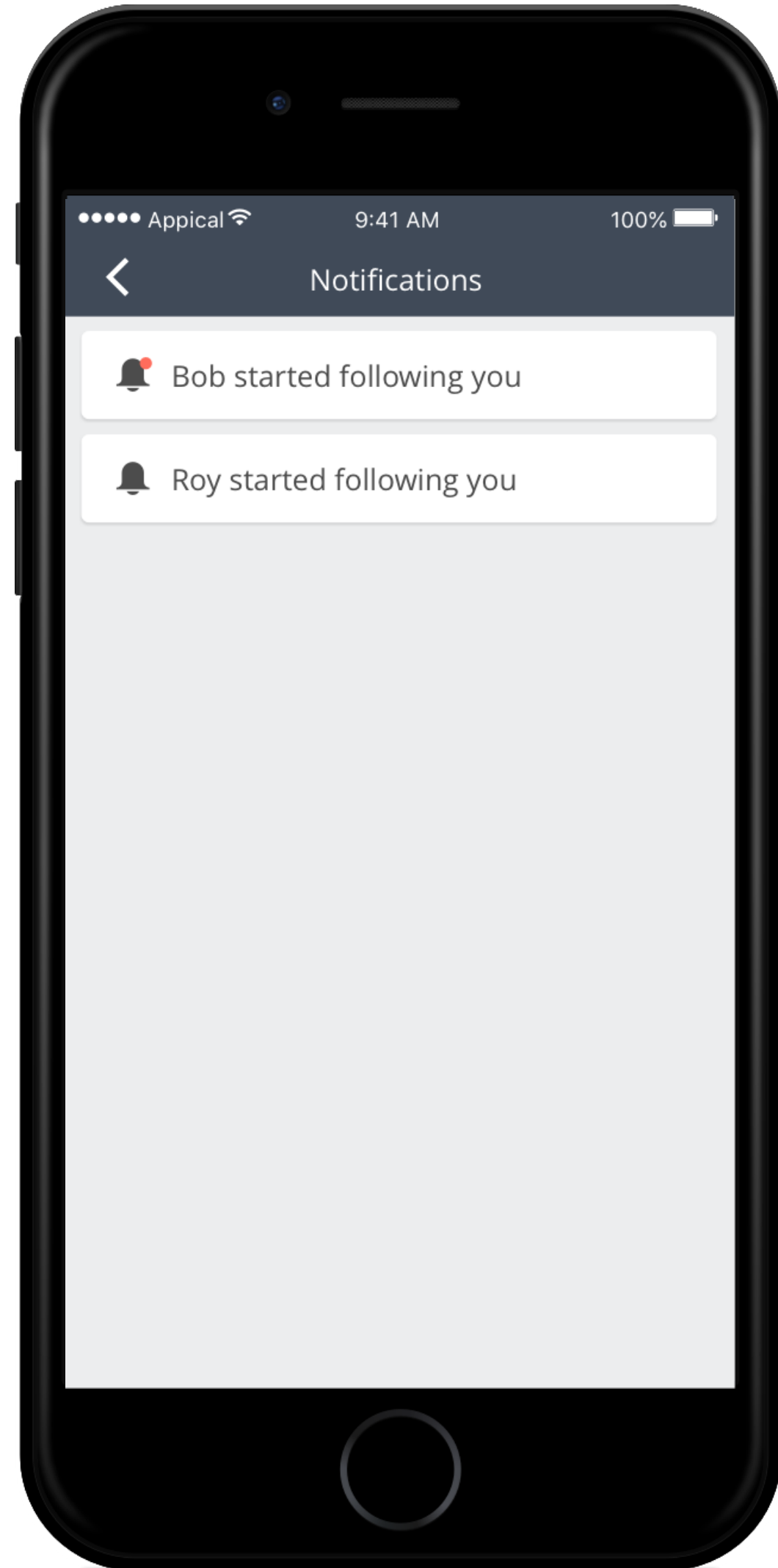


Filter: sort by sort by start date,
new hire performance, activity
and course status

Control Options

- Managers can add and remove new hires to their team straight from the manager toolkit.
- New hires have to be in the app directory first.



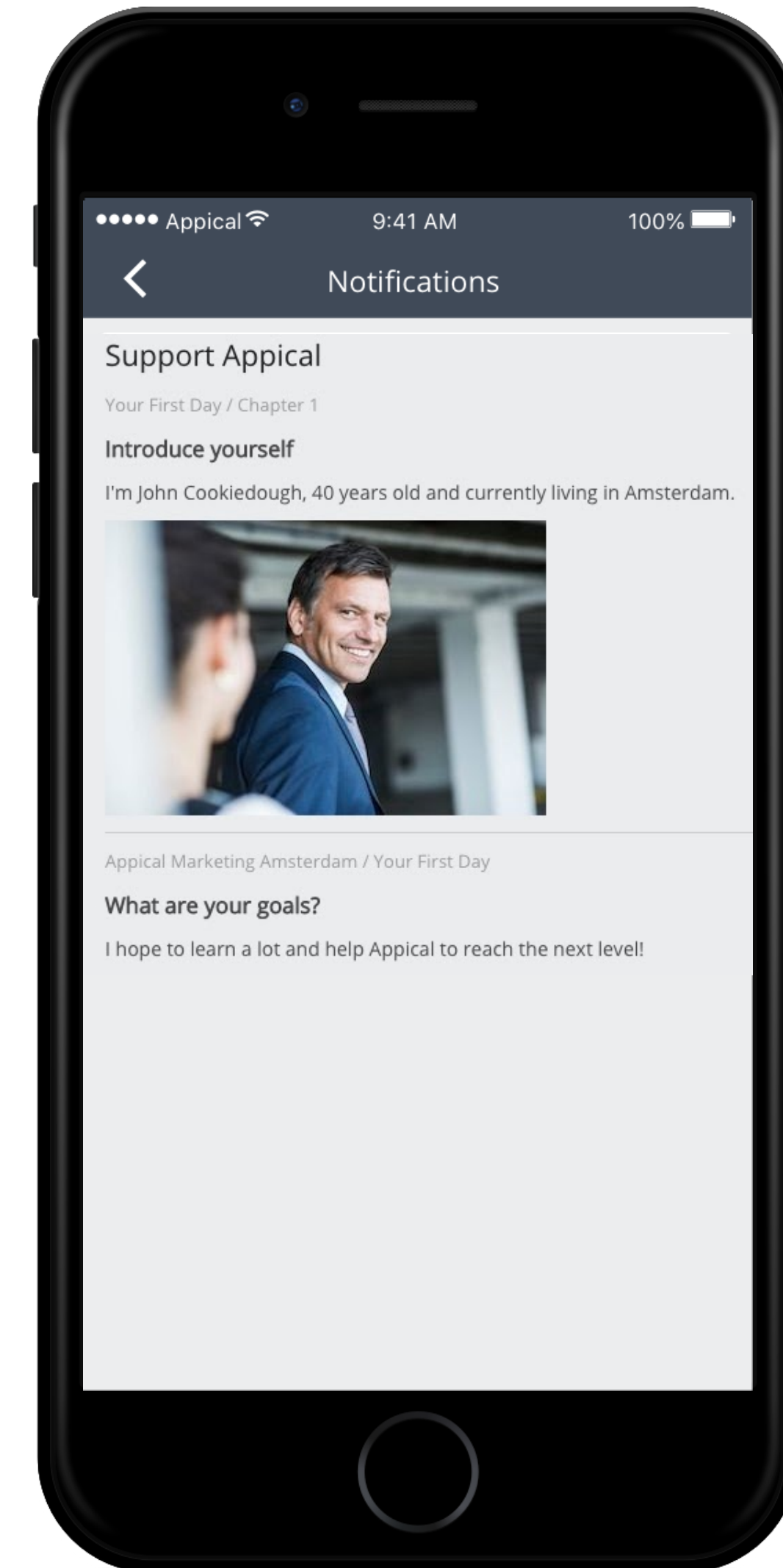


Push Notifications

- Keep up to date on new hire progress.
- Receive a notification that new hires checked in, follow you or completed a course, or when a deadline for a checklist item is coming up.

View essay responses

- Filter essay responses per new hire.
- View responses directly in the manager toolkit instead of viewing them in the reporting section.



Filters

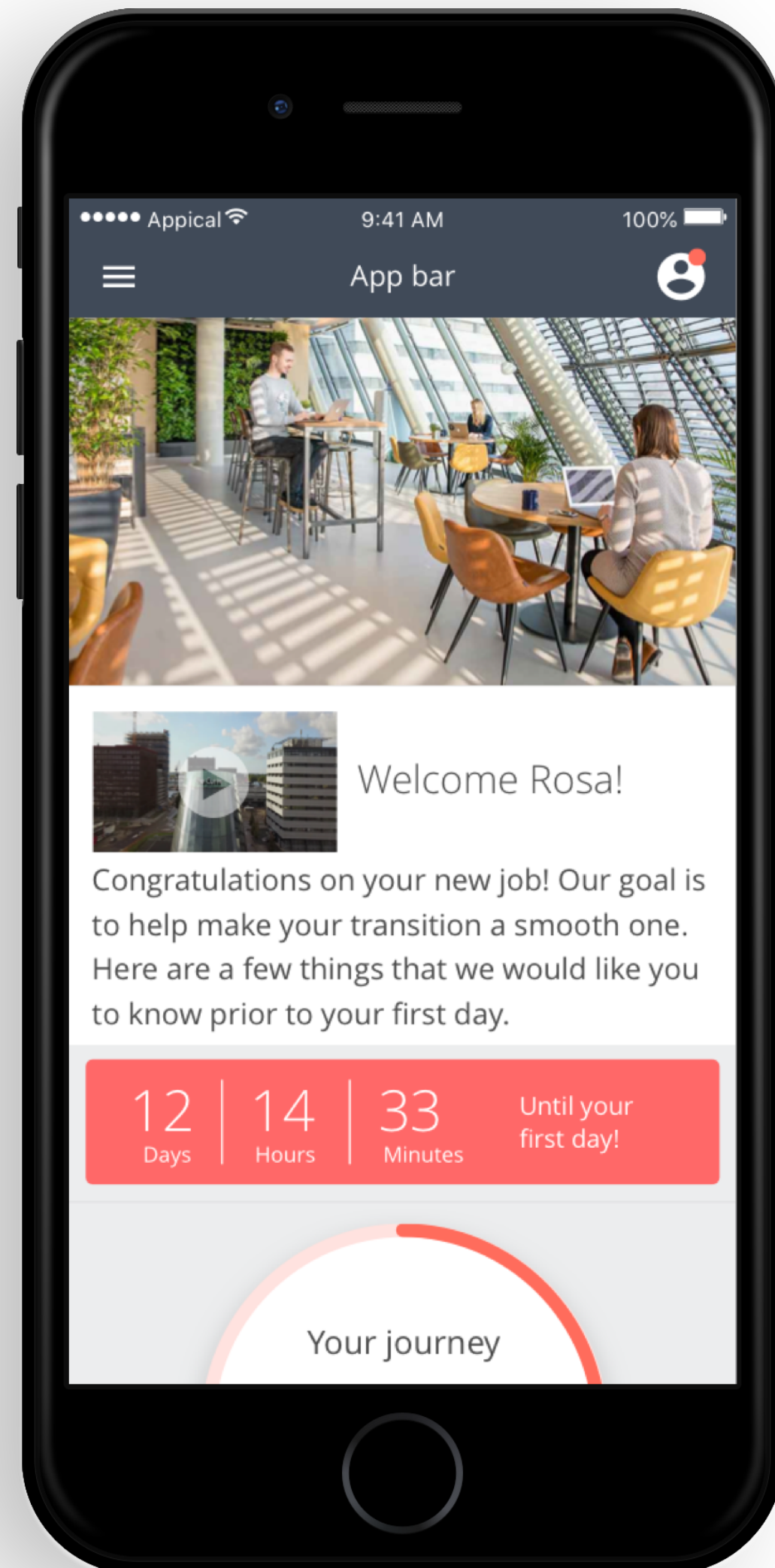
Sort by start date, new hire performance, activity and course status.

The screenshot displays a user interface for filtering and sorting course data. At the top, a 'Filters' button is visible. Below it, a 'Clear Filters' link is present. The 'Start date' filter is expanded, showing options: 'Any', 'Any', 'Today', 'Tomorrow', 'Coming 7 days' (highlighted with a mouse cursor), and 'Coming 30 days'. The 'Performance' filter is also expanded, showing options: 'Any', 'Any', 'Need attention' (highlighted with a mouse cursor), 'Inactive', and 'Excellent'. The 'Course status' filter is expanded, showing options: 'All statuses', 'All statuses', 'None started', 'In progress' (highlighted with a mouse cursor), and 'Finished'. A 'Sort' button is located at the top right of the filter panel. A card for 'John Cookiedough' is shown, indicating they 'Started Support Appical course' 'Recently'.

How does it work for your hires?

1. Introduction message
2. View followers
3. Notifications



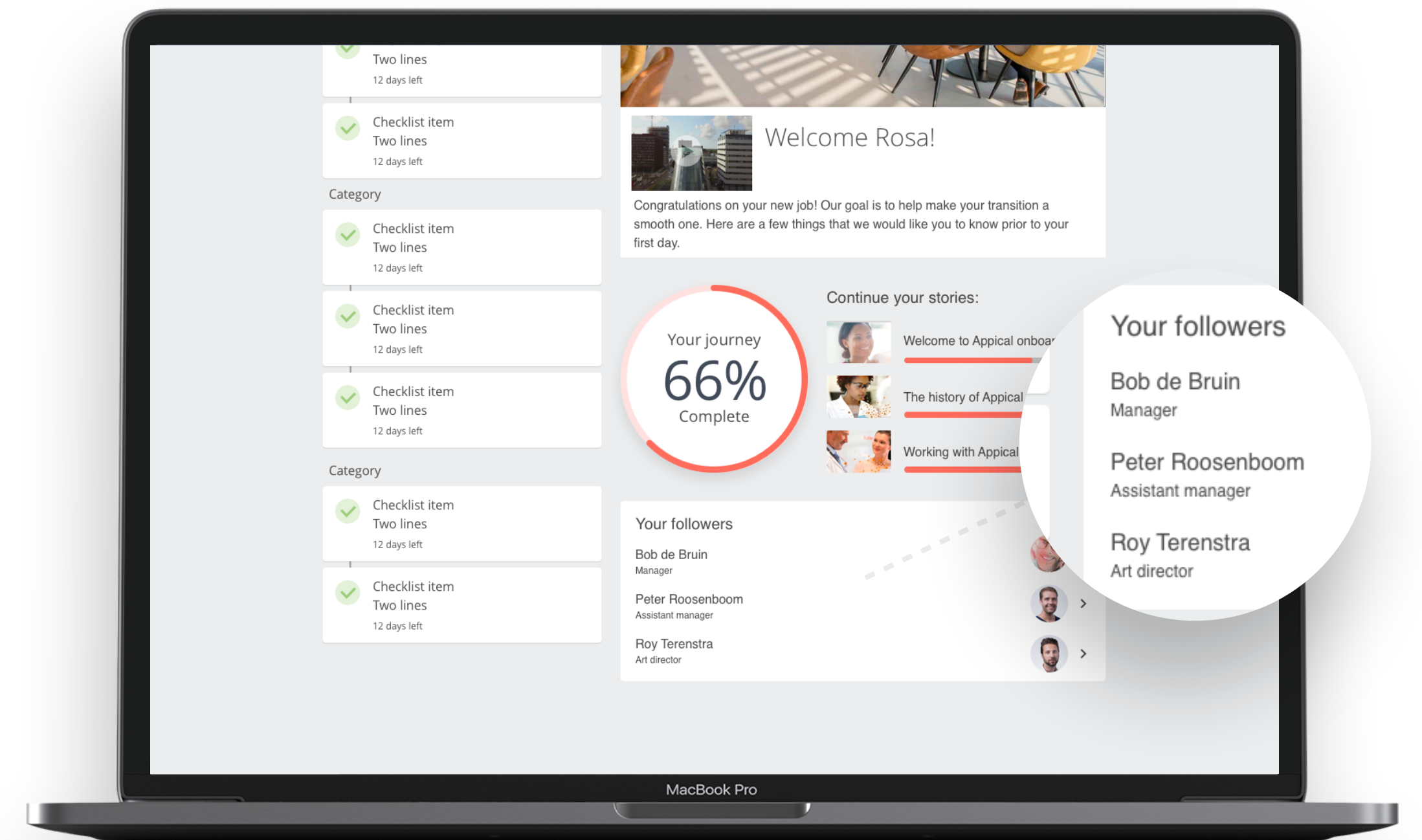


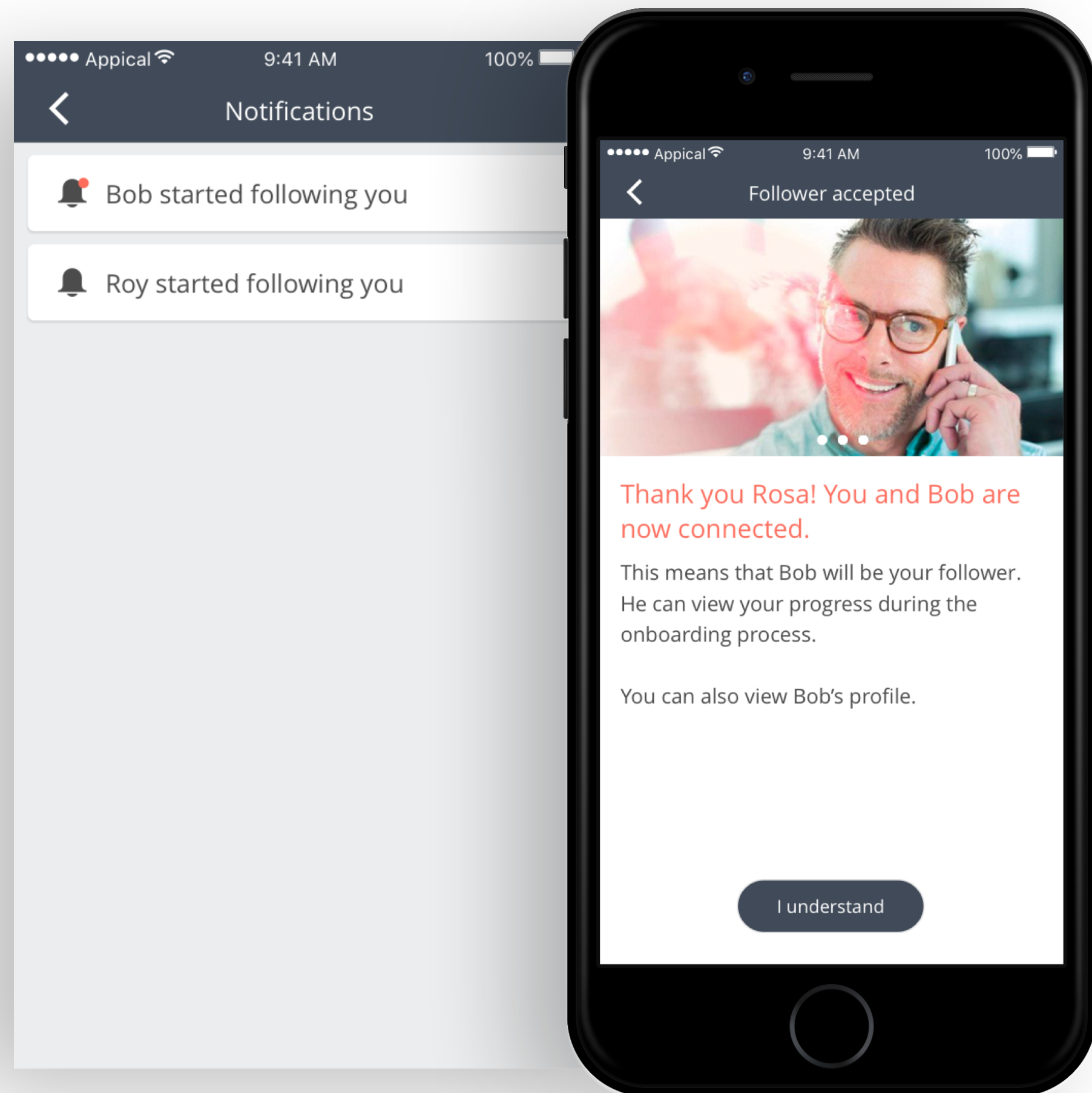
1. Introduction message

New hires will receive the welcome message from their manager. This is a personalised message to make the new employee feel welcomed.

2. View followers

Transparency is important!
New hires can always see who is following their progress and results.





3. Notifications

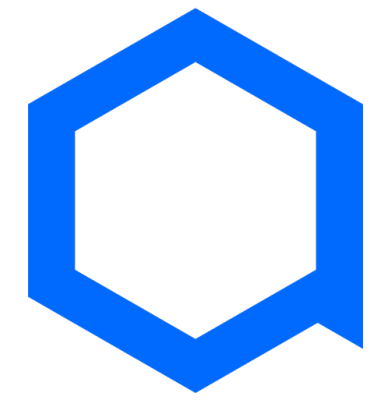
- Receive notifications from new followers (managers).
- Managers will receive a message that new hires checked in.
- The goal is to keep new hires and managers updated on the process and create transparency.

Interested in the Appical Manager Toolkit?

 [Request a demo](#)

Want to upgrade your basic Manager Toolkit functionalities to Advanced?

 Contact [your Customer Success Manager](#)



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