

Administrator Roadmap

**WE MAKE SURE YOUR
TASK IS EASY!**


**NEW.COM
HEROES**
SOFT SKILLS, LEADERSHIP

Introduction

Hi administrator,

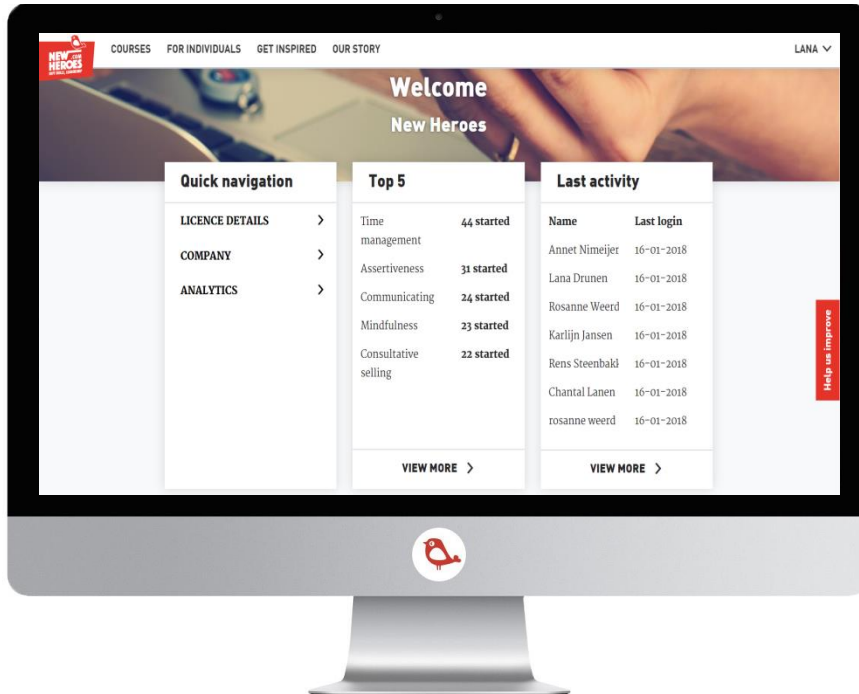


Welcome to New Heroes! With the following roadmap we will walk you through the functionality of our learning dashboard.

Let's take a look!

Kind regards,

Team New Heroes



1. Overview page

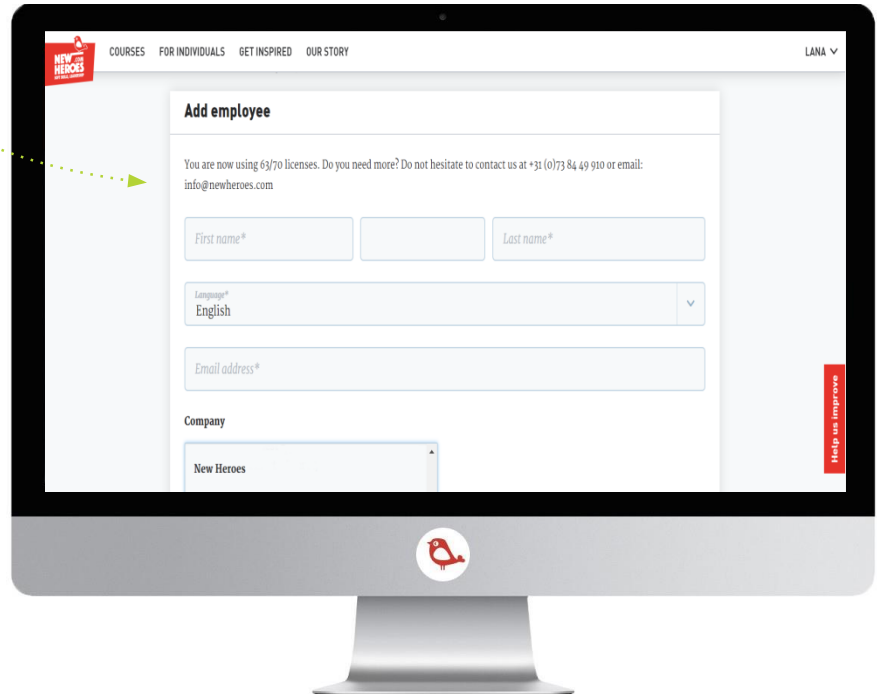
From the overview page you can quickly click to license details, company details and learning analytics.

In addition, you immediately see the top 5 learning journeys within your organization and who has logged on most recently.

 TO STEP 2 >

2. License details

On this page you can add a new employee, who will automatically receive an e-mail with log in details



The image shows a computer monitor displaying the 'Add employee' form on the New Heroes website. The form includes the following fields and elements:

- Navigation:** COURSES, FOR INDIVIDUALS, GET INSPIRED, OUR STORY, LANA ▾
- Logo:** NEW HEROES
- Title:** Add employee
- Message:** You are now using 63/70 licenses. Do you need more? Do not hesitate to contact us at +31 (0)73 84 49 910 or email: info@newheroes.com
- Form Fields:**
 - First name* (text input)
 - Last name* (text input)
 - Language* (dropdown menu, currently set to English)
 - Email address* (text input)
 - Company (dropdown menu, currently set to New Heroes)
- Footer:** Help us improve

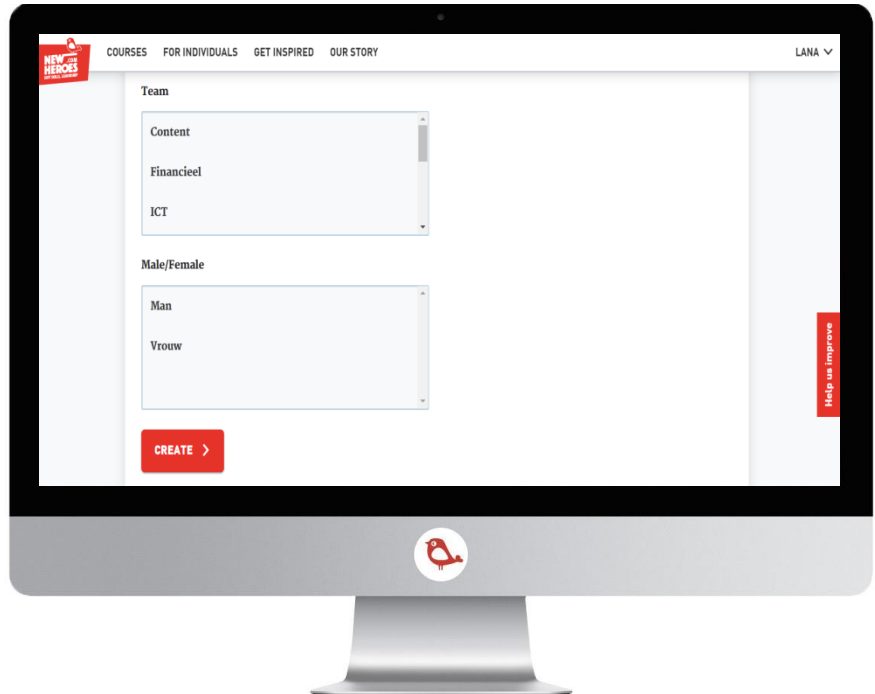
 TO STEP 3 >

3. License details

A maximum of three main filters can be added to the dashboard. These make the filtering function possible within New Heroes learning analytics.

Main filters could be:

- ✓ Company
- ✓ Division
- ✓ Team
- ✓ Type of employment
- ✓ Gender
- ✓ Birth date
- ✓ Level of education
- ✓ With / Without Coaching



 TO STEP 4 >

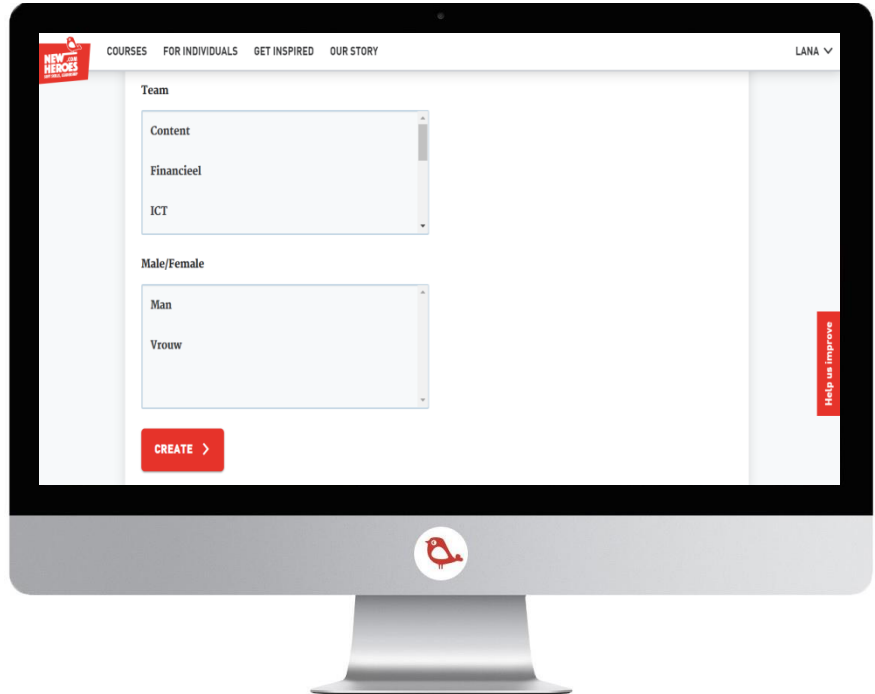
4. License details

Subsequently, an unlimited number of Sub-filters can be attached to the Main filters.

For example:

- ✓ Under 'Gender'
Male/Female
- ✓ Under 'Team'
Operations
Marketing /
Sales

Contact us if you would like to get started with this.



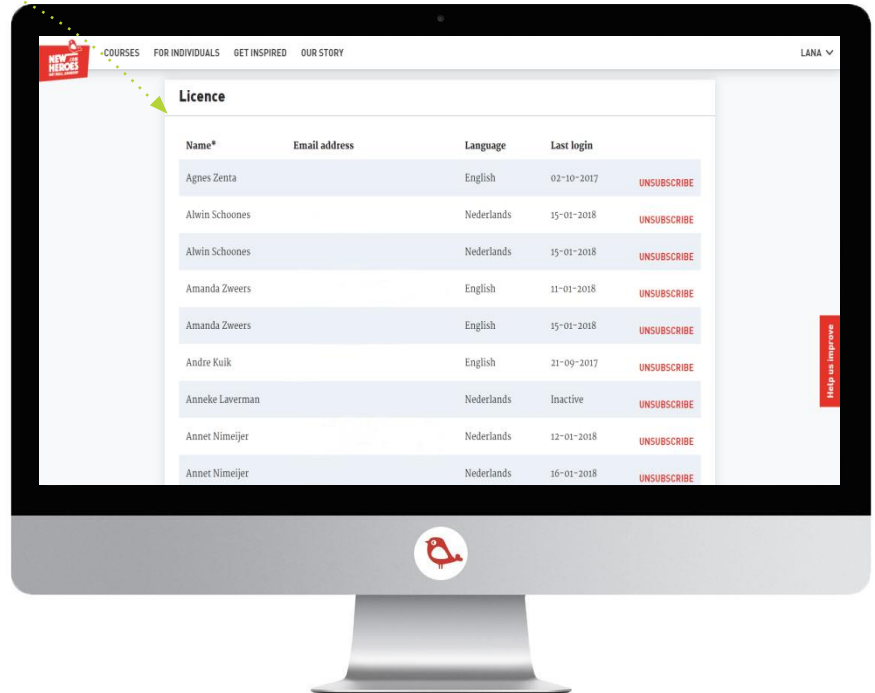
 TO STEP 5 >

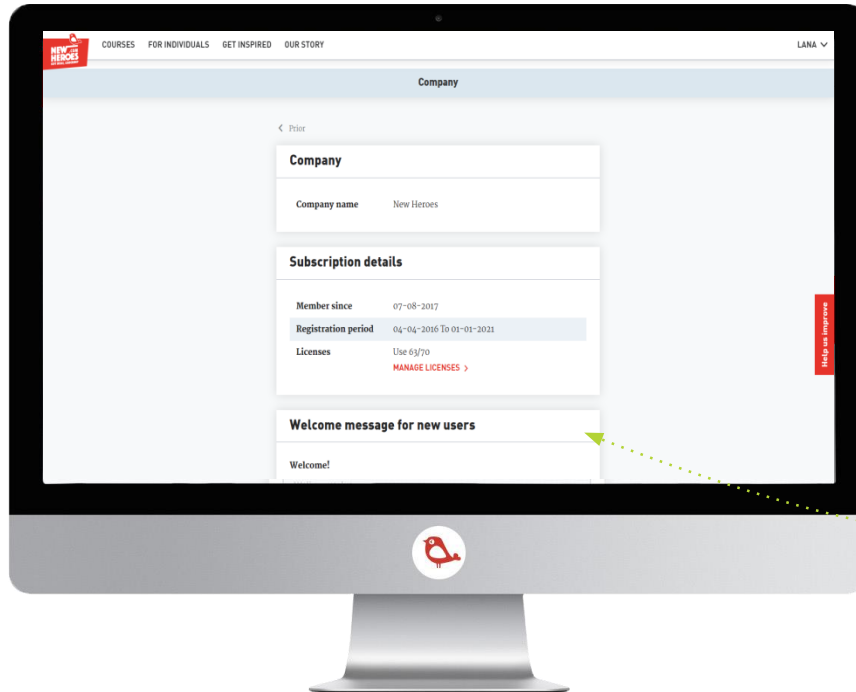
5. License details

At the bottom of the page you can also find a list of all the employees who have a New Heroes account.

If someone has not yet activated his or her account, that person's name will be marked 'inactive'

You can also remove people from the list and add new users at the top (until the maximum number of users has been reached)





6. Company

Here you can find information about your company's New Heroes account

You can see the duration of the account and how many licenses are being used.

Abonnementsinformatie	
Lid sinds	26-08-2016
Licentieperiode	04-04-2016 tot 01-01-2018
Licenties	Gebruikt 23/23 LICENTIES BEHEREN >

You can also add, modify and save the welcoming texts for new users.

Contact

QUESTIONS, SUGGESTIONS, ADVICE ?

Was the explanation not sufficient?

Are there places you feel stuck?

We are always ready to help and will be happy to think with you

Get in touch with our customer support team:

E: customersupport@newheroes.com

T: +31(0)73 84 49 910



SukHan



Nicoline



Kim

