DoubleClue: Skills Module
Manual

Contents

1. Introduction

The DoubleClue Skills Module is a skill management tool that runs in the DoubleClue fame work.

Main Features:
- Define Skills
- Organize skills in a hierarchy.
- Assign skills to users and allocate experience levels.
- Search for people with certain skills in the enterprise
- Send an automatic notification to Heads of Departments about skill changes in their department.

The access rights for Skills are managed in DCEM under Administration > Privileges. If you lack the necessary access rights to perform certain action in skills contact an administrator to adjust them for you.

2. Dashboard

The Skills Dashboard consists out of three parts: the Search for Users with Skill, a Skills Hierarchy diagram and an overview of your own skills.

2.1 Search Users with Skill

You can search for users who have a certain skill simply by entering the skill name and then choosing the skill level or selecting all levels.

2.2 Skills Hierarchy

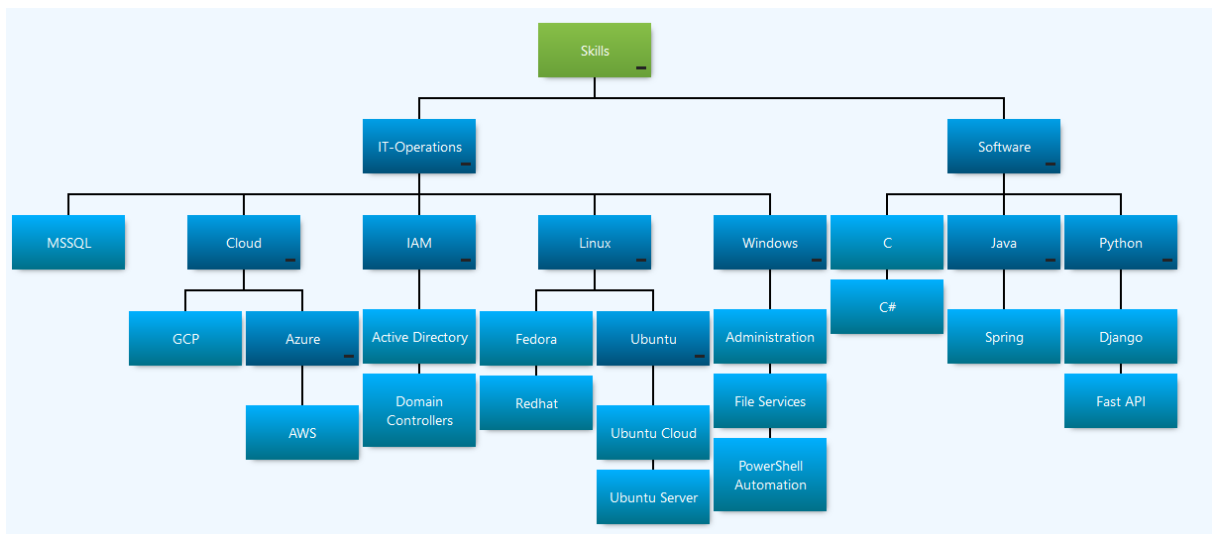Skills are arranged in a hierarchy. In the dashboard, you can see all the skills have so far been added in a hierarchy diagram. A bigger version of this diagram can be found in the Hierarchy view.

2.3 My Skills

Under "My Skills" you can select and manage your own skills. Activate "Show all Skills" to see a list of all skills that have so far been added and pick the ones you are familiar with. You can add a skill to your profile, by rating your experience in this skill and selecting a skill level.

Each time you add or change one of your skills, an e-mail will be sent to the Head of your Department to inform them about the change to your skill profile.

3. Skills

In this section, you can add, edit and remove skills. Every skill has the following properties:

- Name – the name of the skill
- Parent Skill – Optional: the skill which stands above the skill in the hierachy
- Abbreviation – a shortened form of the skill name that will be displayed in interfaces with limited space
- Description – Optional: a description of the skill

All skills are organized in a hierarchy. To place a skill in the hierarchy, you need to assign it a parent skill while adding or by editing the skill. If a skill has no parent skill, it will automatically be considered one of the highest skills in the hierarchy.

4. Users

Under Users you can assign skills to users others than yourself. To add a user, they must first be added to DoubleClue or imported from a domain. As when editing your own skills, you can need to rate the skills by assigning an experienced base skill level.

If you modify the skill of a user, the Head of the Department that this user is part of, will receive an automatic notification via e-mail. The e-mail notifications can be deactivated by an administrator in the Skills Preferences.

5. Hierarchy

Under hierarchy you can see a big hierarchy diagram, listing all the skills that have been added to Skills so far.