

# User Guide

## PowerCoach

Version 2.0 - 15 October 2019



## PowerCoach

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# 1. Introduction

## 1.1 Purpose

The objective of this document is to provide basic guidelines to users of the PowerCoach Application.

## 1.2 System Overview

PowerCoach is a responsive web application tool that managers can use to perform and track One-On-One reviews. The tool ensures associates get monthly one on one meetings and standardizes the process across the team/organization. This tool strengthens the relationship between manager and their associates by allowing the manager to give feedback to associate in a way that is meaningful and personable.

## 1.3 Definitions and Acronyms

**Domain User** - is one whose **username** and password are stored on a **domain** controller rather than the computer the user is logging into. (our domain: Corporate\ username | or email address associated with domain example: exampleuser@ingrammicro.com)

**Jumbotron** - indicates a big box for calling extra attention to some special content or information.

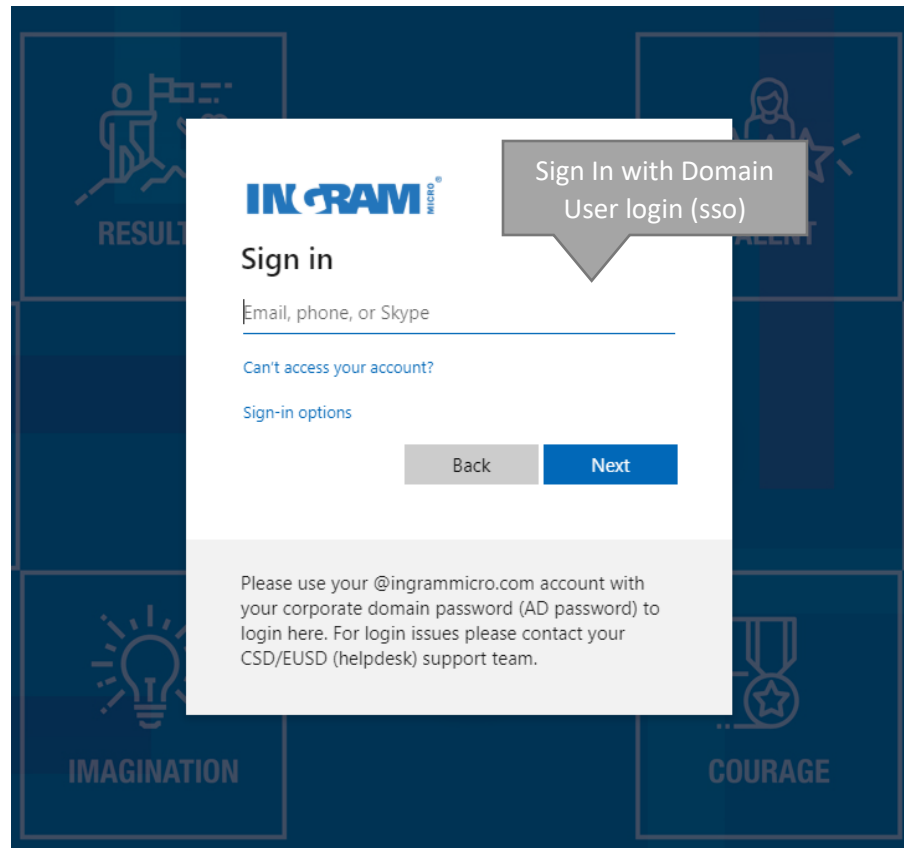
**Responsive Web Design (RWD)** - is a **web** development approach that creates dynamic changes to the appearance of a **website**, depending on the screen size and orientation of the device being used to view it.

**Web Application** - is an **application** program that is stored on a remote server and delivered over the Internet through a browser interface.

## 2. Getting Started

### 2.1 Login

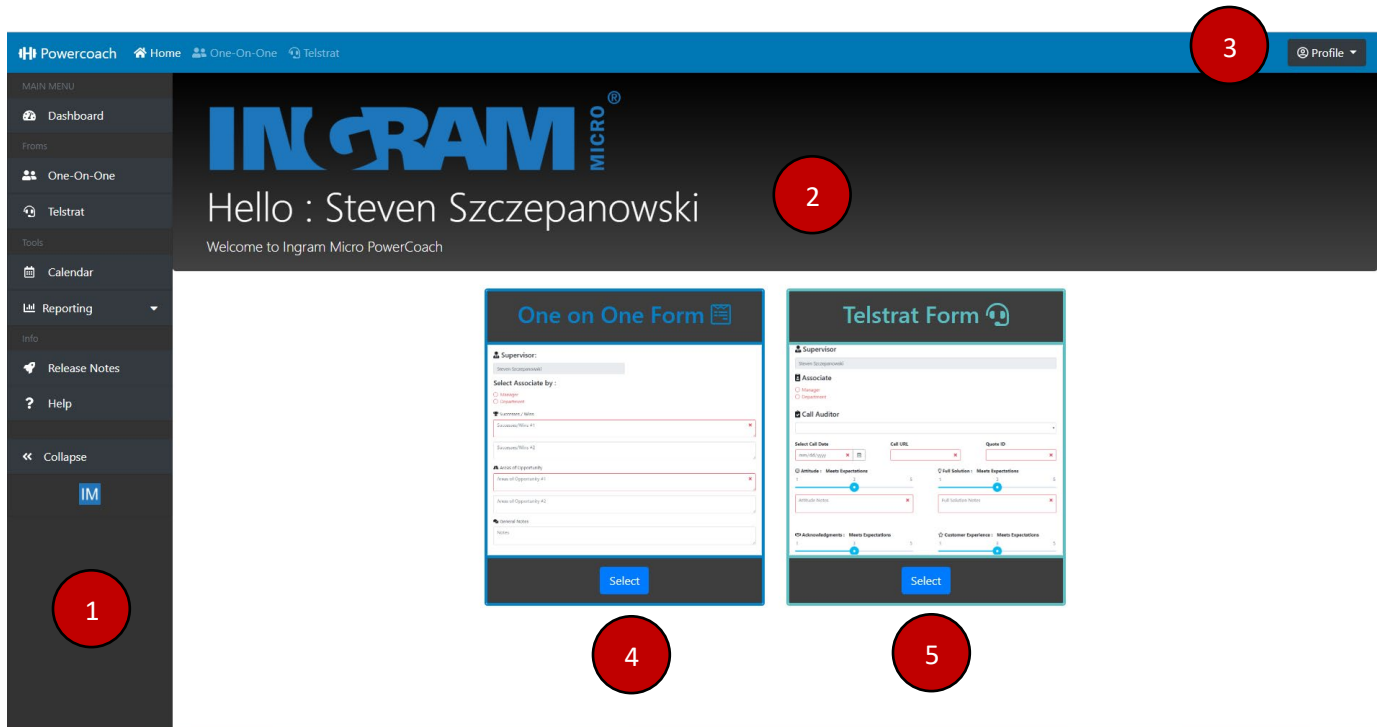
To login to the PowerCoach Application open Google Chrome and enter the following URL:  
<https://powercoach.corporate.ingrammicro.com>



- After a successful login you will be directed to the PowerCoach Dashboard.

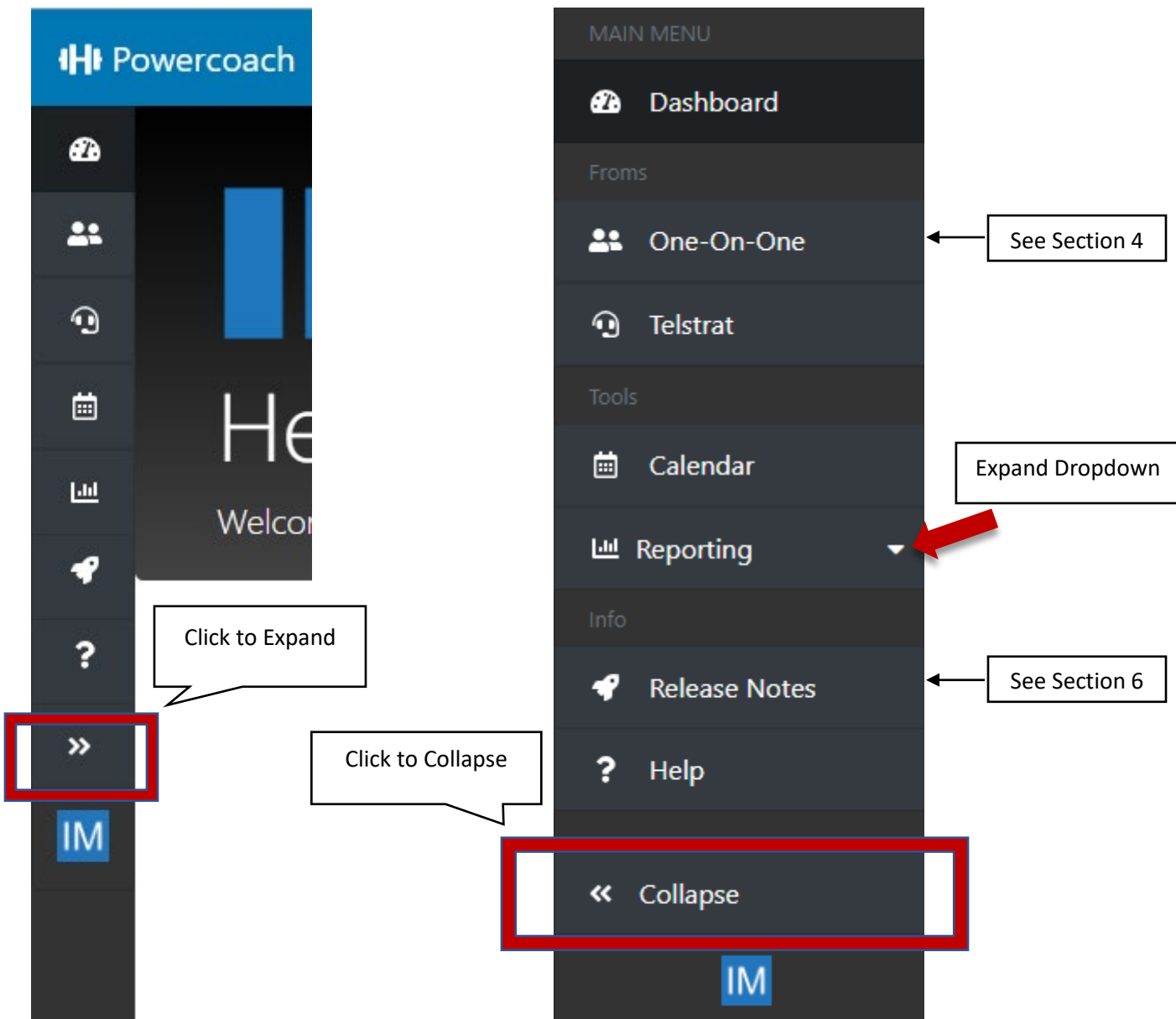
## 3. Dashboard

### 3.1 Layout

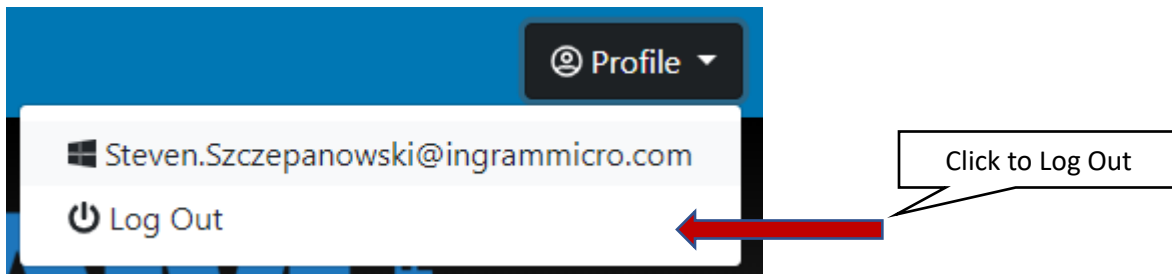
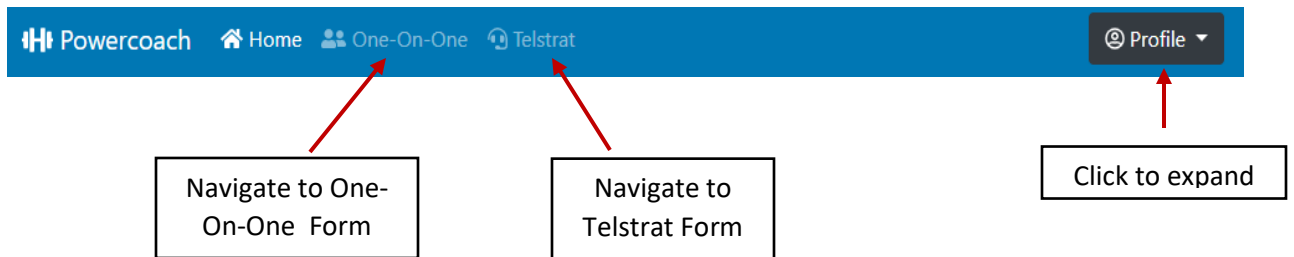


1. Side Navigation Bar (See Section 3.1)
2. Jumbotron with logged in users name.
3. User Profile and Logout Dropdown.
4. One-On-One Form Selection.
5. Telstrat Form Selection.

### 3.2 Side Navigation Bar



### 3.3 Top Navigation Bar



## 4. One-On-One Form

Associates/Supervisor relationship is real time, fed by Microsoft Active Directory. As changes are made in the organizational structure, they will reflect immediately in PowerCoach. You can select your associate by manager or by department. Please note, if you are a direct manager your associates will automatically be available to select with the manager view.

One-On-One Form

Supervisor:

Szczepanowski, Steven
1

Associate By:

☐ Manager ☐ Department
2

Successes / Wins

Successes/Wins #1
3

Successes/Wins #2

Areas of Opportunity

Areas of Opportunity #1
4

Areas of Opportunity #2

General Notes

Notes
5

Manager Notes

Manager Notes
6

7
Submit
Reset
8

- Controls that are red are required. The Submit button will be disabled till all fields that are red are made valid (Control Turns **Green**).



- 1 **4.1** The Supervisor field is automatically selected with the use of active directory functionality. This field is read only.
- 2 **4.2** This radio button control allows user to chose the method on how they select the associate to review. If the user selects Manager the dropdown it will populate with their own associates. If the user selects the Department dropdown there will be a list of departments. Once a department is selected a dropdown of all associates in that department will populate as a selection choice.

#### 4.2a Associate by Manager:

 Associate By:

☒ Manager ☐ Department

Please select an associate

Click to expand dropdown



 Associate By:

☒ Manager ☐ Department

Select Associate

Baker, Anthony

Barahona, Stacy

Barnum, Justice

Gruka, Jared

Haner, Kyle

Kaur, Arvinder

Salazar, Alejandro

Solis, Wagner


Soto, Douglas

Szczepanowski, Steven

Whalen, Emily

Select Associate




 Associate By:

☒ Manager ☐ Department

Szczepanowski, Steven

Associate selected, move on to filling in required fields

#### 4.2b Associate by Department:

 Associate By:

☐ Manager ☒ Department

Select Department

Click to expand dropdown

Select Department

10304400 - CSS Representative

12801210

16801210 - Receiving

Account Management

Account Manager

Accounting

Administration (General)

Administrative

Administrative Support

Advanced Solutions

Advanced Solutions Group

All Other Repair

Analytics and Reporting

Application Development

Applications - General

Architecture


Asos


Asset Management

Select Department

## Associate By:

☐ Manager ☒ Department

Application Development 

Szczepanowski, Steven 


Shanmugam, Ramesh L&T  
Shojaei, Gholamreza (John)  
Shrestha, Raj  
Singh, Mayank  
Sloma, Jonathan  
Smith, Kevin  
Souza, Henrique  
Souza, Stanley  
Srinivasan, Jagathrakshagan  
Stengl, Andreas  
Stromberg, Erik  
Sumi, Jamie  
Sun, Edward  
Sundermann, Thomas  
Sur, Mario  
Suthanthira, Manivannan  
Swain, Rajalaxmi  
Swift, Jonathan  
Sy, Jad Lorenz  
Szczepanowski, Steven

Select Associate

## Associate By:

☐ Manager ☒ Department

Application Development

Szczepanowski, Steven 

Associate selected, move on to filling in required fields

### 3 4.3 Successes/Wins

- The first Success/Win field is mandatory !

#### Successes / Wins

This a Successful Test. 

Characters: 23/2048


This is the second successful test. This field is not required.

Characters: 63/2048

### 4 4.4 Areas of Opportunity

- The first Area of Opportunity field is mandatory !

#### Areas of Opportunity

This is the first area of opportunity. This field is required. 

Characters: 63/2048

This is the second area of opportunity which is not required.

Characters: 61/2048

### 5 4.5 General Notes

- This section is for general discussion. It is not mandatory.

#### General Notes

This section is for general notes. This field is the note section that will be sent to both the manager and the associate.

Characters: 122/2048

### 6 4.6 Manager Notes

- Enter the Manager ONLY notes here (these do not get sent to the associate)

#### Manager Notes

This section are notes for the Manager. This note will not be shown in the associates email.]

Characters: 92/2048

## 7 4.7 Submit One-On-One

- When the form requirements are valid the Submit button is now enabled.
- After Submitting please wait for a notification to appear in the top right corner.
- The notification will be green if successful, red if there is an error.

☐ Manager ☒ Department

Application Development ✓

Szczepanowski, Steven ✓

🏆 Successes / Wins

This is is a Successful Test. ✓

Characters: 29/2048

This is the second successful test. This field is not required.

Characters: 63/2048

🏠 Areas of Opportunity

This is the first area of opportunity. This field is required. ✓

Characters: 63/2048

This is the second area of opportunity which is not required.

Characters: 61/2048

💬 General Notes

This section is for general notes. This field is the note section that will be sent to both the manager and the associate.

Characters: 122/2048

💬 Manager Notes

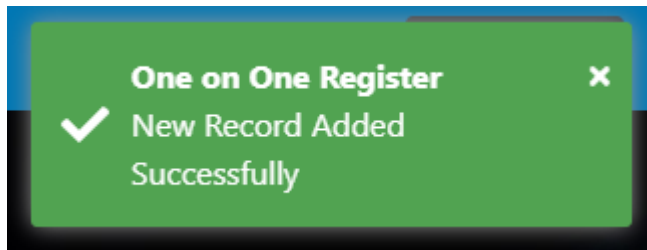
This section are notes for the Manager. This note will not be shown in the associate

Characters: 92/2048

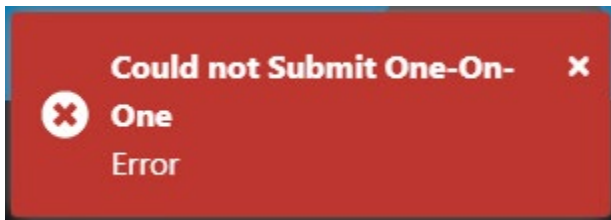
Click to Submit

Submit Reset

#### 4.7a Successful One-On-One Notification



#### 4.7b Error One-On-One Notification



## 5. Release Notes

This section shows all new features and changes that have been made throughout the application. This section will continuously grow as the application continues to be enhanced and improved.

Powercoach

Home

One-On-One

Telstrat

Profile

MAIN MENU

Dashboard

Forms

One-On-One

Telstrat

Tools

Calendar

Reporting

Info

Release Notes

Help

Collapse

IM

Release Notes :

October 13th, 2019

V 2.0

One-On-One Reporting implemented. Manger Notes section added to One-On-One form.

September 17, 2019

V 1.5

Updated PowerCoachAPI logging. Release Note section implementation.

September 12, 2019

V 1.4

The double for submission error has been corrected with a new animated submit button on both forms. Logging for the PowerCoach API has been enabled.

September 6, 2019

V 1.3

Telstrat form is now live. Email template for the telstrat form has been updated.

August 19, 2019

V 1.2

Side Bar Navigation is now live. One-On-One form is live. Changes to Dashboard layout style.

2019

V 1.1

PowerCoach is now Live.