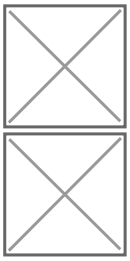
How to Set Up Campaigns and Leaderboards

Leaderboards have been revised, and the LMS Portal now includes an additional Campaigns Leaderboard section. The Campaigns Leaderboard will enable any employee, who forms part of the campaign, to track their progress, points and badges as well as their leaderboard position against other employees in the campaign.

Campaign Leaderboards

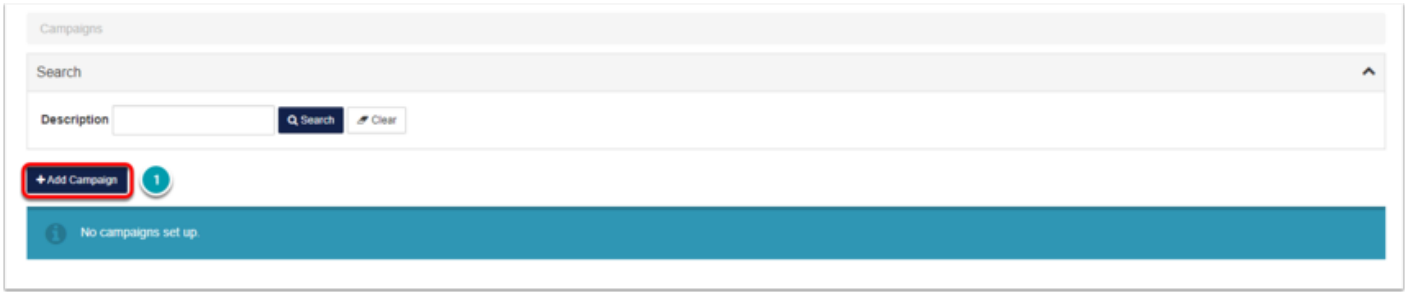
How to get there?

Tip: Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Leaderboards (4) | Campaign Leaderboards (5).



What to do?

Click on the Add Campaign (1) button to create a Campaign Leaderboard.

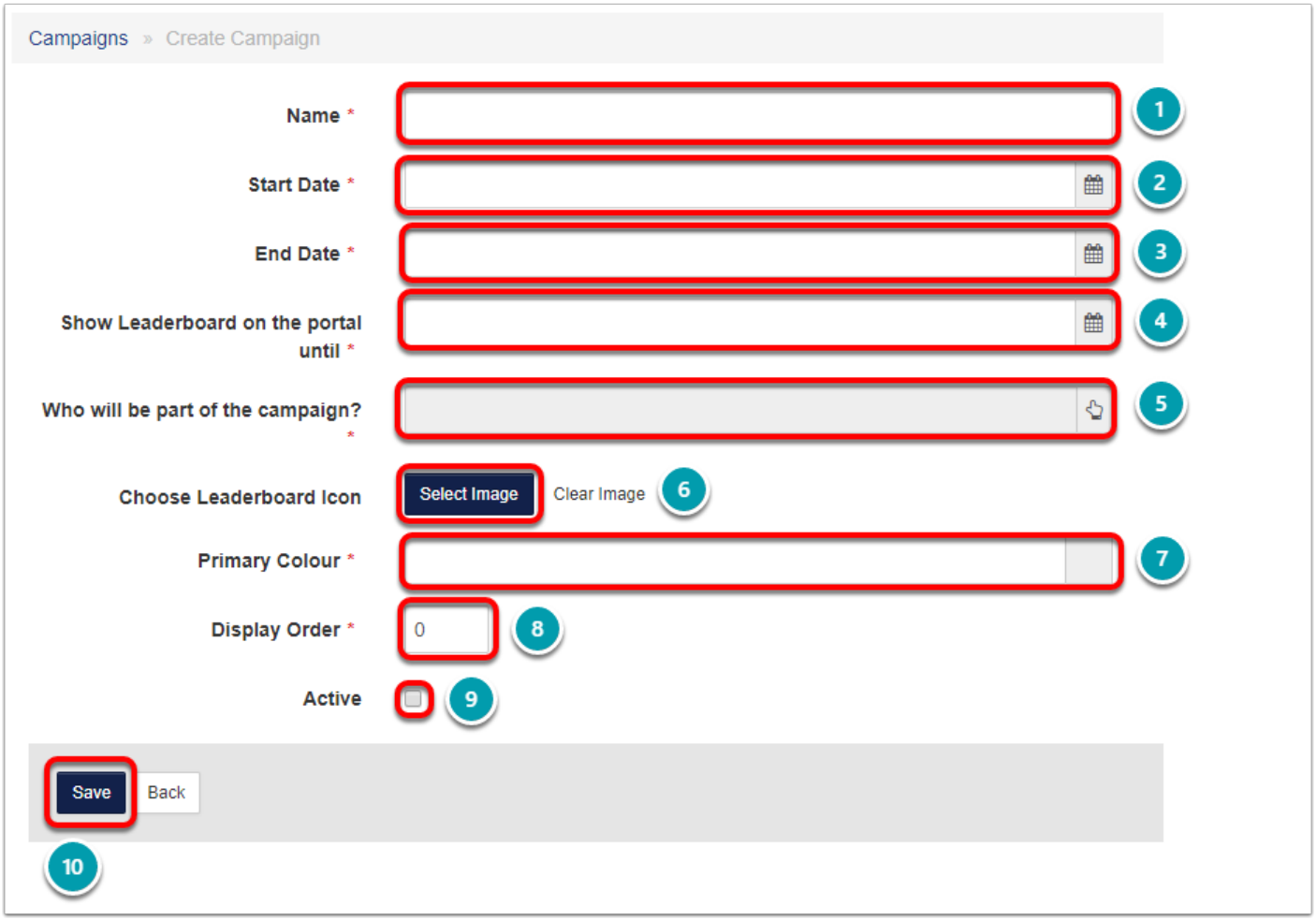


1. This is the name of the Campaign, for example, Heineken Campaign.

2. From when will this campaign be available to the target audience.
3. Until when will this campaign be available to the target audience.
4. This is the date that the leaderboard will show on the portal with the results.
5. When this is selected, the list of subgroups is displayed. The Organisation Structure subgroups need to be displayed first for selecting. Only one subgroup can be selected to be linked to the campaign.
6. This will be the icon showing next to the campaign on the portal. The images can be pre-loaded or uploaded directly. The preferable image size is 240px x 240px which is the same as the badges image dimensions.
7. This is the colour of the progress bar. This will be a colour picker or you can add the colour codes.
8. This display order will be used on the Campaign Leaderboard.
9. This determines whether the campaign should be displayed on the Campaign Leaderboard.
10. Select the Save button to save the Leaderboard.

> **Note:** When the End Date(3) is reached, the training done, will no longer be taken into account for the leaderboard. Nothing will be changed on the leaderboard, thus positions will no longer move.

When an employee started the training between the start and end date but completed the training after the end date, they will not be taken into account.



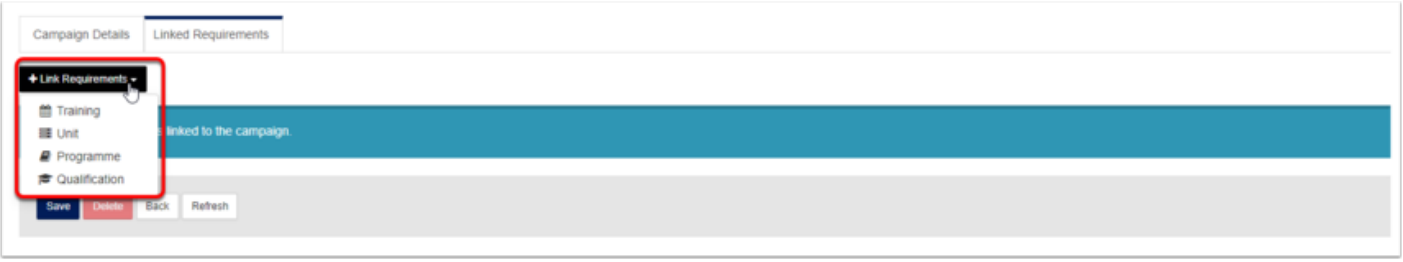
Information: Once the Campaign Details have been saved, the Linked Requirements tab will become available.

Link Requirements:

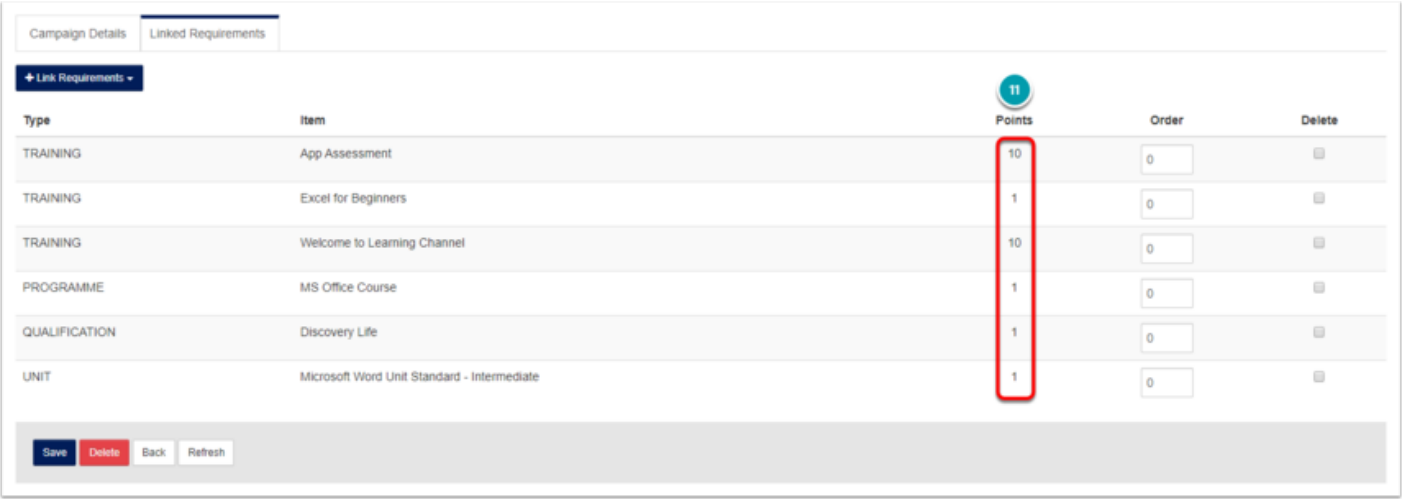
The following training can be selected to link as requirements:

- Training Interventions
- Units
- Programmes
- Qualifications

Information: When the training requirements are set and the campaign has started and visible, these requirements can be changed. A message will be displayed on the training requirements tab to indicate what will be changed.



Note: The Points (11) allocated per linked Requirements cannot be changed here. To change the point allocated navigate to the relevant training intervention, programme, qualification or unit standard.



Note: Campaigns are not Schema specific. For example, if the target audience includes employees from another schema, they will still see the leaderboard on their own schema.

General Leaderboards

How to get there?

Tip: Click on System Administration (1), then with your cursor hover over System Administration (2) | Database (3) | Leaderboards (4) | General Leaderboards (5).



What to do?

On the General section, the default values for the leaderboards will be:

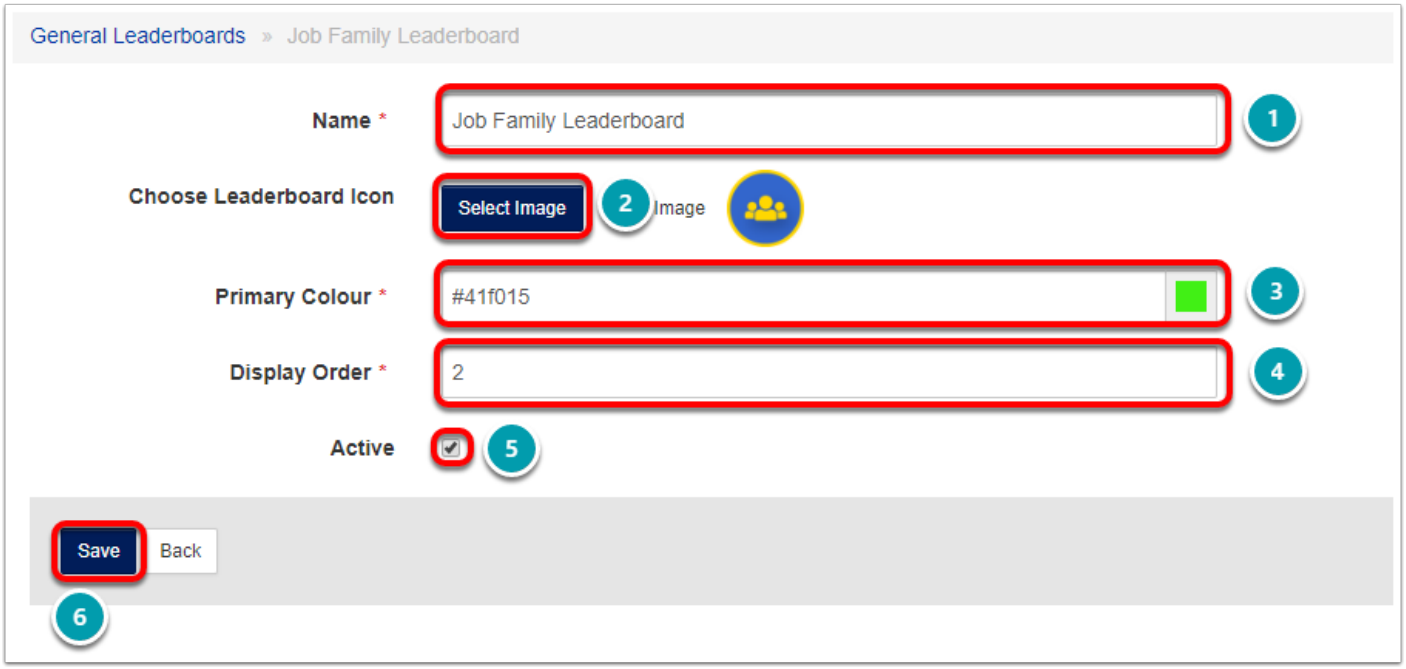
- Job Leaderboard
- Job Family Leaderboard
- Organisational Unit Leaderboard
- Parent Organisational Unit Leaderboard
- Topmost Organisational Unit Leaderboard
- Training Level Leaderboard

Select one of the leaderboard to edit it.



1. This is the name of the Campaign, for example, Job Family Leaderboard.
2. This will be the icon showing next to the leaderboard on the portal. The images can be pre-loaded or uploaded directly. The preferable image size is 240px x 240px which is the same as the badges image dimensions.
3. This is the colour of the progress bar. This will be a colour picker or you can add the colour codes.
4. This display order will be used on the General Section.
5. This determines whether the leaderboard should be displayed on the General Section.

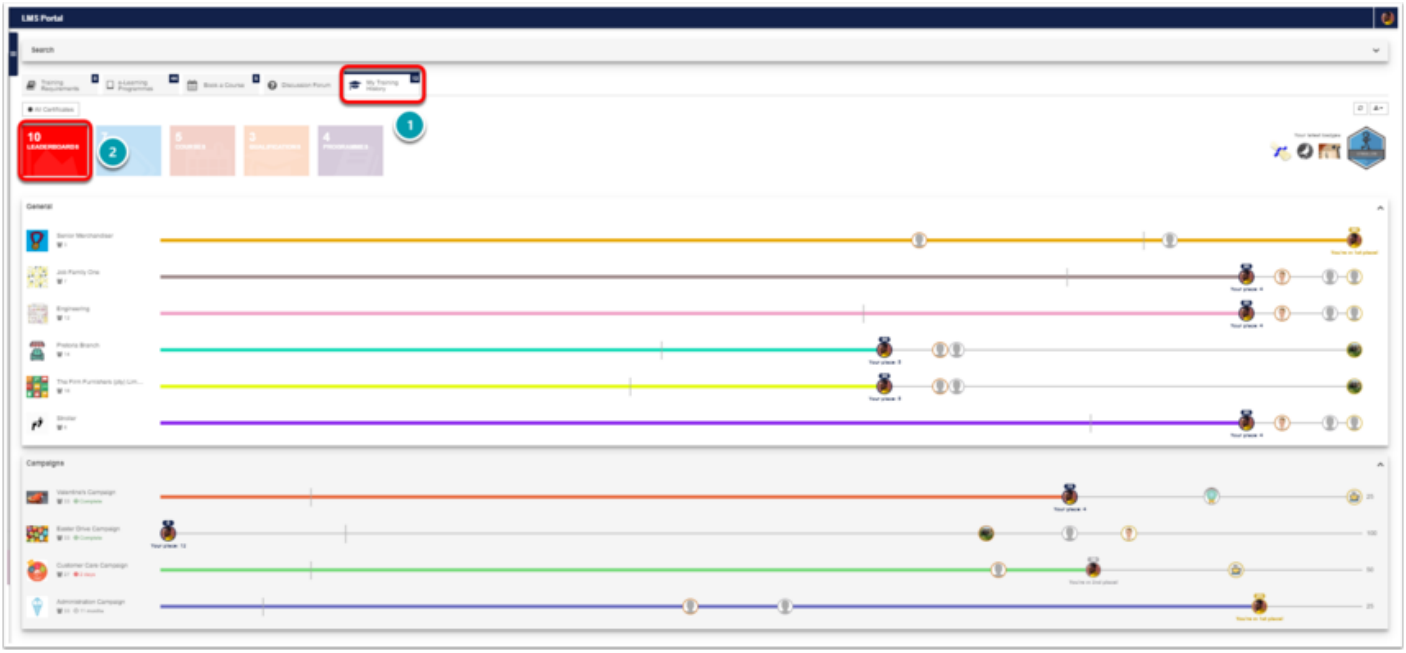
Select the Save (6) button to save the settings.



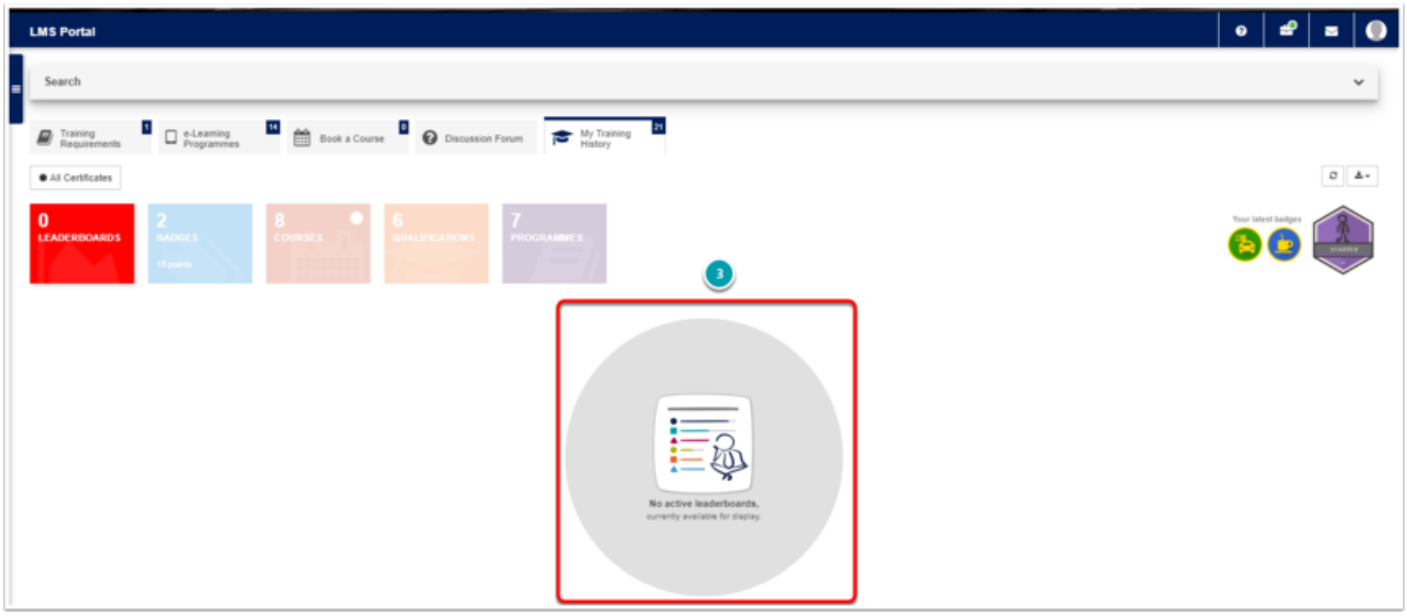
Information: The settings will be moved from *System Administration* | *Tools* | *Configuration* | *Framework* | *Human Resources* | *Learning* to this master data page. This will determine what is displayed on the LMS Portal.

My Achievements tab

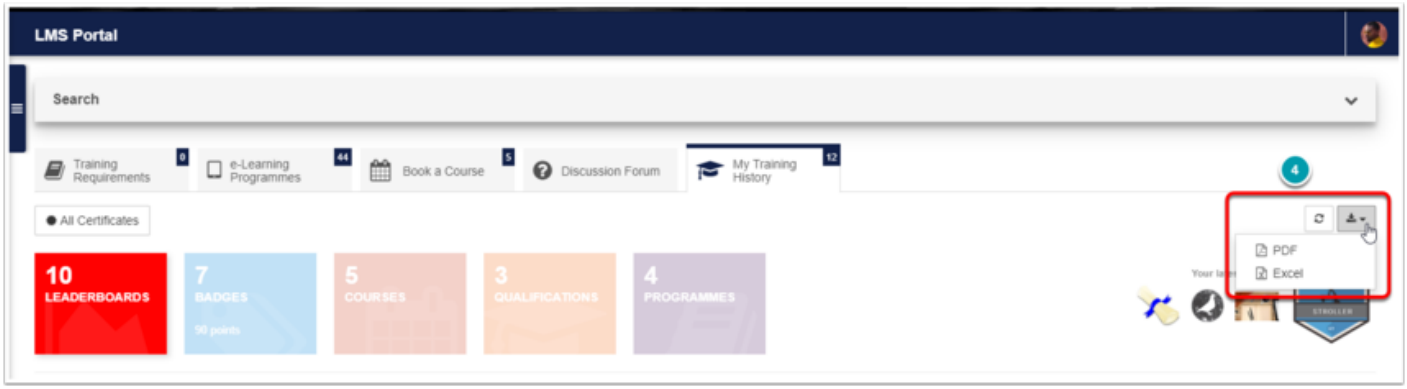
When the Leaderboards are setup and active they will display on the LMS Portal (1) under the My Achievements tab in the Leaderboards (2) section.



The following screen (3) will display when there are not active Leaderboards

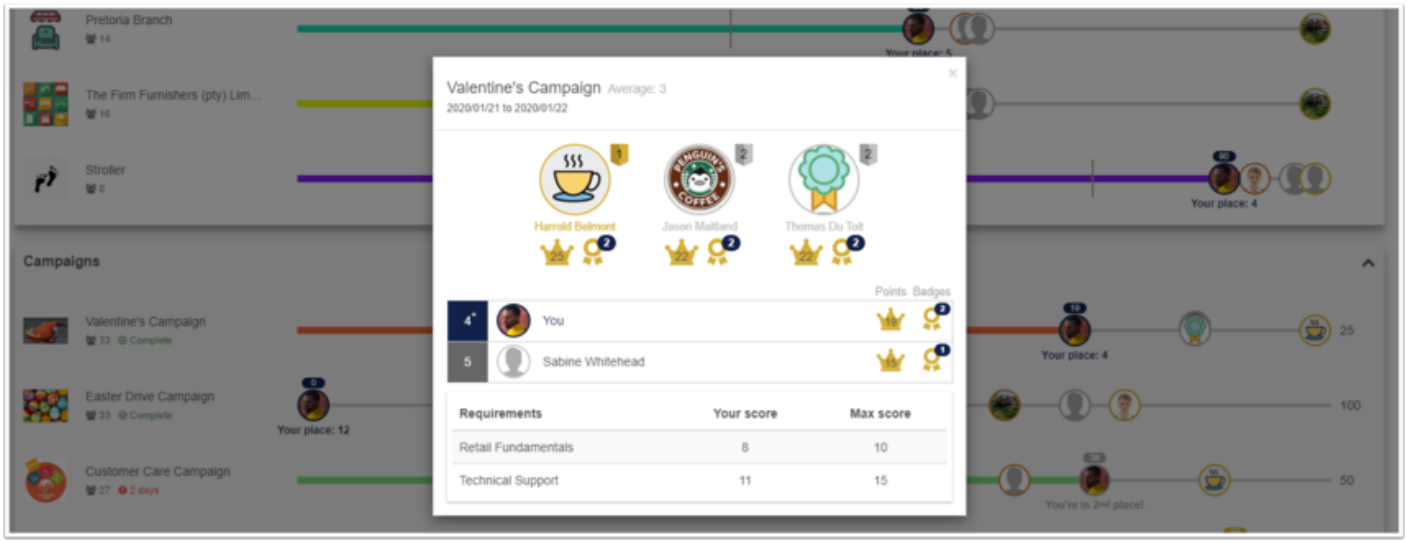


A user will be able to export the leaderboards page to Excel or PDF (4).



When selecting a Leaderboard the user will be able to see more details on the Leaderboard.





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