Performance DNA Administrator Guide

Groups

5/6/2025
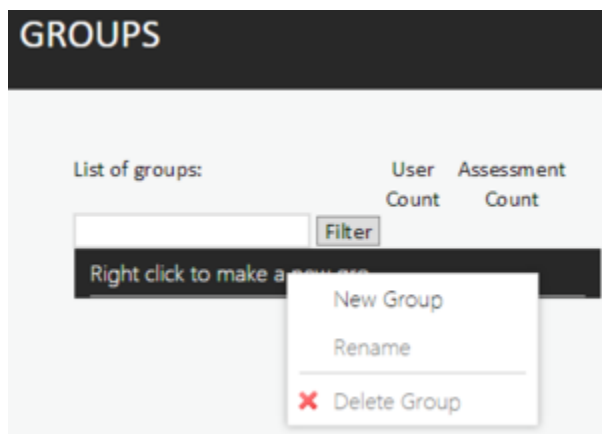
Groups

Groups are created for the purpose of managing multiple users who need to take the same assessment(s).

The **Groups** page will contain the names of any existing Groups along with the number of users and assessments associated to them.

New Groups can be created by right-clicking on an existing group and selecting **New Group** There is also the option to rename or delete the Group.

By clicking on a Group in the left-hand window the users and assessments associated to that group are visible in the **Users in Group** window.

To add a user to a group, highlight the desired Group, right-click on the user and select **Add selected user(s)**. Viewing the user within the hierarchy is available by selecting **Find user in hierarchy**.
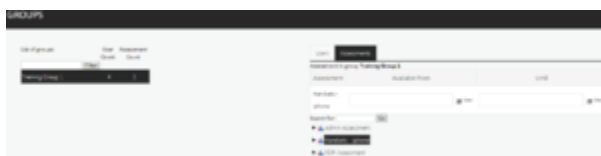

To associate an assessment to the Group, highlight the Group, select the **Assessments** tab and right-click on the assessment to select **Add assessment to group**.
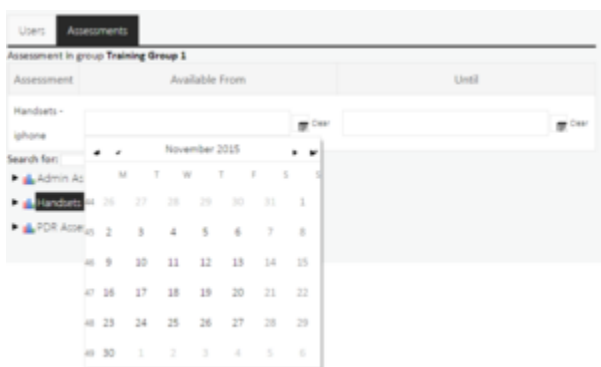
After the assessment has been associated there is the option to give it an available to / from date. This ensures that the users cannot take the assessment before or after a specified date range.

To set the **Available from** and **Until** dates for an assessment, click on the calendar icon. A calendar will be presented, as per the example below. Select the required date and this will then automatically constrain the availability of the assessment. If a date is entered in the **Until** column against the assessment, then this will be visible in the users **My Development** window. If a date is entered in the **Available from** then the user will not be able to launch the assessment and will receive a message accordingly.

Upon viewing assessments with assigned completion dates, if an assessment is not yet available (i.e. if it will not be available until a future date), the assessment will be visible but not available, as shown below.