

Weekly Update

July 30, 2018

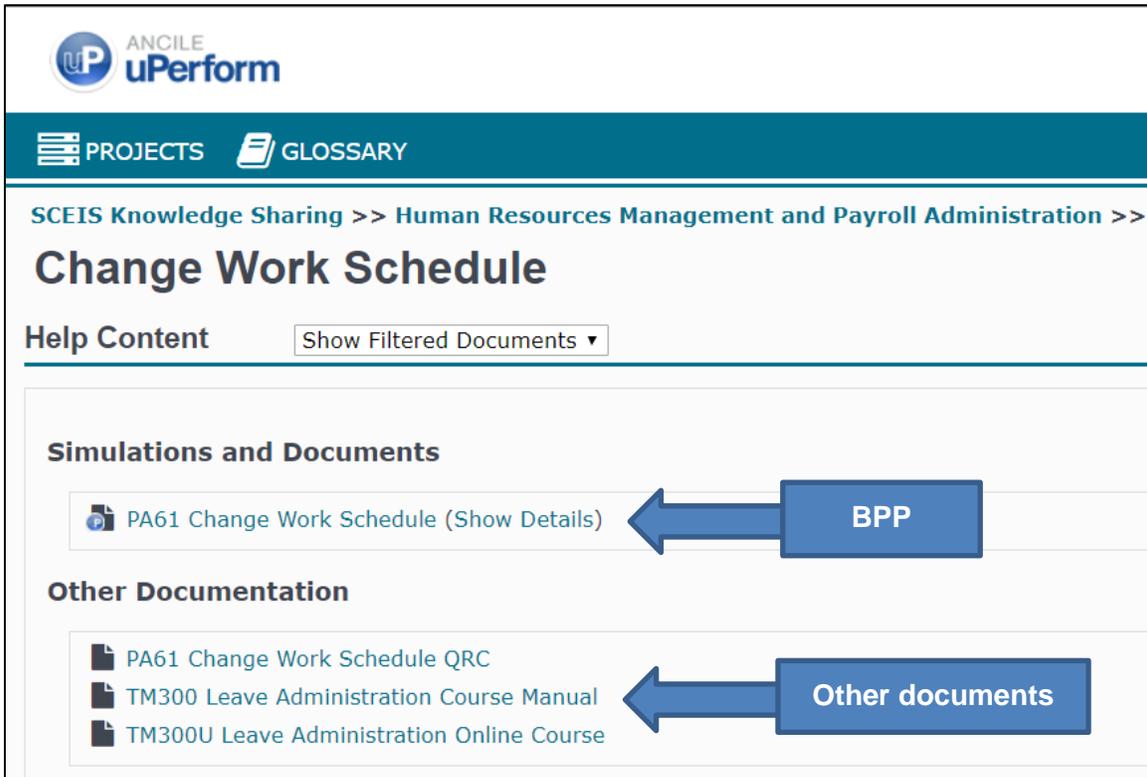
Subject: New Version of uPerform Training Software Available August 1, 2018

Audience: All SCEIS Users

The SCEIS Team is pleased to announce that users will see a new version of SCEIS uPerform beginning August 1, 2018. The uPerform upgrade will improve compatibility with SCEIS systems such as ECC, SRM and SCEIS Central.

The functionality of uPerform will largely remain the same; however, there will be slight visual differences in the new version:

- When viewing documents pertaining to a particular function in SCEIS, users will see the familiar Business Process Procedure (BPP) documents separated from the other training documentation such as Quick Reference Cards and training manuals. BPP documents will be under the Simulations and Documents section, while other training materials will be under the Other Documentation section.

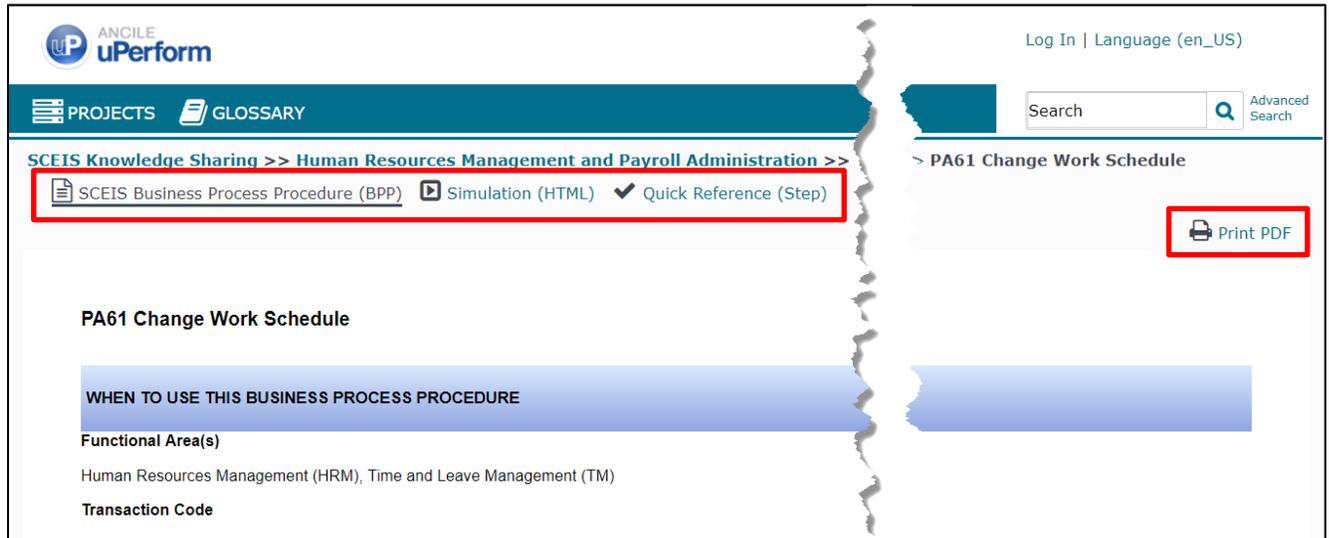


The screenshot shows the uPerform interface for the 'Change Work Schedule' page. At the top, there is a navigation bar with 'PROJECTS' and 'GLOSSARY'. Below this, the breadcrumb trail reads 'SCEIS Knowledge Sharing >> Human Resources Management and Payroll Administration >> Change Work Schedule'. A 'Help Content' section includes a 'Show Filtered Documents' dropdown menu. The main content area is divided into two sections: 'Simulations and Documents' and 'Other Documentation'. In the 'Simulations and Documents' section, a document titled 'PA61 Change Work Schedule (Show Details)' is shown with a blue arrow pointing from a box labeled 'BPP' to it. In the 'Other Documentation' section, three documents are listed: 'PA61 Change Work Schedule QRC', 'TM300 Leave Administration Course Manual', and 'TM300U Leave Administration Online Course'. A blue arrow points from a box labeled 'Other documents' to the first document in this list.

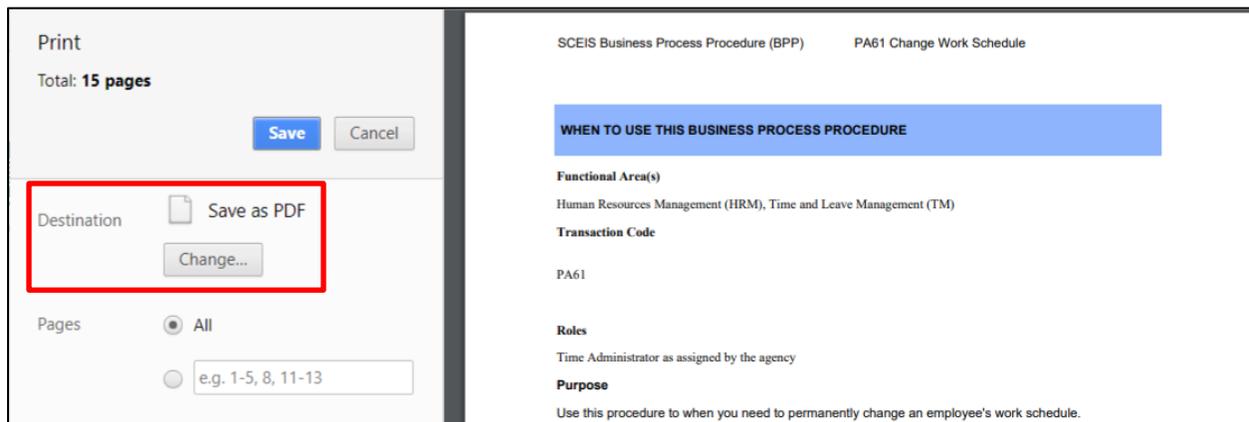
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- When viewing a BPP, the format options are no longer in the drop-down menu at the top of the screen. The format options are prominently displayed separately at the top of the screen.



- The Print PDF option will allow you to save the BPP as a PDF by changing the Destination to Save as PDF.



If you have any questions about this message, please email training.sceis@admin.sc.gov.