




Managing Performance Priorities™

User's Guide



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 **Managing Performance Priorities™**

Email:

Password:

Please select your designation: Coach, Player or Fan

Login type: 

[Forgot Password?](#)

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Managing Performance Priorities

- Web based
- Available 24 hours a day/7 days a week
- A system for a team member to submit actions for a designated time frame and the supervisor to review

Managing Performance Priorities Definitions

The Coach

The coach is a manager who has the ability to set up a roster of individuals as players. The coach may also set up an individual, or a group of individuals, to be fans for a player.

The Player

The player is the individual a coach places on his/her roster. The player completes a game plan with action items and priorities for a pre-determined time frame. At the end of the time frame, the game plan is submitted to the coach with each action logged as complete or incomplete.

The Fan

The fan is an individual who a coach selects to view game plans of a player or group of players on the roster. The fan typically has a vested interest in watching the actions and priorities of the player or group of players. The fan will be able to generate reports on the players in the fan's roster. The fan will not be able to approve or revise a player's game plan.

The Game Plan

An online tool to provide the actions and priorities of a player's goals for a time frame determined between the coach and the player.

The Flowchart Overview



*Fans may review player's game plans at anytime

The Coach

Establishing a Player

Step One

The coach will receive an email alert from TTI's Value Added Associate stating he/she has been established in the system. The coach will click on the link provided to be directed to the log-in screen of the system. (Direct access to Managing Performance Priorities log-in is always available at www.TTIMPP.com)



Your Coach Account has been created. Please use the link below to log into your account and activate it by setting your password:

[TTI Managing Performance Priorities](#)

This email was auto-generated. Please do not respond to this email directly. If you have any questions please contact your administrator for MPP®.

Step Two

The coach creates a personal password and agrees to the privacy statement.

The screenshot shows the 'Account Information' page in the TTI Managing Performance Priorities system. The page has a blue header with the logo and navigation tabs for 'Main', 'Game Plans', and 'My Account'. A 'Logout' button is in the top right. The main content area is titled 'Account Information' and contains the following elements:

- A blue instruction box: "Please activate your account by entering a password in the highlighted fields below and clicking 'Enter'."
- A yellow box with account information: "This is your account information." followed by a table of fields:

First Name	Test
Last Name	Player
Email	bobby@ttitd.com
Title	Account Executive
Employee ID	
- A privacy statement: "By participating in Managing Performance Priorities™, you expressly agree that your information may be evaluated and may be released to your coach, fan and company. Your information is treated confidentially and will never be released to any unauthorized people. Your privacy is important to us, and TTI will not use your information. By participating in the Council of Better Business Bureau's BBBOnLine Privacy Program and Europe's Safe Harbor Act, we have made a commitment to meet their strict requirements regarding how we treat your information, verified by BBBOnLine. Go to www.export.gov/safeharbor for more on Safe Harbor. To view our privacy statement, click the following link: [TTI Privacy Statement](#). In consideration of your participation, you hereby release TTI, their agents, distributors, officers, employees, representatives, related or affiliated companies, and successors, from all liability and any actions or causes of action of every kind, nature, and description arising out of or incidental to your participation."
- A checkbox: " Please check here that you have read and understood the agreement above."
- Two password fields: "New Password:" and "Confirm Password:".
- An "Enter" button.

At the bottom of the page, there is a footer with the text: "Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1"

Step Three

The coach selects the add a player button to have the data entry screen appear.

Managing Performance Priorities™ You are logged in as a **coach**.
Players Fans Reporting My Account Logout

Add Player

Set up a player account. You can also assign fans by selecting fan email addresses from the list to the right.

Player	Player's Fans
First Name: <input type="text"/>	<input type="text"/>
Last Name: <input type="text"/>	
Email: <input type="text"/>	
Confirm Email <input type="text"/>	
Title: <input type="text"/>	
Employee ID: <input type="text"/>	

Please check here to create the player for **demo use only**. Once a player is added as a demo then that player's information cannot be updated and will be automatically removed by the system the following day.

Enter

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Step Four

The coach will establish the first player on the roster. First name, last name and email are required fields. The title and employee ID fields may be alpha, numeric or may be used for items such as company name or division. When the information is complete the coach will select the enter button. A confirmation message will be provided.

The coach will review the player's need for fans. If the player has an individual or group of individuals who have a vested invest in watching the progress of the player's game plan, the coach will click the fans tab. The coach may bypass the fan option and enter another new player.

The Coach

Establishing a Fan

A fan is an individual who has a vested interest in watching a player or group of players for the actions and priorities the player chooses and completes. The fan will not be able to approve or request a revision of a game plan but will be able to review game plans and generate reports.

Step One

The coach will select the fans tab and the data entry screen will appear:

The screenshot shows the 'Managing Performance Priorities' application interface. At the top, there is a navigation bar with tabs for 'Players', 'Fans', 'Reporting', and 'My Account'. A 'Logout' button is also present. The main content area is titled 'Add Fan' and contains the following elements:

- A header message: "Set up a fan account. You can also assign your fan to players by selecting from the list to the right."
- A 'Fan' section with input fields for: First Name, Last Name, Email, Confirm Email, Title, and Employee ID.
- A 'Fan's Players' section with a list of players and checkboxes for selection:
 - Player, Test
 - sdfdsfsdf, sdffdsd
 - sdfdsfjk, dsfj
 - sdfdsfsdf, sddssdfsdf
 - Hunt, Richard
- An 'Enter' button at the bottom of the form.

At the bottom of the application window, a footer displays: "Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1"

Step Two

The coach will establish the fan with first name, last name and email as required fields. The title and employee ID fields may be alpha, numeric or may be used for items such as company name or division. After entering the data and selecting the players, the coach will select the enter button. A notification of the data being captured will appear.

Step Three


The coach may now select another tab or exit the system.

The Player

Establishing a Game Plan

Step One

The player will receive email notification that he/she has been established in the Managing Performance Priorities system. The player will click on the link to access the login page and establish a personal password. Direct access to Managing Performance Priorities log-in is always available with www.TTIMPP.com.




Managing Performance Priorities

Your Player Account has been created. Please use the link below to log into your account and activate it by setting your password:
[TTI Managing Performance Priorities](#)

This email was auto-generated. Please do not respond to this email directly. If you have any questions please contact your administrator for MPP®.

Step Two

The player creates a personal password and agrees to the privacy statement.



Managing Performance Priorities™

You are logged in as a Logout

Main Game Plans My Account

Account Information

Please activate your account by entering a password in the highlighted fields below and clicking 'Enter'.

This is your account information.

By participating in Managing Performance Priorities™, you expressly agree that your information may be evaluated and may be released to your coach, fan and company. Your information is treated confidentially and will never be released to any unauthorized people.

Your privacy is important to us, and TTI will not use your information. By participating in the Council of Better Business Bureau's BBBOnLine Privacy Program and Europe's Safe Harbor Act, we have made a commitment to meet their strict requirements regarding how we treat your information, verified by BBBOnLine. Go to www.export.gov/safeharbor for more on Safe Harbor. To view our privacy statement, click the following link: [TTI Privacy Statement](#).

In consideration of your participation, you hereby release TTI, their agents, distributors, officers, employees, representatives, related or affiliated companies, and successors, from all liability and any actions or causes of action of every kind, nature, and description arising out of or incidental to your participation.

Please check here that you have read and understood the agreement above.

First Name:
Last Name:
Email:
Title:
Employee ID:

New Password:
Confirm Password:

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Step Three

The player will select the game plans tab and the player will receive a welcome message with instructions on how to complete a game plan. The player will then click on the add game plan button.

The screenshot displays the 'Managing Performance Priorities' web application. At the top, a blue navigation bar contains the site logo, the title 'Managing Performance Priorities™', and three tabs: 'Main', 'Game Plans', and 'My Account'. A 'Logout' button is positioned on the right side of the navigation bar. A status message in the top right corner reads 'You are logged in as a player.' The main content area is titled 'Game Plans' and contains a welcome message: 'Welcome to your Game Plan panel. To get started, enter five key actions for success this week. Then rate each action as a priority 1 or 2 and select the type of action it is. When finished, submit this plan to your coach.' Below this, it states 'The coach will approve the game plan or request a revision.' and 'In the event you receive a revision request, your coach will transmit your game plan back to you with comments. You may then change the action description or priority of the action. When you have completed your revisions, use the Submit Game Plan button to send your revised game plan to your coach.' A prominent 'Add Game Plan' button is located at the bottom of the main content area. The footer of the page includes the text 'Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1'.

Step Four

The player will complete each of the fields requested in the game plan.

Action Descriptions

The actions entered into this field will be actions to be completed in the time frame decided between the coach and the player—weekly, bi-weekly or monthly are the most common. Routine and repetitive actions are not recommended unless they are a portion of a long term goal. A minimum of three actions must be entered for a game plan to be submitted.

Priority

The player will select priority 1 or 2.

Action Type

There are nine different action types for the player to match to the action:

Production

Operational

Sales

Management

Professional Development

Customer Service

Technical

Purchasing

Other

The player will want to think strategically about the action to determine the appropriate type. If the action does not fit with one of the defined types, the other choice is an option. The coach and the player may discuss the most common actions and determine the specific action types for the job.

Step Five

When three or more action descriptions have been completed, with the priority and action type, the player will select the submit game plan button and the coach will receive an email indicating the game plan has been submitted. The player will also receive a message confirming the game plan has been submitted.

The screenshot shows a web application interface for "Managing Performance Priorities". At the top, there is a navigation bar with "Main", "Game Plans", and "My Account" buttons, and a "Logout" button. A status bar indicates "You are logged in as a player.". The main content area is titled "Add Game Plan for week # 39". It contains a table with five rows for adding actions. Each row has an "Action Description" field, a "Priority" dropdown menu (all set to 1), and an "Action Type" dropdown menu. The second "Action Type" dropdown is open, showing a list of options: Production, Operational, Sales, Management, Professional Development, Customer Service, Technical, Purchasing, and Other. Below the table are two buttons: "SUBMIT GAME PLAN" and "CANCEL". At the bottom of the page, there is a footer with the text "Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1".

#	Action Description	Priority	Action Type
1	<input type="text"/>	1	— Select —
2	<input type="text"/>	1	— Select — Production Operational Sales Management Professional Development Customer Service Technical Purchasing Other
3	<input type="text"/>	1	— Select —
4	<input type="text"/>	1	— Select —
5	<input type="text"/>	1	— Select —

The Coach

Reviewing a Game Plan

Step One

The coach will receive an email notification when a player has submitted a game plan for his/her review.



Player Elizabeth Hengen (bethann@ttitld.com) has created a new game plan for the week. Please log into TTI Managing Performance Priorities to review and either approve or revise this game plan.

This email was auto-generated. Please do not respond to this email directly. If you have any questions please contact your administrator for MPP®.

Step Two

The coach may click on the link in the email to go directly to the game plan for the player. Direct access to Managing Performance Priorities sign-in is always available with www.TTIMPP.com.


The screenshot shows the 'Managing Performance Priorities' web application interface. At the top, there is a navigation bar with tabs for 'Players', 'Fans', 'Reporting', and 'My Account', along with a 'Logout' button. The user is logged in as a 'coach'. Below the navigation bar, there is a section titled 'Players' with a message: 'There are game plans needing your approval. See the highlighted 'View Game Plans' link(s) below.' A table lists the players with their details and actions.

Name	Email	Title	Employee ID	Operations			
Doherty, Linda	linda@ttitld.com	COO		Edit	Disable	View Game Plans	Transfer
Block, Jessi	jblock@ttitld.com	Director of Communication	PS5555	Edit	Disable	View Game Plans	Transfer
Hengen, Elizabeth	bethann@ttitld.com	Territory Sales Manager		Edit	Disable	View Game Plans	Transfer
Duncan, Bill	bill.duncan@gmail.com			Edit	Disable	---	Transfer
Security, Test	priceless215@yahoo.com	safe harbor		Edit	Disable	---	Transfer
Robins, Jim	jim@ttitld.com			Edit	Disable	---	Transfer
Johnson, Jamie	jamie@ttitld.com	Assistant to President	147852369	Edit	Disable	---	Transfer


At the bottom of the table, there is an 'Add Player' button. The footer of the application shows 'Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1'.

Step Three

The coach will approve the game plan by selecting accept all items box if no entry of comments is required. If the coach would like an item revised the coach must provide a comment to assist the player. Comments are optional for an approved item. The comment content may be concerning the priority the player chose or the actual action item itself. The coach will choose the update game plan button to return the plan to the player.


Managing Performance Priorities™
You are logged in as a **coach**.

Players
Fans
Reporting
My Account
Logout

Game Plans for Hengen , Elizabeth
CLOSE 

Accept all items Accept part of items

#	Action Description	Priority	Action Type	Approval	Comment
1	Complete budget review.	1	Operational	Approve <input type="radio"/> Revise <input checked="" type="radio"/>	Please submit new action task due to delay of equipment budget.
2	Attend "Effective Presentation" seminar.	1	Professional Development	Approve <input checked="" type="radio"/> Revise <input type="radio"/>	
3	Complete development plans for customer service team.	1	Management	Approve <input checked="" type="radio"/> Revise <input type="radio"/>	

UPDATE GAME PLAN

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The coach will receive a confirmation of the approvals or revisions requested:

Managing Performance Priorities™ You are logged in as a [Logout](#)

[Main](#) [Game Plans](#) [My Account](#)

Game Plans - About

You have game plans that were denied and need to be re-submitted for approval..

1 Plan - Created on 09/24/2007 for week # 39: (actions denied, need to re-submit) [CLOSE](#)

#	Action Description	Recommendation	Priority	Action Type	Approval
1	Complete budget review.	Please submit new action task due to delay of equipment budget.	1	Operational	REVISE
2	Attend "Effective Presentation" seminar.		1	Professional Development	YES
3	Complete development plans for customer service team.		1	Management	YES
4			1	--Select--	N/A
5			1	--Select--	N/A

[SUBMIT GAME PLAN](#)

[Add Game Plan](#)

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The Player

Revising a Game Plan

Step One

If a revision is requested, the player will receive an email notification that a game plan needs to be revised.



Your game plan has been marked as needing to be revised by your coach. Please log into your player panel at TTI Managing Performance Priorities to revise this game plan.

This email was auto-generated. Please do not respond to this email directly. If you have any questions please contact your administrator for MPP®.

Step Two

The player will login and open the game plan to review the items to be revised. In this example item one needs to be changed and submitted again.

The screenshot shows the 'Managing Performance Priorities' web interface. At the top, there is a navigation bar with 'Main', 'Game Plans', and 'My Account' buttons, and a 'Logout' button. The user is logged in as 'a'. The main content area is titled 'Game Plans - About' and contains a message: 'You have game plans that were denied and need to be re-submitted for approval..'. Below this is a table with the following data:

#	Action Description	Recommendation	Priority	Action Type	Approval
1	Complete budget review.	Please submit new action task due to delay of equipment budget.	1	Operational	REVISE
2	Attend "Effective Presentation" seminar.		1	Professional Development	YES
3	Complete development plans for customer service team.		1	Management	YES
4			1	— Select —	N/A
5			1	— Select —	N/A

Below the table is a 'SUBMIT GAME PLAN' button. At the bottom of the interface, there is an 'Add Game Plan' button and a footer with the text: 'Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1'.

The Coach & Player

Game Plan Revision Acceptance

The player will revise the item or items, as noted from the coach's comments.

The previous action descriptions are suppressed from the game plan.

The coach cannot ask for a second revision in Managing Performance Priorities. If an action description or priority needs to be revised more than once, a verbal interaction between coach and player is recommended.

The coach may contact the player for the interaction without leaving the system.

The coach chooses the players tab and clicks on the email address. An email format for the coach's operating system will be displayed. The coach may then select the next game plan to review or exit the system.

The Player

Completing a Game Plan

When the pre-determined time frame concluded, the player will need to update the game plan for each action description with a complete or incomplete.

Step One

The player will login to the Managing Performance Priorities System and chose the game plan pending completion. The player will then select complete or incomplete from the status column for each action description. When all action descriptions have been updated, the player will choose the submit game plan button to generate the email to notify the coach of the completed game plan.

The screenshot shows the 'Managing Performance Priorities' web application. At the top, there is a navigation bar with 'Main', 'Game Plans', and 'My Account' tabs, and a 'Logout' button. A message at the top right states 'You are logged in as a player.' Below the navigation bar, there is a 'Game Plans - About' section with a message: 'You have game plans that were denied and need to be re-submitted for approval..'. A notification bar indicates '1 Plan - Created on 09/24/2007 for week # 39: (tasks approved, now pending completion)'. Another message states 'Your game plan revisions have been sent to your coach. Game plan is now pending completion.' The main content is a table with the following data:

#	Action Description	Recommendation	Priority	Action Type	Status	Approval
1	Complete budget review.	Please submit new action task due to delay of equipment budget.	1	Operational	C	REVISE
2	Attend "Effective Presentation" seminar.		1	Professional Development	C	YES
3	Complete development plans for customer service team.		1	Management	I	YES

Below the table, there is a 'SUBMIT GAME PLAN' button and a status legend:

- C = Complete
- I = Incomplete

At the bottom of the page, there is a footer with the text: 'Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1'.

When the player selects incomplete, no comment field is provided. If the coach is not aware of the circumstances contributing to an incomplete action, a verbal interaction with the player is recommended.

The coach may contact the player for the interaction without leaving the system.

The coach chooses the players tab and clicks on the email address. An email format for the coach's operating system will be displayed. The coach may then select the next game plan to review or exit the system.

The Coach or Fan

Review of Game Plan History

A coach or fan can review their roster of game plans by logging onto www.TTIMPP.com. The entry screen will show the roster of players.

Option One: Players Roster

Under players tab a coach or fan may view the game plans for all players.

Managing Performance Priorities™ You are logged in as a **coach**. Logout

Players Fans Reporting My Account

Players


There are game plans needing your approval. See the highlighted 'View Game Plans' link(s) below.

Name	Email	Title	Employee ID	Operations			
Doherty, Linda	linda@ttitld.com	COO		Edit	Disable	View Game Plans	Transfer
Block, Jessi	jblock@ttitld.com	Director of Communication	PS5555	Edit	Disable	View Game Plans	Transfer
Hengen , Elizabeth	bethann@ttitld.com	Territory Sales Manager		Edit	Disable	View Game Plans	Transfer
Duncan, Bill	bill.duncan@gmail.com			Edit	Disable	---	Transfer
Security, Test	priceless215@yahoo.com	safe harbor		Edit	Disable	---	Transfer
Robins, Jim	jim@ttitld.com			Edit	Disable	---	Transfer
Johnson, Jamie	jamie@ttitld.com	Assistant to President	147852369	Edit	Disable	---	Transfer

Add Player

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The coach or fan would then select the view game plans. Game plans, complete or incomplete, will be listed by player.


Managing Performance Priorities™
You are logged in as a **coach**.

Players
Fans
Reporting
My Account
Logout

Game Plans for Hunt, Richard

1	Plan - Created on 09/17/2007 for week # 39: (completed)	OPEN
2	Plan - Created on 09/17/2007 for week # 38: (completed)	OPEN
3	Plan - Created on 09/14/2007 for week # 37: (completed)	OPEN
4	Plan - Created on 08/30/2007 for week # 35: (completed)	CLOSE

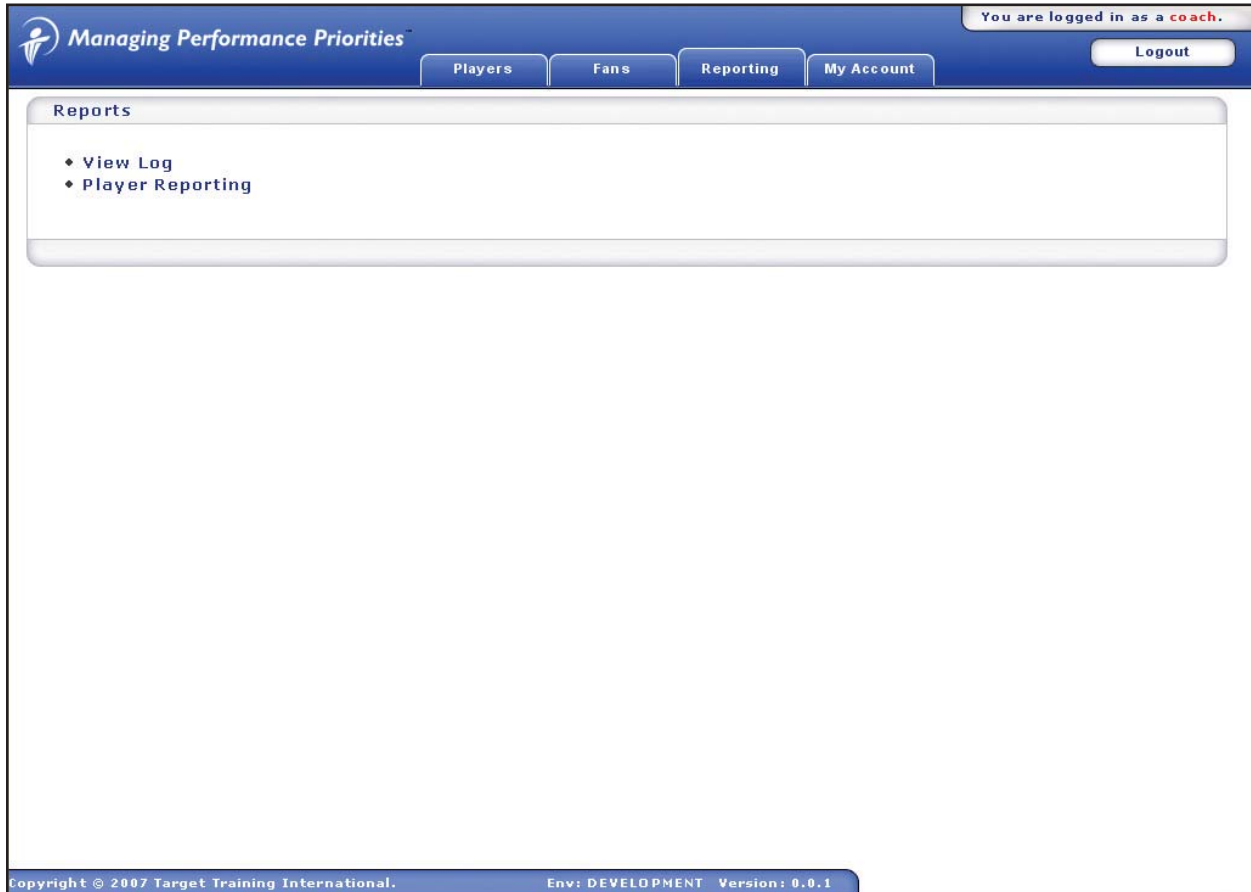
#	Action Description	Recommendation	Priority	Action Type	Status	Approval
1	one	test y	1	Production	C	<input type="button" value="REVISE"/>
2	two	test x	2	Operational	I	<input type="button" value="YES"/>
3	three	test x	2	Sales	C	<input type="button" value="YES"/>

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Option Two: Reporting Tab

Every game plan and the history of the revision requests are stored by the player for the coach or fan to review at any time.

The coach or fan selects the reporting tab.



First Choice: Log Viewer

The log viewer option creates a report of the game plans for the roster of players under a coach or fan for a specific time frame.

The coach or fan would select the dates for the report to begin and end or to obtain the entire history of the roster's game plans.

Managing Performance Priorities™ You are logged in as a **coach**.
Players Fans Reporting My Account Logout

Log Viewer
View log information for:

Date Range: All: Start Date: - End Date:

[View Log](#)

Name	Actions Approved	Actions Revised	Status	Date
Doherty, Linda	5	0	APPROVED by coach	05/18/2007 07:47 AM
Hengen , Elizabeth	1	2	REVISED	05/22/2007 10:08 AM
Hengen , Elizabeth	3	0	APPROVED by coach	05/22/2007 11:41 AM
Block, Jessi	0	5	REVISED	07/10/2007 03:17 PM
Hengen , Elizabeth	1	2	REVISED	07/19/2007 10:45 AM
Hengen , Elizabeth	3	0	APPROVED by coach	07/19/2007 10:55 AM
Hengen , Elizabeth	4	1	REVISED	07/24/2007 10:31 AM
Hengen , Elizabeth	4	1	REVISED	08/07/2007 02:48 PM
Hengen , Elizabeth	2	1	REVISED	09/24/2007 03:14 PM

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Second Choice: Player Reporting

The player reporting option provides the coach or fan a customized report by selecting the players, the date range and the type of data requested from the game plans.

Managing Performance Priorities™ You are logged in as a **coach**.

Players **Fans** **Reporting** **My Account** Logout

Reporting

Welcome to the Player Reporting Panel. You may view the history of all your players by selecting the players and dates you wish to view. Step one is to select the player or players from the list for the report. Step two is to select the date ranges - the calendar can assist you. Step three is to select the type of data you wish to review. Step four will be to click the "Generate Report" button.

1 - Select players **2 - Select Date Range**

Start: 
End: 

linda@ttiltd.com
jblock@ttiltd.com
bethann@ttiltd.com
bill.duncan@gmail.com
priceless215@yahoo.com
jim@ttiltd.com
jamie@ttiltd.com

3 - Select data type

All items 

4 -

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The report is available on the screen:

Week/Yr	Description	Complete	Priority	Type	Comment	Created
39/07	Complete budget review.	pending	1	Operational	Please submit new action task due to delay of equipment budget.	09/24/2007
39/07	Attend "Effective Presentation" seminar.	pending	1	Professional Development		09/24/2007
39/07	Complete development plans for customer service team.	pending	1	Management		09/24/2007
29/07	Make 5 calls to pool industry with minimum sales of 100,000 in car financing	yes	1	Sales	Car sales low in summer, pursue 25 leads in pools for sales	07/19/2007
29/07	Prospect and secure 25 new leads for pipeline in housing market of construction for financing of 25,000	yes	1	Sales		07/19/2007
29/07	Go to Chamber meeting and network	no	2	Sales	This is only after you have secured 30 actual telephone calls- priority 2	07/19/2007
30/07	New customer list of top 20	pending	1	Operational	Complete this chart next month, and add more customer calls, please.	07/24/2007
30/07	Attend Customer Service training on New Return policy.	pending	1	Professional Development		07/24/2007
30/07	Initiate contact with ABC Vice President of Purchasing to secure 2008 service renewal.	pending	1	Sales		07/24/2007
30/07	Complete summary of customer service calls for Training Department review.	pending	2	Operational		07/24/2007
30/07	Call Top-10 small customer base to ensure satisfactory levels of service.	pending	1	Customer Service		07/24/2007
Duncan, Bill						

The report is available in PDF format for printing or storage:

www.ttimp.com / Managing Performance Priorities™ pg 1

Player Reporting Coach: Bethann Neynaber Date Range: 07/01/2007 - 09/24/2007
Task Status: All items

Week/Yr	Action	Complete	Priority	Type	Comment	Created
Doherty, Linda						
No data found for this player based on your search criteria.						
Block, Jessi						
28/07	test	Pending	1	Operational	Please put a specific task	07/10/2007
28/07	test	Pending	2	Sales	Please put a specific task	07/10/2007
28/07	test	Pending	2	Management	Please put a specific task	07/10/2007
28/07	test	Pending	1	Professional Dev..	Please put a specific task	07/10/2007
28/07	test	Pending	1	Production	Please put a specific task	07/10/2007
Hengen, Elizabeth						
39/07	Complete budget review.	Pending	1	Operational	Please submit new action task due to delay of equipment budget.	09/24/2007
39/07	Attend "Effective Presentation" seminar.	Pending	1	Professional Dev..		09/24/2007
39/07	Complete development plans for customer service team.	Pending	1	Management		09/24/2007
29/07	Make 5 calls to pool industry with minimum sales of 100,000 in car financing	Yes	1	Sales	Car sales low in summer, pursue 25 leads in pools for sales	07/19/2007
29/07	Prospect and secure 25 new leads for pipeline in housing market of construction for financing of 25,000	Yes	1	Sales		07/19/2007
29/07	Go to Chamber meeting and network	No	2	Sales	This is only after you have secured 30 actual telephone calls- priority 2	07/19/2007
30/07	New customer list of top 20	Pending	1	Operational	Complete this chart next month, and add more customer calls, please.	07/24/2007
30/07	Attend Customer Service training on New Return policy.	Pending	1	Professional Dev..		07/24/2007
30/07	Initiate contact with ABC Vice President of Purchasing to secure 2008 service renewal.	Pending	1	Sales		07/24/2007
30/07	Complete summary of customer service calls for Training Department review.	Pending	2	Operational		07/24/2007

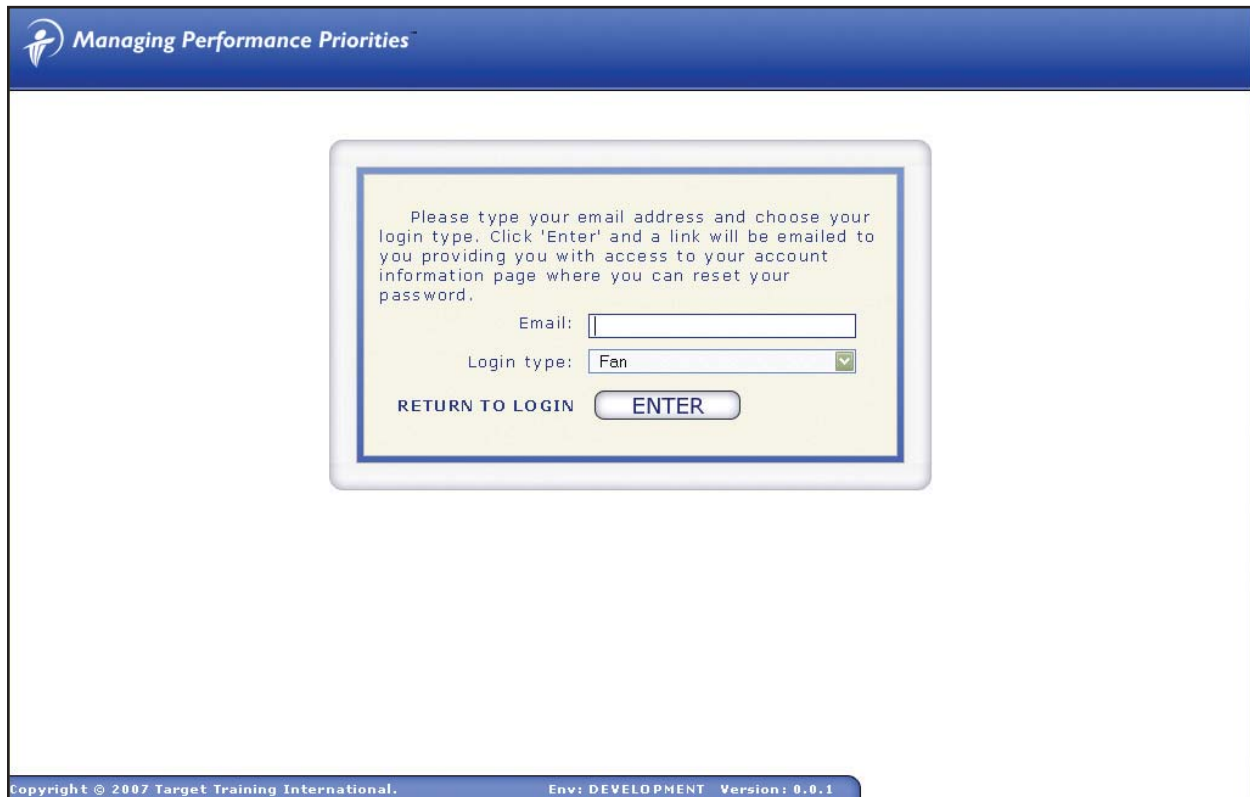
© Copyright 2007 Target Training International,

The Coach, Player or Fan

Password Reset

Step One

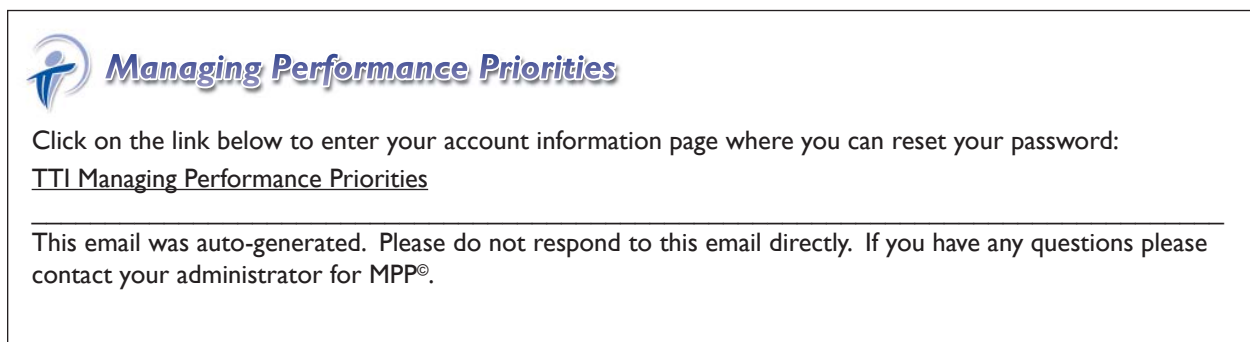
By selecting the forgot password button on the login page, a confirmation screen will appear for the coach, player or fan to provide the email address and to select the login type:



The screenshot shows a web application interface for 'Managing Performance Priorities'. At the top, there is a blue header with the logo and text 'Managing Performance Priorities™'. The main content area is white and contains a central form box with a blue border. Inside the form box, the text reads: 'Please type your email address and choose your login type. Click 'Enter' and a link will be emailed to you providing you with access to your account information page where you can reset your password.' Below this text are two input fields: 'Email:' followed by a text box, and 'Login type:' followed by a dropdown menu with 'Fan' selected. At the bottom of the form box, there are two buttons: 'RETURN TO LOGIN' and 'ENTER'. The footer of the page is a blue bar containing the text: 'Copyright © 2007 Target Training International. Env: DEVELOPMENT Version: 0.0.1'.

Step Two

An email will be sent to the coach, player or fan with a link to reset the password.



The screenshot shows an email notification from 'Managing Performance Priorities'. At the top, there is a logo and the text 'Managing Performance Priorities'. Below this, the text reads: 'Click on the link below to enter your account information page where you can reset your password: [TTI Managing Performance Priorities](#)'. A horizontal line separates this from the footer text: 'This email was auto-generated. Please do not respond to this email directly. If you have any questions please contact your administrator for MPP®.'

The Coach

Roster Maintenance

The coach may transfer or disable a player at anytime, as well as edit the identifying information of the player.

When a player is transferred to a new coach, the coach will want to verify the established email address within Managing Performance Priorities for the new coach. The history of the player's game plans will transfer to the new coach. By selecting the transfer button on the player's roster, the coach will be asked for the new coach's information.

When a coach disables a player, the player will no longer have access to create game plans. The history of the player's game plans will remain in the coach's account.

When selecting the edit button, the coach may change the player's email address or update any identifying information of the player such as title.

You are logged in as a coach.

Logout

Players Fans Reporting My Account

Players

There are game plans needing your approval. See the highlighted 'View Game Plans' link(s) below.

Name	Email	Title	Employee ID	Operations			
Doherty, Linda	linda@ttitld.com	COO		Edit	Disable	View Game Plans	Transfer
Block, Jessi	jblock@ttitld.com	Director of Communication	PS5555	Edit	Disable	View Game Plans	Transfer
Hengen , Elizabeth	bethann@ttitld.com	Territory Sales Manager		Edit	Disable	View Game Plans	Transfer
Duncan, Bill	bill.duncan@gmail.com			Edit	Disable	---	Transfer
Security, Test	priceless215@yahoo.com	safe harbor		Edit	Disable	---	Transfer
Robins, Jim	jim@ttitld.com			Edit	Disable	---	Transfer
Johnson, Jamie	jamie@ttitld.com	Assistant to President	147852369	Edit	Disable	---	Transfer

Add Player

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