# Functionality Overview

## Totara Perform 13

### Development and Review

#### Performance Management
- Performance activities
  - Custom workflows
  - Custom scheduling
  - Multi-stage
  - Multiple question types
  - Appraisals
  - Feedback
  - 1:1 check-ins
  - Participation reporting
  - Question level reporting
  - Related questions
  - User assigned participants

#### Competency Management
- Competency assignment
  - By position or organisation
  - By audience
  - Individually (self, directly)
  - Continuous progress tracking
- Progress reporting
- Competency profile
  - Identify gaps
  - Track progress
  - Navigate to criteria
  - Self-access
- Completion scales
- Completion criteria
- Competency types

### Organisation and Compliance Management

#### Reporting
- Report Builder
  - Custom reports
  - Editable embedded reports
  - Report templates
  - Graphical reports
  - Scheduled reports
  - Searchable and filterable
  - User specific content
  - Exportable

#### Hierarchies
- Organisational structures
- Positional structures
- Goal frameworks
- Competency frameworks
- Report content filtering
  - Multiple job assignments
  - Bulk creation and update
  - Export options

#### Extended Enterprise
- Multitenancy management
  - Tenant user administrators
  - Tenant specific performance activities
  - Tenant dashboards
  - Custom main menu
- Tenant bulk upload
  - Tenant theming
  - Report content filters
  - Multiple authentication methods

### User Management

#### Team Management
- Team overview dashboard
- Team statistics
- Alerts and Tasks
- Reporting
- Performance management

#### User Account Management
- User accounts
  - Manual creation
  - HR import
  - Bulk upload/update
  - Account suspension
  - Tenant association

#### Audience Management
- Set Audiences
- Dynamic Audiences
  - Auto-updating
  - Rule based membership
  - Goals assignment
- Competency assignment
- Dashboard access
- Manager assignment

#### Access Management
- Authentication
  - Guest access
  - Custom login page
  - Self registration/with approval
  - OAuth2
  - Single sign on
  - Shared authentication
  - Password reset
  - Password policy
- Enrolment plugins
- Access rights
  - Capabilities
  - Permissions
  - Contexts
  - Overrides
- Tenant association

### Customisation

#### Learner Personalisation
- Alerts and tasks
  - Account preferences
  - Preferred language
  - Competency dashboard
  - Evidence bank

#### Design and Navigation
- Themes
  - Responsive
  - Bespoke or customised
  - Site level
  - User level
  - Dashboards
  - Custom main menu
- Configurable user menu
- User tours
- Featured links
- Header and footer areas
- Configurable block display
- Customisable administration menu

#### Globalisation
- Language Packs
  - Multiple translations
  - Customisation
  - Localisation
  - UTF-8 character sets
- Multiple timezones
- Multiple date formats
- Right-to-Left display
- Customisable calendars