

SUBJECT: SAP SuccessFactors Learning Management System (LMS) Now Live: Key Features and Training Management

Dear Managers,

We are excited to announce that the SAP SuccessFactors LMS is now live! This new system is a significant step forward in how we manage and deliver training within the Order to Cash (OTC) department. Here's how you can leverage the system to streamline your training processes:

Key Features for Managers:

- **Upload Trainings:** Easily upload and organize training materials relevant to your team's needs directly into the LMS. This feature allows you to customize and manage your training resources efficiently.
- **Assign and Monitor:** Assign training modules to your direct reports with just a few clicks. Track their progress through the comprehensive dashboard, which provides real-time insights into completion rates and any areas needing attention.
- **Reminder Notifications:** Utilize the LMS to send automated reminders to employees as they approach training deadlines. This ensures that everyone stays on track and meets their developmental goals on time.

To get started, log in to the SAP SuccessFactors LMS portal, explore the "Manager" section, and familiarize yourself with the available tools. Should you need assistance or have any questions, feel free to reach out to the IT Help Desk or your HR representative.

Thank you for your attention and cooperation in making the most of this new system!

Best regards,

[Your Name]

Order to Cash Team