

User manual

Table of contents

Table of contents	1
Basic functions	2
Logging in	2
Logging out	3
Viewing your own personal details	4
Amend personal details record	5
Advanced functions	7
Creating personal details record	7
Reading a review record	8
Amending a review record	9
Reading past completed records	10
Bugs/errors	11

Basic functions

Logging in

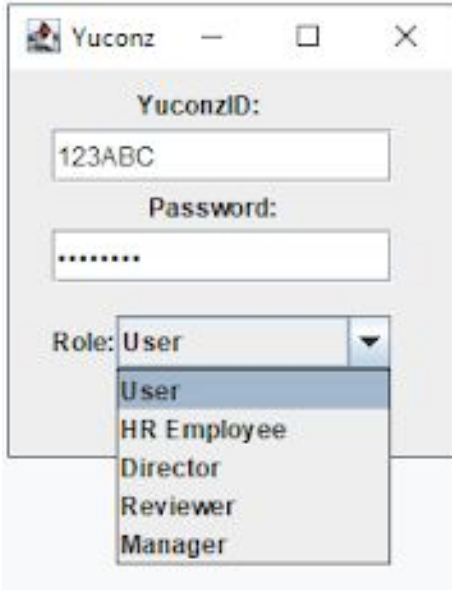
- After starting the Yuconz application, you will be presented with the login screen. To log in, enter your Yuconz identification number in the YuconzID box, and your password into the password box, then select your role from the drop down menu and click login



The screenshot shows the Yuconz application window with the following fields and controls:

- YuconzID:** An empty text input box.
- Password:** An empty password input box.
- Role:** A dropdown menu currently displaying "User".
- Login:** A button located below the role dropdown.

- Example input, and selection from drop down menu



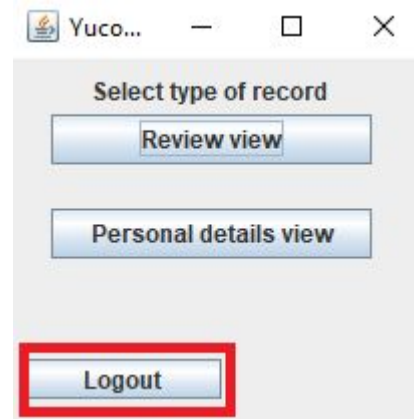
The screenshot shows the Yuconz application window with the following fields and controls:

- YuconzID:** A text input box containing the value "123ABC".
- Password:** A password input box filled with dots (masking).
- Role:** A dropdown menu with the "User" role selected and the menu open, showing a list of available roles: "User", "HR Employee", "Director", "Reviewer", and "Manager".
- Login:** A button located below the role dropdown.

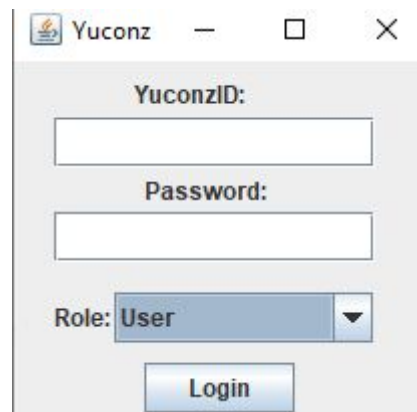
Logging out

After logging into the system, it is possible to log out within the Yuconz main menu. This is done by clicking the logout button from the menu.

Note: the logout button is not available in all parts of the program, only in the Yuconz main menu, if in the other views then you will need to return to the menu to logout.

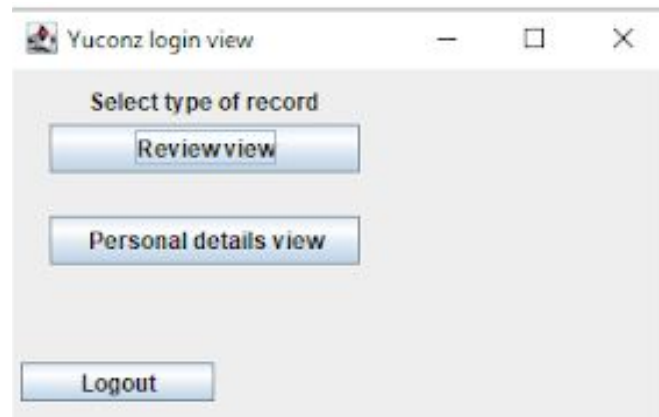


After logging out, you will be presented with the login screen again.



Viewing your own personal details

- You can view your own personal details record no matter the role in which you login. To do this, firstly log into the Yuconz system and click the 'Personal details view' button.



- After this, a screen will appear with empty details, click the 'Read PD' button in the top left.

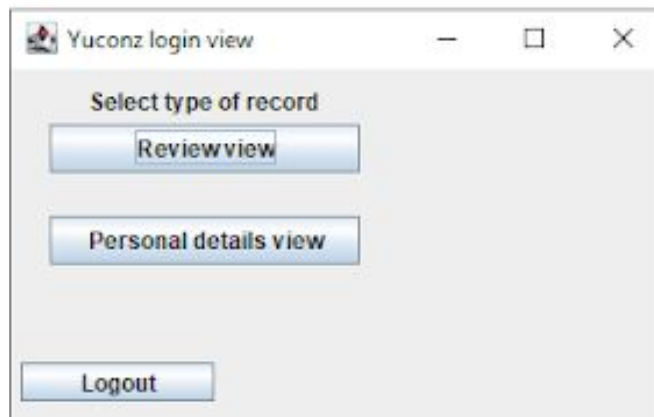
A screenshot of a web browser window titled "Personal details view". The window has standard minimize, maximize, and close buttons in the top right corner. At the top left, there are two buttons: "Read PD" and "Create PD". At the top right, there is a button labeled "Amend PD". The main area contains a list of personal details, each with a text input field: "First name", "Surname", "Date of Birth", "Address", "Town/city", "County", "Postcode", "Telephone number", "Mobile number", "Emergency contact", and "E. contact number". At the bottom left, there is a "Back" button.

- Your personal details will then be displayed in the text boxes as seen in the image.

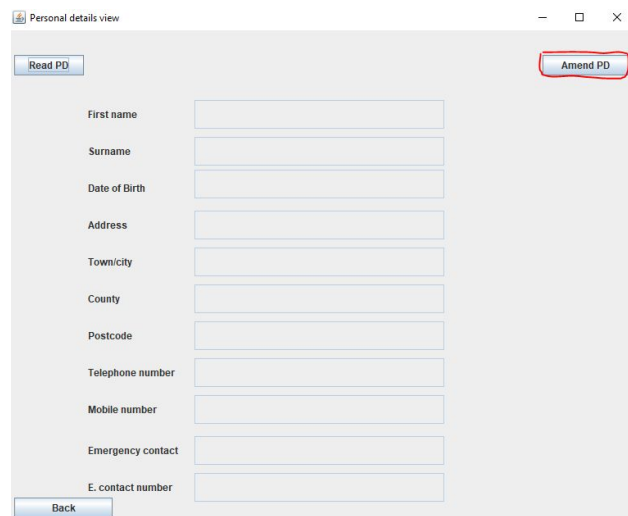
A screenshot of a web browser window titled "Personal details view". The window has standard minimize, maximize, and close buttons in the top right corner. At the top left, there is a button labeled "Read PD". At the top right, there is a button labeled "Amend PD". The main area contains a list of personal details, each with a text input field containing sample data: "First name" (John), "Surname" (1), "Date of Birth" (13/02/1999), "Address" (Address), "Town/city" (town), "County" (county), "Postcode" (postcode), "Telephone number" (tnumber), "Mobile number" (mnumber), "Emergency contact" (emergency contact), and "E. contact number" (empty).

Amend personal details record

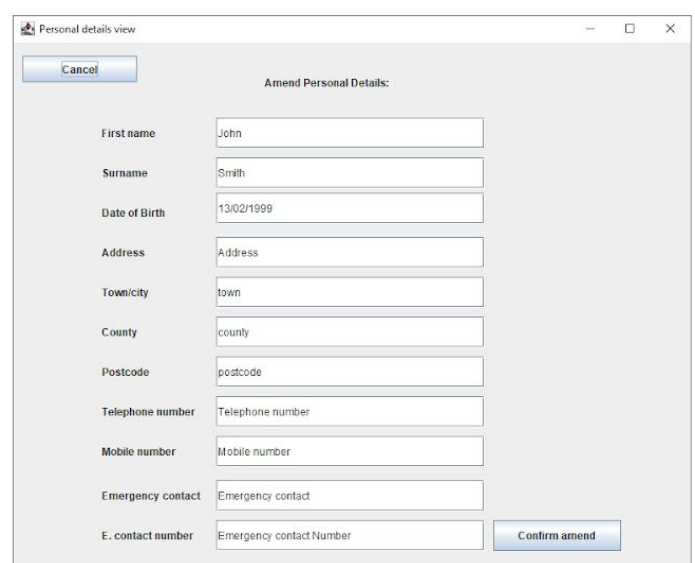
After logging in (see page 2) with correct permissions (HR required to amend other users data), click the 'Personal details view button',



From here, in the top right click the 'Amend PD' button

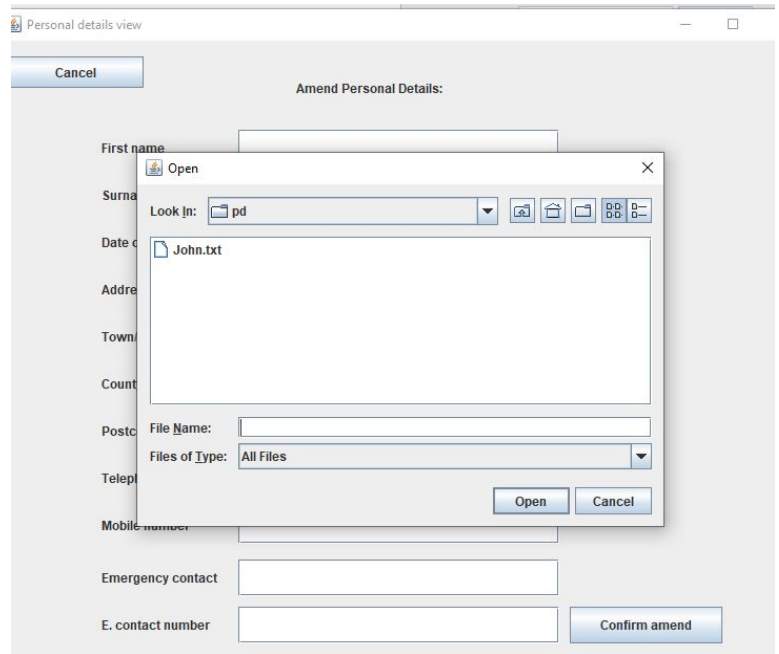


From this view you can edit your own details by clicking in the text boxes and changing details, then saving them by selecting 'Confirm amend' in the bottom right.



When logged in as a HR employee and selecting the 'Amend PD' button, a file explorer will open, from here select the username of the person's details you want to edit, e.g. John.txt.

From here their details will open and you can change the details of that person's record and save by clicking 'Confirm amend'

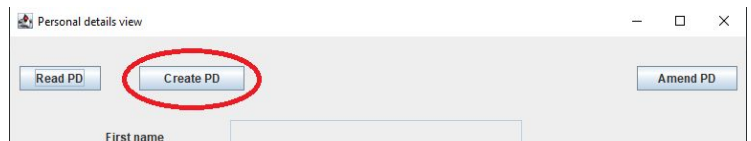


Advanced functions

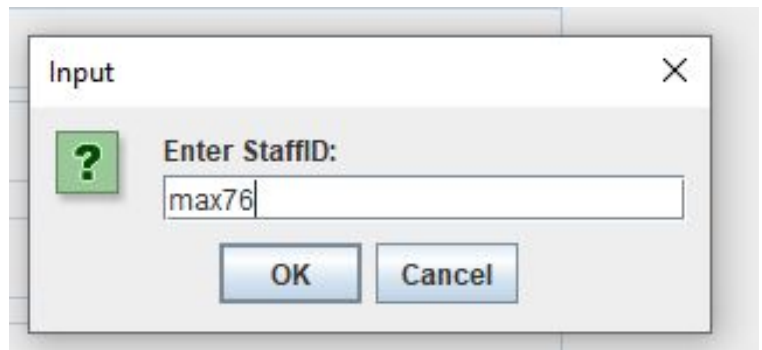
Creating personal details record

You must be logged in as a HR Employee to create a personal details record. Log into the system and open the personal details view (see page 2 & 4).

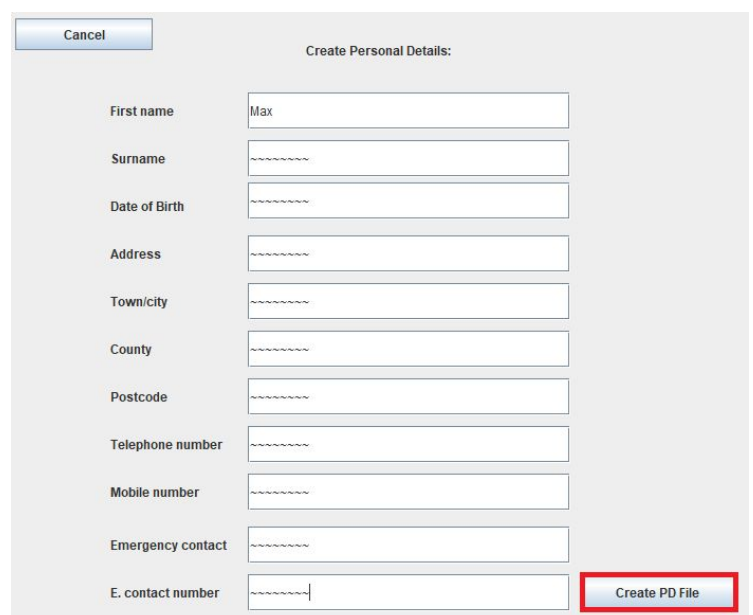
Click the 'Create PD' button



When prompted, input the id you wish to give the staff

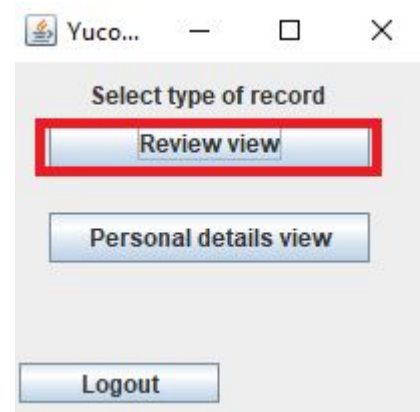


Enter the personal details of the staff member and when finished click the 'Create PD File' button, and the staff member will be added to the database and Yuconz system.

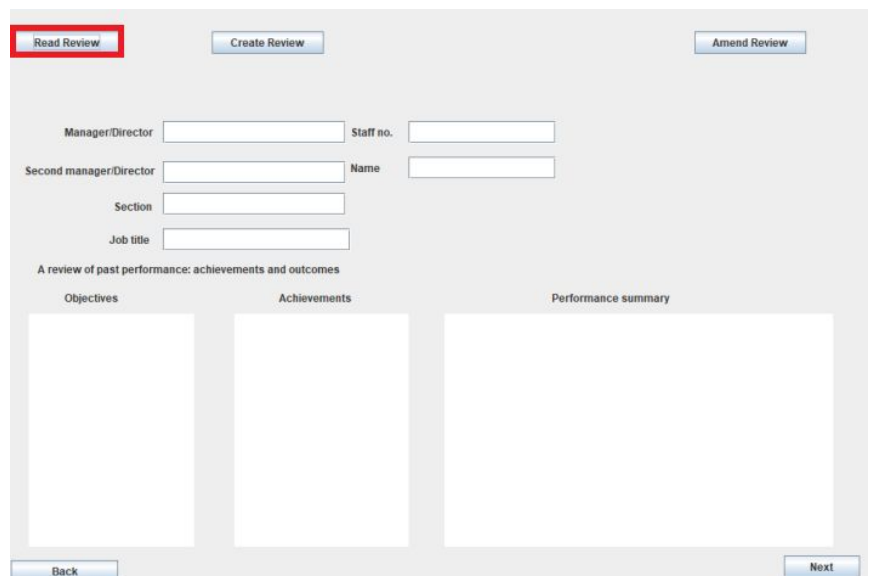
A screenshot of a form titled 'Create Personal Details:'. The form has a 'Cancel' button at the top left. It contains several input fields with labels: 'First name' (with 'Max' entered), 'Surname', 'Date of Birth', 'Address', 'Town/city', 'County', 'Postcode', 'Telephone number', 'Mobile number', 'Emergency contact', and 'E. contact number'. At the bottom right, there is a button labeled 'Create PD File' which is highlighted with a red rectangular box.

Reading a review record

When logged in with correct permission, select the 'Review view' button from the main menu.



Click 'Read Review'

A screenshot of a web application form titled 'Read Review' (the button is highlighted with a red border). The form has three main buttons at the top: 'Read Review', 'Create Review', and 'Amend Review'. Below these are several input fields: 'Manager/Director', 'Staff no.', 'Second manager/Director', 'Name', 'Section', and 'Job title'. A heading 'A review of past performance: achievements and outcomes' is followed by three columns: 'Objectives', 'Achievements', and 'Performance summary', each with a large empty text area. At the bottom, there are 'Back' and 'Next' buttons.

Amending a review record

From the review menu, click
'Create Review'

The screenshot shows a web form titled 'Create Review' (highlighted with a red box). At the top, there are three buttons: 'Read Review', 'Create Review', and 'Amend Review'. The form contains several input fields for user information: 'Manager/Director', 'Staff no.', 'Second manager/Director', 'Name', 'Section', and 'Job title'. Below these fields is a heading 'A review of past performance: achievements and outcomes'. This heading is followed by three columns: 'Objectives', 'Achievements', and 'Performance summary', each with a large text area for input. At the bottom of the form, there are 'Back' and 'Next' buttons.

Bugs/errors

If any bugs or errors are encountered during use of the program that cannot be solved in this manual, please report them to techsupport@yuconz.com