# Checker Role – User Manual

## Overview

The Checker role is responsible for reviewing, approving, or rejecting changes made by Makers. This ensures data accuracy and upholds the four-eye principle in workflows.

---

## Table of Contents

---

## 1. Dashboard Overview

### 1.1 Main Dashboard

- **Welcome Screen**:
    - Personalized greeting
    - Summary of pending changes
    - Quick access to key actions

### 1.2 View Options

- **Ungrouped View**:
    - Lists all tables with pending changes
    - Displays pending change count per table
    - Direct access to change review

- **Grouped View**:
    - Tables organized by groups
    - Group-wise count of changes
    - Easier navigation through related data

### 1.3 Navigation

- **Tabs**:
    - *Overview*: Current pending changes
    - *History*: Log of processed changes

- **Quick Actions**:
  - Table selection
  - View notifications
  - Access change history

---

## 2. Reviewing Changes

### 2.1 Table Selection

- Choose *Grouped* or *Ungrouped* view
- Select table to view its pending changes
- Click table name to access change details

### 2.2 Change Review Process

- **View Changes**:
  - Old vs. New value comparisons
  - Timestamps for modifications
  - Maker details shown

- **Detailed Review**:
  - Inspect field-by-field changes
  - Confirm business rule compliance
  - Understand change rationale

### 2.3 Bulk Operations

- Select multiple rows using checkboxes
- Use "Select All" for all visible changes
- Perform bulk **approve** or **reject**
- Add unified comments for bulk actions

---

## 3. Approving / Rejecting Changes

### 3.1 Individual Processing

- **Approve**:

- Review change
- Click ✅ icon
- Confirm action
- Status updates automatically

- **Reject**:

  - Click ❌ icon
  - Enter rejection reason
  - Submit with comments
  - Maker receives feedback

## 3.2 Bulk Processing

- **Bulk Approve**:

  - Select multiple changes
  - Click "Approve Selected"
  - Confirm approval

- **Bulk Reject**:

  - Select changes to reject
  - Click "Reject Selected"
  - Provide and submit rejection reason

## 3.3 Comments and Feedback

- Add detailed feedback on rejections
- Clearly state reasons to help Makers improve
- All comments logged in audit history

---

## 4. History and Audit

### 4.1 History View

- View all past approvals/rejections

- Filter by:
  - Date
  - Table
  - Maker
  - Status

## 4.2 History Details

- Full view of change info
- Timestamps for actions
- Maker & checker names
- View rejection/approval comments

## 4.3 Audit Features

- Log of checker actions
- Metadata like who, when, what changed
- Option to export logs/reports

---

## 5. Notifications

## 5.1 Types of Notifications

- New pending changes
- Urgent/high-priority items
- System alerts and updates
- Status confirmations

## 5.2 Notification Management

- Access via notification bell
- Filter by urgency or type
- Mark as read/unread
- Quick links to affected records

---