

### Chunk 1: Application Overview - Dashboard & Navigation

- Feature: Main Dashboard
- Keywords: Dashboard, Main Page, Overview, Landing Page, Information Icons, Sandbox View, Subsidiary View, Exit Sandbox Button
- Description: The Dashboard is the primary landing page. Hovering over the four central icons reveals application information. Users can switch between a 'Sandbox' (testing/staging) view and a 'Subsidiary' (live organization) view using the 'Exit Sandbox' button at the top. The top-left menu button provides access to all modules.
- Feature: Main Menu Navigation
- Keywords: Navigation, Menu, Modules, Structures, Feedback, Rewards, Learning, More
- Description: Clicking the top-left menu button reveals main categories: Structures, Feedback, Rewards, Learning, and More. Each category contains links to specific application modules. Clicking a module name navigates the user to that section.

### Chunk 2: Menu Structure - Structures

- Feature: Menu - Structures
- Keywords: Structures Menu, Seat Profiles, Kaizen Drive, Envelopes, Ops Chart, Dashboard Navigation
- Description: The 'Structures' menu option provides access to:
  - Seat Profiles: Manage job position definitions.
  - Kaizen Drive: Manage personal documents and files.
  - Envelopes: Manage document templates and assignments.
  - Ops Chart: Visualize and manage organizational hierarchy.
  - Dashboard: Navigate back to the main dashboard.

### Chunk 3: Menu Structure - Feedback

- Feature: Menu - Feedback
- Keywords: Feedback Menu, Checklist, Dashboard Navigation
- Description: The 'Feedback' menu option provides access to:
  - Checklist: Define and manage tasks for seat profiles.
  - Dashboard: Navigate back to the main dashboard.

### Chunk 4: Menu Structure - Rewards

- Feature: Menu - Rewards
- Keywords: Rewards Menu, Paygrades, Dashboard Navigation
- Description: The 'Rewards' menu option provides access to:
  - Paygrades: Assign pay rates to seat profiles.
  - Dashboard: Navigate back to the main dashboard.

### Chunk 5: Menu Structure - Learning

- Feature: Menu - Learning
- Keywords: Learning Menu, LMS, Compliance, Dashboard Navigation
- Description: The 'Learning' menu option provides access to:
  - Learning: Manage training materials (videos, docs, quizzes) - The main LMS section.

- Compliance: Assign training and document compliance requirements.
- Dashboard: Navigate back to the main dashboard.

#### Chunk 6: Menu Structure - More

- Feature: Menu - More
- Keywords: More Menu, Seats Stats, Organizations
- Description: The 'More' menu option provides access to:
  - Seats Stats: [Details not fully provided in source text].
  - Organizations: Manage different organizations/subsidiaries.

#### Chunk 7: Module Overview - Seat Profiles

- Feature: Seat Profiles Module
- Keywords: Seat Profiles, Job Positions, Departments, Categories, Descriptions, Responsibilities, IT Department Example
- Description: Defines job positions (Seat Profiles) within departments (e.g., IT). Each profile has categories (responsibilities like 'Coding') which contain detailed seat descriptions (specific tasks). Example: IT Dept -> Senior Developer (Profile) -> Coding (Category) -> "Write efficient Java code..." (Description).
- External Link:
   
<https://docs.google.com/document/d/1g-sw-a-WFI4ZJfOuVtnwczU17HXoLIITESiz40B48Hk/edit#heading=h.aansia1qiyuy>

#### Chunk 8: Module Overview - Kaizen Drive

- Feature: Kaizen Drive Module
- Keywords: Kaizen Drive, File Storage, Document Management, Upload Files, Create Folders, Kaizen Documents, Personal Documents
- Description: A personal cloud storage space. Users can upload various file types (images, videos, DOCX, PDF, etc.), create folders, and create/edit/save native 'Kaizen documents'.
- External Link:
   
<https://docs.google.com/document/d/1g-sw-a-WFI4ZJfOuVtnwczU17HXoLIITESiz40B48Hk/edit#heading=h.o50y1x39cgrp>

#### Chunk 9: Module Overview - Envelopes

- Feature: Envelopes Module
- Keywords: Envelopes, Document Templates, Assign Documents, Employee Documents, Track Status, Drafts, Waiting for Employees, Filled by Employee
- Description: Allows users to create document templates ('Envelopes'), assign them to employees, and track completion. Templates can contain fields the employer must fill before sending. Workflow includes tabs: 'Draft Employee' (employer needs to fill fields), 'Waiting for Employees' (sent, awaiting employee action), 'Filled by Employee' (completed).
- External Link:
   
<https://docs.google.com/document/d/1g-sw-a-WFI4ZJfOuVtnwczU17HXoLIITESiz40B48Hk/edit#heading=h.1s8rml5thg71>

#### Chunk 10: Module Overview - Ops Chart

- Feature: Ops Chart Module
- Keywords: Ops Chart, Organization Chart, Hierarchy, Departments, Seat Functions, Nodes, Visionary, Integrator, Team Leads, Team Members, Performance, Audit
- Description: Visualizes the organizational hierarchy using nodes for departments and seat functions. New companies start with 'Visionary' and 'Integrator' nodes. Users can add team leads/members (new nodes/seat functions), assign seat profiles to functions, view performance, conduct audits, and delete functions.

#### Chunk 11: Module Overview - Checklist

- Feature: Checklist Module
- Keywords: Checklist, Tasks, Employee Tasks, Seat Profiles, Checklist Tasks, Frequency, Schedule, Daily, Weekly, Monthly, Annual
- Description: Allows users to create checklists associated with specific seat profiles. Each checklist contains multiple 'checklist-tasks'. Users define the task, its frequency (daily, weekly, etc.), and the specific days/dates for execution.

#### Chunk 12: Module Overview - Paygrades

- Feature: Paygrades Module
- Keywords: Paygrades, Pay Rates, Compensation, Seat Profiles, Primary Paygrade, Ancillary Paygrade, Main Tasks, Secondary Tasks
- Description: Used to assign pay rates to specific seat profiles. Differentiates between 'Primary' paygrades (for main job duties) and 'Ancillary' paygrades (for secondary tasks).

#### Chunk 13: Module Overview - Seats Stats

- Feature: Seats Stats Module
- Keywords: Seats Stats
- Description: [Details not fully provided in source text. Accessed via the 'More' menu.]

#### Chunk 14: Module Overview - Organizations

- Feature: Organizations Module
- Keywords: Organizations, Subsidiaries, Sandbox, Publish Changes, Switch Organization
- Description: Manage multiple organizations/subsidiaries. Changes made in the 'Sandbox' view can be pushed ('published') to all organizations. Users can switch between different organizations to view their specific state after changes are published.

#### Chunk 15: Module Overview - Learning (LMS)

- Feature: Learning Module (LMS)
- Keywords: Learning, LMS, Training Materials, Employee Training, Seat Profile Description, Videos, Documents, Quizzes, Admin
- Description: The Learning Management System where administrators add training content (videos, documents, quizzes) linked to specific seat profile descriptions. This content is then assigned to employees in those roles.
- External Link:  
[<https://docs.google.com/document/d/1g-sw-a-WFI4ZJfOuVtnwczU17HXoLIITESiz40B48Hk/edit#heading=h.ipir9hw1rcja>]([https://docs.g\\*\\*Chunk 16: Module Overview - Compliance\\*\\*](https://docs.g**Chunk 16: Module Overview - Compliance**))
- Feature: Compliance Module
- Keywords: Compliance, Training Assignment, Seat Profiles, Learning Compliance, Document Compliance, Admin

- Description: Used by administrators to assign specific training materials (Learning Compliance) or required documents (Document Compliance) to one or more seat profiles, ensuring necessary completions.
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#### Chunk 17: Envelopes - Structure & Workflow

- Feature: Envelopes Module Structure
- Keywords: Envelopes, Sandbox, Subsidiary, Basic Envelopes, Draft Employee Envelopes, Waiting for Employees, Filled by Employees, Visionary, Assign Envelope, Revoke Envelope
- Description:
  - In Sandbox: Only the 'Basic Envelopes' tab is shown. Visionary can create, edit, delete templates. Focus is on template management.
  - In Subsidiaries: Four tabs appear:
    1. Basic Envelopes: Templates created by the visionary. Actions: Use (Assign), Edit, Delete.
    2. Draft Employee Envelopes: Envelopes assigned but awaiting employer-filled fields (in linked Kaizen docs). Cannot be sent yet. Actions: Edit, Delete.
    3. Waiting for Employees: Envelopes sent to employees, awaiting completion/signature. Actions: View, Revoke.
    4. Filled by Employees: Envelopes completed by employees. Actions: View, Revoke.
  - Workflow: Template created -> Assigned to Employee -> Employer fills required fields -> Envelope sent (moves Draft -> Waiting) -> Employee signs (moves Waiting -> Filled). Notification email sent to employee upon sending. Visionary can revoke sent envelopes.

#### Chunk 18: Envelopes - Use Case UC01: View Envelope Section

- Feature: Envelopes - View
- Keywords: Envelope Use Case, View Envelopes, List Envelopes, Screen Count, Last Change, Edit Envelope, Delete Envelope, Create Template
- Use Case ID: UC01
- Actors: User
- Description: User navigates to the Envelopes section to view existing templates/documents.
- Flow:
  1. User selects 'Envelopes' from the menu.
  2. System displays the list of envelopes with screen count and last change date. (Tab structure depends on Sandbox/Subsidiary).
  3. User can access Edit/Delete options via a three-dots menu per envelope.
  4. User can click 'Template' button to start creating a new envelope (UC02).
  5. User can navigate back via breadcrumbs.

#### Chunk 19: Envelopes - Use Case UC02: Create and Save New Envelope Document

- Feature: Envelopes - Create Template
- Keywords: Envelope Use Case, Create Envelope, Save Envelope, Template Button, Envelope Name, Envelope Description, Intro Screen, Add Break, Add Document, Kaizen Drive
- Use Case ID: UC02
- Actors: User
- Description: User creates a new envelope template.
- Flow:
  1. User clicks 'Template' button.
  2. System opens a new envelope document editor.
  3. User adds Name (required) and Description.
  4. User can edit/save/delete the default 'Intro' screen (UC05).
  5. User adds content screens ('Breaks') using 'Add Break' button (UC06).
  6. User adds documents from Kaizen Drive using 'Add Document' button (UC07).
  7. User removes unwanted screens/documents using cross icons.
  8. User clicks 'Create Envelope'.
  9. System saves and navigates to the 'Update Envelope Template' screen.

(Continue chunking each Use Case similarly for Envelopes: UC03-UC17)

- Chunk 20: UC03 - Edit/Save Envelope
- Chunk 21: UC04 - Delete Envelope
- Chunk 22: UC05 - Manage Intro Screen
- Chunk 23: UC06 - Manage Break Screen
- Chunk 24: UC07 - Add/Preview Document
- Chunk 25: UC08 - View Envelope (Subsidiary)
- Chunk 26: UC09 - View Basic Tab (Subsidiary)
- Chunk 27: UC10 - View Draft Tab (Subsidiary)
- Chunk 28: UC11 - View Waiting Tab (Subsidiary)
- Chunk 29: UC12 - View Filled Tab (Subsidiary)
- Chunk 30: UC13 - Use/Send Envelope (Subsidiary)
- Chunk 31: UC14 - Revoke Envelope (Subsidiary)
- Chunk 32: UC15 - View Employee Envelope (Subsidiary)
- Chunk 33: UC16 - Edit Draft Employee Envelope (Subsidiary)
- Chunk 34: UC17 - Delete Draft Employee Envelope (Subsidiary)

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#### Chunk 35: LMS - Use Case UC18: View LMS Section

- Feature: LMS - View Section
- Keywords: LMS Use Case, View Learning, Training Modules, Filter Department, Filter Seat Name, Grid View, List View, Details View, Search Category, Search Description, Search Lesson
- Use Case ID: UC18
- Actors: User

- Description: User navigates to the main Learning (LMS) section to view training modules.
- Flow:
  1. User selects Learning -> Learning from the menu.
  2. System displays training modules (default: all departments/categories).
  3. User can filter by Department (tabs).
  4. User can filter by Seat Name (search/dropdown).
  5. User can filter by Category/Description/Lesson (search field).
  6. User can switch between Grid, List, Details views.
  7. User can click a module to view/edit details.
  8. User can access 'Create' button for new seats/modules.

(Continue chunking each Use Case similarly for LMS: UC19-UC26)

- Chunk 36: UC19 - Different LMS Views
- Chunk 37: UC20 - View Training Module Editor
- Chunk 38: UC21 - View/Create Video Module
- Chunk 39: UC22 - Edit Training Module
- Chunk 40: UC23 - View/Create Document Module
- Chunk 41: UC24 - View Test Tab (Edit/Results/Settings)
- Chunk 42: UC25 - Add/Edit Test (Quiz)
- Chunk 43: UC26 - View/Set Compliance Tab

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Chunk 44: Seat Profiles - Use Case UC27: View Seat Profile Section

- Feature: Seat Profiles - View Section
- Keywords: Seat Profile Use Case, View Seat Profiles, List Seat Profiles, Filter Department, Search Seat Profile, Grid View, List View, Add Department, Add Seat Profile
- Use Case ID: UC27
- Actors: User
- Description: User accesses the Seat Profile module to view existing profiles.
- Flow:
  1. User selects Structures -> Seat Profiles from the menu.
  2. System displays a list of seat profiles (with categories, descriptions count, paygrade status).
  3. User can filter by Department (tabs).
  4. User can search by Seat Profile name.
  5. User can switch between List and Grid views.
  6. User can click 'Add Department' (UC28).
  7. User can click 'Add Seat Profile' (UC29).
  8. User can click a specific profile to view details (UC34).

(Continue chunking each Use Case similarly for Seat Profiles: UC28-UC37)

- Chunk 45: UC28 - Add Department
- Chunk 46: UC29 - Add Seat Profile

- Chunk 47: UC30 - Add Seat Category
- Chunk 48: UC31 - Edit/Delete Seat Category
- Chunk 49: UC32 - Add/Delete Seat Description
- Chunk 50: UC33 - Edit/Delete Seat Description (Redundant?)
- Chunk 51: UC34 - View Specific Seat Profile Details
- Chunk 52: UC35 - View/Edit Paygrades (from Seat Profile)
- Chunk 53: UC36 - Edit Seat Profile
- Chunk 54: UC37 - Create Checklist (from Seat Profile)

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#### Chunk 55: Version Chart - Structure & Purpose

- Feature: Version Chart
- Keywords: Version Chart, Sandbox, Publish Changes, Subsidiary, Parent Organization, Review Changes, Major Release, Minor Release, Module Changes
- Description: The Version Chart is used in the Sandbox view to review changes made across modules before publishing them to subsidiary organizations. It acts as a staging area. Users can see which modules have changed and the number of changes. Clicking allows detailed view (Current vs. Proposed). Publishing pushes changes (marked as Major or Minor release) to all subsidiaries. Published changes from Sandbox are typically immutable in subsidiaries.

#### Chunk 56: Version Chart - Use Case UC38: View Version Chart Section

- Feature: Version Chart - View & Publish
- Keywords: Version Chart Use Case, View Version Chart, Publish Button, Current Version, Release Date, Module Changes List, View Details, Publish Changes, Major Changes, Minor Changes
- Use Case ID: UC38
- Actors: User (in Sandbox)
- Description: User accesses the Version Chart to review and publish changes.
- Flow:
  1. User clicks 'Publish' button (likely on Dashboard in Sandbox).
  2. System displays current version info and a table of modules with pending changes (count, description).
  3. User can click arrow icon next to a module to view detailed changes (UC39-UC43).
  4. User clicks 'Publish Changes' button.
  5. System presents 'Major changes' / 'Minor changes' options.
  6. User selects one.
  7. System publishes changes, shows success message, pushes changes to subsidiaries.

(Continue chunking each Use Case similarly for Version Chart: UC39-UC43)

- Chunk 57: UC39 - View Paygrade Changes Detail
- Chunk 58: UC40 - View Document-Type Changes Detail
- Chunk 59: UC41 - View Checklist Changes Detail
- Chunk 60: UC42 - View Seat Profile Changes Detail



- Chunk 61: UC43 - View Training Module (LMS) Changes Detail
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#### Chunk 62: Kaizen Drive - Structure (Sandbox)

- Feature: Kaizen Drive Structure
- Keywords: Kaizen Drive, Sandbox, Folders, Unassigned, Archived, Departments, Unassigned Seat Profile, Unassigned Department, Archived Seat Profile, Archived Department, Archived Custom Folder, Publish Behavior, Folder Permissions, 30 Day Archive
- Description: In Sandbox, Kaizen Drive starts with 3 protected root folders:
  - Unassigned: Contains 'Unassigned Seat Profile' and 'Unassigned Department' (also protected). Holds unpublished profiles/departments. They move to 'Departments' upon publishing. User can create custom content in the root 'Unassigned'.
  - Departments: Holds folders for published departments (protected). Contains published seat profiles within their respective departments.
  - Archived: Acts as trash (items deleted after 30 days). Contains 'Archived Seat Profile', 'Archived Department', 'Archived Custom Folder' (all protected). Holds deleted items. Limited actions inside (View, Move out, Download). No creation allowed.

#### Chunk 63: Kaizen Drive - Use Case UC01: View Drive

- Feature: Kaizen Drive - View
- Keywords: Kaizen Drive Use Case, View Drive, Default Folders, Grid View, List View, Folder Actions Restricted
- Use Case ID: Drive-UC01
- Actors: User
- Description: User accesses the main Kaizen Drive view.
- Flow:
  1. User selects 'Kaizen Drive' from the menu.
  2. System displays the drive view with default folders (Unassigned, Archived, Departments).
  3. User can switch between Grid/List views.
  4. User cannot rename/move/duplicate/delete the default root folders.
  5. User can click a folder to open it.