

Essentials Toolkit for Employee Engagement

Quick start guide



By:

Sébastien De Pauw

Simon De Wilde

Kilian Hoefman

Ziggy Moens

Marbod Naassens

Jonathan Vanden Eynden Van Lysebeth

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Introduction

Welcome to the Essentials Toolkit for Employee Engagement in change management. This service will provide your company to easily monitor ongoing changes in your company by providing information to the employees and sending out surveys to procure important information. Change managers will be able to create changes for a group of employees, define a roadmap for these changes with different steps and create surveys to get feedback from the employees. Employees will be able to have a clear overview of all changes that are assigned to them and give feedback during the changes. All this will be done using a combination of a web application and an android app. All information is gathered in a central server.

The Web-application

All information needed for testing the application is provided in the Appendix

Administrator-access

<https://essentialstoolkit.netlify.app/adminlogin>

This part of the application is only accessible to administrators. You need to log in with an administrator account. (see Appendix)

On the first screen, you can see an overview of all organization this administrator has created. Clicking on a tile shows more information about the organization.

At the top are 2 buttons. "Add new organization" and "Add new assessment".

Add new organization

Here you can add a new organization. Choose a name and provide a CSV-file with all employee information. Please make sure that the CSV-file is formatted as follows:

```
Name;Country;Office;Factory;Department;Team
Eden Hazard;Belgium;Brussels;Apparel;Production;Not Applicable
Roger Federer;Switzerland;Zurich;Leather;Design;Not Applicable
Kevin de Bruyne;Belgium;Gent;Paper;Marketing;Not Applicable
Kevin Anderson;South Africa;Pretoria;Logistics;Human Resources;Not Applicable
Johan Cruyff;Netherlands;Amsterdam;Components;IT;Not Applicable
Rafael Nadal;Spain;Mallorca;Furniture;IT;Not Applicable
...;...;...;...;...;...
```

Note that the first employee of the CSV-file will be the first change manager of the organization. This person will be able to assign new change managers when the organization is created.

Each employee will get a unique email-address, consisting of there first name, last name and the organization name (ex. jane.doe@organization.com), and a password consisting of "P@ssword1" and their initials (ex. P@ssword1JD).

Creating an organization can take some time. Please have patience, it will pull through.

Add new assessment

Sometimes, change managers don't have time to create a complete survey. To help them out, an administrator can provide predefined surveys to speed things along. This smart form can create new surveys easily.

Change Manager-access

<https://essentialstoolkit.netlify.app/>

This part of the application is only accessible to change managers. You need to log in with a change manager account. (see Appendix

Change initiatives

On the home screen, the change manager can filter through his changes (ex. Progress). Changes can be added by clicking on the +-button. Fill in the information and submit the form. Changes can also be edited, by clicking the edit-button, or deleted, by clicking on the trash can. When creating a change, there is an option to send a push notification to the affected employees on their mobile device.

Clicking on a change survey shows the road map. Same as the changes. Road map items can be added, edited and removed easily. On the left hand side, you can navigate to the change group. This specifies which employees are affected by this change. This also means that information will be visible to them and they will be asked to fill in surveys of this change.

Navigation to a road map item, brings us to the survey. Here you can add a survey, change it or remove it. The information gathered by the survey is also visible. When adding a survey, you can save time by selecting a predefined assessment for a certain theme. These assessments are defined by an administrator. If you need more specific questions, you can use the smart form to do so. You can also see which people have not yet filled in the survey by clicking in the info-button and send out a push notification to these employees.

Employees

Navigating to the employees-overview by selecting 'employees' in the top navigation-bar, shows all employees and change managers in the organization. Here it is also possible to upgrade employees to change managers. After this action, this account will also be able to log into the web-application, create changes and more.

Dashboard

In the dashboard, different graphs are create based on the selected change or survey. This way the change manager can see at a glance what the employees think, and changes can be made on the fly.



essentials

The Android application

All information needed for testing the application is provided in the Appendix

<https://play.google.com/store/apps/details?id=com.hogentessentials1.essentials>

With the Android application, employees are able to consult the changes that affect their working life. They can see which teams they are a part of, get info over the progress and the road map and they can fill in survey sent out by the change managers to give feedback on the ongoing changes.

The application is partially available offline thanks to the use of caching.

Login

The application is accessible to both change managers and employees. Change managers however will have more features they can use.

Home screen

On the home screen you can navigate to the different parts of the application. There is also a drawer menu that can be opened by swiping from the left-hand side. Here you can navigate from anywhere in the app. The option to log out is also found in this drawer menu.

Employees have the options to see the changes, all survey that are available and the teams they are a part of. Change managers also have the option to consult the dashboards and the changes they have created.

Changes (Employee)

On this screen, you can see all change initiatives that apply to you. Clicking on one shows more information and the option to see the road map. Each road map item has a survey that can be filled in by answering each question. The progress is saved, so you can resume a survey at a later time.

All Surveys (Employee)

To make life easier, we have bundled all available survey for an employee on this screen.

Teams (Employee)

Each change initiative has a change group (i.e., a teams) with people who are affected by that change. Here you can see which teams you are a part of, and which employees are also in this team.

Dashboard

On the Android application, the change manager can have a quick view on what percentage of the employees have filled in the survey. For other interesting graphs, there is a button to redirect to the web application.

My changes (Change manager)

A change manager has multiple created changes. In this view, they are all listed. Clicking on one shows more detailed information and the information about the surveys are also available.



The back-end server

The backend is live on Azure.

<https://essentialsapi.azurewebsites.net/swagger/index.html>

Architecture

The backend is an asp.NET Core web API written in C#.

For data persistence, currently there is a connection with a Microsoft SQLServer instance hosted by Somee, a free hosting service.

Documentation

Thanks to the use of Swagger Documentation. The API is automatically documented in an clear way. You can manually test out the endpoints if you are authenticated. **This is not recommended.**

Appendix

Test accounts

Administrators of Essentials

- Jonathan
 - email: Jonathan.vandeneynndenvanlysebeth@essentials.com
 - password: P@ssword1
- Simon
 - email: simon.dewilde@essentials.com
 - password: P@ssword1

Change managers of test organization HOGENT

- Sukrit
 - email: Sukrit.bhattacharya@hogent.com
 - password: P@ssword1

Employees of test organization HOGENT

- Marbod
 - email: marbod@hogent.com
 - password: P@ssword1
- Ziggy
 - email: ziggy@hogent.com
 - password: P@ssword1