Project Status

Authenticate

Log In – Complete

- User is prompted to enter username and password.
- Higher level users have options to log in with basic access.
- Log in attempts are logged by the system.

Log Out – Complete

- User is logged out of the system.
- User has no access rights.

Documents

Authorisation Check – Complete

- App Controller stop users from accessing commands they would never be allowed access to.
- HR Database also checks access level for the user performing the command and makes logs of all attempts, noting success or failure.

Personal Details

Read Personal Details – Complete

- Personal details documents can be read by the employee the document pertains to or members of HR.

Create Personal Details – Complete

- HR employees can create a personal details record that can then be filled with the correct information.
- No other employee types can create these documents.

Amend Personal Details – Complete

- Created personal details records can be amended by HR employees and the employee the document pertains to.

Annual Reviews

Allocate Reviewer – Complete

- HR employees can allocate a secondary reviewer to an employee. The first reviewer is always the employees direct superior, and is assigned automatically.

Create New Review Record – Complete

- The reviewee can create a new review document for editing by all participants.
- New document is stored in the database, identified by the reviewee's employee number and the year of the review.

Read Review Record – Complete

- The reviewee and the reviewers can all read all review documents for that employee.

Amend Review Record – Complete

- The review document can be amended by all review participants.

Perform Review – Complete

- The participants can use the above functionality to fill in the document.
- Once the participants have all signed the review, the document becomes read-only and can no longer be changed.
- Reviewers have a review mode in the system that will allow them to participate in the review. They are not able to review employees that they have not been assigned to.
    - Reviewers in this mode are unable to perform their usual commands, and must re login to regain full privileges.