

19 Subsystem 13: Settings Subsystem (Administrator)

19.1 13.1 Set Rating Settings

Purpose: The purpose of this screen is to allow the admin to set a standard upper rating goal and lower rating limit for the employee's ratings. This can be used to determine promotions or disciplinary action.

Navigation: The user can access this screen by clicking on the "Settings" dropdown on the navigation bar and then clicking the "Rating Settings" option in the dropdown. The system will display the "Update Rating Limits" screen which will look as follows:

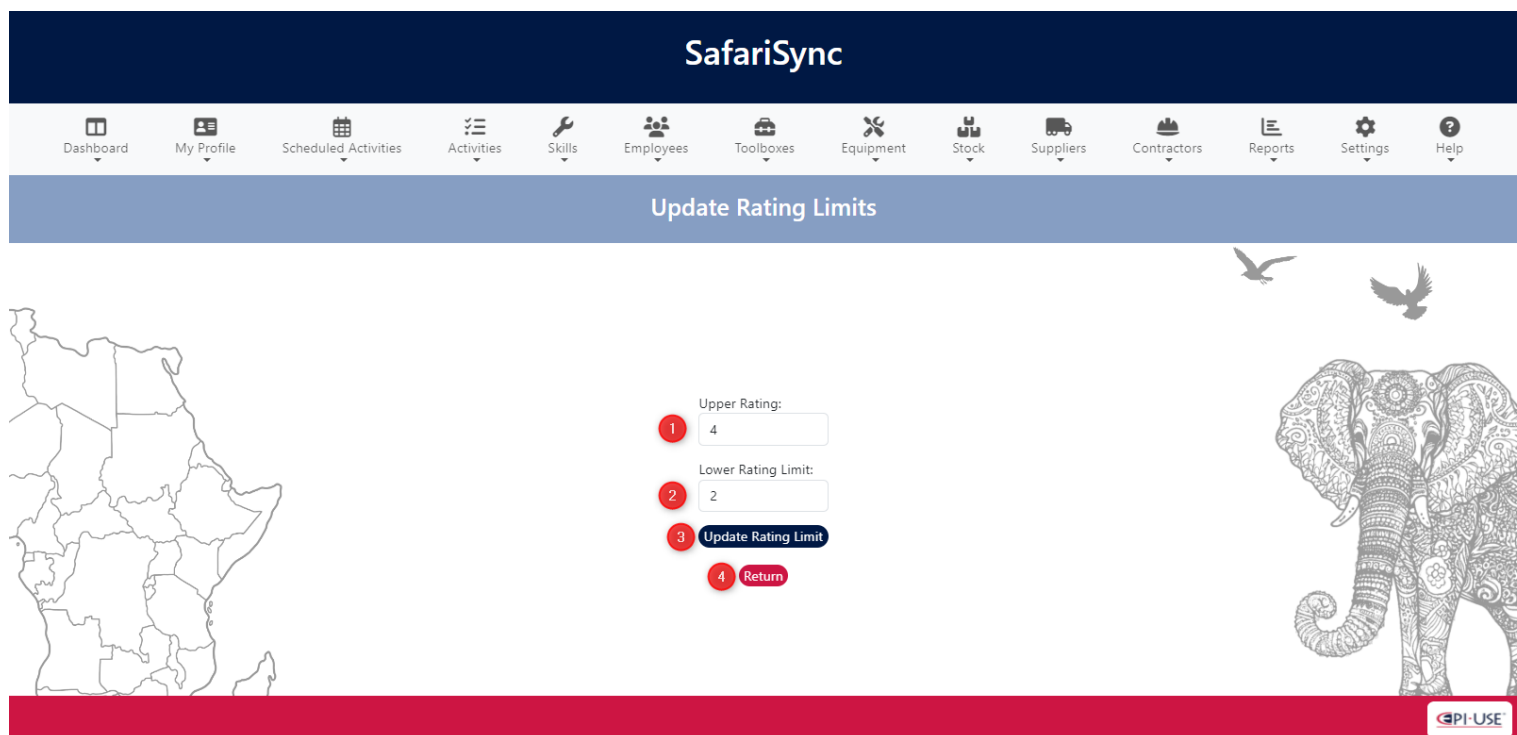


Figure 58: Update Rating Limits Screen

#	Item Name	Item Description
1	Upper Rating Numeric Up Down	The admin can enter an upper rating threshold.
2	Lower Rating Limit Numeric Up Down	The admin can enter a lower rating limit.
3	Update Rating Limit Button	When clicked the system will validate the entered amounts and display the following notification upon successful validation:


#	Item Name	Item Description
		<div>  SUCCESS Rating limits successfully updated </div>
4	Return Button	When clicked the system will return to the dashboard screen.

Table 66: Update Rating Limits Screen



19.2View Audit Trail

SafariSync

Dashboard
My Profile
Scheduled Activities
Activities
Skills
Employees
Toolboxes
Equipment
Stock
Suppliers
Contractors
Reports
Settings
Help

Audit Action Records

Return
Search...


Date	Message	Audit Action
 		

19.3Set Timeout Settings

SafariSync

[Dashboard](#)
[My Profile](#)
[Scheduled Activities](#)
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Update Timeout Time



Timeout (in seconds):

[Update Timeout Settings](#)

[Return](#)



20 Glossary

Term	Explanation	Page No
Activity Stream	Real-time updates of scheduled activities and accept/decline requests.	41

Term	Explanation	Page No
Control Break Report	A report that contains a main total and sub-total amounts within one table, using multiple tables.	139
Dashboard	An overview of the system with informative graphs and statistics.	41
Date Picker	Uses a calendar to allow you to select a specific date.	137
Dropdown	Allows you to select one option from a list of items.	112
Dynamic Report	Allows you to select specific criteria and generate a report filtering by those specific criteria.	143
Modal	A popup window that appears on top of the main screen. It's a way to show additional information or options without leaving the current page.	143
Numeric Up Down	Allows you to change the number value for an item. You click the up arrow to make the number go higher and the down arrow to make it go lower.	154
Rating	Employees are given a base rating of 3.0 to start with. This is your average rating of all ratings that will be received.	154
Toolbox	Refers to a combination of equipment and stock that can be used for a specific activity/task.	105
Validate	The process of verifying that data or information follows the expected rules or standards.	115

Table 67: Glossary

21 Document Conclusion

This concludes our user manual which has provided detailed information and instructions on how to use the system for all users as well as all of the system's functionality and validation. This document can be used to advise a user on certain aspects of the system including the implementation process and help processes.