

Points to fix

In Normal User, fix 'Dashboard' name in menu, to replace 'Workforce Overview'. Add Link to Manage Goals as indicated below.

workmate

Elton

NAVIGATION

My Dashboard

APPS

My Profile

My Goals

My Performance

My Leave

My Training

My Team

My Certificate

My Resources

My Dashboard

Hi Elton ,

It's Friday , September 20 ,202

My Profile

My Team

My Performance

My Time Off

My Training

My Performance Review

Go to My Performance

1 Pending

You have tasks pending completion. Go to [My Performance](#) to complete before the due date

My Goals Review

4 Pending

You have tasks pending completion. Go to [My Goals](#) to complete before the due date

Company Announcement

Welcome to workmate

20-08-2024

Welcome to workmate performance management system [Read More](#)

Update your profile

In Admin, User Management, Announcements there is a bug to fix. Announcement Description can be edited and saved but the title refuses to save after being edited. Also remove Sr. No. and replace with the Date that the Announcement is posted.

workmate

Admin

NAVIGATION

Workforce Overview

APPS

User Management

Employees

Access Management

Departments

Announcements

Goals

Performance

Setting Parameters

Company Announcement

Add

Search:

Sr. No.	Title	Background Color Name	Text Color Name	Status	Description	Action
1	Welcome to workmate	#ffffff	#454545	Active	Show	Edit Delete
2	Update your profile	#81abee	#6e6e6e	Active	Show	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

Activate Windows

Go to Settings to activate Windows.

In Admin User Management, Employee records, fix the Emergency Contacts (despite several instructions haven't gotten this right). Include the 'Emergency Contacts' heading as shown and make Contact Person Name come before the Contact Number. If a user has already loaded Emergency Contacts they should be able to edit contact information for ex: if contact number has changed.

Workmate Admin interface showing the Employee record form. The form includes fields for National ID, Phone Number, Nationality, Marital Status, Languages, Job Title, and Residential Address. Below these fields is a section for Emergency Contacts with a table structure: Contact Number, Contact person name, and Select Relationship. A red 'X' is marked over the 'Contact Number' field, and a red arrow points to the 'Contact person name' field. The 'Emergency Contacts' heading is written in red above the table.

Emergency Contacts in normal user needs to be fixed. See below. It can be done the same way in Admin (see above).

Workmate user profile interface showing the 'My Profile' section. The 'My Profile' section shows tabs for Employee, Skills, Wages & Benefits, Certificates, and Emergency Contacts. The 'Wages & Benefits' tab is selected. Below the tabs is a table with columns: S.No., Name, Relationship, Emergency Contact, and Action. The 'Name' column is labeled 'Contact Person' in red. The 'Emergency Contact' column is labeled 'Number' in red. A red arrow points to the 'Wages & Benefits' tab, and a red circle is drawn around it. A red 'X' is marked over the 'Wages & Benefits' tab. The 'Emergency Contacts' heading is written in red above the table. The 'Action' column has 'Edit' and 'Delete' buttons.

In Admin access, under 'Resources' and Employee Emergency Contacts fix issues as per below to align with previous.

orkmate

Goals

Performance

Setting Parameters

Leave

Resources

Company Resources

Document Categories

Employee Directory

Employee Emergency Contacts

Employee Skills

Employee Training

Employee Certificate

Reports

Employee Emergency Contacts

Filter Department

Export to Excel

Search:

Employee name	Department	Contact Person	Relationship	Contact Number
AJ Tester		800	Partner	Deserunt aperiam qua
HR		111111111113	Friend	test
Maria		test2	Spouse	7985625896
Rahul Parmar		64758589	Spouse	peter
		test2	Partner	7985625896

Showing 1 to 5 of 5 entries

Previous 1 Next

Activate Windows

Go to Settings to activate Windows.

We were supposed to fix Wages and Benefits. Remove it in My Profile and put it as a standalone menu item (check previous) for Normal User, in the format below. Admin will upload the employee payslip in pdf format and we need a way for them to also do a batch import of the pay slip. We discussed this in skype.

Filter by

Month

Year

	Month	Year	Payslips	Action
1	December 2021		Payslip - TF2018 - Ted Ferguson - 2021-12-01 - 2021-12-31.pdf	View Download
2	November 2021		Payslips	
3	October 2021		Payslip - TF2018 - Ted Ferguson - 2021-10-01 - 2021-10-31.pdf	

Include Wages & Benefits in Admin Access as per below. Include a placeholder for the page content until we figure out how this page will look. Just include a 'Wages & Benefits' header on the page and keep the rest blank for now.

orkmate

Admin

NAVIGATION

Workforce Overview

APPS

User Management

Employees

Wages & Benefits

Access Management

Departments

Announcements

Goals

Performance

Setting Parameters

In Goals, do not add any decimal point in the percentage, round off to the nearest unit. Ex the number below should read as 67%.

workmate

Elton

NAVIGATION

Workforce Overview

APPS

My Profile

My Goals

My Performance

My Leave

My Training

My Team

My Certificate

My Resources

My Goals

66.66666666667%

Title

Finish All reports

Status

In Progress

Review Cycle

Mid Year review 2024

Category

Operational excellence

Description

finish all 6 reports for deparment

End Date

08/31/2024

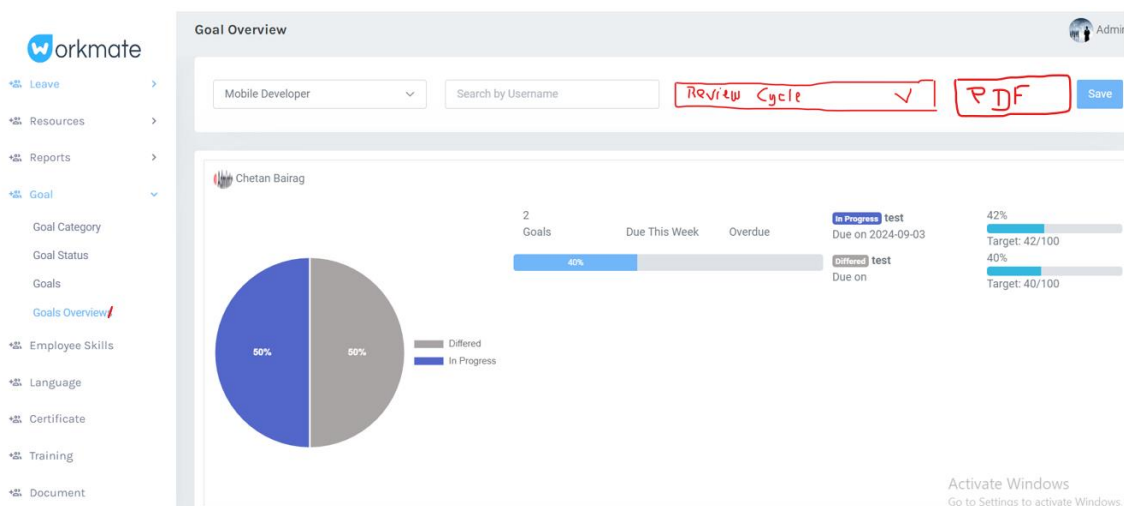
Add Key Result

finish all 6 reports

Quantifiable traget

66.66666666667%

In Goals Overview we need to add filter by Review Cycle option and also be able to download the page in pdf format



In Admin, allow to view each certificate. Add columns as per below:

- Goals >
- Performance >
- Setting Parameters >
- Leave >
- Resources
 - Company Resources
 - Document Categories
 - Employee Directory
 - Employee Emergency Contacts
 - Employee Skills
 - Employee Training
 - Employee Certificate

Certificate

[Add](#)

Search:

Employee	Department	Job Title	Certificate	Certificate name	Action
Chetan Bairag				View	Download Delete
Elton					Download Delete
Elton					Download Delete
Elton					Download Delete

Showing 1 to 4 of 4 entries

Previous 1

When Admin or HR Adds Certificate, they should include Department and Certificate Name. Job Title should pull from User Management, Employees sub-menu.

Workmate

Navigation: Goals, Performance, Setting Parameters, Leave, Resources, Reports

Resources: Company Resources, Document Categories, Employee Directory, Employee Emergency Contacts, Employee Skills, Employee Training, Employee Certificate

Employee Certificate

Showing 1 to 4 of 4 entries

Employee
Chetan B...
Elton
Elton
Elton

Close Save

In normal User, My Profile, Certificates, make user insert name for certificate before uploading certificate

Workmate

My Profile

Elton

NAVIGATION: Workforce Overview

APPS: My Profile, My Goals, My Performance, My Leave, My Training, My Team, My Certificate

My Certificate

Professional Level

Participation Certificate

Arthur Spencer

Close Save

Fix the Manage Questionnaires menu in Admin / HR. Page name to be updated to 'Manage Questionnaires'. Button to add category must specify that it is to be used to Add Category. Use capital 'C' in Category.

workmate

Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
- Setting Parameters
- Manage Questionnaires
- Rating Scales
- Review cycle
- Leave

Self-Review Manage Questionnaires

Questionnaire Name: Mid-Year Review 2024

+ Add Category

Category: Summary of Role & Duties

+ Add Inputs

Brief summary of job/role - including main duties and responsibilities

Insert response here

What I like the most about my job

Insert response here

Challenges Faced

Insert response here

Activate Windows
Go to Settings to activate Windows

There is a bug in the Rating scales. When fixed in Parameters they are put in a certain order but when this is reflected in Manage Questionnaires, upon selection of rating scale, the numbering for the scale is reverse. Sometimes it evens changes the order of the ratings randomly.

For example rating for Excellent to Poor should be like this:

workmate

Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
- Setting Parameters
- Manage Questionnaires
- Rating Scales
- Review cycle
- Leave
- Resources
- Reports

Create Rating Scale

Rating Scale Label: Excellent to Poor

1 Excellent

2 Good

3 Satisfactory

4 Fair

5 Poor

N/A ☐ Include N/A Option

☒ Respondents will see numbered options
☐ Respondents will see options with star icons

Preview

Excellent Good Satisfactory Fair Poor

1 2 3 4 5

But sometimes when you try to reopen and edit the order is mixed up like this (see below)

Workmate

Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
- Setting Parameters
 - Manage Questionnaires
 - Rating Scales
 - Review cycle
- Leave
- Resources
- Reports

Create Rating Scale

Rating Scale Label : Excellent to Poor

1 Satisfactory

2 Good

3 Excellent

4 Fair

5 Poor

N/A ☐ Include N/A Option

☒ Respondents will see numbered options

☐ Respondents will see options with star icons

Preview

Satisfactory Good Excellent Fair Poor

Or ratings order is reversed like this (See below)

Workmate

Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
- Setting Parameters
 - Manage Questionnaires
 - Rating Scales
 - Review cycle
- Leave
- Resources
- Reports

Create Rating Scale

Rating Scale Label : Excellent to Poor

1 Poor

2 Fair

3 Satisfactory

4 Good

5 Excellent

N/A ☐ Include N/A Option

☒ Respondents will see numbered options

☐ Respondents will see options with star icons

Preview

Poor Fair Satisfactory Good Excellent

1 2 3 4 5

category :

+ Add Inputs

Poor

Fair

Satisfactory

Good

Excellent

1

2

3

4

5

category :

+ Add Inputs

Meets Expectations

Needs Improvement

Below Expectations

Exceeds Expectations

Exceptional

1

2

3

4

5

Check below, ratings also reversed.

orkmate

Admin

NAVIGATION

Workforce Overview

User Management

Goals

Performance

Setting Parameters

Manage Questionnaires

Rating Scales

Review cycle

Leave

Manage

+ Add Rating Scale

Name	Rating Scale
4-point - C	
5-point - E	
5-point - E	

Showing 1 of 3

Rating Scale Label :

1

4

+

2

3

+

3

2

+

4

1

+

N/A

☐

Include N/A Option

☒

Respondents will see numbered options

☐

Respondents will see options with star icons

Preview

4

3

2

1

1

2

3

4

After a few attempts to edit and fix rating scale for Excellent to Poor, now getting error as per below:

STACK

CONTEXT

DEBUG

FLARE

SHARE

DOCS

ErrorException

PHP 8.2.18 10.48.9

Attempt to read property "ratingScaleOption" on null

Expand vendor frames

Illuminate \ Foundation \ Bootstrap \ HandleExceptions : 199

handleError

1 vendor frame

resources / views / admin / queform / edit / editques.blade.php : 199

require

53 vendor frames

resources / views / admin / queform / edit / editques.blade.php : 199

aria-hidden="true"></i>

</div>

<div>

<a href="javascript:void(0);"

onclick="deleteInputs(this,{ { \$formInputs->id } });"

class="fa fa-trash-o" style="font-size: xx-large"

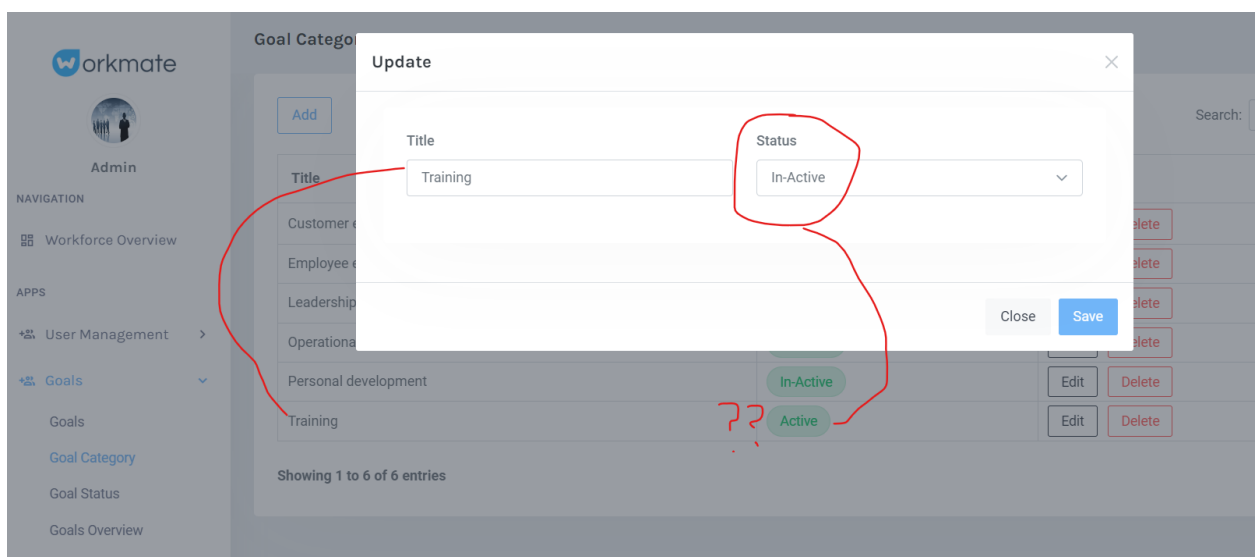
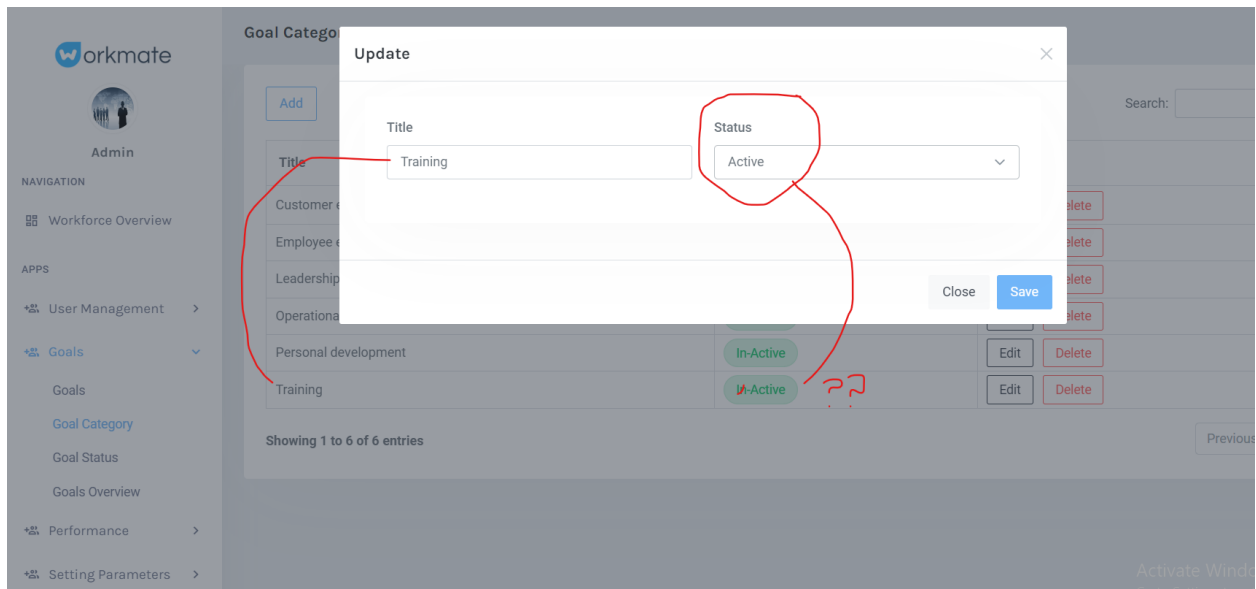
aria-hidden="true"></i>

</div>

</div>

@elseif(\$formInputs->inputType->name == 'rating') { \$formInputs->inputType

In Goals Category, rename Update to 'Add Category'. Check Status as this is also reversed. When Adding Category Status is stated as Active but saved and closed it shows as In-Active. This needs to be fixed.



Fix colour coding for 'Activate' and 'De-activate' Buttons in Actions column. These should match 'Active' and 'Inactive' in Status column.

- If status is Active then De-activate option to show in Actions.
- If status is Inactive then Activate option to show in Actions.

workmate

Admin

NAVIGATION

Workforce Overview

APPS

User Management

Goals

Goal Category

Goal Status

Goals Overview

Goal Category

Admin

Add

Search:

Title	Status	Action
Customer experience	In-Active	Edit Delete Activate
Employee engagement	In-Active	Edit Delete
Leadership development	In-Active	Edit Delete
Operational excellence	In-Active	Edit Delete
Personal development	In-Active	Edit Delete
Training	Active	Edit Delete Deactivate

Showing 1 to 6 of 6 entries

Previous 1 Next

Please check. Having issues when adding Goals Review in Admin. See error below:

Gmail YouTube Maps

workmate

NAVIGATION

Workforce Overview

APPS

User Management

Goals

Performance

Assign Questionnaire

Goal Review

Disciplinary Actions

Setting Parameters

Leave

Resources

Reports

Goal Review

Admin

Add

Search:

demov1.workmate.sc says

DataTables warning: table id=datatable - Exception Message:

Attempt to read property "label" on null

OK

Employee	Response In	Review Cycle	Rating	Action
No data available in table				

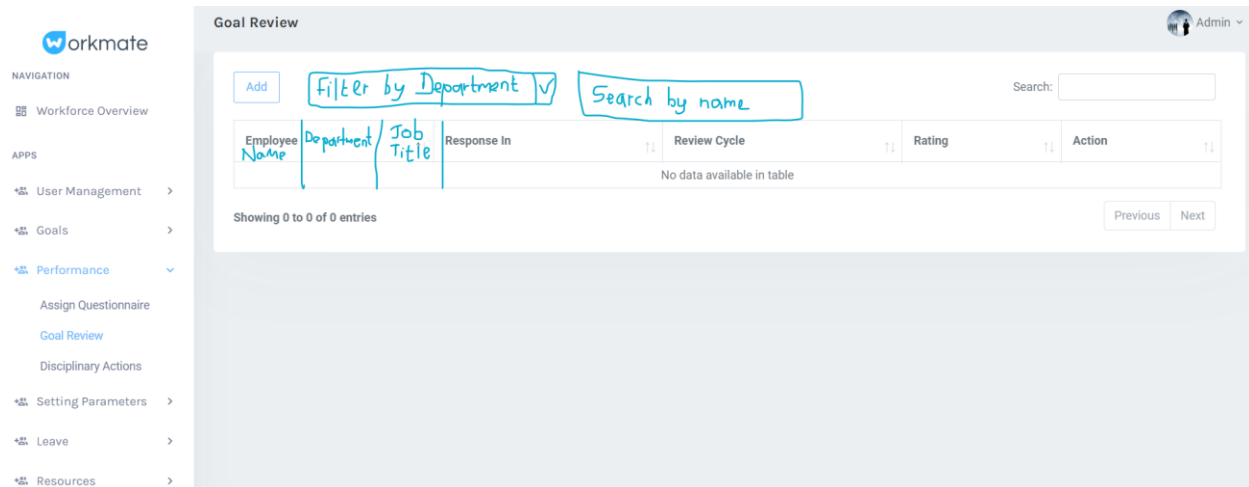
Showing 0 to 0 of 0 entries

Previous Next

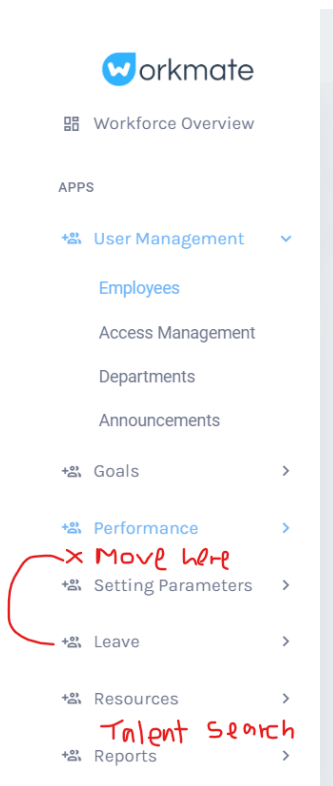
Success
Goal Review Insert Successfully.

Activate Windows
Go to Settings to activate Windows.

Allow for Filter by Department and Search by Name in Goal Review. Add Department Column and Job Title Column in the table as per below:



In Admin/ HR access move the 'Leave' menu item above 'Setting Parameters'. Add menu item called Talent Search. This one will be a placeholder only. The page for this will only have a header 'Search for Talent' and the rest of the page will be blank. This will only be developed in future. Move language under reports to parameters then we won't have anything under reports anymore so we can remove reports.



In 'Resources' in the Admin access, there is the same issue as in Goals with the Active/ Inactive buttons and status whereby the status selected is not the same as status shown. Colour code to be fixed there too.

Fix colour coding for 'Activate' and 'De-activate' Buttons in Actions column. These should match 'Active' and 'Inactive' in Status column.

- If status is Active then De-activate option to show in Actions.
- If status is Inactive then Activate option to show in Actions.

The screenshot shows the Workmate Admin interface. On the left is a sidebar with the Workmate logo and navigation links: Admin, Workforce Overview, APPS, User Management, Goals, Performance, Setting Parameters, Leave, Resources (expanded), Company Resources, and Document Categories. The main content area is titled 'Document Category' and contains an 'Add' button, a search bar, and a table. The table has three columns: 'Category Name', 'Status', and 'Action'. The first row shows 'test' in the Category Name column, 'In-Active' in the Status column, and 'Edit', 'Delete', and 'Activate' in the Action column. A red circle highlights the 'In-Active' status button, and a red arrow points to the 'Activate' button. Handwritten red text 'check' is above the status button. At the bottom right, there is a message: 'Activate V Activate Window Go to Settings to activ'.

Category Name	Status	Action
test	In-Active	Edit Delete Activate

Showing 1 to 1 of 1 entries

workmate

Workforce Overview

APPS

User Management >

Goals >

Performance >

Setting Parameters >

Leave >

Resources >

Company Resources

Document Categories

Employee Directory

Employee Emergency Contacts

Employee Skills

MyTeam

Employee Directory

Departments

Export Directory

Accounts

AJ

HR

Mobile Developer

Operations

PHP

Sale

XYZ

Data Not Found

Maria

Senior warehouse supervisor

Email : maria@gmail.com

Location : USA

Team : Operations

Reports To : Cosette

Work Phone : +57568 65876

View Profile

In Admin access, Employee Training, fix header to read as 'Employee Training'. Also check the format of the Training table in normal user access. The same format should be shown in the Admin access as there is more information from the user access. Keep 'Add' button, 'Filter by Department', 'Export to Excel', 'Search'. No need to keep the Certificate column in the table. The certificate can be saved under normal user 'My Profile', 'Certificates'.

Make sure to add the columns 'Employee Name', 'Department' and 'Job Title' at the beginning of the table in Admin Access.

workmate

Goals >

Performance >

Setting Parameters >

Leave >

Resources >

Company Resources

Document Categories

Employee Directory

Employee Emergency Contacts

Employee Skills

Employee Training

Employee Certificate

Reports >

Employee Training

Add

Filter Department

Export to Excel

Search:

Sr.No

Name

Department

Job Title

Training Status

Training Objectives

State Time

Certificate

Completion Date

Action

1

Elton

test

Delayed

test

2024-08-08 11:06:14

2024-08-08

Edit Delete

2

Elton

test

In-Progress

test

2024-08-08

Edit Delete

3

Elton

test

In-Progress

ss

Edit Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

In normal user, Performance Questionnaires, Disciplinary, include Issue Date of disciplinary action and other options below. Disciplinary Action Type to pick up from Disciplinary Actions, Setting Parameters (see below)

orkmate Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
 - Assign Questionnaire
 - Goal Review
 - Disciplinary Actions
- Setting Parameters
- Leave

Disciplinary Actions

Search:

Filter by Department

Export

Issue Date

Title	Disciplinary Letter	Action
test disciplinary		Download Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.

In Admin access, Setting Parameters, fix issues for Review Cycle as per below. Also check bug as same issue with status is happening. Fix colour coding for 'Activate' and 'De-activate' Buttons in Actions column. These should match 'Active' and 'Inactive' in Status column.

- If status is Active then De-activate option to show in Actions.
- If status is Inactive then Activate option to show in Actions.

orkmate Admin

NAVIGATION

- Workforce Overview

APPS

- User Management
- Goals
- Performance
- Setting Parameters
 - Manage Questionnaires
 - Rating Scales
 - Review cycle
- Leave

Review Cycle

Add

Filter by year

Export

Search:

Cycle Name	Start Date	End Date	Status	Action
End Of Year Review 2024	01-Jul-2024	31-Dec-2024	In-Active	Edit Delete
Mid Year review 2024	01-Jan-2024	30-Jun-2024	In-Active	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

check status issue

Activate Windows
Go to Settings to activate Windows.

Elton

NAVIGATION

- Workforce Overview

APPS

- My Profile
- My Goals
- My Performance
- My Leave
- My Training
- My Team
- My Certificate
- My Resources

Team Performance

Elton

Show 10 entries

Search:

Name	Review-cycle	Deadline	Action
Elton	Yearly review	2024-08-09	Result
Elton	Yearly review	2024-08-15	Respond
Elton	Yearly review	2024-09-30	Respond

Showing 1 to 3 of 3 entries

Previous

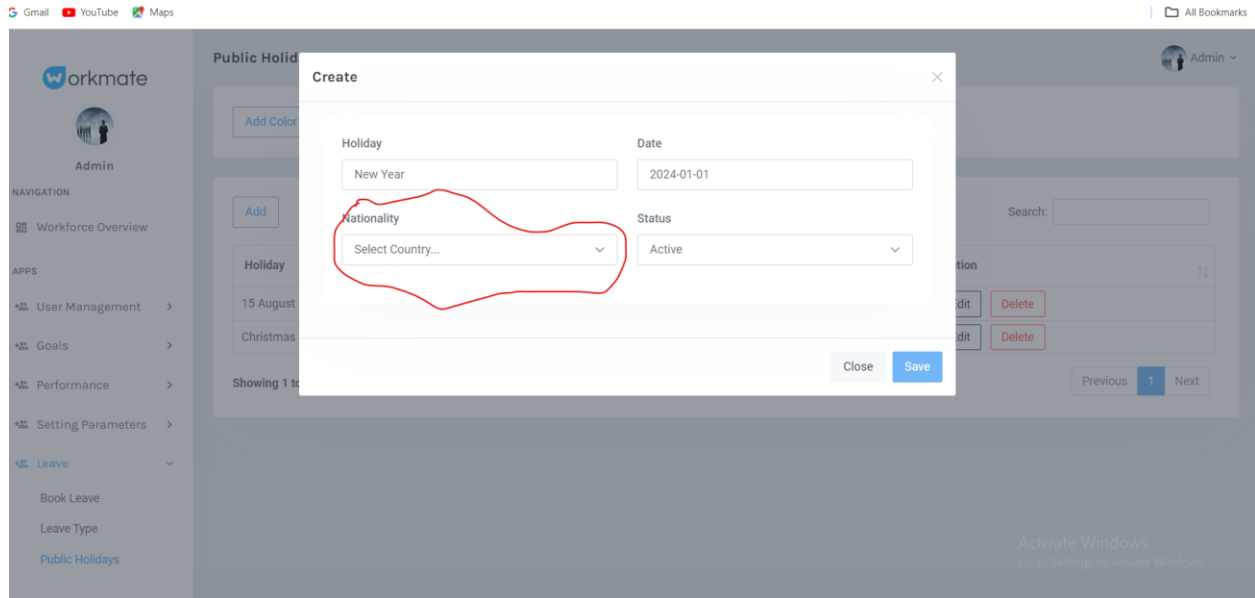
1

Next

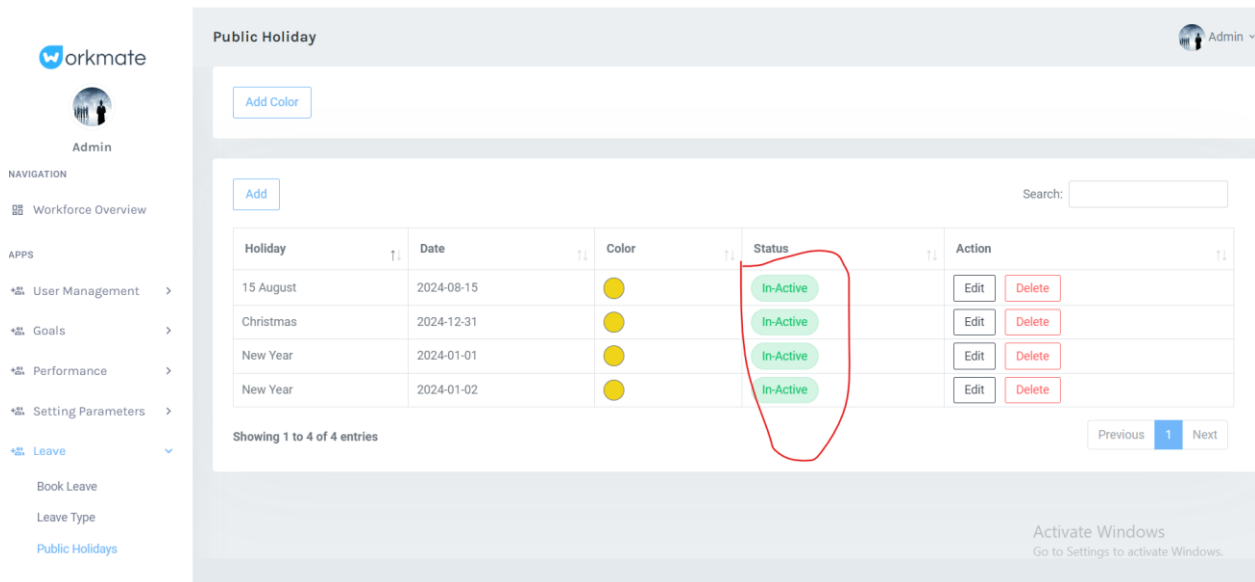
Activate Windows

Go to Settings to activate Windows.

In create public holiday page remove nationality this is not needed



Here also when you put active it doesn't show and inactive it shows looks like its reversed so need to fix like other pages to put active and deactivate button instead like other pages



For manager dashboard team leave saying my leave need to change title to My Team Leave.



Kishor Kumar

NAVIGATION

Workforce Overview

APPS

My Profile

My Goals

My Performance

My Leave

My Training

My Team

Team Goals

Team Performance

My Leave

Team Leave



Kishor Kumar

Add

Search:

Employee	Leave Type	Start Date	End Date	Status	Action
AJ Tester	Sick Leave	18-Sep-2024	18-Sep-2024	Rejected	Comment View
AJ Tester	Sick Leave	19-Sep-2024	20-Sep-2024	Pending	Edit View
Elton	Annual Leave	09-Aug-2024	13-Aug-2024	Pending	Edit View
Elton	Annual Leave	03-Sep-2024	20-Sep-2024	Approved	View

Showing 1 to 4 of 4 entries

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.