<u>Points to fix</u>

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

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.

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 be able to edit contact information for ex: if contact number has changed.

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

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

Employee Emergency Contacts

Filter Department ▼ | Export to Excel | Search: ____

Employee name	Department	Contact Person Name	Relation Slip	Contact Number
		800	Partner	Deserunt aperiam qua
AJ Tester		11111111113	Friend	test
HR		test2	Spouse	7985625896
Maria		64758589	Spouse	peter
Rahul Parmar		test2	Partner	7985625896

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Activate Windows
Go to Settings to activate Windows.

==highlighted== 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.

(handwritten: Filter by Month Year)

☐	Month	Year	Payslips	Action (View / Download)
1	December 2021		Payslip - TF2018 - Ted Ferguson - 2021-12-01 - 2021-12-31.pdf	
2	November 2021		📄 2 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.

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Admin

NAVIGATION

▦ Workforce Overview

APPS

👥 User Management ▼

Employees
(handwritten: Wages & Benefits)
Access Management

Departments

Announcements

👥 Goals ▶

👥 Performance ▶

👥 Setting Parameters ▶

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

In Goals Overview we need to add filter by Review Cycle option and also be able to download the page in pdf format
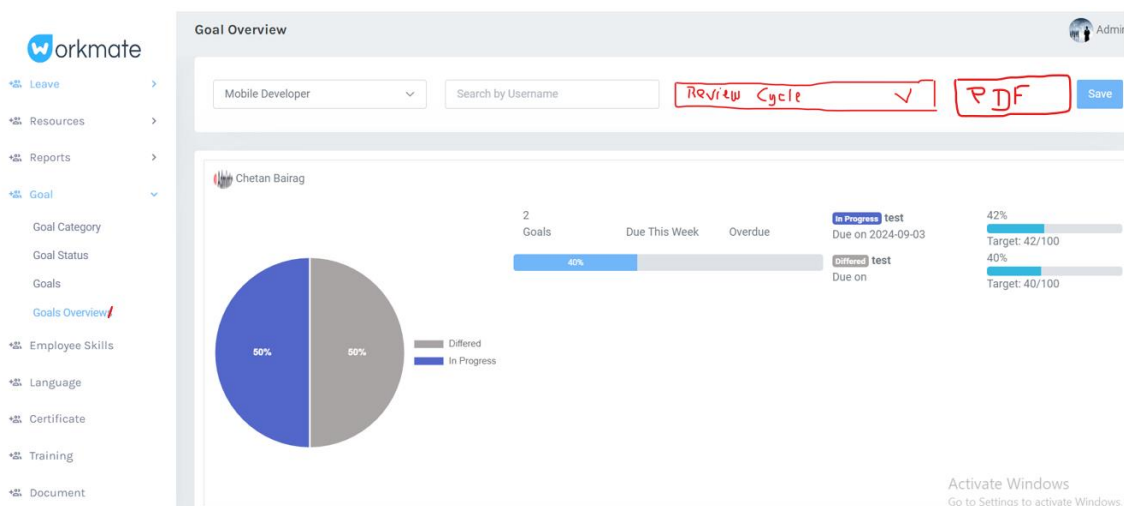
In Admin, allow to view each certificate. Add columns as per below:

Certificate

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

Add | Filter Department ⌄

Search:

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

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

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

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.

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:

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

Or ratings order is reversed like this (See below)

Check below, ratings also reversed.

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

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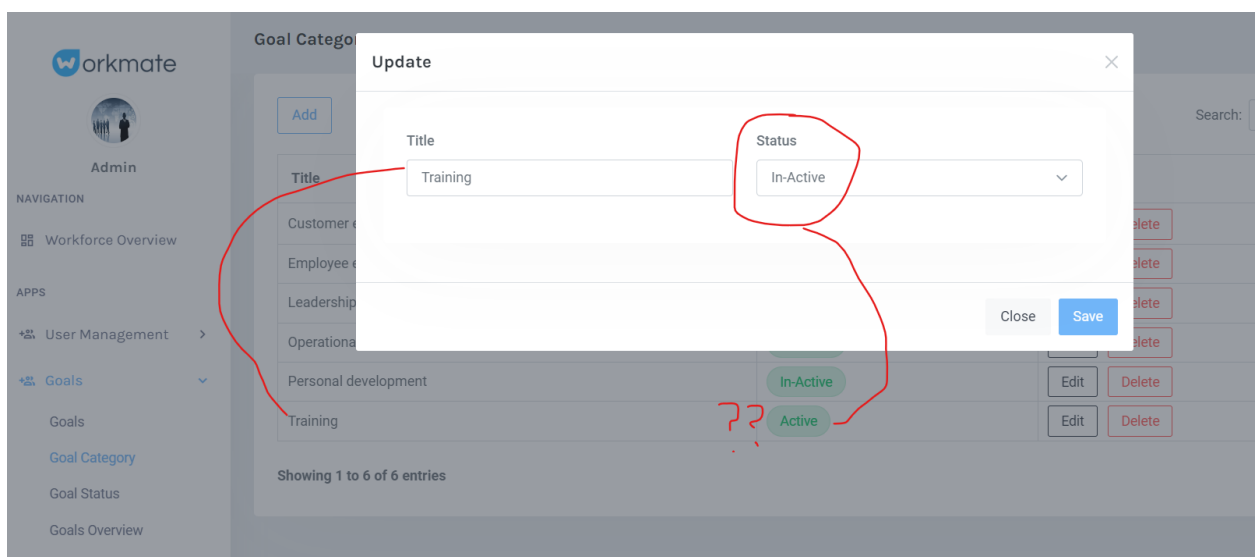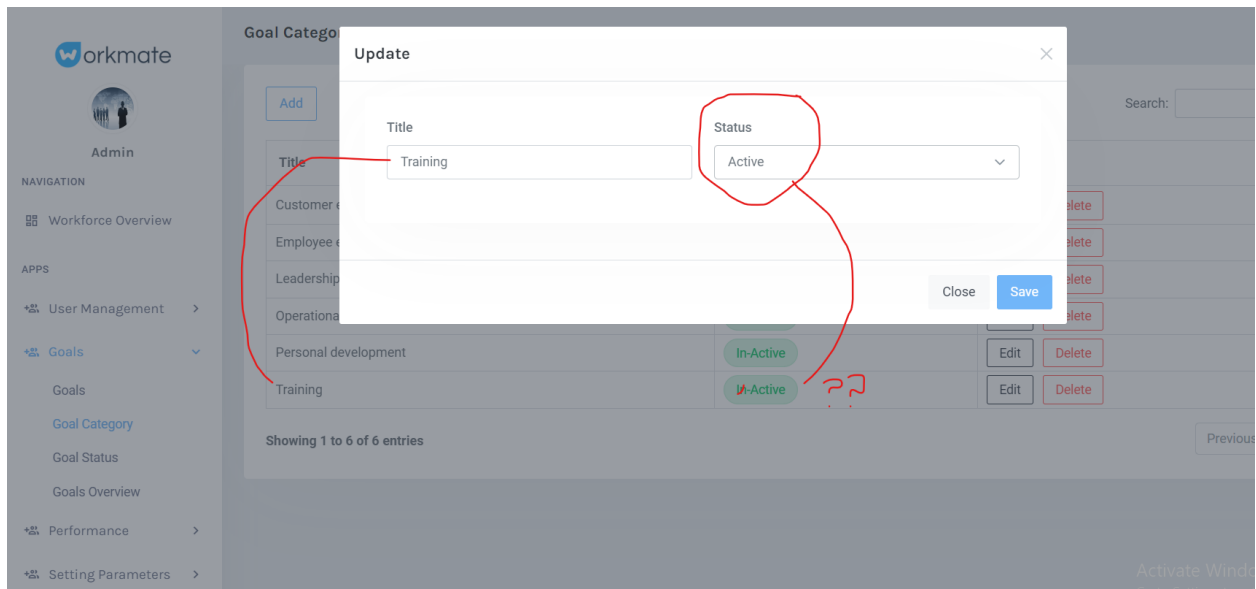
Fix colour coding for 'Activate' and 'De-activate' Buttons in Actions column. These should match 'Active' and 'Inactive' in Status column.

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

Goal Category

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*

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Add   Search:

Workmate

Admin

NAVIGATION

Workforce Overview

APPS

User Management

Goals
- Goals
- Goal Category
- Goal Status
- Goals Overview

Admin

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

Goal Review

demov1.workmate.sc says

DataTables warning: table id=datatable - Exception Message:

Attempt to read property "label" on null

OK

Success
Goal Review Insert Successfully.

Add   Search:

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

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NAVIGATION

Workforce Overview

APPS

User Management

Goals

Performance
- Assign Questionnaire
- Goal Review
- Disciplinary Actions

Setting Parameters

Leave

Resources

Reports

G Gmail   YouTube   Maps   All Bookmark

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:
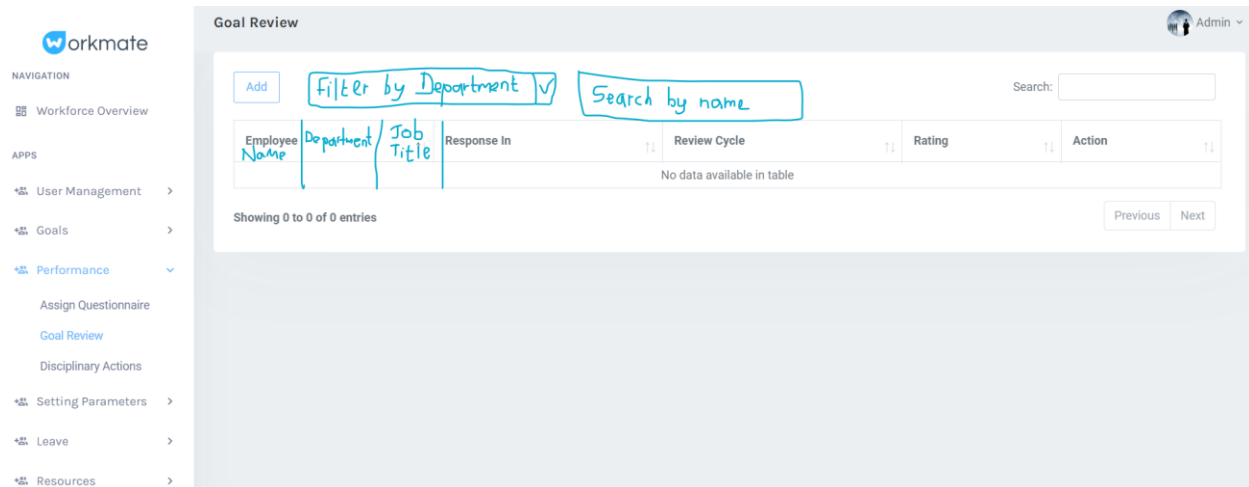
In Admin/ HR access move the 'Leave' menu item above 'Setting Parameters'. Add menu item called Talent Search. This one will be a placeholder only. The page for this will only have a header 'Search for Talent' and the rest of the page will be blank. This will only be developed in future. Move language under reports to parameters then we won't have anything under reports anymore so we can remove reports.
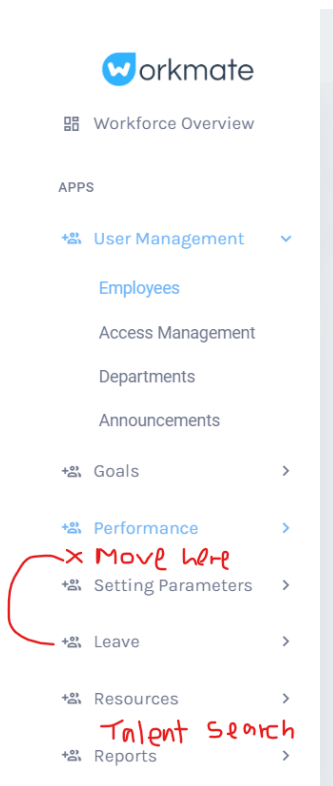
In 'Resources' in the Admin access, there is the same issue as in Goals with the Active/ Inactive buttons and status whereby the status selected is not the same as status shown. Colour code to be fixed there too.

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.

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.

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)

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.

After my wife has delete old questionnaires and also old rating scales to create new relevant ones instead of the test ones that was on the system . now we cannot respond or view result of any questionnaires we getting error .

In create public holiday page remove nationality this is not needed
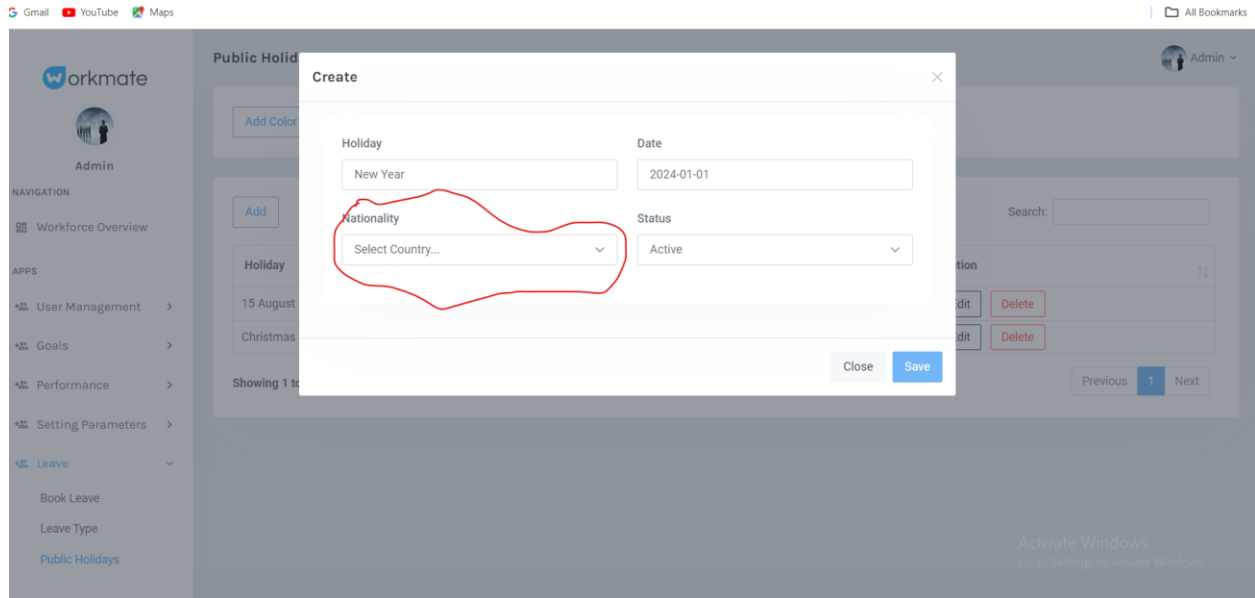
Here also when you put active it doesn't show and inactive it shows looks like its reversed so need to fix like other pages to put active and deactivate button instead like other pages
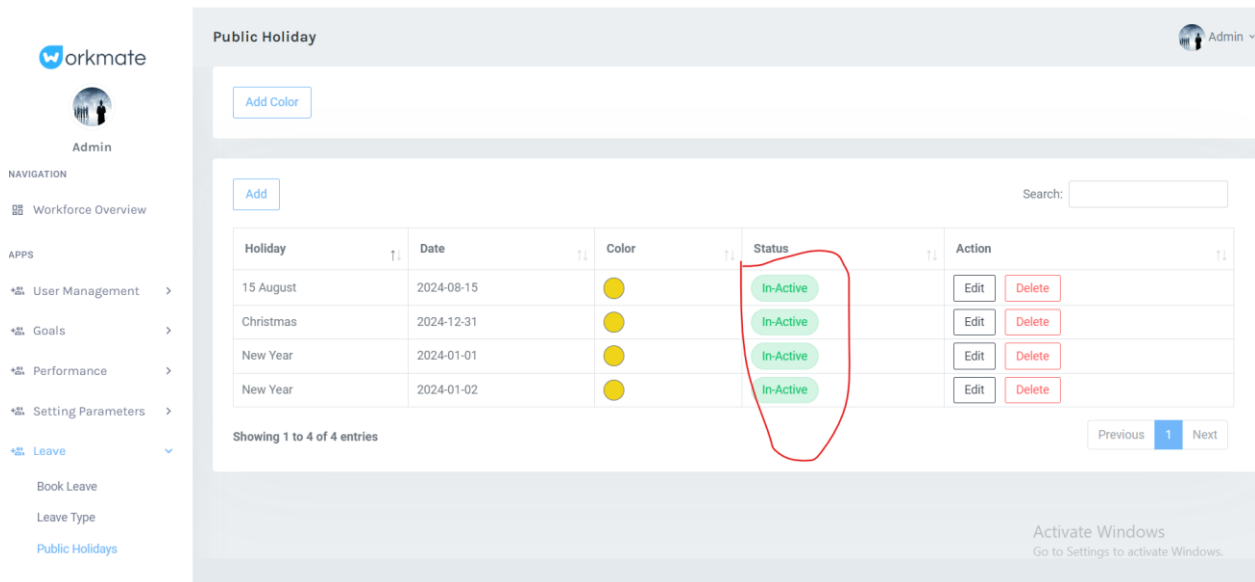
For manager dashboard team leave saying my leave need to change title to My Team Leave.

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Kishor Kumar

NAVIGATION

- Workforce Overview

APPS

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

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

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Activate Windows
Go to Settings to activate Windows.

81°F
Partly cloudy

2:51 AM
9/21/2024