

## •Staff Component

### ***Description:***

The staff component is used for the management of Phoenix personnel.

### ***Requirements:***

The staff section will list all staff with a primary rowcount of 20 members.

The display will be in table format (rows) with an option to view as thumbnailed panes (similar to linkedin contacts list).

Authorized users will be able to mouse over the edit cog on the far right of a staff item and display a context menu. The menu will contain the following items:

edit

credentials

roles

### ***Functions:***

Clicking 'edit' will bring out a side pane to edit the selected staff member. This will contain multiple forms for submitting information back to the server using AJAX. The slide out will contain the following forms and associated fields:

isActive – displayed in title bar

#### **Personal:**

firstname

lastname

personalTelephone

personalMobile

personalEmail

address1

address2

city

Provinces\_id (selection box)

postalCode

gender (boolean – either radio or checkbox)

dob (date of birth – calendar)

sin (secure view by role only – not viewable by all)

## **Business:**

email  
mobile  
extension  
hireDate (calendar)  
departureDate (calendar)  
title  
employeeNumber  
referredByStaff\_id (drillable box)  
imageName  
Departments\_id (selection box)  
StaffPositions\_id (selection box)  
alarmPassword  
signature (textarea for appending to emails)  
HiringAgencies\_id (selection field)

## **Emergency Contacts**

firstname  
lastname  
telephone  
mobile  
email  
relation  
workTelephone

functions:  
add additional contact  
remove contact  
list emergency contacts

Some staff can have a Project Manager designation. This will enable a separate input form with the following fields:

claimIdPrefix (2 characters, usually the person's initials)  
currentClaimIndex (numeric value, 001, 002, 003, etc... rolls over to 001 on January 1<sup>st</sup>)  
yearlySalesTarget

## Staff Work Authorizations

Due to PIPA (personal information protection act) we are not allowed to share customer information within the company with people that are not directly associated with a claim. This means that Project Managers cannot view other Project Managers' claim information. In the event that a PM goes on vacation though, we can temporarily assign access to a project manager to handle claims for the PM who is on vacation. This is a 'grant access' form where staff can be added to the list by adding their name, and deleted when access is no longer required.

Future:

Staff Equipment – this is for tracking gear that has been temporarily assigned to a staff member by Phoenix (eg: phone, jacket)

MaterialInventories\_id (either selection box or drillable input field)

serialNumber

size (for clothes)

quantity

functions:

add additional item

remove item

list items