

# 1. Admin Workflow Diagram

## Napkin.AI Prompt:

Admin Dashboard Workflow for PerformanceTrack System

The admin starts at the login screen and accesses the main dashboard. From the dashboard, there are four primary workflow branches:

User Management branch includes creating new users with roles (Employee, Manager, Admin), updating user details like name and email and department and role, viewing all users in the system, assigning managers to employees, and activating or deactivating user accounts.

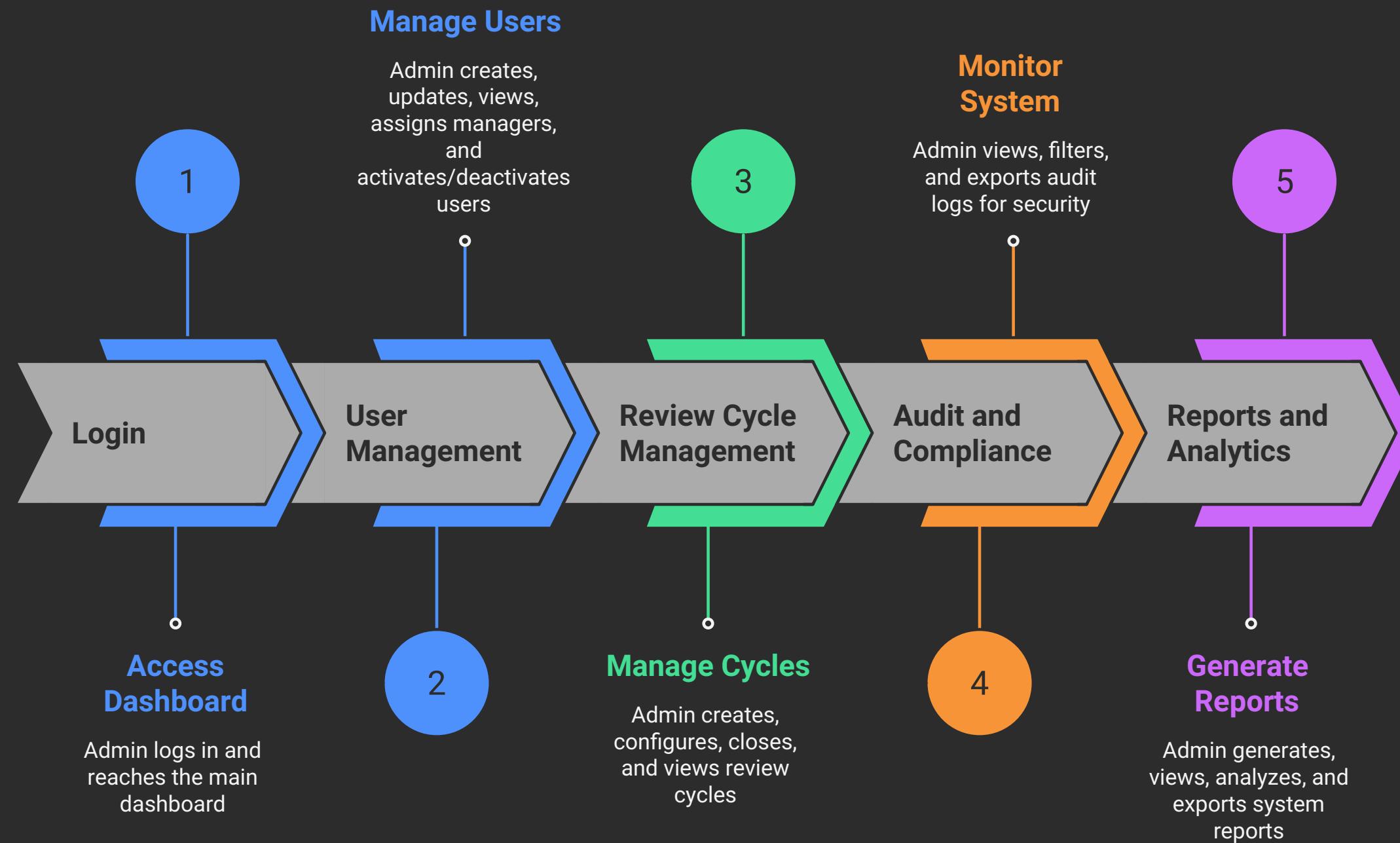
Review Cycle Management branch includes creating new review cycles, setting cycle start and end dates, configuring cycle settings for completion approval requirements and evidence requirements, closing review cycles when complete, and viewing all active and past cycles.

Audit and Compliance branch includes viewing detailed audit logs, filtering logs by user and action and date range, exporting audit logs in CSV or PDF format, and monitoring all system actions for security.

Reports and Analytics branch includes generating system-wide reports, viewing dashboard metrics, creating performance summaries, analyzing goal completion data, reviewing department performance, and exporting reports in PDF, CSV, or XLSX formats.

Use blue color for User Management, green for Review Cycles, orange for Audit functions, and purple for Reports.

# Admin Workflow in PerformanceTrack System



## 2. Employee Workflow Diagram

### Napkin.AI Prompt:

Employee Journey in PerformanceTrack System

The employee workflow begins with Login and Dashboard where they view assigned goals, check notifications, and access performance reviews.

Goal Management is the core workflow with multiple stages:

Goal Creation: Employee creates a new goal with title, description, category, priority level [High, Medium, Low], assigned manager, and start and end dates. Status becomes PENDING.

Goal Revision: If manager requests changes, employee reviews feedback, makes updates, and resubmits. Status returns to PENDING.

Goal Execution: Once approved, status changes to IN\_PROGRESS. Employee adds regular progress updates and maintains progress notes.

Completion Submission: Employee provides evidence link, evidence description, access instructions, and completion notes. Status becomes PENDING\_COMPLETION\_APPROVAL.

Evidence Response: If manager requests additional evidence, employee submits more documentation or clarifies existing evidence.

Performance Review stage includes submitting self-assessment with self-rating from 1 to 5, writing self-assessment text, and option to save as draft. Status becomes SELF\_ASSESSMENT\_COMPLETED. After manager review, employee reads feedback, responds with comments, and acknowledges review. Status becomes COMPLETED\_AND\_ACKNOWLEDGED.

Feedback and Notifications include receiving alerts for goal approved, changes requested, completion approved, review reminders, and additional evidence required. Employee can view complete feedback history.

Analytics stage allows viewing personal performance metrics, tracking goal completion rates over time, and reviewing historical performance data.

Use circular flow visualization with light blue for creation, green for execution, yellow for submission, orange for review, and pink for completion.

### 3. Manager Workflow Diagram

#### Napkin.AI Prompt:

Manager Supervisory Workflow in PerformanceTrack

Manager begins at login and accesses Manager Dashboard showing team members list, pending approvals counter, and team performance overview.

Five main responsibility areas branch from the dashboard:

Goal Approval Process: Manager reviews submitted goals and makes a decision. For APPROVE decision, goal status changes to IN\_PROGRESS and notification sent to employee. For REQUEST CHANGES decision, goal stays PENDING, manager provides specific feedback, and employee must resubmit.

Evidence Verification: Manager reviews submitted evidence and checks evidence links. Three possible outcomes: VERIFY means evidence is verified and approved, NEEDS\_ADDITIONAL\_LINK means manager requests more evidence with specific requirements, REJECT means evidence rejected with detailed notes explaining why. Manager adds verification notes for all decisions.

Completion Approval: Manager reviews completion submission and checks verified evidence. Three decision paths: APPROVE changes goal status to COMPLETED, sets final completion date, adds completion comments. REQUEST ADDITIONAL EVIDENCE sends back to employee with requirements. REJECT provides rejection reason and changes status to REJECTED.

Performance Review Process: Manager reviews employee self-assessment, provides detailed manager feedback, sets manager rating from 1 to 5, adds rating justification, makes compensation recommendations, and outlines next period goals. Status becomes MANAGER REVIEW COMPLETED.

Team Management: Manager views all team members, monitors team goal progress, generates team performance reports, tracks team analytics, and accesses team dashboard. Notifications keep manager informed of goal submitted, completion submitted, and self-assessment submitted events.

Use teal color for manager actions, coral for employee interactions, diamonds for decision points, and rounded rectangles for processes.

## 4. Goal Lifecycle Diagram

### Napkin.AI Prompt:

Complete Goal Lifecycle from Creation to Archival

Phase 1 CREATION: Employee creates goal with all details and assigns to manager. Status is PENDING. Notification sent to manager about goal submission.

Phase 2 INITIAL REVIEW: Manager reviews the goal. Decision point has two paths: APPROVE path changes status to IN\_PROGRESS and sends goal approved notification to employee. REQUEST CHANGES path keeps status as PENDING with feedback and sends changes requested notification to employee. Employee resubmits and loops back to review.

Phase 3 EXECUTION: With status IN\_PROGRESS, employee actively works on goal, adds progress updates regularly, and documents all work activities.

Phase 4 COMPLETION SUBMISSION: Employee submits completion with evidence link, evidence description, access instructions, and completion notes. Status changes to PENDING\_COMPLETION\_APPROVAL. Notification sent to manager about completion submission.

Phase 5 EVIDENCE VERIFICATION: Manager verifies evidence quality. Three evidence status paths: VERIFIED allows proceeding to approval, NEEDS\_ADDITIONAL\_LINK sends employee back to add more evidence and loops back to verification, REJECTED provides reason for rejection.

Phase 6 COMPLETION APPROVAL: Manager makes final approval decision. Three decision paths: APPROVE changes status to COMPLETED, sets final completion date, sends completion approved notification to employee, and links to performance review. REQUEST ADDITIONAL EVIDENCE sends back to Phase 4. REJECT changes status to REJECTED, provides rejection reason, and sends completion rejected notification to employee.

Phase 7 ARCHIVAL: Goal is complete with audit log entry created, linked to performance review, available for reporting analytics, and stored in historical database.

Use blue gradient for creation, green for progress, yellow for submission, orange for review, and red for completion. Show notifications as side arrows and feedback loops as dotted lines.

## 5. Performance Review Cycle Diagram

### Napkin.AI Prompt:

Performance Review Cycle Multi-Layer Workflow

Admin Layer at top: Admin creates Review Cycle by setting title, setting start and end dates, and configuring two settings: requires completion approval (yes or no) and evidence required (yes or no). Status becomes ACTIVE. System automatically creates Performance Reviews with one review per employee per cycle. Initial status is PENDING.

Employee Layer in middle: Step 1 Self-Assessment begins when employee receives reminder notification. Employee completes self-assessment text and self-rating from 1 to 5, with option to save as draft and update later. When submitted, status becomes SELF\_ASSESSMENT\_COMPLETED and notification sent to manager for self-assessment submitted. System automatically links all COMPLETED goals from the cycle period to the performance review.

Manager Layer below: Step 2 Manager Review starts when manager reviews employee self-assessment and reviews all linked goals. Manager completes manager feedback comments, manager rating from 1 to 5, rating justification text, compensation recommendations, and next period goals. When submitted, status becomes MANAGER REVIEW COMPLETED and notification sent to employee for review completed.

Employee Layer final step: Step 3 Acknowledgment has employee read manager feedback, provide response comments, and acknowledge review. Status becomes COMPLETED\_AND\_ACKNOWLEDGED.

Admin Closure at bottom: Admin closes cycle which changes status to CLOSED, archives all reviews, and makes data available for analytics.

Use swimlane layout with three horizontal lanes: purple for Admin, blue for Employee, green for Manager. Show status changes as badges and notifications as envelope icons.

## 6. Authentication and Authorization Flow

### Napkin.AI Prompt:

Authentication and Authorization System Flow

Registration has two paths:

Self-Registration for Employee: User provides name, email, password, and department. Role is automatically assigned as EMPLOYEE. Account status set to ACTIVE. Notification sent for account created.

Admin User Creation: Admin creates user and sets name, email, role, department, and manager assignment. System generates temporary password. Account status set to ACTIVE. Notification sent with credentials.

Login Flow process: User submits credentials with email and password. Rate Limit Check verifies within 5 attempts per minute. If YES proceed, if NO return 429 error. Authentication validates email exists, checks password with BCrypt, and verifies account is ACTIVE. If valid, system generates JWT containing email, userId, and role, then returns LoginResponse. If not valid, system returns 401 error and logs failed attempt.

Authorization for every API request: Extract JWT from Authorization header. JwtAuthFilter validates token signature, token expiration, and extracts claims including email, role, and userId. Set SecurityContext by creating authentication token and storing in SecurityContextHolder. Method-Level Authorization uses @PreAuthorize to check role. If role has permission, execute method. If role denied, return 403 Forbidden. Audit Logging records action with userId, timestamp, and IP address.

Logout process: Client discards token, server logs logout action, and audit log entry created. Use green for success paths, red for failure paths, yellow for validation checks. Show JWT as token badge and rate limiter as stopwatch icon.

## 7. Notification System Architecture

### Napkin.AI Prompt:

Notification System Triggers and Delivery

Notification Triggers include:

User created triggers ACCOUNT\_CREATED notification. Goal submitted triggers GOAL\_SUBMITTED to Manager. Goal approved triggers GOAL\_APPROVED to Employee. Goal changes requested triggers GOAL\_CHANGE\_REQUESTED to Employee. Goal resubmitted triggers GOAL\_RESUBMITTED to Manager. Completion submitted triggers GOAL\_COMPLETION\_SUBMITTED to Manager. Completion approved triggers GOAL\_COMPLETION\_APPROVED to Employee. Additional evidence needed triggers ADDITIONAL\_EVIDENCE\_REQUIRED to Employee. Review cycle approaching triggers REVIEW\_REMINDER to Employee. Self-assessment submitted triggers SELF\_ASSESSMENT\_SUBMITTED to Manager. Manager review completed triggers PERFORMANCE REVIEW\_COMPLETED to Employee. Review acknowledged triggers REVIEW\_ACKNOWLEDGED to Manager.

**Notification Creation:** NotificationService creates Notification entity with user ID for recipient, notification type from trigger list, message text content, related entity (Goal or Review), priority level (HIGH, MEDIUM, NORMAL), action required flag (true or false), and status set to UNREAD. System performs parallel processing to save to Database and push to SSE stream.

**Database Storage:** Notification table provides persistent storage and historical access.

Filterable by status (UNREAD or READ), notification type, priority level, and date range.

Supports paginated retrieval and mark as read capability.

**Real-Time Delivery via Server-Sent Events:** SSE endpoint at /api/v1/notifications/stream allows client to connect and maintain connection. Server pushes notifications in real-time with one connection per userId. Automatic reconnect on disconnect.

**Client Interaction:** User opens notification, marks as READ, updates readDate, and takes action if actionRequired equals true.

Use light blue for triggers, green for processing, yellow for storage, orange for real-time delivery. Show SSE as streaming icon and database as cylinder.

## 8. Evidence Submission and Verification Process

### Napkin.AI Prompt:

Evidence Submission and Verification Workflow

Employee Submission: Goal status starts as IN\_PROGRESS. Employee decides to submit completion via API POST to /api/v1/goals/{id}/submit-completion. Required information includes evidence link URL, evidence link description, evidence access instructions, and completion notes. System actions update goal status to PENDING\_COMPLETION\_APPROVAL, set completionSubmittedDate, create notification to Manager with type GOAL\_COMPLETION\_SUBMITTED and priority HIGH and action required true, and create audit log entry.

Manager Verification: Manager receives notification and reviews evidence link, access instructions, completion notes, and goal details. Manager action via PUT to /api/v1/goals/{id}/evidence/verify has three decision paths:

Evidence is VERIFIED: Set evidenceLinkVerificationStatus to VERIFIED, add verification notes, set evidenceLinkVerifiedBy to managerId, set evidenceLinkVerifiedDate, and proceed to Completion Approval.

Evidence NEEDS\_ADDITIONAL\_LINK: Set status to NEEDS\_ADDITIONAL\_LINK, add notes explaining requirements, create notification to Employee with type ADDITIONAL\_EVIDENCE\_REQUIRED, employee submits additional evidence, and loop back to verification.

Evidence is REJECTED: Set evidenceLinkVerificationStatus to REJECTED, provide rejection reason, create notification to Employee, and goal may need rework.

Completion Approval only after evidence is VERIFIED: Manager action via POST to /api/v1/goals/{id}/approve-completion has three decision paths:

APPROVE: Set completionApprovalStatus to APPROVED, update goal status to COMPLETED, set finalCompletionDate, add managerCompletionComments, create notification to Employee with type GOAL\_COMPLETION\_APPROVED, link to Performance Review, and create audit log entry.

REQUEST ADDITIONAL EVIDENCE: POST to /api/v1/goals/{id}/request-additional-evidence, keep status as PENDING\_COMPLETION\_APPROVAL, provide specific requirements, and loop back to Employee Submission.

REJECT COMPLETION: POST to /api/v1/goals/{id}/reject-completion, set completionApprovalStatus to REJECTED, update goal status to REJECTED, provide rejection rationale, create notification to Employee with type GOAL\_COMPLETION\_REJECTED, and create audit log entry.

Error Handling validates evidence link is valid URL, manager is assigned to goal, goal is in correct status, and all required fields provided.

Use blue for employee actions, green for manager actions, red for rejected or failed paths, bright green for approved or success paths. Show notifications as badges and status changes as state transitions. Include error handling in red.

## 9. Audit and Compliance System

### Napkin.AI Prompt:

Audit Logging and Compliance Monitoring System

Audit Triggers for all logged actions:

User Authentication includes login with SUCCESS or FAILURE, logout, and password change.

Goal Operations includes goal created, goal updated, goal approved, goal rejected, completion submitted, completion approved or rejected, and evidence verified.

Performance Reviews includes self-assessment submitted, manager review submitted, review acknowledged, and review cycle created or closed.

User Management includes user created, user updated, user activated or deactivated, and role changed.

Audit Log Creation: For each logged action, system captures action performed, user performing action with userId, related entity type and ID, detailed description, IP address, timestamp, and status (SUCCESS or FAILURE). Data persists to AuditLog table in database.

Admin Access for Monitoring: GET request to /api/v1/audit-logs with filtering options by user, by action type, by date range, by entity type, and pagination with max 100 per page. View audit details showing who performed action, when it occurred, what changed, from which IP address, and success or failure status.

Export Capability: POST request to /api/v1/audit-logs/export supports CSV format for spreadsheet analysis and PDF format for formal reports. Use cases include compliance audits, security investigations, user activity tracking, and system troubleshooting.

Compliance Features include immutable logs with no deletion capability, complete trail tracking all user actions and authentication attempts and data changes, access control limited to ADMIN role only, and retention with all logs permanently stored.

Use purple for audit actions, orange for admin access. Show data flow from action to log to storage to retrieval with compliance checkmarks.

## 10. Complete System Architecture Overview

**Napkin.AI Prompt:**

## PerformanceTrack System Architecture Layers

Client Layer at top: Web Application includes Employee Interface, Manager Interface, and Admin Interface.

API Gateway layer: Authentication includes RateLimitFilter with 5 per minute per IP and JwtAuthFilter. Authorization uses SecurityConfig with @PreAuthorize.

Controller Layer with /api/v1/ endpoints: AuthController for login, logout, password.

UserController for user management. GoalController for goal lifecycle.

PerformanceReviewController for reviews. ReviewCycleController for cycles.

NotificationController for notifications plus SSE stream. FeedbackController for feedback.

ReportController for reports. AuditLogController for audit logs.

Service Layer with business logic: AuthService, UserService, GoalService, PerformanceReviewService, NotificationService with SSE, FeedbackService, ReportService, and AuditLogService.

Repository Layer with JPA Repositories: UserRepository, GoalRepository, PerformanceReviewRepository, ReviewCycleRepository, NotificationRepository, FeedbackRepository, AuditLogRepository, and ReportRepository.

Database Layer: MySQL Database includes users table, goals table, performance\_reviews table, review\_cycles table, notifications table, feedback table, audit\_logs table, and reports table.

Cross-Cutting Concerns on the side: Security includes JWT authentication, BCrypt password hashing, rate limiting, and method-level security. Real-Time uses Server-Sent Events SSE.

Audit uses AOP-based logging. DTOs use ModelMapper transformations.

Use light blue for Client layer, yellow for API Gateway, orange for Controllers, green for Services, purple for Repositories, dark blue for Database. Show arrows indicating data flow direction. Include Security and Real-Time as side components.



# Styling Tips for Napkin.AI

After generating each diagram in Napkin.AI:

## 1. Use the Visual Editor to adjust:

- Colors to match the suggested schemes
- Layout orientation (horizontal vs vertical)
- Spacing between elements
- Font sizes for readability

## 2. Add Icons from Napkin.AI's library:

- User icons for roles
- Gear icons for processes
- Bell icons for notifications
- Document icons for reports
- Lock icons for security

## 3. Adjust Shapes:

- Rectangles for processes
- Diamonds for decisions
- Circles for start/end points
- Cylinders for databases

## 4. Enhance with:

- Arrow styles (solid, dashed, curved)

- Color gradients for flow
- Shadows for depth
- Grouping related elements

## 5. Export Options:

- PNG for presentations
- PDF for documentation
- SVG for websites
- High resolution for printing



## Pro Tips

- **Break Complex Diagrams:** If Napkin.AI generates a cluttered diagram, try splitting into smaller focused diagrams
- **Use Templates:** Save successful diagram styles as templates for consistency
- **Iterate:** Generate, refine, regenerate if needed
- **Combine Diagrams:** Create a series that tells the complete story
- **Test Readability:** View at different zoom levels to ensure clarity

**Note:** Napkin.AI works best when you paste these prompts directly and let the AI interpret the structure. You can then use the visual editor to fine-tune the appearance, colors, and layout to match your exact needs.