Initial Notes based on Gaurav and Vandana's conversation on Aug 1st 2011
Refer to the mockup of Employee Communication Portal in MockFlow
1. Admin Form for welcome package
2. Recipient's view of the welcome package as an email
3. Reporting for admin
4. Analytics
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FORM
Add salutation codes - Mr./Mrs.
Add a reference id like - "KWP-July272011-EmpId"
Split Employee Names into two fields - FName and LName
Add validation check before submitting data for any XXX
add freeform text field for Title (required)
add deptt. field with values as IT and Engineering
(filtering)
add client name drop-down for pre-populated client names
Add a field/link to each row in the report to allow resending of the welcome pkg to
the old/new email id.
confirmation email to the admin about the welcome package being sent and if the
status changes on the reports page.
Anticipated start date: mmddyy (this should be shown as editable field on the
reports)
Add a text field for admin comments/welcome package notes.
REPORTS
the status can be joined (default) or joined --> declined

report should also have col for client name, deptt, title, custom column.
sort welcome pkgs based on employee first, last.
Analytics - Total Number of employees/welcome pkg monthwide, date range, yearly
and deptt wise, "deptt->date range->client". - not in the version 1.0.
Functionality - Allow the admin to select a row in the reports and resend it to an
email id. In some cases the admin may want to resend the pkg to the employee,
may be bcoz the emp is traveling can't receive the pkg on a particular email. Or the
email is defunct.
If the email bounces back (how would we know if an email can't be delivered) then
an entry should be added in the report plus the admin should be notified of it for
further action. (needs further research & inquiry)
On the reporting section give a legends page.
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