



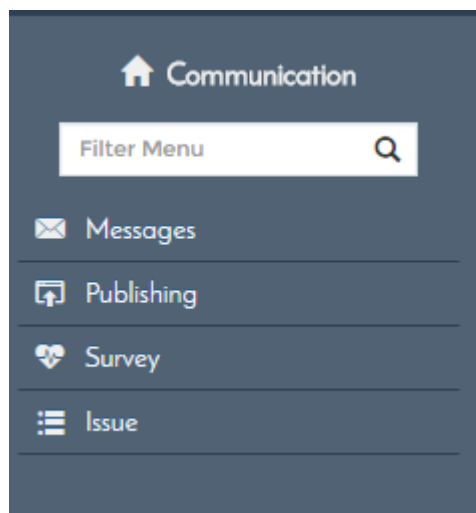
EmployeeConnect
Work. Flow. Smarter.

Communications Module Manual

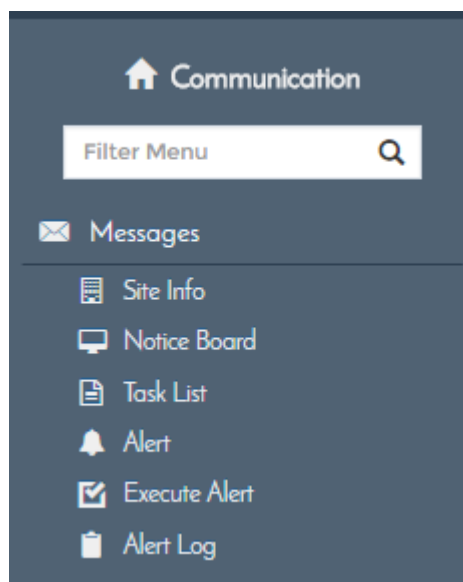
A manual designed to help individuals use the CIRRUS
Communications Module

Communications

The communications module gives you a means of distributing information throughout your company by a number of different means. There are messages, notice boards, reminders, published documents and surveys.



Messages



Site Info

This link contains information relating to the Support and Home Page configuration for the various Configuration Ids. It also specifies who to contact for those in need of assistance.

Notice Board

This is where notices can be entered to appear on the Company wide Notice Board.

Edit	Topic	Category	Enabled	Display From	Detail	Recipient	Recon
	Password Reset		<input checked="" type="checkbox"/>	2017-01-19	Welcome to EmployeeConnect... Please remember to reset your password the first time you access the system. ...	Hunt, Owen	

Add New Notice

This is a direct link to add a new notice to appear on the Notice Board.

Task List

This link displays a list of all employees with the ability to view, edit and assign tasks to any employee. The assigned tasks can have start and end dates, a reminder date and a status update section.

Edit	New	View	ID	Name	Title	Description	Start	End	Reminder	Assigned ID	Status	Record	Active
			45936	COKER, Clint	Induction Checklist	Induction Checklist is used to guide the new employee through the tasks of beginning their employment.	2017-02-14			45936	Not Started		
			45936	COKER, Clint	Induction Policy Review Questionnaire	Induction_Policy Review Questionnaire is to be completed after On-Boarding by the employee.	2017-02-14			45936	Not Started		
			45936	COKER, Clint	OHS Review Questionnaire	OHS Review Questionnaire is to be completed once per year by each employee.	2017-02-14			45936	Not Started		

Any tasks created here will appear on the individual's Home Page in the Task Calendar.

Alert (Reminders)

An Alert or reminder is a message that is sent to an employee on a periodic basis or when a specified event occurs. The CIRRUS has a number of pre-defined alerts.

Alert ID	Alert Name	Status	Last	Record	
	AgreementReminder	Agreement Reminder	Test	2017-03-06 01:03	
	AnniversaryReminder	Anniversary Reminder	Test	2017-03-06 01:03	
	ApplicantOffer	Applicant Accept Offer Notice	True	2017-03-06 01:03	
	OnboardingInvite	Applicant Invite to Onboarding	True	2017-03-06 01:03	
	BirthdayReminder	Birthday Reminder	Test	2017-03-06 01:03	
	ChangePasswordReminder	Change Password Reminder	Test	2017-03-06 01:03	

Actual emails will not be generated for alerts unless the status of the Alert is set to True.

Whilst the status is set to Test, entries will be written to the Alert Log to indicate the potential notifications for testing purposes.

An example follows:

The screenshot shows the 'Alert Configuration' page for an alert named 'ChangePasswordRemind'. The interface includes a header with a menu icon and the path '/ Communication / Alert / Edit'. Below the header are two buttons: a green 'Save' button and a red 'Delete' button. The main configuration area is titled 'Alert Configuration' and contains the following fields:

- Alert ID:** ChangePasswordRemind
- Alert Name:** Change Password Reminder
- Status:** Radio buttons for True, False, and Test (Test is selected).
- Type:** Radio buttons for Email and Message (Email is selected).
- Category:** System (dropdown menu)
- SQL Recordset:** A text area containing the SQL query:

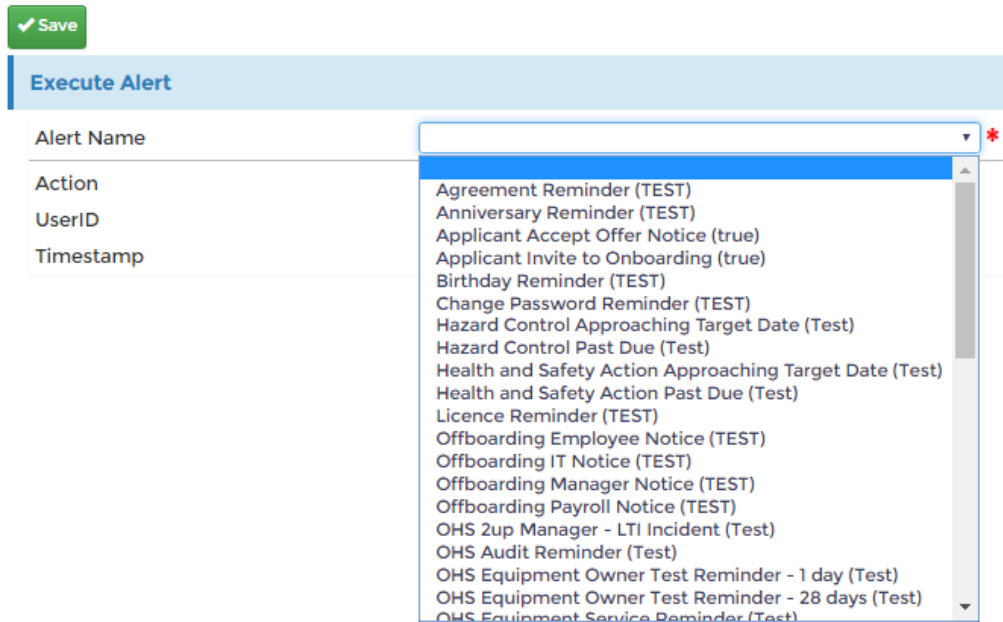

```
select Profile_Person_ID, Profile_Email, Profile_Person_Name, Profile_Person_ID + '-' + cast(year(getdate()) as varchar) + '-' + cast(month(getdate()) as varchar) as
```
- SQL Execute:** An empty text area.
- Checksum Column:** Checksum
- Email-To Column:** Profile_Email
- Recipient:** Email address of additional person not on the recordset
- Subject:** EmployeeConnect Change Password Reminder
- Body:** A preview of the email body showing a header with 'Montserrat' and '14', and a main message: 'Hi [Profile_Person_Name], This is a reminder that you have not changed your EmployeeConnect password for over 90 days.'

This is the change password reminder which is executed if an employee has not changed their password in the last 90 days.

CIRRUS users are unable to access the sql Recordset to make changes but can request a change to be made via their consultant or through EConnect Online – the issue tracking system.

Execute Alert

This link allows the System Administrator to immediately execute any defined alert.



Alert Log

This link lists all alert notification emails and includes the status, timestamp, type and to whom the alert was sent.

Communication / Alert Log

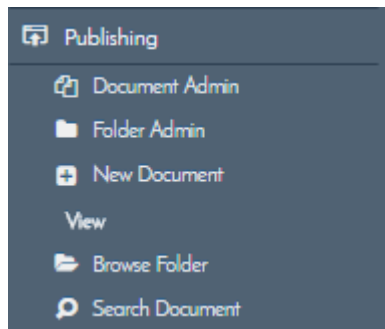
Email Log

Search Clear Advanced .xls

Detail	ID	Name	Status	Timestamp	Type	Address	DBname	Keyfield	KeyValue	Subject
▶	test01	Warner, Chris	test	2017-02-02 15:02	email	test@datakosk.com	Alert	ALR_Alert_ID	OHSFirstAidInjuryIncidentSiteManager	First aid injury OHS incident occurred
▶	test01	Warner, Chris	test	2017-02-02 15:02	email	test@datakosk.com	Alert	ALR_Alert_ID	OHSFirstAidInjuryIncidentSiteManager	First aid injury OHS incident occurred
▶	test02	Rolleston, Boyd	sent	2017-02-02 15:02	email	lynn@employeeconnect.com	Alert	ALR_Alert_ID	OHSFirstAidInjuryIncidentOwner	First aid injury OHS incident occurred
▶	test02	Rolleston, Boyd	sent	2017-02-02 15:02	email	lynn@employeeconnect.com	Alert	ALR_Alert_ID	OHSFirstAidInjuryIncidentOwner	First aid injury OHS incident occurred

Publishing

The Publishing area allows the System Administrator to monitor and maintain any documents submitted for publishing and then made available to all employees on the Home Menu in the Companies section using the Documents and Search Documents links.



Document Admin

This link displays a list of all available documents and folders with the ability to view their properties

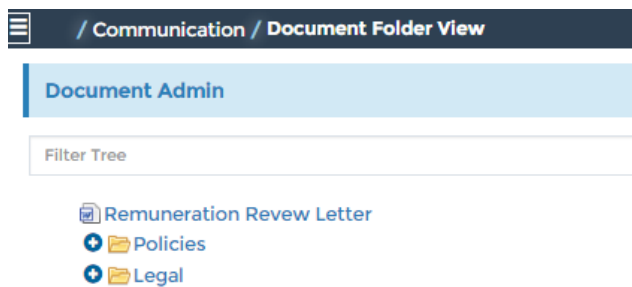
Document Properties

Search Clear Advanced

Properties	Doc Name	Category	Folder	File Name	Published
<ul style="list-style-type: none"> Policies Legal 		FOLDER			
	Anti-Discrimination and Equal Employment Opportunity Policy	FILE	56589	Anti-Discrimination and Equal Employment Opportunity Policy.doc	<input checked="" type="checkbox"/>
	Computer Email and Internet Policy	FILE	56589	Computer Email and Internet Policy.doc	<input checked="" type="checkbox"/>
	Copyright Notice	FILE	56590	Copyright.htm	<input checked="" type="checkbox"/>

Folder Admin

Browse all the documents in a familiar folder format. The accessible documents will not be restricted by publishing or security attributes



New Document

This link displays a form to define a new folder or add a new document for appraisal and eventual publishing

☰
Communication / New Document

✔ Save

Document Properties

General information

Type File Folder

File No file chosen

Document Name

Folder

Description

Publishing detail

Keywords - Words used for searching for this document.

Owner - only the document owner may modify the document. (Leave blank to allow all to modify)

Owner

Keywords

Submit Date

End Date

Version

Size

Access security

Published

Allow access

Deny access

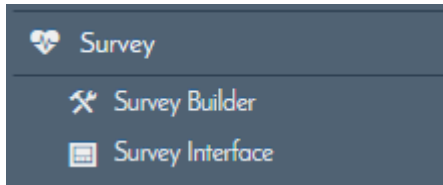
Browse Folders

Browse ALL documents in a familiar folder format. Only those documents that have been published, and for which you are authorised to access, will be displayed.

Search

Search for published documents having the specified attributes that you are looking for such as folder, category or key words.

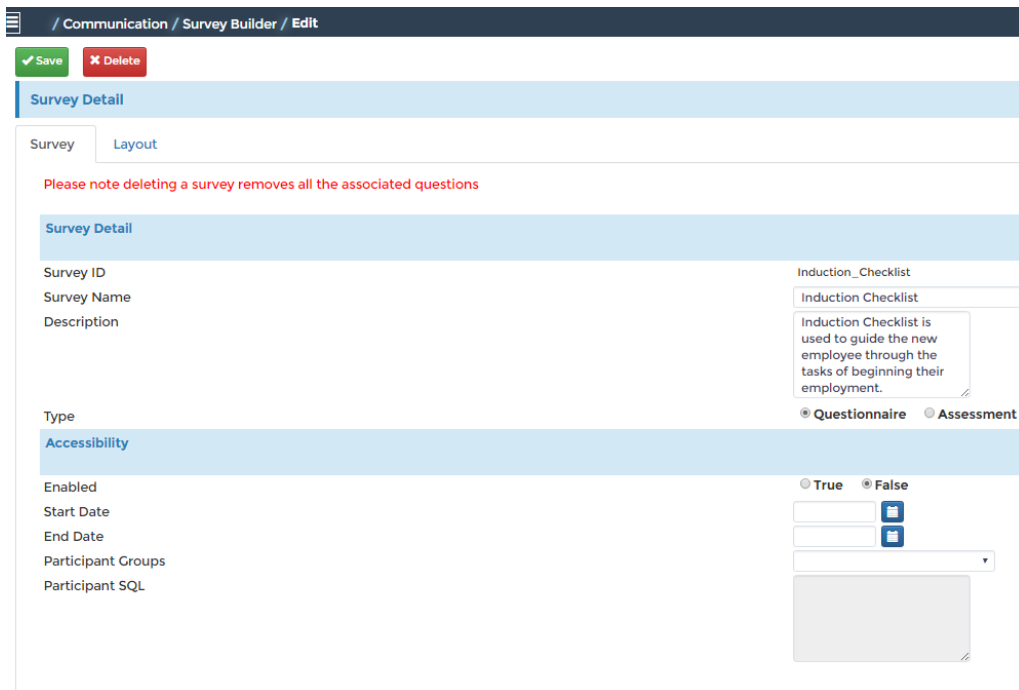
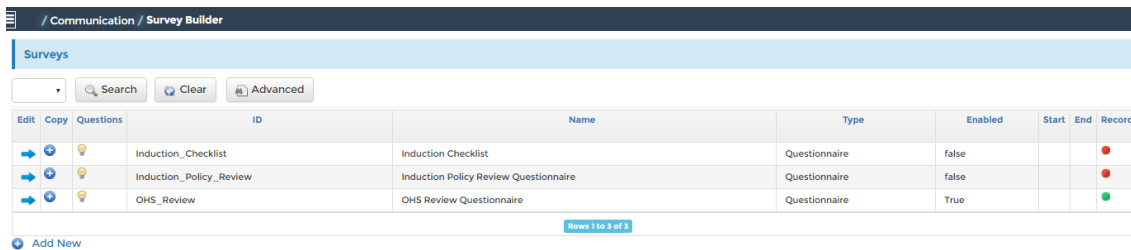
Survey



Survey Builder

Use this link to create and manage surveys within the system.

Click on the Add New Icon to create a new Survey ID.



Survey ID: Will be automatically generated

Survey Name: Enter a suitable name for this survey

Description: Enter a brief description regarding this survey

Type: Flag whether it is a Questionnaire or Assessment type of survey

Enabled: Set the True or False Flag

Start Date: Enter a date from which this survey will be made available to the participants.

End Date: Enter a date from which this survey will no longer be available to the participants.

Participant Groups: Select a group or groups from the pick list supplied to determine the required participants for this survey.

Participant SQL: Use a SQL select statement to determine the required participants for the survey.

Note: CIRBUS users are unable to access the sql Recordset to make changes but can request a change to be made via their consultant or through ECNet Online – the issue tracking system.

Layout

If you have flagged this survey to be an assessment, then enter the Pass Points here.

Enter details in the Header & footer if desired.

Once the Survey has been created, you can then enter the actual questions.

Edit	Number	Label	Question	Type	Answer	Points
	1	Goals and Responsibilities	I have met with my manager to review the goals and responsibilities of my new role.	radiogroup	Yes	
	2	Building Access	I have received my Building Access Pass from the Security Manager	radiogroup	Yes	
	3	IT Login	I have received the required IT Access from the IT Manager	radiogroup	Yes	

Each line will need a label and the response can be any one of the following types:

List Box

Radio Group

Check Box

Check List

Memo

Text box

Label

Header

Calendar

The List Box, Radio Group, Check Box and Check List types all need the available values to be entered into the List Option box as a comma separated list.

Response	
Type	RadioGroup ▼ *
Validator	▼
List Option	Yes, No

If it is an assessment question, the correct answer is entered in the List Answer box and the allocated number of points for the correct answer is entered in the score points box.

Score	
List Answer	First Level Support
Score Points	20

Survey Interface

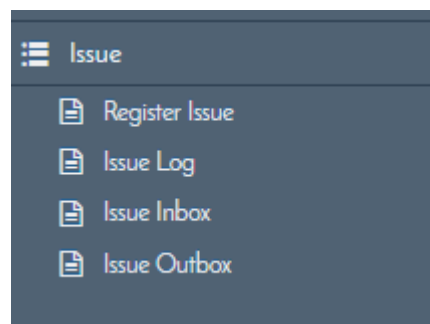
Use this link to view the survey responses and the results.

The screenshot shows a web interface for 'Survey Interface'. It includes a search bar with 'Search', 'Clear', and 'Advanced' buttons. Below is a table with columns: Data, ID, Name, Score, Type, Enabled, Start, End, and Record.

Data	ID	Name	Score	Type	Enabled	Start	End	Record
	Induction_Checklist	Induction Checklist		Questionnaire	false			
	Induction_Policy_Review	Induction Policy Review Questionnaire		Questionnaire	false			
	OHS_Review	OHS Review Questionnaire		Questionnaire	True			

To view the responses, click on the Data icon beside the selected survey. A list will be displayed of all the responses with a detail icon to enable you to view the actual submitted survey form.

Issue



The CIRRUS system allows the system administrator to effectively record and resolve issues reported by users.

(This will be extended in the future to permit direct logging of issues by employees)