# EmployeeConnect
Work. Flow. Smarter.
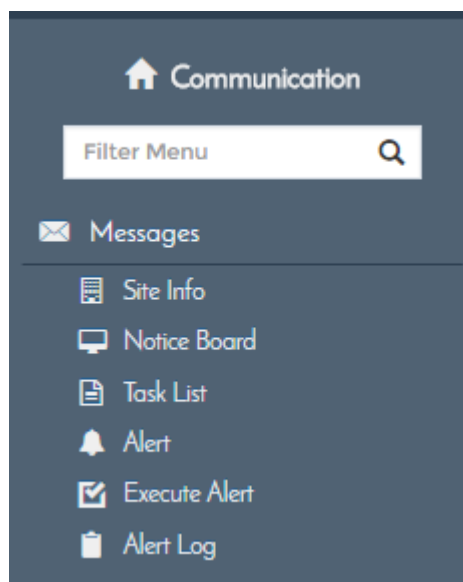
Communications Module Manual

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.
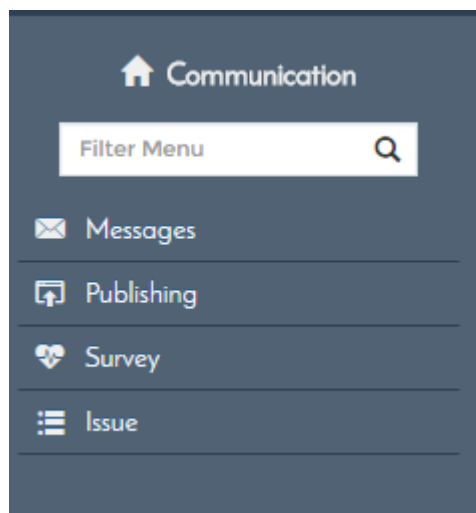
Messages

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.

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.

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.

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:

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 ECNet Online – the issue tracking system.

Execute Alert

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

Save

Execute Alert

Alert Name		▼ *
Action		
UserID		
Timestamp		

Agreement Reminder (TEST)
Anniversary Reminder (TEST)
Applicant Accept Offer Notice (true)
Applicant Invite to Onboarding (true)
Birthday Reminder (TEST)
Change Password Reminder (TEST)
Hazard Control Approaching Target Date (Test)
Hazard Control Past Due (Test)
Health and Safety Action Approaching Target Date (Test)
Health and Safety Action Past Due (Test)
Licence Reminder (TEST)
Offboarding Employee Notice (TEST)
Offboarding IT Notice (TEST)
Offboarding Manager Notice (TEST)
Offboarding Payroll Notice (TEST)
OHS 2up Manager - LTI Incident (Test)
OHS Audit Reminder (Test)
OHS Equipment Owner Test Reminder - 1 day (Test)
OHS Equipment Owner Test Reminder - 28 days (Test)
OHS Equipment Service Reminder (Test)

Alert Log

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

| Detail	ID	Name	Status	Timestamp	Type	Address	DBname	KeyField	KeyValue	Subject
➡	test01	Warner, Chris	test	2017-02-02 15:02	email	test@datakiosk.com	Alert	ALR_Alert_ID	OHSFirstAidInjuryIncidentSiteManager	First aid injury OHS incident occurred
➡	test01	Warner, Chris	test	2017-02-02 15:02	email	test@datakiosk.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.
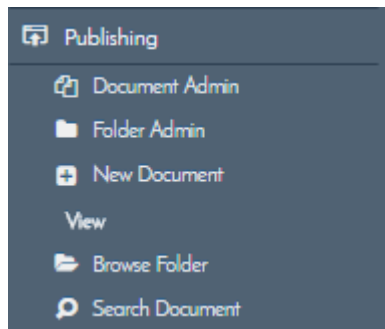
Document Admin

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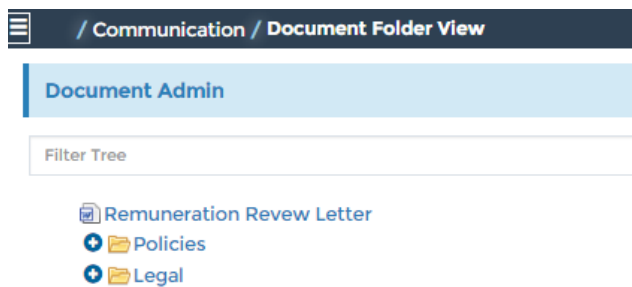

Folder Admin

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
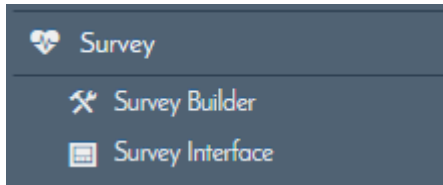
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Browse Folders

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.
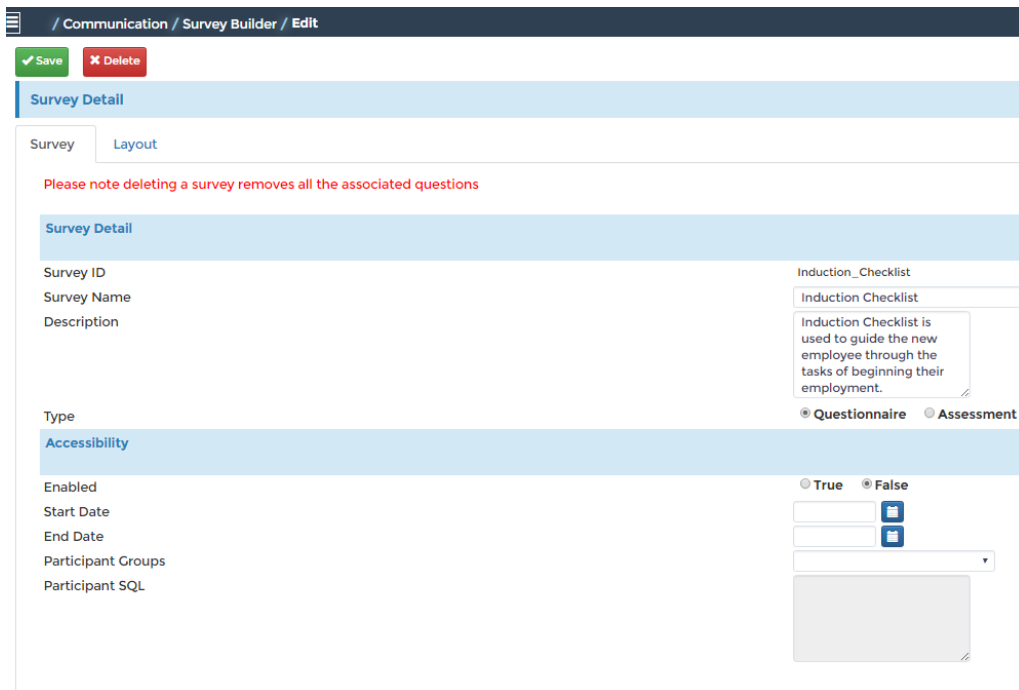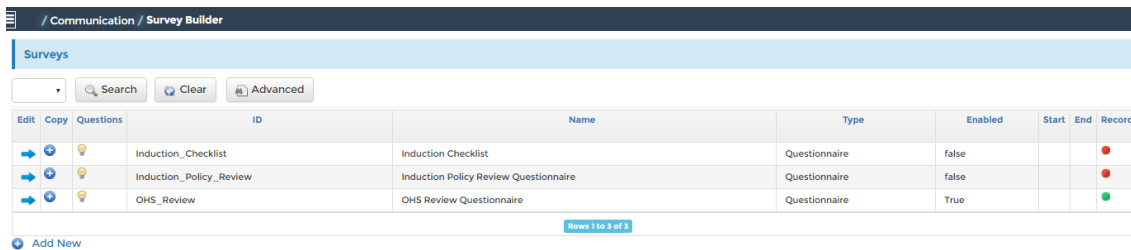
Survey

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: 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 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.

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.

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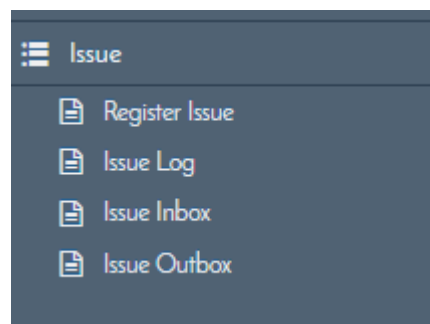
The CIRRUS system allows the system administrator to effectively record and resolve issues reported by users.

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