Chapter 2: Roles and Permissions

- Employee and Managerial Roles
- Administrator Roles

Employee and Managerial Roles

The **Main Dashboard** serves as a personalised landing page for users, offering quick access to relevant information, updates, and actions within the HR management platform.



The dashboard also promotes **collaboration** and **engagement** within the organisation. Through widgets like **Kudos**, users can recognise colleagues for their contributions, while the **My Colleagues** widget offers visibility of team members and quick access to people-related information. Employees and managers can view an overview of their **Performance Status** and navigate directly to their performance dashboard. Users can also stay informed through carousel **announcements**, **company values**, and **customised widgets** that link to internal resources, training content, or other important system areas.

Overall, the dashboard helps users stay informed, engaged, and responsive by displaying relevant information and actions in one easily accessible location.



Administrator Roles

Administrators are responsible for configuring and maintaining the content and behaviour of the **My Dashboard** to ensure it remains relevant and useful for users across the organisation. This includes:

- managing dashboard widgets,
- deciding which widgets are available, and
- setting up the information displayed within them.

Administrators may use the dashboard configuration to **publish announcements** in the carousel banner, define or **update company values**, **configure HR processes** displayed on the dashboard, and **create custom widgets** that link to important resources, such as internal documentation or e-learning courses. They also oversee **role-based access** and **permissions** to ensure users only see widgets and information appropriate for their role within the organisation.

Through these configurations and governance duties, administrators ensure that the dashboard stays a valuable and efficient entry point to the HR management system. Future sections in this chapter detail the configuration options and settings for each widget.