

Dashboard

The dashboard serves as your central hub, offering an at-a-glance overview of your colleagues, company values, performance management activities, and other insights. Designed for efficiency, it allows you to navigate the platform seamlessly and prioritise your activities with ease.

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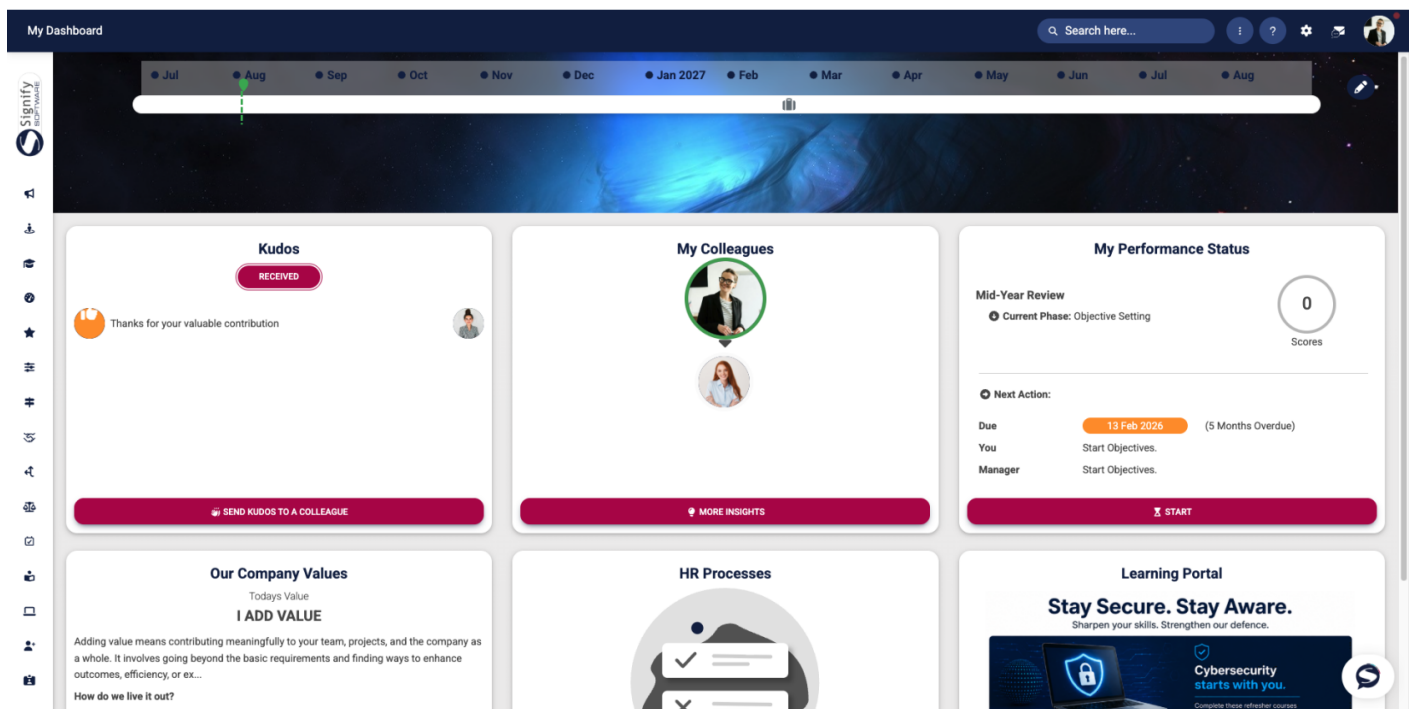
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Chapter 1: Introduction to Main Dashboard

Overview of the Main Dashboard



The **Main Dashboard** is the starting point for users within the system. It brings together important information, updates, and actions in a single location, making it easy to stay informed and complete tasks efficiently.



At a glance, users can view upcoming milestones, recognise colleagues, monitor performance activities, access company information, and manage outstanding HR tasks. The dashboard is designed to provide quick access to the information that matters most, reducing the need to navigate through multiple menus.

Dashboard components

The dashboard consists of several widgets, each designed to provide relevant information and quick access to key features. These include, but are not limited to, the following components:

- Timeline
- Carousel banner
- "Kudos" widget
- "My Colleagues" widget
- "My Performance Status" widget
- "HR Processes" widget
- "Our Company Values" widget
- Custom dashboard widgets

These will be discussed in more detail in the following chapters.

Benefits of the dashboard

The **Main Dashboard** helps users:

- **Stay informed** about company updates and announcements.
- **Track important milestones** and employment-related events.
- **Recognise colleagues** through the Kudos feature.
- **Monitor performance activities** and review progress.
- **Access key information quickly** from a single location.
- **Complete outstanding HR tasks** without navigating through multiple system areas.



Purpose of the Main Dashboard



The **Main Dashboard** feature offers a personalised, single entry point to the HR platform, allowing users to see what matters most to them at a glance and act swiftly. It combines milestone information, company communications, people insights, and outstanding HR tasks into a single view, reducing the need to navigate multiple menus and helping users stay on top of their responsibilities.

The dashboard highlights key items, including a **timeline** showing employment anniversaries and personal milestones, a **carousel banner** for organisation-wide announcements or featured content, and a **kudos** widget to promote peer recognition. Users can quickly view **colleagues** and people insights, check their current **performance status**, and read the **company values** to reinforce culture and behaviour. **Custom dashboard widgets** enable targeted announcements or direct links to specific areas of the platform, such as an e-learning course, a frequently used form, or an internal resource.

Overall, the purpose is threefold: to **inform**, **prompt**, and **connect**:

INFORM

01

- Company updates
- Performance status
- Company values
- Personal milestones



PROMPT

02

- Outstanding tasks
- Reviews to complete
- Reinforce culture



CONNECT

03

- With colleagues
- With management
- Company initiatives
- Tools they need



The following pages in this chapter offer a closer look at each widget, explaining how they work, their role-based visibility, and how to configure them to suit your needs.

Key Features of the Main Dashboard

The **Main Dashboard** combines people, status, and communications into a personalised view, enabling users to scan, act, and navigate easily without searching through menus. Let us examine the key features and their functions.



Timeline

The **Timeline** highlights some important employment-related milestones, such as work anniversaries and other significant events. This provides users with a visual overview of upcoming and recent milestones.

Carousel banner

The **Carousel banner** can be used for organisation-wide announcements, campaigns, or featured content. Each slide can include a short message, an image, and a direct link to the relevant area of the system, such as a policy, news item, or e-learning course.

Kudos widget

The **Kudos** widget helps boost engagement and highlights positive feedback without leaving the dashboard. It encourages peer recognition by showing recent kudos activity and providing a one-click option to send kudos to colleagues.

My Colleagues widget

The **My Colleagues** widget is a compact panel showcasing team members or reporting lines. It provides quick access to the organisational structure and offers additional people-related information and insights.

My Performance Status widget

The **My Performance Status** widget provides a summary of performance-related information, current agreement status, upcoming review dates, or pending performance actions.

Our Company Values widget

The **Our Company Values** widget is designed to encourage reflection and consistent behaviour across the organisation. It strengthens organisational culture by displaying the current value or behavioural focus, a brief explanation, and a link to the full values library or suggested behaviours.

HR Processes widget

The **HR Processes** widget displays outstanding requests, forms, approvals, and other HR-related activities that require attention. Users can track progress and complete tasks directly from the dashboard, helping them stay on top of their responsibilities.

Custom dashboard widgets

Custom Dashboard Widgets can be configured to display targeted announcements, important information, or direct links to specific areas of the system. Examples include links to e-learning courses, frequently used forms, and other commonly accessed resources. In the image below, the widget provides links to two e-learning courses for users to complete.

START DEFENCE DRILL

Chapter 2: Roles and Permissions

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.

 EMPLOYEE ROLE	 MANAGERIAL ROLE
➤ Personal management • Check your timeline for upcoming anniversaries. ➤ Peer engagement • Send a "Kudos" to a colleague who helped you. • Identify team members via "My Colleagues". ➤ Growth and performance • Review your current performance status. • Track personal development goals. ➤ Self-development • View announcements via the carousel banner. • Find resources via custom widgets.	➤ Team oversight • Identify employees with outstanding HR processes. ➤ Cultural leadership • Acknowledge team achievements with "Kudos". • Promote company values. ➤ Strategic management • Review your current performance status. • View your Span of Control organisational structure. ➤ Resource distribution • Direct your team toward specific internal resources or training links found in the customised widgets.

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.

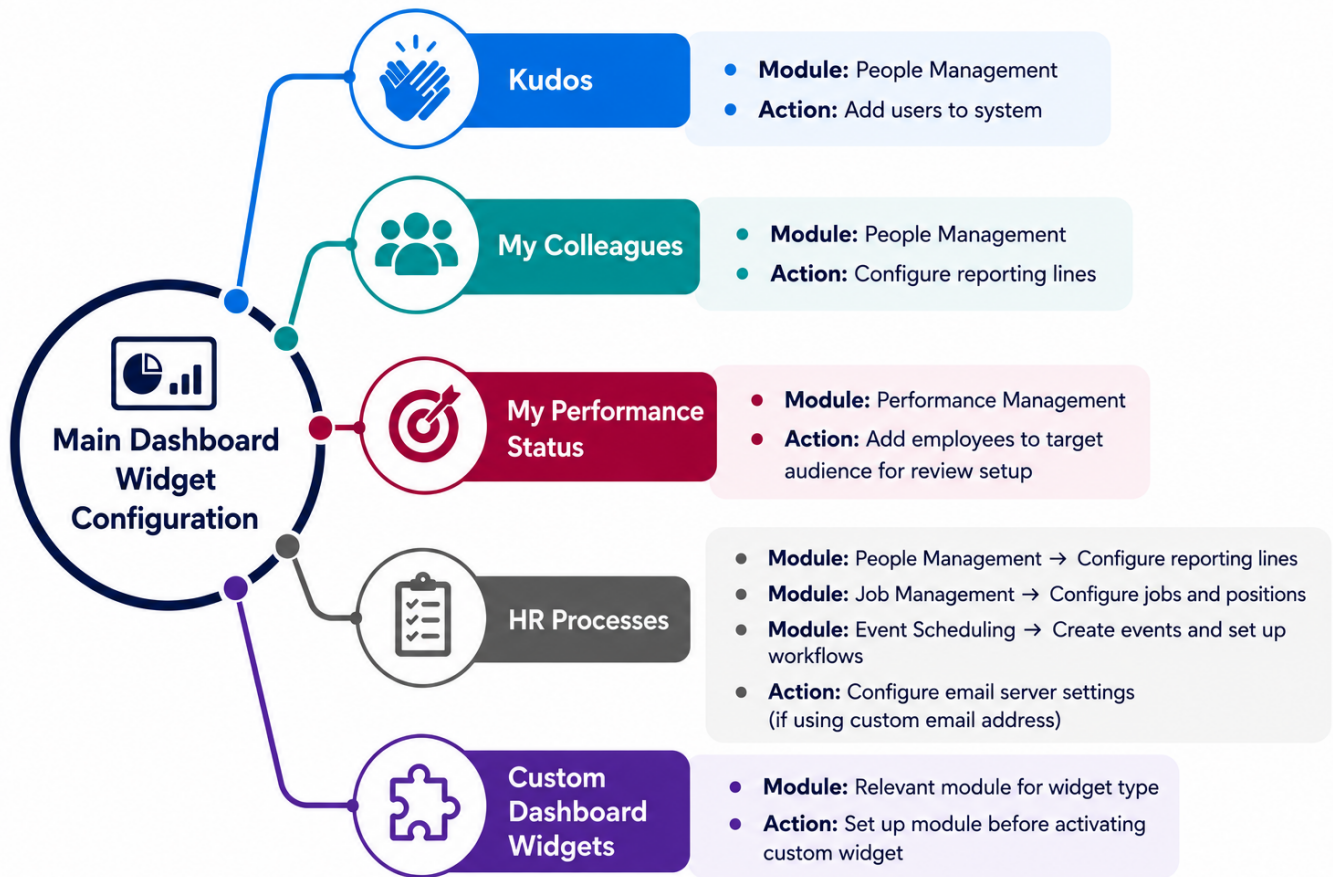
Through these configurations and governance duties, administrators ensure that the dashboard stays a valuable and efficient entry point to the HR management system. Future sections in this chapter detail the configuration options and settings for each widget.

Chapter 3: Setup and Configuration of My Dashboard

Prerequisites for this Module

Before configuring the widgets on the **Main Dashboard**, several modules must be implemented for them to function correctly.

- **Kudos**
 - Requires the **People Management** module in order to send and receive kudos.
- **"My Colleagues" widget**
 - Requires the **People Management** module, particularly the **reporting lines**, to extract valuable insights into the organisational structure.
- **"My Performance Status" widget**
 - Requires the **Performance Management** module in order to view the performance status.
 - Employees must be added to the target audience for a review setup to use this widget.
- **"HR Processes" widget**
 - Requires the **People Management** module, particularly the **reporting lines**, to be configured.
 - The **Job Management** module must be configured to submit and approve new position requests.
 - The **Event Scheduling** module is required for submitting and approving event requests.
 - If emails should be sent from a custom email address and domain (i.e., not noreply@signify.co.za), the **email server settings** should be configured in advance.
- **Custom dashboard widgets**
 - Depending on the type of widget created, the corresponding module should be set up before activating the custom widget.



Main Dashboard Implementation Guide



Good things are coming.

This content will be available soon.

Chapter 4: Using the Main Dashboard

Update Banner Images



Good things are coming.

This content will be available soon.

Using the Timeline



Good things are coming.

This content will be available soon.

Custom Widgets



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Activating Standard Widgets



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Using the "My Colleagues" Widget



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Give and Receive Kudos



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My Performance Status



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Our Company Values



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HR Processes



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Chapter 5: FAQs

FAQs for Managers and Employees



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FAQs for Administrators



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Chapter 6: Glossary

Glossary



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