

FAQs for Administrators

What is the role of an administrator in People Management?

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Administrators are responsible for configuring the system, managing employee data, assigning permissions, and maintaining organisational structures.

They also ensure **data accuracy**, **compliance**, and proper **governance** across the module.

What is required before setting up the module?

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The only prerequisite is configuring the email server if the default system email is not used. This ensures notifications and system communications function correctly.

How do I activate and configure the module?

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Navigate to the **Setup and Configuration** menu and open **Product Setup**. From there, locate the **People Management** module, activate it, and configure the relevant settings and fields to suit organisational requirements.

What can be configured in Product Setup?

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Administrators can configure field visibility, edit permissions, and required fields.

They can also define username generation rules, default passwords, and validation settings such as ID number validation.

How do I manage master data?

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Master data is maintained in the **Master Data Library** and includes standardised values such as gender, citizenship, titles, and more.

Administrators should update this data before configuring fields in **People Management** to ensure consistency across the system.

How do I create or update the organisational structure?

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Access the **Organisational Structure** section from the **Setup and Configuration** menu.

You can create levels, edit existing ones, and organise them using drag-and-drop functionality to reflect your organisation's structure.

Can organisational units be deleted?

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Yes, but only if certain conditions are met. An organisational unit cannot be deleted if it has subordinate levels, active positions, or vacant positions. A valid reason must also be provided before deletion.

How do I interpret organisational structure status indicators?

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Status indicators show the state of positions within an organisational unit. Typically, colours represent filled, vacant, or inactive positions, allowing administrators to quickly assess workforce distribution.

How do I create job titles and positions?

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Use the **Job Management** module to create job titles and assign positions. After creating and publishing a job title, positions can be added and linked to the organisational structure.

What is the difference between a job title and a position?

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- A **job title** defines a role, while a position represents a specific instance of that role within the organisation.
- **Positions** are linked to organisational units and can be filled or vacant.

How do I manage user permissions?

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Permissions are managed within a user's profile under the **User Permissions** section.

Administrators can assign access based on reporting lines, organisational units, or people groups, and define what users can view or edit.

What are people groups?

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People groups are custom-defined groups of users based on organisational criteria. They are used for managing access, reporting, and communication, especially in large or complex organisations.

How do I assign administrative access to other modules?

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Use the **System Modules Admin** section of a user's profile, and select **Link Role**.

From there, you can assign administrative roles for various modules and configure their permissions accordingly.

How does the system support compliance and data governance?

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The system includes audit tracking, controlled permissions, and structured data capture. These features ensure accountability, traceability, and consistency across all employee data.

What access is required to appoint new employees?

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To appoint new employees, a user must have access at the organisational unit level. Role permissions alone are not sufficient without the appropriate organisational access.

How do I decide which fields should be required or editable?

How do I decide which fields should be required or editable?

This is configured in **Product Setup**. Administrators can define whether fields are required, view-only, or editable by users or administrators, ensuring alignment with organisational policies and data standards.



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