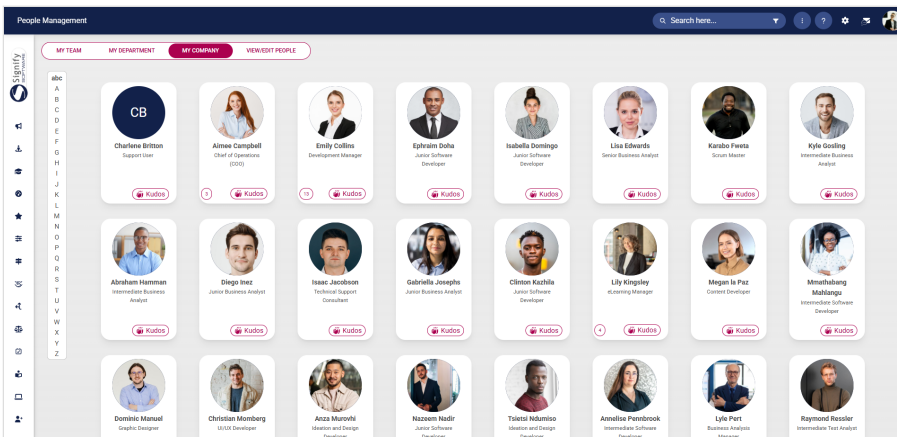


# Key Features of the Module

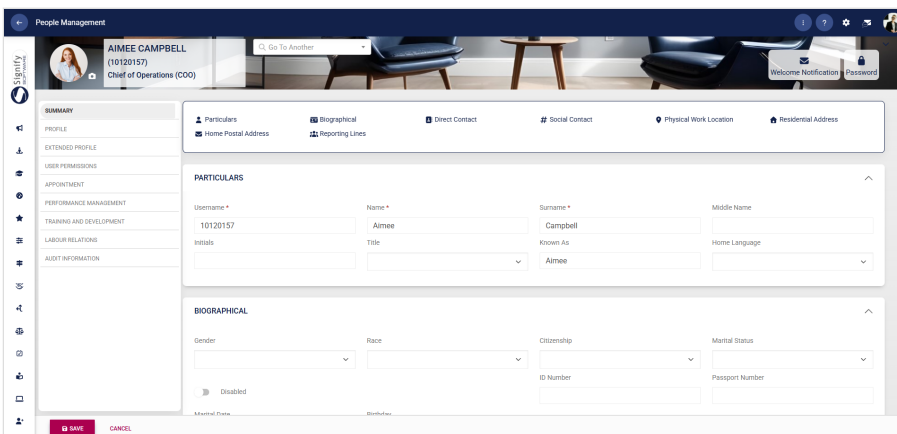
The **People Management** module includes several valuable features, which we will explore in more detail below.

## The People Management dashboard



This dashboard is a centralised, visually organised directory that displays all employees within the organisation, segmented by **My Team**, **My Department**, and **My Company**. This provides a single entry point for the workforce, enabling users to quickly locate individuals, understand team composition, and encourage engagement through **Kudos**.

## Profile management

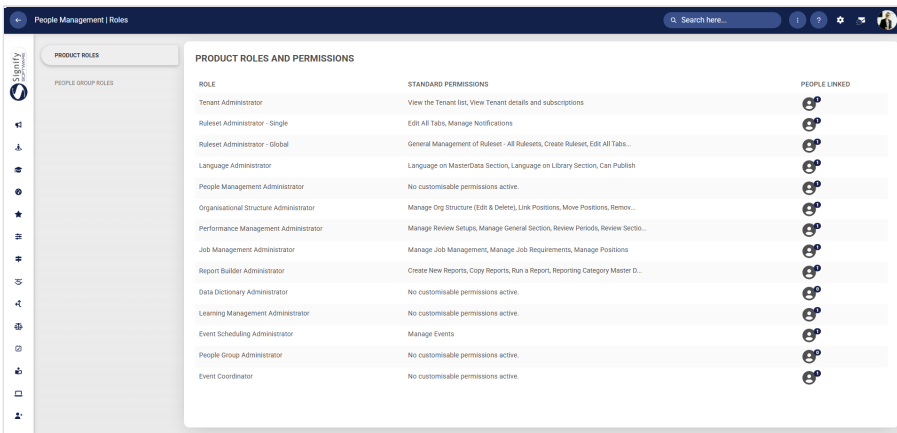


The profile management interface allows administrators and users with access to **view**, **edit**, and **maintain** detailed employee records across multiple structured sections. This acts as a single source of truth for employee information, ensuring data consistency, regulatory compliance, and efficient HR operations.

### Some key sections include:

- Core identity management (username, name, surname, preferred name)
- Biographical and compliance data (e.g. citizenship, ID, demographic information)
- Contact details (direct and social)
- Address management (residential, postal, and work location)
- Reporting lines to define organisational hierarchy
- Extended modules including:
  - User permissions
  - Appointment details
  - Performance management
  - Training and development
  - Labour relations
  - Audit tracking

## Role-based access control

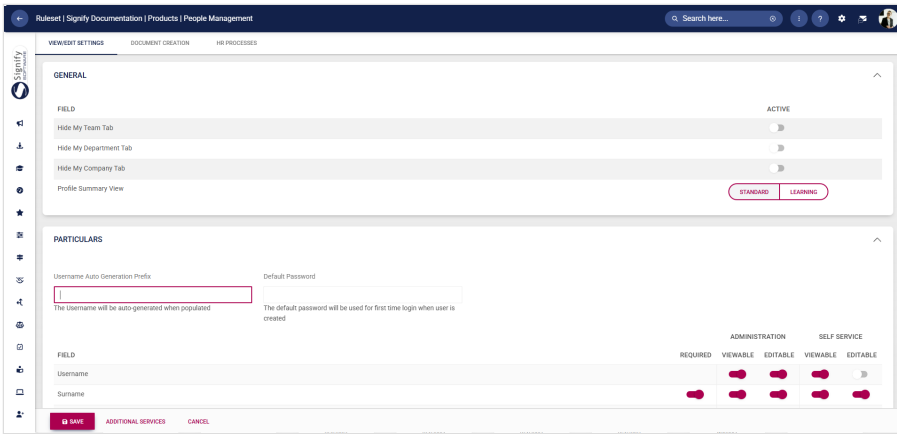


The screenshot displays the 'People Management | Roles' interface. It features a search bar at the top right and a sidebar on the left with navigation icons. The main content area is titled 'PRODUCT ROLES AND PERMISSIONS' and contains a table with three columns: 'ROLE', 'STANDARD PERMISSIONS', and 'PEOPLE LINKED'. The table lists various roles such as 'Tenant Administrator', 'Ruleset Administrator - Single', and 'Language Administrator', each with a corresponding list of permissions and a 'PEOPLE LINKED' column containing person icons.

ROLE	STANDARD PERMISSIONS	PEOPLE LINKED
Tenant Administrator	View the Tenant list, View Tenant details and subscriptions	3 icons
Ruleset Administrator - Single	Edit All Tabs, Manage Notifications	3 icons
Ruleset Administrator - Global	General Management of Ruleset - All Rulesets, Create Ruleset, Edit All Tabs...	3 icons
Language Administrator	Language on MasterData Section, Language on Library Section, Can Publish	3 icons
People Management Administrator	No customisable permissions active.	3 icons
Organisational Structure Administrator	Manage Org Structure (Edit & Delete), Link Positions, Move Positions, Remov...	3 icons
Performance Management Administrator	Manage Review Setup, Manage General Section, Review Periods, Review Sectio...	3 icons
Job Management Administrator	Manage Job Management, Manage Job Requirements, Manage Positions	3 icons
Report Builder Administrator	Create New Reports, Copy Reports, Run a Report, Reporting Category Master D...	3 icons
Data Dictionary Administrator	No customisable permissions active.	3 icons
Learning Management Administrator	No customisable permissions active.	3 icons
Event Scheduling Administrator	Manage Events	3 icons
People Group Administrator	No customisable permissions active.	3 icons
Event Coordinator	No customisable permissions active.	3 icons

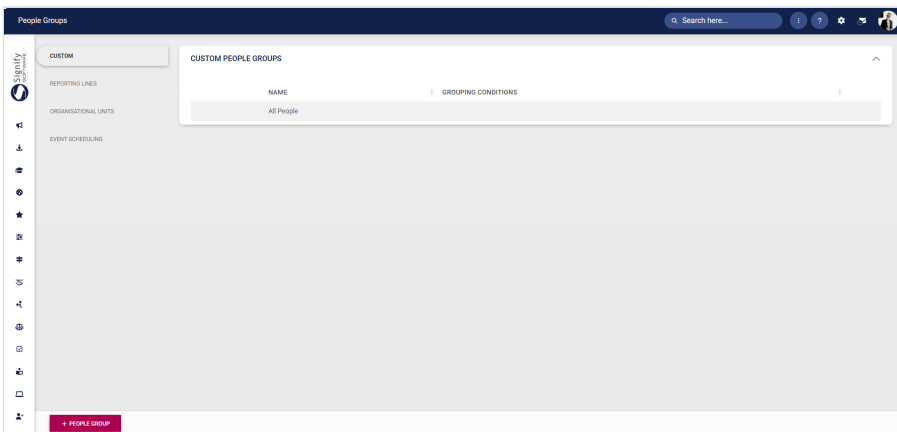
The **People Management** module provides a structured permissions framework in which users are assigned predefined roles that determine their **access level** and **system capabilities**. This ensures secure and controlled access to system functionality, supports governance, and simplifies permission management at scale.

## Product configuration and field control



The system provides a **configurable setup** area that allows organisations to tailor how the **People Management** module behaves and how data is managed. This provides **flexibility** and **governance**, allowing the system to align with organisational policies, data standards, and user experience requirements.

## People groups and segmentation



The **people groups** feature allows administrators to define custom audiences based on organisational logic and conditions. This feature enables targeted communication, reporting, and operational efficiency, particularly in large or complex organisations.

## Data governance and audit support

A key aspect of the **People Management** module is the embedded controls and frameworks that guarantee data integrity, traceability, and compliance. This includes:

- Audit information tracking within employee profiles,
- Controlled edit permissions,
- Structured data capture across all profile sections, and
- Standardised data fields enforced via configuration.

This supports compliance, accountability, and reliable reporting, reducing the risk of inconsistent or unauthorised data changes.



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