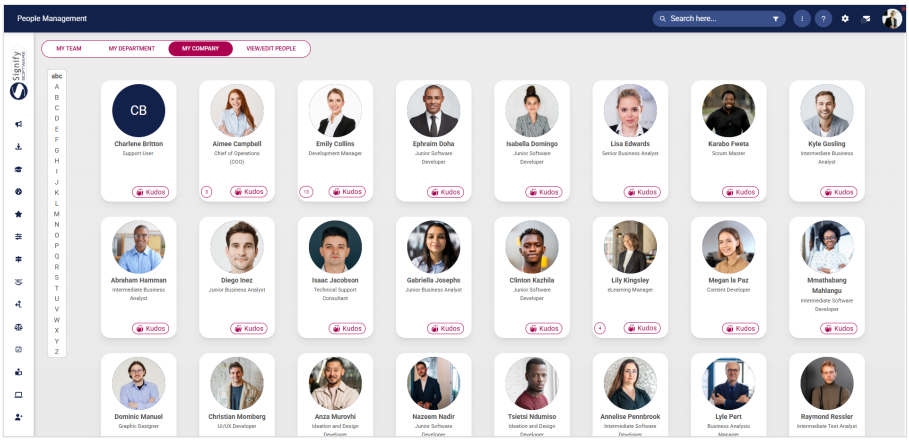
Key Features of the Module

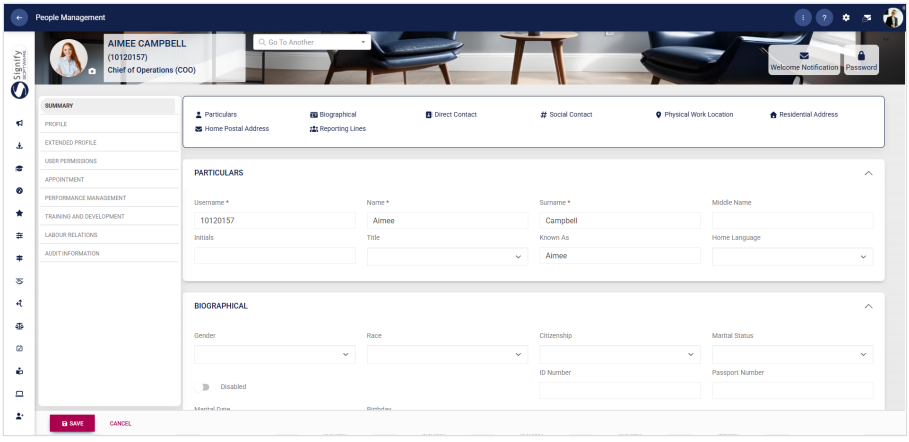
The **People Management** module includes several valuable features, which we will explore in more detail below.

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

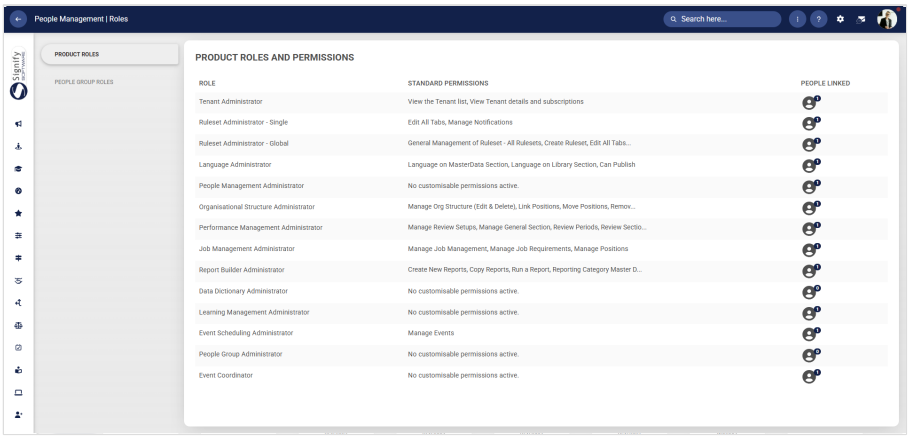


The profile management interface allows administrators and users with access to **view**, **edit**, and **maintain** detailed employee records across multiple structured sections. This acts as a single source of truth for employee information, ensuring data consistency, regulatory compliance, and efficient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

Some key sections include:

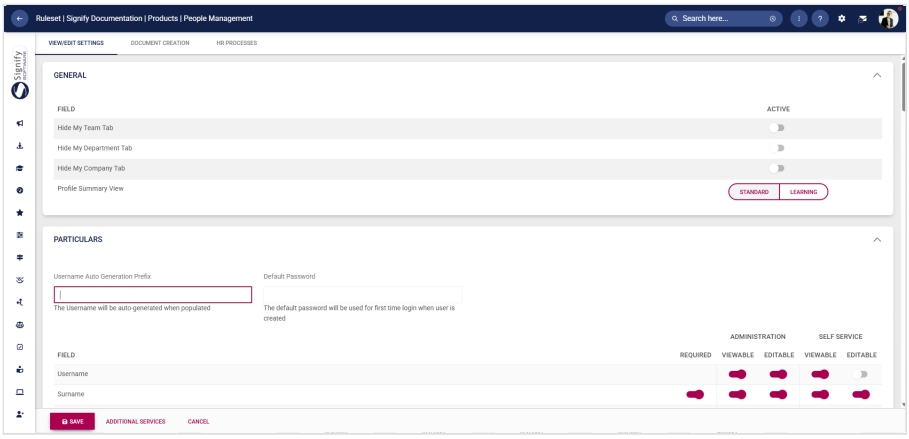
- Core identity management (username, name, surname, preferred name)
- Biographical and compliance data (e.g. citizenship, ID, demographic information)
- Contact details (direct and social)
- Address management (residential, postal, and work location)
- Reporting lines to define organisational hierarchy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

Role-based access control



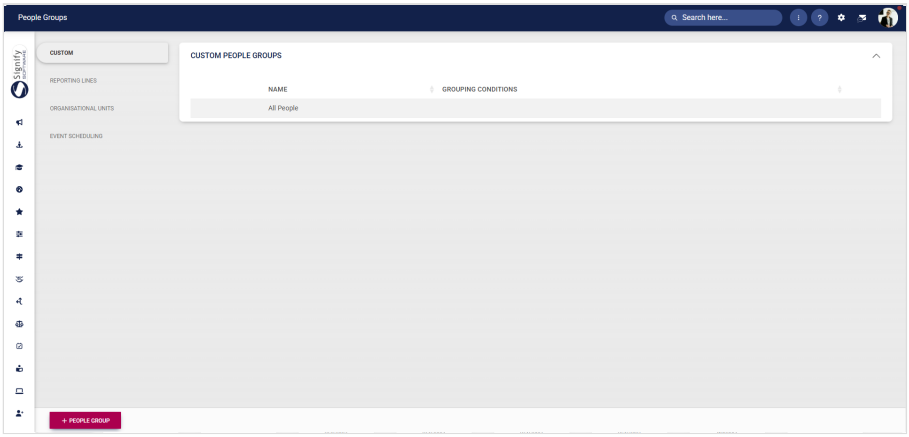
The **People Management** module provides a structured permissions framework in which users are assigned predefined roles that determine their **access level** and **system capabilities**. This ensures secure and controlled access to system functionality, supports governance, and simplifies permission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