

# Version 9.1.70 (26 February 2024)

## Notifications

Add example data to recipients for notification testing (#93775)

When sending a test email, example data is added:

The screenshot shows a web application interface for editing a check-in deadline for a person. A modal titled "Send Test Notification" is open, allowing users to enter an email address and select placeholder data for a test email. The background interface includes a rich text editor with a toolbar (bold, italic, strikethrough, underline, bulleted list, numbered list, indent, outdent, link, image), a preview of the email content, an "ATTACH FILE" button, a "SEND TEST EMAIL" button, and sections for "SMS" and "SYSTEM MESSAGE".

**Edit Check-In Deadline For Person**

**Send Test Notification**

Enter the Email address where the test notification should be sent.

Email Address

Email address where the test notifications should be sent.

**Placeholders**

Person Name

Person Surname

Person User Name

Review Period Name

Review Period Phase

Review Period Phase End Date

Review Year Name

**CANCEL** **SEND**

**Rich Text Editor:** B I S U [List Icons] [Link Icon] [Image Icon]

**Email Content Preview:**

Dear [\*\*\*PersonName\*\*\*] [\*\*\*PersonSurname\*\*\*]

Please note that the deadline for the [\*\*\*ReviewPeriodPhase\*\*\*] is [\*\*\*ReviewPeriodPhaseEndDate\*\*\*].

Go to your Performance Dashboard to review your [\*\*\*ReviewPeriodName\*\*\*].

Please contact HR for additional assistance.

Kind regards,

HR Team

**Buttons:** ATTACH FILE, SEND TEST EMAIL

**Other Sections:** SMS, SYSTEM MESSAGE

# Job Profiler

Check if job profile is published when calculating vacant positions on the different org structure views (#112369)

Only show Vacant Positions when the Job has been published. For example when appointing a new person.

One Job is Published and the other are not.

CODE	TITLE	POSITIONS	VANCANCIES	PUBLISHED
14f39234	Sales Supervisor	2	1	✓
15d3b3ca	Tester	2	1	✗

When appointing a new person, only the published Job's vacancies is shown.

People Management | Add Person

SELECT AN ORGANISATIONAL UNIT

Q Search here...

Please select the Location in the Organisation to appoint the person in.

✖

↺

Group

Signify Software ( 1 People, 0 Vacancies)

Country

South Africa ( 0 People, 0 Vacancies)

Department

Finance ( 0 People, 0 Vacancies)

Division

Accounts ( 0 People, 0 Vacancies)

Division

Customer Accounts ( 0 People, 0 Vacancies)

Division

Systems ( 1 People, 0 Vacancies)

Department

Human Resources and Administra...

Division

Human Resources ( 0 People, 0 Vacancies)

Division

Administration ( 0 People, 0 Vacancies)

Department

IT ( 0 People, 0 Vacancies)

Department

Sales ( 1 People, 1 Vacancies)

SELECT A POSITION

In Lee-Ann R2 | Signify Software | South Africa | Sales

SELECT FROM POSITIONS

SELECT FROM JOB LIBRARY

Q Search here...

+ POSITION

Show All Positions

Positions Vacant From 2024/02/27

POSITION TITLE	JOB TITLE	PERSON IN POSITION	TERMINATION DATE
Sales Supervisor (49404)	Sales Supervisor (14f39234)	Vacant	

# Tenant Management

Show the correct Number of Licenced People instead of the placeholder (#111980)

## Send Test Notification

Enter the Email address where the test notification should be sent.

Email Address

Email address where the test notifications should be sent.

### Placeholders

Number Of Licenced People

500

Recipient Name

James

Recipient Surname

Richardson

Subscription Option

Annual

Subscription Valid To Date

2030-12-31

Tenant Name

Tenant Global

CANCEL

SEND

## Performance Management

Users can rate and approve when phase is locked  
(#108065)


When a phase is locked, a person should not be allowed to complete the ratings.

1

people to do Ratings & Check-Ins by

26 Feb 2024

(1 Day Overdue)



Henry Robertson (22077)

Accounts Manager

Person: You have no items that are checked-in. Do a Check-In to see the Comments that were made.

Person: Start with the Rating.


You: Start with the manager Ratings.


Phase overdue

☆ Rate

Performance Management | Performance Cycle 2024 | Mid-Year Review

Search here...





HENRY ROBERTSON (22077)

Accounts Manager

📅 1 Jan 2020

👤 Lee-Ann Janse van Rensburg (841203)

🔄 Current Phase: Ratings

👉 Next Action: Complete Final Ratings

📅 Agreement created for All Employees on 30 Jan 2024

📄 Template Name: Accountant

0.00

Final Rating

PRIMARY GOALS

Customer Services

Effective People Management

Pro-Active Operational Excellence

Self Management

Development

Stakeholder Engagement

STRETCH GOALS

Development

PRIMARY GOALS

Customer Services

50%

Self Management

20%

KEY PERFORMANCE INDICATOR	FINAL RATING	MANAGER COMMENT
<div>📄</div> Asset management Measures & Ratings	☆	💬
<div>📄</div> Driver scorecard score Measures & Ratings	☆	💬
<div>📄</div> Ownership	☆	💬

The Phase is not active anymore

BACK TO DASHBOARD

VIEW / PRINT

MODIFY OBJECTIVES

APPROVE FINAL RATINGS

Revision #4

Created 27 February 2024 05:53:26 by Lee-Ann Janse van Rensburg

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