

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 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 template email, an "ATTACH FILE" section, and buttons for "SEND TEST EMAIL", "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 Content:

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

ATTACH FILE

The total attached files may not exceed 10MB

SEND TEST EMAIL

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

Updated 25 March 2025 13:14:09 by Lee-Ann Janse van Rensburg