Inside the *Organization* module we organize most of the Enterprise functions of eFront including management of Branches, Skills and Job positions.

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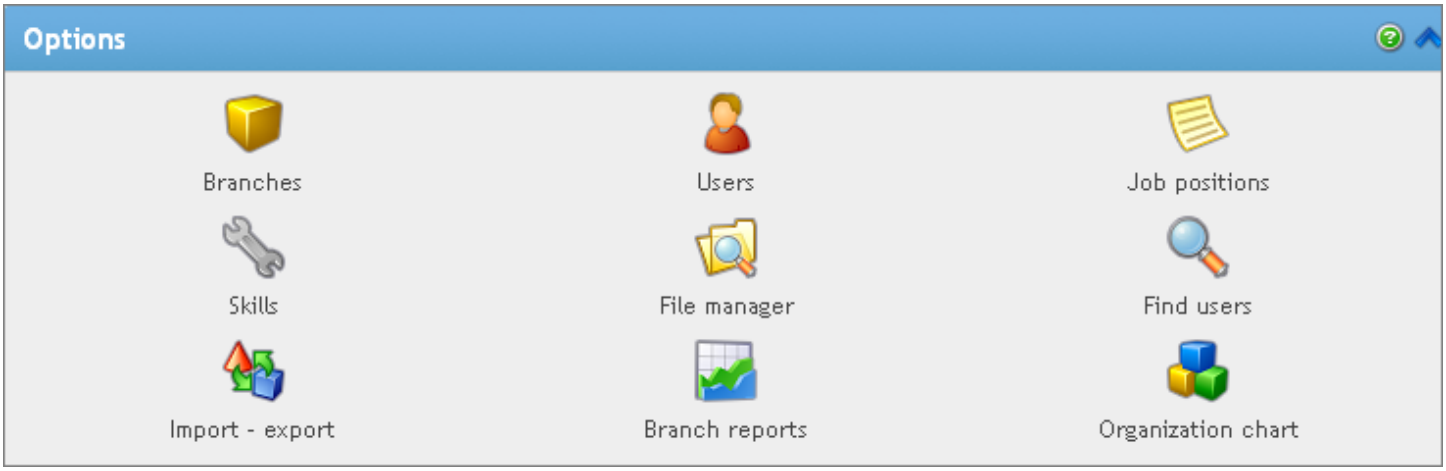
Control Panel

Inside the *Organization* module there is the administrator's control panel, that contains all the functions available in the Enterprise edition of eFront.



Branches

The Enterprise edition of eFront includes the Branches functionality, which can be used to help you organize i) your internal training procedure or ii) to reflect your corporate clients, as it allows you to group your users in branches according your clientele and/or employees . Specifically:

i) Organize Internal Training Process (screenshot)

The Branches allow you to reflect your organizational hierarchy on eFront by creating the relevant branches, and also by providing specific training according to job positions and branches that users are assigned to. Each branch can have its own course catalog, allowing users to select from these uniquely associated set of courses and lessons.Each branch can be assigned a supervisor (who acts as a branch manager and can create new users, assign training etc). This can be especially useful within organizations, as central administrators can delegate the responsibility of managing the training and progression of their users, to their branch supervisor (manager) accordingly.

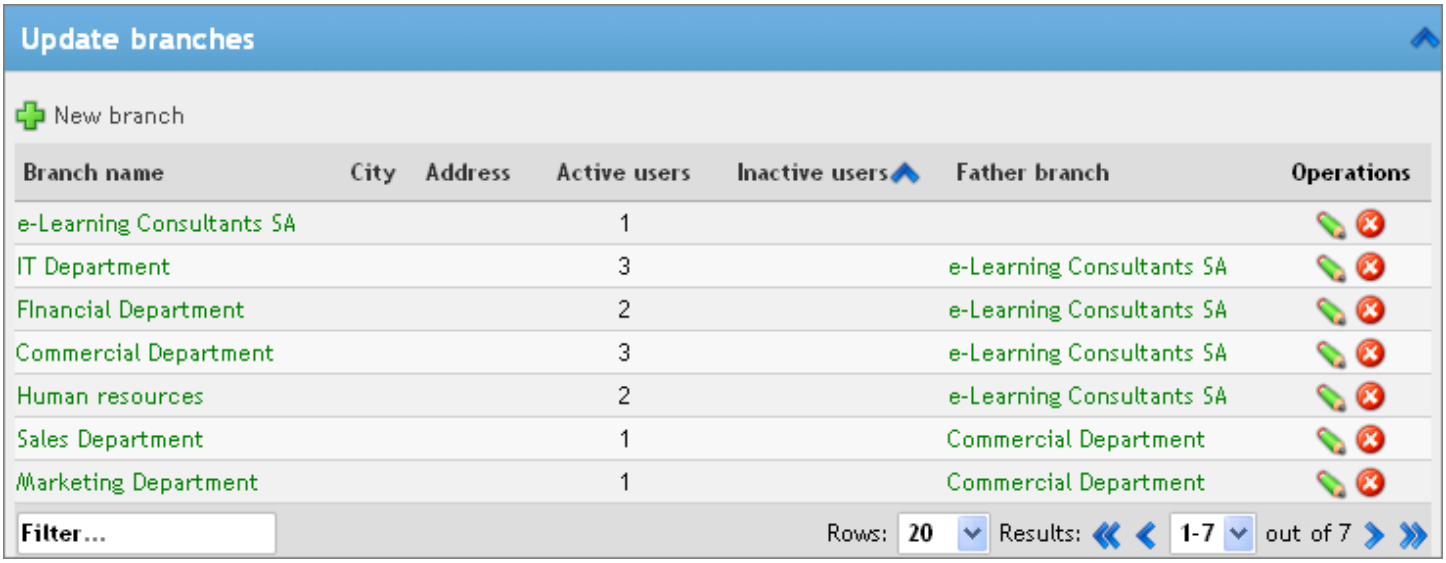
ii) Develop Individual Training Portals for your corporate customers (screenshot)

When it comes to your corporate clients, branches allow you to setup a unique section on your eFront installation for each of your corporate clients. Each branch can be kept separate (i.e. the users of a branch will not be able to view users of another branch) while providing them with training from a central database. Each branch can have its own unique look and feel with the corporate branding of each customer accordingly and unique URL can be setup so that the users of each branch (corporate client) access eFront via their branch specific URL. Branches can be assigned a branch supervisor (manager), who would be someone from within the corporate customer who acts as a mini-administrator and can create users within their branch and assign additional lessons and courses accordingly. Training can be automatically assigned according to job position and branch, avoiding the need for the administrator or trainer to manually

assigning these to each user. Reports can also be filtered according to branch and job positions, to generate specific information.

Branch Review

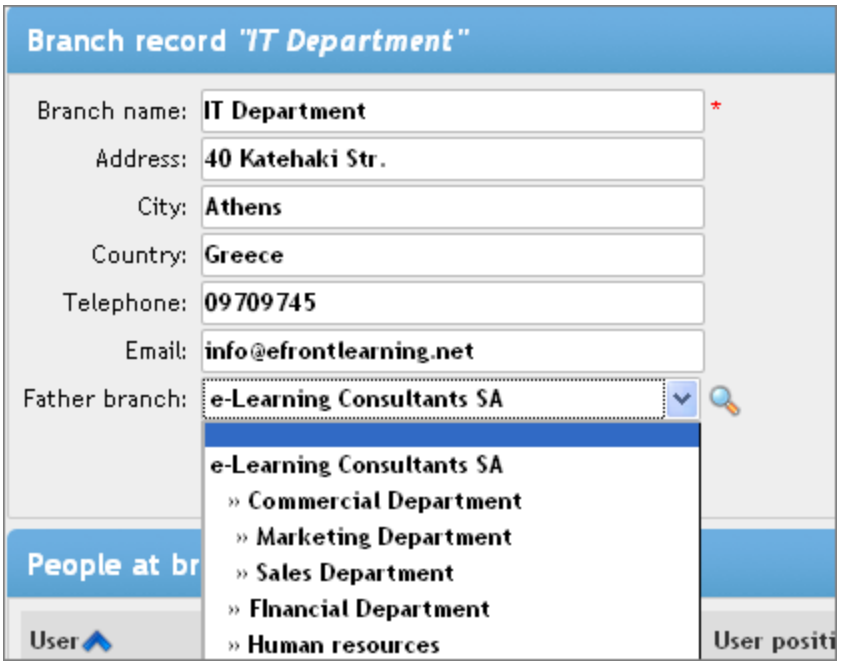
When selecting the "Branches" link, administrators will see a list of all registered branches. Each branch listed indicates its location, the employees within it and its father branch.



Clicking on a branch, or the “Edit” icon underneath the “Operations” column will take you to the “Branch editing” page. Clicking on the “Delete” icon under the “Operations” column, will delete the branch and all of its sub-branches. To complete the deletion process, the administrator must provide a positive response to the prompted confirmation question.

Branch Insertion

The first task an administrator needs to perform regards the insertion of the branches that comprise the organization hierarchy. Branches are created by clicking on the “New Branch” link on the top left corner of the –initially empty- branches list, generating the following form.



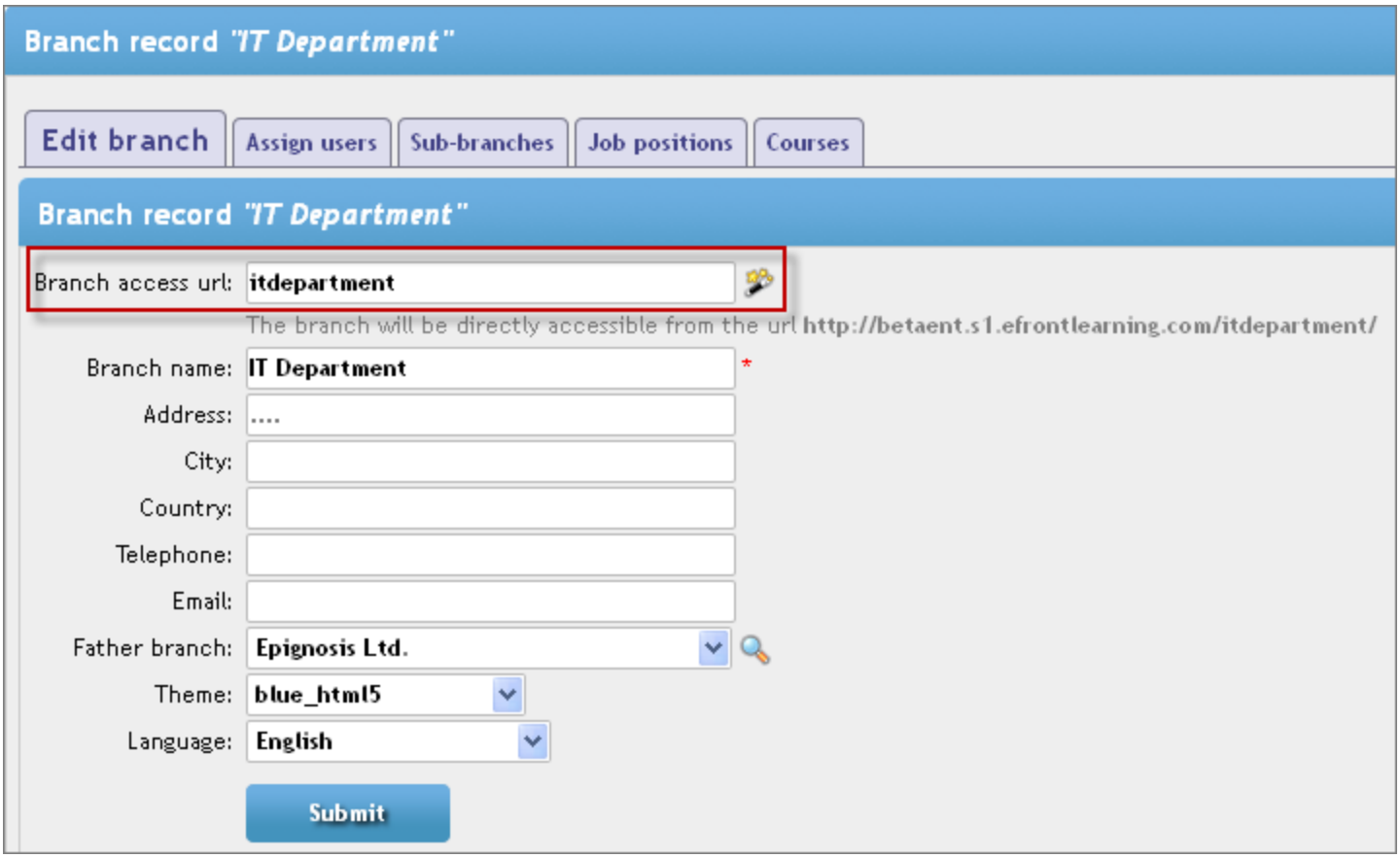
Filling out the information shown above will reflect the role of the branch and determine the location of the branch within the organizational hierarchy. Each branch has zero or one father-branch, an approach which renders the organization chart as a tree with (potentially) multiple roots.

> NOTE: If the assignment of a father branch creates a circular chain in the hierarchy, then it will be perceived as illegal by the system and disregarded.

Branch theme and url

The administrator can define a specific url for the branch which will be used by the branch's users to access it .

By clicking on the the autofill button the url is defined automatically, using the branch's name , as shown in the image below:



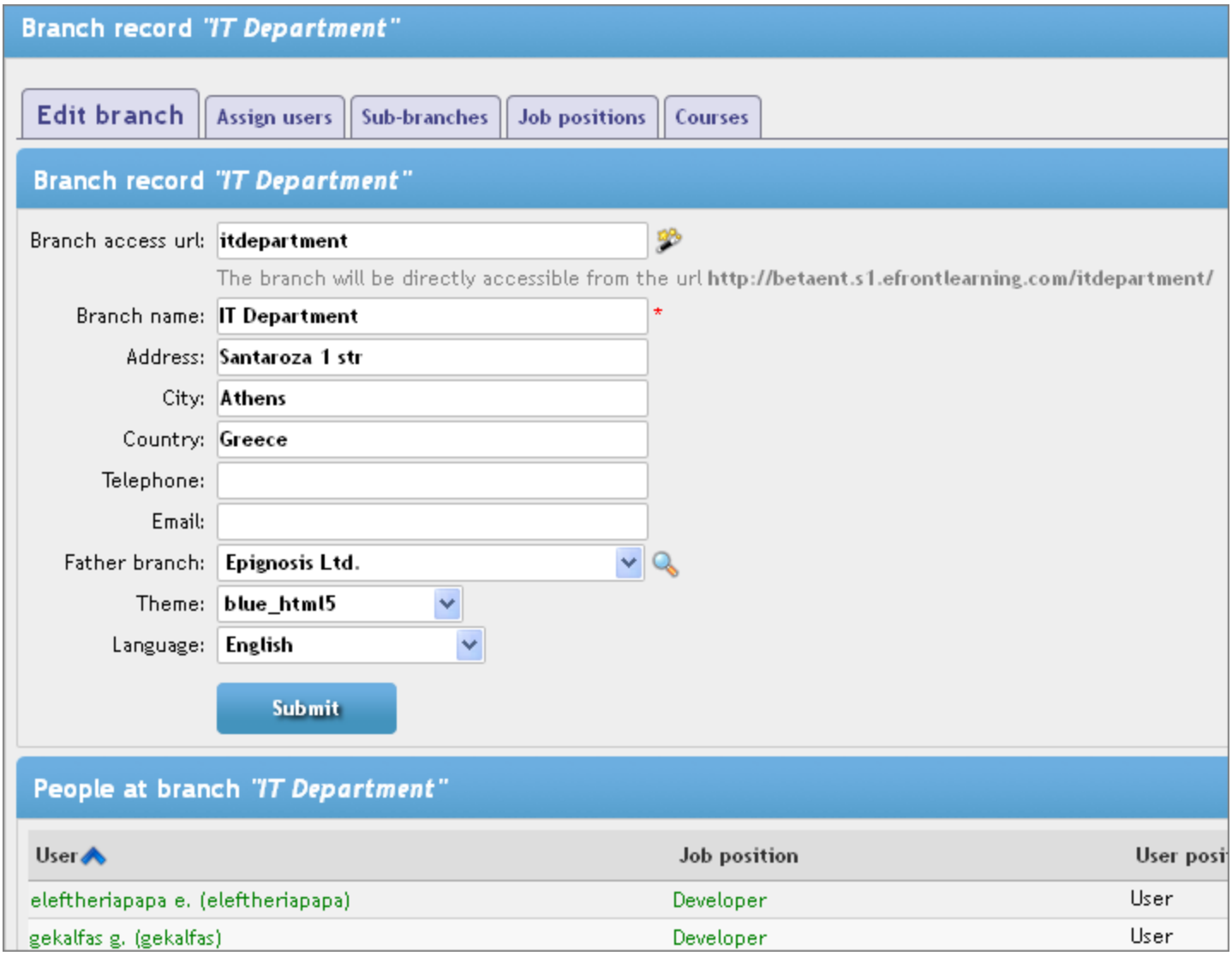
The administrator, through the System settings, can define that users will be able to login **only** through their branch's url and not through the main url.

Users that self register through the branch's url, are automatically assigned to this branch.

Apart from the url, the branch can have its own theme and language defined.

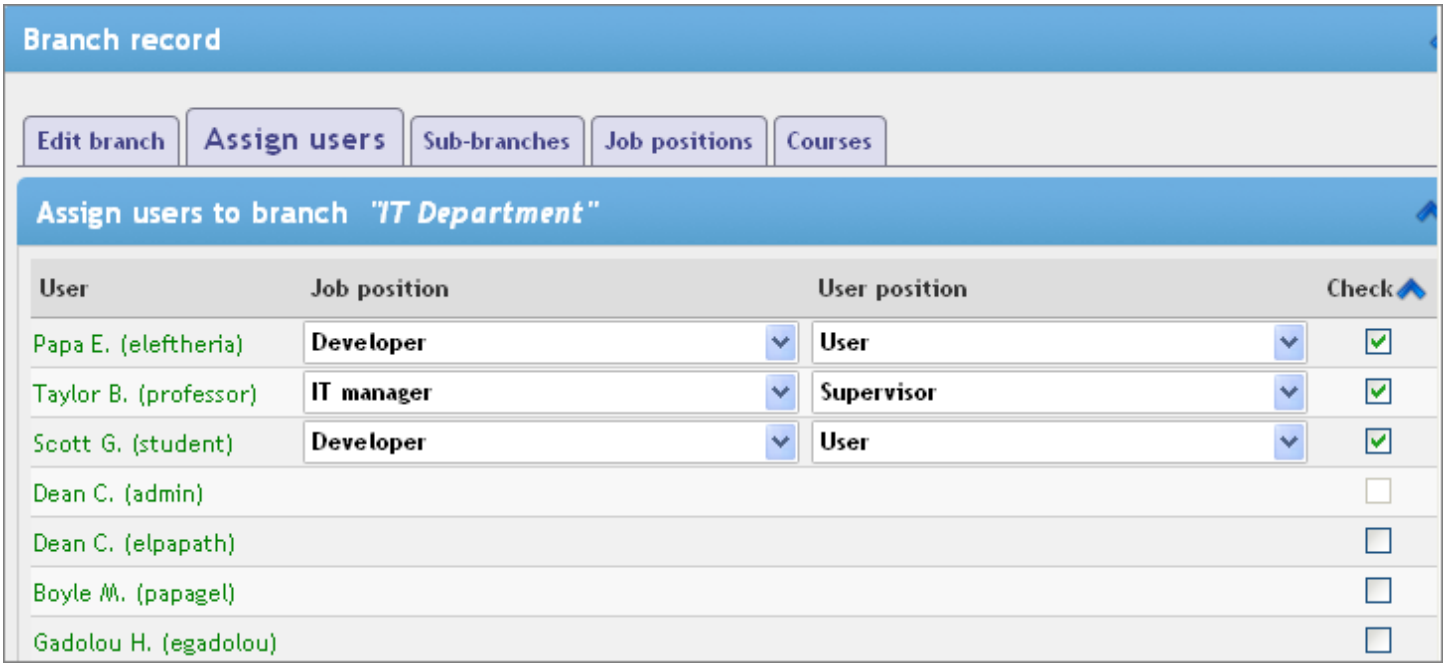
Branch Editing

Clicking on the name of a branch enables us to edit it. The initial page shows the registered branch data, which can be editted, and a list with all employees currently assigned to the branch.



The other four tabs on top of the page allow for the following:

- Assign Users: A list of all employees, both assigned and not assigned to the branch. This tab provides an easy way to assign many jobs to many employees on the same form.

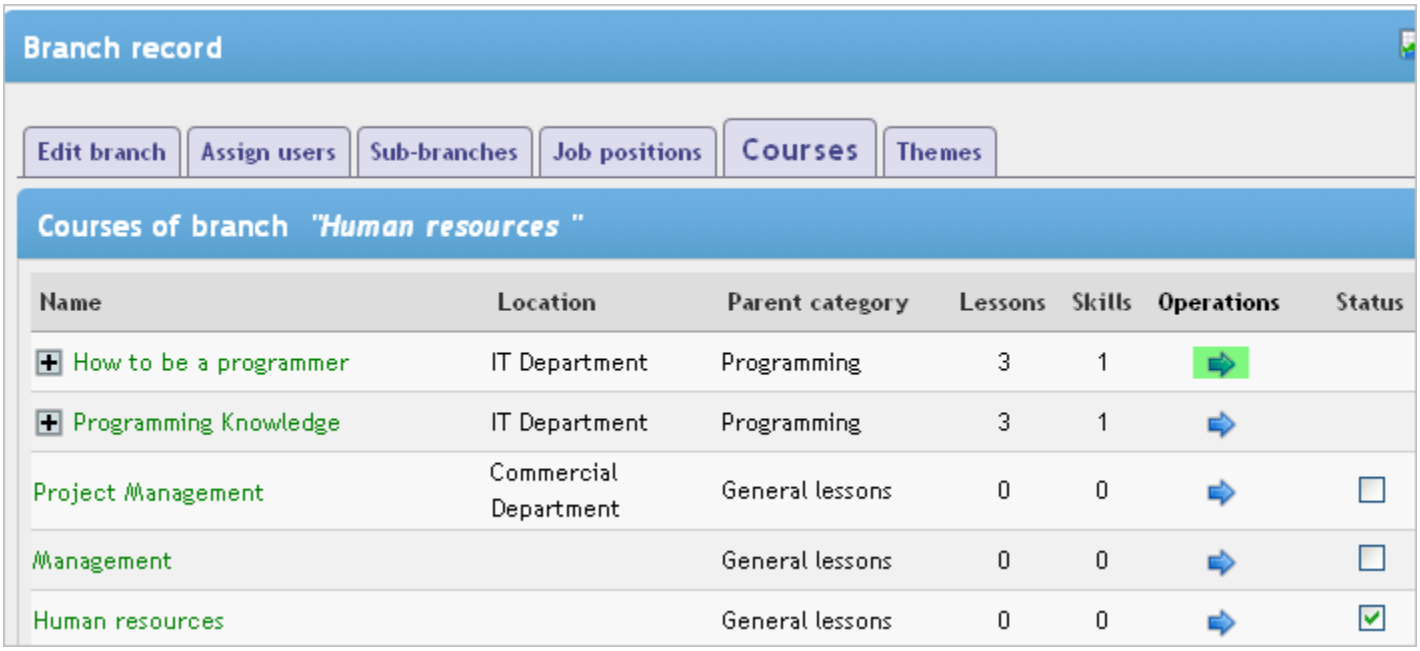


- Sub-branches: Allows for the insertion of sub-branches. Using the "Insert Sub-branch" link at the top of the list, generates a form similar to the branches creation form, mentioned earlier. Upon submission of the new sub-branch the user will automatically return to the branch-editing page.

- Job descriptions: A lists all job descriptions that have been defined for the particular branch. If no job descriptions are defined, then no employees can be assigned to a branch. An employee assignment to a branch is done when an employee acquires a job placement of that particular branch. The "New Job Description" link enables administrators to add a job description to this branch.

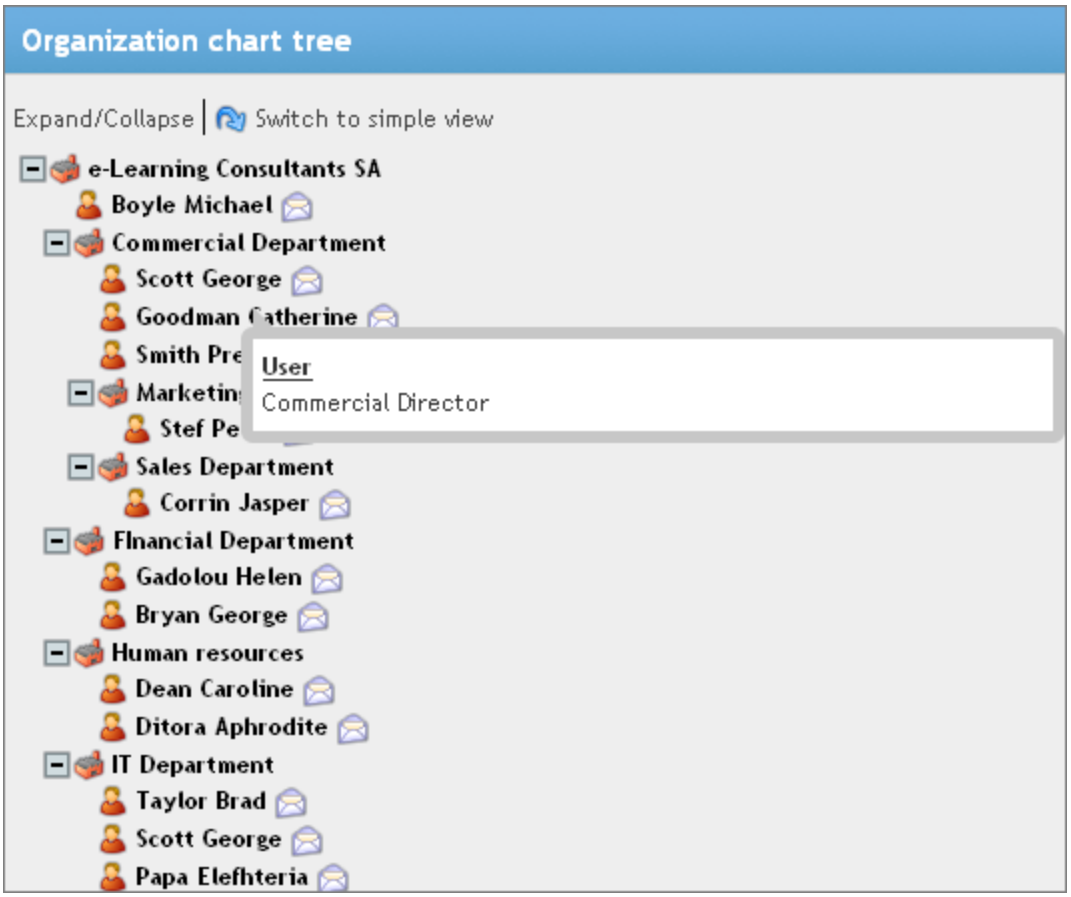
- Courses: In this tab all the available courses appear , allowing the administrator to define the courses that will be assigned to the branche's users. Once selected, the course can be also assigned to sub-branches by using the arrow tha appears under the "Operations" column.

Note: Users can see only their branch's course catalog, which means the courses that are assigned to the branch. Users that belong to different branches see different courses in their course catalog.



Organization Chart

The organization chart is accessed through the link with the same name on the administrator's control panel. The chart shows all branches with their sub-branches and their employees. Administrators can "hover" over any of the links to find out more information about a branch or employee. Alternatively, clicking on a branch or employee will direct the administrator to the corresponding "Edit" page.



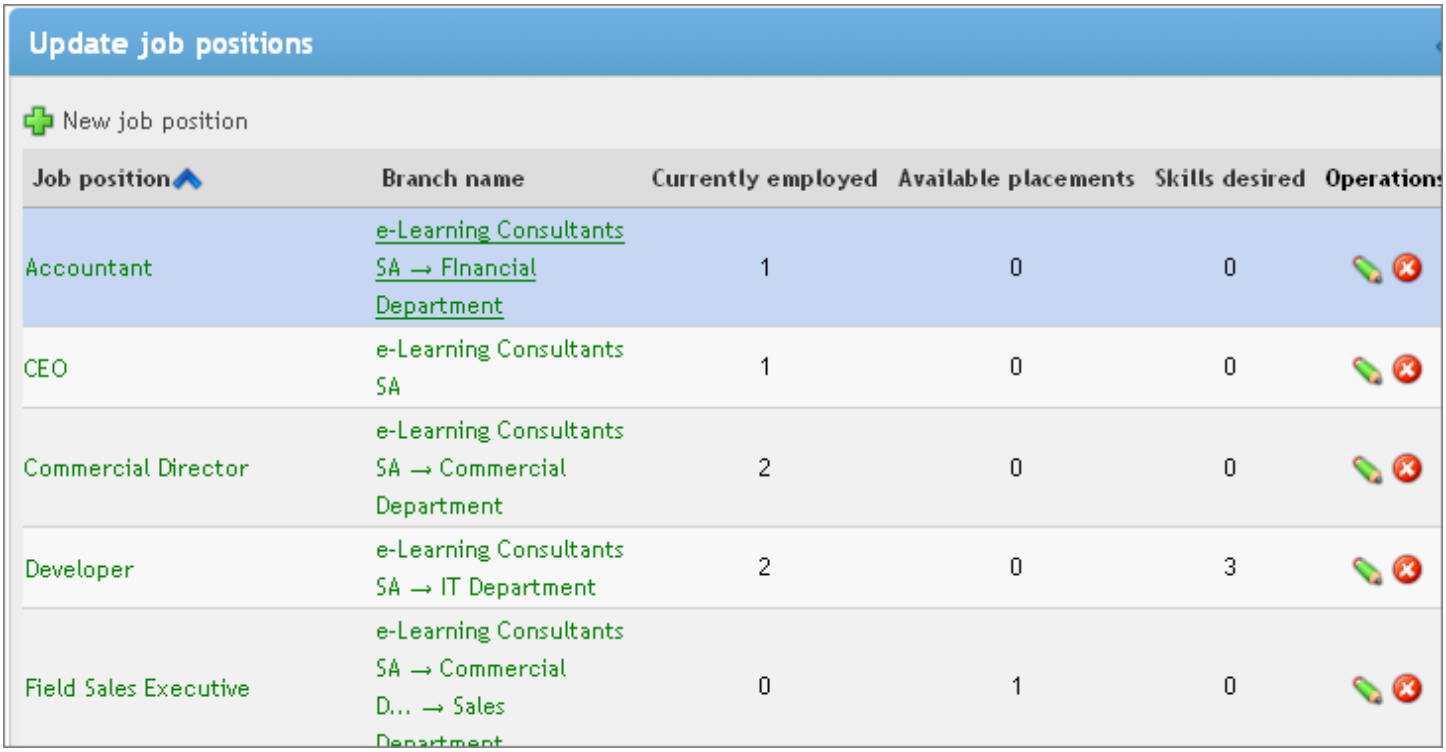
Job Descriptions

Job Description Review

Administrators can view all job descriptions on the system, by entering the "job descriptions" link of their control panel. Each job description indicates the branch it belongs to, number of employees assigned to it plus any vacancies and the skills required.

The vacancies column is compiled using the difference between the number of positions stated on the registration form of the particular job description and the number in the "currently employed" column. The last column provides links to "editing" or "deleting" an existing job description.

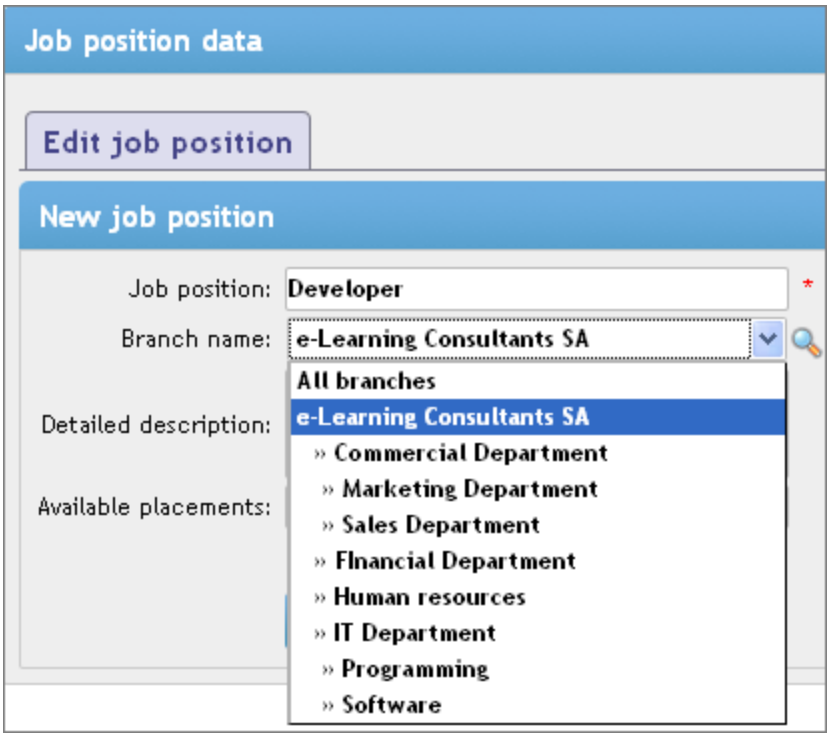
> NOTE: To delete a job description, the administrator must positively respond to a confirmation question. Deleting a job description from a particular branch does not effect job descriptions with the same name in other branches.



Job Description Insertion

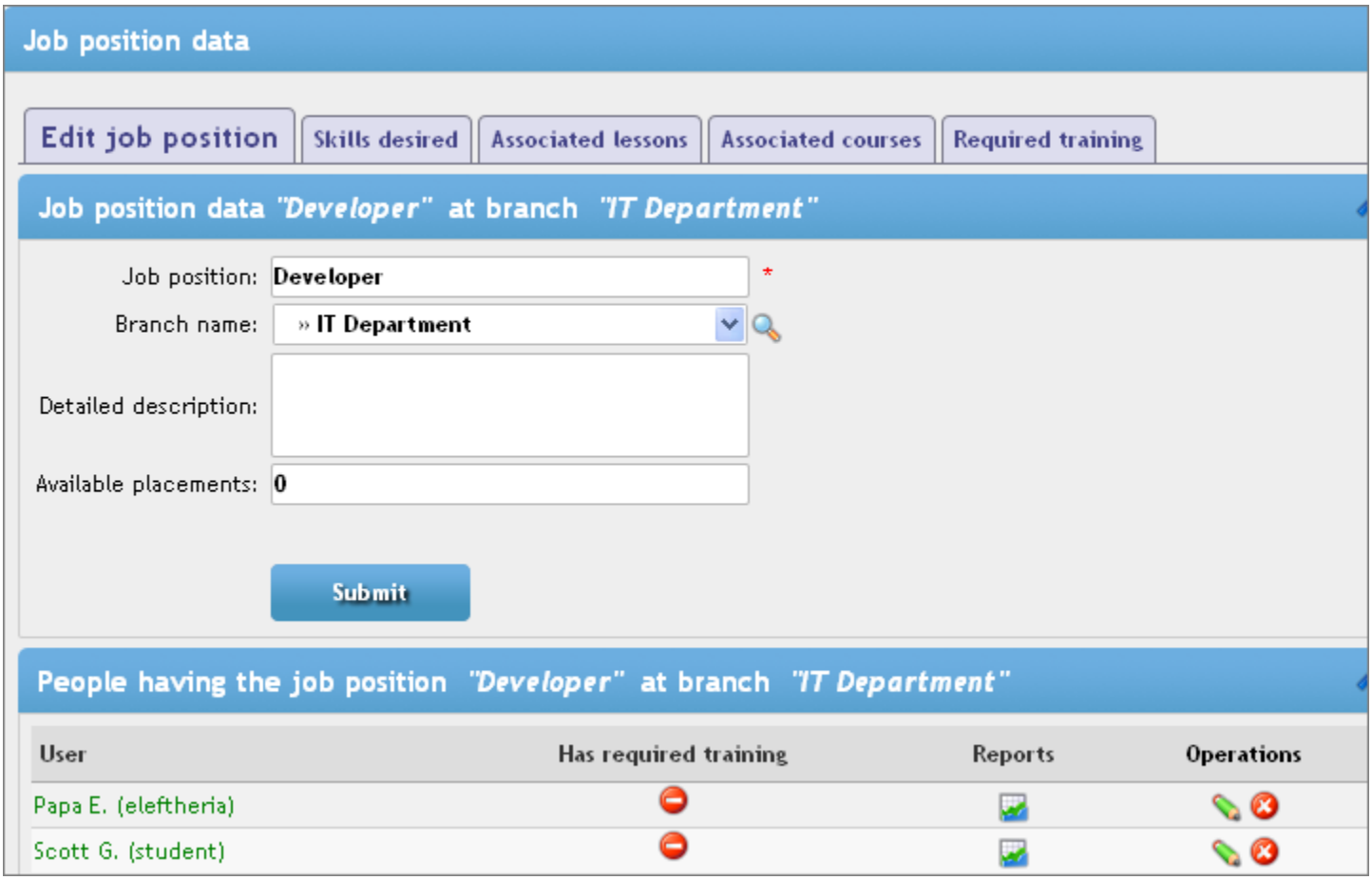
Administrators must first insert job descriptions to the system before being able to assign them to employees. This is done by clicking on the "New Job Description" link on the top left corner of the –initially empty- job descriptions' list.

Job descriptions can either be inserted to a single branch or to all branches within the organization. Job descriptions can be differentiated between branches, offering a tailored solution for branch needs. However, for efficiency and user-friendliness, the same job description can be assigned to all branches, by selecting "All branches" within the "Branch Name" field.

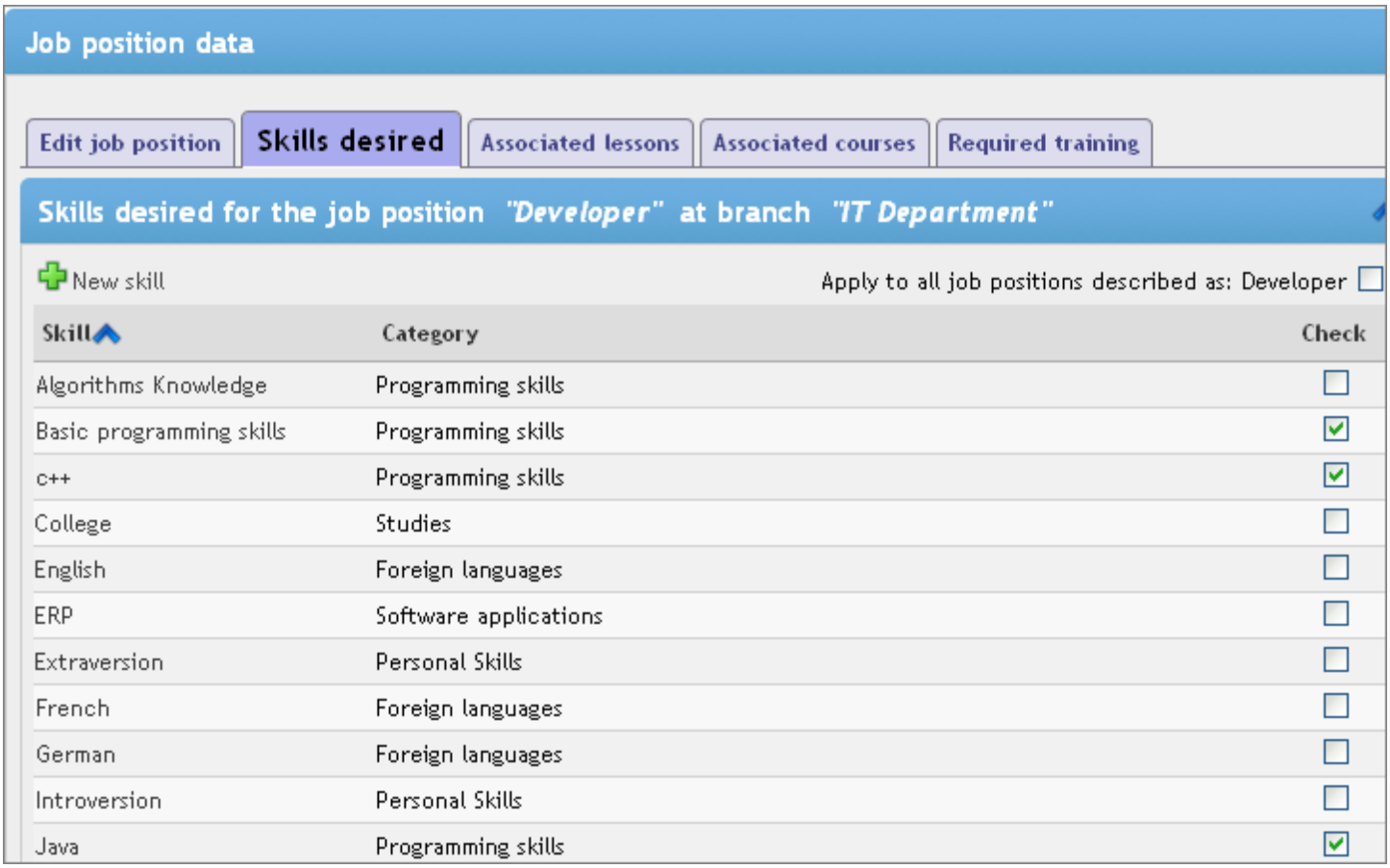


Job Description Editing

Clicking on a job description directs us to the edit menu where we can see the basic information concerning the job position.



The next tab is used to correlate job descriptions and skills. This is done by ticking the check box of the corresponding skill to be associated with the job description. In effect we are defining the necessary skills that an employee must hold in order to be assigned this job position.



NOTE: Ticking the relevant check box immediately submits assignment without the need of any submission button.

The third and fourth tabs called “Associated lessons” and “Associated courses”, provide a list of all registered lessons and courses. Next to each lesson and course appears the category it belongs to, its language as well as the number of skills associated upon completion. If no skills are offered then a relevant message is shown for this lesson or course.

The final column contains a check box which if ticked, correlates the job description to the chosen lesson or course. Un-ticking a checked lesson or course revokes that relationship.

NOTE: Associating job descriptions to lessons or courses will automatically subscribe existing and future employees with that job description to the associated lessons or courses.

The last tab allows the administrator to define the required training program that users have to complete.

Skills

Although branch and job descriptions suffice to provide the basic eFront Enterprise™ functionality, like job assignments and employee management, skills also have a very significant role. The management of skills is one of the most important tasks of a human resource manager. It is suggested that a basic set of skills is inserted into the system, before creating employee accounts.

Skills Review

Entering the “Skills” link from the administrator's control panel will show the list of skills already on the system. Each skill entry contains a description, the category it belongs to and the number of employees who possess it.

Skills

New skill

Skill description	Skill category	Users with skill	Operations
Algorithms Knowledge	Programming skills	2	
Basic programming skills	Programming skills	3	
c++	Programming skills	1	
College	Studies	2	
English	Foreign languages	3	
ERP	Software applications	1	
Extraversion	Personal Skills	1	
French	Foreign languages	1	
German	Foreign languages	2	
Introversion	Personal Skills	1	

The last column of the skills list has two operations: edit and delete. Deleting a skill, after positively responding to the confirmation question, will removing it from the skill list of all employees who possess it.

Skills Insertion

Skills are easily registered to the system. All that is required is a general description and any qualification. Using the "add new skill" link above, a description must be entered and the category to which the skill relates to.

Edit skill

New skill

New skill

Skill description: French *

Skill category: Foreign languages

Submit

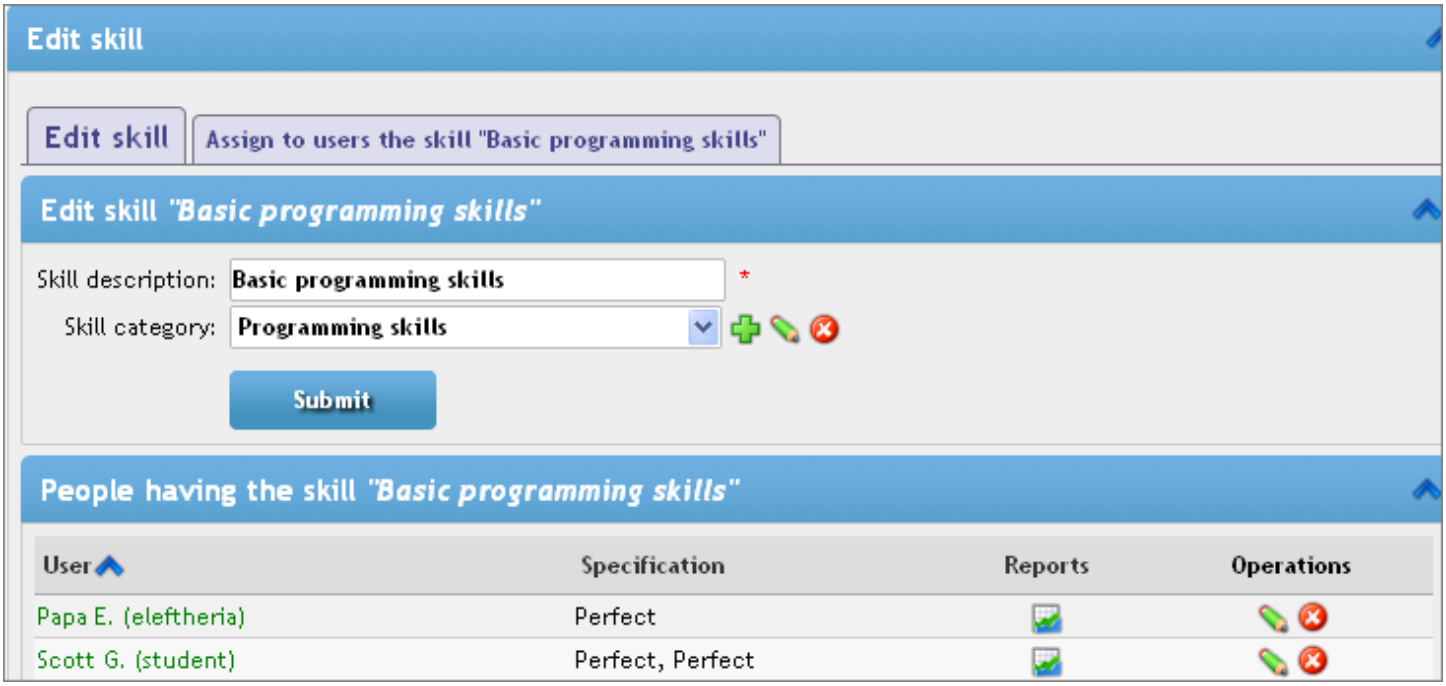
When an employee is actually assigned the skill, there is a text field where a more detailed specification can be entered. For example, when assigning a "work experience" skill, the specification could be "2 years programming and 3 years as a project manager".

NOTE: In order to add new skills, the specific skill category relating to the skill must already exist.

Skills Editing

Skills can be edited by clicking on their description link from anywhere within the eFront Enterprise™ environment or by clicking on the “Edit” link under the operations column in the skills list, shown below.

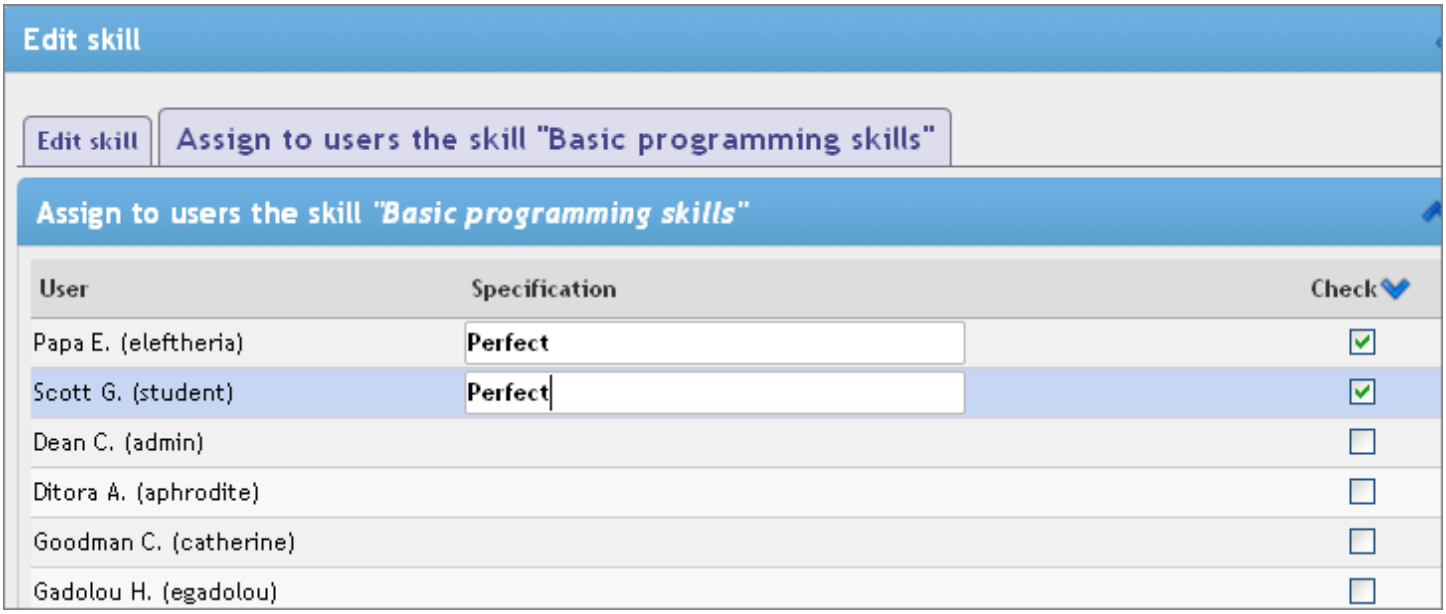
Although skills appear in multiple locations within the system, editing skills will make the desired changes throughout the system.



When editing a skill, a list of all employees who currently possess it is provided, together with the specification given for each of them.

Special attention needs to be given to the “Operations” column on the right side of the table: the “Edit” and “Delete” functionality. These functions correspond to the particular user, for example clicking on the edit icon will redirect the administrator to the employee-editing page. Similarly, the deletion operation removes this skill from this employee: neither the skill nor the employee themselves.

The second tab of the skill-editing page, shown below, is used to assign skills to employees. An employee is selected by ticking the corresponding check box. For each employee selected, a specification field will appear and the administrator may insert more detailed information regarding the skill, as mentioned earlier.



To remove a skill from an employee, the administrator should un-tick the relevant check box. The skill is removed when the "apply changes" button is ticked. The administrator can also edit the detailed specification relating to each skill by clicking on it and making the necessary changes.

Employees

Having inserted branches, job descriptions and skills the administrator is now able to insert employee details with full functionality. If branches or job descriptions are not defined, although employee accounts may be created, no job positions can be assigned. On the other hand, if no skills are registered, no actual human resources management can take place.

Entering the "employees" link from the administrators control panel shows a list of all registered employee accounts. For each employee there is a record of the login name, his or her actual name and surname, the preferred language for the system and the number of job assignments across all branches.

Update users

New user

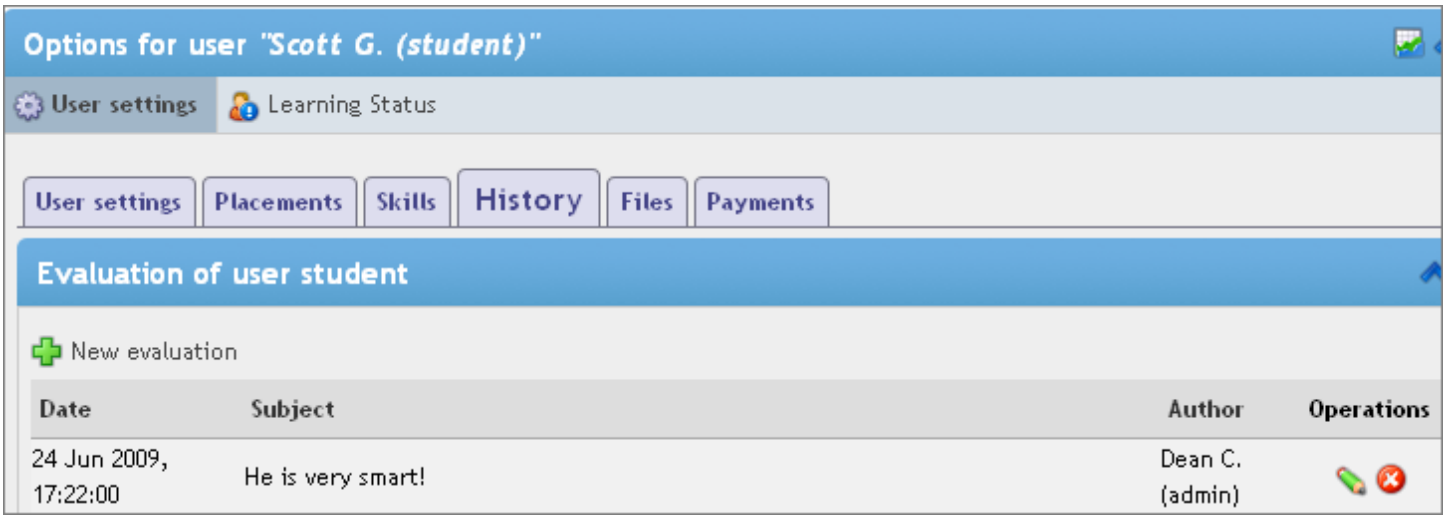
User	User type	Registration date	Last log-in	Jobs assigned	Active	Operations
Dean C. (admin)	Administrator	28 Jan 2009	23 Dec 2010, 14:45	0		
Ditora A. (aphrodite)	Student	10 Jun 2009	21 Dec 2010, 13:27	1		
Goodman C. (catherine)	Student	18 Jun 2009	18 Jun 2009, 17:31	1		
Gadolou H. (egadolou)	Professor	04 Jun 2009	Never	1		
Papa E. (eleftheria)	Student	12 Jun 2009	22 Dec 2010, 10:38	1		
Pap E. (eleftheriatest)	Student	13 Jan 2010	17 Dec 2010, 14:32	0		
Dean C. (elpapath)	Professor	28 Jan 2009	28 Jan 2009, 17:38	1		
Bryan G. (georgeg)	Student	04 Jun 2009	01 Oct 2009, 13:24	1		
Corrin J. (jasperc)	Professor	18 Jun 2009	Never	1		
Boyle M. (papagel)	Professor	04 Jun 2009	22 Oct 2010, 16:57	1		
Stef P. (peterst)	Student	17 Jun 2009	16 Dec 2010, 16:56	1		
Smith P. (prestons)	Professor	18 Jun 2009	Never	1		
Taylor B. (professor)	Professor	28 Jan 2009	23 Dec 2010, 11:59	1		
Scott G. (student)	Student	28 Jan 2009	23 Dec 2010, 11:09	2		

Three more columns are provided for each record, which correspond to four different functionality. The first enables or disables an employee account in the system. The second, under the column “Reports” shows employee statistics.

The last two refer to the “Edit” and “Delete” operations. Deleting an employee, removes all employee data from the system: job descriptions and skills assigned, evaluations and history, as well as any piece of personal information on that employee account. Since this operation incurs such a change to the system, a confirmation window is used to ensure the administrators selection. At top left corner of the table, exists the “New employee” link, which leads to the creation of a new employee account, as explained in the following chapter.

Employees evaluation

The administrators as well as the supervisors can add evaluations for their employees. These evaluations are shown in the employee's form (training record) and can be viewed by the supervisors and the administrators. This procedure can be done through the user's page

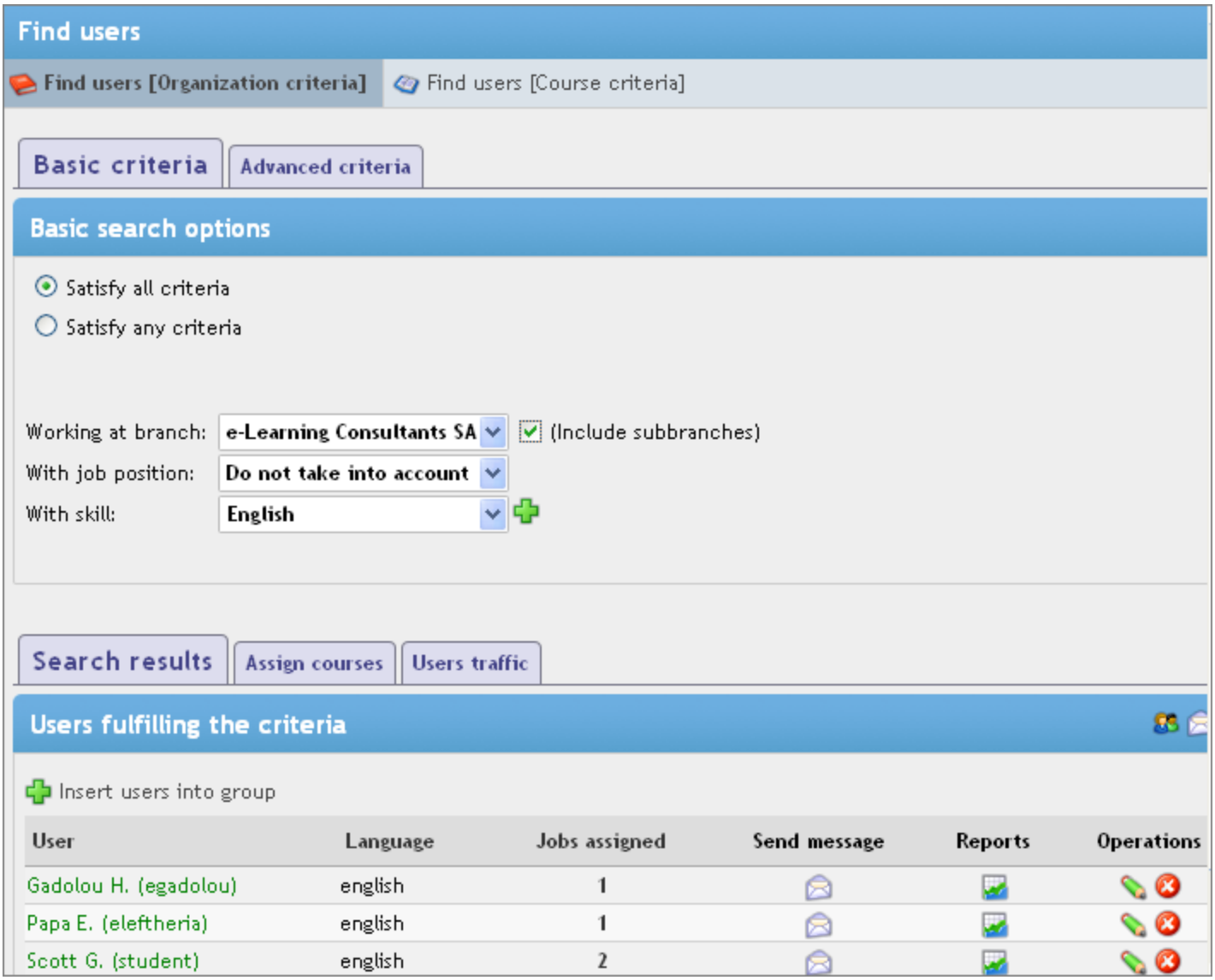


or , through the User status function in the professor's/supervisor's page, in the lesson's menu.

All the evaluations written for an employee are shown in his training record, which is automatically updated every time an evaluation is added. The time and the person who wrote it is also shown there.

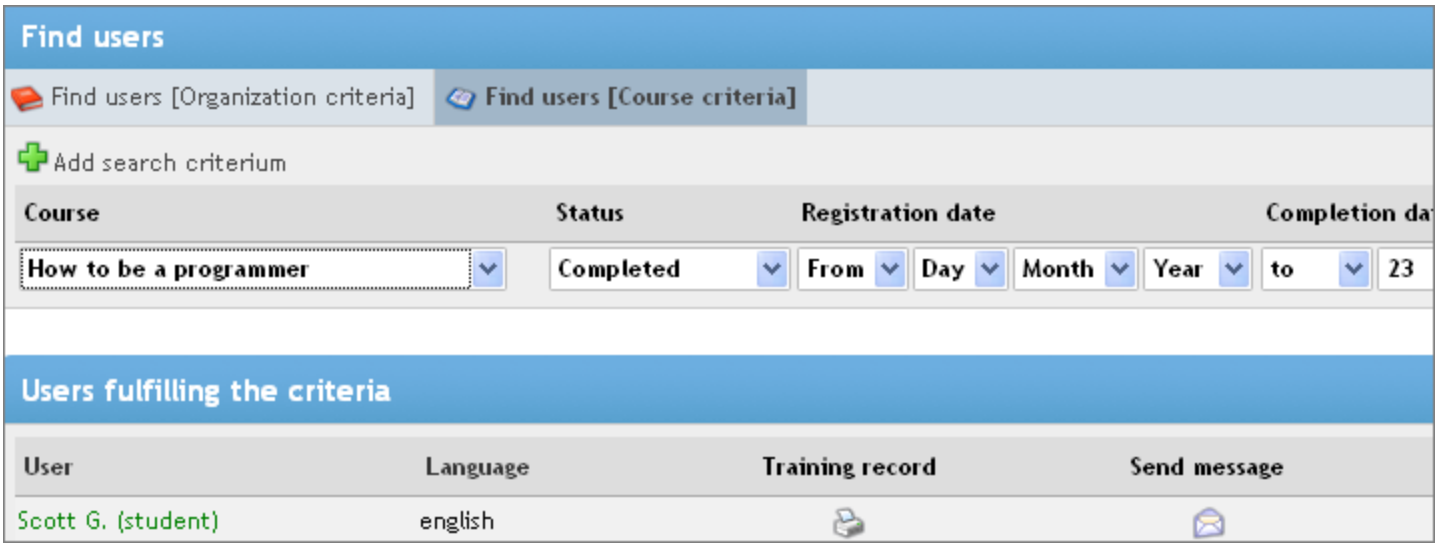
Search user

Inside the *Organization* module we can also find the "Search for user" link. This enables the administrator to find all employees that fulfill several criteria. The administrator can select what criteria, at least one, must be fulfilled in order for the system to return an employee record. This is done with a radio box, with two selections: "Satisfy all criteria" and "Satisfy any criteria". Underneath the radio box, exist three drop down menus corresponding to the criteria for branches, job descriptions and skills. Every time a new value is set in any of these menus, the page reloads and the employees that fulfill the criteria are presented.



Using the second tab, shown below, the administrator can use additional fields and submit the “Advanced criteria” search. From this point all subsequent searches will take into account the values of the fields completed. It goes without saying that, even when advanced search criteria are set, the “Satisfy all criteria” and “Satisfy any criteria” continue to apply.

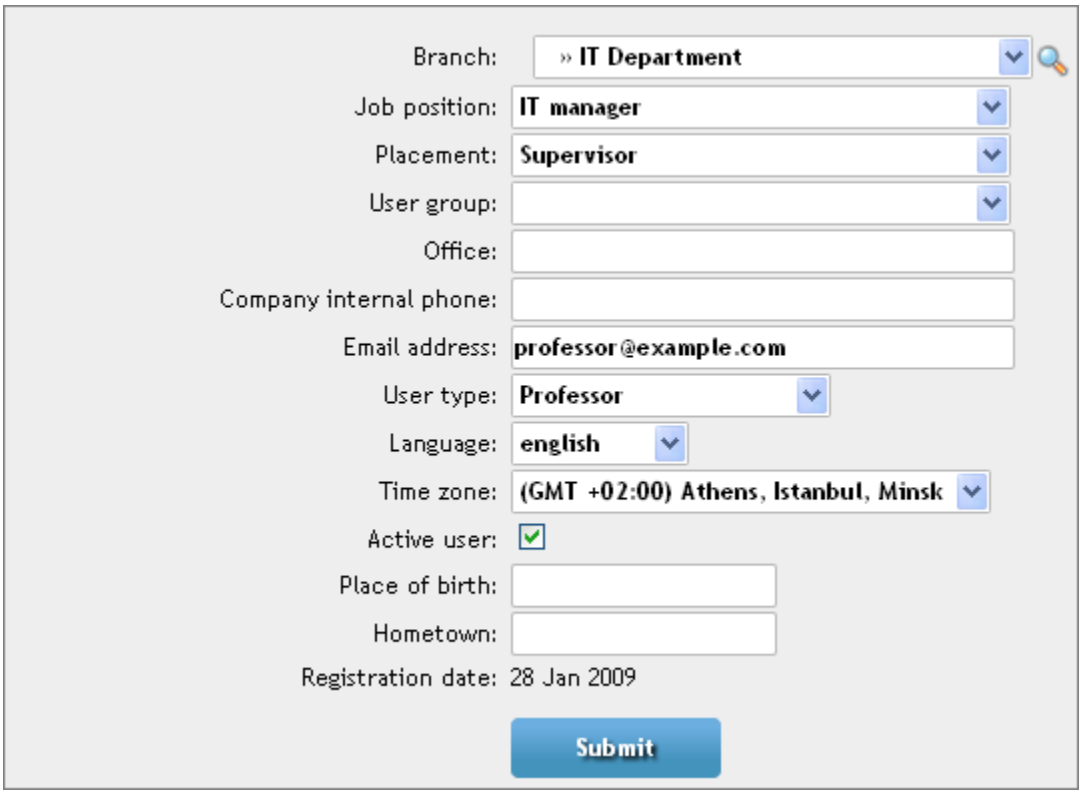
Finally, there are the course criteria that allows to search for users based on the courses completion or not.

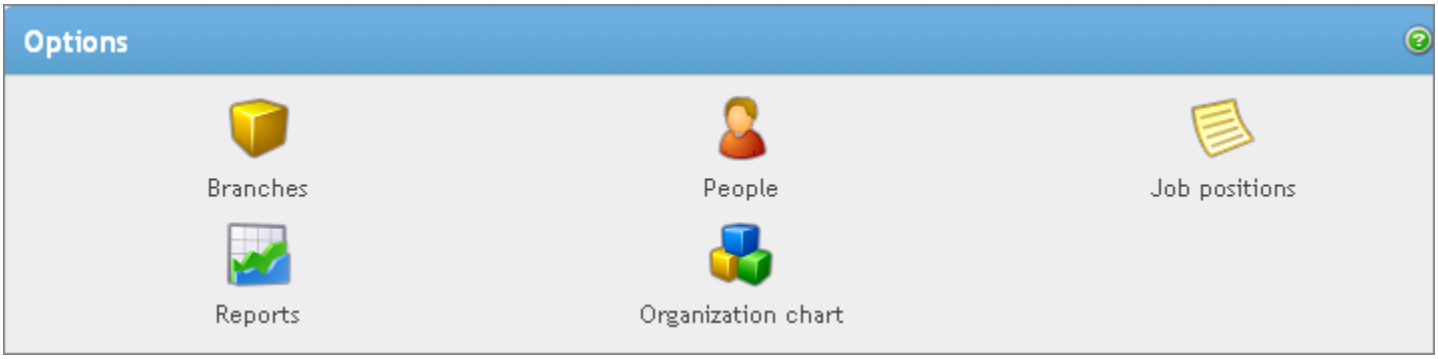


Supervisor role

A supervisor is a role that can be attached on top of any user in conjunction with a specific branch. A branch-supervisor acts as a mini-administrator for users below his branch.

The administrator can define a supervisor when creating a new user, after assigning him to a branch and a job position, as shown in the image below:



A branch's supervisor has a number of reporting and administration privileges. The supervisor is able first of all to edit his branch and its job positions, as well as to add new sub-branches. He can view the people under his branch as well as the unattached people, so as to say, the users that are not yet assigned to a branch. He can see their profile and assign them to his branch and to a specific job position in it. Finally, he

has one more reporting function available, the "Branch reports". He can use these reports to have statistic information concerning his branch and its sub-branches.