

User Guide

A guide to using the pulsecheckHR application

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Commercial in confidence

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About this document

The document is written to provide users of the pulsecheckHR application with guidance on its use. The document is split into sections relating to the primary user classes.

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Introduction

Overview

PulsecheckHR has been specifically designed to support the process of assessing the performance of staff on a monthly basis using weighted attribute scoring. The details of this assessment methodology are explained in more detail in the complementary document “Assessment Guidelines”. All users are encouraged to read this document before using the application

User Classes

PulsecheckHR considers all users to be in one or many of the following classes

- ❖ An employee with no performance assessment responsibility
- ❖ A manager or team leader with staff to assess
- ❖ A senior manager with other managers or team leaders reporting to them
- ❖ An application administrator

Of these four classes, the first three are dynamically resolved by the application, the last class is an attribute of the user

The classes manage the menu structure and drive security rights which are based upon current relationships only. This means that if a user has the obligation to assess an individual, then they have the rights to view the history of that individual and any people in the individual’s organisation. If the individual is transferred and no longer forms part of their organisation, then they lose these rights following the last period they were responsible for

The strength of this model is its simplicity and lack of need for separate maintenance. Security maintenance is controlled directly by management of the organisation’s hierarchy

The class also controls the availability of the headline menu items as explained below. For further security, all user requests are validated against the user’s security rights in the

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application middle tier. This is to prevent malicious users attempting to hack the application by editing search strings

General application usage

The application has been built using a technology called “Ajax” that continually interacts with the middle tier and database. The performance of Ajax takes some adjustment on the part of the user as each keystroke is sent to the middle tier directly. All keystrokes are saved by the application and not cached in the browser. This makes the application more fluid to use but the lack of “Enter” buttons may be disconcerting at first

Requests for data are indicated by loading gif's, either in the main body of the screen or in the top right hand corner of the active pane, this latter in the form of a green barber's pole. When these gifs are running, the user should refrain from entering data or changing the view as this will slow down the application's response

Words in the menu lines, sidebar or underlined words in the active pane are instructions to the application to render an alternative view. In general, the use of “back” on the browser should not be needed at any stage. Changing views should always be managed via these menu and action elements

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