



# Staff Management Module Set-up Guide

# Staff Management Module

**Thank you for adding the staff management module to your system. This gives you the ability to track staff timesheets (how their time is spent including absence time and training) and report on the findings.**

You'll need to have a System Administrator role to update the list items and organise the staff hierarchy (that which governs who can see staff profiles). The list items allow you to customise the options available when adding absence records, training records etc.

Go to the System Administration menu by clicking on Admin in the main menu, and then choosing 'System Administration' in the menu bar itself. You'll see a new section under 'Manage drop-down lists' called 'Staff module'.

#### Staff module

- staff absence categories
- staff appraisal outcome categories
- staff appraisal categories
- staff training level categories
- staff training types

You'll want to work through all the options to add list categories.

## Dealing with lists

### ➤ Adding a new category

To add a new option to any list, find the box at the bottom of the column titled 'double click to add'. By double clicking on this text you'll open a blank box where you can enter your new category. Once you've done this, save it by pressing enter on your keyboard. The text box will close and a new 'double-click to add' option will appear again at the bottom of the list (ready for you to add a new option if required).

### ➤ Editing

You can edit an existing category simply by double clicking over the text.

Once you're done editing, simply click 'enter' on your keyboard, and you'll see it save.

#### Manage staff training types

1.

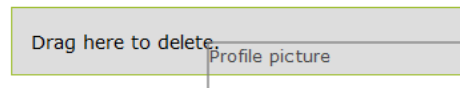
2. Lamplight Training

### ➤ Changing the list order

You can change the order of list of categories by dragging and dropping. Left click and hold on the item you wish to move and drag it with your mouse to its new position. You'll see the other options adjust to make space for it. Once it's in the correct place, release the mouse button.

### ➤ Deleting a list item

Underneath your list of categories, you'll see a grey rectangle with 'Drag here to delete' written in it. If you want to remove a list item, you can simply click and drag the box that it is in over the grey box. When you let go, you'll see the option you deleted appear in the grey box.



## Non-contact work

Please note, if you wish to add a new work area to be used in your non-contact work records, please add these as standard work areas. You can then contact Lamplight so that we can assign them specifically to non-contact work records.

## Managing Staff Hierarchy

Due to the potentially sensitive nature of the data held within the staff management module (pay details, annual leave etc), staff profiles are governed by a hierarchy. System administrators will need to put this in place.

By default, the only person who can see a profile is the database operator themselves. The hierarchy then allows some people to see (and report) on others.

Go to the System Administration menu by clicking on Admin in the main menu, and then choosing 'System Administration' in the menu bar itself. You'll have an option within the 'Manage database operators' section, called 'view and edit staff hierarchy'.

All the people who have a 'staff' profile in Lamplight appear in this list, not only database operators.

### Manage database operators

Operators currently registered on the system.

This shows all staff, linked to show lines of management responsibility. To move someone, drag their name onto the person that manages them.

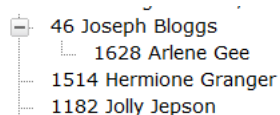
To edit their login details, double click on their name.

- 46 Joseph Bloggs
- 1628 Arlene Gee
- 1514 Hermione Granger
- 1182 Jolly Jepson

To set the hierarchy, click, hold and drag the person who is managed, over the name of the person who is their manager and release your mouse.

- Scenario 1 - Joseph Bloggs manages Arlene Gee

Left click, hold and drag the name 'Arlene Gee' over the top of 'Joseph Bloggs' and release the mouse. Joseph Bloggs can now see the staff management module tabs of his own profile AND Arlene Gee. Arlene Gee, Hermione Granger and Jolly Jepson can only see their own profiles.



- Scenario 2 - Joseph Bloggs manages Arlene Gee and Jolly Jepson

Left click, hold and drag the name 'Jolly Jepson' over the top of 'Joseph Bloggs' and release the mouse. Joseph Bloggs can now see the staff management module tabs of his own profile AND Arlene Gee AND Jolly Jepson. Arlene Gee, Hermione Granger and Jolly Jepson can only see their own profiles.



- Scenario 3 - Arlene Gee manages Hermione Granger

Left click, hold and drag the name 'Hermione Granger' over the top of 'Arlene Gee' and release the mouse. Joseph Bloggs can now see the staff management module tabs of his own profile AND Arlene Gee AND Jolly Jepson AND Hermione Granger. Arlene Gee can now see the staff management module tabs of her own profile AND Hermione Granger. Hermione Granger and Jolly Jepson can only see their own profiles

