

# VIP People

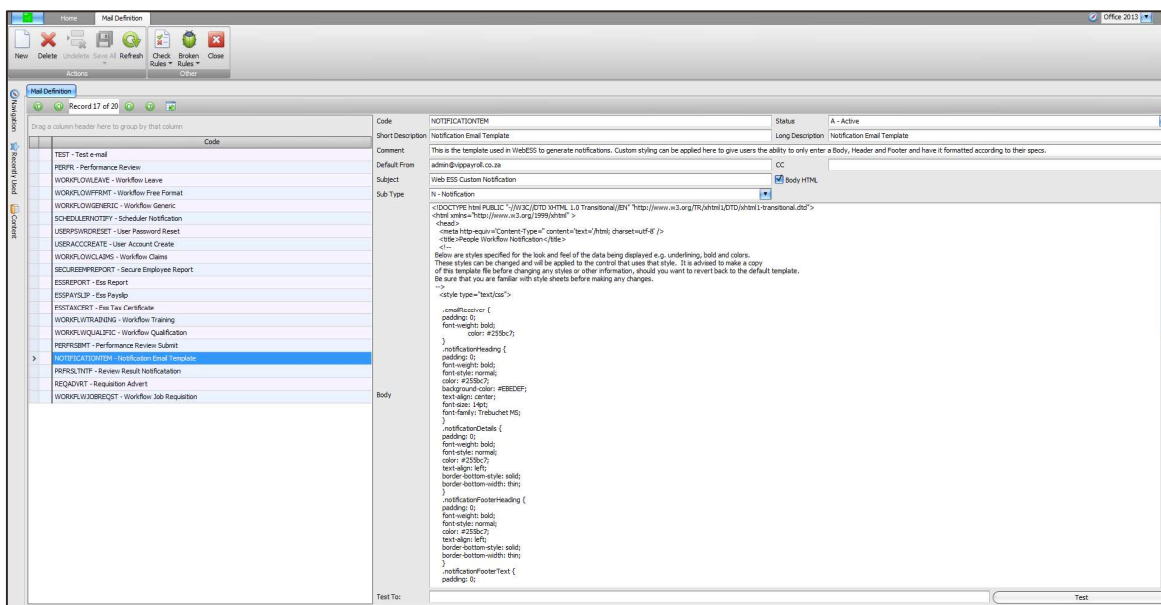
Notifications

# Notifications

New functionality has been added that allows you to send notifications.

## Mail Definition

A new mail definition type has been added. Changes can be made to the template. It is advisable to copy the template before making changes.

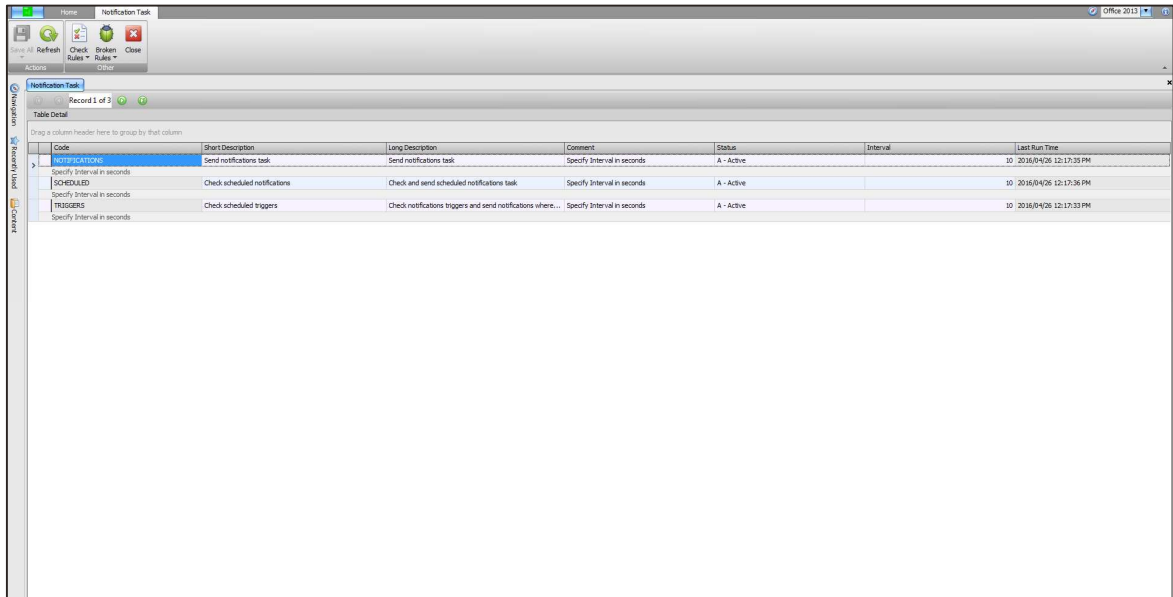


## Sub Type

You must link the notification template to a sub type. Mail definitions linked to the definition will be available when you select to send and HTML template.

## Notification Task

On the Notification Task you need to specify the interval in seconds when the People application must check for new notifications that must be sent.



The screenshot shows a software window titled "Notification Task" with a menu bar containing "Refresh", "Check Rules", "Broken Rules", and "Close". Below the menu is a toolbar with icons for "Refresh", "Check Rules", "Broken Rules", and "Close". The main area displays a table with the following data:

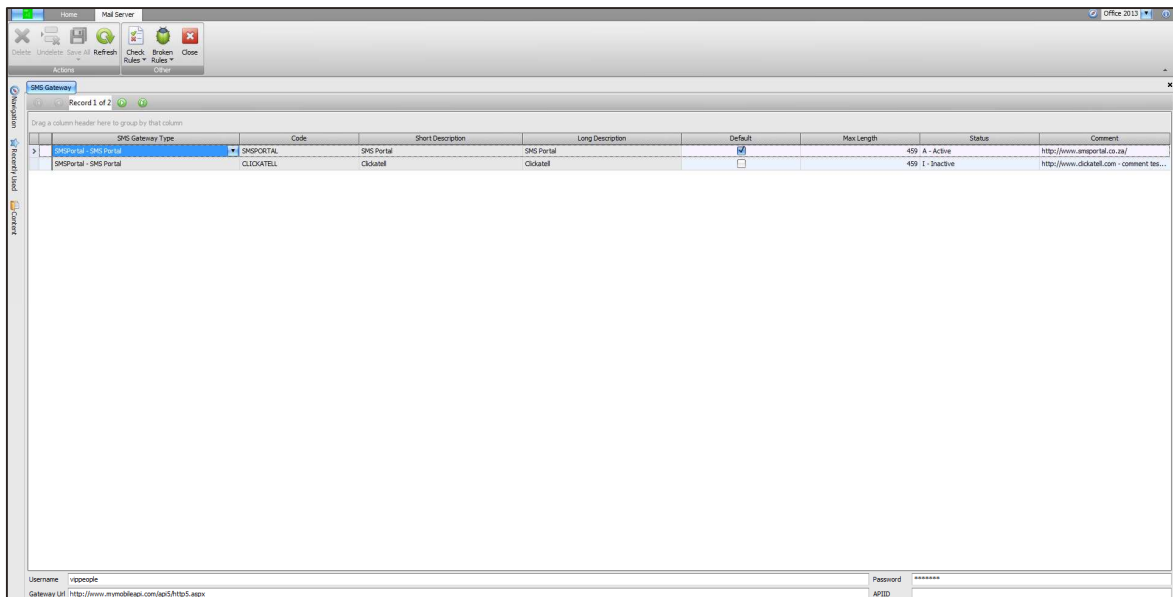
Code	Short Description	Long Description	Comment	Status	Interval	Last Run Time
NOTIFICATIONS	Send notifications task	Send notifications task	Specify Interval in seconds	A - Active		10/20/16/4/26 12:17:33 PM
SCHEDULED	Check scheduled notifications	Check and send scheduled notifications task	Specify Interval in seconds	A - Active		10/20/16/4/26 12:17:36 PM
TRIGGERS	Check scheduled triggers	Check notifications triggers and send notifications where...	Specify Interval in seconds	A - Active		10/20/16/4/26 12:17:33 PM

Note: Should the Interval seconds be more than the recurrence trigger specified the notification will only be sent when the specified Interval has been reached.

## SMS Gateway

Two pre-defined SMS Gateway options have been added.

- SMS Portal
- Clickatell



The screenshot shows a web-based configuration interface for SMS Gateways. The interface includes a menu bar with options like 'Delete', 'Undo', 'Save All', 'Refresh', 'Check Rules', 'Broken Rules', and 'Close'. Below the menu is a table with the following columns: 'SMS Gateway Type', 'Code', 'Short Description', 'Long Description', 'Default', 'Max Length', 'Status', and 'Comment'. Two rows are visible in the table:

SMS Gateway Type	Code	Short Description	Long Description	Default	Max Length	Status	Comment
SMS Portal - SMS Portal	SMSPORTAL	SMS Portal	SMS Portal	<input checked="" type="checkbox"/>	459	A - Active	<a href="http://www.smsportal.co.za/">http://www.smsportal.co.za/</a>
SMS Portal - SMS Portal	CLICKATELL	Clickatell	Clickatell	<input type="checkbox"/>	459	I - Inactive	<a href="http://www.clickatell.com">http://www.clickatell.com</a> - comment tes...

At the bottom of the interface, there are fields for 'Username' (containing 'vopocle') and 'Password' (masked with asterisks), and a 'Gateway URL' field (containing 'http://www.mymobileapi.com/api/http5.aspx').

### Default

The default gateway will be the provider that will be used to send SMS's.

### Max Length

Allow a maximum length of 459 characters for text messages. The SMS Gateway providers will send it as 3 text messages.

### Username

Enter the username for the applicable SMS Gateway account.

### Password

Enter the password for the applicable account.

### Gateway URL

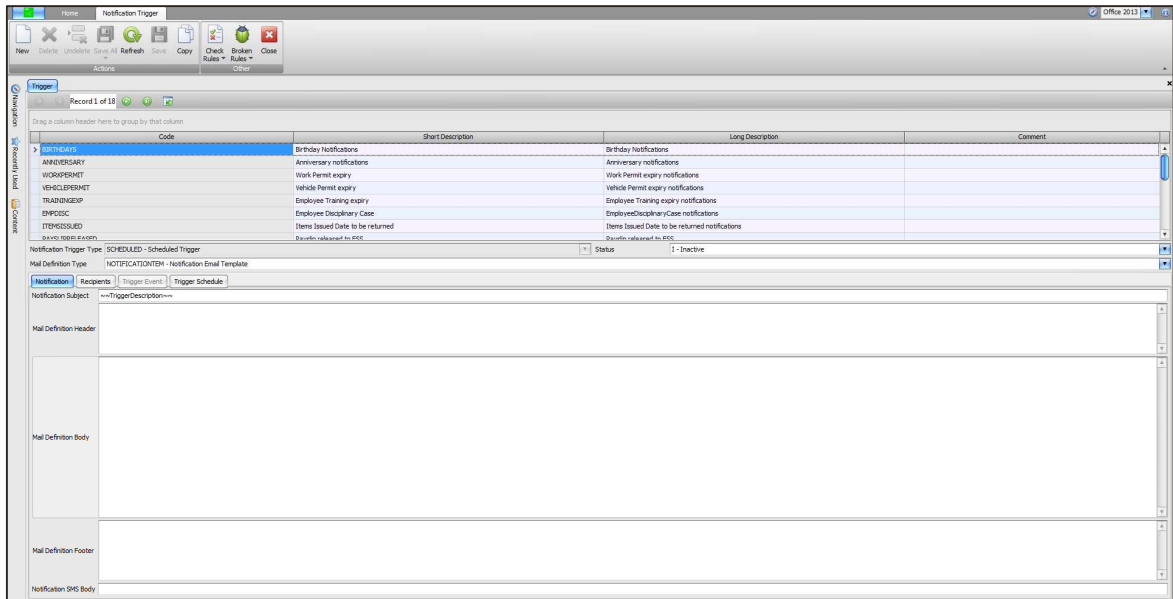
Enter the URL for the applicable account.

### APIID

Enter the APIID for the applicable account.

## Trigger

This screen allows you to define the notifications that can be sent.



The following pre-defined notification types have been added:

- Birthday Notifications
- Anniversary notifications
- Work Permit expiry
- Vehicle Permit expiry
- Employee Training expiry
- Employee Disciplinary Case
- Items Issued Date to be returned
- Payslip released to ESS
- Tax Certificate released
- Leave forfeit warning
- Employee Training Planned
- Contract Expiry Date
- Discussion
- SMS

**Note:** these notifications cannot be deleted.

Click on the **New** button to create a new notification type.

- **Notification Tab**

This screen allows you to define the information that must be sent in the e-mail or text message.

## Notification Trigger Type

This field will be read-only.

## Mail Definition Type

Select the mail definition format that must be used. Mail definitions where the Sub Type = Notifications will be displayed.

## Status

This field indicates the status of the notification. All notifications will default to Inaction when you load the new update or People is installed. You will have to change the status to Active for the applicable notifications that must be available.

## Notifications Tab



The screenshot shows a web interface for configuring notifications. At the top, there are tabs for 'Notification', 'Recipients', 'Trigger Event', and 'Trigger Schedule'. Below the tabs, there are several input fields: 'Notification Subject' (containing '~~TriggerDescription~~'), 'Mail Definition Header', 'Mail Definition Body', 'Mail Definition Footer', and 'Notification SMS Body'. The 'Notification Subject' field is highlighted with a light blue background.

## Notifications Subject

The “~~TriggerDescription~~” will use the pre-defined notification description. Should you change it the notification subject cannot be personalised.

## Mail Definitions Header

Specify the mail definition header that must be included in the e-mail.

## Mail Definition Body

Specify the mail definition body that must be included in the e-mail.

## Mail Definition Footer

Specify the mail definition footer that must be included in the e-mail.

## Notification SMS Body

The “~~TriggerDescription~~” will use the pre-defined notification description. Should you change it the notification subject cannot be personalised.

- **Recipients Tab**

Recipients Description	Generate Email	Generate SMS	Generate Web Ex
W3 Houset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



**Employees Affected:** Click on this button to include employees who will be affected, e.g. the employee's birthday.



**Managers of Affected Employees:** click on this button to include the affected employee's manger. The Reports To on the employee.



**My Manager:** the notification will be sent to the logged on user's manager. The Reports To.



**Employee:** click on this button select specific employees.



**Employee Filter:** click on this button specify a filter to select the employees. The following screen will be displayed:

The company screen allows to select a company/companies or company rule(s) to which the employees are linked that must be included.

The employee screen allows you to select the field to which the employees are linked that must be used to filter the employees.

Employee Filter

Company  
Employee

These filters will only filter employees containing selected Criteria's.

Employees  
Employee Status  
Nature of Contract  
Job Grades  
Job Titles  
Remuneration Structures  
Hierarchies  
Termination Reason  
From Termination Date  
To Termination Date  
From Date Engaged  
To Date Engaged

Ok Cancel

Employees that meet the filter criteria will be included and the notification will be sent.

### Recipient Description

This field indicates the recipients that will receive the notification.

### Generate Email

Check the checkbox to indicate that the recipient must receive an e-mail.

### Generate SMS

Check the checkbox to indicate that the recipient must receive a text message.

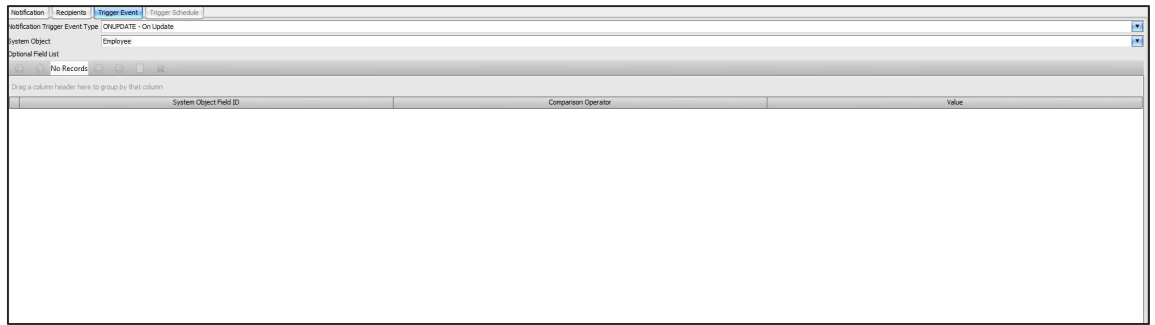
### Generate Web ESS

Check the checkbox to indicate that the recipient must receive a notification in his/her Inbox in WebSS.

- **Trigger Event**

Trigger Event allows you to create notifications that are not date related, e.g. a checkbox has been checked.





## Notification Trigger Event Type

This field allows you to specify when the notification must be sent. The options are:

- **On Insert:** select this option where information in a field was inserted.
- **On Update:** select this option where a field was updated.
- **On Delete:** select this option where the information in the field was deleted.

## System Object

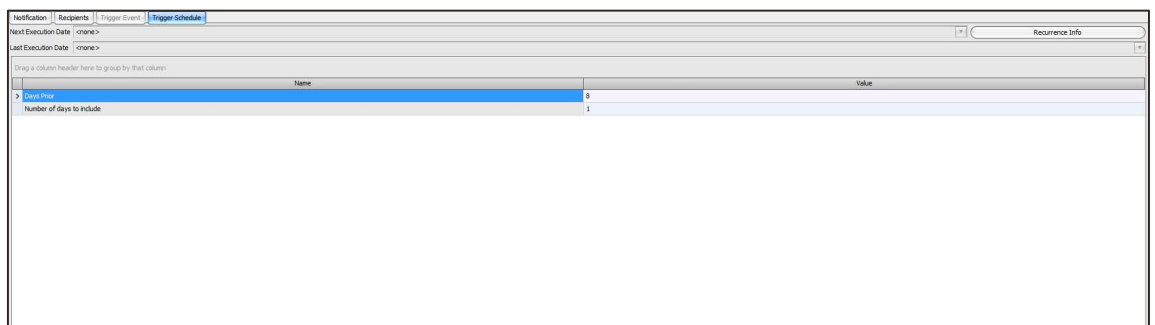
This option allows you to select the area for which the notification must be sent.

## Optional Field List

Select the applicable field of the selected area for which the notification must be sent.

- **Trigger Schedule**

Trigger schedules can be created for date related fields for which notifications must be sent.



## Next Execution Date

This field indicates when the next notifications will be sent.

## Last Execution Date

This field indicates when the notifications were sent previously.

## Recurrence Info

This option allows you specify when the notifications must be sent.

Screenshot of the "Schedule Recurrence Information" dialog box. The dialog is titled "Schedule Recurrence Information" and has a close button (X) in the top right corner. It is divided into three main sections: "Appointment time", "Recurrence pattern", and "Range of recurrence".

- Appointment time:** Start: 12:00:00 AM
- Recurrence pattern:** Radio buttons for Daily (selected), Weekly, Monthly, Yearly, and Every. The "Every" option is selected, and next to it is a spinner box set to "1" followed by the text "day(s)". The "Every weekday" option is also visible.
- Range of recurrence:** Start: 2016/04/26. Radio buttons for "No end date" (selected), "End after:", and "End by:". The "End after:" option has a spinner box set to "10" followed by the text "occurrences". The "End by:" option has a date selector set to "2016/05/05".

Buttons: OK, Cancel

## Name and Value

- o Date Prior: enter the number of days before the date occurs.
- o Number of days to include: enter the number of days after the date of the transactions that must be included in the notifications, e.g. Birth Date = 10 May. Date Prior = 7 and Days after = 30.
- o 7 days before the employee's birth day a notification will be sent as well as all birth days for the next 30 days.

Other fields will be available for specific trigger types.

## Web Self-Service Notifications

Notifications can be sent from Web Self Service. All users that are linked to a system role can create and send notifications.

**Edit Notification**

**Recipients**

Employees

Self  Manager

Additional Recipients

**Format**

Method  Email  Web ESS  SMS

Tags  Add

**Email / Web ESS Notification**

Subject

Type  Plain Text  HTML Template

Drag and Drop text fields

{ReceiverEmail} {ReceiverCompany} {ReceiverEmployeeCode}

{ReceiverKnownAsName} {ReceiverLastName} {ReceiverFirstName}

{ReceiverInitials} {ReceiverIDNumber} {SenderEmail}

{SenderCompany} {SenderEmployeeCode} {SenderKnownAsName}

{SenderLastName} {SenderFirstName} {SenderInitials}

{SenderIDNumber} {MailWebURL}

Body

Never Delete

Expires

**SMS Notification**

Drag and Drop text fields

{ReceiverEmail} {ReceiverCompany} {ReceiverEmployeeCode}

{ReceiverKnownAsName} {ReceiverLastName} {ReceiverFirstName}

{ReceiverInitials} {ReceiverIDNumber} {SenderEmail}

{SenderCompany} {SenderEmployeeCode} {SenderKnownAsName}

{SenderLastName} {SenderFirstName} {SenderInitials}

{SenderIDNumber} {MailWebURL}

Body

Copy from Subject Copy from Body

Attachments

Click the button above or drag your files in to upload supporting documentation.

Cancel Preview Schedule Save Save And Send

- **Recipients**

Select the recipients for which the notification must be sent.

**Recipients**

Employees Mrs Q Latifah Mr W Snipes Miss K Hudson

Self  Manager

Additional Recipients

Branch Johannesburg

## Employees

Click on the Lookup button to select the applicable employees. The following screen will be displayed:

**Search**

Choose the fields you want to search on

All Fields

Type your search here

Search

Display Name	Title	Initials	Known As	Surname	Email Address
Mr S Spielberg	Mr	S	Steven	Spielberg	recruiter@recruiter.com
Mrs Q Latafah	Mrs	Q	Queen	Latafah	queen@purple.co.za
Mr W Snipes	Mr	W	Wesley	Snipes	w.snipes@ess.com
Miss K Hudson	Miss	K	Kate	Hudson	kateh@purple.com
Mr D Washington	Mr	D	Denzel	Washington	denzelw@purple.com
Mr S Segal	Mr	S	Steven	Segal	stevense@purple.com
Mr A Schwarzenegger	Mr	A	Arnold	Schwarzenegger	arnolds@purple.com
Miss D Moore	Miss	D	Demi	Moore	demi@purple.com
Mr D De Vito	Mr	D	Danny	De Vito	dannydv@purple.com
Miss J Garner	Miss	J	Jen	Garner	jenniferg@purple.com

First Previous 1 2 3 4 5 Next Last

Cancel Select

## Self

Check the checkbox to send the notification to the logged on user.

## Manager

Check the checkbox to send the notification to manager (Reports To) of the logged on user.

## Additional Recipients

This option allows you to select additional options to filter the employee to whom the notification must be sent. The options are:

- Positions
- Job Grades
- Job Titles
- Company Rules
- Hierarchies

- **Format**

This section allows you to select the format in which the notification must be sent.

**Format**

Method  Email  Web ESS  SMS

Tags  Add

The options are:

- **Email:** an e-mail will be sent to the recipient. The e-mail address on the recipient's entity record will be used.
- **Web ESS:** a notification will be sent to the recipient's WebSS Inbox.
- **SMS:** a text message will be sent to the recipient. The cell phone number on the recipient's entity record will be used.

## Tags

This allows you to add references to group or sort the notifications at a later stage. Currently the sort or filter functionality is not available and will be added in a future release.

- **Email/Web ESS Notifications**

This section allows you to specify the information that must be included in the e-mail and Inbox.

The screenshot shows the configuration interface for an email notification. It includes a 'Subject' input field, a 'Type' section with radio buttons for 'Plain Text' (selected) and 'HTML Template'. Below this is a 'Drag and Drop text fields' area with a grid of tags: {ReceiverEmail}, {ReceiverKnownAsName}, {ReceiverInitials}, {SenderCompany}, {SenderLastName}, {SenderIDNumber}, {ReceiverCompany}, {ReceiverLastName}, {ReceiverIDNumber}, {SenderEmployeeCode}, {SenderFirst Name}, {MailWebURL}, {ReceiverEmployeeCode}, {ReceiverFirst Name}, {SenderEmail}, {SenderKnownAsName}, and {SenderInitials}. There is also a 'Body' text area and checkboxes for 'Never Delete' and 'Expires'.

## Subject

Enter the subject of the notification.

## Type

Select the notification type that must be sent. The options are:

- **Plain Text:** this option allows you to enter the text of the notifications.
- **HTML Template:** this option allows you to select a notification template that must be used to create the notification.

This screenshot shows the configuration interface for an HTML template notification. The 'Type' section has 'HTML Template' selected. A 'Template' dropdown menu is set to 'Notification Email Template'. The 'Drag and Drop text fields' area contains the same grid of tags as the previous screenshot. Below this are three separate input fields for 'Header', 'Body', and 'Footer'.

## Template

This field be enabled when the HTML Template will be selected. Select the template that must be used. Mail Definition Templates where the Sub Type = Notifications will be listed.

## Text Fields

Available can be dragged and used in the notification.

## Header

This field be enabled when Type = HTML Template. Enter the header detail of the notification.

## Body

Enter the detail of the notification.

## Footer

This field be enabled when = HTML Template. Enter the footer detail of the notification.

## Never Delete

Check this checkbox when the recipient should not be able to delete the notification.

## Expire

Check this checkbox when the notification must automatically be delete from the recipient's Inbox. The date picker will be displayed. Select the expiry date of the notifications.

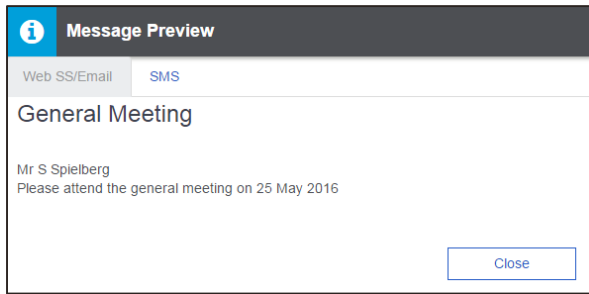
- **Attachments**

You can attach documents to the notification. This option will not be available for a SMS type notification.



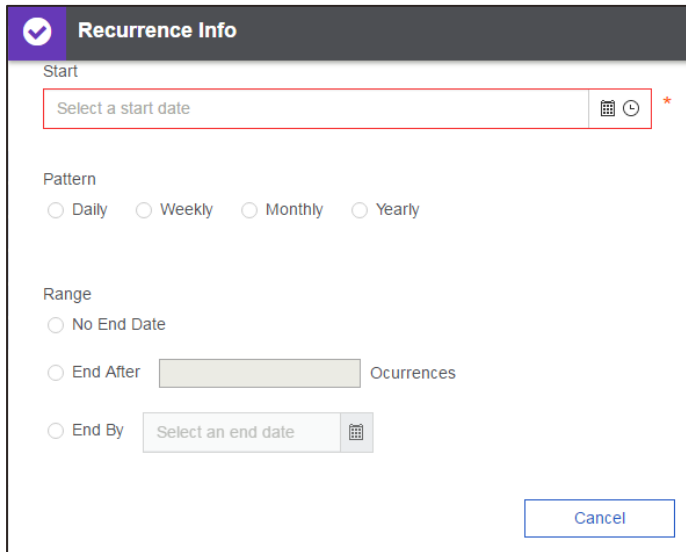
- **Preview**

The Preview option allows you to preview the notification.



- **Schedule**

This option allows you to define the message must be sent.

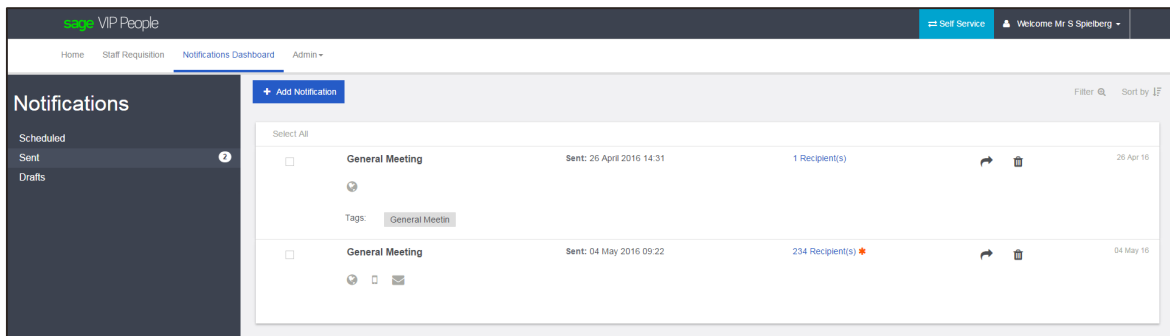


Click on the **Save** button to save the notification. The message will not be sent but saved as a Draft.


Click on the **Save And Send** button to send the notification.

## Notifications Sent

Notifications that have been sent will be available in Sent items.



 This icon indicates that the notification has been sent to the recipients Notifications Inbox.

 This icon indicates that a text message notification has been sent to the recipients.

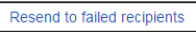
 This icon indicates that the notification has been e-mailed to the recipients.


The red asterisk indicates that errors were incurred when the notifications were sent as well as the number of recipients to whom the notifications were sent.

The screenshot shows a detail view for a 'General Meeting' notification. It contains a table with the following columns: Employee Code, Display Name, Mobile Number, Position, Job Grade, Job Title, Method, and Result. The table lists 11 recipients. Some entries show an error: 'Error - Invalid Cellphone Number' for SMS messages to Miss K Hudson (Employee Code 004) and Mr D Washington (Employee Code 005). Other entries show 'Sent' for E-Mail and Web ESS. At the bottom, there is a pagination control (First, Previous, 1, 2, 3, 4, 5, Next, Last) and a 'Resend to failed recipients' button.

Employee Code	Display Name	Mobile Number	Position	Job Grade	Job Title	Method	Result
004	Miss K Hudson				Actor	SMS	*Error - Invalid Cellphone Number
004	Miss K Hudson				Actor	E-Mail	Sent
005	Mr D Washington				Production Manager	E-Mail	Sent
005	Mr D Washington				Production Manager	SMS	*Error - Invalid Cellphone Number
005	Mr D Washington				Production Manager	Web ESS	Sent
006	Mr S Segal				Editor	Web ESS	Sent
006	Mr S Segal				Editor	SMS	*Error - Invalid Cellphone Number
006	Mr S Segal				Editor	E-Mail	Sent
007	Mr A Schwarzenegger				Sales Manager	E-Mail	Sent
111	Mr A Schwarzenegger					E-Mail	Sent

An error message will be displayed next to the recipient and the notification type that was sent.

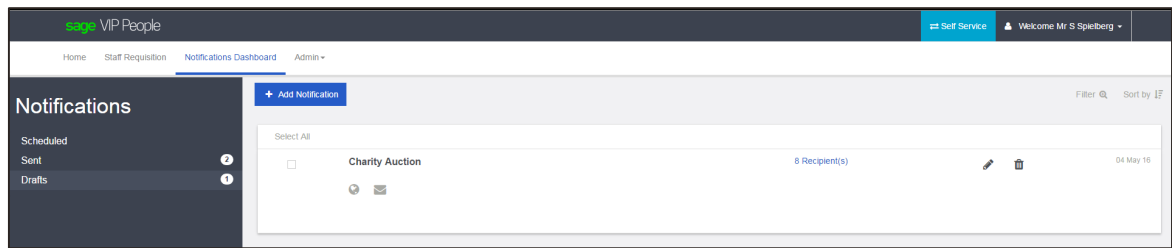
You can click on the **Resend to failed recipients**  button to resend the notification once the information, e.g. cell phone number, has been corrected.

The **Resend**  button allows you to resend the notification. The detail of the notification will be displayed. You can change the detail of the notification before you resend it.




## Notifications Draft


Notification that have been saved will be available in the Drafts Inbox.



 This icon indicates that the notification has been sent to the recipients Notifications Inbox.

 This icon indicates that a text message notification has been sent to the recipients.

 This icon indicates that the notification has been e-mailed to the recipients.

Click on the **Edit**  button to view the notification and send it.

## Notifications Inbox

Notifications that have been flagged as Web Self Service will be sent to the recipients My Notifications Inbox.

The screenshot shows the SAP People Notifications Inbox interface. The top navigation bar includes 'SAP People', 'VIP People', and user information for 'Mr S Spielberg'. The main menu on the left lists categories like 'My Submitted Items', 'Performance Reviews', and 'My Notifications'. The central pane displays a list of notifications, with the selected notification expanded on the right. The expanded notification is titled 'Mr G Clooney has BCEA Annual Leave leave that might expire on 2016-05-31' and includes details such as 'From: System Notification', 'Date Sent: 26 April 2016 18:17', and a 'Leave forfeit warning' section.

Notification Title	From	Date Sent
Mr D Washington has BCEA Annual Leav...	System Notification	26 April 2016 16:20
Mrs S Sarandon has BCEA Annual Leave...	System Notification	26 April 2016 16:20
Mr D De Vitto has BCEA Annual Leave le...	System Notification	26 April 2016 18:17
Mrs H Hunt has BCEA Annual Leave leav...	System Notification	26 April 2016 18:17
Mr S Connerly has BCEA Annual Leave le...	System Notification	26 April 2016 18:17
Mr G Clooney has BCEA Annual Leave le...	System Notification	26 April 2016 18:17
Payslip released to ESS	Mrs G Lattah	03 May 2016 10:58
General Meeting	Mr S Spielberg	04 May 2016 09:22

If you have selected the Never expire option when creating the notification the recipient will not be able to delete the notification.

## Security

Role base security can be defined for notifications.