



Staff Suggestion Scheme

User Guide

Version 5.5

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B BUSINESS PROCESS: STAFF SUGGESTION SCHEME

■ Scenario 1: Administrator creates Grievance Quick Codes

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User defines the quick code values for Suggestion area	SSS Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> User selects the HR General Information Unit User Selects the Business Process as 'Staff Suggestion scheme' Then the user selects Process Variable as 'Suggestion Area', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Suggestion Area Value inactive, which will not be usable in the downstream processes) User saves this information.

■ Scenario 2: Administrators Define Staff Suggestion Coordinators

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Admin User defines Staff Suggestion Coordinators	SSS Admin User / HR User	Staff Suggestion – Administration	Define Staff Suggestions Coordinators	Define Staff Suggestions Coordinators	<ul style="list-style-type: none"> User selects the SSS Administration Unit (if more than 1 are available, else the value is defaulted) User selects the loaded Suggestion Area value.
					Define Staff Suggestions Coordinators	<ul style="list-style-type: none"> User Selects the Employment Unit in the multiline, enters the Department code, and defines Coordinators for the selected Employment Unit and Department Combination and also specifies the Effective from and To date range for the Coordinator for that Suggestion Area and saves. These Coordinators are nominated to evaluate the Suggestions for their Suggestion Areas recorded during those specified period.
2.					Define Staff Suggestions Coordinators	<ul style="list-style-type: none"> User selects another Suggestion Area and enters the respective details in the multiline like Employment Unit, department, Coordinators and the Eff. From and To dates and saves. These Coordinators are nominated to evaluate the Suggestions for their Suggestion Areas recorded during those specified period.

■ Scenario 3: Administrator Records Suggestions on behalf of Employees

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User records a Suggestion on behalf of the employee	SSS Administrator / HR User	Staff Suggestion Administration	Record Staff Suggestion	Record Staff Suggestion	<ul style="list-style-type: none"> User selects the SSS Administration Unit (if more than 1 are available, else the value is defaulted) User directly enters the employee code and takes the 'Record Suggestions' link OR User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record a Suggestion on behalf of an employee
	User records a Suggestion on behalf of the employee				Record Staff Suggestion	<ul style="list-style-type: none"> User records suggestion by entering the Co Suggestor details (if reqd), Selects the Suggestion Area, enters the reason for making the suggestion, Suggestion for Improvement, and enters the Tangible Benefits, and Intangible Benefits and also mentions whether he can self implement the same. Upon save the Suggestion gets upgraded to Draft Status. And Upon submit the suggestion gets upgraded to the status Pending Evaluation.

	User records a Suggestion on behalf of the employee				Record Staff Suggestion	<ul style="list-style-type: none"> • If the Suggestion Number is already existing in draft status the user retrieves from the Suggestion Number 'Get Details' task button and makes necessary changes and submits for Evaluation • The Suggestion thereby gets upgraded to Pending Evaluation
	User deletes a Suggestion.				Record Staff Suggestion	<ul style="list-style-type: none"> • User deletes the Suggestion if he feels that the same is not required any more. • User is enabled to delete only the suggestions in Draft Status.

■ Scenario 4: Administrator / Coordinator Evaluates the Suggestion

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User Evaluates the Suggestion recorded by the administrators on behalf of employees	SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User selects the SSS Administration Unit (if more than 1 are available, else the value is defaulted) User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink of Suggestion Number to Evaluate a Suggestion.
		SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User scrutinizes the Suggestion details recorded by the administrators for employees and on realizing the significance of the same selects the Action Status combo to 'To Be Implemented' and enters the details of Tangible Benefits of his justification and then enters awards the employee if the Suggestion is good for the Organization. User Submits the Evaluation. The Suggestor gets a mail notification that his Suggestion is Evaluated and considered for Implementation.

2.		SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User Scrutinizes the suggestion details displayed in the page and selects that the Suggestion is 'Not To Be Implemented' and substantiates the reason for the same and submits the evaluation. Suggestor gets a mail notification that his Suggestion is Evaluated and not considered for Implementation.
		SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User at a later point of time feels that the Suggestion can be implemented and tags it as 'To Be Implemented' Suggestor gets a mail notification that his suggestion is evaluated considered for Implementation.
3.		SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User Evaluates the Suggestion and selects the Action Status as Pending 2nd Level Evaluation and Forwards the same to another Coordinator for Evaluation.
		SSS Administrator / Coordinators	Staff Suggestion-Administration	Suggestion Administration	Suggestion Administration	<ul style="list-style-type: none"> User takes up the respective Suggestion and evaluates the same and tags 'To be implemented'. Suggestor gets a mail notification that is Suggestions Evaluated and considered for Implementation.

■ Scenario 5: Administrator / Coordinator Views the Suggestion

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User / Coordinator views the Suggestion recorded by the Administrators on behalf of employees and Suggestions recorded by the Self Service employees thru Suggestion Submission	SSS Administrator / Coordinators	Staff Suggestion Administration	View Suggestion	View Suggestions	<ul style="list-style-type: none"> User selects the SSS Administration Unit (if more than 1 are available, else the value is defaulted) User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink of Suggestion Number to View a Suggestion.
						<ul style="list-style-type: none"> On selecting the Suggestion Number hyperlink in the multiline the respective Suggestion details are displayed in the detail page with the Coordinator's Evaluation if exists.

■ Scenario 6: Self Service – Self Service Employee Submits Suggestion

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee records a Suggestion	Self Service User	Staff Suggestion – Self Service	Suggestion Submission	Suggestion Submission	<ul style="list-style-type: none"> • SS User records suggestion by entering the Co Suggestor details (if reqd), Selects the Suggestion Area, enters the reason for making the suggestion, Suggestion for Improvement, and enters the Tangible Benefits, and Intangible Benefits and also mentions whether he can self implement the same. • Upon save the Suggestion gets upgraded to Draft Status. • And Upon submit the suggestion gets upgraded to the status Pending Evaluation.
	Employee records a Suggestion				Suggestion Submission	<ul style="list-style-type: none"> • If the Suggestion Number is already existing in draft status the SS user retrieves from the Suggestion Number 'Get Details' task button and makes necessary changes and submits for Evaluation • The Suggestion thereby gets upgraded to Pending Evaluation

	Employee deletes a Suggestion				Suggestion Submission	<ul style="list-style-type: none"> SS User deletes the Suggestion if he feels that the same is not required any more. SS User is enabled to delete only the suggestions in Draft Status.
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■ Scenario 7:Self Service - Coordinator Evaluates the Suggestion

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	SS User (Coordinator) Evaluates the Suggestion recorded by the SS Employees	Coordinators	Staff Suggestion-Self Service	Staff Suggestion- Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator conducts a search using the one or more of search filters and clicks on the multi-line hyperlink of Suggestion Number to Evaluate a Suggestion. All Suggestions with the status Pending Evaluation are displayed in the multiline w r to the search option.

		Coordinators	Staff Suggestion-Self Service	Staff Suggestion-Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator scrutinizes the Suggestion details recorded by the administrators for employees and on realizing the significance of the same selects the Action Status combo to 'To Be Implemented' and enters the details of Tangible Benefits of his justification and then enters awards the employee if the Suggestion is good for the Organization. Coordinator Submits the Evaluation. The Suggestor gets a mail notification that his Suggestion is Evaluated and considered for Implementation.
2.		Coordinators	Staff Suggestion-Self Service	Staff Suggestion-Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator scrutinizes the suggestion details displayed in the page and selects that the Suggestion is 'Not to Be Implemented' and substantiates the reason for the same and submits the evaluation. Suggestor gets a mail notification that his Suggestion is Evaluated and not considered for Implementation.
		Coordinators	Staff Suggestion-Self Service	Staff Suggestion-Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator at a later point of time feels that the Suggestion can be implemented and tags it as 'To Be Implemented' Suggestor gets a mail notification that his suggestion is evaluated considered for Implementation.

3.		Coordinators	Staff Suggestion-Self Service	Staff Suggestion-Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator Evaluates the Suggestion and selects the Action Status as Pending 2nd Level Evaluation.
		Coordinators	Staff Suggestion-Self Service	Staff Suggestion-Self Service	Suggestion Administration	<ul style="list-style-type: none"> Coordinator takes up the respective Suggestion and evaluates the same and tags 'To be implemented'. Suggestor gets a mail notification that is Suggestions Evaluated and considered for Implementation.

■ Scenario 8: Self Service Employee Views the Suggestion

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	SS User / Coordinator views the Suggestion recorded by the Administrators on behalf of employees and Suggestions recorded by the Self Service employees thru Suggestion Submission	SS Users / Coordinators	Staff Suggestion – Self Service	View Suggestion	View Suggestions	<ul style="list-style-type: none"> SS User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink of Suggestion Number to View a Suggestion.

						<ul style="list-style-type: none">On selecting the Suggestion Number hyperlink in the multiline the respective Suggestion details are displayed in the detail page with the Coordinator's Evaluation if exists.
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