

People Module Summary

The People Module is where individual certifications can be managed. The term “certifications” pertains to the types of qualification/training/licenses/policies/credentials, etc. that can be tracked by KAStack. The People Module also allows for creation of Companies and Certification Roles that can be designed to help organize users on the site into groups, e.g. organizing users based on their job title or department.

Individuals with Admin/Supervisor Module Levels for the People Module will have access to pages that other module levels do not. Separate chapters have been created in BookStack so that users can view information about the People Account consistent with what their module level allows them to access.

People Module Page Summary Table	
Page	Explanation
Users Page	The Users Page in the People Module allows a user to review KAStack user certifications in table form.
Submissions Page	The Submissions Page allows the user to manage certification submissions. The Submissions Page has three tabs that can be accessed from the Main Menu, the Pending Approvals Tab, Attachment Inbox Tab, and Batch Submit Certifications Tab.
Reports Page	<p>The Reports Page permits the viewing/generation of various reports on certification status for users. The Reports Page has three tabs that can be accessed from the Main Menu, the Supervisor Report Tab, Shared Reports Tab, and Create Shared Report Tab.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; background-color: #D9E1F2;"><p>The Reports Page is specific to this module and is separate from the features within the Reports Module</p></div>
Matrix Page	The Matrix Page allows quick visualization of all user certifications in a filterable grid format.
Roles Page	The Roles Page allows creation and management of certification roles used to organize/group user accounts.
Certifications Page	The Certifications Page allows creation and management of certifications/qualifications/trainings.
Companies Page	The Companies Page allows creation and management of companies within KAStack for streamlined user organization. Various companies can be added to customize for your organizational needs.

My Account Page	The My Account Page allows the user to view their individual user account's certifications and take any necessary actions to maintain compliance. The My Accounts Page has three tabs that can be accessed from the Main Menu, the My Certifications Tab, Submit Certifications Tab, and Certification Roles Tab.
Settings Page	The Settings Page allows admins to establish parameters for KAStrack notifications, modify module levels, and adjust other module-specific settings. The Settings Page has two tabs that can be accessed from the Main Menu, the Module Settings Tab and Module Levels Tab.

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