



Staff Management Infinity Portal

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List of contents

1 SIGNIFICANT INNOVATIONS AND IMPORTANT ASPECTS	3
1.1 Significant innovations	3
1.2 Important aspects	4
2 SECURITY OF THE GADGETS IN USE	5
3 NEW GRAPHIC PRESENTATION	5
4 NEW LOGIN	5
5 NEW ORGANISATION OF CONTENTS	6
5.1 APPLICATION AREAS	6
6 OBSOLETE GADGETS	18
7 PORTAL "HEADER"	18
8 PORTAL "FOOTER"	19
9 ADDITIONAL SERVICES	19
10 THEME COLOUR.....	19
11 GRAPHICS OPTIONS (LOGOS)	20
12 CHECK SECURITY OF PAGES/GADGETS.....	20
13 REMOVING GADGETS FROM THE CUSTOMER PAGES.....	20
14 MENU CONFIGURATION	21
15 COMMUNICATIONS ("Pill" management).....	21
16 APPLICATION UPDATE.....	21
16.1 Scheduled update	21
17 VIRTUAL DESK MANAGEMENT.....	22
18 DIGITAL SIGNATURE	22
18.1 Personal Documents - Signature.....	23
19 EMPLOYEE DIGITAL FOLDER.....	23
19.1 Employee digital folder – Import of documents	24
19.2 Employee digital folder – Search documents.....	25
20 ORGANIZATION MODULE	26



21 INFINITY SCHEDULER (New options) 27



1 SIGNIFICANT INNOVATIONS AND IMPORTANT ASPECTS

1.1 Significant innovations

WARNING! In order to manage the new preset organisation of the contents and to favour the security of the functionalities already in use, the gadgets of the Portal, contained in the "Customer's pages", which do not have at least one specific security for the gadget, with an automatic conversion performed in the loading phase of this update, will acquire the securities of the "Customer's pages", in which they are contained, and in case there are no securities for the "Customer's pages", the gadgets of the Portal will be allowed only for the Zucchetti Adminis. group 1.

Therefore pay particular attention to Paragraph 2 - "Security of the gadgets in use" as it contains the detail specifications related to what was previously mentioned.

Also, particular attention should be paid to Paragraph 5 - "New organisation of contents" related to the introduction of the "Standard pages".

- **Security of the gadgets in use**
- New graphic presentation
- New Login
- **New organisation of contents**
- Obsolete gadgets
- Portal "header"
- Portal "footer"
- Additional services
- Theme colour
- Graphic options (Logos)
- Security verification of pages/gadgets
- Gadget removal from Customer's pages
- Menu configuration
- Communications ("Pill" management)
- Application update
- Virtual desk management
- Digital signature
- Employee Digital Folder
- Organization module
- Infinity scheduler (New options)



1.2 Important aspects

For the above-mentioned significant renewal contents, the update in question is irreversible; once uploaded, it will no longer be possible to return to the previous version.

1.2.1 DMS container

Please bear in mind that for the “DMS Container” IT IS NECESSARY TO: SET THE PATH SAVING PROCEDURES INDICATED BY YOU IN DMS - SETTINGS AS "CONTAINER".
(From: Workspace – Settings – Document archive – Settings).

THIS IS NECESSARY BECAUSE THE ABOVE MENTIONED PATH IS THE ONLY PLACE IN WHICH DOCUMENTS ARE STORED (Payslips, Timecards, etc.) AND FROM WHICH THE DATA TO BE VIEWED WILL BE IDENTIFIED in the “Employee Folder – Personal Documents” and/or “Organizational Folder”.

IN CASE THE “CONTAINER” IS LOST OR CORRUPTED, THE DATA RELATED TO ALL THE PERFORMED PUBLICATIONS WILL NO LONGER BE RETRIEVABLE.



2 SECURITY OF THE GADGETS IN USE

In order to manage the new preset organisation of the contents and to favour the security of the functionalities already previously in use, the gadgets of the Portal, contained in the "Customer's pages", which do not have at least one specific security for the gadget, with an automatic conversion performed in the loading phase of this update, will acquire as security the "Permits" indicated in the pages in which they are contained and in case there are no "Permits" in the pages, the gadgets of the Portal will be allowed only for the *Zucchetti Adminis group 1*.

Therefore, after the loading of this upload, besides managing the securities on the page they will have to be managed on the gadget as well, by appropriately using for the latter the "Menu configuration" functionality (From: Control Panel - Security).

In order to help the user in the verification of the security related to the gadgets in use, available both in the "Customer's pages" and in the "Standard pages", the new "Check security of pages/gadgets" functionality was added (From: Workspace – Settings – Gadget configuration – Utility), which will allow generating a print containing, for the selected "Customer's page" or "Standard page", the permits of the latter and the list of gadgets contained with the related Groups and users available in the security (See paragraph 12 - "Check security of pages/gadgets").

3 NEW GRAPHIC PRESENTATION

As far as the continuous evolution of the Zucchetti HR Infinity 4.0 Suite is concerned, this update contains a **significant graphic and ergonomic renewal**, thanks to which the daily activities will be simpler, but the user will not perceive the technological complexity behind it all.

The graphic renewal does not affect the application functionalities, even though it is completed by a significant renewal in terms of ergonomics, such as "usability" and "navigation".

Please bear in mind that as of this update the used graphic font is changed; the used font will be "Fira Sans", at 13px.

4 NEW LOGIN

The new graphic presentation of the "Login" of the Portal will allow the user to use the functionalities already in use (E.g. *Input of log-in info, Language change, etc.*), in a more immediate and intuitive way. The main changes contained in the "Login" will be:

Video tutorial

In "Login" it will be possible to access the related "Video tutorial", which explains its functioning, by clicking on the dedicated image in the header of the "Login".

When accessing the Portal, a "popup" will be automatically displayed, showing only for the **1 Amminis. Zucchetti, the dashboard containing the "Video tutorial", made available by the HR Applications available on the system, to which the user is connected and authorized.**

Through the dedicated "Do not display anymore" option (*checked value*) it will be possible to block its display when accessing the Portal and the "Video tutorial" will be available by using the "Video tutorial" dedicated menu item, available in "User" (the latter in the header of the Portal).

Please bear in mind that the "Do not display anymore" option will be set to "No" (unchecked value).



Afterwards it will be possible, when necessary, by using the "Menu configuration" functionality (From: Control panel – Security), to also allow such functionality to other users and/or groups.

Logo management

The new logo management in "Login" will allow using up to a maximum of ten background images in the "central band" of the Portal (See Paragraph 11 - "Graphic options (Logos)").

Bear in mind that in the presence of several background images the latter will be displayed in Slide show" mode; the recommended resolution is 1920 x 550 px.

The management of the "Logo in login", already in use, will remain unchanged from a functional point of view, and the latter, where available, will be displayed centrally (above the log-in info request), with the same previously used sizes.

Moreover, in the presence of both above-mentioned configurations, "Logo in login" and "Background images", only "Logo in login" will be displayed.

Have you forgotten the password?

Both "Login" and "E-mail address" will be requested mandatorily; previously at least one of the requested information was mandatory between "Login" and "E-mail address".

Communications

The "Communications" in "Login" will be displayed with a new graphic appearance, in the "footer" of the log-in info request.

Maximum three communications will be displayed, the following ones, where available, will be displayed automatically in "Slide show" mode, every 30 seconds; however, it will be possible to manually "scroll" the communications by "dragging" them with the mouse or by using the dedicated navigation below.

Bear in mind that the communications are displayed by the most recent publication date.

Moreover, the information displayed in the communication and their application functioning will remain unchanged compared to what was previously in use.

Applications areas of the Zucchetti HR Infinity 4.0 Suite

The "links" to the detailed documents of the "Applications areas of the Zucchetti HR Infinity 4.0 Suite" will be available in "Login" for the Staff management (such as Human Resource Management, Safety & Security, Travel & Fleet, Workforce Management), in order to enhance and acknowledge the "range" of services offered for each area.

5 NEW ORGANISATION OF CONTENTS

As of this update the structure of the contents of the Portal was reorganised and renewed in order to help the user in the consultation and management of the information contained in it.

To this end the following changes were made:

5.1 APPLICATION AREAS



The new menu of the "Application areas" was added, which allows accessing the applications of the HR Suite available on the system and three other subject areas managed by the Portal, with previous authorisation to the applications, as already in use.

The information related to the version of the Portal is available at the footer of the "Application areas" menu.

5.1.1 WORKSPACE AREA

The "Workspace" is the area that allows managing the pages, the gadgets contained in them, the archiving/publication functionalities, the Mail, the Agenda, etc.

The above mentioned area has the same contents of the previous "Workspace" menu item, but reorganised. *Moreover, the "Workspace" will be automatically visible to the users belonging to the PortalUsers Group 999999 and it is the area that will be displayed, as already selected, for the users which have the Portal as starting application or no application.*

In case the starting application is a HR application, the latter will be displayed as already selected and in the "Application areas" menu it will appear as the first selectable area.

The "Workspace" is made of the main menu and of the pages containing the gadgets.

Bear in mind that the functionalities contained in the area will be displayed only if the connected user is authorized.

Moreover, the functionalities related to the configuration of the gadgets ("Add gadgets", "Create page", etc.) were grouped in the "Settings" menu, available in the header of the "Workspace". In order to use them it will be necessary to access the "Settings" menu, select the "Configure" item and then reselect the "Settings" menu, in order to access the detailed functionalities.

In order to open or close the gadgets it will be necessary to click on the three dots available in its header, next to the title, or click directly on its title; bear in mind that the dots appear when the cursor is placed on the bar reporting the title of the gadget.



Workspace - Main menu

The “Main menu” of “Workspace” contains the following functionalities:

Menu item	Functionalities	Notes
Organizational folder	Organizational folder	<i>The “Organisational folder” is a gadget that will not be available in the “Standard pages” as it is available in the “Main menu”.</i>
Delegate users	Delegate users	<i>The “Delegate users” is a gadget that will not be available in the “Standard pages” as it is available in the “Main menu”.</i>
Publication management	<i>Publication history Publication form External PDF publications Notifications management Request management Electronic receipts etc....</i>	
Document archive	<i>Document management Digital storage</i>	
Mail	<i>Mail</i>	
Agenda	<i>Agenda</i>	
Address Book	<i>Address Book</i>	
Register	<i>Register</i>	
Settings	<i>The functionalities already in use, related to the configuration of the topics managed in the area, are available in “Settings”.</i>	

Bear in mind that the gadgets accessed in the “Main menu” acquires the same security of the related gadget.

For further details related to the placement of the menu items compared to the previous version of the Portal, please refer to the “HR Portal/MIP – Configuration – Infinity Portal menu” dedicated manual, published in the After sale portal in My Zucchetti.



Workspace - PAGES

Customer's pages

As of this update the pages already in use on the system will be considered as "Customer's pages".
Bear in mind that at the upload of this update, the "Customer's pages" will not be changed and the gadgets contained in them will be graphically reviewed, but will remain unchanged as far as their functioning is concerned.

Zucchetti standard pages

As of this update, the following new Zucchetti standard pages such as "MyWork", "MySpace", "Operation", "Organization", "Information" will be automatically added, **and will be queued to the "Customer's pages", already available on the system.**

The new pages are added in order to reorganize and standardise the operational and/or functional contents and to streamline the automatic configuration, of the new functionalities, which as of the next updates, will be immediately visible and configurable.

In each of the "Standard pages" a central area will be available in their heading, called "HUB", which according to the standard page, contains the most important information, which the connected user will always have available immediately without having to "retrieve" it.

Bear in mind that the "Standard pages" cannot be removed or modified and will be visible by all the authorised users to at least one of the gadgets contained in them.

Moreover, the "Standard pages" have a preset content, therefore it will not be possible to add or remove gadgets different from the proposed content; the gadgets contained in them will be displayed by the connected user only if the latter is authorised through security.

At the uploading of this update, the gadgets of the Portal contained in the "Customer's pages", will also be available in the "Standard pages" if provided in them.

In order to help the user with the passage to the single "standard pages" the new "Gadget removal from Customer's pages" functionality was added (From: Workspace – Settings – Gadgets configuration – Utility) which will allow the massive or single removal of the gadgets select from the "Customer's pages" (See Paragraph 13 - "Removing gadget from Customer pages").



“MyWork” standard page

The "MyWork" is the page that contains the gadgets useful for performing your own company activities.

“MyWork” HUB

Functionalities	Important notes
Welcome message	The welcome message will be visible to all users who will access MyWork and it will be composed like this: “Welcome” + <i>Name</i> (retrieved by the Person contact) “to” + <i>Company name</i> (retrieved by the Affiliation employment) + “Enterprise Portal”
Pill	New functionality that allows displaying the company “Pill”. The activation of this functionality can be configured and activated with the new option available in “Communications” (See Paragraph 15 - “Communications (Pills)”)
My activity list	<p>"My activity list" is the "List of activities" already in use in "HRMySpace" gadget.</p> <p>For each activity, the indication of the HR application will be given, which generated it and its description; "by clicking" on the activity the related detail will open.</p> <p>In order to make clearer the activities not yet viewed, the latter will appear cyclically every 15 minutes, sorted and highlighted by priority level (<i>Error, Warning, Info</i>) or by activity code according to the setting given by the HR application that has generated it.</p> <p>WARNING! "My activity list" will inherit the securities of the "HRMySpace" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use").</p> <p>Subsequently, the securities of "My activity list" and "HRMySpace" will be managed separately.</p> <p>In the "Menu configuration", the "My activity list" item will be available in the "Workspace/Gadgets" folder and the "HRMySpace" item will be available in the "Previous workspace/Gadgets" folder.</p>

Gadgets contained in “MyWork”

Gadgets	New gadgets/Changes
Communications	<p><u>NEW GADGET</u></p> <p>In the "MyWork" standard page, the new "Communications" gadget will be displayed, which will allow immediately to view two/three communications at most, according to the used resolution; the subsequent communications, where present, will be cyclically displayed every 15 seconds in "Slide show" mode.</p> <p>The display order of the communications is by most recent publication start date.</p> <p>With the "View archive" button you will be able to access the display of the communications subdivided by folder, with view mode already in use.</p> <p><i>Please note that the configuration mode of the communications remained unchanged.</i></p> <p>It is also mentioned that, the "Communications" gadget available in the "Customer's pages" will keep the previous display.</p> <p>WARNING! The new "Communications" gadget will inherit the securities</p>



	<p>of the "Communications" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use").</p> <p>Please consider that the "Display archive" item available in the "Menu configuration" refers both to the "Communications" gadget available in "Customers' pages" and to the "Display archive" button available in the "Communications" gadget of the "Standard page".</p>
Daily planner	<p>NEW GADGET</p> <p>The "Daily planner" allows managing the activities generated by the HR applications, some of which are already in use in the "HR Workflow - Calendar".</p> <p>For the detail contained in the "Daily planner" please refer to the "Summary of changes" of the HRWorkflow v.09.00.00 application.</p> <p>WARNING! The "Daily planner" will inherit the securities of the "HR Workflow - Calendar" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use").</p> <p>Subsequently, the securities of the "Daily planner" and of "HR Workflow - Calendar" will be managed separately.</p> <p>In the "Menu configuration", the "Daily planner" item will be available in the "Workspace/Gadgets" folder and the "HRWorkflow – Calendar" item will be available in the "Workspace/Previous gadgets" folder.</p>
Signature	Graphically reviewed, the already in use application functionalities remain unchanged.
Assents and consents	Graphically reviewed, the already in use application functionalities remain unchanged.
HR Workflow - Personal Data	Graphically reviewed, the already in use application functionalities remain unchanged.
Virtual terminal	Graphically reviewed, the already in use application functionalities remain unchanged.
Virtual terminal – Time and Attendance	Graphically reviewed, the already in use application functionalities remain unchanged.
Display timestamps	Graphically reviewed, the already in use application functionalities remain unchanged.
ZTravel - Travel Expense Notes	Graphically reviewed, the already in use application functionalities remain unchanged.
HR Time and attendance - Canteen booking	Graphically reviewed, the already in use application functionalities remain unchanged.



"Operation" standard page

The "Operation" is the page that contains the gadgets useful for performing your own functional type company activities.

"Operation" HUB

Functionalities	Important notes
My activity list	<p>"My activity list" is the "List of activities" already in use in "HRMySpace" gadget.</p> <p>For each activity, the indication of the HR application will be given, which generated it and its description; "by clicking" on the activity the related detail will open.</p> <p>In order to make clearer the activities not yet viewed, the latter will appear cyclically every 15 minutes, sorted and highlighted by priority level (<i>Error, Warning, Info</i>) or by activity code according to the setting given by the HR application that has generated it.</p> <p>WARNING! "My activity list" will inherit the securities of the "HRMySpace" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use").</p> <p>Subsequently, the securities of "My activity list" and "HRMySpace" will be managed separately.</p> <p>In the "Menu configuration", the "My activity list" item will be available in the "Workspace/Gadgets" folder and the "HRMySpace" item will be available in the "Previous workspace/Gadgets" folder.</p>

Gadgets contained in "Operation"

Gadgets	New gadgets/Changes
Delegate Communications	Graphically reviewed, the already in use application functionalities remain unchanged.
Virtual desk management	Graphically reviewed, the already in use application functionalities remain unchanged.
Products link	Graphically reviewed, the already in use application functionalities remain unchanged.
Subject Address Book	Graphically reviewed, the already in use application functionalities remain unchanged.
Archive of corporate documents	Graphically reviewed, the already in use application functionalities remain unchanged.
DMS - Archiving/Publication	Graphically reviewed, the already in use application functionalities remain unchanged.
Delegate external PDF publication	Graphically reviewed, the already in use application functionalities remain unchanged.
Management of files and electronic files	Graphically reviewed, the already in use application functionalities remain unchanged.
ZTravel - Travel expense notes summary/Business trips	Graphically reviewed, the already in use application functionalities remain unchanged.



"MySpace" standard page

The "MySpace" is the page that contains the gadgets useful for performing your own company activities.

"MySpace" HUB

Functionalities	Important notes
<p>Display Subject's photo and Contact information</p>	<p>In the hub of the "MySpace" page, the photo of the connected user will be displayed, retrieved from the HR Subject's Personal Data and the information related to his/her main e-mail address and his/her contact information.</p> <p>WARNING! The "Contact information" display will inherit the securities of the "HRMySpace - Contact information" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use"). Please consider that the "Contact information" item available in the "Menu configuration" refers both to the "HRMySpace - Contact information" gadget in the "Customers' pages" and to the "Contact information" display available in the MySpace hub gadget of the "Standard page".</p>
<p>"Employment" button</p>	<p>The "Employment" button corresponds to the "Employment" section already in use in the "HRMySpace" gadget.</p> <p>WARNING! The "Employment" button will inherit the securities of the "HRMySpace – Employment" available in the "Customer's page" (See Paragraph 2 "Gadget security already in use"). Please consider that the "Employment" item available in the "Menu configuration" refers both to the "HRMySpace - Employment" gadget available in the "Customers' pages" and to the "Employment" display available in the MySpace hub gadget of the "Standard page".</p>
<p>"Family status" button</p>	<p>The "Family status" button corresponds to the "Family status" section already in use in the "HRMySpace" gadget.</p> <p>WARNING! The "Family status" button will inherit the securities of the "HRMySpace – Family status" available in the "Customer's page" (See Paragraph 2 "Gadget security already in use"). Please consider that the "Family status" item available in the "Menu configuration" refers both to the "HRMySpace - Employment" gadget available in the "Customers' pages" and to the "Family Status" display available in the MySpace hub gadget of the "Standard page".</p>



Gadgets contained in "MySpace"

Gadgets	New gadgets/Changes
<p>Personal documents</p>	<p><u>NEW GADGET</u></p> <p>The new "Personal documents" gadget will allow to immediately display your own personal documents, not divided by affiliation folder. The order of the personal documents first displays those not yet read and according to the most recent publication date.</p> <p><i>Please note that the documents not yet read will be highlighted with a coloured strip, the colour of the strip will vary according to the colour of the theme used for the Portal (See Paragraph 10 - "Theme colour").</i></p> <p>Using the "File" button you will be able to access the display of your own documents divided folder, as it is already in use.</p> <p>Using the "Reactivate pincode request" button, it will be possible to reactivate the PINCODE request.</p> <p>Using the "Refresh" button, it will be possible to perform the "Refresh" of the personal documents.</p> <p><i>It is also mentioned that, the "Personal documents" gadget available in the "Customer's pages" will keep the previous display.</i></p> <p>WARNING! The new "Personal documents" gadget will inherit the securities of the "Personal documents" gadget available in the "Customer's page" (See Paragraph 2 "Gadget security already in use").</p> <p><i>Please consider that the "Archive" item available in the "Menu configuration" refers both to the "Personal documents" gadget available in "Customers' pages" and to the "Archive" button available in the "Personal documents" gadget of the "Standard page".</i></p>
<p>Virtual desk</p>	<p>Graphically reviewed, the already in use application functionalities remain unchanged.</p>
<p>Payroll giving</p>	<p>Graphically reviewed, the already in use application functionalities remain unchanged.</p>



“Organization” standard page

The "*Organization*" is the page that contains the gadgets useful for performing the company activities related to the persons of your own team.

“Organization” HUB

It does not contain functionalities

Gadgets contained in “Organization”

Gadgets	New gadgets/Changes
Employee management	Graphically reviewed, the already in use application functionalities remain unchanged.

“Information” standard page

The "*Information*" is the page in which Zucchetti supplies and updates in real time news and/or information useful for learning about new services and/or significant news.

“Information” HUB

Functionalities	Important notes
Staff management	Articles retrieved from the "Digital company" public site, useful for studying in detail the topics related to the "Staff management".
Occupational safety	Articles retrieved from the "Digital company" public site, useful for studying in detail the topics related to the "Workplace health and safety".
Company management	Articles retrieved from the "Digital company" public site, useful for studying in detail the topics related to the "Company management".

Gadgets contained in “Information”

Gadgets	New gadgets/Changes
Zucchetti informs	Graphically reviewed, the already in use application functionalities remain unchanged.
Charity	Graphically reviewed, the already in use application functionalities remain unchanged.
Security Advisor	Graphically reviewed, the already in use application functionalities remain unchanged.



5.1.2 DATA MANAGEMENT AREA

The "Data management" is the area that allows managing the Master Data information and the processes related to it; the area in object indicatively has the same contents, reorganized, of the previous "Personal Data" and "HR Modules" menu items.

Moreover, in this area, it is not possible to configure the pages and/or gadgets and that the below described functionalities will be displayed only if the connected user is authorized.

The "Data management" is composed of the "Main menu" which contains the following functionalities:

Menu item	Functionalities	Notes
Personal Data	Company/Corp. Subject Employment Birthday monitor	The "Birthday monitor" gadget will not be available in the "Standard pages" as it is added in the "Main menu"
Contacts	Companies People	
Reports	Execution of reports	
Signature management	Management of signature certificate List of documents with pending signature	
Data Extractor	Extraction Processing	
Organization	Model management Synthesis organizational chart Detailed organizational chart Job Statistics	
Processes (BPM)	Desk Monitor	
Settings	In "Settings", all the functionalities are available, already previously used, related to the configuration of the managed matters (E.g. Persona Data/Tables, etc.)	

For further details related to the positioning of the menu items, compared to the previous Portal version, please refer to the dedicated "HR Portal/MIP – Configuration - Infinity Portal Menu" document, published in the "After-sale Portal" in MyZucchetti.

Moreover, the "Data management" will be automatically visible to the users authorized at least to one of the following main functionalities, such as:

- Personal Data - Company/Corp
- Personal Data - Subject
- Personal Data - Employment
- Contact - Company
- Contact - People
- Extractor - Perform extraction
- Signature management - Management of signature certificate
- Organization – Model management
- Organization - Detailed organizational chart
- Organization - Synthesis organizational chart
- Processes (BPM) – Desk
- Processes (BPM) – Monitor



In case you intend to enable this area to other users and/or groups, it will be necessary to associate manually, to the definition of the latter (From: Workspace – Settings – Users and groups), the “erm_datamanagement” role, whose definition will be automatically created when loading this update.

5.1.3 CONTROL PANEL AREA

The “Control panel” is the area that allows managing the information and the processes related to the configuration and/or maintenance of the applications available in the system; *the area in question has approximately the same contents, reorganised, of the previous “Control panel” menu item. Please note that in this area it is not possible to configure pages and/or gadgets and that the functionalities described below, available in the area, will be displayed only if the connected user is authorised.*

“Control panel” is composed of the “Main menu”, which comprises the following functionalities:

Menu item	Functionalities	Notes
Setting	Portal - Configuration	
Security	Menu configuration	
Planning	Processes	
Mobile	“Mobile” reports the functionalities already in use	
Terminals	“Terminals” reports the functionalities already in use	
System	Application license Processed quantities Access monitor Updates and versions System tool	The “Application license”, “Processed quantities” and “Access monitor” gadgets will not be available in the “Standard pages”, as they are to be found in “Main menu”
Import/Export	“Import/Export” reports all the functionalities already in use	
Application	Maintenance (System utility / Standard counters) Etc.	
Report	“Report” reports all the functionalities already in use for the management of the Infinity Reports, of the packages, etc.	
Settings	“Settings” reports all the functionalities already in use, related to the configuration of the topics managed in the area	

For further details related to the positioning of the menu items, compared to the previous Portal version, please refer to the dedicated “HR Portal/MIP – Configuration - Infinity Portal Menu” document, published in the “After-sale Portal” in MyZucchetti.

The “Control panel” will be automatically visible to all users of Group 1 Amminis. Zucchetti; in case it is desired to enable other users to access this area, it is necessary to manually associate to the definition of the users (From: Workspace - Settings - Users and groups), the “erm_controlpanel” Role, whose definition will be automatically created when uploading this update.



6 OBSOLETE GADGETS

As of this updates, the gadgets below will no longer be available, as the services provided for them will be renewed in a different manner, which will be detailed in the future releases.

SDI – Close up

SDI – Labour focus

SDI – News flash

SDI - Due dates

Zucchetti Training Events

Infovision Report

Webcam - photo

Please note that the gadgets will also report in the title the word “(obsolete)”; in order to remove the obsolete gadgets, please refer to the indications of Paragraph 13 - “Removing gadgets from the Customer page”.

7 PORTAL “HEADER”

The new “header” of the Portal will comprise the following functionalities:

Sidebar

The “Sidebar” (*left side*) allows accessing the user functionalities, previously configured.

Please note that for the same user, the “Sidebar” will automatically appear at each Portal access, already open or closed, according to how it was set at the previous access; before, the “Sidebar” always appeared open at each access of the same user.

The functionalities indicated below, already in use, were added to the “Sidebar”, whereas previously, they were positioned in the header/footer of the Portal, such as:

“User logo” display

The “User logo” will be displayed in “Sidebar”.

Please note that the “User logo” configuration and its dimensions remained unchanged.

Menu bar, containing:

Configure

Help

Application license

Environment change

Language change

Please note that the functionalities comprised by the “Menu bar” are functionally unchanged.

Notifications

As before, it allows managing the “Application notifications”, also reporting the number of the notifications not yet viewed.



User

It allows managing the following functionalities/information, belonging to the User, such as:

Personal options

It allows managing the user's personal options, as presently used;

Environment

Display of the environment in use and management of the environment change, as presently used;

Help

It allows displaying the help, as presently used;

Video Tutorial

It allows accessing the "Video Tutorial" with prior authorization;

Portal Version

Display of the Portal version;

Logout user

It allows performing the logout from the Portal.

Please note that the information related to the User, Environment, Language, System date and Last access can be viewed by clicking the "User" image.

8 PORTAL "FOOTER"

The "forms", reporting the last action performed by Application area, are managed in the Portal "footer"; this function allows opening the last action performed in that area by clicking on the desired item.

9 ADDITIONAL SERVICES

As of this update, in order to help the User in the use of the functionalities enabled to him/her and available in the "Quick menu", the functionalities can be accessed directly from the new "Additional services" menu, providing thus an simpler access.

Please note that the "Additional services" menu will be displayed in the Portal footer for all users.

For the users unauthorised to the functionalities comprised by the "Quick menu" gadget, when selecting "Additional services" from the menu, the "No additional service available" warning message will be displayed. Also, please note that among the additional services, there is also the "Zucchetti after-sale" integrated service.

10 THEME COLOUR

(From: Control panel - Settings - Setting)

The theme colour of the Infinity Portal can be configured, as previously, from the "Graphic options" functionality *(From: Control panel - Settings - Setting)*.



The theme colour, when used, will appear in the access images of “Additional services”, on the buttons used within the application functionalities/gadgets, in the selection of the “Application areas”, in the gadget counters, as the background of the screens, in the central area of the Portal (*Hub*), etc.

11 GRAPHICS OPTIONS (LOGOS)

(From: *Control panel - Settings - Configuration*)

As of this update, it will be possible to customize up to maximum ten images, the login background “banner” indicating this information in the new “Logo management” section, available in “Graphic options”.

In order to upload the customized images, it will be necessary to use the dedicated “Upload” function, comprised by the menu (three points) available next to the field itself.

It will be possible to upload a predefined image, using the “Predefined” option, or to reset the field values, using the “Reset” option.

It will also be possible to customize the background image of the hub, contained only in the “Standard pages”, using the same methods described for the logos.

Please note that in case of several background images, these will be displayed in the “Slide show” mode and the recommended resolution is 1920 x 550 px.

*Also, please note that an automatic conversion during the upload of this update will be responsible for indicating in the “Graphics options” (From: *Control panel - Settings - Setting*) ten predefined Zucchetti images. The predefined Zucchetti images will not be applied if a logo is specified for the login, in the “Logo” section, available in “Configuration” (From: *Control panel*); in this case, only the specific logo will be displayed (at the centre of the area above the request of the access credentials).*

12 CHECK SECURITY OF PAGES/GADGETS

(From: *Workspace - Settings - Gadget configuration - Utility*)

As of this update, in order to help the User in verifying the security of the gadgets used in the “Client pages” and in the “Standard pages”, the new “Check security of Pages/Gadgets” option was added, allowing to obtain, for the selected page, a print of the list of the available gadgets, indicating the related Groups and Users, available in security.

Please note that in the header of the print there will be an indication of the Groups and Users enabled to the display of the Selected page.

*Also, please note that the “Verify security of Pages/Gadgets” functionality is active only for the users of Group 1 Amminis. Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, to other Groups/Users as well, operating suitably with the “Menu configuration” (From: **Control panel - Security**).*

13 REMOVING GADGETS FROM THE CUSTOMER PAGES

(From: *Workspace - Settings - Gadget configuration - Utility*)

As of this update, in order to help the User in the permanent transfer to the “Standard pages” only, the new “Removing gadgets from the Customer pages” functionality was added.

The new functionality will allow removing massively or individually, by type (Revised, Obsolete, All), the gadgets selected from the “Client page/s”.



Please note that the "Client pages" will not be removed yet, even if blank; when necessary, the User will be responsible for removing the "Client pages", using the "Close page" functionality, already in use.

Also, please note that the "Gadget removal from the client page" functionality is active only for the users of Group 1 Amminis. Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, to other Groups/Users as well, operating suitably with the "Menu configuration" (From: Control panel - Security).

14 MENU CONFIGURATION

(From: Control panel - Security)

After the reorganisation of the menu and of the topic subdivision in the application areas, even their display in the "Menu configuration" functionality was changed.

The menu items and the functionalities that can be managed in the security are subdivided by "Application area", in order to adapt the display to the new reorganisation of the Portal menu contents.

In "Menu configuration", besides what is already in use, the new folder of the "Existing gadgets" grouping was added for the "Workspace" area only, containing gadgets considered obsolete (See Paragraph 6 - "Obsolete gadgets") and the "HRMySpace", "HR Workflow Calendar" and "Quick menu" gadgets, contained in the "Client pages" only.

Please note that the changes concern only the reorganisation of the display of elements and that the functionalities remain unchanged.

15 COMMUNICATIONS ("Pill" management)

(From: Workspace - Settings - Application gadgets - Communications)

As of this update, it will be possible to manage the "Pills" that will be displayed for the authorized users/groups, in the Hub of the standard "MyWork" page.

To this end, the "Pill" option was added in "Communications", in addition to the ones already in use.

The "Pill" definition requires only the information related to the "Publication period", "Environment", "Author", "Text" and "Authorisations".

Please note that the "Pill" text will have to contain approximately maximum ten lines and in case of several "Pills", the lines will be issued cyclically.

16 APPLICATION UPDATE

As of this update, in order to help the user in viewing the updates to be performed, the "Application updates" gadget was graphically revised.

By selecting the "Manag." button, the list of the updates to be performed will be displayed in full screen mode and the main details related to each updates will be displayed in a list.

The history of the performed updates, already in use, can be consulted by means of the dedicated "History" button, where it will be possible to view the list of the completed application updates.

16.1 Scheduled update



As of this update, in order to help the User in performing the updates, it will be possible to schedule the updates to be performed at the desired date and time.

In order to use this new functionality, it is necessary that the update be available in the “Application updates” gadget and after selecting from this gadget the “Configure scheduling” dedicated icon, indicate the date and time for performing the update, viewing at least the release notes.

In order to use the scheduled update, it is also necessary to activate the dedicated “Scheduled application updates” scheduled process (From: Control panel - Planning - Processes).

The “Application update” will be able to be used in the scheduled mode only of the release following the one in question.

Please pay special attention not to schedule the update simultaneously with the maintenance operations of the system, such as Backup, Automatic reboots, Scheduled processes, etc.

17 VIRTUAL DESK MANAGEMENT

As of this update, improvements were added in order to help the user in using the “Virtual desk” and “Virtual desk management” gadgets.

Maximum attachment size

The “Virtual desk/Max. attachment size” and “Virtual desk/Max. attachment size management” options were added in “Setting” (From: Control panel - Setting), allowing the user to manage the maximum size of the attachments of the requests; in case of exceeding this size, the upload of the attachment will be blocked and the User will be warned by a dedicated message.

Notification subject

As of this update, in order to help the User with the reception of the notifications sent by the “Virtual desk” and “Virtual desk management” gadgets, the notification subject was differentiated through new request (New request) and response to the request (Answer request).

Answer request

As of this update, a new functionality was added, for sending an answer request notification, from both the “Virtual desk management” gadget and from the “Virtual desk”, by using the new specific “Send request” icon available in the gadget, corresponding to the requests with “New” or “Taken in charge” status.

Please note that, if the request has already been taken in charge, the request notification is sent only to the user who has taken it in charge or to the user who has created it; in case there is a new request, the notification is sent to all the users authorised to this subject in the “Virtual desk management”.

Also, please note that the use of the new functionality of answer request notification is allowed by default only to the Users belonging to the Group 1 Amminis. Zucchetti; in order to allow the use to other Groups and/or Users, it is necessary to operate properly within the “Menu configuration” (From: Control panel – Security).

18 DIGITAL SIGNATURE

As of this update, in order to notify the user about the documents to be signed, it is now possible to send the notification for the new documents to be signed located in the “Signature” gadget.



To this end, a new type of notification was added, *"Signature - Notification"* (From: Control panel – Settings – Notifications – Publisher), which allows sending the notification to the Users who receive a new document to be signed.

In order to activate the new notification functionality of the documents to be signed, it is necessary to indicate "Yes" (Checked value) in the new *"Activate document notification"* option and indicate the related *"Message form code"* available in the *"Publication options"* section in *"Setting"* (From: Control panel – Setting); the *"Activate document notification"* option is filled in by default with "No" (Unchecked value) in order to maintain the previous functioning.

Please note that the new "Activate document notification" option will be visible only if the "HR notification management" has been previously activated in the system.

The possibility of disabling the notification for the publication form was added, indicating "Yes" (Checked value) for the new *"Deactivate notification"* option available in *"Personal documents – Documents in signature"* of the *"Form reset"* (From: Workspace – Publication management – Publication form); the *"Deactivate notification"* option is filled in by default with "No" (Unchecked value).

After having activated the management, the User will receive a notification each time a new document is published in the *"Signature"* gadget, with the Subject and Text indicated in the message form selected in *"Configuration"* (From: Control panel – Setting).

18.1 Personal Documents - Signature

As of this update, the Sign document functionality was added within the *"Personal documents"* gadget, corresponding to the published document to be submitted to the signature.

In order to use the signature functionality, it will be necessary to select the specific *"Sign document"* functionality, corresponding to the document intended to be signed.

Please bear in mind that the signature functionality will be available only from the new "Personal documents" gadget, available in "MySpace" standard page; in the "Personal documents" gadget in "Customer's page", the functionality will not be available.

It is also specified that the "Personal documents – Sign document" functionality is active only for the users belonging to the Group 1 Amminis. Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, for other Groups/Users as well, by operating properly with the "Menu configuration" (From: Control panel – Security).

19 EMPLOYEE DIGITAL FOLDER

As of this update, the new additional module, *"Employee digital folder"*, was added and it allows archiving in the DMS the Staff management documents, with functions of search and management of those documents. In order to be able to use this new functionality, the documents must be previously imported in the DMS, filling in the definitions required for a correct archiving.

Categories

As of this update, the definition of the *"Categories"* will be managed (From: Data management – Settings – Personal Data – Employee digital folder), which allow specifying the source of documents; during the



configuration, it will be possible to add the "Subcategories" useful for further specifying the type of the document intended to be imported in the DMS.

For each category, it is possible to add the authorisations so that only certain Groups or Users are authorised to use the specific category.

The defined categories and subcategories must then be associated with the "Publication form" (*From: Workspace – Publication management – Publication form*), by filling in the fields available in the "Category" section.

It is also possible to assign the "Category" to the Company from "Company/Category association" (*From: Data management – Settings – Personal Data – Employee digital folder*) so that the Users of the Company could view and use only the categories associated with it.

Characteristics

Before proceeding with the setting of the documents, it is necessary to associate the attributes available in the document classes with the intended value type, by using the new "Characteristic" functionality (*From: Data management – Settings – Personal Data – Employee digital folder*) This association allows indicating, for each attribute available in the document class, the respective value available in the Employee digital folder.

It is also specified that the "Employee digital folder - Attributes" functionality is active only for the users belonging to the Group 1 Amminis.Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, for other Groups/Users as well, operating properly with the "Menu configuration".

Document number

The "Document number" functionality allows displaying the number of documents that have been imported with the same name.

In order to have a correct document numbering, it is necessary to configure an attribute to be associated with the document class, which contains the document progressive number; such attribute must then be then associated with the "Document number" type in the "Attributes" functionality (*From: Data management – Settings – Personal Data – Employee digital folder*)

All the document names will be shown in the list, sorted by company, with the related progressive number; the latter will be increased for each uploaded document with the same file name.

Please note that this progressive number is useful if it is intended to keep all the documents that will be published even if the file name is the same. For this purpose, it will be necessary to add the file name progressive discriminant in the publication form.

It is also specified that the "Employee digital folder - Document number" functionality is active only for the users belonging to the Group 1 Amminis. Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, for other Groups/Users as well, operating properly with the "Menu configuration".

19.1 Employee digital folder – Import of documents

The import functionality allows adding the documents that will be used from the "Search" functionality of the Employee digital folder.



During the import step, besides uploading the file, it will be necessary to fill in at least the mandatory data, "Subject" and "Document category", provided for the processing of the functionality.

Please bear in mind that, by selecting the Subject, the code related to the valid Employment will also be automatically filled in.

It is also mentioned that the categories, which can be selected, are those enabled by the user, both in the "Category" (From: Data management – Settings – Personal Data – Employee digital folder – Categories of authorisation section) and in the "Company/Category association" (From: Data management – Settings – Personal Data – Employee digital folder) for the companies managed by him/her.

After having selected the document category, it will be possible to add the "Form code", which indicates the publication form to be used during the document import step; the available publication forms will be those, which, in the "Category" section of the publication form definition (or possible reset,) have set the "Category" and "Subcategory", filled-in in the "General indications" for the document input.

The document that will be imported by using this functionality will be added in the DMS, using the path defined in the publication form.

It is also specified that the "Employee digital folder - Input" functionality is active only for the users belonging to the 1 Amminis. Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, for other Groups/Users as well, operating properly with the "Menu configuration".

19.2 Employee digital folder – Search documents

The "Search" functionality allows exporting the documents that will be added in the Employee digital folder. After having imported in the DMS all the documents related to the Subject, it is possible to search these documents, grouping them by Subject or Employment, by using the "Search" menu (From: Data management – Personal Data – Employee digital folder).

The "Search" functionality available in the Employee digital folder allows displaying and downloading all the documents related to a certain Subject or Employment provided by the User in the search parameters. Such documents are displayed in the "Results" section, sorted by "Category" and "Subcategory", and for each document available it will be possible to display the properties and the preview by using the appropriate images located on the line corresponding to the document.

It is also possible to perform the massive download of the selected documents by using the "Download selected documents" icon and the list print, possibly including the summary, of the selected documents, by using the "Print document list" icon; both functionalities mentioned above can be found in the head of the document list.

From the "Results" section, it is also possible to view the "Summary" section, which contains the indication of the number of documents included in the result, grouped by Category and Subcategory.

Please note that, besides the documents added using the specific functionality, it will also be possible to add the documents that have been archived in the DMS with a publication form associated with a Category.

It is also specified that the "Employee digital folder - Search" functionality is active only for the users belonging to the Group 1 Amminis.Zucchetti; the User, member of that group, will be responsible for enabling this functionality, when necessary, for other Groups/Users as well, operating properly with the "Menu configuration".



20 ORGANIZATION MODULE

As of this update, in order to have a more detailed definition of the new elements related to the Organisational form, the descriptions of the definitions related to the organization chart have been extended up to a maximum number of 255 characters, among which the:

- Organizational unit description;
- Organizational position description;
- Entity description;
- Role description;
- Definition description of blank fields;
- Definition description of additional blank fields;
- Description of tabular blank fields;
- Description of non tabular blank fields;
- Description of additional tabular blank fields;
- Description of additional non tabular blank fields;

Please note that the description of groupings remains unchanged compared to what was previously in use; if the description of the organisational elements is longer than the provided 40 characters, only the first characters of the actual description for creating the grouping will be used.

Also note that in case there are reports customised by the User, it will be necessary to verify and, if need be, modify them if it is intended to manage descriptions longer than what was previously used.



21 INFINITY SCHEDULER (New options)

As of this update, the possibility to run the scheduled processes to one or several days of the month or to the last day of the month was added in the definition of the scheduled processes (*From: Control panel – Planning – Processes*).

In order to configure the exact processing day of the update, it is necessary to access the configuration of scheduled processes (*From: Control panel – Planning – Processes*) and fill in the new "or expression" field with the day, the date or LAST, which indicates the last day of the month; if the User needs to set several choices, the added values must be separated by a comma.

Please note that in order to keep the previous functioning, the new "or expression" field will not be filled in, instead the User will be responsible, when necessary, with the management of this functionality.

Best regards

ZUCCHETTI
HR Division