

HR Online – Document Access Control Video Transcript



Admin users can upload documents and assign them to any employees file. When indexing documents, HR staff can select a review date on a per document basis, when the review date is reached, necessary action can be taken on the document. A retention date can also be selected for documents such as sick notes, when the date is reached, the file will be automatically destroyed.

The system dashboard automatically updates and displays documents upcoming both review and automatic destruction, giving the HR department a detailed overview of the system. At the bottom of the screen we can select the access control for this specific document, as mentioned in the 'Self Service' video, certain employees can have higher levels of access, so that only select users may view their details – and the same principle applies to documents, meaning that for example if this employees file can be viewed by their line manager, but we want this specific document to be view only be members of the HR department, we can select it from this drop down menu.