



Allocate
OneView

ONEVIEW SERIES 5

Communication Centre



OneView...more than just workforce planning...





Today's Agenda

- Introductions
- Overview of Comm Centre
- Sam's Masterclass
- OneView Poll
- Coming Next

Housekeeping

1. This Webinar will be recorded and made available on our site (email to follow)
2. We welcome your questions – you can pose your question to the team via the Questions box.
3. The webinar content and video will be provided after the event.
4. If you have any further questions following this webinar, including feedback or suggestions on future events, contact us oneview@rldatix.com
5. Sit back and enjoy this presentation

Letters are effective for communication because they provide clarity, permanence, and formality. To communicate efficiently through letters, use clear and concise writing, organize information logically, follow proper format and structure, proofread and edit carefully, utilize technology, and prompt timely responses.

from ChatGPT



OneView Communication Centre



- ✓ Recommended for generating letters and documents for personnel using a standard layout and data held in OneView for printing, posting, uploading or emailing to individuals'
- ✗ Not recommended for reporting or automated email generation or impersonal alerts and notices.



Communication Centre Features



Key Features

- Word documents
- Template groups
- Token based mapping
- Bulk generation
- Document linking
- Download

Communication Centre Capabilities



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Benefits

- Easy to setup
- Easy to use
- Saves time (bulk)
- Consistent Format
- One repository
- Audit history

Communication Centre Examples



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Benefits

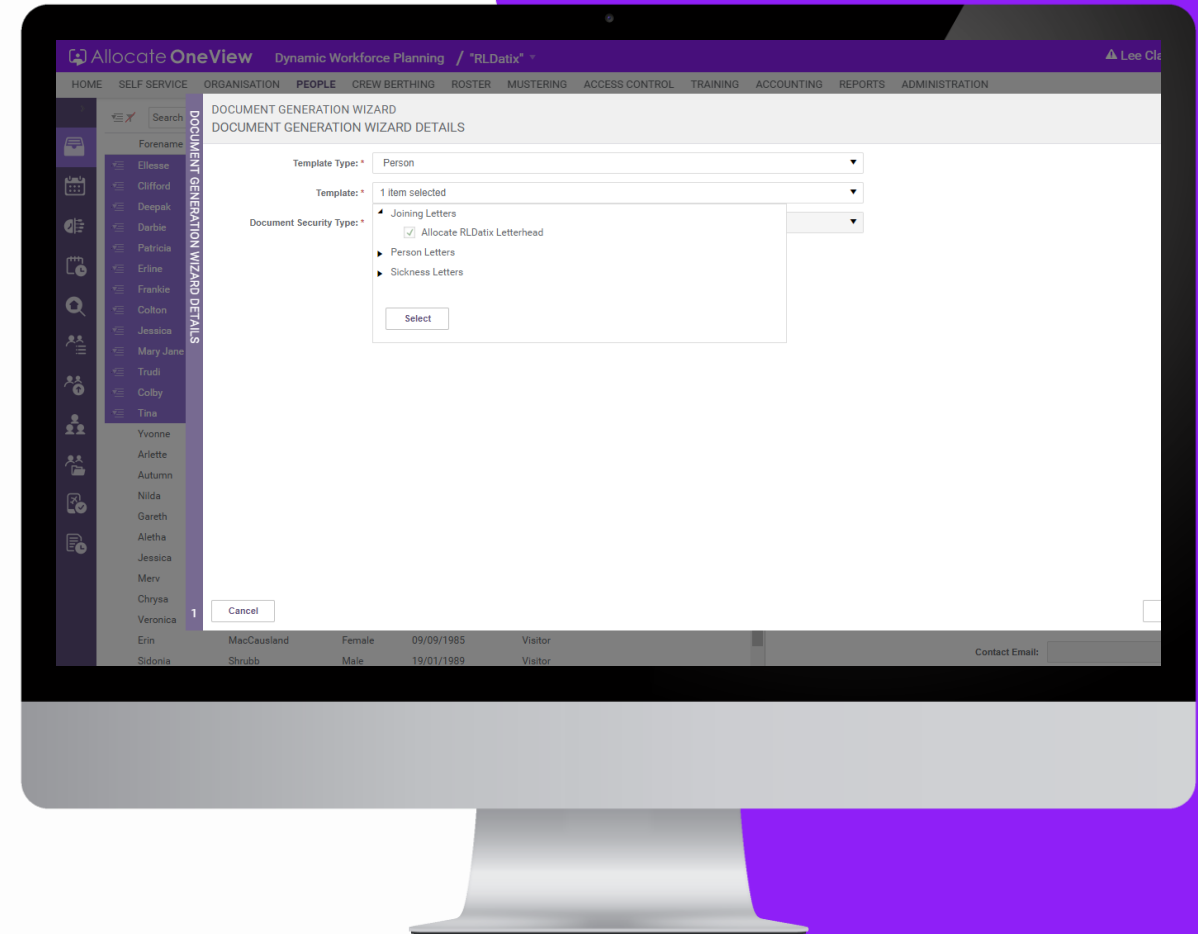
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Examples

- Employment Letter
- Company Letter
- Joining instructions
- Important Updates
- Legal/Formal Letter
- Certificate/Resume

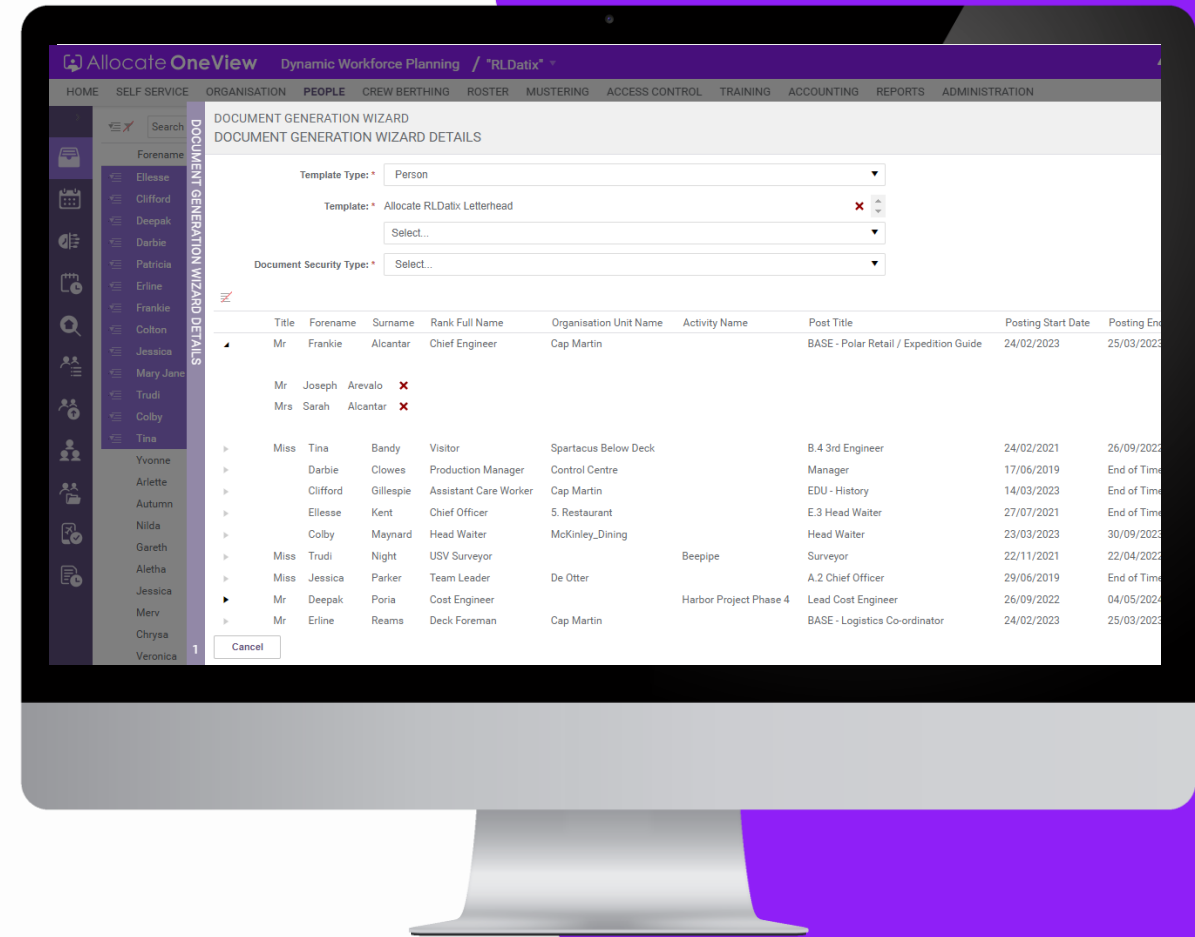
Mastering Communication Centre

- Create a template using Word
- Link OneView fields
- Choosing Security level
- Personalization
- How to generate in bulk
- How staff can view/download



Our 'pro tips' for Comm Centre

- Decide on which categories of letter/document should be generated from Comm Centre.
- Create groups based on function/variation and group any letters that are generated as a pack.
- Defined a standard set of token names and use them consistently for all templates
- Periodically review and deactivate template that are no longer needed
- If you are upgrading a template, you can drag the new version onto the existing version



OneView Poll – Work Plans?



What is a Work Plan in OneView?

Multiple choice, select multiple answers:

1. A template for a new project or department
2. A tool for what-if scenarios around demand planning
3. A way to increase annual department headcount
4. A quicker way of creating additional posts
5. A way of comparing actual vs planned headcount

ALL OF THE ABOVE





Next Webinar

- 21st June – Work Plans

Thank you for attending!

OneView Webinar Feedback

Have you signed up to the series?

Are you receiving your invites?

Any questions for the team?

Would you like further information?

Do you have feedback for the team?

Please email us at:

oneview@rldatix.com





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