

ROLE TEMPLATES

Introduction

- Role Templates are nothing but the sample forms and defines the behavior of a Role. Many Organizations have many Roles. It enables to get the enterprise roles tested and go live and also enables the roles ready for use.
- Creating roles for the organization can be done by the role dashboards. To automate App space, Role templates can be added into App space.

PREREQUISITIES

- Create account in RNC (<http://www.relgo.com>)
- Verify and create identity cast.
- Subscribe in RAS (<http://www.relgo.com/ras>) with generated identity cast.
- Complete Bootstrap installations.

PROCEDURE

- In this user has to add role templates to appspace.
Login to RAS → Processes.io → Select Role Templates.

The screenshot displays the Relgo Automation Studio interface. At the top, there is a teal header with the Relgo logo and the text 'Relgo Automation Studio'. On the right side of the header, it says 'Welcome : darisachandu' and 'Signout'. Below the header, there is a navigation bar with several menu items: 'Automation Tools', 'Appspaces', 'Processes', and 'Role Templates'. The 'Role Templates' menu is currently selected, and a dropdown menu is visible with the following options: 'Select Role Templates', 'My Role Templates', 'Add Role Template', and 'Map Role To Package'. The main content area shows a message: 'There are three steps to packages processes.' followed by a list of steps: 'Appspace', 'Processes', and 'Role Templates'. Below this, there are three paragraphs of text providing instructions on how to package processes into appspace, how to build elastic applications, and how to create appspaces.

- Select the role template and appspace which user has created and click on “Add to my role templates” which is shown in below screen then a pop up will be displayed.

Login to RAS → Processes.io → Role Templates → Select Role Templates.

The screenshot shows the 'Role Templates' page in Relgo Automation Studio. The interface includes a header with the logo, 'Relgo Automation Studio', and a user profile 'Welcome : maneasha.reddy' with a 'Signout' link. Below the header is a navigation bar with 'Automation Tools', 'Appspaces', 'Processes', and 'Role Templates'. The main content area displays a table of role templates:

Appspace	Role Template	Description	Stages
Legal Manager	Common applications	Application processing	screening stages screening stage verification check
Land Bank Manager	Common applications	Application processing	Check and updat Flow (Revenue r Registration reco Village Records, Map), Fill Strengt middleman, Upda transferring statu whether the land purchased or not, Update Previ Documentation t extent Its Compl any gaps, Verify I Vetting External ; Internal
Land Bank Manager	Common applications	Application processing	Agents add appli for procurement, L on land details A application proce check stage wise checklist, Capture details informatio Land bank Agent Future scope

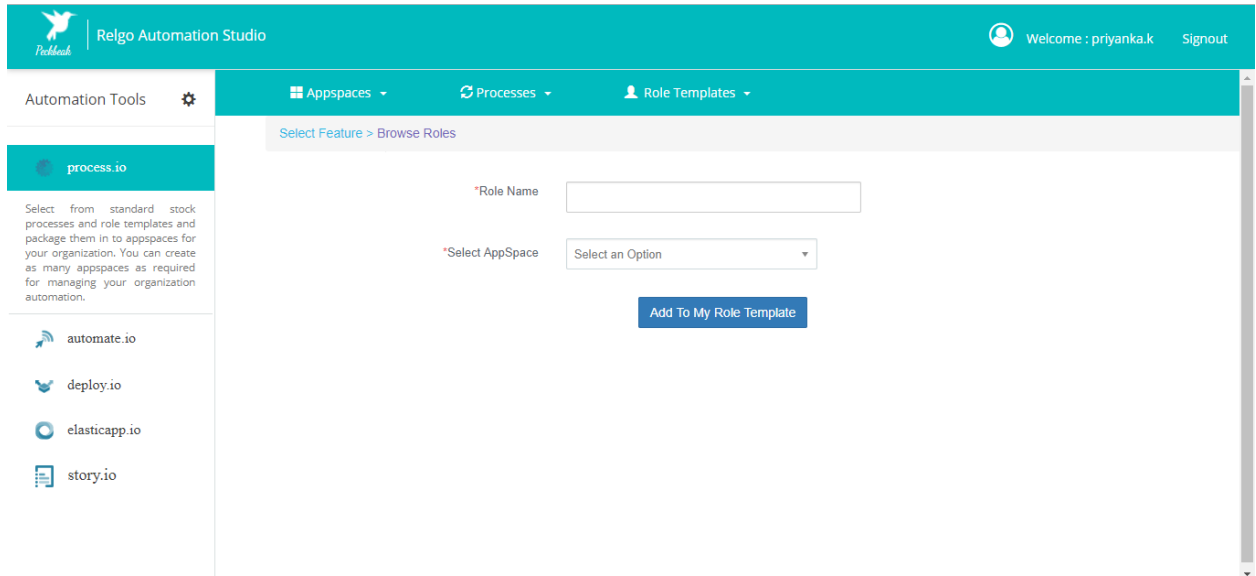
The screenshot shows the 'Role Templates' page in Relgo Automation Studio with a modal dialog open. The dialog has a title bar with the logo, 'Relgo Automation Studio', and a user profile 'Welcome : maneasha.reddy' with a 'Signout' link. Below the title bar is a navigation bar with 'Automation Tools', 'Appspaces', 'Processes', and 'Role Templates'. The main content area displays a table of role templates:

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Below the table, there is a dropdown menu labeled '*Select AppSpace' and a button labeled 'Add To My Role Template'.

- Map Multiple role is used to map different roles to single person at a time, instead of assigning multiple roles to a single person each time.
- Give Role name and select App Space then click on “Add to my role template” which is shown below.

Login to RAS → Processes.io → Role Templates → Map Multiple Roles.



- To View the added role templates in the account, click on “My Role templates” which is shown in below screens.

Login to RAS → Processes.io → Role Templates → My Role templates.

Role Name	Description	Select Modules:	Select Feature:	Action
1 Project Manager	Project Manager creates new or an existing Projects and Jobs with current status of project/job and assign them to the particular employee.	Project Management	Manage Projects, Production Management	
2 Human Resource Recruiter	HR Recruiter is a key role in the recruitment and staffing process. The recruiter is fully responsible for the outcomes of the recruitment process in the organization. The key results areas of the job positions are: timeliness of hiring, quality of delivered candidates and reasonable costs of the hiring process. Additionally, the HR Recruiter should be engaged in the company wide projects focused on HR Marketing.	Organization Directory	Organization Directory	
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4 Human Resource Manager	Human Resource Managers coordinate the administrative functions of an organization, they oversee the recruiting, interviewing, and hiring of new staff the broad areas include: employee matters, compensation and benefits, reward, professional growth, Preparing Policies, communications and performance management.	Human Resource Management	Benefit Management, Payroll management	
5 Performance Manager	Performance Manager defines performance metrics for each Role and generates performance report by validating each employee performance as per defined metrics, individual goals, which help the organization reach its objectives.	Human Resource Management	Performance Management	
6 Human Resource Manager	Human Resource Managers coordinate the administrative functions of an organization, they oversee the recruiting, interviewing, and hiring of new staff the broad areas include: employee matters, compensation and benefits, reward, professional growth, Preparing Policies, communications and performance management.	Human Resource Management	Benefit Management, Payroll management	

- Map role to package is used to map single role to different app spaces instead of adding role each and every time. By using this we can avoid duplicate role.

Login to RAS → Processes.io → Role Templates → Map role to package.

The screenshot displays the Relgo Automation Studio interface. The top navigation bar is teal and contains the PaaS logo, the text 'Relgo Automation Studio', a user profile icon with the text 'Welcome : priyanka.k', and a 'Signout' link. Below the navigation bar, there are three main menu items: 'Appspaces', 'Processes', and 'Role Templates'. The 'Role Templates' menu is currently selected, leading to a page titled 'Select Feature > Add Role Template to Appspaces'. This page contains two form fields: '*Select AppSpace' with a dropdown menu showing 'Select an Option', and '*Select User RoleTemplates' with a text input field showing 'Select Some Options'. A blue 'Add' button is positioned below these fields. On the left side, there is a sidebar under the heading 'Automation Tools' with a gear icon. It lists several tools: 'process.io' (highlighted in teal), 'automate.io', 'deploy.io', 'elasticapp.io', and 'story.io'. Below the 'process.io' header, there is a descriptive text: 'Select from standard stock processes and role templates and package them in to appspaces for your organization. You can create as many appspaces as required for managing your organization automation.'