



AIDEMATIC
JOB ANALYSIS PLATFORM



Choosing a Single or Multi-tenant Job Analysis Platform

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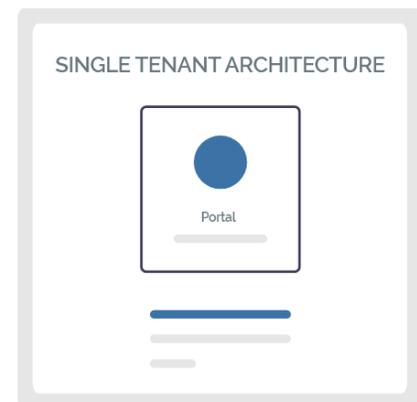
Your Aidematic Job Analysis Platform (JAP) can be single or multi-tenant. But to decide which option suits you best, you need to understand the use cases they fulfill and certain implications that each option has.

For that, we have prepared this comprehensive guide to help you understand what to expect from a single or multi-tenant platform. So, let's get started.

SINGLE TENANT JOB ANALYSIS PLATFORM

This scenario is pretty straightforward. The term single tenant is used to define a single portal instance. If you opt for this option, you will have access to a single portal that has its own settings and a single set of users, competency library, surveys, media files, and job analysis sessions. The maximum number of job analysis sessions and surveys you can create in your portal depends on your subscription model.

For example, an organization that performs job analysis sessions for their own defined set of jobs can opt for a single tenant JAP.





MULTI-TENANT JOB ANALYSIS PLATFORM

The term multi-tenant is used to define multiple portal instances. So, a multi-tenant job analysis platform comprises of multiple portals where each portal has its own set of users, competency libraries, media files, surveys, and job analysis sessions. All portals in a multi-tenant environment can have varying types of subscription models, meaning the maximum number of job analysis sessions and surveys could be different for each portal.



An example use case where a multi-tenant platform should be used is an instructional designer who performs a number of job analysis processes throughout the year for different clients/organizations.



In this use case, it is best that the instructional designer maintains one portal for each organization so that they can keep each client's content library separate from the others. Once an instructional designer has completed the job analysis sessions for a particular organization, they can hand over the portal to the client so that they can continue to use and preserve their job analysis information.

Apart from instructional designers, organizational development consultants, job analysts, and HR consultants can benefit from adopting a multi-tenant job analysis platform, as they perform job analysis processes for various organizations, rather than maintaining this information for a single corporation.





Using a single tenant platform is pretty straightforward and does not require much explanation. But a multi-tenant platform has certain implications and benefits that must be highlighted and discussed to relate how they'll be utilized in real-world scenarios. For this reason, the rest of the guide will touch upon the various modules available in our job analysis platform and discuss how they'll be different in a multi-tenant environment.

Note: The term sub-portal is used to define any one portal in a multi-tenant account.

Users

In a multi-tenant environment, there is one user who is part of each portal, usually termed as the *Account Owner*. Some other points to note about multi-tenant account users are:

1. The *Account Owner* can manage everything in each sub-portal.
2. The *Account Owner* can add *Administrators*, *Contributors* and *Viewers* in any sub-portal. And their roles and permissions would only remain in the scope of the portal they are added to.
3. You can choose to keep each portal's users separate or add the same users to multiple sub-portals with different or same roles and permissions.

Such different cases of user segregation and desegregation allow you to control who can access what in different portals.





Case Study

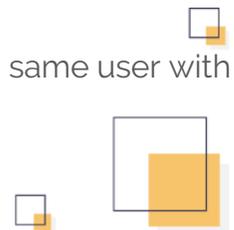
Consider following case study to understand user segregation in a multi-tenant environment better:

An instructional designer who performs job analysis processes for various organizations has opted for a multi-tenant account. They have separate portals for each of their clients and they are an *Account Owner* in each sub-portal, which gives them access to each portal. Their client's managers and leads are added to relevant portals as *Administrators*. These *Administrators'* highest level of access is their own portal and they cannot access other portals in the account that they are not part of. Every time they perform a job analysis session, they simply add relevant *contributors* and *viewers* to the portal in which the job analysis session is to be conducted.



This allows:

- The instructional designer to be part of each sub-portal,
- Their client's managers to manage and access their own portal only,
- The instructional designer or a sub-portal's administrator can add the same user with different roles in multiple sub-portals if needed.

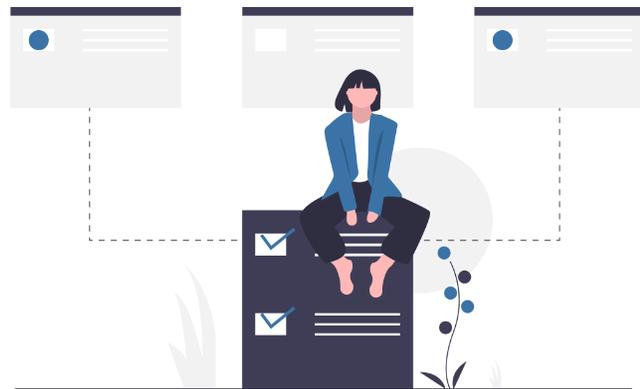




Competency library

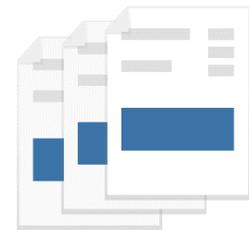
Organizations usually maintain their own competency frameworks relevant to their area of operation. If you're performing job analysis processes for multiple organizations across various industries, it could get tricky to maintain a single competency library.

In such situations, multi-tenancy allows you to design and manage competency frameworks separately for each portal. So, if you're someone who performs job analysis processes for various organizations, this feature can come in handy as you can keep each client's competency framework in a separate portal. On the contrary, a single tenant platform can hold only one competency framework at a time.



Surveys and File Manager

Similarly, surveys and media files of different sub-portals are kept separate in a multi-tenant environment. You can also maintain survey templates in each portal separately. This allows you to divide content according to each organization's requirements, and not worry about dealing with an unorganized list of assets from various clients in one portal.





Job analysis sessions

One of the most important benefits of a multi-tenant environment can be seen in job analysis sessions. Organizations use different tools, methods, and terminologies while performing a job analysis process. In a multi-tenant platform, you can choose and configure separate options and tools in each sub-portal as required. Various choices available at each stage are briefly described below:

Brainstorming

Some organizations prefer to use simple flipchart notepads for brainstorming job analysis data, while others prefer more collaborative and visual tools such as whiteboards. For this reason, Aidematic offers multiple options for brainstorming and also provides integration options with various whiteboards to fulfill different client requirements.

In such cases, it is ideal to configure certain brainstorming tools in every sub-portal as required. For example, you can configure one portal to have a simple notepad editor for brainstorming, another portal can have Aidematic's out-of-the-box whiteboard, while a third portal can be integrated with [A/W/W App's](#) whiteboard, and so on.

Storyboarding

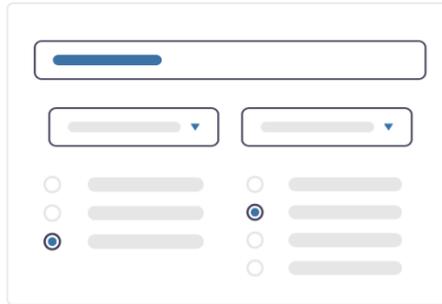
Similarly, in storyboarding, there are certain parameters that organizations wish to capture for a duty or task. For example, some want to capture a task's importance and frequency only, while others want to capture the task's difficulty and criticality levels too. In such scenarios, it's easy to get confused and face difficulty in managing each client's requirements separately.

For this reason, in a multi-tenant environment, every sub-portal resource (such as duty or task) has the ability to hold its own set of data fields. This way, you'll be able to define and capture only those fields in the portal's job analysis sessions that are required by that particular client. This can be achieved simply by using the [custom fields](#) feature in each sub-portal, that allows you to add fields to any portal resource such as job analysis session, duty, task, user profile, etc.





Competency attachments

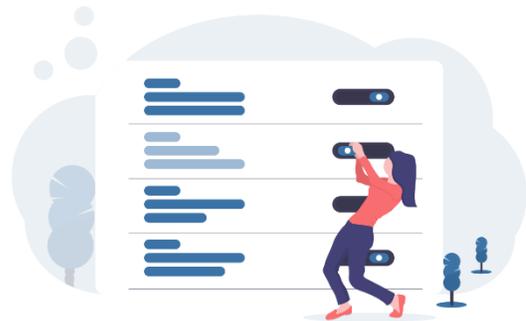


As every portal has its own competency framework, it is easier to choose and attach relevant competencies to a job profile because you don't have to deal with mashed up lists of competencies from various organizations and industries at one place.



Organization and portal settings

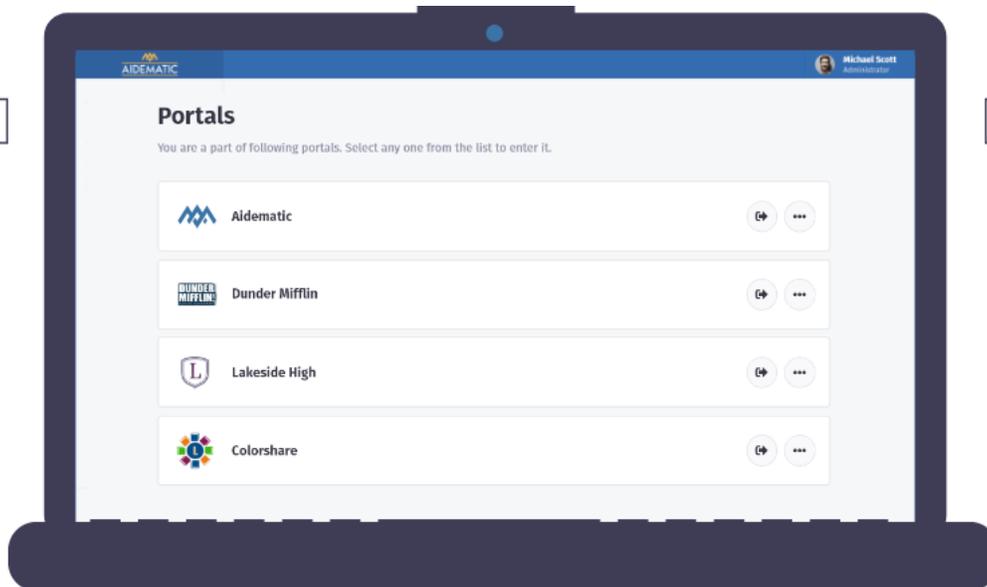
Every organization that you work for has its own set of policies, SMTP settings, and security concerns. That is why each sub-portal can be configured according to its own settings, branding, domain and other requirements. This allows you to define email, password, and privacy policy for each portal separately.





BRINGING IT ALL TOGETHER

The benefits of a multi-tenant platform when you are performing job analysis processes for various clients and organizations may seem clear by now. One thing to mention here is that Aidematic makes it easy for you to manage multiple portals with the same user credentials. So as an Account Owner, your user profile is simply being used throughout each sub-portal of your account. There is a *Portals* page that displays all portals that you are part of and you can simply switch to any portal by clicking on its title, as shown in the image below:



Furthermore, once you have completed job analysis sessions for an organization, you can simply hand over the portal to that organization so that they can preserve, maintain, and continuously use their job analysis data and the constructed job profiles. Every time they wish to perform another job analysis process, they can simply invite any facilitator to their portal and ask them to conduct new job analysis sessions for their organization.



This approach guarantees that their job analysis data does not stay confined to closed documents and old files and folders, rather it is continuously utilized in different stages of talent development.

If you have any questions about which architecture suits your use case better, you can [drop us a message](#) and we will help you navigate through your requirements and identify the best choice.

You can also [book a free software demonstration](#) and trial account of our job analysis platform to take a deeper look at all the amazing tools it offers to digitize your job analysis journey.

