Release Notes
Personnel and Payroll File

Release 2017-07

Version 1.0

Contents

This document contains a description of the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages from our customers. Where relevant, we have included a number to refer to our internal system in which we record messages from customers.

Changed and improved

1.   Rotation function in Personnel file

Why

Some pages in documents are upside down. This is often a result of the scanning process. However, the new Document Viewer no longer enabled pages to be rotated. This release adds the rotation function again.

How

The menu bar of *Document Viewer* now features two new icons for rotating pages in a clockwise or anticlockwise direction.

This rotation is applied at the document level and only applies to the document that you are consulting. Any new document you consult will be shown in the standard position again.

Comment: Since *Personnel File* is intended to serve as a document repository, it does not offer any document editing options. A document that is saved in Personnel File cannot be changed in or by Personnel File. The rotation function is only a view option; the document is not filed in the rotated format. Advice: make sure that documents are always displayed correctly by preventing them from being scanned and filed upside down.

2.   Enlarging the standard view

Why

When displaying documents in the landscape view, the default view in the *Document Viewer* was too small on some screens. As a result, users always had to use the zoom button to enlarge the document view.
The default view format has therefore been increased. Since the view format also applies to portrait documents, this default view has also become larger.

A further improvement will be added in a later release: recognition of whether a document has a portrait or landscape format. The view format will then automatically

be adjusted to this. The default view of landscape documents will be enlarged a bit more, whereas the view of portrait documents will remain unchanged.

Messages resolved

3. Grey areas in the backgrounds of documents (change 467083)

Light grey areas become visible in some documents when displayed in the Document Viewer

Message

When calling up a document in Personnel File, the first page of the document is opened in the Document Viewer. The background will then sometimes show a pattern of light grey areas.

Solution

This problem occurred in documents with scanned pages that had been saved in a special way. Since most browsers are not capable of displaying document formats, the pages are sent to the browser as images.
However, if the document contains scanned pages, they will also be saved as images in this document. These images are often compressed in order to reduce the file size. If the page is converted into an image to display it, a new compression step takes place, resulting in the effect indicated.
The manner in which a page is converted into an image has been changed in this release, so that these effects will not occur any longer.

4. The date of removal is not calculated immediately (change 458516)

The removal date of documents that have a storage period that depends on the effective date is not calculated immediately.

Message

For documents whose storage period depends on the *effective date*, the removal date can be calculated immediately after saving or changing the effective date. However, this was not done immediately, but only when calculating the removal dates of documents whose storage date depended on the *date of leaving employment*.

Solution

The change that was needed has been implemented in this release. The removal dates of documents that have a storage period that depends on the effective date are now calculated immediately when entering or changing the effective date.

5.   *Note* or *Approval* icon is not shown

The header of the results list showed some HTML code instead of the icon.

Message

In some cases, the headers of the results lists did not show a *Note* or *Approval* icon, but some HTML code (img:/DossierGemal/Images/header_keuring_24.png|Approval). However, this problem only occurred if no icons were shown for any documents at all.

Solution

This release features a change that ensures that the right icon is always shown in the results list header.

Release Notes
Personnel and Payroll File

Release 2017-05

Version 1.0

Contents

This document describes the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages and reports from customers. Where relevant, we have included a number in the section title to refer to the identification of the message in question (change .....) in our system.

New

1. New Document Viewer

Why

The Document Viewer that enables documents to be consulted in a Personnel File has been renewed. You can now consult documents without having to browse through the pages of the document. If you scroll down, the next page of the document will be shown automatically.

How

After selecting a document, the 'View' tab shows the content of the document. Since most document formats cannot be shown by browsers by default, the document is converted into a PDF to enable the Document Viewer to show the document.

After opening the document, you can use the mouse wheel or the scroll bar to scroll through the document pages.
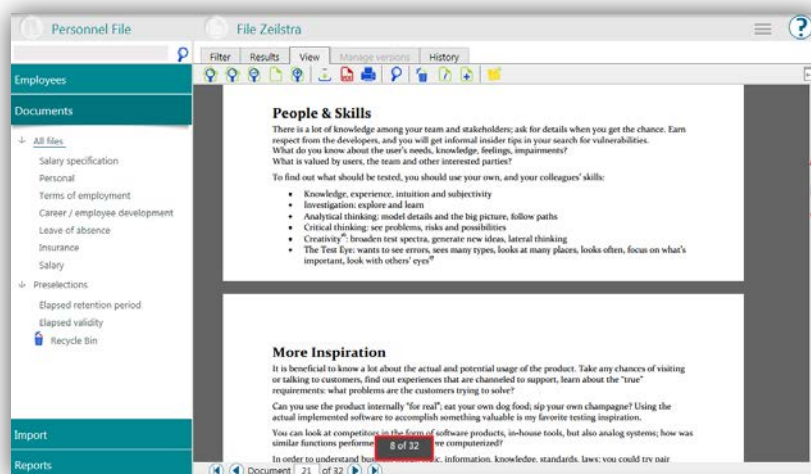
An overlay shows the current page number and the total number of pages of the document.

Changed and improved

2. Overlay screens can be repositioned

Why

An 'overlay' screen is shown with some actions, e.g. when adding a document or assigning a document to another employee. The background is then presented in a dark, transparent layout. Until now, it was not possible to reposition an overlay screen in order to be able to see what was under it, even though this may be quite convenient, e.g. in order to check a name in a results screen that is under the overlay.

How
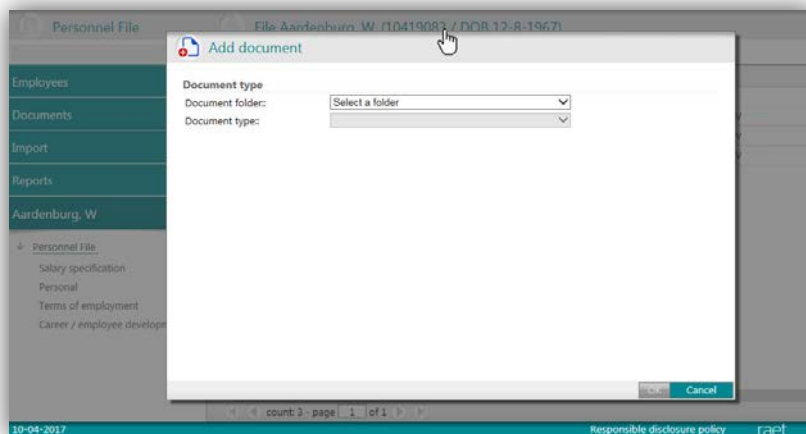
This release makes it possible to change the position of overlay screens. Moving the mouse over the edge of the screen displays the icon of a hand. You can now move the overlay screen by clicking and holding the left-hand mouse button.

3. Personnel File: Date of employment in 'Missing Documents' report

Why

The *Reports | Missing Documents* option enables reports to be called up for all employees for whom no document of a certain document type(s) is available. This overview already had a column with the No longer employed date, but there was no column with the Employed date.

How

This release features a change that has made the 'Employed' column available in the report.

4.   Personnel File: Sorting employees for moving a document

Why

The *Assign to employee* option enables a document to be moved to another employee's file. To do this, another employee needs to be selected. However, the resulting list of employees who meet the search filter was always shown in a random order.

How

This release features a change that ensures that the results list is always sorted according to the latest setting.

Clicking the header displays an arrow that indicates the sorting mode. The example shows sorting by the employees' names in reverse order. If the same function is used again, the same sorting mode will be used until a new sorting mode is selected.

5.   Personnel File: Calling up email as a PDF

Why

The Personnel File enables documents to be called up as a PDF. However, this option was not available yet for documents stored as email (EML or MSG format), and this was therefore greyed out.

How

This release features a change that enables documents that have been filed as emails to be retrieved as a PDF as well.

Note: The PDF does not contain any linked attachments. If necessary, you should download these separately.

Known error

An email can be considered as free text in which tables and images may be used. As a result, it is not always possible to call up an email as a document without any problems with its layout. When text is used, it is spread over the available space, but some tables are too wide to be fully shown in a document. Furthermore, images in email messages are usually saved as links. Since the link cannot be retrieved when converting to PDF, there will be a red cross in the place where the image should be.

We therefore advise you not to save any emails in EML or MSG format in the Personnel File. Opening an email requires a program on the computer in question, on which the file is consulted, and such a program will often not be available to employees who read email online (e.g. Gmail or Hotmail/Outlook Online users). Would you like the email to be displayed perfectly? Then first save it as a PDF before saving the document to Personnel File.

6.   Payroll File: Deleting a production

Why

Most productions filed in the Payroll File are subject to the 7-year statutory retention period for tax purposes and some productions have to be retained even longer. Now that the first years of productions in the Payroll File are older than seven years, it should be possible to delete these old productions. There are also several situations where a production has become invalid because it was followed up by a more recent replacing production. Deleting productions is now possible for these situations.

How

Deleting a production is an action that may have considerable impact since, contrary to hiding a production, deleting it is an irrevocable action. The documents will be physically removed from the system and can no longer be retrieved then. We there-

fore advise you to grant the ability to use this function to a strictly limited number of users who are actually qualified to determine that a production should really be deleted.

Productions can only be deleted if they have not been approved and published. Any productions that have already been published require their publication date and time to be emptied first before deleting the production.

Note: Employees cannot consult documents anymore once they have been deleted.

Users have to be authorised for deleting productions in the Authorization module of Payroll File:

-No English in Payroll File authorisation

An extra 'Delete productions' option has been added to the Settings options. This new option is off by default. Checking this option for a specific user activates the menu option for this user in Payroll File:
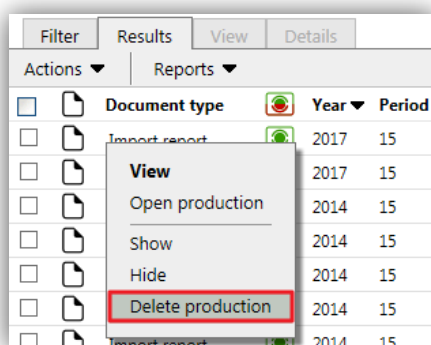
No separate documents can be deleted. Deleting an entire production is possible by selecting a production in the *Settings | Import report* option and selecting *Delete production* in the context menu. The production cannot be deleted if this option is greyed out. In order to avoid mistakes, it is not possible to select several productions and delete them all in one go. Deleting a published production is not possible either, because employees should be able to consult the documents via 'My File'. In that event, it is advisable to inform employees of your intention to delete productions so that they will still have the time to download the documents should they wish to do so.

Messages resolved

7. Personnel File Configuration module: Internal document types

Message

The Configuration module of the Personnel File sometimes showed the *Import job* and *Import manifest* document types. However, they are internal document types that are not intended for general use in the Personnel File and that should therefore be invisible.

Solution

Due to an earlier change, these internal documents became visible in the configuration in a number of specific situations. This release has removed these types of document from the configuration so that they will no longer be shown in the configuration module.

8. Change role names (change 368630)

Role name scan not be changed in the Authorization module of Personnel File.

Issue

Changing the name of a role was not possible in the Authroization module of Personnel File. The name was greyed out and could not be changed and saved.

Solution

This release features a change that enables changing role names again. This only concerns the roles specific to Personnel Files however. The roles that are maintained in the HR Modules cannot be changed in the Authorization module of Personnel File. The name of these roles are surrounded by angle brackets (like '<Employee>') and they have to be changed in the HR module.