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Release Notes
Learning Management

Release 2017-08

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.

Solved Messages

1. Incorrect employee name shown in E-Learning section (Change 362896)

Message

The incorrect employee name was shown for some employees in the E-Learning section for training.

Solution

The changes made result in the proper employee name being shown.

2. Mutation values not shown correctly on rolling back training (Change 336009)

Message

In the mutation screen, the status of the training undertaken was not shown correctly in training details screen.

Solution

The changes made result in the proper status of the training being shown.

3. Training expiration date not shown correctly (Change 334689)

Message

The expiration date of the training in the 'Candidates for compulsory mandatory training' report was not shown correctly.

Solution

The changes made result in the proper expiration date for the training being shown.

4. Training reminder email to employees who are Out of service (Change 336373)

Message

Even though an employee was Out of service, training reminder emails were still being sent to them.

Solution

After the fix employees who are Out of service will not receive training reminder emails.

Release Notes
Learning Management

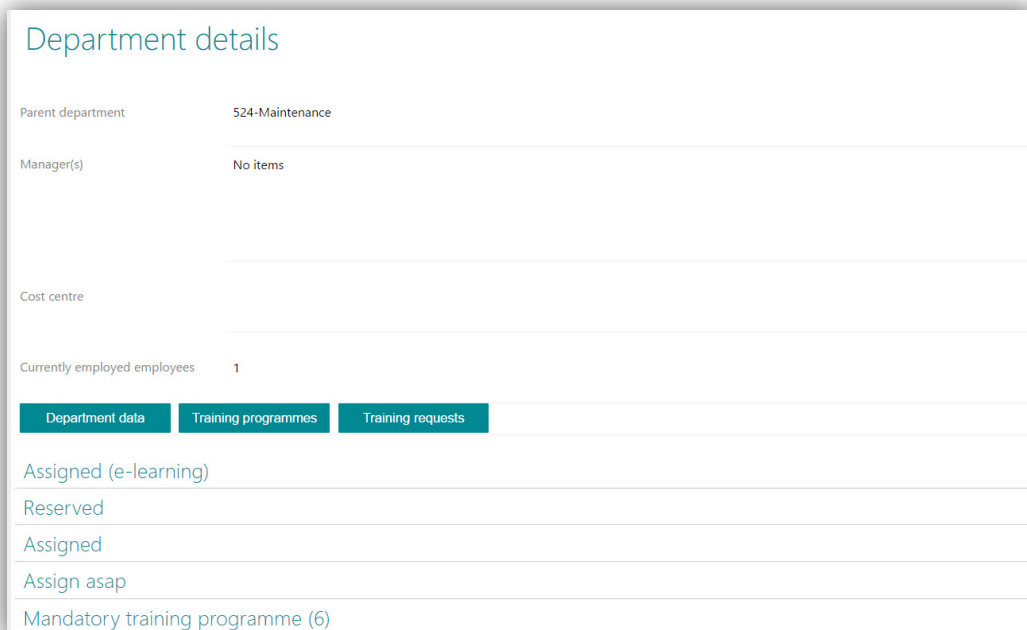Release 2017-07
Version 3.0

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.

Changed and improved

1. Performance improvement in Department and Employee details screen

Message

The loading performance of the Department and Employee screen needed to be improved.

Solution

The changes made have improved the performance significantly.

2. The agenda content for mailing has to be multi-lingual

Message

In the agenda, the mailing popup text was shown in Dutch. It should however be shown in the language in which Learning Management is running at the time.

Solution

The screen will now show text in the proper language.

3. Add progress indication when generating ROL docs

Message

Generating ROL docs takes some time to process. It is desirable to have a loader icon as an indicator that the process is still running.
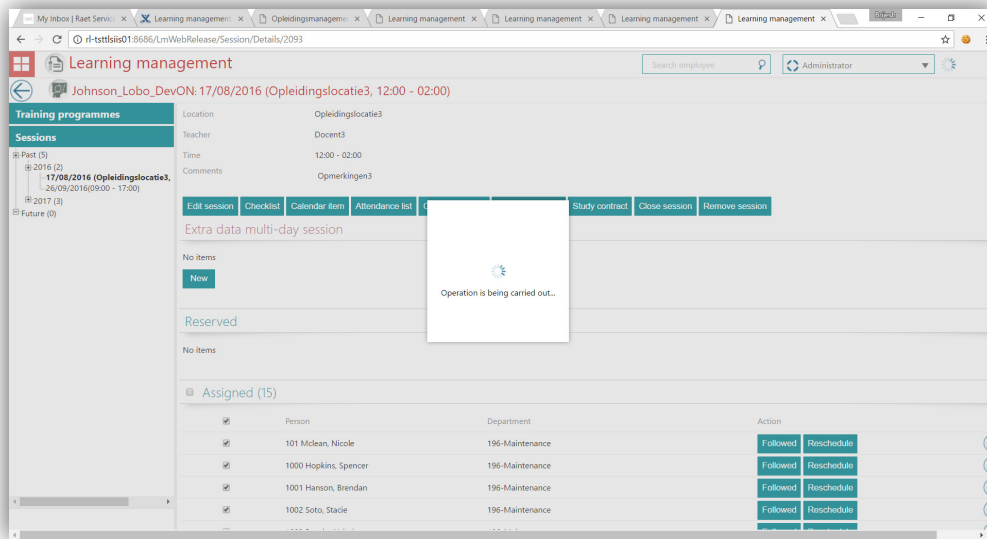
Solution

When this process runs a loader icon will now be shown.

4. Performance improvement for the Assign ASAP list in the Training overview

Message

The performance of the Assign ASAP list needed to be improved.

Solution

The changes made have improved the loading of the page significantly.

5. Extend the period for training reminder to 200 days in the Training screen

Message

The training reminder frequency (max. 15 days) in the training edit page was regarded as being too short.
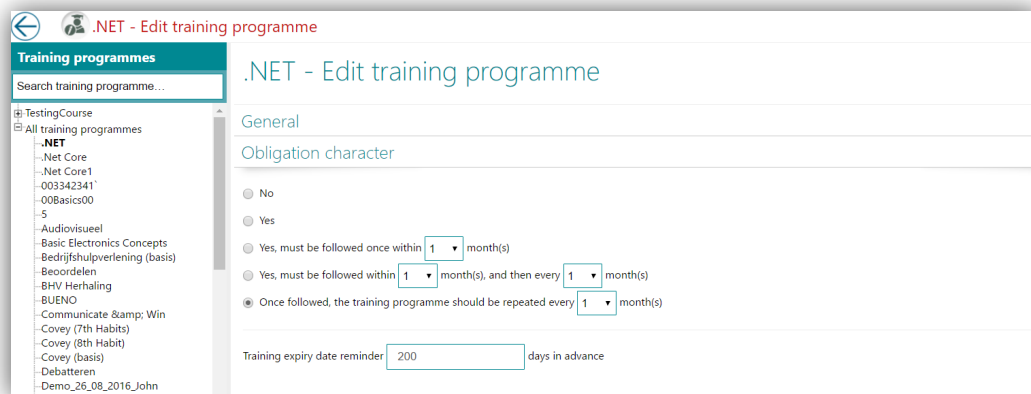
Solution

Users are now able to set the period to a maximum of 200 days.

Solved Messages

1. Unable to save certificates in Personnel File (Change 313248)

Message

The user is not able to save a certificate in Personnel File.

Solution

A new Save button is provided which will enable the user to save a certificate in Personnel File.

2. Mandatory filter not working for E-Learning trainings (Change 325249)

Message

The Mandatory filter in the employee screen is showing E-Learning training courses which are not mandatory for the employee.

Solution

The filter has been adjusted on the following pages

1. Training overview page.
2. Employee details page.
3. Department overview page.

3. Report *Status current training requirements* not showing the correct results (Change 320817)

Message

The *Status current training requirements* report is not showing the correct result.

Solution

The training relating to mandatory type 1 (once followed, the training then becomes mandatory) was not taken into account. Now, all mandatory types are checked and taken into account when building the report.

4. Unable to request training of Hrssupfront type (Change 338141)

Message

When an employee requests a training of type HrssUpfront the workflows are automatically deleted. This causes managers not being able to approve training requests for their employees.

Solution

Managers can approve the training for HrssUpfront as requested by their employees.

Release Notes
Learning Management

Release 2017-06
Version 2.0

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.

Changed and Improved

1. Reminder date for the expiry of a training programme

Why

You can set after how many days in advance of the expiry date of a training pro-gramme a reminder email should be sent by going to *Settings | Parameters |Email* and then accessing the setting *Reminder email repeat frequency.* The maximum number of days that could be entered was 15 In practice, this is found to not allow sufficient time to arrange a new training programme. This resulted in sending too many emails to the employee.

How

This release expands the maximum number of days to 200.
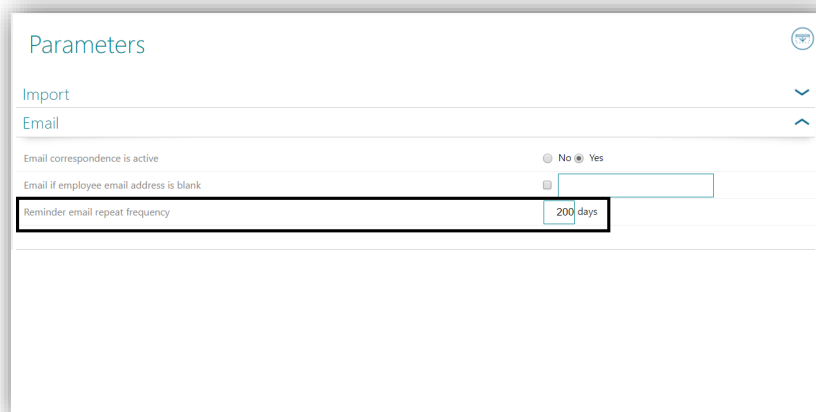
The system will generate a notification if the 200 days are exceeded.

Your action

No additional action is needed. Once this release has been installed, you might want to change your current parameter in order to increase the number of days.
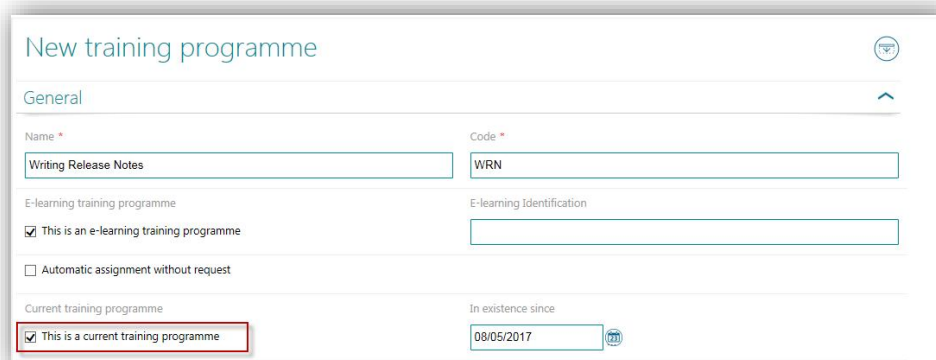
2. Controlling the activation of e-learning training programmes

Why

If you use e-learning training programmes from an external party, this party used to indicate whether the e-learning training programme was, or was not, still active. However, in practice customers were found to wish to be able to indicate in Learning Management whether a training programme was, or was not, active (current). The deactivation of the e-learning training programme in Learning Management was then overwritten when this training programme was provided once again by the external party.

How

After installing this release, the fact that the training programme is, or is not, current in Learning Management is decisive.

Your action

No additional action is needed. If you use e-learning, it may be advisable to check your e-learning training programmes.

Solved Messages
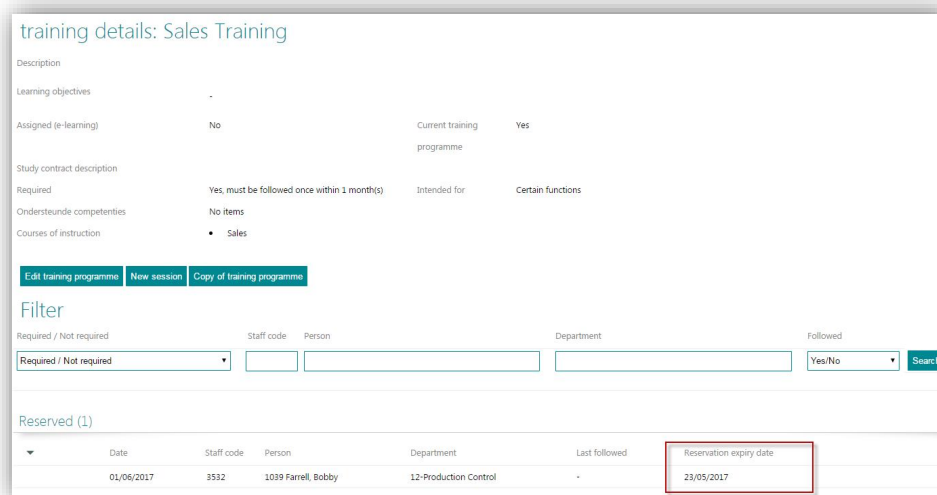
3. Reservation expiry date not shown (Change 365060)

Message

If you use the *Approval in HRSS before assigning* training requests handling method, a new training request will be shown as *reserved* on the various overview pages. However, the expiry date of the reservation was not always shown.

Solution

After installing this release, the expiry date of the reservation will also be shown now, based on the parameter settings.

Note: since the reservation is linked to the training request, this functionality is only effective if you have set the 'Remove training requests after assigning' parameter to 'No'.

4. E-learning status fails to update if taken several times (Change 404908)

Message

If an employee had completed an e-learning programme and then took it again, the status, score and end date of the newly completed e-learning study programme were not always updated correctly.

Solution

After installing this release, the correct status, score and end date are shown, also if the employee has completed the e-learning study programme several times.

5. Incorrect calculation of remaining budget (Change 445540)

Message

If you use several budget groups (e.g. organization, department, employee or your own groups), the costs of a training programme were deducted from all budget groups when a training programme had been followed.

Solution

After installing this release, the costs of a training programme will be deducted from the budget group set for the training programme in question.

6.   Reservation not deleted after removing a training request (Change 441629)

Message

If you use the *Approval in HRSS before assigning* training requests handling method, a new training request will be shown as *reserved* on the various overview pages. If you removed the related training request from the *Training Requests* page, the reservation was not removed and the workflow was not removed from HRSS either.

Solution

After installing this release, the reservation is cancelled and the workflow removed when removing the training request.

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Learning Management

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.

Changed and improved

1. Employee roles now visible in Edit employee screen

Why

For some time now, it has been possible for users to have more than one role in Learning Management. An example is the combination of the role of Manager and that of HR professional. Since the role dropdown menu on the *Edit employee* screen was only intended to assign roles to people, and therefore only showed someone's role last assigned and saved, administrators could not easily identify what roles had been assigned to users.

How

After this release has been installed, the *Edit employee* screen will show which roles a user has.
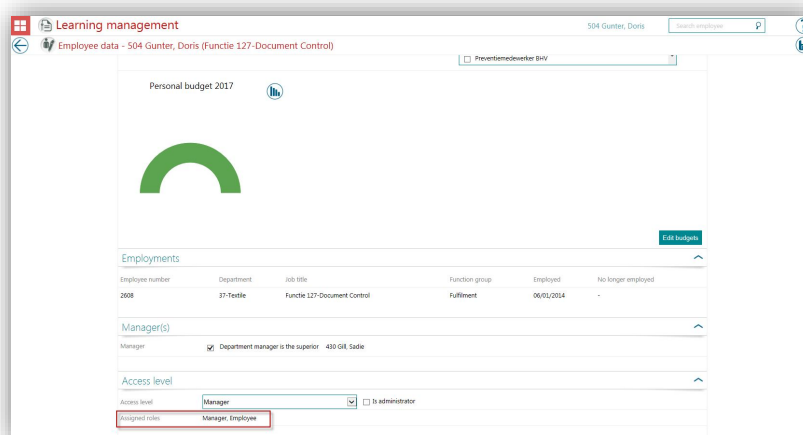
The page *Settings - Users with access* also shows users with all roles they have. However, the 'employees' section only shows the users who have the role of employee (and no other roles).

Your action

No additional action is required. This release automatically makes this functionality available.

2. Attendance list shows only selected employees

Why

You can create an attendance list from a session in Learning Management, the list being generated using Youforce Docs. This attendance list always used to contain all the employees assigned to a session. However, it has been found desirable to also be able to select the employees that should be included in the list.

How

After installing this release, you will be able to first select the assigned employees that should be on the attendance list. The attendance list generated will then only feature these employees.
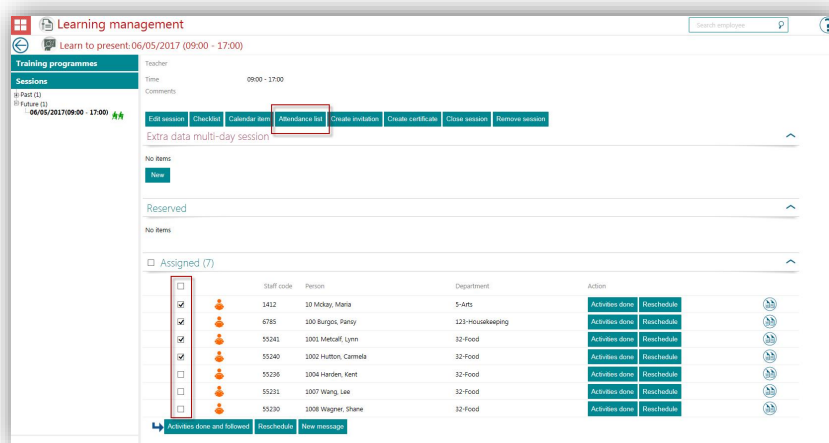
Your action

No additional action is needed. This release automatically makes this functionality available.

Messages resolved

3. Unexpected error with other settings (Change 432714)

Message

If a user clicked on User-specific | Other settings, an unexpected error was sometimes generated.

Solution

This release resolves this problem.

4. Assigning was possible if sessions were full (Change 432764)

Message

If the maximum number of participants for a session had been reached by (a combination of) the employees assigned and the slots reserved, professionals could still overwrite this maximum by using the Assign button on the Training programs page.

Solution

After installing the release, this option of placing more participants than allowed in a session will no longer be available. This option had already been invalidated for collectively assigning and for the request by the employee.

Management Information Talent Management

5. Revised report model

For some time now, it has been possible to create your own reports using data from the different Talent Management modules. You can read more about this in the 2016-07 release notes.

In practice, it was found that relationships between some data were missing, there were some incorrect relationships, and field names sometimes changed after adding them to a report. This has led us to revise the report model.

Your action

As a result of our revision of the report model, it is possible that some reports that you have created will no longer yield any results. This means that, after installing this release, you should review the reports you have already made. If a report is no longer effective, you can add the field in question again from the related entity.

Release Notes
Learning Management

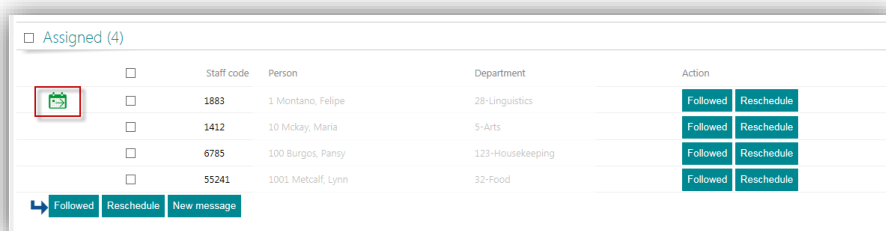Release 2017-04

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.

Solved Messages

1. *Calendar sent* icon visible after rescheduling a participant (Change 363395)

Message

If you send a calendar item to the participant(s) from the session, an icon will be shown in front of their name(s).

If you then rescheduled the participant and assigned them again to the same or another session, this calendar icon would be shown again with the employee. This was not correct, since employees should receive a new calendar item when they have been reassigned.

Solution

Once this release has been installed, the icon will not be shown again upon reassigning a participant.

2. Error message for Report Management

Message

Setting – Reporting Manager lets you indicate how to include the costs and hours in the reports for every individual training. If you had no training in Learning Management yet and clicked on *OK* on this page, an error message would show and you would no longer be able to exit the page.

Solution

After this release has been installed, you can click on OK on this page without an error message being displayed.

Release Notes
Learning Management

Release 2017-03-08

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 (change .....) in question in our system.

Solved messages

1. Incorrect sending of emails (change 388392)

Message

Managers can receive emails from Learning Management, e.g. in order to approve a training request.

However:

- The system sometimes incorrectly reported that no manager was known.
- Emails were sent although this option had been disabled.
- No emails were sent although this option had been enabled.

Solution

After installing this release, the emails will be sent to the manager based on the settings recorded.

2. Possibly incorrect sender when sending messages (change 391987)

Message

The 2017-01 release enabled messages to be drafted from a training programme or session. However, the user who had logged on was not always used as the sender for these emails.

Solution

After installing this release, the correct sender will always be stated. This is the user who has logged on, or *noreply* if no email address is known for this user.

3. 'Status of current training requirement' report (change 395680)

Message

The *Status of current training requirements* report did not always show the proper date for the training programme in question.

Solution

After installing the release, the report will show the correct date.

Release Notes
Learning Management

Release 2017-03

Version 1

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 (change .....) in question in our system.

Solved Messages

1.   E-learning status not visible for customer-specific role (Change 389584)

Message

You can create customer-specific roles in Learning Management. If you authorized these roles for the *E-learning participation status* access level, this tile would be shown to the user that has the customer-specific role, but the statuses of the e-learning training programmes were not shown when this tile was clicked.

Solution

This release resolves this: the e-learning training programmes are now shown in accordance with the actual authorization.

2.   Manually assigned e-learning training programmes (Change 395100)

Message

Learning Management enables you to automatically make e-learning training programmes available to a certain target group. If an e-learning training programme was manually assigned to an employee who was not a member of this target group, this assignment would be undone again during the night-time processing.

Solution

After installing this release, any manually assigned e-learning training programmes are no longer undone.

Release Notes
Learning Management

Release 2017-02

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.

New

1. Short description of department added to department details

Why

Lots of organizations use short descriptions of departments in addition to their long names. This description may be helpful, e.g. if there are several departments with the same name. Depending on the HR Core system, this short description may be a text or a code.

How

After installing this release, the short description will be visible in the department structure after you click the 'Departments' tile. The short description in brackets is shown next to the current name. When you select a department the short department name will also be visible on the selected page.
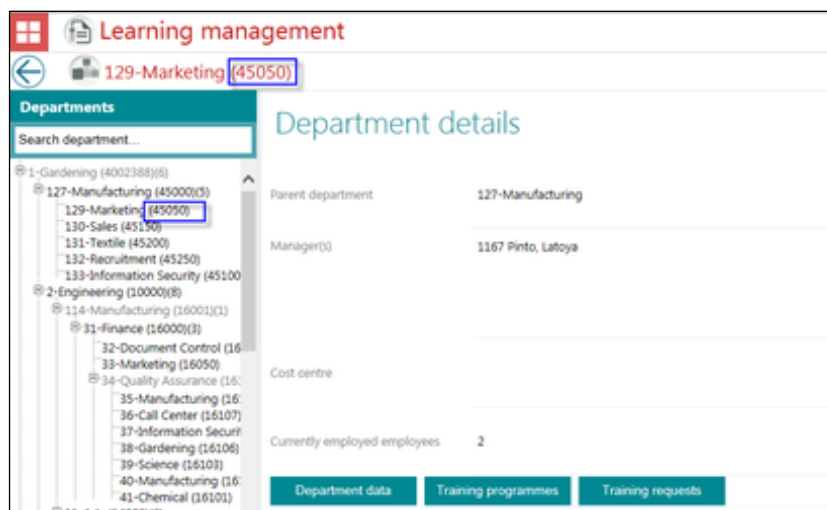
Your action

No additional action is needed. If the short department name is available it will be shown automatically. If it is not known, the departments will be shown as usual.

Changed and improved

2. Show employee's employee number

Why

An employee's employee number is shown at various points in Learning Management. Employees often have two different identifications, resulting from the various HR Core systems: their technical identification and the identification that is known to the user. Unfortunately, some screens showed the technical identification.

How

After installing this release, the same employee number will be shown everywhere: i.e. the identification known to the user.

3. Maximum number of characters for motivation

Why

An employee who applies for a training programme can state their motivation. The number of characters available for this motivation used to be unlimited. However, there were two reasons why this was not very convenient in practice:

1. The person assessing the request expects a 'to-the-point motivation' so as to be able to immediately assess whether the motivation matches the request and the employee.
2. The maximum size of fields in Self Service is 240 characters. When using approval via Self Service, Self Service generated an incorrect workflow which was not sent to those involved for their approval.

How

This release maximizes the Motivation field to 240 characters. Users can only type a maximum of 240 characters. A message will appear after 240 characters.

Training request   ✕

File a request for following Basic Sales Training

Scheduled sessions   No sessions have been scheduled

Motivation   Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi
                    egestas mi vel massa congue, vehicula ultricies tortor
                    accumsan. Phasellus cursus diam nisl, vitae mattis nunc
                    consectetur in. Nulla nec enim pulvinar, consequat neque vel,
                    volu

The text cannot exceed 240 characters

This change applies to all handling types, so also to requests for training programmes that are not handled via Self Service. You can find the Motivation field by clicking the 'Request training programme' tile, but you will also see it when requesting a training programme from the waiting list (assign asap). The motivation has been maximized to 240 characters in both these locations.

Your action

No additional action is needed. This maximization will be applied automatically after installing this release.
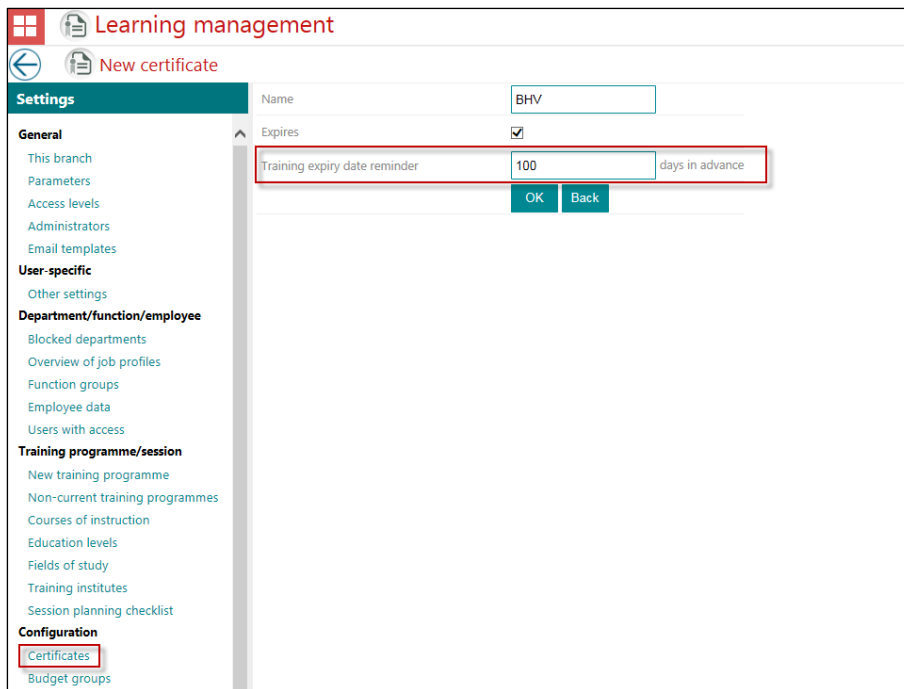
4.   Reminder date for the expiry of a certificate

Why

Under **Settings - Certificates,** you can indicate whether certificates expire and if so, how many days in advance a reminder should be emailed. The maximum number of days that could be entered was 15 days prior to the expiry date. This does not allow sufficient time to arrange a new training programme, considering that such aspects as purchasing, selecting a training institute, availability of the training programme, etc. come into play.

How

This release expands the maximum number of days to 200. This change is the result of your request through voting on *Ideas.*

The system will generate a notification if the 200 days are exceeded.

Your action

No additional action is needed. Once this release has been installed, you might want to check your current certificates and increase the number of days.

Messages resolved

5. Incorrect authorization of Evaluations by employees (change 368795)

Message

If you are authorized to use the **Evaluations by employees** tile, you will get a comprehensive list of all evaluations from employees about a session. However, you were sometimes also able to see evaluations from employees for whom you were not authorized.

Solution

After installing this release, users will only see the evaluations from employees for whom they are authorized.

6. Undoing administrator rights not possible (change 375534)

Message

You can use the **Edit Employee** screen In Learning Management to indicate whether individual users are administrators. If you wanted to undo this, it was not always saved correctly.

Solution

Once this release has been installed, administrator rights are revoked immediately when the checkmark for 'Is Administrator' is removed from the page in question.

Release Notes
Learning Management

Release 2017-01
Version 1

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 (change .....) in question in our system.

New

1.   Sending messages from Learning Management

Why

In Learning Management, you can use calendar items to inform employees about any sessions they have been assigned to. Since you will sometimes need to inform employees about changes or other aspects of the training programme or session, e.g. a changed location or the session having been cancelled, you should be able to send a certain group of employees a message directly from Learning Management.

How

Various sections on the *Training programmes* page and the *Session* page have been expanded by the **New message** button. The availability of this button depends on the user's authorization.

If a user selects the employee(s) to whom (s)he wishes to send a message in the section in question and then clicks the **New message** button, a pop-up opens where the user can enter the title and the text.
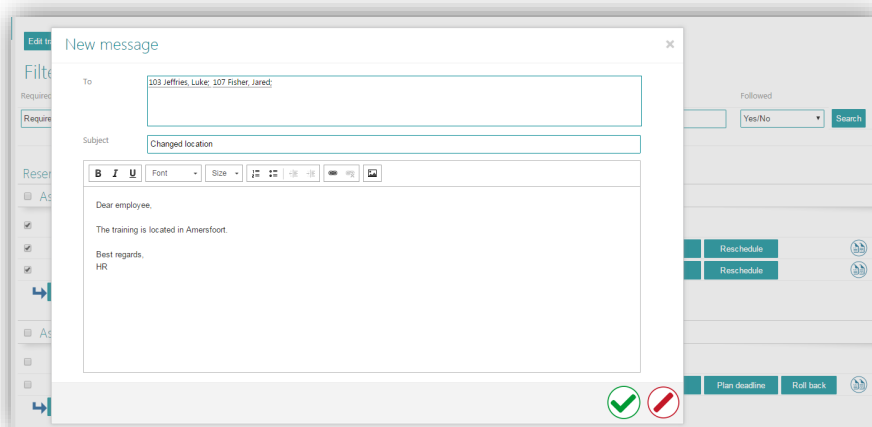

Of course, the text can be formatted.

- Moving the mouse over the employee's name shows the email address.
- Click the icon with the green checkmark to send the message.
- If you click the red icon to cancel the message, the program will ask you to confirm this.
- If employees without an email address have been selected, they are high-lighted in red in the *To* list. Of course, they will not receive any email.

Your action

The access levels in *Settings | Access levels* have been expanded by the new element *Send new messages*. Based on this authorization, the **New message** button is available for the role in question.
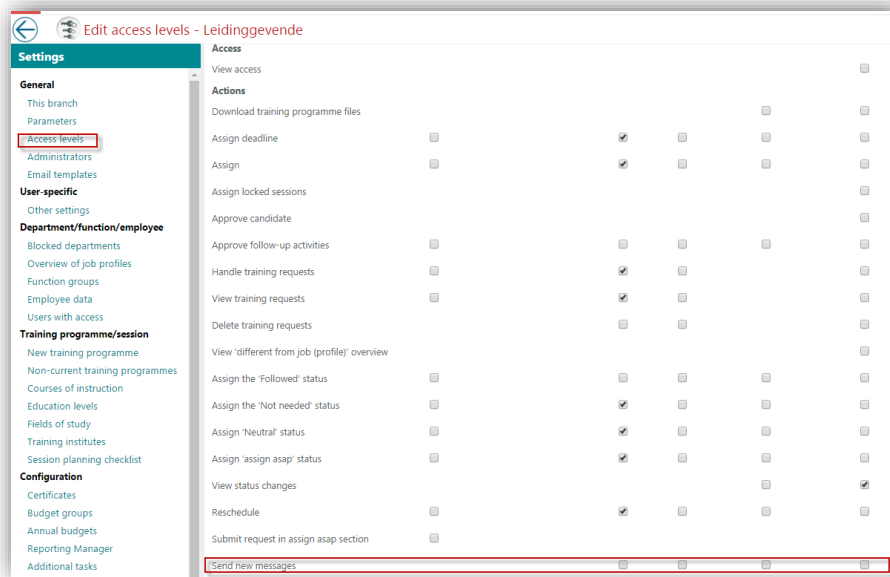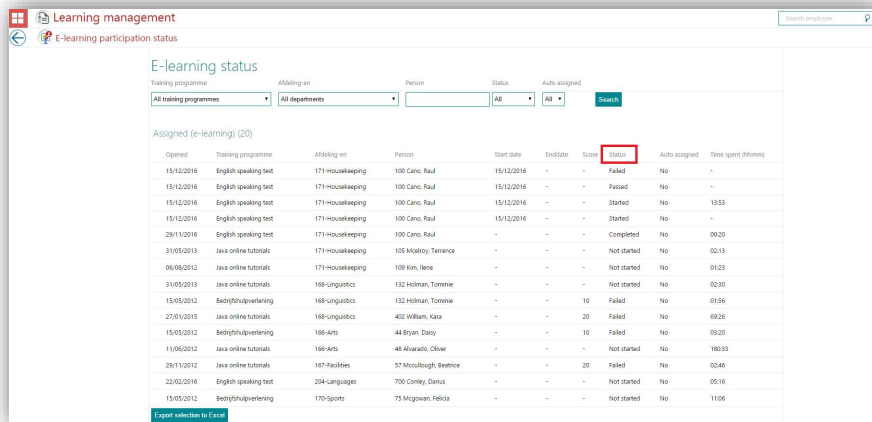
## 2.	E-learning - status added

Why

E-learning functionalities can be used in Learning Management. The employee can start the e-learning directly from Learning Management. The results of this e-learning programme are immediately visible in Learning Management. Previously, if an employee had failed their e-learning programme, this status would not be visible in Learning Management. However, seeing this status is desirable in order to get a better insight and to enable the e-learning programme to be started again if applicable.

How

The *E-learning participation status* page features the *Status* column. This has been expanded by the new value *Failed*.

An e-learning programme can now have one of the following statuses:

- Started
  This is the status if the participant has not completed the e-learning course in any way.
- Passed
  This is the status if the participant has passed the e-learning course in accordance with the applicable conditions.
- Failed
  This is the status if the participant has not passed the e-learning course in accordance with the applicable conditions.
- Completed
  This is the status if the participant has completed the e-learning course without passing the test. This is applicable to, for example, theory modules.
- Not started

Of course, you can filter and sort this status in the customary way and this is also included in the Export to Excel.

Your action

No action is needed. If you purchase the e-learning functionalities, this additional functionality will be made available automatically.

3. Time spent on e-learning

Why

Employees can carry out a training programme in e-learning at any time they wish. They can also restart the e-learning programme at any time and continue where they left off.

Learning Management did not show how much time an employee had spent on a training programme as part of e-learning.
This type of information provides more insight into the status of the e-learning programme. If this e-learning programme has been available for some time and the employee has only spent a couple of minutes on it, this shows a different picture than if the employee has already spent several hours on it.

How

The *E-learning status* page has been expanded by the *Time spent (hh:mm)* column. If the e-learning programme has been started, this column shows you how many hours and minutes the employee has spent on it from the moment of starting until the current moment.

Of course, you can filter and sort the data in this column in the customary way and the column is also included in the Export to Excel.

Your action

No action is needed. If you have purchased the e-learning functionalities, this functionality will be made available automatically.

4. Restart e-learning

Why

If an employee has passed an e-learning programme, they may wish to restart the e-learning programme, e.g. to review its contents. Even if an employee has not passed the e-learning programme yet, it is often necessary to follow it again so that the employee can still complete it. In both cases, manual actions at the external supplier's and at Raet's were needed in order to enable the e-learning programme to be started again for these employees.

How

Employees can access their e-learning training programmes via the *My e-learning training programmes* tile. Besides the **Start training programme** button to start - or continue - a training programme, employees now also have the **Restart e-learning** button in the event that it has not been passed before. If the e-learning programme has been passed and is restarted, the programme will show a new line for this e-learning programme.

Your action

No action is needed. If you purchase the e-learning functionalities, this functionality will be made available automatically.

Solved Messages

5.   Interim release of 15 December 2016

We issued an interim release with solutions for the following messages on 15 December 2016.

Messages remedied

- Incorrect percentage in the last column of the *Attendance and cancellations by department* report (change 6713).
- Erroneously shown tasks concerning the approving of training requests on the Youforce portal (change 6857).
- Employees cannot apply for a training programme if they were previously assigned to a session of that training programme that has now been removed (change 5188).
- The *employee name* merge field was missing from several email templates relating to the training request (change 66226).
- The *assigned* section on the session page failing to show the icon that indicates that a certificate has been generated (change 69967).
- A long job title being aligned incorrectly in the *Request training programme* screen (change 3686).
- Names being listed on the printout of the training calendar although this was set to *number of participants* (change 71675).
- Incorrect presentation of the *Assigned (classical)* header on the manager's landing page. This has now been changed to *Assigned* (change 5988).

We will give feedback on the calls remedied by means of the interim release via our Service Center.