Release Notes Applicationname

Release 2018-12 Version 1.0

3

3

Table of Content

New

1. Extend employee personal budget for multiple years



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. Extend employee personal budget for multiple years

Why

To allow companies to allocate employee personal budgets over multiple years.

How

You can activate this feature in *Learning management* | *Settings as follows:*

- Login as Administrator
- Navigate to Settings
- In the General section select Parameters. In Miscellaneous you will find Show employee budget in range of years.

Settings	Miscellaneous	-
General	Delete training requests after assigning	No Yes
Parameters	Mandatory education	No Ves
Access levels	Activate extended study contract functionality	No Ves
Administrators Email templates	Automatically refer a request without a session to assign asap	No SY Yes
Search Employees	Approve training requests by using HRSS	No Yes
Other settings	Validity period for reservation requests	10 days
Department/function/employee	Number of days before expiration date when a reminder email will be sent	2 days
Department overview	Show customer-specific field in training request screen	No Yes
Overview of job profiles	Customer-specific field in training request screen is required	No Ves
Function groups	Name of customer-specific field	Decision Making NUmber 126
Employee data	Applying own reference values followed	No Yes
Fraining programme/session		
New training programme	snow help	U NO U Yes
Non-current training programmes	Automatically create certificates	No Ves
Courses of instruction	Remaining budget including expectation	🔘 No 🖲 Yes
Education levels	You can create extra fields here to enable employees to register for ad hos training programmes	No R Ves
Fields of study	Tou can create extra news nere to enable employees to register for an inclutanting programmes	0.000
Corrigo planning checklist	Deduct the AdHoc training costs from the budget	No Yes
Own choice of courses		New cost info de modified
Configuration	Enable automatic deletion of employees who are out of service for more than 2 years	No Yes
Certificates	Show employee budget in range of years	No Ves

On clicking yes, Learning management will check if any employee has budget for future years, if yes the feature cannot be turned on as shown below else the feature will be turned on.

🕂 🕞 Learning man	agement				P Administrator	(
Settings						
Settings	Parameters					
This branch						
Parameters	Import			~		
Access levels				~		
Administrators Email templater	Missellenenus			~		
Search Employees						
ser-specific	Delete training requests after assigning		No Yes			
Other settings	Mandatory education		○ No ● Yes			
epartment/function/employee	Artists asterded duds contract functionality					
Blocked departments		information	×			
Overview of job profiles	Automatically refer a request without a session to assign asap					
Function groups	Approve training requests by using HRSS	Personal budget for one or m	ore employees has been allocated for			
Employee data	Show customer-specific field in training request screen	the upcoming years. Please c	lear this budget (these budgets)			
Users with access	Customer-specific field in training request screen is required					
New training programme	Name of customer, marific field					
Non-current training programmes						
Courses of instruction	Apprying own reletence values ronowed					
Education levels	Show help		OK			
Training institutes	Automatically create certificates					
Session planning checklist	Remaining budget including expectation		○ No Ves			
Reference values followed	You can create extra fields here to enable employees to register for ad	hoc training programmes	○ No ● Yes			
Set your personal selection of trainin	Part of all has been been and from the body of		Ci No R No			
Contificator	beduct aurnor training costs from the budget					
Budget groups			Adhoc training new tax deduction			

To find employees with budgets for future years, run the *Remaining budget per employee* report under the tile "Overviews", sub header "Budget report". This will create an overview of all employees with future budget.

Reporting										
Management information	Department: All Dep	artments, 100-Productio	on (M) tob profiler Alle Fun	utie, Eurotie 100-Textile, E						
Reporting on training programmes	Term: 2021		M						Show rep	froc
Number of participants per training (100.000					
Participants by training programme	14 4 1 of 1	Þ 14 - 0	Find Next 😽 •	٢						
Hours per training programme										
Cost per training programme	Employee number	Employee	Department	Job	Jaar	Granted budget	Gebruikt budget	Expected budget	Remaining budg	pet
Reporting about departments	7682/57843	Bermudez, Alisha	121-Services	Functie 140-Physics	2021	999.00	0.0	0.00	1	999.00
Participants by department										
Hours per department										
Costs per department										
Participants per department (relative										
Hours per department (relative)										
Costs per department (relative)										
ixed interval										
Number of employees by departmen										
Number of employees by function gi										
Number of new employees by depar										
udget report										

To clear the personal budget for the concerning employee(s), click *"edit"* and click "Edit budgets". Now set the remaining budget to O (Zero) to delete the budget. If no employees have budgets for future years, the feature can be activated with default range of 1 year, but you can also choose a budget range from 1 to 5 years.

Settings		
Settings	Miscellaneous	
General	Delete training requests after assigning	○ No Yes
This branch Parameters	Mandatory education	💌 No 🔘 Yes
Access levels	Activate extended study contract functionality	○ No ● Yes
Administrators Email templates	Automatically refer a request without a session to assign asap	No Ves
Search Employees	Approve training requests by using HRSS	No Yes
Other settings	Validity period for reservation requests	10 days
Department/function/employee	Number of days before expiration date when a reminder email will be sent	2 days
Department overview	Show customer-specific field in training request screen	No Ves
Overview of job profiles	Customer-specific field in training request screen is required	No O Yes
Function groups	Name of customer-specific field	Decision Making NUmber 126
Employee data	Applying own reference values followed	No Ves
fraining programme/session	Show help	No Yes
New training programme	Automatically create certificates	No O Yes
Courses of instruction	Remaining budget including expectation	○ No ● Yes
Education levels	You can create extra fields here to enable employees to register for ad hoc training programmes	No Yes
Training institutes	Deduct the AdHoc training costs from the budget	No Yes
Session planning checklist		New cost info de modified
Configuration	Enable automatic deletion of employees who are out of service for more than 2 years	No Yes
Certificates	Show employee budget in range of years	No
Budget groups Annual budgets Reporting Manager Study contract	Set the range for the employee budget Changing this will affect the existing budgets allocated!	5 v 1 2
Additional tasks	Assigned (e-learning)	3 4
Import/export	Training calendar	5

Once the feature is activated the administrator can allocate employee budgets by selecting the drop-down list based on the current year.





The future budget can now be allocated by clicking which will add budget range options taking into account the end of the year of the previous budget range.



The budget calculation will now take the year range into account. You can also view historical information by using the bar graph button.



Employee budget reports have not changed, except for the Calculation section. Calculation will now be based on the budget range of the selected term.

erm: N.n.b., 2	tments, 100-Production 0	Job profile: Alle Functie	, Functie 100-Textile, F 🜱					Show report
		-	and one					
4 4 1 of 1 1		Find] Next 😽 🔹 🧯						
Employee number	Employee	Department	Job	Jaar	Granted budget	Gebruikt budget	Expected budget	Remaining budget
53/1	Sparks, Ross	70-Call Center	Functie 2-Sports	2018-2022	100.00	0.00	0.00	10
5875/1	Roland, Zachary	40-Engineering	Functie 3-Infrastructure	2018-2022	200.00	0.00	0.00	20
282/1	Shannon, Allyson	37-Food	Functie 31-Commerce	2018-2022	1000.00	0.00	0.00	100
7855/1	Meeks, Russel	70-Call Center	Functie 49-Human Resources	2018-2022	3000.00	40.00	402.50	255
Test_123_Employee/1	Xiong, Rebekah	10-Security	Functie 74-Finance	2018-2022	1000.00	0.00	0.00	100
5938/917	Elliott, Marina	108-Information Services	Functie 100-Textile	2018-2022	2875.00	60.00	58.75	275
7336/46451	Keen, Jacklyn	141-Security	Functie 100-Textile	2018-2022	2000.00	360.00	18.75	162
5977/995	Kraus, Corey	135-Production Control	Functie 138-Information and Technology	2018-2022	1000.00	0.00	0.00	100
5978/997	Pacheco, Tim	121-Services	Functie 72-Tool Design	2018-2022	4000.00	280.00	18.75	370
7802/60983	Gil, Amber	121-Services	Functie 78-Languages	2018-2022	100.00	390.00	18.75	-304
7160/40173	Watkins, Gilbert	108-Information Services	Functie 84-Maintenance	2018-2022	2000.00	1200.00	0.00	80
7260/43039	Sadler, Tommie	78-Business Administration	Functie 120-Training	2018-2022	200.00	132.00	50.00	1
6947/49211	Rhoades, Lincoln	115-Production Control	Functie 78-Languages	2018-2022	2000.00	200.00	0.00	180
6006/1053	Rivera, Homer	115-Production Control	Functie 121-Production	2018-2022	7000.00	5937.50	0.00	106
7754/62884	Whalen, Marshall	115-Production Control	Functie 78-Languages	2018-2022	1000.00	1012.50	462.50	-47
168512	Emery, Erna	78-Business Administration	Functie 2-Sports	2018-2022	150.00	140.00	0.00	1
168512	Emery Erna	78-Business Administration	Functie 2-Sports	2023-2027	1.00	0.00	0.00	

Release Notes Learning Management

Release 2018-11 Version 1.0

3 3 4

5

Table of Content

Solvod	Mossagos
JUIVEU	Messayes

1.	Email templates of ad hoc requests not available for HR Professional (change 881566)
2.	The number of participants is not visible for role teacher (change 773794, change 843360)
3.	Importing eLearnings is rejected (change 936702)

Importing eleanings is rejected (change eleaning)
 Displaying Personal budget in terms of the range of years



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. Email templates of ad hoc requests not available for HR Professional (change 881566)

Message

If a HR Professional uses Learning Management the email templates for ad hoc requests are not available.

Solution

You can edit a	all system-generated emails here. Select the email template and change the email as desired. You can also apply merge fields here.
Filter templates	All O Performance Management O Learning management
Select template	Learning management: Ad Hoc Training Request
Sender type	Default O Logged in user

Two email templates related to ad hoc reviews are available now for the HR Professional role.

2. The number of participants is not visible for role teacher (change 773794, change 843360)

Message

In the Training calendar under Participants there was always an O (null) displayed.

Solution

9	Channe and an day the second	O weath O 2 weathr of			
	snow calendar for the coming	g O week O 2 weeks @) monun () s monuns () y	ear Show	
	22/10/2018				
	Time	Training programme	Location	Teacher	Participants
	09:00 - 17:00	new test training gb			16-Training 39 Hand, Faith
	09/11/2018				
	Time	Training programme	Location	Teacher	Participants
	09:00 - 17:00 Minimum number of 1 employees assigned (min.	HRSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS	55555555		16-Training 39 Hand, Faith

Now we are showing both the reserved and scheduled participants.

3. Importing eLearnings is rejected (change 936702)

Message

Importing eLearning file was rejected and there was an error message displayed.

Solution

 Import details - Adm 	inistrator			
ttings	Source	BO4		
<u> </u>	Target	Training History		
ieral	File name	I181025105412be3955e4-d36c-4	414-b002-720893a5ff88.txt	
his branch	Manual / Automa	itic h		
'arameters	Collaborator	Administrator		
Access levels	Handled on	-		
Administrators	Number	1		
mail templates	Reject	2		
Search Employees	Signal	0		
er-specific		To carry out		
)ther settings				
partment/function/employee	Reject Signal	1		
Department overview	321020 1 3e5a9	a90-38tc-4a11-b41d-9addbdeafd12	The data item person nun	mber (P01001) with value 321020 is unknown
locked departments			The data item serial numb	per employment contract(P01101) with value 1 is unknown
Overview of job profiles	First Previous	1 Next Last		
unction groups				
and a second advantage		_		
mpioyee data				

Now the file is imported without an error message.



4. Displaying Personal budget in terms of the range of years

Remark

In preparation of the December release the functionality for the *Personal budget* in terms of the range of years is built in.

It is however not ready to use.

Release Notes Learning Management

Release 2018-08 Version 1.0

3

3

Table of Content

Modified and improved.

1. Additional merge fields to email templates

Learning Management – Version 1.0 Release 2018-08

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.

Modified and improved.

1. Additional merge fields to email templates

Why

Some email templates are missing some essential mergefields.

How

For the email templates below we have added new merge fields:

First and Last name employee for:

- TrainingRequestAcceptedMail
- TrainingRequestScheduledMail
- TrainingRequestScheduledAsapMail
- TrainingNeutralMail
- TrainingRejectionMail

Name employee for:

- TrainingRequestReservedMail
- TrainingApprovalForWorkflow
- TrainingRejectionForWorkflow
- SendEmailForNewSessions
- TrainingExpiredForWorkflow
- TrainingPossibleExpirationForWorkflow

Release Notes Learning Management

Release 2018-07 Version 1.0

Table of Contents

Modified and Improved	3
Translated 2 Learning Management reports	3
Solved Messages	4
Learning Management Export training history does not generate Excel document (change #806165)	4
After-work workflow does not work as expected (change #835839)	4
Upload of certificaten to Personnel File (change #594774)	4



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.

Modified and Improved

Translated 2 Learning Management reports

Why

Our team is in the process of translating Learning Management reports periodically. Our goal is to have all reports translated in the near future.

Below are the two reports that have been translated:

Flexible interval
Followed courses (Excel)
Turnout and cancellations per depart
Summary reviews
Internships
Stage ratings
Reviews
Evaluations of employees
Evaluations by employees
Status compulsory courses
Status training sessions
Cancellations
Costs and hours

Solved Messages

Learning Management Export training history does not generate Excel document (change #806165)

Message

Training history file download produces XML document, whereas it should be downloaded as Excel

Solution

After the fix the file will be downloaded as Excel and not as XML.

After-work workflow does not work as expected (change #835839)

Message

1. After the training, a mandatory evaluation form is required when "after-work" has been completed.

- 2. Employees must return the form within a maximum of 7 days after the training
- 3. The after-work is mentioned on the after-work tile
- 4. State of after-work has not yet been classified as "done".
- 5. Once you classify the employee as "followed the training", the after-work is immediately classified as "done".
- 6. When you click on the 'work done' button, the after-work is suddenly no longer submitted.

Change

After the fix, the workflow works as expected with after-work scenario for trainings.

Upload of certificates to Personnel File (change #594774)

Message

If a certificate was created as a result of a training session, in some cases the button for uploading that certificate to Personnel File was missing.

Change

This problem is solved. If you create a certificate now, the button for uploading the certificate to PDOL is displayed.



Release Notes Learning Management

Release 2018-06 Version 1.0

Content

Cha	nged and improved	3
1.	Issue with date format on Search Employee page (change #800668)	3
Solv	ved Changes	3
2. Page 3.	Mandatory Training now removed after deletion from training history e (change #782034) Tile agenda gives blank page to employee role (change #805333)	3 3

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. Issue with date format on Search Employee page (change #800668)

Message

The date format was hard coded. Changed the date format and also fixed the sort issue due to date format.

Solved Changes

Mandatory Training now removed after deletion from training history Page (change #782034)

Message

Employee's training details where not deleted after deletion of Training from training history page.

Solution

After deleting the training from the training history page the employee's training details will also be deleted.

3. Tile agenda gives blank page to employee role (change #805333)

Message

The list was excluding the logged-in employee-id, so he was not able to see his own future session data even though he had access.

Solution

Correct page is now shown.

Learning Management - Version 1.0 Release 2018-06

Release Notes Learning Management

Release 2018-05 Version 2.0

Contents

Gen	eral	3
1.	Learning Management release highlights	3
Мос	lified and Improved	3
2.	Changes to training history import for 'stand alone' customers	3
3.	Changes to employee import for standalone customer	3
4.	Authorization has been added for reports	4
5.	Changes in the Flex report to show cost information	5
6.	Include start and end date of the review cycle in the Performance API card (Hom	ie
Tear	n API card)	6
Solv	ved Messages	6
7.	Employee training request still in waiting list when session is cancelled (change	
#622	847)	6
8.	Training agenda shows repetitive records (change #750373)	7

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.

General

1. Learning Management release highlights

The highlights of this release in Learning Management are the changes and enhancements done to implement the GDPR Legislation.

You will soon receive more information on this topic.

Modified and Improved

2. Changes to training history import for 'stand alone' customers

Message

For customers who do not us an HR Core application (stand alone) we should use a unique code as an identifier for an employee instead of the Syncld when importing training history for employees.

Solution

For these customers a unique code is used instead of the Syncld to identify the employee when inserting or updating training history for employees.

No changes have been made to the previous import process.

3. Changes to employee import for standalone customer

Message

Currently it is not possible to update an employee's manager in the import manager.

Solution

A new option has been added in the employee import file to enable update of the employee's manager using the import file only.

- A new XML tag in the import file has been added.
- It will override managers for those employees whose department manager is a direct manager (indicated with value 'N').
- The existing csv import will still be there as well.

An example of the XML data is shown below:

<directRoleAssignments>

<directRoleAssignment>

<supervisorRole>

<roleID>MGR</roleID>

<roleName>Manager</roleName>

<startDate>2018-01-01</startDate>

</supervisorRole>

<supervisor>

<personTk>1045</personTk>

<personID>1045</personID>

<lastName>Mitt</lastName>

</supervisor>

<employment>

<personTk>1900</personTk>

<personID>1900</personID>

<lastName>Ramirez</lastName>

<employmentID>9</employmentID>

<employmentTk>9</employmentTk>

</employment>

</directRoleAssignment>

</directRoleAssignments>

Your action

No action needed

4. Authorization has been added for reports

Message

Authorization has to be implemented for accessing reports in Learning Management.

Solution

Now administrator can provide access to any role, except Employee for reports.

Note: Full authorization will be given to any role that must have access to all the reports in Learning Management.

Cattings				
Settings				
Settings	Accoss love			
General	Access leve	212		
This branch				
Parameters	Name	 Action 		
Access levels	Docent	edit	Clone	Delete
Administrators	UD Desferiesel	174	01	Delete
Email templates	HK Protessional	ealt	Cione	Delete
Search Employees	Leidinggevende	edit	Clone	
User-specific	Leidinggevende plus	edit	Clone	Delete
Other settings				
Department even/employee	Medewerker	edit	Clone	
Blocked departments	Reviewer	edit	Clone	Delete
Overview of job profiles	Role 1	edit	Clone	Delete
Function groups				
Employee data	Role 2	edit	Clone	Delete
Users with access	Role 3	edit	Clone	Delete
Training programme/session	Role 4	edit	Clone	Delete
New training programme		oun	2	D'oroto
Non-current training programmes	New		-	
Courses of instruction				
Education levels				
Fields of study				
Training institutes				

Reports	
/iew usage report	
View reports (Enabling this option will allow users with this access level to see all reports with all employees because no separate data authorization is available)	
Session	
View session files.	

5. Changes in the Flex report to show cost information

Message

Currently the Flex report uses the cost from a training and not from the session. This is not appropriate for all customers.

Solution

If session costs are overridden those values will be considered.

A set of filters has been added: it is now possible to set a specific day of the month.

ement information	From: May 3	017 • I	Days 1	•									
g on training programmes	To: April	1018	Day: 31	•									
r of participants per training r													
ants by training programme	14 E 2 of 27 9 bit o read (near H + 2)												
er training programme	Training research (Marcol 11 4 2018												
training programme	the second product												
a about departments	22	22 Bar											
tets by department	From :	1 Mey 2017											
er department	10:	31 April 2018											
er department	All Department												
ents per department insistive	Department	Course of instruction	Training program	Oute	Type of futowed	Employee muniber	Person	Current	Previous departmentieni	Cost center	Jub .	Runder of training hours	Cust
er department (relative)	133-Security	1	Shashark tested	18-07-2017		#%3%#141358991	1091 Duryer, Nick	103-Security			Functe 73-Science	0.00	0.00
r denartment instation	103-Decartly	•	Elearning EEC AVT feet	17-12-2017		1	1046 Mahanay, Racia		103-Socurity		Functe 70-Science		0.00
rval	133-Securey	•:	Elearning CEC AVT test	17-12-2017		1	1046 Matoney, Rocie		103-Security	1	Functe 73-Science		0.00
of employees by department	133-Security	÷)	VAT 69 - Practical	18-12-2017		1	1046 Mahoney, Rocia		103-Security		Functe 73-Science		0.00
of ampropers of separation	118-Production	4	Final Alshay	18-03-2018	0.00	1	1026 Neumann, Gilbert	716-Production			Functio 100 Garners		28.00
of ample over he function is	THE Report of the	8	jans transidate with more followed session National	09-04-2918		*.	1025 Reutrane, Gibert	116-Production			Functe 100-Games		0.00
of employees by function gr of new employees by depar	11000000		is an entry				a shad an and a shad a	116 Paidenting			Functe 130-Games		0.00
of employees by function gr of new employees by depar- port g budget by department.	116-Production	-	jans transrdata with more followed session training	10-04-2018		Ľ.	1025 Neumann, Gilbert				1		
of employees by function gr of new employees by depar ort g budget by department g budget per employee	116-Production	*	jans transndata with more followed resson training jans transngdata with one followed session the followed session	10-04-2018 10-04-2018			1025 Neumann, Gilbert	11E Production	-		Functe 130 Games		0.00
of employees by function gr of new employees by depar port gr budget by department gr budget per employee ternal	116-Production	*	jans transdata vith more followed lesson training jans trainingdata vith one followed session training 2X	10-04-2018 10-04-2018 01-03-2016		8 8 1	1025 Neumann, Gilbert 1025 Neumann, Gilbert 1025 Neumann, Gilbert	116-Production			Functe 100 Games	0.00	0.00
of employees by function gr of now employees by depart of g budget by department g budget per employee enral impairment followed (those ce and cancellations by dep.	116-Production 116-Production 116-Production 116-Production 127-Engineering	*	Jam trainedat with more followed session training prior training with one followed session training XX Communication Skills training	10.04.2018 10.04.2018 01.03.2018 23.05.2017		8 8 8 2	1025 Heumann, Gilbert 1025 Heumann, Gilbert 1025 Heumann, Gilbert 1025 Heumann, Gilbert	116-Production	127-Engineering		Functe 100 Games Functe 100 Games Functe 100 Games Functe 125-Quality Anticitiviti	0.00 0.00	0 00 30 00 0 00
of employees by function gr of new employees by depar gort no budget by department on budget by department ng budget per employee ternal programmen followed (fixed roe and canceflations by dep ummary.	116-Production 116-Production 116-Production 116-Production 127-Engineering 127-Engineering	*	Jams trainedat with more followed sepsion training price training session training or followed session training to Communication Skills training Top to teatures of writity framework	10.04.2018 10.04.2018 01.03.2018 23.05.2017 26.05.2017		8 8 8 8 8	1025 Reumann, Gilbert 1026 Reumann, Gilbert 1026 Reumann, Gilbert 1026 Reumann, Gilbert 1025 Reumann, Gilbert	116-Production	127-Engineering		Functe 120-Games Functe 120-Games Functe 125-Guality Anticality Puncte 125-Quality Anticality	0.00 0.00	0 00 33 00 0 00 0 00

6. Include start and end date of the review cycle in the Performance API card (Home Team API card)

Message

The start and end date must be included for the review cycle in the Performance API card (Home Team API card).

Solution

The start and end date (both month and year) of the review cycle have been added. Additionally, a total count of the reviews in each phase is now shown.

Solved Messages

7. Employee training request still in waiting list when session is cancelled (change #622847)

Message

The employee's training request is still in the waiting list when the session is cancelled.

Solution

When a session is cancelled the training request will be removed from the list.

8. Training agenda shows repetitive records (change #750373)

Message

Training agenda shows repetitive records.

Solution

After this release every agenda item is displayed individually without duplication.

Release Notes Learning Management

Release 2018-04 Version 1.0

Contents

Cor	ntents	2
Ger	neral	3
1.	Learning Management Release Highlights	3
Nev	N	3
2. 3. 4.	GDPR Implementation in Learning Management - Employee deletion GDPR Auto deletion of out of service employees Add a certificate to a training	3 6 6
Cha	anged and Improved	7
5. 6. 7.	Report Review summary translated Report Internships translated Report Internship reviews translated	7 8 9
Solv	ved Messages	9
8. 9.	E-learning module has disappeared (Change #713696) Issue with displaying training date (Change #724745)	9 10

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.

General

1. Learning Management Release Highlights

The focus of this release is implementation of the GDPR requirements in Learning Management.

New

2. GDPR Implementation in Learning Management - Employee deletion

Message

Due to GDPR regulation it must be possible to permanently delete employees which are no longer part of your organisation, including all linked data.

Solution

Learning Management now offers functionality to permanently delete employees and the linked data.

Follow this path.

Learning Management | Settings | Search Employees



Search the employee that has to be removed. Use the filters *Department* or *Manager* to narrow your search.

Select **No longer employed** to be sure you have the correct employee.

Click the Search option.

Learning man	agement					9	saren amplopea
Search Employees							
settings							
COLUMN C	In this screen y	ou can search Employe	ees by Department and Manager.				
Jeneral							
This branch	0						
Parameters			tment				
Administratory							
Email templates							
Search Employees						0	
Jser-specific		Select Departme	nt • (P)		106 Gorman, Rosa	- · ·	
Other settings	Emplo	yed 💿 No lon	ger employed 🛛 🕤 All	Employ	ved 🔹 No longer em	ployed 💿 All	
Department/function/employee							
Department overview							
Blocked departments							
Overview of job profiles	Search:						(\blacksquare)
Function groups	Name	+ Employee nun	iber Job title	Department	Date of employment	Date Out of Service	
Employee data	1047 Bruno, Silvia	7661/57096	Functie 78-Food	105-Human Resources	2016/09/01	2017/12/18	
Users with access							
aining programme/session	1057 Mcclure, Abby	7814/61333	Functie 89-Games	113-Human Resources	2016/10/19	2017/04/18	
New training programme	5	12,000	5	2010 5	2000.00.07	2017102.02	
Non-current training programmes	Shashank2, test2	12/999	Functie 154-DPU	2140-sports	2009/09/07	2017/09/30	
Courses of instruction	First Previous 1	Next Last					
		12					
Education levels							
Education levels Fields of study							
ducation levels ields of study raining institutes							
Education levels Fields of study fraining institutes Session planning checklist							
iducation levels fields of study fraining institutes iession planning checklist infiguration							
Education levels Fields of study Training institutes Session planning checklist eofiguration Certificates							
Education levels Fields of study Training institutes Session planning checklist anfiguration Certificates Budget groups							

All former employees will now be listed.



To permanently delete these employees, click the delete icon and confirm your action.

Search Employees		employee has been delet	icu successionly				
ttings seral his branch arameteri.	in this screen you can search Employee	s by Department and Manager.					
kooss levels koministrators imail templates ieach Emplayees erspecific ther settings	Select Department	t * P	© Employ	106 Corman, Rosa red No longer em	* (P		
Appartment/function/employee Department overview Blocked departments Overview of job profiles Function groups	Search:	ser Job 1191e	Department	Date of employment	Date Out of Service	•	
Employee data Users with access raining programme/session	1057 Meclure, Abby 7814,61333 Shashank2, text2 12,999	Functie 89 Games	113 Human Rasources	2016/10/19	2017/04/18		
New training programme Non-current training programmes Courses of instruction Education levels Holiss of study Training institutes Session planning checklist	First Previous. 1 Nest Last						
onfiguration Certificates Budget groups Annual budgets							

Once confirmed, the message that it has been carried out succesfully is showed.

Note: This is a permanent deletion. Once the employee is deleted, all the information such as scores or personal files linked to the employee will be deleted and cannot be undone.

3. GDPR Auto deletion of out of service employees

Message

As part of GDPR, the out of service employees will be automatically deleted after two years.

Solution

Learning Management will automatically delete employees who are out of service for more than two years. This process keeps track of all out of service employees and when this period exceeds two years, the employee will be permanently deleted.

Note: This is a permanent deletion. Once the employee is deleted, all the information such as scores or personal files linked to the employee will be deleted and cannot be undone.

4. Add a certificate to a training

Message

To the *Certificate* tab of the employee's profile page new functionality is added which enables him or her to add a newly earned certificate to the followed training.

Solution

Your employees can now add their certificate to the training via the *Certificate* tab on their profile page. It is also possible to add attachments.

Employees of your organization can do this using following path.

Learning Management | My profie page (employee login) | Certificate Tab

🆀 James Nanette,	Nanette (Functie 1	16-Commerce)			
	Employe	e details			
	Г	T da contra con			•
		Edit certificate		×	
	Department	CettBalle	DevOn certificate		
	hill the	Namber	1		
	function group	Obtained	09-03-2018		
	Engineer and	Training programs followed	TrainingForeCast		
	Employee marber	File	Cheese Pile Internier Trans		
			Norse	Action	
			MyCart	•	
	Eist laining		Scrum values Assessment		
	Certificates	Description			~
	Certificate				
	AriCentificate				
	Catabase developer				
	Database developer				
	Database developer	31-3-20	17 2-4-2017 -	nw description Edit Delinte	
	DevOn certificate	1 1-3-201	1 - TranspforeCast	ew description Edit Delete	
	Now				

The employee can add his or her new certificate and if required add documents.

Note: Employee's that have access to *Add/Edit Certificate* will be able to use this functionality.

Changed and Improved

5. Report Review summary translated

Message

This report was not yet translated.

Solution

The header and other texts in the report are available in the languages Dutch, English, German, French and Spanish.

Learning Management | Overview | Review Summary

g management			Second appropriate	8
tion From: April 20	17 •) Tec (Hards 200	s • [Show report]		
Review Summa	of 1 P P1 P	Fiel Dect 🔥 • 🖓		
TH From: Apri VIS To: Man	2017 h 2018			
All Training Pro-				
training progra	m Average	Spread score		
(tive) Dot not expert lo training	val 4.00	4 - 4		
function gr				
s by depart				
artmonit				
ployee				
wed (Excel				
ond by dep				
ng program				

6. Report Internships translated

Message

This report was not yet translated.

Solution

The header and other texts in the report are available in the languages Dutch, English, German, French and Spanish.

Learning Management | Overview | Internships



7. Report Internship reviews translated

Message

This report was not yet translated.

Solution

The header and other texts in the report are available in the languages Dutch, English, German, French and Spanish.

Learning Management | Overview | Internship reviews



Solved Messages

8. E-learning module has disappeared (Change #713696)

Message

The mandatory e-learning disappears.

Solution

This is fixed and the mandatory e-learning will be displayed.

9. Issue with displaying training date (Change #724745)

Message

The employee was presented the wrong date for a training without upcoming following date.

Solution

This is fixed. The screen now shows '-' when there is no upcoming following date.

Release Notes Learning Management

Release 2018-03 Version 1.0

Contents

Gen	eral	3
1.	Learning Management release Highlights	3
New	1	3
2.	Importing employee budgets	3
Cha	nged and Improved	6
3. 4. 5.	GDPR Implementation in Learning Management- Reports Report - Number of new employees by department - is translated Report - Attendance and cancellation by department - is translated	6 7 8
Solv	red Messages	9
6. 7. 8. 9.	Incorrect budget value shown in email (change # 413878) My function filter was showing no training (change # 414017) Deletion of Ad hoc training (change # 418169) HTML code presented on training request page(change # 423267)	9 10 10 10
Cha	nged and Improved	10
10. 11. 12.	Show all Ad hoc training – Ad hoc tile Show last updated date – Ad hoc report Own terminology – Cost of Ad hoc training	10 11 11

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.

General

1. Learning Management release Highlights

This release of Learning management will introduce a new feature *Import budg-ets* which will help organisations to perform a bulk import of employees' budgets in Talent Management. In this release some aspects of the EU General Data Protection Regulation (GDPR) are also implemented.

New

2. Importing employee budgets

Message

In Talent Management you will now be able to import employee budgets.

Solution

You can now import employee budgets in Talent Management using the following steps.

Create import - Administrator mport 0 unctions ral This branch . Employee data Parameter Education history 0 Administrato 0 Email template: User-specific Other settings Department/function/e © 2018 • 🕁 ort budget artment overview ocked departments erview of job profi Continue Function groups Employee data Users with access raining programme/session New training programme Non-current training progr Courses of instruction Education levels Fields of study Training institutes Session planning checklis Own choice of courses figuration rtificates Budget groups ting M ort/export

Learning Management | Setting | Import HR data

Users can download a sample excel file by clicking the icon. (2) After you have updated this file with the correct EmployeeSyncid's and Amounts, you can save and upload the file to Talent Management.

A1	~ i	XV	fx
	А	В	С
1	EmployeeSyncId	Amount	
2	17162/3	250	
3	1245/1	100	
4	201003/1	750	
5			

To import the budgets, select the proper file and click on the continue button.

Settings	Import	
General	Functions	0
This branch Parameters	Employee data	0
Access levels	Education history	0
Administrators Email templates	Import sessions	0
User-specific	Importeren leidenageven	den 🔘
Other settings Department/function/employee	Import budget	• 2018 • <u>+</u>
Department overview	File	Choose File BudgetImport.csv
Overview of job profiles		Continue
Function groups		
Employee data		
Users with access		
Training programme/session		
New training programme		
Non-current training programmes		

After the import, you will get an overview of the results and you can then check the budgets of the employees on each employee Profile page.

Import details - Admir	histrator	
Settings	Bron	BO4
	Doel	BudgetImport
General	Filenaam	I180226143324022e16f8-dcf3-47c7-a9dd-79527508e944.txt
This branch	Handmatig/Automatisch	h
Parameters	Medewerker	Administrator
Access levels	Behandeld op	5 I
Administrators	Aantal	3
Email templates	Afkeur	0
User-specific	Signaal	0
Other settings		Execute
Department/function/employee		
Department overview	Reject Signal	
Blocked departments		
Overview of job profiles	Terua Print	
Function groups		
Employee data		
Users with access		
Training programme/session		
New training programme		
Non-current training programmes		
Courses of instruction		
Education levels		
Fields of study		

Employee d	etails						1
					Persona Gra	l budget 2018 nted: 100.56	
Department	40-Infrastructure						
lob title	Functie 2-Recruitment						
unction group							
imployed since	1-1-1993					100,56	
Employee number	53/1						
					Followed (0) Assigned (0)	Outstanding requests (0) Remaining (100.56)	
Edit Training progra	Training requests	Education	Education history	Certificates	Internships		
Filter							
Required / Not required	All training programmes				Followed		
Required / Not required *	All training programmes				 Yes/No • So 	arch	

Note: This functionality is not available for standalone customers.

Changed and Improved

3. GDPR Implementation in Learning Management- Reports

Message

As part of the GDPR (General Data Protection Regulation) implementation, the access to report is revoked for all the roles other than Administrator and HR professional.

Solution

Now only the HR Professional and Administrator will be able to access the report. The other roles will not have access. Furthermore, the option to provide access to reports is removed from the Access level page for all roles.

Learning Management | Setting | Access levels

Settings	(co export					613
	Mailing					
General	View mailing					
This branch						
Parameters	View mailing message					
Access levels	View mailing recipients					
Administrators	Past					
Email templates	View birtony			10		
User-specific	View matery					
Other settings	Preparatory and follow-up activitie	15				
Department/function/employee	View preparatopy and follow-up activ	ities 🔲	1	63	E .	
Department overview	Reports					
Blocked departments	View usage report	The highlighted se	The highlighted section is removed for all the roles			
Overview of job profiles	ten megerepent					
Function groups	View report					
Employee data	Curitor					
Users with access	View session files.					
Training programme/session						
New training programme	Create/Edit session files				8	8
Non-current training programmes	Rate session participants	8				
Courses of instruction						0.022
Education levels	Evaluate session participants		2	100	10	
Fields of study	View evaluations by employees					
Training institutes						
Session planning checklist	Create session					
Reference values followed	Developed service calendar item				-	

4. Report - Number of new employees by department - is translated

Message

This report has now been translated. The header and other texts in the report are available in several languages.

Solution

The headers in report 'number of new employees by department' have now been translated. *Learning Management* | *Overview* | *Number of new employees by department*

As Excel:

- 🕒 Learning mana	gement				Search	employee P				
Reporting										
anagement information	Period: Narch 2017- February 2018	File type: Excel								
Number of participants per training	A CONTRACT OF A CONTRACT.									
Participants by training programme	14 4 1 07 27 P PL 9	isso there and a	2							
Hours per training programme	Number of new employees by department 9-	2-2018								
Cost per training programme	Period: March 2017- February 2018									
porting about departments										
Participants by department		Number of new employees I	ty department (Printed on 9-2-2018)							
Hours per department										
Costs per department										
Participants per department (relative		2017/03	2017/04	2017/05	2017/06	2017/07				
Hours per department (relative)										
Costs per department (relative)										
ed interval	101-Sporta		2	2	2	2				
lumber of employees by departmen										
sumber of employees by function g										
Number of new employees by depart	102-Tool Design		2	2	2	2				
udget report										
lemaining budget by department										
Remaining budget per employee	183-Information and Technology		0	0	0	0				
exible interval										
Training programmes followed (Exce										
Attendance and cancellations by dep	194-Facilities		0	0	0	0				
Review summary										
interniships										
internship reviews	105-Human Resources		1	1	1	1				
Reviews										
Evaluations of employees										
valuations by employees	198-Recruitment		0	0	0	0				
tatus of mandatory training program										
Status of training sessions										
Cancellations	The Privaca					Ψ.				
Costs and hours										
ports on current status	THE FLUE OF A RECEIPTION									

rae

As PDF:

Reporting	
lanagement information	Period: March 2017- February 2018 Y File type: Pdf Y
eporting on training programmes	
Number of participants per training (the second se
Participants by training programme	to the matrix of a limit one of the
Hours per training programme	Number of new employees per department 22-2-2018
Cost per training programme	Period: March 2017- February 2018
eporting about departments	
Participants by department	
Hours per department	All Departments
Costs per department	14
Participants per department (relative	12-
Hours per department (relative)	10-
Costs per department (relative)	8
xed interval	0-
Number of employees by departmer	6-
Number of employees by function gi	4-
Number of new employees per depa	2-
uaget report	
Remaining budget by department	03/17 04/17 04/17 04/17 04/17 04/17 04/17 10/17 11/17 12/17 01/18 02/18
Remaining budget per employee	
exible interval	(vnjwilige) brandweer
Training programmes followed (Excel	12
Attendance and cancellations by dep	1-
Review summary	
Internships	0.0
Internship reviews	0.6-
Reviews	04
Evaluations of employees	
Evaluations by employees	02-
Status of mandatory training program	0
Status of training sessions	
Cancellations	147
Costs and hours	10/
enorts on current status	12-

Please note: The following items cannot be translated due to limitations in the Microsoft Framework.

- 1. Tool tip of save, forward and backward icons.
- 'Find text in report' and 'of' text on the report.
 Also note that, when the report is downloaded, it will be downloaded with the English report name.

5. Report - Attendance and cancellation by department - is translated

Message

This report has now been translated. The header and other texts in the report are available in several languages.

Solution

The headers in report number of new employees by department have now been translated.

nagement information	From: March 2017	To: Fe	bruary 2018 🔻					Show report
umber of participants per training r								
Participants by training programme	14 4 1 of 2 ? P PI		Eir	id Next	(D)			
Hours per training programme	Attendance and cancellation	s by depart	tment 9-2-2018					
Cost per training programme	From: March 2017							
eporting about departments								
Participants by department	To: February 2018							
Hours per department								
Costs per department	Department	101-Sport	8					
Participants per department (relative	Cost center							
Hours per department (relative)	Training program	Cost	Total	Followed	Canceled	No Show	Rejected	Result
Costs per department (relative)	Akshay_training		1	1	0	0	0	100%
ixed interval	Communication Skills Training		2	2	0	0	0	100%
Number of employees by departmen			3	3	0	0	0	100%
Number of employees by function a								
Number of new employees by depar	Department	102-Tool [Design					
Ludent month	Cost center							
uddet report								
Remaining budget by department	Training program	Cost	Total	Followed	Canceled	No Show	Rejected	Result
Remaining budget by department Remaining budget oer employee	Training program Communication Skills Training	Cost	Total 2	Followed 2	Canceled 0	No Show	Rejected 0	Result 100%
udget report Remaining budget by department Remaining budget per employee lexible interval	Training program Communication Skills Training	Cost	2 2 2	Followed 2 2	Canceled 0 0	No Show 0 0	Rejected 0 0	Result 100% 100%
ugget report Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Evrol	Training program Communication Skills Training	Cost	2 2 2	Followed 2 2	Canceled 0 0	No Show 0 0	Rejected 0 0	Result 100% 100%
sugget report Remaining budget by department Remaining budget per employee Flexible interval Training programmes followed (Excel Attendance and cancellations by dar	Training program Communication Skills Training Department	Cost 103-Inform	Total 2 2 nation and Tech	Followed 2 2 nology	Canceled 0 0	No Show 0 0	Rejected 0 0	Result 100% 100%
waget report Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excel Attendance and cancellations by dep Bealear summer)	Training program Communication Skills Training Department Cost conter	Cost 103-Inform	Total 2 2 nation and Tech	Followed 2 2 nology	Canceled 0 0	No Show 0 0	Rejected 0 0	Result 100% 100%
wager report Remaining budget by department Remaining budget per employee lexible Interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Interprints	Training program Communication Skills Training Department Cost center Training program	Cost 103-Inform Cost	Total 2 2 2 nation and Tech Total	Followed 2 2 nology Followed	Canceled 0 0 Canceled	No Show 0 0 No Show	Rejected 0 0	Result 100% 100%
uoget report Remaining budget by department Remaining budget per employee (ex/bic interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internships Internships	Training program Communication Skills Training Department Cost center Training program 22-11-2017 Training	Cost 103-Inform Cost 10.00	Total 2 2 2 nation and Tech 5	Followed 2 2 nology Followed 0	Canceled 0 0 Canceled 5 Canceled	No Show 0 0 No Show 0 No Show 0	Rejected 0 0 Rejected 0 Rejected 0 0	Result 100% 100% Result 0%
wager cepor: Remaining budget by department Remaining budget per employee Iexible interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internships Internships reviews	Training program Communication Skills Training Department Cost conter Training program 22-11-2017 Training 22-11-2017 Training	Cost 103-Inform Cost 10.00 12.00	Total 2 2 anation and Tech Total 5 1	Followed 2 2 Followed 0 1	Canceled 0 Canceled 5 0 Canceled	No Show 0 0 No Show 0 0 No Show 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rejected 0 0 Rejected 0 Rejected 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Result 100% 100% Result 0% 100%
wager cepor Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internships Internships Reviews	Training program Communication Skills Training Department Cost conter Training program 22-11-2017 Training 22-11-2017 Training Communication Skills Training	Cost 103-Inform Cost 10.00 12.00	Total 2 2 mation and Tech Total 5 1 15	Followed 2 2 2 Followed 0 1 15	Canceled 0 0 0 Canceled 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	No Show 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rejected 0 0 Rejected 0 0 0 0 0 0 0	Result 100% 100% 0% 0% 100% 100%
ugger report Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internship reviews Reviews Evaluations of employees	Training program Communication Skills Training Department Cost conter Training program 22:11:2017 Training Communication Skills Training Elearning DEC AVT test	Cost 103-Inform Cost 10.00 12.00	Total 2 2 2 mation and Tech 5 1 15 1 1	Followed 2 2 nology Followed 0 1 15 1	Canceled 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	No Show 0 0 0 0 0 0 0 0 0 0 0 0 </td <td>Rejected 0 0 0 Rejected 0 0 0 0 0 0</td> <td>Result 100% 100% 0% 0% 100%</td>	Rejected 0 0 0 Rejected 0 0 0 0 0 0	Result 100% 100% 0% 0% 100%
uoget report Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internships Internships Evaluations of employees Evaluations of employees Evaluations by employees	Training program Communication Skills Training Department Cost center Training program 22-11:2017 Training 22-11:2017 Training 22-11:2017 Training Communication Skills Training Eleanning Dec AV test Eleanning Get	Cost 103-Inform Cost 10.00 12.00	Total 2 2 2 mation and Tech 5 1 15 1 1	Followed 2 2 2 Followed 0 1 15 1 1 1	Canceled 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	No Show 0 0 0 0 0 0 0 0 0 0 0 0 </td <td>Rejected 0 0 0 Rejected 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td> <td>Result 100% 100% 0% 0% 100% 100% 100% 100% 100%</td>	Rejected 0 0 0 Rejected 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Result 100% 100% 0% 0% 100% 100% 100% 100% 100%
uoget report Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excel Attendance and cancellations by dep Reviews summary internships Evaluations of employees Evaluations of employees Status of mandatory training program	Training program Communication Skills Training Department Cost center Training program 22-11-2017 Training 22-11-2017 Training Communication Skills Training Elearning DE AVT test Elearning Get Police_3	Cost 103-Inform Cost 10.00 12.00	Total 2 2 mation and Tech 5 1 15 1 4	Followed 2 2 7 7 7 7 7 7 7 7 7 7 7 7 7	Canceled 0 0 0 Canceled 5 0 0 0 0 0 3 -	No Show 0 </td <td>Rejected 0</td> <td>Result 100% 100% Result 0% 100% 100% 100% 100% 100% 25%</td>	Rejected 0	Result 100% 100% Result 0% 100% 100% 100% 100% 100% 25%
Remaining budget by department Remaining budget by department Remaining budget per employee Sexible Interval Training programmes followed (Excel Attendance and cancellations by dep Review summary Internships Internship reviews Reviews Reviews Reviews Evaluations of employees Status of mandatory training program Status of training sessions	Training program Communication Skills Training Cost conter Training program 22.11-2017 Training Communication Skills Training Elearning DEC AVT test Elearning DEC AVT test Elearning Get Police_3 Shashank tested	Cost 103-Inform Cost 10.00 12.00	Total 2 2 2 3 mation and Tech 5 1 5 1 1 15 1 1 4 1 1	Followed 2 2 2 Followed 0 1 15 1 1 1 1 1 1 1	Canceled 0 0 0 Canceled 5 0 0 0 0 0 3 0 - - - - - - - - - - - - -	No Show 0 </td <td>Rejected 0</td> <td>Result 100% 100% 00% 0% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 25% 100%</td>	Rejected 0	Result 100% 100% 00% 0% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 25% 100%
wager cepor Remaining budget by department Remaining budget per employee lexible interval Training programmes followed (Excer Attendance and cancellations by dep Review summary Internships Internships Internship reviews Reviews Evaluations of employees Evaluations by employees Status of mandatory training program Status of training sessions Cancellations	Training program Communication Skills Training Department Cost conter Training program 22-11:2017 Training 22-11:2017 Training Communication Skills Training Elearning Dec VT test Elearning Get Police_3 Shashank tested VAT 69 - Practical	103-Inform Cost 10.00 12.00	Total 2 2 mation and Tech 5 1 15 1 4 1 2	Followed 2 2 nology Followed 0 1 15 1 1 1 1 1 1 1 1 1 1 1 1 1	Canceled 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	No Show 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Rejected 0	Result 100% 100% 00% 0% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100%

Learning Management | Overview | Attendance and cancellation by department

Please note: The following items cannot be translated due to limitations in the Microsoft Framework.

- Tool tip of save, forward and backward icons.
 'Find text in report' and 'of' text on the report.
 Also note that, when the report is downloaded, it will be downloaded with the English report name.

Solved Messages

6. Incorrect budget value shown in email (change # 413878)

Message

The email information passed onto the employee by an email was showing a wrong budget value. This is also applicable for the department and organizational budget.

Solution

The email now contains the correct values.

Learning Management - Version 1.0 Release 2018-03

My function filter was showing no training (change # 414017)

Message

On the training request page, the training specific for the function profile was not showing any result.

Solution

The necessary corrections have now been done and the function profile specific training will now be show.

8. Deletion of Ad hoc training (change # 418169)

Message

Even after deleting the ad hoc training, it was still shown on multiple places like the employee profile page and reports.

Solution

Once deleted the training will now not be shown on employee profile page. The ad hoc training will also not be shown on any reports.

9. HTML code presented on training request page(change # 423267)

Message

Due to an error in creating or editing a training, HTML codes were presented in the training request page

Solution

Text is now shown in the correct format.

Changed and Improved

10. Show all Ad hoc training - Ad hoc tile

Message

Any ad hoc training with any status (requested, approved, schedule, reschedule or rejected) will be shown under the ad hoc training page.

Solution

The current implementation of the ad hoc training page only shows those training courses that are approved and schedule. However, from now onwards, all type of ad hoc training will be shown on the ad hoc training page. Learning Management | Adhoc training

11. Show last updated date - Ad hoc report

Message

A new column, last updated date, will be shown on the Ad hoc report (excel).

Solution

When a user downloads an ad hoc report, he or she will be able to see when this training was last updated. This will help the manager or organization to see if any action is needed for that particular training.

Note: This column is only available in the report.

Learning Management | Adhoc training



12. Own terminology - Cost of Ad hoc training

Message

A new own terminology option is added for cost of ad hoc training.

Solution

The user can now define their own name to the cost of Ad hoc training. The parameter page will provide the option to add this name. Once the user enters this name, it will be used across Learning Management for your organization. *Learning Management | Setting | Parameter*

	-5	
O Settings		
ettings	Miscellaneous	~
meral	Delete training requests after assigning	No Ves Ves
This branch Parameters	Mandatory education	⊛ No © Yes
Access levels	Activate extended study contract functionality	⊛ No ⊕ Yes
iearch Employees	Automatically refer a request without a session to assign asap	⊛ No ⊚ Yes
Email templates	Approve training requests by using HRSS	⊛ No⊕ Yes
ser-specific	Show customer-specific field in training request screen	No e Yes
Other settings Department/function/employee	Customer-specific field in training request screen is required	No Yes
Department overview	Name of customer-specific field	Decision Making NUmber 126
Blocked departments	Applying own reference values followed	⊛ No ⊚ Yes
Function groups	Show help	© No⊛ Yes
Employee data	Automatically create certificates	No ⊙ Yes
Users with access raining programme/session	Remaining budget including expectation	⊙ No⊛ Yes
New training programme	Patricia and a state to a second set of a second set of the second	a Marci Ver
Non-current training programmes		on Marine Mar
Courses of instruction	Deduct the AdHoc training costs from the budget	U NO # 15
ducation levels		Cost of Adhoc Training Translate
eids of study		
ession planning checklist	Assigned terleamingi	
nfiguration		
ertificates	Manual employee export TCG	
udget groups		
nnual budgets	Training calendar	-
eporting Manager		
sort/export	Show training calendar based on roles	No Yes
ew import report	Show number of participants instead of names	No Yes
port HR data		
pe of employment	Weiters and should	
G Interface	Iraining request wizard	^
ricflow	Request another training programme than those featured in the catalogue (training programme of own choice)	O No # Yes

After Providing the company specific text the changes can be seen on training request page

	You can also select them based on	a another job.
		Training catalog Training program of one's own choice
88-Marketing	Name of training programme *	
ob title: Functie To-Mainte	nance	*
mployed: 1-1-1991	Training programme description	
mployee number: 11/1		4 ×
Filters All training programmes My function	Motivation	4
Deputiesd	Location	
 Required and optional 	Cost(Cost of Adhoc Training)	0
Only required	Start date *	
Only optional	End date	
More options	~	Cond secured
		Senu request

Release Notes Learning Management

Release 2018-02 Version 1.0

Contents

New	1	3
1.	New option to edit field values entered by an employee	3
Cha	nged and Improved	4
2.	Two reports translated into Spanish	4
Solv	red Messages	5
3. 4.	Wrong date in sending a reminder email (change #399095) Decision making number on requests for training (change #410539)	5 5

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 option to edit field values entered by an employee

Why

It must possible for a manager or another authorized user to change some of the values of a personal training course which is requested by an employee.

How

Step 1: Click on the tile below.



Step 2 : Click the edit icon at the end of the desired row.

Personal sele	ectio	on of ti	raining p	progran	nmes				
Personal selection of training programmes		Training institu	đe	Followed	Person	Department		Job title	
All training programmes	٠	All training in	stitutes	▼ Yes/No ▼		All departm	nents	All functions	•
Training programme	Trainit	ng institute	Start date	End date	Followed	Person	Department	Job title	Actions
11	11		01/01/2018	25/01/2018	Yes	181 Dodson, Mohammad	90-Production	Functie 31-Food	
121	121		10/01/2018	10/01/2018	No	902 Raines, Cristina	105-Security	Functie 80-Physics	00

Step 3 : You can now make your changes for the indicated fields shown below.

	description	×
Location	Location	
Cost*	1000	
Start date*	01/01/2018	
End date	25-01-2018	
Uniek ID	1110	-
Country	Dutch	
Frequesncy	-	_
Teacher	Teacher	
State *	Select •	

After you have made your changes, you can save these or use the cancel button if changes are not to be saved.

Changed and Improved

2. Two reports translated into Spanish

Message

Not all reports are in Spanish.

Solution

The below mentioned reports are now also available in Spanish.

- Number of employees by department
- Number of employees by function group

Solved Messages

3. Wrong date in sending a reminder email (change #399095)

Message

If an employee followed a training course which took place on several dates, the reminder email for this training course was sent based on the first date instead of the last followed date.

Solution

The remainder email will be based on the last day that the employee followed this training course.

4. Decision making number on requests for training (change #410539)

In Dutch: Besluitvormingsnummer

Message

When an employee requests a training course, the 'Decision making number' field is not shown.

Solution

The 'Decision making number' field will now be shown in the description field.

Release Notes Learning Management

Release 2018-01 Version 2.0

Contents

New					
1.	New filters in My e-learnings screen	3			
Cha	nged and Improved	3			
2.	Translated Reports	3			
3.	Deduct employee cost of ad-hoc training from the employee budget	4			
4.	Delimiter for Session import file changed into ";"	5			
5.	Ad-hoc training requests (export improvements)	5			
6.	Email template for import rejections now specific for Learning Management	6			
Solv	ved messages	7			
7.	Employee can request already scheduled E-Learnings	7			
8.	Export functionality Certificate page not working correctly	7			

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 filters in My e-learnings screen

Why

In order to improve the search facility in e-learning, employees now can use new filters in the *My e-learnings* screen. Also, each column can now be sorted.

cearing mana	gement				James Name	te, sanelle	C Machinelikor
Assigned (e-learni	ng)						
E-learnin	n narticipatio	n status					
training programme	Beq	and Status	Anti assigned				
All training program	anas ~ At	~ M ~	All ~ Search				
L	0						
Opened	art date	Required	Training programme	Status	Nuto assigned	Action	
9-2-2017		NO	Test-IN-Sprint-Demo	Passed	Yes	Descriptio	n Launch e-leaning
14-3-2017		Ves	janci elearning	Passed	No	Descriptio	n Launch a-learning
14-3-2017	1	ves	Jansi Jansi	Passed	NO	Descriptio	n Launch e-learning
50-5-2017	12	No	E-learning_Not Mandatory	Passed	No	Descriptio	Eaunch e-learning
20-5-2017	37	Yes	E-learning Training 20_05,2017	Passed	No	Descriptio	m Launch a learning
First Previous	1 Nert Last						
To the E Learning	Portal						

Your action

No additional action is required. This release automatically provides this new functionality.

Changed and Improved

2. Translated Reports

Message

The reports are only available in Dutch

Solution

Currently 7 reports are completely multilingual. We will continue translating the remaining reports in the upcoming releases.

In this release the reports that have been translated are:

- Number of participants per training programme (*Aantal deelnemers per opleiding*)
- Participants per training programme (*Deelnemers per opleiding*)
- Status of current training requirements (*Status actuele opleidingsverplicht-ingen*)
- Participants by department (Deelnemers per afdeling)
- Participants by department (relative) (Deelnemers per afdeling (relatief))
- Hours per department (relative) (Uren per afdeling (relatief))
- Costs per department (relative) (Uren per afdeling (relatief))

3. Deduct employee cost of ad-hoc training from the employee budget

Message

The cost of the ad-hoc training courses are not deducted from the employee learning budget.

Solution

If you want the cost of ad-hoc training courses to be deducted from the employee's budget, you can enable the option within the *Settings* page: *Settings* | *Parameters* | *Miscellaneous* | *Subtract the Ad hoc training cost from the budget*

The cost of ad-hoc training courses will be deducted from the employee learning budget according to the *Budget forecast* setting:

- If the *Budget forecast* is enabled:
 - The cost of the ad-hoc training course will be deducted the moment the employee requests the training.
 - If the request is later rejected, deleted, or the employee eventually doesn't follow the training course, the cost of the training is reimbursed in the employee's budget.
- If the *Budget forecast* is disabled:
 - The cost of the ad-hoc training course will be deducted when the employee request is approved and the session is assigned.
 - If the employee doesn't follow the training course, the cost of it is reimbursed in the employee's budget.

The cost will be updated in both the employee budget chart and in the employee budget report.

Note: Remember that you can find the Budget forecast setting in the *Settings* page: *Settings* | *Parameters* | *Miscellaneous* | *Remaining budget including expectation*

Settings		
ettinos	weavate extended story contract emericanany	■ NO ① HIS
	Automatically refer a request without a session to assign asap	(#) No 🕕 Yes
ineral This branch	Approve training requests by using HRSS	💮 No 🛞 Yes
Parameters	Validity period for reservation requests	10 days
Access levels Administrators	Number of days before expiration date when a reminder email will be sent	200 days
Email templates	Show customer-specific field in training request screen	💿 No 🛞 Yes
ser-specific	Customer-specific field in training request screen is required	🛞 No 🔘 Yes
Other settings Department/function/employee Department overview	Name of customer-specific field	Besluitvormingsnummer
	Applying own reference values followed	No () Yes
Slocked departments Overview of job profiles	Show help	🛞 No 💮 Yes
Function groups	Automatically create certificates	💿 No 🛞 Yes
Employee data	Remaining budget including expectation	💮 No 🖲 Yes
aining programme/session	Schakel aangepaste velden toe wanneer medewerkers aanvragen voor adhoc training	💿 No 🛞 Yes
New training programme	Deduct the AdHoc training costs from the budget	No in Yes

4. Delimiter for Session import file changed into ";"

Message

The field delimiter for session import was a comma.

Solution

The fields delimiter in Session import file is now ";". This delimiter is now the same as that already used in the Training import and Training history import files.

5. Ad-hoc training requests (export improvements)

Message

All custom fields were shown in one column in the Excel file.

Solution

Once the ad-hoc training is scheduled, managers or admins have an option to see all the custom fields that are requested by an employee in *Personal selection of training programmes* tile. They can also export these additional fields in excel.

To facilitate the data management, **the additional fields are currently exported in separated columns in the Excel file**.

Personal selection of	raining progra	mmes						
Personal sele	ction of t	raining	g prog	ram	mes			
Personal selection of training programmes	Training institu	đa	Folk	wed	Person	Department	Job title	
All training programmes	~ All training in	stitutes	~ Yes	JNo ∽		All departments	~ All Functions	~
Training programme	Training institute	Start date	End date	Followe	d Person	Department	Job title	Description
Keys to effective delegation		02/11/2017	02/11/2017	No	James Nanette, Nanette	88-Linguistics	Functie 3-Quality Assurance	View description
High-quality listening	GMIT	30/06/2017	30/06/2017	Yes	1035 Hinkle, Benita	103-Security	Functie 64-Information Services	View description
Effective communication		02/11/2017	30/11/2017	No	James Nanette, Nanette	80-Linguistics	Functie 3-Quality Assurance	View description
Presenting to inform		30/10/2017	30/10/2017	No	James Nanette, Nanette	88-Linguistics	Functie 3-Quality Assurance	View description
Emotional intelligence	General Institute	17/10/2017	17/10/2017	No	1006 Gay, Milton	2158-Textile	Functie 133-Services	View description
Verbal assertiveness		11/10/2017	28/10/2017	No	Brijesh, Urs	2148-Quality Assurance	Functie 154-Environmental Sciences	View description

6. Email template for import rejections now specific for Learning Management

Message

When an import operation is rejected, a notification email is sent. This email is however based on a template from Performance Management. There is no specific template for Learning Management.

Solution

Now there is a specific template for Learning Management available. Customers are now able to define separate email templates for Learning Management and Performance Management.

Settings							
General	Select template	Learning management: Rejection import Talentsuite					
This branch	Sender type 🛞	Default @ Logged in user Inoreply@raet.nl English Vourforce Learning Management					
Parameters							
Access levels	Sender's email address						
Administrators	Languages						
Email templates	congoinges [L						
User-specific	Sender's name Y						
Other settings							
Department/function/employee	Subject	Rejection import Talentsuite					
Department overview	D. T. H						
Blocked departments	B I U Font	Y Size Z Z Z Z Z Z Z Z Z Z Z					
Overview of job profiles							
Function groups	Rejection import Talent	tsuite					
Employee data	There is a rejection concerning the import of data in the Talentevite						
Users with access		annig tre ingent of determine telephone.					
New training programme/session	It concerns the import with	t which was processed on (ImportFileProcessedDateTime).					
New training programme							
Courses of instruction	In the Talensuite you can	n see the reports with detailed information for the import concerning the rejections.					
Education levels	Sincerely						
Children Children	Sincerely, Voulore Berlomance Management						

Solved messages

7. Employee can request already scheduled E-Learnings

Message

E-Learnings are automatically scheduled for employees. But it is possible to request for the same training once again.

Solution

With this release the employee is not able to request the training again once it is scheduled.

8. Export functionality Certificate page not working correctly

Message

When exporting to Excel on the Certificate page without applying any filters, the generated Excel file contains empty records.

Solution

The issue has been resolved. The Excel file will not contain any empty records.