



Ciphr LMS Update v5.4

February 2024 Release Notes

20 February 2024 | V1.1

Ciphr Limited

3rd Floor, 33 Blagrove Street, Reading, RG1 1PW | +44 (0)1628 814000 | info@ciphr.com | ciphr.com

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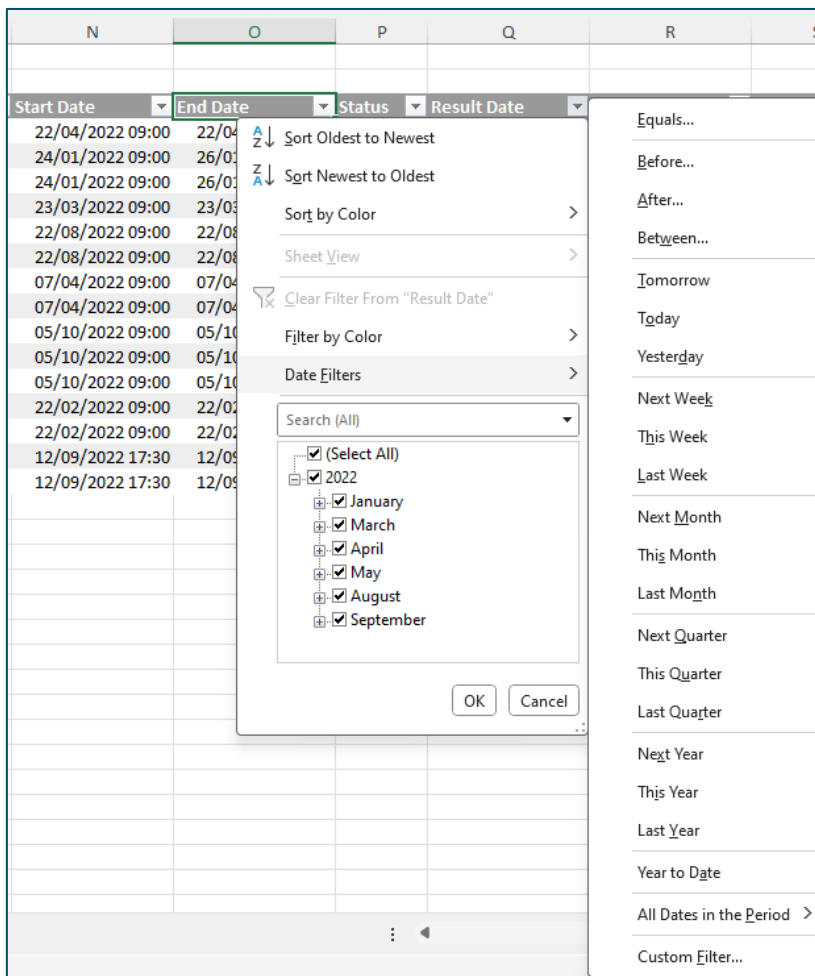
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New Functionality

Reports now contain Date/Time Formatting (PROD-6298)

Generic system Reports containing dates will now display date and time format to improve sorting and filtering options.

The improved formatting allows you to sort by date, or filter within a date range more easily.



Note: The new formatting applies to generic system reports only.

Please be aware that any secondary processing of the Excel reports after export from the LMS, for example with formulas or macros, should be checked as the change in format may break that secondary processing.

Any scheduled reports will need to be recreated, with the updated report, for the schedule report output to take advantage of the updated formatting in the fields.

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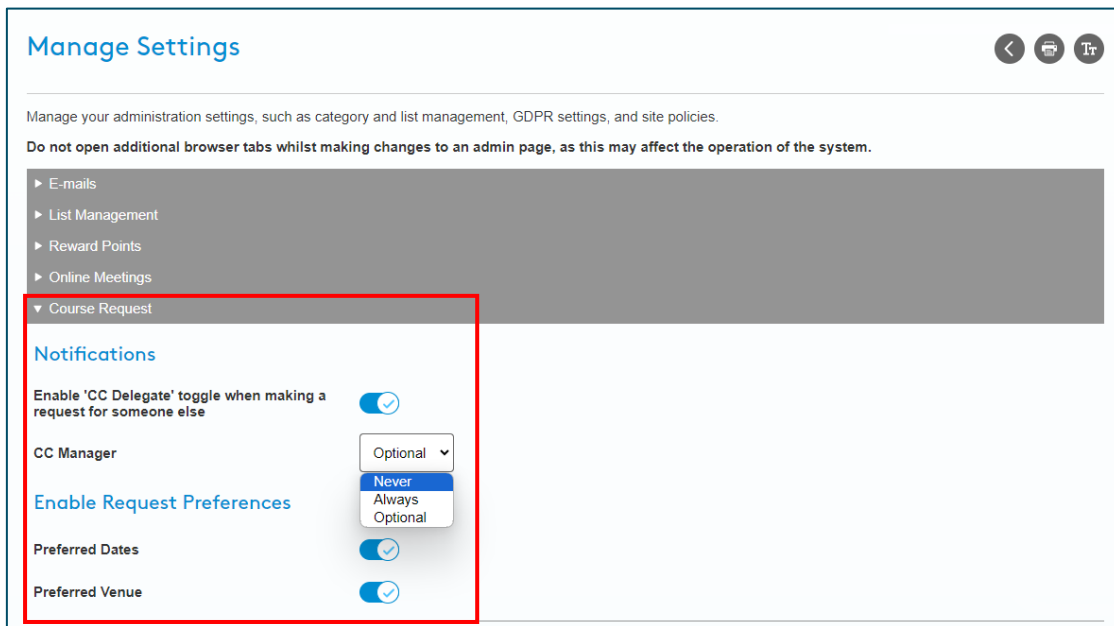
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Schedule Availability Request improvements

Course Request Administration

Within **Admin > Advanced > Manage Settings** a new **Course Request** section has been added to improve the administration of managing **Schedule Availability Requests**.



Click the down arrow to expand the menu to see the new features.

Notifications

- **Enable 'CC Delegate' toggle when making a request for someone else** (PROD-6294) means someone requesting availability on behalf of a delegate, can choose whether the delegate receives **Schedule Available Notifications** when they were not the requestor
- **CC Manager** (PROD-6295) provides a dropdown list of options to choose whether the delegate's manager should be copied in (CC'd) on the **Schedule Available Notifications**:
 - **Never** - is the default, and means the manager will never be CC'd for Course Request emails and no option will be displayed on the form
 - **Always** - means that the manager will always be CC'd for Course Request emails and no option will be displayed on the form
 - **Optional** - will enable a new toggle switch in the Request Availability form, with the label 'CC Manager' and be enabled by default, but the User can disable the switch per request

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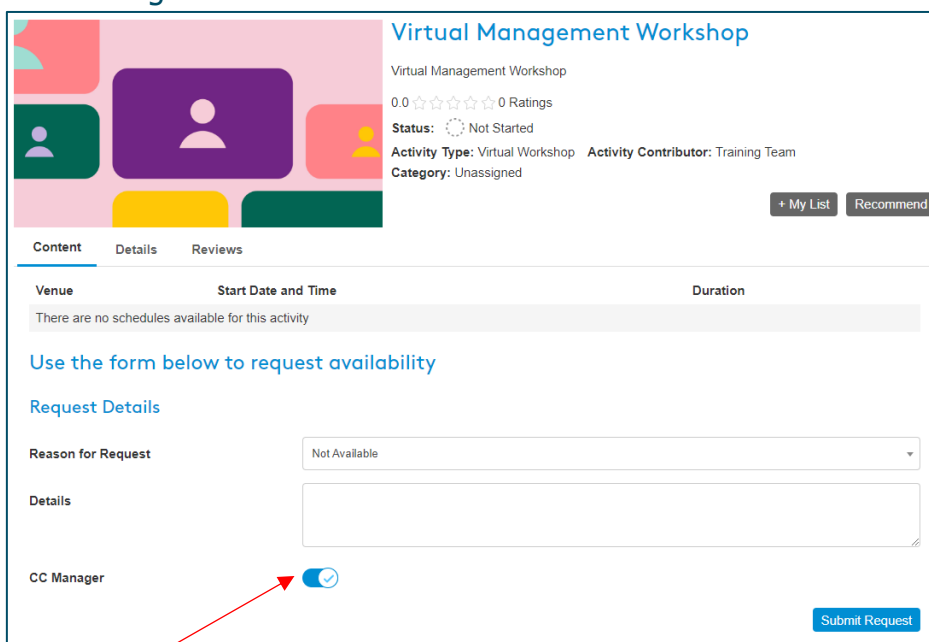
Enable Request Preferences

- **Preferred Dates** (PROD-6296) controls whether the date preferences on the **Request Availability** form appear, and are considered when notifications are triggered after new schedule dates are added. This is enabled by default
- **Preferred Venue** (PROD-6297) controls whether the **venue preferences** on the **Request Availability form** appear, and are considered when notifications are triggered after new schedule dates are added. This is enabled by default

Note: Venue will now be automatically hidden for Virtual Workshops (PROD-6091) so the Preferred Venue will only appear on (physical) Workshops with the above slider enabled.

Request Availability Form examples

1. A User clicking **Request Availability** via **Course Details** for their own learning



The screenshot displays the 'Request Availability' form for a 'Virtual Management Workshop'. The form includes a header with the course title, a star rating (0.0/5), status ('Not Started'), activity type ('Virtual Workshop'), and contributor ('Training Team'). Below the header, there are tabs for 'Content', 'Details', and 'Reviews'. The 'Details' tab is active, showing a table with columns for 'Venue', 'Start Date and Time', and 'Duration'. A message states 'There are no schedules available for this activity'. Below the table, there is a link to 'Use the form below to request availability'. The 'Request Details' section contains a 'Reason for Request' dropdown menu (set to 'Not Available'), a 'Details' text area, and a 'CC Manager' toggle switch (turned on). A red arrow points to the 'CC Manager' toggle. A 'Submit Request' button is located at the bottom right of the form.

New **CC Manager** slider toggle for the User to decide (visible and enabled by default when Admin setting Optional).

Enable Request Preferences for Dates and Venue are disabled in Admin settings in this example, so are hidden from the Request Form.

Note: Venue preference is hidden anyway in this example, regardless of the configuration as it is a Virtual Workshop

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2. User requesting availability for a Workshop on behalf of other delegates via Add Booking

The screenshot shows the 'Request Availability' form. It includes a 'Reason for Request' dropdown, a 'Details' text area, and two toggle switches for 'CC Delegate' and 'CC Manager', both of which are currently turned on. Below these is a 'Preferences' section with an advisory banner that reads 'Entering preferences will limit the schedule notifications you will receive'. Underneath the banner is a list of 'Preferred Venue' options with checkboxes: Marlow - CiphR Head Office, Fareham - Digits Office, Fareham - Holiday inn Fareham, Manchester - Tyre Enterprise, and Southampton - Tyre Enterprise Manufacturer. At the bottom, there are 'Preferred Dates' fields for 'Start' and 'End', both set to 'Any'. A 'Cancel' button and a 'Submit Request' button are located at the bottom right of the form.

New **CC Delegate/ Manager** slider toggles for the User to decide whether to include them on email notifications (visible and enabled by default when Admin setting **Optional**)

An advisory banner displays to make it clearer that preferences are optional and can be left blank to avoid limiting the notifications received

Enable Request Preferences for Dates and Venue are enabled so display on the Request Form as normal, but visibility has been improved to show **Preferred Venue** list options can be left unticked, and **Start** and **End** dates show 'Any', so can be left blank to maximise notification alerts

Validation has also been added to the **Start** and **End** dates (PROD-6268) to ensure a correct date format is added and that the End date is not earlier than the Start.

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General Enhancements and Fixes

The list below covers fixes and other general enhancements included in this release.

Ticket	Area
	Admin
PROD-5035 -	Manage Training > Manage Training Records: Training Result History 'Updated By' column now displays the User's Name correctly, instead of User ID Number when Status is 'Waiting'
PROD-4452 -	Manage Classrooms > Manage Schedules: Session time changes now update correctly in revised calendar invitations
PROD-5912 -	Advanced > Manage Settings > List Management: Activity Categories containing an ampersand no longer cause duplicates in HR system when passed across via the LMS to HR API
PROD-6600 -	HR/LMS Integration: 'ScheduleDurationMinutes' now included as part of HR 'TrainingHours' data feed to show accurate duration of hours and minutes in HR Training Details
PROD-6590 -	Manage Training > Manage Learning Activities > Assessment Builder: Video files now upload and display correctly in the assessment
	CMS Widgets
PROD-5930 -	Dashboard - User List - Learning Plan Level Progress: Users are now displayed in line with correct hierarchy restrictions and security settings
PROD-4270 - PROD-6341 -	General – News Slider: News items now scroll correctly
PROD-5434 -	Mentee: Mentor List no longer displays Leavers
	Learning Library
PROD-4200 -	Calendar: 'Join Meeting' button removed from Workshop Activities (face to face meetings)
PROD-4747 -	Calendar: Schedules where Booking has been disabled (eg 7 days before) are now correctly hidden, when 'available schedules' has been ticked Note: Admin users with appropriate permissions will still be able to manage disabled Schedules/Bookings

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Ticket	Area
	Reports
PROD-6426 -	Activity Status List Report by Type: Referred and Overdue Status columns now display correctly
PROD-5674 -	Activity Waiting Report: Venue names now display correctly for Workshop date requests, instead of being shown as numbers
	Team
PROD-4974 -	Skills > Skills Analysis: Filter dropdown no longer obscures selection list
PROD-4975 -	Skills > Skills Analysis: Skills Advisor Filter now updates the Skills Advisor Average Score diagram correctly when amended Note: Changing the Org Structure using the widget filter currently has no effect on the Team Skills Analysis Radar and is a known issue logged as PROD-6710
	General
PROD-4435 -	Image uploads: File extensions can now contain uppercase without causing an error
PROD-4818 -	Community > Groups: Page Styling issue resolved so left and bottom padding display correctly
PROD-5782 -	Community > Knowledge Base: Article backgrounds now display correctly in white rather than custom branded background
PROD-6432 -	Carousels: Restricted Activities are now hidden/display Restricted banner correctly where User does not have appropriate access Note: The display is subject to System > Security > 'Advanced Search - Restrict all search content to user's location' checkbox: <ul style="list-style-type: none">• Checked = Restricted Activities hidden• Unchecked = Restricted Activities display with Restricted banner
PROD-5680 -	Notifications: The following templates are now displaying correctly in the E-mail Templates dropdown list: <ul style="list-style-type: none">• 'Learning Plan Subject Rule - Age Alert (E-Mail)'• 'Learning Plan Subject Rule - Age Alert (SMS)'
PROD-6381 -	Schedule Availability Requests: Users who cancel a request will now change to a default Status (eg 'Not Started') if no previous Status recorded, rather than remaining in 'Waiting' Status

Support

Where there is a ticket number against an item, you can reference this with [Customer Care](#) if it is an area you have been affected by.

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