



# Ciphr LMS Update 2024-2

## Release Notes

28 June 2024 | V1.0

### **Ciphr Limited**

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

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### New Functionality

#### Staff Not Assigned to Any Programme / Activity Report (PROD-4998)

A new report provides the ability to report on Users who are not assigned to any Programmes (Journeys/Plans) or Activities.

#### Reports > Reports > Staff Not Assigned to Any Activity/Programme Report

There is a mandatory **Training Type** Filter to choose from Programmes or Activities to report on.

Please select a report from the drop-down below. You may then choose filters, if available, and run the report.

**Report Type** Staff Not Assigned to Any Activity / Programme

Returns a list of staff that are not assigned to any Programmes Or Activities, depending on the filter selected. Not assigned to any Programme means that the staff member is not in any assignment list for any programme in the LMS. Not assigned to any Activity means that the staff member is not assigned to any activity using the assignment tab of an Activity or to any programme that contains any activities.

**Filters**

**+ Country** No current selections.

**+ Region** No current selections.

**Training Type** Activities

- Please Select
- Programmes
- Activities

The report layout is similar to the Staff List Report with the exception of the address, custom and validation columns not being included.

#### Example filtered on *Programmes*

Not Assigned to Any Programme / Activity

Programmes									
Forename	Surname	Account No	Job Title	Start Date	Leaving Date	E-mail	User Status	Access Level	Line Mana
Alvin	Lee	82079	Sales Executive	04/01/2019	N/A	alvin.lee@digits.co.uk	Active	Trainer	Bob
Barbara	Simmons	98921	Customer Service Manager	04/01/2019	N/A	bsimmons@digits.co.uk	Active	User	Bob
Charlie	Smith	99541	Trainer	01/03/2022	N/A	demo_user@ciphR.com1	Active	User	Carol
Dave	Gilmore	72645	Branch Manager	04/01/2019	N/A	dave.gilmore@digits.co.uk	Active	Manager	Bob
Dave	Grohl	84007	Sales Executive	04/01/2019	N/A	dave.grohl@digits.co.uk	Active	Trainer	Michael
Debbie	Harry	24125	Sales Executive	04/01/2019	N/A	debbie.harry@digits.co.uk	Active	Administrator	Paul
Don	Henley	40753	Training Administrator	04/01/2019	N/A	don.henley@digits.co.uk	Active	Administrator	Admin
Glen	Frey	24727	Customer Service Manager	04/01/2019	N/A	glen.frey@digits.co.uk	Active	User	Bob
James	Brown	27954	Customer Service Manager	04/01/2019	N/A	james.brown@digits.co.uk	Active	User	Steve
Jeff	Beck	97790	Branch Manager	04/01/2019	N/A	jeff.beck@digits.co.uk	Active	Manager	Don

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## Existing Functionality Changes

### Report Filter Improvements (PROD-6382, PROD-4998)

Filters have been improved on four of the most used reports to enhance your search options and add multi select criteria:

- New Assignment Filter (if the report returns both assigned and unassigned users)
- Multi select and search on Programme and Activity filters

### Activity Results Detail

- New **Assignment Filter** default setting is 'All' but you can select 'Assigned' or 'Unassigned' to report on only those Activities
- **Activity Filter is now multi select** so you can search (where there are more than 10 items in the dropdown list) and select a range of Activities to report on (rather than 'All' or just one)
- Two new columns for **Activity Assignment** and **Programme Assignment** displaying:
  - Group Assignment
  - Individual Assignment
  - Not Assigned

### Example new filter options

The screenshot shows a filter panel with the following sections:

- Geographic Filters:** Country, Region, Area, Branch, Department, Job Role (all with "No current selections").
- Staff Filters:** Training Group (No current selections), Primary Only (toggle), Staff Type (Active, Dormant, Inactive), Access Level (No current selections).
- Manager:** Please Select.
- Assignment:** All.
- Activity Category:** All.
- Activity Type:** All.
- Competency:** [Please Select].
- Level:** [Please Select].
- Archived:** Non-Archived.
- Activity:** Active Listening Module, Age Module (expanded to show a multi-select list).

### New Assignment columns

Result	Score	Result Date	Due Date	Attempts	Training Hours	Assignment Date	Activity Assignment	Programme Assignment	Select
Completed	N/A	19/08/2019	N/A	8	0h 15m	N/A	Not Assigned	Group Assignment	Select
Completed	-1	21/03/2022	N/A	0	0h 15m	N/A	Not Assigned	Group Assignment	Select
Completed	N/A	22/08/2022	N/A	0	0h 15m	N/A	Not Assigned	Group Assignment	Select

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### Activity Status List Report

- New **Assignment Filter** default setting is 'All' but you can select 'Assigned' or 'Not Assigned' to report on only those Activities
- **Activity Filter is now multi select** so you can search (where there are more than 10 items in the dropdown list) and select a range of Activities to report on (rather than 'All' or just one)
- Two new columns for **Activity Assignment** and **Programme Assignment** have been added to the end to summarise associated numbers

Started	Locked	Optional	Passed	Mandatory	Not Started	Waiting	Overdue	Referred	Activity Assignment	Programme Assignment
1	0	0	0	0	0	0	0	0	0	4
2	0	0	0	0	1	0	0	0	0	2
1	0	0	0	0	1	0	0	0	0	3
1	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	1	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	2
1	0	0	0	0	0	0	0	0	0	2
1	0	0	0	0	0	0	0	0	0	2
0	0	0	0	0	0	1	0	0	2	2
0	0	0	0	0	0	0	0	0	0	0

- 'Activity Status List Report by Type' has been merged with this Report and removed, to streamline the list. The only difference was the 'by Type' report had two additional columns **Activity Type** and **Number of Users** which have been added to the Activity Status List Report, after the **Activity Code** column

Activity Name	Activity Code	Activity Type	Number of Users	Absent	Attended	Booked	Cancelled	Completed	Exempt	Training Need
Active Listening Module	CSS1	E-learning	4	0	0	0	0	3	0	0
Age Module	E&D2	E-learning	4	0	0	0	0	1	0	0

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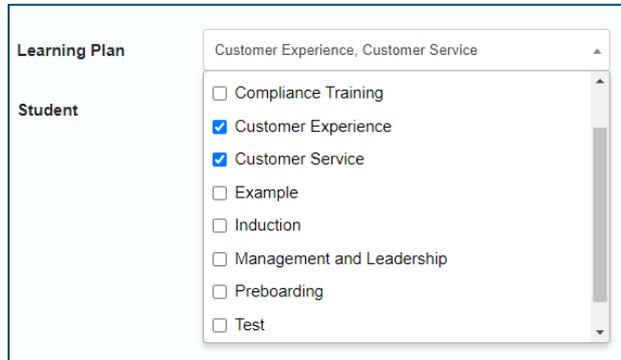
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### Learning Progress Report

- The Learning Plan Filter includes the option to multi select as needed, and a search option where there are more than 10 items in the dropdown list



- A new **Assignment** column has also been added to display at the end of each **Learning Plan** selected in the Filter showing the following values:
  - Group Assignment
  - Individual Assignment
  - Not Assigned

Compliance Training Result Date	Compliance Training Progress:	Compliance Training Assignment Date	Compliance Training Assignment
08/08/2022 10:50:59	25%	N/A	Group Assignment
08/08/2022 10:50:57	25%	N/A	Group Assignment
05/08/2022 10:08:10	0%	N/A	Group Assignment
05/08/2022 10:08:10	0%	N/A	Group Assignment
05/08/2022 10:08:10	0%	N/A	Group Assignment

### Training Records Report

- A new **Assignment** column has been added after the **Assignment Date** column showing the following values:
  - Group Assignment
  - Individual Assignment

Forename	Surname	E-mail	Assignment Date	Assignment	Health and Safety in the Office (HSO01)	Food Safety Introduction 1
Alice	Cooper	alice.cooper@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)
Alvin	Lee	alvin.lee@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)
Angus	Young	angus.young@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)
Barbara	Simmons	bsimmons@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)
Bob	Geldof	bob.geldof@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)
Bob	Marley	bob.marley@digits.co.uk	N/A	Group Assignment	Not Started (N/A)	Not Started (N/A)

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### Learning Due Date Report (PROD-5808)

- Activity and Learning Plan Filters now include the option to multi select as needed, and provide a search option where there are more than 10 items in the dropdown list
- The dropdown lists now display [None] where no items have been selected and a new warning message 'You must select at least one Activity or Learning Plan' will display where no criteria is selected. You can tick to 'Select All' rather than leave the dropdown blank if you wish to include all Activities/Learning Plans

The screenshot displays the 'Learning Due Date Report' interface. At the top, a red-bordered warning box contains the text: 'You must select at least one Activity or Learning Plan'. Below this, the 'Report Type' is set to 'Learning Due Date Report'. A descriptive text states: 'The 'Learning Due Date Report' lists users who have a due date for their learning.' The 'Filters' section includes buttons for 'Today', 'Week', 'Month', 'Year', 'All', 'From', and 'To'. On the left, there are filter categories: Country, Region, Area, Branch, Department, and Job Role, each with 'No current selections.' On the right, there are two dropdown menus: 'Activity' and 'Learning Plan', both currently set to '[None]'. Below the 'Learning Plan' dropdown is a list of checkboxes for selection: '[Select All]', 'Compliance Training', 'Customer Experience', 'Customer Service', 'eLearning plan', 'Example', 'Induction', and 'Management and Leadership'.

**Note: The new filters apply to generic system reports only.**

**Any scheduled reports may need to be recreated with the updated report, if you wish to apply the new filters and include the new columns.**

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### Related Rules for Programmes/Activities (PROD-6486)

To make it easier to find rules related to Programmes and Activities, a new **Related Rules** section has been added to both areas:

- Listing the rules for that individual Programme or Activity
- Ability to add new rules
- Activate/deactivate or edit a current rule
- Access to Rule Operations, for example Trial Run

A new **Related Rules** section has been *added* to the following areas in **Admin > Manage Training**:

- Manage Learning Journeys > Edit Journey
- Manage Learning Plans > Manage Learning Plans

Rule	Last Edited By	Last Ran	Active
AA TEST PROGRAMME - Due Date AA TEST PROGRAMME - Due Date	Admin System 08/03/2024 09:56	08/03/2024 09:56	<input checked="" type="checkbox"/>

You can view existing Rules and there is an **Add Rule** button to add new Rules.

You can also add, view and update Rules via the **Add Rule** button in the following locations:

- Learning Journey Pages > Settings (cog icon)
- Learning Plan Subjects > Settings (cog icon)



**Note:** A new advisory message is included in the Settings area for Pages and Subjects to explain *all* related Rules are now displayed (rather than just assigned ones) and adding a new one from this page will need to be assigned to the particular Journey/Plan as necessary.

 Adding a new rule from here will not automatically apply to users assigned to this Programme. When adding a new rule intended to only run for users assigned to this Programme, include a 'Programme assignment for' trigger that targets this Programme.

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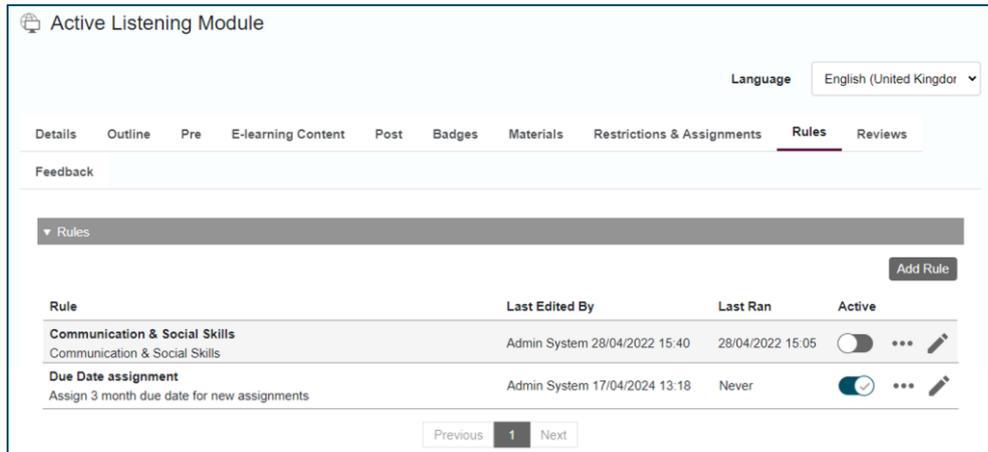
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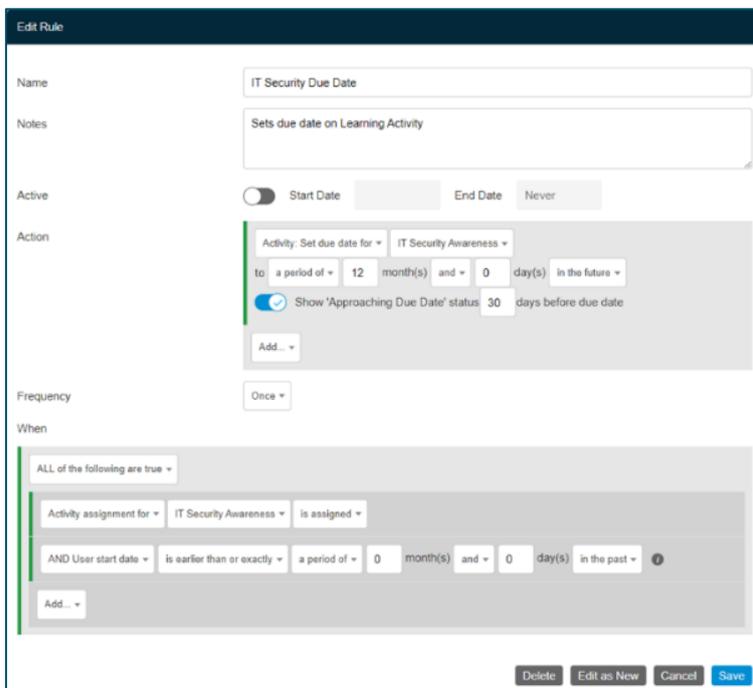
- Manage Learning Activities > Manage Activity > Rules



You can view existing Rules on this tab (which will now be enabled by default) and the **Add Rule** button will open the pop-up from the **Advanced > Manage Rules** area for a consistent approach to Rule building.

### Due Date Rules streamlining in Programmes/Activities

The addition of Related Rules allowed us to streamline the application of **Due Date Rules** to now be managed from the **Advanced > Manage Rules** area.



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Therefore the **Due Date** field has been *removed* from the following areas in **Admin > Manage Training**:

- **Manage Learning Journeys > Edit Journey:**
  - Settings
  - Learning Journey Structure Chapters and Page
- **Manage Learning Plans > Manage Learning Plans:**
  - Settings
  - Learning Plan Structure Levels and Subjects
- **Manage Learning Activities > Manage Activity > Details**

**Note:** If you have any Rules created outside of the LMS Rules Engine, these will be listed under Legacy Rules.

### **Community Search configuration now off by default (PROD-7179)**

All customer LMS configurations have been updated so the Community Search feature is switched off by default to match our current recommended deployment setting.

This feature allows users to opt-in to being found in searches by other users in the LMS, so they can be added to a Community, which when enabled, overrides any other visibility restrictions you may have set up.

If you do wish to use the Community Search feature please reach out to [Customer Care](#) to request that the setting is enabled.

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### General Enhancements and Fixes

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

	Area
	<b>Admin</b>
PROD-6209 -	<b>Manage Training &gt; Manage Learning Journeys:</b> Journey Pins are now aligned correctly on larger background images
PROD-6670 -	<b>Manage training &gt; Manage learning activities &gt; Feedback Form:</b> Now saves correctly when Enabled (as the Effective From date is mandatory to save the form)
PROD-6672 -	<b>Manage training &gt; Manage learning activities &gt; Feedback Form:</b> Deleted Assessment surveys will no longer be available to select in the dropdown
PROD-6762 -	<b>Manage Classrooms &gt; Manage Classes &gt; Trainer Actions &gt; Print Attendance:</b> Export table now displays in correct format
	<b>CMS Widgets</b>
PROD-4633 -	<b>Individual - Accreditation Badge:</b> Badges now display correctly, instead of only displaying the default badge placeholder
PROD-4680 -	<b>Quick Link:</b> Changing the Widget Icon now saves correctly when updated via Manage Portal
	<b>Learning Library</b>
PROD-4861 -	<b>Learning Activity Ratings:</b> Review stars now display correctly on Activity cards in the Learning Library
PROD-6816 -	<b>Request Availability:</b> Schedule Available Notification manager email will no longer be triggered where 'CC Manager' is enabled and the requester is the manager, as this was causing duplicate emails
PROD-6810 -	<b>Request Availability:</b> Where date preference has been disabled or left blank, date fields will now display as 'Any' rather than 'N/A' in associated Notification emails and Waiting List Report

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	Area
	<b>Reports</b>
PROD-5987 -	<b>Learning Due Date Report:</b> processing speed has been improved
	<b>General</b>
PROD-4862 -	<b>Search:</b> Using the browser back button to return to a search now restores the search results correctly, as it does when using the LMS in-page back button
PROD-6457 -	<b>Portal &gt; Mentoring:</b> Email notification to end mentoring relationship now displays the subject text correctly
PROD-6634 -	The internal progress status of AICC type of Learning Activities now updates correctly if the Activity Status is reset to Not Started

### 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.