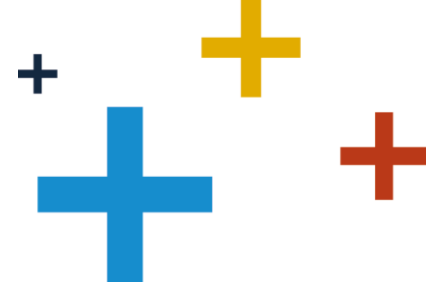


Ciphr HR 9.5 release notes – 9.5.7

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NEW FUNCTIONALITY

Report Designer: User Login History Table now available

It is now possible to report on users' login activity that has been recorded in the **User Login History** Table. This is the data you can view in the lower section of a person's **Account Settings** page.

The screenshot shows the 'Account Settings' page for a user named Richard Adam. A red box highlights a table of login history with the following data:

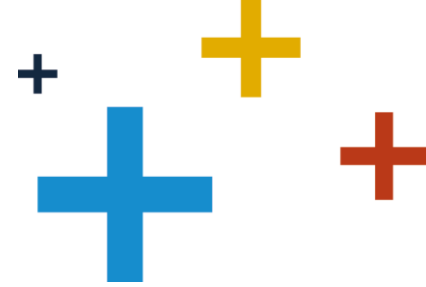
| Log In Date | Log Out Date | IP Address | Browser | Browser Version |
|----------------------|----------------------|----------------|---------|-----------------|
| 23/Aug/2022 12:43:37 | 23/Aug/2022 12:44:02 | 146.200.201111 | Chrome | 104.0 |
| 27/Jul/2022 18:01:34 | 27/Jul/2022 18:02:19 | 146.200.70163 | Chrome | 103.0 |
| 27/Jul/2022 17:25:47 | 27/Jul/2022 17:34:18 | 146.200.70163 | Chrome | 103.0 |
| 22/Jun/2022 12:12:06 | 22/Jun/2022 12:16:55 | 150143.31195 | Chrome | 102.0 |
| 20/Jun/2022 13:28:24 | 20/Jun/2022 13:51:46 | 150143.31195 | Chrome | 102.0 |
| 20/Jun/2022 12:22:35 | 20/Jun/2022 12:24:39 | 150143.31195 | Chrome | 102.0 |
| 20/Jun/2022 10:10:37 | 20/Jun/2022 12:22:31 | 150143.31195 | Chrome | 102.0 |
| 20/Jun/2022 09:31:37 | 20/Jun/2022 09:44:04 | 150143.31195 | Chrome | 102.0 |
| 09/Jun/2022 13:13:31 | 09/Jun/2022 14:13:38 | 209.93113.12 | Chrome | 102.0 |
| 21/Apr/2022 17:37:33 | | 146.200.70191 | Chrome | 100.0 |
| 15/Mar/2022 12:54:00 | 15/Mar/2022 12:55:03 | 209.93113.44 | Chrome | 99.0 |

This could provide useful data in situations such as measuring the level of engagement in the system across different Departments.

Note: A Report Designer Licence is required to build and edit report templates.

- Go to **Reports > Reports Admin > Report Designer > Insert New Record > Design a new report**
- Look for **"User Login History"** table

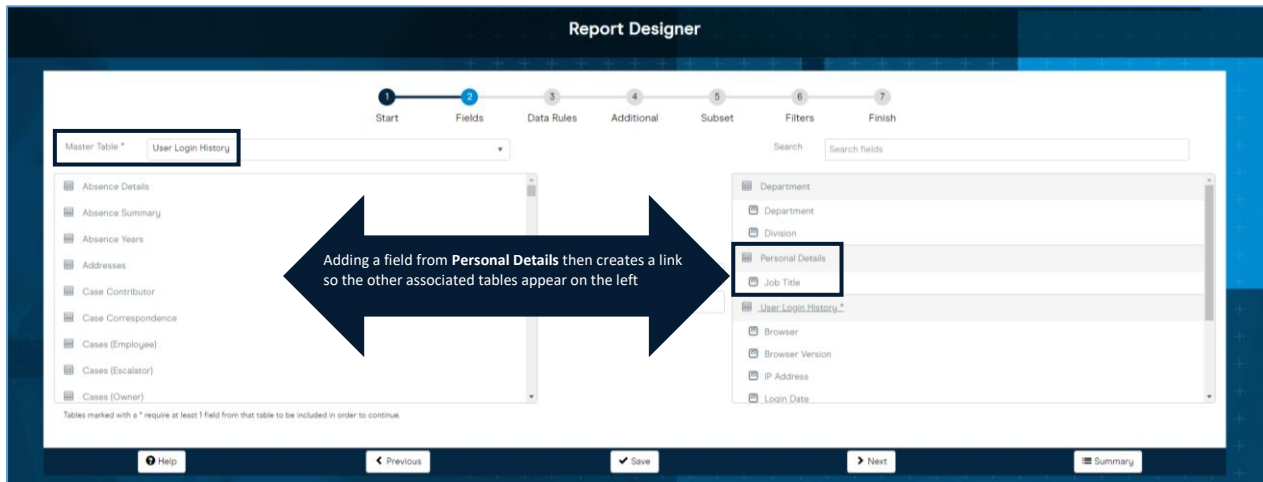
The screenshot shows the 'Report Designer' interface with a progress bar at the top indicating steps: 1 Start, 2 Fields, 3 Data Rules, 4 Additional, 5 Subset, 6 Filters, 7 Finish. Step 2 'Fields' is currently active. Below the progress bar, the 'Master Table' dropdown is set to 'User Login History'. A search box is also visible.



- The Table links to **Personal Details** so you can add information from this table and associated tables as necessary
- You can use **User Login History** or **Personal Details** as the **Master Table**. The **Master Table** will determine what is available in the **filter options** should you wish to include a **filter**

If using **User Login History** as the **Master Table** and you wish to include tables associated to **Personal Details** (such as **Department**), select at least one field from **Personal Details** to create a link, then the associated tables will appear in the left hand menu to select fields as needed.

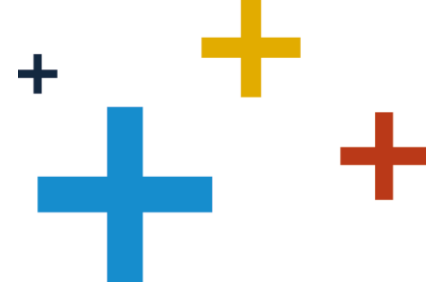
In the example below we have used **Job Title** as the **Personal Details** field to create the connection, to then be able to select **Department** and **Division** from the **Department (Org Unit 1) Code Table**.



Tips:

- ✓ It's recommended to select all fields from the **User Login History** Table, to be able to pick and choose from the **Base Data** what you need for your report
- ✓ The **User** field from the **User Login History** Table will display the person's name

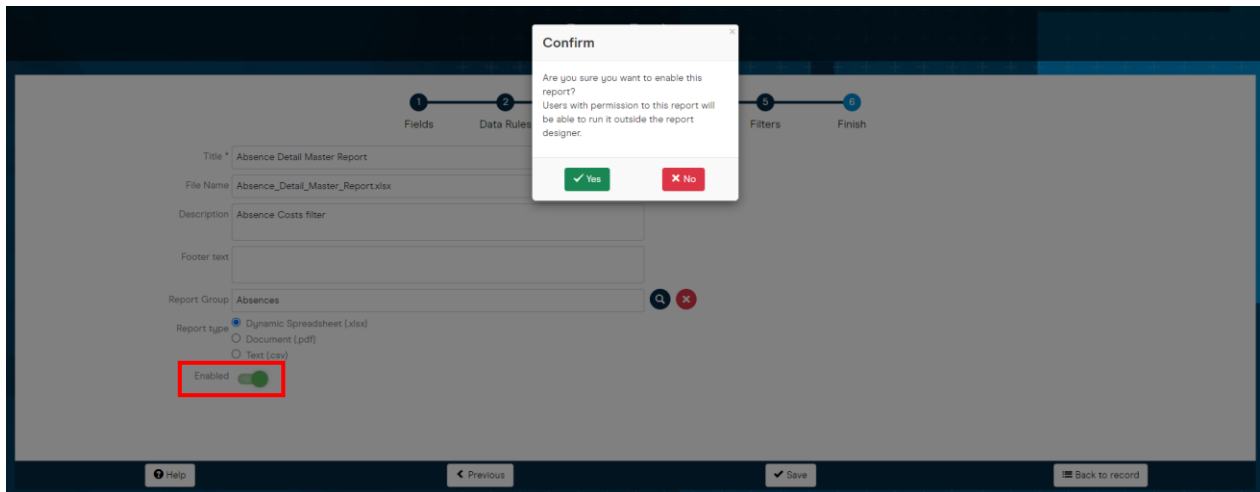
For more information on **Reporting** please refer to the relevant information sheets on Ciph Academy.



Report Designer: Disabled Reports Visibility

Reports that are not enabled will now only be visible in **Report Designer**, rather than the main **Reports** menu.

To view reports in the main **Reports** menu, go into the report via **Reports > Reports Admin > Report Designer > Select Report > Edit Settings > Stage 6 Finish**. Select the **Enabled** slider and a confirmation message will appear with updated wording to reflect the above change.



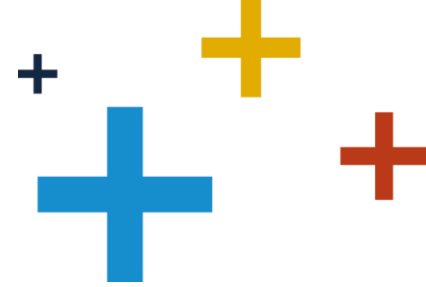
Click **Yes** to proceed, then **Save** to enable the report.

A message will then appear with a shortcut button to go to **View Report Access** for your own **User Role**.



You can then make the report accessible to your own **User Role**, and then any other user roles who may need access via **System > Security > Role Management > [select user role] > Reports**.

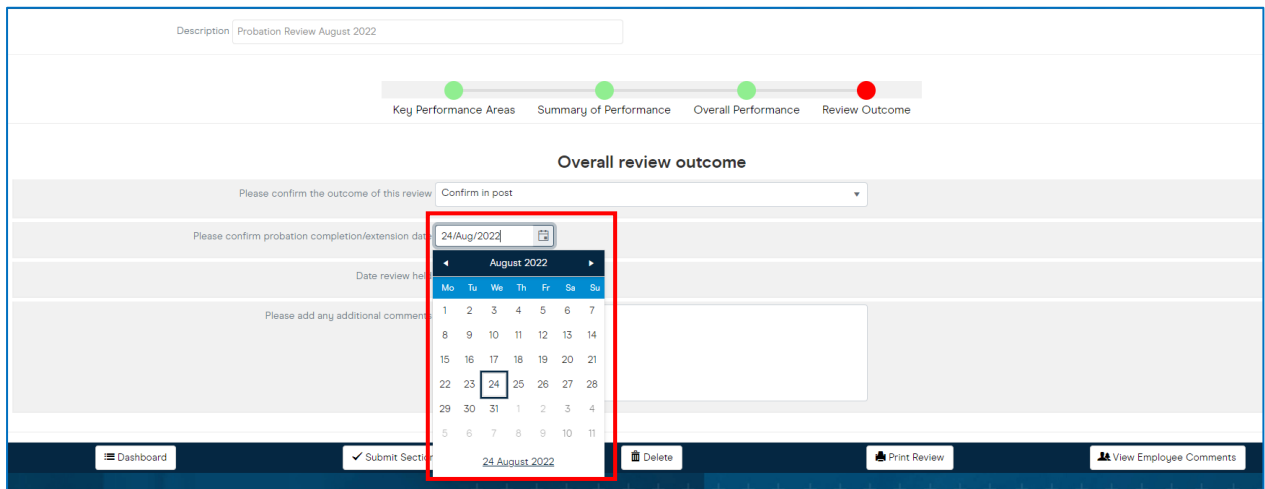
For more information on **User Role Management** and **Reports** please refer to the relevant information guides on Ciph Academy.



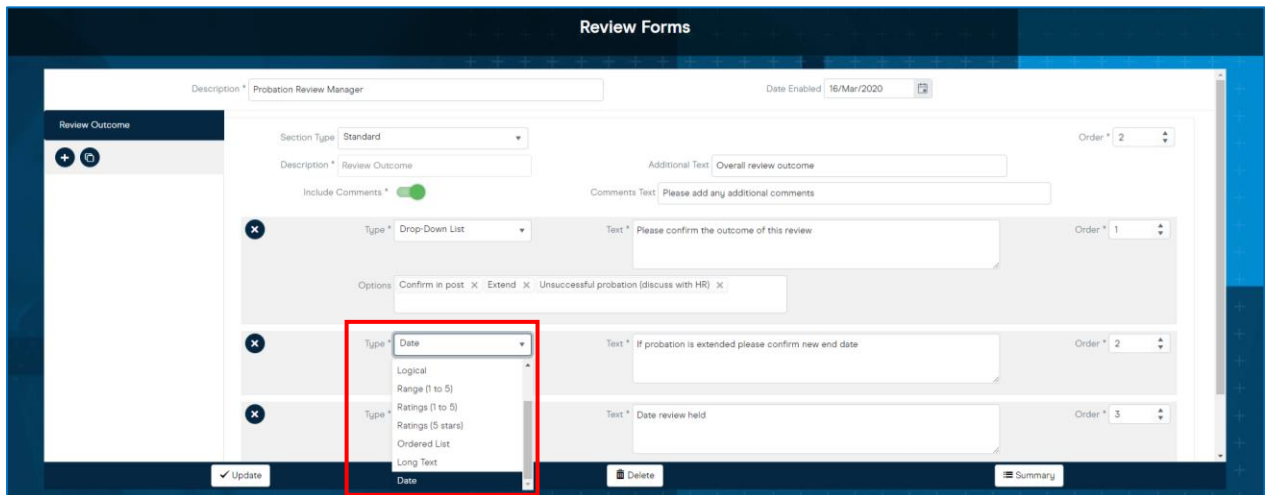
Talent Management Fundamentals: New Review Form date picker question type

A new **Date** type question type has been added to **Review Forms**. This works in the usual way where you can type in the date or select from a calendar.

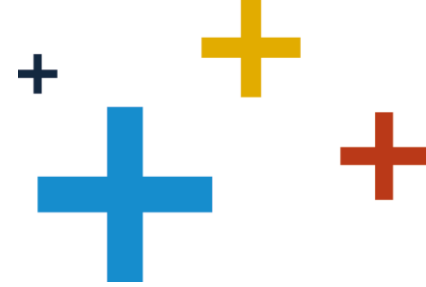
Note: The Date field is mandatory for users to complete if included in your form(s).



You can add the new **Date** field or convert an existing field into the **Date** field via **System > Talent Management Configuration > Review Forms**.



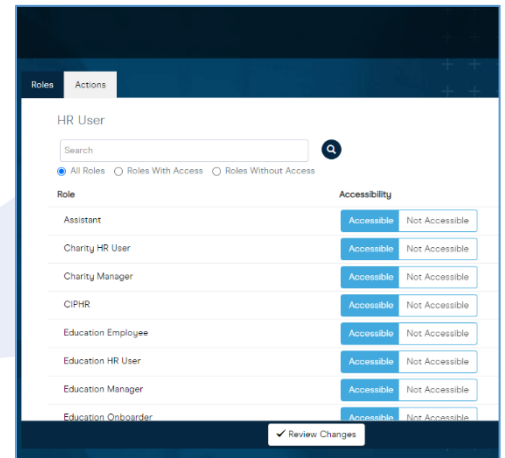
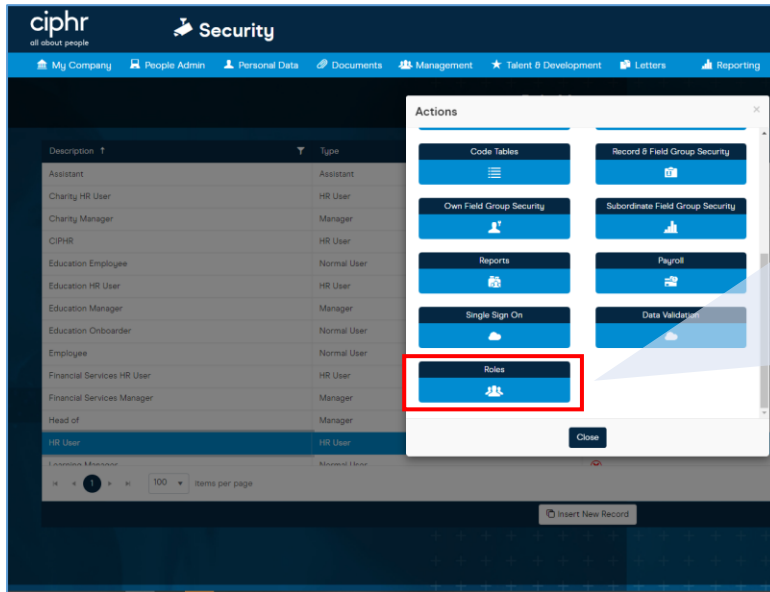
Note: Any **Review Form** updates will apply to newly inserted reviews only, so will not affect any historical individual reviews already created.



Role Management: Master Role

A **User Role** determines what employees in that role have access to see and do within Ciphr.

A **User Role** can be assigned as a **Master Role** upon request, to have unrestricted access to all user roles managed within **System> Security> Role Management> [select user role]> Roles**.



This is recommended for your **System Supervisor**-type role who manages your system administration and security, but can be applied to multiple roles if required.

Master Roles will be able to circumvent any role restriction and any restrictions configured against their role will be ignored.

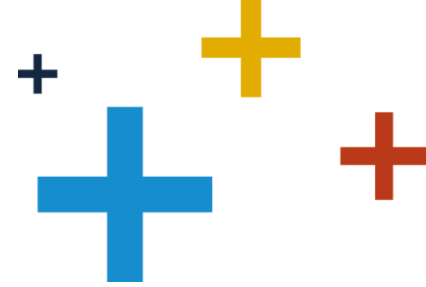
They will be able to grant roles access to other roles even if their creator does not have access to the roles assigned.

To request the assignment of a **Master User Role**, please raise a **Customer Care** ticket specifying which user role(s) should be made **Master User(s)**. The process cannot be automated due to the security implications and is applied to your system database so must be completed by Ciphr.

It's recommended to include 'Master' in the **User Role Description (System> Security> Role Management> [select user role]>Details)** of the relevant role(s) to easily identify it, eg 'Master System Supervisor'.

Note: This unrestricted access applies to the **User Role** not a specific person, so all people assigned to the **Master User Role** will have the unrestricted access.

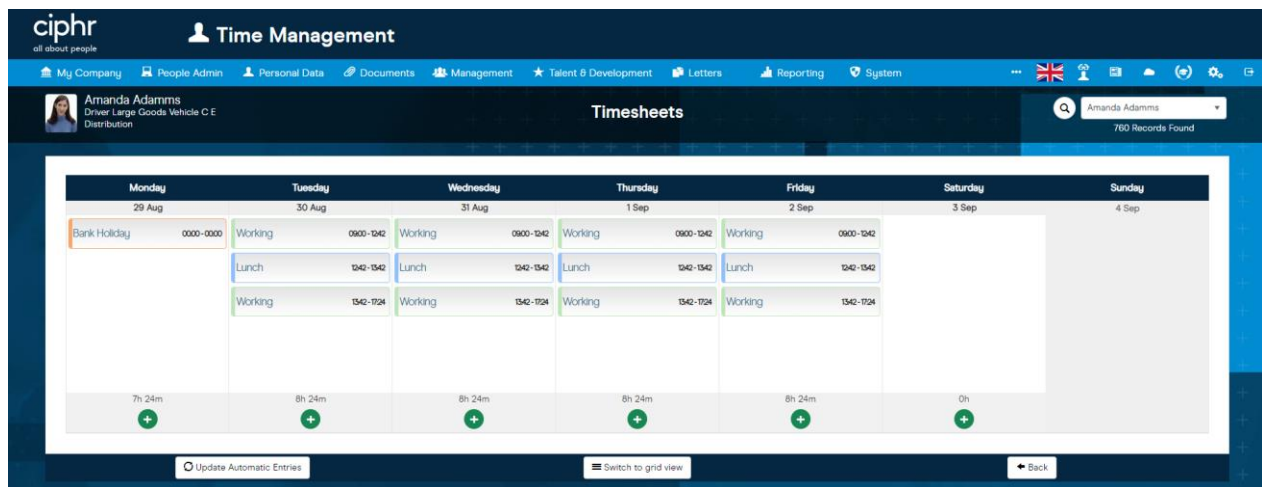
For more information on this **User Role Management** please refer to the relevant information guides on Ciphr Academy.



OPTIONAL MODULES

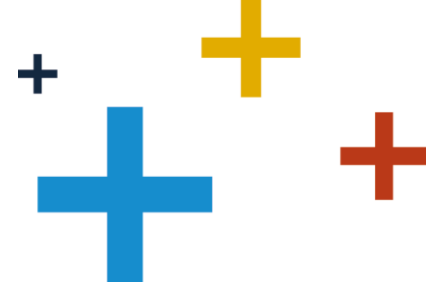
Timesheets: Public Holidays

Public Holidays will now be set with hours worked according to the employee's work pattern. This will be stored in the same way as other absences in Timesheets.



Note: People with a **Flexi Work Pattern (CIPHRFLEXI)** such as casual staff, will have Public Holiday recorded as 24 hours so this will need to be amended to the appropriate hours if applicable.

For more information on **Timesheets** please refer to the relevant information sheets on Ciph Academy.



Safeguarding Reporting

A new **Reportable?** slider has been added to the **Safeguarding Template** page to give greater control over what is included in the **Safeguarding Report**, and means Templates that are not enabled can be included, eg to include historical data from an archived Template.

To check Templates go to **System> Other Module Configuration> Safeguarding Template**.

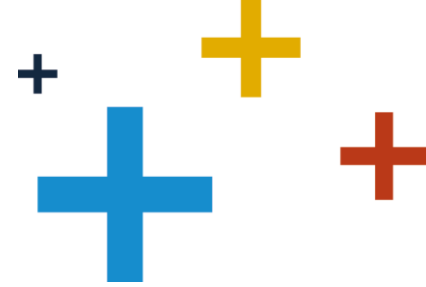
| Order | Label | Type | Enabled | Include in Report |
|-------|----------------------|-------------------------------|-------------------------------------|-------------------------------------|
| 1 | Reference 1 Document | File Upload | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Reference 2 Document | File Upload | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Checked By | Employee Select With Checking | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Checked Date | Date Picker | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

As part of this release, existing Templates will have this new Reportable? slider set to enabled, where the Template has been enabled.

New Templates from this release onwards will default the Reportable? slider to disabled unless enabled when creating/editing the Template.

To output the data go to **Reports> Specialist Reports> Safeguarding** to check your reportable data.

For more information on the **Safeguarding** module please refer to the relevant information guides on Ciph Academy.



EXISTING FUNCTIONALITY ENHANCEMENTS AND FIXES

| Associated Ticket | Area |
|-------------------|------|
|-------------------|------|

General

- PROD-3118 - **Absence Summary Totals:** new starter holiday year and holiday entitlement are no longer wiped when associated Terms and Conditions code table and system settings default holiday entitlement and year are not populated
- PROD-544 - **Employee Additional Information:** requests can now be approved via the Verification Widget
- PROD-3133 - **Re-Employ wizard:** Field Group and Record Group Security now applied as expected
- PROD-2730 - **Reports:** 'Terms and Conditions Report' now produces data as expected

Talent & Development

- PROD-3212 - **Review Forms:** improved error logging when invalid characters are entered
- PROD-3213 -
- PROD-2925 - **Training Event Management:** Course search performance improvement
- PROD-2768 - **Training Events:** Nominate function no longer requires Verification if nominator has sufficient access rights

Verifications

- PROD-2839 - Absence Field Group and Record Group Security now applied as expected
- PROD-3174 - Absence Further Information fields hidden from a user, will no longer prevent them verifying absence requests
- PROD-3234 - 'No records found' error resolved

SUPPORT

For more details on functionality please refer to the information pages available on Ciphr Academy.