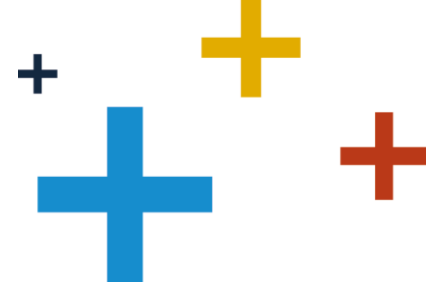


Ciphr HR 9.5 release notes – 9.5.9

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New Functionality

Associated Training Tab Page Permission

The Associated Training Tab is linked to the following pages under the **Talent & Development > Learning & Development** menu:

- Development Needs
- Skills and Qualifications

This Tab can be used to show an associated Training Course recorded in the system against a relevant Development Need or Skill/Qualification.

Start Date	Title	Total Days	Total Cost	Department	Description
05/09/2022	Excel - Basic Knowledge	1	0	Distribution	Delegate

For more information on the **Training** area please refer to the relevant information guides on Ciph Academy.

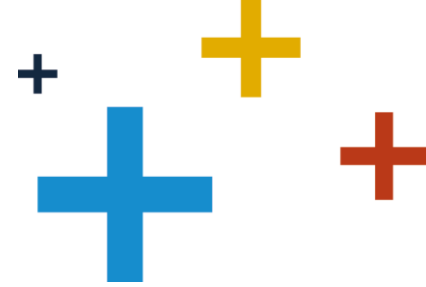
Where the Associated Training is not used/required, it's now possible to hide the Tab.

Note: These new pages are in addition to the **Associated Needs/Qualification Tab Pages** which can be attached to the **Training Details** page and have their own page permissions.

The Tabs' visibility are controlled by two new Page permissions which grant Access/No Access:

- Development Needs - Associated Training
- Skills & Qualifications - Associated Training

Page	Category	Require System Admin?	Own Permissions	Subordinate Permissions	Letter Communication
Development Needs - Associated Training		⊗	Access No Access	Access No Access	
Skills & Qualifications - Associated Training		⊗	Access No Access	Access No Access	



The page permissions are updated per user role via **System> Security> Role Management> [select user role] > Pages**.

Note: Permissions to the Associated Training Tabs will be copied from the permissions to the main pages - Development Needs / Skills & Qualifications so that current access is maintained.

For more information on **User Role Page Permissions** please refer to the relevant information guide on Ciphr Academy.

Existing Functionality Changes

Talent Management Reviews in Bulk Change Wizard re-enabled (system administrator licence required)

Performance has been improved in the Bulk Change Wizard to be able to create **Talent Management Reviews** in bulk, so this has been re-enabled.

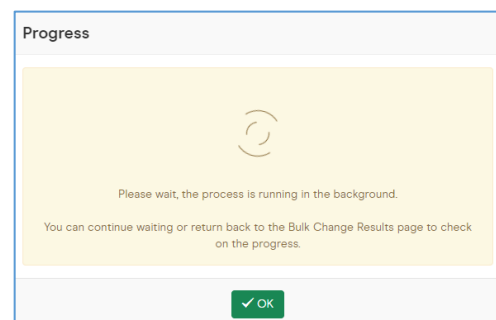
Part of the improvement is that all Bulk Change results that are displayed in the Bulk Change Report produced at the end of a change are now stored in the database. A new page **Bulk Change Results** page is available that allows you to view the bulk change history and each bulk change report which can be exported to PDF.

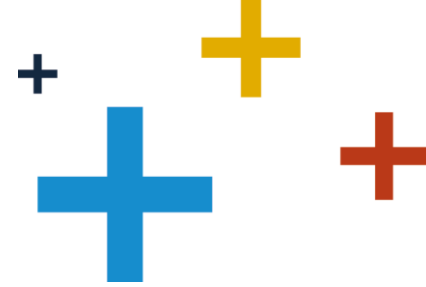
A user will only be able to view their own bulk change history and not those ran by other users.

Note: The new **Bulk Change Results** page will need to be enabled for users to view the bulk change history. The page permission will need to be updated per user role via **System> Security> Role Management> [select user role] > Pages**. For more information on **User Role Management** please refer to the relevant information guide on Ciphr Academy.

The new page means you can leave it if processing a large group of people to return to it later. An advisory message will appear whilst the process is running.

To go back to the page to check on progress, go to **People Admin> Tasks> Bulk Change Results** (the new page) rather than the **Bulk Change Wizard** page

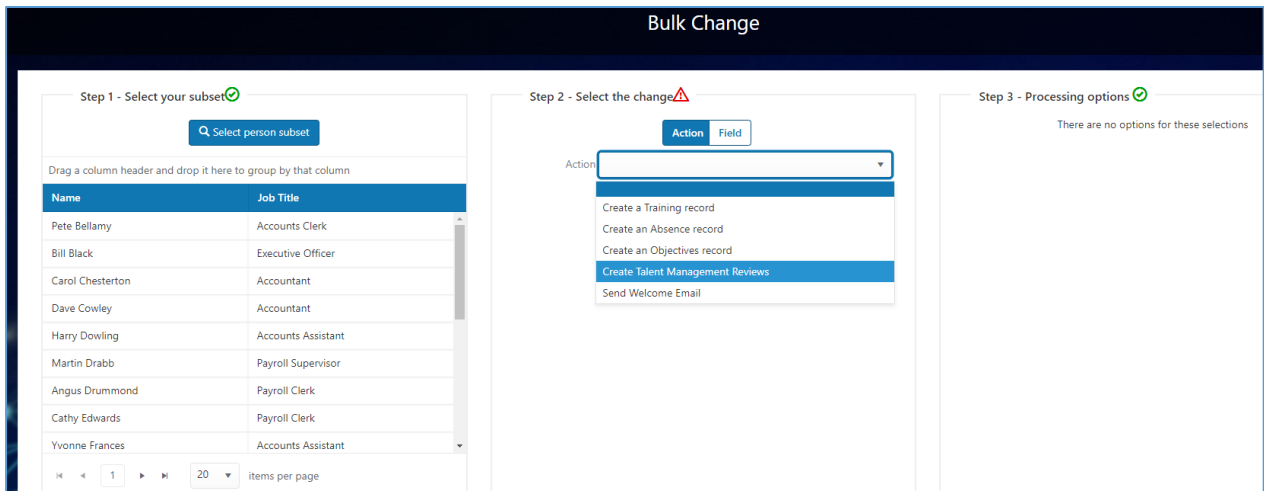




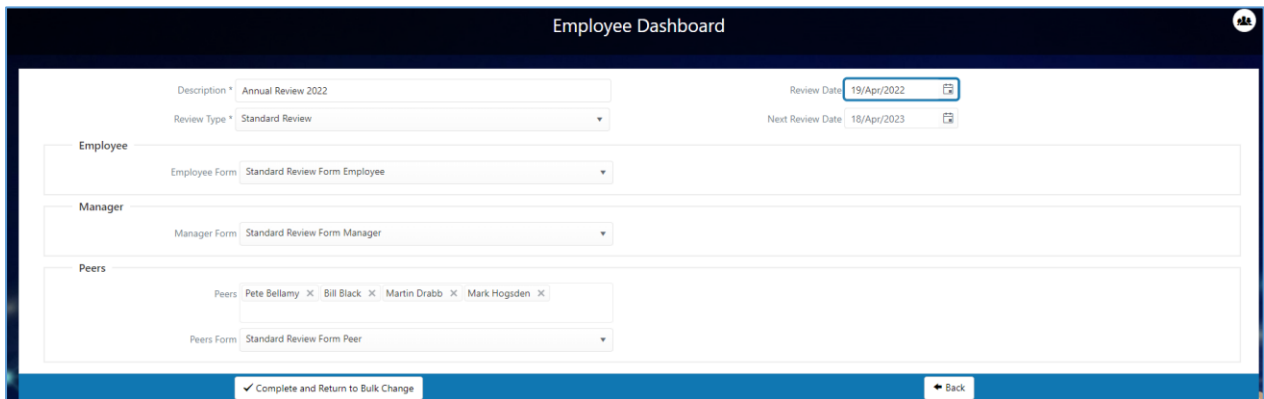
Create Talent Management Reviews in Bulk

Here is a recap of the functionality:

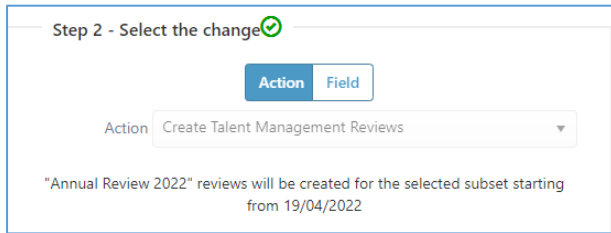
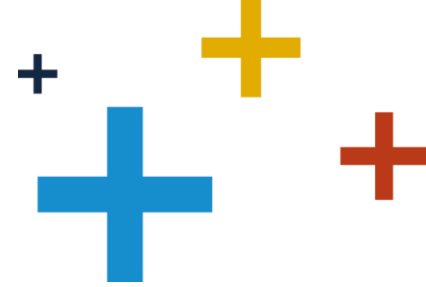
Create Talent Management Reviews is an Action in the Bulk Change. This can be accessed via **People Admin> Tasks> Bulk Change**.



This is useful to insert the same review type for a subset of people in one go. Once inserted the review will appear in the individual's Employee Dashboard ready to complete.



When selecting **peers**, all peers for the subset will be available but where an employee in the subset is also a peer for others, it will exclude them as a peer from their own review.



Tip: You can also bulk insert **objectives** via this method, such as the same corporate/team goal.

For more information on **Objectives** or **Bulk Change** please refer to the relevant information sheets on Ciphr Academy.

Single Sign On (SSO) new Login Button Configuration page (system administrator licence required)

It is now possible to configure more than one Identity Provider to allow SSO into Ciphr.

This can be configured via **System > System Configuration > Login Button Configuration**.

Note: This new page will need to be made accessible to the relevant user role(s) via **System > Security > Role Management > [select user role] > Pages**. You will also need a **system administrator licence** to access this page. For more information on **User Role Management** please refer to the relevant information guide on Ciphr Academy.

To add a new Login Button

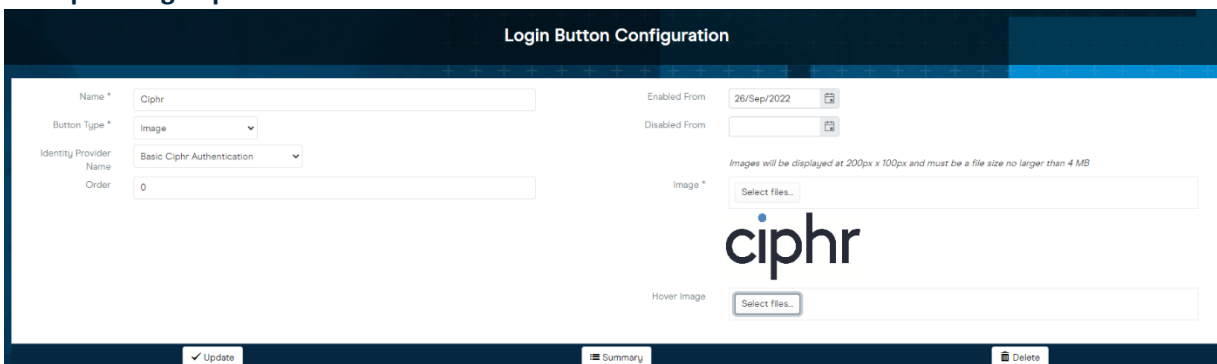
Click **Insert New Record** to add the details of the SSO login.

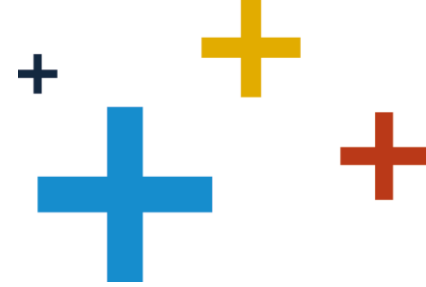
There are two types of button that can be added:

- **Image** – allows you to upload a specific image for the button
- **Button** – will show text and an icon

The type selected will change some of the other fields on the page:

Example Image options





Example Button options

- **Name** must be unique and will be displayed as the header in a **Button** type
- **Identify Provider Name** will show any existing SSO configurations in a dropdown menu to select from. Basic Ciphr authentication is the standard Ciphr login form and will always be available
- **Order** allows you to choose the order of buttons on the login screen
- **Enabled From/Disabled From** dates allow you to control when the button is active
- **Image type only**
 - **Image*** is mandatory to upload the image to use for the button. Click **Select files...** to upload your image
 - **Hover Image** is optional if you wish to add a further image to appear when hovering over the button

Notes: An advisory message displays that ‘Images will be displayed at 200px x 100px and must be a file size no larger than 4 MB’

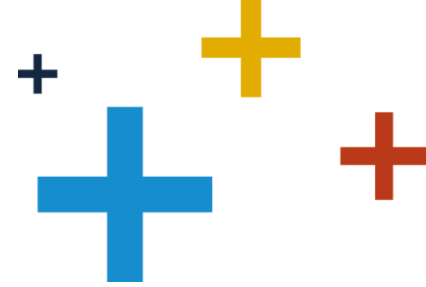
Once uploaded, click **Update** to save and then return to the record to see the uploaded image(s)

- **Button type only**
 - **Icon** – click on the circle to select an icon for the button
- Click **Update** to save the configuration.

Once buttons have been configured and are enabled, log out to see the different options.

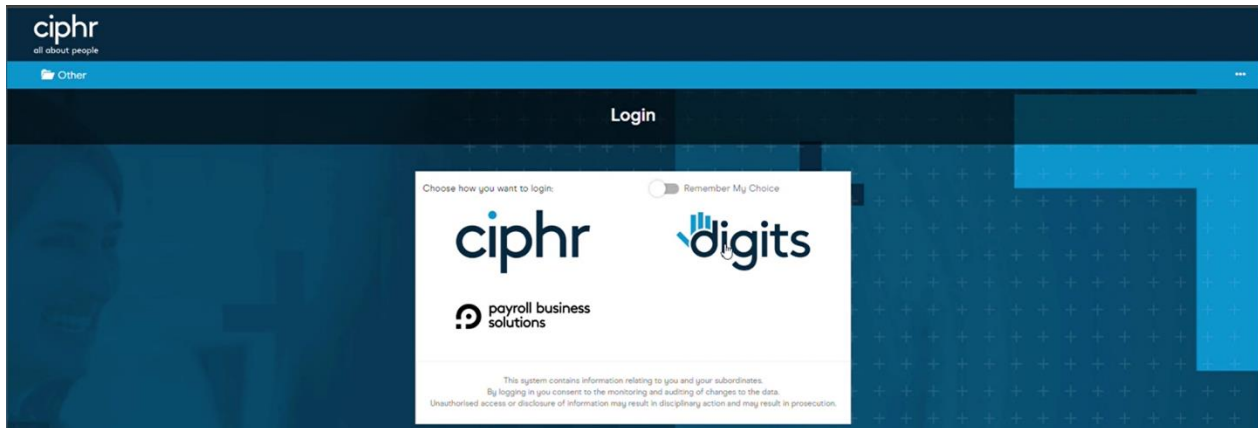
Note: If a lockout situation occurs you can bypass the SSO buttons by adding **?forcelogin** to the end of your system URL. Eg <https://xxxxx.myciphr247.com/?forcelogin>

This amended system URL can also be provided to users who do not have SSO

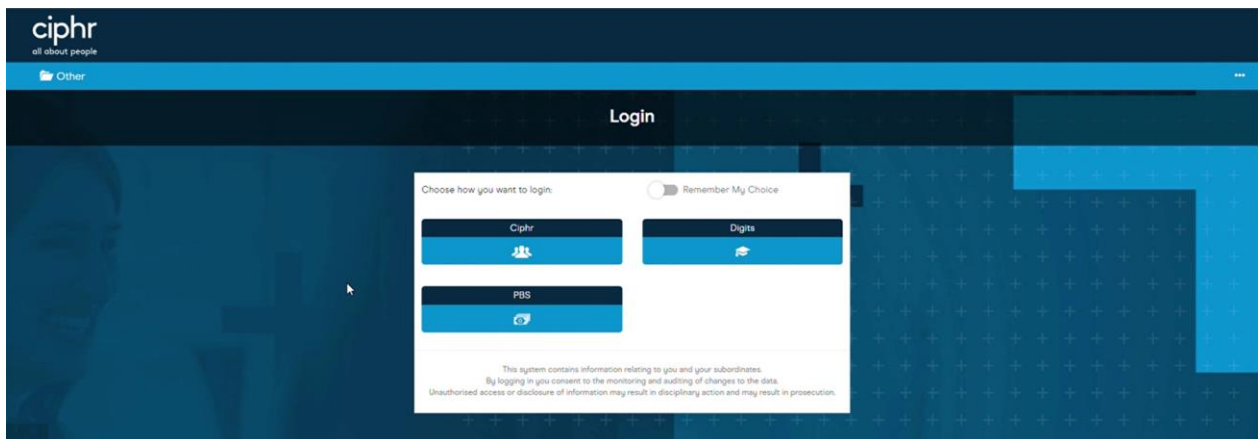


The Login page will now show the login buttons you have configured instead of standard login form.

Example of Image buttons



Example of Icon buttons

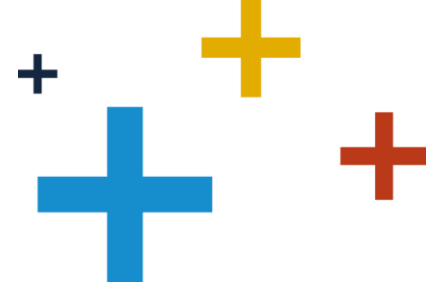


The buttons will redirect to the relevant SSO process or the Basic Ciph Authentication option will take you to the usual Ciph login screen.

Users have the option to enable **Remember My Choice**. Enabling the slider will remember the selection option after a successful login, and will be remembered each time, as long as the user has logged in within the past 30 days.

If the user does not login for a period greater than 30 days then the login options screen will reappear.

Clearing browser cookies will manually remove the remembered choice if needed.

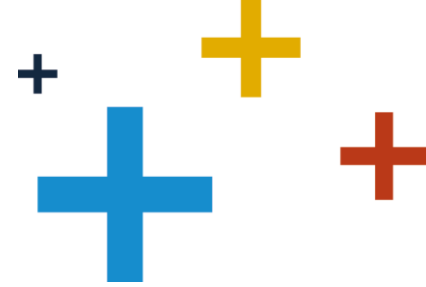


Verification Filters

It is now possible to clear the filters in the Filter in the Verifications page with a Reset button

The new button resets the filters to their default state, but the user will need to click on the "Filter" button to apply the default filters.

This is to prevent the grid from prematurely loading all (potentially large numbers of) verification records and allow the users to make further changes to the filters if needed before applying.



Existing Functionality Enhancements and Fixes

Associated Ticket	Area
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Reports

- | | |
|-------------|---|
| PROD-1075 - | Job and Pay Point in Time Filter now includes Job and Pay records with the same start and end dates that match the criteria |
| PROD-2183 - | Offset Filter: Using saved filters with offsets after the date they were created, will now apply the offset to the current date instead of their creation date |
| N/A - | Reports Audit Log: Download button will now show a pop up box informing the user of their responsibility of securing the downloaded document |
| PROD-3214 - | Reports to Manager Name field under Personal Details will now correctly show the name for their manager when jobs file is not used |

General

- | | |
|-------------|---|
| PROD-2665 - | Dashboard: Job Vacancies dashboard widget no longer limited to 10 vacancies |
| PROD-3267 - | Pay Review: Hourly Pay updates now calculate Annual Pay correctly |
| N/A - | Policy Acceptance: Clicking on the "Accept" button no longer triggers an attempt to download the document |
| PROD-3452 - | Talent Management Review Forms: Questions will now be left aligned by default unless they relate to objectives with explicit alternative alignment |

Support

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