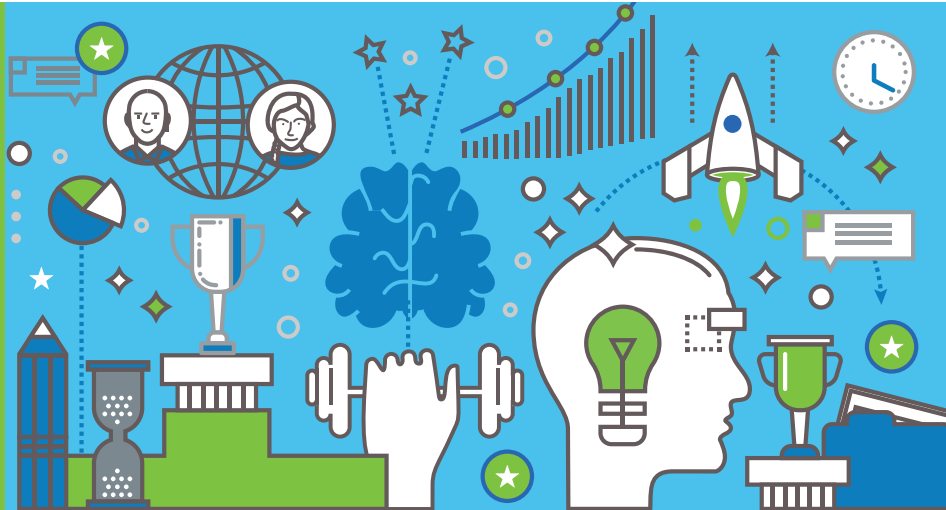


Product Highlights

# Saba Cloud 2017

## Update 39





## Saba Cloud Update 39

We are excited to introduce a number of new innovative features in the Saba Cloud Update 39 release. This document highlights just a few of them, including:

- Microlearning capabilities – increase knowledge retention among your employee base by providing shorter, media-rich and more personalized content;
- New performance management process - capitalizing on the acquisition of Halogen Software, we have brought over a more effective goal setting process to Saba Cloud; and
- More gamification - with the objective of helping you increase employee engagement and motivation further, we have added more gamification capabilities.

We have also built upon the U38 release by enhancing more areas of the product with our cleaner and more modern UI.

Be sure to stay up-to-date with everything in the Saba Customer Community. Many of these new features were ideas and suggestions from you in the community. You can find further information on this release as well as customer training sessions by clicking on the Saba Cloud U39 page.

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## 1) Learning

### Microlearning

Employees are busy and often de-prioritize learning because they do not have enough time to find relevant learning, let alone complete it. Effective microlearning is not just short, typically ten minutes or less, it is curated by topic and ideally delivered to users who are interested in that topic. We are ready to help you micro your content and leverage our Saba Cloud curation capabilities so that you can offer some personal micro material straight to your employees' inbox.



**WHAT'S NEW?** Use tags in Saba Cloud to curate your micro content with topics that will resonate with your users. Users can choose to follow the tags that interest them. Based on the tag or topic that they follow, the system will scan all the existing informal content, identify it as micro and then automatically generate a weekly, personalized learning digest with suggested micro learning content. In addition, we've updated the OpenSesame connector to flag content that is less than 10 minutes as "micro" and to tag content with a subject/topic.

**From:** [contentqe@sabacloud.com](mailto:contentqe@sabacloud.com) [<mailto:contentqe@sabacloud.com>]  
**Sent:** Wednesday, August 16, 2017 11:16 AM  
**To:** Fred Walz <[FWalz@saba.com](mailto:FWalz@saba.com)>  
**Subject:** Microlearning Summary- Week of August 14, 2017

#### Your Micro Learning Break!

Hi Walz Fred,

Have a few minutes? These learning items are suggested for you because you are following a related topic. They are no longer than a few minutes. Enjoy your learning break!

**Below are some Topics you are following**

##### NodeJS

[The Node Beginner Book](#)

Posted by User Super | 0 Comments \* 0 Likes \* 1 views

[NodeJS - Server side Javascript](#)

Posted by User Super | 0 Comments \* 0 Likes \* 1 views

[NodeJS - How to](#)

Posted by User Super | 0 Comments \* 0 Likes \* 1 views

##### NoSQL

[NoSQL vs SQL](#)

Posted by User Super | 0 Comments \* 0 Likes \* 0 views

[MongoDB Java](#)

Posted by User Super | 0 Comments \* 0 Likes \* 0 views

[An Enterprise Architect View - When to Use MongoDB](#)

Posted by User Super | 0 Comments \* 0 Likes \* 1 views

Unsubscribe? [Click here](#) to unsubscribe from this email or edit your settings.

Powered by [Saba Cloud](#)

Figure 1: Personalized email digest with microlearning recommendations.

**Note:** Micro learning is only available for WBT classes and informal File resources at this time. To scan and flag your existing content, create a Cloud Ops request to initiate a one-time process.



**WHAT'S THE VALUE?** Designed to be shorter, media-rich, accessible at the right time, and more personalized; microlearning leads to better retention of knowledge, which will increase the impact of your learning and development programs. Since learners are busy and mobile, receiving learning in a digest will allow them to consume content at anytime from anywhere. Keep fresh, personalized learning front and center for your users by delivering it straight to their inbox.

### Additional Gamification Capabilities ★ Requested by You!

Gamification is motivating. People by nature, like to compete, feel challenged, and rewarded for their achievements. In this release, we have added more gamification capabilities to the product by enabling you to add points to badges, modernizing the My Rewards page, adding a badge portlet to the Course Details page, and creating a “Congratulations” message for course completion.



**WHAT'S NEW?** The only thing better than earning badges is racking up points on a leaderboard. You can add points to badges so that users can start to build up a points total and managers can monitor their team's points average. The **My Rewards page** has been updated to reflect the new UI and also to increase the motivational power behind learning badges. In one place, learners now have more visibility into the points they have earned in comparison to their team and company average, the impressions they have received, and the learning badges that they have recently earned.

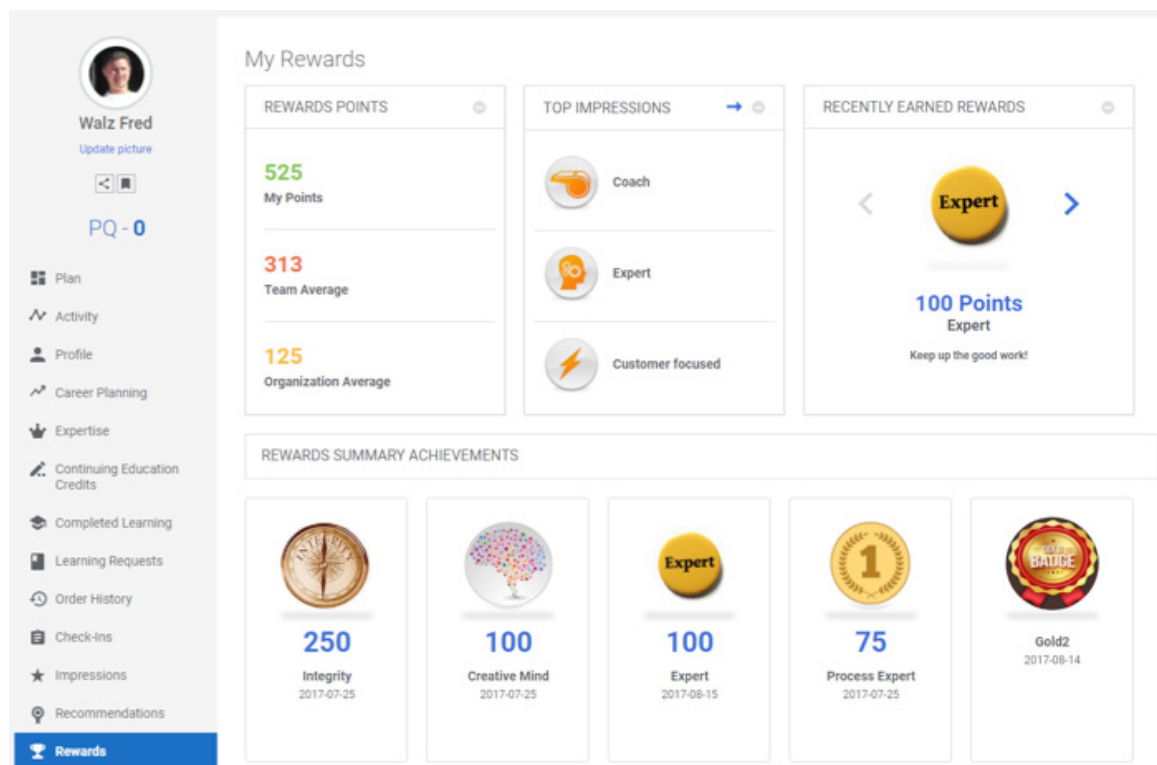


Figure 2: The redesigned and gamified My Rewards page.

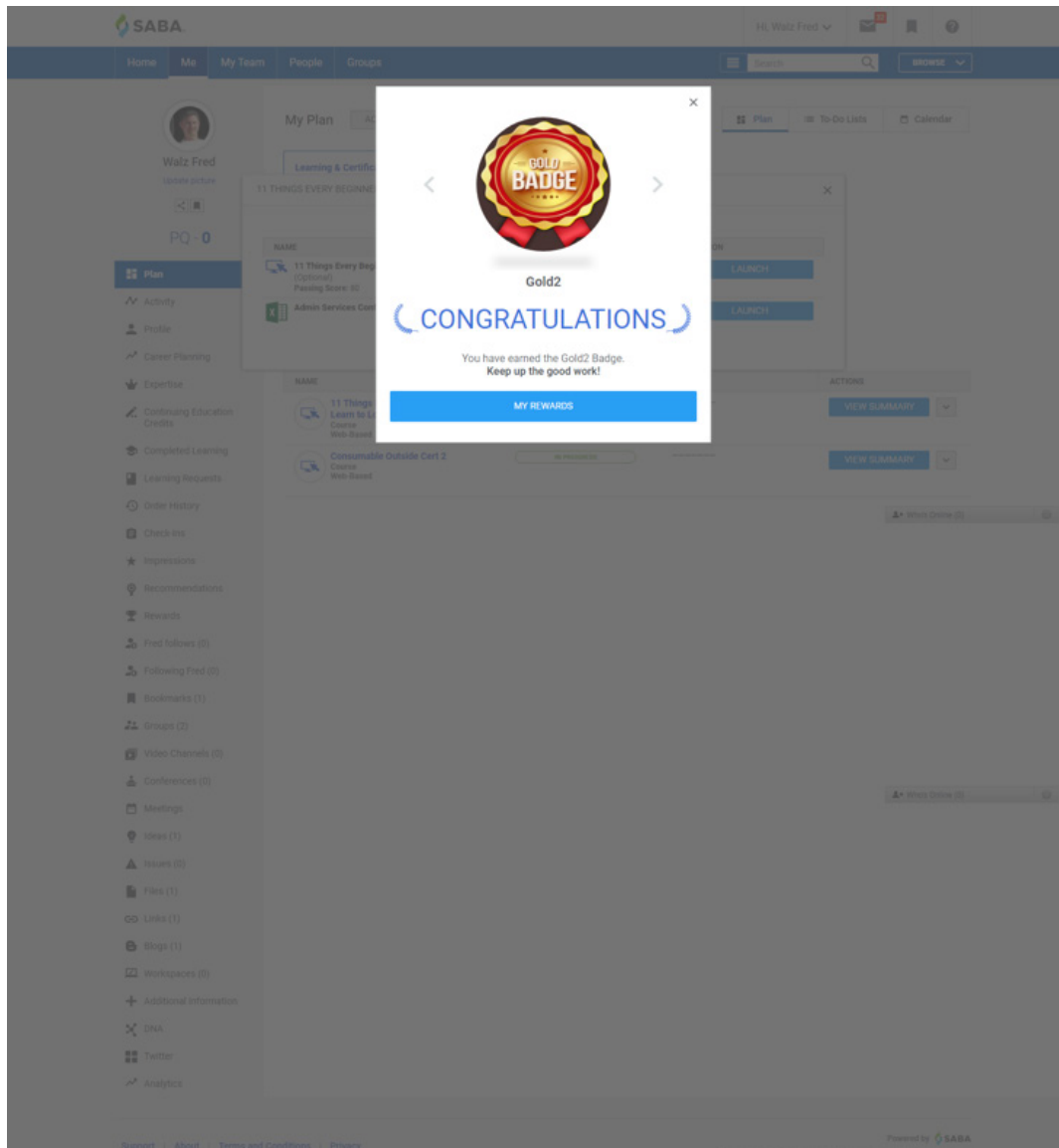
**Note:** Points are only available for Learning badges at this time.

A badge portlet has been added to the Course Details page. Now learners can see the number of badge points associated with each course or certification in their learning library. By understanding the value of the course prior to taking it, learners will be more motivated to not only take the course, but to complete it as well.

The screenshot shows the Saba Cloud interface. At the top, there's a navigation bar with 'Home', 'Me', 'My Team', 'People', 'Groups', 'CONTENT QE', and 'Admin'. A search bar and a 'BROWSE' button are also present. The user is logged in as 'User Super'. The main content area displays details for a course titled 'Active Listening' (ID: 00002432). The course description is 'Active listening'. Below this, there's a section for 'Suggested classes for you' showing a class with ID '82429102', which is 'Web-Based' and 'Free'. The class description is 'Active listening', the language is 'English', and the duration is '00:02'. There's an 'ENROLL' button. Below the class details, there's a link to 'View detail' and 'Attachments'. A message says 'Can't find a class that works for you? Submit a request'. At the bottom of the course details, there are five stars, a 'Share' button, a 'Bookmark' button, and a 'Tag' button. On the right side, there's a user profile for 'User Super' with a 'NOT REGISTERED' status. Below this is an 'ASSIGNED BY' dropdown. The 'POTENTIAL REWARDS' section shows a 'GOLD STAR' badge with the text 'Completing this course will earn you following badges.' Below the badge is the text 'Golden Star'. The 'COURSE STATISTICS' section shows 'No one has completed this course yet. Be the first one to complete this course.' The 'Other Information' section shows 'Custom0: 0' and 'Custom3: 3'.

Figure 3: Learners can see the potential rewards assigned to each course prior to taking it.

When users complete a course with an associated earned badge, Saba will display a congratulatory message, the badge and number of points received for completing that learning module.



**Figure 4: Learners get reinforced with a congratulations message notifying them of the badge earned and points received.**

**WHAT'S THE VALUE?** By adding a fun and competitive aspect to learning with gamification, your employees will be more motivated to take and complete learning courses, increasing the adoption rate of your learning content. Employee engagement will also increase as the overall learning experience is improved. Take advantage of this new feature with informal games and competitions across your organization!

## Gamified Group or Team Learning

Organizations are moving away from hierarchical structures towards being more team-oriented and collaborative. Teams are not just based on functional area, but also created to work on cross-functional projects. Therefore, learning needs to evolve to reflect this change as well. In this release, we have developed the ability for gamified group and team-based learning.

**NEW** **WHAT'S NEW?** Groups can be created to support learning, enabling group owners to assign training assignments to the group members. All group members can view the Group Learning dashboard and see who on the team has completed the learning, providing a “gamified competitive experience”. As group members join or leave the group, they will automatically be assigned or unassigned the training.

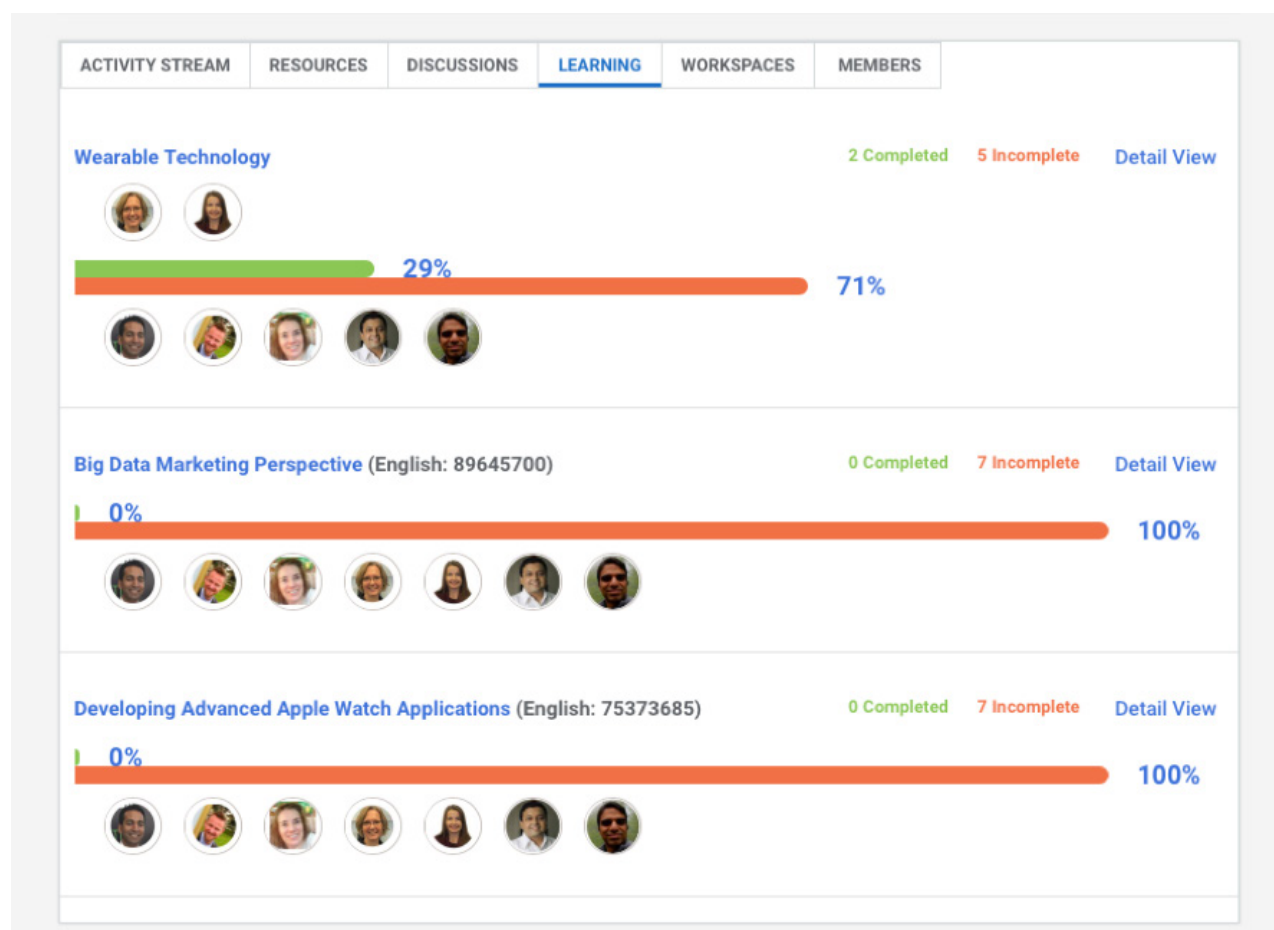


Figure 5: The Group Learning dashboard provides a gamified competitive learning experience.

**Note:** For now, group learning is limited to WBT classes

**WHAT'S THE VALUE?** The gamified team-based learning will give team leads the ability to track and manage learning outside of traditional reporting or management structures, allowing further agility and decentralization of the management of learning initiatives. By seeing who has and has not completed the learning, team members will feel a sense of peer pressure to complete learning more quickly, which will increase the adoption rate of learning programs.



## 2) Performance

### Goal Weighting ★ Requested by You!

Not all goals are created equal, which is why we have introduced a goal weighting capability to Saba Cloud. You can provide guidance and direction to your organization so that everyone knows what they are working towards.



**WHAT'S NEW?** We have introduced more flexibility when it comes to weighting goals in Saba Cloud. Previously, individual goals were defaulted as equally distributed and only the Admin and/or reviewer had the ability to manually add weights to goals, which was time-consuming for someone reviewing the performance of multiple employees. In this update, the reviewees now have the ability to add weights to their own individual goals. In addition, weights can now be added to any category including company goals and departmental goals. Goal weights in reviews will be normalized automatically if the total weights equate to less than 100%.

Figure 6: Enabling goal weighting by any category in the Admin.

Figure 7: Employee view for adding a new goal and applying a weight

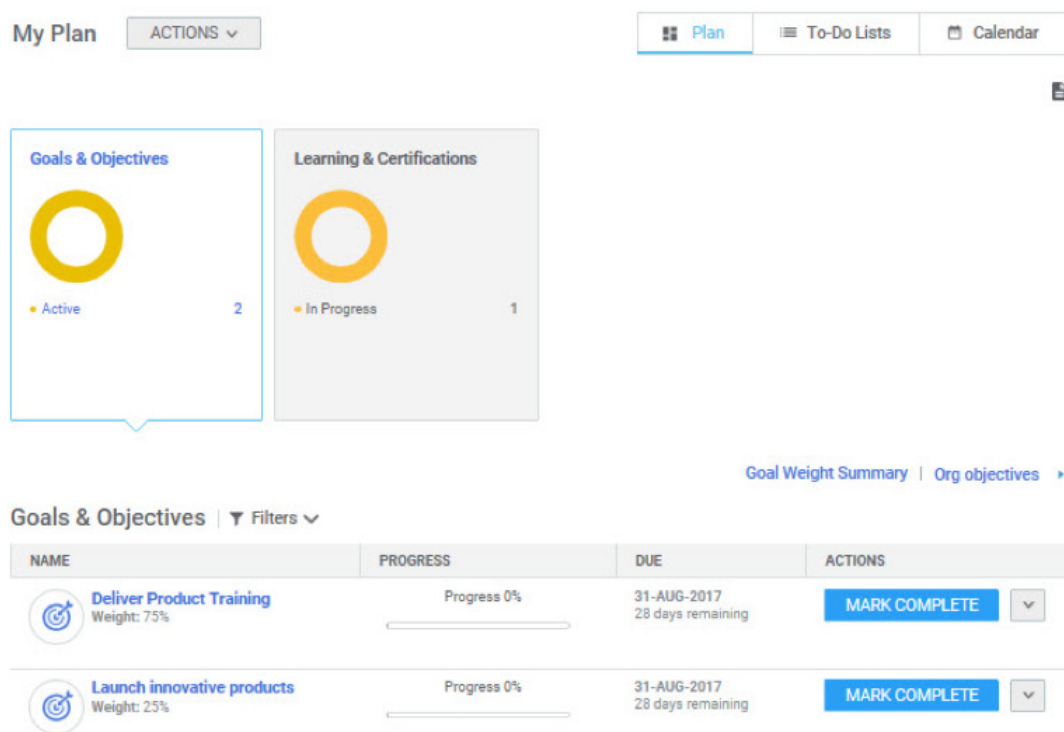


Figure 8: Employee view for goals and objectives in My Plan. Goal weights are now visible underneath each goal.



**WHAT'S THE VALUE?** Goals that take more time and effort to achieve should be weighted more heavily. By giving this capability to the employee, goal weights are more accurate and meaningful to the user. In addition, it will save time for managers and Admins who previously had to manually apply weights to goals on behalf of their employees.

## Goal Setting

Managing a corporate goal strategy across a large organization can be challenging and unwieldy for administrators and managers. We have leveraged the great insight and design principles that have set Halogen Software's TalentSpace solution apart as a performance leader to improve the user experience and functionality of Saba Performance.



**WHAT'S NEW?** To improve the usability and experience of setting goals across the organization we've made a number of changes that collectively lead to a better and more efficient use of goals. Administrators can:

- Enable the organization to have their employees create goals within a review cycle.
- Allow within a review cycle a minimum and maximum number of goals to be defined that need to be created by an employee.

Employees will be able to follow an easy step-by-step process for setting their future goal(s) on their reviews. Managers also now have the ability to copy goals to other employees on their team, making review time that much easier.

ADD NEW GOAL

×

---

Title: \*

GOAL LIBRARY

Category: \*

Company Goal

▼

Due: \*

This month

▼

08/31/2017

▼ Add details

---

CANCEL

SAVE

Figure 9: Admin view of goal setup process

Cycle Forms and Sections

Approval Chain

Summary

> Form Details

▼ Section Details

Add sections below to allow review of skills, goals and narratives.

ADD NEW SECTION ▼

Section Name: \*

Review Section Type:

Future Goals

Instructions:

B

I

U

S

PARAGR...

FONT FA...

FONT SIZ...

p

Words: 0

Policies:

3

Minimum number of goals \*

5

Maximum number of goals \*

Goals can be created by:

☒ Self

☐ Stakeholder

☒ Manager

☐ Peers

☐ 2nd Level Manager


☐ Direct Reports

☐ Alternate Manager

CANCEL

SAVE

Figure 10: Employees can easily add new goals from within a form.

 **WHAT'S THE VALUE?** This new process will make the goal setting more agile and efficient. By making the process easier, your organization will be more effective at setting and executing goals.

### 3) Pulse 360

#### Login-Free Surveys ★ Requested by You!

What better way to assure your users that their survey data is anonymous than allowing them to complete a survey without having to log in.

**NEW** **WHAT'S NEW?** You can now create surveys that can be launched without requiring the respondent to log in. This allows you to further assure your users that their responses are anonymous resulting in more honest survey answers. It also means you can gather data externally from anyone you want. Pulse 360 can now be used for a number of purposes such as: gathering customer feedback, market research/insights, event feedback from attendees, and more. You can limit the survey to invited respondents or open it up to anyone with a link.

The screenshot shows the 'NEW CUSTOM SURVEY LAUNCH - BASIC INFORMATION' form. On the left is a sidebar with icons and labels: 'Custom Survey Launch Information', 'Add Custom Survey', 'Assign Custom Survey', and 'Summary'. The main form area contains the following fields and options:

- Custom Survey ID: 1021
- Name: (empty text box)
- Description: (empty text box)
- Status: Draft
- Domain: World (dropdown menu)
- Author: Pat Rose
- Starts On: 11-Aug-2017 (calendar icon)
- Closes On: 11-Sep-2017 (calendar icon)
- Send Reminder: 7 (days before Closes On date)
- Launch Without Login: ☒ (info icon)
- Restrict to Assigned Users: ☒ (info icon)

At the bottom right are three buttons: EXIT, SAVE, and SAVE & NEXT.

Figure 11: When you create the survey launch, indicate if respondents need to login

**WHAT'S THE VALUE?** While surveys were anonymous before, they were still accessible only through Saba Cloud, so users may not have felt like their responses were truly anonymous. In addition, you can now use the Custom Survey tool to survey anyone, from contractors, customers, and partners.

## Demographic Questions



**WHAT'S NEW?** Also in this release is the option to add demographic questions to surveys so that you can still gather high-level information about your respondents. We've added Captcha to the surveys to ensure that your responses come from real people.

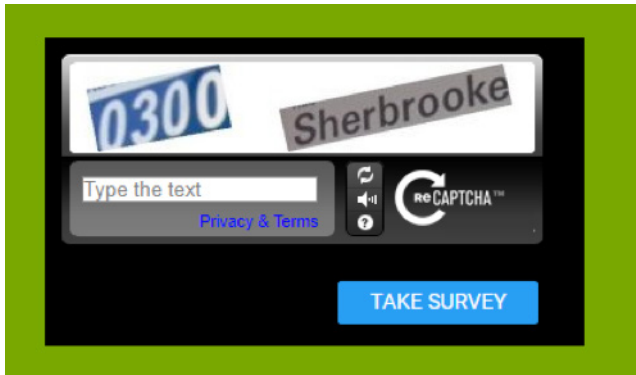


Figure 12: Captcha is used to prevent bots

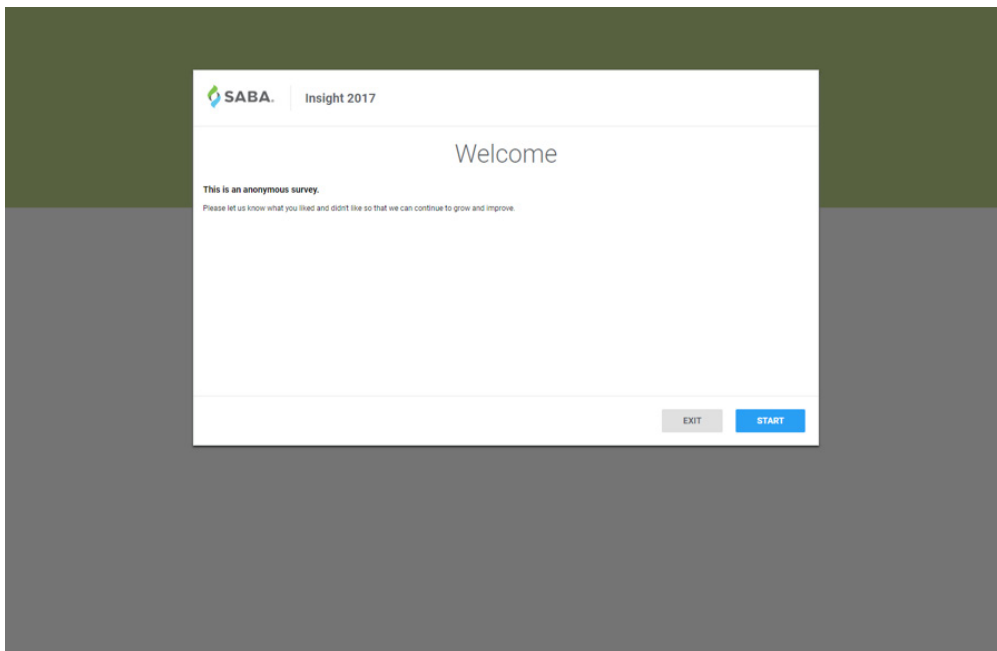


Figure 13: User can launch without logging in



**WHAT'S THE VALUE?** Capturing demographic data allows you to segment your survey audience and gain a better understanding of your survey data.

## 4) Collaboration

### Increased Owner Control for Video Channels ★ Requested by You!

Video channels are great tools for organizing your video content. As video content is increasingly being used for sharing information, channel owners need to have more robust controls to ensure the best user experience.

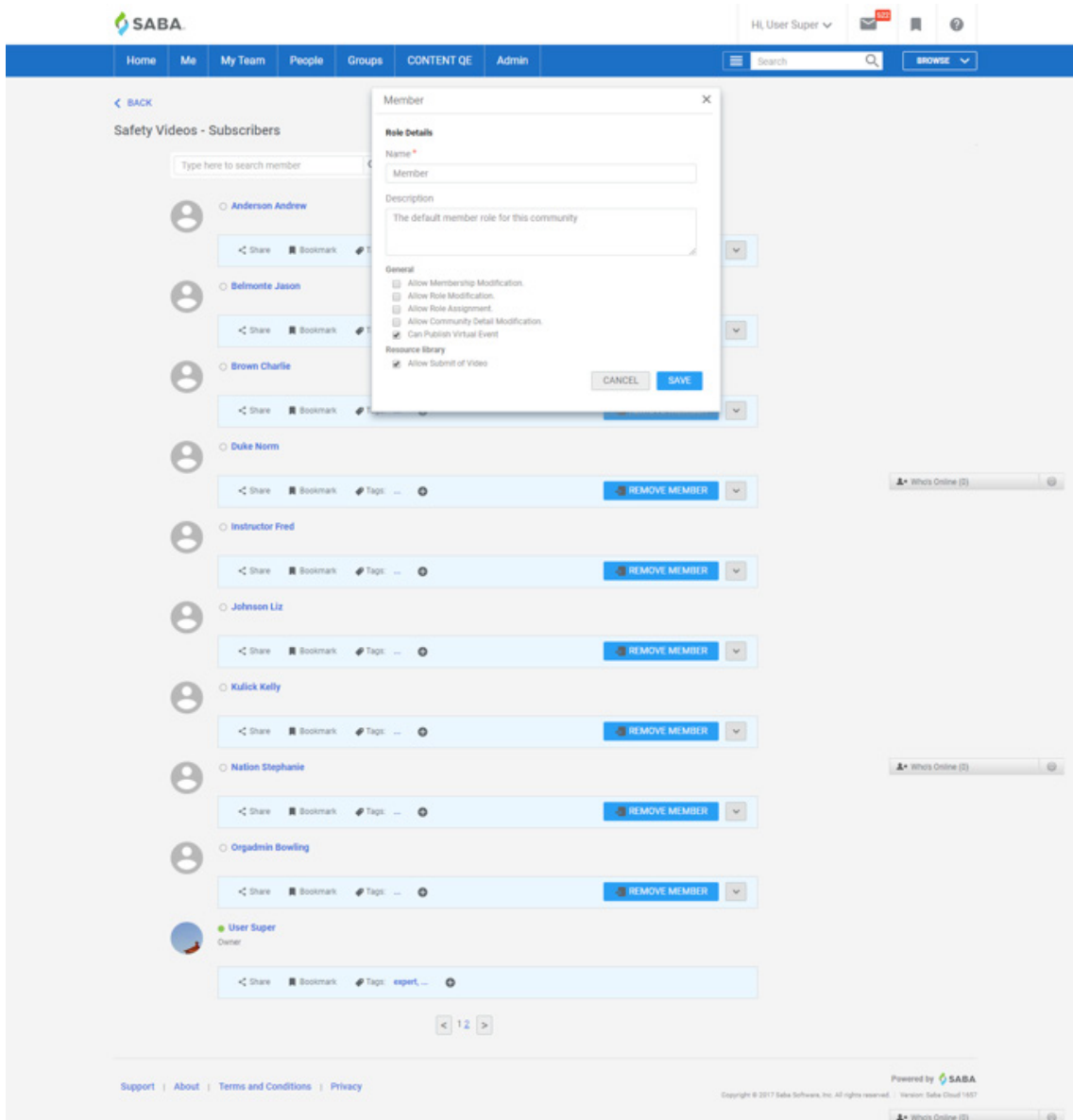


Figure 14: Video Channel owners can modify group roles to restrict which members can submit videos



**WHAT'S NEW?** Video channel owners can choose to feature selected videos, either to highlight a topic or new content. Video channel owners can also manage member profiles to limit which members can contribute content to ensure consistency and quality of the video content.

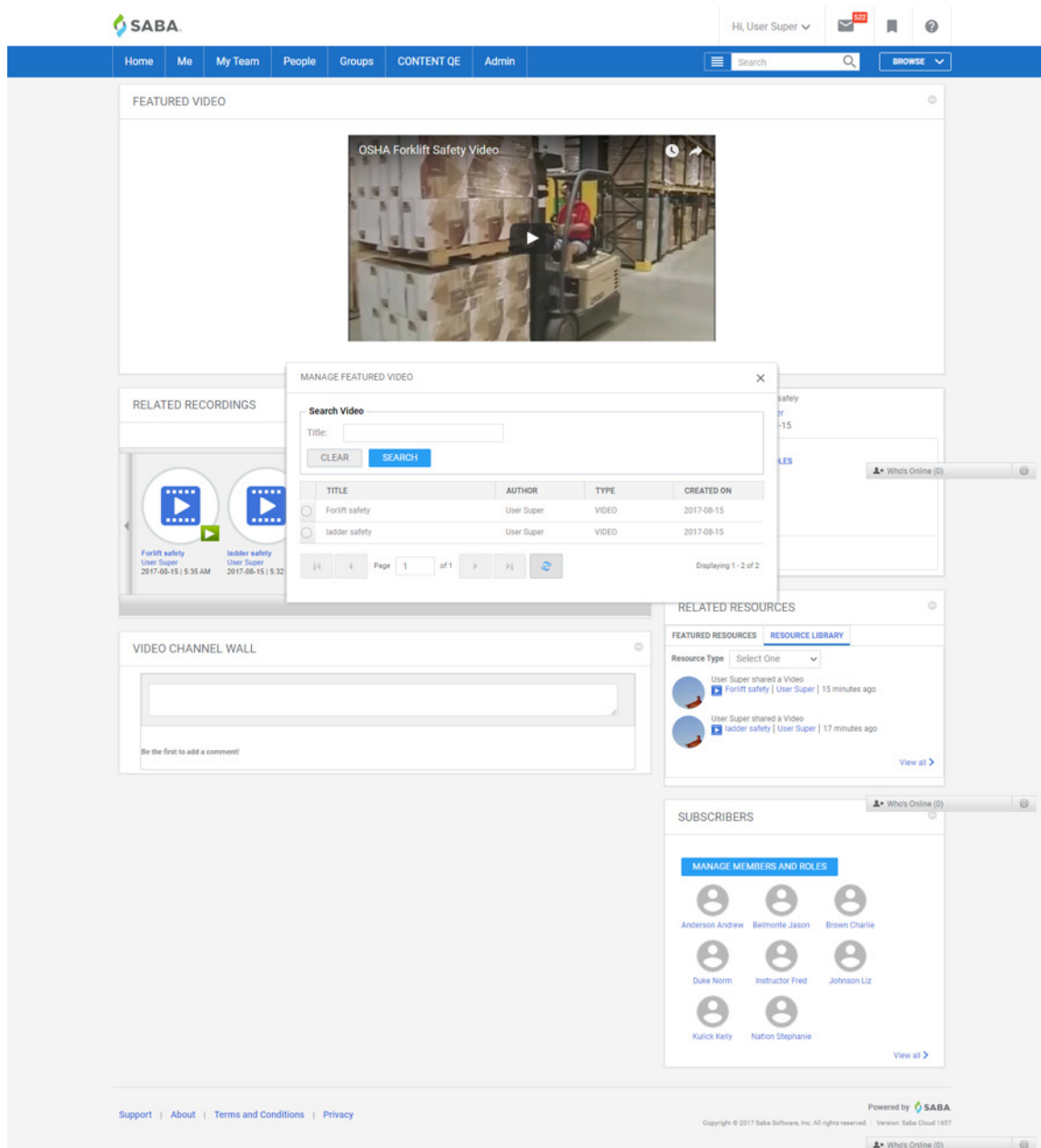


Figure 15: Video Channel owners can choose which video is featured



**WHAT'S THE VALUE?** If you are using video channels to organize instructional video content, these new controls will ensure you can limit contributors to those members who share your goal. It will also allow you to feature the videos that need to be front and center, whether it is the first one you added or a replay of last month's hit.

## 5) Career Planning

### Deeplinks to Career Planning Pages ★ Requested by You!

Career growth is incredibly important to today's workforce. People who feel like their organization is invested in helping them develop are more likely to be engaged. You can show your employees that you value their growth, not just by enabling Career Planning, but by actively directing them to it so that they can get started building their career growth paths.



**WHAT'S NEW?** To help you promote Career Planning in your organization we've added deeplinks to the Career Planning landing page (now configurable as of Update 38) and the Career Paths page.

You can embed these links in the canvas, in emails, or anywhere else that makes sense to drive traffic to career planning.

The screenshot displays the SABA user interface for configuring career planning. The top navigation bar includes links for Home, Me, My Team, People, Groups, and Admin. The main content area is titled 'Configure Career Planning' and contains a section for 'Assign names and options for your timeframes here'. This section includes a 'Timeframe Interval' dropdown and a 'Timeframe Options' table with four rows for different timeframes (1, 2, 3, and 4). Each row has a 'Name' field and a 'Duration' field with 'years' and 'months' sub-fields. Below this is a 'Deep Link URLs' section with two rows for 'Career Planning Landing Page' and 'Career Path Page', each with a text input field and a 'COPY URL' button. The footer contains links for Support, About, Terms and Conditions, and Privacy, along with copyright information for SABA Software, Inc.

Figure 16: Get the Career Planning deep links to embed and share elsewhere



**WHAT'S THE VALUE?** You can show your employees that you really want to hear about their career goals and help them develop by directing them to the tools that will help to do that.

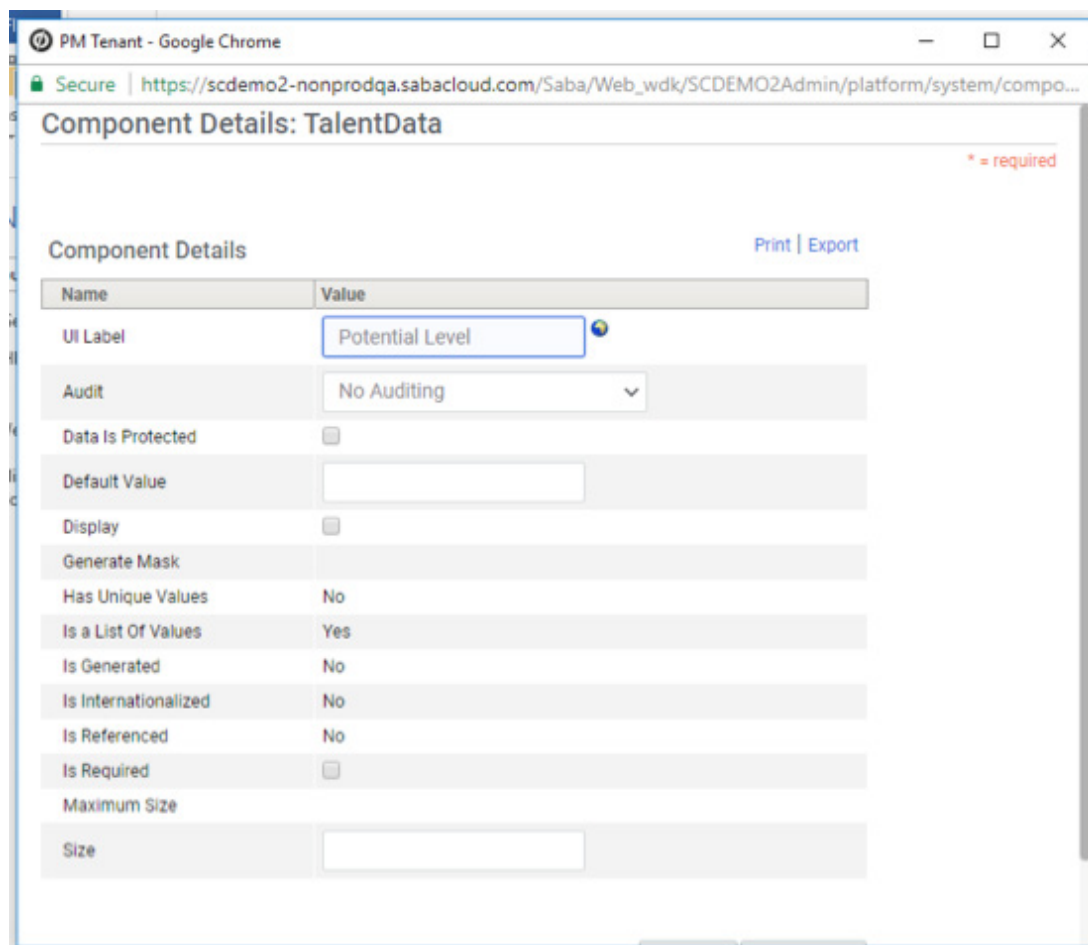


## 6) Succession

### Talent Profile Configuration ★ Requested by You!

Not all organizations require the same information in their employee's talent profile. Saba has made it possible for you to configure the fields that show in the talent profile, as well as the ability to add custom fields that suit your specific needs.

**NEW** **WHAT'S NEW?** You can now configure the components that the Talent Profile pulls from to hide fields that are not relevant and add custom fields that provide talent information that is relevant to your organization. The Talent Profile includes information from the Talent Data component, as well as the Person Internal and Person External components. Now, when you hide or show fields on these components, they will hide or show on the Talent Profile component.



PM Tenant - Google Chrome

Secure | [https://scdemo2-nonprodqa.sabacloud.com/Saba/Web\\_wdk/SCDEMO2Admin/platform/system/compo...](https://scdemo2-nonprodqa.sabacloud.com/Saba/Web_wdk/SCDEMO2Admin/platform/system/compo...)

### Component Details: TalentData

\* = required

Print | Export

Name	Value
UI Label	Potential Level
Audit	No Auditing
Data Is Protected	<input type="checkbox"/>
Default Value	
Display	<input type="checkbox"/>
Generate Mask	
Has Unique Values	No
Is a List Of Values	Yes
Is Generated	No
Is Internationalized	No
Is Referenced	No
Is Required	<input type="checkbox"/>
Maximum Size	
Size	

Figure 17: Change the display attribute of fields, including out of the box fields, to hide or display them on the Talent Profile

**SABA.**

Home Me My Team

OVERVIEW DASHBOARDS TALENT

**Direct Team**

NAME

**Aaron Good** 1  
Customer Service Director  
Chicago, CST - 6:04 PM  
Offline 3 Direct Reports Go to v

**Miranda Bell** 1  
Director of Recruiting  
Chicago, CST - 6:04 PM  
Offline Go to v

**Judy Womack** 1  
Nursing Director  
Dallas, CST - 6:04 PM  
Offline 4 Direct Reports Go to v

**Matt Koster** 1  
Engineering Director  
Atlanta, CST - 6:04 PM  
Offline 4 Direct Reports Go to v

**Sergei Petrov** 1  
Sales Director  
London, CST - 6:04 PM  
Offline 4 Direct Reports Go to v

**Todd Oakley** 1  
Consulting Director  
Sydney, CST - 6:04 PM  
Offline 4 Direct Reports Go to v

**Saif Khan** ✓  
Asia/Calcutta - 6:04 AM  
Offline Go to v

**TALENT PROFILE FOR AARON GOOD**

**Professional Interests**

Short-Term Interests: Be recognized as the industry leader in customer satisfaction

Long-Term Interests:

**Job Details**

Job: Customer Service Director

Job Level: ? C-Level Executive

Job Critical: Yes

General Readiness: ? 1-2 years

Mobility: No

**Potential Positions:** ?

VP Operations ✕

**Career Planning: Jobs of Interest**

PATH NAME	1-3 YEAR TARGET	3-5 YEAR TARGET	LONG TERM TARGET
No career paths have been created			

**Contributions**

Is Mentor: No

Role Model: Yes

Potential Rating: High

**Successor Status**

Pending Review (0) Active Candidates (0) Not Accepted (0)

**Pool Status**

POOL NAME	OWNER	% MATCH
No records found		

**Departure Risk**

Flight Risk: ? Medium

Retirement Risk: High

Critical Person: Yes

**Additional Information**

☐ Eligible for inter department transfer

CANCEL UPDATE

Figure 18: Hide out of the box talent fields, such as Potential Level, and add fields under Additional Information



**WHAT'S THE VALUE?** Talent Profiles provide you and your managers a complete picture of your employees, helping you better understand your workforce. By configuring talent profiles to include exactly the information you need, you can gather employee data specific to your business and workforce planning requirements.

## 7) Recruiting

### Automatically Delete Candidate Records ★ Requested by You!

You may not always want to keep records of every person who has applied for a position with your company, and sometimes you actually cannot due to privacy laws. You need an easy way to manage and purge candidate records.



**WHAT'S NEW?** You can now enable auto-removal of candidate records or perform a bulk removal of a select group of records. This enables recruiting administrators to efficiently manage candidate records.

Auto-delete a candidate if,

Candidate is not hired for a position post N days of his/her resume submission / job application

☐ On  
☒ Off

Indicate the number of days after resume submission / job application post which the candidate should get auto-deleted from the system

365

Figure 19: Admin screen for enabling auto-removal of candidate records.



**WHAT'S THE VALUE?** Removing candidate records allows you to maintain a clean data set, and in some cases, comply with data protection regulations (i.e. the EU General Data Protection Regulation) in your country with little administrative overhead.

### Increased Configurability of Recruiting ★ Requested by You!

In this release, we have introduced multiple ways to increase the flexibility and configurability in our Recruitment module, allowing you to establish a recruiting process that works best for your organization.



**WHAT'S NEW?** In order to build a candidate application process that better fits the needs of the posting, candidates can now **upload multiple files during the application process**. Depending on the role posted, you may need more documents than just a resume, for example, right to work info, driver's license, qualification details, examples of past work, etc.

1 Step 1  
Begin

2 Step 2  
Candidate Details

3 Step 3  
Additional Details

4 Step 4  
Submit Application

**THANKS! Almost Done!**

Do you have a link to a video, blog, or other resource that would help your application? Submit it here!


X


[Add new](#)

---

**Attachments:**

Do you have any additional documents that you wish to share with us?

 Design Evaluation\_Recommendation.pdf X

 SWOT.docx X

[Add new](#)

---

**How did you find us?:**  ▼

---

**What is your timezone?**

This information is helpful when scheduling interviews.

Figure 20: Candidate view for uploading multiple files to a job application.

Required information can vary by organization or role and we have enabled you to **set more fields as mandatory or not mandatory**, including resume and job description.

Recruiting Home

Manage Job Requisitions

Manage Job Offers

Manage Career Sites

Manage Assessments

Manage Candidates

Manage Configurations

Terms and Conditions

Candidate Profile Fields

Job Offer Configurations

**Job Requisition Configur...**

Manage I-9 Verifications

## Job Requisition Configurations

Please check the fields which requires approval for edit.

☐ Select All

Job Title:	<input checked="" type="checkbox"/>
Job Family:	<input type="checkbox"/>
Job Requisition Template:	<input type="checkbox"/>
Location:	<input type="checkbox"/>
Job Description:	<input type="checkbox"/>
Qualifications:	<input type="checkbox"/>
Requires Travel:	<input type="checkbox"/>
Experience:	<input type="checkbox"/>
Number of hires:	<input type="checkbox"/>
Salary:	<input checked="" type="checkbox"/>
Hiring Manager:	<input type="checkbox"/>
HR Partner:	<input type="checkbox"/>
Organization:	<input type="checkbox"/>
Screeners/Recruiters:	<input type="checkbox"/>
Notes:	<input type="checkbox"/>
Enhanced Job Ad Style:	<input type="checkbox"/>
Publish to:	<input type="checkbox"/>
Custom Fields:	<input type="checkbox"/>
Compensation Displayed to Candidates (Public):	<input type="checkbox"/>
Requires Resume:	<input type="checkbox"/>
Allow Cover Letter:	<input type="checkbox"/>
Industry:	<input type="checkbox"/>
Is EEOC Required:	<input type="checkbox"/>
Job:	<input type="checkbox"/>
Company Description:	<input type="checkbox"/>
Interviewers:	<input type="checkbox"/>
Requisition Job Boards:	<input type="checkbox"/>
Unpublish Type:	<input type="checkbox"/>
Hire Type:	<input type="checkbox"/>
Employment Classification:	<input type="checkbox"/>
Business Justification:	<input type="checkbox"/>
Career Sites:	<input type="checkbox"/>
Internal Job Description:	<input type="checkbox"/>

CANCEL

RESET TO DEFAULT

SAVE

Figure 21: Admin screen for setting job requisition configurations.

We have also introduced **more notification capabilities** in this release. Now, the recruiter and can be notified when a general resume is received. This feature can be set up for both external and internal applications. In addition, notifications can also be enabled to let managers know whenever his or her direct employee applies for a job requisition.

**Event Action Details**  
[Edit Triggered...](#) > [Event Action D...](#)

Event Name: New User SignUp on General Resume Submission  
 Domain: World  
 Action Name\*: Submit General Resume  
 Description: Triggered when a candidate submits  
 Header-Footer Template: -Select One-  
 Keyword: @User\_CareerSiteName@  
 Message Subject: Welcome to Career Site  
 Inbox Delivery: ☒

**Recipients** [Add Recipients](#)

Recipient Type	Name	Media Type
Named Query	Registered Candidates	Email

**Add Recipients**

Recipient Type\*: Named Query  
 Query\*: Registered Candidates  
 Registered Candidates  
 All Recruiting Admins  
 All Recruiters

Figure 22: A notification can be set to let the recruiter and/or manager know whenever a general resume is received.

**Event Action Details**  
[Edit Triggered...](#) > [Event Action D...](#)

Event Name: Application acknowledgement  
 Domain: world  
 Action Name\*: Acknowledgement email to candidate  
 Description: Acknowledgement email to candidate o  
 Header-Footer Template: -Select One-  
 Keyword: @Recruiting\_Approve\_Reject\_URL@  
 Message Subject: @Recruiting\_ReqCandidate\_Candidate\_Name@'s applica  
 Inbox Delivery: ☐


**Recipients** [Add Recipients](#) [Print](#) [Export](#) [Import](#) [Reset](#)

Recipient Type	Name	Media Type	Actions
Named Query	Candidate applied for the Job Requisition	Email	
Named Query	Internal Employee applied for the Job Requisition	Email	

**Add Recipients**

Recipient Type\*: Named Query  
 Query\*:   
 ✓ Alternate Manager of the applied Internal Employee  
 Candidate applied for the Job Requisition  
 Everyone participating in discussion  
 Users having the Hiring Manager Name associated with Job Requisition for the Requisition Candidate  
 Users having HR Partner Name associated with Job Requisition for the Requisition Candidate  
 Internal Employee applied for the Job Requisition  
 Users associated as Interviewers to Job Requisition for the Requisition Candidate  
 Manager of the applied Internal Employee  
 Organization Manager of the applied Internal Employee  
 Users associated as Recruiters to Job Requisition for the Requisition Candidate

Figure 23: Notifications can be set to let the recruiter and/or manager know if an internal or external candidate has applied for a job req or if a manager's direct report has applied for a job req.

 **WHAT'S THE VALUE?** Recruiting needs can vary greatly across organizations. The ability to tailor your recruiting forms and notifications to suit your organization will make the recruiting experience more meaningful for both applicants and the recruiting team.

## 8) Compensation

### Compensation History Editor ★ Requested by You!

Compensation data is critical and sometimes you need to make changes to data while maintaining audits of all changes.



**WHAT'S NEW?** Changes happen and now you can capture those changes in Compensation Plans. You can also capture changes to any other data that was imported via Rapid Data Import (RDI).

**Compensation History Data** | Filters |

USER NAME:  MANAGER:  FIRST NAME:  LAST NAME:  COMPLETED PLANS:

EFFECTIVE DATE >=  EFFECTIVE DATE <=  COMPENSATION ATTRIBU...

[More Details](#)

EMPLOYEE	EFFECTIVE DATE	COMPENSA... ATTRIBUTE	COMPENSAT... VALUE	CURRENCY	COMPENSAT... CATEGORY	PLAN NAME	MANAGER
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Base Salary - ..	43680	CAD	BASE	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	01-JAN-2014	Base Salary - ..	42500	CAD	BASE	FY2014-FY14	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Base Salary - ..	1680	CAD	BASE	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Current Base ..	42500	CAD	BASE	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Base Salary - ..	0.04		BASE	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Financial Out...	2100	CAD	STIP	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Financial Out...	1		ADDITIONAL ...	FY-2015 Com...	Barry Marks
<input type="checkbox"/> Bruce Sandell	04-JAN-2016	Financial Wel...	0.5		ADDITIONAL ...	FY-2015 Com...	Barry Marks

< 1-20 of More than 20 records > Show: 20

Support | About | Terms and Conditions | Privacy

Powered by **SABA**

Copyright © 2017 Saba Software, Inc. All rights reserved. | Version: Saba Cloud 39.0.0.47

Figure 24: Search for historical compensation data and make any necessary changes to the editable data, including deleting rows if necessary.



**WHAT'S THE VALUE?** Compensation administrators need to have the flexibility to manage historical data and keep everything synced. The editing capabilities include imported data or completed compensation plans (but excludes any data that originated in Saba, such as Department.) By capturing compensation changes, organizations can audit and maintain regulatory compliance more effectively.

The screenshot displays the SABA Cloud 2017 Update 39 interface. The top navigation bar includes links for Home, Me, My Team, People, Groups, and Admin. The Admin section is active, showing a search bar and a BROWSE button. The main content area is titled 'AUDIT LOG' and contains a 'Compensation History Audit' table. The table has columns for EMPLOYEE NAME, MANAGER NAME, ATTRIBUTE NAME, OLD VALUE, NEW VALUE, CHANGE BY, and CHANGED ON. The data row shows a change for Bruce San... (Employee) managed by Barry Mar... (Manager) for the attribute 'Base Salary - New', with the value increasing from 43,680 CAD to 44,000 CAD, changed by Pat Rose on 08/11/2017 11:40 PM. An 'Export Audit Log' link is visible next to the table. The bottom of the interface shows a footer with 'Support | About | Terms and Conditions | Privacy' and 'Powered by SABA'.

EMPLOYEE NAME	MANAGER NAME	ATTRIBUTE NAME	OLD VALUE	NEW VALUE	CHANGE BY	CHANGED ON
Bruce San...	Barry Mar...	Base Salary - New	43,680 CAD	44,000 CAD	Pat Rose	08/11/2017 11:40 PM

Figure 25: All changes to historical data are captured in the audit log for compliance and reporting



## 9) Saba UI Enhancements

To build upon the U38 release, we have continued to invest in updating the look and feel of Saba Cloud to be cleaner, more modern and to include more whitespace. The following pages have been updated to reflect this:

### Recommendations Page

**NEW** **WHAT'S NEW?** You will notice that there are cleaner lines, less color and more white space. In addition, the tabs have been moved to the right, the number of recommendations suggested is more visible, and the recommendation category has been moved from the top to the bottom of the tiles.

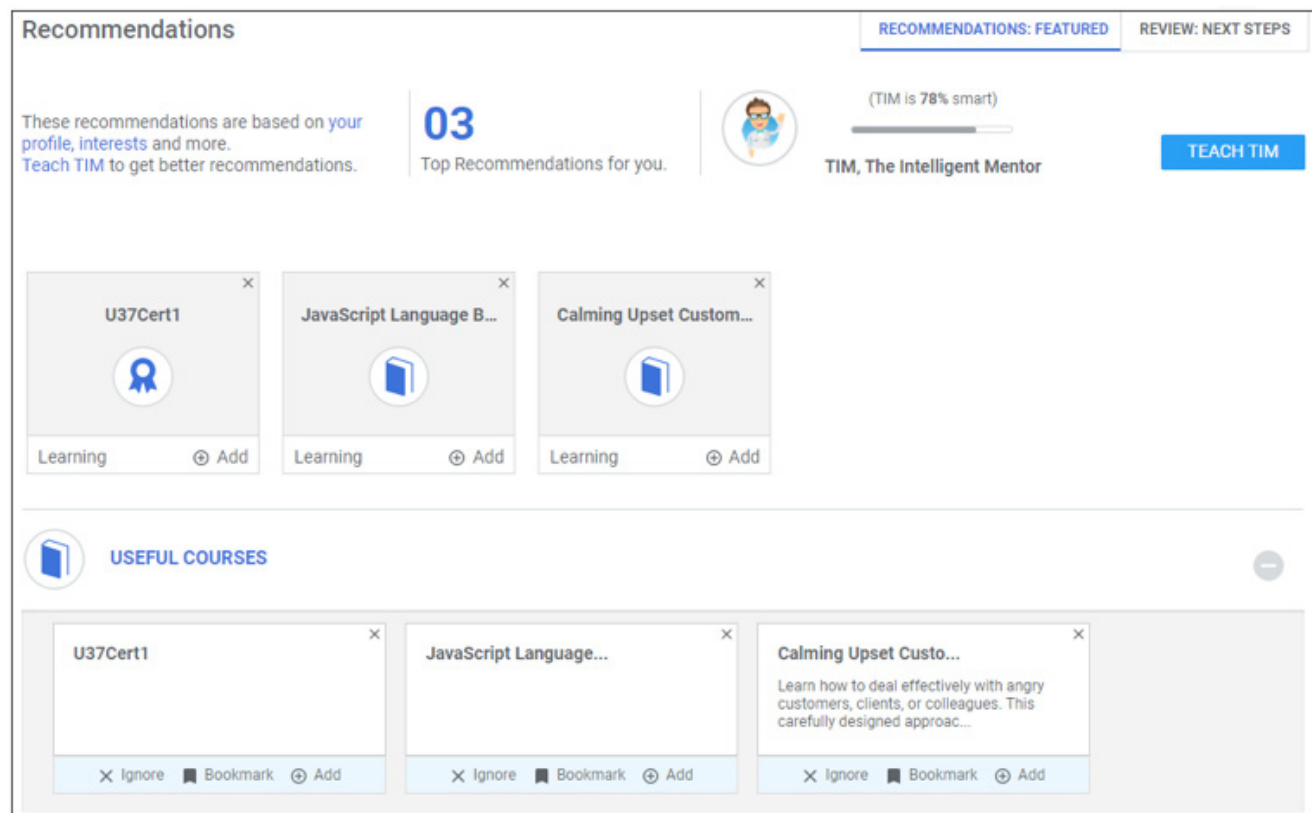


Figure 26: Recommendations Page

## Performance Wizard



**WHAT'S NEW?** Several areas of the Performance Wizard have been updated to reflect the new UI, including: Leave an Impression, Assign Goals, Assign Reviewer, and Assign Mentors.

LEAVE AN IMPRESSION

×

How likely are you to recommend the work of Aaron to a co-worker?

Not012345678910Very

✓ THANKS! Tell us more...

🔒

**PUBLIC** : Comments entered in this section will be visible to users of the system.

Aaron Good impressed me because...\*

Leave a public comment

Character limit: 2000

I would describe Aaron Good as...

<

Action oriented

Coach

Creative

Customer foc...

Dependable

>

●●●

🔒

**PRIVATE**. Tell us how Aaron Good can be even better! This feedback is visible to Aaron Good and management ONLY.

Aaron Good can be even better if...\*

Leave a private comment

Character limit: 2000

CANCEL

POST

Figure 27: Leaving an impression in Performance Wizard

## Marketplace



**WHAT'S NEW?** The look and feel of the Marketplace is much cleaner with less color and more whitespace, a search filter has been added to make it easier to browse through connectors, and the left and right panel can now be individually expanded.

The screenshot displays the SABA Marketplace interface. At the top, the SABA logo is on the left, and user information 'Hi, Pat Rose' with a dropdown arrow is on the right. Below this is a navigation bar with tabs: Home, Me, My Team, People, Groups, and Admin (which is selected). To the right of the tabs is a search bar with a magnifying glass icon and a 'BROWSE' button with a dropdown arrow. Below the navigation bar is a 'BACK' link. A secondary navigation bar contains various categories: ADMIN HOME, PEOPLE, HR, SOCIAL, MEETINGS, COMPENSATION, INSTRUCTOR, LEARNING, ECOMMERCE, PERFORMANCE, PULSE 360, and TALENT. Below this is another set of tabs: RECRUITING, MARKETPLACE (selected), EXTENDED INTEGRATION, SYSTEM, and ANALYTICS. A search bar labeled 'Search Vendor Name' with a magnifying glass icon and a 'Filters' dropdown arrow is positioned above the main content area. The main content area is divided into two columns: 'AVAILABLE' and 'SELECTED'. Each column contains a grid of connector cards. Each card features a logo, the connector name, and a category label at the bottom. The 'AVAILABLE' column includes connectors like cut/e, FullContact, HireRight, LDAP, LinkedIn, Microsoft Dynamics 365, OpenSesame, ORACLE + NETSUITE, Pan, Panopto, Planning Work, and workday. The 'SELECTED' column includes connectors like ADOBE CONNECT WEBINARS, Adobe Document Cloud, broadbean, Cisco webex, lynda.com, MONSTER, and salesforce.

Figure 28: Marketplace

## My Rewards

**NEW** **WHAT'S NEW?** This page has been updated to reflect the new UI and also to increase the motivational power behind learning badges. Learners can now more easily see the points they've earned in comparison to their team and company average, have more visibility into the impressions they've received, and see the learning badges that they've recently earned, all in one place.

The screenshot displays the Saba Cloud interface for a user named Walz Fred. The top navigation bar includes the SABA logo, user name, and navigation tabs (Home, Me, My Team, People, Groups). The left sidebar lists various user options like Plan, Activity, Profile, Career Planning, Expertise, Continuing Education Credits, Completed Learning, Learning Requests, Order History, Check-Ins, Impressions, Recommendations, and Rewards (highlighted). The main content area is titled 'My Rewards' and is divided into three sections:

- TOP IMPRESSIONS:** A list of three items: 'Coach' (with a megaphone icon), 'Expert' (with a head icon), and 'Customer focused' (with a lightning bolt icon).
- RECENTLY EARNED REWARDS:** A carousel showing a single reward: 'Integrity' (with a compass icon) and the text 'Keep up the good work!'.
- REWARDS SUMMARY ACHIEVEMENTS:** A grid of three achievement cards:
  - Integrity:** 2017-07-25 (with a compass icon).
  - Creative Mind:** 2017-07-25 (with a brain icon).
  - Process Expert:** 2017-07-25 (with a gold medal icon).

Figure 29: My Rewards

## The Mobile App



**WHAT'S NEW?** Various screens have been updated to reflect the new UI on the mobile app, including: class detail, course detail, goals, meetings, messages, My Plan, My Team, Status, TIM, Tags and View Pager.

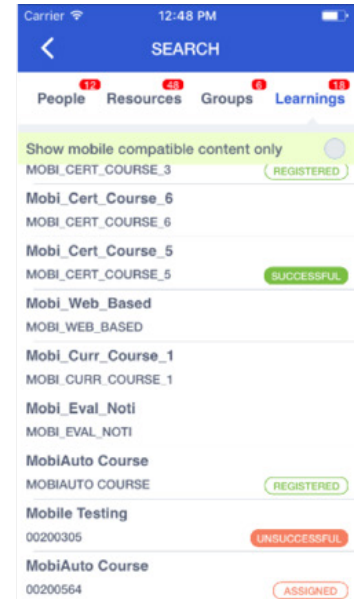
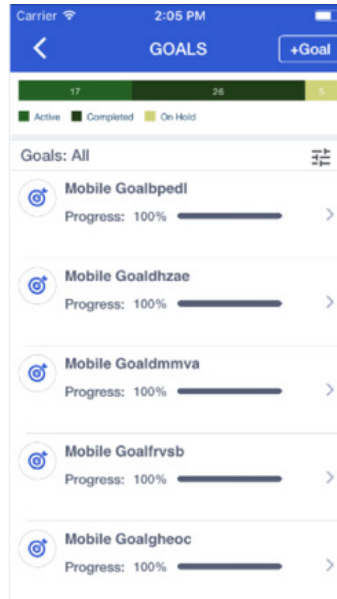


Figure 30: Course Description, Goals and Search in the mobile app.



**WHAT'S THE VALUE?** The new UI updates for each of these pages provides users an easier, more intuitive, and more enjoyable experience with Saba Cloud.

## 10) Analytics

### Equivalent Reports ★ Requested by You!

Adding equivalents can solve many problems, including grandfathering in older courses and recognizing training or expertise that could exempt someone from a required course. However, equivalent completions have posed some problems when it comes to reporting.

**NEW** **WHAT'S NEW?** We have created two new Equivalent reports, so that you can report on course completion even when that completion has been met with equivalent courses. You can run the report by course to include both completions of the course itself and any completions accomplished via an equivalent. Or, you can pull a report by person or by course to identify those users that have acquired the necessary training.

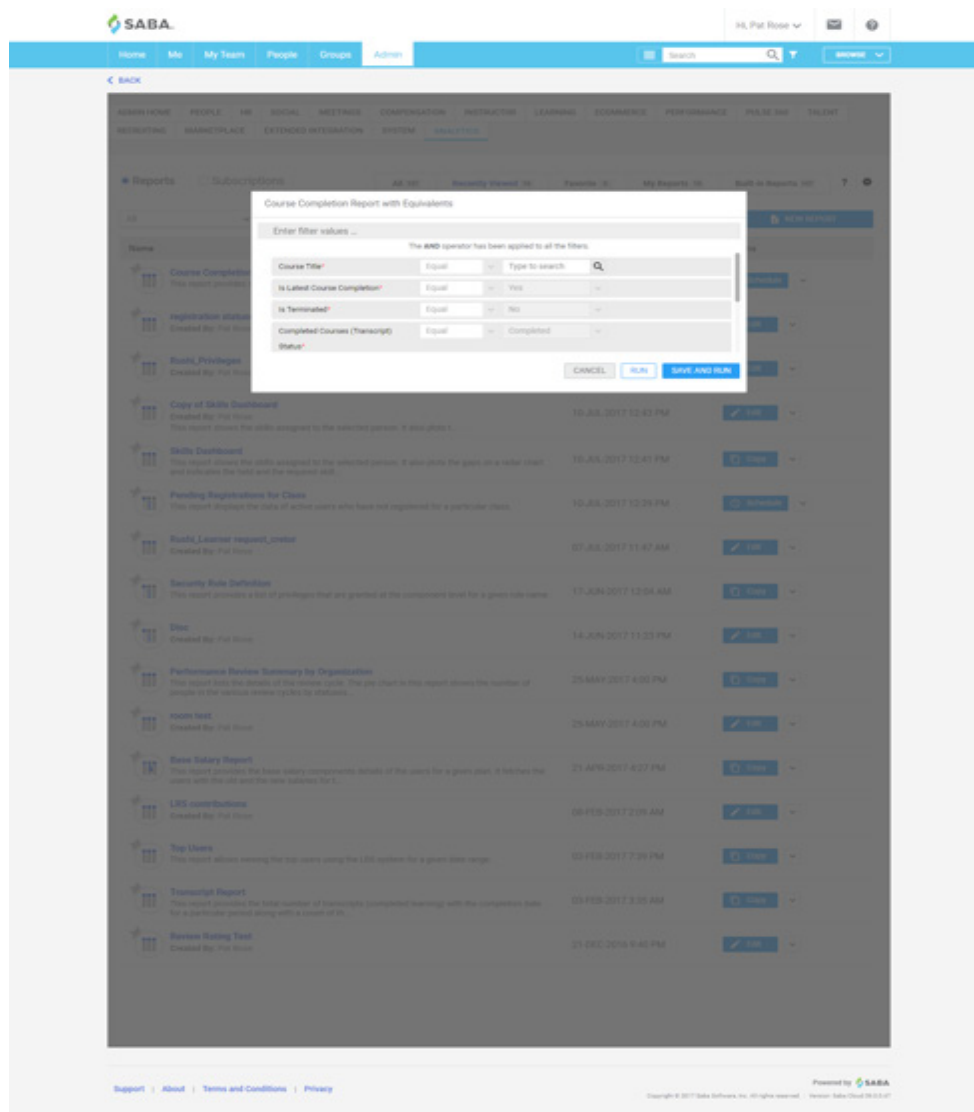


Figure 31: Run the equivalent report for a course to pull completions for both the course and any equivalent.

The screenshot displays the SABA Cloud 2017 Update 39 interface. The top navigation bar includes 'Home', 'Me', 'My Team', 'People', 'Groups', and 'Admin'. The 'Admin' tab is selected. The main content area shows the 'Course Completion Report with Equivalents' for the report date '12-AUG-2017 2:03 AM'. The report includes a table with columns: Person Full Name, Person Username, Person Organization Name, Manager Full Name, Course Title, Course Course ID, and Course Version. The table lists four entries for the 'Anti-Corruption Regulations' course (HR-3001, Version 1.0). Below the table, there is a 'Filters' section and a 'DOWNLOAD' button. The bottom of the screen shows a list of other reports, including 'Disc', 'Performance Review Summary by Organization', 'room test', 'Base Salary Report', 'LRS contributions', and 'Top Users'.

Person Full Name	Person Username	Person Organization Name	Manager Full Name	Course Title	Course Course ID	Course Version
Adrian West	AWEST	Northeast Region	Michelle Harris	Anti-Corruption Regulations	HR-3001	1.0
Al Romero	AROMERO	Northeast Region	Michelle Harris	Anti-Corruption Regulations	HR-3001	1.0
Alan Landry	ALANDRY	District 2 Sales	Allison Larson	Anti-Corruption Regulations	HR-3001	1.0
Allison Larson	ALARSON	District 2 Sales	Sergei Petrov	Anti-Corruption Regulations	HR-3001	1.0

Figure 32: The Course Completion Report with Equivalents includes both those who completed the selected course and those who completed the equivalent.



**WHAT'S THE VALUE?** Leveraging equivalent courses can help streamline training in that users will not be required to take a course that overlaps in content. If there is overlap in compliance training, you will be able to pull a report that shows both the courses completed and the equivalents.

## 11) Platform

### System Canvas MicroApps ★ Requested by You!

Previously, for security reasons, we could not offer Javascript in the system canvas. However, we have found an alternative that will allow you to present dynamic content on the canvas using MicroApps.



**WHAT'S NEW?** MicroApps can be used as a system canvas and since you can do almost anything with a MicroApp (so long as it adheres to the OpenSocial standard), you can let your imagination guide the way.

The screenshot displays the Saba Cloud Admin interface. At the top, the State Farm logo is visible on the left, and user information (HL user one) and navigation icons are on the right. A red navigation bar contains links: Home, Me, My Team, People, Groups, Admin (highlighted), Search, and Browse. Below this, a secondary navigation bar lists various system modules: ADMIN HOME, PEOPLE, HR, SOCIAL, MEETINGS, RECRUITING, MARKETPLACE, SYSTEM (highlighted), and ANALYTICS. The main content area is titled 'MicroApp Details' and contains a form with the following fields:

- Name \***: TickerCanvas
- Title \***: Ticker Canvas
- Description \***: Ticker Canvas (Character Limit: 255)
- Gadget URL \***: (Empty field)
- Gadget File \***: Choose File (No file chosen) - MicroappSystemCanvas4.xml
- Gadget Type \***: Canvas View
- Params To Gadget**: (Empty field, with example: e.g. name:Tom,age:35)

At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A left sidebar lists various system configuration options, with 'MicroApps' currently selected. On the right side of the form, there are two vertical buttons labeled 'Show me how...'.

Footer information includes links for Support, About, Terms and Conditions, and Privacy, along with copyright notices for Saba Software, Inc. (2014 and 2017) and the version (Saba Cloud 2000).

Figure 33: Admin can set the Microapp as a canvas at any given time



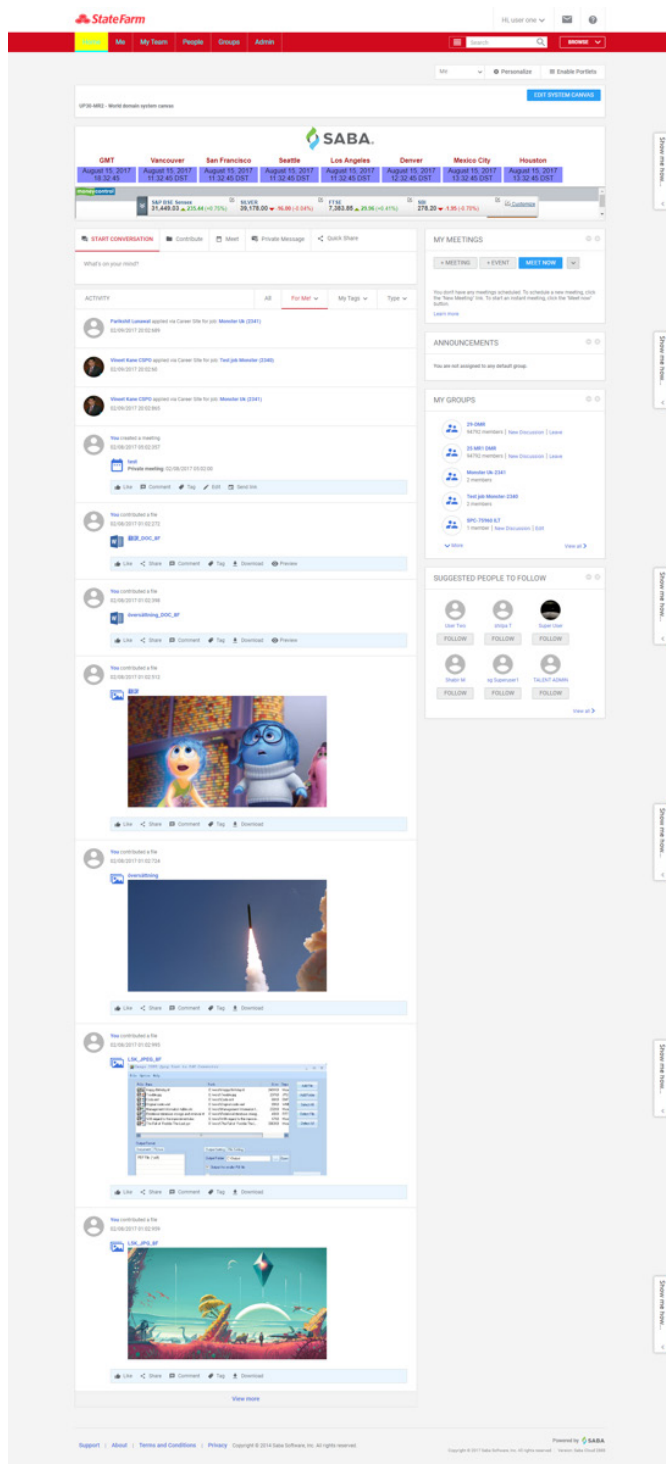


Figure 34: The MicroApp displays in the Canvas place. Like the canvas, the height of the MicroApp determines the display height.

**Note:** Only one MicroApp can function as a system canvas at a time.



**WHAT'S THE VALUE?** The canvas is the first area of the home page that a user sees when they log in. By adding a dynamic MicroApp, you will be able to grab your user's attention as you need, without compromising the system's security.

Escalating Notifications ★ Requested by You!

It would be great if everyone completed their training by the time it was due. However, most users need to be reminded and managers may want to be notified as the due date nears.

**NEW** **WHAT'S NEW?** You can now set reminder notifications to be sent at various intervals leading up to a due date (e.g. 14, 7, 3, and 1 day prior). You can also use the same message with each notification or modify it at certain intervals and include additional recipients (e.g. the manager).

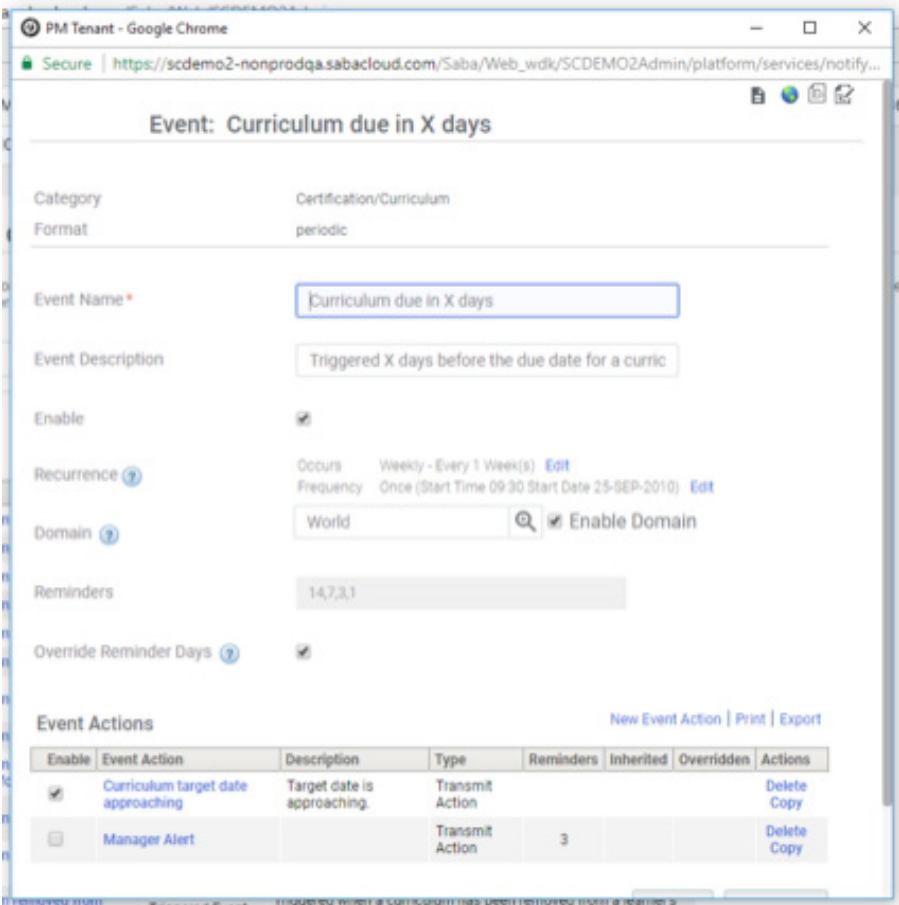


Figure 35: Override the event's reminder days with escalating notifications.

**WHAT'S THE VALUE?** From one place, you can create a countdown towards critical dates and add in messages for key users at critical intervals.

## Data Import Automation

The Rapid Data Import (RDI) tool is an easy, efficient way to process bulk imports. However, some large organizations require a level of automation that RDI cannot provide and as a result had to turn on APIs to process bulk tasks. While it served a purpose, APIs were unfortunately not very efficient.



**WHAT'S NEW?** What if you could combine the bulk efficiency of the RDI tool with the automation offered by APIs, increasing efficiency and reducing errors? That's just what we have done with the Data Import **Automation**. These three APIs will trigger the RDI import jobs that you have created whenever **you need it**, processing any RDI file that has been staged to the SFT site.

You can easily generate and stage RDI files from your other systems and the Data Import APIs will trigger the import process. And, because you are leveraging the RDI tool, you can use the RDI monitor to review and manage the imports.

The three new API's are:

- Search for scheduled data imports
- Trigger scheduled data imports
- Monitor scheduled data imports



**WHAT'S THE VALUE?** By leveraging the RDI import process, you can greatly reduce the number of API calls you generate and increase the efficiency of your bulk imports while still achieving the automation you need with APIs.

**Note:** This service is available for an additional fee but will bring down the number of API calls that large organizations have been using. With effective management of APIs overall, this service can reduce or eliminate the API Call overages that some organizations have faced.

## 12) Mobile

### Mobile Landing Page Configuration ★ Requested by You!

Saba's mobile app users can access what they need when time is short as they are on the go. When you know that users will be using the mobile app primarily for one purpose, it can make the user experience even smoother by setting the landing page to the part of the app that they'll use most.



**WHAT'S NEW?** You can now set the default landing page that your users will use most often, saving them precious clicks and ensuring that they find information more easily. You can also allow users to adjust the default landing page to suit their own preferences or lock in the default to keep things simple.

Content related configurations

PM Tenant - Google Chrome

Secure | https://scdemo2-nonprodqa.sabacloud.com/Saba/Web/SCDEMO2Admin/platform/syste...

0 - Never delete. In the shared device mode, this configuration considers the counter to the content deletion from the last launched date of the content

Saba Anywhere on Mobile - Delete learning content on content completion

0

0 - No; 1 - Yes. In the shared device mode, this configuration is not considered

URLs that support mobile access preference

/common/resources/resourcedetail/

comma separated list URL substrings

Use Site Config For Landing Page

true

Site configured value for Landing page will always be used if set to true, else user preferred value will be taken if configured.

Mobile landing page

My Team

Select mobile landing page.

Waiting for scdemo2-nonprodqa.saba...

SAVE CLOSE

Figure 36: Admin screen for setting the default landing page on Mobile.



**WHAT'S THE VALUE?** By directing users to their primary mobile action center the moment they log in, you simplify the experience and increase mobile adoption.

## Push Notifications ★ Requested by You!

**Important!** This feature is currently under review by our security legal team to ensure compliance with privacy laws.

It is easy to get wrapped up in what you're doing and forget to log into Saba and emails often get buried in your inbox. Mobile notifications containing the information you need, when you need it, can keep you on track and help make the best use of your time.

**NEW** **WHAT'S NEW?** You can now get notifications right in front of your mobile users with mobile PUSH notifications for key system events. You can configure the messages to convey the information and tone that you need and the PUSH notifications are configured alongside traditional notifications so that you can manage everything in one place.

Saba Cloud includes a platform for delivering the mobile notifications but if your organization already uses a single platform for this purpose, you can configure Saba Cloud to leverage that platform instead for a consistent approach.

Push Notifications are available for the following components:

- Certification (5)
- Registration (8)
- Course (1)
- Recurring Course (6)
- Class (4)
- Evaluation (1)
- Curriculum (3)
- Performance Reviews (3)
- Goals (1)

The screenshot displays the Saba Cloud System Configuration interface. The top navigation bar includes tabs for ADMIN HOME, PEOPLE, HR, SOCIAL, MEETINGS, MONETARY REWARDS, INSTRUCTOR, LEARNING, ECOMMERCE, PERFORMANCE, PULSE 360, TALENT, RECRUITING, and MARKETPLACE. Below this, a secondary bar shows EXTENDED INTEGRATION, SYSTEM (selected), and ANALYTICSTEST. A left-hand sidebar lists various system settings, with 'Push Notification Config' highlighted. The main content area is titled 'Firebase Configuration' and shows a 'Status: Not Configured' message. It contains three input fields: 'FCM Authorization Token: \*', 'Android Config: \*' (with a file named 'google\_services.json' selected), and 'iOS Config: \*' (with a file named 'GoogleService-info.plist' selected). Each field has a 'BROWSE' button. At the bottom right of the configuration area are 'RESET' and 'SAVE' buttons.

Figure 37: You can use the push notification mechanism that Saba delivers or configure another

The screenshot shows the 'EVENT ACTION DETAILS' form in the Saba Cloud system. The form is titled 'EVENT ACTION DETAILS' and has a close button (X) in the top right corner. It contains the following fields:

- Action Name \***: Certificate x days
- Description**: Certificate x days
- Type**: Push Notification
- Title \***: The @HeldCertification\_Name@ certification is due on @HeldCertification\_Due\_In\_Days@
- To**: Learner (selected from a dropdown menu)
- Body \***: Hi @HeldCertification\_Learner@ - check out what you need to do here @HeldCertification\_CertificationDetailPageURL@

There are 'CANCEL' and 'SAVE' buttons at the bottom right of the form. A link 'Add Keywords' is visible next to the Title field.

Figure 37: Add the PUSH notification event and configure the text using keywords

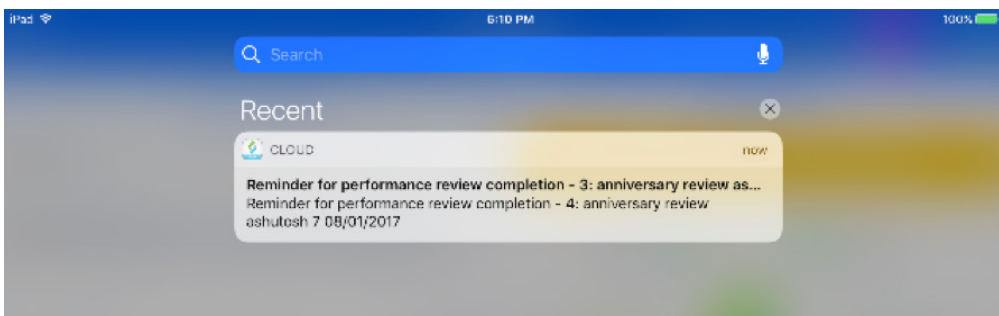


Figure 38: Example of a push notification on a Mobile device



**WHAT'S THE VALUE?** With PUSH notifications available for thirty-two notification events, you can better reach your users and make sure that they don't miss out on information about their talent development. The notifications are set to direct the user to the appropriate location in the system so that they can take action or review the information in further detail.

## 13) Foundation

### Prescribe Due Date Updates ★ Requested by You!

Saba's prescriptive rules have enabled administrators to easily manage the assignments of required training and skills for large numbers of users, including setting due dates. Sometimes things change. Therefore, we are making prescriptive rules even more flexible to help you manage changes to your assigned data.



**WHAT'S NEW?** Saba's prescriptive rules have enabled administrators to easily manage the assignments of required training and skills for large numbers of users, including setting due dates. Sometimes things change, therefore, we are making prescriptive rules even more flexible to help you manage changes to your assigned data.

#### Edit due date

Name	Effective Communication
Version	1.0
Available From	02-JAN-2014
Target Days	5
	<input type="radio"/> Set a fixed due date
Due Date	<input type="radio"/> For each Learning Event, calculate due date based on the date on which this rule is processed and the target days specified on the Learning Event. Note: If the target days is 0, the Learning Event will be assigned without a specific due date. <input type="radio"/> No due date <input type="radio"/> Custom target days <input type="text"/>
	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>
<input type="checkbox"/> Apply due date change to previous assignments	

Figure 40: Administrators can choose to edit the due date and apply that change to previous assignments



**WHAT'S THE VALUE?** You can now use the same efficient rule that you used to assign the rule to update the assignments it originally pushed..







Saba delivers a cloud-based Intelligent Talent Management™ solution used by leading organizations worldwide to hire, develop, engage, and inspire their people. Intelligent Talent Management uses machine learning to offer proactive, personalized recommendations on candidates, connections, and content to help your employees and organization lead and succeed.

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