What's New

Saba Cloud | Update 39 | Sep 2017

DRAFT

Notice

Limitations on Warranties and Liability

Published: 08/17/2017

Part Number: G-SC-U39

Contents

Change log

The below table summarizes the list of changes introduced in a particular version of this document.

Table 1: Summary of changes

Version	Date	Change description	Functional area	Feature
1.0	17-Aug-2017	Initial version	N/A	N/A

New features at a glance by functional area

The below table summarizes the list of features introduced in the release and their potential impact on your environment.

Note: * **Enabled by default** does not necessary imply that the feature is immediately available to your users; it may require a user with an appropriate administrator role to turn on applicable functionality, business rules, etc.

NEW indicates a new feature introduced in this update, others are enhancements/changes to the existing functionality.

Table 2: Summary of features

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
REST APIs	TU APIs to support additional attribute	Y				Developer
	APIs to retrieve as well as mark delivered order item as billed	Y				Developer
	People APIs to support adding one or more associations with partial updates	Y				Developer
	Manager can access team's learning data using APIs	Y				Developer
	Goal APIs to support weights	Y				Developer
	Data import job APIs	Y				Developer
	WBT Offering APIs to support the microLearning flag	Y				Developer
System	QR code verification for mobile based two factor authentication	Y				System admin
	Update Saba favicon and title text	Y				System admin
	Support for MicroApp as a Canvas		System ad~ min			All

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Overriding notification-level reminder days		System admin			End user
	Block mobile client		System admin			System admin
	Increase in character limit for data import					System admin
	Add custom fields for internal and external organizations					System admin
	Enhancement to Social Content Import Feature					Social user
	Improve Data Import options					System admin
	Enhancement to DMS import feature to support additional options					System admin, user
	Present All Imports in one screen					User, System admin
	Enhance person to roles mapping RDI to allow remove of roles					System admin
	Upload Content fields in Bulk Content RDI without re-loading the file					User, System admin
	Enhancement to Student Certification/Curriculum Import					User, System admin
	Current manager can remove job roles assigned by previous manager					Manager
	Enhancement to Access Control List (ACL) configuration					
	Allow Admin and Manager to view/edit job profile					
	Merge transcripts during profile merge					

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Enhancement to the usability of Access Control List (ACL) feature					
	Improve Import/Export step of notification configuration					System admin, User
	Import options for bulk upload of images for catalog elements					Learning admin
	Enhancement to bulk content RDI imports					Learning admin, System admin
	Unassign option in Registration import					System admin, user
	Mobile landing page		System admin			System admin
	Additional settings to compare between two tenants	Y				"admin" user System admin
	Push notifications on mobile app	Y				All
	Support for Forgot Password feature	Y				All
	Display learning-specific source object details in SMF dashboard	Y				System admin "admin" user
	Configure cleanup of learning items for terminated users		System admin			End user
	Merge transcripts during profile merge	Y	People admin			End user
	Updated Recommendations page	Y				End user
	Enhanced My Rewards page	Y				End user

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	BCC exclusion list with more controls	Y				System admin
	Display Collaboration specific source object details for SMF jobs	Y				System admin "admin" user
	Configure Certificate page size					System admin
	Enhancement to People Search functionality					People admin
	Default setting for Smart List operator	Y				People Admin
Analytics	Older snapshots of the auto scheduled reports to be no longer available	Y				Analytics admin Analytics user Managers
	New privileges to control report~ ing features for sensitive data	Y				Analytics admin Analytics user System admin
	Range operator for Filters	Y				Analytics admin Analytics user
	Improved performance of Pulse reporting	Y				Analytics admin Analytics user
	Enhanced search for reports	Y				Analytics admin Analytics user
	Support for merging profile	Y				Analytics admin Analytics user People admin
	Disallow chart modifications	Y				Analytics admin Analytics user

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Search and filter by entity group names	Y				Analytics admin Analytics user
	Scatter chart	Y				Analytics admin Analytics user
	Course Completion Report with Equivalents	Y				Analytics admin Analytics user
	Course Completion Report with Equivalents by Person	Y				Analytics admin Analytics user
	New Attributes	Y				Analytics admin Analytics user
	Updated Attributes	Y				Analytics admin Analytics user
Learning	Warning users when leaving questions unanswered	Y	Learning admin			End user
	Allow Navigation property en~ abled by default	Y	Learning admin			End user
	New Show Subtopics property for test topics		Learning admin			End user
	New Demographic field for survey questions		Learning admin			End user
	Usability enhancements to us~ age report of questions	Y				Learning admin End user
	Assessment migration	Y	Learning admin			Learning admin
	Review class test results without using up attempts	Y				End user

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Launch free PowerPack content from OpenSesame without an activation key	Y	Market~ place ad~ min			Marketplace ad~ min End user
	Identify OpenSesame course as microlearning content	Y	System ad~ min			End user
	Scan and identify social content as microlearning content		System ad~ min	Y		End user
	Display warning messages to instructor when closing a class	Y				Instructor
	Streamlining bulk user registra~ tion in assign learning wizard	Y				Registrar Instructor Manager End user
	Ability to revoke recurring courses	Y	System ad~ min		Y	Manager People admin Org admin
	Display critical information for classes	Y	System ad~ min			End users Learning admin
	Change class evaluation launch schedule as per class end date	Y				End user Manager
	Mark a WBT class as Mi~ crolearning		System ad~ min Learning admin			Learning admin
	Allow Organization Manager to mark a complete class		Learning admin			Organization manager

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Changes to registration of courses consumable from a cer~ tification/curriculum	Y				End user
	Create badges for learning without count restriction	Y	HR admin			HR admin
	Associate numeric points with learning badges	Y	HR admin			End user
	Display badges for learning items	Y				End user
E-com~ merce	Raise limit of items in shopping cart	Y	System ad~ min			System admin End user Registrar
	Display configurable help mes~ sage on check out page		System ad~ min			System admin Ecommerce ad~ min Registrar Learner
	Display organization in Invoice Me payment type		System ad~ min			System admin End user
	Deeplink for subscriptions	Y				Ecommerce ad~ min Learner
	Drop course with or without late charges for training units	Y	System ad~ min			Registrar System admin
	Restricted access for training units		System ad~ min			System admin Ecommerce ad~ min
Social	Updated editor for group notice and channel notice	Y				End user

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Updated notification templates	Y				End user
	Microlearning Summary weekly digest	Y				End user
	Follow tag		System ad~ min			System admin End user
	Improved Bookmark dropdown	Y				End user
	Video channel enhancements	Y				End user
	Group learning		Social ad~ min End user			End user
	Preview PDF using PDF plugin	Y				End user
Market~ place	Handle unsuccessful comple~ tions and removals in Workday training exports	Y				Administrator
	Provide framework in Market~ place for creating candidate as~ sessment	Y				Marketplace Ad~ min Recruiting Ad~ min
	Trial versions of connectors available for users					End user Marketplace Ad~ min
	Marketplace UI changes					Marketplace Ad~ min
Compensa~ tion	Ability to edit and update Com~ pensation History Data					Compensation Admin

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
Pulse 360	Custom survey for users outside of Saba Cloud	Y	Pulse ad~ min			End user
Perform~ ance	Updated wizards from My Team overview	Y				Manager
	View last assessment in skills	Y				Manager End User
	Enhanced skills search	Y				End user HR admin
	Add weights to goal	Y	System ad~ min Perform~ ance admin			System admin Performance ad~ min End user
	Enhancements to Check-ins	Y				End user Manager
	Future Goals review section	Y	Perform~ ance admin			Performance ad~ min End user Manager
	Print goal details in PDF	Y				End user
	Editable suggested comments of proficiency levels for skills	Y	HR admin			HR admin End user
	Retain rich text elements in notes created via email	Y				End user
	Text formatting in Summary section of performance review	Y				End user
Recruiting	Support for messages in Recruit~ ing assessments	Y	Recruiting admin			End user

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Bulk delete candidates		System ad~ min			System admin Recruiting admin Recruiter
	New named queries	Y				Candidate
	Enhancements to job requisi~ tions and job offers	Y	System ad~ min Recruiting admin			Recruiting admin End user
	Associate external behavioural assessments with requisition	Y	Recruiting admin			Recruiting admin Candidate
	Candidates to upload documents while applying for job and from profile		Recruiting admin			Recruiting admin Hiring team Candidate
	Add candidate without upload~ ing resume	Y	Recruiting admin			Recruiting admin Hiring team
Talent	Configurable talent profile fields	Y	System ad~ min			System admin Talent admin
	Display custom fields in talent profile		System ad~ min			System admin Talent admin
Career Plan~ ning	Deeplink to access Career Planning landing page and paths	Y				HR admin End user

Chapter 1

Analytics

Topics:

Framework enhancements

Older snapshots of the auto scheduled reports to be no longer available

How did it work?

It was possible to see older snapshots of the reports that get auto scheduled by selecting an appropriate snapshot from the dropdown list.

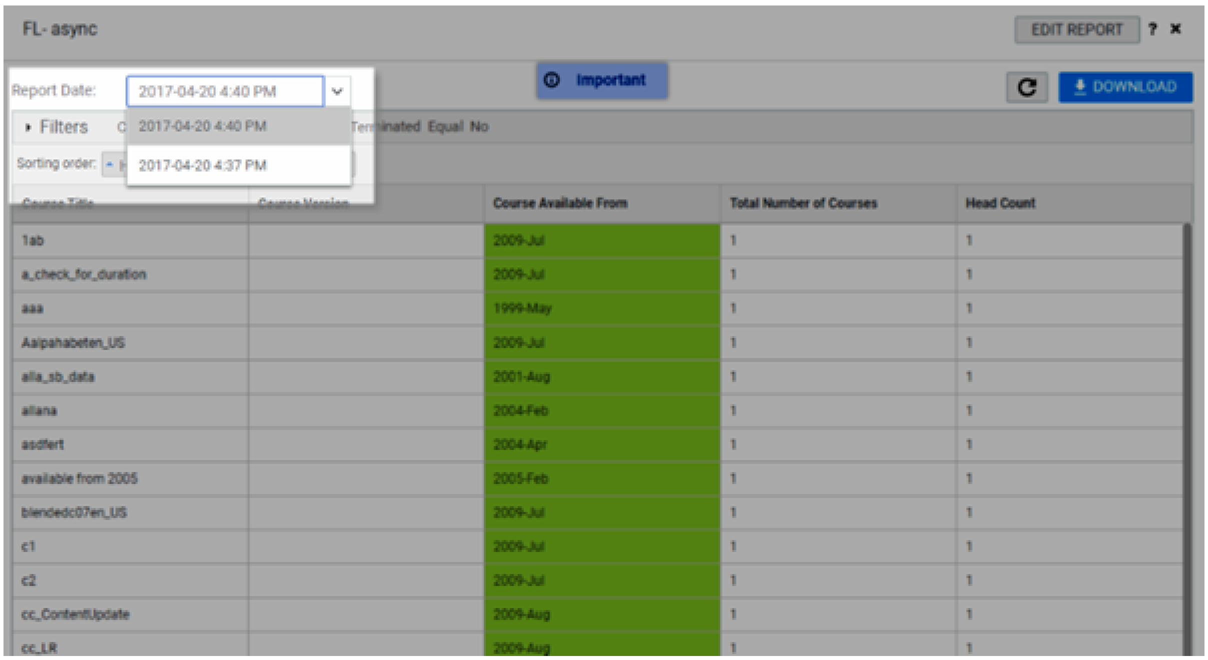


Figure 1: Older snapshots

How does it work now?

You will only be able to the most recent snapshot of the auto scheduled report. Historical data of the auto scheduled report will no longer be available.

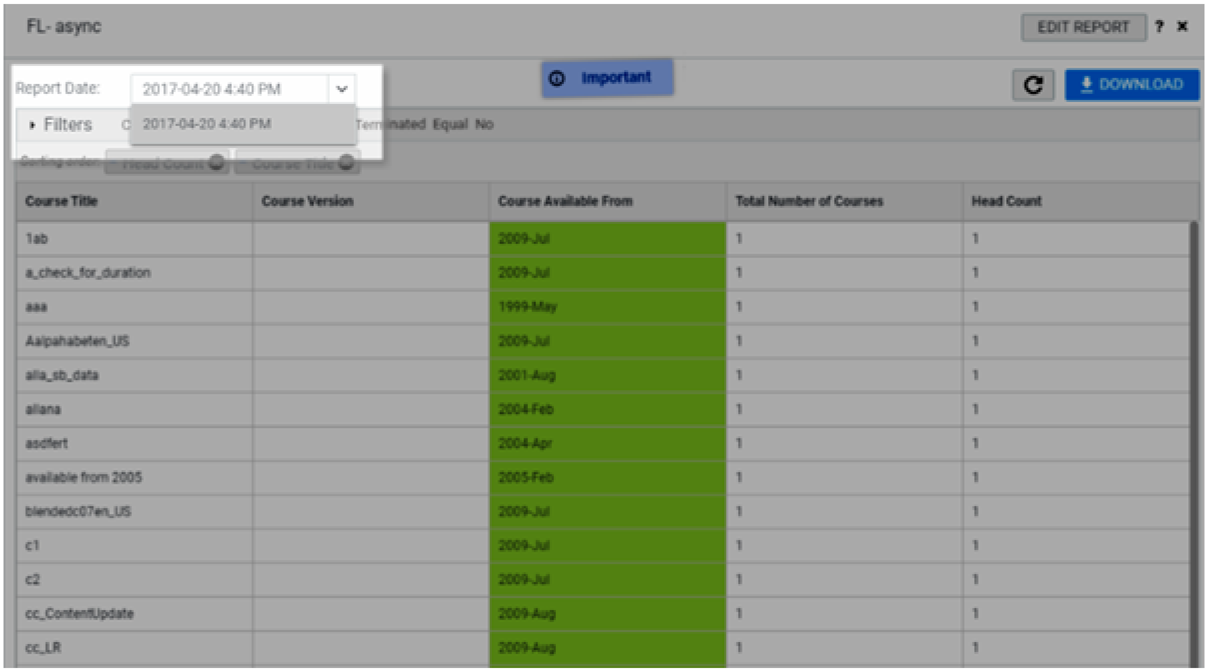


Figure 2: Only the latest snapshot available in the dropdown list

Use case

Removing the older snapshots and just keeping the recent one helps improve the performance. You can download and maintain the snapshot data for historical purposes, if required.

New privileges to control reporting features for sensitive data

How did it work?

It was not possible to control who gets to report on sensitive data like performance reviews and compensation.

How does it work now?

It is now possible to control who gets to report on sensitive data like performance reviews and compensation with the help of these new privileges on the Analytics Report Definition component:

- Manage Performance Reviews Reporting
- Manage Compensation Reporting

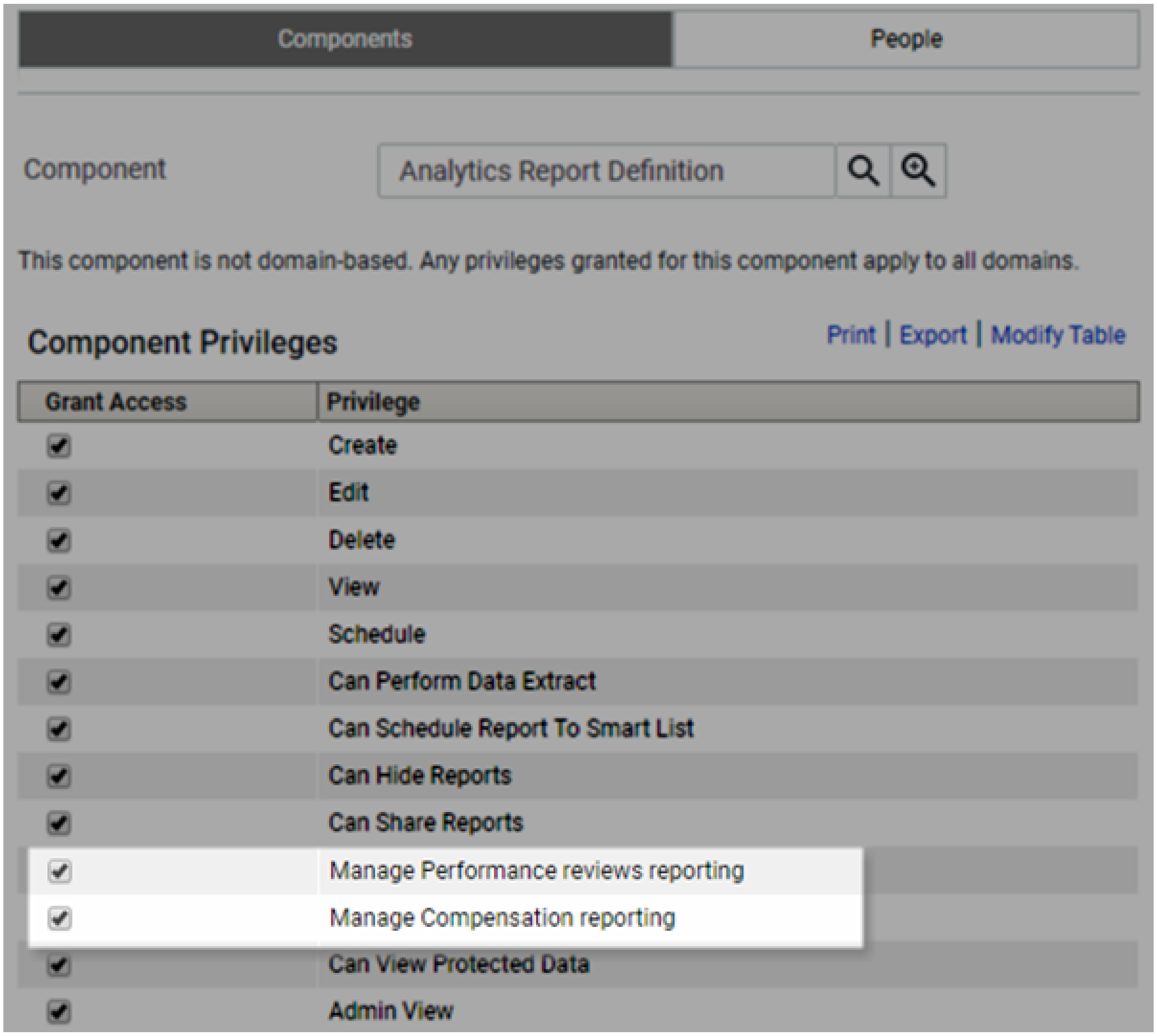


Figure 3: New privileges on the Analytics Report Definition component:

These privileges are by default given to the **Analytics Admin** and **Super User**.

Note: To disallow the analytics admins from having the ability to report on performance reviews and compensation, the system admin has to remove the access to these new privileges from the OOB security roles like analytics admin and/or super user.

Users who have these privileges can create, edit, delete, schedule and execute report for the respective attributes.

Note: If the user does not have these privileges, they will not be able to create reports for the respective attributes and the edit, schedule, execute and delete actions will show an error **You do not have access to <attribute name>**. To allow users to continue to report on sensitive data like performance reviews and compensation, the system admin should create a new simple security role which grants access to the new controlling privileges.

For reports listed under **ME/My Team**, these new privileges will not impact the execution/schedule and will adhere to the existing privilege checks. If the end user happens to be an admin (learning/talent/performance etc), the analytics menu is accessible but with the introduction of these new privileges, this admin will not be able to execute/schedule such reports where these new privileges are in play and are not already granted to this admin. Summary, in the admin context, there can be a limitation on report execution where these new privileges are in consideration.

Use case

Allows controlling which Analytics admin or super user can or cannot have the reporting features for sensitive data like performance reviews and compensation.

Support for merging profile

How did it work?

Analytics didn't support transferring ownership of the Analytics objects whilst merging profiles.

How does it work now?

As a People administrator, you can merge (**Admin > People > Manage People > Profile Merge**) the profile records from the secondary profile to the primary one so that a person has only one active profile in the system. It is now possible to also transfer ownership of the following Analytics objects whilst merging profiles:

- Reports
- Dashboards
- Scheduling information (scheduledBy, person recipient)
- Filters
- Preference
- Person sharing
- Charts
- Favorites
- Auditing
- History

Use case

This enhancement extends the support for the existing merge profile feature.

Improved performance of Pulse reporting

How did it work?

Pulse reports with Organization, Location or Job fields would show data even if they have less than 3 users.

How does it work now?

To improve the performance of Pulse reports, Analytics will not show the data for particular Organization, Location or Job, if it has less than 3 employees and the corresponding attribute is selected in the Pulse report.

Use case

This enhancement helps improve the performance of the existing Pulse reporting.

Range operator for Filters

How did it work?

This operator was not available for filters.

How does it work now?

It is now possible to give a range of values as a filter for the attribute in consideration. This operator is available in all type of supported reports.

While applying filters to the attributes for extracting the required data, if the attribute is of type Integer or Date or DateTime, then you get the option to select Range as the filter operator. For the range operator you can give the boundaries of the range of values.

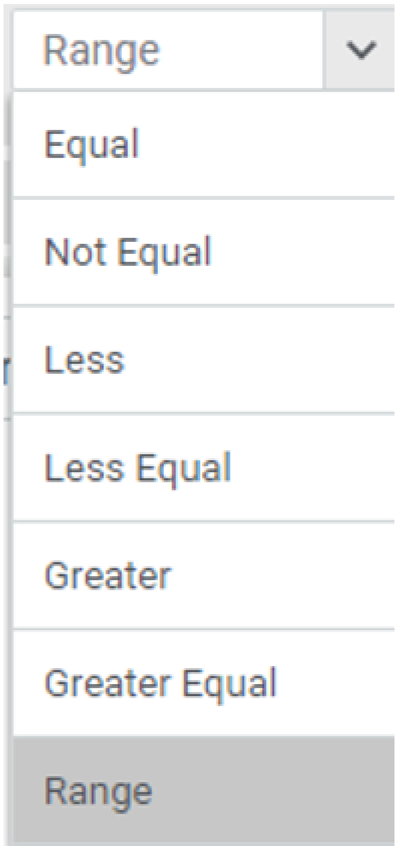


Figure 4: Selecting the range operator for filtering

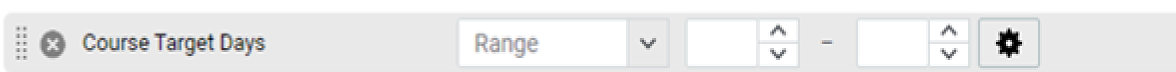


Figure 5: Integer type Filter Attribute

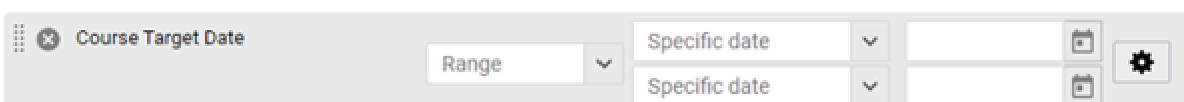


Figure 6: Date type Filter Attribute

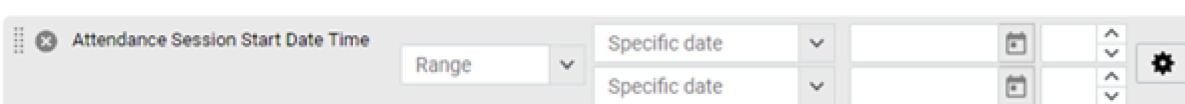


Figure 7: DateTime type Filter Attribute

Use case

Previously before this operator, users had to apply two filters to the same attribute for one single operation if they wanted to get the required values in a range. Also, the range was not visible. When someone else looked at the report, he/she would not come to know that the values are actually in a range. With this operator, any user would come to know that range operation is applied to an attribute.

Enhanced search for reports

How did it work?

In Analytics for an admin, easy options to filter reports by report type or by username or by first name last name were not available, due to which the analytics admin could only refer to recent reports, all reports and favorites. None of these options give an easy access by report type or user identity.

How does it work now?

It is now possible to apply the following advanced filters for report search and thereby narrow down to the specific needs of the user:

- Report Type
- User Name
- Full Name
- First Name
- Last Name

These filters are available on the landing page of the Analytics section for the Analytics admin. After you make appropriate selections, you can click the **Apply Filter** button to apply the filters to the report search. Clicking on **Clear Filter** button clears the filters applied.

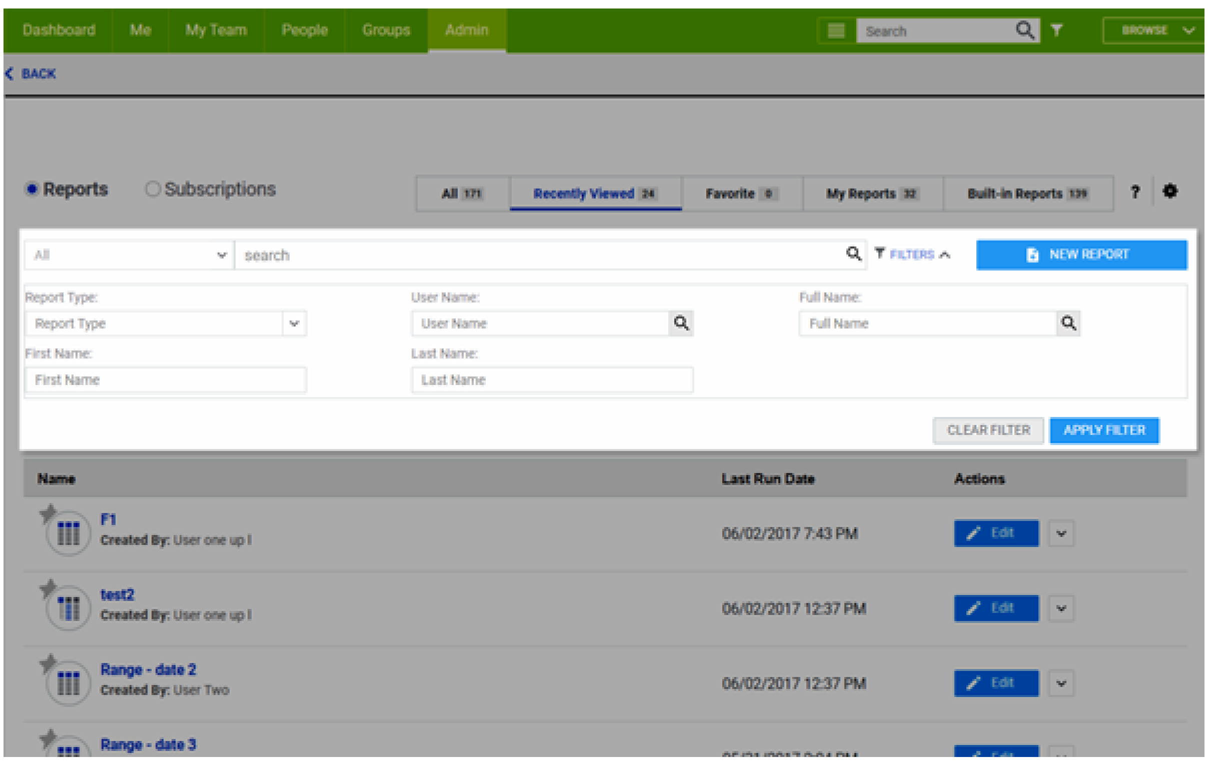


Figure 8: Advanced filters for report search

Use case

The user would be able to search the reports based on more specific filtering parameters, leading to more accurate filtering of the reports for the report search.

Disallow chart modifications

How did it work?

This is a new feature.

How does it work now?

In this update, Analytics provides a control option called **Disallow chart modification** under **Report Details** whilst saving a report. This option allows the admin to decide whether users can create or update charts on that particular report.

Note: By default users will be allowed to create charts on the report.

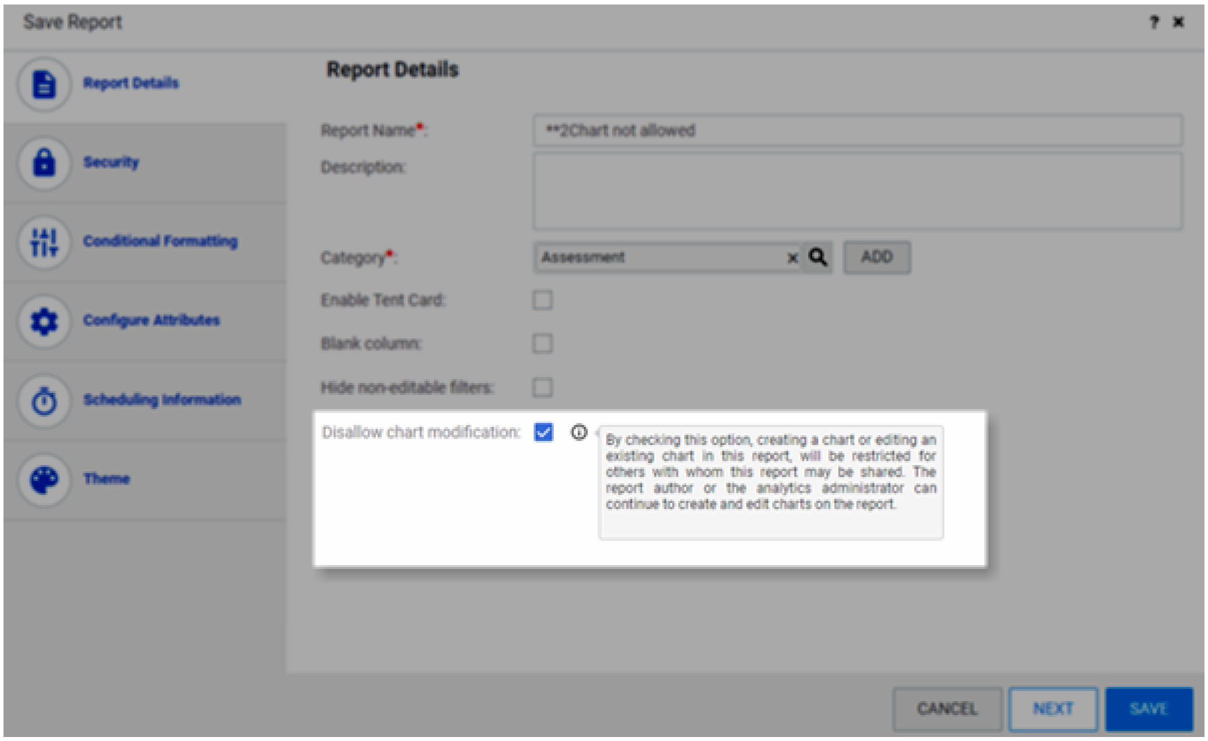


Figure 9: Disallow chart modification under Report Details

If this option is unchecked i.e. creating or updating charts in the report is allowed then any user who can view the report can create chart on that report. If this option is checked i.e. creating or updating charts in the report is not allowed then only the creator of the report and the Analytics admin can create charts. Other users can only view the chart created by creator or the Analytics admin.

Note:

If for a particular report, users were allowed to create chart earlier and if the report was edited and the chart creation or modification was disallowed, then all the old charts will persist, but creation of new charts won't be allowed.

Use case

This provides more control over charting.

Search and filter by entity group names

How did it work?

Currently, the report authoring screen allows selection of list of attributes in the following ways:

- Select a category or choose ALL
- Filter by a field name to get the resultant entity group under which the field is placed

The ability to filter by entity group name was missing. For instance, if you want to access all the attributes placed under Learning Record Store.

How does it work now?

In this update, now whilst searching for the attributes to add to the reports, the group entities will also be returned in the results which would make it possible to filter all the attributes placed under a particular group entity.

Use case

This makes the report authoring screen more usable.

Scatter chart

How did it work?

This is a new feature.

How does it work now?

In this update, Analytics provides a new chart type called **Scatter** chart.

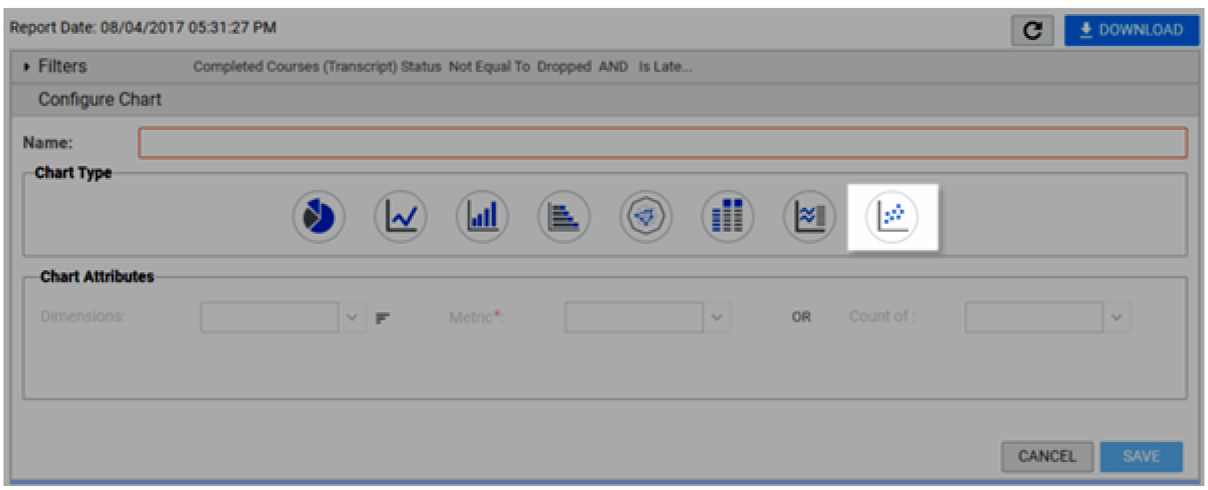


Figure 10: New chart option

The Scatter chart option will be available just like the Line chart, in all reports (except data extract report).

Figure 11: Scatter chart

Use case

Allows an additional option to users for chart purposes. Users can choose to use a scatter chart over a line chart.

New Reports

Course Completion Report with Equivalents

How did it work?

This is a new report.

How does it work now?

The following report is now available:

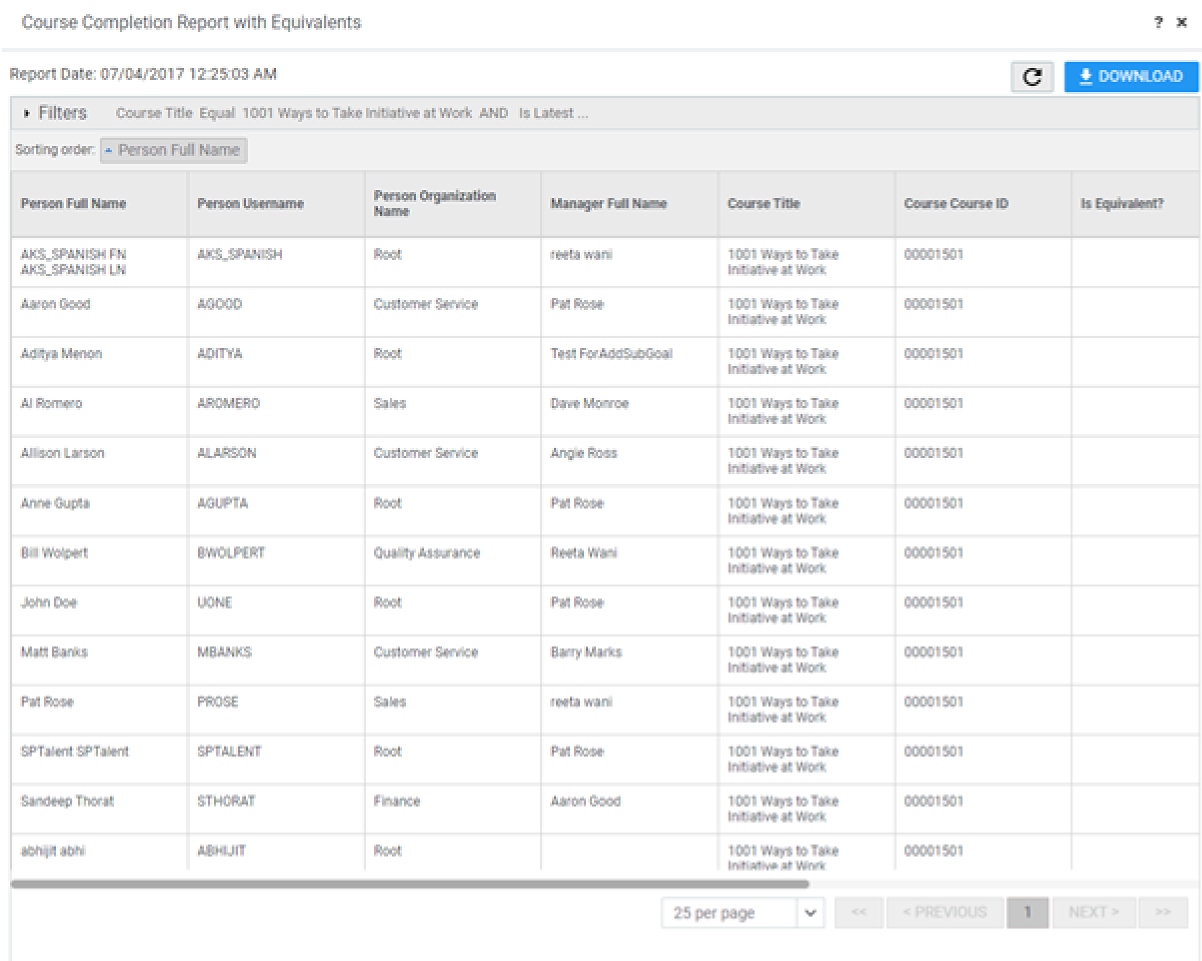
Course Completion Report with Equivalents

This report provides completion details for the given course along with its equivalents upto one level.

Note: Equivalents are supported up to 1 level only and Group Equivalents are not supported.

This report needs the following services:

- Learning



Person Full Name	Person Username	Person Organization Name	Manager Full Name	Course Title	Course Course ID	Is Equivalent?
AKS_SPANISH FN AKS_SPANISH LN	AKS_SPANISH	Root	reeta wani	1001 Ways to Take Initiative at Work	00001501	
Aaron Good	AGOOD	Customer Service	Pat Rose	1001 Ways to Take Initiative at Work	00001501	
Aditya Menon	ADITYA	Root	Test ForAddSubGoal	1001 Ways to Take Initiative at Work	00001501	
Al Romero	AROMERO	Sales	Dave Monroe	1001 Ways to Take Initiative at Work	00001501	
Allison Larson	ALARSON	Customer Service	Angie Ross	1001 Ways to Take Initiative at Work	00001501	
Anne Gupta	AGUPTA	Root	Pat Rose	1001 Ways to Take Initiative at Work	00001501	
Bill Wolpert	BWOLPERT	Quality Assurance	Reeta Wani	1001 Ways to Take Initiative at Work	00001501	
John Doe	UONE	Root	Pat Rose	1001 Ways to Take Initiative at Work	00001501	
Matt Banks	MBANKS	Customer Service	Barry Marks	1001 Ways to Take Initiative at Work	00001501	
Pat Rose	PROSE	Sales	reeta wani	1001 Ways to Take Initiative at Work	00001501	
SPTalent SPTalent	SPTALENT	Root	Pat Rose	1001 Ways to Take Initiative at Work	00001501	
Sandeep Thorat	STHORAT	Finance	Aaron Good	1001 Ways to Take Initiative at Work	00001501	
abhijit abhi	ABHIJIT	Root		1001 Ways to Take Initiative at Work	00001501	

Figure 12: Course Completion Report with Equivalents Example

Report Details

This section provides high-level details of the Course Completion Report with Equivalents Report.

This report uses the following mandatory filters:

1. Course Title
2. Is Latest Course Completion (Not Editable, default Yes)
3. Is Terminated (Not Editable, default No)

This report uses the following optional filters:

1. Person Full Name
2. Completed Courses (Transcript) Date Marked Complete within a range

Dimensions

This report uses the following dimensions:

1. Person Fullname
2. Person Username
3. Person Organization Name
4. Manager Full Name
5. Course Title
6. Course Id
7. Course version

8. Course Description
9. Is Equivalent?
10. Completed Courses (Transcript) Date Marked Complete
11. Completion Status
12. Completed Courses (Transcript) Score

Use case

N/A

Course Completion Report with Equivalents by Person

How did it work?

This is a new report.

How does it work now?

The following report is now available:

Course Completion Report with Equivalents by Person

This report provides completion details for the given course along with its equivalents upto one level for the selected person.

Note: Equivalents are supported up to 1 level only and Group Equivalents are not supported.

This report needs the following services:

- Learning

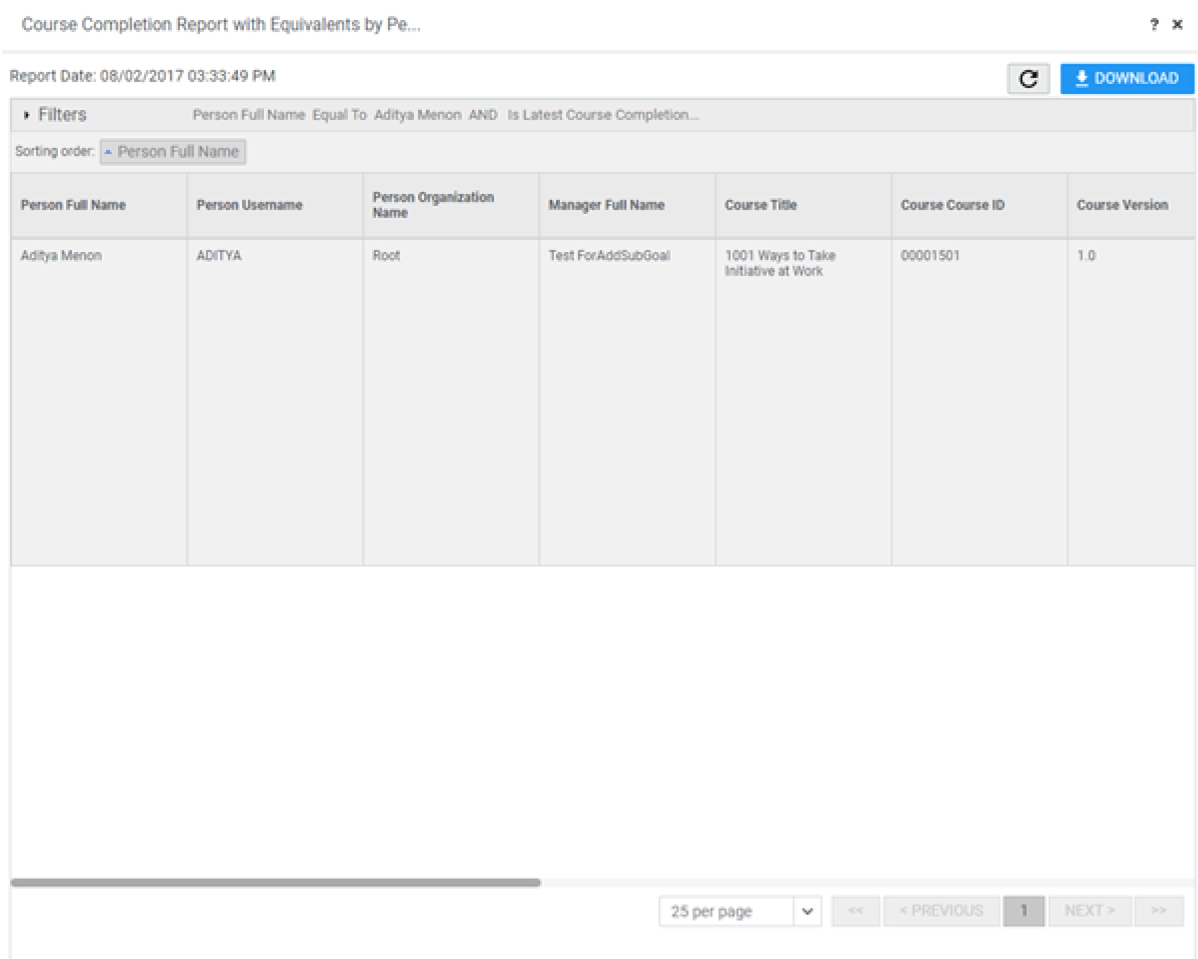


Figure 13: Course Completion Report with Equivalents By Person Example

Report Details

This section provides high-level details of the Course Completion Report with Equivalents By Person Report.

This report uses the following mandatory filters:

1. Person Full Name
2. Is Latest Course Completion (Not Editable, default Yes)
3. Completed Courses (Transcript) Status (Default Completed)

This report uses the following optional filters:

1. Course Title
2. Completed Courses (Transcript) Date Marked Complete within a range
3. Completion Status

Dimensions

This report uses the following dimensions:

1. Person Fullname
2. Person Username
3. Person Organization Name
4. Manager Full Name
5. Course Title
6. Course Id

7. Course version
8. Course Description
9. Is Equivalent?
10. Equivalent Course Title
11. Equivalent Course Id
12. Equivalent Course version
13. Completed Courses (Transcript) Date Marked Complete
14. Completion Status
15. Completed Courses (Transcript) Score

Use case

N/A

New Attributes

Learning

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Learning reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Table 3: Learning Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Badges	Points Earned	Dimension	No	Points associated with the learning badge
Badges	Points Earned	Metric	No	Total points earned by person by acquiring learning badges
Courses	Badge Name	Dimension	No	name of the badge associated with Course
Courses	Course Badge Points	Dimension	No	Points associated with badge associated with the course
Certification Details	Badge Name	Dimension	No	name of the badge associated with Certification

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Certification Details	Certification Badge Points	Dimension	No	Points associated with badge associated with the certification
Curricula De~ tails	Badge Name	Dimension	No	name of the badge associated with Curricula
Curricula De~ tails	Curricula Badge Points	Dimension	No	Points associated with badge associated with the curricula
Courses Cata~ log	Course Learners En~ rolled	Dimension	No	Number of Learners enrolled for Course, this includes learners from Adhoc Transcripts as well
Courses Cata~ log	Course Learners En~ rolled	Metric	No	Number of Learners enrolled for Course, this includes learners from Adhoc Transcripts as well
Classes Catalog	Class Learners Enrolled	Dimension	No	Number of Learner registered for the class
Classes Catalog	Class Learners Enrolled	Metric	No	Number of Learner registered for the class
Course Request	Learning Course Request Title	Dimension	No	Title of the course requested
Course Request	Learning Course Request Description	Dimension	No	Description of the course requested
Course Request	Learning Course Request Status	Dimension	No	Status of the Course Request
Course Request	Learning Course Request Requested By Date	Dimension	No	Date by which the requested course should be available

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Course Request	Learning Course Request Request Creat~ or	Dimension	No	Name of the person who requested the course
Course Request	Learning Course Request Creator User~ name	Dimension	No	Username of the person who requested the course
Course Request	Learning Course Request Created On	Dimension	No	Date on which the Course Request was created
Survey and Evaluations	Question Se~ quence	Dimension	No	Survey Question Sequence
Orders and Or~ derItems	Invoice Organ~ ization Name	Dimension	No	Invoice Organization Name
Orders and Or~ derItems	Invoice Organ~ ization Number	Dimension	No	Invoice Organization Number

Use case

Users can now pull these new attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Social

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Social reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Table 4: Social Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
File/URL/Video	File/URL/Video Viewed On	Dimension	No	Date and Time on which the File/URL/Video was viewed by User
Ideas	Person Full Name Voted for Idea	Dimension	No	Person Full Name Voted for Idea
Ideas	Person User Name Voted for Idea	Dimension	No	Person User Name Voted for Idea
Login Details	Is User Ac~ count Locked	Dimension	No	Shows Yes if the user account is locked
Login Details	User Account Unlocked On	Dimension	No	The date on which user's account was unlocked
Login Details	User Account Unlocked By	Dimension	No	Name of the user who unlocked user's account
Login Details	Is Latest Un~ lock Data	Dimension	No	Shows yes for the latest account Unlock entry else shows No. This can be used to see the latest data about when user's account was unlocked and by whom

Use case

Users can now pull these new attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Profile

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Profile reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Table 5: Profile Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Talent Details	Talent Data Custom0	Dimension	No	Custom0 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom1	Dimension	No	Custom1 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom2	Dimension	No	Custom2 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom3	Dimension	No	Custom3 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom4	Dimension	No	Custom4 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom5	Dimension	No	Custom5 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom6	Dimension	No	Custom6 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom7	Dimension	No	Custom7 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom8	Dimension	No	Custom8 field present under Talent section on Person's full profile
Person Talent Details	Talent Data Custom9	Dimension	No	Custom9 field present under Talent section on Person's full profile
Person Organiz~ ation	Person Organiz~ ation Custom10	Dimension	No	Person Organization Custom10
Person Organiz~ ation	Person Organiz~ ation Custom11	Dimension	No	Person Organization Custom11

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Organiz~ ation	Person Organiz~ ation Custom12	Dimension	No	Person Organization Custom12
Person Organiz~ ation	Person Organiz~ ation Custom13	Dimension	No	Person Organization Custom13
Person Organiz~ ation	Person Organiz~ ation Custom14	Dimension	No	Person Organization Custom14
Person Details	Alternate Man~ ager Username	Dimension	No	Username of the Alternate Manager for User
Person Details	Proxy User Fullname	Dimension	No	Full name of the person assigned as Proxy
Person Details	Proxy User Username	Dimension	No	Username of the person assigned as Proxy

Use case

Users can now pull these new attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Recruiting

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Recruiting reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Table 6: Recruiting Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Job Requisition Details	Recruiter As~ signed On	Dimension	No	Date on which Recuiter was added to the Job Requisition

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Job Requisition Details	Interviewer Assigned On	Dimension	No	Date on which Interviewer was added to Job Requisition

Use case

Users can now pull these new attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Analytics

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Analytics reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Table 7: Analytics Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Reports	Is Hidden Report	Dimension	No	Shows Yes if the Report is marked as Hidden, else shows No.

Use case

Users can now pull these new attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Components that support extended custom fields

How did it work?

N/A

How does it work now?

The section indicates where you can find the extended custom fields listed. They will appear just above the Metrics towards the bottom of the attribute list in the respective entity. These fields will show the data as per the UI Configuration i.e. if the extended custom field is configured as Date, it will show the date data in current user's date format.

Note: Extended custom fields cannot be used as filters.

Analytics provide rich text support for extended custom fields.

Table 8: Component Details

Component Name	Entity Name
External Order	Orders and OrderItems

Use case

N/A

Updated Attributes

Renamed attributes

How did it work?

These are already existing attributes which are now renamed.

How does it work now?

This section describes the attributes that have been renamed under the Learning reports model in the Saba application.

Note: The **Available in Dashboard** column indicates if that entity is available in the dashboards.

Parent Entity	Entity Name	Attribute Old Label	Attribute Type	Attribute New Label
Learning	Survey and Evaluations	Question Sequence	Dimension	Question Response Sequence
Learning	Anonymous Survey	Question Sequence	Dimension	Question Response Sequence
Learning	Anonymous Survey as Content	Question Sequence	Dimension	Question Response Sequence
Learning	Module Details	Content Question Sequence	Dimension	Content Question Response Sequence

Use case

Users can now pull these renamed attributes (Dimensions/Metrics) while creating or updating the Analytics reports.

Chapter

2

Career Planning

Topics:

Deeplink to access Career Planning landing page and paths

How did it work?

There was a need to access career planning landing page and active paths via a deeplink.

How does it work now?

The end user can now access their career planning landing page and their active paths through deeplinks. The HR administrator can view the deeplinks in **HR** > **Configure Career Planning** > under **Deeplink URLs** section and share them with users. The HR administrator must use the **Copy URL** button corresponding the deeplink to copy it, once its copied the button label changes to **Copied**.

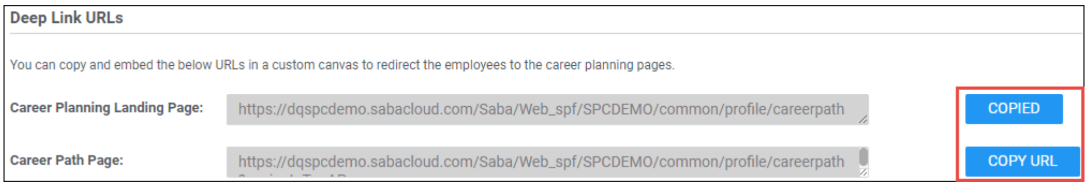


Figure 14: Career Planning deeplinks

Use case

Administrators can now direct their users to their career paths via one click from the system canvas, an email notification or other applications outside of Saba.

Chapter

3

Compensation

Topics:

Compensation History Editor

How did it work?

In the past, it was not possible for Compensation Administrators to view and edit Compensation History Data for an individual.

How does it work now?

Compensation Administrators can **Search/View/Edit/Delete/ Export** and **View Audit** records for Compensation History data for an individual from **Compensation History Editor** page.

HRBPs can access Compensation History data only for their defined population.

Privileges and Roles

The following privileges are added to **EmployeeCompensation component**:

1. **Compensation History - View** – gives access to menu options and search for data
2. **Compensation History - Edit** – allows users the option to edit compensation history data
3. **Compensation History - Delete** – allows users the option to delete compensation history data
4. **Compensation History - Export** – allows users the option to export compensation history data
5. **Compensation History - View Audit** – allows the user to view audit history

Note: These privileges must be assigned to the same domain as the user's **NEW/Edit/View/Delete** privileges- otherwise, the Comp History privileges will be ignored.

To access Compensation History data, navigate to:

Compensation Home>Manage Data> Compensation History Editor.

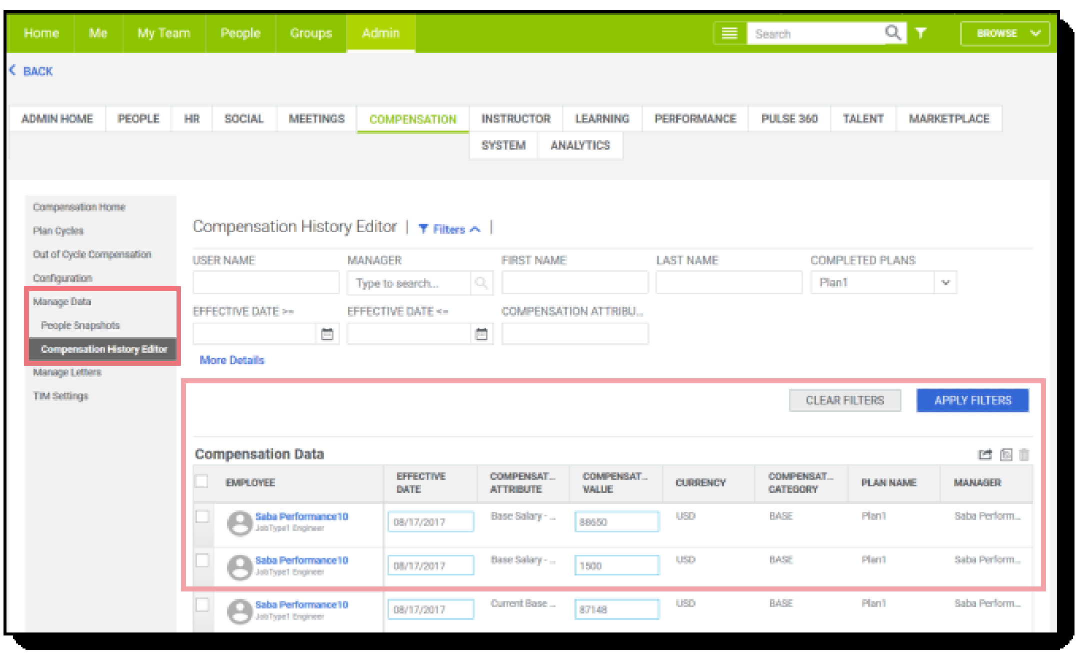


Figure 15: Compensation History Editor page

Administrators can search for data using the filter options provided on the page and retrieve the following details:

- Employee Name (**will be a hyper link to open the full Profile page**)
- Effective Date **(Editable field**)
- Compensation Attribute (e.g. Base Salary Increase, Bonus)
- Compensation Value (value stored against the compensation attribute -**editable field**)
- Local Currency
- Category (category name of the compensation attribute)
- Plan Name
- Manager Name (name of live manager)

Note: Search results will display in **Edit** mode only if you have **Edit** privileges; otherwise it will display in **Read-Only** mode.

Search results will return all data in every compensation category (OOB and Custom), and attributes that have Data source = Saba cannot be updated via the Compensation History.

Actions:

With right privileges, you can perform the following actions on these records:

View, **Edit**, **Delete**, **Export** and **View Audit**.

Edit Mode:

Compensation Administrators with appropriate security privileges can edit the values in certain fields of the Compensation History page.

However, the Admin needs to diligently follow-through and update all related fields when changing data in one field. Failing to do so may result in violating the rules that were set on those fields when the Plan Cycle was set up. This may result in incorrect numbers in the Compensation Statement section.

As an example: Editing **Base Salary - Increase** without editing **Base Salary-New** might produce contradiction. You may end up with a salary increase with no possible explanation.

When changing the effective date, validate to ensure the same effective date is not already used for the same attribute in History as well as any plan cycles in active, approved or completed state.

Edits made by the **Admin** using the **Compensation History** edit feature will have no effect on the copy of that data used within an already activated plan cycle. Additionally, these edits will have no effect on existing snapshots, but the edits would appear in any new snapshots that are created after the edits are saved.

After making the changes to data, use the **SAVE** button to save all changes.

Compensation Statements will reflect the changes/deletions of any compensation data that is visible on the statement, and **Compensation Letters** will be updated based on the changes made to Compensation data. Deleting compensation data will make any compensation letter that contained the deleted data unavailable. (Letter is no longer viewable after data is deleted.)

Note: Editing Compensation history data after generating letters will not delete or update the generated letters. If the letters are then published, they will contain the edited data, but the bulk download of the Zip file will contain letters with the unedited data.

After making the changes to data, use the **SAVE** button to save all changes. The check boxes on the **Compensation History Editor** page are used for the **Delete** action only.

Once a Compensation Plan is completed, both Admin and the Manager cannot access the worksheet.

Use case

The ability to view and edit Compensation History data provides more flexibility and ease when in need of making changes to Compensation Plans.

Chapter 4

Ecommerce

Topics:

Display configurable help message on check out page

How did it work?

While checking out, if the user faces any trouble related to payment, there is no provision to contact immediately to resolve the issue.

How does it work now?

A help message now appears on the Check out page which user can refer if there are any problems. This message is configurable where admin can provide a contact details of an help center that can be contacted when there are any troubles during check out. The system admin must navigate to **System** > **Configure Labels** > search for the label key **kI18nCheckOutInstructionMessage** and add a descriptive label. It also supports HTML format.

Note: By default no text appears on the check out flow.

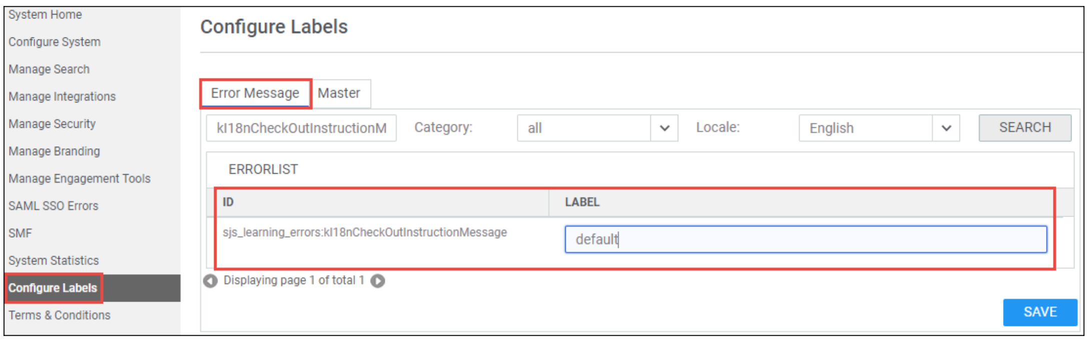


Figure 16: Configure label for check out page

Note: If the admin mentions **default** in the label text, then the help message does not appear on the Check out page.

The help message reflects on the following pages:

- Learner flow
- Registrar flow
- Training Unit flow
- Subscription order from learner and registrar flow

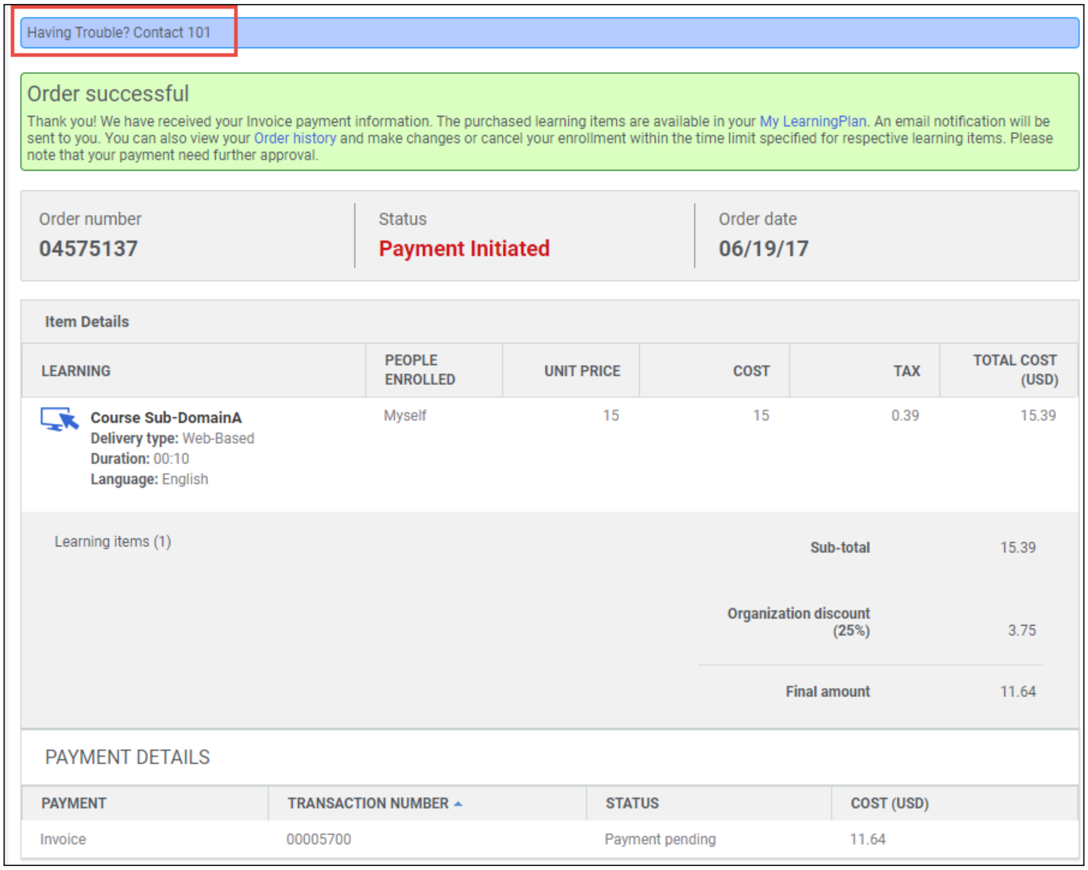


Figure 17: Configurable help message

Use case

If a user runs into a problem during the check out, the organization does not want to lose the sale, hence this enhancement allows to post contact information.

Display organization in Invoice Me payment type

How did it work?

There was no provision to select an external organization while purchasing learning items through **Invoice Me** payment type.

How does it work now?

The Invoice Me screen now shows Organization field provided the **organization_id** attribute is enabled in **InvoiceMe** component. This component is available in **Configure System** > **Services** > **Learning** > **Orders** > **Components** tab. By default this attribute's display is disabled. Select the **Display** check box to surface the **Organization** field on the **Invoice Me** screen.

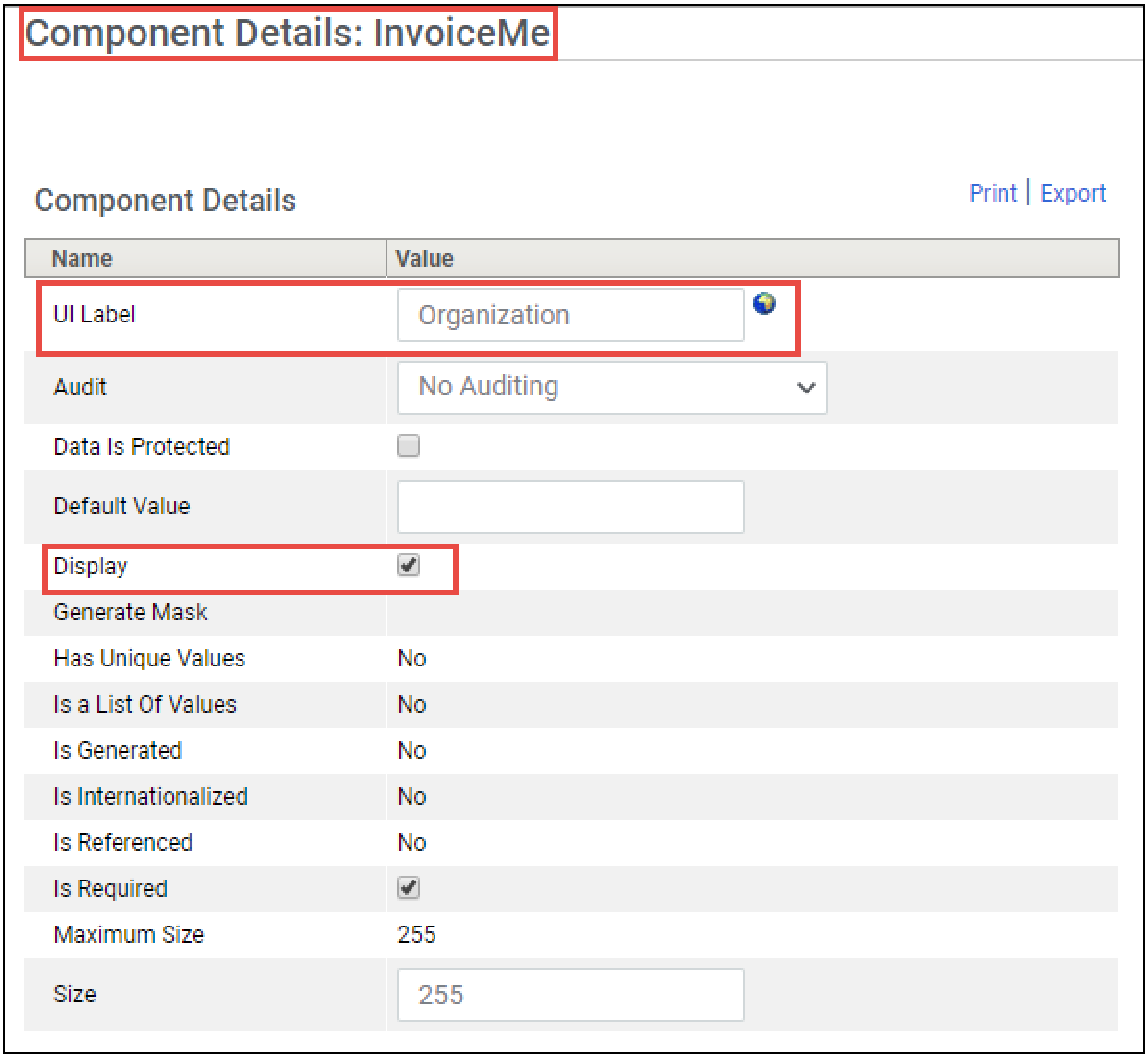


Figure 18: Organization attribute

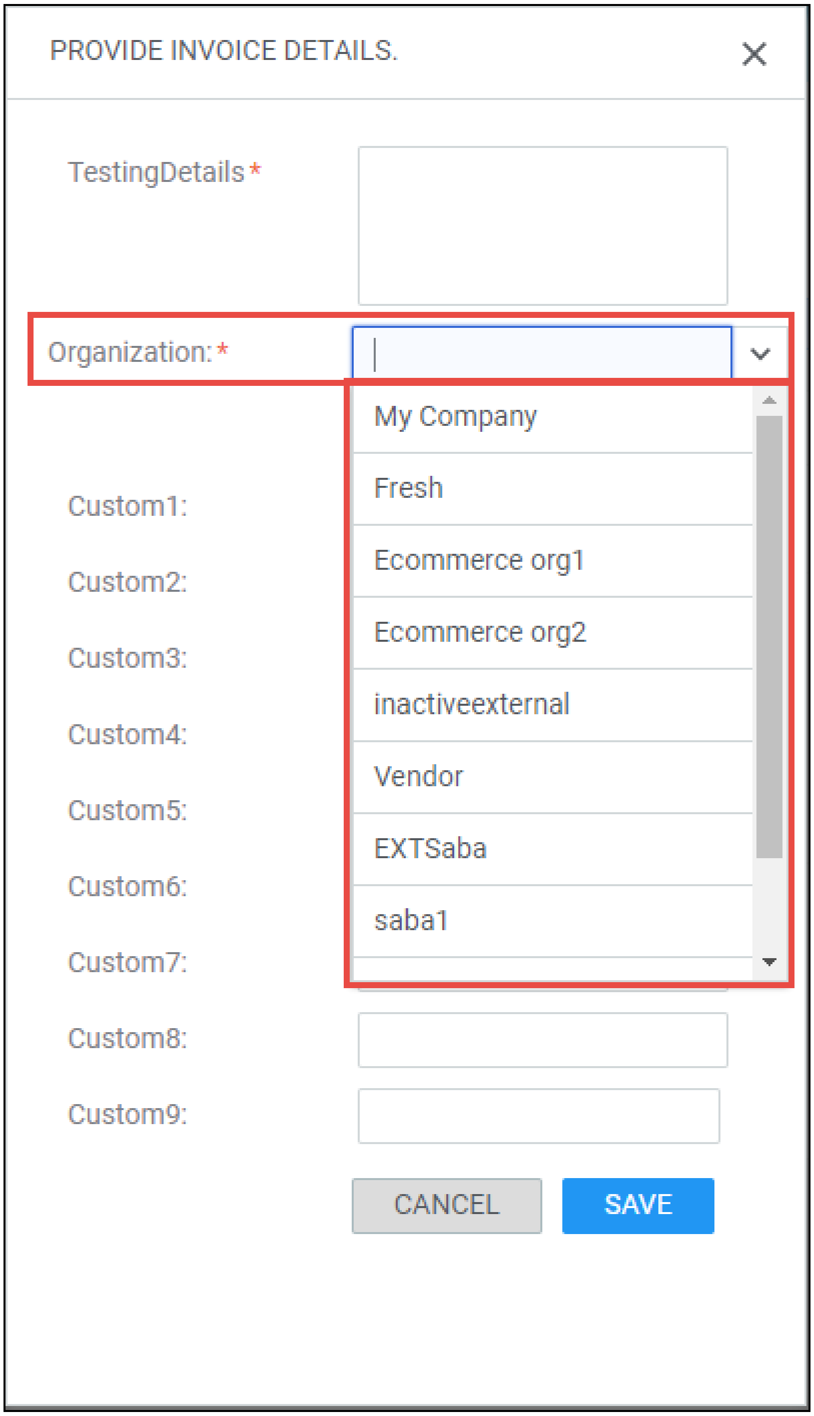


Figure 19: Invoice Me screen

The **Organization** field displays all the external organizations on which the user have domain access. This field is available to end user and registrar. Leaner and registrar can view organization details from the order history.

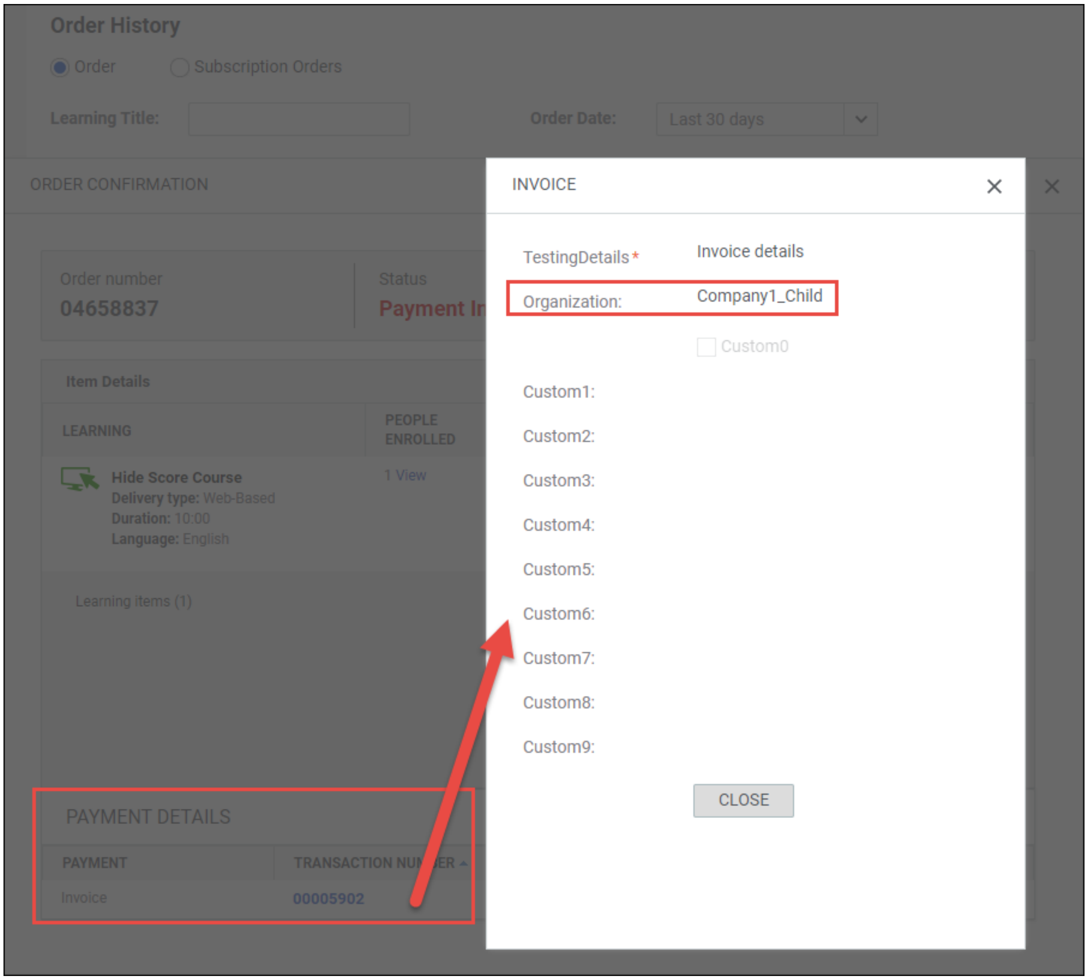


Figure 20: Learner's Order History view

Use case

This feature allow users to choose organization associated with their order.

Deeplink for subscriptions

How did it work?

There was a need to access to access subscription and subscription order through a deeplink.

How does it work now?

The end user can now access subscription and the create an order for subscription through a deepalink. The deeplink is auto created on creating a new subscription. Both the deeplinks are displayed on the Subscription details page.

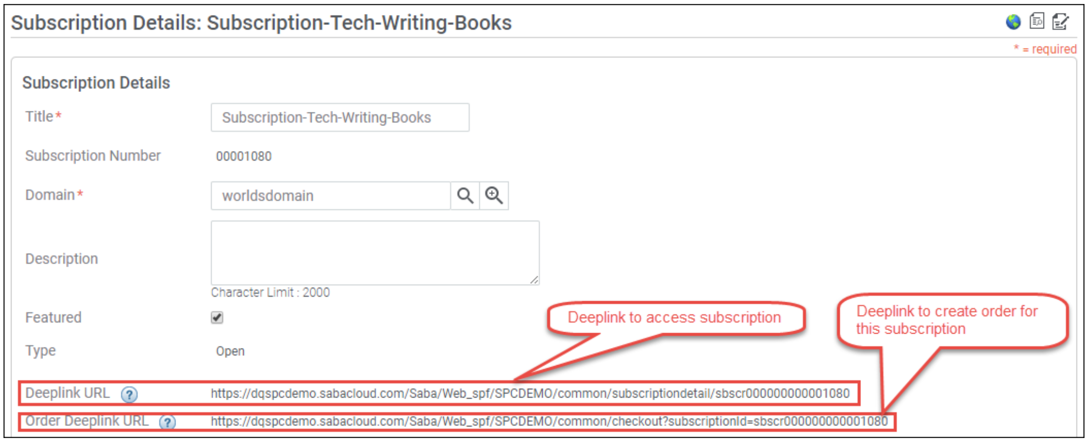


Figure 21: Subscription deeplink

Use case

The admin can now sent the deeplinks to end user to access the subscription.

Drop course with or without late charges for training units

How did it work?

The refund for orders paid using training units was governed by the setting **Training Unit** under **Learning** > **Orders** > **Internal Orders**, but other options like drop with/without charge were not applicable.

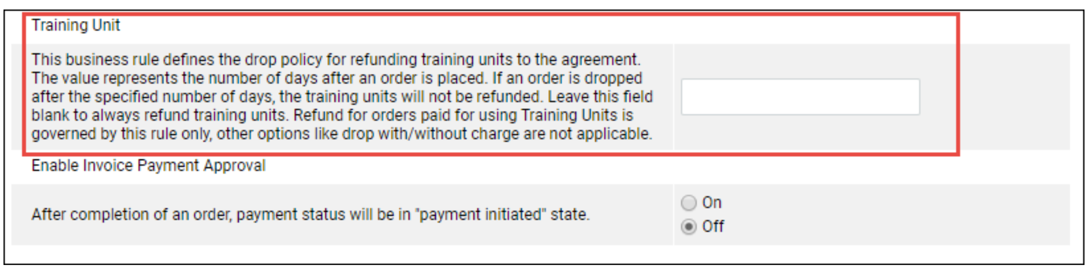


Figure 22: Training Unit Drop setting

How does it work now?

The registrar now has the provision to drop the order with or without late charges if paid using training units provided a value is set in the **Training Unit** setting under **Learning** > **Orders** > **Internal Orders**. The **Training Unit** service must be enabled to configure this setting. The administrator must set the number of days in the **Training Unit** setting. So once the order is placed, and it is dropped after the specified number of days, the training units will not be refunded unless the registrar or instructor decides to drop it without charges. The admin must leave this field blank to always refund training units.

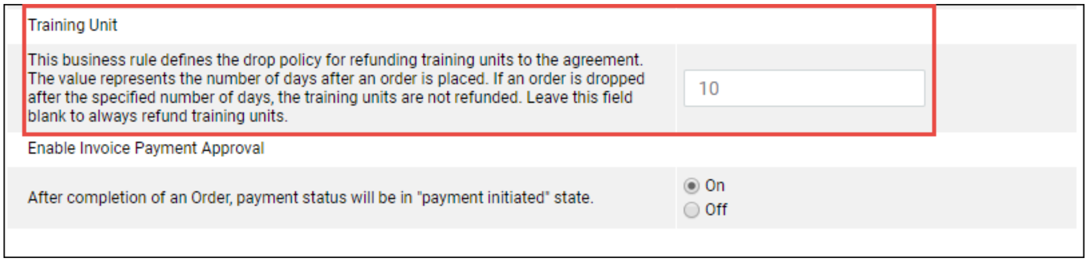


Figure 23: Training Unit Drop setting

After placing an order and later on dropping it, the registrar or instructor can choose whether to drop the order with or without the charges on the Order cancellation prompt. On selecting the desired option, the training units are refunded.

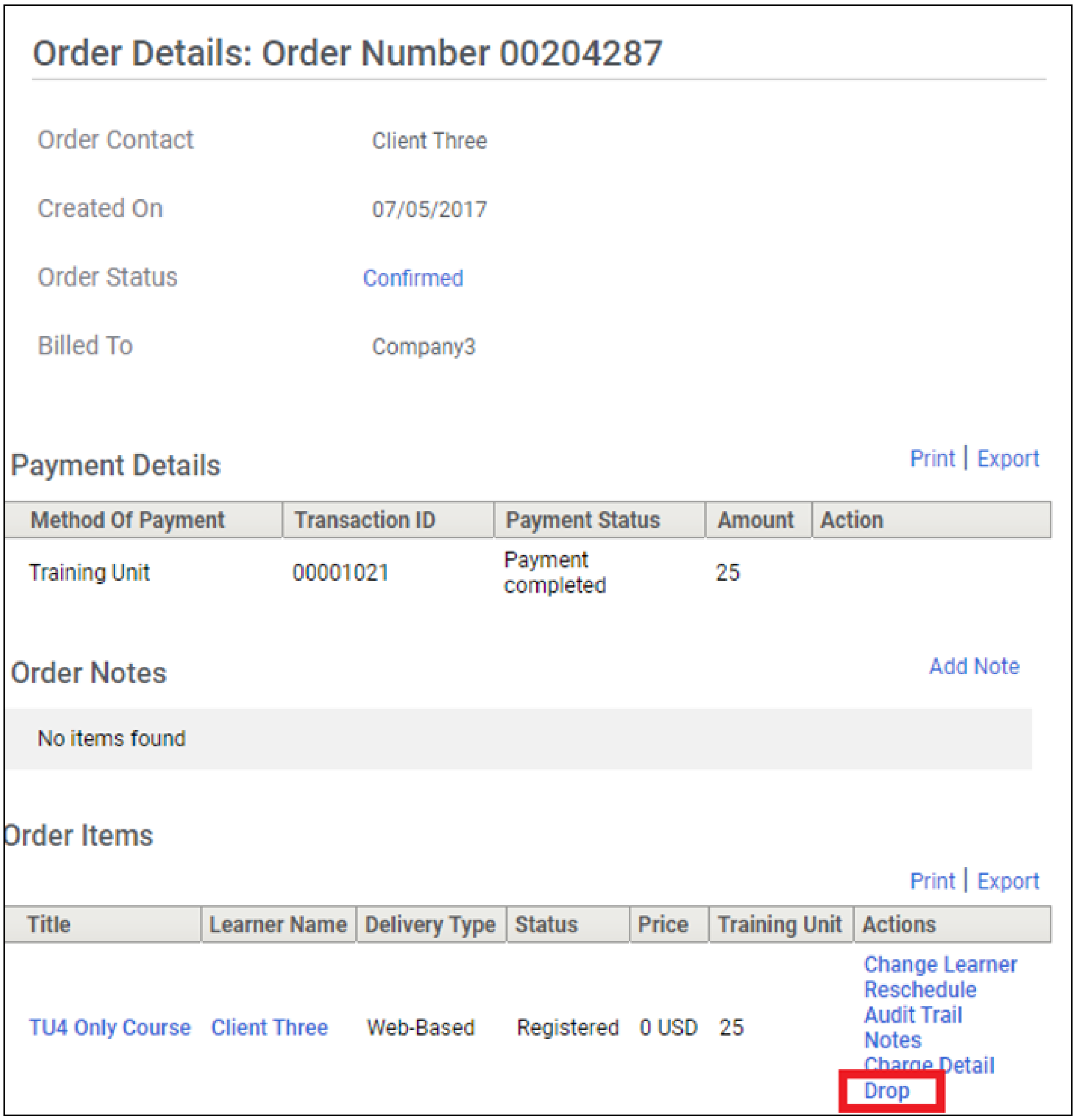


Figure 24: Order paid using TU to be dropped

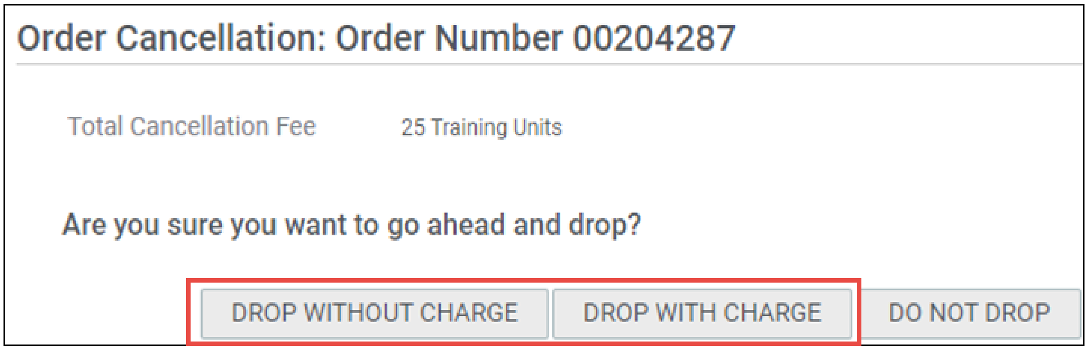


Figure 25: Drop order with or without charge

Use case

The administrator now has the provision to waive the late fees for a learner who has legitimate reasons to drop the order.

Raise limit of items in shopping cart

How did it work?

Currently, the limit of items in the shopping cart is 10. If the count exceeds, then the user could purchase the first 10 items and the remaining in the batch of 10 items per purchase.

How does it work now?

The limit on shopping cart has now been removed and the existing setting **Threshold setting for asynchronous order** under **Learning** > **Orders** is used to determine the number of session-based and self-paced items to be processed synchronously. If the number of order item exceeds the limit mentioned in the setting, then the order will be placed asynchronously or else synchronously.

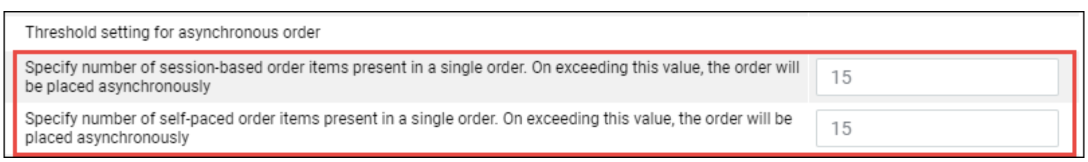


Figure 26: Threshold setting for asynchronous order in shopping cart

Use case

The user can now add more learning items to shopping cart and purchase them at the same time.

Restricted access for training units

How did it work?

Training units once created were searchable and usable for organizations. There was a need to restrict its access such that it is accessible only to the subset of an organization, but not the whole organization.

How does it work now?

A new checkbox **Restricted Access** appears on the New/Edit Training Unit details page which determines whether the training unit agreement (TUA) of that training unit is accessible or not. This checkbox is governed by the **restricted_access** attribute on the **TrainingUnit** component. By default, this attribute is disabled. To enable, contact your system administrator.

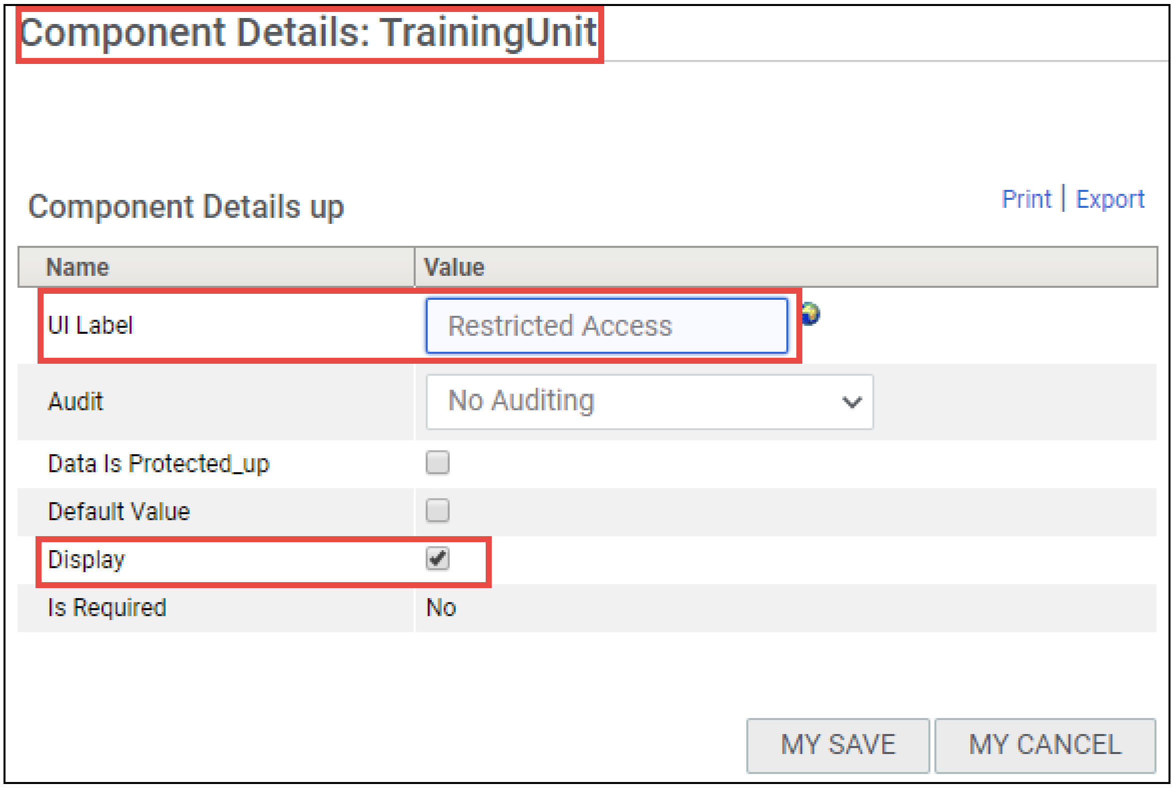


Figure 27: Restricted Access attribute

Enable the attribute to surface it on the New/Edit Training Unit page. Select the **Restricted Access** checkbox to restrict the access of TUA.

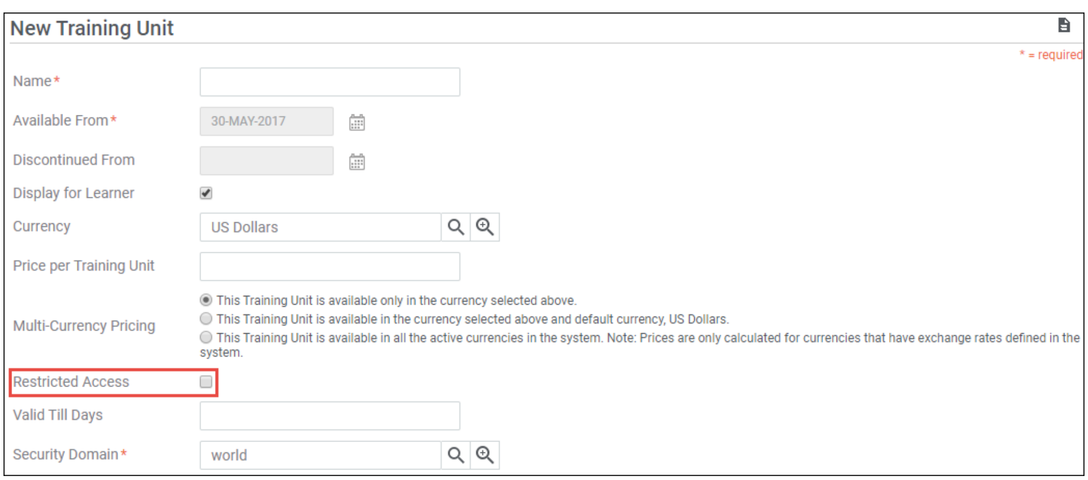


Figure 28: Restricted Access checkbox

When this checkbox is enabled:

- TUA of that training unit will **NOT** appear in list of TUAs while paying through training units. The user needs to enter the exact training unit agreement number to search for that training unit to make the payments.

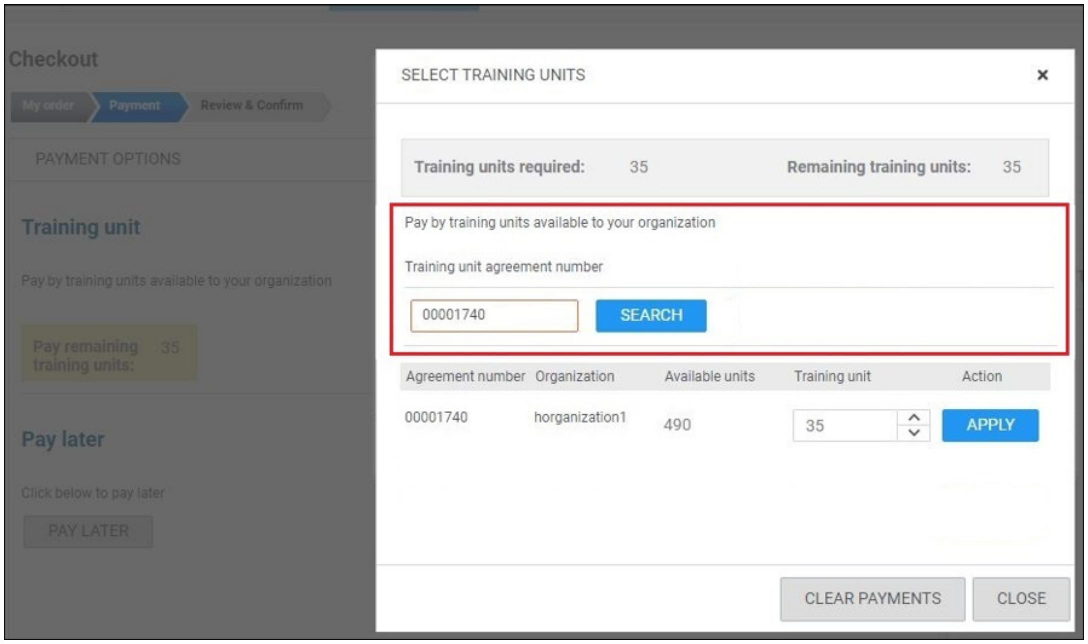


Figure 29: Pay by restricted TUA

- The restricted TUAs will not appear in the Training Unit page under ME for an external user.
- **Restricted Access** condition filter can be configured to appear on the Training Unit search page which can used to search for restricted training units.

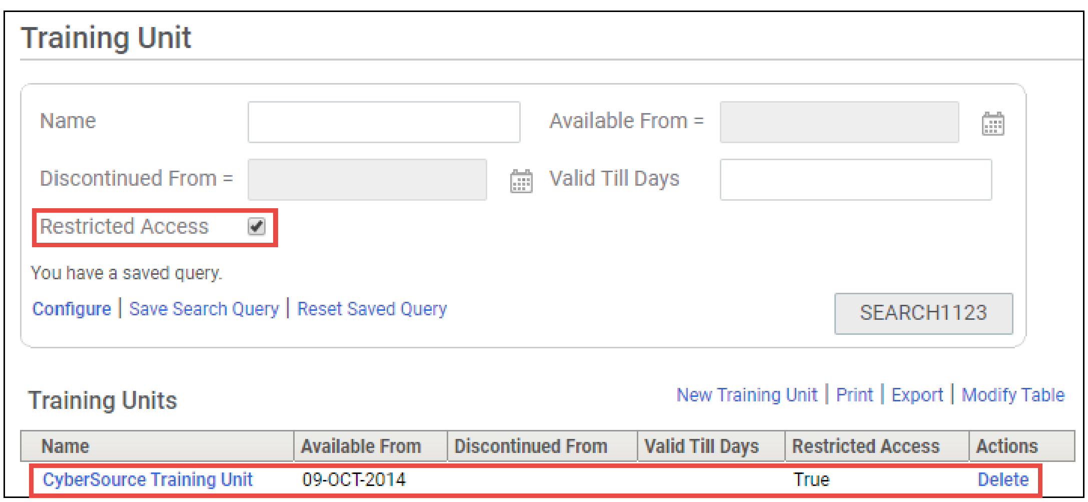


Figure 30: Training units with Restricted Access in search results

Use case

The user can now create restricted training units that can be used only by certain groups or sub organizations within that organization.

Chapter 5

Learning

Topics:

- Assessment
- Content
- Learning Activity

Assessment

Warning users when leaving questions unanswered

How did it work?

Prior to this update, when a test assessment has no means of navigation and if a user clicks **Next** on unanswered questions, the player neither warned users that they cannot go back to answer the questions nor did it confirm that users wanted to leave questions unanswered before proceeding.

How does it work now?

This update adds warning messages in the assessment player, which prompt users taking tests assessments so that they do not leave questions unanswered accidentally.

When a test has no means of navigation, that is, when both the **Allow Navigation** and **Show Question List** properties are disabled, and if users click **Next** on unanswered questions, the player now displays the following warning message to users indicating that they cannot go back to answer the questions and whether they want to proceed without answering the questions.

"You will not be able to return to this question. Do you want to leave the question unanswered?"

If the test has a time limit, either for the complete test or per question, then this warning message is displayed only when the question has more than 5 seconds remaining.

If a test contains multiple questions per page and if a user leaves multiple questions unanswered on a page and clicks **Next**, then the following warning message is displayed:

"You will not be able to return to these questions. Do you want to leave the questions unanswered?"

Additional Changes

This update introduces the following related changes:

- To users unfamiliar with the assessment player, "Finish" would imply that they cannot modify answers after clicking the **Finish** button. This means they would not take advantage of the **Show Unanswered Questions** feature, but instead attempt to find unanswered questions manually. Thereby, this update changes the label for the Finish button on the Summary page of the player to **Next**.
- When users have no means to go back and answer unanswered questions, the assessment player now does not display the "***n*** questions are still unanswered" message on the **Summary** page.

Use case

The assessment player must help prevent users from accidentally failing tests by leaving questions unanswered.

Allow Navigation property enabled by default

How did it work?

Prior to this update, when an assessment administrator created a test with multiple questions per page and otherwise used the default test properties, the **Allow Navigation** property was disabled. This meant that, unlike single question per page tests with default properties, users could not navigate between questions.

How does it work now?

This update now sets the **Allow Navigation** property enabled by default while creating a new test assessment.

Now, when an assessment administrator creates a test with multiple questions per page and keeps the default values for the remaining test properties, the **Allow Navigation** property is enabled by default. That is, the navigation is enabled by default for the test. This allows users to go back and forth between questions while taking the test.

Use case

With navigation disabled in tests, users can become upset as they think the system behaves in an arbitrary manner when taking tests. Enabling the navigation by default conforms with industry standards for tests and simplifies taking tests for users.

New Show Subtopics property for test topics

How did it work?

Prior to this update, there was no support to hide subtopics in a topic when users took a test.

How does it work now?

This update provides the ability to show or hide subtopics per topic in the assessment player when users take a test.

Assessment administrators can configure the following new property for test topics:

- **Show subtopics**

  This property controls the display of subtopics per topic in the assessment player. This property is applicable only if the **Show Topic Headers** property is enabled for a test.

  - If both the **Show Topic Headers** property for a test and the **Show subtopics** property for a topic are enabled, then the assessment player displays the topic and the subtopic as follows:

    Topic: Biology > Anatomy

  - If the **Show Topic Headers** property for a test is enabled but the **Show subtopics** property for a topic is disabled, then the assessment player displays the topic as follows:

    Topic: Biology

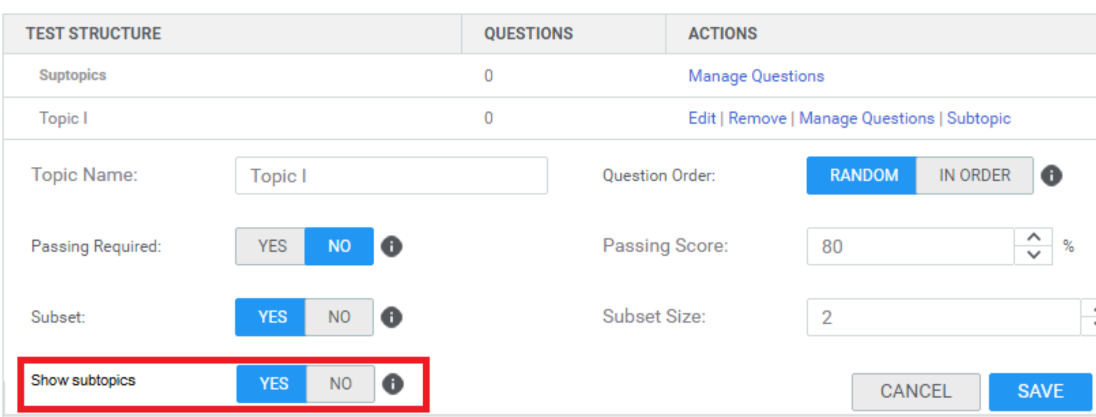


Figure 31: Show subtopics property for topics

For new test topics, the **Show Subtopics** property is disabled by default. For existing test topics, this property is enabled.

This property is not displayed if a topic uses dynamic linking, where subtopics are not allowed.

Note: This feature is available only if the **Advanced Assessment** service is enabled. It is available to both, Learning and Recruiting tests.

Use case

There is a need to allow control of test subtopic display in the assessment player for creating a better user experience.

New Demographic field for survey questions

How did it work?

Prior to this update, survey questions did not have the support to mark a question as demographic.

How does it work now?

To support collection of demographic data of survey respondents, this update adds the following new field to certain survey questions:

- **Demographic**

  By default, this field is disabled. If enabled for a question, then the question can be used for collecting demographic data of users taking the survey. This field has no effect on the survey score calculation.

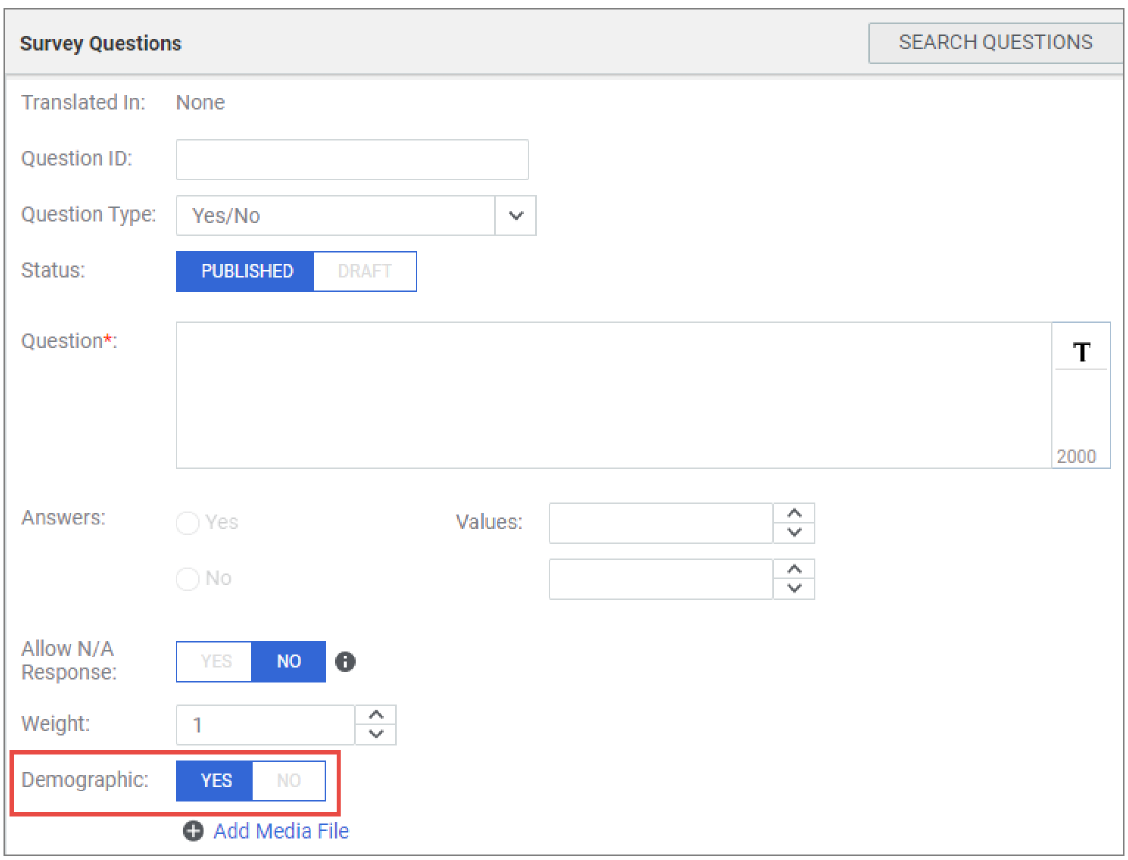


Figure 32: Demographic field

The following survey question types support this field:

- Yes/No

- Multiple Choice (single answer)
- True/False
- All That Apply
- Scale

The following survey question types do not support this field:

- Essay
- Pulldown Menu

Note: The **Demographic** field support is available for surveys in Learning, Recruiting and Pulse.

Use case

It is critical for organizations conducting the survey to collect demographic data of users. Survey questions in Saba Assessment need to support the ability to identify such demographic questions.

Usability enhancements to usage report of questions

How did it work?

Prior to this update, clicking the question usage details pages did not display certain details to administrators and end users. For example, the test ID of the test where the question was used was not displayed on the **Question Usage** page for administrators. Similarly, the Response page in a class scorecard displayed an internal interaction ID for questions instead of the question ID to end users.

How does it work now?

This update enhances the usability of the question usage details pages for administrators and end users as follows:

For Assessment Administrators

When administrators click the **View Usage** button for a question, the Question Usage page displays the following new column:

- **Test ID** or **Survey ID**

  This column indicates the ID of the test or survey where the question is used. This is helpful as administrators can copy this field to search for the test or survey and then make changes before taking any action on the concerned question.

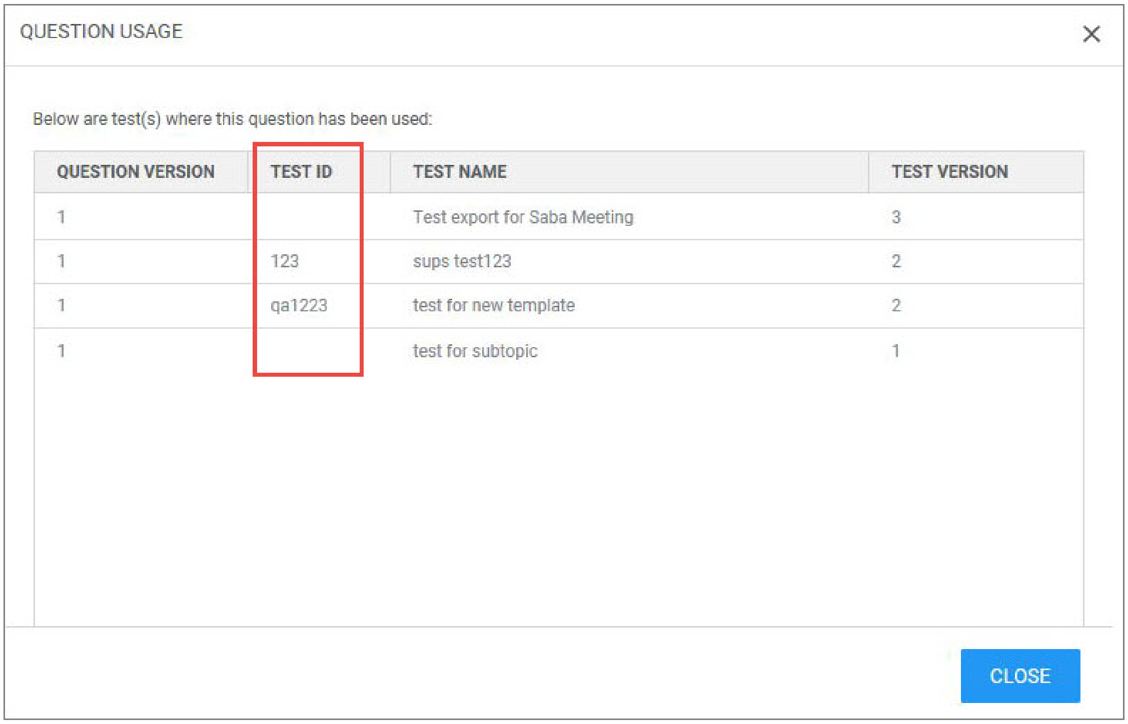


Figure 33: New Test ID column

For End Users

When users view the score card for completed courses by clicking the **Result** sub-menu in the **Action** column dropdown for a completed activity:

- All assessment topics are now indented under "Saba Exam".

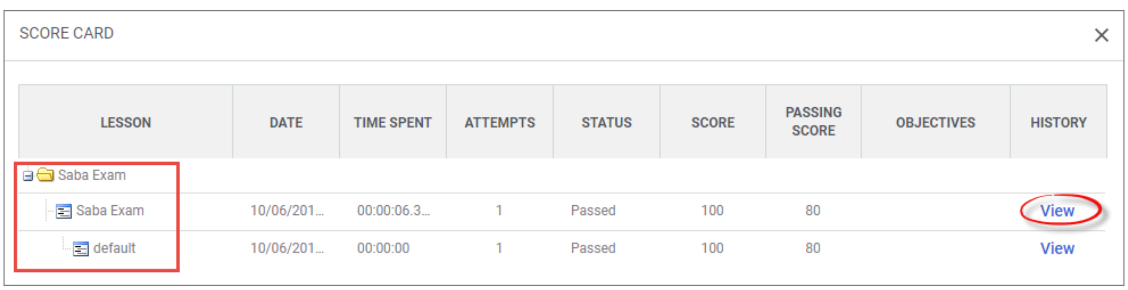


Figure 34: Scorecard for class results

- Drilling down further by clicking the **View** link under **History** and then **View** link under **Responses**, displays the Responses page where:
  - The **Interaction ID** column is now replaced by the **Question ID** column.
  - Adds a new **Comments** column that displays user comments for a response, if any.

Figure 35: Responses page

Use case

There is a need to make the question usage details pages for administrators and end users more usable by displaying more relevant information.

Assessment migration

How did it work?

Prior to this update, there was no way to migrate tests and test questions from external systems into Saba Cloud through the Saba Cloud interface.

How does it work now?

This updates introduces the ability to migrate tests and test questions from systems outside of Saba Cloud into Saba Cloud using the new **Assessment Migration** feature.

Note:

- This feature is available only if the **Advanced Assessment** service is enabled.
- This feature is available only for Learning tests and test questions.

Users with the following privilege have access to this feature:

- **Can access Learning -> Manage Assessment -> Assessment Migration**

  By default, this privilege is granted only to the Super User and System Admin roles.

Administrators with this privilege can navigate to **Learning > Manage Assessment > Assessment Migration**, and import tests and test questions using a ZIP file. The ZIP file must contain Saba Cloud Assessment packages consisting of QTI XML extended for Saba Cloud.

The import file is processed asynchronously and the process can take time depending on the input data. You can monitor the import using the **Existing Migration Jobs** table. Refresh the table to check progress. This table indicates the import status and download logs to analyze any warnings or errors after completion.

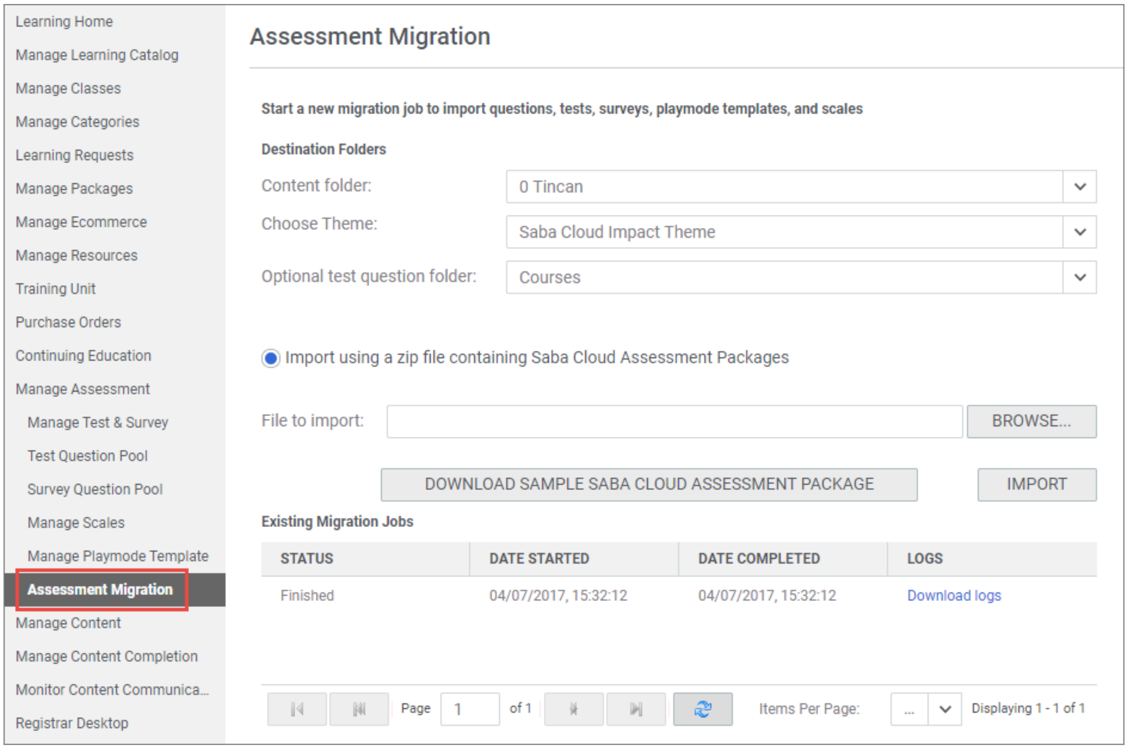


Figure 36: Assessment Migration

Saba Cloud provides a sample ZIP file to ensure you populate the data in the correct format before uploading it for import. To download the sample file, click **Download sample Saba Cloud Assessment Package** button.

Use case

Organizations need to leverage assessment data from third party systems outside of Saba Cloud that they need to migrate into Saba Cloud. Saba Cloud needs to provide an interface to import such date so that organizations do not rely on external utilities for the same.

Review class test results without using up attempts

How did it work?

After users took a test assessment the assessment player allowed them to review the answered questions by clicking the **Review** button in the player. However, once they exited the player, they had no means to review their test without using up content attempts. The only way was to click the **Review** button for the test in the **Action** column, which actually required them to retake the test and use up a content attempt.

How does it work now?

This update introduces the **Review Results** action for test assessments in classes for explicitly reviewing test assessment results any number of times without using up any content attempts. Using this action, users can get back to the test review even if they closed the assessment player.

Note: The **Review Results** action is available only if:

- The class activity is of type test, and
- The **Allow Review** test property is enabled for the test, and
- The test is completed.

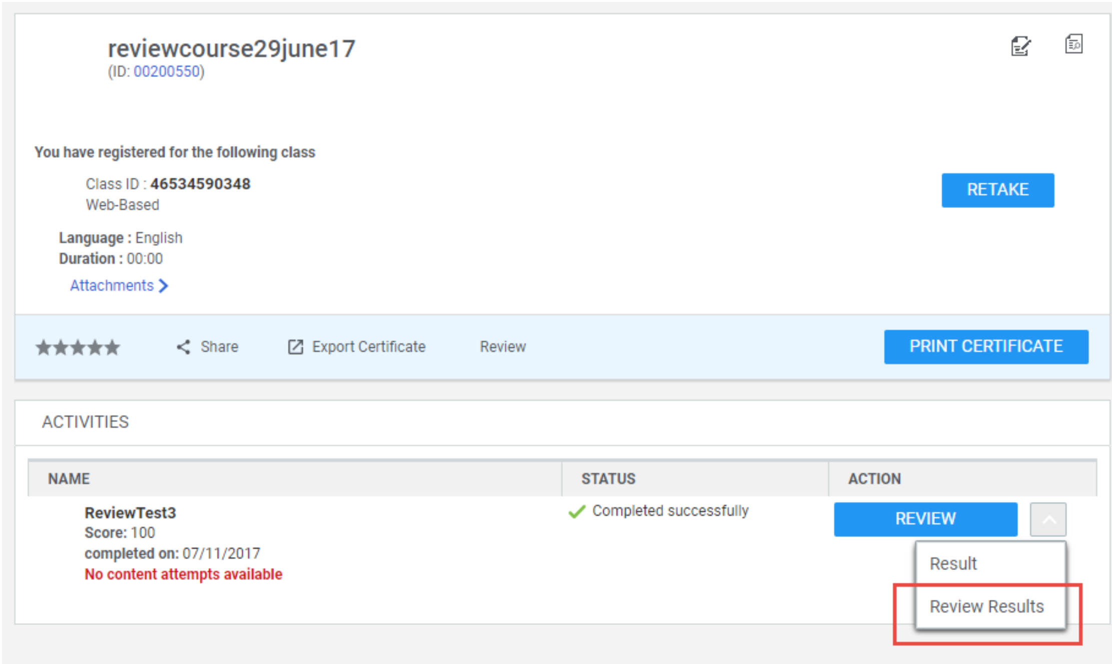


Figure 37: Review Results button for tests

Use case

Assessments contain a lot of good review feedback that can guide users to improve their understanding of the learning material. There is a need to give users a persistent access to this review information until they no longer need it.

Content

Launch Saba PowerPack content from OpenSesame without an activation key

How did it work?

Prior to this update, Saba Cloud required an activation key to import and launch all OpenSesame content, including any free Saba PowerPack content.

How does it work now?

This update removes the need for procuring an activation key to import and launch free Saba PowerPack content using OpenSesame.

Now, while configuring the **OpenSesame** connector from **Marketplace**, the **Activation Key** field in **Settings** is made optional.

Note: However, once you configure the OpenSesame connector, provide a valid activation key and saved the changes, the **Activation Key** field becomes mandatory. To save any further changes to the OpenSesame configuration, a valid Activation Key must be specified.

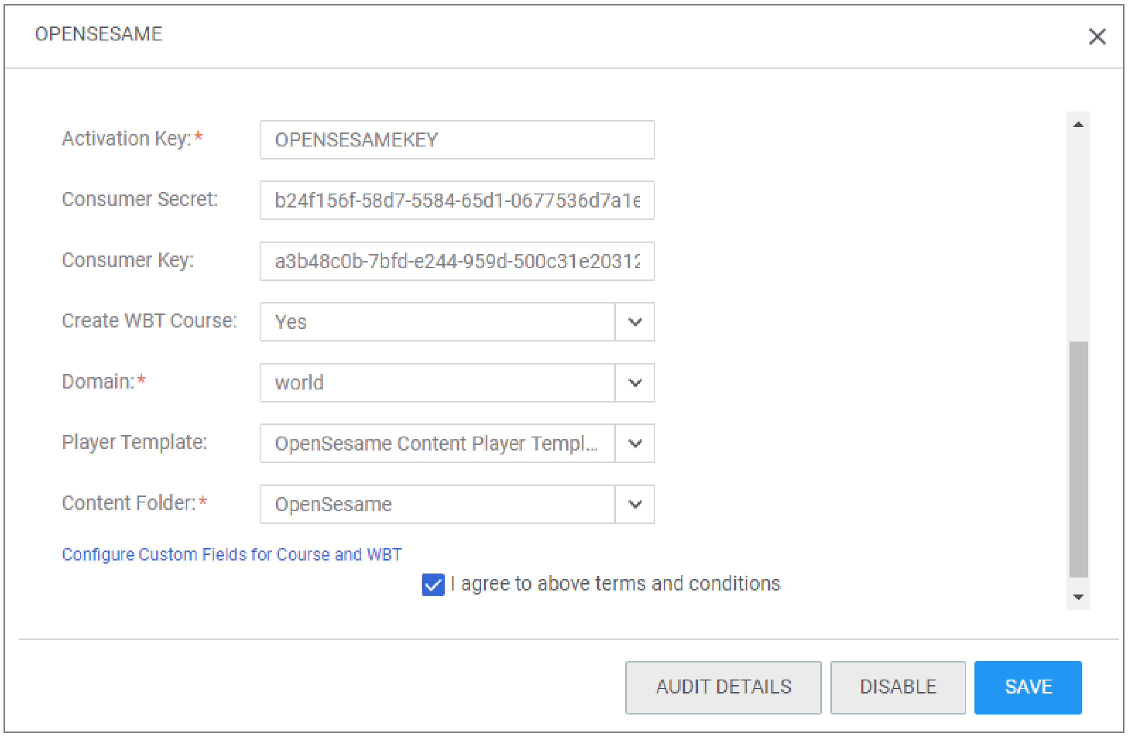


Figure 38: Optional Activation Key field for OpenSesame

The OpenSesame page displays a warning message indicating that no activation key is required for PowerPack content, but all other OpenSesame content requires a valid activation key.

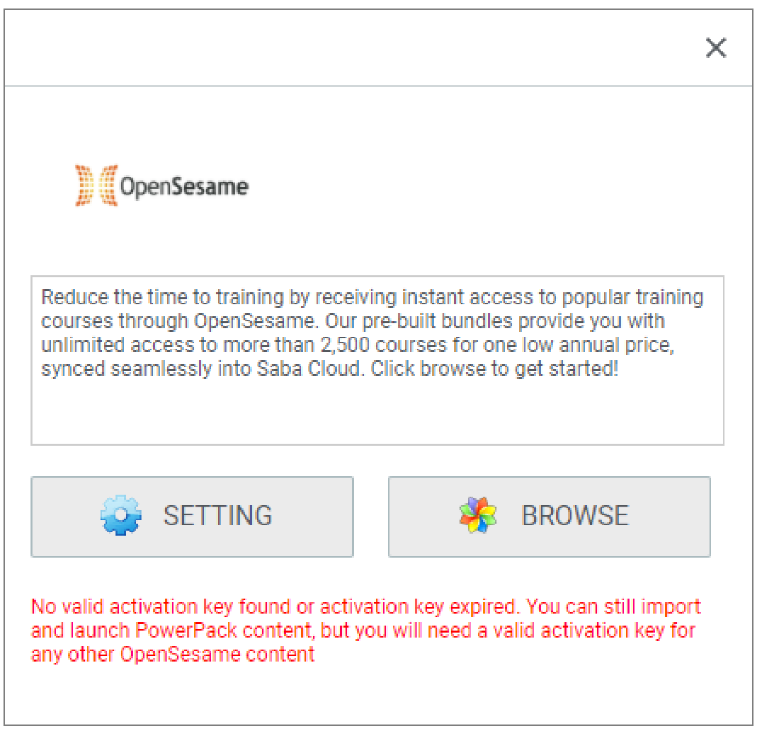


Figure 39: Warning message for activation key

With this change, you can purchase PowerPack content from OpenSesame freely without the need to procure any activation key. When this content is made available to learners, they can launch it freely without needing the activation key.

Note: Activation key is required for all OpenSesame content, except PowerPack. If you already have a valid activation key and try to import non-PowerPack content, then it continues to launch freely. However, once the activation key expires, only PowerPack content will launch freely; non-PowerPack content launch displays an error.

Use case

It is a tedious and inefficient process for organizations to contact Saba support for procuring activation keys to launch free content from OpenSesame.

Identify OpenSesame course as Microlearning content

How did it work?

Prior to this update, Saba Cloud did not have the ability to identify an imported OpenSesame course as Microlearning content if the content metadata itself did not have it tagged as Microlearning.

How does it work now?

This update adds the ability to identify content imported via Marketplace vendors such as OpenSesame as Microlearning content in Saba Cloud.

To enable this feature, the new **Microlearning** service under **Foundation** must be enabled. By default, this service is disabled.

Note: To enable this service, submit a request. For details, contact Saba support.

If this service is enabled and if the imported content metadata has the isMicrolearning flag set to True, then Saba Cloud identifies and marks the imported content as Microlearning content.

If the imported content metadata has the isMicrolearning flag set to False, then the content and class are not marked as Microlearning. However, if the imported content metadata does not specify any value for the isMicrolearning flag, then Saba Cloud adds a provision to identify such content as Microlearning content based on the new site-level property for **Content**.

Table 9: Microlearning property in Content

Property	Description	Default Value
Duration to select OpenSesame Microlearning content	Specify the duration in minutes to select OpenSesame Microlearning course content. By default, this property is set to 10 minutes. If "isMicrolearning" flag is not set in the OpenSesame metadata, then this property helps to flag an OpenSesame course as Microlearning content in Saba Cloud. For example, if the value of this property is set to 10 minutes and "isMicrolearning" flag is not set in the OpenSesame MetaData, then the imported OpenSesame content that is less than 10 minutes in duration, is categorized as Microlearning content.	10 minutes

To configure this property, system administrators must navigate to **Admin > System > Configure System > Microsites > <*sitename*> > Content**.

Example

Here's an example of how content and class is marked as Microlearning in Saba Cloud when this property is set to 10 minutes.

Table 10: Microlearning content identification matrix

isMicroLearning Flag in Content Metadata	Content Duration (in Minutes)	Class/Content Marked as Microlearning?
TRUE	9	Yes
TRUE	11	Yes
TRUE	Not Specified	Yes
FALSE	9	No
FALSE	11	No
FALSE	Not Specified	No
Not Specified	9	Yes
Not Specified	10	Yes
Not Specified	11	No
Not Specified	Not Specified	No

Use case

There is a need to provide a solution for identification of content imported via Marketplace vendors such as OpenSesame as Microlearning content in Saba Cloud.

Scan and identify social content as Microlearning content

How did it work?

Prior to this update, Saba Cloud did not have the ability to identify existing or new social content uploaded in Saba Cloud as Microlearning content.

How does it work now?

This update adds the ability to identify existing or new social content uploaded in Saba Cloud as Microlearning content.

To enable this feature, the new **Microlearning** service under **Foundation** must be enabled. By default, this service is disabled.

Note: To enable this service, submit a request. For details, contact Saba support.

If this service is enabled, then Saba Cloud scans all social content such as files and videos, and identifies a content as Microlearning content.

New social content is scanned and internally marked as Microlearning content at runtime, when it is being uploaded to Saba Cloud by users.

Whereas, for existing social content, currently only Saba Cloud "admin" users have the capability to scan and view details of such existing content. For details, contact Saba support.

Use case

There is a need to provide a solution for identification of social content uploaded in Saba Cloud as Microlearning content.

Learning Activity

Display warning messages to instructor when closing a class

How did it work?

Prior to this update, Saba Cloud allowed instructors to close out a class with people still in the "Not Evaluated" status. No warning messages were displayed to instructors in such scenarios.

How does it work now?

This update now displays appropriate warning messages to instructors in situations where they try to close out a class with learners still in the "Not Evaluated" status.

The following new warning messages are displayed in corresponding scenarios:

When Instructor clicks Grant Credits and Marked Delivered for a class and if:

- There are no Waitlisted/Offered learners

  "This action will mark the class as delivered and update the completion status for all confirmed learners to Successful. This action will no longer allow updating of scores on a learner's transcript. Do you want to proceed?"

- There are Waitlisted/Offered learners

  "This action will mark the class as delivered and update the completion status for all confirmed learners to Successful. This action will no longer allow updating of scores on a learner's transcript. The registration status for all {x} non-confirmed learners will change to Cancelled. Do you want to proceed?"

When Changing the Status of the Class in the following ways:

- When there are confirmed learners while cancelling a class

  "Cancelling this class will move all {x} learners to Cancelled status permanently."

- When some learners are in Waitlisted/Offered state while marking the class as delivered

  "Marking this class complete will move all {x} non-confirmed learners to Cancelled status permanently."

Use case

Instructors need to be aware about learners that are not evaluated in a class when closing out a class, so that they can take decisive action.

Streamlining bulk user registration in assign learning wizard

How did it work?

Prior to this update, while selecting people in the **Assign Learning** wizard, the error/warning messages if any, were displayed in a popup immediately after clicking the select arrow icon in the **Action** column. On clicking **Continue**, the selected users who had no errors were added to the **Selected People** pane and orders were created for all such users, irrespective of any warning messages.

How does it work now?

This update streamlines the bulk user selection and registration process in the **Assign Learning** wizard. The **Select People** step of the **Assign Learning** wizard does not display the error/warning messages after clicking the select arrow icon in the **Action** column. Instead, the wizard first adds the users to the **Selected People** pane and displays a **Verifying...** message while validating the users.

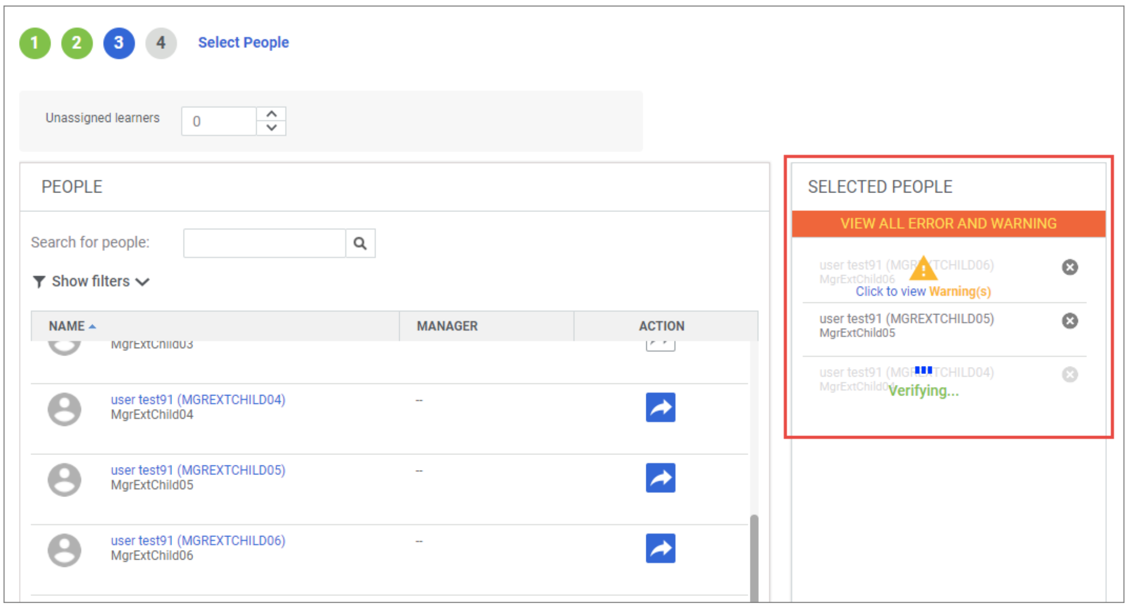


Figure 40: Change in display of error/warning messages while selecting people

If there are any errors or warnings for the person, then a **Click to view Error(s)/Warning(s)** link is displayed for the user. Clicking this link opens the **Alerts** popup page that displays errors and warning associated with the user, and **Continue** and **Close** buttons. If there are only errors, then you cannot take any action on them and so Saba Cloud displays only the **Close** button.

You can select or clear any of the warning messages and then click the **Continue** button, which results in to the following:

- Creates internal orders for users with selected warnings
- Removes orders for users whose warnings are not selected, and
- Removes orders for users with errors

Clicking **Close** just closes the popup page.

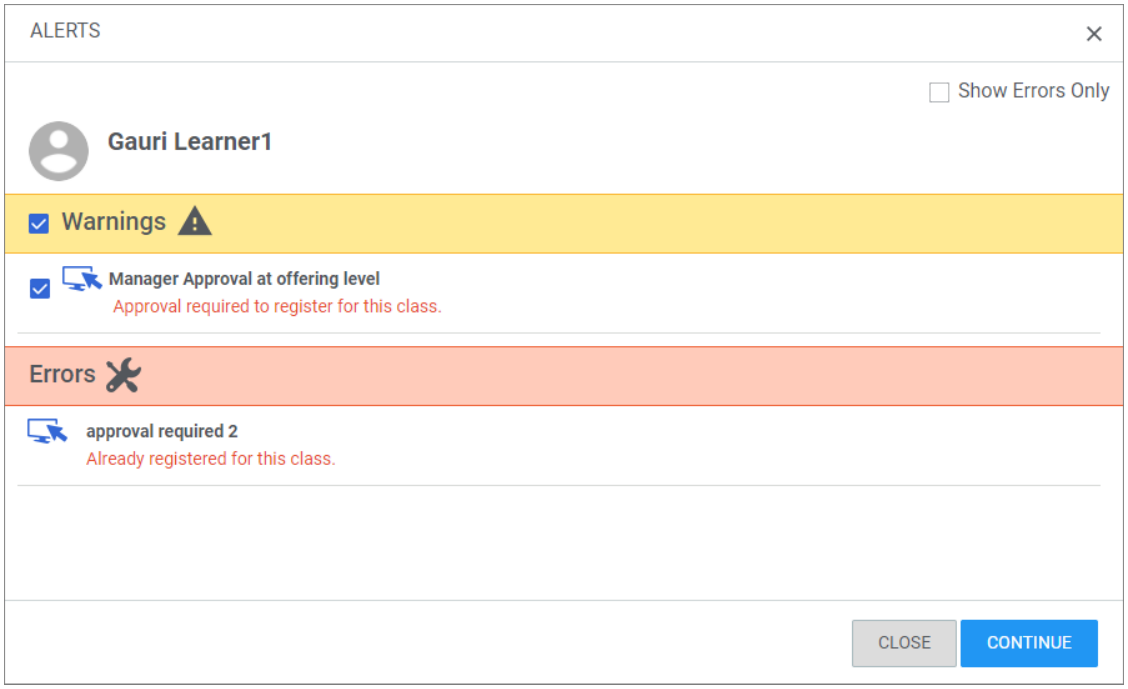


Figure 41: Alerts popup page for errors and warnings of individual learners

The **Selected People** pane also displays a **View all errors and warnings** link. Clicking this link opens the **Alerts** popup page that displays a combined view of all errors and warnings for all selected users. The **Continue** and **Close** buttons work similar to the way it works for individual users.

Saba Cloud make it mandatory to take action on the warnings that are displayed for selected users in the wizard, without which you cannot proceed to the next step of the wizard. So if you are viewing error/warning of individual users, then you must ensure that you take some action on the warnings of each user and then click the **Continue** button in the popup page for each such user. Similarly, if you are viewing at the combined errors/warnings of all selected users, then you must ensure that you take some action on the warnings and then click the **Continue** button.

If any warnings are left unattended, then Saba cloud displays the same combined **Alerts** popup page when you click the **Next** button of the wizard. Take the required action on the warnings and click **Continue** to proceed to the summary step of the wizard.

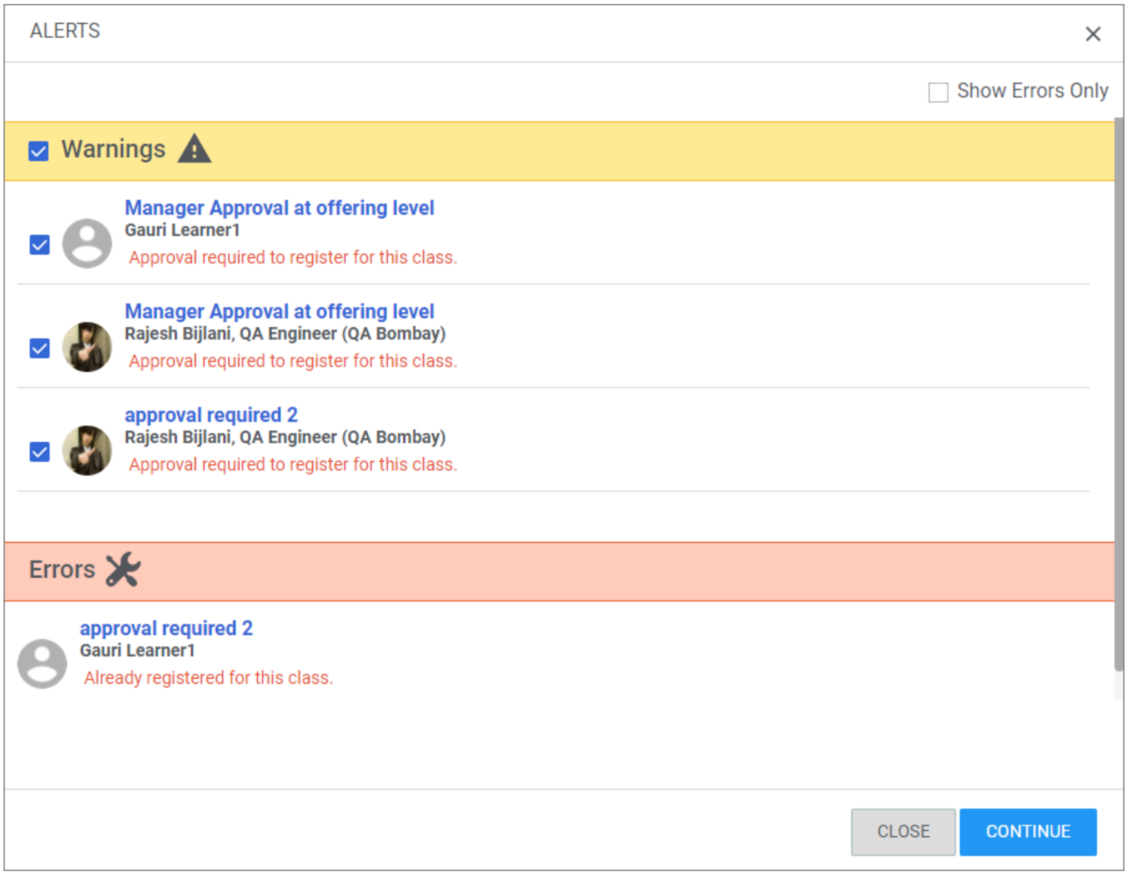


Figure 42: Alerts popup page for errors and warnings of all selected learners

This enhancement affects the following areas:

- My Team > Assign Learning
- Registrar Desktop > New Order
- Instructor > Class Roster > Add Learner
- Me > Actions > Add Learning

Use case

There is a need to improve the user experience of the **Assign Learning** wizard so that the wizard is more intuitive to use.

Provide the ability to update assignment and enrollments using Prescriptive rules

How did it work?

Prior to this update, Prescriptive Rules could only be used to assign learning courses and remove the assigned learning courses. it was not possible to update the assigned courses using Prescriptive Rules.

How does it work now?

Starting with this update, the Due date for a regular or a recurring course assignment can be updated using the Prescriptive Rule.

Only learning assignments in Assigned or In-progress status will be impacted. Assignments in closed statuses including recertification-required will not be impacted.

Changes to Due Date can only be made for learning Courses.

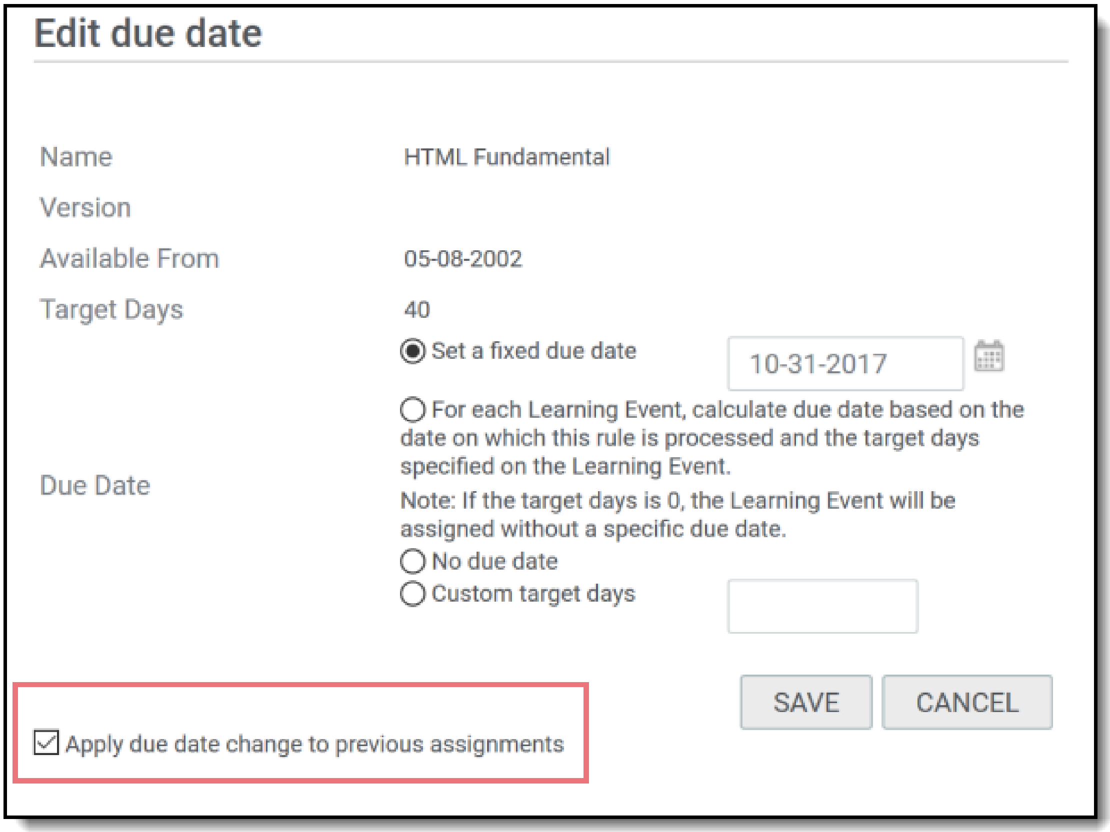


Figure 43: Edit Due date for Courses

Note: Only when **Apply changes to previous assignments** checkbox is enabled, the changes can be applicable to previously processed members.

Use case

This enhancement provides the ability to update the Due date for a regular or recurring Course assignment.

Ability to revoke recurring courses

How did it work?

Prior to this update, Saba Cloud did not support the ability to revoke recurring courses.

How does it work now?

This update provides administrators and managers with the ability to revoke recurring courses of learners.

New Statuses

As part of this enhancement, the following new statuses are added for recurring courses:

Table 11: New statuses for recurring courses

Status	Description
Cancelled	A recurring course that is in "Pending Registration" or "In Progress" status can be cancelled. This action cancels the recurring course assignment and also drops all in-progress registrations associated with it. Registrations for session-based classes with start date in the past are not cancelled, though. This action is displayed with timestamp in status audit.
Revoked	A recurring course that is in "Acquired/Completed" or "Acquired/Completed - Reac~quisition Required" can be revoked. This action revokes the recurring course assignment and also drops all in-progress registrations associated with it. Registrations for session-based classes with start date in the past are not cancelled, though. This action is displayed with timestamp in status audit.
Discontinued	When the **Recurring Course Discontinue Post Activity** periodic event is run, a recur~ring course in "Pending Registration" or "In Progress" status moves to the "Discontinue" status, while a recurring course in the "Acquired - Reacquisition Required" status moves back to the "Acquired/Completed" status with appropriate audit entries. This event is modified to now discontinue all recurring courses in "In Progress", "Pending Registration", and "Acquired/Completed - Reacquisition Required" statuses. **Note:** This change is only applicable to courses discontinued post this update.

New Privilege

This update adds the following new privilege on the "Offering Template/Course" component:

- **Can Revoke/Cancel Recurring Course Assigned to Others**

  This privilege controls the visibility of two new actions, namely **Cancel** and **Revoke** for users. This privilege is enabled by default.

Affected Roles

The new privilege and the new actions are available to the following user roles:

- Learning administrator
- Manager
- Organization administrator
- People administrator

New Notifications

The following new notifications support this enhancement:

Table 12: New notifications

Notification	Description	Type
Recurring course Revoked	Triggered when a recurring course is revoked.	Triggered

Notification	Description	Type
Recurring course Cancelled	Triggered when a recurring course is cancelled.	Triggered

Changes to Existing Configuration/Data

As part of this enhancement, this update creates status audit entries for all existing recurring courses that are moved back to the "Acquired" status from the "Acquired - Reacquisition Required" status.

Use case

Administrators need to revoke recurring courses when learners make mistakes.

Display critical information for classes

How did it work?

Prior to this update, Saba Cloud did not allow administrators to easily add critical information to classes.

How does it work now?

This update allows system administrators to add critical information to the class description so that the description is displayed prominently to learners in notifications.

The following new keyword is introduced for class and registration related notifications:

- **@Offering_Description@**

  Include the critical information in this keyword and add the keyword to the notification event.

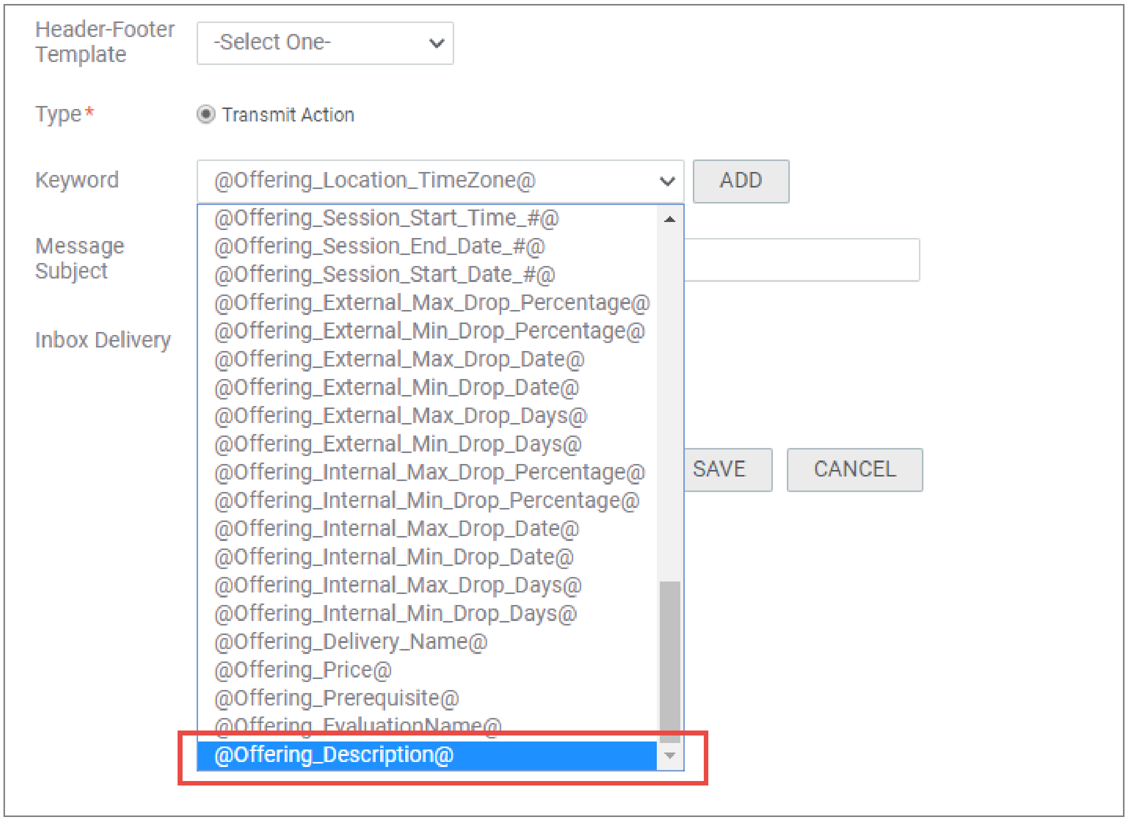


Figure 44: New keyword

The following notifications support this new keyword:

Table 13: Affected notifications

Notification	Component	Type
Blended Class Cancelled	Blended Offering	Triggered
Blended Class Completion	Blended Offering	Periodic
Blended Class Completion(x days)	Blended Offering	Periodic
Blended Class Created	Blended Offering	Triggered
Blended Class Delivered	Blended Offering	Triggered
Blended Class Evaluation completed by all	Blended Offering	Periodic
Blended Class Facility Changed	Blended Offering	Triggered
Blended Class Has Free Seats	Blended Offering	Triggered
Blended Class Instructor Changed	Blended Offering	Triggered
Blended Class Location Changed	Blended Offering	Triggered
Blended Class Registrations Enrollment closing Reminder(1day)	Blended Offering	Periodic

Notification	Component	Type
Blended Class Reminder(15days)	Blended Offering	Periodic
Blended Class Reminder(1day)	Blended Offering	Periodic
Blended Class Reminder(30days)	Blended Offering	Periodic
Blended Class Reminder(3days)	Blended Offering	Periodic
Blended Class Reminder(7days)	Blended Offering	Periodic
Blended Class Reminder(x days)	Blended Offering	Periodic
Blended Class Rescheduled	Blended Offering	Triggered
Blended Class Room Changed	Blended Offering	Triggered
Class CSR Changed (Blended Class)	Blended Offering	Triggered
Assign system lists to users	ILT Offering	Periodic
Automatic Completion	ILT Offering	Periodic
Change Start Date/Session Template of Instructor-Led Class	ILT Offering	Triggered
Class CSR Changed (Instructor-Led Class)	ILT Offering	Triggered
Instructor-Led Class Cancelled	ILT Offering	Triggered
Instructor-Led Class Completion	ILT Offering	Periodic
Instructor-Led Class Completion(x days)	ILT Offering	Periodic
Instructor-Led Class Created	ILT Offering	Triggered
Instructor-Led Class Delivered	ILT Offering	Triggered
Instructor-Led Class Evaluation completed by all	ILT Offering	Periodic
Instructor-Led Class Facility Changed	ILT Offering	Triggered
Instructor-Led Class Has Free Seats	ILT Offering	Triggered
Instructor-Led Class Instructor Changed	ILT Offering	Triggered
Instructor-Led Class Location Changed	ILT Offering	Triggered
Instructor-Led Class Registrations Enrollment closing Remind~ er(1day)	ILT Offering	Periodic
Instructor-Led Class Reminder(15days)	ILT Offering	Periodic

Notification	Component	Type
Instructor-Led Class Reminder(1day)	ILT Offering	Periodic
Instructor-Led Class Reminder(30days)	ILT Offering	Periodic
Instructor-Led Class Reminder(3days)	ILT Offering	Periodic
Instructor-Led Class Reminder(7days)	ILT Offering	Periodic
Instructor-Led Class Reminder(x days)	ILT Offering	Periodic
Instructor-Led Class Rescheduled	ILT Offering	Triggered
Instructor-Led Class Room Changed	ILT Offering	Triggered
Open Enroll For All Promotion	ILT Offering	Periodic
Private Class Max Count Changed (Instructor-Led)	ILT Offering	Triggered
Private Class Price Changed (Instructor-Led)	ILT Offering	Triggered
Roster Update Needed	ILT Offering	Periodic
Auto-Calculate CPF Expense	Registrations	Triggered
Auto-Calculate Expense	Registrations	Triggered
Automatic approval of CPF registrations - 30 days after creation	Registrations	Periodic
Automatic approval of DIF registrations - 30 days after creation	Registrations	Periodic
Automatic Waitlist	Registrations	Periodic
Blended Class Level is Pending for Approval	Registrations	Triggered
Blended Class Offered Seat Cancelled	Registrations	Triggered
Blended Class Offered Seat Confirmed	Registrations	Triggered
Blended Class Pending Approval Level is Approved	Registrations	Triggered
Blended Class Pending Registration Approved	Registrations	Triggered
Blended Class Pending Registration Approved By Additional Ap~ prover	Registrations	Triggered
Blended Class Pending Registration is Denied	Registrations	Triggered
Blended Class Registration in Pending Additional Approval State	Registrations	Triggered
Blended Class Registration in Pending Approval State	Registrations	Triggered

Notification	Component	Type
Blended Class Registration No Approval Required	Registrations	Triggered
Blended class with CPF registration is in pending approval state	Registrations	Triggered
Blended class with DIF registration is in pending additional approval state	Registrations	Triggered
Blended class with DIF registration is in pending approval state	Registrations	Triggered
Blended Offering Registration in Pending Approval Denied Approval by Additional Approver	Registrations	Triggered
Blended Registration Cancelled	Registrations	Triggered
Blended Registration Confirmed	Registrations	Triggered
Blended Registration Created	Registrations	Triggered
Blended Registration Waitlisted	Registrations	Triggered
Calculate class expenditure for all classes	Registrations	Periodic
Calculate CPF class expenditure for all classes	Registrations	Periodic
Calculate CPF Expense	Registrations	Triggered
Calculate Expense	Registrations	Triggered
Class Commencement Reminder as per Registration	Registrations	Periodic
Complete Evaluation	Registrations	Triggered
Complete Evaluation Periodic	Registrations	Periodic
CPF Training Allocation calculation	Registrations	Periodic
DIF registration approval reminder - 15 days after registration	Registrations	Periodic
DIF registration approval reminder - 5 days before class starts	Registrations	Periodic
Drop unconfirmed Learners	Registrations	Periodic
Evaluation Expiration	Registrations	Periodic
Evaluation Expires in X days	Registrations	Periodic
Instructor-Led Class - Offered Seat Cancelled	Registrations	Triggered
Instructor-Led Class - Offered Seat Confirmed	Registrations	Triggered
Instructor-Led Class Level is Pending for Approval	Registrations	Triggered

Notification	Component	Type
Instructor-Led Class Pending Approval Level is Approved	Registrations	Triggered
Instructor-Led Class Pending Reg. Approved By Additional Approver	Registrations	Triggered
Instructor-Led Class Pending Registration Approved	Registrations	Triggered
Instructor-Led Class Pending Registration is Denied	Registrations	Triggered
Instructor-Led Class Registration in Pending Additional Approval State	Registrations	Triggered
Instructor-Led Class Registration in Pending Approval Denied Ap~ proval by Additional Approver	Registrations	Triggered
Instructor-Led Class Registration in Pending Approval State	Registrations	Triggered
Instructor-Led Class Registration No Approval Required	Registrations	Triggered
Instructor-led class with CPF registration is in pending approval state	Registrations	Triggered
Instructor-led class with DIF registration is in pending additional approval state	Registrations	Triggered
Instructor-led class with DIF registration is in pending approval state	Registrations	Triggered
Instructor-Led Registration Cancelled	Registrations	Triggered
Instructor-Led Registration Confirmed	Registrations	Triggered
Instructor-Led Registration Created	Registrations	Triggered
Instructor-Led Registration Waitlisted	Registrations	Triggered
Inventory Offering. Reg. in Pending Approval Denied Approval by Additional Approver	Registrations	Triggered
Inventory Registration Item Cancelled	Registrations	Triggered
Inventory Registration Item Confirmed	Registrations	Triggered
Manager Approval Needed Reminder(3days)	Registrations	Periodic
Manager Complete Evaluation	Registrations	Triggered
Package Purchased - Internal Learner	Registrations	Triggered
Physical off with DIF registration is in pending additional approval state	Registrations	Triggered
Physical offering with DIF registration is in pending approval state	Registrations	Triggered
Registration Created for Confirmed Orders	Registrations	Triggered

Notification	**Component**	**Type**
Registration Pending Approval Reminder (X days)	Registrations	Periodic
Registration: Manager Approval Needed Soon	Registrations	Periodic
Reset Negative DIF Hours	Registrations	Triggered
Reset Out of Working Time hours	Registrations	Periodic
RTL Registration Data Export	Registrations	Periodic
RTL Transcript Data Export	Registrations	Periodic
Training Allocation calculation	Registrations	Periodic
Virtual class with CPF registration is in pending manager approval state	Registrations	Triggered
Virtual class with DIF registration is in pending additional approval state	Registrations	Triggered
Virtual class with DIF registration is in pending manager approval state	Registrations	Triggered
Virtual Classroom Level is Pending for Approval	Registrations	Triggered
Virtual Classroom -Offered Seat Cancelled	Registrations	Triggered
Virtual Classroom -Offered Seat Confirmed	Registrations	Triggered
Virtual Classroom Pending Approval Level is Approved	Registrations	Triggered
Virtual Classroom Pending Reg. Approved By Additional Approver	Registrations	Triggered
Virtual Classroom Pending Registration Approved	Registrations	Triggered
Virtual Classroom Pending Registration is Denied	Registrations	Triggered
Virtual Classroom Reg in Pending Additional Approval State	Registrations	Triggered
Virtual Classroom Reg in Pending Approval Denied Approval by Additional Approver	Registrations	Triggered
Virtual Classroom Reg in Pending Approval State	Registrations	Triggered
Virtual Classroom Reg No Approval Required	Registrations	Triggered
Virtual Classroom Registration Cancelled	Registrations	Triggered
Virtual Classroom Registration Created	Registrations	Triggered
Virtual Classroom Registration Waitlisted	Registrations	Triggered

Notification	Component	Type
Virtual Classroom Waitlisted Registration Confirmed	Registrations	Triggered
Waitlist Promotion	Registrations	Triggered
Web-Based Class Completion(x days)	Registrations	Periodic
Web-Based Class Pending Approval Level is Approved	Registrations	Triggered
Web-Based Class Pending Reg. Approved By Additional Approver	Registrations	Triggered
Web-Based Class Pending Registration is Approved	Registrations	Triggered
Web-Based Class Pending Registration is Denied	Registrations	Triggered
Web-Based Class Reg. in Pending Approval Denied Approval by Additional Approver	Registrations	Triggered
Web-Based Class Registration in Pending Additional Approval State	Registrations	Triggered
Web-Based Class Registration in Pending Approval State	Registrations	Triggered
Web-Based Class Registration in Pending Level Approval State	Registrations	Triggered
Web-Based Class Registration No Approval Required	Registrations	Triggered
Web-Based Class Registration(x days)	Registrations	Periodic
Web-based class with CPF registration is in pending approval state	Registrations	Triggered
Web-based class with DIF registration is in pending additional ap~ proval state	Registrations	Triggered
Web-based class with DIF registration is in pending approval state	Registrations	Triggered
Web-Based Registration Item Cancelled	Registrations	Triggered
Web-Based Registration Item Confirmed	Registrations	Triggered
Change Start Date/Session Template of Virtual Classroom	Virtual Class Offering	Triggered
Class CSR Changed (Virtual Classroom)	Virtual Class Offering	Triggered
Private Class Max Count Changed (Virtual Classroom)	Virtual Class Offering	Triggered
Private Class Price Changed (Virtual Classroom)	Virtual Class Offering	Triggered
Virtual Classroom Cancelled	Virtual Class Offering	Triggered
Virtual Classroom Completion	Virtual Class Offering	Periodic
Virtual Classroom Created	Virtual Class Offering	Triggered

Notification	Component	Type
Virtual Classroom Delivered	Virtual Class Offering	Triggered
Virtual Classroom Evaluation completed by all	Virtual Class Offering	Periodic
Virtual Classroom Facility Changed	Virtual Class Offering	Triggered
Virtual Classroom Has Free Seats	Virtual Class Offering	Triggered
Virtual Classroom Instructor Changed	Virtual Class Offering	Triggered
Virtual Classroom Location Changed	Virtual Class Offering	Triggered
Virtual Classroom Registrations Enrollment closing Reminder (1 day)	Virtual Class Offering	Periodic
Virtual Classroom Reminder(15days)	Virtual Class Offering	Periodic
Virtual Classroom Reminder(1day)	Virtual Class Offering	Periodic
Virtual Classroom Reminder(30days)	Virtual Class Offering	Periodic
Virtual Classroom Reminder(3days)	Virtual Class Offering	Periodic
Virtual Classroom Reminder(7days)	Virtual Class Offering	Periodic
Virtual Classroom Rescheduled	Virtual Class Offering	Triggered
Virtual Classroom Room Changed	Virtual Class Offering	Triggered
VLE Event Processing Failure	Virtual Class Offering	Triggered
VLE Event Processing with Warning	Virtual Class Offering	Triggered
Web-Based Class Created	WBT Offering	Triggered
Web-Based Class Evaluation completed by all	WBT Offering	Periodic

Use case

When learners register for a class, there may be important information they need to know. It should be intuitive for administrators to provide such information and easy for learners to see the same prominently.

Change class evaluation launch schedule as per class end date

How did it work?

Prior to this update, when a class start or end date was changed, the associated evaluation date did not change accordingly. Resultantly, the evaluation remained assigned to the registered learners as per the previous end date if the learners were registered to the class before the class schedule change.

How does it work now?

With this update, the class evaluation available/expiry date is now updated according to change in the class end date. The date changes only for evaluations with schedule option "Immediately On Class End Date" for scheduled classes. This change affects learners and managers.

However, if the evaluation is already submitted by a learner, then there is no change in the available from date of the evaluation for that learner.

For manager evaluation, when an evaluation has schedule option "Immediately on Class End Date", the notification is sent to manager via email as well as via Inbox. The Inbox notification contains a **Launch** link, which launches the evaluation. Now, if the class end date is changed to a future date or past date such that the evaluation becomes available in future or gets expired early, then the existing Inbox notification is deleted. If the evaluation is going to be available in future, then the new notification is sent via existing periodic notification, and if the evaluation is getting expired due to past date, then no notification is sent to the manager.

Use case

The launch schedule of class evaluations needs to be in sync with the class schedule.

Mark a WBT class as Microlearning

How did it work?

Prior to this update, learning administrators did not have the ability to mark a WBT class as Microlearning in Saba Cloud.

How does it work now?

This update provides learning administrators the ability to mark a WBT class as Microlearning.

To enable this feature, the new **Microlearning** service under **Foundation** must be enabled. By default, this service is disabled.

Note: To enable this service, submit a request. For details, contact Saba support.

System administrators also need to configure the following new attribute on the **WBT Offering** component:

- **microLearning**

  Select the **Display** checkbox for this attribute to enable the display of the corresponding field in WBT classes.

  By default, the **Display** checkbox is disabled.

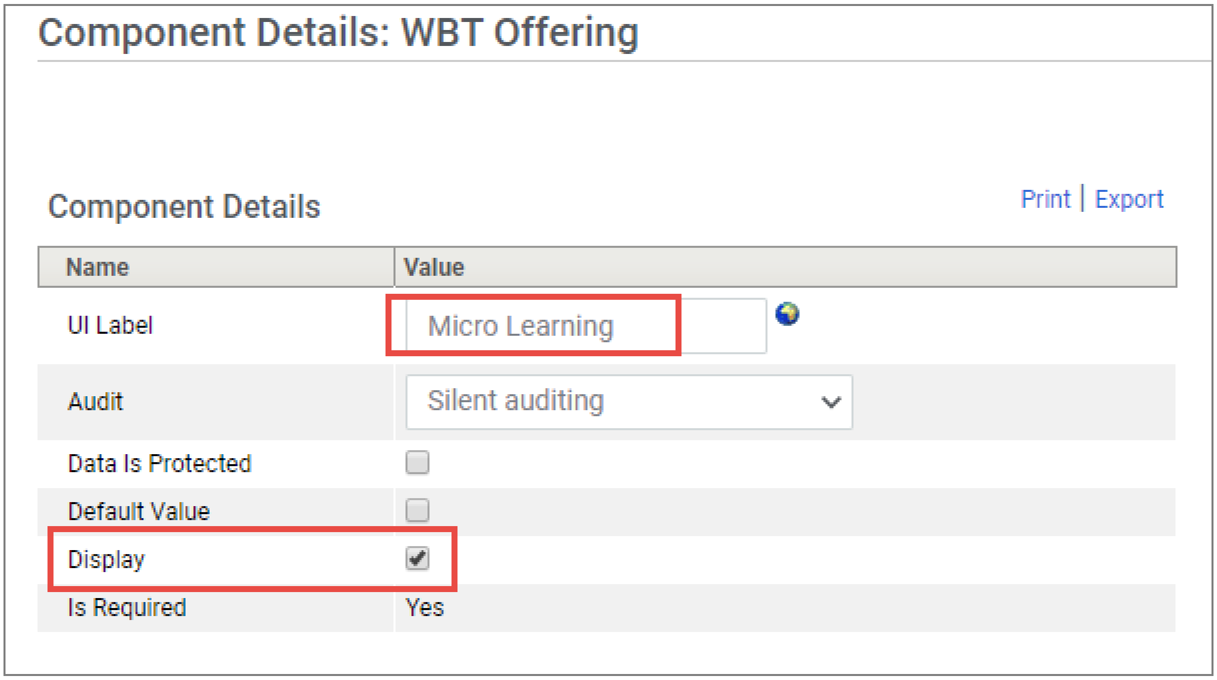


Figure 45: Microlearning checkbox for WBT classes

Once the field is enabled for display, learning administrators can view the following new checkbox for WBT classes:

- **Microlearning**

  If this checkbox is selected, then a WBT class is marked as Microlearning in Saba Cloud.

  By default, this checkbox is not selected.

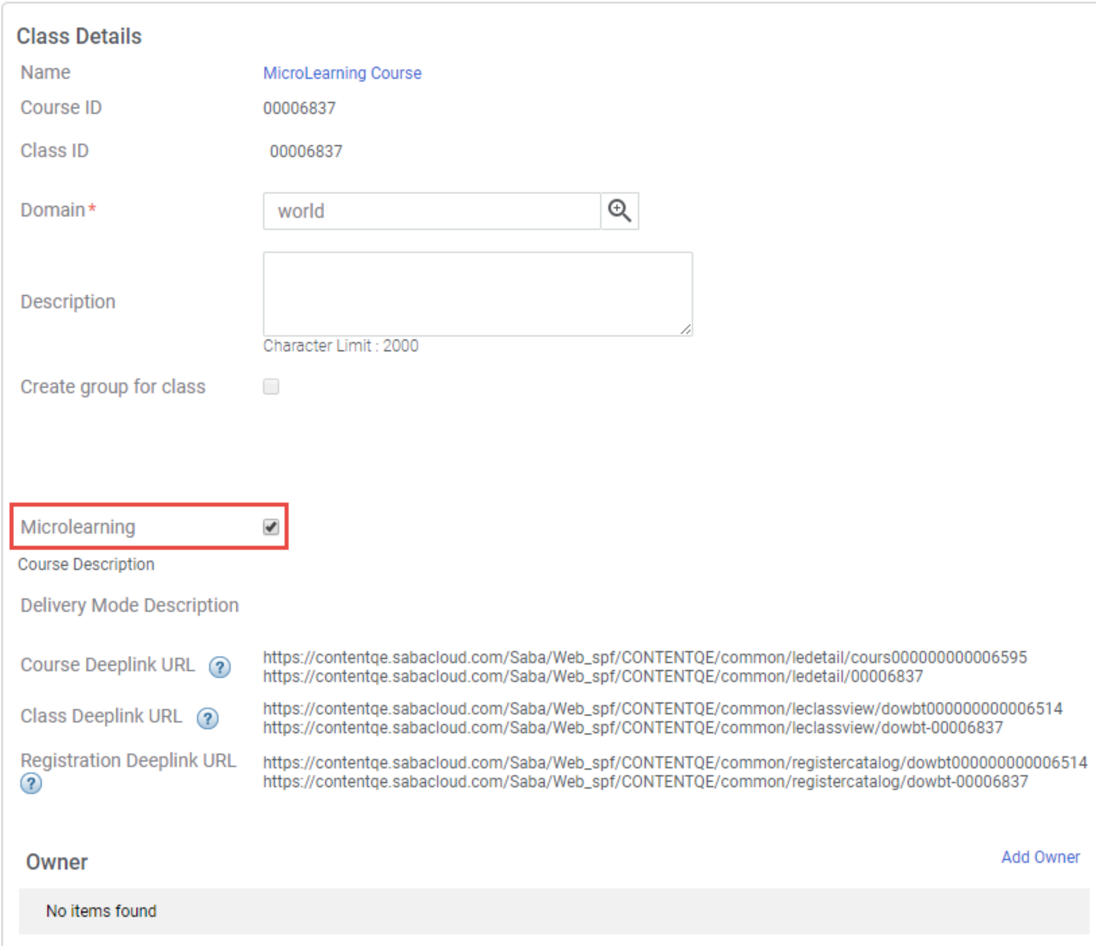


Figure 46: Microlearning checkbox for WBT classes

If Microlearning classes are created in Saba Cloud while the **Microlearning** service was enabled, and if the service is disabled later, then all such classes continue to be identified as Microlearning in the system.

Use case

There is a need to provide a solution for identification of classes as Microlearning in Saba Cloud.

Allow Organization Manager to mark a complete class

How did it work?

Prior to this update, Saba Cloud allowed Organization Managers to mark complete classes of learners only if they had the "Can mark a Course complete for others" privilege on the Transcript component. There was no ability to configure this behavior by defining policies at the system, course, delivery mode and class level.

System administrators had to configure the following completion policy setting for the **Classes** service to provide them this ability:

- **Managers can record completion status for classes ordered by their team members.**

  Only managers can record completion status for classes ordered by their team members.

Learning administrators had to configure the following completion policies to provide managers this ability:

For courses and delivery modes:

- **Manager can mark complete**

  Only managers can mark complete their team members' classes based on the course or delivery mode.

For classes:

- Select who, in addition to the administrator, can mark this class complete:
  - **Manager**

    Only managers can mark complete their team members' class.

How does it work now?

This update provides Organization Managers the ability to manually mark complete classes on behalf of their team members based on policies defined at system, course, delivery mode and class level.

System administrators need to configure the following enhanced completion policy setting for the **Classes** service to provide them this ability:

- **Managers or organization managers can record completion status for classes ordered by their team members.**

  Managers or Organization Managers can record completion status for classes ordered by their team members.

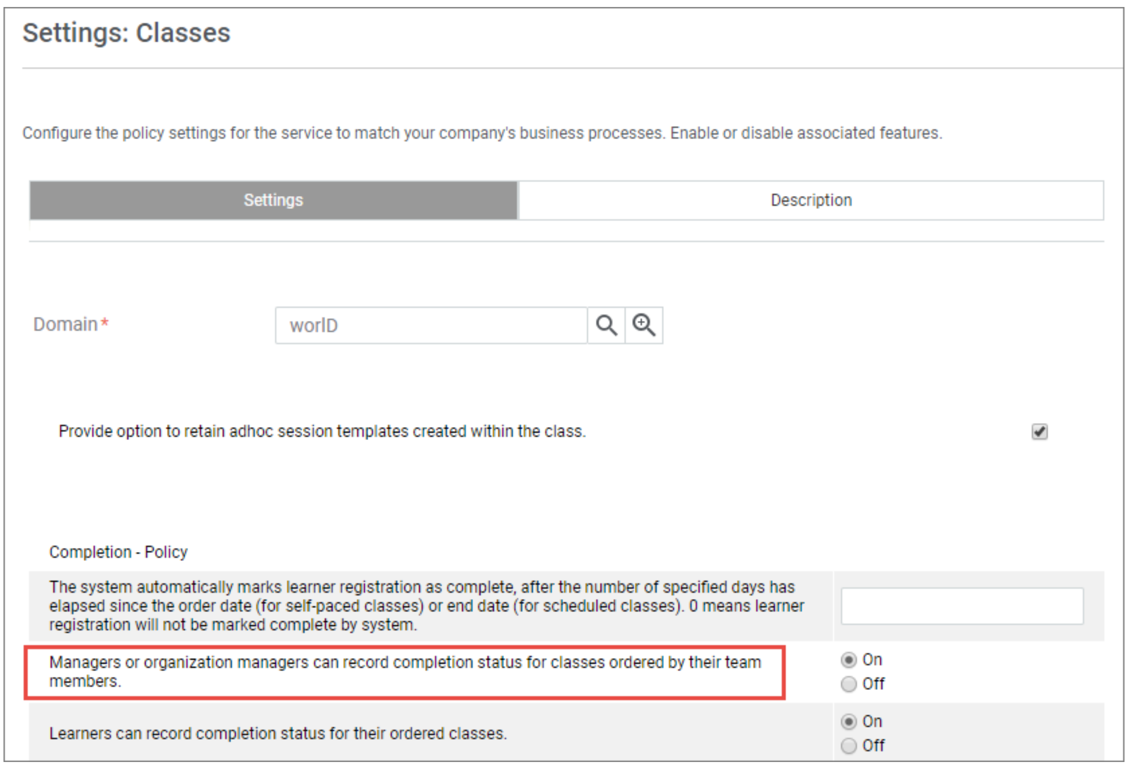


Figure 47: Enhanced completion policy setting for classes

Learning administrators need to configure the following enhanced completion policies to provide them this ability:

For courses and delivery modes:

- **Manager or Organization Manager can mark complete**

  Managers or Organization Managers can mark complete their team members' classes, based on the course or delivery mode.

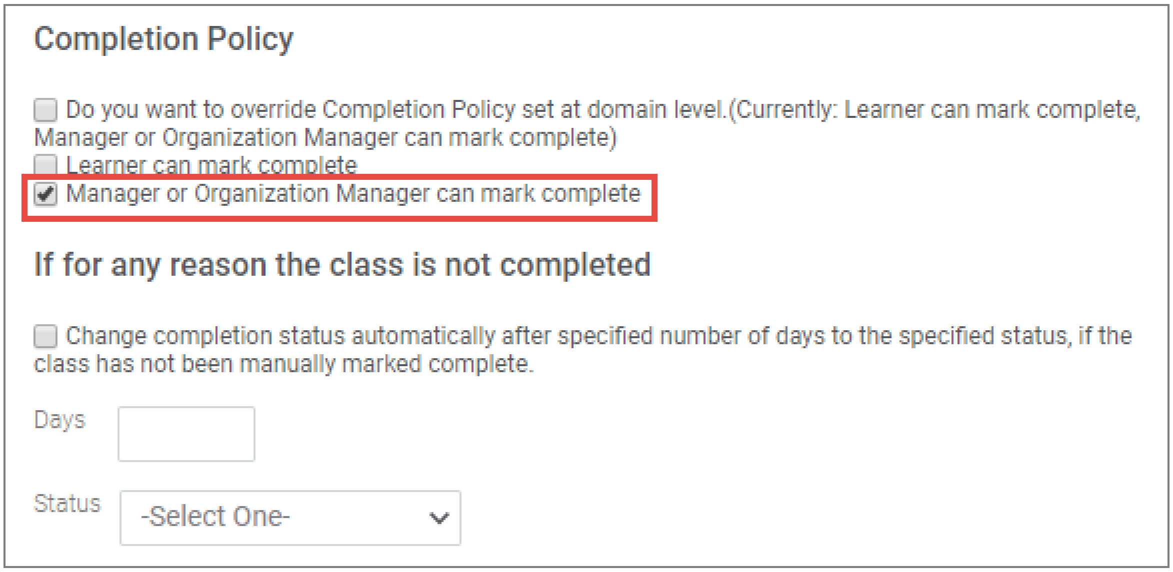


Figure 48: Enhanced completion policy for courses and delivery modes

For classes:

- Select who, in addition to the administrator, can mark this class complete:
  - **Manager or Organization Manager**

    Managers or Organization Managers can mark complete their team members' class.

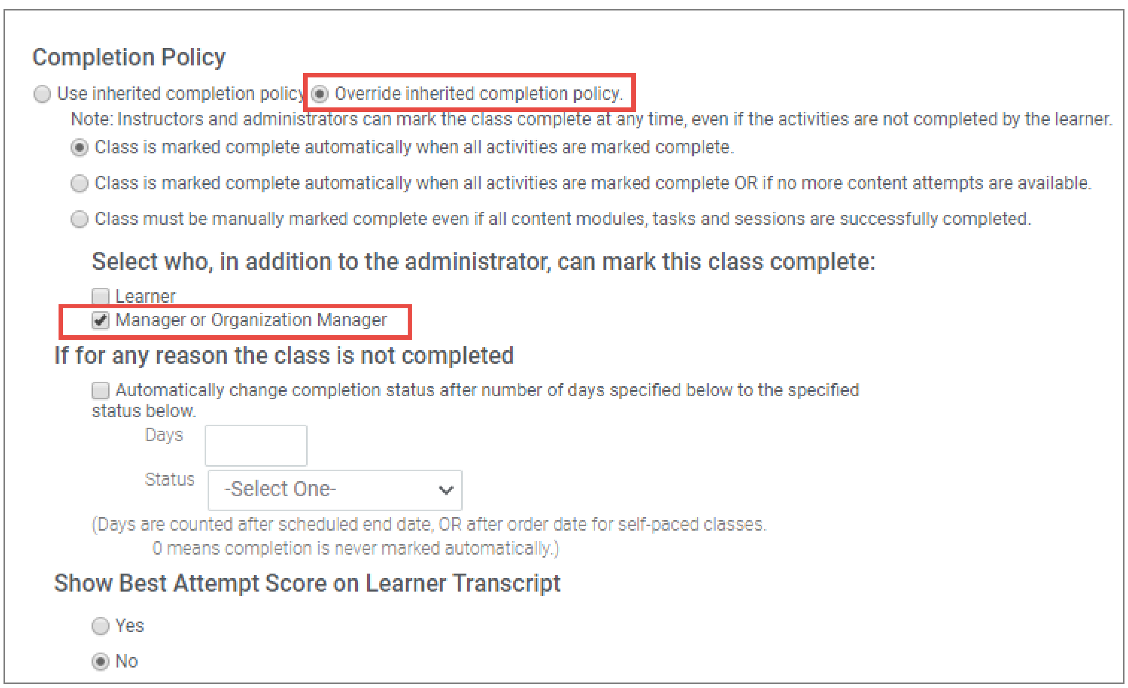


Figure 49: Enhanced completion policy for classes

If these policies are enabled for a class, then Saba Cloud displays the **Mark Complete** action to the Organization Manager for an in-progress class of a team member.

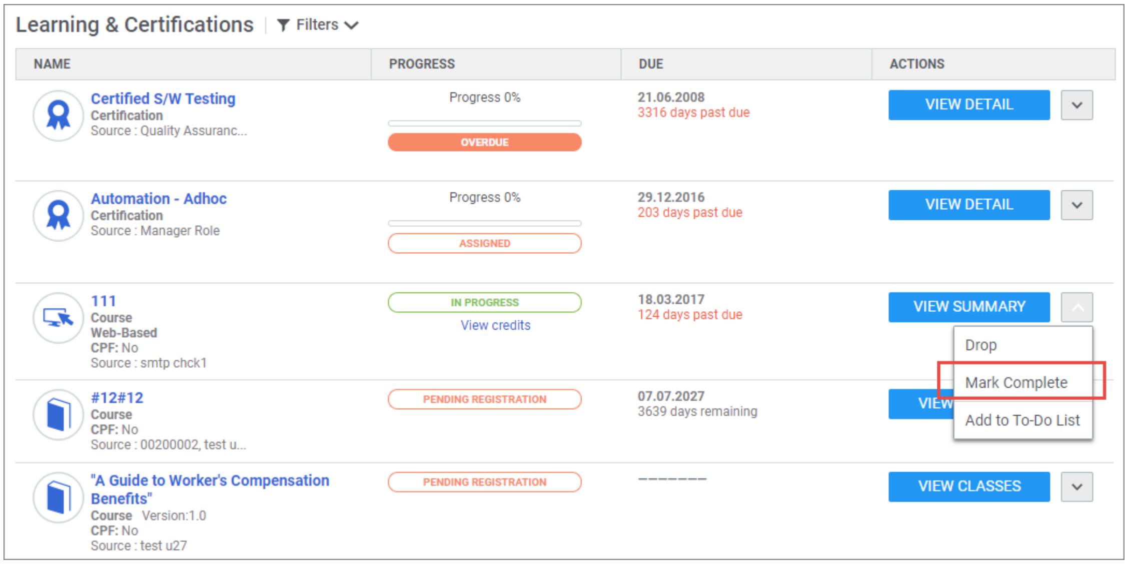


Figure 50: Mark Complete action

Use case

Organization Managers need the ability to mark complete classes of users in their organization.

Changes to registration of courses consumable from a certification/curriculum

How did it work?

Courses consumable only from a certification are not searchable in Saba Cloud. However, users could access such courses from the certification where Saba Cloud displayed the **View Classes** > **Enroll** action for such courses. This allowed users to register for the course even if the certification was not assigned to the user, and the course appeared in the user's plan without the certification.

How does it work now?

This update now introduces the following changes for courses that are consumable only from a certification.

- If a certification is assigned to the user and if the user accesses a course that is consumable in the certification, then Saba Cloud displays the **View Classes** button for the course on the certification details page. However, if the certification is not assigned to the user, then the **View Classes** button for the course is not displayed.
- If a certification is assigned to a user and the user navigates to the course details page from the certification details page, then the **Enroll** button is displayed for the course. However, if the certification is not assigned to the user, then the **Enroll** button is not displayed.
- If a course is added to two certifications, but only one certification is assigned to the user, then the **View Classes** button or **Enroll** button is displayed to the user only for the course in the certification that is assigned to the user, but not for the same course in the other certification that is not assigned to the user.
- If a user accesses the course/class details page via the course/class deeplink, then the **Enroll** button is displayed only if the course is part of any certification and the certification is assigned to the user. When the user accesses the registration deeplink for a class based on this course after the certification is assigned, the user is able to register for the course.
- If the certification is not assigned to the user, then the **Enroll** button is not displayed via course/class deeplink. On accessing the registration deeplink, an appropriate error message appears.

These changes apply even to curricula.

Use case

Users should be allowed to register for courses in a certification only if the certification is assigned to them.

Create badges for learning without count restriction

How did it work?

Prior to this update, Saba Cloud restricted HR administrators from creating more than 40 badges for learning events.

How does it work now?

This update removes the restriction on number of badges for learning events so that HR administrators can now create unlimited badges with learning context.

However, the impression badges continue to have the restriction of 40 active badges.

Use case

Administrators need the ability to provide a badge for any catalog item, not just 40. Saba Cloud need not enforce a limit on badges of any context. Organizations can decide the number of badges to implement.

Associate numeric points with learning badges

How did it work?

Prior to this update, Saba Cloud did not support association of points with badges.

How does it work now?

This update provides HR administrators the ability to associate numeric points to badges with learning context.

System administrators must enable the following setting under the **Rewards** service:

- **Assign points on earning badge**

  If enabled, then HR administrators can define points for learning badges and learners can earn them when the corresponding learning badge is granted to them. If disabled, then points cannot be defined for badges and are not granted to learners for earning a learning badge.

  This setting can be configured per domain. By default, this setting is disabled.

Once enabled, HR administrators can define points for a badge only in the learning context.

Note: Impression badges do not support points.

To define points for a badge, click **Admin > HR > Manage Badges > Badges > New Badge,** and select the **Learning** option in **Context**. This displays the **Points** field. Specify the required integer value in this field. Non-numeric or decimal values are not supported. Save the badge.

Note: If no value is provided for the **Points** field in existing or new badges, then Saba Cloud sets the value to 0, which is the default value for the field.

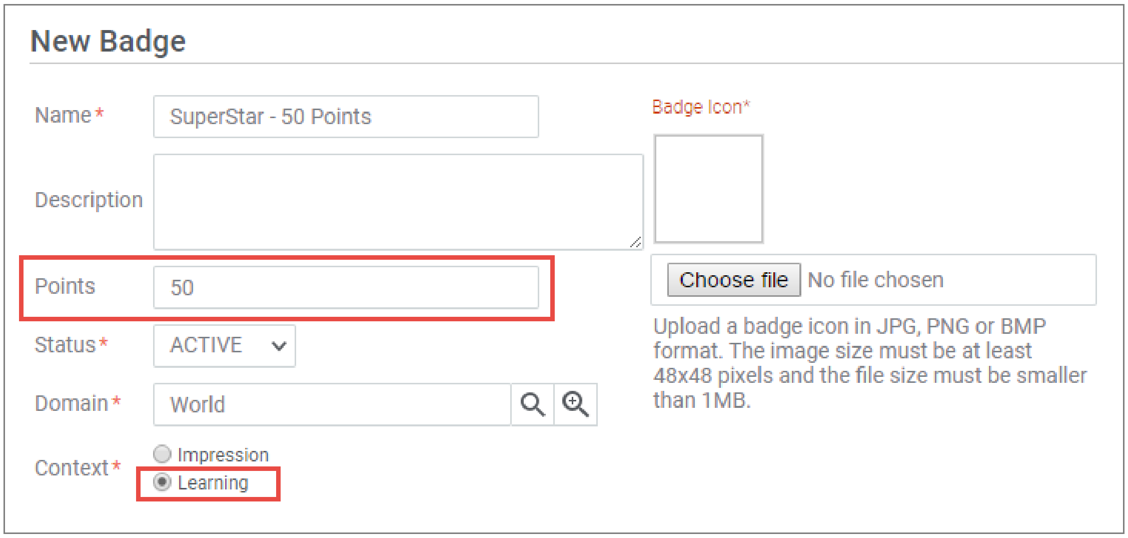


Figure 51: Define points in learning badge

When users successfully complete a learning event associated with the badge, they get the badge and also earn the points associated with that badge. Users can earn the same badge and the associated points multiple times if the badge is associated with multiple learning events.

If a learning event is removed by any means from a learner's plan, then its associated badges and points are removed as well, if the points are not monetized.

HR administrators can modify points in a badge anytime by editing the badge. Any updates to points in a badge are applicable only to users newly acquiring the badge; users who already have the badge are not affected.

Use case

Associating points with a badge provides a value to the badges and this provides a framework where the learning gained by users can be compared based on the number of points they earned.

Display badges for learning items

How did it work?

Prior to this update, the learning item details pages did not display details about badges even if badges were associated with them. When learners completed a learning item, then they were not informed about the associated badges they earned. Learners could see badge details only by navigating to their **Rewards** page.

How does it work now?

This update enhances the details pages for courses, classes, certifications, and curricula to display the new **Earned Rewards** or **Potential Rewards** portlets.

Note: The new portlets are visible only if the **Rewards** service is enabled by your system administrator.

The **Potential Rewards** portlet displays the badges and points (if any) to be earned upon completion of a learning event. If there are multiple badges associated with the learning event, then it provides the ability to view all badges by clicking the previous and next arrows. After a learning event is completed, the portlet name on the event details page changes to **Earned Rewards**, and displays the badges and points earned for completing the event.

When a certification or recurring course moves to "Expired - Reassigned", "Acquired - Recertification Required" or "Revoked - Reassigned" status, the portlet name again changes from **Earned Rewards** to **Potential Rewards**. Learners can earn those rewards and points when they complete the event again.

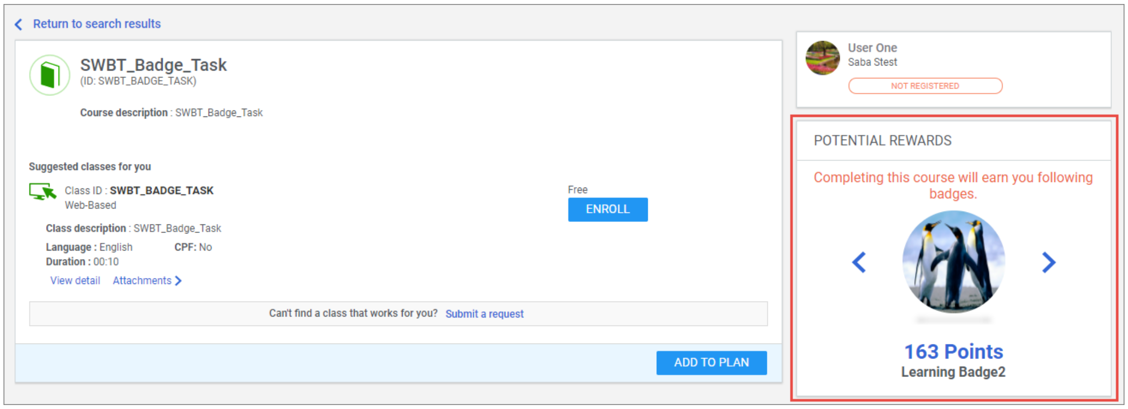


Figure 52: Potential Rewards portlet on details page

When users successfully complete a learning event associated with the badge, they get the badge and also earn the points associated with that badge. For example, when a user successfully completes a badged course. If users recertify for a certification, they earn the badge and associated points. Similarly, if users reacquire a certification or recurring course after expiry, then they earn badges and points. However, if users retake the same course, they do not get additional badge or points for completion.

Once learners complete the learning activity that earns them a badge, Saba Cloud displays a popup page with a congratulatory message and a **My Rewards** button that takes them to their **Rewards** page.

For courses where the evaluations are configured to launch on course completion, Saba Cloud displays the popup page with a congratulatory message and two buttons, namely **Evaluate** that takes them to the evaluation, and **My Rewards** that takes them to their **Rewards** page.

The earned badges and points are removed for a learning item from the learner's profile when:

- A learning item is deleted or marked unsuccessful
- A certification or recurring course is revoked

When a learning event is versioned, it is HR administrator's responsibility to add the new version of the learning event to the required badge. Otherwise, Saba Cloud does not grant the badge and its associated points when learners complete the new version.

This update also adds the **Learning Event Type** dropdown list, which allows HR administrators to filter events by type of learning while adding them to a learning badge.

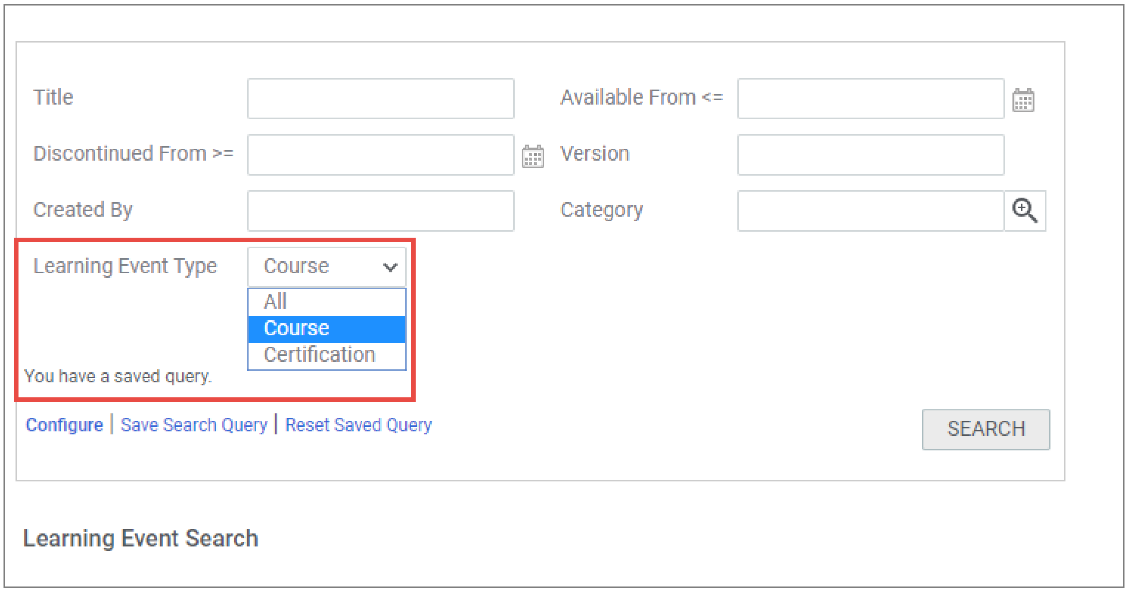


Figure 53: Learning Event Type filter

Use case

Users can be motivated to complete a learning activity by showing the badges and points that they can earn upon completion. When they complete the learning activity and earns a badge, a fun and user-friendly alert can excite users and increase their engagement.

Chapter

6

Marketplace

Topics:

Handle unsuccessful completions and removals in Workday training exports

How did it work?

In the past, when exporting Workday training modules, both successful and unsuccessful completions were exported. Some users did not want to import unsuccessful completions into Workday. Also, if a completion was removed in Saba, it was not getting removed from Workday.

How does it work now?

This has been addressed in this update. During Workday configuration, Admins can choose whether to include unsuccessful completions or not. Also, when a completion is removed in Saba from a learner's transcript, it will be removed from Workday as well.

To Exclude Unsuccessful Completions or to Remove Deleted Transcripts, navigate to:

1. **Saba Cloud**>**Admin**>**Marketplace**> **Workday**>**Configure export**
2. Select **Training** from the drop down option.
3. Select **Exclude Unsuccessful Completions** check box if you do not want to include unsuccessful completions during the export step.
4. Select **Remove Deleted Transcripts** check box to remove deleted transcripts.

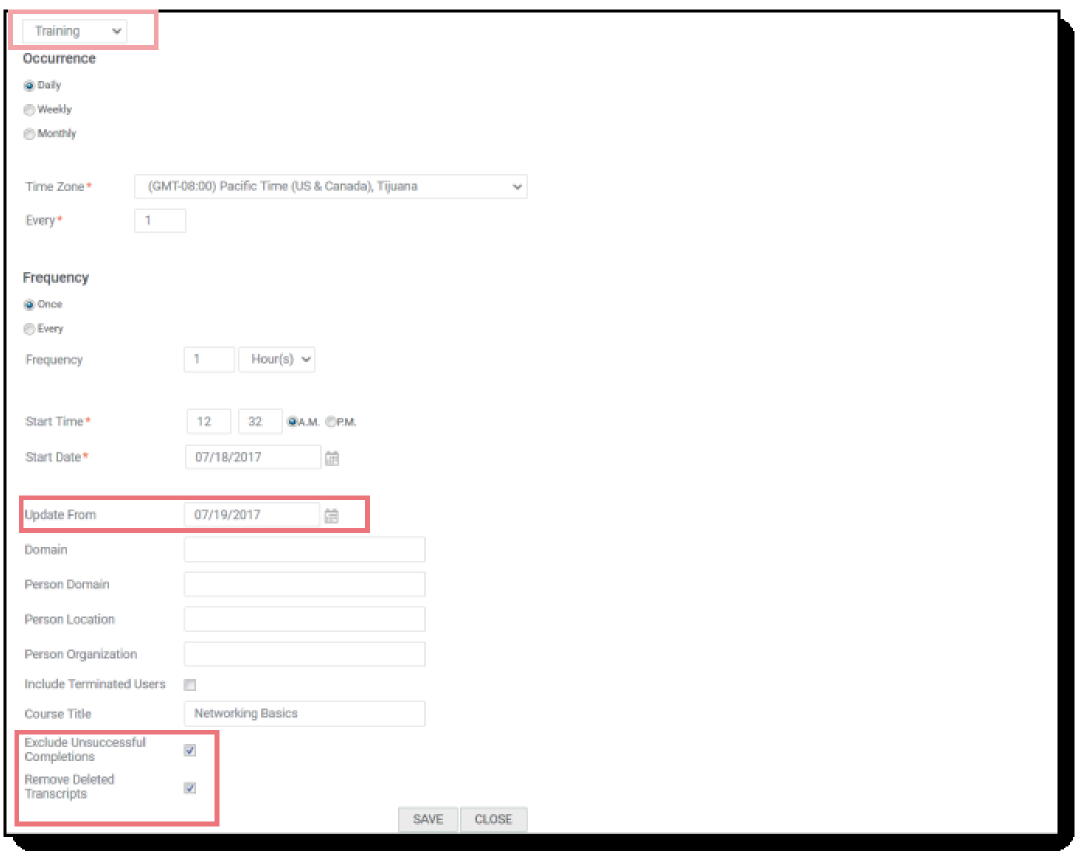


Figure 54: Exclude Unsuccessful Completions or Remove Deleted Transcripts

Unsuccessful completion filters will work only in post 39 implementations. If there are existing exported unsuccessful transcripts in Workday, they will not be removed from Workday. Archived transcripts will not be removed.

Note: To remove unsuccessful transcripts from the past, change the **Updated From** date and resend the data. Then the flag to remove transcripts will be triggered.

Use case

This enhancement to the export configuration feature will provide smoother integration and synchronization with Workday implementations.

Provide framework in Marketplace for creating candidate assessment

How did it work?

In the past, it was not possible for a manager to invite selected candidates to take the behavioral assessment and display the results on the candidate's profile.

How does it work now?

In this update, this has been addressed.

Once the Marketplace Admin enables the integration in Saba Cloud Marketplace and Authenticates, he can configure what tests can be used from specific vendors.

The Admin from the Recruiting side can enable which tests can be used with the Job requisitions. Then initiate the invite to tests enabled in the Job Requisition. You can also initiate the invite for multiple candidates. This will trigger an email which contains a link to the test.

Recruiting Admin is able to invite Candidates for assessment by creating/editing/copying Job Requisition.

Also users with the privilege of **Can invite candidates to take behavioral assessments** on **Requisition Candidate** component are also able to invite Candidates for External assessment.

My Team>**People** > **Jobs** > **Hiring Team** >**Invite for External Assessment action**

When the candidate completes the test, a pocket version of the test result will display. When clicked, the candidate details page will display.

Use case

This feature enables a manager or a recruiter to make hiring decisions based on the candidate's behavioral assessments as well.

Trial versions of connectors available for users

How did it work?

In the past, it was not possible for users to enable connectors on a trial basis.

How does it work now?

In this update, this has been addressed. It is now possible for Marketplace users to activate **Lynda.com** and **Panopto** connectors on a trial basis.

Saba Cloud provides a mechanism to enable these connectors in a **trial** mode for 30 (trial period is configurable) days.

1. User can enable a connector in a trial mode using the trial version.
2. Saba will record when the trial period begins and will automatically disable the connector after the trial period expires.
3. When a connector is in trial mode, the connector will show that it is in trial mode and the trial will end on the specific date.
4. It is not be possible to do a trial more than once.

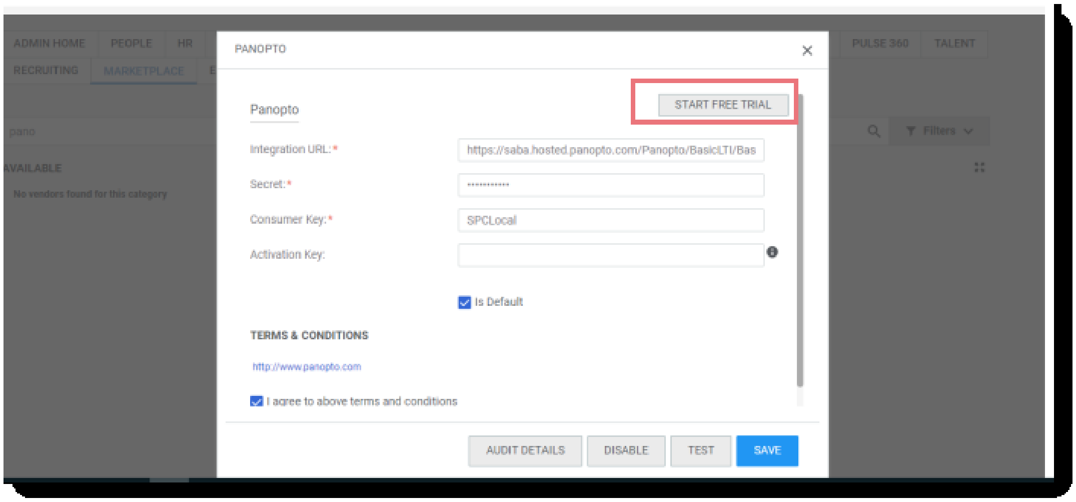


Figure 55: Panopto Start Free Trial

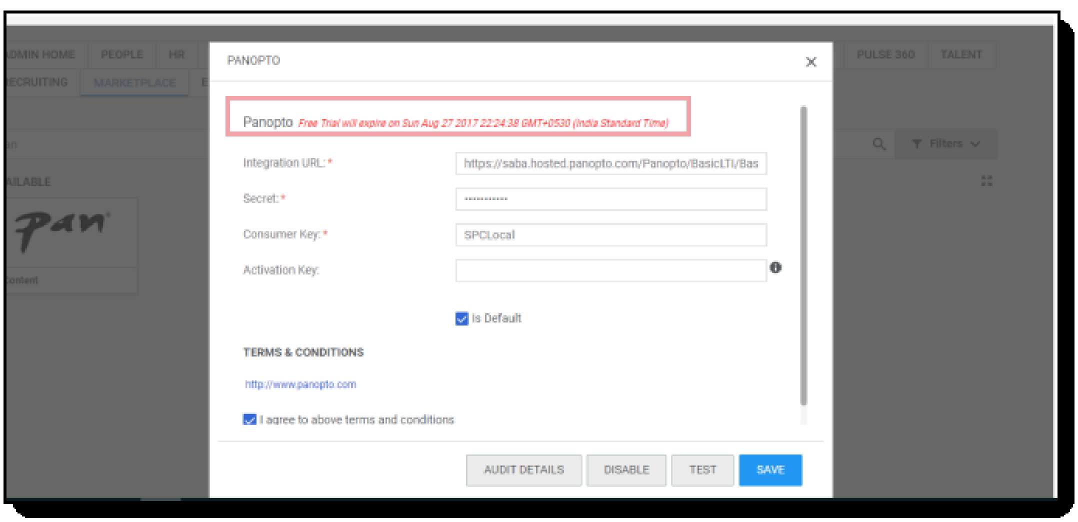


Figure 56: Panopto free trial period ending message

Note: Once the trial period is over, user needs to purchase and enter an activation key. To purchase the activation key, contact your account manager or Saba Support.

Use case

This feature enables users to use Lynda.com and Panopto connectors on a trial basis before a formal activation.

Marketplace UI changes

How did it work?

Previously, there was no search capability in the Marketplace dashboard and if the user needed to access details for a specific vendor, one had to scroll through the entire pool of vendors.

How does it work now?

In this update, Marketplace landing page and some UI elements have changed.

The new interface provides a Search option with filtering capabilities.

As a default option, you can view **All vendors** when you access the Marketplace landing page.

If you want to view only specific vendors, you may do so by selecting one of the following filter options:

Recruiting, **Virtual Landing**, **Content**, **MicroApps**, **Apps** and **Data Integrations**.

When you enter the marketplace landing page, All Vendors yet to be configured will display under the **Available** category and vendors either partially or fully configured will display under the **Selected** category.

An icon with an exclamation mark on a tile indicates that the specific vendor is either partially configured or not configured. Absence of an icon indicates that the vendor has been fully configured.

To remove a vendor from the configured status, click on the **Disable** button on the configuration screen. The vendor will be placed under the Available group.

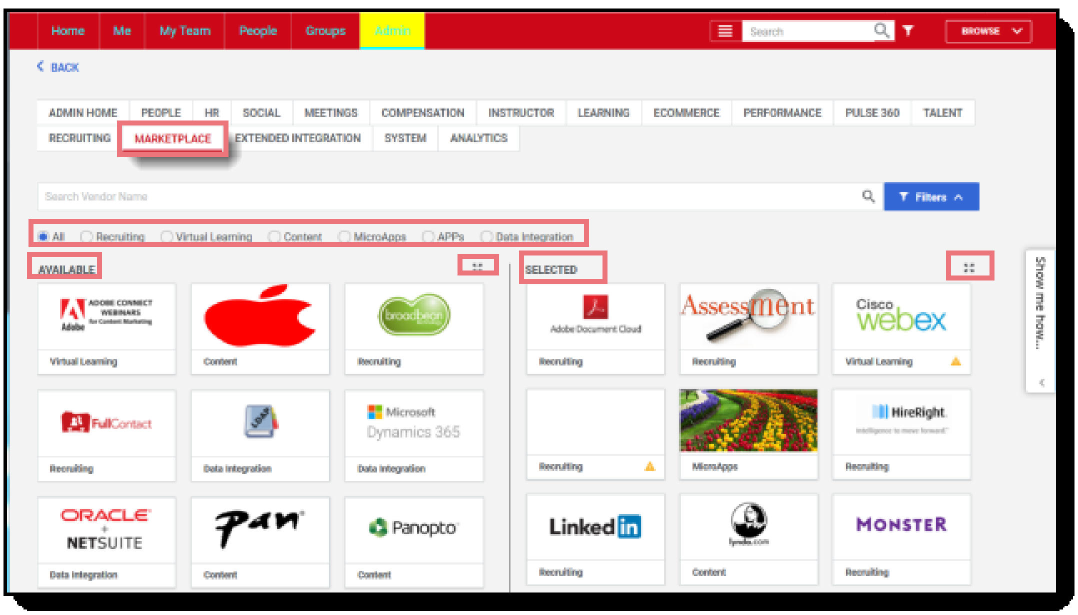
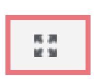


Figure 57: Marketplace Dashboard

Clicking on the expansion icon  will display the associated section on a full screen.

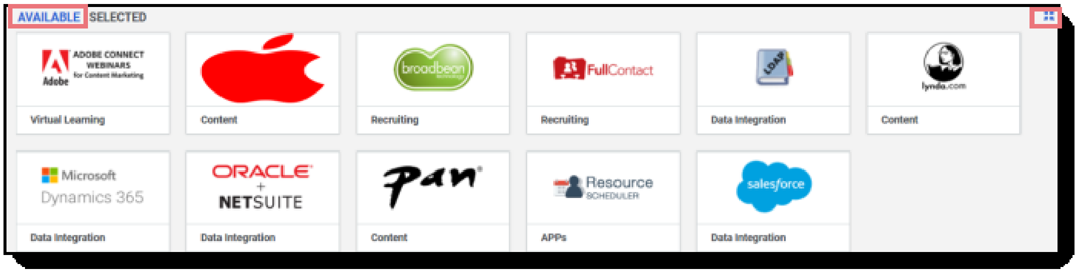


Figure 58: Expanded view of AVAILABLE vendors

Use case

This UI enhancement improves the usability for Marketplace customers.

Chapter 7

Performance

Topics:

Add weights to goal

How did it work?

There was no support for the user to add weights to goals.

How does it work now?

The end user can now create or update a goal by adding weights to the goal.

There are 2 steps to enable this feature:

1. A new setting **Enable Goal Weights** has been added under **Services** > **Performance** > **Goals**. By default, this setting is disabled. To enable, contact your system admin.

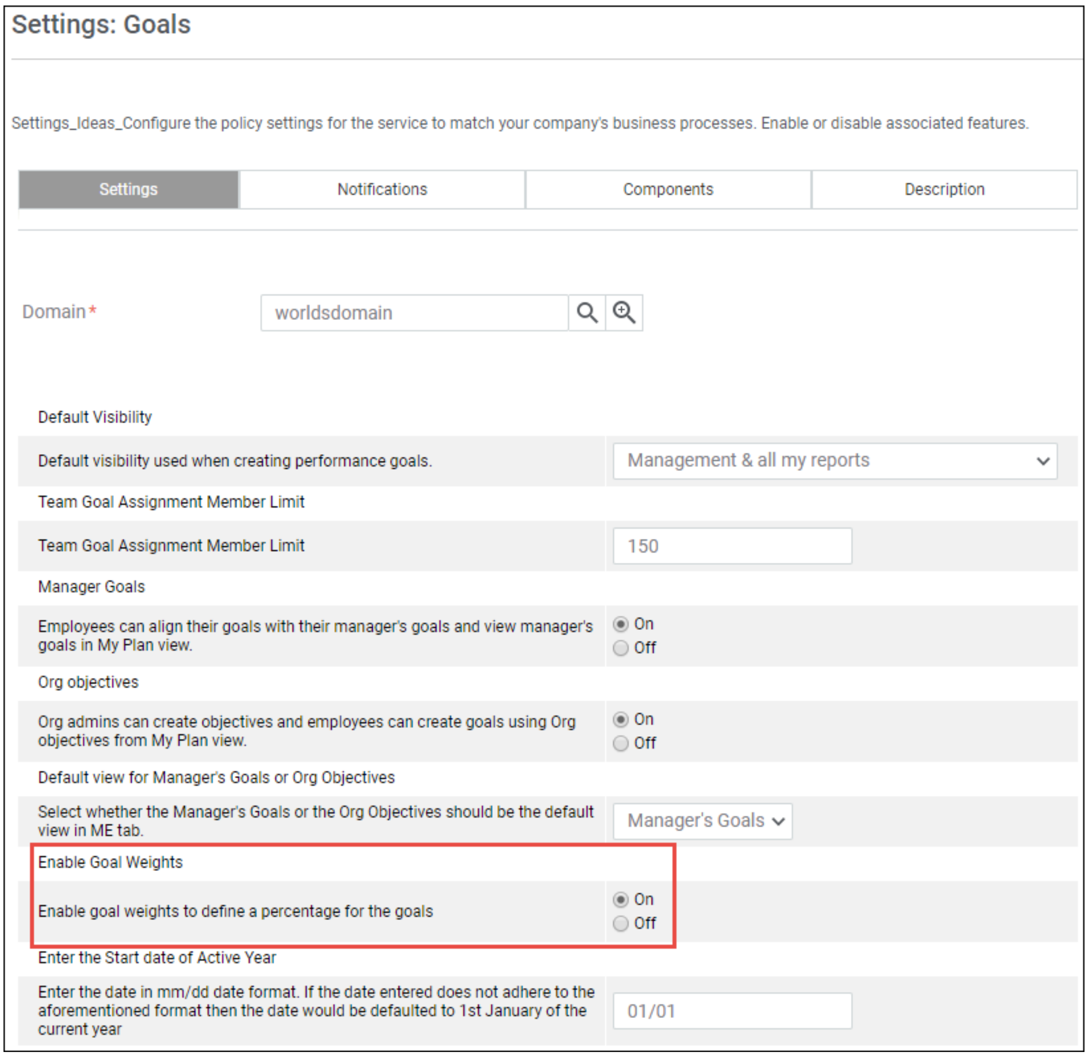


Figure 59: Enable Goal Weights setting

2. Goal weights are supported only when Weights are enabled for Goal Category. Navigate to **Admin** > **Performance** > **Manage Goal Attributes** > **Goal Categories**. You can either create a new category or update an existing to support goal weights. Click **Weight Enable** check box to enable goal weights. If the checkbox is disabled in a mid way, the

new goals will not have option to add weights. For existing goals with weighting percentage, the text box will be hidden on UI and it will appear once the **Weight Enabled** checkbox is enabled.

Note: Any goals that were created with a weighting and later disabled, for such goals, the percentages should not be counted in My Plan view and should not be displayed in reviews. If the **Enable Goal Weights** setting is disabled and the **Weight Enabled** checkbox is disabled at the goal category level, then the goals from the **Individual Goals** section of the review shows the weighting as **zero** when there is no weight on the review details page else it shows the defined weight. For the future goals section, it will show NA. Any changes made to the goal weight on the reviews page does not reflect on the user's plan page.

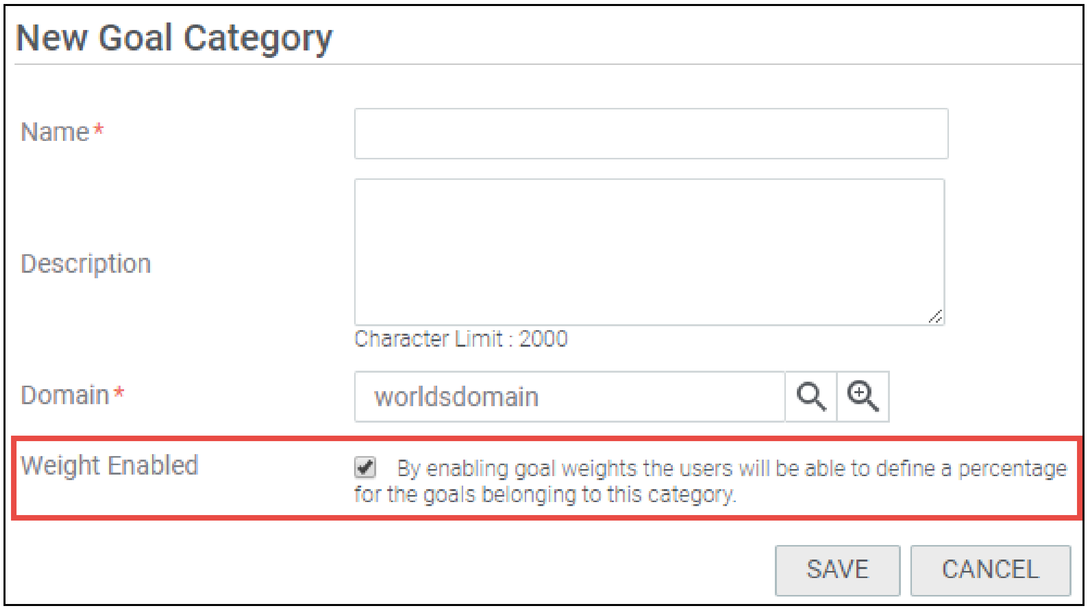


Figure 60: Weight Enabled checkbox

On the Goal Categories page, you can check the goal categories which has Weight enabled/disabled.

Figure 61: Enabled/Disabled Weight on Goal Categories

After enabling this checkbox, the end user will be able to specify a goal weight percentage in the **Weight** text box while creating a goal. For the existing goals, the end user will need to edit the goal and enter/update the weight.

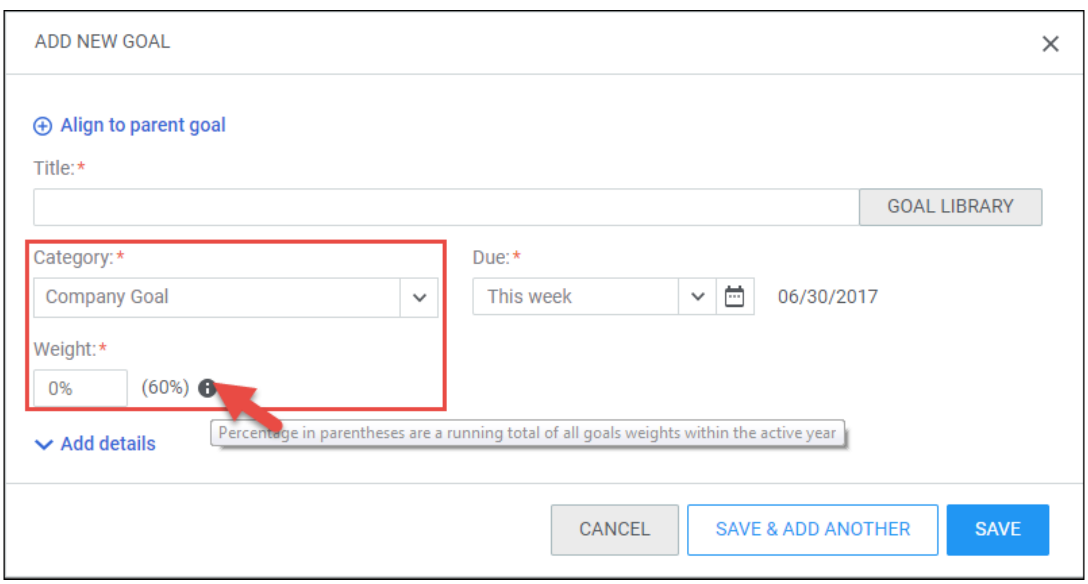


Figure 62: Add weights

The **Weight** text box for all the goals belonging to a category where the goal weight is enabled, defaults to **Zero**. The end user cannot enter a negative percentage value. The percentages in parentheses indicates a running total of all weights in the active year. The percentage gets updated as user enters the weight for the current goal.

Note: Goal weight has no dependency to a parent goal or a sub-goal when aligned. If goal approval is enabled, then editing the goal weight requires approval.

On **ME** > **Plan** > **Goals & Objectives** page, this is how goals with weights appear. The goals without weights appear as **NA**. Two new filters **Active Year Start Date** and **Active Year End Date** are added in Goals & Objectives filters that helps in finding goals within the active year. The admin can set the date that will be considered as a start date for the active year in the **Enter the Start date of Active Year** setting under **Services** > **Performance** > **Goals**. If a date is not mentioned, then the 1st January of the current year will be considered as start date.

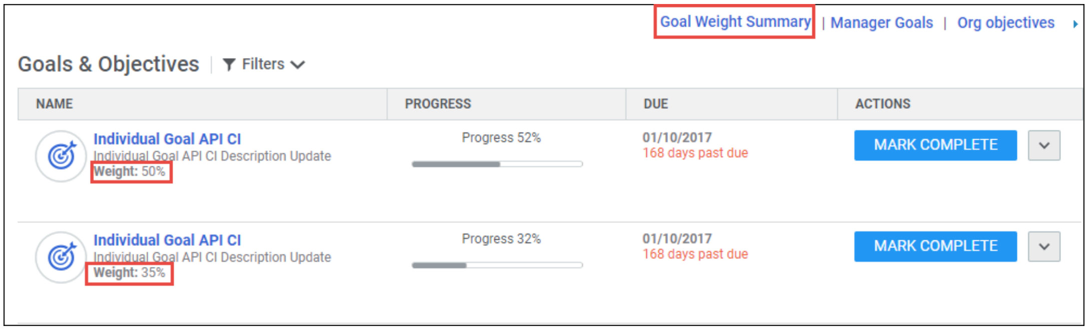


Figure 63: Weights on goals

A new **Goal Weight Summary** link appears that display goals with weights where the end user can view the actual weight and normalized weight. The end user can update the weight here as well. The end user can use the filters to find the specific goals.

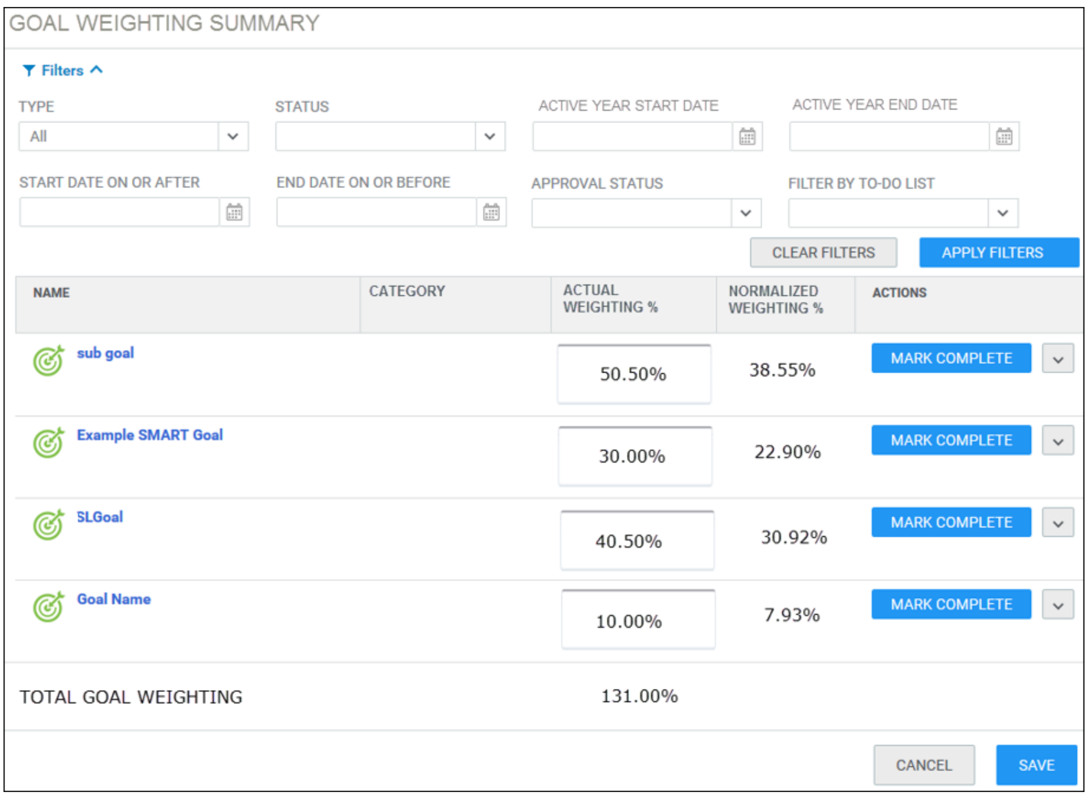


Figure 64: Goal weight summary

The form policy in reviews **Items within each section can be weighted** continues to support weighting of section. The section is now weighted in percentages rather than a weight value. The **Narrative** section displays weights only when it can be rated. Goal sections now considers the weight of the actual goal. Core skills and Individual skills continues to support weighting but in percentage. When the policy is enabled, managers and review owners can edit the section weights but individual weights is pulled from goals itself.

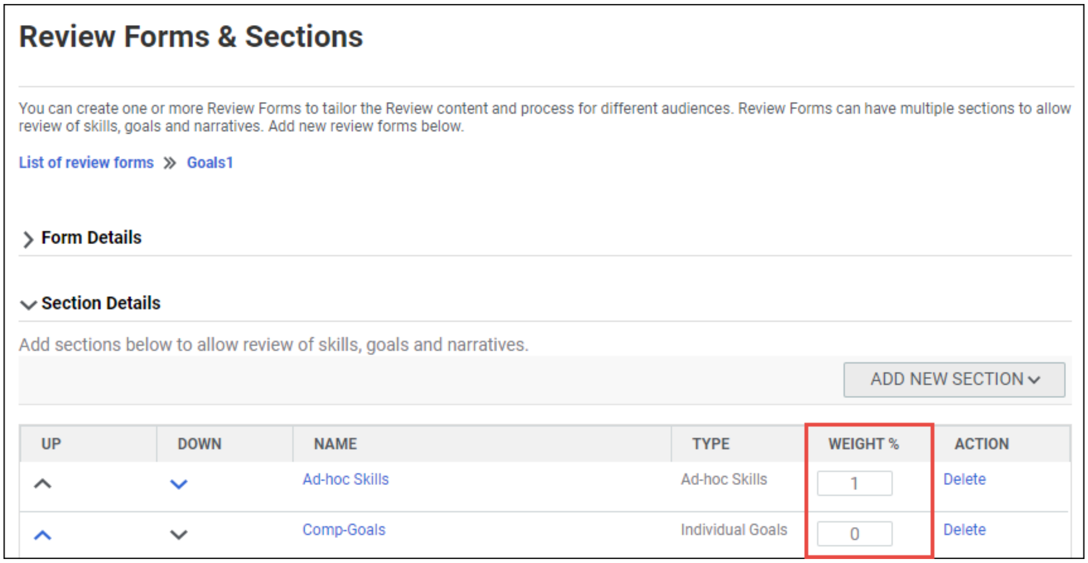


Figure 65: Weights in review form

When weight of goal is already defined at goal level, then the same weight is pulled and assigned to the review. The reviewee or review owner will not be able to change the weight. When the goals with the weights are pulled in the review and the end user changes the goal weight by navigating to Me > Plan > Goals & Objectives > Goals > Edit, the updated weight does not reflect in the review. The reviewee or review owner must explicitly delete the goal and add it again.

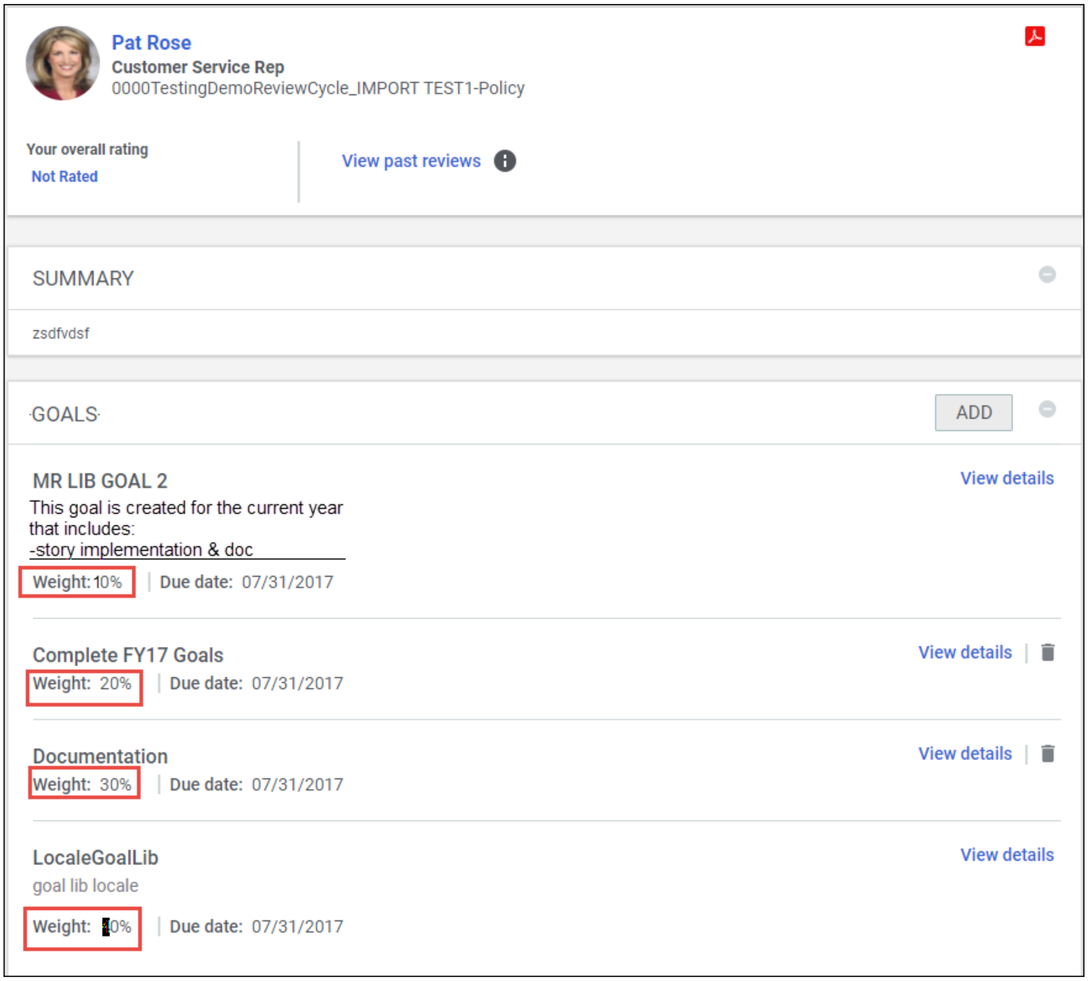


Figure 66: Goal with weights in performance reviews

Use case

This feature allows the user or manager to prioritise goals based on weight.

Editable suggested comments of proficiency levels for skills

How did it work?

Prior to this update, the comments that appear in the review for the skill's proficiency levels, were not editable.

How does it work now?

In this update, the following changes have been made to skill's proficiency levels and its impact on review:

Suggested comments of Proficiency Levels

HR administrator can now add or edit the suggested comments of proficiency levels by navigating to **Admin** > **HR** > **Manage Skills** > **Proficiency Levels** > **Add comments/Edit comments**. The admin must add the text under the **Most Favourable**, **Favourable**, and **Least Favourable** text boxes.

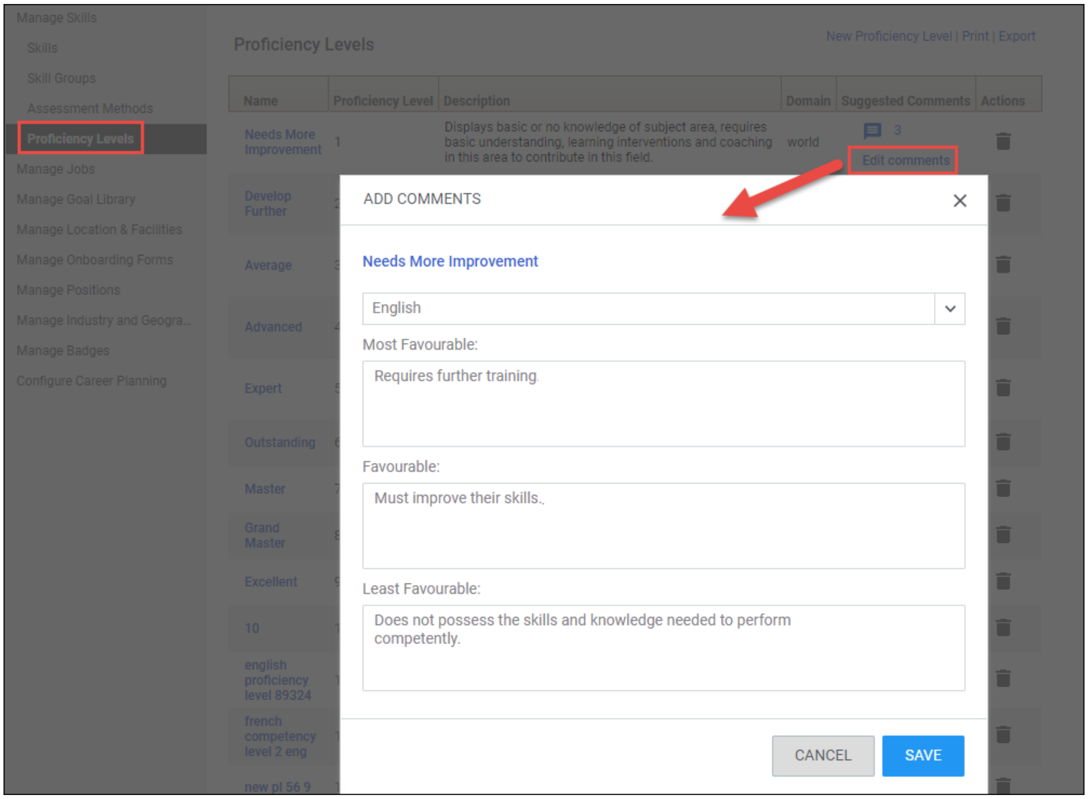


Figure 67: Adding/Editing suggested comments

Once these comments are updated, they reflect in the performance review provided the new policy **Enable suggested comments** is enabled for Core Skills, Individual Skills, and Ad-hoc Skills section of the review form.

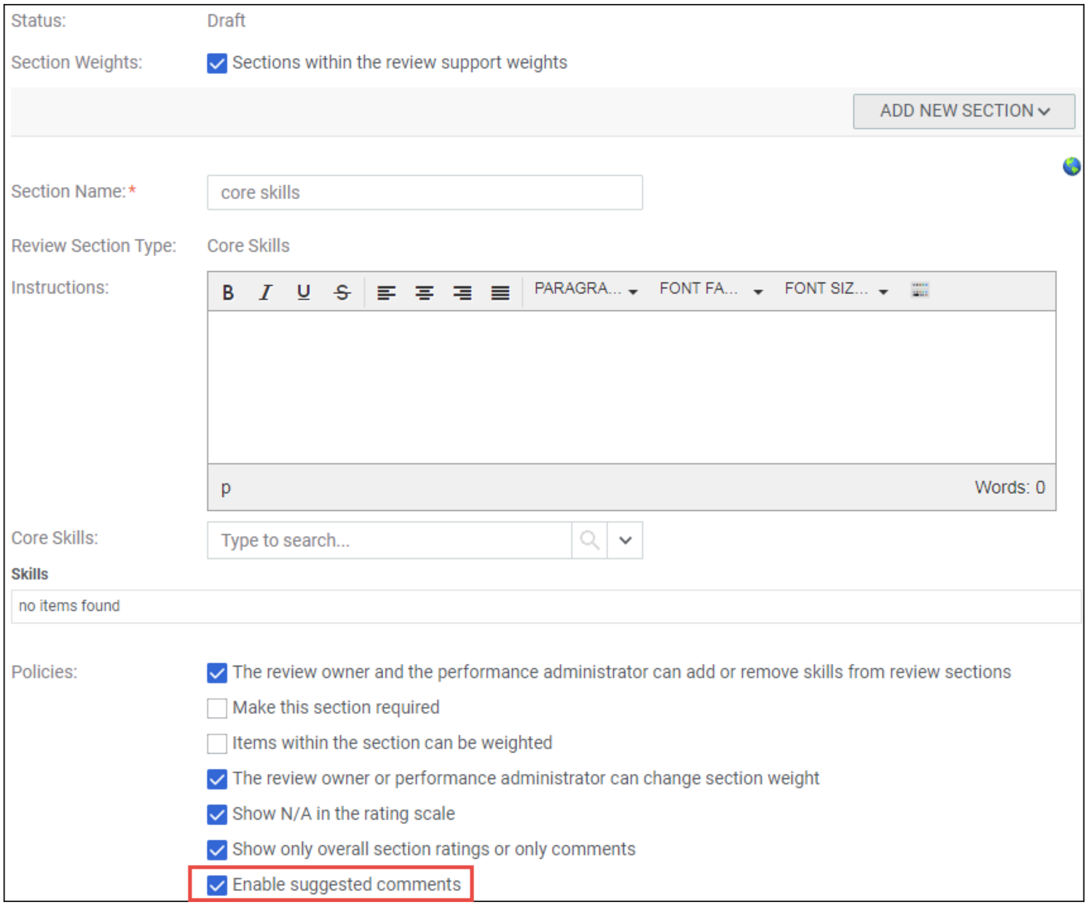


Figure 68: Enable suggested comments policy

By default, this policy is enabled.

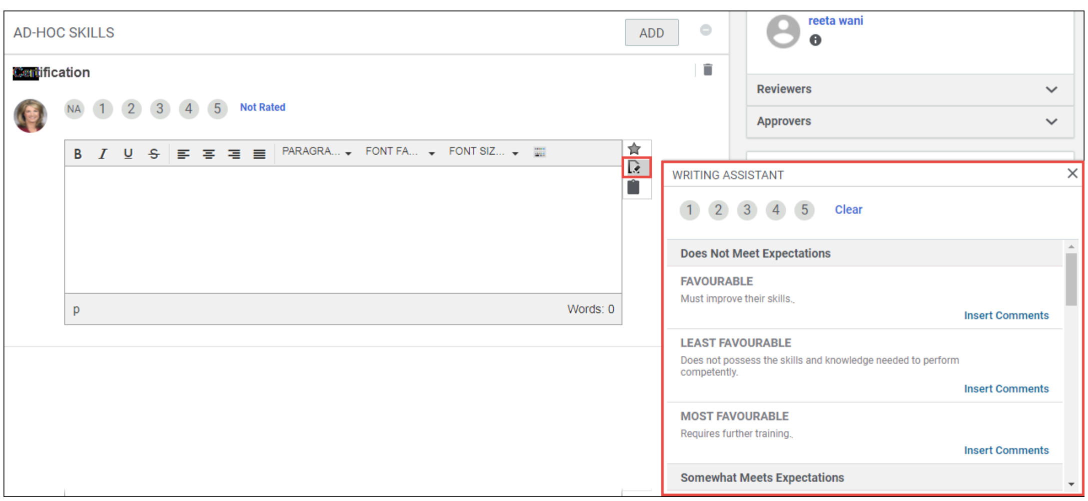


Figure 69: Suggested comments in writing assistant of review

The user can insert the desired comments from the **Writing Assistant**. The **Writing Assistant** appears only when **Enable suggested comments** policy is enabled at review section level. If a user selects the rating, then by default suggested comments appear for the corresponding proficiency level. If the user selects any rating for which there are no suggested comments defined, then writing assistant doesn't display any suggested comments from that skill or BI. If proficiency levels are inherited on skill and BI, then suggested comments are inherited from the default proficiency list. If proficiency levels are updated on skills, then suggested comments are neither inherited from skill nor from BI. If proficiency levels are inherited on skill and suggested comments are modified at BI, then suggested comments from default proficiency list will not be inherited at BI level.

The HR admin can add or update comments globally for all skills or for specific skills. To do so, navigate to **Manage Skills** > **Skills** > Search for the desired skill > Click skill > **Proficiency Indicators** tab.

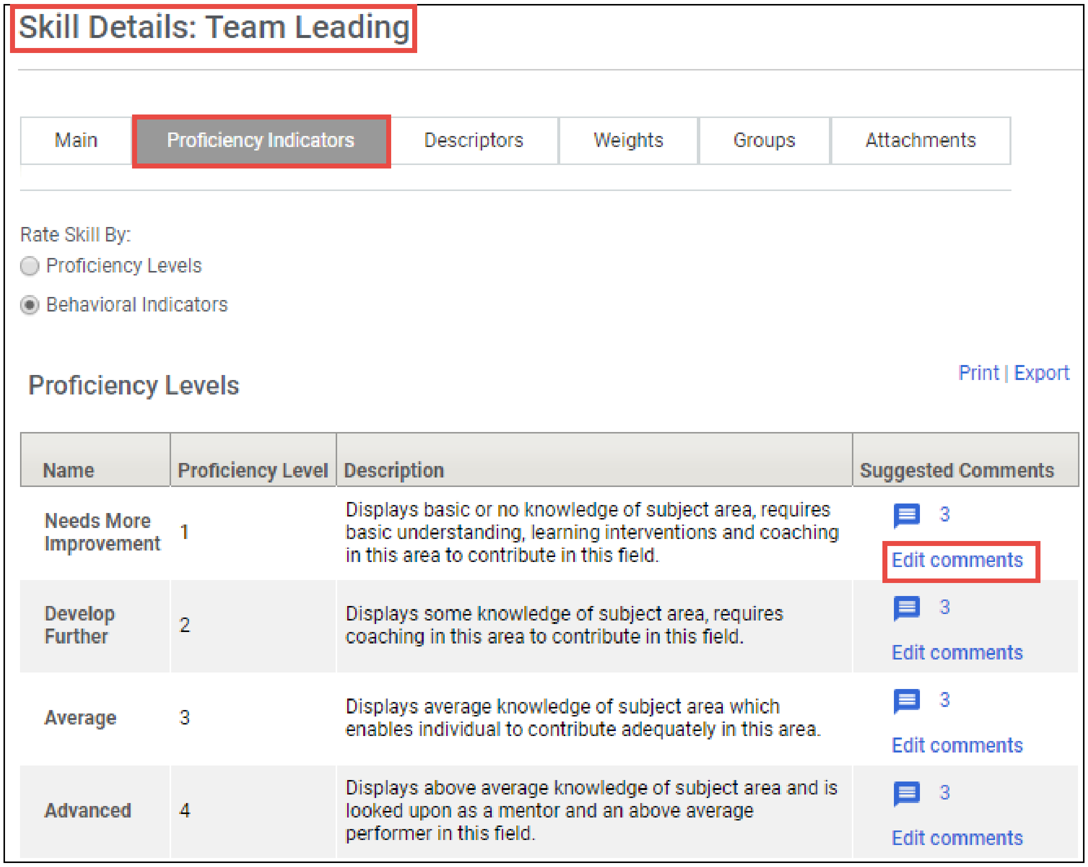


Figure 70: Add/edit suggested comments for specific skill

By default the proficiency levels along with suggested comments are inherited from the default proficiency list. If the proficiency levels are inherited on BI, then suggested comments are inherited from skill proficiency level. If suggested comments are updated on BI proficiency level, then changes done on skill proficiency levels will not be inherited.

The new skill always refers to the default proficiency levels. The admin can still import the levels from other skill. After importing, the admin can restore to default levels at any stage.

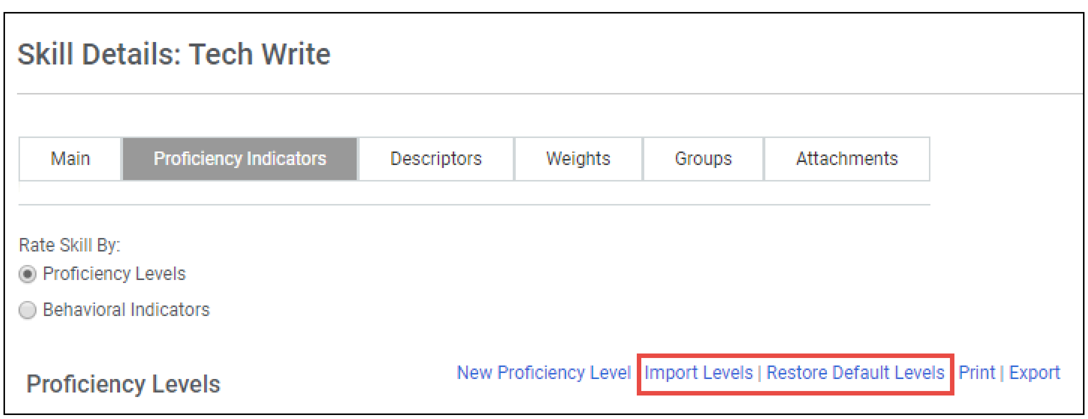


Figure 71: Import and restore levels

Suggested comments for Behavioral Indicators in Skills

The HR admin can add behavioral indicators to the skill to get it rate by behavioral indicator instead of proficiency level. This will be applicable to that specific skill, the admin cannot implement it globally and make it applicable for all skills. For each BI, by default proficiency levels along with suggested comments are inherited from the skill. Click the BI link and add/edit the suggested comments for the proficiency levels associated with that BI. If the proficiency level on skill is deleted, then suggested comments are automatically deleted from BI.

Use case

The user now has the ability to define suggested comments at skill and behavioral indicator so that it can be used in reviews for skills.

Enhanced skills search

How did it work?

There was a need to update the skill search to find most relevant skills.

How does it work now?

The user can now search for a skill using a hierarchical navigation. The search return results within the selected skill group including any sub-groups.

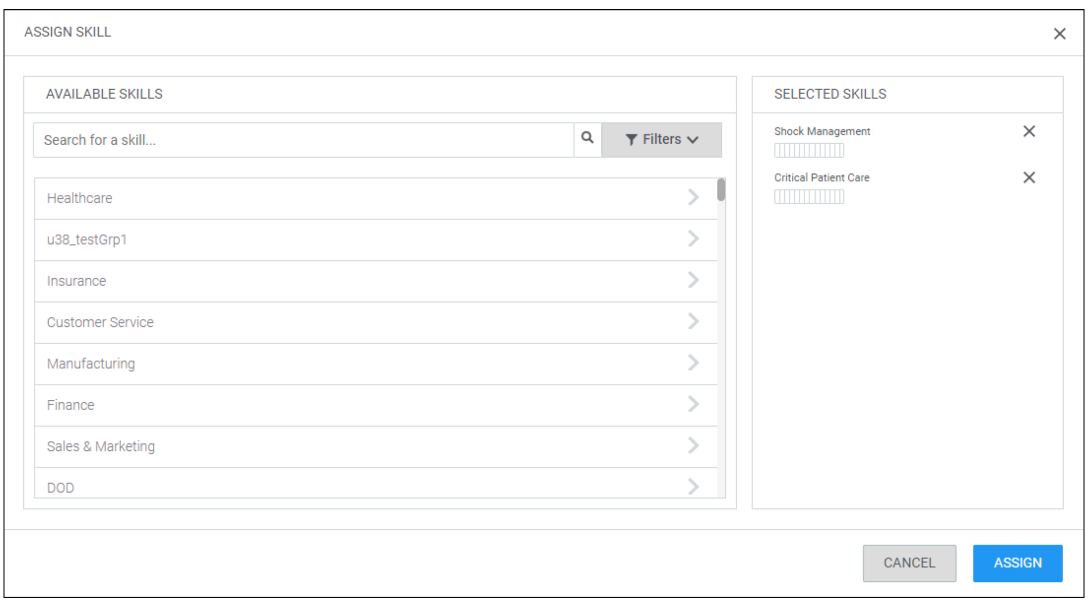


Figure 72: Search for skills under skills group

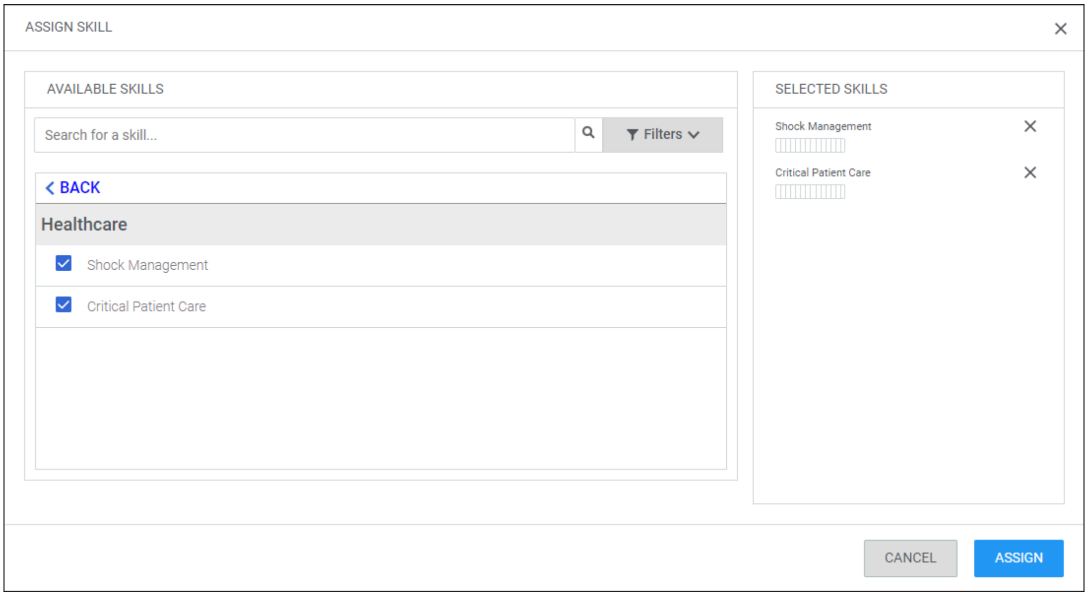


Figure 73: Skills under skill group

The above changes are made to the all skills wizard that are accessible from the following clickpaths:

1. Me > Reviews > Review detail page > Add Skills

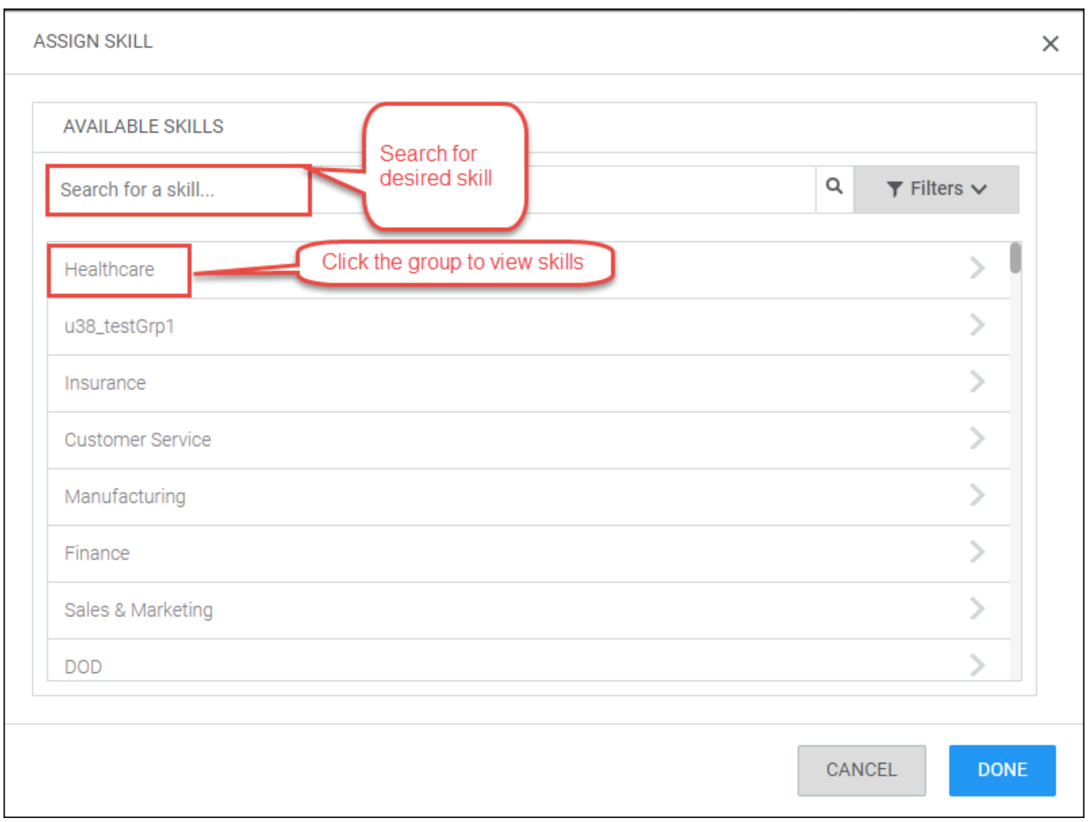


Figure 74: Add skills within reviews

2. Me > Goals > Goal detail page > Related Activities portlet > Add skills
3. Me > Recommendations page > Review: Next Steps tab > Add Skills
4. Me > Skills > Get feedback from others > Add skills to feedback
5. Me > Reviews > MRA/Focal review detail page > Adhoc skills section > Add Skills

6. Admin > HR > Manage goal library > Add > Related activities > Add skills

Use case

This enhancement now provides user with greater ability to search for skills and see history of assessment.

Enhancements to Check-ins

How did it work?

If the user's manager is changed, there was a need to change the owner in check-ins too.

How does it work now?

When the end user's manager is changed, the old manager is able to change the ownership of notes created on that user. The old manager must navigate to Check-Ins and select **Change Owner** from the **Actions** of that note. The Change Owner popup shows the new manager. On clicking **Change**, the ownership of the note is changed. The note disappears from the old manager's check-ins. The owner can push both, private and public notes to the new manager. Once the new manager navigates to Check-Ins, the note appears in the same category irrespective of the category name. The new manager can view only the public notes that were created by the old manager.

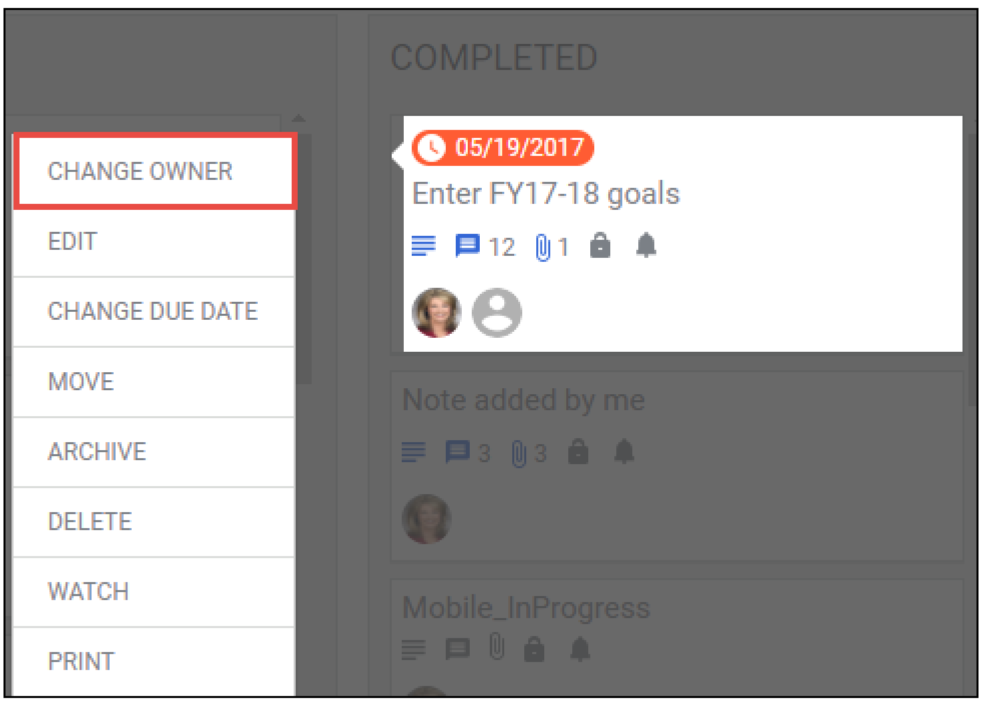


Figure 75: Change owner of note

In addition to the above, the following enhancements have been done:

1. Each categories are of fixed length. Scroll bars are provided to scroll up and down within the category.
2. Icons within the note appears grey when there is no content and after adding the content it turns to blue. The user can simply click the related icon and add content to it, there is no need to click Actions > Edit. For example in the below image, the note is public, the user can click the lock icon and make it as private.

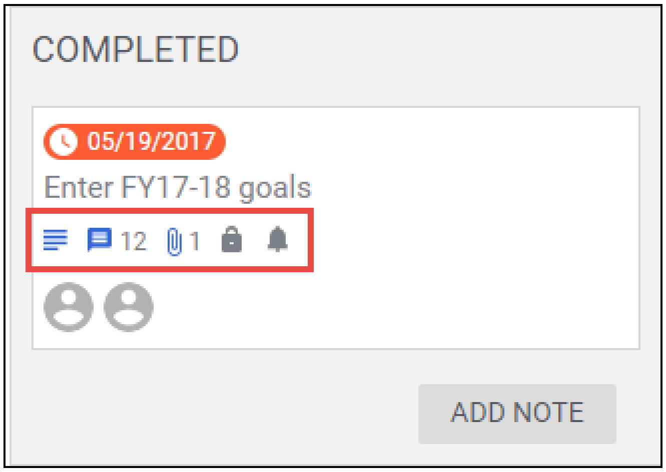


Figure 76: Icons within notes

3. The Note details pop-up now shows the category name.

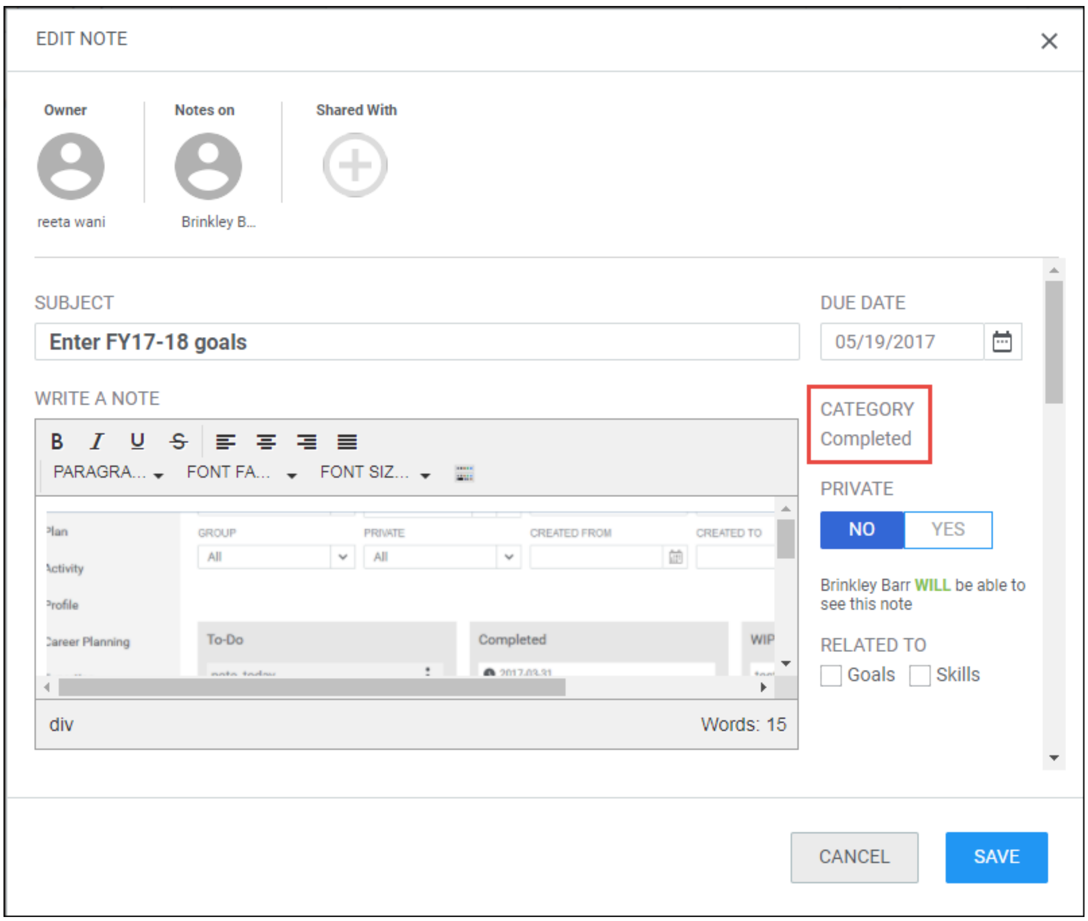


Figure 77: Category name within note details

4. Note in the category shows the subject up to 3 lines. If its longer, ellipsis appear. On hovering the note, the entire subject is shown.

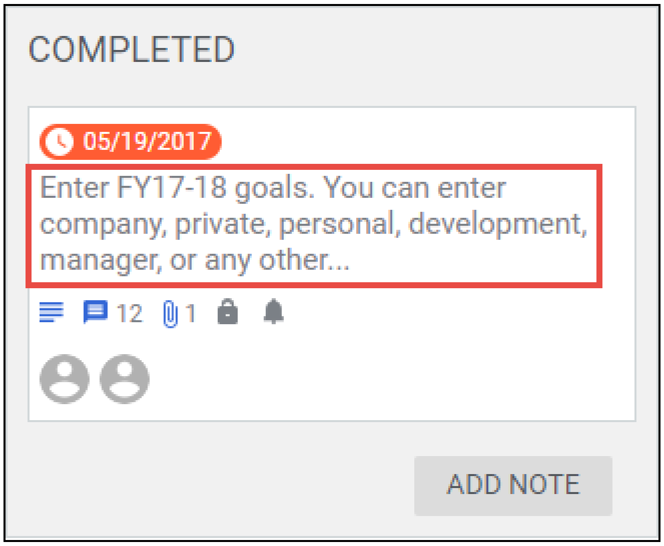


Figure 78: Subject of note

5. When the user is adding a note in the category itself, a **More** button appears that helps in adding additional details in the note.

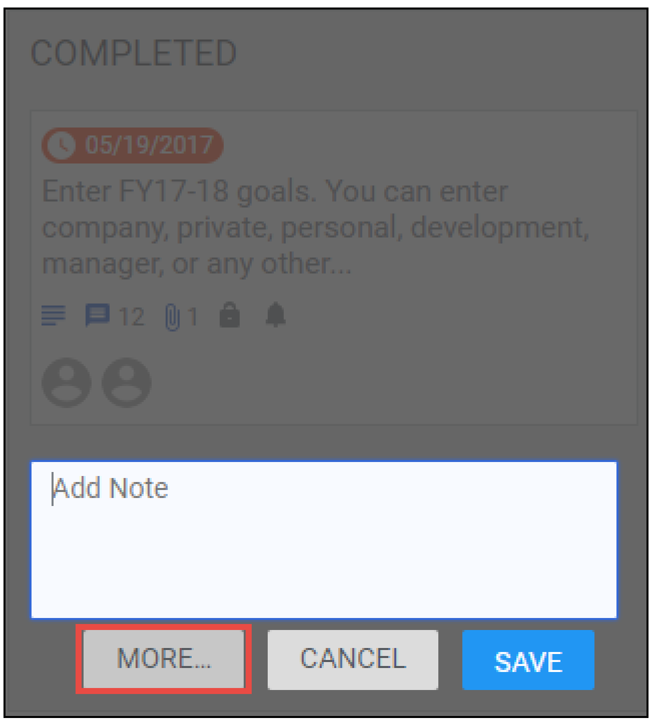


Figure 79: More button for adding additional details

Use case

Managers can now change the ownership of Notes when there is a change in employees line manager.

Future Goals review section

How did it work?

There was no provision to create a review specially for goals for upcoming year.

How does it work now?

The performance administrator can now create and assign a review which includes goals for the upcoming year. A new review section **Future Goals** has been added to section of the review form, where the administrator must set the minimum and maximum number of goals needed to complete the review and who can create goals. By default, the minimum number of goals is set to **1** and maximum **20**. The admin can enable the end user, manager, 2nd level manager, alternate manager, stakeholder, peers, and direct reports, who can add goals to the review. Only the selected users can add goals to the review.

Note: Once the maximum number of goals are created, the **Add** button on the review will be disabled. The user can add only one **Future Goals** section.

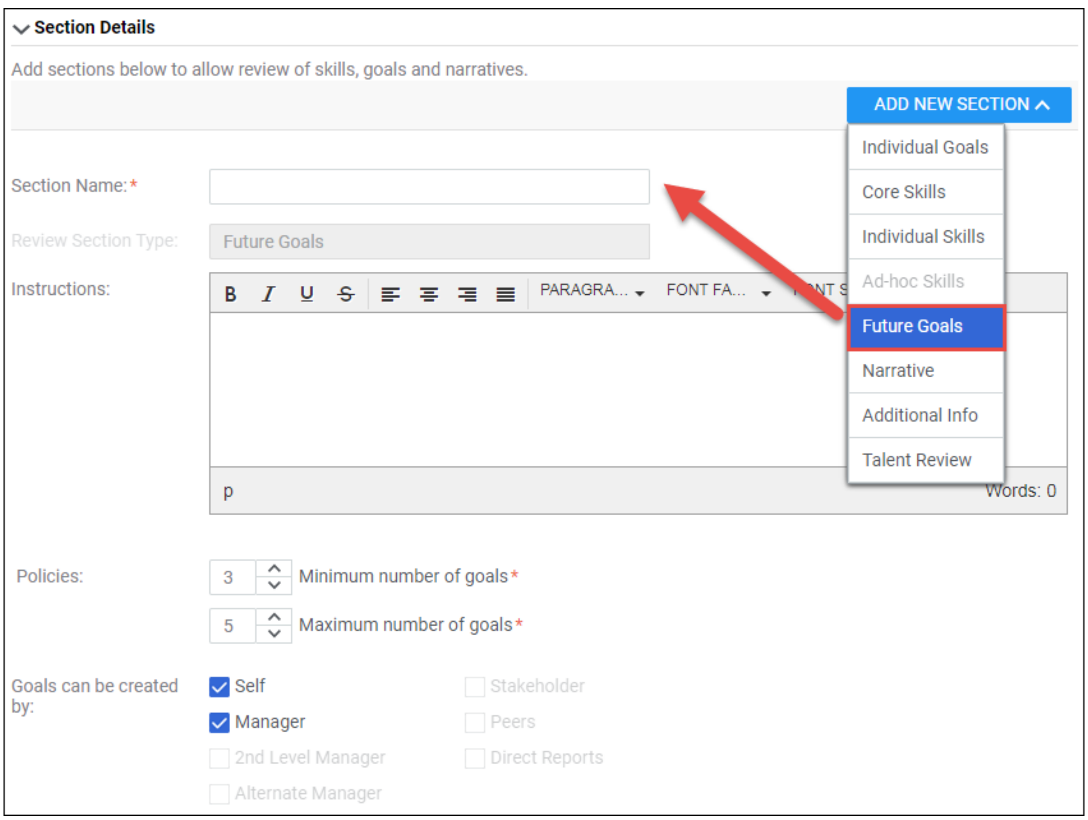


Figure 80: Future Goals section

The end user can then add goals from the goal library or create new ones for this review. The user must add at least minimum goals to submit the review.

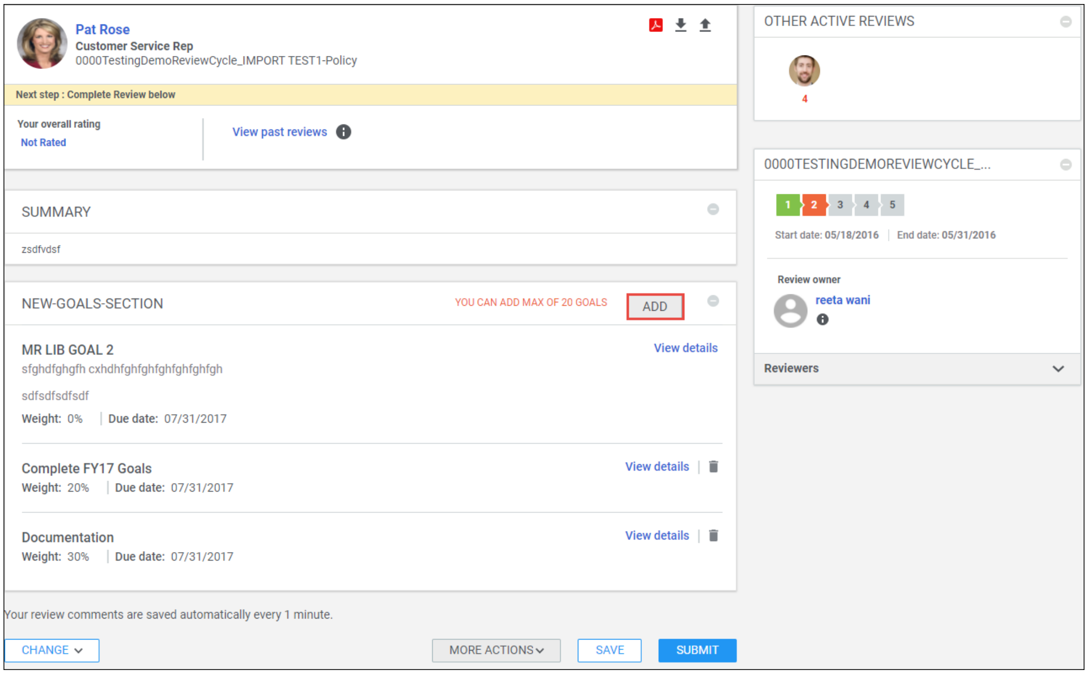


Figure 81: Future Goals section in review

The review owner i.e., manager can also add goals to the review provided Manager was selected in the review form. The performance admin and Performance-HRBP can add, delete, and update the goals in the **Future Goals** section at any point of time and in any state except when it is submitted for approval. In the review, the manager can copy goals from the review for another team member. The manager can use **Copy Goal** links corresponding to the goal and select users for whom the goals needs to be copied. On clicking **Copy**, the goal is successfully copied for the new users. Those users can see the copied goals under **Goals & Objectives** tab.

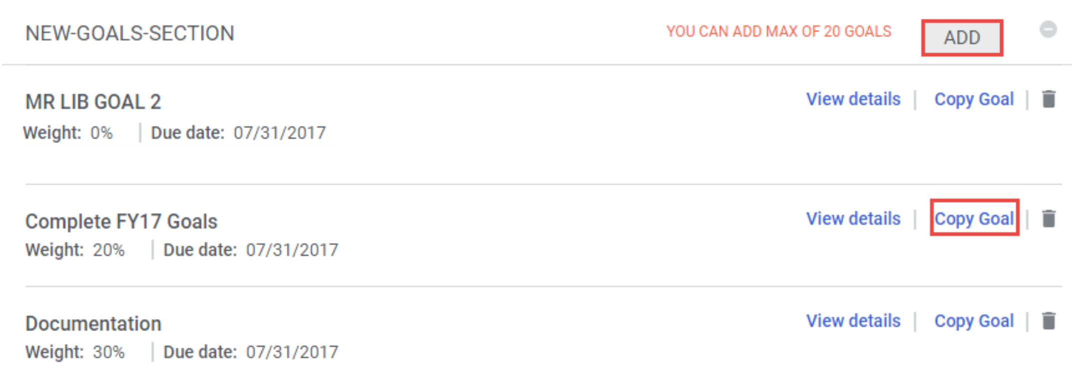


Figure 82: Copy goals from review

The end user and manager cannot download the review with **Future Goals** section for offline review. The review can be viewed in PDF. Once the end user completes the rating, the review can be submitted to the manager and rest of the process continues as other reviews.

Use case

This new feature allows the performance administrator to create a process to set goals for the upcoming year.

Print goal details in PDF

How did it work?

There was no provision to print goal details in a PDF.

How does it work now?

The end user can now print the goal details in a PDF through a **Print** icon on goal details page and saving it as PDF.

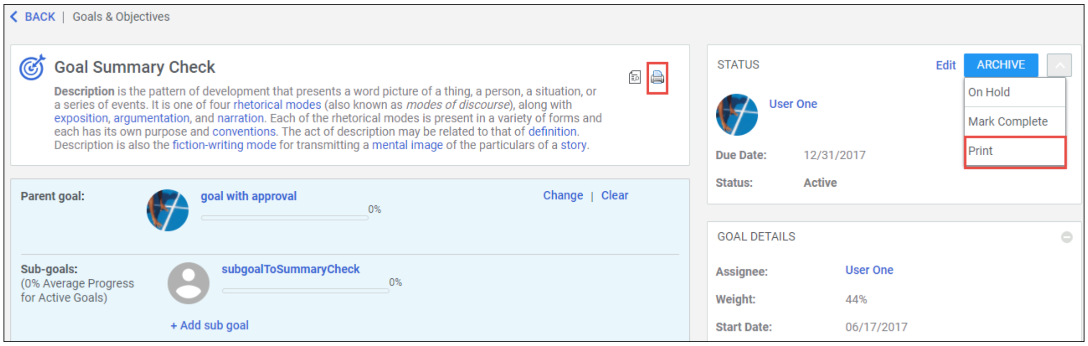


Figure 83: Print goal details in PDF

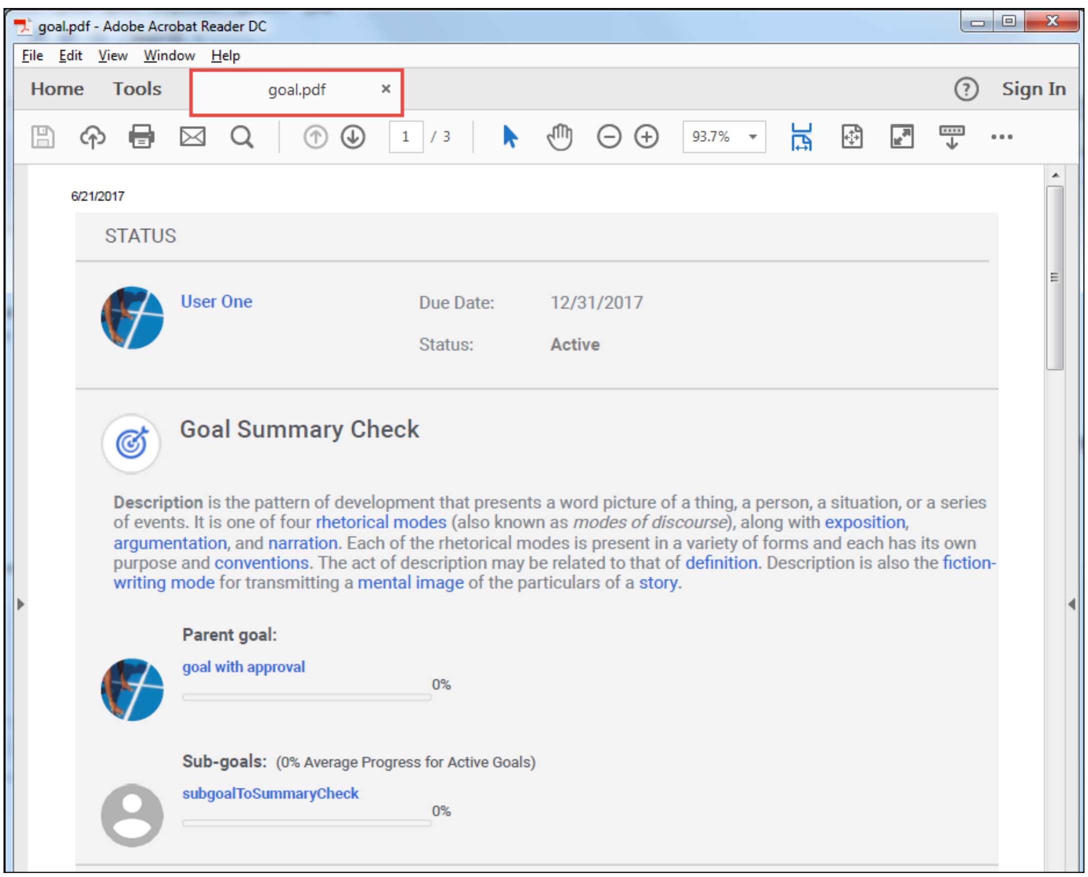


Figure 84: Goals PDF

Use case

Users can now create a PDF version of their goals.

Retain rich text elements in notes created via email

How did it work?

In the notes created via email, the user could not attach email as an attachment and add inline images. Also, there was no provision to add the rich text.

How does it work now?

The note created via email now supports email as an attachment, rich text formatting within email, and inline images.

Use case

Notes created via email now supports rich text elements.

Text formatting in Summary section of performance review

How did it work?

The Summary section of performance review does not retain some of the text formatting such as text in normal font appears as BOLD and text in Italics appears as normal.

How does it work now?

The Summary section of performance review now retains all the text formatting even after releasing the review.

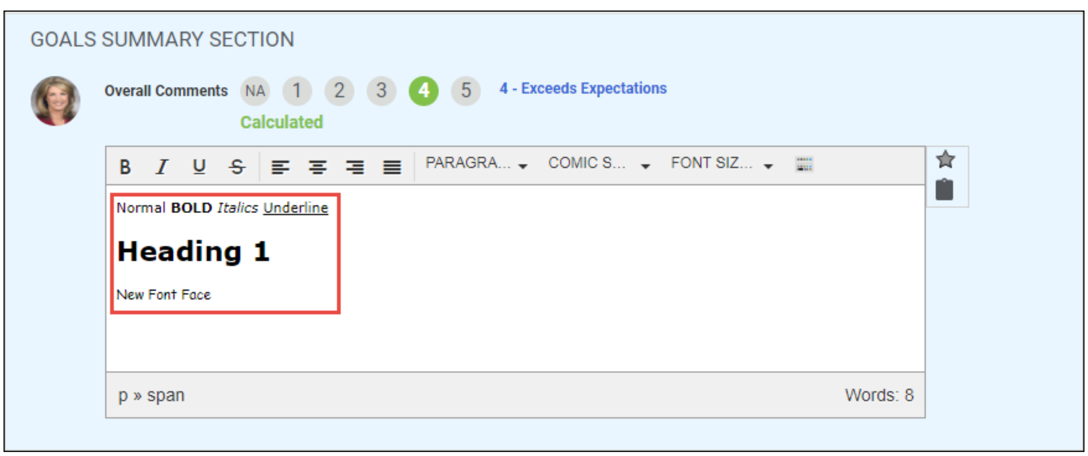


Figure 85: Text formatting in Summary section

Use case

This improves the usability of performance reviews.

Updated wizards from My Team overview

How did it work?

Some of the wizards that are accessible from My Team overview were not updated with new UX.

How does it work now?

The following wizards are now updated to the new UX wizard when initiating from My Team Overview:

- Leave an Impression

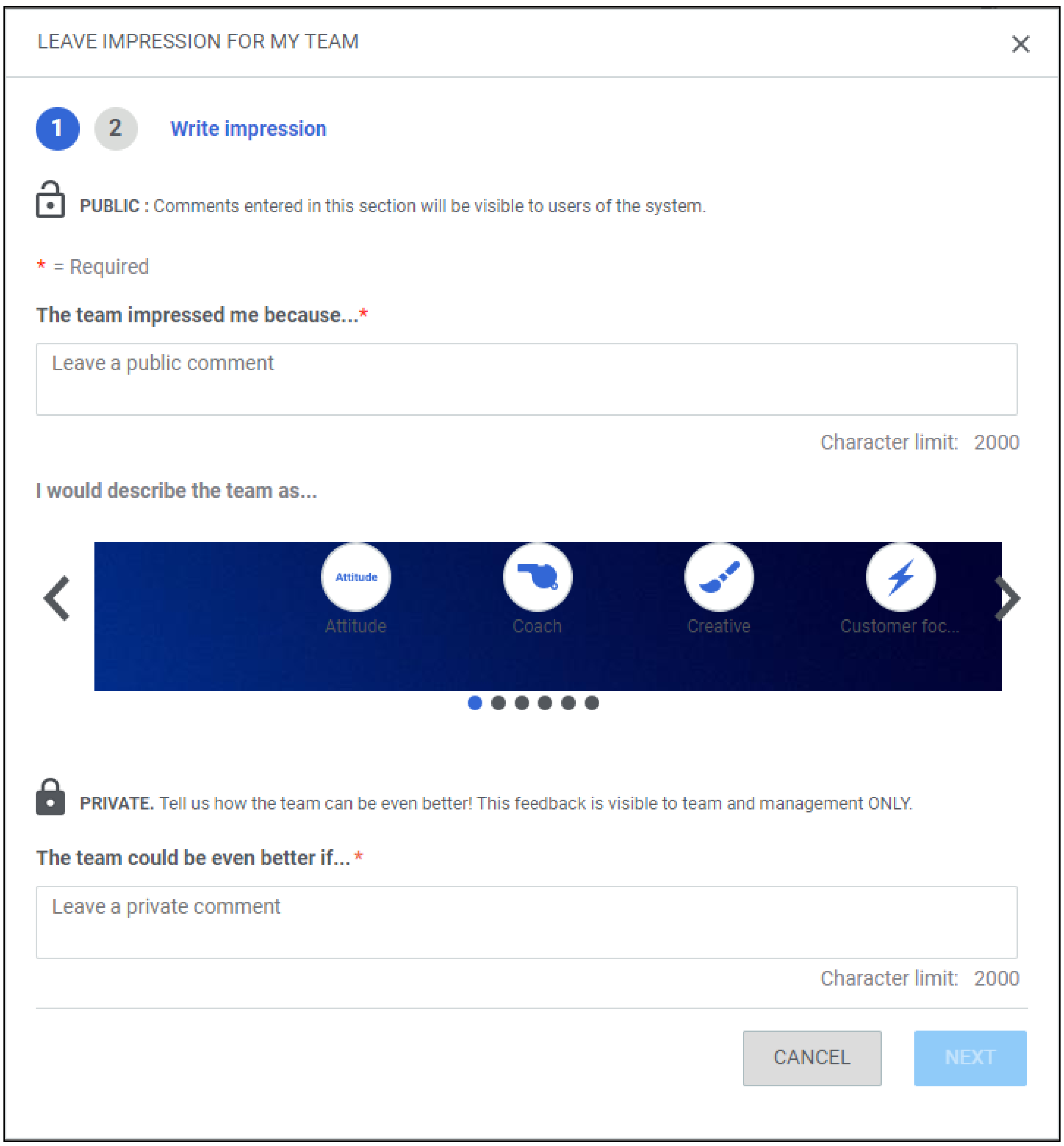


Figure 86: Leave Impression for My Team - Step 1

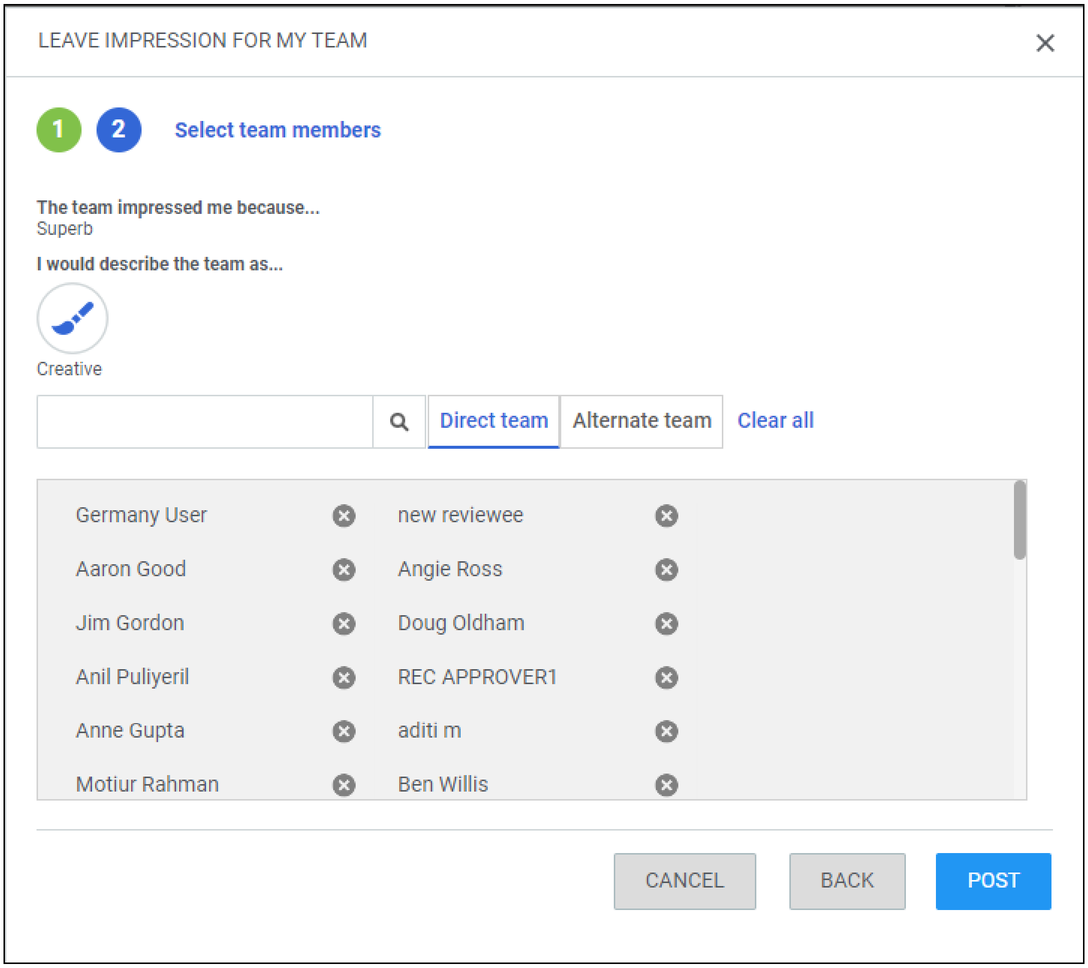


Figure 87: Leave Impression for My Team - Step 2

- Add team goal

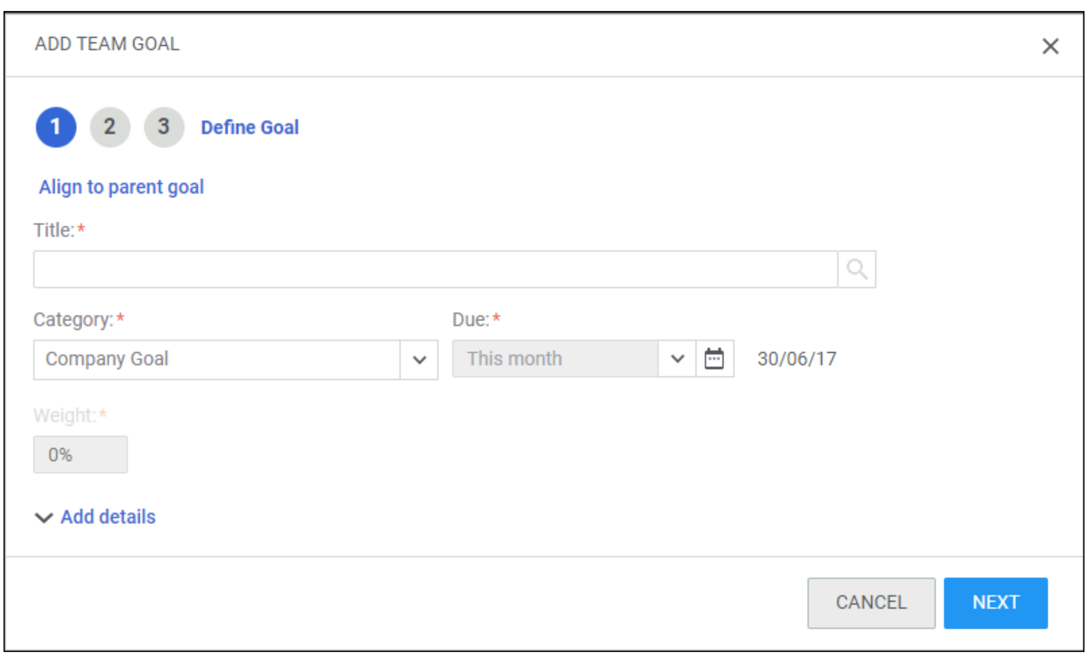


Figure 88: Add team goal

- Initiate Feedback

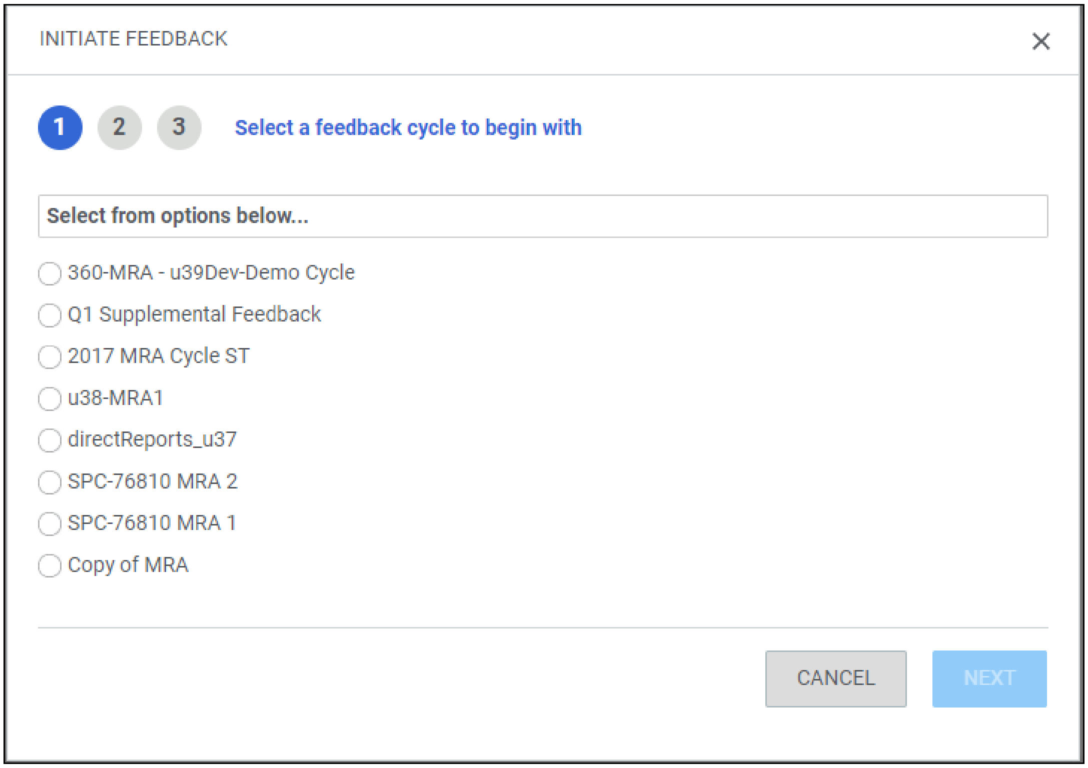


Figure 89: Initiate Feedback - Step 1

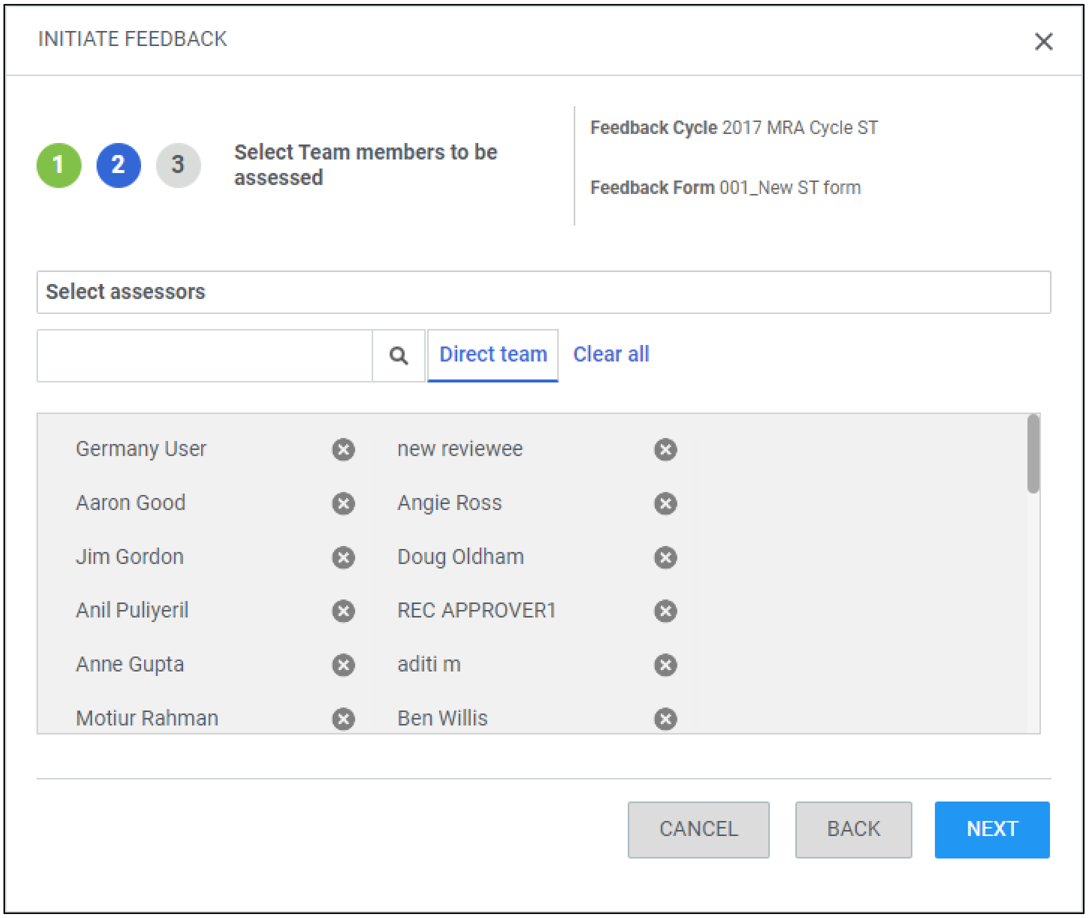


Figure 90: Initiate Feedback - Step 2

- Assign Reviews

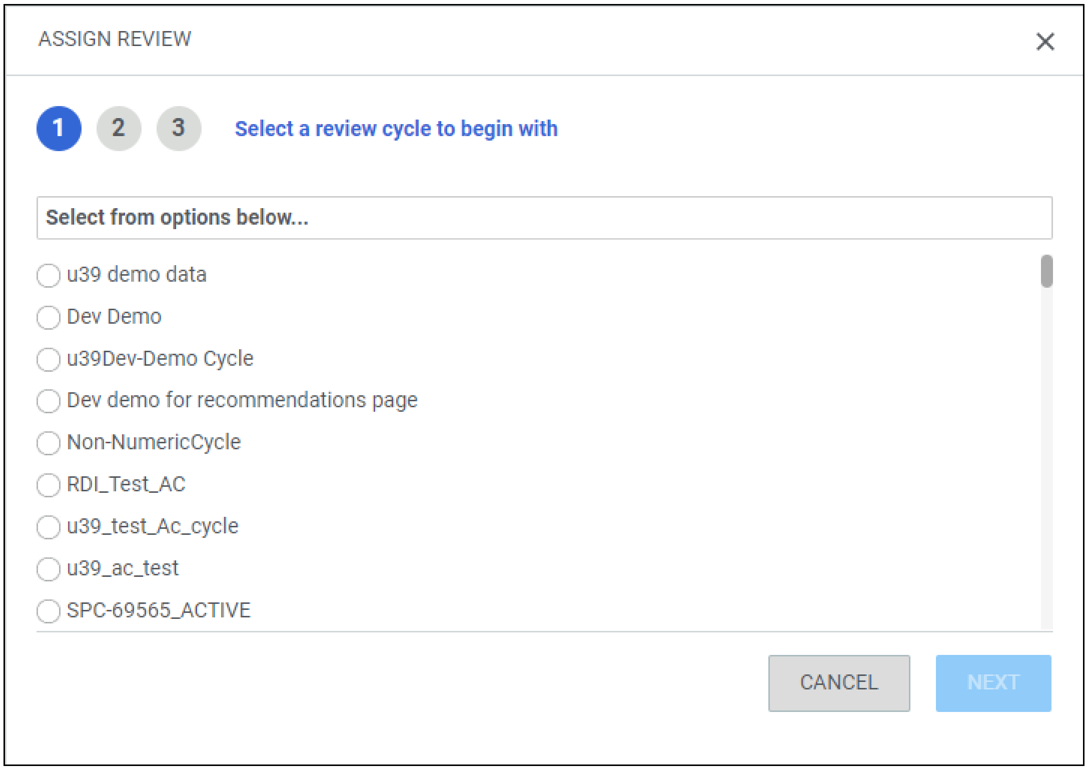


Figure 91: Assign Reviews - Step 1

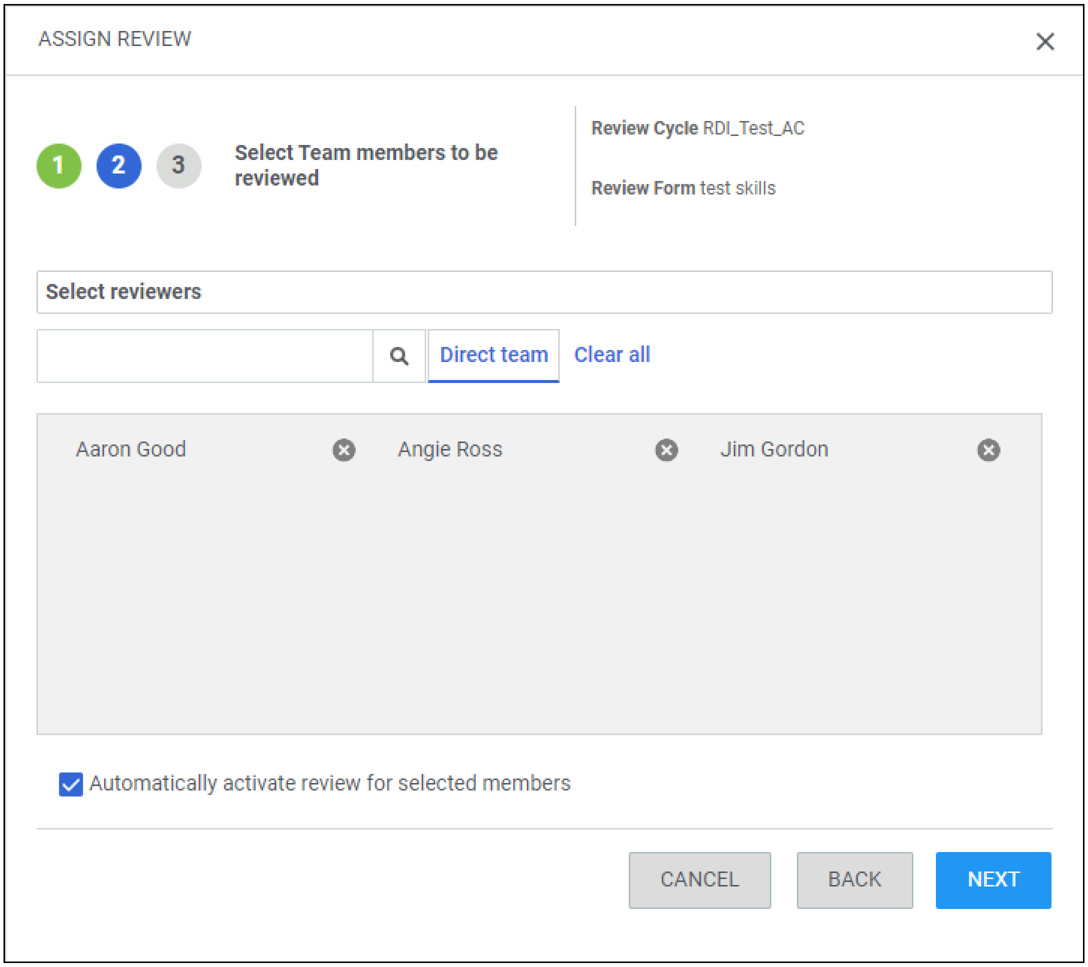


Figure 92: Assign Reviews - Step 2

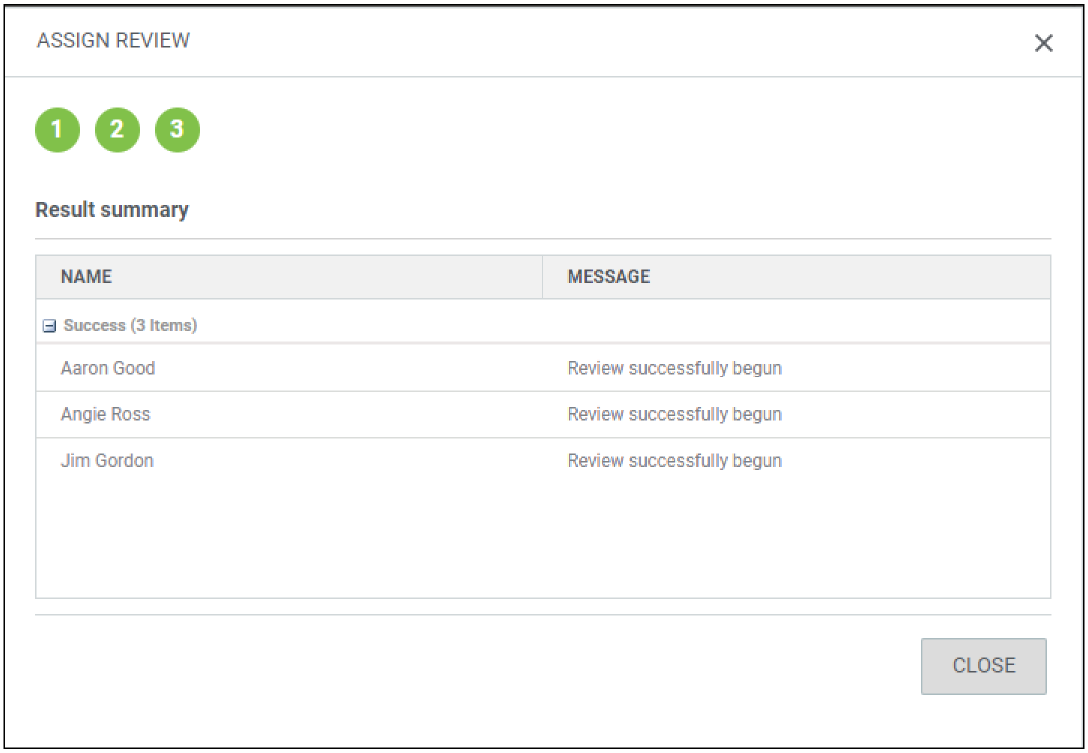


Figure 93: Assign Reviews - Step 3

- Assign Mentors

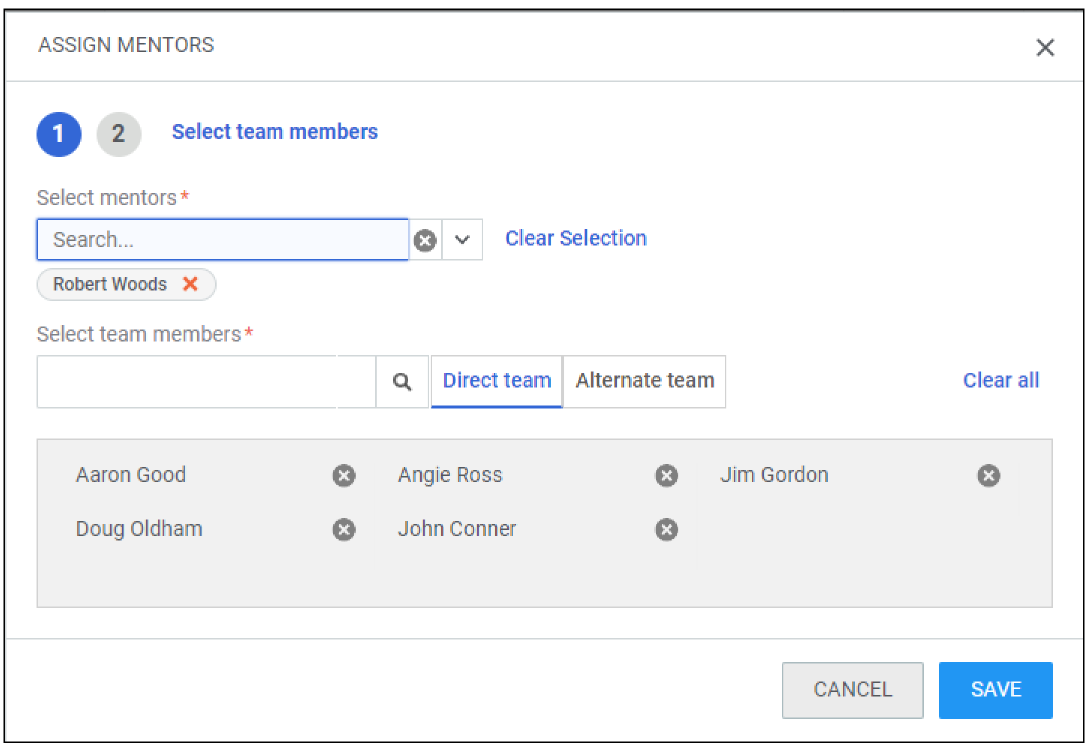


Figure 94: Assign Mentors - Step 1

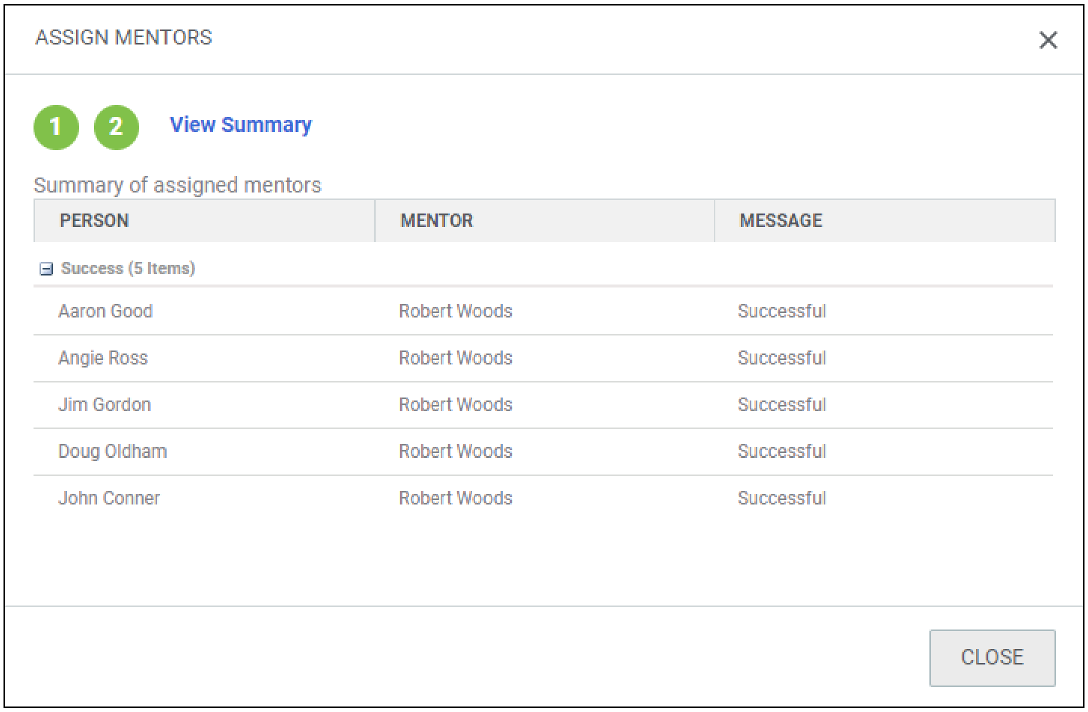


Figure 95: Assign Mentors - Step 2

Use case

This enhancement now makes the Assign wizard under My team Overview consistent.

View last assessment in skills

How did it work?

There was no provision to view the last assessment while assessing the skill. The user had to navigate to the Assessment History to check.

How does it work now?

The end user and manager can now view their last assessment while assessing the skill. An assessed skill with BI indicators also appears in the last assessment. On the Assess Skill screen, click **My Last Assessment** section to view your assessment.

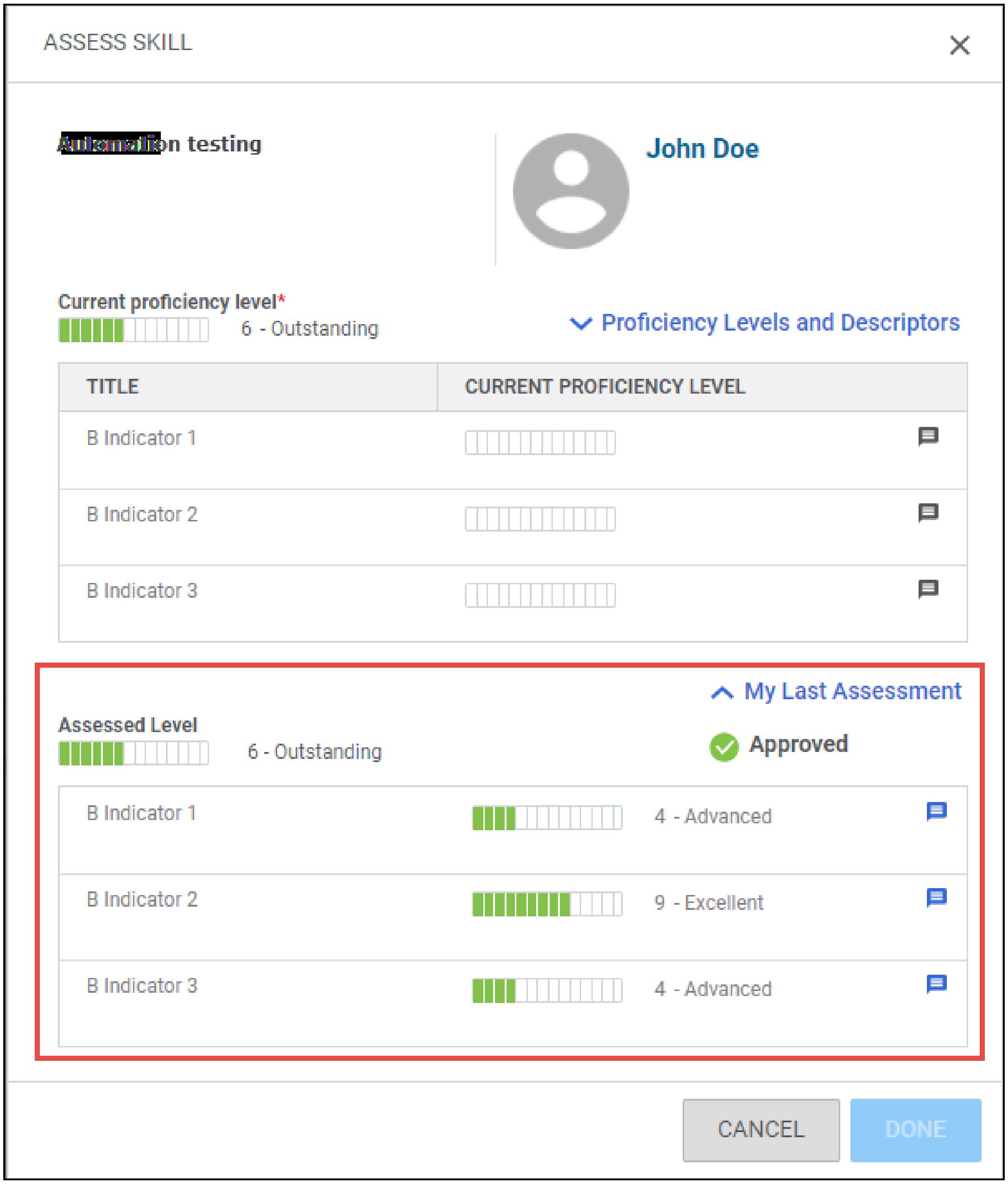


Figure 96: Last assessment for skill with BI indicator

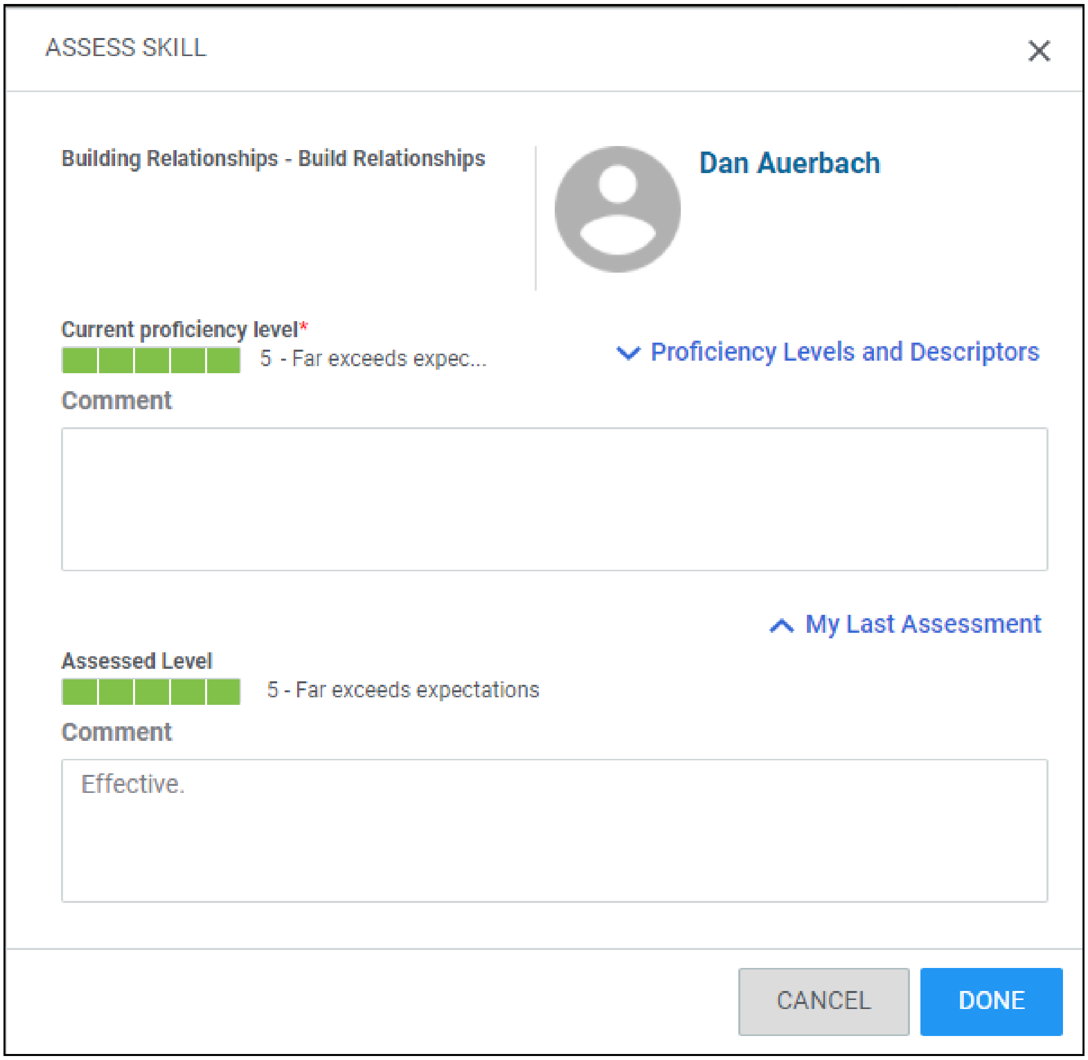


Figure 97: Last assessment for skill with single indicator

The manager can view their last assessment for the team member's skill by navigating to **My Team** > *<team-member-name>* > **Plan** > **Skills Development** tab > Skill details > **Assess** > **My Last Assessment** section.

Use case

This enhancement now allow users to view previous assessment for skills with BI and single indicators.

Chapter 8

Pulse 360

Topics:

Custom survey for users outside of Saba Cloud

How did it work?

Prior to this update, Pulse custom surveys could not be conducted for users outside of Saba Cloud. Only Saba Cloud users could be added as recipients for such surveys.

How does it work now?

With this update, even users outside of Saba Cloud can take Pulse custom surveys.

Now Pulse administrators can configure a custom survey so that users can take the survey even without logging into Saba Cloud.

When creating a custom launch survey from **Pulse 360** > **Dashboards** > **Custom Survey** > **Create Custom Survey Launch**, administrators can configure the following new fields in **Custom Survey Launch Information** step:

Table 14: New custom survey launch fields

Field	Description	Mandatory?
Launch Without Login	Select this checkbox to enable users to take the survey without logging into Saba Cloud. If disabled, then users need to log into Saba Cloud to take the survey.	No
Restrict to As~ signed Users	This checkbox is displayed only if the **Launch without Login** checkbox is selected. Select this checkbox to allow only designated users to access the custom survey. If selected, then the survey deeplink is not displayed on the Summary page of the custom survey launch wizard. This ensures that the deeplink is not accident~ ally or intentionally shared with users who are not assigned to this survey.	No

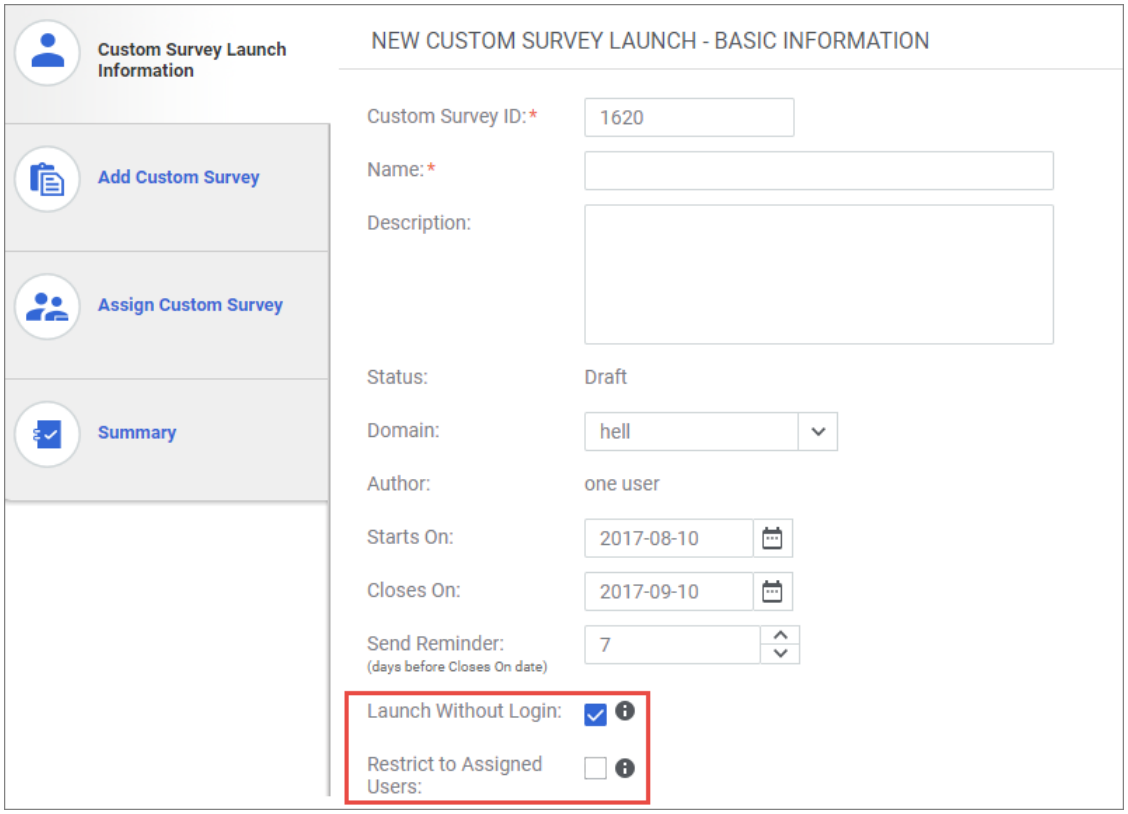
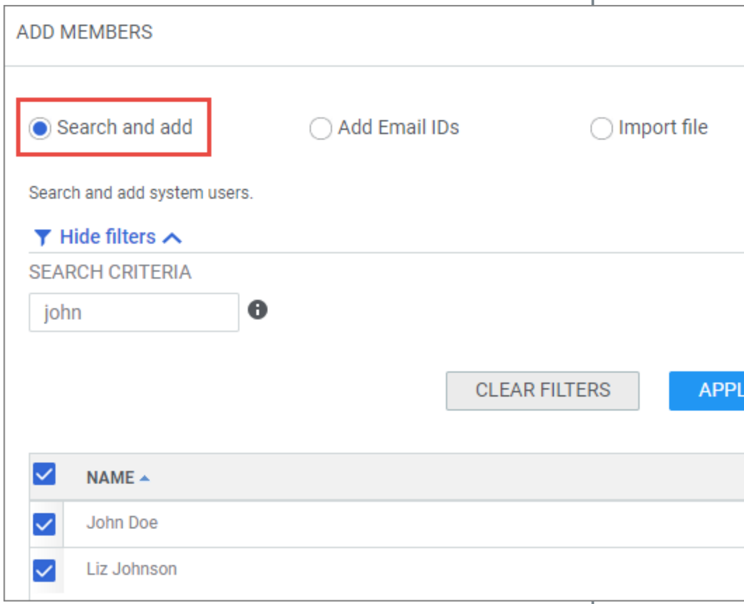
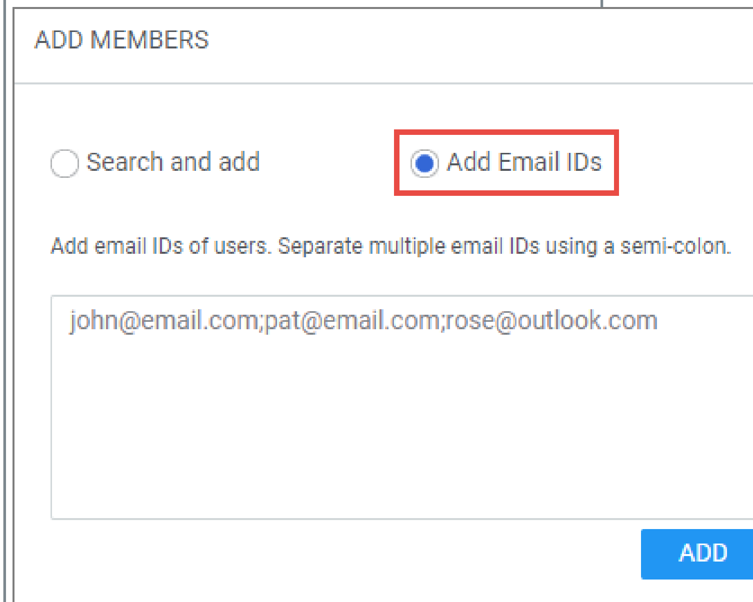
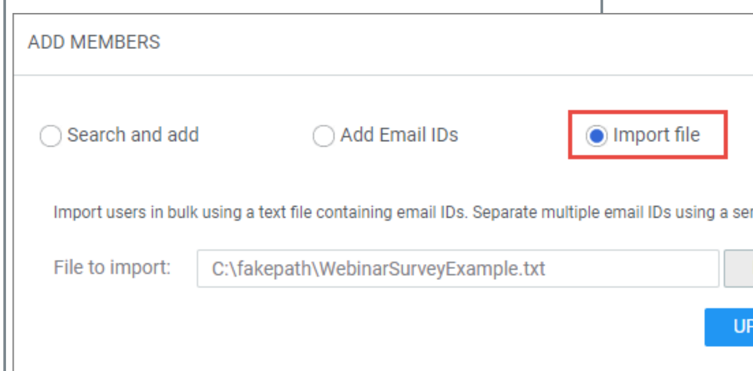


Figure 98: New custom survey launch fields

While adding members to the survey either through **Assign Custom Survey** step in the wizard or the **Manage Members** action link, administrators now have the following new options to add users by clicking **Add Members** link:

Table 15: New add member options

Option	Description	Screen
Search and add	Search and add internal or external Saba Cloud users only.	 **Figure 99: Search and add option**

Option	Description	Screen
Add Email IDs	Add semi-colon separated email IDs of users. This option must be preferably used for users outside of Saba Cloud. Ensure you specify only valid email IDs. Invalid email IDs are ignored.	 **Figure 100: Add email IDs option**
Import file	Add users in bulk by importing a text file contain~ ing semi-colon separated email IDs of users. This option must be preferably used for users outside of Saba Cloud. Ensure you specify only valid email IDs. Invalid email IDs are ignored.	 **Figure 101: Import file option**

The survey recipients can launch the survey by clicking the survey deeplink in the notification email and complete the survey without logging in to Saba Cloud. Such surveys are completely anonymous, where only responses of survey questions are recorded.

Use case

Survey recipients can launch a survey using a notification deeplink and complete the survey anonymously without logging in to Saba Cloud.

Chapter

9

Recruiting

Topics:

Associate external behavioural assessments with requisition

How did it work?

There was no provision to associate any external behavioural assessments with requisition.

How does it work now?

Once an external assessment is integrated in **Extended Integration**, the external behavioural assessments start appearing in the job requisition's **Pre-Assessments** tab. Behavioral assessment is a systematic evaluation of candidate's personality profiles that is used to gauge the viability of a candidate based on things like culture fit, work style, and potential.

The recruiting administrator must navigate to the **Pre-Assessments** tab of the requisition, select the desired external assessment under **External Behavioural Assessments**, and select the assessments to associate with the requisition. On selecting the external assessment, it shows all the available assessments. The administrator can also select the **Sent to all candidates** checkbox corresponding to the selected assessment so that the assessment is automatically sent to the candidate once he/she applies for the job requisition.

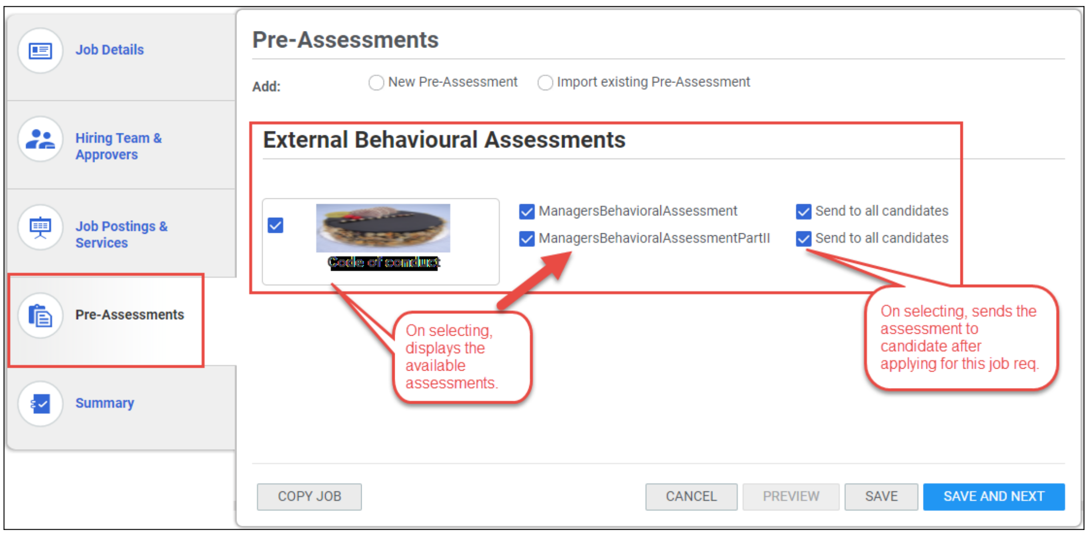


Figure 102: External Assessments

The hiring manager can also manually send the test invite to the candidates by navigating to Hiring team page > **More actions** corresponding to the candidate > **Invite for test**, selecting the desired external test, and clicking **Invite**. An email will be sent to the candidate by the Recruiting group with the link to the test. This menu appears only when the **Can invite candidates to take behavioral assessments** privilege is enabled on the **Requisition Candidate** component for the **Hiring Manager** security role. By default, this privilege is disabled. To enable, contact your system administrator.

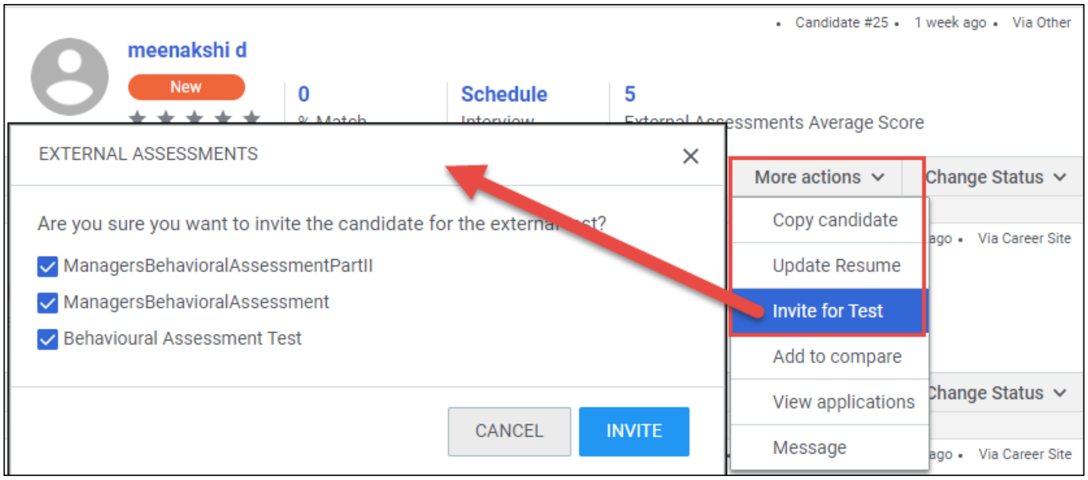


Figure 103: Hiring manager sends test invite

The Hiring Manager can also sort the available candidates by **External Assessments Average Score**. This will help the hiring manager select the most efficient candidate for the post.

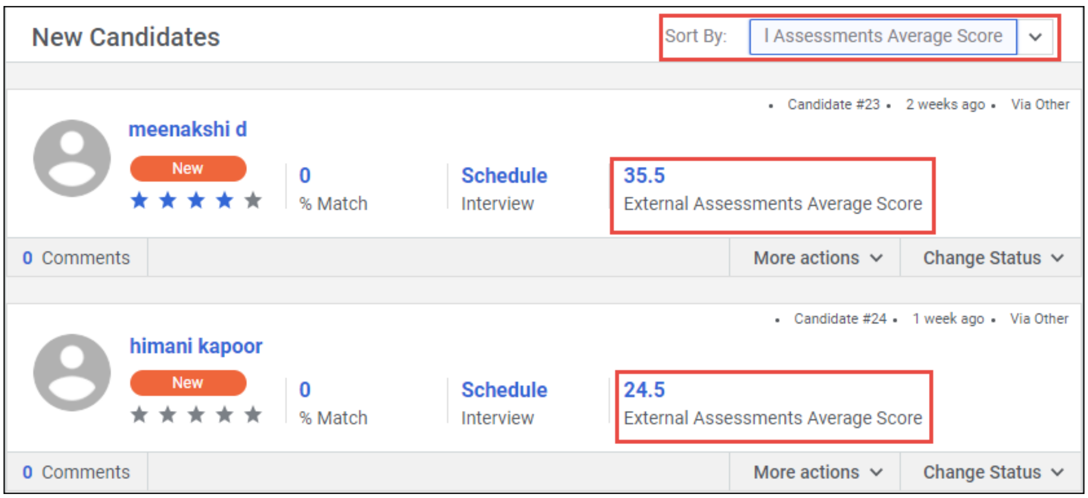


Figure 104: Sort candidates by External Assessment score

On the candidate details page, the hiring manager can view the results of the score in the **External Tests** tab and by clicking on the average score.

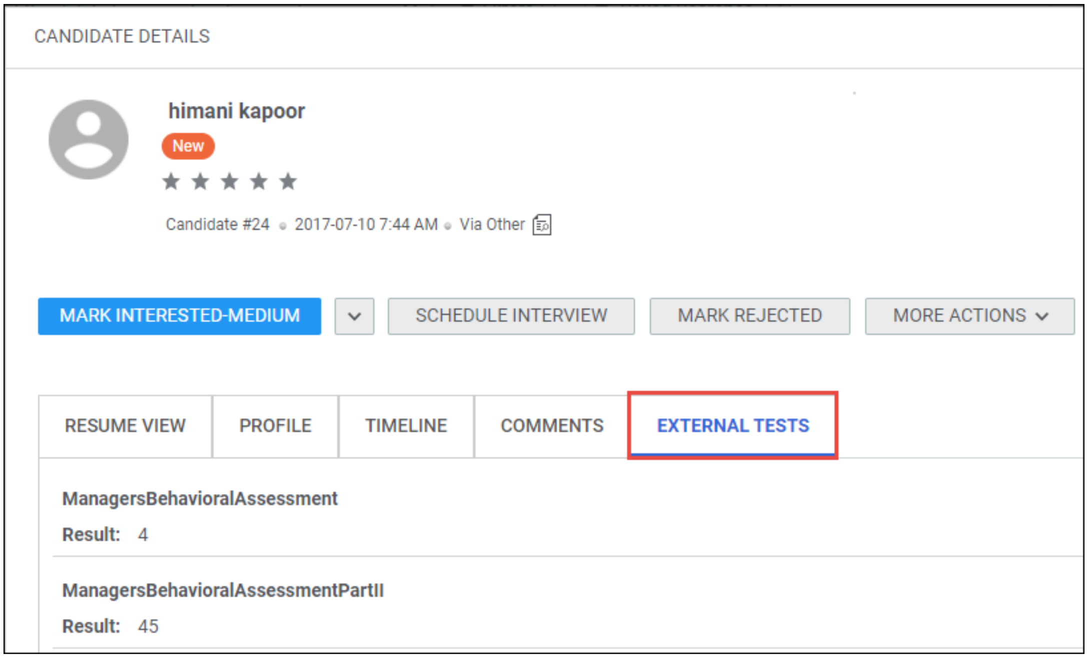


Figure 105: View results in External Tests tab

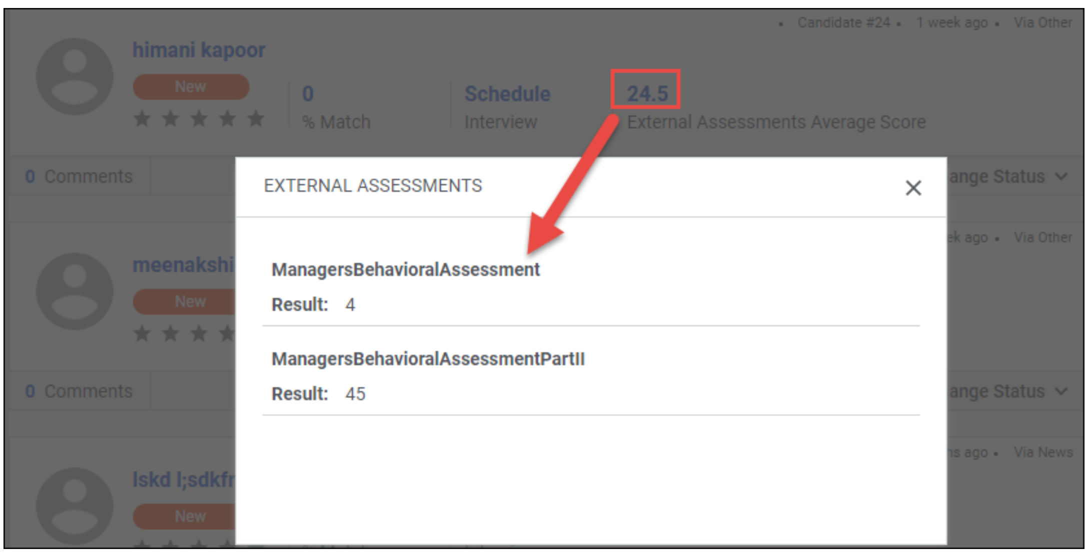


Figure 106: View results by clicking score

Use case

Behavioral assessments are helping more employers find candidates with the traits, temperament and innate talent best suited to the jobs being filled.

Add candidate without uploading resume

How did it work?

The hiring team members were not able to add new candidates to the requisition without uploading their resumes as Resume field was mandatory.

How does it work now?

The **Resume** field is now made configurable in **Manage Configurations** > **Candidate Profile Fields**. The **Resume** field will be always **Enabled** but the recruiting admin can mark it as **Required**, if needed.

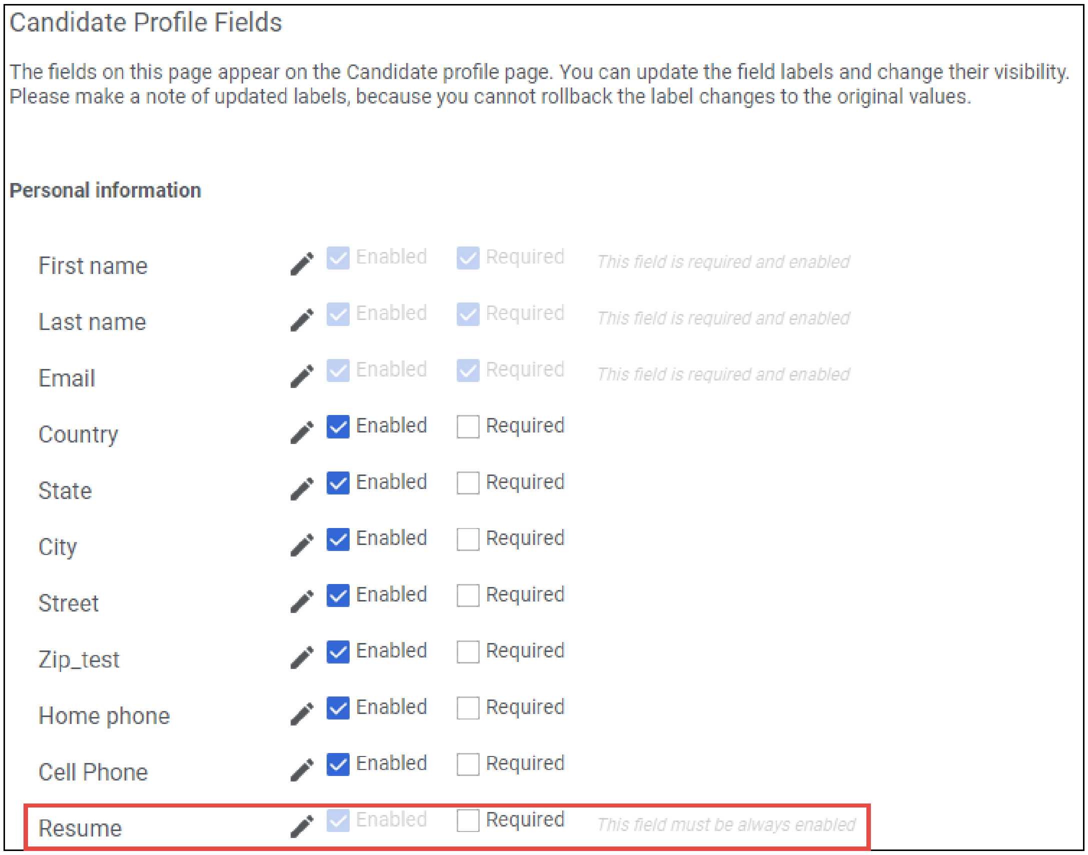


Figure 107: Configure Resume field

By disabling the **Required** checkbox, the hiring team can add candidates to the requisition without uploading their resumes.

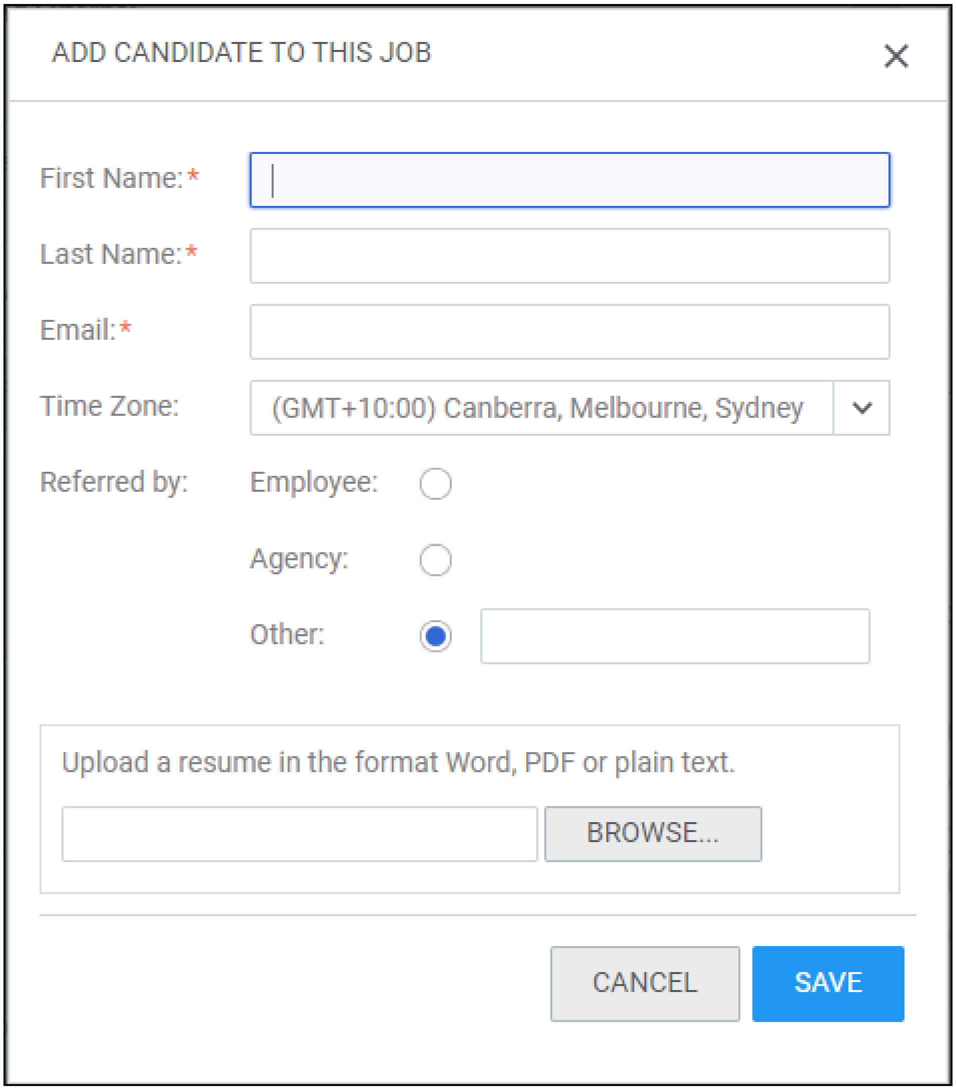


Figure 108: Add candidate without resume

Use case

This improves the process of adding candidates to a requisition.

Candidates to upload documents while applying for job and from profile

How did it work?

Candidate can only upload their resume, but hiring team can upload other documents for candidate.

How does it work now?

The candidate can upload documents and videos other than their resume while applying for a job and from their profile. A new field **Do you have any additional documents that you wish to share with us?** has been introduced in **Recruiting**

> **Manage Configurations** > **Candidate Profile Fields**. By default, this checkbox is disabled. To enable, contact your recruiting administrator. If it is marked as **Required**, then it will also be considered in the candidate rejection rule.

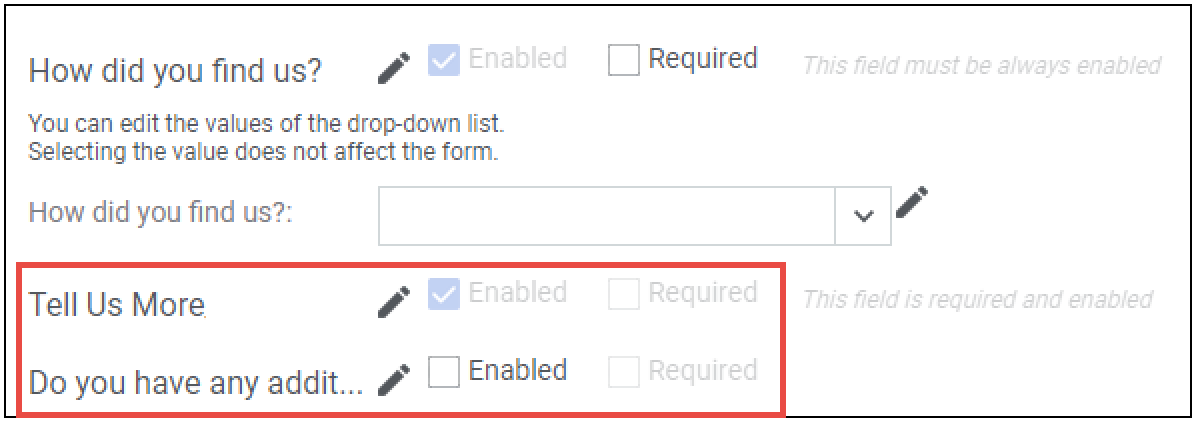


Figure 109: Additional documents field

The **Tell Us More** section on the job application wizard and candidate details page is now governed by the **Tell Us More** configuration field. The section appears only if this field is enabled. By default, this field is enabled.

Once this field is enabled, the candidate can upload documents and videos through 3 ways:

1. Apply for a job and navigate till the Step 3 of the job application wizard. Click **Add new** and upload the desired documents. Click the cross icon to delete the unwanted document.

   Note: The size of all the added documents should not exceed 16 MB.

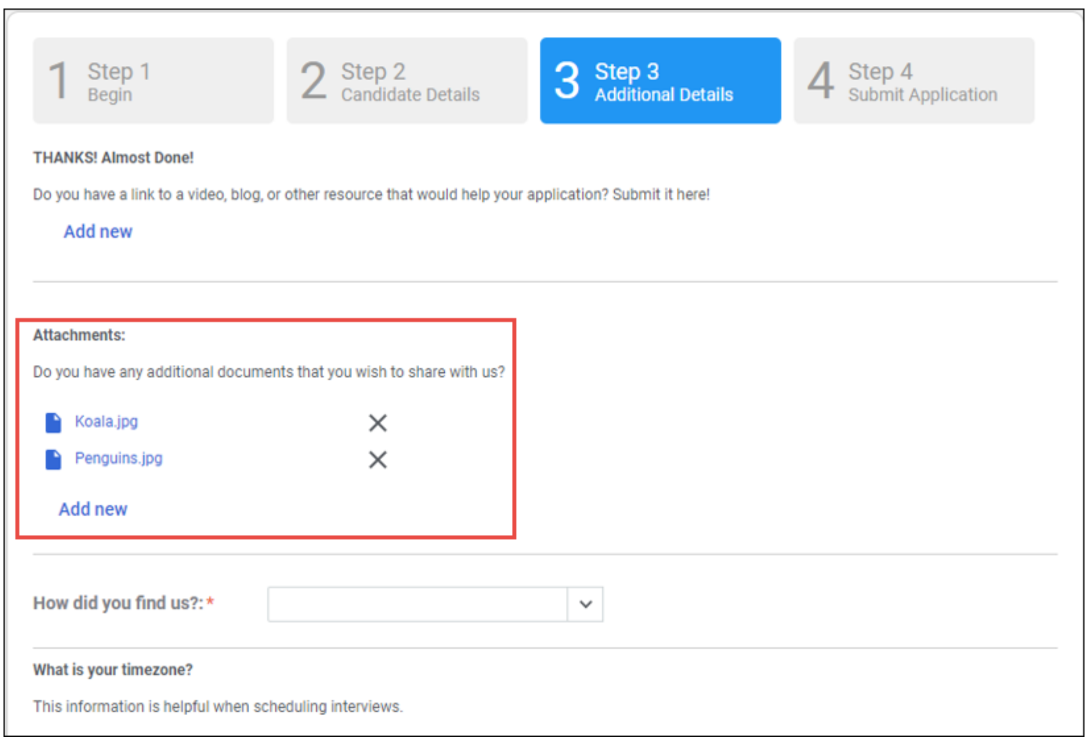
   

   Figure 110: Step 3 of job application wizard

2. Navigate to **Career Site** > **My Profile**. Click **Add** and upload the desired documents.

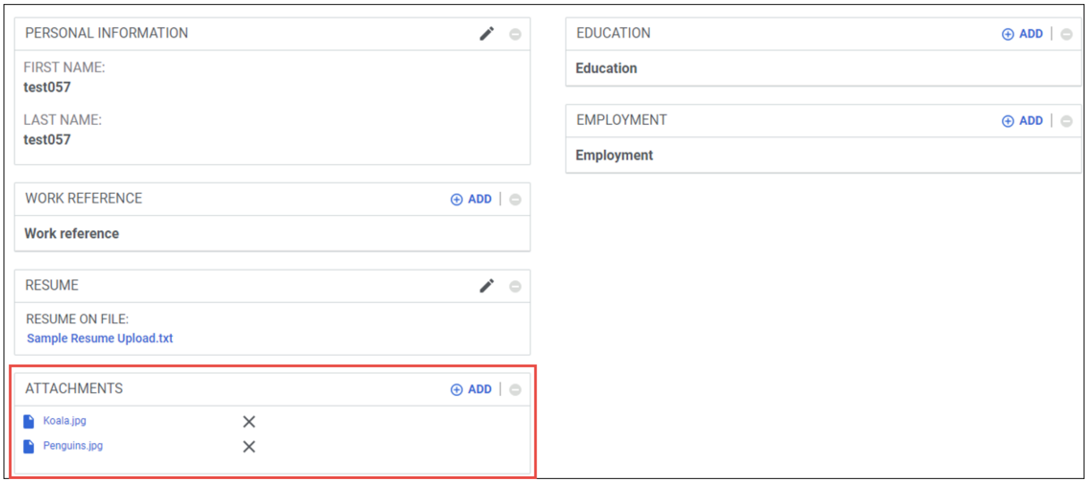


Figure 111: Attachments in My Profile

3. Navigate to Candidate details > Attachments section. The uploaded documents are grouped by candidate and by hiring team in this section.

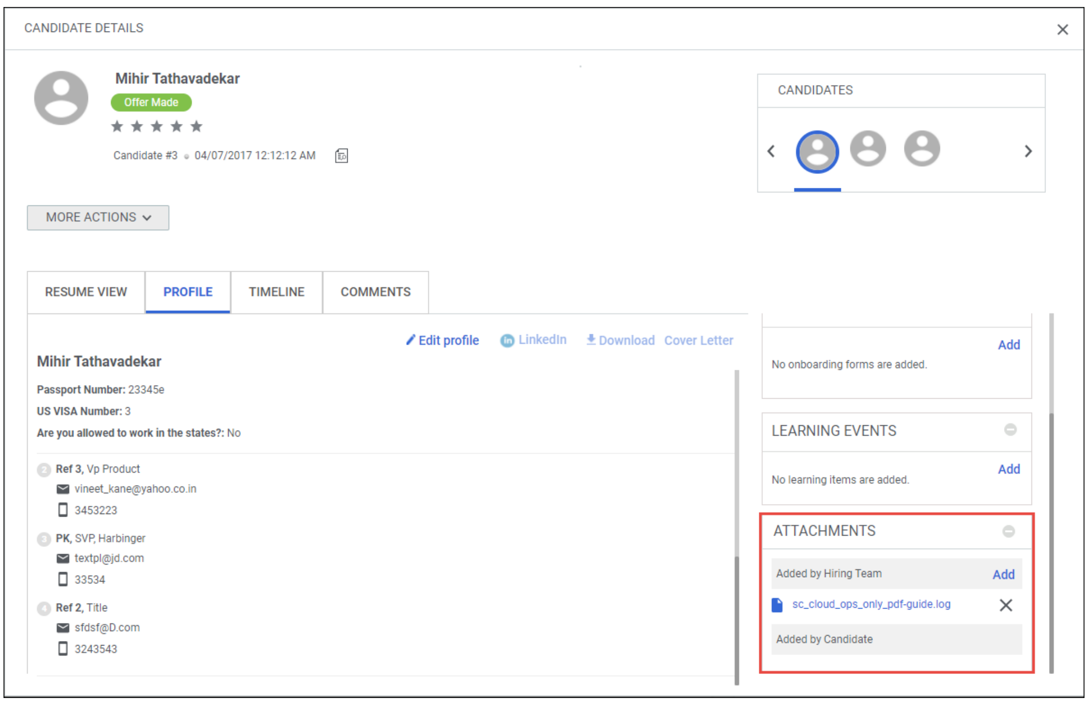


Figure 112: Attachments

Use case

Candidates can now upload documents that do not need a signature, such as right to work information, copies of driving licences, qualification details, and etc.

Bulk delete candidates

How did it work?

There was no provision to automatically delete candidates once they submit the resume or apply for a job.

How does it work now?

Saba Cloud application now delete candidates automatically through the new periodic notification **Candidate Auto Delete Event** and new setting **Auto-delete a candidate if**. By default the notification and the setting are disabled. To enable, contact your system administrator.

Note: Navigate to **System** > **Configure System** > **Services** > **Recruiting + Internal Opportunities** and access the setting in **Settings** tab and notification in **Notifications** tab.

This periodic notification deletes candidates only if the setting **Auto-delete a candidate if** is enabled. The application deletes those candidates, who are not hired for any position post N days after submitting their resume or job application. The admin must specify the number of days post which the candidates will be deleted.

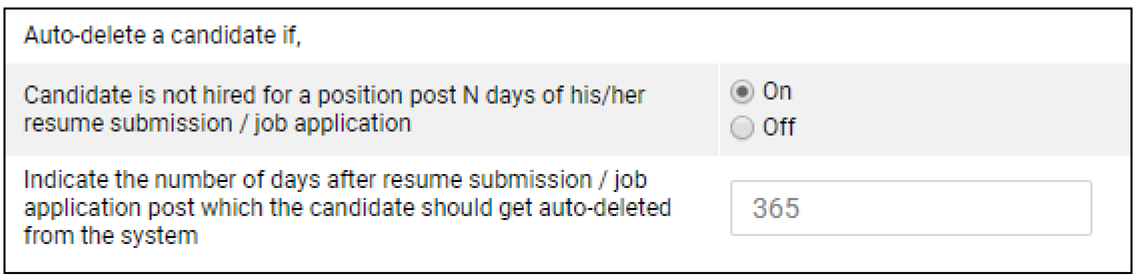


Figure 113: Auto-delete candidate setting

The periodic notification sends the summary of the deleted candidates to recruiting admin and recruiter.

From: sc_qr_rec_dev@saba.com [mailto:sc_qr_rec_dev@saba.com]
Sent: Tuesday, June 20, 2017 1:50 PM
To: Pankaj Khairnar <PAKhairnar@Saba.com>
Subject: Auto-Deletion of Candidates

The following candidates who applied more than 365 days ago have been deleted from the system

Candidate Person ID	Candidate Person Name	Delete Status	Description
persn000000000200357	John Doe	Successful	
persn000000000200359	Pat Rose	Successful	
persn000000000200360	Aaron Good	Successful	
persn000000000200355	Debbie Chen	Successful	
persn000000000200354	Jessica Lu	Successful	
persn000000000200358	Rosa Catalina	Successful	

Figure 114: Deleted candidates summary

The recruiting admin can now delete the candidates in bulk by navigating to **Recruiting** > **Manage Candidates** > **Candidates** > select candidates and select **Delete** from **Actions**.

Note: A new search filter **Applied On >=** has been added on **Candidates** page that allows the recruiting admin search for candidates based on the applied on date.

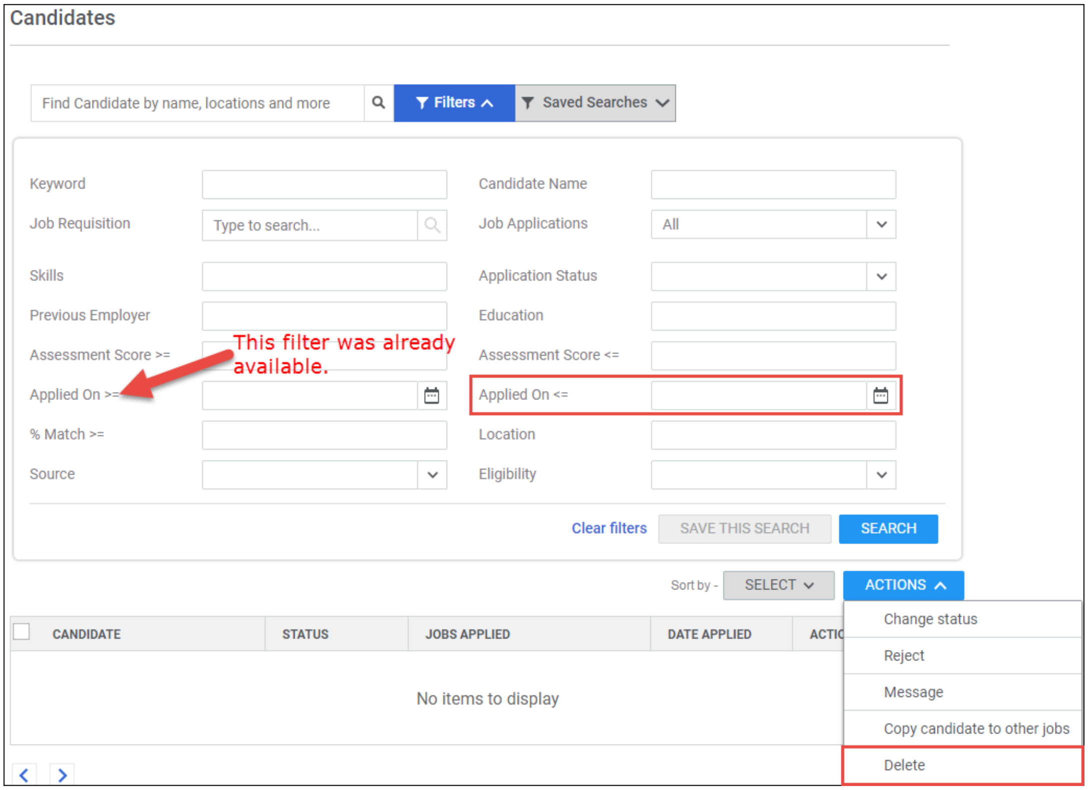


Figure 115: Delete action and new search filter

The hiring team members can delete the candidate in bulk by navigating to requisition's hiring team view > **Candidates** > Search for candidates > select candidates > **Actions** > **Delete**.

Use case

In any organization, there is a need to remove candidates after a certain period. To be in sync with the General Data Protection Regulation (GDPR) passed by European parliament, this feature helps in removing candidates in an automatic way. Deleting candidates one by one isn't an efficient way. Hence, by using the newly introduced setting, the admin can delete the candidates that are no longer needed, in bulk.

Enhancements to job requisitions and job offers

How did it work?

There was a need to make certain changes to job requisitions and job offers.

How does it work now?

The following enhancements are made to job requisitions and offers:

1. The user can now sort the job openings by the published on date. The existing value **Relevance** has now been removed. So now the user can sort the openings by alphabetically A-Z, Z-A and published on date.

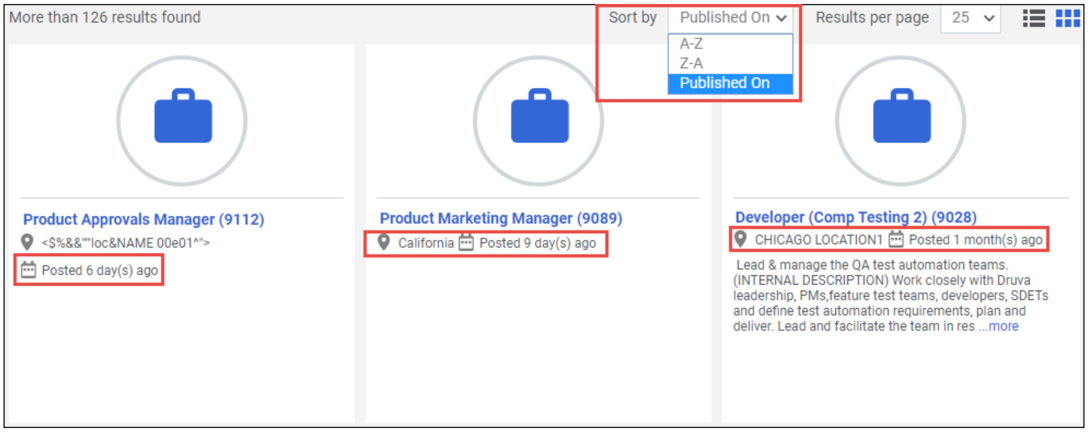


Figure 116: Sort job applications by published on date

2. The recruiting admin can now use extended custom fields on job requisition and job offer to add any additional information. These extended custom fields can appear only when the extended custom attributes are enabled in the **JobRequisition** and **JobOffer** components of **Recruiting + Internal Opportunities** service these fields are marked as **Display** in **Domain-Specific Attributes**.

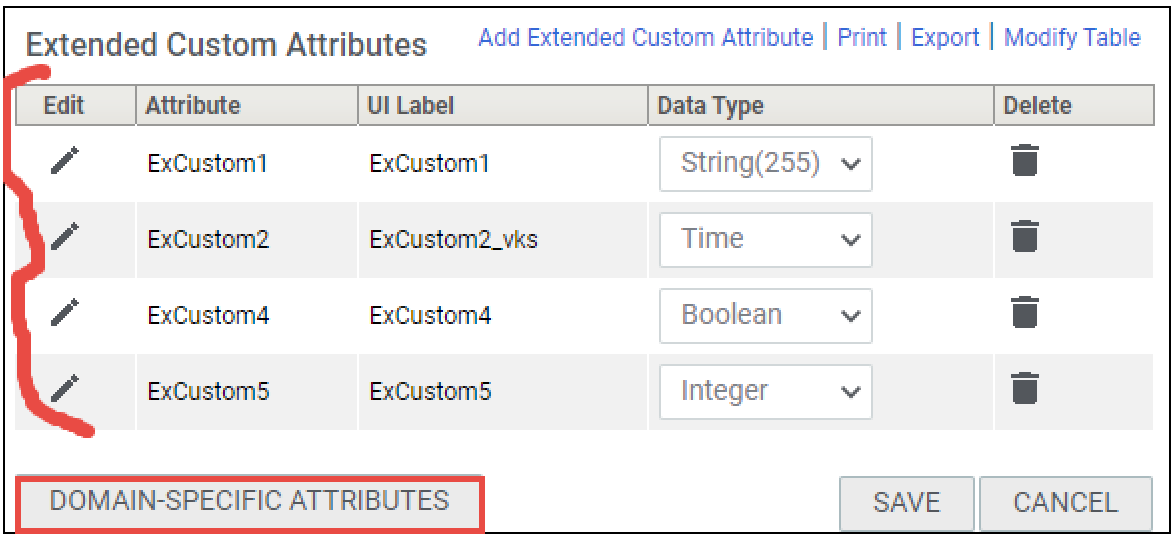


Figure 117: Extended Custom Attributes enabled on Job Requsiition

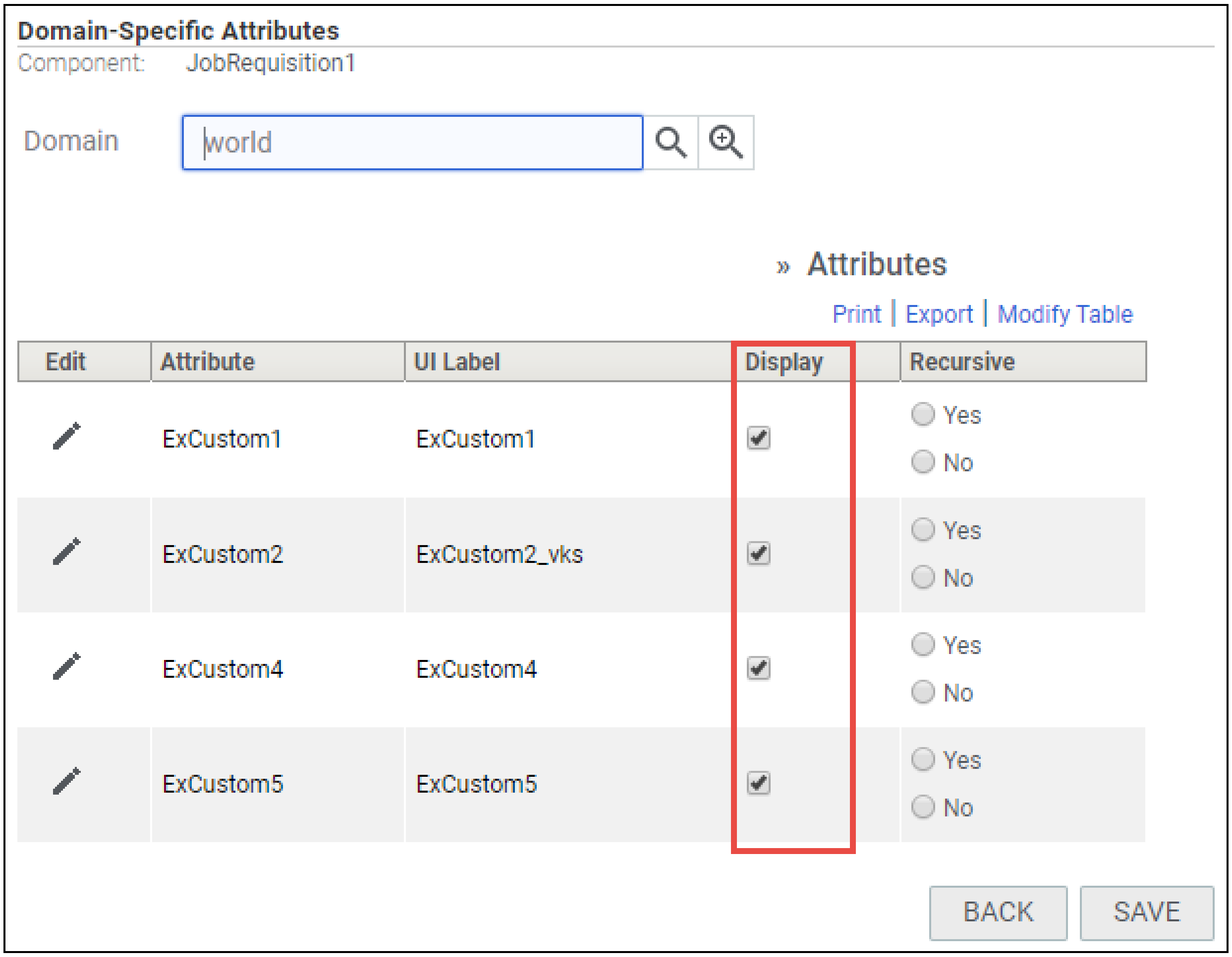


Figure 118: Display domain specific extended custom attributes

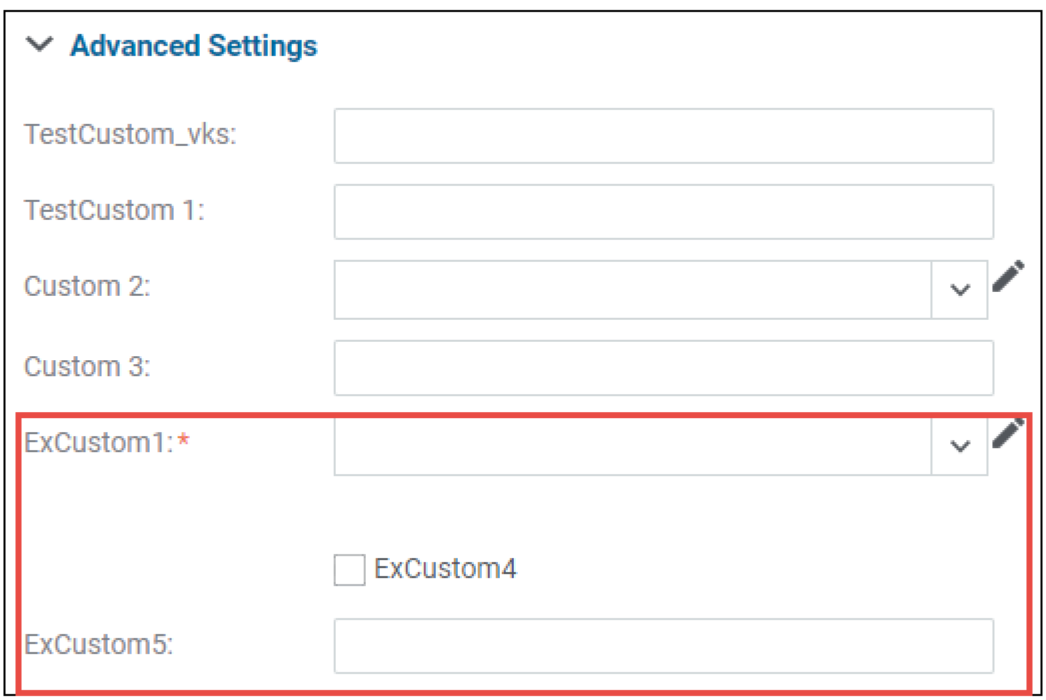


Figure 119: Display extended custom attributes

3. The **Job Description** and **Qualification** fields on the job requisition can now be made as optional if **Is required** checkbox is cleared in description and qualification attribute. Prior to this update, the **Is required** checkbox was not editable. If these fields are blank, then they will not appear on the career site/job boards.

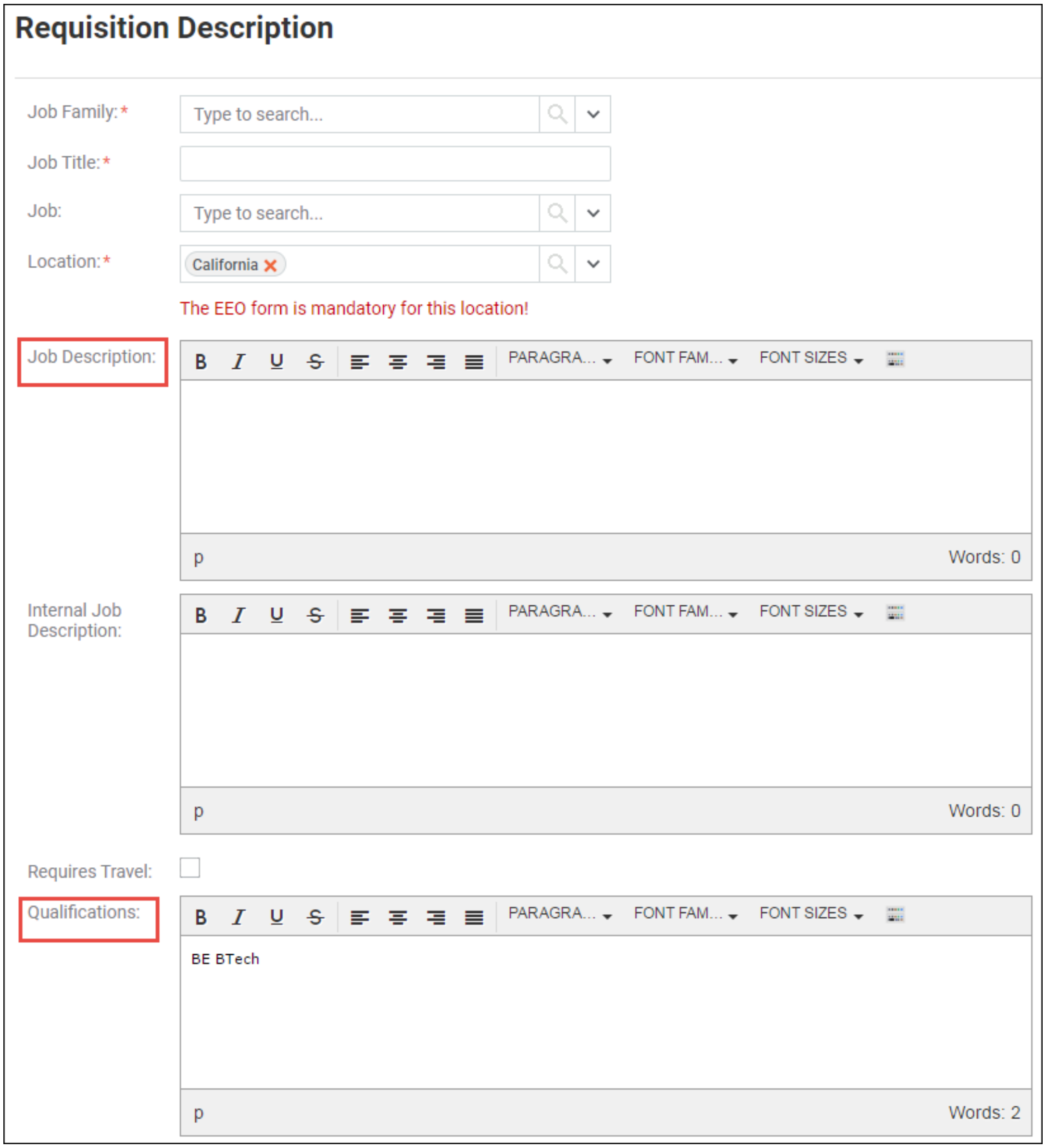


Figure 120: Job Description & Qualification fields as optional

4. The recruiting administrator can now use the level security icon next to a **Pre-Assessments** field to specify who can view and edit assessments in the template by clicking the required option. The available options are:

- Anyone can edit
- Only admin can edit
- Not visible to non-admin

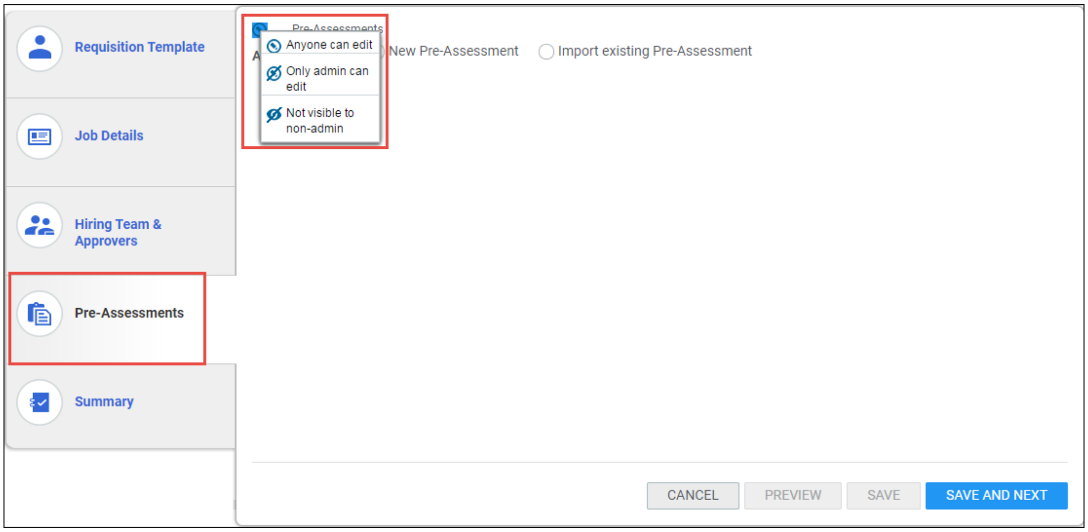


Figure 121: View and edit level security for assessments

Use case

These enhancements now make the job requisition more usable.

New named queries

How did it work?

There was a need to introduce new named queries.

How does it work now?

The following named queries are introduced:

Table 16: Named Queries

Named queries	Notification
All Recruiting Admins All Recruiters	New User SignUp on General Resume Submission
Manager Alternate Manager Organization Manager	Application acknowledgement

In the following notifications, same named query **Candidate applied for the Job Requisition** was used for candidate and internal employee; now separate named query **Internal Employee applied for the Job Requisition** for internal candidate is used:

- Acknowledgement email to candidate

- Acknowledgement email to copied candidate
- Candidate Assessment Pending
- Candidate is marked as rejected

Use case

The manager is now notified whenever an internal employee applies for a job internally. Also, the manager can now have separate email notification content for internal employees and external candidates.

Support for messages in Recruiting assessments

How did it work?

Prior to this update, assessments in Recruiting did not support introductory and concluding messages.

How does it work now?

This update adds the **Messages** tab in the test and survey assessment creation wizards in Recruiting. With this tab, recruiting administrators can now configure messages that appear before and after a user responds to the questions in the assessment.

The **Messages** tab contains the following fields:

Table 17: Message Fields

Field	Description	Applicable to
Introductory Message	Specify the message that appears before the user attempts questions in the test or survey assessment.	Test and Survey
Concluding Message	Specify the message that appears after the user responds to the questions in the test or survey assessment.	Test and Survey
At or Above Passing Score Message	Specify the message that appears only if the user's test score is equal to or above the passing score of the test.	Test
Below Passing Score Message	Specify the message that appears only if the user's test score is below the passing score of the test.	Test

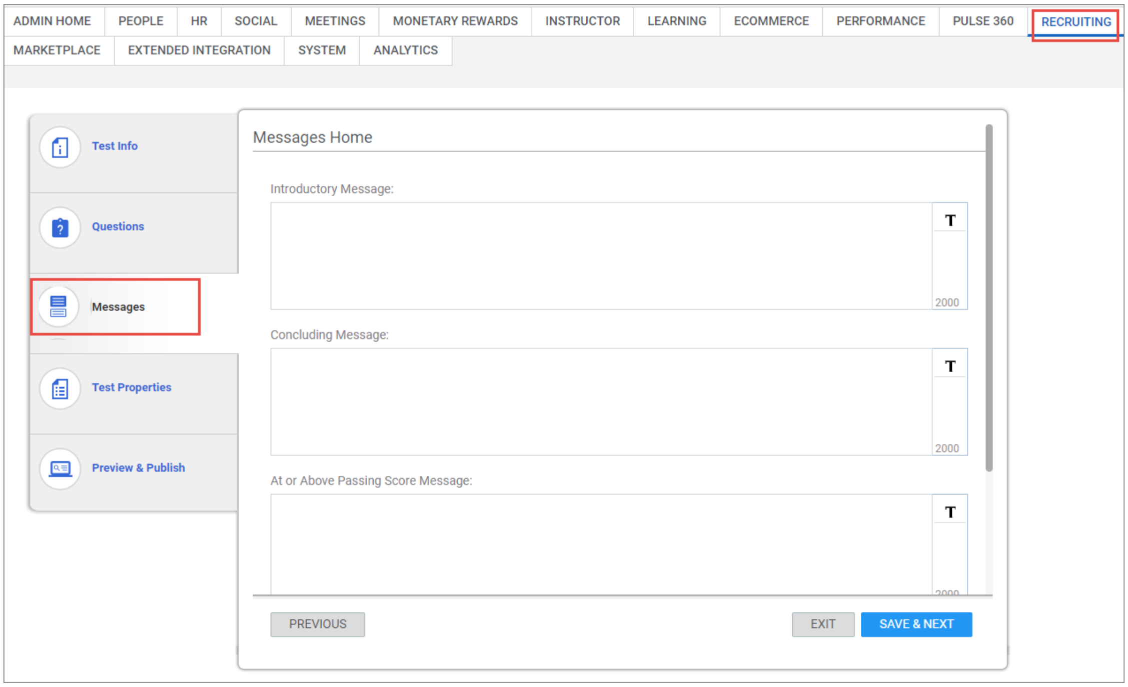


Figure 122: Messages tab in Recruiting assessments

Use case

To provide an enhanced and consistent candidate experience, recruiting assessments need to support introductory and concluding messages.

Chapter 10

Social

Topics:

- Follow tag
- Improved Bookmark dropdown
- Microlearning Summary weekly digest
- Preview PDF using PDF plugin
- Updated editor for group notice and channel notice
- Updated notification templates
- Video channel enhancements
- Group learning

Follow tag

How did it work?

Prior to this update, there was no provision to follow a tag apart from adding or editing it.

How does it work now?

The end user can now follow a tag provided the **Microlearning** service within **System** > **Configure System** > **Services** > expand **Foundation** is enabled.

Note: By default, this service is disabled. To enable this service, please submit a Support request. For assistance, contact Saba support.

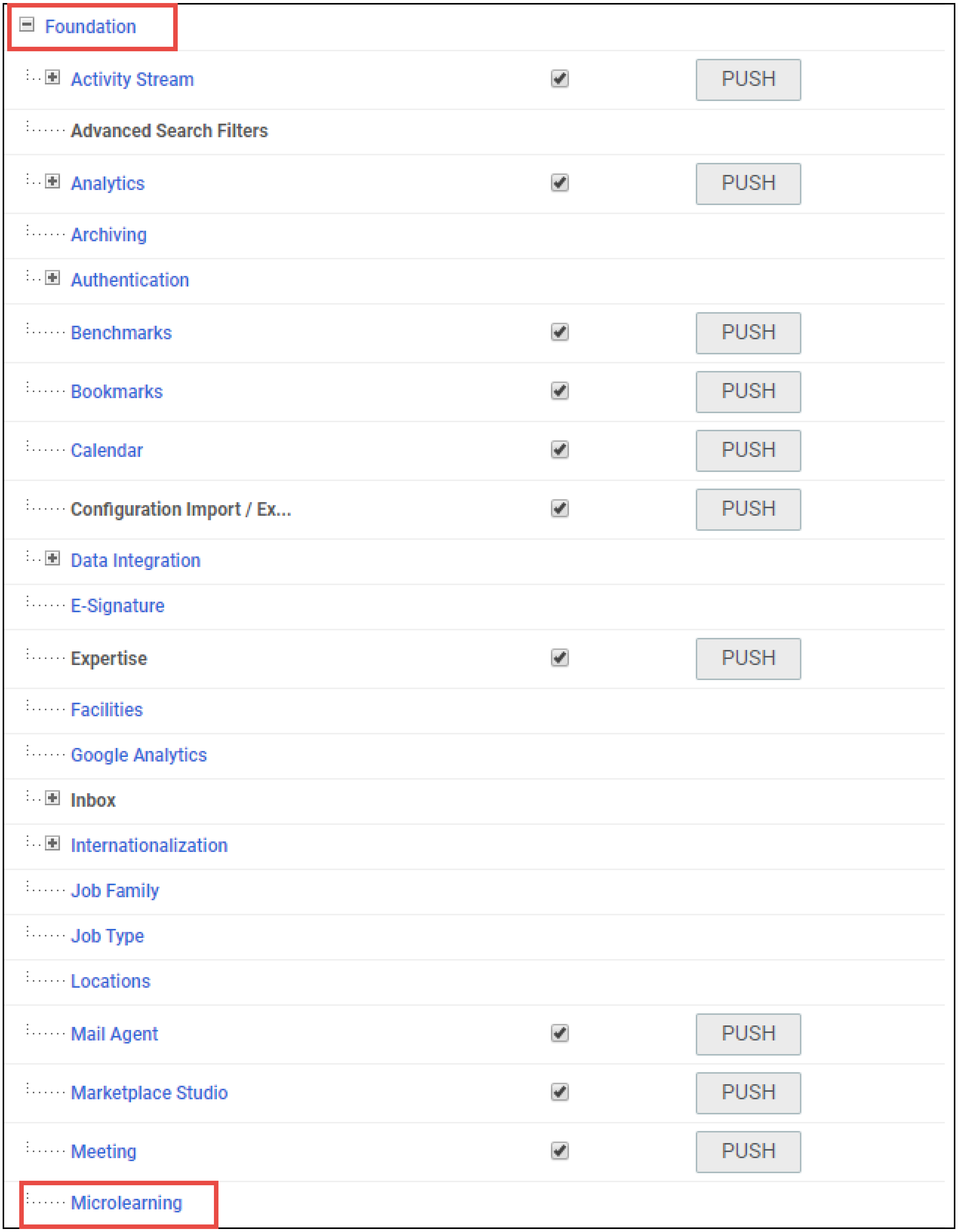


Figure 123: Microlearning service

Click the desired tag and click the **Follow** button corresponding to the tag to follow the tag.

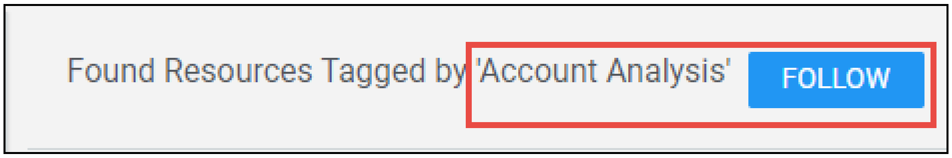


Figure 124: Follow tag

You can access tags by navigating to **Browse** > **Browse All** > **Tags** or **Home** > **My Tags** portet. Once you start following the tag(s), a feed gets generated in your activity stream as *You are now following a tag <tagname>*. If you are following multiple tags, feed in the activity stream reads as *You are following <tag_name1> and 2 others*. Once the user stops following a tag, all the feed related to the tag gets hidden from the activity stream. Click the tag to navigate to tag details page. As soon as you follow a tag, that tag gets added to the My Tags portlet.

Use case

This feature now provides a solution for the microlearning market trends.

Improved Bookmark dropdown

How did it work?

Prior to this update, the Bookmarks dropdown list shows the bookmarked items only from the default folder.

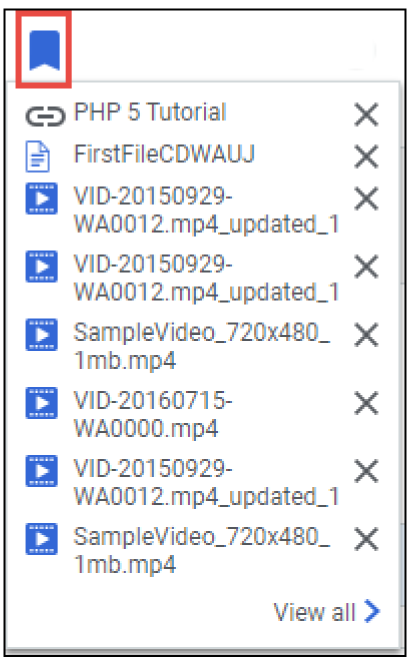


Figure 125: Old Bookmarks

How does it work now?

The Bookmarks dropdown and My Bookmarks page is now labelled as **My collections**. The **My collections** dropdown lists only those folders which has bookmarked items. On clicking the folder, items within the folder are listed. The dropdown shows the recently updated 10 folders.

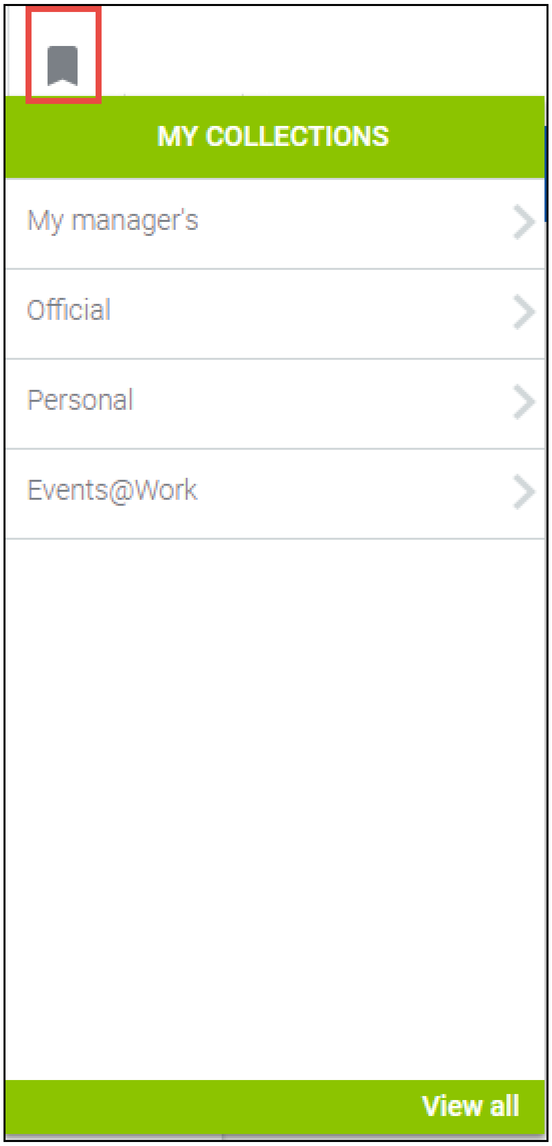


Figure 126: New Bookmarks

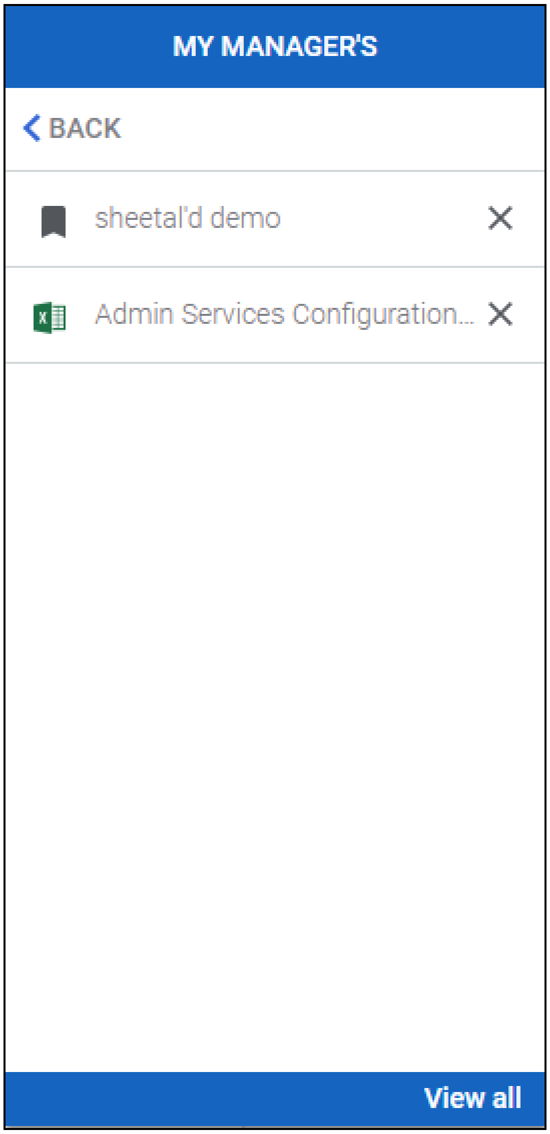


Figure 127: Items within bookmarked folder

You can click the **View all** link to access the other folders.

Use case

This improves the usability of Bookmarks feature.

Microlearning Summary weekly digest

How did it work?

There was no weekly digest that could recommend learning items to users based on a topic of their interest.

How does it work now?

The end user can now receive weekly summary of quick learning items based on the topics/tags followed by you. The user can receive this summary digest only when:

- Microlearning service under **System** > **Configure System** > **Services** > **Foundation**, is enabled.
- **Microlearning Summary** digest notification is set to **Weekly**. You can set the updates under **Account Preferences**.

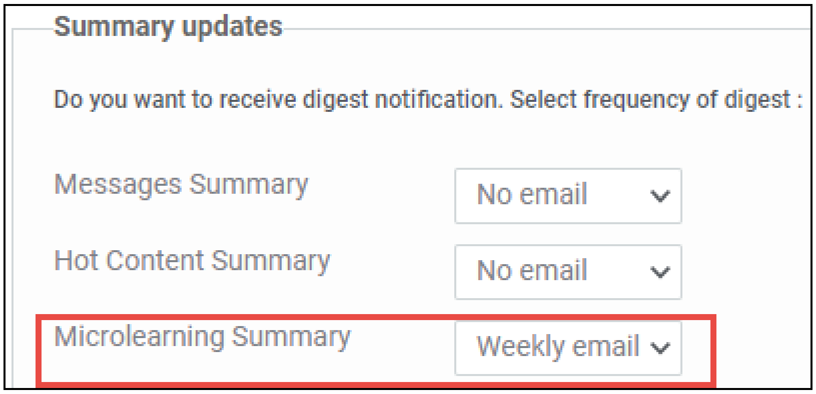


Figure 128: Microlearning Summary updates

- Follow a single or multiple tags such that they contain microlearning contents/resources.

Each week user will receive a weekly digest. It suggests up to 25 microlearnings. The learnings can be a mixture of files, videos, and classes. The summary digest will not show same items next week or a month.

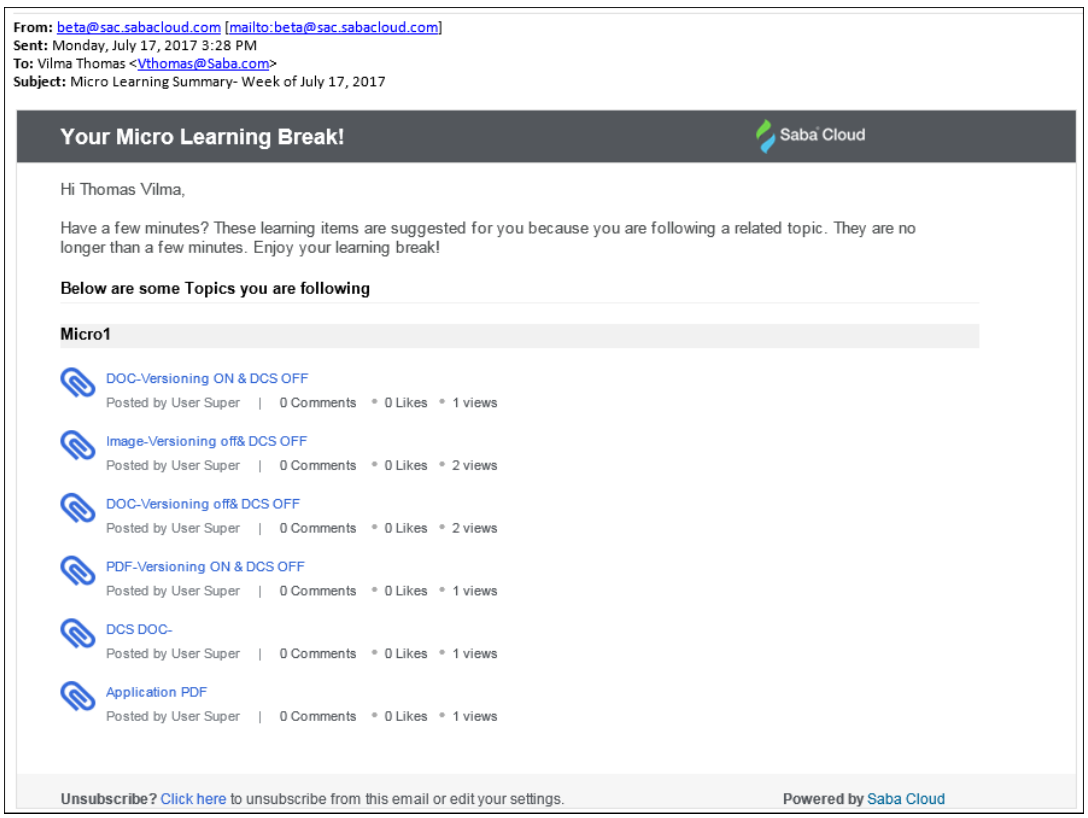


Figure 129: Microlearning Digest Weekly Summary

Use case

This feature now provides a solution for microlearning market trends.

Preview PDF using PDF plugin

How did it work?

Prior to this update, the PDF preview in the application opens in HTML viewer due to document conversion service.

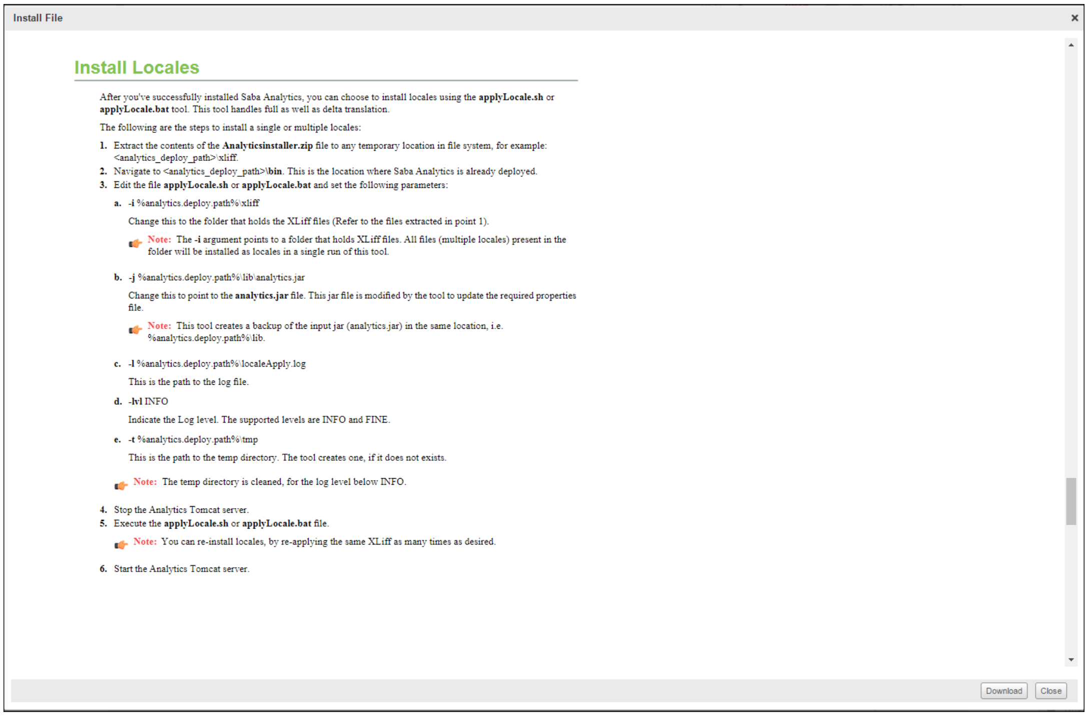


Figure 130: PDF preview in HTML

How does it work now?

The user now needs to install any available PDF reader plugin for the browser to preview the PDF within the plugin.

Note: On contributing a PDF, the **Preview** button appears that opens the PDF in an iframe. HTML conversions for PDF will not be supported post this update.

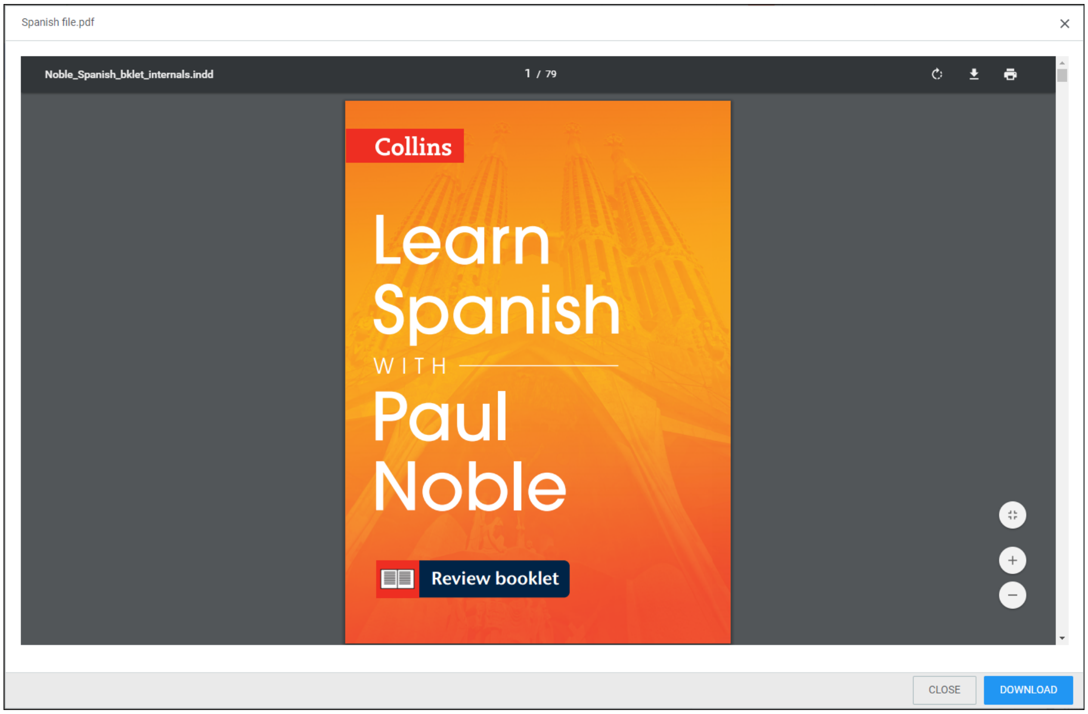


Figure 131: PDF preview

Use case

This improves the usability of Preview function within the application.

Updated editor for group notice and channel notice

How did it work?

The group member is not able to send group notice or channel notice since both are failing to queue.

How does it work now?

The group notice and channel notice editor has now improved so that both the notices are sent correctly to the group and video channel members.

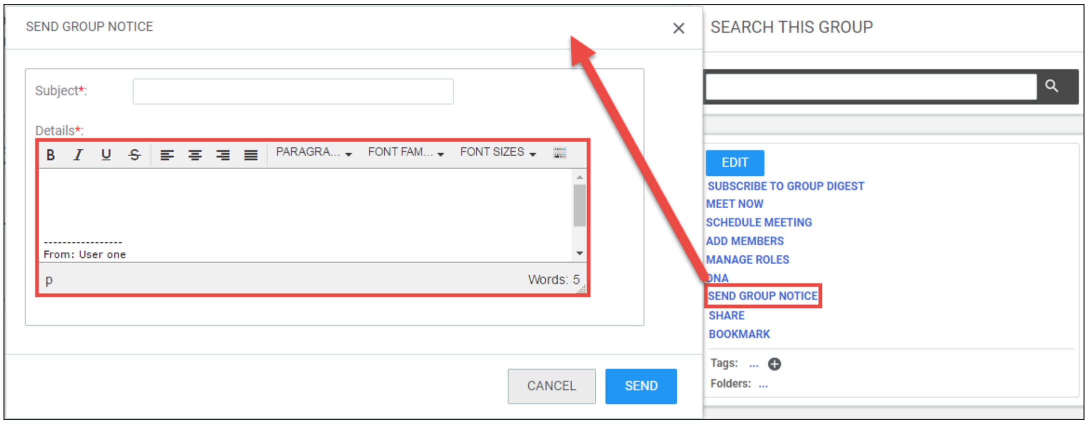


Figure 132: Group notice editor

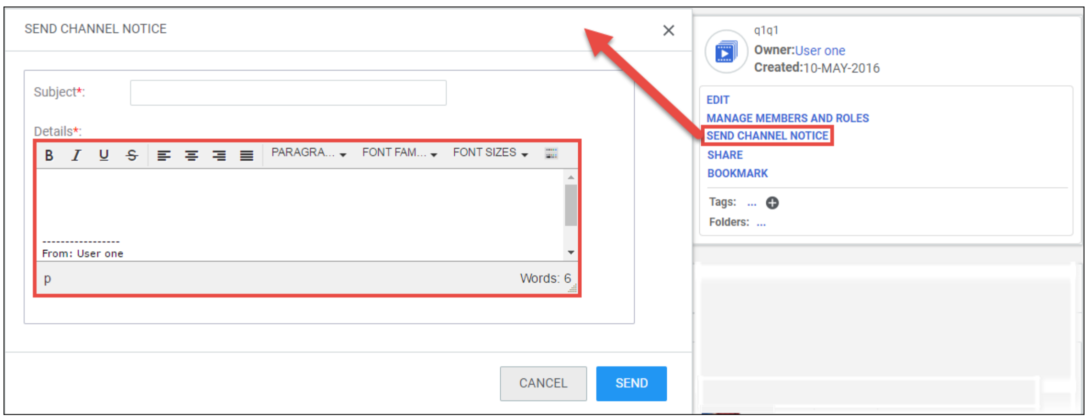


Figure 133: Channel notice editor

Use case

The user can now use group emails heavily to coordinate classes and information within their groups.

Updated notification templates

How did it work?

There was a need to update the notification templates to match with the latest UI.

How does it work now?

The notification templates are now updated to match with the current UI.

Use case

The Saba Cloud notifications now match with the application color scheme.

Video channel enhancements

How did it work?

There was a need to add some features to video channels to make it more usable.

How does it work now?

The following enhancements are made to video channels:

1. The **Add Video** button can be shown or hidden based on the privilege assigned to the members of the video channel. To assign or remove the Add Video privilege, navigate to video channel details > **Manage members and roles** > **Manage Roles** > click **Member** link > select or clear the **Allow Submit of Video** check box under the **Resource Library** section.

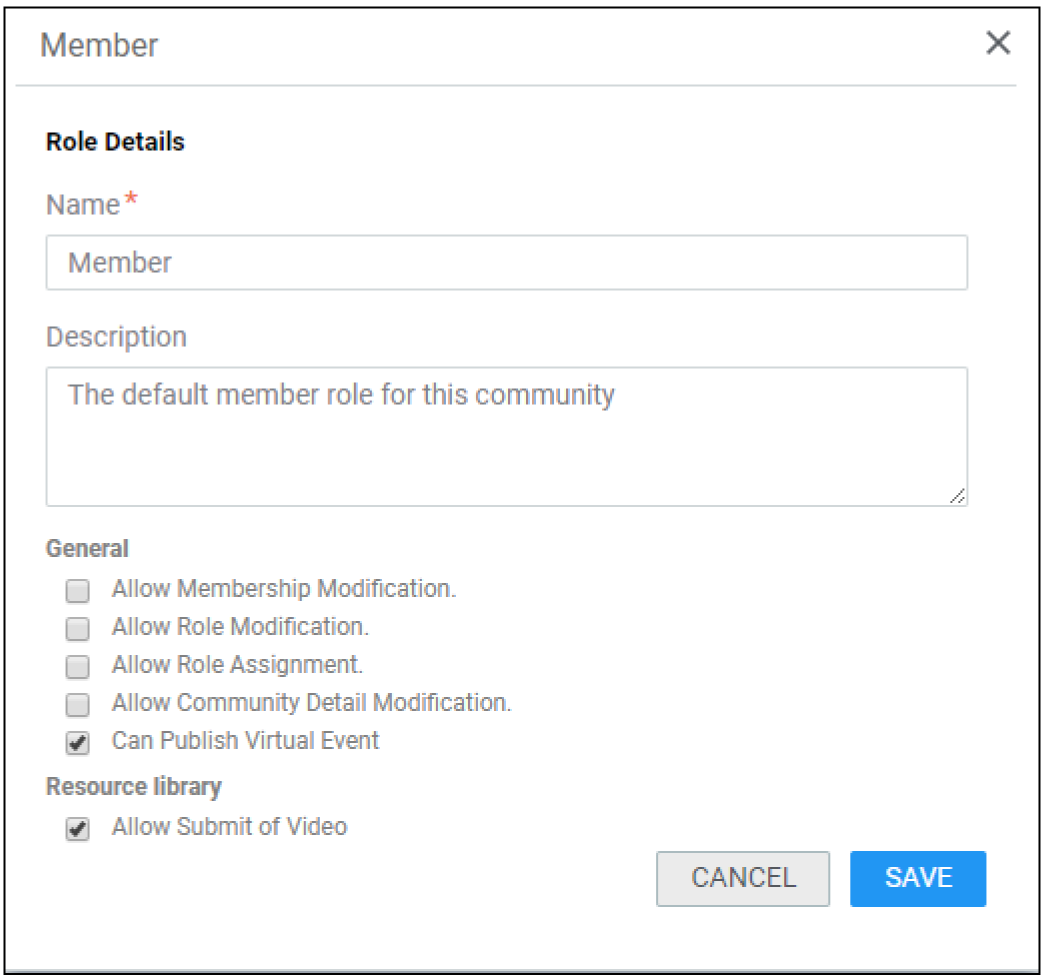


Figure 134: Add video privilege

This privilege can be assigned and removed for **member** only and not **owners**.

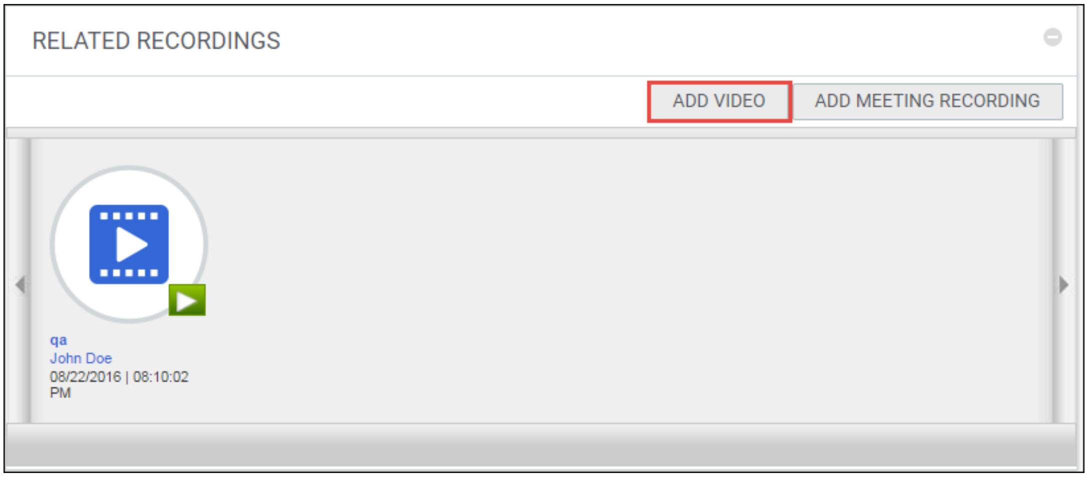


Figure 135: Add video to channel

2. Video channel owner has the provision to select a video to be seen in the **Featured Video** portlet through **Manage Featured Video** link. The owner can search and select a video or meeting to mark it as featured.

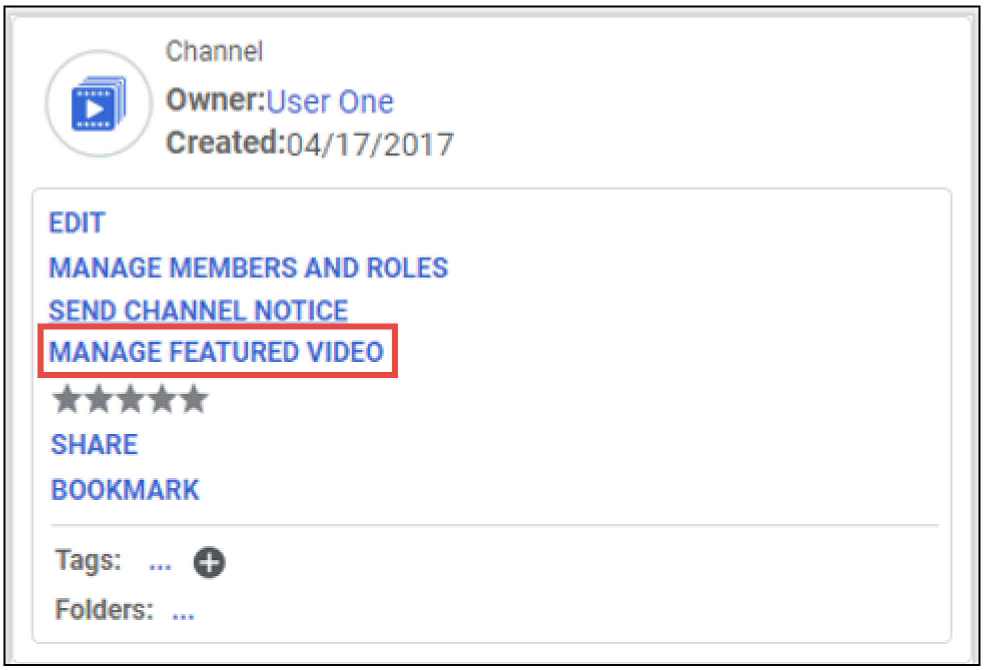


Figure 136: Manage featured video

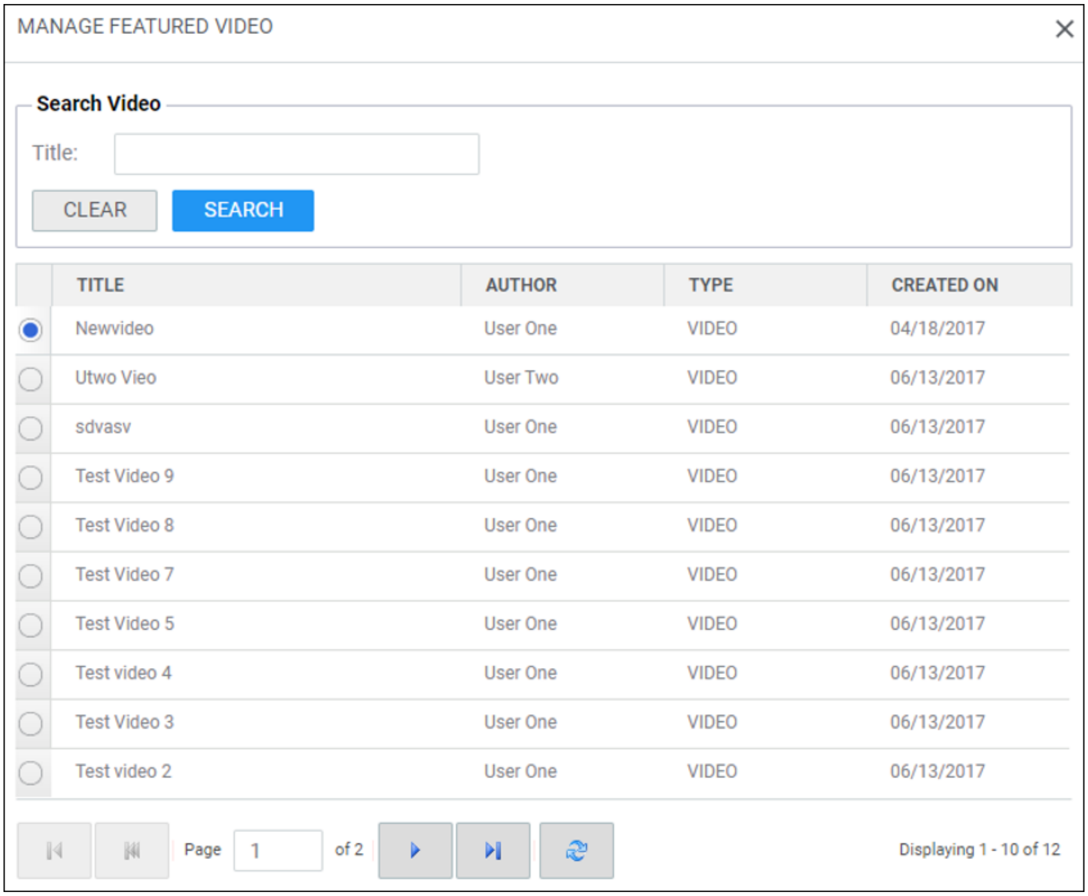


Figure 137: Select featured video

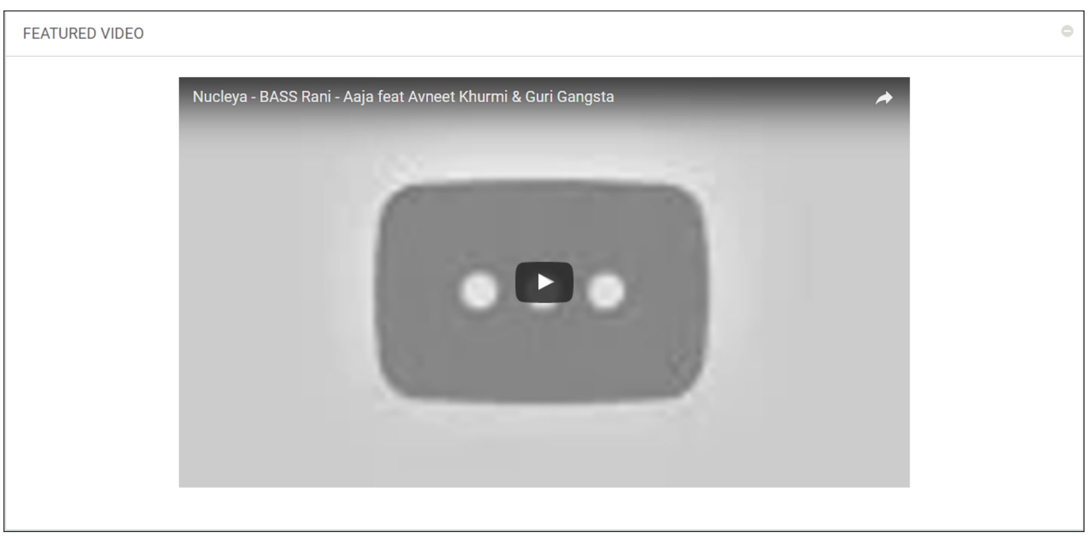


Figure 138: Featured Video portlet

Use case

The video channel functionality is now enhanced to make it more usable.

Group learning

How did it work?

Prior to this update, Saba Cloud did not allow group owners to assign learning items to group members and manage their learning needs.

How does it work now?

This update now provides group owners with the ability to assign learning to their group members and manage their learning requirements.

Group Learning service for group

This update introduces the following new group service:

- **Group Learning**

  Selecting this checkbox enables the Group Learning functionality of the group.

  By default, this service is disabled. Once enabled, it cannot be disabled while editing a group. But if disabled, it can be enabled while editing a group.

  Note: Only group owners with the new privilege "Can assign learning to group members" on the Team component can view the **Group Learning** checkbox. By default, this privilege is enabled for the Super User security role only.

Group owners can access the **Group Learning** checkbox by clicking **Groups > New group**.

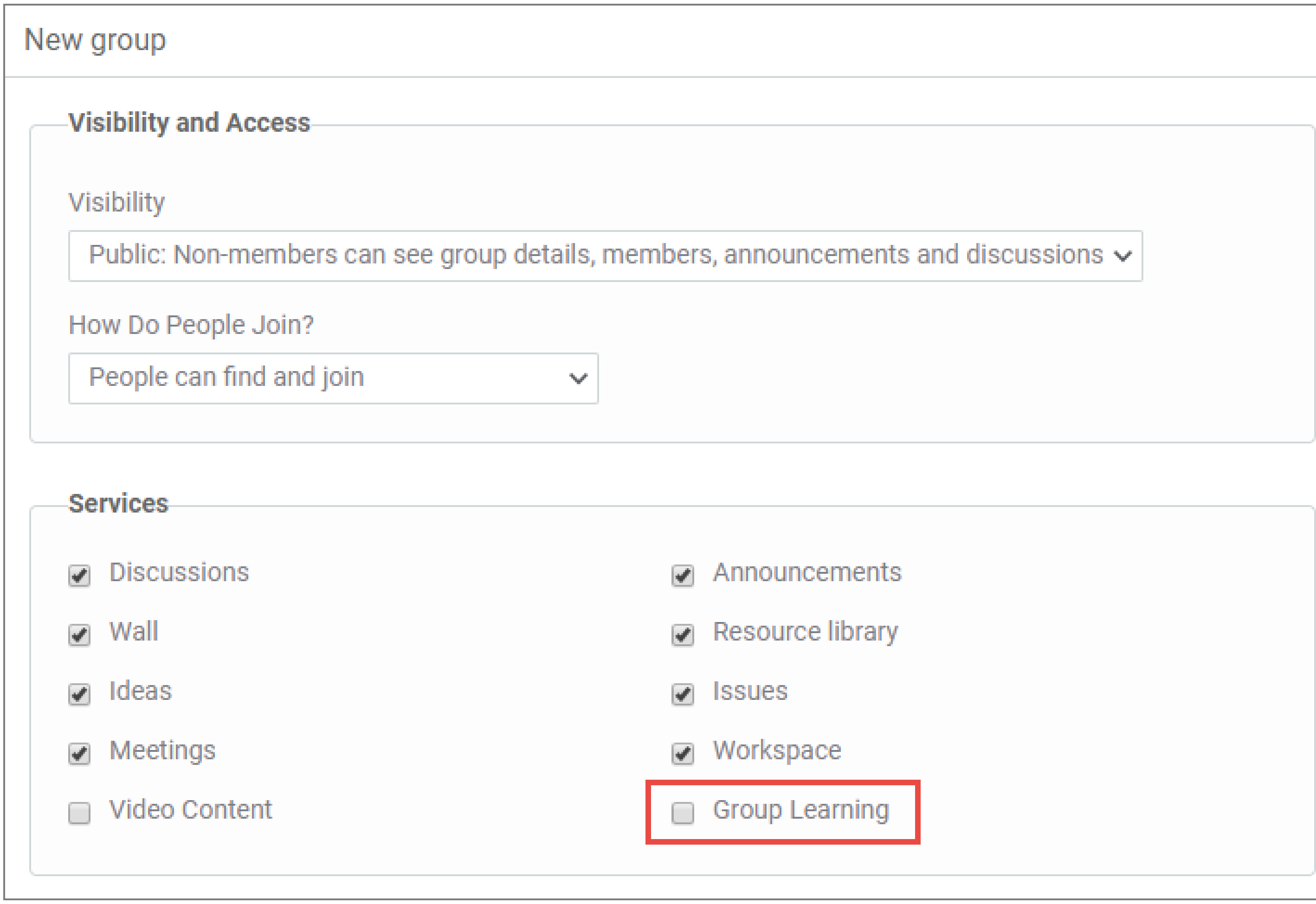


Figure 139: Group Learning service in group - Group owner view

Social administrators can access the **Group Learning** checkbox by clicking **Admin > Social > Manage Groups > New Community**.

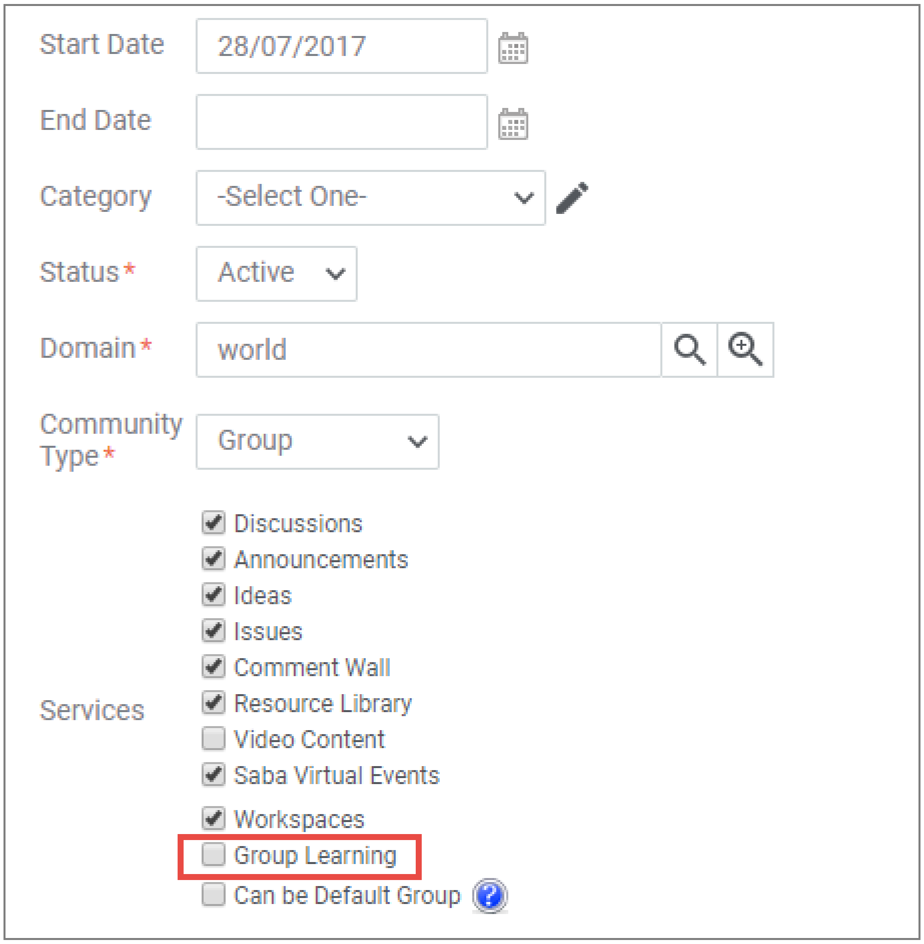


Figure 140: Group Learning service in group - Social admin view

Adding and removing learning items in a group

If a group has the **Group Learning** service enabled and if the group is active, then group owners can view the **Add/View/Delete Learning** link in the **Group Detail Information** portlet.

Note: The group owner must have the "Can assign learning to group members" privilege to view the **Add/View/Delete Learning** link.

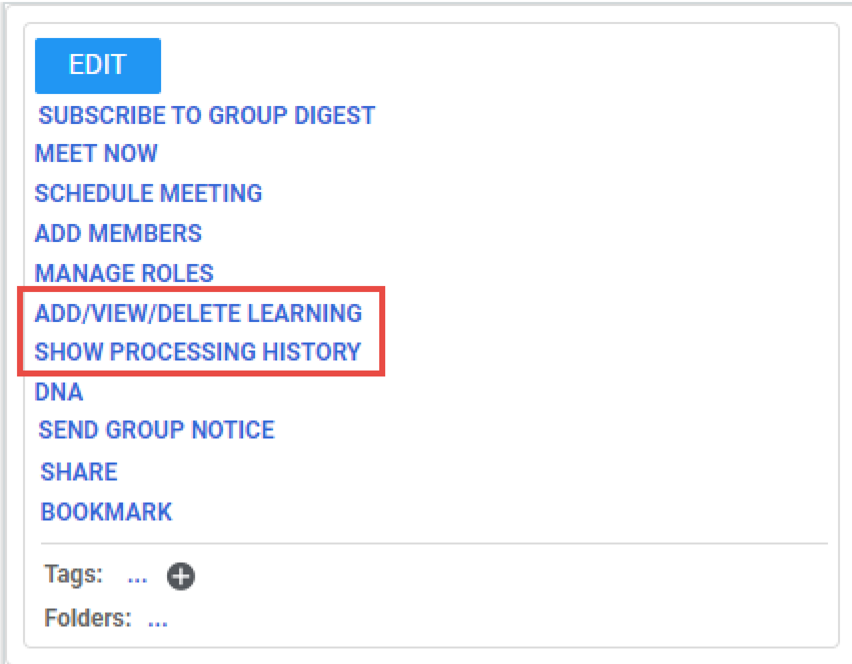


Figure 141: Add/View/Delete Learning and Show Processing History links

As a group owner, you can click this link to add new learning to the group or remove any existing learning from the group. You can search and add only courses with WBT classes. Recurring courses and courses that are consumable only within a certification are not searched. If a previous learning assignment operation is in progress, then Saba Cloud does not allow the group owner to add or delete items until the current assignment is complete.

Note: Currently, sensitive courses are also displayed in the learning search for groups. However, it is not recommended to assign sensitive courses via this flow because the **Learning** tab of a group is visible to all group members, making such assignments public.

You can delete a learning item individually by clicking the **x** icon besides it, or delete all simultaneously by clicking the **Delete All** link.

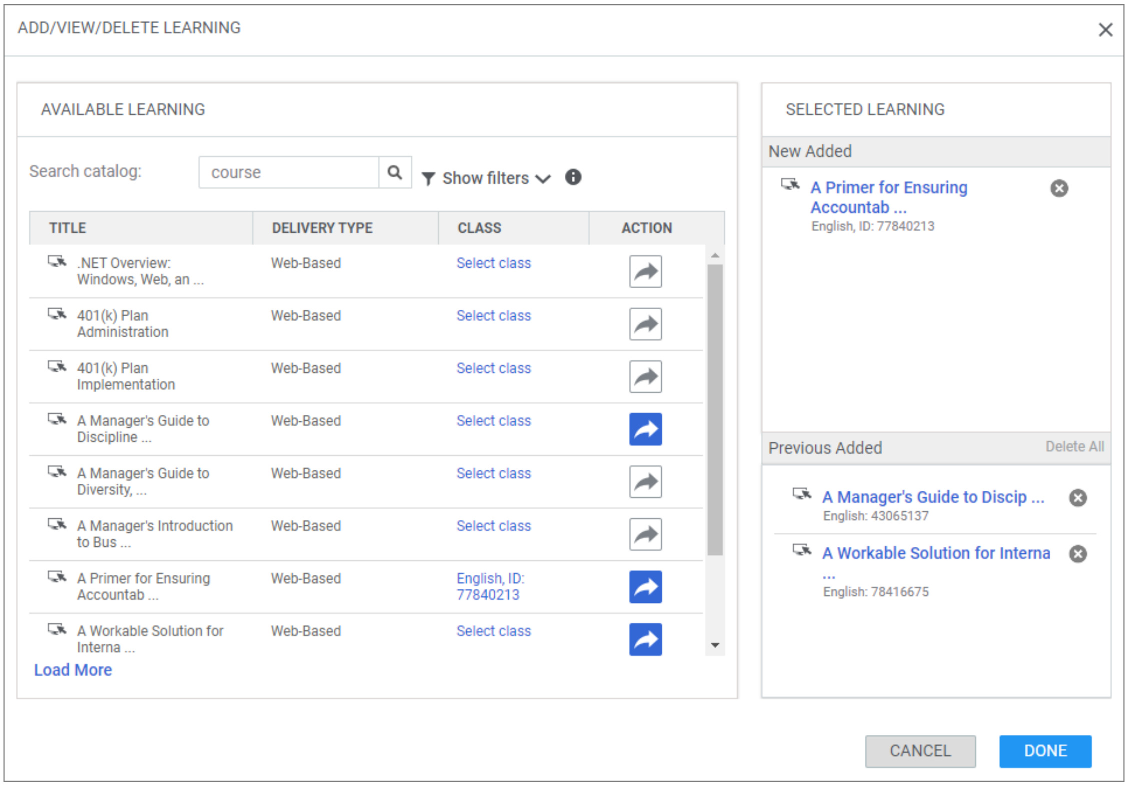


Figure 142: Add/View/Delete Learning popup page

Any new learning item that is added to the group is assigned to all group members, except to those members who have already registered for the item or completed it. Learning assignments added via group are not mandatory.

Note: Newly-added members are not assigned the group learning items immediately. Similarly, a learning item is not removed immediately from a deleted member's plan. It takes at most 24 hours to reflect the items in their plans.

If a group is closed or a member is removed from the group or a member leaves the group or if a learning is removed from the group, then the learning assignments are removed from the member's plan only if the "group" is the only source of assignment. Only classes/courses that are not acquired, are removed from the member's plan, though. For acquired learning items, only the source is removed. When there are multiple sources of assignment, only the source "group" is removed, but not the learning assignment.

Group owners can view the history of learning items processed in the group by clicking the **Show Processing History** link. Any registration success or error messages are displayed here. For further processing details, click the icon in the **Details** column.

Note: The group owner must have the "Can assign learning to group members" privilege to view the **Show Processing History** link.

Figure 143: Processing History of learning items in a group

Learning tab for group

Group owners and members of the group can view the learning assignments of the group through the new **Learning** tab in the group.

Note: This tab is visible only after at least one learning is added to the group. Even if a learning is removed thereafter and the group contains no learning, then the tab still remains.

The **Learning** tab allows group owners to track progress for only those learning assignments that are assigned to group members via group. They can click the **Detail View** link to see more details of members with respect to the completion of the learning item. Group owners cannot perform any actions like drop, mark complete, and so on the member's assignments. They also cannot set any target/due date for the assignments.

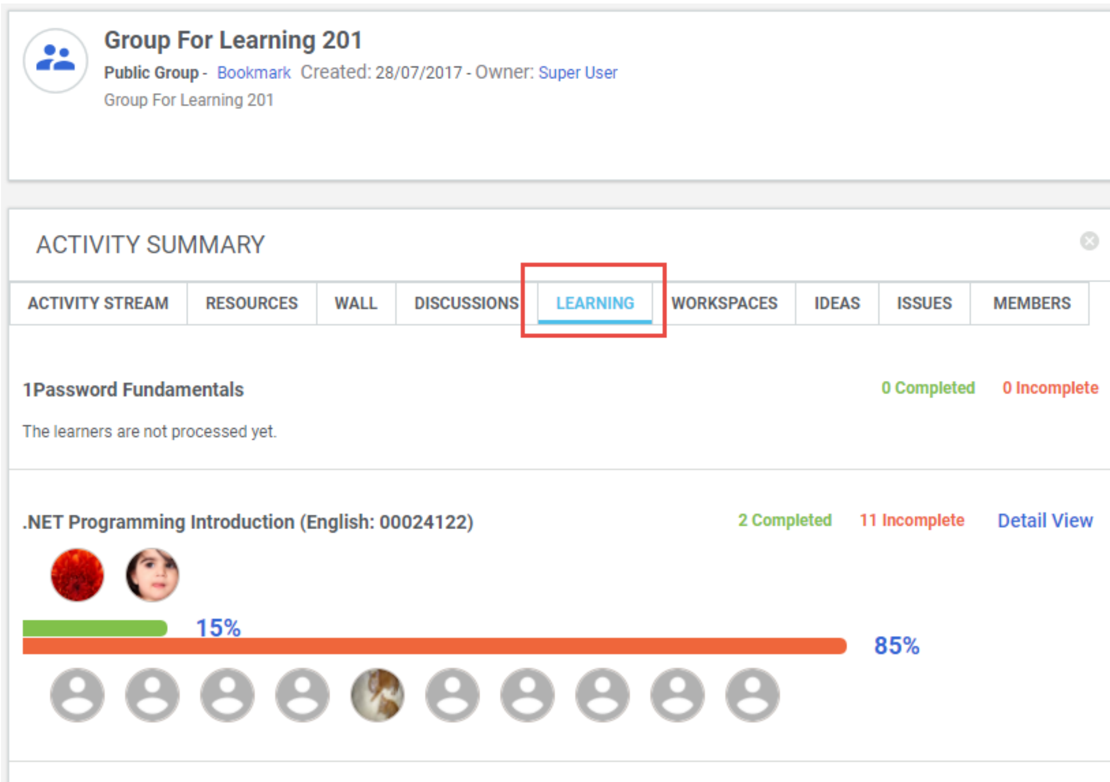


Figure 144: Learning tab in group

Use case

Organizations have temporary project teams or mentoring scenarios. To facilitate group learning needs in such cases, there is a need to extend team-based learning to groups.

Chapter 11

System

Topics:

Data Integration

Enhancement to DMS import feature to support additional options

How did it work?

Until now, when the class content expired, the corresponding course and class remained active and were not discontinued; similarly, when the content title was updated, the corresponding course title was not being updated.

There was no capability to keep old courses active during Document Management Import step.

Additionally, until now, it was not possible to update specific fields without versioning during Document Management Import and it was not possible to configure a Unique ID for Document management import.

How does it work now?

In this update, all of the above scenarios are addressed as follows:

Update with no versioning and Unique ID configuration enabled

One new field and one more value to the STATUS field are added to DMS RDI import file. These additions allow updating specific fields without versioning.

The following new field was added to the DMS import file:

- EXTERNALID

The following Value has been added to the STATUS field:

UPDATE

The following fields can be updated during a Document Management RDI import:

- Content Title
- URL
- Custom fields of Content/Course and Class

Additionally, user can assign EXTERNALID or any custom field of content as unique ID as per the value set at system level.

To set the value at system level follow these steps:

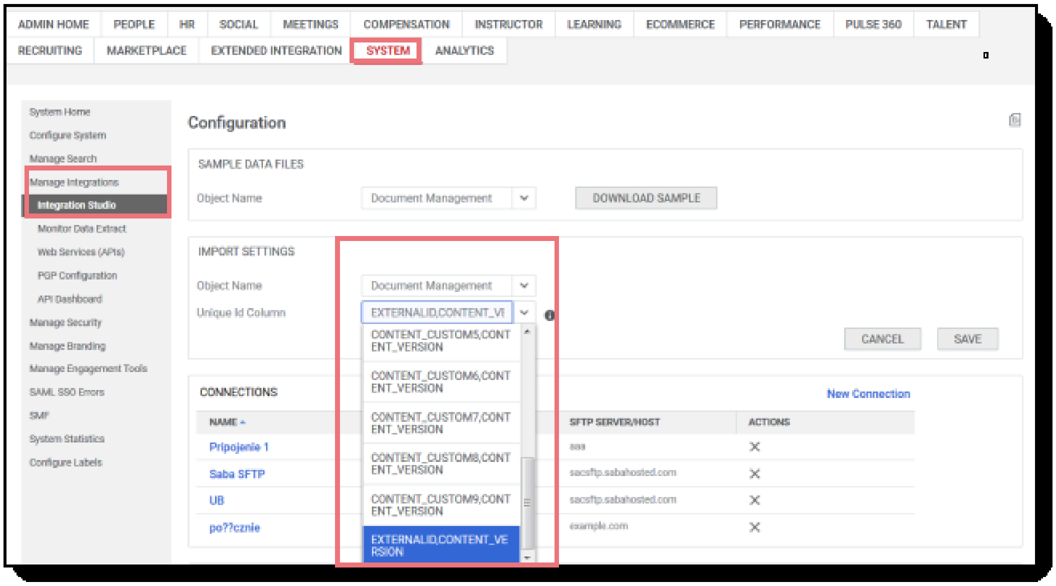
Login as **super user** > Go to **Admin** >Go to **System** > **Manage Integration** > **Integration Studio** > **Configure**

In the import setting, select the Object Name as **Document Management**.

Select the **EXTERNALID**, **CONTENT_VERSION** as the Unique ID Column.

Now the EXTERNALID, **CONTENT_VERSION** would become the unique ID. So in DMS, the system would start treating **EXTERNALID**, **CONTENT_VERSION**as unique ID .

Figure 145: EXTERNALID selected for UniqueID



Note:

- Language is a **required** field when creating course/classes.
- Delivery Type should be Self-paced only.

Added options to sync course and class during content update

During an import, when the content is expired, the corresponding course and class can also be expired.

A new flag EXPIRE_AND_DISCONTINUE is added which by default, will be set to FALSE; this allows existing import operations not be affected. When the flag is set to TRUE, the corresponding updates will be made to the courses and classes.

Additionally, when the content title is updated, the course title will also be updated. To support change of title for courses and classes same as content title, the new name provided in CONTENTTITLE.

Ability to keep old courses active

Also, in this update, additional flags are added to Document Management Import step.

DISCONTINUE_OLD_COURSES: Provides more control over the option for discontinuing old courses.

- Yes (or blank): Discontinue old course based on parent title, folder and version provided.
- No: Do not discontinue any courses (new option).
- Yes_All: Discontinue all previous versions of the course, based on just parent folder and title (new option)

VERSION_CERT

- Yes: Will version certification.
- NA or blank - Will do nothing.
- No: Replaces course in certification.
- Version_And_Add: Will version certification and will add all active versions of the course to this certification. For example, course 1.0 is out with certificate 1.0, if course 1.1 comes out then, certificate 2.0 will get created. This v2.0 certificate will have both course 1.0 and course 1.1 (new option)

  Note: When you pass the Version_And_Add option, make sure that the old course is not discontinued.

- While versioning content, if we pass the following combination, error message will display.

  VERSION_CERT as *YES* and **DISCONTINUE_OLD_COURSES** as *NO*

VERSION_CERT as *VERSION_AND_ADD* or *VERSION_AND_ADD_REQ* and **DISCONTINUE_OLD_COURSES** as *YES* or *YES_ALL*

- Version_And_Add_req : Same as Version_and_add except that this will increase required number of Items by 1.
- Replace_All: Same as Version_and_add, except it will replace all versions of the course in the existing version of the certification with the new version of the course. Thus, if certification v2.0 has course v1.0 and 1.1, this option will add course v2.0 and remove course v1.0 and v1.1

Use case

These enhancements improve the DMS import functionality.

Upload Content fields in Bulk Content RDI without re-loading the file

How did it work?

In the past, updates to content fields required entering the file name on the CSV file and also reloading the respective physical file in the Zip folder.

How does it work now?

With this update, it is now possible to update the content without reloading the files.

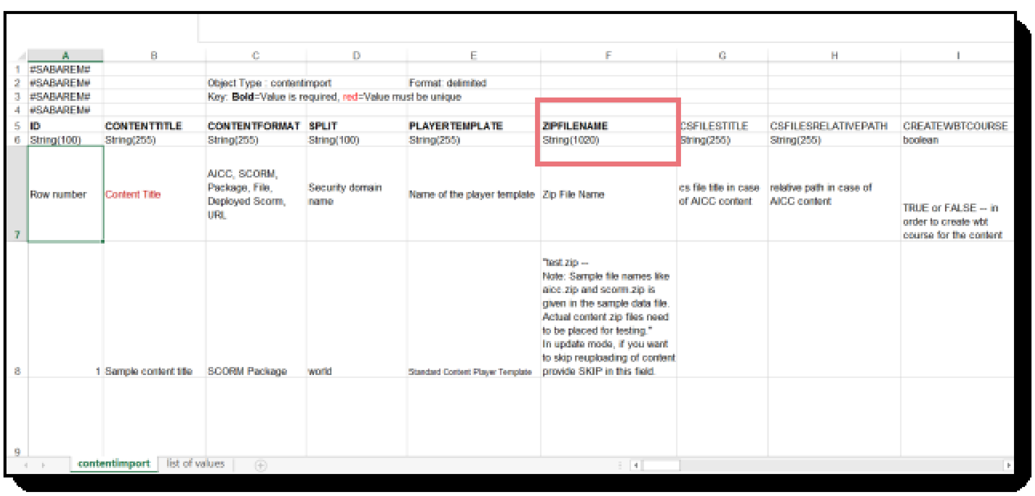
The SKIP capability is enabled on the ZIPFILENAME column and so all of the columns can now be updated without reloading the physical files.

With this enhancement, all fields except the unique identifier columns can be updated.

Example:

- For SCORM/AICC (RAW AND 4 COURSE STRUCTURED FILES)/ File - enter **Skip** in the **ZIPFILENAME** column/cell. No need to keep physical files in the Zip folder.
- For URL, AICC URL - enter **Skip** in the **LOCATIONORURL** column/cell.
- For DEPLOYED SCORM - enter **Skip** in MANIFESTFILE OR DEPLOYED_CONTENT_PATH column/cell.

Figure 146: Skip Capability enabled on the ZIPFILENAME column



Use case

This enhancement to the content update feature improves the usability of Content Import

Enhancement to bulk content RDI imports

How did it work?

Previously, during bulk content import, the following option were not possible:

- No ability to purge content
- Could not specify the full folder path
- Could not specify custom fields for course and offerings

How does it work now?

With this update, it is now possible to:

- Specify custom fields on courses and offerings (assuming createwbtcourse=**TRUE**)
- Can purge content in bulk. A new field is added in RDI for STATUS. The value for these can be: Published, On Hold, and Purged. If no value is entered, or if the field is left blank, the status of content will remain unchanged. If there are active enrollments for the content, the Purge step will not be in effect.
- It is now possible to use the import for two content folders with the same name but in a different hierarchy. You can now specify the parent hierarchy for Content Folders. Full folder path can be accepted with delimiter as '\' .

Figure 147: Content folder showing parent hierarchy

Use case

This enhancement to Bulk RDI import provides the option to purge content in bulk, accept custom fields when creating courses and the option to import to two contact folders with the same name but a different hierarchy.

Add images to courses through bulk import

How did it work?

Previously, when creating Courses, it was not possible to include images as part of this import.

How does it work now?

In this update, this has been addressed. Saba Cloud now provides the facility to include image name in the image column in bulk content import CSV file. A new column named COURSE_IMAGE has been added to the RDI template (CSV file).

The image mentioned in the CSV file should be present in the content zip file also. If Create WBT is TRUE, then, this image will be picked and added to course.

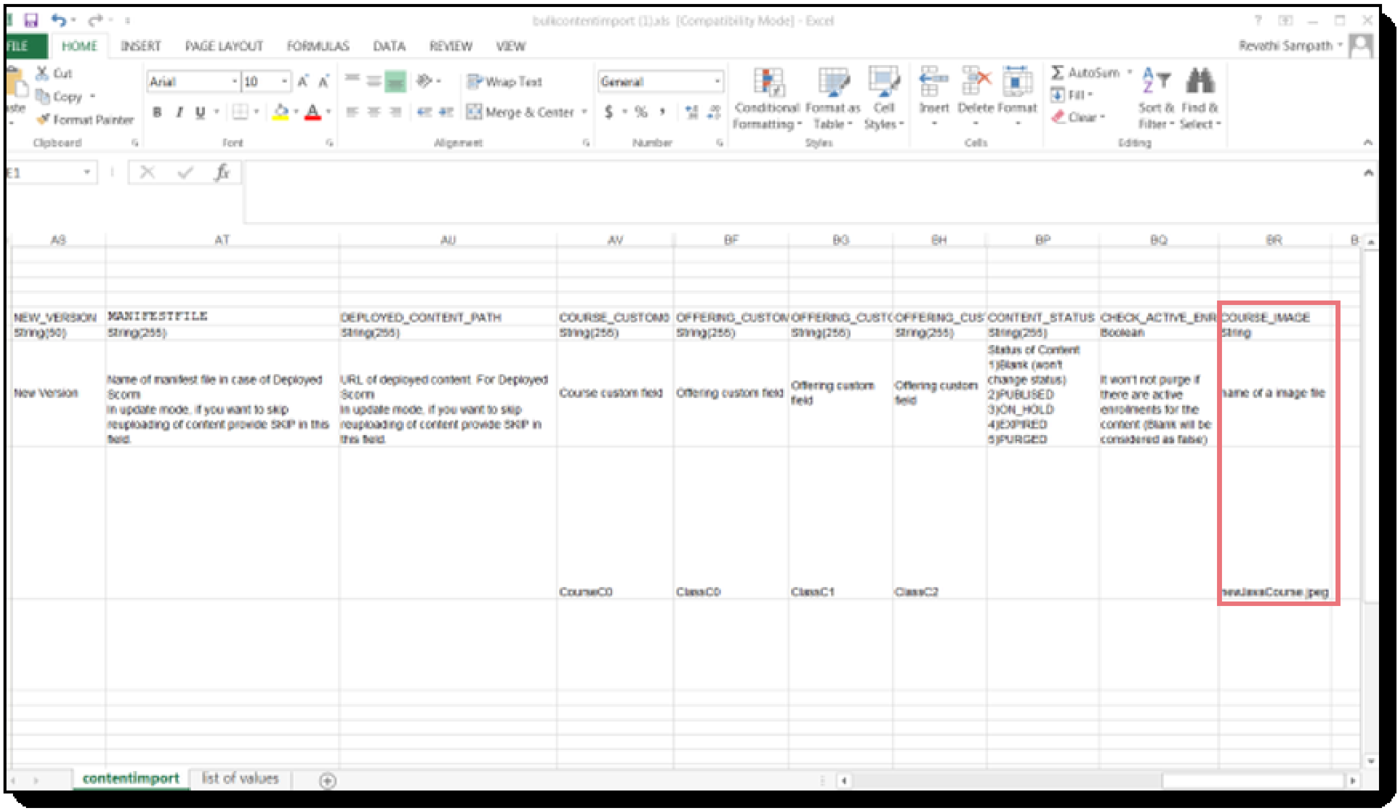


Figure 148: Course_image column added to content import file

Note: Images added to course created during content import flow can be updated during content re-import or update flow. Image gets updated on Course. Keeping the **COURSE_IMAGE** as blank, would not remove the image added to a course.

Use case

This enhancement to bulk import feature provides more flexibility to course creation.

Add custom fields for internal and external organizations

How did it work?

N/A

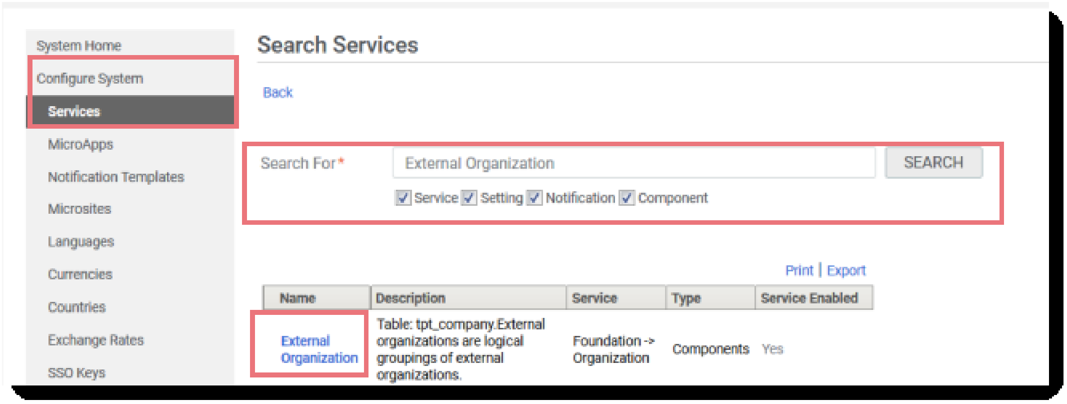
How does it work now?

Five new regular custom fields are added to Internal and External Organization components. These five fields will be available as criteria for Smart Lists, Prescriptive Rules and Audience Types.

By default, these custom fields are turned OFF. System Administrator can turn it ON by navigating to:

Saba Cloud> **Admin**> **System**>**Configure System**> **Services**> **Search Services** and looking for **Internal** or **External Organization**.

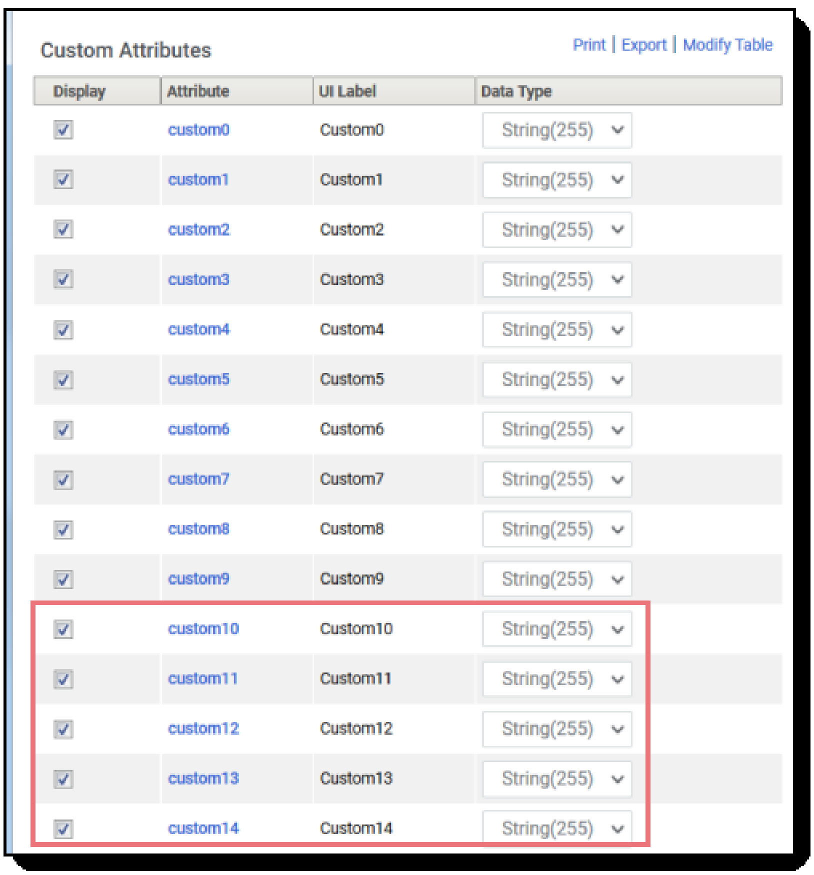
Figure 149: Configure System



Click on the **External Organization** link to launch the Component Details: organization, External pop up page.

Click on **Attributes**.

Figure 150: Configure System



RDI Import file update

The RDI import file has also been updated with additional columns to ensure that it is consistent with the new field addition.

Use case

Users can now create additional custom fields for Internal and External Organization components.

Enhancement to Social Content Import Feature

How did it work?

In the past, when importing Social Content in Saba using the Social Content Import tool, users were not able to assign content to required folders in the groups. All contributed content were placed into uncategorized folder in that group by default.

How does it work now?

The Social Content import feature has been enhanced such that users can now assign content to specific folders within the groups to which the content is being imported. We now support importing File and Link resources into a single or multiple folders of a single or multiple groups.

Admin needs to download the new 'Social Content Import' CSV from **Admin** > **System** > **Manage Integrations** > **Integration Studio** > **Configure** > **Sample Data files** select **Social Content Import**> Download.

Download zip contains a sample CSV and XLSX for reference/help.

Example: If a user wants to import a file called **Sales Force.PDF** into multiple folders of the same group or different groups, the way to import it using a CSV file is shown below:

'FOLDER1' will contain the name of the folder or sub-folder and **GROUP_FOR_FOLDER1** should contain respective group name in which folder is present.

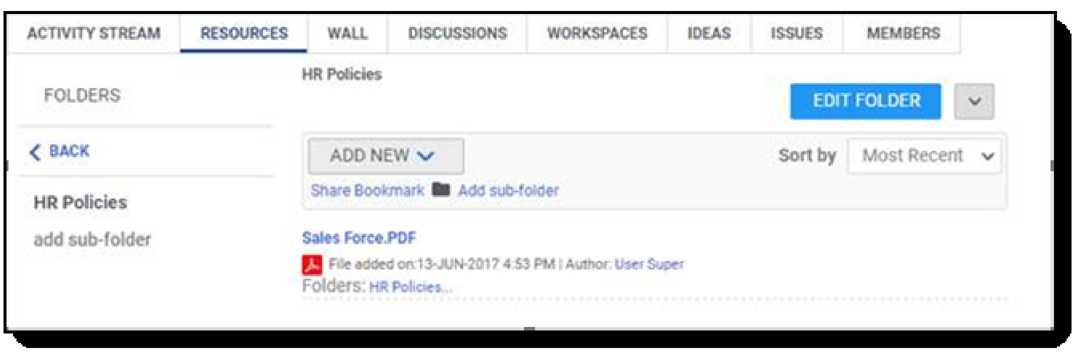
Sub-folder hierarchy to be specific by '\' separator.

FOLDER1	GROUP_FOR_FOLDER1	FOLDER2	GROUP_FOR_FOLDER2
HR Policies	*Human Resource group*	*Sales\India Sales-doc*	*Sales & Marketing group*

You can monitor the Import process from the **MONITOR UI IMPORT** page. Once the import process is completed, resource will get added to respective folders of the respective group.

To confirm, navigate to group details, **RESOURCES** tab. Going to folder name will list the resource contributed.

Figure 151: Import file to folders



Note: The CSV is backward compatible i.e. resources can still be imported to **Uncategorized folder** of group provided no folder names are specified in CSV.

Use case

This enhancement to the social content import step makes content sharing among groups more organized and a lot easier to access.

Improve Data Import options

How did it work?

Until now, the following objects were not configurable as part of the Unique ID column under data import feature: Training Unit Agreement, Purchase Order, Virtual Class Offering, Blended Offering.

How does it work now?

In this update, this is addressed. The UNIQUE ID column for the following fields are now configurable:

Table 18: Configure UNIQUE_ID Column

Component name	Field Name	Field Name	Field Type
Training Unit Agreement	Agreement Number	--	Custom Fields
Purchase Order	Include Internal PO NO	External PO NO	Custom Fields
Virtual Class Offering	Class Number	--	Custom Fields
Blended Offering	Part Number	--	Custom Fields

Use case

By making the UNIQUE_ID columns configurable, loading, updating and editing data in bulk will be easier for users.

Increase in character limit for ILT and WBT offering data imports

How did it work?

Until now, RDI imports were not set up to accept the 5000 characters increase in the description field for Offerings.

How does it work now?

The RDI import template now allows up to 5000 characters for the description field to match the Offerings. ILT Offering, and WBT Offering will now accept up to 5000 characters in the description field.

Note: Description at the Component level must also be increased to 5000 before using this feature.

Use case

RDI import can now accommodate up to 5000 characters in the description field for ILT and WBT Offerings.

Present All Imports in one screen

How did it work?

The RDI interface did not provide the option to view all data import logs in one place.

How does it work now?

In this update, this has been addressed. A new link called **All Imports** is added to the **Manage Integrations** screen.

System>**Manage Integrations**> **Integration Studio**>**Monitor All Imports**

In addition to existing columns, the new screen provides a column to indicate the **Source** of the import - which includes UI import, Scheduled job name, and any Marketplace initiated imports. (Example: Workday)

The Search field on the screen has additional parameters **Status** and **Source**. Users can search for the imports using **Status** or **Source** as one of the criteria.

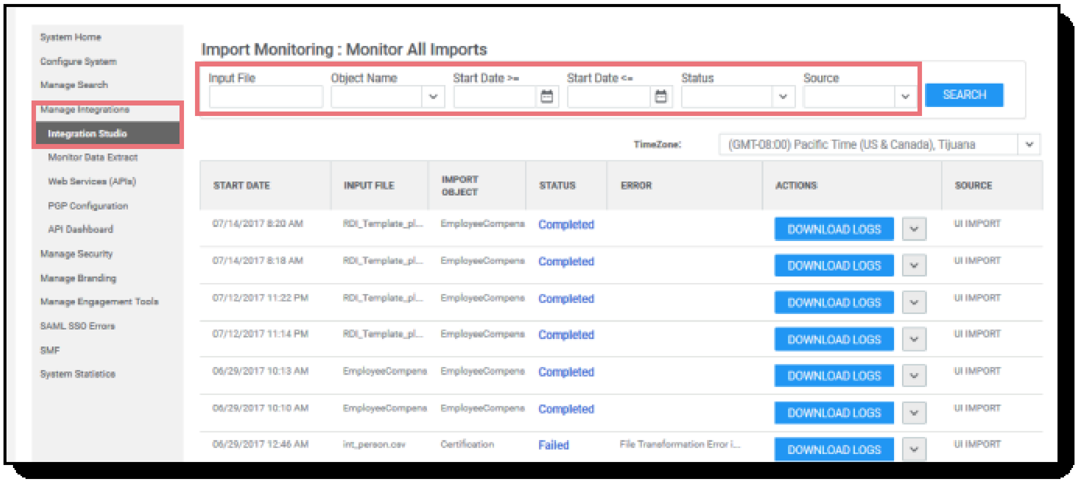


Figure 152: All Import screen

Use case

This enhancement to the monitoring data import screen improves the ability to troubleshoot and improves the user experience to users.

Enhance person to roles mapping RDI to allow removal of roles

How did it work?

Until now, the RDI for Mapping Roles to person can only be used to assign job roles to a person. Removing specific roles from a person or removing all roles from a person was not possible.

How does it work now?

In this update, this has been addressed. The RDI import now allows the removal of specific roles from a person or remove all roles associated with a person.

A new column titled ACTION has been added to Mapping Roles to Person object.

The value options and the outcome for the ACTION:

REMOVE: The role mentioned in the ROLE column for the PERSON will be removed.

REMOVE_ALL: All roles will be removed for the PERSON. (value in ROLE should be NULL).

Blank: The current functionality if adding roles will continue.

Figure 153: Person to role mapping

1	#SABAREM#				
2	#SABAREM#	Object Type : Mapping Roles to person	Format: csv (delimited)		
3	#SABAREM#	Key: **Bold**=Value is required, red=Value must be unique			
4	#SABAREM#				
5	**ID**	**LEARNER**	**ROLE**	**ISREQUIRED**	ACTION
6	Row number	String (255)	String(255)	String	String
7	1	Username of the person	Name of the Role (Not required if ACTION is REMOVE_ALL)	true/false	Blank - Do not remove any role REMOVE - Remove specified role from person REMOVE_ALL - Remove all roles from person
8					
9					
10					
11					

Note:

Once PR is processed, the Role is assigned to the person through PR and later if deleted with RDI the PR will not assign the Role back to the person and it is the same behavior as on UI.

Both Required and Optional Roles can be removed with this feature. The Roles assigned through PR, People Admin, and Manager can also be removed.

Note: Anyone having access to People Admin and Data Import can remove required roles, even if they do not specifically have privilege to remove required roles for others. Hence, this import must be used with caution.

The following error messages will be thrown if deviations are encountered:

- Error message will be thrown if invalid action is specified in the ACTION column
- A warning message will be thrown if there is an attempt to remove a role that is not associated to the user.
- A warning message will be thrown if REMOVE_ALL action specified with role value is populated. (in this case, all roles will be removed from the person).

Use case

This enhancement to the RDI provides the option to remove specific roles or all roles associated with a person.

Enhancement to Student Certification/Curriculum Import

How did it work?

In the past, the import feature for Student Certification/Curriculum was very limited. It supported the assigning of certification to learners but other options like updating the target date, recertification date etc were not possible.

How does it work now?

With this update, some if those additional options are available.

- Bulk removal of certification: it is now possible to remove in bulk, certificates and curricula assigned to learners.

  Certifications/curricula that are in Assigned or In-progress state can only be removed.

- Update target date and expiration date.

  Update target date if the Status is in Assigned or In-progress state.

Add or Update Expiration date if the Status is Acquired.

- Cancel Student Certification/Curricula in bulk.
- Ability to specify a track or path toward certification plan when assigning a certification.

Use case

This enhancement to the certificate/curriculum import feature improves the administration of certifications.

Improve Import/Export step of notification configuration

How did it work?

In the past, during import/export of notification configuration Webhooks and Inbox delivery event actions were not available.

How does it work now?

In this update, this has been addressed.

Now, Webhooks and Inbox delivery event actions are available during import/export operation of notification configuration.

Webhooks will get exported and imported only if the Service is ON at the source and the destination environments respectively.

Inbox flag will get exported and imported only if the Service is ON at the source and the destination environments respectively.

Note: Service on/off check for Webhooks and Inbox is only done at the World level during import and export.

All existing actions are deleted before new configurations are imported.

Existing Webhooks actions are deleted on the target system only if Webhooks is enabled on the target. However, it is not the same for Inbox flag since it is part of the transmit action which gets deleted. Therefore, if Inbox service is not enabled on either the target or the source environment after import, all Inbox flags will be set to **False**.

Use case

User can now export Webhooks and Inbox delivery during notification configuration.

Import options for bulk upload of images for catalog elements

How did it work?

In the past, the option to bulk upload images for courses, certifications and curricula was not available.

How does it work now?

Starting from this update, bulk upload of images for elements such as courses, curricula and certification is enabled.

A new import object called **Catalog Image Import** has been added to support course, certification and curricula images.

Using the new import object, user can add and update course, certification and curricula images.

{Course ID} is used to identify the course.

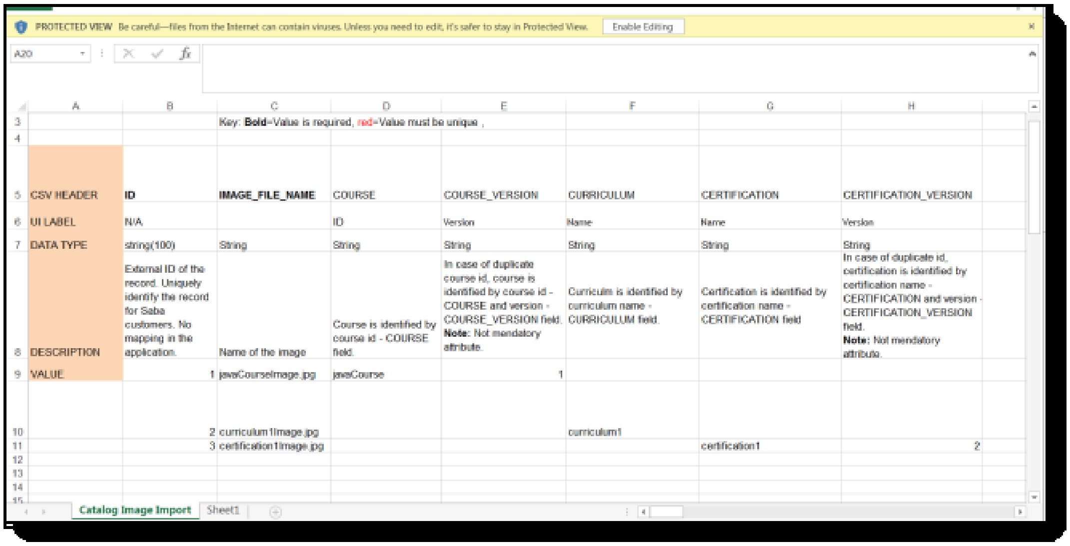
{Certification Title} is used to identify certification

{Curriculum title} is used to identify the curriculum.

Note: If multiple objects (e.g. course and certification) are mentioned in the same row, the image will get associated to all objects mentioned.

If the course/certificate is versioned, then, the user has to specify the version number of the record that needs to be updated.

Course image can be added as an image file. The template will accept a Zip file as the input - that will have the image files and the CSV file.



	A	B	C	D	E	F	G	H
3			Key: **Bold**=Value is required, red=Value must be unique ,					
4								
5	CSV HEADER	**ID**	**IMAGE_FILE_NAME**	COURSE	COURSE_VERSION	CURRICULUM	CERTIFICATION	CERTIFICATION_VERSION
6	UI LABEL	N/A		ID	Version	Name	Name	Version
7	DATA TYPE	string(100)	String	String	String	String	String	String
8	DESCRIPTION	External ID of the record. Uniquely identify the record for Saba customers. No mapping in the application.	Name of the image	Course is identified by course id - COURSE field.	In case of duplicate course id, course is identified by course id - COURSE and version - COURSE_VERSION field. **Note:** Not mendatory attribute.	Curriculm is identified by curriculum name - CURRICULUM field.	Certification is identified by certification name - CERTIFICATION field	In case of duplicate id, certification is identified by certification name - CERTIFICATION and version - CERTIFICATION_VERSION field. **Note:** Not mendatory attribute.
9	VALUE	1	javaCourseImage.jpg	javaCourse	1			
10		2	curriculum1Image.jpg			curriculum1		
11		3	certification1Image.jpg				certification1	2
12								
13								
14								

Figure 154: Bulk upload of images

Note: An image cannot be removed using this import. It can only be added.

Use case

This enhancement improves the usability thereby enriching the experience for the users.

Unassign option in Registration import

How did it work?

During Registration data import, it was not posssible to use the Course ID as a data point to pass.

How does it work now?

In this update, user can ASSIGN and UNASSIGN (and not drop) courses by using the Course ID instead of the Offering ID.

Use case

This enhancement improves the usability of the Data Import functionality.

RDI template updated to support Micro-learning in WBT Offering

How did it work?

NA

How does it work now?

In this update, a new column named **Micro_Learning** has been added to the WBT Offering RDI template to support a new field **Is Micro-Learning** added to WBT offering. The accepted value for this field are **TRUE** or **FALSE** (default value being FALSE).

Use case

This enhancement to the RDI import template improves the WBT offering import steps.

Configure Certificate page size

How did it work?

The page settings for exporting and printing the certificate were not configurable and so the certificate printed were not of the correct size.

How does it work now?

In this update, this has been addressed.

Now, the page size options and the page orientation are configurable. The page size and orientation settings can be changed as needed.

To configure the settings, navigate to:

Admin> **System**>**System Configuration**>**Desktop Properties**>**Microsites**> **Site properties**> **PDF Engine**

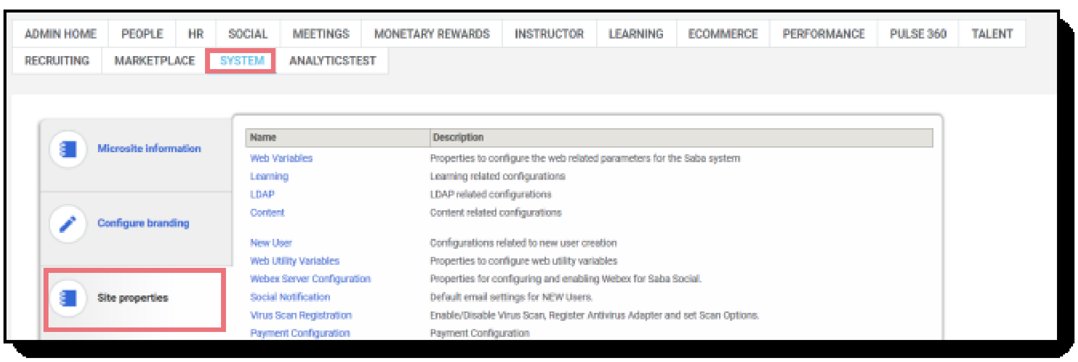


Figure 155: Configure Microsite properties

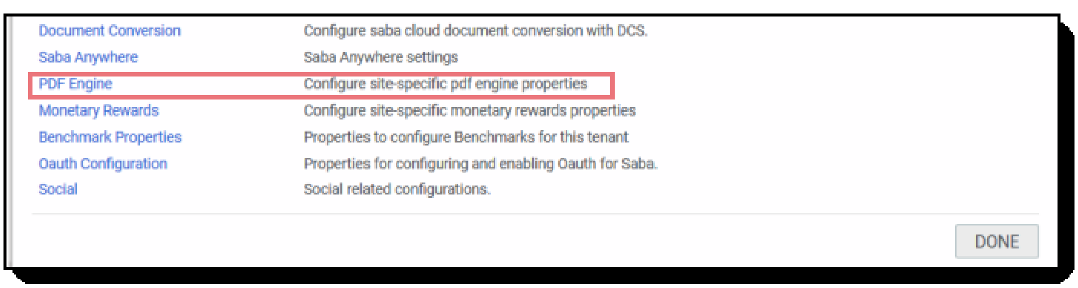


Figure 156: Select PDF Engine

Use case

This enhancement improves the exporting and printing capability of the certificates.

Profile

Current manager can remove job roles assigned by previous manager

How did it work?

In the past, managers could not remove job roles assigned to their team members by their previous managers.

How does it work now?

In this update, this has been addressed.

A manager can now remove the job roles assigned to his team members by previous managers.

Use case

Current managers should be able to remove roles assigned by previous managers. This gives more flexibility for a manager in assigning job roles/matching skills etc. among his team.

Enhancement to Access Control List (ACL) configuration

How did it work?

Previously, users were unable to see fields such as organization, email address and business card title when viewing profiles of other users.

How does it work now?

In this update, this has been addressed. An Option called **Others** has been added to Access Control List (ACL) configuration with **Can View** and **Cannot View** options. Setting the value as **Can View** allows users who are not in **Admin**, **Self**, **Peer**, or **Manager** roles to see the attribute data. The value for the **Other** option is not persisted and the **Can View** for others will only work when the attribute is set to **Can View** for all the roles **(Admin**, **Self**, **Peer** and **Manager**). If any one of the roles cannot view the data, then, the **Others** will also not be able to see the data.

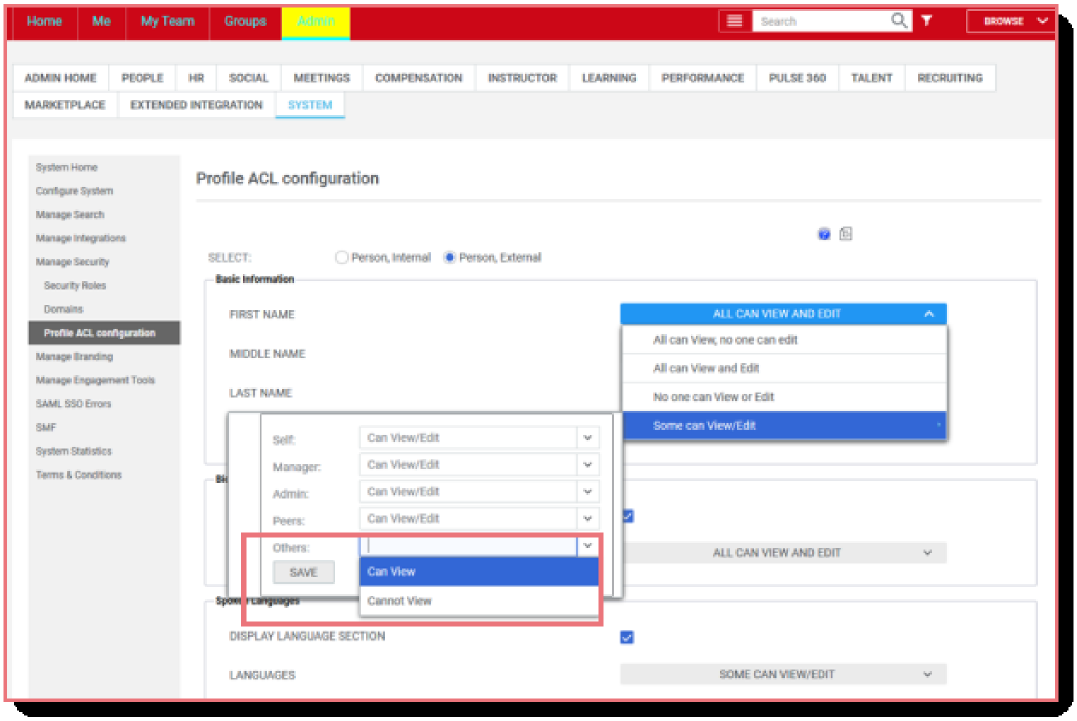


Figure 157: Access Control List (ACL) configuration

Use case

This enhancement provides users the ability to see profile information for other users thus improving exchange of information flow among users.

Allow Admin and Manager to view/edit job profile

How did it work?

Previously, an admin user who was also assigned a manager's role, could not access and edit the job profile of an internal person.

How does it work now?

In this update, this has been addressed.

If the user is both an admin and a manager, then the Access Control List (ACL) configuration is set up for both to be able to edit.

The **CanView/Edit** option should be selected for **Manager** and **Admin** fields in **Edit Profile** page under **Internal People** set up.

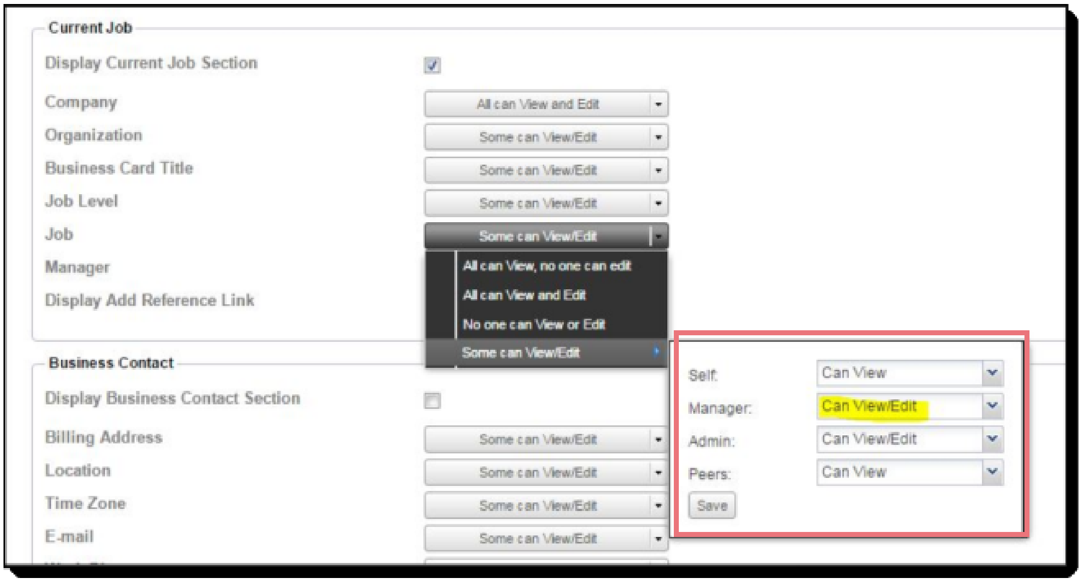


Figure 158: Access Control List (ACL) configuration

Use case

This enhancement improves the usability of the ACL feature.

Merge transcripts during profile merge

How did it work?

Prior to this update, Saba Cloud did not merge transcripts in cancelled status from old profile to new profile during profile merge.

How does it work now?

This update enhances the profile merge functionality so that transcripts in the cancelled status are merged from an old profile to a new profile during profile merge.

Note: This enhancement does not take into consideration profile records that were merged prior to this update.

Use case

Profile merge needs to consider merging of transcripts in various valid statuses as long as there is no data conflict.

Enhancement to the usability of Access Control List (ACL) feature

How did it work?

Previously, if an optional field was not viewable to Admins on the **Edit Profile** page, the fields appeared blank. This created confusion by giving the impression that the value can be added or edited in that field.

How does it work now?

In this update, this has been addressed.

The current UI displays *** in the field -to indicate that it is not viewable.

If the field data is viewable but not editable, the field will display as read-only.

Use case

This enhancement improves the usability of the ACL feature.

REST API

Updated REST APIs

TU APIs to support additional attribute

How did it work?

The following REST APIs didn't support the **restricted_access** attribute:

1. CREATE A NEW TRAINING UNIT
2. UPDATE DETAILS OF A TRAINING UNIT
3. FIND DETAILS OF TRAINING UNIT
4. FIND DETAILS OF TRAINING UNIT (Using POST - Range based search)

How does it work now?

These APIs are now updated to support the **restricted_access** attribute.

CREATE A NEW TRAINING UNIT

Overview

Allows creating a new training unit.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/trainingunit

Calling Options

Table 19: Calling Options

Name	Description	Sample Value	Data Type	Required?
name	Name of Training Unit	abc	string	Yes

Name	Description	Sample Value	Data Type	Required?
priceList	Currency with price for Training Unit		string	No
currencySelection~ Mode	Currency selection mode for Training Unit. This can be one of the following: • DesignatedCurrency • DesignatedAndDefault~ Currency • AllCurrenciesInSystem	DesignatedCurrency	string	No
available_from	Available from date for Training Unit	2009-07-28T00:00:00.000+0530	string	Yes
discontinued_from	Discontinued from date for Training Unit	2014-07-28T00:00:00.000+0530	string	No
validtill_days	Valid till days	3000	string	No
discountEntries	Discounts for Training Unit		string	No
customValues	Custom values		string	No
securityDomain	The domain for the Training Unit	`{ "id": "dom~ in0000000000000001", "name": "world" }`	string	Yes
restricted_access	Restricted training unit, helps determine whether training unit agreement of this training unit has restric~ ted access to it or not. Ac~ cepts: true | false	false	boolean	No

Request Body


```
{
    "priceList": [
        {
            "displayValue": "10 USD",
            "amount": 10,
            "curr_id": {
                "id": "crncy000000000000167",
                "displayName": "US Dollars"
            },
            "id": "plent000000000003236"
        }
    ],
```

```
    "available_from": "2014-02-28T00:00:00.000-0500",
    "discontinued_from": null,
    "validtill_days": null,
    "discountEntries": [
        {
            "discount": 5,
            "low_value": 1,
            "high_value": 100,
            "id": "tdisc000000000001020"
        }
    ],
    "name": "TU REST Test 102",
    "securityDomain": {
        "id": "domin000000000000001",
        "displayName": "world"
    },
    "restricted_access": true
}
```


UPDATE DETAILS OF A TRAINING UNIT

Overview

Allows updating an existing training unit based on the Training Unit's ID.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/trainingunit/:id

URL (User-friendly)

You can use a user-friendly URL which accepts the **name** instead of the internal Training Unit's ID.

https://<*hostname-api.sabacloud.com*>/v1/trainingunit/name%3D<*TrainingUnitsName*>

Calling Options

Table 20: Calling Options

Name	Description	Sample Value	Data Type	Required?
id	Training Unit's ID		string	Yes
name	Name of Training Unit	abc	string	Yes
available_from	Available from date for Training Unit	2009-07-28T00:00:00.000+0530	string	Yes
discontinued_from	Discontinued from date for Training Unit	2014-07-28T00:00:00.000+0530	string	No

Name	Description	Sample Value	Data Type	Required?
validtill_days	Valid till days	3000	string	No
customValues	Custom values		string	No
securityDomain	The domain for the Training Unit	`{ "id": "domin0000000000000001", "name": "world" }`	string	Yes
restricted_access	Restricted training unit, helps determine whether training unit agreement of this training unit has restricted access to it or not. Accepts: true | false	false	boolean	No

Request Body

```
{
    "name": "TraningUnit Test101 modified",
    "currencySelectionMode": null,
    "available_from": "2009-07-27T18:30:00.000+0530",
    "discontinued_from": "2029-07-30T18:30:00.000+0530",
    "validtill_days":1000,
    "discountEntries": null,
    "id": "tunit000000000001127",
    "customValues": {
        "custom1": "qasw",
        "custom2": null,
        "custom3": null,
        "custom4": null,
        "custom5": null,
        "custom6": null,
        "custom7": null,
        "custom8": null,
        "custom9": null,
        "custom0": null
    },
    "securityDomain": {
        "id": "domin000000000000001",
        "displayName": "Domain_IndiaDev"
    },
    "restricted_access": true
}
```

FIND DETAILS OF TRAINING UNIT and **FIND DETAILS OF TRAINING UNIT (Using POST - Range based search)**

These APIs now support an additional search criteria:

- restricted_access

Use case

N/A

Manager can access team's learning data using APIs

How did it work?

The following REST APIs didn't support manager based access to team's learning data:

1. FIND DETAILS OF TRANSCRIPTS (Using POST - Range based search)
2. FIND DETAILS OF RECURRING COURSE COMPLETIONS (Using POST - Range based search)
3. SEARCH ENROLLMENTS BASED ON GIVEN CRITERIA (USING POST - RANGE BASED SEARCH)
4. SEARCH ALL COURSE ACTIVITIES BASED ON GIVEN CRITERIA (USING POST - RANGE BASED SEARCH)
5. SEARCH ALL THE CERTIFICATIONS/CURRICULA ASSIGNED TO A LEARNER BASED ON THE STATUS, TIMESTAMP (USING POST - RANGE BASED SEARCH)

How does it work now?

These APIs are now updated to support manager based access to team's learning data with some **new** attributes that can be used as the search criteria. A manager/admin can now also use the IN operator to specify a list of team members as the search criteria.

Note: Only 5 team members are supported in the IN operator.

The following attributes support using the IN operator:

Transcripts

- learnerId
- learner_username_list
- person_no

Enrollments

- student_id
- student_number
- student_username_list

CourseActivities

- assignee_id
- assignee_username
- assignee_no

Recurring Completions

- person_id
- person_no
- person_username_list

Student Certification

- assignee
- username
- person_no

Student Curriculum

- assignee
- username

- person_no

FIND DETAILS OF TRANSCRIPTS (Using POST - Range based search)

Overview

Returns the details of the Transcripts along with the ID and the Deeplink URL based on the provided range based search criteria.

To get data for all team members:

If the logged in person is a manager, then the API returns the data for all team members specified using the IN operator.

Note: The REST call displays active as well as inactive transcripts. To get more information about a deleted transcript, you can use the deeplink URL to check the status of the transcript. status=400 indicates a deleted transcript and status!=400 indicates an inactive transcript.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/transcripts/searchQuery?count=:count&startPage=:startPage

Calling Options

Table 21: Calling Options

Name	Description	Sample Value	Data Type	Required?
conditions > name	The search criteria i.e. the field name. You can use any field with "isSearchFilter": true. **Note:** To find out the fields that have "is~SearchFilter": true, in~voke the "Get the Meta details" REST APIs.		string	Yes
conditions > value	The search value for the specified search criteria.		string	Yes
conditions > operator	The search operator such as: • =gt= • =lt=		string	Yes
count	The number of records per page.	10	string	No

Name	Description	Sample Value	Data Type	Required?
startPage	The start page number for the list of records.	1	string	No

The following are the fields that you can use as the **conditions > name**:

Table 22: conditions > name

Field name	Field description	Example
person_no	Person Number	person_no %3D%3D 001035
partNo	Part_No of the offering	partNo %3D%3D 00200351
offering_version	Version of the offering	offering_version %3D%3D 1.1
course_no	Offering Template Number	course_no %3D%3D SEED_WBT
course_version	Version of the Offering Template	course_version %3D%3D 1.0
title	Title of the offering template	title %3D%3D Do~ main_USQE_course1en_US
offering_id	The ID of the offering	offering_id %3D%3D dowbt000000000001320
offeringTemplateId	The ID of the offering template	offeringTemplateId %3D%3D cours000000000200040
updated_on	The transcript updated date and time	updatedOn%3D%3D2007-10-10 14:41:05
archived	If 1 then the transcript is hidden	archived%3D%3D0
oaStatus	Status of the transcript. Possible values of the Status attribute: 100 - Not evaluated 200 - Successful 300 - Suspended 400 - Unsuccessful 500 - In Progress 600 - New 700 - Pending approval 800 - Rejected	oaStatus%3D%3D100
action_no	Offering action number	action_no%3D%3D001034

Field name	Field description	Example
learnerId	Learner associated with the transcript	learnerId%3D%3Dpersn000000000001001
registration	The registration ID of the transcript	registration%3D%3Dregdw000000000001091
delivery	The delivery associated with the transcript	delivery%3D%3D201 **Note:** For delivery no. 200, the input value should be 201.
deliveryId	The transcript delivery ID	deliveryId%3D%3D eqcat000000000000008
learner_username	The username of the learner	learner_username%3D%3Dsomeuser@saba.com
completionDate	The completion date	
learner_username_list	The usernames of the learners as a list	"name":"learner_username_list", "operator":"IN", "value":["KCHOUDHARY", "SCHAUDHARY", "TESTRCALLENSQUESTIONS"]

Example: The logged in person is the learning admin or a manager of the people included in the search condition.

Note: If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Request Body

```
{
    "conditions":[
        {
            "name":"learner_username_list",
            "operator":"IN",
            "value":[
                "KCHOUDHARY",
                "SCHAUDHARY",
                "TESTRCALLENSQUESTIONS"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"person_no",
            "operator":"IN",
            "value":[
                "0010821",
                "0010200",
                "0010210"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"learnerId",
            "operator":"IN",
            "value":[
                "persn000000000010821",
                "persn000000000001020",
                "persn000000000001021"
            ]
        }
    ]
}
```

FIND DETAILS OF RECURRING COURSE COMPLETIONS (Using POST - Range based search)

Overview

Returns the details of the recurring course completions along with the ID, Name and the Deeplink URL based on the provided range based search criteria.

To get data for all team members:

If the logged in person is a manager, then the API returns the data for all team members specified using the IN operator. If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Note: When a recurring course is assigned to a user, the corresponding enrollment entry is not created. Only when the course is completed, the transcript entry is created, due to this the API will not return detail URL as href for in-complete course in output JSON.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/recurringcompletions/searchQuery?count=:count&startPage=:startPage &f=(:csvAttributesValue)&includeDetails=:includeDetails

Calling Options

Table 23: Calling Options

Name	Description	Sample Value	Data Type	Required?
conditions > name	The search conditions. You can use search operators such as: • =gt= - Greater than • =ge= - Greater or Equal • =lt= - Less than • =le= - Less or Equal • == - Equal • != - Not Equal • ; - AND • , - OR	[{"name": "per~ son_id", "operator": "==", "value": "em~ plo000000000001000"}]	string	Yes
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No
csvAttributesValue	Search for attributes also		string	No
includeDetails	Returns the details of the re~ curring course completions in the search	false	string	No

The following are the supported search criteria and display attributes:

Field name	Field description	Example
person_id	Will return all recurring course completions of a specified person.	Person_id%3D%3Demplo000000000001000
Person_no	This search criteria will return all recurring course completions of given person.	person_no%3D%3D001000
Person_user~ name	This search criteria will return all recurring course completions of given person.	Person_username%3D%3Duone
status	This will return all recurring course completions of a specified status. Below are the possible status values: **For Recurring Completions (Completed):** • 100 - Not evaluated • 200 - Successful • 300 - Suspended • 400 - Unsuccessful	status%3D%3D400

	• 600 - Pending Registration • 700 - Pending Approval	
updated_on	This will return result based on updated date of a recurring course completion.	updated_on%3Dge%3D2010-01-29 01:29:32
assigned_on	This search criteria will return all recurring course completions based on its assigned date value.	assigned_on%3Dge%3D2010-01-29 01:29:32
course_no	This search criteria will return recurring course completion of a given course.	course_no%3D%3d00201084
Course_id	This search criteria will return recurring course completion of a given course.	Course_id%3D%3D cours000000000203226
com~ pleted_on	This search criteria will return all recurring course completions based on its comepleted date value.	completed_on%3Dge%3D2010-01-29 01:29:32
due_date	This search criteria will return all recurring course completions based on its due date value.	due_date%3Dge%3D2010-01-29 01:29:32
expira~ tion_date	This search criteria will return all recurring course completions based on its expiration date value.	expiration_date%3Dge%3D2010-01-29 01:29:32
assigned~ Status	This search criteria will return all recurring course completions based on its assigned status. Below are the possible status values: **For Recurring Completions (Not Completed):** • 100 - Completed • 200 - In progress • 300 - Expired • 400 - Assigned • 600 - Pending Registration • 700 - Pending Approval	
person_user~ name_list	The usernames of the persons as a list	`"name":"person_user~ name_list", "operator":"IN", "value":[ "KCHOUDHARY", "SCHAUDHARY", "TESTRCALLENSQUES~ TIONS" ] } ]`

Example: The logged in person is the learning admin or a manager of the people included in the search condition.

Note: If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Request Body

```
{
    "conditions":[
        {
            "name":"person_username_list",
            "operator":"IN",
            "value":[
                "KCHOUDHARY",
                "SCHAUDHARY",
                "TESTRCALLENSQUESTIONS"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"person_no",
            "operator":"IN",
            "value":[
                "0010834",
                "0010203"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"person_id",
            "operator":"IN",
            "value":[
                "persn000000000010821",
                "persn000000000001020",
                "persn000000000001021"
            ]
        }
    ]
}
```

SEARCH ENROLLMENTS BASED ON GIVEN CRITERIA (USING POST - RANGE BASED SEARCH)

Overview

Returns the details of the enrollments based on the provided search criteria.

To get data for all team members:

If the logged in person is a manager, then the API returns the data for all team members specified using the IN operator. If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Note: Using this API, the user can view his own enrollments by passing student_id as the criteria. The user either needs to be a manger or needs to have the people admin privilege to access other's enrollments.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/learning/enroll/search

?count=:count&startPage=:startPage&includeDetails=:isDetail

Calling Options

Table 24: Calling Options

Name	Description	Default Value	Data Type	Required?
conditions	Conditions	• status • **Value:** 100	string	Yes
count		10	string	No
startPage		1	string	No
includeDetails	If true then returns the com~plete details of Field Of Study	true	string	No

Note:

The following criteria fields (name) can be used:

- student_username
- student_id
- student_email
- student_number
- offering_temp_no
- offering_temp_id
- offering_temp_name
- offering_temp_version
- is_walk_in
- is_no_show
- custom0 and other custom fields
- created_on
- updated_on
- reg_status
- part_number
- end_date
- start_date
- class_id
- **student_username_list**

Example: The logged in person is the learning admin or a manager of the people included in the search condition.

Note: If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Request Body

```
{
    "conditions":[
        {
            "name":"student_username_list",
            "operator":"IN",
            "value":[
                "KCHOUDHARY",
                "SCHAUDHARY",
                "TESTRCALLENSQUESTIONS"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"student_id",
            "operator":"IN",
            "value":[
                "persn000000000001020",
                "persn000000000001021"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"student_number",
            "operator":"IN",
            "value":[
                "001020",
                "001021"
            ]
        }
    ]
}
```

SEARCH ALL COURSE ACTIVITIES BASED ON GIVEN CRITERIA (USING POST - RANGE BASED SEARCH)

Overview

Returns the course activities based on the provided search criteria.

To get data for all team members:

If the logged in person is a manager, then the API returns the data for all team members specified using the IN operator. If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/courseactivity/searchQuery

?count=:count&startPage=:startPage&includeDetails=:isDetail

Calling Options

Table 25: Calling Options

Name	Description	Default Value	Data Type	Required?
conditions	Conditions		string	Yes
count		10	string	No
startPage		1	string	No
includeDetails	If true then returns the complete details	true	string	No

Note:

The following criteria fields (name) can be used:

- **assignee_id**
- **assignee_username**
- **assignee_no**

Example: The logged in person is the learning admin or a manager of the people included in the search condition.

Note: If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Request Body

```
{
    "conditions":[
        {
            "name":"assignee_id",
            "operator":"IN",
            "value":[
                "emplo000000000200180",
                "emplo000000000200346",
                "emplo000000000200342"
            ]
        }
```

```
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"assignee_no",
            "operator":"IN",
            "value":[
                "00200180",
                "00200346",
                "00200342"
            ]
        }
    ]
}
```

Request Body

```
{
    "conditions":[
        {
            "name":"assignee_username",
            "operator":"IN",
            "value":[
                "SCHAUDHARY",
                "KCHOUDHARY"
            ]
        }
    ]
}
```

SEARCH ALL THE CERTIFICATIONS/CURRICULA ASSIGNED TO A LEARNER BASED ON THE STATUS, TIMESTAMP (Using POST - Range based search)

Note: This is a new REST API.

Overview

Search all the certifications assigned to a learner based on the status or timestamps using post - range based search.

To get data for all team members:

If the logged in person is a manager, then the API returns the data for all team members specified using the IN operator.

Requires OAuth

No

Method

POST

URL

http://<*hostname-api.sabacloud.com*>/v1/learning/heldlearningevent?type=:type&q=(:criteria)&count=:count&startPage=:startPage

Calling Options

Table 26: Calling Options

Name	Description	Sample Value	Data Type	Required?
type	The desired component i.e. Certification or Curriculum.	certification	enumerated	Yes
conditions	The search criteria: • cert_name (this attribute is used for both certification name and curriculum name) • cert_version • target_date • status_description_cert • status_description_curr • path_name • acquired_on • expired_on • assigned_on • revoked_on • cancelled_on • created_on • updated_on • assignee • status • **username** • **person_no** For CURRICULA the following are the possible **values** for the **status** criteria: • ACQUIRED : **100** • INPROGRESS : **200** • ASSIGNED : **400** • DISCONTINUED: **500** • OVERDUE : **600** • CANCELLED :**800** For CERTIFICATIONS the following are the possible **values** for the **status** criteria: • ACQUIRED : **100** • INPROGRESS : **200** • ASSIGNED : **400** • DISCONTINUED: **500** • OVERDUE : **600** • CANCELLED :**800** • EXPIRED : **300** • REVOKED : **700**	assignee%3D%3Demplo000000000001600, status%3D%3D600, created_on%3Dge%3D2002-01-29 01:29:32 AM, updated_on%3Dge%3D2002-01-29 01:29:32 AM `{ "conditions":[ { "name":"assignee", "operator":"IN", "value":[ "persn00000000010821", "persn000000000001020", "persn000000000001021" ] } ] }`	string	Yes

Name	Description	Sample Value	Data Type	Required?
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No

Return Values


```
{
  "startIndex": 1,
  "results": [
    {
      "id": "stuce000000000014797",
      "displayName": "Scert_1",
      "href":
"https://dqlearning.sabacloud.com/Saba/api/businesscomponent/learning/heldlearningevent/stuce000000000014797"

    },
    {
      "id": "stuce000000000031726",
      "displayName": "bk test cert1",
      "href":
"https://dqlearning.sabacloud.com/Saba/api/businesscomponent/learning/heldlearningevent/stuce000000000031726"

    },
    {
      "id": "stuce000000000024914",
      "displayName": "U34Cert1",
      "href":
"https://dqlearning.sabacloud.com/Saba/api/businesscomponent/learning/heldlearningevent/stuce000000000024914"

    },
    {
      "id": "stuce000000000002643",
      "displayName": "Cert SPC-14979 reset to null",
      "href":
"https://dqlearning.sabacloud.com/Saba/api/businesscomponent/learning/heldlearningevent/stuce000000000002643"

    }
  ],
  "totalResults": 4,
  "hasMoreResults": false,
  "itemsPerPage": 10,
  "facets": []
}
```


Note: If the logged in person is not the learning admin or a manager of the people included in the search condition then the API returns a blank output.

Use case

N/A

People APIs to support adding one or more associations with partial updates

How did it work?

The following REST APIs did not allow adding or removing an association:

- CREATE A PROFILE [EXTERNAL PERSON]
- CREATE A PROFILE [INTERNAL PERSON]
- UPDATE A PROFILE FOR GIVEN PERSON NAME [EXTERNAL]
- UPDATE A PROFILE FOR GIVEN PERSON NAME [INTERNAL]

Thereby, users had to make separate API calls for creating or updating a person, and associating audience types and other associations

How does it work now?

These APIs are now updated to:

- Add one or more associations. For example, add one or more AudienceType, Currency and mark Resource.
- Remove a single association. For example: removing one AudienceType without knowing the full list of AudienceType .
- Replace just one association and leave others unchanged.

To support these functions, the following attributes/fields are available for use in the input JSON:

- **partialUpdate:** Boolean field that will enable the ability to add or remove one or more associations without impacting the existing associations.

  Note: The default value of this field is **false**.

- **action:** This attribute is considered only if **partialUpdate** is set to **true**, otherwise it is ignored. If **partialUpdate** is set to true but the action is not provided then the default action will be **add**. Possible values of this attribute are:
  - add: adds the corresponding association to the person.
  - delete: deletes the corresponding association from the person.

The **action** and **partialUpdate** fields are only valid in case of Person update or add / delete of individual associations.

In case of partial update, if the attribute audienceType / resource / nonDefaultCurrencyList is passed with a null value or an empty array or no value is passed, no action will be taken. The existing associations will remain untouched. However if partialUpdate is set to false or not passed in input then the attribute with null value will remain untouched however attribute with empty array will remove all existing association.

Scenario 1:

partialUpdate =true

audienceType=null

In this case the existing associations will remain untouched.

Scenario 2:

partialUpdate =true

audienceType={}

In this case the existing associations will remain untouched.

Scenario 3:

partialUpdate =false

audienceType=null

In this case the existing association will remain untouched.

Scenario 4:

partialUpdate =false

audienceType={}

In this case the existing associations will be removed.

Sample Request Body

```
{
 "associations": {
  "partialUpdate": true,
  "audienceType": [{
   "id": "audie000000000001172",
   "displayName": "demo1",
   "action": "add"
  }, {
   "id": "audie000000000001173",
   "displayName": "demo2",
   "action": "delete"
  }],
  "resource": {
   "markResource": true,
   "rate": [{
    "amount": "20",
    "currency": {
     "id": "crncy000000000001006",
     "displayName": "rs",
     "action": "add"
    }
   }, {
    "amount": "20",
    "currency": {
     "id": "crncy000000000001001",
     "displayName": "usd",
     "action": "delete"
    }
   }]
  },
  "nonDefaultCurrencyList": [{
   "id": "crncy000000000201689",
   "displayName": "c3",
   "action": "delete"
  }, {
   "id": "crncy000000000001000",
   "displayName": "usd",
   "action": "add"
  }]
 }
}
```

Use case

This enhancement avoids requiring duplicate/triplicate REST API calls.

Goal APIs to support weights

How did it work?

This is a new functionality.

How does it work now?

The following APIs will now support the weight field (**for example:** "weight":20):

- GET DETAILS OF A PARTICULAR GOAL

```
{
    "actions": null,
    "goalAssignmentDetail": {
        "locked": false,
        .......
            }
        },
        "pullInReview": true,
        "targetValue": 58,
        "weight":20
    },
    "goalProgressDetail": null,
    "additionalInfo": null,
    "partialUpdate": false,
    "assignees": null,
    "parentGoal": null,
    "subGoals": null,
    "listIds": null,
    "progressHistory": null,
    "tasks": null
}
```

- CREATE GOAL FOR SELF/TEAM

```
{
   "@type":"com.saba.rest.service.goal.SabaGoalRestDetail",
   "goalAssignmentDetail":{
   .........
               },
               "value":"",
               "displayName":null
            }
         ]
      ],
      "isLibraryGoal":false,
      "weight":20
   },
   "tasks":[
      "list",
      [
         {
            "@type":"com.saba.rest.service.goal.RestTaskDetail",
        ........
         }
      ]
   ],
   "submitForApproval":true,
```

```
   "isDirectIndirect":false
}
```

- UPDATE GOAL FOR SELF/TEAM

```
{
   "@type":"com.saba.rest.service.goal.SabaGoalRestDetail",
   "goalAssignmentDetail":{
      "@type":"com.saba.rest.service.goal.RestGoalAssignmentDetail",
      "locked":false,
      "mandatory":false,
      "source":{
         "@type":"emplo",
         "activitySourceType":{
            "listId":"sysli000000000003037",
        .........
      },
      "goalUnit":{
         "@type":"com.saba.goal.entity.GoalUnitReference",
         "id":"gunit000000000001004"
      },
      "smartGoal":false,
      "targetValue":2,
      "weight":20
   }
}
```

Use case

The REST APIs now support the newly introduced weight field.

WBT Offering APIs to support the microLearning flag

How did it work?

This is a new functionality.

How does it work now?

The following APIs will now support the microLearning field:

- GET META DETAILS OF AN ILT CLASS
- GET DETAILS OF A CLASS
- CREATE A NEW WBT CLASS
- UPDATE A WBT CLASS

Table 27: Calling Options

Name	Description	Sample Value	Data Type	Required?
microLearning	The Microlearning flag for identifying formal Learning Content as Micro. Accepts true or false.	false	string	No

Sample Request Body


```
{
  "@type": "com.saba.learning.services.offering.OfferingDetail",
  "description": "desc",
  "duration": 0,
  "securityDomain": {
    "@type": "ServiceObjectReference",
    "id": "domin000000000000001",
    "displayName": "world"
  },
  "delivery_id": {
    "@type": "ServiceObjectReference",
    "id": "eqcat000000000000005",
    "displayName": "Web-Based"
  },
  "avail_from": {
    "@type": "date",
    "time": "2013-11-27"
  },
  "disc_from": null,
  "offering_temp_id": {
    "@type": "ServiceObjectReference",
    "id": "cours000000000006773",
    "displayName": "test"
  },
  "disp_for_web": true,
  "disp_for_call_center": true,
  "language_id": {
    "@type": "ServiceObjectReference",
    "id": "lange000000000000001",
    "displayName": "English"
  },
  "vendor_id": null,
  "manufacturer_id": null,
  "learningAssignments": null,
  "location_id": null,
  "facility_id": null,
  "start_date": null,
  "endDate": null,
  "csr_id": null,
  "open_enroll": null,
  "open_enroll_for_all": null,
  "enroll_close": null,
  "skip_days_map": "",
  "name": "test",
  "baseDeliveryType": "200",
  "customFields": {
    "@type": "map",
    "custom0": "2013-11-27T00:00:00",
    "custom1": 123,
    "custom2": 333
  },
  "microLearning": false,
  "price": {
    "@type": "com.saba.learning.services.common.Money",
    "currency": {
      "@type": "ServiceObjectReference",
      "id": "crncy000000000000001",
      "displayName": "USD"
    },
    "amount": [
      "java.math.BigDecimal",
```

```
        100
    ]}
}
```

Use case

The REST APIs now support the newly introduced Microlearning.

New REST APIs

APIs to retrieve as well as mark delivered order item as billed

How did it work?

These are new APIs.

How does it work now?

The following APIs are now available that allow retrieving details of the billed information of a particular order item and also mark order item as billed based on the registration ID or the Order Item ID passed as the parameter.

MARK ORDER ITEM AS BILLED

Overview

Marks order item as billed based on the registration ID or the Order Item ID passed as the parameter.

Note: This API accepts order items in delivered status or orders of type: Cancelled With Charge Order Item or Training Unit Agreement Order Item only. If not, then an appropriate error is thrown.

The logged in user needs to have the "Can mark Order Billed" privileges on the "External Order" component.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/learning/order/billing/:orderItemId_OR_RegistrationId

Note:

This API also accepts **Training Unit Agreement Order Item Id**:

https://<*hostname-api.sabacloud.com*>/v1/learning/order/billing/:TUAorderItemId

e.g.: https://<*hostname-api.sabacloud.com*>/v1/learning/order/billing/iotru000000000003080

Calling Options

Table 28: Calling Options

Name	Description	Sample Value	Data Type	Required?
orderItemId_OR_Re~gistrationId	Order Item's ID or Registra~tion's ID	reg~dw000000000004242 OR ioreg000000000001140	string	Yes
billNumber	The bill number		string	No
billingDate	The bill date		string	No
reason	Audit reason		string	No

Request Body

```
{
  "billingDate": "2017-07-11",
  "billNumber": "12345678"
}
```

GET ORDER ITEM BILLING DETAILS

Overview

Get details of the billed information of a particular order item.

Requires OAuth

No

Method

GET

URL

https://<*hostname-api.sabacloud.com*>/v1/learning/order/billing/:orderItemId_OR_RegistrationId

Calling Options

Table 29: Calling Options

Name	Description	Sample Value	Data Type	Required?
orderItemId_OR_Re~gistrationId	Order Item's ID or Registra~tion ID	reg~dw000000000004242 OR ioreg000000000001140	string	Yes

Return Values

```
{
  "billingDate": "2017-07-11",
  "billNumber": "12345678",
  "billingStatusDescription": "Billed",
  "billingStatus" : "100"
}
```

Use case

Saba Cloud has various work-flows in which order item reaches the delivered status. This is dependent on various business rules and use cases. For example, once a session based class is marked as delivered, all the open registrations of that class are marked as delivered. Similarly when web based registration is marked completed, order item is delivered. This API allows marking delivered order items as billed, by accepting the relevant information.

Data import job APIs

How did it work?

These are new APIs.

How does it work now?

Note: Data Import API is a paid service. Please contact Saba support for more information.

The following APIs are now available that allow retrieving the monitoring details of a given scheduled data import job, the details of all the available scheduled data import jobs with job id, job name and href url for detail API and also to trigger a scheduled job.

MONITOR SCHEDULED JOB

Overview

Returns the monitoring details of a given scheduled data import job.

Note: This API does not include jobs created by marketplace connectors such as Workday, Lynda etc.

Requires OAuth

No

Method

GET

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob/:jobId/monitor?startPage=:startPage&count=:count&q=(:query)

Supported search attributes:

Attribute Name	Description	Required	Example
objectName	This search criteria attribute will accept object name as value and will return all sub	No	objectName%3D%3DSocial Content Import

	objects in monitoring detail of a given object type.		
startDateAfter	This search criteria attribute will accept date as value in yyyy-MM-dd format and will return object sub objects in monitoring detail having triggering start date after given date.	No	startDateAfter%3D%3D2017-01-01
startDateBefore	This search criteria attribute will accept date as value in yyyy-MM-dd format and will return object sub objects in monitoring detail having triggering start date before given date.	No	startDate~ Before%3D%3D2017-01-01
inputFile	This search criteria attribute will accept file name as a value and will return all sub objects in monitoring detail having input file name as a given value.	No	inputFile%3D%3DDo~ main.csv

Calling Options

Table 30: Calling Options

Name	Description	Default Value	Data Type	Required?
jobid	Job's ID	impjb00000047922c9 e015d0c516191007ff9	string	Yes
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No

Return Values

```
{
    "results": [
        {
            "endDate": "2017-07-11",
            "warnings": "0",
            "failed": "0",
            "importObject": "Social Content Import",
            "error": null,
            "inputFile": "socialcontentimport.csv",
            "processed": "1",
            "successPreProcess": "1",
```

```
            "inserted": "1",
            "job_id": "impjb0000002d50bc07015d30d6db58007fff",
            "totalPreProcess": "1",
            "id": "vimpp000000000001801",
            "failedPreProcess": "1",
            "updated": "0",
            "startDate": "2017-07-11",
            "status": "Completed",
         "startTime" : "11:42:00 PM",
         "endTime" : "11:42:00 PM",
         "timezone" : "(GMT-08:00) Pacific Time (US & Canada), Tijuana"
        },
        {
            "endDate": "2017-07-11",
            "warnings": "0",
            "failed": "0",
            "importObject": "Training Unit",
            "error": null,
            "inputFile": "trainingunit.csv",
            "processed": "1",
            "successPreProcess": "1",
            "inserted": "0",
            "job_id": "impjb0000002d50bc07015d30d6db58007fff",
            "totalPreProcess": "1",
            "id": "vimpp000000000001800",
            "failedPreProcess": "1",
            "updated": "1",
            "startDate": "2017-07-11",
            "status": "Completed",
         "startTime" : "11:42:00 PM",
         "endTime" : "11:42:00 PM",
         "timezone" : "(GMT-08:00) Pacific Time (US & Canada), Tijuana"
        }
    ],
    "facets": null,
    "startIndex": 1,
    "totalResults": 2,
    "hasMoreResults": false,
    "itemsPerPage": 10
}
```


MONITOR SCHEDULED JOB - POST BASED

Overview

Returns the monitoring details of a given scheduled data import job using the POST method.

Note: This API does not include jobs created by marketplace connectors such as Workday, Lynda etc.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob/:jobId/monitor/searchQuery?startPage=:startPage&count=:count

Supported search attributes:

Attribute Name	Description	Required	Example
objectName	This search criteria attribute will accept object name as value and will return all sub objects in monitoring detail of a given object type.	No	objectName%3D%3DSocial Content Import
startDateAfter	This search criteria attribute will accept date as value in yyyy-MM-dd format and will return object sub objects in monitoring detail having triggering start date after given date.	No	startDateAfter%3D%3D2017-01-01
startDateBefore	This search criteria attribute will accept date as value in yyyy-MM-dd format and will return object sub objects in monitoring detail having triggering start date before given date.	No	startDate~ Before%3D%3D2017-01-01
inputFile	This search criteria attribute will accept file name as a value and will return all sub objects in monitoring detail having input file name as a given value.	No	inputFile%3D%3DDo~ main.csv

Calling Options

Table 31: Calling Options

Name	Description	Default Value	Data Type	Required?
jobid	Job's ID	impjb00000047922c9 e015d0c516191007ff9	string	Yes
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No

Request Body

```
{
 "conditions" : [
   {
    "name" : "startDateAfter",
    "operator":"==",
```

```
     "value":"2017-01-01"
    },
    {
     "name" : "startDateBefore",
     "operator":"==",
     "value":"2017-03-01"
    },
    {
     "name" : "objectName",
     "operator" : "==",
     "value" : "Social Content Import"
    },
    {
     "name" : "inputFile",
     "operator" : "==",
     "value" : "socialcontentimport.csv"
    }
   ]
}
```

Return Values


```
{
    "results": [
        {
            "endDate": "2017-02-11",
            "warnings": "0",
            "failed": "0",
            "importObject": "Social Content Import",
            "error": null,
            "inputFile": "socialcontentimport.csv",
            "processed": "1",
            "successPreProcess": "1",
            "inserted": "1",
            "job_id": "impjb00000047922c9e015d0c516191007ff9",
            "totalPreProcess": "1",
            "id": "vimpp000000000001801",
            "failedPreProcess": "1",
            "updated": "0",
            "startDate": "2017-02-11",
            "status": "Completed",
 "startTime" : "11:42:00 PM",
 "endTime" : "11:42:00 PM",
 "timezone" : "(GMT-08:00) Pacific Time (US & Canada), Tijuana"
        }
    ],
    "facets": null,
    "startIndex": 1,
    "totalResults": 1,
    "hasMoreResults": false,
    "itemsPerPage": 10
}
```


GET ALL SCHEDULED DATA IMPORT JOBS

Overview

Returns the details of all the available scheduled data import jobs with job id, job name and href url for detail API.

Note: This API does not include jobs created by marketplace connectors such as Workday, Lynda etc.

Requires OAuth

No

Method

GET

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob?startPage=:startPage

&count=:count&q=(:criteria_field==:field_value)&includeDetails=:includeDetails

Calling Options

Table 32: Calling Options

Name	Description	Default Value	Data Type	Required?
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No
criteria_field	The search criteria i.e. the field name. You can use objectName, jobName for the criter~ ia_field.		string	Yes
field_value	The search value for the specified search criteria.		string	Yes
includeDetails	Include details in the API output	N	string	No

Supported Search Attributes

The following search attributes are provided:

Attribute Name	Description	Required	Example
objectName	This search criteria attribute will ac~ cept object name as value and will return all scheduled jobs of provided object.	No	objectName%3D%3DSocial Content Import
jobName	This search criteria attribute will ac~ cept job name as value and will return all jobs matching name of jobs.	No	jobname%3D%3Djob1

API Attributes mapping with the UI:

Below is a UI – API attribute mapping. Attributes which are marked as **NA** remains inapplicable for a given frequency type.

- *frequency* attribute remains identical in API to identify whether it's a Daily, Weekly or a Monthly frequency with value as 1, 2 and 3 respectively.
- *timeFrequency* remains applicable only when the frequency type is Daily.
- *weeklyMask* and *dayOfMonth* remain applicable only when the frequency type is Weekly and Monthly respectively.

Sample UI – API attribute mapping is mentioned in the table below:

Frequency UI	**Day Of Month/Every UI**	**API Attributes**			
		frequency	**weeklyMask**	**timeFrequency**	**dayOfMonth**
Daily	24 Hour	1	NA	24	NA
Daily	12 Hour			12	
Daily	6 Hour			6	
Weekly	Monday	2	1000000	NA	NA
Weekly	Monday, Tuesday		1100000		
Monthly	1	3	NA	NA	1
Monthly	2				2

Return Values

```
{
    "startIndex": 1,
    "results": [
        {

"href":"https://<hostname-api.sabacloud.com>/v1/dataimport/scheduledjob/impjb0000005689fe330158ddf16945007ff5",

            "id": "impjb0000005689fe330158ddf16945007ff5",
            "displayName": "UB_2"
        },
        {

"href":"https://<hostname-api.sabacloud.com>/v1/dataimport/scheduledjob/impjb0000001cf64d50015b5b8b6d14007ea8",

            "id": "impjb0000001cf64d50015b5b8b6d14007ea8",
            "displayName": "StorySFTP"
        }
    ],
    "totalResults": 72,
    "hasMoreResults": true,
    "itemsPerPage": 2,
    "facets": null
}
```

GET ALL SCHEDULED DATA IMPORT JOBS - POST BASED

Overview

Returns the details of all the available scheduled data import jobs with job id, job name and href url for detail API.

Note: This API does not include jobs created by marketplace connectors such as Workday, Lynda etc.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob/searchQuery

?includeDetails=:includeDetails&startPage=:startPage&count=:count

Calling Options

Table 33: Calling Options

Name	Description	Default Value	Data Type	Required?
count	The number of records per page.	10	string	No
startPage	The start page number for the list of records.	1	string	No
conditions	The search condition. You can use objectName, jobName for the criter~ ia_field.	[{"name": "object~ Name", "operator": "==","value": "Train~ ing Unit"},{"name": "jobName","operator": "==","value": "Job1"}]	string	Yes
includeDetails	Include details in the API output	N	string	No

Supported Search Attributes

The following search attributes are provided:

Attribute Name	Description	Required	Example
objectName	This search criteria attribute will ac~ cept object name as value and will return all scheduled jobs of provided object.	No	objectName%3D%3DSocial Content Import
jobName	This search criteria attribute will ac~ cept job name as value and will return all jobs matching name of jobs.	No	jobname%3D%3Djob1

API Attributes mapping with the UI:

Below is a UI – API attribute mapping. Attributes which are marked as **NA** remains inapplicable for a given frequency type.

- *frequency* attribute remains identical in API to identify whether it's a Daily, Weekly or a Monthly frequency with value as 1, 2 and 3 respectively.
- *timeFrequency* remains applicable only when the frequency type is Daily.
- *weeklyMask* and *dayOfMonth* remain applicable only when the frequency type is Weekly and Monthly respectively.

Sample UI – API attribute mapping is mentioned in the table below:

Frequency UI	**Day Of Month/Every UI**	**API Attributes**			
		frequency	**weeklyMask**	**timeFrequency**	**dayOfMonth**
Daily	24 Hour	1	NA	24	NA
Daily	12 Hour			12	
Daily	6 Hour			6	
Weekly	Monday	2	1000000	NA	NA
Weekly	Monday, Tuesday		1100000		
Monthly	1	3	NA	NA	1
Monthly	2				2

Request Body

```
{
 "conditions" : [
  {
   "name" : "objectName",
   "operator":"==",
   "value":"Organization, External"
  },
  {
   "name" : "jobName",
   "operator":"==",
   "value":"UB_2"
  }]
}
```

Return Values

```
{
    "startIndex": 1,
    "results": [
        {

"href":"https://<hostname-api.sabacloud.com>/v1/dataimport/scheduledjob/impjb0000005689fe330158ddf16945007ff5",

            "id": "impjb0000005689fe330158ddf16945007ff5",
            "displayName": "UB_2"
```

```
        }
    ],
    "totalResults": 1,
    "hasMoreResults": true,
    "itemsPerPage": 10,
    "facets": null
}
```

GET DETAILS OF A SCHEDULED DATA IMPORT JOB

Overview

Returns the details of a given scheduled data import job.

Note: This API does not include jobs created by marketplace connectors such as Workday, Lynda etc.

Requires OAuth

No

Method

GET

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob/:jobId

Calling Options

Table 34: Calling Options

Name	Description	Default Value	Data Type	Required?
jobid	Job's ID	impjb00000047922c9 e015d0c516191007ff9	string	Yes

Return Values

```
{
    "jobName": "UB_2",
    "weeklyMask": "1100010",
    "endDate": "2037-01-01",
    "timezone": "(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi",
    "subJobs": [
        {
            "id": "isbjb0000005689fe330158ddf16945007ff4",
            "prefix": "Organization, External",
            "objectName": "Organization, External",
            "sequence": "1"
        }
    ],
    "frequency": "2",
    "timeFrequency": "1",
    "dayOfMonth": "1",
    "delimiter": ",",
    "jobDescription": "new",
```

```
    "id": "impjb00000047922c9e015d0c516191007ff9",
    "time": "19:30:00",
    "startDate": "2016-12-08"
}
```

TRIGGER A SCHEDULED JOB

Overview

Triggers a scheduled job.

Note: To use the Bulk Import API, the scheduled job must be created manually. This API only allows you to automatically trigger the scheduled job and not create one. Saba can run only one Data Import Job at a time. This holds true for imports initiated manually, through scheduled jobs, marketplace connectors, or this API.

Requires OAuth

No

Method

POST

URL

https://<*hostname-api.sabacloud.com*>/v1/dataimport/scheduledjob/:jobId/trigger

Calling Options

Table 35: Calling Options

Name	Description	Default Value	Data Type	Required?
jobid	Job's ID	impjb00000047922c9 e015d0c516191007ff9	string	Yes

Return Values

```
200
```

Use case

This enables users to integrate with RDI.

Mobile

Block mobile client

How did it work?

There was a need to block the usage of mobile application for a particular tenant.

How does it work now?

The system admin can now block the usage of the mobile application for a particular tenant by setting the Block mobile clients property to **true**. To access this property, navigate to **System** > **Configure System** > **Microsites** > *<Site-Name>* > **Site properties** > **Mobile**. By default this property is set to false. To change it, contact your system admin.

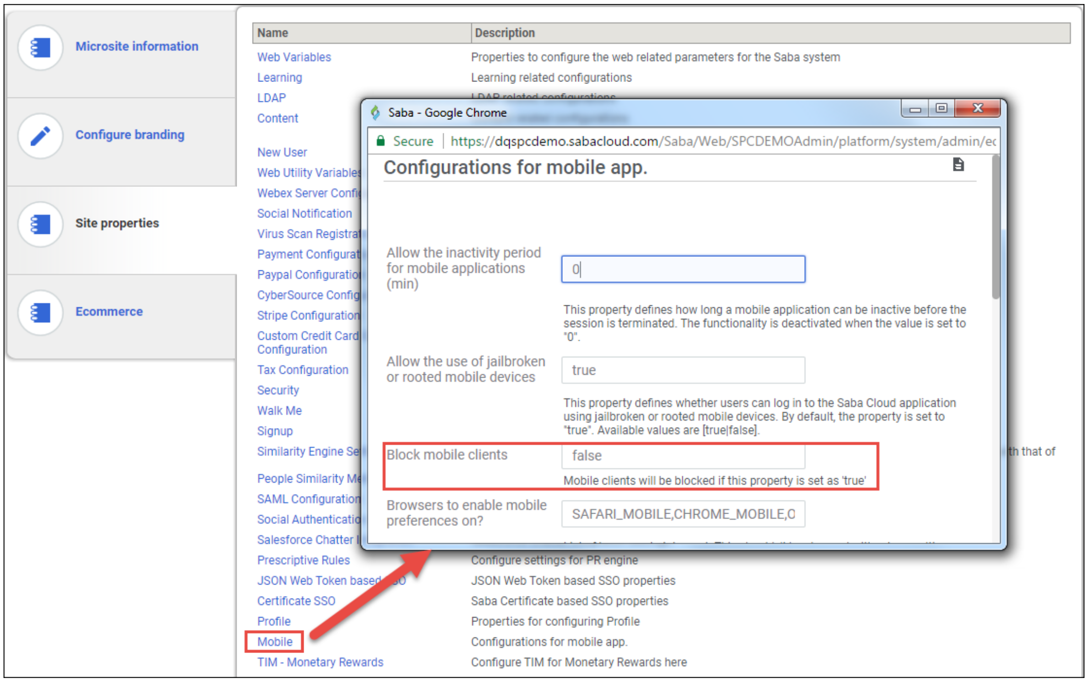


Figure 159: Block mobile client

Use case

This feature provides the ability to block access to Saba Cloud from the Mobile app.

Mobile landing page

How did it work?

Prior to this update, the end user could set the landing page on Saba Cloud mobile application. There was a need to control the landing page for end user by providing similar setting at the tenant level.

How does it work now?

The system admin can now set the landing page for each tenant through **Mobile landing page** property in **System** > **Configure System** > **Microsites** > *<microsite-name>* > **Site properties** tab > **Mobile**. By default it is set to **Home**.

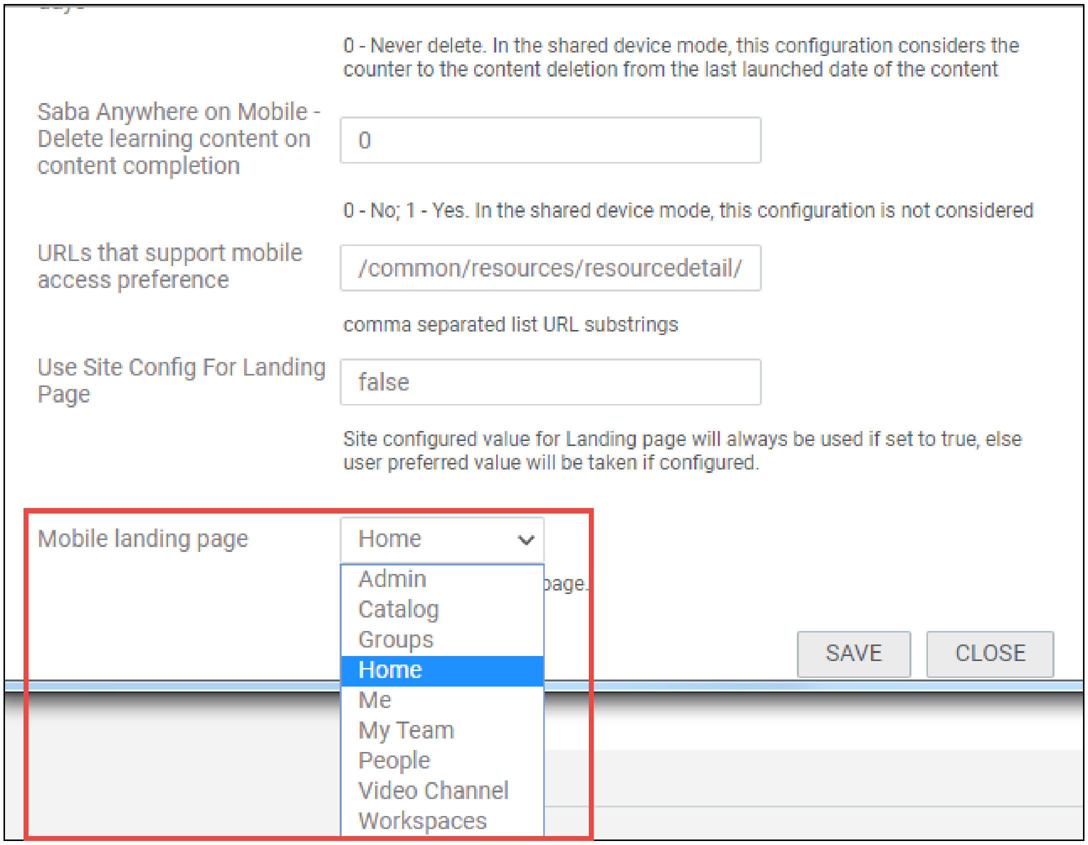


Figure 160: Mobile landing page

The options within the **Mobile landing page** are governed by its corresponding services.

- Catalog option appears when **Learning** service is enabled.
- Groups, Video Channel, Workspaces, and People options appear when **Collaboration** service is enabled.
- Home option appears when **Activity Stream** service is enabled.
- Home, People, Groups, Workspaces, Video Channel options **do not** appear on the **Learning** only tenant.

Use case

Tenant-wise configuration has been provided for setting landing page on Saba Cloud mobile application.

Push notifications on mobile app

How did it work?

The Saba Cloud mobile app does not have the push notification feature support.

How does it work now?

Saba Cloud mobile app now supports push notifications where on performing a certain action, a notification is triggered to corresponding audience. A push notification is a message that pops up on a mobile device. SC server can send them at any time; users don't have to be in the app or using their devices to receive them. This feature is implemented using Firebase Cloud Messaging. The users can also use their own Firebase account for using this feature. Navigate to **System** > **Configure System** > **Push Notification Config** and provide the relevant details regarding Firebase Cloud Messaging Authorization Token, Android Config file from their account and iOS Configuration from their account. Saba will use this account to fire Push Notifications using this account.

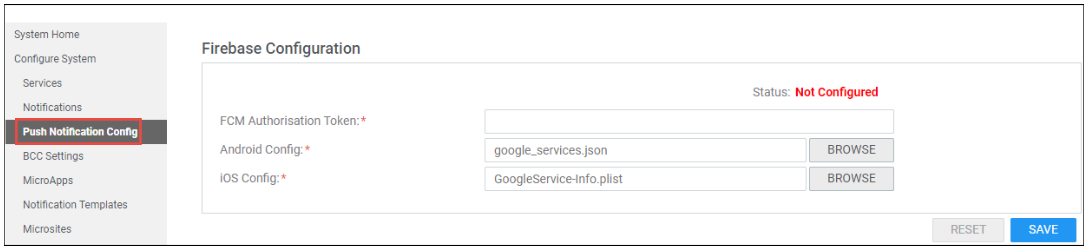


Figure 161: Push notification config

The notifications are triggered during following cases.

Table 36: Supported Push Notifications

Category	Notification name	Description
Certification	Learner Certification Expiration Reminder	Triggered when learner's certification is about to expire.
	Certification due in X days	Triggered when certification is due in X days.
	Certification overdue by X days	Triggered when certification is overdue by X days.
	Certification or Recurring Course reassigned to user	Triggered when certification or recurring course is reassigned to user.
	Learner Certification Expiration in X days Reminder	Triggered when learner's certification is going to expired in X days.
Registration	Instructor-Led Registration Created	Triggered when an instructor-led training class registration is created.
	Instructor-Led Registration Cancelled	Triggered when a registration for an instructor-led class is cancelled.
	Web-Based Registration Item Confirmed	Triggered when a registration for a web-based class is confirmed.
	Virtual Classroom Registration Created	Triggered when a registration for a virtual classroom is created.
	Virtual Classroom Registration Cancelled	Triggered when a registration for a virtual classroom is cancelled.
	Web-Based Class Pending Registration is Approved	Triggered for a Web-based class registration when all levels of approvers in the approval flow have approved.
	Instructor-Led Class Pending Registration is Approved	This notification is triggered for an instructor-led class registration, when all levels of approvers in approval flow have approved.

Category	Notification name	Description
	Class Commencement Reminder as per Registration	Triggered when class will be com~ menced after registration.
Recurring Course	Recurring Course is Expired	Triggered when a recurring course ex~ pires.
	Recurring Course Expiration Reminder	Triggered when course will be expired.
	Recurring course overdue by X days	Triggered when course is overdue by X days.
	Target date changed for a recurring course in a learner's plan	Triggered when the target date changes for a recurring course in a learner's plan.
	Recurring Course Expiration in X days Reminder	Triggered when recurring course will be expired in X days.
	Recurring course added to profile	Triggered when a recurring course is added to a learner's profile.
Class	Web-Based Class Pending Approval Level is Approved	For a Web-based class registration, this notification is triggered on approval of the pending level by approver. It also notifies learners and immediate prior approvers about this approval.
	Instructor-Led Class Pending Approval Level is Approved	For an instructor-led class registration, this notification is triggered on approv~ al of the pending level by approver. It also notifies learners and immediate prior approvers about this approval.
	Virtual Classroom Pending Approval Level is Approved	For a virtual classroom registration, this notification is triggered on approv~ al of the pending level by approver. It also notifies learners and immediate prior approvers about this approval.
	Blended Class Pending Approval Level is Approved	For a blended class registration, this notification is triggered on approval of the pending level by approver. It also notifies learners and immediate prior approvers about this approval.
Curriculum	Curriculum due in X days	Triggered when curriculum will be due in X days
	Curriculum Definition Changed	Triggered when curriculum definition is changed

Category	Notification name	Description
	Curriculum overdue by X days	Triggered when curriculum is overdue by X days
Performance Reviews	Reminder to write the performance review and submit it	Triggered when user needs to write and submit the performance review
	Reminder for performance review completion	Triggered when performance review is completed
	Performance review is submitted by reviewer	Triggered when performance review is submitted by reviewer
Course	Course added to profile	Triggered when a course is added to a learner's profile
Evaluation	Reminder for feedback completion	Triggered when the user needs to complete the feedback
Goal	Goal Due Reminder	Triggered when goal is due

These notifications are triggered only when the **Push Notification** service under **Foundation** is enabled. By default, this service is disabled. To enable, contact your system admin. In order to configure a Push Notification, the system admin must add an additional **Notification Action** of type Push Notification and configure the same by providing the Name, Description, Title, and Body of the notification text. The keywords can be added within the Title and the Body of the PushNotification to be sent. Recipients are pre-determined by the system based on the Event associated with the Push Notification action. The admin cannot configure the recipient list for Push Notifications. The admin can configure only one Push Notification action for a notification event. The Push Notification configuration can be done only through the Notification UI by navigating to **System** > **Configure System** > **Notifications**.

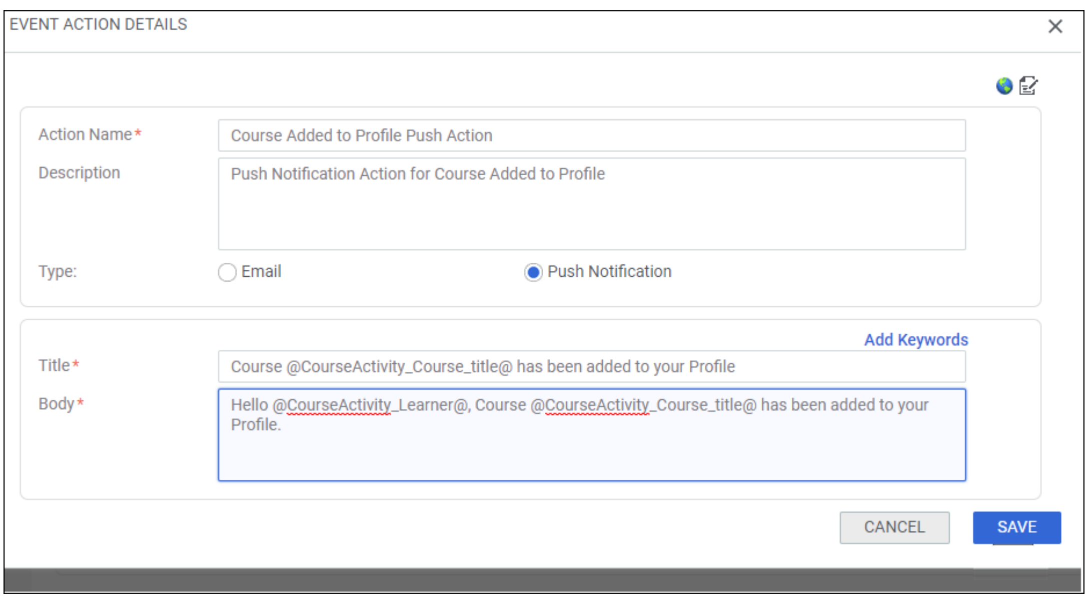


Figure 162: Push notification event

In addition to the above the people admin can now view the user's registered devices by navigating to **Admin** > **People** > **Manage People** > **Internal/External People** > Search for user > **Edit Personal Information** > **Preferences** tab > **Registered Devices** section. The admin can delete the registered devices, if its no longer needed.

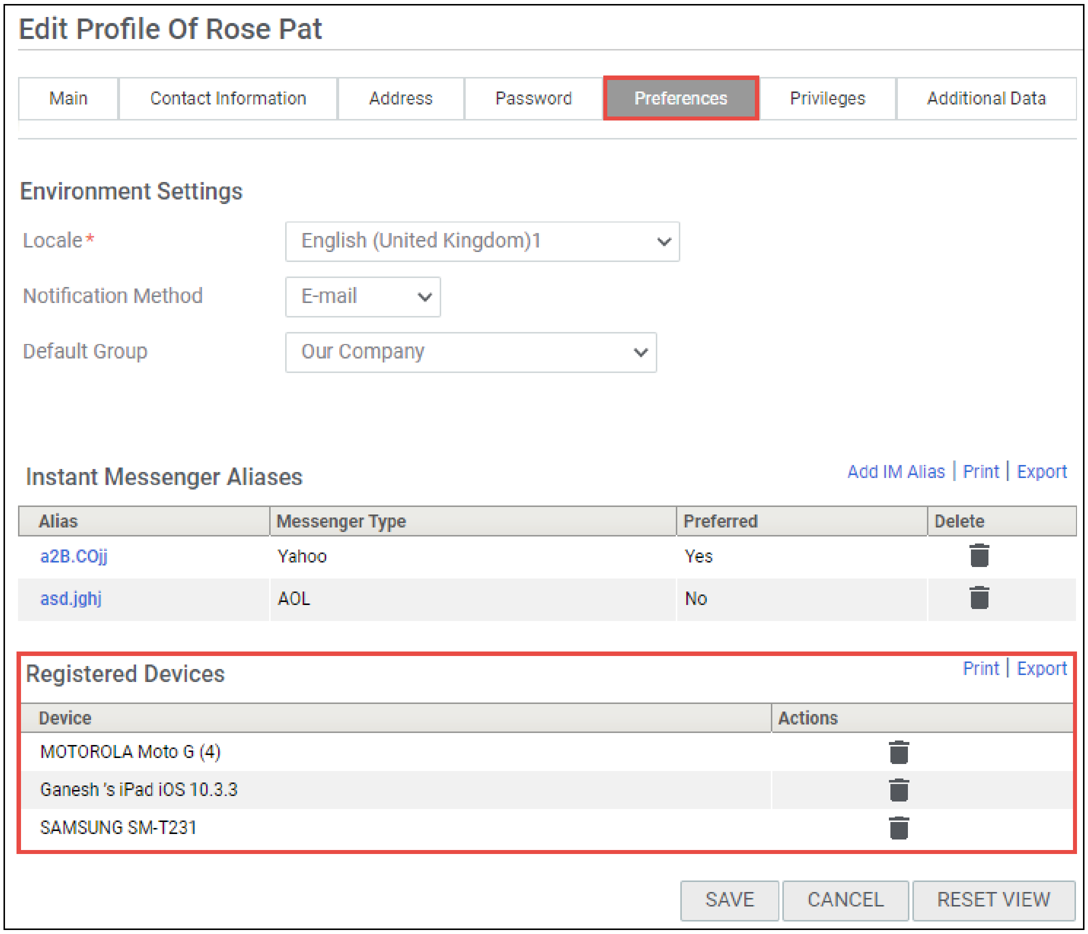


Figure 163: Registered devices

Use case

Saba Cloud mobile application now supports push notifications event.

Support for Forgot Password feature

How did it work?

The Forgot Password feature does not honor most password settings on the mobile application and ends up causing confusion and limitations to the user.

How does it work now?

The Saba Cloud mobile application now adheres with the following Forgot Password settings:

1. Force password change after reset by administrator - When enabled shows the Reset Password screen.
2. Number of incorrect login attempts after which access to session is denied - Based on the number of login attempts mentioned here, an account locked message is shown on mobile app.
3. Strong password requirements - The following strong password requirements are honoured:
    - Password must contain at least one upper-case character and one lower-case character
    - Password must not include any part of the user's login ID or name
    - The user must not change their password more frequently than every # hours
    - Minimum number of alphabetic characters in the password

- Minimum number of numeric characters in the password
- Minimum number of special characters in the password
- Allow special characters (includes: !@# $ % ^ & *, _? / ; : \ |)

4. Automated password change - When enabled, sends notification to the user when password needs to be changed.
5. Account Lockout Period - When enabled, unlocks the user after the mentioned number of days.
6. Password should be changed after initial setup - When enabled, the page to change the initial password appears on mobile app. If the setting to show secret questions and answer fields is also enabled, those questions and response fields are shown on the page too.

Use case

This enhancement implements the Forgot Password rules that are listed above on the Saba Cloud mobile app.

QR code verification for mobile based two factor authentication

How did it work?

Scanning of QR code was not supported. Users had to manually enter the generated key.

How does it work now?

It is now possible to scan the QR code instead of entering the generated key.

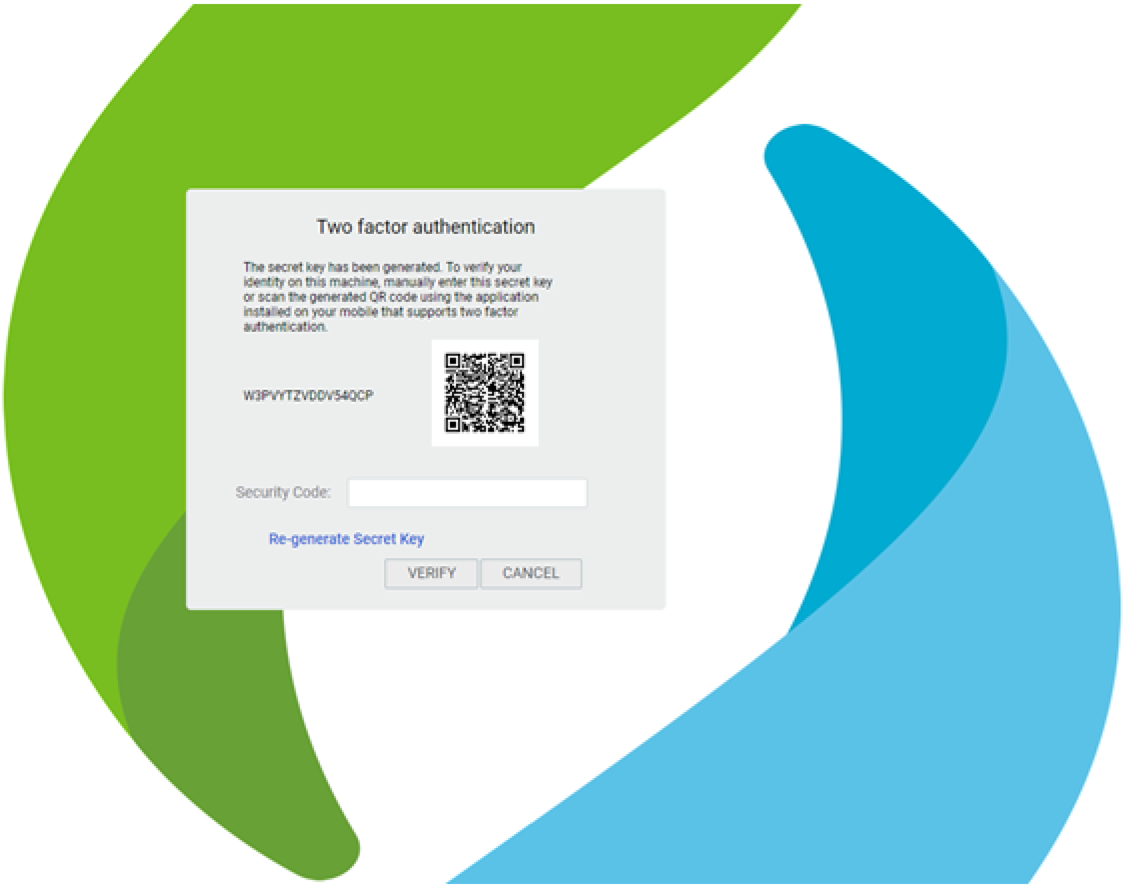


Figure 164: The Two factor Authentication in action

For mobile based two factor authentication when using the mobile app (for example: Google Authenticator), you can choose to scan the QR code shown on the Two factor Authentication screen by clicking **Scan a barcode**.

Note: The scanned code in Authenticator app would still show the old username though the username changes, since the app works in a disconnected mode and is not aware of the username changes until the Secret key is regenerated and QR code is scanned. When the regenerated code is scanned, a new entry in the app will be created.

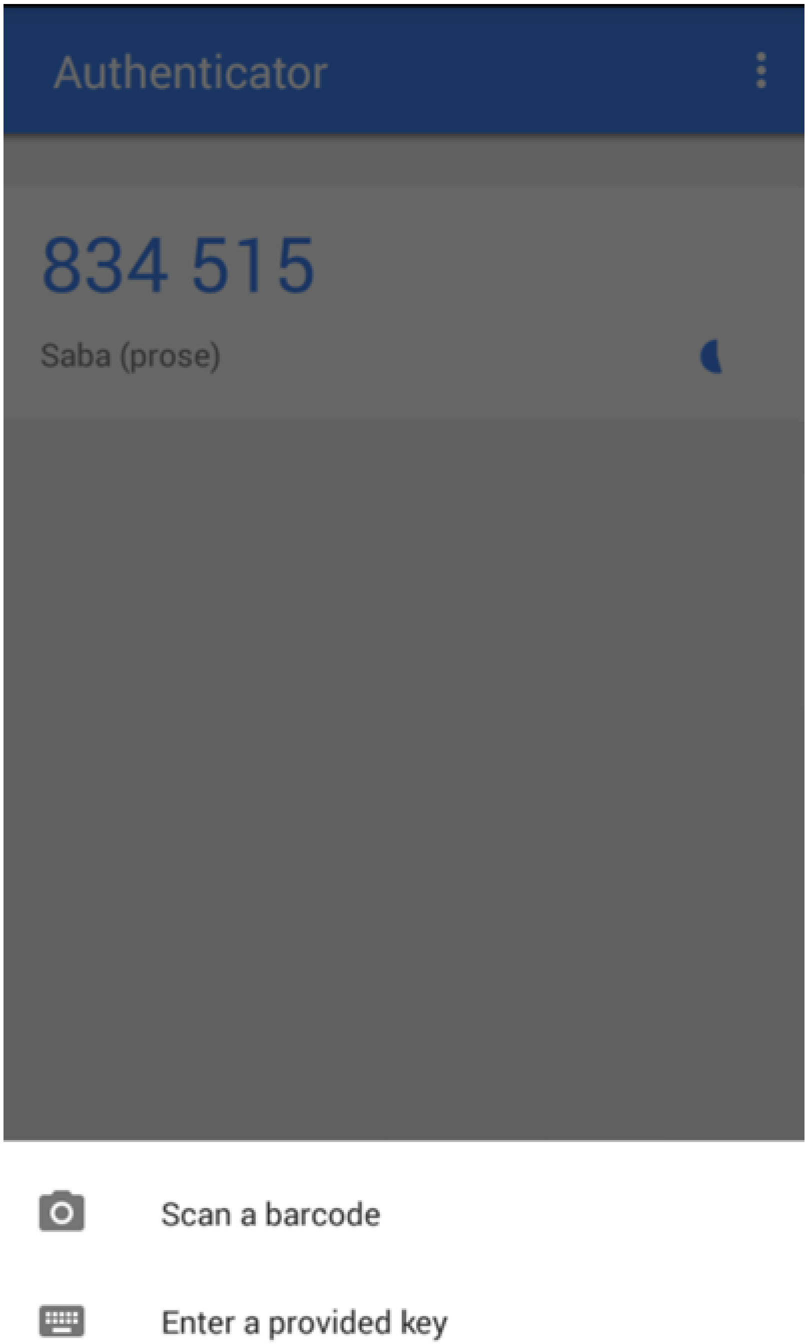


Figure 165: Code via Google Authenticator app

Use case

This provides businesses to configure additional factor of authentication using QR code.

Support for MicroApp portlet as a Canvas

How did it work?

Prior to this update, Saba Cloud did not support the ability to embed the system Canvas with JavaScript.

How does it work now?

This update provides the ability to create a MicroApp with embedded JavaScript code that works as canvas.

System administrators can configure the option to select either a MicroApp as a canvas or use the usual System Canvas.

To create a canvas using MicroApp, select the **Gadget Type** as **Canvas View**. At any point of time, only one MicroApp can be configured with the **Canvas View**. If you try to create another MicroApp with this option, then the existing MicroApp with **Canvas View** is deleted. If no MicroApp is selected as **Canvas View**, then the MicroApp canvas is not visible on the Saba Cloud Home page.

A MicroApp with **Canvas View** is treated as a separate MicroApp and is not visible on the Profile page and Enable Portlets page. Both, the MicroApp Canvas and System Canvas can be simultaneously used on the Home page provided they are configured and contain some data.

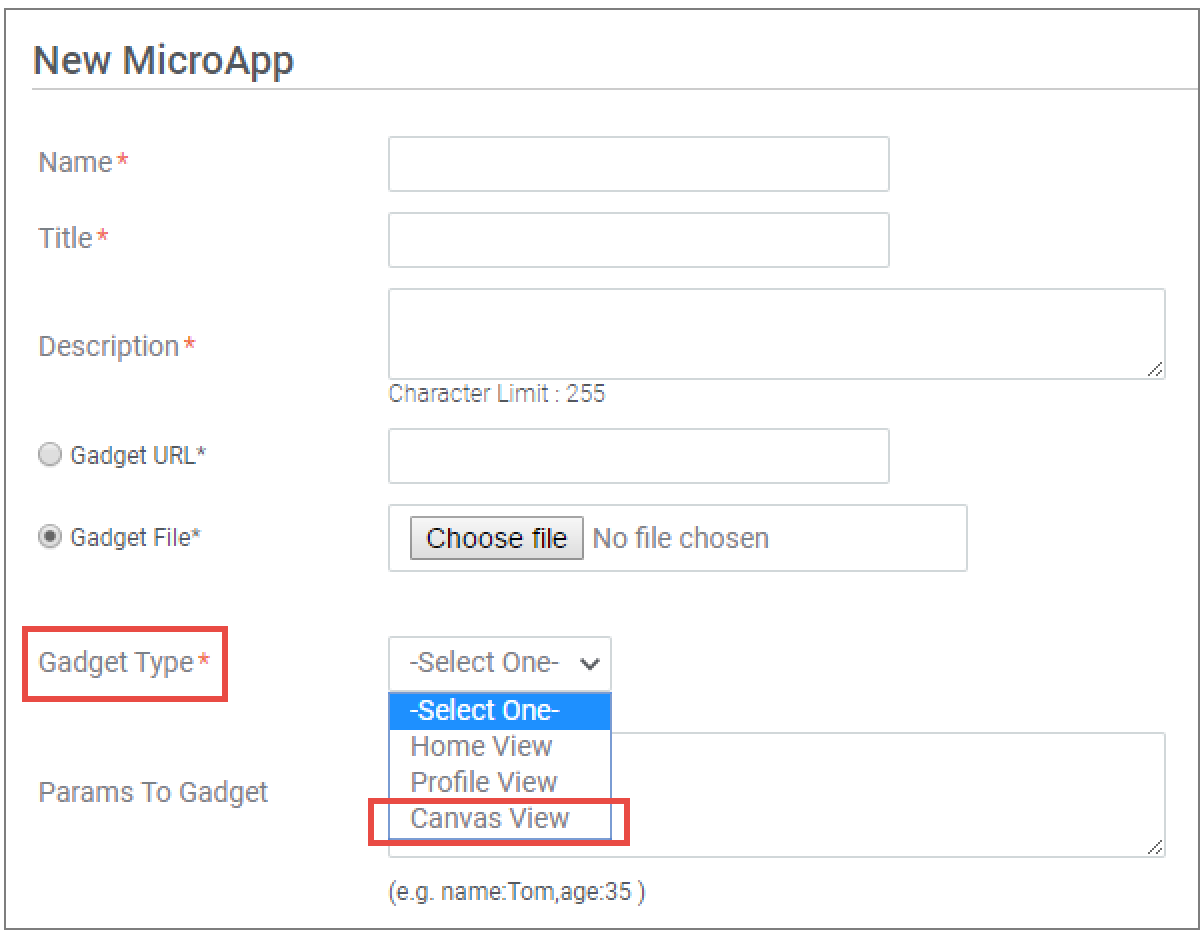


Figure 166: Canvas View

Use case

Organizations need to embellish the Canvas with JavaScript and introduce attention seeking tickers, carousel scrolls, and so on in the Canvas. Due to security implications of adding this support directly in Canvas, Saba Cloud can provide this support through a MicroApp, instead.

Overriding notification-level reminder days

How did it work?

Prior to this update, notifications that supported reminder days could be configured only at the notification event level. The reminder days were applicable to all event actions in the event. Administrators could not configure individual event actions within the event with separate reminder days by overriding values at the event level.

How does it work now?

This update adds support to override notification-level reminder days values with separate reminders days at each notification event action level for all *X* days notifications in Saba Cloud.

This update adds the following new checkbox at the notification event level:

- **Override Reminder Days**

  This checkbox allows you to override reminder days at the event level. If this checkbox is selected, then administrators can specify different reminders days values for each event action in the notification event and event-level reminder days are overridden by these action-level reminder days. Only those actions are triggered that match criteria from the populated **Reminders** days field.

  If this checkbox is selected but none of the **Overridden Reminder Days** fields are populated at the action level, then none of the actions in the event are triggered.

  If this checkbox is cleared, then all enabled actions are triggered based on the configured **Reminders** field at the notification event level.

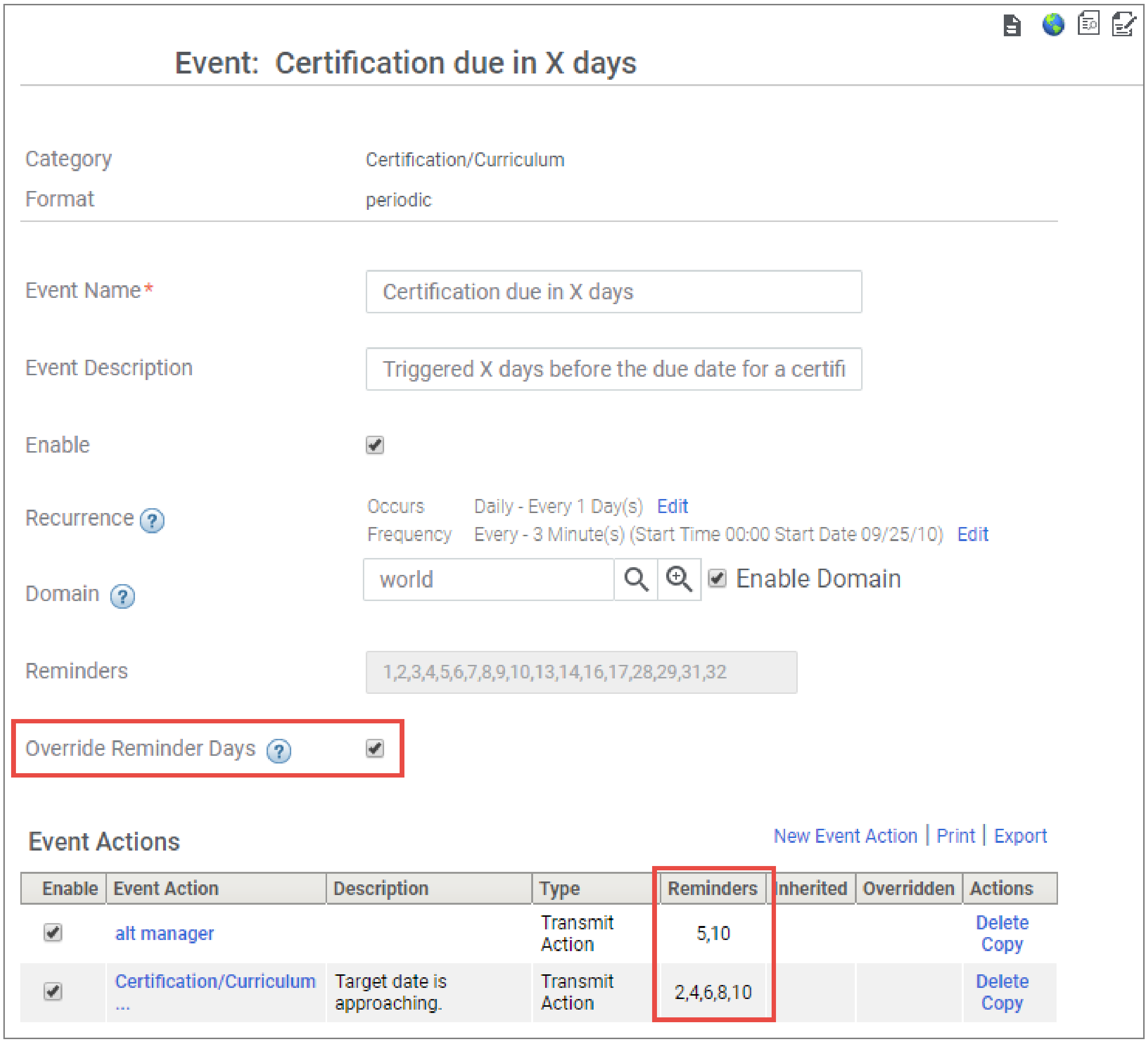


Figure 167: Override Reminder Days for notification event

This update also adds the following new field at the notification event action level:

- **Overridden Reminder Days**

  Specify a comma-separated list of reminders days for the event action. The event action is triggered if it matches criteria from the populated **Reminders** days field at the event level.

  If the **Override Reminder Days** checkbox at the even level is cleared, then this field is disabled.

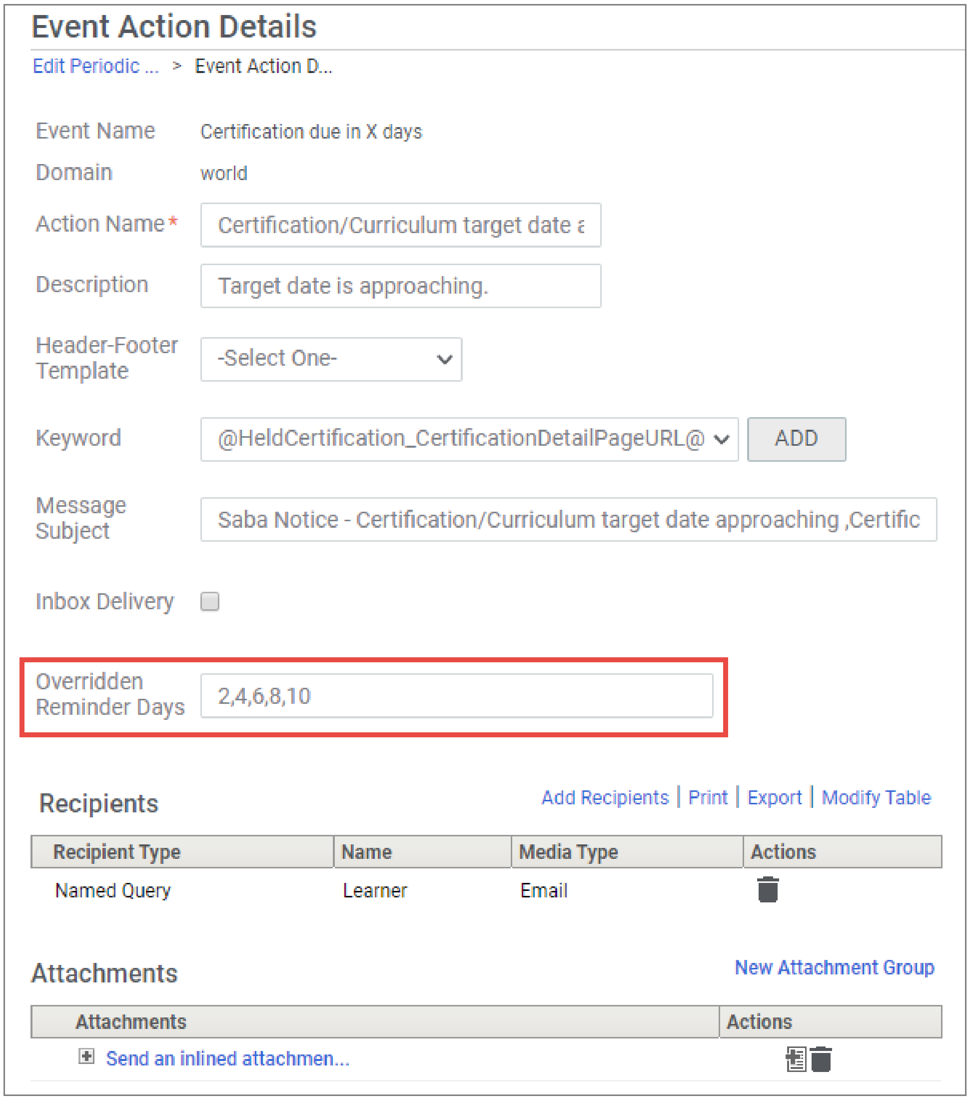


Figure 168: Overridden Reminder Days for event action

To override notification event-level reminder days:

1. Click **Admin** > **System** > **Configure System**. OR Click **Admin** > **System** > **Configure System** > **Notifications**.
2. Search for the required notification event and edit the event.
3. Select the **Override Reminder Days** checkbox and save the notification event. The existing **Reminders** field becomes non-editable.
4. Edit the required event action and specify the values to override reminder days with a comma-separated list in the **Overridden Reminder Days** field for that event action.
5. Save the event action and return to the event details page. The overridden reminder days are displayed in the **Reminders** column of **Event Actions** table.

Use case

Escalating notifications are expected mainly on the notifications that support reminders days when the reminder notification is sent out to recipients. With the ability to specify event action level reminder days, organizations can set up multiple templates for such reminder notifications.

Additional settings to compare between two tenants

How did it work?

Saba Cloud allowed System admins and the "admin" user the ability to compare the settings between two tenants. This comparison was only available for **Microsite Properties**.

How does it work now?

Compare Settings now supports the following additional settings:

- **Services**: This will help determine all those services that are enabled on one environment but disabled on another, or vice-versa.

  Note: Services are compared at world domain only.

- **Services - Settings**: This will help determine all those settings whose values are different on the 2 environments.

  Note: Settings are only compared between domains that exists on both environment.

- **Services - Components**: This will help determine all those components whose attributes are different. For each such component, it indicates attributes that are different and for each such attribute it also indicates the properties that are different between the 2 environments.

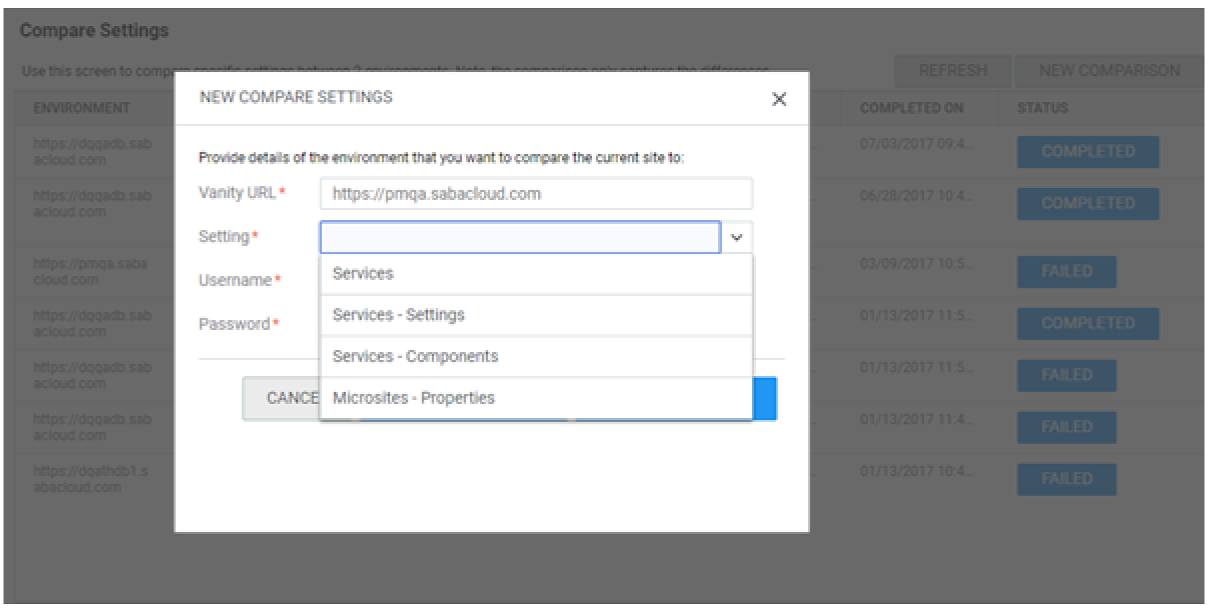


Figure 169: Compare Settings

Use case

This helps reduce troubleshooting time and possible tickets for customer implementations.

Display learning-specific source object details in SMF dashboard

How did it work?

Prior to this update, the SMF **Job Dashboard** displayed source object details for a limited number of objects processed by SMF jobs. Especially, it did not display more details of learning objects on the dashboard.

How does it work now?

With this update, the SMF **Job Dashboard** displays more details about the different learning source objects that are processed by SMF jobs.

Clicking the **Source Object ID** column in the **Job Search Details** table now displays the following additional details for learning objects in the **Source Object Details** popup page:

Table 37: Learning object details in SMF dashboard

Object Name	Details
Course Activity	• Component name • Activity Definition name • Assignee / Learner name • Source name
Transcript	• Component name • Course name • Learner name
Held certification	• Component name • Certification name • Learner name
Held curriculum	• Component name • Curriculum name • Learner name
Held recurring course	• Component name • Course name • Learner name
Certification	• Component name • Certification name

Object Name	Details
Curriculum	• Component name • Curriculum name
Course/ Offering Template	• Component name • Course name
Registration	• Component name • Course name • Student name

To view the source object details, system administrators can navigate to **System** > **SMF** > **Job Dashboard**.

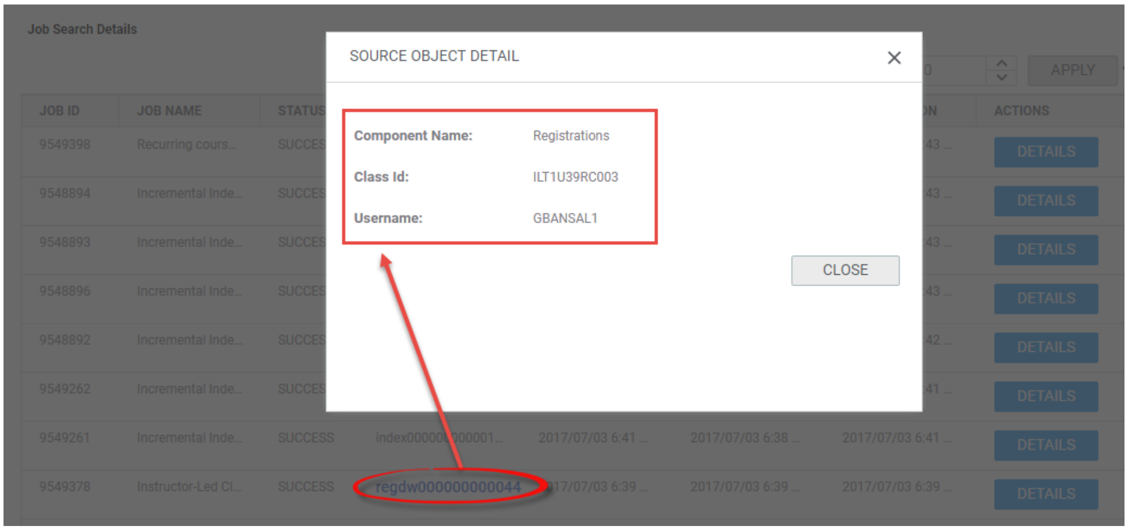


Figure 170: Learning object details in SMF dashboard

Use case

There is a need to provide administrators with more details about learning source objects being processed by SMF jobs.

Display collaboration-specific source object details in SMF dashboard

How did it work?

Currently, the **Job Dashboard** display details for the following source object types:

- Internal Person
- External Person
- Domain

- Notification Event ID
- Notification Event Function ID
- Course Activity
- Transcript
- Held certification
- Held curriculum
- Held recurring course
- Certification
- Curriculum
- Course/ Offering Template
- Registration

How does it work now?

With this update, the SMF **Job Dashboard** displays more details about the different collaboration source objects that are processed by SMF jobs. Clicking the **Source Object ID** column in the **Job Search Details** table now displays the following additional details for learning objects in the **Source Object Details** popup page:

Table 38: Collaboration object details in SMF dashboard

Object Name	Details
Discussion	• Discussion Message ID • Message Text • Message Owner • Discussion Forum • Message Subject • Discussion Team
Discussion Thread	• Discussion Message ID • Discussion Started By • Discussion Forum • Group Name
File	• Resource name • Owner Details • Resource Type
Issue	• Resource name • Owner Detail • Issue Status
Issue with implementation lead	• Resource name • Owner Detail • Implementation Lead • Issue Status

Object Name	Details
Idea	• Resource name • Owner detail • Idea Status
Idea with implementation lead	• Resource name • Owner detail • Implementation lead • Idea Status
Page/Blog	• ID • Author • Container Details • Container Owner • Type • Description • Owner • Title • Status
Workspace/Blog	• Author • Container Details • Container Owner • Type • Description • Page Count • Status
Bookmark	• Bookmark Details • Bookmark Owner • Resource Details
Share	• Shared With • Shared By • Resource Details
Feedback	• Resource ID • Feedback Type • User Details
Send Group Notice	• Message ID • Sender • Group Name

Object Name	Details
Dynamic community mem~ bership	• Team Name • Member Count
Started following me	• Following User Details • Follower Details
Joined a Group I own/ Community member re~ moved	• Team Name • Member Details

To view the source object details, system administrators can navigate to **System > SMF > Job Dashboard**.

Use case

There is a need to provide administrators with more details about source objects being processed by SMF jobs.

Configure cleanup of learning items for terminated users

How did it work?

Prior to this update, administrators could not configure how the system handled learning items when a user was terminated.

How does it work now?

This update provides system administrators the ability to configure user termination events by introducing the following settings under **Foundation > User Profile**:

Table 39: New settings for handling learning items of terminated users

Setting	Description	Default Value
Terminated Internal Users - Mark system to-do lists archived	Mark system to-do lists as archived 2 days after the ter~ mination of internal users.	On
Terminated External Users - Mark system to-do lists archived	Mark system to-do lists as archived 2 days after the ter~ mination of external users.	On
Terminated Internal Users - Mark user to-do lists archived	Mark user to-do lists as archived 2 days after the termin~ ation of internal users.	Off
Terminated External Users - Mark user to-do lists archived	Mark user to-do lists as archived 2 days after the termin~ ation of external users.	Off

Setting	Description	Default Value
Terminated Internal Users - Remove Organization Manager security role	Remove the Organization Manager Basic Privileges security role 2 days after the termination of internal users.	Off
Terminated External Users - Remove Organization Manager security role	Remove the Organization Manager Basic Privileges security role 2 days after the termination of external users.	Off
Terminated Internal Users - Cancel Registrations	Cancel registrations 2 days after the termination of internal users.	On
Terminated External Users - Cancel Registrations	Cancel registrations 2 days after the termination of external users.	On
Remove internal user as Group Admin	Remove as Group Admin 2 days after the termination of internal users who are also group administrators. **Note:** This setting is available only when the Org-based LLR functionality is enabled.	Off
Remove external user as Group Admin	Remove as Group Admin 2 days after the termination of external users who are also group administrators. **Note:** This setting is available only when the Org-based LLR functionality is enabled.	Off
Terminated Internal Users - Remove course assignments from plan	Remove course assignments from plan 2 days after the termination of internal users.	Off
Terminated External Users - Remove course assignments from plan	Remove course assignments from plan 2 days after the termination of external users.	Off
Terminated Internal Users - Remove recurring course assignments from plan	Remove recurring course assignments from plan 2 days after the termination of internal users.	Off
Terminated External Users - Remove recurring course assignments from plan	Remove recurring course assignments from plan 2 days after the termination of external users.	Off
Terminated Internal Users - Remove certification and curriculum assignments from plan	Remove incomplete certification and curriculum assignments 2 days after the termination of internal users.	Off

Setting	Description	Default Value
Terminated External Users - Remove certi~ fication and curriculum assignments from plan	Remove incomplete certification and curriculum assign~ ments 2 days after the termination of external users.	Off
Terminated Internal Users - Remove man~ ager from profile	Remove manager from profile 2 days after the termina~ tion of internal users.	Off
Terminated External Users - Remove man~ ager from profile	Remove manager from profile 2 days after the termina~ tion of external users.	Off

This update adds the following functionality to manage association of security roles with terminated users:

- Remove user security roles when external user gets terminated

  By default, this functionality is enabled.

And renames the following existing functionality for internal users:

Table 40: Changes to functionality

Old Name	New Name
Remove user security roles when user gets terminated	Remove user security roles when internal user gets termin~ ated **Note:** By default, this functionality is enabled.

Note: These functionalities do not handle associations of the Local Learning Registrar (LLR) and Organization Manager security roles. They are handled by "Remove internal user as Group Admin" and "Remove external user as Group Admin" settings.

Changes to behavior of To-Do lists of terminated users

Prior to this update, only system to-do lists with target audience as "dynamic criteria" were archived after user termination. This was the default behavior and was not configurable.

With this update, if the to-do list related settings for terminated users are enabled, then the following to-do lists are archived for terminated users:

- System to-do lists with target audience as "dynamic-criteria"
- System to-do lists with target audience as "everyone"
- Mandatory to-do lists with target audience as "everyone
- User-created to-do lists

Prior to this update, when a terminated user is activated, only system to-do lists with target audience as "dynamic criteria" were re-activated and reassigned to the user.

With this update, when a terminated user is activated, the following to-do lists are re-activated and reassigned to the user:

- System to-do lists with target audience as "dynamic-criteria"
- System to-do lists with target audience as "everyone"

- Mandatory to-do lists with target audience as "everyone

Note: User-created to-do lists are not reassigned to the user, though.

Use case

Administrators need additional clean up options to handle person termination events.

Updated Recommendations page

How did it work?

Prior to this update, the Recommendations page looked like this:

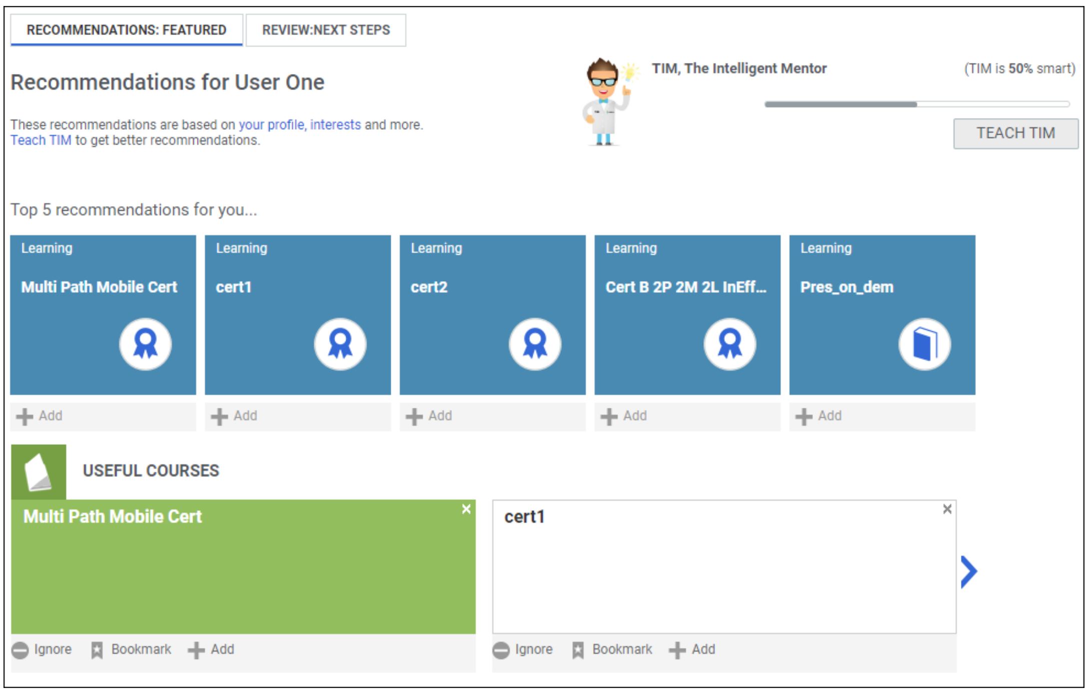


Figure 171: Old view of Recommendations page

There was a need to update this page to match with the latest UI.

How does it work now?

The Recommendations page has now been updated to be in sync with the latest UI.

Note: You can highlight the Recommendations page by navigating to **Me** > **Recommendations** or **Me** > **Career Planning** > **TIM Recommendations**.

The highlights of this page is:

- The tabs are now moved to the right.
- The count of top recommendations is shown.
- The Top recommendations show name of the categories underneath each recommendation.
- The sections do not appear in different colors.

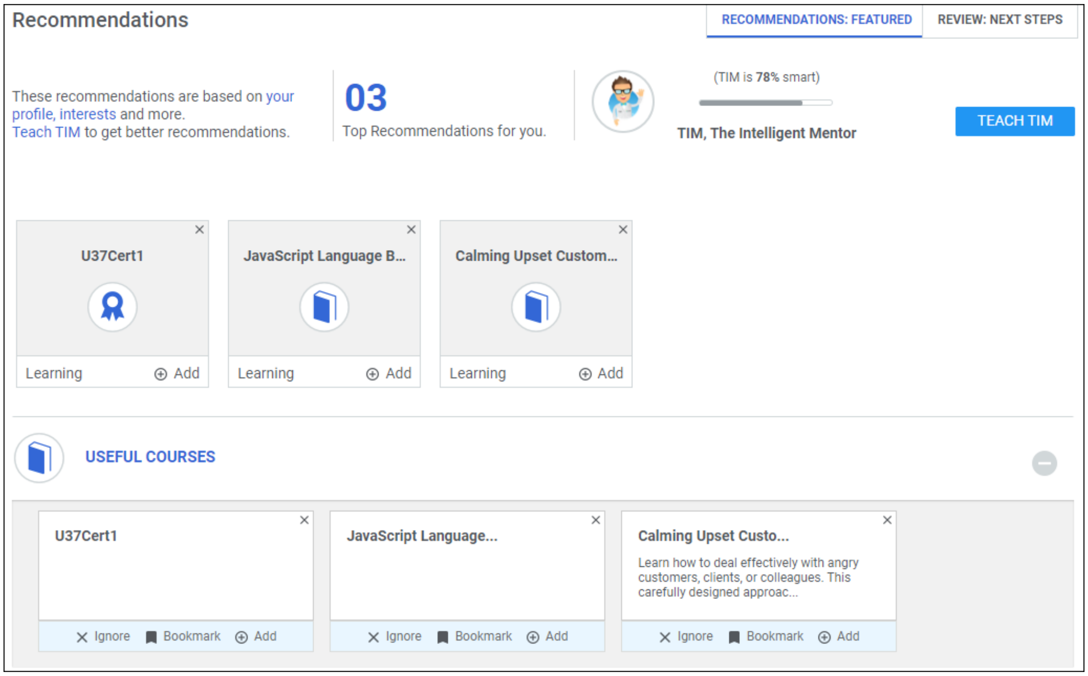


Figure 172: New view of Recommendations page

Use case

This enhancement makes the Recommendations page more usable.

Enhanced My Rewards page

How did it work?

Prior to this update, the **My Rewards** page displayed only the user's rewards in form of badges earned.

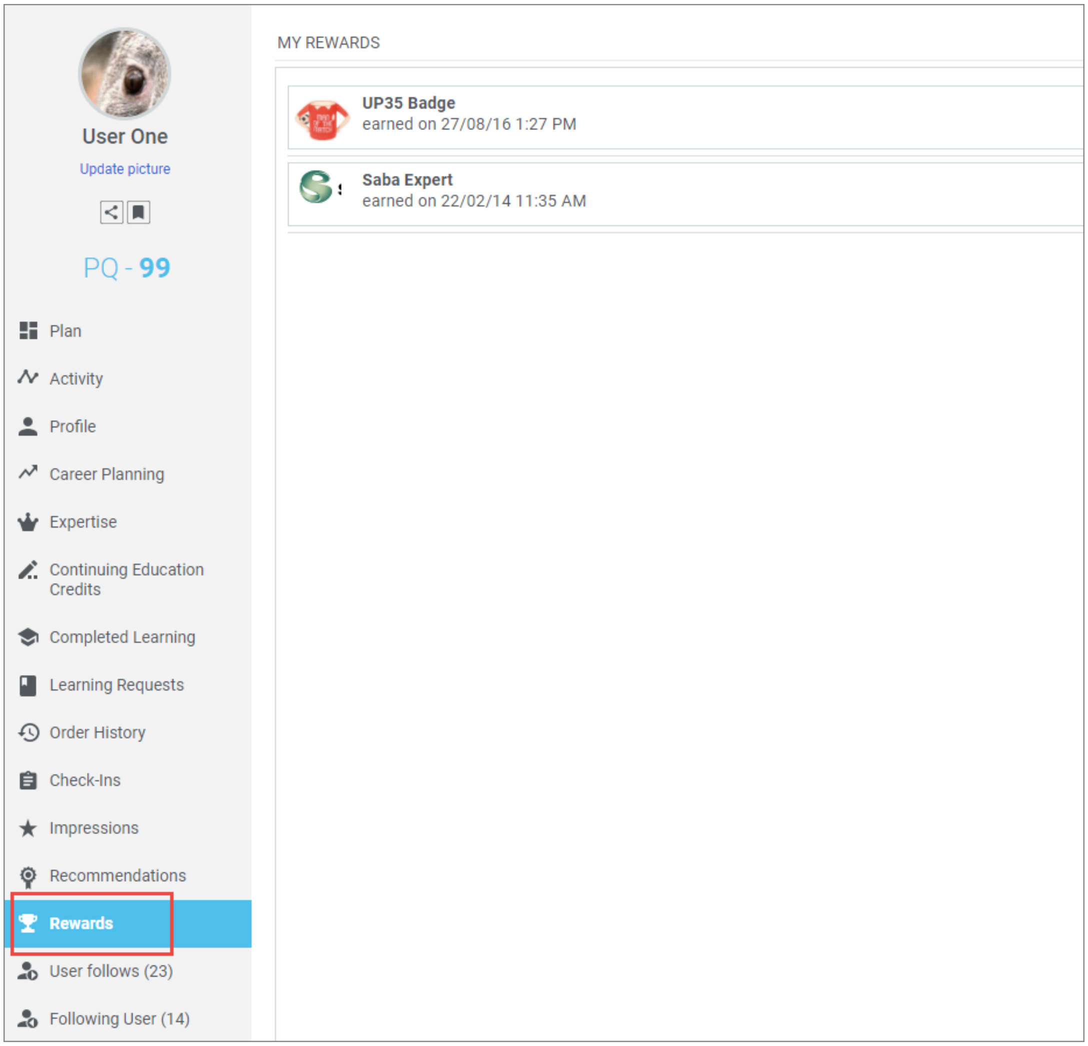


Figure 173: Old My Rewards page

How does it work now?

The **My Rewards** page is now enhanced with a fresh new look and displays more user reward information including badges, reward points, and top impressions earned by the user.

Note: This page is displayed only if the **Rewards** service is enabled by your system administrator.

This update adds the following new portlets to the **My Rewards** page:

- **Rewards Points**

  This portlet displays a summary of your points along with a comparative summary of your team and your organization's average points.

  - **My Points** - The total number of points you have earned by earning various rewards.
  - **Team Average** - The average points your team has earned by earning various rewards. If you are neither a manager nor a part of any team, then these points are not displayed. The total points do not include manager's points; but only team member points.
  - **Organization Average** - The average points your organization has earned by earning various rewards.

  Note: The **Rewards Points** portlet is displayed only if the "Assign points on earning badge" setting is enabled under **Rewards** service.

- **Top Impressions**

  This portlet displays the top three impressions you have earned so far. To view all your impressions, click the **->** icon in the portlet title to go to your **Impressions** page.

  Note: Currently, this portlet displays only those impressions that have a badge associated with them.

- **Recently Earned Rewards**

  This portlet displays the badges you have earned in the past 90 days. Along with the badges, it displays the name of the activity and number of points, if associated with the badge. Only individual badge points are displayed. When there are multiple badges, you can click the left and right arrow icons to move between badges.

- **Rewards Summary Achievements**

  This portlet displays all the badges you have earned. For each badge, it displays the number of times you have earned that badge. For example, if a badge is earned twice, then it displays "Earned 2 times". If any points are associated with the badge, then it displays the total number of point earned for the badge. For example, if a user has achieved the Gold Medal (10 Points) badge 5 times, then the points displayed under Gold Medal badge is 50. The badges are displayed in a descending order of the total reward points earned per badge by the user. Each badge also displays the date when the badge was earned. If a badge is earned multiple times, then this date indicates the most recently earned badge date

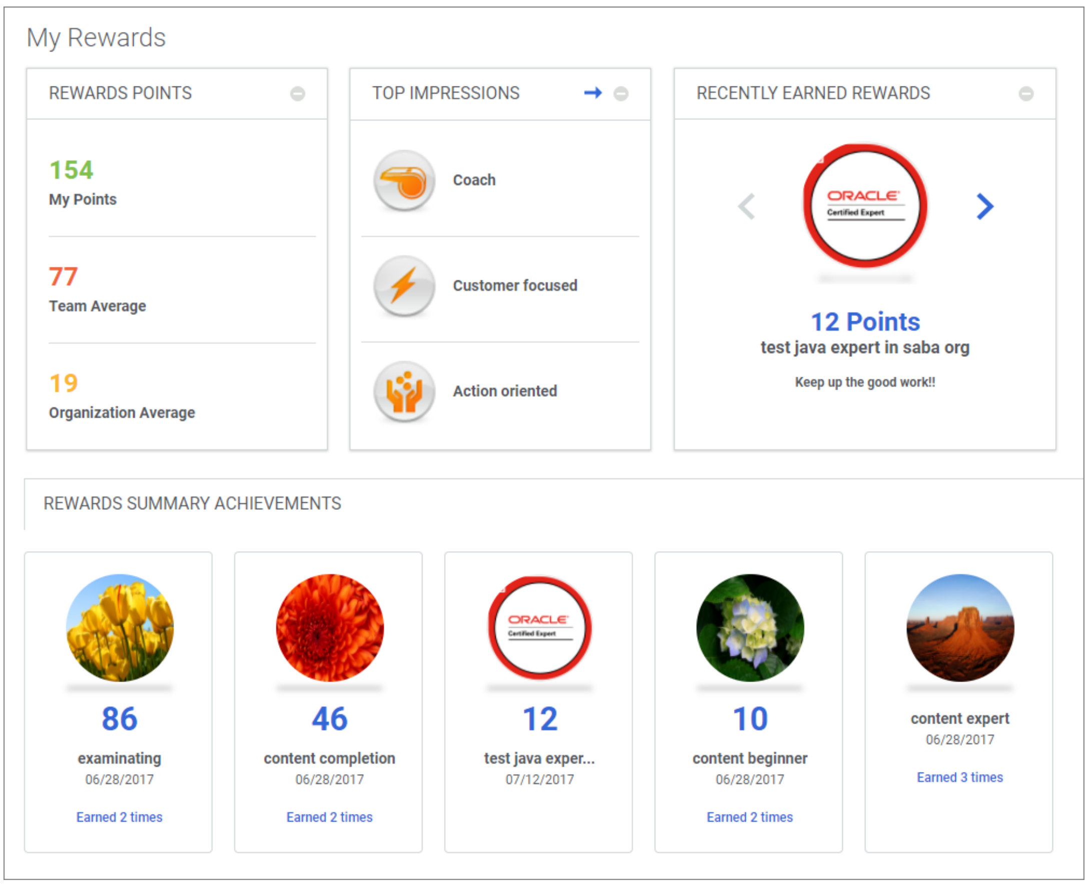


Figure 174: New My Rewards page - With data in all portlets

If a user doe not have any badges or impressions, then all portlets are displayed with appropriate messages on the **My Rewards** page.

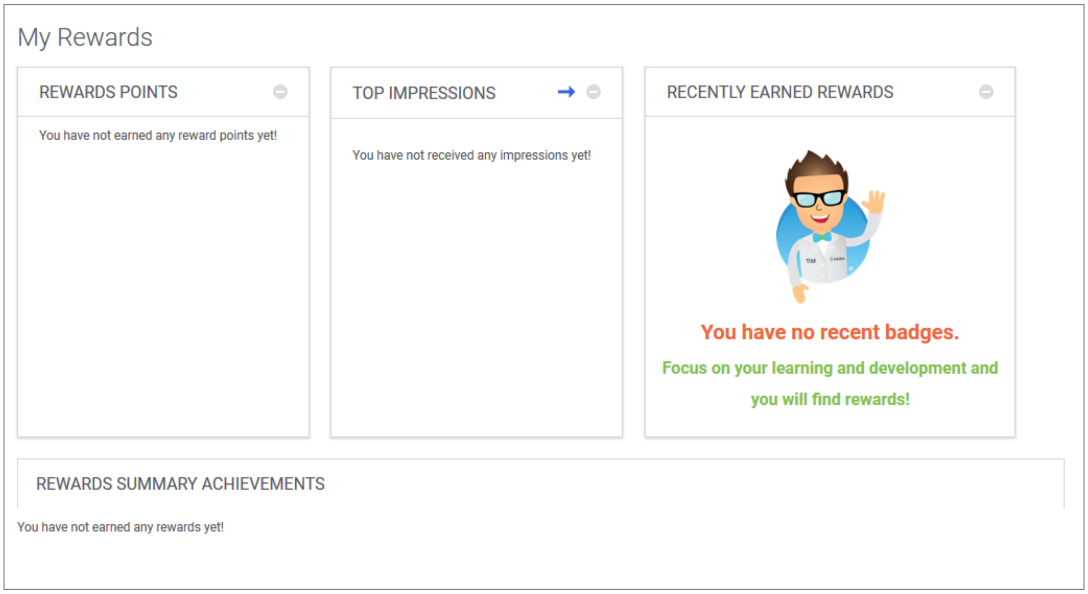


Figure 175: New My Rewards page - Empty portlets with messages

Use case

There is a need to improve the look and feel of the **My Rewards** page to display more reward information in an orderly and appealing manner.

Update Saba favicon and title text

How did it work?

Updating the Saba favicon and title text was not supported.

How does it work now?

Saba Cloud now supports updating the favicon and title text that appears in the Web browser's title tabs. The system admin can update this from the Configure branding page:

1. Get Started > Configure branding
2. Admin > Configure System > Microsite > Saba Cloud > Configure branding

Note: This change is not supported for Microsites other than the main site.

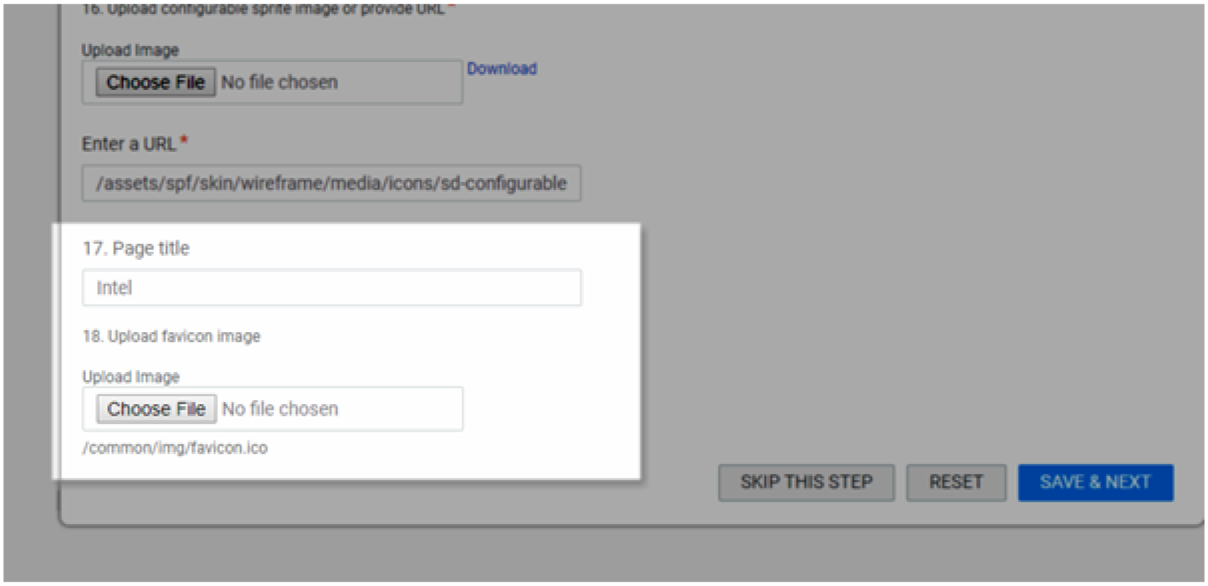


Figure 176: Configure Branding

Note:

- Favicon and the title text will be updated only on the Saba Cloud's web interface.

  Note: Favicon is also updated for the career site. However, the title text will not be updated on the career site.

- The following components will not support favicon or page title change:
  - SabaMeeting
  - Planning@Work
  - Remote Content Server
  - Help
- Any downloadable tools supported via **Downloads** option will not reflect or have support for the configurable favicon or the title text:
  - Saba Mobile Application for Saba Cloud and Saba Meeting
  - Saba outlook Connector
  - Saba Meeting scheduler for outlook
  - Saba Anywhere

Use case

This is helpful for customers who want to brand major aspects of the application to reflect their brand.

Enhancement to People Search functionality

How did it work?

Previously, in Saba Cloud, in all sections using the picker drop lists, only the first name and last name were displayed. Organizations which have multiple people with the same first name and last name find it difficult to choose the correct person. They can know only when they actually select the name and doing so may trigger notifications to wrong people.

How does it work now?

In this update, this has been addressed.

When displaying the search results, if there are duplicates of first name and last name, the user names will also display.

Following screens will now show the user name along with first name and last name in the search result page:

- **Global Search** (Resource type = People)
- **Smart list**, **Prescription Rule**, **Audience Type**
- **New Order** > **Order Contact**
- **Manage Content Communication Log**
- **Subscription Orders** > **Order Contact**

Examples:

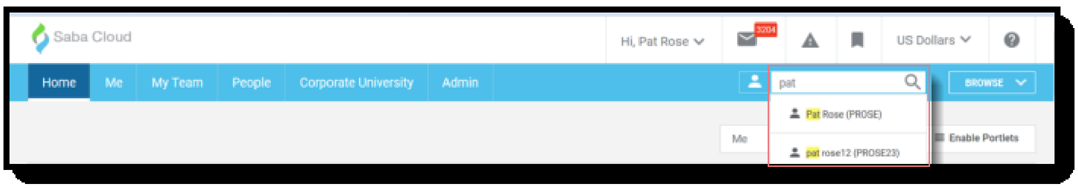


Figure 177: Global Search for People with first name, last name and user name display

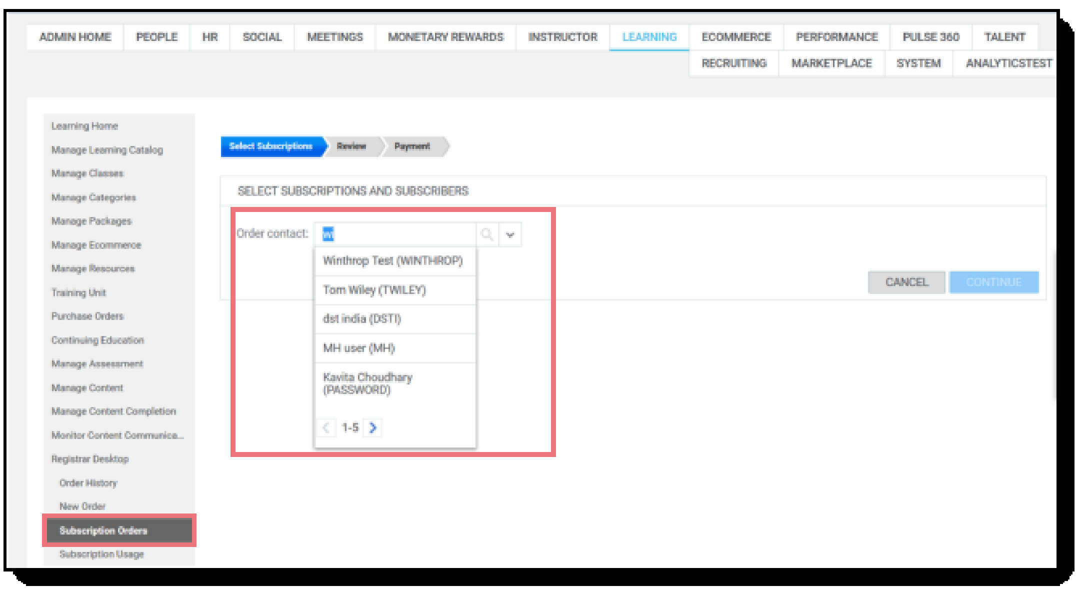


Figure 178: Subscription Orders and Subscribers page

Note: People pickers do not take ACL into consideration when showing first name, middle name and user name.

Use case

This enhancement improves the search capability.

Default setting for Smart List operator

How did it work?

Previously, in Saba Cloud, when creating a Smart list, the default operator between multiple statements was OR. When users created smart list with multiple statements, the resulting set of people was fairly large and almost always not the intended set.

Smart List for all learners in US in Customer Support. The intent is to capture all learners who are in the U.S. office **AND** in Customer Support.

The criteria used were:

Country = **US**

Jobtype = **Customer Support**

By using the default operator OR, all employees in U.S. were included, and all employees in Customer support outside the U.S. were also included.

When the Smart List was used, the learning or other requirements were assigned to a far larger group and it was much harder to revoke.

How does it work now?

In this update, this has been addressed.

The default operator is now defined as **AND**.

Following criteria will use **AND** as the default operator.

- **Smart List, Prescription Rule,** and **Audience Type**

Examples:

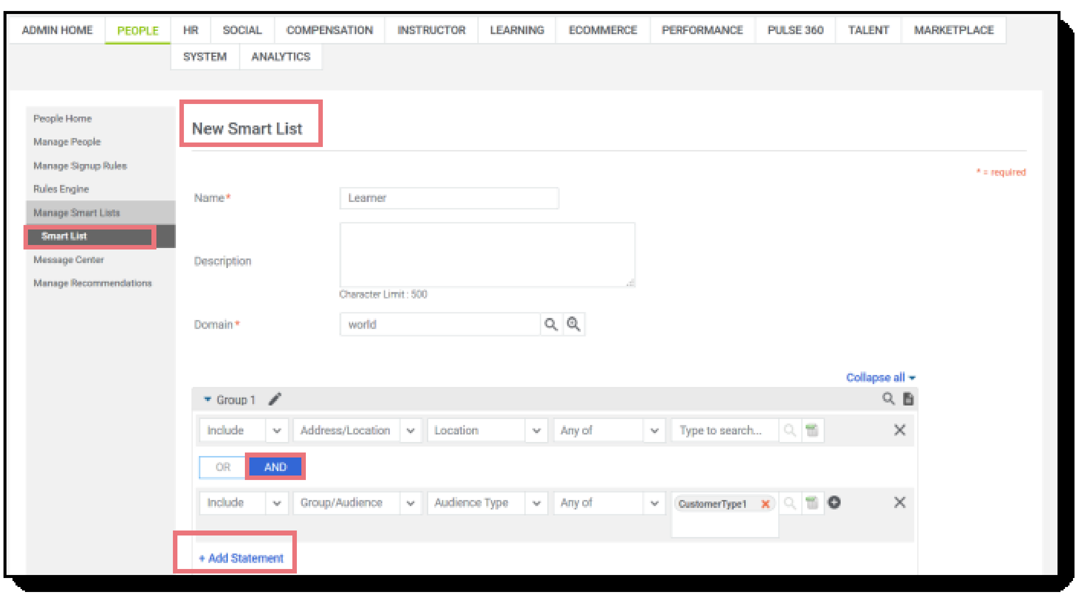


Figure 179: Smart List using the AND operator

Use case

This enhancement improves the Smart List creation process.

BCC exclusion list with more controls

How did it work?

Before this update, it was not possible to add / remove events from the BCC exclusion list under **System** > **Configure System** > **BCC Settings**.

How does it work now?

This update now provides the ability to add or remove events from the BCC exclusion list.

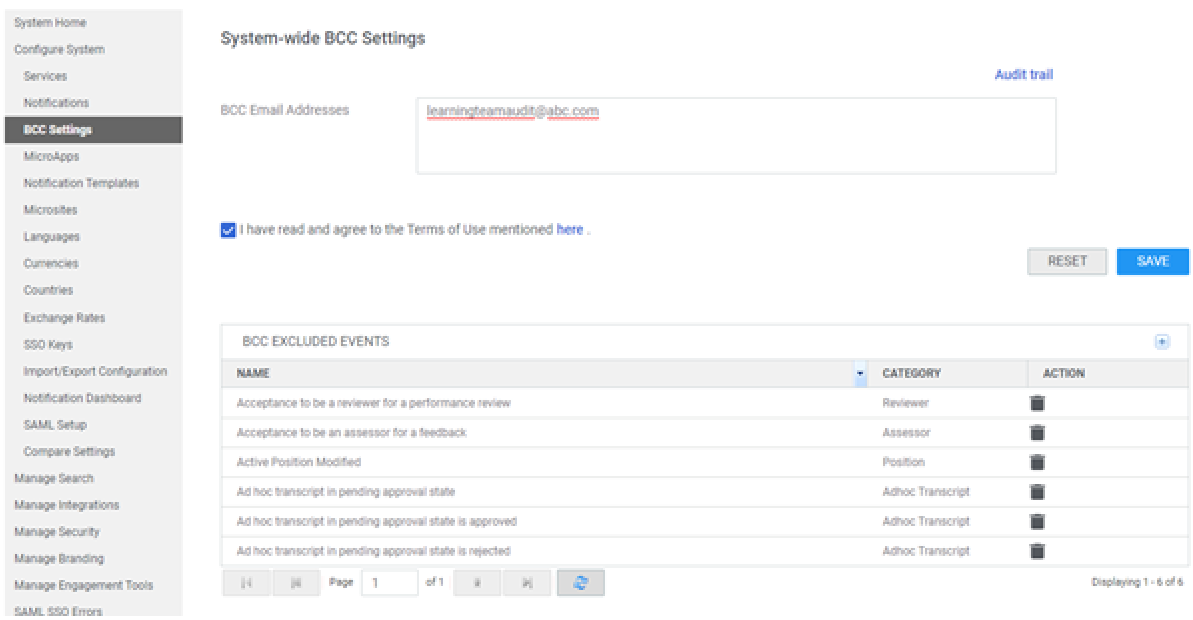


Figure 180: BCC Settings

You can click the **+** icon under **BCC Excluded Events** to add the required events to be excluded. Emails for the events added under **BCC Excluded Events** will not be sent as BCCs to the configured recipients. You can also remove an event from this list by clicking the trash icon.

Note: The **BCC Excluded Events** list is only visible if the **Terms of Use** are agreed.

Clicking the **+** icon under **BCC Excluded Events** shows the **Add Events For Exclusion** popup, where you can search or filter the events by event name or category.

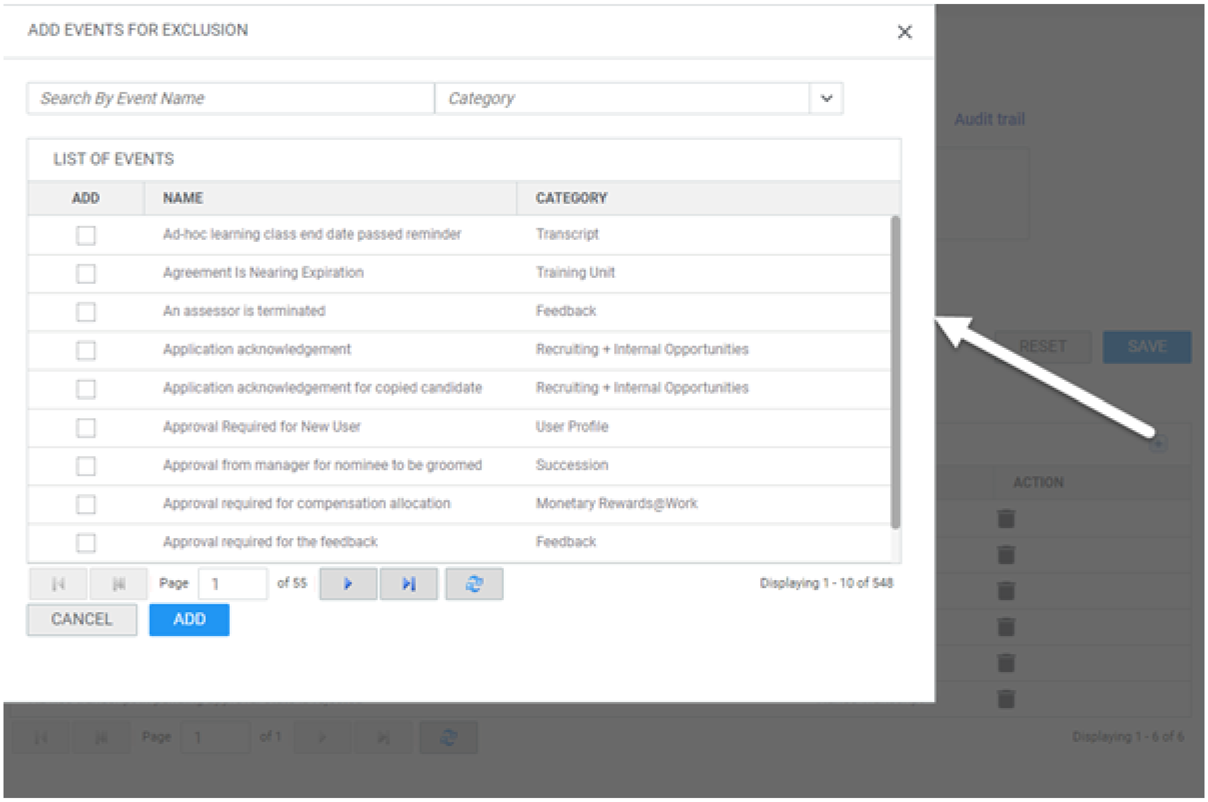


Figure 181: Add Events For Exclusion

Select the required events and click **Add**.

Note: Adding and removing of events from the list gets audited.

Additionally, in this update the **Terms of Use** are now translated.

Use case

This provides more control on the BCC exclusion events to the users.

Allow Admin and Manager to view/edit job profile

How did it work?

Previously, an admin user who was also assigned a manager's role, could not access and edit the job profile of an internal person.

How does it work now?

In this update, this has been addressed.

If the user is both an admin and a manager, then the Access Control List (ACL) configuration is set up for both to be able to edit.

The **CanView/Edit** option should be selected for **Manager** and **Admin** fields in **Edit Profile** page under **Internal People** set up.

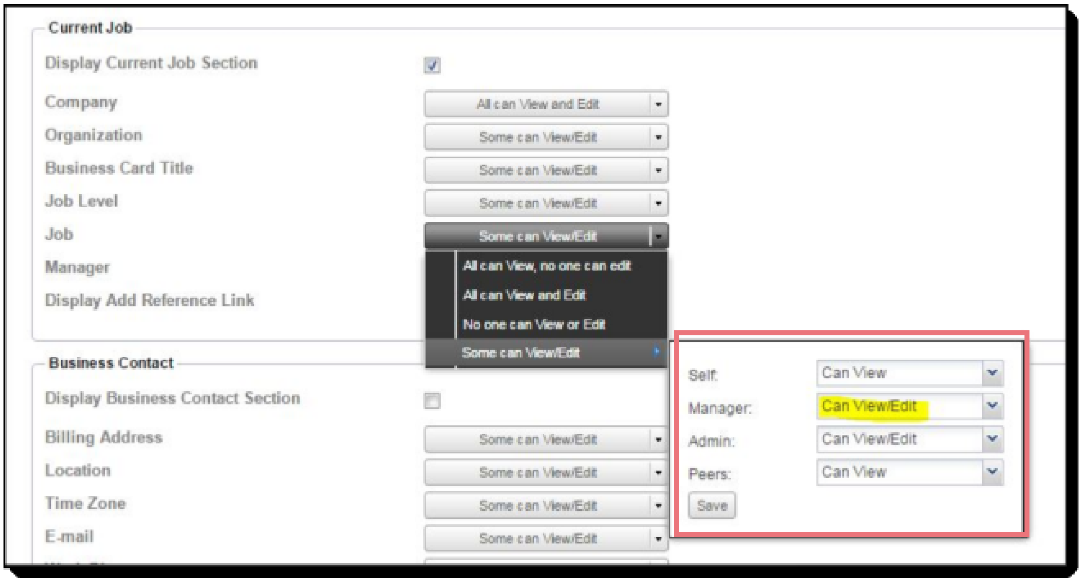


Figure 182: Access Control List (ACL) configuration

Use case

This enhancement improves the usability of the ACL feature.

Chapter 12

Talent

Topics:

- Configurable talent profile fields
- Display custom fields in talent profile

Configurable talent profile fields

How did it work?

Prior to this update, some of the talent profile fields appear based on the configuration in **System** > **Manage Security** > **Profile ACL Configuration**.

How does it work now?

From this update, the following fields are now governed by its corresponding attribute at the component level. The field appears on the Talent profile only if the attribute is set to display. Along with this, the existing attributes that were governed through Profile ACL Configuration will continue with the existing behavior.

Table 41: Configurable talent profile fields

Talent profile fields	Service	Component	Attribute	Controlled through Profile Access Control List (ACL) Configuration
Flight risk	Foundation > User Profile	Person, Internal Person, External	flightRisk	Yes
Has critical knowledge	Foundation > User Profile	TalentData	criticalPerson	No
In critical job	Foundation > User Profile	TalentData	isJobCritical	No
Is mentor	Foundation > User Profile > Mentor	NA	NA	No
Is role model	Foundation > User Profile	TalentData	isRoleModel	No
Job	Foundation > User Profile	Person, Internal Person, External	jobtype_id	Yes
Job level	Foundation > User Profile	Person, Internal Person, External	job_title_type	Yes
Long-term interests	Foundation > User Profile	Person, Internal Person, External	interests	No
Potential rating	Foundation > User Profile	Person, Internal Person, External	potentialRating	Yes

Talent profile fields	Service	Component	Attribute	Controlled through Profile Access Control List (ACL) Configuration
Potential Job	Foundation > User Profile	Person, Internal Person, External	potentialPositions	Yes
Potential level	Foundation > User Profile	TalentData	potentialLevel	No
Readiness	Foundation > User Profile	TalentData	genReadiness	No
Relocation Preference	Foundation > User Profile	Person, Internal Person, External	mobility	Yes
Retirement risk	Foundation > User Profile	Person, Internal Person, External	retirementRisk	Yes
Short-term interests	Foundation > User Profile	Person, Internal Person, External	interests	No

Note: The system LOVs on the Talent profile are not editable.

In addition to this, an help text with the definition is added besides some of the fields.

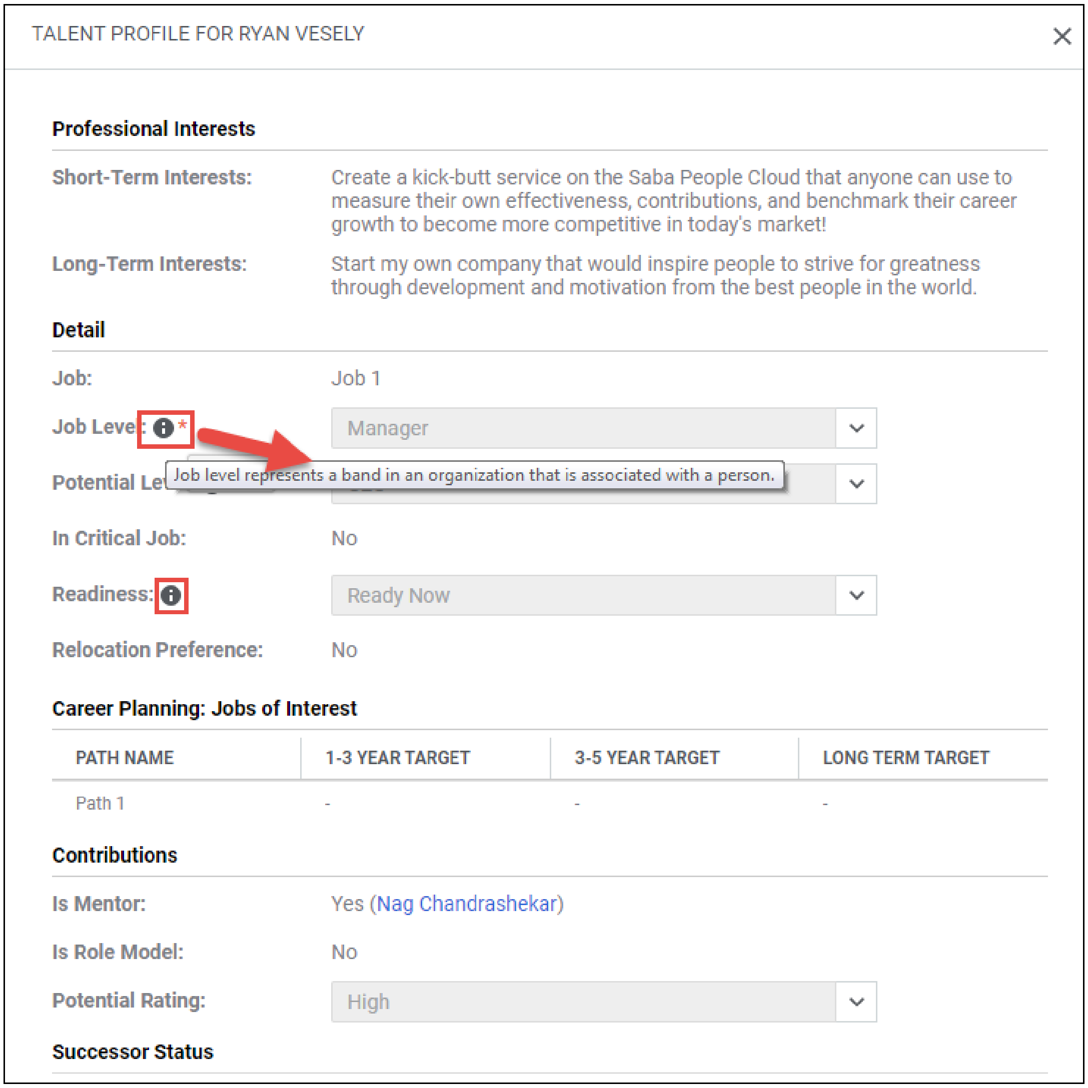


Figure 183: Talent profile fields

Use case

Talent profile fields can now be configured to display only the desired fields.

Display custom fields in talent profile

How did it work?

Prior to this update, custom fields did not surface on the user's talent profile screen.

How does it work now?

From this update, upto 10 custom fields can surface on the user's talent profile screen. The system admin needs to enable the custom attributes on the **TalentData** component in **Configure System** > **Services** > **Foundation** > **User Profile** > **Components** tab.

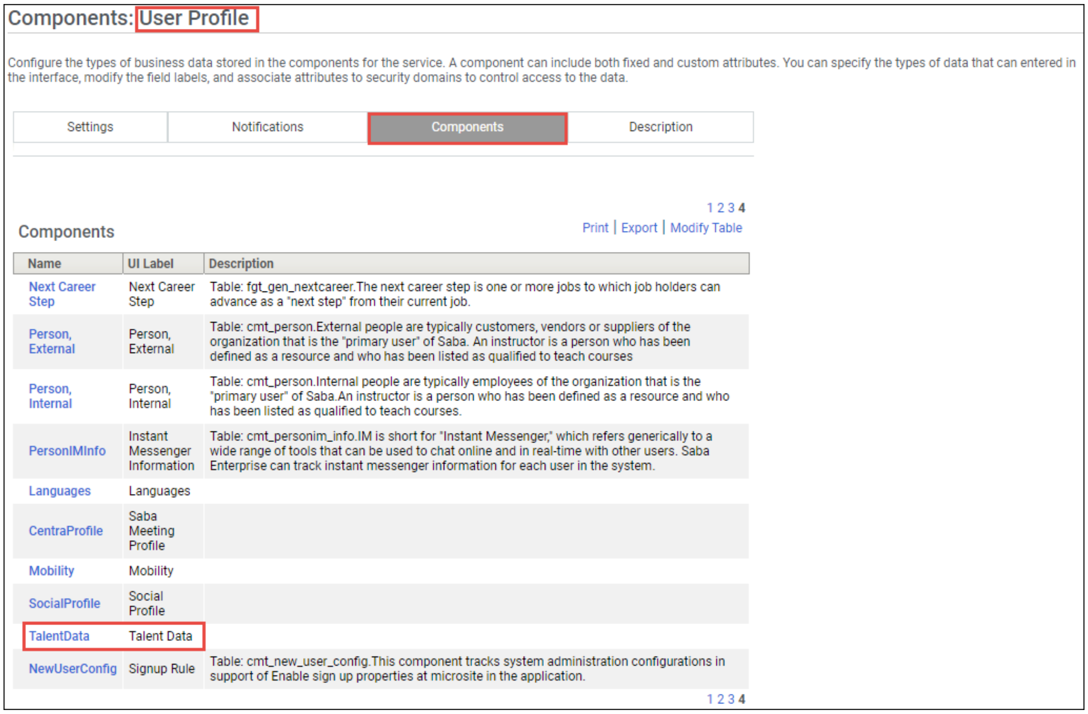


Figure 184: TalentData component

Click the **Attributes** tab and configure the custom attributes to display them accordingly in the Talent profile.

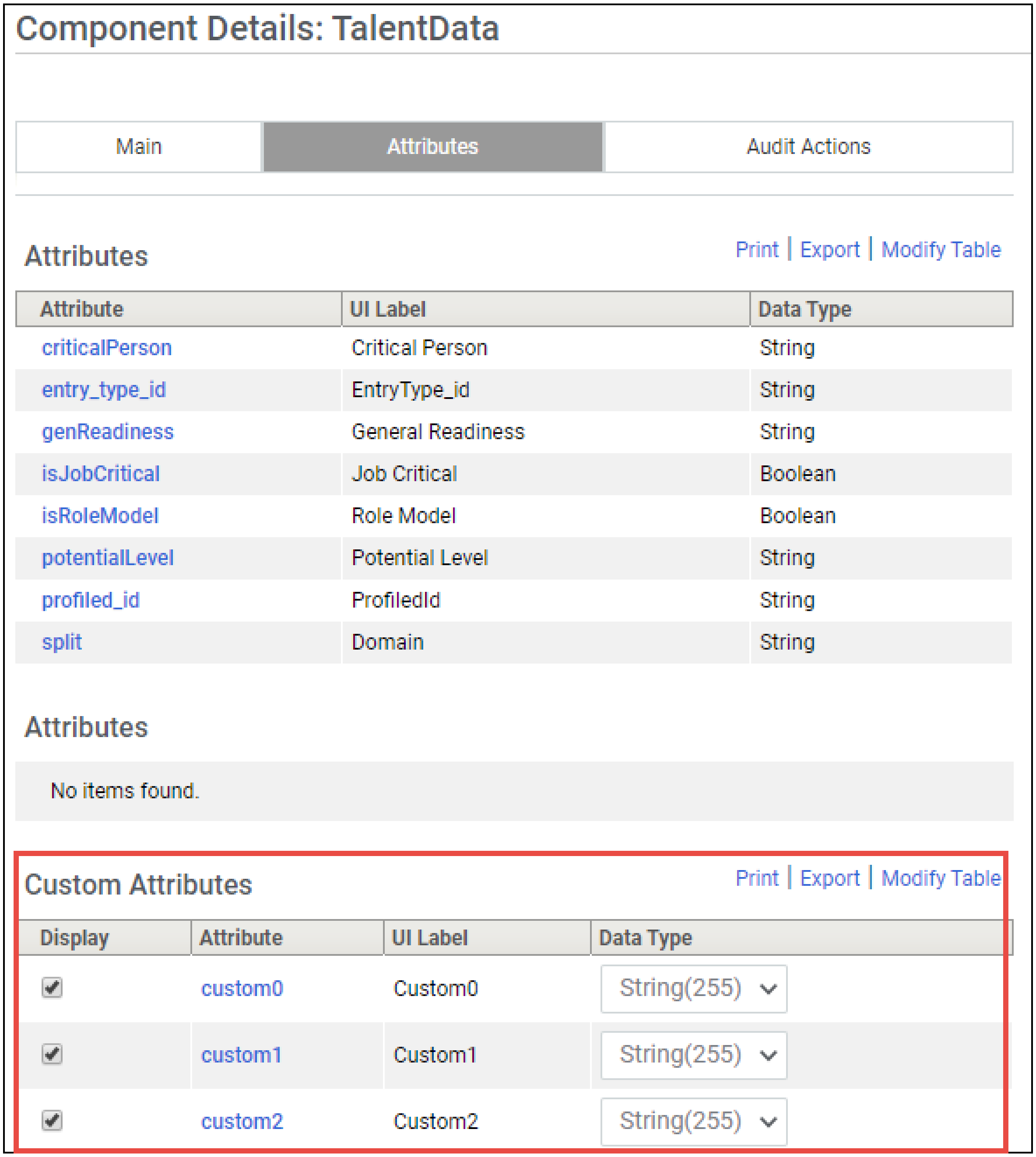


Figure 185: TalentData component

Now, access the user's talent profile by navigating to **Talent** > **Talent Dashboard** > **Update** button corresponding to the user and view the enabled custom fields under the **Additional Information** section.

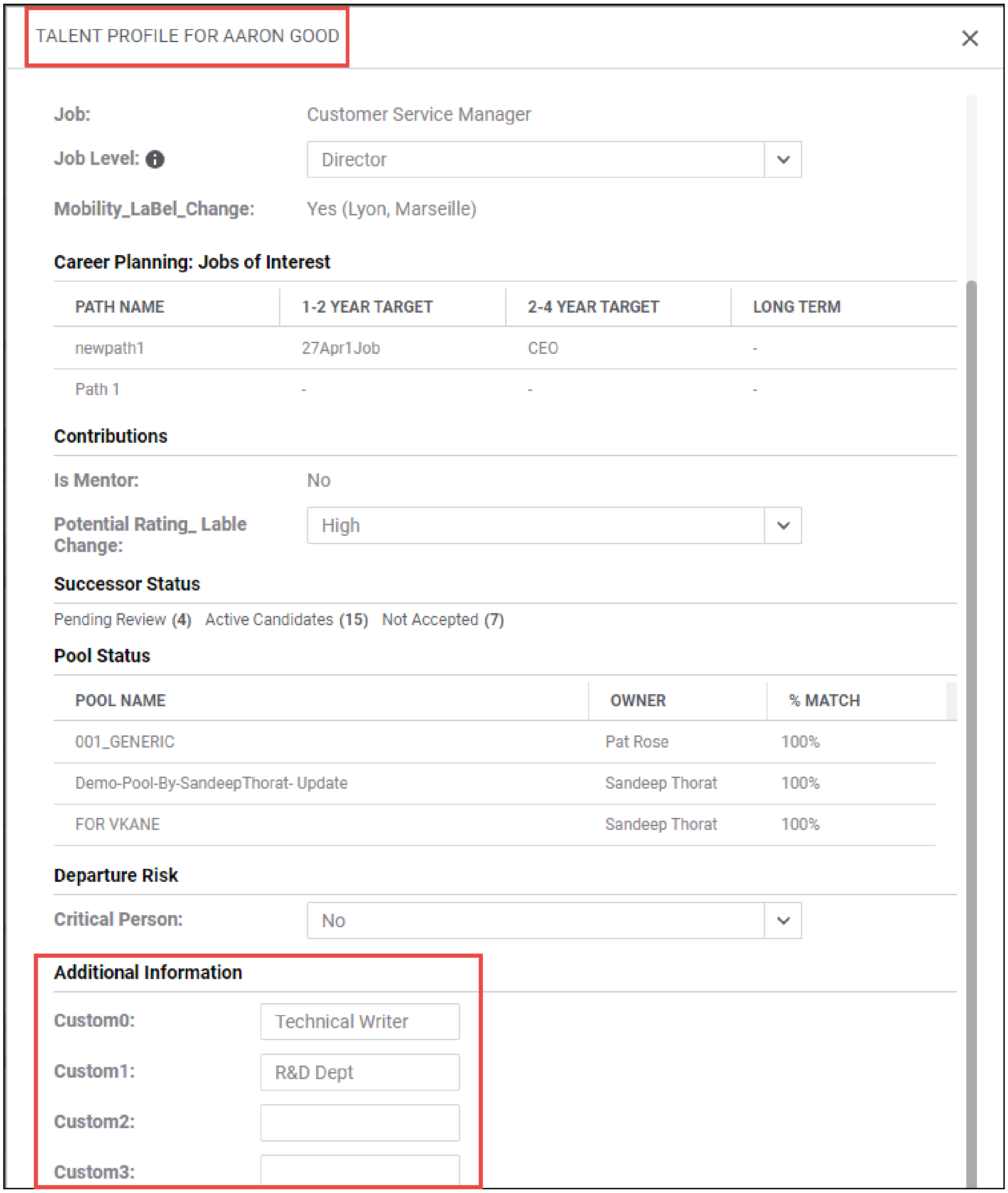


Figure 186: Custom fields

These custom fields also surface in person's succession details when accessed through **Admin** > **People** > **Manage People** > **Internal People** > Search for a user > **Full Profile** > **Succession Details** > **Edit Talent Indicators**.

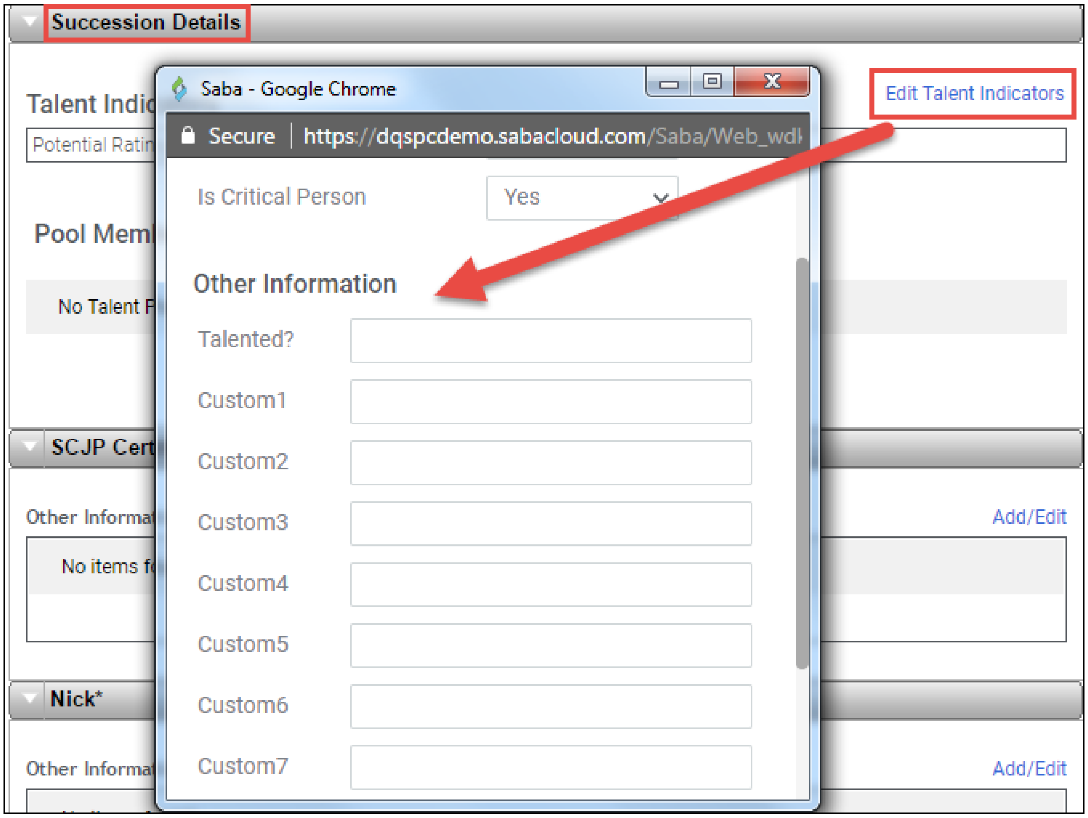


Figure 187: Custom fields

Use case

A talent administrator needs to access Saba's custom fields to import data such as shift, overtime rate, double time rate, and union affiliation. There is a need for each user's manager to have access to these information. Instead of going to multiple locations to retrieve such additional information, it can all be procured from the user's talent profile screen.