What's New

Saba Cloud | Update 40 | Feb 2018

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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	04-Jan-2018	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
Analytics	Pending Registrations for Course / Class (New Filters)	Y				Analytics admin Analytics user
	Additional components to support extended custom fields NEW	Y				Analytics admin Analytics user
	New Privilege to control reporting features for sensitive data	Y				Analytics admin Analytics user Superuser
	Add signature and disclaimer to PDF exports NEW	Y				Analytics admin Analytics user
	New PDF export for group reports NEW	Y				Analytics admin Analytics user
	New Attributes NEW	Y				Analytics admin Analytics user
	Updated Attributes	Y				Analytics admin Analytics user
	Pulse Custom Survey Report NEW	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
	Pulse 360 Dashboard NEW	Y				Analytics admin Analytics user
	Assessment Report Card NEW	Y				Analytics admin Analytics user
	Interview Summary Report NEW	Y				Analytics admin Analytics user
	Disallow chart modifications	Y				Analytics admin Analytics user
	Data only reports NEW	Y				Analytics admin Analytics user
	Updates to Registration Status values	Y			Y	Analytics admin Analytics user
	Add secondary dimensions to X-Axis For Cross tab reports NEW	Y				Analytics admin Analytics user
	Plain text input no longer available for filters on attributes of the Analytics category	Y				Analytics admin Analytics user
	Certification Gap Analysis by Role	Y				Analytics admin Analytics user
Career Planning	Updated Work experience widget of Career Planning	Y				End user
Compensation	Preview worksheet before activation	Y				Compensation admin
	Compensation admin can update any field on the worksheet	Y				Compensation admin
E-commerce	Support for classes with payments in prescriptive rule	Y				People 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
	Enroll for class via subscription or other payment options		System ad~ min			System admin External user
	Assign Learning workflow for external managers and registrars	Y				External manager External user Registrar
	Display all purchasable items in guest catalog	Y				Guest user
Learning	Increased character limit for topic, subtopic and section names	Y				Learning admin End user
	Retain question and message styling for assessments	Y	Assess~ ment ad~ min			End user
	Support to import surveys, sur~ vey questions and scales	Y	Assess~ ment ad~ min			End user
	Display user feedback after each test question		Assess~ ment ad~ min			End user
	Set strict time limit for tests		Assess~ ment ad~ min			End user
	View original media in ques~ tions	Y				End user
	Enhancements to assessment player branding	Y	System ad~ min			End user
	Consider content attempts on clicking TOC link		System ad~ min			End user
	Display visual indicators for mobile-compatible content	Y				End user
	Restrict forward and backward slashes in content manifest	Y				Learning admin

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	IE compatibility mode for content player template	Y	System admin			Learning admin
	Content player template enhancement	Y	Learning admin			End user
	Export content	Y				Learning admin
	Detect and Fix Tool enhancement	Y				Learning admin
	Scan and identify formal content as Microlearning content			Y		Learning admin
	Auto-completion of registrations pending approval	Y	System admin			End user Learning admin
	Removing recurring course/certification from learner's plan when source is removed	Y				End user
	Roster sign-in sheet enhancements	Y	Learning admin			Learning admin Instructor
	Enhanced filters on Completed Learning page	Y				End user
	Additional filters on people selection step while assigning learning	Y				Registrar Instructor Manager Organization manager
	Allow people administrators and managers to add attachments to ad hoc completed courses	Y				People admin Manager Alternate Manager

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
						Organization Manager
	Course waiver		System admin Learning admin			Manager Organizational Manager People admin End user
	Allow future completion date for ad hoc transcripts	Y	System admin			End user
	Assign learning workflow enhancements	Y				Manager Organization Manager Instuctor Registrar End user
	Virtual Classroom enhancements	Y	Learning admin			End user
	Certificate template enhancements NEW	Y	System admin Learning admin			End user
	Completion of recurring course outside re-acquisition window		System admin Learning admin			End user
	Grace period for recurring course and certification	Y	Learning admin			End user
	New named queries for organization managers	Y	System 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
Market~place	Ability to pass custom template when creating Webex sessions NEW	Y				Marketplace Ad~min
	Activation key required for HMM connectors on page 131					
Perform~ance	Localize rating scale in review cycle and review section	Y				Performance ad~min
	1-1 conversation using Check-In NEW	Y				Performance ad~min Manager End user
	Check-Ins repositioned as Workboard and enhancements to notes	Y				Performance ad~min Manager End user
	Enhancements to goal configur~ation	Y				Performance ad~min End user Manager
	Delete skills from plan	Y				End user Manager
	Introducing Skills Libraries for locking skills content NEW		System ad~min			System admin HR admin End user Manager
	New filters to access reviews from My Plan page NEW	Y				End user
Pulse 360	Increased anonymous number of active employees for Pulse data NEW	Y				Manager Pulse admin

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
Recruiting	Candidate selection through workflow NEW	Y	System admin Recruiting admin			System admin Recruiting admin Manager Recruiter
	Usability enhancements for Jobs under My Team, People, and Admin menu	Y				Recruiting admin Manager Recruiter
	Updated View Applications screen for candidates	Y				Recruiting admin Manager Recruiter
	Send reminders to approve job requisition and job offer NEW	Y				Hiring team Recruiting admin
	Upload and view cover letter	Y				Recruiting admin Manager End user
Remote Content Server (RCS)	Remote Content Server Version 1.6			Y		Learning admin End user
Saba Discovery	Add tags in Bookmarklet	Y				End user
	Support for tracking LRS statements from External Sources	Y				Developer End user
Social	Consolidated search for video and video channels	Y				End user
	Discover portlet on Home page	Y	System 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
			Learning admin			
	Extended control of group level notifications to members	Y				End user
	Enhancements to Collections page	Y				End user
	Improvised search for videos within video channel	Y				End user
	Start and stop receiving notific~ ations on discussion replies	Y				End user
	Search friendly microlearning content	Y				End user Collaboration ad~ min
	Contribute link as microlearning	Y	System ad~ min			System admin End user Social admin
	Preview documents loaded prior the DCS property being enabled		System ad~ min			System admin End user
	View User Activity for TinCan, social resources, and collections	Y				Learning admin End user
System	Auditing for SAML SSO Setup	Y				System admin "admin" user
	BCC Settings to also support semi-colon separated values	Y				System admin
	Configure Notification server parameters under the new Man~ age Notification menu	Y				System admin
	New keywords for Resource Assigned notification event	Y	System ad~ min			System admin

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	Resetting IS_MANAGER flag is now configurable					
	DMS import changes					System admin
	Ability to control the manager access reset setting					Learning admin
	SKIP support enabled for Blended Offering Data Import					System admin
	Additional Fields added to DMS and Bulk Content Import					Learning admin
	Support for additional locales			Y		System admin
	Additional options when discontinuing courses using data import					
	Ability to define multiple currencies for virtual classes					
	Data import now supports Internal work history settings in internal Person data					
	Ability to import locale-specific data when using data import					
	Improvements made to Blended Offering RDI template					
	Skip Two Factor Authentication on subsequent logins	Y				System admin
	Number of days after which password needs to be changed honored for all configured domains	Y				System admin
	Email alerts to indicate expiry of the SAML certification	Y				System admin
	Additional configurations for system administrators	Y				System admin

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	SAML Configuration option under Microsite properties re~ moved	Y				System admin
	Saba Certificate for MicroApps NEW	Y				System admin
	Saba requires a signed SAML response	Y				System admin
	Alerts for system administrators	Y				System admin "admin" user
	Configure the period for termin~ ation notifications					System admin
	Auto-populate Company field is now configurable		System ad~ min			People admin
	Improved traceability of PR ex~ ecution					People admin
	Additional operators added for date selection in Smartlist					People admin
	Increased CSV input limit for criteria builders					People admin
	Import a list of users into an Audience Type	Y	System ad~ min			Learning admin
REST APIs	Smartlist APIs to support sub-criteria	Y				Developer
	Update locale specific data us~ ing REST APIs NEW	Y				Developer
	FIND DETAILS OF SMARTL~ ISTS API to support includeDe~ tails	Y				Developer
	REST API to change the status of the held certification or cur~ riculum NEW	Y				Developer

Functional area	Feature	Enabled by default?*	Requires admin setup	Submit a Support ticket to enable	Affects existing configuration or data	Affected audience
	People Search APIs to now return Terminated along with Active people	Y				Developer
	SEARCH ALL THE CERTIFICATIONS/CURRICULA APIs to support a new search criteria	Y				Developer
	REST APIs to create or update candidates or job applications NEW	Y				Developer
	Retrieve locale specific data using REST APIs NEW	Y				Developer

Chapter 1

Analytics

Topics:

- Framework enhancements
- Additional components to support extended custom fields
- New Reports
- Updated Reports
- New Attributes
- Updated Attributes

Framework enhancements

Disallow chart modifications system wide

How did it work?

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 are allowed to create charts on the report.

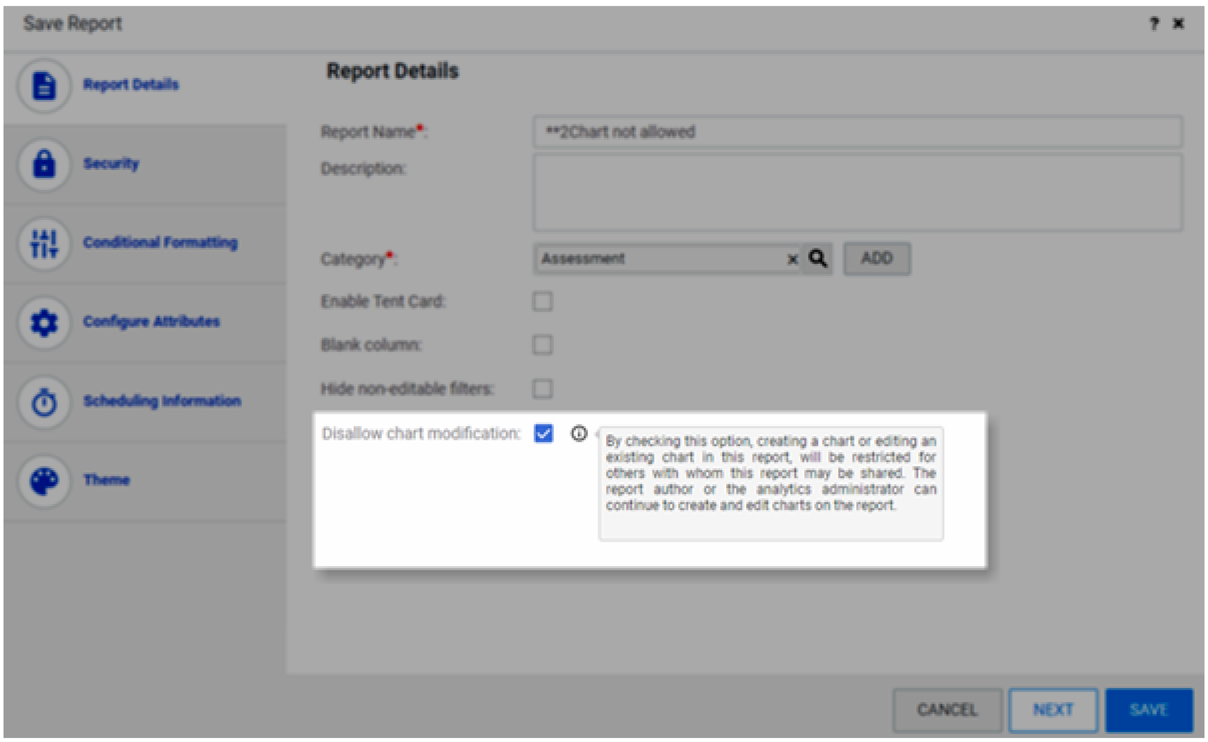


Figure 1: Disallow chart modification under Report Details

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.

How does it work now?

The per report settings will still be available. In addition, the admin can now configure this for all the reports under **Analytics Settings** > **Configuration**.

Note: By default, users will be allowed to create any charts, unless the admin changes the value of the **Disallow chart modification** property.

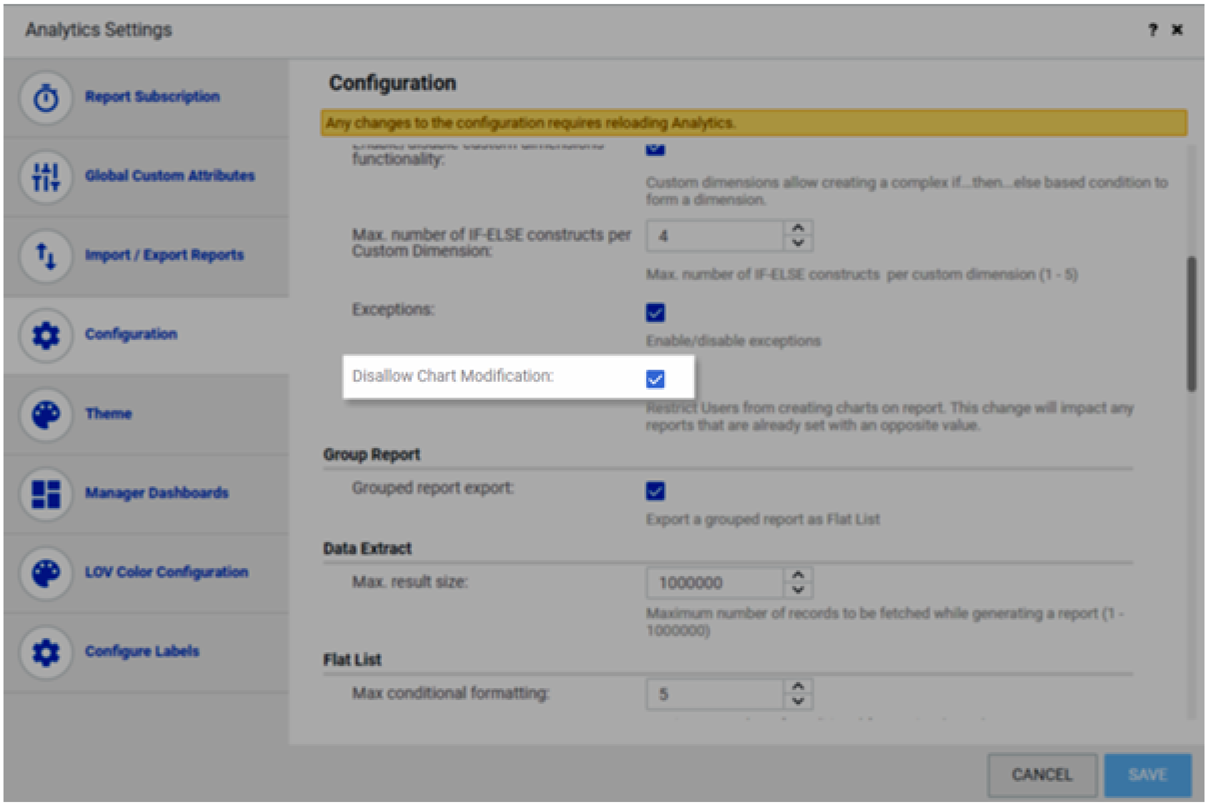


Figure 2: Disallow chart modification under Analytics Settings > Configuration

This configuration will be inherited for all the new reports. However, the admin can still change this value whilst creating and saving the report.

Note:

This setting will only impact new reports. The already existing reports will retain the old configuration (that was earlier set on a per report basis) and will not be impacted.

Use case

This setting brings in more ease where admins will no longer need to set this value on a per report basis.

Data only reports

How did it work?

While exporting or scheduling a report, it was not possible to opt out displaying charts and filters in a report.

How does it work now?

In this update, it is now possible to opt out displaying charts, filters, report execution and grouping details in a report by selecting the **Data only** option whilst exporting (Download) or scheduling a report.

Note:

By default, this option will be disabled in which case, the charts, filters, report execution and grouping details will be shown like before. If enabled, the exports or subscribed reports will only show data.

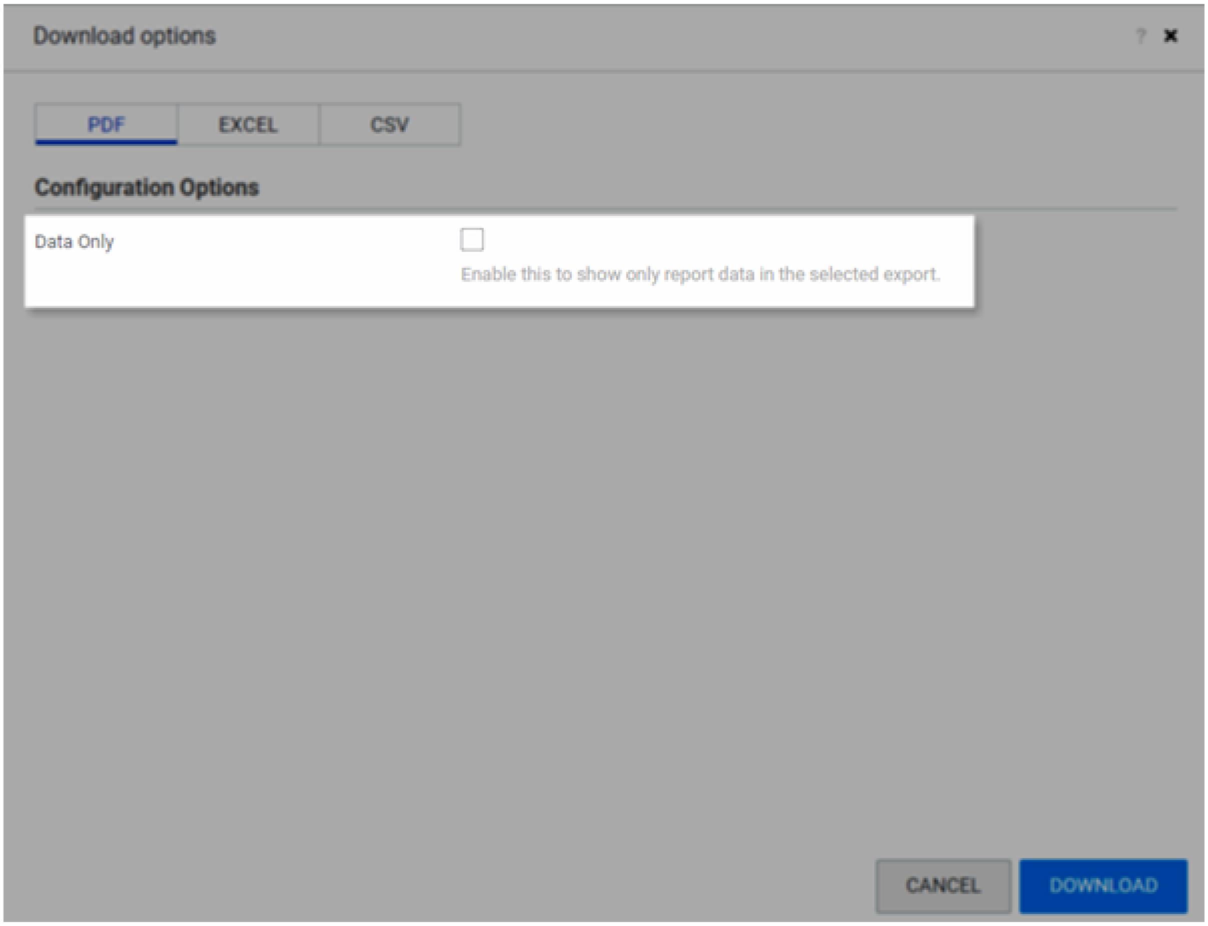


Figure 3: Data only option while downloading

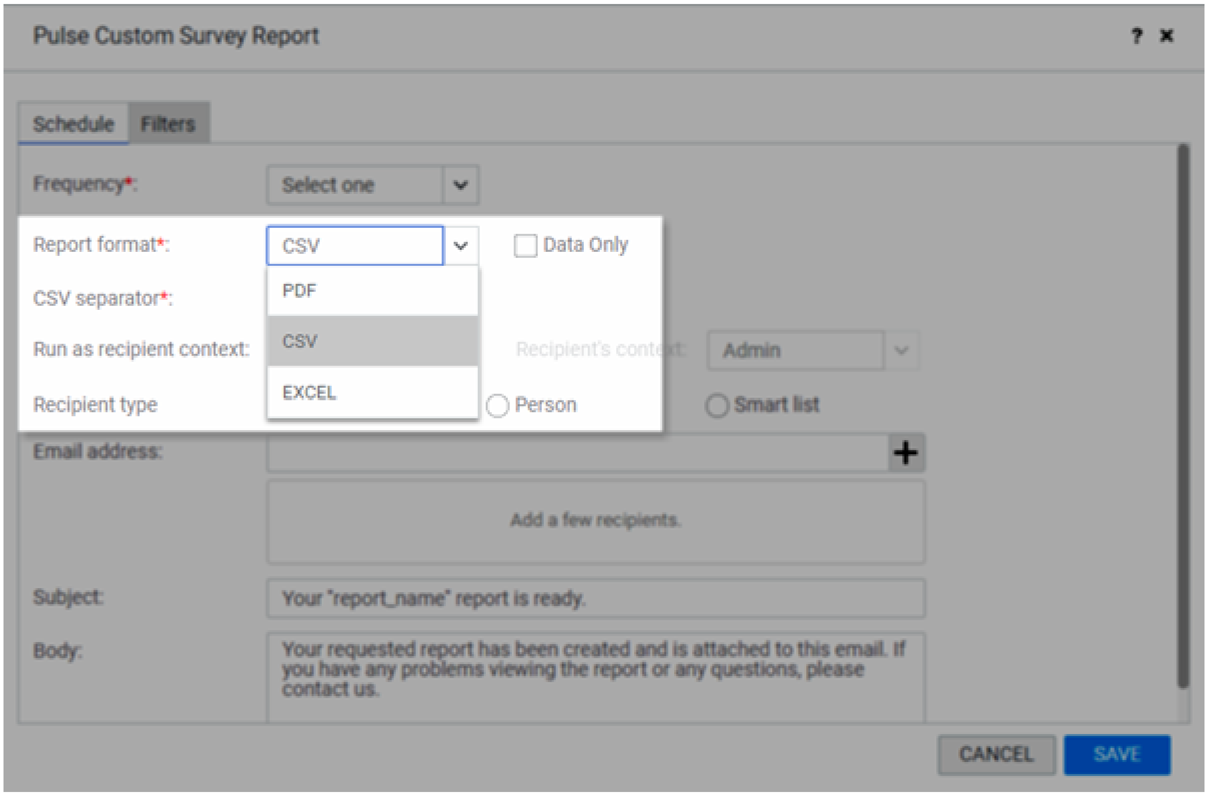


Figure 4: Data only option while scheduling

Note:

While scheduling the report, if the **Data Only** option is selected, then a message indicating that this report has more data than what it currently shows will be present in the email body, in cases where the report actually holds more data than it can show.

Use case

N/A

Add signature and disclaimer to PDF exports

How did it work?

While exporting a report as a PDF, it was not possible to add any signatures and disclaimers.

How does it work now?

In this update, it is now possible to add a signature block with a image and a free text (HTML based) disclaimer to PDF exports.

Note: This is not applicable for tent card export.

The signature and the disclaimer can be included while creating a report theme.

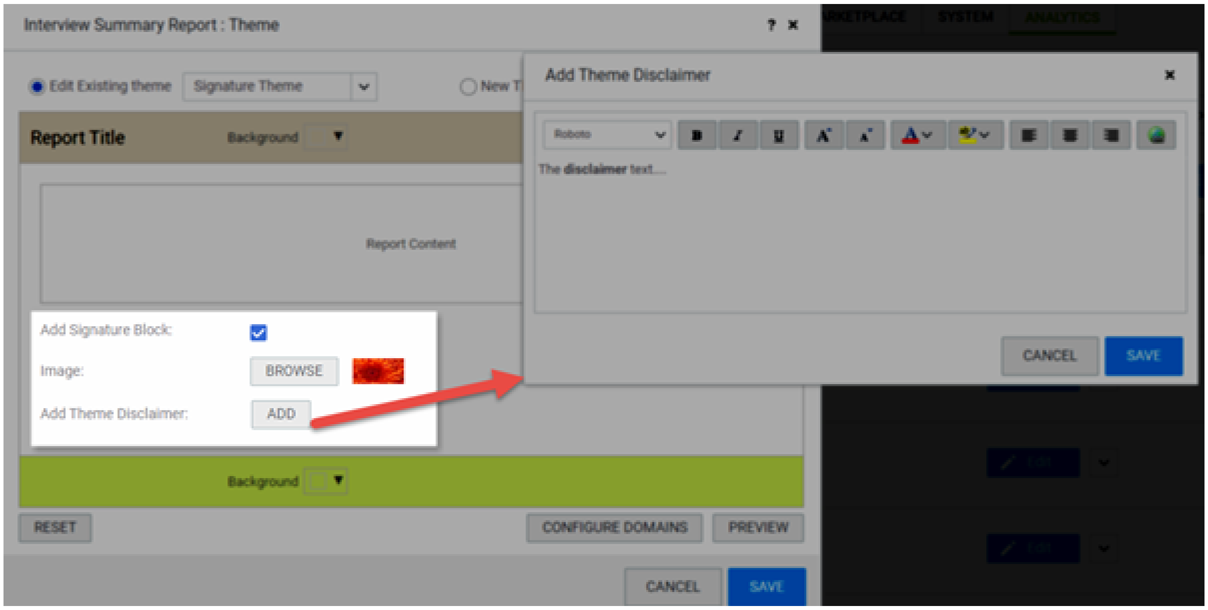


Figure 5: Adding signature and disclaimer

Signature and the disclaimer would be added at the bottom of the PDF report, if export is not **data only**. Same is applicable for report schedules.

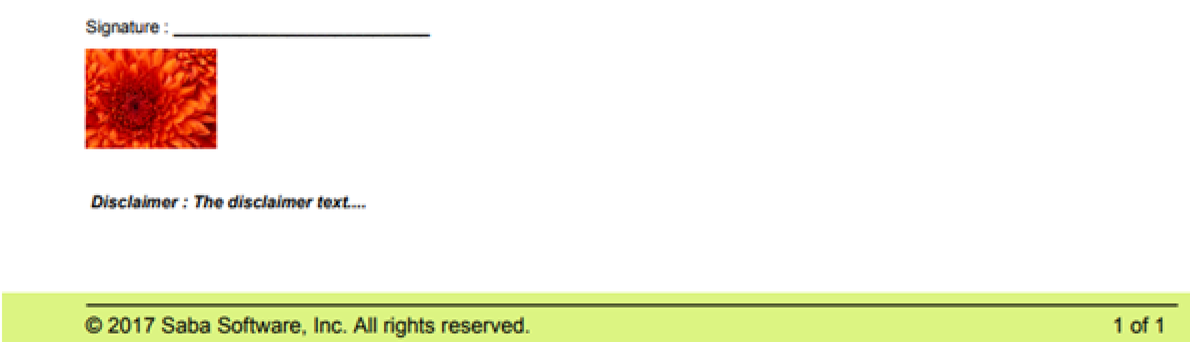


Figure 6: Signature and disclaimer

Use case

This enhancement will allow adding a signature text with an image and a free text to place the disclaimer.

New Privilege to control reporting features for sensitive data

How did it work?

The Goal attributes were not marked under sensitive data for reporting.

How does it work now?

In this update, it is now possible to control who gets to report on sensitive data like goals with the help of this new privilege called **Manage Goals reporting** on the **Analytics Report Definition** component.

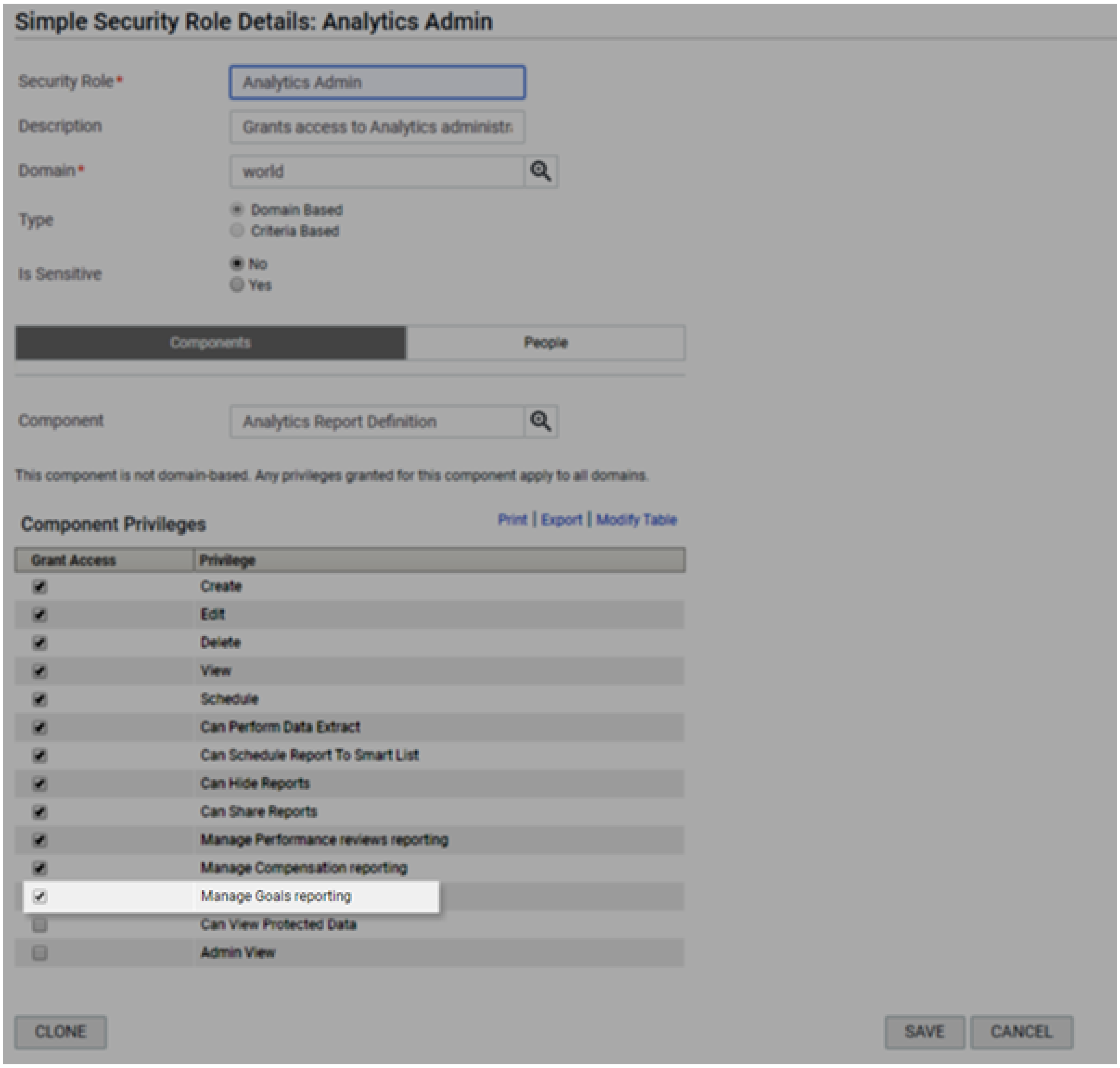


Figure 7: New privileges on the Analytics Report Definition component:

Note: This privilege is by default given to the **Analytics Admin**, **Performance Admin** and **Super User**. To disallow the analytics admins/performance admins from having the ability to report on goals, the system admin has to remove the access to this new privilege from the OOB security roles like analytics admin, performance admin and/or super user.

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

Note: If the user does not have this privilege, 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>**.

This new privilege will not impact the execution or scheduling of the reports that are listed under ME or My Team.

In the admin context, there can be a limitation on the execution of the existing reports where this new privilege is in consideration:

If the end user happens to be an admin (such as learning admin, talent admin etc), the analytics menu will be accessible but with the introduction of this new privilege, the admin will not be able to execute/schedule such reports where this new privilege is applicable and is not already granted to the admin.

Use case

This enhancement helps the admins to control who gets to report on sensitive data like goals.

New PDF export for group reports

How did it work?

The current PDF export for group reports includes grouping attributes in tables. Summary rows are used for data of grouping attributes. Non-summary rows have data for the non-grouping attributes but the grouping attributes cells are blank.

Course Content Attempt Details

Filters

The And operator has been applied to all the filters.

Registration Date ***Greater Than Or Equal To*** 2017-07-02

Registration Date ***Less Than Or Equal To*** 2017-10-24

Terminated or Not ***Equal To*** No

Content Subscription Type ***In*** Learning,Test Out,Test In,Pre Test,Post Test

Grouping Options

Person Organization Name

Class Name

Content name

Person Organization Name	Class Name	Content name	User Full name	Class ID	Registration Date	Module type	Module completion status	Completion Status	Module score	Count of learner attempts	Successful Attempts	Unsuccessful Attempts	Total timeSpent in module (minutes)
Root										6	5	3	10
	sg 38 course L 3rd party content									1	1	0	7
		sg third party : scorm likert								1	1	0	7
			sg test1	SG 38 CLS 3RD PARTY CONTNT	2017-07-21	Content	Successful	Successful		1	1	0	7,43
	sg 39 course 5 topic xam									1	1	2	0
		sg topic level exam								1	1	2	0
			sg mgr	SG 39 TOPIC XAM CLS	2017-07-27	Content	Successful	Successful	80	1	1	2	0,68

Figure 8: Current PDF without Summary Sections

How does it work now?

In order to avoid this blank space and better visibility of grouping/summary data, this update provides a new form of PDF export that will display the summary row grouping data in a section for each lowest level grouping. This new summary section form of group report PDF export will now be available in addition to the original group report PDF export.

Course Content Attempt Details

↳ **Person Organization Name:** Root — **Count of learner attempts :** 6 **Successful Attempts:** 5 **Unsuccessful Attempts:** 3 **Total timeSpent in module (minutes):** 10

↳ **Class Name:** sg 38 course L 3rd party content — **Count of learner attempts :** 1 **Successful Attempts:** 1 **Unsuccessful Attempts:** 0 **Total timeSpent in module (minutes):** 7

↳ **Content name:** sg third party : scorm likert — **Count of learner attempts :** 1 **Successful Attempts:** 1 **Unsuccessful Attempts:** 0 **Total timeSpent in module (minutes):** 7

User Full name	Class ID	Registration Date	Module type	Module completion status	Completion Status	Module score	Count of learner attempts	Successful Attempts	Unsuccessful Attempts	Total timeSpent in module (minutes)
sg test1	SG 38 CLS 3RD PARTY CONTNT	2017-07-21	Content	Successful	Successful		1	1	0	7,43

↳ **Person Organization Name:** Root — **Count of learner attempts :** 6 **Successful Attempts:** 5 **Unsuccessful Attempts:** 3 **Total timeSpent in module (minutes):** 10

↳ **Class Name:** sg 39 course 5 topic xam — **Count of learner attempts :** 1 **Successful Attempts:** 1 **Unsuccessful Attempts:** 2 **Total timeSpent in module (minutes):** 0

↳ **Content name:** sg topic level exam — **Count of learner attempts :** 1 **Successful Attempts:** 1 **Unsuccessful Attempts:** 2 **Total timeSpent in module (minutes):** 0

User Full name	Class ID	Registration Date	Module type	Module completion status	Completion Status	Module score	Count of learner attempts	Successful Attempts	Unsuccessful Attempts	Total timeSpent in module (minutes)
sg mgr	SG 39 TOPIC XAM CLS	2017-07-27	Content	Successful	Successful	80	1	1	2	0,68

Figure 9: New PDF without Summary Sections

For group reports, there will be additional option as **Summary Sections**. When scheduling a group report, you can select the **Summary Sections** option.

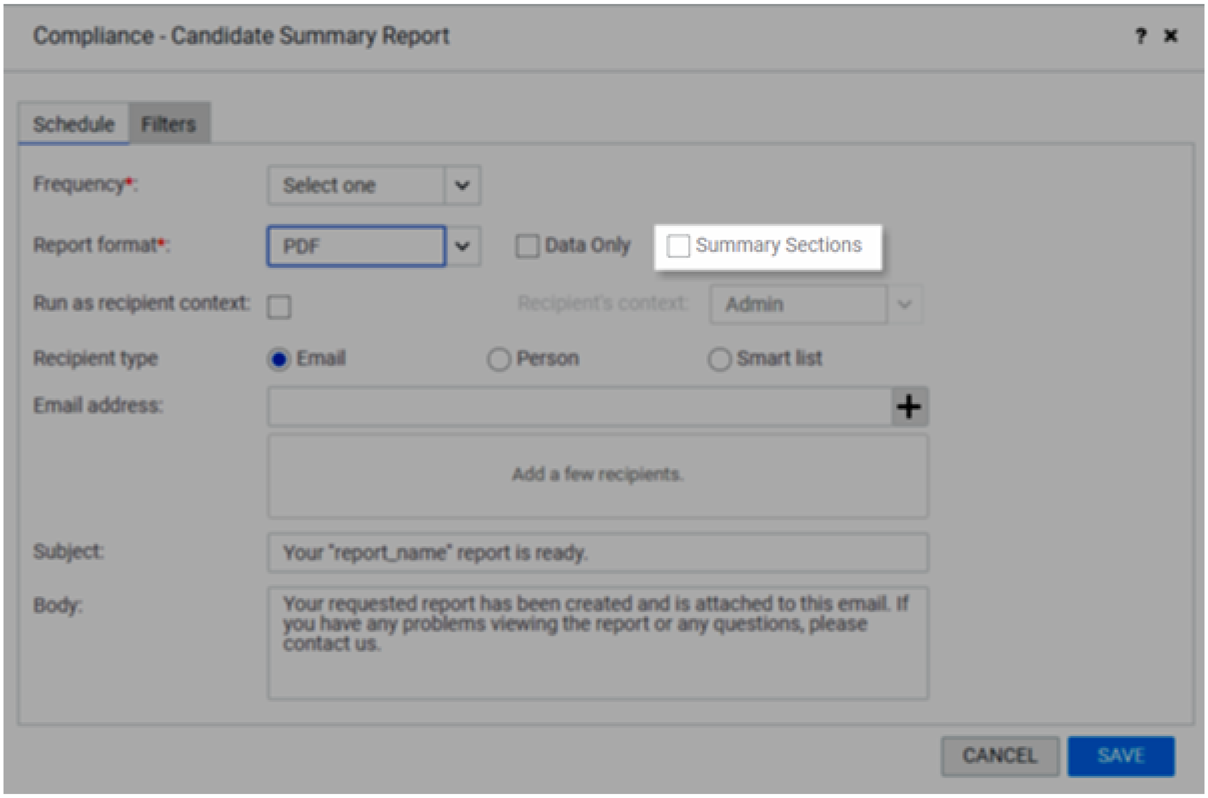


Figure 10: Summary Sections when scheduling

Similarly, when downloading a group report, you can select the **Summary Sections** option.

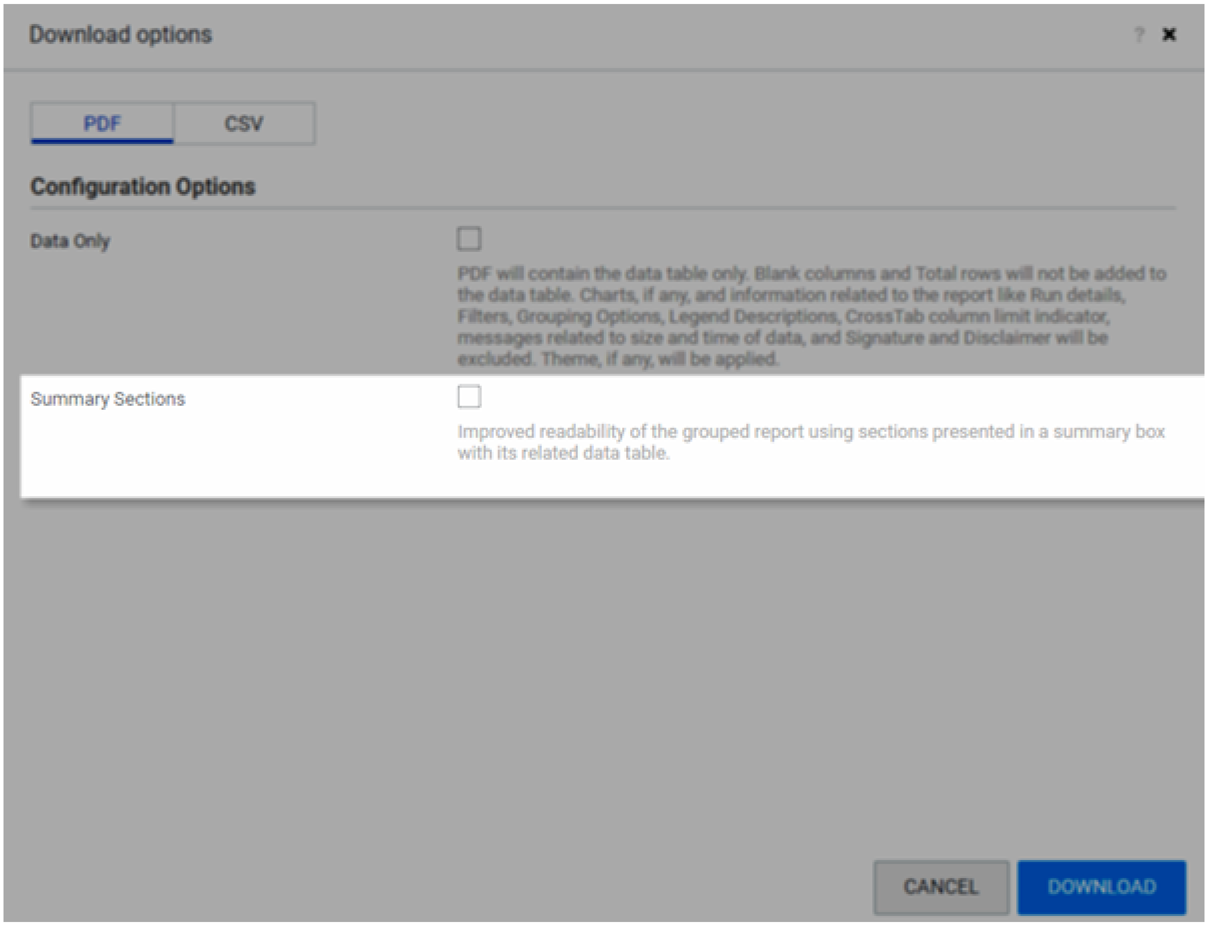


Figure 11: Summary Sections when downloading

Use case

This enhancement helps users who print reports for daily activity tracking via downloaded formats.

Add secondary dimensions to X-Axis For Cross tab reports

How did it work?

Before this update, Saba Analytics allowed adding secondary dimensions only on the second dimension (Y-axis) added to the cross-tab report.

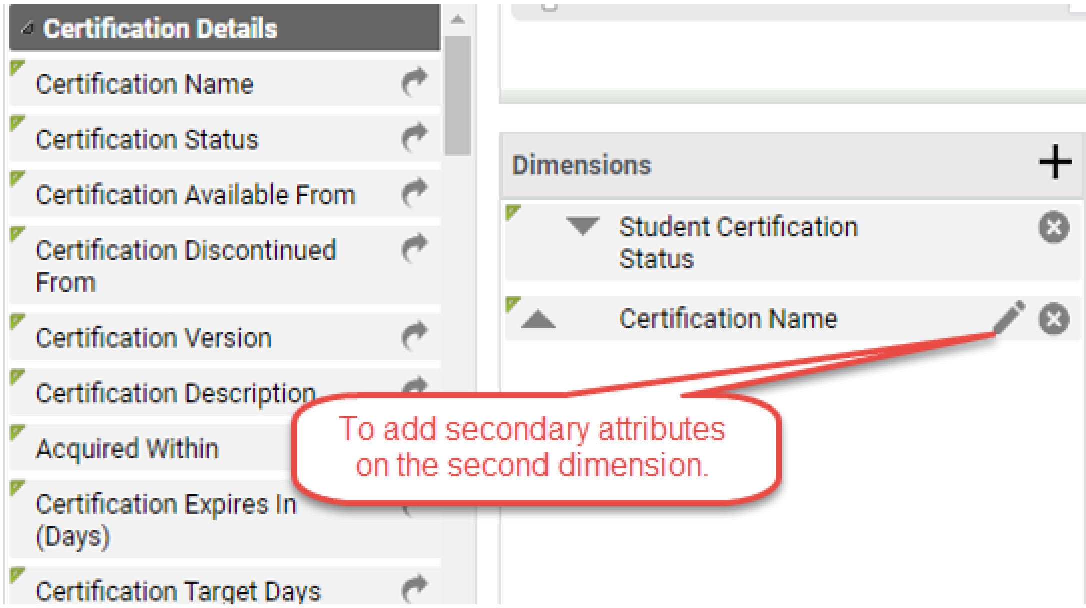


Figure 12: Secondary dimensions allowed only on the second dimension

How does it work now?

Now you can add secondary dimensions on the first dimension to get more details in the report.

To do so:

1. As an Analytics admin navigate to **Admin > Analytics** and click **New** > **Cross Tab Report**.
2. Select the required attribute group from the dropdown, for example: Certifications.
3. Add the required attributes in the report, for example:
   - Student Certification Status as the first dimension
   - Certification Name as the second dimension
   - Held Certification Count as a Metric
   - Student Certification Assigned On as the default filter to filter the data

Note: When a column's secondary dimension can result into multiple values, for e.g. Person Audience Type, it is advisable to apply collate on secondary dimension to view all the data.

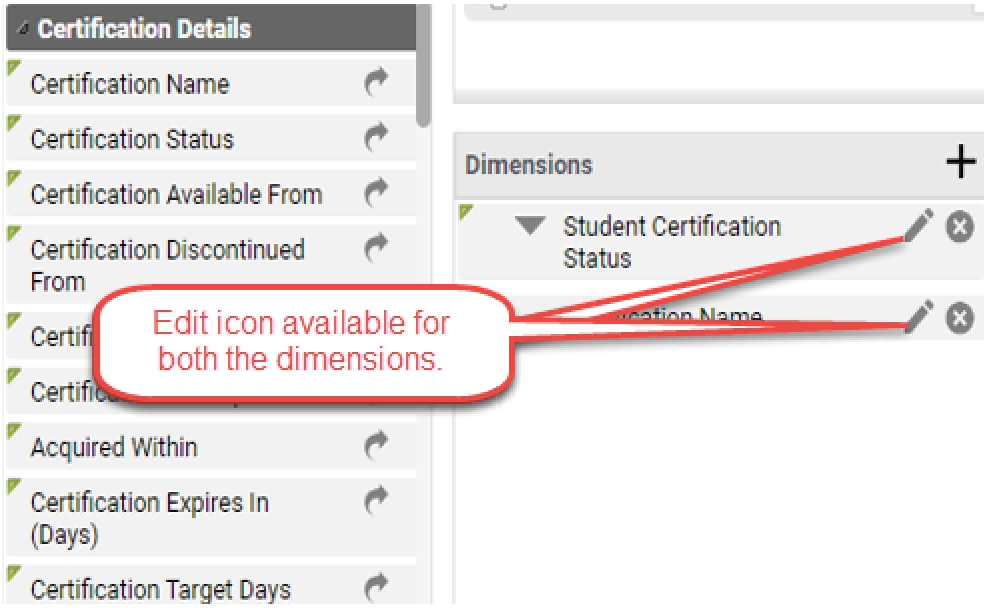


Figure 13: Edit icon available for both the dimensions

Before this update, Edit icon was only available for the second dimension, but now edit icon is available on both the dimensions. Clicking the edit icon allows adding secondary dimensions to these dimensions.

Note:

You can add a total of 5 secondary dimensions on the first and the second dimensions. This value can be increased up to 7 secondary dimensions. To increase the max. number of secondary dimensions, submit a support request. For assistance, contact Saba support.

If you have a third dimension instead of metric to be displayed as cell value, it cannot have secondary dimensions defined on it.

Conditional formatting can be applied only to a metric or the 3rd dimension in the Cross tab report

Secondary dimensions can only be added from the same entity.

4. Click the edit icon for the **Student Certification Status** dimension. A pop-up window opens with a list of fields available under **Learner Certification Details** entity which is the entity of **Student Certification Status**. You can select the required secondary dimensions (up to 5 secondary dimensions) listed in this pop-up.
5. Add the required secondary dimensions and click Save.

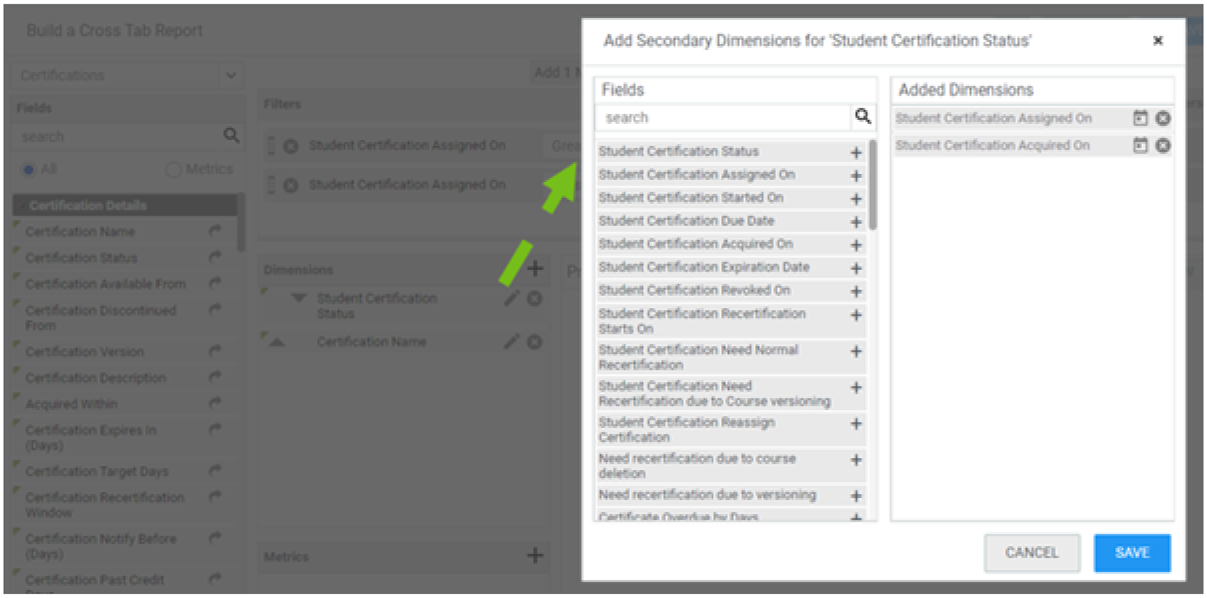


Figure 14: Add secondary dimensions for the first dimension

6. Similarly add the secondary dimensions for the **Certification Name** dimension and click **Save**.

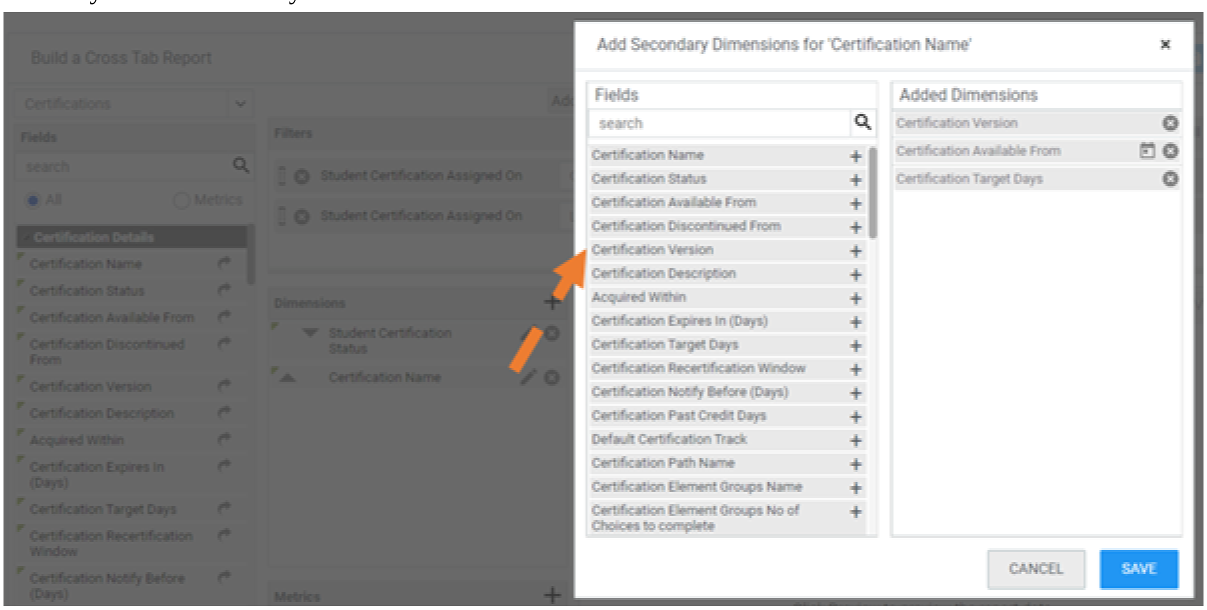


Figure 15: Add secondary dimensions for the second dimension

Note:

Since a total of 5 secondary dimensions are already added. Adding any more would show an error message.

7. Save the report by providing an appropriate name, description and category.
8. Execute the report to see the output as shown below:

				Student Certification Status		
Certification Name	Certification Version	Certification Available From	Certification Target Days	Assigned	Student Certification Assigned On	Student Certification Acquired On
cert2		2007-10-10	10	4	2009-07-13	
Total				4		

Figure 16: Report output

Use case

Plain text input no longer available for filters on attributes of the Analytics category

How did it work?

Before this update, Plain Text Input was available for filters on attributes of the "Analytics" category.

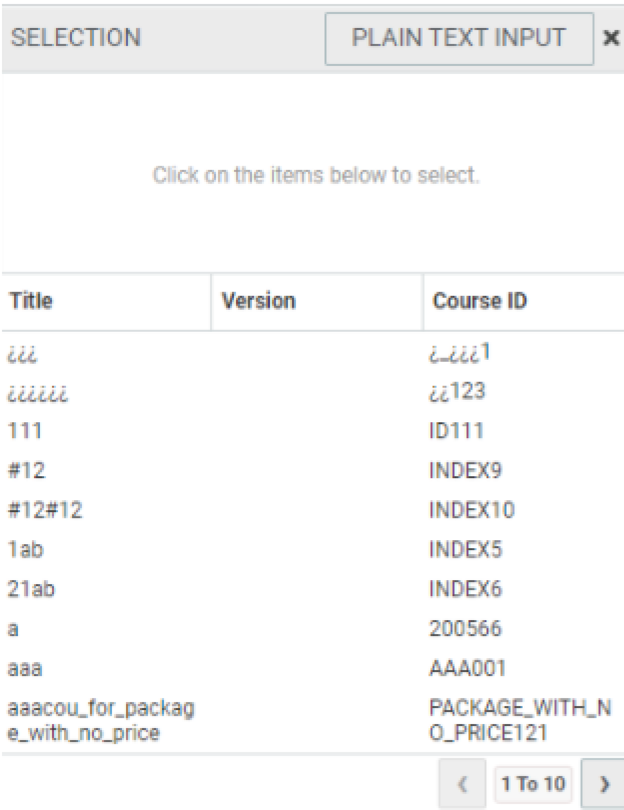


Figure 17: Plain Text Input

How does it work now?

Plain text input to search users via filters on attributes of the "Analytics" category has been removed as it wasn't useful in this specific context. "Analytics" category does not maintain usernames and would never match the usernames entered as plain text input. The picker is the only source for selecting a user/users in the filters added when using attributes of the "Analytics" category.

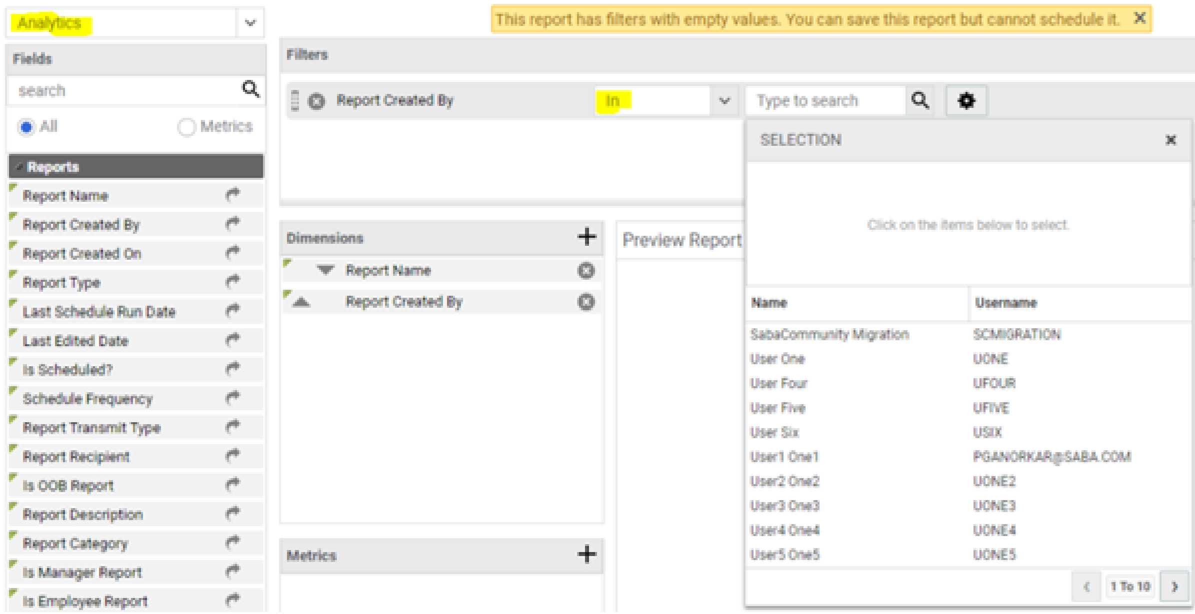


Figure 18: Plain Text Input no longer available

Use case

N/A

Additional components to support extended custom fields

How did it work?

These are new components that now support extended custom fields.

How does it work now?

In this update, these additional components now support extended custom fields.

Table 3: Component Details

Component Name	Entity Name
JobRequisition	Job Requisition Details
JobOffer	Job Offer

Use case

These 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.

New Reports

Pulse Custom Survey Report

How did it work?

This is a new report.

How does it work now?

This report gives admin a quick and easy way to see the status of the active surveys.

This report needs the following services:

- Pulse 360 > Custom Survey

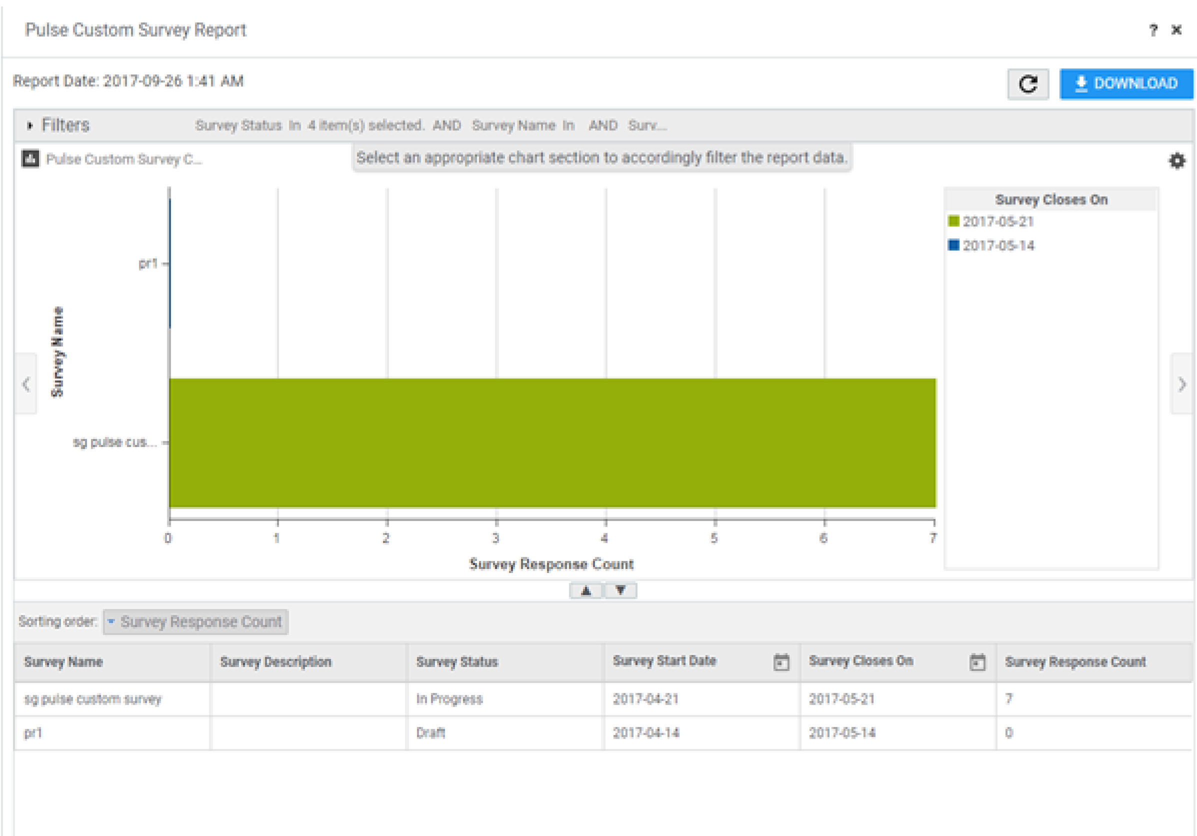


Figure 19: Pulse Custom Survey Report Example

Report Details

This section provides high-level details of the Pulse Custom Survey report.

Filters

This report uses the following mandatory filters:

1. Survey Status (IN)

This report uses the following optional filters:

1. Survey Name (IN)
2. Survey Closes On within a defined range

Dimensions

This report uses the following dimensions:

1. Survey Name
2. Survey Description
3. Survey Status
4. Survey Start Date
5. Survey Closes On

Metrics

This report uses the following metrics:

1. Survey Response Count

Use case

A Pulse custom survey admin may be administering multiple custom surveys at a time. This report helps the admin see the status of the active surveys.

Pulse 360 Dashboard

How did it work?

This is a new dashboard.

How does it work now?

This dashboard gives an overview of the Pulse 360 surveys by category and by country to indicate the percentage / count of people who responded happy/sad/neutral using the following charts:

- Pulse 360 Survey Report By Categories
- Pulse 360 Survey Report By Countries

The data grid tables (categories and countries) show the month-wise total number of pulse responses: "Count of People Responded Happy" + "Count of People Responded Neutral" + "Count of People Responded Sad" from all pulse categories/countries.

This dashboard needs the following services:

- Pulse 360

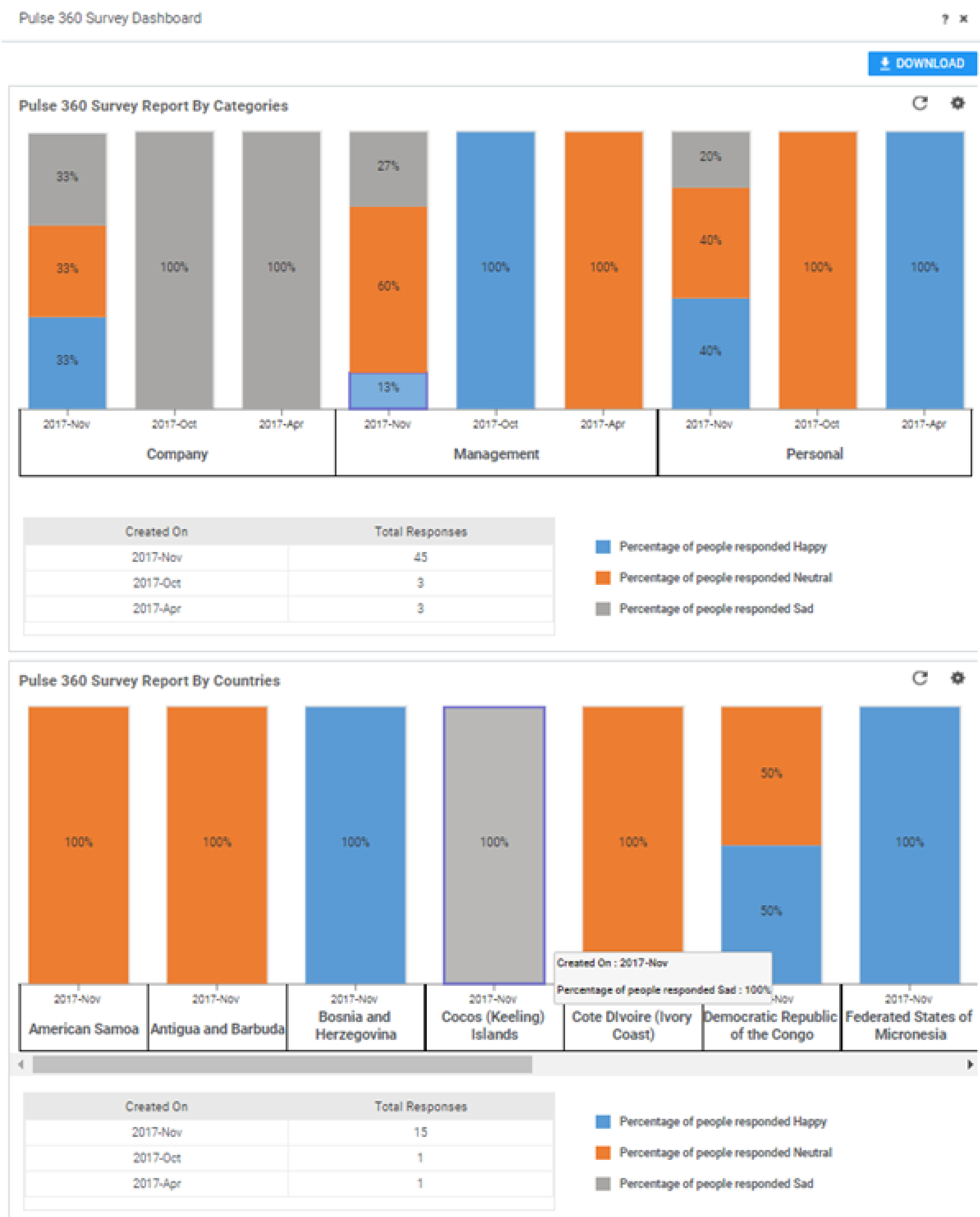


Figure 20: Pulse 360 Dashboard Example

Use case

This dashboard provides a graphical representation of the Pulse survey data.

Interview Summary Report

How did it work?

This is a new report.

How does it work now?

This report allows hiring team members to view the details of the completed interviews in the system.

This report needs the following services:

- Recruiting

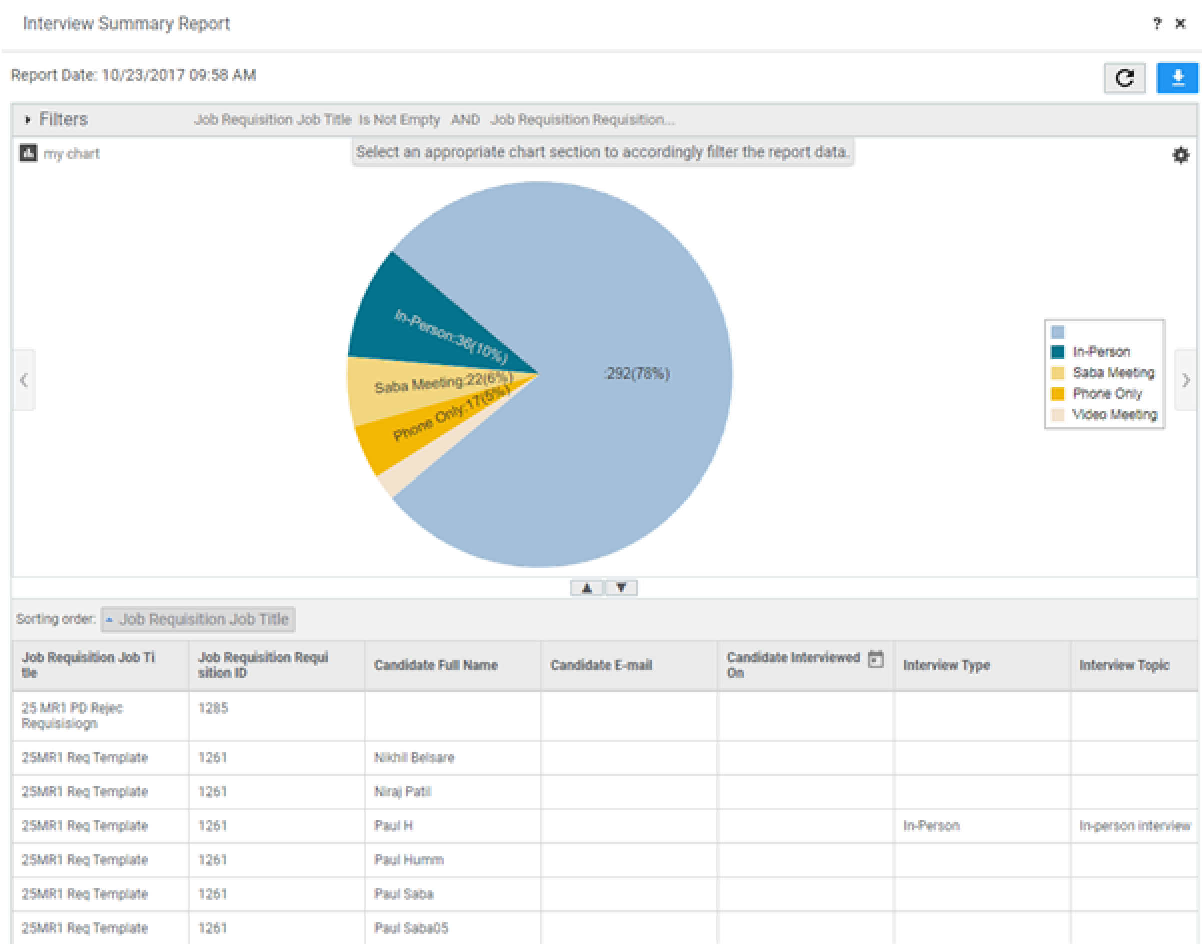


Figure 21: Interview Summary Report Example

Report Details

This section provides high-level details of the Interview Summary Report.

Filters

This report uses the following mandatory filters:

1. Job Requisition Job Title (EQUAL)

This report uses the following optional filters:

1. Job Requisition Requisition ID (IN)

2. Candidate Full Name (IN)
3. Hiring Manager Full Name (IN)
4. Interview Type (IN)

Dimensions

This report uses the following dimensions:

1. Job Requisition Job Title
2. Job Requisition Requisition ID
3. Candidate Full Name
4. Candidate E-Mail
5. Candidate Status
6. Candidate Interviewed On
7. Interview Type
8. Interview Topic
9. Interview Duration (Minutes)
10. Candidate Interview Scheduled On
11. Interview Start Date and Time
12. Interview End Date and Time
13. Interview Timezone
14. Candidate Interviewed By
15. Hiring Manager Full Name

Use case

This allows reporting on the interview activity in the system.

Assessment Report Card

How did it work?

This is a new report.

How does it work now?

This report gives admin a quick and easy way to see the report card of the assessments for a given course.

This report needs the following services:

- Content
- Learning

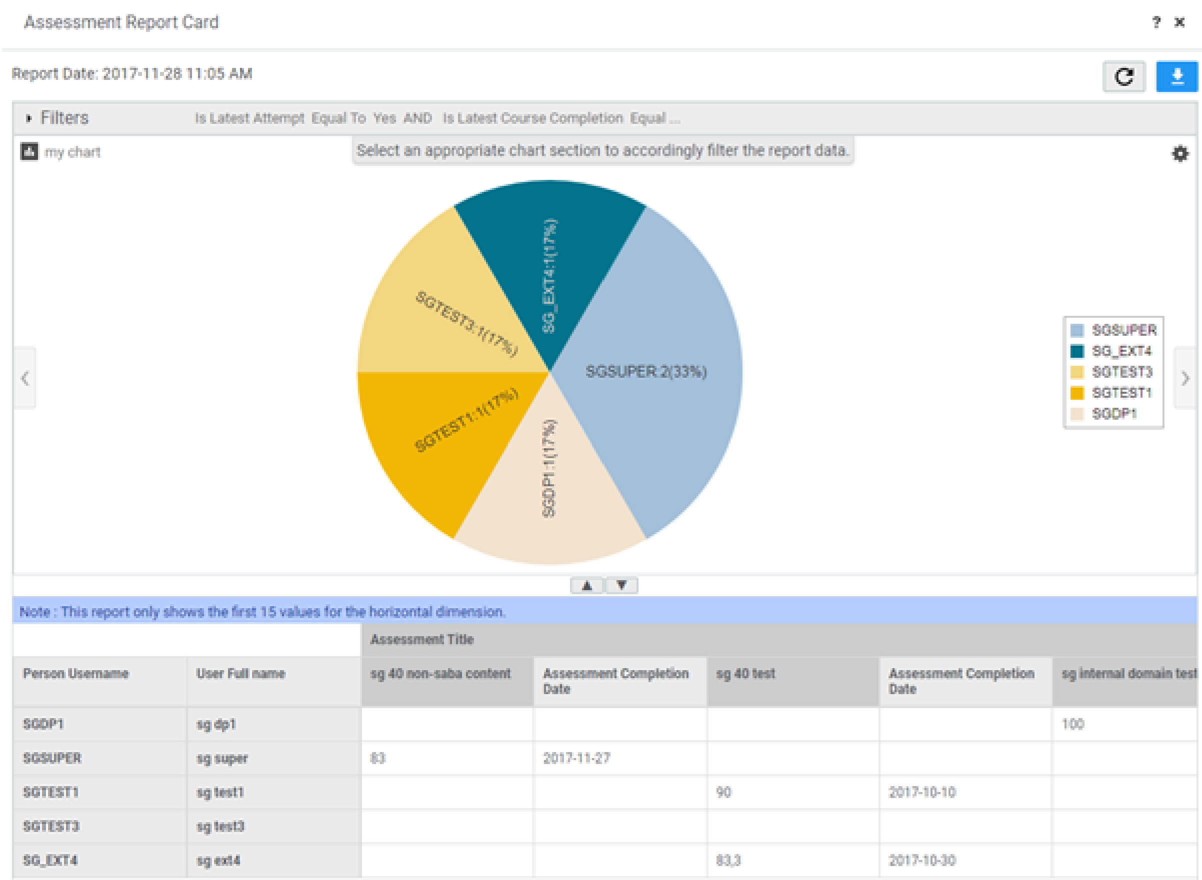


Figure 22: Assessment Report Card Example

Report Details

This section provides high-level details of the Assessment Report Card.

Filters

This report uses the following mandatory filters:

1. Is Latest Attempt
2. Is Latest Course Completion
3. Course Title

This report uses the following optional filters:

1. Assessment Title (IN)
2. Assessment Completion Date within a defined range
3. Assessment Score within a defined range
4. Person Organization Name (IN)
5. Manager Full Name (IN)
6. Person Username (IN)

Dimensions

This report uses the following dimensions:

1. Assessment Title
2. Assessment Completion Date (Secondary dimension)
3. Person Username
4. Person Fullname (Secondary dimension)

5. Assessment Score

Use case

This report provides a report card view of completed assessments by the user for a given course.

Updated Reports

Pending Registrations for Course / Class (New Filters)

How did it work?

This is an already existing report.

How does it work now?

This update introduces a few new optional filters to the following reports:

- Pending Registrations for Course
- Pending Registrations for Class

The following additional optional filters are now available for both these reports:

1. Person Organization Name
2. Manager Full Name
3. Person Location Name
4. Person Full Name

Use case

These filters help prevent report timeouts, if any.

Certification Gap Analysis by Role

How did it work?

Earlier the **Certification Gap Analysis by Role** report used to show all the certification records for a learner, if the learner has acquired the same certification multiple times through the Assign - Acquire - Reassign cycles.

How does it work now?

The certification model fetches only the latest Certification record, hence to get this report in sync with the certification model, in this update, Certification Gap Analysis by Role report has been modified to return only the latest Certification Status.

Use case

This enhancement brings the report in sync with the certification model.

New Attributes

Pulse 360

How did it work?

These are new attributes.

How does it work now?

This section describes the attributes that have been added under the Pulse 360 reports model in the Saba application.

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

Table 4: Pulse 360 Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Pulse 360 Details	Count of People Responded Happy	Metric	Yes	Count of People Responded Happy
Pulse 360 Details	Count of People Responded Sad	Metric	Yes	Count of People Responded Sad
Pulse 360 Details	Count of People Responded Neutral	Metric	Yes	Count of People Responded Neutral

Use case

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

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 5: Learning Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Assessment Results	Is Latest At~ tempt	Dimension	No	Dimension to identify latest attempt for assess~ ment
Assessment Results	Assessment Learner Topic Score	Metric	No	Average Topic score achieved by Learner for an assessment
Assessment Results	Learner Test Topic Score	Metric	No	Average Score received by Learner for Topic in Test
Courses	Course Grace Period	Dimension	No	Course Grace Period
Courses	Course Can Waive	Dimension	No	Shows Yes, if the course supports waiving off the enrollment by admin or manager else shows no
Catalog Courses	Can Waive	Dimension	No	Shows Yes, if the course supports waiving off the enrollment by admin or manager else shows no
Catalog Courses	Course Up~ dated On	Dimension	No	Date on which the course was updated
Module Details	Content Signoff Esignature Timestamp	Dimension	No	Date and Time of the Content Signoff Esignature
Transcript	Reason for Waiving Course	Dimension	No	The reason entered by Admin or Manager for waiving off the course
Transcript	Waived On	Dimension	No	Date on which the Course was marked as Waived
Transcript	Total Waived Courses	Metric	No	Shows the count of Transcript records with status Waived

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Transcript	Grace Period Ends On	Dimension	No	Grace Period Ends On
Transcript	Completed Courses (Transcript) Location	Dimension	No	Location value for Adhoc Transcript Entry

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 6: Analytics Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Report History	Report History Executed By	Dimension	No	Fullname of the user who had executed the report in the past
Report History	Report History Execution Date	Dimension	No	Date and Time on which Report was executed
Report History	Report History Execution Frequency	Dimension	No	If report execution was scheduled then the frequency of the Subscription
Report History	Report History Is Manual Execution	Dimension	No	Shows Yes if the report was manually executed else shows No

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Report History	Report History Is Scheduled Execution	Dimension	No	Shows Yes if the report was scheduled and No otherwise
Report History	Report History Transmit Type	Dimension	No	If report execution was scheduled then how it was delivered i.e. by email, by SFTP, by FTP or Notify etc
Report History	Total Report Executions	Metric	No	Shows total number of executions for the report
Reports	Chart Title	Dimension	No	Title given to the chart
Reports	Chart Type	Dimension	No	Shows Type of Chart
Reports	Is Disallow Chart Modifica~ tion ON?	Dimension	No	Shows Yes if the Disallow chart modification is enabled on the report else shows No
Reports	Is Report Hav~ ing Chart	Dimension	No	Shows Yes if the Report has one or more charts else shows No
Reports	Total Charts	Dimension	No	Shows Number of Charts associated with Report

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 7: Profile Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Details	Is Special User	Dimension	No	Shows Yes if the user has been marked as a special user in his profile
Person Organiz~ ation	Is Default Or~ ganization Cur~ rency	Dimension	No	Shows Yes if the currency is marked as default currency for organization
Person Organiz~ ation	Person Organiz~ ation Budget Approver	Dimension	No	Fullname of person assigned as budget approver of organization
Person Organiz~ ation	Person Organiz~ ation Budget Approver User~ name	Dimension	No	Username of person assigned as budget approver of organization
Person Organiz~ ation	Person Organiz~ ation Curren~ cies	Dimension	No	Name of Currencies supported by organization
Person Organiz~ ation	Person Organiz~ ation Fax	Dimension	No	Fax Number of Organization
Person Organiz~ ation	Person Organiz~ ation Learning Contact	Dimension	No	Fullname of person assigned as Learning Contact
Person Organiz~ ation	Person Organiz~ ation Learning Contact User~ name	Dimension	No	Username of person assigned as Learning Con~ tact
Person Organiz~ ation	Person Organiz~ ation Object~ ives Adminis~ trator	Dimension	No	Fullname of person assigned as Objectives Ad~ ministrator to Organization
Person Organiz~ ation	Person Organiz~ ation Object~ ives Adminis~	Dimension	No	Username of person assigned as Objectives Ad~ ministrator to Organization

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
	trator User~ name			
Person Organiz~ ation	Person Organiz~ ation Second~ ary Contact	Dimension	No	Fullname of Person Assigned as Secondary Contact
Person Organiz~ ation	Person Organiz~ ation Second~ ary Contact Username	Dimension	No	Username of Person Assigned as Secondary Contact
Person Organiz~ ation	Person Organiz~ ation Second~ ary Phone	Dimension	No	Secondary Phone number of Organization
Skills	Favourable Suggested Comment	Dimension	No	Favourable suggested comment For a proficiency level defined for a Skill
Skills	Least Favour~ able Suggested Comment	Dimension	No	Least favourable suggested comment For a pro~ ficiency level defined for a Skill
Skills	Most Favour~ able Suggested Comment	Dimension	No	Most favourable suggested comment For a profi~ ciency level defined for a Skill

Use case

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

System

How did it work?

These are new attributes.

How does it work now?

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

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

Table 8: System Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Proxy Request Details	Is Adhoc Proxy Request	Dimension	No	Shows If the proxy request is Adhoc or a Planned
Proxy Request Details	Proxy Request Ended On	Dimension	No	Date and time on which Proxy User logged out, it will be null if the entry is for logging into proxy mode
Proxy Request Details	Proxy Request Reason	Dimension	No	Reason for accessing via proxy mode. This field will be blank for proxy mode Logout entries
Proxy Request Details	Proxy Request Started On	Dimension	No	Date and time on which Proxy User logged in, it will be null if the entry is for logging out of proxy mode
Proxy Request Details	Proxy Request Status	Dimension	No	Shows values Proxy Request Started and Proxy Request Ended
Proxy Request Details	Proxy User Fullname	Dimension	No	Fullname of the user who has taken proxy of other user
Proxy Request Details	Proxy User Username	Dimension	No	Username of the user who has taken proxy of other user

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 9: Recruiting Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Job Requisition Details	Notify All Can~ didates	Dimension	No	Notify All Candidates
Job Requisition Details	Candidate Inter~ view Scheduled On	Dimension	No	Date on which candidates interview was sched~ uled
Job Requisition Details	Interview Type	Dimension	No	Type of Interview e.g. In-Person, Saba Meeting, Phone Only, Video Meeting
Job Requisition Details	Interview Topic	Dimension	No	Topic of the interview
Job Requisition Details	Interview Dura~ tion (Minutes)	Dimension	No	Duration of Interview in Minutes
Job Requisition Details	Interview Start Date and Time	Dimension	No	Start Date and Time of Interview
Job Requisition Details	Interview End Date and Time	Dimension	No	End Date and Time of Interview
Job Requisition Details	Interview Loca~ tion	Dimension	No	Location of the Interview
Job Requisition Details	Interview Timezone	Dimension	No	Timezone for the Interview
Job Requisition Details	Interview URL	Dimension	No	URL for the Interview
Job Requisition Details	Candidate Inter~ viewed By	Dimension	No	Full name of the person who has been assigned as Interviewer for Candidate's Interview
Job Requisition Details	Candidate Inter~ viewed By Username	Dimension	No	Username of the person who has been assigned as Interviewer for Candidate's Interview

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Recruiting As~ sessment De~ tails	Assessment Learner Topic Score	Metric	No	Average Topic score achieved by Learner for an assessment
Recruiting As~ sessment De~ tails	Registered for External Assess~ ment	Dimension	No	Registered for External Assessment
Recruiting As~ sessment De~ tails	External Assess~ ment Result URL	Dimension	No	External Assessment Result URL
Recruiting As~ sessment De~ tails	External Assess~ ment Result Description	Dimension	No	External Assessment Result Description
Recruiting As~ sessment De~ tails	Assessment Type	Dimension	No	Assessment Content Type
Job Requisition Details	Requisition Workflow Name	Dimension	No	Name of Workflow associated with Job Requis~ ition
Job Requisition Details	Requisition Workflow status	Dimension	No	Status of Workflow associated with Job Requis~ ition
Job Requisition Details	Requisition Workflow Step Step Name	Dimension	No	Name of steps available under workflow
Job Requisition Details	Requisition Workflow Step Main status	Dimension	No	Status of step available under workflow
Job Requisition Details	Requisition Workflow Step Sequence No	Dimension	No	Sequence number of workflow step

Use case

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

Performance

How did it work?

These are new attributes.

How does it work now?

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

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

Table 10: Performance Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Goals	Goal Weight	Dimension	No	Weight assigned to the Goal
Rating	Performance Rating Descrip~ tion	Dimension	No	Description of Performance Rating
Review Section	Section Item Weight	Dimension	No	Weight assigned to the goal while adding it to the section in the review
Reviewer	Reviewer Type	Dimension	No	Shows the type of Rater i.e. Self, Manager or Stakeholder

Use case

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

Compensation

How did it work?

These are new attributes.

How does it work now?

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

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

Table 11: Compensation Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Details Live	Person Organiz~ ation Name	Dimension	No	Person Organization Name
Person Details Live	Person Organiz~ ation Number	Dimension	No	Person Organization Number
Person Details Live	Manager Full Name	Dimension	No	Manager Full Name
Person Details Live	Manager User~ name	Dimension	No	Manager Username
Person Details Live	Person Gender	Dimension	No	Person Gender
Person Details Live	Person Status	Dimension	No	Person Status
Person Details Live	Person Type	Dimension	No	Person Type
Person Details Live	Person Job Type Name	Dimension	No	Person Job Type Name
Person Details Live	Job Family Name	Dimension	No	Job Family Name
Person Details Live	Person Job Level	Dimension	No	Person Job Level
Person Details Live	Person Start Date	Dimension	No	Person Start Date
Person Details Live	Person Termin~ ated On	Dimension	No	Person Terminated On

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Details Live	Person Cus~ tom0	Dimension	No	Person Custom0
Person Details Live	Person Cus~ tom1	Dimension	No	Person Custom1
Person Details Live	Person Cus~ tom2	Dimension	No	Person Custom2
Person Details Live	Person Cus~ tom3	Dimension	No	Person Custom3
Person Details Live	Person Cus~ tom4	Dimension	No	Person Custom4
Person Details Live	Person Cus~ tom5	Dimension	No	Person Custom5
Person Details Live	Person Cus~ tom6	Dimension	No	Person Custom6
Person Details Live	Person Cus~ tom7	Dimension	No	Person Custom7
Person Details Live	Person Cus~ tom8	Dimension	No	Person Custom8
Person Details Live	Person Cus~ tom9	Dimension	No	Person Custom9

Use case

Updated Attributes

Recruiting

How did it work?

The following attributes used to provide details only for Internal assessment.

Table 12: Recruiting Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Job Requisition Details	Job Requisition Stage Assessment Name	Dimension	No	Job Requisition Stage Assessment Name
Recruiting Assessment Details	Assessment Title	Dimension	No	Assessment Title
Recruiting Assessment Details	Assessment Score	Dimension	No	Assessment Score

How does it work now?

These attributes now also provide details for External assessment.

Use case

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

Updates to Registration Status values

How did it work?

Saba Analytics used to show nine available values for Registration Status out of which the application did not support the following values:

- Late Cancelled
- Waitlisted Cancelled

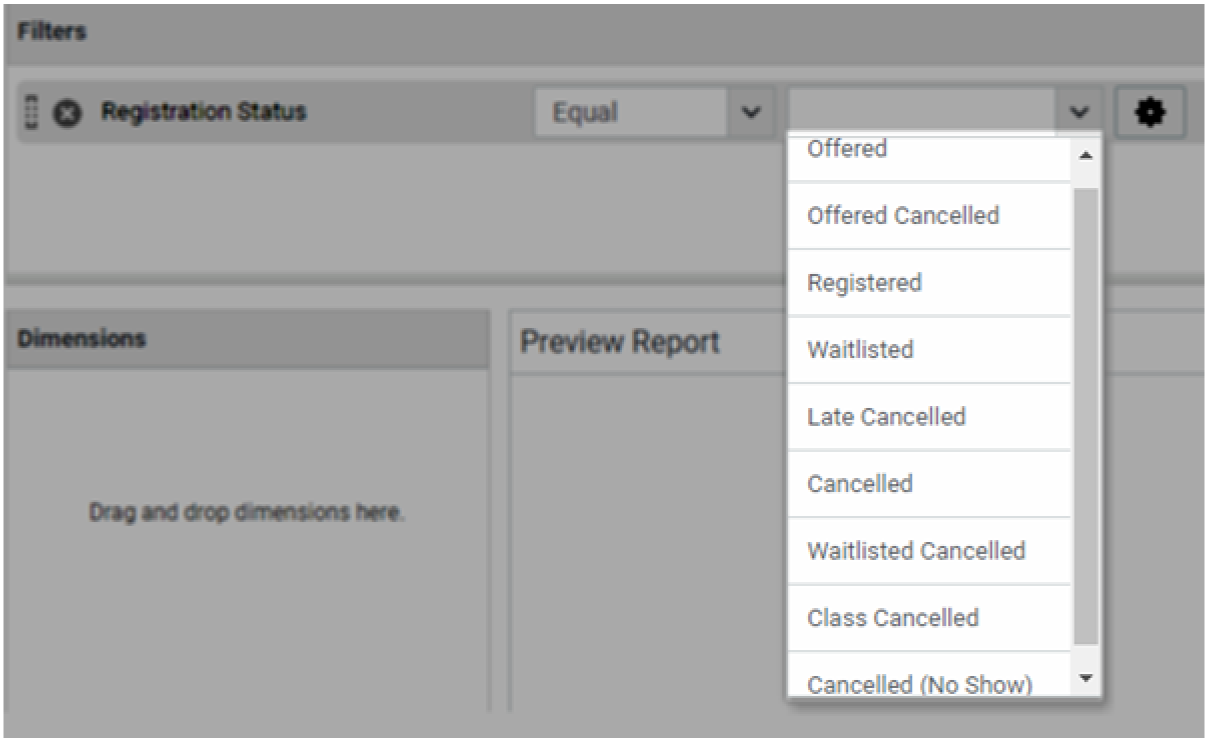


Figure 23: Registration Status values before the update

How does it work now?

Since there was no corresponding status present in system for the additional values, it creates confusion. Hence in this update, the Registration Status list is modified and these two additional values are removed from the list.

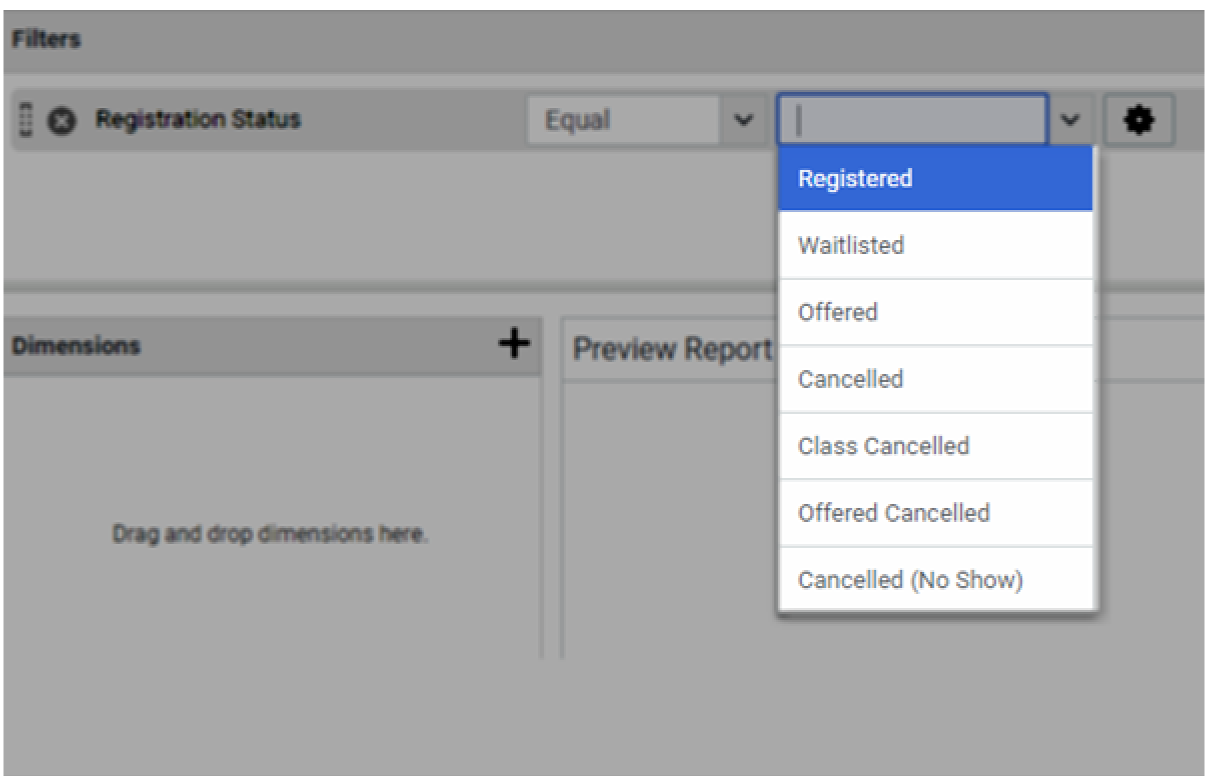


Figure 24: Registration Status values after the update

Use case

This enhancement helps avoid confusion to the end users.

Chapter

2

Career Planning

Topics:

- Updated Work experience widget of Career Planning

Updated Work experience widget of Career Planning

How did it work?

The **Work Experience** widget of Career Planning shows only the internal and external (past) work experience.

How does it work now?

The **Work Experience** widget now also considers the current work experience along with the internal and external (past) experiences. The count of total years of experience appears on the widget.

Tip: To access the Work Experience widget, navigate to **ME** > **Career Planning** and click **Work Experience**.

Use case

The employees can now see their total years of experience in Career Planning.

Chapter 3

Compensation

Topics:

Preview worksheet before activation

How did it work?

In the past, Compensation Administrators were not able to preview worksheets with real data from Plan Cycles before activation. Administrators needed to cancel and re-create Plan Cycles with needed changes.

How does it work now?

During the Plan Activation step, when Check Data step has been successfully completed, the Preview Worksheet option becomes available.

From the Preview Worksheet window, you can search for and select the Manager whose worksheet is to be previewed.

Follow these steps to Preview Worksheet for a specific manager:

Navigate to **Plan Activation** page.

If **Check Data** step has been completed, click on the **Preview Worksheet** button. Otherwise, click on **Check DATA** to complete the data validation step and then proceed to **Preview Worksheet** step.

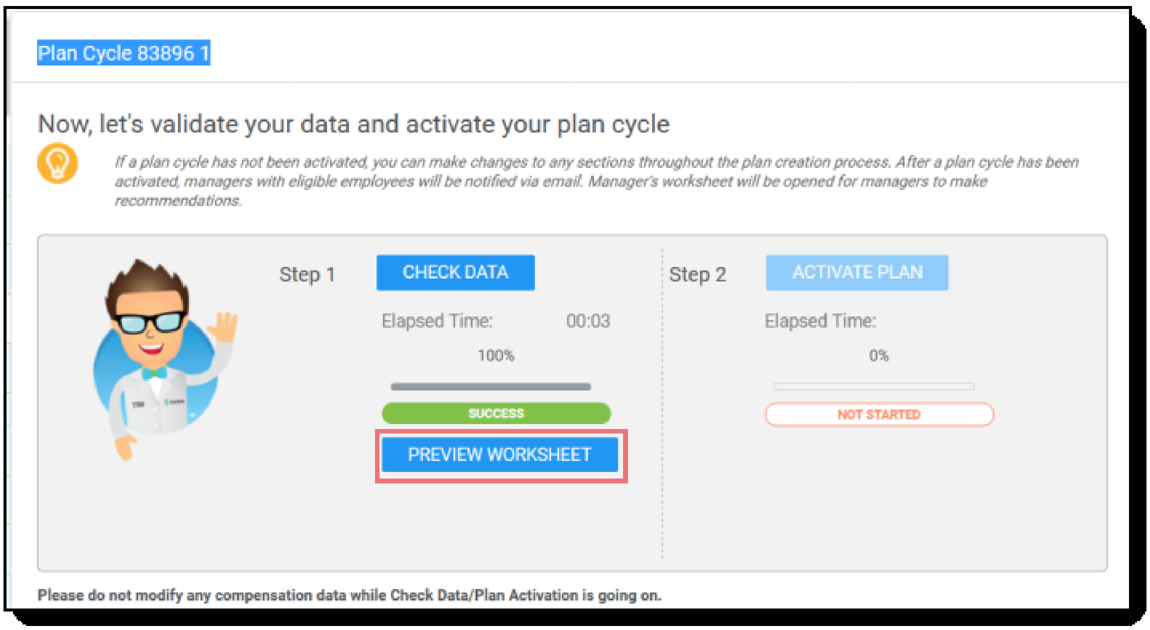


Figure 25: Preview Worksheet selected

In the **Preview Worksheet** page, search for the Manager whose worksheet you need to preview and click on **Preview**.

Note: The Manager search filter will show only those managers that belong to the Plan Cycle.

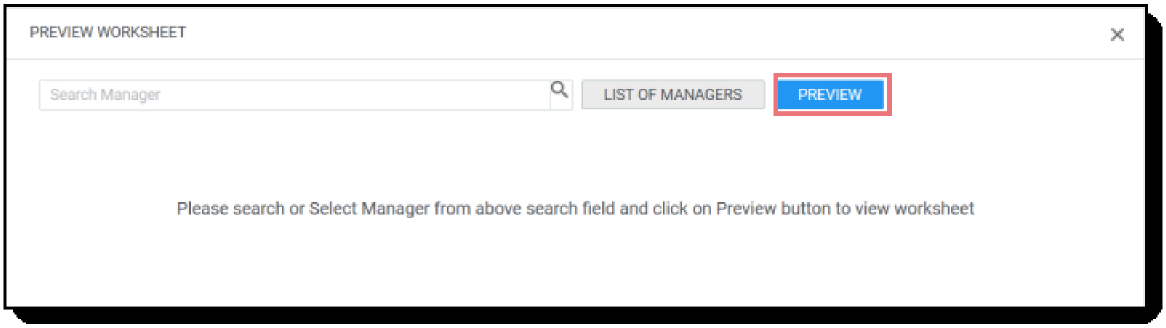


Figure 26: Preview Worksheet page

The worksheet associated with that Manager will launch.

Note: You can only view a single Manager's worksheet at a time.

Preview option will not be available once a Plan Cycle has been activated.

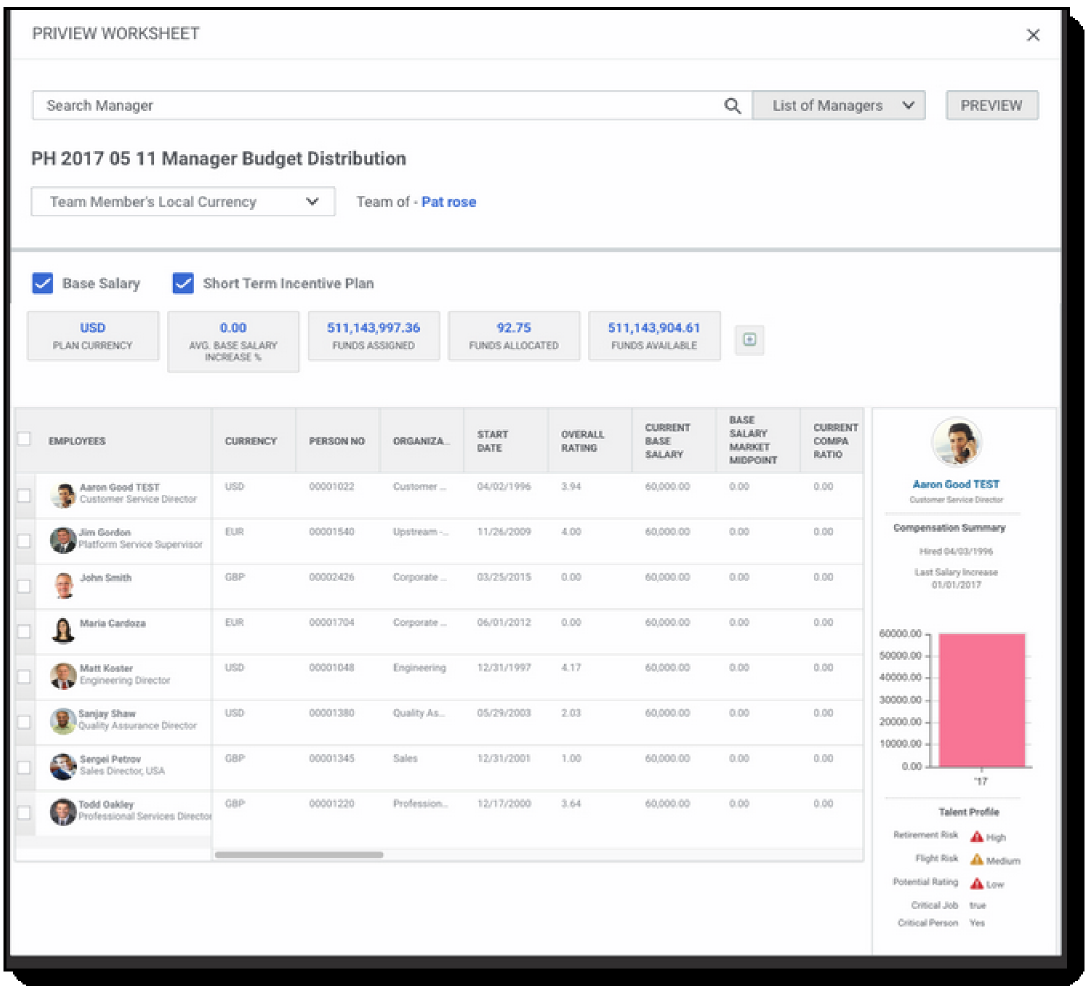


Figure 27: Worksheet for the selected manager launched

Preview option will be disabled if any data has been altered after the last **Check Data** step.

You must run Check Data again after you click on Preview Worksheet; otherwise, the **Activate Plan** button will be disabled. And it is this process of running Check Data again which resets the data. However, once the cycle has been activated, fixes to formulas and fields are no longer possible.

If you do need to change the value that will appear on the manager's worksheet when he launches it for the first time, use the Import Data step on the Plan Cycle wizard to set the correct default values for the specific fields, or change the definition of import formulas to correctly calculate the desired values.

Note: If you click on Preview Worksheet, then you must run Check Data again before you can activate the plan cycle.

Use case

Compensation administrators are now able to preview worksheets with real data from Plan Cycles before Activation. This Preview Worksheet feature enables them to validate all configurations, and formulas that have been created. It gives them one last chance to reconfigure and calculate the formulas and data before they activate the Plan Cycle and pass it on to the Managers. We highly recommend Compensation Administrators to use this feature for all Plan Cycles that they create and activate.

Compensation administrator can update any field on the worksheet

How did it work?

Prior to this update, Compensation administrators were able to edit only certain editable fields on the worksheets once they were activated.

How does it work now?

From this update, Compensation administrators can unlock and edit additional fields of the worksheet data even after its activation.

Administrators can perform the following actions on the worksheet:

1. Unlock the non-editable attributes on the worksheet.

   All tabular data in the worksheet can be edited, except **Currency Code**, **Employee Names**, and certain profile data fields such as **Organization**, **Location**, and **Domain**.

   For a complete list of the fields that can be unlocked, refer to Library fields that can be unlocked for editing under Reference Information for Compensation.

   The lock/unlock feature will not be applicable to Plan Cycles in **Completed**, **Cancelled**, and **Draft** status.

2. Hide/Unhide hidden attributes in the worksheet. Clicking **Unhide** will temporarily make all worksheet columns visible to the compensation administrator, including those that normally are hidden because they have the visibility setting turned off.

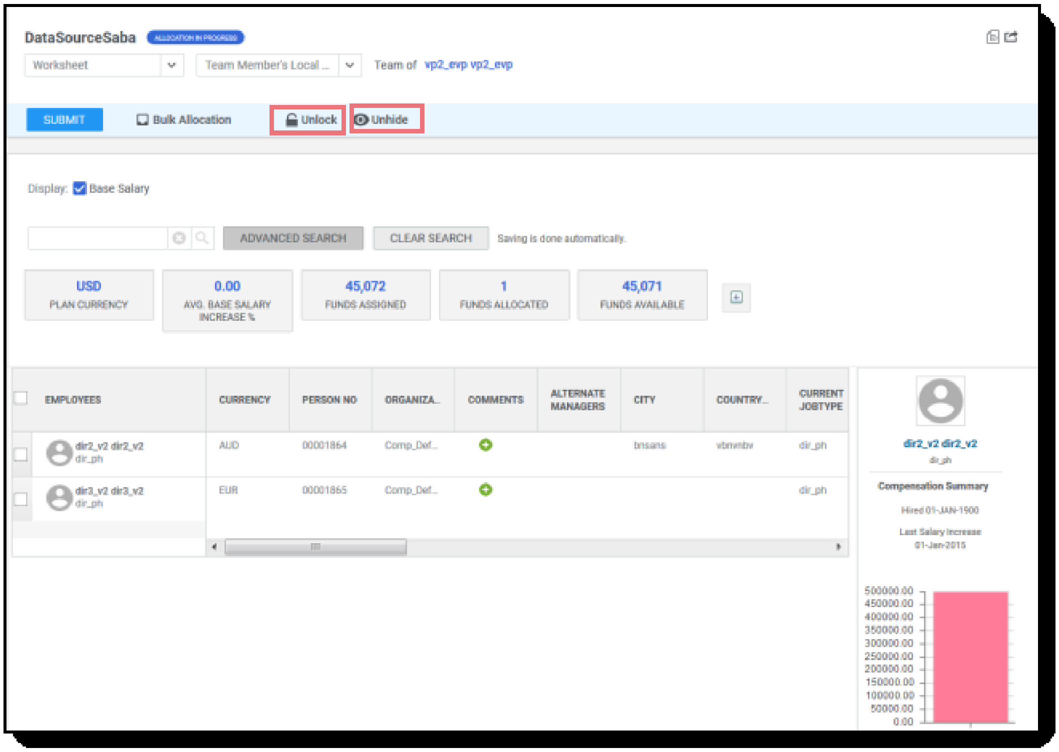


Figure 28: Update field on the Worksheet

If the admin changes the value of an attribute that has a worksheet formula, then the value will be updated again if the worksheet formula executes after changes made by the administrator. Import formulas are not run again, after plan cycle activation.

All changes are audited, and managers can only see changes for attributes that are visible to them. Compensation administrators can view all changes including the hidden columns where they have changed data.

Use case

Compensation administrator can edit data on employee post activating a plan. This provides greater flexibility for an administrator during compensation planning and roll out phases.

Update Plan Cycle for post activation changes

How did it work?

Previously, administrators were limited in implementing what changes they could make to active plan cycles.

How does it work now?

Compensation Administrator can now make changes to an employee's worksheet data after Plan Cycle activation. The Update Plan Cycle option is now available from the **Compensation Plan Cycles** page as an option under the **Actions** column.

Admin>Compensation>All Plan Cycles>Active

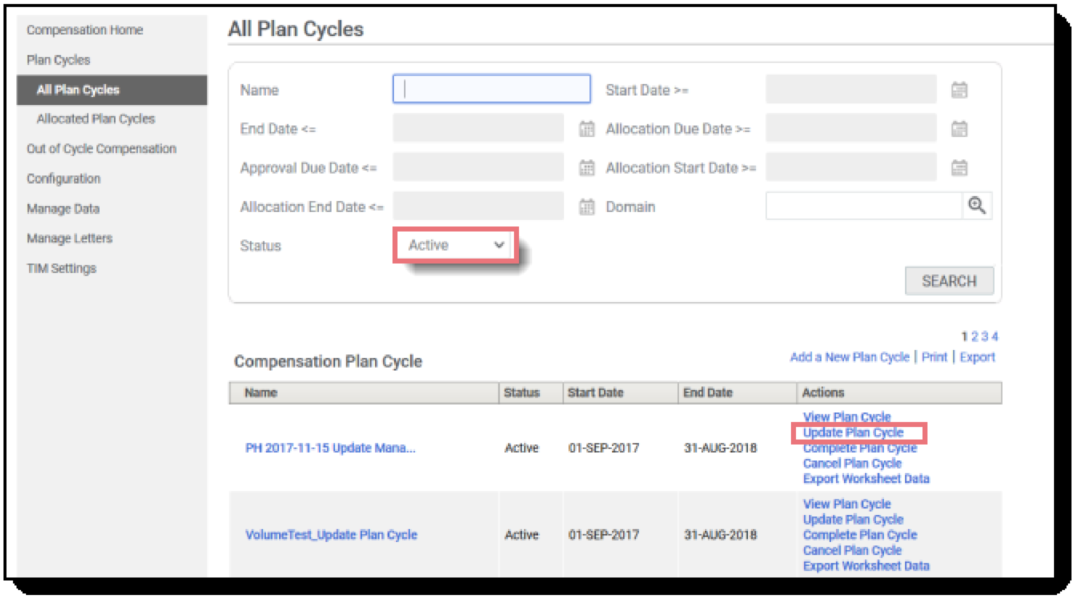


Figure 29: Update Plan Cycle link

From the Update Plan Cycle page, you can access post-activation features, including Add Employees, Remove Employees, Replace Manager, Move Employees and View and Edit Worksheet.

From this page you can also Search for the Manager by name or use other Filter options like the Status, Organization, and Location. You can also select the Reserved Manager check box to bring up those specific ones.

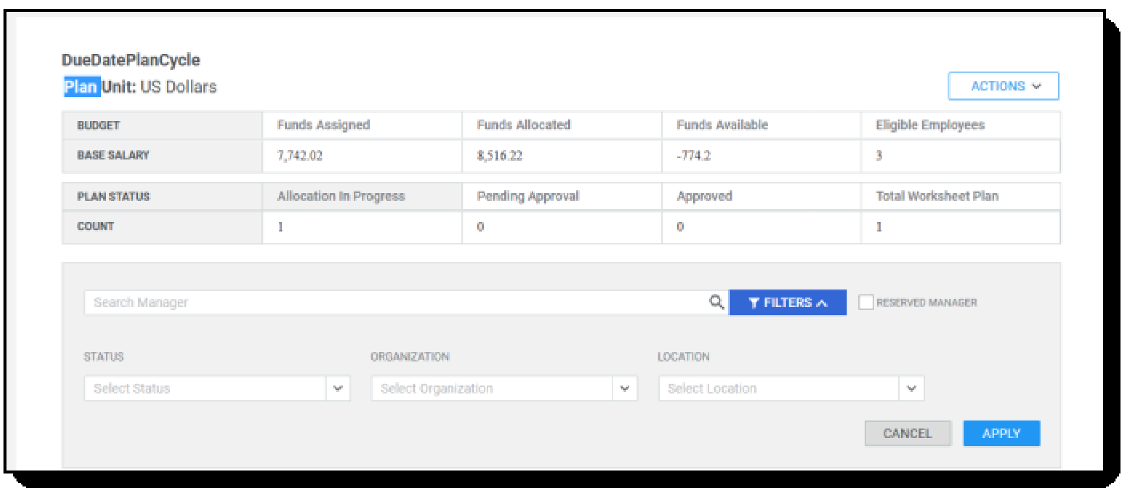


Figure 30: Update Plan Cycle page showing Search options

Use case

Update Plan Cycle page is the base from which you can access post-activation features mentioned above. By using this option, Compensation Administrator can make necessary changes when there are changes in the business during Compensation review/allocation process.

Ability to Replace Manager

How did it work?

Previously, administrators were limited in implementing what changes they could make to active plan cycles. If a manager leaves an organization or there is a change in the reporting structure after the compensation plan has been created and activated, Compensation Administrator was not able to make the needed changes.

How does it work now?

Compensation Administrator can now make changes to an employee's worksheet data after Plan Cycle activation.

From the Update Plan Cycle page, the admin can access post-activation features, including Add Employees, Remove Employees, Replace Manager, Move Employees and View and Edit Worksheet.

They can change or **Replace** the manager responsible for making recommendations on the employee's compensation data. The Administrator can also move all employees from Manager A to Manager B with all the recommendations, budget, audit history etc.

To Replace a manager from an **Active** Plan Cycle, navigate to:

Admin>**Compensation**>**All Plan Cycles**>**Active**

From the list of Active Plan Cycles, click on the **Update Plan Cycle** for the plan cycle for which you want to make changes.

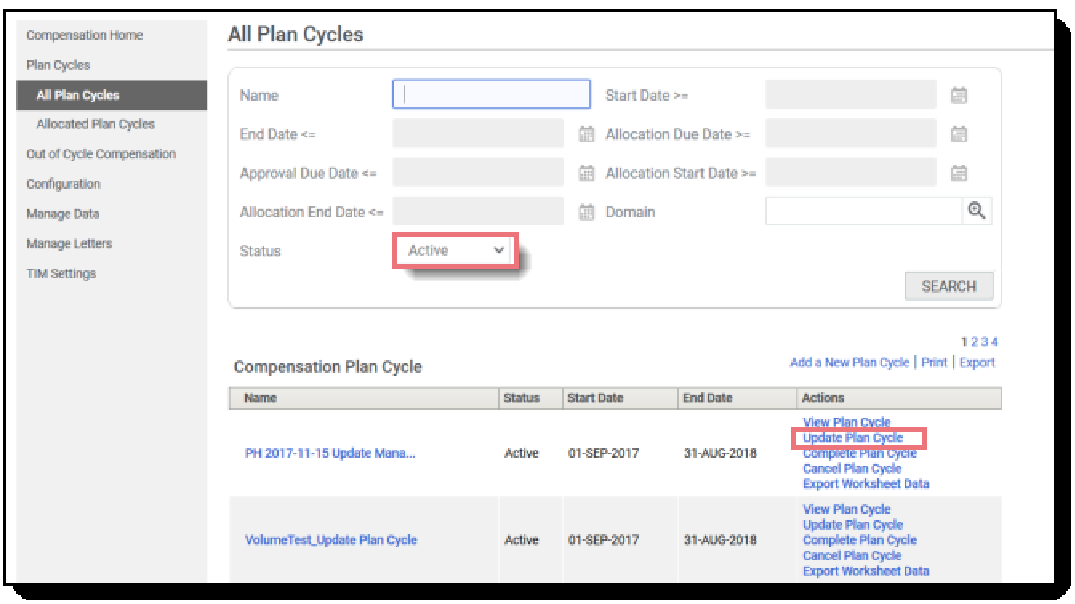


Figure 31: Update Plan Cycle link

In the next screen, a summary of the Plan Cycle followed by the Manager's worksheet summary view will launch.

Scroll down to the worksheet of the manager that you wish to change.

From the Actions menu, select **Replace Manager**.

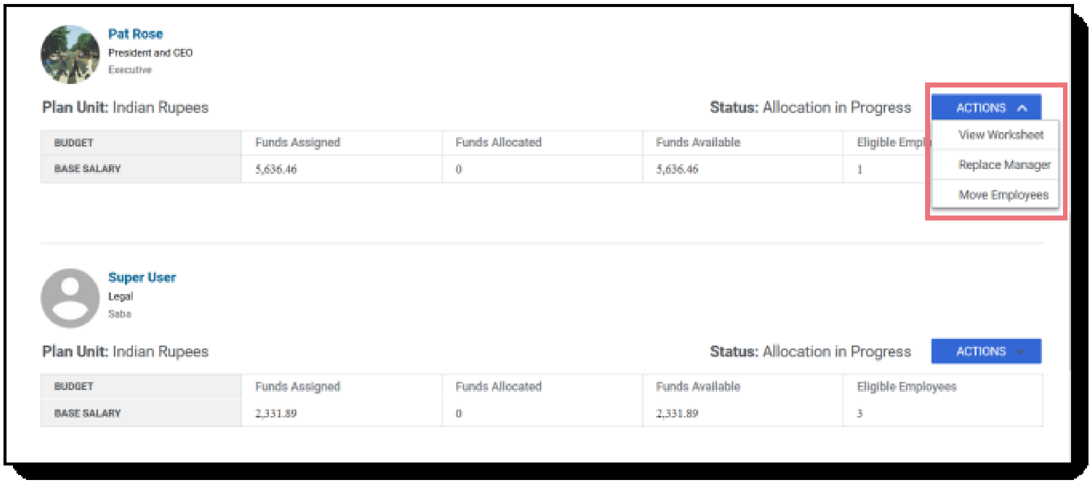


Figure 32: Manager's worksheet showing Replace Manager option

In the Replace Manager screen select the name of the manager that you are selecting to Replace the current manager. A list of all people in the snapshot who are designated as compensation managers or as line managers (based on the selection during Plan cycle creation step). You can also view anyone in the snapshot, including non-managers, if you select Non-Compensation Managers checkbox.

You can also search for the manager from the search box located at the top. When you save your changes after selecting the Manager, you will get a confirmation of the successful completion of the change.

When selecting a manager to replace an existing manager, the Administrator can choose an employee who is already eligible in the Plan Cycle; an employee who is not eligible but exists in the snapshot or an employee who is not in the snapshot.

If the new manager already exists in the snapshot, the data from the snapshot will be used. If the manager does not exist in the snapshot, the snapshot will be updated with the new manager's data.

Note: Once removed, the old manager will lose all access to the Worksheet, and the new manager will inherit budget, allocation, status and other aspects in the same state as left by the old manager.

When a new manager is added, the approval workflow will reflect that of the new manager hierarchy, and the snapshot will be updated with the new manager's data only; the Compensation Manager hierarchy structure will remain the same.

Replace Manager step is only possible from **Active** Plan Cycles. You cannot use Replace Manager where the old manager's worksheet has Allocation in Progress status, and the new manager's existing worksheet has Pending Approval or Approved status.

Use case

Compensation Administrator can make necessary changes when there are changes in the business during Compensation review/allocation process.

Ability to move employees from one Manager to another

How did it work?

Compensation Administrators could not move employees between Compensation Managers after the Activation of a Plan Cycle.

How does it work now?

Compensation Administrators now have the ability to search and select employees to be moved between Compensation Managers after a Plan Cycle has been activated.

You can initiate the move step from the All Plan Cycles page.

Note: Only Compensation Administrators can move employees.

Navigate to:

Admin>**Compensation**>**All Plan Cycles**.

Click on **Update Plan Cycle** link corresponding to the plan cycle that you wish to make the modifications to.

Scroll down to the worksheet of the Manager of the employee(s) that you are about to move.

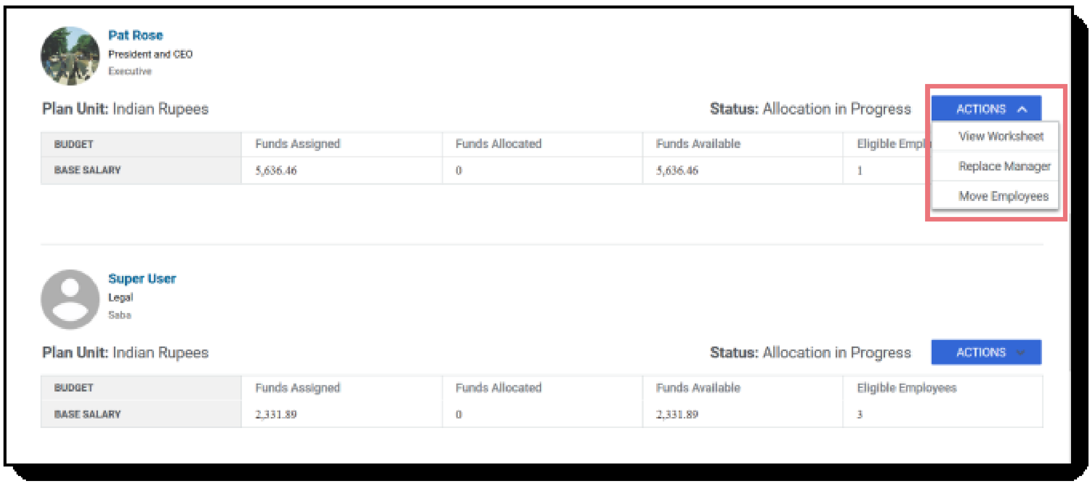


Figure 33: Manager's worksheet showing Move Employees option

From the **Move Employees** screen, search for and select the name of the employee(s) that you intend to move.

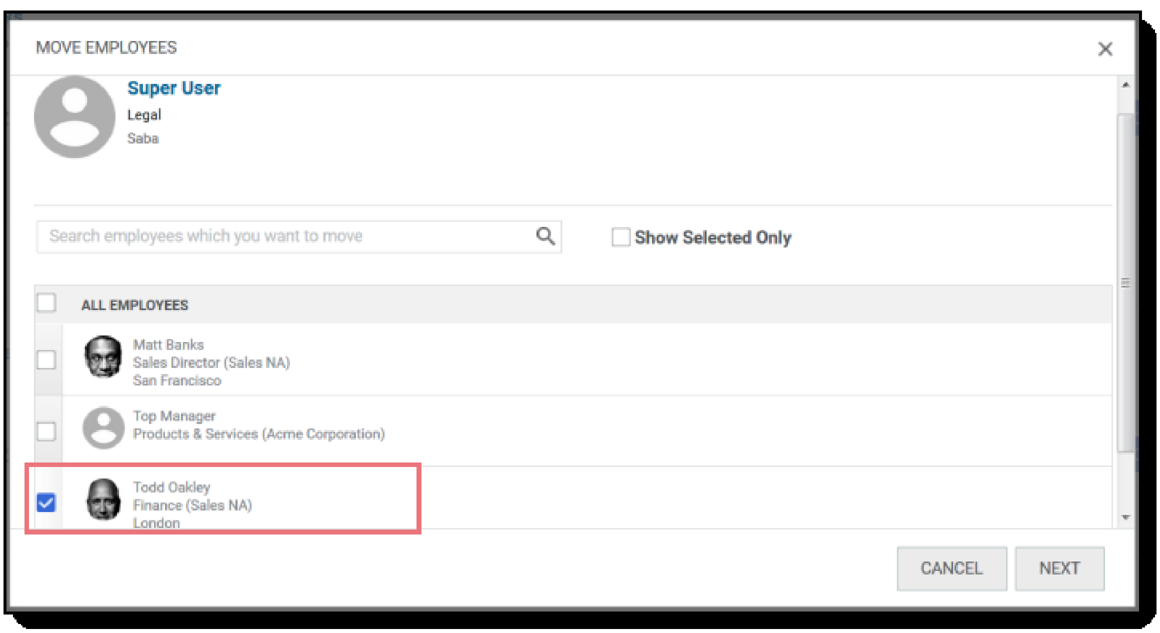


Figure 34: Move Employees screen

In the next screen, you will choose the manager that the employee should be moved to.

When you select the new manager to move the employees to, you can only select a manager who already owns a worksheet for this plan cycle. You cannot select a manager or employee who does not already have a worksheet for this plan cycle.

If the last employee is moved from the manager, the manager's worksheet will be deleted.

As a final step, you will receive the transferred budget and you may choose to use the budget to allocate to the moved employee(s). (There is no obligation to use the transferred fund to be allocated to the moved employees).

Click **Done**.

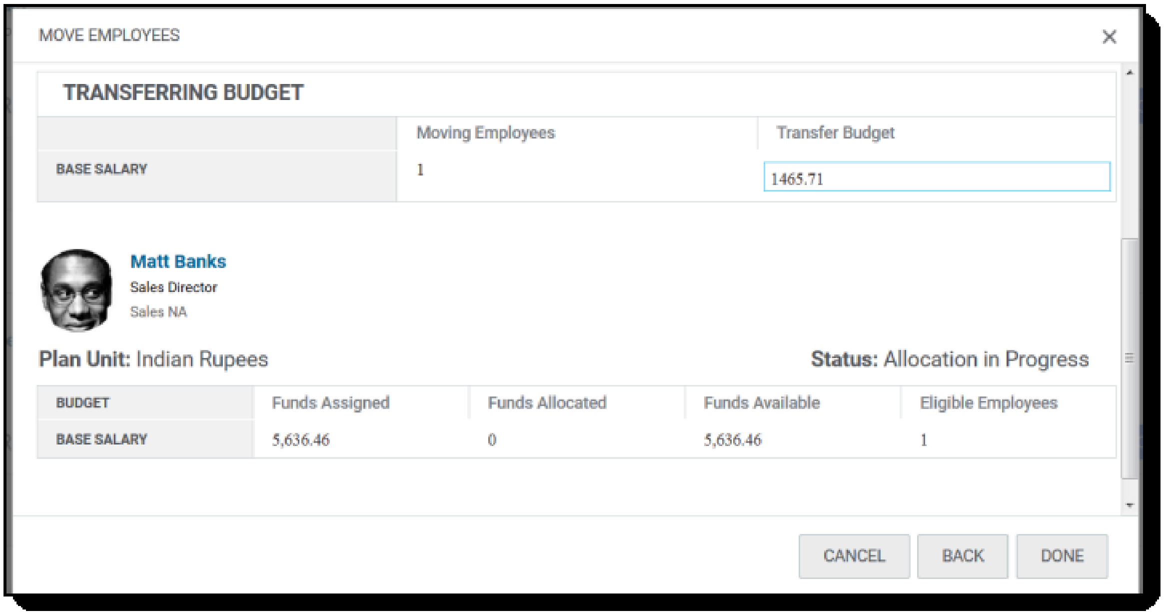


Figure 35: Transferring the Budget

If the worksheet status is in Pending Approval or Approved, only the amount allocated to the moved employees can be moved for the budget. Otherwise, the Administrator can determine the budget amount to be transferred with the employees.

A confirmation message will display to confirm the successful completion of the task.

The Audit log for the moved employee step will appear under the new manager.

Use case

Comp admin will have greater flexibility to move employees between compensation managers after a plan cycle has been activated.

Update Approval flow to reflect Manager status changes

How did it work?

Enhancement to the Approval flow to synchronize with Move Employees and Replace Manager actions.

How does it work now?

A few changes are made to an existing Approval flow to reflect the Manager status.

Whenever a Manager is Moved or Replaced, or the worksheets associated with that manager are Merged, the Approval flow associated with that manager is also affected. To reflect those changes, the associated Approval flow is also updated or Reset.

For example, If a manager with direct and indirect reportees is replaced with another manager, the worksheet approval flow will be reset and for each approval level, the list of approvers will be recalculated.

For example, consider a plan cycle with the approval chain configured with two sequential approvers, as:

(1) Manager ---> (2) 2nd Level Manager

Suppose that the compensation manager hierarchy for this plan cycle is defined as follows:

- Pat Rose (top manager)
    - Matt Koster (reports to Pat Rose)
        - Sanjay Shaw (reports to Matt Koster)

Initially, the approval chain for Sanjay Shaw's worksheet would be:

(1) Matt Koster (Manager) ---> (2) Pat Rose (2nd Level Manager)

If the compensation manager performs a **Replace Manager** action, to replace Matt Koster with a new manager **Karen Tsou** from outside the snapshot, then the approval chain for Sanjay Shaw's worksheet would be updated as follows:

(1) Karen Tsou (Manager) ---> (2) Pat Rose (2nd Level Manager)

The effects of approval chain recalculation depend on the status of the manager's worksheet, and on which approvers have already approved:

- If the approval chain is recalculated for a manager's worksheet whose status is Allocation in Progress or Returned to Manager, then there is no change in the worksheet status. Approvals will follow the updated approval chain, after the worksheet is submitted for approval.
- If the approval chain is recalculated for a manager's worksheet whose status is Pending Approval, but no approvers have yet approved the worksheet, then there is no change in the worksheet status or approval progress. Approvals will follow the updated approval chain, starting at the first step.
- If the approval chain is recalculated for a manager's worksheet whose status is Pending Approval, and some approvers have already approved the worksheet, then the approval process reverts back to the earliest completed step in the approval chain where an approver was changed. Approval then proceeds from this point, using the updated approval chain.
- If the approval chain is recalculated for a manager's worksheet whose status is Approved, then the worksheet status is changed to Pending Approval, and the approval process follows the updated approval chain, starting at the earliest step in the approval chain where an approver was changed.

    Note: The Replace Manager action or the Move Employees action can result in the recalculation of the approval chain on a large number of managers' worksheets. Using the example above, if Sanjay Shaw had ten direct reports who were all compensation managers, the approval chain would have been recalculated for all ten of those managers' worksheets, thus changing the status of any Approved worksheets back to Pending Approval.

Audit log enabled for post activation changes and manager worksheet changes

How did it work?

Until now, it was not possible for a Compensation Administrator to review all post activation changes made to a compensation cycle.

How does it work now?

Compensation Administrator can view all post activation changes and manager worksheet changes in a single view.

Compensation Administrator can view and download the Audit log file from the All Plan Cycle page.

1. Navigate to **Admin**>**Compensation**>**Plan Cycles**> (**Active**, **Approved**, **Completed**, or **Cancelled**)
2. Click on **Export Audit Log** link corresponding to the Plan Cycle for which you need the audit details.

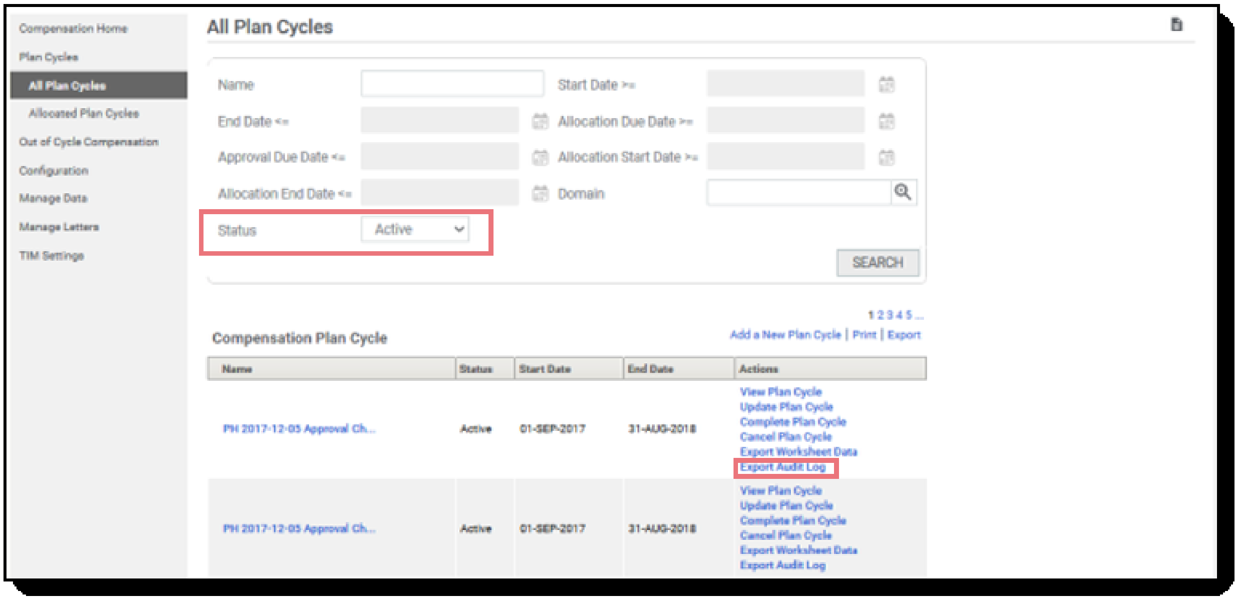
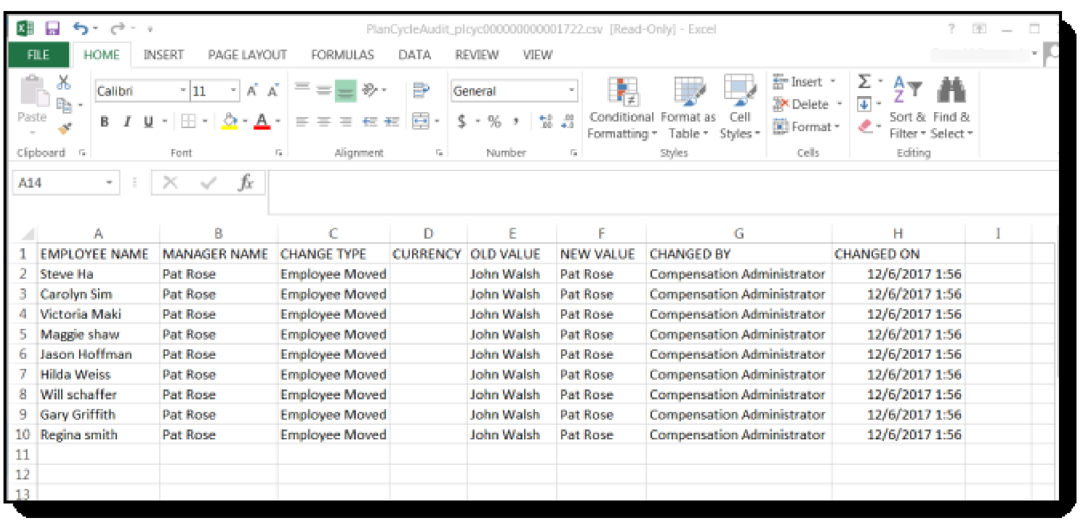


Figure 36: Plan Cycle with Export Audit Log link

The Audit Log CSV file will launch that you can view and download.



EMPLOYEE NAME	MANAGER NAME	CHANGE TYPE	CURRENCY	OLD VALUE	NEW VALUE	CHANGED BY	CHANGED ON
Steve Ha	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Carolyn Sim	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Victoria Maki	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Maggie shaw	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Jason Hoffman	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Hilda Weiss	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Will schaffer	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Gary Griffith	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56
Regina smith	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Administrator	12/6/2017 1:56

Figure 37: Audit Log file

The log file provides the details of the change, who made the changes, the date time of the change and other fields as shown in the above image.

Note:

- Add Employees and Remove Employees actions that were done prior to U40 will not appear in the audit log.
- The audit log does not record the budget amount added (for Add Employees), budget amount removed (for Remove Employees). However, the budget amount transferred (for Move Employees) will show.
- For worksheet edits, the currency column always displays the user's local currency, even if the edited amount was not a currency amount (e.g., if it was a number or a percent).

Use case

Compensation Administrators can now view all post activation changes to a plan cycle and all the worksheet changes from the manager in a single view.

Chapter 4

Ecommerce

Topics:

Assign Learning workflow for external managers and registrars

How did it work?

The external manager could only assign courses (without price) to the external learners but could not assign classes, certifications, curriculum with payment. The manager could also add single or multiple learning to the plans of single or multiple learners.

How does it work now?

The external manager and registrar can now register multiple learners for multiple learning with price, at a time. Managers and registrars can order or assign learning in bulk. The external manager and registrar can perform the following actions in the registration wizard:

- Register single or multiple learners for single or multiple classes.
- Register single or multiple learners for single or multiple certification or curriculum.

The manager/registrar can assign learning to members of their direct team, indirect team, or alternate team.

To assign learning to team members:

1. Click **My Team**.
2. Click **Assign Learning**.

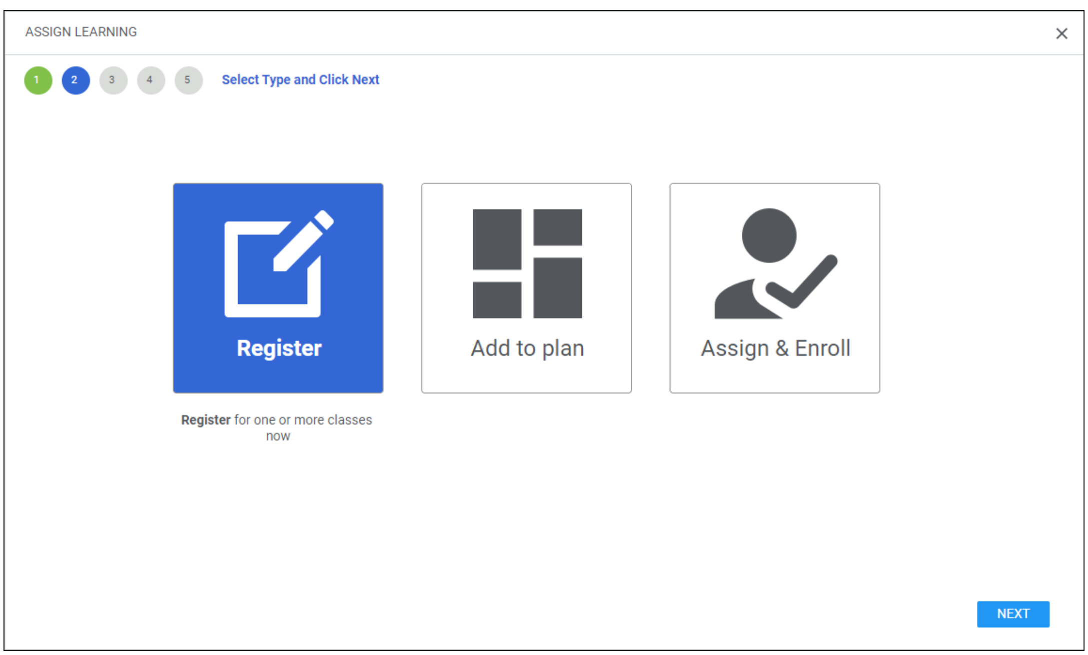


Figure 38: Assign Learning

3. Click **Register** to assign multiple classes to team.
   a. Click **Next**.
   b. Search for the learning in the catalog.
   c. Select a class with price.

d. Click the select icon in the **Action** column for the required learning item. The selected learning items appear in the **Selected Learning** pane. Clicking the **x** icon removes the learning item.
e. Click **Next**.
f. Search for the required team members.
g. Click the select icon in the **Action** column for the required users. The selected users appear in the **Selected People** pane. Clicking the **x** icon removes the user. A class may or may not require approval depending on settings by your administrator. If it requires approval, then Saba Cloud displays an error or a warning message. If there are any errors or warnings for the person, then a **Click to view Warning(s)** link is displayed for the user. Clicking this link opens the **Alerts** popup page that displays the associated errors and warning messages. Clicking the **Continue** button closes the popup and removes the link from the selected learner. Clicking **Cancel**, keeps it as it is.
h. Click **Next**.
i. Confirm the selections and click **Next**.
j. Confirm the payment details and click **Proceed to Payment**. Verify the shipping and billing addresses.
k. Select the required payment type and click **Continue**.
l. Select **Accept Terms & Conditions** and click **Confirm**. The order is placed successfully. You can view the order status and details in **Order History**.

4. Click **Assign & Enroll** to register team for certification or curriculum.

a. Click **Next**.
b. Search for certifications or curriculum in the catalog.
c. Select the date on which you would like to take the certification/curriculum.
d. Click the select icon in the **Action** column for the required item. The selected learning items appear in the **Selected Learning** pane. Clicking the **x** icon removes the learning item.
e. Click **Next**.
f. Search for the required team members.
g. Click the select icon in the **Action** column for the required users. Select **Yes** in the **Mandatory** column for the required users. The selected users appear in the **Selected People** pane. Clicking the **x** icon removes the user. A class may or may not require approval depending on settings by your administrator. If it requires approval, then Saba Cloud displays a warning message. If there are any other errors or warnings for the person, then a **Click to view Warning(s)** link is displayed for the user. Clicking this link opens the **Alerts** popup page that displays the associated errors and warning messages. Clicking the **Continue** button closes the popup and removes the link from the selected learner. Clicking **Cancel**, keeps it as it is.
h. Click **Next**.
i. Confirm the selections and click **Next**.
j. Confirm the payment details and click **Proceed to Payment**. Verify the shipping and billing addresses.
k. Select the required payment type and click **Continue**.
l. Select **Accept Terms & Conditions** and click **Confirm**. The order is placed successfully. You can view the order status and details in **Order History**.

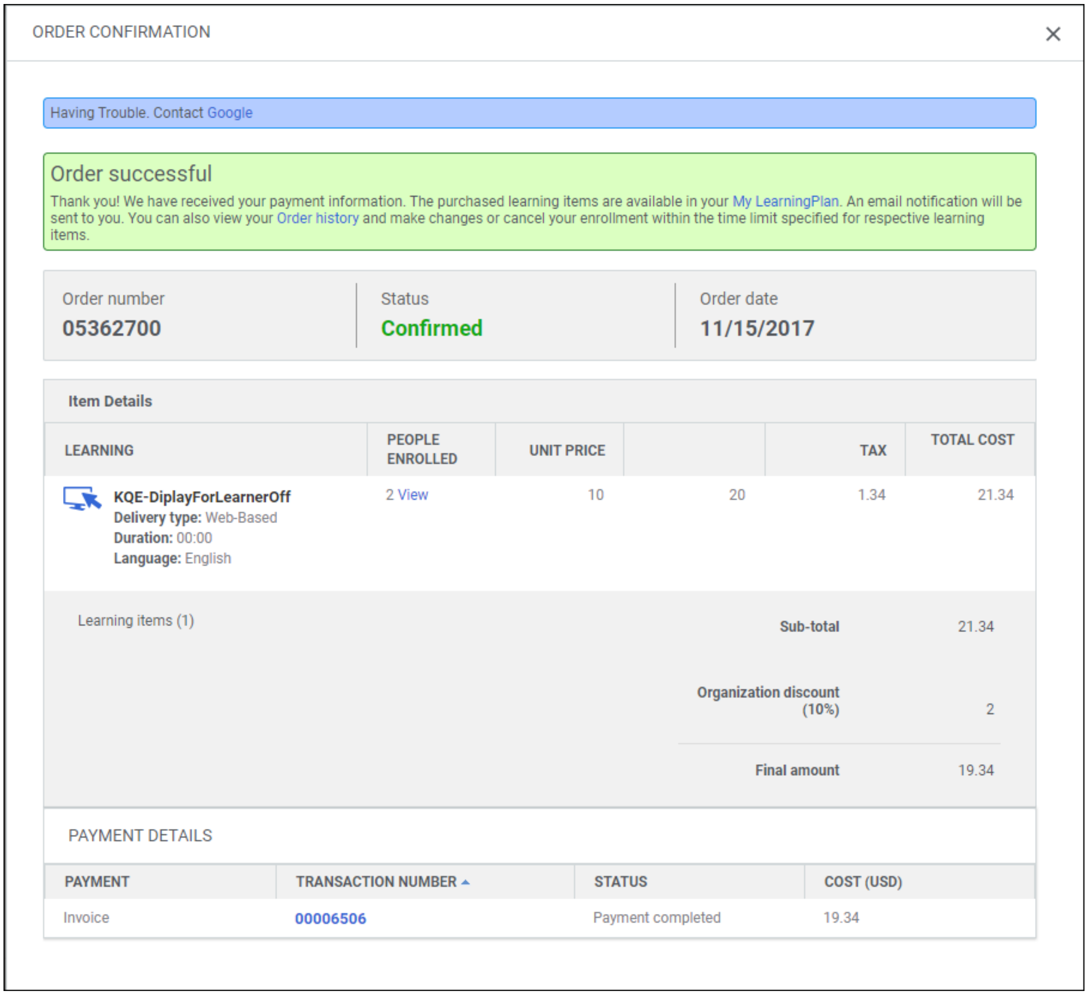


Figure 39: Order confirmation

The same flow is applicable for registrar through **Admin** > **Learning** > **Registrar Desktop** > **New Order**.

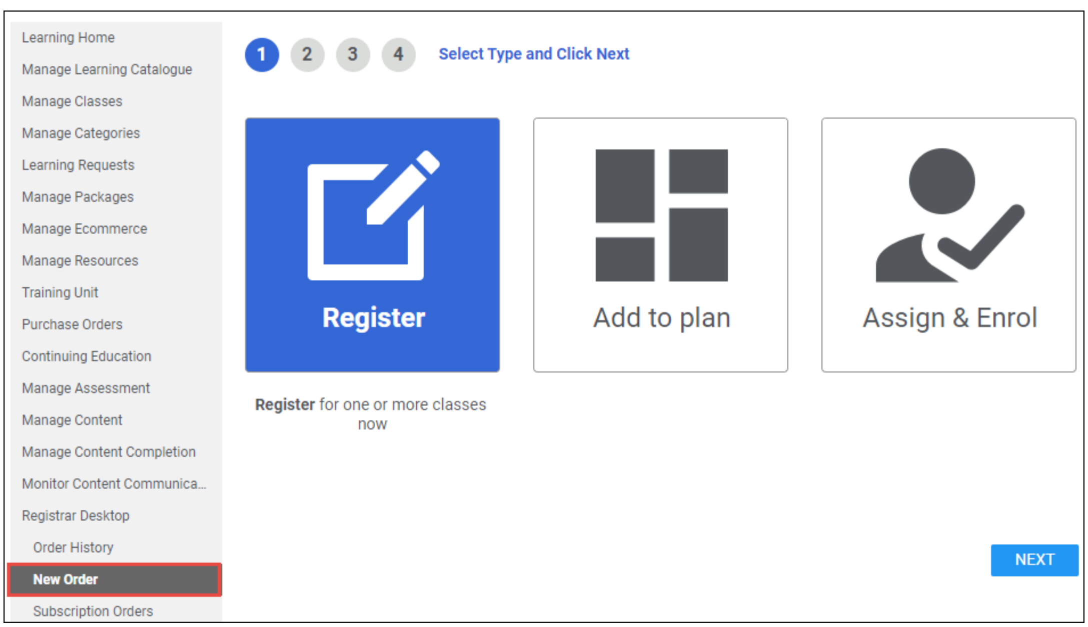


Figure 40: New Order flow for Registrar

Use case

The ecommerce flow of assigning learning is now available for external managers and registrars.

Display all purchasable items in guest catalog

How did it work?

The guest catalog offers only courses and packages for purchase. There was a need to add certifications and curricula as purchasable items in the guest catalog.

How does it work now?

The certifications and curricula are now added in the guest catalog for purchase along with the courses and packages. Two new filters Certification and Curriculum are added under Learning Event Type that allows to search for the respective learning events.

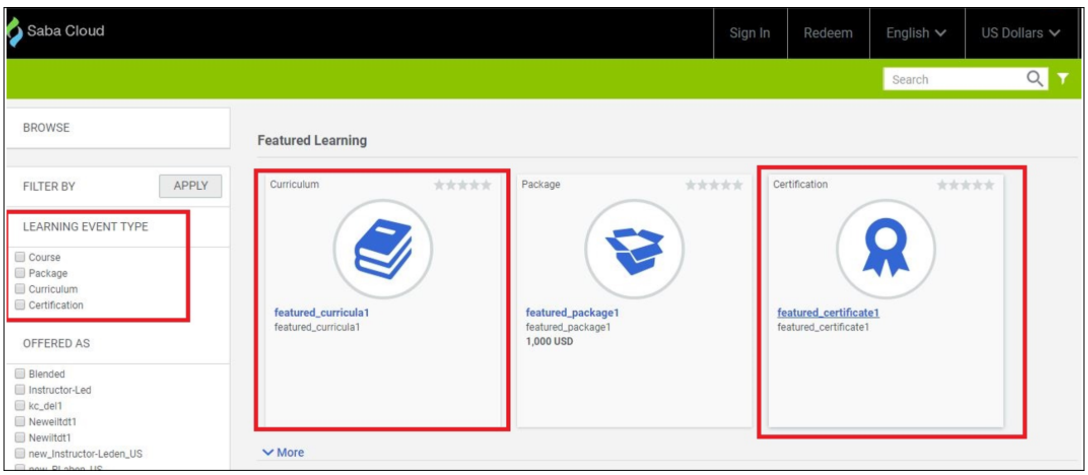


Figure 41: New filters in Guest Catalog

The guest user can use the global search too for searching the desired certification and curricula and on clicking the learning event, **guest** certification/curricula details page appears.

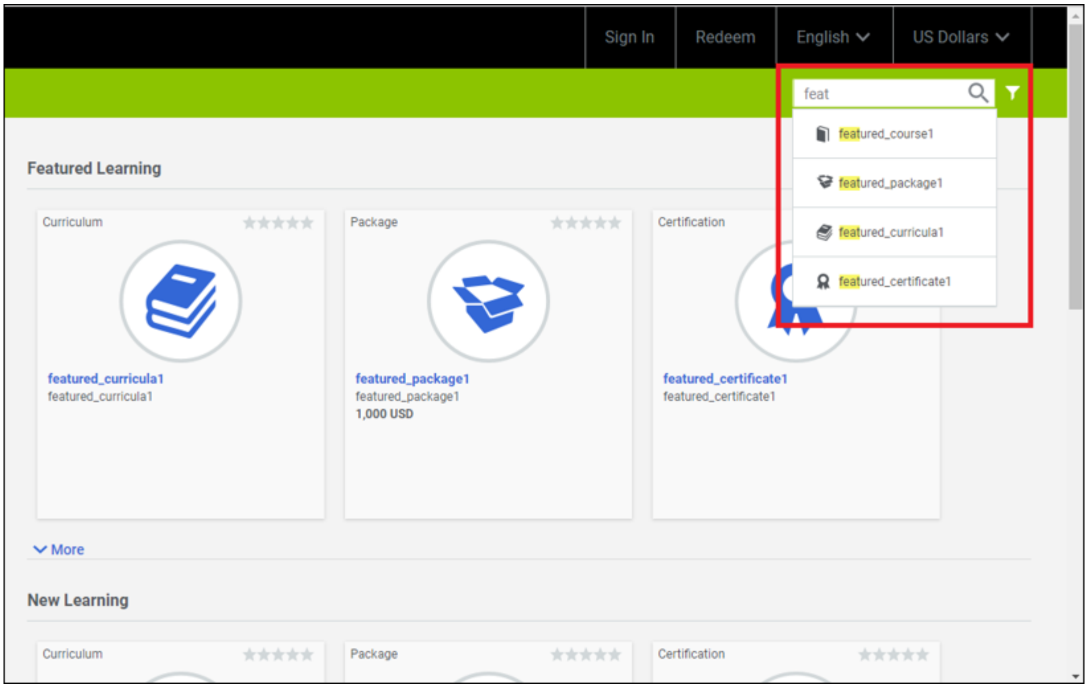


Figure 42: Global search for guest user

On clicking the certification and curricula, the guest user is navigated to the learning event details page. On performing any actions on the certification and curricula, the user is redirected to the Login screen.

Remember: The social specific actions, such as Like, Share, or Bookmark are not available for certification and curriculum.

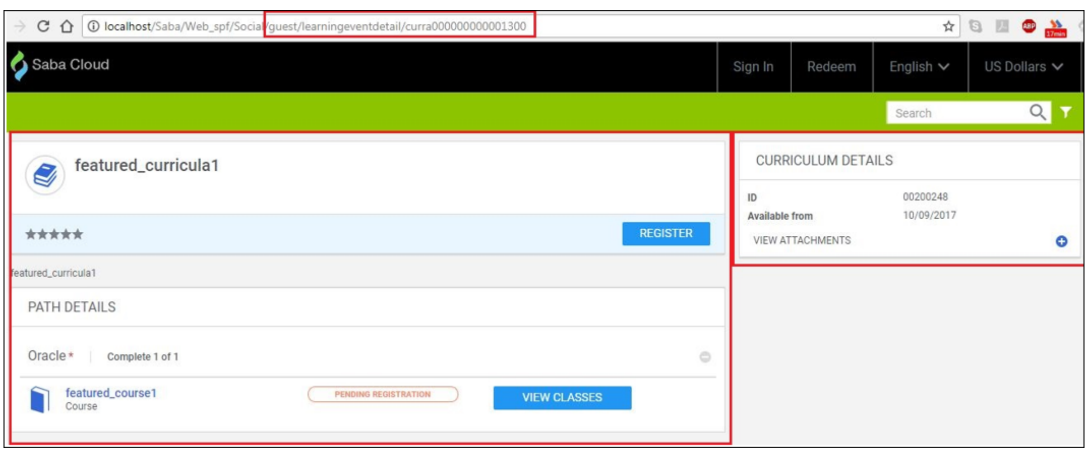


Figure 43: Curricula details for guest user

Use case

This improves the usability of the guest catalog.

Enroll for class via subscription or other payment options

How did it work?

External learner could not pay for a class using any other payment options if the class was part of a subscription that the learner had already subscribed to.

How does it work now?

As an external learner, you can now choose to pay via an existing subscriptions or by other payment options. A new setting **Allow user to choose payment option** has been introduced under **System** > **Configure System** > **Services** > Expand **Ecommerce** > **Subscription** that lets you choose subscription or other payment options.

Note: By default, this setting is disabled. To enable, contact your system administrator.

When this setting is enabled, the learner can choose to pay for the order via the subscription or any other payment options. When this setting is disabled, the learner gets enrolled for the class by default via subscription without navigating to the Checkout page.

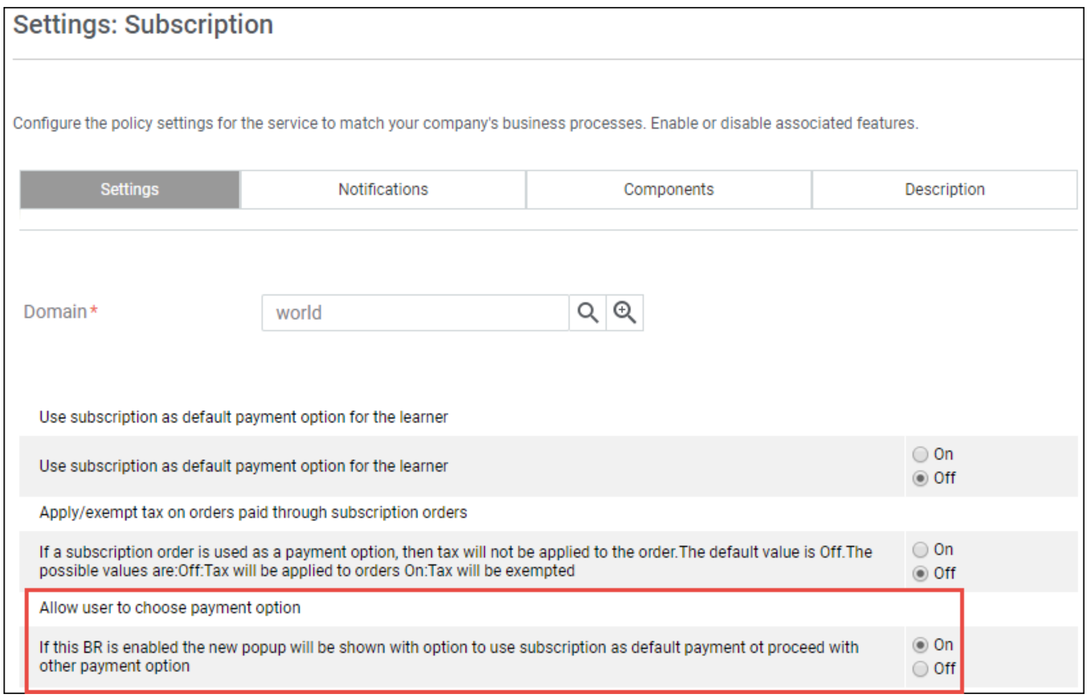


Figure 44: New setting in Subscription

To enroll for the class via other payment options instead of subscription:

1. Search for a course that has classes to be enrolled.
2. Click **Enroll** corresponding to the class. The **Confirm Action** popup opens.

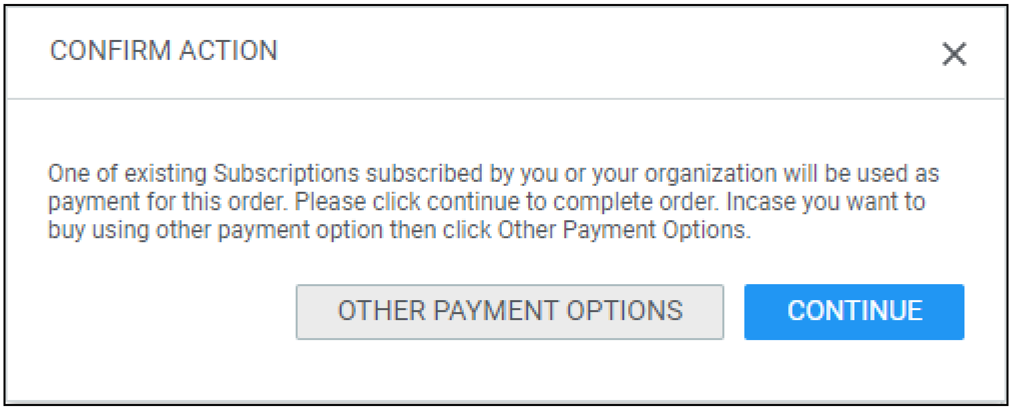


Figure 45: Confirm action to choose payment type

3. Click **Other Payment Options** to pay via other payment options. The **My Order** page opens.

   OR

   Click **Continue** to pay via existing subscriptions.
4. Verify the order details, shipping and billing addresses and click **Proceed to Payment**.
5. Select the desired payment type and click **Continue**.
6. Review and confirm the order by clicking **Confirm**. The order is placed successfully. You can view your orders in **Me** > **Order History**.

Use case

An external learner can now pay via other payment options even if the class is part of a subscription that he/she is already subscribed to.

Support for classes with payments in prescriptive rule

How did it work?

Prior to this update, the prescriptive rule could successfully process only those rules which had classes without payment associated with it. It use to show errors for classes with payments.

How does it work now?

The prescriptive rule now process records successfully which has classes with payment. While adding such classes, the administrator has to specify the mode of payment and its corresponding payment details. The rule will not process record if incorrect payment details are specified. The error details will be shown in the prescriptive rule's processing history and error log.

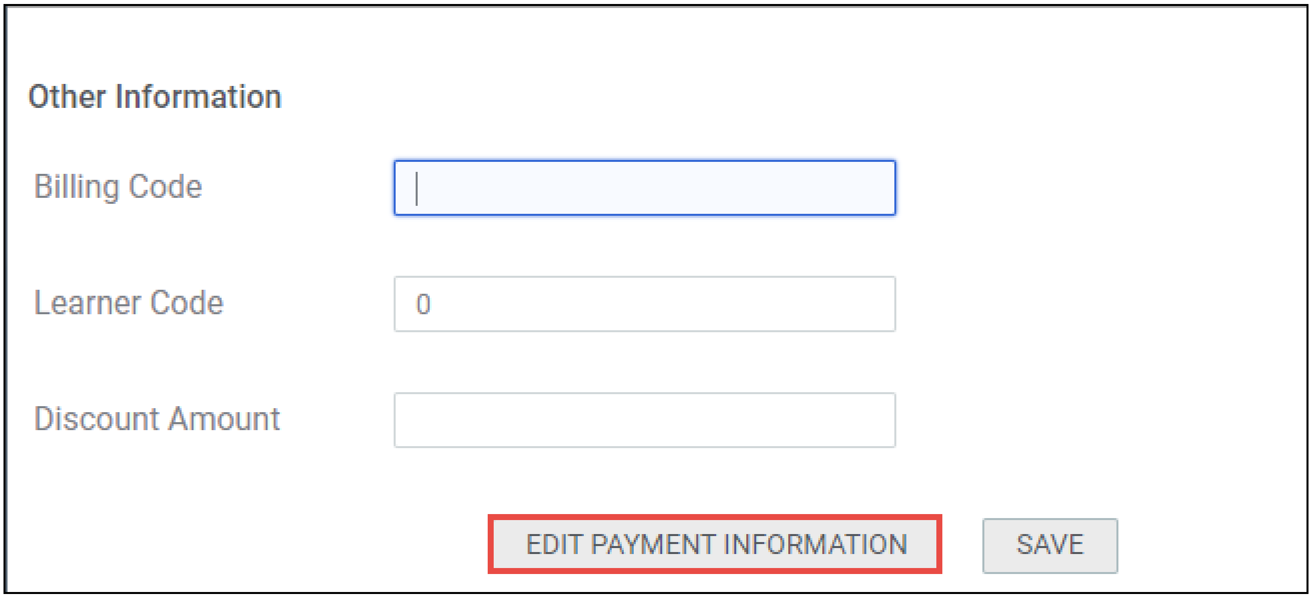


Figure 46: Edit Payment Information after adding a class to PR

The class supports the following payment methods:

- Purchase Order
- Training Unit
- Subscription Order
- Invoice Me
- Pay Later

On selecting the desired payment method, the admin needs to specify its corresponding details such as purchase order number, training unit agreement, and so on. If these details are incorrect, the PR will not process the record and display the error in the Error log/Processing History. The **Use learner as order contact** is by default selected. If you clear this checkbox, specify an order contact for the orders.

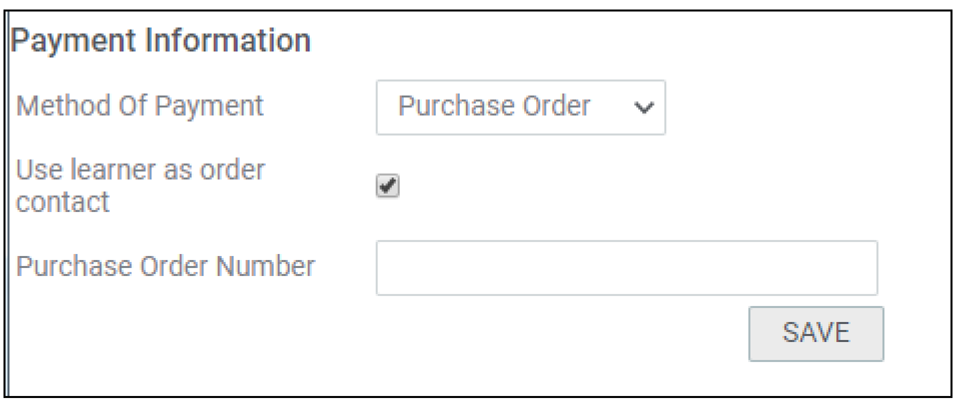


Figure 47: Payment Information

Once the payment details are added and prescriptive rule is processed successfully, the order appears in the learner's order history. If **Pay Later** option is selected, then the order gets created with **Payment Initiated** status and learner will have to add payment details later.

After adding the class with payment details, you can edit the payment information if needed by selecting **Edit Payment Information** from **Actions**.

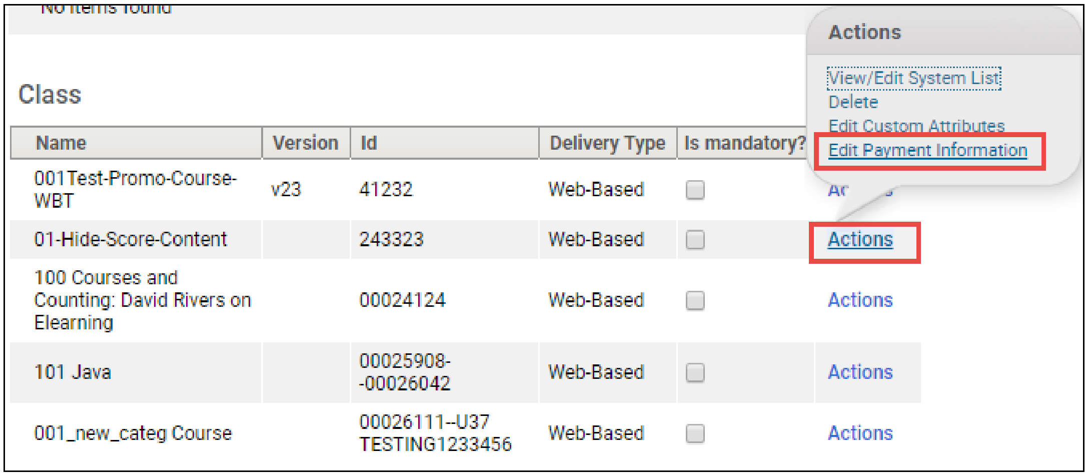


Figure 48: Edit Payment Information

Use case

People administrator can now place orders with payment associated with it.

Chapter 5

Learning

Topics:

- Assessment
- Content
- Learning Activity

Assessment

Increased character limit for topic, subtopic and section names

How did it work?

The topic, subtopic and section names in an assessment supported a maximum of only 240 characters.

How does it work now?

With this update, topic, subtopic and section names in an assessment now support 1000 characters.

The increased character limit is supported in:

- Assessment authoring flow
- Assessment player, and
- Export to PDF

If the character length overflows on the UI, then the name displays an ellipsis (...). The complete text is displayed in a tool tip only when you hover the cursor over the ellipses, for the authoring flow and assessment player. However, the exported PDF displays the complete text.

Note: This change applies to Learning, Recruiting and Pulse areas.

Use case

There is a need to support more characters in topic, subtopic and section names of test assessments so that they can aid in data migration.

Retain question and message styling for assessments

How did it work?

When the **Override Question Style** or the **Override Message Style** checkbox was selected for an assessment and the theme selected was FlexiPlus or Impact, then in addition to overriding the font style in the test by the selected player theme, all HTML styling like bullet points, hyperlinks, and so on in the question or introductory and concluding messages was cleared.

How does it work now?

With this update, even after selecting the **Override Question Style** or the **Override Message Style** checkbox for an assessment and selecting the FlexiPlus or Impact theme, the selected theme styling overrides only the following font styles in the question text or message text:

- font family
- font weight
- font size
- font color

The HTML styling like bullet points, hyperlinks, and so on in the question or introductory and concluding messages is retained as is.

Use case

Assessment player themes must retain certain styling elements defined in the questions or messages so that the assessments are presentable.

Support to import surveys, survey questions and scales

How did it work?

Assessment administrators could import tests and test questions from systems outside of Saba Cloud into Saba Cloud using the **Assessment Migration** feature.

How does it work now?

With this updates, Saba Cloud also supports import of the following from systems outside of Saba Cloud into Saba Cloud using the **Assessment Migration** feature:

- Surveys
- Survey questions, and
- Scales

In addition to tests and test questions, the data file for import now supports surveys, survey questions, and scales.

All migrated scales are added to the list of scales on the **Manage Scales** page.

To support the additional import, the **Assessment Migration** interface now supports the following additional fields under "Destination Folders":

Table 13: Destination Folders

Field	Description	Required?
Optional survey content folder	Select the destination survey content folder where the imported survey content will be stored. If you select a folder, then the import creates sub-folders for surveys under the selected folder. If no folder is selected, then the import creates sub-folders for surveys under the folder selected in "Content folder".	No
Optional survey question folder	Select the destination survey question folder where the imported survey questions will be stored. If you select a folder, then the import creates sub-folders for survey questions under the selected folder. If no folder is selected, then the import creates a folder named "Migrated Survey Question Pool" and creates sub-folders for survey questions under this folder.	No

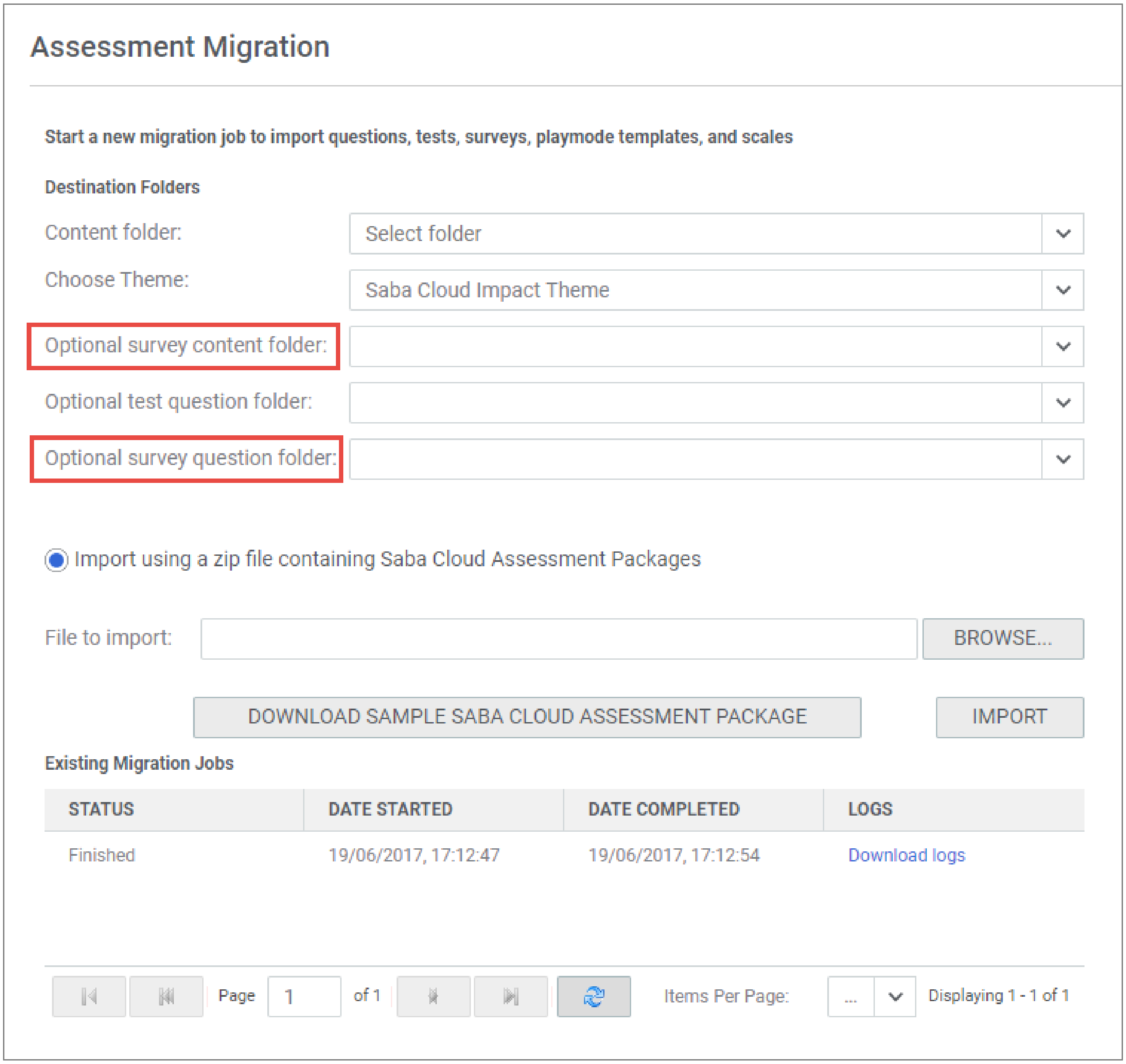


Figure 49: Assessment Migration

Use case

There is a need to support migration of surveys, survey questions and scales from systems outside of Saba Cloud into Saba Cloud.

Display user feedback after each test question

How did it work?

Learners could see feedback for a test question only after the overall submission of a test.

How does it work now?

With this update, Saba Cloud provides the ability for learners to view question-level feedback immediately after a question is attempted by the learner.

To provide this ability, assessment administrators must configure the following new test property:

- **Allow Immediate Feedback**

  If this property is enabled, then learners can immediately see feedback after responding to a question. This property is applicable to all question types.

  It is disabled by default.

If this property is enabled, then:

- Navigation is disabled in the test
- Multiple questions per page are not allowed

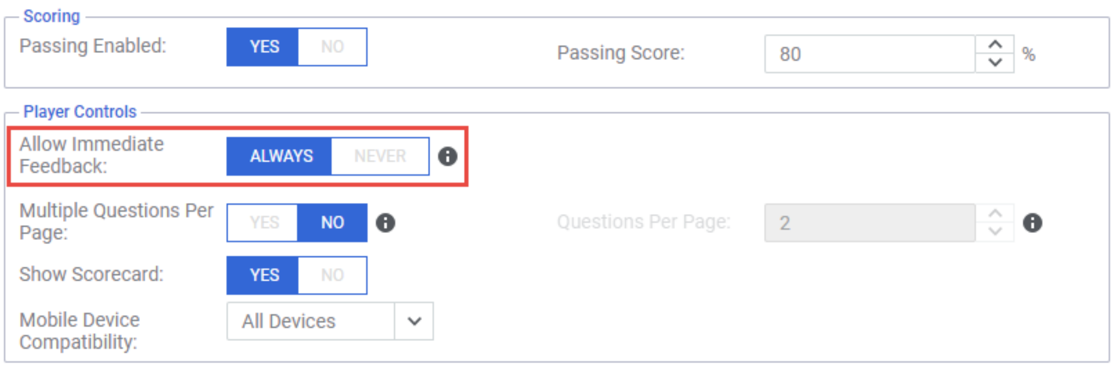


Figure 50: New test property

Note: Currently, this enhancement is available only for Learning and Recruiting tests.

Use case

There is a need to display question-level feedback immediately after a question attempt for better assessment experience.

Set strict time limit for tests

How did it work?

Users taking a time-based test were able to exit it as many times as they wanted without submitting it, and then resumed the test with the time left when they had paused. This allowed them the opportunity to review question after question, and resume as soon as they had the answer.

How does it work now?

This update introduces the following new test property that allows assessment administrators to set a strict time limit for tests:

- **Strict Time Limit**

  If set to *Yes*, then Saba Cloud sets a strict time limit in which users must attempt the test assessment. Beyond this time limit, the test becomes unavailable for attempt. This time limit is calculated from the start of the test. To prevent cheating on the time allowed to complete a test, this time limit is strictly enforced on the test irrespective of:

  - Any suspend and resume actions by users
  - Any abrupt browser closure or loss of connectivity

By default, this property is set to *No*, which indicates that test does not have a strict time limit.

To set the strict time limit for a test:

1. Edit a test.
2. Click the **Test Properties** tab.
3. In the **Time Limit** section, select **Test** option for **Time Limit for** property.
4. Click **Yes** for **Strict Time Limit** property.
5. In the **Time Allowed** field, specify the time in min:sec in which the test must be attempted.
6. In the **Timeout Warning** field, specify the time in min:sec when a timeout warning is displayed to users before the end of the test.

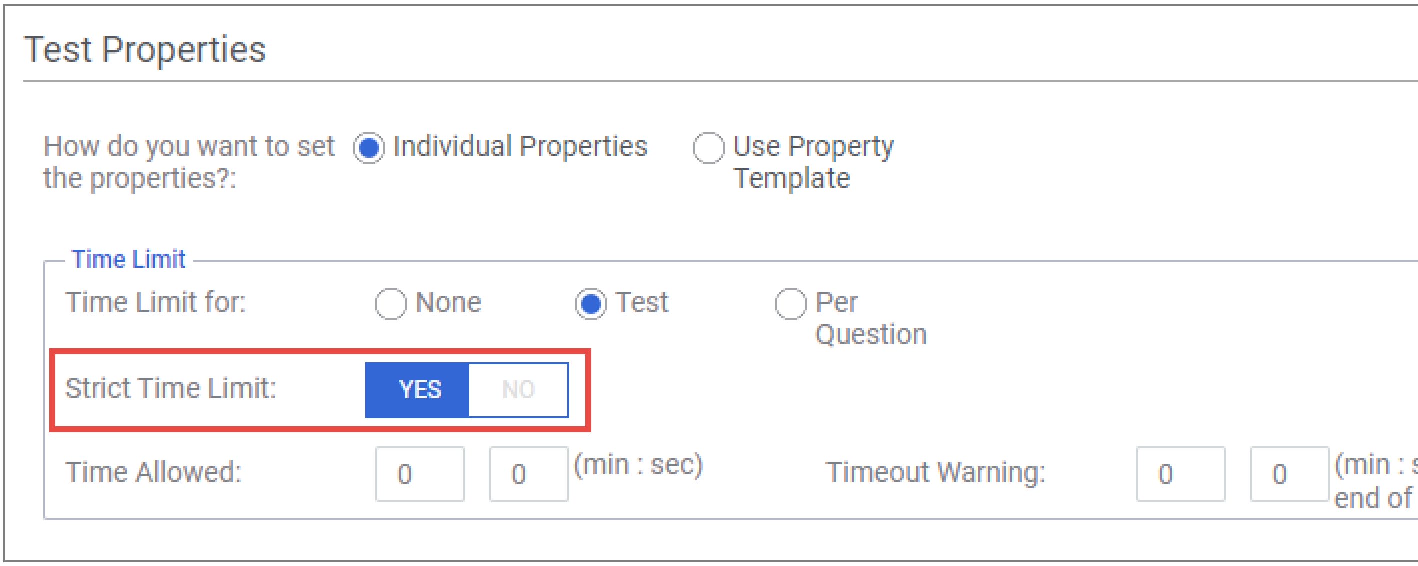


Figure 51: New test property

Use case

The suspend/resume feature in tests should not allow users to cheat in time-based tests. So, there is a need to set a strict time limit for such tests.

View original media in questions

How did it work?

When assessment questions contained large sized media such as videos and images, Saba Cloud resized them to a smaller predefined size to accommodate them in the question container. The maximum size of this media container was also restricted to the available size of the Assessment Player. If the media contained certain important things required for answering a question, but the size was too small to view the details, then users had no option to view the media in its original dimensions.

How does it work now?

With this update, all inline media such as images and videos in assessment questions can now be viewed by users in their original dimensions. The inline media is now hyperlinked so that clicking the hyperlink opens a popup window in which the media is loaded in its original dimensions.

Videos such as MP4 and WEBM, which can be played inline by the browser, can now be played in their original dimensions in the popup window.

If the supported media dimensions are larger than the device such as laptop or desktop where you are viewing them, then the resulting popup window contains scrollbars for the user to scroll through the complete media.

Use case

The original media in questions needs to be available to learners if the media contains critical details required to answer the question.

Enhancements to assessment player branding

How did it work?

The Welcome and other system-defined status messages appeared in gray color by default in the Assessment Player. When branding themes were modified with black, gray or dark background images or colors, these system messages were barely visible. Saba Cloud did not allow these message colors to be customized.

How does it work now?

This update enhances the assessment player branding so that the **Branding** section properties now apply to "Welcome" and other system-defined status messages as well as configurable messages so that administrators can customize these messages and adjust their visibility with respect to the background image or color used in the player:

The **Branding** section font properties such as font type, weight and size apply only to the following sections of the player:

- Footer text
- Configurable text in **Messages** sections, namely:
  - Introductory Message
  - Concluding Message
  - At or Above Passing Score Message
  - Below Passing Score Message

The **Branding** section color property applies only to system-defined messages in the following sections of the player:

- Introduction
  - Welcome
  - No of Questions
  - Passing Score
  - Time Limit
- Questions
  - Feedback Title
  - Comment Title
  - Hint Text
  - Essay Question – Answer Field counter
- Summary
  - You have reached the end of the test.
  - You have answered all questions.
- Scorecard
  - Thank you for taking the test.
  - Test score
  - Test status – Fail/Pass

- Duration
- Scorecard Title – Topic Results

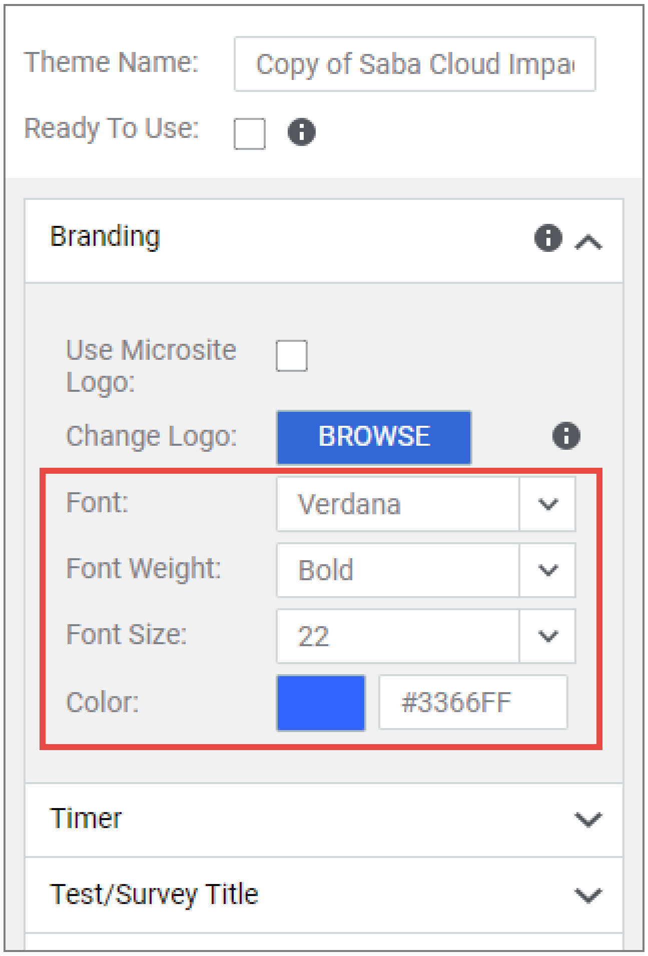


Figure 52: Branding section

Use case

The question and message styling must be customizable so that their visibility is retained irrespective of the background image or color used in the player.

Content

Consider content attempts on clicking TOC link

How did it work?

When the content player had TOC enabled, learners could take the content more than the allowed number of attempts by clicking the TOC link in the content player.

How does it work now?

With this update, when learners launch the content by clicking the TOC in the content player, Saba Cloud considers a TOC click as a launch attempt by the learner on that content. This restricts learners to make only permitted number of attempts on content.

This behavior is controlled by the following new site-level property for Content:

- **Sync Learner Attempts via TOC**

  When the property is set to "true", the content TOC click is counted as a launch attempt.

  When set to "false", the TOC click is not counted as a launch attempt.

  The default value is "false".

This configuration and associated behavior is applicable to all content formats, except Multi-SCORM.

Use case

Learners should be allowed to complete their courses successfully only if they successfully attempt the course content.

Display visual indicators for mobile-compatible content

How did it work?

Saba Cloud content has a field called Mobile-device compatibility, which helps users who are on a mobile device to determine if a content is viewable on their mobile. However, this field was not displayed to learners when they are on Saba Cloud Web interface.

How does it work now?

With this update, the Saba Cloud Web interface now indicates learners if content in a class is compatible with mobile devices by displaying appropriate icons and cursor tool tips.

- For Android-compatible content, an Android icon is displayed.
- For iOS-compatible content, an Apple icon is displayed.
- For Android and iOS-compatible content, both Android and Apple icons are displayed.
- For content that is not mobile compatible, no icons are displayed.

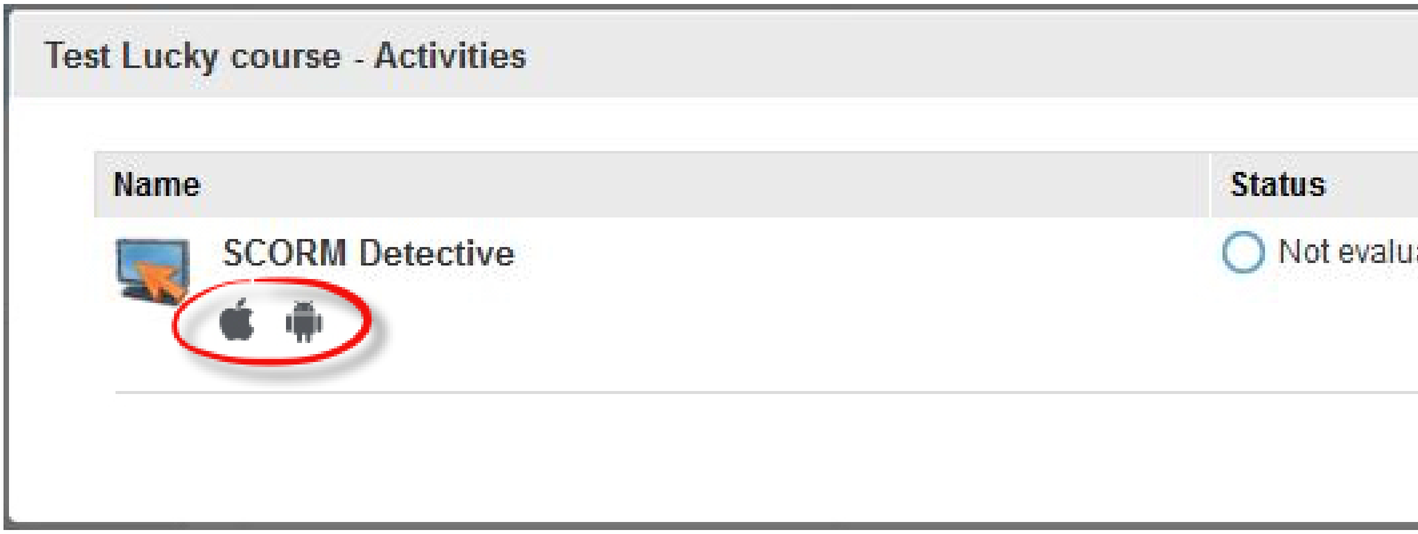


Figure 53: Icons for indicating mobile-compatible content

Hovering the cursor over an icon further displays more information in the form of a tool tip. For example, if a content is compatible with all Android devices, then the tool tip displays "All Android device compatible". Similarly, if a content is compatible with iPhone and iPad devices only, then the tool tip displays "iPhone and iPad compatible".

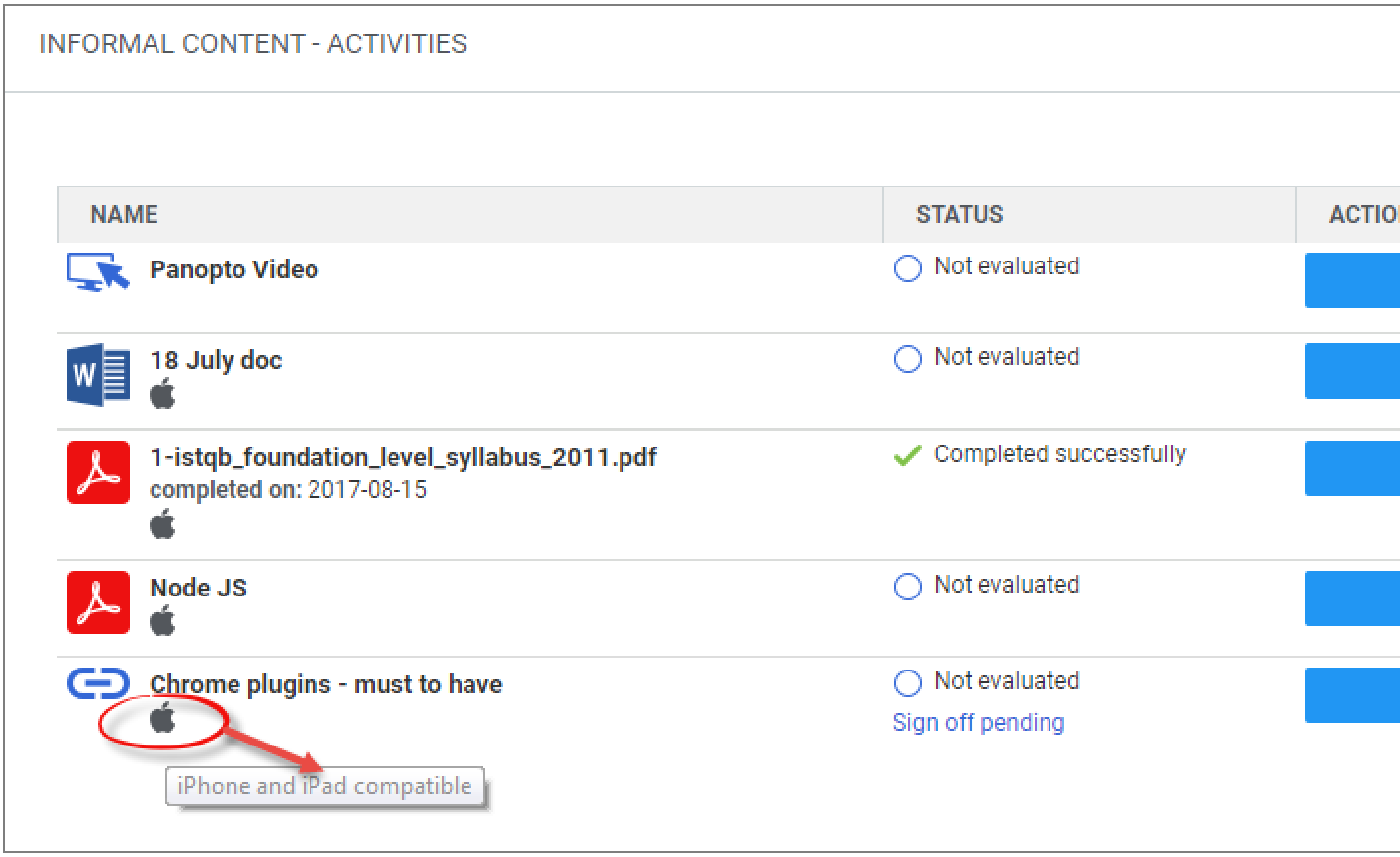


Figure 54: Tooltip for indicating mobile-compatible content

Use case

Learners using the Saba Cloud Web interface need to easily identify the content they can consume on their mobile devices.

Restrict forward and backward slashes in content manifest

How did it work?

When content is imported from the Saba Cloud UI to the content repository and if the content manifest file contained forward (/) or backward (\) slash characters, the content import failed without indicating the reason of failure.

How does it work now?

With this update, Saba Cloud handles the use of forward (/) or backward (\) slash characters in the content manifest file such that their use is restricted to avoid content import failure. If a forward (/) or backward (\) slash is used during content import from the UI, then the import fails with the following error message:

"Invalid manifest XML. Forward or backward slash in the identifier is not permitted."

This restriction is applicable **only to** content of type:

- SCORM

- Deployed SCORM

This change does not affect bulk data import of content.

Use case

Every time a course does not launch in Saba Cloud, administrators need to spend time to figure out why it is does not launch. Therefore, there is a need to identify any content failures at the time of import itself.

IE compatibility mode for content player template

How did it work?

Saba Cloud Content Player served content with default IE Edge compatibility.

How does it work now?

With this update, Saba Cloud introduces the following field in the content player template:

- **IE Compatibility Mode for SCORM Contents**

  Selecting a value in this field sets the IE compatibility of the Content Player to the required IE version. The values available for selection are:

  - Internet Explorer 9
  - Internet Explorer 10
  - Internet Explorer 11
  - Internet Explorer Edge

  If a value is not selected for this field, then IE compatibility mode for the template is set to "Internet Explorer Edge" by default.

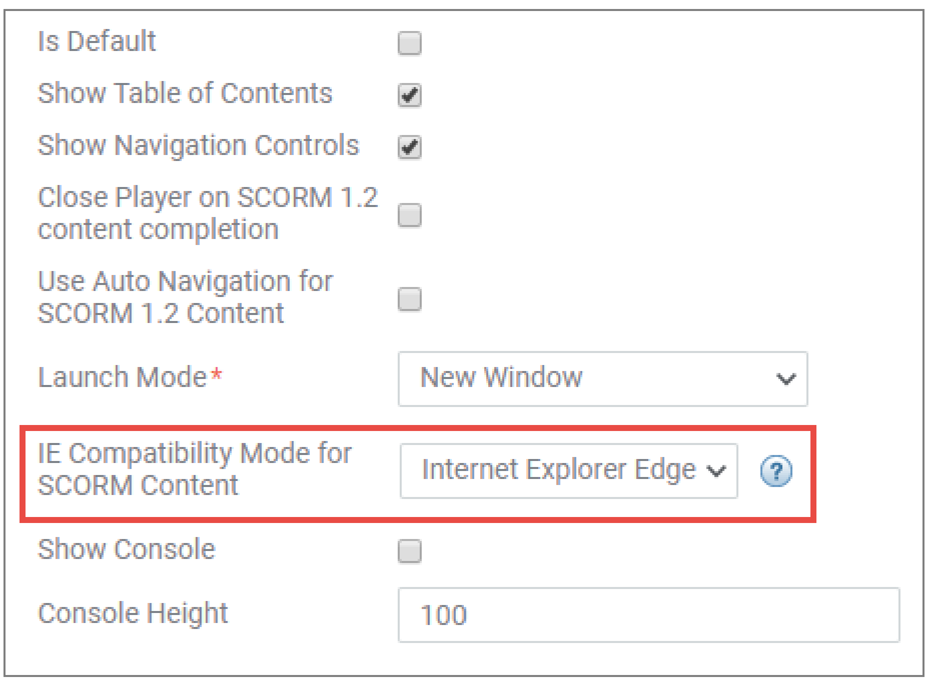


Figure 55: New property in player template

This field is displayed only if the **Launch Mode** in the player template is set to "New Window". For all other modes, this field is not displayed.

This field is applicable **only to** content player serving content of type:

- SCORM
- Deployed SCORM
- Panopto SCORM

Attention: For this property to reflect in Deployed SCORM content, RCS version 1.6 files are mandatory to be deployed on your content server. If you use Content Compatibility with RCS version 1.5.1 or earlier, then it results in an error and the content does not launch.

The **IE Compatibility Mode for SCORM Contents** field is not available for the following assessment player templates:

- Assessment Player Template
- Pulse Custom Survey Template
- Recruiting Assessment Player Template

Use case

Many organizations use an older IE browser versions for supported SCORM contents. However, Saba Cloud supports the latest version of IE, that is, Edge. So, the Saba Cloud content player template needs to include an IE compatibility setting to support content that is not compatible with IE Edge browser.

Content player template enhancement

How did it work?

Prior to this update, there was no option to open a content player window in a maximized size by default.

How does it work now?

This update enhances the content player template by introducing the following new field to control the content player size.

Table 14: New content player template property

Field Name	Description	Required?
Launch Size	Select the window size for the player template. You can select form: • **Normal** - If selected, then the player's height and width can be customized. • **Maximized** - If selected, then the player launches in full screen and the height and width settings are not considered.	Yes

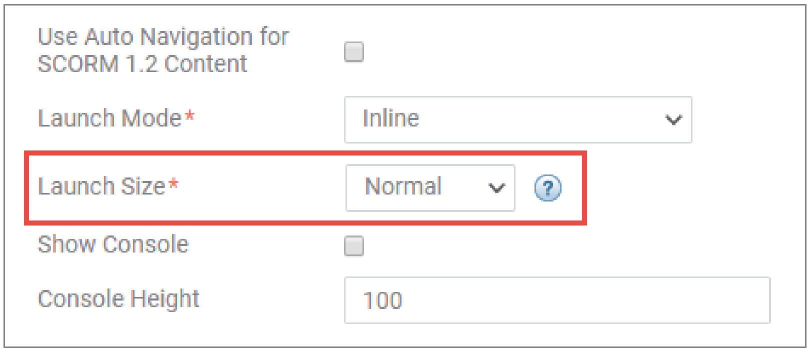


Figure 56: New content player template property

To edit this field for a template, click **Admin** > **Learning** > **Manage Content** > **Content Player**, search for the player template and edit it > **Template Details** tab.

Use case

There is a need to control the size of the content player window.

Export content

How did it work?

There was no option for content administrators to download content that was originally uploaded to Saba Cloud.

How does it work now?

This update provides the ability for content administrators to download content that was originally uploaded to Saba Cloud for the following content formats:

- IMS Package
- SCORM Package
- Tin Can
- Zip File

Note: Export of AICC content is already supported.

Prerequisites:

The content export feature is enabled only if the system administrator has enabled the following new site property for **Content**:

- **Enable content export**

  If set to "true", then the content export feature is enabled. If "false", then it is disabled.

  The default value is "true".

To download content:

1. Navigate to **Admin** > **Learning** > **Manage Content** > **Content Library**.
2. Browse or search for the required content.
3. Click the content name link to edit it. The **Content Inventory Details** page for the content appears.
4. Click the **Export** button. Saba Cloud prompts you to save the content ZIP file.
5. Save the file to a desired location. The download may take time depending on the size of uploaded content.

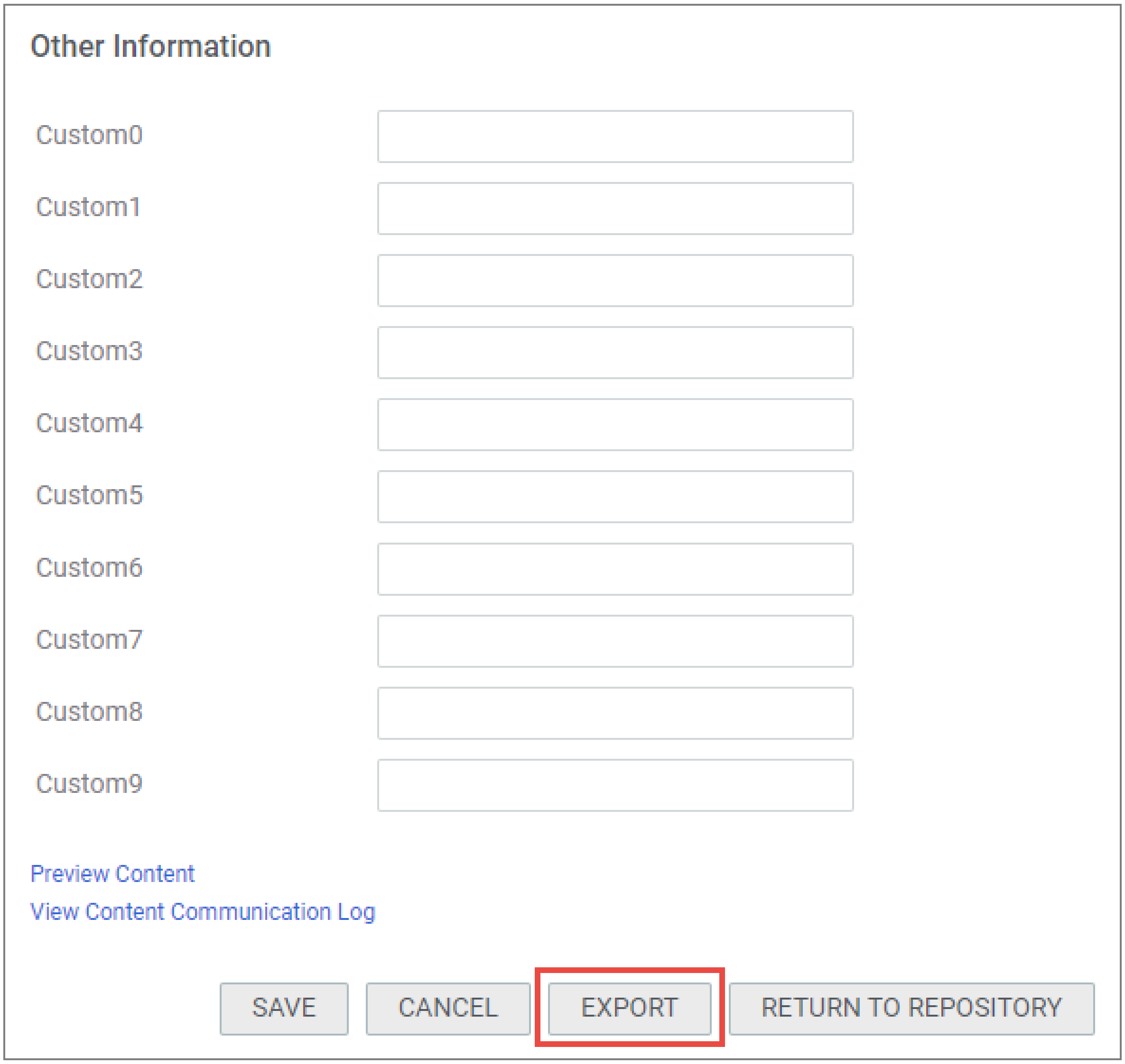


Figure 57: Export content

Note:

- Export is allowed for content in all statuses, except *Purged* and *On Hold*.
- Export is not available for content sourced from OpenSesame.

Use case

Content administrators frequently make small changes to existing content before uploading it to Saba. Since content is often developed by third-party vendors, it is difficult to access the original version of content that is uploaded to Saba Cloud. Organizations are expected to keep a live backup of the content they uploaded to Saba Cloud, for any future edits. However, this is not always feasible and so there is a need to have an ability to download the original content from Saba Cloud.

Detect and Fix Tool enhancement

How did it work?

Prior to this update, only previous day's records were scanned and fixed by the Detect and Fix Tool. The detect process worked on all data, except the current day, which resulted in the class completion date being pushed out by a day,

How does it work now?

With this update, the Detect and Fix Tool scans and fixes all data, including the current day data, so that the class completion date occurs on the same day.

Use case

The Detect and Fix Tool needs to scan and fix all records for better environment stability.

Scan and identify formal content as Microlearning content

How did it work?

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

How does it work now?

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

To enable this feature, the **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 the following formal content and identifies the content as Microlearning content:

Table 15: Supported flows and content type

Functional Area	Content Type
Production repository	"File" type content such as video, PDF, Word, and so on is marked as Microlearning content based on the content's Microlearning criteria. **Note:** There is no change in the behavior for SCORM, AICC, and TINCAN content types.
Course genie	"File" type content such as video, PDF, Word, and so on, which is uploaded from the course genie flow is marked as Microlearning content based on the content's Microlearning criteria.

Saba Cloud scans the following formal resource formats to determine Microlearning content:

Table 16: Supported Resource Formats

Resource Type	File Format	Microlearning if (default values)
Document	".docx", ".doc", ".ppt", ".pptx"	The word count in file is less than or equal to 2000 words.

Resource Type	File Format	Microlearning if (default values)
PDF	".pdf"	The PDF file has less than or equal to 10 pages.
Text file	".txt"	The text file size is less than or equal to 15360 bytes.
Video/Audio	"mp3", ".ogg", ".m4a", ".3gp", ".ra", ".mp4", ".mpeg", ".mov", ".webm", ".flv", ".m4v", ".wmv", ".avi"	The audio/video file duration is less than or equal to 10 minutes.

New formal content from the above-noted areas is scanned and internally marked as Microlearning content at runtime, when it is being uploaded to Saba Cloud by users.

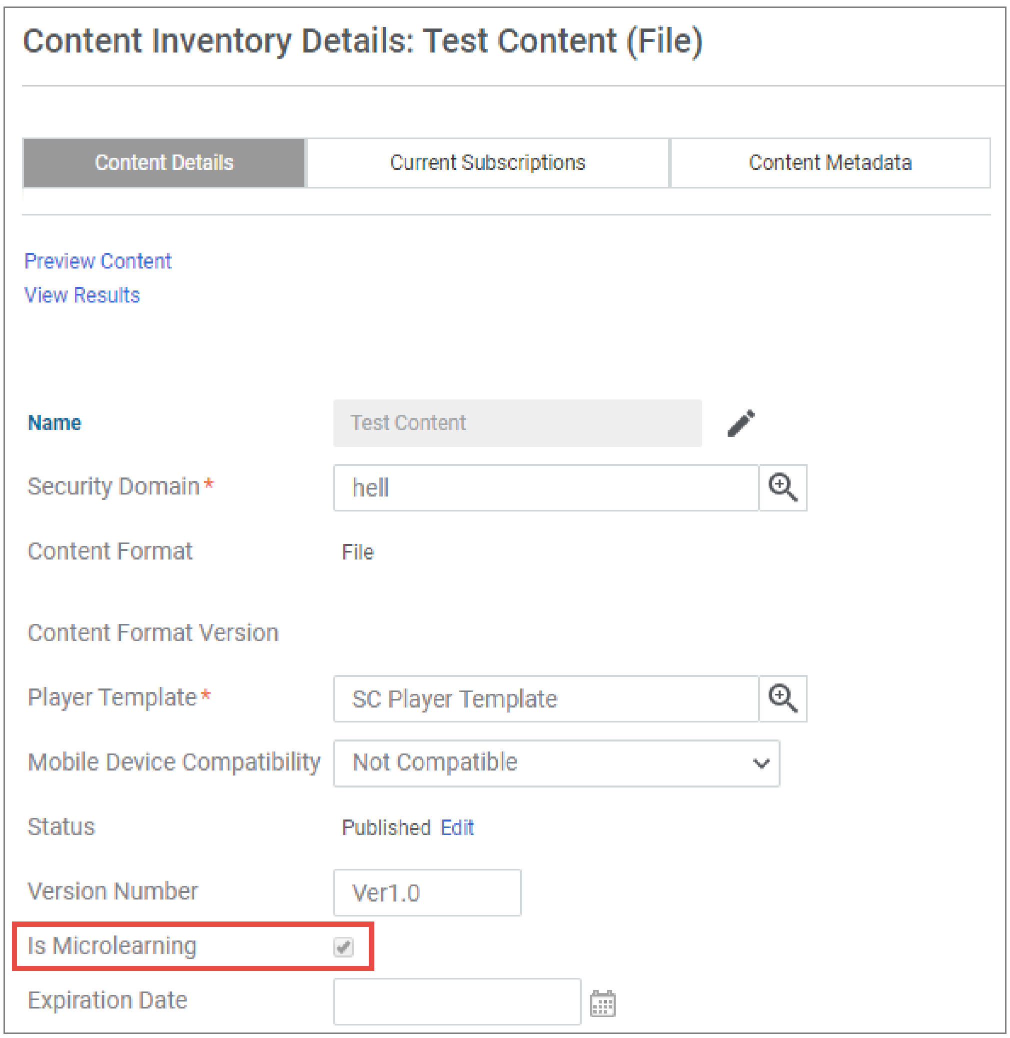


Figure 58: Microlearning content

Whereas, for existing formal content that is already uploaded to Saba Cloud, currently only Saba Cloud "admin" users have the capability to scan and view details of existing "File" type content such as video, PDF, Word, and so on. For details, contact Saba support.

Use case

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

Learning Activity

Auto-completion of registrations pending approval

How did it work?

Saba Cloud did not automatically complete registrations pending manager approval if they were confirmed after the number of days specified in the auto-completion policy.

How does it work now?

With this update, Saba Cloud now supports auto-completion of registrations pending manager approval even if they were confirmed after the number of days specified in the auto-completion policy.

This is achieved by enhancing the **Automatic Completion** notification event under **Orders** service. This notification event periodically marks the completion status of learner registrations. When this notification runs, all learner registrations that are confirmed are automatically marked complete. Additionally, when this notification runs, it now looks for registrations that are supposed to be auto-completed up to 14 days back. If it finds any registrations that are confirmed in this period of 14 days, it automatically marks them complete as well.

Change in behavior for WBT classes

Registrations of WBT classes are auto-completed based on their confirmation date, and not their creation date.

Confirmed registrations for WBT classes are auto completed *x* days after the confirmation date, where *x* is the number of days set on system/class-level completion policy.

For example, if 4 days are specified in the completion policy and a registration is created in the Pending Approval state on 10th August but confirmed on 15th August, then it is auto-completed 4 days after the confirmation date; that is on 19th August.

Note: For ILT classes, there is no change in the existing behavior. Registrations of ILT classes are auto-completed based on their class end date.

Use case

Registrations of classes pending approval and confirmed later also need to be considered for automatic completion.

Removing recurring course/certification from learner's plan when source is removed

How did it work?

When a recurring course or certification was in the re-acquisition period and if the learner no longer met the criteria requiring them to take the course, the assignment/reassignment still remained on the learner's plan along with any registrations with their due date, while the source of assignment was removed.

How does it work now?

With this update, when recurring courses or certifications are in the re-acquisition period and if their last source of assignment is removed, then they now move from the *Recertification Needed* state to the *Acquired* state. Their due date is also cleared and they move to the completed view of learner's plan.

Note: In case of a passive source deactivation, for example, if a prescriptive rule moves to the closed state or if a learner, who is a source, is terminated, the status change does not occur. This is so because these sources are still shown as a source on the recurring course or certification details page. So, till these sources are explicitly removed, no status change happens.

On status change, a new status audit entry is created indicating the change.

This change does not trigger the corresponding certification or recurring course acquired notification.

Use case

Learners do not need to take learning that is not intended and required for them, and thereby avoid loss of time and money.

Roster sign-in sheet enhancements

How did it work?

The roster sign-in sheet could be customized to include certain fields; however, some required fields were not available for customization.

How does it work now?

With this update, Saba Cloud enhances the roster sign-in sheet such that the certain fields have been added, removed or updated from the configuration page to suit instructor requirements.

Table 17: Roster sign-in sheet: New fields

Field	Description	Show (Default value)
Job Type	Person's job type	Disabled
Email ID	Person's email ID	Disabled
Phone Number	Person's work phone number	Disabled

Table 18: Roster sign-in sheet: Updated fields

Field	Old Value	New Value
Location	Class location	Person location

Note: The Class location is now displayed in the header of the Roster Sign-in Sheet.

Roster sign-in sheet: Removed fields

The following field is removed:

- Job Role

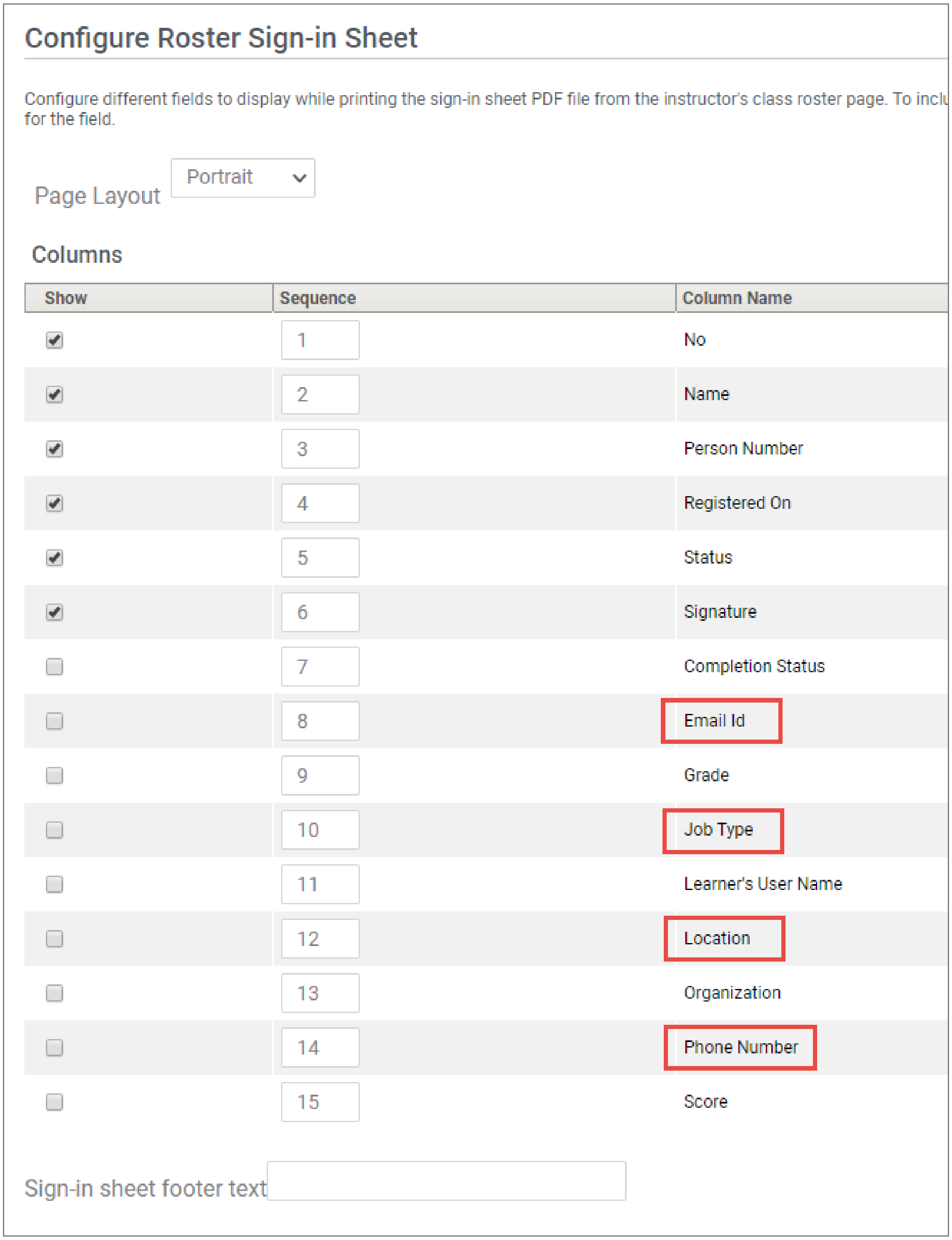


Figure 59: Roster sign-in sheet

Use case

Roster is a representation of an organization's brand and image. The data displayed on the roster needs to be useful as well.

Enhanced filters on Completed Learning page

How did it work?

The **Completed Learning** page allowed learners to filter their completed learning events only by completion date and completion status of events. There was no ability to search for learning events by event name, type and other such filters.

How does it work now?

This update enhances the ability of learners to easily search for their completed learning events on the **Completed Learning** page by adding the following new search filters:

Table 19: Search filters

Field Name	Field Description
Learning Event Name	Specify the required event name keyword in this text field.
Learning Event Type	Select the type of event from the dropdown list. You can select from: • All • Certification • Curriculum • Course
Status	Select one or more statuses from this multi-select dropdown list. The status value depends on the selected learning event type. If you select *Course*, then the dropdown displays: • Successful • Unsuccessful If you select *Certification*/*Curriculum*, then the dropdown displays: • Acquired If you select *All*, then the dropdown displays: • Completed By default, the **Learning Event Type** is set to *All* and the **Status** dropdown displays *Completed* status.
Source	Select the source of assignment for the event from the dropdown list. You can select from: • Job • Role • Manager • Self • System • Person • Group
To-Do List	Select the To-Do list to which an event belongs from the dropdown list.

Field Name	Field Description
Date	Specify a date range for the search results. You can select from: • Past month • Past 3 months • Past 6 months • Past 12 months • All • Date range, where you need to specify From and To dates
Course ID	Specify a course ID in this text field. **Note:** This field is available only if the selected learning event type is "Course".
Show recurring only	Select this checkbox to display only recurring course in the search results. **Note:** This field is available only if the selected learning event type is "Course".

To access the search filter, click **Me** > **Completed Learning** and click the **Filters** button.

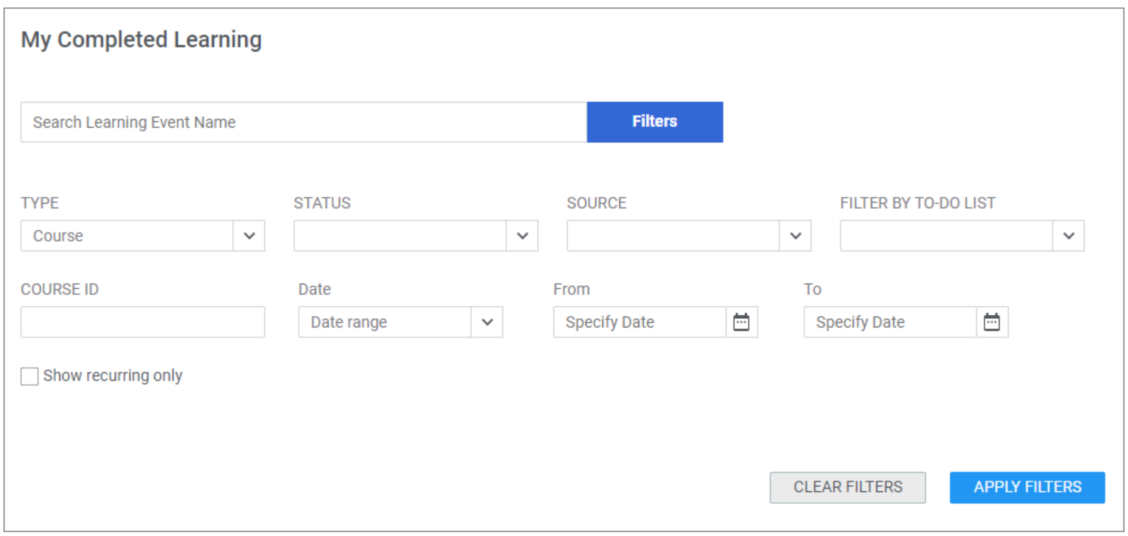


Figure 60: Enhanced filters

Additional Changes

In addition to the new search filters, this update makes the following changes to the **Completed Learning** page:

- The sorting action on **Progress** column is changed from "sort by status" to "sort by completed on date". By default, the results are sorted in descending order.
- Displays the learning event ID below the event name in the results.
- Displays the source of assignment for the event in the results.
- Displays an icon indicating a mandatory learning event.

Use case

There is a need to improve the user experience when searching for a completed course to review material or manage data.

Additional filters on people selection step while assigning learning

How did it work?

The step to select people in the wizard to assign learning to people or adding people to a class did not have the ability to search for people by their job role, location and audience sub-type.

How does it work now?

This update adds the following search filters in the step to select people in the wizard to assign learning to people or adding people to a class:

Table 20: Additional search filters

Field Name	Field Description
Job role	Specify a job role to search for people.
Location	Specify a location to search for people.

This update also enhances the following existing search filter:

Table 21: Enhanced search filter

Field Name	Field Description
Audience	Specify a audience type or sub-type to search for people.

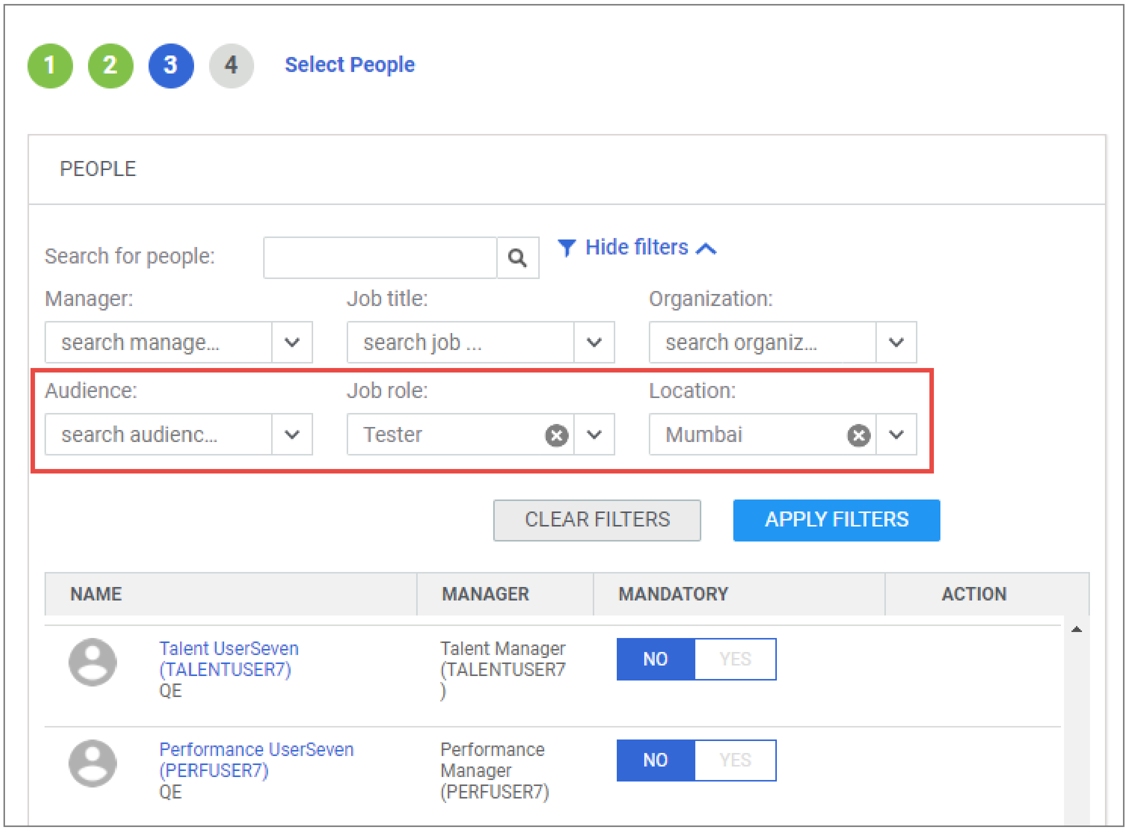


Figure 61: Additional search filters in wizard for Registrars

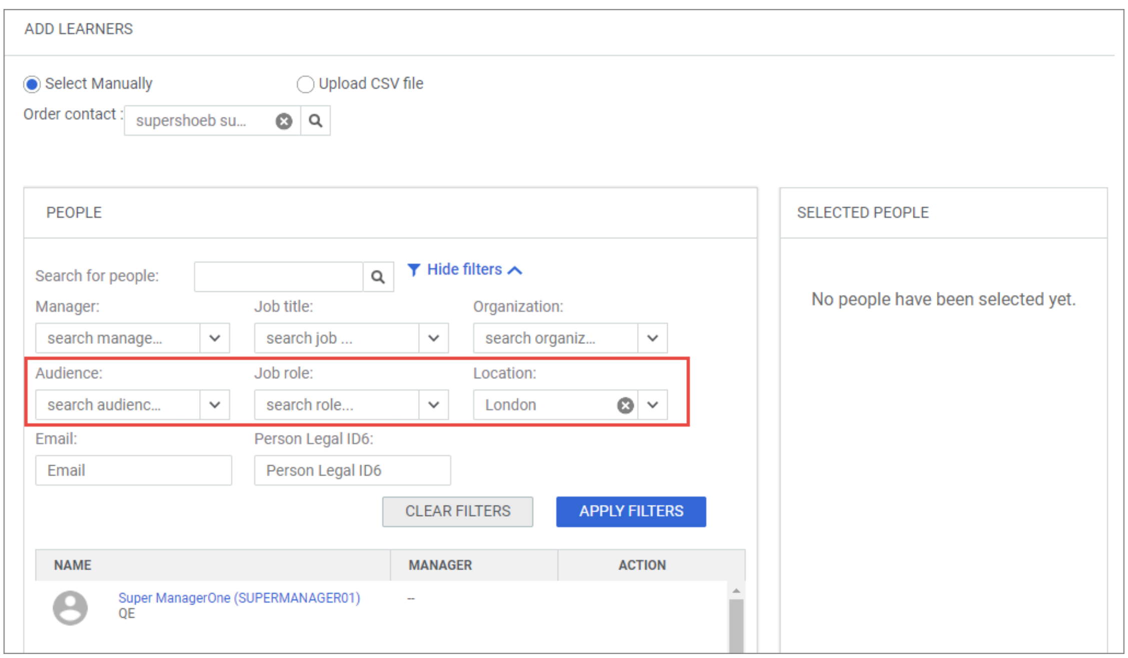


Figure 62: Additional search filters in wizard for Instructors

These changes affect the **Assign Learning** wizard for registrars, managers and organization managers, and the **Add Learners** wizard for instructors.

To view the search filters:

- As a registrar, click **Admin > Learning > Registrar Desktop > New Order > Register/Add to Plan/Assign & Enroll**, search and select learning items, click **Next** and click **Show filters**.
- As a manager, click **My Team > Overview > Assign Learning > Register/Add to Plan/Assign & Enroll**, search and select learning items, click **Next** and click **Show filters**.
- As an organization manager, click **My Team > Overview > Organization > Register/Add to Plan/Assign & Enroll**, search and select learning items, click **Next** and click **Show filters**.
- As an instructor, click **Admin > Instructor**, edit a class, click **Add Learners > Select Manually** and click **Show filters**.

Use case

There is a need to improve the user experience when searching for people while assigning learning to them.

Allow people administrators and managers to add attachments to ad hoc completed courses

How did it work?

When learners added an ad hoc completed course, Saba Cloud allowed them to add an attachment to it. However, people administrators and managers did not have the option to add or delete attachments when adding ad hoc completed courses to learners.

How does it work now?

With this update, people administrators and managers now have the ability to add, view and delete attachments added to ad hoc completed courses of learners.

However, they can add attachments only when the completed course (transcript) is in the *Successful* state or is being added in the *Successful* state to a learner's plan.

They cannot add attachments to learner's course when:

- The course is in *Pending Approval* or *In-Progress* state.
- Adding completed courses in bulk to multiple users. But once added, they can individually edit each completed course and add, view or delete attachments.

They can delete attachments that they added to a completed course. They cannot delete attachments added by others.

People Administrator

As a people administrator, add an attachment to a completed course as follows:

1. Click **Admin > People > Manage People > Completed Courses**.
2. Search for the required user.
3. Click **View Completed Courses** link.
4. Search for a completed course with *Successful* status.
5. Click **Actions > Edit**.
6. Click **Add Attachment** link.
7. Click **Choose File** in **Attachments** field.
8. Click **Save**.

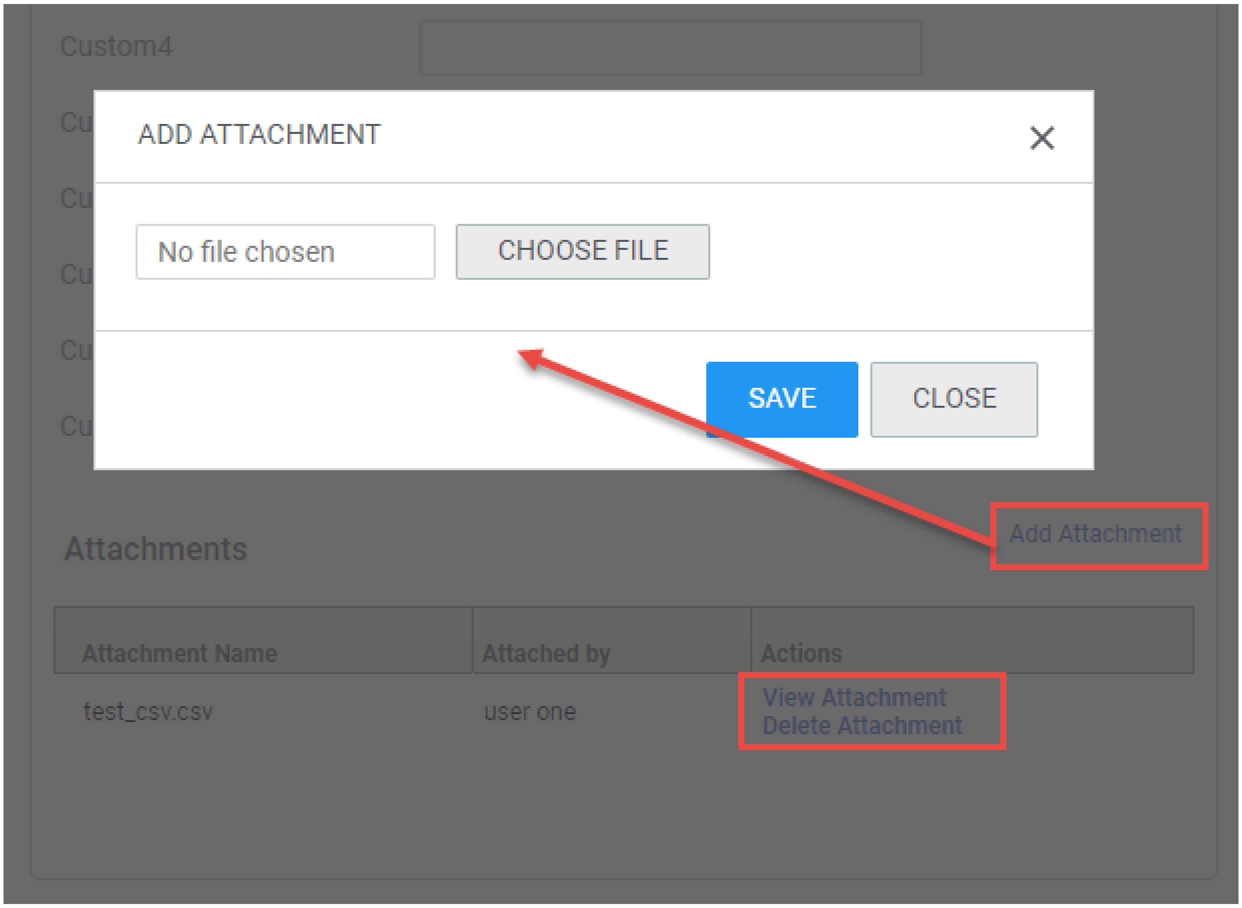


Figure 63: Add attachment as a people administrator

Managers

Managers, alternate managers, and organization managers can add attachment to a completed course of their team member.

As a manager, add an attachment to a completed course as follows:

1. Click **My Team** > **Overview**.
2. For the required team member, click the **Go to** > **Plan** link. The team member's **Plan** page appears.
3. Click **Actions** > **Add Completed Course** link.
4. Search for a completed course with *Successful* status or click **Add New**.
5. Click **Choose File** in **Attachments** field.
6. Click **Save**.

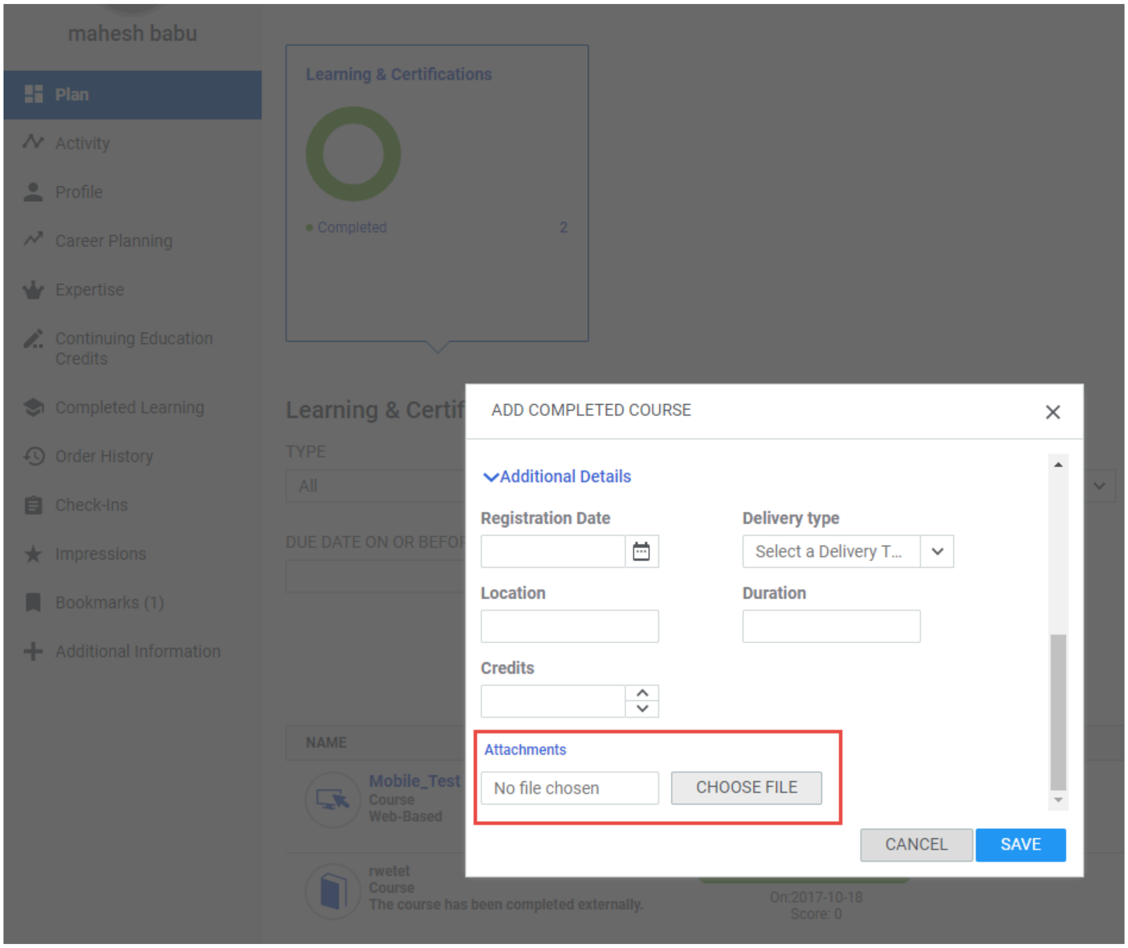


Figure 64: Add attachment as a manager

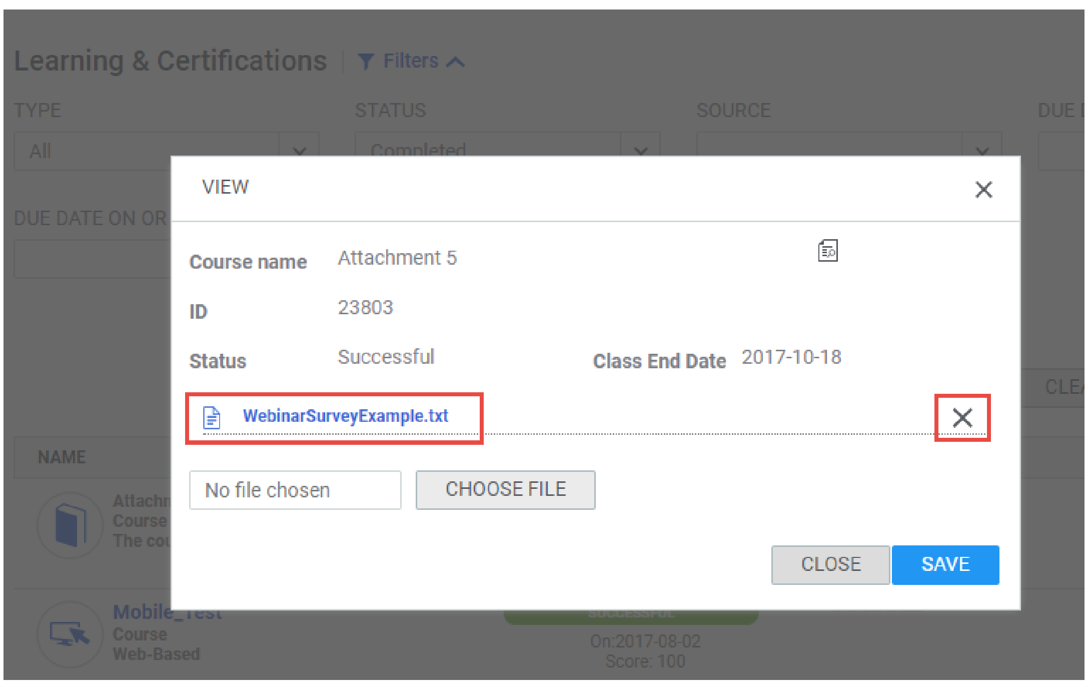


Figure 65: Remove attachment as a manager

Use case

People administrators and managers need the ability to add attachments to completed courses of learners.

Course waiver

How did it work?

Saba Cloud did not have the ability where administrators or managers could determine whether to waive off a course or not for users registered for the course.

How does it work now?

With this update, Saba Cloud now provides administrators and managers the ability to waive off a course for users registered for the course.

Configuration

To enable this feature, system administrators need to make the following configuration:

Table 22: Configuration for Course Waiver feature

Configuration Type	Configuration Name	Description	Default Value
Service	**Course Waiver** Path: **Configure System > Services > Learning > Course > Course Waiver**	Determines whether a course can be waived or not.	Disabled
Component At~ tribute	**Can Waive** Patch: **Configure System > Services > Learning > Course > Components > Offering Template > Attributes**	The attribute corresponding to the course-level field **Can Waive**. If the **Display** for this attribute is enabled, then the **Can Waive** field is displayed for courses.	Display: Off
Privilege	**Can Waive Learner from Course Completion** Path: **Manage Security > Security Roles > <*security-role-name*> > Com~ pleted Courses** component	If this privileges is assigned to a secur~ ity role and if the **Course Waiver** ser~ vice is enabled, then users with those roles can waive off a course for learners.	Enabled only for: • Internal Man~ ager • External Man~ ager • Organization Manager • Instructor • Learning Ad~ min • People Admin • Super User Disabled for all remaining roles

Configuration Type	Configuration Name	Description	Default Value
Notification	**Waived transcript added to profile** Path: **Configure System > Services > Learning > Transcript > Notifications**	This notification is triggered when a waived transcript is added to a learner's profile.	Disabled

Setting Course Waiver During Course Creation

Once this feature is enabled, learning administrators can view the **Can Waive** checkbox on the course details page while creating or editing a course. If this checkbox is selected, then Saba Cloud allows administrators and managers to waive off the course for registered learners. Once this checkbox is selected and a course is saved, then the this checkbox is not editable again. However, if the checkbox is not selected and a course is saved, then they can select this checkbox.

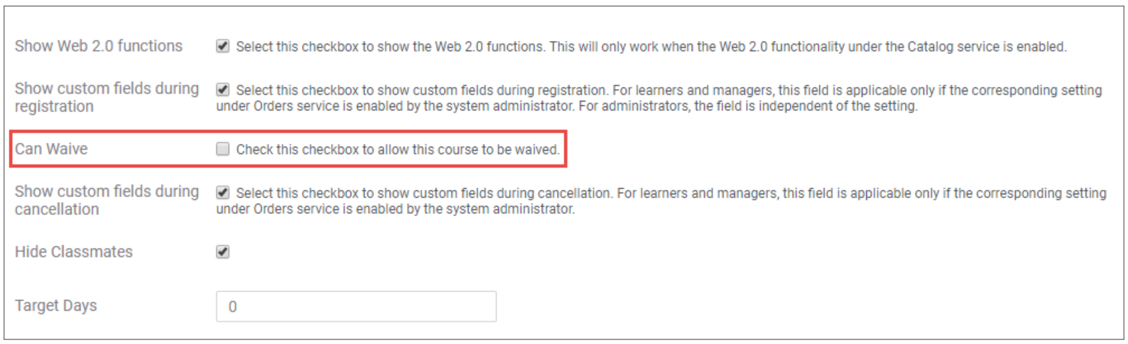


Figure 66: Can Waive

Waiving Off a Course

Users with the required privilege can waive a course eligible for course waiver for learners by providing the waived date and appropriate reason. Only courses in assigned and in-progress statuses can be waived off. Users can choose to set the waiver date as a future date based on the setting "Allow ad hoc transcripts with future completion date" on the Transcript component.

A course can be waived off multiple times. For a recurring course, every new re-assignmnet needs to be waived off again.

If a course is waived off, then its equivalent courses are completed and any certifications or curricula of which the course is part of, are completed as well.

By default, the following user roles can waive courses:

- Internal Manager
- External Manager
- Organization Manager
- Instructor
- Learning Admin
- People Admin
- Super User

Saba Cloud creates ad hoc transcripts in Waived status for waived courses. Learner registrations are not dropped automatically. Person waiving off the course need to explicitly drop registrations of learners manually. Once a course is waived, any evaluation associated with the course are removed.

Any badges, CE credits, reward points and skills associated with the course are not awarded to learners for the waived course.

Use case

There is a need to provide an option for administrators and managers to exempt certain learners from taking a course.

Allow future completion date for ad hoc transcripts

How did it work?

Prior to this update, Saba Cloud allowed user to add an ad hoc completed learning and select a completion date in the future, which could lead to compliance issues for certain organizations. There was no option to restrict users from selecting a future completion date.

How does it work now?

This update provides the following new setting by which system administrators can now restrict users from selecting a future completion date while adding ad hoc transcripts:

- **Allow ad hoc transcripts with future completion date**

  If this setting is enabled, then Saba Cloud allows users to add ad hoc transcripts with future completion date. If disabled, users cannot add ad hoc transcripts with completion date greater than the date they are adding the transcript.

  By default, this setting is enabled.

To configure this setting, navigate to **System** > **Configure System** > **Services** > **Learning** > **Transcript** > **Settings**.

Use case

To avoid compliance issues, there is a need to restrict users from adding ad hoc completed learning with completion date in the future.

Assign Learning workflow enhancements

How did it work?

The **Select People** step of the **Assign Learning** workflow in Saba Cloud allowed selection of one user at a time. So, to add multiple users, each user name had to be clicked manually. There was no option to select all filtered users simultaneously.

Also, prior to this update, there was no limit for processing order items through the bulk assignment workflows, except for the Organizational manager workflow.

How does it work now?

With this update, Saba Cloud provides the ability to select and add all filtered users simultaneously in the **Select People** step of the **Assign Learning** workflow. This enhancement is applicable only to **Register** and **Add to Plan** actions. It is not applicable to the **Assign & Enroll** action.

The new **Add All** button allows adding all filtered users or team members in the **Select People** step simultaneously.

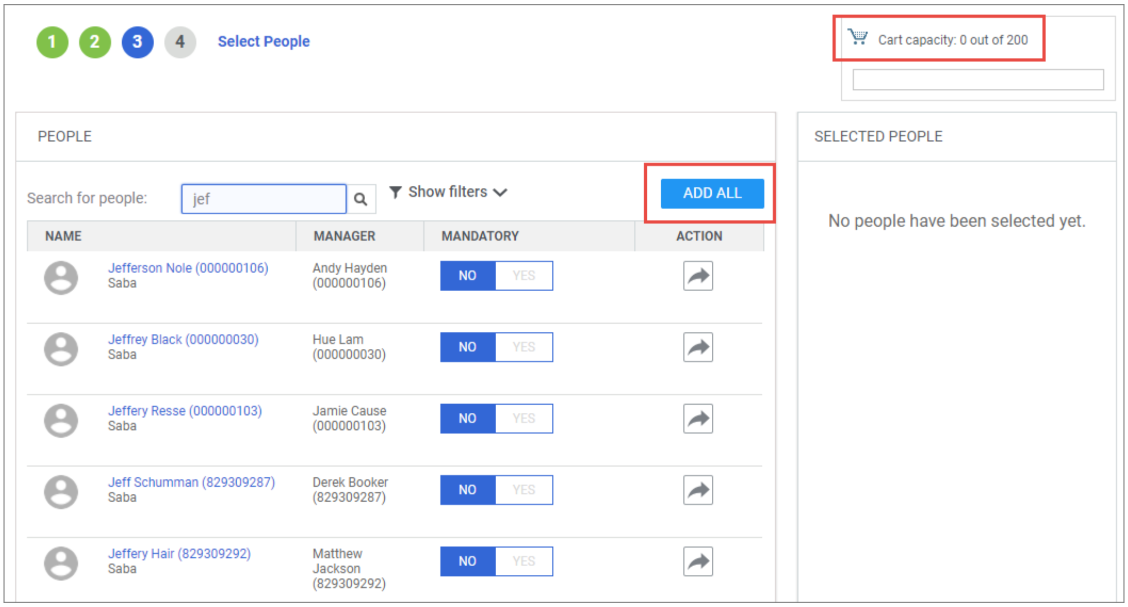


Figure 67: New Add All button for registrars and instructors

Managers can additionally filter their team members by clicking the **Direct team** or **Alternate team** link to restrict their selection of members before clicking the **Add All** button.

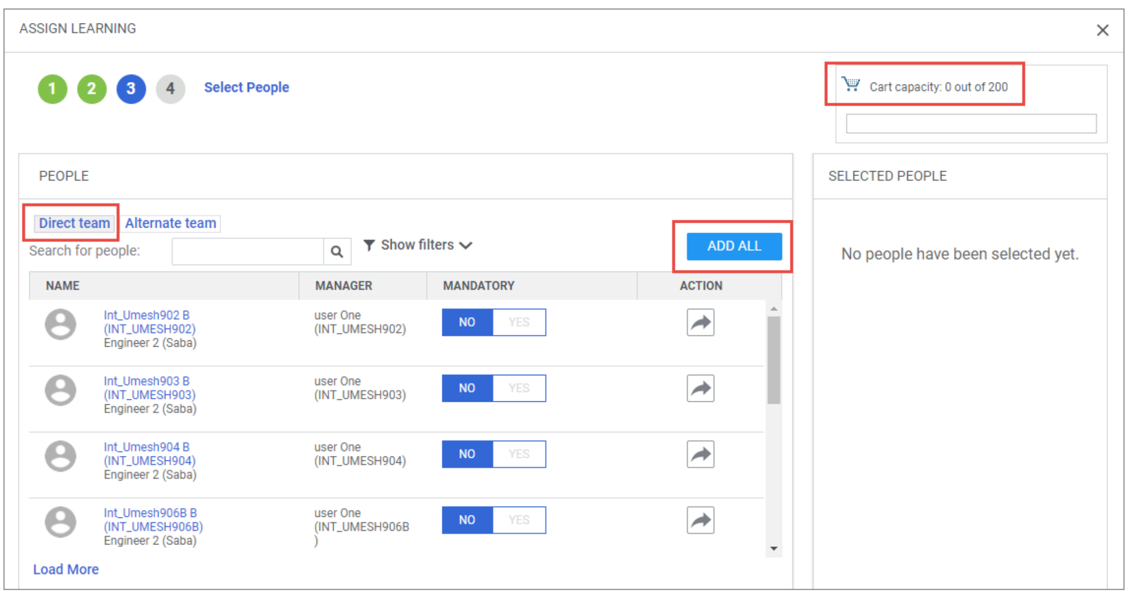


Figure 68: New Add All button for managers

This update also restricts the order capacity to **200 items only**. When you click **Add All** and if the order capacity goes beyond 200 items, then the wizard displays an error message and does not add users to the cart. You can modify your search criteria to restrict the filtered users and then try again.

Note: For the Organization manager workflow, Saba Cloud already has a capacity of 100 order items, which remains unaffected, irrespective of this change.

When you click **Add All** and if the order capacity is within 200 items, then the wizard adds all selected users to the cart. If the number of selected order items are large, the wizard indicates it may take some time to complete the processing.

The cart capacity is displayed in the wizard throughout the selection steps as **Cart capacity: *x* out of 200**. The items selected in the cart is the Cartesian product of number of classes/courses and number of users selected. The counter is independent of any errors or warnings for any order. It simply displays items selected so far by the user placing the order.

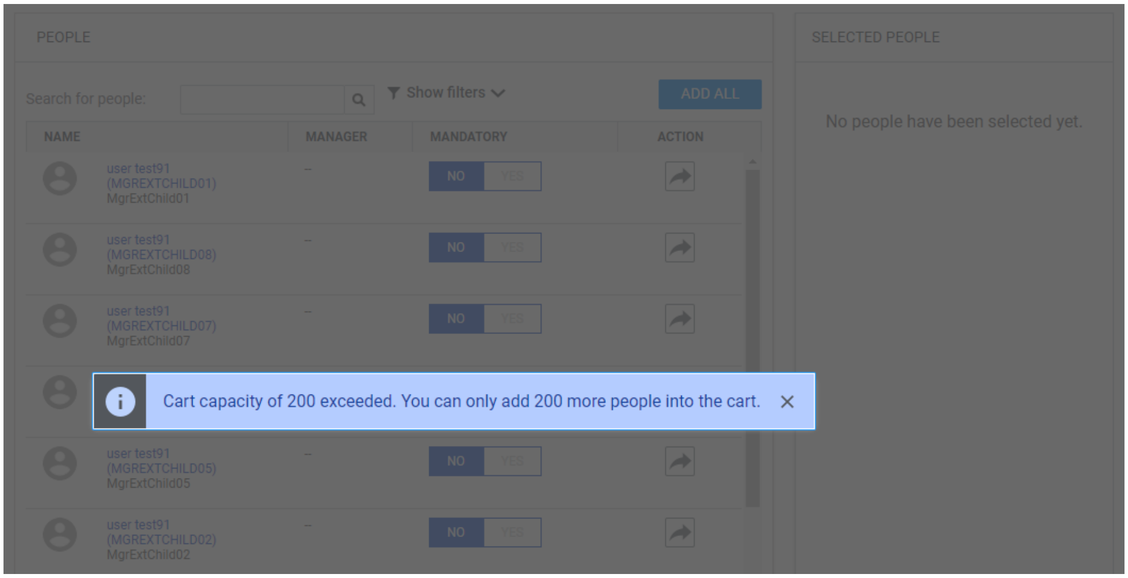


Figure 69: New Add All button for registrars and instructors

The bulk assignment workflows for the following user roles are affected:

- Manager
- Registrar
- Instructor
- Organization manager
- End user

Use case

The bulk enrollment workflow needs to be enhanced to allow selection of multiple users while assigning them learning and creating an order. This can help reduce time and effort of adding one user at a time to the order.

Virtual Classroom enhancements

How did it work?

Once a Virtual Classroom was created, Saba Cloud did not allow learning administrators to make the following changes:

- The maximum count of attendees could not be increased once it was set.
- The virtual classroom session date was not changeable.
- The virtual classroom session time was not changeable.

How does it work now?

With this update, Saba Cloud now allows learning administrators to make the following changes to Virtual Classrooms even after the virtual classroom is in progress:

- The **Min Count**, **Max Count** and **Max In Wait List** values can be changed.
- The **Max Count** of attendees can be increased any time, even during the session duration. But, if you try to decrease the count to a number less than the currently confirmed **Student Count**, then Saba Cloud displays an appropriate error message.

    - If there are students waitlisted for an ongoing class and if you increase the value of **Max Count**, then Saba Cloud promotes all or part of the waitlisted learners based on the value of **Max Count**.

- The **Max In Wait List** value can be increased any time, even during the session duration. But, if you try to decrease the count to a number less than the current **Students Waitlisted** value, then Saba Cloud displays an appropriate error message.
- The virtual classroom session date can be changed, even on the day of the event. If you try to change the date to a date in the past, then Saba Clouds displays an appropriate warning message.
- The virtual classroom session time can be changed, even on the day of the event and even when a session is in progress. If you try to change the time to a time in the past, then Saba Clouds displays an appropriate warning message.

Use case

There is a need to improve the work flow for virtual classroom session so that administrators can make any last-minute changes to the session.

Certificate template enhancements

How did it work?

Prior to this update, a certificate of completion was displayed for all learners in the Portrait mode only. There was no ability to configure the orientation, margin size and page size of the certificate when exporting it to PDF.

How does it work now?

With this update, Saba Cloud allows learning administrators to configure the orientation, margin size and page size of the certificate of completion when exporting it to PDF.

System administrators can configure the following new **PDF Engine** site-level properties as default properties for the PDF display in Saba Cloud:

Table 23: PDF Engine Fields

Field Name	Description
Page Orientation	Specify the page orientation while printing the PDF. Supported values are "landscape" and "portrait".
Page Size	Specify the page size to be set while printing the PDF. Supported size values are A3 and A4.

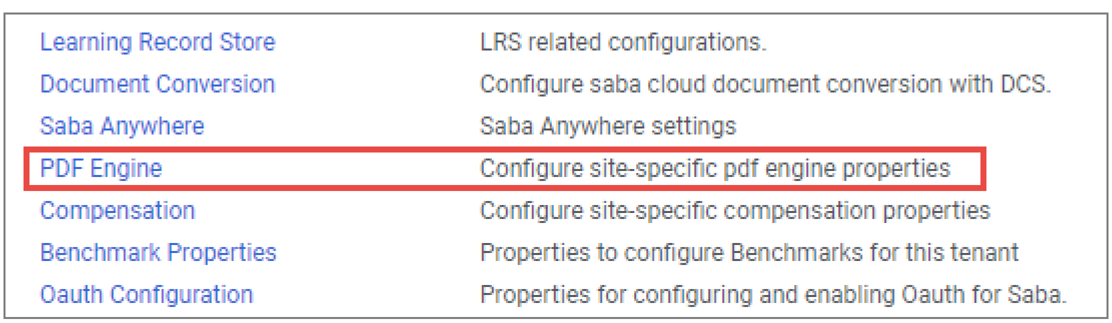


Figure 70: PDF Engine site properties

While creating or editing a certificate of completion, learning administrators can navigate to the **Import Template** tab and define the following new PDF display properties:

Table 24: PDF Display Configuration fields

Field Name	Description	Default Value
Page Orientation	Select the page orientation. This value is considered while printing the certificate of completion PDF. Supported values are: • Portrait • Landscape The selected value overrides the value set at the site level.	Portrait
Page Size	Select the page size. This value is considered while printing the certificate of completion PDF. Supported size values are: • A3 • A4 The selected value overrides the value set at the site level.	A3
Margin Top	Specify the page margin top value for certificate of completion.	1 cm
Margin Botton	Specify the page margin bottom value for certificate of completion.	1 cm
Margin Left	Specify the page margin left value for certificate of completion.	2.5 cm
Margin Right	Specify the page margin right value for certificate of completion.	2.5 cm

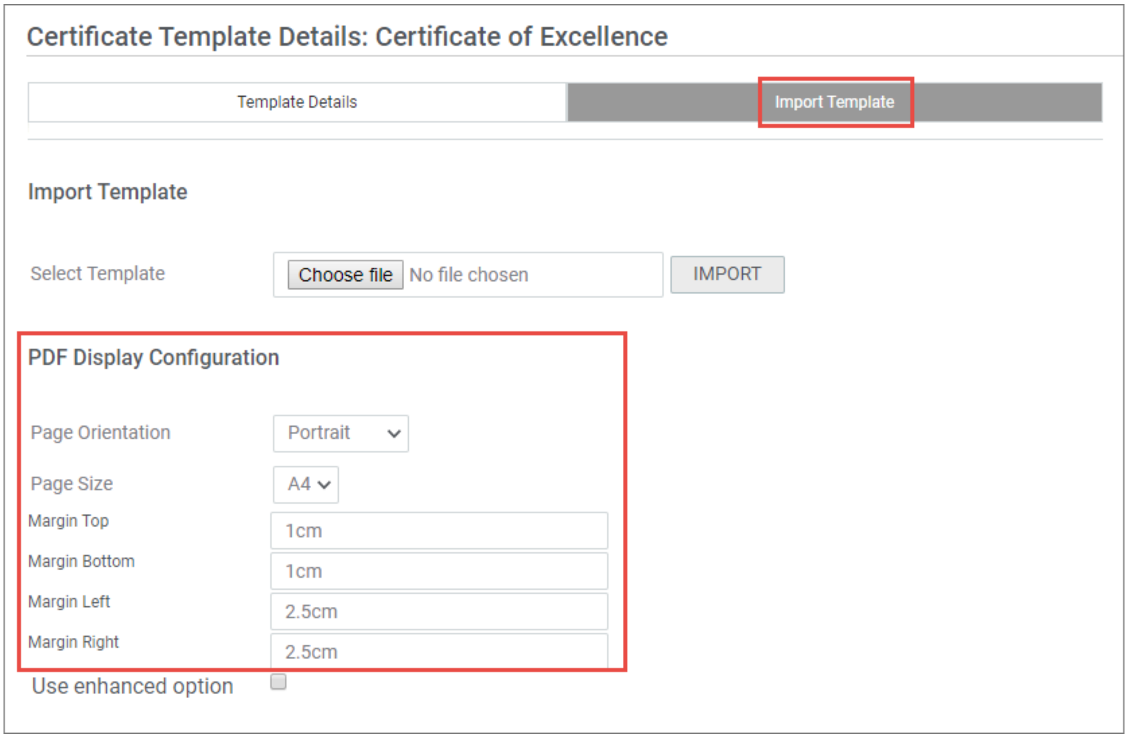


Figure 71: PDF Display Configuration

Impact on Existing Certificate Template

All existing certificate templates will be pre-populated with the default values for the PDF Display Configuration fields.

However, the page orientation and page size values are used from the site-level properties to pre-populate data for existing certificate templates.

Use case

Administrators need the flexibility to configure the orientation, margin size and page size of the certificate of completion so that they easily adjust while printing the PDF.

Completion of recurring course outside re-acquisition window

How did it work?

Prior to this update, if a learner completed a recurring course outside of the re-acquisition window, then that completion was not counted towards the learner's progress. The recertification window alerted learners they needed to begin recertification. But, if learners completed the recertification class prior to the window opening, then they had to complete the class again.

How does it work now?

With this update, Saba Cloud provides the ability for recurring courses such that if learners complete the course outside of the re-acquisition window, then the completion is counted towards their progress and the expiration dates for the course are adjusted accordingly.

Saba Cloud allows learning administrators to configure a recurring course to provide this ability by introducing the following new attribute:

- **Consider completion of recurring course outside re-acquisition window**

Selecting this checkbox ensures that any completion done for a recurring course between "Acquired on " and "Expires on" date is counted as a valid completion and the course's new expiration date is calculated accordingly for the learner. This allows learners, who have already acquired a recurring course, to complete the course again with due credits even before the re-acquisition window is open.

By default, this checkbox is not selected.

Note:

- This attribute is not available at the delivery mode and class level.
- Any changes to this attribute after a recurring course is already in the re-acquisition window, are not considered.
- Any changes to the transcript date after a recurring course is moved to the re-acquisition window, are not considered.

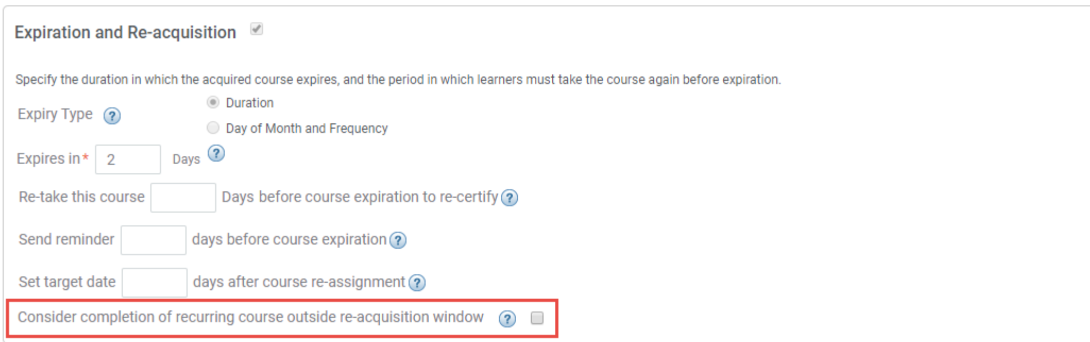


Figure 72: New attribute for recurring courses

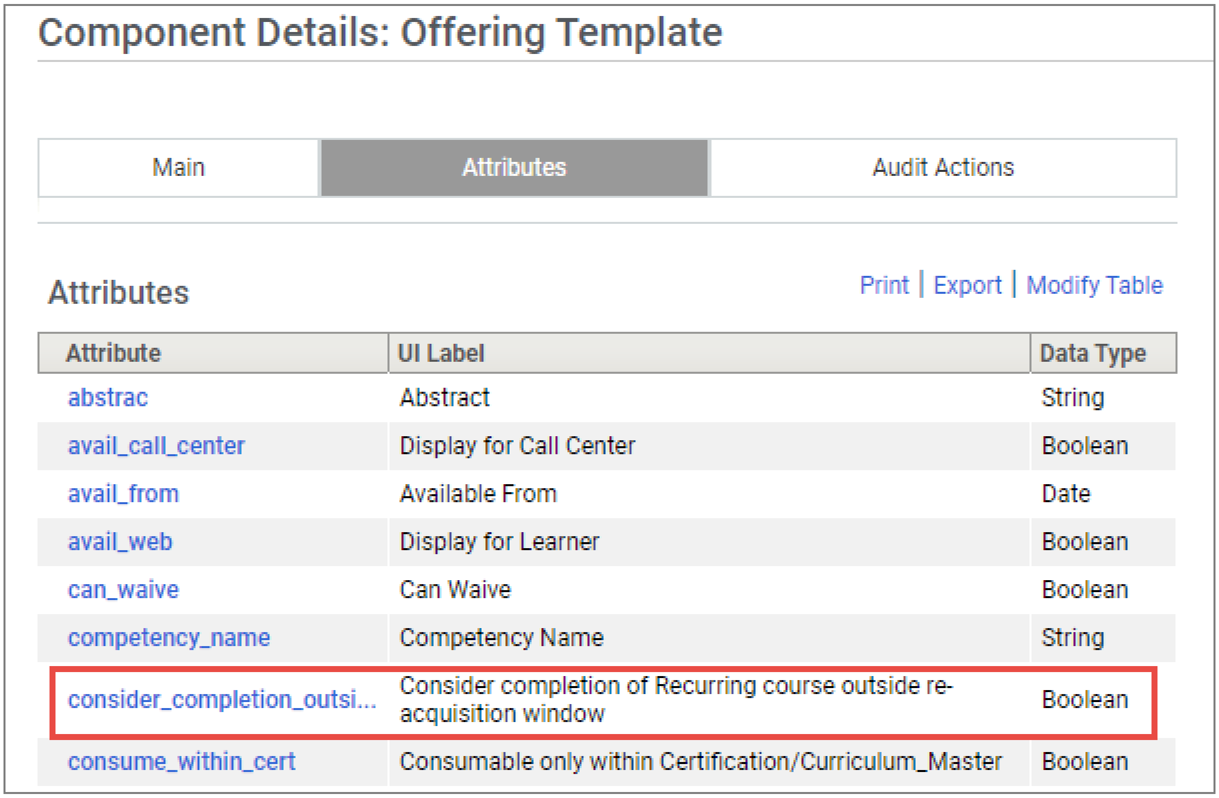
System administrators need to configure the following new attribute for the **Offering Template** (Course) component:

- **consider_completion_outside_recert_window**

  By default:

  - This attribute is enabled for display
  - Silent auditing is enabled

  To configure this attribute, go to **System** > **Configure System** > **Services** > **Courses** > **Component** > **Offering Template** > **Attributes**.



Attribute	UI Label	Data Type
abstrac	Abstract	String
avail_call_center	Display for Call Center	Boolean
avail_from	Available From	Date
avail_web	Display for Learner	Boolean
can_waive	Can Waive	Boolean
competency_name	Competency Name	String
consider_completion_outsi...	Consider completion of Recurring course outside re-acquisition window	Boolean
consume_within_cert	Consumable only within Certification/Curriculum_Master	Boolean

Figure 73: New attribute at component level

Use case

By having past credit days capability on recurring courses, the learner experience is enhanced during the recertification process. It allows the recertification window on a recurring course to continue to function as it does but also provides those learners with completion for those classes if completed prior to the window opening.

Grace period for recurring course and certification

How did it work?

Prior to this update, recurring courses and certifications in Saba Cloud did not support grace period after expiration.

How does it work now?

This update introduces the concept of grace period for recurring courses and certifications in Saba Cloud. Grace period is defined as the number of days, after the course or certification expires, in which it must be re-acquired.

Learning administrators can set the following new field for a recurring course or certification:

- **Set Grace Period window of *x* days after course expiration**

  where ***x*** indicates a value in days.

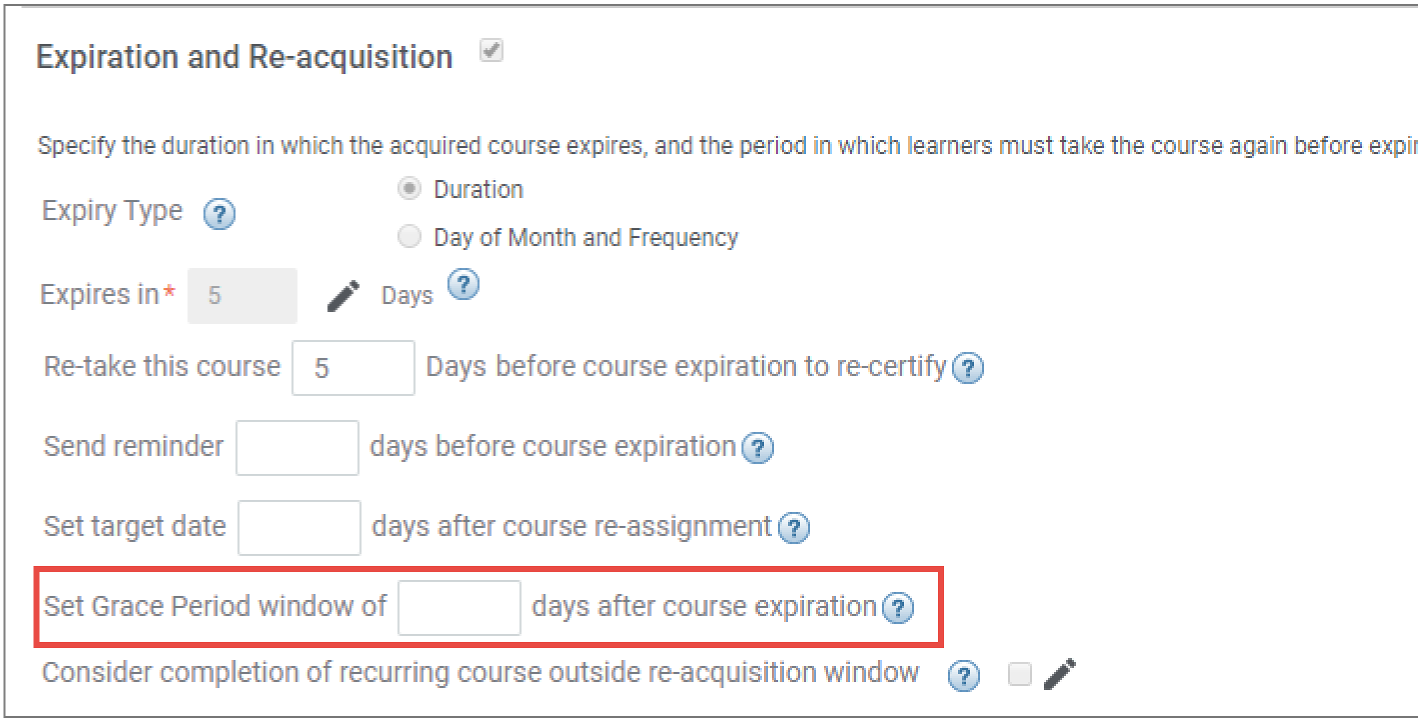


Figure 74: Grace Period for Recurring Courses

- **Set Grace Period window of *x* days after certification expiration**

  where ***x*** indicates a value in days.

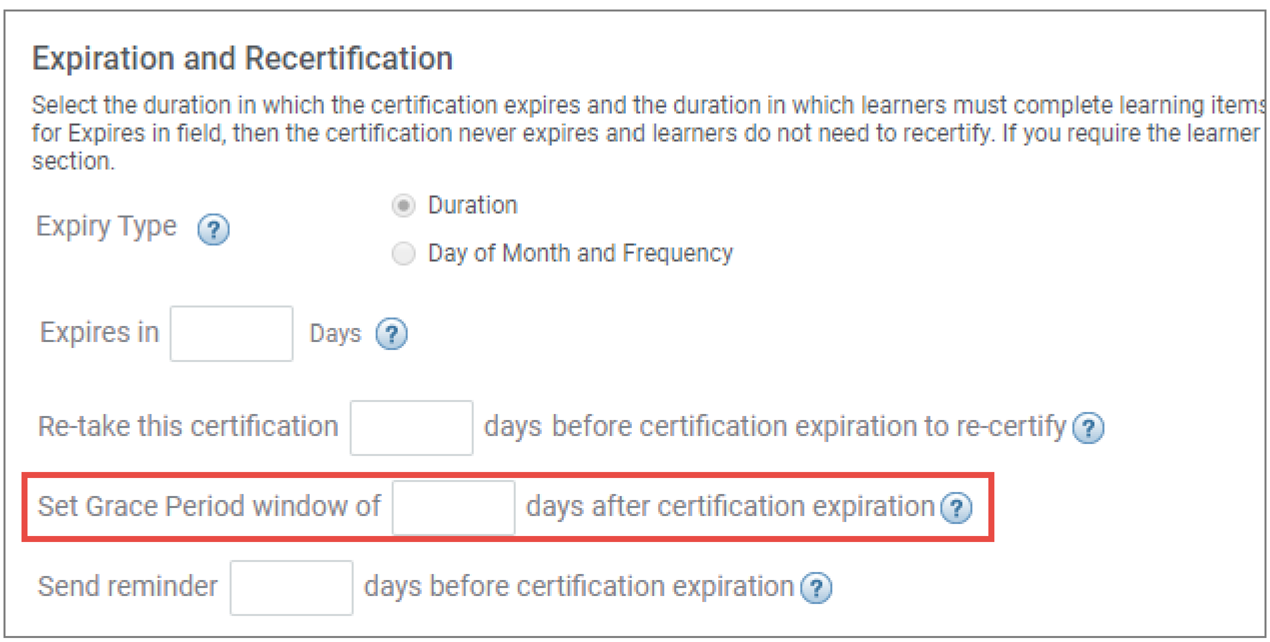


Figure 75: Grace Period for Certifications

For example, if the expiration date of a recurring course is 21st December 2017, and the grace period is 14 days, then the grace period will end on 4th January 2018. Learners, registered for this course, must re-acquire the course on or before 4th January 2018. If the learner fails to complete the recurring course before this date, then the status changes to "Expired".

Once a learner enters the grace period for a recurring course or certification, the completed on date is not displayed; instead, the grace period end date along with recertification expiration date is displayed below the item status on the learner's Plan page.

Note: If you decide to set Grace Period for a recurring course or certification, then you must be aware that the "Overdue" flag will be set despite the defined Grace Period, because Saba Cloud calculates the value of "Overdue" flag on the target date (expiration date in case of reacquisition).

Features

- Grace period value is always specified in days.
- Grace period is allowed only if the **Re-take this course** field is defined for a course or certification.
- If no value is specified for the grace period, then the recurring course or certification would expire based on the value specified in **Expires in** field.
- If a recurring course or certification is copied or re-versioned, then the grace period value is retained in the copy or new version as well.
- When an administrator changes the expiry date of a recurring course or certification, Saba Cloud updates the expiration date and then adds the corresponding grace period value to the newly calculated date.
- Any changes to the grace period are applicable only to future acquisitions. Existing acquired records are not recalculated.
- The Past credit days calculation for a recurring course or certification always considers the "expiration date without grace period".

Use case

Organizations who deliver recurring courses as ILT with a recurrence in days, run into an issue where the majority of learners approach the expiration date when they attend the class. Due to internal processes, it is difficult to close the class and grant a transcript prior to the expiry of the recurring course. This leads to inaccurate compliance records and failed audits. A grace period can help avert this situation.

New named queries for organization managers

How did it work?

Prior to this update, many notifications for managers did not provide the option to include named queries for organization managers.

How does it work now?

This update enhances certain notifications so that they now include the following named queries for organization managers:

Table 25: New named queries

Names Query	Notification	Service
Organization manager of the registered student	Waitlist Promotion	Orders
	Instructor-Led Registration Cancelled	ILT Class
List all organization managers of registered learner for this class	Instructor-Led Class Resched~uled	ILT Class

To access these new named queries, navigate to **System > Configure System > Services**, edit the required service and go to the **Notifications** tab.

Use case

For organizations in the automotive dealership industry, the Organization manager role fits a very critical need. Thereby, notifications related this role also need to be enhanced so that critical processes can be managed more effectively.

Chapter 6

Marketplace

Topics:

Ability to pass custom template when creating Webex sessions

How did it work?

Until now, from Saba Marketplace configuration setting, there was no capability to pass all the configuration options that were created and saved in Webex as templates.

How does it work now?

In this update, this has been addressed. Users can create and save many customized configurations in a specific template. This template can be referenced from the Saba side configuration page.

When users access the Webex configuration section, they have many options to customize the settings according to their specific needs. When done, they can save these settings on a custom template. During integration with Saba Marketplace, they can launch these configurations by referencing the template name in the Webex integration page and the configuration settings will be accessed directly from the Webex site.

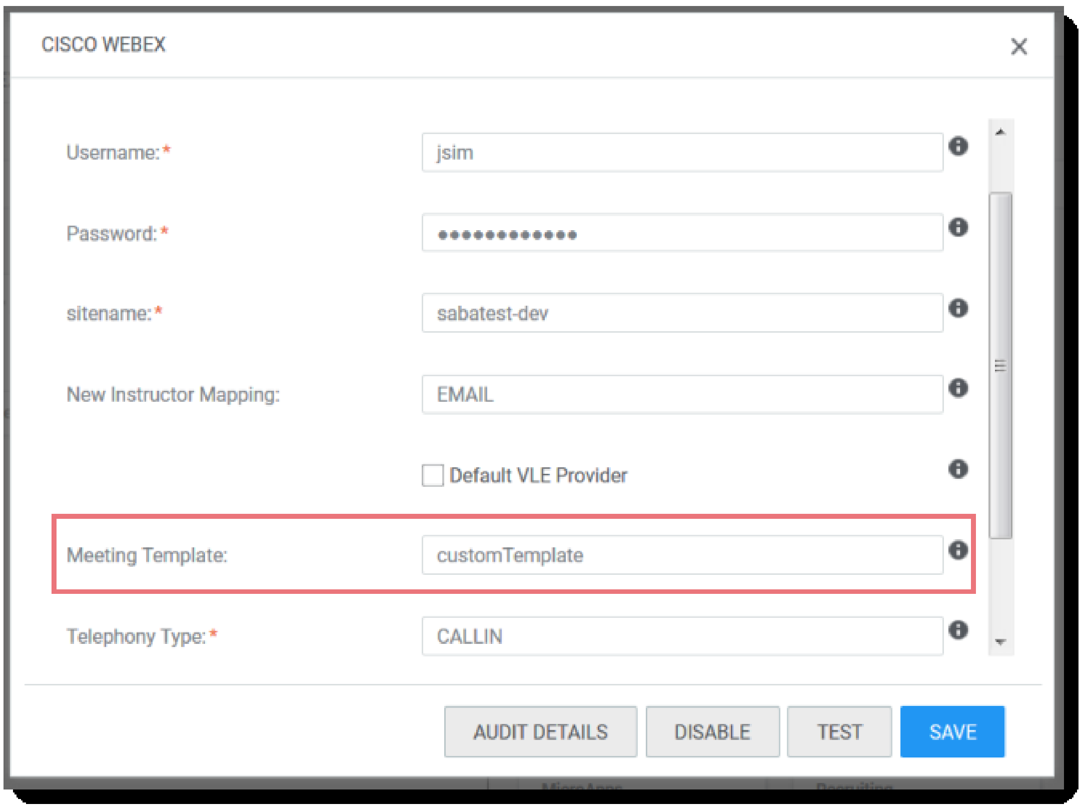


Figure 76: Meeting Template referenced on the Webex configuration page

However, there are some configurations that are already set in Saba environment and cannot be changed from the Webex environment.

The following table provides a list of configurations that cannot be set from the Webex environment:

Table 26: Configuration settings that can be changed from the Webex side

Configuration	Satus
App share	Will always be ON
Desktop Share	Will always be ON
Attendee List	Will always be ON
Email Invitations	Will always be ON
Attendee Request	Will always be OFF
Attendee Registration	Will always be OFF
Telephony Type	Configuration done in Saba will override confugration done in custom template.

Note: By default, the **Send a copy of the attendee invitation to me** option is disabled even if it is enabled in the session template.

The following options are enabled only when we select the audio option as Telephone, or VOIP and Telephone from Saba Cloud:

1. Enable and display toll-free number
2. Display global call-in numbers
3. Entry and exit tone

Use case

Users can create and save custom configurations from Webex on a Template and reference the templates from Saba during integration phase.

Activation key required for HMM connectors

How did it work?

It is a new feature.

How does it work now?

HMM connector is now generally available in Marketplace.

An Activation key is however needed to access HMM connectors. Without the activation key users will not be able to launch HMM connectors. Once activated, the subscription will remain active till the expiration date after which the user can renew the subscription. If it is not renewed, user will not be able to access and launch the HMM connector.

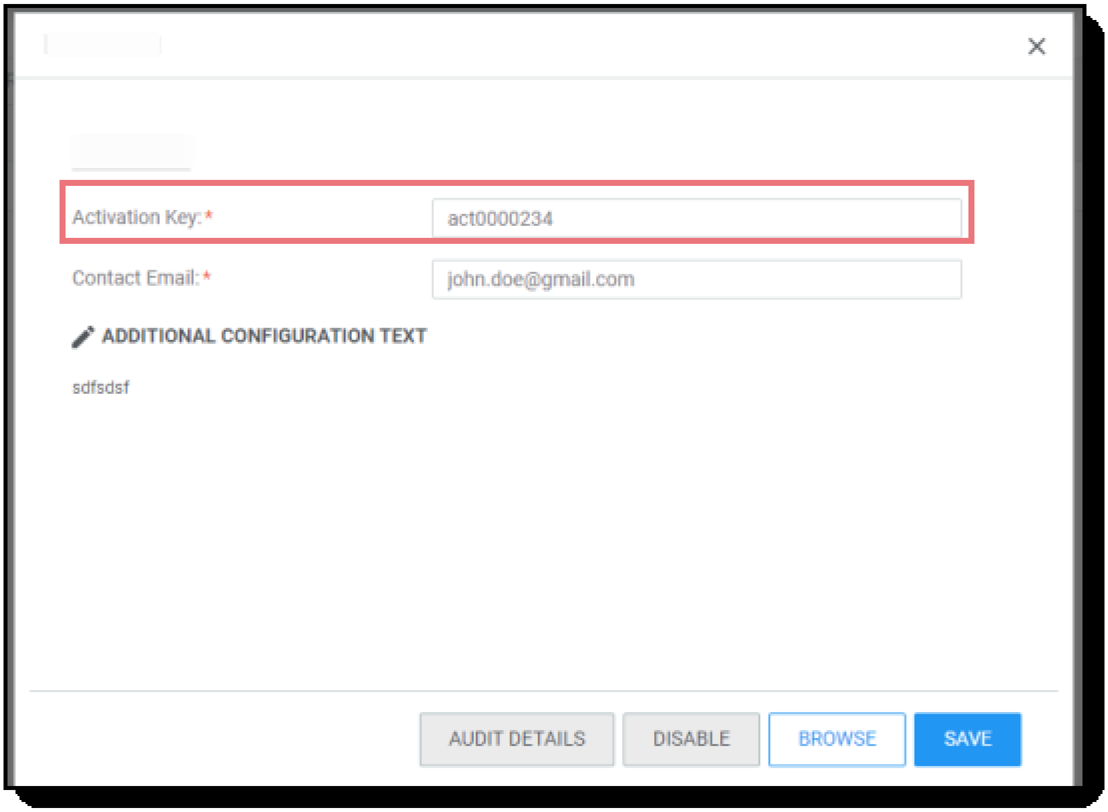


Figure 77: Activation key a required field on the configuration page

Use case

HMM connector is now made available to launch for general users.

Course descriptions can be imported from Lynda

How did it work?

Until now, when importing courses from Lynda, the course descriptions were not getting imported and available in Saba.

How does it work now?

Starting from this update, the description of courses imported will be available along with the course. However, the course description will only be available if the setting **CreateWBTCourse=true**. If customer chooses to manually create the course, Lynda course_description cannot be populated for that course.

The description data coming from Lynda will now be set as Course Description in the <Description> column of bulk content import CSV.

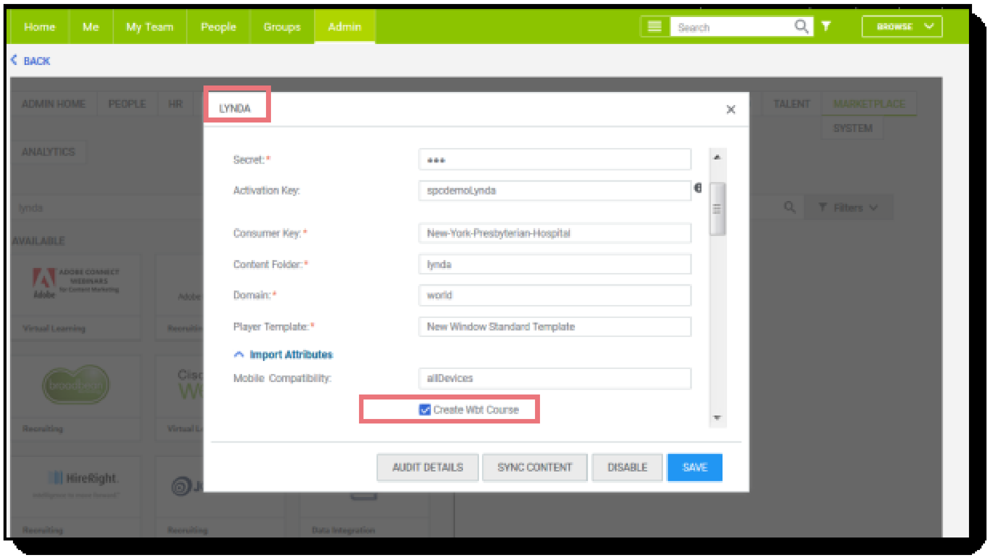


Figure 78: Lynda configuration screen showing create WBT Course option

Use case

Description of courses imported from Lynda will now be available in Saba.

Workday schedule for full-run is now configurable

How did it work?

Until now, In Workday configuration, Organization import were done via Delta import daily. If the user wanted to do a full import, they had to manually do some changes and trigger the import. There was no automated way to do a full import.

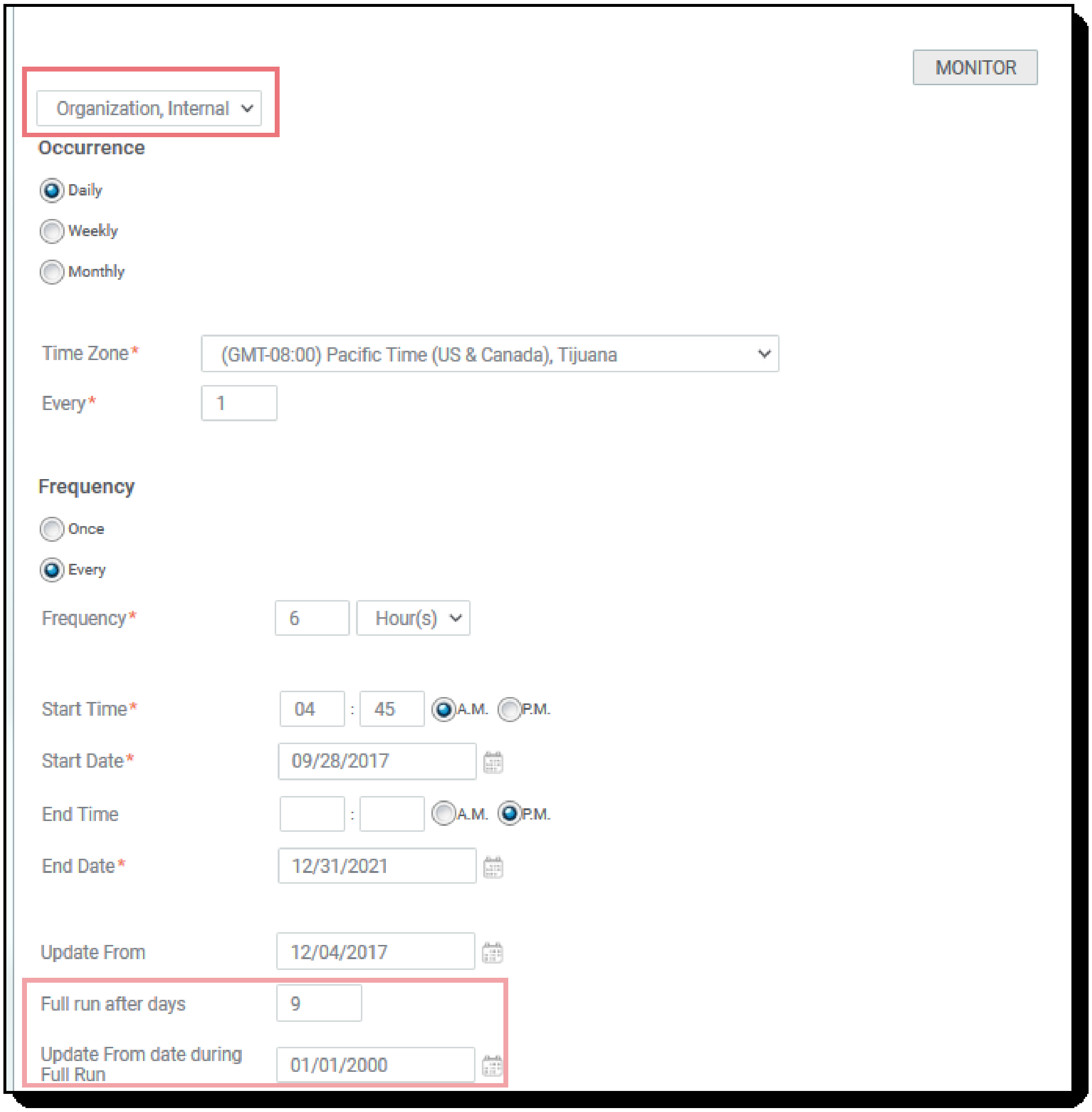
How does it work now?

In this update, it is possible to do a full import automatically: although, it can only be done every 7 days or (less frequent -the value should not be less than 7 days). A new field is added to the **Configure import** screen that allows you to configure how often a full-run will be executed and the date can be set to start the Full-run.

To set up the Full-run process, navigate to:

1. **Admin**>**Marketplace**>**Workday**>**Configure import**
2. Enter the days of interval at which you need to schedule the Full-run. The value should be 7 days and beyond. (it cannot be less than 7 days)
3. Select the date on which you want the Full-run to start.

Configure import screen for Workday showing Full-run configuration



Use case

The automated update option for the Full-run during Configure import step will make the import process more efficient and effective during Workday configuration process.

Configure Ultipro connector

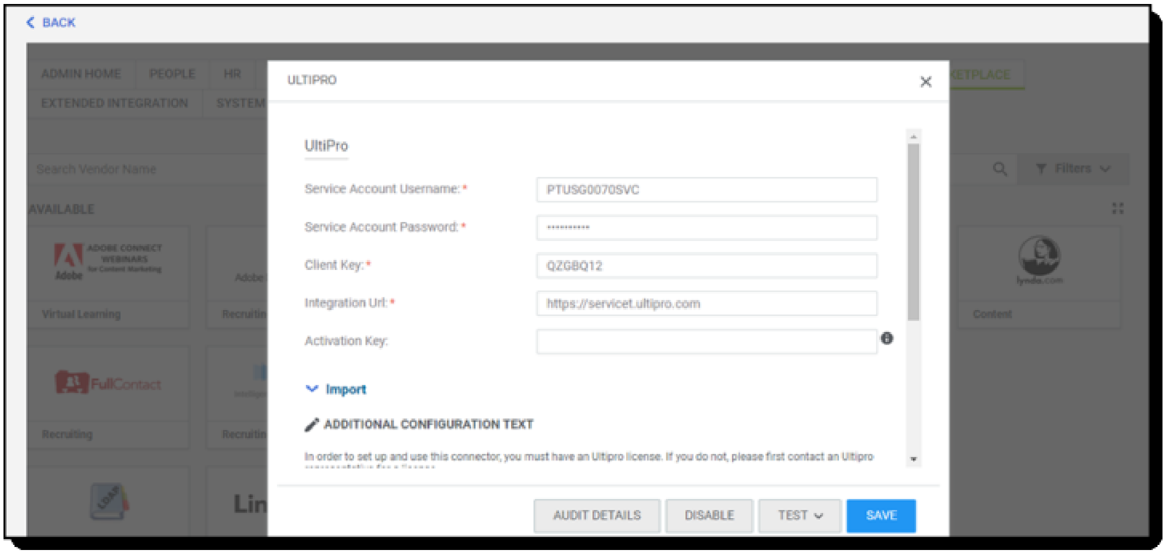
Ultipro is an HRIS that serves as the System of Record for Employee and Contractor information for companies.

Follow these instructions to configure the Ultipro connector in Marketplace:

1. Log in to Saba as the **Administrator**.
2. Go to **Admin** > **Marketplace** to access the Saba Marketplace.
3. Drag the Ultipro tile (connector) to the empty lot in the blue right hand column. When positioned correctly, a green check mark appears.
4. Agree to the **Terms & Conditions** that appear in a dialog box.

5. Click the Ultipro connector again. The screen shown below will pop up.

Ultipro connector configure screen



Ultipro will provide the details for the following:

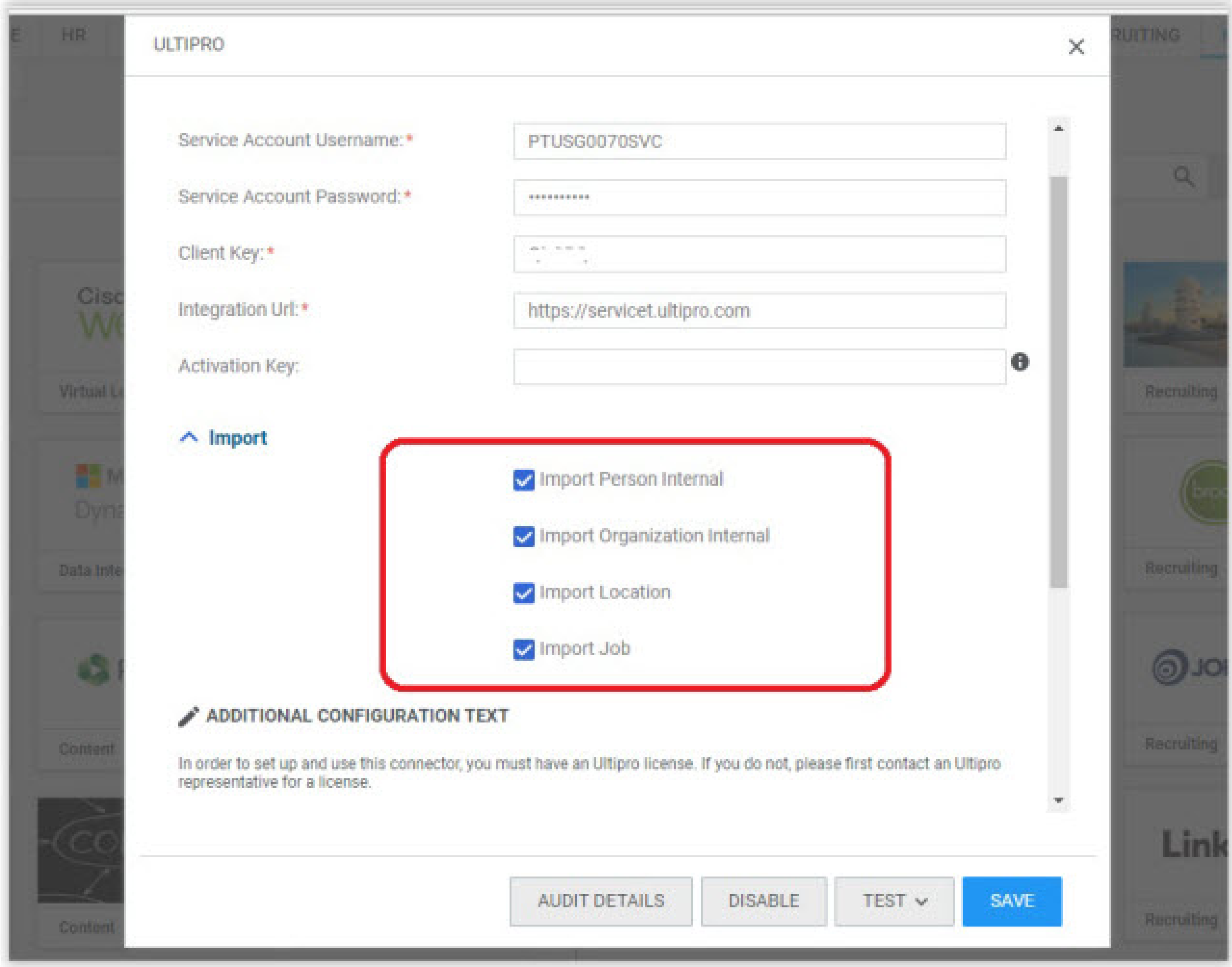
- Service Account Username
- Service Account Password
- Client key
- Integration URL

Enter the values in their respective fields.

Activation key is required for configuring this connector. You can get the activation key by contacting Saba Support or your Saba Account Manager.

Click on **Import** and select the check boxes for objects you wish to import.

Ultipro connector configure screen with import options



When done, **Save** the details and do a test connection to verify if the details filled in are correct.

Note: Duplicate person records are determined by the combination of Username and hired_on data combination.

Ultipro EmployeeId is the corresponding field to Saba Username

Ultipro HireDate is equivalent to Saba Hired_On.

When duplicate person records are detected in the CSV file, then the latest Hired_On value is treated as the latest record and sent to Saba to process.

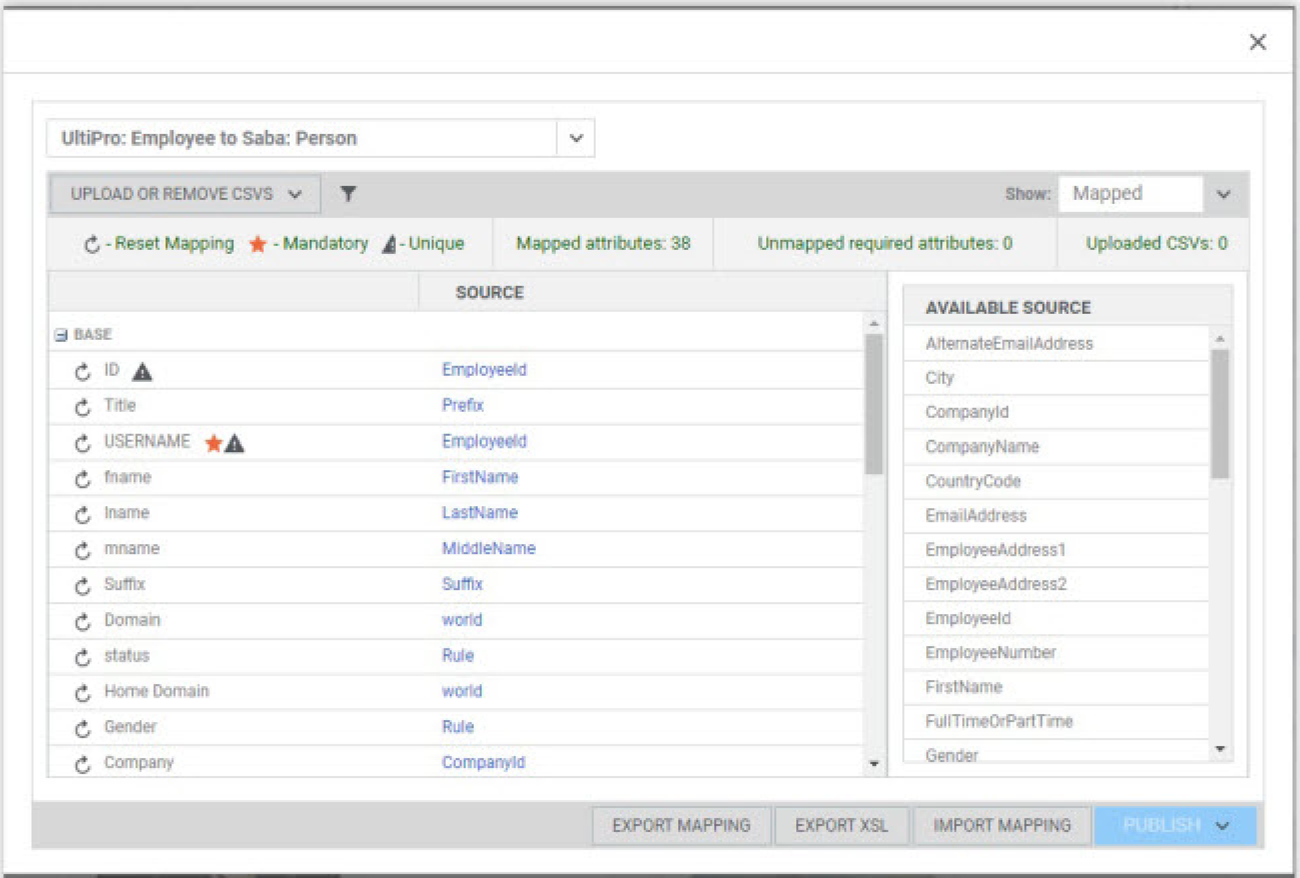
You can test the configuration on the following settings when you click on the Test option:

- **Configure Mapping**

  Configure Mapping screen provides the interface to map Ultipro fields to Saba fields. Default mapping is provided for all objects. It provides a drop down option for object specific entries.

  Note: The default mapping provided needs to be published once for all objects.

  Ultipro Configure Mapping screen

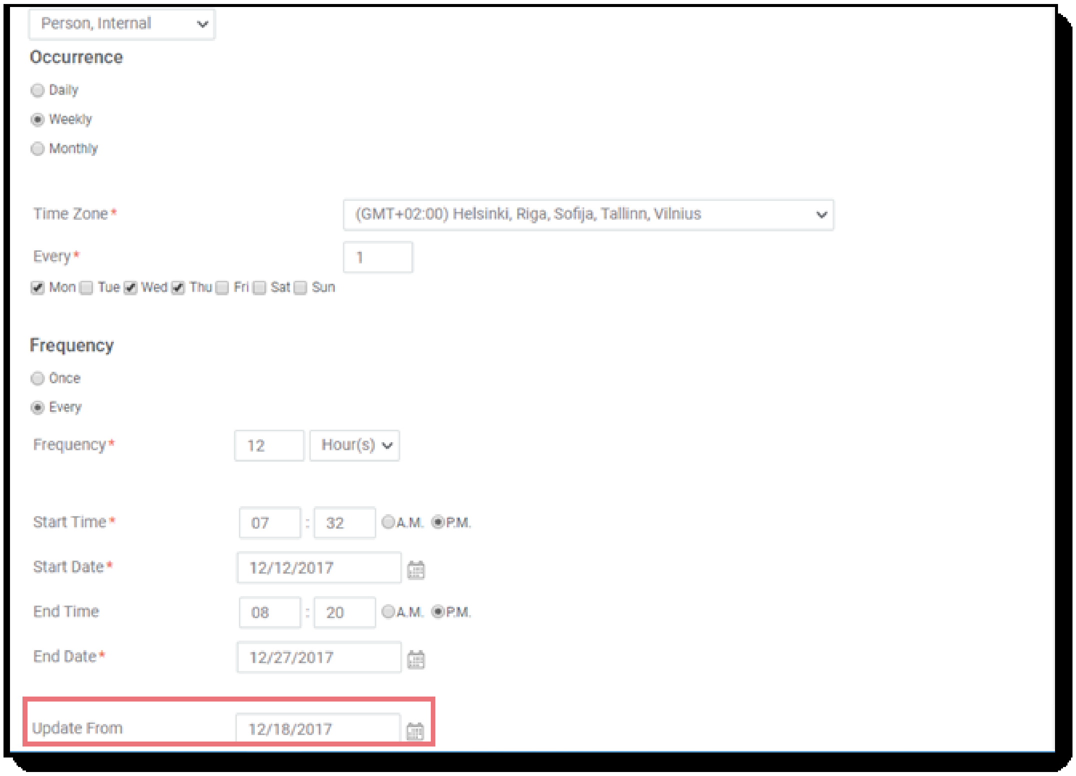


- **Configure Import**

  Configure Import screen provides the interface to set the import schedule.

  Ultipro Person Import is provided with **Update_from** date which helps to get data from a specific date range. Other objects do not have the ability because Ultipro doesn't support them.

  Ultipro Configure Import screen

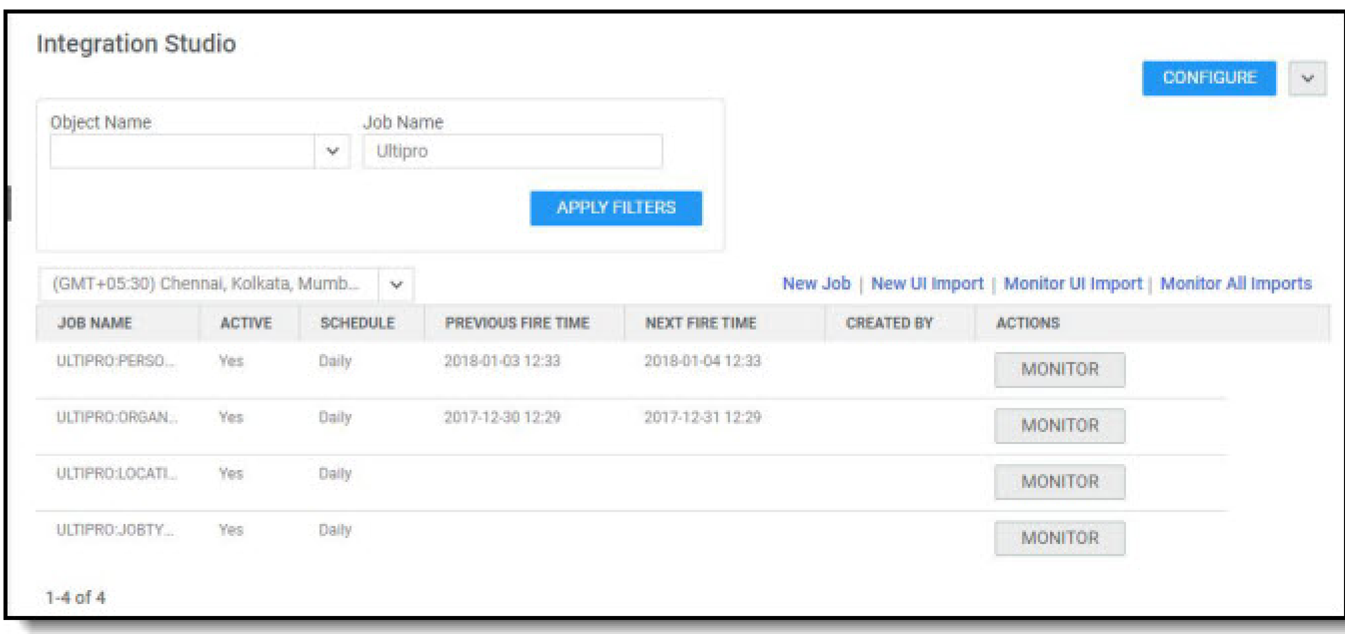


- **Monitor Import**

  Monitor Import screen shows import status. The data displayed is based on the user's timezone.

  Navigate to **System** > **Manage Integration**> **Integration Studio** page to view data import status, number of records processed, inserted or updated.

  Integration Studio screen to Monitor Import



Ultipro Monitor Import screen


Import Status

Object Type	Status	Progress	Previous Run Time	Next Run Time
Person, Internal	COMPLETED	CSV sent to Saba for Processing.	2017-12-05 14:09	2017-12-05 14:12
Organization, Internal	COMPLETED	CSV sent to Saba for Processing.	2017-12-05 14:07	2017-12-05 14:11
Location	COMPLETED	CSV sent to Saba for Processing.	2017-12-05 14:09	2017-12-05 14:11
JobType	COMPLETED	CSV sent to Saba for Processing.	2017-12-05 14:08	2017-12-05 14:13

Using UltiPro on a Trial Basis

You can also try connecting to UltiPro on a trial basis before a formal activation. Saba Cloud provides a mechanism to enable UltiPro connector on a trial mode for 30 days.

Users can enable a connector in a trial mode using the START FREE TRIAL option.

Saba will make a record of when the trial period begins and will automatically disable the connector after the trial period expires.

When a connector is in trial mode, the connector will show that it is in trial mode and the trial option will end on a specific date.

It is not possible to be on trial mode more than once.

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

Chapter 7

Performance

Topics:

1-1 conversation using Check-In

How did it work?

This is a new feature.

How does it work now?

Check-In gives you access to tools that facilitate one-on-one meetings between a user and manager. It is a centralized way to track and collaborate on the agenda to exchange meaningful feedback, provide coaching, discuss career development opportunities, or any issue that matters. As an end user, it offers a method for 1-1 communication with your manager. If you are a manger, it helps manage employee performance on a regular, ongoing basis.

The CHECK-IN button on Workboard displays a screen enabling a user to prepare for the check-in conversation with their manager.

Figure 79: Launch Check-In

Check-In automatically generates an agenda of what is important for the user to discuss with their manager. The agenda compiles of the following items:

- Goals – All active goals that either haven't been included in a check-in previously, or those previously flagged to be revisited by the manager in the previous check-in conversation.
- Impressions – All public impressions received that either haven't been included in a check-in previously, or those previously flagged to be revisited by the manager in the previous check-in conversation.
- Notes – All public notes added to a user's workboard that either haven't been included in a check-in previously, or those previously flagged to be revisited by the manager in the previous check-in conversation.
- Skills – All skills added to a user's plan that either haven't been included in a check-in previously, or those previously flagged to be revisited by the manager in the previous check-in conversation.

It is possible for a user to prepare for the next check-in conversation with their manager by familiarising themselves with what is in the agenda, making sure the detail of each item in the agenda is up to date, i.e. goal progress, notes, and skill proficiency levels, and in addition if needed, add ad hoc topics to the agenda, print the agenda, and review the past check-in conversations, if needed.

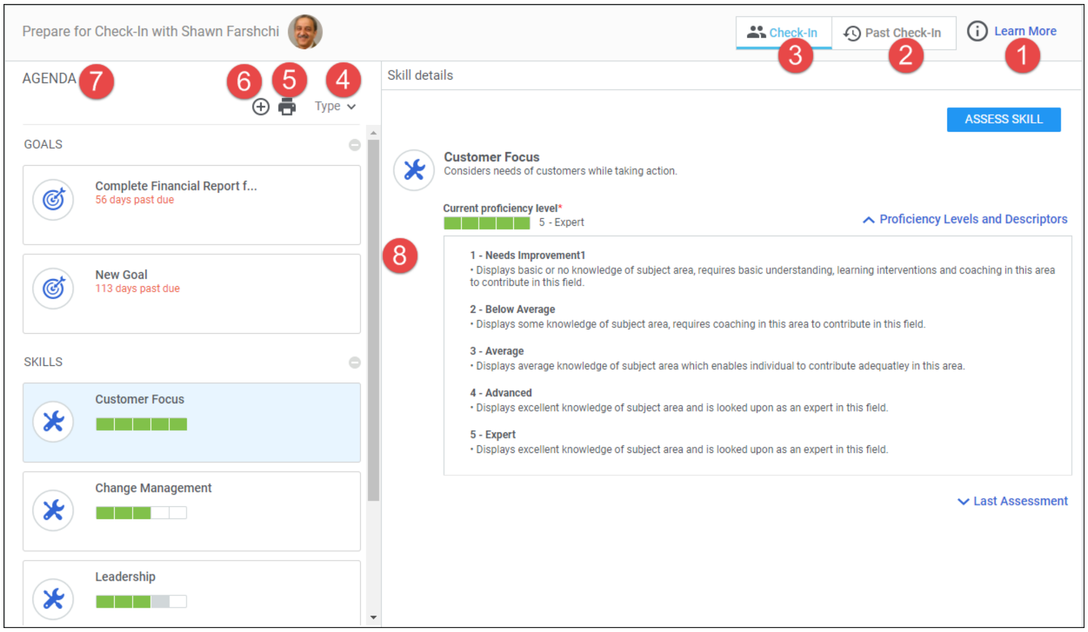


Figure 80: End user's Check-In View

In Check-In, as an end user you can:

1. Educate yourself to know more about check-in and its usage
2. View past check-in conversations executed with your manager
3. View the current check-in
4. Sort the agenda items by Date and Type
5. Print the agenda details
6. Add ad hoc topic to discuss apart from goals, skills, notes, and impressions
7. View the automatically generated agenda items
8. Click one of the agenda items to view their details and perform actions on it like edit goal details, update their progress, assess skill, view impression, and so on.

The manager can Check-In from the ACTIONS button for each of their direct reports, from the MY TEAM page. A manager can access the check-in screen for any of their direct reports and both can prepare for and conduct the next check-in conversation. The automatically generated agenda (including any updates made by the user in their preparation for the next check-in conversation) appears for the selected user. In addition to being able to prepare for the check-in conversation, the manager can also initiate the conversation by selecting a starter topic from the existing list. These conversation starter questions help start the check-in. The performance administrator also has the ability to create new questions for the starters and set their visibility. The manager must select each agenda item to discuss and enter comments of what was discussed between themselves and their direct report, before ending the conversation on that topic.

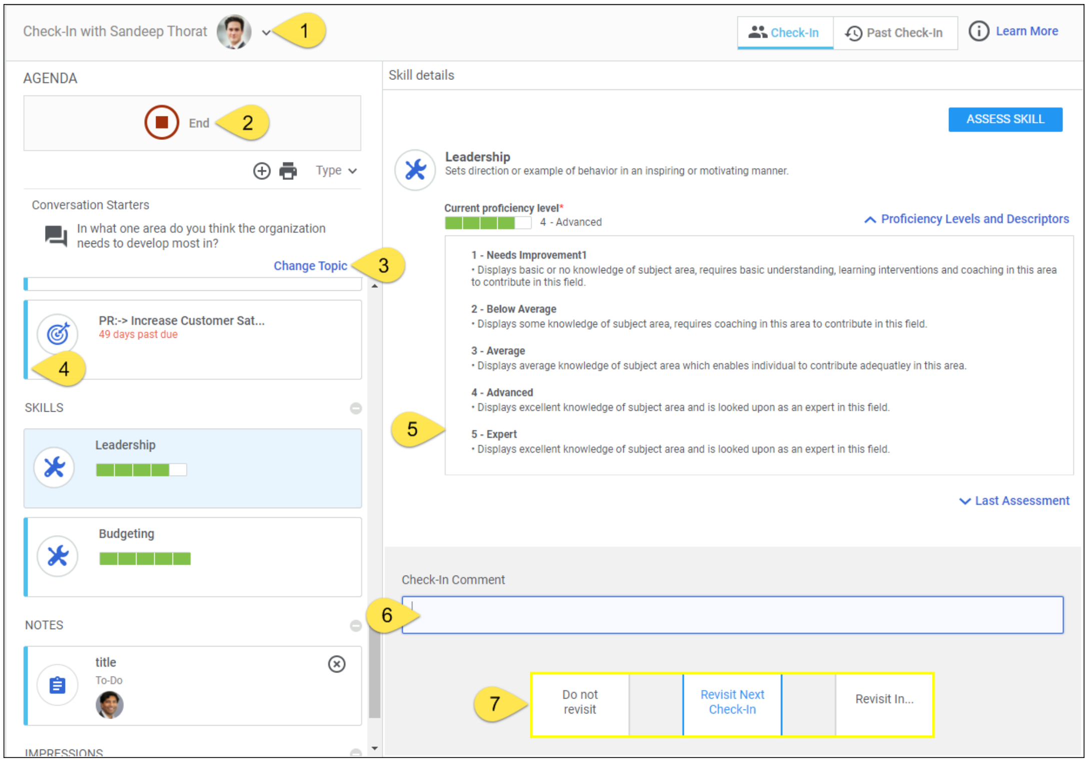


Figure 81: Manager's view on team member's check-in

The manager's view for check-in is same as end user's except for the following things. As a manager, you can

1. Access other direct team members to start check-in
2. Start and end check-in to discuss on the agenda
3. Select conversation starter question to begin check-in
4. View unattended agenda items are highlighted in blue
5. Attend agenda items appear in the right pane to perform the desired actions
6. Post a check-in comment after discussion
7. Select an action before moving to next item or ending the check-in

After going through the desired agenda items, when the manager ends the check-in conversation, the entire conversation on all agenda items is summarised including the individual comments on agenda items and revisit actions taken on them.

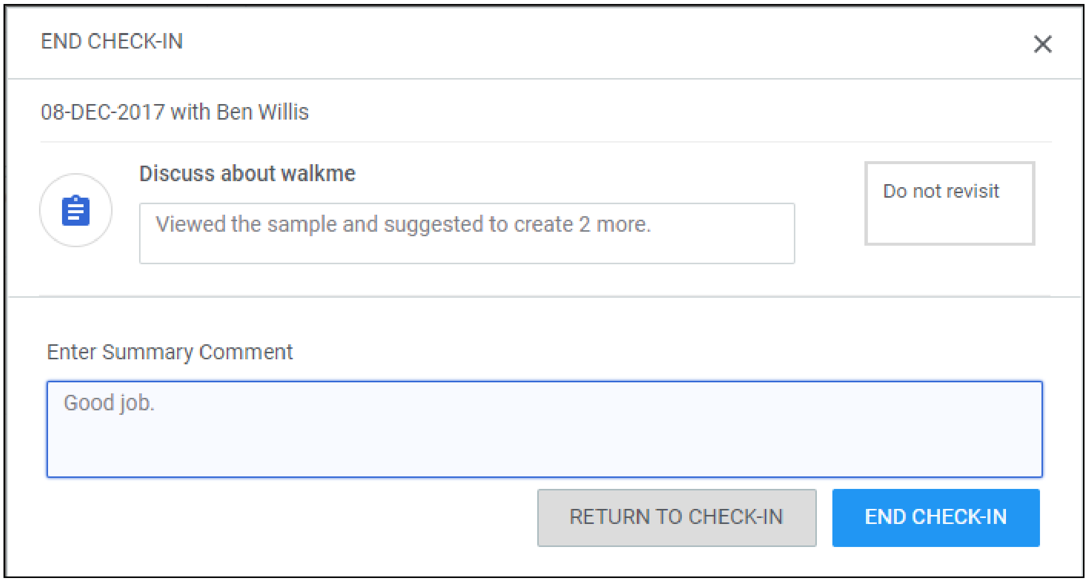


Figure 82: Ending check-in

Use case

Check-In endorse managers and their employees to have regular conversations with each other to accelerate the employees' performance.

Check-Ins repositioned as Workboard and enhancements to notes

How did it work?

Originally and prior to this update, the **Check-Ins** functionality enabled users to add notes on themselves, on others, and if desired share such notes with others.

With each note assigned to a category, it was possible for a user to track (if needed) the progress of a note through it’s life cycle, i.e. To-Do, In-progress, and Completed. In effect, it was a mechanism of users to track their daily work.

It was named Check-Ins as the intent for managers was to access the team members' notes and be able to see and track what the members are working on, and if desired refer to the dashboard when having a conversation with the user.

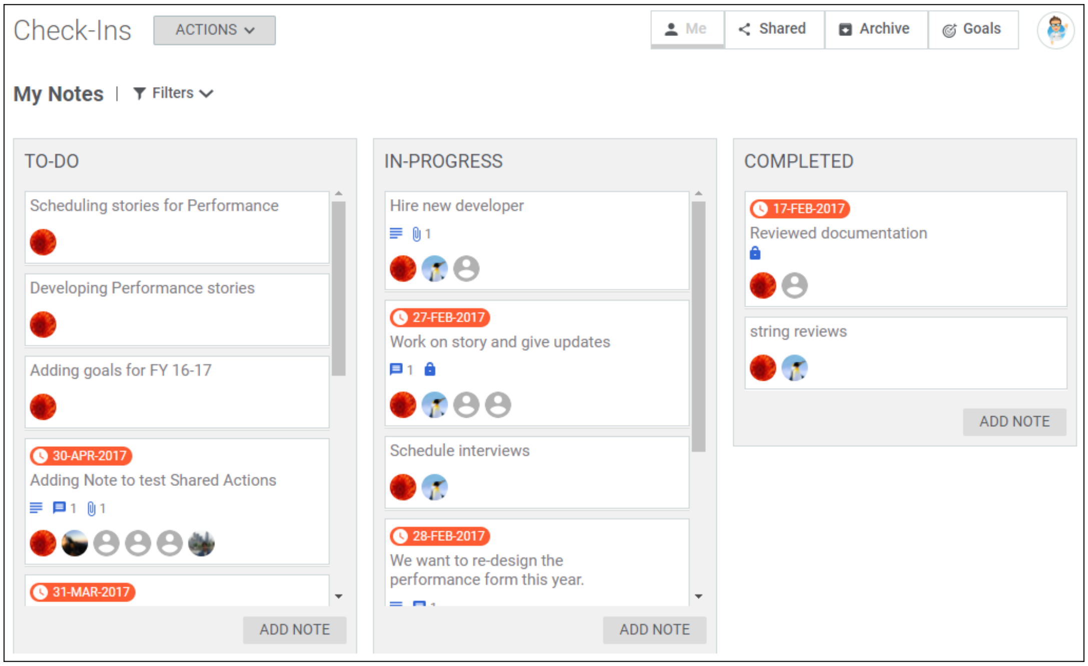


Figure 83: Check-Ins dashboard

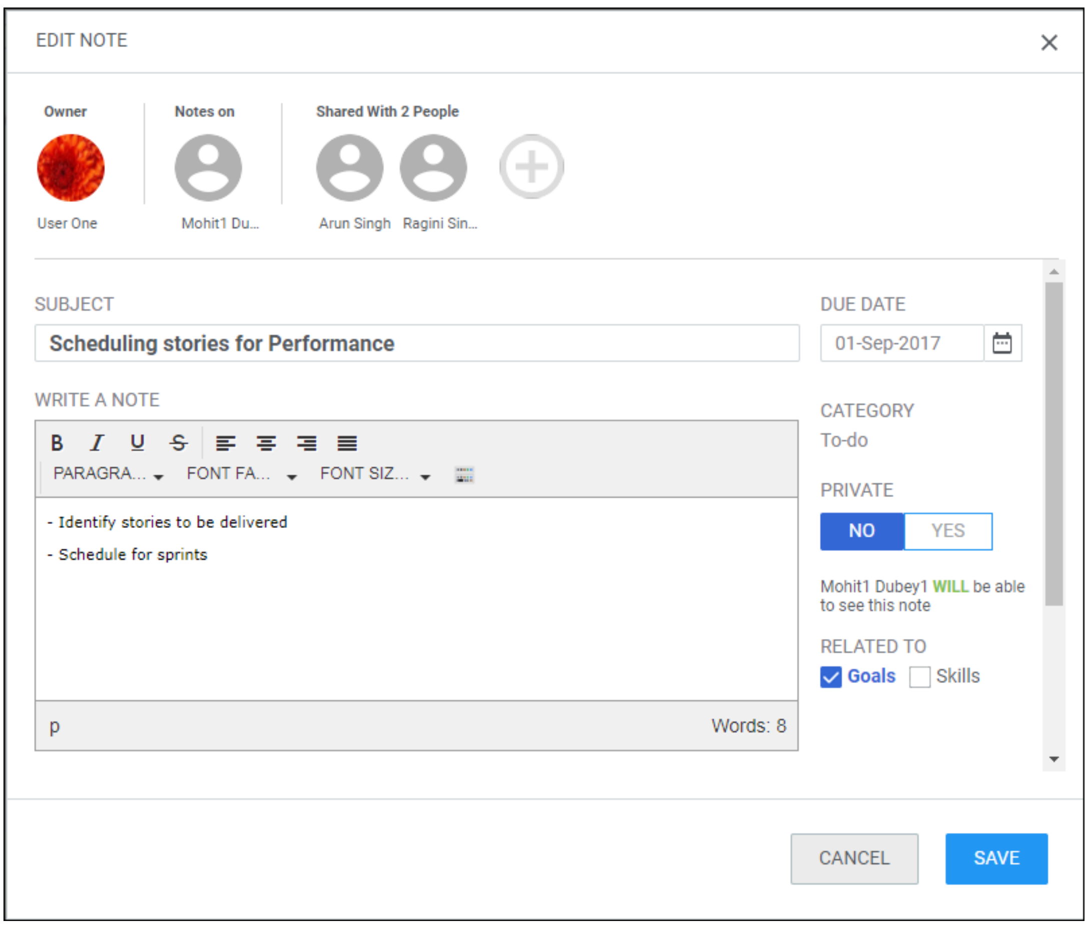


Figure 84: Note editor

How does it work now?

The enhanced capabilities enable a user to create and track notes as they did previously, albeit with some enhancements (detailed below), however the original functionality has been re-positioned as **Workboard** as in effect that is what it was previously. *A board for users to manage their work.*

The following enhancements have been made to the Workboard functionality:

- The **Check-Ins** service under **Performance** is renamed to **Workboard**. By default this service is disabled. To enable, contact your system admin.

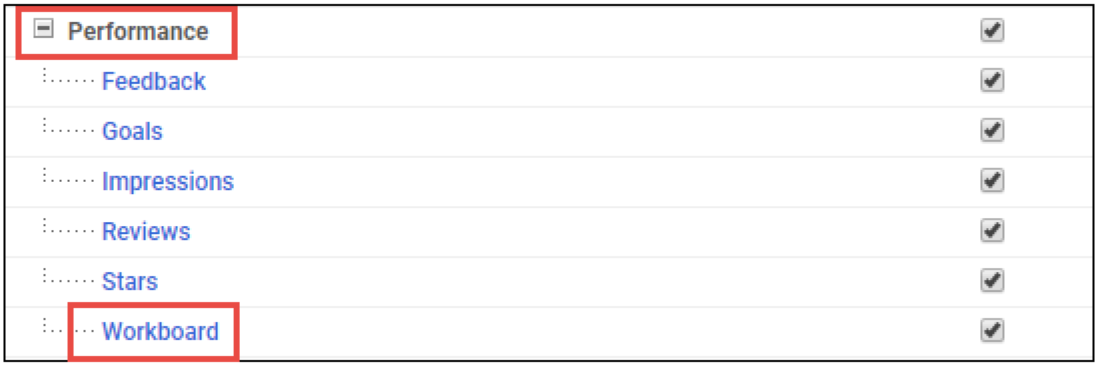


Figure 85: Check-ins updated to Workboard

- The setting name under the Workboard service has been renamed to reflect the new name.

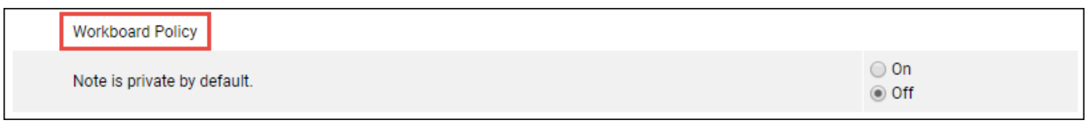


Figure 86: Workboard setting

- The **Manage Check-Ins** menu under **Admin** > **Performance** is renamed to **Manage Workboard**. Determined by an administrator, although potentially not labelled as such, one of the categories can be defined as the **Completed** category.

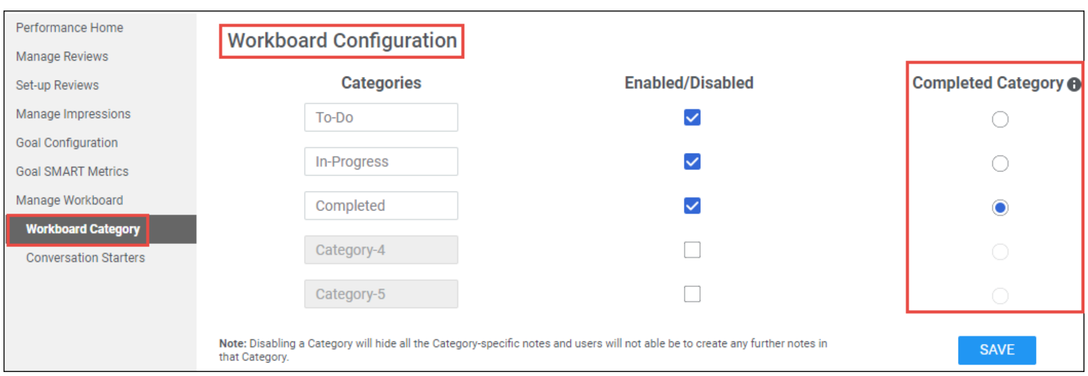


Figure 87: Manage Workboard

The admin can enable this for any one of the enabled categories. Once enabled, the manager and end user can move a note to the completed category once its completed. Once the note moves to this category:

- User cannot edit the note.
- Overdue notification is disabled and the overdue date on the note is not highlighted.
- If a goal is linked to the note, then user is prompted to update the goal's progress. The progress for the goal is retained on **My Plan** > **Goals & Objectives** tab. Note linked to the goal is visible on the Goals details page.
- User can move the note back to other categories and the note fields become editable.

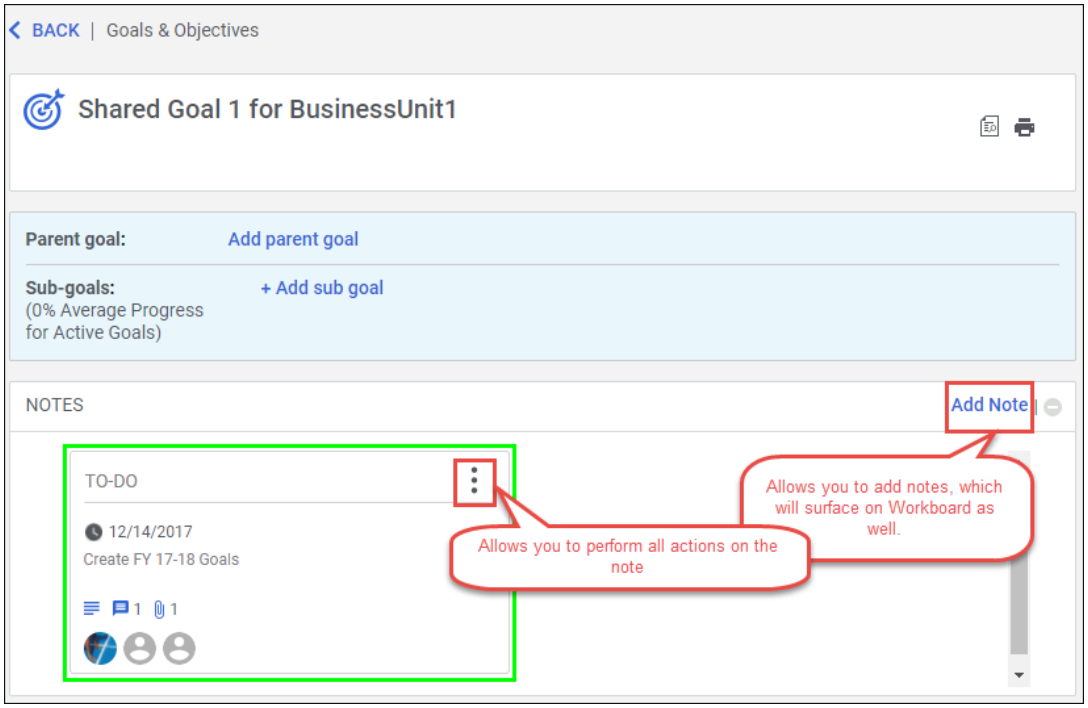


Figure 88: Notes within goal

- The entry point to access the Notes page is now via the button labelled **Workboard** at the top of the **My Plan** page.

Note: The **Check-Ins** menu has been removed from the left navigation menu under **ME**.

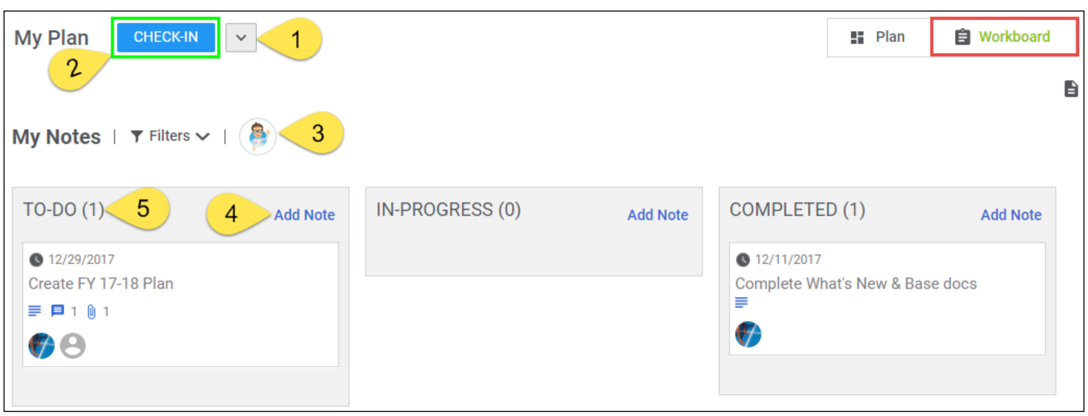


Figure 89: Workboard

1. **Export Notes** option is now accessible from the dropdown button adjacent to the **CHECK-IN** button.
2. The original **ACTIONS** button has been re-labelled to **CHECK-IN** and provides access to users to prepare for the next check-in conversation with their manager. For more information on Check-In, refer 1-1 conversation using Check-In.
3. TIM icon from the top right is now moved next to the **Filters** label.
4. **Add Note** option is now accessible adjacent to the name for each category. Hence, the **Add Note** bulk action from the **Actions** menu is removed.
5. Category name is suffixed with the count of notes under that category.

Note: The same UI changes appear for manager while checking the team members' Workboard.

- The **Shared** and **Archived** tabs are now moved as filters under **Notes** filter as **Notes shared with me** and **Archived notes**, respectively.
- The layout of the note editor has been updated with certain field names and positions modified, as below.

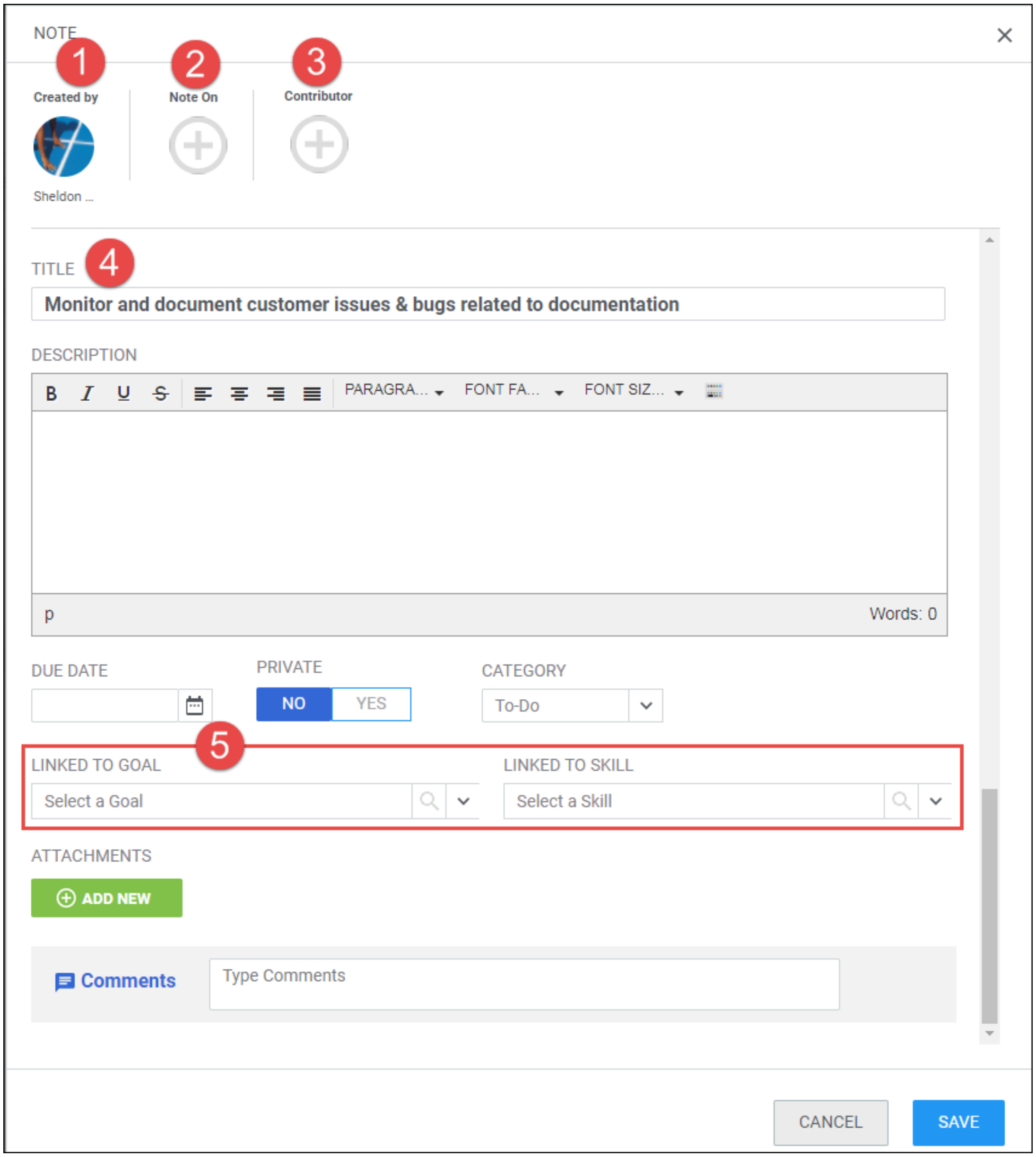


Figure 90: Updated Layout of Note Editor

1. The label **Owner** is renamed to **Created by**.
2. The label **Notes on** is renamed to **Note on**.
3. The label **Shared With** is renamed to **Contributor**.
4. The label **Subject** is renamed to **Title**.
5. The label **Related To** is renamed to **Linked To Goal** and **Linked To Skill**. The usability of this field has been changed where the **Linked To Goal** and **Linked To Skill** dropdown list populates goals and skills associated with the **created by** person or the selected **notes on** person. The created by person can associate only one goal and skill per note. On selecting the notes on person, the goals and skills associated with that person (available in the plan) populate in these fields. On removing that person, the selected goal and skill is removed from these fields and created by person's goals and skills populate in these fields.

- The **Linked To** field appears as shown below in the note's **Print View**.

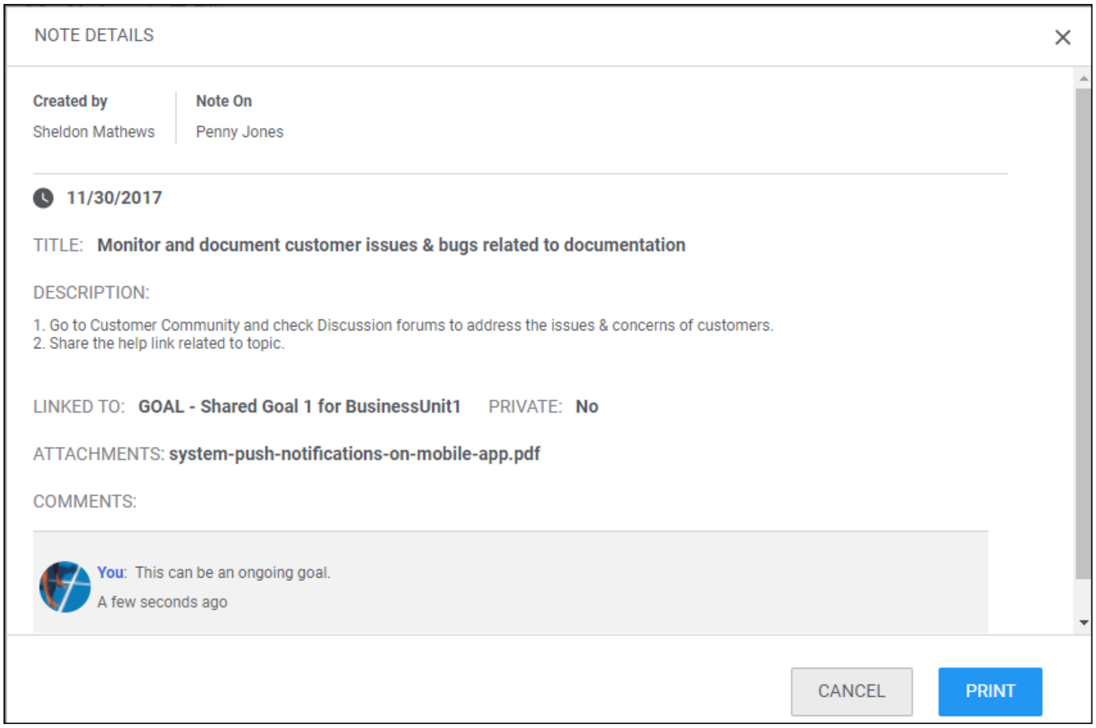


Figure 91: Updated Layout of Print View

- The **Linked To** field appears as shown below when the notes are exported.

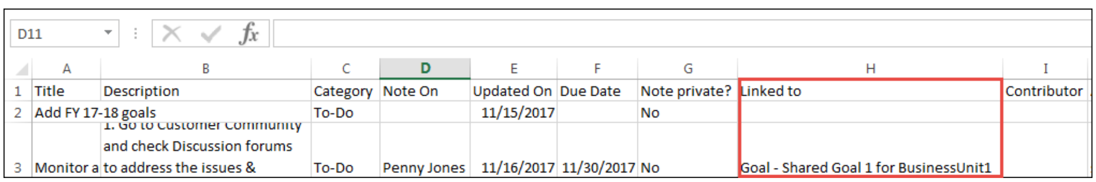


Figure 92: Updated Layout of Export View

Use case

The improved design and layout of the original screen brings the existing expression and functionality to the fore and builds a foundation for users to focus on their day-to-day activities via notes. With the possibility of linking notes to goals and skills, a user is able to associate their daily activities to their performance records, which accelerates their performance that is ongoing and not a one-time exercise.

Delete skills from plan

How did it work?

The end user and manager could perform the following actions on the skill, but there was no provision to delete any skill:

- Assess
- Improve
- View Assessment History

How does it work now?

The end user and manager now has the provision to delete a skill from **My Plan** > **Skills Development** tab. The **Delete** action appears **ONLY** for the non assessed skills.

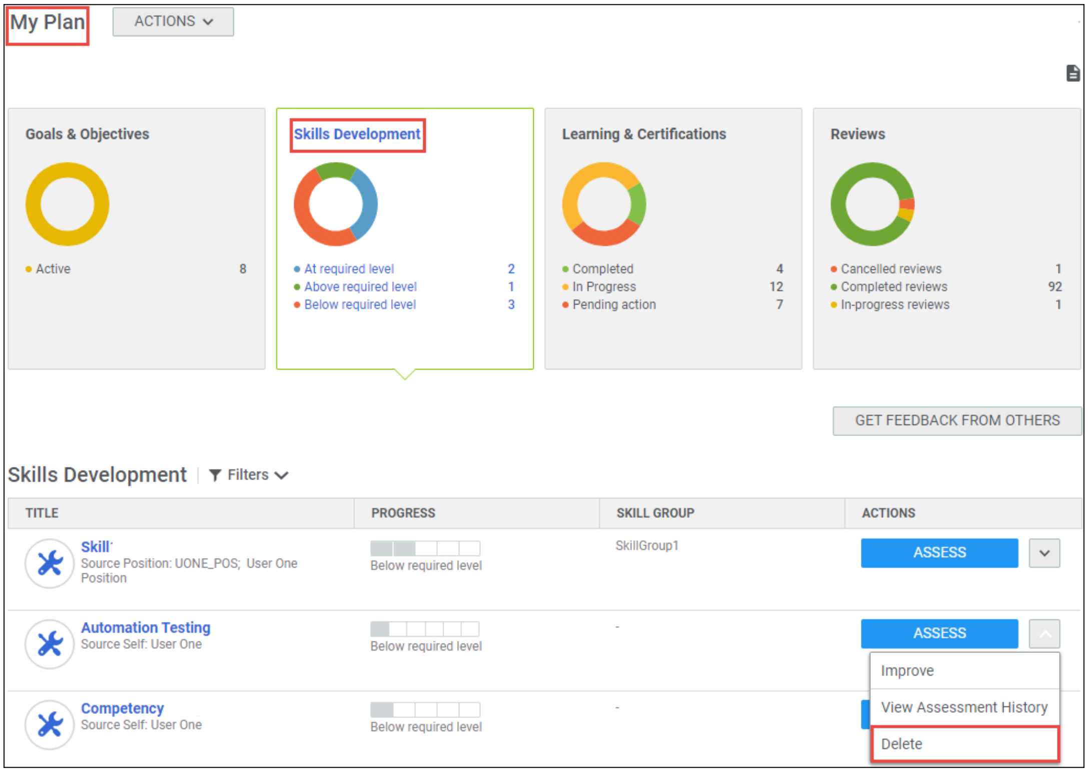


Figure 93: Delete skill

The end user and manager can delete the skill only if the source type of that skill is **person** i.e., self or manager.

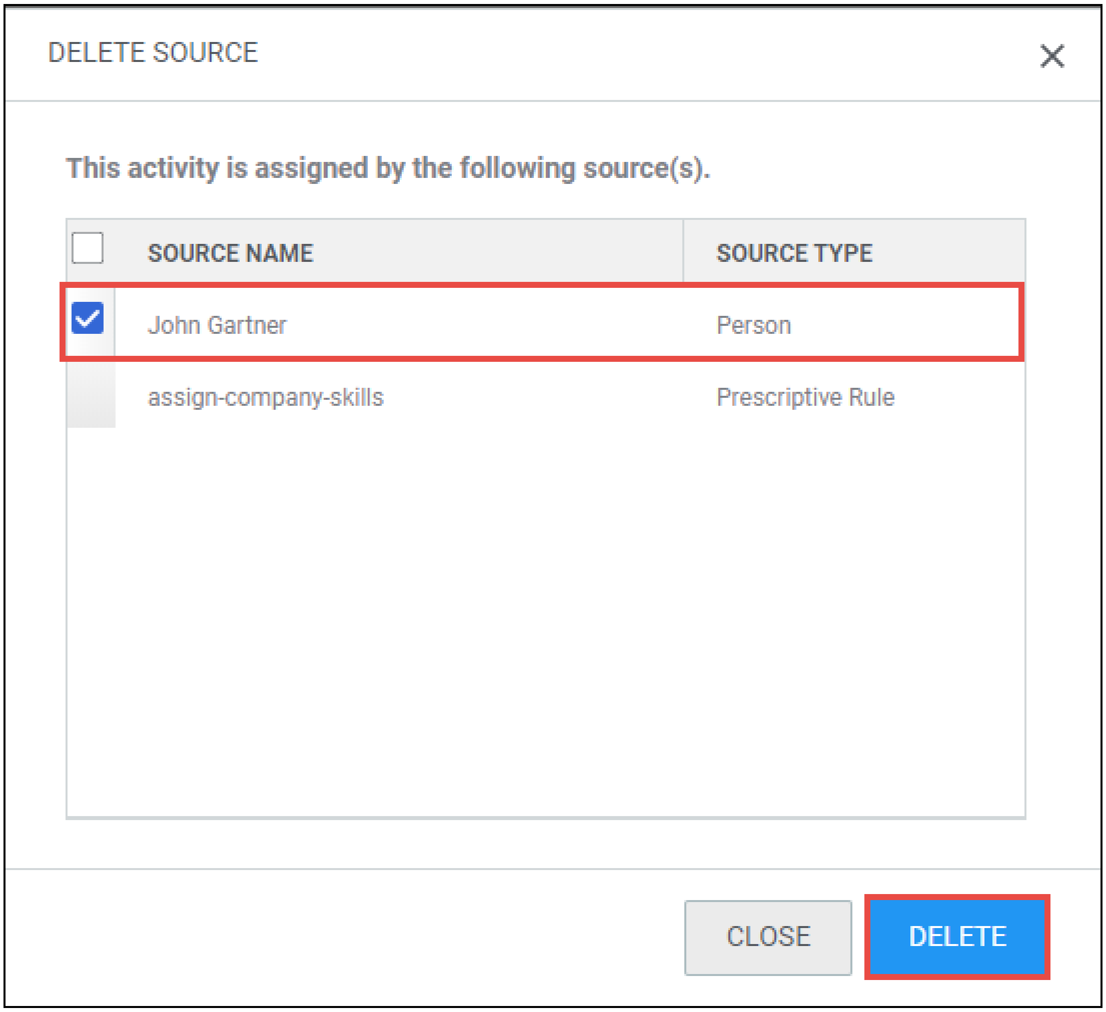


Figure 94: Delete skill

Note: The checkbox appears only for the **Person** source type.

Use case

This feature allows the end user and manager delete skills that were added by error.

Enhancements to goal configuration

How did it work?

Prior to this update the goal configuration menu under Performance appear as shown in the below figure.

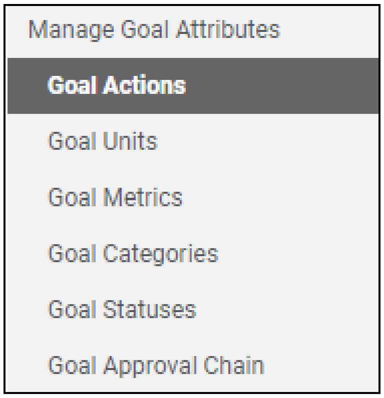


Figure 95: Old view of goal configuration

There was a need to bifurcate the above attributes to distinguish between normal goal configuration and SMART goal configuration.

How does it work now?

The SMART goal attributes are now moved under **Goal Smart Metrics** menu and other goal attributes are moved under the new menu **Goal Configuration**.

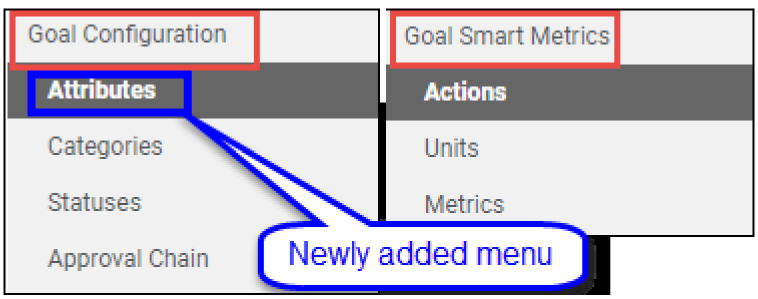


Figure 96: Updated menu

Note: The sub-menus under **Goal Configuration** and **Goal Smart Metrics** are only interchanged and there is no functional change on their corresponding pages.

Under **Goal Configuration**, a new menu **Attributes** has been introduced that allows the performance administrator to enable or disable the attributes to be surfaced on the Add, Edit, and View Goal screens.

The following attributes are available under **Admin** > **Performance** > **Goal Configuration** > **Attributes**.

Table 27: Goal Attributes

Attribute Name	Description	Default Visibility?
Align to parent goal	Allows a user to align a goal to any of the goals associated with the person selected in the **Visible To** option. This also enables the user to create a parent goal for a goal.	Y
Goal library	Allows a user to select a template created in the goal library by an administrator.	Y

Attribute Name	Description	Default Visibility?
Description	Allows a user to enter any information about the goal that they want to be defined as a description of the goal. Others can see this description only if they have permission to view the goal details.	Y
Visible to	Allows the user to select the entity within the team or organization who cal view this goal. This option has sub options and they will be surface on the goal details based on their visibility. The administrator can configure only one as the default option, and that option cannot be disabled. The options are: • Everyone • My manager & above • Management & all my reports • Just my direct reports • Only people assigned to sub-goals • My direct reports & people assigned to sub-goals • Only assigned/goal owner **Note:** Prior to this update, the default visibility was governed by the setting **Default visibility used when creating performance goals.** under **Performance** > **Goals** service. By introducing this attribute, the setting has now been removed. Hence for existing customers, the visibility option selected in the setting will be enabled and marked as default under the **Visible to** attribute. For example, if the customer had selected **Everyone** in the setting **Default visibility used when creating performance goals.**, then the same option **Everyone** will be marked as default and enabled too.	Y
Related Activities	Allows a user to associate tasks, learning, and skills to a goal. These activities are governed by their corresponding services under Admin > System > Configure System > Services. For example, if the **Skills** service is enabled,	Y

Attribute Name	Description	Default Visibility?
	then the user can associate skills to the goals.	
Resources	Allows a user to associate and add at~ tachments to a goal. The user can add multiple attachments and links to a goal.	Y
SMART Metrics	Allows a user to enter metrics inform~ ation for a goal, which makes the goal Specific, Measurable, Attainable, Rel~ evant, and Time-bound i.e., a SMART goal.	Y

Figure 97: Goal Attributes

Note: Only the selected attributes appear in the goal screen. This is applicable to all the following flows from where the goal is created:

- My Plan > Add Goal
- Admin > People > Rules Engine > Prescriptive Rule

Use case

Performance administrator now has a greater control over the goal parameters and can enable only the desired attributes.

Introducing Skills Libraries for locking skills content

How did it work?

The end user, manager, and admin could perform various actions on skills depending on their privileges. There was a need to provide some pre-defined skills in the system and ensure that any changes made to the skill content is controlled and monitored.

How does it work now?

A new **Skill Library** structure is introduced to the skills framework changing the existing hierarchical structure of skills to the below framework.

Figure 98: Skills Framework

Skill Library appears only when the **Enable system defined skill library** setting under **Foundation** > **Skills** is enabled. By default this setting is disabled. To enable, contact your system admin. When this setting is enabled, **Skill Library** search criteria appears on the **Admin > HR > Manage Skills > Skills** and **Admin > HR > Manage Skills > Skill Groups** pages. This allows the HR admin to search for the skills associated with the skill library. When this setting is disabled, the existing skill framework is applicable.

Saba provides two built-in skill libraries Saba Skills and Company Skills.

- Saba Skills are pre-defined skills that can only be enabled and disabled. These skills are not editable.

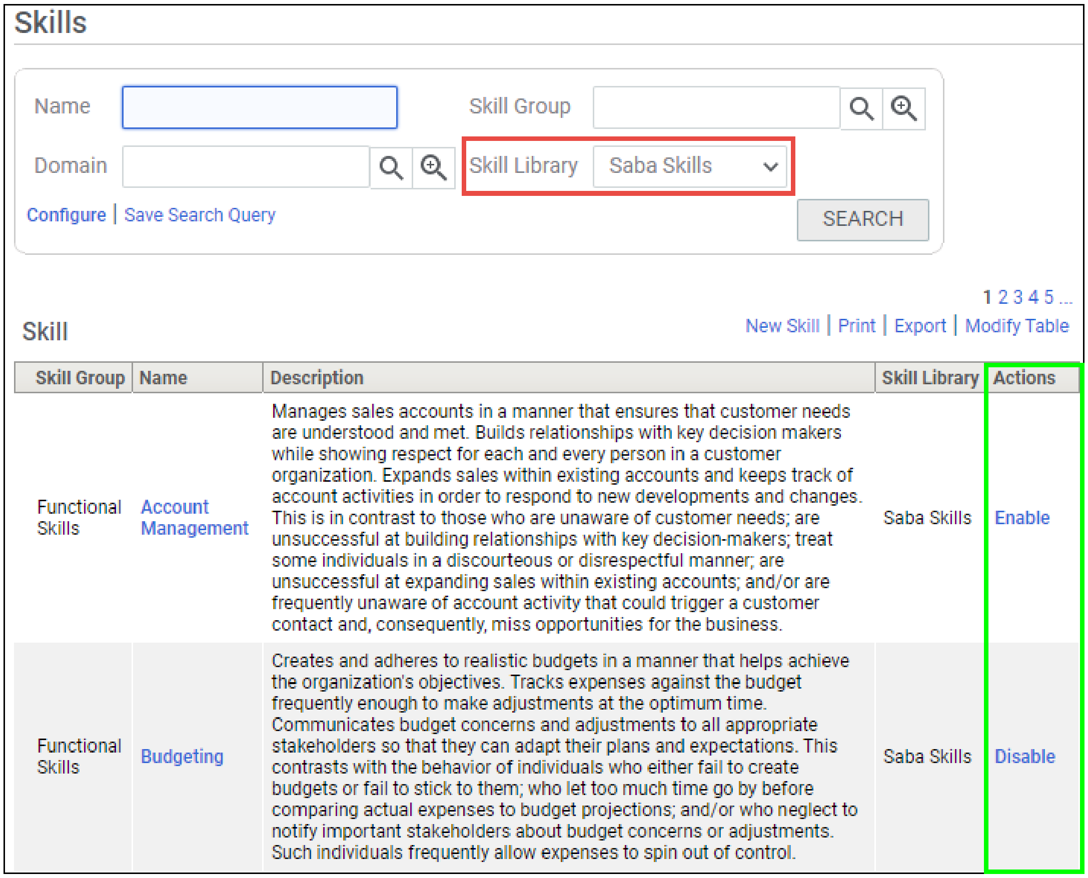


Figure 99: Saba Skills Library

- Company skills are admin defined skills that can be edited, deleted, enabled, and disabled. All the fields of the skills associated with this library are editable.

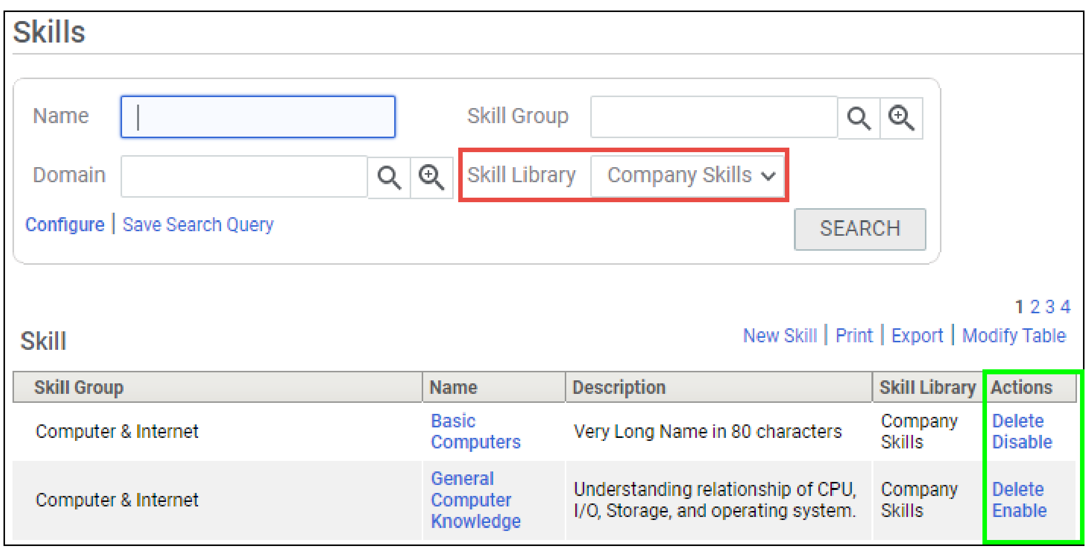


Figure 100: Company Skills Library

Saba Cloud shows only the **enabled** Saba Skills and Company Skills in all the Add Skill flows like Plan, PR and smart list. Disabled skills are not searchable in these flows.

Use case

The admin can now control the visibility of skills through skill library.

Localize rating scale in review cycle and review section

How did it work?

The performance administrator did not have any provision to localize the rating names within rating scale in the review cycle and in the review section.

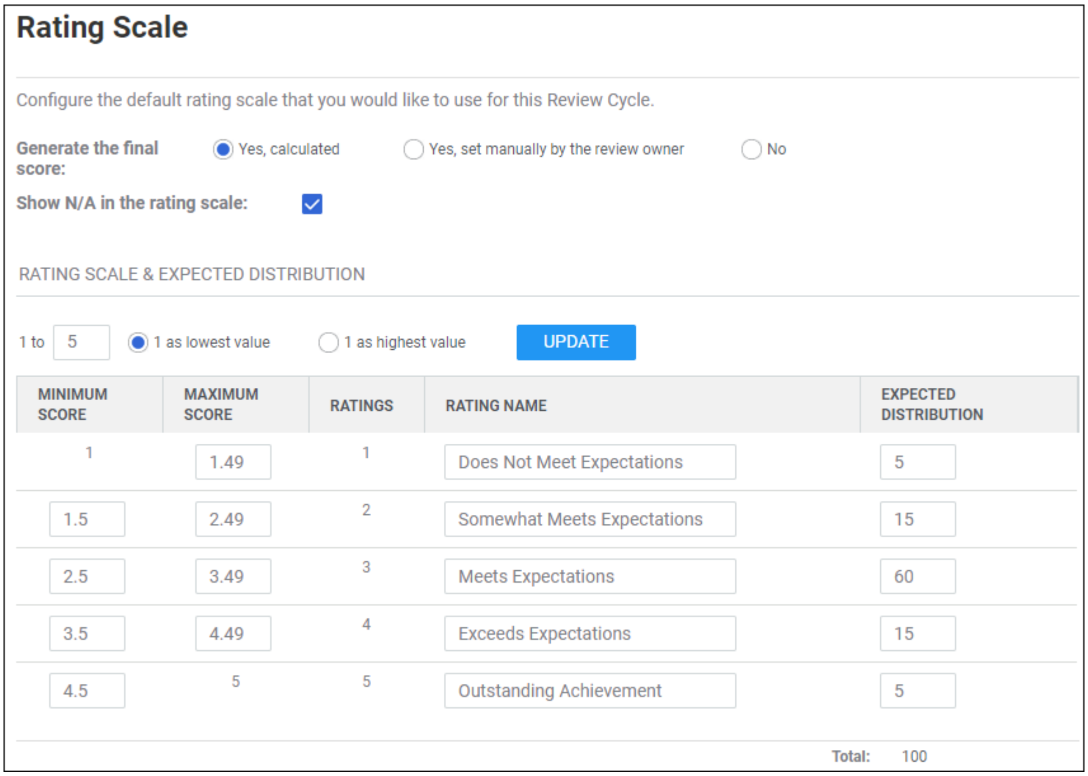


Figure 101: Old view of Rating Scale

How does it work now?

The performance administrator now has the provision to localize the rating names in the rating scale to the desired language. The administrator can localize the rating name on the review cycle as well as on the review section. The administrator needs to click the Internationalize Globe icon, select the desired locale name, and add the localized text in the rating name. The rating name are localized.

Note: The administrator can localize the rating names only when the review cycle is in **Draft** state.

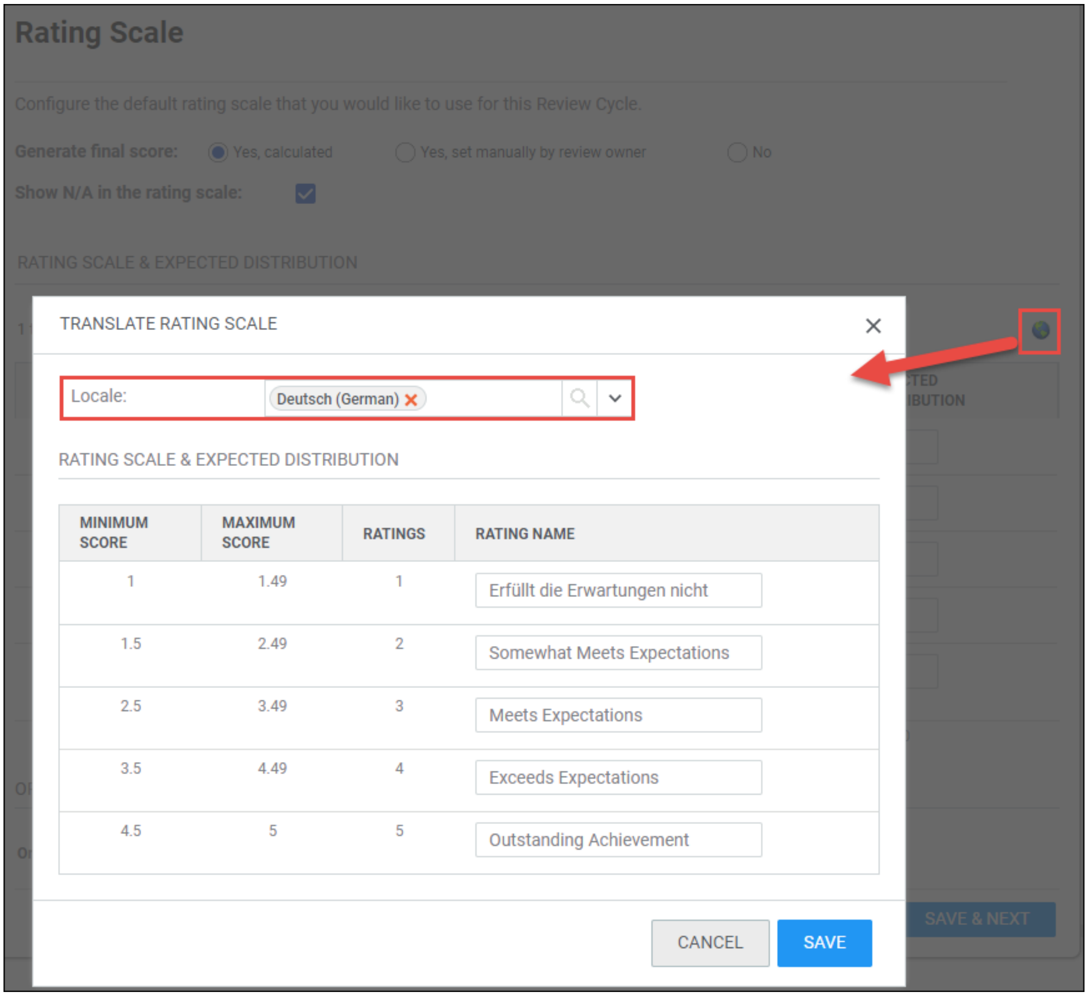


Figure 102: Localize rating scale in review cycle

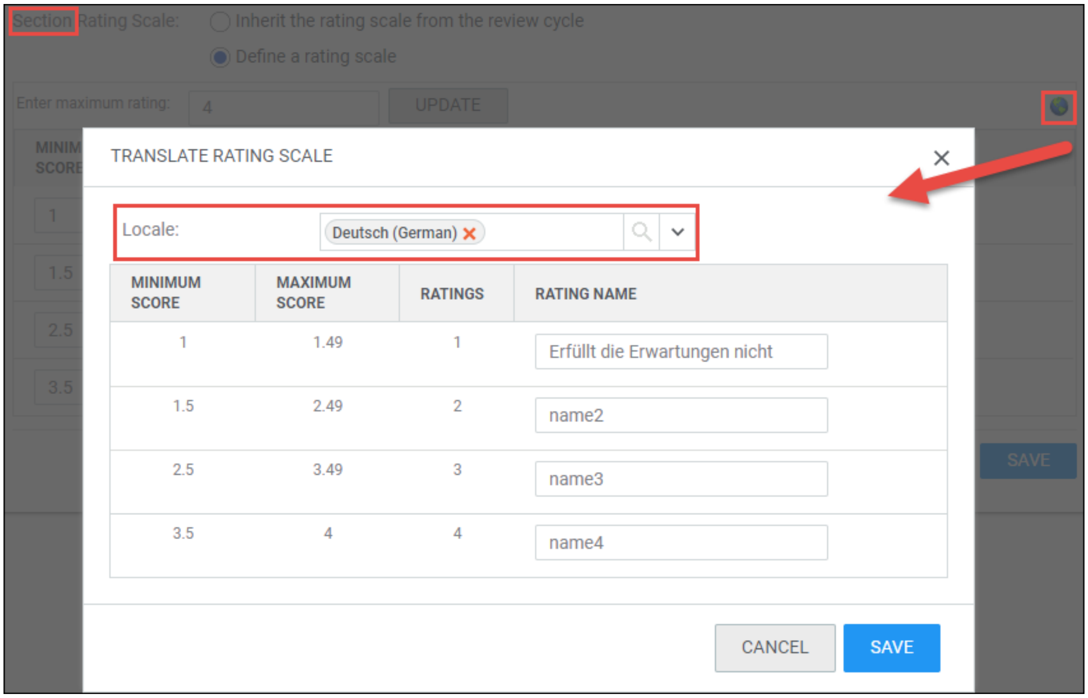


Figure 103: Localize rating scale in review section

Use case

This improves the usability of performance reviews for users with non-english locale.

New filters to access reviews from My Plan page

How did it work?

The end user could access the reviews, meetings and interviews using the following filters:

- Type
- Status
- Due Date On Or Before
- Due Date On Or After

There wasn't a way to filter reviews held within a specified year.

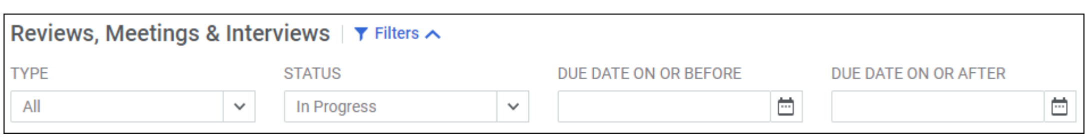


Figure 104: Old view of filters under Reviews, Meetings & Interviews tab

How does it work now?

The following new filters are added under **Reviews, Meetings & Interviews** tab:

- Active Year From and Active Year To - Display reviews held within the specified active year. By default this field populates the date set in the setting **Enter the Start date of Active Year** under the **Performance** > **Goals** service.

  Note: These filters are available for **All** and **Reviews** type.

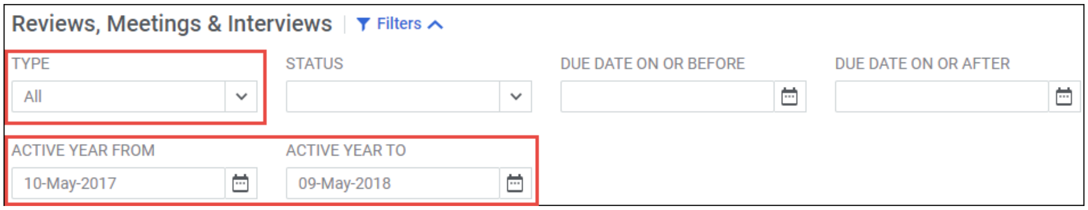


Figure 105: New filters

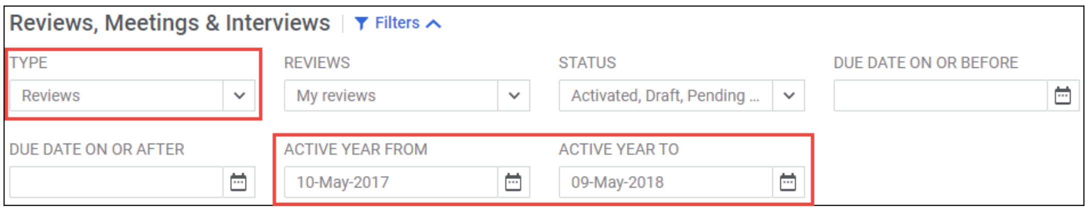


Figure 106: New filters

Use case

This feature allows you to find the specific review you are looking for.

Chapter 8

Pulse 360

Topics:

Increased anonymous number of active employees for Pulse data

How did it work?

The anonymous number of active employees to show the pulse data was 3. The managers and pulse administrators could view the responses in the dashboard even if there were only 3 employees under the manager. This could increase the chance of revealing the employee identity through their responses.

How does it work now?

The anonymous number of active employees to show the pulse data is now increased to 5 so that the employee's identity is protected. If the manager has less than 5 reportees, then the pulse data does not appear and shows *Cannot display data as you have less than 5 employees.* message on the screen.

Use case

This enhancement now protects the employee's identity when given Pulse response as there isn't a way to trace the response back to individuals.

Chapter 9

Recruiting

Topics:

- Candidate selection through workflow
- Send reminders to approve job requisition and job offer
- Usability enhancements for Jobs under My Team, People, and Admin menu
- Updated View Applications screen for candidates
- Upload and view cover letter

Candidate selection through workflow

How did it work?

Earlier, there was no provision in Saba Recruiting to set the candidate selection process steps as per the requirement and had to follow the ones set in the application.

How does it work now?

Candidate selection workflow is a hiring process to evaluate and find the best candidate for the open job.

The candidate selection workflow comprises of pre-defined statuses and its corresponding steps, a recruiter has to go through before hiring any suitable candidate. This will prevent the recruiter from going through multiple processes as it will speed up the selection process. The workflow is created by the recruiting administrator and appended by managers to a requisition while creation. Once candidates apply for a job, the corresponding workflow is used to track and manage candidates from the time they are new until they are hired. Saba Cloud provides a System Default workflow that can be used or copied to create new workflows. The managers can associate only the active workflows with the requisition.

The recruiting administrator can create workflows provided the **Can access Recruiting ->Manage Workflows** privilege is enabled on the **MenuVisibility-RecruitingAdmin** component. By default, this privilege is enabled.

The recruiting administrator must navigate to **Admin** > **Recruiting** > **Manage Workflows** to create new workflows.

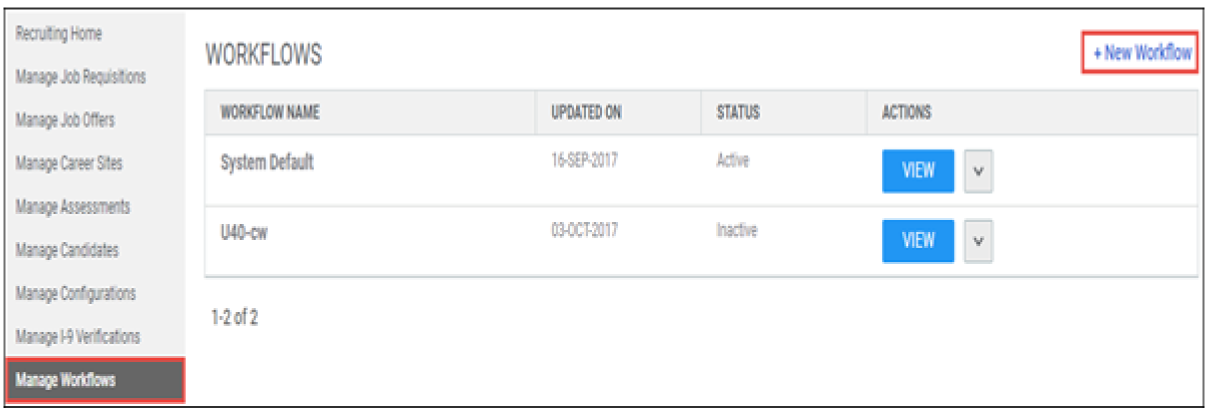


Figure 107: Manage workflows

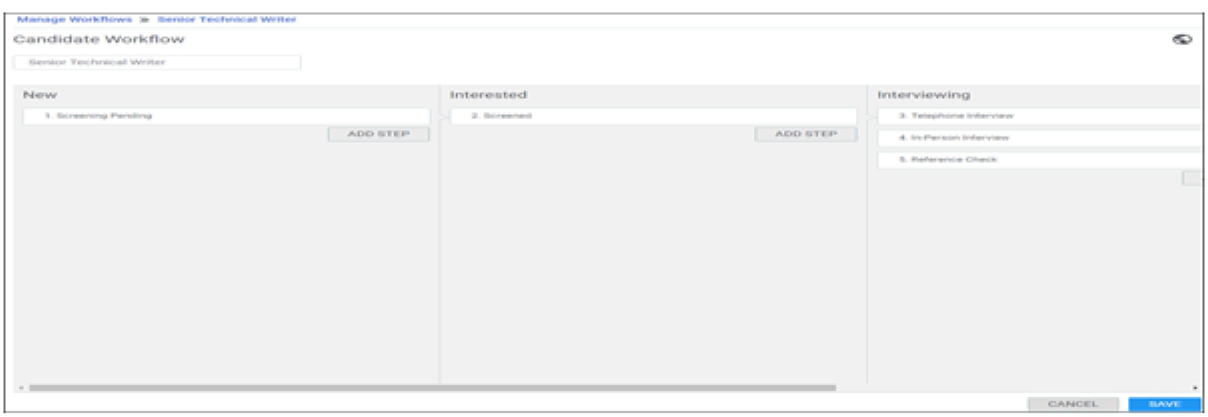


Figure 108: Candidate workflow

Once the workflows are created, the recruiting administrators and managers are associate it with a job requisition template or job requisition while creation.

Note: The workflows can be added only to the draft requisitions and not the active ones.

The admin and manager must navigate to the job requisition template/job requisition (draft state) > **Job Postings & Services** tab and select the desired workflow from the **Requisition Workflow** dropdown list. This field shows only activated workflows. This field appears only if **requisitionWorkflow** attribute in the **JobRequisitionTemplate** and **JobRequisition** is set to display. By default, the attribute is enabled. The selected workflow will be applicable to the candidates applying for this job requisition.

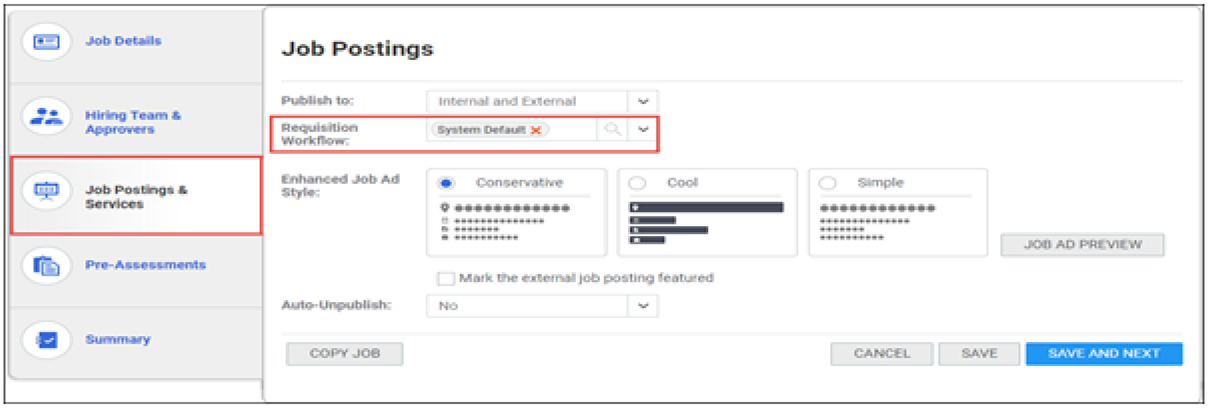


Figure 109: Select workflow

Once the job requisition with workflow is published and candidates start applying to the job, the candidates are processed based on the steps created in the workflow. In the Hiring Team view, the current step as per the workflow appears beneath the candidate name, the next step and the other steps appears in **Select another action** and **More actions**. These list of actions are context-sensitive and vary depending on the selected workflow, the candidate status, selected step, and user permissions. The recruiting administrator has the privilege to skip any step and perform any step defined in the workflow, but the hiring manager and recruiter need to perform the steps in sequence.

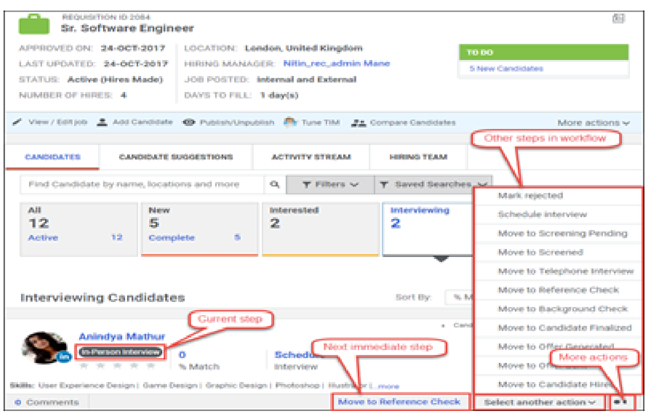


Figure 110: Workflow steps and actions

When a candidate status is changed, the **Candidate Status changed** email notification is triggered to the corresponding hiring team members'. By default, this notification is enabled. To disable, contact your system administrator.

Figure 111: Notification sent after changing candidate's status

The notification displays the candidate's main status and step name to which he/she is changed to.

Searching for candidates through workflow step

The recruiting administrator, hiring manager, and recruiter can now search for candidates, which are associated with requisition workflow. The candidates can be searched from **Admin** > **Recruiting** > **Manage Candidates** view and from the Hiring Team > **Candidates** tab view.

On the **Admin** > **Recruiting** > **Manage Candidates** > **Candidates** search page, the **Workflow Step** search filter has been added. This field appears only when the **requisitionWorkflow** attribute is enabled in **JobRequisitionTemplate** and **JobRequisition**. By default this field populates all unique steps that are available in all the workflows. On selecting any option, the search results in the candidates associated with the selected step. As an administrator you can select multiple steps to fetch the desired candidate details.

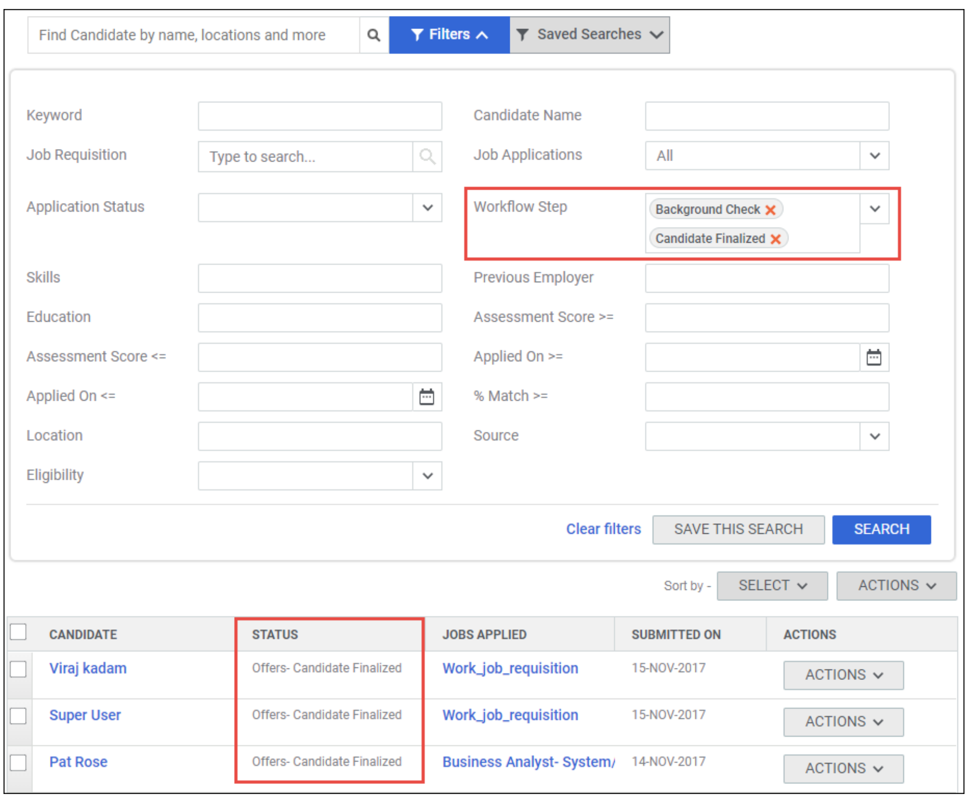


Figure 112: Workflow Step Search Criteria

The **Status** column in the search results is the combination of candidate's parent status and step name. For example, the candidate is currently in **Offers** status and within that the candidate is moved to **Candidate Finalized** step, so the candidate's status will be **Offers-Candidate Finalized**.

Note: The **Status** column on the **View applications** popup also uses the same pattern. To view applications, click **Actions** corresponding to the candidate and select **View applications**.

The administrator can perform bulk actions on the selected candidates **ONLY** when the job requisition is same. If the administrator specifies other search criteria such as Job Requisition or Candidate Name, then the **Workflow Step** field smartly filters other steps and populates the ones that are associated with the job requisition and candidate.

Note: The search criteria can be saved to use them later.

Note: The same functionality is applicable when candidates are searched from **Hiring team** view > **Candidates** tab.

Use case

The user can now configure custom workflows as per their hiring process. Consider an airline industry, where the selection process for the crew members could be different than the ones for the technical staff or the pilots. Hence, this feature lets the organization create candidate selection workflow based on the job titles.

Send reminders to approve job requisition and job offer

How did it work?

The following periodic and triggered notifications were available to send notifications to approvers in the chain for approving job requisition and job offer:

- Job Requisition Pending Approval
- Job Requisition is pending for approval after X days of its submission
- Job Offer Pending Approval
- Job Offer is pending for approval after X days of its submission

There was a need to have a provision on the job requisition and job offer where the hiring team members and recruiting administrator could directly send the notification to the immediate approver in the chain to approve the job requisition and job offer.

How does it work now?

The hiring team members and recruiting administrator can now send reminders to the immediate approvers in the chain to approve job requisition/job offer.

There are two ways to send the reminders for job requisition:

1. On the jobs listing page, click **Pending Approval** status corresponding the job requisition and click **Send Reminder**.

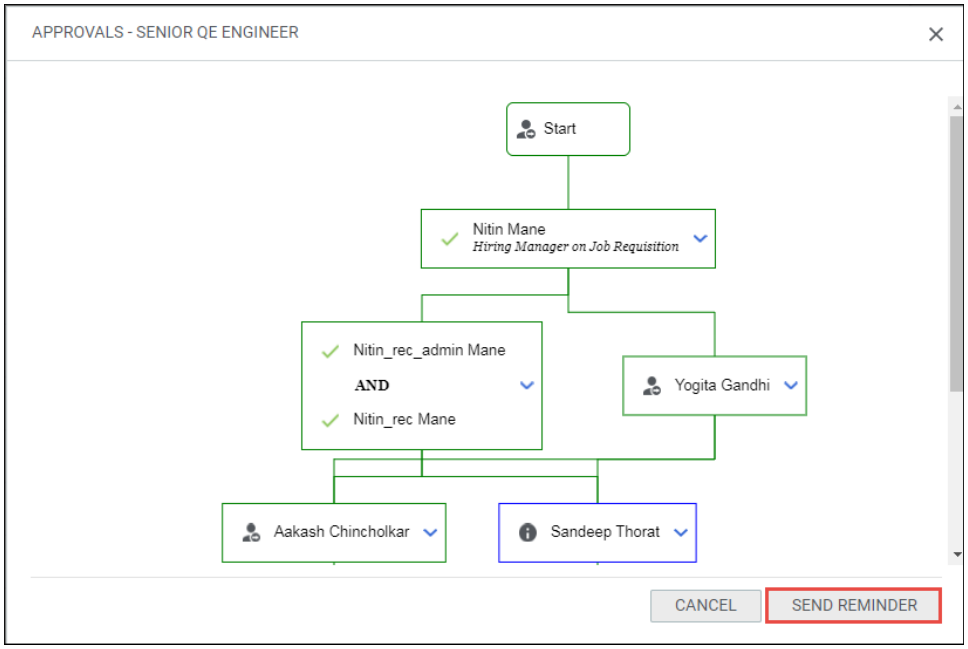


Figure 113: Send reminder to approve job requisition

2. Click **Edit Job** action corresponding to the requisition, go to the **Hiring Team & Approvers** tab and click **Send Reminder**.

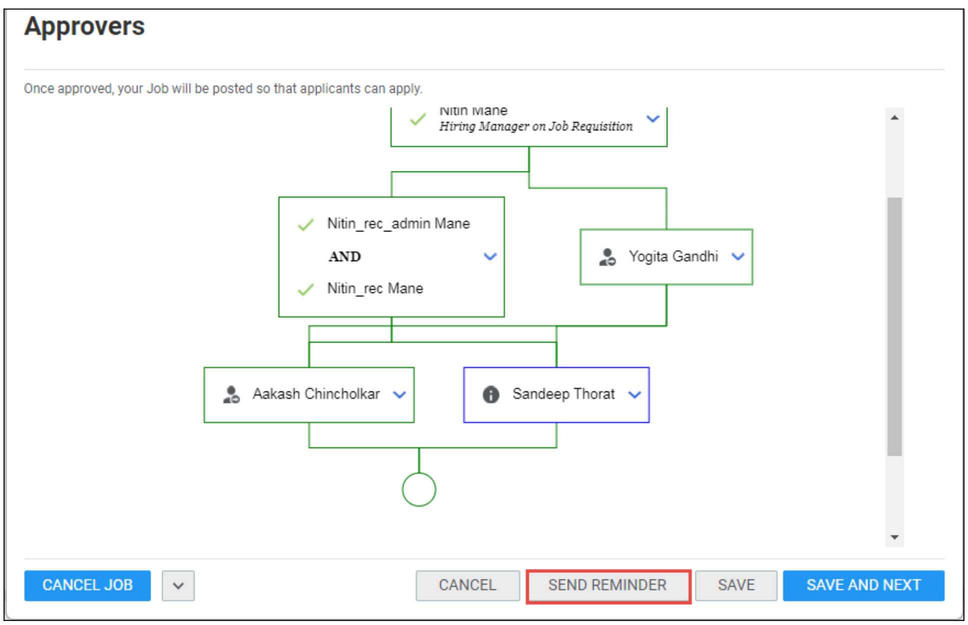


Figure 114: Send reminder from Edit Requisition view

Similarly, the hiring team member and recruiting administrator can send reminder to approvers for approving the job offer. The reminder can be sent only through the **Job Offer Summary** tab of the Edit Offer view.

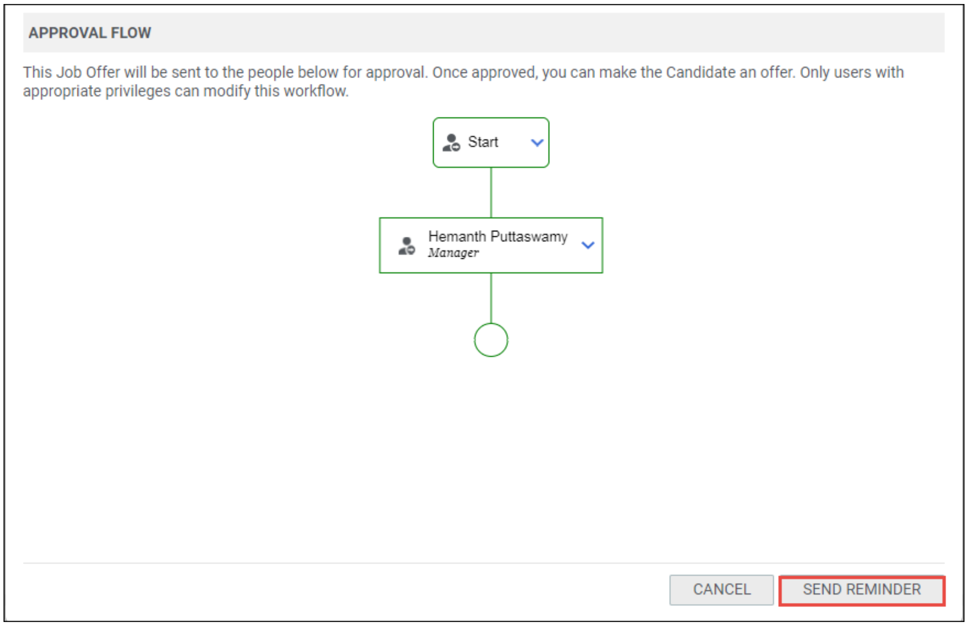


Figure 115: Send reminder to approve job offer

The **Send Reminder** action for job requisition/offer opens a popup where the immediate approver name is automatically populated and the Subject and Message is articulated. The hiring team members and recruiting administrator can update the Subject and Message body as per the requirement. Once it is sent, the respective approvers receive notifications in their email to approve the job requisition/job offer.

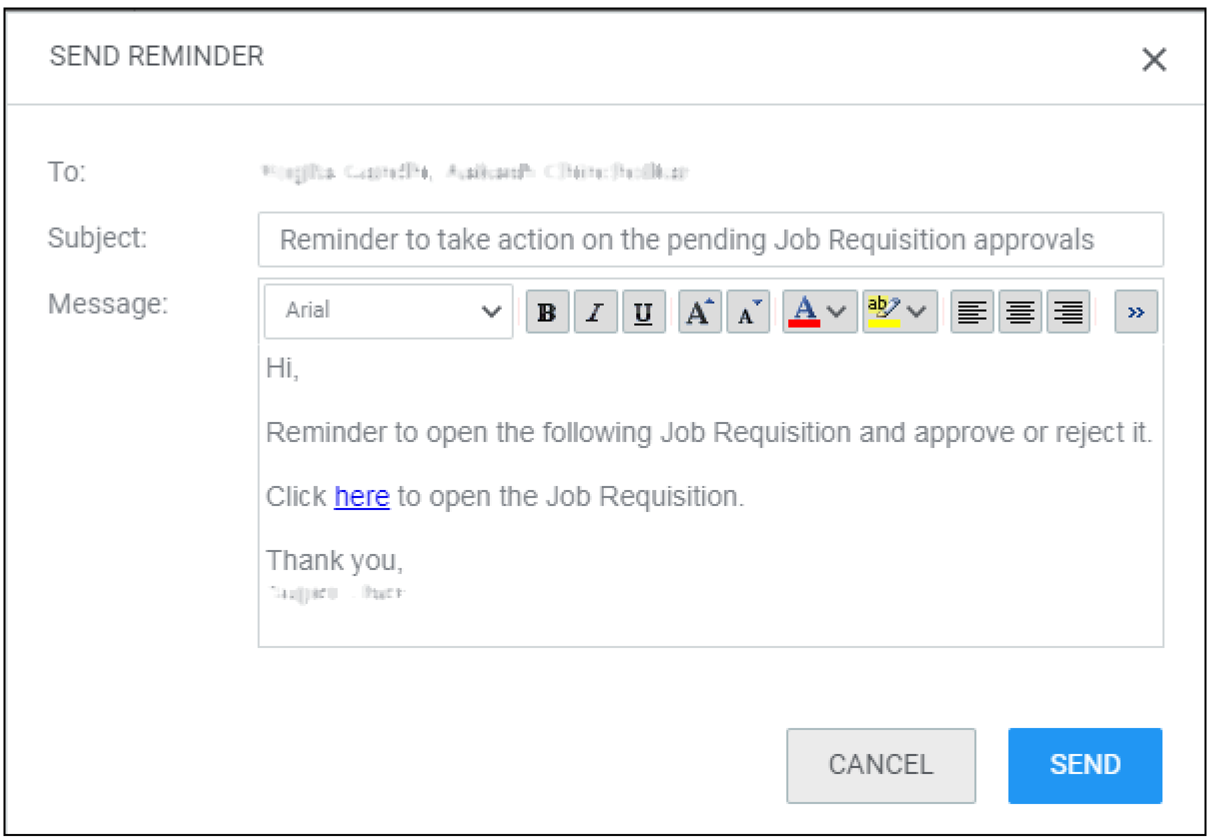


Figure 116: Send reminder popup to approve job req

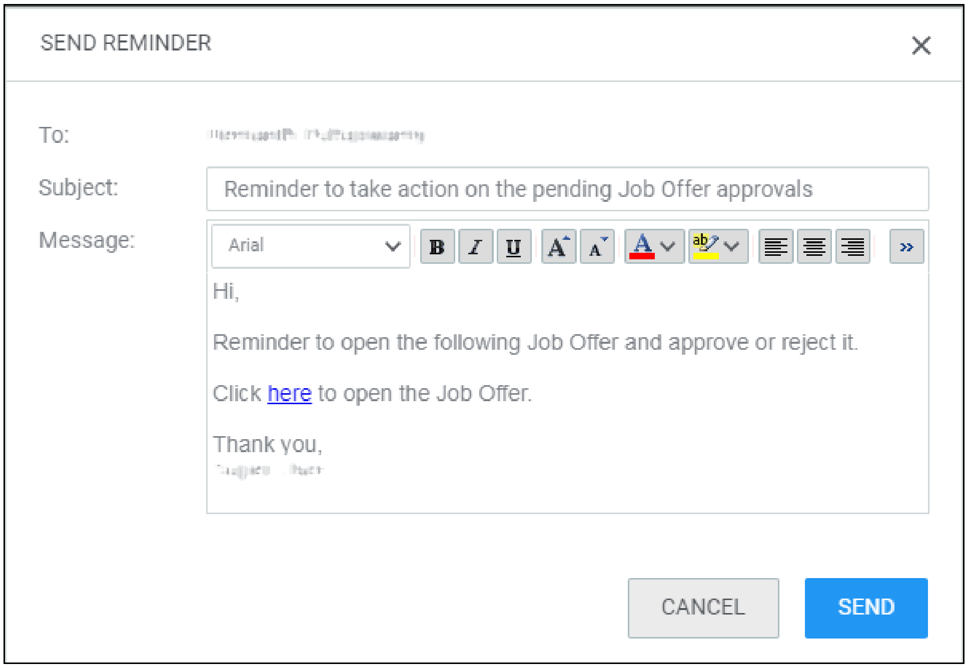


Figure 117: Send reminder popup to approve job offer

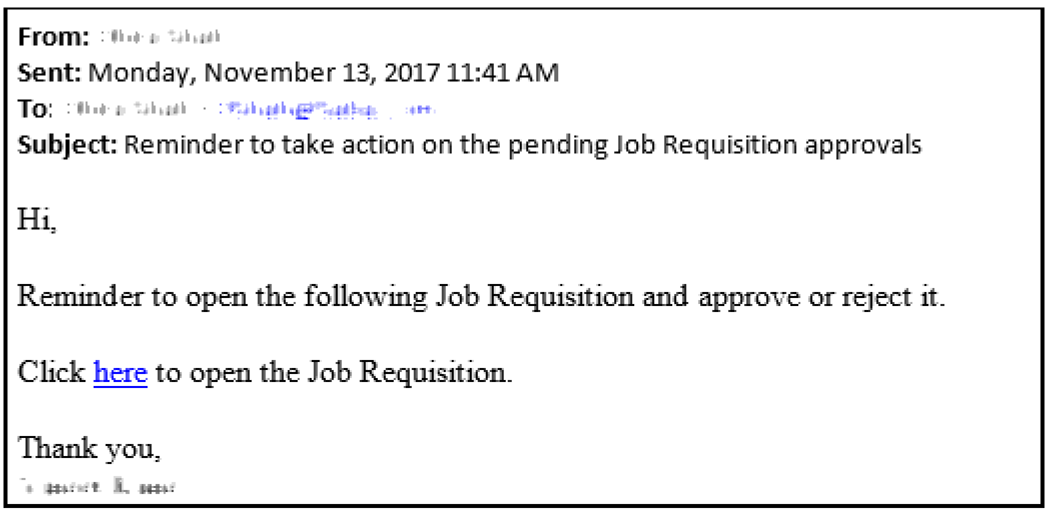
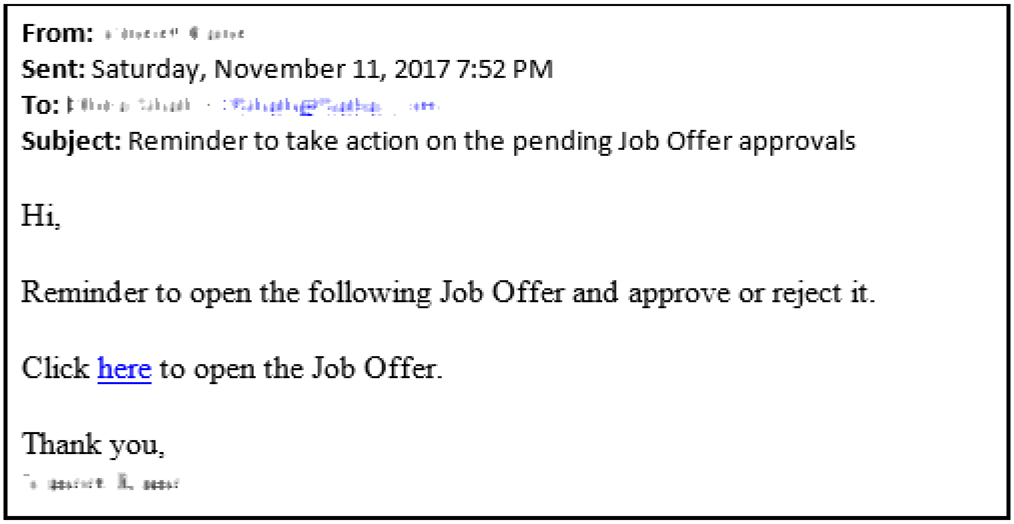


Figure 118: Notification to approve job req


From:
Sent: Saturday, November 11, 2017 7:52 PM
To:
Subject: Reminder to take action on the pending Job Offer approvals

Hi,

Reminder to open the following Job Offer and approve or reject it.

Click here to open the Job Offer.

Thank you,

Figure 119: Notification to approve job offer

The approvers can access the job requisition/job offer from their respective notifications before taking any action.

Use case

This feature simplifies the approval process where the job requisition and job offer gets approved at the earliest.

Usability enhancements for Jobs under My Team, People, and Admin menu

How did it work?

Prior to this update, the following filters were available for Jobs under the My Team and People menu:

- Status
- Requisition ID
- Hiring manager

These filters appear under the options My job requisitions, My pending approvals, My team's, and Direct team only.

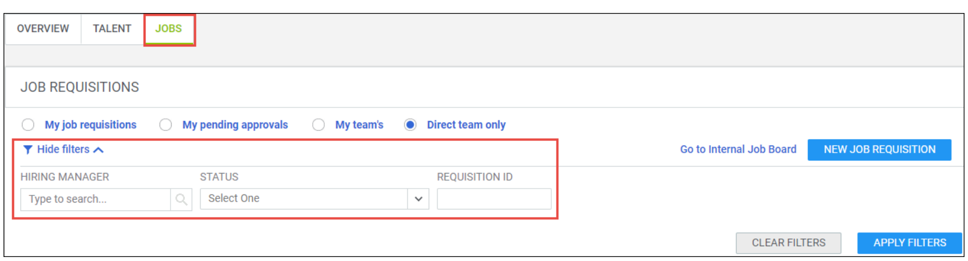


Figure 120: Filters for Jobs

How does it work now?

My Team > Jobs & People > Jobs

The following enhancements are made for hiring manager and recruiter under **My Team > Jobs** and **People > Jobs**:

1. Two new filters are added that will help the recruiter and hiring manager to search for the desired requisition:
   - Requisition Title: Display requisitions matching with the keywords added in the requisition title.
   - Location: Display requisitions belonging to the mentioned location.

   In addition to this, the **Location** and **Status** filter is now a multi-select dropdown list so you can choose multiple options. The **Hiring Manager** filter is now added under **My job requisitions** option as well.

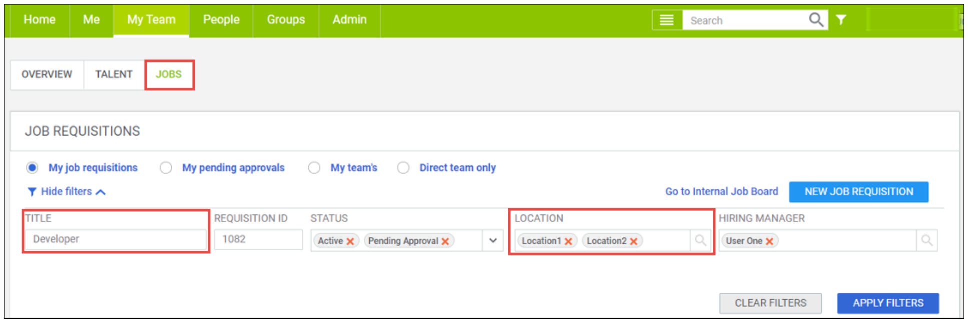


Figure 121: New filters under My Team > Jobs

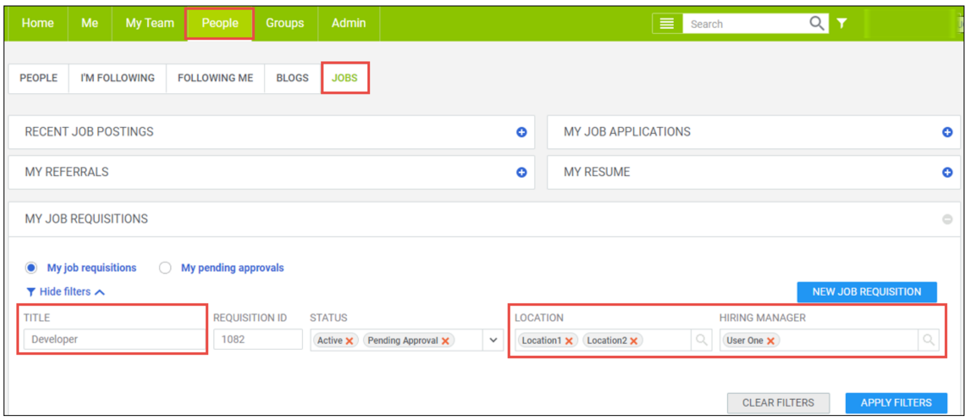


Figure 122: New filters under People > Jobs

2. The Job Requisition table now shows 20 requisitions.
3. **Roles** column is now replaced with **Location** that depicts the location associated with the job requisition.
4. The search results by default now displays all job requisitions except for cancelled and closed jobs. The hiring manager and recruiter can access the cancelled and closed jobs using the **Status** filter.

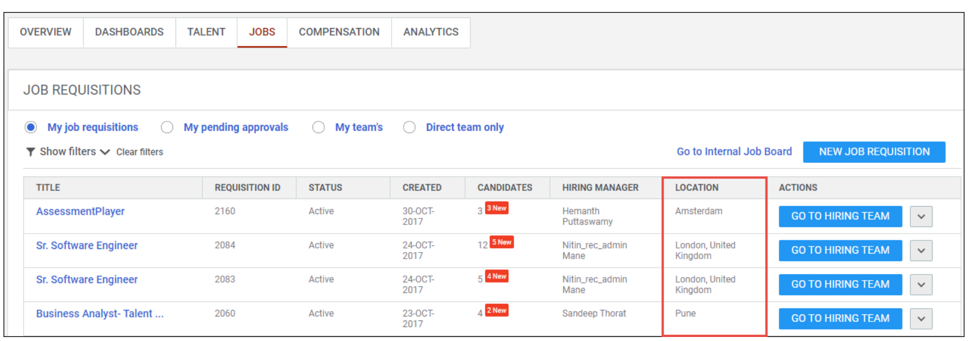


Figure 123: Job Requisitions section

Home page > My Job Requisitions portlet

The following enhancement has been made to the portlet:

- **Requisition ID** is displayed below the job title
- **Roles** column is replaced with **Location**. The location appears below the Requisition ID.
- The pagination and sorting has been removed. A new **View all** link is shown that navigates the user to **My Job Requisitions** table on the Job Board page.

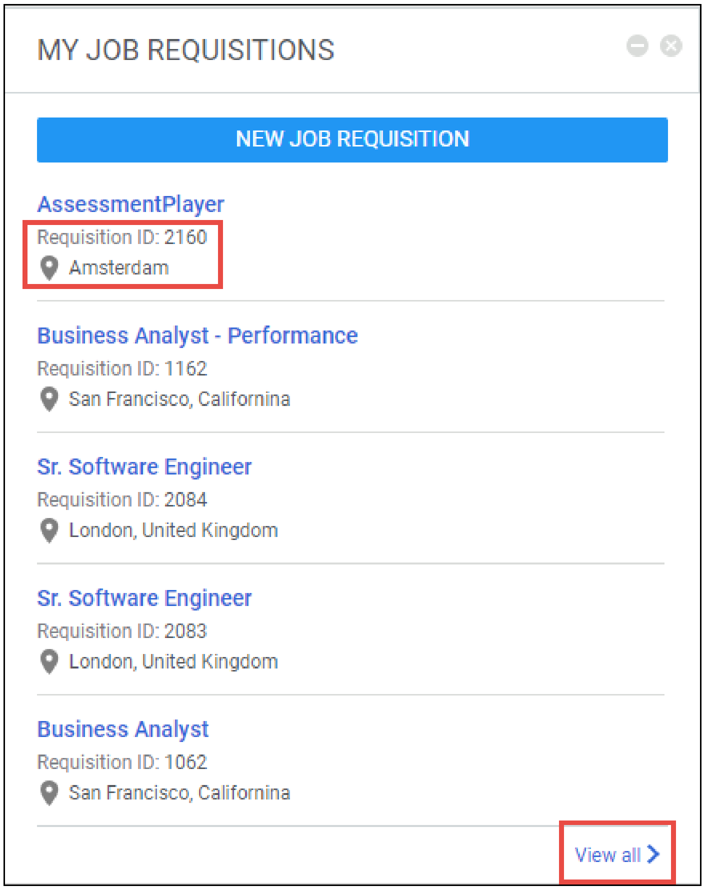


Figure 124: My Job Requisitions portlet

Admin > Recruiting

The following enhancements are made for recruiting admin under **Manage Job Requisitions** > **Job Requisitions**:

- The **Cancelled** option is now removed from the **Job Requisition Status** dropdown list so that cancelled jobs do not appear in the default search. However, a new checkbox **Include Cancelled Jobs** is added to the search filters, which displays the cancelled jobs. Also, the placement of Job Requisition Status search filter has been changed.

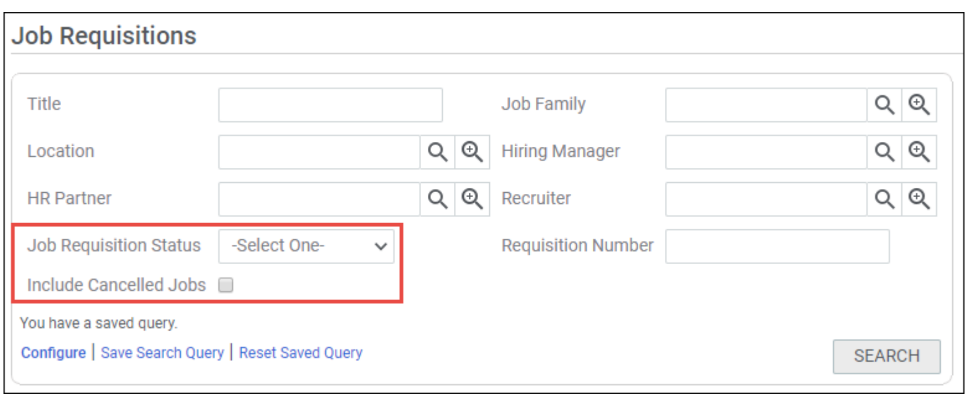


Figure 125: Job Requisitions

- **Total Candidates** column is added to the search results that depicts the number of candidates who have applied for that job requisition.

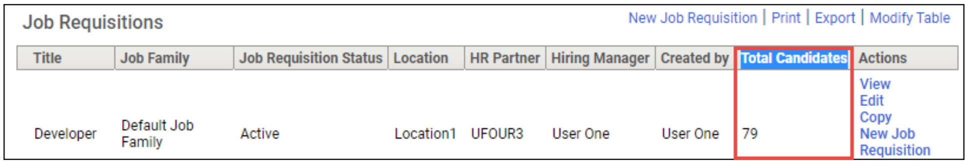


Figure 126: Total Candidates column

Use case

This improves the usability for recruiter, hiring manager, and administrator.

Updated View Applications screen for candidates

How did it work?

There was no provision to identify the date of job application for a candidate in the **View Applications** screen.

How does it work now?

The longer job requisition titles now appears on the new line. Also, the Job Requisition Number is now appended to the job requisition title.

A new column **Date Submitted** has been added that shows the date on which the candidate has submitted the application.

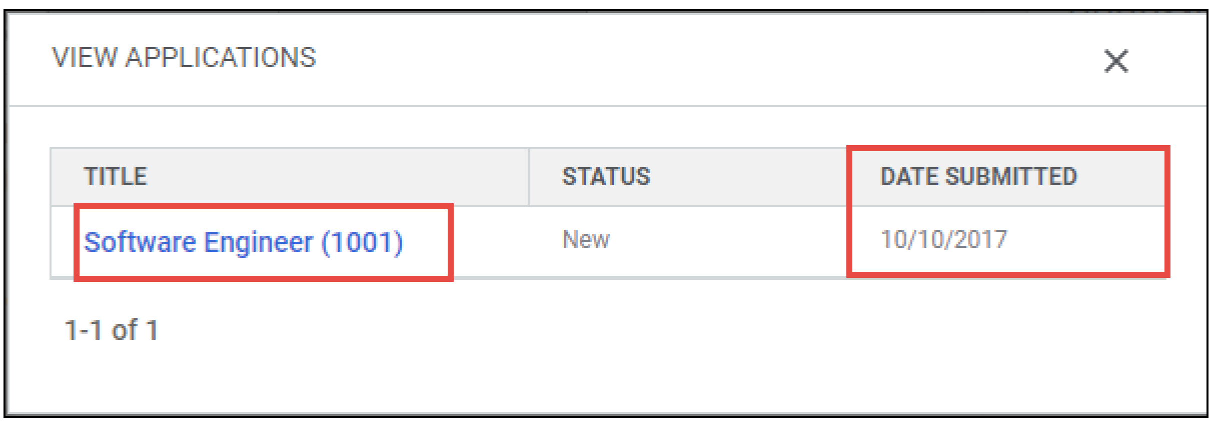


Figure 127: Updated View Applications

The recruiting administrator, hiring manager, and recruiter can access the **View Applications** screen from:

- Hiring Team page > Candidate > More Actions > View Applications
- Candidate view > More Actions > View Applications
- Admin > Recruiting > Manage Candidates > Candidate > Actions > View Applications

Use case

This feature helps the hiring manager and recruiter in viewing the job application dates if the candidate has applied for multiple jobs, thus indicating the candidate's activeness.

Upload and view cover letter

How did it work?

The recruiting administrator could not mark the **Cover letter** field as a required field. Hiring team could not view the cover letter in the Candidate details view; they had to download it to be able to view it.

How does it work now?

The recruiting administrator can mark the **Cover letter** field as required or optional under **Recruiting** > **Manage Configurations** > **Candidate Profile Fields**. By default this field is marked as **Enabled** but the admin can mark it as required or optional.

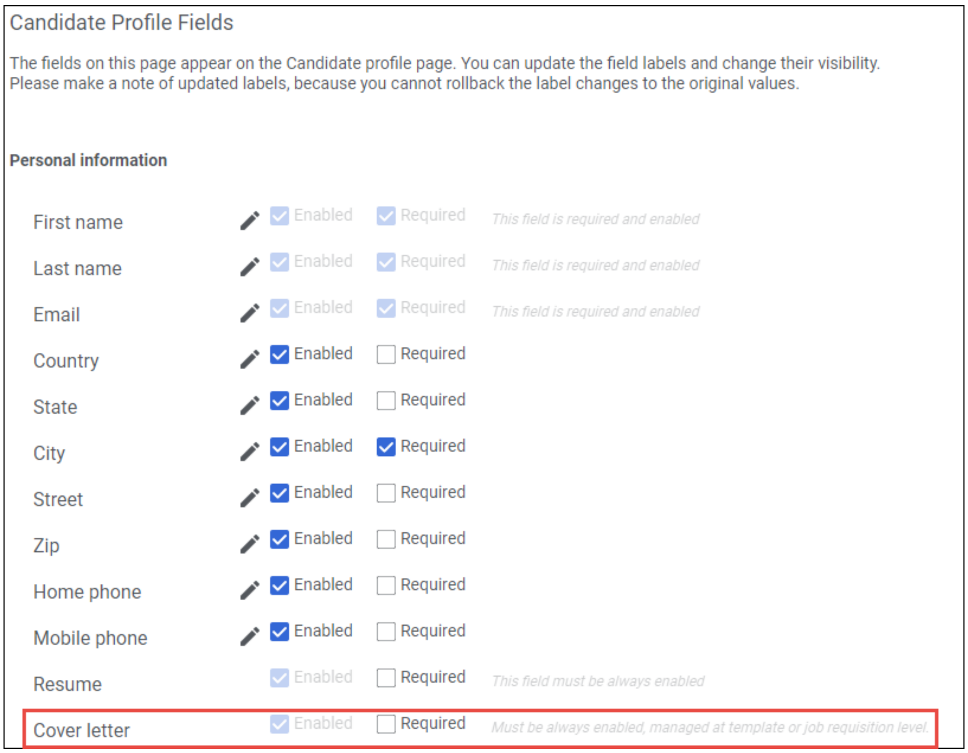


Figure 128: Change visibility of Cover letter field

Since this field is marked as **Enabled** it will be visible for each requisition. When it is marked as **required**, the candidate must add the cover letter on **Step 1** of job application process. If you don't have a cover letter, you can create the one.

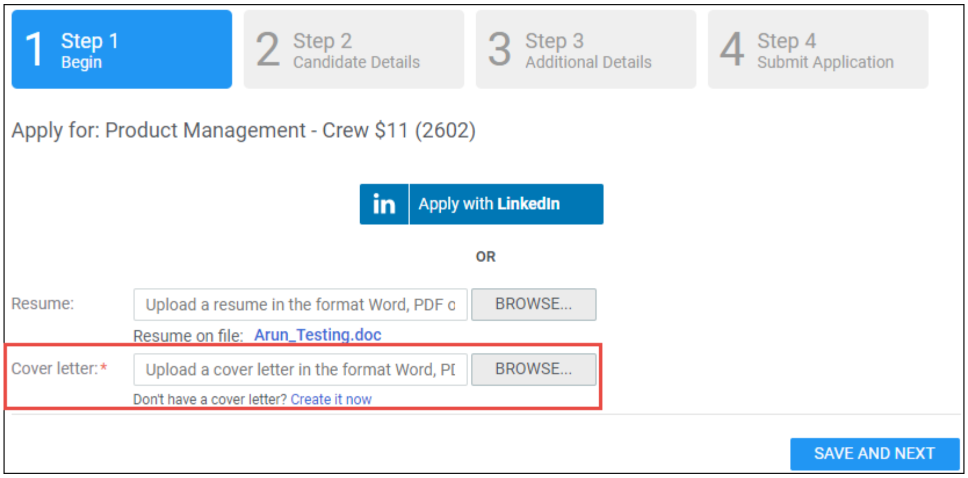


Figure 129: Upload or draft cover letter

Hiring team can view the resume and cover letter on the Candidate details page under the **Documents** tab.

Note: The **View Resume** tab is now renamed to **Documents**.

If the cover letter was marked enabled but was not required, then the hiring team members can upload the cover letter from the candidate details view. They can download and update the cover letter from the **Documents** tab. They can view the cover letter from the **Profile** tab. If both the resume and cover letter are not uploaded, then the **Documents** tab is hidden but you can to upload them from the **Profile** tab. The cover letter can only be downloaded or updated, but the resume can be downloaded, updated, and synced to reflect the changes.

Note: The same functionality is available for internal employees.

Figure 130: Cover letter on Candidate Details view

Use case

A cover letter is a key part of the hiring process. Now the candidate can upload a cover letter and the hiring team can review it as part of the screening process.

Chapter 10

Remote Content Server

Topics:

** This section is applicable ONLY to existing users of Saba Cloud who are using a Remote Content Server (RCS) to store their content.

** Remote Content Server Version 1.6

How did it work?

The earlier versions of RCS did not have the capability to render content in different IE compatibility modes. They only supported the browser mode in which content is launched.

How does it work now?

With this update, users can set the Content Player's IE compatibility using the new **IE Compatibility for SCORM Contents** property for the player template. If the compatibility is set in the Content Player template and the template is attached to the content, then the RCS-served content is launched in the desired compatibility. So, if the IE compatibility of player template is set to IE10, then the template attached content launches in IE10 compatibility mode in user's IE10 and IE11 browsers.

Attention: RCS 1.6 is mandatory only if IE Compatibility setting is used in content player templates. If you are not using IE Compatibility setting, then it is optional to use RCS 1.6. However, it is recommended to upgrade to RCS 1.6.

The following matrix lists down combinations of content with template compatibility for successful content launches.

Table 28: Selecting Content Player Template compatibility based on Browser and Content Compatibility

User's Browser Version	Content Compatibility	Content Player Template IE Compatibility for SCORM Contents Setting
IE11	IE11	Internet Explorer Edge
	IE11	Internet Explorer 11
	IE10	Internet Explorer 10
	IE9	Internet Explorer 9
IE10	IE10	Internet Explorer Edge
	IE10	Internet Explorer 11
	IE10	Internet Explorer 10
	IE9	Internet Explorer 9
IE9	IE9	Internet Explorer Edge
	IE9	Internet Explorer 11
	IE9	Internet Explorer 10
	IE9	Internet Explorer 9

To read the above table, here's an example. If a user is using browser IE11 and the content compatibility is set to IE10, then the content administrator must set the player template compatibility to "Internet Explorer 10" and attach this template to the content.

Note: If you use player template compatibility without updating the RCS files to version 1.6, then the content launch results in a *"404 – File Not Found"* error.

Deploying the Updated RCS.zip File

To deploy the updated RCS.zip file:

1. Navigate to your RCS folder.
2. Back up the existing RCS files and folders.
3. Unzip the new RCS.zip file to a temporary location.
4. Copy the updated RCS files and folders to the RCS folder.

   Note: You do not need to restart the Web Server

Verifying the Remote Content Server Version

To verify the version information of Remote Content Server:

1. Unzip the **RCS.zip** file to a temporary location.
2. Open the **changelog.txt** file. The new version information for RCS is noted in this file.

Impact of new version of Remote Content Server on Browsers

This version of RCS impacts:

- Internet Explorer 9
- Internet Explorer 10
- Internet Explorer 11

Note: This change is not applicable to Microsoft Edge browser because it does not support compatibility.

Chapter

11

Saba Discovery

Topics:

Add tags in Bookmarklet

How did it work?

The user could not add tags for the resources while adding them to the collection or sharing via Saba Bookmarklet.

How does it work now?

The end user can now add tags to resources that are added to the collection and shared via Saba Bookmarklet.

- **Add Tags** text box where the user can add tags while adding the resources to the collection.

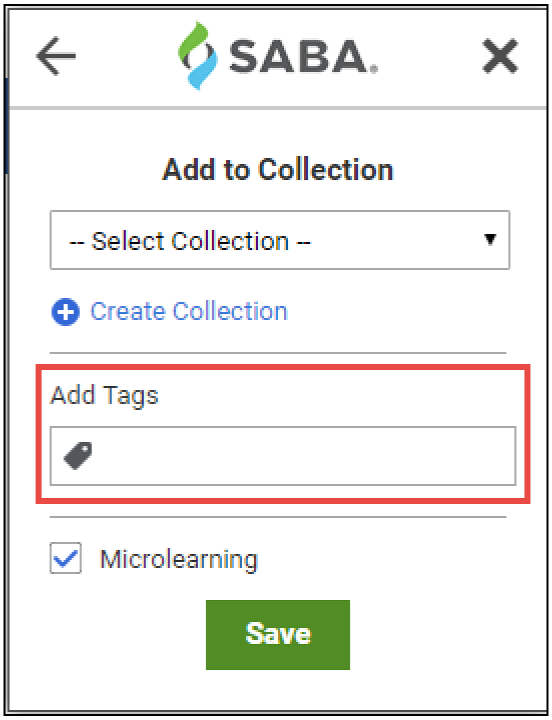


Figure 131: Add Tags while adding the resources

- **Tags** text box where the user can add tags while sharing the resource via Saba Bookmarklet

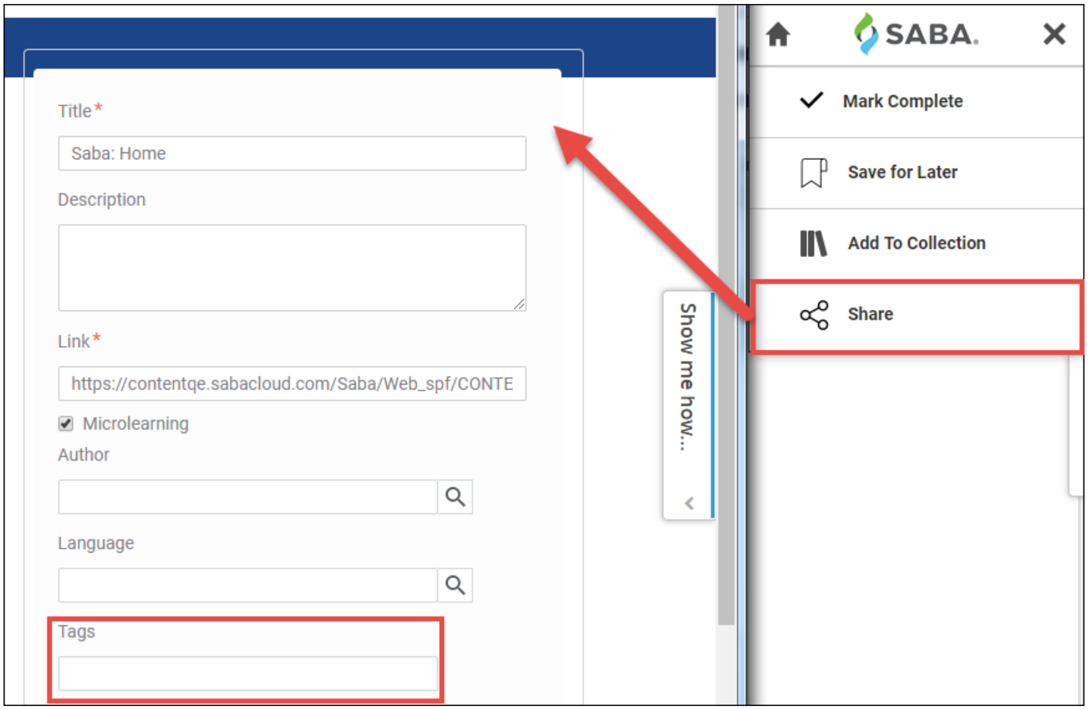


Figure 132: Add Tags while sharing the resource

These tags surface in the activity stream and on the resource details page.

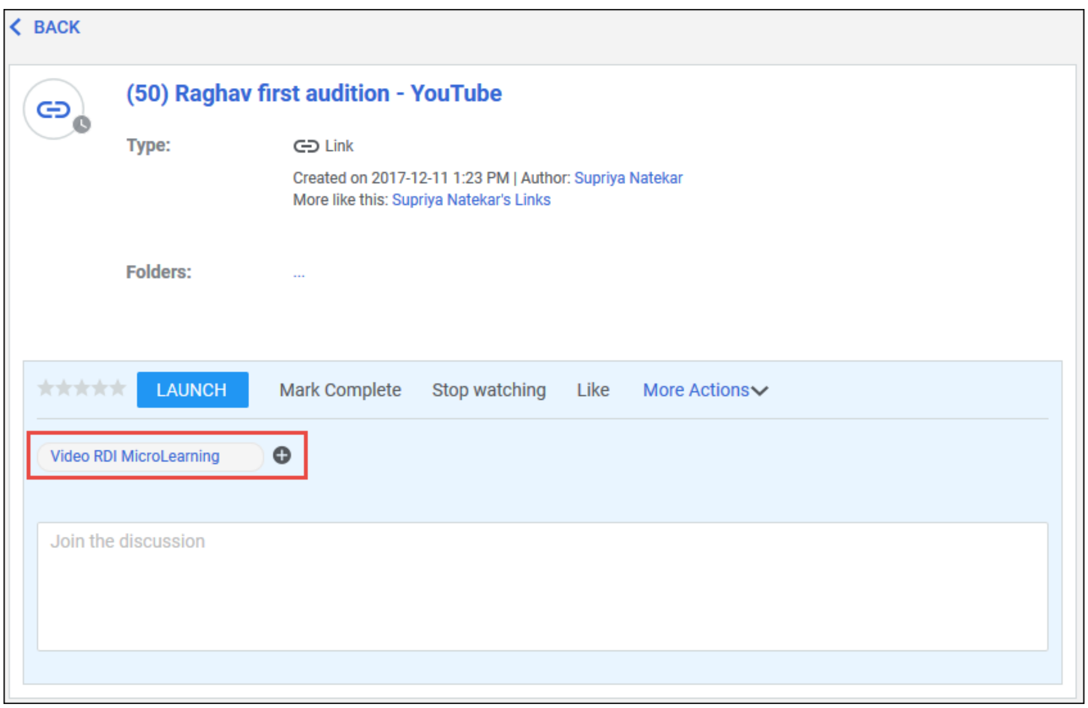


Figure 133: Tags on resource details page

Use case

This improves the usability of accessing resources that are added to or shared via Saba Bookmarklet.

Support for tracking LRS statements from External Sources

How did it work?

It was not possible to track statements in our LRS from an external LRS activity provider.

How does it work now?

This update introduces the Experience APIs (**xAPI**). The Experience API (**xAPI**), is an e-learning software specification by ADL that allows learning content and learning systems to talk to each other in a manner that records and tracks all types of learning experiences. Learning experiences are recorded in a Learning Record Store (LRS).

With Saba Cloud xAPI support, you will be able to record xAPI learning experiences that occur outside Saba Cloud into Saba LRS. These experience statements can then be viewed in Saba Discovery panel under **ME > Activity > Saba Discovery**.

For more details on the usage and accessing the xAPIs, refer to the **XAPI Reference** guide available on the customers community.

Use case

This provides a better LRS integration.

Chapter 12

Social

Topics:

Consolidated search for video and video channels

How did it work?

The Global Search dropdown list showed **Videos** and **Video Channels** as two separate filters.

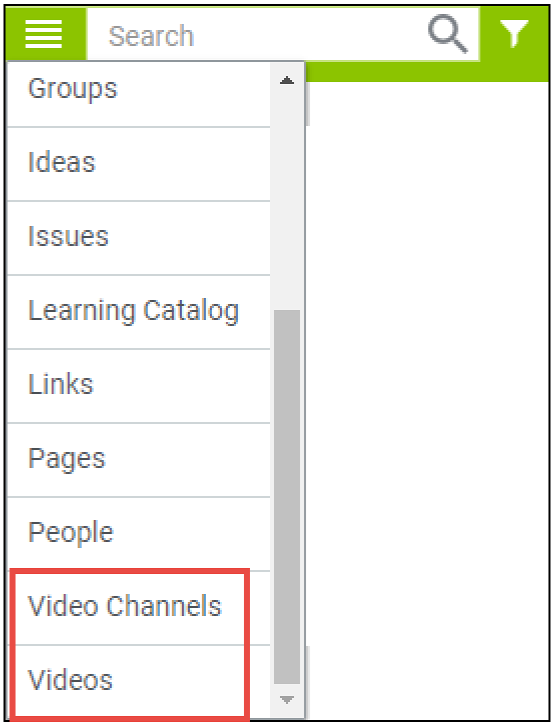


Figure 134: Old Search menu options

How does it work now?

Global Search dropdown list now shows the Video and Video Channels together under one filter **Videos**.

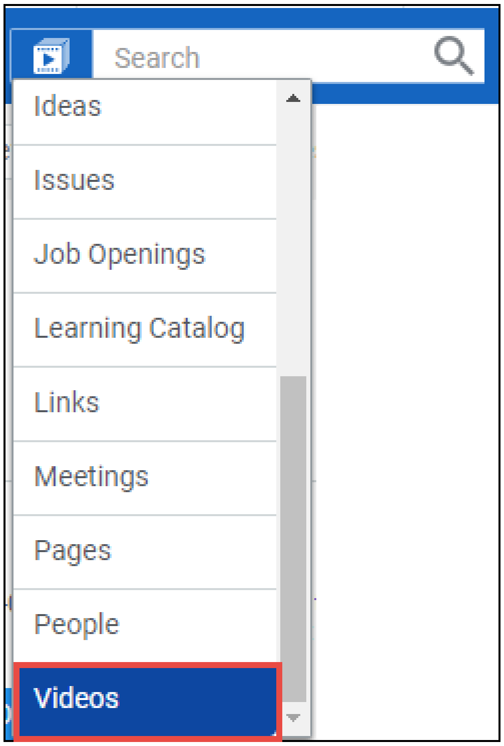


Figure 135: New Search menu options

On searching for any video, the videos matching with the search criteria appears in the search results. If the video is part of any video channel, then the video channel's name appears in the search results too.

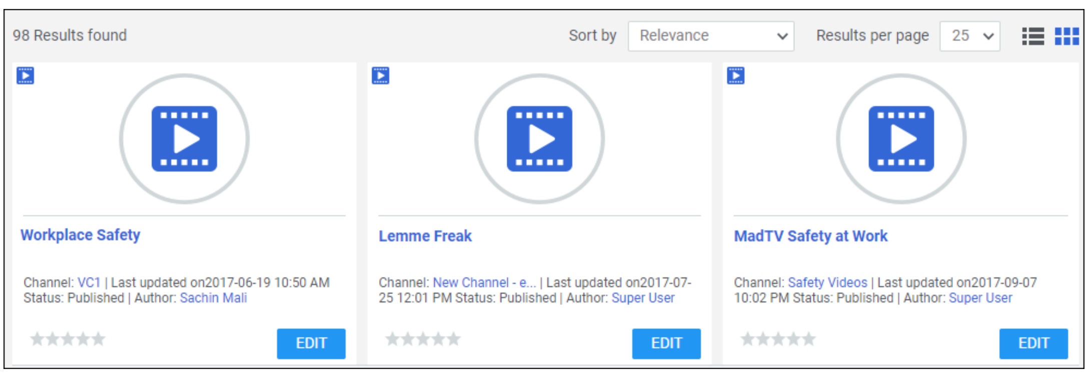


Figure 136: Video & Channels search results

Figure 137: Video & Channels search filters

If the **Video Channel** service within the **Collaboration** service is disabled, then in search results the videos associated with any video channels do not appear.

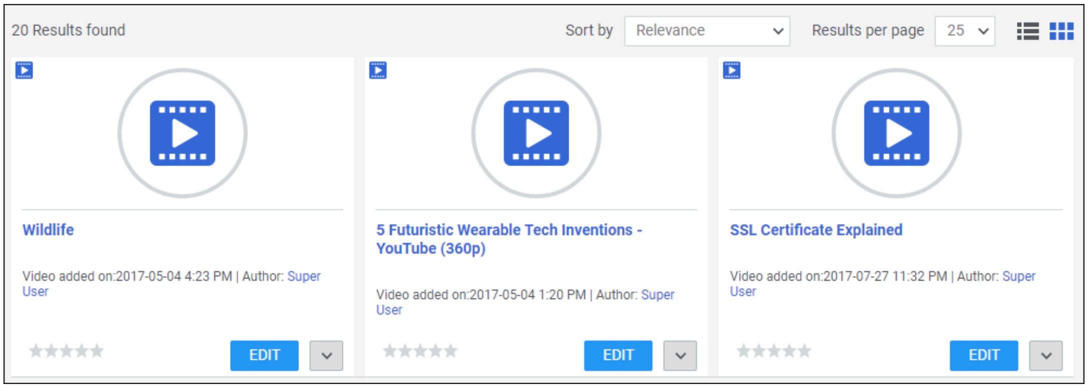


Figure 138: Videos without channels

Use case

Videos associated with any public video channels now appears in the search results.

Contribute link as Microlearning

How did it work?

If the **Microlearning** service is enabled, then Saba Cloud scans all the uploaded social File" type resources, and identifies a File resource as Microlearning content based on defined criteria. There was a need to enhance the microlearning feature by contributing links too as a microlearning content.

How does it work now?

The end user can now contribute a link as a microlearning content. A **Microlearning** checkbox now appears on the **Contribute** > **Link** flow, which is enabled by default. This checkbox is governed by the **Enable microlearning for links** setting under **Foundation** > **Micro Learning** service. By default this setting is enabled. To disable it, contact your system administrator. When this setting is enabled, by default all links contributed will be tagged as microlearning. The user still has the provision to disable the **Microlearning** checkbox while contributing link to make it as non-microlearning. When this setting is disabled, by default all the links contributed will be tagged as non-microlearning.

The **Microlearning** checkbox is available in the Contribute views through the following flows:

- Home > Contribute > Link

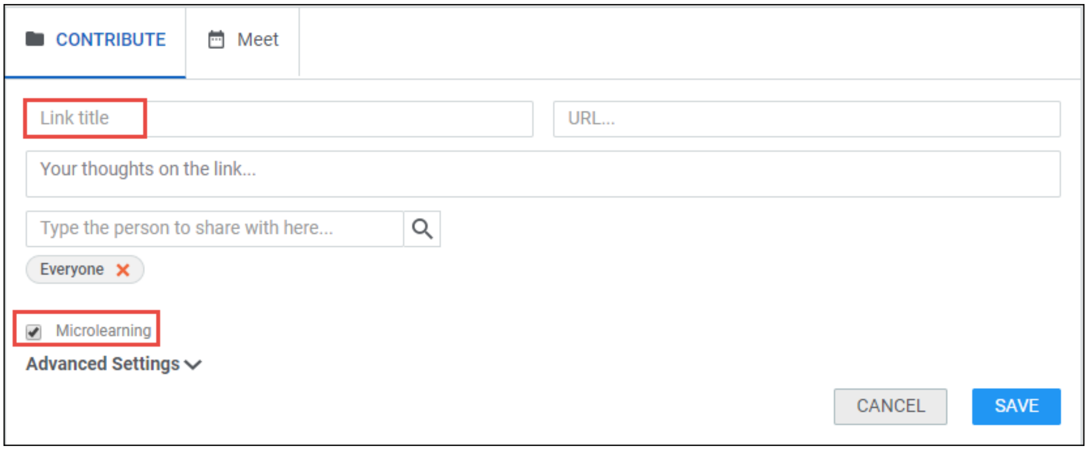


Figure 139: Contribute Link

- Home > Participate portlet > Share a Web Link

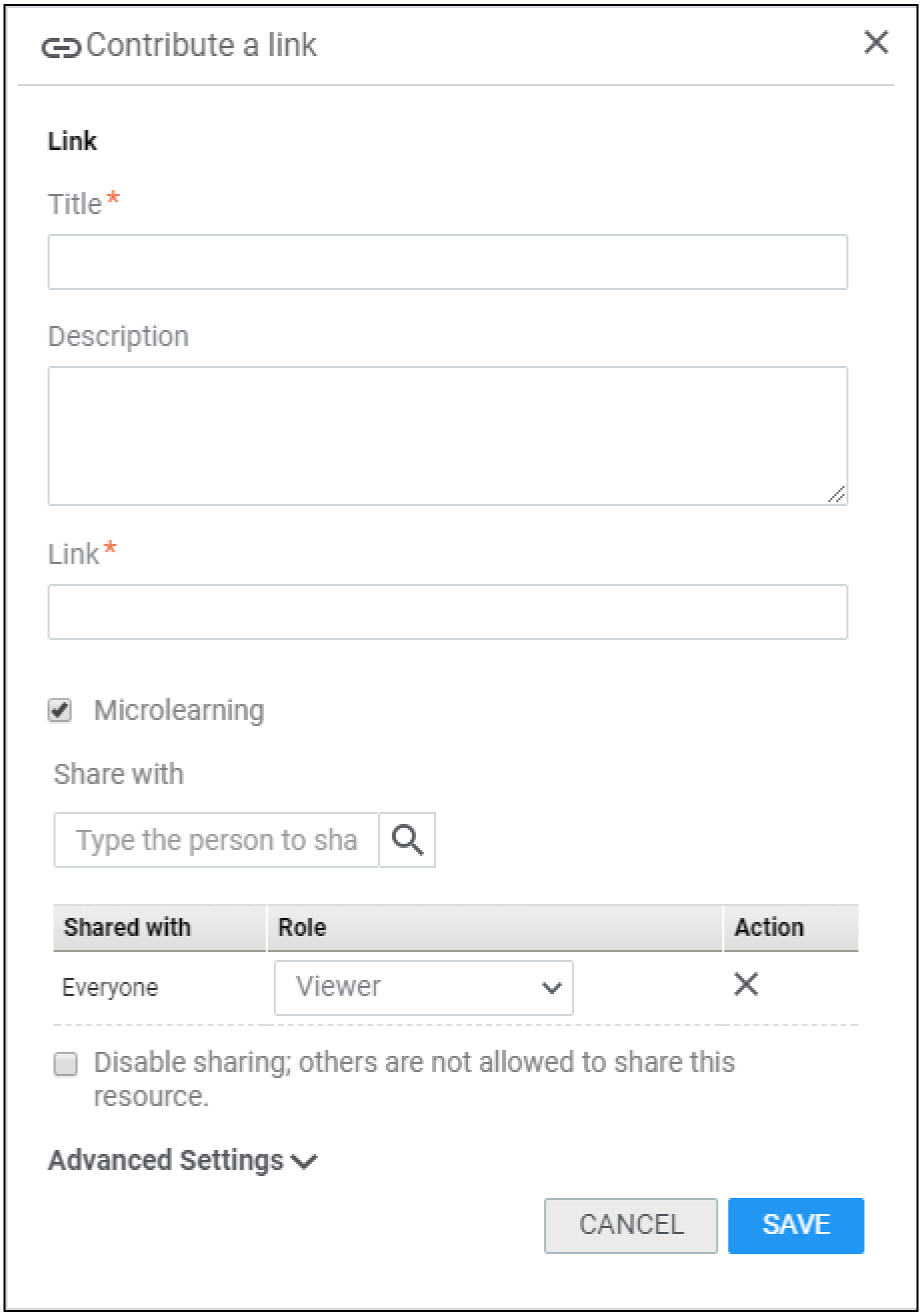


Figure 140: Contribute Link

- ME > Links > Add a New Link
- Admin > Social > User-generated Content > New Resource > Link

The **Microlearning** checkbox is also available in the Edit flows of link too.

Note: All the existing links in the application are by default non-microlearning, but the user can mark them as microlearning, if needed.

In addition to this, the Microlearning checkbox also appears while contributing a link to the collection in Saba Bookmarklet.

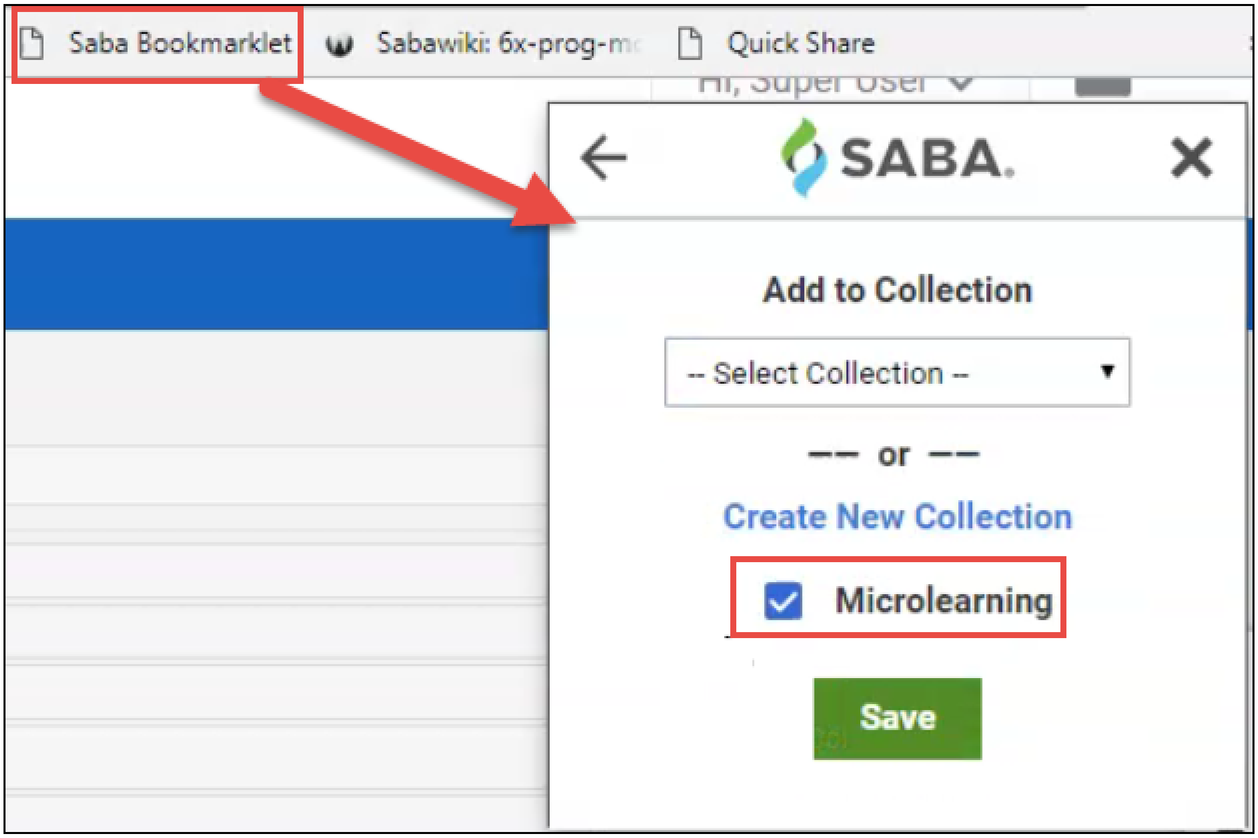


Figure 141: Contribute Link as Microlearning in BookMarklet Collection

Use case

Blogs and pages can be a great source of relevant microlearning content, hence posting links as microlearning will make these two great features exponentially better.

Extended control of group level notifications to members

How did it work?

The owner of the group could manage the notifications of the group that will be applicable for all users of the group. There was a need to extend this provision to the members of the group as well so that they enable or disable the notifications as per their need.

How does it work now?

The owner of the group can now extend the control of group level notifications to the members of the group to have more granular control over group related notifications. The group level notifications can be enabled or disabled for the respective user role (member/owner) by the group owner through the **Manage Roles** option.

The ability of the user to subscribe or unsubscribe to the notifications is based on:

- Role of the user
- Whether the notification is made available by the group owner

If the user has disabled a particular notification related to groups in their **Account Preferences** > **Turn on emails** section, then they can choose to subscribe to the group specific notification from the Group details page. If a group related notification is enabled in the **Account preferences**, then the changes made at the group level overrides the changes of Account Preferences. By default, if a notification is disabled in the Account Preferences, then the user will be unsubscribed to that notification and will not receive any emails.

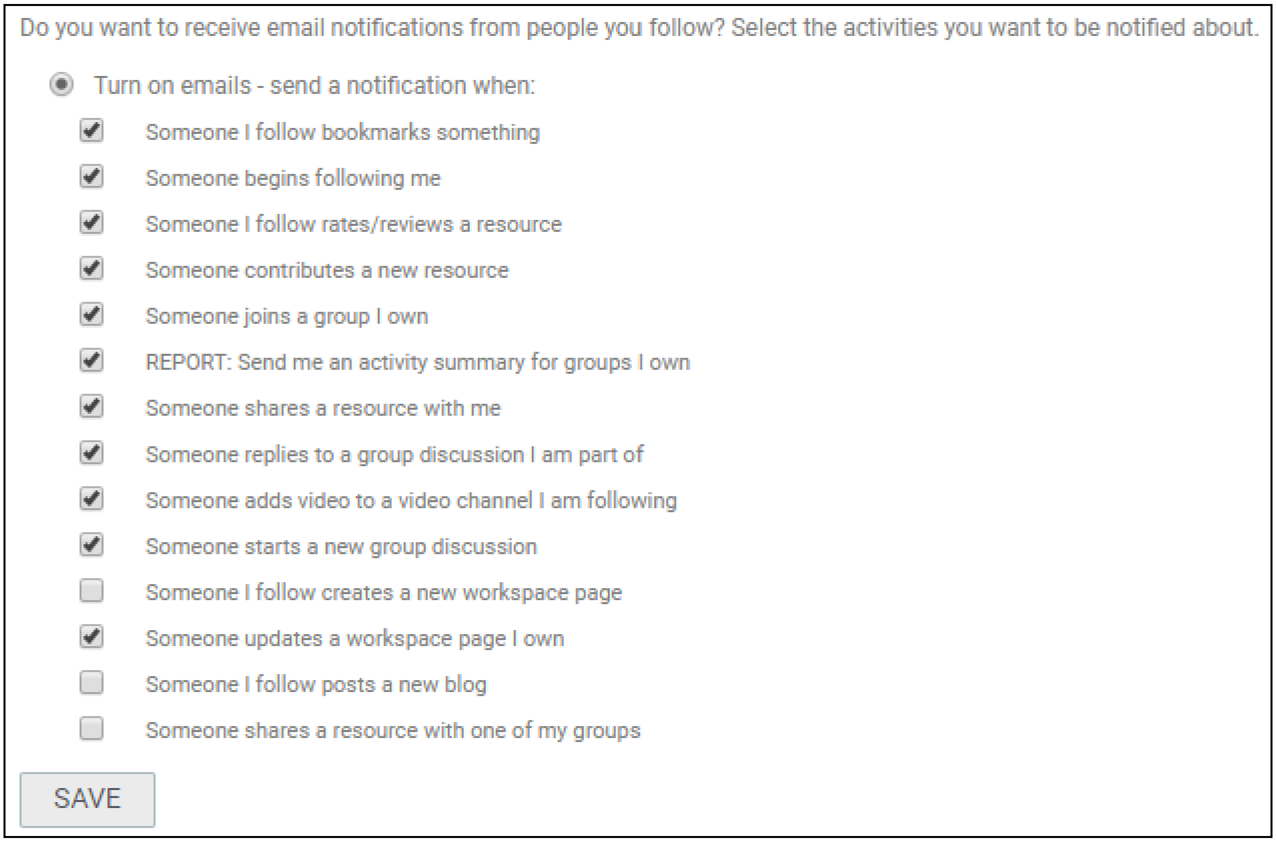


Figure 142: Group notification in Account preferences

By default, the following notifications are enabled for both owner and members of the group. The group owner and manager can subscribe or unsubscribe to any of these notifications:

- Recommend a Group Notification
- Joined a Group I own
- New Discussion Started
- Reply posted to a discussion
- Report: Activity summary for groups I own

In the Group Detail Information portlet, a new link Manage Notifications has been added that lets the owner and member subscribe or unsubscribe to any of the notification. The popup shows all the enabled notifications. By default, all the notifications are enabled.

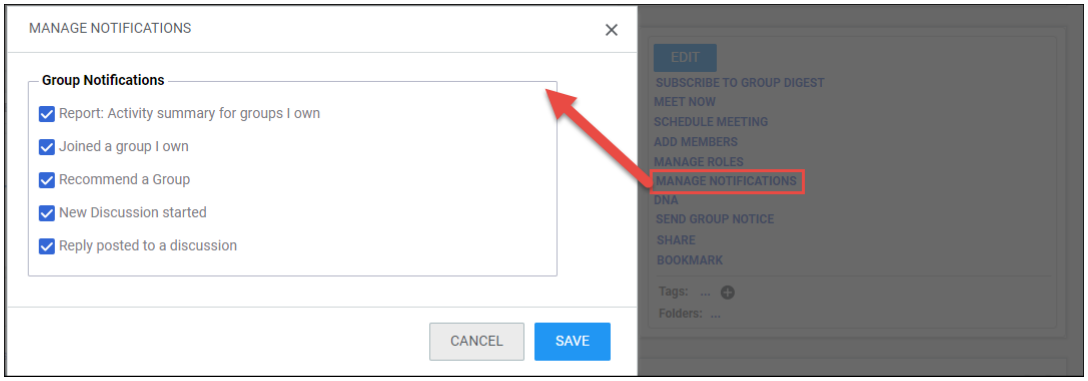


Figure 143: Manage group notifications

If the notification is disabled by the owner, it appears as disabled in Manage Notifications for owner, coowner, and member.

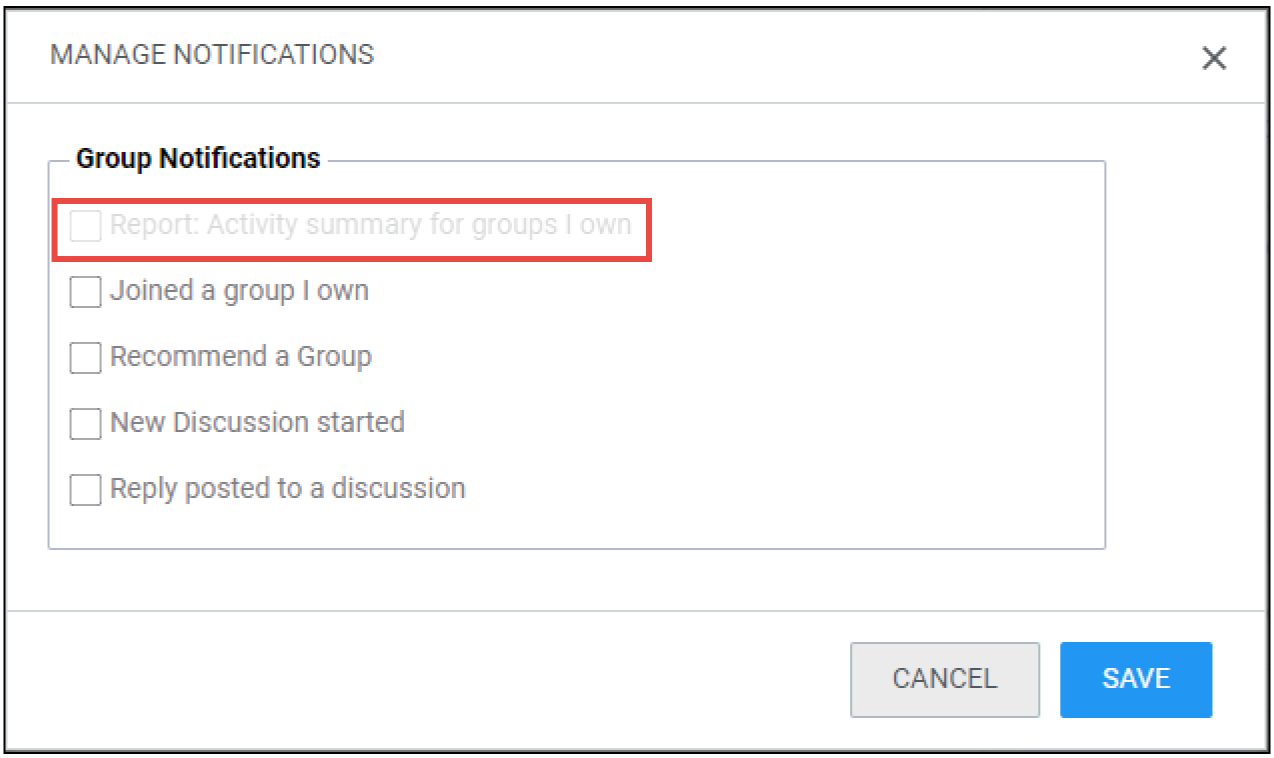


Figure 144: Disabled notification by owner

If a user disables a specific notification from his/her **Account Preferences**, then it will be disabled for all members for the group.

Use case

This improves the usability of the group by providing better control on the notifications that are sent out to users.

Enhancements to Collections (aka Bookmarks) page

How did it work?

The bookmarked objects within the collection folder would appear as list of contents.

Figure 145: Bookmarked items within the folder

There are approximately 20 objects that can be bookmarked. Hence, there was a need to redesign the collections page to organize the bookmarked objects.

How does it work now?

The Collections page is redesigned where the bookmarked resources are now well-organized and shown as thumbnails. The user can **drag and drop** the thumbnail wherever needed to maintain the sequence and later save the view. The bookmarked resources are shown **asynchronously** and not all the same resources are organized together. For example, if the collections page has links and videos, then they will be organized asynchronously and not all links or videos appear together.

Note: The sequencing of objects once saved, reflects **only** on the collection details page. At other places, the previous sequencing is retained. The latest bookmarked resource always appears first regardless of sequencing.

The bookmarked resources are launched in the new window. If any pages or blogs are bookmarked and if they have any images, then the first image appears in the thumbnail on the page. Most of the resources show **title**, **description**, and the **bookmarked on date**, in the thumbnail.

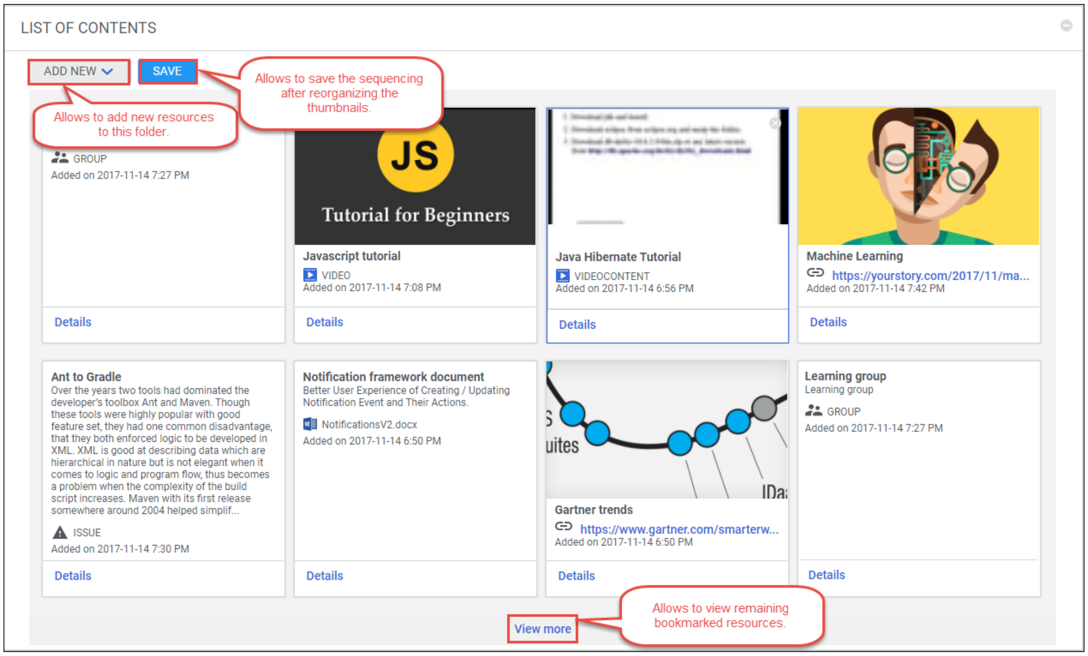


Figure 146: Updated bookmark details page

Note: This thumbnail view is supported only on the collection details page.

The user can add the following new resources to collection folder:

- Link
- File
- Meeting
- Issue
- Idea
- Page
- Blog

The **View more** link at the bottom allows the user to view the remaining bookmarked resources.

Use case

This improves the usability of the Collections details page.

Improvised search for videos within video channel

How did it work?

User is unable to search for a required video within the video channel, which has large number of videos.

How does it work now?

The search for videos within the video channel has now been improvised by making the following enhancements:

- A search bar in the **Related Recordings** section on the video channel details page that lets the user search for the desired video. On performing blank search, all the videos appear in the carousel. On entering the keywords and performing search, the related video appears.

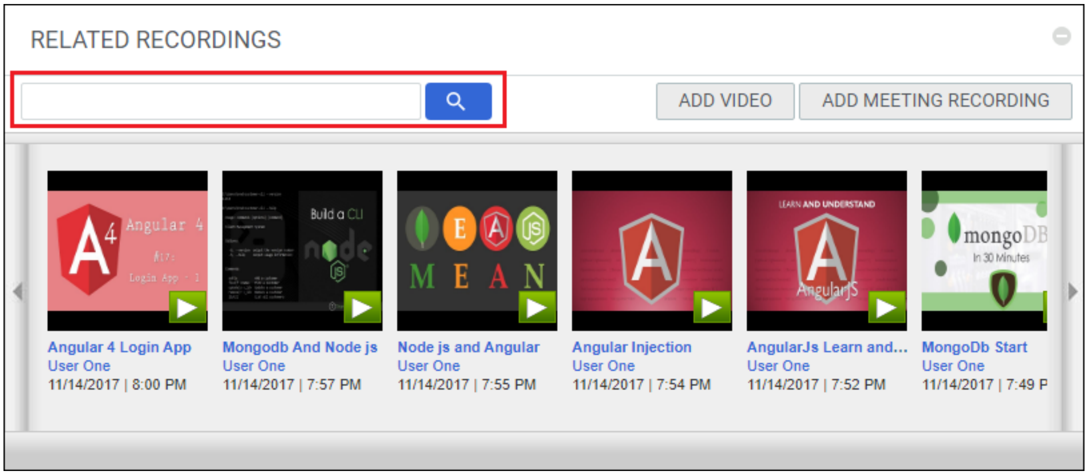


Figure 147: Search bar

- Count of videos and recordings in the details section on the video channel details page and on the Video Channels page.

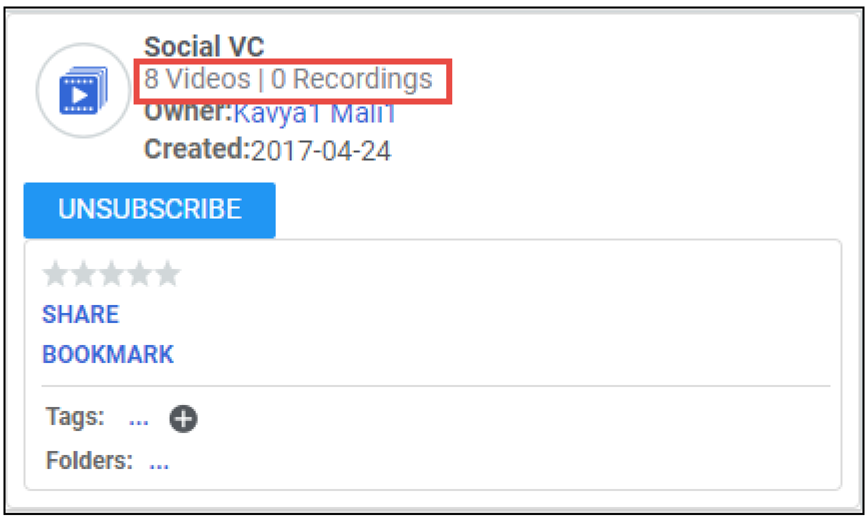


Figure 148: Count of videos and recordings in the details section

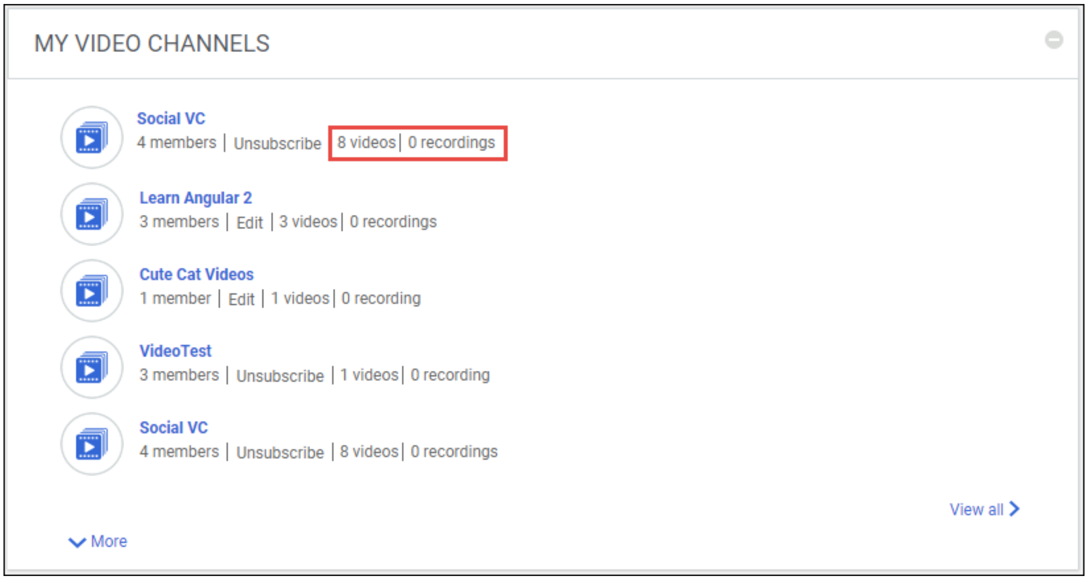


Figure 149: Count of videos and recordings on the Video Channels page

In addition to the above, a breadcrumb navigation has been added on the video channel details page that lets the user navigate back to video channels page.

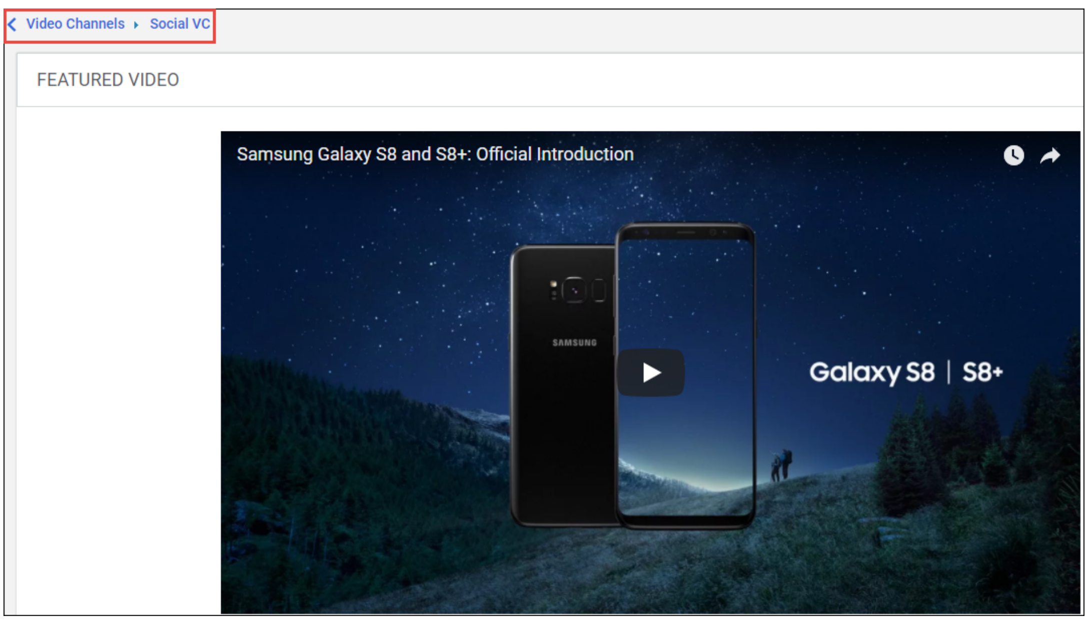


Figure 150: Breadcrumb navigation to access the Video Channels page

Use case

This improves the user experience of accessing the desired videos within the video channel.

Search friendly Microlearning content

How did it work?

Microlearning content was not search friendly as there was no indication on the resource that signifies it's microlearning.

How does it work now?

The user can now search and identify the microlearning content through the following options:

- Microlearning filter section for **All**, **Files** and **Links** in Global and Advanced search.

  The user can find the desired microlearning resources by selecting the **Microlearning** search filter for **All**, **Files** and **Links** category.

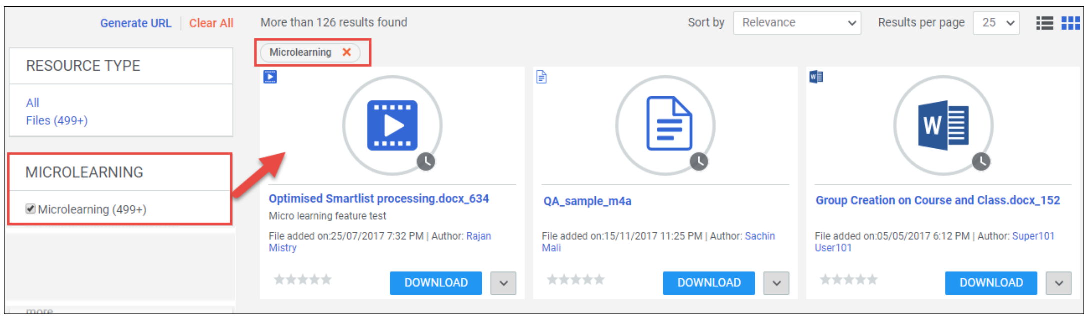


Figure 151: Search for microlearning resources

  The same view applies to the list view as well.

- Change of resource and content's display icons

  A timer icon on the resource/content display image denotes that its a microlearning resource.

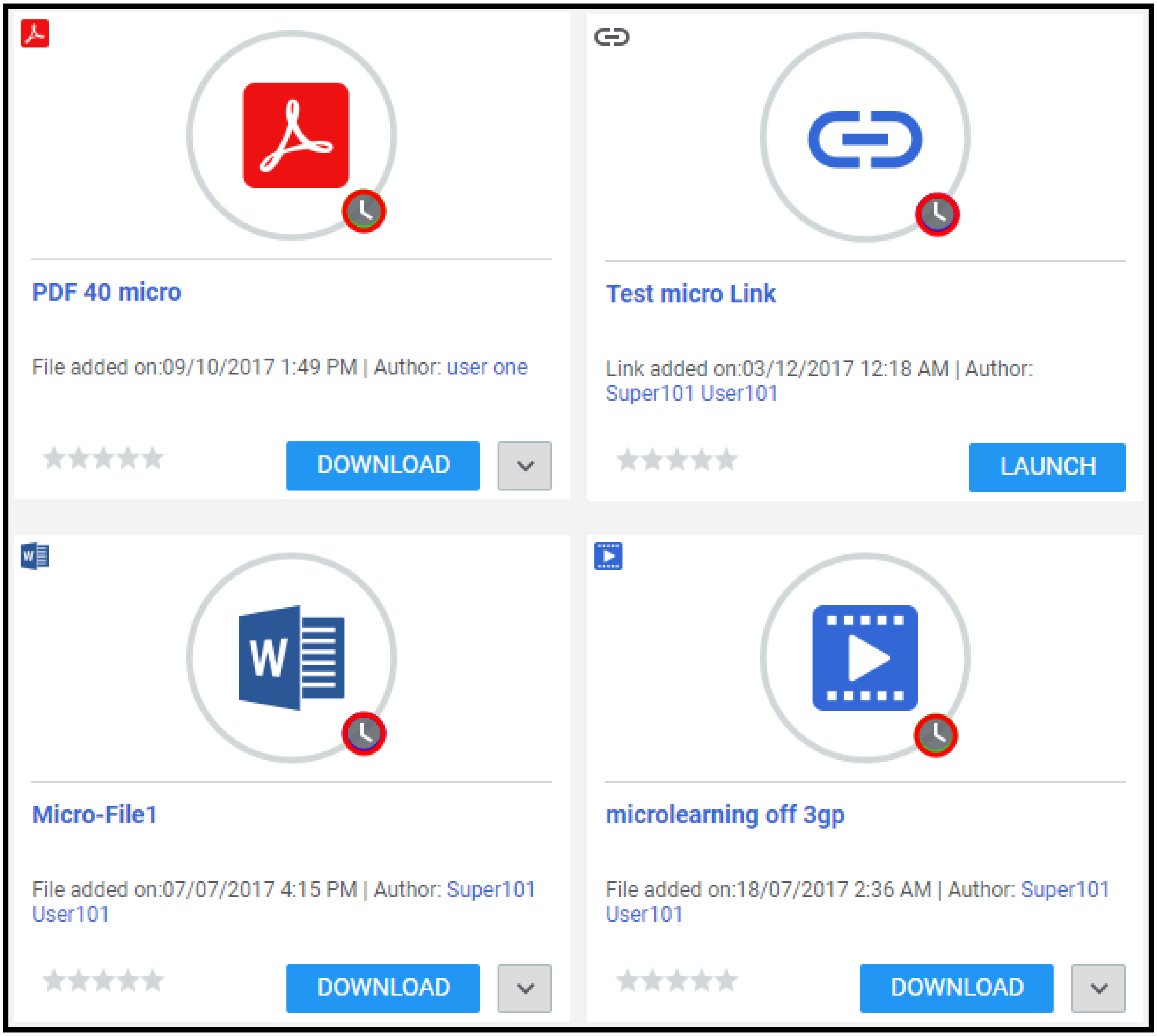


Figure 152: Timer icon on microlearning resources/content

This search is service driven; the facet and micro icons will not appear if the **Microlearning** service under **Foundation** is disabled.

The microlearning related icons appears in:

- Activity stream on the Home and Groups page
- Resource details page
- Profile page

- Microlearning search filter for admins

  The collaboration admin can search for the microlearning content by navigating to **Social** > **User-generated Content** and using the **Microlearning** checkbox. By default this checkbox is cleared.

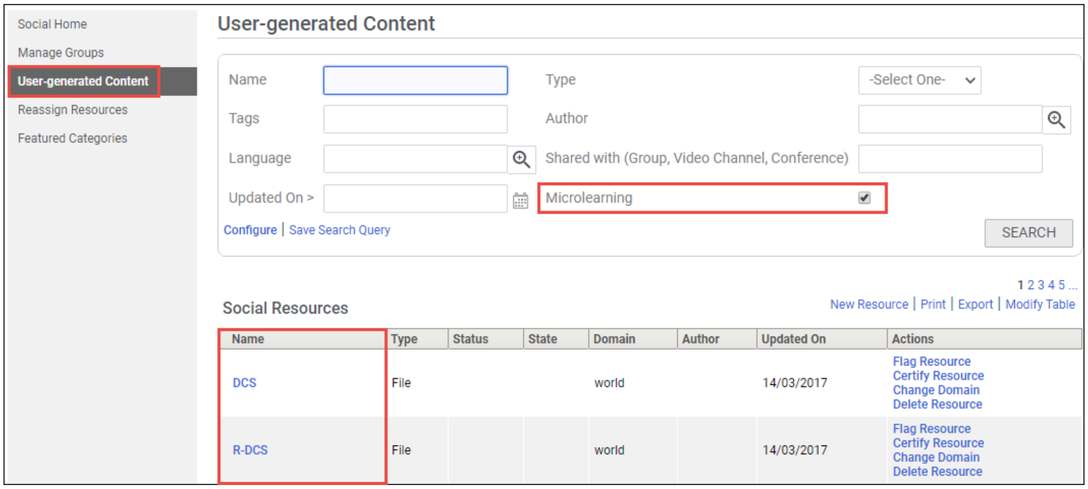


Figure 153: Search Microlearning content as admins

Use case

This improves the usability and searchability for microlearning resources and content.

Preview documents loaded prior the DCS property being enabled

How did it work?

Saba Social's feature Document Conversion (DCS) that converts the certain uploaded files into HTML allows the user to preview such files. However, the user can preview only if the **Document Conversion** site property was enabled before uploading the files. So, files that were promoted before enabling this site property, could not be previewed. There was a need to convert the existing file to HTML to preview it.

How does it work now?

The user can now preview the existing files that were uploaded before the DCS site property was enabled, provided the DCS property is enabled during preview. The preview feature is available to users only when the **Convert Social Files** property within the **Document Conversion** site property is set to "true". By default, it is set to "false". To change the value of this property, contact your system administrator.

Note: The **Convert Social Files** site property can be accessed by navigating to **System** > **Configure System** > **Microsites** > *<site-name>* > **Site properties** > **Document Conversion**.

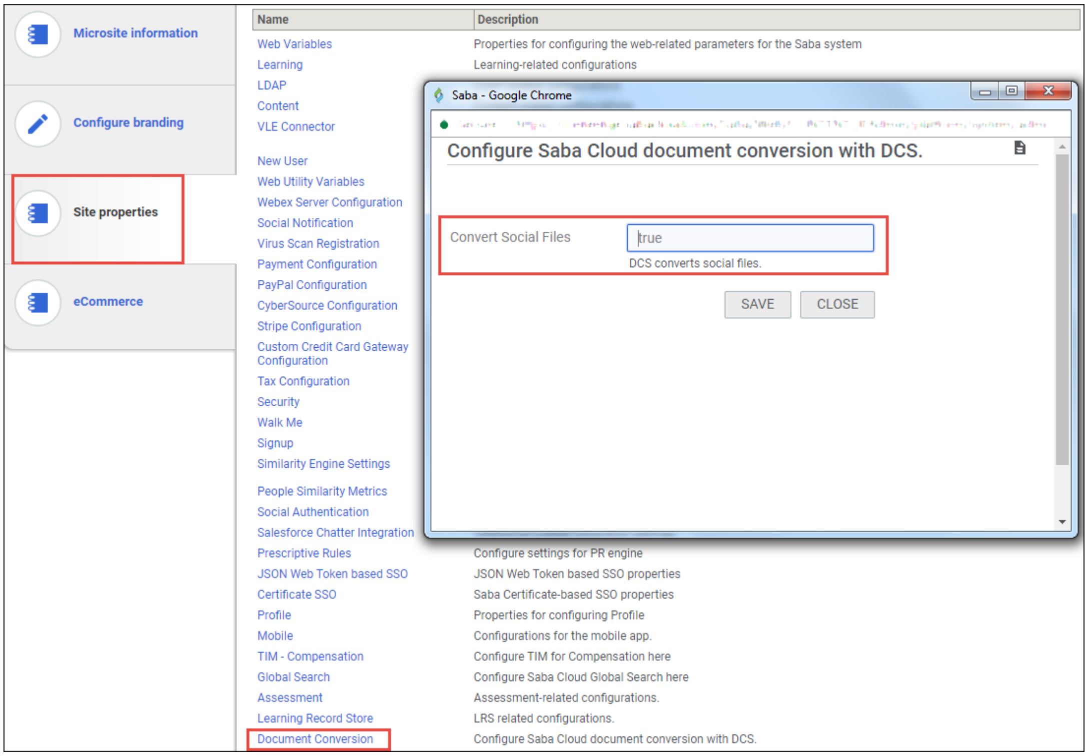


Figure 154: Document conversion site property

Use case

This improves the usability to preview all social files.

Start and stop receiving notifications on discussion replies

How did it work?

An user would receive notifications after participating in the discussion, however there was no provision to start and stop receiving notifications as per the need.

How does it work now?

The new links **Start Notification** and **Stop Notification** have been added on the discussion forum details page that allows the group member to start or stop the notifications around the replies posted on the discussion. These links appear by default to the group members only when:

- The **Discussion Forum** service under **Collaboration**, is enabled.
- The notification **Reply posted for a discussion** under the **Discussion Forum** service, is enabled.
- The user is the member of that group.
- The user has participated in the discussion.
- The notification **Someone replies to a group discussion I am a part of** under Group details page > **Manage Notifications** view, is enabled.
- The setting **Someone replies to a group discussion I am part of** in the user's **Account Preferences**, is enabled.
- The group notification **Someone replies to a group discussion I am a part of** is enabled on the role assigned to the user.

Once the user participates in the discussion, the **Stop Notification** link appears that allows the user to stop getting notifications about the discussion in the Message Center and in the email configured in the application. If the user disables the notification **Someone replies to a group discussion I am part of** from the **Manage Notifications** view or from the **Account Preferences**, and enables it again, the settings at the discussion level are retained and user starts receiving the notifications. If the user leaves the group and rejoins it, the user's settings are retained and the user starts receiving the notifications.

Note: The **Stop Notification** and **Start Notification** links appear **ONLY** for discussions and **ONLY** on the discussion details page.

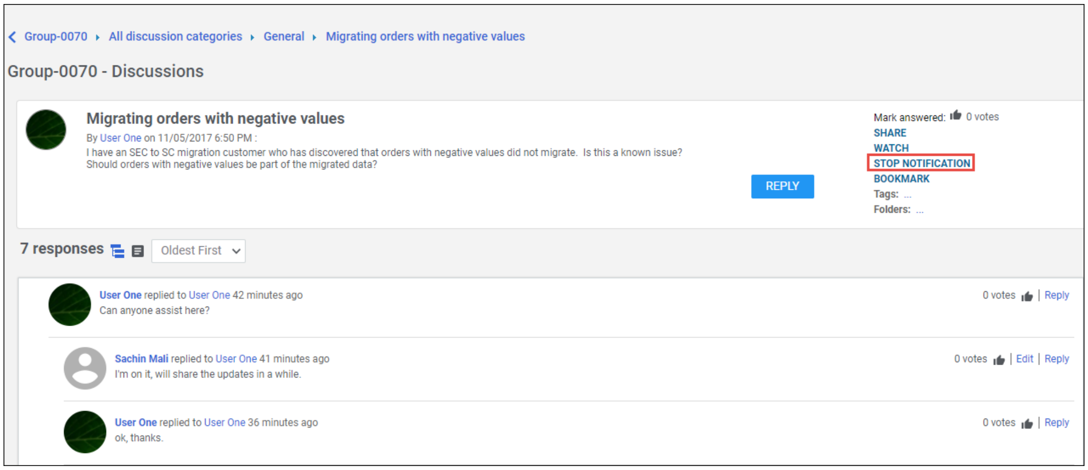


Figure 155: Stop Notification link on Discussion details

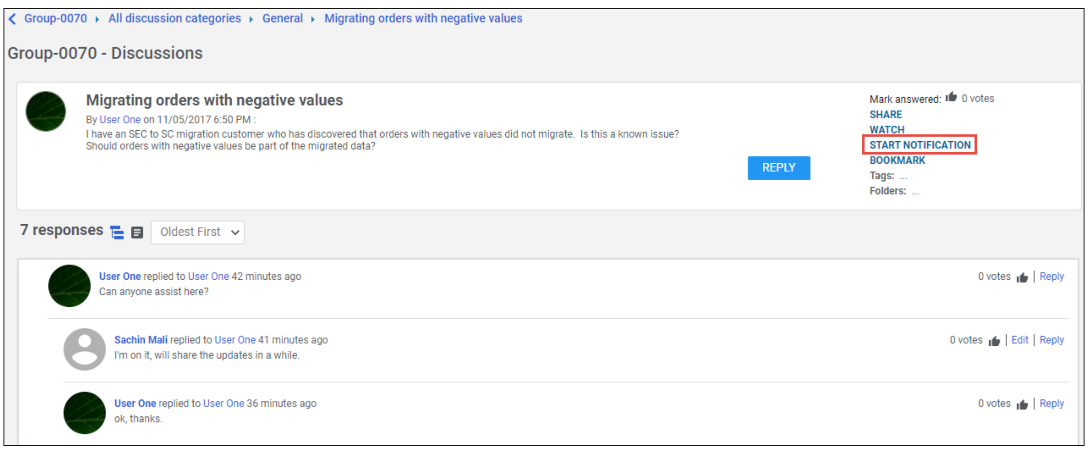


Figure 156: Start Notification link on Discussion details

The user can unsubscribe from receiving further email notifications by clicking **Unsubscribe** in the notification or by appending **-Unsubscribe** to subjectline.

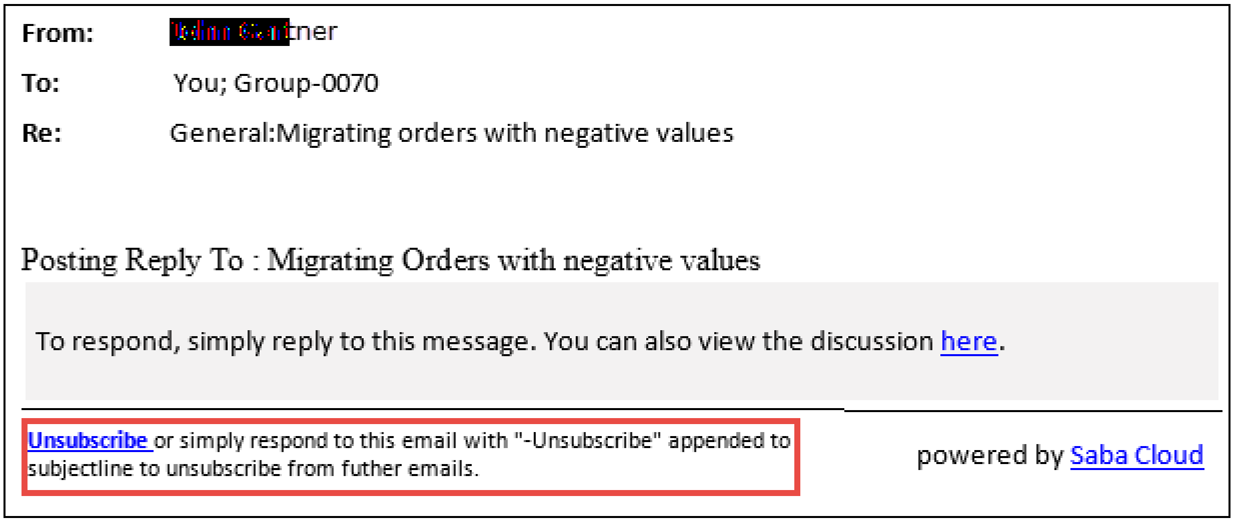


Figure 157: Unsubscribe from Discussion

Use case

A user joins a groups, posts a discussion and the conversation goes for a long time. The other users who participated in the discussion may do not want any further notifications on the discussion so they can use the **Stop Notification** link to opt out. This feature help users to stop receiving notifications to reduce the unnecessary emails.

Discover portlet on Home page

How did it work?

N/A

How does it work now?

This update introduces the **Discover** portlet on the **Home** page of users. Like any other portlet enabled for a domain, users can add this new portlet to their **Home** page by clicking the **Personalize** link.

Depending on your system configuration, the portlet displays one or more of the following sections for learning and social items:

- **Bite-Sized Content**

  Displays only social micro courses and appears only when the **Microlearning** service is enabled.

- **Shared With You**

  Displays all items like files, links, videos, and so on that are shared with you.

- **Topics You Are Following**

  Displays learning item like courses, certifications, curriculum, files, subscriptions, and so on.

- **Top-rated Learning**

  Displays top-rated learning items such as courses, certifications and curricula.

Note: The visibility of learning items in this the portlet depends on the following configurations:

- **Rating** service at domain level
- **Web 2.0 Actions for Learning Catalog** setting at domain level
- **Show Web 2.0 functions** attribute at the course level

- **Saved for Later**

  Displays social items that are saved to be viewed later through Saba Bookmarklet. This section appears only when **Save for Later** service is enabled under **Saba Discovery** > **Saba Bookmarklet**.

The portlet display items in a grid mode, where each section can contain up to four items. Users can use arrows to navigate through the resources in a section.

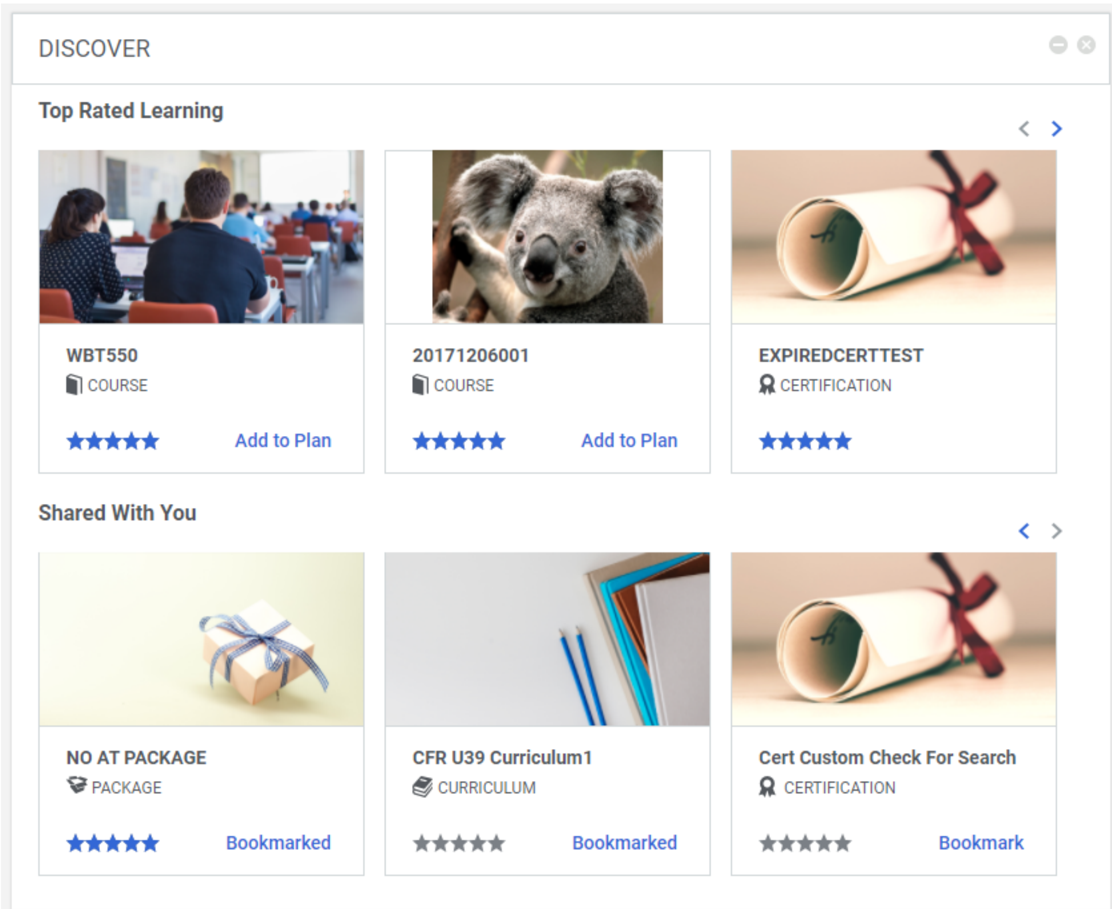


Figure 158: Discover portlet - Top Rated Learning

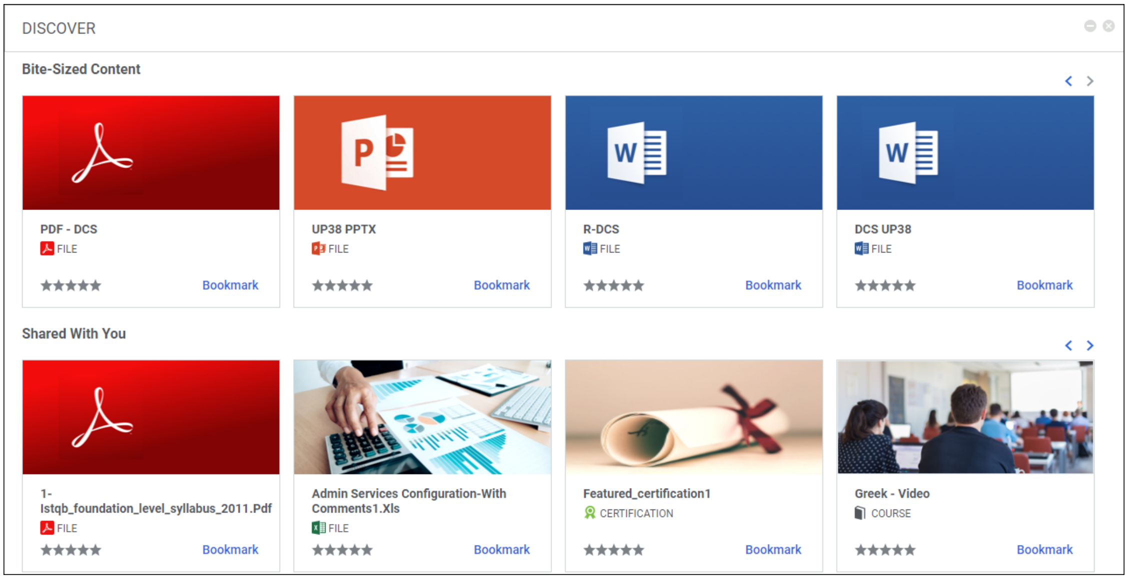


Figure 159: Discover portlet - Bite-Sized Content

Features

- The **Discover** portlet displays a fixed number of top-rated learning items at a time depending on the position of the portlet. If the portlet is positioned in:
  - Upper header section, it displays four items
  - Left section, it displays three items
  - Right section, it displays a single item
- If there are more items, you can scroll through the remaining items using the < and > navigation icons on the top right corner of the portlet. The results in this portlet are limited to 20, though. If there are less than three items; then the section does not appear.
- Each item in this portlet that is still not in your plan displays a **Add to Plan** link. You can directly add an item to your plan by clicking the **Add to Plan** link for that item. Once added, the portlet refreshes and no more displays the link.
- You can click the item name to view the item's details page.
- You can bookmark an item by clicking the **Bookmark** link for that item from this portlet. Once an item is bookmarked, the link name changes to **Bookmarked**. You can click this link to view or change an existing bookmark.
- The stars (rating) displayed for an item are view-only in this portlet.
- You can view new items every time. If you have accessed any item, it is removed from the ribbon except for the learning items like course, curricula, subscription, package and certification.
- If there are no items to display in the portlet, then the portlet displays an appropriate message.

Use case

There is a need to improve the browsing capability so that users can access the desired items easily. Users need to browse for shared social resources, top-rated learning and so on quickly and take necessary action directly from their Home page.

View User Activity for Tin Can, social resources, and collections

How did it work?

The Learning Record Store (LRS) statements were displayed in **Me** > **Activity** > **Learning Activity** for all activities related to objects that record experience statements. There was a need to display the User Activity (LRS statements) within the respective object.

How does it work now?

User Activity now appears within the object for the following:

- Tin Can
- Social resources like file, link and video
- Collections (bookmarks)

Tin Can

The learning administrator and end user (learner) can view the user activity associated with the Tin Can content in the lesson's result view.

Note: These statements will not be stored per attempt.

To view LRS:

- As an admin:
  - Navigate to **Learning** > **Manage Content** > **Content Library**.
  - Search for content with Tin Can format.
  - Click content name.
  - Click **View Results**.
  - Click **View LRS** from **Actions** dropdown list.

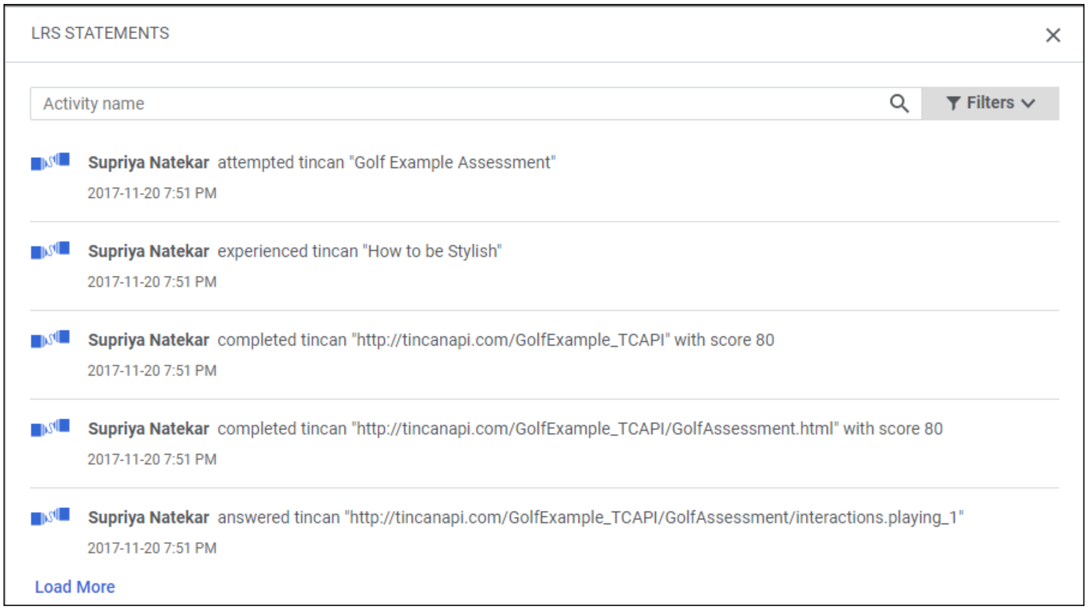


Figure 160: LRS Statements on Tin Can content

- As an end user:
  - Click **Me**. The **My Plan** page opens.
  - Click **Learning & Certifications**.
  - Search for the course that has Tin Can content.
  - Click the course name.
  - Click **View Results** action corresponding to the class.
  - Click **View LRS** from **Actions** dropdown list.

Note: The popup shows the recent 5 statements associated with the content. Click **Load More** to view the remaining activities. The **Filters** can be used to narrow the search and find the desired statements.

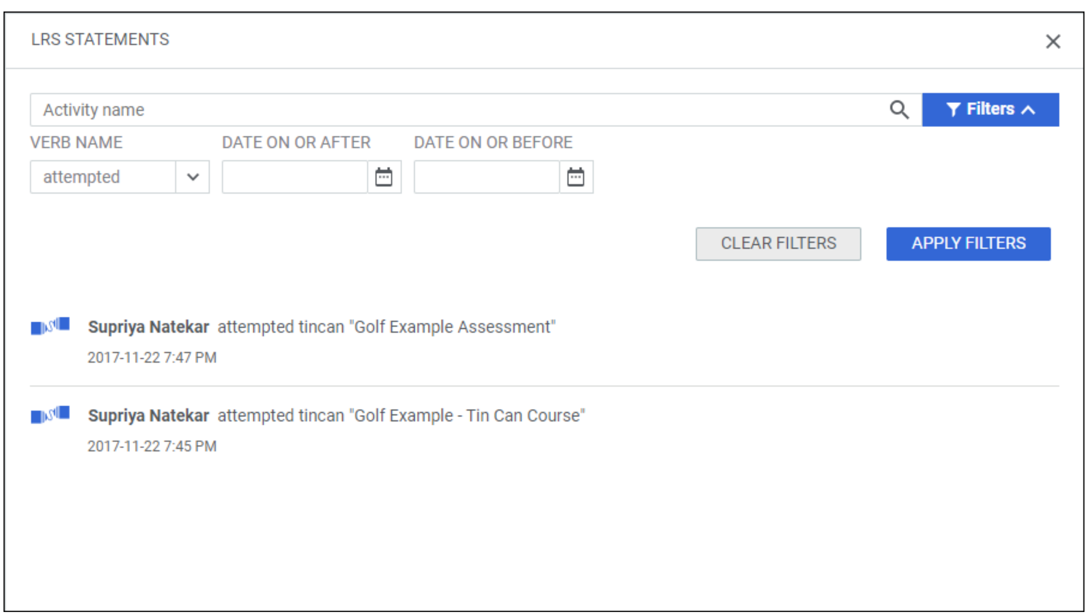


Figure 161: LRS Statements on Tin Can content

Social resources like File, Link and Video

Currently User Activity appears only for files, links, and videos. The user must navigate to resource details page and click **More Actions** > **User Activity** to view the activity associated with the resource. The illustration of the activities performed on these resources differ from resource to resource.

The user activity for the **file** shows how many users have **previewed**, **experienced** and **downloaded** it.

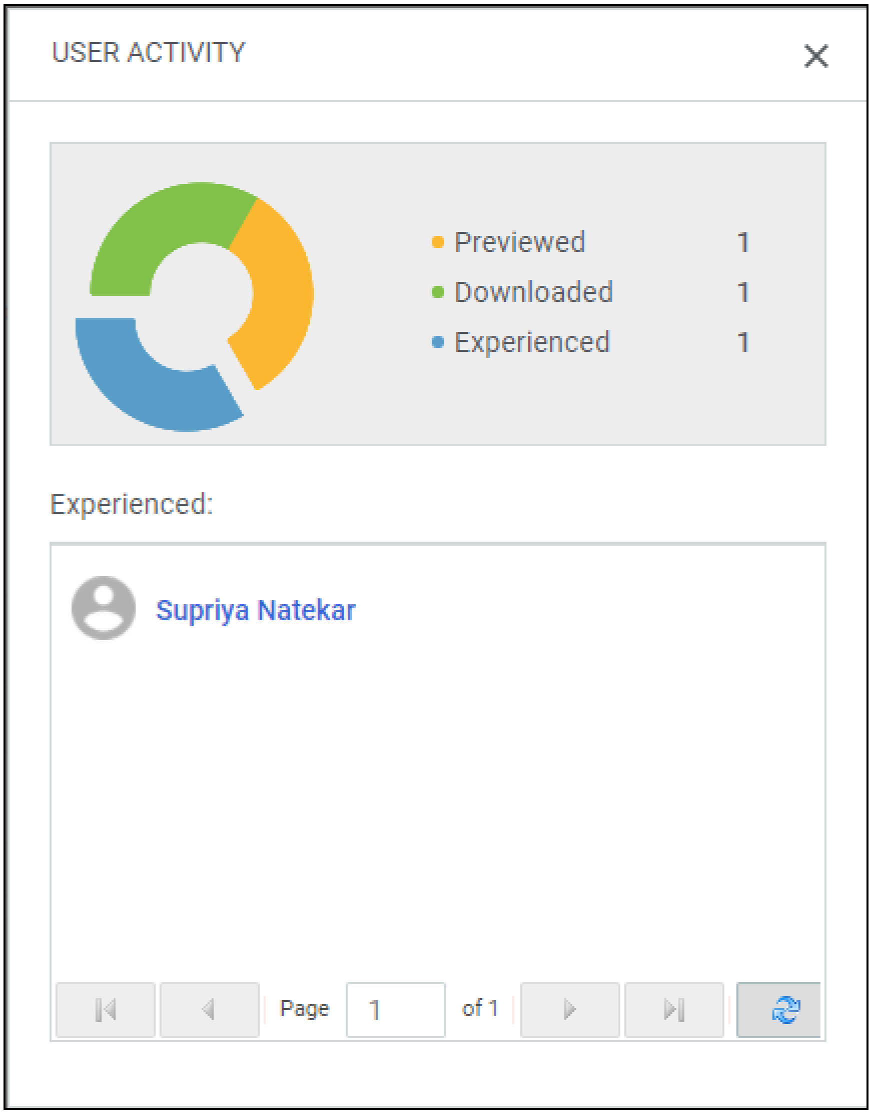


Figure 162: User Activity on File

Note: On hovering the chart, the name of the users appear who have performed that action on the file. On clicking the name, the user's business card appears. Also, the legend next to the chart shows the count of users who have accessed that file.

The user activity for the **link** shows how many users have **launched** it.

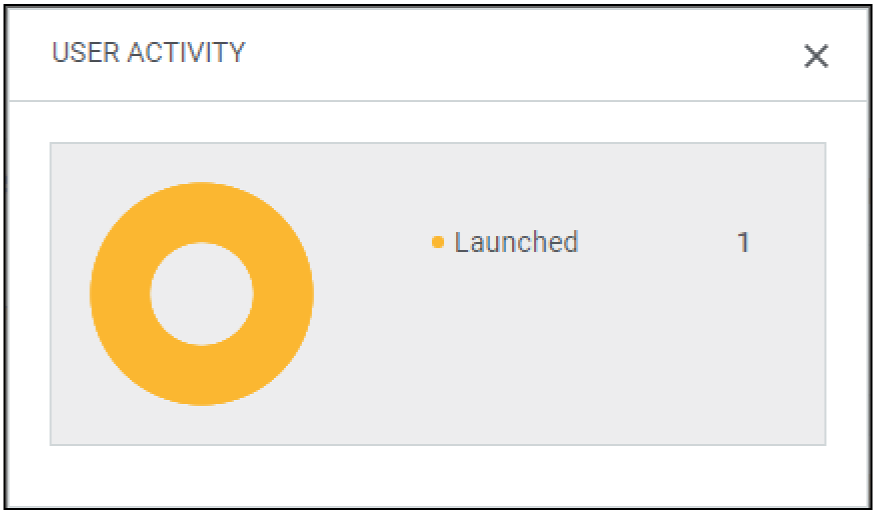


Figure 163: User Activity on Link

The user activity for the **video** shows how many users have **watched** it.

Figure 164: User Activity on Video

Collections (bookmarks)

The user activity for collections page shows the **Top 10 Most Popular Resources** and **Top 10 Users with Most Interactions**. The user can access the activity by navigating to the desired collection details page and clicking **User Activity**.

The **Top 10 Most Popular Resources** show the top 10 resources (file, link and video), in the collection that are experienced, previewed, downloaded, watched, and launched by the users. The **Top 10 Users with Most Interactions** shows the top 10 users who are active on the resources within the collection.

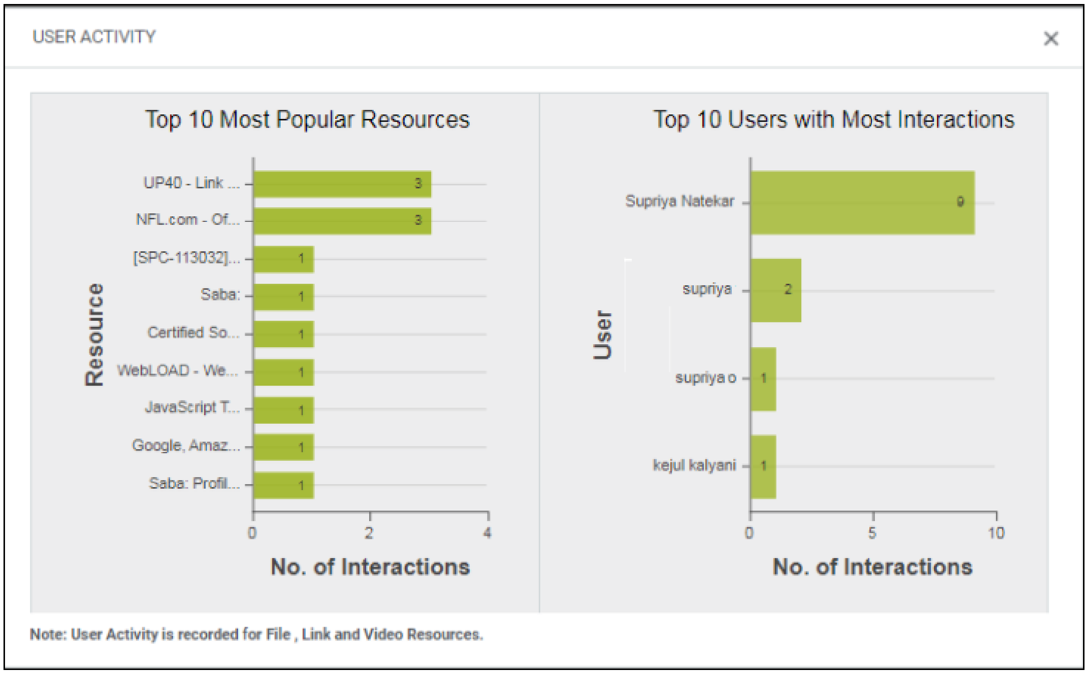


Figure 165: User Activity on Resources within the Collection

Use case

The user can find all the Saba Discovery statements related to the Tin Can content, social resources, and collections easily.

Chapter 13

System

Topics:

Configure Notification server parameters under the new Manage Notification menu

How did it work?

It was not possible to directly configure the Notification server parameters. Users had to submit a support request.

How does it work now?

A new menu called **Manage Notifications** is now available to the system admin. This menu not only provides the ability to configure the Notification server parameters but also consolidates all the notification related menus under it.

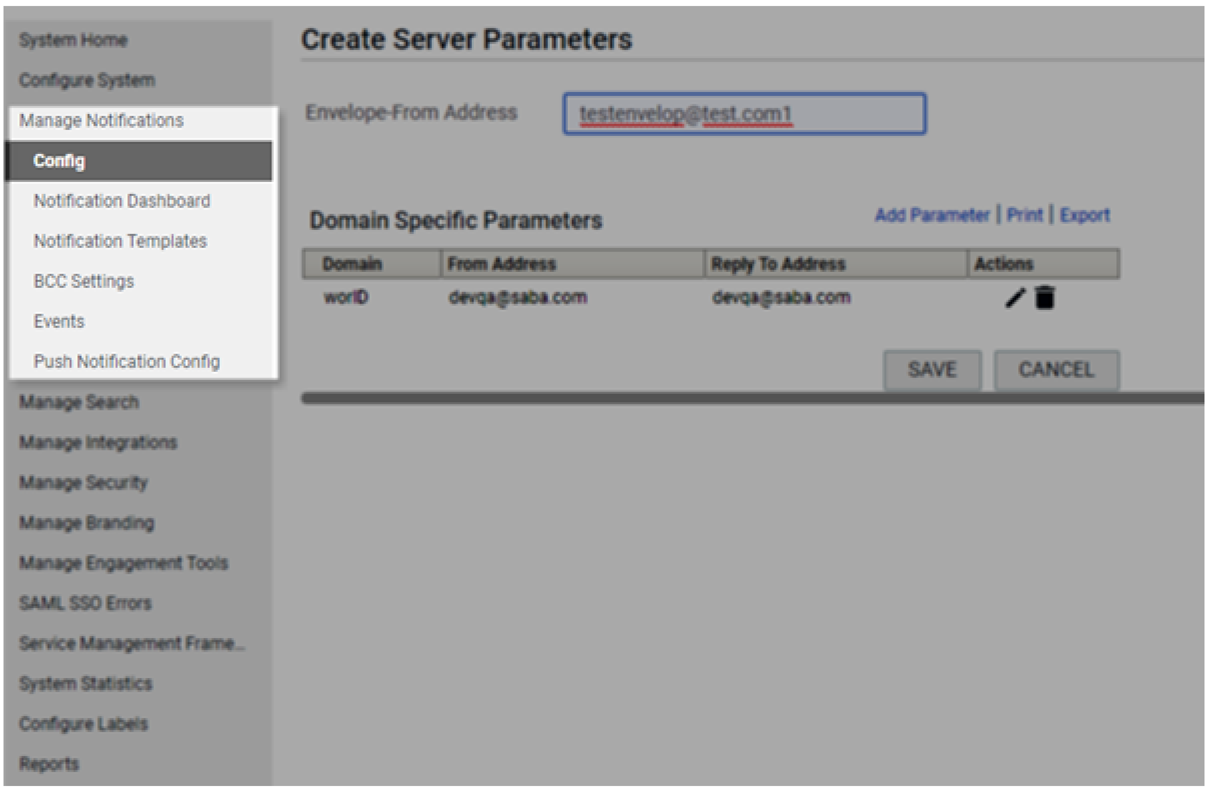


Figure 166: Manage Notifications menu

Note: The following sub-menus were earlier under the **Configure System** menu:

- Notification Dashboard
- Notification Templates
- BCC Settings
- Events
- Push Notification Config

Config is the newly introduced sub-menu. It provides the ability to configure the following:

- **Envelope-From Address**: The ENVELOPE-FROM parameter is the same as the "return-path" parameter that is used in the email headers. This parameter is used to set the From address to appear in the SMTP envelope.

Note: ENVELOPE-FROM is different from the From address that appears in the message itself.

- **Domain Specific Parameter**: You can add one or more domain-specific server parameters.

  To add one or more domain-specific server parameters:

  1. Click the **Add Parameter** link. The **Add Domain Specific Parameter** popup page opens.
  2. Provide the appropriate information in the fields.

  Table 29: Domain-Specific Parameter Fields

Parameter	Description	Required?
Domain	Select a domain for the parameters. If domain security is used in the environment, the parameters will only be used in notifications sent to people assigned to the domain. Different parameters can be defined for each domain in your domain hierarchy.	Yes
From Address	Specifies the email address that is listed in the "From:" line for all notifications (email *and* fax) sent by Notification Server. If you are sending faxes and your fax server requires authentication, then ensure that the email address in the **From Address** parameter is also specified in your fax server as a user authorized to send messages.	Yes
Reply To Address	Specifies the email address that is listed in the "Reply To:" line for all notifications (email *and* fax) sent by Notification Server.	Yes

  3. Click the **Save** button.

Use case

This enhancement now allows the system admins to directly modify these settings rather than submitting a support request.

BCC Settings to also support semi-colon separated values

How did it work?

It was not possible to provide a list of semi-colon separated email IDs.

How does it work now?

Admin > **System** > **Configure BCC Settings** now supports accepting either comma or semi-colon separated email IDs for BCC Email Addresses .

Note: Only one of the 2 separators will be allowed at a time and a list with mixed separators will not be supported.

Use case

Semi-colon is an often used separator for email IDs.

New keywords for Resource Assigned notification event

How did it work?

N/A

How does it work now?

With this update, Saba Cloud adds the following new keywords to the **Resource Assigned** triggered notification event under **Learning > Orders** service:

- @Asgn_OfferingLocation@
- @Asgn_OfferingStartDate@
- @Asgn_OfferingTitle@
- @Asgn_Location_TimeZone@

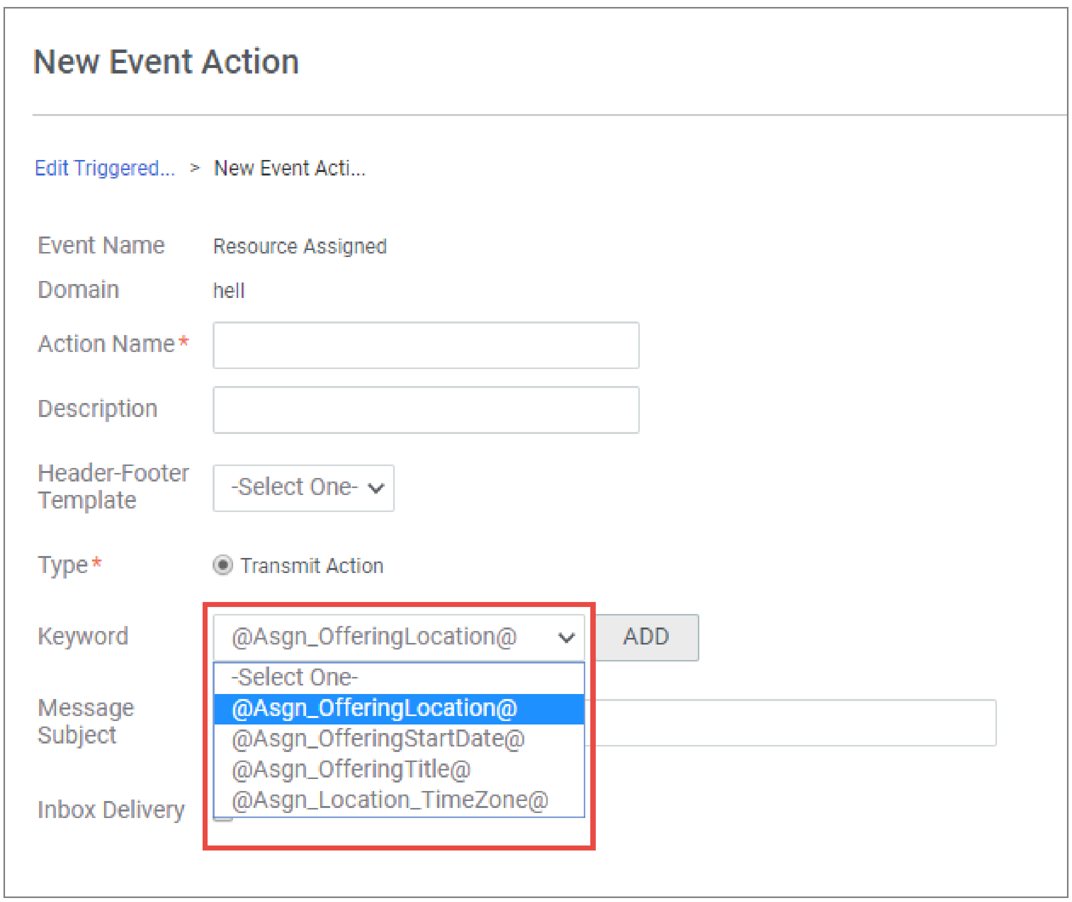


Figure 167: New keywords

Use case

There is a need to include certain class-related keywords to enhance the notification used to notify instructors when they are assigned to a class.

Support for additional locales

How did it work?

The following locales were not supported:

- Croatian - hr_HR
- Slovenian - sl_SI

How does it work now?

Saba Cloud now supports the following additional locales.

- Croatian - hr_HR
- Slovenian - sl_SI

Note: These locales are not enabled by default. To enable a locale, submit a support request. For assistance, contact Saba Support.

Use case

The users can now login to Saba Cloud using these additional locales.

Number of days after which password needs to be changed honored for all configured domains

How did it work?

The following setting under the **Foundation -> Authentication** service was not honored for all the configured domains:

- Number of days after which password needs to be changed

How does it work now?

Saba Cloud now honors the **Foundation -> Authentication > Number of days after which password needs to be changed** for all the configured domains.

Use case

This can now be setup on multiple domains.

Additional configurations for system administrators

How did it work?

Prior to this update, certain configurations were available only to the "admin" user, which required submitting a request to Saba support.

How does it work now?

The following configurations are now available to system administrators:

1. **Services**

    - **Advanced Search Filters** under **Services** > **Foundation**
    - **Webhooks** under **Services** > **Foundation**
    - **Reduced People Search** under **Services** > **Foundation**
    - **Two Factor Authentication** under **Services** > **Foundation** > **Authentication**

    The system administrator can directly enable or disable these services from **Admin** > **System Admin** > **Configure System** > **Services**.

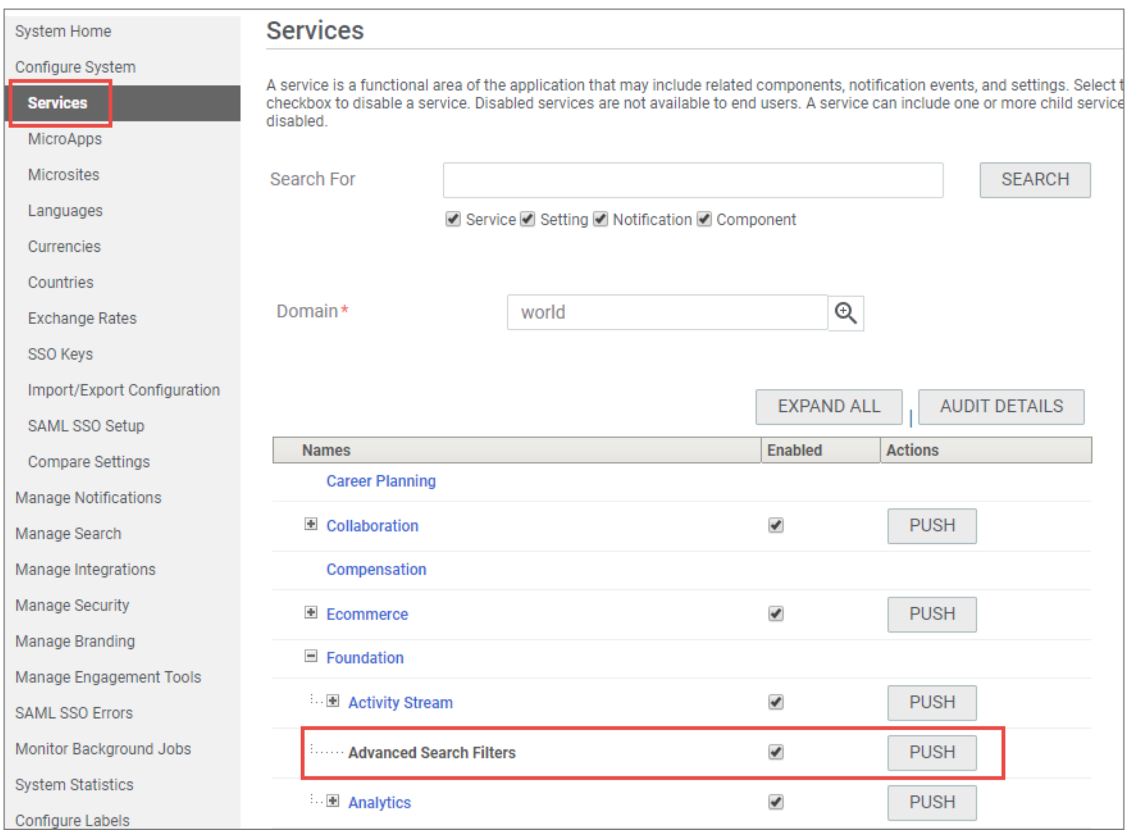


Figure 168: Advanced Search Filters

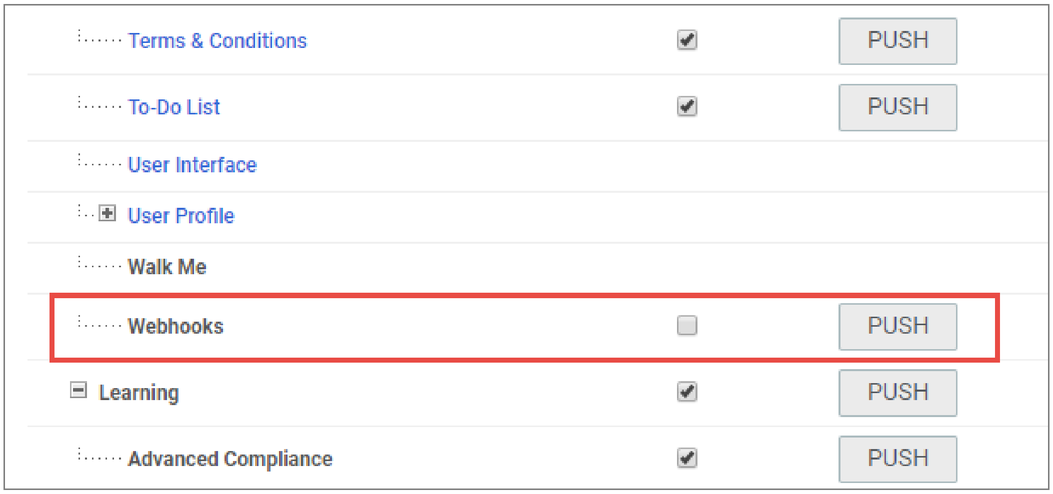


Figure 169: Web hooks

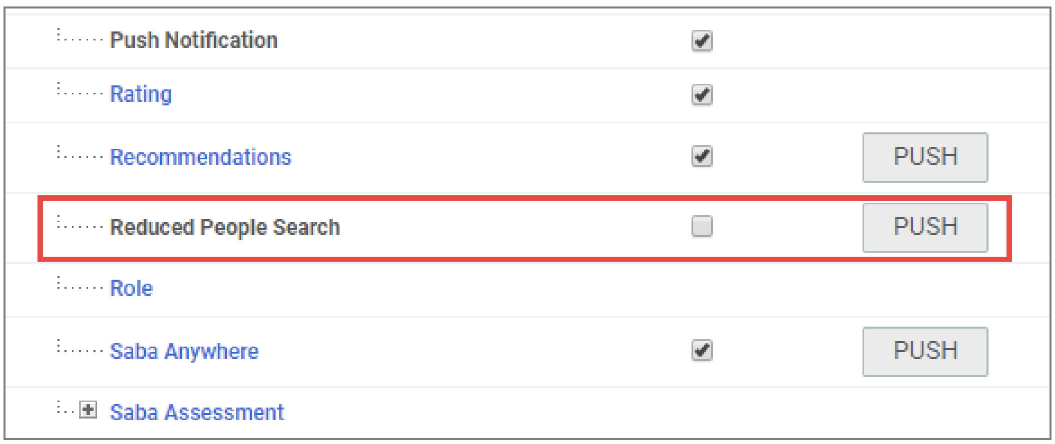


Figure 170: Reduced People Search

Figure 171: Two Factor Authentication

In addition to the above services, the following child services can also be enabled/disabled by the system admin. The parent service has to be still enabled/disabled by submitting a support request, but their child services can now be enabled/disabled by the system admin.

a. **Performance**

   i. Feedback
   ii. Goals
   iii. Impressions

iv. Reviews
v. Stars
vi. Workboard

b. **Pulse 360**

i. Custom Surveys
ii. Full Dashboard & Heat Map
iii. Pulse Survey

c. **Recruiting + Internal Opportunities**

i. Candidate Profile Merge

d. **Succession**

i. Position Management
ii. Succession

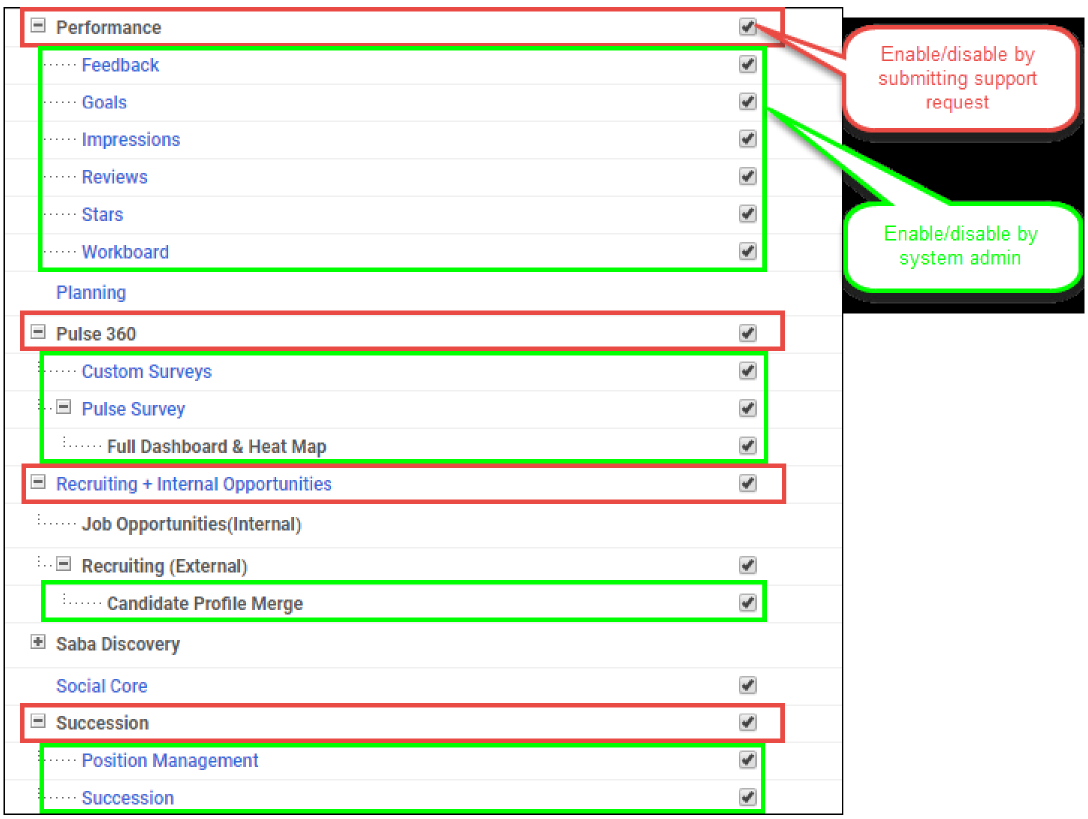


Figure 172: Child services

2. **Learning-related Microsite Properties**

The following Learning-related site properties are now available even to system administrators under **Configure System** > **Microsites** > **Site Properties** > **Saba Cloud** > **Learning**:

Table 30: Learning properties

Field Name	Description
Chunk size for Certification recal~culate	This property specifies the number of records processed for recalculating certi~fications.

Field Name	Description
Enable Custom Field Search Capability for Class/Course in Global Search	This property allows system administrators to add custom fields of courses and delivery types to the Advanced Search panel for Learning Catalog. It also provides the ability to display custom fields for classes and courses in global search results. The possible values for this property are: • true • false Default value is false.
Enable Field of Study/CE Credits filtering Class/Course Search Capability in Advanced Search Panel	This property allows system administrators to filter classes or courses in Advanced Search panel depending on the Field of Study or CE Credits. The possible values for this property are: • true • false

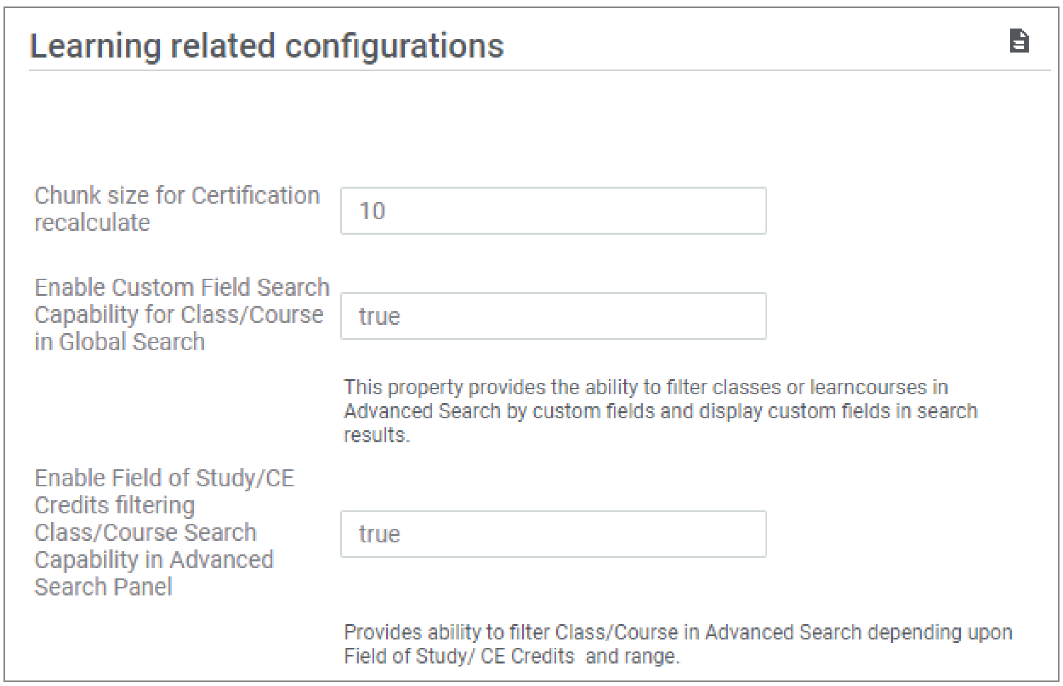


Figure 173: Learning site properties

3. System admin can now download site’s public key by clicking the Download site's public key link under **Admin** > **System Admin** > **Configure System** > **SSO Keys**. Earlier this was not available to the system admin.

   This link allows the system admin to download Saba's 2048 bit RSA key which is used to encrypt the signed SSO token.

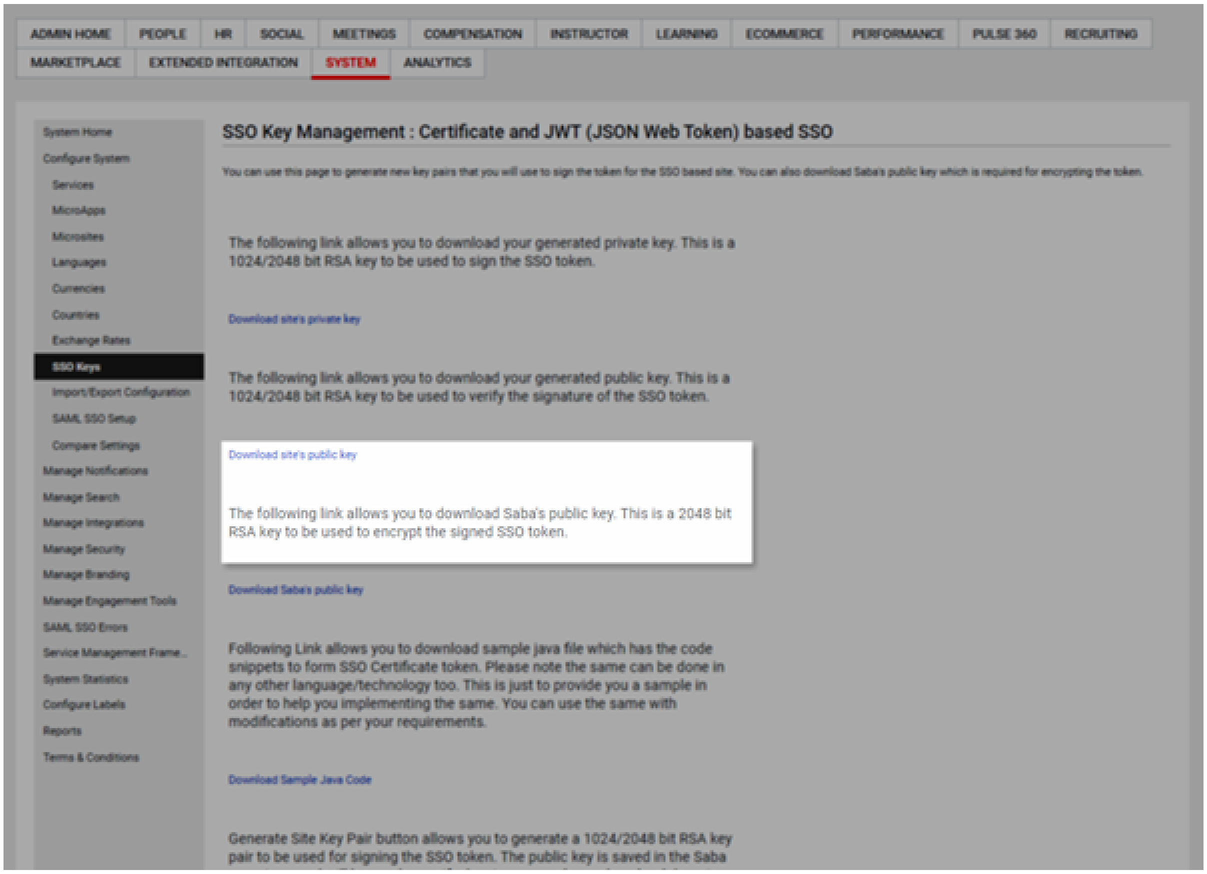


Figure 174: Download site's public key

4. **Configuration properties:** Rest Based Notification and Enable domain aware services

   These variables were earlier not available to the system admin. Changes to these required submitting a support request. Now these are available to the system admin under **Admin > System Admin > Configure System > Microsites > <Default Site> > Site Properties > Web Variables**.

   Rest Based Notification: When this property is set to true, the new Notification UI will be enabled.

   Enable domain aware services: Allows enabling domain support for services.

Use case

This will help reduce support requests.

Improved Usability of Security Roles Import option

How did it work?

Previously, when using the import feature for Security Roles, the custom Security role was being dropped and any association of that role with the user was lost.

How does it work now?

For custom security roles, if the existing custom role Name and ID for the role match in source as well as the destination, then the role will not be dropped.

If the custom role in the destination does not match that of the source based on the above criteria, then the role will be deleted as before.

Use case

This update improves the usability of the Security Role import feature.

Saba Certificate for MicroApps

How did it work?

The user created MicroApps did not get a SabaCertificate. As a result, these MicroApp had to execute the login API for the logged in user for which the MicroApp needed to know the logged in user's password which was not practical for customers with SSO.

How does it work now?

MicroApps will now be provided a SabaCertificate of the logged in user. The SabaCertificate that is required to call the Public APIs for the logged in user can now be retrieved within the MicroApp XML using the following JavaScript code:

```
var prefs = gadgets.views.getParams();
var apiCertificate = prefs.sabaContext.apiCertificate;
```

The following is a sample gadget.xml that uses the above JavaScript code to retrieve the SabaCertificate that is required to call the Public APIs for the logged in user:

```
<?xml version="1.0" encoding="utf-8" ?>
<Module>
   <ModulePrefs title="utf8errordemo" >
      <Require feature="opensocial-0.9"/>
      <Require feature="views" />
   </ModulePrefs>
   <Content type="html" view="home">
<![CDATA[
<html>
  <head>
  <meta http-equiv="Content-Type" content="text/html; charset=utf-8">
  <script>
   function getParameterByName(name) {
    name = name.replace(/[\[]/, "\\[").replace(/[\]]/, "\\]");
    var regex = new RegExp("[\\?&]" + name + "=([^&#]*)"),
    results = regex.exec(location.search);
    return results === null ? "" : decodeURIComponent(results[1].replace(/\+/g,
 " "));
   }
   function updateRoleName(){
                            var prefs = gadgets.views.getParams();
    var userId = prefs.sabaContext.userId;
                            var apiCertificate =
prefs.sabaContext.apiCertificate;
    var certificate=prefs.sabaContext.certificate;
    var sabaLocale=prefs.sabaContext.sabaLocale;
    var urlHost = parent.location;
```

```
    urlHost=urlHost.toString();
    var n= urlHost.indexOf(".");
    var prefix=urlHost.substring(0,n);
    var m=urlHost.indexOf('/Saba');
    var postfix=urlHost.substring(n,m);
    var url=prefix+"-api"+postfix+"/v1/people/";
    var params = {};

    var headers = { "SabaCertificate":apiCertificate };
    params[gadgets.io.RequestParameters.HEADERS] = headers;
    params[gadgets.io.RequestParameters.CONTENT_TYPE] =
"application/json;charset=UTF-8";
    params[gadgets.io.RequestParameters.METHOD] = gadgets.io.MethodType.GET;


                gadgets.io.makeRequest(url+userId, function(result) {
     alert("response: " + JSON.stringify(result));
    }, params);
    return false;
   }(document);
  </script>
 </head>
 <body>
  REST API saba certificate: <br />
  <button onclick='updateRoleName();'>Call test API</button>
 </body>
</html>
]]>
   </Content>
</Module>
```

Use case

This helps increase the adoption of MicroApps.

Alerts for system administrators

How did it work?

There was no provision to send alerts from within the product to the system administrators regarding key messages relating to changes in their environment such as new release/features, browser removal support, IP information, DC maintenance/moves, and so on.

How does it work now?

This update now allows the cloud admins to post a message within the application which then requires the system administrators to acknowledge such messages.

Note: As of now, there is no localization support. All these messages will be in English only.

After a message is posted by Saba's cloud administrator, the same will be visible as an alert to the system administrators when they login.

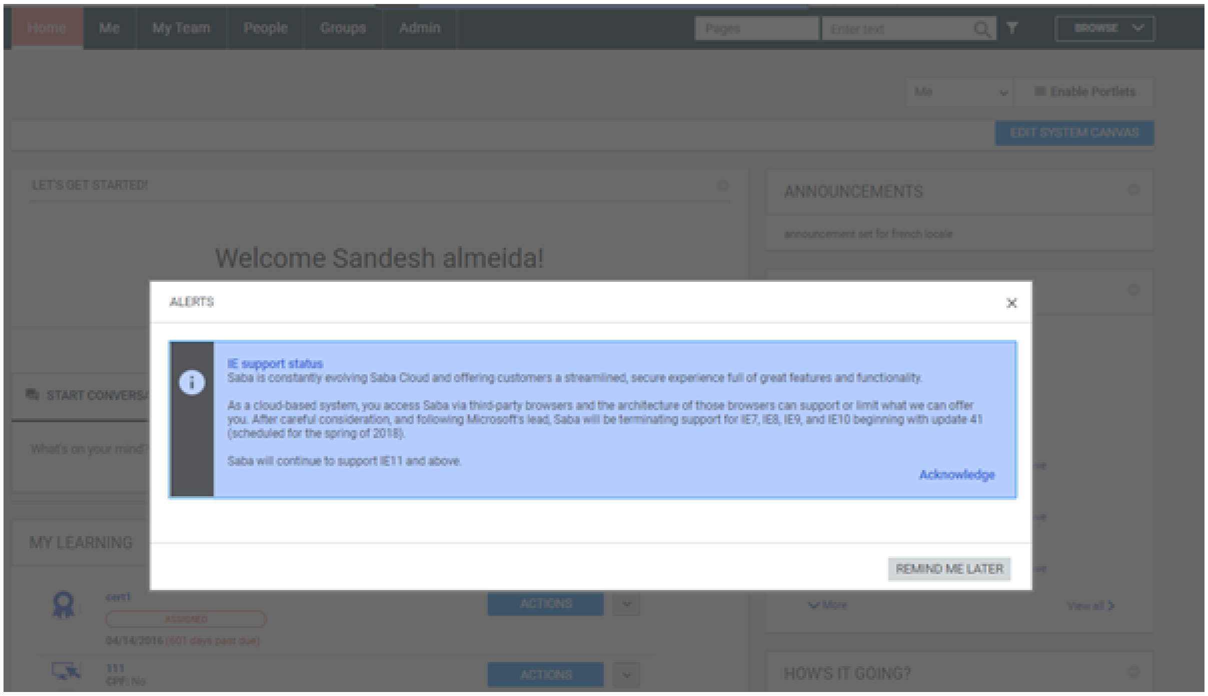


Figure 175: Alerts to the system administrators

Upon seeing this alert, they can either **Acknowledge** it or choose to be reminded later (by clicking REMIND ME LATER) on their next login.

Note: Once a particular system administrator acknowledges an alert, it will no longer appear on his/her next login.

Use case

This will help customers receive important communications from Saba Cloud.

Configure the period for termination notifications

How did it work?

In the past, managers were not receiving notifications of terminated users which resulted in miscommunication and other issues.

How does it work now?

In this update, this has been addressed.

Following modifications were made so that appropriate notifications were triggered on termination of an external person. (contract employee)

Person termination events were renamed to: **Post External Person Termination Activity** and **Post Internal Person Termination Activity** respectively for **External person** and **Internal Person**.

This event is a **Java Action** event and cannot be used for **Transmit Action** (email actions which use named query/keywords for constructing the mail message body and mail recipients).

New Periodic events called **Notify External Person Termination** and **Notify Internal Person Termination** were added for **External person** and **Internal Person** for transmit action purposes.

Additionally, separate business rules have been added for **Person Internal** and **Person External** so that the number of days to trigger the termination notification can be individually configured. Previously the value was hard coded for 3 days and it can now be individually set.

To configure the period for which the termination notifications can be triggered:

Navigate to:

Admin>**System**>**Configure System**>**Services**>**Settings**>**User Profile**

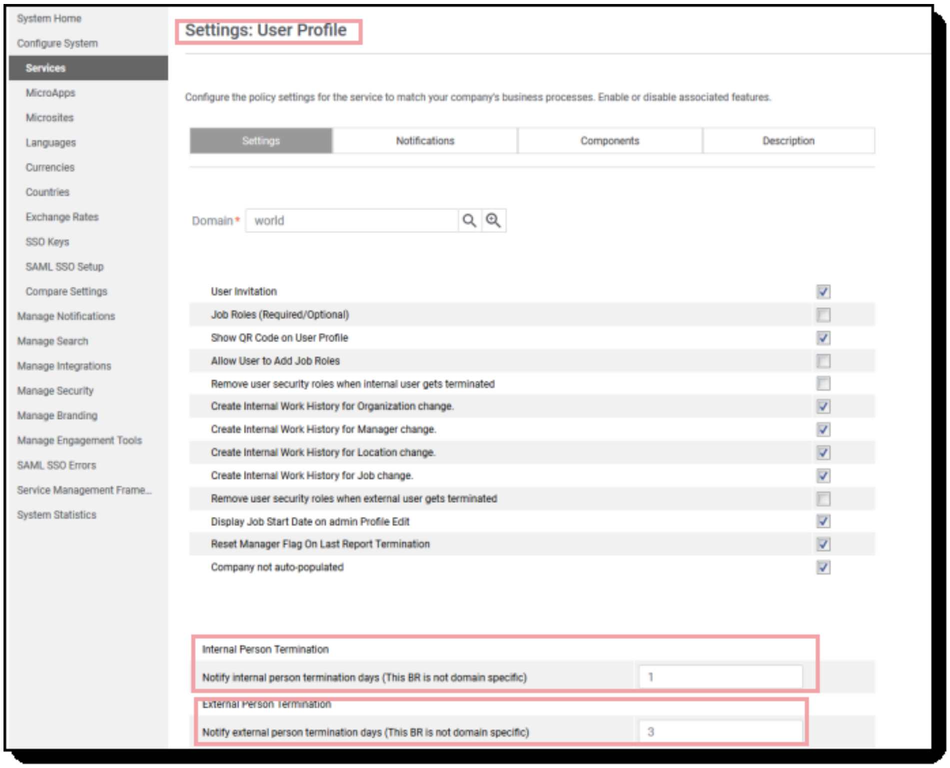


Figure 176: BR for termination notification setting

Use case

Managers can now receive notifications when employees are terminated.

Auto-populate Company field is now configurable

How did it work?

Currently, the company field for both internal and external users is auto populated. Some users may not want this option to be auto-populated.

How does it work now?

A new flag has been added to the **Auto populate company field** which is turned **ON** by default. When it is turned **ON**, the **Company** field is auto-populated. When it is turned **OFF**, the **Company** field is not auto-populated, and is only populated if the admin user adding/updating an internal or external person profile data provides a value for the field.

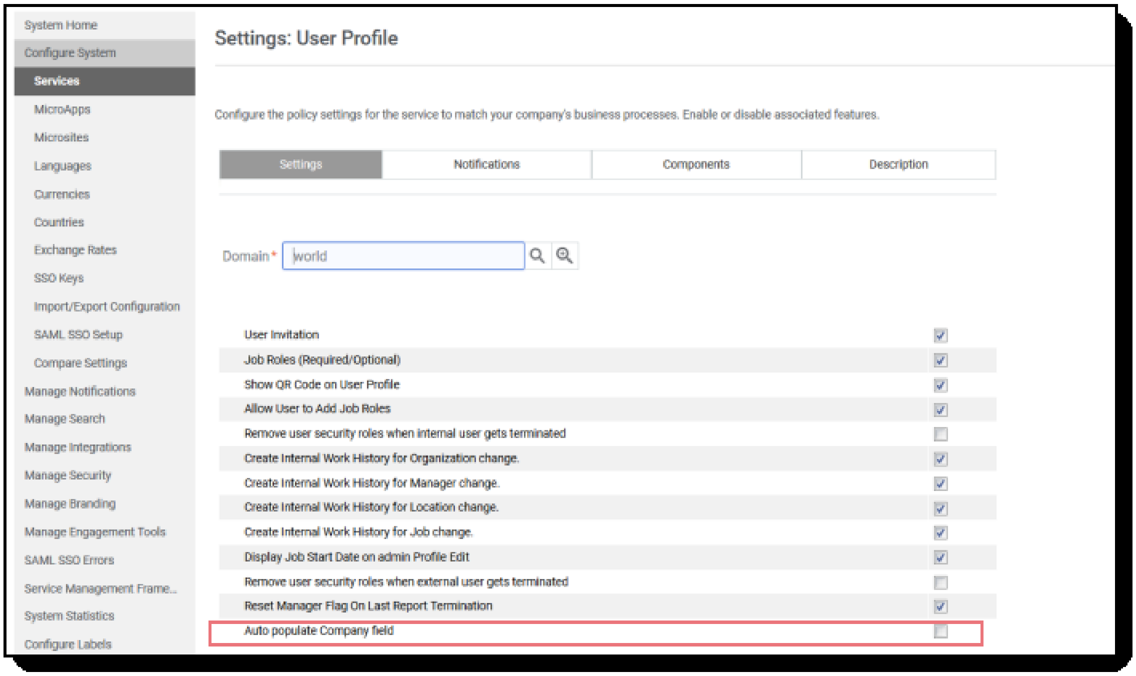


Figure 177: User Profile showing Auto Populate Company field turned OFF

Use case

By this update, the auto-population of company field is eliminated and the flag provided gives the flexibility for users to turn it on whenever they need it.

Improved traceability of PR execution

How did it work?

Previously, in Prescriptive Rules, there was no tracking of who executed the PR (was it manual by a specific user, or by system as per the schedule).

How does it work now?

Now, in PR, under Processing History page and the Monitor page:

The Started By field displays: who triggered the PR from the UI or the Scheduler.

The Run as User field displays: The name of the rule owner.

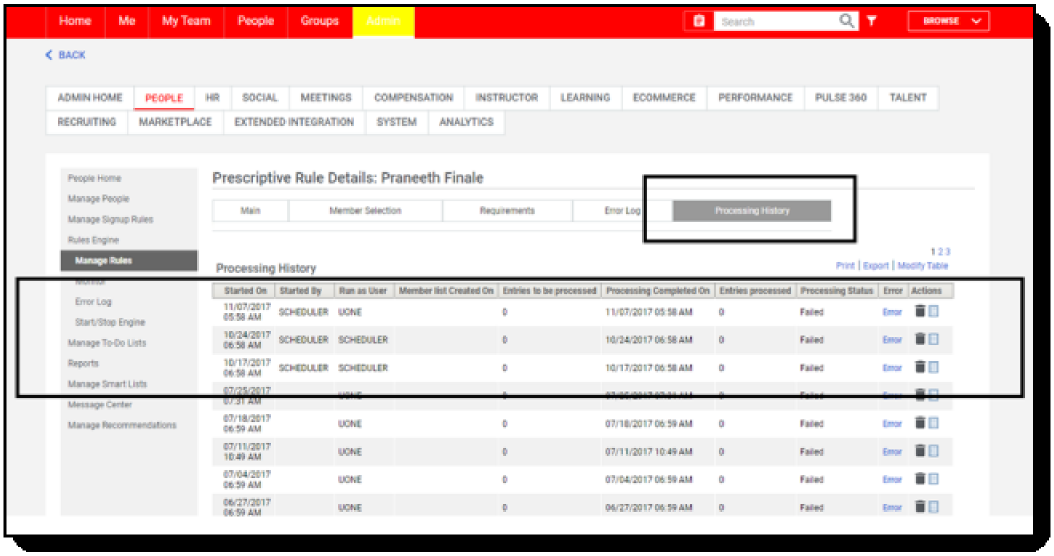


Figure 178: PR Processing History page showing Started By and Run as User fields

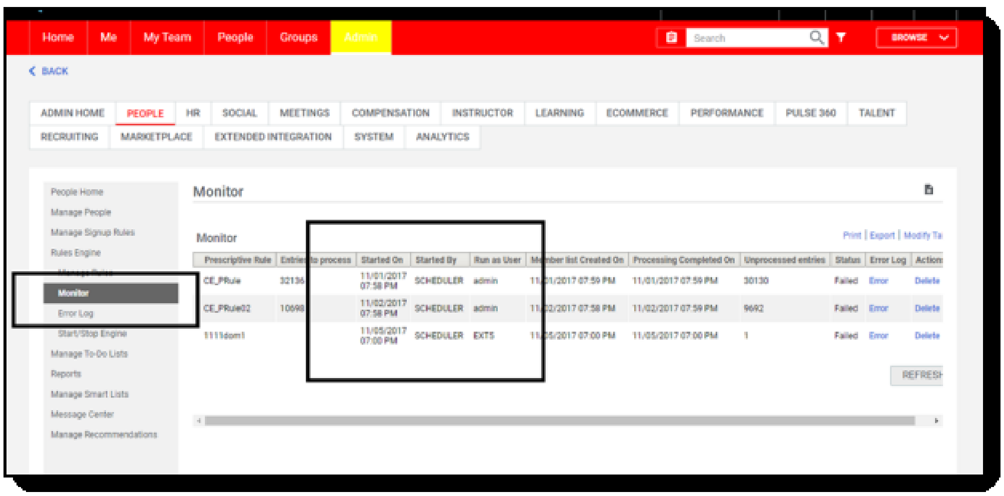
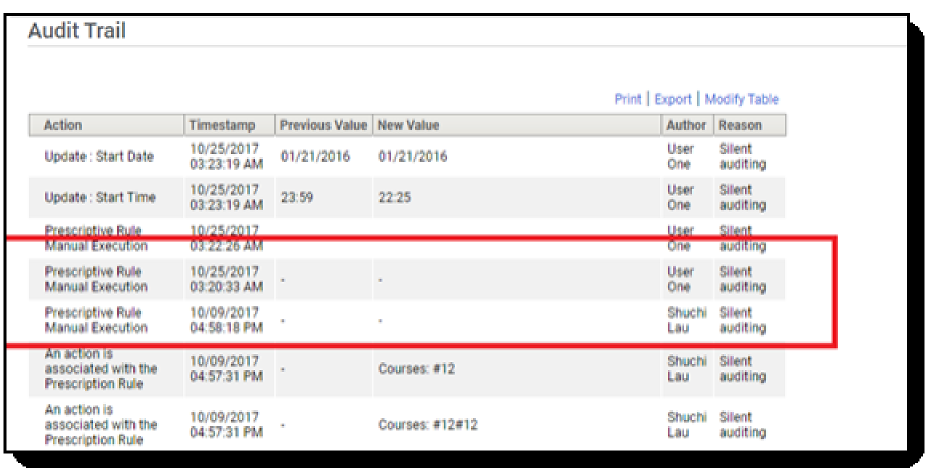


Figure 179: PR Monitor page showing Started By and Run as User fields

For Audit trail, the information will be displayed only for Manual Execution.



Audit Trail

Print | Export | Modify Table

Action	Timestamp	Previous Value	New Value	Author	Reason
Update : Start Date	10/25/2017 03:23:19 AM	01/21/2016	01/21/2016	User One	Silent auditing
Update : Start Time	10/25/2017 03:23:19 AM	23:59	22:25	User One	Silent auditing
Prescriptive Rule Manual Execution	10/25/2017 03:22:26 AM			User One	Silent auditing
Prescriptive Rule Manual Execution	10/25/2017 03:20:33 AM	-	-	User One	Silent auditing
Prescriptive Rule Manual Execution	10/09/2017 04:58:18 PM	-	-	Shuchi Lau	Silent auditing
An action is associated with the Prescription Rule	10/09/2017 04:57:31 PM	-	Courses: #12	Shuchi Lau	Silent auditing
An action is associated with the Prescription Rule	10/09/2017 04:57:31 PM	-	Courses: #12#12	Shuchi Lau	Silent auditing

Figure 180: PR Audit trail showing Started details of Manual execution

Note: For legacy data, this information will not be available.

Use case

This update to the PR feature will provide better traceability of PR executions.

Additional operators added for date selection in Smartlist

How did it work?

Previously, it was not possible include compound date functions for date operators in Smartlist.

How does it work now?

In this update, two additional operators have been added to Smartlist.

- More Than
- Older Than

for date sections for which number of days can be specified. The additional operators apply to all data fields.

Example 1: To search for everyone whose certification will expire in 30 days.

Expiration date - More than - *more than* Y number of days in the future

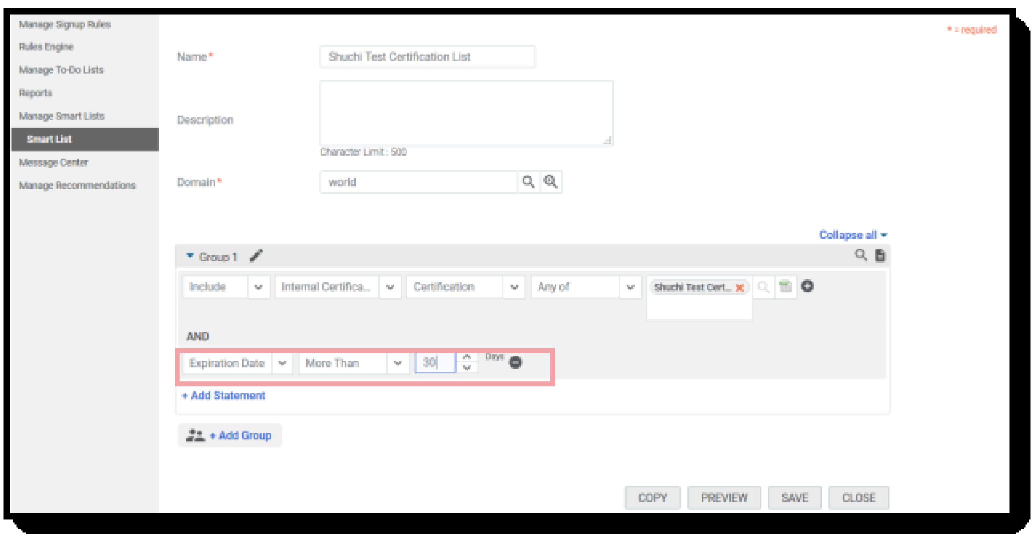


Figure 181: Certification Expiration date - More than 30 days

Example 2: To search for all users who acquired the certification prior to 365 days.

Acquired On - Older than - *older than* Y number of days

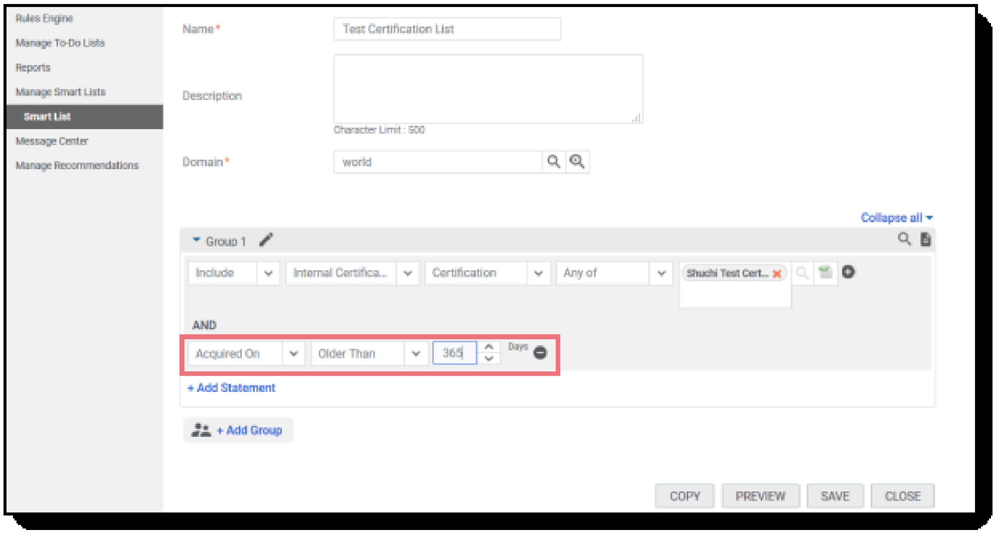


Figure 182: Certification Acquired On - older than (before) 365 days

Use case

Additional date functions were added to enable users to configure additional options for the Date field.

Increased CSV input limit for criteria builders

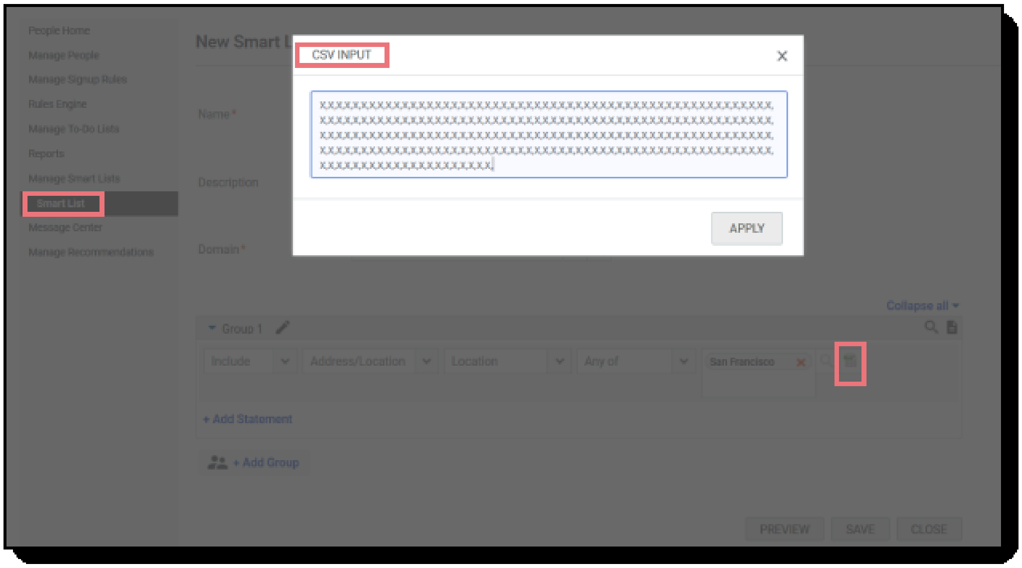
How did it work?

Currently, Smart Lists and other criteria builders allow CSV input which is very useful for users wanting to quickly add a large number of items. However, it is limited to 50 field entries only and seems insufficient for many of the users.

How does it work now?

The CSV input limit is now increased to a maximum of 150 fields.

Smart List page showing CSV input option



Use case

Increasing the CSV input value to 150 will enable users to add additional data in a time efficient manner.

Import a list of users into an Audience Type

How did it work?

In the past, learning administrators were not able to import a list of learners for the Audience Type using the UI.

How does it work now?

Now, learning administrator can upload a list of learners to associate to the Audience Type using the UI import.

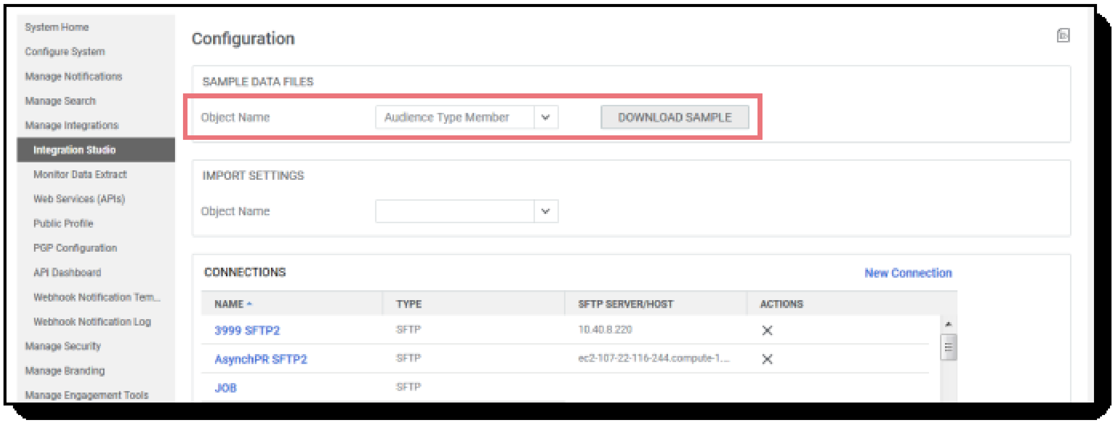
In input file that provides a list of user names, their profile data and other details will be uploaded from the UI Import section of the System Configuration.

Before the import step, the administrator needs to download the sample template available from the Integration section, fill in the details and upload the file into the system.

Admin>**System**>**Manage Integrations**>**Integration Studio**

From Integration Studio, click on **Download Sample** and save the downloaded CSV file into your system.

Audience Type Member Sample File Download



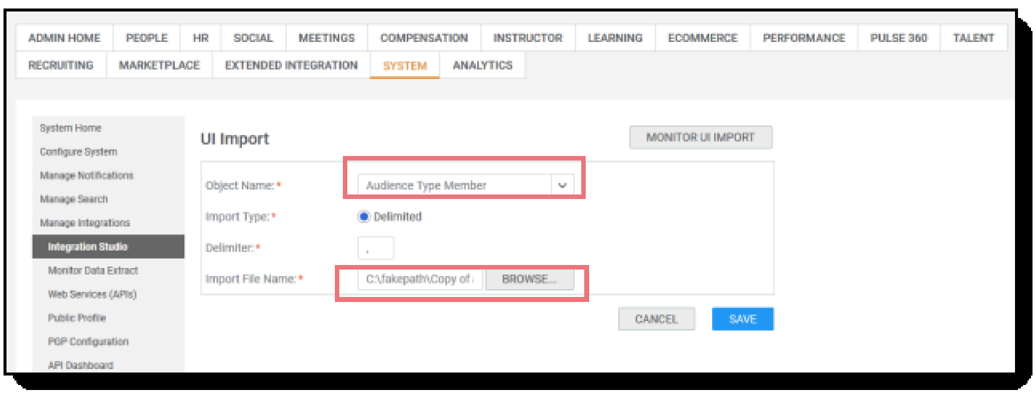
To upload the file with all the data onto the system:

Navigate to Integration Studio and click the **New UI Import** link.

Select **Audience Type Member** for **Object Name**, browse and select the file that you want to import and save.

In order to successfully perform the Audience Type Member import, the **Can Do Bulk Import** privilege must be granted to the Learning Admin.

Audience Type Member Sample File import



Note: The name of the file used for importing members from Integration studio should not start with **audie0** or **seatc0**. This limitation is only applicable when the UI Import is done from Integration studio or there is a scheduled job for this import type. Also, there is a limit of 1000 users when importing from the UI.

Authentication

Auditing for SAML SSO Setup

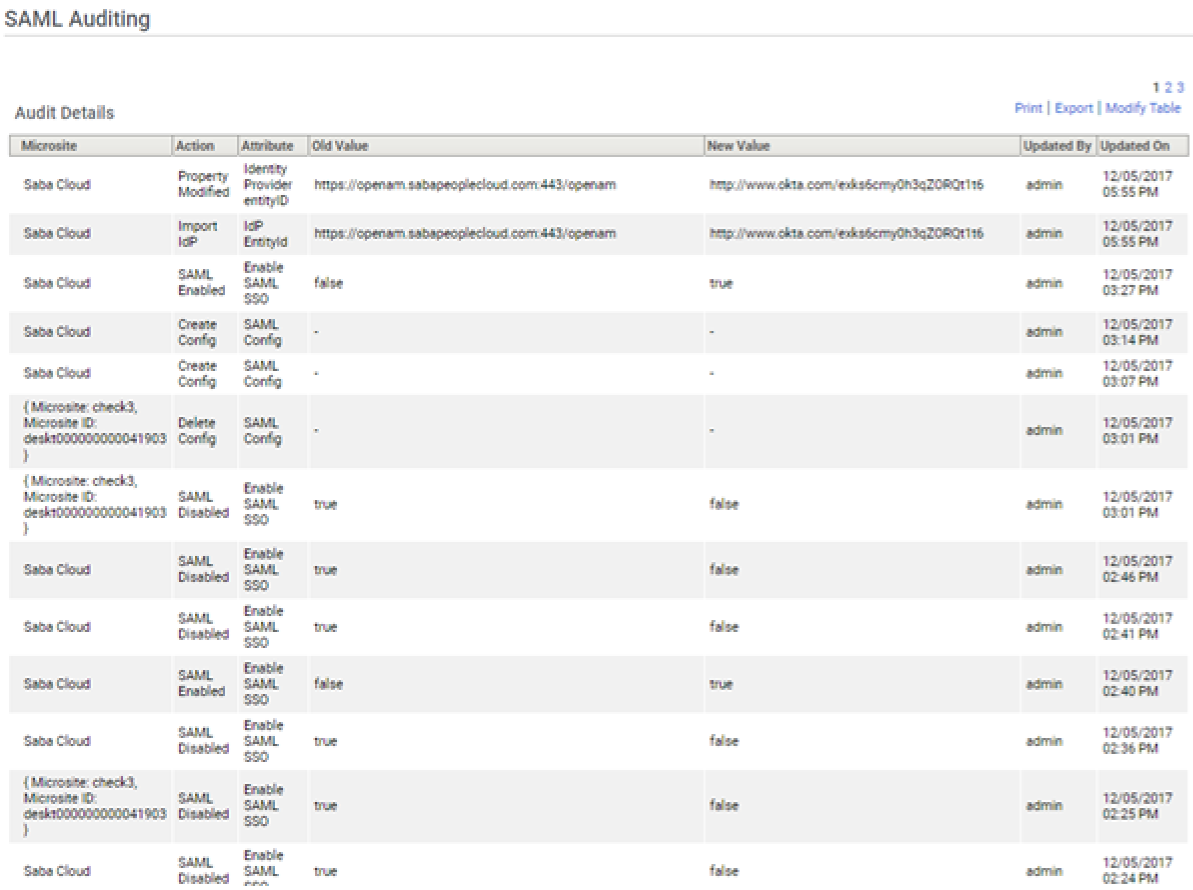
How did it work?

There was no auditing available for **System** > **Configure System** > **SAML SSO Setup**.

How does it work now?

An audit trail is now available for SAML SSO Setup to track the changes. The auditing details are available to the system admins as well as the "admin" user.

As a system admin, login to the application and navigate to **Admin > System > Configure System > SAML SSO Setup**. Click the **Audit Details** button. Similarly, as the "admin" user, navigate to **System > SAML SSO Setup** and click the **Audit Details** action item of the required site using the **Actions** drop down menu.


SAML Auditing

Audit Details

1 2 3

Print | Export | Modify Table

Microsite	Action	Attribute	Old Value	New Value	Updated By	Updated On
Saba Cloud	Property Modified	Identity Provider entityID	https://openam.sabapeoplecloud.com:443/openam	http://www.okta.com/exks6cmy0h3qZ0RQt1t6	admin	12/05/2017 05:55 PM
Saba Cloud	Import IdP	IdP EntityId	https://openam.sabapeoplecloud.com:443/openam	http://www.okta.com/exks6cmy0h3qZ0RQt1t6	admin	12/05/2017 05:55 PM
Saba Cloud	SAML Enabled	Enable SAML SSO	false	true	admin	12/05/2017 03:27 PM
Saba Cloud	Create Config	SAML Config	-	-	admin	12/05/2017 03:14 PM
Saba Cloud	Create Config	SAML Config	-	-	admin	12/05/2017 03:07 PM
{ Microsite: check3, Microsite ID: deskt000000000041903 }	Delete Config	SAML Config	-	-	admin	12/05/2017 03:01 PM
{ Microsite: check3, Microsite ID: deskt000000000041903 }	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/2017 03:01 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/2017 02:46 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/2017 02:41 PM
Saba Cloud	SAML Enabled	Enable SAML SSO	false	true	admin	12/05/2017 02:40 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/2017 02:36 PM
{ Microsite: check3, Microsite ID: deskt000000000041903 }	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/2017 02:25 PM
Saba Cloud	SAML Disabled	Enable SAML	true	false	admin	12/05/2017 02:24 PM

Figure 183: Audit Details for SAML SSO Setup

Audit Details provides the following information:

- **Site Name:** This column is displayed only for the Cloud admin ("admin" user).
- **Microsite:** A combination of microsite name and the microsite ID separated by comma (,).

  Note: Audit is done for every action in the SAML page irrespective of data change. If there is no data change '-' will be shown for the old and new value.

- **Action:** Indicates the action taken.
- **Attribute:** Indicates the attribute that was changed.
- **Old Value:** Indicates the previous value
- **New Value:** Indicates the current value.
- **Updated by:** Indicates the person who updated it.
- **Updated On:** Indicates the timestamp at which the change happened and is shown site's timezone.

Use case

This allows the system admins and the "admin" user to accurately point to who did what changes and when, to avoid any potential issues.

Skip Two Factor Authentication on subsequent logins

How did it work?

Currently, users who have Two factor authentication enabled are sent a passcode for each login attempt in the mobile app (for example: Google Authenticator) or by email. This is very cumbersome, especially if users need to login to Saba several times a day and mostly do it from the same machine.

How does it work now?

This update allows skipping the two factor authentication.

Note: To enable this feature, submit a support request. For assistance, contact Saba support.

The Cloud admin can configure this using the following two site level properties:

- **Skip Two Factor Authentication for frequent login attempts**: Default value is false.
- **Expiration time for Skip Two Factor Authentication**: Default value is 240 minutes and is configurable in range from 120 to 720 minutes.

If the **Skip Two Factor Authentication for frequent login attempts** property is set to true then the users will see the Two Factor Authentication screen only for the first login attempt, thereafter the Two Factor Authentication screen will be bypassed until the configured expiration minutes in the **Expiration time for Skip Two Factor Authentication** property.

Use case

This helps streamline the login experience for administrative users.

Email alerts to indicate expiry of the SAML certification

How did it work?

There were no alerts indicating the expiry of the SAML certification.

How does it work now?

With this update, system administrators whose SAML certificate is expiring soon will now be alerted via an email.

The system administrator can setup the email alerts by configuring the following properties available under **Admin > System > Configure System > Microsites > Saba Cloud > Site Properties > SAML Configuration**.

1. **SAML Cert Expiry Email Addresses:** You can add comma (,) separated email addresses of those who should receive the alerts.
2. **SAML Cert Expiry Notification Period:** Indicates the numbers of days before which the alerts for SAML certicate expiry should be sent. The default value is 30.

   Note: Notification will be send whenever the days period between the current date and certification expiry date for any SAML enabled microsite is less than or equal to **SAML Cert Expiry Notification Period** and also divisible by **SAML Cert Expiry Notification Interval**. The email content will have details about all the SAML enabled microsites which have certificates expired or expiring in the next **SAML Cert Expiry Notification Period** days.

3. **SAML Cert Expiry Notification Interval:** Indicates the interval between each email i.e. the number of days for the follow up emails/alerts. The default value is 5.

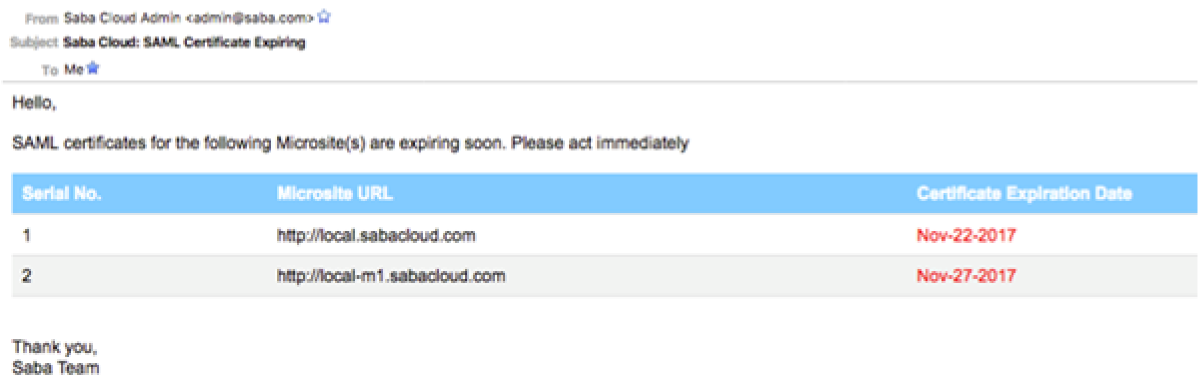


Figure 184: Sample email

In addition to alerts, the SAML SSO Setup page will also indicate the expiry of the certificate using the red color. The SAML SSO Setup page now has an additional column **IDP Expiry** which will display the expiry date of the IdP certificate. If IdP certificate is already expired or if it is expiring in the next 30 days, the expiry date will appear in red color.

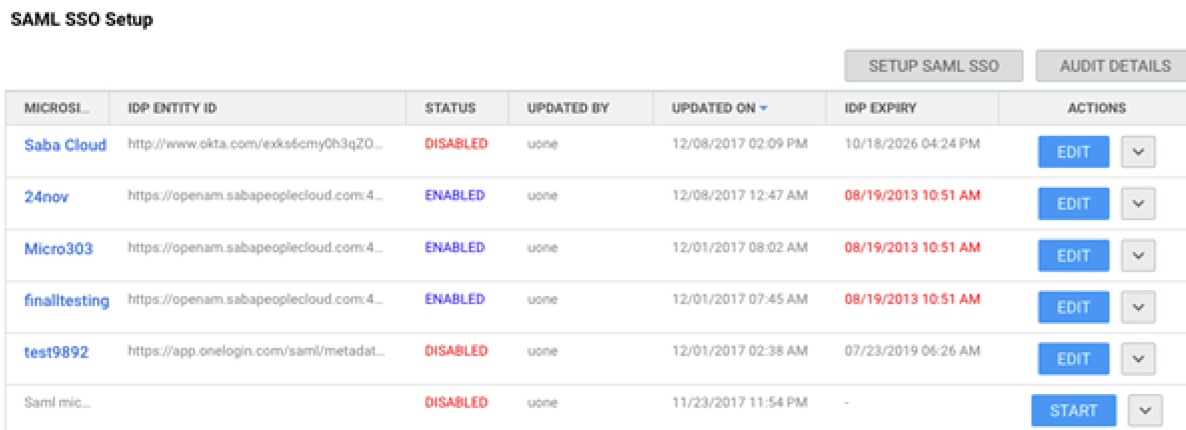


Figure 185: IdP expiry

Use case

This helps alert the customers on expiry of the SAML certification in time and thus avoid down times.

SAML Configuration option under Microsite properties removed

How did it work?

Earlier, the following two options were available to configure the SAML properties for a Microsite:

1. System Admin > Admin > System > Configure System > Microsites > Open any Microsite > Site Properties > SAML configuration.
2. System Admin > Admin > System > Configure System > SAML SSO Setup. If SAML is already configured for the required Microsite, you can click the Edit action item on that row and move to the third tab in the pop up. If it's a newly created Microsite, you can configure the Microsite by clicking on **SETUP SAML SSO** > **ADD And Configure**.

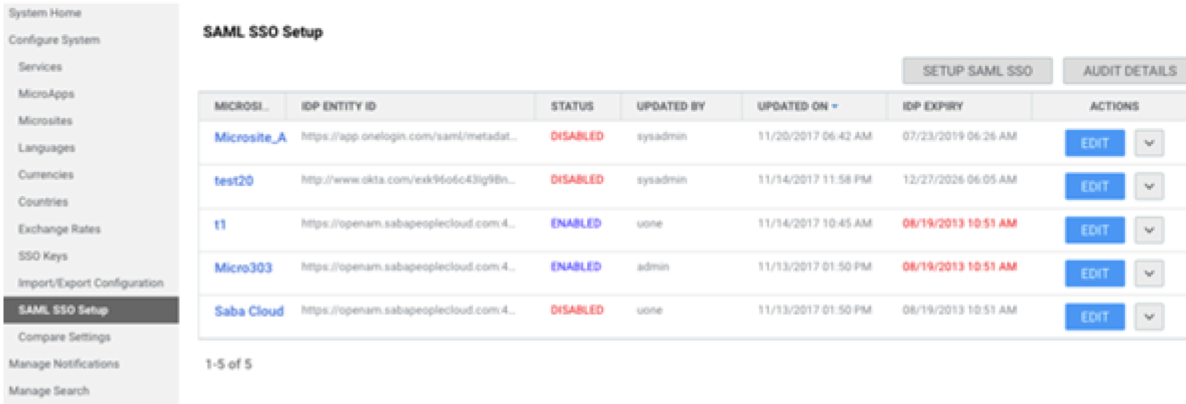


Figure 186: SAML Configuration under System > Configure System > SAML SSO Setup

SAML properties are available in the third tab of the popup.

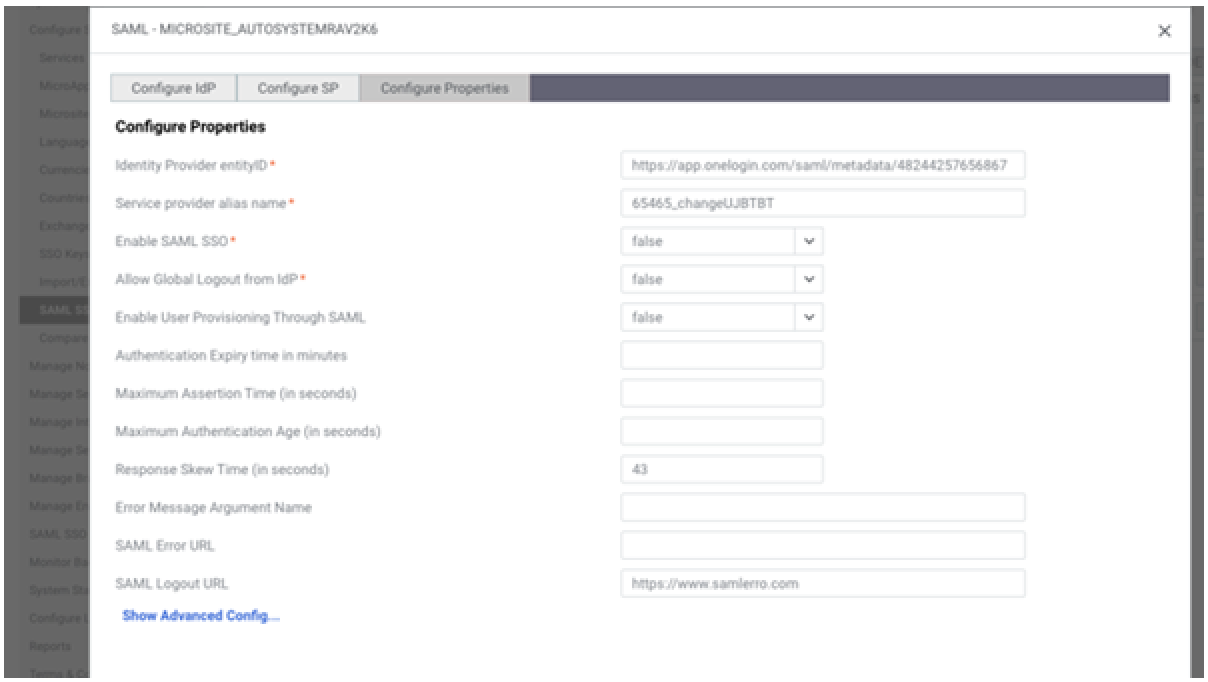


Figure 187: SAML Configuration in the third tab of the popup

SAML properties are available in the third tab of the popup.

How does it work now?

With this update, option number 1 will no longer be available for every Microsite, except for the main site for configuring other SAML related configuration (For example: SAML Certificate Email properties).

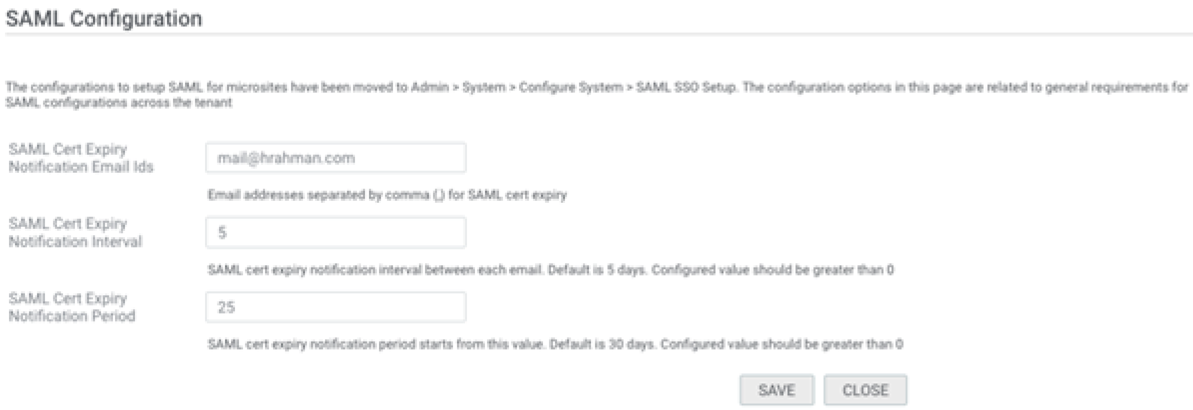


Figure 188: SAML Configuration for SAML Certificate Email properties

The usual SAML Configuration properties can now be changed using the second option i.e. **System Admin > Admin > System > Configure System > SAML SSO Setup**.

Note: Whenever a Microsite is created, by default SAML will be disabled for that Microsite.

In addition to this, you will now be able to Enable/Disable SAML for a Microsite using **Actions > Enable** available under **System Admin > Admin > System > Configure System > SAML SSO Setup**.

Figure 189: Enable/Disable SAML

Use case

SAML Configuration at two locations causes confusion.

Saba requires a signed SAML response

How did it work?

In the SAML SSO Setup page's **Configure SP** tab (available under **System > Admin > Configure System > SAML SSO Setup**) the **Require Signed Authentication Assertion** property's value was **No** by default.

How does it work now?

In this update, the **Require Signed Authentication Assertion** property's value will be **Yes** by default.

Whenever there is an SP metadata generation, this property will be true which means Saba expects a signed SAML response always. If the response is not signed, SAML will fail.

Note: This change does not affect any of the current systems. It will be effective only for SP metadata generation post this update.

Use case

Saba expects a signed SAML response always.

Data Integration

Resetting IS_MANAGER flag is now configurable

How did it work?

Previously, it was not possible to retain the manager status for an employee when the last reportee left the company or moved under another manager or was terminated.

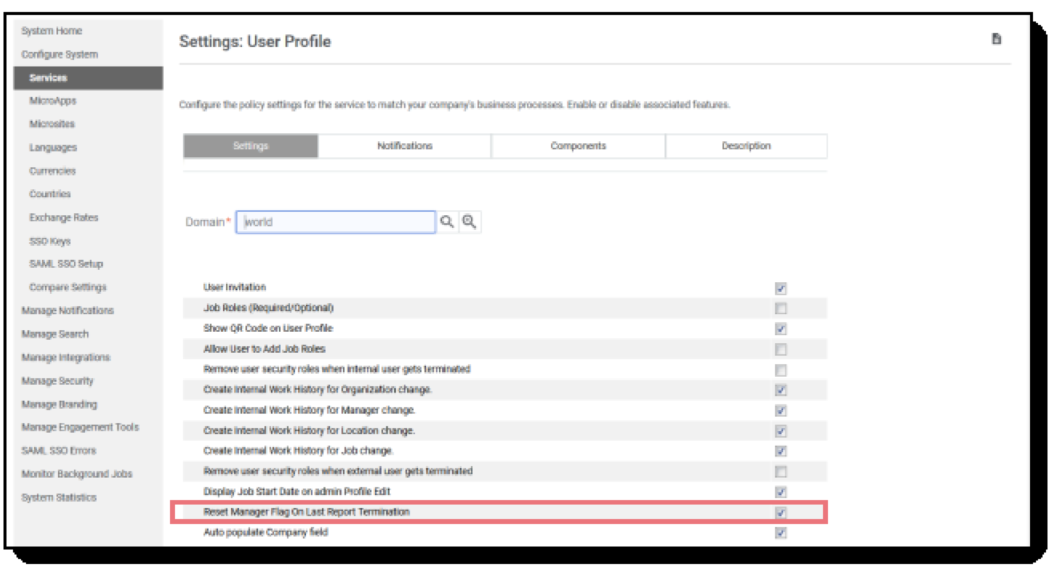
How does it work now?

Allow Manager Access Reset flag is now configurable.

If enabled, then the manager access can be reset for a person even if there are people reporting to that person. If disabled, then the manager access cannot be reset for such a person. By Default the Configuration will be set to TRUE which means that manager access can be reset even if reportees exist. This enables current users to continue to operate as before.

If enabled, then the manager access can be reset for a person if the last person reporting to that person is terminated. If disabled, then the manager status cannot be reset for such a person. By Default the Configuration will be set to TRUE (Check mark) which means that manager access can be reset. The Configuration will be set to FALSE which means that manager access cannot be reset even if no reportees exist. This enables current users to continue to operate as manager.

Reset Manager flag set to TRUE



Note: Person RDI now supports the new BR added to reset manager access on last reportee termination.

Use case

This upgrade allows to retain the manager status of an employee when the last reportee is terminated.

Ability to control the manager access reset setting

How did it work?

Until now, the Data Import process did not have the validation to check if IS_MANAGER flag allows reset using the UI even if there are direct reports for a manager. Person Import would allow Manager Access reset even when reportees existed for a person.

How does it work now?

The ability to reset the Manager Access flag can now be controlled using the Import settings:

Allow Manager Access Reset (**Integration Studio** > **Configure** > **Import Settings** > **Select Object Person**, **Internal** or **Person**, **External**)

If enabled, the manager access can be reset for a person even if there are people reporting to that person.If disabled, then the manager access cannot be reset for such a person.

Previously, the Data Import process did not have this validation check and allowed the IS_MANAGER flag to be set to FALSE causing managers with direct reports to lose the My Team tab.

By default, this setting will be enabled and system administrators can disable it based on their requirement.

Use case

Manager Access flag can now be controlled using the Import settings.

DMS import changes

How did it work?

Until now, options to drop registrations, discontinue classes, and remove courses from all plans were only available in UI and not in the corresponding DMS import.

How does it work now?

In this update, these additional options are enabled in DMS import.

When a course is discontinued using the DMS import, the following options are available :

1. Remove a course form all plans
2. Drop registration
3. Cancel/discontinue classes

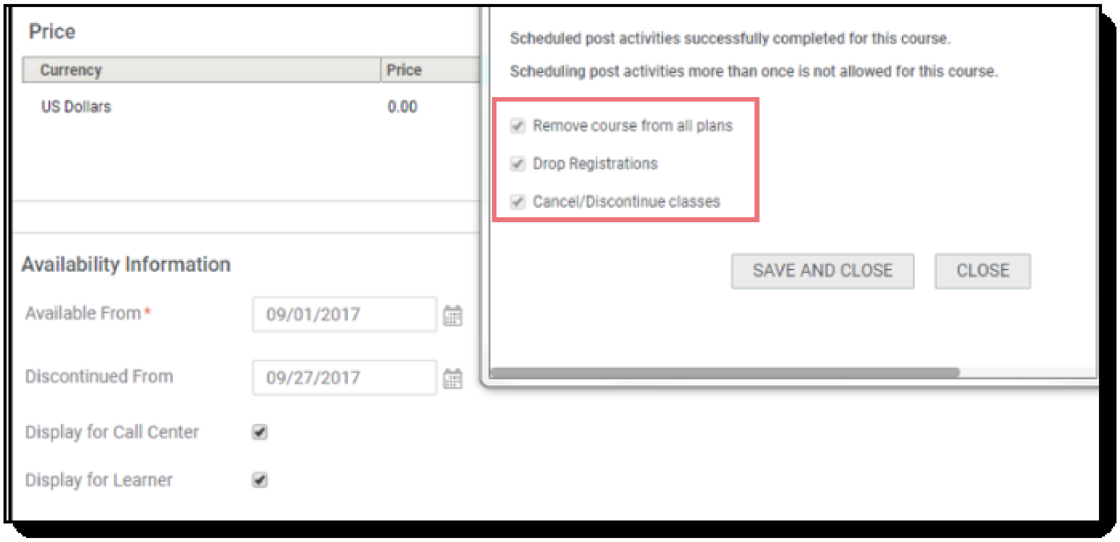


Figure 190: DMS import - options enabled when a course is discontinued

Ability to create optional module when new versions of courses are added

How did it work?

Until now, users were able to group the Effective and For-Training course in the same certification version. However, users were not able to keep the Effective version required and For-Training version optional.

How does it work now?

The following new options are added to VERSION_CERT feature:

1. VERSION_AND_ADD_OPTL

   This will create a new certificate version, still containing the old course as required, and adding the new course as optional. The new course is made optional by creating a new optional module in the certification and adding the new version in this optional module. Module name will be passed by the customer.

2. VERSION_AND_REPLACE_ALL

   This will create a new cert version. However, this version will be different from the existing version in following ways:

   a. Existing versions of the course passed will be completely gone, regardless of which module they were in.

   b. If a version was the only course in a module and the module was optional, then, that optional module will not come over.

   c. Other courses and their versions along with the module information will come over as-is.

   d. The new version of the course will be added to a required module where the old version existed.

3. REPLACE_ALL: will remove all old versions of Courses from a certificate.
4. ADD_OPTL: Same as VERSION_AND_ADD_OPTL, except no new version of certification gets created.
5. NEW_MODULE_NAME: Name for a new module When version_cert is specified asVERSION_AND_ADD_OPTL and ADD_OPTL

SKIP support enabled for Blended Offering Data Import

How did it work?

Until now, there was no capability to use the **SKIP Omitted Columns** for Blended Offering option during bulk import.

How does it work now?

Skip Omitted Columns feature is now extended to more objects including Blended Offering.

Use case

Skip Omitted Columns features now enabled for Blended Offering Imports.

Additional Fields added to DMS and Bulk Content Import

How did it work?

Additional fields have been added to the DMS import and Bulk content import options.

How does it work now?

The following new fields are added to the DMS Import file:

Course

- Abstract
- Hide Classmates
- Available From
- Discontinue From
- Display Call center
- Display Learner
- Owner
- Target Days

WBT Offering

- Description
- Available From
- Display Call center
- Duration

Use case

Users needed some additional fields related to Course and Offering.

Additional options when discontinuing courses using data import

How did it work?

Currently, when discontinuing courses via RDI import, options to drop registrations, discontinue classes, and remove courses from all plans are not available.

How does it work now?

In this update, these additional options are enabled.

Three new fields are added to the course RDI template to provide the following options while discontinuing courses:

1. Remove course from all plans

2. Drop registration
3. Cancel/discontinue classes

Use case

Data Import will now support all three course discontinue options during course bulk data update.

Ability to define multiple currencies for virtual classes

How did it work?

Currently, it is not possible to assign multiple currencies to virtual classes.

How does it work now?

In this update, this has been addressed.

Following new associations have been added to the RDI import template, to support assignment of multiple currencies to virtual class.

- ADD_PRICE_CURRENCY: Name or ISO Code of currency to be added
- ADD_PRICE: Amount
- RECAL_PRICE_FOR_OTHER_CURRENCY: Flag to Calculate price for other available currencies

Use case

Users can now associate multiple currencies with virtual classes using the RDI import.

Ability to import locale-specific data when using data import

How did it work?

Currently, when data is imported it always gets saved in the locale of MIGRATION_ADMIN or System ADMIN. There is little flexibility in determining the default locale and there is no way to enter data for other locales.

How does it work now?

In this update, this has been addressed.

It is now possible to provide data for localized fields in other locales.

Following DI objects support locale specific updates by (changing unique ID of imports wherever needed) :

- Blended offering
- Virtual offering

To import locale specific data:

1. Import data in default locale (MIGRATION_ADMIN's preferred locale will be used)
2. Import locale-specific data for localized fields like titles and descriptions.

Note: User **must use** the SKIP functionality for non- localized fields in step 2.

Use case

This feature update enables users to use data import for localized data as well.

Data import now supports Internal work history settings in internal Person data

How did it work?

Previously, Person data import step was not synchronized with Internal Work History settings.

How does it work now?

Person data import is now enhanced to honor Internal Work History setting for Internal person data. When there are changes to an Internal Person's data (like Job, Organization, Manager or Location) data import will create Internal work history based on the settings at the user profile level.

When there are changes to a person's internal data, the data import step can be configured to create internal work history to reflect those changes.

Use case

This enhancement synchronizes data import feature for the Internal work history feature with the UI functionality.

Improvements made to Blended Offering RDI template

How did it work?

Improvements have been made to Blended Offering RDI template.

How does it work now?

Following changes are made to Blended Offering RDI template:

Table 31: Changes to the RDI template

Field Names	Changes made
MAX_NO_OF_CONFIRMED_LEARNERS	Field is made as non-mandatory
CSR Field	New field has been added
Facility Field	Now supported
STOP_AUTO_PROMOTION_DATE	New field has been added
OPEN_ENROLL_DATE	New field has been added
OPEN_ENRL_FOR_ALL_AT_DATE	New field has been added
ENRL_CLOSES_BEFORE	New field has been added
START_DATE_REMINDER_DAYS	New field has been added
END_DATE_REMINDER_DAYS	New field has been added

Field Names	Changes made
ExCustom fields for association are missing	Currently not supported
ENFORCED_SEQ	New field has been added
SESSION_RETAIN_RESOURCES1 description	Template has been updated
Attachment Associations	Following new associations will be supported with: AT~ TACHMENT_NAME, ATTACHMENT_TYPE, ATTACH~ MENT_URL, ATTACHMENT_CATEGORY, ATTACH~ MENT_LOCALE, ATTACHMENT_IS_PRIVATE fields
Audience Type Association	New association will be supported with AUDIENCE, AUDIENCE_TYPE, MAX_SEATS fields
Notes Association is not present	New association will be supported with NOTES_CAT~ EGORY, NOTES fields

Use case

Improvements are made to the Blended Offering RDI template. This will enhance end user experience.

REST API

Updated REST APIs

Smartlist APIs to support sub-criteria

How did it work?

The following existing Smartlist APIs did not support sub-criteria:

- CREATE A NEW SMARTLIST
- UPDATE DETAILS OF A SMARTLIST

Before this update, it was not possible to include sub-criteria of a given component:

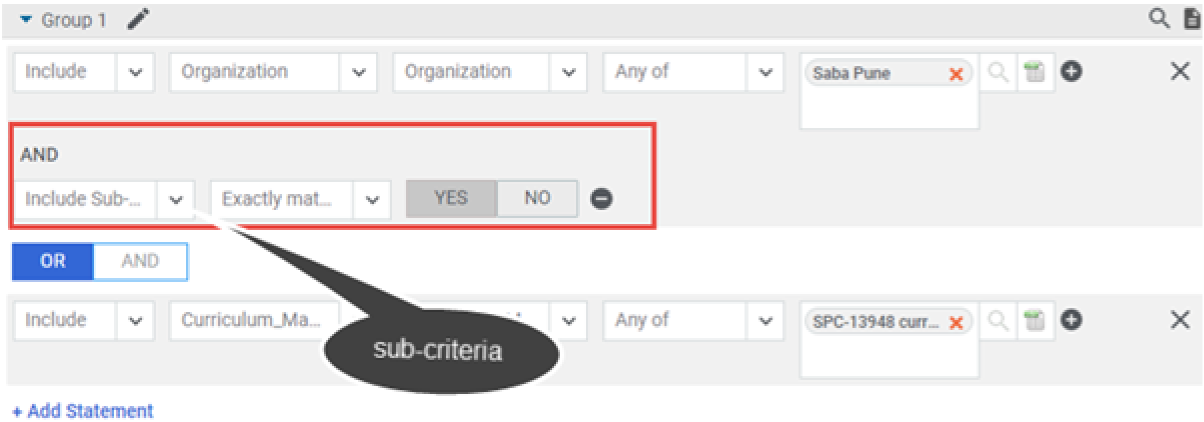


Figure 191: Smartlist with Sub-criteria

How does it work now?

These REST APIs now accept sub-criteria as part of the request body, which means you can now include sub-criteria (sub attributes of a component) such as sub-organizations when choosing an organization or include date marked complete when choosing a completion.

Note:

You can obtain the sub-attributes for a given component using the meta API (FIND META DETAILS OF SMARTLISTS).

You can add sub-criteria in the request body as:

```
{
 "name": "test SL Child field7",
 "description": "Test smartlist creation using API",
 "split": {
  "id": "domin000000000000001",
  "displayName": "world"
 },
 "criteria": {
  "segments": [{
   "entity": "Group 1",
   "segments" : [ {
    "segments": [{
     "excluded": false,
     "key": "org_id",
     "operator": {
      "key": "in"
     },
     "value": ["bisut000000000001001"]
    }, {
     "key": "AND"
    }, {
     "excluded": false,
     "key": "incld_sub_org",
     "operator": {
      "key": "eq"
     },
     "value": "Yes"
    }]
   }, {
    "key": "OR"
   }, {
```

```
    "excluded": false,
    "key": "curricula_id",
    "operator": {
     "key": "in"
    },
    "value": ["curra000000000001141"]
   }]
  }]
 }
}
```

When adding a sub-criteria as part of the request body, the entire criteria is held in a segment for each group. Within a group, if a parent and a child attribute is used as criteria then that condition must be added in a segment as shown above.

Use case

This makes the Smartlist APIs more usable and in sync with the UI.

SEARCH ALL THE CERTIFICATIONS/CURRICULA APIs to support a new search criteria

How did it work?

The following existing SEARCH ALL THE CERTIFICATIONS/CURRICULA APIs did not support the **show_required** search criteria:

- SEARCH ALL THE CERTIFICATIONS/CURRICULA ASSIGNED TO A LEARNER BASED ON THE STATUS, TIMESTAMP
- 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 REST APIs now accept a new search criteria called **show_required**.

Example: This GET API returns revoked certifications by status and show_required filter.

https://<hostname-api.sabacloud.com>/v1/learning/heldlearningevent?type=certification&q=(status==700, show_required==false, assignee==persn000000000001502)&includeDetails=true&isAdmin=true

Similarly, you can add the search criteria in the request body for the POST API as:

```
{
    "conditions":[
        {
            "name":"status",
            "operator":"==",
            "value":"700"
        },
        {
            "name":"show_required",
            "operator":"==",
            "value":"false"
        },
        {
            "name":"assignee",
            "operator":"==",
            "value":"persn000000000001502"
        }
```

```
    ]
}
```

Use case

N/A

People Search APIs to now return Terminated along with Active people

How did it work?

Currently, when any of the following People API are called, either the Active people are returned or the Terminated people are returned. There is no way to execute only one call and get the resulting people, regardless of whether they are active or terminated.

- FIND PROFILE INFORMATION
- SEARCH PROFILE INFORMATION

How does it work now?

These REST APIs now accept a new condition called **include_terminated**. With this condition set to either true, 1, Y or Yes, the APIs will get the resulting people, regardless of whether they are active or terminated.

For example:

To search internal person (active as well as terminated) with company_id: cmpny000000000001885 the following GET API can be called:

```
https://<hostname-api.sabacloud.com>/v1/people?type=internal&q=(company_id%3D%3Dcmpny000000000001885,
 include_terminated%3D%3Dtrue)
```

Similarly using the POST API:

```
https://<hostname-api.sabacloud.com>/v1/people/searchQuery?type=internal
```

Request Body:

```
[
   {
      "name":"company_id",
      "operator":"==",
      "value":"cmpny000000000001885"
   },
   {
      "name":"include_terminated",
      "operator":"==",
      "value":"true"
   }
]
```

Use case

Making two API calls just to look up the Internal ID using username/person_id is disadvantageous. This enhancement eliminates the need to invoke the same APIs multiple times to get different results.

FIND DETAILS OF SMARTLISTS API to support includeDetails

How did it work?

The following existing Smartlist API did not support includeDetails:

- FIND DETAILS OF SMARTLISTS

How does it work now?

This REST API now accepts **includeDetails** as part of the URL, which means you can now fetch details of the smartlists.

URL

https:///<*hostname-api.sabacloud.com*>/v1/smartlists?q=(:criteria_fileds)&count=:count&startPage=:startPage**&includeDetails=:includeDetails**

Calling Options

Table 32: Calling Options

Name	Description	Sample Value	Data Type	Required?
criteria_field	The search criteria like name	name	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
includeDetails	Include details of search re~ cord. Possible values are: true/false	false	boolean	No

Return Values

```
{
  "startIndex" : 1,
  "results" : [ {
    "criteria" : {
      "listId" : "stlst000000000039843",
      "personSnapshotContext" : null,
      "autoUpdateOnExecute" : true,
      "externalSource" : null,
      "staticMembers" : [ ],
      "optionalQuery" : null,
      "queryVersion" : 2,
      "deltaMembers" : null,
      "query" : {
        "criteria" : {
          "segments" : [ {
            "segments" : [ {
              "operator" : {
                "key" : "in",
                "label" : "Any of"
              },
              "displayValues" : {
```

```
                "emplo000000000075885" : "s123 ganorkar123"
              },
              "key" : "per_id",
              "excluded" : false,
              "value" : [ "emplo000000000075885" ]
            } ],
            "description" : null,
            "entity" : "Group 1",
            "weight" : 1,
            "excluded" : false
          } ],
          "description" : null,
          "entity" : null,
          "weight" : 1,
          "excluded" : false
        },
       "displayFields" : [ "per_id", "_class", "person_fname", "person_lname",
 "person_username", "person_email", "business_title", "manager_fname",
"manager_lname", "person_domain_class", "person_domain_text", "org_text",
"org_id", "_class" ],
        "sortFields" : [ {
          "descending" : false,
          "field" : "person_fname"
        }, {
          "descending" : false,
          "field" : "person_lname"
        } ]
      },
      "displayName" : null,
      "owner" : null,
      "id" : "stlst000000000039843",
      "createdBy" : "superuser",
      "updatedBy" : "superuser",
      "createdOn" : 1492774601731,
      "updatedOn" : 1493017876108,
      "versionNo" : 1
    },
    "split" : "world",
    "name" : "pg1",
    "parent" : null,
    "owner" : null,
    "description" : null,
    "id" : "stlst000000000039843",
    "displayName" : null
  } ],
  "totalResults" : 1,
  "hasMoreResults" : false,
  "itemsPerPage" : 10,
  "facets" : [ ]
}
```


Use case

This makes the Smartlist APIs more usable and in sync with the UI.

Retrieve locale specific data using REST APIs

How did it work?

The existing GET APIs did not allow retrieving locale-specific information.

How does it work now?

It will now be possible to fetch locale-specific data using REST APIs. The GET APIs now accept a header parameter called **X-locale**. You can pass the locale name to this parameter to fetch locale-specific data using that GET API, **only if there exists locale specific data**. For example: X-locale en_US

Figure 192: Passing locale name to the new header parameter

Use case

This enhancement makes our REST APIs more capable.

New REST APIs

Update locale specific data using REST APIs

How did it work?

The existing REST APIs did not support update locale specific data.

How does it work now?

The following REST APIs now allow updating locale specific data:

1. UPDATE LOCALE-SPECIFIC DETAILS TRAINING UNIT
2. UPDATE LOCALE-SPECIFIC DETAILS OF SUBSCRIPTION
3. UPDATE LOCALE-SPECIFIC DETAILS OF STATE
4. UPDATE LOCALE-SPECIFIC DETAILS OF SMARTLIST
5. UPDATE LOCALE-SPECIFIC DETAILS OF ROLE
6. UPDATE LOCALE-SPECIFIC DETAILS OF JOBTYPE
7. UPDATE LOCALE-SPECIFIC DETAILS OF JOB REQUISITION
8. UPDATE LOCALE-SPECIFIC DETAILS OF JOB FAMILY
9. UPDATE LOCALE-SPECIFIC DETAILS OF CURRICULUM
10. UPDATE LOCALE-SPECIFIC DETAILS OF COURSE
11. UPDATE LOCALE-SPECIFIC DETAILS OF COUNTRY
12. UPDATE LOCALE-SPECIFIC DETAILS OF COMPETENCY
13. UPDATE LOCALE-SPECIFIC DETAILS OF CERTIFICATION
14. UPDATE LOCALE-SPECIFIC DETAILS OF WBT OFFERING
15. UPDATE LOCALE-SPECIFIC DETAILS OF VIRTUAL CLASS
16. UPDATE LOCALE-SPECIFIC DETAILS OF ILT CLASS
17. UPDATE LOCALE-SPECIFIC DETAILS OF BLENDED CLASS

Here are the details of these APIs:

UPDATE LOCALE-SPECIFIC DETAILS TRAINING UNIT

Overview

Update locale-specific attributes of training unit.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/trainingunit/tunit000000000001050/locale

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

Calling Options

Table 33: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	trainingunit	string	Yes
instanceId	Instance id of component	tun~ it000000000001050	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of training unit	name	string	No
description	Country description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~ tom 01","cus~ tom2":"custom 02","custom3":"cus~ tom 03","cus~ tom4":"custom 04","custom5":"cus~ tom 05",,"cus~ tom6":"custom 06","custom7":"cus~ tom 07","cus~ tom8":"custom 08","custom9":"cus~ tom 09"}	string	No

Request Body

```
{"details":[
     {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
       "customValues":{
  "custom0": "custom 00",
  "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF SUBSCRIPTION

Overview

Update locale-specific attributes of subscription.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/subscription/sbscr000000000001143/locale

Calling Options

Table 34: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	subscription	string	Yes
instanceId	Instance id of component	sb~ scr000000000001143	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
title	Name of subscription	sub	string	No
description	Subscription description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~ tom 01","cus~	string	No

Name	Description	Default Value	Data Type	Required?
		tom2":"custom 02","custom3":"cus~ tom 03","cus~ tom4":"custom 04","custom5":"cus~ tom 05",,"cus~ tom6":"custom 06","custom7":"cus~ tom 07","cus~ tom8":"custom 08","custom9":"cus~ tom 09"}		

Request Body

```
{"details":[
   {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "title":"sub1",
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00",
  "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF STATE

Overview

Update locale-specific attributes of state.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/state/state000000000005000/locale

Calling Options

Table 35: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	state	string	Yes
instanceId	Instance id of component	state000000000005000	string	Yes
locale	Locale id or displayname	{"id": "loc~al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of the state	name	string	No

Request Body

```
{"details":[
 {"locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
        "name":"Maha"
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF SMARTLIST

Overview

Update locale-specific attributes of smartlist.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/smartlists/stlst000000000001021/locale

Calling Options

Table 36: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	smartlist	string	Yes
instanceId	Instance id of component	stlst000000000001021	string	Yes

Name	Description	Default Value	Data Type	Required?
locale	Locale id or displayname	{"id": "loc~al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of smartlist	name	string	No
description	Smartlist description	description	string	No

Request Body

```
{"details":[
       {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "name":"smartlist",
      "description":"desc1"
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF ROLE

Overview

Update locale-specific attributes of role.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/role/roles000000000001040/locale

https://<hostname-api.sabacloud.com>/v1/role/name%3D<RoleName>/locale

Calling Options

Table 37: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	role	string	Yes
instanceId	Instance id of component	roles000000000001040	string	Yes
locale	Locale id or displayname	{"id": "loc~al000000000000010",	string	Yes

Name	Description	Default Value	Data Type	Required?
		"displayName": "de_DE"}		
name	Name of role	name	string	No
description	Role description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~ tom 01","cus~ tom2":"custom 02","custom3":"cus~ tom 03","cus~ tom4":"custom 04","custom5":"cus~ tom 05",,"cus~ tom6":"custom 06","custom7":"cus~ tom 07","cus~ tom8":"custom 08","custom9":"cus~ tom 09"}	string	No

Request Body

```
{"details":[
      {
     "locale":{
  "id":"local000000000000002",
   "displayName": "de_DE"
  },
   "name":"role1",
      "description":"desc1",
      "customValues":{
     "custom0": "custom 00",
     "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF JOBTYPE

Overview

Update locale-specific attributes of job type.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/jobs/<jobType>/locale

https://<*hostname-api.sabacloud.com*>/v1/jobs/jobCode%3D<jobCode>/locale

Example: https://<hostname-api.sabacloud.com>/v1/jobs/jobtp000000000001620/locale

Calling Options

Table 38: Calling Options

Name	Description	Default Value	Data Type	Required?
jobType	Job Type ID	job~tp000000000001620	string	Yes
locale	Locale id or displayname	{"id": "loc~al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of jobtype	name	string	No
description	Jobtype description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~tom 01","cus~tom2":"custom 02","custom3":"cus~tom 03","cus~tom4":"custom 04","custom5":"cus~tom 05",,"cus~tom6":"custom 06","custom7":"cus~tom 07","cus~tom8":"custom 08","custom9":"cus~tom 09"}	string	No
responsibilities	Jobtype responsibilities	responsibilities	string	No

Request Body

```
{"details":[
   {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "name":"jobType",
  "description":"desc",
      "responsibilities":"desc1",
      "customValues":{
     "custom0": "custom 00",
```

```
     "custom1": "custom 01"}
    } ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF JOB REQUISITION

Overview

Update locale-specific attributes of job requisition.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/job-requisition/jobrq000000000001000/locale

Calling Options

Table 39: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	job-requisition	string	Yes
instanceId	Instance id of component	compt000000000001042	string	Yes
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
title	Name of job requisition	jobreq	string	No
description	Job requisition description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom	string	No

Name	Description	Default Value	Data Type	Required?
		08","custom9":"cus~ tom 09"}		
qualification	Job requisition qualification	msc	string	No
compensation	Job requisition compensation	comp	string	No
companyDescription	Job requisition company Description	description	string	No
notes	Job requisition notes	notes	string	No
internalJobDescription	Job requisition internal Job Description	job description	string	No

Request Body

```
{"details":[
     {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
       "title":"jobRq",
      "description":"description",
      "qualification":"bcom",
      "compensation":"comp",
      "companyDescription":"abt",
      "notes":"note1",
      "internalJobDescription":"int",
      "customValues":{
 "custom0": "custom val 0",
 "custom1": "custom val 1"
        }
   }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF JOB FAMILY

Overview

Update locale-specific attributes of job family.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/jobfamily/jfmly000000000001000/locale https://<hostname-api.sabacloud.com>/v1/jobfamily/name%3D<JobFamilyName>/locale

Calling Options

Table 40: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	jobfamily	string	Yes
instanceId	Instance id of component	jfmly000000000001000	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of job family	name	string	No
description	Job family description	description	string	No

Request Body

```
{
"details":[
   {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "name":"jobFam",
      "description":"desc1"
    }]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF CURRICULUM

Overview

Update locale-specific attributes of curriculum.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/curriculum/curra000000000001000/locale

https://<hostname-api.sabacloud.com>/v1/curriculum/name%3D<CurriculumName>/locale

Calling Options

Table 41: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	curriculum	string	Yes
instanceId	Instance id of component	curra000000000001000	string	Yes
locale	Locale id or displayname	{"id": "loc~al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of curriculum	name	string	No
description	Curriculum description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~tom 01","cus~tom2":"custom 02","custom3":"cus~tom 03","cus~tom4":"custom 04","custom5":"cus~tom 05",,"cus~tom6":"custom 06","custom7":"cus~tom 07","cus~tom8":"custom 08","custom9":"cus~tom 09"}	string	No

Request Body

```
{"details":[
   {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "name":"curr1",
      "description":"desc1",
       "customValues":{
  "custom0": "custom 00",
   "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF COURSE

Overview

Update locale-specific attributes of course.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/course/cours000000000200185/locale

Calling Options

Table 42: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	course	string	Yes
instanceId	Instance id of component	cours000000000200185	string	Yes
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
name	name of course	name	string	No
description	Course description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom 08","custom9":"custom 09"}	string	No
abstract	Course abstract value	abstract value	string	No

Request Body

```
{"details":[
    {
     "locale":{
```

```
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "title":"course1",
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00",
  "custom1": "custom 01"
        },
   "abstrac":"abstract data"
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF COUNTRY

Overview

Update locale-specific attributes of country.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/country/cntry000000000001000/locale

Calling Options

Table 43: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	country	string	Yes
instanceId	Instance id of component	cntry000000000001000	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of country	name	string	No

Request Body

```
{"details":[
 {"locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
        "name":"India"
```

```
    }
]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF COMPETENCY

Overview

Update locale-specific attributes of competency.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/competency/compt000000000001042/locale

https://<hostname-api.sabacloud.com>/v1/competency/name%3D<CompetencyName>/locale

Calling Options

Table 44: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	competency	string	Yes
instanceId	Instance id of component	compt000000000001042	string	Yes
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of competency	name	string	No
description	Competency description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom	string	No

Name	Description	Default Value	Data Type	Required?
		08","custom9":"cus~ tom 09"}		

Request Body

```
{"details":[  {
 "locale":{
   "id":"local000000000000002",
   "displayName": "de_DE"
          },
  "name":"comp1",
  "description":"desc1",
   "customValues":{
 "custom0": "custom 00",
 "custom1": "custom 01",
 "custom2": "custom 02",
 "custom3": "custom 03",
 "custom4": "custom 04",
 "custom5": "custom 05",
 "custom6": "custom 06",
 "custom7": "custom 07",
 "custom8": "custom 08",
 "custom9": "custom 09"}}
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF CERTIFICATION

Overview

Update locale-specific attributes of certification.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/certification/crtfy000000000200020/locale

Calling Options

Table 45: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	certification	string	Yes
instanceId	Instance id of component	crt~ fy000000000200020	string	Yes

Name	Description	Default Value	Data Type	Required?
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
name	Name of certification	name	string	No
description	Certification description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom 08","custom9":"custom 09"}	string	No

Request Body

```
{"details":[
     {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "name":"cert1",
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00",
  "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF WBT OFFERING

Overview

Update locale-specific attributes of wbt offering.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Calling Options

Table 46: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	offering	string	Yes
instanceId	Instance id of component	class000000000001042	string	Yes
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
description	WBT description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom 08","custom9":"custom 09"}	string	No

Request Body

```
{"details":[
          {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00 ",
  "custom1": "custom 01"
         }
     }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF VIRTUAL CLASS

Overview

Update locale-specific attributes of virtual class.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/offering/virtc000000000001060/locale

Calling Options

Table 47: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	offering	string	Yes
instanceId	Instance id of component	virtc000000000001060	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
description	Virtual class description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"cus~ tom 01","cus~ tom2":"custom 02","custom3":"cus~ tom 03","cus~ tom4":"custom 04","custom5":"cus~ tom 05",,"cus~ tom6":"custom 06","custom7":"cus~ tom 07","cus~ tom8":"custom 08","custom9":"cus~ tom 09"}	string	No

Request Body

```
{"details":[
          {
     "locale":{
       "id":"local000000000000002",
```

```
       "displayName": "de_DE"
              },
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00 ",
  "custom1": "custom 01"
        }
    }
 ]}
```

UPDATE LOCALE-SPECIFIC DETAILS OF ILT CLASS

Overview

Update locale-specific attributes of ILT class.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Calling Options

Table 48: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	offering	string	Yes
instanceId	Instance id of component	ilt000000000001042	string	Yes
locale	Locale id or displayname	{"id": "local000000000000010", "displayName": "de_DE"}	string	Yes
description	ILT class description	description	string	No
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","cus~	string	No

Name	Description	Default Value	Data Type	Required?
		tom8":"custom 08","custom9":"cus~ tom 09"}		

Request Body


```
{"details":[
          {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00 ",
  "custom1": "custom 01"
        }
    }
 ]}
```


UPDATE LOCALE-SPECIFIC DETAILS OF BLENDED CLASS

Overview

Update locale-specific attributes of blended class.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/:componentId/:instanceId/locale

Example: https://<hostname-api.sabacloud.com>/v1/offering/blend000000000001101/locale

Calling Options

Table 49: Calling Options

Name	Description	Default Value	Data Type	Required?
componentId	Component to be updated	offering	string	Yes
instanceId	Instance id of component	blend000000000001101	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
description	Blended class description	description	string	No

Name	Description	Default Value	Data Type	Required?
customValues	Custom values	{"custom0": "custom 00","custom1":"custom 01","custom2":"custom 02","custom3":"custom 03","custom4":"custom 04","custom5":"custom 05",,"custom6":"custom 06","custom7":"custom 07","custom8":"custom 08","custom9":"custom 09"}	string	No

Request Body

```
{"details":[
          {
     "locale":{
       "id":"local000000000000002",
       "displayName": "de_DE"
              },
      "description":"desc1",
       "customValues":{
 "custom0": "custom 00 ",
  "custom1": "custom 01"
        }
    }
 ]}
```

Use case

N/A

REST API to change the status of the held certification or curriculum

How did it work?

The existing REST APIs did not support changing the status of the held certification or curriculum.

How does it work now?

The following REST API now allows changing the status (revoke/cancel/delete/changeTargetDate) of the held certification or curriculum:

1. CHANGE STATUS OF HELD CERTIFICATION/CURRICULUM

CHANGE STATUS OF HELD CERTIFICATION/CURRICULUM

Overview

Allows changing the status (revoke/cancel/delete/changeTargetDate) of the held certification or curriculum.

Note: At a time you can perform one of the following actions using this API:

- revoke
- cancel
- delete
- changeTargetDate

target_date is required only in case of changeTargetDate action.

Requires OAuth

No

Method

PUT

URL

https://<*hostname-api.sabacloud.com*>/v1/learning/heldlearningevent/:held_cert_curr_Id

Example:

https://<*hostname-api.sabacloud.com*>/v1/learning/heldlearningevent/stuce000000000201818

Calling Options

Table 50: Calling Options

<table>
<tr><th>Name</th><th>Description</th><th>Sample Value</th><th>Data Type</th><th>Required?</th></tr>
<tr><td>held_cert_curr_Id</td><td>Held Certification/Cur~ riculum ID</td><td>stuce000000000057260</td><td>string</td><td>Yes</td></tr>
<tr><td>action</td><td>Action to be performed on the held certification/cur~ riculum.

Can be one of the following:
<table><tr><td>"cancel",</td></tr><tr><td>"revoke",</td></tr><tr><td>"changeTargetDate",</td></tr><tr><td>"delete"</td></tr></table>
The revoke action has a boolean flag called "reas~ sign".
<pre>{
"action":"re~
voke",
"reassign":true,
"auditAc~</pre></td><td>enumerated</td><td>string</td><td>Yes</td></tr>
</table>

Name	Description	Sample Value	Data Type	Required?
	`tion":"Held certi~ fication status update API" }` "reassign" gives a choice to the user if he/she wants to revoke with re-assignment or without re-assignment.. If reassign is set to true then after revoke, the certification status becomes Assigned and if reassign is set to false, then after revoke, the certific~ ation status becomes Re~ voked.			
auditAction	Audit action		string	No
target_date	Target Date. **Note:** target_date is required only in case of changeTargetDate action.	2018-01-01	string	No

Request Body

```
{
    "action":"changeTargetDate",
    "target_date": "2017-10-10",
    "auditAction":"Test held certification status update API"
}
```

Use case

N/A

REST APIs to create or update candidates or job applications

How did it work?

The existing REST APIs did not support creating or updating job applications / candidates.

How does it work now?

The following REST APIs now allow creating or updating job applications / candidates:

1. CREATE A NEW CANDIDATE
2. UPDATE CANDIDATE
3. CREATE A NEW JOB APPLICATION
4. UPDATE JOB APPLICATION

CREATE A NEW CANDIDATE

Overview

Creates a new candidate. This API helps create a candidate with a general job application profile.

Requires OAuth

No

Method

POST

Content-type

Multipart/form-data

Note:

The supported file types for upload are: doc, docx, txt, pdf, dotx.

URL

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

Calling Options

Table 51: Calling Options

Name	Description	Sample Value	Data Type	Required?
detail	Details of the candidate as JSON. Possible values for the following fields: 1. **veteranStatus:** NOT_VETERAN / VETERAN / Not Specified 2. **race:** ASIAN /Not Specified 3. **disability:** NOT_DISABLED / DISABLED /Not Specified 4. **gender:** 0 / 1 / 2 /3 (0: Male, 1: Female, 2: INFORMATIONUNAVAILABLE, 3: DONT_WANT_TO_SPECIFY) **Note:** veteranStatus, race and disability are user lov and hence lov		text	Yes

Name	Description	Sample Value	Data Type	Required?
	name should be in~ cluded in JSON.			
files:type	Valid values for the **files:type** attribute are: • resume • other Any other keyword will consider the file being uploaded as an unspecified attachment (equals to using "other" keyword).			
resume	Resume of the candidate		file	Yes
other	Other file of the candidate		file	No

Request Body


```
{
  "firstName": "testcan3",
  "lastName": "test3",
  "middleName": "",
  "email": "testcan3@saba.com",
  "dateOfBirth": "1990-10-10",
  "address1": "addr1",
  "address2": "addr2",
  "zip": "947590",
  "city": "city1",
  "state": "state1",
  "country": "country1",
  "homePhone": "1234567898",
  "mobilePhone": "1234567898",
  "ssn": "12312432",
  "custom0": "c0",
  "custom1": "c1",
  "custom2": "c2",
  "custom3": "c3",
  "custom4": "c4",
  "custom5": "c5",
  "custom6": "c6",
  "custom7": "c7",
  "custom8": "c8",
  "custom9": "c9",
  "custom10": "c10",
  "custom11": "c11",
  "custom12": "c12",
  "custom13": "c13",
  "custom14": "c14",
  "custom15": "c15",
  "custom16": "c16",
  "custom17": "c17",
  "custom18": "c18",
  "custom19": "c19",
  "spokenLanguages": "English,Hindi",
  "eligibleForOtherOpenings": true,
  "availableFrom": "2017-12-10",
  "timeZone": {
   "id": "tzone000000000000003",
```

```
  "displayName": "(GMT-10:00) Hawaii"
 },
 "region":{
  "id": "regio000000000000001",
  "displayName": "APAC"
 },
 "profile": {
  "profileSummary": "test summery",
  "readyToRelocate": true,
  "demographicInformation": {
   "veteranStatus": "NOT_VETERAN",
   "race": "OTHER_RACE",
   "disability": "NOT_DISABLED",
   "gender": 1
  },
  "educations": [{
   "institution": "inst1",
   "degree": "MCA",
   "schoolStartDate": "2010-01-01",
   "schoolEndDate": "2015-01-01",
   "score": "90"
  }],
  "workExperiences": [{
   "employerName": "saba",
   "roleSummary": "role1",
   "positionTitle": "Eng1",
   "startDate": "2016-01-01",
   "endDate": null,
   "reasonForLeaving": "no reason",
   "salary": {
    "amount": 10000.00,
    "currency": {
     "id": "crncy000000000000001",
     "displayName": "USD"
    }
   }
  }],
  "skills": [{
   "name": "skill1",
   "measure": "4"
  }],
  "preferredLocations": [{
   "id": "locat000000000200121",
   "displayName": "Pune"
  }],
  "preferredCategories": [{
   "id": "jfmly000000000001040",
   "displayName": "Default Job Family"
  }],
  "salaryRequested": {
   "amount": 15000,
   "currency": {
    "id": "crncy000000000000001",
    "displayName": "USD"
   }
  },
  "profileLinks": ["www.google.com", "www.gmail.com"],
  "references": [{
   "name": "name1",
   "title": "job1",
   "phone": "1234567898",
   "email": "test@saba.com"
```

```
    }],
    "files": [{
     "name": "Resume.doc",
     "type": "resume"
    }]
   }
 }
```

UPDATE CANDIDATE

Overview

Updates candidate details based on the Candidate's ID that is passed as the parameter. This API helps update a candidate with a general job application profile.

Requires OAuth

No

Method

PUT

Content-type

Multipart/form-data

Note:

The supported file types for upload are: doc, docx, txt, pdf, dotx.

URL

http://<*hostname-api.sabacloud.com*>/v1/candidates/:id

Example:

http://<*hostname-api.sabacloud.com*>/v1/candidates/candi000000000001043

Calling Options

Table 52: Calling Options

Name	Description	Sample Value	Data Type	Required?
id	The ID of candidate to be updated	candi000000000001043	string	Yes
detail	Details of the candidate as JSON. Possible values for the fol~ lowing fields: 1. **veteranStatus:** NOT_VETERAN / VETERAN / Not Spe~ cified 2. **race:** ASIAN /Not Spe~ cified		text	Yes

Name	Description	Sample Value	Data Type	Required?
	3. **disability:** NOT_DIS~ ABLED / DISABLED /Not Specified 4. **gender:** 0 / 1 / 2 /3 (0: Male, 1: Female, 2: INFORMATIONUN~ AVAILABLE, 3: DONT_WANT_TO_SPE~ CIFY) **Note:** veteranStatus, race and disability are user lov and hence lov name should be in~ cluded in JSON.			
files:type	Valid values for the **files:type** attribute are: • resume • coverLetter • other Any other keyword will consider the file being up~ loaded as an unspecified at~ tachment (equals to using "other" keyword).		file	No

Request Body

```
{
  "firstName": "testcan3",
  "lastName": "test3",
  "middleName": "",
  "email": "testcan3@saba.com",
  "dateOfBirth": "1990-10-10",
  "address1": "addr1",
  "address2": "addr2",
  "zip": "947590",
  "city": "city1",
  "state": "state1",
  "country": "country1",
  "homePhone": "1234567898",
  "mobilePhone": "1234567898",
  "ssn": "12312432",
  "custom0": "c0",
  "custom1": "c1",
  "custom2": "c2",
  "custom3": "c3",
  "custom4": "c4",
  "custom5": "c5",
  "custom6": "c6",
  "custom7": "c7",
```

```
  "custom8": "c8",
  "custom9": "c9",
  "custom10": "c10",
  "custom11": "c11",
  "custom12": "c12",
  "custom13": "c13",
  "custom14": "c14",
  "custom15": "c15",
  "custom16": "c16",
  "custom17": "c17",
  "custom18": "c18",
  "custom19": "c19",
  "spokenLanguages": "English,Hindi",
  "eligibleForOtherOpenings": true,
  "availableFrom": "2017-12-10",
  "timeZone": {
   "id": "tzone000000000000003",
   "displayName": "(GMT-10:00) Hawaii"
  },
  "region":{
   "id": "regio000000000000001",
   "displayName": "APAC"
  },
  "profile": {
   "profileSummary": "test summery",
   "readyToRelocate": true,
   "demographicInformation": {
    "veteranStatus": "NOT_VETERAN",
    "race": "OTHER_RACE",
    "disability": "NOT_DISABLED",
    "gender": 1
   },
   "educations": [{
    "institution": "inst1",
    "degree": "MCA",
    "schoolStartDate": "2010-01-01",
    "schoolEndDate": "2015-01-01",
    "score": "90"
   }],
   "workExperiences": [{
    "employerName": "saba",
    "roleSummary": "role1",
    "positionTitle": "Eng1",
    "startDate": "2016-01-01",
    "endDate": null,
    "reasonForLeaving": "no reason",
    "salary": {
     "amount": 10000.00,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    }
   }],
   "skills": [{
    "name": "skill1",
    "measure": "4"
   }],
   "preferredLocations": [{
    "id": "locat000000000200121",
    "displayName": "Pune"
   }],
```

```
    "preferredCategories": [{
     "id": "jfmly000000000001040",
     "displayName": "Default Job Family"
    }],
    "salaryRequested": {
     "amount": 15000,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    },
    "profileLinks": ["www.google.com", "www.gmail.com"],
    "references": [{
     "name": "name1",
     "title": "job1",
     "phone": "1234567898",
     "email": "test@saba.com"
    }],
    "files": [{
     "name": "Resume.doc",
     "type": "resume"
    }]
   }
 }
```


CREATE A NEW JOB APPLICATION

Overview

Creates a new job application. This API helps create a job specific application.

Note: In case the candidate already exists then the ID of the candidate is mandatory in the Request Body. Only the resume can be updated for a candidate and not other details.

Requires OAuth

No

Method

POST

Content-type

Multipart/form-data

Note:

The supported file types for upload are: doc, docx, txt, pdf, dotx.

URL

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

Calling Options

Table 53: Calling Options

Name	Description	Sample Value	Data Type	Required?
detail	Details of the job application as JSON. Possible values for the following fields: **1. referralSource > sourceType:** AGENCY / EMPLOYEE / OTHER **2. Job_offer > status:** DRAFT / PENDING-APPROVAL / OFFER-APPROVED / OFFER-NOT-APPROVED /OFFERED / ACCEPTED / DECLINED / HIRED / CANCELLED / OFFER-RESENT / ACCEPTED-EDITED **Note:** During POST, in case the candidate already exists then the ID of candidate is mandatory in Request Body. Only the resume can be updated for a candidate.		text	Yes
files:type	Valid values for the **files:type** attribute are: • resume • coverLetter • other Any other keyword will consider the file being uploaded as an unspecified attachment (equals to using "other" keyword).			
resume	Resume of the candidate		file	Yes
coverletter	Cover letter of the candidate		file	No
other	Other file of the candidate		file	No

Request Body


```
{
 "appliedOn": "2017-07-11",
 "status": "NEW",
 "rejectReason":null,
 "referralSource": {
  "sourceType": "AGENCY",
  "sourceName": "SEEK"
 },
 "jobRequisition": {
  "id": "jobrq000000000001001",
  "displayName": "1001"
 },
 "job_offer":{
  "status":"DRAFT",
  "startDate":"2017-10-11",
  "person":{
   "id": "emplo000000000000001",
   "displayName": "uone"
  },
  "offerSalary":{
     "amount": 20000.00,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    },
  "agencyFee":{
     "amount": 500.00,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    },
  "referralBonus":{
     "amount": 100.00,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "usd"
     }
    },
  "referralSourceNotes":"reference note description",
  "position":{
   "id": "postn000000000001000",
   "displayName": "position1"
  }
 },
 "candidate": {
  "id": "candi000000000001043",
  "firstName": "testcan3",
  "lastName": "test3",
  "middleName": "",
  "email": "testcan3@saba.com",
  "dateOfBirth": "1990-10-10",
  "address1": "addr1",
  "address2": "addr2",
  "zip": "947590",
  "city": "city1",
  "state": "state1",
  "country": "country1",
  "homePhone": "1234567898",
  "mobilePhone": "1234567898",
```

```
"ssn": "12312432",
"custom0": "c0",
"custom1": "c1",
"custom2": "c2",
"custom3": "c3",
"custom4": "c4",
"custom5": "c5",
"custom6": "c6",
"custom7": "c7",
"custom8": "c8",
"custom9": "c9",
"custom10": "c10",
"custom11": "c11",
"custom12": "c12",
"custom13": "c13",
"custom14": "c14",
"custom15": "c15",
"custom16": "c16",
"custom17": "c17",
"custom18": "c18",
"custom19": "c19",
"spokenLanguages": "English,Hindi",
"eligibleForOtherOpenings": true,
"availableFrom": "2017-12-10",
"timeZone": {
 "id": "tzone000000000000003",
 "displayName": "(GMT-10:00) Hawaii"
},
"region":{
 "id": "regio000000000000001",
 "displayName": "APAC"
},
"profile": {
 "profileSummary": "test summery",
 "readyToRelocate": true,
 "demographicInformation": {
  "veteranStatus": "NOT_VETERAN",
  "race": "OTHER_RACE",
  "disability": "NOT_DISABLED",
  "gender": 1
 },
 "educations": [{
  "institution": "inst1",
  "degree": "MCA",
  "schoolStartDate": "2010-01-01",
  "schoolEndDate": "2015-01-01",
  "score": "90"
 }],
 "workExperiences": [{
  "employerName": "saba",
  "roleSummary": "role1",
  "positionTitle": "Eng1",
  "startDate": "2016-01-01",
  "endDate": null,
  "reasonForLeaving": "no reason",
  "salary": {
   "amount": 10000.00,
   "currency": {
    "id": "crncy000000000000001",
    "displayName": "USD"
   }
  }
```

```
    }],
    "skills": [{
     "name": "skill1",
     "measure": "4"
    }],
    "preferredLocations": [{
     "id": "locat000000000200121",
     "displayName": "Pune"
    }],
    "preferredCategories": [{
     "id": "jfmly000000000001040",
     "displayName": "Default Job Family"
    }],
    "salaryRequested": {
     "amount": 15000,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    },
    "profileLinks": ["www.google.com", "www.gmail.com"],
    "references": [{
     "name": "name1",
     "title": "job1",
     "phone": "1234567898",
     "email": "test@saba.com"
    }],
    "files": [{
     "name": "Resume.doc",
     "type": "resume"
    }]
   }
  }
 }
```

UPDATE JOB APPLICATION

Overview

Updates job application details based on the job application's ID that is passed as the parameter. This API helps update a job specific application.

Requires OAuth

No

Method

PUT

Content-type

Multipart/form-data

Note:

The supported file types for upload are: doc, docx, txt, pdf, dotx.

URL

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

Example: https://<*hostname-api.sabacloud.com*>/v1/job-applications/jrqcd000000000001022

Calling Options

Table 54: Calling Options

Name	Description	Sample Value	Data Type	Required?
id	The ID of job application to be updated	jr~qcd000000000001022	string	Yes
detail	Details of the job application as JSON. Possible values for the fol~lowing fields: 1. **referralSource > sourceType:** AGENCY / EMPLOYEE / OTHER 2. **Job_offer > status:** DRAFT / PENDING-APPROVAL / OFFER-APPROVED / OFFER-NOT-APPROVED /OFFERED / ACCEP~TED / DECLINED / HIRED / CANCELLED / OFFER-RESENT / ACCEPTED-EDITED		text	Yes
files:type	Valid values for the **files:type** attribute are: • resume • coverLetter • other Any other keyword will consider the file being up~loaded as an unspecified at~tachment (equals to using "other" keyword).		file	No

Request Body


```
{
 "appliedOn": "2017-07-11",
 "status": "NEW",
 "rejectReason":null,
 "referralSource": {
  "sourceType": "AGENCY",
  "sourceName": "SEEK"
 },
 "jobRequisition": {
  "id": "jobrq000000000001001",
```

```
 "displayName": "1001"
},
"job_offer":{
 "status":"DRAFT",
 "startDate":"2017-10-11",
 "person":{
  "id": "emplo000000000000001",
  "displayName": "uone"
 },
 "offerSalary":{
    "amount": 20000.00,
    "currency": {
     "id": "crncy000000000000001",
     "displayName": "USD"
    }
   },
 "agencyFee":{
    "amount": 500.00,
    "currency": {
     "id": "crncy000000000000001",
     "displayName": "USD"
    }
   },
 "referralBonus":{
    "amount": 100.00,
    "currency": {
     "id": "crncy000000000000001",
     "displayName": "usd"
    }
   },
 "referralSourceNotes":"reference note description",
 "position":{
  "id": "postn000000000001000",
  "displayName": "position1"
 }
},
"candidate": {
 "id": "candi000000000001043",
 "firstName": "testcan3",
 "lastName": "test3",
 "middleName": "",
 "email": "testcan3@saba.com",
 "dateOfBirth": "1990-10-10",
 "address1": "addr1",
 "address2": "addr2",
 "zip": "947590",
 "city": "city1",
 "state": "state1",
 "country": "country1",
 "homePhone": "1234567898",
 "mobilePhone": "1234567898",
 "ssn": "12312432",
 "custom0": "c0",
 "custom1": "c1",
 "custom2": "c2",
 "custom3": "c3",
 "custom4": "c4",
 "custom5": "c5",
 "custom6": "c6",
 "custom7": "c7",
 "custom8": "c8",
 "custom9": "c9",
```

```
"custom10": "c10",
"custom11": "c11",
"custom12": "c12",
"custom13": "c13",
"custom14": "c14",
"custom15": "c15",
"custom16": "c16",
"custom17": "c17",
"custom18": "c18",
"custom19": "c19",
"spokenLanguages": "English,Hindi",
"eligibleForOtherOpenings": true,
"availableFrom": "2017-12-10",
"timeZone": {
 "id": "tzone000000000000003",
 "displayName": "(GMT-10:00) Hawaii"
},
"region":{
 "id": "regio000000000000001",
 "displayName": "APAC"
},
"profile": {
 "profileSummary": "test summery",
 "readyToRelocate": true,
 "demographicInformation": {
  "veteranStatus": "NOT_VETERAN",
  "race": "OTHER_RACE",
  "disability": "NOT_DISABLED",
  "gender": 1
 },
 "educations": [{
  "institution": "inst1",
  "degree": "MCA",
  "schoolStartDate": "2010-01-01",
  "schoolEndDate": "2015-01-01",
  "score": "90"
 }],
 "workExperiences": [{
  "employerName": "saba",
  "roleSummary": "role1",
  "positionTitle": "Eng1",
  "startDate": "2016-01-01",
  "endDate": null,
  "reasonForLeaving": "no reason",
  "salary": {
   "amount": 10000.00,
   "currency": {
    "id": "crncy000000000000001",
    "displayName": "USD"
   }
  }
 }],
 "skills": [{
  "name": "skill1",
  "measure": "4"
 }],
 "preferredLocations": [{
  "id": "locat000000000200121",
  "displayName": "Pune"
 }],
 "preferredCategories": [{
  "id": "jfmly000000000001040",
```

```
     "displayName": "Default Job Family"
    }],
    "salaryRequested": {
     "amount": 15000,
     "currency": {
      "id": "crncy000000000000001",
      "displayName": "USD"
     }
    },
    "profileLinks": ["www.google.com", "www.gmail.com"],
    "references": [{
     "name": "name1",
     "title": "job1",
     "phone": "1234567898",
     "email": "test@saba.com"
    }],
    "files": [{
     "name": "Resume.doc",
     "type": "resume"
    }]
   }
  }
 }
```

Use case

These APIs now make it possible to integrate with the new age job boards which do not redirect the candidates to the customer career site and help improve the candidate experience and minimize the drop off rates which happen in the process.