

What's New

Saba Cloud | Update 40 | Feb 2018



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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.

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)	۷				Analytics admin Analytics user
	Additional components to sup~ port extended custom fields NEW	V				Analytics admin Analytics user
	New Privilege to control report~ ing features for sensitive data	۷				Analytics admin Analytics user Superuser
	Add signature and disclaimer to PDF exports NEW	۷				Analytics admin Analytics user
	New PDF export for group re~ ports NEW	۷				Analytics admin Analytics user
	New Attributes NEW	V				Analytics admin Analytics user
	Updated Attributes	۷				Analytics admin Analytics user
	Pulse Custom Survey Report	Ŷ				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	V				Analytics admin Analytics user
	Assessment Report Card NEW	۷				Analytics admin Analytics user
	Interview Summary Report NEW	۷				Analytics admin Analytics user
	Disallow chart modifications	V				Analytics admin Analytics user
	Data only reports NEW	V				Analytics admin Analytics user
	Updates to Registration Status values	۷			۷	Analytics admin Analytics user
	Add secondary dimensions to X-Axis For Cross tab reports	۷				Analytics admin Analytics user
	Plain text input no longer avail~ able for filters on attributes of the Analytics category	۷				Analytics admin Analytics user
	Certification Gap Analysis by Role	۷				Analytics admin Analytics user
Career Plan~ ning	Updated Work experience wid~ get of Career Planning	V				End user
Compensa~ tion	Preview worksheet before activ~ ation	V				Compensation admin
	Compensation admin can up~ date any field on the worksheet	V				Compensation admin
E-com~ merce	Support for classes with pay~ ments in prescriptive rule	V				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	V				External manager External user Registrar
	Display all purchasable items in guest catalog	V				Guest user
Learning	Increased character limit for topic, subtopic and section names	۷				Learning admin End user
	Retain question and message styling for assessments	V	Assess~ ment ad~ min			End user
	Support to import surveys, sur~ vey questions and scales	۷	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	V				End user
	Enhancements to assessment player branding	V	System ad~ min			End user
	Consider content attempts on clicking TOC link		System ad~ min			End user
	Display visual indicators for mobile-compatible content	V				End user
	Restrict forward and backward slashes in content manifest	V				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 con~ tent player template	V	System ad~ min			Learning admin
	Content player template en~ hancement	V	Learning admin			End user
	Export content	V				Learning admin
	Detect and Fix Tool enhance~ ment	V				Learning admin
	Scan and identify formal con~ tent as Microlearning content			V		Learning admin
	Auto-completion of registra~ tions pending approval	V	System ad~ min			End user Learning admin
	Removing recurring course/certification from learner's plan when source is removed	۷				End user
	Roster sign-in sheet enhance~ ments	۷	Learning admin			Learning admin Instructor
	Enhanced filters on Completed Learning page	V				End user
	Additional filters on people se~ lection step while assigning learning	Ŷ				Registrar Instructor Manager Organization manager
	Allow people administrators and managers to add attach~ ments to ad hoc completed courses	۷				People admin Manager Alternate Man~ ager

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 ad~ min Learning admin			Manager Organizational Manager People admin End user
	Allow future completion date for ad hoc transcripts	V	System ad~ min			End user
	Assign learning workflow en~ hancements	Ŷ				Manager Organization Manager Instuctor Registrar End user
	Virtual Classroom enhance~ ments	V	Learning admin			End user
	Certificate template enhance~ ments NEW	Ø	System ad~ min Learning admin			End user
	Completion of recurring course outside re-acquisition window		System ad~ min Learning admin			End user
	Grace period for recurring course and certification	V	Learning admin			End user
	New named queries for organiz~ ation managers	V	System ad~ min			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	۷				Marketplace Ad~ min
	Activation key required for HMM connectors on page 131					
Perform~ ance	Localize rating scale in review cycle and review section	V				Performance ad~ min
	1-1 conversation using Check- In NEW	۷				Performance ad~ min Manager End user
	Check-Ins repositioned as Workboard and enhancements to notes	۷				Performance ad~ min Manager End user
	Enhancements to goal configur~ ation	۷				Performance ad~ min End user Manager
	Delete skills from plan	۷				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	V				End user
Pulse 360	Increased anonymous number of active employees for Pulse data	۷				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	V	System ad~ min Recruiting admin			System admin Recruiting admin Manager Recruiter
	Usability enhancements for Jobs under My Team, People, and Admin menu	۷				Recruiting admin Manager Recruiter
	Updated View Applications screen for candidates	Ø				Recruiting admin Manager Recruiter
	Send reminders to approve job requisition and job offer NEW	۷				Hiring team Recruiting admin
	Upload and view cover letter	V				Recruiting admin Manager End user
Remote Content Server (RCS)	Remote Content Server Version 1.6			۷		Learning admin End user
Saba Dis~ covery	Add tags in Bookmarklet	V				End user
	Support for tracking LRS state~ ments from External Sources	V				Developer End user
Social	Consolidated search for video and video channels	V				End user
	Discover portlet on Home page	۷	System ad~ min			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	V				End user
	Enhancements to Collections page	V				End user
	Improvised search for videos within video channel	V				End user
	Start and stop receiving notific~ ations on discussion replies	V				End user
	Search friendly microlearning content	V				End user Collaboration ad~ min
	Contribute link as microlearning	۷	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	۷				Learning admin End user
System	Auditing for SAML SSO Setup	۷				System admin "admin" user
	BCC Settings to also support semi-colon separated values	V				System admin
	Configure Notification server parameters under the new Man~ age Notification menu	V				System admin
	New keywords for Resource Assigned notification event	V	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 Blen~ ded Offering Data Import					System admin
	Additional Fields added to DMS and Bulk Content Import					Learning admin
	Support for additional locales			V		System admin
	Additional options when discon~ tinuing courses using data im~ port					
	Ability to define multiple curren~ cies for virtual classes					
	Data import now supports In~ ternal 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	V				System admin
	Number of days after which password needs to be changed honored for all configured do~ mains	۷				System admin
	Email alerts to indicate expiry of the SAML certification	V				System admin
	Additional configurations for system administrators	V				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	V				System admin
	Saba Certificate for MicroApps	V				System admin
	Saba requires a signed SAML response	V				System admin
	Alerts for system administrators	۷				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	V	System ad~ min			Learning admin
REST APIs	Smartlist APIs to support sub- criteria	V				Developer
	Update locale specific data us~ ing REST APIs NEW	V				Developer
	FIND DETAILS OF SMARTL~ ISTS API to support includeDe~ tails	Ŷ				Developer
	REST API to change the status of the held certification or cur~ riculum NEW	V				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 re~ turn Terminated along with Active people	V				Developer
	SEARCH ALL THE CERTIFIC~ ATIONS/CURRICULA APIs to support a new search criteria	۷				Developer
	REST APIs to create or update candidates or job applications	۷				Developer
	Retrieve locale specific data using REST APIs NEW	V				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.

Save Report							? ×
Report Details	Report Details						
a Security	Report Name*. Description:	**2	2Cha	rt not allowed			
Conditional Formatting	Category*:	Ass	iessr	nent x Q ADD			
Configure Attributes	Enable Tent Card: Blank column:						
O Scheduling Information	Hide non-editable filters:						
There	Disallow chart modification:	2	0	By checking this option, creating a chart or editin existing chart in this report, will be restricted others with whom this report may be shared, report author or the analytics administrator continue to create and edit charts on the report.	for The		
					_		
					CANCEL	NEXT	SAVE

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.

Analytics Settings		7 × 1					
(T) Report Subscription	Configuration						
	Any changes to the configuration requires reloading Analytics.						
141 Global Custom Attributes	functionality:	Custom dimensions allow creating a complex if_then_else based condition to					
T_ Import / Export Reports	Max. number of IF-ELSE constructs per Custom Dimension:	form a dimension.					
	Exceptions:	Max. number of IF-ELSE constructs per custom dimension (1 - 5)					
Configuration	Exceptions.	Enable/disable exceptions					
Theme	Disallow Chart Modification:	Restrict Users from creating charts on report. This change will impact any reports that are already set with an opposite value.					
	Group Report						
Manager Dashboards	Grouped report export:	Export a grouped report as Flat List					
	Data Extract						
LOV Color Configuration	Max. result size:	1000000					
Configure Labels	Flat List	Maximum number of records to be fetched while generating a report (1 - 1000000)					
	Max conditional formatting:	5					
		CANCEL SAVE					

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.

Download options			? 🗙
PDF EXCEL	CSV		
Configuration Options Data Only		Enable this to show only report data in the selected export.	
		CANC	EL DOWNLOAD

Figure 3: Data only option while downloading

Pulse Custom Survey Report ?						
Schedule Filters						
Frequency*:	Select one	v				
Report format*:	CSV	✓ Data Only				
CSV separator*:	PDF					
Run as recipient context:	CSV	Recipient's context: Admin 🗸				
Recipient type	EXCEL	O Person O Smart list				
Email address:		+				
		Add a few recipients.				
Subject:	Your "report_name	report is ready.				
Body:	Your requested rep you have any prob	port has been created and is attached to this email. If iems viewing the report or any questions, please				
		CANCEL	WE			

Figure 4: Data only option while scheduling

Mote:

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.

Interview Summary Report : Theme	7 × DRETPLACE SYSTEM ANALYTICS
Edit Existing theme Signature Theme New T	Add Theme Disclaimer ×
Report Title Background	Robons v B Z U A' A' A' X' B B B @
Report Content	
Add Signature Block:	CANCEL SAVE
Add Theme Disclaimer: ADD	
Background	
RESET	CONFIGURE DOMAINS PREVIEW
	CANCEL

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.

Signature :	
© 2017 Saba Software, Inc. All rights reserved.	1 of 1

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.

Simple Securi				
	ty Role Details: Analytics Adr	nin		
Security Role *	Analytics Admin			
Description	Grants access to Analytics ad	ministr		
Domain*	world	Q		
	Domain Based			
Туре	Criteria Based			
	(® No			
Is Sensitive	© Yes			
	Components	People		
0		0		
Component	Analytics Report Definition	Q		
This company the set	terre in here of the second state of the thick of	manage and the stick mains		
This component is not	domain-based. Any privileges granted for this co	mponent apply to all domains.		
Component Privi	leges	Print Export Modify Table		
Grant Access	Privilege			
X	Create			
8	Create Edit			
*				
	Eat			
	Edit Delete			
2 2 2	Edit Delete View			
2 2 2	Edit Delete View Schedule			
x x x	Edit Delete View Schedule Can Perform Data Extract			
x x x	Edit Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List			
x x x x x	Edit Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports			
8 8 8 8 8 8 8 8 8 8 8 8	Edit Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Can Share Reports			
x x x x x x x x	Edit Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Can Share Reports Manage Performance reviews reporting			
x x x x x x x x x x x x x x x	Edit Delete Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Manage Performance reviews reporting Manage Compensation reporting			
× × × × × × ×	Edit Delete Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Can Share Reports Manage Performance reviews reporting Manage Compensation reporting Manage Goals reporting			
× × × × × ×	Edit Delete Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Can Share Reports Manage Performance reviews reporting Manage Compensation reporting Manage Goals reporting Can View Protected Data			
× × × × × ×	Edit Delete Delete View Schedule Can Perform Data Extract Can Schedule Report To Smart List Can Hide Reports Can Share Reports Can Share Reports Manage Performance reviews reporting Manage Compensation reporting Manage Goals reporting Can View Protected Data		SAVE CANCE	

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 <a tribute 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	User Full name	Class ID	Registration Date	Module type	Module completion status	Completion Status	Module	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	•	7
		sg third party : scorn likert								1	1	•	7
			sg test1	SG 38 CLS SRD 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

4 Person Organization Name: Root	Count of learner attempts : 6 Successful Attempts: 5
	Unsuccessful Attempts: 3 Total timeSpent in module (minutes):
	10
4 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		Module completion status		Module	Count of learner attempts		Unsuccessful Attempts	Total timeSpent in module (minutes)
sg test1	SG 38 CLS 3RD PARTY CONTNT	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
4 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		Module type	Module completion status		Module	Count of learner 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.

Compliance - Candidat	e Summary Report	? ×
Schedule Filters		
Frequency*:	Select one	
Report format*:	PDF Data Only Summary Sections	
Run as recipient context:	Recipient's context: Admin	
Recipient type	Email OPerson Smart list	
Email address:	+	
	Add a few recipients.	
Subject:	Your "report_name" report is ready.	
Body:	Your requested report has been created and is attached to this email. If you have any problems viewing the report or any questions, please contact us.	
	CANC	EL SAVE

Figure 10: Summary Sections when scheduling

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

Download options	7 X
PDF CSV Configuration Options	
Data Only	PDF will contain the data table only. Blank columns and Total rows will not be added to the data table. Charts, if any, and information related to the report like Run details, Filters, Grouping Options, Legend Descriptions, CrossTab column limit indicator, messages related to size and time of data, and Signature and Disclaimer will be excluded. Theme, if any, will be applied.
Summary Sections	Improved readability of the grouped report using sections presented in a summary box with its related data table.
	CANCEL DOWNLOAD

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.

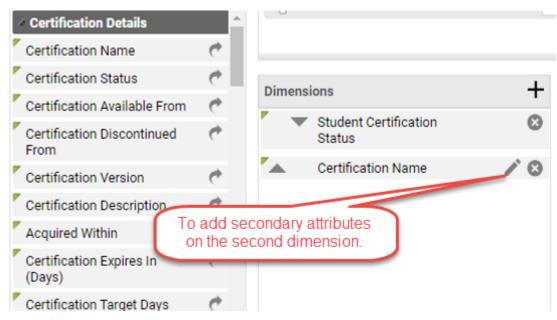


Figure 12: Secondary dimensions allowed only on the second dimension

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.

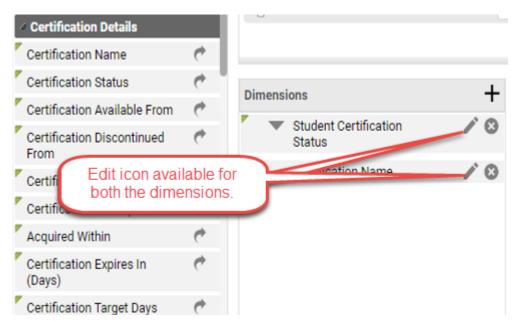


Figure 13: Edit icon available for both the dimensions

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.

				Add Secondary Dimensions for 'S	Studen	t Certification Status'	×
			Add 1 M	Fields		Added Dimensions	
				search	Q,	Student Certification Assigned On	0
	Q,			Student Certification Status	+	Student Certification Acquired On	0
● AII ○ Me			~	Student Certification Assigned On	+		
				Student Certification Started On	+		
				Student Certification Due Date	+		
				Student Certification Acquired On	+		
			+ P	Student Certification Expiration Date	+		
				Student Certification Revoked On	+		
				Student Certification Recertification Starts On	+		
	C	Certification Name	10	Student Certification Need Normal Recertification	+		
				Student Certification Need	+		
				Recertification due to Course versioning			
	e			Student Certification Reassign Certification	+		
				Need recertification due to course deletion	+		
				Need recertification due to versioning	+		
				Certificate Overrise he Dave	1		
			+			CANCEL	SAVE
			-			CHINCLE	

Figure 14: Add secondary dimensions for the first dimension

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

			Add Secondary Dimensions for	'Certific	ation Name'	3
		Ad	Fields		Added Dimensions	
			search	Q	Certification Version	(
			Certification Name	+ 0	Certification Available From	
	Q,	ved On d	Certification Status	+	Certification Target Days	
● AII O M			Certification Available From	+		
		wed On	Certification Discontinued From	+		
			Certification Version	+		
			Certification Description	+		
			Acquired Within	+		
			Certification Expires In (Days)	+		
			Certification Target Days	+		
			Certification Recertification Window	+		
			Certification Notify Before (Days)	+		
			Certification Past Credit Days	+		
			Default Certification Track	+		
	Ċ		Certification Path Name	+		
			Certification Element Groups Name	+		
			Certification Element Groups No of Choices to complete	+		
			unorces to comprete			
	¢	+			CANCEL	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

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.

SELECTION		PLAIN	TEXT INPUT	×
Click	on the items	below to s	select.	
Title	Version		Course ID	
222			1-111	
			¿¿123	
111			ID111	
#12			INDEX9	
#12#12			INDEX10	
1ab			INDEX5	
21ab			INDEX6	
а			200566	
aaa			AAA001	
aaacou_for_packag e_with_no_price			PACKAGE_WITH_N O_PRICE121	N
			< 1 To 10	>

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.

Analytics	~	Thi	s report has	filters with empty v	alues. You can save	this report	but cannot schedule it	t ×
Fields		Filters						
search	Q	Report Created By		In v	Type to search	Q.	•	
IIA 🔘	Metrics				SELECTION		-	×
Reports					OLLEOTION .			
Report Name	¢							
Report Created By	¢	al			Ci	ck on the iter	ms below to select.	
Report Created On	¢	Dimensions	+	Preview Report				
Report Type	¢	 Report Name 	0					
Last Schedule Run Date	¢	Report Created By	0		Name		Username	
Last Edited Date	¢				SabaCommunity Migra	tion	SCMIGRATION	
Is Scheduled?	¢				User One		UONE	
Schedule Frequency	¢				User Four User Five		UFOUR	
Report Transmit Type	¢				User Six		USIX	
Report Recipient	¢				User1 One1		PGANORKAR@SABA.CO	M
Is OOB Report	¢				User2 One2		U0NE2	
Report Description	¢				User3 One3		UONE3	
Report Category	¢		+		User4 One4		UONE4	
Is Manager Report	¢	Metrics	+		User5 One5		UONE5	
Is Employee Report	¢						< 1	To 10 >

Figure 18: Plain Text Input no longer available

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

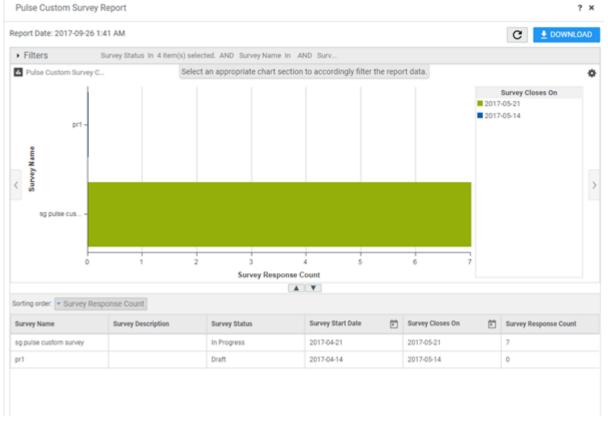


Figure 19: Pulse Custom Survey Report Example

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

Report Date: 10/23/201	7 09:58 AM					С
 Filters 	Job Requisition Job Title	Is Not Empty AND Job	Requisition Requisition			
d my chart		Select an appropriate cl	hart section to according	ly filter the report data.		<
<		In-Anreon-34(10%) Saba Meeting-22(6%) Proce ONE-11094	:292(78%)			In-Person Saba Meeting Phone Only Video Meeting
			AV			
			AT			
Job Requisition Job Ti	uisition Job Title Job Requisition Requi	Candidate Full Name	Candidate E-mail	Candidate Interviewed 🔄	Interview Type	Interview Topic
Job Requisition Job Ti tte 25 MR1 PD Rejec				Candidate Interviewed 😰	Interview Type	Interview Topic
Job Requisition Job Ti tle 25 MR1 PD Rejec Requisisiogn	Job Requisition Requi sition ID			Candidate Interviewed 🔄	Interview Type	Interview Topic
Job Requisition Job Ti tte 25 MR1 PD Rejec Requisisiogn 25MR1 Req Template	Job Requisition Requi sition ID	Candidate Full Name		Candidate Interviewed 🖆	Interview Type	Interview Topic
Job Requisition Job Ti tite 25 MR1 PD Rejec Requisision 25MR1 Req Template 25MR1 Req Template	Job Requisition Requi sition ID 1285 1261	Candidate Full Name Nitchil Belsare		Candidate Interviewed *	Interview Type	
Job Requisition Job Ti te 25 MR1 PD Rejec Requisisiogn 25MR1 Req Template 25MR1 Req Template 25MR1 Req Template	Job Requisition Requi sition ID 1285 1261 1261	Candidate Full Name Candidate Full Name Nikhil Belsare Niraj Patl		Candidate Interviewed *		
Sorting order: Job Reg Job Requisition Job Ti tte 25 MR1 PD Rejec Regulaisiogn 25MR1 Reg Template 25MR1 Reg Template 25MR1 Reg Template 25MR1 Reg Template 25MR1 Reg Template	Job Requisition Requisition ID 1285 1261 1261 1261	Candidate Full Name Candidate Full Name Nikhil Belsare Niraj Patil Paul H		Candidate Interviewed 💌		Interview Topic

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

Assessment Report Card

? X

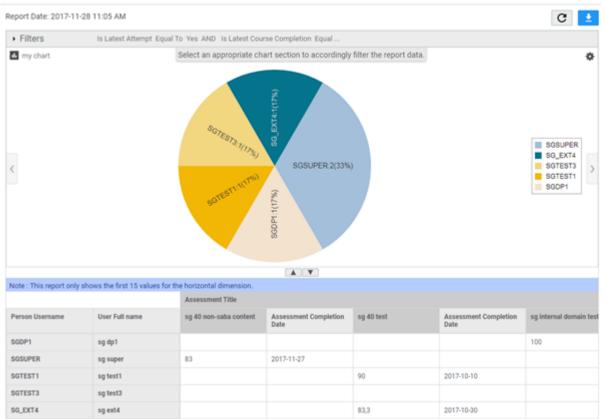


Figure 22: Assessment Report Card Example

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 De~ tails	Count of People Respon~ ded Happy	Metric	Yes	Count of People Responded Happy
Pulse 360 De~ tails	Count of People Respon~ ded Sad	Metric	Yes	Count of People Responded Sad
Pulse 360 De~ tails	Count of People Respon~ ded 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 (Tran~ script) Location	Dimension	No	Location value for Adhoc Transcript Entry

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 Fre~ quency	Dimension	No	If report execution was scheduled then the fre- quency of the Subscription
Report History	Report History Is Manual Exe~ cution	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

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

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

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

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 Assess~ ment Name	Dimension	No	Job Requisition Stage Assessment Name
Recruiting As~ sessment De~ tails	Assessment Title	Dimension	No	Assessment Title
Recruiting As~ sessment De~ tails	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

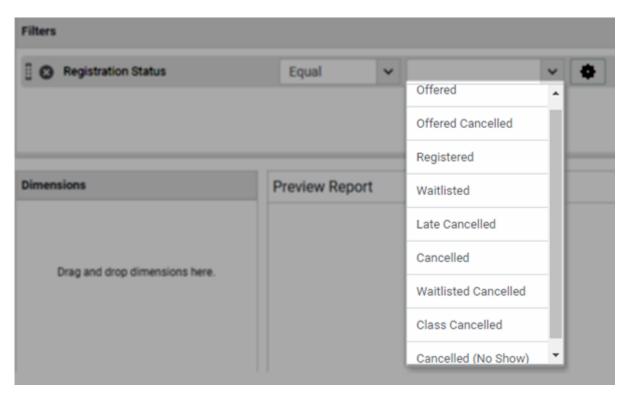


Figure 23: Registration Status values before the update

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.

Filters				
🛛 🖸 Registration Status	Equal	~		~
			Registered	
			Waitlisted	
New York Control of Co	+		Offered	
Dimensions	+ Preview	Report	Cancelled	
			Class Cancelled	
Drag and drop dimensions here.			Offered Cancelled	
			Cancelled (No Show)	

Figure 24: Registration Status values after the update

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
- Compensation administrator can update any field on the worksheet
- Update Plan Cycle for post activation changes
- Ability to Replace Manager
- Ability to move employees from one Manager to another
- Update Approval flow to reflect Manager status changes
- Audit log enabled for post activation changes and manager worksheet changes

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.

n Cycle 83896 1 w, let's validate y	our data	and activate you	ır plan cy	cle		
					lan creation process. After a pl ill be opened for managers to n	
	Step 1	CHECK DATA Elapsed Time: 100% SUCCESS PREVIEW WORK	00:03	Step 2	ACTIVATE PLAN Elapsed Time: 0% NOT STARTED	

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.

PREVIEW WORKSHEET		×
Search Manager	C LIST OF MANAGERS PREVIEW	
Please search or Sele	t Manager from above search field and click on Preview button to view worksheet	

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.

Search Manager							Q Lis	t of Manag	ers 🗸 PREVIEW
H 2017 05 11 Man			tion am of - Pat ro	se					
Base Salary 🔽	Short Term In								
USD PLAN CURRENCY AV	0.00 /G. BASE SALARY INCREASE %	511,143 FUNDS AS		92.75 FUNDS ALLOCATE		511,143,904.61 FUNDS AVAILABLE	٠		
EMPLOYEES	CURRENCY	PERSON NO	ORGANIZA	START DATE	OVERALL RATING	CURRENT BASE SALARY	BASE SALARY MARKET MIDPOINT	CURRENT COMPA RATIO	3
Aaron Good TEST Customer Service Director	USD	00001022	Customer	04/02/1996	3.94	60,000.00	0.00	0.00	Aaron Good TEST Customer Service Director
Jim Gordon Platform Service Superviso	r EUR	00001540	Upstream	11/26/2009	4.00	60,000.00	0.00	0.00	Compensation Summary Hired 04/03/1996
John Smith	G8P	00002426	Corporate	03/25/2015	0.00	60,000.00	0.00	0.00	Last Salary Increase 01/01/2017
Maria Cardoza	EUR	00001704	Corporate	06/01/2012	0.00	60,000.00	0.00	0.00	60000.00 T
Matt Koster Engineering Director	USD	00001048	Engineering	12/31/1997	4.17	60,000.00	0.00	0.00	50000.00
Quality Assurance Director	USD	00001380	Quality As	05/29/2003	2.03	60,000.00	0.00	0.00	30000.00
Sergel Petrov Sales Director, USA	C8P	00001345	Sales	12/31/2001	1.00	60,000.00	0.00	0.00	0.00
Professional Services Direc	G8P	00001220	Profession	12/17/2000	3.64	60,000.00	0.00	0.00	Talent Profile Retirement Risk 🛕 High Flight Risk 🛕 Medium
									Potential Rating A Low Critical Job true

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.

DataSourceSaba Worksheet	Team Member's	Local 👻	Team of vp2_	evp vp2_evp					6	2
SUBMIT Bulk Allo	cation	Unlock O	Unhide							
	0.00 D. BASE SALARY INCREASE %	ED SEARCH 45,0 FUNDS AS		RCH Saving is 1 FUNDS ALLOCAT		iy. 45,071 IDS AVAILABLE	٠			
EMPLOYEES	CURRENCY	PERSON NO	ORGANIZA	COMMENTS	ALTERNATE MANAGERS	СІТУ	COUNTRY_	CURRENT	Θ	
dir_v2 dir2_v2	AUD	00001864	Comp_Def	•		bnsans	vbrivinbv	dir_ph	dir2_v2 dir2_v2 طورتك	
dir3_v2 dir3_v2	EUR	00001865	Comp_Def	۰				dir_ph	Compensation Summary Hired 01-JAN-1900 Last Salary Increase	
	e							3	01-Jan-2015 500000 00 450000 00 400000 00 300000 00 200000 00 200000 00 50000 00 00 00 00 00 00 00 00 00	

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

Compensation Home	All Plan Cycles				
Plan Cycles					
All Plan Cycles	Name		Start Date	2 >=	÷.
Allocated Plan Cycles	End Date <=		Allocation	n Due Date >=	(ii)
Out of Cycle Compensation	terres (Dec. Dec.				
Configuration	Approval Due Date <=		Allocation	n Start Date >=	
Manage Data	Allocation End Date <=		i Domain		୍
Manage Letters	Status Active	~			
TIM Settings					SEARCH
	Compensation Plan Cycle				1 2 3 4 Add a New Plan Cycle Print Export
	Name	Status	Start Date	End Date	Actions
	PH 2017-11-15 Update Mana	Active	01-SEP-2017	31-AUG-2018	View Plan Cycle Update Plan Cycle Comprete Plan Cycle Cancel Plan Cycle Export Worksheet Data
	VolumeTest_Update Plan Cycle	Active	01-SEP-2017	31-AUG-2018	View Plan Cycle Update Plan Cycle Complete Plan Cycle Cancel Plan Cycle Export Worksheet Data

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.

<mark>lan Unit:</mark> US Dollars				ACTIONS V
BUDGET	Funds Assigned	Funds Allocated	Funds Available	Eligible Employees
BASE SALARY	7,742.02	8,516.22	-774.2	3
PLAN STATUS	Allocation In Progress	Pending Approval	Approved	Total Worksheet Plan
COUNT	1	0	0	1
Search Manager			Q T FILTERS A	RESERVED MANAGER
STATUS	ORGANIZATION		LOCATION	
014100		nization 🗸	Select Location	~

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.

Compensation Home	All Plan Cycles				
Plan Cycles					
All Plan Cycles	Name		Start Date	>=	ά.
Allocated Plan Cycles	End Date <=		Allocation	Due Date >=	
Out of Cycle Compensation	Annexual Due Date of		Ath Allocation	Chart Date	
Configuration	Approval Due Date <=		Allocation	Start Date >=	
Manage Data	Allocation End Date <=		🛱 Domain		୍
Manage Letters	Status Active	~			
TIM Settings	_				SEARCH
	Compensation Plan Cycle				1234 Add a New Plan Cycle Print Export
	Name	Status	Start Date	End Date	Actions
					View Plan Cycle Update Plan Cycle
	PH 2017-11-15 Update Mana	Active	01-SEP-2017	31-AUG-2018	Complete Plan Cycle Cancel Plan Cycle Export Worksheet Data

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**.

Pat Rose President and CEO Executive Plan Unit: Indian Rupees			Status: Allocation ir	n Progress	ACTIONS A
BUDGET	Funds Assigned	Funds Allocated	Funds Available	Eligible Empl	
BASE SALARY	5,636.46	0	5,636.46	1	Replace Manager
					Move Employees
Super User Legal Saba			Status: Allocation in	n Progress	ACTIONS >
Legal Saba	Funds Assigned	Funds Allocated	Status: Allocation ir Funds Available	n Progress Eligible Emplo	
Legal Saba			Status: Allocation in	Prograss	ACTI

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.

Pat Rose President and CEO Executive Plan Unit: Indian Rupees			Status: Allocation in	n Progress	ACTIONS A
BUDGET	Funds Assigned	Funds Allocated	Funds Available	Eligible Empl	View Worksheet
BASE SALARY	5,636.46	0	5,636.46	1	Replace Manager
Super User Legal Saba Plan Unit: Indian Rupees			Status: Allocation in	n Progress	ACTIONS V
BUDGET	Funds Assigned	Funds Allocated	Funds Available	Eligible Empl	oyees
BASE SALARY	2,331.89	0	2,331.89	3	

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.

MOVE EMPLOYEES		×
Super User Legal Saba		
Search employees which you want to move	Q Show Selected Only	
ALL EMPLOYEES		
Matt Banks Sales Director (Sales NA) San Francisco		
Top Manager Products & Services (Acme Corporation)		
Todd Oakley Finance (Sales NA) London		*
		CANCEL NEXT

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.

MOVE EMPLOYEES					×
TRANSFERRING BUI	DGET				
	ħ	Noving Employees	Transfer Bud	get	
BASE SALARY	1		1465.71		
Matt Banks Sales Director Sales NA Plan Unit: Indian Rupee	'S		Status	: Allocation in Progress	
BUDGET	Funds Assigned	Funds Allocated	Funds Available	Eligible Employees	
BASE SALARY	5,636.46	0	5,636.46	1	
				EL BACK 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.

Compensation Home	All Plan Cycles					Đ
Plan Cycles All Plan Cycles	Name		Start Da	le ≻=	(i)	
Allocated Plan Cycles	End Date <=		Allocatio	n Due Date >=	÷	
Out of Cycle Compensation	Approval Due Date <=		Allocatio	n Start Date 🛏	(ii)	
Configuration Manage Data	Allocation End Date <=		🔅 Domain		Q	
Manage Letters	Status Activ	e v				
TIM Settings					SEARCH	
					12345	
	Compensation Plan Cycle				Add a New Plan Cycle Print Export	
	Name	Status	Start Date	End Date	Actions	
	PH 2017-12-05 Approval Ch	Active	01-SEP-2017	31-AUG-2018	View Plan Cycle Update Plan Cycle Complete Plan Cycle Cancel Plan Cycle Export Worksheet Duta Export Audit Log	
	PH 2017-12-05 Approval Ch	Active	01-5EP-2017	31-AUG-2018	View Plan Cycle Update Plan Cycle Complete Plan Cycle Cancel Plan Cycle Export Worksheet Data Export Audit Log	

Figure 36: Plan Cycle with Export Audit Log link

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

X	🖬 🕤 . G		Plar	CycleAudit_p	leye0000000000	01722.csv [Read	I-Only] - Excel		?	· –
FI	LE HOME IN	ISERT PAGE LAYO	UT FORMULAS	DATA R	EVIEW VIEW	1				
Pas			• = = = ez e	E 🗄 - 9	eneral - % * 📩	Formattin	g * Table * Styles *	Ensert Delete	• J • Z I IIII • Sort & Find & • Filter • Select •	
Clip	board G	Font	G Alignment	G.	Number	6	Styles	Cells	Editing	
A1	4 - i	$\times \checkmark f_x$								
	А	В	С	D	E	F	G		н	I
1	EMPLOYEE NAME	MANAGER NAME	CHANGE TYPE	CURRENCY	OLD VALUE	NEW VALUE	CHANGED BY		CHANGED ON	
2	Steve Ha	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
3	Carolyn Sim	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
4	Victoria Maki	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
5	Maggie shaw	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
6	Jason Hoffman	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
7	Hilda Weiss	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
8	Will schaffer	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
9	Gary Griffith	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
10	Regina smith	Pat Rose	Employee Moved		John Walsh	Pat Rose	Compensation Adm	ninistrator	12/6/2017 1:56	
11										
12										
13										

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.



- 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

Ecommerce

Topics:

- Assign Learning workflow for external managers and registrars
- Display all purchasable items in guest catalog
- Enroll for class via subscription or other payment options
- Support for classes with payments in prescriptive rule

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.

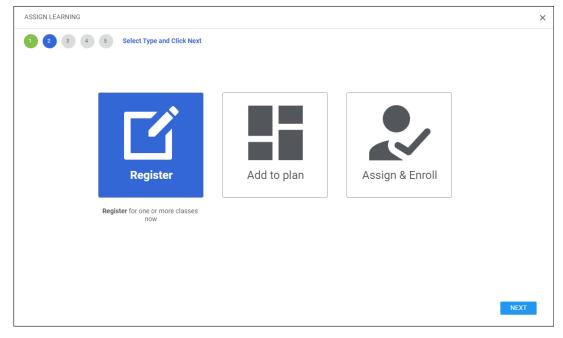


Figure 38: Assign Learning

- 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**.
- 1. 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.
 - 1. Select Accept Terms & Conditions and click Confirm. The order is placed successfully. You can view the order status and details in Order History.

aving Trouble. Contact Google					
aving frouble. Contact Coogle					
rder successful					
nank you! We have received your payn nt to you. You can also view your Ord ms.					
Order number	Status		Order date		
05362700	Confirmed		11/15/201	7	
Item Details					
LEARNING	PEOPLE ENROLLED	UNIT PRICE		TAX	TOTAL COST
KQE-DiplayForLearnerOff Delivery type: Web-Based Duration: 00:00 Language: English	2 View	10	20	1.34	21.34
Learning items (1)			Su	b-total	21.34
			Organization di	scount (10%)	2
			Final a	mount	19.34
PAYMENT DETAILS					
PAYMENT	TRANSACTION NUMBER 🔺	STATUS		COST (USD)	
Invoice	00006506		completed	19.34	

Figure 39: Order confirmation

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

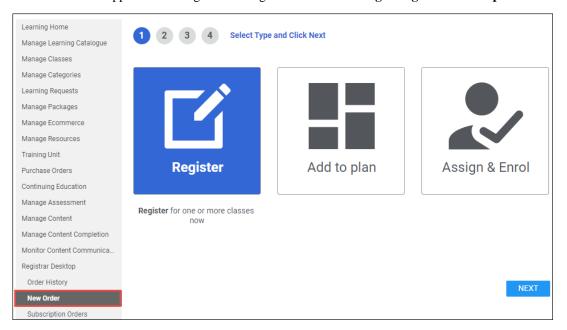


Figure 40: New Order flow for Registrar

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.

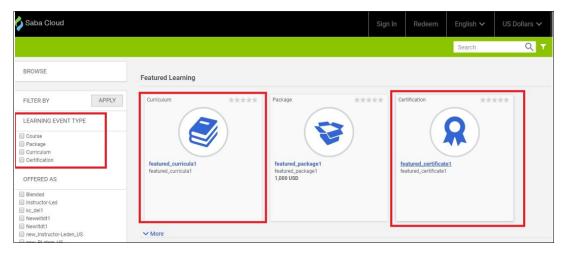


Figure 41: New filters in Guest Catalog

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.

			Sign Ir	Redeem	English 🗸	US Dollars 🗸
					feat	Q T
Featured Learning	*****	Package	*****	Certification	Featured featured R featured	curricula1
featured_curricula1 featured_curricula1		featured_package1 featured_package1 1,000 USD)	featured_certificate1		
✓ More lew Learning						
Curriculum	*****	Package	****	Certification	**	kkk

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.

C û localhost/Saba/Web_spf/Socia guest/learningeventdetail/curra00000000001300				\$	G 🗵 🐠 🌺
Saba Cloud		gn In	Redeem	English 🗸	US Dollars 🗸
				Search	Q
featured_curricula1	٦	CURR	ICULUM DETA	AILS	
(A)		ID Available	from	00200248	
****			TACHMENTS		c
satured_curricula1					
PATH DETAILS					
Oracle* Complete 1 of 1					
featured_course1 PENDING REGISTRATION VIEW CLASSES					

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.

Settings: Subscription	n		
Configure the policy settings for the	service to match your company's bus	siness processes. Enable or disable associated featu	res.
Settings	Notifications	Components	Description
Domain*	world	$Q \Theta$	
Use subscription as default pay	ment option for the learner		
Use subscription as default payr	ment option for the learner		On● Off
Apply/exempt tax on orders paid	d through subscription orders		
	s a payment option, then tax will not b be applied to orders On:Tax will be ex-	e applied to the order. The default value is Off. The empted	◯ On ● Off
Allow user to choose payment o	ption		
If this BR is enabled the new pop other payment option	oup will be shown with option to use s	subscription as default payment ot proceed with	● On ○ Off

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.

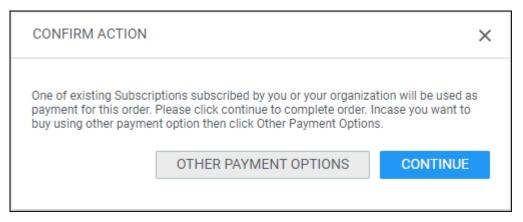


Figure 45: Confirm action to choose payment type

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**.
- 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.

Other Information	
Billing Code	
Learner Code	0
Discount Amount	
	EDIT PAYMENT INFORMATION SAVE

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.

Payment Information		
Method Of Payment	Purchase Order 🗸 🗸	
Use learner as order contact		
Purchase Order Number		
		SAVE

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**.

No items round					Actions
Class Name	Version	Id	Delivery Type	Is mandatory?	View/Edit System List Delete Edit Custom Attributes Edit Payment Information
001Test-Promo-Course- WBT	v23	41232	Web-Based		Ar
01-Hide-Score-Content		243323	Web-Based		Actions
100 Courses and Counting: David Rivers on Elearning		00024124	Web-Based		Actions
101 Java		00025908- -00026042	Web-Based		Actions
001_new_categ Course		00026111U37 TESTING1233456	Web-Based		Actions

Figure 48: Edit Payment Information

Use case

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

Chapter

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":

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

Table 13: Destination Folders

Assessment	Migratio	on			
-		ort questions, tests, surveys, pla	ymode templates, and scales		
Destination Folders	5				
Content folder:		Select folder			~
Choose Theme:		Saba Cloud Impact Tl	heme		~
Optional survey o	content fold	er:			~
Optional test que	estion folder	:			~
Optional survey of	question fold	ler:			~
File to import:				BRC	WSE
[DOWN	LOAD SAMPLE SABA CLOU	D ASSESSMENT PACKAGE	IN	IPORT
Existing Migration	Jobs				
STATUS		DATE STARTED	DATE COMPLETED	LOGS	
Finished		19/06/2017, 17:12:47	19/06/2017, 17:12:54	Download logs	
14 14	Page 1	of 1 🙀 🕅	2 Items Per Page:	🗸 Displayir	ng 1 - 1 of 1

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

Passing Enabled:	YES NO	Passing Score:	80	× %
Player Controls				
Allow Immediate Feedback:	ALWAYS NEVER			
Multiple Questions Per Page:	YES NO		2	<u>^</u> 0
Show Scorecard:	YES NO			
Mobile Device Compatibility:	All Devices 🗸			

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.

1	Fest Properties				
	How do you want to set the properties?:	Individual Pro		Jse Property Template	
	Time Limit Time Limit for:	⊖ None	Test	O Per Question	
	Strict Time Limit:	YES NO			
	Time Allowed:	0 0	(min : sec)	Timeout Warning:	0 (min : end of
1					

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

	Copy of Saba Clou	ıd Impa
Ready To Use:	0	
Branding		0 ^
Use Microsite Logo:		
Change Logo:	BROWSE	θ
Font:	Verdana	~
Font Weight:	Bold	~
Font Size:	22	~
Color:	#3366	FF
Timer		~
Test/Survey Title		~

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

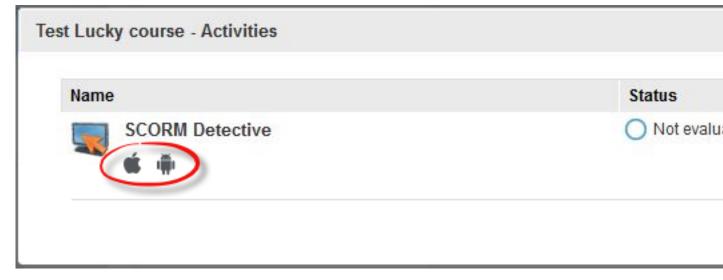
How did it work?

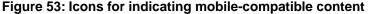
Saba Cloud content has a field called Mobile-device compatibility, which helps users who are on a mobile device to determine if a content is viewable on their mobile. However, this field was not displayed to learners when they are on Saba Cloud Web interface.

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.





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".

NAME	STATUS	
Panopto Video	 Not evaluated 	
N 18 July doc	Not evaluated	
<pre>1-istqb_foundation_level_syllabus_2011.pdf completed on: 2017-08-15 </pre>	 Completed successfully 	
Node JS	Not evaluated	
Chrome plugins - must to have	 Not evaluated 	
	Sign off pending	

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.

Is Default	
Show Table of Contents	
Show Navigation Controls	
Close Player on SCORM 1.2 content completion	
Use Auto Navigation for SCORM 1.2 Content	
Launch Mode*	New Window 🗸
IE Compatibility Mode for SCORM Content	Internet Explorer Edge 🗸 🧿
Show Console	
Console Height	100

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.

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

Table 14: New content	player	template	property
-----------------------	--------	----------	----------

Use Auto Navigation for SCORM 1.2 Content		
Launch Mode*	Inline	~
Launch Size*	Normal 🗸 🍞	
Show Console		
Console Height	100	

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.

Other Information		
Custom0		
Custom1		
Custom2		
Custom3		
Custom4		
Custom5		
Custom6		
Custom7		
Custom8		
Custom9		
Preview Content View Content Communication Log	g	
SAVE	CANCEL	RETURN TO REPOSITORY

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. Mote: 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.

Content Inventory Details: Test Content (File)		
Content Details	Current Subscriptions	Content Metadata
Preview Content View Results		
Name	Test Content	1
Security Domain*	hell	Q
Content Format	File	
Content Format Version		
Player Template*	SC Player Template	Q
Mobile Device Compatibility	Not Compatible	~
Status	Published Edit	
Version Number	Ver1.0	
Is Microlearning	×.	
Expiration Date		

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

Configure Roster Sign-in Sheet		
Configure different fields to display while printing the sign-in sheet PDF file from the instructor's class roster page. To incl for the field.		
Page Layout Portrait	\checkmark	
Columns		
Show	Sequence	Column Name
	1	No
	2	Name
	3	Person Number
	4	Registered On
ø	5	Status
	6	Signature
	7	Completion Status
	8	Email Id
	9	Grade
	10	Job Type
	11	Learner's User Name
	12	Location
	13	Organization
	14	Phone Number
	15	Score
Sign-in sheet footer text		

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 <i>Course</i> , then the dropdown displays:
	SuccessfulUnsuccessful
	If you select <i>Certification/Curriculum</i> , then the dropdown displays: Acquired
	If you select All, then the dropdown displays:
	• Completed
	By default, the Learning Event Type is set to <i>All</i> and the Status dropdown displays <i>Completed</i> status.
Source	Select the source of assignment for the event from the dropdown list. You can select from:
	• Job
	RoleManager
	• 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.

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

My Completed Learn	ning							
Search Learning Event Nam	e			Filters				
TYPE		STATUS		SOURCE		FILTER BY TO-	DO LIST	
Course	~		~			~		\sim
COURSE ID		Date Date range	~	From Specify Date	÷:	To Specify Date	**	
Show recurring only		Date range	v	Specify Date		specify Date		
					_			
						CLEAR FILTERS	APPLY FIL	TERS

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.

PEOPLE									
Search for pe	ople:			Q	▼ Hid	e filters 木			
Manager:			Job title:			Organization:			
search man	age	~	search	job	~	search orga	niz	\sim	
Audience:			Job role:			Location:			
search audi	enc	~	Tester		8 ~	Mumbai	8	~	
				CI	LEAR FIL	TERS	PPLY FILT	ERS	
NAME				MANAGER		MANDATORY			ACTION
	alent UserSev TALENTUSER7 E			Talent Manae (TALENTUSE)		NO YES]		
	Performance U PERFUSER7) E	serSeve	en	Performance Manager (PERFUSER7		NO YES			

Figure 61: Additional search filters in wizard for Registrars

ADD LEARNERS		
Select Manually Order contact : supershoeb su) Upload CSV file Q	
PEOPLE		SELECTED PEOPLE
Search for people: Manager: Job title search manage V search Audience: Job role search audienc V search	ijob V Search organiz V : Location:	No people have been selected yet.
	Legal ID6: h Legal ID6 CLEAR FILTERS APPLY FILT	TERS
NAME Super ManagerOne (SUPERMAN QE	AGER01) -	

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.

CU ADD ATTACHMENT		×
Cu Cu	CHOOSE FILE	
Cu		SAVE CLOSE
Attachments		Add Attachment
Attachment Name	Attached by	Actions
test_csv.csv	user one	View Attachment Delete Attachment

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.

mahesh babu		
Plan	Learning & Certifications	
Profile		
✓ Career Planning		
🗳 Expertise		
Continuing Education Credits		
S Completed Learning	Learning & Certif ADD COMPLETED COURSE	×
Order History	TYPE All All	•
Check-Ins	Registration Date Delivery type	
★ Impressions	DUE DATE ON OR BEFOR	
Bookmarks (1)	Location Duration	- 18
+ Additional Information	Credits	- 11
	NAME	- 18
	Mobile_Test Course Web-Based No file chosen CHOOSE FILE	
	CANCEL	SAVE
	Course The course has been completed externally. On:2017-10-18 Score: 0	

Figure 64: Add attachment as a manager

Learning & Co	ertifications	Filters 🔨					
TYPE							
All DUE DATE ON OR	VIEW	Completen				×	
	Course name	Attachment 5					
	ID	23803					
	Status	Successful		Class End Date	2017-10-18		CLE
	B WebinarSu	rveyExample.txt				×	
Attachr Course The cou	No file chose	n CHC	OOSE FILE		CLOSE	SAVE	
Mobile Course Web-Bas				00:0255F0L 0n:2017-08-02 Score: 100		SAVE	

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</security-role-name>	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 Manager External Manager Organization Manager Instructor Learning Adamin 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.

Show Web 2.0 functions	Select this checkbox to show the Web 2.0 functions. This will only work when the Web 2.0 functionality under the Catalog service is enabled.
Show custom fields during registration	Select this checkbox to show custom fields during registration. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator. For administrators, the field is independent of the setting.
Can Waive	Check this checkbox to allow this course to be waived.
Show custom fields during cancellation	Select this checkbox to show custom fields during cancellation. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator.
Hide Classmates	
Target Days	0

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-assignment 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.

00	2 3 4 Select Peop	ple			Cart capacity: 0 out of 200
PEOPLE					SELECTED PEOPLE
Search for	r people: jef	Q T	Show filters 🗸	ADD ALL	
NAME		MANAGER	MANDATORY	ACTION	No people have been selected yet.
Θ	Jefferson Nole (000000106) Saba	Andy Hayden (000000106)	NO YES		
0	Jeffrey Black (000000030) Saba	Hue Lam (000000030)	NO YES		
0	Jeffery Resse (000000103) Saba	Jamie Cause (000000103)	NO YES		
0	Jeff Schumman (829309287) Saba	Derek Booker (829309287)	NO YES		
0	Jeffery Hair (829309292) Saba	Matthew Jackson (829309292)	NO YES		

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.

ASSIGN LEARNING				×
1 2 3 4 Select People				Cart capacity: 0 out of 200
PEOPLE				SELECTED PEOPLE
Direct team Alternate team Search for people:	Q Show 1	ilters 🗸	ADD ALL	No people have been selected yet.
NAME	MANAGER	MANDATORY	ACTION	
Int_Umesh902 B (INT_UMESH902) Engineer 2 (Saba)	user One (INT_UMESH902)	NO YES		
Int_Umesh903 B (INT_UMESH903) Engineer 2 (Saba)	user One (INT_UMESH903)	NO YES		
Int_Umesh904 B (INT_UMESH904) Engineer 2 (Saba)	user One (INT_UMESH904)	NO YES	>	
Int_Umesh906B B (INT_UMESH906B) Engineer 2 (Saba)	user One (INT_UMESH906B)	NO YES		
Load More				

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.

PEOPLE					SELECTED PEOPLE
		٩	Y Show filters 🗸		
	Cart capacity o	of 200 exceeded	. You can only add 200 mc	pre people into the cart. X	

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:

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.

Table 23: PDF Engine Fields

Learning Record Store	LRS related configurations.		
Document Conversion	Configure saba cloud document conversion with DCS.		
Saba Anywhere	Saba Anywhere settings		
PDF Engine	Configure site-specific pdf engine properties		
Compensation Configure site-specific compensation properties			
Benchmark Properties	Properties to configure Benchmarks for this tenant		
Oauth Configuration Properties for configuring and enabling Oauth f			

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:

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 print~ing 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 com~ pletion.	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 com~ pletion.	2.5 cm
Margin Right	Specify the page margin right value for certificate of completion.	2.5 cm

Table 24: PDF Display Configuration fields

Certificate Template Details: Certificate of Excellence					
	Template Details	Import Template			
Import Template					
Select Template	Choose file No file chosen	IMPORT			
PDF Display Configu	ration				
Page Orientation	Portrait 🗸				
Page Size	A4 🗸				
Margin Top	1cm				
Margin Bottom	1cm				
Margin Left	2.5cm				
Margin Right	2.5cm				
Use enhanced optior					

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.

Expiration and Re-acquisition 🧭						
Specify the duration in wh	Specify the duration in which the acquired course expires, and the period in which learners must take the course again before expiration.					
Expiry Type 👔	Duration					
Expiry type	Day of Month and Frequency					
Expires in* 2	Days 🕐					
Re-take this course	Re-take this course Days before course expiration to re-certify ?					
Send reminder	days before course expiration (?)					
Set target date	days after course re-assignment 🕖					
Consider completion of recurring course outside re-acquisition window 👔 🔲						

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**.

component Details	: Offering Templat	e	
Main	Attributes	Audit Actions	
Attributes		Print Export	Modify Table
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 Recu acquisition window	rring course outside re-	Boolean
consume_within_cert	Consumable only within Cert	ification/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.

Expiration and Re-acquisition					
Specify the duration in w Expiry Type 🧿	hich the acquired course expires, and the period in which learners must take the course again before expir Duration Day of Month and Frequency				
Expires in * 5	🎤 Days 😨				
Re-take this course	5 Days before course expiration to re-certify ?				
Send reminder	days before course expiration ?				
Set target date	days after course re-assignment ?				
Set Grace Period win	dow of days after course expiration ?				
Consider completion	of recurring course outside re-acquisition window 🏼 🍘 📄 🧪				

Figure 74: Grace Period for Recurring Courses

• Set Grace Period window of x days after certification expiration

where x indicates a value in days.

Expiration and Recertification				
Select the duration in which the certification expires and the duration in which learners must complete learning items for Expires in field, then the certification never expires and learners do not need to recertify. If you require the learner section.				
Expiry Type (?)				
Day of Month and Frequency				
Expires in Days 🕐				
Re-take this certification days before certification expiration to re-certify ?				
Set Grace Period window of days after certification expiration ?				
Send reminder days before certification expiration ?				

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
- Activation key required for HMM connectors
- Course descriptions can be imported from Lynda
- Workday schedule for full-run is now configurable
- Configure Ultipro connector

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.

CISCO WEBEX		×
Username:*	jsim	0
Password: *	•••••	0
sitename:*	sabatest-dev	0
New Instructor Mapping:	EMAIL	● =
	Default VLE Provider	0
Meeting Template:	customTemplate	θ
Telephony Type: *	CALLIN	θ.
	AUDIT DETAILS DISABLE TEST	SAVE

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.

		×
Activation Key:*	act0000234	
Contact Email:*	john.doe@gmail.com	
ADDITIONAL CONFIGURATION TEXT		
sdfsdsf		
		_
	AUDIT DETAILS DISABLE BROWSE SAVE	

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.

Home Me M	/ Team P	eople Groups	Admin	(E Search	
BACK						
ADMIN HOME PEOPL	E HR	LYNDA			×	TALENT MARKETPLACE
		Secret:*		•••	^	
		Activation Key:		spcdemoLynda	6	Q. T Filters V
		Consumer Key:*		New-York-Presbyterian-Hospital	-	Q, T Filters V
		Content Folder:*		lynda		
ADDRE COMMECT MERINARS No Connet Marketing					_	
	Adde	Domain:*		world		
	Recruitio	Player Template:*		New Window Standard Template		
		Import Attribut				
	Cisc	Mobile Compatibil	ty:	alDevices	- 11	
	10.00			Create Wbt Course	*	
	Virtual L					
HireRight.	2		4	AUDIT DETAILS SYNC CONTENT DISABLE	SAVE	
	د@		-			

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

Organization, Internal 🗸]	MONITOR
Occurrence	4	
Daily		
Weekly		
Monthly		
Time Zone* (GMT	-08:00) Pacific Time (US & Canada), Tijuana 🗸 🗸	
Every* 1		
Frequency		
Once		
Every		
Frequency*	6 Hour(s) 🗸	
Start Time*	04 : 45 OA.M. OP.M.	
Start Date*		
Start Date"		
End Time	: (A.M. (P.M.	
End Date*	12/31/2021	
Update From	12/04/2017	
Full run after days	9	
Update From date during Full Run	01/01/2000	

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

< BACK					
ADMIN HOME PEOPLE EXTENDED INTEGRATION	HR	ULTIPRO		×	GETPLACE
Search Vendor Name		UltiPro		î.	Q T Filters V
1000 ADV 7		Service Account Username:*	PTUSG0070SVC		
AVAILABLE		Service Account Password: *			
ADDEE CONNECT WEBINARS Adobe	Aduber	Client Key:*	QZG8Q12	Ŀ	Immacom
Virtual Learning	Recruitin	Integration Url: *	https://servicet.ultipro.com		Content
		Activation Key:	0		
FullContact		✓ Import			
Recruiting	Recruitin	ADDITIONAL CONFIGURATION TEXT	r		
		In order to set up and use this connector, you m	ust have an Ultipro license. If you do not, please first contact an Ultipro	*	
	Lin		AUDIT DETAILS DISABLE TEST V SAVE		

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

E HR	ULTIPRO		×	RUITING
	Service Account Username:*	PTUSG0070SVC	•	
	Service Account Password:*		Ϊ.	٩
	Client Key:*			-
Cisc	Integration Url:*	https://servicet.ultipro.com		-
Virtual La	Activation Key:	θ		Recruiting
	∧ Import			
Dyna M		🔽 Import Person Internal		bro
Data inte		Import Organization Internal		Recruiting
Data line		Import Location	۰.	
0		Import Job		0.0
10.01.02	ADDITIONAL CONFIGURATION	TEXT		
Content	In order to set up and use this connector, representative for a license.	you must have an Ultipro license. If you do not, please first contact an Ultipro		Recruiting
-cco				Lin
\mathbb{Z}		AUDIT DETAILS DISABLE TEST V SAVE	1	
Content				Recruiting

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

Ultif	Pro: Employee to Saba: Person		~					
UPL	.OAD OR REMOVE CSVS 🗸 🍸				Show:	Mapped	~	
Ċ	, - Reset Mapping 🔺 - Mandatory 🛕	- Unique	Mapped attributes: 38	Unmapped require	d attributes: 0	Uploaded CS	Vs: 0	
		SOU	RCE	1	AVAILABLE SOU	RCE		
BA	SE				AlternateEmailAdd	Iress		
Ç	ID 🔺	Emplo	reeld		City			
Ċ	Title	Prefix		Companyld				
Ċ	USERNAME ★	Emplo	eeld		CompanyName			
C	fname	FirstN	me		CountryCode		-8	
C	Iname	LastN	me		EmailAddress			
¢	nname Middle		Name		MiddleName	EmployeeAddress	1	
C	Suffix	Suffix			EmployeeAddress	2		
C	Domain	world		0	EmployeeId			
C	status	Rule			EmployeeNumber			
C	Home Domain	world			FirstName			
C	Gender	Rule			FullTimeOrPartTin	98		
c.	Company	Comp	nvld		Gender		*	

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

Person, Internal 🗸 🗸	
Occurrence	
Daily	
Weekly	
 Monthly 	
Time Zone*	(GMT+02:00) Helsinki, Riga, Sofija, Tallinn, Vilnius 🗸
Every*	1
🖉 Mon 📃 Tue 🖉 Wed 🕑 Thu 📃	Fri Sat Sun
Frequency	
Once	
Every	
Frequency*	12 Hour(s) 🗸
Start Time *	07 : 32 @A.M. @P.M.
Start Date *	12/12/2017
End Time	08 : 20 @A.M. @P.M.
End Date*	12/27/2017
Update From	12/18/2017

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

Object Name		V Ultipr				
(GMT+05:30) Che	nnai Vallista	Mumb ¥	APPLY	FILTERS	uu lab i Nau ill fanaan	rt Monitor UI Import Monitor All Impo
JOB NAME		SCHEDULE	PREVIOUS FIRE TIME	NEXT FIRE TIME	CREATED BY	ACTIONS
ULTIPRO:PERSO	Yes	Daily	2018-01-03 12:33	2018-01-04 12:33		MONITOR
ULTIPRO:ORGAN	Yes	Daily	2017-12-30 12:29	2017-12-31 12:29		MONITOR
ULTIPRO:LOCATI	Yes	Daily				MONITOR
	Yes	Daily				

Ultipro Monitor Import screen

Person, COMPLETED Saba for 2017-12-05 14:09 Processing.	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 Saba for 2017-12-05 14:09 Processing.	2017-12-05 14:11
JobType COMPLETED Saba for Processing. 2017-12-05 14:08	2017-12-05 14:13
e COMPLETED Saba for 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
- Check-Ins repositioned as
 Workboard and enhancements to
 notes
- Delete skills from plan
- Enhancements to goal configuration
- Introducing Skills Libraries for locking skills content
- Localize rating scale in review cycle and review section
- New filters to access reviews from My Plan page

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.

My Plan	CHECK-IN	~	Plan	B Workboard	≔ To-Do Lists

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.

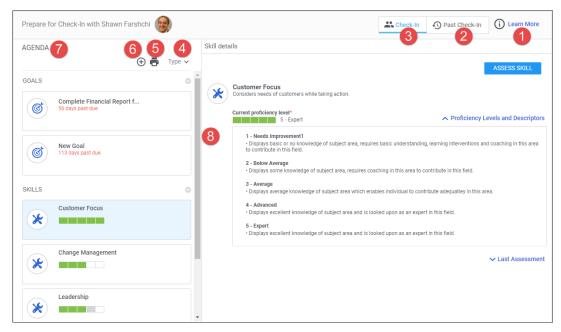


Figure 80: End user's Check-In View

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.

Check-In with Sandeep Thorat 💮 🔨	Check-In O Past Check-In () Learn 1	More
AGENDA	Skill details	
End 2	ASSESS SKI	LL
🕀 🖶 Type 🗸	Leadership Sets direction or example of behavior in an inspiring or motivating manner.	
Conversation Starters In what one area do you think the organization needs to develop most in?	Current proficiency level* Current proficiency Levels and Desc 1 - Needs Improvement1	riptors
Change Topic	 I - Reeds improvement Objety basic or no knowledge of subject area, requires basic understanding, learning interventions and coaching in this to contribute in this field. 	area
PR:-> Increase Customer Sat 49 days past due	 2 - Below Average Displays some knowledge of subject area, requires coaching in this area to contribute in this field. 3 - Average Displays average knowledge of subject area which enables individual to contribute adequatley in this area. 	
SKILLS	4 - Advanced • Displays excellent knowledge of subject area and is looked upon as an expert in this field.	
Leadership	5 - Expert • Displays excellent knowledge of subject area and is looked upon as an expert in this field.	
Budgeting	✓ Last Asses	sment
	Check-In Comment	
NOTES	6	
title (S)	7 Do not Revisit Next Check-In Revisit In	
	•	

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.

END CHE	CK-IN		×
08-DEC-2	017 with Ben Willis		
Enter Su	Discuss about walkme Viewed the sample and suggested to create 2 more. mmary Comment	Do not revisit	
Good j	Db. RETURN TO CHECK-IN	END CHECK-IN	

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.

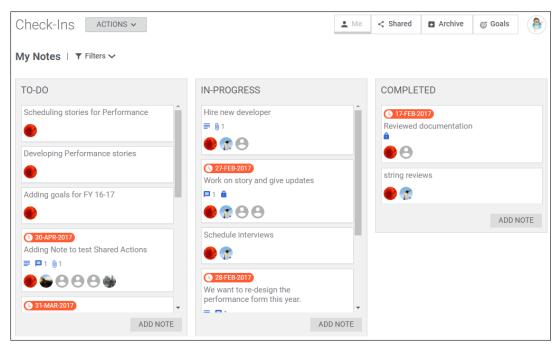


Figure 83: Check-Ins dashboard

Notes on Shared With 2 People Ser One Mohit1 Du	
UBJECT Scheduling stories for Performance //RITE A NOTE	DUE DATE
B I ⊻ S E E E E PARAGRA → FONT FA → FONT SIZ → 📖	CATEGORY To-do PRIVATE
- Identify stories to be delivered - Schedule for sprints	NO YES Mohit1 Dubey1 WILL be able to see this note
	RELATED TO
p Words: 8	
	CANCEL SAVE

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.

Performance	
Every Feedback	s
E Goals	s
Impressions	s
······ Reviews	s
······ Stars	s
··· Workboard	

Figure 85: Check-ins updated to Workboard

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

Workboard Policy	
Note is private by default.	◯ On ◉ Off

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.

Performance Home Manage Reviews	Workboard Configuration		
Set-up Reviews	Categories	Enabled/Disabled	Completed Category
Manage Impressions	To-Do		0
Goal Configuration		_	
Goal SMART Metrics	In-Progress		0
Manage Workboard	Completed		۲
Workboard Category Conversation Starters	Category-4		0
	Category-5		0
	Note: Disabling a Category will hide all the Categorthat Category.	ory-specific notes and users will not able be to create any further notes in	SAVE

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.

K BACK Goals & Objectives	
Shared Goal 1 for BusinessUnit1	ē 🖶
Parent goal: Add parent goal	
Sub-goals: + Add sub goal (0% Average Progress + Add sub goal for Active Goals)	
NOTES	Add Note
TO-DO 12/14/2017 Create FY 17-18 Goals Allows you to perform all actions on the note	
	•

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

My Plan CHECK-IN V 1			Plan	Workboard
My Notes 🔻 Filters 🗸 🗿 3				8
TO-DO (1) 5 4 Add Note	IN-PROGRESS (0)	Add Note	COMPLETED (1)	Add Note
© 12/29/2017 Create FY 17-18 Plan ≡ ■ 1 © 1 ♥ ●			© 12/11/2017 Complete What's New & Ba ₩	se docs

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.

eated by Note On Contri	utor						
	フ						
eldon							
Aonitor and document custome	issues & bu	ias relat	ted to docum	entation			
	100400 4 54	igo reia	ted to docum	entation			
SCRIPTION	DADACDA	FON	T FA FO				
3 / ⊻ \$ ≡ ≡ ≡ ≡	PARAGRA		ITFA 🚽 FOI	NT SIZ 4	-		-
						Words: (0
						Words: (D
E DATE PRIVATE			ATEGORY			Words: (D
e date Private No	YES		ATEGORY To-Do	~		Words: (D
	YES					Words: (D
IE DATE PRIVATE			To-Do	(ILL			D
IE DATE PRIVATE			To-Do LINKED TO SK	(ILL			
NKED TO GOAL Select a Goal TACHMENTS			To-Do LINKED TO SK	(ILL			
IE DATE PRIVATE			To-Do LINKED TO SK	(ILL			
E DATE PRIVATE NO IKED TO GOAL Select a Goal TACHMENTS () ADD NEW	C		To-Do LINKED TO SK	(ILL			
IE DATE PRIVATE NO	C		To-Do LINKED TO SK	(ILL			
E DATE PRIVATE NO IKED TO GOAL Select a Goal TACHMENTS () ADD NEW	C		To-Do LINKED TO SK	(ILL			

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.

NOTE DETAILS			×
Created by Note On Sheldon Mathews Penny Jones			Í
11/30/2017			- 1
TITLE: Monitor and document customer issues & bugs related to documentation			
DESCRIPTION:			
1. Go to Customer Community and check Discussion forums to address the issues & concerns of customers. 2. Share the help link related to topic.			
LINKED TO: GOAL - Shared Goal 1 for BusinessUnit1 PRIVATE: No			
ATTACHMENTS: system-push-notifications-on-mobile-app.pdf			
COMMENTS:			_
You: This can be an ongoing goal.			
A few seconds ago			-
	CANCEL	PR	INT

Figure 91: Updated Layout of Print View

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

D	11	\cdot : $\times \checkmark f_x$							
	А	В	С	D	E	F	G	Н	Ι
1	Title	Description	Category	Note On	Updated On	Due Date	Note private?	Linked to	Contributor
2	Add FY 17	-18 goals	To-Do		11/15/2017		No		
		and check Discussion forums							
3	Monitor a	to address the issues &	To-Do	Penny Jones	11/16/2017	11/30/2017	No	Goal - Shared Goal 1 for BusinessUnit1	

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.

My Plan ACTIONS V						E
Goals & Objectives	Skills Developm	ent	Learning & Certifications		Reviews	
• Active 8	At required level Above required le Below required le		Completed In Progress Pending action	4 12 7	Cancelled reviews Completed reviews In-progress reviews	1 92 1
Skills Development T Filters	~	*			GET FEEDBACK FROM	OTHERS
TITLE	PRO	GRESS	01/01 0 0 0 0 0			
Skill'			Skill GROUP SkillGroup1		ACTIONS	~
Skill' Source Position: UONE_POS; User Position		v required level				~
Source Position: UONE_POS; User	One Below					
Source Position: UONE_POS; User Position	One Below Below	v required level			ASSESS	

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.

[DELET	TE SOURCE		×
	This	activity is assigned by the following source(s).	
		SOURCE NAME	SOURCE TYPE	
		John Gartner	Person	
		assign-company-skills	Prescriptive Rule	
			CLOSE DELETE	

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.

Manage Goal Attributes				
Goal Actions				
Goal Units				
Goal Metrics				
Goal Categories				
Goal Statuses				
Goal Approval Chain				

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**.

Goal Configuration		Goal Smart Metrics	
Attributes		Actions	
Categories		Units	
Statuses		Metrics	
Approval Chain	Newly a	added menu	

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.	•
Goal library	Allows a user to select a template cre~ ated in the goal library by an adminis~ trator.	0

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.	v
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 op~tion 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 as~signed 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 perform~ ance 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 en~ abled and marked as default un~ der the Visible to attribute. For example, if the customer had se~ lected Everyone in the setting Default visibility used when creating performance yold and marked as default and enabled too. 	
Related Activities	Allows a user to associate tasks, learn~ ing, and skills to a goal. These activit~ ies are governed by their corresponding services under Admin > System > Configure System > Services. For ex~ ample, if the Skills service is enabled,	0

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.	•
SMART Metrics	Allows a user to enter metrics inform~ ation for a goal, which makes the goal <u>Specific, Measurable, Attainable, Rel</u> ~ evant, and <u>Time-bound i.e.</u> , a SMART goal.	

bal Attributes	DOMAIN	world	
TTRIBUTE	Use this checkboxes to enable/disable the visibility of the second		SIBLE 🔽
lign to parent goal (Th the Align to parent goal option visible, a user has the ability to align a goal to any Visible To other goal, in eate a parent goal for a goal. Disable this option from being visible to prevent users from being able to align		to	
oal library (Ith the Goal library option visible, a user has the ability to select a template from a list of templates that have aministrator. Disable this option from being visible to prevent users from being able to select from a list of ter		library.	~
escription (ith the Description field visible, a user can enter any information about the goal that they want to be defined a is description if they have permission to view the details of the goal. Disable this option from being visible to escription.	as a description of the goal. Other people (prevent users from being able to enter a	can see	
isible to Select one of these to display the default option on one option to each goal. There are a number of n inch other users wall will be visible. The options available are listed below with it possible to configure one otion(s) to which users a goal is visible to if not required.			
Everyone Everyone			
Everyone with access to Saba Performance can view the goal My manager & above			\checkmark
The assignee and everyone in the management chain above the assignee can view the goal.			
Management & all my reports			\checkmark
Anyone in the management chain directly above and directly below the assignee can view the goal. Just my direct reports			
Only the goal owner's direct reports can view the goal.			×
Only people assigned to sub-goals			\checkmark
Anyone who is an assignee of a sub-goal to the goal can view the goal.			
Management & people assigned to sub-goals			\checkmark
Everyone in the management and the people assigned to sub-goals can view the goal.			_
My direct reports & people assigned to sub-goals			\checkmark
Everyone in the direct reports and people assigned to sub-goals can view the goal.			_
Only assignee/goal owner Only the goal's assignee or goal owner can see the goal. No one else can see the goal, including the go created the goal can only see the goal if that person is also the goal assignee.	al assignee's manager. The person who		~
elated Activities ith the Related Activities option visible, a user has the ability to associate tasks, learning, and skills to a goal onfigure System - Services options being enabled). Disable this option from being visible to prevent users fro illis to a goal.			
esources /ith the Resources option visible, a user has the ability to associate and add attachments to a goal. Multiple a isable this option from being visible to prevent users from being able to add attachments and links to a goal.	attachments and links can be added to a g	pal.	
MART Metrics			

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.

Skills				
Name		Skill Group	Q	
Domain		Q Q Skill Library Saba Skills 🗸		
Configure S	Save Search Que	ry SEAR	СН	
Skill		New Skill Print	Export Mo	-
Skill Group	Name	Description	Skill Library	Actions
Functional Skills	Account Management	Manages sales accounts in a manner that ensures that customer needs are understood and met. Builds relationships with key decision makers while showing respect for each and every person in a customer organization. Expands sales within existing accounts and keeps track of account activities in order to respond to new developments and changes. This is in contrast to those who are unaware of customer needs; are unsuccessful at building relationships with key decision-makers; treat some individuals in a discourteous or disrespectful manner; are unsuccessful at expanding sales within existing accounts; and/or are frequently unaware of account activity that could trigger a customer contact and, consequently, miss opportunities for the business.	Saba Skills	Enable
Functional Skills	Budgeting	Creates and adheres to realistic budgets in a manner that helps achieve the organization's objectives. Tracks expenses against the budget frequently enough to make adjustments at the optimum time. Communicates budget concerns and adjustments to all appropriate stakeholders so that they can adapt their plans and expectations. This contrasts with the behavior of individuals who either fail to create budgets or fail to stick to them; who let too much time go by before comparing actual expenses to budget projections; and/or who neglect to notify important stakeholders about budget concerns or adjustments. Such individuals frequently allow expenses to spin out of control.	Saba Skills	Disable

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.

Skills				
Name	Skill Group	Q	€	
Domain Q (€ Skill Librar	ry 🛛 Company Skills 🗸		
Configure Save Search Query		SEAR	СН	
Skill		New Skill Print	Export Mo	1 2 3 4 odify Table
Skill Group	Name	Description	Skill Library	Actions
Computer & Internet	Basic Computers	Very Long Name in 80 characters	Company Skills	Delete Disable
Computer & Internet	General Computer Knowledge	Understanding relationship of CPU, I/O, Storage, and operating system.	Company Skills	Delete Enable

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.

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.

Rating Sc	ale			
Configure the def	fault rating scale tha	it you would lik	e to use for this Review Cycle.	
Generate the fina score:	al 💽 Yes, calcu	llated) Yes, set manually by the review owner	○ No
Show N/A in the	rating scale:	~		
RATING SCALE 8	EXPECTED DISTRI	BUTION		
1 to 5	1 as lowest value) 1 as highes	t value UPDATE	
MINIMUM SCORE	MAXIMUM SCORE	RATINGS	RATING NAME	EXPECTED DISTRIBUTION
1	1.49	1	Does Not Meet Expectations	5
1.5	2.49	2	Somewhat Meets Expectations	15
2.5	3.49	3	Meets Expectations	60
3.5	4.49	4	Exceeds Expectations	15
4.5	5	5	Outstanding Achievement	5
				Total: 100

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.

Rati	ing Scale				
Show		scale: 🔽			
RATIN					
11	TRANSLATE RATI	NG SCALE		×	۲
	Locale:	Deutsch	(German) 🗙		
F	RATING SCALE & I	EXPECTED DISTR	IBUTION		
	MINIMUM SCORE	MAXIMUM SCORE	RATINGS	RATING NAME	
	1	1.49	1	Erfüllt die Erwartungen nicht	
	1.5	2.49	2	Somewhat Meets Expectations	
	2.5	3.49	3	Meets Expectations	
OF	3.5	4.49	4	Exceeds Expectations	
Or	4.5	5	5	Outstanding Achievement	
				CANCEL SAVE & N	

Figure 102: Localize rating scale in review cycle

	4		OFDATE		
NIM DRE	TRANSLATE RAT	TING SCALE		×	/
	Locale:	Durtest	(0		
	Locale.	Deutsch	(German) 🗙		
.5	MINIMUM SCORE	MAXIMUM SCORE	RATINGS	RATING NAME	
.5	1	1.49	1	Erfüllt die Erwartungen nicht	
.5	1.5	2.49	2	name2	
L	2.5	3.49	3	name3	
	3.5	4	4	name4	
l				name3	

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.

Reviews, Meetings & Interviews 🔻 Filters 🔨								
TYPE STATUS			DUE DATE ON OR BEFORE		DUE DATE ON OR AFTER			
All	\sim	In Progress	\sim		÷		÷•••	

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.

Reviews, Meetings & Interviews 🍸 Filters 🔨							
ТҮРЕ		STATUS		DUE DATE ON OR BEFORE		DUE DATE ON OR AFTER	
All	~		1		÷		Ē
ACTIVE YEAR FROM		ACTIVE YEAR TO	٦				
10-May-2017	÷::	09-May-2018	ð				

Figure 105: New filters

Reviews, Meetings & Interviews 🍸 Filters 🔨							
ТҮРЕ		REVIEWS		STATUS		DUE DATE ON OR BEFORE	
Reviews	~	My reviews	~	Activated, Draft, Pending	\mathbf{v}		
DUE DATE ON OR AFTER		ACTIVE YEAR FROM		ACTIVE YEAR TO			
	<u></u>	10-May-2017	÷•••	09-May-2018	Ē		

Figure 106: New filters

Use case

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

Chapter

Pulse 360

Topics:

• Increased anonymous number of active employees for Pulse data

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.

Recruiting Home Manage Job Requisitions	WORKFLOWS				+ New Workflow		
Manage Job Offers	WORKFLOW NAME	UPDATED ON	STATUS	ACTIONS			
Manage Career Sites	System Default	16-SEP-2017	Active	VIEW			
Manage Assessments Manage Candidates	U40-cw	03-007-2017	Inactive	VIEW			
Manage Configurations	1-2 of 2						
Manage I-9 Verifications	12012						
Manage Workflows							



Manage Workhows & Bentor Technical Writer				
Candidate Workflow				6
Senior Technical Writer				
New	Interested		Interviewing	
1. Screening Pending	2. Screened		3. Telephone Interview	
A1	DO STEP	ADD STEP	4. In-Person Interview	
			5. Reference Check	
			0	ANCEL BAVE

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.

Job Details	Job Posting	s			
Hiring Team &	Publish to:	Internal and External	~		
Approvers	Requisition Workflow:	(System Default 🗙)	<		
Job Postings & Services	Enhanced Job Ad Style:	Conservative	Cool	Simple	
Pre-Assessments		Mark the external job			JOB AD PREVIEW
Summary	Auto-Unpublish:	No	×	CANCEL SAV	VE SAVE AND NEXT

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.

Sr. Softw	vid 2084 vare Engine	er					6
APPROVED ON: 24 LAST UPDATED: 24 STATUS: Active (HI NUMBER OF HIRES:	I-OCT-2017 ires Made)	HIRING MANA	Indon, United Kingdom To DO CGR: Nith_rec_admin Mane Internal and External 1 day(5)			Candidates	
	Add Candidate			TURN THE 21	Compare Candidate	00	More actions ~
Find Candidate by	name, locatio	ins and more	٩	τ Filters \checkmark	Y Saved Sear		Mark rejected
All 12 Active	12 Compl	iete 5	Interested 2		2		Schedule interview Move to Screening Pending Move to Screened
Interviewing 0	andidate	5			Sort By:		Move to Telephone Interview Move to Reference Check
	va Mathur	Current ste	Se	Next imr	nediate step	Carro	Move to Background Check Move to Candidate Finalized Move to Offer Generated More actions
Skills: User Experience D	esign Game De	sign Graphic Desi	gn i Pho	toshop Illustrator	Limore		Move to Candidate Hire
© Comments				Move	to Reference Che	ck Sel	ect another action 🛩 📑

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.

Feren den Obel Sentenbergen zum Einstein die der Sentenbergen zum 1 weiter 2007 - 12- oder Sente Mittelen der Sentenbergen zum 1 Nach Nich Mauer (Notherne Britalen zum 1 Magent Ummittel mittel changed für die Reference Check für Joh Afri fest Engineer(1222) Magent Ummittel mittel changed für die Reference Check für Joh Afri fest Engineer(1222)	
	Candidate Main Status = Interviewing Candidate step Name = Reference Check
Status of candidate Week-as been changed to Reference Clarck for the following requestion: API Text Engineer(2323) DD312 [Convertised: Activation DD312] [Convertised: Activation Funditional Areas A3 John Kon DSCARFDORE	
Wirk looking for a buildings analyse who preferably has experience with Performance Raviewa, Individual Envelopment Plans, Tylent Raviewa, and/or functions a planning. Wirk We common who can bring a new perspective and firsth sites. As a builtiess analysi at Salas, you will help product managers	
defen business requirements and product functional design specifications. As part of the product management team, you will also work dealsy the behave exponent to tern functional specifications into next-generation business services. ORGANIZATION: Sales	
EMPLOYMENT TYPE: intern	
NUMBER OF HIRES: 1	
SALARY RANGE: 120 to 590 US Dollars	
TOTAL BUDGET: 355 to 590 US Deliars	
powered by Saba Cloud	

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.

Find Candidate by nam	e, locations and more	Q y Filte	srs A Y Saved Search	hes 🗸		
Keyword			Candidate Name			
Job Requisition	Type to search		Job Applications	All		~
Application Status		~	Workflow Step	Background Chee Candidate Finaliz		~
Skills			Previous Employer			
Education			Assessment Score >=			
Assessment Score <=			Applied On >=		l	
Applied On <=		÷	% Match >=			
Location			Source			~
Eligibility		~				
			Clear fil	SAVE THIS	SEARCH SE	ARCH
				Sort by -	ELECT 🗸 🛛 A	CTIONS 🗸
CANDIDATE	STATUS	JC	DBS APPLIED	SUBMITTED ON	ACTIONS	
] Viraj kadam	Offers- Candidate Fi	inalized W	ork_job_requisition	15-NOV-2017	ACTIONS	~
Super User	Offers- Candidate Fi	inalized W	ork_job_requisition	15-NOV-2017	ACTIONS	~
Pat Rose	Offers- Candidate Fi	inalized Br	usiness Analyst- System/	14-NOV-2017	ACTIONS	~

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**.

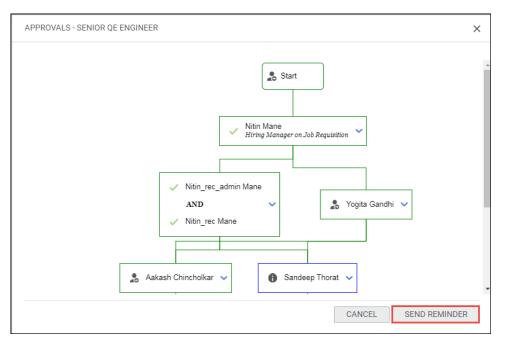


Figure 113: Send reminder to approve job requisition

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

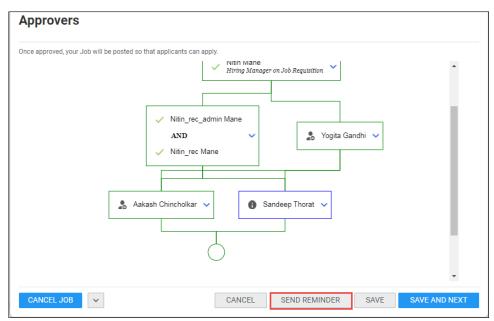


Figure 114: Send reminder from Edit Requisition view

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.

APPROVAL FLOW
This Job Offer will be sent to the people below for approval. Once approved, you can make the Candidate an offer. Only users with appropriate privileges can modify this workflow.
CANCEL SEND REMINDER

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.

SEND REMIND	ER X
To: Subject: Message:	Main and the second back of the characteristic second back of the second back
	CANCEL

Figure 116: Send reminder popup to approve job req

SEND REMIN	DER X
To: Subject: Message:	Reminder to take action on the pending Job Offer approvals Arial
	CANCEL

Figure 117: Send reminder popup to approve job offer

From: The statut Sent: Monday, November 13, 2017 11:41 AM To: The statute of the
Hi,
Reminder to open the following Job Requisition and approve or reject it.
Click here to open the Job Requisition.
Thank you,

Figure 118: Notification to approve job req

From: * ###### # #### Sent: Saturday, November 11, 2017 7:52 PM To: F####################################
Hi,
Reminder to open the following Job Offer and approve or reject it.
Click <u>here</u> 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.

OVERVIEW TALENT	JOBS		
JOB REQUISITIONS			
My job requisitions	O My pending approvals O My	y team's 💿 Direct team only	
▼ Hide filters ∧			Go to Internal Job Board NEW JOB REC
HIRING MANAGER	STATUS	REQUISITION ID	
	Q Select One	~	

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.

Home Me	My Team	People Gr	roups Admin			Sear	ch	Q Y	
OVERVIEW 1	ALENT JOBS]							
JOB REQUIS	TIONS								
 My job req Hide filters A 		ly pending approval	ls 🔿 My team's	O Direct team only		Go to Inte	rnal Job Board	NEW JOB REQUISITION	
TITLE		REQUISITION	ID STATUS		LOCATION		HIRING MANAG	ER	
Developer		1082	Active X Pendin	g Approval 🗙 🗸 🗸	Location1 × Location2 ×) ्	User One 🗙		
							CLEAR FILTE	APPLY FILTER	S

Figure 121: New filters under My Team > Jobs

Home	Me	My Team	People			Search Q 🔽	
PEOPLE	I'M FO	LLOWING	OLLOWING ME	BLOGS	JOBS		
RECENT	I JOB PO	STINGS				MY JOB APPLICATIONS	0
MY REFI	ERRALS					MY RESUME	0
MY JOB	REQUIS	ITIONS					0
● Myj ▼ Hide f	iob requisi filters 🔨	itions 🔿 I	My pending app	provals		NEW JOB REQUISITION	
TITLE			REQUISI	TION ID	STATUS	LOCATION HIRING MANAGER	
Develop	ber		1082		Active X P	Pending Approval X v Location1 X Location2 X Q User One X Q	

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.

VERVIEW DASHBOARDS	TALENT JOBS	COMPENSATION	ANALYTICS				
JOB REQUISITIONS							
My job requisitions	My pending approvals	O My team's	O Direct te	am only			
	wy penuing approvais	U wy teams	O Direct te	ani oniy			
▼ Show filters ∨ Clear filters						Go to Internal Job	Board NEW JOB REOUISITION
Y Show filters ✓ Clear filters						Go to Internal Job	Board NEW JOB REQUISITION
TITLE	REQUISITION ID	STATUS	CREATED	CANDIDATES	HIRING MANAGER	Go to Internal Job	ACTIONS
,	REQUISITION ID 2160	STATUS Active	CREATED 30-0CT- 2017	CANDIDATES	HIRING MANAGER Hemanth Puttaswamy		
TITLE			30-0CT-		Hemanth	LOCATION	ACTIONS
TITLE AssessmentPlayer	2160	Active	30-OCT- 2017 24-OCT-	3 New	Hemanth Puttaswamy Nitin_rec_admin	LOCATION Amsterdam London, United	ACTIONS GO TO HIRING TEAM

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.

MY JOB REQUISITIONS	0 0	3
NEW JOB REQUISITION		
AssessmentPlayer Requisition ID: 2160 Amsterdam		
Business Analyst - Performance Requisition ID: 1162 San Francisco, Californina		
Sr. Software Engineer Requisition ID: 2084 Q London, United Kingdom		
Sr. Software Engineer Requisition ID: 2083 Q London, United Kingdom		
Business Analyst Requisition ID: 1062 San Francisco, Californina		
	View all >	

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.

Job Requisitions						
Title					Job Family	Q @
Location			Q	Q	Hiring Manager	Q @
HR Partner			Q	Q	Recruiter	Q @
Job Requisition Status	-Select One-	~			Requisition Number	
Include Cancelled Jobs						
You have a saved query. Configure Save Search Quer	y Reset Saved Que	ry				SEARCH

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.

Job Requisitions New Job Requisition Print Export Modify Table										
Title	Job Family	Job Requisition Status	Location	HR Partner	Hiring Manager	Created by	Total Candidates	Actions		
Developer	Default Job Family	Active	Location1	UFOUR3	User One	User One	79	View Edit Copy New 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.

EW APPLICATIONS		×
TITLE	STATUS	DATE SUBMITTED
Software Engineer (1001)	New	10/10/2017

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.

Candidate Profile Fiel	ds									
The fields on this page appear on the Candidate profile page. You can update the field labels and change their visibility. Please make a note of updated labels, because you cannot rollback the label changes to the original values.										
Personal information										
First name	🎤 🔽 Enabled	Required	This field is required and enabled							
Last name	🎤 🔽 Enabled	Required	This field is required and enabled							
Email	🎤 🔽 Enabled	Required	This field is required and enabled							
Country	🎤 🔽 Enabled	Required								
State	🎤 🔽 Enabled	Required								
City	🎤 🔽 Enabled	Required								
Street	🎤 🔽 Enabled	Required								
Zip	🎤 🔽 Enabled	Required								
Home phone	🎤 🔽 Enabled	Required								
Mobile phone	🎤 🔽 Enabled	Required								
Resume	🔽 Enabled	Required	This field must be always enabled							
Cover letter	🔽 Enabled	Required	Must be always enabled, managed at template or job requisition level.							

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.

1 Step 1 Begin		2 Step 2 Candidate Detail	s	3 Step 3 Additional	Details		t ep 4 Ibmit Application					
Apply for: P	Apply for: Product Management - Crew \$11 (2602)											
		in	Apply wit	th LinkedIn								
			C	DR								
Resume:	Upload a resu	ume in the format Word,	PDF o	BROWSE								
	Resume on file	Arun_Testing.doc										
Cover letter:*	Upload a cov	er letter in the format We	ord, PI	BROWSE								
	Don't have a cove	r letter? Create it now										
							SAVE AND NEXT					

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.

DOCUMENTS	PROFILE	TIMELINE	COMMENTS		
Resume Cover	Letter				🛨 Download 🖌 Update
Arun Kumar Gurgaon, Hary	ana				
12/8/2017					
Respected Sir,					
employed as le	egislative direc and experience	ctor for Assem	blywoman XXX	npany, as advertised in K, Chairperson of the make me an ideal can	NYS Assembly. I believe

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:

• ** Remote Content Server Version 1.6 ** 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.

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

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

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
- Support for tracking LRS statements from External Sources

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.

🔶 🎸 SABA.	×
Add to Collection	
Select Collection	•
Create Collection	
Add Tags	
P	
Microlearning	
Save	

Figure 131: Add Tags while adding the resources

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

				≜	SABA.	
Title*				~	Mark Complete	
Saba: Home		K		L.	Save for Later	
Description						
				II\	Add To Collection	
Link*	11		Sho	Š	Share	
https://contentqe.sabacloud.com/Saba/Web_	spf/CONTE		Show me			
Microlearning			how.			
Author	Q					
Language	Q		<u> </u>			
	Q					
Tags	7					

Figure 132: Add Tags while sharing the resource

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

< BACK						
G	(50) Raghav first audition - YouTube					
0	Туре:	C=D Link Created on 2017-12-11 1:23 PM Author: Supriya Natekar More like this: Supriya Natekar's Links				
	Folders:					
Video RD	LAUNCH	Mark Complete Stop watching Like More Actions >				
Join the	discussion					

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
- Contribute link as Microlearning
- Extended control of group level notifications to members
- Enhancements to Collections (aka Bookmarks) page
- Improvised search for videos within video channel
- Search friendly Microlearning content
- Preview documents loaded prior the DCS property being enabled
- Start and stop receiving notifications on discussion replies
- Discover portlet on Home page
- View User Activity for Tin Can, social resources, and collections

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.

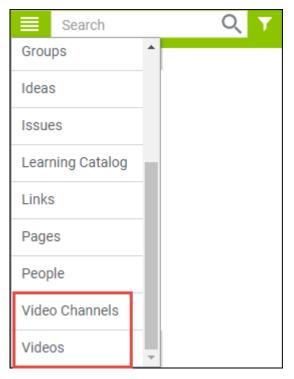


Figure 134: Old Search menu options

How does it work now?

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

Search		Q
Ideas	^	
Issues		
Job Openings		
Learning Catalog		
Links		
Meetings		
Pages		
People		
Videos	Ŧ	

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.

98 Results found	Sort by Relevance	✓ Results per page 25 ✓
Workplace Safety	Lemme Freak	MadTV Safety at Work
Channel: VC1 Last updated on2017-06-19 10:50 AM Status: Published Author: Sachin Mali	Channel: New Channel - e Last updated on2017-07- 25 12:01 PM Status: Published Author: Super User	Channel: Safety Videos Last updated on2017-09-07 10:02 PM Status: Published Author: Super User
***	****	EDIT

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.

20 Results found	Sort by Relevance	✓ Results per page 25 ✓ IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Wildlife	5 Futuristic Wearable Tech Inventions - YouTube (360p)	SSL Certificate Explained
Video added on:2017-05-04 4:23 PM Author: Super User	Video added on:2017-05-04 1:20 PM Author: Super User	Video added on:2017-07-27 11:32 PM Author: Super User
★★★★★ EDIT ▼	EDIT V	EDIT V

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

CONTRIBUTE 🖻 Meet	
Link title	URL
Your thoughts on the link	
Type the person to share with here Q	
Everyone X	
Microlearning Advanced Settings	
	CANCEL

Figure 139: Contribute Link

• Home > Participate portlet > Share a Web Link

⊂⊃ Contribute	a link		×
Link			
Title*			
Description			
Description			
			/
Link*			
 Microlearni 	ng		
Share with			
Type the pers	son to sha Q		
Shared with	Role		Action
Everyone	Viewer	~	×
Disable sha resource.	ring; others are not a	allowed to sha	are this
Advanced Sett	ngs 🗸		
		CANC	EL SAVE

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.

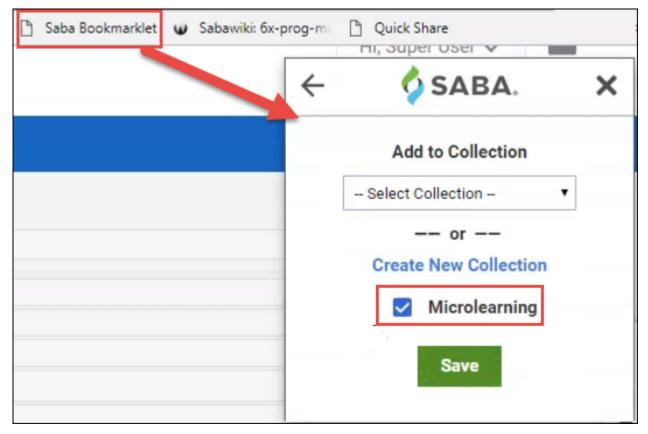


Figure 141: Contribute Link as Microlearning in BookMarklet Collection

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.

Do you wa	Do you want to receive email notifications from people you follow? Select the activities you want to be notified about.				
Tur	Turn on emails - send a notification when:				
\$	Someone I follow bookmarks something				
1	Someone begins following me				
1	Someone I follow rates/reviews a resource				
1	Someone contributes a new resource				
	Someone joins a group I own				
1	REPORT: Send me an activity summary for groups I own				
1	Someone shares a resource with me				
1	Someone replies to a group discussion I am part of				
1	Someone adds video to a video channel I am following				
1	Someone starts a new group discussion				
	Someone I follow creates a new workspace page				
	Someone updates a workspace page I own				
	Someone I follow posts a new blog				
	Someone shares a resource with one of my groups				
SAVE					

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.

MANAGE NOTIFICATIONS	X
Group Notifications Report: Activity summary for groups I own Joined a group I own Recommend a Group New Discussion started Reply posted to a discussion	EOIT SUBSCRIBE TO GROUP DIGEST MEET NOW SCHEDULE MEETING ADD MEMBERS MANAGE NOTIFICATIONS DMA SEND GROUP NOTICE SHARE BOOKMARK
C	Tags: Folders:

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.

MANAGE NOTIFICATIONS	×
Group Notifications	
Report: Activity summary for groups I own	
Joined a group I own	
Recommend a Group	
New Discussion started	
Reply posted to a discussion	
CANCEL	SAVE

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.

LIST	T OF CONTENTS	٥
**	My hidden group	ADD NEW ~
Θ	PHP 5 Tutorial	10-FEB-2017 12:30 AM
	FirstFileCDWAUJ Test Browse File	30-JUL-2016 2:02 AM
	VID-20150929-WA0012.mp4	30-JUL-2016 2:00 AM
	VID-20150929-WA0012.mp4	30-JUL-2016 1:47 AM
	SampleVideo_720x480_1mb.mp4 Test Browse Video	30-JUL-2016 1:46 AM
	VID-20160715-WA0000.mp4 Test Browse Video	30-JUL-2016 1:39 AM
	VID-20150929-WA0012.mp4	30-JUL-2016 1:33 AM
	SampleVideo_720x480_1mb.mp4 Test Browse Video	30-JUL-2016 1:31 AM
	VID-20160715-WA0000.mp4 Test Browse Video	30-JUL-2016 1:24 AM
	VID-20150929-WA0012.mp4	30-JUL-2016 1:20 AM

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.

ST OF CONTENTS			
	s to save the sequencing after reorganizing the thumbnals. JS Tutorial for Beginners	Elementarial autoined Elementarial department enforces, enforces en enforces en enforces en enforces en enforces en enforces enfo	
	Javascript tutorial	Java Hibernate Tutorial VIDEOCONTENT	Machine Learning The https://yourstory.com/2017/11/ma
	Added on 2017-11-14 7:08 PM	Added on 2017-11-14 6:56 PM	Added on 2017-11-14 7:42 PM
Details	Details	Details	Details
Ant to Gradie Over the years two tools had dominated the developer's toolbox Ant and Maven. Though these tools were highly popular with good feature set, they had one common disadvantage, that they both enforced logic to be developed in XML XML is good at describing data withch are hierarchical in haure but is not elegant when it comes to logic and program flow, thus becomes a problem when the complexity of the build script increases. Maven with its first release somewhere around 2004 heiped simplif If SUBE Added on 2017-11-147-30 PM	Notification framework document Better User Experience of Creating / Updating Notification Event and Their Actions. Comparison of the Action of Comparison	Gartner trends Gartner trends Gartner trends Gartner trends Gartner trends Gartner trends	Learning group Learning group CROUP Added on 2017-11-14 7:27 PM
Details	Details	Details	Details
	Vie	Allows to view remaining bookmarked resources.	

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.

I	RELATED RECOR	DINGS				0
			٩	ADD V	IDEO ADD MEET	ING RECORDING
*	Angular 4 Rive Login App - 1 Normality - 1 Angular 4 Login App User One 11/14/2017 8:00 PM	Mongodb And Node js User One 11/11/2017 7:57 PM	MEAN Node js and Angular User One 11/14/2017 7:55 PM	Angular Injection User One 11/14/2017 7:54 PM	AngularJs Learn and User One 11/14/2017 7:52 PM	MongoDb Start User One 11/14/2017 7:49 P

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.

Social VC 8 Videos 0 Recordings Owner:Kavya1 Mali1 Created:2017-04-24	
UNSUBSCRIBE	
SHARE BOOKMARK	
Tags: 🕀 Folders:	

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

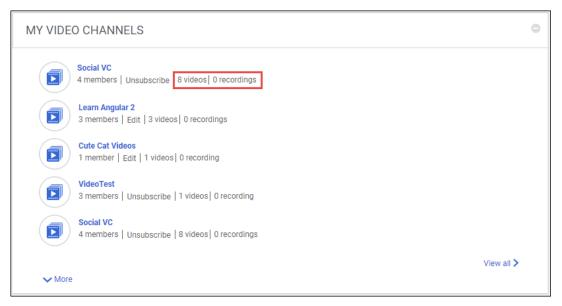


Figure 149: Count of videos and recordings on the Video Channels page

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.

FEATURED VIDEO	
	Samsung Galaxy S8 and S8+: Official Introduction

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.

Generate URL Clear All	More than 126 results found	Sort by Relevance	✓ Results per page 25 ✓
RESOURCE TYPE	Microlearning ×		-
All Files (499+)			
MICROLEARNING	Optimised Smartlist processing.docx_634 Micro learning feature test	QA_sample_m4a	Group Creation on Course and Class.docx_152
	File added on:25/07/2017 7:32 PM Author: Rajan Mistry	File added on:15/11/2017 11:25 PM Author: Sachin Mali	File added on:05/05/2017 6:12 PM Author: Super101 User101
	DOWNLOAD V	DOWNLOAD V	DOWNLOAD

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.

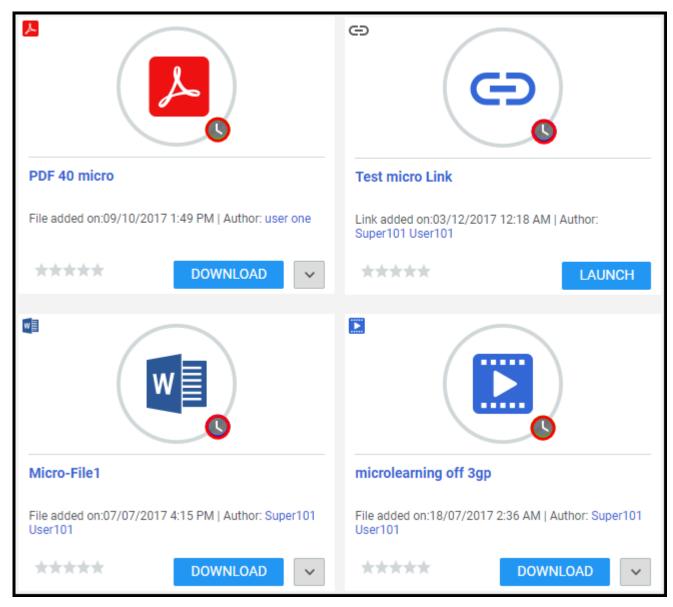


Figure 152: Timer icon on microlearning resources/content

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.

Social Home	User-generated Co	ontent								
Manage Groups User-generated Content Reassign Resources	Name				Гуре				-Select One- 🗸	
Featured Categories	Tags				Author	with (Croup)	Video Chopp	el, Conference)		ତ୍
	Language Updated On >			<u> </u>	Vicrolea			-		
	Configure Save Search Que	гу				-			SE	ARCH
	Social Resources							New	Resource Print Export M	1 2 3 4 5 odify Table
	Name	Туре	Status	State	te I	Domain	Author	Updated On	Actions	
	DCS	File				world		14/03/2017	Flag Resource Certify Resource Change Domain Delete Resource	
	R-DCS	File				world		14/03/2017	Flag Resource Certify Resource Change Domain Delete Resource	

Figure 153: Search Microlearning content as admins

Use case

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

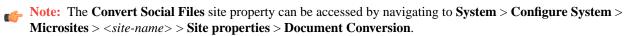
Preview documents loaded prior the DCS property being enabled

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.



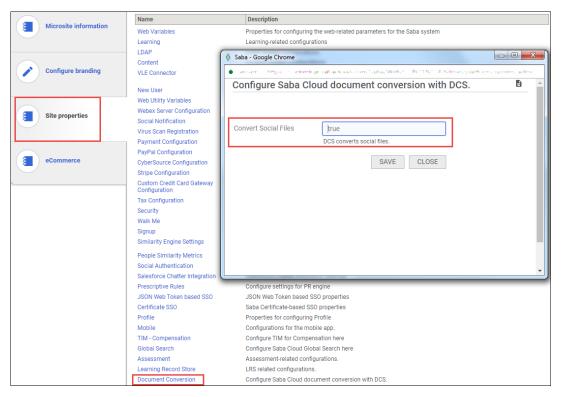


Figure 154: Document conversion site property

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.

up-0070 -	Discussions	
By Us I have	rating orders with negative values er One on 11/05/2017.6:50 PM : an SEC ID 5C migration customer who has discovered that orders with negative values did not migrate. Is this a known issue? d orders with negative values be part of the migrated data? REPLY	Mark answered: III 0 votes SHARE WATCH STOP NOTIFICATION BOOKMARK Tags: Folders:
responses	Oldest First 🗸	
	er One replied to User One 42 minutes ago n anyone assist here?	0 votes ┢ F
8	Sachin Mali replied to User One 41 minutes ago I'm on it, will share the updates in a while.	0 votes 🐞 Edit F
	User One replied to User One 36 minutes ago ok, thanks.	0 votes 🐞 F

Figure 155: Stop Notification link on Discussion details

Group-0070 - Discussions	
Migrating orders with negative values By User One on 11/05/2017 6:50 PM : I have an SEC to SC migration customer who has discovered that orders with negative values did not migrate. Is this a known issue? Should orders with negative values be part of the migrated data?	Mark answered: 🍁 0 votes SHARE WATCH START NOTIFICATION BOOKMARK Tags: Folders:
7 responses 🔁 🔲 Oldest First 🗸	
User One replied to User One 42 minutes ago Can anyone assist here?	0 votes 🔟 Reply
Sachin Maii replied to User One 41 minutes ago I'm on it, will share the updates in a while.	0 votes 👘 Edit Reply
User One replied to User One 36 minutes ago ok, thanks.	0 votes 🍿 Reply

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.

From:	Islim Gadiner
То:	You; Group-0070
Re:	General:Migrating orders with negative values
Posting I	Reply To : Migrating Orders with negative values
To respo	ond, simply reply to this message. You can also view the discussion <u>here</u> .
	e or simply respond to this email with "-Unsubscribe" appended to to unsubscribe from futher emails.

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.

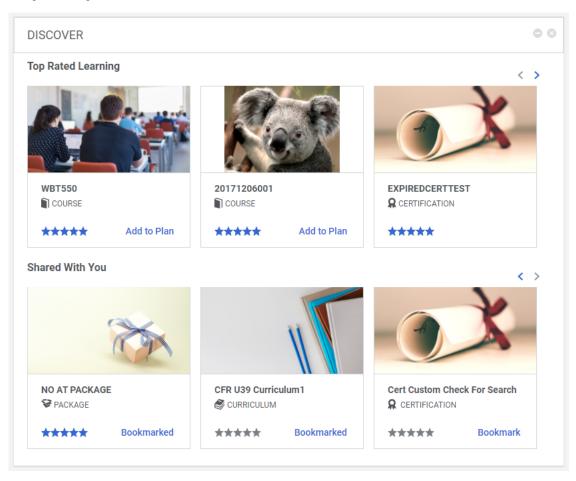


Figure 158: Discover portlet - Top Rated Learning

ISCOVER							
te-Sized Content							<
L		P		w		w	
PDF - DCS		UP38 PPTX		R-DCS		DCS UP38	
****	Bookmark	*****	Bookmark	*****	Bookmark	*****	Bookmark
nared With You			WHEN THE REAL PROPERTY OF		x		,
1- Istqb_foundation_lev	el_syllabus_2011.Pdf	Admin Services Con Comments1.Xls	figuration-With	Featured_certification1		Greek - Video	
****	Bookmark	*****	Bookmark	****	Bookmark	*****	Bookmark

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.

LRS STATEMENTS	×
Activity name VERB NAME DATE ON OR AFTER attempted	Q Y Filters A
CLEAR FILTERS	APPLY FILTERS
Supriya Natekar attempted tincan "Golf Example Assessment" 2017-11-22 7:47 PM	
Supriya Natekar attempted tincan "Golf Example - Tin Can Course" 2017-11-22 7:45 PM	

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.

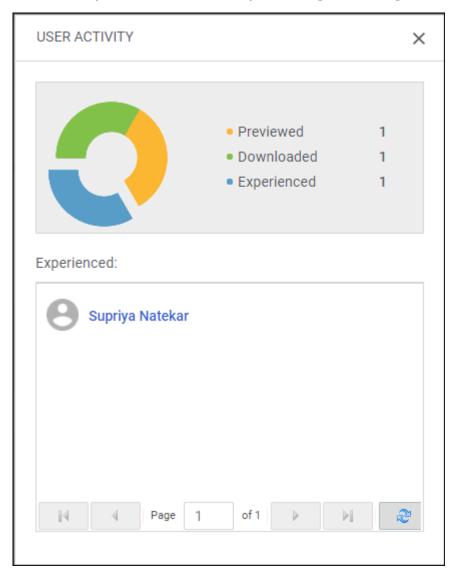


Figure 162: User Activity on File

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.

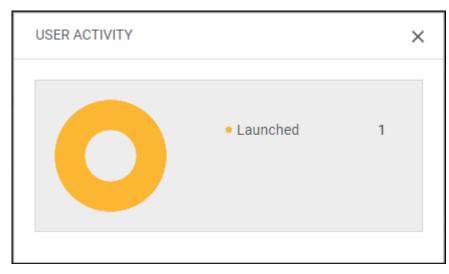


Figure 163: User Activity on Link

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

USER ACTIVITY			×
	• WATCHED	1	

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.

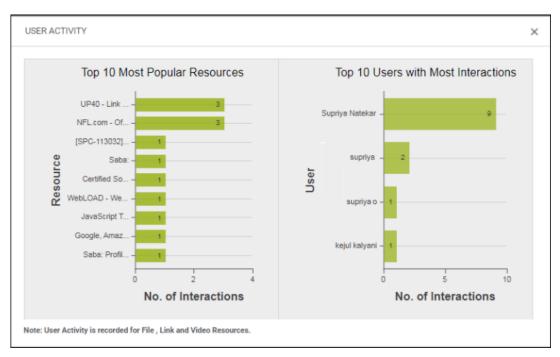


Figure 165: User Activity on Resources within the Collection

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
- BCC Settings to also support semi-colon separated values
- New keywords for Resource Assigned notification event
- Support for additional locales
- Number of days after which password needs to be changed honored for all configured domains
- Additional configurations for system administrators
- Improved Usability of Security Roles Import option
- Saba Certificate for MicroApps
- Alerts for system administrators
- Configure the period for termination notifications
- Auto-populate Company field is now configurable
- Improved traceability of PR
 execution
- Additional operators added for date selection in Smartlist
- Increased CSV input limit for criteria builders
- Import a list of users into an Audience Type
- Authentication
- Data Integration
- REST API

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.

System Home	Create Se	erver Parameters		
Configure System				_
Manage Notifications	Envelope-Fro	om Address testenve	lop@test.com1	
Config				
Notification Dashboard	Demain Cr	anifa Decementary	4.44	Parameter Print Export
Notification Templates		pecific Parameters		
BCC Settings	Domain worlD	From Address	Reply To Address	Actions
Events	world	devça@saba.com	devqa@saba.com	∕∎
Push Notification Config				SAVE CANCEL
Manage Search	_			
Manage Integrations				
Manage Security				
Manage Branding				
Manage Engagement Tools				
SAML SSO Errors				
Service Management Frame				
System Statistics				
Configure Labels				
Reports				

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.

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 <i>and</i> 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	y To Address Specifies the email address that is listed in the "Reply To:" line for all notifications (email <i>and</i> fax) sent by Notification Server.	

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@

New Event	Action		
Edit Triggered >	New Event Acti		
Event Name	Resource Assigned		
Domain	hell		
Action Name*			
Description			
Header-Footer Template	-Select One- 🗸		
Type*	 Transmit Action 		
Keyword	@Asgn_OfferingLocation@	✓ A	DD
Message Subject	-Select One- @Asgn_OfferingLocation@ @Asgn_OfferingStartDate@ @Asgn_OfferingTitle@ @Asgn_Location_TimeZone@		
Inbox Delivery	@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.

System Home	Services			
Configure System				
Services		ea of the application that may inclu rice. Disabled services are not avail		
MicroApps	disabled.			
Microsites	Search For			SEARCH
Languages		🖉 Service 🗹 Setting 🗹 Notificatio	n 🕑 Component	
Currencies				
Countries				
Exchange Rates	Domain*	world	⊙	
SSO Keys				
Import/Export Configuration			EXPAND ALL	. AUDIT DETAILS
SAML SSO Setup			EXFAIND ALL	AUDIT DETAILS
Compare Settings	Names		Enabled A	ctions
Manage Notifications	Career Planning			
Manage Search	Collaboration			PUSH
Manage Integrations	Compensation			
Manage Security	• Ecommerce			PUSH
Manage Branding	Foundation			
Manage Engagement Tools	Poundation		_	
SAML SSO Errors	■ Activity Stream	n		PUSH
Monitor Background Jobs	Advanced Sea	rch Filters		PUSH
System Statistics Configure Labels	● Analytics			PUSH

Figure 168: Advanced Search Filters

······ Terms & Conditions	PUSH
E To-Do List	PUSH
Second Se	
: ● User Profile	
······ Walk Me	
······ Webhooks	PUSH
Learning	PUSH
Advanced Compliance	PUSH

Figure 169: Web hooks

E Push Notification	√	
E Rating	×	
E Recommendations		PUSH
Reduced People Search		PUSH
······ Role		
Saba Anywhere		PUSH
··· Saba Assessment		

Figure 170: Reduced People Search

······ Archiving	•	PUSH
···		
E. Domains		
SecurityRole		
······ Two Factor Authentication		PUSH
Benchmarks		

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

Performance		
······ Feedback		Enable/disable by submitting support
····· Goals	Z	request
····· Impressions	2	
····· Reviews	Image: A start and a start	
····· Stars	Image: A start of the start	Frankla (Krankla ha
······ Workboard		Enable/disable by system admin
Planning		
Pulse 360		
····· Custom Surveys	✓	
Pulse Survey	v	
[:] Full Dashboard & Heat Map	Image: A start of the start	
Recruiting + Internal Opportunities		
Job Opportunities(Internal)		
External)	 Image: A start of the start of	
: Candidate Profile Merge	✓	
Saba Discovery		
Social Core	√	
Succession		
····· Position Management	✓	
····· Succession	9	

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 Cap~ ability 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 Cap~ ability in Advanced Search Panel	 This property allows system administrators to filter classes or courses in Ad-vanced Search panel depending on the Field of Study or CE Credits. The possible values for this property are: true false

Learning related co	nfigurations		ì
Chunk size for Certification recalculate	10		
Enable Custom Field Search]		
Capability for Class/Course in Global Search	true		
	This property provides the ability to filter classe Advanced Search by custom fields and display results.		
Enable Field of Study/CE Credits filtering			
Class/Course Search Capability in Advanced	true		
Search Panel			
	Provides ability to filter Class/Course in Advance Field of Study/ CE Credits and range.	ced Search depending upo	on

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.

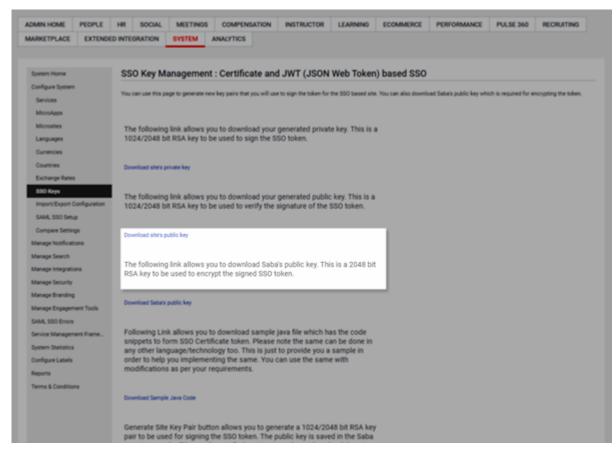


Figure 174: Download site's public key

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.

Home Me	My Team	People				Pages	Enter text	Q 7 800	
		Welcon	ne San	desh alme	ida!				
	ALERTS							×	
	0	As a cloud-bas you. After care (scheduled for	intly evolving Si sed system, you if ul consideratio the spring of 2	access Saba via third-p on, and following Micros	arty browsers and the a	rchitecture of those browse	reat features and functionality. rs can support or limit what we can ot E8, IE9, and IE10 beginning with updat Acknow	te 41	
							REMIND M	ELATER	
	ASSIGNED	aut dael			ACTIONS	×	REMIND M	E LATER	

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

System Home	Settings: User Profile	•			
Configure System					
Services					
MicroApps	Configure the policy settings for the	e service to match your company's busines	s processes. Enable or disable asso	ciated features.	
Microsites					
Languages	Settings	Notifications	Components	Description	
Currencies					
Countries					
Exchange Rates	Domain* world	Q			
SSO Keys					
SAML SSO Setup					
Compare Settings	User Invitation			V	
Manage Notifications	Job Roles (Required/Optional	0			
Manage Search	Show QR Code on User Profile	e		\checkmark	
Manage Integrations	Allow User to Add Job Roles				
Manage Security		hen internal user gets terminated			
Manage Branding	Create Internal Work History f				
Manage Engagement Tools	Create Internal Work History f				
SAML SSO Errors	Create Internal Work History f				
Service Management Frame	Create Internal Work History f			V	
System Statistics	Display Job Start Date on adr	hen external user gets terminated		v	
	Reset Manager Flag On Last				
	Company not auto-populated			v V	
	company not also populate				
	Internal Person Termination				
	Notify internal person terminati	on days (This BR is not domain specific)	1		
	External Person Termination				
	Notify external person terminat	ion days (This BR is not domain specific)	3		

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.

Configure System	Settings: User Profile	
Services		
MicroApps	Configure the active actions for the ended to match your company's husbane excession. Fachla as disable	In an an all shad farsh ware
Microsites	Configure the policy settings for the service to match your company's business processes. Enable or disable	le associated reatures.
	Settings Notifications Components	Description
Languages	ocumps Hourcaums Components	Description
Currencies		
Countries		
Exchange Rates	Domain* world Q Q	
SSO Keys		
Import/Export Configuration		
SAML SSO Setup	User Invitation	V
Compare Settings	Job Roles (Required/Optional)	V
Manage Notifications	Show QR Code on User Profile	V
Manage Search	Allow User to Add Job Roles	V
Manage Integrations	Remove user security roles when internal user gets terminated	
	Create Internal Work History for Organization change.	V
Manage Security	Create Internal Work History for Manager change.	V
Manage Branding	Create Internal Work History for Location change.	V
Manage Engagement Tools	Create Internal Work History for Job change.	V
SAML SSO Errors	Display Job Start Date on admin Profile Edit	V
Service Management Frame	Remove user security roles when external user gets terminated	
System Statistics	Reset Manager Flag On Last Report Termination	V
Configure Labels	Auto populate Company 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.

Home Me My Tea	im People Group	s Admin		Û	Search	QT	BROWSE ~
C BACK							
ADMIN HOME PEOPLE	HR SOCIAL MEETI	NGS COMPENSATIO	N INSTRUCTOR LEARNIN	IG ECOMMERCE	PERFORMANCE	PULSE 360 T	ALENT
RECRUITING MARKETPLA	CE EXTENDED INTEGRA	TION SYSTEM A	NALYTICS				
People Home	Prescriptive Rule (Details: Praneeth I	Finale				
Manage People	Main	Aember Selection	Requirements	Error Log	Processing History		
Manage Signup Rules			The gas to refine		riscand raise (_	
Rules Engine Manage Rules							123
MOTION	Processing History				F-1-1	Print Export	
Error Log Start/Stop Engine	Started On Started By 11/07/2017 05:58 AM SCHEDULER		Created On Entries to be processed 0	11/07/2017 05:58 AM	Entries processed	Failed Em	-
Manage To-Do Lists	10/24/2017 06:58 AM SCHEDULER	SCHEDULER	0	10/24/2017 06:58 AM	0	Failed Em	
Reports	10/17/2017 SCHEDULER	SCHEDULER	0	10/17/2017 06:58 AM	0	Falled Em	
Manage Smart Lists Message Center	07/25/2017 0/31 AM	1915		07/05/0017 07:01 ///		Faint De	80
Manage Recommendations	07/18/2017 06:59 AM	UONE	0	07/18/2017 06:59 AM	0	Faled Em	
	07/11/2017 10:49 AM	UONE	0	07/11/2017 10:49 AM	0	Failed Em	
	07/04/2017 06:59 AM	UONE	0	07/04/2017 06:59 AM	0	Failed Em	
	06/27/2017						× 110

Figure 178: PR Processing History page showing Started By and Run as User fields

BACK																
ADMIN HO	ME	PEOPLE	HR	SOCIAL	MEETING	GS COMP	ENSATION	I INS	TRUCTOR	LEARNING	ECOMME	RCE PERFORM	ANCE PULSE	360 T	ALENT	
RECRUITIN	IG 1	MARKETPLA	ACE	EXTENDED IN	TEGRATIC	ON SYSTE	M AN	ALYTICS								
People Ho	me		Mo	onitor												Ē.
Manage P	eople				_					_						
Manage S	ignup Ru	/es	Mo	onitor	Г									Print	Export N	lodity Tai
Rules Engl	ine		P	vescriptive Rule	Entries to	process Starts	ed On Sta	arted Dy	Run as User	Member list Creat	ted On Pro	cessing Completed On	Unprocessed entrie	n Status	Error Log	Action
Monitor	_	_	•	E_PRule	32136	11/01 07:58	/2017 SCI	HEDULER	admin	11,01/2017 07:59	PM 11/0	11/2017 07:59 PM	30130	Failed	Error	Delete
Error Lo			c	E_PRule02	10698	11/02 07:58	2017 SC	HEDULER	admin	11,02/2017 07:58	PM 11/	12/2017 07:59 PM	9692	Failed	Error	Delete
Start/St	top Engin	0		111dom1		11/05	2017 SC	HEDULER	EXTS	11,05/2017 07:00	PM 11/	5/2017 07:00 PM	1	Failed	Error	Delete
Manage T	o-Do List	ts				11 A 10	1.14			1						
Reports					L										R	EFRESH
Manage S	mart List	ts														
Message	Center		1	_	_											Þ
Manage I	accentra	indations														

Figure 179: PR Monitor page showing Started By and Run as User fields

			Prin	t Export N	fodify Table
action	Timestamp	Previous Value			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	10/25/2017			User	Silent
Manual Execution	03:22:26 AM			One	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

For Audit trail, the information will be displayed only for Manual Execution.

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

Manage Signup Rules			* = required
Rules Engine	Name*	Shuchi Test Certification List	
Manage To-Do Lists			
Reports			
Manage Smart Lists	Description		
Smart List			
Message Center			
Manage Recommendations	Domain*	world Q Q	
		Collapse all 💌	
	Group 1 /	۹ 🗈	
	Include 🗸 Interna	I Certifica V Certification V Any of V Shuchi Test Cert_X O, 🐒 O	
	AND		
	Expiration Date 👻 M	ore Than 🗸 30 🗘 Days	
	+ Add Statement		
	+ Add Group		
		COPY PREVIEW SAVE CLOSE	

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

Rules Engine	Name*	Test Certification List			
Manage To-Do Lists		reat our minaborr par			
Reports					
Manage Smart Lists	Description				
Smart List		Character Limit : 500	al.		
Message Center					
Manage Recommendations	Domain*	world	Q Q		
					Collapse all 🔻
	Group 1 //				۹. ۵
	Include v Intern	al Certifica 🖌 Certification	✓ Any of	y Shuchi Test Cert 🗙 🔍 🐒 🕻	D
	AND				
	Acquired On 🗸 0	Nder Than 🗸 365 🗘 Day	0		
	+ Add Statement				
	+ Add Group				
				COPY PREVIEW SAVE	CLOSE

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

	New Smar	CS	V INPUT					×	
		X			XXXXXXX		XXXXXXXX	XXXXX	
				XXXXXXXXXXXXXX XXXXXXXXXXXXXXX					
		X	X,X,X,X,X,X,X,X,X,X	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
		X	*****	(KXXXXXXXX					
Smart List									
Message Center								APPLY	
		_			_				
									Collapse all *
	▼ Group 1	/							Collapse all -
	= Group 1		frees 0 acation	V Location		any of	v fani	Francisco - V	
			tress/Location	• Location		any of	v Sant	Prancisco (M	
	➡ Group 1		dress/Location	* Location		any of	V San I	Francisco (M	
	= Group 1		fress/Location	• Location	× 4	any of	♥ San I	Prancisco (M	
	* Group 1 Include + Add Statem		dress/Location	• Location	× 4	lay of	V San I	Francisco y	
	➡ Group 1		dress/Location	• Location	× A	Ney of	Y San F	Francisco y	
	* Group 1 Include + Add Statem		dress/Location	* Location	× 4	any of	✓ San I	Francisco अ	

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

System Home Configure System	Configuration						6
Manage Notifications	SAMPLE DATA FILES						
Manage Search Manage Integrations	Object Name	Audience Type Member	~	DOWNLOAD SAMPLE]		
Integration Studio							
Monitor Data Extract	IMPORT SETTINGS						
Web Services (APIs)	Object Name		~				
Public Profile	object Name		÷				
PGP Configuration							
API Dashboard	CONNECTIONS					New Connection	
Webhook Notification Tem	NAME *	ТҮРЕ	SF	TP SERVER/HOST	ACTIONS		
Webhook Notification Log	3999 SFTP2	SFTP	10	1.40.8.220	×		
Manage Security	AsynchPR SFTP2	SFTP	eci	2-107-22-116-244.compute-1	×	=	
Manage Branding		SFTP					
Manage Engagement Tools	JOB	SELF					

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

ADMIN HOME	PEOPLE	HR	SOCIAL	MEETINGS	COMPENSATION	INSTRUCTOR	LEARNING	ECOMMERCE	PERFORMANCE	PULSE 360	TALENT
RECRUITING	MARKETPL	ACE	EXTENDED	INTEGRATION	SYSTEM ANA	LYTICS					
System Home											
Configure Syste	m	U	Import	_				MONITOR UI IMPOR	er -		
Manage Notifice	tions		ject Name:*	E C	Audience Type Memb	er v					
Manage Search						·					
Manage Integrat	tions	In	port Type:*	۲	Delimited						
Integration St	udio	De	limiter:*								
Monitor Data i	Extract	In	port File Nam	e:*	C:\fakepath\Copy of	BROWSE					
Web Services	(APIs)										
Public Profile							CA	NCEL SAV	/E		
PGP Configura	tion										
API Dashboar	1										

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.

Audit Details					Print Export	1 2 Modify Tab
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	12/05/201 05:55 PM
Saba Cloud	Import IdP	ldP Entityld	https://openam.sabapeoplecloud.com:443/openam	http://www.okta.com/exks6cmy0h3qZ0RQt116	admin	12/05/201 05:55 PM
Saba Cloud	SAML Enabled	Enable SAML SSO	false	true	admin	12/05/201 03:27 PM
Saba Cloud	Create Config	SAML Config			admin	12/05/201 03:14 PM
Saba Cloud	Create Config	SAML Config			admin	12/05/201 03:07 PM
(Microsite: check3, Microsite ID: deskt000000000041903	Delete Config	SAML Config			admin	12/05/201 03:01 PM
(Microsite: check3, Microsite ID: deskt000000000041903	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/201 03:01 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/201 02:46 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/201 02:41 PM
Saba Cloud	SAML Enabled	Enable SAML SSO	false	true	admin	12/05/201 02:40 PM
Saba Cloud	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/201 02:36 PM
(Microsite: check3, Microsite ID: deskt000000000041903	SAML Disabled	Enable SAML SSO	true	false	admin	12/05/201 02:25 PM
Saba Cloud	SAML Disabled	Enable SAML	true	false	admin	12/05/201 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.
- 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.

From Saba Cloud Admin Subject Saba Cloud: SAML To Me 🛣		
Hello, SAML certificates for th	te following Microsite(s) are expiring soon. Please act i	mmediately
Serial No.	Microsite URL	Certificate Expiration Date
1	http://local.sabacloud.com	Nov-22-2017
2	http://local-m1.sabacloud.com	Nov-27-2017

Thank you, Saba Team

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.

SAML SSO Setup

					SETUP SAML SSO	AUDIT DETAILS
MICROSI	IDP ENTITY ID	STATUS	UPDATED BY	UPDATED ON -	IDP EXPIRY	ACTIONS
Saba Cloud	http://www.okta.com/exks6cmy0h3qZ0	DISABLED	uone	12/08/2017 02:09 PM	10/18/2026 04:24 PM	EDIT
24nov	https://openam.sabapeoplecloud.com:4	ENABLED	uone	12/08/2017 12:47 AM	08/19/2013 10:51 AM	EDIT
Micro303	https://openam.sabapeoplecloud.com:4	ENABLED	uone	12/01/2017 08:02 AM	08/19/2013 10:51 AM	EDIT
finalItesting	https://openam.sabapeoplecloud.com:4	ENABLED	uone	12/01/2017 07:45 AM	08/19/2013 10:51 AM	EDIT
test9892	https://app.onelogin.com/saml/metadat	DISABLED	uone	12/01/2017 02:38 AM	07/23/2019 06:26 AM	EDIT
Saml mic		DISABLED	uone	11/23/2017 11:54 PM	-	START

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.
- 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.

System Home							
Configure System	SAML SSO S	etup					
Services						SETUP SAML SSO	AUDIT DETAILS
MicroApps	MICROSI.	IDP ENTITY ID	STATUS	UPDATED BY	UPDATED ON -	IDP EXPIRY	ACTIONS
Microsites Languages	Microsite_A	https://app.onelogin.com/saml/metadat	DISABLED	sysadmin	11/20/2017 06:42 AM	07/23/2019 06:26 AM	EDIT
Currencies	test20	http://www.okta.com/exk96o6c43ig98n	DISABLED	sysadmin	11/14/2017 11:58 PM	12/27/2026 06:05 AM	ED(T ¥
Countries Exchange Rates		https://openam.sabapeoplecloud.com.4	ENABLED	uone	11/14/2017 10:45 AM	08/19/2013 10:51 AM	EDIT 👻
SSO Keys Import/Export Configuration	Micro303	https://openam.sabapeoplecloud.com.4	ENABLED	admin	11/13/2017 01:50 PM	08/19/2013 10:51 AM	EDIT
SAML SSO Setup	Saba Cloud	https://openam.sabapeoplecloud.com.4	DISABLED	uone	11/13/2017 01:50 PM	08/19/2013 10:51 AM	E0(T 👻
Compare Settings Manage Notifications	1-5 of 5						
Manage Search							

Figure 186: SAML Configuration under System > Configure System > SAML SSO Setup

SAML properties are available in the third tab of the popup.

Configure IdP	Configure SP	Configure Properties			
onfigure Propertie	15				
lentity Provider entity	/D *		https://app.one	login.com/saml/	metadata/48244257656867
ervice provider alias	name *		65465_change	UJBTBT	
nable SAML SSO •			false	~	
llow Global Logout fr	om IdP*		false	~	
nable User Provision	ing Through SAM		false	~	
uthentication Expiry	time in minutes				
faximum Assertion T	ime (in seconds)				
faximum Authenticat	ion Age (in secon	ds)			
esponse Skew Time	(in seconds)		43		
rror Message Argum	ent Name				
AML Error URL					
AML Logout URL			https://www.sa	mlerro.com	

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).

SAML Configuration

The configurations to setup SAML SAML configurations across the to		lystem > Configure System > SAML SSO Setup.	The configuration options in this page are related to general requirements for
SAML Cert Expiry Notification Email Ids	mail@hrahman.com		

	Email addresses separated by comma (.) for SAML cert expiry
SAML Cert Expiry Notification Interval	5
	SAML cert expiry notification interval between each email. Default is 5 days. Configured value should be greater than 0
SAML Cert Expiry Notification Period	25
	SAML cert expiry notification period starts from this value. Default is 30 days. Configured value should be greater than 0
	SAVE CLOSE

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.

Filter:				REF	RESH METADATA	SETUP SAME SSO	
SITE	MCROSITE	CUSTOMER	STATUS	UPDATED BY	UPDATED ON +	IDP EXPRY	ACTIONS
SabaSite	Sami Microsite		DISABLED	admin	11/30/2017 2:04 PM	12/13/2017 11:23 AM	CD(7
SabaSite	Saba Cloud		DISABLED	admin	11/29/2017 11:02 AM	11/29/2026 9:38 AM	idP Metada
SabaSite	Sami Test 6		ENABLED	admin	11/28/2017 8:50 PM	12/14/2017 8:00 AM	SP Metada
							Enable
labaSite	Sami New Micr		DISABLED	admin	11/28/2017 12:15 PM		Delete
SabaSite	Saba Test First		ENABLED	admin	11/22/2017 11:47 AM	12/15/2017 9:38 AM	Audit Detail

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

System Home	Settings: User Profile		
Configure System	5		
Services			
MicroApps	Configure the policy settings for the service to match your company's busin	ess processes. Enable or disable asso	ciated features.
Microsites			
Languages	Settings Notifications	Components	Description
Currencies			
Countries			
Exchange Rates	Domain* world Q Q		
SSO Keys			
SAML SSO Setup			
Compare Settings	User Invitation		v
Manage Notifications	Job Roles (Required/Optional)		
Manage Search	Show QR Code on User Profile		¥
Manage Integrations	Allow User to Add Job Roles		
Manage Security	Remove user security roles when internal user gets terminated		
	Create Internal Work History for Organization change.		×.
Manage Branding	Create Internal Work History for Manager change.		×
Manage Engagement Tools	Create Internal Work History for Location change.		V
SAML SSO Errors	Create Internal Work History for Job change.		×.
Monitor Background Jobs	Remove user security roles when external user gets terminated		
System Statistics	Display Job Start Date on admin Profile Edit		×.
	Reset Manager Flag On Last Report Termination		V
	Auto populate Company field		2

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

Price				Scheduled post activities successfully completed for this course.
Currency		Price		Scheduling post activities more than once is not allowed for this course.
US Dollars		0.00		Remove course from all plans Drop Registrations Cancel/Discontinue classes
Availability Information				SAVE AND CLOSE CLOSE
Available From*	09/01/2017		ā	
Discontinued From	09/27/2017			
Display for Call Center				
Display for Learner	2			

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 as VERSION_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:

🔻 Group 1 🥒		् 🗈
Include V Organization V Organization V Any of	🗸 Saba Pune 🗙 🔍 🗂 🔮	×
AND Include Sub V Exactly mat V YES NO		
OR AND		
Include V Curriculum_Ma Any of Sub-criteria	✓ SPC-13948 curr × <	×

+ Add Statement

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": ["curra00000000001141"]
    }]
  }]
}
```

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==persn0000000001502)&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":"persn0000000001502"
    }
}
```

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: cmpny0000000001885 the following GET API can be called:

https://<hostname-api.sabacloud.com>/v1/people?type=internal&q=(company_id%3D%3Dcmpny000000001885, 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":"cmpny0000000001885"
    },
    {
        "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

 $https:///<hostname-api.sabacloud.com > /v1/smartlists?q=(:criteria_fileds) \& count=:count \& startPage=:startPage & include Details=:include Details=:include$

Calling Options

Table 32: Calling Options

Name Description		Sample Value	Data Type	Required?
criteria_field	riteria_field The search criteria like name		string	Yes
count The number of records per page.		10	string	No
startPage	The start page number for the list of records.		string	No
includeDetails Include details of search re~ fcord. Possible values are: true/false		false	boolean	No

Return Values

```
{
 "startIndex" : 1,
 "results" : [ {
    "criteria" : {
     "listId" : "stlst00000000039843",
     "personSnapshotContext" : null,
      "autoUpdateOnExecute" : true,
      "externalSource" : null,
      "staticMembers" : [ ],
      "optionalQuery" : null,
      "queryVersion" : 2,
      "deltaMembers" : null,
      "query" : {
        "criteria" : {
          "segments" : [ {
            "segments" : [ {
              "operator" : {
                "key" : "in",
                "label" : "Any of"
              },
              "displayValues" : {
```

```
"emplo00000000075885" : "s123 ganorkar123"
                },
                "key" : "per_id",
                "excluded" : false,
                "value" : [ "emplo00000000075885" ]
              }],
             "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" : "stlst0000000039843",
      "createdBy" : "superuser",
"updatedBy" : "superuser",
       "createdOn" : 1492774601731,
       "updatedOn" : 1493017876108,
       "versionNo" : 1
    },
    "split" : "world",
    "name" : "pg1",
    "parent" : null,
    "owner" : null,
    "description" : null,
    "id" : "stlst0000000039843",
    "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

	GET 🗸	https://contentge-api.sabacloud.com/v1/jobs/jobtp000000000000000004						Para
Auth	orization	Headers (2)	Body	Pre-request Scrip	t Tests			
	Key				Value		Descriptio	
	SabaCertific	ate			434F4E544	54E545145536974652D33313336333036313		
~	X-locale				ja_JP			

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/tunit0000000001050/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~ it0000000001050	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~ tom8":"custom 08","custom9":"cus~ tom 09"}	string	No

Request Body

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/sbscr0000000001143/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~ scr0000000001143	string	Yes	
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "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"}		

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/state000000000000000/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	state00000000005000	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

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/stlst0000000001021/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	stlst00000000001021	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

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/roles0000000001040/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	roles00000000001040	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	<pre>{"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 8":"custom 08","custom9":"cus~ tom 09"}</pre>	string	No

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/jobtp0000000001620/locale

Calling Options

Table 38: Calling Options

Name	Description	Default Value	Data Type	Required?
jobType	Job Type ID	job~ tp00000000001620	string	Yes
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "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

"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/jobrq000000000000000locale

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	compt00000000001042	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "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": "cus~ tom 01", "cus~ tom2": "custom 02", "custom3": "cus~ tom 03", "cus~ tom4": "custom 04", "custom5": "cus~ tom6": "custom 06", "custom7": "cus~ tom 07", "cus~ tom8": "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

```
{"details":[
     {
     "locale":{
       "id":"local0000000000000002",
       "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/jfmly000000000000000locale

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

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/curra0000000000000000/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	curra00000000001000	string	Yes
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "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

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/cours00000000200185/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	cours00000000200185	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "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":"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
abstract	Course abstract value	abstract value	string	No

```
{"details":[
{
"locale":{
```

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/cntry00000000000000locale

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

}]}

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/compt0000000001042/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	compt0000000001042	string	Yes
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "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":"cus~ tom 01","cus~ tom2":"custom 02","custom3":"cus~ tom 03","cus~ tom4":"custom 04","custom5":"cus~ tom6":"custom 06","custom7":"cus~ tom 07","cus~ tom8":"custom	string	No

Name	Description	Default Value	Data Type	Required?
		08","custom9":"cus~ tom 09"}		

```
{"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/crtfy00000000200020/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~ fy00000000200020	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 certification	name	string	No
description	Certification description	description	string	No
customValues	Custom values	<pre>{"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"}</pre>	string	No

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	class00000000001042	string	Yes
locale	Locale id or displayname	{"id": "loc~ al000000000000010", "displayName": "de_DE"}	string	Yes
description	WBT 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

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

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	virtc00000000001060	string	Yes
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "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

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	ilt0000000001042	string	Yes
locale	Locale id or displayname	{"id": "loc~ al0000000000000010", "displayName": "de_DE"}	string	Yes
description	ILT 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~ tom6":"custom 06","custom7":"cus~ tom 07","cus~	string	No

Name	Description	Default Value	Data Type	Required?
		tom8":"custom 08","custom9":"cus~ tom 09"}		

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

 $\label{eq:complex} Example: \ https://< hostname-api.sabacloud.com >/v1/offering/blend0000000001101/locale$

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	blend00000000001101	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	<pre>{"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"}</pre>	string	No

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/stuce00000000201818

Calling Options

Table 50: Calling Options

Name	Description	Sample Value	Data Type	Required?
held_cert_curr_Id	Held Certification/Cur~ riculum ID	stuce00000000057260	string	Yes
action	Action to be performed on the held certification/cur~ riculum. Can be one of the following: "cancel", "revoke", "changeTargetDate", "delete" The revoke action has a boolean flag called "reas~ sign". { "action": "re~ voke", "reassign": true, "auditAc~	enumerated	string	Yes

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

```
{
    "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.		text	Yes
	Possible values for the fol~ lowing fields:			
	 veteranStatus: NOT_VETERAN / VETERAN / Not Spe~ cified race: ASIAN /Not Spe~ cified disability: NOT_DIS~ ABLED / DISABLED /Not Specified gender: 0 / 1 / 2 /3 			
	 (0: Male, 1: Female, 2: INFORMATIONUN~ AVAILABLE, 3: DONT_WANT_TO_SPE~ CIFY) Mote: veteranStatus, race and disability are user lov and hence lov 			

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	

{

"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": "tzone00000000000003",

```
"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": "instl",
  "degree": "MCA",
  "schoolStartDate": "2010-01-01",
  "schoolEndDate": "2015-01-01",
  "score": "90"
 }],
 "workExperiences": [{
  "employerName": "saba",
  "roleSummary": "role1",
  "positionTitle": "Engl"
  "startDate": "2016-01-01",
  "endDate": null,
  "reasonForLeaving": "no reason",
  "salary": {
   "amount": 10000.00,
   "currency": {
    "id": "crncy00000000000001",
    "displayName": "USD"
 }],
 "skills": [{
  "name": "skill1",
  "measure": "4"
 }],
 "preferredLocations": [{
  "id": "locat00000000200121",
  "displayName": "Pune"
 }],
 "preferredCategories": [{
  "id": "jfmly00000000001040",
  "displayName": "Default Job Family"
 }],
 "salaryRequested": {
  "amount": 15000,
  "currency": {
   "id": "crncy00000000000001",
   "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/candi00000000001043

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) Mote: 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

```
{
 "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": "tzone00000000000003",
 "displayName": "(GMT-10:00) Hawaii"
},
"region":{
"id": "regio00000000000001",
 "displayName": "APAC"
},
"profile": {
 "profileSummary": "test summery",
 "readyToRelocate": true,
 "demographicInformation": {
  "veteranStatus": "NOT_VETERAN",
  "race": "OTHER_RACE",
  "disability": "NOT_DISABLED",
  "gender": 1
},
 "educations": [{
  "institution": "instl",
  "degree": "MCA",
  "schoolStartDate": "2010-01-01",
  "schoolEndDate": "2015-01-01",
  "score": "90"
 }],
 workExperiences": [{
  "employerName": "saba",
  "roleSummary": "role1",
  "positionTitle": "Engl"
  "startDate": "2016-01-01",
  "endDate": null,
  "reasonForLeaving": "no reason",
  "salary": {
   "amount": 10000.00,
   "currency": {
    "id": "crncy00000000000001",
    "displayName": "USD"
   }
 }],
 "skills": [{
 "name": "skill1",
  "measure": "4"
 }],
 "preferredLocations": [{
  "id": "locat000000000200121",
  "displayName": "Pune"
 }],
```

```
"preferredCategories": [{
    "id": "jfmly00000000001040",
    "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.		text	Yes	
	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 Image: Note: During POST, in case the candidate already exists then the ID of candidate is mandatory in Re~ quest Body. Only the resume can be updated for a can~ didate. 				
files:type	Valid values for the files:type attribute are: resume coverLetter other 				
	Any other keyword will cons to using "other" keyword).	ider the file being upl	loaded as an unspecif	ied attachment (equals	
resume	Resume of the candidate		file	Yes	
coverletter	Cover letter of the candidate		file	No	
other	Other file of the candidate		file	No	

```
{
"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": "emplo00000000000001",
  "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": "postn000000000000000",
  "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": "tzone00000000000003",
 "displayName": "(GMT-10:00) Hawaii"
},
"region":{
 "id": "regio00000000000001",
 "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": "crncy00000000000001",
    "displayName": "USD"
   }
  }
```

```
}],
    "skills": [{
     "name": "skill1",
     "measure": "4"
    }],
    "preferredLocations": [{
     "id": "locat000000000000121",
     "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/jrqcd00000000001022

Calling Options

Table 54: Calling Options

Name	Description	Sample Value	Data Type	Required?
id	The ID of job application to be updated	jr~ qcd00000000001022	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

```
{
   "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": "emplo00000000000001",
  "displayName": "uone"
 },
 "offerSalary":{
    "amount": 20000.00,
    "currency": {
     "id": "crncy00000000000001",
     "displayName": "USD"
    }
   },
 "agencyFee":{
    "amount": 500.00,
    "currency": {
    "id": "crncy00000000000001",
     "displayName": "USD"
    }
   },
 "referralBonus":{
    "amount": 100.00,
    "currency": {
     "id": "crncy00000000000001",
     "displayName": "usd"
    }
   },
 "referralSourceNotes": "reference note description",
 "position":{
  "id": "postn0000000000000000",
  "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": "tzone00000000000003",
 "displayName": "(GMT-10:00) Hawaii"
},
"region":{
"id": "regio00000000000001",
 "displayName": "APAC"
},
"profile": {
 "profileSummary": "test summery",
 "readyToRelocate": true,
 "demographicInformation": {
  "veteranStatus": "NOT VETERAN",
  "race": "OTHER_RACE",
  "disability": "NOT_DISABLED",
  "gender": 1
 },
 "educations": [{
  "institution": "instl",
  "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": "jfmly00000000001040",
```

```
"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.