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Kenexa®
HR SUCCESS MULTIPLIED

Kenexa 2x BrassRing®
Release 12.5
Product Update Guide

Release Date: 21 July 2011

Document Date: 16 September 2011

Kenexa **2X** BrassRing®

When you multiply the right individual by the right environment, success is inevitable.

iXe=s

About Kenexa

Kenexa is a leader in building the world's greatest workforces. Using the unique combination of software, science and business process optimization, Kenexa helps organizations hire and retain a more productive workforce. We take great pride in being the only company in the world to offer these combined services, which ultimately link human resource processes to business outcomes.
We believe that no matter who they are, or what part of the world they live in, people define themselves by the work they do. When people are in jobs they love, and are in environments that maximize their potential, they are not only more productive employees, they are better parents, friends, partners and neighbors. It's the core of our mission, our passion and our purpose—globally serving humanity, everyday.

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Approval Routing – Req Subsidiary Forms

This feature extends sequential approval and approval routing support for req subsidiary forms.

Product	þ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	¨ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	¨ No – requires specific conditions / configuration for visibility.	
	þ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	þ Specific conditions required – see details below.	
	¨ Configuration required – contact your CSC for implementation details.	

Feature Description

Sequential approval with approval routing is now supported for Req subsidiary forms in 2xB as well as on mobile devices for 2x Mobile®.

The following figure shows a sample approval section for a user adding/editing a req subsidiary form configured in Workbench for sequential approvals.

To support this feature, a new Form Approval column appears in the req subsidiary form grid when viewing the form. The column appears regardless of whether sequential approval has been enabled or not, though it is empty when not enabled.

Users cannot delete a req sub form while it is pending approval.

How Do Clients Get this Feature?

This feature is controlled by Workbench req sub form attribute and 2x Mobile field settings in Workbench. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

You enable approvals for a req sub form in Workbench via **Edit form attributes**, with an option to select sequential routing.

You also configure the req subsidiary form fields that support approvals for mobile devices in Workbench, via **Define mobile display fields**. (Process is identical to candidate form field approval selection.)

To enable approvals:

1. Select **Tools > Forms > Reqs > Req subsidiary forms** > **Add new form** / [select form] **Edit form attributes**

2. Select Sequential, and **Single per req** (only Single per req forms are allowed with approval routing).
3. Save the form.

4. Next, select **Tools > Forms > Reqs > Req subsidiary forms** > [select form] **> Edit form approvals.**

5. Complete the approval options and save the form.

To configure mobile device fields:

1. Select **Tools > Forms > Reqs > Req subsidiary forms** > [select form] **> Define mobile display fields.**

2. On the Define Mobile Display screen, select fields to display for approvers from the active fields, and save.

Automation Manager – Notifying Recruiter or Hiring Manager

Workbench Administrators can now select an auto-fill form field where the source is the standard req Recruiter or Hiring Manager field for Automation Manager (AM) trigger notification emails.

Product	☑ 2x BrassRing ☐ New UI ☐ Workbench Self-Service ☐ Talent Gateways	☐ Agency Manager ☐ Data Insight Tool ☐ SmartApproval ☑ Automation Manager
Visible Changes	☑ No – requires specific conditions / configuration for visibility. ☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below. ☑ Specific conditions required – see details below. ☐ Configuration required – contact your CSC for implementation details.	

Feature Description

New functionality allows the Workbench Administrator to select a an auto-fill form field where the source is the standard req Recruiter or Hiring Manager field for Automation Manager (AM) trigger notification emails.

These fields are available for the following Automation Manager trigger types:

- Assessments
- Candidate HR Status - send Talent Record
- Candidate HR Status Aging
- Disposition Hired Candidates across all Requisitions
- HR Status update - notify candidate

For all other Automation Manager Trigger types, the field and field label and Select box are hidden.

How Do Clients Get this Feature?

This feature is enabled in Workbench. Please contact your CSC or certified Workbench Self-Service user for more information.

Workbench Self-Service Certified Users

To configure the Recruiter or Hiring Manager auto-fill form fields in Automation Manager:

1. In WB Select **Tools -> Automation Manager > Admin > Add new trigger/Edit Trigger > Configure Notification tab**
   Where trigger type can be:
   o Assessments
   o Candidate HR Status - send Talent Record
   o Candidate HR Status Aging
   o Disposition Hired Candidates across all Requisitions
   o HR Status update - notify candidate

2. Select the **Configure Notifications** tab.

3. Select the **Users selected in form fields…** checkbox in the Select Recipients area and click **Select >>** .
    The Search for Form fields dialog box displays.
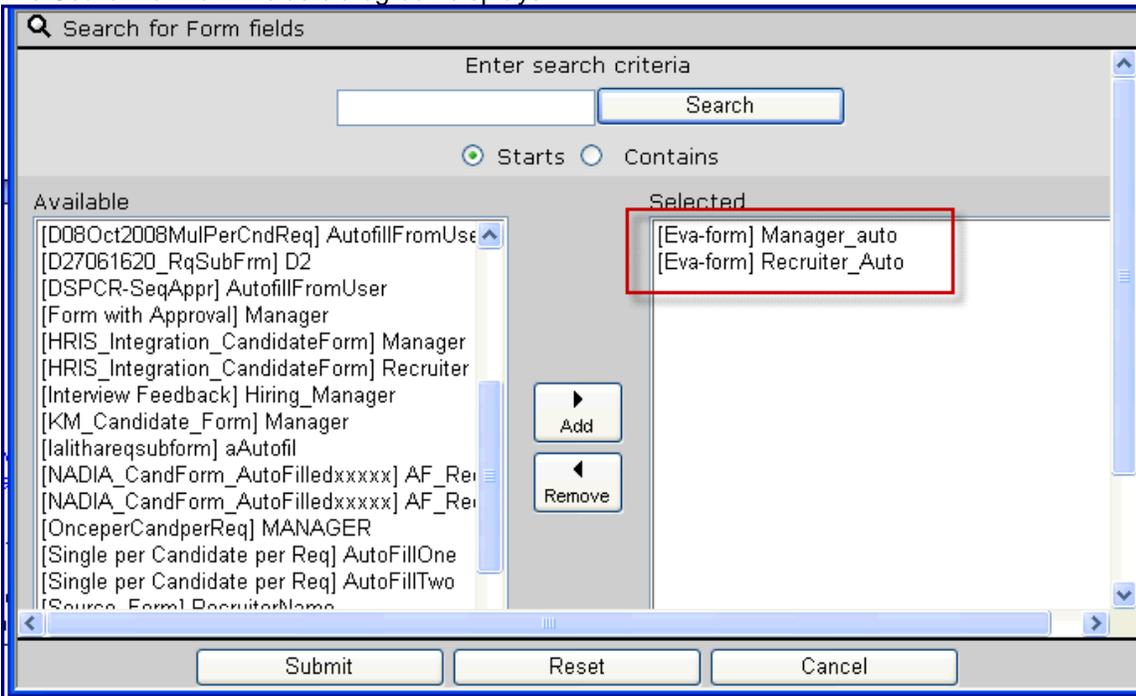
4. Select the desired recipients. Automation Manager will send the communication to the user selected on the form with the auto-fill field. Any changes to the user on the form after being auto-filled will be picked up, so the most "current" user will be the one to receive the communication.
5. Click **Submit.**

Automation Manager - Notifying Recruiter/ Hiring Manager⏐ 3

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Candidate-Specific Application Programming Interfaces
Configuration Guide
September 2011

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Accessing the Services

This section describes the addresses for the services used by the Candidate API features. Clients need to be provided with a shared key that Kenexa creates. Your Kenexa consultant should submit a maintenance ticket s to the 2xB Integration team requesting the creation of the key.

Message Router Addresses

The message router addresses you need to invoke to get search results are as follows:

Staging Environment:
http://stagingimport.brassring.com/WebRouter/WebRouter.asmx

Production Environment:
http://Import.brassring.com/WebRouter/WebRouter.asmx

Web Service Description Language Paths

The Web Service Description Language (WSDL) paths for message router web services are as follows:

Staging Environment:
http://stagingimport.brassring.com/WebRouter/WebRouter.asmx?wsdl

Production Environment:
http://Import.brassring.com/WebRouter/WebRouter.asmx?wsdl

Example XMLs

This section provides examples of the full Encrypted and Decrypted Request XML along with specific request and result structure for the various defined methods.

Sample Encrypted Request XML

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
    <Sender>
        <!-- Valid id of an Enterprise (KRB) user.  To be provided by our implementation team -->
        <Id>4873</Id>
        <!-- Encrypted string to identify the client.  To be provided by our implementation team -->
        <Credential>1sU9JELZ8z9tPsHw8FDjyw==</Credential>
    </Sender>
    <Recipient/>
    <TransactInfo transactType="data">
        <TransactId>11/17/2008</TransactId>
        <TimeStamp>12:00:00 AM</TimeStamp>
```

```
        </TransactInfo>
        <Unit UnitProcessor="Decryptor">
            <EncryptedData xmlns="http://www.w3.org/2001/04/xmlenc#"
Type="http://www.w3.org/2001/04/xmlenc#Element" Encoding="utf-8">
                <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
                <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
                    <!-- KeyName to be supplied to client by our implementation team -->
                    <ds:KeyName>Integration</ds:KeyName>
                </ds:KeyInfo>
                <CipherData>
                    <!-- CipherValue consists of 16 bytes of iv factor, plus AES encrypted string (Unit node in
clear text example) -->
                    <CipherValue>
eGNLQUd4dzB2UDgzWlJUbDIxWDFUdz09anY0Lzc5R2ZqUXpjemEra2FCc3FFZENPSVJkcXdMOWtER1Yvcj
V4TDdDVjRpOTJNeW1HVWIQNFYyRW4zSVUrdklLYUdwTFFrcTduMU9aaEd0U1p6M3JldDZidDdrRVRFOXg
2STEvdlMvUEI5T3VEbU1WMmxPSTU0M1RCRmJ4dzRxRWtJNStCNEIsQUIIcVVoTncvSlFacDJkZ05la083MS
8rbjkzNkoxSEFxMkdmZGxHeUVINzB3TVUxYXo1dWFTYWtIK2RwbERPcm5BQTBHU2dBeDDE2YklppdUFIMXR
3Q1BITjBWVEJBSnFFMS3BYSEITaFRpUXpISHY2QjRnUU5nUnpYSjhtNldaVitzeU1TM1diU1VPa2s5L3BQNm5
LbnczczRMY2NIZDJYbkVrdDZ1RXd1S3dGS1A5YjZ2SFlwYnRmMUcwTEpKS1lwamthWkRENWpaejV1Y1Rsa
GhFS3NJOE5LU1IhNDRLVEIUUzV5ajRtOW9UZWZmYitaYnpKQ2RTRU1Zc1pFM09ESithTWINSVYzdUFRUT0
9</CipherValue>
                </CipherData>
            </EncryptedData>
        </Unit>
    </Envelope>
```

Sample Decrypted Request XML

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
    <Sender>
        <Id>10540</Id>
        <Credential>11721</Credential>
    </Sender>
    <TransactInfo transactType="data" transactId="075cbfe6-b9dc-49f9-8f12-8eae62b62055">
        <TransactId>10/24/2008</TransactId>
        <TimeStamp>12:00:00 AM</TimeStamp>
    </TransactInfo>
    <Unit UnitProcessor="AuthenticateTGUser">
        <Packet>
            <PacketInfo packetType="data">
             <packetId>1</packetId>
            </PacketInfo>
            <Payload>
             <InputString>
              <ClientId></ClientId>
              <SiteId></SiteId>
              <Username></Username>
```

```
          <Password></Password>
        </InputString>
       </Payload>
     </Packet>
   </Unit>
</Envelope>
```

Full Encrypted Results XML

```
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by () -->
<Envelope version="01.00">
   <Sender>
      <Id>QE</Id>
      <Credential>AXc9N72IF+3UhS8HUZq+FA==</Credential>
   </Sender>
   <Recipient/>
   <TransactInfo transactType="response" transactId="c67f4099-52ba-4343-8daf-065b654abbef">
      <TransactId>4/26/2011</TransactId>
      <TimeStamp>12:00:00 AM</TimeStamp>
   </TransactInfo>
   <Unit UnitProcessor="Decryptor">
      <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
         <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
         <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
           <ds:KeyName>Integration</ds:KeyName>
         </ds:KeyInfo>
         <CipherData>
```

```
      <CipherValue>R2syOUNqVGlHeIpPM0ZWZUpLUW8rZz09MWNIaWd3eDIPOHhSTE1LaGNQSGZRUVN5
SmVPRUZORW1hTm1WOS8vSVFMdXRtWkk4TlZvU2hCUIo4RzA0dlFTcW9PQ2x0NUhGYVUwWVZZlWkYwd
2YxcnRIZ01IcFNGNzEveeG1zRExrM0RPbHhySFBFdytENDdBRUJzQnRiSW5tczc0eitWRXc0czFvVVg4aC94dF
dKSGdGM1IiVUZwWkItQ2I2Y2hya1hIcIRIWEk2RXlnaVJDM2FIUVpLMzBLZXF2d29EK0NneFpEQ055Z3NiTV
NSTU85d1BwTFZ3ZldKRDVSclArS0NndXFqZDZvY2NQd2hwalFpODIoQTd1d25FQi9aWjN4cnMwVUp3KzVt
U3IUeXZ4R2hWYjVoUCtHL3ZsOVVJejBTCm5qbjRac1Jvcjd0MVVVzVmQ5U1FRZ3p6Tmd5RVFhTGRreTBTen
dYWEpYalhQRVZZWjdHMXN2NVZ4UG1GaWWw1Z3JsTHRFbzMxVndMUk1na3o2N2xWZjVnL0U2cEVVOZ3N
LRWpKTXdsTFBIR1ZFTElVbEIKb2xXckkN0QVF5UEN3Y3JUMkREWG4rSUVMVXBJVWWFrL0M0c0YxZ1oralowS
E0wSzRYOTB1YTlHOVRZZ0hhb2RmOGZzbIo3MWp0YkpNS1RpVCttZkRUTnB2WHNFVFN2M2dKd3NYY2w
2Z2RvMFMxSHBMRVZpNHJuc1NwaUxUOThyQk1na2JhbTNQTjlLYzloK0RLdlFYWDdtUWVMMMHZCdUhMY
U5VZ2VLRkVUnQxaWpIMm5XM3ptMHdBbUcrbHd5ZVFFaHVVCZFIBdkIuVkJFY021Ita1NKd2QxN3JNaUE5O
TFLUUNsR2xJY1kyVmFHNW80RzJQQVBBdlE3Z2IrZEhaML05nNjZYZ3dIYWRWTC9TUnJoZ2FpQUVVXWjBGVz
Q5YIVBbVZQUE0wUGxlamdXUDM0SE5YYjIsb1A2V1hOME1rT2V6bjdKKeUttbjJ2M1huejhCTko4QjRIUSt1U2
1wUIhTYTIzMIJ4UjU3SmtyZ2VrL0QzQ0RuWTcyaHkxU2o0a3aJJcWJ0NmRtU0NGcWBJmSXpqYVg5NFRIOHIQ
VkNPTHRmVIfOZ3IwUjVVMURIZ3hJUWIZRUZqVVd4QmVyWDhIeC82MzJUWWjJmVWxxZOStJQ2E3djZjdUh
WaWWF6V3IvVIM2RkVzY1Rxc3dBZmh2SDV5NyZWbC9YSURwQ2VsWjdrcjFFMEF0aEIMMbkJWcIFhSjZEVkZRb
k1Vd2Vudi9VQjk1WEl1bTFVeGFCdVJIUDdjjVXhXOS80T1iiNjVqanJhRVJIRVV3TU5iOTJiSGtTQmIWQUI5QXI
zbzdRajJGGSWhncFZyR1NtTXY0Sm9hMFZPVWNCZIB1ZEFoeHHVIVytoTHlpakkvZURRQWXpyb2V5azgvVFc5ZG
```

hnOTFhRUVCZUVUakFGeXJheXNiNlo5ZmJ4MU9DZG9vcXl0dm15ZDNaR2tVZTV0QVVxRStiU3A3R1F3Qm
w2TVRUencvVHVUVE8xeEJXSXYvMGtLUjdDWFRTTzdrejNYVE5HQm9VTTB2L2k4SHc2UEdzWkFhWjhXU
ZhcnJYSG92TnBLOURIQ1FUb3Nya2swVlQwVENhcldCTWpnbnlCV0hOTEYvTGlOb1NCZ3hSemN3bU5XUEF
FczhxS1JPNk1DOERUZWd1bTNNRmxuQWRkQWNndTh1MERleE91c29BTHBvTXZZSG1kd2d1Q0YmlhZG0xR
WdYYW9wN2pWTjlRTk83VlcwUmwzcUZkWE5OYjAxWGhyY0d4SUNxMmNNsdU50TDJ6OWtVTDdpdmdKb
EdwSVoyeEpnQTJuc0M5ckt0HU1NWUm1MN3hzYk5ScFRZWnM1UmI2TWU4NUtRM0hFazM3d1VMci9Mc
0VuZkJpcnnd4OTJrZVMrMTFCTmRVT1Vhcmkzel5YbVI4WkhHd2JaaW9qWFk1bER0Wld4cDRFdDlBRWpm
NDhrTFh0Z3dhNEU5dDFFV1VINlMvUUw3MXNQSlpGcDhRd0VFcjRrNHFwenRRJRXhPZHZIWnduVzVkM3ZG
eGF2b2VVNlVwTTErVHJaS3dwM0NYQUMvUT09</CipherValue>
        </CipherData>
      </EncryptedData>
      <Status>
        <Code>200</Code>
        <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
        <LongDescription/>
      </Status>
    </Unit>
    <Status>
      <Code>200</Code>
      <ShortDescription>Success</ShortDescription>
      <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
  </Envelope>

Authenticate User XML

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
  <Sender>
    <Id>10540</Id>
    <Credential>11721</Credential>
  </Sender>
  <TransactInfo transactType="data" transactId="075cbfe6-b9dc-49f9-8f12-8eae62b62055">
    <TransactId>10/24/2008</TransactId>
    <TimeStamp>12:00:00 AM</TimeStamp>
  </TransactInfo>
  <Unit UnitProcessor="AuthenticateTGUser">
    <Packet>
      <PacketInfo packetType="data">
       <packetId>1</packetId>
      </PacketInfo>
      <Payload>
       <InputString>
        <ClientId></ClientId>
        <SiteId></SiteId>
        <Username></Username>
        <Password></Password>
       </InputString>
```

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```
            </Payload>
        </Packet>
    </Unit>
</Envelope>
```

SSO Support

To Support SSO TGs, we are using existing API (Authenticate User) where user has to send the Client Id / Site Id / SSO ID and we will generate the new user at our end and then send the Authentication Token back to client. Client can use that token to access other APIs.
Input String

```
<InputString>
        <ClientId></ClientId>
        <SiteId></SiteId>
        <SSOID></SSOID>
</InputString>
```

Business Rules:

·   For SSO support, we are using existing Authenticate User API with addition of new node called SSOSessionID, which will have valid SSO Session ID.
·   If we don't find entries for that SSOSessionID in our system we will treat that as new user and create a new user and send Authentication Token which is used to access other API calls.

Input to Candidate Web Service

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
    <Sender>
        <Id>10540</Id>
        <Credential>11721</Credential>
    </Sender>
    <TransactInfo transactType="data" transactId="075cbfe6-b9dc-49f9-8f12-8eae62b62055">
        <TransactId>10/24/2008</TransactId>
        <TimeStamp>12:00:00 AM</TimeStamp>
    </TransactInfo>
    <Unit UnitProcessor="AuthenticateTGUser">
        <Packet>
            <PacketInfo packetType="data">
                <packetId>1</packetId>
            </PacketInfo>
            <Payload>
                <InputString>
                        <ClientId></ClientId>
                        <SiteId></SiteId>
                        <SSOID></SSOID>
                </InputString>
            </Payload>
```

                                        5

```
                    </Packet>
            </Unit>
    </Envelope>
```

Final Output from Candidate Web Service

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
        <Sender>
                <Id>1364</Id>
                <Credential>1sU9JELZ8z9tPsHw8FDjyw==</Credential>
        </Sender>
        <Recipient/>
        <TransactInfo transactType="response" transactId="2347cf88-3c8d-4f6c-ab51-bfa0679f2bbe">
                <TransactId>7/1/2011</TransactId>
                <TimeStamp>12:00:00 AM</TimeStamp>
        </TransactInfo>
        <Unit UnitProcessor="Decryptor">
                <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-
8" xmlns="http://www.w3.org/2001/04/xmlenc#">
                        <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-
cbc"/>
                        <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
                                <ds:KeyName>Integration</ds:KeyName>
                        </ds:KeyInfo>
                        <CipherData>
                                <CipherValue>
                                        <Unit UnitProcessor="AuthenticateTGUser">
                                                <Packet>
                                                        <PacketInfo packetType="data"
encrypted="yes">
                                                                <packetId>1</packetId>
                                                        </PacketInfo>
                                                        <Payload>
                                                                <InputString>
                                                                        <ClientId></ClientId>
                                                                        <SiteId></SiteId>
                                                                        <SSOID></SSOID>
                                                                </InputString>
                                                                <ResultSet>

        <AuthenticationStatus></AuthenticationStatus>

        <AuthenticationToken></AuthenticationToken>

                                                                </ResultSet>
                                                        </Payload>
```

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```xml
                                                <Status>
                                                        <Code>200</Code>

                <ShortDescription>Success</ShortDescription>
                                                        <LongDescription>Call was successfully
processed without error.</LongDescription>
                                                </Status>
                                        </Packet>
                                        <Status>
                                                <Code>200</Code>
                                                <ShortDescription>Success</ShortDescription>
                                                <LongDescription>Call was successfully
processed without error.</LongDescription>
                                        </Status>
                                </Unit>
                        </CipherValue>
                </CipherData>
        </EncryptedData>
        <Status>
                <Code>200</Code>
                <ShortDescription>Message decrypted and processed without
errors.</ShortDescription>
                <LongDescription/>
        </Status>
    </Unit>
    <Status>
        <Code>200</Code>
        <ShortDescription>Success</ShortDescription>
        <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
</Envelope>
```

New User Creation

This API allows client to create a total new TG user and then use that to login to TG or access other APIs by requesting Authenticate Token.
Input String

```xml
                        <InputString>
                                <ClientId></ClientId>
                                <SiteId></SiteId>
                                <Username></Username>
                                <Password></Password>
                                <SecurityQuestion></SecurityQuestion>
                                <SecurityQuestionAnswer></SecurityQuestionAnswer>
                        </InputString>
```

Input to Candidate Web Service

```xml
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
        <Sender>
                <Id>10540</Id>
                <Credential>11721</Credential>
        </Sender>
        <TransactInfo transactType="data" transactId="075cbfe6-b9dc-49f9-8f12-8eae62b62055">
                <TransactId>10/24/2008</TransactId>
                <TimeStamp>12:00:00 AM</TimeStamp>
        </TransactInfo>
        <Unit UnitProcessor="AuthenticateTGUser">
                <Packet>
                        <PacketInfo packetType="data">
                                <packetId>1</packetId>
                        </PacketInfo>
                        <Payload>
                                <InputString>
                                        <ClientId></ClientId>
                                        <SiteId></SiteId>
                                        <Username></Username>
                                        <Password></Password>
                                        <SecurityQuestion></SecurityQuestion>
                                        <SecurityQuestionAnswer></SecurityQuestionAnswer>
                                </InputString>
                        </Payload>
                </Packet>
        </Unit>
</Envelope>
```

Business Rules:
For new user creation we will follow the same rules and validation which we are following today when user creates new account in TG as we are using the same functions which TG uses today

Final Output from Candidate Web Service

```xml
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
        <Sender>
                <Id>1364</Id>
                <Credential>1sU9JELZ8z9tPsHw8FDjyw==</Credential>
        </Sender>
        <Recipient/>
        <TransactInfo transactType="response" transactId="2347cf88-3c8d-4f6c-ab51-bfa0679f2bbe">
                <TransactId>7/1/2011</TransactId>
```

```xml
            <TimeStamp>12:00:00 AM</TimeStamp>
        </TransactInfo>
        <Unit UnitProcessor="Decryptor">
            <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8" xmlns="http://www.w3.org/2001/04/xmlenc#">
                <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
                <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
                    <ds:KeyName>Integration</ds:KeyName>
                </ds:KeyInfo>
                <CipherData>
                    <CipherValue>
                        <Unit UnitProcessor="CreateUser">
                            <Packet>
                                <PacketInfo packetType="data" encrypted="yes">
                                    <packetId>1</packetId>
                                </PacketInfo>
                                <Payload>
                                    <InputString>
                                        <ClientId></ClientId>
                                        <SiteId></SiteId>
                                        <Username></Username>
                                        <Password></Password>

<SecurityQuestion></SecurityQuestion>

<SecurityQuestionAnswer></SecurityQuestionAnswer>
                                    </InputString>
                                    <ResultSet>

<AuthenticationStatus>0</AuthenticationStatus>

<AuthenticationToken>3bbaa10e-e596-4f46-b772-624ae49475d6</AuthenticationToken>
                                    </ResultSet>
                                </Payload>
                                <Status>
                                    <Code>200</Code>

<ShortDescription>Success</ShortDescription>
                                    <LongDescription>Call was successfully processed without error.</LongDescription>
                                </Status>
                            </Packet>
                            <Status>
                                <Code>200</Code>
                                <ShortDescription>Success</ShortDescription>
```

                                                           <LongDescription>Call was successfully
processed without error.</LongDescription>
                                                </Status>
                                        </Unit>
                                </CipherValue>
                        </CipherData>
                </EncryptedData>
                <Status>
                        <Code>200</Code>
                        <ShortDescription>Message decrypted and processed without
errors.</ShortDescription>
                        <LongDescription/>
                </Status>
        </Unit>
        <Status>
                <Code>200</Code>
                <ShortDescription>Success</ShortDescription>
                <LongDescription>All units are processed with success codes</LongDescription>
        </Status>
</Envelope>

Access Page Result XML
Modified Input String
<InputString>
        <AuthenticationToken>fa7309b1-46f0-4176-891d-4d916f287d98</AuthenticationToken>
        <DestinationPage>0</DestinationPage>
        <!-- HomePage = 0,SearchOpenings = 1,EditProfile = 2,StatusCheck = 3,ResumeManager =
4,AgentManager = 5,JobCart = 6,SavedDrafts = 7,Logout = 8,SubmitNow = 9 -->
</InputString>

Results XML
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by () -->
<Envelope version="01.00">
    <Sender>
      <Id>QE</Id>
      <Credential>AXc9N72lF+3UhS8HUZq+FA==</Credential>
    </Sender>
    <Recipient/>
    <TransactInfo transactType="response" transactId="bdd18f76-abb1-4097-ae60-9660e61ae85c">
      <TransactId>4/26/2011</TransactId>
      <TimeStamp>12:00:00 AM</TimeStamp>
    </TransactInfo>
    <Unit UnitProcessor="Decryptor">

```xml
<EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
    <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
    <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
      <ds:KeyName>Integration</ds:KeyName>
    </ds:KeyInfo>
    <CipherData>
      <CipherValue>
        <Unit UnitProcessor="AccessTGPage">
          <Packet>
              <PacketInfo packetType="data" encrypted="yes">
                  <packetId>1</packetId>
              </PacketInfo>
              <Payload>
                  <InputString>
                      <AuthenticationToken>fa7309b1-46f0-4176-891d-
4d916f287d98</AuthenticationToken>
                      <DestinationPage>0</DestinationPage>
                      <!-- HomePage = 0,SearchOpenings = 1,EditProfile =
2,StatusCheck = 3,ResumeManager = 4,AgentManager = 5,JobCart = 6,SavedDrafts = 7,Logout =
8,SubmitNow = 9 -->
                  </InputString>
                  <ResultSet>
                      <RedirectURL>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco
%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWO
WbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZp3F%0d%0aJT54nO9%2bpxN2tUk%2f
Hc4zRMGhv18upixQGQ%2fW9bK2RnvpywSuHGs2FXqxhz9tqshrKyEiBvU%2bHJYx%0d%0axaDw5kPwosX
Vt3akng%3d%3d</RedirectURL>
                  </ResultSet>
              </Payload>
              <Status>
                  <Code>200</Code>
                  <ShortDescription>Success</ShortDescription>
                  <LongDescription>Call was successfully processed without
error.</LongDescription>
              </Status>
          </Packet>
          <Status>
              <Code>200</Code>
              <ShortDescription>Success</ShortDescription>
              <LongDescription>Call was successfully processed without
error.</LongDescription>
          </Status>
        </Unit>
      </CipherValue>
    </CipherData>
  </EncryptedData>
```

```xml
        <Status>
            <Code>200</Code>
            <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
            <LongDescription/>
        </Status>
    </Unit>
    <Status>
        <Code>200</Code>
        <ShortDescription>Success</ShortDescription>
        <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
</Envelope>
```

Reset Password XML

only required if authenticate user call returns code/message: 204: *The login was successful, however a password reset is required to request any pages.*
Input String:

```xml
<InputString>
    <AuthenticationToken>fa7309b1-46f0-4176-891d-4d916f287d98</AuthenticationToken>
    <OldPassword>password!</OldPassword>
    <NewPassword>password@</NewPassword>
</InputString>
```

```xml
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
    <Sender>
        <Id>QE</Id>
        <Credential>AXc9N72IF+3UhS8HUZq+FA==</Credential>
    </Sender>
    <Recipient/>
    <TransactInfo transactType="response" transactId="2fbfb764-8dd2-4767-8842-6c07fac315a0">
        <TransactId>4/26/2011</TransactId>
        <TimeStamp>12:00:00 AM</TimeStamp>
    </TransactInfo>
    <Unit UnitProcessor="Decryptor">
        <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
            <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
            <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
              <ds:KeyName>Integration</ds:KeyName>
            </ds:KeyInfo>
            <CipherData>
              <CipherValue>
                  <Unit UnitProcessor="ResetTGPassword">
```

```xml
                    <Packet>
                            <PacketInfo packetType="data" encrypted="yes">
                                    <packetId>1</packetId>
                            </PacketInfo>
                            <Payload>
                                    <InputString>
                                            <AuthenticationToken>fa7309b1-46f0-4176-891d-
4d916f287d98</AuthenticationToken>
                                            <OldPassword>password!</OldPassword>
                                            <NewPassword>password@</NewPassword>
                                    </InputString>
                                    <ResultSet/>
                            </Payload>
                            <Status>
                                    <Code>200</Code>
                                    <ShortDescription>Success</ShortDescription>
                                    <LongDescription>Call was successfully processed without
error.</LongDescription>
                            </Status>
                    </Packet>
                    <Status>
                            <Code>200</Code>
                            <ShortDescription>Success</ShortDescription>
                            <LongDescription>Call was successfully processed without
error.</LongDescription>
                    </Status>
                </Unit>
            </CipherValue>
          </CipherData>
        </EncryptedData>
        <Status>
          <Code>200</Code>
          <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
          <LongDescription/>
        </Status>
      </Unit>
      <Status>
        <Code>200</Code>
        <ShortDescription>Success</ShortDescription>
        <LongDescription>All units are processed with success codes</LongDescription>
      </Status>
    </Envelope>
```

API Results XML

Resumes – Method "GetResumeList"

Uses input string:

```
<InputString>
        <AuthenticationToken>fa7309b1-46f0-4176-891d-4d916f287d98</AuthenticationToken>
</InputString>
```

```
<ResultSet>
<Resumes>
    <Resume Language="1">
    <ResumeId>1</ResumeId>
    <ResumeDisplayName></ResumeDisplayName>
    <ResumeLink></ResumeLink>
    <ResumeRevised>MM/DD/YYYY</ResumeRevised>
    <AppliedJobs>
        <Job>
            <JobID></JobID>
            <JobTitle></JobTitle>
            <JobLink></JobLink>
            <CoverLetterID>1</CoverLetterID>
            <CoverLetterName></CoverLetterName>
            <DateSubmitted></DateSubmitted>
        </Job>
    </AppliedJobs>
    </Resume>
</Resumes>
</ResultSet>
```

Full Decrypted Results

```
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by  () -->
<Envelope version="01.00">
    <Sender>
        <Id>QE</Id>
        <Credential>AXc9N72IF+3UhS8HUZq+FA==</Credential>
    </Sender>
    <Recipient/>
    <TransactInfo transactType="response" transactId="230d6ba9-6e79-4ecb-88b8-69bf8c650e02">
        <TransactId>4/26/2011</TransactId>
        <TimeStamp>12:00:00 AM</TimeStamp>
    </TransactInfo>
    <Unit UnitProcessor="Decryptor">
        <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
            <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
            <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
```

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```xml
          <ds:KeyName>Integration</ds:KeyName>
        </ds:KeyInfo>
        <CipherData>
          <CipherValue>
            <Unit UnitProcessor="GetResumeList">
              <Packet>
                  <PacketInfo packetType="data" encrypted="yes">
                          <packetId>1</packetId>
                  </PacketInfo>
                  <Payload>
                          <InputString>
                                  <AuthenticationToken>fa7309b1-46f0-4176-891d-
4d916f287d98</AuthenticationToken>
                          </InputString>
                          <ResultSet>
                                  <resumes>
                                          <resume>
                                                  <resumename>My resume/CV</resumename>
                                                  <resumeurl>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco
%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWO
WbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZnAw%0d%0aThw2eyinuHxQmmBq4oi
GqsWaOWko2C2JRFGYcP1In%2bpsL0Ie1D%2bAIHZs7dJTy2DajW4Xci93UvHZ%0d%0a8lErtzz3DIeu42Rd0
491U%2bYFEo4omkCC7xB8ckAyflRih67uFdYpGIS%2fzQUj</resumeurl>
                                                  <resumerevised>12/6/2010</resumerevised>
                                                  <defaultresume>true</defaultresume>
                                                  <jobs>
                                                          <job>

    <jobrequisitionid>164BR</jobrequisitionid>
                                                                  <jobstatus>Open</jobstatus>
                                                                  <jobtitle>System
Developer</jobtitle>
                                                                  <url>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco
%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWO
WbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZjPA%0d%0aqbOfK3X79KwylBbfhWNT0
k4668eJ%2bmJWZR1TcT4TFrkoDLC2G4P6F8yKM3hdFIEldGMQxmLZOo8f%0d%0au5Q5YtFmG2PrfhiKVH
ARcwz29j86nND9LHue6IM%3d</url>
                                                                  <datesubmitted>11/11/2010
12:28:00 PM</datesubmitted>
                                                          </job>
                                                  </jobs>
                                          </resume>
                                          <resume>
                                                  <resumename>My
resume/CV2</resumename>
```

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<resumeurl>https://sqa-tgweb-01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWOWbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZnAw%0d%0aThw2eyinuHxQmmBq4oiGqsWaOWko2C2JRFGYcP1In%2bpsL0Ie1D%2bAIHZs7dJTy2DajW4Xci93UvHZ%0d%0a8lErtzz7Nix1x9Fvnit7yf07eJianxIs%2bpYybAa%2foHYFHjF16zg8QnIeImj7</resumeurl>

<resumerevised>12/6/2010</resumerevised>
<defaultresume>false</defaultresume>
<jobs/>
</resume>
<resume>
<resumename>My resume/CV3</resumename>

<resumeurl>https://sqa-tgweb-01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWOWbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZnAw%0d%0aThw2eyinuHxQmmBq4oiGqsWaOWko2C2JRFGYcP1In%2bpsL0Ie1D%2bAIHZs7dJTy2DajW4Xci93UvHZ%0d%0a8lErtzz7Nix1x9FvnkoieVLH0zvG43FcNe%2brTkJIkBAQ19XjFA%3d%3d</resumeurl>

<resumerevised>12/6/2010</resumerevised>
<defaultresume>false</defaultresume>
<jobs/>
</resume>
</resumes>
</ResultSet>
</Payload>
<Status>
<Code>200</Code>
<ShortDescription>Success</ShortDescription>
<LongDescription>Call was successfully processed without error.</LongDescription>
</Status>
</Packet>
<Status>
<Code>200</Code>
<ShortDescription>Success</ShortDescription>
<LongDescription>Call was successfully processed without error.</LongDescription>
</Status>
</Unit>
</CipherValue>
</CipherData>
</EncryptedData>
<Status>
<Code>200</Code>
<ShortDescription>Message decrypted and processed without errors.</ShortDescription>
<LongDescription/>
</Status>

```
    </Unit>
    <Status>
        <Code>200</Code>
        <ShortDescription>Success</ShortDescription>
        <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
</Envelope>
```

Jobs in Job Cart – Method "GetJobCart"

Uses input string:

```
<InputString>
        <AuthenticationToken>fa7309b1-46f0-4176-891d-4d916f287d98</AuthenticationToken>
</InputString>
```

```
<ResultSet>
    <jobs>
        <job>
            <jobrequisitionid></jobrequisitionid>
            <jobstatus> </jobstatus>
            <jobtitle> </jobtitle>
            <url></url>
            <dateadded></dateadded>
        </job>
    </jobs>
</ResultSet>
```

Full Decrypted Results

```
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by  () -->
<Envelope version="01.00">
  <Sender>
    <Id>QE</Id>
    <Credential>AXc9N72IF+3UhS8HUZq+FA==</Credential>
  </Sender>
  <Recipient/>
  <TransactInfo transactType="response" transactId="6ffa59bf-6271-4dd9-b89f-5523c809d43b">
    <TransactId>4/26/2011</TransactId>
    <TimeStamp>12:00:00 AM</TimeStamp>
  </TransactInfo>
  <Unit UnitProcessor="Decryptor">
    <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
        <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
```

                                                    17

```
<ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
 <ds:KeyName>Integration</ds:KeyName>
</ds:KeyInfo>
<CipherData>
 <CipherValue>
    <Unit UnitProcessor="GetJobCart">
     <Packet>
         <PacketInfo packetType="data" encrypted="yes">
             <packetId>1</packetId>
         </PacketInfo>
         <Payload>
             <InputString>
                 <AuthenticationToken>fa7309b1-46f0-4176-891d-
4d916f287d98</AuthenticationToken>
             </InputString>
             <ResultSet>
                 <jobs>
                     <job>
                         <jobrequisitionid>165BR</jobrequisitionid>
                         <jobstatus>Open</jobstatus>
                         <jobtitle>A&amp;E Writer &amp; Editor</jobtitle>
                         <url>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco
%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWO
WbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZjPA%0d%0aqbOfK3X79KwylBbfhWNT0
k4668eJ%2bmJWZR1TcT4TFrkoDLC2G4P6F8yKM3hdFqv9wZueKe0J0NSm%0d%0aRwhv7uEFalYeaFTfIXz
ml%2bP5LCRvubUw18RymiA%3d</url>
                         <dateadded>11/18/2010</dateadded>
                     </job>
                 </jobs>
             </ResultSet>
         </Payload>
         <Status>
             <Code>200</Code>
             <ShortDescription>Success</ShortDescription>
             <LongDescription>Call was successfully processed without error.</LongDescription>
         </Status>
     </Packet>
     <Status>
         <Code>200</Code>
         <ShortDescription>Success</ShortDescription>
         <LongDescription>Call was successfully processed without error.</LongDescription>
     </Status>
     </Unit>
 </CipherValue>
 </CipherData>
</EncryptedData>
<Status>
```

```
        <Code>200</Code>
        <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
        <LongDescription/>
      </Status>
    </Unit>
    <Status>
      <Code>200</Code>
      <ShortDescription>Success</ShortDescription>
      <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
</Envelope>
```

Job Status – Method "GetStatusCheck"

Uses input string:

```
<InputString>
        <AuthenticationToken>fa7309b1-46f0-4176-891d-4d916f287d98</AuthenticationToken>
</InputString>
```

```
<ResultSet>
    <Jobs>
        <Job>
            <Jobsubmissiondate></Jobsubmissiondate>
            <JobrequisitionID></JobrequisitionID>
            <Jobtitle> </Jobtitle>
            <jobstatus> </jobstatus>
            <Jobstatusdate></Jobstatusdate>
            <url></url>
            <HRstatus> </HRstatus>
            <HRstatusdate></HRstatusdate>
        </Job>
    </Jobs>
</ResultSet>
```

Full Decrypted Results

```
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by  () -->
<Envelope version="01.00">
  <Sender>
    <Id>QE</Id>
    <Credential>AXc9N72lF+3UhS8HUZq+FA==</Credential>
  </Sender>
  <Recipient/>
  <TransactInfo transactType="response" transactId="3c54ee09-e0ee-4a6a-8227-1a3cc6522c4a">
```

```xml
      <TransactId>4/26/2011</TransactId>
      <TimeStamp>12:00:00 AM</TimeStamp>
   </TransactInfo>
   <Unit UnitProcessor="Decryptor">
      <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
         <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
         <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
            <ds:KeyName>Integration</ds:KeyName>
         </ds:KeyInfo>
         <CipherData>
            <CipherValue>
               <Unit UnitProcessor="GetStatusCheck">
                  <Packet>
                     <PacketInfo packetType="data" encrypted="yes">
                        <packetId>1</packetId>
                     </PacketInfo>
                     <Payload>
                        <InputString>
                           <AuthenticationToken>fa7309b1-46f0-4176-891d-
4d916f287d98</AuthenticationToken>
                        </InputString>
                        <ResultSet>
                           <jobs>
                              <job
                                 <jobsubmissiondate>11/11/2010</jobsubmissiondate>
                                 <jobrequisitionid>164BR</jobrequisitionid>
                                 <jobtitle>System Developer</jobtitle>
                                 <jobstatus>Open</jobstatus>
                                 <url>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNco
%2fAyx63VjjIb6TNzQe%2fAd517PnJSqyWxMyVy%2befTmM2x%0d%0aZuiU4cWzmgxB%2bUHoJh9GWO
WbO1rD0RaKcxxGTj9BBktYK2u2rUCxXCvvOTdi9oG4j%2bkCbUhBZjPA%0d%0aqbOfK3X79KwylBbfhWNT0
k4668eJ%2bmJWZR1TcT4TFrkoDLC2G4P6F8yKM3hdFqv9wZueKe0J0NSm%0d%0aRwhv7uEFalYeaFTfIXz
ml%2bP5LCRvubUw18RymiA%3d</url>
                                 <jobstatusdate>03/08/2011</jobstatusdate>
                                 <hrstatus>Phone Screen</hrstatus>
                                 <hrstatusdate>11/11/2010</hrstatusdate>
                              </job>
                           </jobs>
                        </ResultSet>
                     </Payload>
                     <Status>
                        <Code>200</Code>
                        <ShortDescription>Success</ShortDescription>
                        <LongDescription>Call was successfully processed without error.</LongDescription>
                     </Status>
                  </Packet>
```

```xml
            <Status>
             <Code>200</Code>
             <ShortDescription>Success</ShortDescription>
             <LongDescription>Call was successfully processed without error.</LongDescription>
            </Status>
          </Unit>
        </CipherValue>
      </CipherData>
    </EncryptedData>
    <Status>
      <Code>200</Code>
      <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
      <LongDescription/>
    </Status>
  </Unit>
  <Status>
    <Code>200</Code>
    <ShortDescription>Success</ShortDescription>
    <LongDescription>All units are processed with success codes</LongDescription>
  </Status>
</Envelope>
```

Communications History – Method "GetCommunicationsHistory"

Modified Input XML

```xml
<Payload>
   <InputString>
      <AuthenticationToken/>
      <PageNumber></PageNumber>
      <ReturnMessagesCount></ReturnMessagesCount>
   </InputString>
</Payload>
```

Results XML

```xml
<ResultSet>
<Messages>
 <Message>
   <CorrespondenceID>12345</CorrespondenceID>
   <Date>MM/DD/YYYY</Date>
   <JobID></JobID>
   <JobTitle></JobTitle>
   <From></From>
   <TemplateName></TemplateName>
```

```xml
        <Type></Type>
        <Subject></Subject>
        <MessageLink></MessageLink>
      </Message>
```

Full Decrypted Results

```xml
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XML Spy v3.5 NT (http://www.xmlspy.com) by  () -->
<Envelope version="01.00">
   <Sender>
      <Id>QE</Id>
      <Credential>AXc9N72IF+3UhS8HUZq+FA==</Credential>
   </Sender>
   <Recipient/>
   <TransactInfo transactType="response" transactId="0b02e774-d6a2-4bab-a9a8-
466e9b8c2fdc">
      <TransactId>4/26/2011</TransactId>
      <TimeStamp>12:00:00 AM</TimeStamp>
   </TransactInfo>
   <Unit UnitProcessor="Decryptor">
      <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
        <EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
        <ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
         <ds:KeyName>Integration</ds:KeyName>
        </ds:KeyInfo>
        <CipherData>
         <CipherValue>
           <Unit UnitProcessor="GetCommunicationHistory">
             <Packet>
               <PacketInfo packetType="data" encrypted="yes">
                     <packetId>1</packetId>
               </PacketInfo>
               <Payload>
                     <InputString>
                           <AuthenticationToken>3fe272e2-06e1-4266-b009-
f75a2998f92f</AuthenticationToken>
                           <PageNumber/>
                           <ReturnMessagesCount/>
                     </InputString>
                     <ResultSet>
                           <Messages>
                                 <Message>
```

<CorrespondenceID>423</CorrespondenceID>
<Date>02/11/2011</Date>
<Subject>KM Email Template - Subject</Subject>
<Type>1</Type>
<TemplateName>KM Email Template</TemplateName>
<From>McEachern, Kevin</From>
<JobID>92476</JobID>
<JobTitle>Test 4000 Characters in JD 2</JobTitle>
<MessageLink>https://sqa-tgweb-01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKlvQnu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFIUIen2v1RXjw%3d%3d</MessageLink>
</Message>
<Message>
<CorrespondenceID>422</CorrespondenceID>
<Date>02/11/2011</Date>
<Subject>Ad Hoc 170BR</Subject>
<Type>4</Type>
<TemplateName>Send candidate email</TemplateName>
<From>McEachern, Kevin</From>
<JobID>92476</JobID>
<JobTitle>Test 4000 Characters in JD 2</JobTitle>
<MessageLink>https://sqa-tgweb-01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SBeuHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKlvQnu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFL5aoBPbKMvnQ%3d%3d</MessageLink>
</Message>
<Message>
<CorrespondenceID>421</CorrespondenceID>
<Date>02/11/2011</Date>
<Subject/>
<Type>0</Type>
<TemplateName>KM Letter Temp 2</TemplateName>
<From>McEachern, Kevin</From>
<JobID>92475</JobID>
<JobTitle>Test 4000 Characters in JD</JobTitle>

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                                                <MessageLink>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SB
euHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKIvQ
nu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8
W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O
9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFK%2fxS%2bX7zrThg%3d%3d</MessageLink>
                                        </Message>
                                        <Message>
                                                <CorrespondenceID>420</CorrespondenceID>
                                                <Date>02/11/2011</Date>
                                                <Subject>KM Email Template 2</Subject>
                                                <Type>1</Type>
                                                <TemplateName>KM Email Template
2</TemplateName>
                                                <From>McEachern, Kevin</From>
                                                <JobID>92475</JobID>
                                                <JobTitle>Test 4000 Characters in JD</JobTitle>
                                                <MessageLink>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SB
euHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKIvQ
nu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8
W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O
9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFIWiKteCTmQAQ%3d%3d</MessageLink>
                                        </Message>
                                        <Message>
                                                <CorrespondenceID>419</CorrespondenceID>
                                                <Date>02/11/2011</Date>
                                                <Subject>Ad Hoc 169BR 2</Subject>
                                                <Type>4</Type>
                                                <TemplateName>Send candidate
email</TemplateName>
                                                <From>McEachern, Kevin</From>
                                                <JobID>92475</JobID>
                                                <JobTitle>Test 4000 Characters in JD</JobTitle>
                                                <MessageLink>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SB
euHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKIvQ
nu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8
W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O
9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFLEKfE2USWiXg%3d%3d</MessageLink>
                                        </Message>
                                        <Message>
                                                <CorrespondenceID>418</CorrespondenceID>
                                                <Date>02/11/2011</Date>

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```xml
                                              <Subject/>
                                              <Type>0</Type>
                                              <TemplateName>KM Letter
Template</TemplateName>
                                              <From>McEachern, Kevin</From>
                                              <JobID>92475</JobID>
                                              <JobTitle>Test 4000 Characters in JD</JobTitle>
                                              <MessageLink>https://sqa-tgweb-
01.brassring.com/1033/asp/tg/redirectcandidate.asp?q=%5eudzQFPVk94hM37MiZWaGjTn1SB
euHiNcQ6R4O1vBGsJdh4ZzRXSEsrJYm%2f2SqUWQ2WM7IqU3Mf8Y%0d%0aqrbKFgPwNpDKlvQ
nu92TtVGV7GCVjiSjGu%2fuZE8yrszMnoFtLM0T4oFMifa2k4nQ4WqNULe0t4V6%0d%0acbnvVrj8
W5UTcnkzsKpCqg6e9zILtTShfgedWj3NUhS4vBfAAqiijbTZXCtsT98TaOsPFaNGD4Nf%0d%0aJcI4O
9rK8ymOBwdj7%2fRXJ4F8KcF1IqPBFYy9IFJ0uHFzYupuMA%3d%3d</MessageLink>
                                          </Message>
                                      </Messages>
                                  </ResultSet>
                          </Payload>
                          <Status>
                                  <Code>200</Code>
                                  <ShortDescription>Success</ShortDescription>
                                  <LongDescription>Call was successfully processed without
error.</LongDescription>
                          </Status>
                      </Packet>
                      <Status>
                          <Code>200</Code>
                          <ShortDescription>Success</ShortDescription>
                          <LongDescription>Call was successfully processed without
error.</LongDescription>
                      </Status>
                  </Unit>
              </CipherValue>
            </CipherData>
        </EncryptedData>
        <Status>
          <Code>200</Code>
          <ShortDescription>Message decrypted and processed without
errors.</ShortDescription>
          <LongDescription/>
        </Status>
    </Unit>
    <Status>
       <Code>200</Code>
       <ShortDescription>Success</ShortDescription>
```

```
        <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
</Envelope>
```

Event Manager Search and Candidate Specific – Method "GetEvents"

Sample Request XML:
```
<Payload>
        <InputString>
                <AuthenticationToken></AuthenticationToken>
                <ClientID></ClientID>
                 <Criteria>
    <EventType>
      <Value></Value>
      <Value></Value>
    </EventType>
                        <Location>
      <Value></Value>
      <Value></Value>
                        </Location>
                        <City>
                                <Value></Value>
      <Value></Value>
                        </City>
                        <Region>
                                <Value></Value>
      <Value></Value>
                        </Region>
                        <PostalCode>
                                <Value></Value>
      <Value></Value>
                        </PostalCode>
                        <Country>
                                <Value></Value>
      <Value></Value>
                        </Country>
                        <Status>
      <Value></Value>
      <Value></Value>
    </Status>
                        <StartDate>yyyy/mm/dd hh:mm</StartDate>
      <EndDate>yyyy/mm/dd hh:mm</EndDate>
                </Criteria>
        </InputString>
</Payload>
```

Business Rules:

- Ø If the Request XML does not include an authentication token then only public events will be returned in the results set.
- Ø If "Criteria" is not provided then the results set will not include any public events.
- Ø Any" Values" provided must match Event Manager data exactly to be considered a match and be returned in the results set.
- Ø Multiple "Values" may be provided for each criteria
- Ø If start date and/or end date is missing then the results set will default to returning the next 90 days worth of public events which match the search criteria entered.
- Ø Within an individual criteria the API will return results based on an 'OR' logic (Event Type = A OR B), across criteria the API will return results based on 'AND' logic (Event Type = X AND (Location = Y OR Z)

Sample Response XML:

```
<ResultSet>
  <CandidateEvents>
        <Event>
                <Event ID></EventID>
                <EventTemplate></EventTemplate>
                <EventSeries></EventSeries>
                <EventInstance></EventInstance>
                <EventDateTime></EventDateTime>
                <EventLocation></EventLocation>
                <EventCity></EventCity>
                <EventRegion></EventRegion>
                <EventPostalCode></EventPostalCode>
                <EventCountry></EventCountry>
                <EventDescription></EventDescription>
                <CandidateStatus></CandidateStatus>
                <EventURL></EventURL>
        <Reqs>
                <Req ID="" AutoReqID="">
                        <JobTitle/>
                </Req>
        <CustomFields>
                <Field>
                        <Name></Name>
                        <Value></Value>
                </Field>
                <Field>
                        <Name></Name>
                        <Value></Value>
                </Field>
        </CustomFields>
```

```
                    </Event>
        </CandidateEvents>
        <PublicEvents>
                    <Event>

                        <Event ID></EventID>
                        <EventTemplate></EventTemplate>
                        <EventSeries></EventSeries>
                        < EventInstance></EventInstance>
                        <Event  Date></EventDate>
                        <EventTime></EventTime>
                        <EventTimeZone></EventTimeZone>
                        <EventLocation></EventLocation>
                        <EventCity></EventCity>
                        <EventRegion></EventRegion>
                        <EventPostalCode></EventPostalCode>
                        <EventCountry></EventCountry>
                        <EventDescription></EventDescription>
            <CustomFields>
                            <Field>
                                <Name></Name>
                                <Value></Value>
                            </Field>
                            <Field>
                                <Name></Name>
                                <Value></Value>
                            </Field>
                    </CustomFields>
                    </Event>
        </PublicEvents>
</ResultSet>
```

Full Decrypted Results

```
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
  <Sender>
    <Id>1364</Id>
    <Credential>1sU9JELZ8z9tPsHw8FDjyw==</Credential>
  </Sender>
  <Recipient/>
  <TransactInfo transactType="response" transactId="e570c9cd-f86c-4e89-951c-e359dfaf23f3">
    <TransactId>6/1/2011</TransactId>
    <TimeStamp>12:00:00 AM</TimeStamp>
  </TransactInfo>
  <Unit UnitProcessor="Decryptor">
    <EncryptedData Type="http://www.w3.org/2001/04/xmlenc#Element" encoding="utf-8"
xmlns="http://www.w3.org/2001/04/xmlenc#">
```

```xml
<EncryptionMethod Algorithm="http://www.w3.org/2001/04/xmlenc#aes128-cbc"/>
<ds:KeyInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
  <ds:KeyName>Integration</ds:KeyName>
</ds:KeyInfo>
<CipherData>
  <CipherValue>
    <Unit UnitProcessor="GetEvents">
      <Packet>
        <PacketInfo packetType="data" encrypted="yes">
          <packetId>1</packetId>
        </PacketInfo>
        <Payload>
          <InputString>
            <AuthenticationToken>763b477b-d70d-406b-a456-5997958a7300</AuthenticationToken>
            <ClientId>11714</ClientId>
            <Criteria>
              <EventType>
                  <Value/>
              </EventType>
              <Location>
                  <Value/>
              </Location>
              <City>
                  <Value/>
              </City>
              <Region>
                  <Value/>
              </Region>
              <PostalCode>
                  <Value/>
              </PostalCode>
              <Country>
                  <Value/>
              </Country>
              <Status>
                  <Value/>
              </Status>
              <StartDate>2007/12/12 01:01</StartDate>
              <EndDate>2011/12/12 01:01</EndDate>
            </Criteria>
          </InputString>
          <ResultSet>
            <CandidateEvents>
              <Events>
                <Event>
                        <EventID/>
                        <EventTemplate>KM Template 2 - Private Event</EventTemplate>
                        <EventSeries>KM Event 7 - Private -Series</EventSeries>
                        <EventInstance/>
                        <EventDateTime/>
                        <EventLocation/>
                        <EventCity/>
                        <EventRegion/>
```

```xml
<EventPostalCode/>
<EventCountry/>
<EventDescription/>
<CandidateStatus>Invited</CandidateStatus>

<EventURL>https://qalabs1.brassring.com/satori2/eventmanager/register.aspx?BRUrlParams=bEJjZ01HU2VjK00
3WXdLMWV4eUM2anRnYmhiTDB2N1Y3UlZ2Z2tWTFgzalhIdDhySEdiZDBXMlNVa1IsWVJIeEttSVBDa3htcnlvMUZOd
XRGZU5CU0poNmNydXVNNHBXcEd6cXBraGR1aVdQeVY1elVaanJacjdYSG1ZV0N3WlNGbDlHdDBaWjAzZGJPYkVIdVl
mOHNYdzhLT3M3K29hblUyRzJRTlczb0dxdDBBxL3lXWGl6YXFpZjZBSjRRdEhtS0ZxK0hpdXJmQnZoT0FreUhWWY21WaXR
6cllkNnhJWCtaSmJvNWFGdHgyMzYzZzlERnA2NzZJdUFodWEwMWNrNHhHRWFSMU9GU21PM3R3Z29iVWIrbHIJZF
pjWFdhdjlEaVBsZ3N3Z0FRGoydGo3RlNudVY4V2lGUFNjanBrdW00NWZoYUp1cCtCVFBjT2tBQVVPYmVPcmF6MFR
NamRyc2lyOHV3RzRLKzFveTVQM1psb2RqUFQ4SXNwb09KZ2tIT3h5WjhMUnN6U2RjODBlQXI3VFkxV0RWdkZTTGtiL
2hiV004Z0ZaeDFJditwUEIEbC91WXJ3dmtjMFFmNWJFWmRSaUFsSSUxHK1BZWk5FUGgvL2c4dzQwd1p0QnVJM01q0
</EventURL>
<CustomFields/>
</Event>
</Events>
</CandidateEvents>
<PublicEvents>
<Events>
<Event>
<EventID>7467</EventID>
<EventTemplate>KM Event Template with all</EventTemplate>
<EventSeries/>
<EventInstance>KM Event 1</EventInstance>
<EventDate>29 Apr 2011</EventDate>
<EventTime>9:00AM</EventTime>
<EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
<EventLocation>Vizag</EventLocation>
<EventCity/>
<EventRegion/>
<EventPostalCode/>
<EventCountry/>
<EventDescription>KM Event Template - Description field for KM Event
1</EventDescription>
<CustomFields>
<Field>
<Name>KM Custom Field 1</Name>
<Value>KM Custom Field 1 - Text</Value>
</Field>
<Field>
<Name>KM Custom Field 3 Date</Name>
<Value>4/22/2011 12:00:00 AM</Value>
</Field>
<Field>
<Name>KM Custom Fiield 2</Name>
<Value>KM Custom Field 2 - Text</Value>
</Field>
</CustomFields>
</Event>
<Event>
<EventID>7527</EventID>
<EventTemplate>KM Event Template with all</EventTemplate>
```

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```xml
<EventSeries>KM Event 10 - Public Series</EventSeries>
<EventInstance>KM Event 10 - Public Series</EventInstance>
<EventDate>01 May 2011</EventDate>
<EventTime>9:00AM</EventTime>
<EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
<EventLocation>Burlington</EventLocation>
<EventCity>Burlington</EventCity>
<EventRegion>MA</EventRegion>
<EventPostalCode>01802</EventPostalCode>
<EventCountry>US</EventCountry>
<EventDescription>KM Event Template - Description field</EventDescription>
<CustomFields>
        <Field>
                <Name>KM Custom Field 1</Name>
                <Value>Custom 1 slkjsd</Value>
        </Field>
        <Field>
                <Name>KM Custom Fiield 2</Name>
                <Value>Custom 2 aslkdjf</Value>
        </Field>
        <Field>
                <Name>KM Custom Field 3 Date</Name>
                <Value>4/30/2011 12:00:00 AM</Value>
        </Field>
</CustomFields>
</Event>
<Event>
        <EventID>7475</EventID>
        <EventTemplate>KM Event Template with all</EventTemplate>
        <EventSeries/>
        <EventInstance>KM Event 2</EventInstance>
        <EventDate>05 May 2011</EventDate>
        <EventTime>9:00AM</EventTime>
        <EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
        <EventLocation>Vizag</EventLocation>
        <EventCity/>
        <EventRegion/>
        <EventPostalCode/>
        <EventCountry/>
        <EventDescription>KM Event Template - Description field for KM Event
1</EventDescription>

        <CustomFields>
                <Field>
                        <Name>KM Custom Field 1</Name>
                        <Value>KM Custom Field 1 - Text</Value>
                </Field>
                <Field>
                        <Name>KM Custom Field 3 Date</Name>
                        <Value>4/22/2011 12:00:00 AM</Value>
                </Field>
                <Field>
                        <Name>KM Custom Fiield 2</Name>
                        <Value>KM Custom Field 2 - Text</Value>
```

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```xml
            </Field>
        </CustomFields>
    </Event>
    <Event>
        <EventID>7630</EventID>
        <EventTemplate>KM Public Event Template</EventTemplate>
        <EventSeries>sss</EventSeries>
        <EventInstance>sss222</EventInstance>
        <EventDate>24 May 2011</EventDate>
        <EventTime>9:00AM</EventTime>
        <EventTimeZone>Pacific Time (US &amp; Canada)</EventTimeZone>
        <EventLocation/>
        <EventCity/>
        <EventRegion/>
        <EventPostalCode/>
        <EventCountry/>
        <EventDescription>KM Public Event Template -</EventDescription>
        <CustomFields/>
    </Event>
    <Event>
        <EventID>7476</EventID>
        <EventTemplate>KM Event Template with all</EventTemplate>
        <EventSeries/>
        <EventInstance>KM Event 3</EventInstance>
        <EventDate>26 May 2011</EventDate>
        <EventTime>9:00AM</EventTime>
        <EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
        <EventLocation>Vizag</EventLocation>
        <EventCity/>
        <EventRegion/>
        <EventPostalCode/>
        <EventCountry/>
        <EventDescription>KM Event Template - Description field for KM Event
1</EventDescription>
        <CustomFields>
            <Field>
                <Name>KM Custom Field 1</Name>
                <Value>KM Custom Field 1 - Text</Value>
            </Field>
            <Field>
                <Name>KM Custom Field 3 Date</Name>
                <Value>4/22/2011 12:00:00 AM</Value>
            </Field>
            <Field>
                <Name>KM Custom Fiield 2</Name>
                <Value>KM Custom Field 2 - Text</Value>
            </Field>
        </CustomFields>
    </Event>
    <Event>
        <EventID>7545</EventID>
        <EventTemplate>KM Event Template with all</EventTemplate>
        <EventSeries/>
```

```xml
<EventInstance>KM Event 11 - Public</EventInstance>
<EventDate>26 May 2011</EventDate>
<EventTime>9:00AM</EventTime>
<EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
<EventLocation>Watertown</EventLocation>
<EventCity/>
<EventRegion/>
<EventPostalCode/>
<EventCountry/>
<EventDescription>KM Event Template - Description field</EventDescription>
<CustomFields>
        <Field>
                <Name>KM Custom Field 1</Name>
                <Value>askdfjskdl</Value>
        </Field>
        <Field>
                <Name>KM Custom Fiield 2</Name>
                <Value>asdflkajsd</Value>
        </Field>
        <Field>
                <Name>KM Custom Field 3 Date</Name>
                <Value>5/31/2011 12:00:00 AM</Value>
        </Field>
</CustomFields>
</Event>
<Event>
        <EventID>7528</EventID>
        <EventTemplate>KM Event Template with all</EventTemplate>
        <EventSeries>KM Event 10 - Public Series</EventSeries>
        <EventInstance>KM Event 10 - Public Series</EventInstance>
        <EventDate>01 Jun 2011</EventDate>
        <EventTime>9:00AM</EventTime>
        <EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
        <EventLocation>Burlington</EventLocation>
        <EventCity/>
        <EventRegion/>
        <EventPostalCode/>
        <EventCountry/>
        <EventDescription>KM Event Template - Description field</EventDescription>
        <CustomFields>
                <Field>
                        <Name>KM Custom Field 1</Name>
                        <Value>Custom 1 slkjsd</Value>
                </Field>
                <Field>
                        <Name>KM Custom Fiield 2</Name>
                        <Value>Custom 2 aslkdjf</Value>
                </Field>
                <Field>
                        <Name>KM Custom Field 3 Date</Name>
                        <Value>4/30/2011 12:00:00 AM</Value>
                </Field>
        </CustomFields>
```

```xml
            </Event>
            <Event>
                    <EventID>7506</EventID>
                    <EventTemplate>KM Event Template with all</EventTemplate>
                    <EventSeries/>
                    <EventInstance>KM Event 9 - Public</EventInstance>
                    <EventDate>30 Jun 2011</EventDate>
                    <EventTime>9:00AM</EventTime>
                    <EventTimeZone>Greenwich Mean Time : Dublin, Edinburgh, Lisbon,
London</EventTimeZone>

                    <EventLocation>Cambridge, MA</EventLocation>
                    <EventCity/>
                    <EventRegion/>
                    <EventPostalCode/>
                    <EventCountry/>
                    <EventDescription>KM Event Template - Description field</EventDescription>
                    <CustomFields>
                            <Field>
                                    <Name>KM Custom Field 1</Name>
                                    <Value>Custom Text 1 aasdfsd</Value>
                            </Field>
                            <Field>
                                    <Name>KM Custom Field 3 Date</Name>
                                    <Value>6/29/2011 12:00:00 AM</Value>
                            </Field>
                            <Field>
                                    <Name>KM Custom Fiield 2</Name>
                                    <Value>Custom Text 2 asdpoifj</Value>
                            </Field>
                    </CustomFields>
            </Event>
            <Event>
                    <EventID>7529</EventID>
                    <EventTemplate>KM Event Template with all</EventTemplate>
                    <EventSeries>KM Event 10 - Public Series</EventSeries>
                    <EventInstance>KM Event 10 - Public Series</EventInstance>
                    <EventDate>01 Jul 2011</EventDate>
                    <EventTime>9:00AM</EventTime>
                    <EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
                    <EventLocation>Burlington</EventLocation>
                    <EventCity/>
                    <EventRegion/>
                    <EventPostalCode/>
                    <EventCountry/>
                    <EventDescription>KM Event Template - Description field</EventDescription>
                    <CustomFields>
                            <Field>
                                    <Name>KM Custom Field 1</Name>
                                    <Value>Custom 1 slkjsd</Value>
                            </Field>
                            <Field>
                                    <Name>KM Custom Fiield 2</Name>
                                    <Value>Custom 2 aslkdjf</Value>
```

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```xml
                                    </Field>
                                    <Field>
                                            <Name>KM Custom Field 3 Date</Name>
                                            <Value>4/30/2011 12:00:00 AM</Value>
                                    </Field>
                            </CustomFields>
                    </Event>
                    <Event>
                            <EventID>7534</EventID>
                            <EventTemplate>KM Event Template with all</EventTemplate>
                            <EventSeries>KM Event 10 - Public Series</EventSeries>
                            <EventInstance>KM Event 10 - Public Series</EventInstance>
                            <EventDate>01 Dec 2011</EventDate>
                            <EventTime>9:00AM</EventTime>
                            <EventTimeZone>Eastern Time (US &amp; Canada)</EventTimeZone>
                            <EventLocation>Burlington</EventLocation>
                            <EventCity/>
                            <EventRegion/>
                            <EventPostalCode/>
                            <EventCountry/>
                            <EventDescription>KM Event Template - Description field</EventDescription>
                            <CustomFields>
                                    <Field>
                                            <Name>KM Custom Field 1</Name>
                                            <Value>Custom 1 slkjsd</Value>
                                    </Field>
                                    <Field>
                                            <Name>KM Custom Fiield 2</Name>
                                            <Value>Custom 2 aslkdjf</Value>
                                    </Field>
                                    <Field>
                                            <Name>KM Custom Field 3 Date</Name>
                                            <Value>4/30/2011 12:00:00 AM</Value>
                                    </Field>
                            </CustomFields>
                    </Event>
                </Events>
              </PublicEvents>
            </ResultSet>
          </Payload>
          <Status>
            <Code>200</Code>
            <ShortDescription>Success</ShortDescription>
            <LongDescription>Call was successfully processed without error.</LongDescription>
          </Status>
        </Packet>
        <Status>
          <Code>200</Code>
          <ShortDescription>Success</ShortDescription>
          <LongDescription>Call was successfully processed without error.</LongDescription>
        </Status>
      </Unit>
  </CipherValue>
```

```
        </CipherData>
      </EncryptedData>
      <Status>
        <Code>200</Code>
        <ShortDescription>Message decrypted and processed without errors.</ShortDescription>
        <LongDescription/>
      </Status>
    </Unit>
    <Status>
      <Code>200</Code>
      <ShortDescription>Success</ShortDescription>
      <LongDescription>All units are processed with success codes</LongDescription>
    </Status>
  </Envelope>
```

Business Rules:

- Ø The Response XML will list events by date sent, in ascending order.
- Ø Any custom field associated with the Event will be provided in the results set.
- Ø The PublicEvents results set will include only Events that are marked as public, regardless of whether the candidate has been invited or registered, these will also be included.
- Ø If an authentication token is provided in the request XML then both candidate specific events and public events will be provided in the results set. If the authentication token is missing then only the public events will be provided.
- Ø If there is no search criteria provided then no public events will be returned.
- Ø When a candidate has been invited/registered to an Event Instance, the following nodes are populated
  - o EventID - Yes
  - o EventTemplate - Yes
  - o EventSeries - Yes
  - o EventInstance - Yes
  - o EventDate/Time – Yes
  - o EventLocation – Yes
  - o EventDescription – Yes
  - o CandidateStatus – Yes
  - o EventURL – Yes
  - o Req – Yes (if available)
  - o CustomFields - Yes
- Ø When a candidate is invited to an Event Series, the following nodes are populated
  - o EventID - Yes (available when candidate is registered, not available when invited)
  - o EventTemplate - Yes
  - o EventSeries - Yes
  - o EventInstance - No
  - o EventDate/Time – No
  - o EventLocation – No

                                                                             36

- o EventDescription – No
- o CandidateStatus – Yes
- o EventURL – Yes
- o Req – Yes (if available)
- o CutomFields – No
- Ø When the candidate is invited to an EventTemplate, the following nodes are populated
  - o EventID - Yes (available when candidate is registered, not when invited)
  - o EventTemplate - Yes
  - o EventSeries - No
  - o EventInstance - No
  - o EventDate/Time – No
  - o EventLocation – No
  - o EventDescription – No
  - o CandidateStatus – Yes
  - o EventURL – Yes
  - o Req – Yes (if available)
  - o CutomFields – No
- Ø In the event the candidate is invited to "any scheduled event" only the candidate status, eventURL and Req data will be available.
- Ø Client "Best Practice": to present the Event "name" clients should use only one of the 3 following nodes: EventInstance, EventSeries, or EventTemple, using whichever of the most granular is available. EventTemple is least granular, EventSeries has the next level of granularity, EventInstance is the most granular.

API Error Messages

Sr.No	Candidate API Name	Error Code	Error Description
	If Any unhandled Exception happens	100	An unknown error has occurred.
1.	AuthenticateUser	210	ClientId cannot be empty.
2.		206	ClientId node is missing from input.
3.		211	SiteId cannot be empty
4.		207	SiteId node is missing from input.
5.		212	Username cannot be empty
6.		208	Username node is missing from input.
7.		213	Password cannot be empty
8.		209	Password node is missing from input.
9.		201	The site provided does not support logins.
10.		202	Unable to find that email/password in the system.
11.		203	The account has been locked out due to excessive invalid login attempts.
12.		204	The login was successful, however a password reset is required to request any pages.
13.		205	The site requested is inactive or does not exist.
14.			

		305	SSO Session ID cannot be empty
15.		202	There was an error processing the login
16.		321	Suspected replay attack - 2 - attempting relogin with the same link.
17.	AuthenticateUser - If SSOID is using for Authenticate User	323	Gateway is not SSO enabled.
18.			
19.		210	ClientId cannot be empty.
20.		206	ClientId node is missing from input.
21.		211	SiteId cannot be empty
22.		207	SiteId node is missing from input.
23.		212	Username cannot be empty
24.		305	Please remove the ' DOUBLE QUOTE (\") ' you have entered.
25.		301	Security Questions cannot be empty
26.		302	SecurityQuestions node is missing from input.
27.		303	Please enter an answer to your security question.
28.		304	The answer to your security question must be less than 50 characters.
29.		305	SecurityQuestionsAnswer node is missing from input.
30.	Create User	311	Your log in credentials cannot be validated. You may have created an account in the past, if so please click the 'forgot your password' link on the Welcome page to reset your password.
31.		312	Your log in credentials cannot be validated. You may have created an account in the past, if so please click the 'forgot your password' link on the Welcome page to reset your password.
32.		313	You can not use your email address as your password.
33.		314	You can not use your username as your password.
34.		315	Your password may not be the same as your login e-mail address.
35.		316	Your password may not be the same as your username.
36.		317	Your password must be a minimum of 6 and a maximum of 25 characters.
37.		318	Your password may not contain spaces.
38.		319	Your password must contain at least one of the following special characters: {}[],.<>;:'\"" + "?/|\`~!@#$%^&*()_-+=.
39.		320	Your password must be a minimum of 8 and a maximum of 25 characters.
40.		322	Invalid Security Questions.
41.		324	Please enter a valid e-mail address.Delete all the invalid characters, including spaces, from your e-mail address.
42.		325	The username must be less than 100 characters.
43.		326	The username must not include any spaces.
44.		327	The username must not include the following characters: < >
45.		201	The site provided does not support logins.

		205	The site requested is inactive or does not exist.
46.			
47.		211	AuthenticationToken node cannot be empty.
48.		209	AuthenticationToken node is missing from input.
49.		210	DestinationPage node cannot be empty.
50.		212	DestinationPage node is missing from input.
51.		201	The token provided does not exist.
52.		202	The token provided has expired.
53.		203	The token provided must reset the password first.
54.	AccessPage	204	The page requested is not supported by the authenticated site.
55.		205	You have requested a page id that does not exist.
56.		206	The session for this authentication token has been deleted.
57.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
58.		208	The session for this authentication token has expired.
59.		207	The authentication status is not valid for this request.
60.		201	AuthenticationToken node cannot be empty.
61.		202	AuthenticationToken node is missing from input.
62.		217	No JobCart data found for this candidate.
63.	GetJobCart	215	The information requested is not supported by the authenticated site.
64.		201	The token provided does not exist.
65.		202	The token provided has expired.
66.		206	The session for this authentication token has been deleted.
67.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
68.			
69.		208	The session for this authentication token has expired.
70.			
71.		207	The authentication status is not valid for this request.
72.		201	AuthenticationToken node cannot be empty.
73.		202	AuthenticationToken node is missing from input.
74.		216	No StatusCheck data found for this candidate.
75.		215	The information requested is not supported by the authenticated site.
76.		201	The token provided does not exist.
77.	GetStatusCheck	206	The session for this authentication token has been deleted.
78.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
79.		208	The session for this authentication token has expired.
80.		207	The authentication status is not valid for this request.
		201	AuthenticationToken node cannot be empty.

81.		202	AuthenticationToken node is missing from input.
82.		201	The token provided does not exist.
83.		202	The token provided has expired.
84.	GetResumeList	206	The session for this authentication token has been deleted.
85.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
86.		208	The session for this authentication token has expired.
87.		207	The authentication status is not valid for this request.
88.		201	AuthenticationToken node cannot be empty.
89.		202	AuthenticationToken node is missing from input.
90.		201	The token provided does not exist.
91.		202	The token provided has expired.
92.		206	The session for this authentication token has been deleted.
93.	GetCommunicationHistory	207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
94.		208	The session for this authentication token has expired.
95.		207	The authentication status is not valid for this request.
96.		201	AuthenticationToken node cannot be empty.
97.		202	AuthenticationToken node is missing from input.
98.		203	OldPassword node cannot be empty.
99.		204	OldPassword node is missing from input.
100.		205	NewPassword node cannot be empty.
101.	ResetPassword	206	NewPassword node is missing from input.
102.		251	Password must be at least eight characters.
103.		252	Your password must contain at least one of the following special characters: {}[],.<>;:'""?/|`~!@#$%^&*()_-+=.
104.		253	Your password may not be the same as any of the 5 preceding passwords.
105.		209	Password must be less than 25 characters.
106.		210	Password must contain one of the following characters: -~`!@#$%^&*()_+={}[|<>,.:;'?\"\\]
107.		211	Password cannot be one of the recent passwords used.
108.		212	Password cannot be the same as the username.
109.		213	Password cannot contain spaces.
110.		214	The old password entry is incorrect. Please try again.
111.		215	The information requested is not supported by the authenticated site.
112.		201	The token provided does not exist.
113.		202	The token provided has expired.
114.		206	The session for this authentication token has been deleted.
115.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.

116.		208	The session for this authentication token has expired.
117.		207	The authentication status is not valid for this request.
118.		208	Password must be at least six characters.
119.		301	ClientId node is missing from input.
120.		205	The site requested is inactive or does not exist.
121.		201	The token provided does not exist.
122.		202	The token provided has expired.
123.	GetEvents	206	The session for this authentication token has been deleted.
124.		207	The user has logged out of the Talent Gateway. Please request a new AuthenticationToken.
125.		208	The session for this authentication token has expired.
126.		207	The authentication status is not valid for this request.

Talent Gateway Web API -RSS

Process for enabling RSS feeds in the simplest terms is:

- Kenexa enables a setting for the Talent Gateway on which the web search is performed (for the feed items): "Allow the Web service to query this gateway"
- Kenexa sends the RSS.xml to CSC or Client.
- Client creates an HTML page using this RSS.xml and sends us the link for that page with an image
- We update the link/image on Talent Gateways.

Having individual RSS feeds for candidates coming into their site requires the client to save the candidate's search criteria, make the call to 2xB's web service, save the results into an XML file, provide that link to the candidates for their RSS reader, and then update the XML file at appropriate intervals.

RSS Sample Input XML sent to the Web service
To request all the featured jobs that appear on the TG:

```xml
<?xml version="1.0" encoding="utf-8"?>
<Envelope version="01.00">
        <Sender>
                <Id>10540</Id>
                <Credential>11721</Credential>
        </Sender>
        <TransactInfo transactType="response" transactId="827db146-c576-4b2b-b997-
9eb59a7ea7ec">
                <TransactId>10/24/2008</TransactId>
                <TimeStamp>12:00:00 AM</TimeStamp>
        </TransactInfo>
        <Unit UnitProcessor="SearchAPI">
                <Packet>
                        <PacketInfo packetType="data">
                                <packetId>1</packetId>
                        </PacketInfo>
                        <Payload>
```

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```
                            <InputString>
                                    <ClientId>11721</ClientId>
                                    <SiteId>6129</SiteId>
                                    <PageNumber>1</PageNumber>
                                    <OutputXMLFormat>1</OutputXMLFormat>
                                    <AuthenticationToken/>
                                    <HotJobs/>
                                    <ProximitySearch>
                                            <Distance/>
                                            <Measurement/>
                                            <Country></Country>
                                            <State/>
                                            <City/>
                                            <zipCode/>
                                    </ProximitySearch>
                                    <JobMatchCriteriaText/>
                                    <SelectedSearchLocaleId/>
                                    <Questions>
                                            <Question Sort="No" Sortorder="ASC">
                                                    <Id>1323</Id>
                                                    <Value>TG_SEARCH_ALL</Value>
                                            </Question>
                                            <Question Sort="No" Sortorder="ASC">
                                                    <Id>1304</Id>
                                                    <Value>TG_SEARCH_ALL</Value>
                                            </Question>
                                            <Question Sort="No" Sortorder="ASC">
                                                    <Id>1292</Id>
                                                    <Value>TG_SEARCH_ALL</Value>
                                            </Question>
<![CDATA[TG_SEARCH_ALL]]></Value> </Question>   </Questions>
                                    </Questions>
                            </InputString>
                    </Payload>
            </Packet>
        </Unit>
</Envelope>
```

Description of Tags

- <Id>12345</Id> employee ID of an active 2xB user. (e.g. 12345 is the employee ID we have given to the TAS Ops user). This is available in WB > Tools > Users > Administer 2xB users > Edit user > Employee ID.
- <Credential>25317</Credential>, <ClientId>25317</ClientId> these two tags are the partner id of the TG for which 2xB needs to perform the web search
- <SiteId>5312</SiteId> is TG site ID
- <OutputXMLFormat>2</OutputXMLFormat>-:

The XML format, either:

0—XML

1—RSS

2—Link

This tag defines the output format that needs to be generated after performing the web search. Give 0 to get XML, 2 to get links.

Candidate Form Fields – Graphical Options

A new option attribute allows your organization to substitute configured graphical icons or colored text for plain text option values on panel displays.

Product	þ 2x BrassRing þ New UI þ Workbench Self-Service ¨ Talent Gateways	¨ Agency Manager ¨ Data Insight Tool ¨ SmartApproval ¨ Other
Visible Changes	þ No – requires specific conditions / configuration for visibility. ¨ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below. ¨ Specific conditions required – see details below. þ Configuration required – contact your CSC for implementation details.	

Feature Description

You can now configure graphical icons or colored text to replace plain text option values stored in candidate forms. This makes it easier for users to quickly assess the value of the field across several candidates in panels and views.

Once configured, icons and colored text for candidate field options will display for:

- Requisition folders (candidate grids)

- Working folders (candidate grids, Active & Inactive)

- Inbox (candidate grids)

- My candidates views (Candidates | My Candidates | <HR statuses>)

- Candidate Results panel

They will *not* display for:

- Candidate search results or Candidate quick search
- Filter folder views (Req, Working, or Inbox)
- Req grids or panels

Other Limitations

- Candidate forms – view mode
  Because forms can be elinked to candidates and other potential external users, the option Description will be shown in forms (add, edit and view modes).
- eLinks are excluded
  Because icons or text color are not being represented in Candidate forms – eLinks are therefore excluded as well.
- Auto-fill fields
  Auto-fill fields are out of scope because these field types are not outputtable to candidate grids or displayable in Candidate Results panels.
- Export to Excel
  The Export to Excel function from the candidate grids and panels will export the option description value, not the icon
- List administration in 2xB **Admin** > **Admin +** will not be able to change icon or Text color.
  Administration of option icon and/or Text color is in Workbench only.
- Candidate form fields pulling lists of options from Requisition form fields
- The configuration of graphical icons and text color on options is only designed for form fields that are MAINTAINED in candidate forms.
- Candidate form fields pulling its list of options from a requisition form field options is out of scope.
- Importing options
  The ability to upload the appropriate icon code or hex# has not been included. It is anticipated that this configuration will be done on fields with less than 10 options and would therefore not be a burden to configure manually.

How Do Clients Get this Feature?

This feature is controlled by new settings in candidate field option administration. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

The configuration of the graphical indicators for options is in the "Administer field options" and "Add/Edit field options" screens for candidate forms.

Tools > Forms > Candidate forms > Administer form fields [for selected form] > Administer field options [for selected field] > Add new option | Edit icon [for selected option]

A new column on the listing of the field's options displays the icons or text color for the option.

Administer field options > Edit option screen before and after
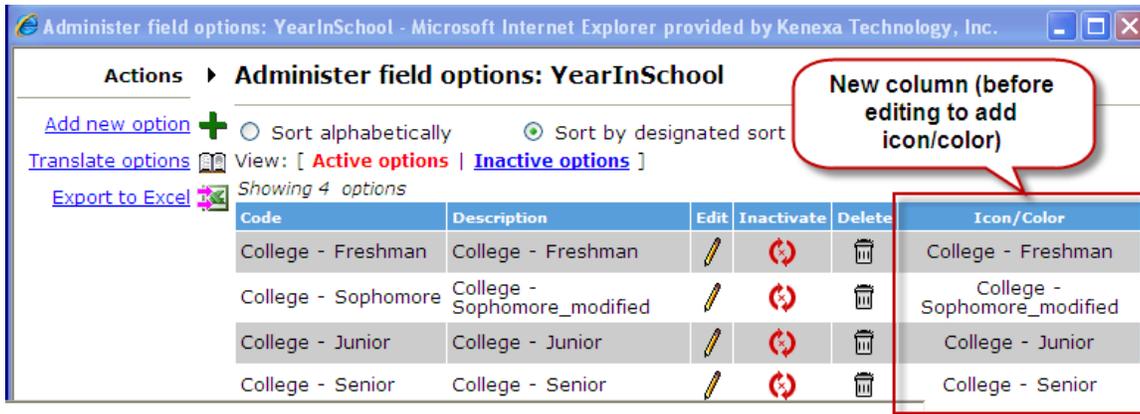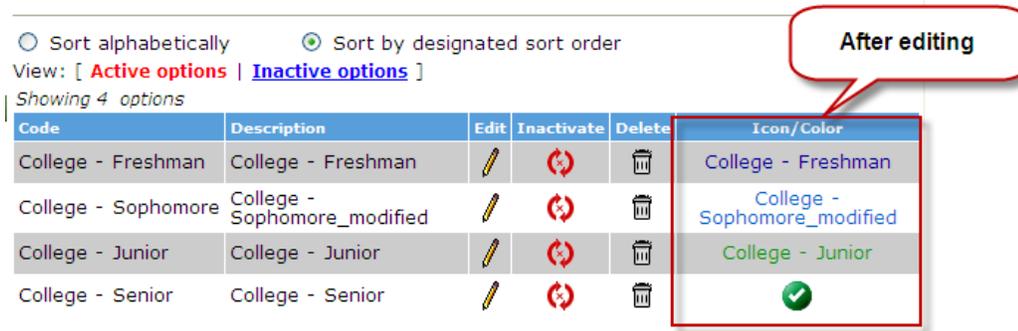
To choose the icon or text color:

1. Select **Add new option**, or the Edit icon for an existing option.
   - You can apply icons/colors only for Single-select and Radio button field types with a finite list of options. (Multi-select and Checkbox field types are not outputtable to views or panels, so configuration of icons/text colors is not allowed.)
   - The icon or color represents the option Description (not Code)
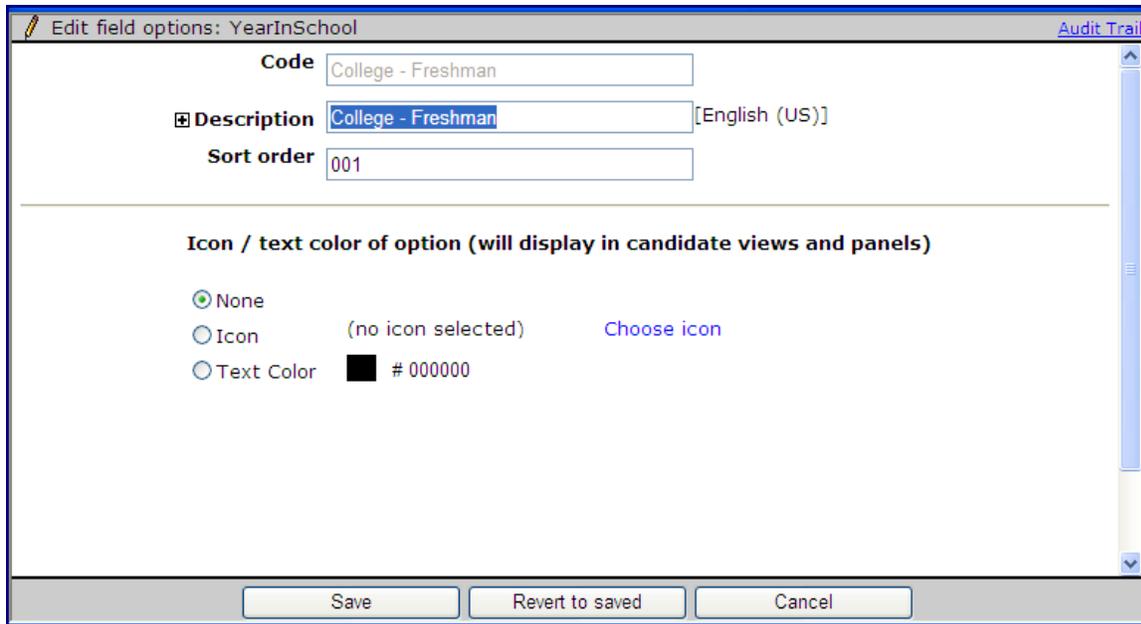
2. On the Edit/Add field options page, click **Choose icon**
   –OR–
   Select click the color square beside **Text Color**.
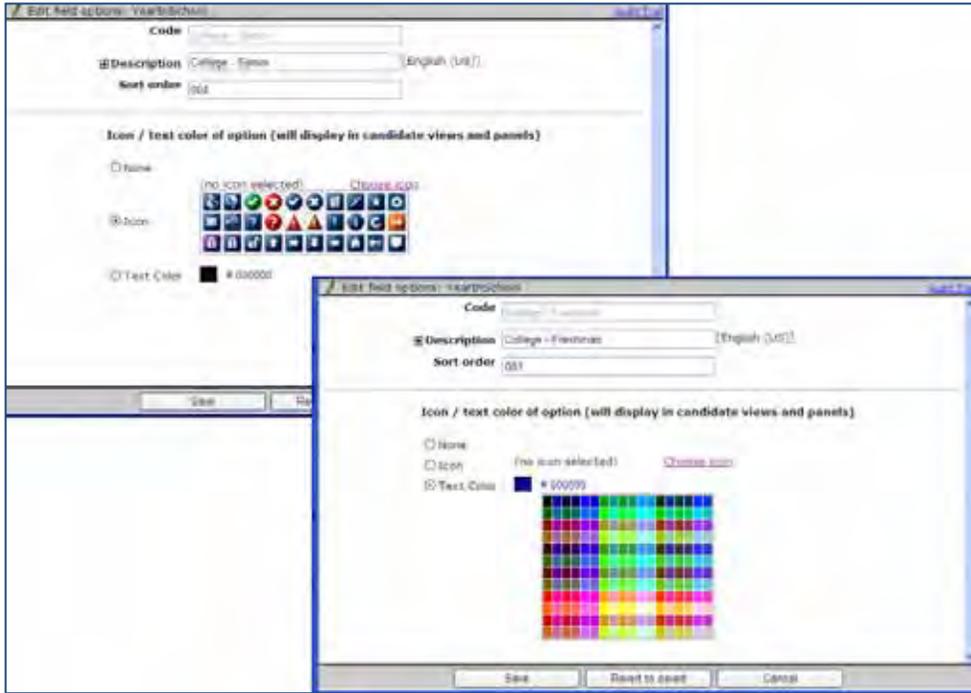
Enlarged view of icon set
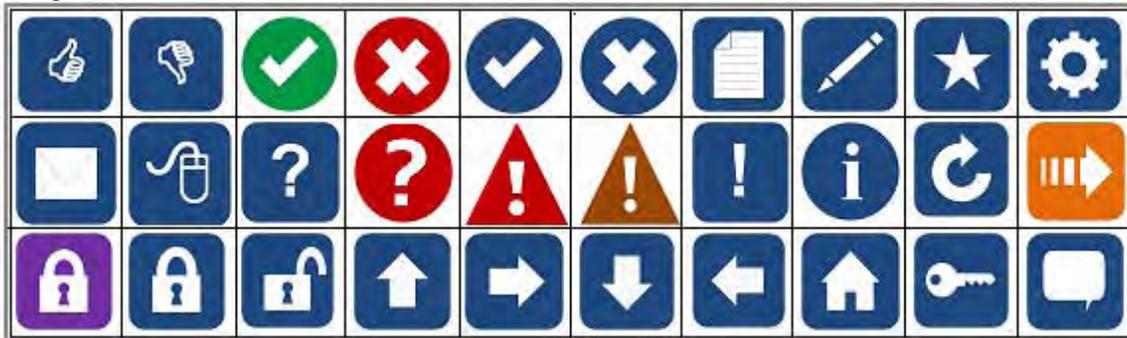
3. Click the desired icon or color, and click **Save**.

View field options

Candidate form fields pulling their list of options from a requisition form field will *not* display any graphical indicators or colors.

When options are pulling from another candidate form field's list of options, a click of the View binoculars icon launches the 'view field options' screen with a new 'Icon/Text' column displaying any icon or text color that has been configured for the options.
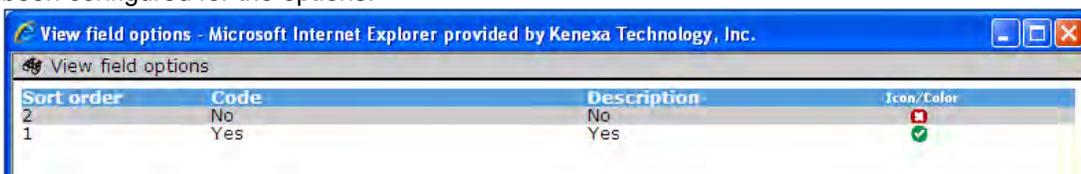
- If no icon or text color has been configured for the option, the option description displays in black text.
- Candidate form fields pulling their list of options from a requisition form field will *not* display the 'Icon/Text' column (since no graphical indicators or colors can be configured for the source).

Inactivate and Delete

The Inactivate field option and Delete field option screens also show the Icon/color configured. You cannot delete an option that is in use on a form.
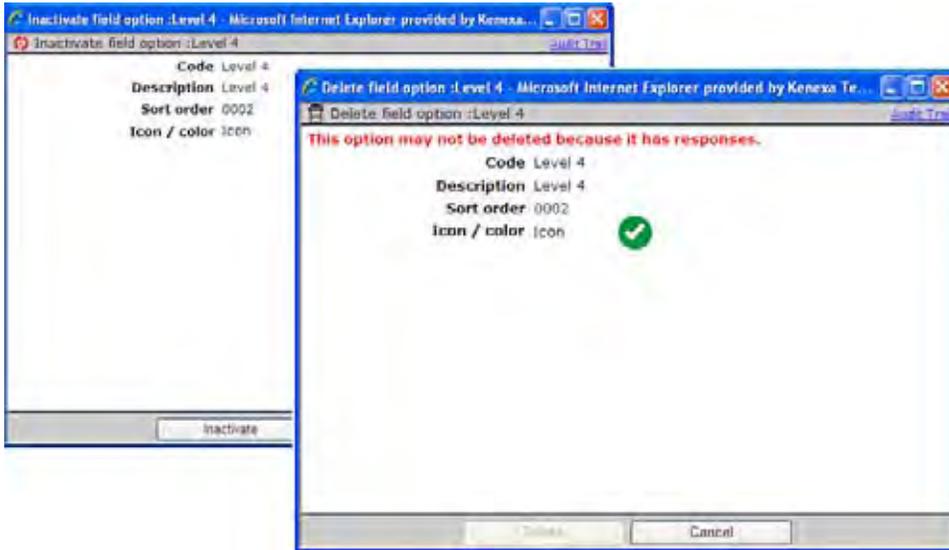
Candidate Forms – Save as Draft

Candidate forms can now be saved in draft mode with a new "Save as draft" form attribute.

Product	þ 2x BrassRing	¨ Agency Manager
	þ New UI	¨ Data Insight Tool
	þ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	þ No – requires specific conditions / configuration for visibility.	
	¨ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	¨ Specific conditions required – see details below.	
	þ Configuration required – contact your CSC for implementation details.	

Feature Description

When you add candidate forms, you can now save them in draft mode if your user type is selected in a new "Save as draft" form attribute/privilege. This is especially helpful when you are working on longer candidate forms, discover you need more information, or when you need a form opened for a long period of time, for example to capture responses for a lengthy interview.

To create a draft, you use the **Add form** functionality. If the form has the appropriate attributes set for your user type, you see a new button at the bottom of the form allowing you to save the draft. Drafts are personal to the user. They are not saved on the Talent Record until they are actually saved as a form.

Saving a Draft

To save a draft:

1. Select the **Add form** action in 2xB (**Candidates > Forms > Add Form**).
2. Select the form to be added and click **Add form**.

3. At any point in completing the form, you can save it as a draft by clicking **Save as draft**. (If you click **Save** instead, a draft is never created.)

- Draft can be incomplete
  When saving a draft, you can leave required fields blank. You can provide partial sequential form data (such as approval information) out of sequence; any entered data will be saved along with the draft. However, you cannot send drafts for approval.
- One draft per user per candidate per form
  Each user can have only one draft for each candidate, for each form type: single per candidate, single per candidate/req, multiple per candidate, multiple per candidate/req. For example, each user can have one draft Offer form for John Smith for Req 123BR.
- Create only from **Add form**
  The **Save as draft** button is available only on the Add form page. It's not on the View or Edit form pages because forms appearing there have already been saved (and are no longer drafts by definition).
- Drafts are saved for six months
  Six months after last Date Edited, draft forms are automatically deleted.

4. After clicking Save as draft, you see a confirmation screen. Click **Close** to return to the screen where the draft/add form was initiated, or return to the draft in edit mode by clicking **Return to draft**.

Accessing Drafts

You can access an existing draft to edit it in multiple ways:

- **Add form**
  If a draft of that form type already exists for the candidate, the **Add form** function will automatically display your saved draft.
- **Candidates** menu > **Forms – my saved drafts**
  If your user type has the **Candidates 'Forms – my drafts' menu** privilege, you can select **Forms – my saved drafts** from the **Candidates** menu to open the new Forms – my drafts page.
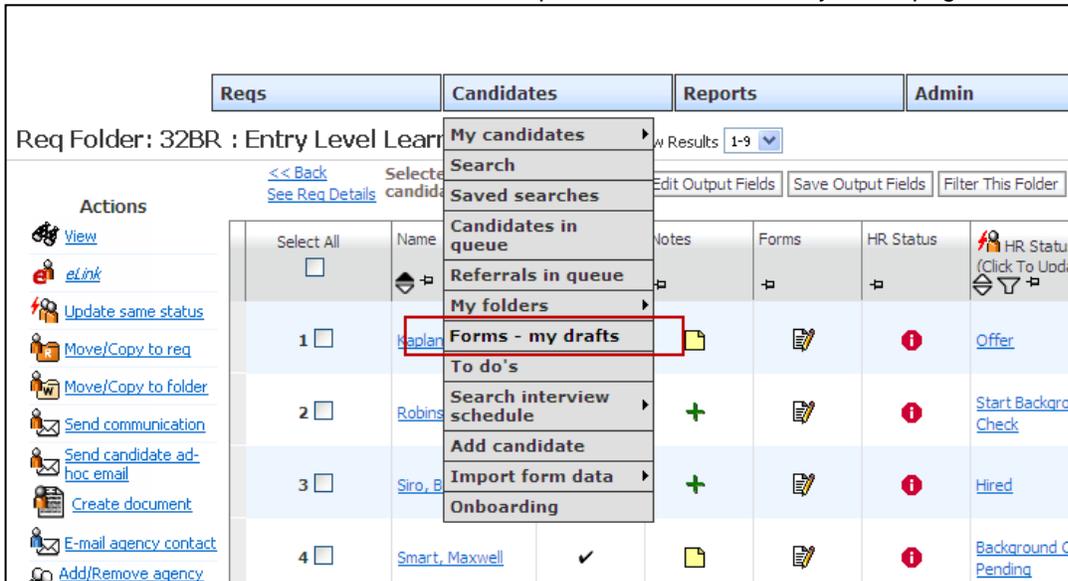
- **Quick Links > Forms – my drafts**
  If the **Forms – my drafts** link is available on your New UI Quick Links panel, click the link to open the new Forms – my drafts page. (To add the link to the panel if it has been configured and you have the

Candidates 'Forms – my drafts' menu privilege, click **Add > In My Candidates > Forms – my drafts**.)
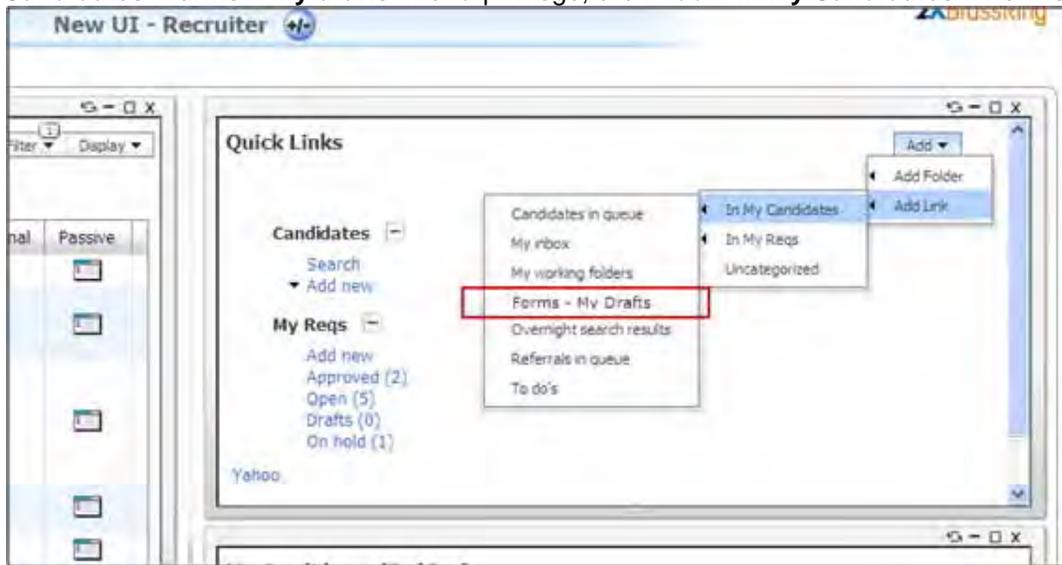
Forms – my drafts Page

The new Forms – my drafts page lists all your draft forms for all candidates. This page is accessed via Forms – my draft on the Candidates menu or a new quick link in the new UI panel. These will be visible if you have the Candidates Forms – my drafts menu privilege.

You can view, edit, or delete your draft forms from this page. Drafts are automatically deleted six months after their Date edited date.

Candidate Forms – Save as Draft | 4

- To view the draft, click the Form name link.
- To open the candidate's Talent Record, click the Candidate name link.
- To edit the draft, click its Edit form icon.
- To delete the draft, click its Delete form icon.

Editing Drafts

When you edit a draft, you can:

- Save it as a draft again – click **Save as draft**
  The draft is saved with any changes and its Edited date is updated.
- Save it as a form – click **Save**
  The draft is converted into a Form that is saved on the Talent Record, and the draft is deleted.

You can edit a per-req form draft without being in the Req folder, since the req relationship is already established.

For single per candidate and single per candidate/req form drafts:

- If the form does not yet exist for the candidate and more than one user has a draft of the form, whoever first clicks **Save** successfully creates the form.

- Once the form has been saved for that candidate, the next user who clicks the **Save** button after editing a draft would see the "form already exists…" message. They are returned to the form and can **Save as draft** instead (in case the other form gets deleted).

Deleting drafts

On the Forms – my drafts screen, simply click the form's Delete form icon to delete it. Click **OK** to confirm deletion.

eLinks

The **Save as draft** button is available for eLinks when recipients' user type is selected for the Save as draft form attribute. The button is there for:

- eLink blank form
- eLink Talent Record with form to complete

Clicking the eLink link will present the Add form page OR the Draft form if a draft of this form type exists for this user.
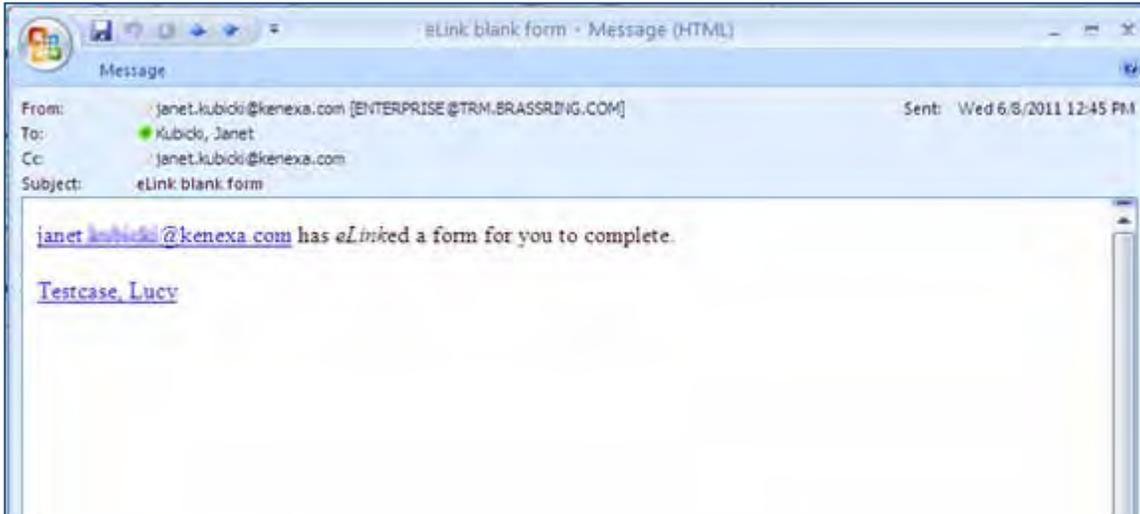
A re-click of the eLink in the email will launch the draft.

Best Practice Recommendations

- Review and possibly consider increasing eLink expiration security if *any* forms are going to be sent to eLink recipients and allowed to be saved as a draft. The ONLY way for a eLink recipient to get access to their draft form is to re-click an eLink.
- Be sure that a **non-system user** eLink recipient saves the email until that draft is converted to a form. If they lose or delete the email, there is no way to retrieve or resend the draft for that eLink recipient as drafts are personal to the 'user' and not 'saved' in the system in a general location for administrators to access and re-send.

How Do Clients Get this Feature?

This feature is controlled by a new user type privilege and new candidate form attribute, set for selected user types. A new link is also available for the Quick Links panel of the New UI. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

Enable this feature by:

- Setting the form attribute at form template level to allow a form to be saved as a draft when adding it
- Granting the new user type privilege to access the saved drafts via a Candidates menu item
- Configuring the Quick Links panel in the New UI to place the "Forms – my draft" quick link on the panel.

Setting Form Attribute

Set the **Save as draft – Save / modify / delete my** attribute to allow users to save a form as a draft when adding it.

Tools > Forms > Candidate forms > Add new form | Edit form attributes [of selected form]
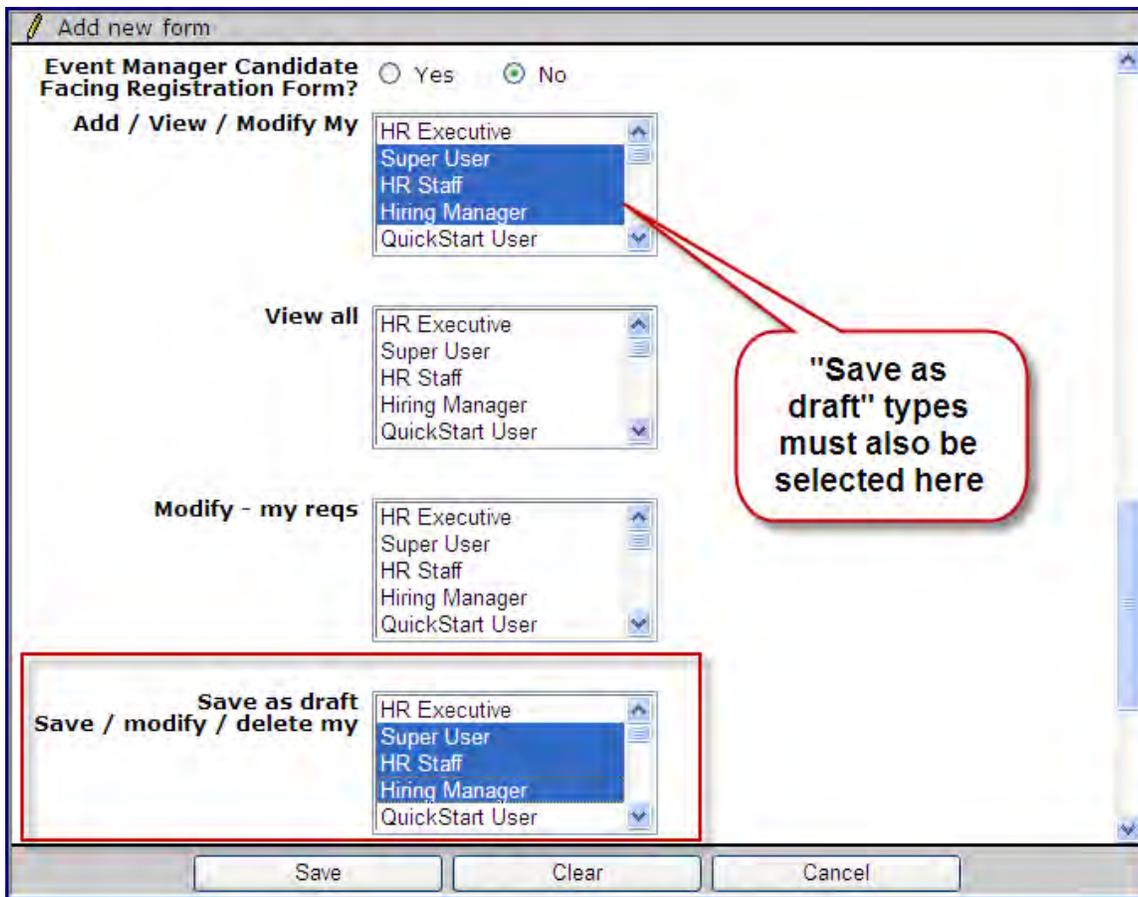
Selected user types on the multi-select list will have the "Save as draft" button available on the candidate form when initially adding the form. The selected user types must already be selected for the "Add/View/Modify my" attribute.

Granting User Type Privilege

To allow users to access their own saved draft forms (for all candidates) via the new **Forms – my drafts** item on the Candidates menu, give them the **Candidates – 'Forms – my drafts' menu** user type privilege.

Tools > Users > User types > Edit type permissions > Candidate actions 3

Configuring Quick Link

Configure the Quick Links panel in the New UI to place the "Forms – my draft" quick link on the panel.

Tools > Settings > Panel configurations > Quick links > Administer configuration > Add new configuration | Edit [selected configuration]

5. Click **List>** to search for the link to add.
6. Drag the **Forms – my drafts** link to the Selected side and click **Submit**.
7. Click **Save** to save the configuration.
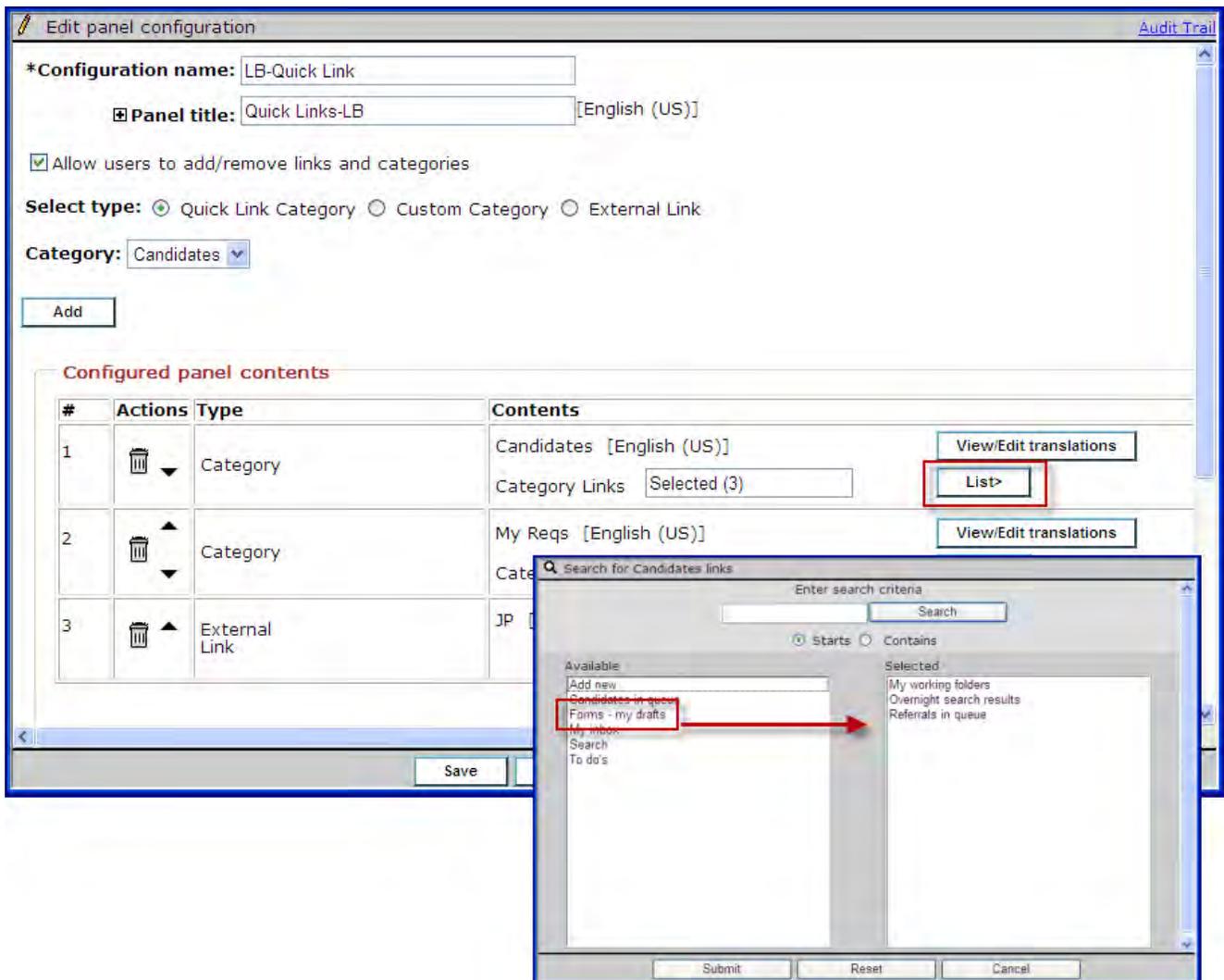
User types without the Candidate actions 3 "Candidates – 'Forms – my drafts' men" privilege will not see the 'Forms – my draft' quick link, even though it is in the master configuration of the Quick Links panel.

Candidate Forms – View in User Language

This feature provides the ability to view candidate forms in the 2xB user's base language when the forms have been created in a different language by the candidate.

| Product	þ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	þ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	þ No – requires specific conditions / configuration for visibility.	
	¨ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	þ Specific conditions required – see details below.	
	¨ Configuration required – contact your CSC for implementation details.	

Feature Description

With this feature, 2xB users can now read a version of candidate forms that have been created by candidates in a different language. For example, if a candidate fills out a form in Spanish, an English user can view a version in English. The user simply clicks a link to see a version of the form in the user's own language.

This requires that a new form attribute called **Enable Language Toggle** be set for the form in Workbench.

- If this setting is checked, an additional link is displayed at the top right corner of the form when the form is in a language different from the user's.
  Clicking the link displays a translated version of the form in the user's base language. Only fields that are translated are displayed, that is, the form template must be translated in the user's base language. Text responses are displayed as entered by the candidate.
  The link applies only while a user is **viewing** the candidate form.
- If this setting is unchecked then no link is displayed.

2xB User Experience

When the 2xB user views a candidate form (with the attribute set) completed by a candidate in a different language, a toggle link for the user's base language is available. Clicking the link shows the responses in the user's language.

Candidate form with toggle button for language

How Do Clients Get this Feature?

This feature is controlled by a new form attribute. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

Enable Language Toggle

Set the form attribute in Workbench to allow the form to display the language toggle link functionality in 2xB.

Tools -> Forms -> Candidate Forms -> Add new form | Edit Form Attributes [for selected form]

- If this setting is checked, an additional link is displayed at the top right corner of the form when the form is in a language different from the user's.
  Clicking the link displays a translated version of the form in the user's base language. Only fields that are translated are displayed, that is, the form template must also be translated in the user's base language. Text responses are displayed as entered by the candidate.
  The link applies only while a user is **viewing** the candidate form.

- If this setting is unchecked then no link is displayed.

Translate Forms

Forms must be available in the user's base language. The following path provides a convenient way to translate the fields (this is existing functionality):

Tools -> Forms -> Candidate Forms -> Add new form | Administer Form Fields [for selected form] **-> Translate fields**

Translate Candidate Form Fields

Showing 9 records

French

Code	Database Name	Translation	
9682	NameOfSchool	◯ Reqd ◉ Show ◯ Hide	[French]
9683	YearInSchool	◯ Reqd ◉ Show ◯ Hide	[French]
9684	MajorMinor	◯ Reqd ◉ Show ◯ Hide	[French]
9685	ExpectedDateGrad	◯ Reqd ◉ Show ◯ Hide	[French]
9686	ScheduledTakeExams	◯ Reqd ◉ Show ◯ Hide	[French]
9687	LocationsInterested	◯ Reqd ◉ Show ◯ Hide	[French]
9688	DepstWorking	◯ Reqd ◉ Show ◯ Hide	[French]
9689	TypeWorkDesire	◯ Reqd ◉ Show ◯ Hide	[French]
9690	HealthcareExp	◯ Reqd ◉ Show ◯ Hide	[French]

Save   Reset to Saved   Cancel

Candidates – Job Response Scores

Candidate scores for Talent Gateway, Gateway Questionnaire, and Job Response Form questions are now static. They will remain unchanged if scoring on the posting is adjusted or if the question is removed from the posting.

Product	ϸ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	¨ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	¨ No – requires specific conditions / configuration for visibility.	
	ϸ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	ϸ Automatic – see details below.	
	¨ Specific conditions required – see details below.	
	¨ Configuration required – contact your CSC for implementation details.	

Feature Description

Candidate scores for TG/GQ/Job Response Form questions are now static. They will remain unchanged if scoring on the posting is adjusted or if the question is removed from the posting. The score will be stored with the candidate on the response forms.

Previously when a requisition was posted to a Talent Gateway and the questions were scored, the question scoring for the candidate – on the Talent Gateway form and Job Response Form (response forms) – was calculated dynamically based on the current scoring in the posting. The following scenarios could occur when a candidate had already received a "score":

- **Old behavior:** When the question was removed from the posting, the question and response still appeared on the response forms, but the scoring was **removed**.
  New behavior: Question, response, and score all still appear on the response forms. Total score remains the same, and the individual response form scores add up to that total.

- **Old behavior:** When the scoring on the posting changed (edited via Edit site questions), the candidate's score **changed** as well for that posting, for that question on the response forms.
  New behavior: Question, response, and score remain unchanged on the response forms. Total score remains the same, and the individual response form scores add up to that total.

For example:

Question A is posted to the TG; Option 1 is scored 30

John Smith submits on 1/30/2011 and answers Question A with Option 1

Job Response Form shows Question A; Option 1; score of 30

On 2/15/2011, Question A is removed from the posting

John Smith's JRF for 1/30/2011 continues to show Question A; Option 1 with score of 30 (previously would have shown Option 1, but with no score)

Candidate's Total score (for all questions) has always been static, so Total score does not change. Now the JRF & TG response forms are also static and remain unchanged (previously they would not add up to the total after a change).

Gateway Questionnaire response form question scores were always static – no change has been made to the behavior there.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

This feature allows you to limit the number of candidates that can be manually filed, moved or copied into a requisition folder.

Product	þ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	þ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	þ No – requires specific conditions / configuration for visibility.	
	¨ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	¨ Specific conditions required – see details below.	
	þ Configuration required – contact your CSC for implementation details.	

Feature Description

Your organization can limit the number of candidates that can be manually filed, moved or copied into a requisition folder. When enabled, the limitation of candidates being manually added to req folders is done on a requisition template level. 2xB users can set the specific **Candidate Limit** number when adding or editing the requisition, so each position could have a different limit.

When a limit is set, the system allows candidates to be filed, moved or copied into a req when:

- Number of candidates currently in the requisition folder is *less* than the Candidate Limit

AND

- Number of candidates selected to be filed, moved or copied into the folder is *less* than or *equal to* the difference.

After each file, move or copy attempt, 2xB re-checks the number of candidates currently in the requisition folder against the Candidate Limit number. When they are equal, the pre-designated field called **Candidate Limit Status** changes from 'Unfilled' to 'Filled'. The field can be configured for search and output.

2xB does not consider these settings when filing candidates into requisition folders by Auto-file or Insta-file, Candidate import integrations, Saved Overnight searches, filing to a folder as a result of Rules Automation Manager or other custom triggers.

File/Move/Copy Candidate in 2xB

When a 2xB user attempts to file, move, or copy one or candidates to a req where the candidate limit has been filled:
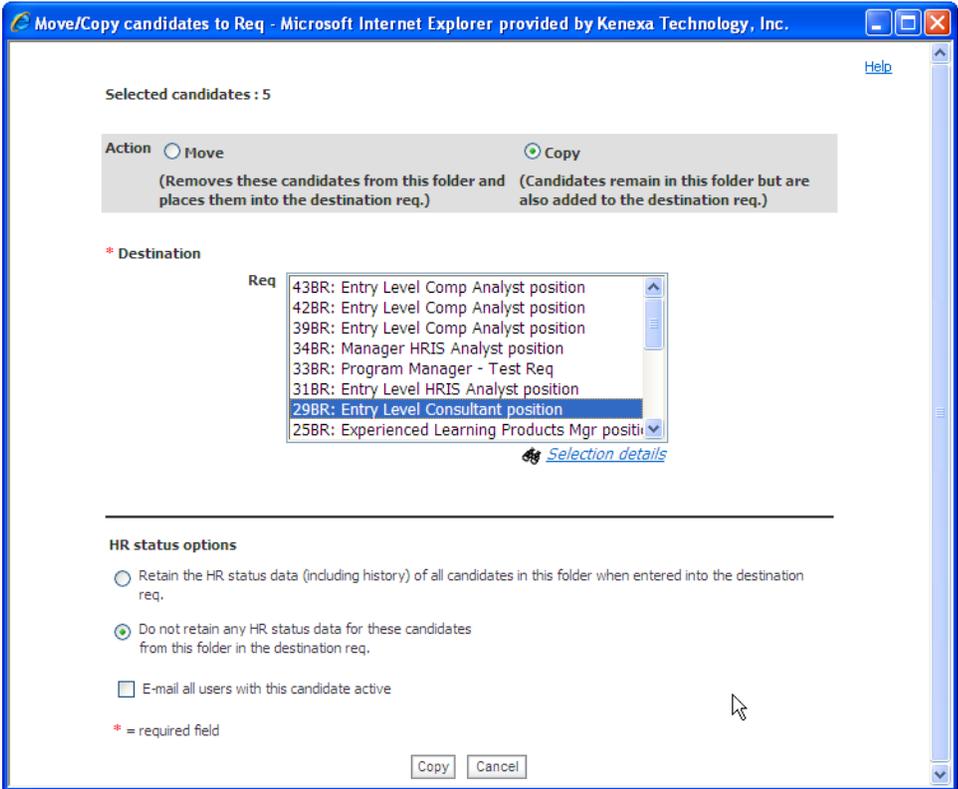
They see a message similar to this one informing them they have exceeded the candidate limit:

Or this message when moving or copying one or more candidates to multiple reqs:
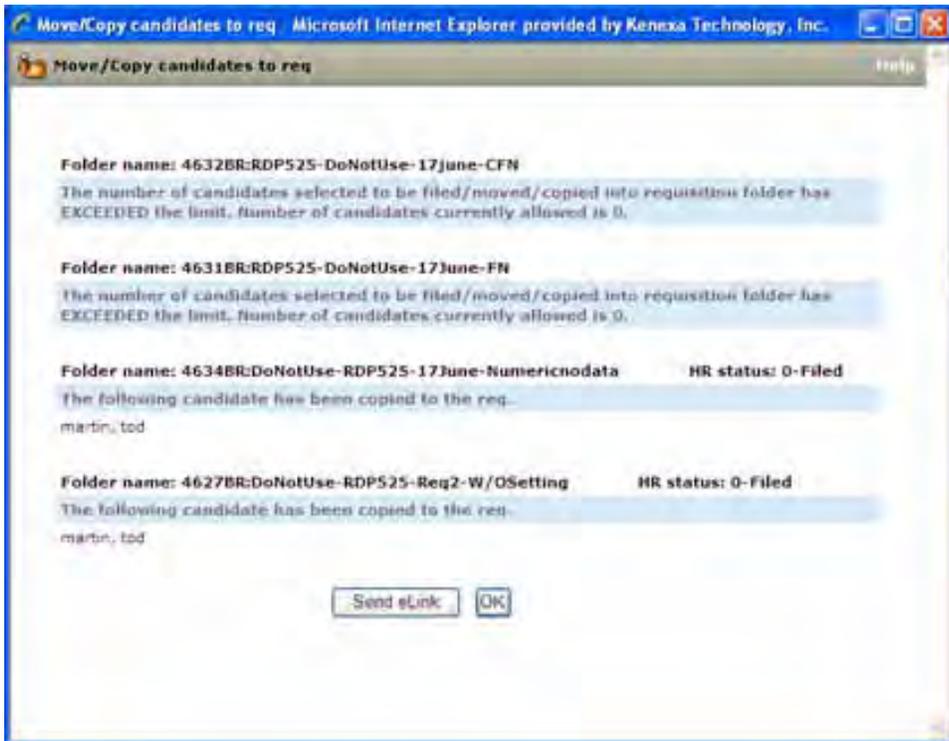
Search

If the Candidate Limit field is configured as a searchable field, 2xB users can search for requisitions that have available capacity. Use the Reqs > Search reqs functionality with the Candidate Limit Status field as a criteria. Users can search for requisitions that have capacity (Candidate Limit Status = Unfilled) or for requisitions that no longer have capacity (Candidate Limit Status = Filled).

Limitations

The system does not limit the number of candidates that an individual user can manually file/move/copy into a requisition folder if it is within the limits of the Candidate Limit.

How Do Clients Get this Feature?

This feature is controlled by a new client setting, and a new req template setting. Please contact your CSC for more information about enabling this feature.

Workbench Self-Service Certified Users

Once the client setting is enabled, this new req template setting and numeric limit field become available in **Tools > Forms > Reqs > Req forms > Edit form attributes** [for selected template]:

- **Limit # of candidates allowed to be manual filed/moved/copied into req folder**
- **Candidate Limit field (numeric)**
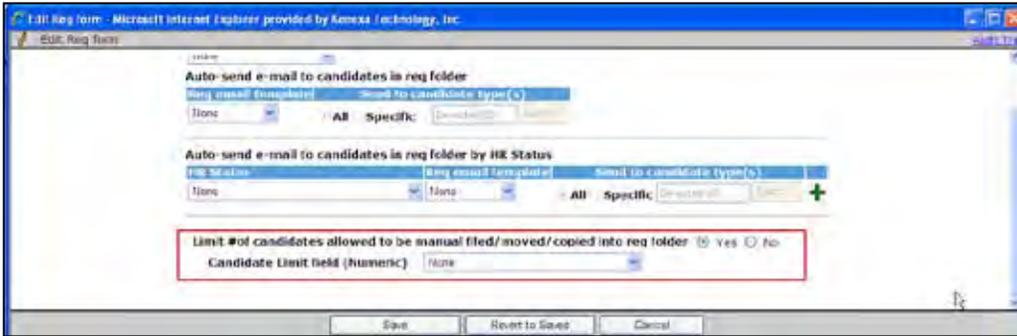
Click the **Yes** radio button to place the Candidate Limit field on the req, then select the field from the list of active numeric fields on the req template.

Candidates – Search Privilege Restrictions

New user type privileges provide restrictions for candidate search functions.

Product	ᛘ 2x BrassRing	ᛀ Agency Manager
	ᛀ New UI	ᛀ Data Insight Tool
	ᛀ Workbench Self-Service	ᛀ SmartApproval
	ᛀ Talent Gateways	ᛀ Other
Visible Changes	ᛀ No – requires specific conditions / configuration for visibility.	
	ᛀ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	ᛀ Automatic – see details below.	
	ᛀ Specific conditions required – see details below.	
	ᛀ Configuration required – contact your CSC for implementation details.	

Feature Description

You can restrict candidate search to allow users Quick Search only, and only of their own candidates. Another privilege can hide Filter Folder functionality by user type.

Quick Search Only (My Candidates Only)

User types with the new **Quick Search Only (My Candidates Only)** privilege have no search capability other than Quick Search, which they can use to search by first and/or last name of their own candidates only.

Searchable candidates will include:

- Candidates in Req folders with which the user has a My Reqs relationship. The search will only be run on Reqs in Open, On Hold, or Closed statuses.
- Candidates in the user's working folders (both active and inactive) and Inbox.

User types with this restriction will **not** be able to use full-function searches in 2xB, including:

- Candidates > Search (both new UI and classic)
- Candidates > Saved Search (both new UI and classic)
- Candidates > My Candidates > Find (both new UI and classic)

Hide Filter Folder

User types with the new **Hide Filter Folder** restriction will **not** be able to filter folder results or set filter options on any 2xB pages, including:

- Candidates in Req > Filter (new UI)
- MyCandidates > Filter (new UI)
- Req Folder (all Req statuses) > Set Quick Filters (classic)
- ReqFolder > Filter this Folder (classic)
- Candidates > My Folders > My Open Reqs (classic and new UI)
- Candidates > My Folders > Inbox (classic and new UI)
- Candidates > My Folders > Working (classic and new UI)
- Candidates >My Folders > Inactive (classic and new UI)
- Quick Search results > Set quick filters

How Do Clients Get this Feature?

This feature is controlled by new user type privileges. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

Set the new search restrictions in **Tools > Users > User types > Edit type permissions > Search**

- To make Filter Folder and Set Quick Filters options unavailable to the user type, check the Search privilege:
  Hide Filter Folder
- To restrict search functionality to Quick Search of user's own candidates, check the Search privilege:
  Quick Search Only (My Candidates Only).
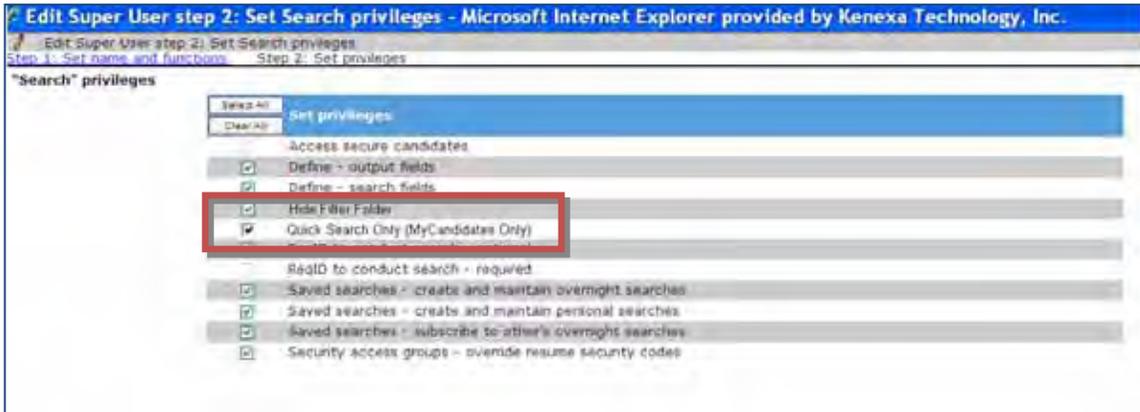
There are no dependencies on other settings for either of these privileges.

Communication History – Sensitive Attachments

This feature enforces sensitive attachment privileges for the Talent Record Communication History.

Product	▶ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	¨ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	¨ No – requires specific conditions / configuration for visibility.	
	▶ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	▶ Specific conditions required – see details below.	
	¨ Configuration required – contact your CSC for implementation details.	

Feature Description

When sensitive attachments (attachment or document with "Sensitive" category) are uploaded to a candidate's Talent Record, they are not visible on the Attachments tab of the Talent Record to users without viewing privileges. However, when stored communication history is configured, links to these attachments previously could be viewed, via the Communications tab. This occurred if a user (with privileges to view stored communication history) selected an Email template or Document Packet template communication that included a sensitive attachment. The attachment could be viewed by clicking its link.

With this feature, this loophole is corrected. Restrictions on viewing sensitive attachments are now enforced on the Communications tab (classic) and Communications Action Log (New UI). Users without privileges to view sensitive attachments will no longer see links to those attachments in the attachment section of the saved communication. Instead they will see the attachment name as plain text only.
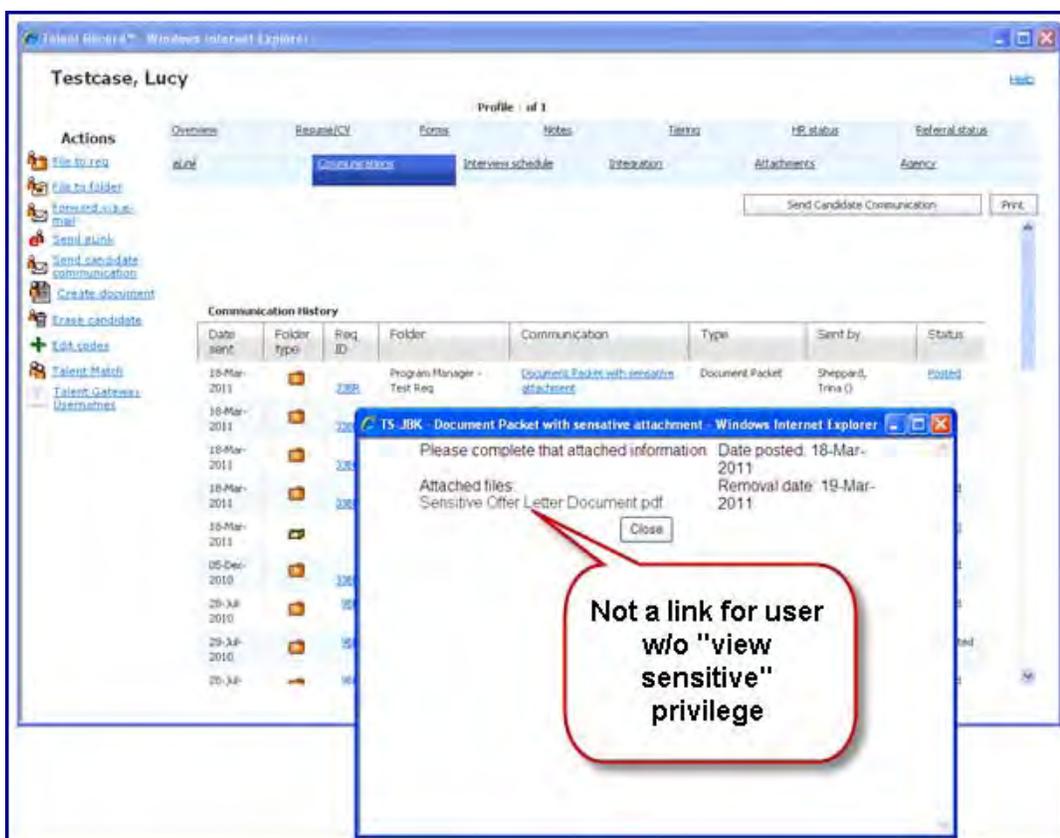
How Do Clients Get this Feature?

This feature is available automatically without configuration if stored communication history has been enabled for your organization. It affects users who have privileges to view communications as links, specifically when sensitive attachments are in use.

Workbench Self-Service Certified Users

In order for a user to view communications as links, one of the following privileges must be selected in **Tools > Users > User Types > Edit type permissions > Candidate Actions 2**:

- "View all stored communication history" allows user to view stored communication history for all candidates.
- "View stored communication history for my reqs only" allows user to view stored communication history for those communications generated from req folders in which they are a req team member.

This feature affects sensitive attachments and documents:

- Sensitive attachments are those for which the Attachment Category has the attribute "Sensitive attachment category" set to "Yes" in Workbench:
  Settings > Attachment Categories > Add new attachment category | Edit > Sensitive attachment category
- Documents can also be sensitive attachments, when generated from a "sensitive" document template and emailed/uploaded to the Talent Record. A sensitive document template is one created with **Sensitive** set for the "Select attachment category for generated documents" setting (in the 2xB Admin module).

Sensitive attachment file names will be shown in the communication text as plain text, rather than as links, for users without appropriate sensitive attachment privileges, also set in:
Tools > Users > User Types > Edit type permissions > Candidate Actions 2

- "Attachments – Sensitive attachments in my reqs only" privilege. Users will see link only when viewing a candidate filed to their own req, otherwise they will see the file name in plain text.
- "Attachments –Sensitive attachments – all" privilege. Users with this privilege will see links for all attachments, including sensitive attachments.

2x BrassRing Admin/Admin+ Users

In order for an email message to display as a link on the Communication history section of the Talent Record, the Email Template being used should have the "Save copy of correspondence" set to Yes in:
2xB > Admin> Communications > Add/Edit email template page.

"Sensitive" documents are generated from document templates created with **Sensitive** selected for the "Select attachment category for generated documents" setting in:
2xB > Admin> Document Templates> Add | Edit Document Template

2x BrassRing Users

The sensitive attachments affected by this feature can be uploaded by 2xB users:

2xB > Navigate to Candidate Talent Record > Attachments > Upload attachment > Select category that has been configured as sensitive.

The following figures show a Talent Record that had a sensitive attachment uploaded via Upload attachment or via Create document from a document template with the **Sensitive** attachment category. The figures show the view of the Talent Record from within a Req folder in which the user does not have the appropriate "View Sensitive attachment" privilege, therefore the attachment name (yellow indicator) is in plain text.

View email communication pop up (Classic): Talent Record>Communications tab>Communication link for email "Type">Communication pop up

Communication History – Sensitive Attachments | 3
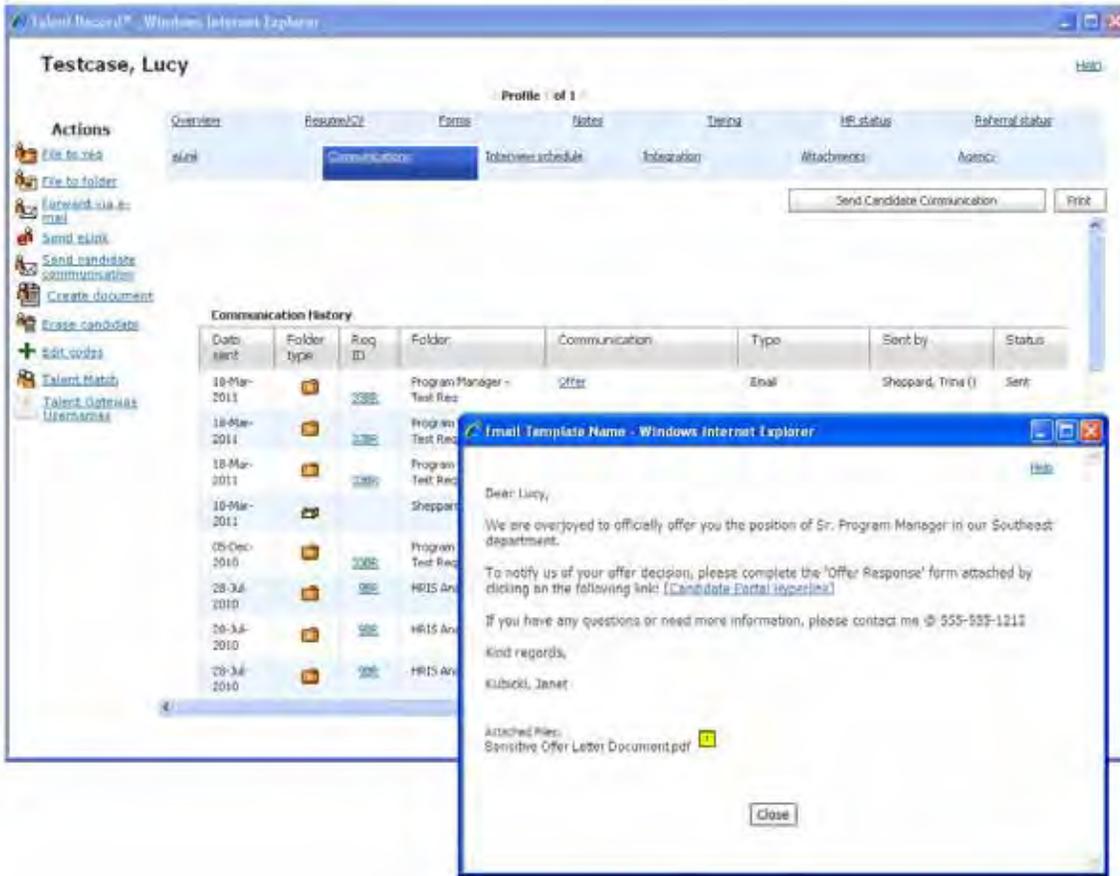
View email template (New UI): Talent Record>Action Log>Filter by "Communications> Name/Type link for Action "Communication – email">Communication pop up
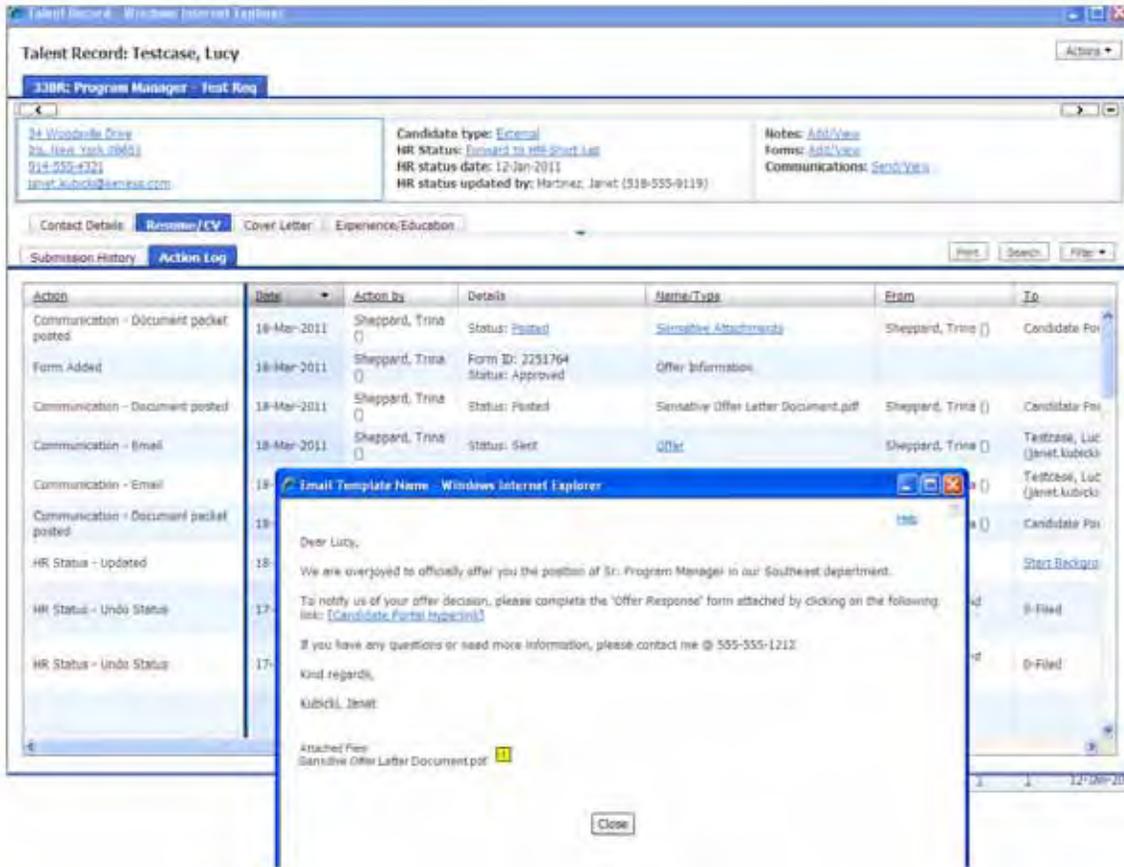
The following figures show a Talent Record that had a sensitive document attachment posted to a Candidate Portal, and then attached via Send communication>Document Packet template. The figures show the Talent Record viewed from within a Req folder for which the user does not have the appropriate "View Sensitive attachment" privilege.

Communication History – Sensitive Attachments | 4

View Document Packet (Classic): Talent Record>Communications tab>Communication link for Document Packet "Type">Communication pop up
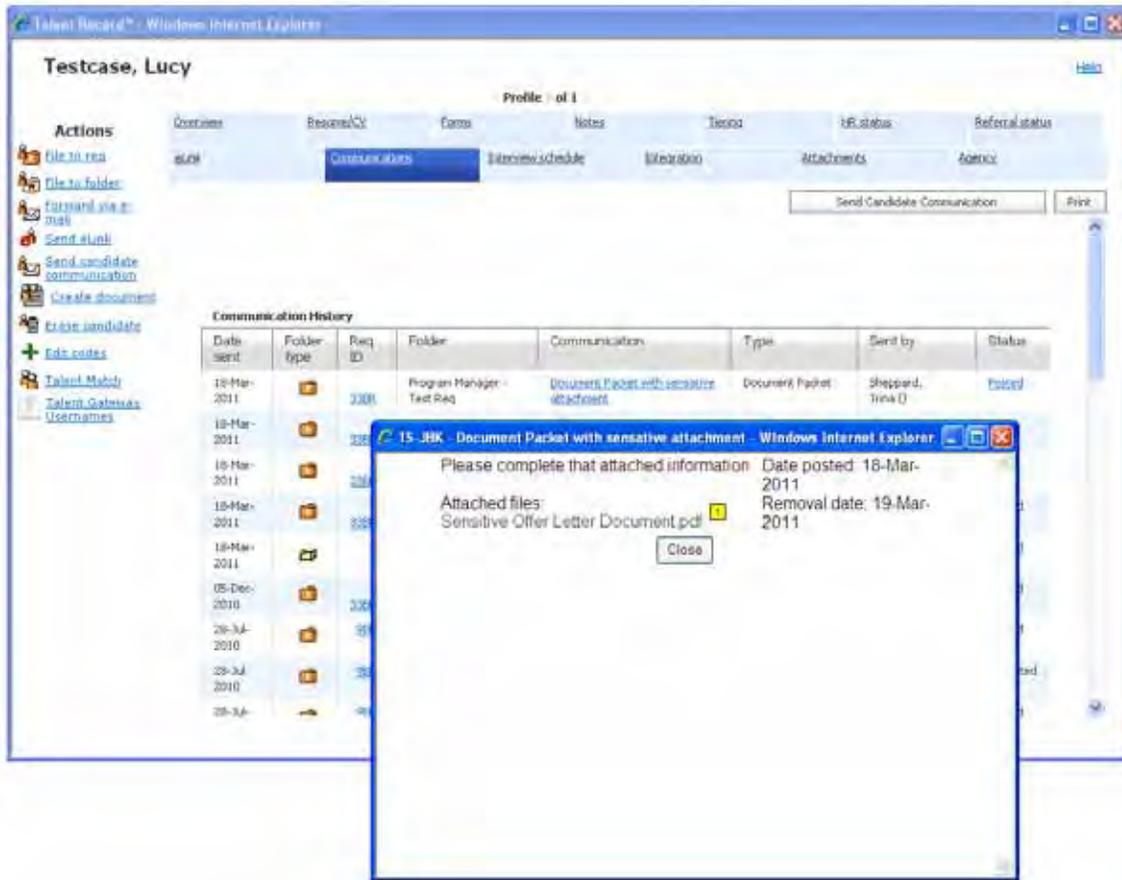
View Document Packet (New UI): Talent Record>Action Log>Filter by "Communications> Name/Type link for Action "Communication – Document Packet posted">Communication pop up

Communications – Access to HTML Source Code Editor

This feature gives template administrators who are skilled in html coding direct control over the source code for their blurbs, document templates, and email templates.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

For organizations using html intensively to apply formatting styles and branding to their templates, access to the HTML Source Code Editor is extremely helpful. Once this feature is enabled, template administrators can access the HTML source code view of the HTML editor for:

- Add | Edit blurb
- Add | Edit document template
- Add | Edit email template
- Add | Edit document packet
- Add | Edit System email template
- Create document
- Send communication (document packet, email, agency contact)

To use the HTML source editor, simply click **Source** or the source icon in the editing ribbon for the HTML tab on one of the above pages.

HTML source editor for Create document (Create document action on the Talent Record)
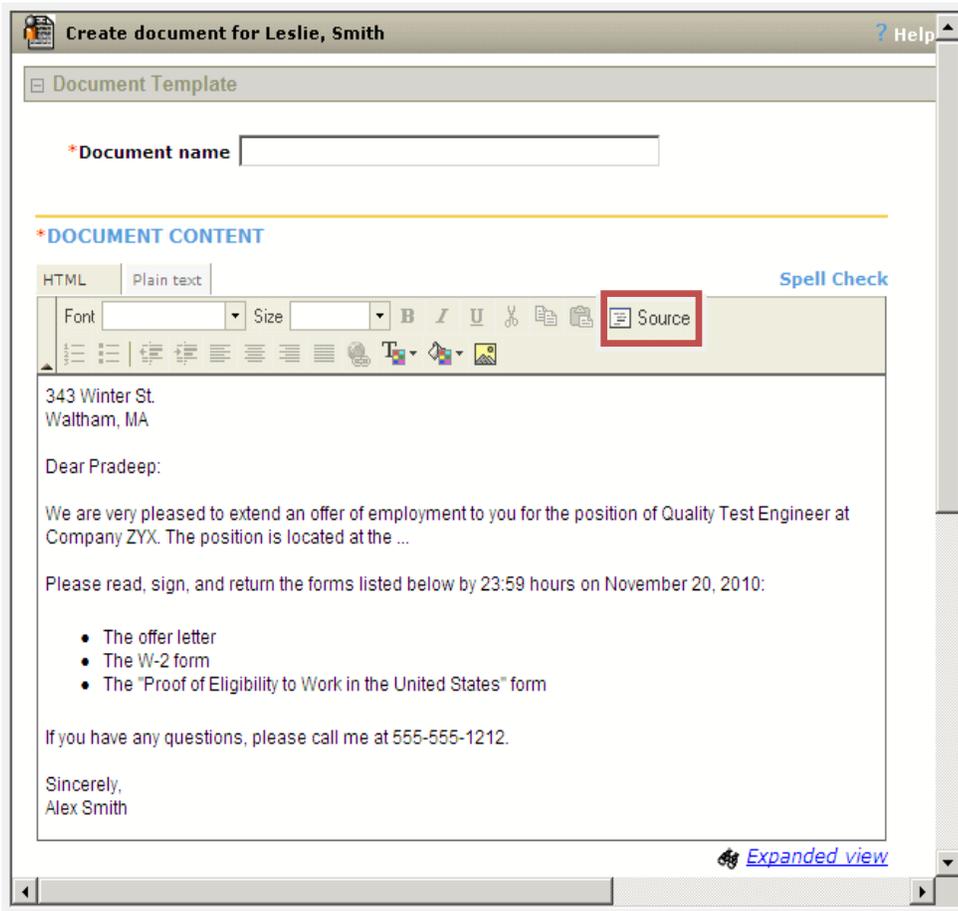
HTML source editor for Communications templates and blurbs (Admin > Communications > Add/Edit document template | email template | blurbs | document packet template | system email template)

Communications - Access to HTML Source Code Editor | 2
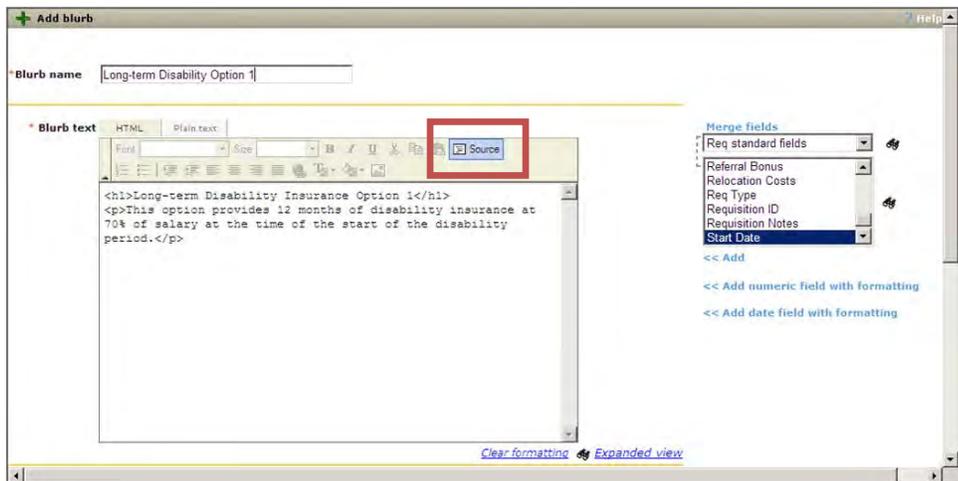
YUI Editor's HTML Source Code Icon (shown for Add blurb)
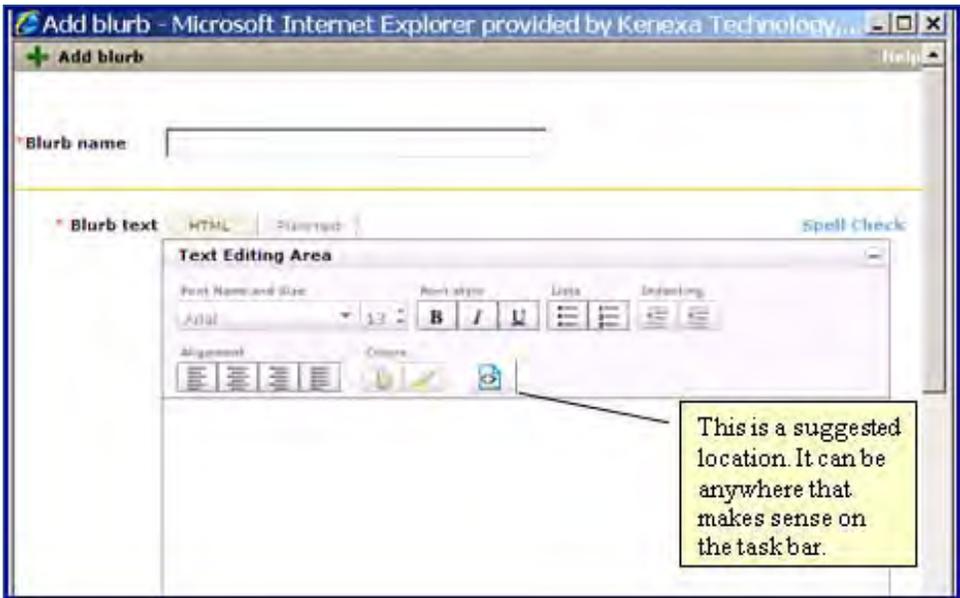
YUI Editor's HTML Source Code Icon (shown for Admin+ > Add system email template)
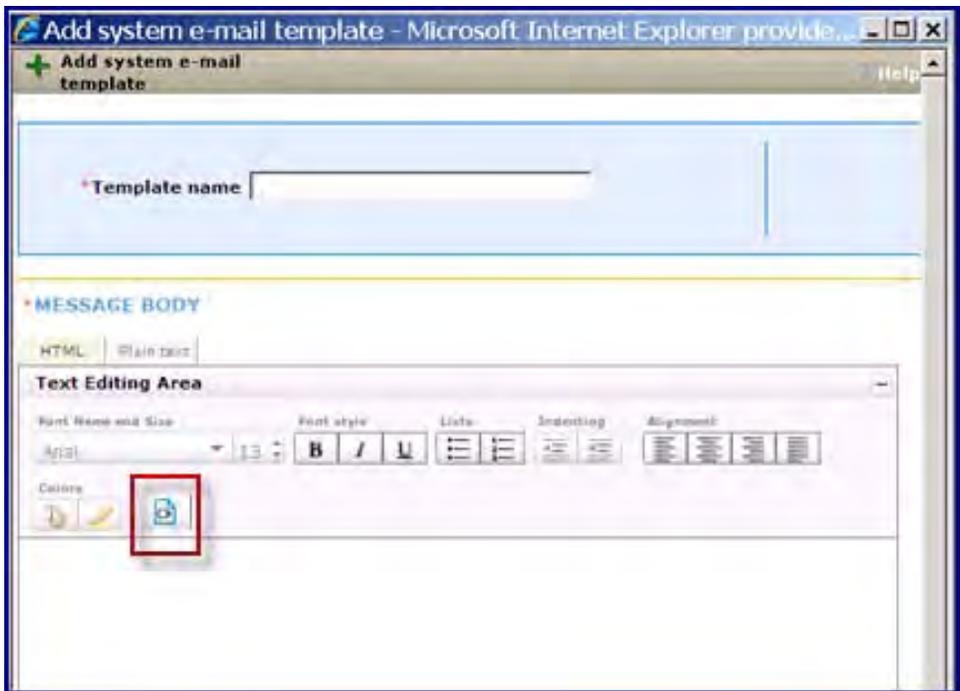
> Users may still be restricted in the HTML tags they can enter into the source code editor unless the "Allow restricted HTML in approved fields" client setting is also enabled.

Clicking Source here:
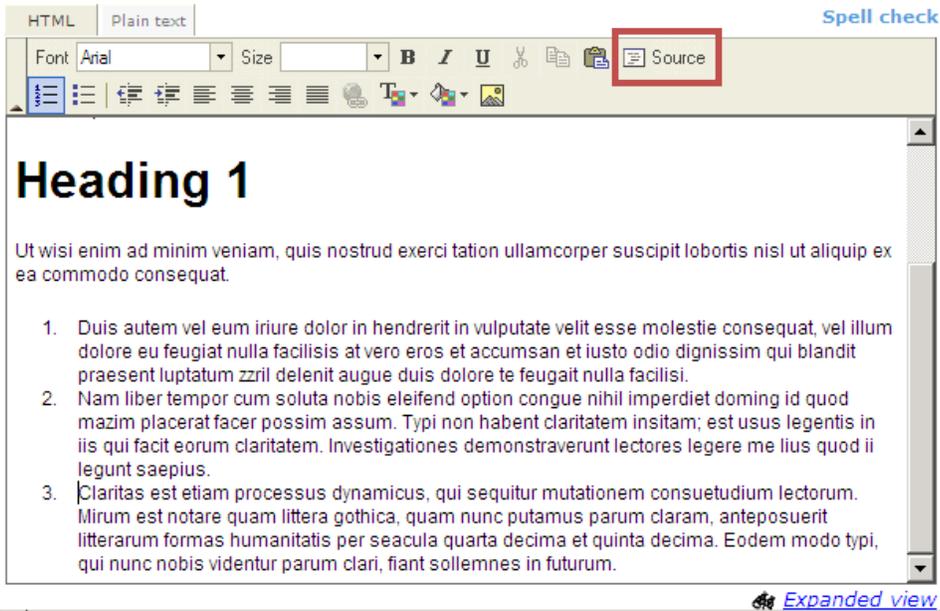
Shows following screen in the source code editor:
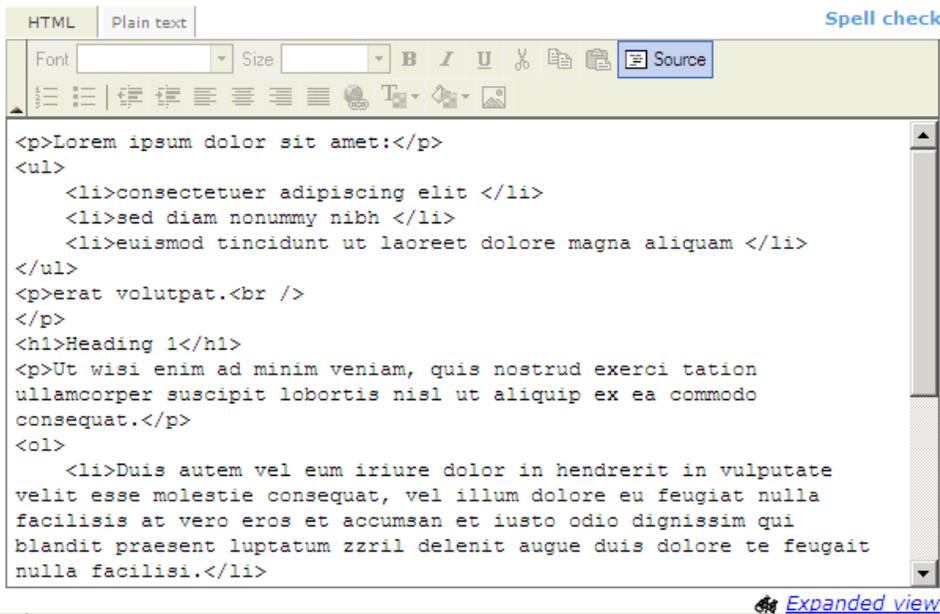
How Do Clients Get this Feature?

This feature is controlled by a client setting. Please contact your CSC for more information about enabling this feature.

Communications – Date Field Format Options

Communications template administrators in 2xB can choose formatting options when inserting a date merge field in communication templates.

Product	þ 2x BrassRing	¨ Agency Manager
	¨ New UI	¨ Data Insight Tool
	¨ Workbench Self-Service	¨ SmartApproval
	¨ Talent Gateways	¨ Other
Visible Changes	þ No – requires specific conditions / configuration for visibility.	
	¨ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	¨ Automatic – see details below.	
	¨ Specific conditions required – see details below.	
	þ Configuration required – contact your CSC for implementation details.	

Feature Description

This feature provides a variety of date formatting options primarily appropriate for US and UK locales (with more locales to be added in future phases), as well as the official ISO format *yyyy-mm-dd*, the official date format for many governments. These options can be overlaid on the date format that comes from the system. Template administrators can now specify the formatting for *date* merge fields when inserting them on the following pages:

- Add | Edit blurb

- Add | Edit document template

- Add | Edit email template

To add a date merge field with formatting:

1. On the **Admin > Communications > Add/Edit document template | email template | blurbs** pages, position the cursor and select the variable group and date merge field.
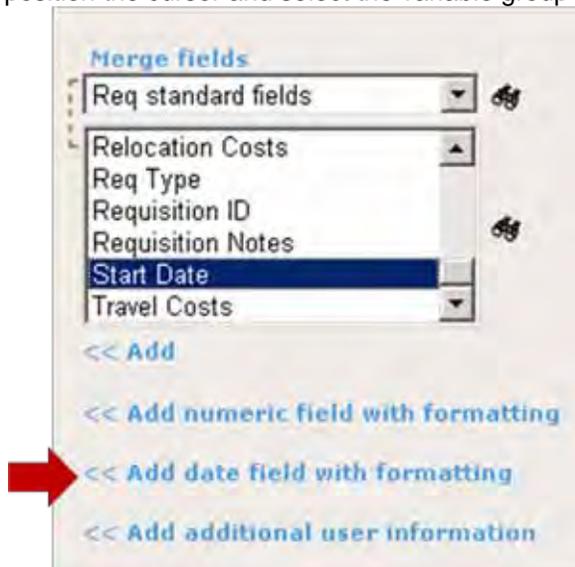
2. To use default formatting (current functionality) click **<<Add**.
   –OR–
   To select formatting options (new functionality), click **<<Add date field with formatting**. The pop-up **Add formatting to date field** window opens.
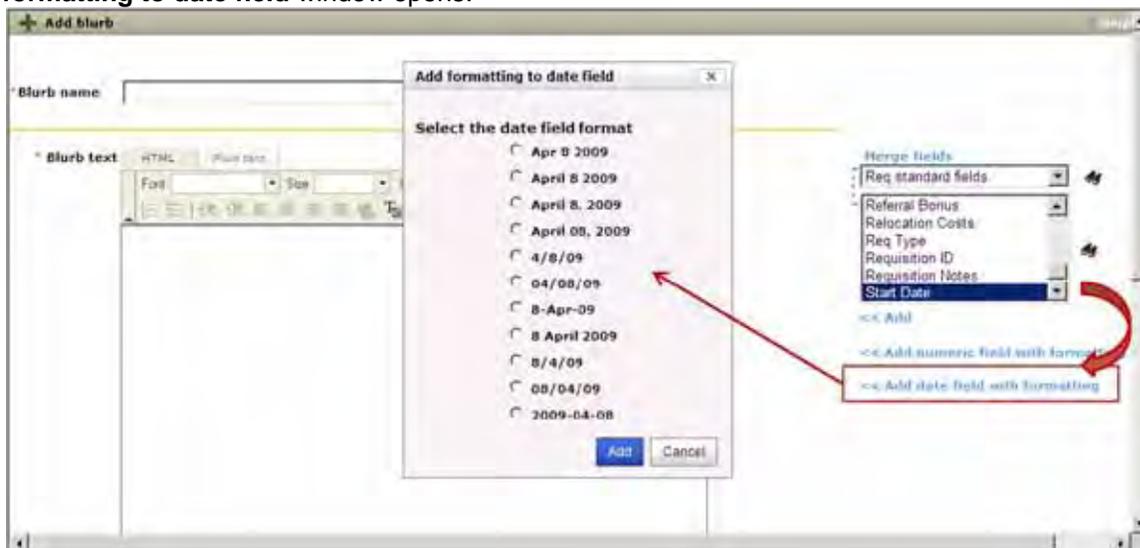
3. Select the desired format and click **Add**. The date merge token with the selected formatting is inserted into the main body of the blurb, document template, or email template.
4. Complete and save the template or blurb.

Best Practice Recommendations

Users should select a date format option appropriate to their locale.

Limitations and Known Issues

- Date format options using month name spelled out are in English only in Phase I.
- Date formats are literal – they do not detect a change in candidate locale.
- Date field formatting is not supported for letter templates, document packet templates, or system email templates.

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Communications – Numeric Field Format Options

Communications template administrators in 2xB can choose formatting options when inserting a numeric merge field in communication templates.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Various numeric fields available in both Req and Candidate forms can be used as merge fields in Communications templates. Template administrators can now specify the formatting for *numeric* merge fields when adding them.

To add numeric merge field:

1. On the **Admin > Communications > Add/Edit document template | email template | blurbs** pages, position the cursor and select the variable group and numeric merge field.
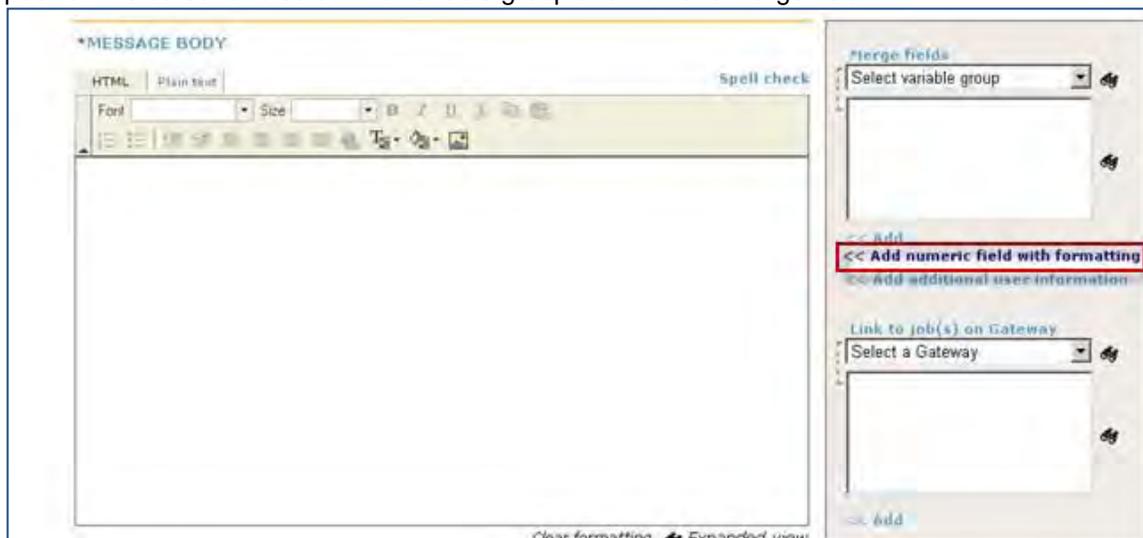
2. To use default formatting (current functionality) click **<<Add**.
    –OR–
    To select formatting options (new functionality), click **<<Add numeric field with formatting**. The pop-up **Add formatting to numeric field** window opens.

Add formatting to numeric field

Select the numeric field format

- ◉ 1,000,000
- ○ 1.000.000
- ○ 1,000,000.00
- ○ 1.000.000,00
- ○ 1000000.00
- ○ 1000000

[Add] [Cancel]
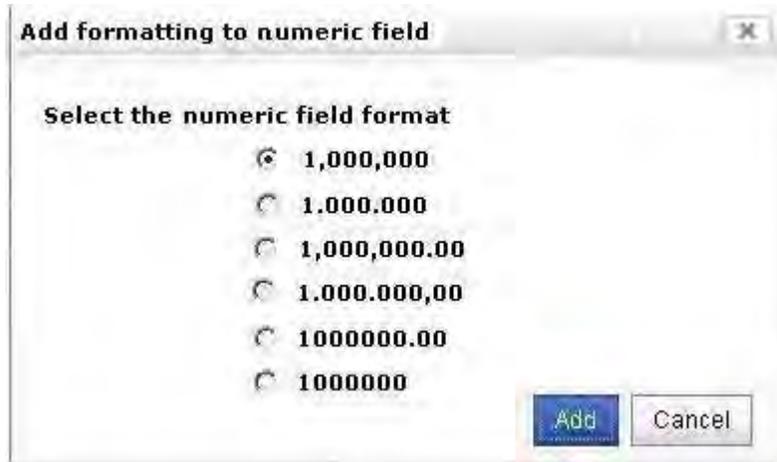
3. Select the desired format and click **Add**.
4. Complete and save the template or blurb.

This is supported for

- document templates
- email templates
- blurbs

Limitations and Known Issues

Numeric field formatting is not supported for letter templates, document packet templates, or system email templates.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Communications – Req Tokens for Email Subject Line

Email template administrators can manually enter existing req ID and req title merge tokens in the subject line of email templates.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Template administrators can manually enter tokens for two standard Req fields into the subject line of email templates. The tokens are:

- **[#RequisitionStd:Auto req ID#]** (or customized name)
  An existing token that executes on either Auto Req ID or Optional Req ID, depending on your 'Req Trigger'client setting, which can be set to 'Auto' or 'Optional'.
- **[#RequisitionStd:Title#]** (or customized name)
  An existing token for the Standard Req field, 'Title'

Tokens reflect any customization of the field names. You can use the tokens in user-initiated, automated (Automation Manager/Rules Automation Manager), and Agency email templates. Template type can be "Manual Send", "Auto Send," and" Auto and Manual Send" (set in lower right panel of Add/Edit email templates).

Add/Edit Email Template

You must manually enter the token(s) into the subject line; you cannot select and insert them from the Merge fields control.

Admin > Communications > Add | Edit email template

Figure 1. Add e-mail template page – E-mail subject line will accept manually entered tokens
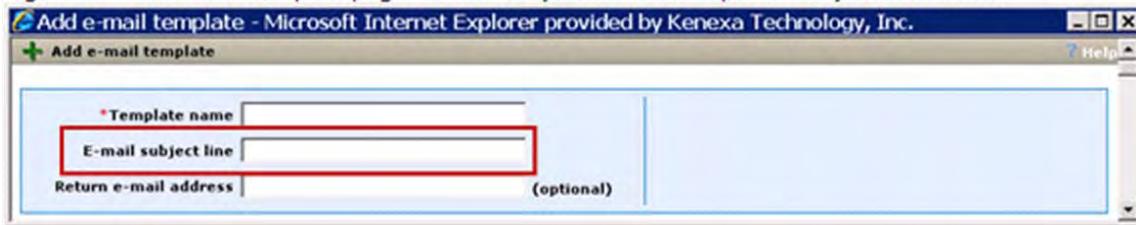
Figure 2. Edit e-mail template page – E-mail subject line will accept manually entered tokens
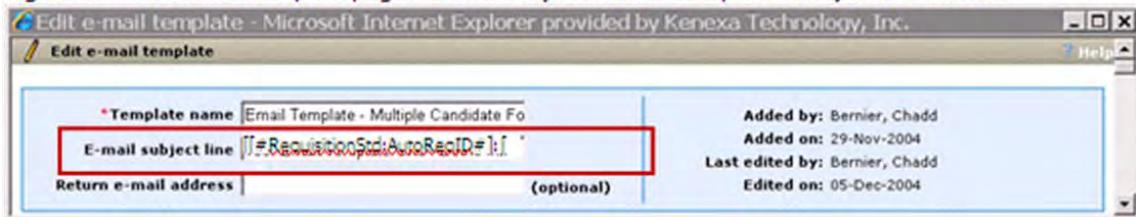
This tool-tip is available below the subject line field as a quick reminder of the token format:

"E-mail subject line - You can enter the following tokens (or the customized equivalent) manually [#RequisitionStd:Auto req ID#] (for Auto OR Optional Req ID) and [#RequisitionStd:Title#] into this field."

At email generation time, the Req ID and Job title are automatically evaluated and instantiated with the correct values.

Enter tokens exactly, and be sure to use the customized equivalent if the field has been customized. The email shows what you entered if a token does not resolve correctly.

Sending Email Outside of Req Folder

When sending emails to candidates, if a 2xB user selects an email template containing one or both tokens in the subject line from **outside** of a Req folder, the following message displays.

"This email template requires Req Form fields. Please request the template from a req folder."

Limitations and Known Issues

- User cannot select the merge field from the Merge fields combo box - merge field token code must be entered manually into the E-mail template subject line.
- Merge field token code will reflect the customized name of the field.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Data Insight Tool – Attachment Counts

New output field allows reporting on attachment counts for both req and candidate attachments.

Product	ⓟ 2x BrassRing ¨ New UI ¨ Workbench Self-Service ¨ Talent Gateways	¨ Agency Manager ⓟ Data Insight Tool ¨ SmartApproval ¨ Other
Visible Changes	¨ No – contact your CSC for implementation details. ⓟ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	¨ Automatic – see details below. ⓟ Specific conditions required – see details below. ¨ Configuration required – see details below.	

Feature Description

This enhancement provides the ability to report on attachment counts for both req and candidate attachments. Users with access to manage Data Insight templates can now select the following new Filter, Security, and Output fields. They are available for **Requisitions**, **Candidate**, and **Job Application** reports.

New Fields	Requisitions	Candidate	Job Application
Attachment name – name of the attachment associated with …	req	candidate	job submission for a candidate
Attachment category – type of attachment associated with …	req	candidate	a job and candidate
Added on – date and time the attachment was…	added to a requisition	uploaded	added
Added by – name of the user who…	added the attachment	uploaded the attachment	added the attachment
Total attachment count (not available for Security User Role filtering) – total number associated with…	req	candidate (may or may not be associated with a requisition)	job application (job and candidate)

To add the output field:

1. In 2xB, select **Reports > Data Insight Tool > Manage templates**.
2. Select **Create New Template**.
   –OR–
   Click **Edit Template** for a selected template.
3. Select **Output Worksheet**.
4. Expand the desired section: **Candidate**, **Job Application**, or **Requisitions** (for multi-language reqs, attachments will display for the req based on the 2xB user's locale)

5. Expand **Attachments** and check desired report fields.

6. For **Attachment category**, select the desired options:
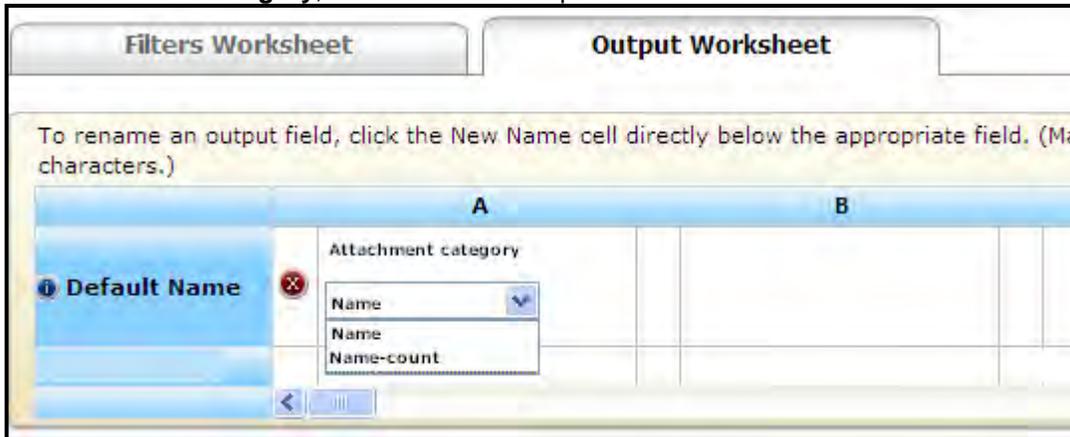
Name (the default) – output is the attachment category name and count of attachments (in that category)
Name-count – output is the attachment category name, count of attachments (in that category) and names of attachments in that category

7. Complete and save the worksheet.

> In the Filters Worksheet in the User Role or Template Wizard, clicking the inverted triangle will add the field to the worksheet.
>
>
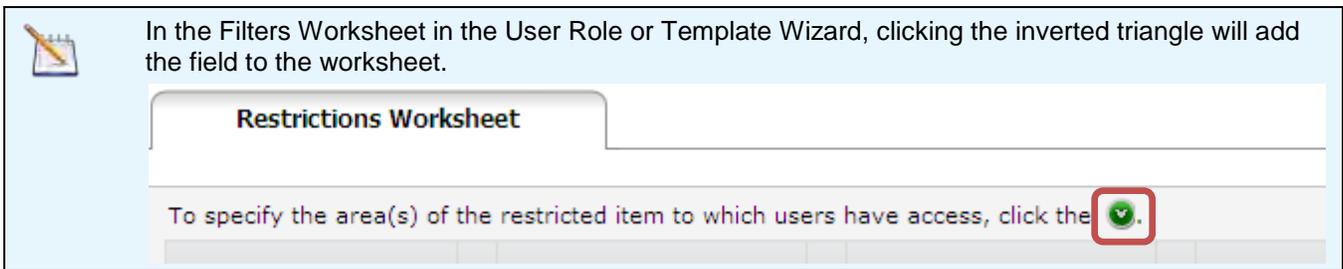
Sample Output (Name-count)

Req Number	Total attachment count	Attachment name	Attachment category	Added on	Added by
10BR	1	Offer letter	Offer documents	4/21/2011 1:01	Crusoe, Dian
20BR	2	Application test	Test results	4/21/2011 14:56	Crusoe, Dian
30BR	3	References	Reference Documents	5/3/2011 12:02	Crusoe, Dian

If the "Total attachment count" and the count for the "Attachment Category" are zero, Data Insight returns a zero (0) as a result instead of leaving the field blank.

Attachments by Locale

Attachments will display in the 2xB user's locale. For example:

- Your organization has three locales: English, French, German.
- Users create a req in all three languages. Each language could have different attachments, or no attachments, for that req. In this example, the French req version has no attachments.

- For the output the English user will see English attachments only, German user will see German attachments only, and the French user will not see any attachments.
- For each language one record will be saved in the table.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Data Insight template administrators can add the fields to templates as desired.

Data Insight Tool – Candidate Type for Manual Files

New output field allows reporting on candidate type history.

| Product	þ 2x BrassRing ¨ New UI ¨ Workbench Self-Service ¨ Talent Gateways	¨ Agency Manager þ Data Insight Tool ¨ SmartApproval ¨ Other
Visible Changes	¨ No – contact your CSC for implementation details. þ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	þ Automatic – see details below. ¨ Specific conditions required – see details below. ¨ Configuration required – see details below.	

Feature Description

Previously source of hire reports included candidate type at the time candidates were filed to a req only for candidates who applied directly to a req. When a candidate was *manually* filed to a req, their candidate type at the time of application did not display in the output field (**Job Application > General > Candidate Type** from the Output Worksheet).

This has changed so that candidate type will be available *at any time* a candidate gets filed to a requisition, both when the candidate applies directly and when candidate is filed to the req manually. No user interface changes are required. This change is effective if Candidate Type (in the Job Application > General > Candidate Type section of the Output Worksheet) is selected in 2xB **Reports > Data Insight Tool > Manage templates**.
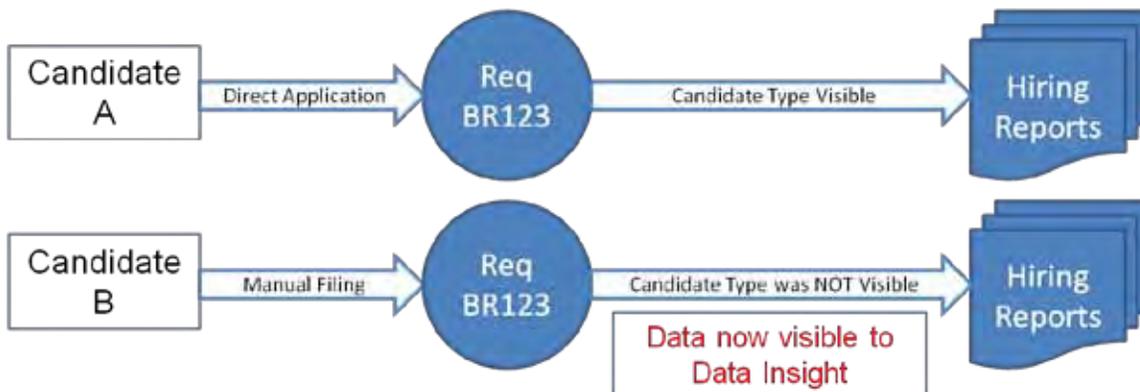
Candidate type data:

- Will now be available at the time a candidate gets filed to a requisition
- Is the most recent or last candidate type for the candidate
- Captures any changes made to the candidate type
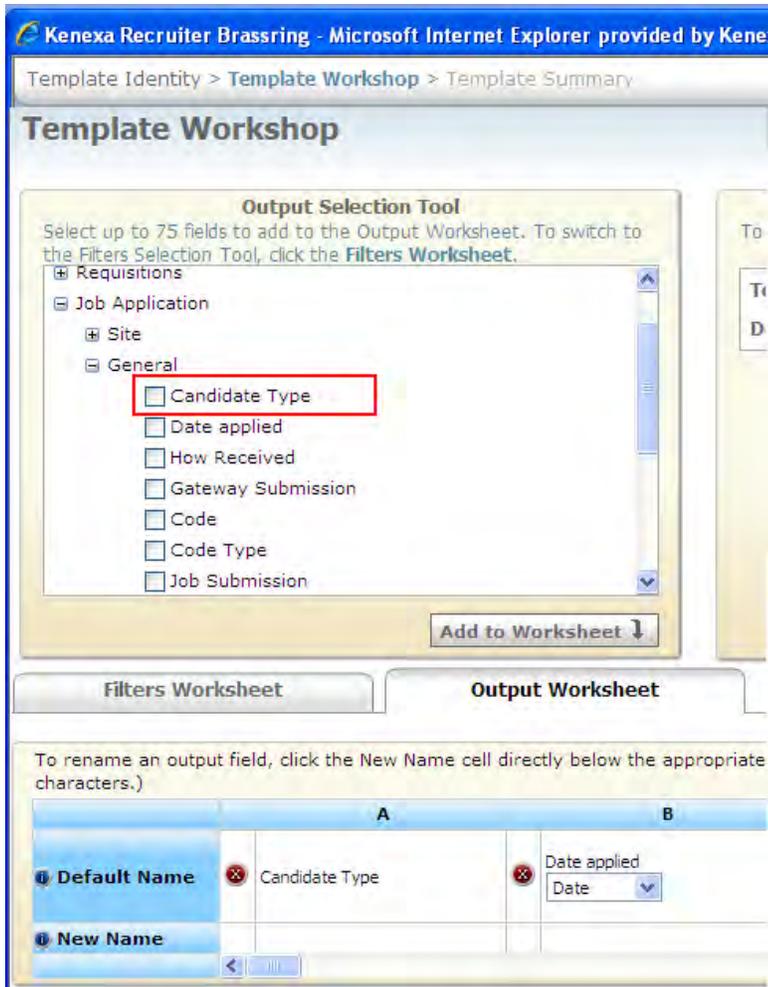
Important things to remember about this feature:

- The output field section will allow the output relationship to work between a candidate and a req (which is the "Job Application")
- When a candidate is manually filed to a req, the candidate type will now display in the output field: Job Application->General->Candidate Type
- When a candidate applied directly to a req, this field is populated with the candidate type at the time they applied.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Data Insight Tool – Candidate Type History

New output field allows reporting on candidate type history.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

This enhancement provides the ability to report on candidate type history, so you can capture the transition as a candidate type changes through the hiring process. Users with access to manage Data Insight templates can now select the new **History** category added under **Candidate -> Candidate Type** for Output fields.

The **History** category includes these new output fields:

- **Candidate Type**
  Displays all candidate types listed for that candidate
- **Updated On**
  Displays the update history date and time for that candidate type
- **Updated By**
  Displays the historical list of users who updated that candidate type, or "Kenexa 2x BrassRing system update" if record is updated by system, or is blank if no user ID is found.

To add the output field:

1. In 2xB, select **Reports > Data Insight Tool > Manage templates**.
2. Select **Create New Template**.
   –OR–
   Click **Edit Template** for a selected template.
3. Select **Output Worksheet**.

4. Expand the desired section: **Candidate > Candidate Type >History** and check desired report fields.
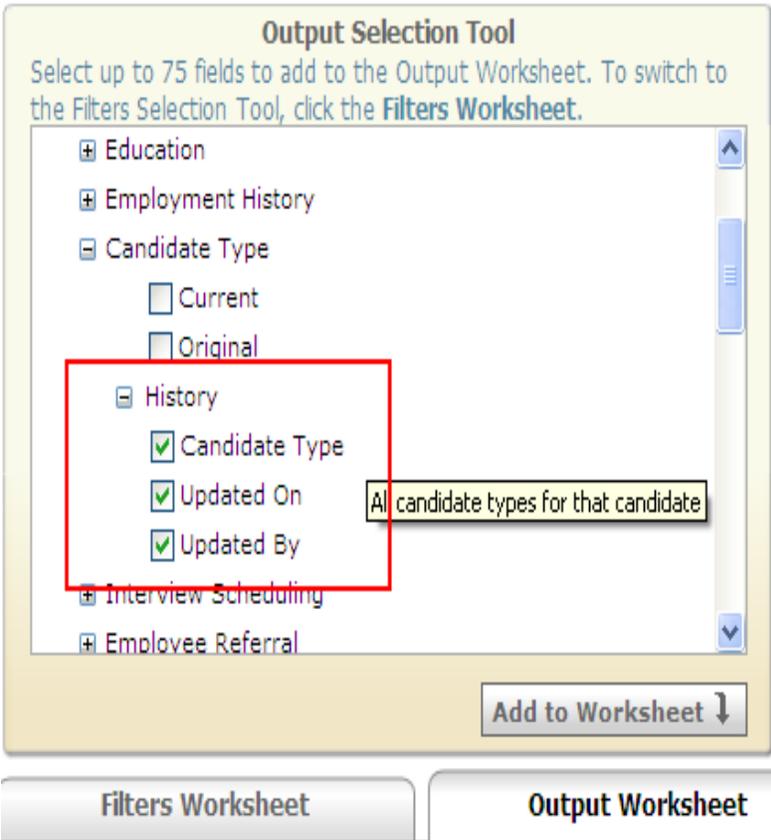
5. Two options are available for output selection:
   Comma-delimited shows all the records (even if same user updated the candidate type multiple times in the same day) in one row, separated by commas. This is the default selection for each.
   Multiple rows report will not show any of the duplicate records. It displays in multiple rows with each row representing a different candidate type.
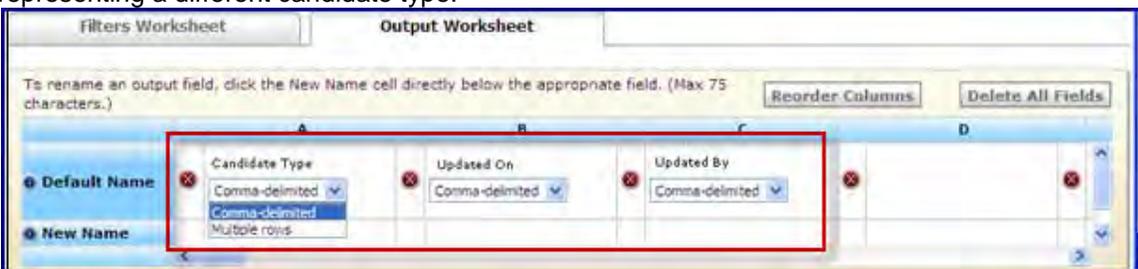
   You can select only one option for all three fields (selection of different option for each column triggers an error message).
   Naming format in comma-delimited file will follow Data Insight standards (resembles [LastName, Firstname] and then comma separated). For example:
   [Kenexa 2x BrassRing system update], [Keesha, Venkat], [Hink, David]
6. Complete and save the worksheet.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Data Insight template administrators can add the fields to templates as desired.

Data Insight Tool – Database Field Names

You can now display the database field names for custom fields as well as the labels in filter, security, and output settings.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – contact your CSC for implementation details.	
	☐ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – see details below.	

Feature Description

A new client setting allows you to display the database field names for *custom* fields as well as (or instead of) the labels in Filter, Security, and Output settings. This allows Data Insight users to distinguish between form fields with the same labels/display names, avoiding inefficient, repetitive report generation formerly needed sometimes to identify required fields. Options include:

- **Display name and Database name**
  Displays name and the database name in brackets for that form field
  Example: Academic or Work Status [WorkStatus]

- **Display name**
  Displays full display name for that form field
  Example: Academic or Work Status

- **Database name**
  Displays database name in brackets for that form field
  Example: [WorkStatus]

This setting applies to custom fields only, not standard fields, and is available for all forms that contain custom fields:

Forms

- Forms->Form fields->select form->form field displays

Requisition

- Requisition>Subsidiary Forms>select form>form field displays
- Requisition>Addendum Forms>select form>form field displays
- Requisition>Custom> select form>form field displays
- Requisition>Shared> select form>form field displays

All of Data Insight Tool user interface and the reports themselves will show the chosen format for the labels:

- Filters
- Output fields
- Role filters
- Column headers in the worksheets in Data Insight
- Column headers in the Data Insight Results.

Your organization can also make no changes and continue with the default of "Display name."

> *When a user selects "New Name" on the Output Worksheet, the client setting option is overwritten and "New Name" value is displayed in the report, allowing overrides where necessary.*

Samples

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Data Insight Tool – Event Manager

For clients with Event Manager, Data Insight can now report on Event Manager events and candidates in those events.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ Event Manager
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

For clients using Event Manager, Data Insight can now report on Event Manager data, including information about events and candidates scheduled for those events.

Users with access to manage Data Insight templates can now select the new fields in Filter and Output Worksheets. The fields are found in **Reports > Data Insight Tool > Manage templates** > **Create New Template| Edit Template** in the trees under the new **Event Manager** category, and include the fields shown in the following figure.
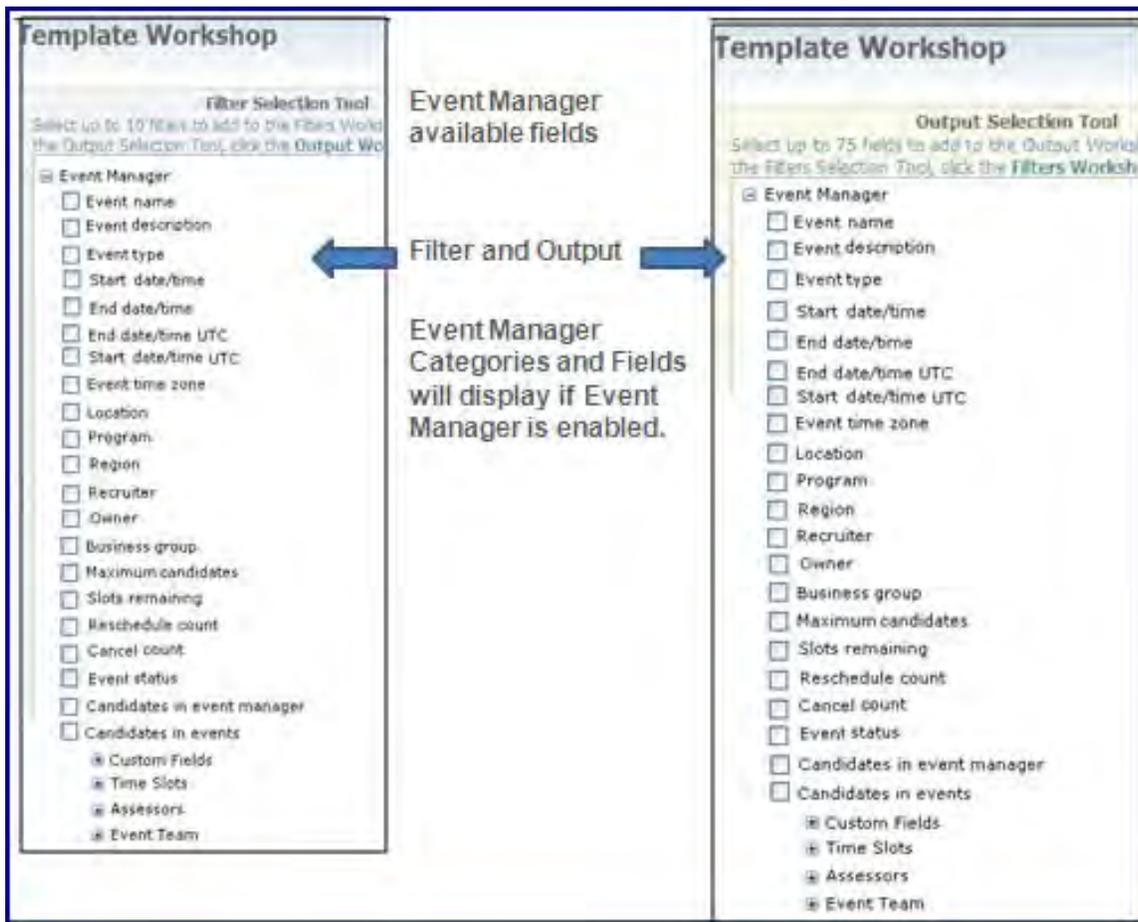
For complete information on Event Manager and the fields used, see the *Event Manager User Guide* and *Event Manager Administrator Guide* in this *Product Update Guide* and on the User Resource Center (available after mid-August 2011)**.**

How Do Clients Get this Feature?

This feature is available automatically without configuration for clients with Event Manager configured.

Data Insight Tool – Next Approver

New output field allows reporting on the next approver for pending requisitions with 2xB sequential approval process.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

For clients using a sequential approval process, this enhancement provides the ability to report on the next approver when the req status is "Pending approval." This allows you to identify any users not approving in a timely manner in the approval process, or simply report on which requisitions are in a pending approval state.

Users with access to manage Data Insight templates can now select the new **Next approver** output field added under **Requisitions > Approval Information**.

To add the output field:

1. In 2xB, select **Reports > Data Insight Tool > Manage templates**.
2. Select **Create New Template**.
   –OR–
   Click **Edit Template** for a selected template.
3. Select **Output Worksheet**.

4. Expand the desired section: **Requisitions > Approval Information** and check **Next approver**.

5. Complete and save the worksheet.

All Data Insight users have access to the new field.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Data Insight template administrators can add the field to templates as desired.

Data Insight Tool – Previous Week Date Option

A new option on date filters is available: **Previous week**.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

Data Insight Tool users will now see a new option on date and date-time filters in the Filter Selection Tool: **Previous week**. The option filters the data for that date field to bring over information from the previous Sunday through Saturday. This option is available for all users a

Reports > Data Insight Tool > Manage templates > Create New Template| Edit Template > Template Identity > Template Workshop > Filter Worksheet.
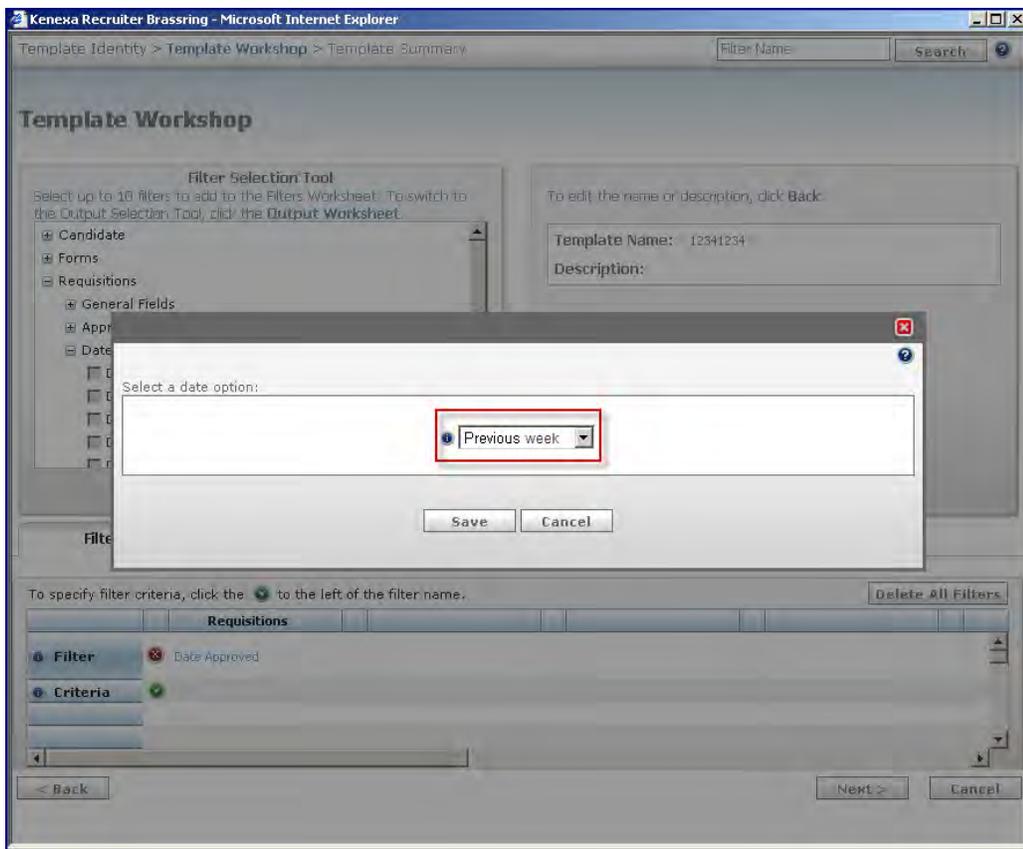
How Do Clients Get this Feature?

This option is available automatically without configuration.

Data Insight Tool – Req Subsidiary Form Approval

Data Insight now can report on approval data for req subsidiary form approvals with sequential approval process.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

For clients using a sequential approval process enabled for req subsidiary forms, this enhancement provides the ability to report on approval data for the forms.

Users with access to manage Data Insight templates can now select the new fields in Filter, Security User Role, and Output Worksheets. The fields are found in **Reports > Data Insight Tool > Manage templates** > **Create New Template| Edit Template** in the trees under **Requisitions > Subsidiary Forms > Approval Information** and include the following.

Filter	Output	User Role
Approver name	Approver name	Approver name
Approver email address	Approver email address	Approver email address
Approver role	Approver role	Approver role
Approver status	Approver comment	Approver status
Approver status updated on	Approver status updated on	Approver status updated on
	Next approver	
	Approver Status Pipeline > Pending	
	Approver Status Pipeline > Approved	
	Approver Status Pipeline > Declined	

Where:

Approver name is the name of the user/approver who approved the req subsidiary form

Approver email address is email address of the user/approver who approved the req subsidiary form

Approver role is the approver's role

Approver status is the current status of the req subsidiary formn: pending, approved or declined

Approver status updated on is the date a req subsidiary form was approved/declined

Approver comment is the approver's comment, if any

Next approver is the name of the next person whose approval is needed

The three **Approver Status Pipeline** fields have Date and Duration (days) options

- **Date** returns the date the form became Pending, was Approved, or was Declined
- **Duration (days)** returns the length of time the form has been in its status

Approver Status Pipeline > Pending returns data for the form if the approver action is pending

Approver Status Pipeline > Approved returns data for the form if the approver action is approved

Approver Status Pipeline > Declined returns data for the form if the approver action is declined

The "Approval information" category does not display if no req subsidiary forms have sequential approval enabled.

How Do Clients Get this Feature?

This feature is available automatically without configuration when req subsidiary forms have sequential approval routing configured. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

Approval information is only available in Data Insight if Req subsidiary forms have approval routing configured.

Set up sequential approval by selecting Sequential as the Approval process in **Tools > Forms > Reqs > Req subsidiary forms > Edit form attributes**

Configure the approval requirements and routing in **Tools > Forms > Reqs > Req subsidiary forms > Edit form approvals.**

Requisition subsidiary forms

View: [**Active forms** | **Inactive forms**]

Showing forms **26 - 49** of **49** · Page: ◄

Select	Form name
○	reqsubform
○	REQSubFormRDPTesting
○	reqsubmultitest
○	RKC_Enc_Test
○	RKC_SS_Form
○	RSF1
○	sdsdf
○	Seq_ReqSub
○	siddireqsubform
○	SRQATESTSUB
○	Srreqsubfrom
○	SSTechSubform
○	Sudindra_Rea_Sub_Form
○	Sudindra_Req_Sub_Form1
○	suri
○	suryareqsubform
○	test2121
○	TestForm

Edit form approvals - Microsoft Internet Explorer provided by Kenexa Technology, Inc.

Edit form approvals   Audit Trail

⊞ **Approve/Decline text area field label:**   [Reason for selection] [English (US)]

Approve/Decline text area field input value is: [Required for Approve only ▼]

Send approval notification?   ○ Yes ◉ No
☐ Users selected in req/form
☐ Specific system user

Send decline notification?   ○ Yes ◉ No

⊞ **Approval routing instructions:**   [   ] [English (US)]

(This text will appear at the top of the approval routing pages.)

Approval routing order <REQSubFormRDPTesting>

Approver	Routing order
Finance<html>test</html>	1 ▼
CEO/MD	3 ▼
HR Manager	2 ▼
Dpt Manager	4 ▼

[Save]   [Revert to Saved]   [Cancel]

Data Insight Tool – Reqs Posted to Agencies

New output field allows reporting on which individual Agency Managers (AMs) have submitted candidates for particular requisitions over a period of time.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

Data Insight Tool users will now be able to report on which individual Agency Managers (AMs) have submitted candidates for particular requisitions over a period of time, including:

- All the agencies a req was posted to.
- Which agencies failed to provide candidates
- Historical req data at the agency level.

Users will see a new category and several new fields in **Reports > Data Insight Tool > Manage templates > Create new template| Edit template**. A new AM category field, **Agency Posting Details**, and its subfields appear under the category Agency Manager. The new fields will be available in Filter, Security User Role and Output Worksheets.

Fields include:

Field	Definition	Paths
Agency Posting Details	provides posting information about the req that was posted to an individual agency	Agency Manager
Agency manager name	Agency Manager name	Agency Manager > Agency Posting Details
Date req posted	date the req was posted to the Agency	Agency Manager > Agency Posting Details
Date req removed	date the req will be removed from the individual Agencies	Agency Manager > Agency Posting Details

To add the output field:

1. In 2xB, select **Reports > Data Insight Tool > Manage templates**.
2. Select **Create New Template**.
   –OR–
   Click **Edit Template** for a selected template.
3. Select **Output Worksheet**.
4. Expand the desired section: **Agency Manager > Agency Posting Details**.
5. Check desired report fields.
6. Select the desired options
7. Complete and save the worksheet.
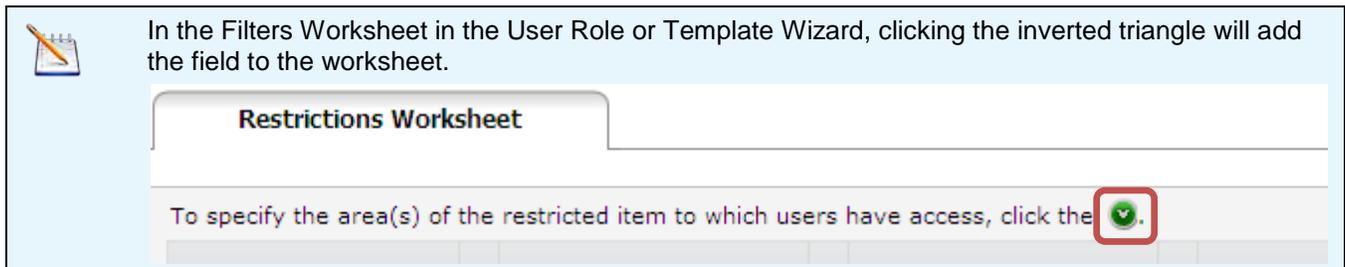
	In the Filters Worksheet in the User Role or Template Wizard, clicking the inverted triangle will add the field to the worksheet.
	Restrictions Worksheet
	To specify the area(s) of the restricted item to which users have access, click the 🔻.

For historical req posting activity between multiple Agency Managers, select **Job Application > Site Name**.

- Data in this category indicates your organization has Agency Managers configured and has reqs posted to individual agencies(e.g., Agency Manager 1)

- Agency > General > Agency Name is the actual name of the individual Agencies that the req is posted to.(e.g.,Taylor Associates)

Previously, historical data was captured in 2xB at the Agency Manager site level only, not for individual agencies. Data Insight reports could identify if a req was posted to Agency Manager (because that information is stored at the site level), but would export the agency's name only if that agency had submitted a candidate.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Data Insight template administrators can add the fields to templates as desired.

Data Insight Tool – Talent Gateways Scores

New filter and output field allows reporting on Talent Gateway scores for Gateway Questionnaires.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☑ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

For clients with the existing client settings "Gateway Questionnaires" and "TG Score" enabled, Talent Gateway (TG) scores can be shown in 2xB. Now Data Insight Tool can also report on the total TG score. That score is a combination of the scores for Gateway Questionnaires (GQs) and Job Specific Questions (JSQs).

All Data Insight template administrators will now see **Talent Gateway Score** Security (User Roles), Filter, and Output field options. These options appear on the Output and Filter Worksheets in **Reports > Data Insight Tool > Manage templates > Create New Template| Edit Template**, under **Job Application > General**.

To select restricted field for a user role, go to **Reports > Data Insight Tool > Manage user and roles > User Role Library > Create a new role| Edit** [an existing Role] **> User Role Identity > User Role Workshop > User**. When you set the options for the score, all existing business rules apply for the date range and numeric dialog boxes.
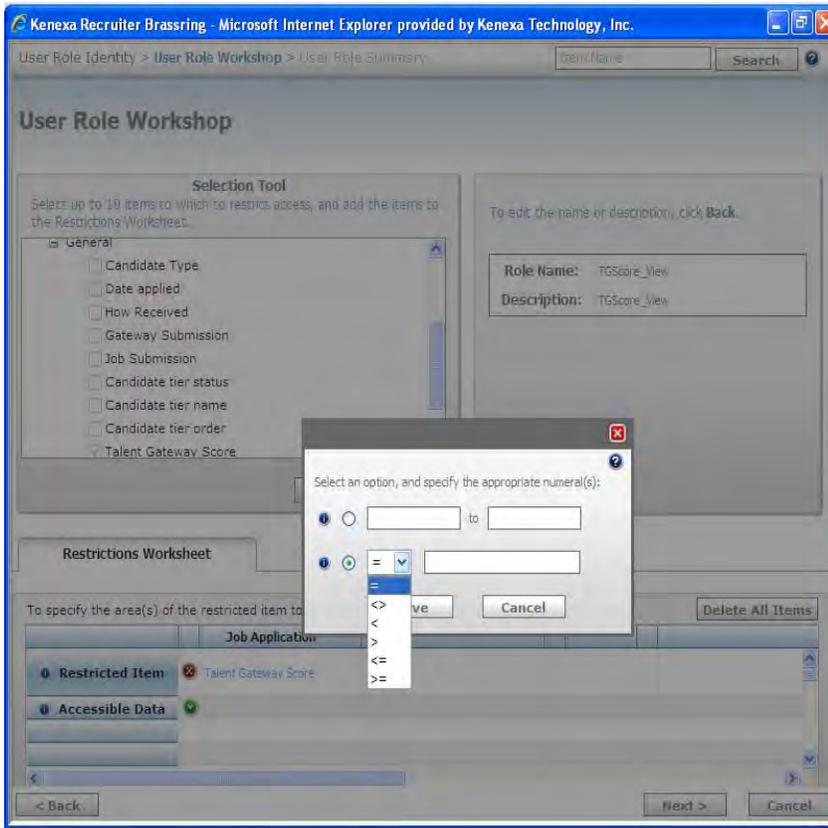
 "Talent Gateway Score" is displayed on the User Role Summary page under the "Restrictions" section, with "Accessible Data" displaying the numeric criteria selected by the user.

How Do Clients Get this Feature?

This feature is available automatically without configuration for clients with the ""Gateway Questionnaires" and "TG Score" client settings enabled. Data Insight template administrators can add the fields to templates as desired.

Duplicate Stacking – Preserving Candidate Stacking Field Values

Users can select which stacking field value to retain when manually stacking duplicate candidates.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Previously, when a 2xB user performed a manual stacking action and the application merged the candidate information into one record, the desired candidate stacking field was potentially overwritten. Users can now select which stacking field value to retain when manually stacking duplicate candidates. A new "**Keep this stacking field value**" checkbox appears on the **Candidate overview** page when the candidate stacking is available for one or both of the records.

When a 2xB user selects two candidates from a candidate grid and clicks **Stack duplicates**, a pop-up window opens to toggle-display the Candidate overview for both candidates.

Stacking fields empty for both:

There is no change in the current workflow or appearance of the pages.

Stacking field values present/shown for one candidate only:

- For the candidate with the stacking field value, value is shown and new checkbox is checked by default and shown grayed out (uneditable). That stacking field value is retained regardless of which candidate is kept.

- For the candidate without a value, new checkbox in not visible.

- If you keep the candidate *without* the stacking field (by clicking **Keep this candidate** for that candidate), the confirmation message includes the text shown in bold font:
  "Please note that by clicking 'OK', the system will keep the overview information for this record. The overview of the previous record will be deleted, and all other data will be merged into this record. **Stacking field value of <Record #:2> will be retained.**"
  where <Record #:2> is either LastName, FirstName 1:2 or LastName, FirstName 2:2, based on the selection.

Stacking field values present for both:

- Stacking field values and new checkbox (checked by default) are shown for both candidates.

- If you leave the checkbox checked for Candidate 1 when you click **Keep this candidate**, the confirmation will indicate you kept the stacking field value of Candidate 1's record:
  "Stacking field value of *LastName, FirstName* 1:2 will be retained."
  –OR–
  If you uncheck the checkbox option before you click **Keep this candidate**, the confirmation will indicate you kept the stacking field value of Candidate 2's record:
  "Stacking field value of *LastName, FirstName* 2:2 will be retained.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

eLink Authentication – Req Subsidiary Forms

For clients with eLink authentication enabled, req subsidiary form eLinks will now be authenticated.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

For clients with eLink authentication enabled, req subsidiary form eLinks will now be authenticated. This affects the sending and forwarding of req subsidiary form eLinks as follows:

- Users cannot send eLinks to non-system users. This is pre-existing functioning for 2xB eLink authentication, now extended to req subsidiary form eLinks.

- If an eLink is sent to a system user (either logged in or not), when the user clicks the eLink or copies and pastes the eLink URL into a browser address bar, eLink authentication starts. The user is presented with the 2x BrassRing login screen.

- If a user forwards the eLink email to system users or non-system users, when the recipient clicks the eLink or copies and pastes the eLink URL into a browser address bar, eLink authentication starts. The user is presented with the 2x BrassRing login screen. System users will be able to log in; non-system users will not.

There is no change in the workflow for clients without eLink authentication..

How Do Clients Get this Feature?

The eLink authentication feature is controlled by a client setting. Please contact your CSC for more information about enabling this feature.

eLinks – Include Req Info with Talent Record or Form

When eLinking a form or Talent Record from within a Req folder, users can now include a link to req details within the email.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Users eLinking a form or Talent Record from within a Req folder can now include a link to req details within the email.

On the screens for eLinking the form or Talent Record, a new option is available: **Include Req information**.

Req folder -> Select candidate -> Send eLink
Req folder -> Select candidate -> Display Talent Record > Send eLink | eLink form
Req folder -> Select candidate -> Add form > eLink blank form

This checkbox is shown only if the eLink is sent from within a req folder.

Sending the eLink with this checkbox checked includes a hyperlink in the email, similar to what is shown in the following figure.
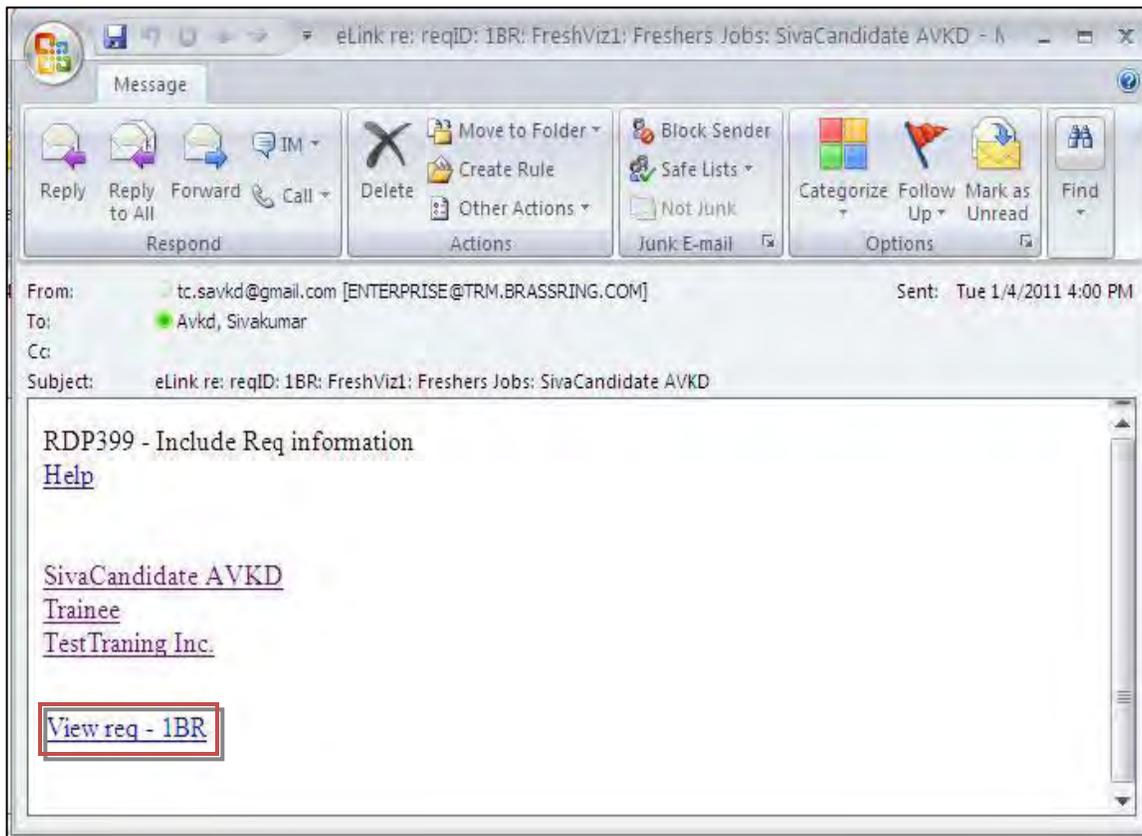
The recipient simply clicks the hyperlink to open the Req details in a new window, in read-only mode. (The recipient requires appropriate user type privileges to view the req, both for secured and non-secured reqs. For non-system user, Quick Start user privileges apply.)

Limitations and Known Issues

This project is specific to eLink Talent Record, eLink blank form and eLink Form only, from within a Req folder only. All other eLinks are out of scope.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Event Manager – Enhancements

The following list outlines new features integrated into the Event Manager application from release 12.4 Build 0 to release 12.5. All of these new features are covered in two newly-released Event Manager Guides, the *Event Manager Administrator's Guide* and the *Event Manager User's Guide,* posted on the User Resource Center (URC).

Product	▶ 2x BrassRing	▪▪ Agency Manager
	▪▪ New UI	▪▪ Data Insight Tool
	▪▪ Workbench Self-Service	▪▪ SmartApproval
	▪▪ Talent Gateways	▶ Event Manager
Visible Changes	▪▪ No – requires specific conditions / configuration for visibility.	
	▶ Yes – details in *Visible Changes* document sent for each release build.	
How do I get these features?	▪▪ Automatic – see details below.	
	▪▪ Specific conditions required – see details below.	
	▶ Configuration required – contact your CSC for implementation details.	

New Features

New Event Manager features provide a more integrated experience for 2xB users. Event Manager functionality includes more advanced configuration features for administrators and a more streamlined experience for candidates self registering with Event Manager.

KRB users with Super User and User privileges will see these changes if your organization uses Event Manager to associate and then invite candidates to events.

Features List

The following list is an introduction to Event Manager features released in 12.5. Following the list is a brief description of each feature including abbreviated configuration instructions. Most new features are controlled by new client settings. Please contact your Client Service Consultant (CSC) for more information about enabling these features.

Workbench Self-Service Certified Users can refer to the brief configuration instructions following each feature or to the Workbench Self Service help for detailed configuration instructions.

Talent Gateway

- Talent Gateway Enhancements
- New Event Invitation Rules

Event Manager

- New Event Roster Page
- New Event Summary and Enhanced Outcomes
- Event Manager Invitation Enhancements
- Candidate Overbooking
- Remote Event Scheduling
- Event Batch
- Candidate Facing Event Forms
- Internal Event Forms
- Candidate Registration Pages Customization
- iCalendar Files

Talent Gateway

Talent Gateway (TG) Enhancements

The Talent Gateway and Event Manager integration now includes links to the candidate's current event invitations and registrations on a candidate's talent gateway page. The Event Manager Talent Gateway Page displays links to current invitations and registrations. Candidates can choose to follow the current invitations link to register for upcoming events or the current registrations link to view or change their present registration status.

This feature is hidden by default and enabled in Workbench.

How Do Clients Get this Feature?

Customization of the invitations and registration links on the candidate Event Manager Talent Gateway is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Workbench (WB) Self-Service

Who does this: Certified Workbench User

Text Customizations

Workbench configuration allows you to customize invitations and registration links on the candidate Event Manager Talent Gateway.

On the WB TG Page:

1. Go to **Tools** > **Talent Gateway** > **Text Customization** > [Selected Gateway].
2. Click **Landing Logged In** Tab.
3. Enter Event Invitation text in the **Event Manager page link** text box.
4. (Optional) Select the Hide on Gateway checkbox to hide Event Manager information on the Gateway. The Event Manager Talent Gateway page is hidden by default.
5. Enter Summary text in the Event **Manager page summary** text box.
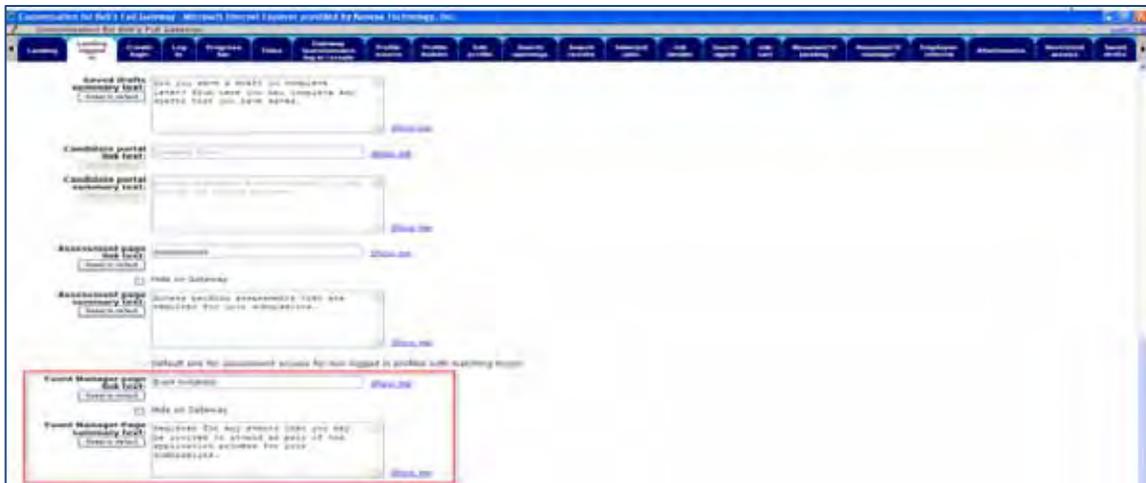
6. Click **Save.**

Event invitation information now displays on the Event Manager Talent Gateway page.

Event Manager Talent Gateway Page

Welcome

Search openings
View all current job opportunities, or search on specific criteria to find jobs that match your interests

Assessments
Access pending assessments that are required for your submissions

Event Invitations
Register for any events that you may be invited to attend as part of the application process for your submissions

Edit your profile
Update your login, contact information, education, and work experience

When a candidate clicks on the Event Invitations on their Event Manager Talent Gateway Page, event invitations display as shown below:
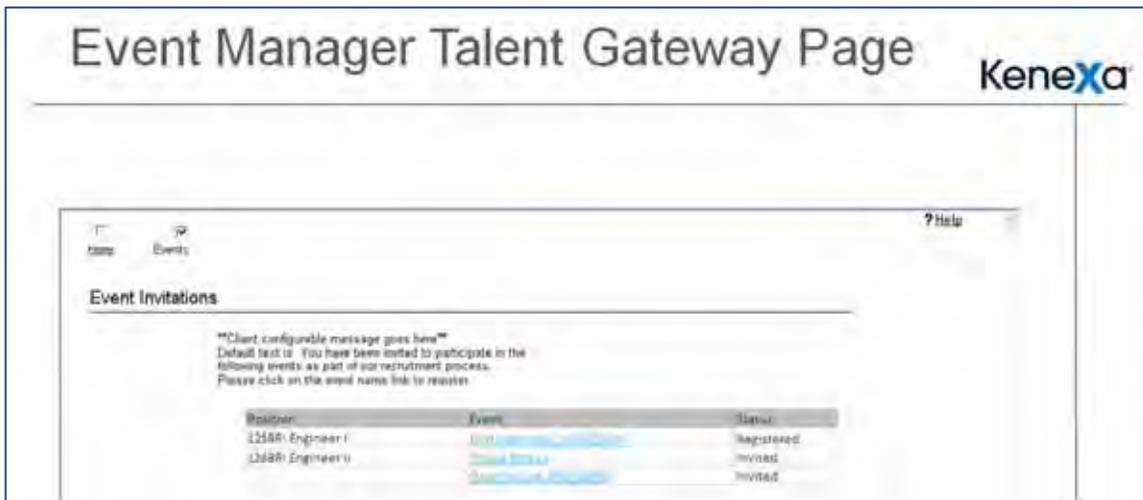
New Event Invitation Rules

The Talent Gateway and Event Manager now integration now includes new invitation rules and additional configuration options for the Event Manager Talent Gateway

How Do Clients Get this Feature?

Customization of the invitations and registration links on the candidate Event Manager Talent Gateway is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Workbench Self-Service

Who does this: Certified Workbench User

New Event Invitation Rules

Workbench configuration allows you to customize invitations and registration links on the candidate Event Manager Talent Gateway and enable these new event invitations rules.

On the WB TG Page:

1. Go to **Event Manager** Tab.
2. Enter Event Invitation text in the **Event Manager page link text** box.
3. (Optional) Select the **Hide on Gateway** checkbox to hide Event Manager information on the Gateway. The Event Manager Talent Gateway page is hidden by default.
4. Enter Summary text in the **Event Manager page summary text** box.

The following table described configuration choices available on the Event Manager Talent Gateway Page. You can use these configuration fields to customize your Event Manager Invitation Page.

Event Manager Options	Descriptions
Event Manager Page Text	This is the client configurable message shown on the Event Invitations Page. A candidate will view this when they open the Event Invitation Page.
Event Manager Page Text for No Available Registration	This message displays when no event registrations are available.
Event Manager Page-Req Folder Label	Configurable Req label. Use the hyperlinked Show Me button to view label. display
Event Manager Page-Req Folder	Use the Radio button to choose what displays on the Req Folder. Choices are: Req ID, Job Title, Both
Event Manager Page Text – Processing Page	This text displays when candidate's registration is being processed.
Event Manager Page Text – System is Busy Page	This text displays when the system experiences a delay.
Processing Threshold	Enter number of seconds. Valid value range is:

Event Manager

New Event Roster Page

Event Manager's Event Roster page now provides detailed information on candidates scheduled for events and also offers candidate management tools. The Event Roster's default display date is dynamically set to display today's date but is configurable using the Filter > Date Range option on the Actions/Filter/Display access bar as shown below.

Users can access and change a candidate's outcome on the Event Roster page and can simultaneously update all candidates by using the new Select All option checkbox. Users can click the Select All checkbox (in the column heading next to the Candidate Status) to select all candidates. Refer to the following figure. The outcome feature is introduced in this document in the Enhanced Outcome section.

There are two new columns available on the Event Roster Page, Arrival and Requisition. Configuration of the Arrival column is enabled by the Arrival Timestamp on the Admin: New Outcome page. The Requisition Column is a default setting and displays the Requisition associated with the Event Invitation.

To enable the Arrival Time Stamp in Event Manager, refer to the *Event Manager Administrator's Guide* for detailed configuration information.

Two additional features on the Event Roster Page are Internal Event Form information and View Candidate page. You can mouse over a candidate's name to view candidate information completed on the Internal Event Form. You can also click on the candidate's name to access the View Candidate page. Refer to the following two figures.

For detailed information on the Event Roster page, refer to Event Manager User's Guide.

How Do Clients Get this Feature?

Almost all of the Event Roster page enhancements are available to all Event Manager Users without configuration. The exception is the "Arrival" timestamp which must be enabled on the Admin: New Outcome page by an Event Manager Administrator. If you are an Event Manager Administrator please use the instructions that follow. If you are not, please contact your CSC for more information about enabling this feature.

For detailed information on the Event Roster page, refer to Event Manager User's Guide.

Workbench Self-Service

Who does this: Certified Workbench User

Event Manager Administrator

Who does this: Event Manager Administrator configures the Arrival Timestamp and Editing of Event Display Columns. Users may edit column display dependant on user privileges.

Enabling the Event Roster Arrival Timestamp

Use the following procedure to enable this setting.

1. In Event Manager go to **Admin > List Maintenance > Outcomes** on the Menu Access Bar.
   .
2. In the Actions Menu, click **New.**
   The New Outcome screen displays.
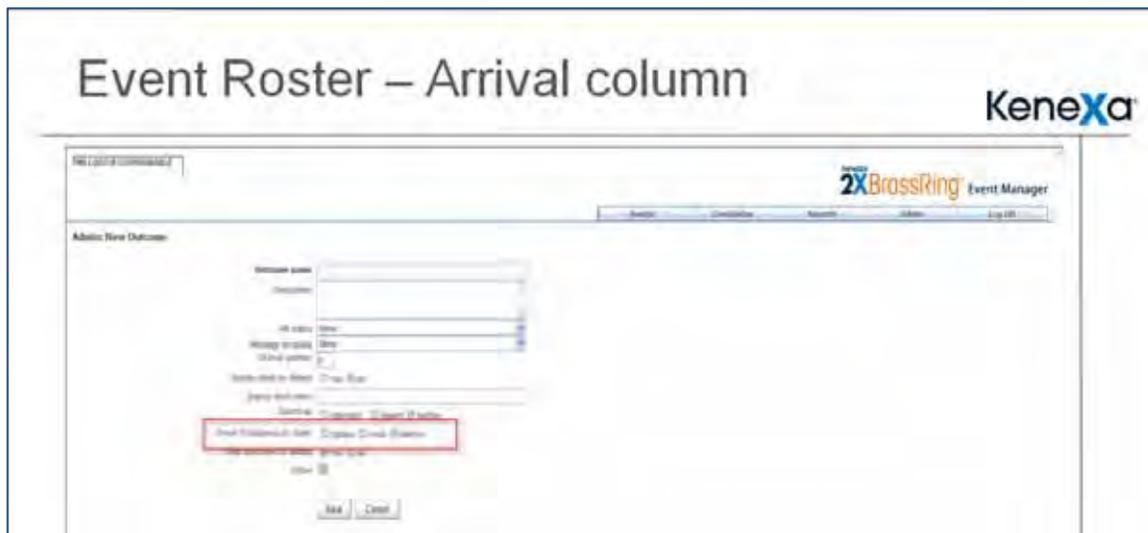
3. Choose the arrival timestamp for each outcome you are defining.
   Choices are **Update**, **Undo**, **Neither**.
   If **update** is chosen and Candidate has no timestamp, the timestamp is updated. If Candidate has a timestamp, no change is made.
   If **undo** is chosen and the candidate has a timestamp, it is removed.
   If **neither** is chosen, the original timestamp is not changed.
4. Click **Save**.

Editing Event Roster Display Columns

Columns display may now be edited on the Event Roster Page. Use the following procedure to enable this setting.

1. In Event Manager on the Event Roster screen, access the Actions/Filter/Display menu.

2. Click on the Display drop-down menu to access the **Edit Columns** option.
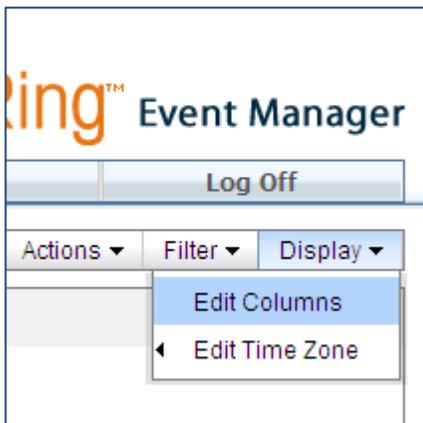
The Edit Columns dialog box displays. Selected columns are the currently displayed columns.
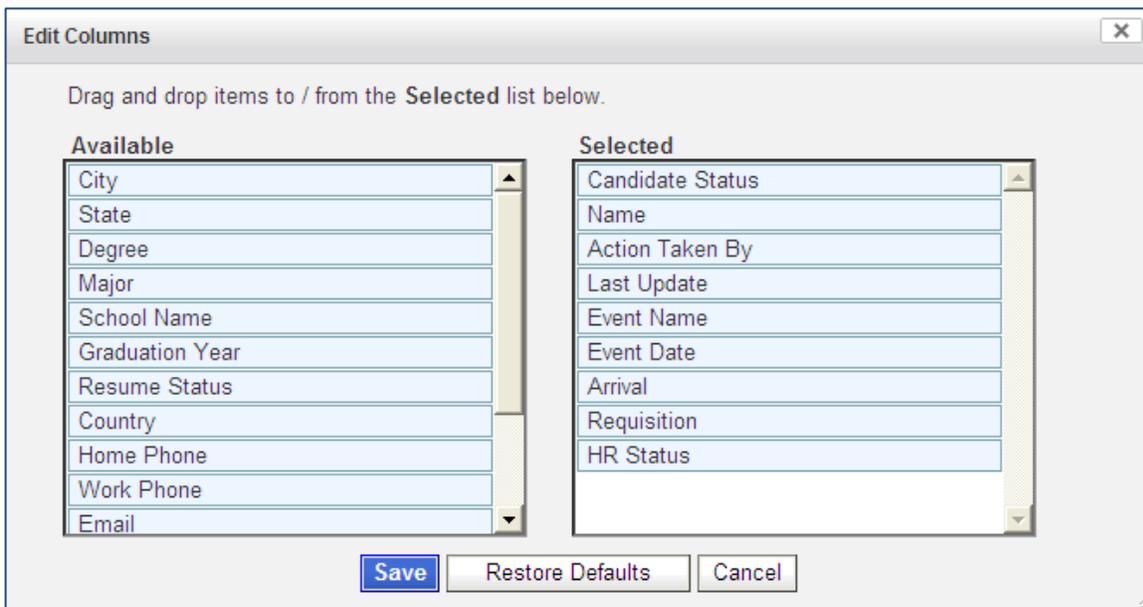
3. Drag and drop column selections from the Available to the Selected Columns.
4. Click **Save.**

Editing Event Roster Display Columns

Time Zone can now adjust the time zone used to display the date/timestamps on the Event Roster Page. Date/Timestamps are stored in the database in Universal Time. Event Time Zone is the default (all date/timestamps are adjusted to the time zone assigned to the event). Use the following procedure to enable this setting.

1. In Event Manager on the Event Roster screen, access the Actions/Filter/Display menu.
2.

3. Click on the Display drop-down menu to access the **Edit Time Zone o**ption.
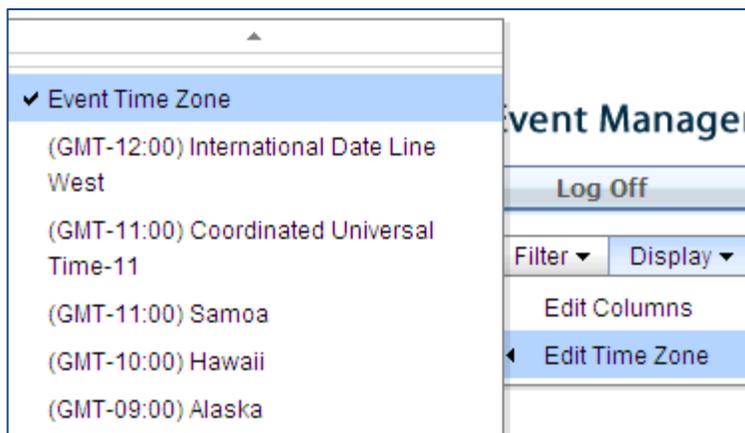
4. Scroll to Click to choose the Time Zone.

The Event Roster Screen refreshes and the new time zone is saved as the user's preference and applied to all pages that allow time zone display in effect (Event Roster, Event Summary, History tab of Event Manager Candidate record).

New Event Summary Page and Enhanced Outcomes

Event Manager's Event Summary page now provides detailed information on events within a set default time frame. Users can view events details (date, time, location) and a range of information about candidate participation at those events. The Actions/Filter/Display Menu on the Event Summary page allows users to configure new events or use existing events as template for new events, use a number of filtering options on the Filter Menu, or change the display options on the Display Menu. Users can view event schedules by clicking on a hyperlinked event name in the Event Name column.

Event Manager Enhanced Outcome

Event Manager Enhanced Outcomes are outcomes defined by Event Manager Administrators and serve many purposes within Event Manager. Valid Outcomes can be assigned to events and used to track candidate participation in those events. For example, you can use identifiers such as registration, reschedule, and cancellation as valid outcomes and associate those outcomes with candidate actions. In addition, valid outcomes can be used in event invitations and event batches.

In this release, there are three new settings for Outcomes that can display on the Event Summary page. The three settings are Display totals by default, Display Short Name, and Count As. These new settings are defined in the Outcomes Table.

The Count As Outcome setting can be used to track candidate participation. For example, if a Valid Outcome has the Count As setting enabled, a user can assign that Valid Outcome to both an event and a candidate. The Valid Outcome automatically displays that candidate's participation (or non-participation) in that event. In the following Event Summary example, the two valid outcomes, Attended and Absent, display candidate participation for each event.

Outcomes can also be mapped to 2xB HR statuses. Outcomes are disabled by default and must be enabled and defined.

To view detailed information about Event Summary functionality, refer to the Event Manager User's Guide on the User Resource Center (URC). For detailed information on Event Manager Administrator functions, refer to the Event Manager Administrator's Guide on the URC.

How Do Clients Get this Feature?

Almost all of the Event Summary page enhancements are available to all Event Manager Users without configuration. Event Manager Administrator's must enable Outcome Display and variable options. If you are an Event Manager Administrator please use the instructions that follow. If you are not, please contact your CSC for more information about enabling this feature.

Event Manager Administrator

Who does this: Event Manager Administrator

Enabling the Outcome Display

Use the following procedure to enable and define outcomes which can then be set to display in the Event Summary page.

In Event Manager go to Admin > Systems > General setting on the Menu Access Bar.

The Systems > General page displays.

5. Use the radio button to Select Yes to enable Enhanced Outcomes.
6. Click **Save.**

Defining the Valid Outcomes

1. In Event Manager, Go to Admin > List Maintenance > Outcomes on the Menu Access Bar.
   .
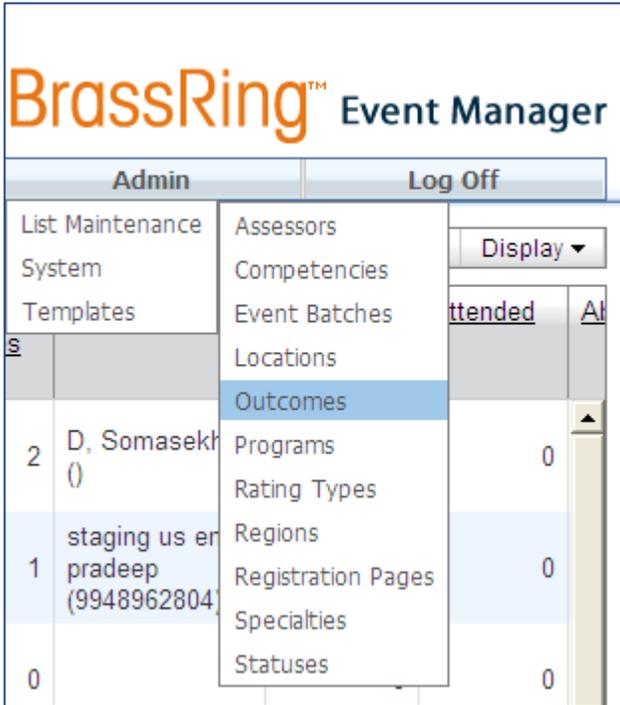
The Admin: New Outcome page displays.
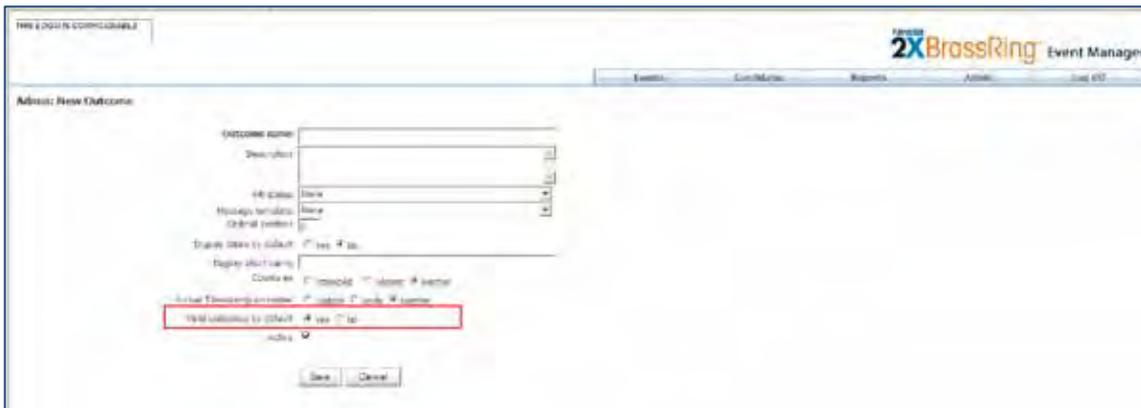
2. Enter the required information in the **New Outcomes** fields for each new Valid Outcomes. The following table describes the available choices.
Be sure to Select **Yes** to choose Valid outcomes by default. Valid outcomes are the only outcomes that can be assigned to candidates in the event.

New Outcome Fields	Description
Outcome name	Enter the outcome name.
Description	Enter the outcome description.
HR Status	Use the drop-down list box to select a pre-defined HR status. Choosing an HR status maps the defined outcome to the status.

New Outcome Fields	Description
Message Template	Use the drop-down menu to select a message template to associate with this particular outcome.
Ordinal position	Select an ordinal position. The ordinal position controls the position of the outcome display in the drop-down field on the Scoring tab of the EM Candidate Record.
Display totals by default*	Options are **Yes** or **No**. If client wishes to see a particular outcome total on the Event Summary screen, choose **Yes**.
Display Short Name*	Use this field to shorten the Outcome column heading in Event Summary only. A short heading allows a more detailed information display.
Counts as*	Choices are Attended, Absent, Neither. This field can be used for tracking candidate outcomes both during and after events. If you want to track Attended or Absent total on the Event Summary screen, choose the appropriate option.
Arrival timestamp on roster	Choices are Update, Undo, Neither. Event Roster displays the timestamp field. Candidates get one arrival timestamp per event. If update is chosen and Candidate has no timestamp, the timestamp is updated. If Candidate has a timestamp, no change is made. If undo is chosen and the candidate has a timestamp, it is removed. If neither is chosen, the original timestamp is not changed.
Valid outcome by default	If Enhanced Outcomes are enabled in Systems > General settings, this field displays. If yes, this outcome applies to all and is selected by default on the Valid Outcomes tab for an event template or an event created without an event template. Use this option to make it available to most events. If no, it is not valid.
Active	Active vs. Non-active. Click the check box if you want this location to be active and viewed by users. If you wish to save a draft of this location, do not check this box. The system saves the location as inactive.

- * These three fields are the newly added outcome fields in this release.

3. Click **Save.**

The following two examples show where Event Manager users might access and use their Valid Outcomes.

Example 1:

In this example, an Event Manager user is editing an event template and wants to assign Valid Outcomes to that template.
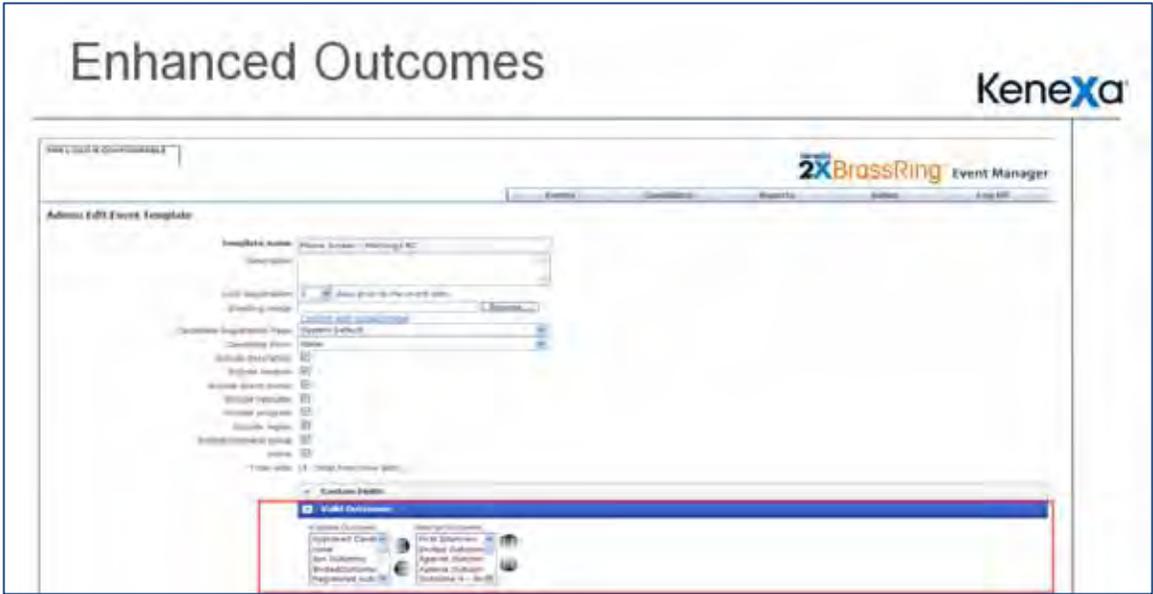
The Valid Outcomes in the Selected Outcomes column appear in the edited template.

Example 2:

In this example, an Event Manager user is sending an event invitation and wants to assign Valid Outcomes to that invitation.
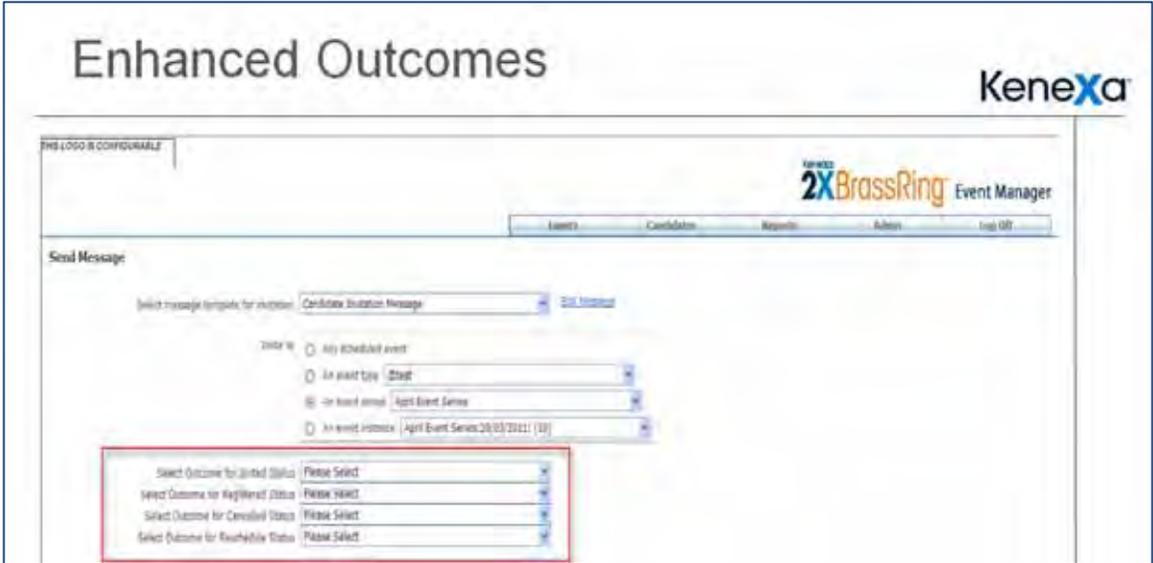
If the user chooses Registration as one the Valid Outcomes and the candidate registers, the outcome will update the candidate's HR status.

Event Manager Event Invitation Enhancements

Event Manager Administrators can now enable restrictions on event invitations. Those event invitation rules include:

- registration link expiration
- candidate reschedule restrictions

- restriction settings for event invitations
- enable past event schedules (into future events)

When these event invitation enhancements are enabled, users can then access and use them when sending event invitations. Users can then expire registration links sent in email invitations, set reschedule limitations, restrict number of visible events, and allow candidate to reschedule out of past events into future events,

How Do Clients Get this Feature?

Event Manager Administrators enable event invitation enhancements. Users then can access and use these event invitation enhancements. If you are not an Event Manager Administrator, please contact your CSC for more information about enabling this feature.

Event Manager Administrator

Who does this: Event Manager Administrator

Enabling Event Manager Event Invitation Enhancements

Use the following procedure to enable event invitation enhancements:

4. In Event Manager go to Admin > Systems > Scheduling setting on the Menu Access Bar.
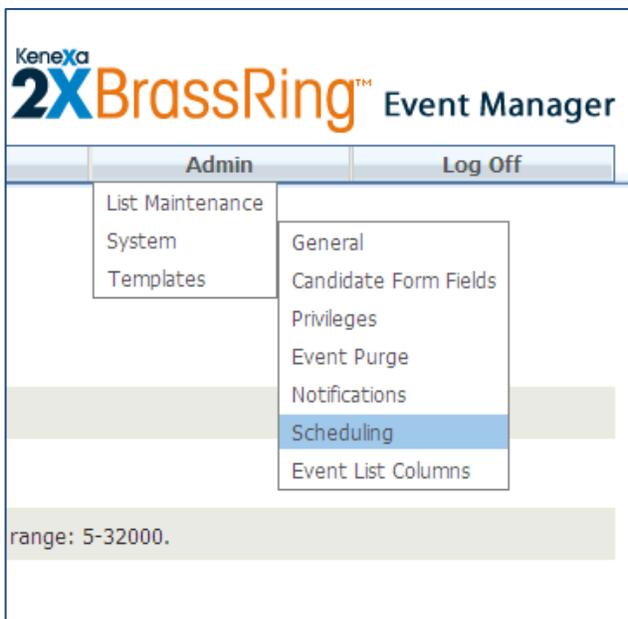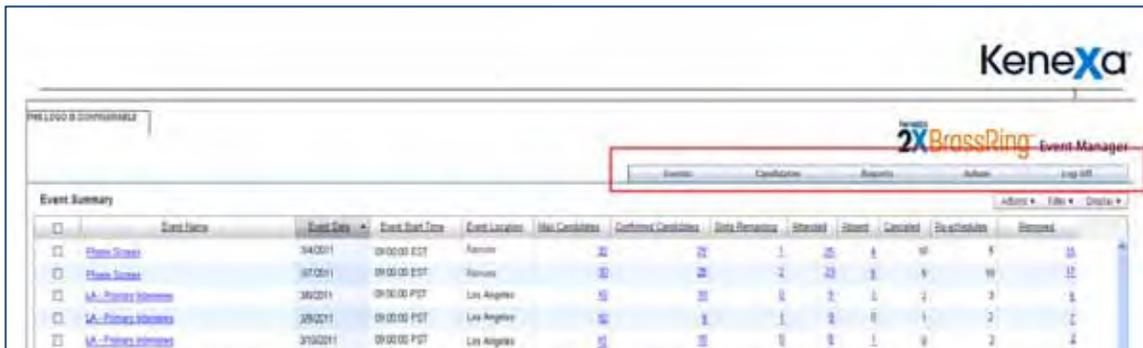
The Systems > Scheduling page displays.
5. Use the radio button to Select Yes to enable Registration Link Expiration and Enable Past Event Reschedules.

6. Click **Save.**

With the new Event Invitation Rules enabled, users can now access these options and apply their restrictions.

Using Event Manager Event Invitation Enhancements

Use the following procedure to use the event invitation enhancements:

1. In Event Manager go to Candidate > Unscheduled Candidates.
2. Select a Candidate using the checkbox next to a candidate's name.
Use the checkbox next to the Name field in the Candidate list to Select All candidates.
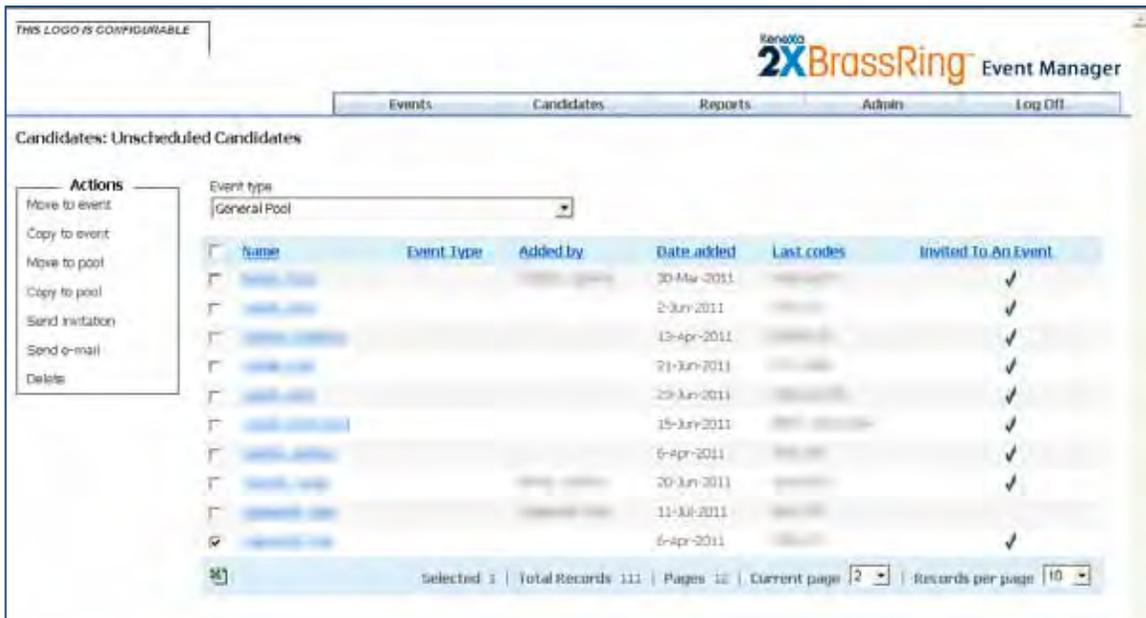
3. Click **Send invitation** in the Actions menu.
The Send Message screen displays.
.
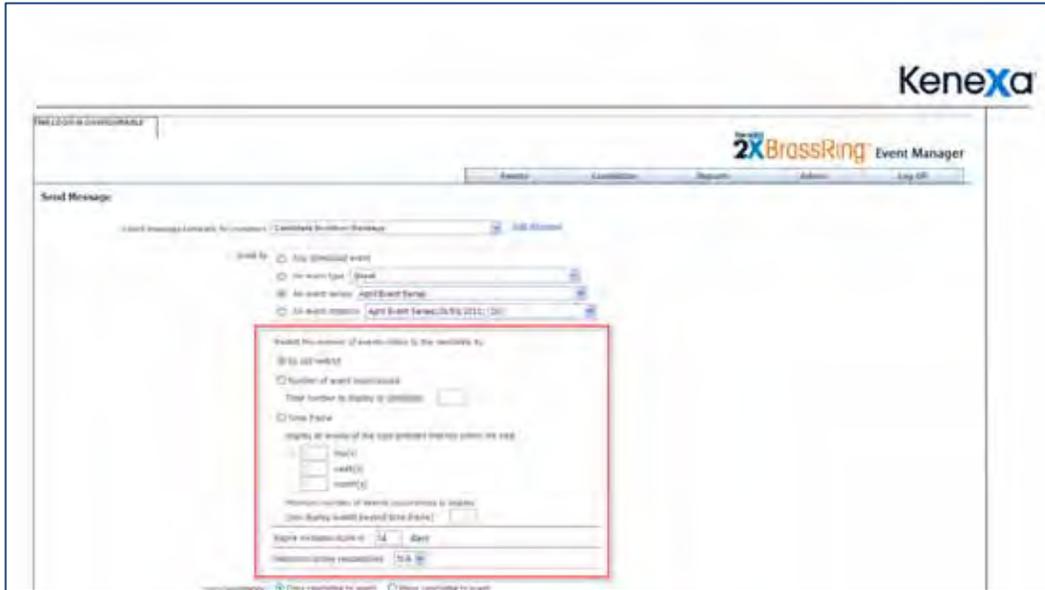
4. In the Send Message screen you identify each of the fields to include in the email message. Use the following table to complete each field in the Send Message screen.

The new event invitation enhancements fields in the Send message screen are:

- Restrict the number of event visible to the candidate by
- Expire invitation eLink in
- Maximum online reschedules

Message Field*	Description
Select message template for invitation	Use the drop-down list box to select a message template. Click Edit Message to edit the message. Refer to Editing Messages.
Invite to:	Use the radio button in combination with the drop-down list box to choose:
	Any scheduled event All events An event type Type of event An event series Series of Events An event instance One time, one date event

Message Field*	Description
Restrict the number of event visible to the candidate by: If enabled by Event Manager Administrators, this field is visible.	This option controls how often and when a candidate is invited to event. For recurring events, you can restrict a candidate's registration options by using either the number of event occurrences or time frame. For example, if the event occurs every Monday through Friday, they may want to restrict the candidate options to just the next two weeks' worth of events or restrict the candidate to the next ten available events. Use the radio button (in combination with text boxes if necessary) to choose: Do not restrict — No restrictions enabled Number of event occurrences — Invites candidate to a specific number of events (recurring) Time Frame — Days/Weeks/Months Use the text box to choose number of events. Only available if you choose the Time Frame option. Minimum number of events to display Only available if you select Time Frame. It allows you to prevent situations where the timeframe you picked does not have any or enough available options
Expire invitation eLink in If enabled by Event Manager Administrators, this field is visible.	This field controls how many days after sending the invitation the link remains active (not expired) Enter any number of days, valid values 1 through 365. The link is no longer active after the specified number of days. For example, if you enter 10 days, the link remains active for 10 days from the date the invitation is sent, after which time it expires.
Maximum online reschedules If enabled by Event Manager Administrators, this field is visible.	Use the drop-down list box to set the number of allowed reschedules. If a candidate reaches the maximum number of allowable reschedules, the system displays a configuration error and does not allow the candidate to reschedule.
Outcomes If enabled by Event Manager Administrators, this field is visible.	Outcomes can be used to track a candidate status throughout the recruiting process and can be associated with 2xB HR statuses. Candidate statuses display in Event Display Information screens. Event Manager administrators define and configure outcomes.
Select outcome for Invited status	Displays Invited status
Select outcome for Registered invite status	Displays Registered status
Select outcome for Cancelled status	Displays Cancelled status
Select outcome for Rescheduled status	Displays Rescheduled status

Message Field*	Description
Upon Registration	Use the radio button to select the move or copy option. Copy candidate to event: Makes duplicate of candidate record and moves to event Move candidate to event Moves candidate record to event they are registered for
Select message template for confirmation	Use the drop-down list box to select a confirmation template. Click Edit Message to edit the message. Refer to Editing Messages.
Select message template for reminder	Use the drop-down list box to select a reminder template. Click Edit Message to edit the message. Refer to Editing Messages.
Send Before Event	Use the drop-down list box to select the number of days before event you want this invitation to be sent.

5. Click **Send**.

Candidate Overbooking Limits

Candidate Overbooking Limits is a new feature that allows Event Manager users to "overbook" candidates when time slot maximums have been reached. Candidates can register until the maximum Candidate levels is reached, but Event Manager Users and Team members can overbook time slots. Event Team members can better manage time slots using overbooking as it allows for reschedules and cancellations.

On Event Information Displays, maximum column displays only show maximum Candidate values but Time Slot Remaining can register negative values indicating the number of candidates overbooked.

How Do Clients Get this Feature?

Candidate overbooking must be enabled by Event Manager Administrators in Event Manager System settings. Once enabled, Event Manager users can access this feature. Please contact your CSC for more information about enabling this feature.

Event Manager Administrator

Who does this: Event Manager Administrator

Candidate Overbooking

Use the following procedure to enable candidate overbooking:

1. In Event Manager go to Admin > Systems > Scheduling setting on the Menu Access Bar.

The Systems > Scheduling page displays.

2. Use the radio button to Select Yes to enable Candidate Overbooking.

3. Click **Save.**

With overbooking enabled, when a candidates is moved to an overbooked event, the Time slot field displays a negative number representing the number of candidates exceeding the overbook limit.
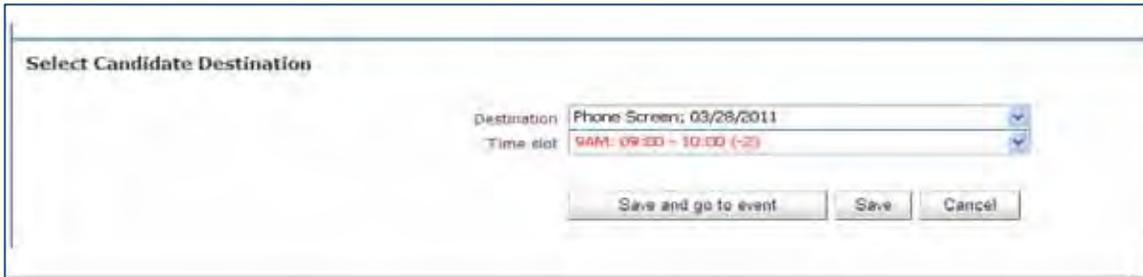
Event Information Time Slot column displays also show negative numbers representing the number of candidates exceeding the overbook limit.
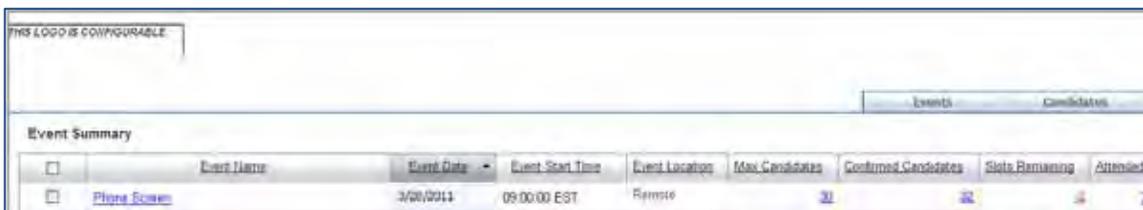
Remote Event Scheduling

Remote event scheduling is now available in Event Manager. Users can schedule Remote Events using the event location field set to a remote location allowing the available time slots to display in the remote location's time zone. Events can also be configured without room locations, useful for phone screens.

How Do Clients Get this Feature?

Event Manager Administrator must enable remote event location option. Please contact your CSC for more information about enabling this feature.

Event Manager Administrator

Who does this: Event Manager Administrator.

Enabling Remote Location

Use the following procedure to enable remote locations.

4. In Event Manager go to Admin > Systems > Scheduling setting on the Menu Access Bar.

The Systems > Scheduling page displays.

5. Use the radio button to Select Yes to enable Remote Event Location Option.

6. Click **Save.**

Event Batch

Event Batch is an Event Manager function that allows users to configure event-specific automatic responses to candidates. Administrators create an event batch and an associated event batch sequence workflow. The event batch workflow defines what occurs when a candidate's HR status triggers a Rules Automation Manager (RAM) change. For example, a candidate's HR status changes to Qualified and triggers the RAM to send an event invitation. The event invitation is automatically sent and the candidate self-registers for the event.

By associating an event batch sequence with an HR status, administrators can use the HR status to automate the content and timing of email invitations, registrations, confirmations, and reminder messages generated to candidates at different stages in the recruitment process. Because Event Batch uses a candidate's HR status, it needs to be configured in Event Manager, Workbench, and 2xBrassRing.

How Do Clients Get this Feature?

Configuration of Event Batch in Event Manager requires configuration in Event Manager, Workbench and 2xBrassRing. Please contact your CSC for more information about enabling this feature.

Event Manager Administrator

Who does this: Event Manager Administrator must enable the Event Batch.

Workbench – Kenexa CSC

Who does this: Kenexa CSC are the only ones who can set this RAM trigger. Contact your CSC.

Workbench Self-Service – Certified Workbench User

Who does this: Certified Workbench user or Kenexa CSC

In order for 2xB users to assign an event batch when posting a req, they must have the **Posting - select/deselect Event Batch** user type privilege. Without the privilege, users do not see the Event Batch column displayed on the 2xB Posting Options page.

Use the following procedure:

1. In Workbench, select **Tools > Users > User types > Edit type permissions** [for selected type]
2. Click Set privileges icon for Talent Gateways function.
3. Check **Posting - select/deselect Event Batch**.
4. Click **Done**, and **Save**.

2xBrassRing User

Who does this: 2xBrassRing user must assign the Event Batch to a Requisition.

Configuring Event Batches

Use the following procedure to configure Event Batches.

In Event Manager: Access List Maintenance > Event Batch to configure the Event Batch, and assign it a name. Refer to the Event Manager Administrator's Guide for detailed configuration instructions.

In Workbench: CSC must configure:

1. Set a RAM trigger for EACH HR status you intend to use for your Event Batch and associate a RAM trigger for each HR status. For each HR status, there must be a corresponding RAM trigger.
2. Set the RAM trigger rule with the action of "Call Event Batch."
3. Customize the Requisition Form by adding the Event Batch field to the Requisition Postings Form. This allows recruiters to assign an Event Batch to a requisition form.

<u>In 2xBrassRing:</u>

There are two ways to assign Event Batches to Requisitions.

<u>For candidates who are moved, copied, or filed to a requisition by a 2xB user,</u> assign the Event Batch to the Custom Req Field on the Requisition Form. When a candidate is associated with this req, he/she will be in line to be "triggered" according to their HR status. When the HR status reaches the RAM HR status trigger, the Event Batch sequence initiates.
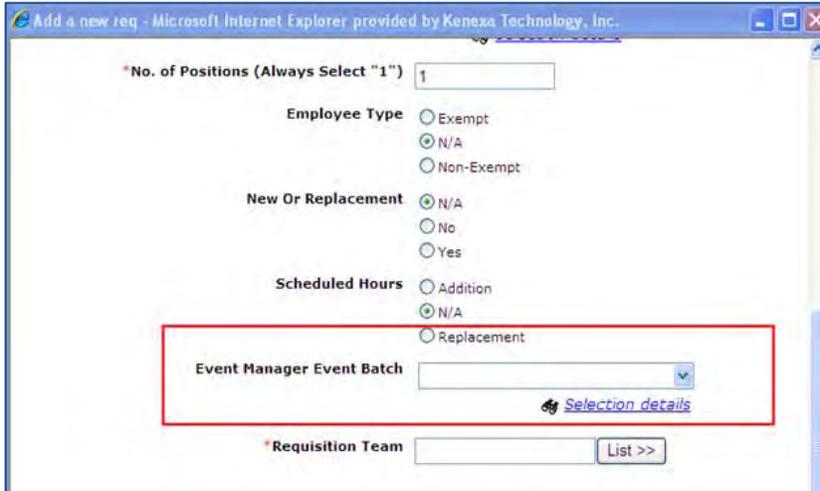
For candidates who apply to the Requisition via the Talent Gateway, assign the Event Batch to the req at posting time. You must have the Talent Gateway > Posting - select/deselect Event Batch user type privilege to do so.

Open the Posting Options page:

1. Select a Gateway.
2. Select the Select Event Batch column to assign the Event Batch.
3. Click Save.
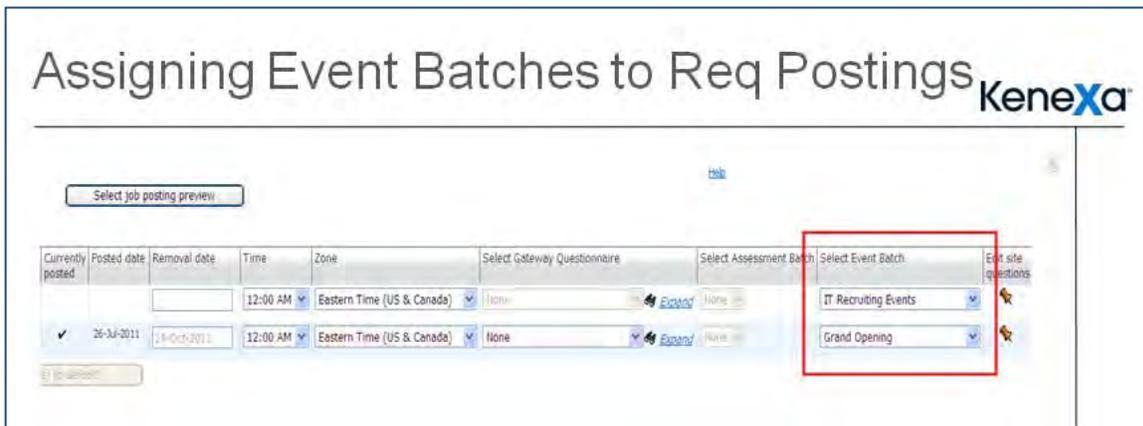
When candidates apply to the specified requisition and when their HR status reaches the RAM HR status trigger, the Event Batch sequence initiates.

Candidate Facing Event Forms

Candidate Facing Event Forms are forms presented to candidates during registration. Users can customize text fields on these forms and then set the forms to automatically generate when a candidate registers. For

example, if a candidate registers for a phone event, you can request their primary and alternate phone numbers during registration.

When a candidate registers and completes the Candidate Facing Form fields, mousing over that candidate's name on the Event Roster displays the candidate's response. Refer to Event Roster, Candidate Preview.

How Do Clients Get this Feature?

Configuration of Candidate Facing Event Forms requires new client settings in Workbench and Event Manager. If you are creating a new candidate form, contact your CSC for more information about enabling this feature. If you are editing an existing candidate form and have Workbench Self-Service permissions, use the following instructions.

Event Manager Administrator

Who does this: Event Manager Administrator must enable the Candidate Response Form.

Workbench – Kenexa CSC

Who does this: Only Kenexa CSC have permissions to create new Candidate Forms in Workbench.

Workbench – Self-Service

Who does this: Certified Workbench Users can only edit existing Candidate Forms.

Configuring Candidate Facing Event Forms:

Use the following procedure to configure Event Batches.

To configure Candidate Facing Forms:

In Event Manager:

1. Access the System > General settings. Select the radio button to enable Candidate Facing Event Forms.

In Workbench:

2. Create the candidate forms you want to use as candidate facing forms and enable the Candidate Facing Event Forms attribute "Event Manager Candidate Facing Form" on the candidate form. Enabling this

attribute automatically adds two form fields to the form which are automatically populated from the Database Field Names, EM_Phone_Number and EM_Alternate_Phone, in the candidate's record. You can edit the form display labels for these fields or delete them from the form. If you choose to edit or delete the fields on the form, do not change the Database Fieldnames.

For example, if you are inviting a candidate to a lunch and want to screen for dietary restrictions, you could use one of the Candidate Facing Form fields to request dietary restriction information. In this example, dietary information is more pertinent than phone numbers.

In Event Manager:

3. Access List Maintenance > Registration Pages; use the drop-down list box to select the Candidate Response Form. Events using this registration page enabling this feature.
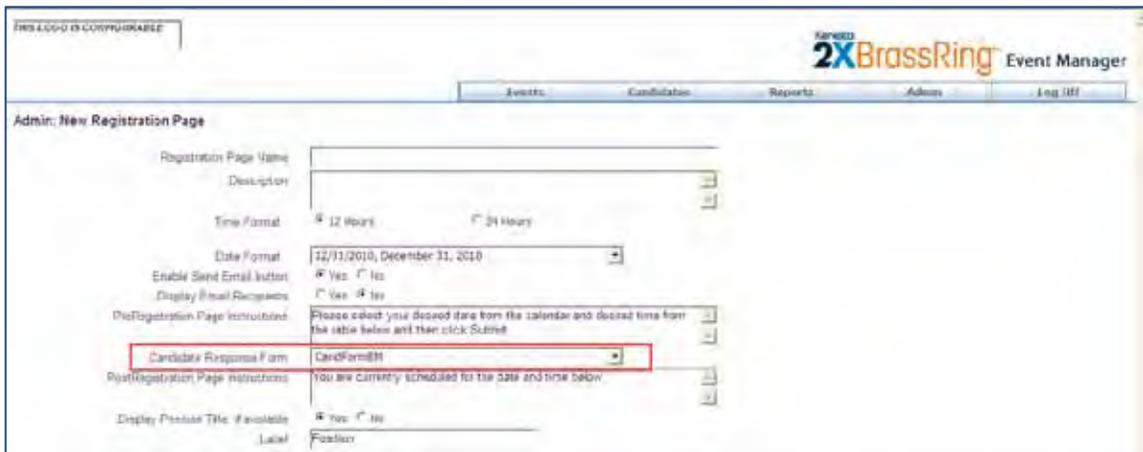
4. Access Admin > Templates > Event Templates and open your event template. Use the drop-down list box to select the Registration Page. This step links the candidate response form to the event.
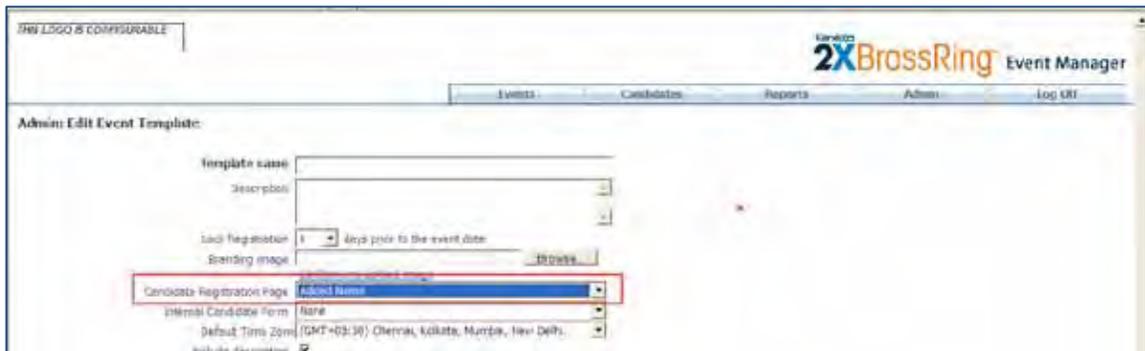
5. Click **Save** to save the new template setting.

Internal Facing Event Forms

Internal Facing Forms are system generated forms created automatically by the system at the time of a candidate's registration. The internal facing form contains the candidate's name, the event name and date, and the time slot start time. The Internal Facing Event Forms is not visible to candidates. The internal form is intended to be used as follow up or feedback form for internal employees (assessors or interviewers).

How Do Clients Get this Feature?

Configuration of Internal Facing Event Forms requires new client settings in Workbench and Event Manager. If you are creating a new internal form contact your CSC for more information about enabling this feature. If you are editing an existing internal form and have Workbench Self-Service permissions, use the following instructions.

Workbench – Kenexa CSC

Who does this: Only Kenexa CSC have permissions to create new Internal Facing Event Forms.

Workbench – Self-Service

Who does this: Certified Workbench Users can only edit existing Internal Facing Event Forms.

Event Manager Administrator

Who does this: Event Manager Administrator must enable the Internal Event Form.

Configuring Internal Facing Event Forms:

Use the following procedure to configure Internal Facing Event Forms:

In Event Manager:

1. Access the System > General setting on the Menu Access Bar.
2. Use the radio button to Select Enable Internal Event Forms.
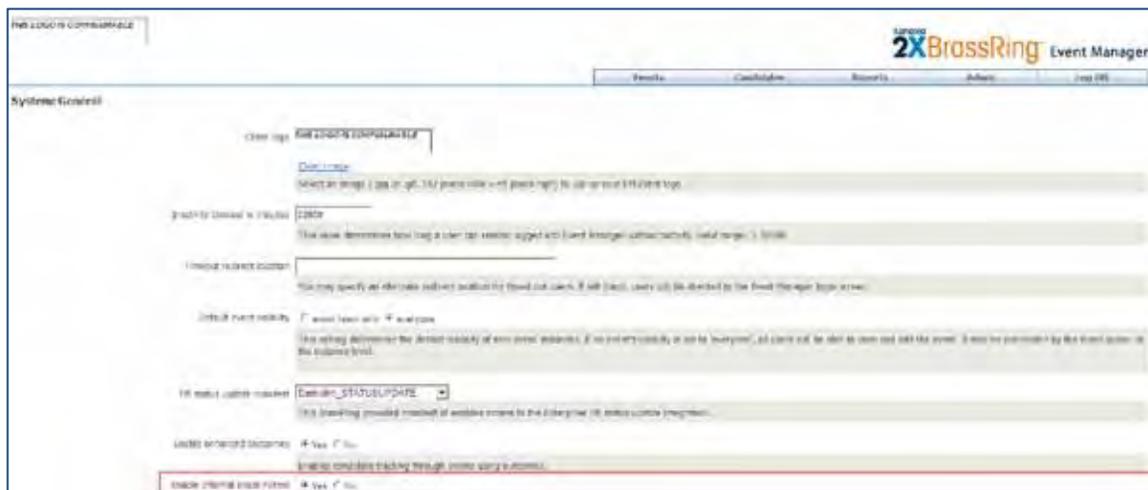
In Workbench:

3. Create the internal facing forms you want to use as internal facing forms and ensure that those forms have the Event Manager Internal Event Facing Form attribute set to Yes. The Yes setting enables the Internal Event Form. This automatically adds four form fields to the form, candidate name, event name, event date, and time slot start time. In Workbench, you can *only* edit these four internal facing form field's labels. For example, you can change the "Time Slot Start" label to "Interview Time." These four automatically created form fields cannot be deleted.

You can also add additional form fields to the internal event form. For example, if you are using the internal event form in conjunction with an assessment process, you can create new form fields which enable the assessor to record a candidate's performance during an event assessment. Manually created form fields are not auto-populated but are completed by event assessors.

4. Access Admin > Templates > Event Templates on the Menu Access Bar and open your event template. Use the drop-down list box to select the Internal Candidate Form.
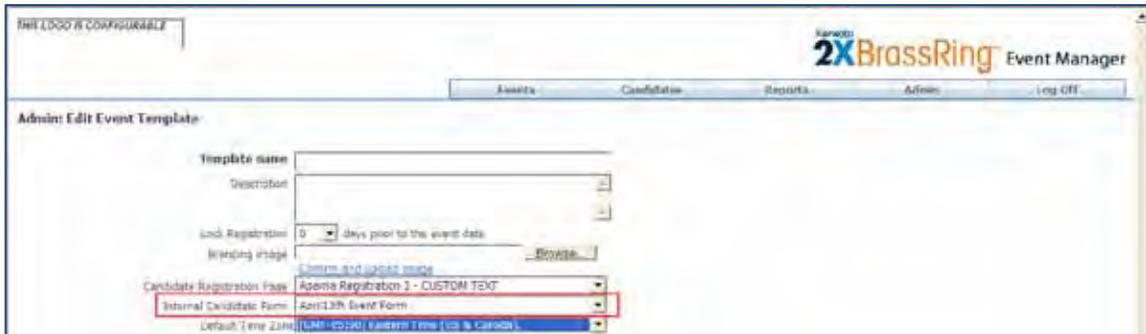
5. Click **Save**.

Candidate Registration Pages Customization

Event Manager Administrators can now customize Registration Pages messages viewed by candidates during the registration process. Customization of display messages allows administrators to define different event registration responses for different event types and situations. For example, for candidates who register for unavailable events, administrators can customize the message to refer candidates to other events, contact sources or any number of options.

How Do Clients Get this Feature?

Event Manager Administrators configure customized Registration Pages.

Event Manager Administrator

Who does this: Event Manager Administrator.

Configuring Candidate Registration Pages Customization

Use the following procedure to customize Registration Pages:

In Event Manager:

1. Access the Admin > List Maintenance > Registration Pages to access Registration Pages.
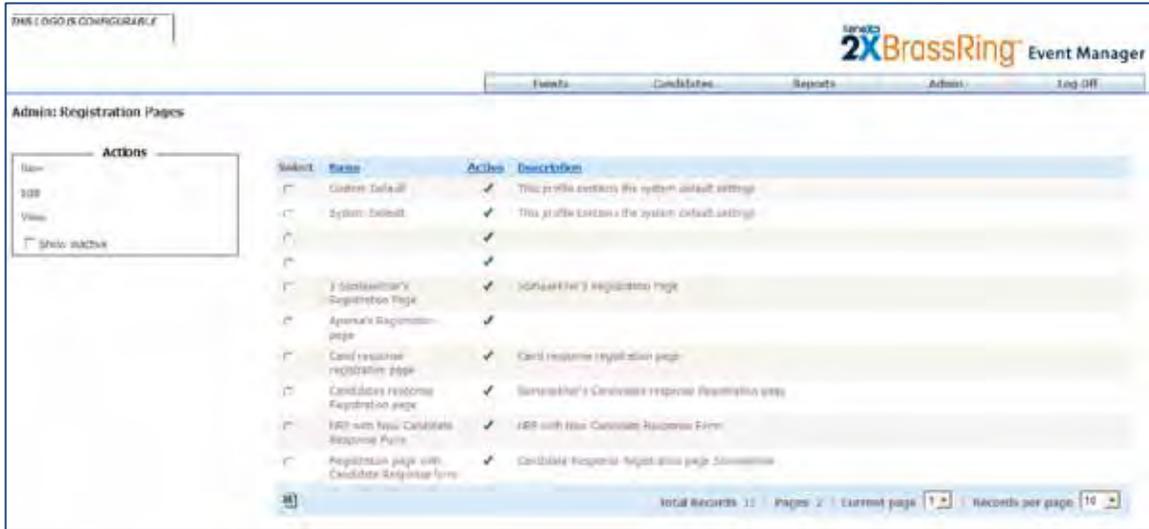
2. Click New to add a new Registration Page or use the radio button to select an existing Registration Page and Click Edit. .
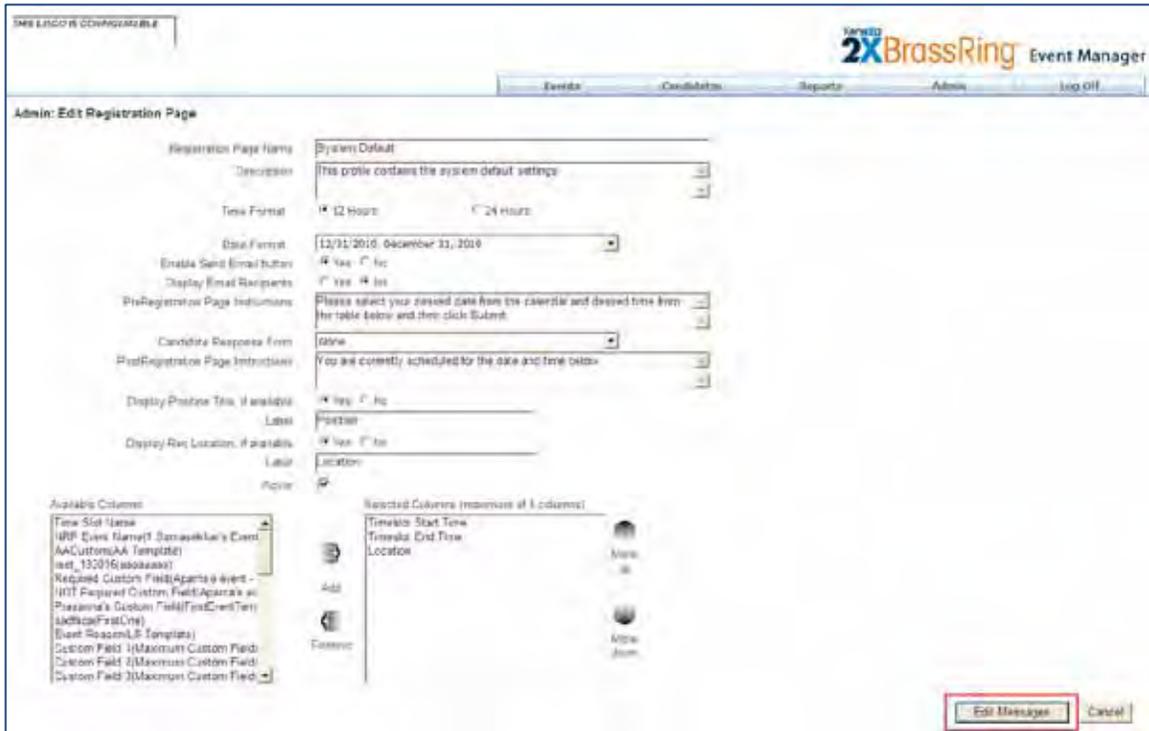
3. Click the **Edit Messages** button.
4. The Admin: Registration Pages Messages screen displays.

You can edit one, all, or none of these message fields.

5. Click **Save** to save the edited Registration Page messages.
6. Click **Save** if this is a New Registration Page. If not, return to main Registration Page.
   The New Admin: Registration Pages displays the new Registration Page in the List.

iCalendar Files

Event Manager now offers the ability to include iCalendars (iCS) files with candidate or assessor confirmation and reminder email related to specific event instances. iCalendar files display as email attachments and contain calendar information. Double-clicking on iCS file attachment and saving the file imports the calendar data into the recipient's calendar.

Event Manager administrators can create, edit, or remove existing iCS files. To use iCS files, refer to the Event Manager User's Guide on the User Resource Center (URC). For more detailed information about iCS files, refer to the Event Manager Administrator's Guide on the URC.

How Do Clients Get this Feature?

Event Manager Administrators have to enable and configure iCS files.

Event Manager Administrator

Who does this: Event Manager Administrator.

Enabling iCalendar (iCS) Files

Use the following procedure to enable iCS files:

1. In Event Manager go to **Admin > List Maintenance > iCalendar** on the Menu Access Bar.
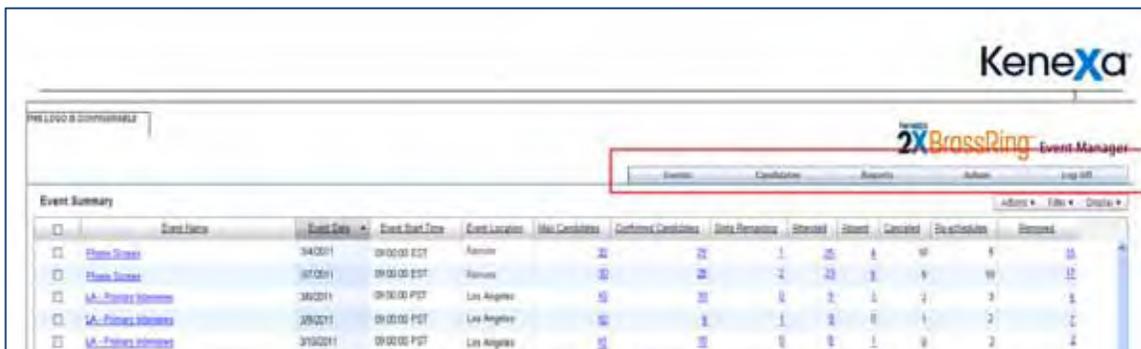
The Admin: iCalendar screen displays and lists currently configured iCalendar files.
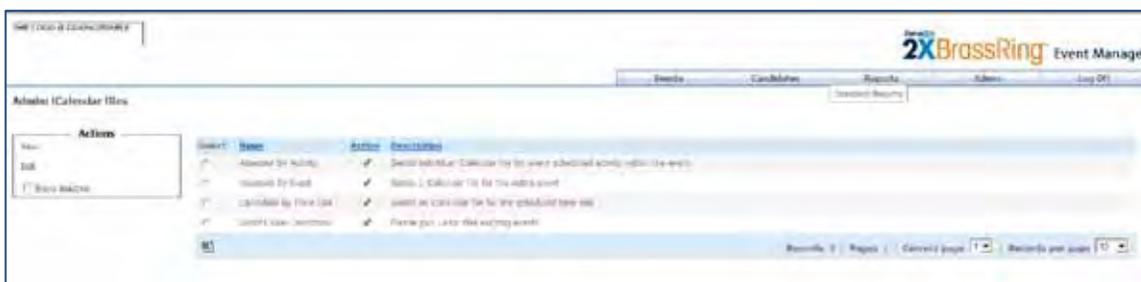
2. Click **New** in the Actions Menu.
   The Admin: iCalendar File Configuration screen displays.
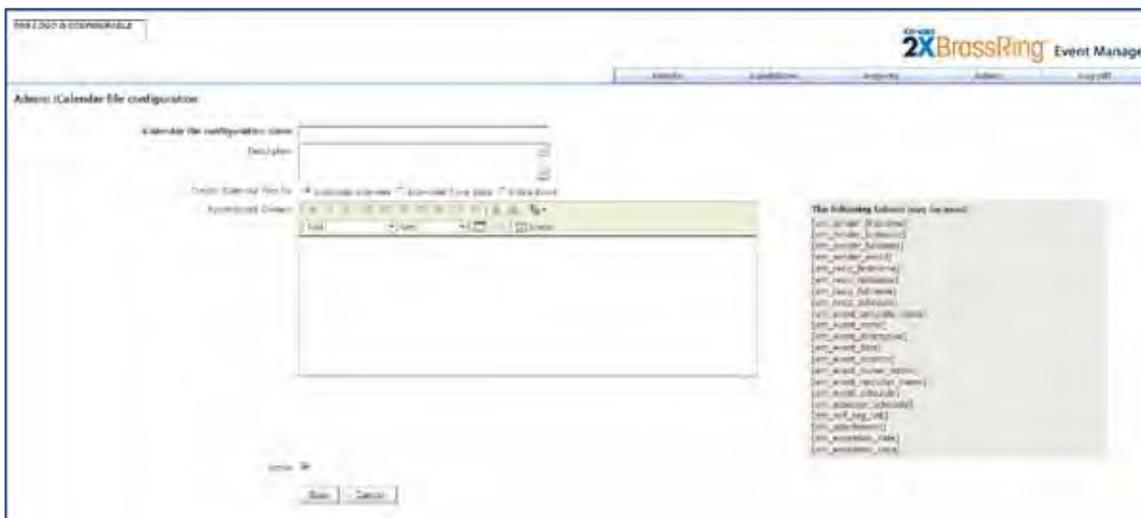
Here you identify and customize all the email fields in the iCalendar attachment. The following table outlines the available choices to include on a message template.

Email Message Field*	Description
iCalendar File Configuration Name	Enter name of iCalendar file.
Description	Enter a description of file contents. .

Email Message Field*	Description
Create iCalendar files for:	Each iCalendar file sends a specific information set. Use the radio button to choose: Individual Activities Activity Name, Room Location, Event Date, Start and End Time of Activity. Individual Time Slots Event Name, Event Location, Event Date, Start and End Time of Time Slot Entire Event Event Name, Event Location, Event Date, Start and End Time of Event
Active	Active vs. Non-active. Click the check box if you want this competency to be active and viewed by users. If you wish to save a draft of this competency, do not check this box. The system saves the competency as inactive.
Email body (tokens)	Tokens are used to automatically generate event related information. As each token type generates a particular piece of information, follow the guidelines outlined below for each token type. These tokens can be selected and dragged as well.
Use these tokens for event specific email communications only. Using these tokens for general email communications does not generate any content. As a recommended practice, be sure to include the [em_self_reg_link] token on invitation messages to ensure that the registration link is in the invitation message. Include the [em_recip_schedule] token on the confirmation and reminder messages so that the candidate can see his/her schedule once he/she has registered.	**[em_event_template_name]** Event template name **[em_event_name]** Event name **[em_event_description]** Event description **[em_event_date]** Event date **[em_event_location]** Event location **[em_event_owner_name]** Event owner name **[em_event_recruiter_name]** Event recruiter name **[em_event_schedule]** Event schedule **[em_self_reg_link]-** Self registration link
Use this token for assessors already scheduled for an event	**[em_assessor_schedule]** Assessor's schedule
Use this token to represent the number of days before an event an invitation expires. Best used within an invitation message.	**[em_expiration_days]** Number of days
Use this token to indicate a specific	**[em_expiration_date]** Specific date

Email Message Field*	Description	
invitation expiration date. Best used within an invitation message.		
Use this token to represent exactly where message attachments display	**[em_attachments]**	Name of attached document
Use this token to represent a sender's email address	**[em_sender_email]**	Sender's email address
Use these tokens to specify recipient and sender information in an email.	**[em_sender_firstname]** **[em_sender_lastname]** **[em_sender_fullname]** **[em_sender_email]** **[em_recip_firstname]** **[em_recip_lastname]** **[em_recip_fullname]**	Sender's first name Sender's last name Sender's full name Sender's email address Recipient's first name Recipient's last name Recipient's full name
Use this token for registered candidates only. Best used in candidate confirmation and reminder messages.	**[em_recip_schedule]**	Recipient's schedule

3. Click **Save** to save the iCS configuration file.

Exports – Communication History API

Clients using web services and Kenexa's authentication Application Programming Interface (API) can query candidate specific communications history data. The Summary Communication API provides a means to request multiple data elements related to a candidate's communication (similar to the Communications History grid in 2xB). The request can be for either a specific number of records or All records.

Please contact your CSC for more information about this feature.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ API and Web Services
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Exports – Outstanding Event and Activity Invitations API

Clients using Event Manager, web services, and Kenexa's authentication Application Programming Interface (API) can query candidate-specific Events as well as Public Events, which can then be presented on a client-hosted candidate portal.

Please contact your CSC for more information about this feature.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ API and Web Services
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Exports – Resumes and Jobs Applied To

Clients using web services and Kenexa's authentication Application Programming Interface (API) can query for jobs saved to the candidate's cart after authenticating the login. Kenexa exports the jobs to the client, who can then display as desired on their side and even allow the candidate to drill into the gateway itself to view the job details and apply.

Please contact your CSC for more information about this feature.

Product	☑ 2x BrassRing ☐ New UI ☐ Workbench Self-Service ☐ Talent Gateways	☐ Agency Manager ☐ Data Insight Tool ☐ SmartApproval ☑ API and Web Services
Visible Changes	☑ No – requires specific conditions / configuration for visibility. ☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below. ☐ Specific conditions required – see details below. ☑ Configuration required – contact your CSC for implementation details.	

Gateway Questionnaires – Filter Options

This feature provides a means to filter or limit which options are presented to a candidate during a Gateway Questionnaire application.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☑ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Gateway Questionnaire (GQ) administrators can designate which options associated with a question widget should be hidden from candidates on the GQ.

Limitations and Known Issues

- Questions used via the Job Specific Questions (JSQ) widget will not have any filter capability.
- There is no upload functionality; the options filtering must be manually administered.

How Do Clients Get this Feature?

This feature is controlled by new option attributes for GQ question widgets. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

A new checkbox is available for each option associated with a question widget to indicate whether the option should be hidden on the GQ. Workbench Self-Service users with access to Gateway Questionnaire (GQ) configuration administer this feature in:

Tools > Gateway Questionnaires > Administer Sections/Pages > Administer Widgets > Add/Edit widget

Check the option to hide it on the GQ, or check **All** to hide all options.

Checked options will be hidden from the candidate applying to a job using the GQ. For example, the following figure shows that only the two **unchecked** options (above) appear for the candidate; the others were all hidden.

The existing JSQ (job-specific question) widget is often used to filter candidates out of the applicant pool if minimum qualification questions are not met. A new JSQ Group allows for more than one JSQ widget to be defined. For example, you can include a set of preferred qualification questions to identify the more qualified candidates that are in the applicant pool.

Product	▶ 2x BrassRing	▪▪ Agency Manager
	▪▪ New UI	▪▪ Data Insight Tool
	▪▪ Workbench Self-Service	▪▪ SmartApproval
	▶ Talent Gateways	▪▪ Other
Visible Changes	▶ No – requires specific conditions / configuration for visibility.	
	▪▪ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	▪▪ Automatic – see details below.	
	▪▪ Specific conditions required – see details below.	
	▶ Configuration required – contact your CSC for implementation details.	

Feature Description

A new JSQ Group feature allows you to have more than one widget of job-specific questions (JSQ) for a Gateway Questionnaire (GQ). A score for the JSQs Scores is displayed along with the candidates once they are in the applicant pool for review.

For example, you may wish to include minimum qualification questions that let you filter candidates out of the applicant pool if not met, and preferred qualification questions that let you identify the more qualified candidates in the applicant pool. Minimum qualification questions disqualify candidates based on a minimum score, while preferred qualification questions provide a reference score for differentiating among qualifying candidates within your applicant pool.

2xB User Experience

Since more than one group of job-specific questions (via JSQ widget) is now supported, users must differentiate which questions go with which group. On the Edit site questions page (for any req posting page with questions available), you select from the **Group Name** list that appears for each question to associate the question with a JSQ widget.

Edit Site Questions Group Association
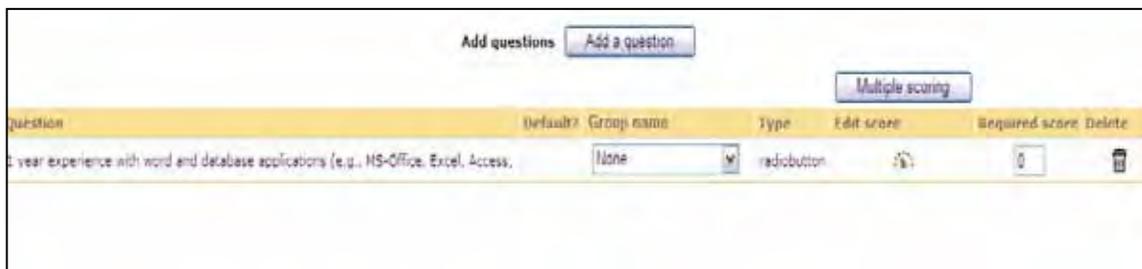
The Group name column does not appear if no active JSQ groups are configured. The default group is None (unless populated with another value by imported job code default data for questions/scoring.

How Do Clients Get this Feature?

This feature is controlled by an optional new Workbench setting for JSQ Groups as well as enhanced JSQ widgets in Workbench Self-Service. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

JSQ widget configuration has been enhanced to support more than one JSQ widget. You define these job-specific question widgets on the GQ. This allows for two sets of questions (such as minimum qualification questions and preferred qualification questions) to be used jointly, but scored independently. The widgets can be used on different pages of the GQ.

When you define the JSQ widget, you can define which JSQ Group the question set belongs to. Both groups can have their own scoring, but only one of the group scores is available to 2xB users via the candidate grid and for searching. Only one response form will continue to be populated, and it will contain all question answers. Furthermore, each JSQ widget can be defined to be included in other posting default criteria.

Setting Up New Widget Options for JSQ Group Association for Questions and Results:

You set the widgets up in:

Tools -> Gateway Questionnaires -> Administer Sections/Pages [for selected GQ] **-> Administer widgets** [for selected page].

Questions

To set the JSQ Group association and additional attributes for job-specific questions:

1. Select **Add new/Edit widget**
2. Select **Complex Widgets**, **Job specific questions** and branching option.
3. Select JSQ group to be associated with this widget. Default is **None**. JSQ groups can have one or more JSQ questions associated with them, and can be used for multiple GQ's and/or Talent Gateways. However, no more than one instance of each Job specific questions widget of the same JSQ Group is allowed per GQ.

4. Select a checkbox for the scoring option. (Once saved, the selection cannot be changed for an active GQ.)
   Note: To preserve previous behavior (before this new functionality was introduced), leave Associated JSQ Group value as None and check all four of the following boxes.

- **Use this JSQ Widget for candidate grid scoring** – use for overall score settings, including the following:
  Outputable TG Score field
  Job specific questions score on job response form
  Total score on job response form (as in the example shown here):
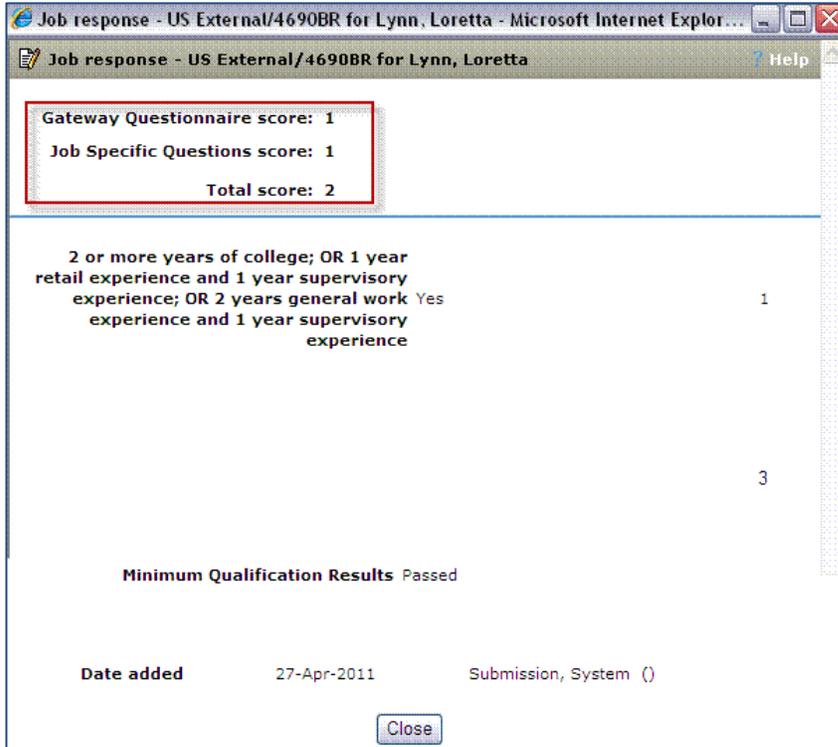
This means that the questions within this JSQ widget (and any others where this box is checked) are used to calculate the TG Score field, which can be output on the candidate grid. On the job response form, the JSQ score and Total Score will reflect accurately based on which JSQ Widget and associated questions have this checkbox set

- **Use this JSQ Widget for minimum score** – use for minimum qualification settings on the posting page, including the following:
  ***Min Score Required** on posting page
  HR status pass on posting page
  HR status fail on posting page

- **Use this JSQ Widget for preferred candidate** – use for preferred qualification settings on the posting page, including the following:
  ***Preferred candidate target score** on posting page
  ***Notify the following users when a candidate meets or exceeds preferred candidate target** on posting page
  ***Notify the following non-system users when a candidate meets or exceeds preferred candidate** target on posting page

- **Use this JSQ Widget for minimum score to administer assessment** – use for ***Minimum score to administer assessment** setting on the posting page

If more than one JSQ widget has the same setting checked, then the aggregate of the questions across all of the JSQ widgets will be used.

Results

The next step is to set the JSQ Group association for the JSQ results widget. For any path, a J**ob specific questions - results details** widget must be preceded by a **Job specific questions** widget of the same JSQ Group.

To set the JSQ Group association for results:

1. Select **Add new/Edit widget**

2. Select **Complex Widgets** and **Job specific questions – results details**..

3. Select JSQ group to be associated with this widget. Default is **None**. JSQ groups can have one or more JSQ questions associated with them, and can be used for multiple GQ's and/or Talent Gateways. However, no more than one instance of each Job specific questions widget of the same JSQ Group is allowed.
4. Activate the GQ.

HR Status – Manual Filing per Req Setting

This feature provides a new req form setting in Workbench to configure the starting HR status when "restricted" users are manually filing candidates to a folder.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

A new req form setting can configure the starting HR status when "restricted" users are manually filing candidates to a folder. Restricted users are those with the "Restrict start HR status when filing to Req" privilege/restriction. The req template setting is **Manually file candidate to Req folder by HR status**, and it works with the user type restriction to control the HR status when candidates are *manually* filed, moved or copied into a req folder.

To accommodate different HR Status tracking logic flows, clients can set the HR Status to which candidates should be filed per requisition template. Clients can also restrict (by user type privilege) the choices of HR Statuses when a 2xB user manually performs the "**File to Req folder**" action. The system checks the Candidate actions 3 **Restrict start HR status when filing to Req** user privilege first. If it is checked, then the system does not present the list of available HR Statuses in the **File candidates to req** screen. Instead, the system presents a message: "Initial HR status is automatically selected based on the Req form setting."

File to Req folder for restricted user

When the user clicks **File**, 2xB files the candidate to the HR Status selected in the requisition template. If the Requisition template's **Manually file candidate to Req folder by HR Status** value = 'None', then the candidate will be filed to 0-Filed.

For unrestricted users (the user privilege is not checked), current functionality prevails and they choose from a list of HR statuses.

File to Req for unrestricted user

Move/Copy to Req Folder

When a restricted 2xB user performs a **Move or Copy to Req** action, however, 2xB presents the same radio button options, to retain or not retain HR status data, that unrestricted users have.

Move or Copy to Req Folder for Restricted AND Unrestricted Users
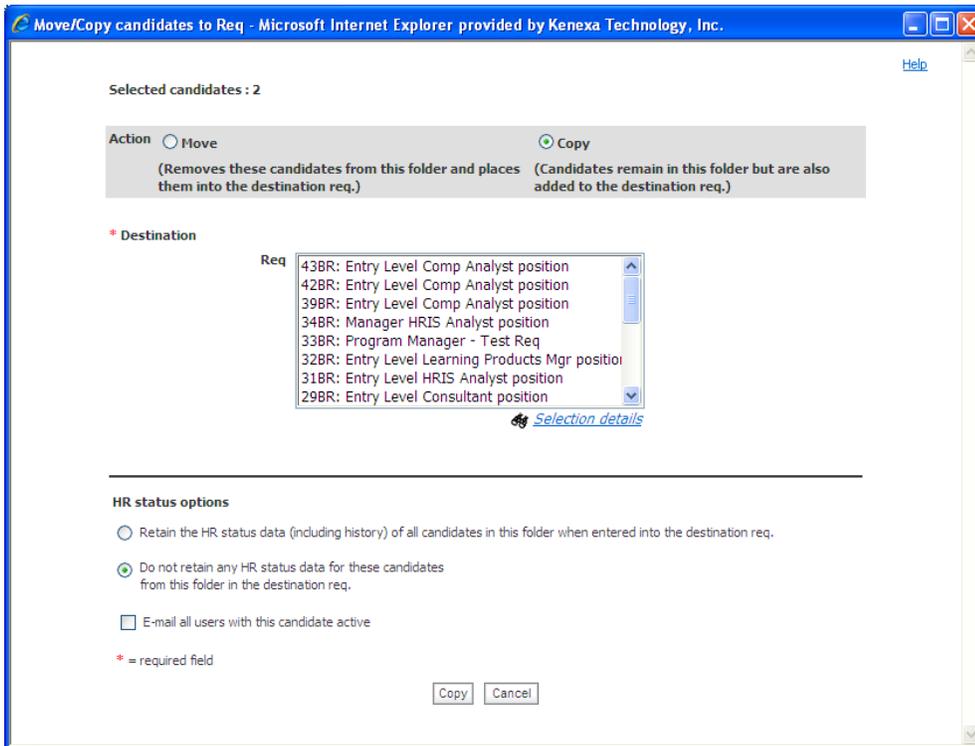
The following table summarizes how the how candidates will be filed depending on which radio button is selected.

	Req template setting = None	Req template setting = Start status
User privilege unchecked & **HR Status Options** = Retain the HR status data (including history) of all candidates in this folder when entered into the destination req.	Filed into Current status	Filed into Current status
User privilege unchecked & **HR Status Options** = Do not retain any HR Status data for these candidates from this folder in the destination req	Filed into 0-Filed	Filed into 0-Filed
User privilege CHECKED & **HR Status Options** = Retain the HR status data (including history) of all candidates in this folder when entered into the destination req.	Filed into Current status	Filed into Current status
User privilege CHECKED & **HR Status Options** = Do not retain any HR Status data for these candidates from this folder in the destination req	Filed into 0-Filed	Filed into status configured in Req template

> Previously a single requisition template setting (**Automatically file candidate to Req folder by HR Status through insta-file**) controlled initial HR status when candidates were filed by Insta or Autofiler as well as when they were being manually filed, moved or copied into a req by a user. This project added a second requisition template setting that would control the HR status when candidates were being manually filed, moved or copied.

How Do Clients Get this Feature?

This feature is controlled by a new Requisition template/form level setting. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

The new **Manually file candidate to Req folder by HR Status** req setting is available for use when adding or editing a Req form template.

Tools > Forms > Reqs > Req forms > Edit form attributes

User types with **Restrict start HR status when filing to Req** checked can only file candidates into a particular initial HR status when filing candidates to requisition folders. If 'None' then current functionality of filing to the folder manually will be respected (i.e., 0-Filed and all HR statuses that have no pre-requisite).

HR Status Undo – Restrict by User Type

This feature provides additional control over the HR Statuses that user types are permitted to "undo."

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

A new Workbench administrative setting provides additional control over the HR Statuses that user types are permitted to "undo." For each user type, your organization can choose specific HR Statuses that cannot be undone by that user type. When configured, users who have the existing privilege to update HR Status will not be able to undo those particular HR Statuses.

When the current status of the candidate is one of the restricted "undo" statuses, then the "Undo Status" button is disabled for the user trying to update it for a candidate in a Req or working folder or Inbox.
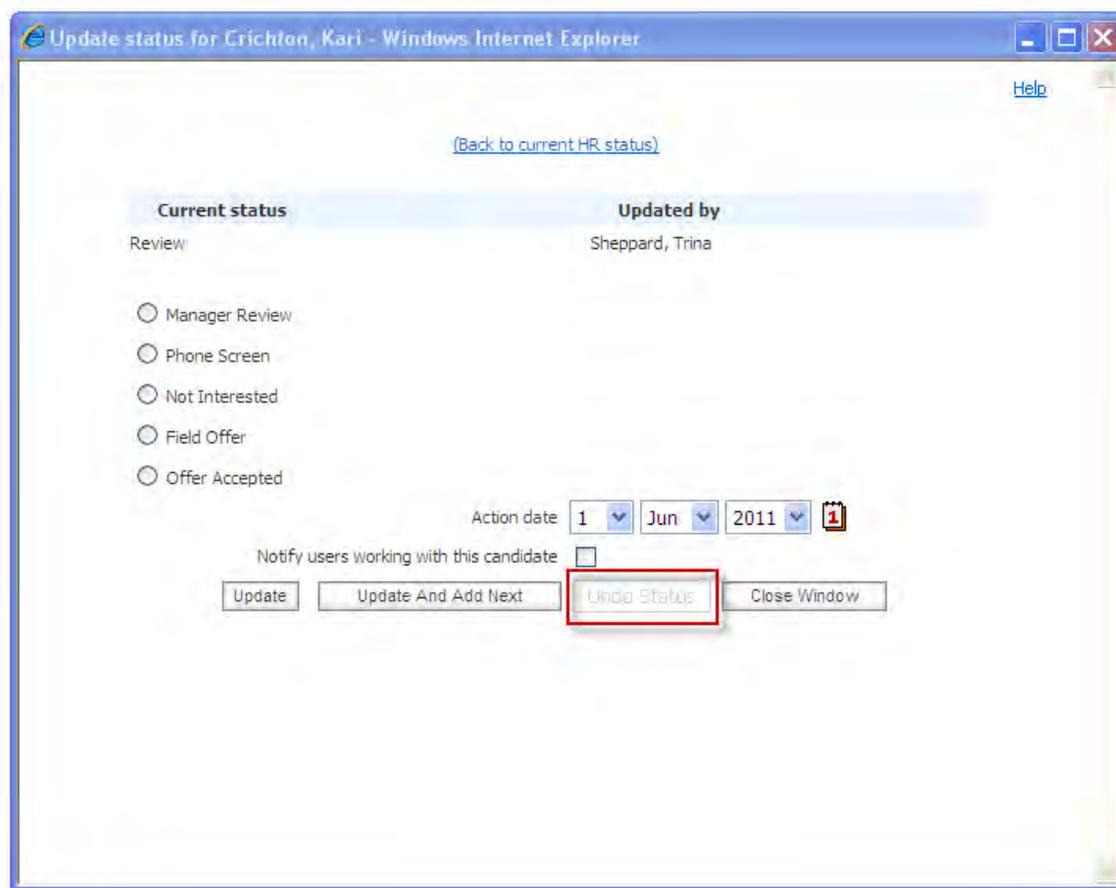
In this case, hover text for the disabled button indicates: "You do not have permission to Undo this HR status."

Users still require either the Candidate Actions "HR status - add/update in my reqs/my folders/my inbox" or "HR status – add/update in all reqs/all folders/my inbox" privilege to update or undo an HR Status.

How Do Clients Get this Feature?

This feature is controlled by an administrative user type setting in Workbench. Please contact your CSC for more information about enabling this feature.

HR Status Update – Block on Count of Forms

Clients previously could prevent 2x BrassRing users from updating a candidate to one or more designated HR statuses when the specified candidate form(s) don't exist or haven't been approved. This was supported only for single per candidate or single per candidate per req forms. Support is now extended to multiple per candidate and multiple per candidate per req forms. In addition, the number of forms needed can be specified for these types of forms.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

Your organization may require certain information to be on file for candidates prior to moving them forward in the hiring process (for example, an application, background screening, or assessments) and into an HR Status that will trigger a candidate export. An HR Status attribute is available that causes the system to block an update to the status if required forms are not present.

Previously, the status update could only be blocked for single per candidate or single per candidate per req forms. With this enhancement, you can also block the update to the HR status for specified forms that are multiple per candidate and multiple per candidate per req forms. The number of instances can be counted and HR status blocked.

The feature also allows for the number of forms across a req to be considered, with the target candidate's HR status change blocked if the required minimum number of candidates in the req do not have the form. The system checks configured "counts" of forms, and blocks the status change if the counts are not met. Counts that can be configured are "Within Candidate" (requirement is a certain number per candidate) or "Across Candidates" (requirement is a minimum number reached by considering the whole set of selected candidates in the req). Your CSC will set the counts based on your specific needs.

The overall feature does not allow the recruiter or hiring manager to update a candidate's HR status unless the applicable form(s) and associated counts are available. The available configured error message still applies. No other visible changes are present.

Updating Candidates in 2xB

2xB users have several ways to update HR Statuses for one or multiple candidates in both the new UI and classic 2xB.

From a folder in New UI
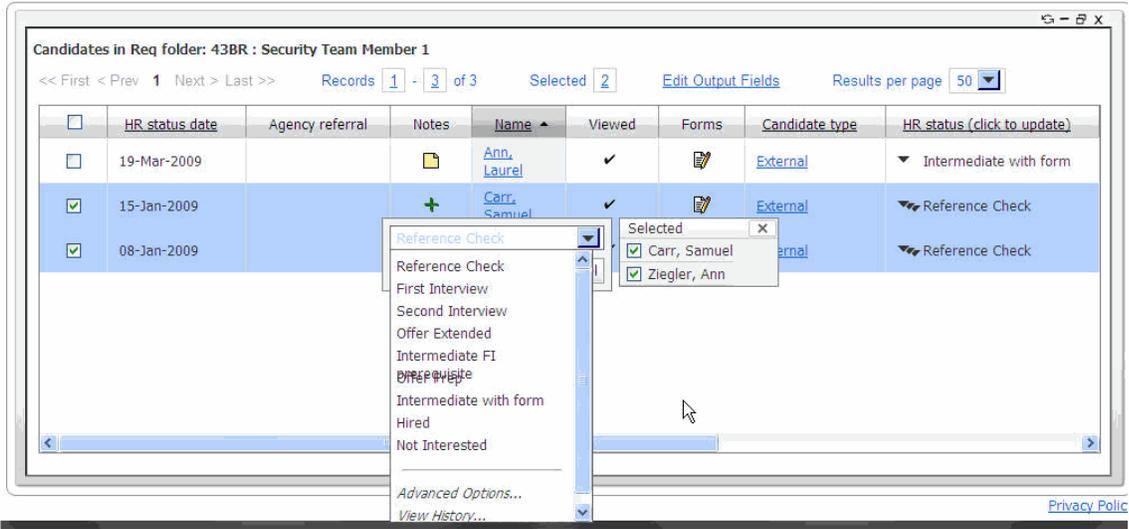
From a folder in classic 2xB

From the New UI Talent Record

From the Talent Record in classic 2xB

With the "Block update" attribute (and perhaps approval requirement enabled), the following rules apply everywhere that 2xB users can update the HR status for a single candidate:

When updating, the **Update status** window displays with the selected candidate. The system checks whether:

- Required forms (according to the HR status setup) are attached.
- Any forms requiring approval have an approval status of **Approved** (if that requirement has been set for the form).

If the status update is blocked, users see a message similar to the one in the following figure.
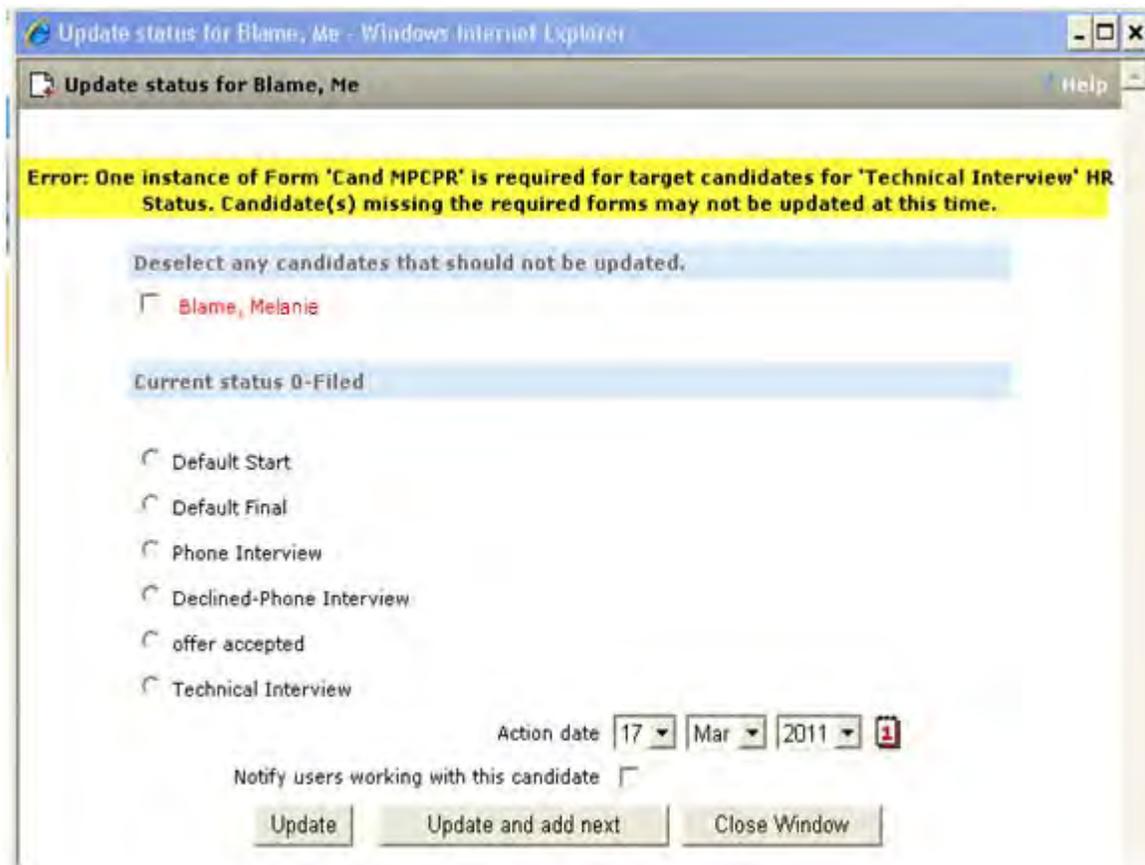
How Do Clients Get this Feature?

This feature is controlled by an option on the HR Status attribute **Block HR Status update when selected form(s) are not attached**. Please contact your CSC for more information about enabling this feature.

Integrations – Social Media

Kenexa's integration with social media streamlines job posting to social media sites such as LinkedIn, Facebook, and Twitter. It extends candidate and recruiter social media touch points, enriching the candidate experience while providing a low-cost prospect pipeline.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ Social Media Integration
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

Kenexa's integration with social media extends candidate and recruiter social media touch points, enriching the candidate experience while allowing 2xB users to:

- Streamline job posting to social media sites such as LinkedIn, Facebook, and Twitter
- Locate top talent and create an 'in-house' prospect pipeline
- Reduce recruitment costs through cost-effective sourcing
- Manage and track social media impact and communication across the recruitment lifecycle from sourcing to hire.

Candidates too can leverage their social networks:

- Share their social networking profiles
- Post jobs of interest to their social networks, sharing opportunities
- Import profile and contact information from their social networks to their Talent Gateway profiles

Recruiter/2xB User Experience

Recruiters and 2xB users can leverage the social networks integration to:

- Post jobs to their homepage on the configured social networks.

- Access candidates' social network information from the Talent Record.

These two tasks are described in the following sections.

Recruiter Experience – Posting Jobs

Posting an open req to your social networks is done in a similar way to posting a req to a Talent Gateway. However, the req must already be posted to at least one Talent Gateway. Secure reqs cannot be posted to social networks.

To post an open req to your social networks

1. From a list of open reqs (Reqs > View all reqs > Open, Reqs > View my reqs > Open, or Req search results), select an open req. It must already be posted to at least one Talent Gateway. Secure reqs are not eligible for posting to your social networks.
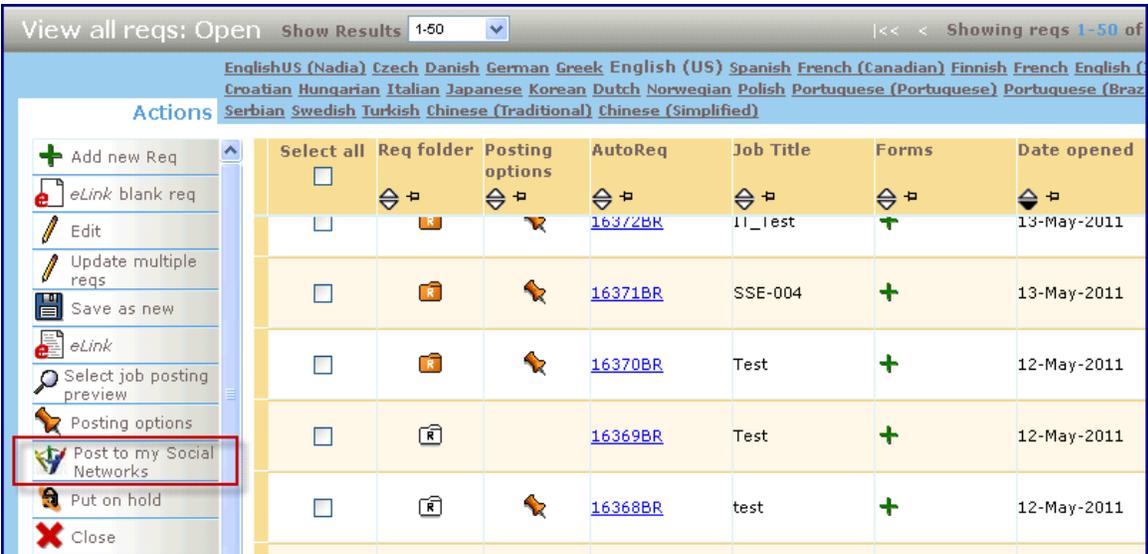
2. Click the **Post to my Social Networks** action. The Post to my Social Networks window pops up.
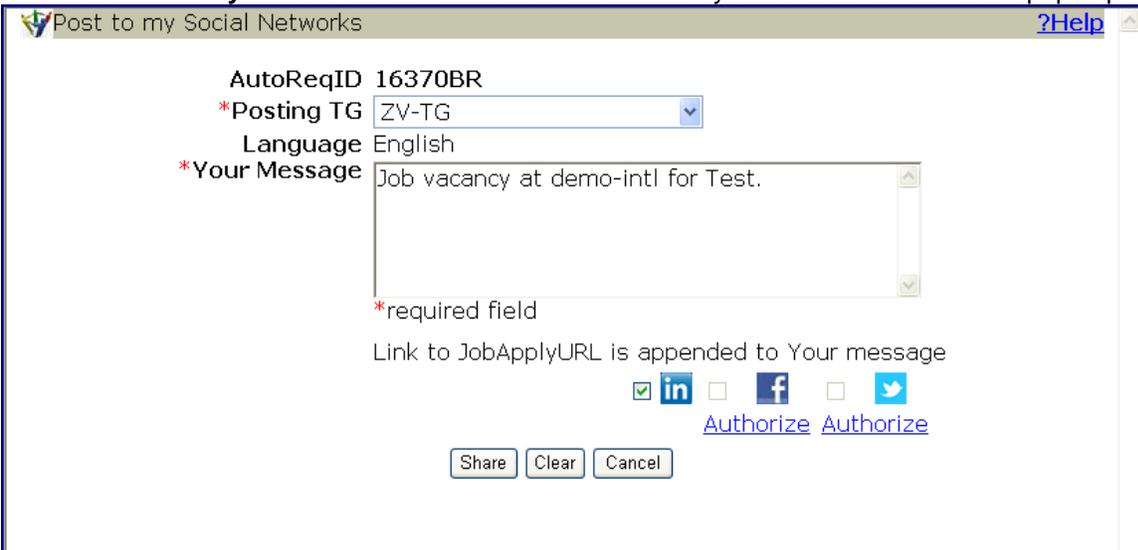
3. Select the desired Posting TG from the list of Talent Gateways to which the req is actively posted (they are ordered by posting expiration date, with the TG on which the posting expires soonest at the bottom of the list).
4. The text area is auto-populated with the editable string that will label your posting:
   Job vacancy at *<ClientName>* for *<JobTitle>*
   Change this text as desired.
5. Each authorized social network icon is checked by default – uncheck any to which you do not wish to post this req. (Authorized social media site icons are clickable hyperlinks to your public profile on that site.)

6. To post to a site you have not yet authorized, click the Authorize link beneath its icon. On the resulting pop-up, log in to the desired account (personal or company), and click the appropriate button to authorize 2x BrassRing to access your account/information.
   For example:

LinkedIn site has an "Ok, I'll allow it" button to authorize access
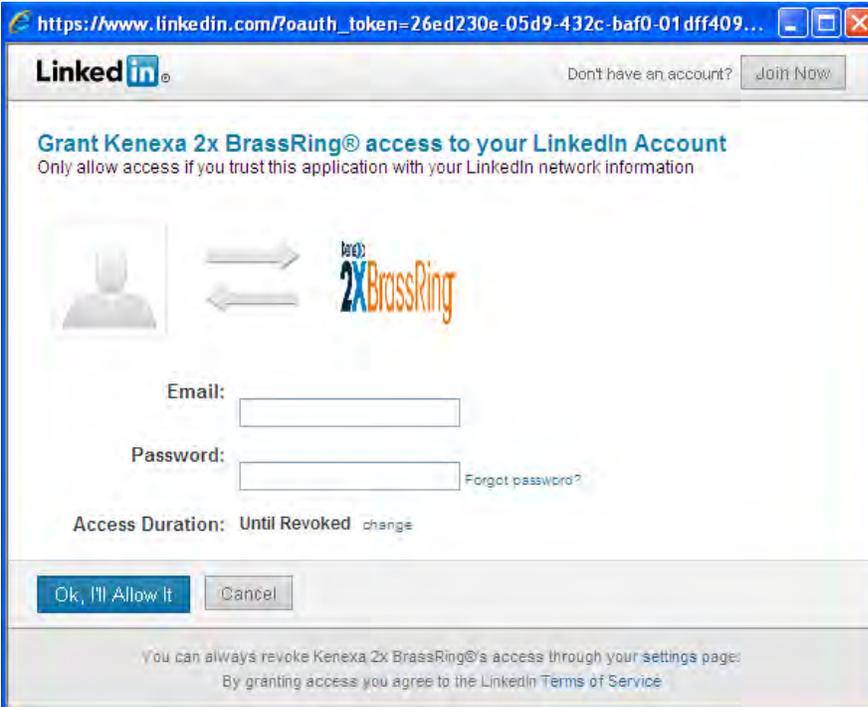
Twitter has "Authorize app" button
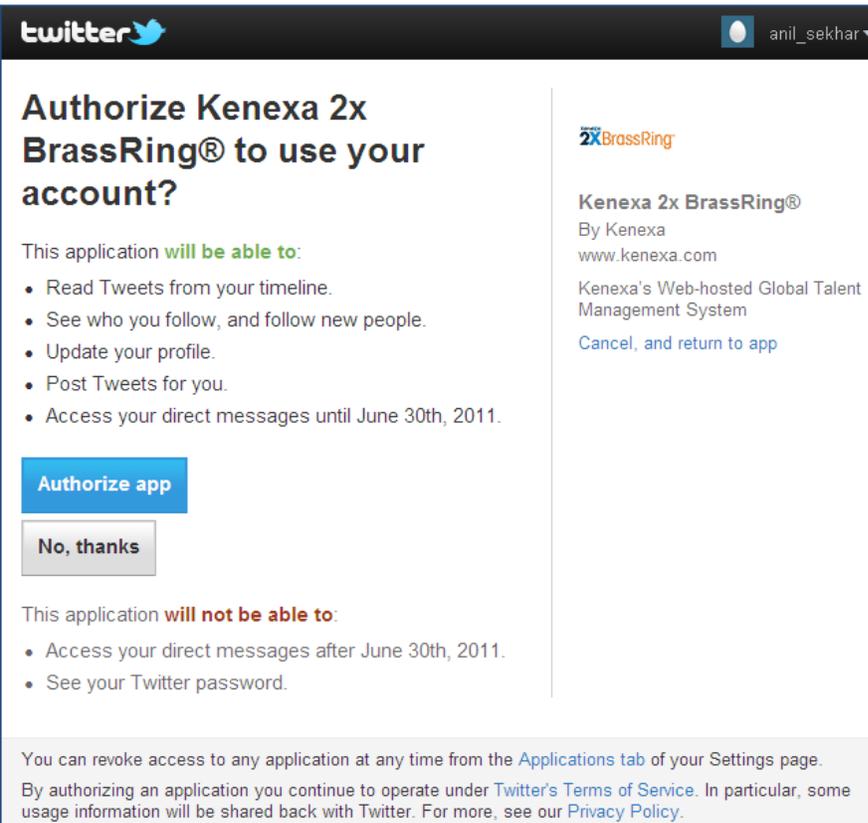
The social media pop-up should close after authorization.

7. Click **Share** to post the content of the text area to the checked social network sites. The message text will be posted with a **Click to View/Apply** hyperlink appended. (When a candidate clicks the hyperlink, it takes the candidate to the Job details page at the job apply URL for the TG selected.)
8. A confirmation window shows the icons of the social network sites to which you have successfully posted. To open a pop-up window showing the home page of a site, you can click the corresponding icon. To close the confirmation click **OK**.

> You can post to more than one account for a social media site, for example, to both your personal account and to your company account. To do so, you currently have to:
>
> 1. Authorize a site with user ID and password for the first account and post to the first account.
> 2. Begin the posting process again and "unauthorize" the first account.
> 3. Authorize with user ID and password for the second account and post to the second account.

	You can also open the Post to my Social Networks page to post by clicking the **Post to my Social Networks** button from:

Open req confirmation and **Edit postings** confirmation pages
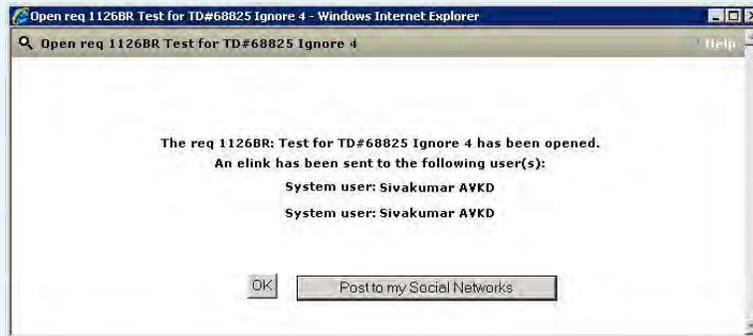
View req detail page
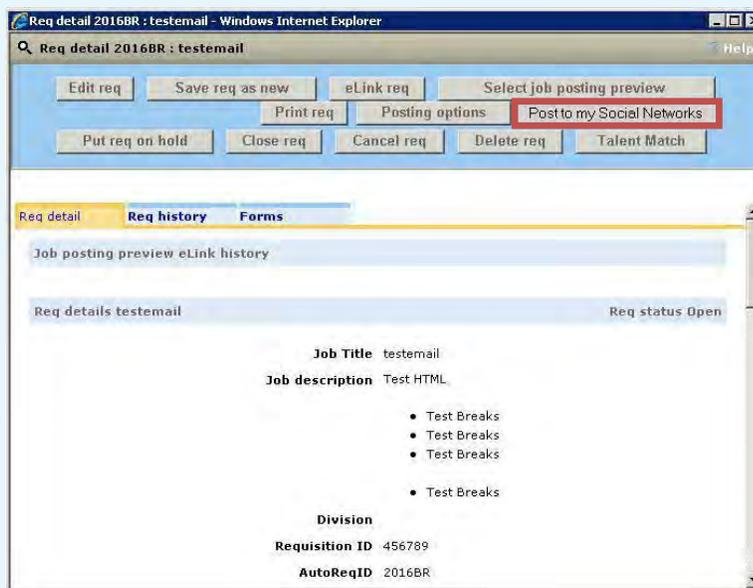
eLink > View req page

Recruiter Experience – Accessing Social Networking Information from the Talent Record

For candidates who have authorized access to their social networking site profile information, clickable icons appear on their Talent Records (TRs) in 2xB.

New TR with ribbon item added/configured
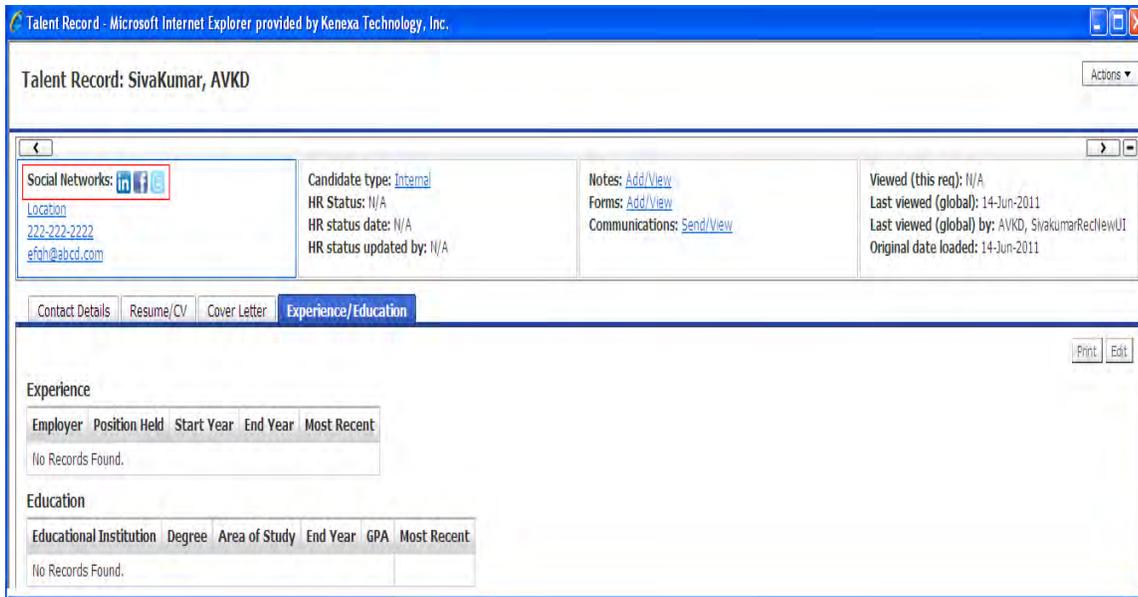
Classic TR

Click an icon to open the candidate's public profile of the corresponding social network in a new window. (This is the social networking site's page, not a 2xB page.)
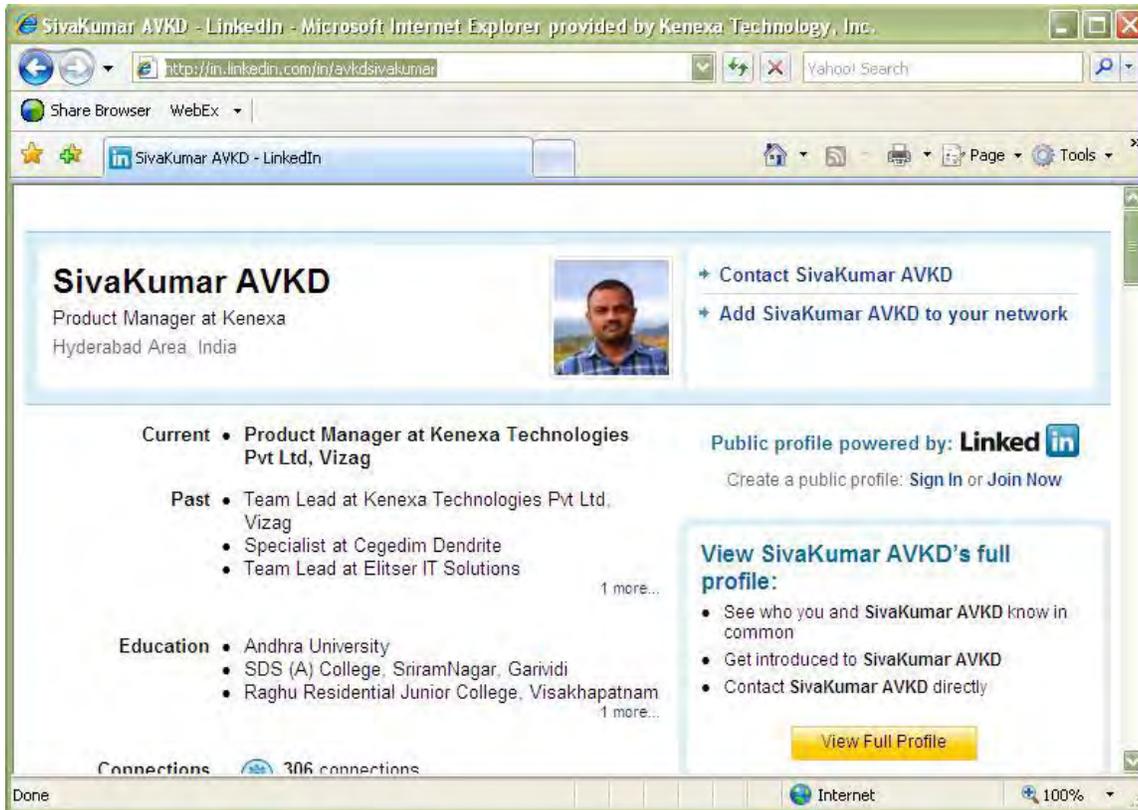
Candidate Experience

Candidates can also leverage their social networks with this 2xB integration. They can:

- Post jobs of interest to their social networks, sharing opportunities and thereby helping you increase the number of prospective candidates

- Share their social networking profiles for efficiency and impact .

Candidate Experience – Sharing Job Postings

Candidates viewing postings on your organization's Talent Gateways can share jobs of interest with their social network contacts. The process is essentially the same as for 2xB users. Candidates simply click the **Post to my Social Networks** button when viewing a selected job's details on the TG.
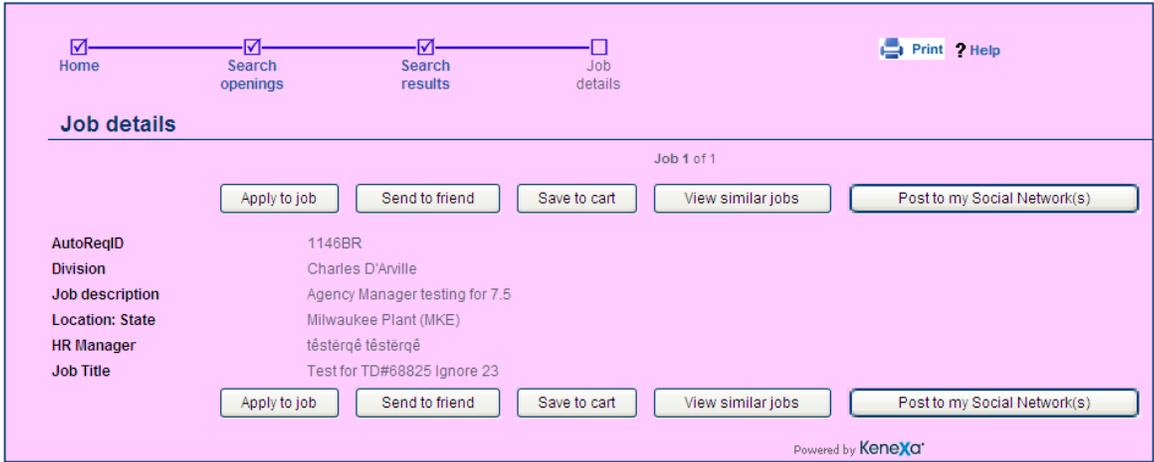
Candidates can add to or change the message, and share the posting to their authorized network sites. They authorize sites in the same way described previously for 2xB users.

Once they have shared the job, people with access to view their profile can see the job description and access the link to apply to it.

Candidate Experience – Sharing Profile Information

Candidates can share the information via their Talent Record, or use their social network profiles as the source for their TG profile.

Talent Record

In order for 2xB users to access a candidate's social media profile(s) for viewing from the Talent Record, the candidate has to authorize the links that appear there. They do this from Talent Gateways with the Social Media Integration setting configured. The TG's Resume/CV profile information section includes a **Social networking information** button.

CV profile information

[Next tab] [Cancel]

Contact information | Work experience | Education

*First name:
[   ]

Middle name:
[   ]

*Last name:
[   ]

Address line 1:
[   ]

Address line 2:
[   ]

Country:
[United States   ▼]

Town:
[   ]

County/Region/Province:
[Select region   ▼]

Postal code:
[   ]

*Home phone:
[   ]

Work phone:
[   ]

Other phone (i.e. mobile):
[   ]

Contact e-mail address:
[efgh@abcd.com   ]
This e-mail address will be used to contact you.

Fax:
[   ]

Web address:
[   ]

[Social networking information]   in f ♥

[Next tab] [Cancel]

Clicking the button takes them to an authorization page where they can authorize sites for viewing by 2xB users from the Talent Record (or remove authorization previously given).

Profile Source

Candidates now have their social network profiles available to use for their profile (when creating a profile for submitting job applications through your Talent Gateway). Configured options can be selected on the Profile source page.
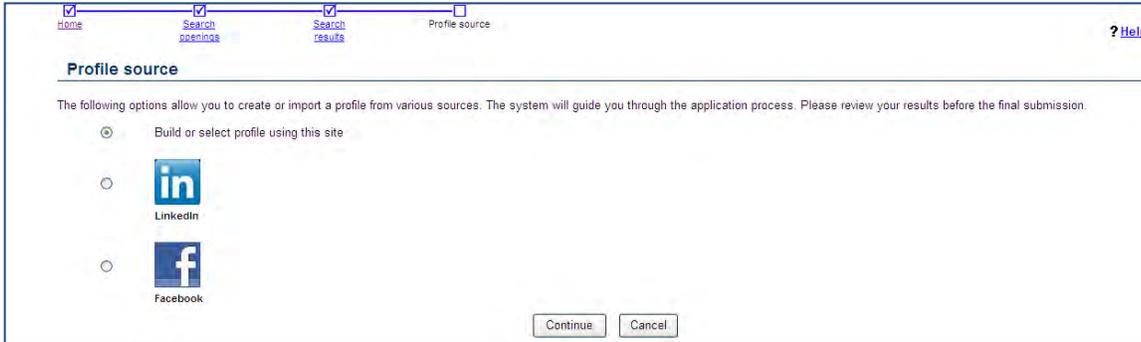
After clicking **Continue**, the candidate is redirected to the social media site to authorize use of that profile source, if necessary.

Sample FaceBook Authorization
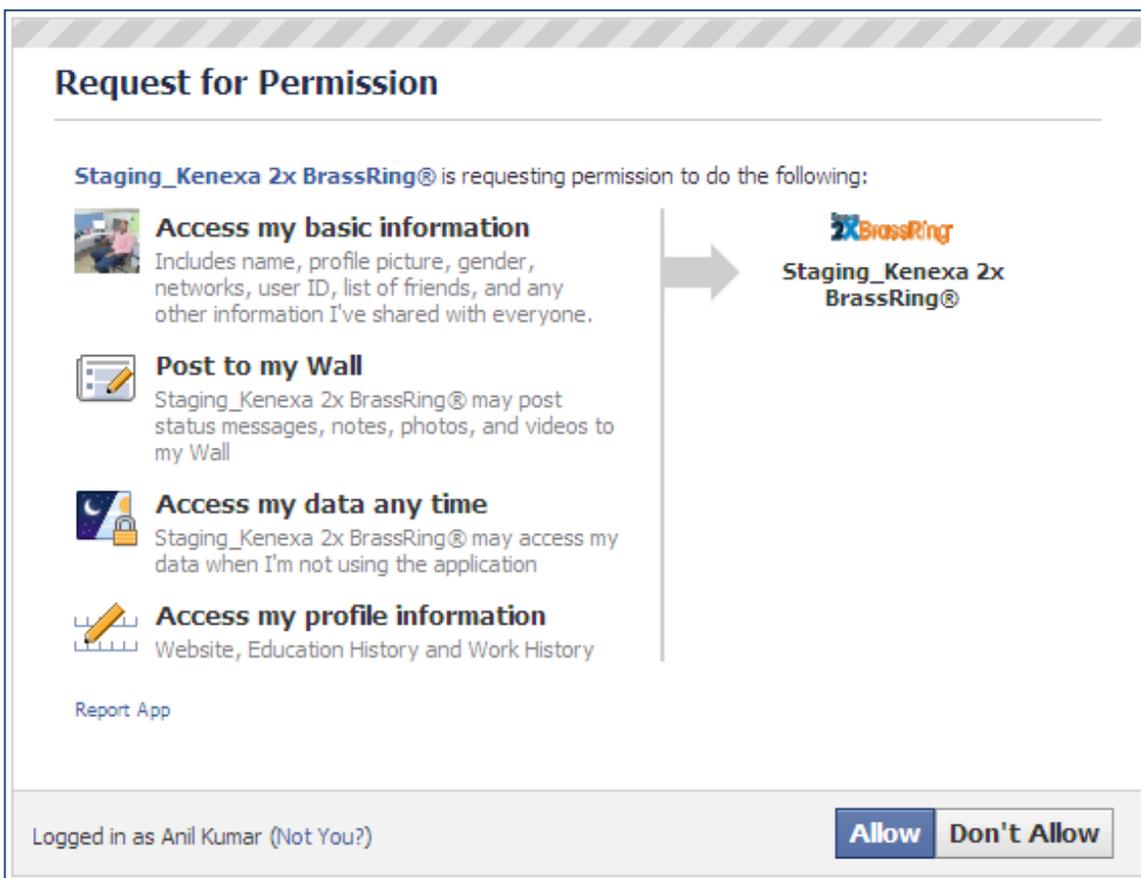
Once authorized, candidate proceeds to the Gateway Questionnaire, or to the Upload resume/CV page (if no Gateway Questionnaire). Contact, education, experience, and resume information will be automatically imported from their profile on the selected social network site.

Limitations and Known Issues

- We support this social media integration only on desktop, not on Mobile.
- Once a job is filled, postings are not automatically removed from your social media sites. You must log in and delete the posting manually.
- Candidate source is currently tracked by the TG rather than the individual social media sites.

How Do Clients Get this Feature?

This feature is controlled by:

- New client setting in Workbench (set by your Kenexa consultant): **Enable Social Media integration**
- New Talent Gateway setting (set by your Kenexa consultant): **Social Media Integration**
- New ribbon item for New UI Talent Record (can be set in Workbench Self-Service): [**Panel Standard**] **Social Networks**

Please contact your CSC for more information about enabling this feature.

Workbench Self-Service Certified Users

A new ribbon item is available for adding social networks to New UI Talent Records.

To enable the new ribbon item:

In **Tools > Users > User types>**[select User type with active panel mapping] **> Screen display defaults** [action]

Click "**Select field**" to add the new ribbon item: [**Panel Standard**] **Social Networks**.
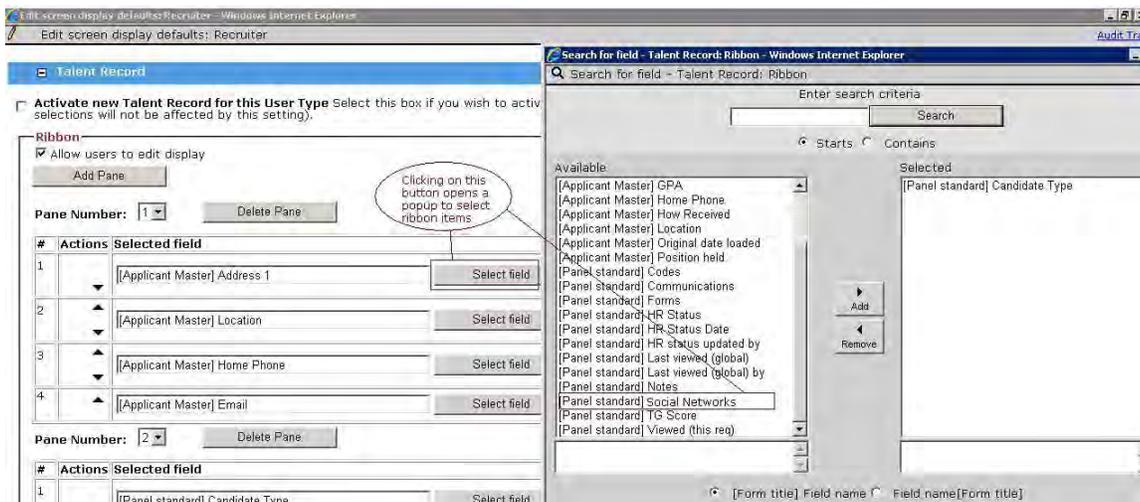
Once set, if the candidate has authorized access to his or her social networking information, the icons appear in the ribbon.

New Talent Record

Integrations – GreenJobInterview

GreenJobInterview.com is a Kenexa integration partner that provides virtual interviewing services – video interviews. The integration with 2xB adds the ability to schedule a video interview and capture the status in the candidate's 2xB Talent Record.

Product	◗ 2x BrassRing	⁝ Agency Manager
	⁝ New UI	⁝ Data Insight Tool
	⁝ Workbench Self-Service	⁝ SmartApproval
	⁝ Talent Gateways	◗ Integrations – Video Interviewing
Visible Changes	◗ No – requires specific conditions / configuration for visibility.	
	⁝ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	⁝ Automatic – see details below.	
	⁝ Specific conditions required – see details below.	
	◗ Configuration required – contact your CSC for implementation details.	

Feature Description

GreenJobInterview.com is a Kenexa integration partner that provides virtual interviewing services – video interviews. They use secure, browser-based technology and support services, allowing your organization to interact face-to-face (virtually) with candidates. This minimizes time and travel costs associated with early stage interviews, thereby also reducing environmental impact.

You can schedule the video interview via 2xB and capture status in the candidate's 2xB Talent Record.

2xB User Experience

The process of scheduling the interview is triggered when the 2xB user updates a candidate to the "designated" HR Status, from within a req folder for a "designated" req template. (Both req template and HR Status are designated in the configuration setup for the GreenJobInterview candidate export subscription.)

The system requests the video interview for the candidate, then authenticates and redirects the 2xB user automatically to the GreenJobInterview user interface in a separate window.

The system also passes the available candidate information to GreenJobInterview (which is possible through the mapping configuration done at implementation time).

You schedule the interview by stepping through the screens, and log out to return to 2xB.

The basic status and results are updated within the configured 2xB standard candidate form once GreenJobInterview returns them. The candidate form will include a hyperlink with text, "**Click here to view the results**." Click the hyperlink to see the order information in edit mode or in view mode (depending upon when you click the hyperlink):

- Before the actual date-time of the interview, the order form opens in edit mode
- After the actual date-time of the interview, it opens in view mode.

Interview completion is indicated in the 2xB "Results" form for the video interview activity, but no details of the interview are provided.

More Information

You can visit the GreenJobInterview website for more information or a demonstration at:

http://www.greenjobinterview.com/

How Do Clients Get this Feature?

This feature is controlled by a client setting and subscription setup in Workbench. Please contact your CSC for more information about enabling this feature.

Order NumberOrder Status

'Scheduled'Techcheck CompleteInterview Complete

AccountUser name

Document Name │ 3

Integrations – Interview Builder Enhancements

For clients with integrated Kenexa Interview Builder, several enhancements improve usability.

Product	☑ 2x BrassRing ☐ New UI ☐ Workbench Self-Service ☐ Talent Gateways	☐ Agency Manager ☐ Data Insight Tool ☐ SmartApproval ☑ Kenexa Interview Builder
Visible Changes	☐ No – requires specific conditions / configuration for visibility. ☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below. ☐ Specific conditions required – see details below. ☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Enhancements to integrated Kenexa Interview Builder (KIB) include:

- Three new fields on results form for lifespan expiration date, lifespan range, and interview name
- Auto-fill support for results form
- Req team user information is transferred to KIB for both the Print/Send Interview and Score Interview actions.

New Fields on Results Form

2xB users with Interview Builder privileges will see three additional standard fields on the Interview Builder Results form (when viewing that form for a candidate).

New fields:

Field DB Name	Field Display Name	Type, Sequence
LifespanExpDate	Lifespan Expiration Date	Date, 16
LifespanRange	Lifespan Range	Text, 17
KIBInterviewName	Interview Name	Text, 18

Previously the Results form included 15 standard fields; now it includes 18.

Auto-fill Support for Results Form

Additional custom fields can also be created on the Interview Builder Results Form for your organization. This includes auto-fill fields. When the form is automatically created or updated through integration imports, those auto-fill fields are now populated with the value contained in their source fields.

Req Team Info Transferred in XML Web Service Calls

2xB will now transfer Req team user information to KIB for both the Print/Email Interview and Score Interview actions. (This is done via behind-the-scenes web service calls.) The improvement allows the information to be used to add new users within KIB should the member of the req team not be a current user in KIB. Each time a web service call is made for the Print/Email Interview and Score Interview action in 2xB, each user on the req team will be sent, as well as their user details. This occurs whether the actions are initiated both from the Print/Email Interview and Score Interview Candidate actions in 2xB, or initiated from candidate HR Status update in 2xB (if configured).

Limitations and Known Issues

The Job Description will no longer be transferred to KIB with the Print/Email Interview action, as the field is currently limited to a maximum of 2000 characters in KIB. This limit may be increased in future, at which point the field might again become transferable.

How Do Clients Get this Feature?

This feature is available for sites with integrated Kenexa Interview Builder. New form fields and auto-fill field types can be configured in Workbench Self-Service or by your Kenexa consultant. Please contact your CSC for more information or assistance for integration imports.

Workbench Self-Service Certified Users

The new Results Form fields will be available in Workbench Self-Service:

Tools > Forms > Candidate forms > Administer form fields for InterviewBuilderResults form

In addition, auto-fill fields that are added to the Interview Builder Results Form in Workbench will now autofill when the form is created or updated through integration imports. For example, the following figures show an auto-fill field configured in Workbench and how it appears when the 2xB user views it after import.

Auto-fill field on InterviewBuilderResults form

Auto-fill fields display in 2xB (in this case, source had no value for the Market auto-fill field)

Support for IB Req Fields

RFA supports the req selection of interviews as children for Workbench RFA Import and XML RFA Import. This applies to all 5 req Interview Title fields:

- Interview Title 1
- Interview Title 2
- Interview Title 3
- Interview Title 4
- Interview Title 5

This is applicable to both spreadsheet uploads in WB as well as XML async integrations.

Integrations – Kenexa 2x BrassRing Social Source™

Kenexa 2x BrassRing Social Source™ is a sourcing and candidate relationship management solution that offers powerful integration with the 2x BrassRing® talent acquisition solution. 2xB Social Source allows recruiters to manage candidate sourcing from a wide range of sources from social media streams. Those streams range from Facebook, and Twitter to email, phone and SMS text messaging. Quality candidates can be sourced directly from within the hiring workflow, and you can easily engage leads and track them all the way through hire. 2xB Social Source offers:

- Powerful social media search capabilities
- Status update tools
- Ability for recruiters to run job campaigns via direct mail and SMS/text messaging
- Publication of openings, events and overall organizational messaging to multiple social media streams
- Direct job posting to your organization's social media job board through a single interface during job creation

Refer to the *Kenexa 2x BrassRing® Social Source™ Integration User Guide* in this Product Update Guide for complete information.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ Integrations
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Workbench Self-Service Certified Users

Self-service users can perform some ongoing setup tasks after Social Source has been implemented for your organization:

- Manage user type privileges used with Social Source
- Map the CRM panel for New UI users
- Add the CRM Record field to the Talent Record Ribbon

Manage User Type Privileges

Three user type privileges are managed in:

Tools > Users > User types > Edit type permissions [for selected user type] > **Integration**

The privileges are:

- CRM – copy candidates to CRM
- CRM – general search
- CRM – manage campaigns/source from campaign

Map New UI Panel

Tier 4 certified users can map the CRM panel for New UI users:

Tools > Users > User types > [select user type] > User type panel mapping

Choose desired options and **Save** the mapping.

Update New UI Ribbon Configuration

You can add the **CRM Record** field to the New UI Talent Record:

1. Select **Tools > Users > User Types >** [Select User type] **> Screen display defaults**.

2. For the **Ribbon** in the **Talent Record** section, locate the pane to which you want to add the CRM Record field – maximum of four per pane.

3. Click **Select field.**

4. Choose Panel standard CRM Record field, click **Add**.
5. Click **Submit**.

Integrations – Kenexa Assessments

Ease-of-use features have been added to improve the integration of Kenexa Assessments (also referred to as Searchable KAS) with Kenexa 2x BrassRing. The latest enhancements include:

- Candidate exemptions from job-required assessments for candidates who meet certain criteria
- Easier manual entry of assessment responses.

Product	☑ 2x BrassRing ☐ New UI ☐ Workbench Self-Service ☐ Talent Gateways	☐ Agency Manager ☐ Data Insight Tool ☐ SmartApproval ☑ Kenexa Assessments
Visible Changes	☑ No – contact your CSC for implementation details. ☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below. ☐ Specific conditions required – see details below. ☑ Configuration required – see details below.	

Feature Description

The integration of Kenexa Assessments (KAS) with 2xB includes enhancements in the following areas:

- Candidate exemptions from job-required assessments for candidates who meet certain criteria
- Easier manual entry of assessment responses.

Candidate Exemptions

Candidates can be exempted from job-required assessments if they meet configured exemption rules. Rules:

- Are defined at the assessment batch level (by your CSC)
- Include one candidate form field and one req form field
- Exempt candidates who match the rule.

Candidates are exempt when a rule's two form fields have at least one value in common. For example, if the candidate form language field indicates the candidate speaks English, Spanish and French, and the Req form language field requires English, it's a match and the candidate is exempt.

When exemption rules are defined for an assessment batch, the system determines whether a candidate meets any of the exemption criteria at the time of application. If so, then the candidate is not required to take the **assessment batch** attached to the requisition. The application process for the exempt candidate ends once the candidate clicks Submit. Both the KAS Assessment and KAS Overall Results forms are added to the candidate's record and flagged as "Exempt." There will be one KAS Assessment form for each assessment included in the batch.

KAS Assessment Form (Candidate Talent Record > Forms)

For an exempt candidate note that the "Elapsed Time", "Questions Correct", "Link to Assessment Summary Page", "T score", "Z score" and "Raw score" fields are blank since there are no results.

KAS Overall Result Form

The Overall Batch Score field will be null on the Overall Result form.

The exemption process applies only to the Talent Gateway/Gateway Questionnaire workflow. All other workflows – Run Assessment, Retake Assessment, or Send communication (automated and manual) – bypass the exemption check. This allows recruiters the flexibility to require a candidate to take the test(s) in circumstances where the exemption rules should be overridden.

- If a candidate is "Exempt" for the same req for which a 2xB user initiates the Run Assessment action, the user is alerted that results are already on file for that assessment. In order to bypass the exemption rules, the user can use Retake Assessment.

- If the candidate subsequently applies to a different requisition that requires the same assessment but does not have the exemption rules defined, or the candidate does not meet the exemption criteria, then the candidate is required to take the assessment. The exemption status only pertains to the specific requisition for which the candidate meets the exemption criteria.

Manual Entry of Assessment Responses

A new user type privilege, "Assessment – manual entry," enables an option on the Run Assessment screen for privileged 2xB users. They can select the option to manually enter responses for individual behavioral assessments (type = Behavioral) on behalf of a candidate who has completed a paper assessment. When the option is selected, the user is re-directed to the manual entry screen in the KAS system, and enters the responses on a single page. This expedites the data entry and improves accuracy by letting you review the data easily prior to submission.

To manually enter Behavioral assessment responses:

1. From a req folder or Talent Record, select the **Run assessment** action. The Run assessment page appears.
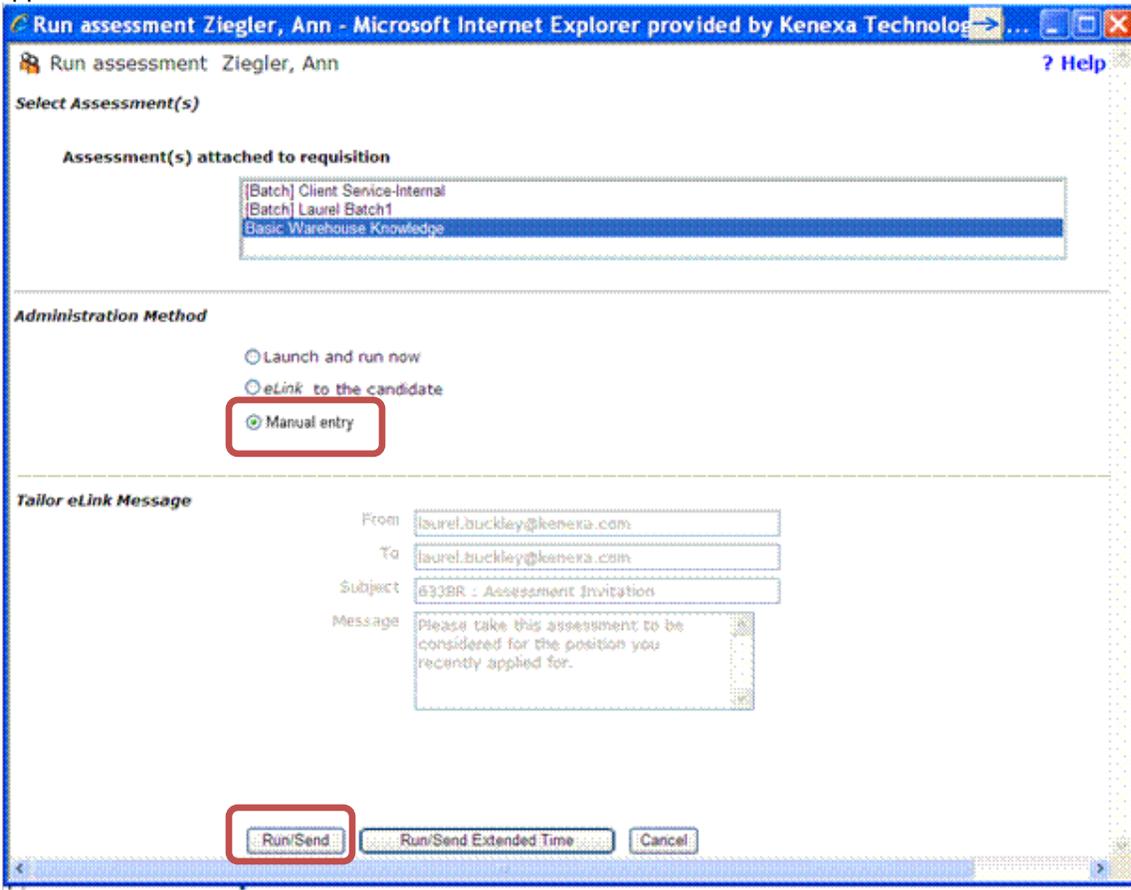
2. Select **Manual entry**, then click **Run/Send**.
3. You are re-directed to the KAS manual entry screen when there is only a single outstanding assessment.

When multiple assessments are selected, you are first brought to the Pending Assessment page hosted by the Talent Gateway.

There you click the link of the desired assessment, and are then redirected to the KAS manual entry screen.

> Manual entry is not available for Skills type assessments, nor for assessment batches. If an assessment batch is selected, "Manual entry" is disabled and "eLink to the candidate" is selected

Best Practice Recommendations

How Do Clients Get this Feature?

The manual entry of assessment responses is enabled by a new user type privilege, which certified Workbench users can set. Contact your Kenexa consultant for help with this feature.

Workbench Self-Service

All self-service tasks are included here for your convenience. New information is indicated with this orange font color.

Who does this: Certified Workbench User, Tier 1 and above

Certified Workbench users can perform these tasks as necessary (generally, if changes or additions are needed), but Kenexa Service Consultants will assist with initial KAS setup.

- Assign assessments-related user type privileges
- Add custom req fields to req forms
- Configure candidate forms
- Customize Talent Gateway text (including the Pending Asessments page title)
- Add assessment widget to Gateway Questionnaire(s)

User Type Privileges

You can set the following assessments privileges in Workbench **Users > User types > Edit type permissions > Set privileges** (for Function = **Integration**):

- **Assessment – batch configuration – Edit**: can edit the batch configuration when adding a req
- **Assessment – batch configuration – View**: can view the batch configuration when adding a req
- **Assessment – manual entry**: Run Assessment includes a "manual entry" option. Privilege is disabled until/unless "Assessment – run" is selected.
- **Assessment – run: user type can run assessments**
- **Assessment – run optional assessments: can choose from the client's full list of assessments in order to send invitations for assessments that are not specifically required for the requisition.**
- **Assessment – run retake: can allow candidates to retake assessments**
- **Assessment – view history**: can access the Integration tab to view assessment history

Additionally, when assessment batches are in use, you can set the following assessments privilege in Workbench **Users > User types > Edit type permissions > Set privileges** (for Function = **Talent Gateway**):

Posting – select/deselect Assessment Batch: user type can select which Assessment Batch will be launched when candidates apply on a particular Talent Gateway.
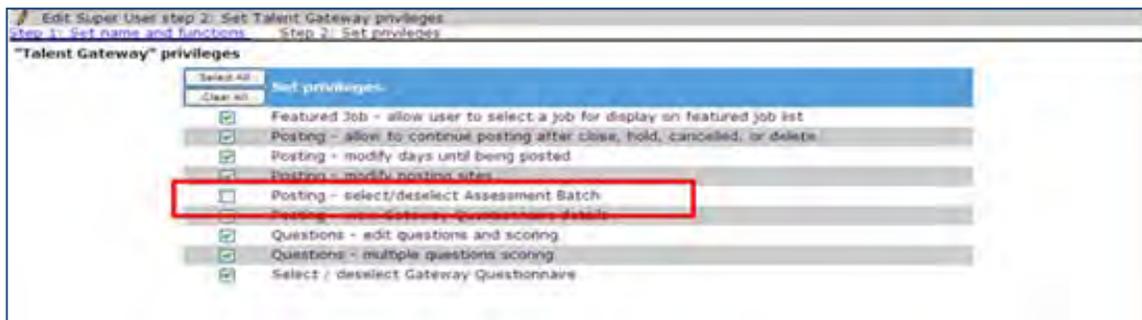
Custom Req Fields for Req Forms

You can add custom req fields for req forms as needed in Workbench **Tools>Forms>Reqs>Req forms>Define custom req fields**.
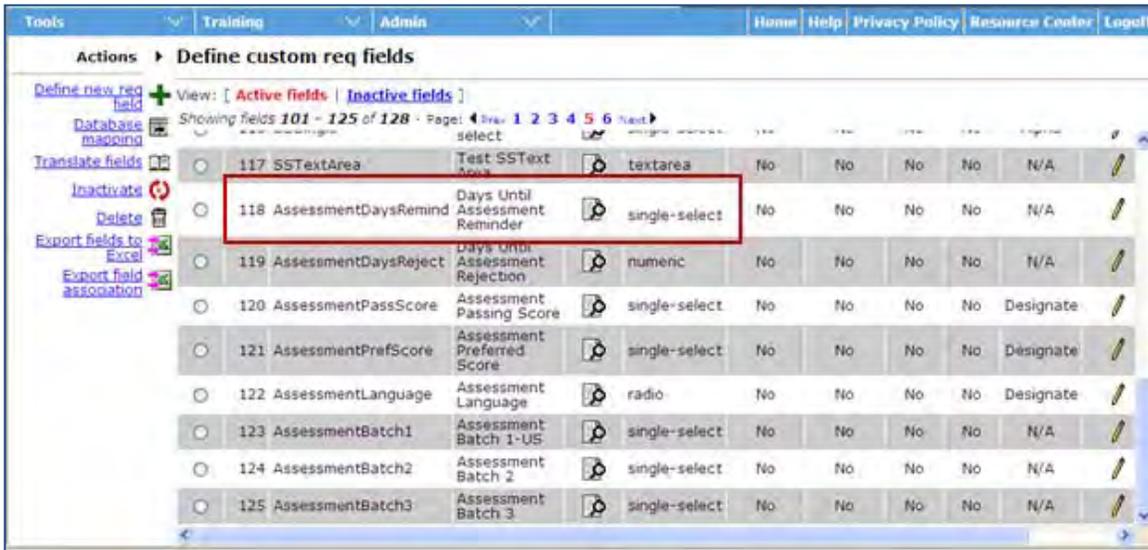
AttachAssessments – this field displays all client assessments. It is best suited for environments without complex rules, ideally when only a single assessment is required for a req and all candidates, both internal and external, are required to take the assessment

AssessmentLanguage – this field determines whether the candidate must take the assessment in the locale of the gateway they've applied to (when the assessment is available in that locale) or if they will have the option to select the language of their choice. When the field is not present on the req, the system defaults to allowing candidates to select the language of their choice. As part of this functionality, only English titles for assessments will be displayed in 2xB and attached to the requisition. KAS determines which version of assessment will be given to the candidate, based on the req setting.

AssessmentPassScore (used only with AttachAssessments) – this field is used in tandem with the AttachAssessments field and Automation Manager Assessment trigger "Scoring Results." This is best when only one assessment is required for the req, or, if multiple assessments are required, they share a similar cut score.

AssessmentPreferScore (used only with AttachAssessments) – same as above but candidate can be updated to a unique HR status based on having a preferred score rather than a passing score.

AssessmentDaysRemind – This is available for both AttachAssessments and for batches, and uses Automation Manager – Assessments-> Reminder Email. Candidates who have not completed ALL required assessments in the #days set per Req are sent a reminder email.

AssessmentDaysReject – Same as above. In this case the candidate is automatically updated to a new HR status if they do not complete all their assessments within the designated timeframe.

AssessmentBatch1 (only)
AssessmentBatch2
AssessmentBatch3
AssessmentBatch4
AssessmentBatch5
AssessmentBatch6 – If enabled for batches, up to 6 distinct batches can be attached to an individual requisition. This provides flexibility around launch methods. For example: Batch 1 may be the set of assessments required for external candidates when they apply on the TG, Batch 2 may be a different set that is required for internal candidates, Batch 3 may be for all candidates that move into a certain HR status.

Best Practice: Determine each batch's launch method/purpose and rename the field accordingly so the end user can easily identify which candidates will be taking the assessments and when. For example, instead of "AssessmentBatch1", rename to "TG Assessments – Internal"

Configure Candidate Forms

Two candidate forms are created for Kenexa Assessments; both are multiple/req/candidate.

- KAS Results
- KAS Overall Results (only with batches)

To ensure each User Type has the appropriate privileges, you can set the form attributes in Workbench **Tools > Forms > Candidate forms > Edit form attributes**. Note that many of the attributes are system defined and are not modifiable

Next determine which fields need to be visible to each User Type and update those that will appear in the Req grid to be outputable (**Tools > Forms > Candidate forms > Administer form fields > Edit field attributes**).

Click **Save and continue** to modify the field name to better suit the client's environment.

Fields available on **KAS Results**:

- Last Name
- First Name
- Requisition ID
- Assessment Batch Name – may be helpful if using batches, more likely will view this directly on form or in integration tab
- Assessment Code/ID – typically not meaningful to the 2xB user
- Assessment Name – Important to have and should be outputable if displaying results in grid
- AssessmentAdmin/RecruiterEmail
- Date of Assessment
- Elapsed Time
- Questions Correct – may be desired, more likely the "Results" or "2xB Band" field will be displayed
- Reporting Band – used for reporting, this contains the same custom banding text as "2xB Band" but is only in black/white so html tags are not included
- 2xB Band – if configured for banding, this should be outputable
- Results – can use this or simply display the band
- Link to Assessment Summary Page
- Numeric Results – mainly used for behind the scenes purposes
- T Score – rarely used; check with test consultant
- Z Score – rarely used; check with test consultant
- Raw Score – rarely used; check with test consultant
- Link to Assessment Report 2 – only for custom reports
- Link to Assessment Report 3 – only for custom reports

Fields available on KAS Overall Results:

- Date Created
- Candidate Last Name
- Candidate First Name
- Assessment Batch Name – needed to identify the batch
- Batch Band UI – this will only be populated when using the Overall Score feature, this text will appear in color on the UI if configured to do so
- Batch Band reporting – this is for reporting purposes; it does not need to be displayed on the grid. This will have the same text as the Batch Band UI but will not have color. This field can be used with Automation Manager "RAM" triggers to automatically update the candidate's HR status
- Batch Score – this will display the system calculated overall score if desired
- HR Status Update – This field will display "Yes" if the candidate gets a passing score for all tests in the batch; a "No" if any test is not passed. This field can be used with Automation Manager" triggers to automatically update the candidate's HR status.

Customize Talent Gateway Text: Landing logged in Tab

Configure the assessments-related text for the Talent Gateways in Workbench **Tools > Talent Gateways > Text customization > Edit**.

Configure the text for the link to the assessment page and the descriptive text provided for the link. Each locale must have a default TG set, in the event a candidate without a TG profile needs to access an assessment page.

- Assessment page link text field allows a maximum of 75 characters and does not support HTML.
- Assessment page summary text field allows a maximum of 4000 characters and HTML is supported.

The text entered on Landing logged in tab appears here:
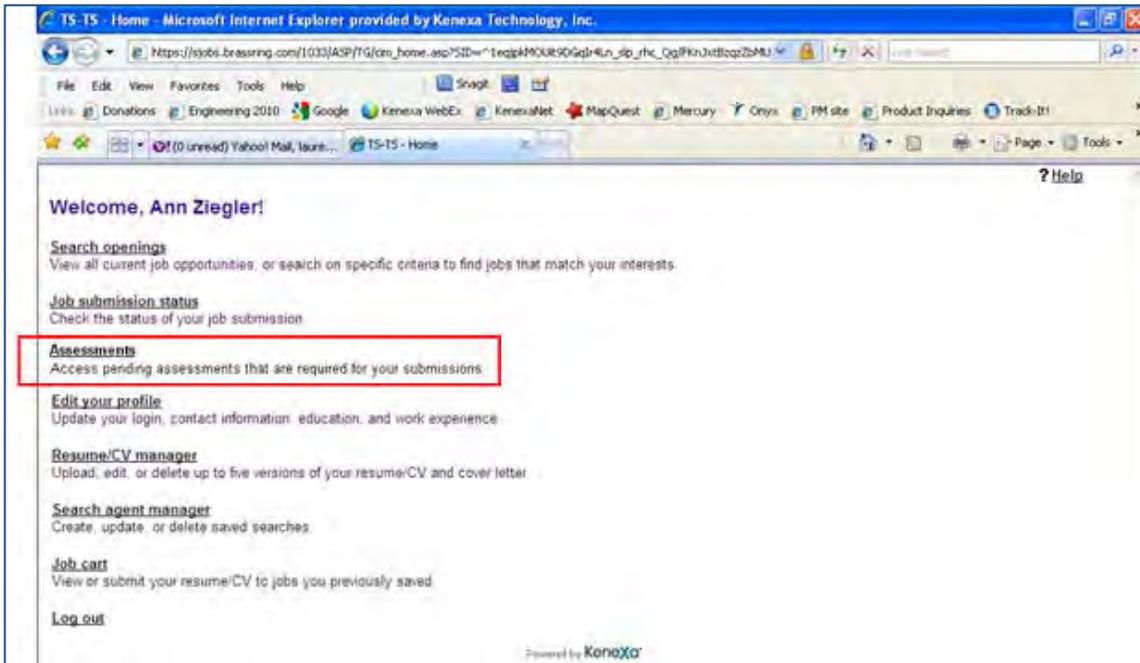
Customize Talent Gateway Text: Notifications Tab

Configure the assessments-related text for the Talent Gateways in Workbench **Tools > Talent Gateways > Text customization > Edit**.

- **Assessment invitation message**: this is the text that appears on the confirmation page when the candidate is required to take an assessment. **Note**: if the assessment link needs to be displayed on the confirmation page, rather than launching via the Continue button, the following must be added where the link should appear: "[URL]"
- **Launch Assessment button**: this field can be used to add custom text to the button on the confirmation screen; this can help make it clear to the candidate that they have not truly completed their application process yet.
- **Assessment page title:** this field can be used to change the title of the TG-Assessment page (default title is Pending Assessments)
- **Assessment invitation email message**: create text here if candidates should receive email invitations in addition to having the assessment provided via the TG. If there is no message entered an email will not be sent.
- **Assessment page text – with assessments pending**: this is the instruction text that displays on the TG-Assessment page. Candidates see the outstanding assessments for all requisitions they have applied to on this page. This text displays when there are outstanding assessments. The field allows a maximum of 4000 characters and HTML and tokens are supported.
- **Assessment page text – no assessments pending**: this is the same as above but displays when no assessments are required. The field allows a maximum of 4000 characters and HTML and tokens are supported.

This figure shows where the first field displays:
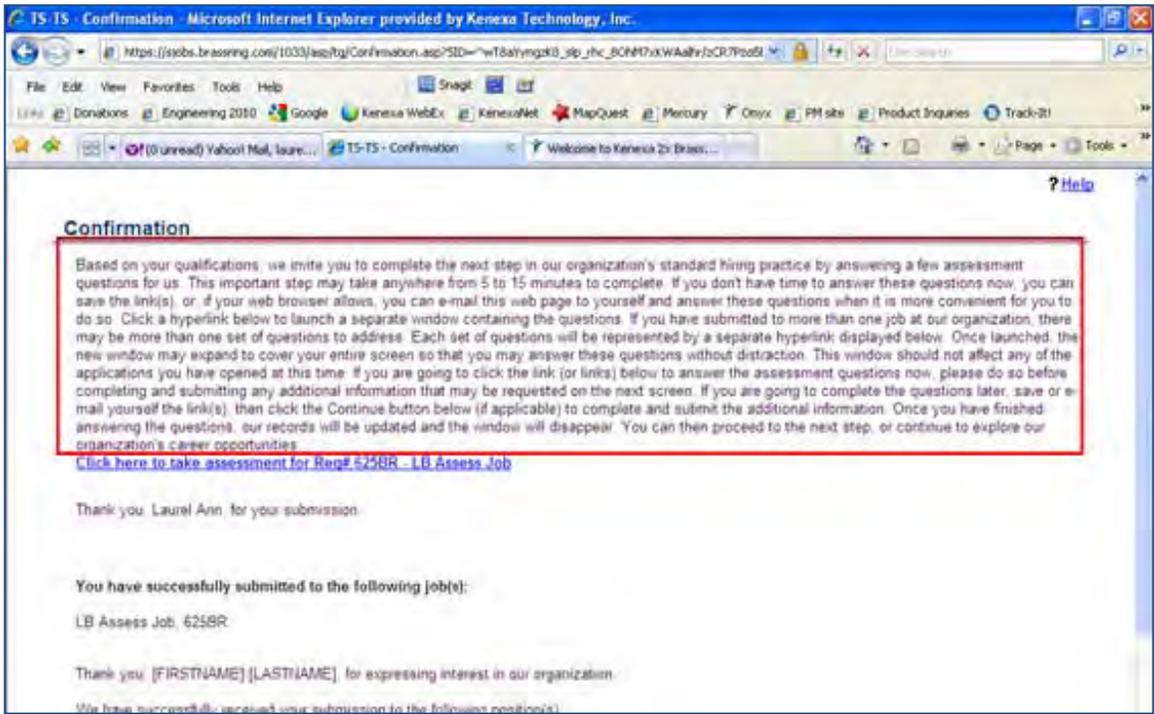
This figure shows where the last two fields display:
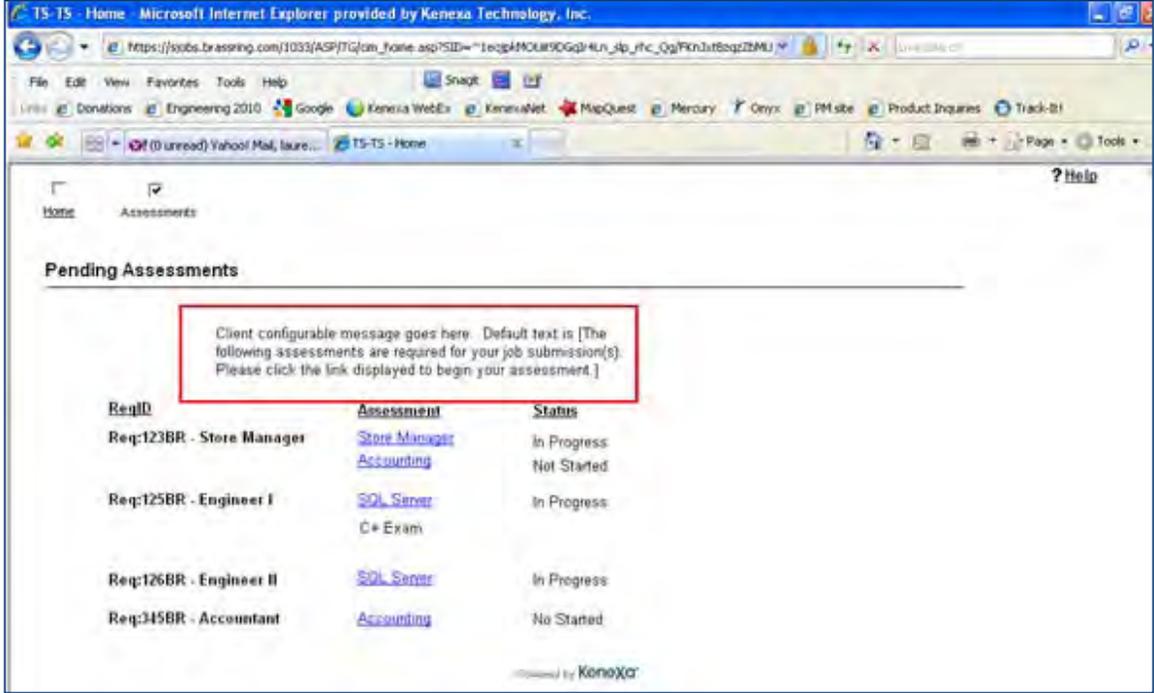
Add Assessment Widget to Gateway Questionnaire(s)

You must add the assessment widget to the confirmation page of the GQ in order for assessments to be offered to the candidate (in Workbench **Tools > Gateway Questionnaires > Administer sections/pages > Administer widgets > Add new widget**). If the "Always launch assessments" TG Admin setting is not turned

on, then the GQ needs at least one scored question, and the minimum score to launch assessments must be entered on the site questions page.

Insert a Text widget on confirmation page. Click **Insert variable,** select **Assessment**, and **Save**.
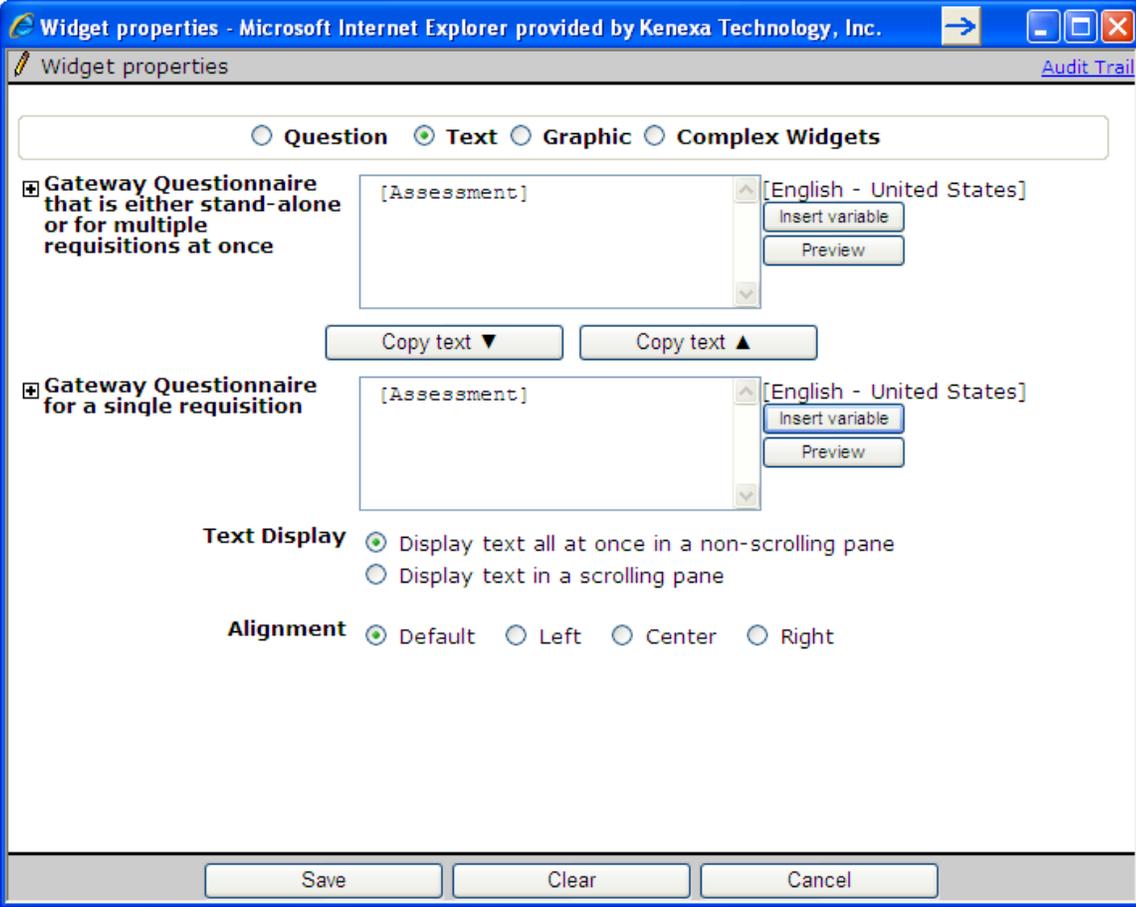
Integrations – WOTC First Advantage

Kenexa has partnered with First Advantage to offer Work Opportunity Tax Credits services via a Web service integration with 2x BrassRing.

Product	▶ 2x BrassRing	▪▪ Agency Manager
	▪▪ New UI	▪▪ Data Insight Tool
	▪▪ Workbench Self-Service	▪▪ SmartApproval
	▪▪ Talent Gateways	▶ Integrations
Visible Changes	▶ No – requires specific conditions / configuration for visibility.	
	▪▪ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	▪▪ Automatic – see details below.	
	▪▪ Specific conditions required – see details below.	
	▶ Configuration required – contact your CSC for implementation details.	

Feature Description

This integration of Kenexa 2x BrassRing with First Advantage offers Work Opportunity Tax Credits (WOTC) services. WOTC is a US federal tax hiring incentive ((applicable to US only), heavily used in the high-volume hourly hiring process. The credits can be significant per hire, which represents great cost savings to companies.

The integration provides your organization with the means to submit required paperwork within state and federal time constraints in order to receive the credits. The integration provides:

- WOTC questionnaire – Candidates can be asked to complete a tax credits questionnaire as part of their application process. Questions are presented on the Talent Gateway or via Gateway Questionnaire for a seamless end user experience.
- Initial Results – Basic eligibility results are received once the candidate has completed the questionnaire, and stored in 2xB..
- Hire process – Upon hire, our WOTC partner is notified of the hire and returns the required forms for the candidate's signature. The forms are attached to their Talent Record, and the employer can then return the signed forms to our WOTC partner for processing.

Primary users of the functionality are candidates who will participate in the WOTC survey as part of applying for a position. Secondary users are recruiters who enable WOTC via the req, review applicants' eligibility as part of hiring decisions; and request paperwork be processed upon hire.

Candidate Experience

This section describes the candidate experience when applying for a position that requires a WOTC eligibility check. Two Talent Gateway workflows are possible: with and without a Gateway Questionnaire. Candidates will automatically be presented with the tax credits questionnaire when the following is true:

- Talent Gateway has WOTC enabled
- Requisition has WOTC set to "Yes"
- If using a Gateway Questionnaire, the WOTC widget must also be presented

For either workflow, a "Tax Credits" cookie crumb is added to the progress bar when tax credits questions are included. The candidate has the opportunity to "opt out" of the WOTC questionnaire. The WOTC vendor provides the questions to be asked of the candidate behind the scenes. The questions are presented as if they are part of the application process, and match the look and feel of other Talent Gateway pages.

Candidate Workflow

When the integration is configured with no Gateway Questionnaire involved, the WOTC questionnaire is initiated just after the Attachments page on the Talent Gateway, and before the Additional Questions page. When a Gateway Questionnaire is used, the WOTC questionnaire is initiated where configured (by placement of a new widget).

A cookie crumbs display as "Tax Credits" in the progress bar at the top of the page, which includes the header "Tax Credits." The initial Tax Credits page displasy the following instructional text: "The federal government offers tax credit programs when applicants meet program criteria and are hired. Additional information is requested in the next step of the application to determine tax credit eligibility. This will only take between 45 seconds and three minutes. It is completed through a secure method and kept confidential. Please provide valid data, such as SSN, to successfully determine eligibility for tax benefits based upon your potential employment."

The candidate is prompted to enter SSN and date of birth to initiate the questionnaire. These will be used solely for the WOTC questionnaire and will not be stored in the database. The SSN field is displayed twice, each field is masked. If the fields do not match an error message will be displayed to the candidate: "SSN fields must match, please re-enter."

The candidate may also elect to opt out on this page. If the candidate opts out, he or she simply moves to the next page on the Talent Gateway or Gateway Questionnaire.

When the candidate chooses to participate, they are asked to verify their address.

When they continue, they are asked a series of questions (defined by Kenexa's WOTC partner to meet WOTC requirements). Generally several screens of questions are asked, with the candidate clicking Continue to proceed to the next screen.

Once all questions have been successfully answered, the candidate moves to the next page of the application.

The WOTC partner returns details on whether the candidate is qualified for tax credits, both at the federal level and at the state level. These results are written to the WOTC candidate form.

Notes

- When the candidate is going through a multiple job apply process where more than one job requires the WOTC questionnaire, the candidate will only go through one WOTC questionnaire. The same results will be copied to each of the requisitions applied to.
- If your organization has Save Draft enabled, the button will be hidden on the Tax Credits screen.
- If, due to configuration, the WOTC page is also the Submit page, the Submit button will be disabled until the WOTC questionnaire is complete to ensure the candidate does not inadvertently submit their application before completing the questionnaire.
- If the candidate has completed the WOTC questionnaire within the past 60 days, they will not be required to complete it again. Results already on file will be retrieved.

2xB User Experience

2xB users add the WOTC check to their reqs when creating them. They set the WOTC field on the requisition to "Yes" in order for the questionnaire to be launched when the req is posted and applied to. It's recommended that they also select a value for the WOTC location field.

Once a candidate applies, the configured WOTC candidate form is attached to any candidate who was presented with the tax credits screen. The form indicates whether the candidate is eligible for Federal and/or State credits, or if they opted out of participating. You access the form from the Forms tab of the Talent Record.

WOTC Results form

For candidates who are hired, the PDF file needed to claim the tax credits is returned as an attachment, accessed via the Attachments tab of the Talent Record.

Limitations and Known Issues

WOTC Tax Credit feature can not be used with jobless apply.

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Workbench Self-Service Certified Users

Once configured during the setup process, the **WOTC Eligibility Check** custom req field must be added to req templates so it can be selected when appropriate reqs are created. Additionally, your client-specific custom requisition field that indicates the job's location in WOTC's required format must also be added to the req template.

Tools > Forms > Reqs > Req forms > Administer req fields [for selected template] > Select custom req fields

Select the **WOTC Eligibility Check** and custom WOTC Location fields, and Save.

- When these as set to "Yes", and the checkbox for "Enable Search & Output" is selected and Saved, the fields have been mapped to Verity)

Special Configuration option) (this information is needed to initiate the WOTC questionnaire)

3. Create a maintenance ticket requesting assistance with the RAM WOTC trigger set up. (Please note: this will be the second maintenance ticket required; it is in addition to the one defined on slide 20 above). Include the following information:

   - Client Name

   - Staging/Production

   - Name of trigger created for WOTC

   - Manifest name, Import Code, Source Code (used with attaching .pdf to attachments tab)

   - Field mapping for the following fields:

     o Hire Date (required)

     o Start Date (required)

     o Offer Date (optional)

     o Hourly Rate (optional)

For the recruiter experience in Kenexa 2x BrassRing (2xB), the following platforms are supported*

	IE 6.0	IE 7.0	IE 8.0	Firefox 3.0	Safari 4.0
Windows XP	Yes	Yes	Yes	Yes	Yes
Windows Vista	No	Yes	Yes	Yes	Yes
Windows 7	No	Yes	Yes	Yes	Yes
MAC OSX 10.4.4	N/A	N/A	N/A	Yes	Yes
MAC OSX 10.5	N/A	N/A	N/A	Yes	Yes

For Talent Gateways and Agency Manager, the following platforms are supported:

	IE 6.0	IE 7.0	IE8.0	Firefox 3.0	Safari 4.0
Windows XP	Yes	Yes	Yes	Yes	Yes**
Windows Vista	No	Yes	Yes	Yes	Yes**
Windows 7	No	Yes	Yes	Yes	Yes**
MAC OSX 10.4.4	N/A	N/A	N/A	Yes	Yes**
MAC OSX 10.5	N/A	N/A	N/A	Yes	Yes**

Please note **Limitation below for Safari browsers.
All browsers listed in the support grids above will be supported in all 2xB-supported languages

For Workbench, the following platforms are supported:

	IE 6.0	IE 7.0	IE 8.0
Windows XP	Yes	Yes	Yes
Windows Vista	No	Yes	Yes
Windows 7	No	Yes	Yes

For eLinks, the following email clients are supported:
Microsoft Outlook and Lotus Notes

Kenexa 2x Mobile is not phone-specific; a range of mobile devices are supported, including:
Smart phone (such as iPhone, Android, and Windows Mobile) with Javascript enabled
Blackberry with BOS version 4.6 or higher that have JavaScript support enabled

*These are the officially supported platforms, as of June 8, 2011. The listed browser/versions and operating systems/versions have been tested for use with our applications, but other combinations may work with our products.

**Limitation with Safari browsers for clients using iframes to host Talent Gateways:
by default, Safari prevents a web page from setting cookies if it is hosted in a frame with a domain different from the parent's (e.g., when frameset is from HR_Client.com and TG's frame is sjobs.BrassRing.com). One workaround to avoid the cookie restriction is to update your custom text on the TG landing page and request Safari/Mac users to click a link that will launch the TG in a separate window.

Languages Supported in Kenexa 2x BrassRing®

as of 21 July 2011

		2xB	Agency Manager	Talent Gateway
Azerbaijani	Azerbaijan			X
Chinese (Simplified)	China	X	X	X
Chinese (Traditional)	Taiwan			X
Croatian	Croatia			X
Czech	Czech Republic			X
Danish	Denmark			X
Dutch	Netherlands	X	X	X
Dutch (Informal)	Netherlands			X
Dutch	Belgium			
English	United States	X	X	X
English	UK	X	X	X
English - US Govt	United States	X	X	X
English	Ireland			
Finnish	Finland			X
French	France	X	X	X
French	Canada	X	X	X
French	Belgium			
German	Germany	X	X	X
German (Informal)	Germany			X
German	Austria			
German	Switzerland			
Greece	Greek			X
Hungarian	Hungary			X
Hungarian (Informal)	Hungary			X
Italian	Italy	X	X	X
Japanese	Japan	X	X	X
Korean	Korea, South			X
Norwegian	Norway			X
Polish	Poland			X
Portuguese	Brazil	X	X	X
Portuguese	Portugal			X
Russian	Russian Federation	X		X
Serbian	Serbia	X	X	X
Slovak	Slovakia			X
Slovenian	Slovenia			X
Spanish	Spain	X	X	X
Spanish (Informal)	Spain			X
Swedish	Sweden	X	X	X
Turkish	Turkey			X
Total Locales		14	13	34
Total Languages		12	11	26

Custom subpanels are specialized Candidate Results panels that organizations can design to guide process compliance by limiting the actions and filter options to what is needed and appropriate for their purpose.

Product	☑ 2x BrassRing	☐ Agency Manager
	☑ New UI	☐ Data Insight Tool
	☑ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Custom subpanels are specialized Candidate Results panels that are launched from the My Open Reqs or All Open Reqs panels. Like the Candidate Results panel, they display the candidates (or a subset of candidates) that are filed to a requisition folder. The subpanels, however, are designed to guide particular processes, so generally have limited actions and filter options. Your organization *defines* what information displays and what users can do in the panel.
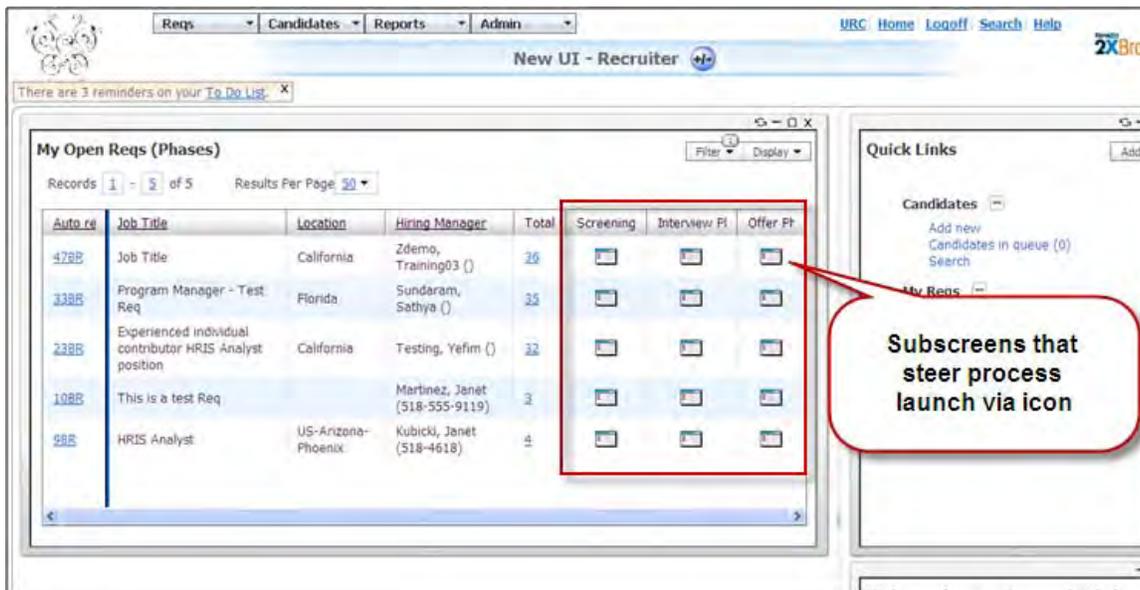
To better control and encourage process compliance for candidate processing and workflow, custom subpanels allow you to launch *differently configured* candidate results panels at different stages of the process. You can control aspects of the candidate results shown, such as access to certain candidates, actions, forms, and correspondence.

- **Candidates**
  You can limit the candidates by Candidate Types or HR Statuses, similar to the way the [Candidate Type (standard)] Internal column launches a Candidate Results panel with a primary filter of all candidates with the Candidate type = Internal.
  The primary filter on a custom subpanel is candidates whose current status is selected in the **Display candidates in the following HR statuses** setting. For example, the subpanel can limit the candidates shown to those in all the HR statuses that make up the "Screening" stage of your hiring process, such as 0-

Filed, Met Basic Qualifications, Met Preferred Qualifications, Resume Review, Initial screen, etc. As a candidate enters or leaves one of the HR statuses selected, they will appear or disappear from the panel upon refresh of the panel.

- **Actions**
  You can limit the actions that can be taken from the subpanel, selecting a subset to present on the Actions menu. The actions chosen are specific to *your process* for candidates at a particular point in that process. For example, for a subpanel showing candidates in the screening stage, you might include actions such as adding notes or screening forms, and exclude actions such as creating an offer document.
- **Forms**
  You can disallow forms altogether, or limit the forms available to only those that are appropriate for your subpanel's process. Using the screening stage example, you may be excluding the creation of New Hire and Offer forms.

You launch custom subpanels via an icon. They launch in the same position as the standard Candidate Results panel.

The columns chosen should help further the purpose of the panel – for a screening process, they might be the key columns for quick consideration of what candidate to review: Candidate type, TG Score, City/State, HR Status info, Notes, Education and Employment info. These are columns that a screener may want to sort by or just review before deciding for which candidates to open their Talent Record and perhaps read their resume.

Examples

You can configure a custom subpanel designed to handle candidates in a certain phase. Users click the subpanel icon to launch it.
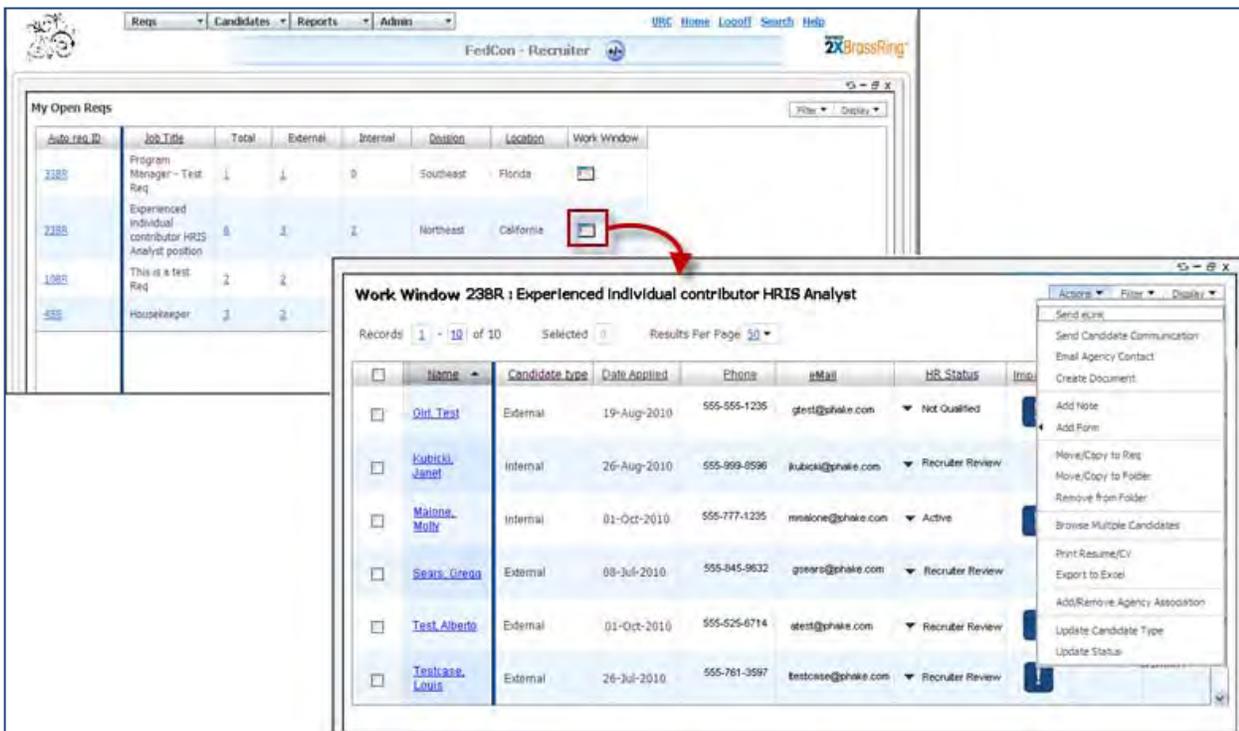
Some ideas of how custom subpanels can be used might be to have specific Hiring Manager subpanels for reviewing and/or Interviewing candidates. These could be simplified panels so that the candidates presented, the actions to be taken, and the forms to be used are very straightforward and require little training.

An Interview scheduler panel could include only candidates that are in the position to be scheduled for an interview. Output fields might include all the appropriate phone numbers and email addresses, perhaps with

some fields from the Talent Gateway with candidates' preferred work location, method of being contacted, and so on.

Other possible examples follow.

- **Hiring Manager Review**

    Includes only candidates who have passed recruiter screening

    Output fields include experience and education

    Actions and forms are related to scheduling interviews

- **Hiring Manager Interviewing**

    Includes candidates in interview stages

    Output fields include phone numbers, fields from HM review forms, phone screen forms

    Actions and forms are appropriate for interviewing

- **Interview Scheduler**

    Includes candidates in interview scheduling statuses

    Output fields include phone numbers, fields from HM review forms, phone screen forms

    Actions and forms are appropriate for interviewing

- **Assessment Review**

    Includes candidates in statuses around assessments

    Output fields include assessment info

    Actions and forms are appropriate for assessments

- **Event scheduling**

    Includes candidates in statuses around Event Manager

    Output fields from **Event results form**

    Output fields from form(s) configured with 'Event Manager internal event form' and/or 'Candidate facing registration form' settings checked

    Actions (Send to Event Manager) and forms appropriate assessments

- **College recruiter**

    Includes only candidates in College recruiting HR statuses

    Output fields include education

    Actions and forms appropriate for college recruiting

Functionality for Fair Employment/Federal Contractors

Organizations with stringent "fair employment" goals, such as US Federal contractors complying with OFCCP guidelines, have additional requirements when considering applicants for employment. BrassRing features such as custom subpanels can help ensure that equal consideration is given to Internet applicants.

Fair Employment and OFCCP Compliance Tools

Several tools are available in 2xB:

- **Job description and Talent Gateway questions**
    Can be used to impartially screen out candidates that don't meet the basic qualifications of a job, so a

recruiter never even looks at them. 2xB can put them automatically in an HR status indicating that they didn't meet basic qualifications.

- **Data management techniques**
  Can also be used to reduce the number of job seekers who must be contacted to discern interest in a position. 2xB now has several ways to do this. One way is the Candidate Tiering. The setting "**Hide candidates in req folders for this user type in the following statuses"** also provides a way to control which candidates have been considered and which have not. For example, you might want all candidates to be hidden until they've reached the 'Initial screen' HR status. You can configure the "Hide candidates in req folders…" setting to hide candidates in HR statuses prior to the 'Initial Screen' status. All 2xB Classic views and New UI Candidate results panels already honor that setting. Restricted users can't navigate to candidates in, for instance, a 0-filed or Met Basic Qualifications HR status**.**

- **Custom Subpanels**
  Are yet another data management technique. Since custom subpanels can be configured so that only certain user types use them, this method also doesn't force a data management technique on all user types within your organization. Custom subpanels provide for federal contractors a way to *consider* candidates in a *controlled* manner so that the consideration process can be *accurately* tracked. Clients using custom subpanels can also employ the following additional techniques.

  - **View More Candidates Action**

    The most stringent control is needed before and during the screening process. How can that be achieved? Use the **View More Candidates** to tightly control the number of candidates from the applicant pool that your recruiters *actively consider.* For example:

    o Let the system show small "batches" of candidates in a "pre-reviewed" HR status to federal contract recruiters, say, 10 at a time

    o Require that recruiters change candidates' HR status once the candidates have been considered

    o Prevent recruiters from viewing the next "batch" of 10 applicants until they've updated the HR status update action on the current 10, and have moved each one of them forward or dispositioned them negatively.

  - **Candidate Search Action**

    o Searches for candidates *not* currently filed to the req folder

    o Files returned candidate(s) into req folder to be accurately tracked

  - **Disable Talent Record and grid actions Setting**

    o Allows users to see the candidates, but not take any, or many, actions regarding them.

  - **EEOC Summary Report Panel**

    o Provides the ability to get a point-in-time status of the diversity breakdown for a req

View More Candidates

The **View More Candidates** action helps clients manage high-volume applications and OFCCP/fair employment compliance. It allows 2xB users to review a manageable number of candidates at a time, bringing candidates currently filed to the Req folder into the panel.'

For example, clients may want to consider moving candidates in a "Met Basic Qualifications" HR status forward in the recruiting process. However, reviewing possibly hundreds of candidates who met the basic qualifications of a position is an enormous, time-consuming task. **View More Candidates** functionality can help recruiters consistently choose candidates from an "unreviewed" status in a more impartial manner. The candidates selected are automatically "promoted" to a configured HR status (such as "Active," "To Be Reviewed," or "Recruiter Review") to document the fact that they were selected via the functionality. Thus, the candidates who remain as "Met Basic Qualifications" have, by definition and in practice, not yet been reviewed. This is an especially important point for those such as federal contractors who must adhere to impartial hiring standards.

After subpanel launch, click to view candidates per View More configuration
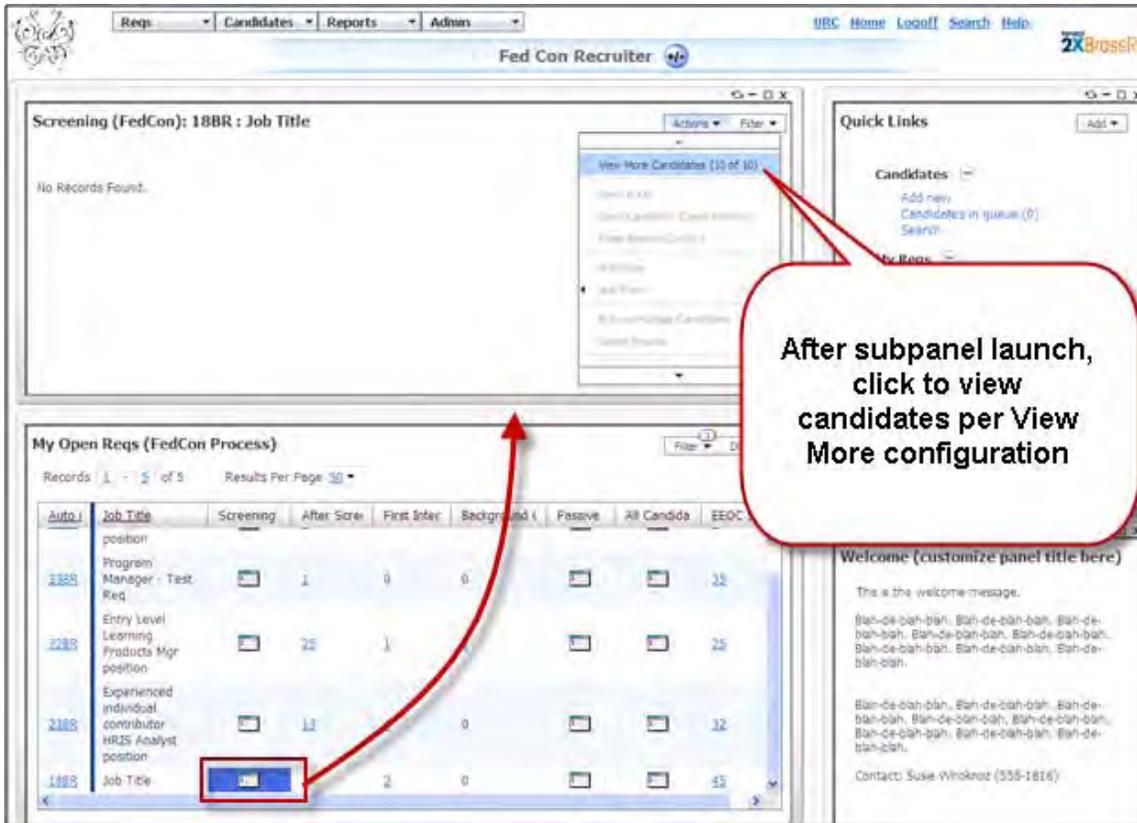
Setup of the **View More Candidates** action includes a variety of settings for configuration of the source pool, the selection method, and the number of candidates to be promoted. For a panel configured with the View More Candidates functionality enabled:

- Initial view of the panel may show 'No Records Found' and display no candidates, nor the grid or column headers, if the user already dispositioned all the candidates from the previous batch.
- To view candidates, user must select **View More Candidates** from the **Actions** menu.
  View More Candidates action shows in parenthesis the number of candidates that will be selected, updated and promoted into the panel, as well as the number of candidate in the Source Pool. Knowing those numbers helps users decide if more sourcing for the requisition is needed. In the previous screen, 10 candidates will be promoted, out of an applicant pool of 10.
- View More Candidate action updates the selected candidates from their current HR status to the HR Status configured as the next step. **(**This action will ignore configured tracking logic. No other HR Status update action will be done, such as: showing optional pop-up forms, sending correspondence that is configured in Req template), kicking off integration exports, blocking HR Status update when selected forms are not attached/approved, etc. However, triggers will still be based on HR Status updates, including Automation Manager, Rules Automation Manager, and custom triggers.**)**
- The 2xB user must update the status of all candidates in the group again, to disposition them positively (forward in the process) or negatively. Until this is done, the View More Candidates action remains disabled.

Candidate Search

The Candidate Search action:

- Searches for candidates *not* currently filed to the req folder
  View More Candidates brings forward for consideration candidates *currently filed* into the requisition, in a controlled manner. **Candidate Search** searches candidates *outside* the requisition folder and brings them into the req folder for consideration, again, in a controlled manner.

New UI Enhancements - Custom Subpanels | 5

- Files search results candidates into req folder to be accurately tracked
  When you search for candidates using the 2xB Candidate Search feature, you can configure the search results columns to show information that helps you "consider" the candidate even before you open the Talent Record and file them to a req. Although the *search criteria* can be tracked against the req ID, the candidates that may have been considered in the search results are not tracked. However, the custom subpanel **Candidate Search** action searches the 2xB database and *automatically files* the candidates to the requisition so they can be tracked as being "considered."
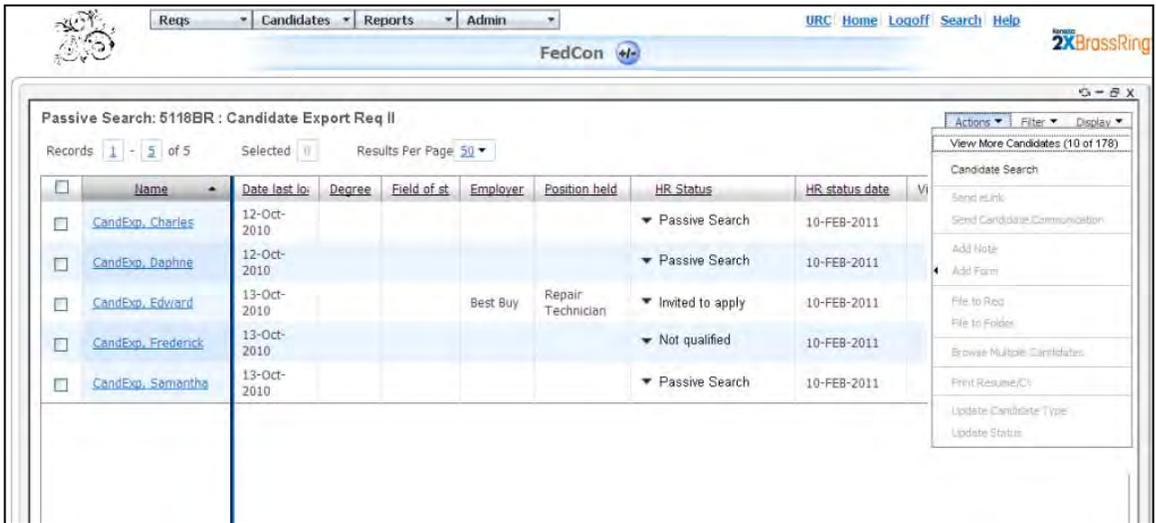
For the **Candidate Search** action to be available:

- Panel must be configured with the Candidate Search feature
- User type must have access to search at least one candidate type
- User type must have the **Candidate Search menu** item hidden (so the user types who use this don't have an alternative way to search candidates and circumvent the tracked process).

To use Candidate Search action:

1. Click **Candidate Search**. The Search screen opens, with Save Search button, Candidates per screen field and Folders Exclude item hidden.
2. Select criteria in the pop-up window. For clients with OFCCP enabled, the OFCCP Select Req is pre-populated with the reqID. Users can edit search fields but they can't save searches or edit output fields. The system first shows the number of candidates that met the criteria, so that users can:

   - Refine their search to get a more qualified set of results

   - View *X* number of candidates for consideration.
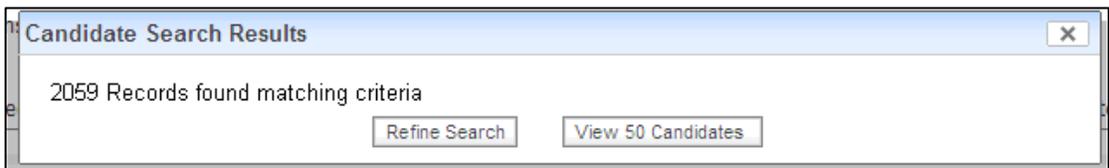
3. Click **View *X* candidates**. The system automatically files the candidates to the req in the configured HR status and refreshes the custom subpanel where the search was initiated.
4. As with View More Candidates, you must move the candidates forward or disposition them negatively.

You cannot click the Candidate Search action again until you have updated each of the candidates just considered. When you do click Candidate Search again, your previous criteria will be there if it is within the same Internet browsing session.

Hiding the Candidate Menu's Search and Saved Searches

To limit the searching done in 2xB to subpanel Candidate Search action, you can also hide, by user type, the candidates menu items Search and Saved Searches. A new user type privilege does this.

Candidate | Search menu item hidden
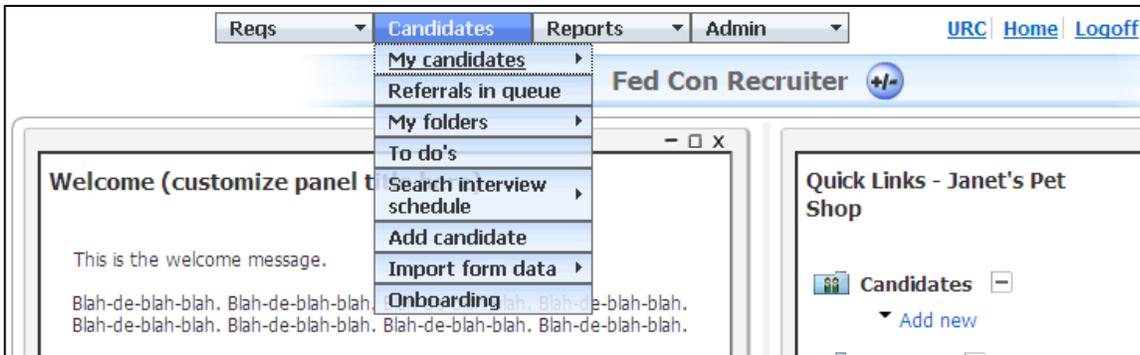
Disable Talent Record and Grid Actions

No matter how controlled your candidate reviewing process, there may be times when someone requires special consideration outside that process. So another feature that can be configured for custom subpanels allows you to select *all* HR statuses (even the ones that you wouldn't be able to see through the classic menus). However, you can see only limited information on those candidates and can take only limited actions on them. The feature is the **Disable Talent Record and grid actions**.

When this feature is checked, any typical hyperlinks that would show on the candidates list are disabled, even if the user type has the privilege to perform the action. For example, look at the custom subpanel configured as "All Candidates," shown in the following figure. In the Name column, the candidate name is not hyperlinked to launch the Talent Record, the HR status does not have a triangle next to it for in-line updating, and the Candidate type is not hyperlinked to update.
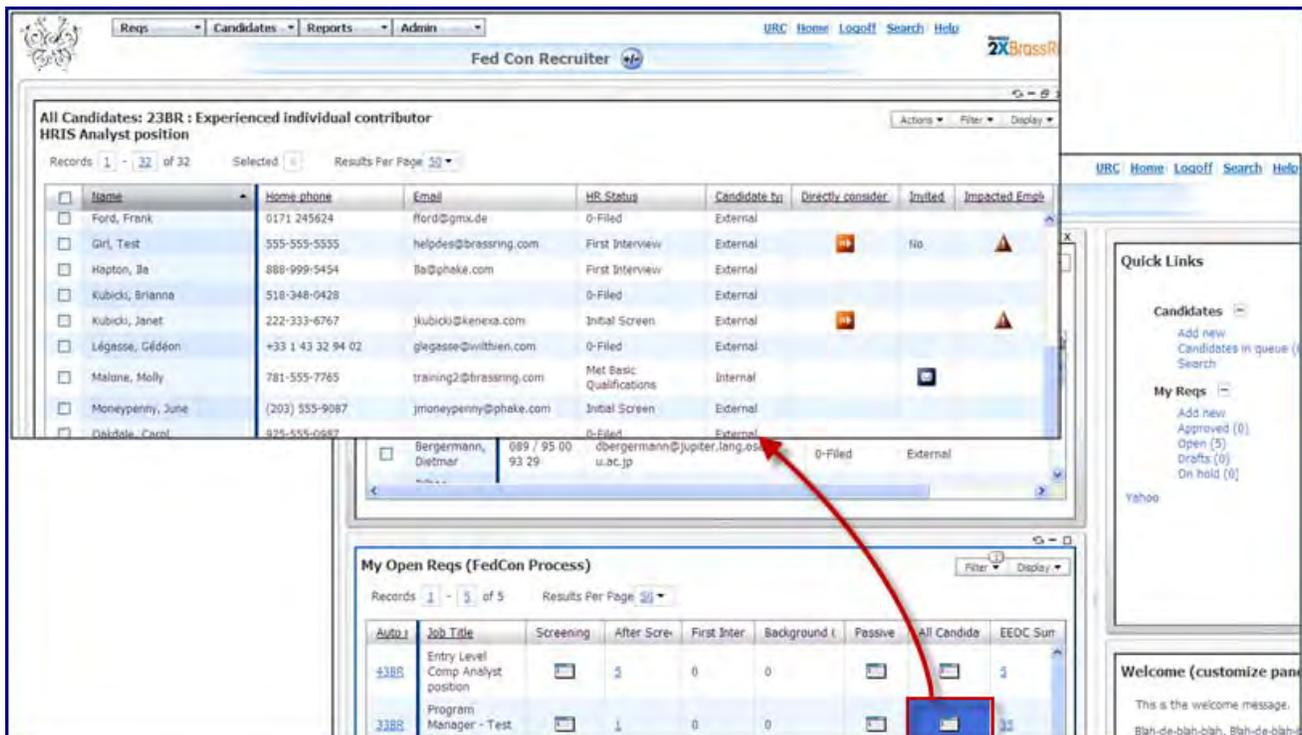
Your organization should configure the Actions menu to be as limiting as possible to support the restrictions. The panel should be primarily for review and reference. It can help you handle situations like the phone call asking, "Did VIP's hand-picked candidate apply to the job? Is he being considered?" This screen provides quick answers without invalidating the hiring process.

As an example for handling exceptions, you might limit actions to Add Form, and further limit forms available to be added to something like "Direct Consider." You could also have a RAM trigger configured that updates the HR status to something like "Resume Review" when that form is added to the candidate. The candidate thus skips the View More Candidates process and appears in the Screening panel. What happens after that is either politics or good candidate processing, or both. Yet how the candidate got there is documented, and the exception process can be tracked (and perhaps minimized).

EEOC Summary Report Panel

Another feature for Federal contractors and diversity pro-active clients is the ability to get a point-in-time status of the diversity breakdown for a req. The EEOC summary report panel provides a summary report using 2xB database data (rather than data from the reporting or Data Insight database). The report is structured to minimize performance implications, having only one action available: Export to Excel.

To launch the report subpanel, the user clicks the number link in the report subpanel column that's been added to the My Open Reqs or All Open Reqs panel.

- Users can see the data, regardless of user type access and form privileges, because it's summarized and doesn't give the opportunity to see individual candidate information.
- Up to 10 HR Statuses and/or Candidate types can be configured on 1 axis (Vertical or Horizontal)
- Up to 10 Candidate form field options can be configured onto the other axis.
- The Total Candidates column and row automatically appear. For the Total Candidates row, Total Candidates column displays the total number of candidates filed to the req, of all candidate types and in all statuses. Note that this is not a calculation or a summation of the columns or rows, since not all candidate types or HR statuses may be selected for the report.
  For the remaining rows with selected types and statuses, the first column will give you the corresponding

total number of candidates of that type/status. Additional columns break down that number by corresponding form field option values.

Since the panel always includes candidates from all HR statuses, the launching element is a number. So, this number is truly all candidates filed to the requisition.

- The panel summarizes data from forms, taking the current form data for single per candidate or single per candidate/req forms, and data from most recently *added* form for multiple per candidate or multiple per candidate/req forms (not the most recently *updated/edited* form)

How Do Clients Get this Feature?

For clients using the New UI, custom subpanels are available automatically for configuration. Please contact your CSC or Certified Workbench User for more information about configuring them, or your CSC for information about enabling the New UI.

Workbench Self-Service Certified Users

Custom Subpanels are a new panel type with no standard configuration. You configure them to meet the specific needs of your organization, and you can configure as many as desired.

Tools> Settings > Panel Configuration > Administer configuration > Add new configuration

Configuring Subpanels

Whereas the only aspects to configure for the standard Candidate Results panel are columns defined and whether users can change the column configuration, for a custom subpanel, you configure:

- Actions to be available
- Candidate Search action
- Filter Options
- View More Candidates Settings

You do not configure where a custom subpanel launches in the User Type Panel mapping – subpanels launch with the same placement as the Candidate Results panel.

To start configuring custom subpanels:

1. In Workbench, select **Tools > Settings > Panel configuration > Administer configuration** icon [for **Custom Subpanel** panel].
2. Click **Add new configuration**. The Add panel configuration screen opens.

3. Enter the **Configuration name** and **Panel titl**e. The Configuration name you enter will appear in the My/All Open Reqs configurations. Panel title will include the ReqID:req title (as Candidate Results panels do) and is translatable to all purchased locales.
4. For Subpanel type, select **Custom Candidate Results** (you'll select **Report** to add the EEO Summary Report). When Subpanel type is selected, the lower portion of the panel changes accordingly.

5. Click **Panel attributes Edit** button. The Panel attributes screen launches.
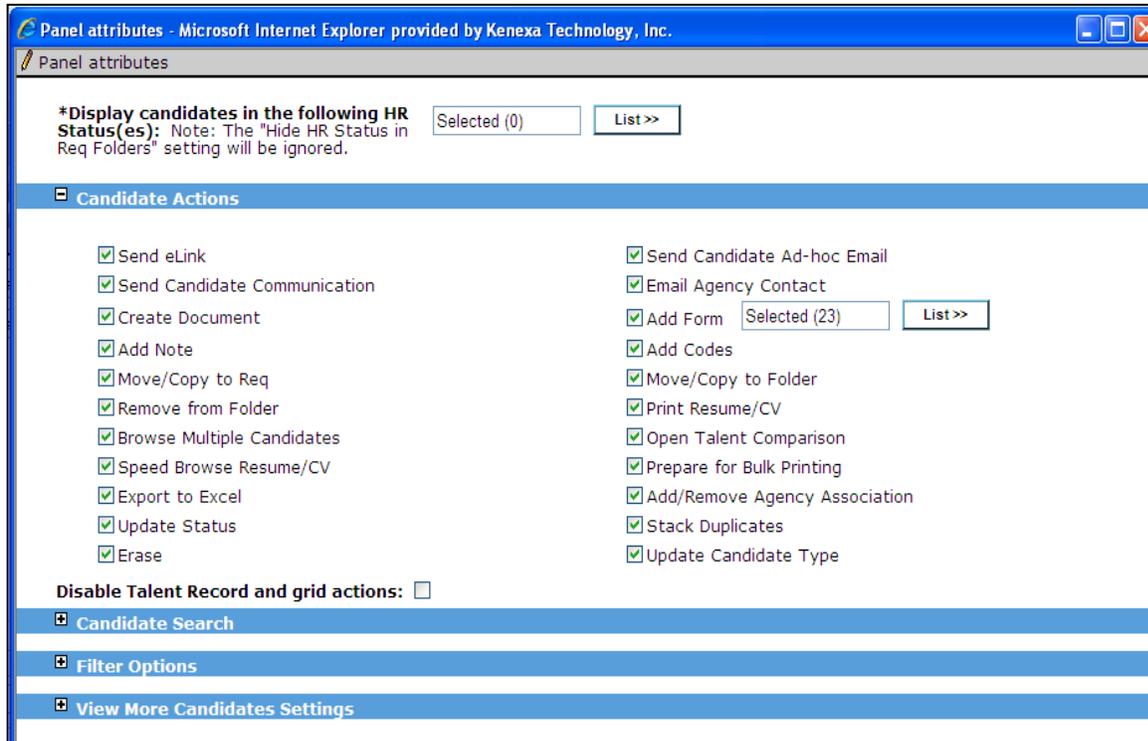
The screen is quite similar to the Candidate Results panel configuration screen, but naturally does not have a setting to allow users to override the column configuration (since that would defeat the purpose of tightly controlling subpanel processes). Most of the sections are collapsed by default, since you only need to configure what is appropriate.

> The preceding screen shows the Candidate Actions section for a client that does not have all the client settings turned on for the existing options. Exact order of actions will vary if additional options are present.

6. For **Display candidates in the following HR Status(es)**, select one or more HR statuses of the candidates to be displayed in the subpanel

7. In the Candidate Actions list (expand the section if necessary), leave checked only those actions to which you want users to have access in this subpanel. Your selections here do not override the user privilege; users without appropriate privileges to perform an action will not see the action on their panel.
If **Add Forms** is checked, you can also select the **forms** that will appear for selection in the Add Forms secondary menu in the subpanel Actions. Again, this does not override the form privileges for the user type. Once the user opens the Talent Record from the panel, the user will once again see all the forms that they have the privilege to add.

8. Check the **Disable Talent Record and grid actions** setting to allow users to see the candidates and column data with no actionable links (e.g., candidate name is plain text without link to open the Talent Record, columns in the grid such as HR Status, Notes, Forms, Communications, display with plain text substituted for link or icon without "clickability").

> Actions selected in the custom subpanel's **Candidate Actions** section will be displayed on the Actions menu (if the user has the appropriate privilege) even if **Disable Talent Record and grid actions** is checked.

Candidate Search

Configure Candidate Search for searching the 2xB database for candidates not currently filed to the req:

1. Check **Enable database candidate searching** and the other settings become enabled.

2. Check **Auto pass search by Req Code** to have the REQID automatically inherited into the Search criteria REQ CODE field. This is useful only for clients without Auto- file or Insta-file turned on. Otherwise, anyone with the reqcode is typically already in the req folder.

3. In **View Candidates settings** (different from the View More Candidates setting at bottom of screen) controls the number of candidates returned (in the search) who will be filed to the req when the search is completed and the user is ready to view search results. The results are returned in descending order of last date loaded. Based on that sorting, the first sequential X candidates will be selected and filed to the Req based on your Number selection.

4. For **File and update HR status to**, select one HR status to which candidates selected from the search results will be filed. The selection must be one of the HR statuses selected in "Display candidates in the following HR status(es)" setting.

Filter Options

Filter Options allows you to control what filtering can be displayed in the panel's Filter menu.

Check either **HR Status**, **Candidate Type**, or both options. If neither is checked, the Filter menu does not display.

View More Candidates Settings

This action is configured in the Custom Subpanel by checking the box and configuring the necessary source pool and candidate options.

1. Check **Enable** "**View More Candidates" Action**.

2. Select one or more HR statuses that will compose the **Source Pool** of candidates to retrieve from (such as "0-Filed" or "Met Basic Qualifications"). The HR statuses selected for Source Pool cannot be selected in the **Display candidates in the following HR Status(es)** setting at the top.
3. Select how the candidates within the HR statuses will be sorted. You must choose a **Primary sort** (**Secondary sort** is optional) by **TG Score** or **Date filed to folder.** Select **ascending** or **descending**, as desired. For example, you could sort candidates with higher Talent Gateway scores are at the top, and rank those applying earlier within candidates of the same score.
4. Configure the **Number of candidates** to be 'promoted' from the Source Pool to the custom subpanel, and the **Selection method** for choosing those candidates from the Source Pool (Sequential, or Every 5th, 10th, 15th, 20th, or 25th candidate). For example, you can configure to promote 20 candidates, taking every 5th one. You would get the 1st, 5th, 10th and so on until the system has reached 20 candidates.
   If not enough candidates remain in the Source Pool to fully execute the configured Number of Candidates and Selection Method, then the system uses a sequential selection method to promote the top X number of candidates (according to the Source Pool sort configured). For example, if Number of Candidates = 10, Selection Method = Every 5th candidate, and number of candidates remaining in the Source Pool = 42, the system promotes the "top" (per sort) 10 candidates in the Source Pool.
   These configurable selection methods are acceptable to most clients and their litigation departments in terms of compliance for OFCCP "random sampling" guidelines.
5. Select the HR status that the candidates will be 'promoted' or updated to via the **View More Candidates** action. It must be one of the HR Statuses selected in the **Display candidates in the following HR Status(es)** setting at the top of the page.
6. Click **Done** when finished with the panel's attributes, and **OK** on the confirmation.

> Because this functionality controls the number of candidates viewed at a particular time, when a custom subpanel has **View More Candidates** enabled, if Candidate tiering functionality is used for the requisition, the Candidate tiering will be suspended for the custom subpanel.

Candidate Grid Configuration

This section is the same as for Candidate Results panel configuration.

1. Click **Select Field** to view and add at least one field row. The fields available for configuration are the same as for the Candidate Results panel.
2. Click **Save** to save the custom subpanel configuration.

Save as New

Once you have created a custom subpanel, you can save time when creating a similar one by selecting the most similar and using **Save as New**. All of the settings and configuration of the selected panel should be brought over to the new configuration.

Configuring Report Custom Subpanel

This is the configuration screen shown when **Report** is selected as the **Subpanel type**.
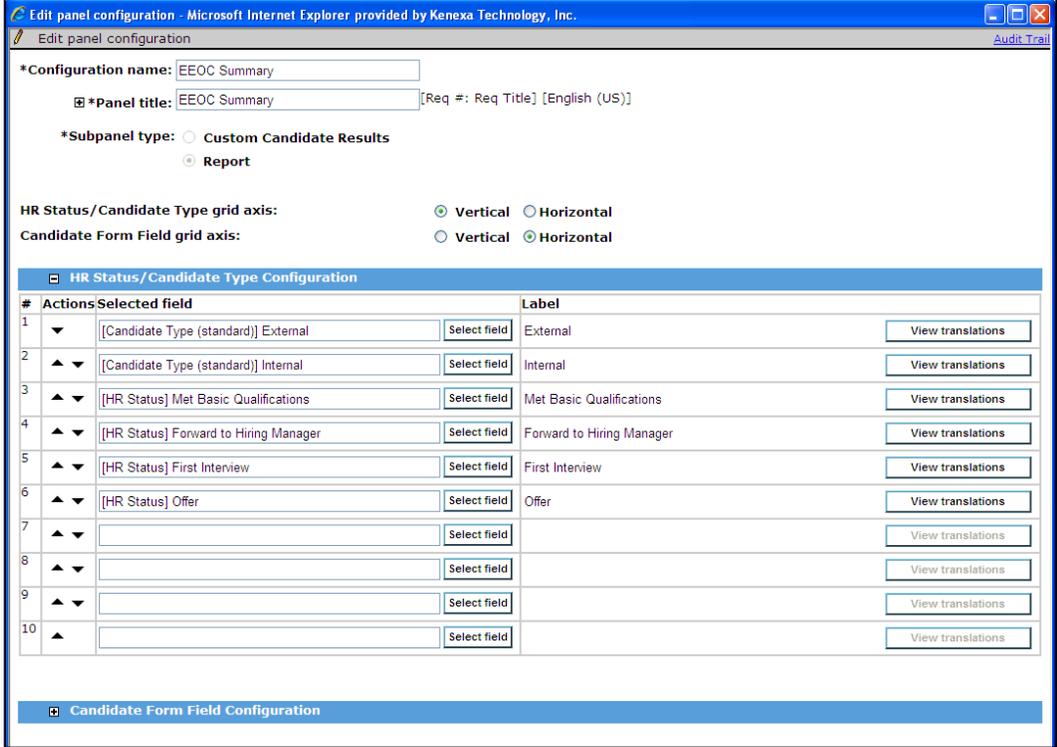
This EEOC type summary panel is the only 'report type' to be configured. It is designed to let you see data on diversity recruiting during different points in the requisition cycle.

1. Enter Configuration name, Panel title, and click **Report** for Subpanel type.
2. Select axis for HR Status or Candidate type: **Vertical** or **Horizontal**. The same value cannot be selected for both. The Candidate form fields will be adjusted accordingly.
3. Select HR Statuses and Candidates types. At least one row must be configured. Labels can't be edited for the report, but can be translated for your organization's purchased languages.
4. Select Candidate form fields, such as the ethnicity and gender fields from EEO or fair employment forms. At least one row must be configured. Candidate form fields that can be configured include: Single-Select, Multi-Select, Checkbox, Radio Button. This includes those of the above type that may also have the following field attributes: Auto-fill, and pull from lists where pull options are from lists of options from other form fields (but not from lists of: Active Managers, Active Recruiters, Active Enterprise Users, All active users, Specific codes, All open reqs, All pending reqs, All reqs, State, Country).
   Click View/Edit translations to edit these field labels, or to translate for your organization's purchased languages.

You can perform functions such as View, Preview, Inactivate, Delete for subpanels, either custom or report, just as you do for standard Candidate Results panels.

Configuring Subpanel for My Open Reqs or All Open Reqs Panel

To include a subpanel (either custom or report) on a My/All Open Reqs panel, simply choose it as one of the columns for the panel.

Administer panel configuration > Edit icon [for selected My Open Reqs or All Open Reqs panel]

1. On Edit panel configuration screen, click **Add row.** You'll repeat this step for the each subpanel you want to add. You can add as many subpanels as desired, but bear in mind that best practice is to add no more than 25 columns per panel.
2. Select a subpanel and click **Submit**. Custom subpanels will be categorized as 'Custom subpanels' in the 'Available' column; the report will be listed categorized as 'Report.'
   For My or All Open Reqs panels that are configured with the **Allow users to edit panel display options** setting checked, the 2xB users will be able to select only the custom subpanels that are selected in the master Workbench configuration of that My or All Open Reqs panel.
3. **Save** the panel configuration once you have added all the subpanels.

"Hide Search from Candidates menu" User Type Privilege

To limit the searching done in 2xB to subpanel Candidate Search action, you can also hide, by user type, the candidates menu items Search and Saved Searches. The new **Hide Search from Candidates menu** user type privilege does this.

Tools > Users > User types > Edit type permissions [for selected user type] **> Search**
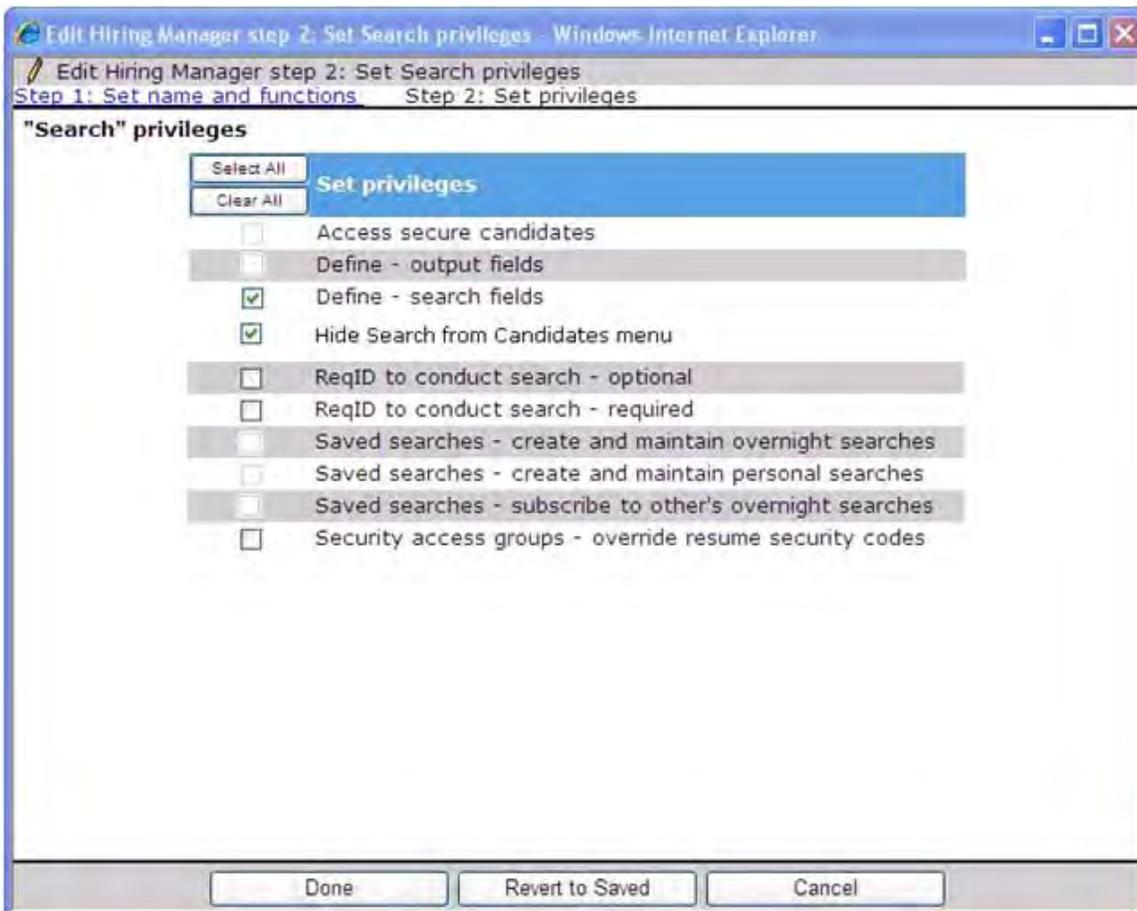
When Hide Search from Candidates menu is checked, the following privileges are unavailable for the user type e:

Define - output fields
Saved searches - create and maintain overnight searches
Saved searches - create and maintain personal searches
Saved searches - subscribe to other's overnight searches

New User Interface – Enhancements

Enhancements have been added to the 2x BrassRing New User Interface (New UI). They include:

- Talent Record enhancements
    - o automatically Enabled New Talent Record for all New UI users
    - o Additional Ribbon elements
    - o Enhanced Talent Record browsing
    - o Additional actions in the Talent Record Actions menu
- Additional Actions menu actions for Candidate Results
- SmartApproval supported on All/My Reqs Pending Approval panels
- Performance enhancements

Product	☑ 2x BrassRing	☐ Agency Manager
	☑ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☑ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – see details below.	

Feature Description

Enhancements added to the New UI include:

- Talent Record enhancements

    - o Automatically-Enabled New Talent Record for New UI users

    - o Additional Ribbon elements

    - o Enhanced Talent Record browsing

    - o Additional actions in the Talent Record Actions menu

- Additional Actions menu actions for Candidate Results

- SmartApproval support on All/My Reqs Pending Approval panels

- Performance enhancements

- Disabled Panel mapping and Screen display default for QuickStart User Type

These enhancements are described in the following sections.

> In addition to the enhancements mentioned above, Custom Subpanels are being introduced with this release. Custom Subpanels are specialized Candidate Results panels that are launched from the My Open Reqs or All Open Reqs panels and display the candidates (or a subset of candidates) that are filed to a requisition folder. They are designed to guide particular processes, so may have limited actions and filter options. See *New User Interface – Custom Subpanels* in this Product Update Guide for complete information on defining and using Custom Subpanels.

Talent Record Enhancements

With Release 12.4 we introduced the redesigned Talent Record as part of our ongoing UI and usability updates. In order to facilitate the change with your users, we incorporated a temporary setting for activating the new

interface, to be available for approximately six months only. We have been working toward additional enhancements in the design and functionality, and are pleased to announce that this new design will be enabled automatically for all New UI user types as of Release 12.5 Build 0 (this release). Therefore, the setting to activate the New Talent Record is no longer available .

- Only user types with the "New UI" enabled will see the New Talent Record. User types that are not using the new UI will continue to see the "classic" Talent Record.
- The New Talent Record displays only for 2xB users who are logged in: **eLinks are NOT AFFECTED**. The move to the new Talent Record will have no impact on eLinks.

Additional Ribbon Elements

Additional fields available for configuration in the Ribbon section include:

- Attachments
- Candidate Tiers
- Agency Referral and Employee Referral fields
- Additional Applicant Master fields
- CRM record (requires Kenexa 2x BrassRing Social Source™ candidate relationship management integration)
- Candidate Form fields for active Candidate forms

Attachments

Candidate attachments are now part of the default Ribbon setup for both new users and existing users who are using the default configuration (that is, user types who don't have "Screen Display Defaults" modified through Workbench).
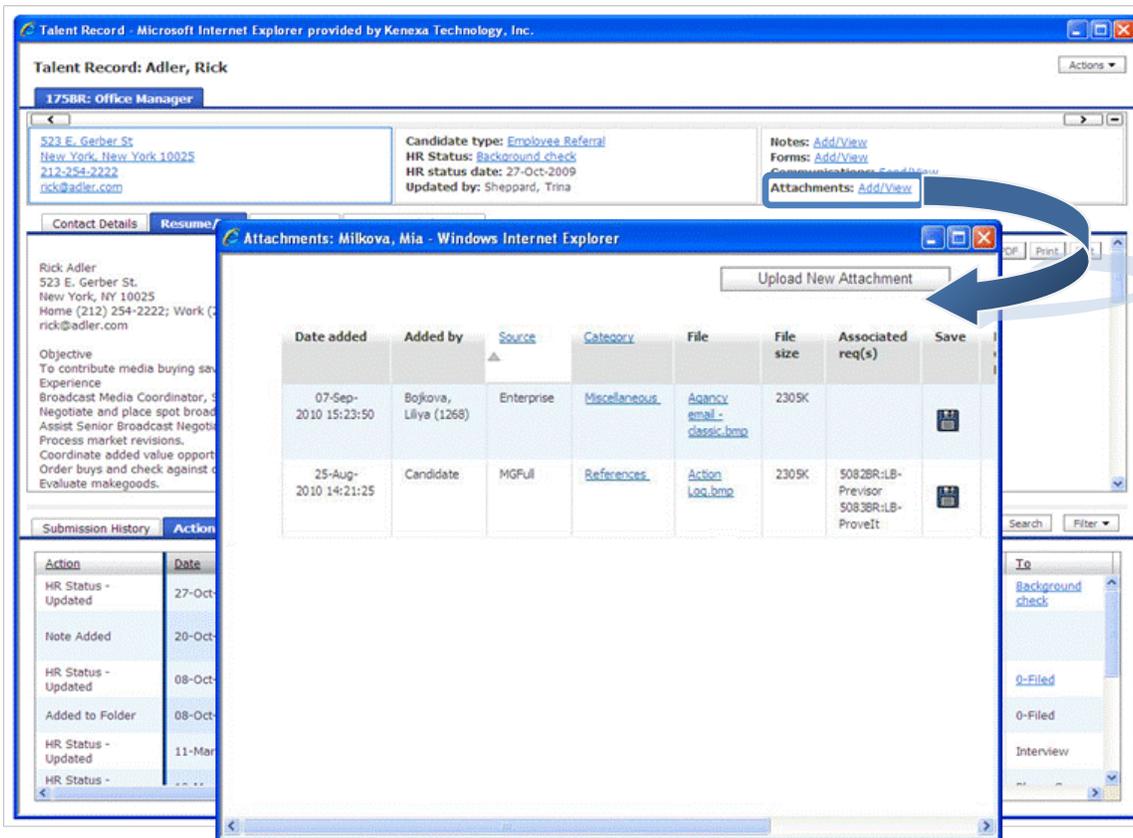
Click the **Attachments** link to open the Attachments screen for viewing or uploading attachments. The attachments that appear, as well as the availability of the Upload New Attachment button, depend on your user privileges and any applicable "secure attachment" rules.

Candidate Tiers

If your organization uses the Candidate Tiering feature, the **Candidate tier** field is available for configuration. From within a Req folder, the value displayed is either the tier number or "Not Specified" if no tier is assigned for the current Req. For privileged users, the value is a link.

If the candidate is being viewed from outside of a Req folder (for example, through search results or My Candidates panel where the candidate is in a working folder or inbox), only the View icon displays.

Click the field link to launch the classic "Update Candidate Tier" page.
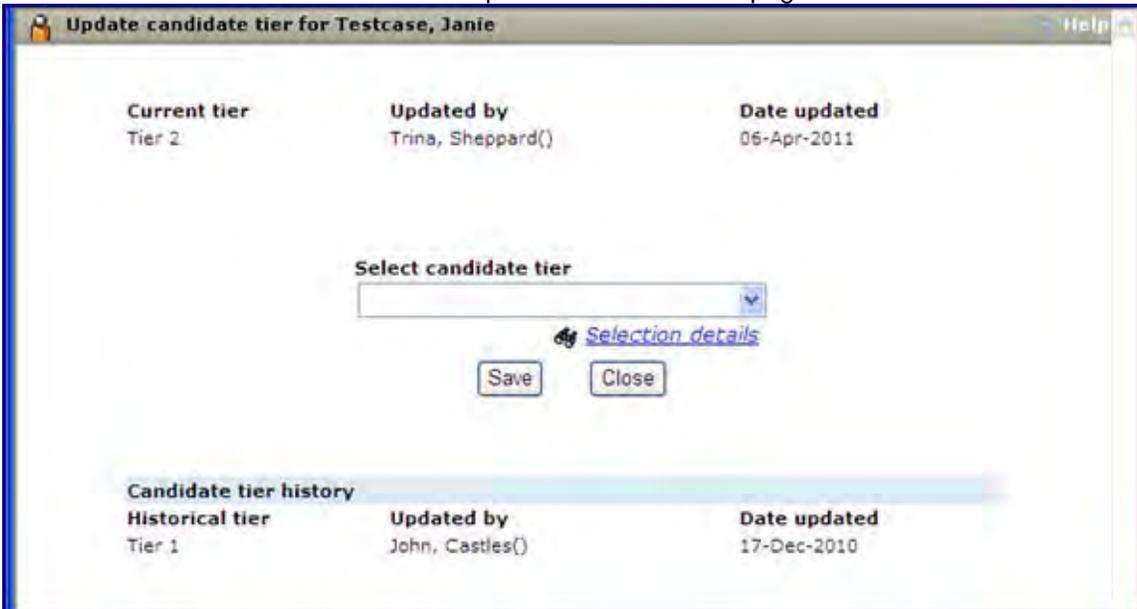
Click the View icon to launch the "View Tiers" page.
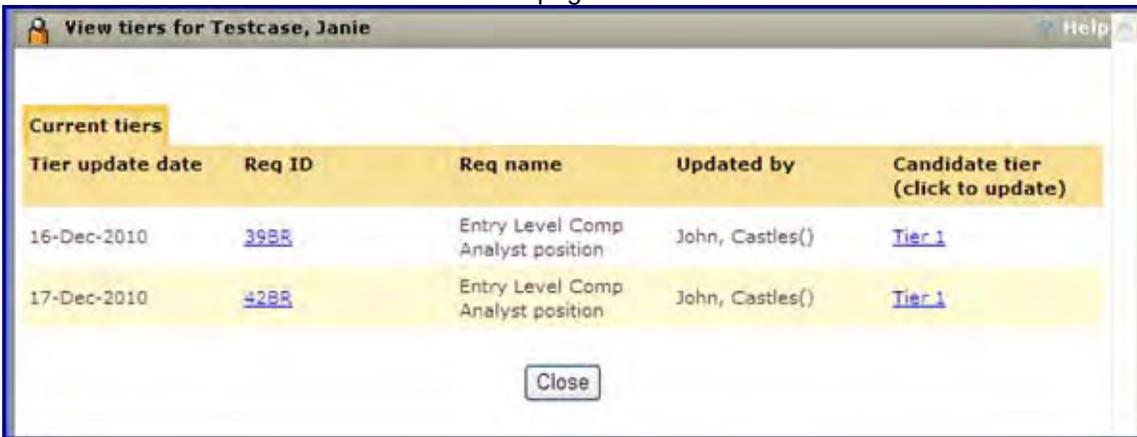
Agency Referral Fields

Several agency fields are available for configuration on the Ribbon if your organization uses Agency Manager:

- Referral type
- Agency name
- Agency initial submission date

Best practice is to use **Referral type** in combination with one or more of the Agency fields, so referral history is available. The other Agency fields are specific to the req (or Candidate if ownership is per candidate).

Agency name displays if there is an active agency association at the candidate level, or at the req level for the req being viewed. "N/A" displays if there is no agency association (either by candidate or per req when that req isn't currently being viewed), or if the agency association has expired or been removed.

The date of the initial Agency submission displays if there is an active agency association at the candidate level, or at the req level for the req being viewed. Otherwise, "N/A" displays.
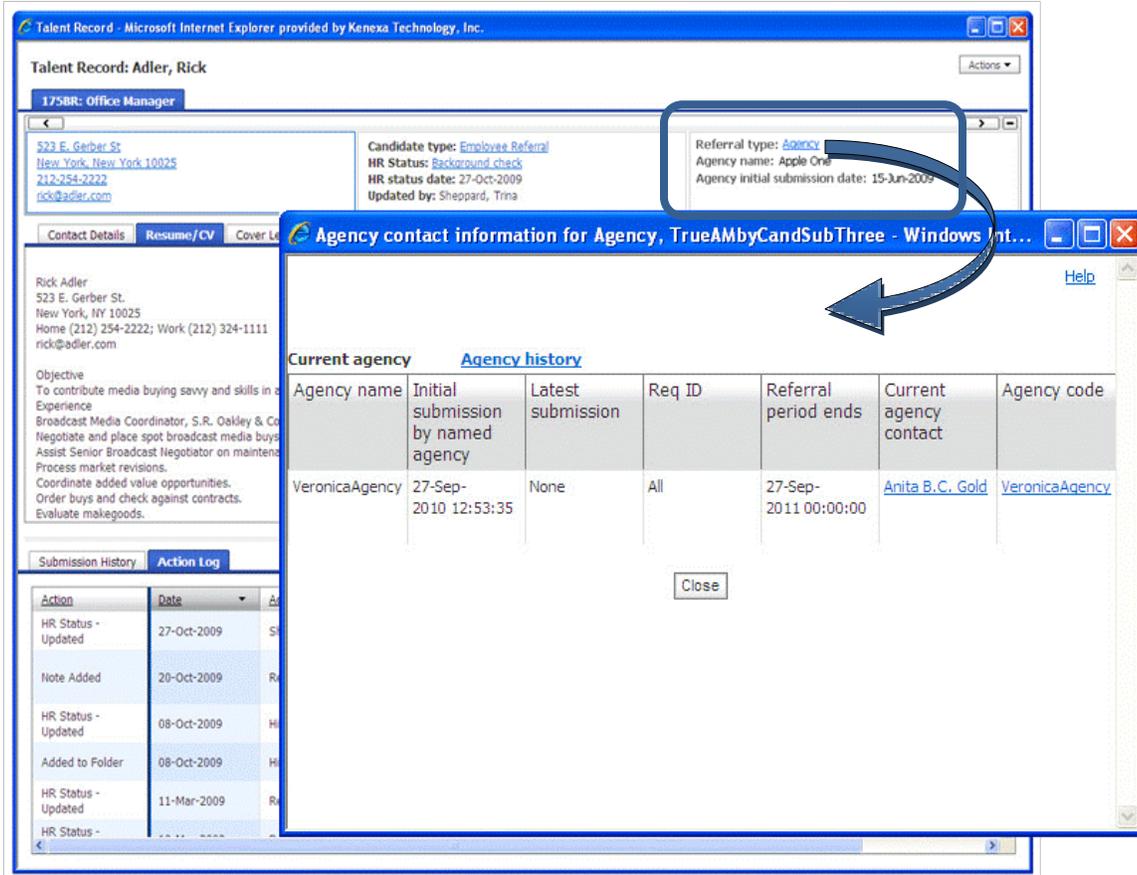
To open the agency history, simply click the **Agency** link in the Referral type field.

Employee Referral Fields

Employee referral fields available for configuration on the Ribbon include:

- Referral type

- Employee referral status

- Employee referral status date

Best practice is to use **Referral type** in combination with one or more of the employee referral fields, so referral history is available. The other employee referral fields are specific to the req. **Employee** shows as the Referral type when the candidate has been submitted through an Employee Referral gateway for the Req from which the candidate is being viewed (and has any Referral status), or when the candidate is being viewed outside a Req and was submitted as a general submission.

Employee referral status displays if the candidate has ever been submitted through an Employee Referral Gateway. If the candidate was submitted for the req being viewed, the most recently-updated status tied to the submission for that req displays. If the candidate was not submitted to the req being viewed, but had a general submission, then the most recent general submission status displays. If you are viewing from outside a req folder (for example, from working folders, inbox, or My Candidates) the general submission status also displays. If the candidate has never been submitted through an Employee Referral Gateway, then "N/A" displays.

The date of the most recently-updated employee referral status tied to the submission for the Req being viewed displays if the candidate has ever been submitted through an Employee Referral Gateway. Otherwise, "N/A" displays.
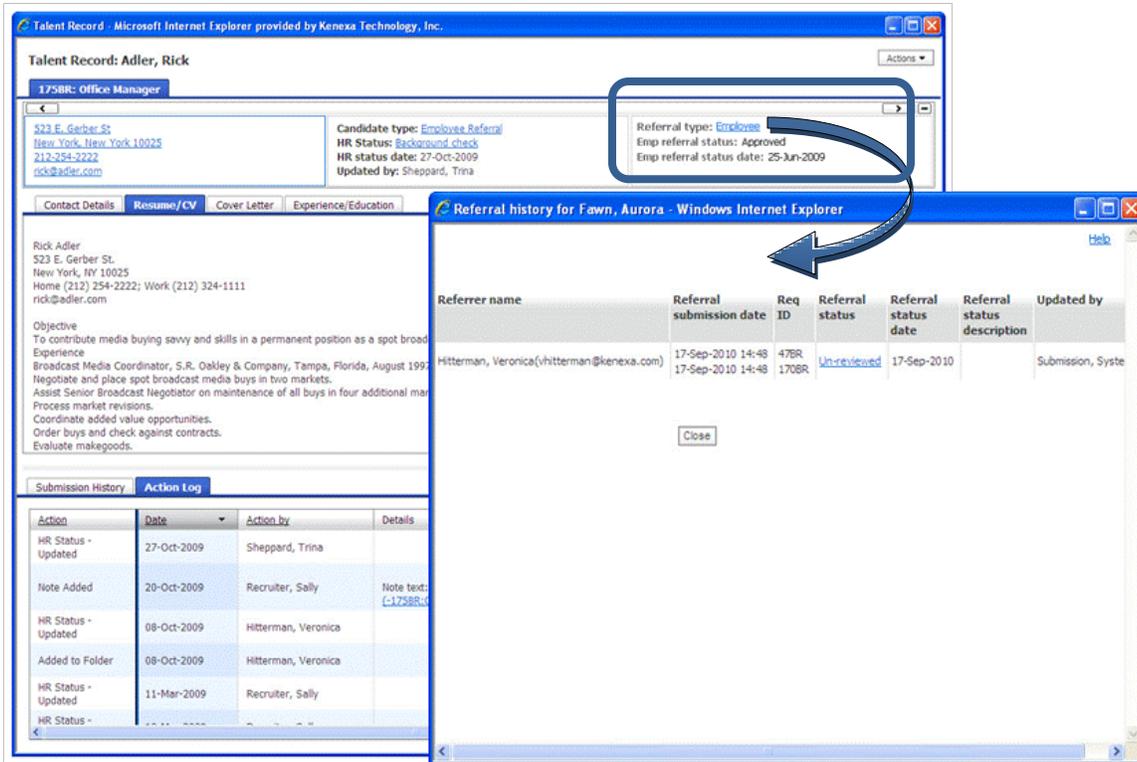
To open the referral history, simply click the **Employee** link in the Referral type field.

Additional Applicant Master Fields

Additional Applicant Master fields available for configuration in the Ribbon include:

- Country
- Field of study
- First name
- Grad year
- Language
- Last name
- Other phone
- Work phone

When configured for users with the Candidate Actions "Candidate profile - edit overview" privilege, editable Applicant Master fields display as hyperlinked text. If no data exists, "N/A" displays (First name, last name and language are never blank). The **Language** value is not editable.

Value selected as "Most Recent" displays for Field of study and Grad year fields. The original information displays even if you or the candidate edits these fields.

To edit any of the Applicant Master fields, click the appropriate link.

CRM Record

This item requires that your organization has enabled the 2xB Social Source Candidate Relationship Management integration. See the *Kenexa 2x BrassRing® and Kenexa 2x BrassRing Social Source™ Integration User Guide* for full information on using the feature.

To view a CRM record or add a candidate to CRM if a record does not yet exist, click the link (requires "CRM – copy candidate to CRM" privilege).

Candidate Form Fields

"Outputable" fields for all active Candidate forms are also available for configuration on the Ribbon for convenient viewing. Fields appear if they have been added for the user type in the location configured.

The following figure shows an example of assessments form fields in the Ribbon (integrated Kenexa Assessments feature is enabled).

Note that special characteristics of the fields will display:

1. Text and color configured for a field display, as well as any HTML coding in the response that changes the text display.
2. Response text with a hyperlink displays as the hyperlink.
3. All other responses, text, and select options display as plain text.

4. A dash (–) displays if no data exists for the configured field (form is not filled out or the field has not been completed).

You will see the value **N/A** when you don't have required access to a form field. This can occur if the field has been configured for your user type but you fail to meet any of the following criteria:

- User Privilege: Candidate Actions "Candidates - view forms" required
- Form Privileges: Add/View/Modify My (and form has been added by you) OR View all privilege required
- Field level attributes: "Hide by these user types" must not be selected

If more than one occurrence of a configured form exists, the following rules apply to determine which response to display in the ribbon.

- For multiple occurrences of a per-req form:

    - From within associated req – show most recently added (not edited) version for that req
    - From outside associated req but still in a req folder – show "-" if no response for that req

    - From Search results (including "Filter Folder", Quick search results, My candidates, Inbox, and Working folders – Show the most recent version for any reqFor multiple occurrences of a per-candidate form, show the most recent version in all views.

Ribbon Fields Available – Complete Listing

- Candidate Reference Number
- First name
- Last Name
- Address 1
- Location
- Home Phone
- Other phone
- Work phone
- Email
- Original Date Loaded
- How Received
- Educational Institute
- Field of study
- Degree

- GPA
- Grad year
- Employer
- Position Held
- Country
- Language
- Candidate Type
- Codes
- Communications
- Forms
- HR Status
- HR Status Date
- HR Status updated by
- Unencrypted candidate form fields designated as "outputable" with the following field types:
  Date, email address, numeric, single select, radio button, text

- Notes
- TG Score
- Last viewed (global)
- Last viewed (global) by
- Viewed (this Req)
- Agency initial submission date (if Agency Manager is enabled)
- Agency name (if Agency Manager is enabled)
- Attachments
- Candidate tier (if enabled)
- CRM Record (if enabled)
- Employee referral status
- Employee referral status date
- Referral type

Enhanced Talent Record Browsing

A new "Speed Browse" mode for the Talent Record's Resume/CV section lets you quickly review information for multiple candidates side-by-side.

The **Speed Browse** action is available on the Candidate Results panel and Custom Candidate Results Subpanel (if configured). To launch this resume display, select one or more candidates and click **Speed Browse** in the Actions menu.
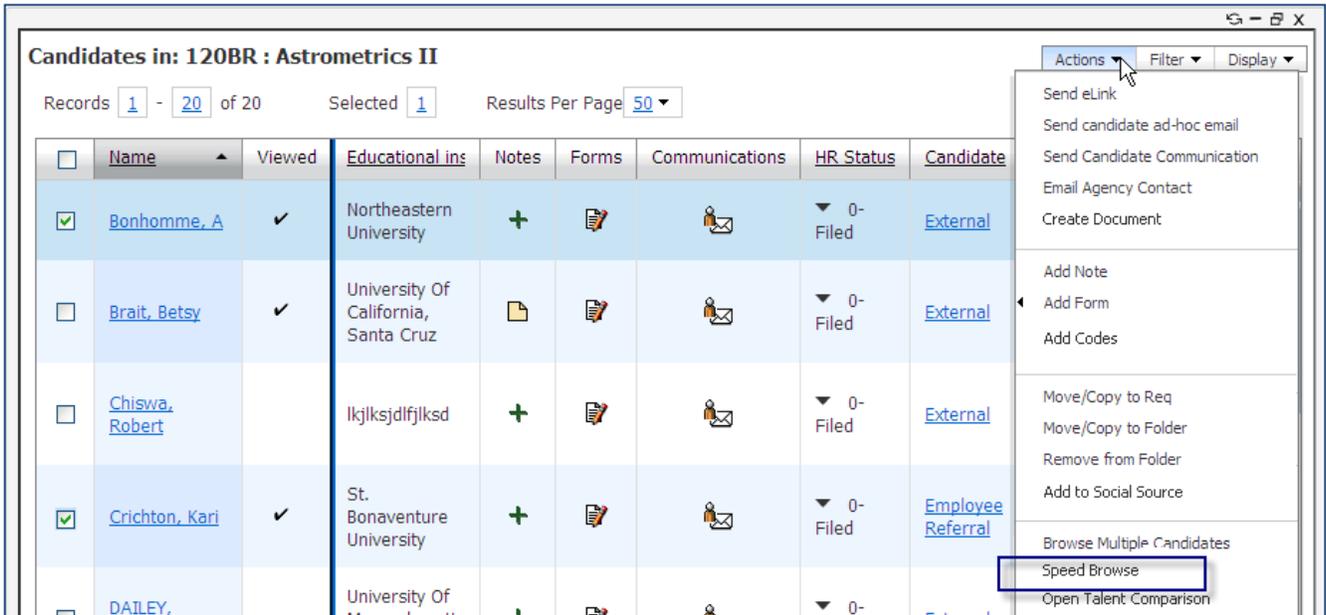
The screen initially displays the Resume/CV tab contents for candidates currently being shown. You can change the "**Showing**" number to show up to five resumes at once.
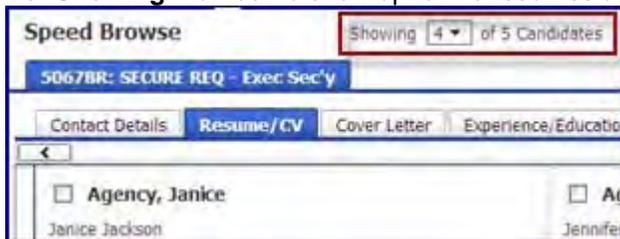
Toggle between tabs to conveniently compare the selected candidate records you are browsing.
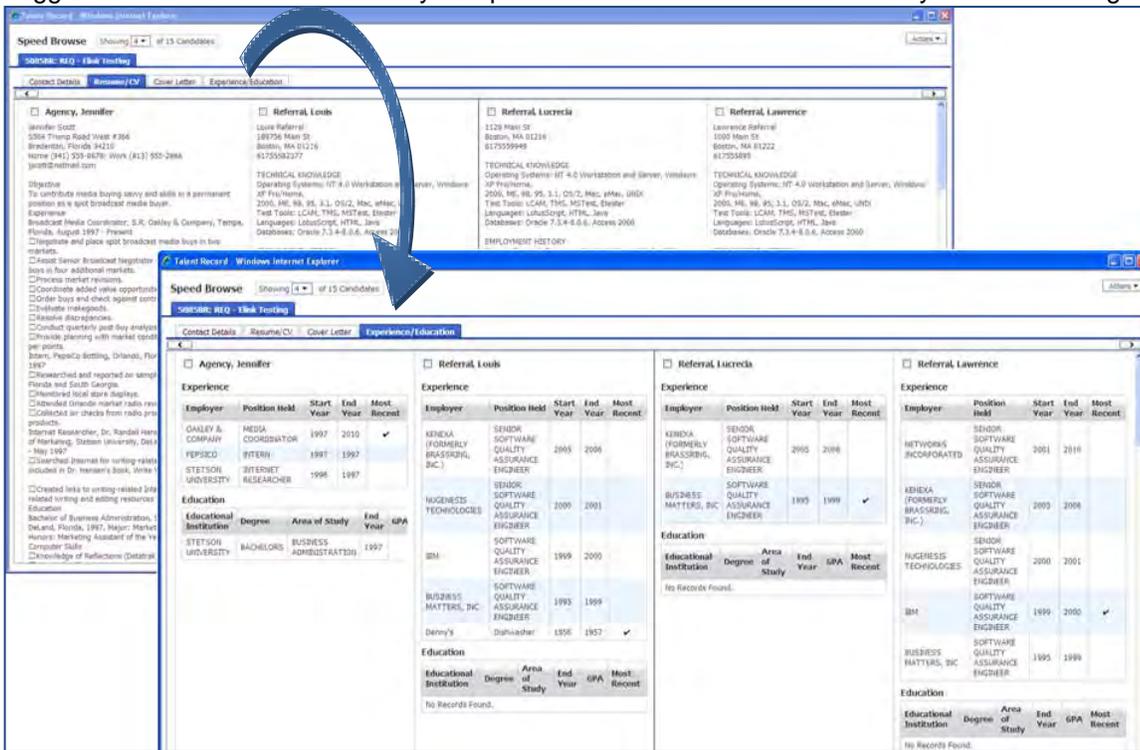
Extended Talent Record Actions Menu

Additional actions in the Talent Record Actions menu allow more flexibility, especially when browsing multiple candidates. In either "Browse Multiple Candidates" mode or the new "Speed Browse" Resume/CV mode, you can use these new actions:

- **Add Note** – select one or more candidates to launch Add Notes pop-up (requires Candidate Actions "Notes – add private" or "Notes – add public" privilege)
- **Add Form** – select one or more candidates to open the forms list from which to make selection of form to add (requires Candidate Actions "Candidates – view forms" AND "Add/View/Modify My" permission for at least one active candidate form). Usual form rules apply (e.g., for per-req forms, candidates must be in same req folder).
- **Update Status** – select one or more candidates in the same HR Status to open the HR Status list and choose new status (requires Candidate Actions "HR status – add/update in my reqs/my folders/my inbox" or "HR status - add/update in all reqs/all folders/my inbox" privilege).
- **Remove from Folder** – select candidates in a final or 0-filed HR Status. On confirmation, removes the candidate, closes the Talent Record, and reloads the Candidate Results panel or classic grid (requires Candidate Actions "Candidates - remove from folders (working/inbox)" privilege). Note that this action is also now available on the Candidate Results panel when launched from My Candidates.
- **Print Resume/CV** – select up to candidates to print their most resent submission, which is not necessarily the version being viewed (requires Candidate Actions "CRM – copy candidate to CRM" privilege)
- **Prepare for Bulk Printing** – select up to 100 candidates (requires "Candidate Actions 2 "Bulk print - request/receive files" privilege)

Talent Record Actions

For **Speed Browse**, the Actions menu presents actions designed for your reviewing workflow. In addition to the actions described above, privileged users also have these actions available:

- **Send eLink**

- **Send Candidate ad-hoc Email**

- **Send Candidate Communication**

- **File to Req**

- **File to Folder**

- **Send Interview Request**

- **Schedule Interview**

- **Send to Event Manager**

Speed Browse Actions

Add to Social Source Action

The **Add to Social Source** action is available to organizations that have enabled the Kenexa 2x BrassRIng Social Source candidate relationship management integration. You can select only one candidate to export the candidate data to Social Source for creation of a CRM record (requires "CRM – copy candidate to CRM" privilege).

The following shows an example of the record that will be created. After creation, you can click the link in the candidate's Talent Record to view it (if the CRM field has been configured for the Ribbon).

The **Add to Social Source** action is also available on the Actions menu for the Candidate Results panel and Custom Candidate Results Subpanel.

See the *Kenexa 2x BrassRing® and Kenexa 2x BrassRing Social Source™ Integration User Guide* for full information on using the feature.

Candidate Results and Custom Candidate Results Subpanel Actions Menu Updates

Additional Actions menu items in the Candidate Results panel include:

- **Add Codes**
- **Open Talent Comparison**
- **Add to Social Source** (requires Kenexa 2x BrassRing Social Source integration)
- **Prepare for Bulk Printing**
- **Stack Duplicates**
- **Erase**
- **Speed Browse**
- **Send to Event Manager**

> These candidate actions are also available when designing Custom Subpanels in Workbench (described in the *New User Interface – Custom Subpanels* document).

The following figures show examples of the pages launched when you select the actions from the menu.

Add Codes – select up to 25 distinct candidates (requires Candidate Actions "Codes - add to candidate" privilege).

Open Talent Comparison – select between 2 and 5 candidates (requires Reports 2 "Talent Comparison Summary" privilege). This action is only available from the All/My Open Reqs panels.
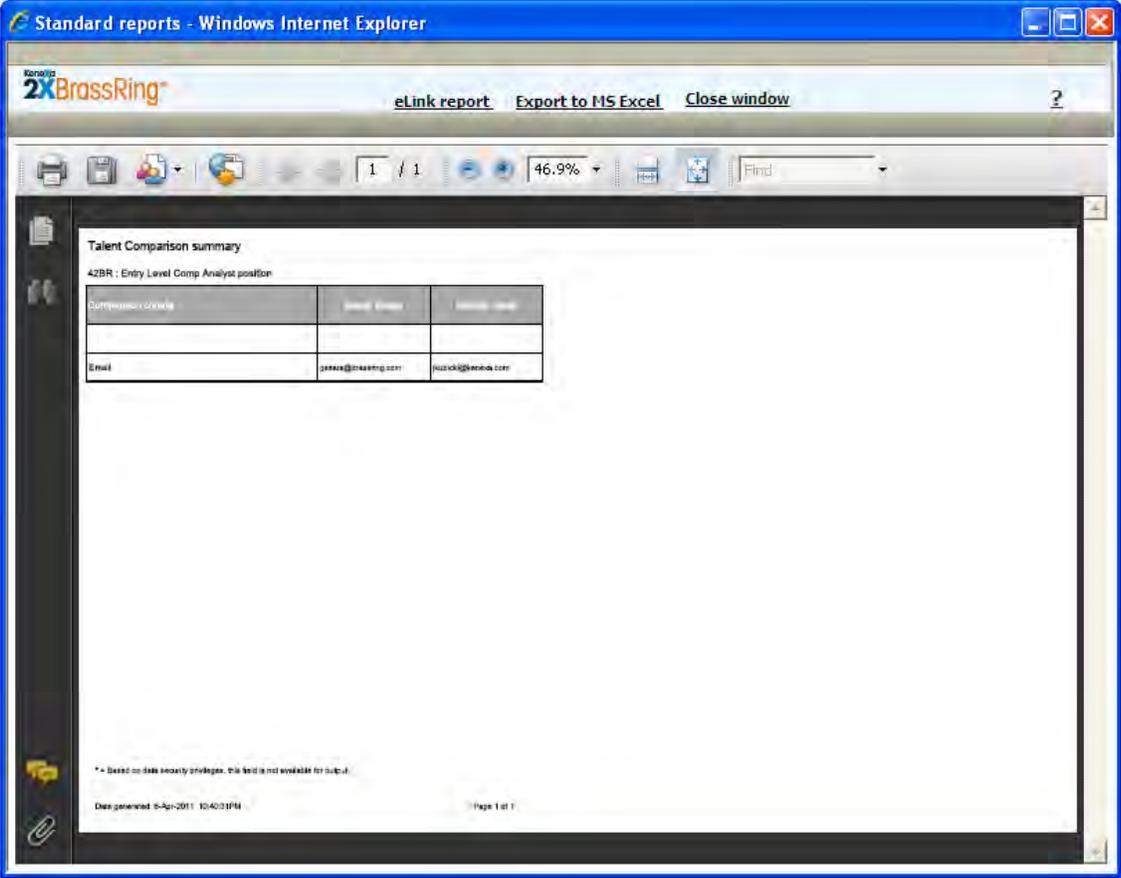
Add to Social Source action (previously described) requires Kenexa 2x BrassRing Social Source integration and the "CRM – copy candidate to CRM" privilege. You can select only one candidate.

Prepare for Bulk Printing – select up to 100 candidates (requires Candidate Actions 2 "Bulk print - request/receive files" privilege).

Stack Duplicates – select 2 candidates (requires Candidate Actions "Duplicates - stack" privilege).

Erase – select as many candidates as desired (requires Candidate Actions "Candidates - erase" privilege).
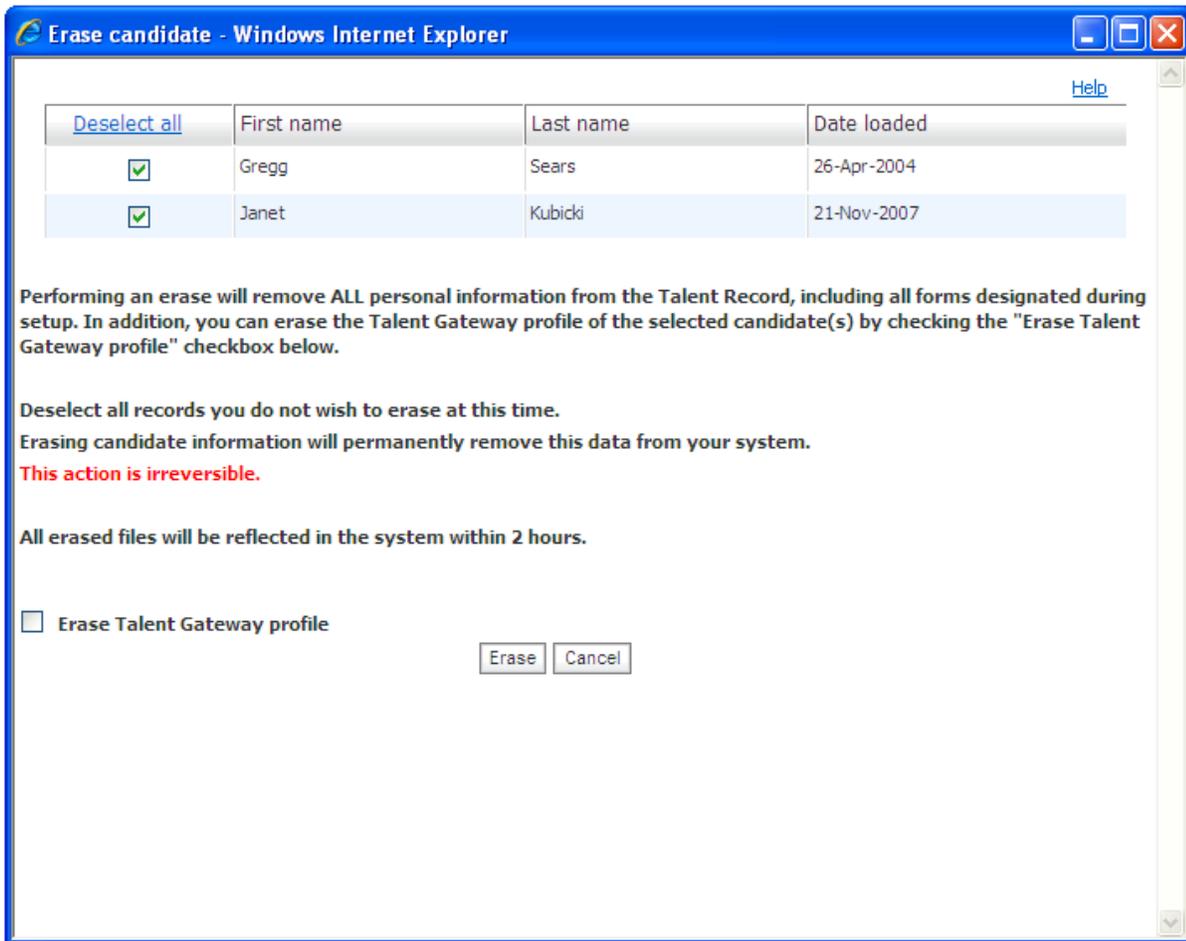
Speed Browse ([previously described](#)) is a new action available on the Actions menu for quick side-by-side review of the Talent Record's Resume/CV section for up to five candidates at once. Select one or more candidates.

Send to Event Manager – select up to 200 candidates (requires " Integration > Event Manager - enabled" privilege).

The "Update same status" action from the interior candidate Actions Menu is no longer needed in the panels since the following other workflows are supported:

- To update multiple selected candidates, select the candidates then either use the HR Status dropdown in the grid for any selected candidate to apply to all those selected OR use "Update HR Status" from the Actions Menu.

- To update all candidates who are in a particular status: select the linked number for that status from the Open Reqs panel. If the status does not appear in the panel, it can be added by appropriately privileged users through **Display** menu > **Edit Columns**); use the checkbox at the top of the grid to select all; then update status as noted above.

OR – click on any linked number from a Reqs panel; select the **Filter** menu > **HR Status** > [select desired status; then proceed as above].

SmartApproval Approvers in Req Panels

All Reqs Pending Approval and My Reqs Pending Approval panels now display SmartApproval approvers in the Next Approver column, and will also have the actionable check mark in the Approve column when you are the next SmartApproval approver.

Clicking the check mark for a requisition follows the workflow for your approval method: 2xB sequential approval workflow or SmartApproval workflow.

For 2xB - opens 2xB Approve/Decline window

For SmartApproval – opens req to select View approvals

View approvals takes user to SmartApproval

Performance Enhancements – Welcome Page and Talent Record

In order to decrease load time of the Welcome Page, Panels and Talent Record, a number of changes are being made with this and upcoming builds. In addition to the Talent Record, these changes affect the My/All Open Reqs Panels, the My/All Reqs Pending Approval panels, and the Candidate Results panel. Most of these changes will not be noticed by users except for the fact that panels and pages will load more quickly.

One exception that users may notice is listed below:

Scroll-to-load-rows (this change will go into effect approximately 3 weeks after the 12.5 Release)

When users scroll within a grid, the grid renders only the visible rows and the next one or two rows below the bottom of the panel. When users move the scroll bar handle, the next set of rows will load, and in some cases, the user may briefly see a "loading…" message on the screen.

How Do Clients Get this Feature?

Some of the features for the New UI require configuration or panel configuration in Workbench Self-Service. Please contact your CSC or Certified Workbench User for more information about enabling these features.

Workbench Self-Service

Who does this: Certified Workbench User, Tier 4 and above

New Ribbon Fields

The configuration process for adding fields to the Ribbon display is unchanged. Follow the steps to add any of these new fields.

- [Panel Standard] Attachments
  Value link launches Attachments screen for viewing or uploading. By default Attachments is the fourth item in Pane 3

- [Panel Standard] Candidate tier
  Value link launches Update Candidate Tier page

- [Panel Standard] Referral type (Agency)
  Value link launches Agency Contact Information page

- [Panel Standard] Agency name

- [Panel Standard] Agency initial submission date

- [Panel Standard] Referral type (Employee)
  Value link launches Referral history page

- [Panel Standard] Employee referral status

- [Panel Standard] Employee referral status date

- [Panel Standard] CRM Record
  Link launches View CRM record or Add (export to CRM). Requires 2xB Social Source integration.)

- [Applicant Master] Country
  Value link launches Edit page

- [Applicant Master] Field of study
  Value link launches Edit page

- [Applicant Master] First name
  Value link launches Edit page

- [Applicant Master] Grad year
  Value link launches Edit page

- [Applicant Master] Language

- [Applicant Master] Last name
  Value link launches Edit page

- [Applicant Master] Other phone
  Value link launches Edit page

- [Applicant Master] Work phone
  Value link launches Edit page

- Candidate Form fields, including all active Candidate forms that have one or more fields of the following type:

  Designated as "outputable" and Field types of: Date, email address, numeric, single select, radio button, text, and NOT encrypted. For single selection and radio button types, if the options are set for "query select", these fields also are EXCLUDED from the list.

  Candidate form fields appear in the **Search for field** list in order by form name, then field name in the following format (shown at right):
  [Form name] Field label
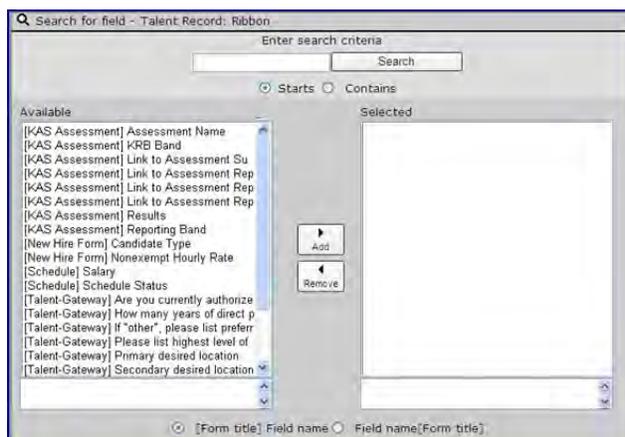
Response text with a hyperlink displays as the hyperlink

To add fields to the Ribbon:

1. Select **Tools > Users > User Types >** [Select User type] **> Screen display defaults**.
2. For the **Ribbon** in the **Talent Record** section, locate the pane to which you want to add the fields – maximum of four per pane. (You can add panes as necessary for each desired field or set of new fields.)
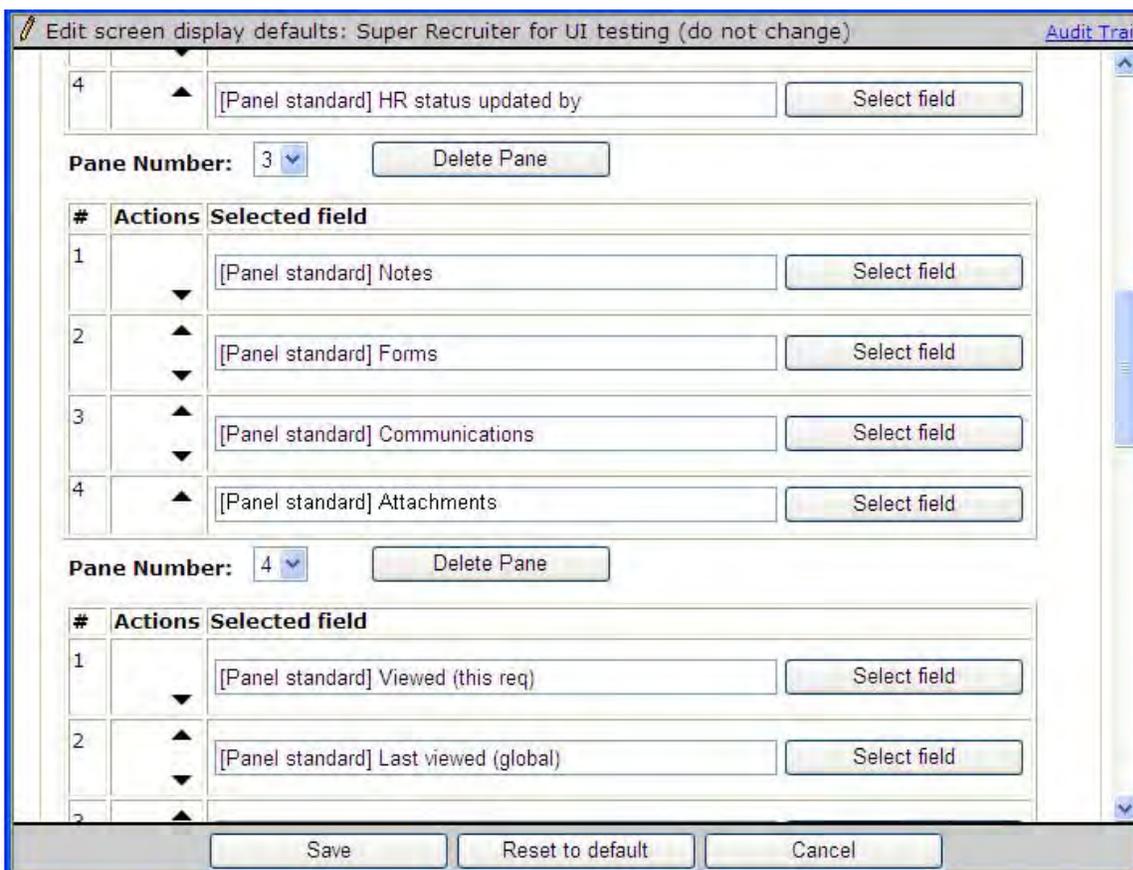
Note: The new **Attachments** field appears in default Ribbon configurations for all existing user types that have not been modified, as the fourth item in Pane 3. You do not need to add it unless it has been removed or you want it in another pane location.

3. Click **Select field.**
4. Choose desired fields (up to four can be added to a pane, to be displayed top-to-bottom).
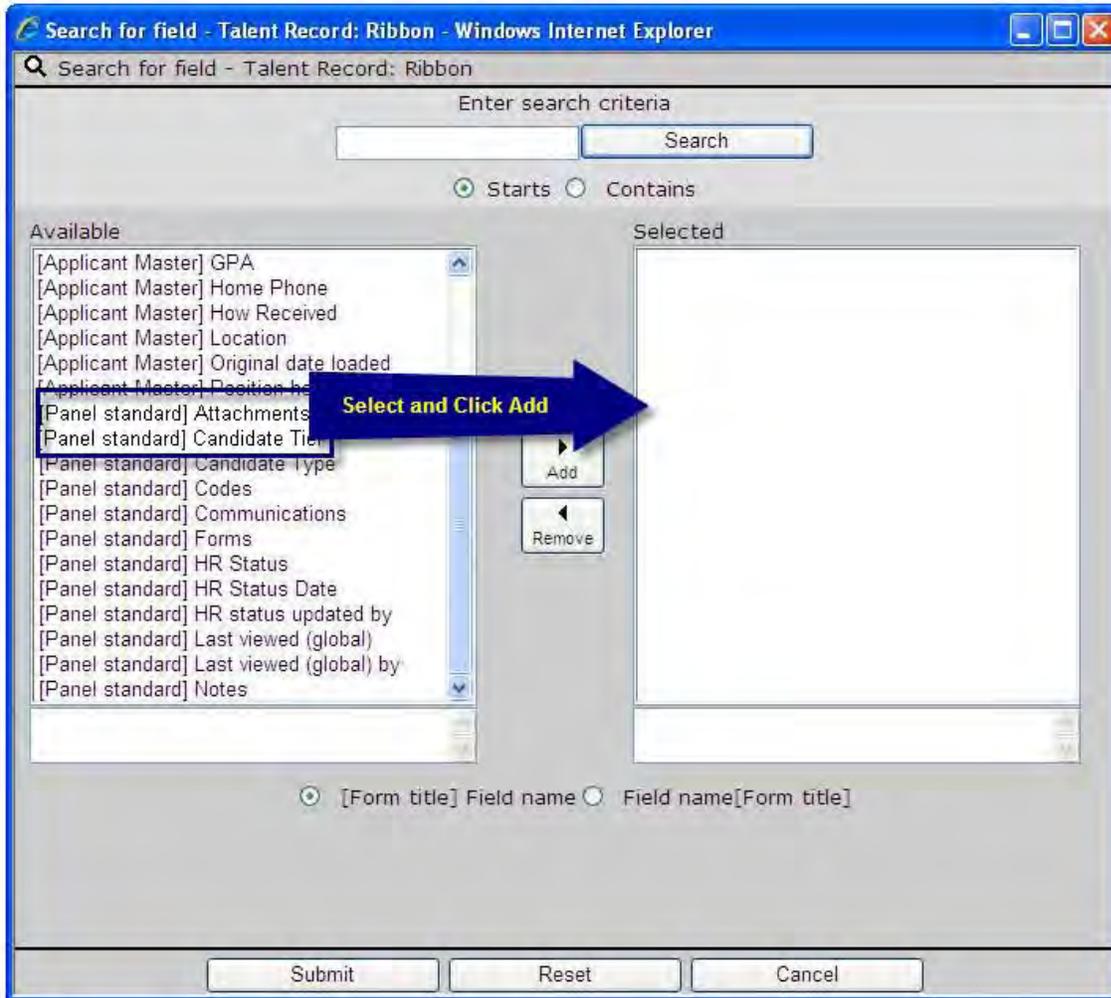
5. Click **Submit**, then complete any other configuration changes/additions before saving.

> **Best Practice Configuration Note**: Although Workbench allows the configuration of up to 25 panes in the ribbon, with the additional of Candidate form fields and other panel standard fields as options, it is recommended that no more than 15 panes should be configured. As additional panes and fields are configured, the load time of the Talent Record and scrolling of the ribbon could become significantly delayed.

SmartApproval Approvers

There is no functional change to configuration, but the setting 'Show only reqs that require the user's own approval in this panel' for the 'My Reqs Pending Approval' and 'All Reqs Pending Approval' panels continues to apply. This is set in **Tools > Settings > Panel Configurations > Administer Configuration** [for either Reqs Pending Approval panel.
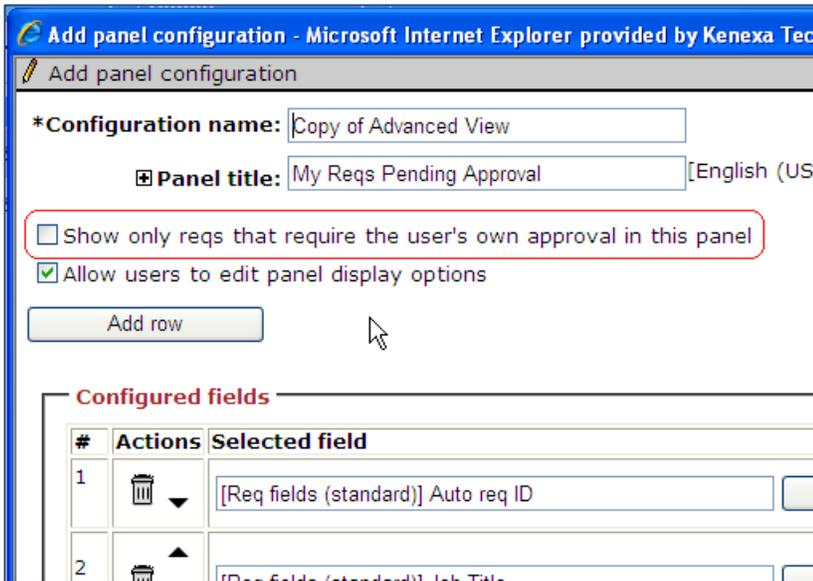
QuickStart User Type – Disabled Panel Mapping and Screen Display Defaults

The "QuickStart" standard user type controls access and privileges for users who are **not** logged into 2xB. Previously Workbench allowed configuration of some New UI settings that were useful only for users logged into 2xB (and thus ineffective for QuickStart users). This release no longer allows this.

Thus the following actions are no longer available in **Workbench.**

- **User type panel mapping**
- **Screen display defaults**
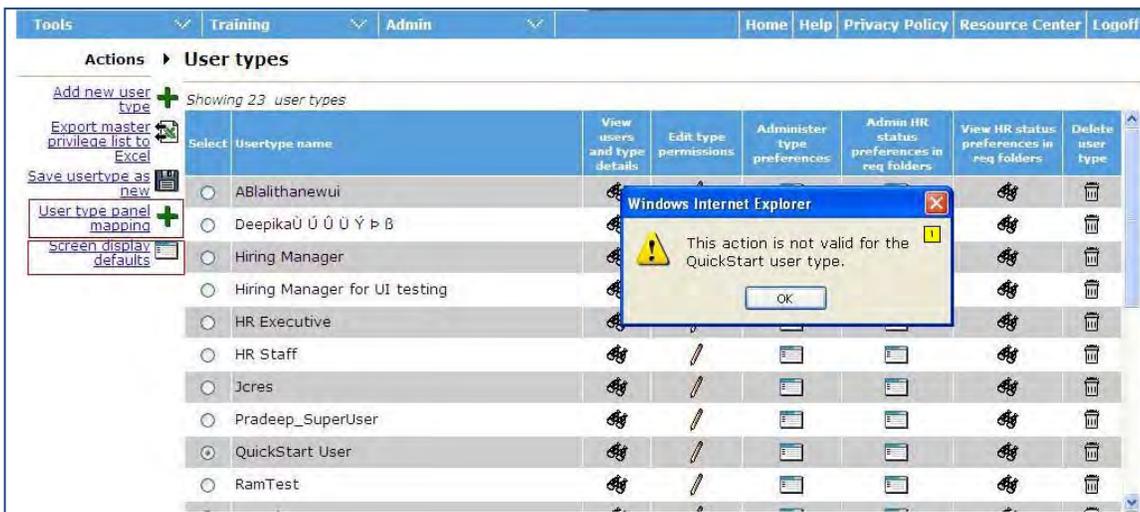
In **Tools > Users > User types**, if you select QuickStart user type and either of these actions, the message displayed is: "This action is not valid for the QuickStart user type."

As of this release, any active panel mappings in place for the QuickStart user type will be deleted. Note that QuickStart users will continue to see their usual eLinked Talent Record displays, not the redesigned Talent Record.

Posting Reqs – Broadbean Enhancements

Several updates to the integration enhance the user experience in posting reqs to Broadbean.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☑ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☑ Integrations
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

Enhancements to the integration of 2xB with Broadbean include:

- New client setting removes the intermediate posting page.
- Apply URL mapping support is provided by a new custom req field: **Job apply URL**. It is created automatically as a query select option when Broadbean is configured as a posting partner,
- Location fields mapping is now allowed
- Support for up to five custom fields/user defined fields has been added
- Number of required fields has been reduced
- Rules for the Job Apply URL Talent Gateway setting have been simplified

Once Broadbean has been configured with these enhanced features, 2xB users can post reqs to Broadbean in the usual fashion (select a req > select **Posting options** > scroll down to **Other posting options**).
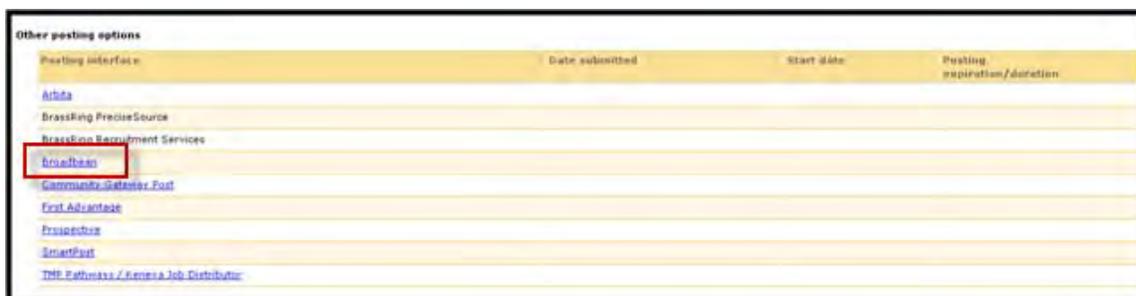
Language Support – 2xB User Experience

Broadbean does not currently support multiple languages req posting on initial post. However, 2xB users can post reqs sequentially for each language. For example:

1. When a user creates a req in multiple languages, 2xB sends all the selected req languages to Broadbean. Once on the Broadbean User Interface, the user is prompted to select one req language for the posting. If the user selects English, the req will be posted in English. In Broadbean's system that req is considered the first req in that language(req 1)
2. If the user goes back into 2xB and reposts the same req to Broadbean, then on the Broadbean User Interface the user will again be prompted to select a language. If the user selects French then the req will be posted in French, and will be req 2 in French. (Since it is the same req ID there should be no additional posting fee, but it is recommended you verify this with Broadbean).

If a user edits the English version only, it updates that req in English only.

If a user deletes (closing the req in 2xB) a req, the deletion applies to the all posted language versions of that req.

How Do Clients Get this Feature?

This feature is controlled by new client settings, as well as by tools in Workbench and 2xB Admin . Please contact your CSC or Certified Workbench User for more information about enabling this feature.

Workbench Self-Service Certified Users

Workbench Self-Service users can perform a number of tasks related to setting up this feature.

- Add JobApplyURL to req templates
- Set Talent Gateway JobApply URLs (requires Level 5 certification)
- 2xB Admin users add or edit posting partner information to allow users to post to Broadbean.

Adding JobApplyURL to Req Templates

The custom req field "JobApplyURL" (field name "Job Apply URL") is automatically created as a query-select option when Broadbean is enabled for your account. You must manually add it to req form template(s) that will be used for posting to Broadbean.

Do this in:

Tools > Forms > Reqs > Req forms > Administer req fields > Select custom req fields

Select **JobApplyUrl**, position it where desired, and **Save** the template.

Job Apply URL- Existing Workbench Talent Gateway Setting

This requires Workbench Self-Service Level 5 certification.

Business rules for **Tools > Talent Gateways > Admin > Add/Edit a Talent Gateway** have changed

- On the Talent Gateway details page, "Intro URL" field is used to create the posting partner URL.
- The page now includes the "Add as job apply URL option to Posting Partners" checkbox option, unchecked by default. Once checked and saved, it becomes "non-editable."

For 2xB posting partner functionality, checking this setting makes the Talent Gateway

- available for selection in the req for the field mapped to "Job Apply URL" for the posting interface
- available in the posting intermediary page, regardless of req mapping (though it may be restricted to req field selection(s) in case mapping is done).

Language Support

Ensure that at least 1 Job Apply URL has been set up for each req language needed for posting. Business rules for Job Apply URL handling by language (limited to those languages supported by both Kenexa and Broadbean) are:

- Each language of req must have a single job apply URL (TG) selected.
- If all languages of the req have either one TG selected, or only one TG exists for that language, then the "job apply URL selection" screen (shown when client has the setting to skip the full intermediate page) will not display.
- Per language of req:

- o If only single job apply URL exists (whether selected or not)
  --do not display the "job apply URL selection" screen

- o If multiple job apply URLs exist and none are selected
  --display on "job apply URL selection" screen with all options for this language
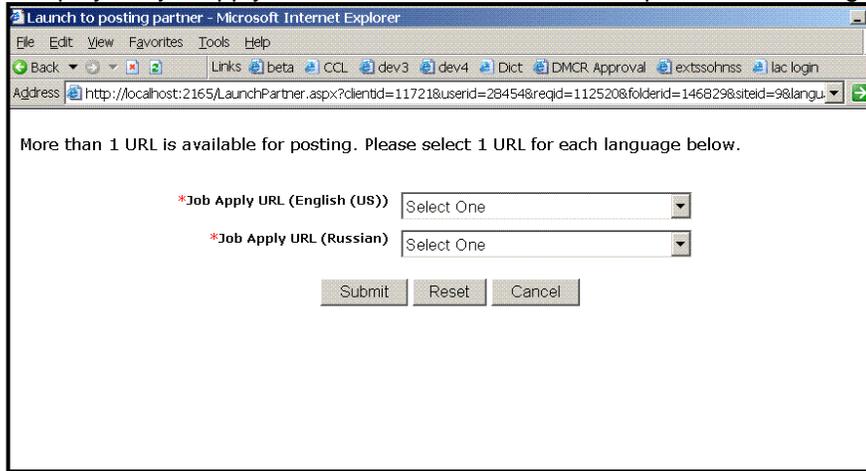
- o If multiple job apply URLs exist and only one is selected
  --do not display "job apply URL selection" screen

- o If multiple job apply URLs exist and 2 or more are selected
  --display on "job apply URL selection" screen with only selected options for this language.

Example scenario: req exists in English-US, English-US-Govt and French-France:

- o User selects 2 English-US TGs and 3 French TGs, then "job apply URL selection" screen displays only those 2 selected English TGs for a English-US question and only the 3 selected French TGs for a French question.

- o User selects 1 English-US TG and no French TGs, then "job apply URL selection" screen displays ALL French TGs for the French questions (and English-US question would not display).

- o User selects 1 English-US TG and 1 French TG, then this page is skipped.

Only TGs set as job apply URL option will display in these lists and only for the appropriate language.

- If the client setting is configured to skip the intermediate page, then intermediate posting page will be skipped if the Req has a valid "Job Apply URL" mapped. For example, if the Req is created in 3 languages and only 2 languages have Job Apply URLs, then the req posts in 2 languages only. If the Req has 1 Job Apply URL selected for those 2 languages, the req mapping is considered valid for those 2 so the intermediate page is skipped.

2x BrassRing Admin/Admin+ Users

In 2xB, Admin users add or edit posting partner information for their profile or for other users, depending on their 2xB user privileges.

- ➢ For "Add new posting partner" function, 2xB will only list the posting partner vendors the client has selected in Workbench and which are not yet set up for this user. (Figure 5.)

- ➢ It there are no posting partners available, clicking "Add new posting partner" will display a pop-up window: "No posting partner accounts are available at this time." (Figure 6.)
  Note: this is a change to the text that currently displays when accounts have been sent up for all posting partners and no more exist. In addition, this message will display if client has no posting partners set up in workbench.

3. Select **Admin > Posting interface defaults > Edit my profile** or **Edit selected users**
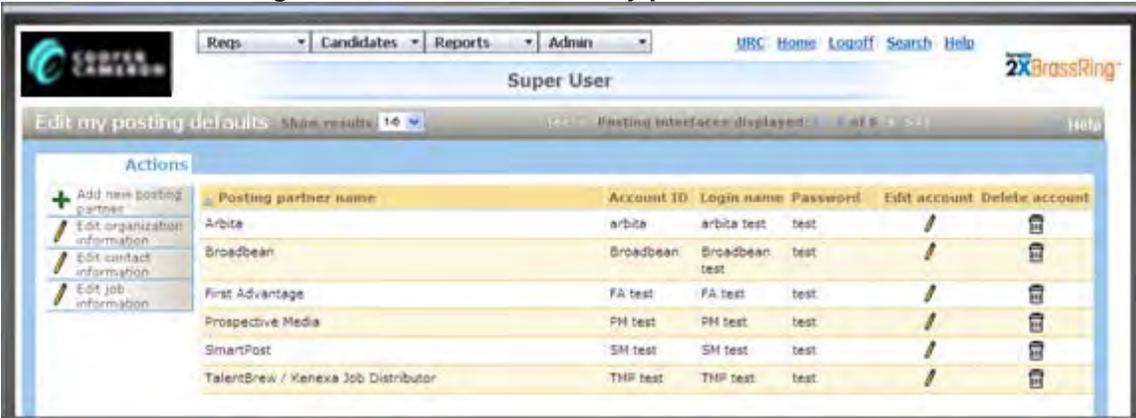
4. Select **Add new posting partner** from Actions to add Broadbean as a posting partner. The add page appears with available vendors listed that are not yet set up for this user. (If your account was already using Broadbean, you can select the **Edit** icon.)
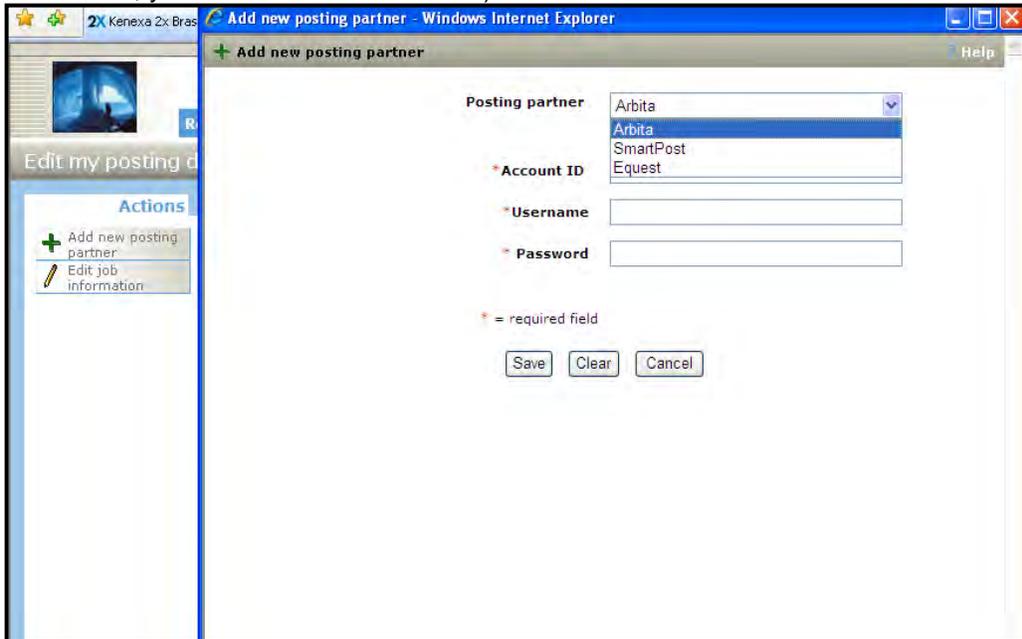
Remote Recruiter – Candidate Stacking

Stacking logic can now be configured for Remote Recruiter. (Remote Recruiter was formerly called Mobile Recruiter, but has been renamed to avoid confusion with the Kenexa 2x Mobile product.)

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☑ Remote Recruiter
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

Duplicate stacking logic can now be configured in Navigator and applied to Remote Recruiter, just as for candidates entering the system via Talent Gateways. With this change, Email and Home phone fields may not be required, since additional stacking field options are available for configuration for Remote Recruiter.

Additionally, the **Candidate stacking field** is now allowed and supported for candidate upload via Remote Recruiter as well as for duplicate stacking logic configuration. Note that this is independent of stacking logic (i.e., if your organization has this stacking field enabled, then the candidate upload will allow it, regardless of stacking logic chosen. Previously, the Candidate stacking field would be rejected.

Full stacking logic functionality also allows the use of the **Candidate stacking** field, for upload via Remote Recruiter as well as for stacking logic configuration, if your organization enables this field. Note that upload support for the Candidate stacking field is independent of stacking logic (i.e., if your organization has this stacking field enabled, then the candidate upload will allow it, regardless of stacking logic chosen. Previously, the Candidate stacking field would be rejected.

> Remote Recruiter is a standalone companion product that allows recruiters to download necessary candidate forms, access reqs, update forms, and synchronize all updated files into 2x BrassRing. All the screens, including the installer and exe filenames, are changed to "Remote Recruiter."

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact your CSC for more information about enabling this feature.

Reqs – Removing Expired Postings from External Boards

This feature provides automatic removal of job postings from external job boards when the posting on the associated 2x BrassRing Talent Gateway expires.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – see the *Visible Changes* document sent out for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Benefits

Recruiters who have posted reqs to job boards no longer need to manually remove the expired posting from the external job board.

Feature Description

Reqs that are posted to external job boards will automatically be removed from those job boards when their associated 2x BrassRing Talent Gateway (TG) posting expires.

Job postings expire in three ways:

- Req closure – When a req closes, the job posting expires from all TGs and job boards.
- Manual removal – When a user manually removes a job from a TG, the job posting expires.
- Posting expiry – Jobs expire on a TG after the end date (specified at the time the user posts a job to the TG).

2xB already removes the posting from external boards in the first two cases, and now also removes it in the third case, at posting expiration. Postings are removed from all 2xB posting partners, including: TalentBrew, Broadbean, Prospect, Arbita, FirstAdvantage, SmartPost, and eQuest.

This feature also supports clients who have enabled the client setting **Job Posting Removal Time &Time Zone**. When a posting expires at a particular time**,** the associated job board postings are removed.

The removal process:

1. Finds all the jobs that expired "today" from all your TGs.
2. Finds all your external job boards that are using the JobApplyURL of those TGs.
3. Expires those jobs from each external job board as well, since they are already expired on TGs.

How Do Clients Get this Feature?

This feature is available automatically without configuration, and affects all clients who post to external job boards.

Reqs – Requisition Notes

This feature allows a control at the requisition template level for display of a new Notes tab in requisition View mode.

Product	☑ 2x BrassRing	☐ Agency Manager
	☑ New UI	☐ Data Insight Tool
	☑ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☑ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

This feature allows users to add notes for requisitions similar to the way they do for candidates. The notes appear on a Notes tab (different from the Notes field on the requisition form, which will still be available).

A req form attribute must be set on the requisition template for the Notes tab to display when users are viewing a req or a req panel. In addition, users require privileges to: view/add, edit, or delete the notes.

Panel and View Reqs with Notes Column

Privileged users in 2xB add or access the notes by clicking the add and view icons, or from View requisition. When the requisition is in view mode, there is another tab for Notes.

Information shown for each note includes:

- Added date
- Added by
- Note text
- Edit / Delete icons for editing or deleting (requires privilege)

Notes tab
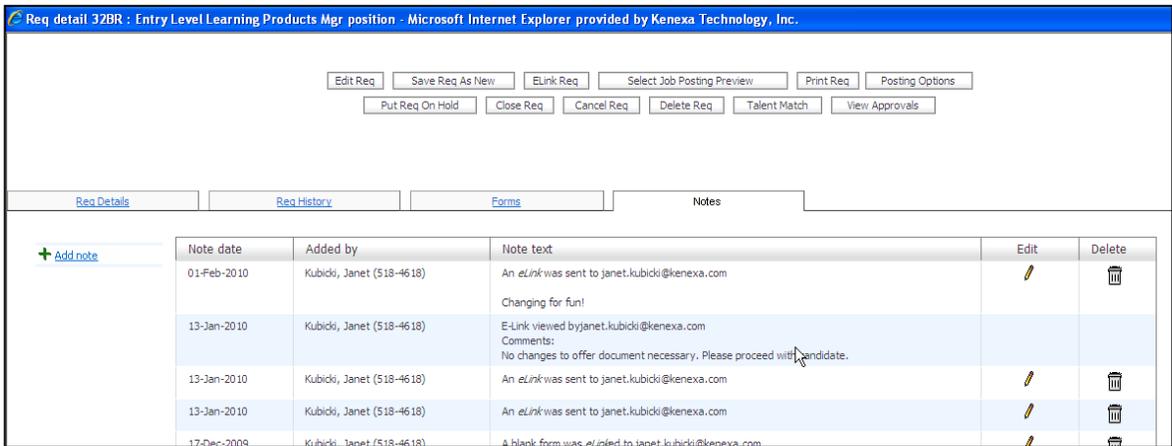
Screen shown after clicking Add/View icon
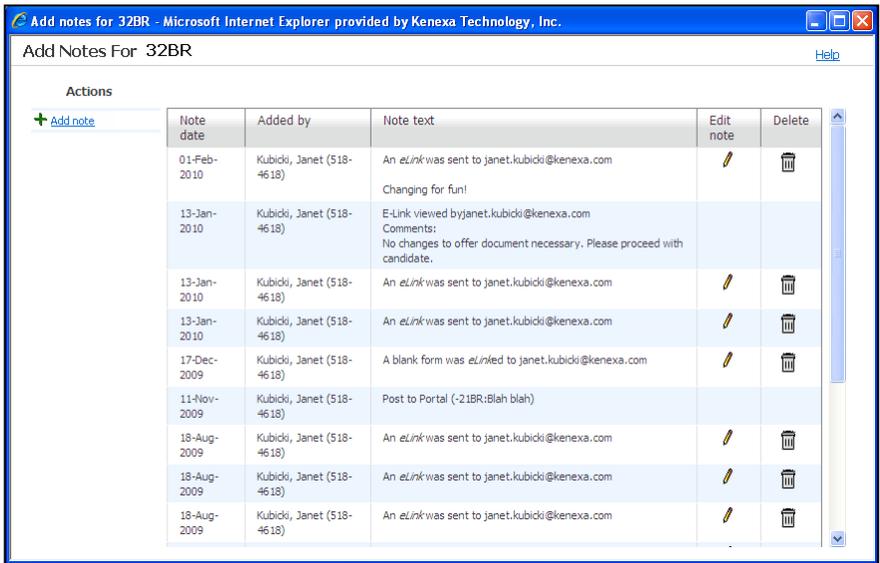
To add a note:

- Click **+** icon in Notes column in panel or view reqs grid
- Click **Add note** in Add/View Req Notes pop-up screen
- Click **Add note** in Notes tab on requisition view mode
- Click **Add note** in Notes tab on reqs eLinked in View mode

Add Note pop-up
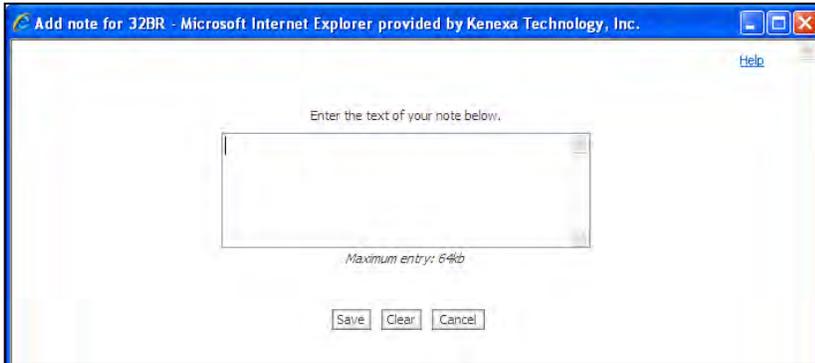
Text can include HTML. Click **Save** after entering your text.

The difference between req notes and candidate notes is that there are no reminders and no concept of public vs. private notes (although user type privileges are granted for "all" reqs or "my" reqs, conferring a limited degree of privacy).

Edit and Delete

To edit a note, users with **My reqs – notes (Notes tab) – edit** or **All reqs – notes (Notes tab) – edit** can click the Edit pencil icon, and make your changes on the resulting screen. Although the Updated date and the Updated by information is captured, the view of the note will continue to show the Added on Date and the Note creator.

To delete, users with **My reqs – notes (Notes tab) – delete** or **All reqs – notes (Notes tab) – delete** can click the Delete trash can icon, and click OK to confirm. Once the note is deleted, it can *not* be retrieved.

How Do Clients Get this Feature?

This feature is controlled by a new requisition form attribute, new user type privileges, and by the addition of the new requisition notes column to requisition panels via panel configuration. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

A new requisition form attribute and new user type privileges control this feature.

Set Req Form Attribute

The new **Display notes tab** attribute allows appropriately privileged users to see a Notes tab on requisitions created with this template when the requisition is in view mode.

In **Tools > Forms > Reqs > Req Forms > Edit form attributes** [for selected form], check the attribute and **Save** the form.
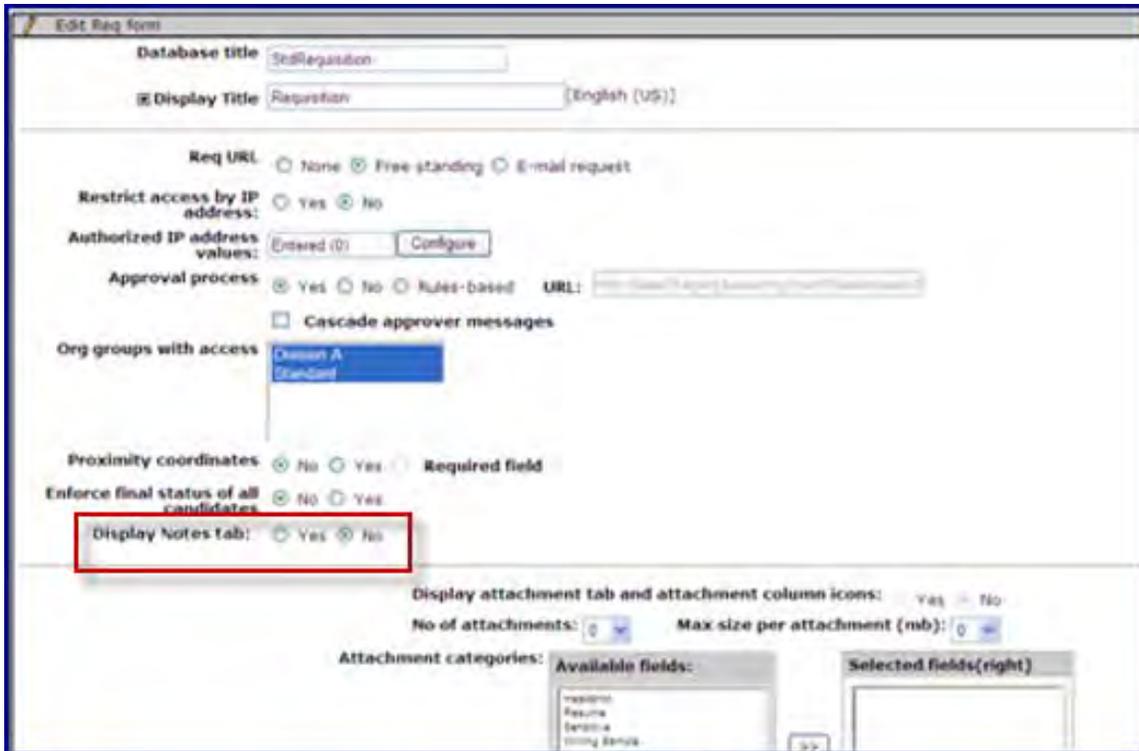
Set User Type Privileges

Set the privileges for user types in **Tools > Users > User Types > Edit type permissions** [for selected user type] >

My Reqs > Set privileges (these privileges are conferred only where the user type has a "My reqs" relationship with the req)

- **My reqs – notes (Notes tab) – add/view**
- **My reqs – notes (Notes tab) – delete**
- **My reqs – notes (Notes tab) – edit**

–OR–

Reqs 2 > Set privileges (Reqs 2 is a new category of privileges for user types with access to all requisitions, regardless of whether they have a 'my' relationship with the req.

- **All reqs – notes (Notes tab) – add/view**
- **All reqs – notes (Notes tab) – delete**
- **All reqs – notes (Notes tab) – edit**
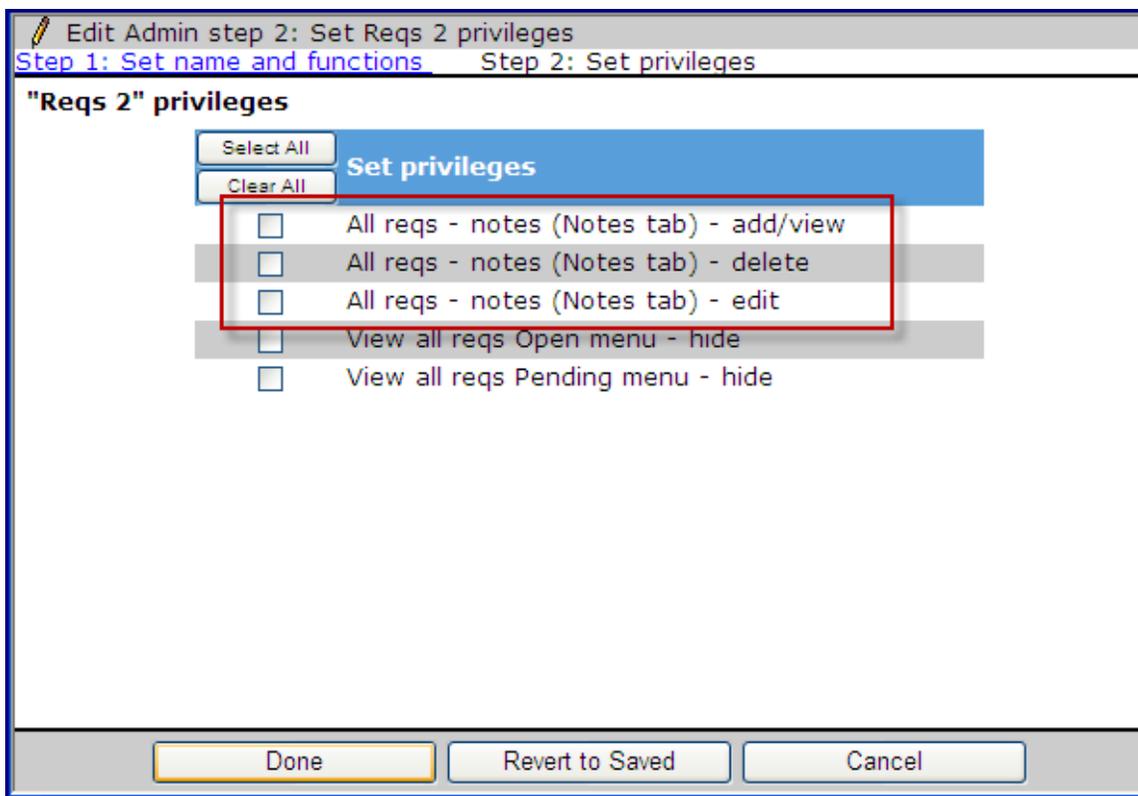
- **All/My reqs – notes (Notes tab) – add/view**
  Check to allow users to view and add notes on the Notes tab (for req forms configured to display a Notes tab) in requisition View mode. Users can also use [Panel Standard] Notes field in user-defined panel configurations.
  If either **All/My reqs – notes (Notes tab) – delete** or **All/My reqs – notes (Notes tab) – edit** privileges are checked, this privilege is automatically checked and uneditable. If either of those privileges is unchecked, this privilege remains checked but becomes editable.
- **Al/My reqs – notes (Notes tab) – delete**
  Check to make the delete icon and Delete column visible and allow users to delete all notes in the requisition Notes tab
- **All/My reqs – notes (Notes tab) – edit**
  Check to make the edit icon and Edit column visible and allow users to edit all notes in the requisition Notes tab.

Configure Panel

Add the new requisition notes column to a requisition panel, or allow users to add the column via the **Display** menu 2xB New UI by configuring the panel with "Allow users to edit panel display options" checked.

Panels for which you can add the Notes column include:

- My Open Reqs
- All Open Reqs
- My Reqs Pending Approval
- All Reqs Pending Approval

Tools > Settings > Panel configuration > Administer panel configuration > Edit icon [for selected requisition panel]

1. On Edit panel configuration screen, click **Add row.**

2. Select the **[Panel standard] Notes** field and click **Submit**.'
   For reqs panels that are configured with the **Allow users to edit panel display options** setting checked, the 2xB users will be able to select the Notes column only if it is selected in the master Workbench configuration of that panel.

3. **Save** the panel configuration once you have added the column.

2x BrassRing Users

To add the requisition Notes column to your display:

New UI
If a New UI panel is configured with the **Allow users to edit panel display options**, 2xB users can click the panel's **Display** menu and select **Edit columns** to add the new Req Notes column.
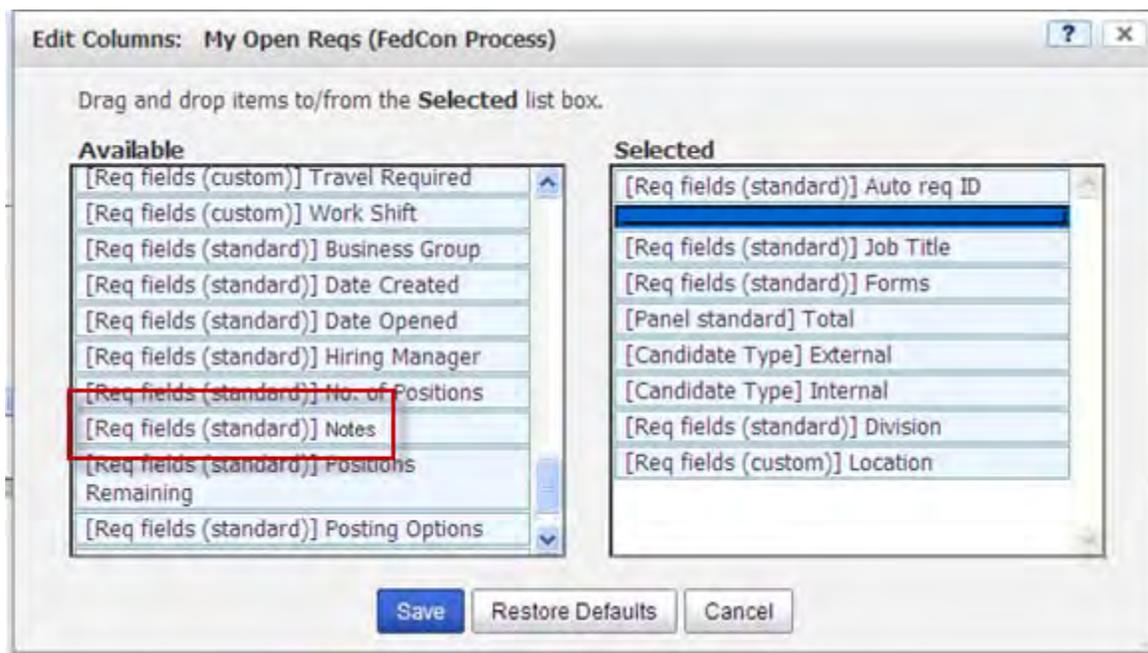
The column is available only if the user has user type privilege of either **All reqs – notes (Notes tab) – add/view** OR **My reqs – notes (Notes tab) – add/view**.

Classic 2xB
Select Reqs > My reqs> Edit output fields.
No user privilege is associated with being able to see the new column in the **Edit Output** fields screen.
However, if the user does not have either **All reqs – notes (Notes tab) – add/view** OR **My reqs – notes (Notes tab) – add/view** privileges, the column will remain blank for every row.
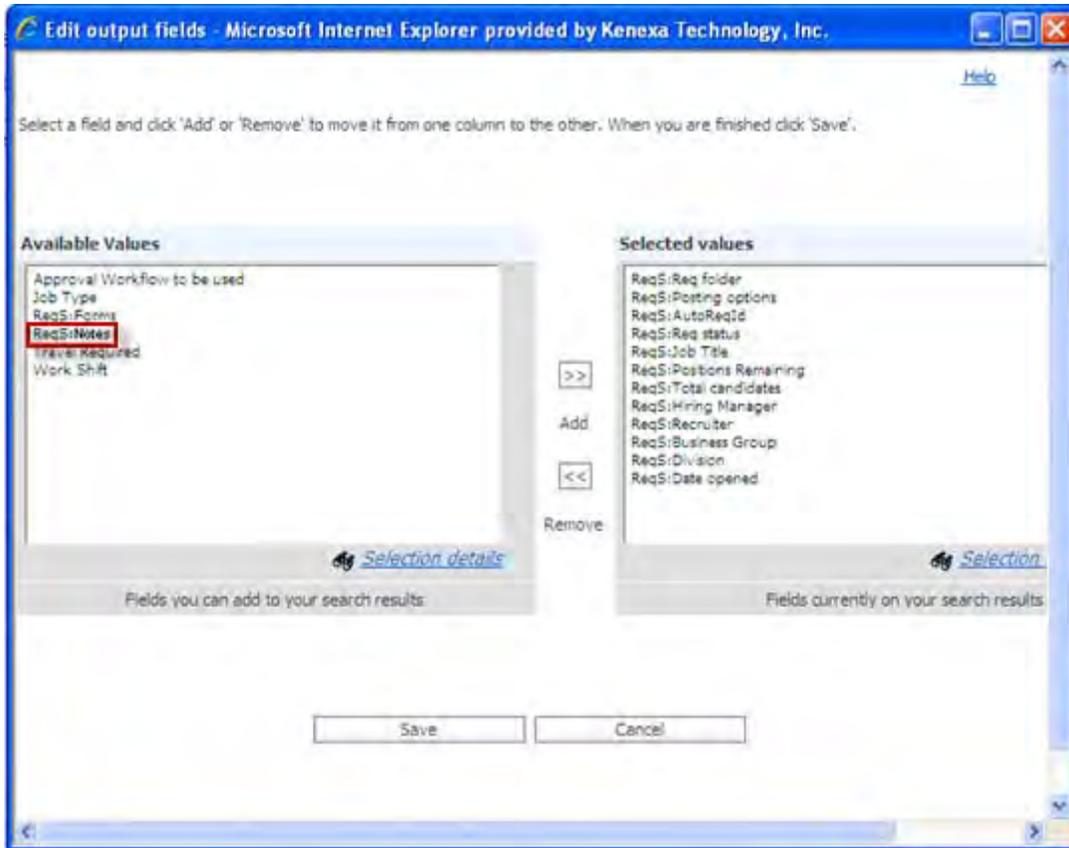
SSO – Redirection on Timeout

This feature is for clients with access to 2xB via both the usual 2xB login page and via a link on an authenticated Portal site configured with Single Sign-On (SSO). Upon timeout within 2xB, users are redirected to the page from which they logged in.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

This feature is for clients with access to 2xB via both the usual 2xB login page and via a link on an authenticated Portal site configured with Single Sign-On (SSO). Upon timeout within 2xB, users are redirected to their point of entry, either the portal site or the login page.

Clients can add customizable text to the warning pop-up window indicating the pending time out. The application remembers whether the user came from usual login or SSO login, and the session expiration warning popup window appends the appropriate configured text to the existing standard text.

2xB User Experience

Both portal users and users logging into 2xB via "normal" login follow their customary process for SSO authentication or login.

If their session expires due to inactivity, they see the session expiry warning with the appropriate custom instruction text. When they click OK for the warning, they are redirected to their point of entry.

If they log out, they will also be directed to their point of entry (without seeing the expiry warning, of course).

How Do Clients Get this Feature?

This feature is controlled by a client setting. Please contact your CSC for more information about enabling this feature. In addition, a new Workbench Self-Service Instruction menu item is available for customizing instruction text.

Workbench Self-Service Certified Users

A new menu item in **Tools-> Settings-> Instructions-> Session expiry instructions** opens the following page for entering custom instruction text. Separate custom text is configurable for SSO and standard login pages.

HTML is allowed. There is no default text. To preview your text, click **Preview**.

The configured text (if any) will be appended to the existing standard text when the session expiration warning pops up.
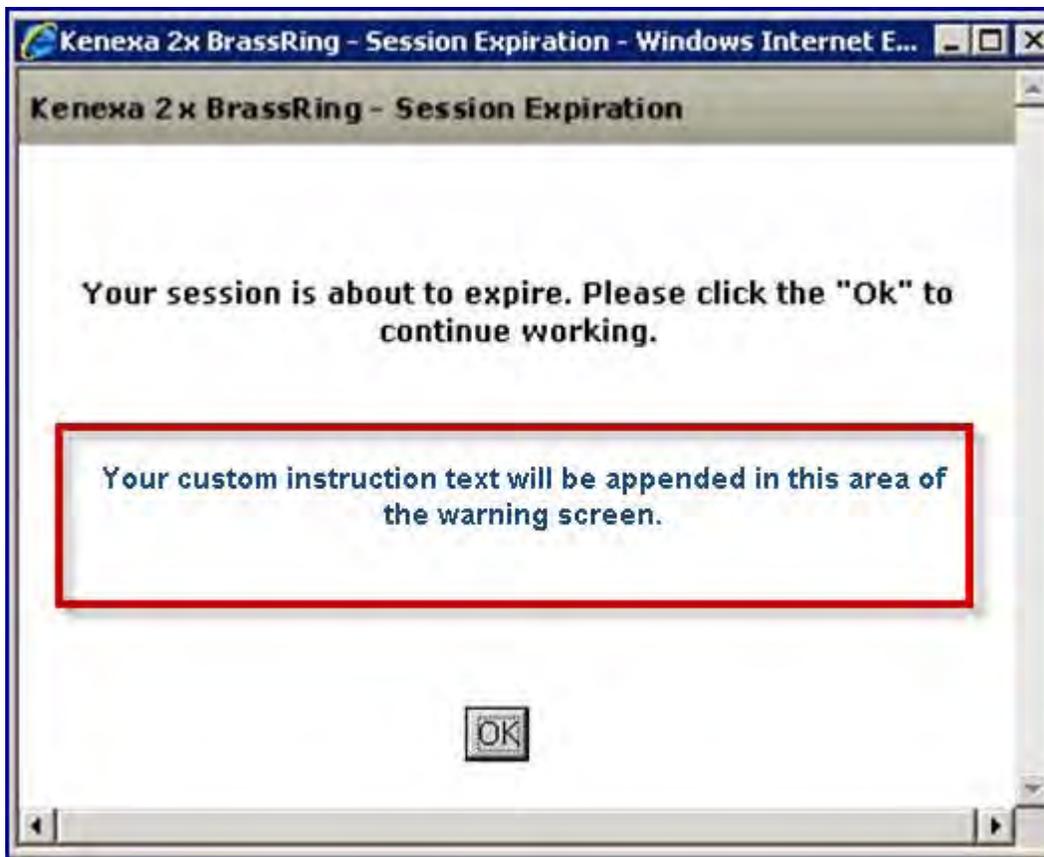
System Support – Browsers and Languages

Browser/OS Support

For continuously-updated information on supported platforms and browsers, please see the Browser/OS Support document on the User Resource Center. For your convenience, the information current as of the 12.5 release in July 2011 is included in this document – "*Kenexa 2x BrassRing™ Supported Browsers*" PDF file.

Language Support

As of Release 12.5, 2x BrassRing has a Serbian language interface available. RDP458

For the full list of supported languages that is continuously-updated, please see the Language Support document on the User Resource Center. For your convenience, the information current as of the 12.5 release in July 2011 is included in this document – "*Kenexa 2x BrassRing Supported Languages*" PDF file.

Talent Gateways – Candidate Password Re-authentication

This feature introduces a new candidate e-signature validation process. When candidates accept offer letters via the candidate portal or when candidates submit gateway questionnaires (GQ), they are required to re-enter their Talent Gateway passwords to validate their e-signatures. After validation, candidates and 2xB users can view validation information including the candidate name and the date and time stamp when the validation was completed.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

This feature introduces a new candidate e-signature validation process for offer letters and GQ submissions. Configuration of this feature prompts candidates to re-enter their TG password when accepting offer letters via the candidate portal or when submitting GQs.

When the TG document subsidiary form is enabled to require password re-entry, the offer letter response form displays a validation password re-entry dialog box when candidates submit e-signatures accepting offer letters. When the GQ widget requiring password re-entry is enabled, the GQ response form displays a GQ validation password re-entry dialog box when candidates submit GQs.

When candidates re-enter and validate their passwords, the offer letter response form and the GQ response form display the candidate name, date, and time stamp for each e-signature validation. The default date and time display is in US EST and military time format (example: 22-Dec-2010 17:00). Both candidates and 2xB users can view the validation response forms.

2x BrassRing Users - Offer Letter Response Form

When the TG document subsidiary form requiring password re-entry is enabled, the offer letter response form displays a password re-entry dialog box when candidates submit e-signatures accepting offer letters. All passwords are case sensitive. When passwords are entered, the data is masked. If an incorrect password is entered, an error message in red displays to the right of the password entry text box. There is no limit to the number of times a candidate can re-enter their password. The offer letter e-signature validation dialog box only displays validation information and does not display the candidate's passwords.

- The following workflow outlines what occurs when a candidate submits their e-signature on an offer letter. The offer letter response form dialog box prompts the candidate to re-enter and validate their password as shown below.

- When the candidate enters the password and clicks **Save**, the offer letter e-signature validation displays with the date of the candidate's form submittal and password re-entry verification. The candidate can choose to eLink, Edit, or Delete the form.

If the candidate chooses to view the original submission, the candidate clicks the **Click Here** hyperlink. The Click Here hyperlink opens an HTML version of the form displaying the questions and selected answers at the time the candidate submitted the form. This is a read only version of the form displaying the candidate name and the date and time of their submission. The name and date format will match that configured for the associated TG via WB>Tools>Talent Gateways>Localization. Time will be in US EST time and displayed in military format.
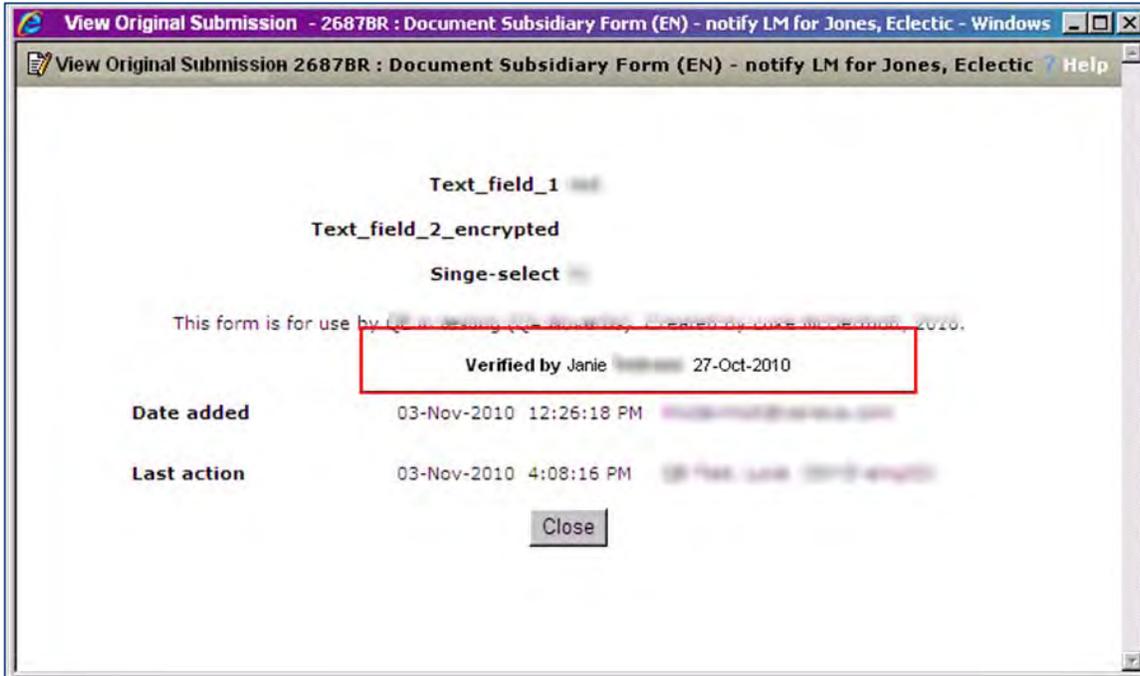
- If the candidate chooses not to view the original offer letter validations, the candidate clicks **Close**.

2x BrassRing Users - GQ Questionnaire

When the GQ widget attribute requiring password re-entry is enabled, it displays a password re-entry dialog box when candidates submit GQs. Cndidates must re-enter their passwords in order to proceed with the GQ. All passwords are case sensitive. When passwords are entered, the data is masked. If an incorrect password is entered, an error message in red displays to the right of the password entry text box. There is no limit to the number of times a candidate can re-enter their password.

When a candidate successfully submits the GQ and verifies their password, the GQ response form displays the e-signature validation showing the candidate's name, the date, and the time stamp for each e-signature validation. The default date and time display is in US EST and military time format (example: 22-Dec-2010 17:00).

The GQ widget attribute can be enabled for multiple question widgets on a single gateway questionnaire.

> **Note:** If the GQ being accessed does not have login enabled, the password re-entry field does not display.

The following workflow outlines what occurs when a candidate submits a GQ and the GQ widget attribute requiring password re-entry is enabled.
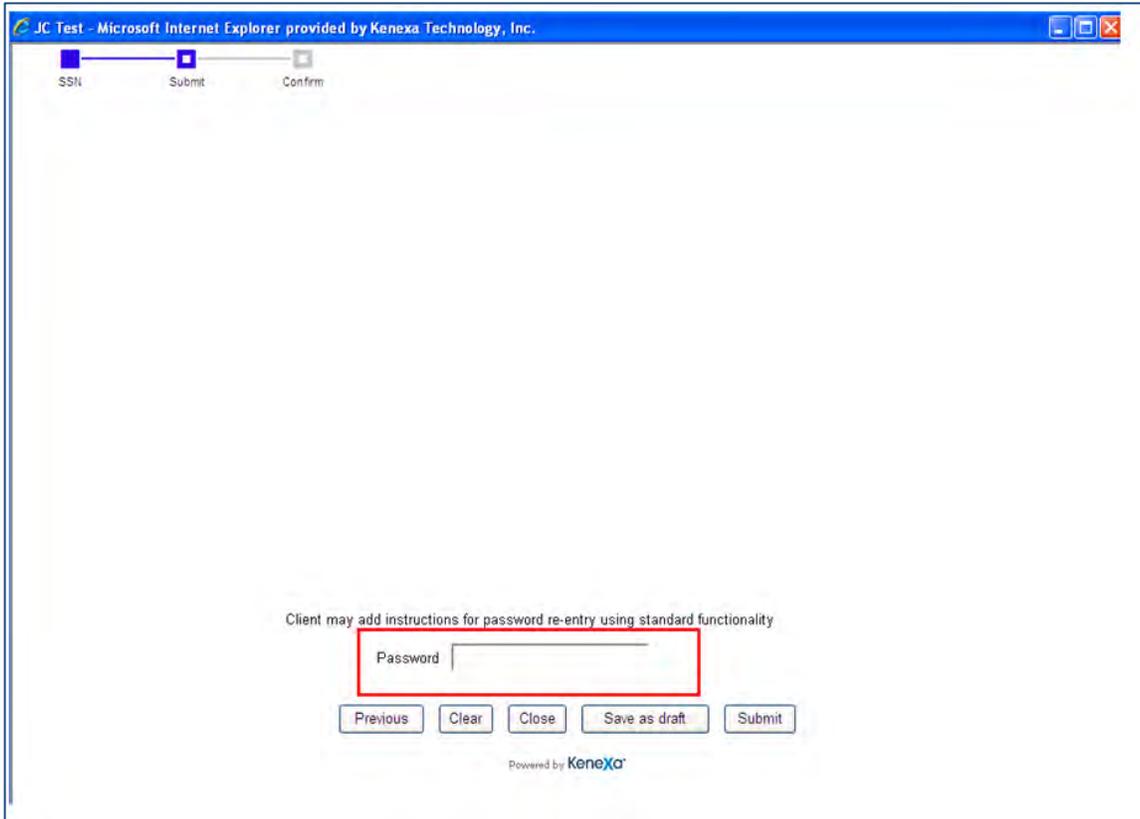
- When the candidate enters their password and clicks **Submit**, the GQ e-signature validation displays on the GQ.

- The candidate clicks **Close**.

Limitations and Known Issues

The e-signature validation name, date, and time stamp are not reportable by standard reporting processes.

How Do Clients Get this Feature?

A new TG administration setting configures the document subsidiary password re-entry box to display on the offer letter response form. The GQ response form requires the configuration of a new question attribute on the GQ widget. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users – Tier 5

To configure the e-signature validation feature for offer response forms:

1. In **Tools > Talent Gateway > Admin**, select a Talent Gateway.Select **Edit Talent Gateway**. The Talent Gateway Details screen displays.
On the Special Configurations page select **Enable Candidate portal** and **Require password re-entry for document subsidiary form via Candidate Portal** on the Special Configurations section of the Talent Gateway Details.
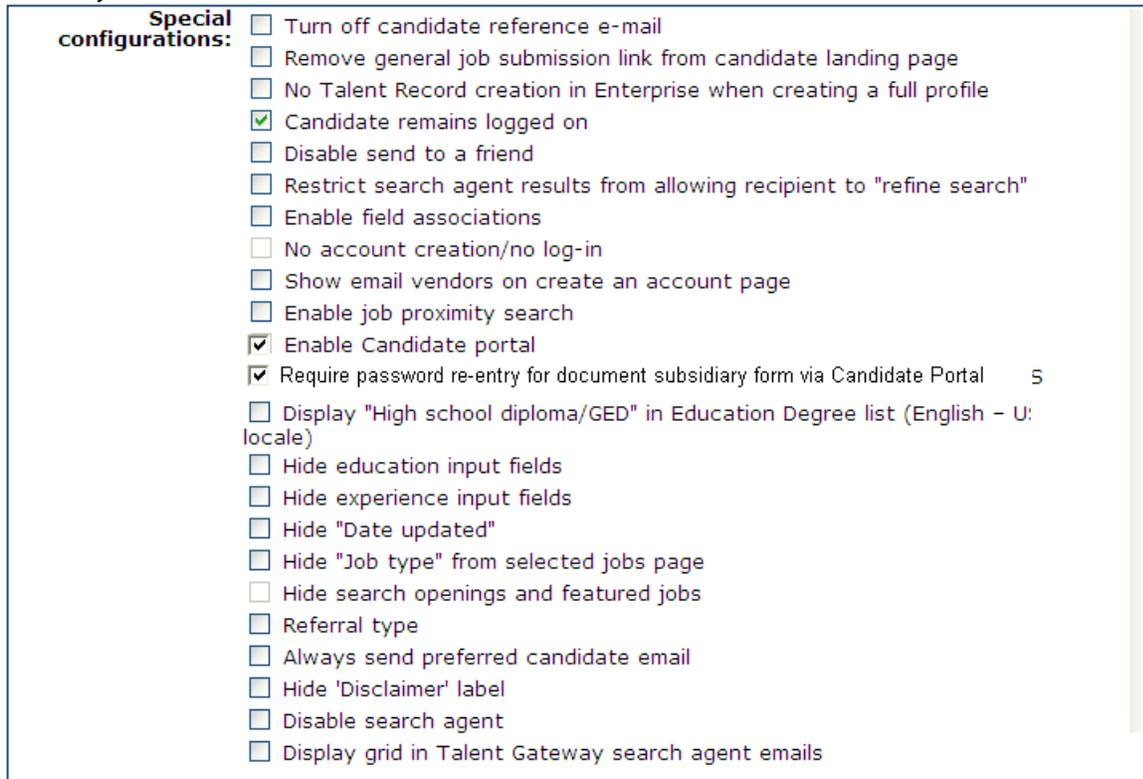
Both of these settings must be checked.

3. Uncheck the **No account creation/no log-in** if it is checked. If this option is checked, it disables the new settings.
4. Click **Save**.

These configurations now display a password re-entry dialog box on the bottom of any document subsidiary forms posted to the candidate portal

> **Note:** The "Require password re-entry for document subsidiary form via Candidate Portal" setting will be at the member level for GTG and for full gateways only; this settings will not appear for basic gateways.

GQ Widget

To configure the new question attribute for the e-signature validation password re-entry box on the TG:

1. In WB: **Tools > Gateway Questionnaires > Administer Sections/Pages icon** [for selected Gateway Questionnaire], create a new widget or select an existing widget and click the **Administer Widget** icon.

2. Select **Add/Edit Widget**.Select Question on the Widget properties dialog box**.**

4. Select the checkboxes for **Obscure Response?** and **Password Re-entry**.
5. Click **Save**.

You can also view the Widget properties. Select the View Widget Properties icon to display the View widget properties screen.

The Password Re-entry setting displays Yes indicating the feature is enabled.

- The password re-entry checkbox will be disabled if either a question has not been selected or the question selected is not of type Text. When the password re-entry checkbox is checked, both "Question source" and "Question" drop-down lists become disabled. The user may un-check the Password re-entry checkbox to re-enable both of these dropdown lists.
- When the password re-entry attribute is checked, the question widget will be set as required and obscure response will be checked; neither option will be changeable as long as password re-entry is checked (when un-checked, both will be re-enabled).
- If the password re-entry attribute is enabled for any question widget but the GQ general properties setting: "Require log-in for candidates who haven't logged in" is not selected, the GQ will not render. The user will receive an error message: [When using the password re-entry attribute, the Gateway Questionnaire must require login.]
- Note: All rendering errors will give the location of the widget(s) with password re-entry enabled (per normal functionality).
- Also: all existing question rules, such as duplicate questions within the same path disallowed, will remain as per normal functionality (and cover any question with the password re-entry attribute enabled).

Talent Gateways – Communication History Widget

This feature allows candidates to access their communication history on the Talent Gateway. The feature also lets 2xB users optionally save email and letter communications to the candidate record for candidates with email addresses in their Talent Gateway profiles..

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

For organizations that choose to store communication history, this feature allows candidates to access their history on the Talent Gateway. Communications for which history is available include all communications created in 2xB via a communications template (Send Communication and mail sent by Automation Manager or Rules Automation Manager).

Candidates with No Email Address

If no email address is on file for the candidate, communications created via templates can be saved to the candidate's record, rather than being sent. In those cases, you see the following message when using the **Send Communication** action:

> "There is no email address associated with this candidate. This message will only be saved for future access, if the template is configured to save history."

On the candidate's Talent Record, **Saved** appears in the communication history grid, rather than the standard **Sent**.

When a form is completed via a link included in the communication body and the candidate does not have an email on file, then the "Completed By" field for the form will displays**: Communication-archive@brassring.com**.
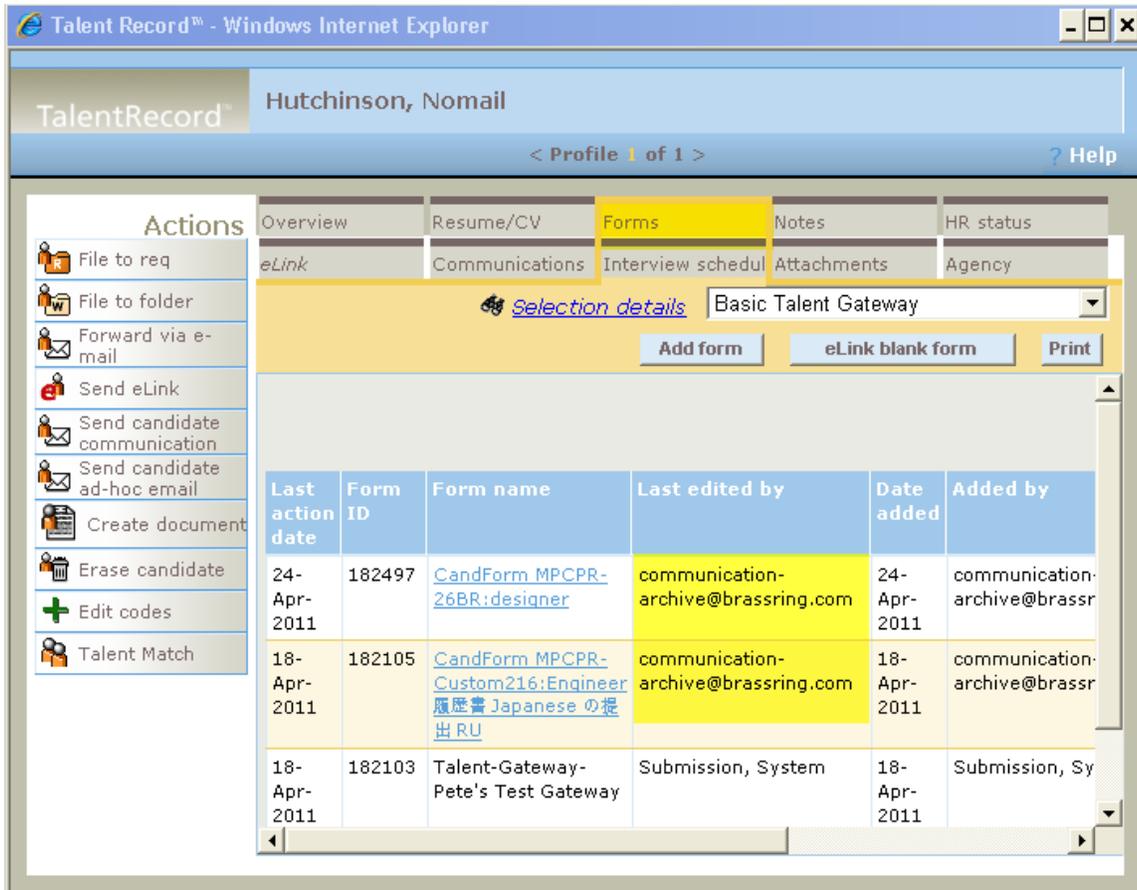
Ad-hoc email and eLinks communications are not included for candidates without an email address.

2xB User Experience

Users sending communications will see a few changes.

1. Select one or more candidate and clicks **Send Communication**. After selecting template and clicking **Go**, you arrive at the Send Communication popup.

   If at least one of the candidates has no email address on file, you are prompted in the Candidate and Merge information box: "There is no email address associated with this candidate. This message will only be saved for future access, if the template is configured to save history."
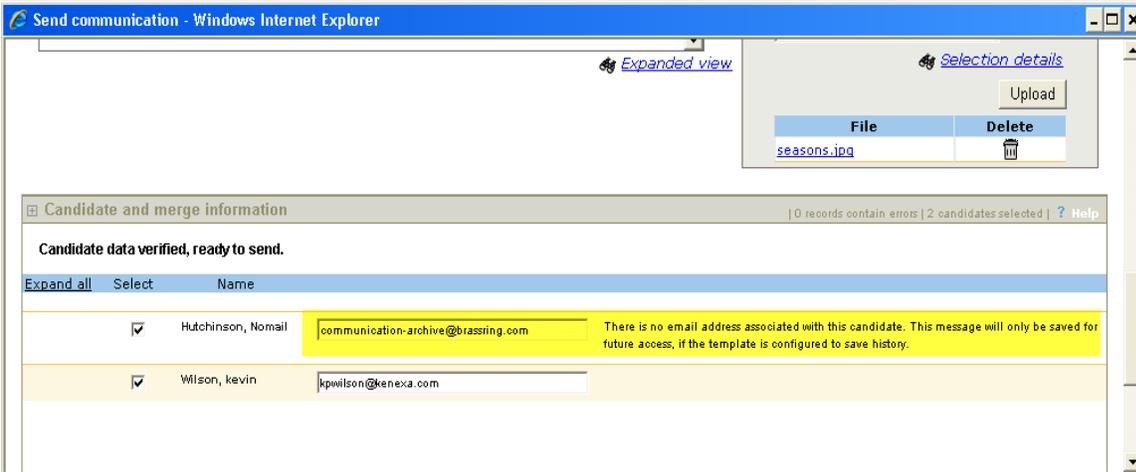
2. Click **Send**. The following confirmation message appears: "The email template [template name] has been sent to the following candidate(s)." If configured, you also receive an email confirmation.

If a form was sent to a candidate and completed, you will optionally be sent an email confirmation of the form's completion.

When you view the Talent Record for each candidate without an email address, the saved correspondence displays a Status of "Saved" (instead of usual 'Sent') on the communications history tab.

Candidate Experience

When the communications page fields have been configured in Workbench for the Landing logged-in page, candidates see the new communications history link, as shown in the following figure.
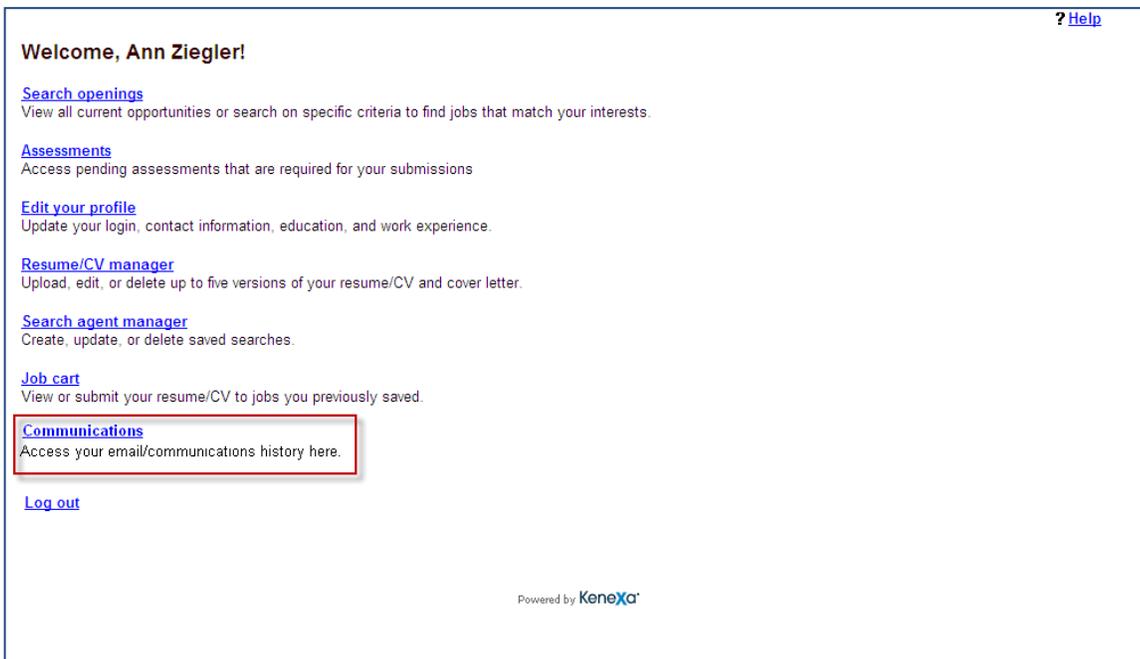
The candidate clicks the link to go to the new history page.

How Do Clients Get this Feature?

This feature is controlled by a new client setting and additional text customization options on the Talent Gateway in Workbench Self-Service. Please contact your CSC for more information about enabling this feature.

Workbench Self-Service Certified Users

Configuration in Workbench Self-Service includes the following:

- Landing logged in text customization: 2 new fields
  Communications page link text
  Communications page summary text

- Text Customization: new Communications History tab

Landing Logged in Configuration

Two new fields on the existing Landing logged in text customization page define the communications page link and description.

Tools->Talent Gateways->Text Customization->Edit [selected TG]**->Landing logged in** tab

- **Communications page link text** can be up to 100 characters, no HTML. The field is required; default text is **Communications**
- **Communications page summary text** can be up to 3000 characters, and *does* support HTML. The field is required; default text is **Access your email/communications history here.**

Communications History Tab Configuration

A new tab on Talent Gateway text customization page defines the communications history page.

Tools->Talent Gateways->Text Customization->Edit [selected TG]**-> Communications History** tab

- Check **Enable Communication History page** to enable the page for logged in candidates.
- **Page Title** can be up to 100 characters, no HTML. The field is required; default text is **Communications History**
- **Instruction Text** can be up to 3000 characters, and does support HTML. The field is required; default text is **Your communications history is displayed below.**
- **Days of History to Display** defaults to 30 days. Leave it blank to display the full history.

The communication history page inherits the look and feel of the Talent Gateway (background color, text color, font, point size, logo, etc.). A table displays the candidate's communication in the following format. Columns wrap as needed to fit the page, and all are sortable.

Status	Date Sent	ReqID - Job Title	Subject	From	Type	Delete
New	14-Mar-2011	123BR - HRIS Manager	123BR - Complete Forms	Smith, Jane	email	Delete
Viewed	2-Feb-2011	45BR - HRIS Consultant	45BR - Phone Screen Request	Smith, Jane	letter	Delete

- **Status** – displays **New** for communications that have not been viewed via the page before, or **Viewed** for communications that have been viewed
- **Date Sent** – displays in accordance with the your TG configuration
- **ReqID - Job Title** – displays the ReqID and Job Title. If using Custom ReqID, that is displayed.
- **Subject** – displays the communication subject. The text is a hyperlink that, when clicked, displays the full text of the message
- **From** – displays the sender in lastname, firstname format. If system name rather than user name, then displays in format matching 2xB.
- **Type** – displays the communication type, Email, Ad-hoc, or Letter
- **Delete** – displays a Delete hyperlink. When clicked, candidate is prompted via a pop-up window: "Are you sure you want to delete this communication? Yes/No."
    - o For **Yes**, the communication is marked as Archived in the database and no longer displays on the screen. The candidate is presented with a confirmation message: "Message has been deleted." Clicking OK button returns to the communication history screen.
    - o For **No**, candidate is returned to the communication history screen.

The results set will include all Send Communication, RAM and Automation Manager correspondence (all use the communication templates), Letters and Ad-hoc emails. eLinks are not included. Note: Ad-hoc emails will only be available for candidates with an email address on file.

Twenty lines of history will be shown per page,

Talent Gateways (Basic) – Display Codes for Open Job Reqs Only

This feature provides the option to display only Job Req codes associated with reqs in an Open status on Basic Talent Gateways for candidates to choose when applying.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☑ Basic Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – see details below.	

Feature Description

Your organization can set up Basic Talent Gateways (BTG) so that candidates must choose a Job Req when applying through the BTG. Previously, when the Job Req codes display option for reqs was used on a BTG, all active codes displayed. "Active" codes include codes for Open reqs, as well as Approved, Cancelled, and On Hold reqs that may not be available for accepting applications, yet candidates could choose from them. This feature provides the option to display only Job Req codes associated with reqs in an *Open* status for candidates to choose when applying through the BTG.
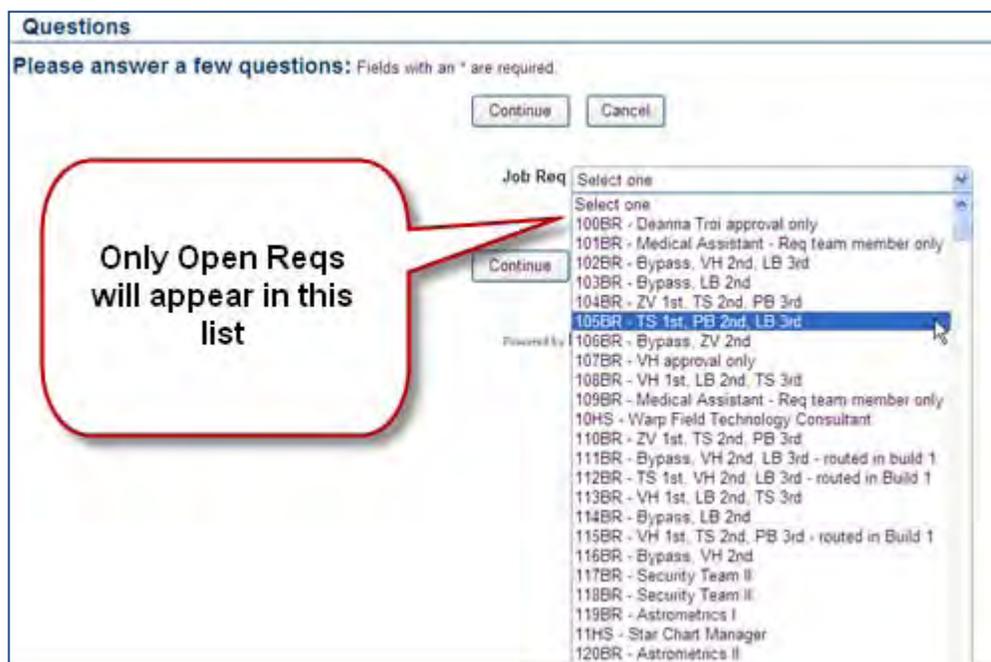
How Do Clients Get this Feature?

This feature is controlled by a new Basic Talent Gateway option. Please contact your CSC or Certified Workbench User (Tier 5) for more information.

Workbench Self-Service Certified Users

The new Setting on Basic Talent Gateways is called "Display only Open req codes for code display question." When selected, and the "Choose when applying" section for "Job Req" is set to "Display all – Yes," then the Job Req code list that displays on the Gateway display only reqs that are in a status of Open.

1. Select **Tools > Talent Gateways > Admin > Add new** [Basic] **Talent Gateway | Edit** [selected Basic Gateway]. (This requires Tier 5 Workbench Self-Service certification.) The Talent Gateway details page appears.

2. Verify that in the "Choose when applying" section, **Job Req** is set to display, and "Select all" is set to **Yes**. Change the settings if necessary so that the List to display is **Codes only**, **Descriptions only**, or **Both codes and descriptions** (but *not* "Don't show").
3. Check **Display only Open req codes for code display question** and click **Save**.

Talent Gateways – Global GQ Selection Requirement

A setting, new for Global Talent Gateways (GTGs), will enforce the selection of a Gateway Questionnaire before posting to a GTG.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

A setting, previously available only at the individual Talent Gateway (TG) level, has been added for Global Talent Gateways. The setting "globally" enforces the selection of a Gateway Questionnaire (GQ) before 2xB users can post a req to a GTG for which it is set. This setting, checked or unchecked, applies to all member TGs of the GTG.

If the setting "**Do not allow posting without GQ selected**" is checked at the GTG level:

- All member TGs of the GTG will have the option checked and uneditable

  AND

- User must select a GQ when posting a req via the Posting options or Open req screens.

If the setting is *not* checked at the GTG level,

- All member TGs of the GTG will have the option unchecked and uneditable

  AND

- It is optional for the user to select a GQ when posting a req via the Posting options or Open req screens.

Previously this setting was available only at the TG level, for TGs that were members of a GTG as well as for non-member TGs. This caused problems if some member TGs had the option set while others did not.

For non-member TGs (TGs that are not a member of a GTG), the existing setting and functionality remain the same and continue to apply.

2xB User Experience

When the setting is on for a GTG, users who are required to select a GQ when posting will see an error message if they attempt to post without selecting the GQ:

"You must select a Gateway Questionnaire for the following Talent Gateway(s) [gateway names] before you can post. Please select a Gateway Questionnaire and select OK."

How Do Clients Get this Feature?

This feature is controlled by a new GTG setting. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

The new option **Do not allow posting without GQ selected** is located in the Special configurations section of the **Global Talent Gateway details** page in:

> **Tools > Talent Gateways > Global > Global admin > Add new | Edit [selected GTG]**

Check the option to enforce the selection of a GQ when posting to the GTG.

Talent Gateways – Job Board Posting Dependency

A new "posting dependency" option can disallow the removal of a job posting from a Talent Gateway while the job is still posted to an external job board.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☑ Talent Gateways	☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☑ Configuration required – contact your CSC for implementation details.	

Feature Description

Posting dependencies can be set up for a Talent Gateway (TG) to require posting to that TG for any req being posted to an external job board. A new option can also disallow the "unposting" of a req from the TG while it is still posted to the external job board.

With the new option set for a TG, when a 2xB user tries to update the posting for a req by un-checking that TG (on the **Edit posting options** page) and clicking either **Update all postings** or **Update newly selected/unselected postings only**, 2xB will check if any job board postings are active for the req. If there are, the req is not removed and the user sees the following error message:

> "This requisition can be un-posted from this Talent Gateway, only when it is un-posted from *<comma-separated external job board list>*."

If the user is removing the posting from both the TG and also the "Other posting options" (job boards), the action is allowed.

> This "un-post" dependency does not apply to "Prospective Media," since that job board does not allow postings to be removed.

How Do Clients Get this Feature?

This feature is controlled by a new TG posting dependency option. Please contact your CSC for more information about enabling this feature.

Talent Gateways – Pre-Filling Job Specific Questions

A new setting allows your organization the option to pre-fill or not pre-fill job specific questions (JSQs) with prior responses.

Product	☑ 2x BrassRing	☐ Agency Manager
	☐ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – requires specific conditions / configuration for visibility.	
	☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Previously, JSQs were automatically filled with prior responses when they were available, so that candidates did not have to answer the same question when it was asked for more than one job they were applying to (or had previously applied to). However, in some cases questions are time-sensitive or context-sensitive, and previous responses are not appropriate for new jobs. Therefore, a new setting allows your organization the option to pre-fill or not pre-fill job specific questions (JSQs) with prior responses.

Candidate Experience

When the setting is checked for a Talent Gateway, candidates will be asked to respond again to any JSQs they have already answered.

How Do Clients Get this Feature?

This feature is controlled by a new Talent Gateway Admin setting. Please contact your CSC or Certified Workbench User for more information about enabling this feature.

Workbench Self-Service Certified Users

Level 5 Workbench Self-Service Certification.

A checkbox setting at the Talent Gateway (TG) level disables JSQ widget pre-filled responses:

Disable JSQ widget only pre-filled responses

To set:

1. Select **Tools > Talent Gateways > Admin > Add new TG | Edit** [selected TG] (TG Admin requires Level 5 certification).
2. In the Special configurations section of the Talent Gateway Details screen, check **Disable JSQ widget only pre-filled response**s.
3. Click **Save**.

If the checkbox is checked, the JSQ widget does not pre-fill the prior answers for questions that have already been answered by the candidate. The response/answer will be blank.

Talent Gateways – Referring Employee Profile Data

This feature allows referring employees to save profile info so they do not have to re-key the data for each referral submission through an Employee Referral Gateway.

Product	☑ 2x BrassRing ☐ New UI ☐ Workbench Self-Service ☑ Talent Gateways	☐ Agency Manager ☐ Data Insight Tool ☐ SmartApproval ☐ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility. ☐ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☐ Automatic – see details below. ☑ Specific conditions required – see details below. ☐ Configuration required – contact your CSC for implementation details.	

Feature Description

Profile information can be saved so that referring employees do not have to re-key the data for each referral they submit through an Employee Referral Gateway. Profile data that was previously entered can be pre-filled during subsequent submissions.

Pre-filling is disabled by default for Employee Referral Gateways, via the configurable Talent Gateway attribute "Disable GQ pre-filled responses." If pre-filling is desired, TG administrators can now uncheck that attribute for referral gateways.

> Previously this attribute/setting was unavailable for TGs enabled as Referral TGs (those with "Enable referral Talent Gateway" checked). Instead, any pre-filling to Gateway Questionnaire widgets was automatically disallowed for a referral gateway. Now organizations can control whether pre-filling should be disabled or not.

With pre-filling allowed, all the fields that do NOT have a Question Source of "Candidate Information fields" will pre-populate with the responses from the previous submission.

> This could pre-fill some unintended fields, such as "What is your relationship with the candidate?"

Limitations and Known Issues

This feature is specific to GQ workflows of Referral TGs; Referral TG workflows that don't use GQs are out of scope.

How Do Clients Get this Feature?

This feature is controlled by a Talent Gateway attribute. Please contact your CSC or Certified Workbench User for more information.

Workbench Self-Service Certified Users

Tier 5 Certified users can administer Talent Gateways

By default, referral TGs (those with the "Enable referral Talent Gateway" setting checked) also have the "Disable GQ pre-filled responses**"** setting checked. To allow profile data for referring employees to pre-populate your employee referral form, uncheck the **Disable GQ pre-filled responses** setting for your referral gateways in:

Tools > Talent Gateways > Admin > Add new Talent Gateway | Edit [selected TG]
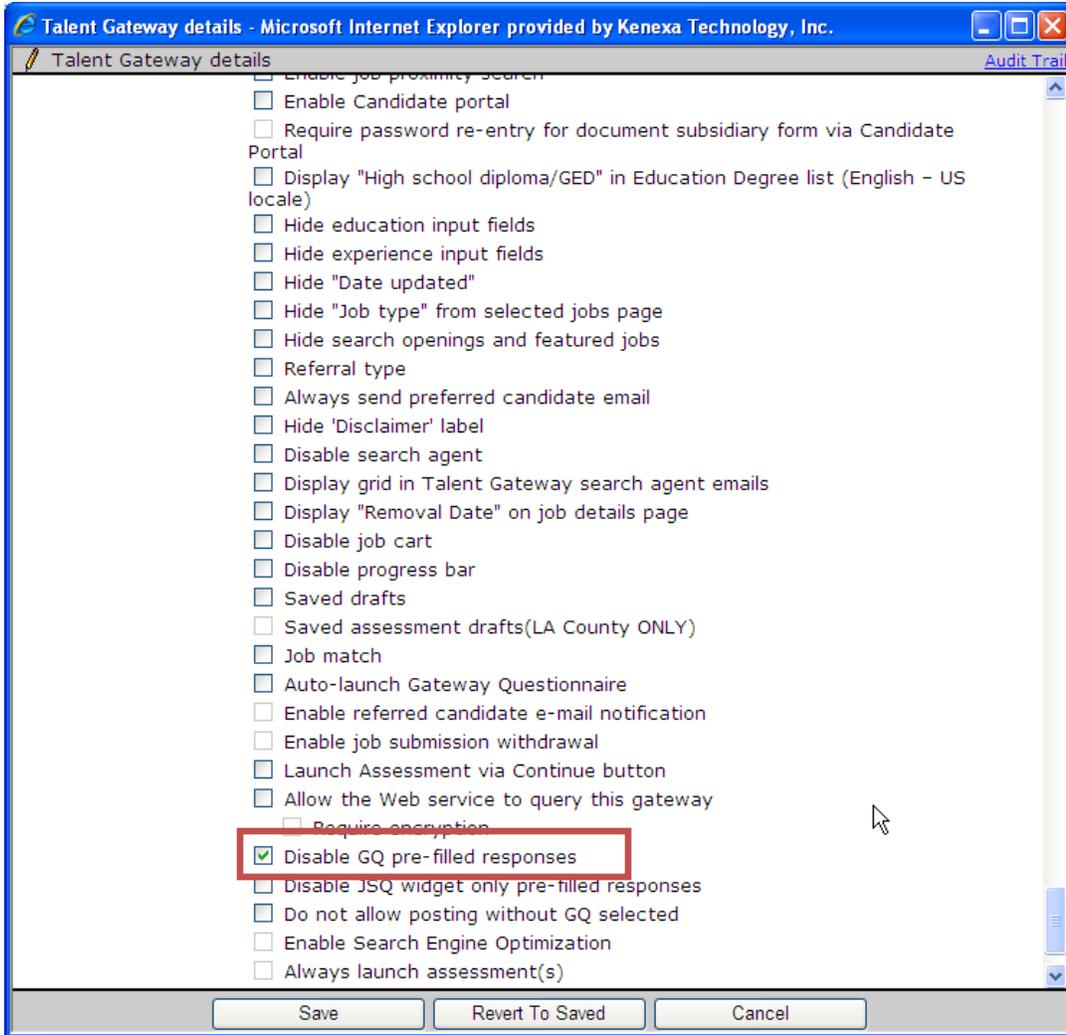
GQ Fields that Pre-Fill

All Gateway Questionnaire fields that have a Questions Source **NOT EQUAL** to "Candidate Information fields" will pre-populate with the most recent response that the user provided in a previous submission. You can look at your Gateway Questionnaires to see question source information for referring employee fields:

Tools > Gateway Questionnaires > Administer sections/pages [selected referral GQ]

Gateway Questionnaire – List of sections – Example: Employee Details highlighted

Gateway Questionnaire – Administer widgets for Employee Details

Actions ▶ Gateway Questionnaire: Referring Employee GQ_27 > Section: Your details > Page: Your details

Administer widgets

Actions
Add new widget
Edit widget
Cut widget
Paste widget
Delete widget
Add new row
Delete row
Merge cells
Unmerge cell
Add new column
Delete column
Preview page

	A	B	C
1		Your details	
2		Required: Do you currently work in HR?	
3	Required: Your Business Unit	Required: Your Grade Level	Required: Your Employee Number (e.g payroll number)
4	Required: Your department	Required: Your Phone Number:	Required: Country where you are based:

Gateway Questionnaire – Widget properties – Question Source is Candidate form

Gateway Questionnaire – Showing page highlighted that collects referred candidate information

Gateway Questionnaire – Administer widgets for referred candidate information

Gateway Questionnaire – Widget properties – Question source is Contact information fields

GQ Widgets with a Question Source of "Contact Information fields" will NOT be pre-filled even if the Talent Gateway has enabled pre-filling (this setting unchecked).

Gateway Questionnaire – section highlighted to collect relationship data between employee and referred candidate

Gateway Questionnaire: Referring Employee GQ_27

Actions ▸ **Section & page list**

Show Gateway Questionnaire list

Section/Page	Destination	Edit properties	View properties	Administer widgets	View widgets
⊟ Your details		✎	👓		
└ Your details	Next page in Gateway Questionnaire	✎	👓	🖼	👓
⊟ Profile information of referred candidate		✎	👓		
├ Profile information of referred candidate	Next page in Gateway Questionnaire	✎	👓	🖼	👓
├ Relationship Questions	Branch	✎	👓	🖼	👓
├ Relationship Other- specify	Section: Submit your referral	✎	👓	🖼	👓
└ Relationship Event/Function- specify	Next page in Gateway Questionnaire	✎	👓	🖼	👓
⊟ Submit your referral		✎	👓		
└ Submit and certify	Next page in Gateway Questionnaire	✎	👓	🖼	👓
⊟ Confirmation		✎	👓		
└ Confirmation	None	✎	👓	🖼	👓

Actions for: Add new section, Add new page, Delete, ▲, ▼

Gateway Questionnaire – Administer widgets – widgets to collect relationship data between employee and referred candidate

Actions ▸ Gateway Questionnaire: Referring Employee GQ_27 > Section: Profile information of referred candidate > Page: Relationship Questions

Show Gateway Questionnaire list
Administer sections/pages

Administer widgets

Buttons: Add new widget, Edit widget, Cut widget, Paste widget, Delete widget, Add new row, Delete row, Merge cells, Unmerge cell, Add new column, Delete column, Preview page

	A
1	Questions about your relationship with the refe...
2	Required: How long have you known the person you are refe...
3	Required: Please select the description that best reflect...
4	Branching: Please specify the nature of your relationship ...

Gateway Questionnaire – Widget properties – Question source is also the candidate form

The widgets collecting relationship data between employee and referred candidate **also** have Question Source of a Candidate form, so these questions will **also** pre-populate with previous data.

Talent Record – Saving Attachments Enhancement

You can now more conveniently save an attachment from the Talent Record without having to replace the default file name that may have been assigned during the download operation.

| Product	☑ 2x BrassRing	☐ Agency Manager
	☑ New UI	☐ Data Insight Tool
	☐ Workbench Self-Service	☐ SmartApproval
	☐ Talent Gateways	☐ Other
Visible Changes	☐ No – contact your CSC for implementation details.	
	☑ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Automatic – see details below.	
	☐ Specific conditions required – see details below.	
	☐ Configuration required – see details below.	

Feature Description

When you save any attachment using the following new methods, you can save the Document Generator PDF locally with the identical name to what it has when stored in the Talent Record.

The initial workflow is different for the Classic and New Talent Records, but the final steps are identical and follow the same business rules.

Talent Record - Classic UI

On the "Attachments" tab, click the Save icon in the new column named "Save." This launches the "File Download" window.
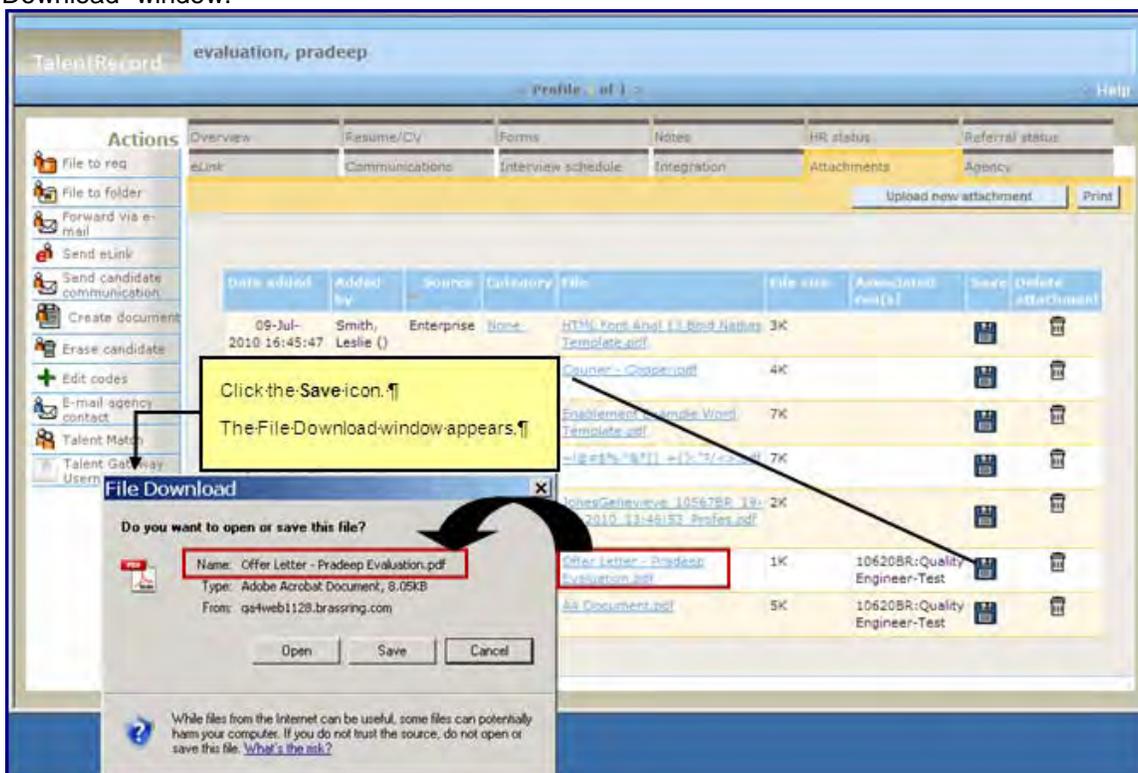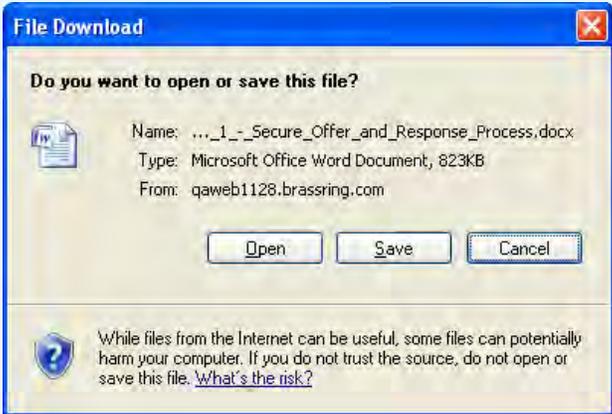
Talent Record – New UI

In the Action Log, right-click anywhere in the attachment row. A new "Save Attachment" context menu item will appear. Click **Save Attachment** to open the File Download window pop-up.

File Download (with 2xB Classic or New UI)

1. In the File Download window, the document name is pre-populated in the Name field. Click **Save** to launch the "Save as" dialog box. You can navigate in your local environment to the desired folder.
2. Click **Save** again to save the file.

> If the file name is longer than 40 characters, the File Download and Save as dialog boxes display the partial name with ellipses characters substituted for actual characters at the beginning of the file name.
>
>
>
> However, you can save the file locally with the full file name.

Saving by Clicking the File Name Link

This method of saving a local copy continues to work as before:

1. Click the attachment link for the attachment (in the File column on the Attachments tab of the classic Talent Record, or in the Details column of the Action Log of the New UI). When clicked, the attachment opens in a browser window with a default file name shown in the top browser bar, for example, **UserFile[1].pdf**.

2. Select **File > Save as** on the browser, the file name also pre-populates with the name, for example, UserField[1].pdf.
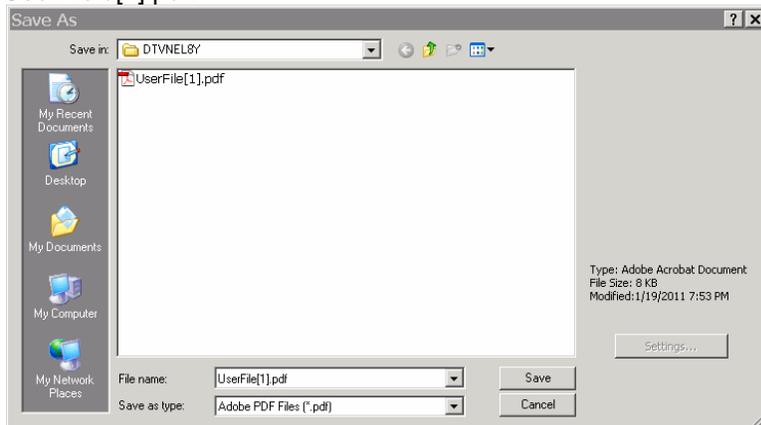
3. If the default name is different from the 2xB name, manually change the file name if desired.
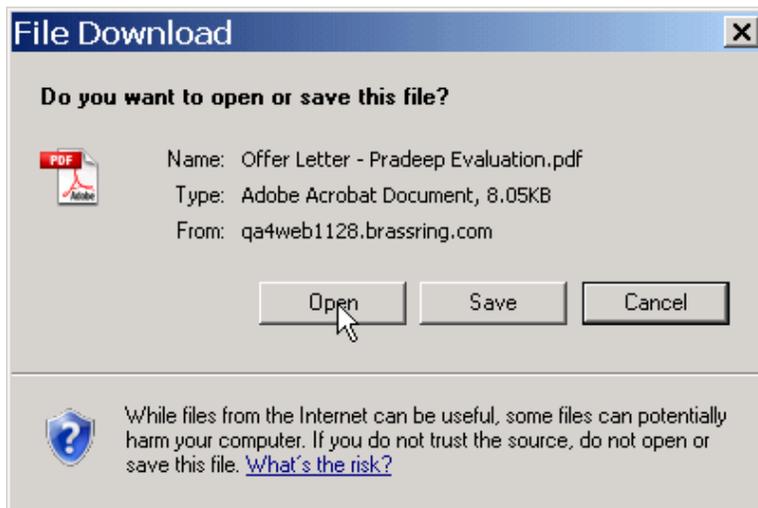4. Click **Save**.

Saving a File Opened from the File Download Pop-up

When you either click the **Save** icon (classic Talent Record) or right-click in the row for the attachment (new Talent Record) and click **Save Attachment**, the File Download dialog box pops up. You can elect to *open* the file at this point:

As soon as you click **Open**, the program passes at least partial control to Adobe. The Document Generator file name is retained, except that Adobe substitutes the '%20' characters for spaces in the Document Generator file name.

If you then attempt to save the open file:

*   The Save icon along the top task bar is disabled.
*   You can click **File > Save As** to save the file.
*   Adobe might display the temp directory as the default 'Save As' location, OR it might display the last folder to which you saved a PDF file.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

XML Candidate Imports – Candidate Stacking Field

2xB now supports both Resumekey and Candidate Stacking Field value as unique identifiers for candidate import with update directive.

Product	<p> 2x BrassRing ∵ New UI ∵ Workbench Self-Service ∵ Talent Gateways	∵ Agency Manager ∵ Data Insight Tool ∵ SmartApproval <p> XML Imports
Visible Changes	<p> No – requires specific conditions / configuration for visibility. ∵ Yes – details in *Visible Changes* document sent for each release build.	
How do I get this feature?	<p> Automatic – see details below. ∵ Specific conditions required – see details below. ∵ Configuration required – contact your CSC for implementation details.	

Feature Description

2xB now supports both Resumekey and Candidate Stacking Field value as unique identifiers for candidate import while updating candidate information through the 'XML candidate import' program.

A candidate record in 2xB is usually identified uniquely using the resume key. This key is unique for all candidate records, and is usually used to identify the candidate while importing and updating existing candidates with third party integration tools.

Now Candidate Stacking Field (CSF) value can be used as the unique identifier for the candidate while **updating** existing candidates with the 'XML candidate import' program. CSF can be used only when the program is updating the existing candidates and not for creating/importing new candidates.

The program will pick the CSF as unique identifier if the UID attribute is present for the CandidateStackingField node in UserArea, and if its value is "yes" in the XML code. (UID is a new optional attribute.)

- If UID attribute is "yes" and the candidate record is not found based on the CSF, then the candidate record is updated based on the existing stacking field logic.

- If UID attribute is "no", then the candidate record is also updated based on the existing stacking field logic.

Error situations:

- If UID attribute is "yes" and ID is specified in <CandidateRecordInfo> node, then the system throws an error. Only one of these is allowed. In other words, you cannot specify both CandidateId and CandidateStackingField as unique identifiers for update input XML.
- In the InputXML, if a CandidateStackingField value was already stacked with another value, then the system throws an error. This is the same as current behavior when a ResumeKey value was stacked.
- If the UID attribute present in case of INSERT, the system throws an error.

If

- All the other rules associated for candidate import will be unaltered.
- The CSF will be used as the unique identifier even when it is encrypted

```
<UserArea>
            <BRpartner:CandidateStackingField UID = "yes">0126557</BRpartner:CandidateStackingField>
            <BRpartner:codes>
                    <BRpartner:code>PSHRMS</BRpartner:code>
                    <BRpartner:code>Import-Internal</BRpartner:code>
            </BRpartner:codes>
            <BRpartner:candidatetype>Internal</BRpartner:candidatetype>
            <BRpartner:coverletter/>
            <BRpartner:resume/>
    </UserArea>
```

Limitations and Known Issues

CSF as unique ID is applicable for candidate import "Update" and "UpdateSkipProfile" actions only.

How Do Clients Get this Feature?

This feature is available automatically for XML imports. There are no Workbench settings.