

IBM Kenexa BrassRing on Cloud

*IBM Kenexa BrassRing on Cloud  
Release Notes  
October 2016*



**Note**

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This edition applies to the October version of IBM Kenexa BrassRing on Cloud and to all subsequent releases and modifications until otherwise indicated in new editions.

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## Introduction

This document presents changes, both visible and configurable, included in the October release of IBM Kenexa® BrassRing® on Cloud.

The objectives of this document are to:

- Present feature enhancements and usability and performance improvements introduced in this release.
- Document changes in system requirements, if applicable.

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## Visible changes

The current release of IBM Kenexa BrassRing on Cloud includes the following visible changes. Visible changes alter the appearance or performance of the product without requiring any configuration. The changes are immediately visible or available to users.

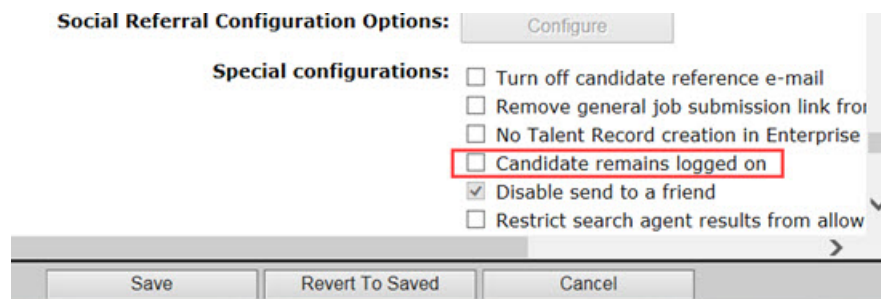
### Responsive apply

The current release of IBM Kenexa BrassRing on Cloud includes the following **Responsive Apply** visible changes. Visible changes alter the appearance or performance of the product without requiring any configuration.

#### Candidate Logged In Status

Previously, when the Talent Gateway setting **Candidate remains logged on** was not checked and candidates applied to positions with responsive GQs, the candidates remained logged in. In other words, the setting was not enforced.

Starting with this build, when the Talent Gateway setting **Candidate remains logged on** is not



checked, this setting is enforced. In other words, when this setting is not checked and after candidates submit their job applications, candidates are logged out unless they have other job applications or pending assessments.

#### Responsive Candidate Experience - Saved Jobs

Previously, candidates saved their jobs to their **Job Cart**. Starting with this build, the job cart is renamed to **Saved Jobs** on the Job Cart Listing page within the **Candidate Zone**.

#### Responsive Candidate Experience - Up arrow

The **Up arrow** control that directs users to the top of the job search results page now displays properly on job search results pages across all devices.

#### Proximity Search - enhancement

The Proximity search filter now returns only one record for locations with multiple postal codes. For example, if a candidate inputs **Boston, MA** the proximity search locates the center point of all of the postal codes within Boston and searches a 5-mile radius and returns one record, **Boston**.

Previously when candidates searched on a city and that city had multiple postal codes, proximity search returned multiple location results that showed a list of all postal codes within that city.

Boston, Massachusetts Zip Code 1  
Boston, Massachusetts Zip Code 2  
Boston, Massachusetts Zip Code 3

### Gateway Questionnaire - enhancement

Gateway questionnaires no longer displays colons after GQ labels.

## Recruiter

The current release of IBM Kenexa BrassRing on Cloud includes the following responsive visible changes. Visible changes alter the appearance or performance of the product without requiring any configuration.

### New UI Updates

The following BrassRing pages are now consistent with the look and feel of the BrassRing New UI.

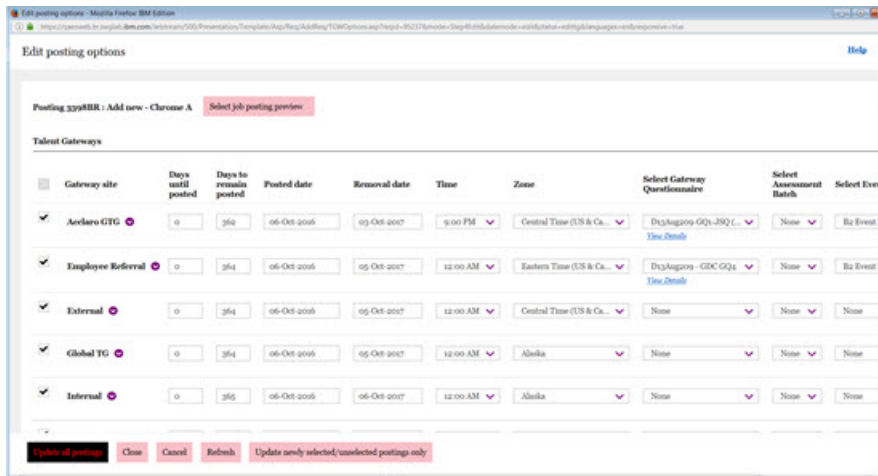
- **Edit candidate profile**

Edit candidate overview:

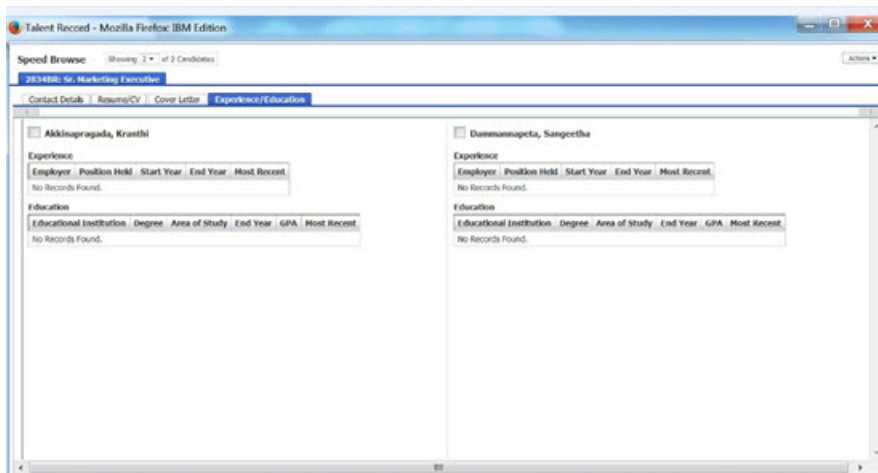
**Address summary**

*First name	<input type="text" value="Bobtest2"/>
*Last name	<input type="text" value="Baotest2"/>
Middle name	<input type="text"/>
Address1	<input type="text" value="399 Keyuan Road"/>
Address2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Zip/Postal code	<input type="text" value="201230"/>
Language	<b>English (US)</b>

- **Main Posting Options Page**



- Speed Browse



- Email Agency Contact
- Prepare Bulk Printing

## Event Manager - archive events

Event Manager now has an **Archive events** action that allows clients to archive **Event Manager** events and view those archived event details in the Data Insight Tool (DIT) reports. When events are archived, those events no longer display in the **Event Manager** interface and users see only current and upcoming events. Users can view extensive archived event details by using DIT reports.

**Note:** Archiving occurs daily at midnight at each data center so the archiving process takes approximately 24 hours. However, archived events are available immediately for reporting in the DIT tool.

### Archive events

In Event Manager users select **Admin > System > General** to access the **Archive Events** action.

Automation for manually scheduled candidates  Yes  No  
Enables fields to set event defaults for candidate confirmation messages, candidate reminder messages, and enhanced outcomes. Used when candidates are manually scheduled by an Event Manager user or when candidates self schedule directly from Kenexa Assessments

Open Candidate Slots from Event Summary  Yes  No  
Allows event administrators to manage the Max Candidates per time slot from the Event Summary

Extend Event Series from Event Summary  Yes  No  
Allows event administrators to add events to existing event series from the Event Summary

Archive Events    
Archives all the events whose "Event start date" is within the selected time frame from the current date. Events once archived, cannot be retrieved; but report can be generated via the Data insight tool.

The default setting for the **Archive Events** is **Do Not Archive**. Selecting **Archive Events** opens a submenu with the following options:

- **Do not archive**
- **Before 3 months**
- **Before 6 months**
- **Before 1 year**
- **Before 2 years**
- **Before 3 years**
- **Before 4 years**
- **Before 5 years**
- **Archive all events whose Event start date is within the selected time frame**

**Note: Event Series** If an Event series has individual events within the selected time frame whose start date matches the selected criteria, the entire series of events is archived. If an event series has individual events within the select time frame whose start dates **DO NOT** match the selected criteria, those events are not archived. In other words, the event series is not archived as a whole, only those events whose start dates match the selected criteria.

Event Manager user selects the time period for the events to be archived from the drop-down menu. When an Event Manager user selects **Save** a warning opens stating **Events once archived cannot be retrieved. They can only be reported using the Data insight tool.**

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Events once archived cannot be retrieved. They can only be reported using the Data insight tool.

Depending on which option the user selects, the events that meet the criteria are archived and cannot be retrieved but can be accessed by generating a DIT report. Archived events do not display on any of the following pages or on any pages that have event menu options.

- **Scheduled Events**
- **Event Summary**
- **Event Roster**
- **Scheduled candidates - event drop down**

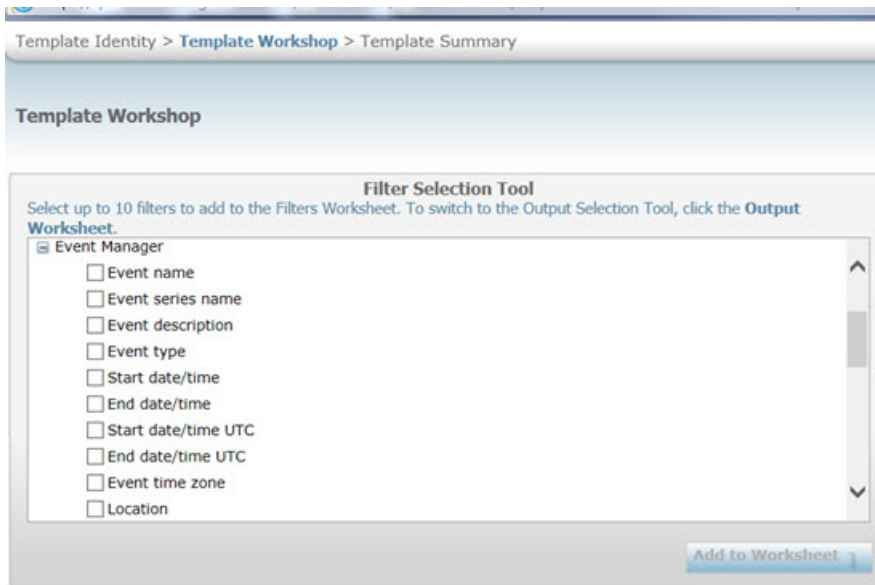
#### Configuring and Viewing Archived Events in DIT

In order to view and run DIT reports on **Event Manager** events, you must configure the DIT template and select the event output fields and apply filters to those fields as needed. Event reporting output fields and filters determine what event details display in your report.



**Note:**

In the template output tree in DIT, you can now select the following **Event Manager** output fields.



**Events**

- Event name
- Event series name
- Event description
- Event type
- Start date/time
- End date/time
- Start date/time UTC
- End date/time UTC
- Event time zone
- Location
- Program
- Region
- Recruiter
- Business Group
- Maximum candidates
- Slots remaining
- Assessor shortage
- Reschedule count
- Cancel count
- Event status
- Owner
- Candidates in Event Manager
- Candidates in events

Other **Event Manager** reporting outputs:

- Custom Fields
- Time slots
- Assessor Shifts
- Assessors
- Event Batch
- Event Team

When your template is configured and saved, you can then run a DIT report and download that report in .csv format.

## Configurable changes

The current release of BrassRing includes the following configurable features. Configurable features must be configured or turned on to be visible and available to users.

### Responsive apply

This release has several new configurable BrassRing features for Responsive Apply.

### Social referral enhancement - upload resume

During the social referral process, employees can now refer candidates and upload resumes of those candidates on Responsive Talent Gateways.

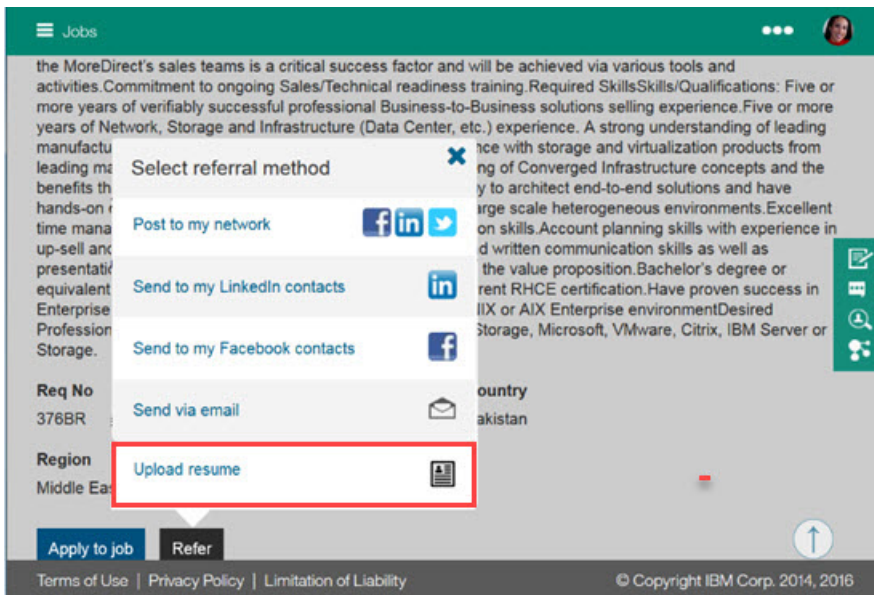
**Note:** The social referral enhancement upload resume feature is only available on Full Responsive Talent Gateways.

#### Upload resume

Employees can now refer colleagues for jobs and upload resumes for those referred colleagues on responsive Talent Gateways. For example, during a job search, an employee finds a job and wants to refer a candidate. Employee:

- Selects **Refer** on the job details page.

The Upload Resume page opens. Upload options are Google Drive, Dropbox, and local drive.



**Upload Resume** [X]

Resume:

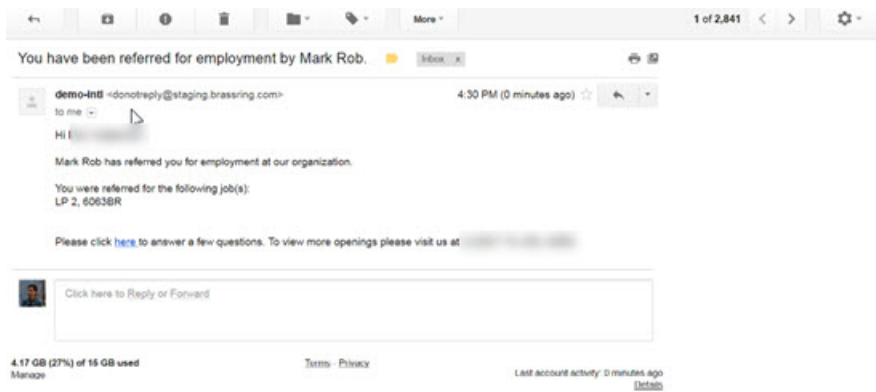
To:

Subject:

- Browses for the referral's resume and uploads the resume. After the resume uploads, the candidate's email address automatically populates the email message **To** field. If configured, the email message **Subject line** and email **Text message** populate as configured in the text customization for that responsive Talent Gateway. Employee can edit this message.
- Selects **Send**.

**Candidate:**

- Receives an email message with the job referral information, who referred them, and a link to the referred job details page.



- Selects the job link in the email and lands on the job details page.
- Selects **Apply** and logs in or registers. The candidate's action triggers the contact information, education, and work experience fields to automatically populate from the uploaded resume.
- Verifies the contact, education, and work experience.
- Selects **Submit** to submit their application.

**Employee:**

- Receives notification of the referred candidate's progress in the job application process.
- Review referral candidate information from within a requisition or on a candidate's Talent Record.

How do clients get this feature?:

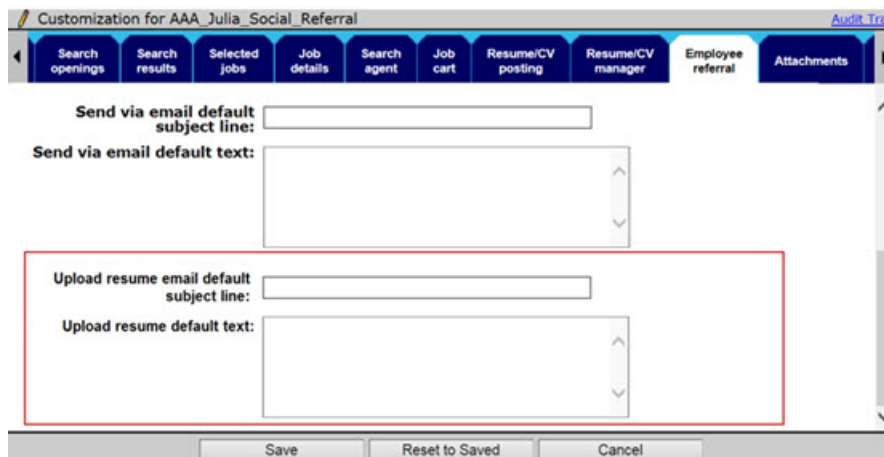
The **Upload Resume** feature is controlled by a BrassRing Workbench client setting and by **Talent Gateway Social Referral** configuration.

### About this task

In addition to the usual BrassRing Workbench Social Referral settings, you must enable these settings to support the **Upload resume** workflow.

### Procedure

1. In Workbench, select the client setting pencil icon or browse to **Admin > Manage Clients > Edit Client Settings**. The client setting dialog opens.
2. Scroll and select **Yes** for the **Social Referral** setting select **Per candidateto** to enable social referral.
3. Select **Save**.
4. Browse to **Tools > Talent Gateways > Edit** text customization icon for your responsive talent gateway.
5. Scroll to **Employee Referral** tab.
6. Complete the text customization fields: **Upload resume email default subject line:** and **Upload resume default text**. HTML is not allowed in either of these fields. The character limit for the **Upload resume default text** field is 4,000 characters.



The screenshot shows a web-based configuration interface for 'AAA Julia Social Referral'. At the top, there is a navigation bar with tabs: Search openings, Search results, Selected jobs, Job details, Search agent, Job cart, Resume/CV posting, Resume/CV manager, Employee referral (selected), and Attachments. Below the navigation bar, there are two sets of text input fields. The first set is for 'Send via email default subject line:' and 'Send via email default text:'. The second set, highlighted with a red border, is for 'Upload resume email default subject line:' and 'Upload resume default text:'. At the bottom of the dialog, there are three buttons: 'Save', 'Reset to Saved', and 'Cancel'.

7. Select **Save**.

## Recruiter

This release has a new configurable BrassRing feature for Recruiter.

### On Behalf Restriction User Privileges

BrassRing clients can now configure new user privileges that allow or restrict recruiters from approving requisitions, requisition subsidiary forms, and candidate forms on behalf of others in a standard approval workflow. This feature uses two new BrassRing user privileges: **My reqs - do not allow on behalf approval** and **Candidates - do not allow on behalf approval for forms**. Clients can set one or both of these new user privileges.

**Note:** Presently, these new user privileges are only available for the standard approval workflow.

#### My reqs - do not allow on behalf approval

When the checked box for this user privilege setting is checked, recruiters with this setting enabled are unable to approve requisitions or requisition subsidiary forms for other recruiters.

This setting is not checked by default.

When the checked box for this user privilege setting is checked, BrassRing users cannot select the status link on the View page in req subsidiary forms. The status link is in text and shows as pending.

Multiple Forms List for: brown, james

Select form Add Form eLink Blank Form

Show [25] forms Showing 1 to 5 of 5 forms Filter Search

Actions	Last Edited Date	Form ID	Form Name	Last Edited By	Date Added	Added By	Form Approval	Edit	eLink	Delete
<input type="checkbox"/>	07-22-2016	84034	AnthelSimpleApproval		07-22-2016	Vadlamani, Ravi ()	Approval	/		
<input type="checkbox"/>	06-29-2016	83702	TestConfEmail - s00480k_harc		06-29-2016	Support (Kunathala), BrassRing ()		/		
<input type="checkbox"/>	06-29-2016	83689	EEQ		06-29-2016	Submission, System ()		/		
<input type="checkbox"/>	06-29-2016	83688	EEQ2 Form		06-29-2016	Submission, System ()		/		
<input type="checkbox"/>	06-29-2016	83687	Talent Gateway-SikasthQA		06-29-2016	Submission, System ()		/		

Close

### Candidates - do not allow on behalf approval for forms

When the checked box for this user privilege setting is checked, recruiters with this setting enabled are unable to approve candidate forms for other recruiters. This setting is not checked by default.

Multiple Forms List for: brown, james

Select form Add Form eLink Blank Form

Show [25] forms Showing 1 to 5 of 5 forms Filter Search

Actions	Last Edited Date	Form ID	Form Name	Last Edited By	Date Added	Added By	Form Approval	Edit	eLink	Delete
<input type="checkbox"/>	07-22-2016	84034	AnthelSimpleApproval		07-22-2016	Vadlamani, Ravi ()	Approval	/		
<input type="checkbox"/>	06-29-2016	83702	TestConfEmail - s00480k_harc		06-29-2016	Support (Kunathala), BrassRing ()		/		
<input type="checkbox"/>	06-29-2016	83689	EEQ		06-29-2016	Submission, System ()		/		
<input type="checkbox"/>	06-29-2016	83688	EEQ2 Form		06-29-2016	Submission, System ()		/		
<input type="checkbox"/>	06-29-2016	83687	Talent Gateway-SikasthQA		06-29-2016	Submission, System ()		/		

Close

### How do clients get this feature?:

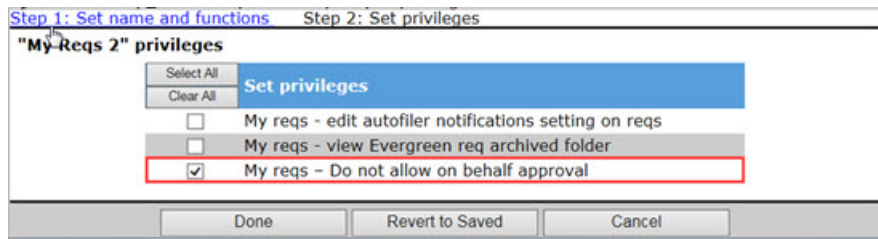
The new on behalf approval workflow feature for standard approval is controlled by two new user privilege settings: BrassRing Workbench setting **My reqs - Do not allow on behalf approval** and **Candidates - do not allow on behalf approval for forms**. You can select one of both of these user privilege settings.

### About this task

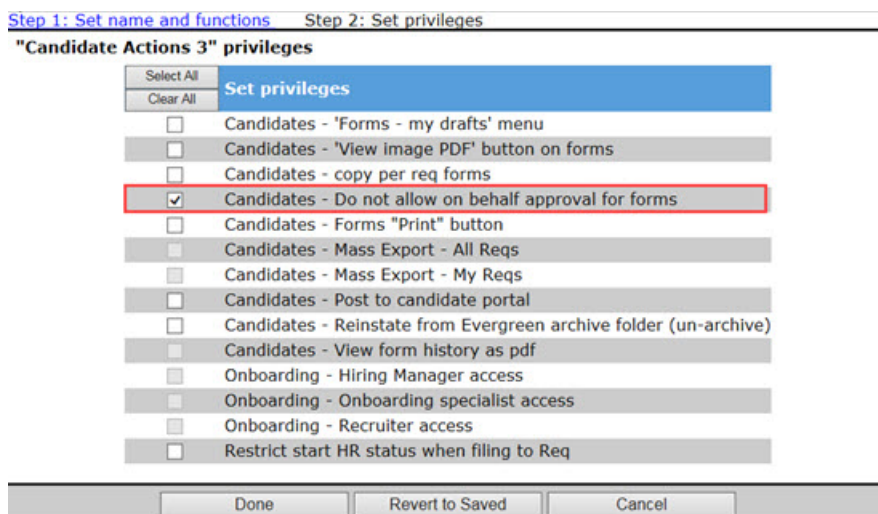
The steps here show how to enable these two settings in BrassRing Workbench. You can enable one or both of these settings. If you want only to enable one setting, ensure that you select **Done** and **Save** after you enable the setting.

## Procedure

1. In Workbench, browse to **Tools > Users > User Types**. The user types page opens.
2. Select **edit pencil icon** for your user type. The **Set name function** dialog opens.
3. Select **edit pencil icon** for **Reqs 2**. The **My Reqs 2 privilege** dialog opens.
4. Check the check box for **My reqs - Do not allow on behalf approval**.



5. Select **Done**.
6. Select **edit pencil icon** for **Candidate Actions 3**. The **Candidate Actions 3** dialog opens.
7. Check the check box for **Candidates - do not allow on behalf approval for forms**.



8. Select **Done**.
9. Select **Save** to save your changes.

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