IBM Kenexa BrassRing on Cloud

BrassRing Product Update Guide with Configuration

Version 13.4

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Edition Notice

Note: Before using this information and the product it supports, read the information in *Notices*.

This edition applies to IBM Kenexa BrassRing on Cloud version 13.4.

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Admin – Candidate Account Retrieval Tool

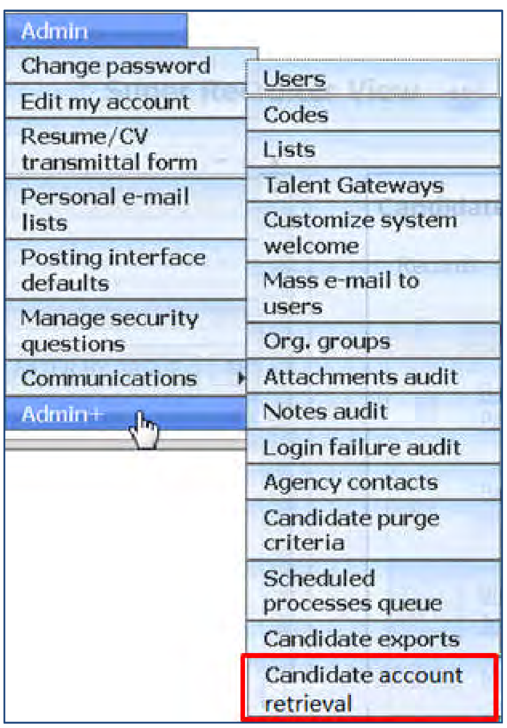
This feature allows IBM® Kenexa® BrassRing® on Cloud Admin+ users to retrieve candidates' BrassRing Talent Gateway account details and to reset candidate passwords. Clients no longer need to request Help Desk assistance to reset candidate passwords.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 142**	☑ BrassRing ☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

Candidates frequently need assistance recovering their Talent Gateway (TG) account login details. Currently, if the self-service tools (forgot password/forgot username) do not provide clients or candidates with the details they need, the client must call the BrassRing Help Desk in order to reset candidate passwords. This feature allows privileged BrassRing users to retrieve account details and reset candidate passwords.

BrassRing administrative users with Candidate Account Retrieval privileges access the Candidate Account Retrieval tool via a new Admin+ menu selection. This menu selection launches the Admin +: Candidate Account Retrieval page allowing BrassRing administrative users to access candidate TG login details using either a candidate's username/email address, or, if the candidate has applied for a requisition, first and last name.



BrassRing User Experience

BrassRing users with the Candidate Account Retrieval privilege can use the Account Retrieval Tool to view and reset TG login candidate passwords.

> This feature does not support wildcard searching; search results display only exact matches.

In the BrassRing application, BrassRing administrative user:

1. Navigates to **Admin > Admin+ > Candidate Account Retrieval.**
The Admin+ Candidate Account Retrieval page launches.

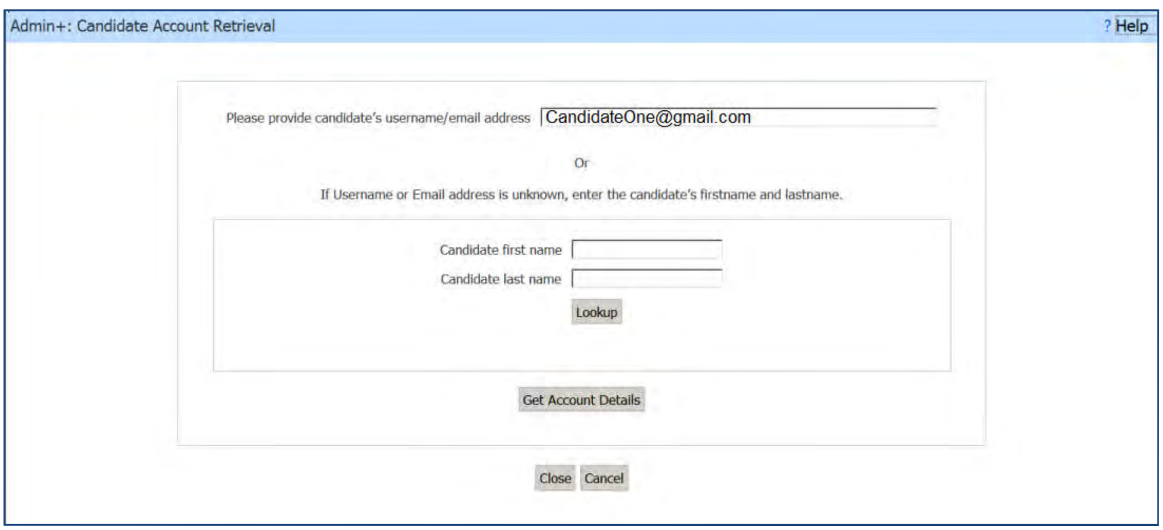
2. On the Admin+: Candidate Account Retrieval page, BrassRing administrative users can search for candidates using a candidate's username/email address or, if the candidate has applied for a requisition, a candidate's first and last name. The search option you choose determines the workflow. Select your search option, username/email address OR First and last name.

> For accounts with "Allow any unique login string" selected for TG login type client setting, you must specify the username rather than candidate's *contact* email address (or use the First name and Last name lookup option).
>
> For accounts with "Email address only" selected for TG login type client setting, you must the *login* email address (or use the First name and Last name lookup option).

Account Retrieval Tool - username/email address:

BrassRing administrative user**:**

3. Enters candidate's username or email address and clicks **Get Account Details.**
Text field supports up to 255 characters.



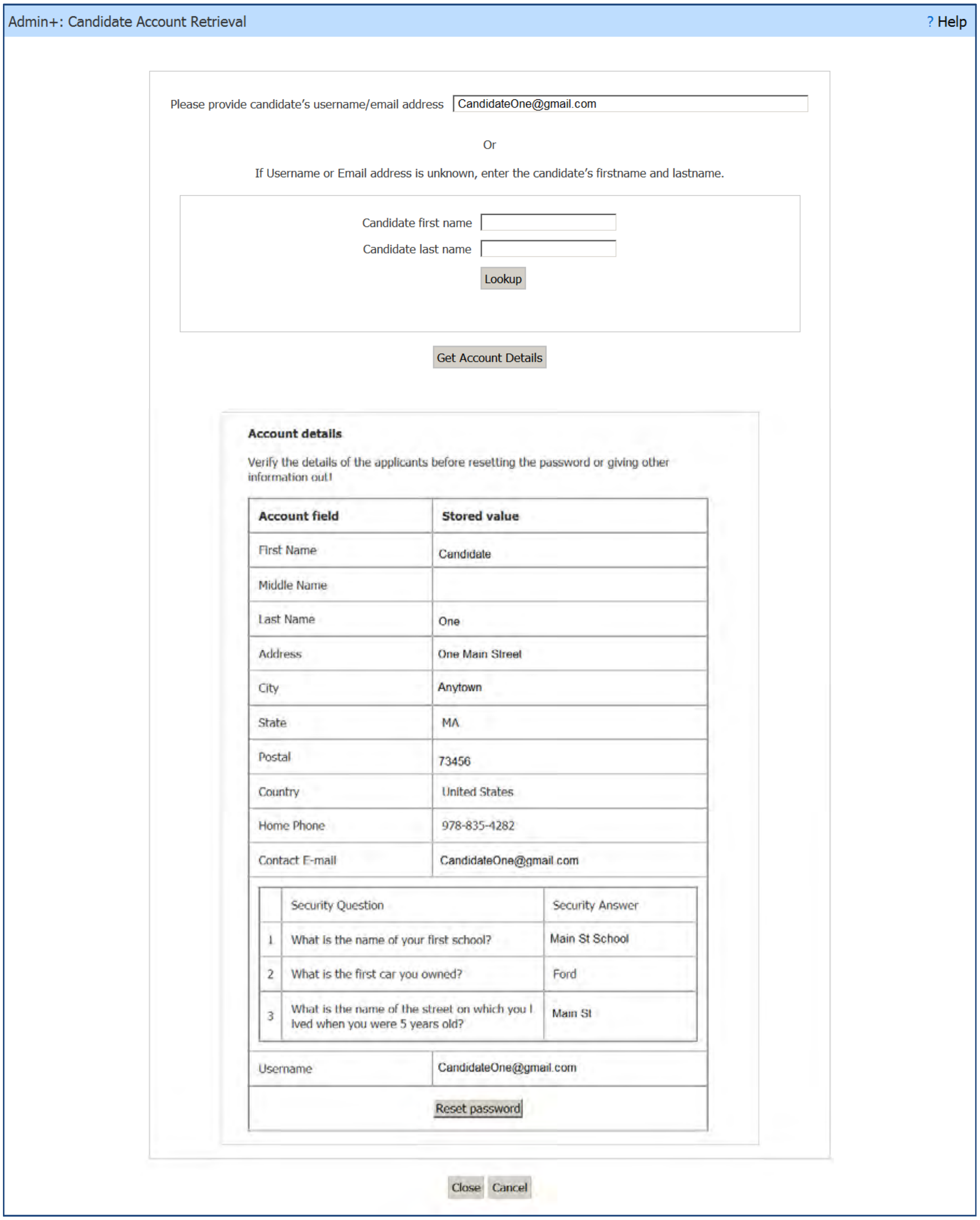
The Account Details Search Results Page re-launches with full account details.

If the Search Results displays multiple candidates meeting the search requirements:

- Click the radio button to select a singular candidate and click **Get Account Details**.
The Account Details Search Results Page re-launches with full account details for the selected candidate.

- Verify the candidate's identity by asking security questions before resetting password or releasing any candidate information. If information is not correct:

  Deselect the candidate and re-select the next candidate and repeat the verification process.



Admin+: Candidate Account Retrieval ? Help

Please provide candidate's username/email address CandidateOne@gmail.com

Or

If Username or Email address is unknown, enter the candidate's firstname and lastname.

Candidate first name

Candidate last name

Lookup

Get Account Details

Account details

Verify the details of the applicants before resetting the password or giving other information out!

Account field	Stored value
First Name	Candidate
Middle Name	
Last Name	One
Address	One Main Street
City	Anytown
State	MA
Postal	73456
Country	United States
Home Phone	978-835-4282
Contact E-mail	CandidateOne@gmail.com

	Security Question	Security Answer
1	What is the name of your first school?	Main St School
2	What is the first car you owned?	Ford
3	What is the name of the street on which you lived when you were 5 years old?	Main St

Username	CandidateOne@gmail.com

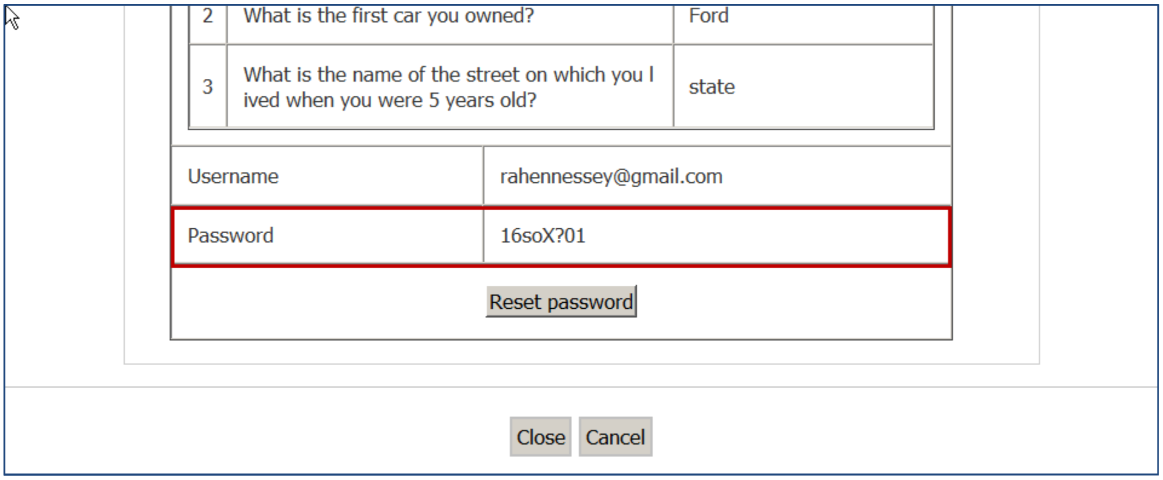
Reset password

Close Cancel

4. Verifies the candidate's identity by asking security questions before resetting password or releasing any candidate information.
5. Clicks **Reset Password** to reset the candidate's password.

The Account Details Search Results Page re-launches with a randomly generated new password.

6. BrassRing user conveys new password to candidate.

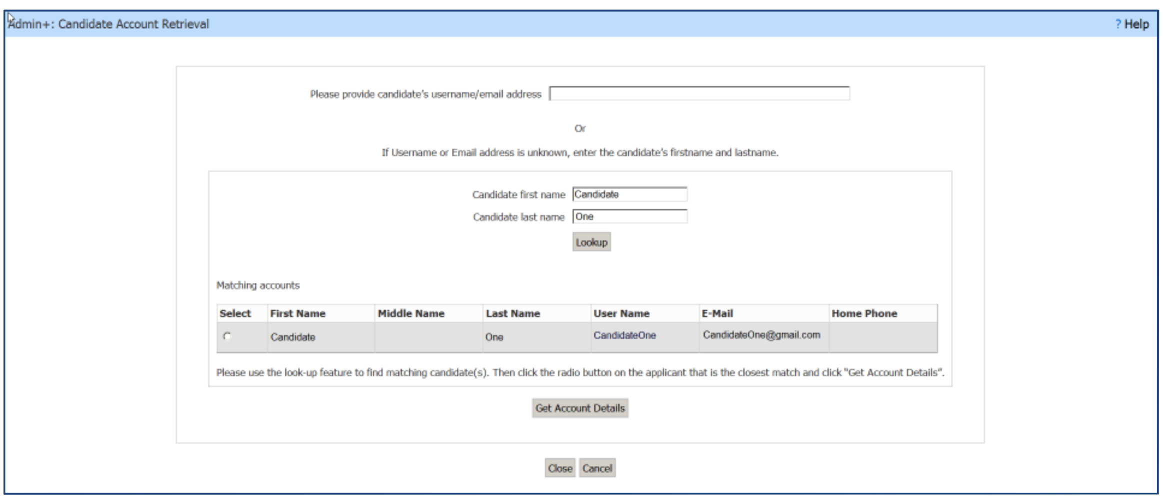


7. Clicks **Close.**

Account Retrieval Tool – First and Last Name

To retrieve by first and last name, the candidate must have applied for a requisition. BrassRing administrative user**:**

3. Enters the candidate's first and last name and clicks **Lookup.**
   The Admin+: Candidate Account Retrieval page re-launches with the search results.

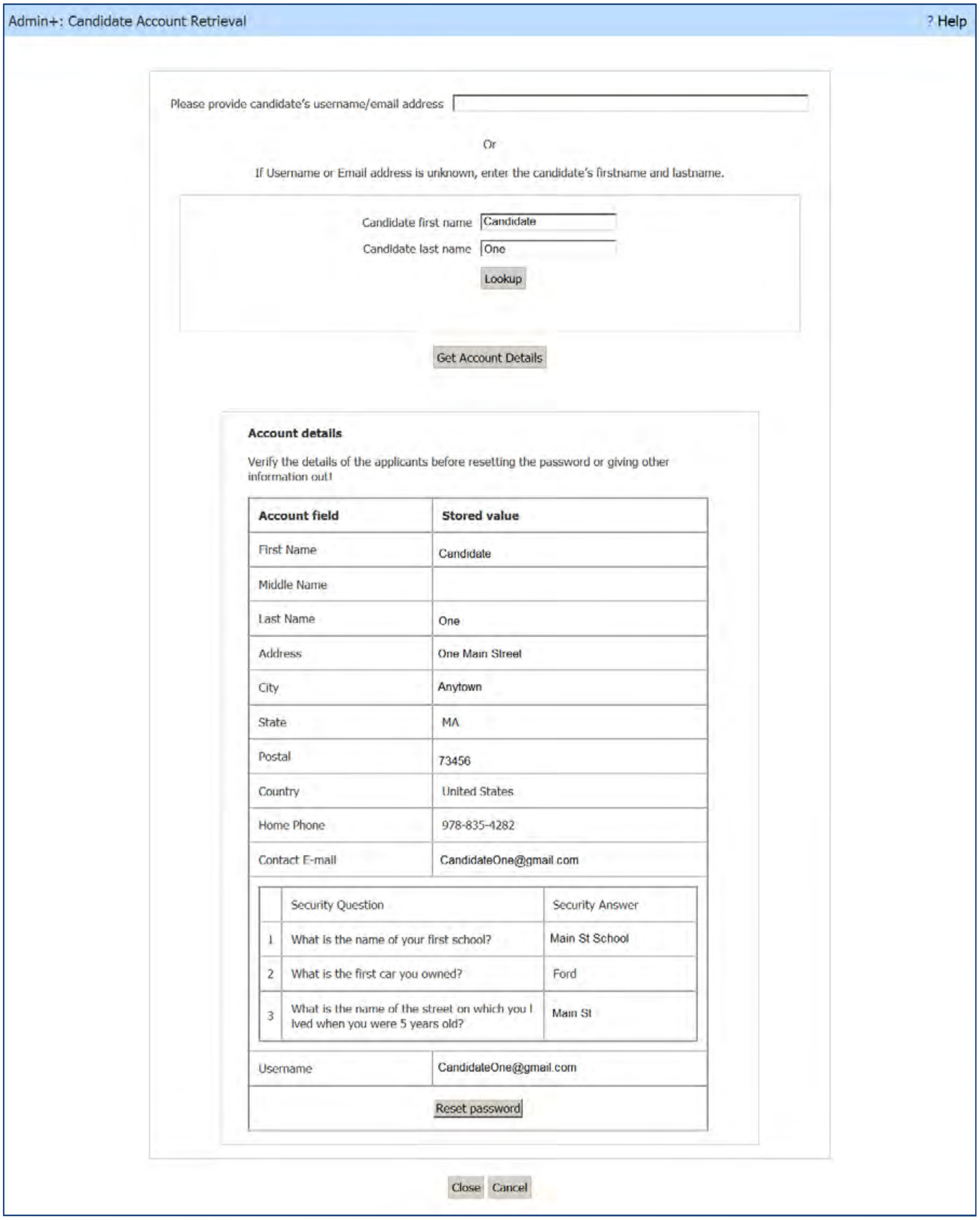


4. Selects the candidate and clicks **Get Account Details**.

   The Account Details Search Results Page re-launches.

5. If the Search Results displays multiple candidates meeting the search requirements:

   - Clicks the radio button to select a single candidate and clicks **Get Account Details**.
     The Account Details Search Results Page re-launches with full account details for the selected candidate.



Admin+: Candidate Account Retrieval ? Help

Please provide candidate's username/email address

Or

If Username or Email address is unknown, enter the candidate's firstname and lastname.

Candidate first name Candidate

Candidate last name One

Lookup

Get Account Details

Account details

Verify the details of the applicants before resetting the password or giving other information out!

Account field	Stored value
First Name	Candidate
Middle Name	
Last Name	One
Address	One Main Street
City	Anytown
State	MA
Postal	73456
Country	United States
Home Phone	978-835-4282
Contact E-mail	CandidateOne@gmail.com

	Security Question	Security Answer
1	What is the name of your first school?	Main St School
2	What is the first car you owned?	Ford
3	What is the name of the street on which you lived when you were 5 years old?	Main St

Username	CandidateOne@gmail.com

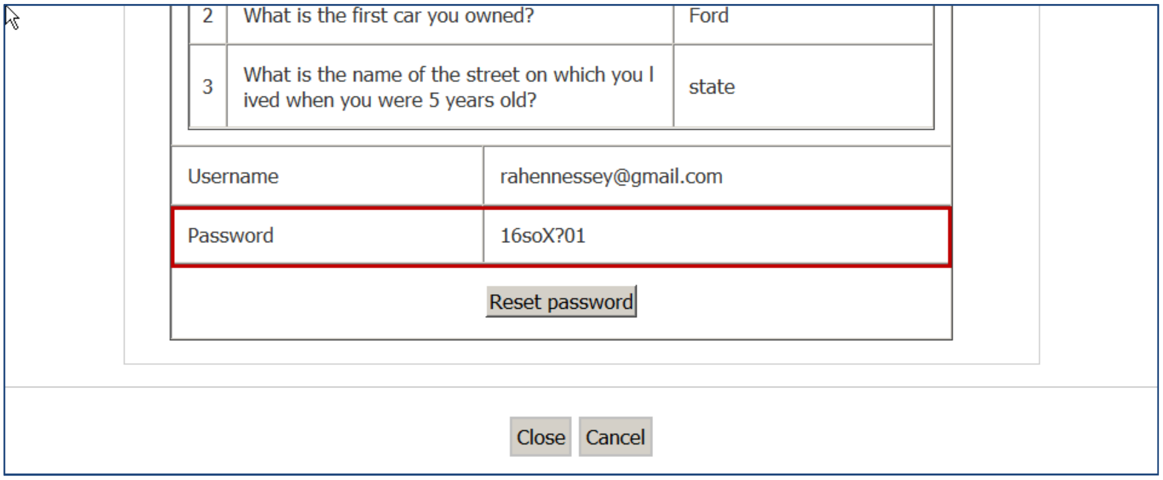
Reset password

Close Cancel

- Verifies the candidate's identity by asking security questions before resetting password or releasing any candidate information.
  If verification responses provided by candidate are **not correct:**
  - Deselects that candidate and selects the next candidate
  - Repeats the verification process (click **Get Account Details,** ask candidate security questions before resetting password or releasing any candidate information.

6. *Once a candidate's identity is verified*, clicks **Reset Password** to reset the candidate's password.

The Account Details Search Results Page re-launches with a randomly generated new password.



7. BrassRing administrative user conveys new password to candidate.
8. Clicks **Close**.

Limitations and Known Issues

The Account Retrieval Tool retrieves only one candidate's account information at a time.

How Do Clients Get this Feature?

This feature is controlled by an enhanced client setting and a new user privilege. Please contact our Support Team or your Certified Workbench User for more information.

Configuration Tasks

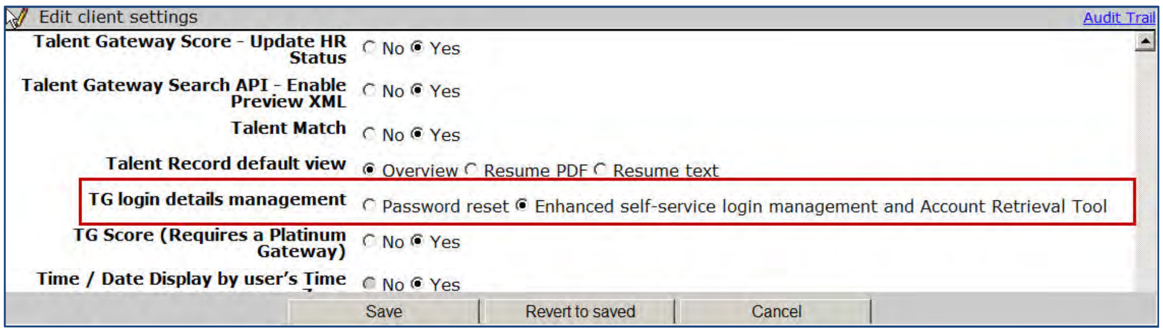
This feature is controlled by an enhanced client setting and a new BrassRing user type privilege.

Client Settings – Workbench (Support Staff)

Use this procedure to enable the Enhanced self-service login management and Account Retrieval Tool setting.

In Workbench:

1. **Admin > Manage Clients > Edit Client Settings** or click the pencil edit icon**.**
   The client settings dialog box displays.
2. Scroll to TG Login details management setting and select the radio button for **'Enhanced self-service login management and Account Retrieval Tool'**.

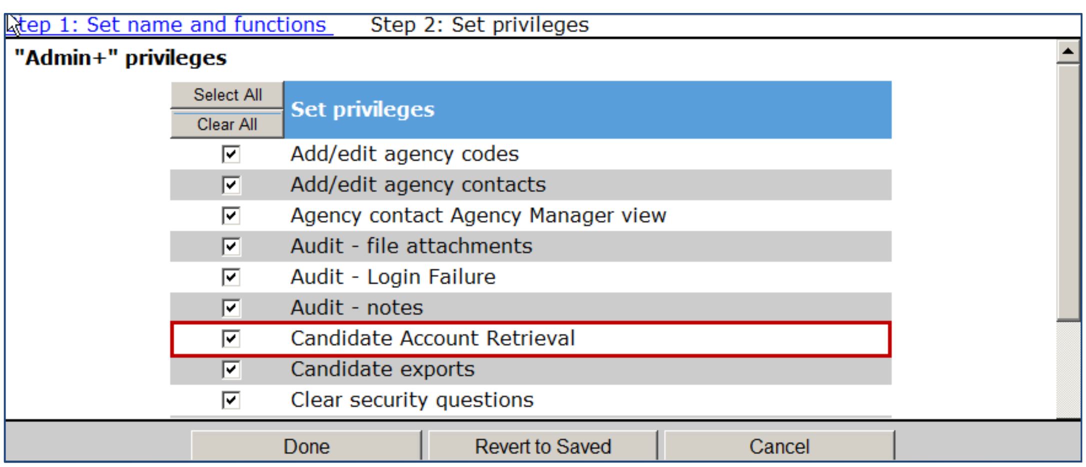


3. Click **Save**.

User Type Privileges – Workbench Self-Service (Tiers 1+)

BrassRing users must have the Candidate Account Retrieval privilege to access the Account Retrieval Tool within the BrassRing Application.

1. **Tools > Users > User types**.
2. Select the user and click the pencil icon for **Edit type permissions**.
   The Set Name Function dialog box launches.
3. Click the pencil icon for the **Admin+** privileges.
4. Check the checkbox for **Candidate Account Retrieval**.



5. Click **Done**.
6. Click **Save**.

Candidates – Mobile Apply Enhancements

Three new features are now available for IBM® Kenexa® BrassRing® on Cloud Mobile Apply: Forgot Login Name, IBM® Kenexa® Assess® on Cloud Assessments, and Share Job via Email.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 109**	☑ BrassRing ☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

This release of Mobile Apply introduces new features designed to support a more integrated BrassRing workflow and a redesigned Edit view of the Profile contact tab. Candidates applying for jobs via Mobile Apply can now:

- retrieve their Login Name (username) using the Forgot Login Name function
- access their Assess assessments
- send friends jobs via email from the Job Details page

> IBM® Kenexa® Prove It! ® On Cloud assessments are not currently supported on mobile devices.

Feature List

The following is an introduction to Release 13.4 Mobile Apply features. Each list item is an active link to a brief description of that feature including abbreviated configuration instructions.

Please contact your Support Team for more information enabling these features:

- Forgot Login Name
- Access Assess Assessments
- Send Friend job via Email

Forgot Login Name

Mobile-optimized BrassRing Talent Gateways (TG) now supports the Forgot Login Name function allowing candidates to retrieve their Username via a "Forgot Login Name" option. When the Mobile Apply Forgot Login Name function is enabled:

- The login page displays a “Forgot Login Name?” hyperlink. When tapped, this hyperlink displays a Forgot Login Name page in a separate browser allowing the user to retrieve the username by providing answers to all three security questions.
- For candidates that do not have three security questions saved to their profile already, a new “Add Security Questions” page is displayed when they log into their account. Candidates need to provide answers to all three security questions and save those answers before proceeding with the application or saving a job to the cart.
- All three Security Question widgets display a list of ten security questions; five are existing and five are new.
- Registration pages now display three security questions.

The Forgot Login Name workflow is not mobile-optimized. Candidates can retrieve Login Name but they may have to zoom and scroll during the retrieval process.

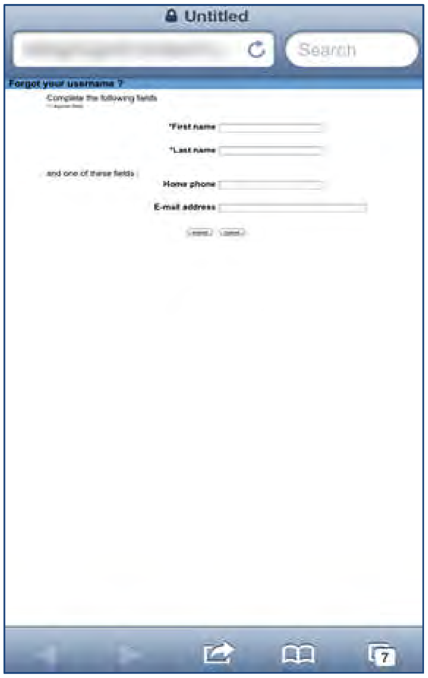
Candidate Experience

When this feature is enabled, Candidates can retrieve their Login Name on Mobile Apply.

1. Candidate lands on the Mobile Apply Login Screen.

2. Taps **Forgot Login Name?** Hyperlink.

   Forgot Your Username? screen launches.



3. Candidate enters First and Last Name and Home Phone or Email address and taps **Submit**.
   The security question screen launches. The following screen displays when candidates do not have any security questions saved to their BrassRing Talent Gateway profile.

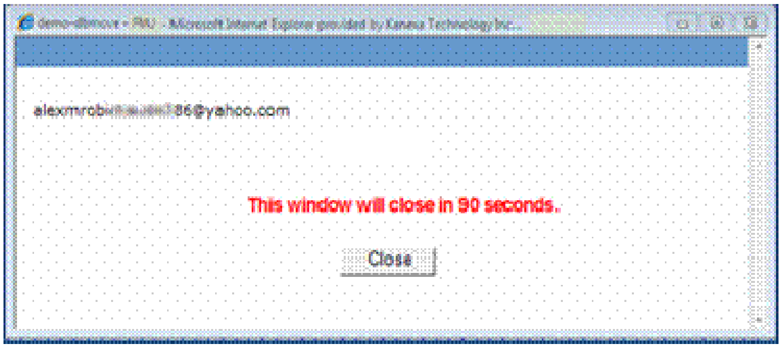
4. If Candidate does not have any Security Questions associated with their BrassRing Talent Gateway profile, they must select a Security Question for each of the three fields and enter an answer to the question. If the Candidate only has one Security Question saved, they must add the additional Security Questions.

   If the Candidate does have three Security Questions associated with their BrassRing Talent Gateway profile, they must correctly answer three existing security questions and Save those questions. On Mobile

Apply, the Security questions display in an abbreviated format. For example, instead of the Security Question, "What is your Favorite Restaurant" Mobile Apply displays "Favorite Restaurant."

Right Answers

When the candidate taps **Submit**, a window launches if the entered data matches the stored data. The window displays the username that matches the submitted information for 90 seconds, then closes automatically (can tap **Close** to close manually).



Wrong Answers

If submitted answers do not match in their entirety the first and second times, the following error message is raised: “Please try again.”

If the third submission also fails, the message configured for your “Username retrieval unsuccessful message” BrassRing TG text customization setting displays to the candidate.

5. Taps **Save**.
6. Mobile Apply workflow continues.

How Do Clients Get this Feature?

This feature if configured via a client setting, **TG login details management**. Please contact your Kenexa Support Team for more information about enabling this feature.

Assessments for Mobile Apply

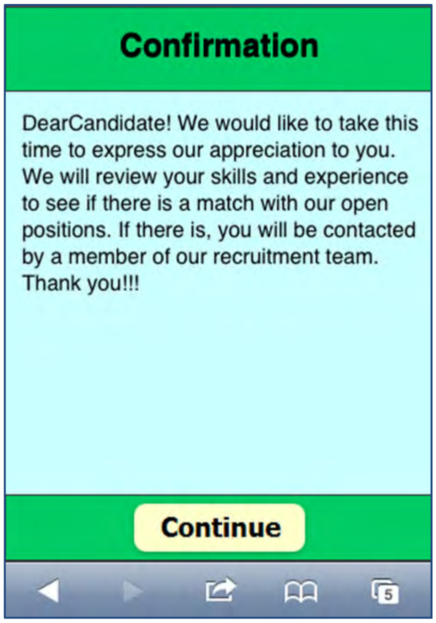
Candidates can now complete IBM Kenexa Assess assessments during the job application process using Mobile Apply. When this feature is enabled, Candidates can retrieve Assess assessments during the Mobile Apply application process.

> Assess assessments are supported on Mobile Apply but are not mobile optimized.
>
> IBM® Kenexa® Prove It! ® On Cloud assessments are NOT currently supported on mobile devices.

Candidate Experience

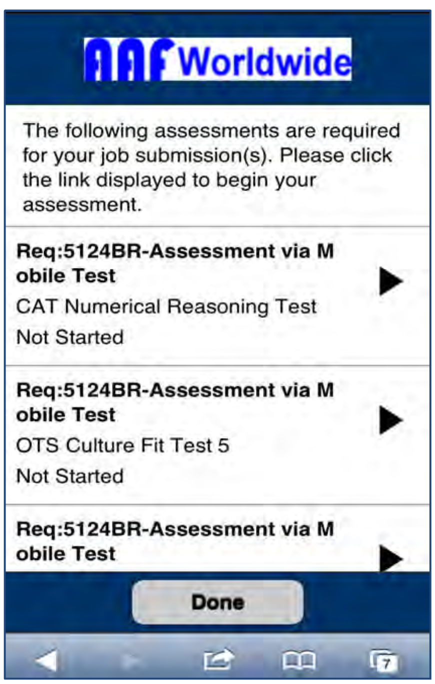
During the job application workflow, candidates can now access IBM Kenexa Assess assessments.

1. Candidate submits their job application via Mobile Apply and lands on the Confirmation page.



2. Candidate taps **Continue**.
3. Candidate lands on the pending assessments page. All assessments associated with the requisition (job) display. Each pending assessment is identified with a Req ID, Job Title, and a Status indicator of "In Progress" or "Not Started."

   The pending assessments page might display a mobile logo, text customization for the “Assessment Page Title," or both depending on the client's configuration. If configured, customized text configured for the pending assessment page displays here.



4. Candidate can tap the right arrow for each individual assessment to complete the pending assessments or tap **Done** to complete assessments at a later time.

If req is configured with hurdling and candidate does not successfully complete the assessment, a candidate is directed back to a blank pending assessment page.

The Mobile Post Confirmation Page, displays acknowledging the submission.

> If configured, the candidate lands on the Mobile Post Confirmation page URL defined in Workbench. If not URL is configured, the candidate lands on the Talent Gateway logged-in page.

5. Candidate taps **Done**.

> Mobile-optimized Assess Assessments on mobile devices are accessible only during the Mobile Apply workflow. Candidates who do not complete assessments during the Mobile Apply job application workflow can return to the *mobile* assessments page at a later date, but the mobile device does not display the mobile-optimized assessment workflow. Assessments not completed during the Mobile Apply workflow can be completed via the desktop.

Best Practice Recommendations

Clients who have both IBM Kenexa Prove It! Assessments and IBM Kenexa Assess assessments configured for a requisition are advised not to enable this feature, as IBM Kenexa Prove It! assessments are not supported on Mobile Apply.

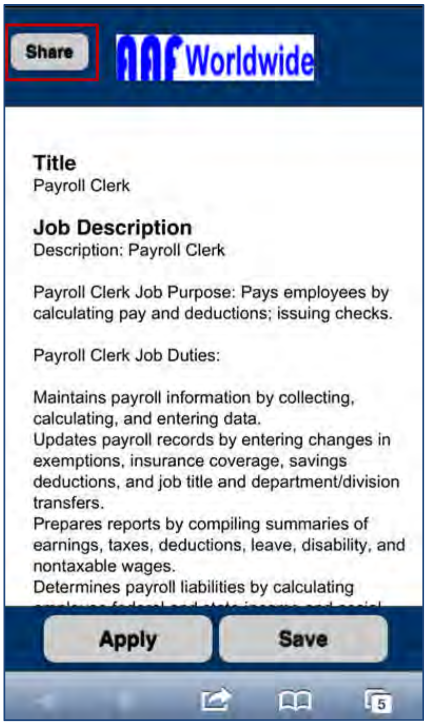
How Do Clients Get this Feature?

This feature is configured via a BrassRing Talent Gateway setting, **Allow Launching of Assessments from Mobile Apply.** Please contact our Support Team for more information about enabling this feature.

Send Friend Jobs via Email

Candidates can now share jobs via email from Mobile Apply similar to the functionality of the "Send to Friend" feature on BrassRing Talent Gateways.

If the BrassRing Talent Gateway has both mobile optimization enabled and "Send to a Friend" enabled, then the Mobile Apply job details page displays the **Share** button. Tapping the Share button allows the candidate to share the job via email with one or more friends.

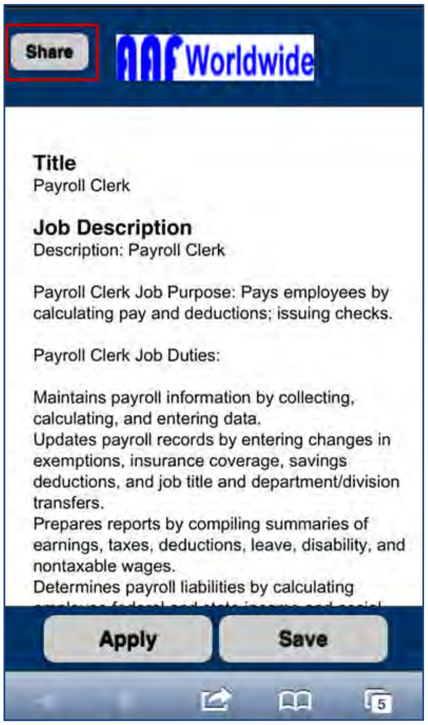


The Share button does NOT support sharing jobs via social networks.

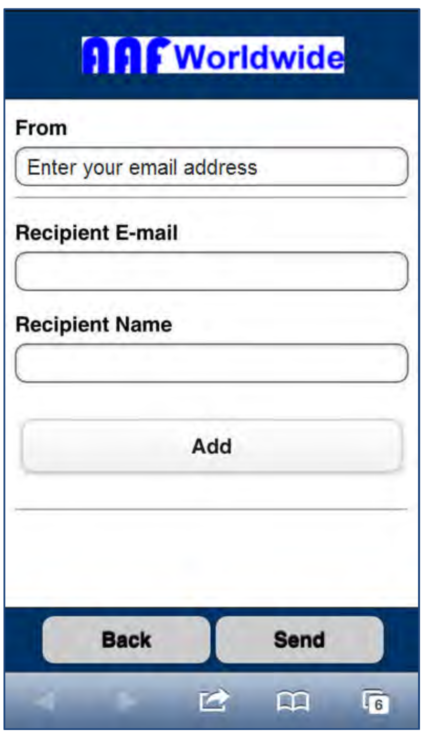
Candidate Experience

During a job search using Mobile Apply, candidate lands on a Job Details page and finds a job they would like to share. Candidate:

1. Taps the **Share** button.

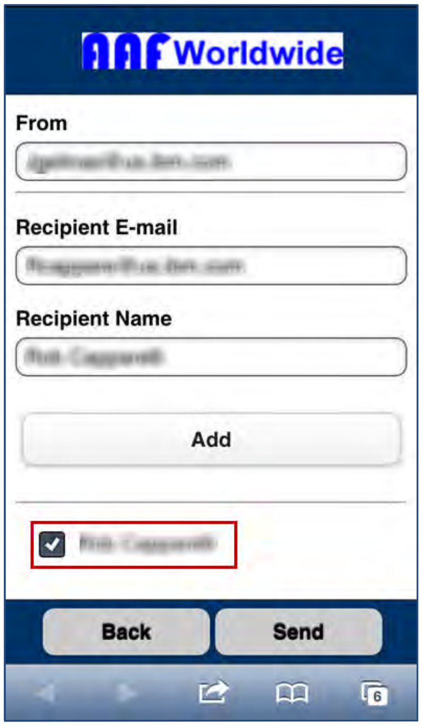


The Job Share via Email page launches.



2. Enters their email address in the From field, the Recipient's email and name in the Recipient Email and Name fields.
3. Taps **Add**.

The Job Share via Email page Re-launches with a selected checkbox and the Recipients name. If a candidate wishes to cancel the sending of the email, the candidate can tap to remove the check mark and cancel the send.



4. Taps **Add** to add additional Recipients or taps **Send** to send emails.

   If the number of additional Recipients exceeds the vertical screen space, the list becomes vertically scrollable.

Recipients (friends) receive an email displaying:

- subject line containing the default or customized text (configured for the Send to Friend subject line on the TG Job Details page in Workbench)
- message containing customized tokens (sourced from Workbench) that include links to the recommended job posting(s)
- Tapable **View details** link to view and apply to job.

Customized Send to Friend message text can be configured for BrassRing TGs in Workbench.

How Do Clients Get this Feature?

This feature is controlled by a special configurations setting, **Disable Send to a Friend**, which must be unchecked in Workbench. Talent Gateway text customization for the TG offers flexible messaging. Please contact our Support Team or your Certified Workbench User for more information.

Configuration Tasks

This section describes the tasks required to configure these features. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Configuring Forgot Login Name

If clients have the Forgot Username feature configured for BrassRing Talent Gateways, Mobile Apply Forgot Login Name uses those settings for the Forgot Login Name workflow. The only difference is that on Mobile Apply, the Security questions display in an abbreviated format. For example, instead of the Security Question, "What is your Favorite Restaurant" Mobile Apply displays "Favorite Restaurant."

Steps to set up this feature include for Talent gateways:

1. Set TG login details management client setting.
2. Check that Activate security question(s) for client settings are set appropriately.
3. Customize text on the TG Notifications tab for the Username retrieval unsuccessful message, as desired (**Tools > Talent Gateways > Text customization** link [for selected TG] > **Notifications** tab > **Username retrieval unsuccessful message)**. Workbench Self-Service (Tiers 1+)
4. Update custom text on the TG Create Login tab for Create login intro text , if necessary (**Tools > Talent Gateways > Text customization** link [for selected TG] > **Create Login** tab > **Create login intro text**). Workbench Self-Service (Tiers 1+)

Client Settings – Workbench (Support Staff)

BrassRing Workbench Support Staff:

1. Navigates to Client Settings and clicks the **Edit** icon –OR– **Admin > Manage Clients > Edit client settings.**
2. Selects **Enhanced self-service login management** for **TG login details management.**

3. Clicks **Save**.

Enhanced self-service login management **-** New self-service capability for candidates accessing Mobile Optimized Talent Gateways via Mobile Apply.

- Requires the selection of 3 security question/answer pairs.
- Includes a longer list of abbreviated security questions.
- Provides "Forgot Login Name" for candidates accessing job application workflow via Mobile Apply.

Allow Launching of IBM Kenexa Assessments

The TG setting, "**Allow Launching of IBM Kenexa Assessments from Mobile Apply**," must be enabled for pending assessments to launch during the Mobile Apply workflow.
In addition, an existing BrassRing Workbench TG setting "Launch Assessments via Continue button" for the TG must be enabled in order for the Continue button to display on the Confirmation page for both BrassRing TG and Mobile Apply workflows.

The following steps to set up this feature include:

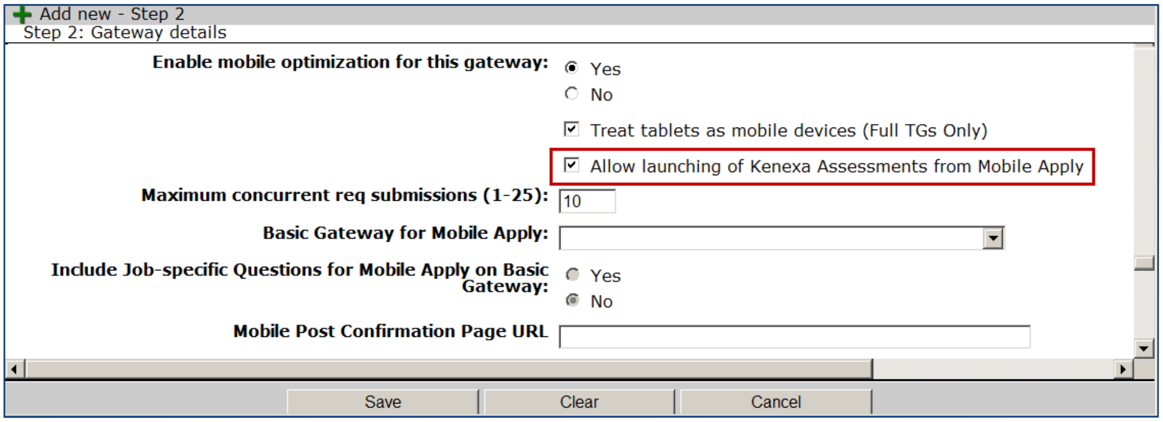
1. Enable **"**Allow Launching of Kenexa Assessments from Mobile Apply" and "Launch Assessments via Continue button" Talent Gateway Settings.
2. Configure Text Customization for Mobile Apply for the Assessments page text – no assessments pending page.

BrassRing Talent Gateway Settings – Workbench Self-Service (Tiers 5+)

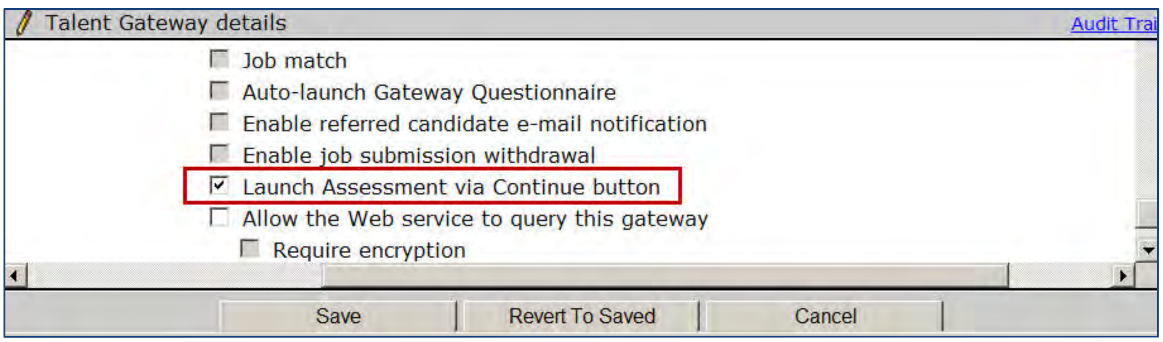
Enable Allow Launching of Kenexa Assessments

To enable this feature, BrassRing Workbench Self-Service (WBSS) user:

1. Navigates to **Workbench > Tools > Talent Gateways** > **Add/Edit** [selected TG].
2. Selects the checkbox for **Allow Launching of Kenexa Assessments from Mobile Apply**.



3. Selects the checkbox for **Launch Assessments via Continue button**.



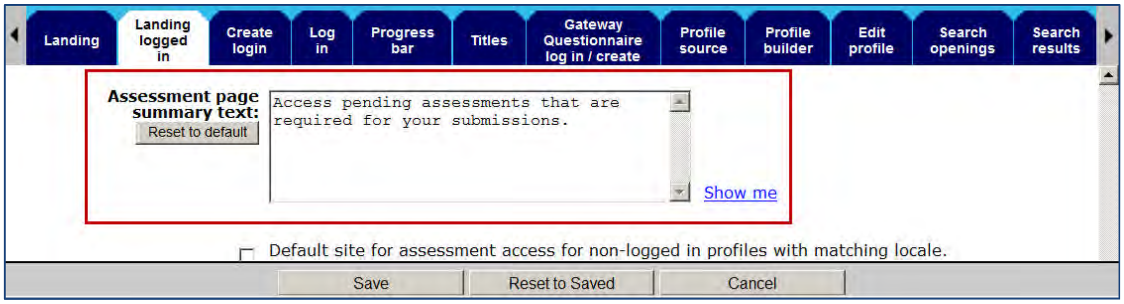
4. Clicks **Save**.

Talent Gateway Text Customization – Workbench Self-Service (Tiers 1+)

Text Customization for Assessments Pending Page

You can use this procedure to customize the Assessment page summary text.

1. **Workbench > Tools > Talent Gateways** > Select your Gateway and click the **Edit Text.**
2. Scroll to the **Landing Logged In** tab.
3. Enter text for Assessment page summary text. This customized text displays on the pending assessment page.



4. Click **Save**.

Send Friends Jobs via Email

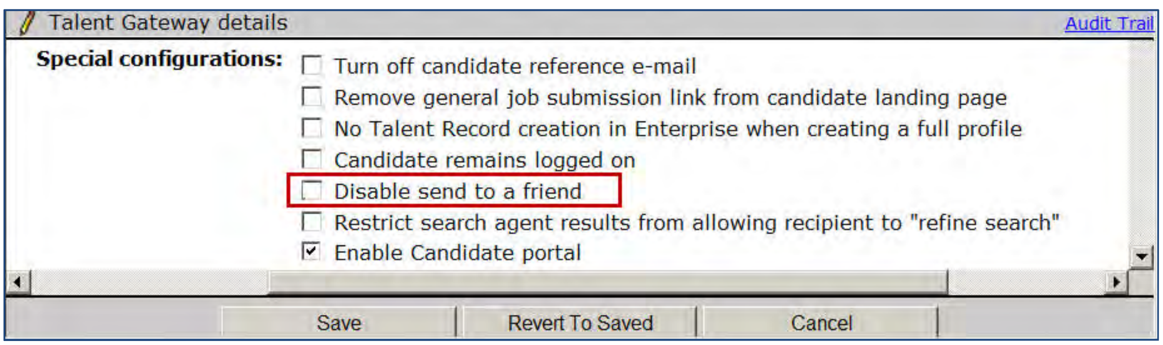
The following steps to set up this feature include:

1. Check the "Disable send to a Friend" Talent Gateway Setting.
2. Configure Text Customization for Mobile Apply if client does not have text customization configured.

Disable Send to a Friend TG Setting – Workbench Self-Service (Tiers 5+)

Ensure "Disable send to a Friend" TG setting is NOT enabled:

1. Navigates to **Workbench > Tools > Talent Gateways > Edit** [selected TG].
2. Unchecks the "**Disable send to a Friend**" Talent Gateway setting in the “Special configurations” section, if necessary.



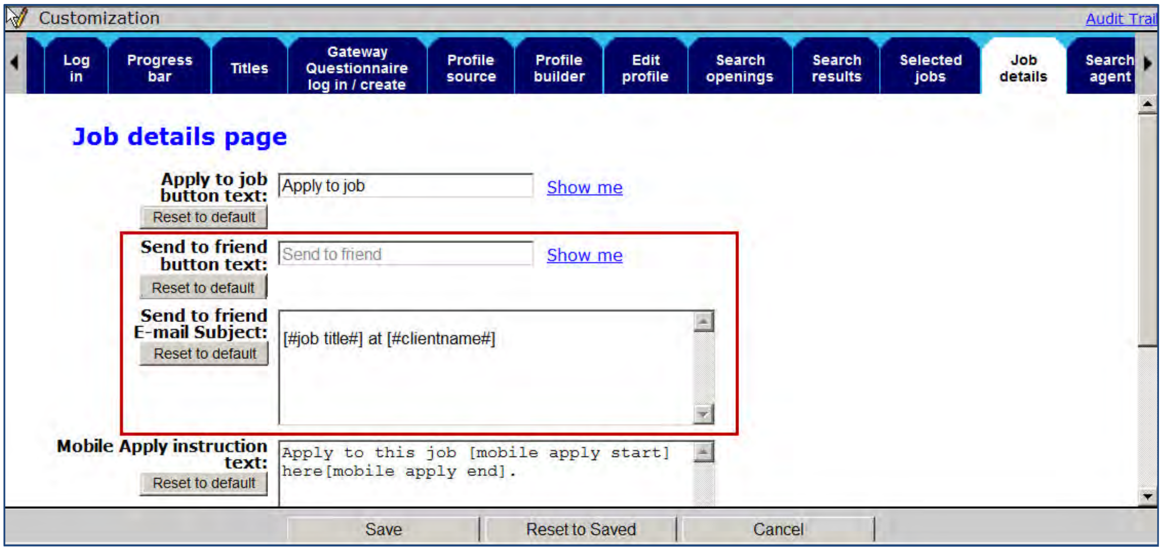
3. Clicks **Save**.

Talent Gateway Text Customization – Workbench Self-Service (Tiers 1+)

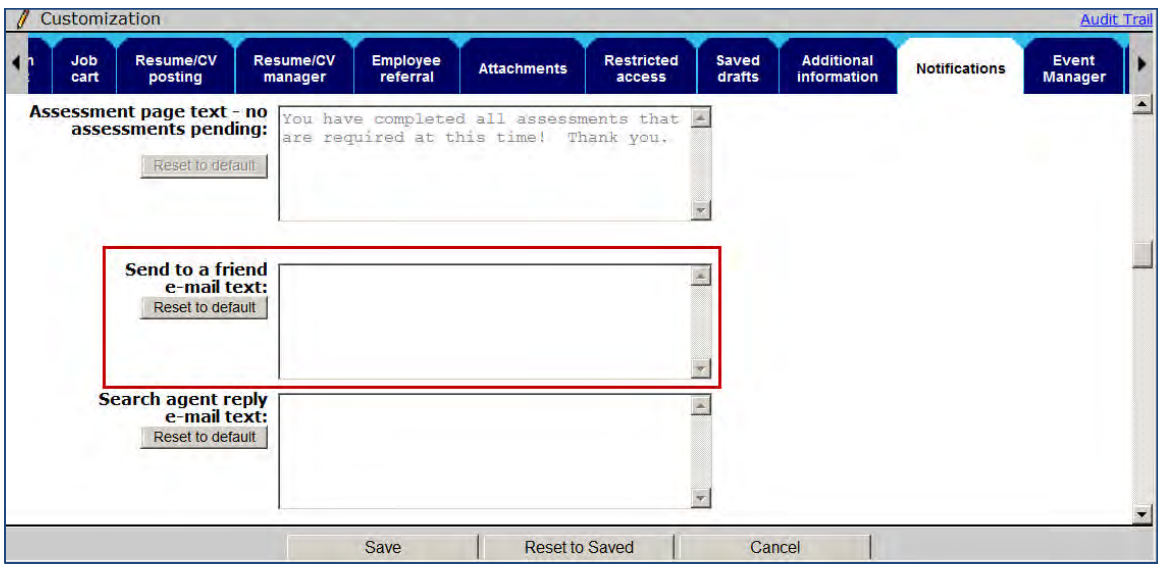
Text Customization for Mobile Apply Send to Friend

To customize text associated with the Send to Friend Mobile Apply functionality, enter customizations on the TG Job details tab and the TG Notifications tab.

1. **Workbench > Tools > Talent Gateways** > **Edit Text** [for selected TG]
2. Scroll to the **Job details** tab.



3. Enter up to 250 characters in the **Send to friend E-mail Subject** text box on the Job details tab. This customized text displays in the email subject line. Click the Reset to Default button to restore default text: [#jobtitle#] at [#clientname#].
4. (Optional) Enter text customization for the **Send to Friend button** text.
5. Navigate to the **Notifications** Tab and enter text customization for **Send to Friend Email** text.



6. Click **Save**.
7. Click S**ynchronize changes with Talent Gateways**.

CK Editor

Clients can now enable the CK Editor 4.2.2 for use in IBM® Kenexa® BrassRing® on Cloud communication modules and on formatting-enabled text area type requisition fields. The CK Editor produces structurally clean HTML tags, and supports a number of languages and spell-check utilities.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 209**	☑ BrassRing	
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

When the CK Editor is enabled, it is available for use on many communication module pages and on formatting-enabled requisition fields of the text area type. The CK Editor is a widely-used open source HTML text editor that supports an extensive formatting toolbar and produces structurally clean HTML tags, important for displaying HTML pages correctly in different browsers.

When enabled, the CK Editor is available on the following pages in BrassRing:

- Add blurb | Edit blurb
- Add communications template | Edit communications template | Send communication (email)
- Add document template | Edit document template | Create document
- Add document packet template | Edit document packet template | Send communication (document packet)
- Add system e-mail template | Edit system e-mail template
- Formatting-enabled requisition fields: Job Description, Requisition Notes, and custom text area fields on pages where reqs are added or edited

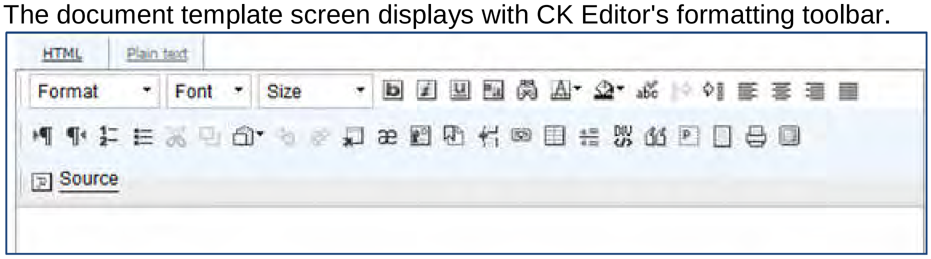
Target users are BrassRing communications administrators who create blurbs and templates; BrassRing users who create and post requisitions.

BrassRing User Experience

When this feature is enabled, BrassRing users see the CK Editor functionality when the blurb or template displays. The example below shows the editor in use within an HTML-based document template.

1. Navigate to **Admin > Communications > Add document template**.
2. Select HTML editor option and clicks **Go**.

The document template screen displays with CK Editor's formatting toolbar.



To create formatted content in the CK editor, use one of these methods:

- Enter text directly into the editor and use the formatting buttons on the toolbar to format the content.
- Copy and paste formatted content from Word using the Paste button. The CK editor creates HTML markup that does a reasonable job of reflecting the formatting used in Word.
- Create HTML content in an external HTML editor and copy and paste the source code into the Source code window of the CK editor within BrassRing. Use this method to get the most sophisticated results.

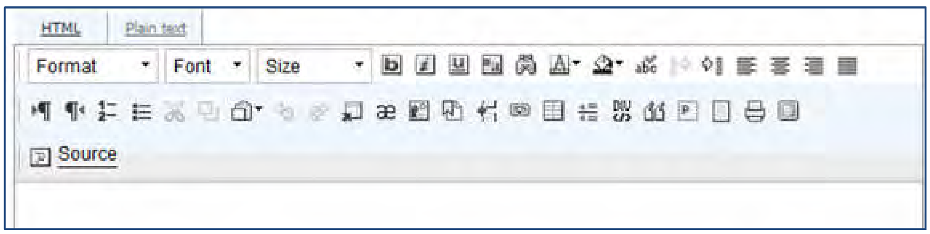
3. Completes all required document template fields.
4. Clicks **Save**.

Using the CK Editor and Formatting Toolbar

When using the formatting toolbar in the CK Editor, the beginning and ending tags for your content are created automatically. You don't have to pay attention to them. Similarly, if you create content in an external HTML editor, the CK Editor automatically creates the tags correctly (as long as it is not an older editor from several years ago).

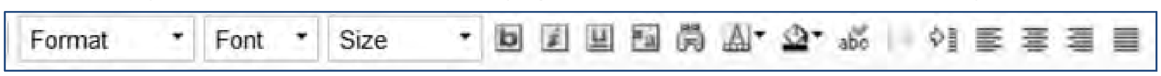
Formatting Tool Bar

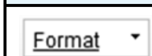
When the CK Editor is enabled and BrassRing users select an HTML document or document template workflow, the CK Editor functionality and toolbars display. The CK Editor has an extensive formatting tool bar.

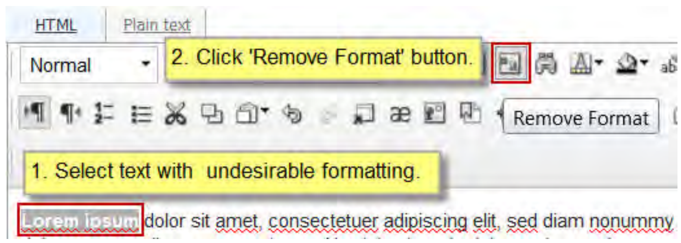


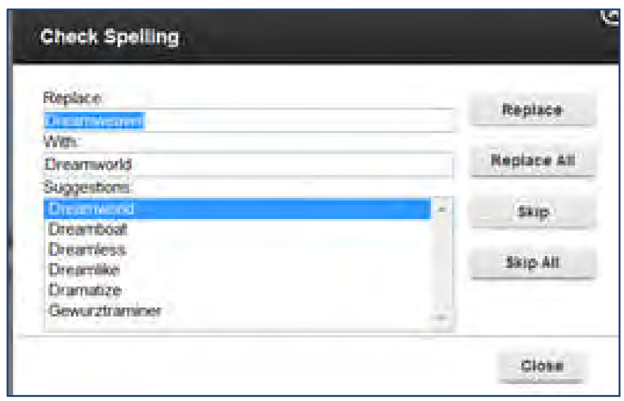
Formatting Tool Bar – First Row

The following table describes the formatting options of the first row of the formatting tool bar:



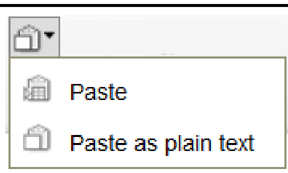
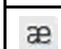
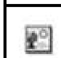
Button	Tool Tip	Description
	Paragraph Format	Select text and apply any of the following paragraph formats. Built in formats are: • Normal: Default Font Face is Arial 12 • Heading 1 • Heading 2 • Heading 3 • Heading 4 • Heading 5 • Heading 6 • Formatted: Font face is Courier New • Address • Normal (div)
	Font Name	Select text and apply any of the following font names: • Arial (default) • Comic Sans MS • Courier New • Georgia

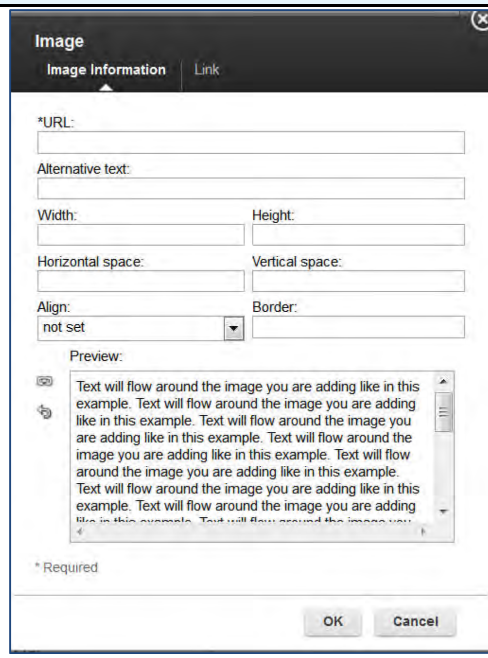
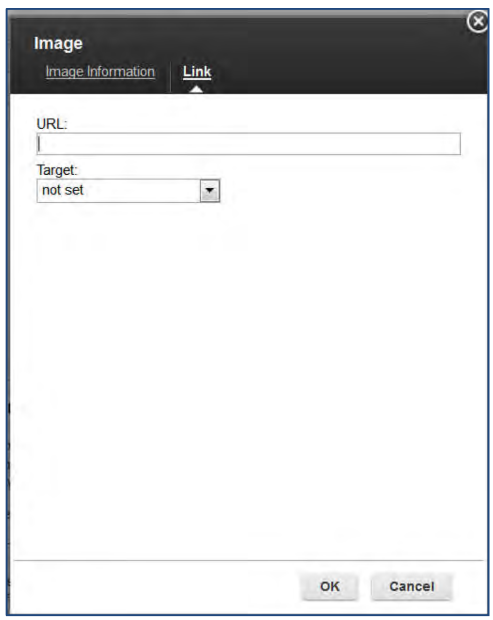
Button	Tool Tip	Description
		• Lucida Sans Unicode • Tahoma • Times New Roman • Trebuchet MS • Verdana
	Font Size	Select text and apply a font size from 8 to 72. Default is 12.
	Bold	Select text and apply bolding.
	Italic	Select text and Click the button to apply italics.
	Underline	Select text and Click the button to apply underline.
	Remove Format	Select text and Click the button to remove existing formatting. 
	Find and Replace	 1. Enter the term to find in the 'Find:' box. Select 'Find Options' if applicable. Find Options Match case: Unchecked by default. The search finds only those terms that match in case for every character in the search term. Match whole word: The search looks only at whole words that match the search term. Example: When Match whole word is checked and the search term is: "option", you will find all instances of "option", but not the words "optional" or "options".

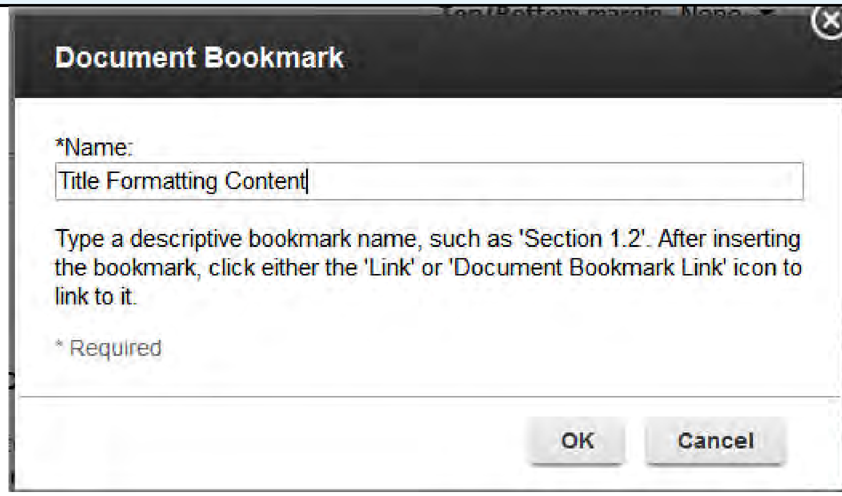
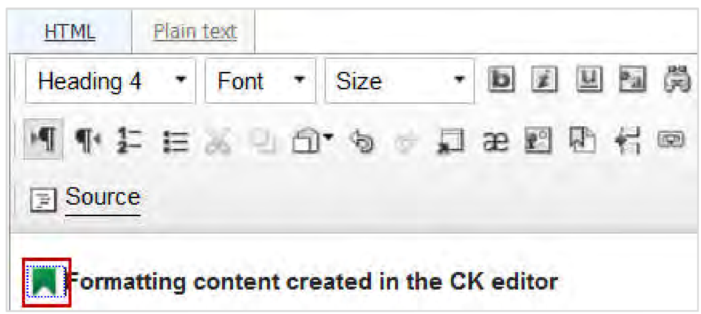
Button	Tool Tip	Description
		Match cyclic: Checked by default. When checked, when the CK editor search reaches the end of the document, it cycles back to the beginning of the document and continues the search. 2. Enter the replacement term in the ‘Replace with’ box. 3. Click Find. The search will go to the first instance of the term to be found. 4. If applicable (meaning you want to replace the found term with something else), click Replace to replace the term in the first instance. Click Replace All to replace all instances of the term.
	Text Color	Select text and Click the button to launch color picker window. Select desired color. Color is applied to the selected text.
	Background Color	Click the button to launch color picker window. Select desired color. Color is applied to the page.
	Check Spelling	Click the button to launch the spell check window. The utility highlights all “suspicious” words and lists suggestions for them. The options are Replace, Replace All, Skip, Skip all. 
	Decrease Indent	Place cursor in line or select text and Click the button. Text is moved to the left if it is not already at the left margin of the page.
	Increase Indent	Place cursor in line or select text and Click the button. Text is moved to the right.
	Align Left	Place cursor in line or select text and Click the button. Text is moved to the left margin of the page.
	Align Center	Place cursor in line or select text and Click the button. Text is moved to the center of the page.
	Align Right	Place cursor in line or select text and Click the button. Text is moved to the right margin of the page.
	Align Justified	Place cursor in line or select text and Click the button. Text is aligned on both left and right margins.

Formatting Tool Bar – Second Row

The following table describes the formatting options of the second row of the formatting tool bar:

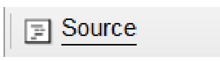
Button	Tool Tip	Description
	Left-to-right	Place cursor in line or select text and Click the button. Text reads from left to right.
	Right-to-left	Place cursor in line or select text and Click the button. Text reads from right to left.
	Numbered List	Select list item(s) and Click the button. A number is applied to it. Numbering continues until you select s new style, such as Normal.
	Bulleted List	Select list item(s) and Click the button. A bullet is applied to it. Bullets continue until you select s new style, such as Normal.
	Cut	Select text and/or other item(s) added to the page and Click the button. The selected text or item is removed.
	Copy	Select text and/or other item(s) added to the page and Click the button. The selected text or item(s) are copied to the clipboard.
		After copying content (either within the editor window or from an external source): • Click Paste to retain source formatting • Click Paste as plain text to strip source formatting
	Undo	After an action has been taken, Undo button becomes enabled. Click left-pointing arrow to undo the last action.
	Redo	After clicking Undo, the Redo button becomes enabled. Click right-pointing arrow to redo an action that was undone.
	Select All	Click the button to select all content in the editor window.
	Insert Special Character	Click the button to insert a special character [!@#$%^&*(), accented letters, trademarks, and so forth]. To add a special character: 5. Place the cursor in location of special character. 6. Click the button to launch a window listing special characters. 7. Click the special character you want to add to the text. 8. The special character appears where your cursor is.
	Insert Image	Click the button to insert an image or to create an image link. Enter the URL (web address) for the image. Images must be hosted in a location where the blurb, template, generated document, document packet, or email can reach them.

<table>
<tr><th>Button</th><th>Tool Tip</th><th>Description</th></tr>
<tr><td></td><td></td><td>
</td></tr>
<tr><td></td><td>Insert Link</td><td>If using an image as a button, select Link.

</td></tr>
<tr><td></td><td>Insert Document Bookmark</td><td>Click the button to insert a bookmark before a word or title. Insert a bookmark if you want to link to it from another location on the page or from another page. If linked in this way, all pages must be in the same directory.</td></tr>
</table>

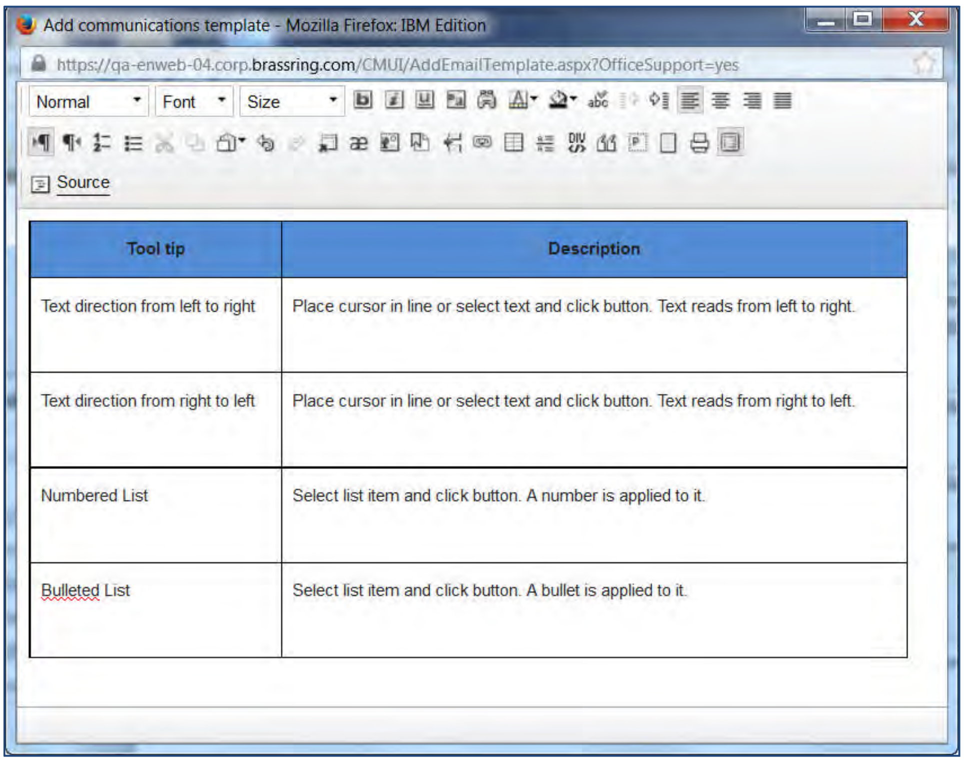
Button	Tool Tip	Description
		 Bookmark is inserted; you can now create a link to this bookmark from within the same document. 
	Insert Page Break	Click the button to insert a page break indicator where the page should break and cick the button. The page break is inserted in the HTML page.
	URL Link	To add a link to another page or Website: 1. Enter the correct URL for the site or page to which you want to link. 'http://' is understood. 2. Enter the Link Text. This is the text the viewers and recipients see instead of the URL. You can place the URL in this box if desired. 3. Click OK. The link is created.
	Insert Table	Click the button to open the Insert Table configuration window. The default table size is 3 rows and 2 columns of fixed size, and a total table width of 500 pixels. You can change any of these attributes.
	Insert Horizontal Line	Place the cursor in the location where the horizontal line should be inserted and click the button.
	Create Div Container	Click the button to insert a DIV container at the cursor position.
	Blockquote	Click the button to indent and center a paragraph, for example a long quotation.

Button	Tool Tip	Description
	Show Blocks	Click the button to display block elements on the HTML page. Each block element starts on a new line and has a space above and below it. This shows the structure of the document.
	New Page	Click the button to create a brand new page.
	Print	Click the button to launch Print dialog box.
	Maximize	Click the button to expand editor window.

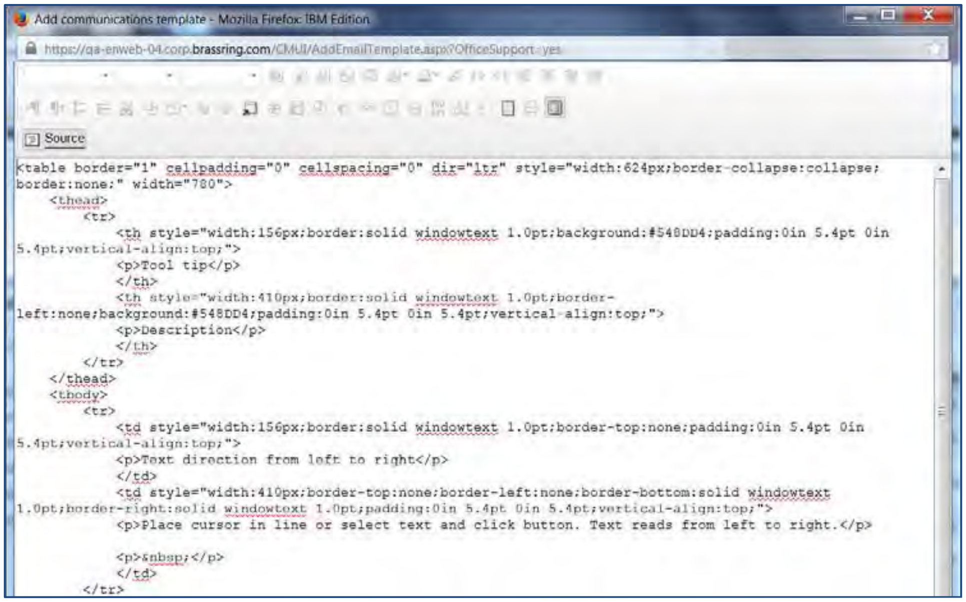
Formatting Tool Bar – Third Row

Button	Tool Tip	Description
		Click the Source button to view the HTML source code for the content in the CK Editor.

For example, the CK Editor displays Rich Text as shown here.

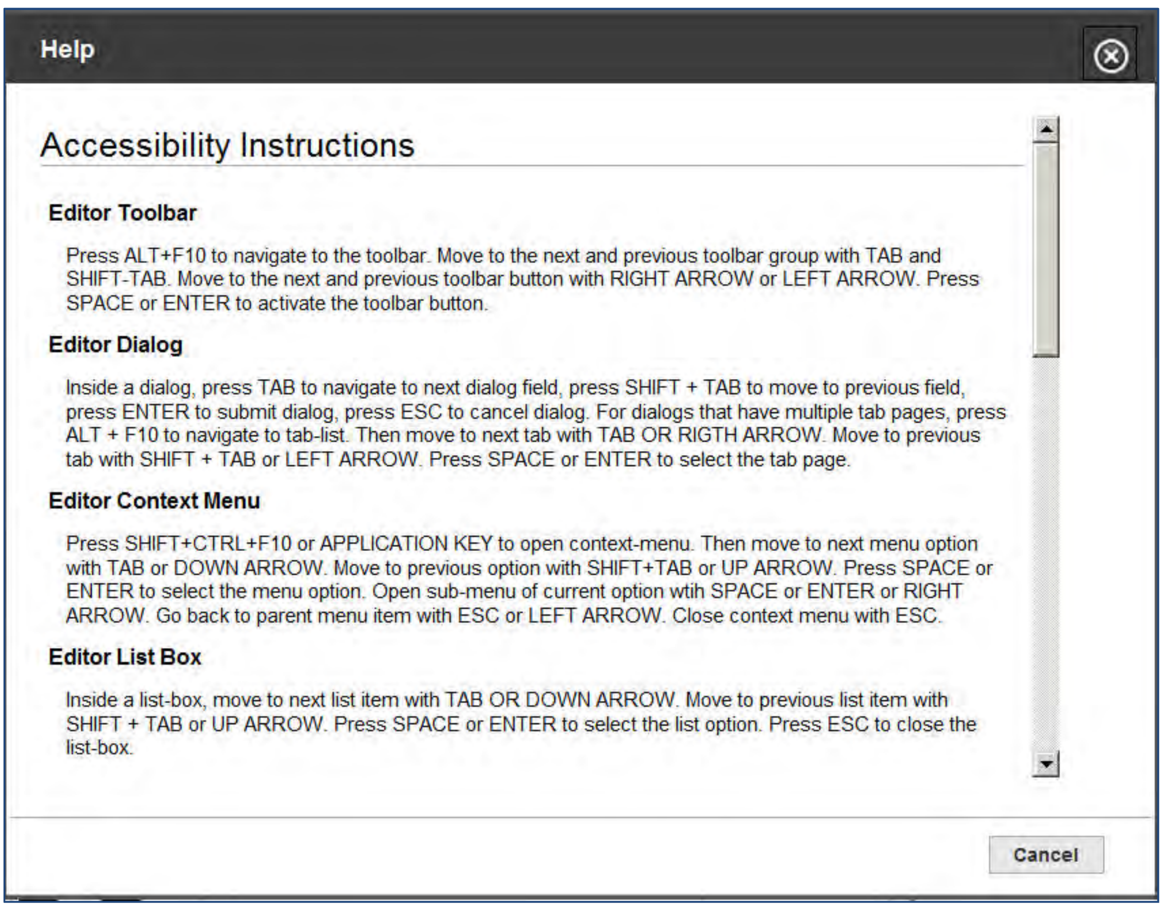


Clicking the Source button displays the HTML Source Code.



Accessibility Help – Lower Right Hand Corner

When using the CK Editor, you can use ALT + 0 to launch CK Editor navigation accessibility instructions. For example, when you press ALT + 0, the CK Editor Accessibility Instructions dialog box launches. Use the scroll bar to learn more about navigation and Shortcut Keys.



Best Practice Recommendations

Recommendations are to enable the CK Editor in staging and select some representative templates and blurbs, and make note of potential anomalies. If existing representative templates have been altered to work around anomalies of the FCK and YUI editors, the altered HTML might not render properly in the CK Editor's WYSIWYG view or preview windows.

A guide to CK Editor was posted on the URC for clients in January, 2014 and updates will be ongoing. You will be able to move back and forth between CK Editor and legacy HTML editors until late in 2014, at which time the legacy editors will be sunset. IBM will send out repeat notifications and guidelines in preparation for this migration.

The two existing HTML editors (Classic and YUI editor) will be available until the end of 2014. Your organization should plan to migrate templates, blurbs, and Job Descriptions to the CK Editor.

For more detailed and up-to-date information regarding the CK Editor, refer to the *BrassRing CK Editor Guide* on the User Resource Center (URC) via Home > Product Information > BrassRing > User Guides and References.

Limitations and Known Issues

Due to a configuration setting of the CK Editor, the editor adds an extra line between paragraphs by default. BrassRing Engineering has changed the value for this configuration setting and will release the fix to Staging and Production on the 18th of February 2014.

Engineering is investigating the following issues:

- The ability to create links to external sites using the link button.
- The ability to create and link to anchor tags (Doc bookmarks) within the same document.
- The ability to upload an image to be included with the communication.

Supported Languages

The CK Editor supports all BrassRing supported languages as noted in the document, Languages Supported in BrassRing on the User Resource Center (URC).

How Do Clients Get this Feature?

The CK Editor is enabled by a new Workbench Client Setting. Please contact our Support Team for more information.

Configuration Tasks

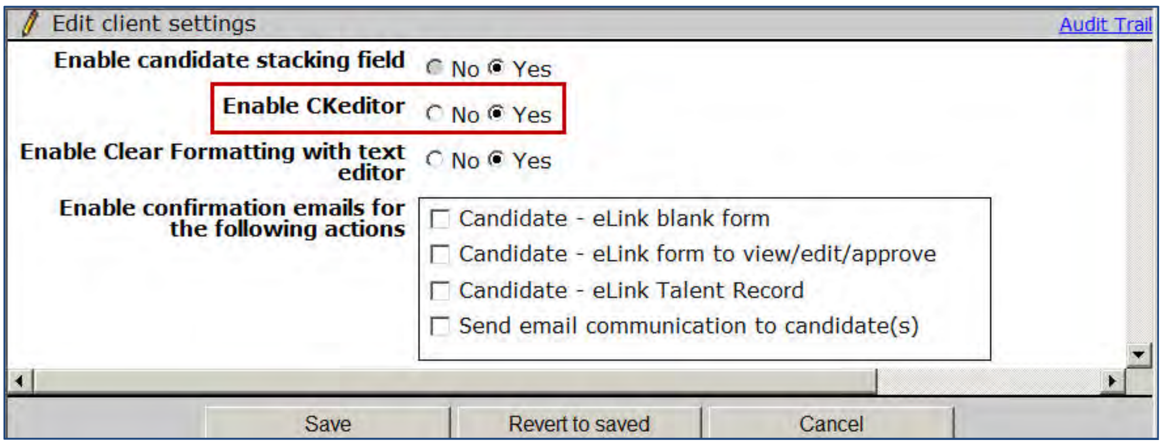
This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Client Settings – BrassRing Workbench (Support Staff)

BrassRing Workbench

This feature is enabled via a BrassRing Workbench Client Setting:

1. Navigate to Client Settings and clicks the **Edit** icon –OR– **Admin > Manage Clients > Edit client settings.**
2. Click the Yes radio button for **Enable CKEditor**.



3. Click **Save**.

Communications – New Merge Token

A new merge token, **TG Username,** is now available for use in email communications.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 671**	☑ BrassRing	
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

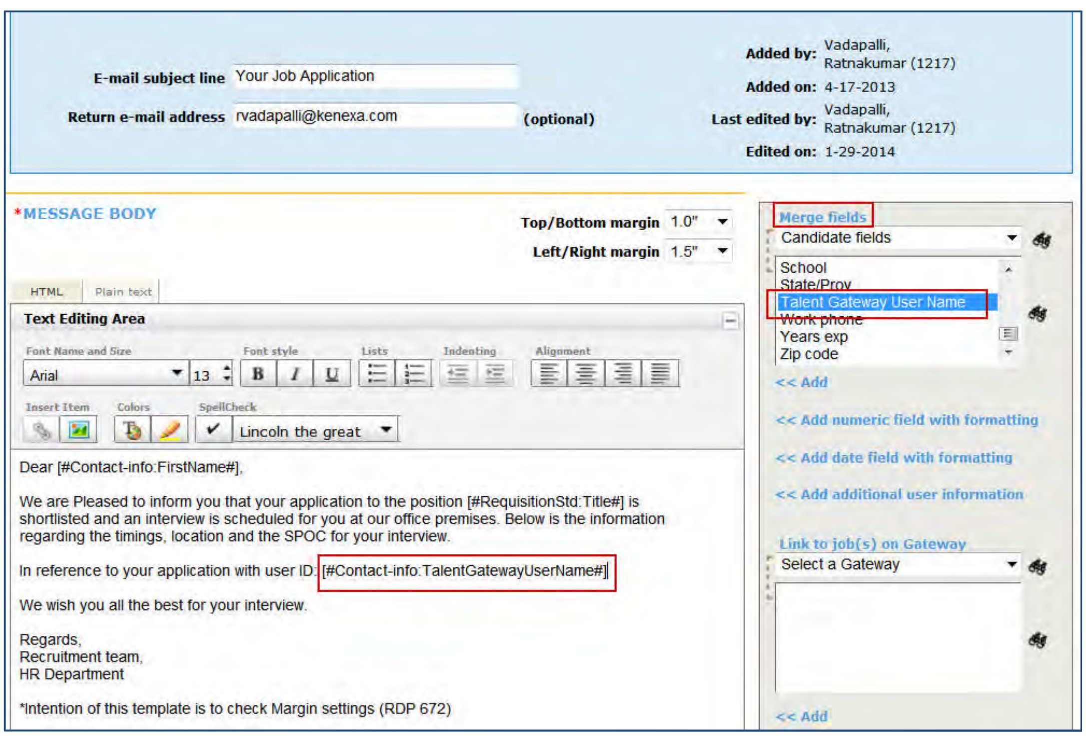
A new merge token is added to the Communications "Candidate Fields" variable group. In candidate communications, this merge token adds the Talent Gateway user name of the candidate to whom the communication is addressed. The following are the pages in which this new merge token is available:

- Add | Edit blurb.
- Save as new blurb.
- Add | Edit communications template – Email template section
- Send communication (email)

BrassRing users with Administrative privileges and privileges to create and edit communication templates view this new merge token automatically.

BrassRing User Experience

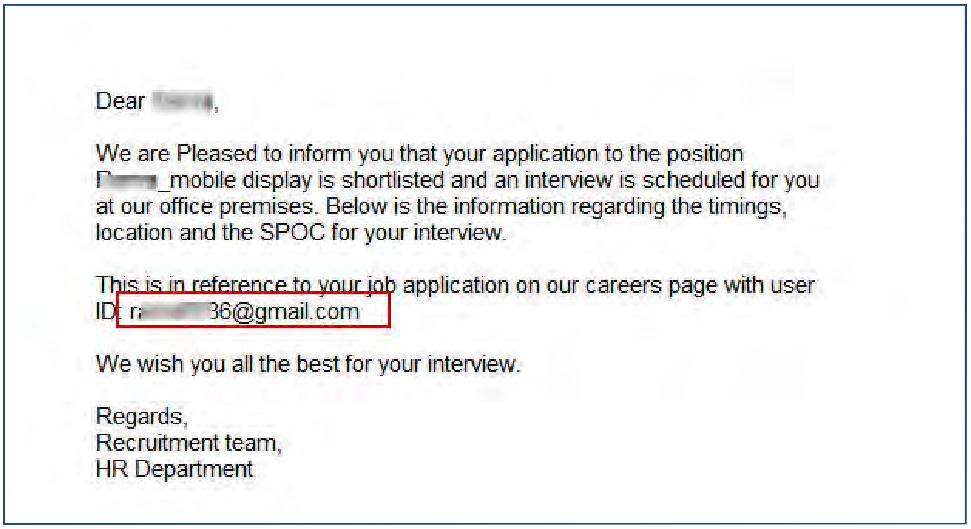
BrassRing users can use the new merge token in email communications by adding it from the Merge Fields multi select box.



The new merge token is: [#Contact-info:TalentGatewayUserName#].

Candidate Experience

Candidates see their BrassRing Talent Gateway profile user name in the email communication if this token is added in the communication template used.



Dear [redacted],

We are Pleased to inform you that your application to the position [redacted]_mobile display is shortlisted and an interview is scheduled for you at our office premises. Below is the information regarding the timings, location and the SPOC for your interview.

This is in reference to your job application on our careers page with user ID: r[redacted]36@gmail.com

We wish you all the best for your interview.

Regards,
Recruitment team,
HR Department

Limitations and Known Issues

If the candidate's user name is not available in the Talent Record or if the candidate does not have a BrassRing Talent Gateway profile, no information is returned by this merge token.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Communications – Posting Offer Letters to Candidate Portal

IBM® Kenexa® BrassRing® on Cloud users can now post candidate offer letters directly to the Candidate Portal Page using the Create Document or Create Document Packet workflow.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 718**	☑ BrassRing ☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

BrassRing users can create and post offer letters to a Candidate Portal via the create document or create document packet workflow.

BrassRing users must have the **Candidates – Post to Candidate Portal** user type permission and associated Communication privileges to use this feature**.**

BrassRing User Experience

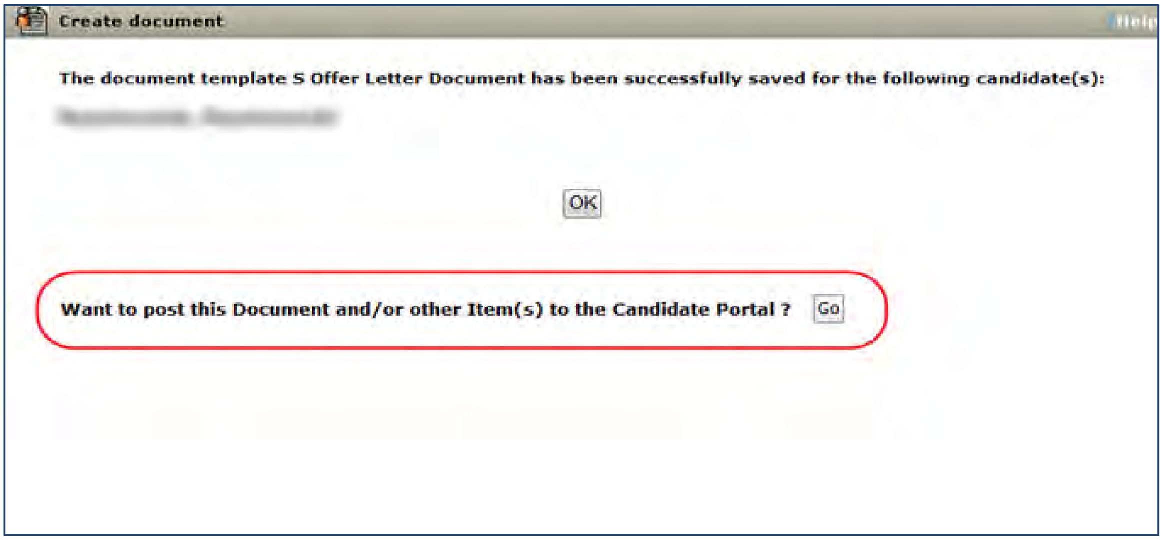
BrassRing users with the required privileges can create offer letters via the create document workflow and post them to the Candidate Portal Page. Although not shown in this workflow, BrassRing users can also post document packets containing offer letters.

To Post an offer letter to the Candidate Portal, BrassRing user navigates to a req folder:

1. Selects candidate and selects **Action > Create Document**.
2. Selects document template and creates the offer letter.

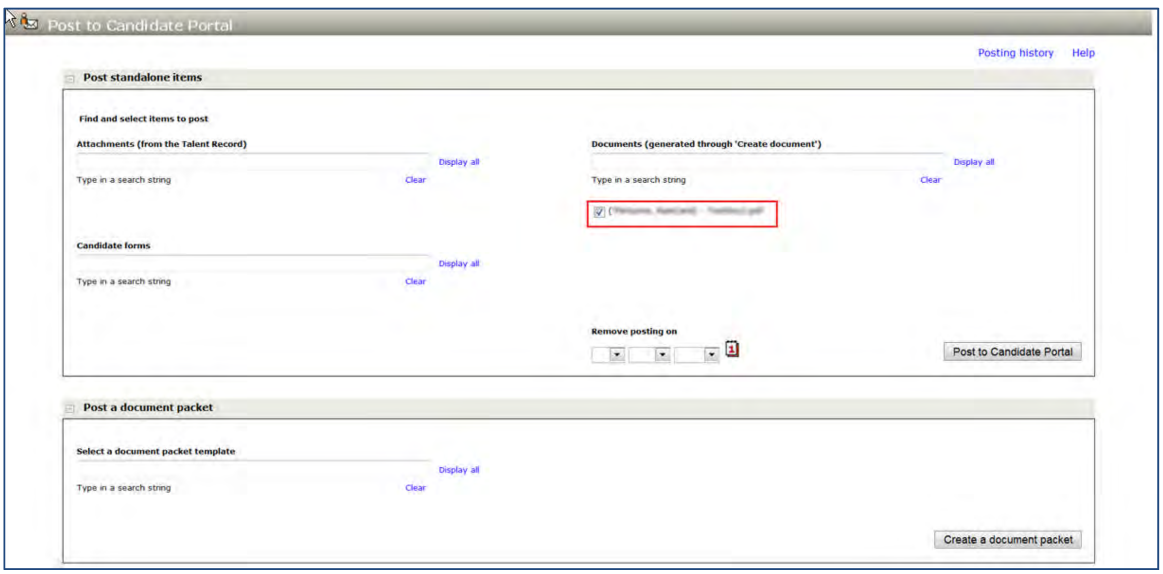
> Document template must have the 'Allow posting to Candidate portal' attribute enabled.

3. Completes all template fields and selects the checkbox for **Allow Posting to Candidate** portal attribute.
4. Generates the offer letter.
5. Clicks **Save as PDF**.
   The Create document confirmation page launches.



6. Clicks **Go** to post offer letter to the Candidate Portal.

   The Post to Candidate Portal page launches and the Offer Letter Document is preselected in the Standalone section.

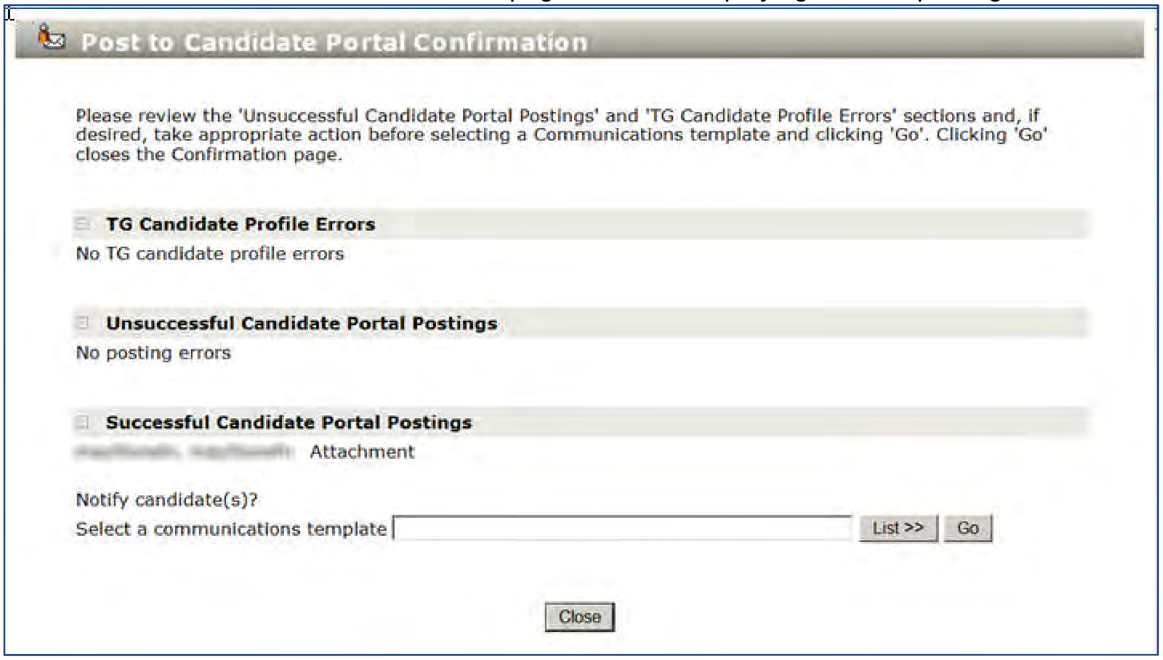


7. (Optional) Selects and adds attachments or candidate forms as desired. However, BrassRing users cannot add additional documents as a part of this workflow.

> If a BrassRing user searches within the documents (generated through Create Document) on the Post to Candidate Portal page, the default offer letter document becomes unavailable.

8. Clicks **Post to Candidate Portal**.

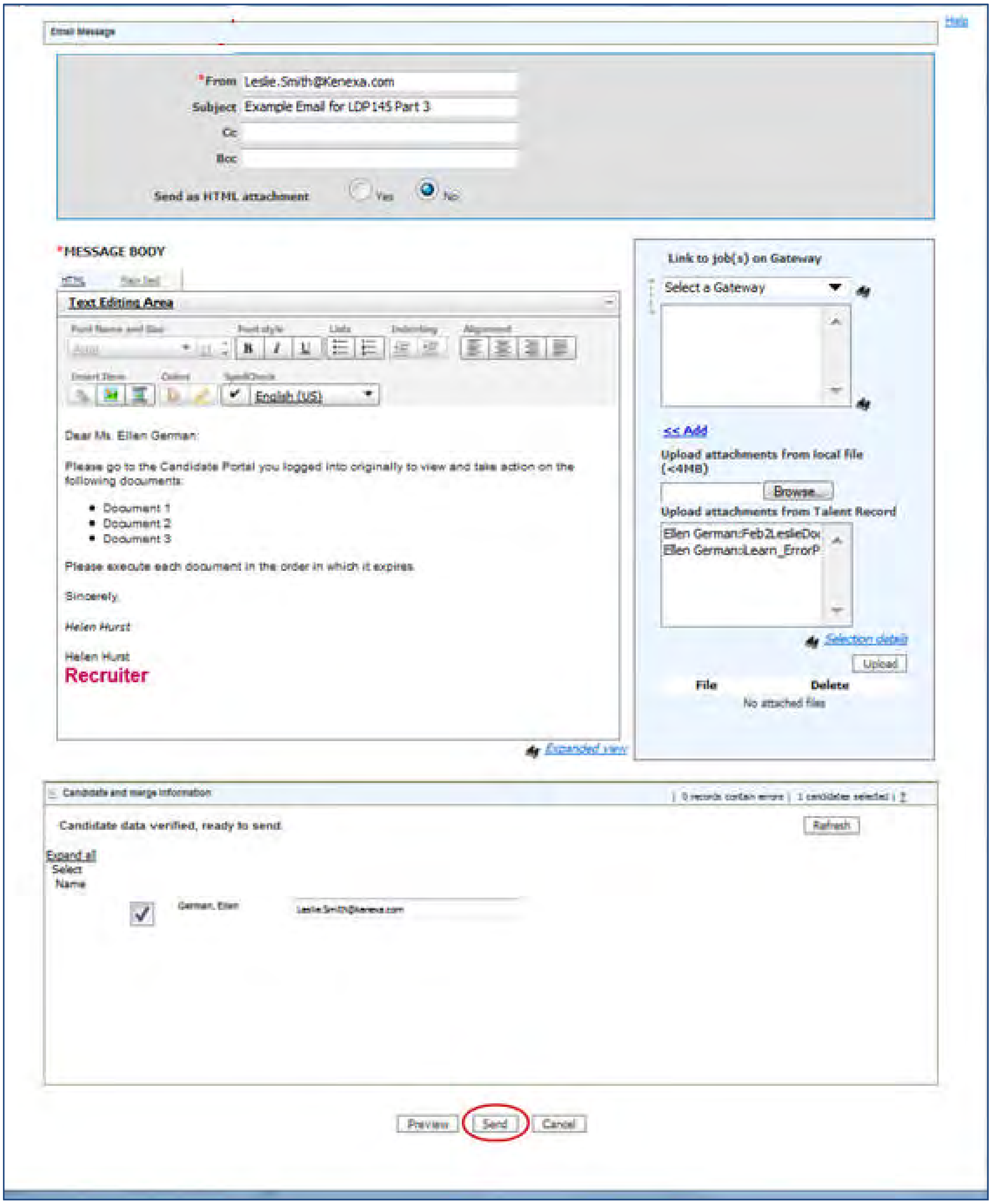
The Post to Candidate Portal Confirmation page launches displaying detailed posting information.



When items post to the Candidate's portal, detailed posting information is updated on the following pages:

- Candidate portal posting history
- Talent Record Attachments grid
- Talent Record Action Log

9. Clicks **List >>** on the Post to Candidate Portal Page to select an email communication template to send to candidate.
   The email template displays:



10. Completes the email template and clicks **Send**.
    The following logs are updated:

- Action Log
- Communications History

> If the save correspondence option on the email template is set to yes, a hyperlink to the email is saved and can be launched from the Communication History grid and the Actions Log.

11. Clicks **Close** on the Portal Confirmation.
12. (Optional) Clicks the **Posting History** hyperlink on the Candidate Portal Page.
    The page reflects the posting history of the currently selected candidate.

> Posting History hyperlink is only available when posting for one candidate. If posting to multiple candidate portals, the Posting History link is grayed out

13. Clicks **Close** to close the Portal History Page.

Limitations and Known Issues

This feature is supported only for the Create Document and Document Packets workflows. No Post to Candidate Portal option displays on the Attachments Confirmation page.

How Do Clients Get this Feature?

This feature is controlled by a user type privilege, Candidates – Post to Candidate Portal, in Workbench. Please contact the BrassRing Support Team or Certified Workbench User for more information.

Using this feature requires that clients:

- Enable the existing user privileges associated with this feature
- Configure the Send Communication workflow
- Ensure templates and users belong to org groups

Configuration Tasks

Client Settings – Workbench (Support Staff)

Two client settings control the Candidate Portal Posting Page workflow.

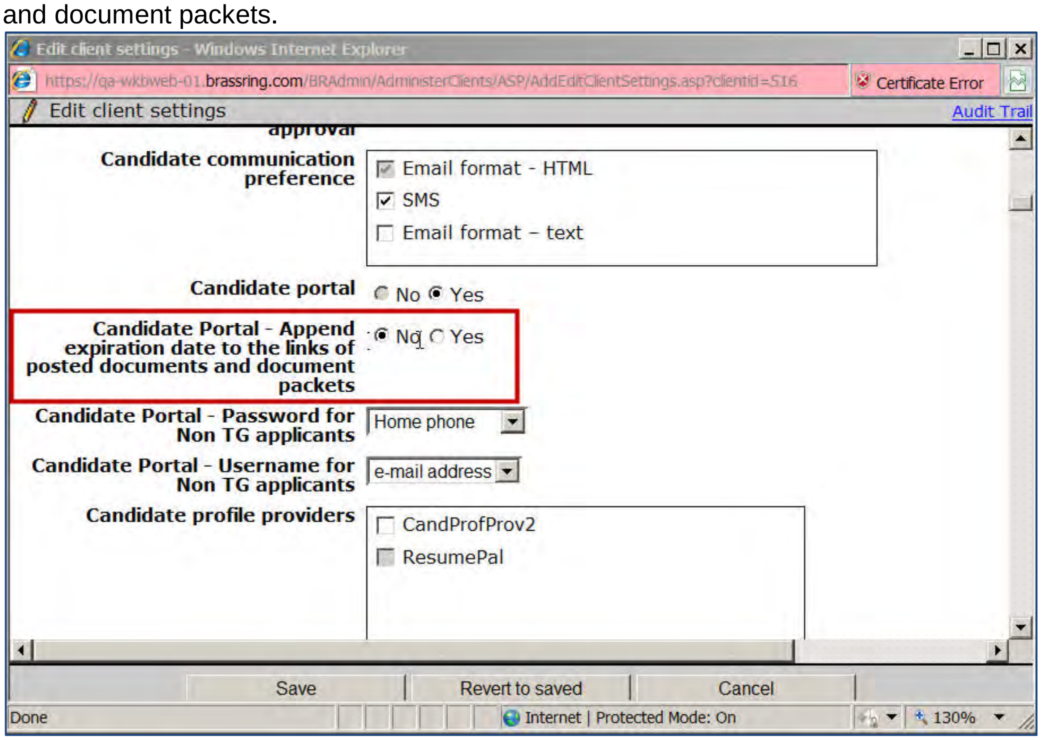
- ‘Candidate Portal - Append expiration date to the links of posted documents and document packets’ controls the visibility of the expiration date on links to documents and document packets posted on the Candidate Portal: The default for this setting is set to **Yes.**
- 'Allow Communications template selection on Candidate Portal posting confirmation pages' controls the visibility of the option to select a communications template on the 'Post to Candidate Portal Confirmation' and 'Document Packet Posted' confirmation page. The default for this setting is set to **Yes**. The settings to select the communications template on the confirmation pages display by default and clients must set the client setting to **No** to hide them.

Candidate Portal – Append expiration date to the links of posted documents and document packets

Use this setting to hide the expiration date on the links for documents and document packets on the Candidate Portal. The default for this setting is set to **Yes.**

In Workbench:

1. **Admin > Manage Clients > Edit Client Settings**.
   The client settings dialog box displays.
2. Click the **No** radio button for Candidate Portal – Append expiration date to the links of posted documents and document packets.



3. Click **Save**.

(Optional) Client Setting – 'Allow Communications template selection on Candidate Portal posting confirmation pages'

Use this optional procedure to hide the visibility of the option to select a communications template on the 'Post to Candidate Portal Confirmation' and 'Document Packet Posted' confirmation page. The default for this setting is set to **Yes**.

In Workbench:

1. **Admin > Manage Clients > Edit Client Settings**.
   The client settings dialog box displays.
2. Click the **No** radio button for 'Allow Communications template selection on Candidate Portal posting confirmation pages.'
3. Click **Save**.

User Type Privileges – Workbench Self-Service (Tiers 1+)

BrassRing users must have the Candidates – Post to Candidate Portal privilege and associated Communication privileges to post offer letters to the candidate portal.

1. Workbench **> Tools > Users > User types > Edit type permissions.**
   The set name function dialog box launches**.**
2. Click the pencil icon for **Candidate Actions 3.**
   The Candidate 3 Actions dialog box launches.
3. Check **Candidates – Post to Portal** checkbox.
4. Click **Done**.
5. Click the pencil icon for **Communications.**
   The Communications dialog box launches.

Check the associated communication privileges to support this workflow.

- Communications – enable
- Create document – enable
- Document templates – add
- E-mail templates – add
- View all stored communication history

For document packets, restrict or allow these specific Communications privileges:

- Document packet – edit preconfigured subject
- Document packet – send
- Document packet – view
- Document packet templates – add

6. Click **Done**.
7. Click **Save**.

> If Document Packet posting privileges are not selected, the Candidate Portal Posting Page displays only the Post Standalone items section.

Communications – Send from Preview

This feature provides users with the option of sending a candidate communication from the preview window directly.

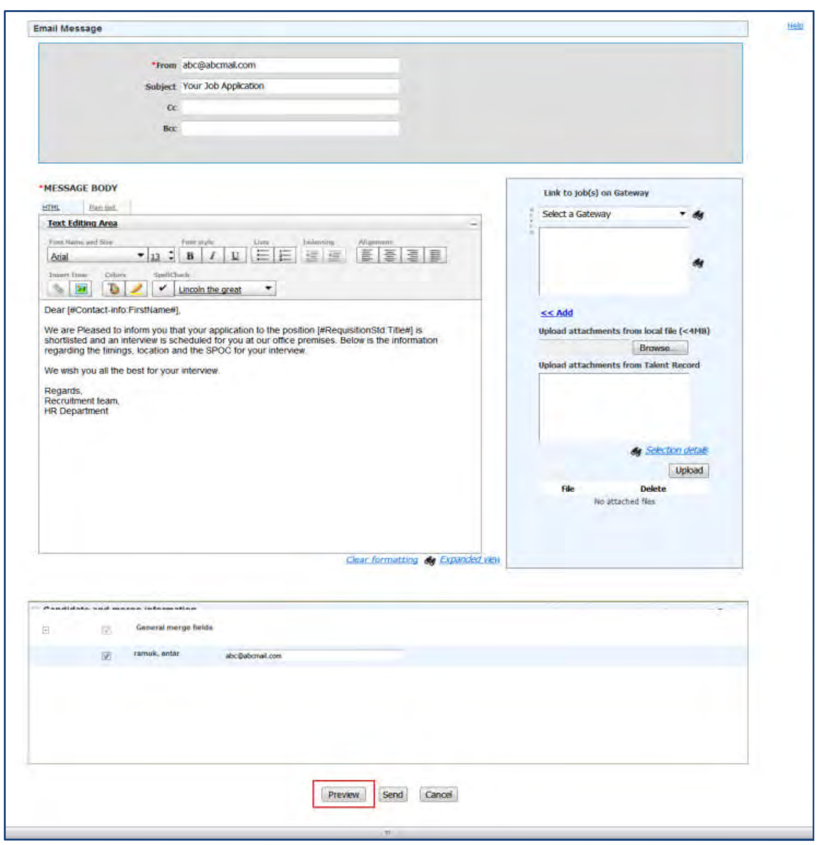
IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 670**	☑ BrassRing	
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

BrassRing users with the privilege to send candidate communications have an option of previewing the communication they have drafted. User clicks “Preview” in the communication screen, which opens a new window with the preview of the communications. This preview window now features a new **Send** button, using which users can send the communications directly without closing the preview and going back to the communications screen.

BrassRing User Experience

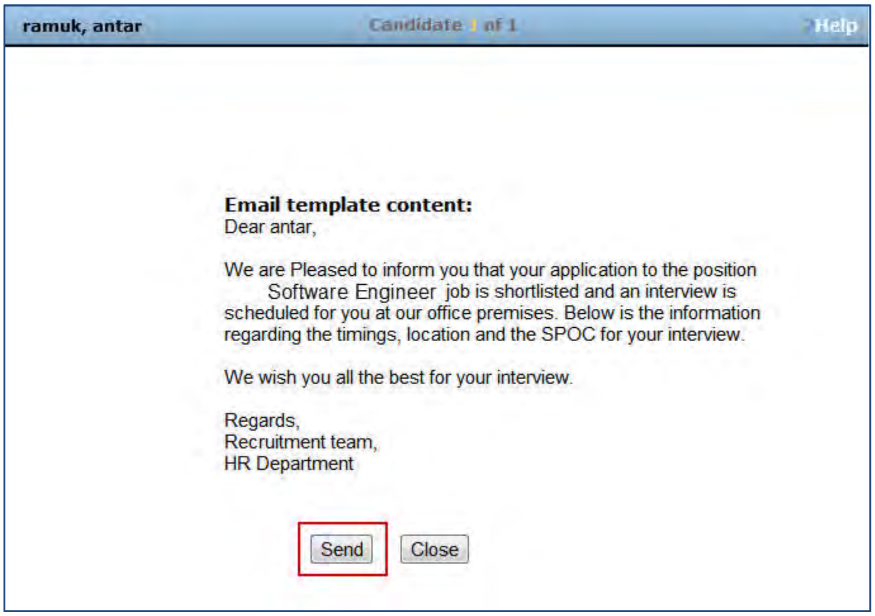
Path: Req panel/Req folder > select single candidate or multiple candidates > Actions > Send Candidate Communication > select Communications template > Go > Send communication (Email message) > Preview



Users draft candidate communications from the **Send Communication** screen. This screen has a button **Preview** at the bottom along with Send and Cancel.

When users click **Preview**, a new window with the preview of the candidate communication is displayed.

Previously, after previewing the draft, users had to close the preview window and send the communication from the Send Communication Screen. With the current feature, users have a new option.



Clicking **Send** from the preview window sends the communication to the candidate. A confirmation message is displayed along with the names of the candidates to whom the communications were sent.

Best Practice Recommendations

When you select multiple candidates for sending a communication, you can navigate through all of them using the arrow link at the top of the preview window. Clicking **Send** in any one of the candidates' previews sends the email to all of the candidates that are selected. Therefore, it is a best practice to preview the communications for all of the candidates before you click **Send**.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Communications – Update HR Status Links

This IBM® Kenexa® BrassRing® on Cloud feature allows BrassRing users to update a candidate's HR Status when posting to the Candidate Portal and Document Packet Posted pages via an Update HR Status link on the posting confirmation pages.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 893**	☑ BrassRing ☑ Talent Gateways	☑ Workbench
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

BrassRing users can now update a candidate's HR Status when posting standalone items (attachments, documents, candidate forms) to the Candidate Portal and Document Packet Posted pages via an **Update HR Status for successful candidate(s**) link on the Posting Confirmation pages.

In order to access and use this feature once configured, BrassRing users must have the following existing user privileges:

- **Communications** > **Document packet - send**
- **Candidate Actions 3** > **Candidates** – **Post to Candidate Portal**

In conjunction with these privileges, BrassRing users must have the corresponding Candidate Action privileges to update the req and the HR status associated with a particular candidate.

BrassRing User Experience

When configured, BrassRing users can now click the **Update HR Status for successful candidates** Link on the Post to Candidate Portal Confirmation and the Post Document Packet Confirmation pages.

When using either the Post to Candidate Portal or the Posting Document Packet (Send Communication) action for multiple candidates, selected candidates must be in the same req, working, or inbox folder and must all have the same HR status.

Posting to the Candidate Portal

The following outlines the experience of a BrassRing user using the Post to Candidate Portal action.

BrassRing user:

1. Selects one or more candidates from within a req folder.
2. Clicks **Post to Candidate Portal.**

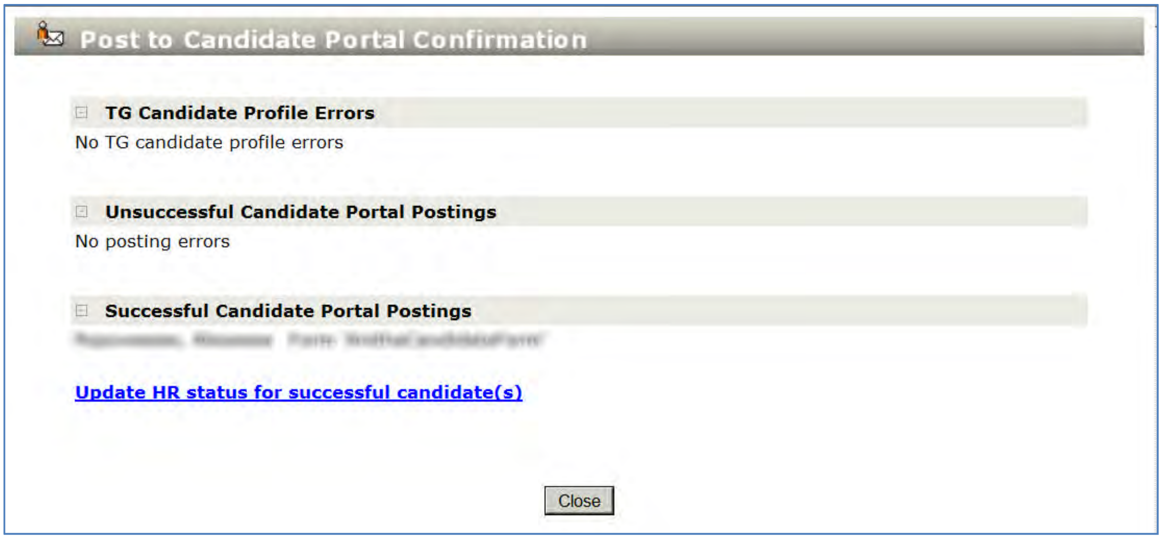
   Candidate Portal Page launches.

3. Selects one or more items to post or clicks **Display all** if only one candidate was selected for this action.
4. (Optional) Selects a posting removal date.
5. Clicks **Post to Candidate Portal**.

   The Post to Candidate Portal page launches.

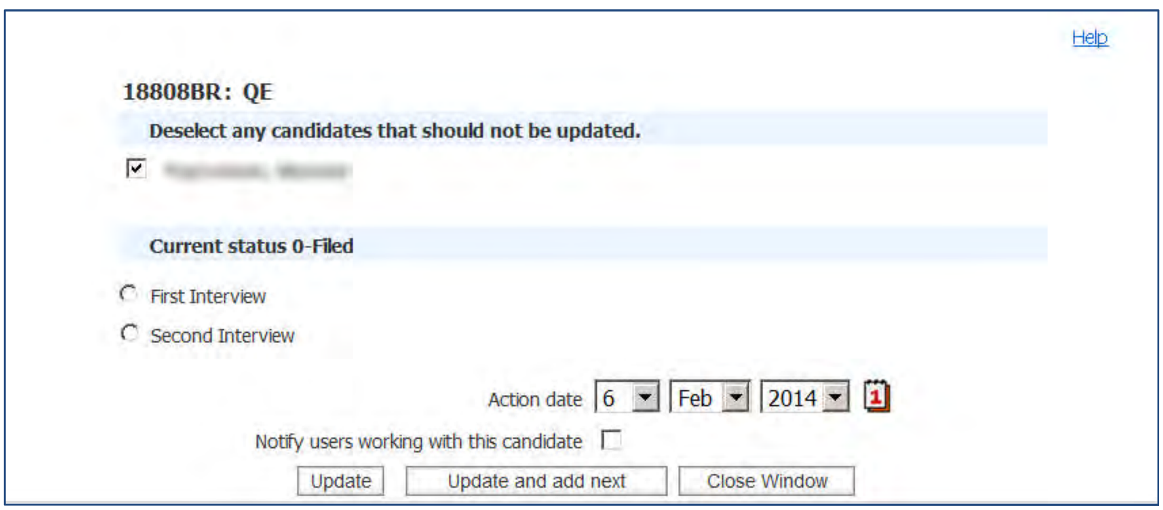
6. Selects documents for selected candidate and clicks **Post to Candidate Portal**.

   Post to Candidate Portal Confirmation page launches:



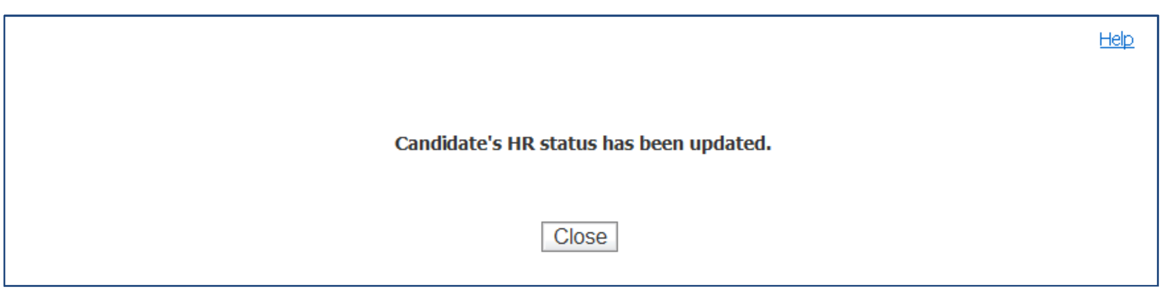
7. Clicks **Update HR status for successful candidate(s)** link.

   HR Status Update page launches and displays candidate name, current HR status, and a list of potential HR statuses.



8. Selects the HR Status, and Clicks **Update**. (Optional) Deselects candidate if necessary.

   Candidate HR Status Update confirmation page launches.



9. Clicks **Close**.

10. Clicks **Close**.

Posting Document Packets (Send Communication)

The following outlines the experience of a BrassRing user using the Send Communication Action and with the client setting "Allow Communications template selection on Candidate Portal posting confirmation pages" enabled.

BrassRing user:

1. Selects one or more candidates from within a req folder.
2. Clicks **Post to Candidate Portal.**

   Candidate Portal page launches.

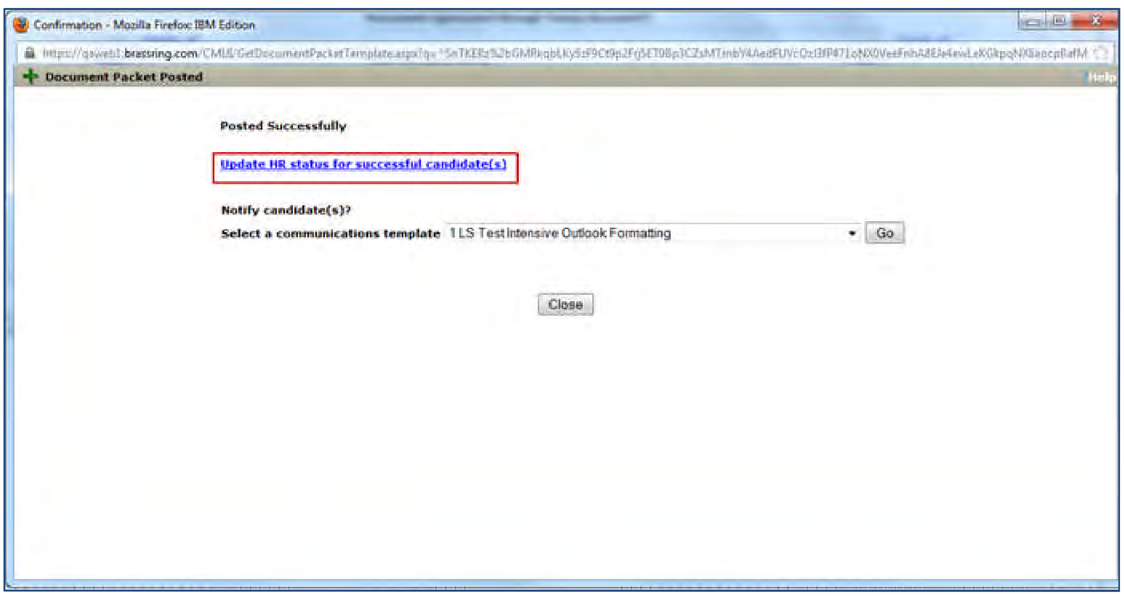
3. Selects a document packet template and clicks **Create a Document Packet**.

   Send communication page launches.

4. Completes all Document Packet fields and uploads documents as required.
5. Clicks **Post to Candidate Portal**.

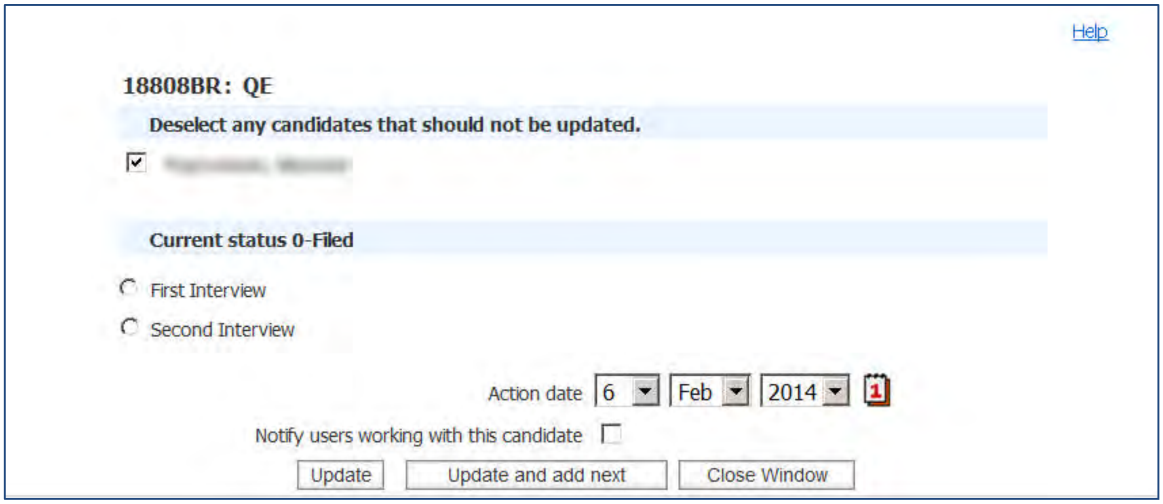
   Document Packet Posted Confirmation page launches.

> If "Allow Communications template selection on Candidate Portal posting confirmation page" is set to Yes, BrassRing users can notify candidates of postings via preconfigured communication templates on the Document Packet Posted Confirmation page.



6. Clicks **Update HR status for successful candidate(s)** link.

   HR Status Update page launches and displays candidate name, current HR status, and a list of potential HR statuses. Document Packet Posted Confirmation Page remains open.



7. Selects the HR Status and Clicks **Update**. (Optional) Deselects candidate if necessary.

   Document Packet Posted Confirmation Page is still open.

8. Selects a communications template and clicks **Go**.

   The Send communication page launches for the selected email template and the existing Send Communication workflow continues.

Limitations and Known Issues

This feature is not available from the confirmation message generated when BrassRing users post a generated document to the Candidate Portal from the attachments grid.

How Do Clients Get this Feature?

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

Configuration Tasks

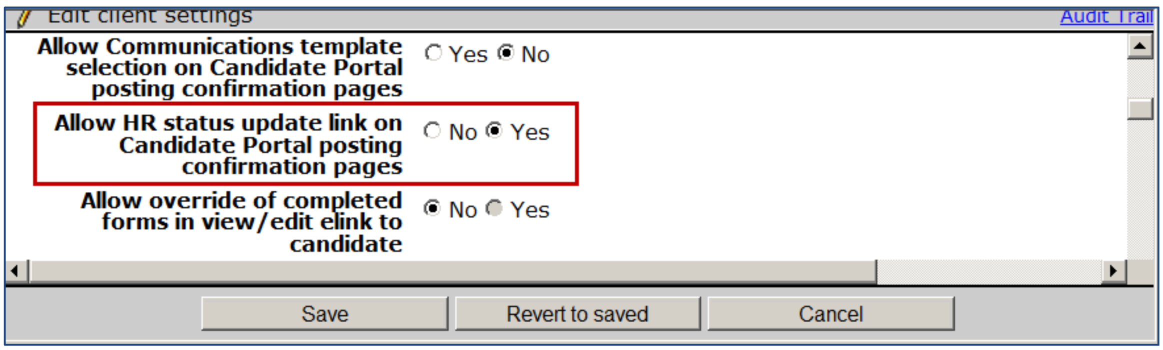
This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Client Settings – Workbench (Support Staff)

Use this procedure to enable the Add HR Update Status Links to the Candidate Portal and the Document Packet Pages.

In Workbench:

1. **Admin > Manage Clients > Edit Client Settings** or click the pencil edit icon**.**
   The client settings dialog box displays.
2. Scroll to **Allow HR status update link on Candidate Portal posting confirmation pages** and select the **Yes** radio button.



3. Click **Save**.

Cultural Changes – Date Format Customization

With this feature, IBM® Kenexa® BrassRing® on Cloud administrators can select date formats based on the user locales. BrassRing users see the date in the system based on the configured date format specific to the locale.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 148**	☑ BrassRing	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

BrassRing users see dates in several screens during their regular activities with candidates and requisitions. Having the date displayed in the format associated with their own locale makes the product more useful for them. Date formats used in various locales are now available so that administrators can configure a preferred format for a locale. After this configuration, all users who have that locale see the date in their configured format.

All BrassRing users with system access view the dates in the configured format wherever date is displayed (as read-only). Following are some of the examples where the users see date in the configured format:

- All candidate panels on Home Page where date field is displayed.
- All requisition related screens where date fields are displayed in read-only format.
- Any Microsoft Excel file created using the “Export Grid” functionality if it contains date as a part of the grid.
- Communications pages that display date in read-only format.

BrassRing User Experience

Date is displayed to users in various screens based on the format configured for their locale.

Following is the “My Candidates” panel from the BrassRing Home screen that has Chinese as locale and the date format for that locale is set to a Chinese date format.

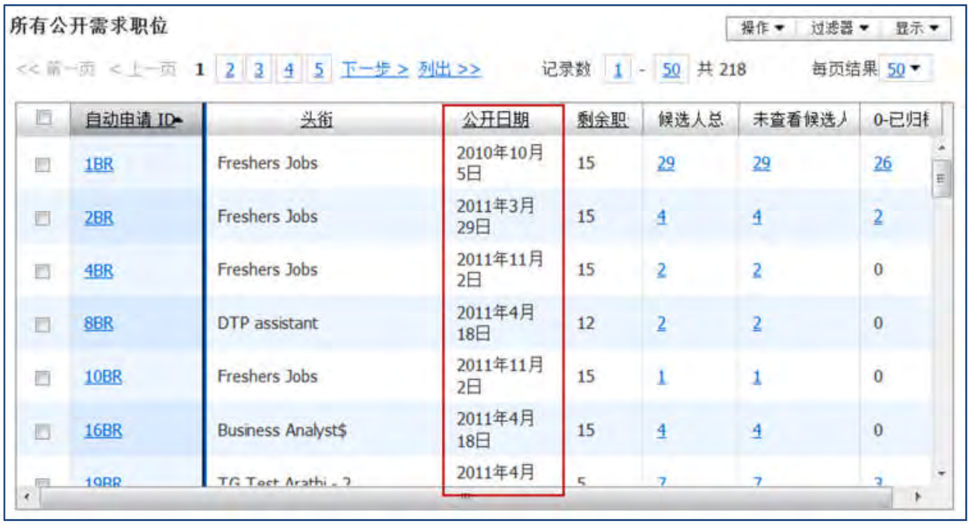
My Candidates

Status	Total	New	Last Activity Date
0-Filed	5	1	2013年5月2日
0-Filed	2	0	2013年10月16日
ResumeReview	1	0	2013年5月3日

我的候选人

进度	候选人总数	未查看候选人数	上次操作日期
0-已归档	5	1	2013年5月2日
0-Filed	2	0	2013年10月16日
ResumeScreen	1	0	2013年5月3日

Following is the All Open Reqs panel with the Chinese locale:



	自动申请 ID	头衔	公开日期	剩余职	候选人总	未查看候选人	0-已归
	1BR	Freshers Jobs	2010年10月5日	15	29	29	26
	2BR	Freshers Jobs	2011年3月29日	15	4	4	2
	4BR	Freshers Jobs	2011年11月2日	15	2	2	0
	8BR	DTP assistant	2011年4月18日	12	2	2	0
	10BR	Freshers Jobs	2011年11月2日	15	1	1	0
	16BR	Business Analyst$	2011年4月18日	15	4	4	0
	19BR	TG Test Arathi - 2	2011年4月	5	7	7	3

Best Practice Recommendations

When a BrassRing administrator selects a specific date format for each of the locales in Workbench, the same format is applied across BrassRing in all pages where there is a date field in view or read-only mode for the applicable locale. As this configuration changes the date format across all users based on the users' locale, administrators should be cautious while making configuration changes.

Limitations and Known Issues

BrassRing screens that have candidate-facing pages, such as email communications and blurbs, do not display the locale-based date format. This new feature is limited to the BrassRing pages that are user-facing only.

The system will not prompt the users or the administrators regarding the date change when the locale for the user is changed. An administrator must configure the required date format for it to be displayed.

How Do Clients Get this Feature?

This feature is controlled by a new UI setting in Workbench settings.

Please contact our Support Team or your Certified Workbench User for more information.

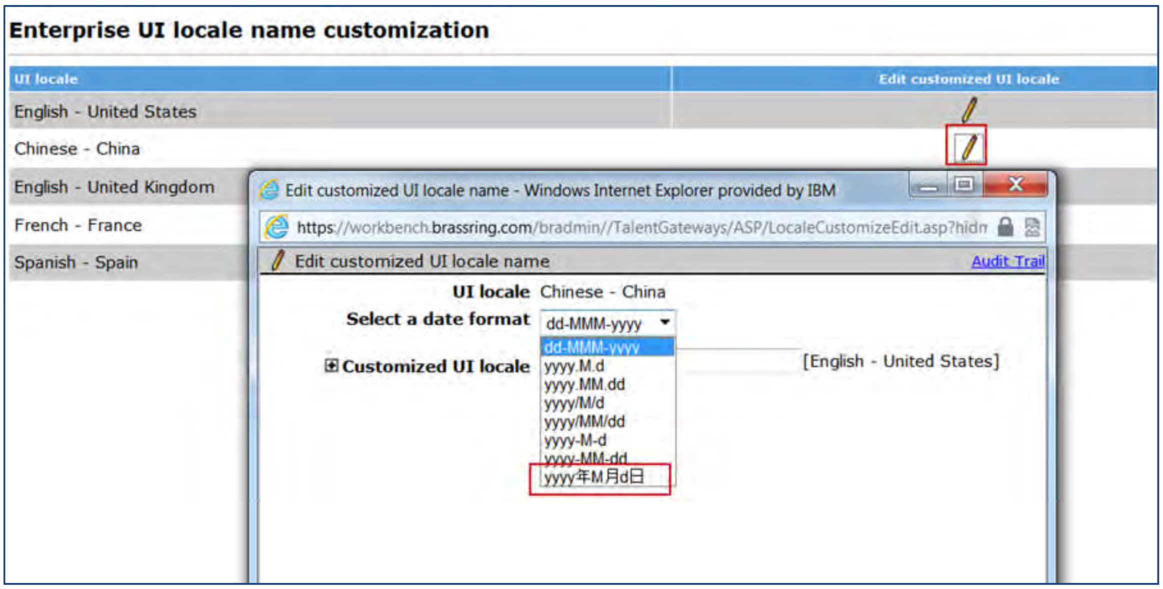
Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Workbench Settings – Workbench Self-Service (Tiers 1+)

A new locale-level configuration, **Select a date format**, is provided on the Edit customized UI locale screen.

Tools > Settings > Language and locale customization > 2xB UI Locale name customization > Edit customized UI locale



The Dropdown list provides all the date formats for each selected locale. When you select the date format for the locale here, all the users that have the locale in their BrassRing user profile see the same format.

> **Note:** The system will use the preexisting default date format assigned to that locale if you do not select any specific format from the list provided.

Data Insight Tool – Enhancements

Several ease-of-use and performance enhancements have been made to IBM® Kenexa® BrassRing® on Cloud Data Insight Tool.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 218**	☑ BrassRing	☑ Data Insight Tool
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

Several ease-of-use and performance enhancements have been made to IBM® Kenexa® BrassRing® on Cloud Data Insight Tool. Enhancements include:

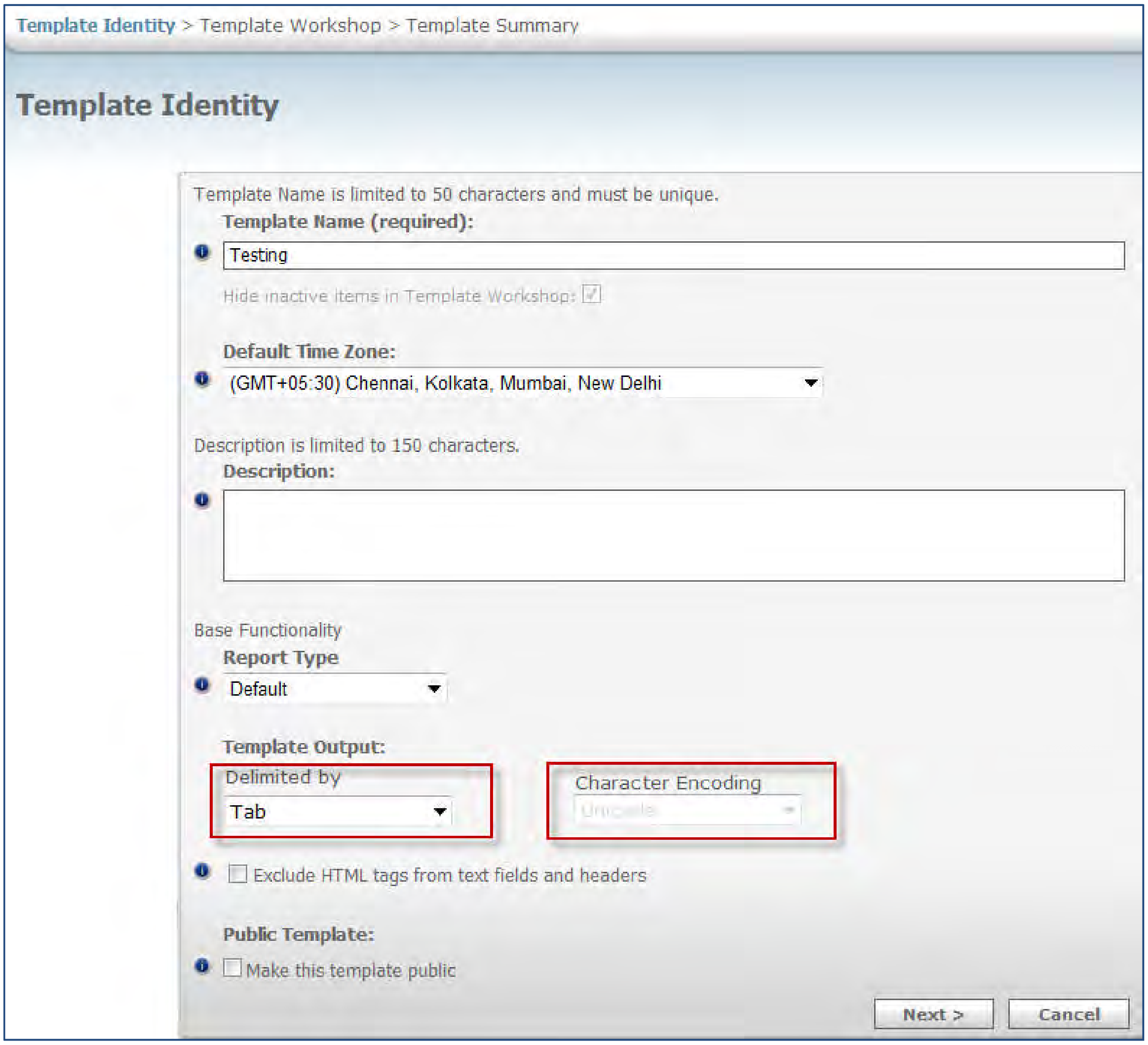
- Delimiter option for Data Insight Tool reports
- Higher maximum for filter criteria
- More efficient handling for duplicate-scheduled reports
- Fine-tuning for time-zone conversion features

Delimiter Option

Users can now choose the delimiter in their Data Insight output reports. In certain circumstances, they can also choose character encoding format for their output. Options are available when they:

- Create a new template
- Edit a template
- Copy a template

Reports > Data Insight Tool > Manage Templates > Create New | Edit | Copy Template



In the Template Output section:

For **Delimited by** field, you can select:

- **Tab** (default delimiter)
- **Comma**

When **Delimited by** *delimiter is set to* **Comma**, you can select **Character Encoding** format:

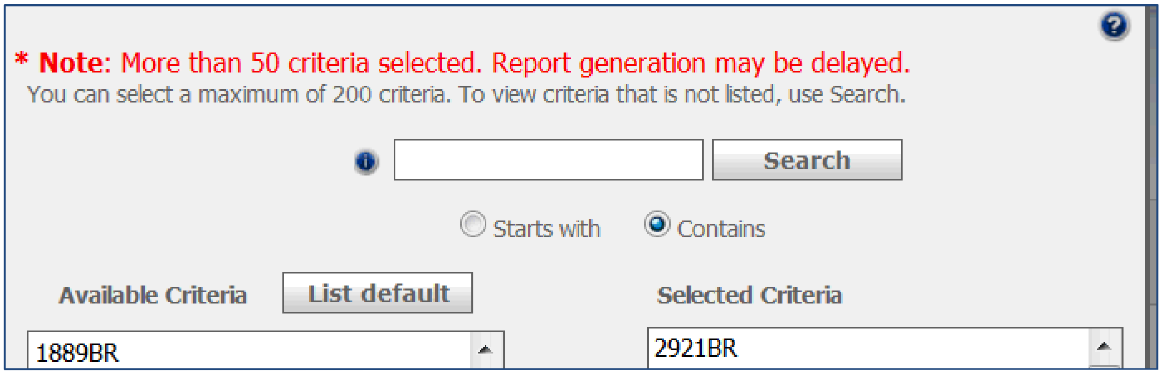
- **Unicode** (default format, used automatically when Tab is the delimiter)
- **ANSI** (certain Unicode characters may not display correctly when ANSI is select)

Filter Criteria

The maximum number of criteria users can select for a filter has been raised to 200 from 50 (**Reports > Data Insight Tool > Manage Templates> Create New** | **Edit** | **Copy Template > Template Identity > Template Workshop > Filter Worksheet**). Users can also choose between **Starts With** and **Contains** for searches they want to perform when providing filter criteria in the “Filters Worksheet.” This helps users provide precise criteria for extracting a report that they need from the Data Insight Tool.

In addition, since reports that have no criteria selected or too many criteria take a long time to run; a warning messge will be displayed when a report is created with:

- No filter selected (Message "*No filters selected. Report generation may fail or be delayed. Do you want to continue?"* displays as pop-up. Click **OK** to close and proceed with template creation/editing.)
- More than 50 criteria selected (Message "**Note: More than 50 criteria selected. Report generation may be delayed"* displays at top of window.)



Duplicate Schedules

There will be no UI changes for this feature; only implementation.

As part of this implementation, DIT will check if the template has already been run and if the report has been generated in the current transformation. If yes, then DIT will send user the details of that report instead of running and creating a new report again. If no, then DIT will run and create the report for the template.

In case, the schedule is found to have multiple instances of the same templates queued at almost same time ; then DIT will move the duplicate schedule to the end of the queue. When the duplicate template has to be run, then again DIT will check for instances of created report and send the details.

Time Zone Conversion

Gaps in an earlier iImplementation of time-zone conversion features in Data Insight have been addressed. Rules for time zone conversion are:

- Time zone displays only if the **Time/Date Display by user's Time Zone** client setting is enabled.
- Time zone is based on the user's time zone unless otherwise specified (overwrite feature).
- Time zone indicator appears in brackets beside the date and/or time fields.
- Time zone is based on uniform standard time.

Data Insight Administrators:

- Can create the report in their time zone. Time zone will display in the column header in the report output.
- Can overwrite their existing time zone by using the "Default time zone" feature (see section 4.5 below). Time zone will display in the column header in the report output.

For Data Insight users, the date and/or time fields reflect the time zone in which the report was created.

DIT Report Recipients

- Receive the report in the time zone in which the report was created.
- See the time zone in which the report was created displayed in the header column in brackets.

To prevent the display of incorrect data, time zone conversion has been reverted (is no longer applied) to certain fields, such as custom form fields like Date of Birth. Conversion could have the undesired effect of moving a birth date to a different day, such as from 09 May 1996 to 10 May 1996. that should always remain the same. The following table includes date fields that where time zone conversion will no longer be applied.

Candidates

- All Form fields (Custom fields)
- Date/Time of Interview (scheduled date and time)
- Date/Time requested (for interview)
- Date/Time updated (for interview)

Reqs

- Date Req Posted (on gateway)
- Planned Removal Date (from gateway)
- Actual Removal Date (from gateway)

How Do Clients Get this Feature?

These enhancements are available automatically without additional configuration.

Note: If a client account is inactivated, all schedules are automatically suspended. If an inactive client is made active again; then all the templates and schedules are activated and the reports will be generated based on their previously created schedules.

Event Manager - Enhancements

Several new features were added to Event Manager for Release 13.4. These features are also documented in the *Event Manager Administrator's Guide* and *Event Manager User's Guide.*

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDPs 211, 216, 221** **RDP 715**	☑ BrassRing ☑ Event Manager	☑ Workbench Self-Service
Visible Changes	☑ Yes – some new changes are documented in the *Visible Changes* document sent for each release build.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

This release of Event Manager introduces new features designed to support a more integrated BrassRing/Event Manager workflow. Event Manager Administrators (EM Admin) and Event Manager Users (EM Users) can now access the following features:

- EM Admins can configure the automatic adjustments of candidate slots when assessors are added or removed from event time slots
- EM Admins can now manage candidate slots and overbooking limits in multiple events within an event series from the Event Summary landing page
- Event Manager Assessors (EM Assessors) can now email their event schedules and iCalendar files via the My Schedule page
- EM Admins can now configure an automatically generating event reminder Assessor Reminder Email Message

Feature List

The following is an introduction to Release 13.4 Event Manager features. Each list items is an active link to a brief description of that feature including abbreviated configuration instructions.

For in depth feature information refer to *Event Manager Administrator's Guide* and the *Event Manager User's Guide.*

Please contact your Support Team for more information enabling these features:

- One-on-One Interview Event Type (211)
- Open Candidate Slots (216)
- Assessor Email Self-Service (221)
- Assessor Reminder Messages (715)

One on One Interview Event Type

A new event template attribute, One-on-One Interview Event Type, allows EM Admins and Users to create events that enforce a 1:1 ratio between the number of scheduled assessors and the number of candidate slots (Max Candidates). Previously, EM Admins had to manually monitor assessor schedules and manually adjust candidate slots accordingly.

Events created from event templates configured with this attribute:

- always have the same number of scheduled assessors and candidate slots
- automatically update to maintain the 1:1 ratio between scheduled assessors and candidate slots when assessor schedules or cancels out of a scheduled time slot

When this attribute is configured, the Max Candidates value for a time slot on both event template and event configuration page will be a non-editable value and defaults to 0.

For example, in events configured with this attribute, if an assessor schedules themselves for a time slot, the number of candidate slots (Max Candidates) increases by one. If an assessor cancels from a scheduled time slot, the number of candidate slots (Max Candidates) decreases by one.

Event Manager cannot decrease the number of candidate slots (Max Candidates) below the number of scheduled candidates. If candidates are scheduled for a particular time slot, assessors cannot cancel their scheduled time slot and Admins cannot delete the assessor from the time slot manually.

If it is necessary to cancel an assessor's scheduled time slot, Admins must reschedule candidates to other time slots or schedule a second assessor to the time slot before removing the original assessor.

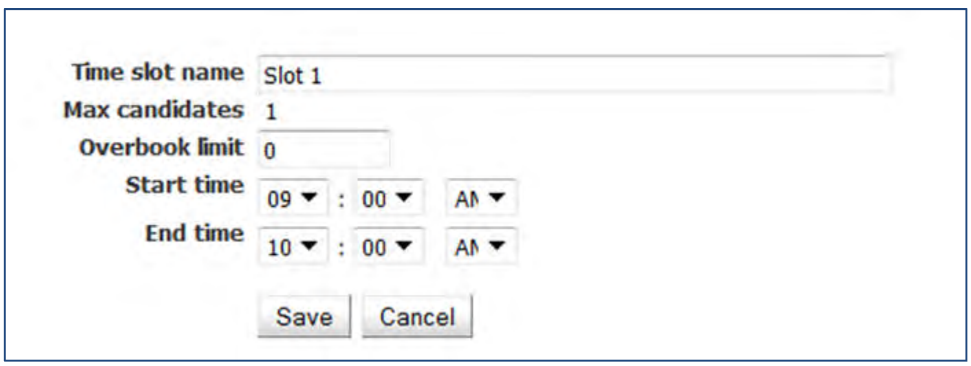
Event Manager Administrator Experience

When events are created from event templates with the One-on-One Interview Event Type attribute enabled, EM Users can create new (or edit existing events) created from these templates.

EM Admin or EM User navigates to the New/Edit Event page via the Scheduled Event, Event Summary, or Event Search pages:

1. Clicks the plus (+) symbol on the Event Time Slot tab to launch the New Time Slot dialog box.
2. Clicks **Add** to add a new time slot.

   The time slot dialog box launches.



The Candidate Slot (Max Candidates) value cannot be edited directly for One-on-One Interview events. It can be adjusted only by adding or removing assessors (manually or self-scheduled) to/from the time slot.

There is no change in this functionality for overbooking limit for 1:1 events.

3. Completes all the required fields for the Time slot.
4. Clicks **Save**.

This event template attribute is not supported for Availability Only events.

How Do Clients Get This Feature?

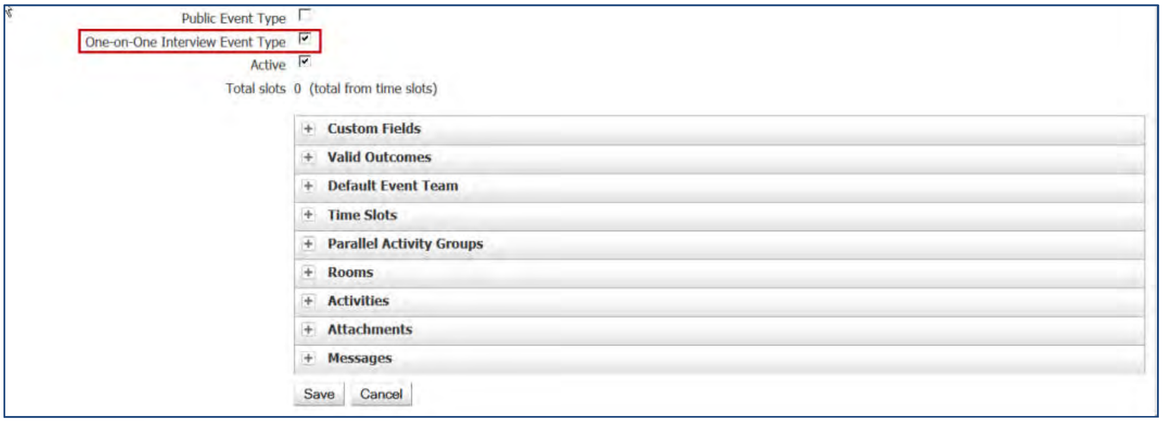
A new Event template attribute setting supports the One-on-One Interview Event Type attribute. Events created from event templates with this attribute selected inherit the attribute and its functionality.

<u>In Event Manager –Template Settings (EM Admins and EM users with Super User or Event Template privileges)</u>

1. Navigates to **Admin > Templates > New/Edit Event Template.**

   The event template page launches.

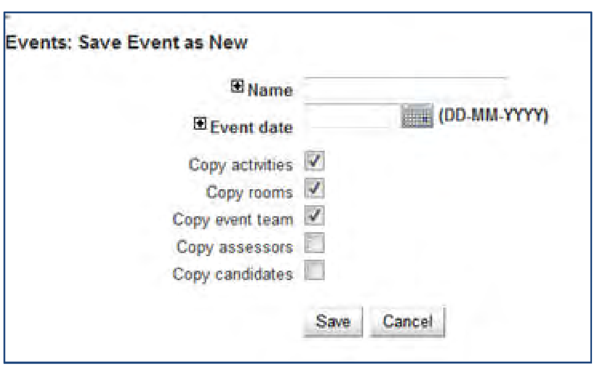
2. Selects the checkbox for **One-on-One Interview Event Type**.



3. Completes required event template configuration fields.
4. Clicks **Save**.

Save as New

If an EM users creates a new event from the One-on-One Interview Type event using the 'Save as New' action, then the New Time Slot page for the new event should hide the 'Max candidates' field. Default values for 'Max candidate' per time slot and 'Slots Remaining' per time slot for the new event will depend upon the selection of 'Copy assessors' and 'Copy candidates' fields on the 'Events: Save Event as New' pop up page while creating the new event from the selected event.



If the user selects 'Copy assessors' checkbox from the 'Events: Save Event as New' pop up page and does not select the 'Copy candidates' checkbox, then then new One-on-One Interview event will have:

- Assessors scheduled per time slot/assessor shift in the selected event copied over to the new event
- 'Max candidates' and 'Slots remaining' values per time slot will be equal to the number of the assessors scheduled for the time slot and are saved in the database accordingly.
- Slots remaining value for the event will be equal to the total of 'Max candidates' value for all of the time slots for the event and saved accordingly.

If the user selects ‘Copy candidates’ checkbox from the ‘Events: Save Event as New’ pop up page, then the ‘Copy assessors’ checkbox will be selected by default and grayed out until the user unselects the ‘Copy candidates’ checkbox. When the user unselects the ‘Copy candidates’ value, then the ‘Copy assessors’ checkbox will become active but will remain as selected until the user unselects it.

The new One-on-One event created with ‘Copy candidates’ and ‘Copy assessors’ selected will have:

- Assessors scheduled per time slot/assessor shift in the selected event copied to the new event.
- ‘Max candidates’ value per time slot will be copied from the selected event to the new event and will be saved accordingly.
- ‘Slots remaining’ per time slot as well as for the entire event will be copied from the selected event to the new event and saved accordingly.
- Candidates scheduled per time slot in the selected event copied to the new event.

If the user does not select either ‘Copy candidates’ or ‘Copy assessors’ checkboxes, then the new One-on-One Interview event will have:

- ‘Max candidates’ value for the time slots will be ‘0’ by default as assessors and candidates from the selected event are not copied over to the new event.
- ‘Slots remaining’ per time slot and event will display and save in the database as ‘0’ by default.

Open Candidate Slots

A new Action on the Event Summary Action menu, Open Candidate Slots, allows EM Admins to update the number of candidate slots within individual events or multiple events within an event series. If the overbooking feature is enabled, EM Admins can update overbooking limits using the Open Candidate slots action.

The Open Candidate Slots feature supports:

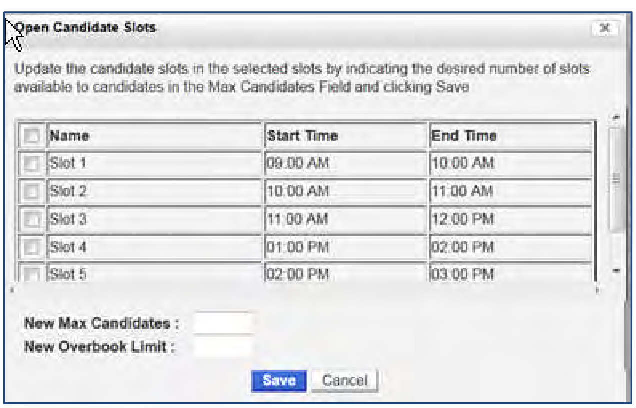
- Updating of shared (common) candidate time slots across events in a series
- Updating of all time slots within an event that is either a standalone event or part of an event series
- Overbooking feature that can adjust the buffer action

Event Manager Administrator Experience

Event Manager Administrator accesses the Event Summary page:

1. Selects an event (or multiple events) in an event series.
2. Clicks the **Action > Open Candidate Slots**.

   The Open Candidate Slots dialog box launches.



   Singular event selections display all times slots for that particular event.

Multiple event selections display all time slots *common* across the selected events.

> The time slot grid lists all the time slots shared across all the selected events that are part of the same event series. Time slots that have the same Time Slot Name, Time Slot Start and Time Slot End across the selected events in an event series are listed on the time slot gird. If any of the three attributes are different, then those time slots will not display on the time slot grid.

3. Selects the Candidate Slots to be updated.
4. Enters the New Max Candidate value in the text field for all the selected slots.
5. (Optional) Enters the overbook limit for all selected slots.
6. Clicks **Save**.

The selected time slots within the selected events are updated with the new values.

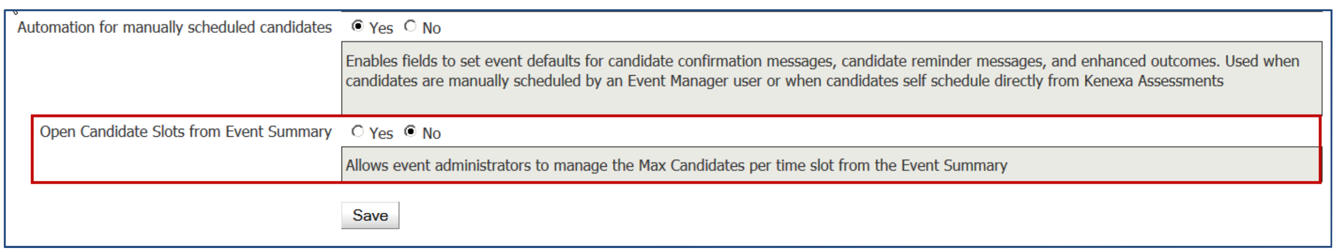
If an Event Administrator enters a new Max Candidates value that is less than the number of already scheduled candidates, an error displays preventing the update to proceed and displays the time slots that cannot be updated. All other selected time slots are updated.

How Do Clients Get This Feature?

<u>In Event Manager –System Settings (EM Admins)</u>

A new Systems > General setting supports this feature and is enabled by default. To disable this new feature, EM Admin:

1. Navigates to **Admin > General > Systems** page.
   The Systems > General page launches.
2. Clicks the **No** radio button for the Open Candidate Slots from Event Summary.



3. Clicks **Save**.

Limitations and Known Issues

Open Candidate Slots feature is not supported for one-on-one interview slots.

Assessor Email Self-Service

A new Email button option on the Assessor's My Schedule page and the My Schedule/Event Pop-up dialog box allows assessors to email their event schedules and iCalendar files to themselves and to other email recipients. From the My Schedule page assessors can email day, week, or month schedule views in a pdf format and include iCalendar files for scheduled consecutive assessor shifts to update their Outlook™ calendars. From the My Schedule/Event Pop-up dialog box assessors can email detailed event schedule views for individual events and include iCalendar files to update their Outlook™ calendars.

Event Manager Assessor Experience (Emailing Schedule Views and iCalendar files)

Assessor wants to send the detailed scheduled for January to his Outlook email ID so that he can view it outside of Event Manager and block his time on his Outlook calendar.

Assessor views his January calendar schedule that includes two events in the month of January on January 11th for the Onsite Interview Day for the following shifts:

9:00 a.m. - 10:00 a.m.
10:00 a.m.- 11:00 a.m.
1:00 p.m. - 2:00 p.m.
2:00 p.m. - 3:00 p.m.

And, assessor is also scheduled for the Phone Screen event on January 14th for the following shifts:

12:00 p.m. - 12:30 p.m.
12:30 p.m. - 1:00 p.m.

1. Assessor navigates **Events > Assessor Scheduling > My Schedule**.

   My Schedule page launches and displays the January month view. Alternatively, assessors can select the month, day, or week views.

2. Assessor clicks the Email button.

   The Email dialog box launches and the assessor's email address displays in the To field.

3. Assessor:

   - accepts his/her email address –
   - (Optional) enters a semi-colon and enters additional email address in the To: field
   - (Optional) enters new text in the Subject field
   - clicks **Yes** radio button to include iCalendar files
   - clicks **Yes** radio button to include schedule PDF file
   - (Optional) enters text in the Message field.

4. Clicks **Send**.

The assessor receives the email containing the following iCalendar files:

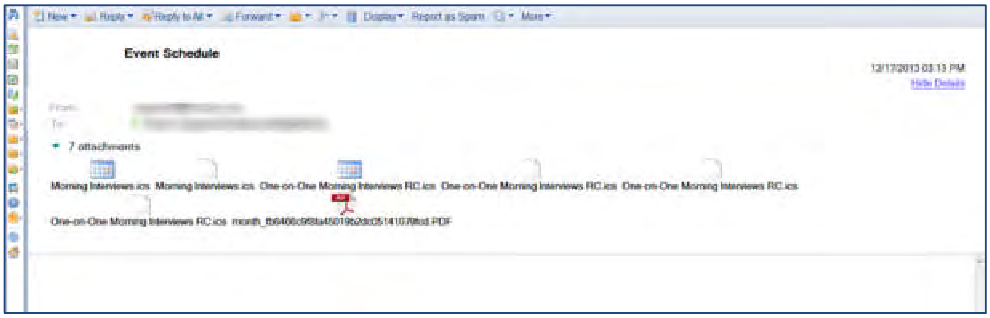
January 11th:

- Onsite Interview Day: 9:00 - 11:00
- Onsite Interview Day: 1:00 - 3:00

January 14th:

- Phone Screen: 12:00 - 1:00

Assessor can double-click each iCalendar file to update his Outlook calendar.



The pdf file is a month view of the My Schedule page, in this case January that the assessor can open and print.

Event Manager Assessor Experience (Emailing Detailed Schedule and iCalendar files)

Assessor wants to receive iCalendar files of his event commitment timeline to block time on his Outlook calendar and a detailed event schedule in order to view it outside of Event Manager.

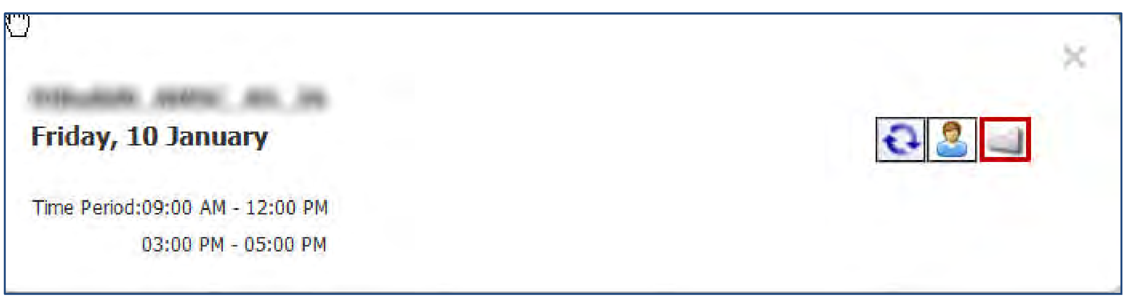
Assessor is registered for two assessor shifts on January 10th and wants to block his time on his Outlook Calendar:

- 9:00 a.m. - 12:00 p.m.
- 3:00 p.m. - 5:00 p.m.

1. Assessor navigates **Events > Assessor Scheduling > My Schedule**.

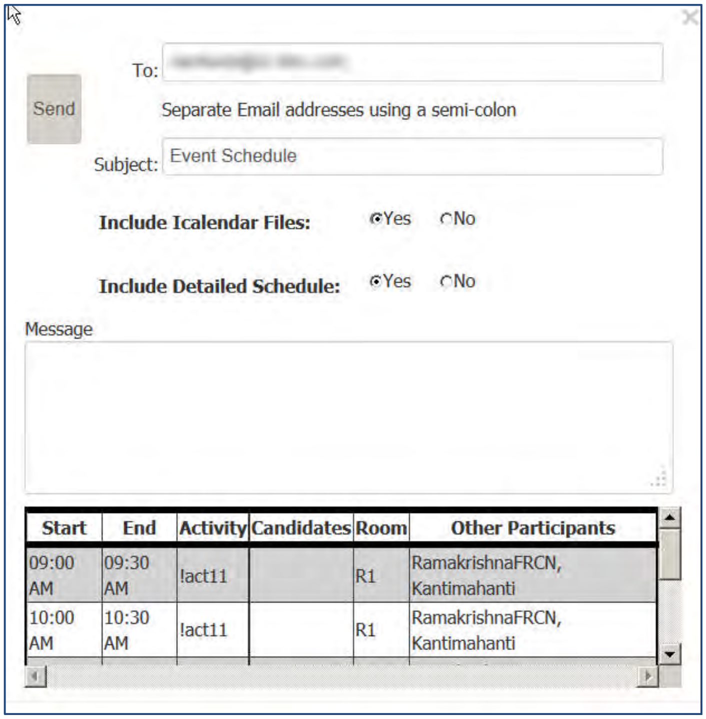
   My Schedule page launches and displays the month view.

2. Assessor clicks a specific event instance within the January Calendar month view.
   The Event dialog box displays:



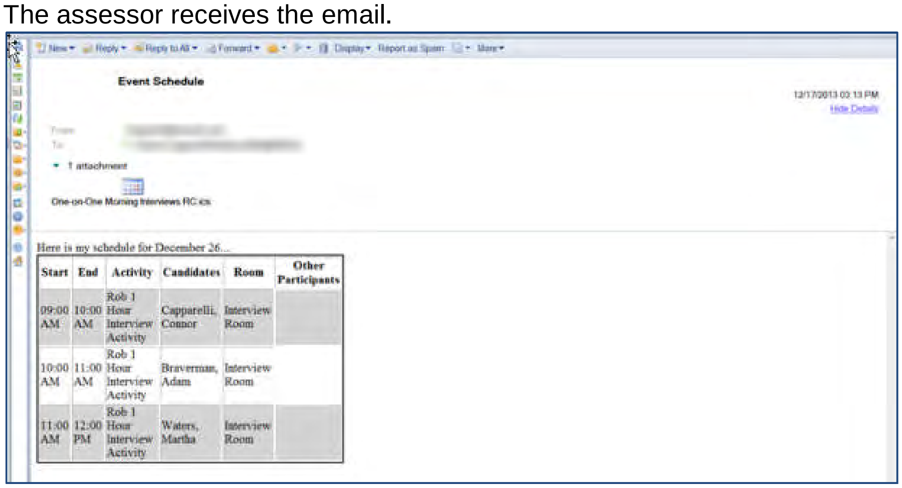
3. Assessor then clicks the Email button.

   The Email dialog box launches and the assessor's email address displays in the To field.



4. Assessor:
   - accepts his/her email address
   - (Optional) enters a semi-colon and enters additional email address in the To: field
   - (Optional) enters new text in the Subject field
   - clicks **Yes** radio button to include iCalendar files
   - clicks **Yes** radio button to include Detailed schedule
   - (Optional) enters text in the Message field
5. Clicks **Send**.

   The assessor receives the email.



The assessor receives the email containing the following iCalendar files:

January 11th:

- 9:00 - 12:00
- 3:00 - 5:00

Assessor can double-click each iCalendar file to update his Outlook calendar and view the detailed schedule for the selected event.

Limitations and Known Issues

Emails containing assessor iCalendar files are not sent in a cumulative format. In other words, iCalendar files represent consecutive time frames within a particular event and a separate iCalendar file is sent for each non-consecutive time frame. For example, if an assessor schedule contains four non-consecutive time slot commitments for an event, four iCalendar files are sent. If an assessor emails themselves iCalendar files for multiple days, Event Manager emails an iCalendar file for each non-consecutive time slot for each event. Recipients must open each individual iCalendar file in the received email in order for their Outlook calendar to update.

How Do Clients Get This Feature?

This feature is enabled by default and requires no configuration.

Assessor Reminder Messages

EM Admins can now configure events to automatically generate and send assessor email reminder messages. Assessor reminder messages can be sent to manually or self-scheduled assessors. Email reminder messages reminds assessors of their commitment and allows them to cancel in a timely manner if they need to do so.

During event configuration, EM Users configure assessor reminder messages on the Messages tab.

Assessor reminder messages also support the following message functionality:

- Event specific message tokens including [em_event_template_name], [em_event_name], [em_event_series_name], [em_event_descriiption], [em_event_reruiter_name], [em_event_schedule], [em_event_date], [em_event_location], [em_event_owner_name], and [em_assessor_schedule, etc.])
- The eLink token for the specific assessor's My Schedule page [em_assessor_reg_link]
- iCalendar files (all iCaldender files)
- Event Schedule PDF files

The default Assessor Reminder message can originate from the event template or from the system setting if an event is configured not using an event template. EM Users can also edit the Assessor Reminder Message content during event creation and set a number of days before events for reminder messages to be sent.

> Assessor Reminder Messages do NOT support candidate related message tokens (candidate schedule, candidate self-schedule registration link, time slot start, time slot end, candidate name, invitation expiration date and days, and minimum slots available token) nor Requisition Merge Fields.

Event Manager User Experience

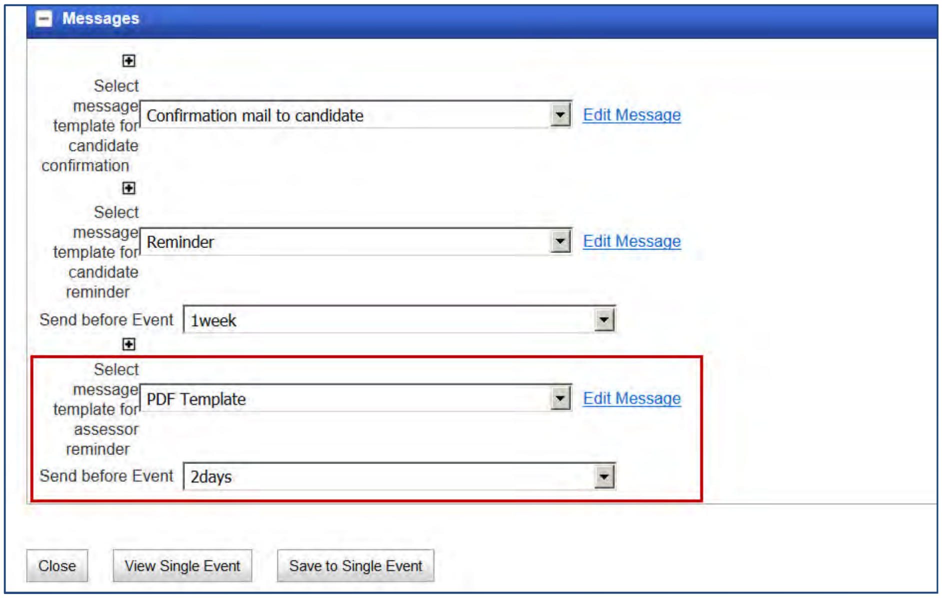
With this feature enabled, an EM User creates a new event and configures the event to send Assessor Reminder Messages. On the Event Summary screen, EM User:

1. Navigates to **Actions > New** to create a new event.

2. Selects an event template and clicks **Continue**.

   The Events: New Event page launches.

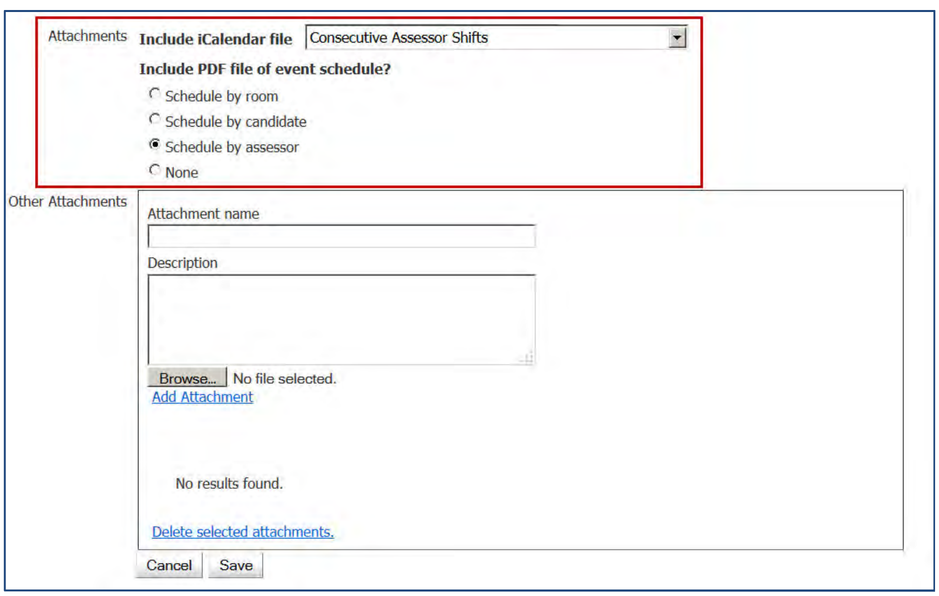
3. Completes all event configuration fields, including Event date (January 10) and event start and end times (one for 9 am to 12 pm shift and one for other for 3 pm to 5 pm shift).
4. Clicks the plus symbol (+) on the Messages tab.
5. Selects the message template for Assessor Reminder Messages and sets the day before event value to 2 day before event.



6. Clicks the **Edit Message** hyperlink.

   The Send Message screen launches

7. EM User edits Assessor Reminder Message, selects iCalendar files for consecutive assessor shifts, and a pdf of the event schedule by assessor.



8. Clicks **Save**.

The Send Message screen refreshes.

9. Selects the number of day before event to send Assessor Reminder Message.

   Best practice is to select a timeframe that allows the EM Admins sufficient time to react if the assessor receives the reminder message and decides to cancel out of their event commitment.

10. Clicks **Save to Single Event**.

Assessor signs for this event on January 10^{th} for two consecutive shifts 9 a.m. to 12 p.m. and 3 p.m. to 5 p.m.

- Assessor receives the configured email two days before the event date if two days is configured as number of days before event to send the reminder message.
- Assessor receives two iCalendar files, one for the 9 am to 12 pm shift and other for the 3 pm to 5 pm shift, and message text with values for any message tokens used.

Assessor can open the iCalendar file and save it to his/her Outlook calendar to block his time.

If assessor cannot make it to the event, he can access the My Schedule page using the assessor registration link added in the message and cancel out of the event.

- Assessor history is updated with the details of the communication.

How Do Clients Get This Feature?

In Event Manager – System Settings (EM Admins)

A new Systems Notification Default, Assessor Reminder Message, enables the Assessor Reminder Messages feature on event templates and event messages. EM Admins can accept default reminder messages or configure specific reminder message templates.

EM Admin:

Navigates to **Admin > System > Notifications** page.

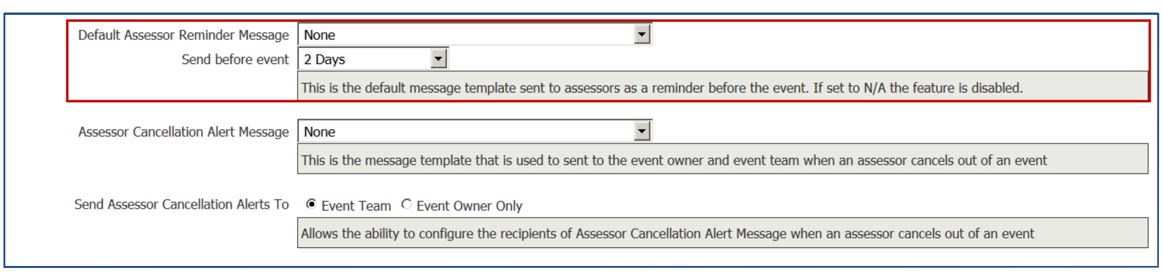
The Systems > Notifications page launches.

1. Navigates to the Default Assessor Reminder Message field that defaults to N/A indicating that the feature is disabled and clicks the drop-down menu to select a message template for the reminder message.

   EM Admin can select None or any message template configured for the client in Event Manager with the “Assessor Send Email” category. Selecting None means that events can be still be configured with assessor reminders, but there are no default assessor reminders.

2. Clicks the drop-down menu to select the number of days before the event to send the reminder messages.

   Best practice is to select a timeframe that allows the EM Admins sufficient time to react if the assessor receives the reminder message and decides to cancel out of their event commitment.

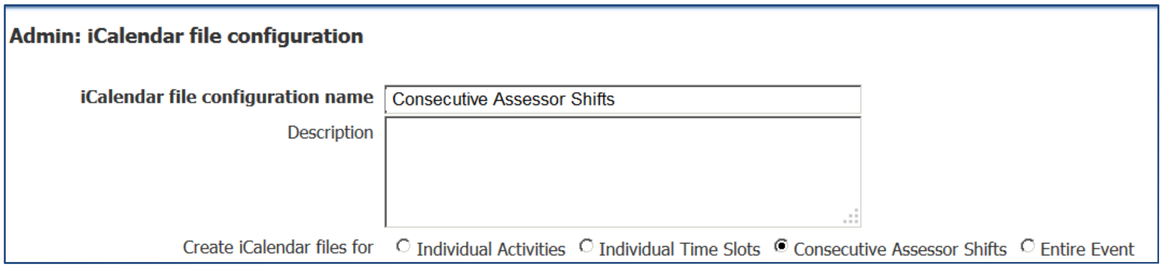


3. Clicks **Save**.

EM Admin can optionally configure the iCalendar Consecutive Assessor Shifts option so EM Users can select this option on the edit Send message page and send assessors an iCalendar file to update their Outlook calendars. This option is available only when the assessor self-scheduling functionality is turned on and works only for Availability and Assessor Shift events.

1. (Optional) EM Admin navigates to **Admin > List Maintenance > iCalendar files**.
   The Admin: iCalendar page launches.
2. Clicks New to create a new iCalendar file.

   The Admin: iCalendar file configuration page launches.
3. Selects the radio button for 'Consecutive Assessor Shifts' in the *Create iCalendar files* for option.



4. Completes all iCalendar configuration fields.
5. Clicks **Save**.

Gateway Questionnaires – Communications Widgets

Two new Gateway Questionnaire widgets are available for use in different candidate communications scenarios.

One widget is designed to capture candidate communications preference. The other widget captures the mobile phone country when SMS messaging is turned on for the client. Clients might want to add one or both of these widgets if they:

- use a Gateway Questionnaire to collect candidate profile information.
- elect to turn on the feature "SMS messaging."
- elect to turn on the feature "Candidate communications preference."

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 993b Release 13.3** **RDP 993c Release 13.4**	☑ BrassRing ☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

Two new widgets are available for use on the Contact Information page of the Gateway Questionnaire (GQ).

Mobile phone country: This GQ widget allows candidates to select their mobile phone country on the GQ. This is used to prepend the country dialing code to the candidates' mobile phone number if necessary at time of sending an SMS message.

Communications preference: This GQ widget collects information in a GQ regarding email preferences of a candidate.

When should these widgets be used?

If a client enables SMS messaging and uses a GQ to collect candidate profile information, users that set up Gateway Questionnaires (GQ) should consider adding the Mobile phone country widget to a position near the Other phone (i.e. mobile) field on the Contact information page of the GQ.

There are several variations to communications preference.

By default, the system communications preference is HTML email.

Using the WB setting "Candidate communications preference," a client can turn on functionality that lets a candidate express the following combinations of communications preferences.

- Text email instead of HTML email (the default)
- SMS messages instead of email messages (the default) for short alerts and communications.
- Both preferences together: Text email (rather than html email) *and* SMS messages (instead of either text or HTML email).

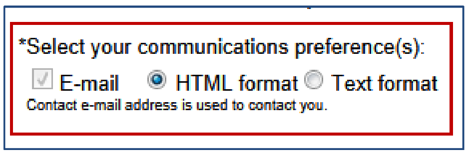
If a client wishes to capture the communications preference of the candidate for any of the above combinations, users that set up GQs should add the Candidate communications preference widget to the Contact Information page of the GQ.

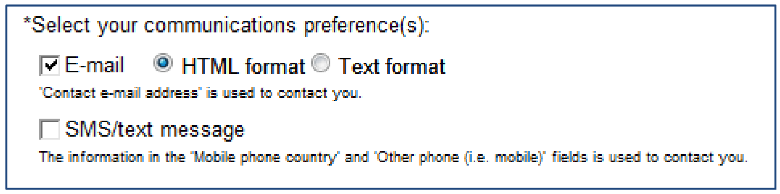
Candidate Experience

Candidates that apply to a requisition with a GQ associated or candidates that submit a generic application without a specific job, will now have additional fields in which they provide their communication preference. Based on the clients' choices, candidates either see or do not see some of the widgets.

Candidate Communication preference

In the following figures, the first displays only email format preferences while the second also displays SMS preference field to the candidates. This is dependant upon the settings choice made in Workbench by the client.





Depending on the choice of the clients, the following are the options that can be made available for the candidates in all combinations:

- Email – HTML format only (default)
- Email – Text format only
- Email (HTML) and SMS
- Email (Text) and SMS

Mobile Phone Country

A single-select dropdown box is available for the candidates to choose their country. This page should also contain the "Other phone number" widget where candidates submit their mobile phone number. Based on the country information, the country's telephone country code is prepended to the candidate's mobile phone number when SMS is sent to candidates.

How Do Clients Get this Feature?

This feature is controlled by specific configuration. Please contact your Kenexa Support Team for more information.

Configuration Tasks

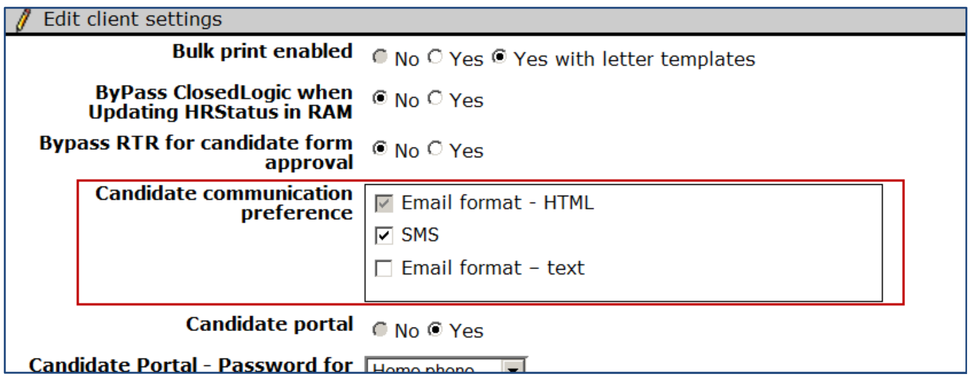
This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

1. Set client settings.
2. Add GQ widgets. They can be added to the GQs depending on the client settings.

Client Settings – Workbench (Support Staff)

Client setting: **Candidate communication preference**

Workbench > Select a client > Edit
–OR–
Workbench > Admin > Manage Clients > Edit client settings [for selected client]



- To continue behavior of not displaying preference options, select only “Email Format – HTML.” This makes neither of the two new GQ profile question widgets available for display on the GQ, and provides email in HTML format since “Email format – HTML” is the default selection.
- To make the new GQ question widget “Communication Preference” available for display on the GQ so that candidates can select an email format preference between text and HTML, select “Email Format – HTML” and “Email format – Text.”
- When “SMS” is enabled for the client, to make both new GQ question widgets available for display on the GQ so that candidates can select text or email as their communication preference, select all three options: “Email format – HTML,” “SMS,” and “Email format – Text.” With this configuration, candidates have the option to choose among Email (Text or HTML) and/or SMS.

> In spite of having both the client settings enabled, it is not mandatory for a client to have either of the widgets on a particular GQ. They may still have some GQs without any of the Communication Preference widgets while all three options above are selected.

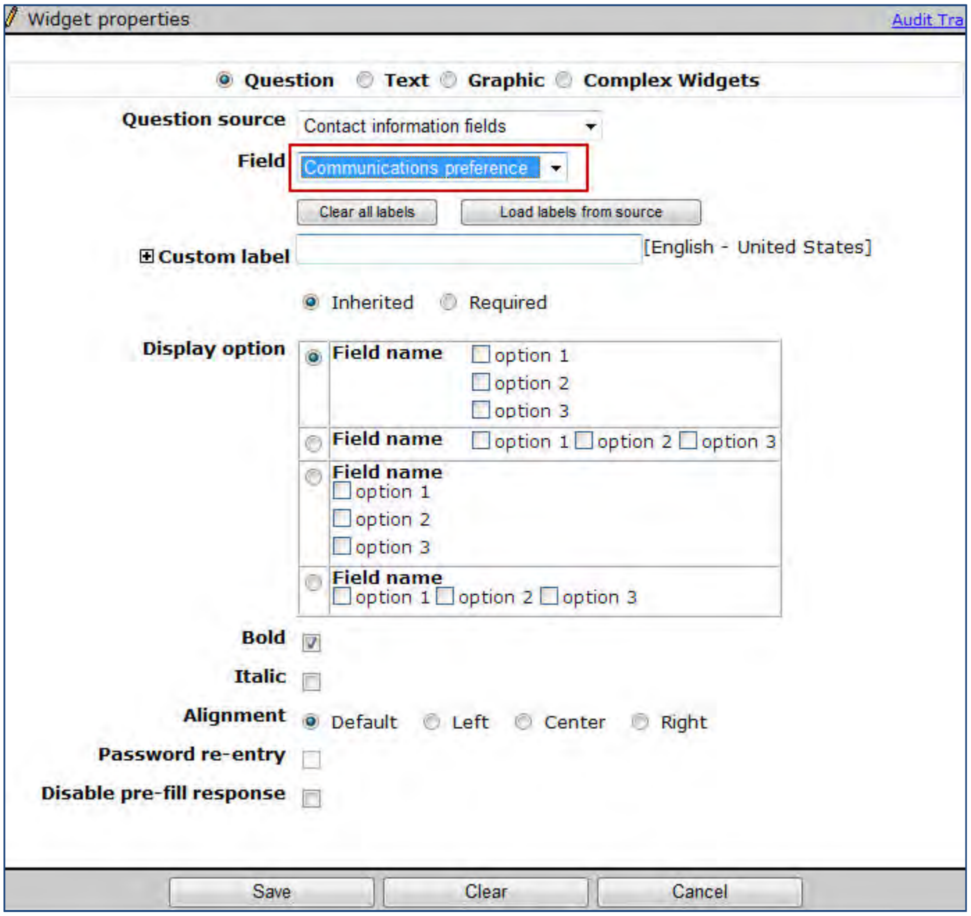
Gateway Questionnaire Widgets – Workbench Self-Service (Tiers 0+)

The new widgets must be added to the GQs for the candidates to access them. Workbench Self-service users can save an existing GQ as new, add the new widgets and activate the new GQ. Depending on the client’s choice, either of the widgets, both of the widgets, or neither of the widgets can be added to the GQ.

You can add the **Candidate communication preference** widget or the **Mobile phone country** widget to the profile page.

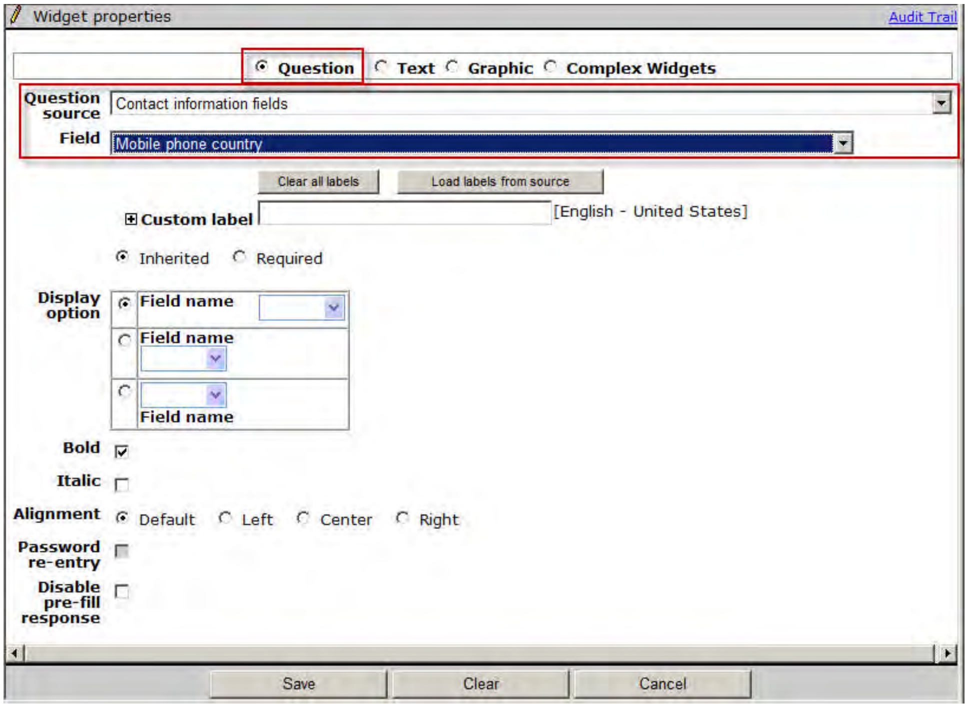
Tools > Gateway Questionnaires > Add new Gateway Questionnaire / [select existing *draft*] **> Administer sections/pages > Administer widgets/ Add new widget**

Candidate communication preference widget



- **Widget type** = **Question**
- **Question source** = **Contact information fields**
- **Field** = **Communication Preference**

Mobile phone country widget



- **Widget type** = **Question**
- **Question source** = **Contact information fields**
- **Field** = **Mobile phone country**

> **Note:** When the Mobile Phone country widget is added to a GQ, the "Other Phone number" widget must also be available on the same page of the GQ. If the Mobile phone country widget is added to a GQ and saved without the "Other phone number" widget being available on the same page, an error message is displayed.

Integrations – Background Check Vendor Updates

Updates for background check integrations with IBM® Kenexa® BrassRing® on Cloud Release 13.4 include:

- New vendor: Verified Credentials
- Availability of 1-step integration with Orange Tree

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDPs 881, 1034**	☑ BrassRing	☑ Integrations – Background Check
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

Updates for background check integrations with IBM® Kenexa® BrassRing® on Cloud Release include:

- New vendor: Verified Credentials
- Availability of 1-step integration with vendor Orange Tree

Verified Credentials

Verified Credentials is now available to clients as a vendor for background check integration with BrassRing. This is a 2-step integration, where BrassRing users are redirected to the Verified Credentials application when they set a candidate to the triggering HR status.

For more information about Verified Credentials, Inc, you can see their website: www.verifiedcredentials.com

Orange Tree

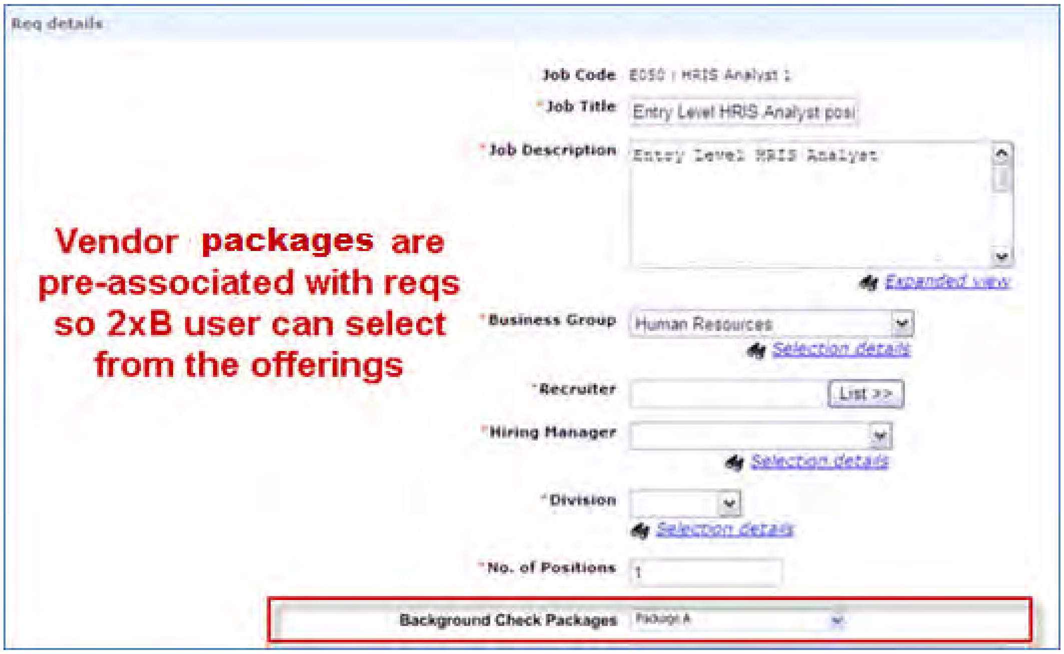
Previously offering a 2-step integration with background check vendor Orange Tree, BrassRing now has available a 1-step integration with Orange Tree. In a 1-step integration, BrassRing users pre-select packages for their req so that when they set a candidate to the triggering HR status, BrassRing submits the request in the background in a format that satisfies the vendor application data requirements. The candidate's basic status and results are updated within the preconfigured BrassRing standard candidate results form, and detailed results become available through link back to the vendor from that results form.

For more information about Orange Tree, you can also see their website: http://www.orangetreescreening.com

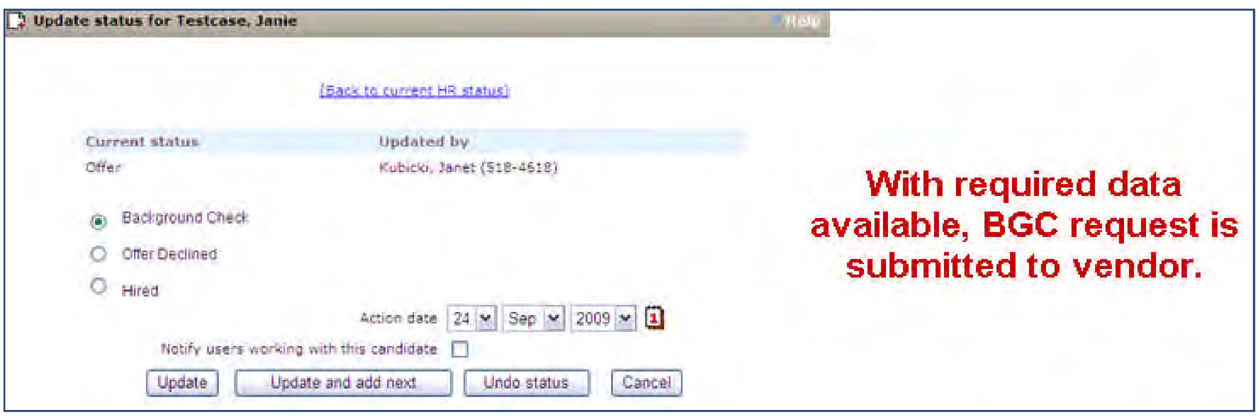
BrassRing User Experience

The following shows a sample user experience for a 1-step integration.

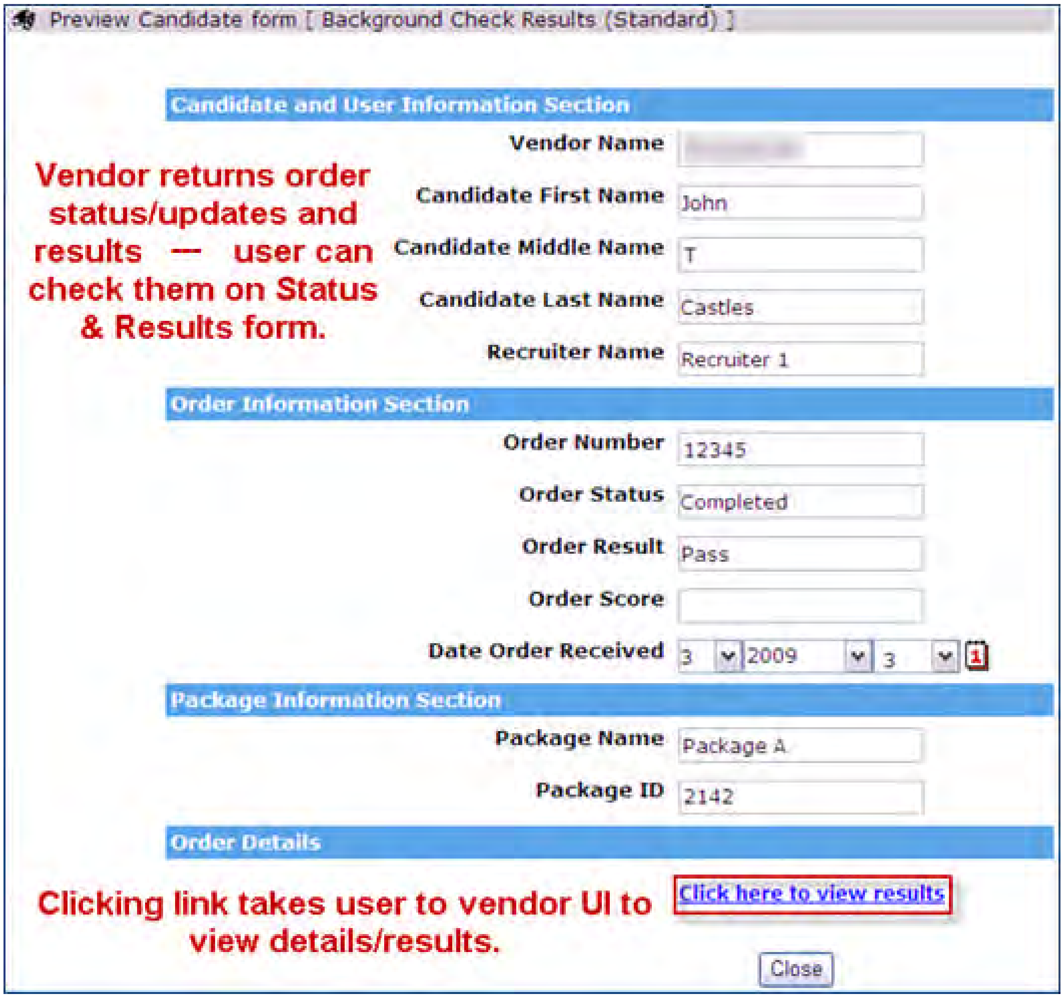
1-Step Integration: BrassRing User Selection of Package Associated to Job



1-Step Integration: HR Status Update Kicks off Order Request



1-Step Integration: Resultsfrom Vendor Accessed through BrassRing Results Form



The process for a 2-step integration is similar, but the triggering HR status update send the user to the specific vendor's site, where the user selects the background check service or package.

Viewing results when the check is complete is the same for both processes.

How Do Clients Get this Feature?

Background check integrations are controlled by integration subscription settings and field mapping. Please contact our Support Team or your Certified Workbench User for more information.

Configuration Tasks

The following summarizes the steps to configure 1-step integration. Setup for 2-step is similar. For complete information, see the internal Common Service – Background Check Integration Community site: **https://w3-connections.ibm.com/communities/service/html/communityview?communityUuid=0e18462a-27ef-48de-8566-6c7206b7947c**

1. Create the subscription to the vendor in Workbench.
2. Select the vendor.
3. Specify the type of integration (select 1-Step or 2-Step, as appropriate).
4. Add authentication information.
5. Reference HR Status to initiate the request
6. Map form fields to background check XML schema.
7. Set up values for packages on the requisition template (**Tools > Forms >Reqs >Req forms > Administer req fields> Background Check Packages**). Once the client setting is enabled, two (2) custom static fields are created automatically.
8. Set up any necessary candidate forms for capturing data
    - Associate selected packages to forms (based on req)
    - Block HR Status update if form(s) not available
9. Configure a Background Check form to capture the standard results for the background check.

    Fields can be hidden for certain user types.
    If results are not returned, the form should be inactivated.

Integrations – Candidate Export Error Notifications

This feature lets clients configure the list of recipients of the Candidate Export Error Notifications.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 711**	☑ BrassRing	
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

Whenever there is an error in the Candidate Export integration, an error notification is sent to BrassRing users. With this feature, clients can select the user types that receive the error notification emails when the candidate export integration has errors or fails.

BrassRing User Experience

BrassRing users, of the user types that were selected to receive the notification, receive the error notification with information fields including:

- Req ID
- Candidate name
- Resume Key

How Do Clients Get this Feature?

This feature is controlled by a new subscription setting in Workbench

Please contact our Support Team or your Certified Workbench User for more information.

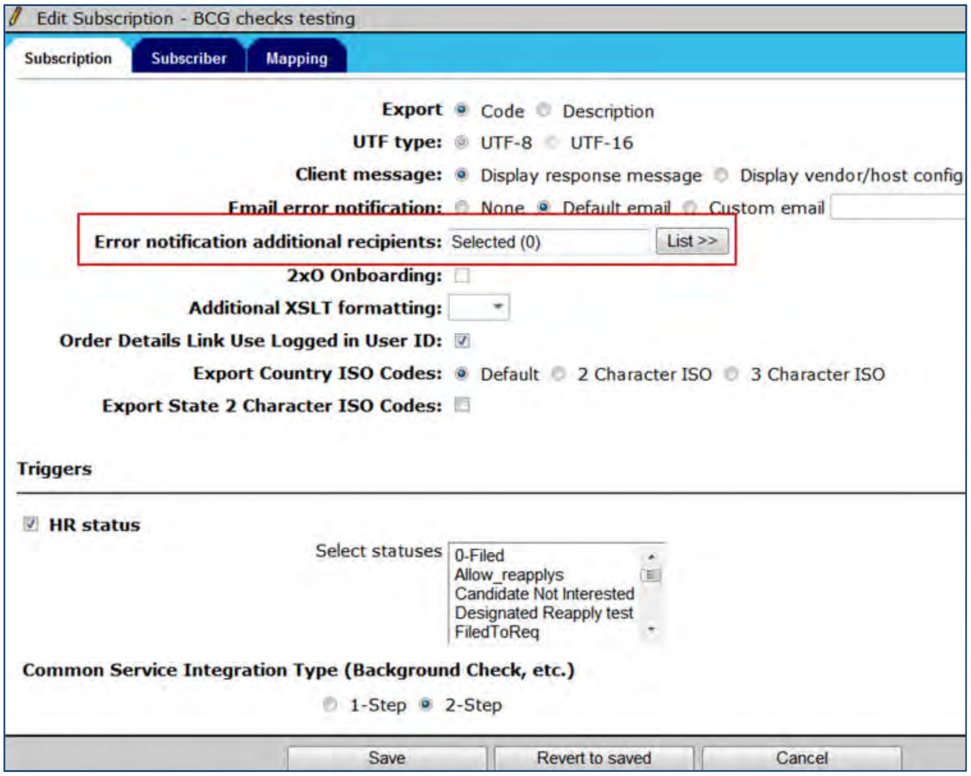
Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

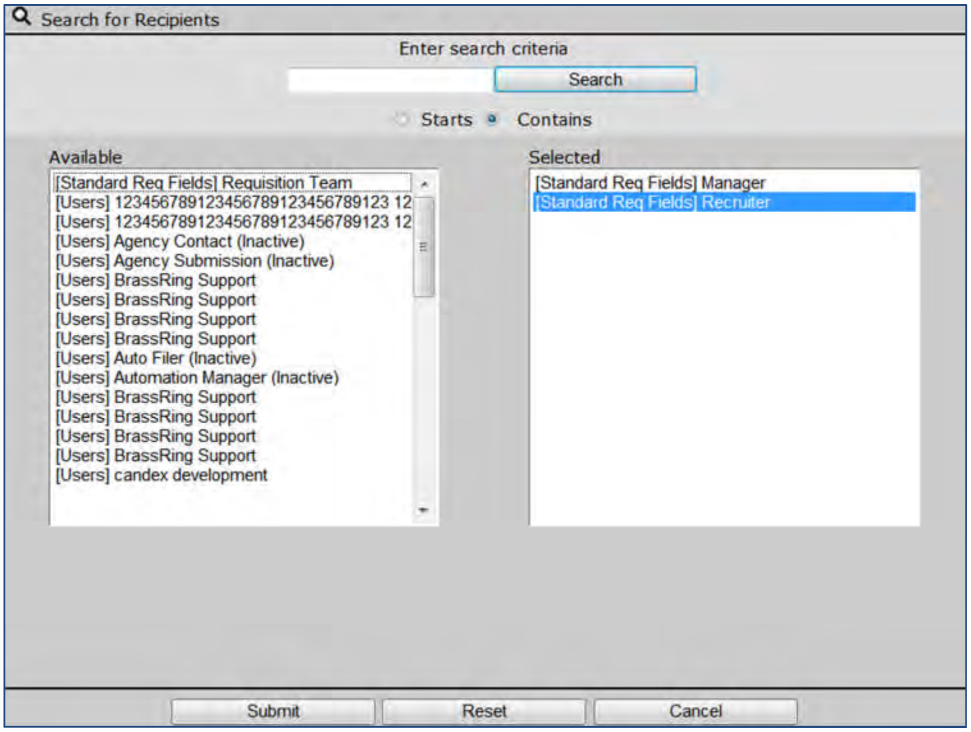
Subscription Settings – Workbench (Support Staff)

New setting: **Error notification additional recipients** is added in the Candidate Export integrations Subscription administration section.

Path: Tools > Integrations > Administration > Candidate Export > Subscription Admin > Add/Edit Subscription



Select the user types that you want to receive the error notification emails.



Click Submit after selecting the desired user types from those available.

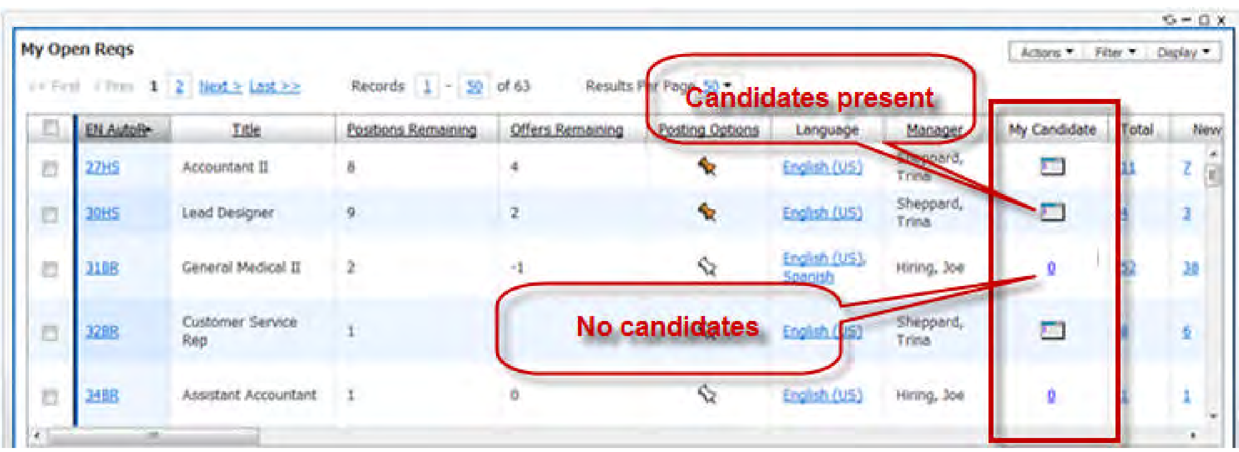
Panels – Candidates in Subpanel Indicator

Previoustly, when using custom candidate results sub panels, which allow configuration of more than one HR Status to be included in the results, users had no indication of the number (if any) of candidates in the resulting screen. The user can click the icon only to find that there are no candidates to view. With this feature, the icon that currently displays for the Custom Candidate Results panel is changed to a linked 0 when no candidates exist that meet the panel criteria.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 174**	☑ BrassRing	
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

When clients utilize the Custom candidate results sub panels that allow configuration of more than one HR Status to be included in the results. Previously for clients using such panels, there was no indication of number of candidates in the resulting screen. Users could click the icon only to find that there were no candidates to view. With this feature, the icon that currently displays for the Custom Candidate Results panel is changed to a linked 0 when no candidates exist that meet the panel criteria.



- No changes to the icon shown for the subpanel if one or more candidates exist for the req folder that meet the subpanel configuration.
- If no candidates exist at the time the panel is loaded or refreshed, then a number 0 displays. The 0 is a link to the subpanel. The subpanel is unaffected, and will continue to display the no results message when clicked, as per current functionality. Users can still take actions from the subpanel, such as "View More Candidates."
- Updates to HR Status that change the count of the candidates in the subpanel from 0 to one or more, or from one or more to 0, via any method, will update the icon when the panel is refreshed or reloaded. This *does not* happen automatically through interpanel events.

How Do Clients Get this Feature?

This feature is available automatically without configuration.

Panels – Enhancement and new My Tasks

A new IBM® Kenexa® BrassRing® on Cloud panel, **My Tasks**, is now available. The panel provides recruiters and hiring managers with reminders to help them take the actions necessary to move candidates forward in the hiring process. A new **Days in Status** column is also available on the panel, and for Candidate Results panel and custom subpanels.

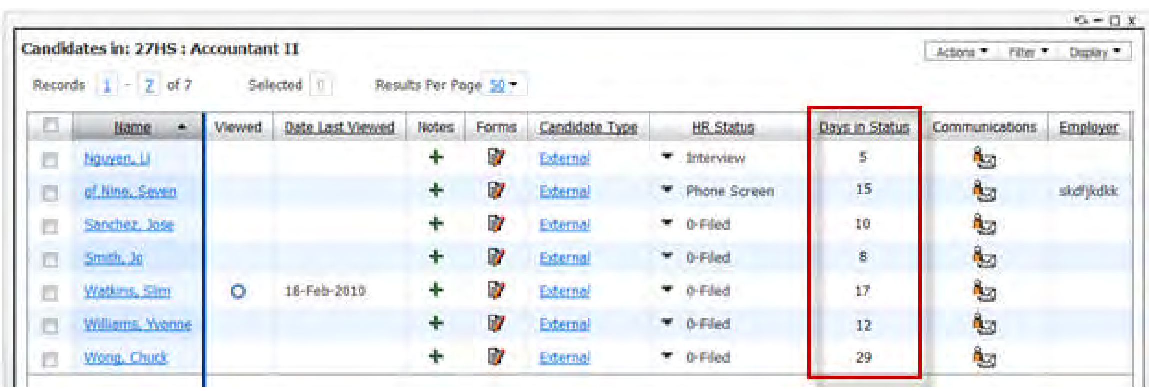
IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 139**	☑ BrassRing	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

A new **My Tasks** panel provides BrassRing users with reminders to help them take the actions necessary to move candidates forward in the hiring process. A new **Days in Status** column is also available on the panel, as well as for Candidate Results panels and custom subpanels. Details are in the follwong sections.

Days in Status

The Days in Status column displays the number of days that the candidate has been in the current HR status, for the folder from which the panel is viewed.



It is available as an output option for:

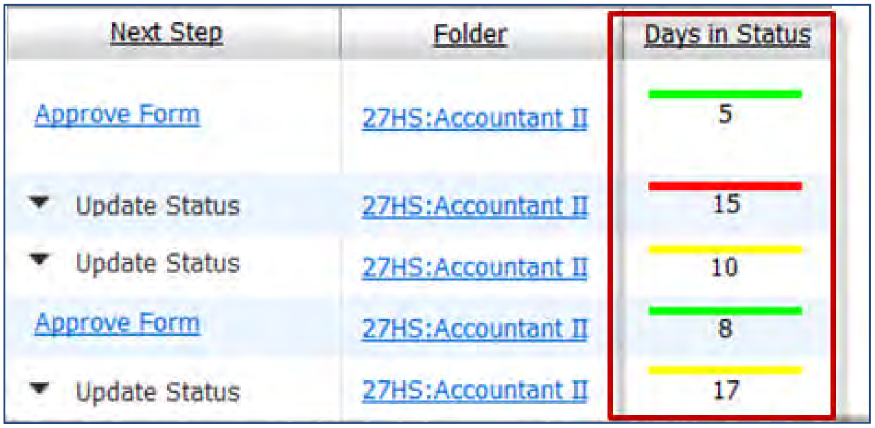
- My Tasks panel
- Candidate Results panel
- Custom subpanels – Custom Candidate Results.

The column is sortable, requires no privileges for viewing, and can be added to the panel configuration and/or added by BrassRing users through **Display > Edit Columns**.

If an "undo" HR Status is performed and then the status is updated again (after the undo), the count starts over for the most recent update.

Visual Indicators for Days in Status

When HR Status aging ranges are configured by status (in Workbench), visual indicators enhance the Days in Status display by showing whether the time the candidate has remained in that status is acceptable, cautionary, or unacceptable.



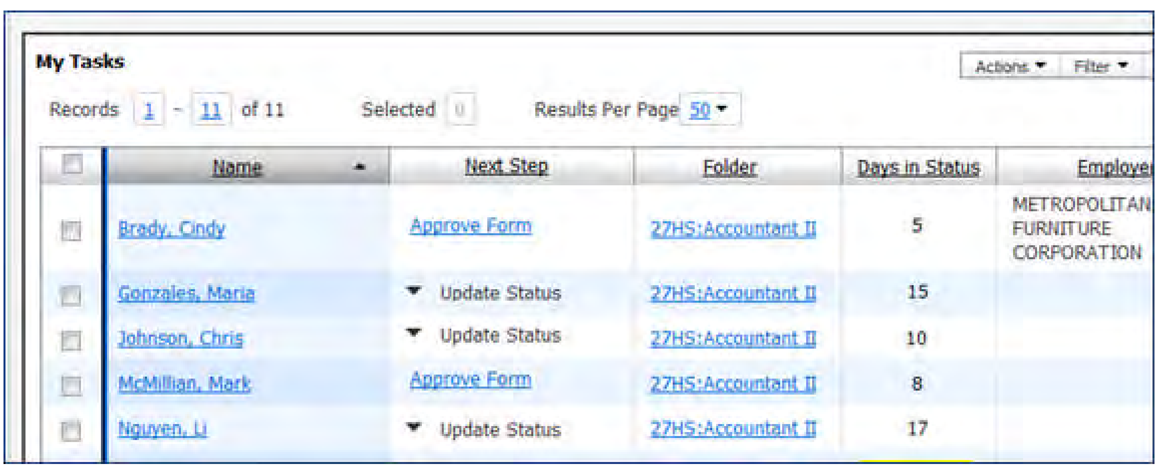
The visual indicator images are not configurable, and appear as a green, yellow, or red line above the number, where:

- Green = Acceptable
- Yellow = Cautionary
- Red = Unacceptable

My Tasks Panel

A new BrassRring panel, My Tasks, can serve to remind recruiters and hiring managers of pending tasks in the hiring process, and provides a convenient means to take the next step. The My Tasks panel shows:

- Candidates who have remained in certain HR Statuses for a configured period of time. The candidates are those associated to reqs for which the user has a my-req relationship, or filed to user's My folder or My inbox.
- Candidates who have a form pending approval by the logged-in user.



Your organization determines the triggers that cause candidates to appear in the panel by user type:

- HR Status aging ranges, set by HR Status
- Candidate Forms pending approval

If a candidate qualifies for more than one trigger criteria, the candidate will appear once for each.

If the candidate is filed into more than one req, and each req qualifies for a triggering criteria, the candidate will appear appear once for each req, with the Req ID appearing in the Folder column.

Next Step Column

The Next Step column shows the user's next action, based on why the candidate is included in the panel:

- **Update Status** action, triggered by HR Status aging
  Select the next status from those defined by the client's tracking logic display (this behaves the same as for Update HR status from the Candidate Results panel). The HR Status update occurs for the Req (folder) in which the candidate resides, based on the trigger.
- **Approve Form** link, triggered by candidate forms awaiting approval
  When a Candidate form approval trigger is configured, if the user is the next approver for the form, the candidate displays regardless of whether the user has a My-req relationship to the candidate. Click the Approve Form link to open the usual form approval screen.
  (For parallel approval processes, the Approve Form link appears as the next step for all the form's BrassRing approvers, rather than for the next approver only.)

Once you take the "next step " and the candidate no longer meets the trigger criteria, the candidate is removed from the panel.

The Next Step column is unique to the My Tasks panel; it is also required, so cannot be removed using the Display > Edit Columns menu item.

How Do Clients Get this Feature?

This feature is controlled by Workbench panel configuration for the new panel and Days in Status field. Please contact our Support Team or your Certified Workbench User for more information.

Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.
To enable these features:

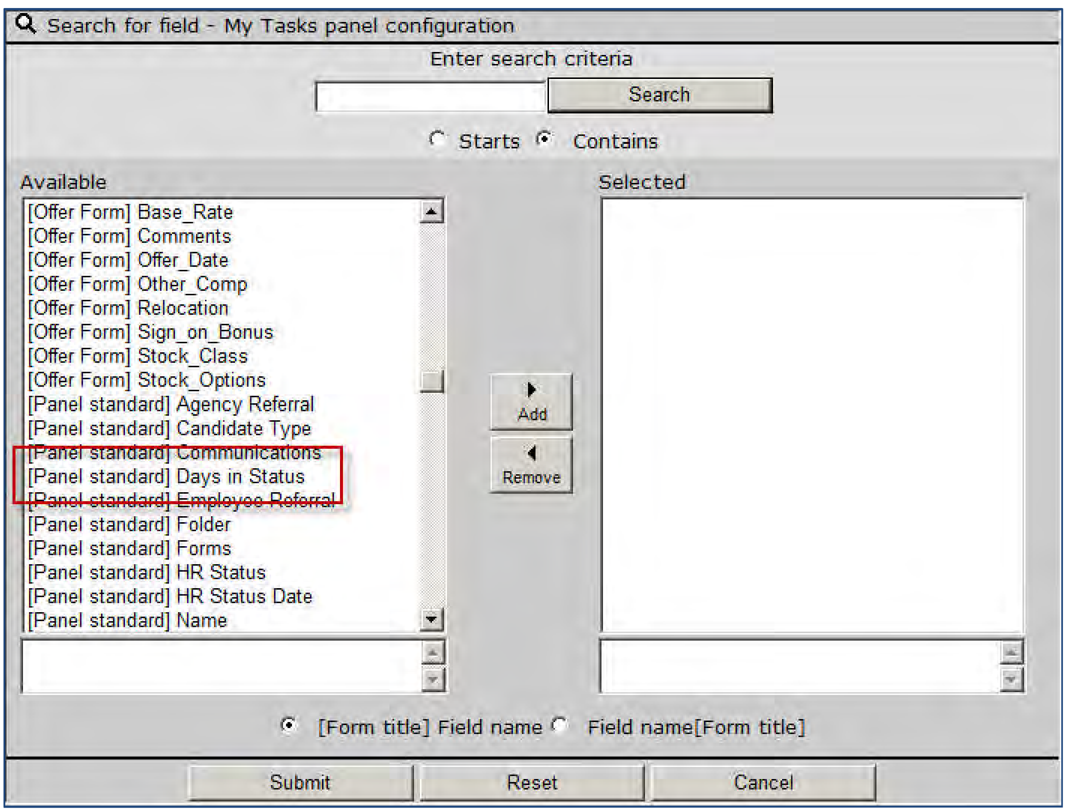
- Configure Days in Status
- Set up HR Status Aging indicators and triggers
- Configure My Tasks panel
- Map panel configuration to user types

Days in Status Configuration – Workbench Self-Service (Tiers 4+)

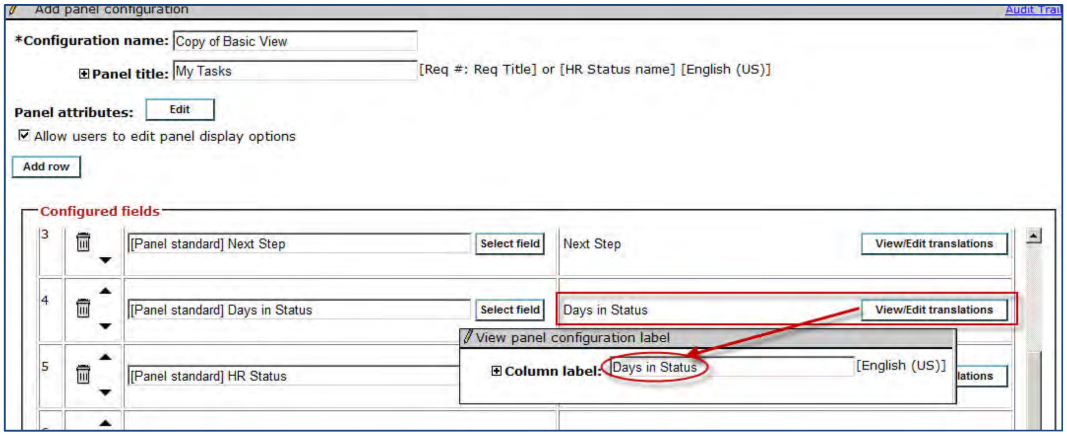
The new **Days in Status** panel standard field is available in the **Search for field** screen for panel configuration of these panel types:

- Candidate Results
- Custom Subpanels (Candidate Results)
- My Tasks

Tools > Settings > Panel Configuration > Administer configuration [for Candidate Results, Custom Subpanel, or My Tasks selected panel type] **> Add new configuration**/**Save configuration as new** [for selected name]/**Edit** [for selected name] **> Add row** (if desired) **> Select field**



Days in Status column label is customizable in Panel configuration. Click V**iew/Edit translations** [for Days in Status row] on the panel configuration screen, then enter the desired label and/or translations.



If adding to an existing panel configuration, apply the **Override User Customization** option in order for the field to display automatically for the user. BrassRing users also can add the field through the **Edit columns** menu.

The Days in Status visual indicators are configured in **Tools > HR statuses** (see the following HR Status Aging section).

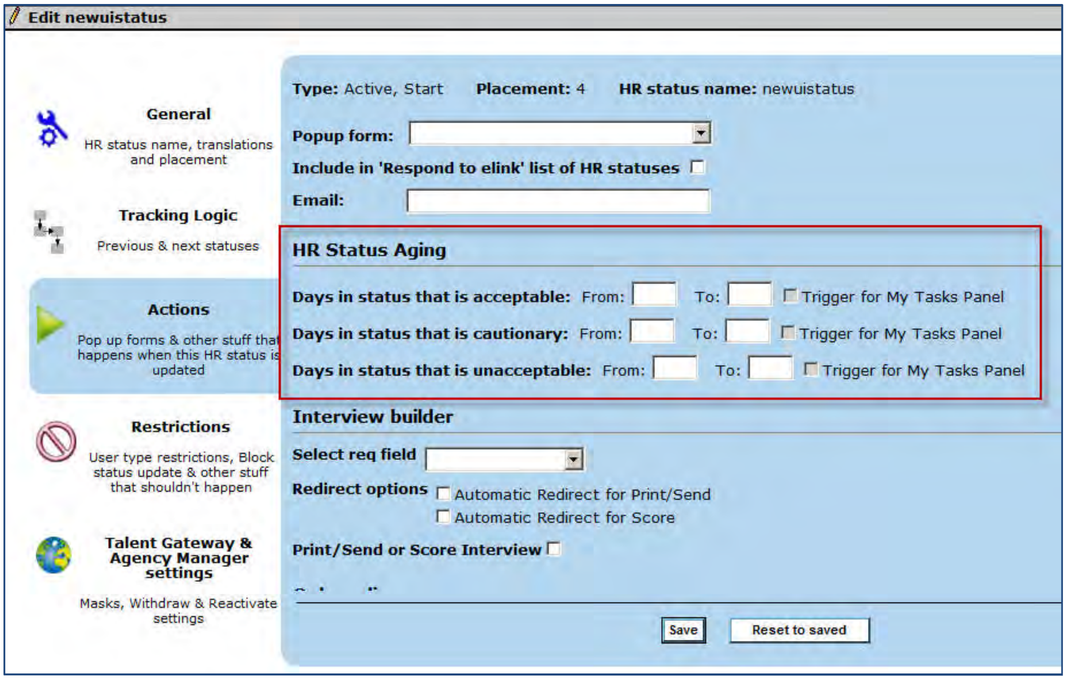
HR Status Aging – Workbench Self-Service (Tiers 5+)

Set HR status aging parameters in a new section called **HR Status Aging**. You can:

- Define the range for number of days it is acceptable, cautionary, or unacceptable for a candidate to remain in the status. This also sets the visual indicator to display in the Days in Status column (with no ranges defined, only the number of days displays).
- Set the option to use the range as a trigger for the display of candidates on the My Tasks panel. Once set, an HR Status Aging trigger for the status becomes available for configuration of My Tasks panels (see Panel attibutes section of My Tasks panel configuration).

HR Status Aging section is available from the the Actions tab of the Add or Edit HR status screen. This section is available only for *non-final statuses*, that is, Start and Intermediate statuses only.

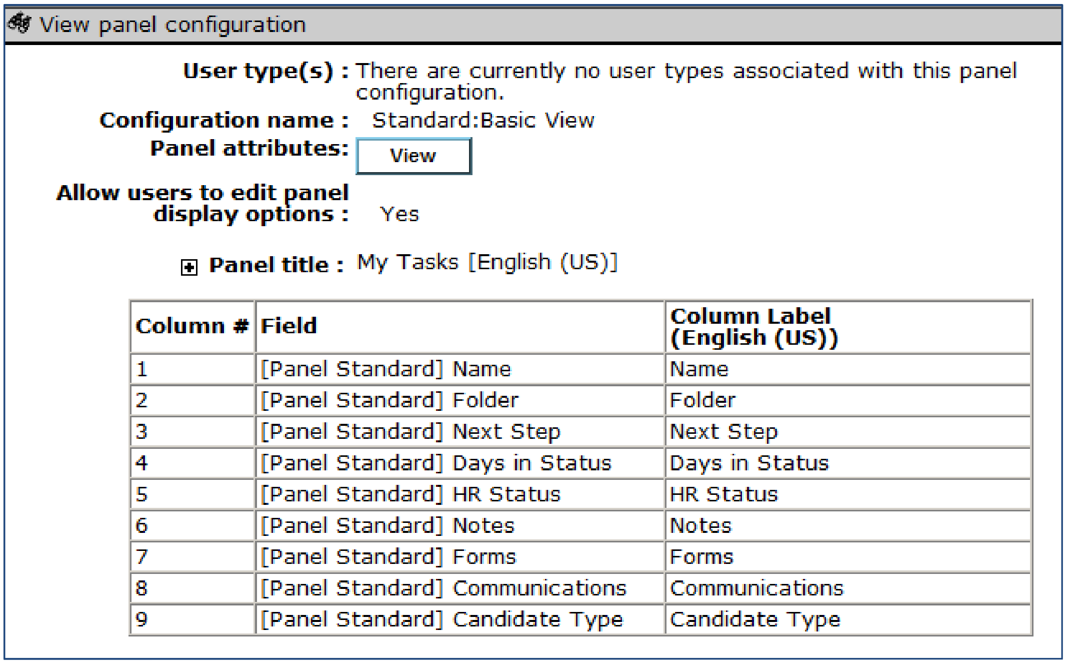
Tools > HR statuses > Add/Edit [selected non-final] **status > Actions** tab > **HR Status Aging** section



1. To set a visual indicator, enter the number of days-in-status range for any or all of the three visual indicators, as desired. Indicators are displayed in the Days in Status column as a green bar for acceptable, yellow bar for cautionary, or red bar for unacceptable above the actual number of days in the status. (From value must always be less than To value. Ranges cannot overlap, Acceptable range should be less than Cautionary range should be less than Unacceptable range). The visual indicators apply to the Days in Status column for any panel on which it can be displayed.
2. To make a status and specific aging range available for selection as a My Tasks trigger (configurable for My Tasks panels), check the range's **Trigger for My Tasks Panel** checkbox. Only one row needs to be checked in order for the status to appear in the panel attributes search screen as an trigger *option*; if the status is selected as a trigger, candidates in that specific range will appear on My Tasks. Check more than one row to display candidates in *those additional selected ranges* in the panel.
3. Click **Save**.

My Tasks Panel Configuration – Workbench Self-Service (Tiers 4+)

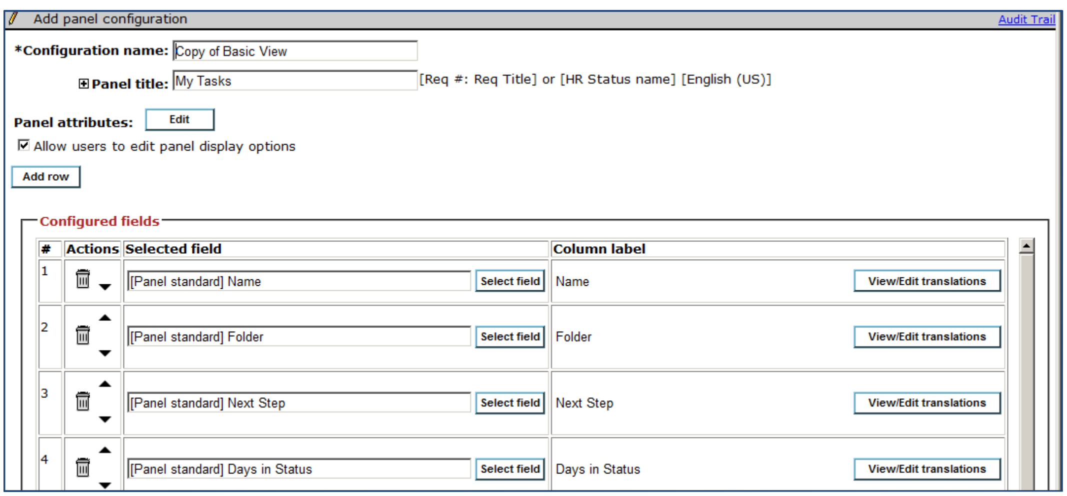
There is one standard configuration for My Tasks, named **Basic View**.



The **Add new** configuration action defaults to the selections for Basic View, which includes the *required* **Next Step** column as well as **Days in Status** column.

You can add a new configuration in:

Tools > Settings > Panel Configuration > Administer configuration [for My Tasks panel type] **> Add new configuration**/**Save configuration as new** [for selected name]/**Edit** [for selected name]

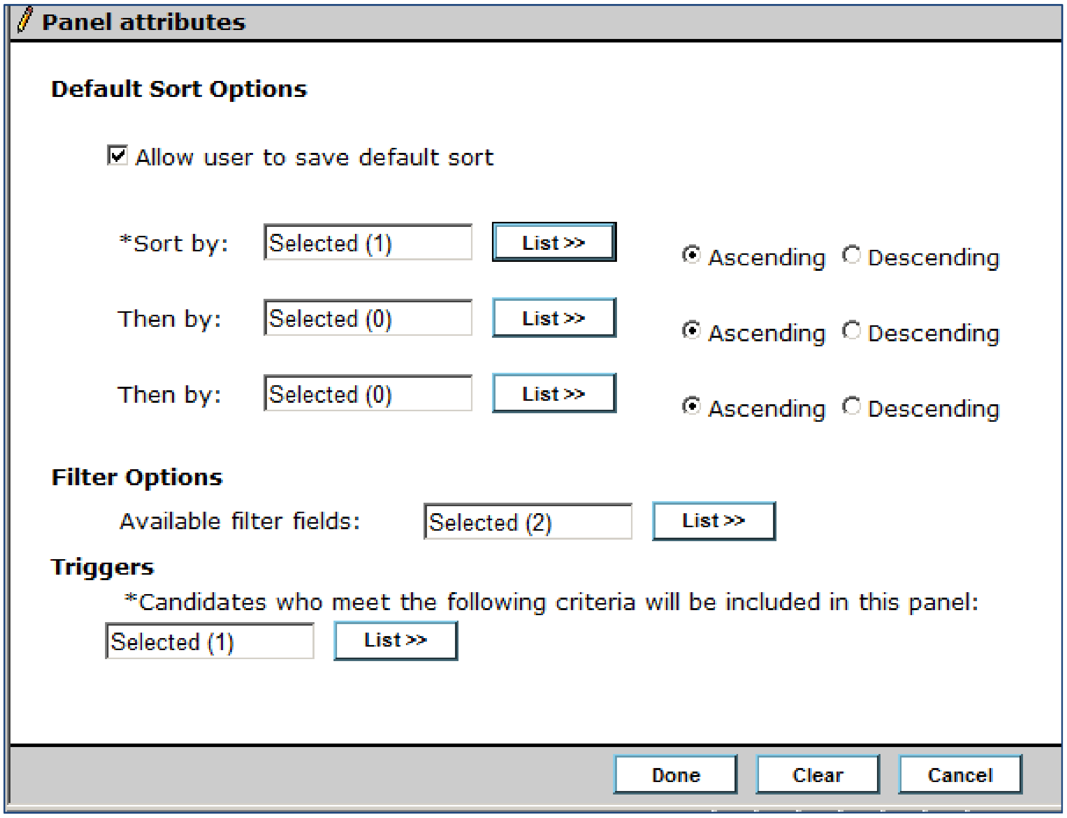


In addition to the required **Next Step** field, the same fields available for a Candidate Results panel are available for selection on a My Tasks panel. Use **Add row** as needed. Click **Select field** to select or change a field.

My Tasks Panel Attributes

To view or change attributes, click **Edit** beside the Panel attributes label.

Tools > Settings > Panel Configuration > Administer configuration [for **My Tasks**] **> Save configuration as new** [for Basic View] > **Edit** [Panel attributes]



Default Sort Options

Choices are the same as for Candidate Results.

Available Filter Fields

Two options, **Candidate Type** and **HR Status**, are selected by default for all existing and new configurations. Filter menu does not display if neither field is selected.

Triggers

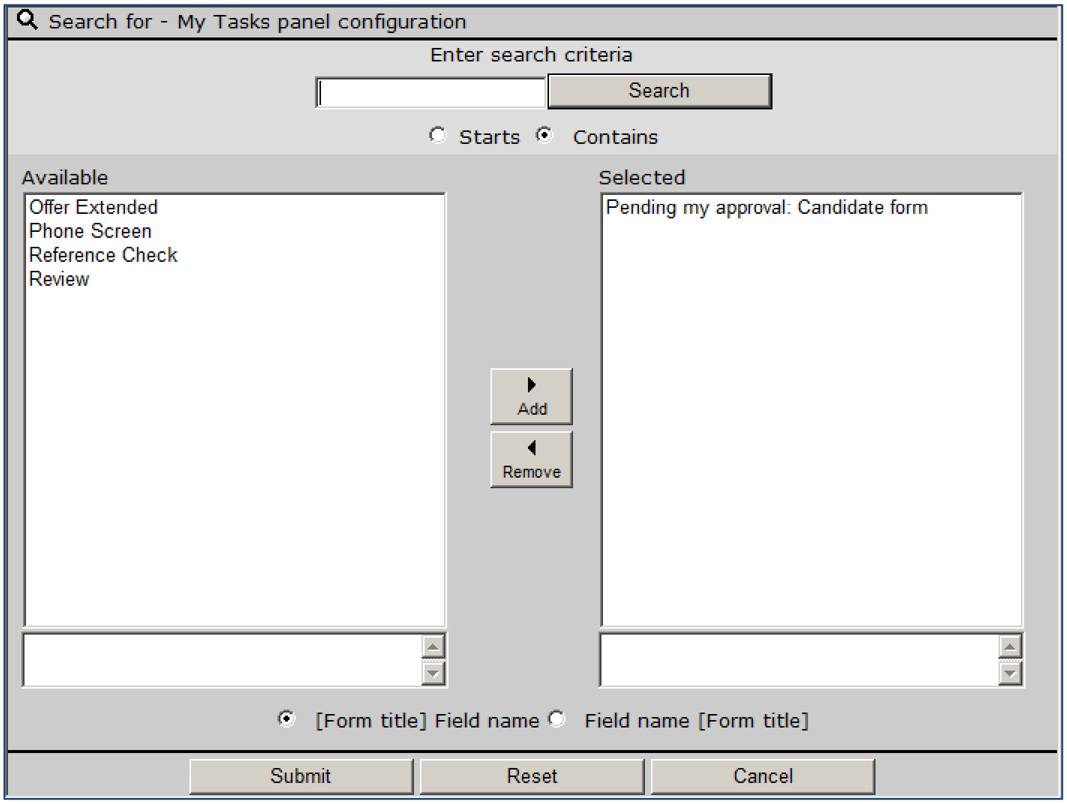
Triggers are the configured criteria that determine which candidates should display in a My Tasks panel. Triggers are set by panel configuration, and since a configuration is associated with specific user types through panel mapping, you effectively can set different triggers for different user types.

The new section for configuring triggers displays in the Panel attributes screen only for the My Tasks panel. At least one trigger must be selected from the trigger types available:

- HR Status aging ranges, set by HR Status (when a candidate has been in the status for a number of days within a configured range that's also been specified as a My Tasks panel trigger)
- Pending my approval: Candidate form (when a candidate form awaits the user's approval)

To select the triggers for the My Tasks panel:

1. Click List>>. On the Search for screen, the Available pane includes all HR Statuses for which a **Trigger for My Tasks Panel** checkbox is checked for any or all of its specified ranges (acceptable/ cautionary/ unacceptable).



- **Pending my approval: Candidate form** is a standard trigger that is the default:
- Other triggers include all HR Statuses for which one or more **Trigger for My Tasks Panel** checkboxes are checked.

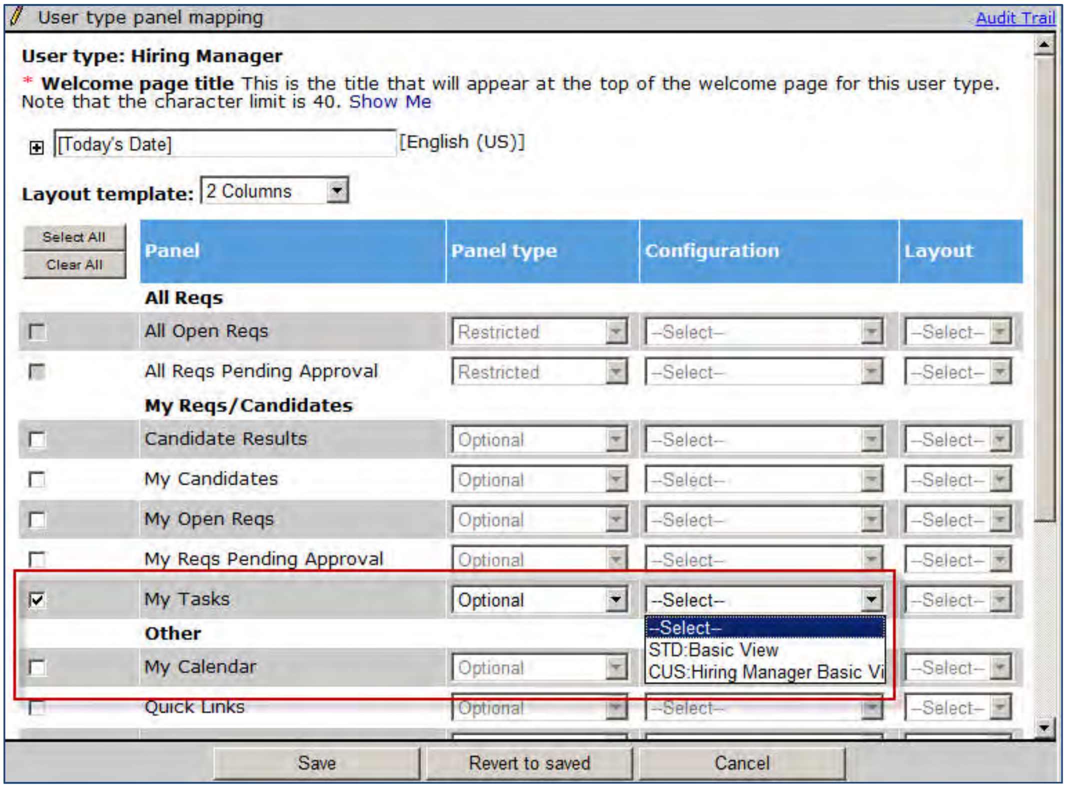
2. Select desired triggers.
3. Click **Submit**.
4. Save the panel configuration.

If a candidate qualifies for more than one trigger criteria, the candidate will appear once for each trigger. If the candidate is filed into more than one req, and each req qualifies for a trigger criteria, the candidate will appear appear once for each req.

The Req ID will only show in the Folder column if the trigger criteria is met in conjunction with a specific req.

User Type Panel Mapping – Workbench Self-Service (Tiers 4+)

The panel mapping dependencies and user type privileges for the new My Tasks panel are the same as for the Candidate Results panel (**Workbench > Tools > Users > User types > User type panel mapping** [for selected user type]).



To make the panel appear for the user type, select **My Tasks** and then a panel configuration from the drop-down.

When changing an existing panel mapping, apply the **Override User Customization** option in order for the panel to display automatically for the user type (in case someone has modified the display).

IBM Kenexa Recruit and Onboard App – Candidate Export by Update HR Status

This IBM® Kenexa® Recruit and Onboard App feature introduces asynchronous candidate exports based on HR Status updates.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 760**	☑ BrassRing ☑ Recruit and Onboard App	☑ Workbench Self-Service
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

Clients using IBM Kenexa Recruit and Onboard App via mobile devices can now perform asynchronous candidate exports based on a candidate's HR status update, for requisitions configured to allow for candidate export. BrassRing users with the requisite Candidate user privileges can access this feature on a mobile device and receive alerts when exports are queued. Additionally, when candidate exports complete, BrassRing users can view candidate exports on the BrassRing Admin > Admin+ > Candidate Export page.

BrassRing User Experience

BrassRing users with the appropriate user privileges can access this functionality on a mobile device. BrassRing user:

1. Taps a req folder and views all candidates within that req folder.
2. Taps to select a candidate.

3. Taps the **Actions** drop-down menu to select an HR Status for the selected candidate.
4. Taps **Update Status**.

   Mobile screen refreshes and notifies BrassRing user that the HR Status Update has been submitted for processing and displays the export transaction ID number.

Limitations and Known Issues

The feature has the following known limitations:

- Synchronous candidate export is not supported.
- Candidate export/Update HR status is only supported for one candidate at a time.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Requisitions used in this workflow must be configured to allow for candidate export and BrassRing users must have the following user privileges to access this functionality:

- Candidate Actions 2 - Candidates – HR Status - add/update in all reqs/all folders/my inbox.
- Candidate Actions 2 - Candidates – HR Status - add/update in my reqs/all folders/my inbox.

Please contact our Support Team for more information about enabling these privileges.

Configuration Tasks

User Type Privileges – Workbench Self-Service (Tiers 1+)

BrassRing users must have the following User Type Privileges to access this feature's functionality.

Existing user type privileges:

- Candidate Actions 2 - HR Status - add/update in all reqs/all folders/my inbox.
- Candidate Actions 3 - HR Status - add/update in my reqs/all folders/my inbox.

1. **Workbench > Tools > Users > User types > Edit type permissions**.
2. Select **Candidate Actions 2 edit icon**.
3. Select **HR Status - add/update in all reqs/all folders/my inbox**.
4. Select **HR Status - add/update in my reqs/all folders/my inbox**.
5. Click **Done**.
6. Click **Save.**

IBM Kenexa Recruit and Onboard App – Selecting and Copying Forms

This IBM® Kenexa® Recruit and Onboard App feature allows clients to select per-req candidate forms when moving or copying candidates from one req folder to another.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 759**	☑ BrassRing ☑ Recruit and Onboard App	☑ Workbench Self-Service
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

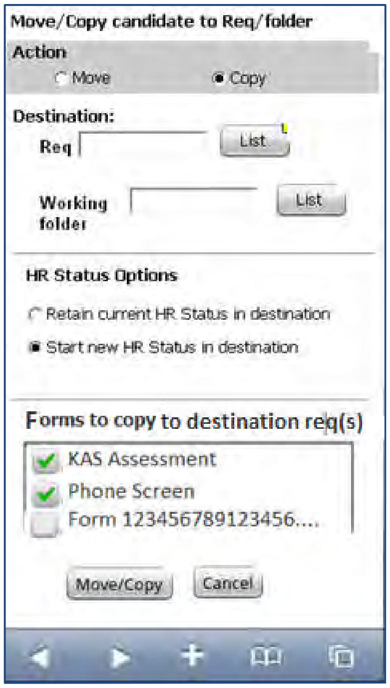
Clients using IBM Kenexa Recruit and Onboard App via their mobile device can now move and copy per-req candidate forms when moving or copying candidates from one req folder to another. Previously, when Recruit and Onboard App users moved/copied candidates from one req folder to another, candidate req forms did not move with the candidates.

BrassRing User Experience

Recruit and Onboard App users with the appropriate user privileges can access this functionality on a mobile device.   On a mobile device, user:

1. Taps a req folder and views all candidates within that req folder.
2. Taps to select a candidate.
3. Taps **Move/Copy to Req/Folder** in the Action section of the screen.

   Move/Copy candidate to Req/folder optimized screen launches.



4. Taps **Move** or **Copy**.
5. Taps **List** to select a Destination folder or a Work folder.
6. Taps to select an **HR Status Option**.
7. Taps to select applicable forms in the **Forms to copy to destination req(s)** selection box.

   Single per candidate per req form and multi per candidate per req are copied into the destination req.

> If no per-req forms exist for the candidate in the source req, the Form to copy to destination control does not display.

8. Taps **Move/Copy** button.

Limitations and Known Issues

The following limitations are noted:

- If a candidate already exists in the destination req folder, no form activity occurs.
- When moving or copying to a requisition folder, auto-fill fields pulling from a req field are replaced with the destination req field values.

How Do Clients Get this Feature?

This feature is available automatically without configuration. Recruit and Onboard App users must have the following user privileges to access this functionality:

- Candidate Actions 2 - Candidates - move/copy to All Reqs (or Candidates – move/copy to My reqs)
- Candidate Actions 3 - Candidates - copy per req forms

Please contact our Support Team for more information about enabling this feature.

Configuration Tasks

User Type Privileges – Workbench Self-Service (Tiers 1+)

BrassRing users must have the following User Type Privileges to access this feature's functionality.

Existing user type privileges:

- Candidate Actions 2 - Candidates - move/copy to All Reqs (or Candidates – move/copy to My reqs)
- Candidate Actions 3 - Candidates - copy per req forms

1. **Workbench > Tools > Users > User types > Edit type permissions**.
2. [for selected type] **> Candidate Actions 2**.
3. Select **Candidate Actions 2 edit icon.**
4. Select **Candidates - move/copy to All Reqs**.
5. Click **Done**.
6. Select **Candidate Actions 2 edit icon**.
7. Select **Candidates – copy per req forms**.
8. Click **Done**.
9. Click **Save.**

Reqs – Autocomplete Field Enhancements

Ease-of-use and performance enhancements have been made for autocomplete fields when users are adding, editing, and approving enhanced-layout requisitions in IBM® Kenexa® BrassRing® on Cloud.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 768**	☑ BrassRing	
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Automatic – see details below.	

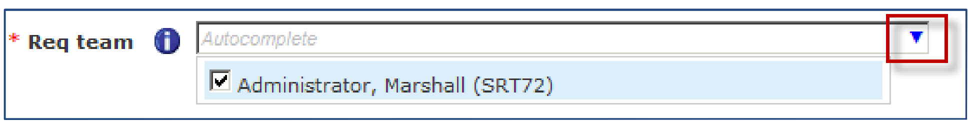
Feature Description

Ease-of-use enhancements have been made for autocomplete fields when BrassRing users are adding, editing, and approving enhanced-layout requisitions. Autocomplete fields are those multi- and single-select field types that have more than 200 options (which replaced the **List>>** button in the classic layout). Enhancements include:

- New List and Spinning icons for the autocomplete list boxes improve user experience.
- Number of autocomplete results displayed in the list boxes is increased from 10 to 100.

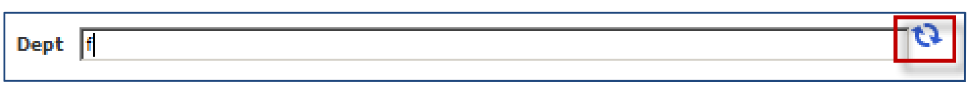
Icons

1. List icon is a blue arrowhead displayed when no text is entered in the autocomplete box.



When users click this icon, a list of the first 100 available results is displayed. The icon disappears when users start entering text in the search box.

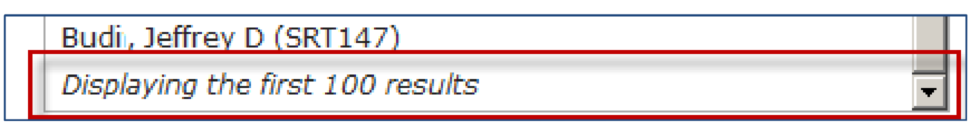
2. Spinning icon has two blue arrows rotating in a circle, displayed while the system is looking up matches for text as the user enters it.



When the list of matches is displayed, the spinning icon disappears.

Number of Results

The number of results shown in the autocomplete box has increased from 10 to 100. If more than 100 matches exist,users see **Displaying the first 100 results** at the bottom of the list.



How Do Clients Get this Feature?

This feature is available automatically without configuration for requisitions using enhanced layout req forms.

Reqs – Offers Remaining Field

IBM® Kenexa® BrassRing® on Cloud has a new custom Req field, Offers Remaining, that can count down the req's remaining openings based on intermediate HR Statuses. This may help clients avoid over-hiring, by providing a postions countdown that can be triggered earlier in their process, by a *pre-final* HR Status.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP**	☑ BrassRing ☑ Data Insight Tool	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

A new BrassRing custom Req field, **Offers Remaining**, can count down the req's remaining openings based on intermediate HR Statuses (that have a new **Count down 'Offers Remaining'** status attribute). This may help clients avoid over-hiring, by providing a postions countdown that can be triggered earlier in their process, by *pre-final* intermediate HR Statuses (unlike the Positions Remaining field that decrements only for a *final* HR Status).

The new field can be placed on any Req form, with the label name customized per form, as needed. BrassRing users can view Offers Remaining on the Req Details page as well as from the Open Reqs panels.

The field applies for reqs with status of Open, On Hold, Closed, Canceled and Deleted. It is initially populated when the req is opened (manually or through Req Import), and subsequently updated when a candidate HR Status is updated or the Req is edited.

- If a candidate has a current status that has the "'count down..'" attribute, and that status is undone, the value is recalculated based on the new current status.
- The value is not editable by any user.

HR Status updates that trigger recalculation include:

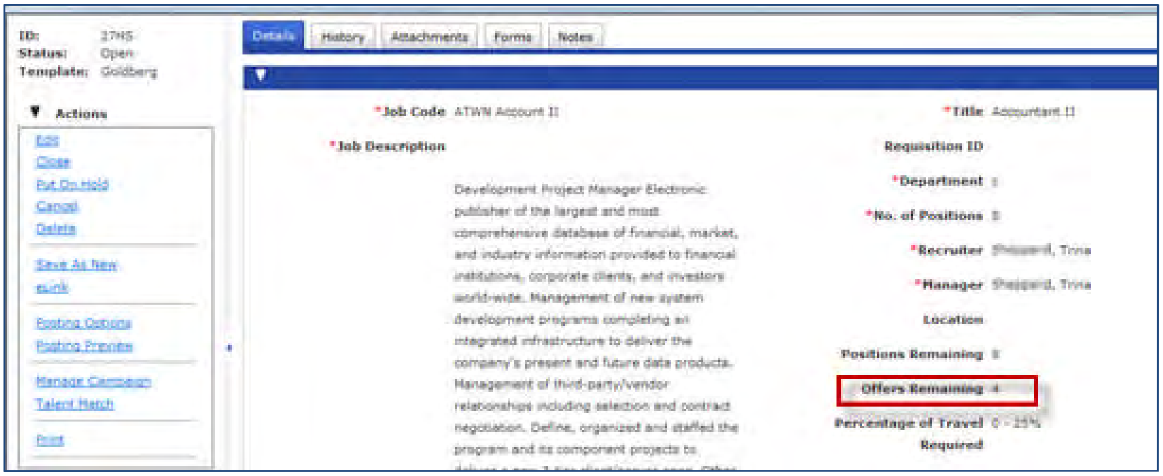
- Candidate Results Panel: HR Status update via Actions menu and HR Status editor
- Reqs > My or All Reqs > Open: HR Status update via the Actions menu or HR Status link in the grid
- RAM HR status updates
- HR Status updates via integration
- Move/copy to req action, retaining HR Statuses (either manually or via RAM)
- File to req with HR Status
- Talent Gateway HR Status updates via candidate submission/reapply or withdrawal/reactivation

> If reqs are already in an open status when the new field is added to the template, the initial value for the "Offers Remaining" field is not entered until triggered by one of the preceding actions. Therefore, an open req will have no value for the field in the interim.

BrassRing User Experience

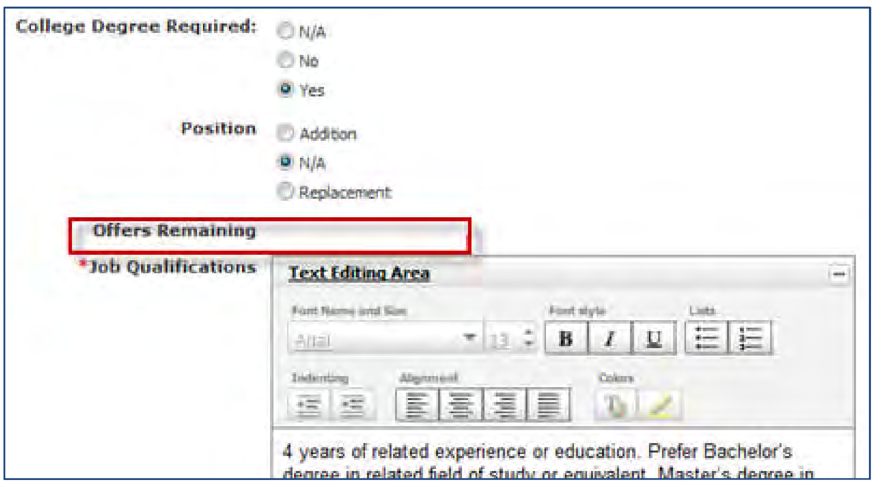
When editing or viewing reqs on the Req Details page or from the All/My Open Reqs panels, users see a non-editable value showing the potential number of offers remaining. The value is based on the following calculation:

[# of positions remaining] - (minus) [number of candidates who have the current HR Status(es) with "count down offers remaining" attribute selected in this req folder]

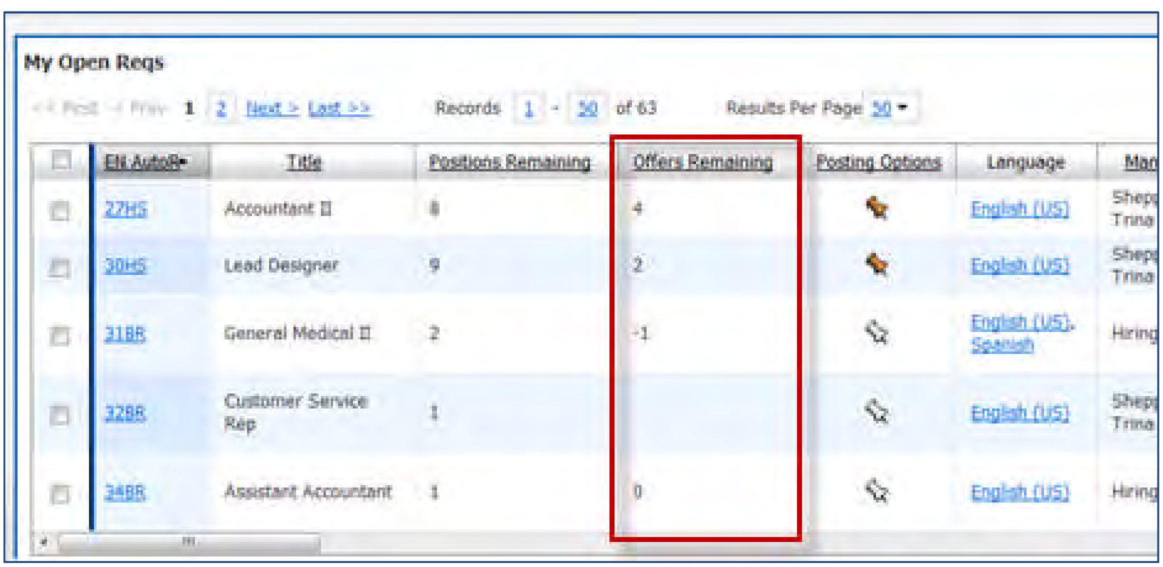


If a req has never been in the Open status, as can occur with On Hold or Deleted reqs, the field will display no value (since it was never populated).

When adding a new req, the field is blank until the req is opened.



The new field can also be added to the All Open Reqs or My Open Reqs panels (via Workbench Panel configuration or by users through the **Display > Edit** Columns menu).



> A negative number can appear for Offers Remaining. This indicates potential overfilling of the req.
>
> In the panel column, if the field has not been added to a template, it displays as blank.

The “Offers Remaining” count is not automatically refreshed when it is displayed in a panel due to technical/performance reasons. Instead, this value is dynamically calculated on page load. The value is not refreshed when candidate’s HR status is updated (or WB setting is changed) unless or until the page displaying it is refreshed. This is consistent with the “Positions Remaining” count behavior.

RAM and Data Insight Tool

When enabled, the new **Offers Remaining** field will display in Rules Automation Manager and Data Insight Tool as an additional custom Req field, per current functionality. In RAM, it will appear in the conditions (all conditions where Req fields are listed), and will allow the user to set a rule to include the value of this field to Equal or Not equal any positive or negative number.

How Do Clients Get this Feature?

This feature is controlled by a new client setting and HR Status attribute. Please contact our Support Team for more information about enabling this feature.

Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

To configure this feature, you:

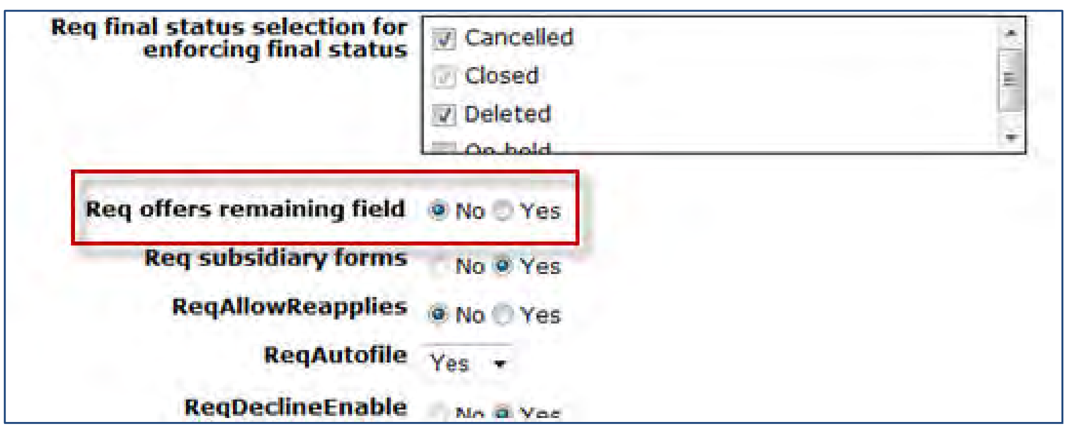
- Set new client setting
- Set HR Status attribute
- Add Offers Remaining field to Req forms
- Add field to panel configurations (optional)

Client Settings – Workbench (Support Staff)

New client setting: **Req offers remaining field**

> Before turning on this setting, check to make sure the client does not already have a req field named OffersRemaining (check in **Tools > Forms > Reqs > Req forms > Define custom req fields)**. This name would conflict with the name of the one automatically created when you enable this client setting. If there is an existing field with the DB Name = OffersRemaining, the new field will not be created automatically. If a filed name conflict exists, enter a ticket requesting Engineering to change the DB Name for the existing custom field prior to turning on the client setting.

Workbench > Select a client > Edit
–OR–
Workbench > Admin > Manage Clients > Edit client settings [for selected client]



Allows setup of Offers Remaining count functionality

Yes - automatically triggers the following

- Creates new custom req field, Offers Remaining
- Adds new HR Status Actions setting to existing and new intermediate HR Statuses

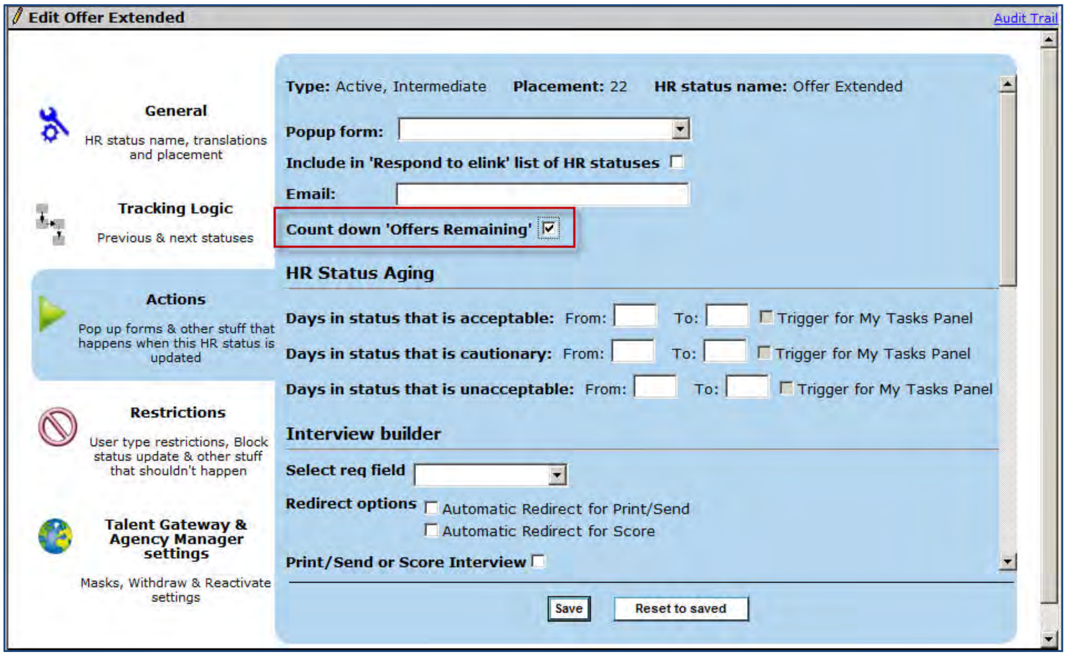
No – This is the default, no Offers Remaining count.

Once set to "Yes" and the Offers Remaining field is added to at least 1 Req template, or the new HR Status actions attribute is set for at least one HR Status, or the field has been added to at least one Req Panel configuration, the "No" setting should become disabled

HR Status Action – Workbench Self-Service (Tiers 7+)

Designate desired intermediate HR Statuses as a countdown status for the OffersRemaining field in:

Tools > HR statuses > Add/Edit [selected intermediate] **status > Actions** tab



Select **Count down 'Offers Remaining'** checkbox and Save.

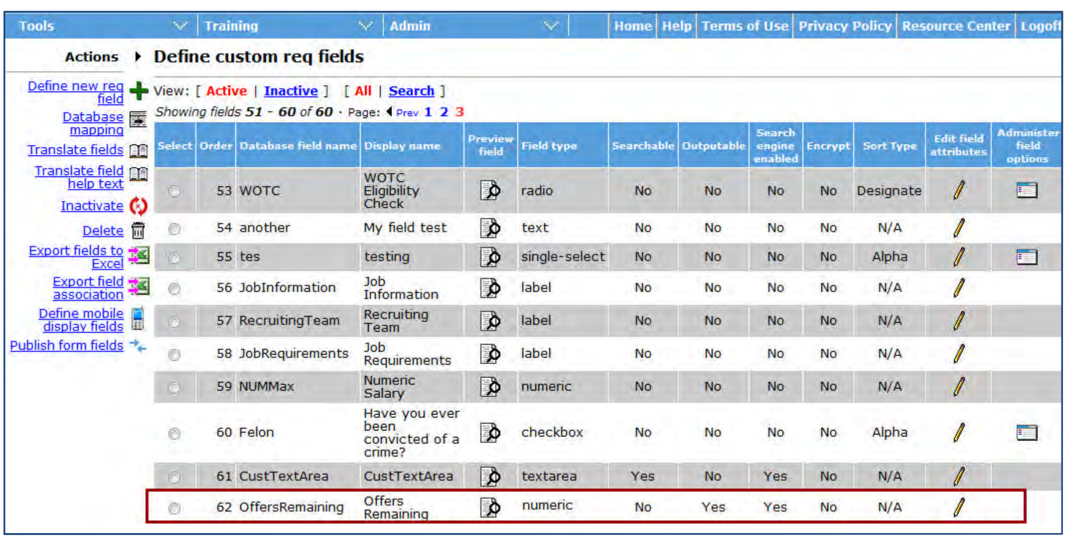
Once checked, the status will be included in the "Offers Remaining" calculation.

> The Offers Remaining calculation is performed onlfy for intermediate status types, since the hiring statuses it's intended to count down should not be a start statuses, and final statuses are already considered for existing position countdown functionality.

Req Form Fields – Workbench Self-Service (Tiers 1+)

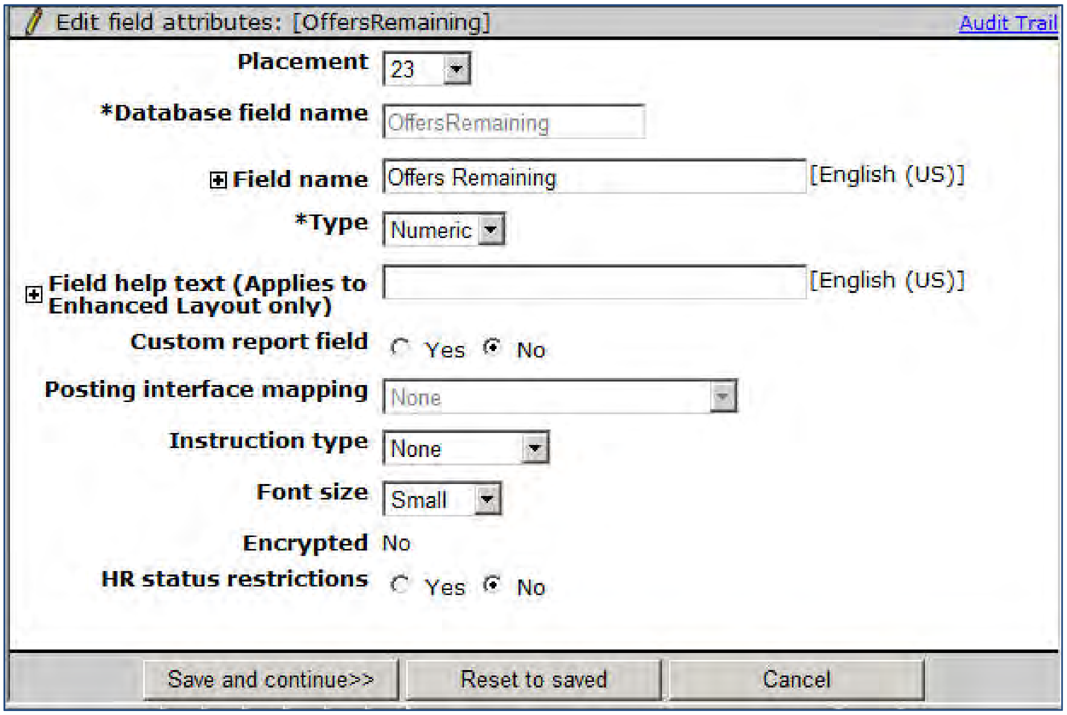
Once the client setting is enabled, a new custom Req field is added to the Req field index shown in:

Tools > Forms > Reqs > Req forms > Define custom req fields



You can optionally edit the field, although certain field attributes are not editable, including: Type, Min, Max, Search/output, Field associations. You can modify other attributes such as placement, field name and font.

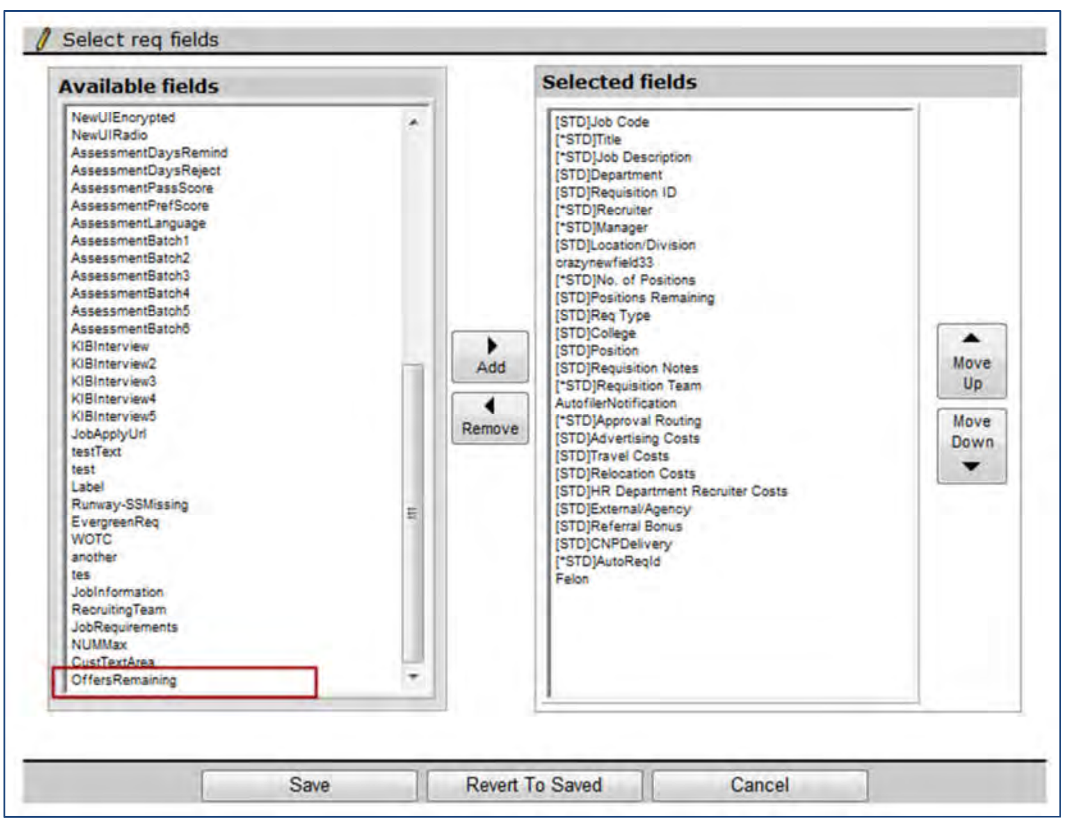
To edit (if desired), click **Edit field attributes**.



Add Field to Req Forms

In order for the new calculation to show for a Req, select and add the new field to the desired Req forms.

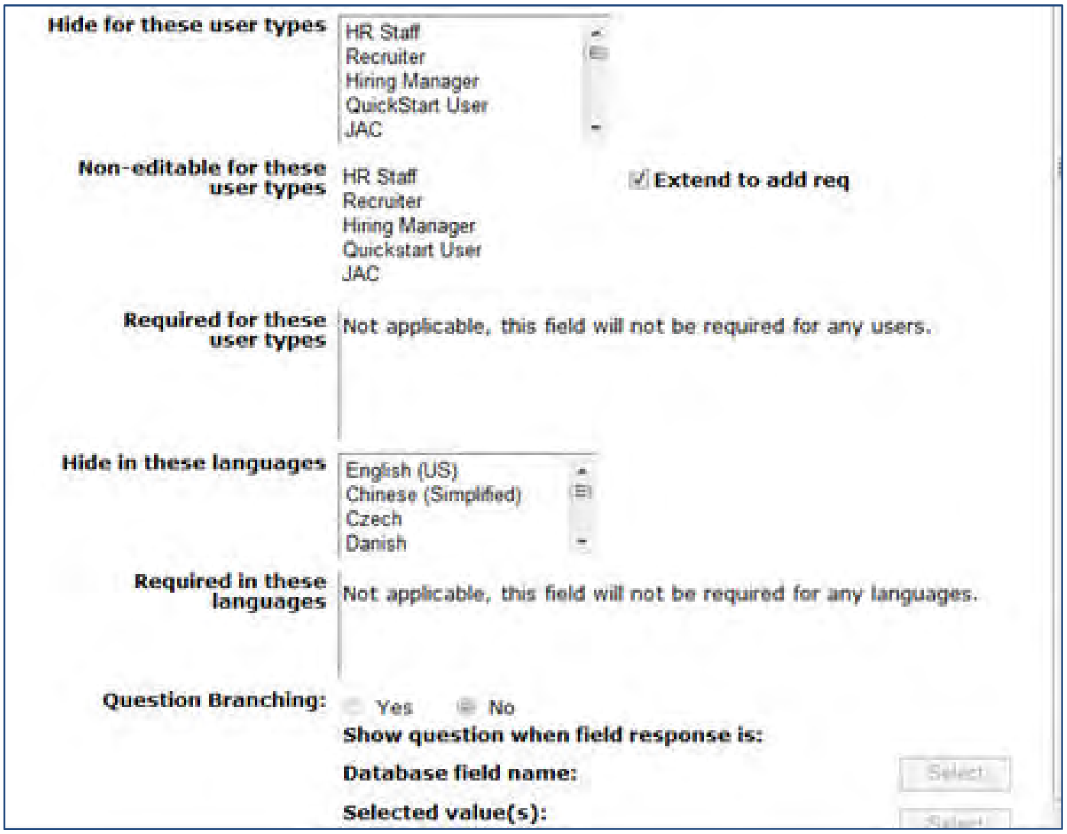
Tools > Forms > Reqs > Req forms > Administer req fields [for selected form] **> Select req fields**



1. Select the field and click **Add**.
2. Position as desired and **Save**.

On individual req forms, additional restrictions are placed on editing of the field's attributes.

Tools > Forms > Reqs > Req forms > Administer req fields [for selected form] > **Edit field attributes** icon [for OffersRemaining field



The **Non-editable for these user types** field attribute automatically has all user types selected, with **Extend to add req** also selected. OffersRemaining field cannot be modified, nor will it be required for any user types.

Other field level attributes that are not editable include: **Question Branching**, **Min,** and **Max** values.

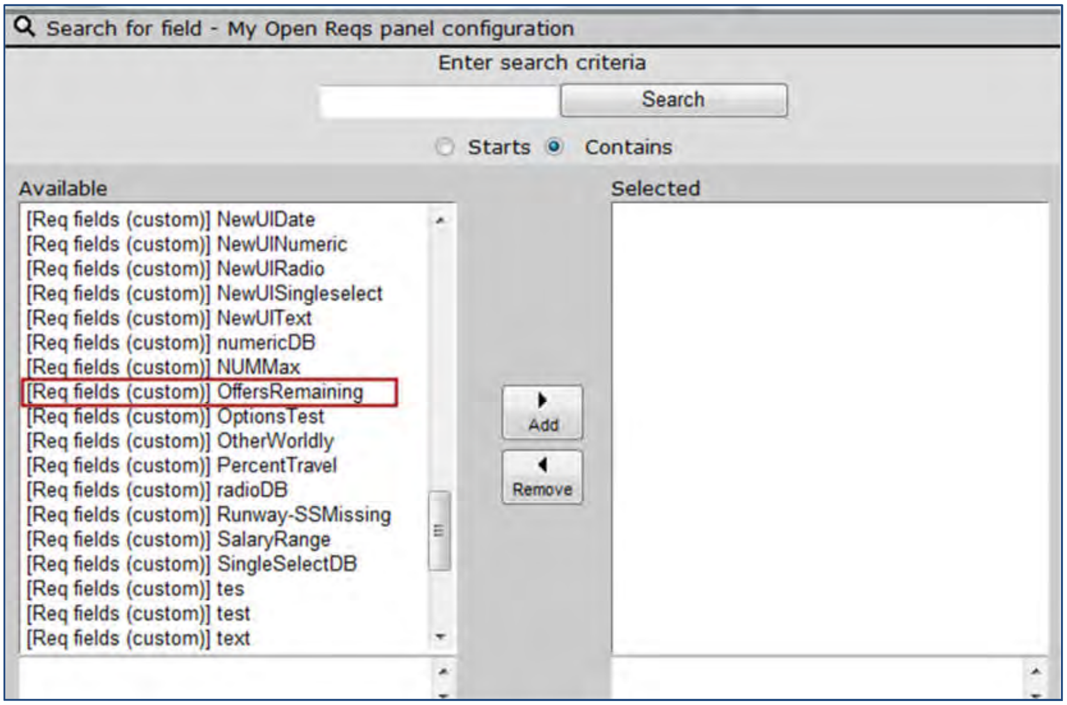
You can modify other attributes such as **Field name**, **Hide for these user types** and **Hide in these languages**.

Open Reqs Panel Configuration – Workbench Self-Service (Tiers 4+)

You can add the new **OffersRemaining** custom req field to panel configuration of these panel types:

- All Open Reqs
- My Open Reqs

Tools > Settings > Panel Configuration > Administer configuration [for selected Open Reqs panel type] **> Add new configuration**/**Save configuration as new** [for selected name]/**Edit** [for selected name] **> Add row** (if desired) **> Select field**



1. Select Req fields (custom) OffersRemaining from the Available pane in the **Search for field** screen.
2. If adding to an existing panel configuration, apply the **Override User Customization** option in order for the field to display automatically for the user. BrassRing users can also can add the field through the **Edit columns** menu.

(The OffersRemaining field appears in the Available list for Reqs Pending Approval panels as well. However, since it is not applicable to pending reqs, the field will be blank if configured.)

Reqs – Redesigned Posting Pages

A re-designed Posting (Options) page and new Site Options page and in IBM® Kenexa® BrassRing® on Cloud allows users to more quickly and efficiently post to BrassRing Talent Gateways, especially when the same questions are required for multiple gateways and languages.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 150**	☑ BrassRing	☑ Talent Gateways ☑ BrassRing Agency
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

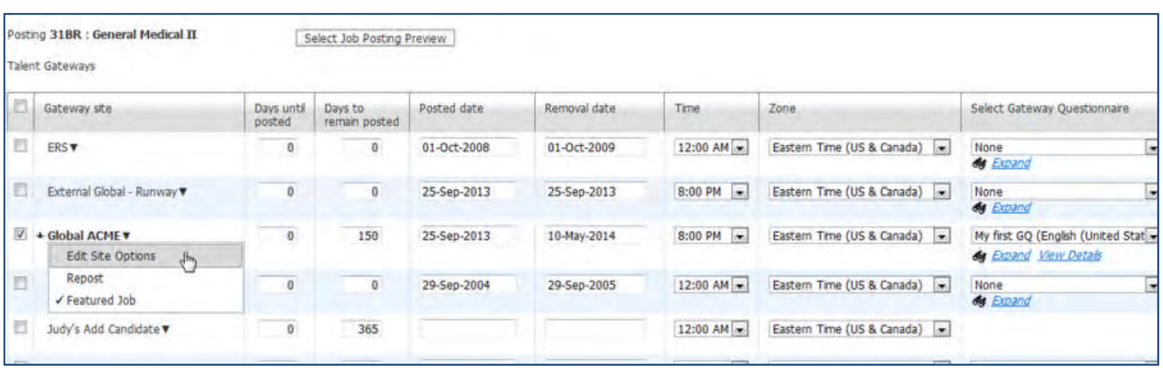
A re-designed Posting (Options) page and new BrassRing Site Options page and allows users to more quickly and efficiently post to BrassRing Talent Gateways, especially when the same questions are required for multiple gateways and languages.

- Key updates to the Posting Options Talent Gateway grid and BrassRing Agency Gateway grid conserve space and add ease of use.
- Site Options page replaces the former “Site Questions” page, and features an all-on-one page design.
- These features are controlled by a client setting, so clients can choose when to turn it on.

Posting Options BrassRing Talent Gateway Grids

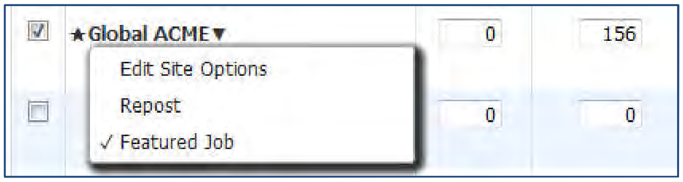
Updates to the Talent Gateway grid on the **Posting options** page include:

- Columns reduced and reorganized to minimize horizontal scrolling:
  - “Select all” column header replaced by a checkbox
  - BrassRIng Gateway Questionnaire **View Details** column removed and added to appear under the GQ selection menu in the Select Gateway Questionnaire column
  - Currently Posted column now a visual indication (bolded Gateway name if req is currently posted to it) rather than a separate column
  - Site Questions push pin and “Repost” button (if configured) relocated to Actions menu.
- “Actions” menu for each Gateway – location closer to the context of the Gateway. Actions include:
  - Edit Site Options
  - **Repost** (reposts the job to selected gateway, updates Posted Date to the current date, and applies any changes to Days until posted, Days to remain posted, Time, Zone, Gateway Questionnaire, Assessment Batch, or Site Options page will be applied)
  - Featured Job visual indication and control brought up to this level



Featured Job Selection at Posting Options Level

You can now select Featured Job at the Posting Options level. When the Featured Job item is selected, a check mark displays in the menu and a star displays next to the gateway name. To deselect, select the item again.



- If 10 jobs have already been designated as featured for the Gateway (actively posted/selected for the Gateway with a current or future posting date), then the option is disabled, with hover text of: “10 Featured Jobs have already been designated for this Gateway.”
- The visual indication (star preceding gateway name) displays *as soon as it is selected* in the menu. However, if the *gateway* itself is not selected as well, the setting is not saved. This is consistent with other settings in the grid that appear to take effect without selecting, but actually do not.
- Per existing functionality, the Featured Job designation is not honored through Job Code Default Data, even if configured. The only way to designate a featured job is through this menu item.

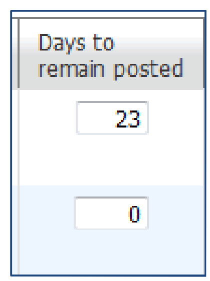
Featured Job Selection – Closing the Loophole

Since the Featured Job designation is now done on the Posting Options page, there are some inherent changes:

- For Global Gateways, featured job can no longer be designated at the language level.
- A job can no longer be selected as “featured” but not selected for posting.
  This allows the user to clearly see that a job is featured from the posting page, as well as designate it as featured without going to the Site Options page.
  It also closes the loophole whereby a user could designate a job as featured and not post it, then return to post it later and the number of spaces available was not enforced.

Days to remain posted Input

The Days to remain posted field has changed from a select list to numeric text entry.



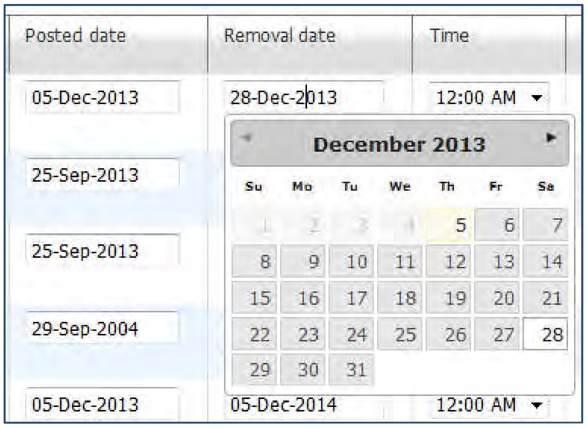
Keep the following items in mind:

- For the **posting dependencies** configuration of "Minimum posting duration settings" (and user type privilege and Req template is selected), the field will not accept a value that is lower than that set for the template. If value is exceeded and entered, then it will reset to the last value seen when the user moves away.
- Changes have been made to how Evergreen Reqs display (see Evergreen Reqs and Days Posted)

New Calendar Control

When you click or tab into the date fields, the date populates based on the Days column, and a calendar control opens.

- Days in the past are disabled, and the control never shows months in the past.
- If the date that is displayed is in the past, it updates to current date when selected.
- **Removal date** only: For the posting dependencies configuration of "Minimum posting duration settings," an entered date that violates the rules reverts to the previous value, and the days in the calendar are disabled.
- The field also accepts typed input, but accepts only a valid current or future date. If you enter a date more than 365 days from the current date, no value, or an unrecognized date, the value defaults to the previous value (reflected in the Days until posted) when clicking Enter or Tab, or click away.
  Acceptable date formats must follow the **day-month-year order**, but can include numbers or 3 letter abbreviations for month, leading 0's, four- or two-digit years, delimiters of period (.), forward slash (/), hyphen (-), comma (,) comma space (,), or space ( ). Delimiters cannot be mixed within one entry.



Examples of acceptable formats

4-Sep-13, 04-Sep-13, 4/Sep/13,04/Sep/13, 04 Sep 13, 04-Sep-2013

Examples of unacceptable formats:

9/04/13, 9/4/2013

Evergreen Reqs and Days Posted

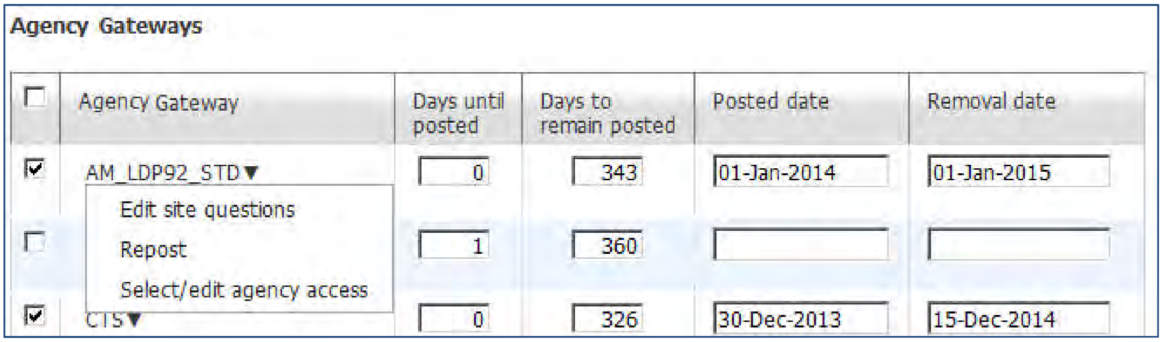
For Evergreen Reqs – **Days to remain posted** and **Removal date**, the "infinity" symbol (∞) now displays in place of the double hyphen (**- -**)

- For Evergreen reqs, clicking in or tabbing to **Days until posted**, **Days to remain posted**, **Posting date**, or **Removal date** fields selects (highlights) value text.
- Clicking in or tabbing to **Posting date** or **Removal date** fields does not launch the calendar immediately. Once focus is in those fields showing an infinity symbol, press any key (that is, set the value to anything other than the infinity symbol) to display the calendar.
- The Calendar defaults to 365 days after the posted date selected, and the date is updated.
- To revert to the infinity symbol, delete the date.

Posting Options BrassRing Agency Gateway Grids

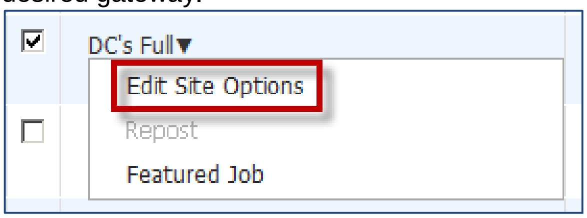
Updates to the Agency Gateway grid on the **Posting options** page include:

- Columns reduced and reorganized to minimize horizontal scrolling ("Select all" column header replaced by checkbox, **Select/edit agency access**, **Edit site questions** (formerly appeared as Site Questions push pin) and **Repost** button (if configured) relocated to Actions menu).
- "Actions" menu for each Site – location closer to the context of the BrassRing Agency gateway name
- Same changes as Talent Gateway to Days posted and Posted/removal dates calendar controls

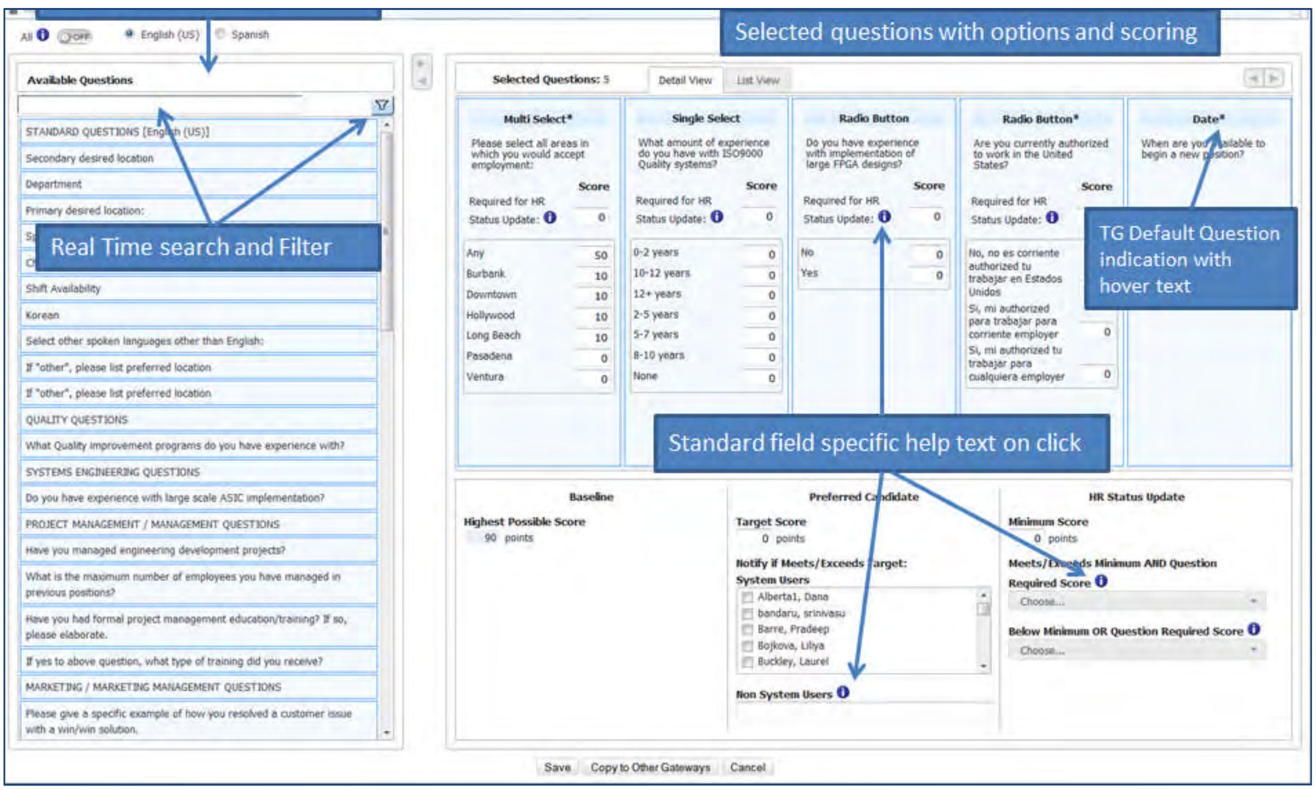


Site Options Page

To access the new Site Options page, click the Edit Site Questions action in the pull-down control for the desired gateway.



Site Options page combines question search, selection, scoring, filtering, and other settings into one page.



On the left:

- All available questions are listed.
- Real-time search and filter tools help you find what

On the right:

- Detail View tab shows each selected question, its options, and scoring.
  For help text on standard fields, click the

you're looking for quickly.

Select (or remove selected) by any of these methods:

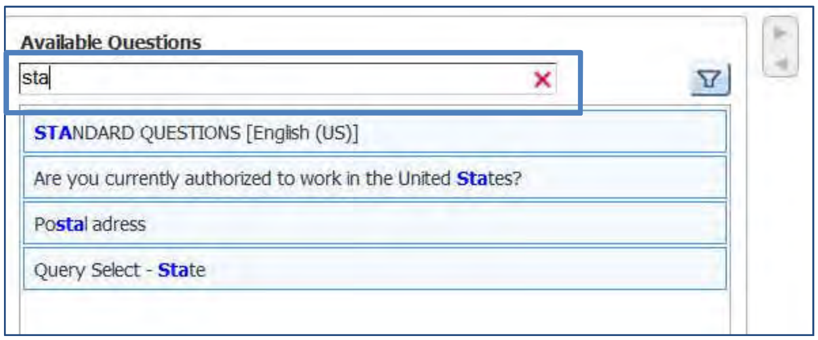
- Ctrl or Shift + Click to select multiple
- Drag and drop from Available to Selected and back, as well as within selected
- Double-click (adds to the end of the list)
- Select and use arrow buttons (beside Available Questions heading).Selected questions are added to the end of the list.

information icon beside it. (Help is not customizable.)
Hover text for the question type indicates if it's a Talent Gateway default question.

- List View tab shows simplified view for working on question order or selection (when scoring isn't needed)

To scroll the Selected Questions, use the scroll arrows at upper right.

Available Questions Search and Filter



To search:

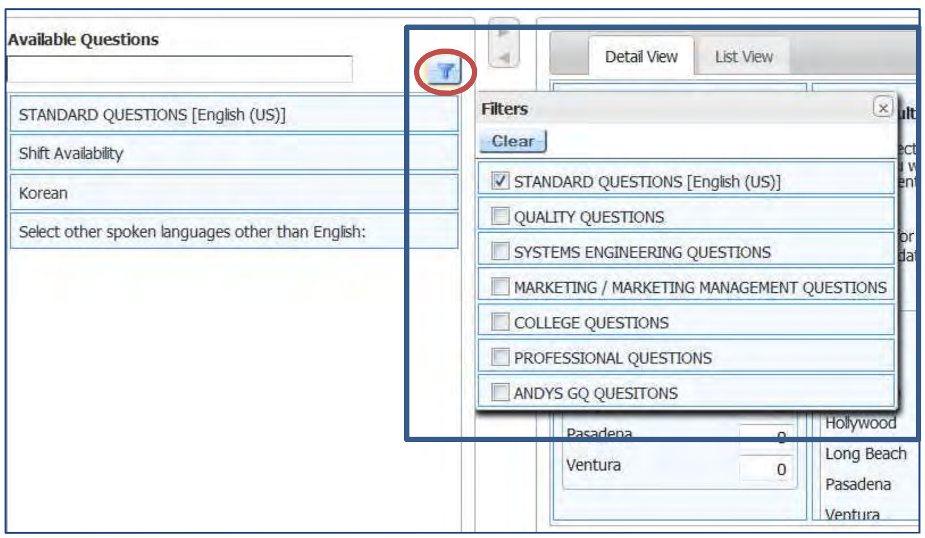
Start typing in the search box; matches appear below as you type.

To clear your typing, click the red **x**.

To filter:

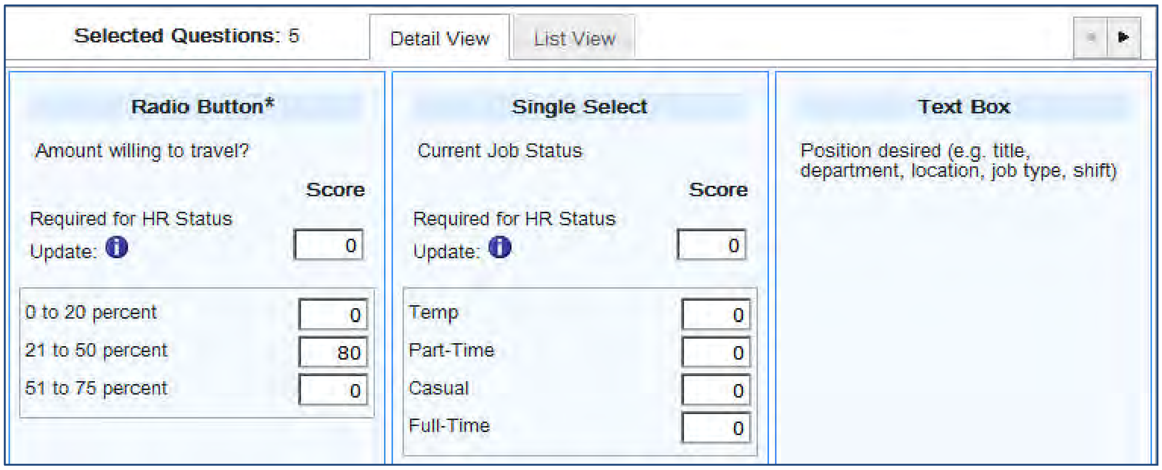
Click the filter icon.

- Filter uses current "Jump to" links for label fields on the Talent Gateway form
- Can filter on more than one section at a time
- Can use filter and search together
- Filter icon "glows" when one or more filters are in place



Selected Questions Detail View Tab

The question Detail View is the default tab, displaying the selected questions, their options, and scoring.



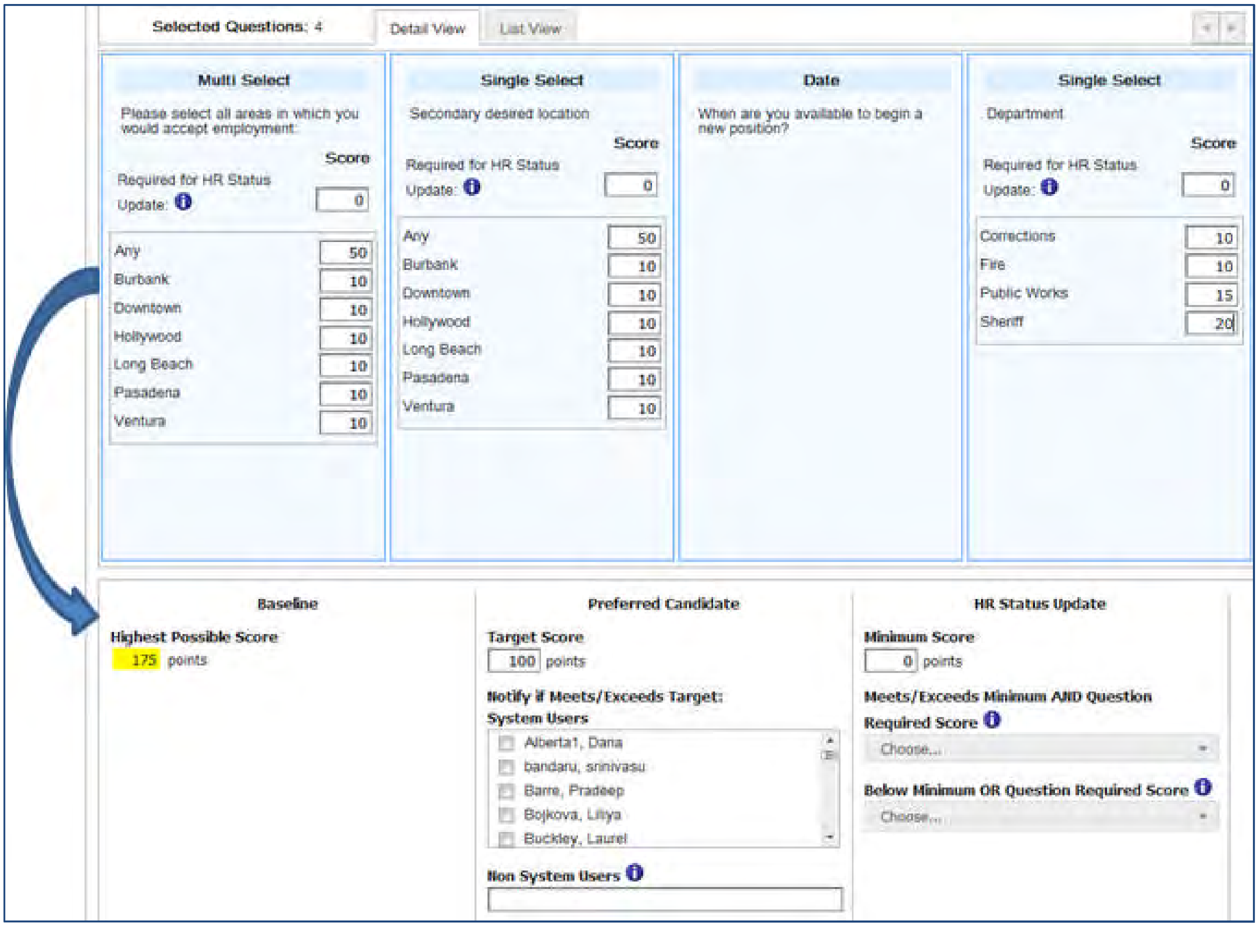
- Scroll through the selected questions using the right and left arrow carousel control at upper right.
- To reorder questions from this view, drag and drop by “grabbing” the highlighted field type (e.g., Radio Button, Text Box) section and dropping where desired within the carousel. Depending on the number of questions in view, it may be difficult to drop it in the desired place. If so, reordering within the List View is recommended.
- Questions designated as Default for the Talent Gateway have an asterisk beside their question type (radio button, checkbox, single select, and so on).
- Entire text of each question displays.
- **Required for HR Status Update** score signifies the individual question threshold required for an HR Status update (when client setting **Talent Gateway Score - Update HR Status** is enabled).

> When Question Branching is set up on a Talent Gateway form, the gateway honors the branching, but the posting/site questions pages do not access or reflect branching information. Therefore, when related parent or child questions are not selected, these are the existing rules that the gateway follows:
>
> - If a parent is selected but not the child, the field will not show the child on the TG.
> - If a child is selected but not the parent, the child will not display on the TG.

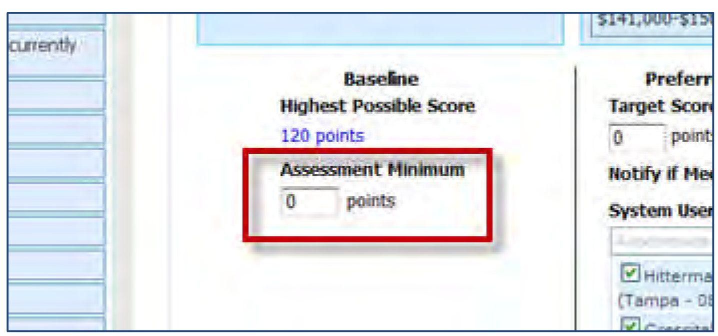
Detail View Scoring and Other Settings

Detail View provides everal ease-of use features related to scoring:

- As you enter scores, Highest Possible Score is updated with a flash of yellow. This score is the sum of the maximum scores given to the individual questions.
- Preferred Candidate and HR Status Update sections are the same, but with added help text.
- Notify system users will display as an “autocomplete” box for 200+ users.



Assessment Minimum



Change in behavior from the classic page:

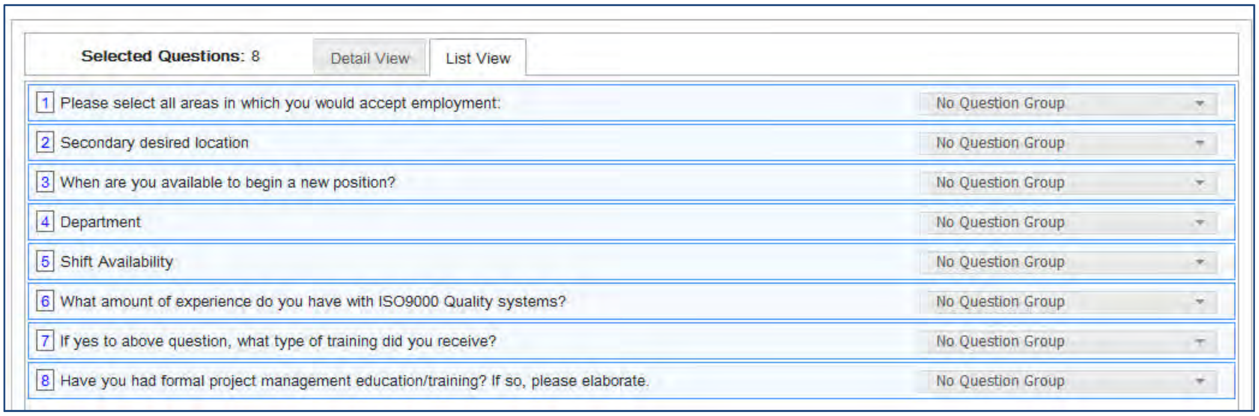
- Assessment Minimum field (total score required to administer assessments) displays only if the client setting **IntegrationAssessment** is set *and* the BrassRing Talent Gateway setting of **Always launch assessment(s)** is *not* selected
- On the classic page, the field always displays if the client setting is set, but if **Always launch assessment(s)** was selected, the value was ignored.

Selected Questions List View Tab

The List View offers a simplified view for when you are working on question order or selection (when scoring isn't needed).

Change question order using drag & drop or click into the number input and change to desired position.

JSQ Question group selection (if configured) is located on this tab.

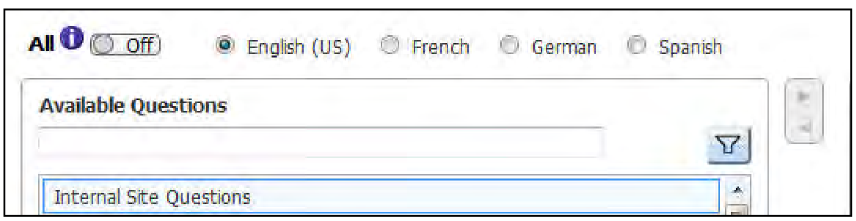


Question Group designates the group that the question should belong to when displayed on the Talent Gateway to the candidate.

Languages and All Languages Mode

The language toggle displays bove the Available Questions list for Global Talent Gateways so you can display the questions that have a translation for the selected language. It displays when the Req has been translated into one or more of the Global Member Gateway languages.

You can also set **All** languages mode by selecting **On**. This mode provides a convenient and powerful way to apply settings from the current language's question set to their counterparts in "all" languages for the gateway.

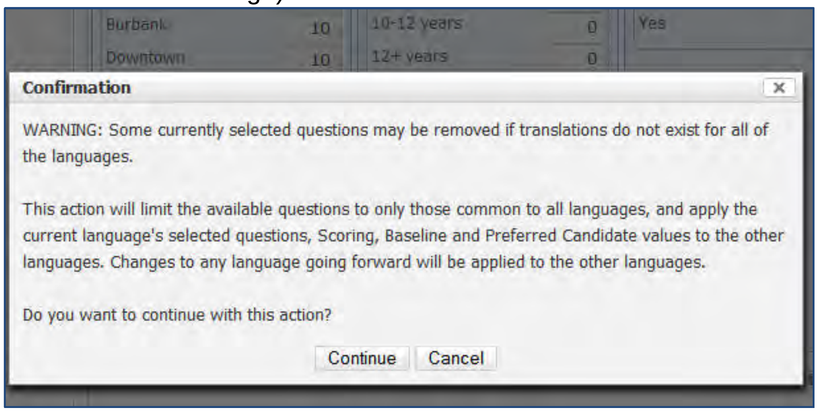


When set to **Off**, each language of a Global Talent Gateway can have different questions and settings. Switching to **On** limits the available questions to those *common to all languages only*, and applies the current language's selected questions, Scoring, Baseline, and Preferred Candidate values to the other languages. In some cases, currently selected questions may be removed if translations do not exist for all of the languages.

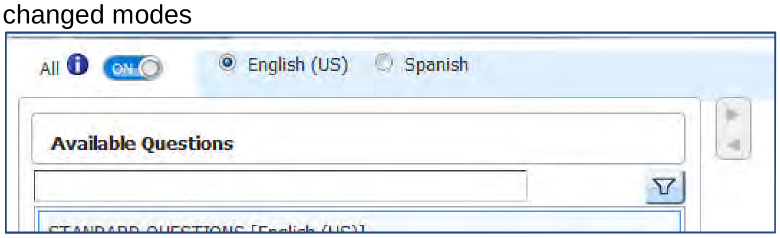
All mode can be switched on and off at any time. However, note that turning the mode off after turning it on does not undo the actions of merging the language settings. If some questions are common to all languages, but some differences are needed as well, use All mode to set those common settings, then switch it off to apply the differences.

Specifically, when All mode set to **On**:

- Warning message displays. Click **Continue** to go to the next step (or click **Cancel** to leave the setting off and close the message).



- Page refreshes to show *only* Available questions and Filters that are translated into *all* toggle languages. If any filter were selected, they are cleared.
- **Selected questions** refreshes to list only those from the current toggle that *are translated* into all the toggle languages.
- On Detail View tab, **Scoring**, **Baseline**, **Preferred Candidate**, and **HR Status Update** settings are copied from the current toggle language to all other languages.
- Toggles not visited are saved with the same values as the current toggle.
- Once turned on, the background color of the language mode selection turns blue to cue the user they have changed modes



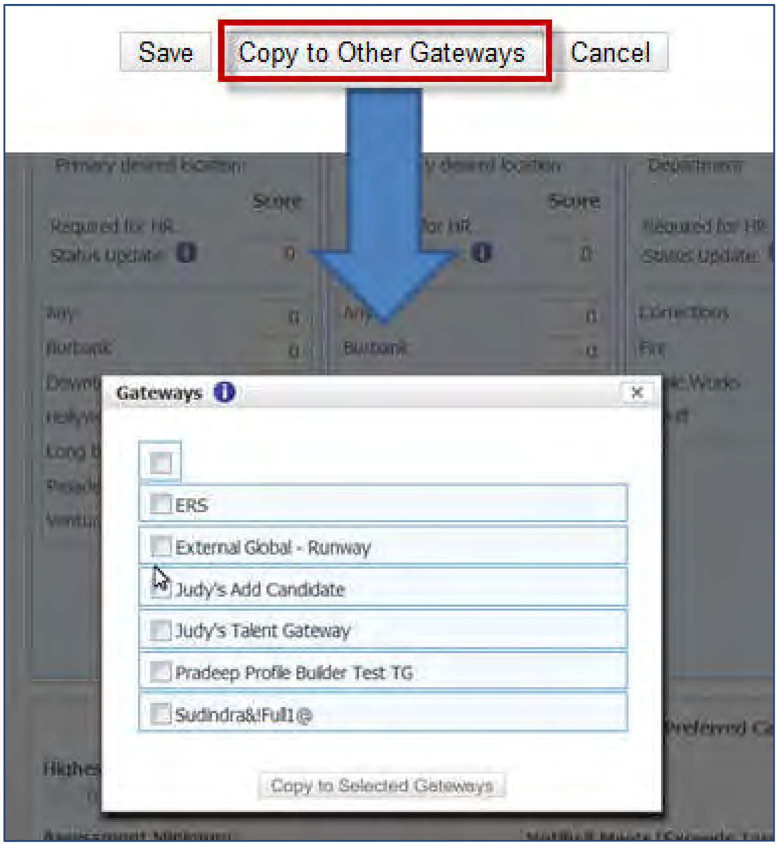
For language mode, when you save:

- Mode currently set (On or Off) is saved and next time you open the page, that mode is selected by default. **Off** is the default for all unviewed pages.
- Toggle mode state is copied in the "Copy to Other Gateways" feature.
- In **On** mode, you can still toggle from language to language, but *changes in any language toggle propagate* to all the other toggle languages.

To remind yourself at any time about what this mode does, simply click the circled-**i** information icon beside the setting.

Copy to Other Gateways

A convenient **Copy to Other Gateways** action on the new Site Options page allows you to copy the questions and settings selected to other gateways (button does not display if a BrassRing Gateway Questionnaire with no JSQ widget is selected).



You can check specific gateways or click the Select all control checkbox at the top to select all.

Business rules governing what gateways display as “targets” of the copy are:

- If current gateway is single-Language, eligible targets are any other single-Language gatweways of the same language
- If current gateway is Global – eligible targets are any other Global gateway with the same or fewer languages, as well as single-Language gatweways of the same language
- Gateways that meet the preceding two rules but have a GQ with no JSQ widget selected at the time of page load are excluded.

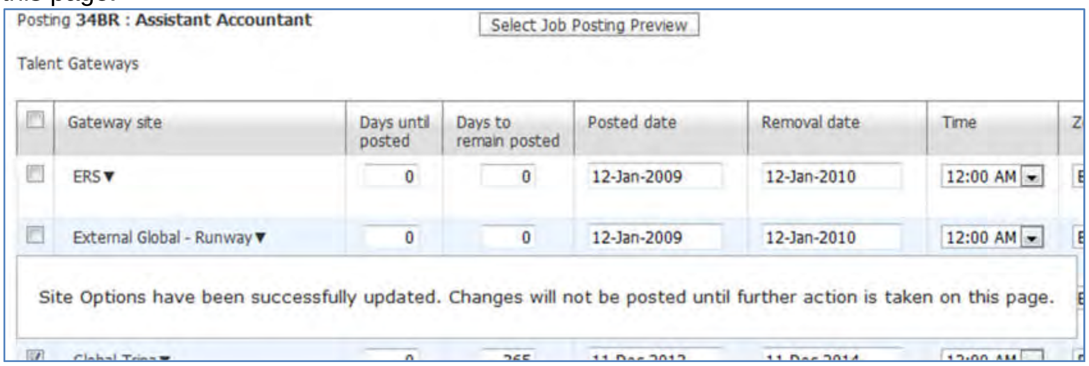
The **Copy to Other Gateways** action only saves the questions and settings data – it *does not post* to the target gateways. A confirmation message displays the gateway names to which site options have been successfully saved, and warns you that additional action is required to post.

- You must select the gateways to which to post on the main posting options page, if not already posted.
- If already posted, the copy action will update what is currently posted after you update using one of the usual update actions: **Update all postings**, **Update newly selected/unselected postings only**, or **Repost**.

Save Site Options

When you **Save** the new Site Options page, there is no pop- up confirmation that needs to be clicked; the page simply closes. You return to the Posting Options page, scrolled to your previous location.

- Gateway row for which the Site Options page was saved flashes with yellow
- A message displays above the Gateway name for 12 seconds, or until you click or scroll
  "Site Options have been successfully updated. Changes will not be posted until further action is taken on this page."



To post your changes, use one of the usual update actions: **Update all postings**, **Update newly selected/unselected postings only**, or **Repost**.

Limitations and Known Issues

The new Posting Options page does not display correctly (including the display of the Actions menu) when using compatibility mode with Internet Explorer 10. Turn off compatibility mode in order for the page to functional correctly.

How Do Clients Get this Feature?

This feature is controlled by a new client setting. Please contact our Support Team for more information about enabling this feature.

Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Client Settings – Workbench (Support Staff)

New client setting: **Posting Options Page – New UI**

Workbench > Select a client > Edit
–OR–
Workbench > Admin > Manage Clients > Edit client settings [for selected client]

Sets the display of the updated Posting Options and Site Options pages. All BrassRing users who have access to the Posting Options and Site Questions pages will see the updates. These pages will launch for all Req-related workflows such as:

- Push-pin icon (panels and classic listing pages)
- Actions Menu (panels, classic and Req Form)
- Req status change workflows including eLink to open
- NOT INCLUDED: Add/edit Job Code Default Data through Admin +

No – Pages without the updates will continue to display per current usage (No is the default).

Setting can be turned off and on as desired, there are no restrictions.

Note: The TG Admin setting for Gold Service Level (service level did not allow job-specific questions, supporting Talent Gateway default questions only) will no longer be honored when the client setting is turned on. Service levels are no longer used/sold, and there will be no differences in the new Site Options page based on service level.

> As with any other large feature change, it is important for the client to FULLLY TEST in their own staging environment before turning this on.

User Type Privileges – Workbench Self-Service (Tiers 1+)

Existing user type privileges that BrassRing user need for the Site Options page are:

Workbench > Tools > Users > User types > Edit type permissions [for selected type] **> Talent Gateways**

- Questions - edit questions and scoring
- Questions - multiple questions scoring

Reqs – Setting My Req Relationship via User Profile

This feature provides an automated way to provide a My-Req relationship in situations with high mobility rates or turnover among hiring managers, where the usual manual maintenance can be difficult. It allows the My-Req relationship to be defined via a new user profile field.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 196**	☑ BrassRing	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Feature Description

This feature allows the My-Req relationship to be defined via a user profile field. You can:

- Update all a user's My-Req relationships simply by updating their User Profile field
- Easily update requisition privileges related to employee transfers and company reorganizations!

Here's how it works. When the feature is enabled by client setting, a Req field is selected. In addition, one or more of its options is selected on the user's profile. When a requisition's option value for the selected field matches an option value selected on the profile, the user has a My-Req relationship with the requisition, with all the functionality a Req Team member would have. If either the Req value or the user profile option value changes, the My Req relationship dynamically changes as well.

General Rules

- When there is a match between any of the options selected for the requisition and an option selected on the user's **Requisition privileges** profile field, the user has a MyReq relationship to the requisition. However, the user is not listed in the Requisition Team field as a result of the relationship.
- Org Groups are respected. If the req field option matches the user's but the Org Groups with which the user is associated don'tt have privileges to the req's req form, the user will not be granted a My-Req relationship.
- When the options selected for the user on their profile are updated through any means (XML user import, Excel user import, manually via Workbench or BrassRing) then the My-Req relationship is automatically updated, essentially real-time. This includes both establishing new My-Req relationships as well as severing those that are no longer valid.
- When the Req option is updated or created through any means (Add/Edit Req, Req import, RAM-update custom field, Req Mass Update), the My-Req relationship is automatically updated, essentially real-time. This includes both establishing new My- Req relationships as well as severing those that are no longer valid.
- All My-Req privileges for the user's user type are respected. For example, whether the user can Edit or View the req is determined based on the My-Req privileges. If the user does not have the applicable My-Req – view, they will not see the requisitions even though the user profile criteria matches the req criteria.
- User Profile imports support "Replace All" action only.
- The Requisition Team field is respected if the user appears in the Req Team field. Thus, even if the user profile field doesn't match the req field, the user still has a My-Req relationship to the req.

How Do Clients Get this Feature?

This feature is controlled by a new client setting, **Req privilege based on User Profile option**. Please contact our Support Team for more information about enabling this feature.

Configuration Tasks

This feature is controlled by:

- New client setting that provides a way to map a req field to a user profile field. Where there is a match, the user will have a My req relationship.
- Assignment of field options for the Req field selected in the client setting, which grants the user the My Req relationship when the option value matches. This can be done by editing the user's profile from either:
  Workbench (Tools > Users > Administer BrassRing Users)
  BrassRing (Admin> Admin+ > Users).
  Edits or updates take effect for the user regardless of which interface (BrassRing or Workbench) you use.
- Ensure that the Req field is added to desired Req forms.

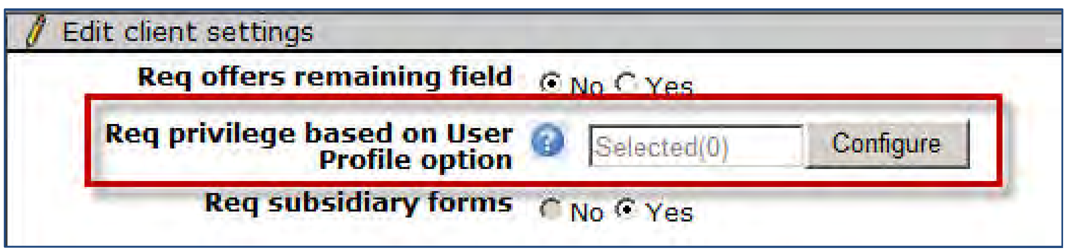
Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users in indicated tiers or by our support staff.

Client Settings – Workbench (Support Staff)

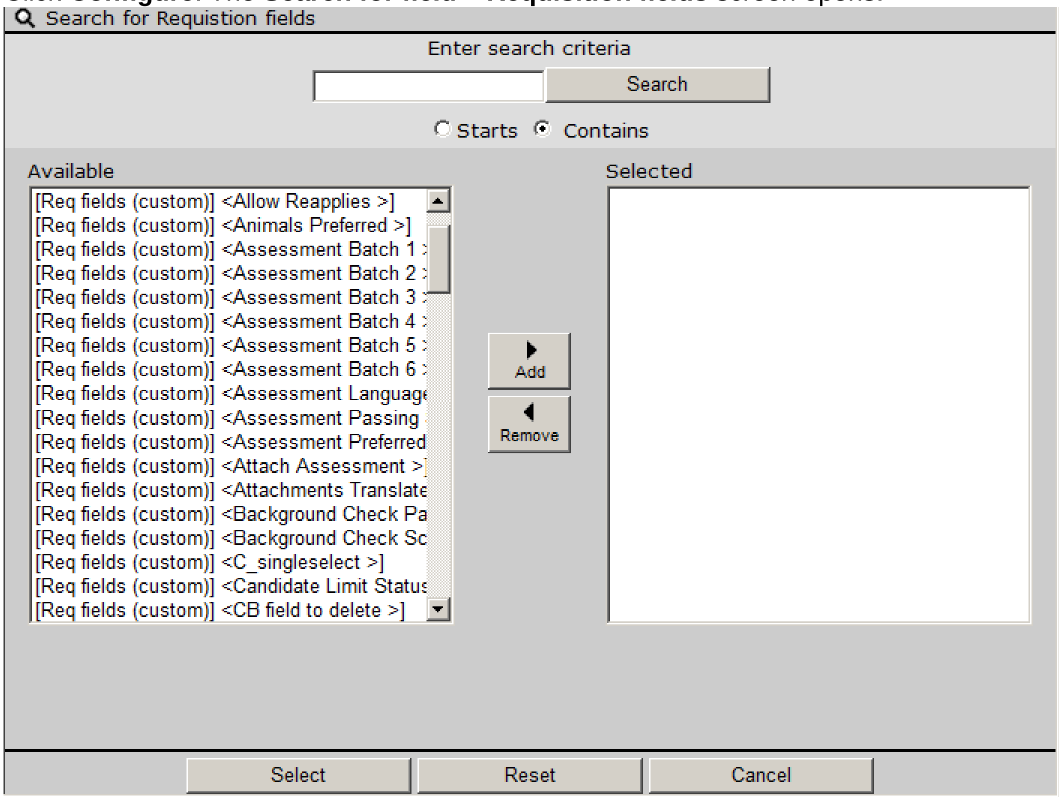
New client setting: **Req privilege based on User Profile option**

Workbench > Select a client > Edit
–OR–
Workbench > Admin > Manage Clients > Edit client settings [for selected client]

This setting provides a means to create a My Req relationship for users without including them in the Recruiter, Hiring Manager, or Requisition Team fields. The user is granted a My Req relationship when you assign field options on the user's profile from the field selected here.



1. Click **Configure**. The **Search for field – Requisition fields** screen opens.



2. Select the field that is to drive the relationship between requisition and user from the master-level standard and custom option- based req fields (of type Single Select, Multi Select, Checkbox or Radio Button).
3. Click **Save**.

Once the client setting is saved, a new multi-select **Requisition privilege** field displays on the **Edit user** screen in Workbench and in BrassRing Admin. Choose options from the selected field to be mapped to the user's profile. When those options are selected on a Req, the user will have a My-Req relationship with it.

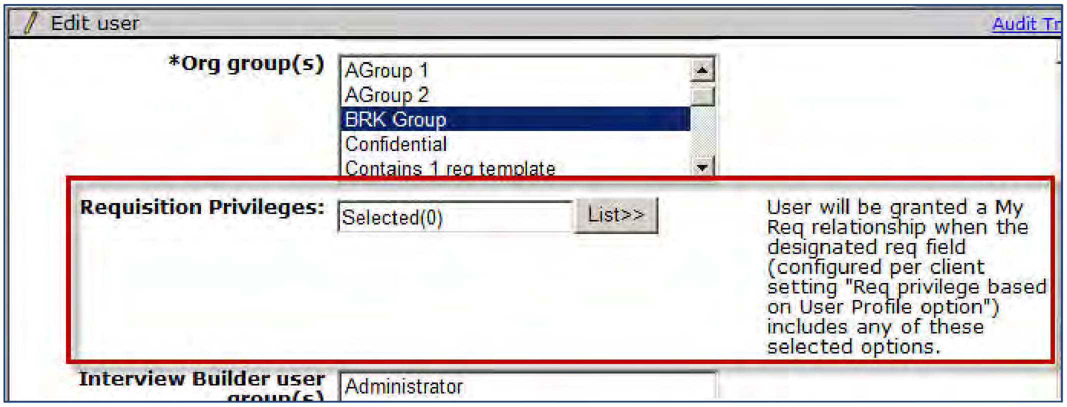
Notes: Once a field is selected for the client setting: field type cannot be changed; field cannot be inactivated; field's options can be inactivated.
To turn the client setting off, Click **Configure** and use **Remove** button to remove the selected field.

Edit User– Workbench Self-Service (Tier 7 Power User)

After the req field is selected in the client setting, in the user profile you can set the options that will create the My-Req relationship when those options are selected on a Req. This can also be done in BrassRing Admin.

Workbench > Tools > Users > Administer BrassRing Users

1. Click **Edit** icon for the selected user.



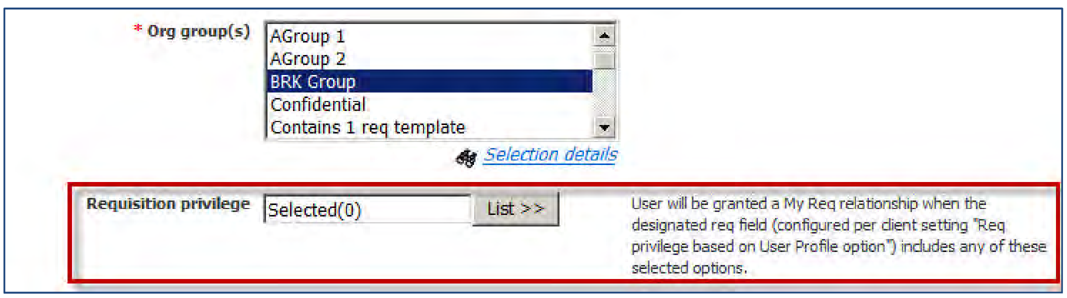
2. Click **List>>** and select desired options from the Req field selected in the client setting.
3. **Save**. When *any* of the user's selected options match *any* of the options selected on a requisition, then a MyReq relationship is established. (The system will not attempt to match **All**.)

Edit User – BrassRing Admin+ Users

After the req field is selected in the client setting, in the user's profile you can set the options that will create the My-Req relationship when those options are selected on a Req. This can also be done in Workbench.

BrassRing > Admin > Admin+ > Users >

1. Click **Edit** icon for the selected user.



2. Click **List>>** and select desired options from the Req field selected in the client setting.
3. **Save**. When *any* of the user's selected options match *any* of the options selected on a requisition, then a MyReq relationship is established. (The system will not attempt to match **All**.)

Req Form Fields – Workbench Self-Service (Tiers 1+)

Once the client setting is enabled, ensure the selected field is present on desired req forms. You can add it using:

Tools > Forms > Reqs > Req forms > Administer req fields

Notes for Integrations

You can set the req field options for only one user at a time in Workbench > Tools > Users or in BrassRing > Admin, but can set for multiple users through user profile imports/integration XML uploads.

For integration XML uploads:

- If ReqPrivileges node is included but no Req field is selected for the ReqPrivileges client setting, functionality is not enabled and an error will be presented.
- If the option provided in the node is not an option of selected question, an error will occur.

The general XML for this node is:

<**ReqPrivileges**>

<**Privilege**>

</**Privilege**>

<**Privilege**>

</**Privilege**>

</**ReqPrivileges**>

- Option value is expected as code
- Both active and inactive options will be processed.

Potential privileges include the standard set of My Reqs/My Reqs 2 view privileges:

- My reqs – view approved
- My reqs – view cancelled
- My reqs – view closed
- My reqs – view declined
- My reqs – view deleted
- My reqs – view on hold
- My reqs – view open
- My reqs – view pending
- My reqs – view Evergreen req archived folder

Rules Automation Manager – Internal Feature Enhancements

Release 13.4 Rules Automation Manager (RAM) contains additional automated functionality to further streamline the hiring process and allow more efficient configuration and troubleshooting.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 015**	☑ BrassRing	☑ Workbench Internal
Visible Changes	☑ No – RAM currently for internal use.	
How do I get this feature?	☑ Contact our Support Team for Rules Automation configuration.	

Feature Description

Key feature of Release 13.4 Rules Automation Manager (RAM) Phase 8 include:

- Transitioning of trigger functionality offered by Automation Manager into RAM to provide scalability and stability.
- Agency Contact is now available as a recipient type for Send communication actions.
- New warning messages inform Workbench users about various restrictions when they are creating RAM triggers.

Transitioning of Automation Manager Triggers

The functionality offered by Automation Manager triggers is being transitioned into RAM architecture to provide improved scalability and stability. Automation Manager trigger configuration and user interface remain unchanged, but the following triggers use the RAM service broker queue to run:

- Candidate HR Status - send Talent Record (TriggerType=5)
- Talent Record Viewed - update HR Status (TriggerType=3)
- HR Status update - notify candidate(TriggerType=6)
- Assessments Reminders (TriggerType=8)
- Update HR Status Across all Reqs for Candidate in Final HR Status (TriggerType=9)
- Gateway Posting Expire (TriggerType=4)
- Candidate HR Status Aging (TriggerType=2)
- Req Aging (TriggerType=1)

Send Communication Agency Contact

You can now select Agency Contact as recipient type for Send communication actions (**Tools > Automation Manager -> Admin -> RAM Trigger -> Add/Edit -> Actions -> Send communication**).

- If one agency owns the candidate at the candidate level, RAM uses the agency contact stored at the Talent Record to send out email.
- If no agency contact is stored at Talent Record level, then RAM uses the agency contact who submitted for that req so long as there is a req context in RAM and ownership is still valid for that req. Otherwise RAM ignores that action by not sending any communication.

Warning Messages

New warning messages inform Workbench users about various restrictions when they are setting up RAM triggers and associated rules and actions. Messages are displayed in red in Workbench. Following are the new messages in various scenarios:

The following warnings display on the “create RAM trigger” screen. For the count, only Active triggers are considered.

- Warning: If you plan on creating more than 25 rules or 50 actions within a rule, please follow up with RAM subject matter experts prior to this trigger creation to ensure your configuration is appropriate. If you ignore this threshold and this trigger causes performance problems, the trigger will be automatically disabled.
- Warning: This is trigger #xx(number displayed here), which is beyond the common threshold of yy (where yy is 50 for multi-tenant clients and 250 for single-tenant clients; yy is populated dynamically according to the database the client is on). Please follow up with RAM subject matter experts to ensure your configuration is appropriate. If you ignore this threshold and this trigger causes performance problems, the trigger will be automatically disabled.

The following warning is displayed when you add a new rule and the threshold is exceeded.

- Warning: This is rule #xx(number displayed here), which is beyond the common threshold of 25. Please follow up with RAM subject matter experts to ensure your configuration is appropriate. If you ignore this threshold and this trigger causes performance problems, the trigger will be automatically disabled.

The following warning is displayed on the “add New Action” screen when you add a new action and the threshold is exceeded, except for the auto-fill field population action.

- Warning: This is action #xx, (number displayed here) which is beyond the common threshold of 50. Please follow up with RAM subject matter experts to ensure your configuration is appropriate. If you ignore this threshold and this trigger causes performance problems, the trigger will be automatically disabled.

The following warning is displayed on the trigger activation screen with the other messages. The rules, actions, or triggers that begin with # are displayed only when they are beyond the threshold.

- Warning: This trigger configuration is beyond the common threshold limits.

  # Rules: xx(number displayed here)

  Rules Common Threshold: 25

  # Actions: xx(number displayed here)

  Actions Common Threshold: 50

  # Triggers: xx(number displayed here)

  Triggers Common Threshold: yy (where yy is 50 or 250 for multi-tenant or single-tenant clients, respectively).

  Please follow up with RAM subject matter experts to ensure your configuration is appropriate prior to activating. If you ignore this threshold and this trigger causes performance problems, the trigger will be automatically disabled.

How Do Clients Get this Feature?

RAM requires the restricted **Rules Automation Manager** client setting to be turned on.

Also note that the client setting “RAM - Allow HR status update for closed reqs in HR status req options trigger" was changed to "RAM - Allow HR status update for closed reqs." In line with the change in client setting, the scope of updating the HR status of candidates in closed requisitions was extended. HR Status update of candidates in closed requisitions can now be performed using all trigger mechanisms. Previously it was limited to the “HR Status Req Options” trigger mechanism only.

The *RAM User Guide* contains material to guide staff on the creation and maintenance of Rules Automation Manager (RAM) triggers in Workbench.

Single Sign On – SAML Enhancements

With this project, the SAML vendor DLL version is enhanced to 2:5:0:5 and some additional enhancements are made.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 203**	☑ BrassRing ☑ Talent Gatewaysl	☑ Other
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

Previously, BrassRing supported the SAML 2.0 with the vendor DLL version 2:0:0:5. With this project, the vendor DLL with newer version 2:5:0:5 also becomes available.

This new version:

- Ensures SAML 2.0 integration with 2048 certification support.
- Ensures better integration with SAML 2.0 as certain issues/bugs are fixed by the vendor.

This newer version DLL will also support the existing features, providing backward compatibility for features such as:

- Deep links
- Test harness
- Special handling areas

eLink and DeepLink Differentiation

A new token column is used in version 2:5:0:5 to differentiate between eLinks and DeepLinks when the SP URL or query tag doesn't include a token. The Configuration Tasks section includes additional details.

BrassRing and BrassRing Talent Gateway Differentiation

Version 2:5:0:5 can also differentiate between BrassRing and Talent Gateway when redirecting users on logout. The Configuration Tasks section includes additional details.

How Do Clients Get this Feature?

This new version is added by a backend setting and there is no change pertaining to Workbench UI. Please contact our Support Team for more information about enabling this feature.

Configuration Tasks

Currently the SSO TG's do not make any SAML logout request. To address this issue, when logout URL is clicked, control will be routed to an intermediate IBM Kenexa BrassRing page. In that URL's query string, client may code to which page it must be finally routed.

eLink and DeepLink Differentiation

To differentiate between eLink and DeepLink, a new token column, Kenexa entityid, is added in the Hireflow.SamlIssuers table.

- If the SP URL or the query tag has a token, the token is considered to identify eLink or DeepLink (this is existing functionality).
- If the SP URL or query tag doesn't have a token, but the new "Kenexa entityid" column contains a token value, then that stored token value determines if it is an eLink or DeepLink.
- If the SP URL or query tag doesn't have a token, and the new "Kenexa entityid" column is blank, current behavior continues (eLink or DeepLink is not determined).

BrassRing and BrassRing Talent Gateway Differentiation

To differentiate between BrassRing and Talent Gateway on logout, system will check the presence of "user id token" and will redirect by appending the new query string to the existing SSO logout URL. BrassRing/Talent Gateway will replace the "[USERID_TOKEN]" string with "&UserId=logged in userid" and then redirect.

BrassRing

For the given userid, integration page will read username from Users table (Express db) and pass that in SAML log out call.

BrassRing Talent Gateway

For the given bruid, integration page will read ssoid from SsoTGProfiles table (TG_Candidate db) and pass that in SAML log out call.

Social Media – API Key Configuration

Clients using Social Media to share jobs and attract candidates are recommended to create their own API keys on various Social Media websites and configure those keys in BrassRing Workbench for their use with the BrassRing application. This assists with performance during peak hours, especially with LinkedIn.

IBM® Kenexa® BrassRing® on Cloud Release 13.4.2		
Feature Areas **RDP 1070**	☑ BrassRing	☑ Workbench Self-Service
Visible Changes	☑ Yes – details in *Visible Changes* document.	
How do I get this feature?	☑ Specific conditions required – see details below.	

Feature Description

Clients can now create individual API keys for Social Media websites. Prior to this release, a static API key was used for all social media sites, which at times resulted in errors during peak traffic hours. The creation of individual API Keys will help distribute the traffic, resulting in a smoother candidate experience.

Best Practice Recommendations

Best practice is to create three different pairs of API Key and Secret Key combinations.

How Do Clients Get this Feature?

Clients with the Enable Social Media integration client setting set, for one or more of the social networking sites, create individual API keys for desired sites. The keys must then be configured in Workbench. If your organization does not have a Workbench administrator, your IBM Representative can assist you.

Configuration Tasks

Clients first create an API for the desired social media sites:

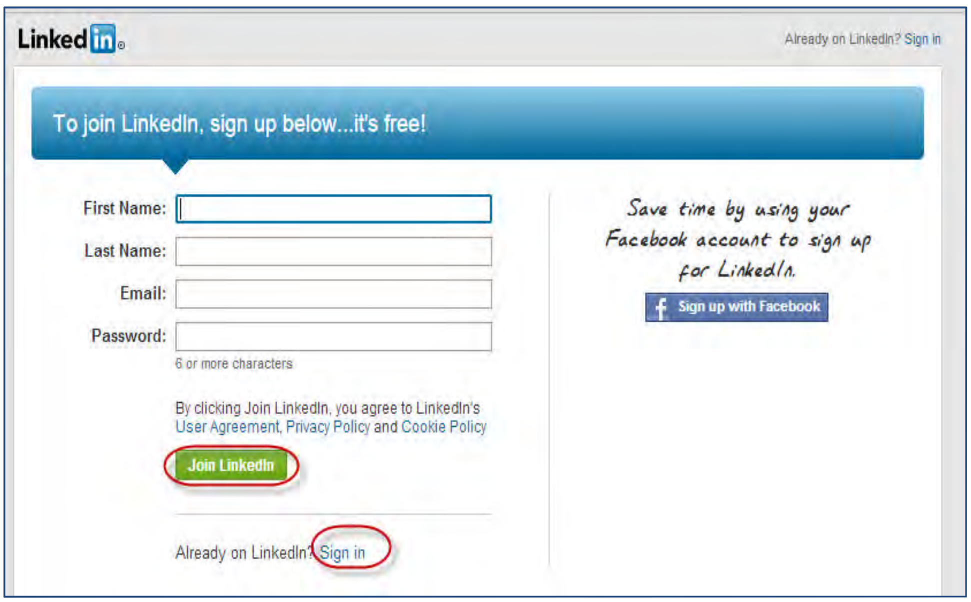
- LinkedIn
- Facebook
- Twitter

Keys obtained during API creation must then be configured in Workbench.

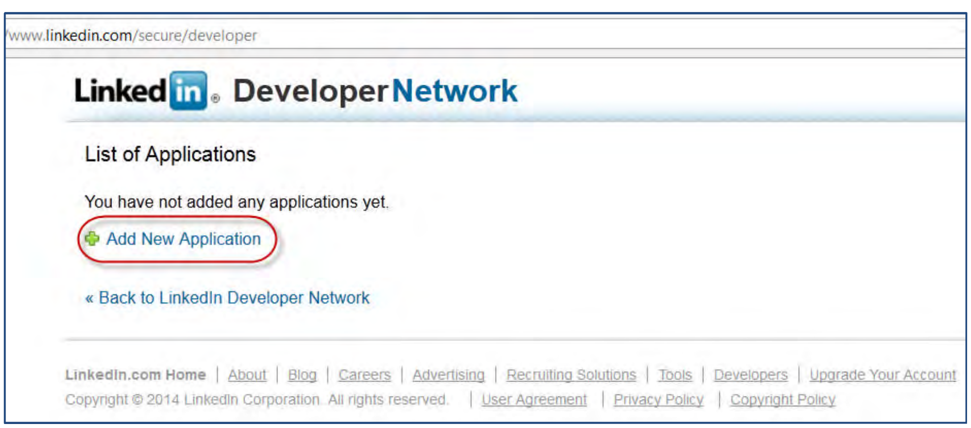
Creating API for LinkedIn

Following steps help you to create API for LinkedIn.

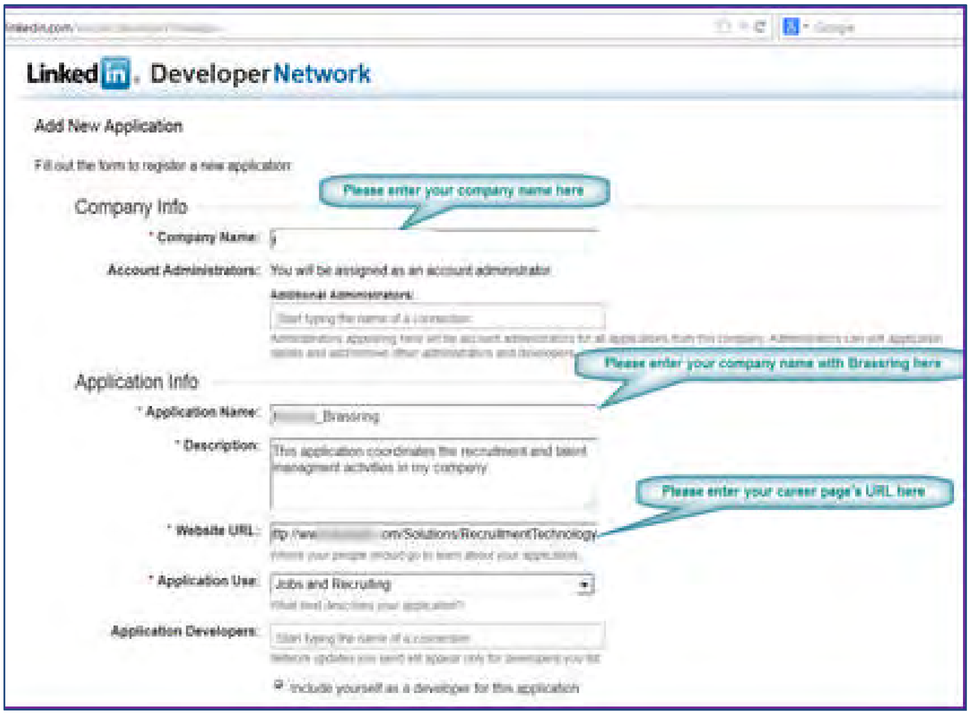
1. Go to https://www.linkedin.com/secure/developer
    - If you already have a LinkedIn account, click "Sign In".
    - If you do not have an account, click "Join LinkedIn" to create a new account.



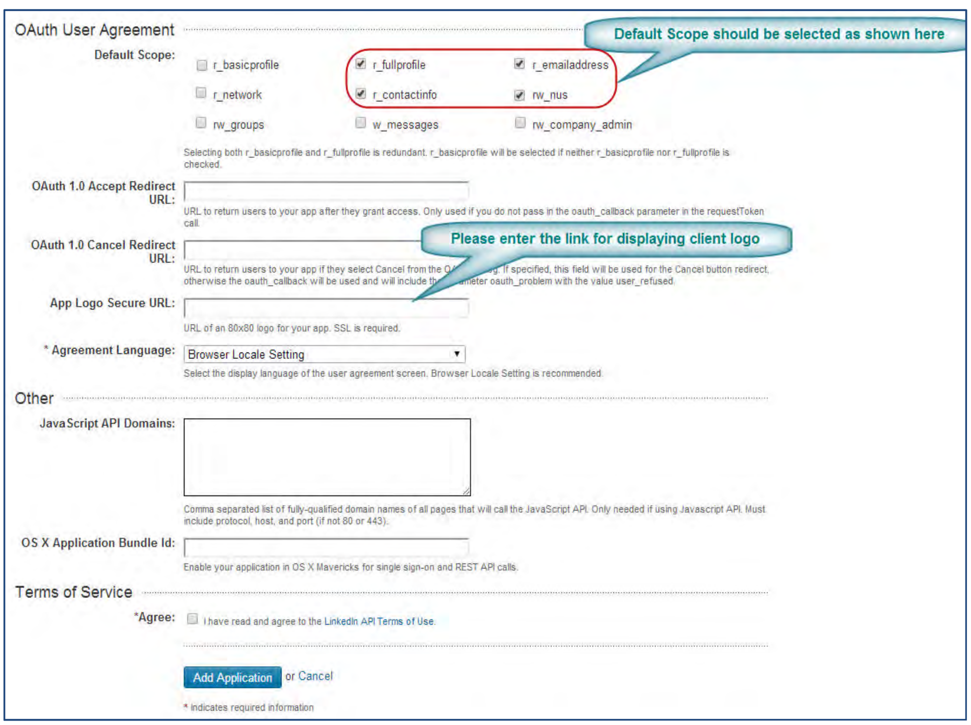
2. Click "Add New Application" to add the application for which an API key needs to be created.



3. Enter the details in the application form opened.



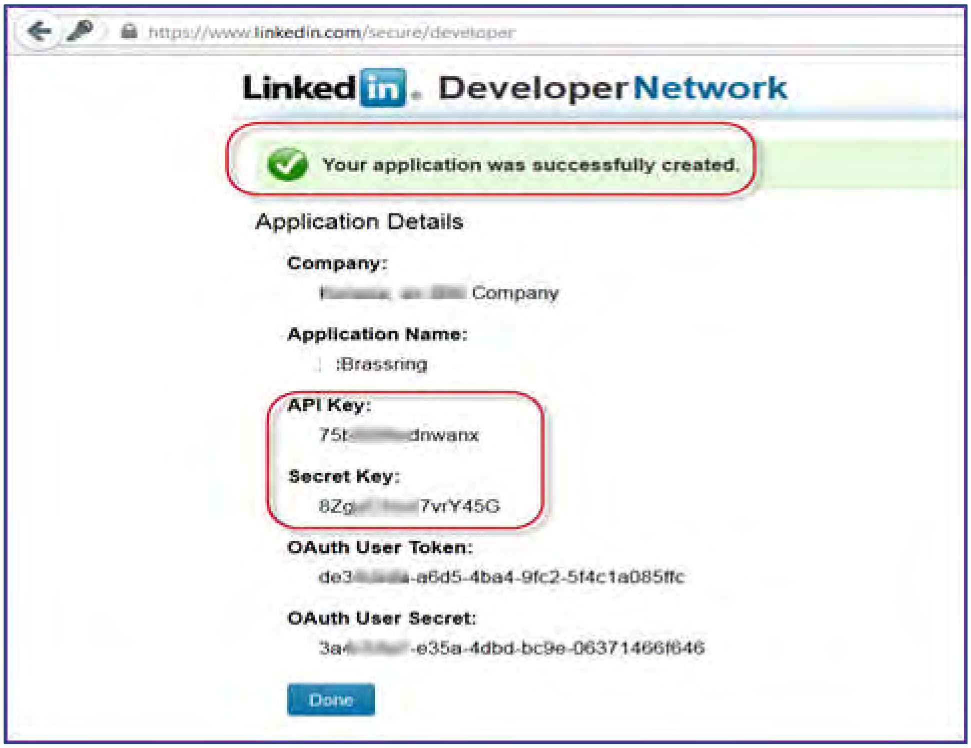
- Company Name and Description
- Application Name in the format CompanyName_Brassring
- Website URL for your career page URL
- Application Use, for example, select Jobs and Recruiting



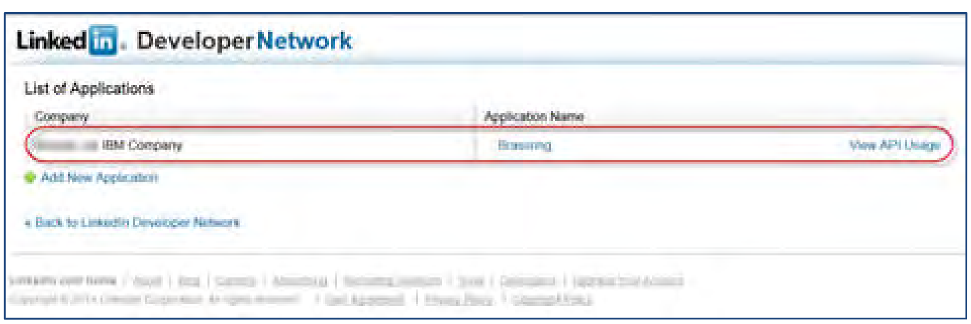
- Default Scope = r_fullprofile, r_contactinfo, r_emailaddress, rw_nus

- App Logo Secure URL - enter the link for displaying your logo
- Agreement Language = Browser Locale Setting
- Terms of Service – click Agree

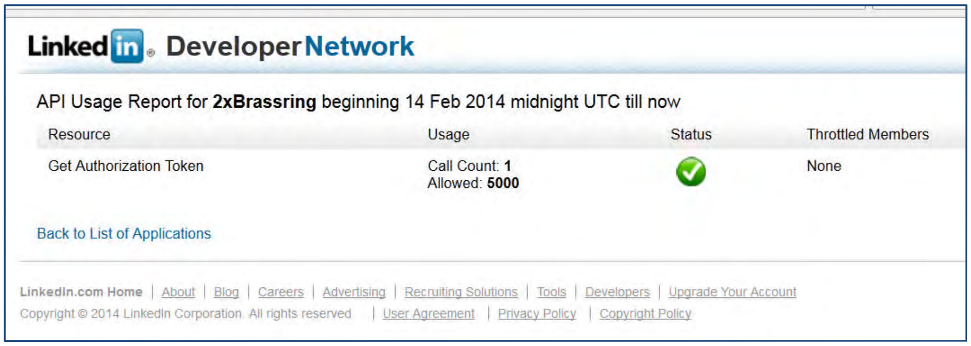
4. Click Add Application to create the application. A confirmation message is displayed along with the API and secret keys.



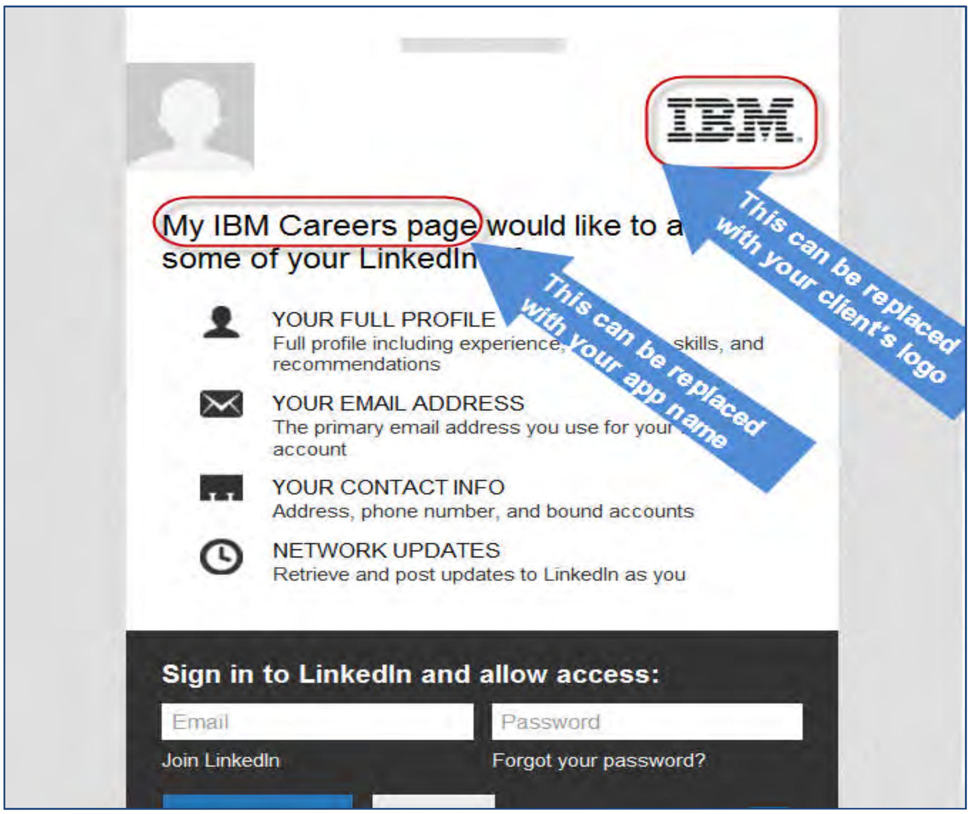
5. Note the generated API Key and API Secret Key so they can be provided in Workbench in LinkedIn's [Administer configuration](#) page.
6. You may choose to use one API key and Secret Key pair for all three combinations, but it is a best practice to create three different pairs. To do so, repeat this process to obtain two additional key pairs.
7. On the LinkedIn Developer profile, the newly created application appears in the list of applications.



8. To retrieve the API Usage report, at any time, click “View API Usage” in the List of Applications screen.



An advantage of creating your own LinkedIn app is that, candidates and users see your brand and app name instead of BrassRing's brand on the authorization screen.

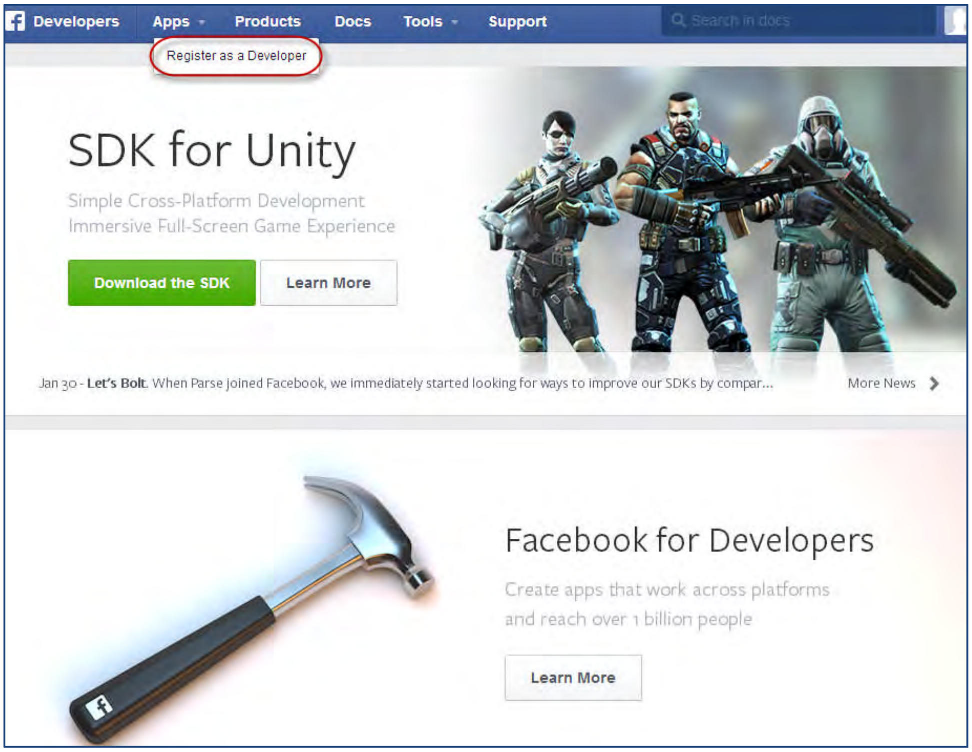


Creating API for Facebook

The following steps help you in creating an API for Facebook:

1. Login to your Facebook account.
2. Scroll to bottom and click “Developers” hyperlink.

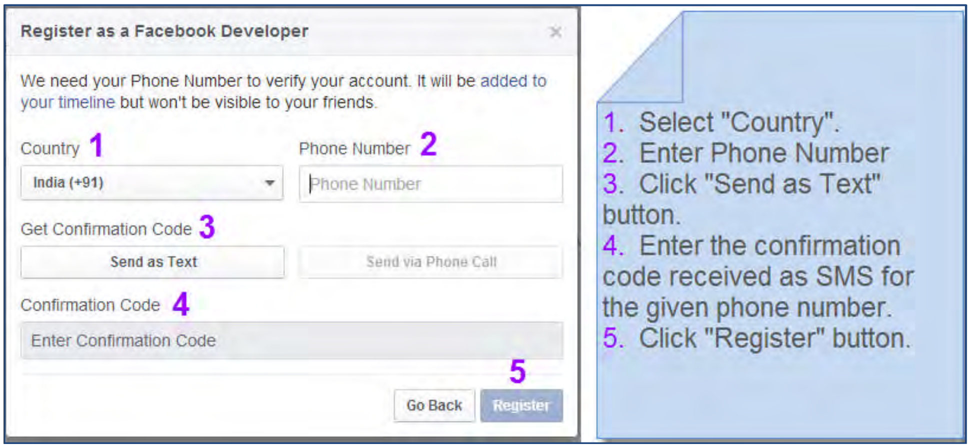
3. Go to Apps > Register as a Developer. Enter your Facebook password for confirmation if it is requested. (If you are already a registered developer, “Create a New App” is displayed; skip to step 8.)



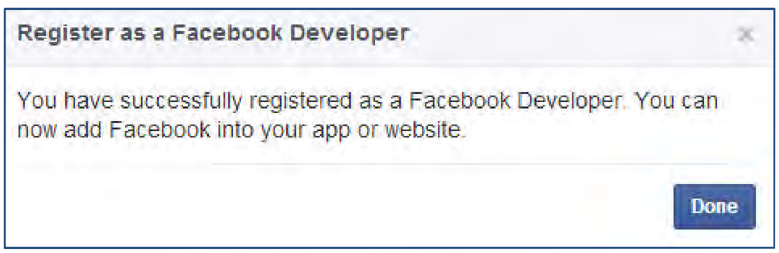
A pop up “Register as a Facebook Developer” is displayed.

4. Click “YES” to accept the policy and then click “Next.”

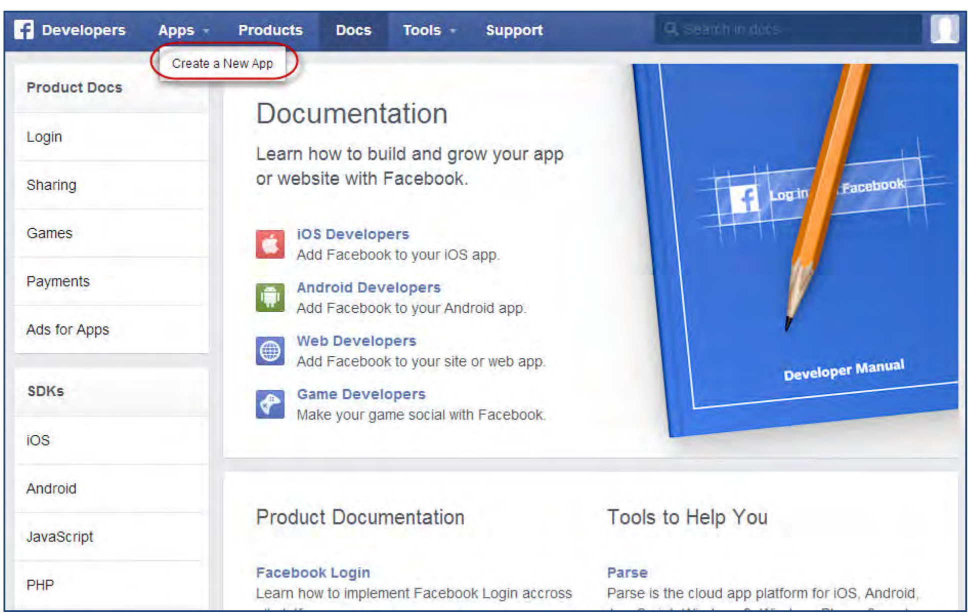
5. To register:
    1. Select country.
    2. Enter phone number, which is requested to verify your account.
    3. Click Send as Text or Send voa Phone Call to receive a code that is sent to this phone number for confirmation. *The entered number will be added to your timeline but will not be visible to your friends.*
    4. Enter the confirmation code received.
    5. Click Register.



6. After successful registration, a pop up is displayed. Click “Done”.

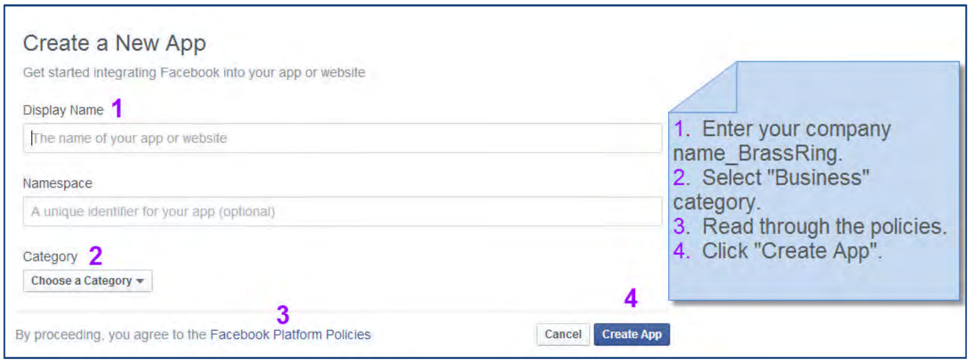


7. Go to Apps > Create a New App.

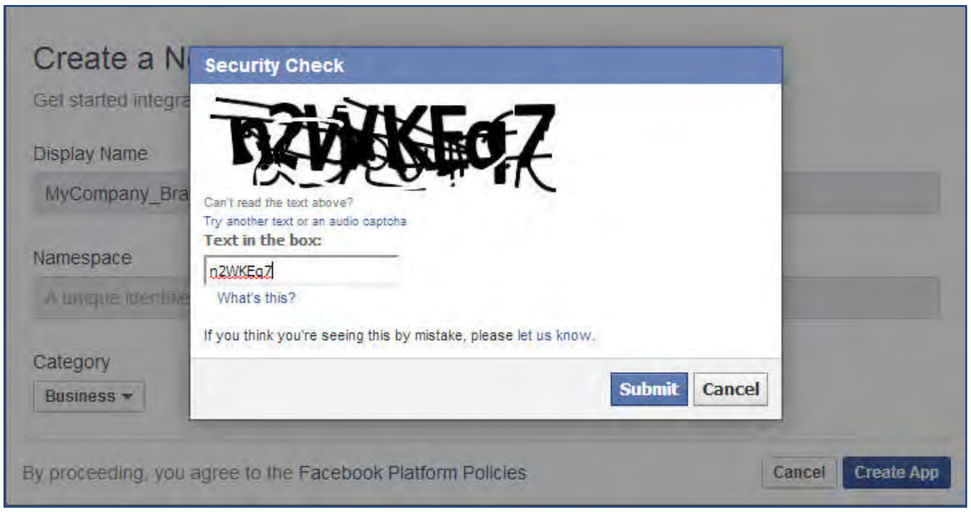


8. Enter the App details:

   1. Display Name = Company name_BrassRing
   2. Category = Business
   3. Read the policies.
   4. Click Create App.

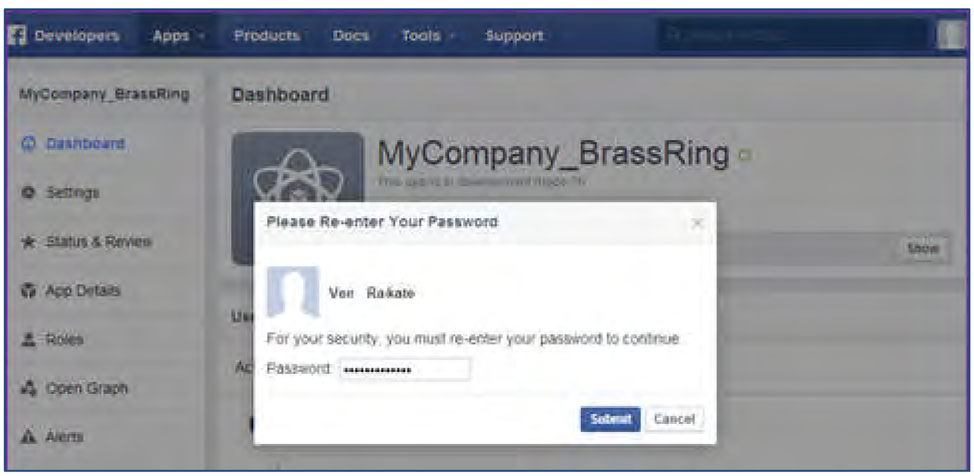


9. For security check, enter the text that is displayed on the screen in the text box and click "Submit."



10. App is created with the “Display Name” you have saved. Click “Show” to view the “Secret Key.”

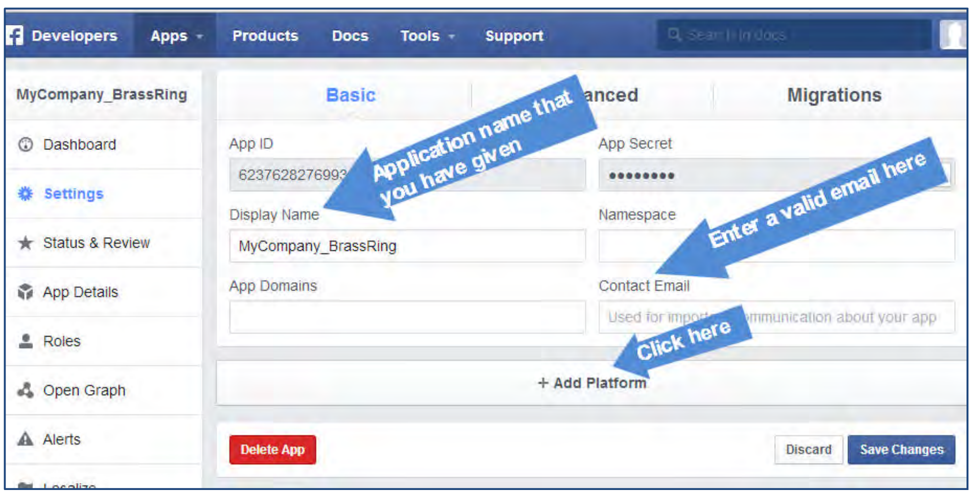
11. When prompted, re-enter your Facebook password and click “Submit”.



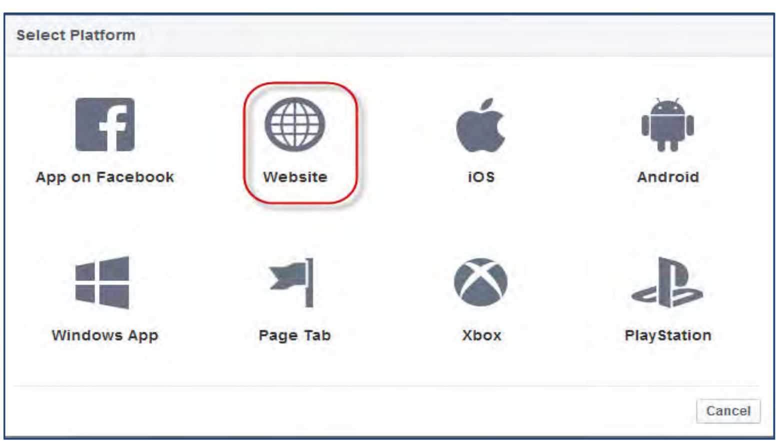
12. Secret Key is now displayed on the screen.

- Note the generated API Key and API Secret Key so they can be provided in Workbench in Facebook's [Administer configuration](#) page.
- Click Settings tab.

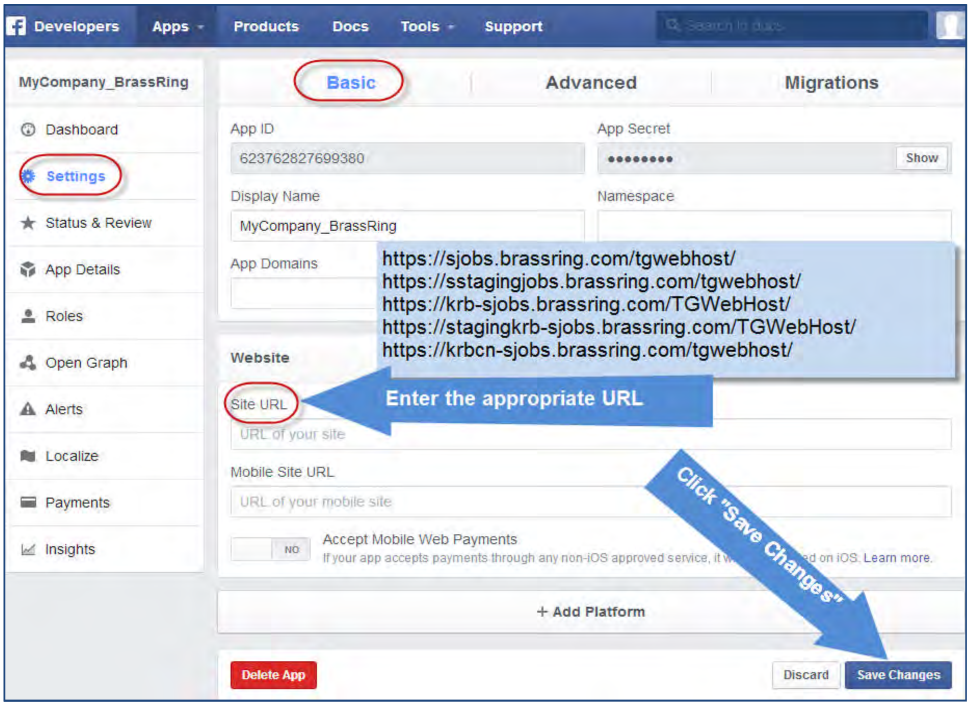
13. Under Basic settings, add a valid contact email address and click "+Add Platform."



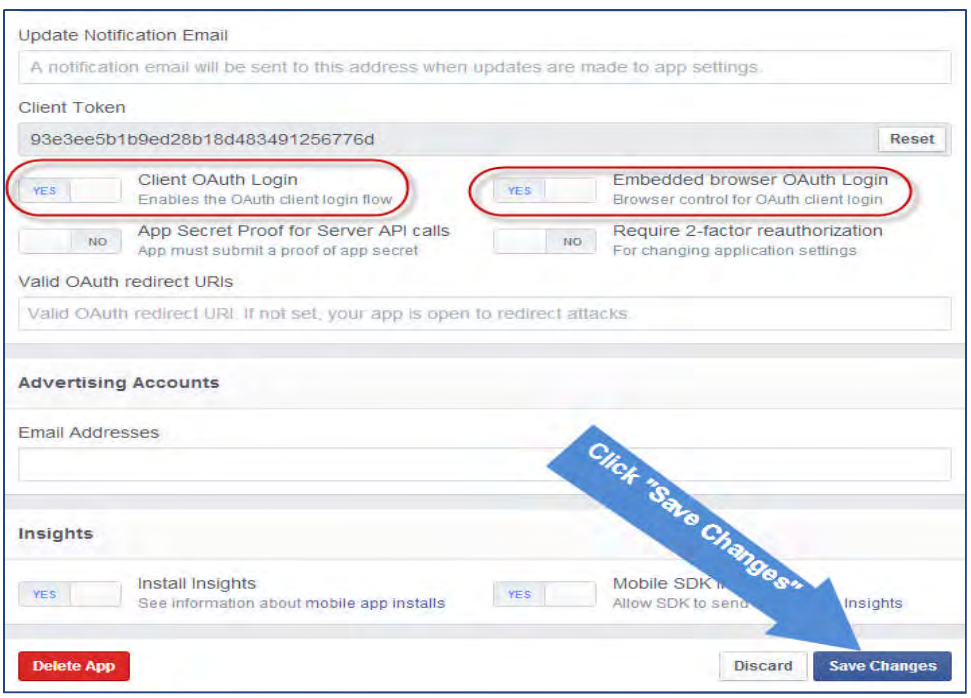
14. In the Select platform popup, select "Website."



15. In the “Basic” tab, enter the appropriate URL in the “Site URL” field; depending on the BrassRing environment your organization/client is creating this app for. Click Save Changes.

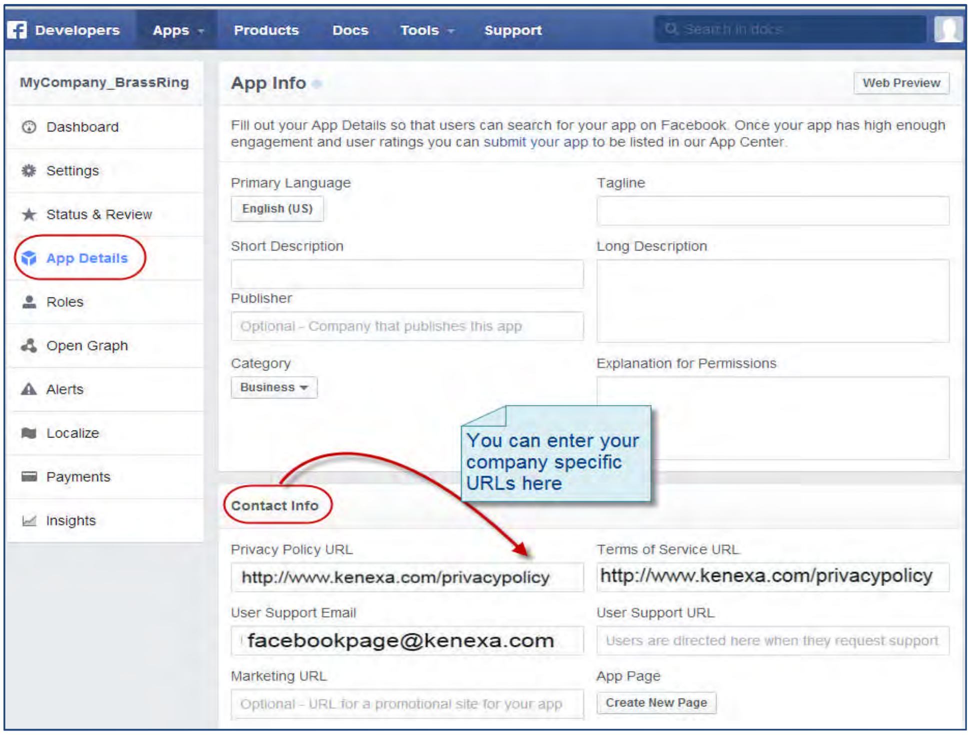


16. In the “Advanced” tab, under the “Security” section, select “YES” for Client OAuth Login and Embedded browser OAuth Login fields. Remaining fields can be left as they are with the default values. Click Save Changes.

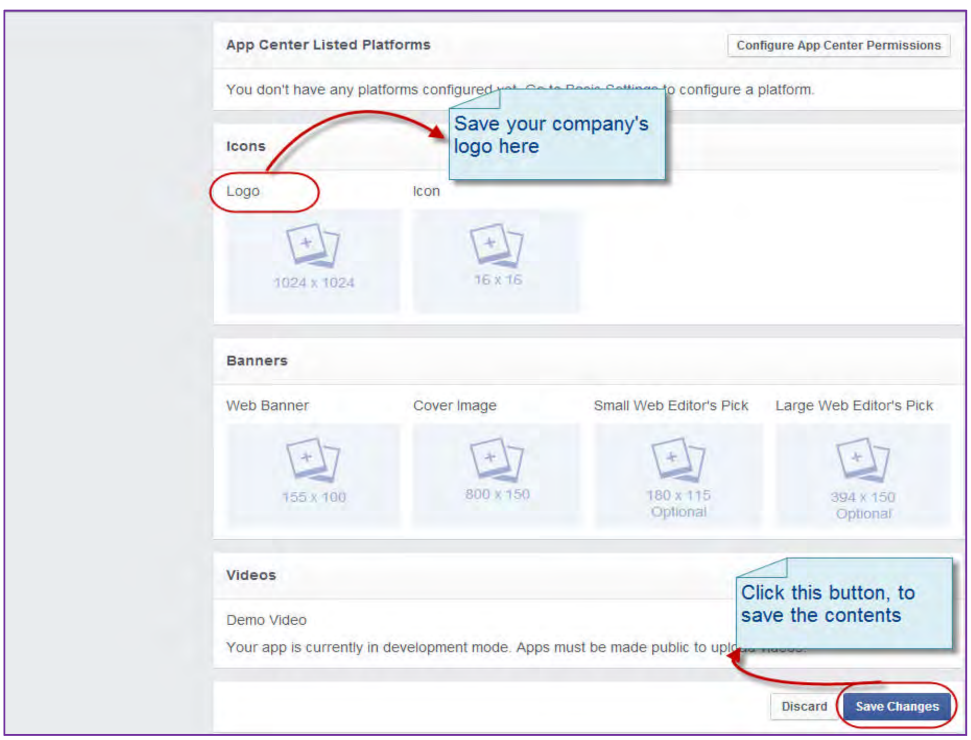


17. Click App Details tab to update your company details.

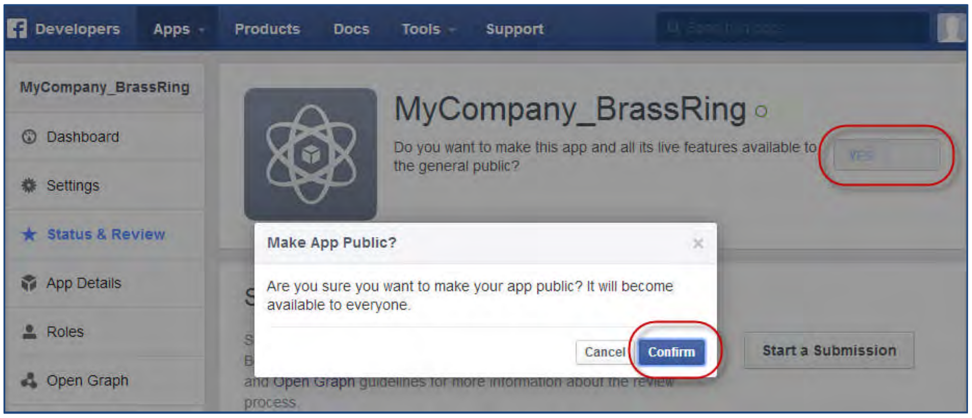
- Enter your company-specific URLs.



- Upload your company's logo.
- Click Save Changes when done..

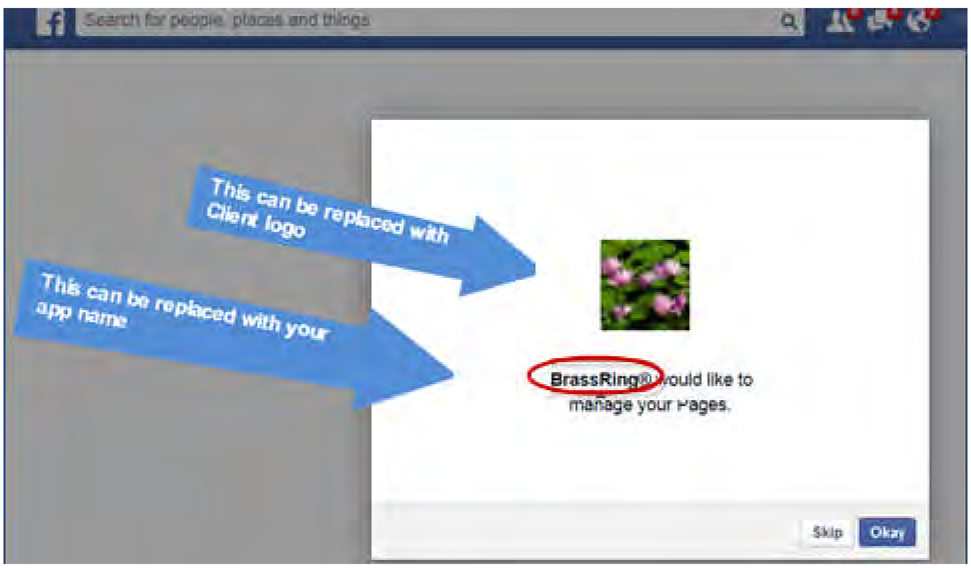


18. Click “Status & Review” tab.
    Click “YES” for when queried if you want to make the app public .
    Click “Confirm” in the pop up window.



19. You may choose to use one API key and Secret Key pair for all three combinations, but it is a best practice to create three different pairs. To do so, repeat this process to obtain two additional key pairs.

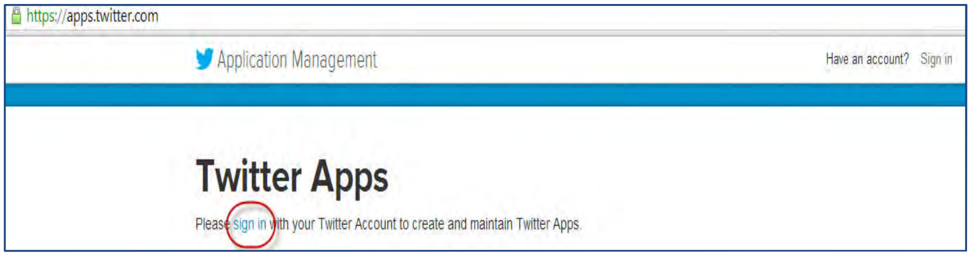
The advantage of creating your own Facebook app is that candidates and users see your brand instead of BrassRing's brand on the authorization screen.



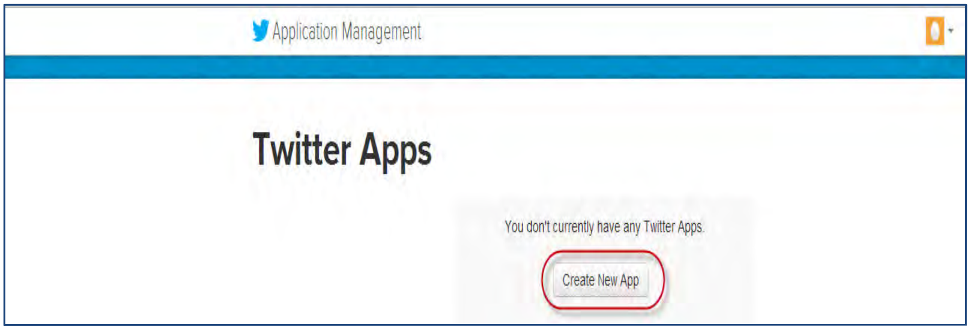
Creating API for Twitter

The following steps help you in creating an API for Twitter:

1. Open the following website for Twitter and click “sign in.” Provide your Twitter credentials.
   https://apps.twitter.com/

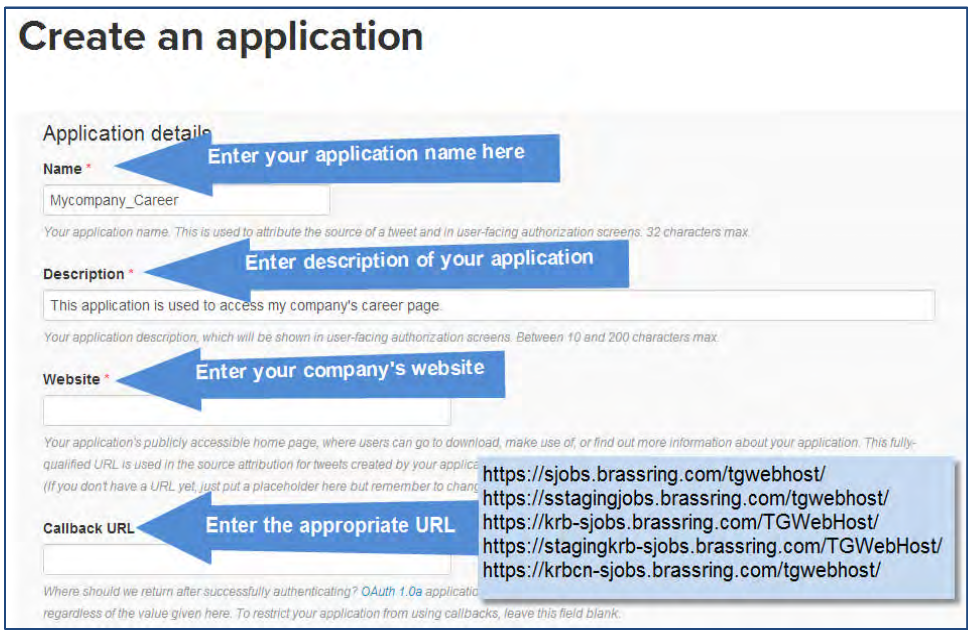


2. Click “Create New App.”

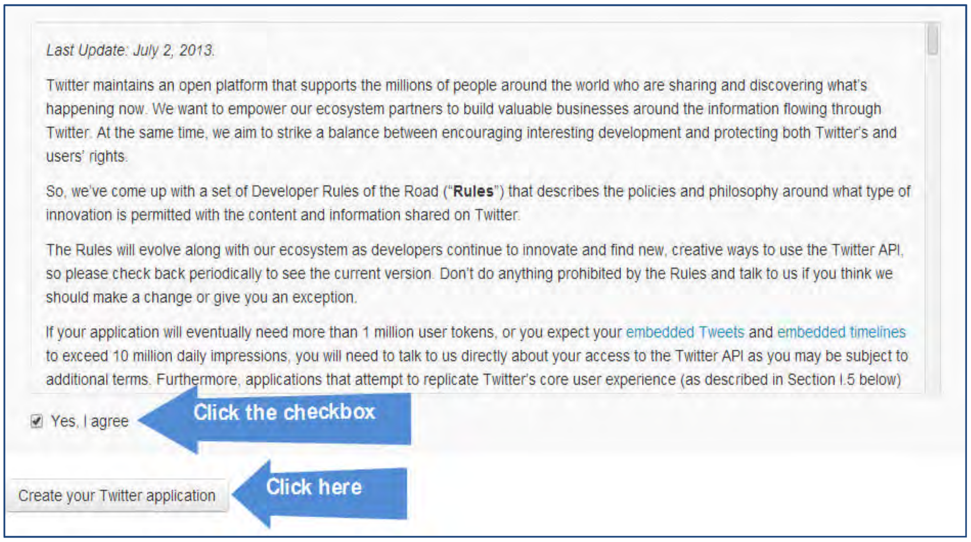


3. Fill the details in the application form: Application name and description, Website for your organization, Callback URL, choosing from:

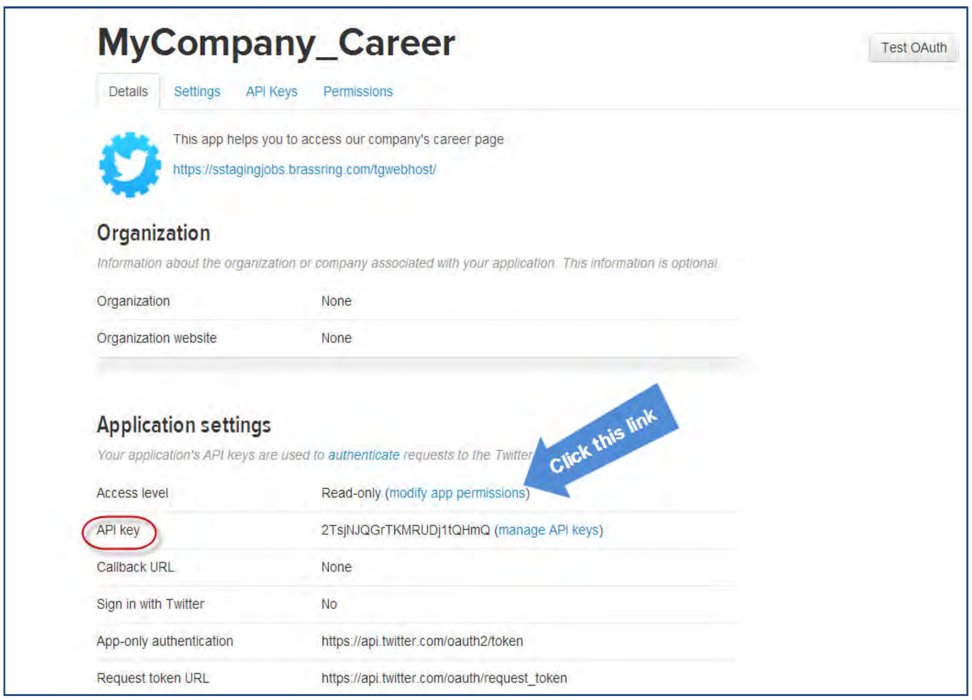
- https://sjobs.brassring.com/tgwebhost/
- https://sstagingjobs.brassring.com/tgwebhost/
- https://krb-sjobs.brassring.com/TGWebHost/
- https://stagingkrb-sjobs.brassring.com/TGWebHost/
- https://krbcn-sjobs.brassring.com/tgwebhost/



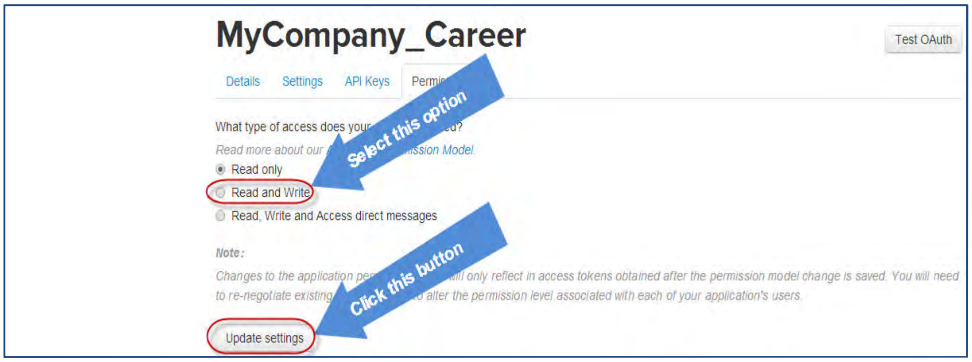
4. Check if you agree with the terms and click Create your Twitter application.



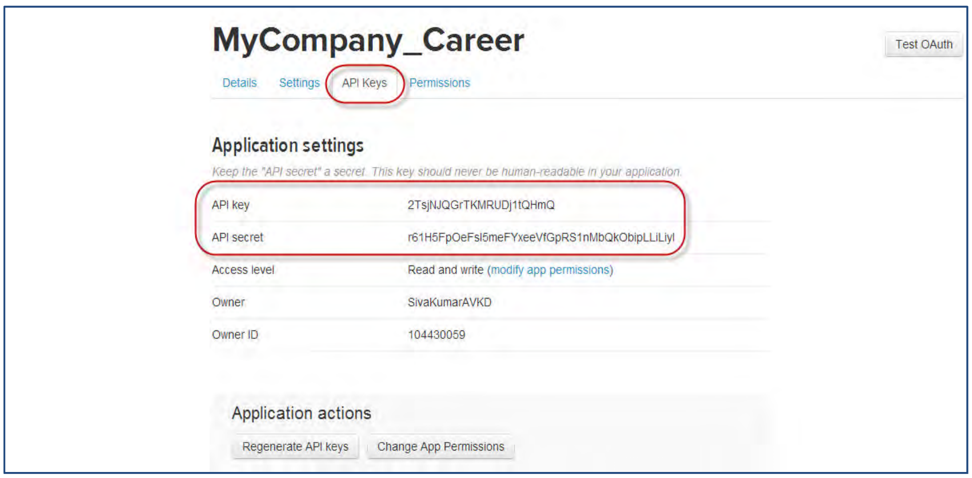
5. Your app is successfully created and the API key is displayed. Click "modify app permissions."



6. You are routed to Permissions tab.
   - Select the “Read and Write” option.
   - Click “Update Settings.”



7. Click API Keys tab. The API key and Secret Key are displayed in the “Application Settings” section.



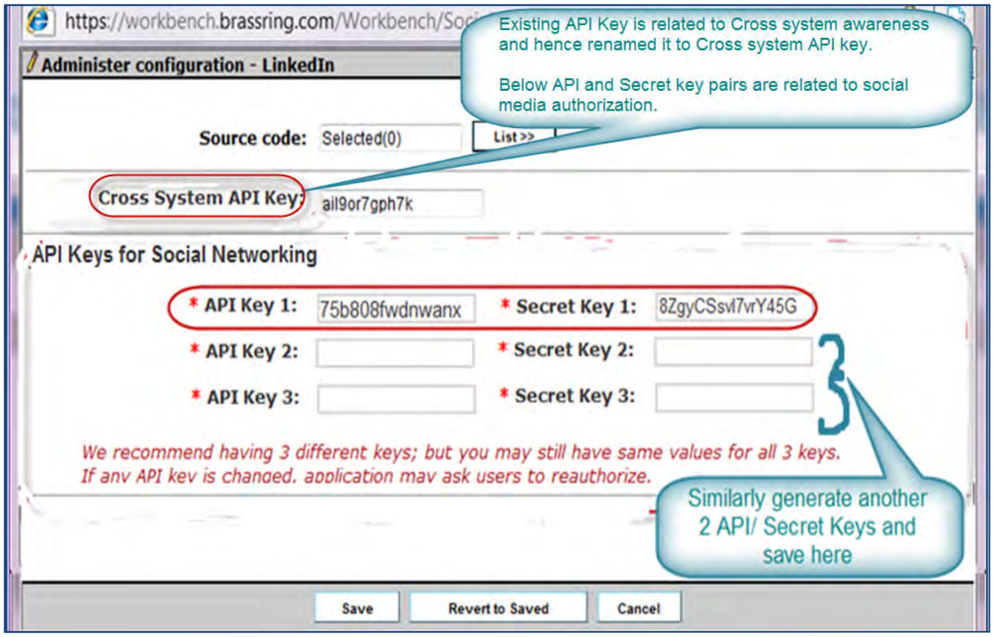
8. Note the generated API Key and API Secret Key so they can be provided in Workbench in Twitter’s Administer configuration page.-
9. You may choose to use one API key and Secret Key pair for all three combinations, but it is a best practice to create three different pairs. To do so, repeat this process to obtain for two additional key pairs.

Social Media Configuration – Workbench Self-Service (Tiers 7+)

For each social media site, three (3) API Key and Secret Key combinations can be obtained and added in Workbench. You can choose to use one API key and Secret Key pair for all three combinations, but it is a best practice to create three different pairs. Configure the API keys in Workbench (examples shown in preceding steps for each site):

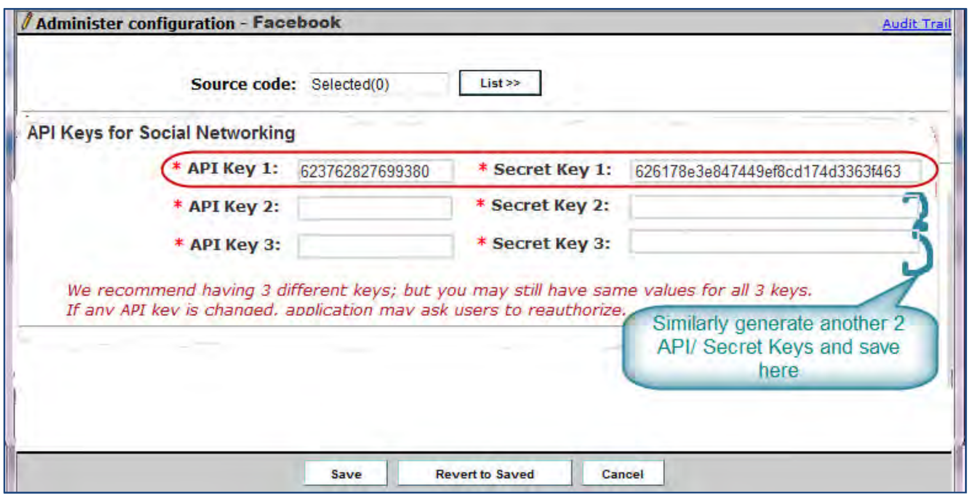
Tools > Settings > Social Media Configuration > Administer configuration [for selected social site]

LinkedIn Sample

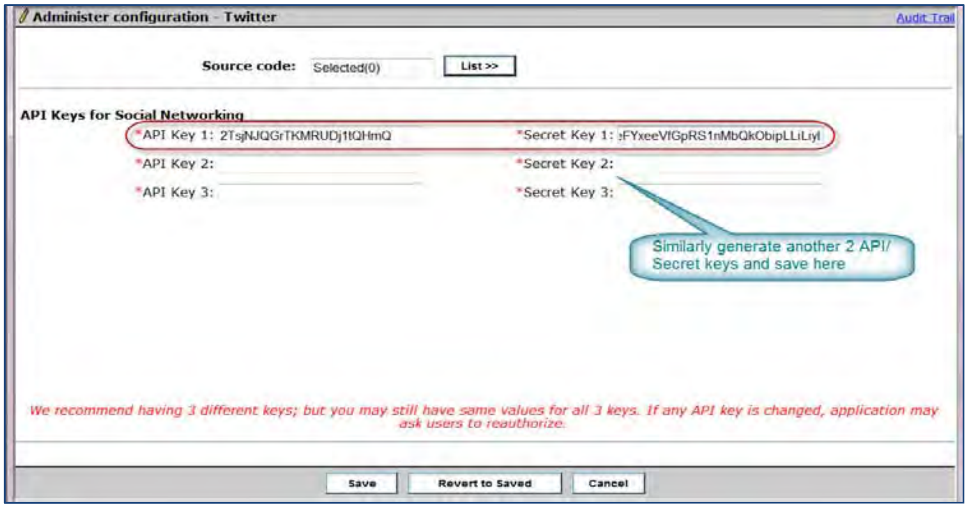


Enter the keys in the section “API Keys for Social Networking.” (The Cross System API Key is reserved for the separate cross-system awareness feature.)

Facebook Sample



Twitter Sample



After you configure the new keys from the social media sites within Workbench, all of your BrassRing users, as well as candidates, will have to once again authorize BrassRing. The advantage with this change is that candidates and users see your organization's brand instead of BrassRing's brand on the authorization screen.

System Support – Browsers and Languages

IBM® Kenexa® BrassRing® on Cloud Browser/OS Support

Whenever you need the most up-to-date information on supported platforms and browsers, please see the Browser/OS Support document on the User Resource Center.

IBM® Kenexa® BrassRing® on Cloud Language Support

Whenever you need the most up-to-date list of supported languages, please see the Language Support document on the User Resource Center.

Support for the following languages was added in Release 13.4 for BrassRing, BrassRing Talent Gateways, and BrassRing Agency.

- Thai (Project LDP 193)

Talent Gateways – Browser Support Information

A text customization configuration will display a hyperlink to the Browser Support statement on various pages of the IBM® Kenexa® BrassRing® on Cloud Talent Gateways.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 743**	☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

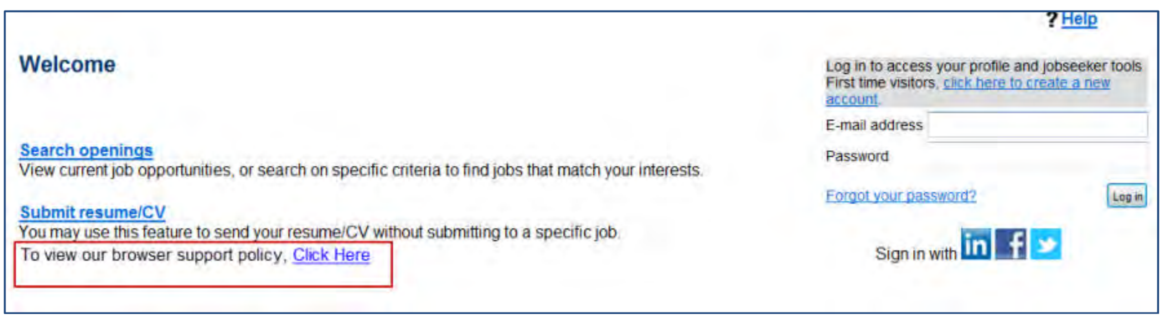
Feature Description

Candidates access BrassRing Talent Gateways using various web browsers. If their browser is not supported by the BrassRing Talent Gateway, they might face issues or be unable to complete their application. To provide help in this regard, a hyperlink to a support document can be posted across various pages of the BrassRing Talent Gateways and BrassRing Talent Gateway Questionnaires by configuring the existing BrassRing Talent Gateway text customization.

Candidates can access this hyperlink and find help regarding the supported web browsers that they can use to complete their application.

Candidate Experience

Candidates see a hyperlink available on specific pages of the BrassRing Talent Gateway. Clicking this hyperlink opens a standard browser support document.



Policy Statement

The following text is from the current standard support statement; links (indicated in the following statement by inactive underlining) take readers to the corresponding browser-developer Web site. Browser versions in the statement will be updated periodically.

Browser Support Statement

We recognize that our visitors may have various operating systems and Internet browsers. Although we want every visitor to have the best possible experience on our website, we understand it is impossible to provide web pages that work identically, efficiently, and effectively with all browsers and settings.

This website has been tested compatible using desktop versions of most heavily-adopted browsers:

- Internet Explorer 7.0 and higher*

- Mozilla Firefox 4.0 and higher*
- Safari 4.0 and higher*
- Google Chrome 12 and higher*

*Latest versions of the browsers will be supported close to the time of their release

For optimal viewing, please set your screen resolution to at least 1024 X 768 and have JavaScript enabled.

Mobile Apply
Applying for a job using a mobile device is supported on mobile devices using Android 2.1 and higher and on Apple iOS4 and higher.

Having trouble accessing our website?
Updating your browser will likely fix any compatibility issues you are currently experiencing. Below are links to the browser developers' websites.

- Internet Explorer
- Mozilla Firefox
- Safari
- Google Chrome

How Do Clients Get this Feature?

This feature is controlled by Talent Gateway Text customization.

Please contact our Support Team or your Certified Workbench User for more information.

Configuration Tasks

This section describes the tasks required to configure this feature. Tasks labeled Workbench Self Service can be performed by certified Workbench Self Service users or by our support staff.

Talent Gateway Text Customization – Workbench Self-Service (Tiers 1+)

The hyperlink for the browser support document can be added in the following areas:

- Landing page
- Login page of Talent Gateways and Gateway Questionnaires
- Create Login page of Talent Gateways and Gateway Questionnaires
- QuestionnaireLogin/Create Login pages

For example, your organization could add a text string to the “Welcome text” text customization string on the Landing page, such as:

> To view our browser support policy, [Click Here #BrowserSupportStatement#]

To customize the text, navigate to:

Workbench > Tools > Talent Gateways > Text customization [for selected Talent Gateway] > [one of the following tabs]

To display the hyperlink, you can configure the token on the following tabs in any of the listed text customization settings:

- Landing
  - Welcome text
  - Search openings summary text
  - Site general submission summary text
  - Log in summary text
  - Featured job intro text
- Create login
  - Create login intro text
- Log in
  - Log in intro text
- Gateway Questionnaire log in/create
  - Gateway Questionnaire log in/ create log in intro text
  - Gateway Questionnaire custom navigation text

Talent Gateways – Send to Friend Button

This feature allows IBM® Kenexa® BrassRing® on Cloud candidates to email job postings to friends using the Send to Friend button on the Search results or the Job details page.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 891**	☑ BrassRing ☑ Talent Gateways	☑ Workbench Self-Service
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

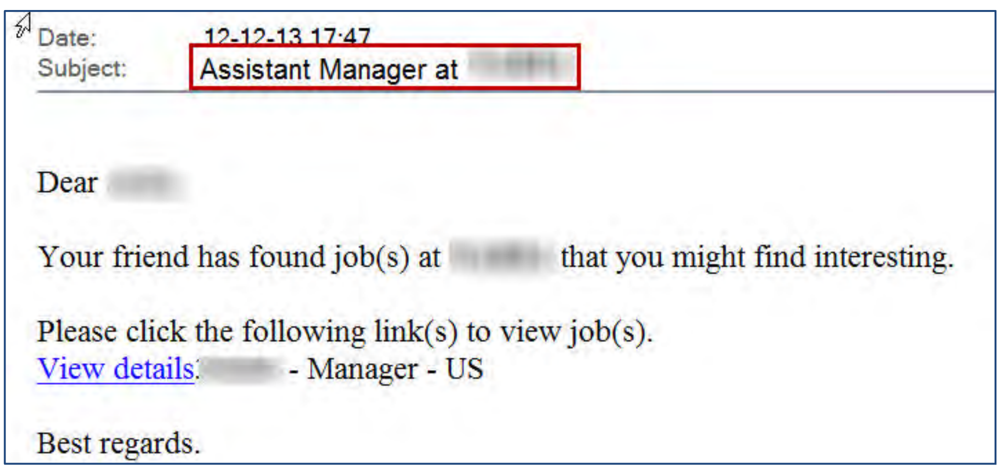
Feature Description

This feature restores the ability for BrassRing candidates to email job postings to friends from either the Search results or Job details page. Minor changes streamline Subject and Message handling.

When candidates click the Send to Friend button during the job application process, an email dialog box launches, prompting the candidate for sender and recipient email addresses and recipient's name (subject and message labels are now hidden). Candidate then clicks Send e-mail.

The email recipient receives the email displaying:

- subject line containing the default or customized text (configured for the TG in Workbench, for the TG Search results or Job details page)
- email containing customized tokens (sourced from Workbench) that include links to the recommended job posting(s)
- Clickable **View details** link to view and apply to job.

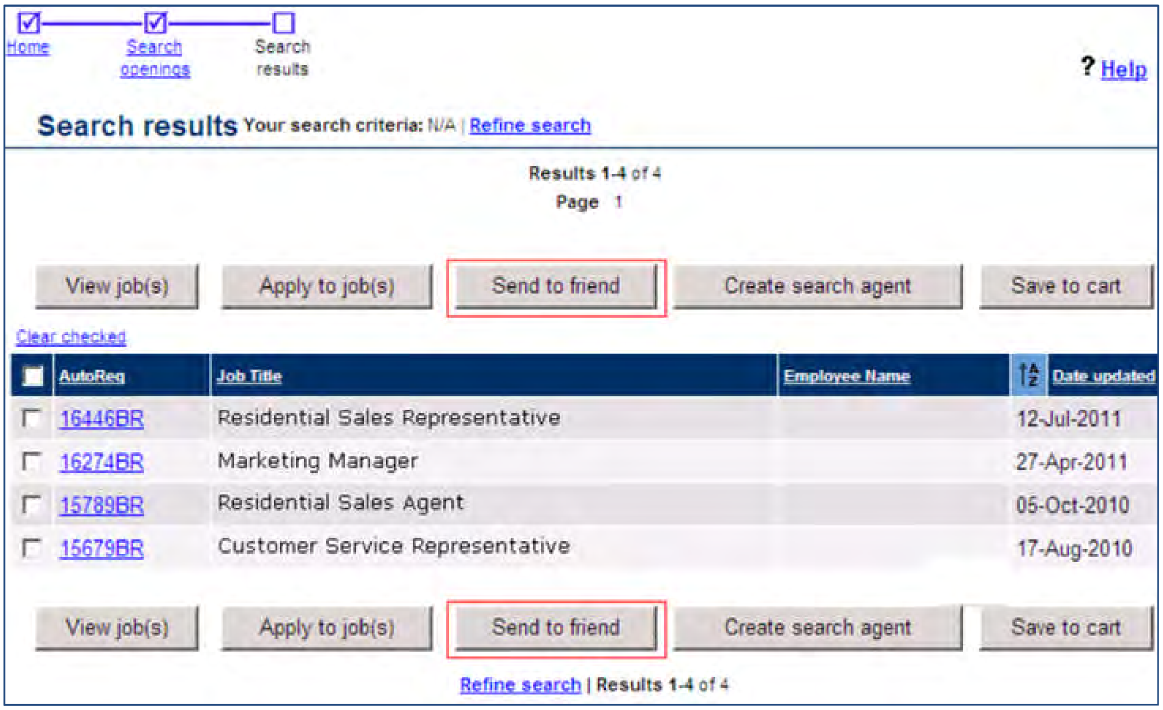


Customized Send to Friend message text can be configured for Talent Gateways in Workbench, or accounts can use default text.

Candidate Experience

Candidates access the Send to Friend functionality on either the Search results or Job details page if text customization is configured for both Job pages. This example outlines the process for candidates using the Send to Friend button on the Search results screen.

1. Candidate begins job search.
2. Candidate sees suitable job (or jobs) for a friend.



3. Checks the checkbox for one or multiple job postings.
4. Clicks the **Send to Friend** button on the Search results screen.

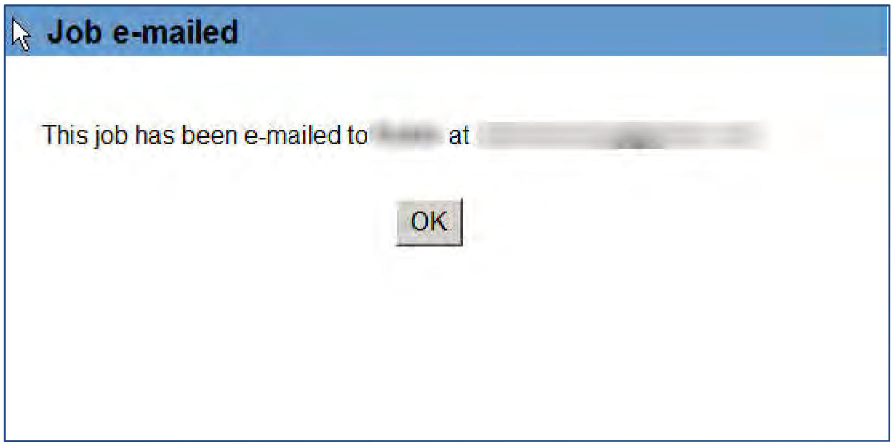
   The Send to Friend email dialog box launches:

5. Candidate inputs their email address (Sender), the Recipient email address, and the Recipient's name. The Recipient name field character limit is 25 alpha characters including spaces.

Candidates cannot use Copy and Paste when entering Recipient's name.

6. Clicks **Send e-mail**.

   Candidate receives confirmation email.



Configuring this feature does not change other friend text customization fields or settings on Workbench.

How Do Clients Get this Feature?

This feature is controlled by a special configurations setting, **Disable Send to a Friend**, which must be unchecked in Workbench. Talent Gateway text customization for the TG offers flexible messaging. Please contact our Support Team or your Certified Workbench User for more information.

This feature is available on non-WCAG and WCAG Talent Gateways.

Configuration Tasks

To configure this feature:

1. Uncheck the "Disable Send to a Friend" Talent Gateway setting in “Special configurations” section (**Workbench > Tools > Talent Gateways > Edit** [selected TG]).
2. Customize Send to Friend text on the desired TG pages (see following).

Talent Gateway Text Customization – Workbench Self-Service (Tiers 1+)

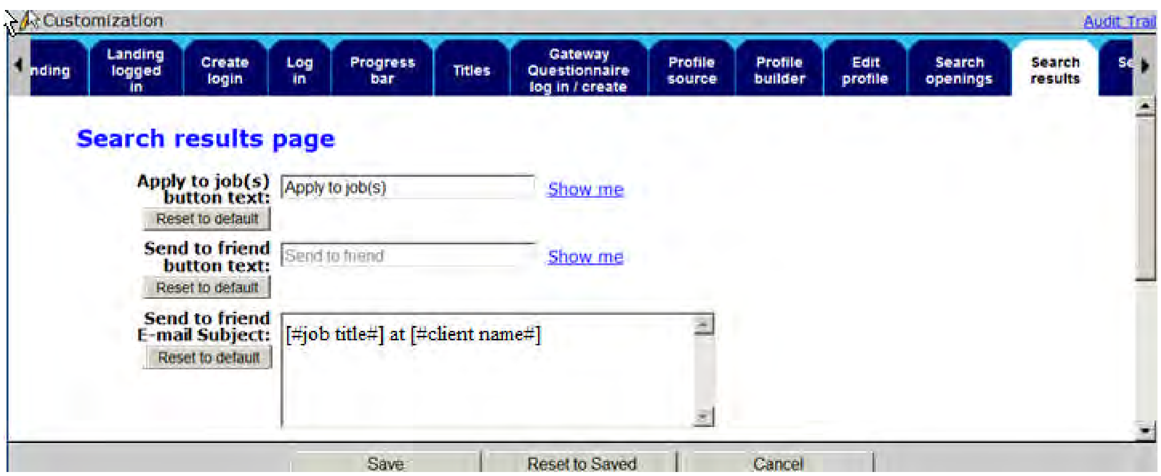
To associate the TG text customization with the Send to Friend button for both the Search results and Job details pages, enter text customizations on both the Search results tab and the Job details tab for the Talent Gateway.

Use this procedure to associate Talent Gateway text customization to both the Search results and Job details pages Send to Friend button.

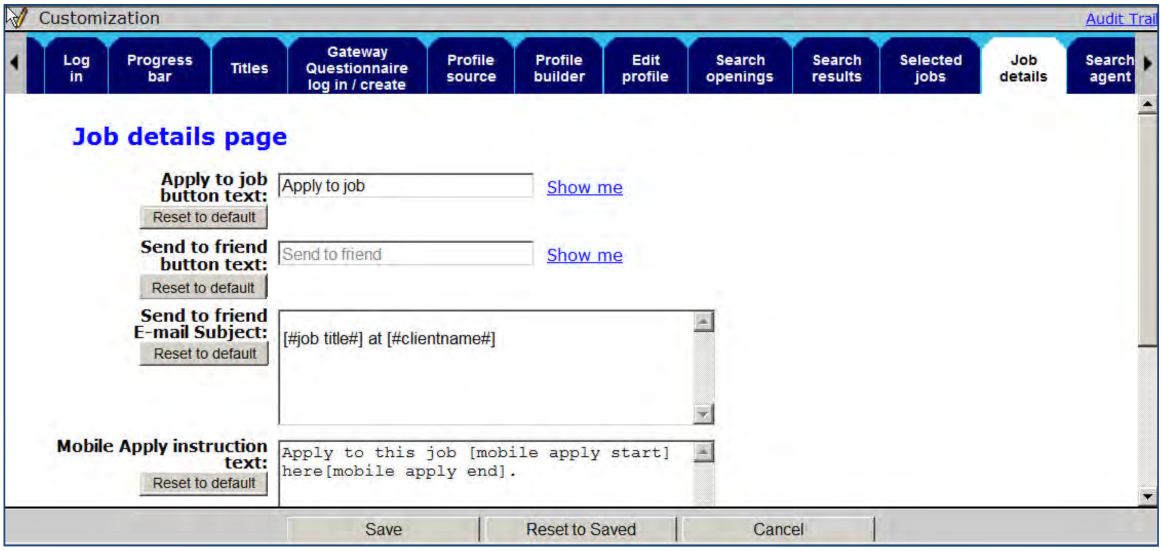
1. **Workbench > Tools > Talent Gateways** > Select your Gateway and click the **Edit Text Customization** icon to launch the Talent Gateway text customization page.
2. Click the **Search results** tab.

   - Enter up to 250 characters in the **Send to friend E-mail Subject** text box on the Search results tab. This customized text displays in the email subject line. Click the Reset to Default button to restore default text: Jobs at [#clientname#].

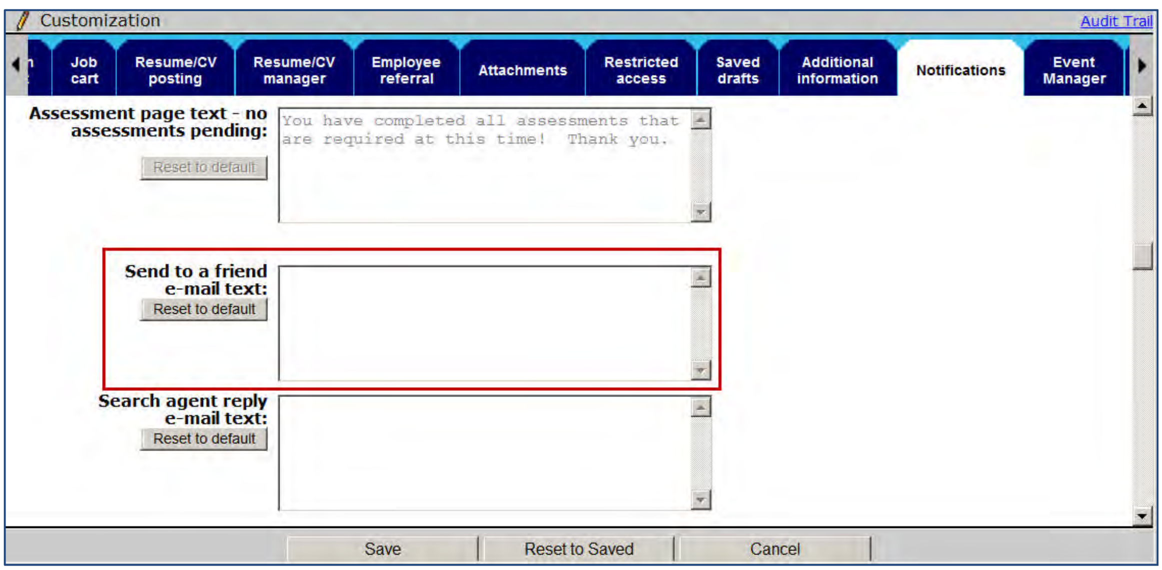
3. (Optional) Enter text customization for the **Send to Friend button** text.



4. Click **Save**.
5. Select your Gateway and click the **Edit Text Customization** icon to re-launch the Talent Gateway text customization page.
6. Scroll to the **Job details** tab.



7. Enter up to 250 characters in the **Send to friend E-mail Subject** text box on the Job details tab. This customized text displays in the email subject line. Click the Reset to Default button to restore default text: [#jobtitle#] at [#clientname#].
8. (Optional) Enter text customization for the **Send to Friend button** text.
9. Click **Save**.
10. (Optional) Navigate to the **Notifications** Tab and enter text customization for **Send to Friend Email** text.



11. Click **Save**.
12. Click S**ynchronize changes with Talent Gateways**.

To verify your changes if desired, click the Launch Talent Gateway icon and perform a search (logged-in or not logged- in) to see the “Search results” page for the TG. Select a job to view “Job details” page.

Web Service API – Additions and Enhancements

The following list outlines additions and enhancements to IBM® Kenexa® BrassRing® on Cloud existing Application Programming Interfaces (APIs) in Releases 13.4. For detailed information, see IBM Kenexa BrassRing on Cloud *API Reference – Candidate-Specific APIs and Web Service API* on the User Resource Center (URC).

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **RDP 756, 885**	☑ BrassRing ☑ Talent Gateways	☑ API and Web Services
Visible Changes	☑ No – requires specific conditions / configuration for visibility.	
How do I get this feature?	☑ Configuration required – contact our Support Team for implementation details.	

Features List

This document presents a brief overview of the API enhancements introduced in Release 13.4. Each new feature requires specific configuration. Please contact your Support Team for more information about enabling these features.

Candidate APIs

Candidate specific APIs are APIs that directly support a candidate's interactions with a client's talent gateway or job search website. Candidate APIs allow candidates to perform tasks related to their job application process.

Release 13.4 introduces this Candidate API enhancement:

Changing Secret Questions and Answers - This project enhances the TG Candidate API by adding the ability to change the security question(s) and/ or answer(s) from a client's BrassRing talent gateway website.

> Clients must enable the Enhanced Self-service login management to access three securityQIDs and Answers with this API.

BrassRing Talent Gateway Job Search API

Talent Gateway APIs are APIs that support job search functions and determine how a client's content is delivered to their talent gateways or websites.

Release 13.4 introduces this Job Search API enhancement:

Return Unposted Jobs – A new node, ReturnUnpostedJobs, within the TG Job Search API allows clients to retrieve and display unposted jobs.

Changing Secret Questions and Answers

This feature adds a new API call operation to change secret questions and answers for authenticated candidates. Authenticated candidates can now change their secret questions and answers when logged onto a client's talent gateway website.

- If Enhanced Self-Service Login Management is disabled on talent gateways, only one SecurityQID & Answer is required.

- If Enhanced Self-Service Login Management is enabled on talent gateways, all three SecurityQIDs & Answers are required in order to change any secret questions and answers.
- The existing security questions & the corresponding answers are replaced with the new values sent in the xml.

Web service parameters must include:

Operation Name:

ChangeCandidateSecurityInfo

Data Required in Web Service Request Call:

- Candidate Authentication Token
- SecurityQID
- Answer

Data Returned in Web Service Response

This operation returns a 'Success' or Failure' status response.

Candidate Experience

Candidates can now change their security question or questions when logging onto a client's custom user interface.

Potential error responses/scenarios as follows:

- Authentication node cannot be empty or missing.
- Invalid Security Questions
- SecurityInfo node is missing
- Security questions do not match
- SecurityQID is missing
- Answer node is missing
- Value not supplied for the answer
- Security question cannot be configured again

Target Users

Clients providing a custom candidate experience.

How Do Clients Get this Feature?

This feature requires Candidate API configuration. Please contact your Support Team for more information about enabling this feature.

Refer to the *IBM® Kenexa® BrassRing® API Reference – Candidate-Specific APIs and Web Service API* on the User Resource Center for full configuration information.

For information related to TG Login Details Management refer to Product Update Guide (PUG) located on the User Resource Center (URC).

BrassRing Talent Gateway Search API Enhancement

This enhancement introduces a new API call operation, 'ReturnUnpostedJobs,' to the TG Job Search API. For clients using a third-party vendor, the ReturnUnpostedJobs method retrieves and displays unposted jobs for time periods specified in the API call. This is an optional node within a job search API call.

If a client wants to view unposted jobs for the last month the ReturnUnpostedJobs API call can retrieve and display unposted jobs within specified time frames and view when the jobs were unposted (date and time stamped).

For example, if a client currently has 50 job results posted on their website but has 10 unposted jobs, including the ReturnUnpostedJobs node within the API call allows clients to retrieve only the unposted jobs.

A max of 25,000 posted and unposted jobs can be accessed via the API call. If the return value exceeds more than 25,000 jobs the returned jobs are based on most recent.

Web service parameters must include:

Operation Name:

ReturnUnpostedJobs

DatePosted

Data Required in Web Service Request Call:

This is an optional node within the job search API call. ReturnUnpostedJobs API call can include the following values:

Yes initiates the API call and is case sensitive.

DatePosted – All or specific date (yyyy-mm-dd)

When the API call contains a specified date, the API call response returns all unposted jobs after the specified date.

Data Returned in Web Service Response

ReqID

DateTimeUnposted

Success/Status

BrassRing User Experience

Clients can now retrieve and display unposted jobs.

Potential error responses/scenarios as follows:

- ReturnUnpostedJobs element only accepts a Yes value.

Target Users

Clients requiring access to unposted jobs.

How Do Clients Get this Feature?

This feature requires Job Search API configuration. Please contact your Support Team for more information about enabling this feature.

Refer to the *IBM® Kenexa® BrassRing® API Reference – Candidate-Specific APIs and Web Service API* on the User Resource Center for full configuration information.

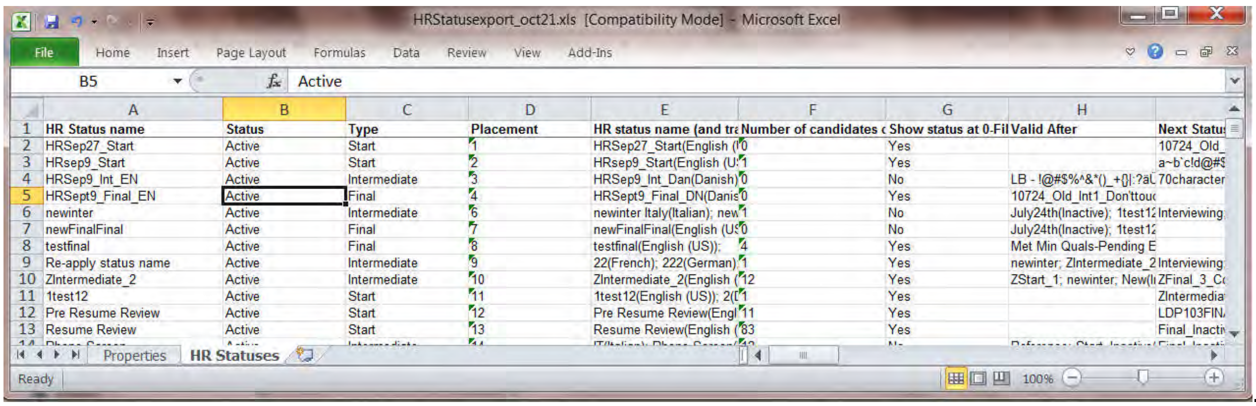
Workbench – Exporting HR Status to Excel

IBM® Kenexa® BrassRing® on Cloud Workbench users can now export to Microsoft Excel a listing of BrassRing HR statuses and their settings. This is particularly useful for organizations with large numbers of HR statuses to manage.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 071**	☑ Workbench	☑ Workbench Self-Service
Visible Changes	☑ No – changes in Workbench only.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

For HR statuses, the existing **Export to PDF** action exports only the HR status previous and next statuses to a PDF. Now Workbench users can export *all* HR statuses and *all* their attributes to Microsoft Excel format, with the attributes visible in their own columns. This "point in time" snapshot of the HR status configurations allows administrators to evaluate any future changes to HR statuses and their impact on the system.


.

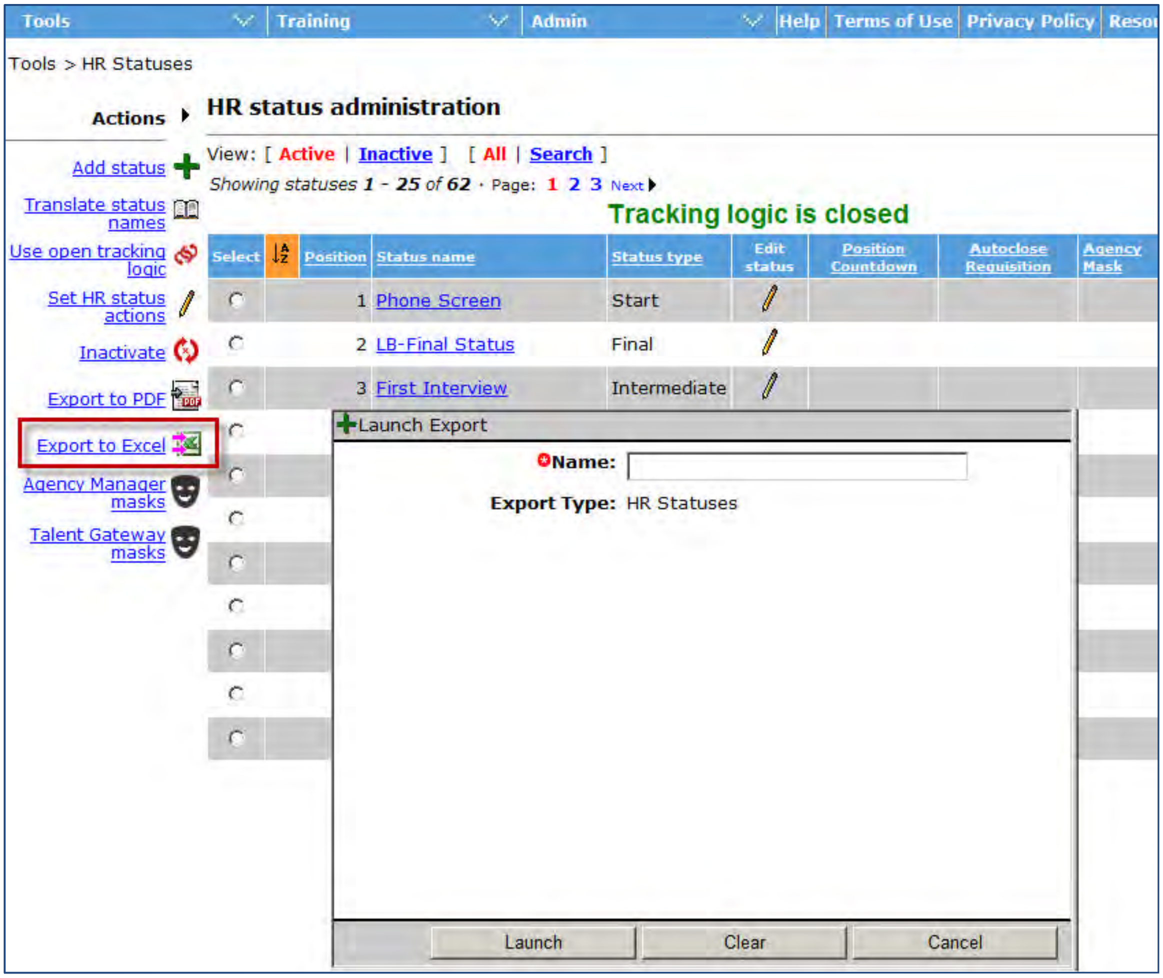
This export from Workbench is available as an action from the **HR Status administration** page, called **Export to Excel**. When the export has been processed, Task Manager sends an email to the initiating user that indicates the export task has completed, and provides summary information (success/failure, job dates, rows processed, retrieval/error information).

Workbench users who can export include certified Self-Service Tiers 5+, Tech Services, Super Users, and Partner Users. Note that here is no corresponding import available for this HR Status export.

Workbench User Experience

Initiating the Export

1. In Workbench, navigate to **Tools > HR Statuses.**



2. To queue the export, click **Export to Excel**; you do not have to select an HR status. All active and inactive HR statuses are exported, regardless of filter or search results.
3. On the pop-up, enter a name for your export task and click **Launch**.
4. A pop-up message informs you that your export has been added to the task manager.

Retrieving the Export

Task Manager sends an email to the initiating user when the export task has completed.

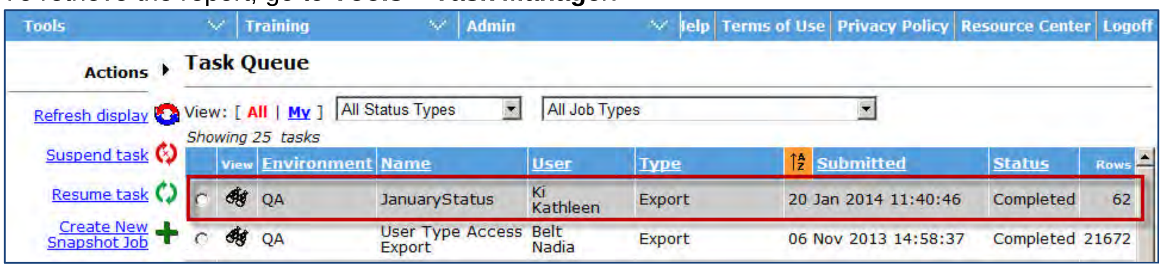
The email subject indicates success or failure, and the message includes: Task name, environment, client name, date/times the task was submitted, started, and finished, number of rows processed. In cases where the export succeds,the messages includes a pointer to Task Manager to retrieve; for failed exports, the message includes error messaging.

Task Name: JanuaryStatus
Environment: QA
Client Name: demo-dbmove
Submitted On: Monday, January 20, 2014 11:40:46 AM
Started On: Monday, January 20, 2014 11:41:02 AM
Finished On: Monday, January 20, 2014 11:43:28 AM
Total Rows Processed: 62

Use *Task Manager* to view the results.

This message was e-mailed from a send-only account. Please do not reply. If problems persist, please contact your assigned Kenexa support representative.

5. To retrieve the report, go to **Tools > Task Manager**.



Status column for your HR status export indicates whether the job is Pending, Running, Completed, Failed (for example, due to code error, timeout, database server unavailability, etc.), or Suspended.

6. To download the file for a "Completed" (or "Completed with errors") export, click its View icon. A popup dialog gives you the option to open or save the file.

Viewing the Output File

When you open the Microsoft Excel export file, the **Properties** tab includes information similar to what was included in the email from Task Manager: Task name, environment, client name, rows processed, date/times the task was submitted, started, and finished.

A1 *fx* Client

	A	B
1	**Client**	demo-dbmove
2		
3	**Task Name**	JanuaryStatus
4	**Environment**	QA
5	**User**	Ki, Kathleen
6		
7	**Total Rows Processed**	62
8		
9	**Submitted On**	Monday, January 20, 2014 11:40:46 AM
10	**Started On**	Monday, January 20, 2014 11:41:02 AM
11	**Finished On**	Monday, January 20, 2014 11:43:28 AM

The **HR Statuses** tab contains the data for all HR statuses and their attributes.

- Optional fields are blank in the export unless otherwise noted
- Values in HR status name Translations, Valid after, Next statuses columns are not sorted
- All group value columns in the Excel file will end with a semi-colon. This is to maintain similar behavior as all other reports. Semi-colon will be displayed at the end even if only one value exists in the group value column (including for Valid after, Next statuses column

	A	B	C	D	E	F	G	H	I	J	K	
1	**HR Status name**	**Status**	**Type**	**Placement**	**HR status name (and translati**	**Number of candida**	**Show status at**	**Valid After**	**Next Statuses**	**Agency mask**	**Talent Gateway Reapply**	**Talen**
2	Phone Screen	Active	Start	1	Phone Screen DEU(German); Pl	147	Yes		Candidate not intere		No	No
3	First Interview	Active	Intermediate	3	First Interview DEU(German); Fir	37	Yes	Phone Screen; Activ	Candidate not intere		No	No
4	Second Interview	Active	Intermediate	6	Second Interview DEU(German);	14	Yes	Phone Screen; Activ	Candidate not intere		No	No
5	Reference Check	Active	Intermediate	7	Reference Check DEU(German);	43	Yes	Phone Screen; Activ	Candidate not intere		No	No
6	Offer Extended	Active	Intermediate	8	Offer Extended DEU(German); C	6	Yes	Phone Screen; Activ	Candidate not intere		No	No
7	Company not int	Active	Final	10	Company not interested DEU(Ge	5	Yes	Phone Screen; Activ			No	No
8	Offer Declined	Active	Final	11	Offer Declined DEU(German); Of	6	Yes	Phone Screen; Activ			No	No
9	Offer Accepted	Active	Final	12	Offer Accepted DEU(German); C	24	Yes	Phone Screen; Activ			No	No

Best Practices: Immediately upon opening export file in Excel:

- Freeze top row
- Utilize Data > Filter (or 'autofilter'). Users can utilize the filters in Excel to view specific statuses and/or attributes for comparison.

Output Details

Column	**Data/Business rules**
HR status name	Required. Name of HR status in default locale
Status	Required. Active; Inactive
Type	Required. Start; Intermediate; Final
Placement	Required. Number of position in HR status listing
HR status name (and translations)	Optional. Translations of HR statuses with locale in parenthesis separated by semicolons
Number of candidates currently in this status	Required. If there are no candidates currently in this HR status, the value exported will be '0'.
Show status at 0-Filed	Optional. Checkbox type field in interface.If the setting is NOT checked, it will be blank. Will be 'Yes' for all Start statuses.
Valid After	Required for Intermediate and Final statuses. HR statuses that this status can follow, separated by semicolons. Will be blank for Start statuses. If Tracking Logic is Open, then will display '<<Tracking logic is open>>' for start, Intermediate and Final statuses.
Next statuses	Required for Start and Intermediate statuses. HR statuses that can follow this status separated by semicolons. Will be blank for Final statuses. If Tracking Logic is Open, then will display '<<Tracking logic is open>>' for Start, Intermediate and final statuses.
Agency mask	Optional. Name of BrassRing Agency mask (if any). If no value, export value will be blank.

Talent Gateway Reapply setting Status allows for reapplies	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes’. If setting is unchecked, export value will be ‘No.’ Export value will be ‘No’ for Start statuses.
Talent Gateway Reapply setting Designated Reapply status	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’ Export value will be ‘No’ for Start and Final statuses.
Referral/Status check screen Talent Gateway mask	Optional. Name of Talent Gateway mask (if any). If no value, export value will be blank.
Referral/Status check screen Display job/referral status information	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Block job submission withdrawal when withdrawing candidate is at this HR status	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ ’If setting is unchecked, export value will be ‘No.’
Block job submission reactivation when any candidate in req folder is at this HR status	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Pop up form	Optional. If populated, export value will be Display form name. In case the form is inactive, then the status will be appended in parentheses at the end.
Email	Optional. If populated, export value will be an email address.
Include in 'Respond to eLink' list of HR statuses	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Convert Candidate Type	Optional. Single-select drop down of candidate types in interface. If setting is populated, export value will be the candidate type. If setting is unpopulated, the export value will be blank. The setting will be blank for Start and Intermediate statuses.
Count down positions	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No’. The setting will be ‘No’ for Start and Intermediate statuses.
Automatically Close filled requisitions	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No’. The setting will be ‘No’ for Start and Intermediate statuses.
HR Status Aging: Days in status that is acceptable	From <from value> to <to value>; Trigger for My Task Panel : <Yes/No>
HR Status Aging: Days in status that is cautionary	From <from value> to <to value>; Trigger for My Task Panel : <Yes/No>

HR Status Aging: Days in status that is unacceptable	From <from value> to <to value>; Trigger for My Task Panel : <Yes/No>
Interview Builder - Select Req field	Optional. Export values will be blank if the client setting ‘Integration Interview Builder’ is not enabled. Single Select drop down field type in interface. If setting is populated, export value will be the display req field name. If setting is unpopulated, export value will be blank.
Interview Builder - Redirect options - Automatic Redirect for Print/Send	Optional. Export values will be blank if the client setting ‘Integration Interview Builder’ is not enabled. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’If setting is unchecked, export value will be ‘No.’
Interview Builder - Redirect options - Automatic Redirect for Score	Optional.Export values will be blank if the client setting ‘Integration Interview Builder’ is not enabled. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’If setting is unchecked, export value will be ‘No’
Interview Builder - Print/Send or Score Interview	Optional. Export values will be blank if the client setting ‘Integration Interview Builder’ is not enabled. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Event Manager - Pass resume key to Event Manager	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Civil Service Register - Send candidate to Civil Service Register	Optional. Export values will be ‘No’ if the client setting ‘Civil Service Register’ is not set to ‘Yes’. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Civil Service Register - Update status in Civil Services Register	Optional. Export values will be ‘No’ if the client setting ‘Civil Service Register’ is not set to ‘Yes’. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’If setting is unchecked, export value will be ‘No.’
Onboarding - Applicant Selected, Proceed to Onboarding	Optional. Export values will be ‘No’ if the client setting ‘Enable Onboarding user authentication’ is not set to ‘KMS with auto-launch’. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Hide candidates in HR status in req folders for these user types:	Optional. User types separated by semicolon.
User types that cannot UPDATE candidates to this HR status:	Optional. User types separated by semicolon.
User types that cannot UNDO candidates to this HR status	Optional. User types separated by semicolon.

Block HR status update when selected form(s) are not attached	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes’. If setting is unchecked, export value will be ‘No.’
Block HR status update – List of Form(s)	Will display form name(s) if export value is ‘Yes’ for **Block HR status update when selected form(s) are not attached** column. Else the value will be blank. The form names will be separated by a semi-colon. There will be no further separations based on forms selected for each individual rows. No additional qualifiers will also be displayed
Block HR status update - Enable Background screening validation	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Block HR status update - Forms requiring approval need to be in an 'Approved' status	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Block HR status update - Error message (and translations)	Optional. Text area field in interface. Default value is “Form(s) [insert form(s) name] are required for the selected HR Status. Candidate(s) missing the required forms may not be updated at this time.”
Block HR status update when the req is not posted for a defined period of time	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Block auto req cancellation	Optional. Checkbox field type in interface If setting is checked, export value will be ‘Yes.’ If setting is unchecked, export value will be ‘No.’
Integration subscriptions	Optional. Any integration subscriptions that are ‘triggered’ on this HR status, they will be exported with the value of the Integration subscription name.
Triggers	Optional. If there are any RAM or Automation Manager triggers listed under the ‘triggers’ section of the HR statuses, the values will be exported separated by semicolons. The export will also inform the user if the trigger is a condition/action or a trigger mechanism. This will be indicated at the end of each bracket in parentheses.
Panels	Optional. If there are any Panels listed under the ‘panels’ section of the HR statuses, the values will be exported separated by semicolons.
Automatically file candidate to Req folder by HR Status through insta-file	Req template that names this HR status. In case the form is inactive, then the status will be appended in parentheses at the end.
Manually file candidate to Req folder by HR Status	Req template that names this HR status. In case the form is inactive, then the status will be appended in parentheses at the end.

Auto-send e-mail to candidates in req folder by HR Status	Req template that names this HR status (Req email template) (Candidate types - all;<specific>) If there are multiple Requisition templates, separate the information by semi-colons. If Candidate Types = All, export the value ‘All’; If Candidate Types = Specific, export the candidate type values selected separated by semi-colons. In case the form is inactive, then the status will be appended in parentheses at the end.

How Do Clients Get this Feature?

This feature is available automatically in Workbench without configuration.

Workbench – Exporting User Type Access to Excel

BrassRing Workbench users can now export to Microsoft Excel a listing of user type access. The listing covers areas of IBM® Kenexa® BrassRing® on Cloud where user types affect behavior/access: HR status settings, Req form fields, Candidate forms, Candidate form fields, Panel mappings, Privileges, Screen defaults, etc. Clients can take advantage of Excel's filter and analysis tools when reviewing the output and comparing settings across user types.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 175**	☑ BrassRing Workbench	☑ Workbench Self-Service
Visible Changes	☑ No – changes in Workbench only.	
How do I get this feature?	☑ Automatic – see details below.	

Feature Description

Workbench users can now export to Microsoft Excel a listing of user type access. The listing covers areas of BrassRing where user types are in use: HR status settings, Req form fields, Candidate forms, Candidate form fields, Panel mappings, Privileges, Screen defaults, etc. Clients can take advantage of Excel's filter and analysis tools when reviewing the output and comparing settings across user types.

This export from Workbench is available as an action from the User type listing page, called **User type access – Export to Excel**. When the export has been processed, Task Manager sends an email to the initiating user that indicates the export task has completed, and provides summary information (success/failure, job dates, rows processed, retrieval/error information).

Workbench users who can export include certified Self-Service Tiers 1+, Tech Srevices, and Super Users.

Workbench User Experience

Initiating the Export

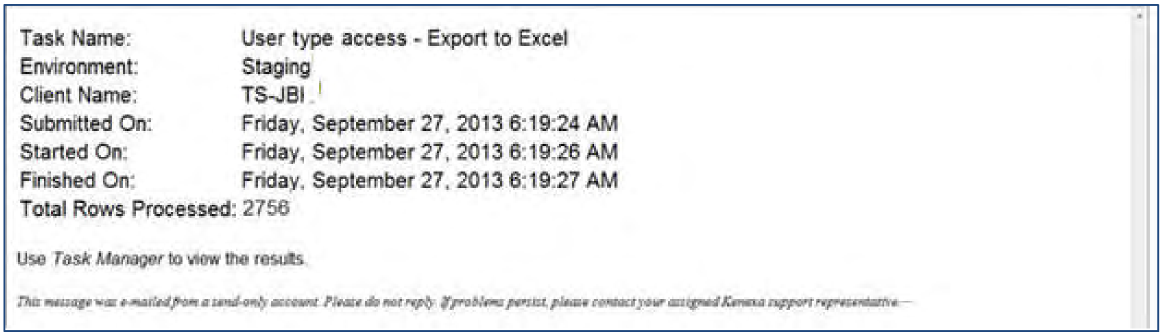
1. In Workbench, navigate to **Tools > Users > User Types.**

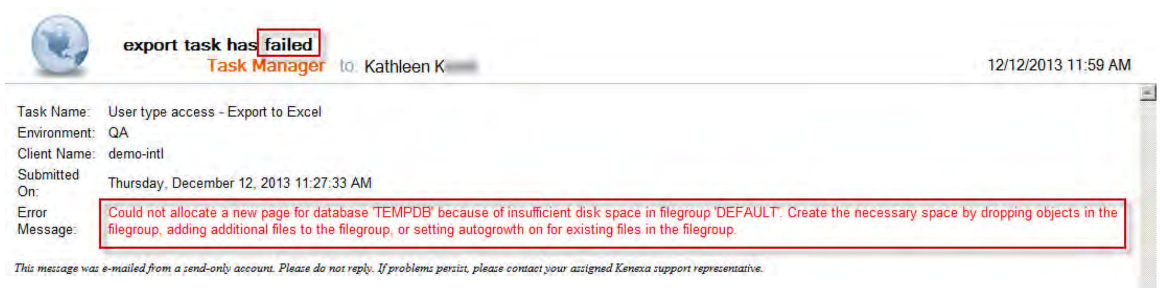
2. To queue the export, click **User type access – Export to Excel**; you do not have to select a user type. A pop-up message informs you that your export has been added to the task manager.

Retrieving the Export

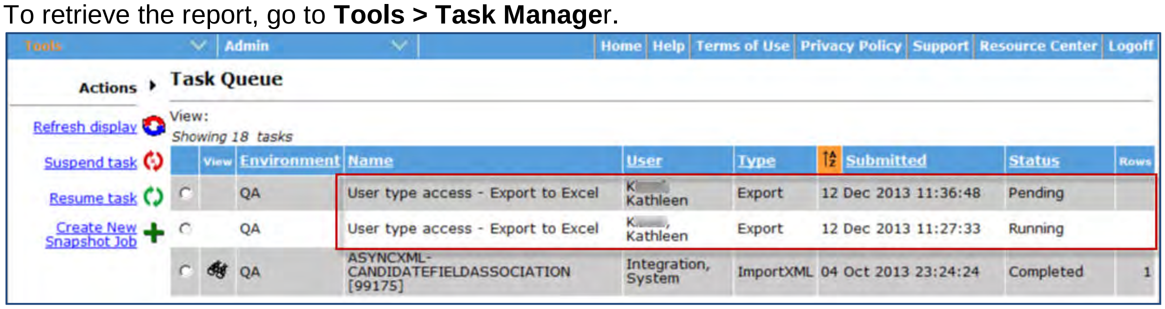
Task Manager sends an email to the initiating user when the export task has completed.

The email subject indicates success or failure, and the message includes: Task name, environment, client name, date/times the task was submitted, started, and finished. In cases where the export succeds,the messages includes a pointer to Task Manager to retrieve; for failed exports, the message includes error messaging.





3. To retrieve the report, go to **Tools > Task Manage**r.

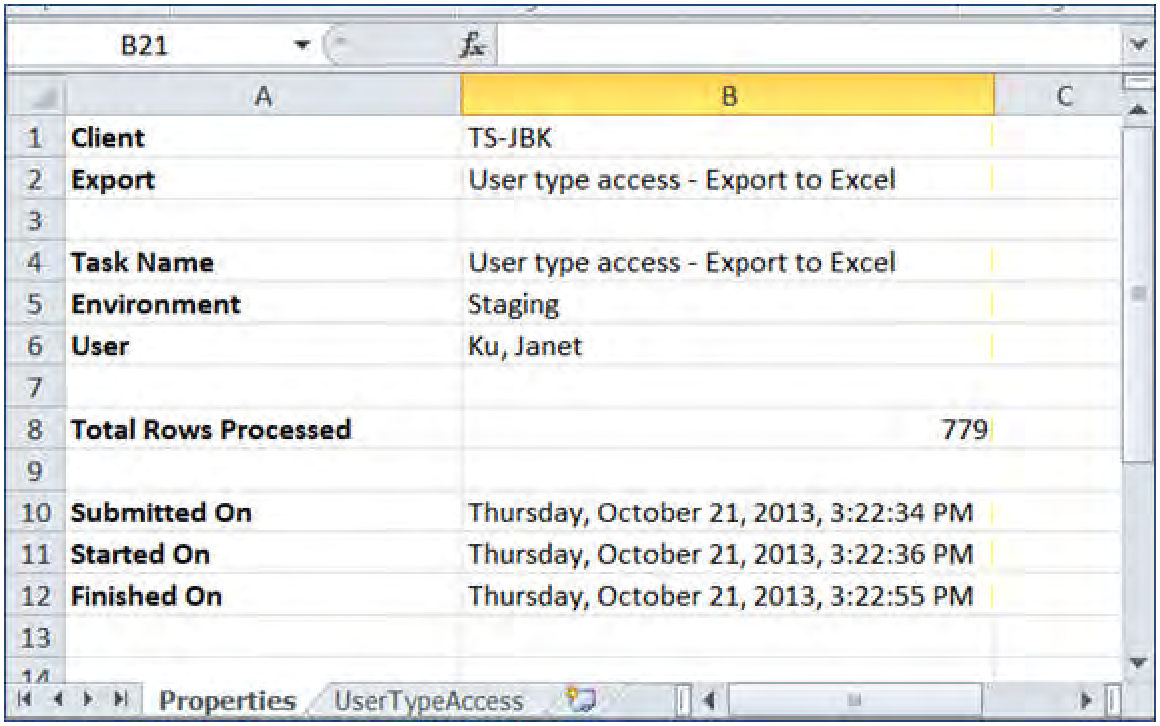


Status column for the listed User type access exports indicates whether the job is Pending, Running, Completed, Failed (for example, due to code error, timeout, database server unavailability, etc.), or Suspended.

4. To download the file for a “Completed” (or “Completed with errors”) export, click its View icon. A popup dialog gives you the option to open or save the file.

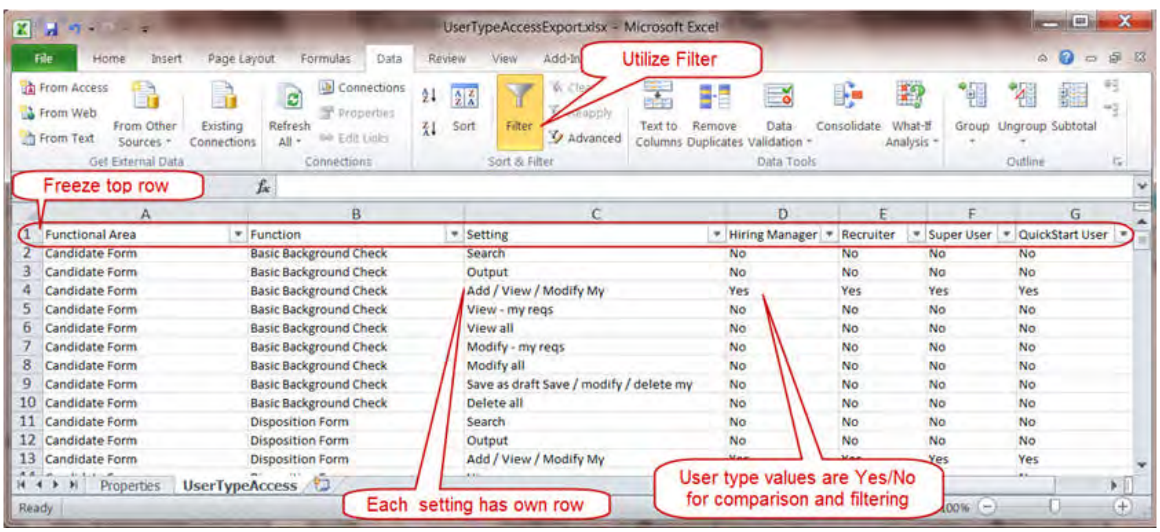
Viewing the Output File

When you open the Microsoft Excel export file, the **Properties** tab includes information similar to what was included in the email from Task Manager: Task name, environment, client name, rows processed, date/times the task was submitted, started, and finished.



The **UserTypeAccess** tab contains the data for all user types and the functional areas in the system impacted by user types.

- Each setting has it's own row; each user type has it's own column (Yes/No)
- Allows for troubleshooting and/or comparing user types in the system
- Allows administrators and services to more effectively manage user types

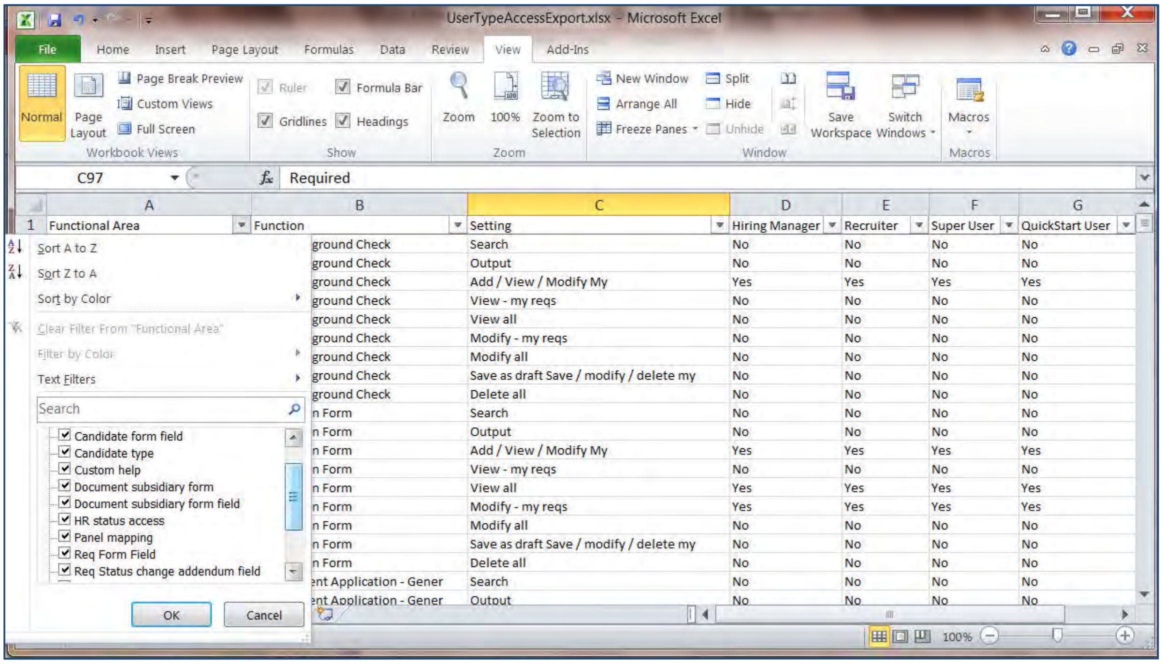


Best Practices: Immediately upon opening export file in Excel:

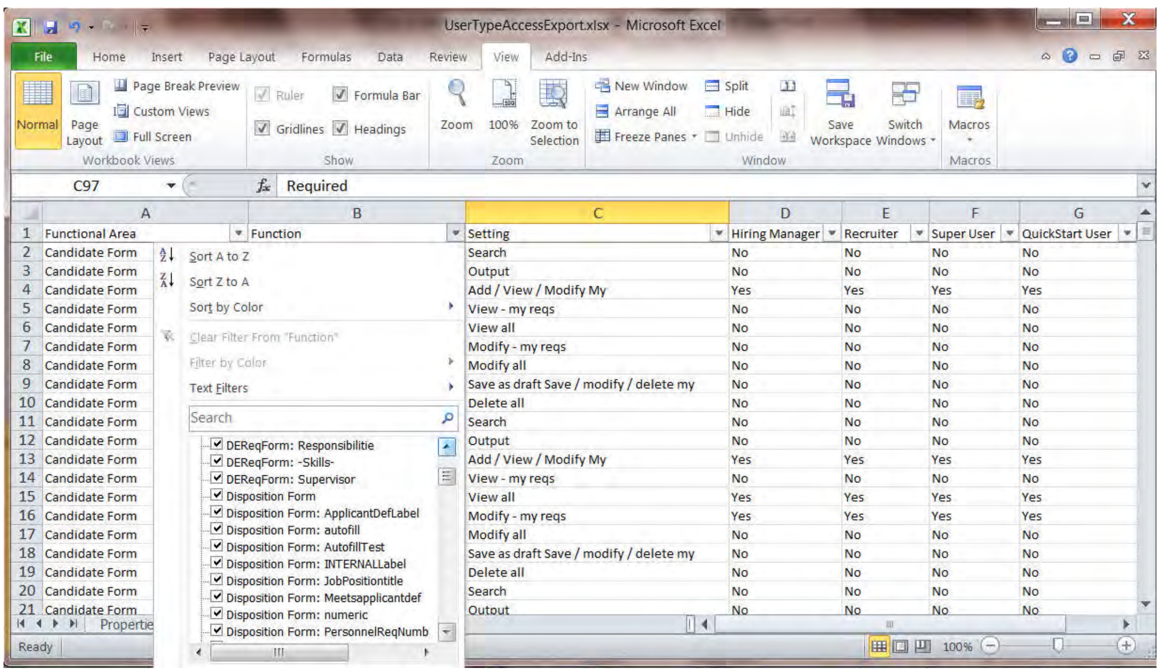
- Freeze top row
- Utilize Data > Filter (or 'autofilter'). Users can utilize the filters in Excel to view specific functional areas and/or settings for user type access comparison.

Some filter examples are shown in the following figures.

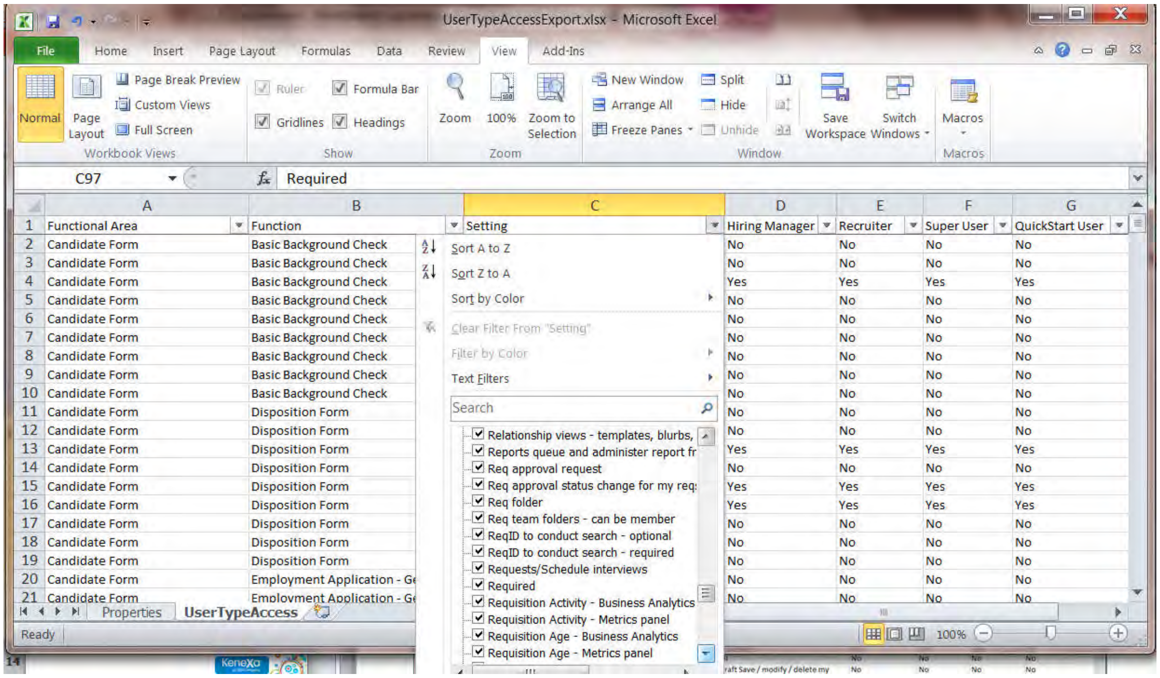
Sample Functional Area column filter



Sample Function column filter



Sample Settings column filter



Output Details

Export files can get extraordinarily large. Export distributes very large exports into multiple files with a maximum of 100,000 rows each.

Functional Areas

The list of Functional Areas includes:

- Candidate form
- Candidate form field
- Candidate type
- Custom help
- Document subsidiary form
- Document subsidiary form field
- HR status access
- Panel mapping
- Req form field
- Req Status change addendum field
- Requisition Subsidiary form field
- Screen display defaults
- User type privilege

Functions and Settings

The Function column identifies sub-area of the functionality, and the Setting column shows specific settings of the functionality. Rows include:

- Candidate form (value is the database form name, including active and inactive forms)
  Settings values include: Search, Output, Add / View / Modify My, View - my reqs,View all, Modify - my reqs, Modify all, Save as draft - Save / modify / delete my, Delete all
- Candidate form field (value is database form name: Database field name, including active and inactive fields)
  Settings values include: Hidden, Non-editable, Required"

- Candidate type
  Settings values: User types can search candidate type
- Custom help
  Settings values: 'My help' text configured for at least one language
- Document subsidiary form (if client has none, no rows exported
  Settings values include: Search, Output, View all, Modify all, Delete all
- Document subsidiary form field
  Settings values include: Hidden, Non-editable, Required
- HR status
  Settings values include: Hide candidates in HR status, Cannot UPDATE to this HR status, Cannot UNDO in this HR status
- Panel mapping (alphabetically by Panel Type name)
  Settings values include: *Panel_configuration_name*
- Req form field (Standard and Custom fields for the requisition template, by placement order)
  Settings values include: Hidden, Non-editable, Required
- Requisition Subsidiary form field
  Settings values: Hidden
- Req Status change addendum field
  Settings values: Hidden
- Screen display defaults (value is either “Talent Record” or “Resume/CV Section”)
  Settings values for “Talent Record”: Allow users to edit display
  Settings values for “Resume/CV Section” include: Contact Details: Display, Contact Details: Default, Resume/CV: Display, Resume/CV: Default, Cover Letter: Display. Cover Letter: Default, Experience/Education: Display, Experience/Education: Default
- User type privilege (value is User type privilege Function, for example, Candidate Actions 2, My Reqs)
  Settings values include: *Privilege*

User Types

Each configured User Type has a column, which displays “Yes” if the *Setting* for that *Function* for that *Functional Area* is enabled; otherwise displays “No.”

Limitations and Known Issues

Some less-frequently-used functions are not reported on:

- **Candidate stacking field:** Hide in BrassRing for these user types (Tools > Settings > Fields > Candidate profile fields: Candidate stacking fields > Edit field attributes)
- **Candidate Export integration:** User types allowed to trigger export (Tools > Integrations > Administration > Candidate export > Subscription admin > subscription name > Edit settings > Subscription (tab) > Triggers)
- **Remote Recruiter:** Select User Types For Remote Recruiter Bulk-Upload (Tools > Remote Recruiter > Remote Recruiter Settings)
- BrassRing Custom Approval Workflow: BrassRing UserType for System menu (Tools > Custom Approval Workflow > Actions - Custom Approval Workflow Settings +)
- **User type admin preference:** functions and related settings for Allow this user type to add/edit the following user types, Allow the following user types to add/edit this user type, User type admin preference, Data Insight Tool Access (Tools > Users > User types > Administer type preferences)

How Do Clients Get this Feature?

This feature is available automatically in Workbench without configuration.

Workbench – Publish Enhancements

This IBM® Kenexa® BrassRing® on Cloud Workbench Publish project is part of an on-going effort to fill in the gaps of Publish functionality to provide a more streamlined process.

IBM® Kenexa® BrassRing® on Cloud Release 13.4		
Feature Areas **LDP 089**	☑ BrassRing	☑ Workbench
Visible Changes	☑ No – internal functionality	
How do I get this feature?	☑ Automatic when Publish Utility is enabled.	

Feature Description

Release 13.4 introduces an improved Workbench Publish User Interface (UI) and the following Publish enhancements including the ability to publish the following:

HR Status with Talent Gateway Mask

Candidate Forms:

- Enhanced Form Layout
- Auto Fill from Auto fill
- Pop-up form attribute
- Field Help Text

Requisition Enhancements:

- Req templates order of all Standard and Custom Questions
- Field Help Text
- Proximity field creation on req forms with proximity attribute enabled
- Ability to review abridged view of req

Gateway Questionnaire (GQ) settings from various past projects

- Configuring Subset of Options to Display to Candidate Based on a GQ
- Minimize text area size depending on character length
- Candidate Form field response repeat question
- GQ validation message
- View of Completed Application/GQ in Single View Prior to Submission
- Widgets in an active GQ

Talent Gateway Settings

- Social Media Integration for Job Details page
- Customize Send to Friend button label
- Default Site for Candidate Portal Access for non-logged in profiles with matching locale (when enabled for more than one TG for the same client
- Prevent having more than one TG with the same locale for Default site for WOTC access for non-logged in profile with matching locale

Communications

- ConditionID with conditional blurbs (includes grouped blurb)

Who can use this feature?

This feature is available in Workbench for Self-Service Tier 7 and IBM internal use, for client sites with the (restricted) Publish client setting enabled.

IBM® Kenexa® BrassRing® on Cloud

Release 13.4 Minor Project Visible Changes

This document includes visible change items (from R13.3 build 1 through R13.4 build 0) that are not documented individually in the Release 13.4 Product Update Guide.

1. BrassRing - Branding Changes RDP 874

The IBM logo will appear as our new logo, and Kenexa 2x BrassRing and components were rebranded as **IBM® Kenexa® BrassRing® on Cloud**.

Following is the list of some BrassRing components/applications and their new names.

- Social Source - IBM® Kenexa® BrassRing® Candidate Relationship Manager, BrassRing Candidate Relationship Manager
- Event Manager - IBM® Kenexa® BrassRing® Event Manager, BrassRing Event Manager
- Smart Approval - IBM® Kenexa® BrassRing® Custom Approval Workflow, BrassRing Custom Approval Workflow
- Talent Gateway - IBM® Kenexa® BrassRing® Talent Gateway, BrassRing Talent Gateway.
- RapidHire - IBM® Kenexa® BrassRing® Rapidhire, BM® Kenexa® BrassRing® Talent Gateway, BrassRing Talent Gateway.
- Remote Recruiter - IBM® Kenexa® BrassRing® Remote Recruiter, BrassRing Remote Recruiter
- Community Gateway - IBM® Kenexa® BrassRing® Community Gateway, BrassRing Community Gateway

2. Access to BrassRing Event Manager, BrassRing Custom Approval Workflow, and BrassRing Community Gateway

As of Release 13.4 Build 0, BrassRing Event Manager, BrassRing Custom Approval Workflow, and BrassRing Community Gateway are accessible only from within BrassRing. Users need not separately launch or log in to these applications.

A Close link replaces the Log Off link in BrassRing Event Manager's navigation menu; click to close the BrassRing Event Manager window.

3. Reqs – RFA Fields

While editing requisitions in the enhanced Req layout, if a BrassRing user selects the Req Field Association parent and clicks "Save" even before the RFA could populate the child field, the values in these fields are lost. To avoid this loss of data, starting this release, the Save button is disabled until the RFA process is complete and the child field is loaded with a value based on the selection in the parent field.

4. Requisitions – Posting to LinkedIn

With this release, the "Open Authorization" version used to access LinkedIn is upgraded. BrassRing users that post jobs on LinkedIn and candidates that use LinkedIn to apply to jobs on the Talent Gateways will be asked to once again authorize the BrassRing application to access their LinkedIn account. This is similar to how they have done the authorization when they accessed LinkedIn from BrassRing for the first time.

5. Requisitions – Posting to LinkedIn Groups

The feature of posting requisitions to LinkedIn Groups is being shut off with this release. The ability for candidates to apply with LinkedIn profiles will remain. The ability for recruiters to post jobs as LinkedIn updates will also remain.

Clients were alerted previously of this contingency: "IBM was recently informed by LinkedIn that they will no longer allow posting of jobs to LinkedIn groups. As a result, IBM may need to shut off this feature in the August timeframe. Currently IBM is in discussions with LinkedIn about this feature to see if we can retain the existing functionality, but wanted to alert customers of this possibility. The ability for candidates to apply with LinkedIn profiles will remain. The ability for recruiters to post jobs as LinkedIn updates will remain."

6. Reqs – Add Job Codes

Starting this release, job codes of requisitions that are in pending status are not listed in the "Add Job Code" screen for selection. This is to ensure that candidates are not filed to reqs that are still in pending status.

Before this change: Requisitions of all statuses were available for selection in the list of job codes. This enabled users to add job codes of pending reqs to candidates there by filing them to the req even before it is open.

7. Communication Templates – Pop–up Message

Previously, BrassRing would not allow users to delete a Communications template, Document packet template, nor a System e-mail template if the system detects transactions based on the template that the user is trying to delete. The transactions (sent email or SMS messages; sent document packets; sent eLink messages that used a System email template) are always associated with a candidate and are retained until the candidate is purged.

The pop up message that is displayed when such a deletion attempt is made is now updated to: **Templates associated with communications, documents, and document packets currently in the system cannot be deleted**.

8. Communications – Users Time Zone

BrassRing users receive a confirmation email when they reset their BrassRing account password. This email contains the date and time when the password reset/recovery was performed. The time is now displayed along with the correct time zone label.

Background: Previously, though the time in these emails was based on the time zone settings of the user that sent it, the label of the time zone was always displayed as "Eastern Standard Time" regardless of the actual time zone that displayed.

9. Processing Icon

A "Please Wait" screen with a spinning wheel image is displayed to users in the some workflows starting this release. Users click a button to view either a candidate form, or a pdf or any other screen which might take some time to load. The below screen provides an indication to the users that the page load is in progress and they have to wait, without which users do not see any response to the click before the action takes place and may get frustrated.

Following are the scenarios where the wait screen is displayed:

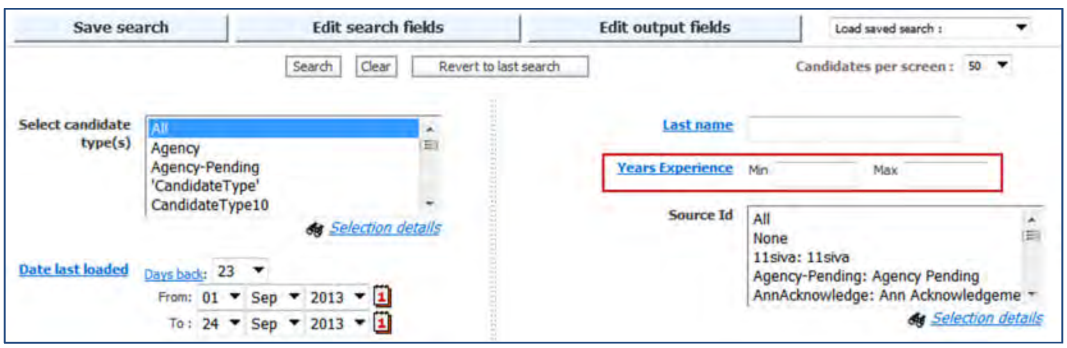
- View any candidate form from Forms grid including GQ response form or TG form
- Click TG Score (Application score) from Candidate results panel, this will open GQ response form.
- E-link view forms (check for both GQ response form and any other candidate form).

10. Talent Records – Req ID Information

Starting this build, the requisition information in the Folder/Status dropdown is displayed along with the requisition ID, instead of the requisition title alone. The Folder/Status dropdown now displays the requisition in the format of **123BR: Requisition Title.**

11. Candidates – Search Criteria

When users perform candidate search, one of the search criteria is number of years of experience that is calculated based on the input provided in the ‘min’ and ‘max years’ fields. This is now changed.

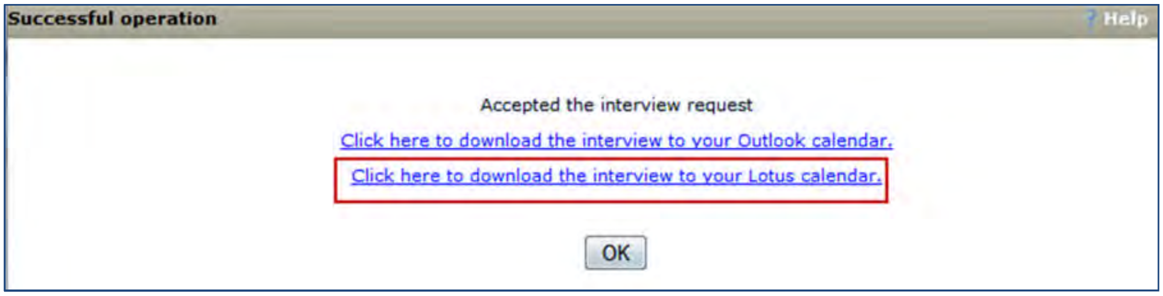


Candidate Search page fields now have "Years Experience" instead of "Work Start year.”

Edit Search Fields popup, selection details page, and View Search Criteria now have "Years Experience”. These fields are to be provided with the number of years instead of calendar year by the users while performing candidate search. If there are any saved searches based on the Work Start year fields, updating them with the number of years of experience would fetch results.

12. Candidates – Notes Links

A new hyperlink to download interview to Notes Calendar was previously not available in the "Send Interview Request" email process. When users accept the interview, they were presented with a screen which already provides a means to download the interview to Outlook. The new hyperlink provides similar link for downloading the interview to their Notes Calendars.



13. Mobile Apply – Field Validation

Previously, the validation of a value entered in the mandatory fields on the ‘Edit’ view of the ‘Profile Contact’ tab was performed when the user clicked either “**Save**” on the Contact, Education, or Work tab, or “**Submit**” on the Education tab.

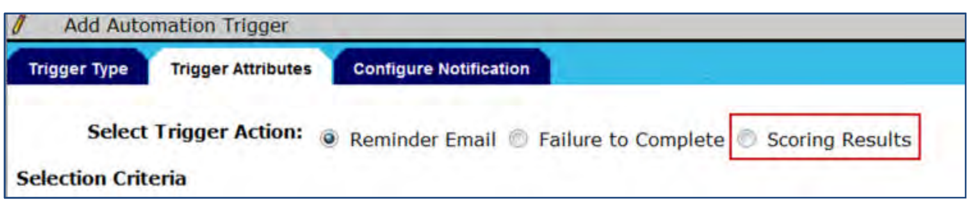
However, if a required field is empty (not populated with content), validation is performed when the focus is moved away from the mandatory field. The same approach is now implemented for validation of *entered* values in the mandatory fields on the mobile optimized Talent Gateways, i.e., if the value entered in a mandatory field is not a valid value, then the error message is displayed when the focus is moved away from the mandatory field.

14. Assessments – New Status Message RDP 1034

There are times when BrassRing has successfully received assessment results for a candidate, but processing of the results is delayed. Previously in such cases, candidates could believe the assessment had not been completed, and then attempt to complete the assessment again, possibly multiple times. As of release 13.4, a new “results processing” status message is displayed on the Pending Assessment page for candidates in this circumstance. To prevent repeat attempts to complete the assessment, the link for the assessment that the candidate has completed is also disabled.

15. Automation Manager – Assessment Trigger

The Scoring Results Automation Manager trigger is no longer available. This option was removed; a Rules Automation Manager must be used instead.



16. Data Insight Tool – New Thresholds

Previously, in the instances where a Data Insight report takes longer than eighteen hours to complete, the report is stopped and an automated email is sent to the BrassRing user that ran the report. In order to handle such scenarios in a better way, new thresholds are being applied. A corresponding, updated error message is emailed to the users based on the time lines and the thresholds.

Following are the new thresholds:

Data Insight report Frequency	Threshold Time limit

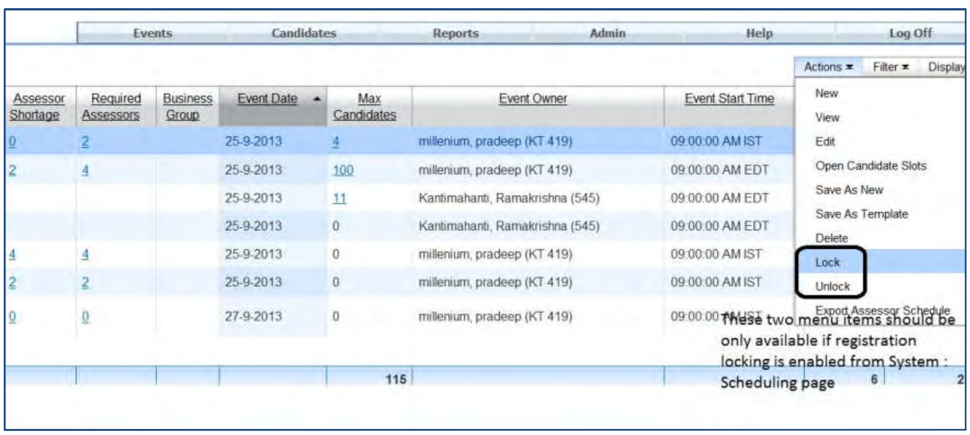
Daily	4 Hours
Weekly	8 Hours
Monthly	18 Hours
Quarterly	18 Hours
Ad Hoc	10 Hours

When the corresponding threshold frequency is reached, the report is stopped an automated email is sent to the users with the following message:

"Your Data Insight job, with frequency [frequency], failed to complete within [Number of Hours] hours, the available reporting timeframe. In order to use this template, it will need to be modified to reduce the amount of data generated for output. This can be accomplished by removing output fields, reducing the date range, filtering more concisely, and/or breaking it into multiple templates. Go to 2xB > Reports > Data Insight Tool > Manage Templates > My Template Library> and select the Template that you wish to modify."

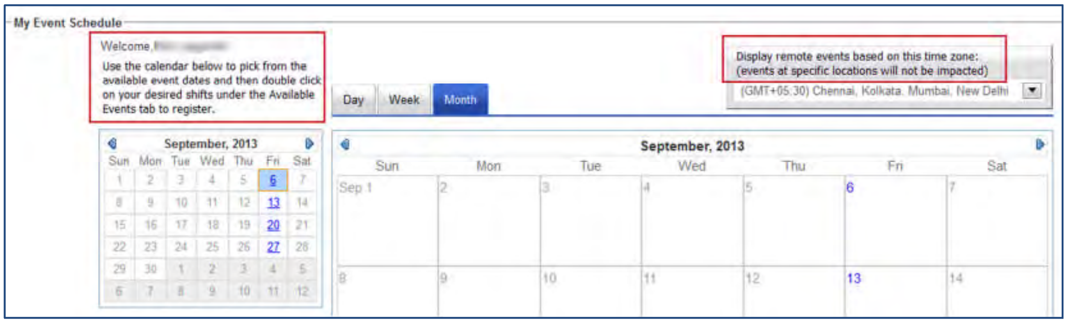
17. BrassRing Event Manager – Lock and Unlock Options

The action items Lock and Unlock are now available only when the **Enable Candidate Registration Locking** is enabled under the System Scheduling page by selecting "Yes". Previously these action options were available even when this condition was set to "No". With this release, the error is corrected and the options are available when appropriate condition is enabled.



18. Event Manager – Instructional Text

In BrassRing Event Manager's **My Schedule** page users do not have clear instructions on what to do in the page. To help users, instructional text is added to let them know how to sign up for shifts and when to use the Time Zone field.



19. Event Manager – Candidate Entries

Starting this release, in BrassRing Event Manager when a candidate is invited to an event series, only one entry is recorded in the candidate's history. Previously, we recorded a separate entry for each event in the series. All the previous entries that were made for each event in the series will still be there, but whenever a new invitation is sent, it will now record only one entry.

20. Event Manager – Enhancements

Starting this release, the “Unscheduled Candidates” view and “Scheduled Candidates” view in BrassRing Event Manager are displayed in grid format with pagination. Users can navigate through the pages using the pagination provided. They have the option of selecting the number of records that are displayed per page. Users can also import the records into an Microsoft Excel file.

The “Unscheduled Candidates” grid can be sorted based on the following columns:

- Name
- Added By
- Date Added
- Requisition
- Last Codes
- Language
- Invited to An Event

Each candidate record can be selected by checking the check box and various actions that are provided on the page can be performed on the selected records.

21. Event Manager – Assessor Record Enhancement

The existing rule for the Preferred Language field in assessor record is that the options for this field are all client purchased languages that are supported by BrassRing Event Manager. This rule leaves some clients unable to add assessors as they use only one language and that language is not supported by Event Manager.

A new rule is being introduced where the options for the field will now be all client purchased languages regardless of whether or not Event Manager supports them. The field is used for reporting purposes as well as to determine the language in which the My Schedule page (assessor self-scheduling page) displays to assessors who are NOT also BrassRing users.

If an assessor is not a BrassRing user and is configured with a language not supported by Event Manager, then the My Schedule page will display in the client's default language. If the client's default language is also not supported by Event Manager, then the My Schedule page will display in US English.

The remaining existing rules will continue to apply:

- If an assessor is not a BrassRing user and is configured with a language supported by Event Manager, then the My Schedule page will display in the language configured for the assessor.
- If an assessor is a BrassRing user and the user record is configured with a language supported by Event Manager, then the My Schedule page (and all other Event Manager pages) will display in the language configured for the user.
- If an assessor is a BrassRing user and the user record is configured with a language not supported by Event Manager, then the My Schedule page (and all Event Manager other pages) will display in US English.

22. Recruit and Onboard App (previously 2x Mobile) – Enhancements

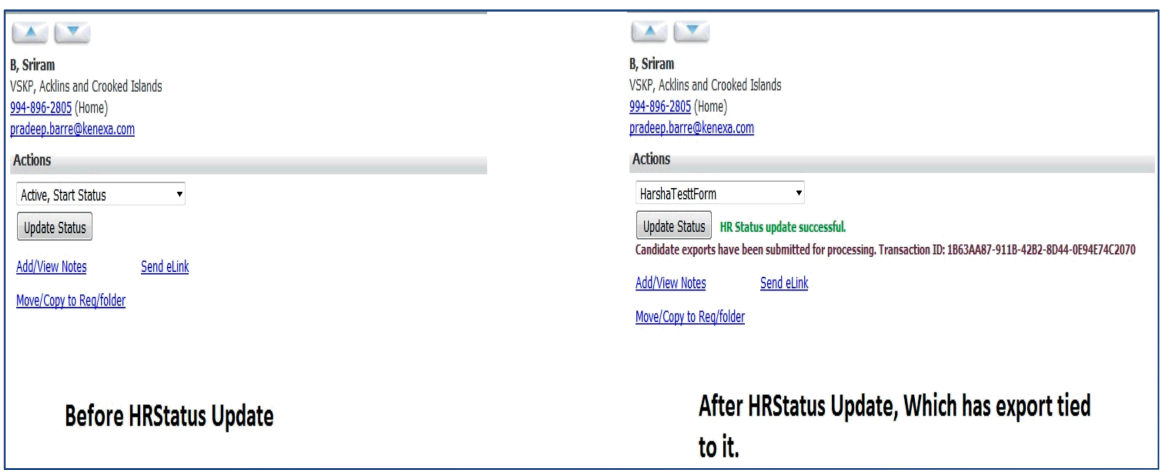
The following enhancements were made in the IBM® Kenexa® Recruit and Onboard App scaled-select UI to ensure similar behavior and screens with BrassRing:

Any scaled-select window in BrassRing with the default search selection as "Contains" now has the same default search selection for any scaled-select pop up screen in Recruit and Onboard App (which previously had default option of "Starts."

In BrassRing, when users open a scaled-select window, their earlier selections are retained and any scaled-select window selections that are submitted are added to the selections on the previous page. The scaled-select in Recruit and Onboard App now replicates BrassRing scaled-select behavior. Previously Recruit and Onboard App users' previous selections were dropped by the scaled-select function.

23. Recruit and Onboard App – Candidate Exports RDP 760

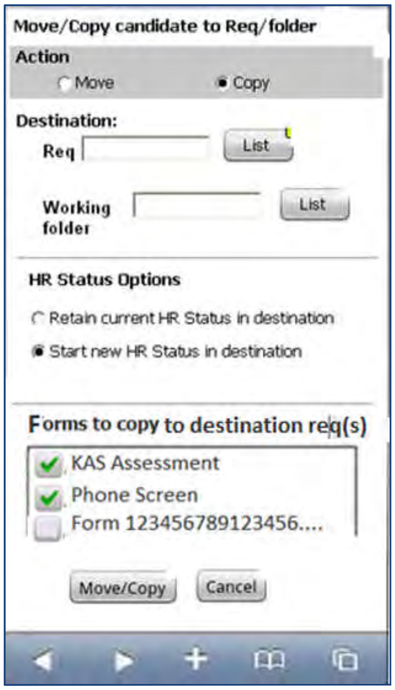
Recruit and Onboard App is enhanced to support HR status based candidate exports. Users receive an alert stating that the HR status is updated and an export is triggered based on the HR status they have updated. The candidate export is completed asynchronously.



24. Recruit and Onboard App – Move/Copy Candidate Forms RDP 759

Starting this release, BrassRing users accessing mobile optimized screens can copy per-req candidate forms when they are copying or moving candidates from one requisition to another. To access this feature, users must have the following user type privileges:

- Candidate Actions 2 - Candidates - move/copy to All Reqs (or Candidates – move/copy to My Reqs)
- Candidate Actions 3 - Candidates - copy per req forms



Changes Visible to Internal Users

25. Candidate Import – File Name Validation

Validation is added to check the invalid filenames in XML based Candidate Import integrations. File names with the following special characters are considered invalid:

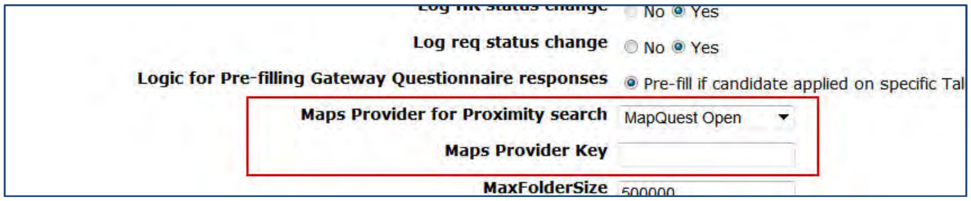
- **/**
- ****
- **:**
- *****
- **?**
- **“**
- **<**
- **>**

Integrations with file names that contains one or more of the above special characters fail.

A new client setting “Copy candidate forms - ignore form field validations” is added in Workbench Client Settings with Yes or No options. When this setting is set to **Yes** the field validation is bypassed. Existing clients will have the setting set to "no" for backward compatibility.

26. Proximity Search – Map Quest Open

Due to recent changes at Map Quest, clients using Map Quest – Open, are required to create a developer account on Map Quest’s website: *http://developer.mapquest.com/web/products/open* and obtain the required key. This is does not require any payments. However, information regarding the client needs to be provided on the Map Quest website while creating the developer account.



Once clients obtain the key, it needs to be inserted in the client settings field “Maps Provider Key.” After the key is configured and saved in Workbench client settings, Talent Gateways must be synchronized for the changes to take effect.

27. Integrations – Candidate Import

The Candidate middle name field’s character length was previously restricted to 20 characters in candidate import integrations. This restriction is now increased to 40 characters based on client requests as the candidate import integrations were failing for candidates with middle names longer than 20 characters.

28. Candidate Portal – New Client Setting

A new client setting **Candidate Portal – Append expiration date to the links of posted documents and document packets** is added with default value **Yes.** When this is set to **Yes,** the expiration date is appended to all the items [attachments, documents, document packets & candidate forms] and shown on candidate portal of the Talent Gateway. When this is set to **No**, the expiration date is appended to attachments and candidate forms only and not to documents, document packets on candidate portal of Talent Gateway

Updates to Existing Product Update Guides

These updates will be incorporated into the URC's Searchable Release Notes Tool when that is next updated with Release 13.4 information.

Feature(s)	Update Description
Recruiter Experience – Block eLinks to Non-System Users (Release 12.2)	The following limitations were observed in this feature: • e-Linking reqs (to view or edit) is not a part of this project
Social Media – Posting to Multiple Accounts and Groups (Release 13.0 RDP 086)	The following limitations were observed in this feature: The feature of posting requisitions to LinkedIn Groups is being shut off.