



IBM BrassRing

Post Go Live Client Responsibilities

BrassRing, Workbench, and Onboard Post Go Live Client Responsibilities

Your business is responsible for maintaining their system through self-service avenues, monitoring user adoption and the overall efficiency of their processes. Responsibilities are limited to certain access types, user types, and privileges. Other responsibilities include but are not limited to:

- Review Monthly Release Notes and understand impact (if any) to your organization
- Ensure that staging (test) environment is kept in sync with your production (live) environment.
- Test all changes that are made to the system in both staging and production to ensure a streamlined implementation.
- Manage all system audit requests by researching system usage to find out who and when a configuration was made or changed as needed.
- Document and submit system issues to the Global Support Center.
- Document and submit request (RFEs) through the RFE Community.

Some examples of self-service items that your organization is responsible for include:

Talent Suite

- Maintain and edit settings within the Talent Suite including but not limited to Adding, Editing, and Maintaining:
 - Users
 - Branding
 - Single Sign On (SSO)
 - Security and Password policies.

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USER PERMISSIONS

- Maintain BrassRing user access and security (by using user privileges) to Requisitions, Candidates, Talent Gateways, Candidate Forms, Communications, Reports, and other system functions.

REQUISITION AND CANDIDATE FORMS:

- Create and maintain requisition forms (attributes, fields, options, translations, filters, approvals, notifications, instructions, Job Code Default Data, Job Code Posting Default data, Requisition Field Association, branching and user access or security) by using Workbench.
- Create and maintain candidate forms (attributes, fields, options, translations, approvals, branching, CFAs, and user security or access) by using Workbench and Workbench exports to ensure that rules and regulations are met during the application process.
- Create and Maintain all Approver Groups that are associated with all Req and Candidate forms.
- Create and maintain requisition Subsidiary forms (attributes, fields, options, translations, branching, and user security or access) in Workbench to correctly capture Requisition data.
- Create and maintain Document Subsidiary forms (attributes, fields, options, translations, branching, and user security or access) in Workbench.

TALENT GATEWAYS:

- Create and maintain all Talent Gateways (header/footer/navigation, Advanced CSS, branding, stacking logic, text customization, codes, default questions, candidate search and display, translations, localization settings, posting dependencies, syncing, all TG Attributes, and user access or security) by using Workbench and Launch to ensure a proper candidate experience. You are also responsible for testing changes by first syncing, then launching, and walking through the gateway experience.

GATEWAY QUESTIONNAIRES:

- Create and maintain Gateway Questionnaires (process maps, form attributes, sections, pages, widgets, translations, branching, activations, associations, and user access or security) by using Workbench and Preview to ensure an accurate application process.

HR STATUSES/TRACKING LOGIC:

- Maintain, Edit, Add, Inactivate HR Status and all attributes, including Tracking Logic, HR Status Categories, Security, restrictions, and actions.

WORKBENCH SETTINGS:

- Adding, editing, translating: Attachment Categories, Acknowledgements, Instructions, JSQ Groups, Candidate Tiering, Searchable and Outputable Fields, Referral Status, Languages and Locales, Social Media Configuration, email Template Configuration, Reports Settings, Blurb Categories, Printing Page defaults, Analytic Settings, Candidate Types and Access of Candidate Types, Code Types and Maintaining lists of Codes,

COMMUNICATIONS:

- Create, edit and maintain all Communication Templates, Document Templates, Document Packet Templates, and Blurbs

RULES AUTOMATION MANAGER (RAM):

- Adding, Editing, and Inactivating RAM rules

AGENCY MANAGER:

- Adding, Editing and Inactivating Agency Manager sites
- Adding and updating your agency contacts in the BrassRing system. Agency contacts are created to allow specific agency users access to your agency portal to submit candidates to posted positions.

INTEGRATIONS/MAPPING TOOL:

- Adding, Editing, and Inactivating Integrations by using the Mapping Tool and all Standard Integrations by using the Integrations Admin tool.
- Manage all third-party posting interface or background check vendor relationships and BrassRing setting such as filed mapping, users, and testing.

ORG GROUPS:

- Creation, inactivation, and modifying Org Groups. Privileges related to req templates, talent gateways, document templates, email templates, letter templates, and blurbs.

Onboard

USERS:

- Maintain Onboard user type privileges to complete task, view hires, correspondence, Reports, and other system functions.

FORMS:

- Maintain and update PDF forms.

CORRESPONDENCE:

- Maintain, update, and add new email correspondence.

WORKFLOW:

- Add and update Workflow Tasks including the addition of new fields, updates to the instructional text, and activity type.
- Update Conditions for visibility of tasks, emails, and forms.
- Update the list of values available within a task as needed or when updates are made to the list of values in BrassRing.

Email WatsonTalentTraining@us.ibm.com if you have a suggestion for improvement, or encounter an issue on this documentation. Include the product and page title in your email.