

Zynap Talent Studio User Guide

NHS Talent Management Proof of Concept

Zynap Talent Studio User Guide for NHS Talent Management Proof of Concept

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1 Login

To login to Talent Studio you will need the URL (Internet address), Username and Password that will have been provided to you separately. If you have not received this information please contact the local administrator.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.

Login					
	Username :				
	Password:				
		Login			

Enter your User Id and Password and click **Login** to login to Talent Studio.

1.1 Data Protection Policy

Privacy and Data Protection Policy				
Please read and agree to the text below before you continue.				
We are committed to protecting the privacy of all individuals using this website and all personal data is processed in accordance with the Data Protection Act 1998.				
We have taken measures to protect your personal data from: unauthorised access, improper use, alteration, unlawful or accidental destruction, and accidental loss.				
The personal data you provide will only be used for the purposes of Health Administration and Services, Research, Public Health and Education. We will not share your personal information with anyone else, unless required to do so by law.				
In the case of all users, the NHS reserves the right to attempt to identify and track any individual who is reasonably suspected of trying to gain unauthorised access to NHS computer systems or NHS resources. As a condition of use of this website, all users must give permission for the NHS and/or its agents to use its access logs to track users who are reasonably suspected of gaining or attempting to gain unauthorised access.				
"I understand that all personal information about me held on the website conforms to the requirements of the Data Protection Act (1998). Any personal information (including email address) will only be used for the purpose of administration of the website and will not be passed on to any other party."				
Disagree Agree				

Read and agree the Data Protection Policy. This is to protect all users of the system who will have to confirm that they have read and agree to the Data Protection Policy each time they login to Talent Studio.



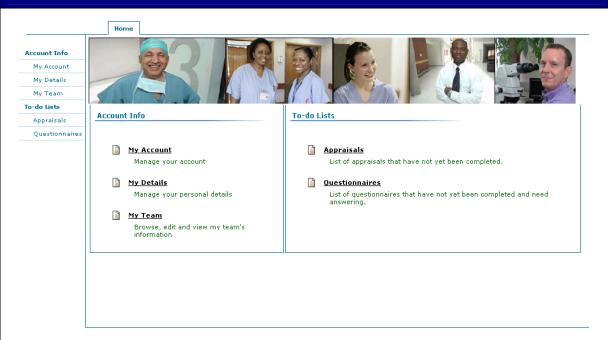




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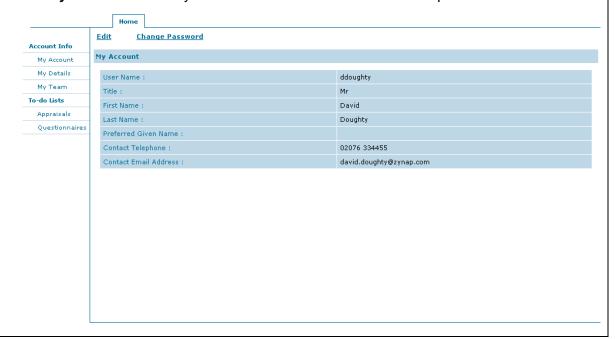
1.2 Home Page



This is your home page, where you will find information relevant to you and your participation in the proof of concept project.

2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information.







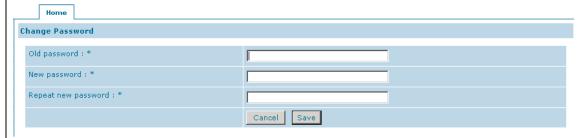


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2.1 Change Password

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.



Click Save to save your new password or Cancel to abandon the process.

3 My Details

Click My Details to view your personal information.



Access to this information is strictly controlled. For the proof of concept project only you and the local administrator have access to your personal information. This information will also be used for statistical reporting purposes by the SHA project manager.







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3.1 **Edit**

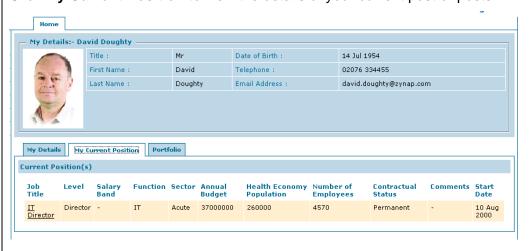
Click **Edit** to add or update your personal information



Click Save to save your information or Cancel to abandon the edit process.

4 My Current Position

Click My Current Position to view the details of your current post or posts.









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5 Portfolio

Click **Portfolio** to view your uploaded documents and personal questionnaires.

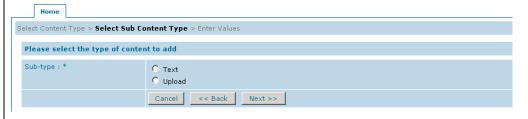


5.1 Add Item

Click Add Item to upload a document (such as a CV or PDP) or add a text file.



Select the **Content Type** from the list and click **Next** to continue.







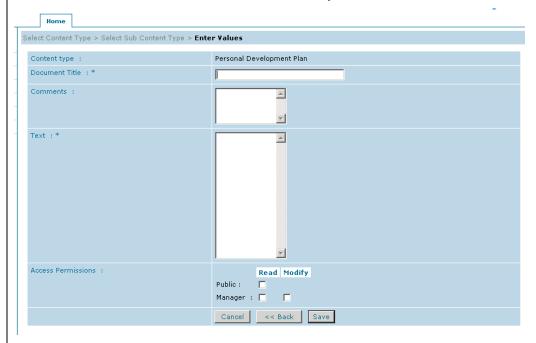


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Choose Text to create a text file or Upload to add an existing document.

To create a **Text** file enter the information directly into the form.



If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow your manager access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible by you).

To **Upload** an existing document, enter the information and click **Browse** to locate the file.



If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow your manager access to the document, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).





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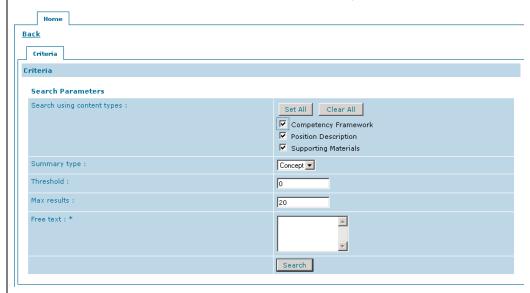


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5.2 Document Search

Click **Document Search** to find documents on the system.



Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and **Max Results** to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search..

5.3 Experience

Click **View** to display the **Experience** questionnaire.



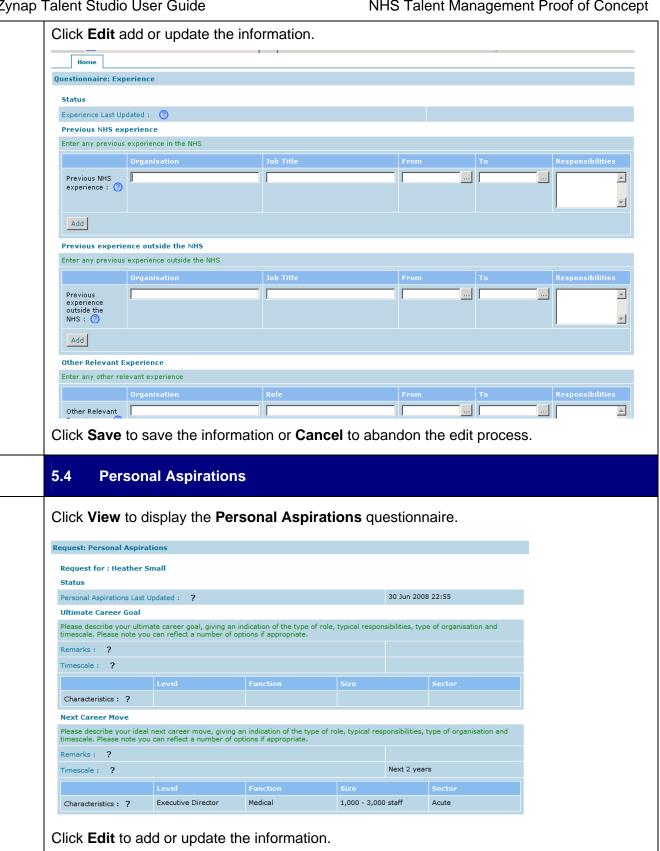






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Click **Save** to save the information or **Cancel** to abandon the process.

5.5 **Qualifications**

Click **View** to display the **Qualifications** questionnaire.



Click **Edit** to add or update the information.





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