UPDATES TO TALENT STUDIO DECEMBER 2008

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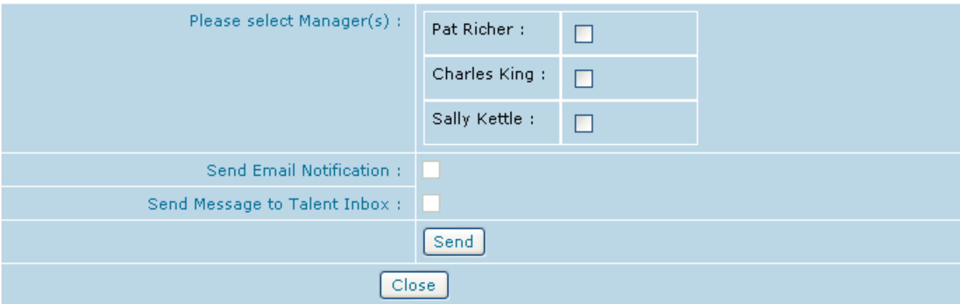
1. Manager Selection for Email Notifications and Talent Studio Inbox Messages

Trainees:
If you have more than one manager on Talent Studio you can now choose which manager to inform when you update a portfolio form.

Select the Manager first and then choose which type of communication you want them to receive and click Send in the normal way. You can select more than one manager.

If you don't want to inform anybody select Close to close the form.



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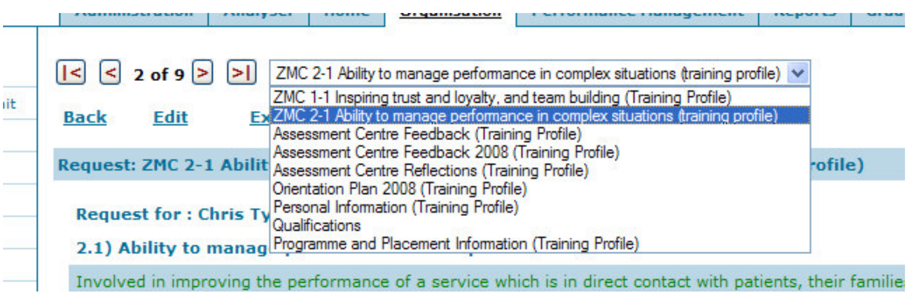
2. New Portfolio Navigation

Once you have opened a Portfolio form in either View or Edit mode you can navigate to other forms without having to go back to the Portfolio.

You can either use the back or forwards arrow to move between the forms or you can use the drop down list to select a specific form. The list order is as per the order in the Portfolio and therefore is not alphabetical.



If you open the original form in View mode all proceeding forms will also open in View. Once you then decide to Edit a particular form the navigation will then only open those forms which you have permission to Edit. To go back to View only click Close at the bottom of the form. To then return to the Portfolio click Back.

This will be particularly useful when using the competency forms.

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3. The '?' (Help button) removed from Portfolio Requests/ Forms

Help buttons have now been removed from Portfolio forms if there is no supporting Help text. This will make it easier for users to see where there is genuine help text available.

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4. Direct Link to Portfolio from the Home Page

A new link has been added to the left hand menu that allows you to go directly to your Portfolio without having to go to My Details first.

Managers will still access their trainees' Portfolios through My Team.

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5. Changes to Portfolio Status

The status of Portfolio forms are displayed in the Portfolio view but refer to the system status. To make this clearer the status of 'Completed' has been changed to 'Closed' to reflect the fact that the form has been closed for editing by the administrator.

The column Date Completed has been changed to 'Date Closed' and will display when the administrator closed the form.

Note:
The status of Not Started means that the form is available for editing but does not yet contain any data, and In Progress means that there is some data in the form and the form is still open for editing.

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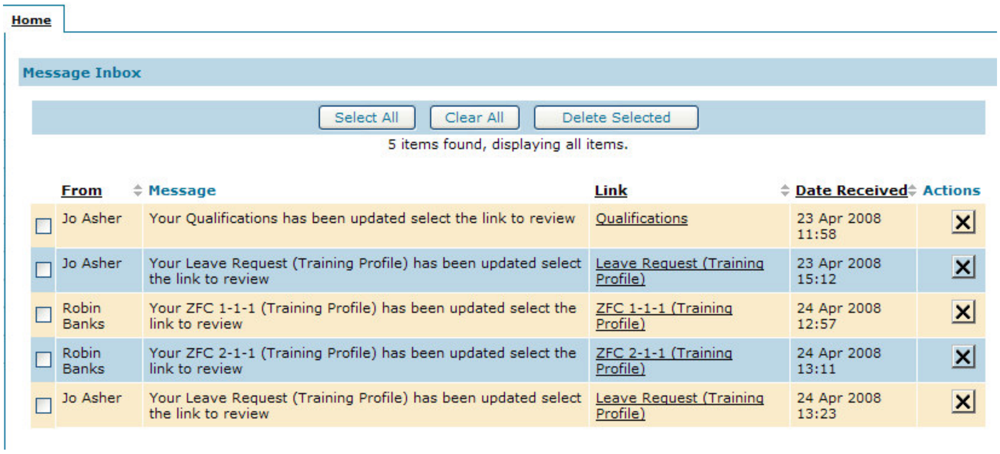
6. Facility to Delete Multiple Items from the Talent Studio Inbox

Inbox messages previously had to be deleted individually. You now have the facility to select multiple items for deletion.

To select more than one item for deletion you can either use the Select All button at the top of the screen, or use the check boxes in the left hand column.

To un-select items either un-check each item individually or use the Clear All button to un-check everything.

Use the Delete Selected to delete all checked items. Items can still be deleted individually by clicking on the cross in the right hand column.



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7. Links back to Portfolio Request/ Form on Report Results

Report results will now contain links back to the Portfolio form where the results are derived from. In the case where this is no data either because that particular individual has not had that question answered or does not have that form at all there will be no link available.

The link for the individual or position will link back to that person's or position's Profile.

Data that is derived from core details will not be linked.

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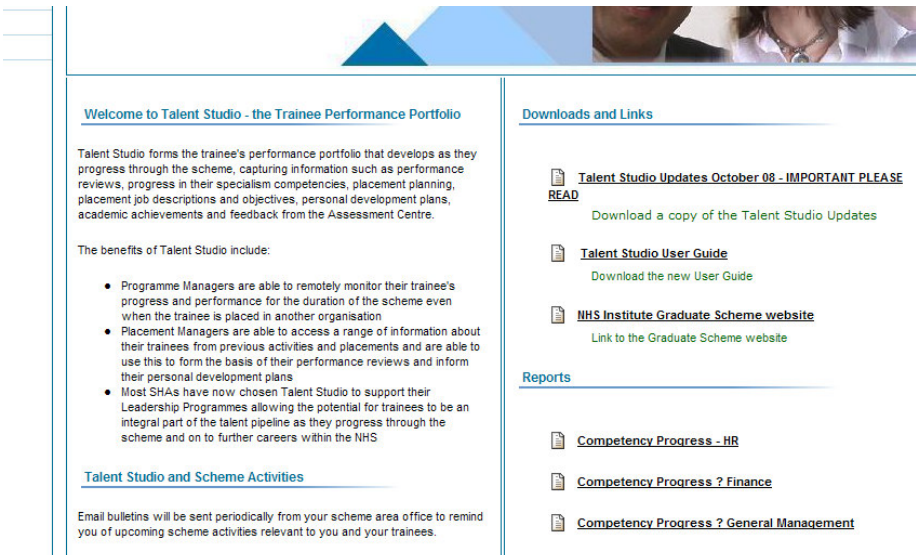
8. Links to Competency Reports on Placement and Programme Manager Home Pages

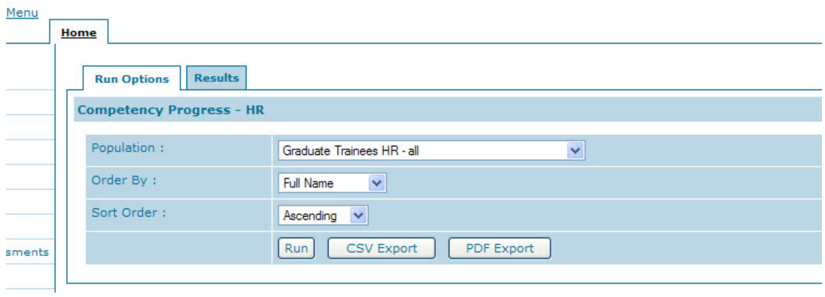
Placement and Programme Managers will now be able to run reports on trainees' Competency Progress from their Home Page.



You will see a report for each of the three specialisms. Use the report that is relevant to your trainees. The report contains a rating for each competency – please remember that over time a competency may have more than one rating and these results will be shown on separate rows. If there is no result it means that the competency has not yet been rated.

To run a report click on the link and the results will display on the screen.

Select the Run tab for the option to export the results to a spreadsheet. To do this select CSV Export, keep the Delimiter to its default selection of Comma and select Export.



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9. Reports to PDF

Report results can now be printed to pdf – select the Run tab once you have run a report and then choose PDF Export. The report will open in a new window and you can then Save or Print the report as required.
