HRsoft Software Release Notes
Version 9.3
April 2016

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1. RECRUITview Enhancements

#	Enhancement Details
1.	**Reminder to initiate Approvals** When a job with an approval chain is saved to Draft status, a reminder pop-up will now ask the user if they would like to initiate the approval process. On clicking OK, the approval chain will be automatically initiated.
2.	**Candidate Notes window** Candidate email address has been removed from the Candidate Notes window to eliminate any confusion around an email being submitted to the candidate.
3.	**Candidate Red Flag** a. Users can now add the Red Flag column through the Candidate Search display filter to show Red Flag information as part of the search results.
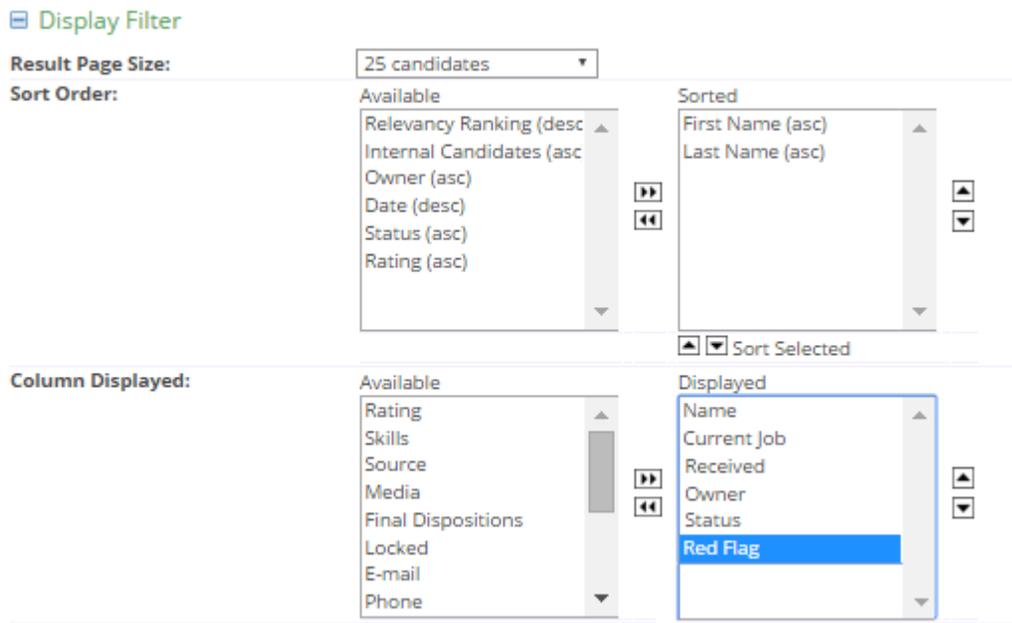
Candidate Search Results

12 Candidate(s) Found

Refine Search

	Name	Current Job	Received	Owner	Status	Red Flag
☐	Pio, maria	771973 – Login URL	2016-02-09	TeAdmin, M.	New Applications (Rejected)	
☑	Shiraz, Maria	771973 – Registered Nurse	2016-02-09	TeAdmin, M.	New Applications (Rejected)	🚩

b. Also, all Red Flag actions are now displayed on the History tab of the Candidate Details.

Job Details **Candidate Details**

Hire/UnHire   Transfer/Move   Change Status   Copy   Decline   More...

Status: A new cand status ▼ Status Notes   Save

Profile   **Application**   **Screening**   **Messages**   **Reminders**   **History**

⊞ Audit Trail

⊟ Duplicates – (4)   Merge

Application Date	Candidate ID	Status	Status Note	Red Flag	Job Number	Job	Job Status	Owner
June 21, 2015	15497963	New Applications (Rejected)		🚩	747789	Nurse Assistant	Expired	TeRP , MariaRP
March 03, 2016	16347419	New Applications (Rejected)		🚩	748518	Registered Nurse	Expired	Bowen , Derek

4.	**A refresh button for Dashboard portlets** A refresh button will be added to each Dashboard portlet. This will allow users to view current data without having to log out and log back into the system.
5.	**Job and Candidate filters default settings** A Load Default button has been added to restore Saved default settings. Currently the job and candidate filter screens will have all fields populated with the default active filter settings. In the event that a temporary filter has been applied but it is desired to restore the saved default settings, the new Load Default button will load them into the form when clicked.

Filter My Jobs

⊟ Job Filter   🝖 Load Default

Filter	☐ Save as default filter.
Specific Job(s)	_____ (Comma delimited list of Job numbers)
Title Contains	_____

Job Category	Job Category	- Please choose - ▾
	Industry Category	- Please choose - ▾
	Website Category	- Please choose - ▾
	Super Category	- Please choose - ▾

| Location | Country | Canada ▾ | City | _____ |
| | State/Province | - Please choose - ▾ | | |

[Apply Filter] [Cancel]

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6. **Hire/Unhire Screen**

Updates to the Start and Hire Dates of the Hire/Unhire screen:

a. Previously, the Start date had to be at least 1 day greater than the Hire date. Now the two fields accept equal values.

b. Also, the placement of the Hire and Start fields has been switched around, so that the Hire Date field comes first, on the left and the Start on the right.

Hire/UnHire

You have selected 1 Candidate

768876 - (Unposted) Registered Nurse

New Applications

Bronte, Charlotte

Hire

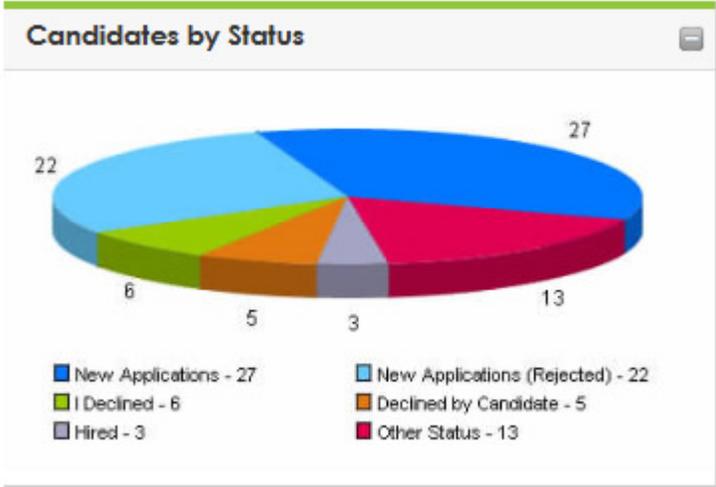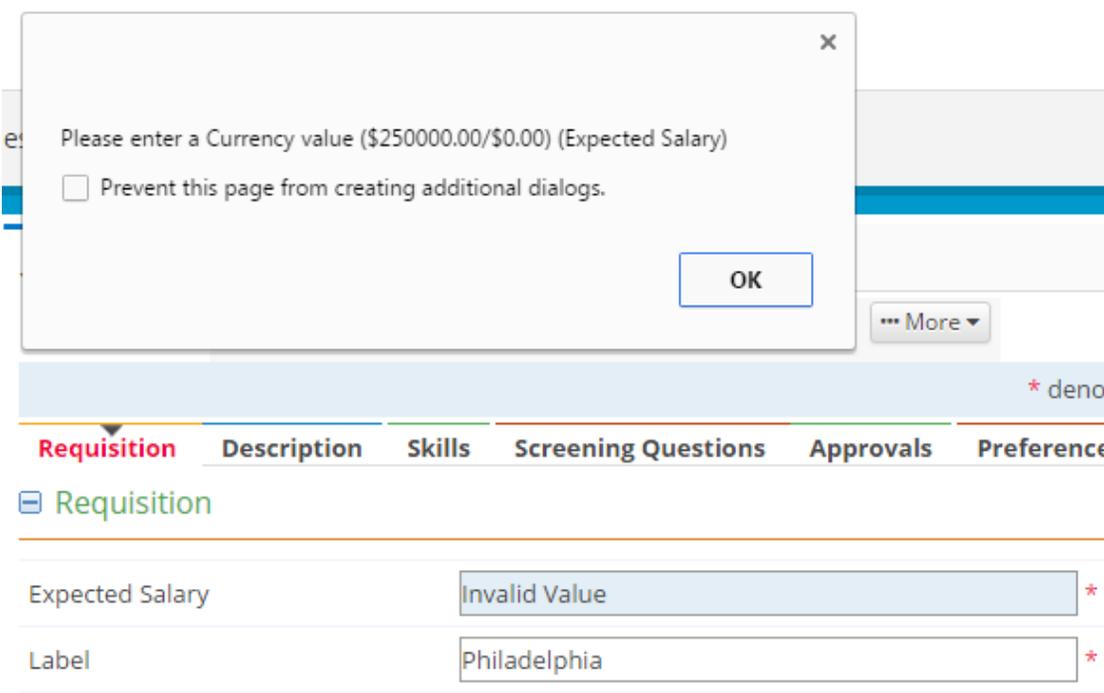| Hire Date | 03/23/2016 📅 * | Start Date | 03/23/2016 📅 * |
Name	_____	Referral Type	- Please select the type of referral - ▾
E-mail	_____	Note	_____
Phone	_____	Bonus Amount	$0.00
Pay Out Date	_____ 📅		

[Hire] [Cancel]

7.	**Password reset prompt on first login**
	For new profiles, users will now be required to reset their passwords on first login to the application.
	Login to HRsoft RECRUITview ® 'jacoba': Please set a new password. New Password: [ ] Confirm Password: [ ] Submit Back
8.	**Clone job on Other Users View**
	The clone job function is now available to users through the Other Users view.
9.	**eQuest invalid postings auto-deleted**
	Once a job is unposted from all External Career Sites, the system will now automatically unpost the job from all eQuest boards. This is to prevent candidates from being directed to an invalid job page on the client's corporate career site.
10.	**Rich Text Editor field to auto-expand**
	All Rich Text Editor (RTE) fields have been reduced in height to accommodate more content on the screen. The RTE fields will now auto-expand as the user enters content into the field.
11.	**Locking of Global Screening Questions**
	Administrators now have the ability to lock Global Screening Questions so that users are no longer able to modify or delete those in newly created jobs.
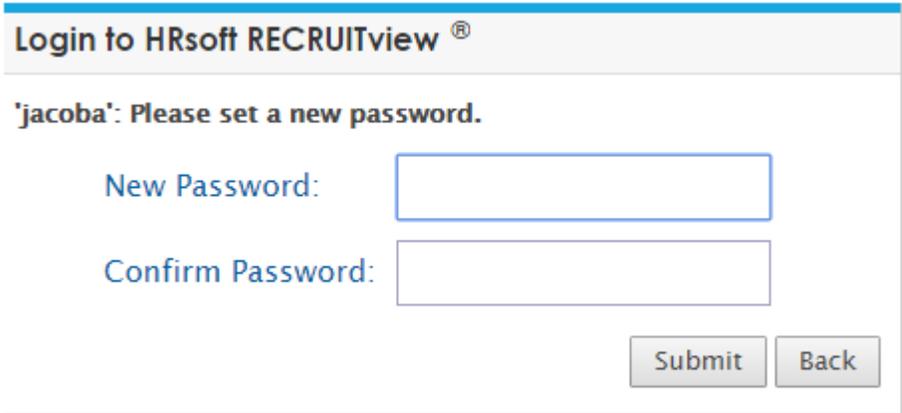
12.	**Application User Interface (UI) look and Feel**
	Additional UI refinements will be made to the look and feel of the application, making it more concise and consistent:
	a. The menu items in the header will be repositioned and the icons removed in order to add more space and make the header sections more accessible and user-friendly.
	b. Under the Jobs & Candidates section, blue tabs will now consistently indicate job screens and orange tabs candidate screens.
	c. A more simplified monochromatic button/icon style will be used for all Job and Candidate action buttons.

2. RECRUITview Improvements

#	Improvement Details
1.	**Media Categories** On the Media Categories window, a Media Lists link will be added for easy access back to that screen.
2.	Changes to the Approval Chain reflected on Job Details page: Any changes made to the Approval Chain of a job will now be reflected on the Approval Chains section of the Job Details page on being saved.
3.	**Reminders section shows a maximum of 5 reminders** The Candidate Reminders section will now display all candidate reminders entered by the user.
4.	**Candidate Search - refining search results** Screening Question criteria specified by the user will no longer be cleared on clicking Refine Search.
5.	**Hidden Candidates viewed through Search** Candidate in folders hidden from Hiring Managers or Shared users will no longer appear in any searches by these users.
6.	**Hidden candidates** Candidates in folders hidden from Hiring Managers or Shared users will no longer appear in those users' Dashboards under the "Candidates by Status" portal.

7.	**New candidate number after candidate action**
	When one or more candidates are purged, moved to the TalentPool, transferred or copied to another job, the job's Candidates column on the left screen will now reflect the new updated candidate count.
8.	**Job Requisition mandatory numeric fields**
	When an invalid value is entered in a currency or other numeric field, an error is displayed. The error message will now be more user friendly indicating the name of the field and the type of value expected. The user will be taken to the Requisition tab if currently on a different tab of the job.
9.	**Login with numerical Userid**
	In notifications such as Job Expiry emails, when clients click the "Click here to access your account" link, the login page is presented with the user's numerical Userid already entered. On entering the password and org code, the user is given an "Invalid User" message. This will now be corrected and users will be able to log in to their accounts by using the link in the notification.
10.	**Mail merge fields not permitting apostrophe**
	All editable Mail Merge text fields now permit apostrophes.
11.	**Emailing other user's candidate from Search**
	When emailing another user's candidates through the Search results page, the message sent currently does not display under the Candidate Messages section of the Messages page. This will now be resolved.

12.	**Filter Candidates on Other Users Jobs** Candidate Display Filter issues on Other Users jobs, where acting user's filter settings are different from job owner settings will now be resolved.
13.	**Improve Application Performance - Access to Candidate Application** Some slowness in accessing different parts of the candidate profile will be resolved.
14.	**Merging duplicate candidates with PreCheck history** If any of the duplicate candidates or current candidate have Background Check history, the candidate Duplicates section on the candidate Profile tab will now display a "Yes" under the Background Check column. For these candidates, the Merge button will be removed and the duplicates will not be mergeable.
15.	**Duplicate candidate Red Flag Note** Notes added when Red-Flagging/Unflagging a candidate will now be automatically copied to new duplicate candidate records.
16.	**Resume Forwarding Filter** When a Resume Forwarding filter has multiple criteria, candidate profiles must meet all the filter criteria before being forwarded to the designated users. This will now be resolved.
17.	**Rich Text Editor added to the Add Candidate screen for Resume and Cover Letter fields** This will allow formatting of text to be maintained when copying the resume or cover letter from a Word document.
18.	**Search results missing owned jobs and candidates** Intermittent issues for users with access to Other Users Jobs in viewing owned candidates or jobs through the Search function will now be resolved.