



Features in the Upcoming Version 6.1 Release

Version 6.1 of e-KSF will be launching on the **30th June 2008**. The new release is currently undergoing testing and quality assurance and we are now busy creating new user guidance for the tool, which will be available on e-KSFnow prior to the new release going live.

The majority of additions are improvements to existing processes as opposed to dramatically new ways of doing things, so your staff shouldn't require any re-training. Along with the new features outlined here we have also addressed a range of existing bugs and interface improvements. One significant new feature we'd like to draw your attention to is the improved homepage for reviewees which has been simplified and navigation made graphical to reflect the employee development review process. This is designed to help you to roll out 'self service' more easily by making the e-KSF more intuitive to use. Below is a summary of the improvements that have been made:

User Management

» Probably the most significant change in version 6.1 is the addition of a new local key administrator role. This user can now assign specific e-KSF Administrator roles to other users, allowing you to manage e-KSF administration workload much more efficiently whilst also making it easier for organisations to comply with their data protection requirements. For example, a key administrator might decide to give the post outline admin functions to one member of their team, and the reporting functions to a different member of the team, whilst two other people have access to the ESR (or SWISS) link admin functions. The distribution of roles is entirely defined by the organisation to suit your own needs.

» e-KSF Administrators will now additionally be able to search for records based on a middle name, department, ESR employee number, NI Number or SWISS ID (in Scotland).

» The bulk upload tool has been transformed into a bulk update tool which now supports Departmental structure and dummy/practice users, meaning that you can use this to quickly add data to e-KSF (even if you have a link between e-KSF and ESR/SWISS, and this data is not currently in these other central HR systems).

» e-KSF Administrators can now modify an individual's manager and e-mail in the same process as the assignment of post outlines, reducing the number of process steps and clicks.

KSF Development Review

» Reviewees will now be able to create a new review document, allowing them to take more personal responsibility for the review process, and also allowing them to start a review document early in the year and use it as a place to record evidence in the lead-up to a review.

» Short Term Action Plans will be printable.

» Additional icons have been added to the Reviewer homepage to indicate whether a review is 'in progress' 'pending' 'overdue' or complete, making it easy for reviewers to see at a glance what they need to do with their reviewees.

» When a new Post Outline is assigned, the status of any unfinished reviews is changed to 'Archived' instead of 'Completed', to make reporting of KSF Reviews more accurate.

Objectives

» Reviewees will be able to create a new objective document, allowing them to take more responsibility for this process and also to prepare online for an appraisal.

» An additional field 'Target Completion Date' has been added, making the objectives page more compliant with a "SMART" approach to objective setting.

PDP

» The default option for 'Activity Effectiveness' on the PDP is now 'Not Rated Yet', which will make reporting of Learning and Development effectiveness more accurate.

» Additional details can be added against activities in the PDP within a pop-up window, on an 'as needed' basis (in the past these additional details fields were mandatory, which people have told us was rather inflexible).

» The label on the 'PDP More Details' page has been changed from "Where will I get funding?" to "How will this be resourced?", in line with the KSF principles of development often being informal and not necessarily being something that needs funding .

» The PDP status of “Not Completed” has been changed to “No Longer Relevant”, because we were finding that users were confused about when to use the “Not Completed” status.

» A “Learning Aim/Purpose” has been added to PDP so that the purpose behind a development activity can be added, making clearer links between the KSF Review page and the PDP page on the e-KSF.

» Statutory/Mandatory activities cannot be marked as completed, unless signed-off by both the reviewer and the reviewee. This helps organisations to manage compliance reporting more accurately using the e-KSF.

ESR/e-KSF Integration

» Where the e-KSF/ESR link is enabled for an organisation, employees that are not on ESR (e.g. external NHS users) can now update their First Name, Last Name, unique identifier via the “edit personal details” page.

» In case of Inter Authority Transfer (IAT), the e-KSF tracks and follows changes in the ESR, moving staff automatically between organisations and creating new manager associations. Employees have control over their Review and PDP data, and can opt to share or hide previous records from their new organisation and new manager. This feature will remove the administration effort required when staff move between NHS organisations.

» We’ve added a comprehensive search option to a number of the e-KSF/ESR link fields, to help you match up e-KSF and ESR data, and easily “ignore” certain categories of records (for example, not adding doctors and other non-AFC records to e-KSF).

Post Outline Management

» The list of Post Outlines for Approval on the e-KSF Administrator screen is now searchable.

» We’ve made changes to how Post Outlines, Objectives, and PDP pages print out to make better use of space and improve readability.

» Organisations can now accept or reject an offer for sharing Post Outlines by another organisation. This helps organisations to keep control of their Post Outline libraries.

» When searching the National Post Outline Library you can now search by ‘National Staff Group’ and the ‘National Staff Sub-group’.

» Post Outlines can be searched by Pay Band.

» When printing the PDF of an assigned Post Outline the printout does not now show the name of the outline author, to avoid confusion in the common case where the author is not the individual’s reviewer.

SWISS Integration(in Scotland)

» The SWISS ID field has been added to the Global User Search form.

» There is now a number count against the SWISS Conflict Resolution Module links on the e-KSF Administrator page

Enhancement to e-KSF Reviewee homepage

» The e-KSF Reviewee homepage now has a graphical navigation, which users tell us is much more accessible and user-friendly, and reduces the amount of training required by reviewees before using e-KSF. (Reviewees can switch between the graphical and the classical (old) views).

e-KSF Administrator Reports

» A date filter has been added to the “KSF Review Outcome” report, allowing you to run reports for particular date ranges

Support Module

» Issues can be exchanged multiple times, between the user and the support team, under a single support ticket. This will help us to track the history of support discussions and allow our support team to resolve your queries more effectively and efficiently.

These details will also be available on www.e-ksfnow.org and under the ‘What’s New’ link on the tool itself.