

e-KSF version 6.2 (December 08 release) notes

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Author: Tim Newham. E-KSF Project Manager

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This document describes the changes that are planned for the version 6.2 release to e-KSF in mid January 2009. This is the delayed release that was originally scheduled for 22/12/08. Pending final quality assurance and testing, these changes will now be released w/c 19/1/09. All of these changes are minor fixes and improvements to usability, and should not require any re-training of users, or new materials creation.

The main developments are:

- Refinements and improvements to reports on e-KSF
- Compatibility with the newest versions of Internet Explorer (versions 7 and 8) whilst maintaining compatibility with Internet Explorer v6. This ensures that e-KSF is future-proofed as NHS organisations move to these new versions of the preferred internet browser.

Full list of changes – applying to all organisations.

Change reference (gaps in the sequence of reference numbers below are intentional – some items are for our internal reference only)	Summary of change	Description
6.2/01	Change in 'My Reminder' Calendar (Reviewer Home page)	The 'My Reminder' Calendar will now show the previous 3 months' and the upcoming 15 months' planned dates.
6.2/02	ESR : Remove NI Number Column and Add Manger job title Column (England/Wales only)	On the e-KSF admin pages to manage supervisor data from ESR, Manager Job Title will be added to the page to allow administrators to more easily see whether the current manager/staff relationship needs to be updated.

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6.2/03	Improvements to the search facility in National Library	<p>All users will be able to search the National Library of Post Outlines by occupational classification, and e-KSF will clearly show whether any outlines in the classification have been found. It will also be possible to search by National Staff Group only, for a broad search (rather than, as at present, having to include a subgroup in the search terms)</p> <p>PDFs created from National Library Post Outlines will show clearly that the outline is from the National Library (to avoid accidental use in local organisations – as national library outlines should be amended and agreed locally before use). The PDF will also show the National Staff Group and Sub-Group classifications.</p>
6.2/04	Mapping of AT-Learning new starter data back to e-KSF (Only organisations using the commercial AT-Learning system)	If a new starter is added manually from AT-Learning, and is then also added automatically from ESR or SWISS, the records will be automatically matched up in e-KSF to avoid potential duplication.
6.2/05	ESR Assignment Number Contents is not shown completely on the “Assign PO to Multiple Staff” page (ESR link Trusts only)	When assigning a post outline to multiple staff members, in organisations with the ESR link, e-KSF asks the manager to confirm the assignments (jobs) related to the post outline. The field showing assignment data will be extended, to show more information.
6.2/06	Refinements to e-KSF reports	<p>A range of improvements to the usability of reports in e-KSF, mainly by adding additional columns or filters, or ensuring that data is calculated consistently between all reports.</p> <p>An updated reports manual, detailing all the reports in e-KSF, will be made available in due course.</p>
6.2/07	Fix to “quick assign post outlines to multiple staff”	A fix to a known bug where, if the user searches for staff on the first name, an error screen occasionally appears.

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6.2/08	Listing of all organisations on the “self registration” page, with flags for ESR-linked and SWISS-linked organisations	<p>e-KSF includes an optional facility to “self register” for access to the system. When an organisation links e-KSF to ESR or SWISS, we remove this facility to avoid duplication. However, this also removes the organisation’s name from the list of organisations available from selection under “register for access to e-KSF”.</p> <p>This has caused confusion, so now, if an organisation is linked to ESR or SWISS its name will still appear on the self registration page, but a notice will be added for people potentially wanting to self register in these organisations, directing them to contact their local KSF/e-KSF lead for access.</p>
6.2/09	Change in the Footer of e-mail (Organisations with ESR link)	Our standard email footer will read ‘Best regards, The e-KSF-ESR Link Support Team’ if we send email from ‘esrlink@e-ksf.org’ address, and “Best regards, The e-KSF support team” if from support@e-ksf.org
6.2/12	Change to the date of review sent from e-KSF to ESR (ESR linked organisations only)	At present, e-KSF sends review data to ESR once the review is signed off by both parties. The “date of review” is currently sent as the sign-off date. We will change this so that the date sent is the “actual review date” manually entered by the reviewer or reviewee. We will still only send review data to ESR once the review is signed off by both parties in e-KSF, however.
6.2/13	Display of ‘post descriptor’ in the “Manage Organisational Info section of e-KSF (Scotland only)	The “post descriptor” field from SWISS will be displayed on the “Manage Organisational Information” pop-up available to administrators.
6.2/14	e-KSF compatibility with I.E 7 and 8	e-KSF will be compatible with Internet Explorer 7 & 8 (as well as backwards-compatible with IE6)
6.2/15	PDP Page improvement to usability	At the moment, when a PDP row is signed off, the e-KSF page reloads returning the user to the the first PDP item. We’ll change this so that on sign-off the user is returned to the PDP row they were looking at when they clicked the signoff buttons.

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6.2/16	Objectives: Deletion results in data loss	A fix to a known bug where if multiple objectives rows are added to e-KSF, and one is deleted before the save button is pressed, other rows are deleted as well. From this release, if user deletes an objective row, all other rows will be automatically saved to avoid accidental deletion
6.2/17	Initiating e-KSF compatibility with Firefox	We’re making the key sign-up pages to e-KSF compatible with the “Firefox” browser. E-KSF will continue to be developed for full compatibility with Internet Explorer browsers only, but this initial Firefox compatibility will allow Firefox users to see the key terms and conditions pages, and decide whether to continue with e-KSF use under this browser or move to Internet Explorer.
6.2/18	Broad Post Outlines should not be assigned to staff	“Broad” post outlines are outlines flagged by the creator as not containing any specific areas of application. These outlines can be useful in organisations as templates, from which full outlines are created. The policy has always been that these broad outlines cannot be assigned to staff for use in KSF review processes. However due to an oversight, it has been possible to assign broad outlines to staff using the “assign outline to multiple staff” feature. This loophole will now be removed.
6.2/19	Pay data population on un-assigning post outlines (ESR and SWISS-linked organisations)	When a post outline is unassigned from an employee, and there is a previous post outline archived against their name, then the person un-assigning the outline is presented with a pop-up box to add pay data. For organisations with the SWISS and ESR link, rather than manually enter the pay data the user will be shown a list of assignments (jobs) to select from. Once selected, the pay data will be automatically entered into e-KSF.
6.2/20	Reports of full data download containing directorate/dept data	The full staff data download report (and the “download user information from SWISS” report in Scotland) does not currently contain all levels of directorate/department data. From this next release, it will.
6.2/21	IAT link record count (ESR- and SWISS-linked organisations only)	On the e-KSF admin page, the IAT link (used for managing staff transfers between two SWISS-linked or ESR-linked organisations) should have a record count so the administrator knows how many records are in IAT, without having to go beyond the admin homepage

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6.2/30	PDP print	The space for 'Link for Activity' field in the "Personal Development Plan (summarised view of activities)" print is increased in order to make it more readable
6.2/31	KSF review page now shows appropriate job titles from SWISS and ESR	In version 6.1, the KSF review page showed the job title stored at the employee level. In 6.2, for organisations with the ESR or SWISS links, the review page will show the job title that is associated with a particular assignment of the employee (and was passed on to e-KSF from SWISS or ESR).
6.2/32	File Viewer should read 'File uploaded by Reviewer'	On PDP-->File Upload-->File Viewer the lable 'File uploaded by Manager' is changed to 'File uploaded by Reviewer'
6.2/33	Improved prompts on "self registration" page	If an individual tries to self-register for an organisation that has a link to ESR or SWISS, rather than allow the registration e-KSF will prompt them to talk to their HR department or e-KSF lead (to avoid duplicated data).
6.2/36	Pay point information removed from various e-KSF reports available to admin user	to better align e-KSF with best-practice data protection practices, we have removed pay point data from the following reports: <ul style="list-style-type: none"> · Full Staff Data Download report · Employee detail (drill-down) · KSF Review Outcomes
6.2/39	User will be stopped from assigning same PO twice by accidentally double clicking	Users will be warned if they double-click, to avoid them assigning the same post outline twice on the "assign post outline" page.
6.2/40	Printing of National Library post outlines	All National Library outlines will clearly show "[post outline title] - National Library", to differentiate them from local outlines even when in PDF or paper format.
6.2/52	Query ID to be added on View History page	Improvements to support module to show QueryIDs, helping user to track their queries.

(Users in Scotland, please see overleaf for more, Scotland-specific, improvements)

Scotland-specific items

The following items are all only relevant to organisations using e-KSF in Scotland. These items will also be live on w/c 19th Jan 2009.

6.2/26	SWISSID on reassign manager (Scotland only)	The reassign manager search screen should show SWISSID
6.2/27	SWISSID on manager of... page (Scotland only)	The "manager of" screen should also show SWISSID.
6.2/28	Removing the word "Trust"	e-KSF now uses the word "organisation" throughout the system, rather than the word "Trust".
6.2/34	Scotland-only: Occ code removed from the "Manage Organisational Info" pop-up for SWISS staff	Occupational Codes are not currently used on e-KSF in Scotland, so this information has been removed from the "Manage Organisational Info" pop-up.
6.2/37	Scotland-only: SWISS "job" data will be mapped automatically for staff who don't have manager and post assigned on e-KSF.	Detailed changes will be made, after consultation with NHS Scotland, to the way in which SWISS data is mapped to e-KSF, to make it easier for administrators to accurately record manager/staff relationships.
6.2/38	Scotland-only: new report to aid SWISS data mapping	Creation of a report for administrators in Scotland showing which members of staff have multiple jobs and need to have a manager assigned