

2018.11 Release Notes



Table of Contents

| | |
|--|----|
| Release Overview | 2 |
| Platform | 3 |
| Updated User Interface | 3 |
| Recruiting..... | 6 |
| Special Notes | 6 |
| Recruiting Enhancements..... | 6 |
| API Enhancements | 6 |
| Onboarding | 7 |
| Onboarding Enhancements | 7 |
| Auto-Select Veteran and Disability Status | 7 |
| Deposit Type added to API/SFTP and Employee Summary..... | 7 |
| Talent..... | 8 |
| Knowledge Base Enhancements | 8 |
| Additional Talent Enhancements | 9 |
| Resolved Issues..... | 10 |
| Other announcements..... | 11 |
| Ideas Portal | 11 |
| Supported Browsers | 12 |
| Mobile Device Support..... | 12 |
| Technical Support..... | 13 |
| Copyright Information..... | 13 |

Release Overview

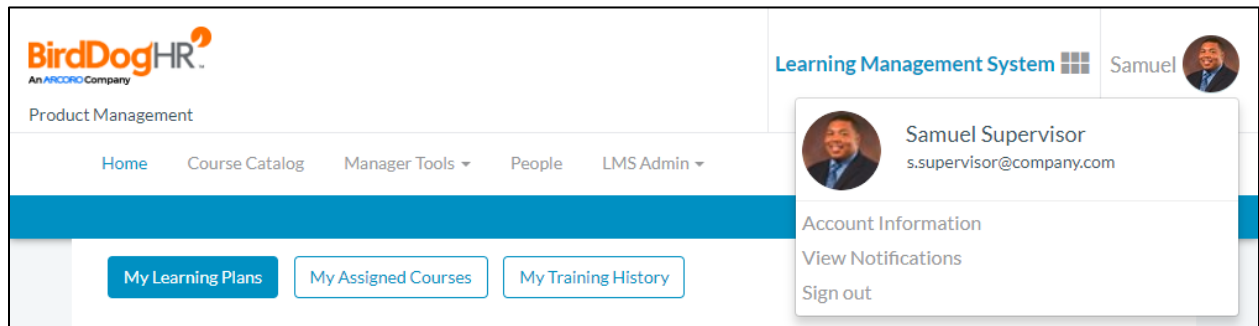
BirdDogHR is excited to announce the 2018.11 Release for our customers. To aid our customers with multiple modules, all enhancements and updates for the entire BirdDogHR Talent Management System is contained in this document. If you are interested in extending your license to include additional modules, please reach out to your BirdDogHR account representative for more information.

This release provides new features, enhancements to existing functionality, as well as resolutions to known issues intended to improve the usability, scalability, and performance of the BirdDogHR Talent Management System. This document will describe the software updates and provide details to help you get started with these enhancements.

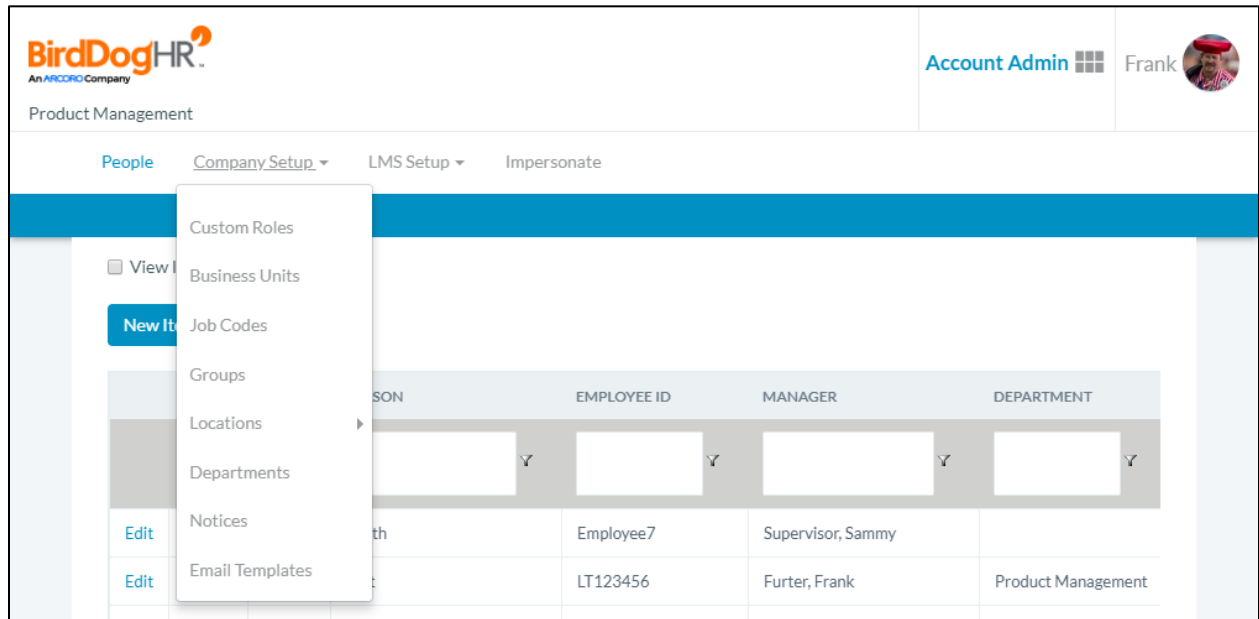
Platform

Updated User Interface

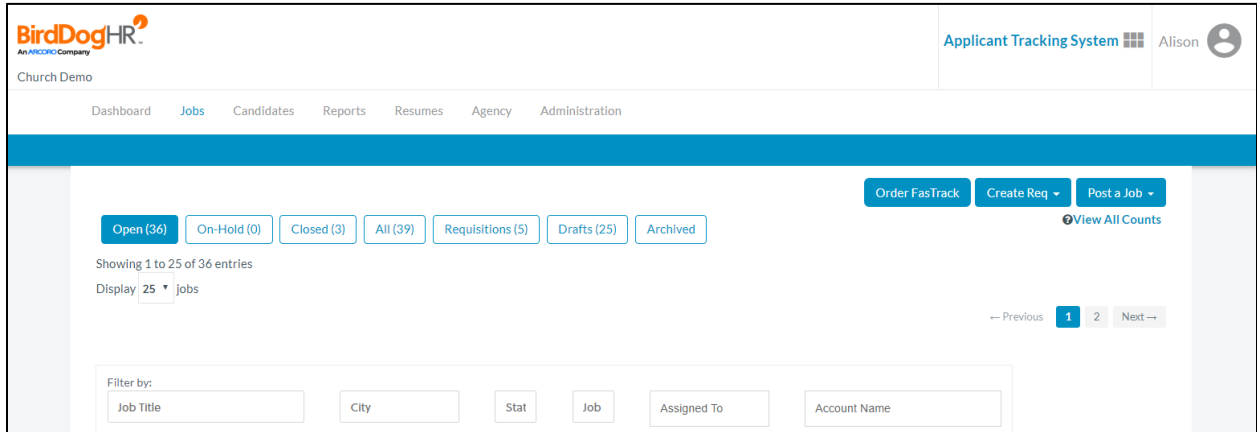
The look and feel of BirdDogHR has been updated! The aesthetic changes will be released in conjunction with the rest of this month's functionality updates and will affect every page of the BirdDogHR system. The most notable change was made to the header present on nearly every page. The user's account information, notifications and sign-out option are now be accessible by clicking on their first name and picture.



Training Administrators in the Talent Modules will also notice several Account Admin menu items have been consolidated under a Company Setup dropdown.



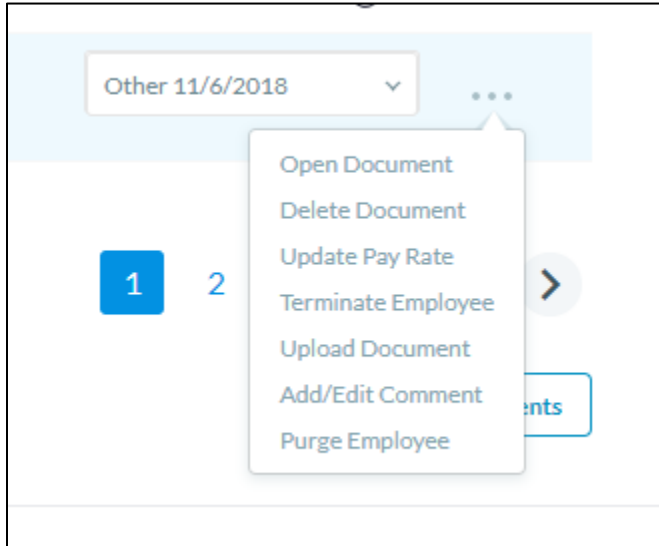
Applicant Tracking System users will notice that the buttons previously located in the blue header bar have been relocated to the content area of the page.



In the Onboarding Electronic Filing Cabinet, click on the new hire's name to access their employee summary (instead of the paper icon that was previously available).



Documents that are uploaded directly to the Electronic Filing Cabinet can be removed by an Administrator by selecting the document in the dropdown menu then selecting Delete Document from the action column.



Recruiting

Special Notes

Effective December 6th, the Glassdoor 30-day job posting price will increase from \$199 to \$249. This increase is due to economic market adjustments. The previous price adjustment was March 2016.

Recruiting Enhancements

This release includes the following new features in the Recruiting module:

API Enhancements

GET Job API

A new GET Jobs API has been added to BirdDogHR's API offerings. The GET Jobs API includes fields related to job postings and can be used to capture job posting information from the ATS. This information could be used for projects such as a third-party integration or building a custom career page. This API can be filtered by Business Unit, Job Title, Job ID, and Job Status to narrow down information. A full list of included fields and filters can be found in the [API documentation](#).

GET Job Candidate API Enhancements

Two additional fields have been added to the GET Job Candidate API: Job Status and Last Update Date (for the job candidate). These changes have been added to version 2 of the GET Job Candidate API.

Onboarding

Onboarding Enhancements

This release includes the following new features in the Onboarding module:

Auto-Select Veteran and Disability Status

When a new hire does not select their Veteran or Disability status while completing the Voluntary Veteran Self-Identification Form or the Voluntary Self-Identification of Disability section of the new hire paperwork, the system will automatically select “I don’t wish to answer” for them. When a manager completes a new hire’s paperwork, they will see the “I don’t wish to answer” auto-selection unless the new hire chose another option.

Please select one of the following

I identify as one or more of the classifications of protected veteran listed above

I am not a protected veteran

I don't wish to answer

Deposit Type added to API/SFTP and Employee Summary

Based on customer feedback, we have made enhancements to the GET Employees API and the SFTP file to include six Deposit Type fields. This field identifies new hire accounts added as either Direct Deposit or Pay Card accounts for a more accurate export of information from Onboarding.

Changes to the GET Employees API are contained within a new V3 version of the API. A full list of included fields, filters, and other relevant information can be found in the [API documentation](#).

The Deposit Type field was also added to the employee summary for a quick-reference view of an employee’s Direct Deposit information.

Direct Deposit Information

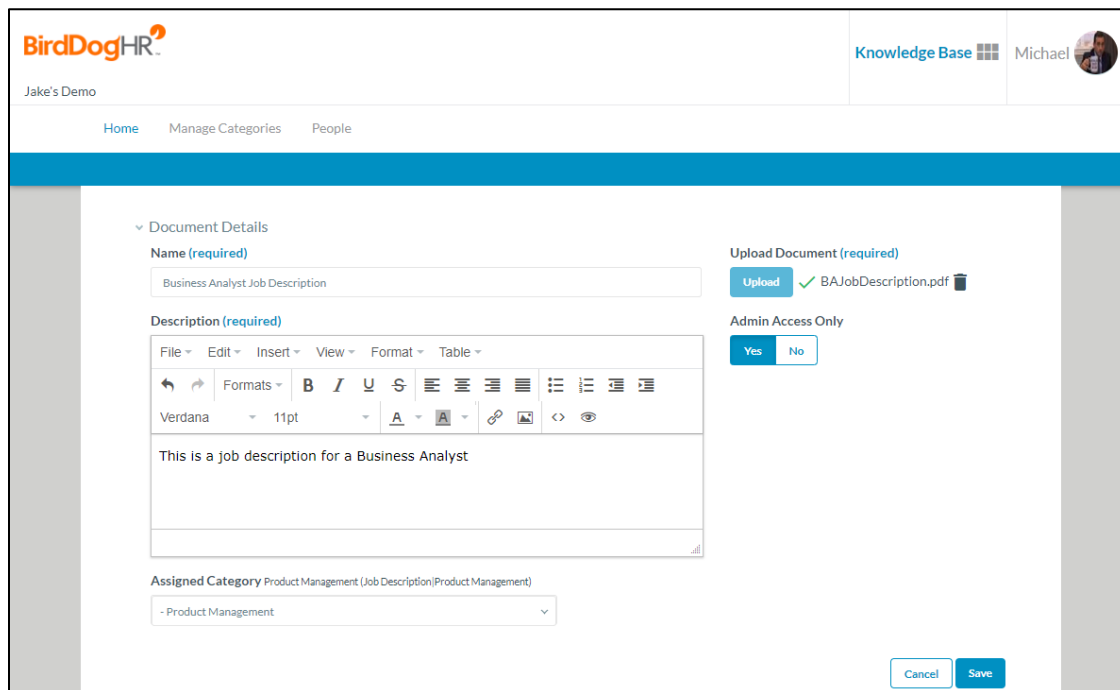
Account 1

| | |
|---------------|----------------|
| Deposit Type: | Bank |
| Routing #: | 333333333 |
| Bank Name: | 3 |
| Account Type: | Checking |
| Account #: | 33333333333333 |
| Amount: | 100.00% |

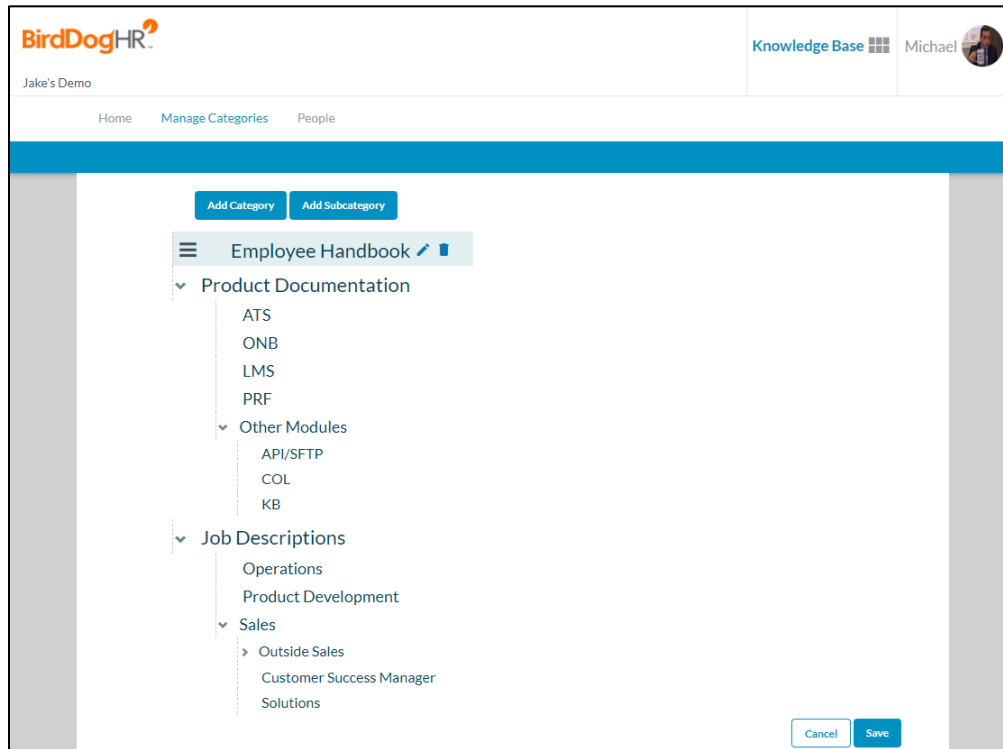
Talent

Knowledge Base Enhancements

There have been several enhancements made to the Knowledge Base module. Not only does this include a redesign of those pages but there are several functionality improvements. First being: users will now be able to designate business unit associations to their documents. When business units are turned on for a company, administrators can show or hide certain documents using the same principles from the course catalog. A restriction has been added to designate documents for administrator eyes only. Using this setting will hide a document from employees-- unless an administrator has attached the document elsewhere in the system.



One of the largest changes in this project was an update to the workflow required for uploading and configuring documents. Administrators can now create and assign document categories from the same page that the document is being created. They can still use the Manage Categories page to add or update categories, but categories no longer need to be completed before the document can be created and stored.



Additional Talent Enhancements

This release includes the following additional enhancements to the Talent modules:

| Enhancement | Description |
|---|--|
| Remove Links on Course Info Page | Links to the course configurations have been disabled from the Course Information page. Information will still be displayed, but editing must be done on the Edit Course Information page. |
| Filter Knowledge Base (KB) Documents in Learning Plans | Documents dropdown on Learning Plan Tasks will be filtered by business unit association when Business Units are turned for a company. |
| Filter KB Documents in Acknowledgements | Document dropdown for Acknowledgements will be filtered by business unit association when Business Units are turned on for a company. |
| Employee Selector on Add/Edit Certification Page | Enhanced Employee Selector replaced the Carbon Copy Recipients dropdown on the Add/Edit Certification page to alleviate some page loading delays. (formally a bug ticket CC-950) |

Resolved Issues

The following issues have been resolved in this release. These issues may not affect all customers. Issues are sorted in numerical order by tracking ID.

If additional information is required, please contact Support and reference the ID #'s displayed.

| Tracking ID | Functional Area | Description |
|-------------------------|----------------------------------|--|
| ATS-2606 / CC-1131 | Candidate Data Report | The Candidate Data Report was displaying multiple records for individual candidates. This has been corrected. |
| ATS-2638/ CC-1162 | Agency Applicant Report | An error was preventing users from running the Agency Applicant Report. |
| ATS-2635/ CC-1164 | Interview Tool | The interview scheduling tool was not returning free and busy calendar times. |
| ATS-2633/ CC-1160 | Auto-Refresh | Automatic Job Refresh was not working for some companies. This has been corrected. |
| ONB-888/ CC-1104 | New Hire Paperwork | New hires were sporadically able to claim an exemption and an allowance on their new hire paperwork. This has been corrected. |
| ONB-892/ CC-1117 | Onboarding Emails | Four Onboarding Complete emails were being sent to a manager when a new hire completed their paperwork. This has been corrected. |
| ONB-903/885/ CC-1056 | Add New Hire | New Hires cannot be added with the same username as another BirdDogHR user. |
| ONB-899/ CC-1146 | Electronic Filing Cabinet | The delete icon in the electronic filing cabinet was displaying for managers. It has been removed to reduce confusion. |
| PRF-507/ CC-1142 | Learning Plan Evaluations | Evaluation Tasks was not available for manager approval when the evaluation was completed. |
| PRF-510/ CC-1154 | Copying Goals | Clicking Save multiple times creates duplicate goals. |
| PRF-511/ CC-1156 | Evaluation | Save and Complete button was completing on the back-end but was not closing out of the evaluation form modal. |
| LMS-1619/ CC-1149 | Required and Recommended Courses | An error when making a group assignment. |

Other announcements

Ideas Portal

We've introduced an Ideas Portal for BirdDogHR customers. As a customer, this offers you a way to vote for product feature ideas you think are great or submit your own. The team reviews all ideas and will incorporate those with the most votes into the product roadmap. Sign up via the Customer Community at <http://support.birddoghr.com> and look for the 'Ideas Portal' area in the sidebar.

Supported Browsers

The BirdDogHR Talent Management System is designed to provide browser-neutral service delivery. It is recommended that you use modern browsers, as we make every attempt to support the latest versions of the following browsers.

| Browser | Version |
|--|---------|
| Microsoft Internet Explorer (not compatibility mode) | 11 |
| Microsoft Edge | Latest* |
| Mozilla Firefox | Latest* |
| Google Chrome | Latest* |
| Apple Safari | Latest* |

* Browser updates occur on a schedule outside of our release process and we cannot control issues as a result of a recent browser update. Our overall strategy is to maintain active browser support based on demand. Regardless of formal browser support, we will always troubleshoot and correct issues impacting users to the best of our ability within reasonable means.

Mobile Device Support

BirdDogHR views mobile device support as a critical capacity for our customers and we continue to add functionality to enhance the user experience on mobile devices. However, with many different devices and device specific software, it is impossible for BirdDogHR to test against every possible combination. With any questions or concerns, please feel free to contact our support team.

Technical Support

For technical assistance for any of our modules, contact support staff at:

- **Phone:** 1-877-252-2168
- **Web:** <http://support.birddoghr.com>
- **Email:** customercare@birddoghr.com

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BirdDogHR
4456 NW Urbandale Drive
Des Moines, IA 50322
U.S.A.

Phone: 1-877-252-2168
Email: customercare@birddoghr.com
Website: www.birddoghr.com