



TRACCESS CI 9.3

Knowledge. Capability. Assurance.

What's New

April 2013

9.3 Updates

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Customizable Views for Optional Learning

It's now easier to tailor and setup your learning with the ability to hide and show Optional Learning Tasks. Assigned Optional Learning now appears with Required Learning under the Org. Unit Views and Learner Views tabs.

By hiding and showing Optional Learning Tasks, it is easier than ever to set up entire anticipated learning, for example. You can show what you want your Learners to complete at a given time. Over time, you can reveal Tasks you want your Learners to complete and hide others that are no longer relevant.

This new feature helps you simplify a Learner's experience, as they will only see the Tasks they need to complete.

Optional Learning now appears under the Org. Unit Views and Learner Views tabs.

Use TRACCESS CI	
Change Password	
Work with Bookmarks	<input checked="" type="checkbox"/>
Send Messages/ Provide Feedback	
Use Search	
Access/ Use TRACCESS Today	
Use Occupational Development Schedule	

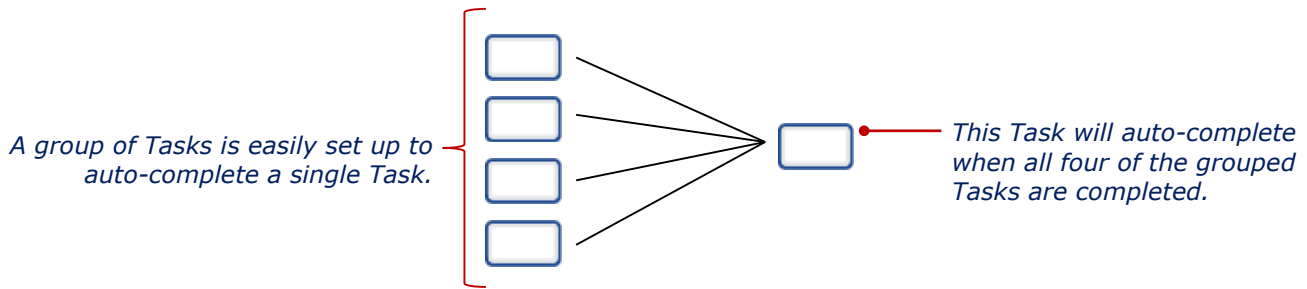
Hide/Show Optional Learning, just as you can with Required Learning.



Multiple Tasks Auto-Complete a Task

You have more flexibility in setting up the auto-completion of Tasks with the new Multiple Tasks Auto-Complete a Task feature. This allows your SME to set up several Tasks as a "group" that will auto-complete a single Task.

This feature is especially useful when importing new learning into the system. Your SME can group existing Tasks to auto-complete newly imported Tasks that are equivalent in competency. This can prevent employees spending time on learning they are already competent in.



Groups of auto-complete Tasks are easily viewed and managed under the Relationships tab when a Task is selected in the Processes manager. The lower right-hand box displays all the Tasks that will complete the selected Task. Tasks in this group can be added and removed at any time.

You can also easily keep track of Tasks that are part of the auto-complete group with the lower left-hand box. When you select a Task that is part of an auto-complete group, the Task that it will partially auto-complete is shown.

Easily see the group of Tasks that will auto-complete the selected Task. These Tasks are easily changed with its Add/Remove... button.

When you select one of the grouped Tasks, this box shows you which Task the grouped Task would partially auto-complete.



Detailed Auto-Complete History

In addition to seeing that a Task has been auto-completed, the new Auto-Completed By tab in the Task History now indicates which Task(s) activated the auto-complete.

If Supervisors are unsure why employees are certified in a particular Task, they can easily find out in the Task History. Here, they can view not only that the Task has been auto-completed, but they can also see how that Task was auto-completed. Employees can also view their own Task History to see why certain Tasks have been completed.

This detailed information allows for any discrepancies to be addressed. Because you can now easily investigate which Tasks are auto-completing other Tasks, you can ensure that your system is set up properly and that the correct Tasks are being auto-completed.

Quickly find out which Task(s) auto-completed another Task in the Auto-Completed By tab.

The screenshot shows the 'Task History' window for Employee 'Anderson, Mary' and Task 'SAF Standard First Aid'. The main table lists reasons for task completion with columns for 'Reason', 'K', 'C', 'Date', and 'Recorded On'. A red box highlights the 'Auto-Completed By' tab in the details pane, which shows 'SAF Advanced First Aid' as the task that auto-completed the current task.

Reason	K	C	Date	Recorded On
This is the current state of the task.	x	x	01/05/2013 11:10 ...	01/05/2013 11:10 AM
Knowledge Qualification Date Set (Aut...	x	x	30/04/2013 4:03 PM	30/04/2013 4:03 PM
Capability Qualification Date Cleared (...	x	x	30/04/2013 3:57 PM	30/04/2013 3:57 PM
Knowledge Qualification Date Cleared ...	x	x	30/04/2013 3:57 PM	30/04/2013 3:57 PM
Capability Qualification Date Set (Man...	x	x	08/02/2012 1:08 PM	08/02/2012 1:09 PM



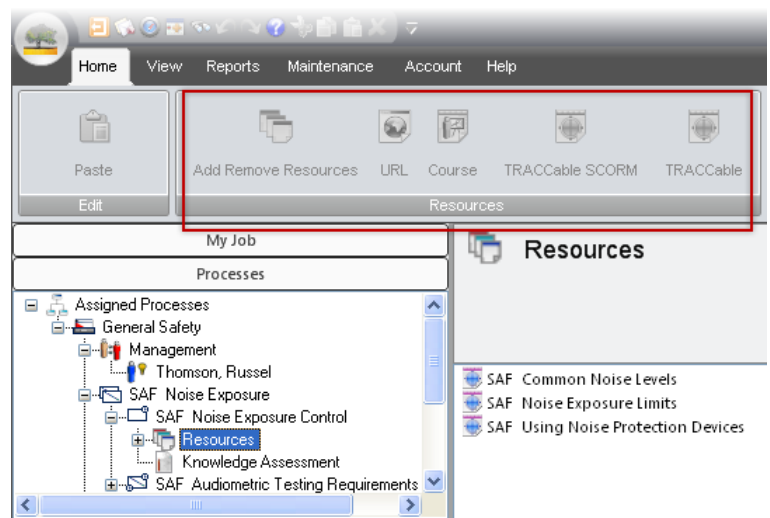
Create Task and Create Resources Permissions for SMEs

The permissions for an SME to create resources has now been split into multiple permissions, giving you more flexibility in how you control what your SME has access to do in the system. The new permissions are now split between Tasks and Resources, so you can control whether you want your SMEs to be able to modify Tasks, modify Resources, or modify both.

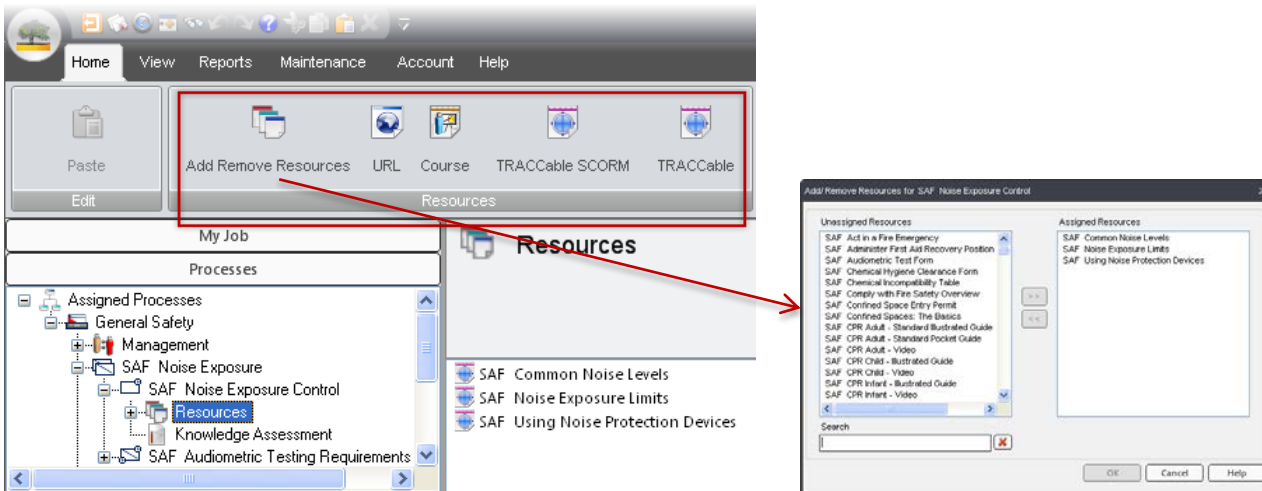
There are four permissions that you use to control what your SME can do:

- Create/Edit Tasks
- Edit All Tasks (owner override)
- Create/Edit/Add/Remove Resources (owned Tasks only)
- Create/Edit/Add/Remove Resources (Task owner override)

When an SME does not have permission to add or remove resources, they will not be able to bring up the Add/Remove Resources dialog for a Task, and the Add Remove Resources buttons will be greyed-out in the ribbon:



When an SME does have permissions to create/edit/add/remove resources, the buttons in the ribbon are enabled, and they will be able to access the Add/Remove Resources dialog:

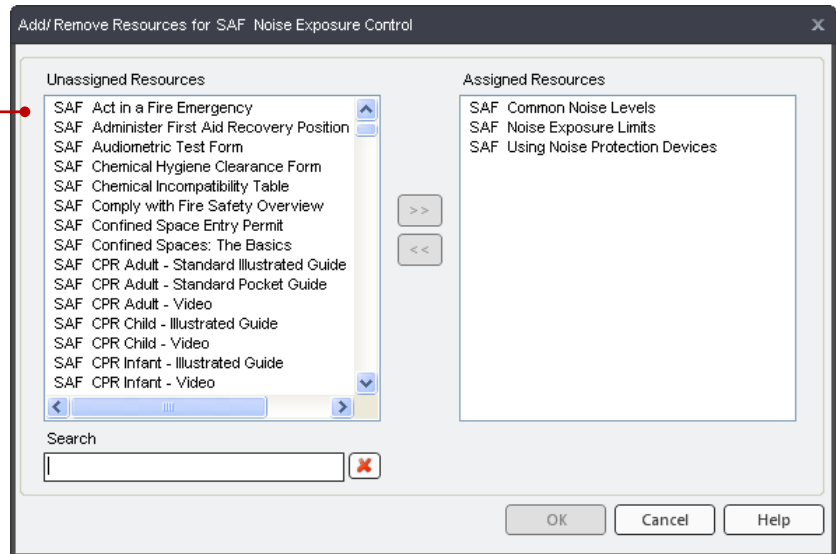




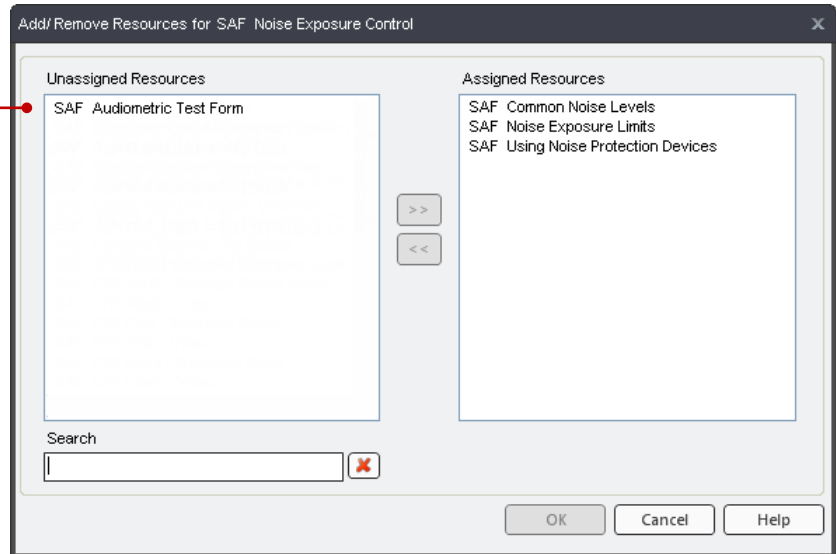
Add/Remove Resources within the SME's Scope

A new permission gives you the flexibility to narrow an SME's access to resources, so they will only see the resources that are within their assigned Processes. When the 'Access to all resources for Add/Remove' permission is enabled, an SME will see all the resources available in the system.

With the permission enabled, this SME has access to all the resources available in the system.



Now that the permission is disabled, this SME can only see a few of the resources within their assigned Processes.



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