TRACCESS CI 9.6

Knowledge. Capability. Assurance.

What's New

January 2015

9.6 Updates

Separate Verifier Sign Off

Filter for Percentage of Tasks Completed

Comment/Attachment Task Permissions

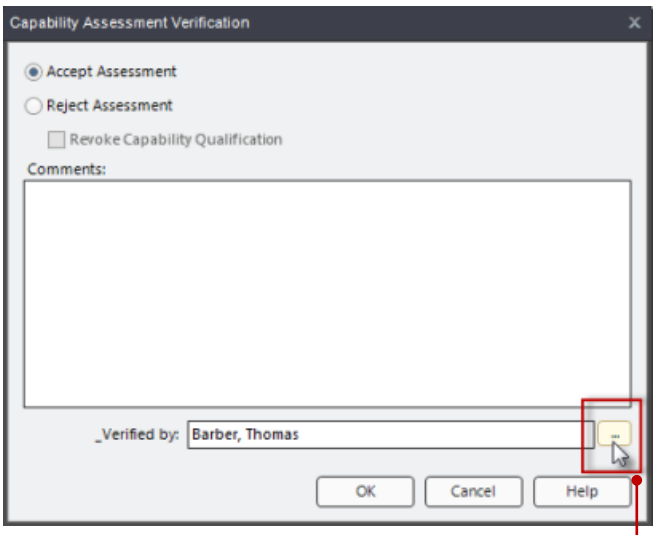
Separate Verifier Sign Off

Now when assistants are entering Task verifications, the name of the actual person who performed the verification can be recorded as well as the person entering the data.

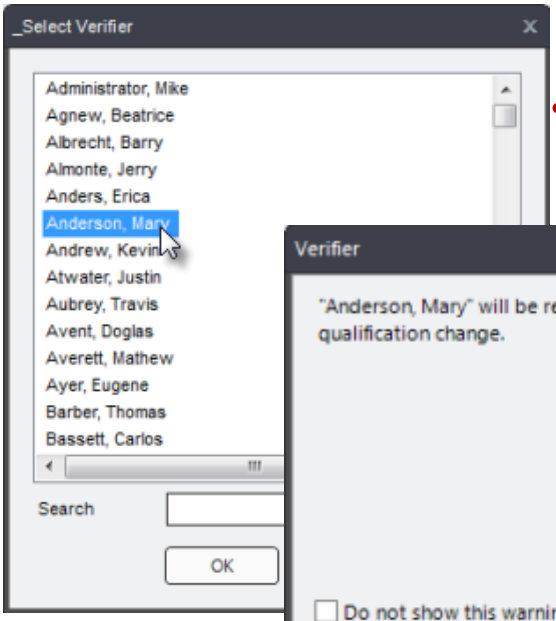
A Supervisor or Operational Administrator can be given permission to choose a Verifier name by proxy. Then, in the Capability Assessment Verification process, an additional dialog will appear asking if a different Verifier should be entered.

If so, a dialog offers names of available Verifiers or the ability to search for or enter your desired name.

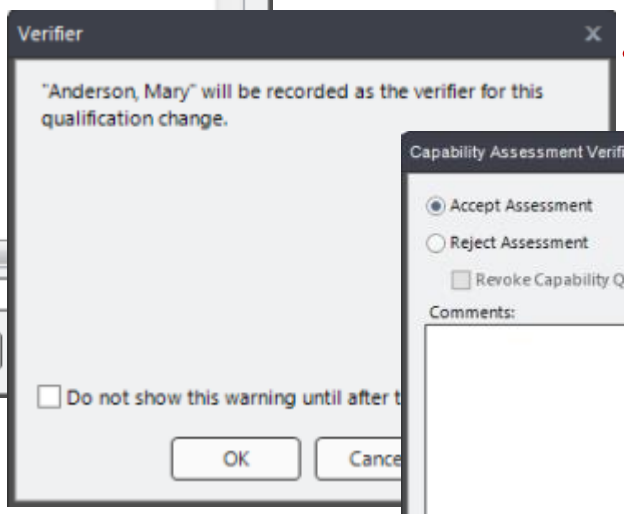
After confirmation that the selected person should be recorded as the Verifier, the Task History will keep a record of the person doing the data entry and the person who actually performed the Verification.



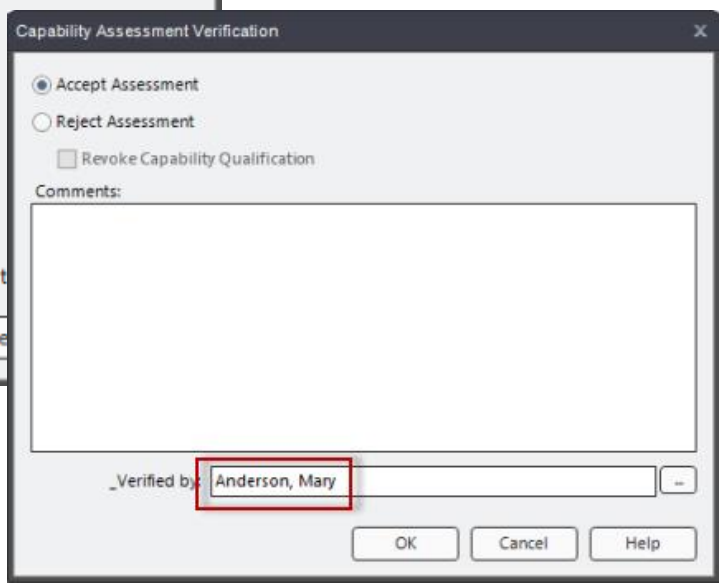
The logged in user is first displayed as the Verifier. After accepting a verification, click the ellipses button.



The Select Verifier dialog appears where you select, search for, or enter the desired Verifier name.



A Verifier dialog confirms that the selected person will appear as the Verifier.



After you complete the Verifier selection, the Task History shows the name of the Verifier and the person entering the verification data.

Filter for Percentage of Tasks Completed

A new option on Qualification Reports that are organized by person lets you select Employees who have completed a higher or lower percentage of specified Tasks.

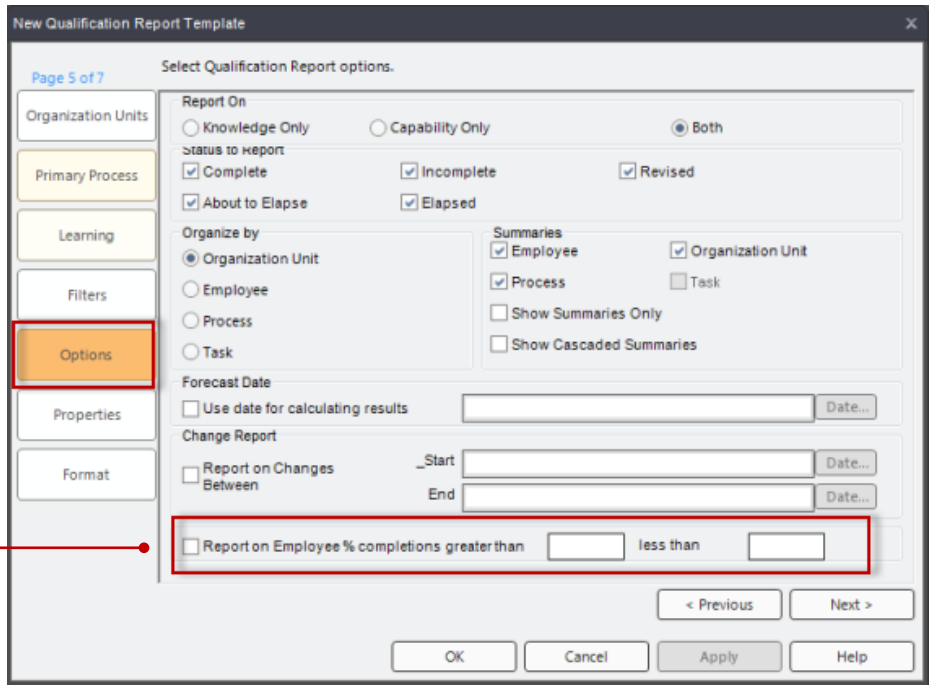
This will allow you, for example, to:

- Identify Employees with low and high Task completion rates.
- Then, match Employees with low Task completion rates to Employees with high Task completion rates for coaching and mentoring.

On the Options page of the New Report Templates for a Qualification or a Qualification-Compact report, you select the new filter option then input your desired range of completion percentages.

The percent complete for an Employee will be based on the Tasks you selected for the report. This calculation will only consider the overall state of the Task, and will only compare complete (complete or about to elapse) and incomplete (incomplete, elapsed, or revised) Tasks. Employees who do not match the completion percentage will not appear in the report.

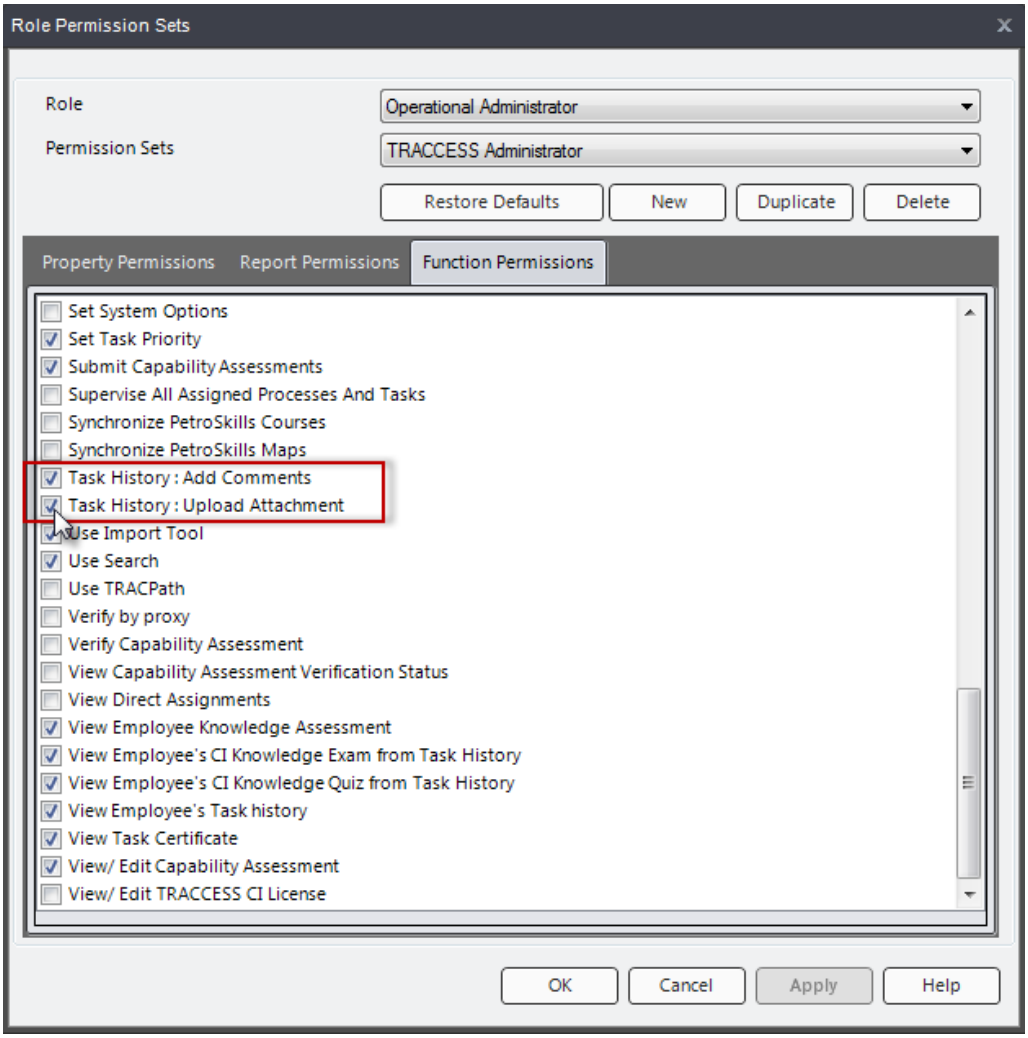
Check the option then enter your desired percentage range.



Comment/Attachment Task Permissions

Two new Task permission settings in Function Permissions let you choose whether comments or attachments can be added to or deleted from a person's Task History.

Now an Administrator can deselect these Task History settings so Task information is accessible only for review or audit purposes.



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