

2020.10 Release Notes

October 1, 2020



Contents

Release Overview	1
Enhancements	2
Applicant Tracking System Module	2
Adding External URL to Applicant Tracking	2
Talent Module	5
Training Report Viewer Role.....	5
Business Unit Reports.....	7
Supported Browsers	8
Mobile Device Support	8
Technical Support	8
Copyright Information	9

Release Overview

BirdDogHR is excited to announce the 2020.10 release for our customers. To aid with communicating updates on multiple modules, all enhancements and updates for the entire BirdDogHR Talent Management System are contained in this document. If you are interested in extending your license to include additional modules, please reach out to your BirdDogHR Account Manager 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.

Enhancements

Applicant Tracking System Module

This release includes the following enhancement to the Applicant Tracking module:

New User Role permission to Add an External Application URL to Job and Req Posts

This new feature allows to companies to add an External Application URL when posting or editing Jobs and Reqs. This allows for the Application page to redirect to a desired URL. This update is available for all of the ATS packages:

- Standard ATS
- Career Page ATS
- E-Commerce ATS
- Hunter ATS (Default behavior)

To enable adding External Application URL for an ATS package:

- The External Application URL will need to be added to your account by your Account Manager
- After External Application URL is added to the company, the Admin will now need to update User Roles to add this permission
 - Admins may create a new Custom User Role or update a Current Custom user Role

Under the Admin Menu>User Roles>Edit Role

User Roles

[Add User Role](#) No Include Deactivated User Roles

Filter by:

Name	Cross Ref Code	Status	Action
Contact Only User	contact_only	Active	
Job Req Override	job_req_override	Active	
Reports Access	reports_access	Active	
System Administrator	sys_admin	Active	Edit Role
With External URL		Active	

Showing 1 to 5 of 5 entries
Display 25 user roles

Edit User Role>System Wide Permissions>Have External URL Access>Save Changes

Edit User Role

- Off Use Email Templates
- On Use Job Templates
- On Post to Free Job Distribution Boards
- On Purchase Cross-Postings to Paid Job Distribution Boards
- Off Edit Custom Career Page Content
- Off **Allow user(s) the ability to access the External URL field.**
- On **Have External URL Access**

[Cancel](#) [Save Changes](#)

After this is enabled for a custom role, users will now see the following, based on their permissions

When Creating a Job or Req

The screenshot shows a multi-step process for creating a job or requisition. The steps are: 1. Job Details, 2. Application Details (current step), 3. Job Distribution, and 4. Confirm & Post. The 'Application' dropdown is set to 'BirdDogHR Default Application'. A red box highlights the 'Enter an External Application URL:' field, which is currently empty. Below this, there is a 'Screening Questions' section with a link to 'Click here to add a question or information'. At the bottom, there are four buttons: 'Go back', 'Next', 'Save Draft', and 'Discard Draft'.

Editing a Job or Req

The screenshot shows the 'Req Standard Flat ATS' editing page. At the top, there are tabs for 'Active (0)', 'Inactive (0)', and 'All (0)'. A button indicates '(No Job Candidates Selected)'. Below this is a filter section with 'Filter by:' and input fields for 'First Name', 'Last Name', and a dropdown menu set to 'All'. A table with columns 'FIRST NAME', 'LAST NAME', 'LABEL', 'RANKING', 'APPLY DATE', 'STAGE', and 'ACTIONS' is shown, but it contains no data. Below the table, it says 'Showing 0 to 0 of 0 entries' and 'Display 25 candidates'. The 'Application Details' section is expanded, showing 'Application URL' with a red box around the value 'https://preprod02.portal.birddoghr.com/'. Other details include 'Application Template: BirdDogHR Default Application' and 'Screening Questions'. On the right side, 'Job Information' is displayed, including 'Job ID: 529455', 'Company Name: Standard Flat ATS 09222020', 'Confidential? [checked]', 'Status: [checked] Open', 'Assigned To: [checked] stfATS', 'Close Date: [checked]', 'External Links: Job Page / Application Page', 'Created On: 9/23/2020 7:21:25 AM', 'Created By: sstfATS 09222020', and '# Applications Received: 0'. At the bottom right, there are buttons for 'Delete Job' and 'Candidate Ranking Report'.

Talent Module

This release includes the following enhancement to the Talent module:

Training Report Viewer Role

The Report Viewer role has been renamed to Training Report Viewer and now functions allowing users with this role checked to view specific reports.

Checking the Training Report Viewer role for a user will allow the user to access the following reports if your company has access to them and they are enabled for the Training Report Viewer role. The user will see employee information for anyone they are assigned to as a Manager, or any employees who are part of a Business Unit they are assigned to as a Business Unit Controller (if applicable).

- Certifications by location
- Assigned required courses by location
- Complete training by Company Location
- Certification by business unit (if reports are enabled for your account)
- Assigned required courses by business unit (if reports are enabled for your account)
- Complete training report by business unit (if reports are enabled for your account)

Note: Any user who is not a Manager or business unit controller and is given the Training Report Viewer role would not see any data in the reports if added to the company.

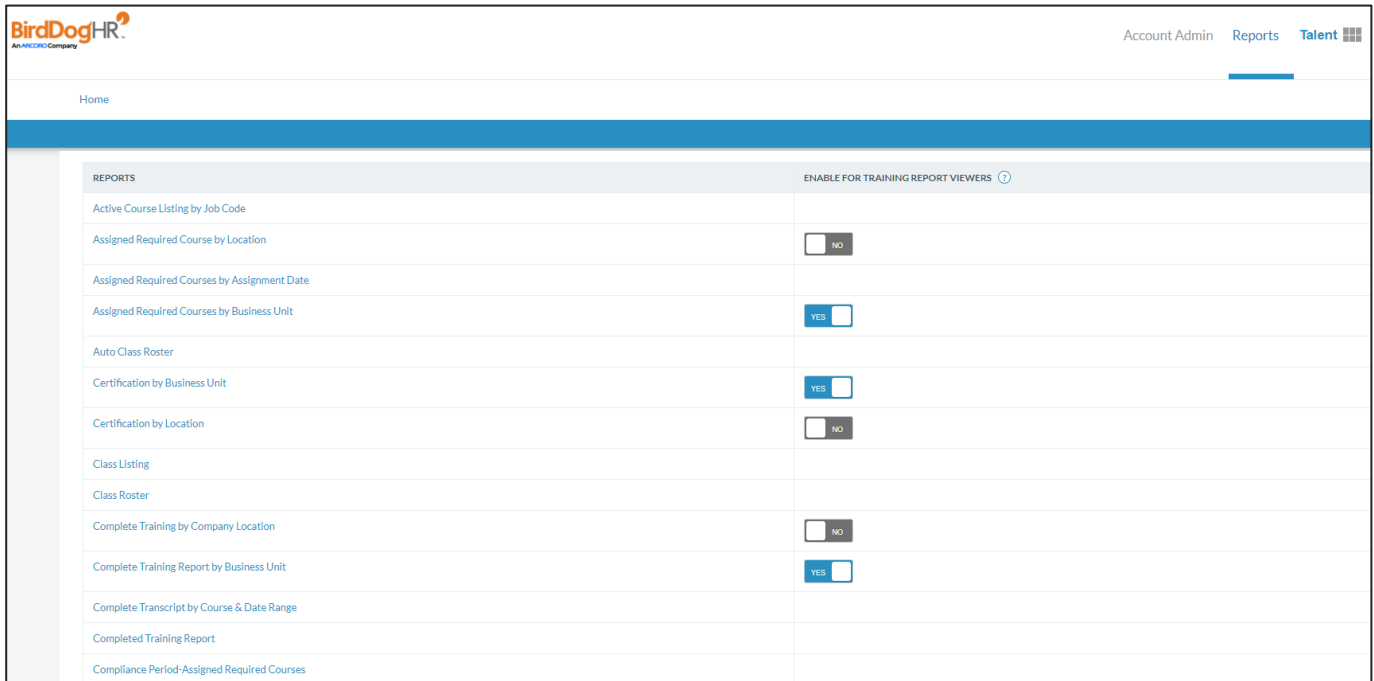
To enable the reports for Training Report Viewers:

- The reports will need to be added to the company by your Account Manager
- After reports are added to the company, the Training Admin will see Yes/No toggles on the Reports screen next to the reports that are eligible for the Training Report Viewer Roll to access. The Training Admin will be able to select which of these eligible reports they would like the Training Report Viewer Roll to access.

Current Report screen:



Updated Report screen with Training Report Viewer role and reports added:



- When the reports are toggled to yes, they will be available for users with the Training Report Viewer role and have the appropriate assignments of Manager and/or Business Unit Controllers

When users with the Training Report Viewer log in, they will see a new Report menu.

Reports **Talent**  Manager 

Business Unit Reports

For clients using business units, we have added 3 reports that can be filtered by business unit. These reports are:

- Certification by business unit
- Assigned required courses by business unit
- Complete training report by business unit

If you are interested in having these reports added to your account, please contact your Account Manager. Once enabled for your account, Training Administrators and/or Training Report viewers will see them in the Report menu.

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

Copyright Information

Copyright © 2020 BirdDogHR. All rights reserved.

This material is proprietary to BirdDogHR. It contains confidential information owned by BirdDogHR and furnished pursuant to contacts between BirdDogHR and its customers. This material may not be used, reproduced, copied, disclosed, or transmitted, in whole or in part, beyond the terms of the customer's contract without the express written consent of BirdDogHR.

BirdDogHR [™] and its respective tag lines, logos and marks are trademarks owned by BirdDogHR, registered in multiple jurisdictions. All other trademarks are owned by their respective owners.

BirdDogHR
4453 NW Urbandale Drive
Des Moines, IA 50322
U.S.A.

Phone: 1-877-252-2168

Email: customercare@birddoghr.com

Website: www.birddoghr.com