



PROPRIETARY NOTICE

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2.16.03 Improvements

If you have any questions or would like more information on any of the items described here, please contact the iTacit Help Desk (helpdesk@itacit.com).

New Features

Forms & Checklists

Circular Workflow

[\(HCM-15451\)](#)

A form creator now has the ability to assign portions of a form to whomever makes sense for the workflow, even if that means a person has to pass a form on and then receive it back again. The restrictions on user ordering when creating a multi-user form have been removed. Additionally, the Multi-User tab has been reworked to provide better visibility of all section assignments together in one place which facilitates the flow of the form and monitoring progress.

Form Collaboration

[\(HCM-15452\)](#)

The new Advanced Collaboration tool enhances your workflow efficiency by allowing manual assignment and reassignment of sections to team members. With the added workflow visualization, you can easily track progress, identify bottlenecks, and ensure seamless collaboration across your projects. Streamline teamwork and ensure every task is assigned to the right person, right on time. Please see the Form Advanced Collaboration - Quick Setup Guide document for details of this new feature.

Training & Education

Knowledge Programs - "Not Completed" Transcript Status

[\(HCM-15453\)](#)

Currently, the status "Completed (Unsuccessful)" is being applied when a user completes their Knowledge Program Course assignment on time but does not successfully (pass) the course. Additionally, if a user does not complete their Knowledge Program Course assignments by the assigned end date, and the Knowledge Program is configured to do so, the system will automatically change the uncompleted courses to "Completed (Unsuccessful)". Using the same "Completed (Unsuccessful)" status for two different scenarios was making it difficult to track compliance. As a result, a new "Not Completed" status has been introduced, for the scenario where a user does not complete their Knowledge Program Course assignments by the assigned end date.

Improvements and Fixes

Forms & Checklists

Admin App > Form Submission Manager - Export

([HCM-16005](#))

An issue where, in certain situations, adjusting specific search parameters in the Form Submission Manager could lead to unexpected results has been resolved. Now, searches return accurate and consistent outcomes as intended.

Admin App > Form Builder - French translation

([HCM-14826](#))

Translation has been added for the option: *Require all answers to be selected (like in a check list); Exiger que toutes les réponses soient sélectionnées (comme dans une liste de contrôle).*

| Réponse | Score | Actif |
|--------------------|-------|-------|
| Proof of SIN | S.O. | Oui |
| Medicare Card | S.O. | Oui |
| Degrees / Diplomas | S.O. | Oui |
| Et S. Trainins | S.O. | Oui |

Admin App > Form Builder - Standard Response Permissions

([HCM-14779](#))

When using a Standard Response within the Form Builder, the user must be in the 'Who can use this Standard Response' permission, previously the user needed to be in the 'Who can edit this Standard Response' permission.

Admin App > Form Library Item - Changed Active label for clarity

([HCM-16344](#))

The 'Active' label has been changed to "Enable this form to be selected for use in a form library item" to provide more clarity on the difference between active forms and active form library items.

Admin App > Library > Configuration > Standard Responses - Adding new Standard Response

[\(HCM-16371\)](#)

Improvements have been made to the Standard Responses configuration module, to allow a new Standard Response to be added when it has already been used in a Question within a Form and additional (non-standard) responses have been manually added to the Question within a Form.

Form > Auto Assignment - Targeting of forms for system administrators

[\(HCM-15622\)](#)

When a system administrator is given a new role, Form Auto-Assignment has been corrected to ensure the system administrator is only assigned the form if their new role is within the target group of the form.

Form Analytics > View Individual Submissions - Search includes all form versions

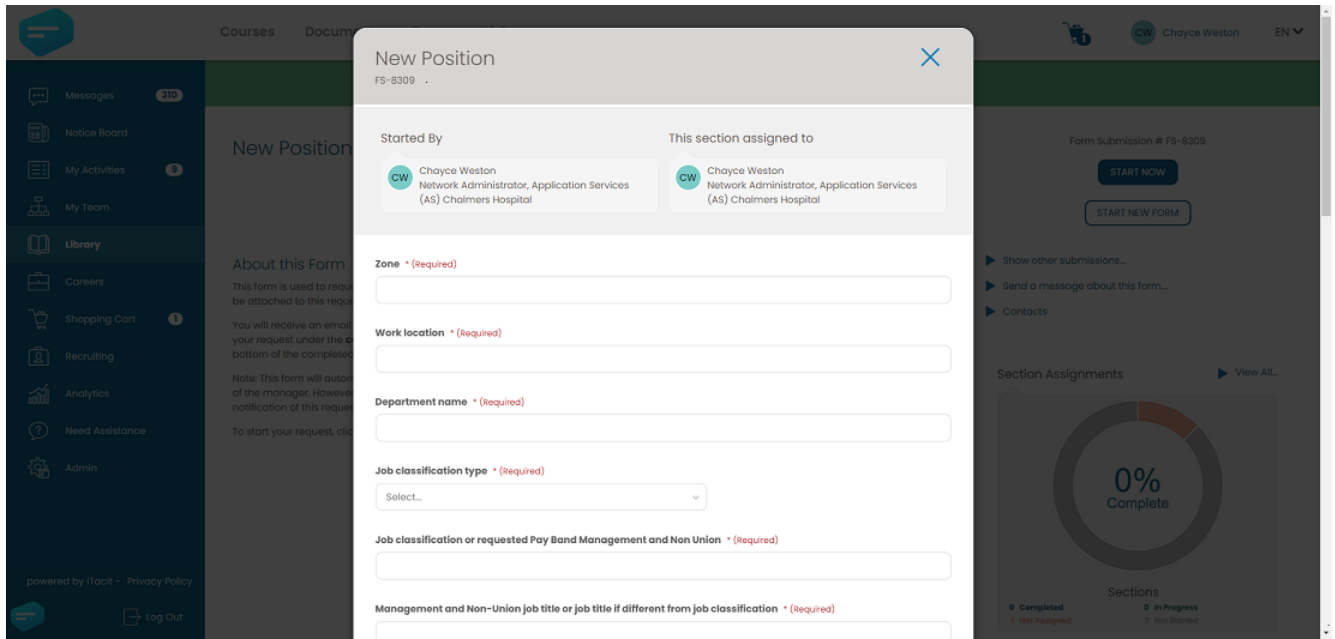
[\(HCM-16434\)](#)

In the Form Analytics - View Individual Submissions page when searching using a form search field, all versions of the form will be included in the search results.

Form Navigator - Clearer indication of required fields when completing a Form

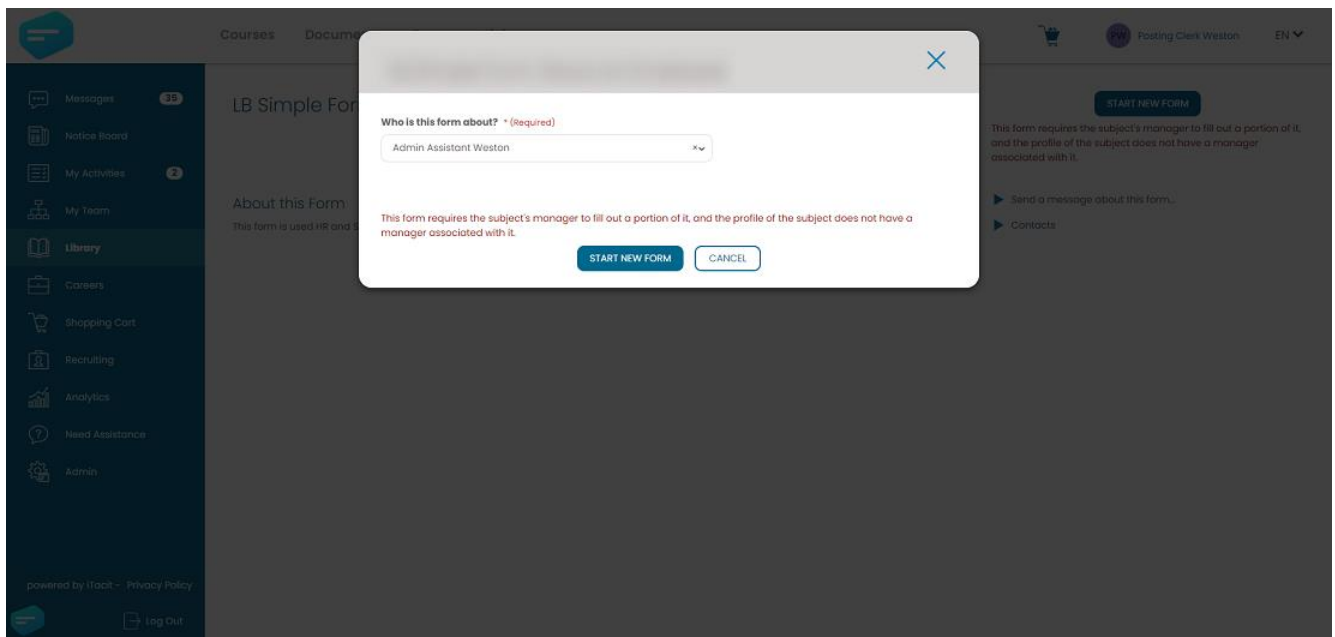
[\(HCM-16402\)](#)

In the Form Navigator, required fields are now indicated with an asterisk and the word required in brackets, * (Required)



Library > Forms - Message when form is about an employee without a manager [\(HCM-16133\)](#)

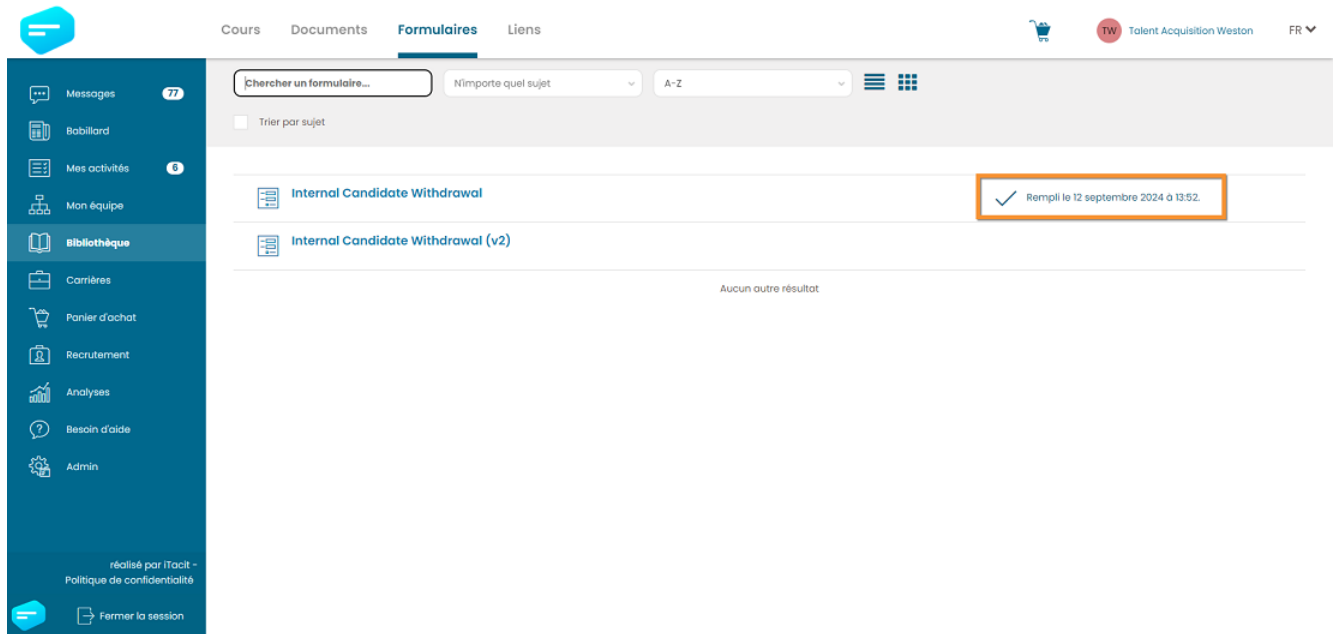
An issue where, in specific cases, completing Forms configured to be about someone else could yield unexpected results if users did not have a manager has been resolved. Now, a proper message will be presented when a form has been started about an employee who does not have a manager (This form requires the manager of the selected employee to fill out a portion of it, and the employee selected does not have a manager associated with it.).



Library > Forms - The last completed date/time now renders correctly in French

([HCM-15993](#))

When viewing the Form Library, the date/time information now renders correct in French.



The screenshot shows the 'Formulaires' (Forms) section of a user interface. The top navigation bar includes 'Cours', 'Documents', 'Formulaires', and 'Liens'. The user is logged in as 'TW Talent Acquisition Weston' in French ('FR'). The main content area displays a list of forms. The first form is 'Internal Candidate Withdrawal', which is marked as completed with a checkmark and the date/time 'Rempli le 12 septembre 2024 à 13:52'. The second form is 'Internal Candidate Withdrawal (v2)'. Below the list, it says 'Aucun autre résultat' (No other results). The left sidebar contains various navigation options like 'Messages', 'Bibliothèque', and 'Admin'.

My Activities > Completed - Viewing completed form attachments

([HCM-16699](#))

Forms that are configured with the setting 'Allow all primary and secondary users to see all sections when the form is completed' turned on, will now properly display form attachments when viewing a completed form in My Activities.

My Activities > Completed - French characters in PDF

([HCM-15442](#))

When generating a PDF for a completed form, French characters will now display properly.

My Profile > Completed - Target level

([HCM-16446](#))

Completed forms that contain a Target Level, will now always display when viewing the completed form from the My Profile - Forms list.



FY Frank Yatz

EN

- Messages 266
- Notice Board
- My Activities 9
- My Team
- Library
- Careers
- Shopping Cart 2
- Recruiting
- Analytics
- Need Assistance
- Admin

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Log Out



Frank Yatz

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Delete My Account

Documents **Forms** Courses

| Search | All years | Any Topic | Organize by Topics |
|------------------------------------|-----------|-----------|---|
| Covid 19 Screening Form FS-7090 | | | ✓ Completed on August 13, 2024 at 10:55 PM |
| Covid 19 Screening Form FS-6450 | | | ✓ Completed on June 24, 2024 at 11:41 AM |
| Covid 19 Screening Form FS-1336 | | | ✓ Completed on December 21, 2022 at 10:31 AM |
| Covid 19 Screening Form FS-1335 | | | ✓ Completed on December 6, 2022 at 9:36 AM |
| Covid 19 Screening Form FS-996 | | | ✓ Completed on October 4, 2022 at 11:25 AM |
| Covid 19 Screening Form FS-985 | | | ✓ Completed on September 29, 2022 at 10:16 AM |



FY Frank Yatz

EN

- Messages 266
- Notice Board
- My Activities 9
- My Team
- Library
- Careers
- Shopping Cart 2
- Recruiting
- Analytics
- Need Assistance
- Admin

powered by ITacit - Privacy Policy

Log Out

Completed - **Fail** August 13, 2024 10:55 PM

Covid 19 Screening Form

Form Submission # FS-7090

INFECTION CONTROL

About this Form

Here is your Covid screening form, please take a minute to complete

- COVID19_Poster_002_English.pdf
- COVID Information.docx

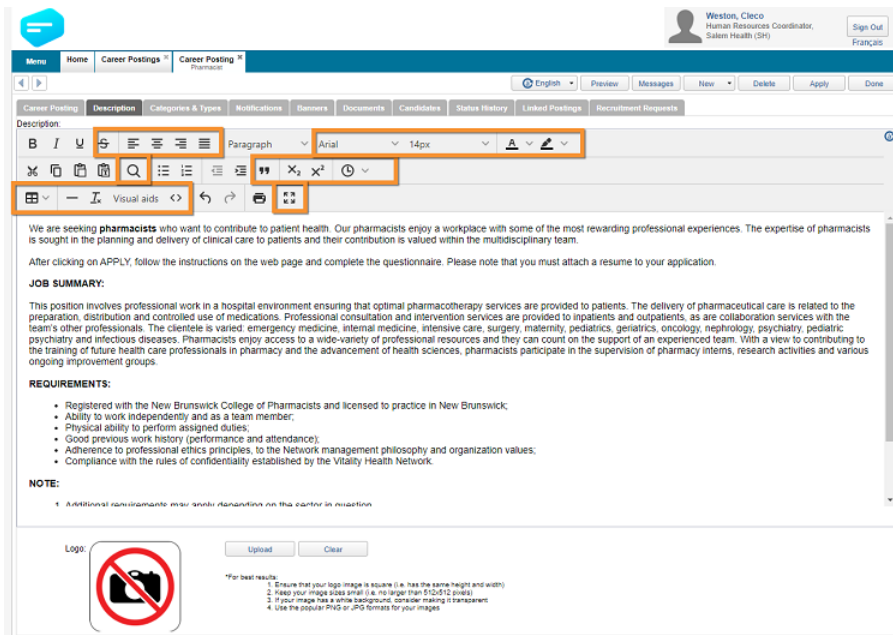
- ▶ Review this form...
- ▶ Send a message about this form...
- ▶ Contacts

Recruiting & Onboarding

Admin App > Career Posting > Description - New rich text editing options

([HCM-15575](#))

When editing the Career Posting Description, new rich text editing options are now available. Such as left, right, center justification, font and font size, font color and font highlight color, tables, clear formatting and more.



Admin App > Recruiting > View Activity Profile Page - Activity Instructions display line breaks

([HCM-16511](#))

When viewing the Activity Profile Page from within the Admin App, the Instructions now display line breaks when applicable.

5. Determine the Right Position Type

Weston, Trina
(High Priority)

Assigned To: Weston, Trina
Owned By: Weston, Trina

Your approval is requested for this activity

Approve Conditionally Approve Reject

There are a number of position types from which to choose when hiring for a new position or replacing a current position. Before submitting a 'Staff Requisition Form', consider the following staffing options that are available.

- a) Full Time Permanent
- b) Part Time Permanent
- c) Contract Employee (an employee on a fixed term)
- d) External Contractor/Consultant

Documents Add Questionnaires

Admin App > Recruitment Request Activities - Author permissions applied to list

([HCM-15314](#))

In the Recruiting & Onboarding > Activities > Recruitment Request Activities maintenance area, author permissions are now being applied to the list area.

Recruitment Request Activities

Search

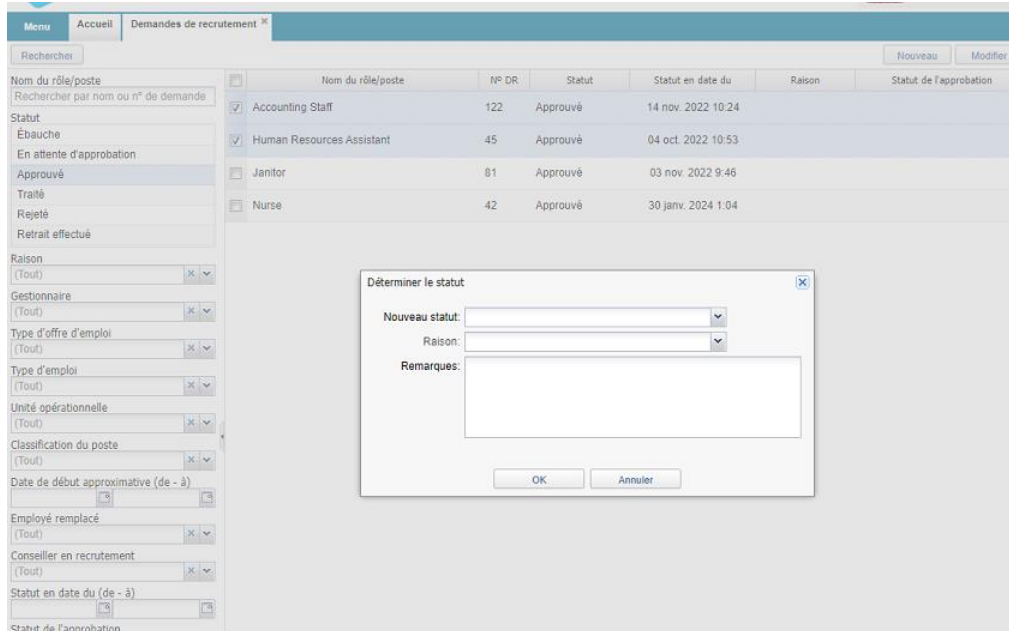
New Edit Delete Action

| Posting Type | Job Type | Description |
|---|------------|--|
| <input type="checkbox"/> New Position | Full-time | This request type is to create a new position. |
| <input type="checkbox"/> New Position | Full-time | New Position |
| <input type="checkbox"/> New Position | Permanent | Testing HCM-14496 Gina Yatiz - Salem HR |
| <input type="checkbox"/> Replacement Position | Freelance | Freelance/ Replacement position |
| <input type="checkbox"/> Replacement Position | Part-time | Replacement Part Time - Essential Health |
| <input type="checkbox"/> Replacement Position | Commission | Replacement Position/Commission |
| <input type="checkbox"/> Student Position | Internship | STUDENT INTERNSHIP |

Admin App > Recruitment Requests - French translation 'Nouveau Statut'

([HCM-15743](#))

In the Recruitment Requests module, when using the 'Actions' 'Set Status' option, the French translation for 'Change status to' is now 'Nouveau Statut'.



Application Forms > Standard Forms - Copying Standard Question

[\(HCM-17470\)](#)

In the Recruiting & Onboarding > Application Forms > Standard Forms maintenance area, copying a standard question will now function properly and does not result in an error.

External Career Site - Current Opportunities List

[\(HCM-16674\)](#)

In the External Career Site, when a candidate is searching within the Current Opportunities List, they can now include both alphanumeric and numeric values. The following examples will now correctly return results when a candidate is searching;

- Numeric Data (numbers only - ex: 1234, 401, 101)
- Alphanumeric Data (letters and numbers mixed - ex: ABC123, V-10, NUM9892112)

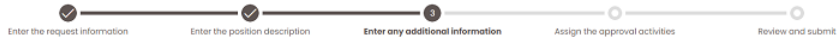
Recruiting > Recruitment Request Wizard - Increased Language Requirement

[\(HCM-15846\)](#)

In the Recruitment Request Wizard, the width of the Language Requirement field has been increased.



- Messages 310
 - Notice Board
 - My Activities 5
 - My Team
 - Library
 - Careers
 - Shopping Cart 1
 - Recruiting**
 - Analytics
 - Need Assistance
 - Admin
- powered by ITACIT - Privacy Policy
- Log Out



Additional Information

Estimated start * (Required) **Estimated end** (Optional)

November 27, 2022

Vacancy Reason * (Required)

Select...

Schedule * (Required)

- Rotation**
- Day**
- Evening
- Night
- Weekend
- On Call
- Other

Schedule Details

Language Requirement * (Required)

Select...

Please make note of any additional information relevant to this request, including justification for this request (if required):

General Configuration

Admin App > Employee Manager > Create New Employee - Select System Language

([HCM-15822](#))

When creating a new employee from the Employee Manager, a new 'System Language' field has been added to the New Employee window. When the new employee record is saved and the option 'Assign Temporary Password' is selected, a temporary password email will be sent to the new employee using the system language selected on the window.

The screenshot shows the 'Employee (New)' form in the Admin App. The form is titled 'Employee (New)' and is located in the 'Employees' section. The form includes the following fields:

- *Name: Last, First, Middle
- Employee #:
- Email Address:
- *User Name: Assign Temporary Password
- *Employee Since: 15 Oct 2024
- System Language: English (highlighted with an orange box)
- Default Role
- *Start Date:
- *Default Role:
- Role Title:
- Role will display as:
- Job Classification:
- Business Unit:
- Belongs to Business Unit:

There is a 'More Information' link at the bottom of the form. The top right of the page shows the user profile for 'Weston, Trina' (ITacit System Admin, NB Nursing Homes (NBNH)) and a 'Sign Out' button.

Admin App > Employee Uploader > Matrix Style - Inactive Roles

([HCM-16907](#))

When performing a Matrix-style upload, the Employee Uploader will no longer include inactive roles when attempting to find a role that matches the business unit, job classification, and reports to within the spreadsheet being uploaded.

Main App - Improved Date Picker styling

([HCM-16290](#))

Visual improvements have been made to the Date Picker styling, including;

- rounded corners
- improved spacing between dropdown and open calendar
- increased padding around the selected date
- clicking on the field and clicking on the arrow now behave the same (both open the calendar)

ist. start

Next 90 days ^

➤ Awaiting ap

➤ Awaiting ap

➤ Approved

Any Time

Next 7 days ← **April 2024** → ← **July 2024** →

Next 30 days

Next 90 days 31 1 **2** 3 4 5 6 30 **1** 2 3 4 5 6

Next 365 days 7 8 9 10 11 12 13 7 8 9 10 11 12 13

Custom Range 14 15 16 17 18 19 20 14 15 16 17 18 19 20

21 22 23 24 25 26 27 21 22 23 24 25 26 27

28 29 30 1 2 3 4 28 29 30 31 1 2 3

5 6 7 8 9 10 11 4 5 6 7 8 9 10

Junior Accounting Staff

Collaboration & Communication

Admin App > Library > Links - "Allow non-targeted people to see this library link?" obsolete

([HCM-15958](#))

The option "Allow non-targeted people to see this library link?" has been removed from the Link permissions. This feature has been discontinued and is now obsolete.

Messages - Message list displays consistently

([HCM-14061](#))

An issue has been resolved that caused the message list to not display under certain conditions.

Messages - Proper formatting in email replies to messages

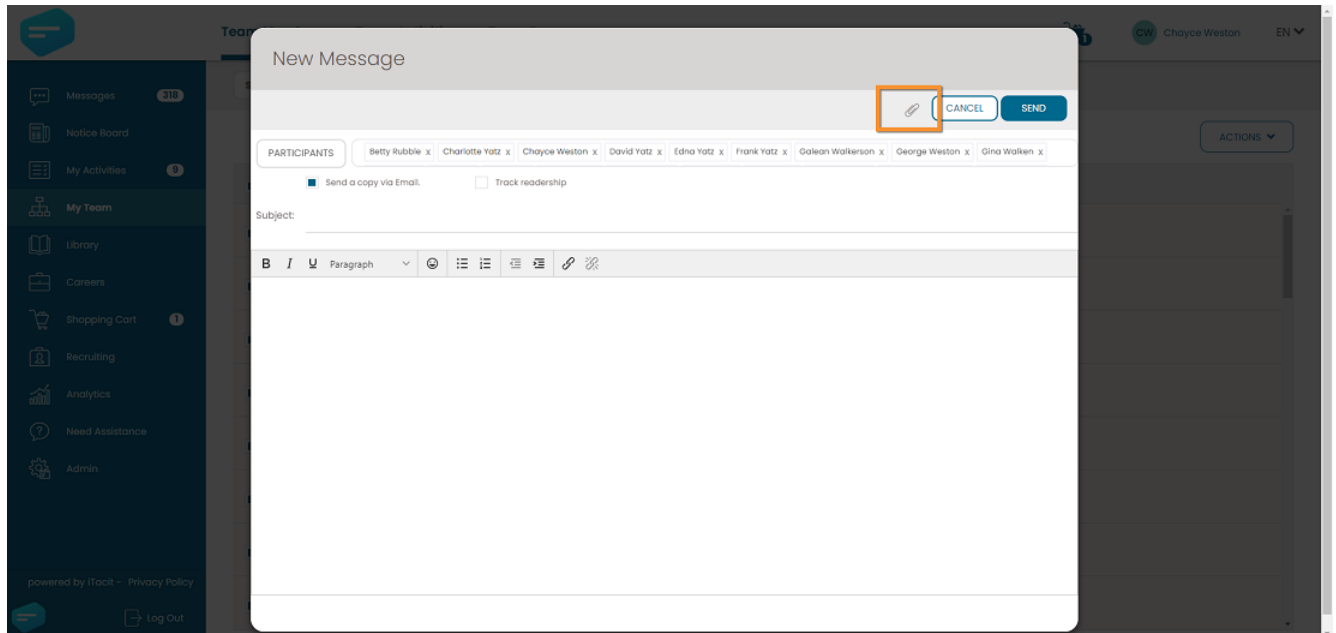
([HCM-16042](#))

iTAcit now removes HTML code in a message that was created by an email reply. This enhances security and improves legibility. Line breaks and the text content will be included in messages so as not to alter any intentional formatting or signatures.

My Team > Team Members - Send message allows attachments

([HCM-15995](#))

In the My Team > Team Members area, when sending a new message to team members, the user can now add attachments. This improvement delivers feature parity between messages sent from My Teams and the Messages modules.



Notice Board - Editing Posts retains existing images

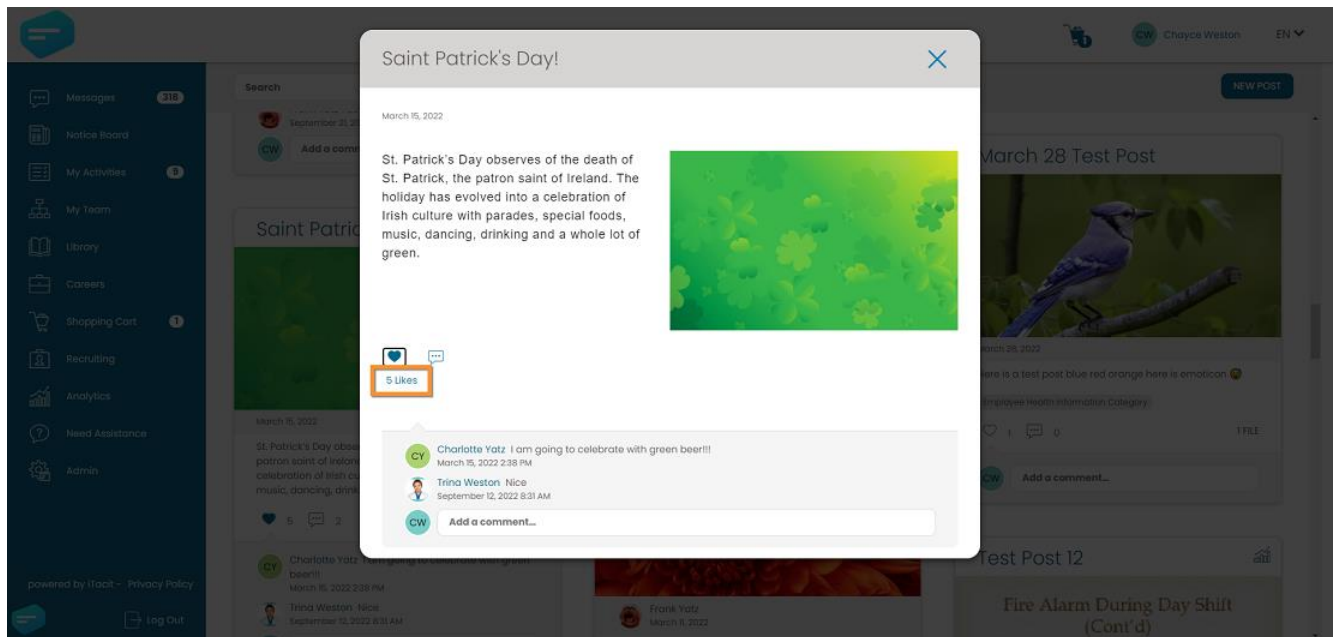
([HCM-16580](#))

An issue where, in certain cases, editing Posts in iTacit 2.0 that were originally created in the Admin App caused images to break has been resolved. Now, images remain intact when making edits, ensuring a seamless experience.

Notice Board - Liking a post increases counter

([HCM-15547](#))

An issue where, in certain cases, liking a Post would not increase the Likes Counter has been corrected. Now, after Liking a post, the counter will increase.

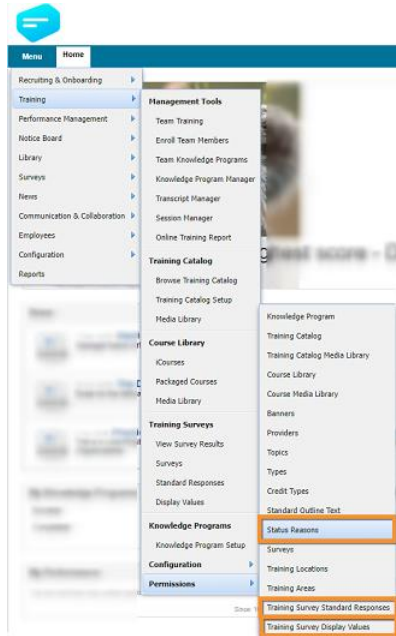


Training & Education

Admin App > Permission Menus - New Status Reasons, Standard Responses, and Display Values

([HCM-16183](#))

Previously the Status Reasons, Standard Responses, and Display Values menu areas did not include Permissions menus. They have been added to provide feature parity with similar menu areas in iTacit.



Library > Courses > Course Outline - Font colors

([HCM-15876](#))

When configuring a Training Catalog Item the Course Outline area provides the ability to change the font colors. The font colors will now display correctly when the user is viewing the Course from within the Library - Courses area of 2.0.

The screenshot displays the iTacit mobile app interface. At the top, there is a navigation bar with 'Courses', 'Documents', 'Forms', and 'Links'. On the right side of the top bar, there is a shopping cart icon, a user profile icon labeled 'AW Admin Assistant Weston', and a language dropdown menu set to 'EN'. A dark blue sidebar on the left contains various navigation options: Messages (84), Notice Board, My Activities (6), My Team, Library (selected), Careers, Shopping Cart, Recruiting, Analytics, Need Assistance, and Admin. At the bottom of the sidebar, it says 'powered by iTacit - Privacy Policy' and has a 'Log Out' button. The main content area shows a course titled 'Violence in the Workplace' under the category 'CORE INSERVICE'. Below the title, there is an 'ENROLL NOW' button. The 'About this Course' section states: 'Through a series of interactive scenarios, employees learn about the following topics:'. It lists three topics: 'Recognizing Workplace Violence' (with sub-points: Domestic violence and how it affects the workplace, Knowing when an employee is more likely to become a victim of violence at work, Recognizing when a coworker has made a threat, Risk factors and warning signs that a coworker may become violent at work), 'The Workplace Violence Plan' (with sub-points: Procedures for Reporting Workplace Violence Concerns, Employer-Specific Workplace Violence Hazards and Corrective Measures, What to do in a Workplace Violence Emergency), and 'Responding to Potential or Actual Workplace Violence' (with sub-points: How Employees Can Protect Themselves and Others if Workplace Violence Happens, Using De-Escalation Techniques to Defuse Potentially Violent Situations, The Workplace Violence Incident Log). To the right of the text is an image of a desk with a book, a blue paperclip, and a pen, with a label that says 'Workplace Violence'. Below the image is another 'ENROLL NOW' button. On the far right, there is a section for 'FCS myTrainer Course - EN' with three options: 'Preview this course...', 'Send a message about this course...', and 'Contacts'.

Mobile App > Training > Packaged Course - PDF Documents in Articulate Rise courses

[\(HCM-16316\)](#)

The iTacit Mobile App has been improved to seamlessly invoke packaged courses in the default browser of the user's mobile device, allowing PDF documents in Articulate Rise SCORM courses to now open correctly. Once the course has been completed, the user is provided an option to return to the iTacit Mobile Application and view the status of their course.

My Activities > Courses pending other required completions

[\(HCM-16445\)](#)

In My Activities, when viewing a course that has other pending requirements, the Other Required Completions popup window will now consistently display without error.

The screenshot shows a user interface for a learning management system. A modal window titled "Other Required Completions" is centered on the screen. The modal contains the following text and elements:

- Header: "Other Required Completions" with a close button (X) in the top right corner.
- Text: "The following activities must be completed before you can start Alzheimer's Disease:"
- Item: "Choking Prevention" with a document icon, "MANDATORY TRAINING (ANNUAL) - HERMELICH MANUEVER", and "Available Online - EN - Available Online - FR". To the left of the item is a green arrow and the word "Enrolled". To the right is a "GET STARTED" button.
- Footer: A "CLOSE" button.

The background of the page is dimmed and shows a sidebar with navigation options: Messages (310), Notice Board, My Activities (5), My Team, Library, Careers, Shopping Cart (1), Recruiting, Analytics, Need Assistance, and Admin. The top right corner shows the user's name "Chayne Weston" and language "EN".

iTacit Infrastructure

Performance Optimization: Careers - Awarded Postings

[\(HCM-16924\)](#)

Performance improvements have been made to the Awarded Postings area within the Careers menu.

Performance Optimization: Form Analytics

[\(HCM-16921\)](#)

Performance improvements have been made within the Form Analytics area.

Performance Optimization: Form Submission Manager

[\(HCM-17396\)](#)

Performance improvements have been made to the Form Submission Manager within the Admin Application.

Performance Optimization: Form Submission Manager - Improved export performance

[\(HCM-15868\)](#)

Performance improvements have been made when exporting form results from the form submission manager.

Performance Optimization: iCourse

[\(HCM-17201\)](#)

Performance improvements have been made when completing an iCourse.

Performance Optimization: My Activities - Assigned List

[\(HCM-17213\)](#)

Performance improvements have been made to the My Activities, when viewing the Assigned list.

Performance Optimization: My Activities - Continued slowness in section assignment retrieval

[\(HCM-17441\)](#)

Performance improvements have been made to the My Activities, when viewing the Assigned list.

Performance Optimization: My Activities - Form Completion

[\(HCM-16923\)](#)

Performance improvements have been made when completing an assigned Form from within the My Activities area.

Performance Optimization: My Activities - Improved data retrieval performance

[\(HCM-16585\)](#)

Performance improvements have been made when retrieving the list of data within the My Activities module.

Performance Optimization: My Activities - Recruitment Requests

[\(HCM-17429\)](#)

Performance improvements have been made to the query within the My Activities area that retrieves the number of Recruiting Activities the user signed in has assigned to them.

Performance Optimization: My Activities - Section assignment retrieval

[\(HCM-17444\)](#)

Performance improvements have been made to the My Activities, when viewing the Assigned list.

Performance Optimization: Notice Board

[\(HCM-16922\)](#)

Performance improvements have been made when viewing the Notice Board.