

# Colleague<sup>7</sup>

## Release Notes

Build: 18.05.02

Colleague Software Ltd

Date Created: 01/06/18

## Colleague 7 Release Notes - 18.05.02

### 1. Introduction

This document communicates the new features and changes in this release of Colleague 7.

### 2. About This Release

Sprint Goal: Ensure that a user can create a document in Word format and investigate implementing a progress bar for the bulk sending of emails and the generation of GDPR links.

### 3. New Features

#### 3.1 Create Document - Can we save as Word format instead of PDF?

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State: Done

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Type: Enhancement

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User Notes: It is now possible to Create Documents as .DOCX files as well as .PDF files. You can create a Document as before, including using templates, then instead of clicking "Save" (or "Send"), you can now select either ".PDF" or ".DOCX" when you hover over "Save As" (or "Send As"). Selecting the .DOCX option will create a Word Document that can then be edited in Word Online and/or downloaded.

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#### 3.2 Consent Being Applied: Manual vs Web Service

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State: Done

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Type: Enhancement

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User Notes: New History codes have been introduced so that the user can now differentiate between Consent which has been granted/denied by either a manual process or by the GDPR email process.

"Consent Given" is now labeled as "GDPR Consent Given" in the Data Dictionary area of Admin

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## 3.3 Create Requirement - Include Job Description

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State: Done

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Type: Enhancement

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User Notes: When creating new requirements, the 'Notes' tab is now available for entering notes such as the job description (where previously the 'Notes' tab was only available when editing existing requirements). Additionally, a new admin 'Notes' section has been created where users can define default text for requirement notes. Whatever text is entered in this Admin area (Templates > Notes > Entity: Requirement) will show as the default text on the requirement 'Notes' tab.

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## 3.4 Quick Search - Include / Exclude Leavers

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State: Done

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Type: Enhancement

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User Notes: There is now an option to include/exclude leavers on the Quick Search results screen.

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## 3.5 Copy Forename to Known As When Creating A Candidate or Contact

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State: Done

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Type: Enhancement

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User Notes: When creating a new candidate or contact, if the 'Known As' field is empty it will default to the value from the 'Forenames' field.

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## 3.6 Apply Favicon To Colleague 7

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State: Done

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Type: Enhancement

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User Notes: An icon has been applied to Colleague 7

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## 4. Bug Fixes

### 4.1 Option to Archive Records within the Admin Area is no longer working

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State: Done

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Type: Bug

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User Notes: A bug has been fixed which was causing the archive records function not to work within the admin area.

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### 4.2 Force encrypted connections for Colleague 7 web app

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State: Done

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Type: Bug

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User Notes: Operational Azure setting identified to redirect users to a secure https url if they attempt to use http. Information circulated with support and BI teams for the change to be made on live/demo.

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### 4.3 Notifications Not Displaying Correctly

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State: Done

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Type: Bug

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User Notes: The ability to mark a notification as read or unread has been implemented. The user can click either on the message of the notification or on the 'checkbox' icon (next to the Dismiss icon) to mark a notification as read/unread and the appearance of the notification will update and the counter on the 'bell' icon. The user can also click on "Mark all as read" to mark all the notifications as read and then the appearance of each notification will update and the counter will disappear.

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### 4.4 Timeout Issue on Login

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State: Done

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Type: Bug

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User Notes: Updates have been made to improve performance when logging into the system.

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## Revision History

Version	Date	Summary of Changes	Author
1.0	01/06/18	Initial Draft	David Payne