

# Colleague<sup>7</sup>

## Release Notes

Build: 18.04.01

Colleague Software Ltd

Date Created: 20/04/18

## Colleague 7 Release Notes - 18.04.01

### 1. Introduction

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

### 2. About This Release

Sprint Goal: To implement 'Delete Record' functionality in-line with the 'Right to be Forgotten' component of GDPR. This completes the GDPR project, allowing for Colleague 7 users to be fully compliant.

### 3. New Features

#### 3.1 Delete Record – Right To Be Forgotten

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State: Done

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Type: Enhancement

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User Notes:

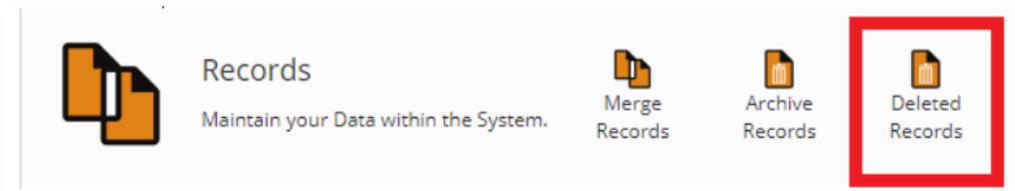
It is now possible to delete Candidates and Contacts in Colleague 7.

There are five new User Group Permissions:

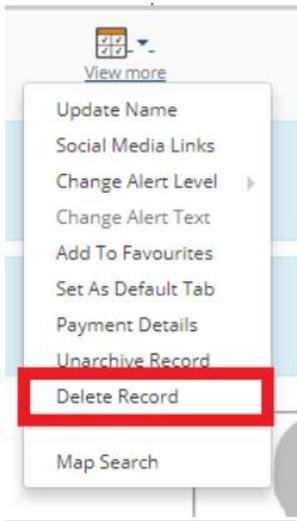
Delete Candidate Record	Full Access
Delete Candidate From Search	Full Access
Delete Contact Record	Full Access
Delete Contact From Search	Full Access
Deleted Records	Full Access

The first four dictate whether the user has permission to perform a deletion either on the record directly or from a Search result.

The last permission dictates whether the user can view deleted records or not, and see the new "Deleted Records" area in Admin.



If the User has permission to Delete records, then a button will appear in the View More drop down (or Selected Items drop down in Search).

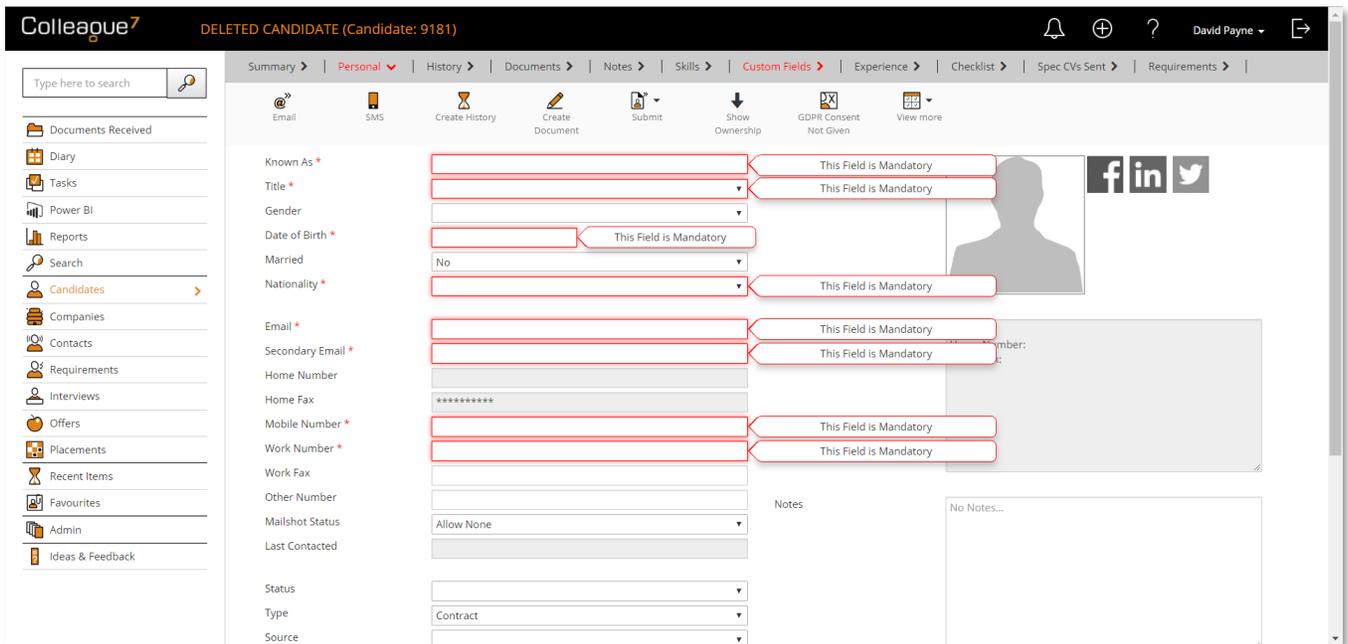


Clicking on 'Delete Record' will then display an alert bar confirming to the User that this will delete all details including history, documents, skills and notes and that this is an irreversible process.

The User can then click on 'No' to cancel the deletion. Clicking on 'Yes' will carry out the process.

If the deletion operation succeeds, then the record will refresh and show that all the details have either been cleared or deleted (if the User has permission to view deleted records).

**Note: This process will only be able to run if the Candidate / Contact is not associated to any placements.**



If the User has permission to view Deleted Records, then there is a new area in Admin called 'Deleted Records'

Clicking on this will then show all deleted Candidates/Contacts (IDs only), their deletion date and which user deleted the records. The User can also view the deleted records by clicking on the icon on the right-hand side.

Entity

Deleted Candidates

Show  entries

Entity Id	Deleted On	Deleted By	View Record
9181	2018-04-13 11:14:49.840	Ben Ryder	
168	2018-04-13 11:21:48.940	Ben Ryder	
8788	2018-04-13 11:24:09.977	Ben Ryder	
8789	2018-04-13 11:24:10.663	Ben Ryder	
486	2018-04-13 11:25:55.680	Ben Ryder	
487	2018-04-13 11:25:56.727	Ben Ryder	
490	2018-04-13 11:26:27.523	Ben Ryder	
491	2018-04-13 11:26:28.540	Ben Ryder	
9182	2018-04-13 11:41:11.277	Ben Ryder	
9183	2018-04-13 13:27:15.447	Ben Ryder	

Showing 1 to 10 of 51 entries

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This functionality ensures that users of Colleague 7 have the tools to adhere to the 'Right to be Forgotten' component of GDPR.

### 3.2 Archive Associated Contacts to Archived Company

State: Done

Type: Enhancement

User Notes: When a User now archives a Company, all unarchived Contacts at the Company will also be archived. If the Company is then unarchived, any Contacts that were archived at the same time will also be unarchived.

### 3.3 Insert Image option added to Templates and Create Letter Text Editors

State: Done

Type: Enhancement

User Notes: Users can now embed images when creating/editing templates and during document creation. This is as per the existing embed image functionality when emailing and updating email signatures.

### 3.4 Add Reference Field To Requirement

State: Done

Type: Enhancement

User Notes: A new field called 'Reference' is now available on requirement records. This field will be searchable, available as a merge code and have the option to be mandatory as well.

## 4. Bug Fixes

### 4.1 Telephone Number Search on Selection Screens Not Working

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State: Done

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Type: Bug

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User Notes: An update has now been made so that when using the selection screens to search over candidate, company and contact records, searching for 'Telephone' will look at all phone numbers for that record type.

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## Revision History

Version	Date	Summary of Changes	Author
1.0	20/04/18	Initial Draft	David Payne