PeopleFluent

Recruit, Develop, Perform, Reward

NetDimensions LMS 14.1

System Administration

An overview of the features and procedures relevant to System Administration in PeopleFluent Learning’s NetDimensions LMS Version 14.1

www.peoplefluent.com/products/learning

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This document may be revised from time to time.

Copyright Information

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System Administration

Legend:

Please use the guide below to determine which features are applicable for the Talent Suite license you are currently using:

NetDimensions Performance = For Performance license only

NetDimensions Learning = For Learning license only

NetDimensions eLearning = For eLearning license only

NetDimensions Exams = For Exams license only

NetDimensions Talent Suite = Applies to all licenses

System Administration involves, among other things:

- Configuration of the default language for e-mail templates
- Broadcast messaging
- Database management
- User support
- Configuration of various system functions and defaults including:
    - Default IP locations for exams Content servers Login reminders
- Information gathering which involves, among other things:
    - Information on the version of the NetDimensions Talent Suite in use
    - User – related information
    - Violation reporting
    - System Statistics
    - Debug and tracing options
    - Auditing

This document covers:

- Communications
- Database Management
- User Support
    - Information gathering and configuration are covered in separate documents.

Communications

NetDimensions Talent Suite offers several communication options including:

- A message board that allows for the immediate public distribution of short messages that display on the Message Board until their expiration date.
- Chat room functions that allow online users to conduct interactive, real time conversations
- E-mail functions that allow for distribution of messages and documents to a targeted set of recipients.
- Discussion boards that provide an online forum for discussion among Instructors and Learners
- Broadcast messaging
- Facilities to review online profiles of individuals as well as News functions that also enable the public distribution of messages and other news items.

The choice of communications option depends largely on preference and requirements:

- News functions that allow for wide dissemination of announcements, files or surveys
- The Message Board that allows for the posting of messages. Unlike e-mail and news functions, messages posted to the Message Board are not delivered to learners, rather individuals must access the Message Board to retrieve messages
- Discussion boards, for example, allow instructors to offer tips or share answers with all members of a particular course (without taking the additional step of forwarding the information to all members of the course). Instructors may also prefer using discussion boards so that they may quickly separate course-related communications (e.g. from e- mail).

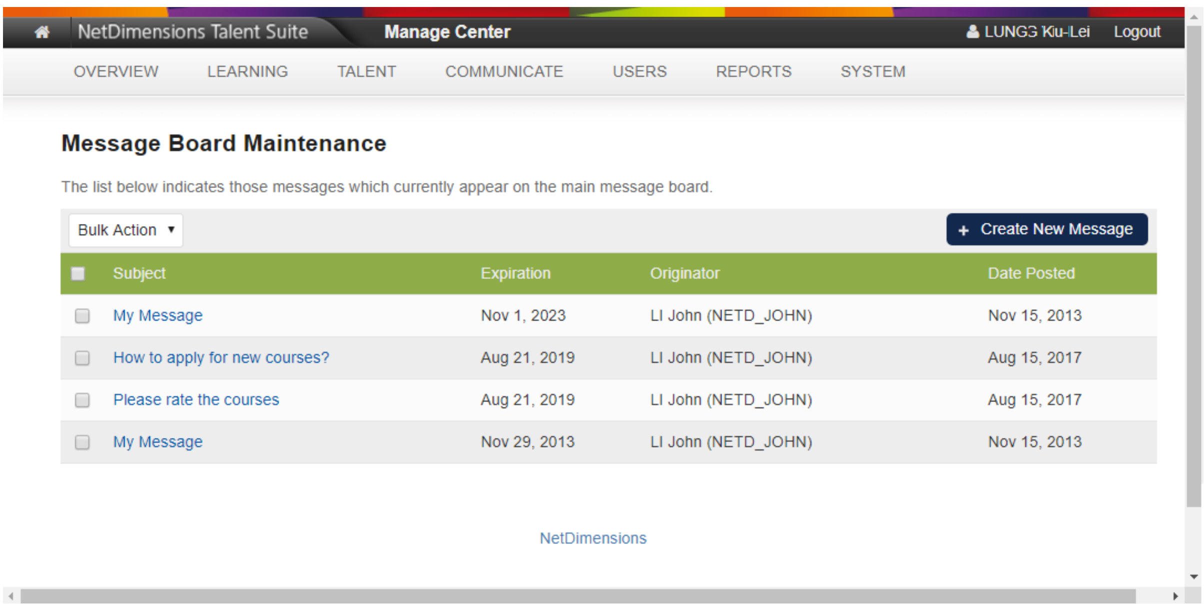
The Message Board

(applies to NetDimensions Performance NetDimensions Learning)

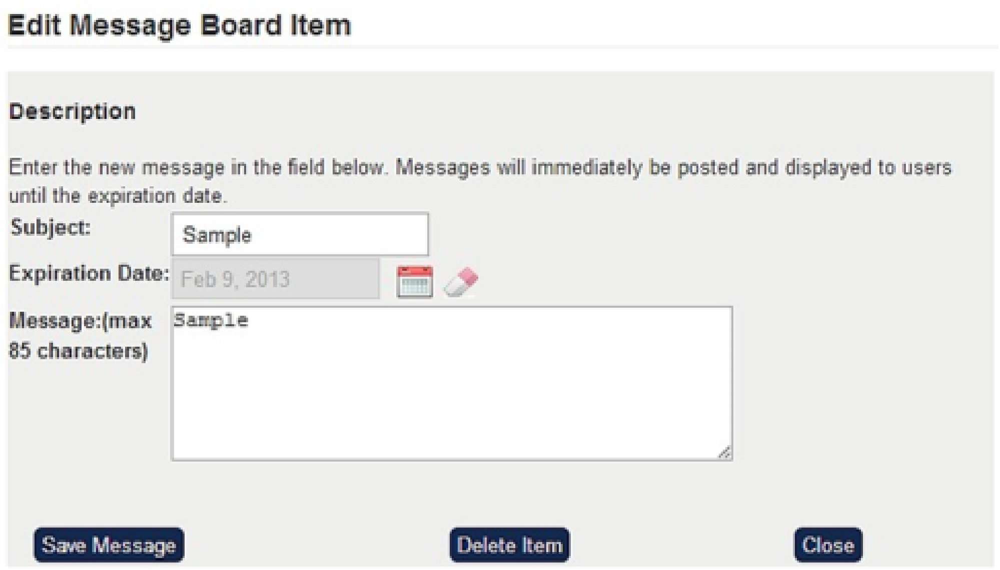
Post a New Message or Edit an Existing Message

1. To post or edit messages on the Message board, go to **Manage Center** > **COMMUNICATE** > **COM MUNITY MANAGER** > **Message Board Maintenance**.

2. To edit a message, click on the desired message board item; or click **+ Create New Message** to write a new one.



3. In the Edit Message Board Item page that appears, enter/edit the subject.

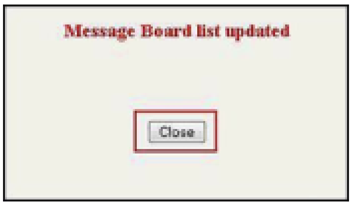


4.Specify the Expiration Date.

Note: This date must be after the message creation date.

5.Enter the Message. Keep the message short as you have an 85 character limit.

6.Click **Add Message** (if you are creating a new message) or click **Save Message** (if you are editing a message). An acknowledgement appears.



7.Click **Close**.

E-mail

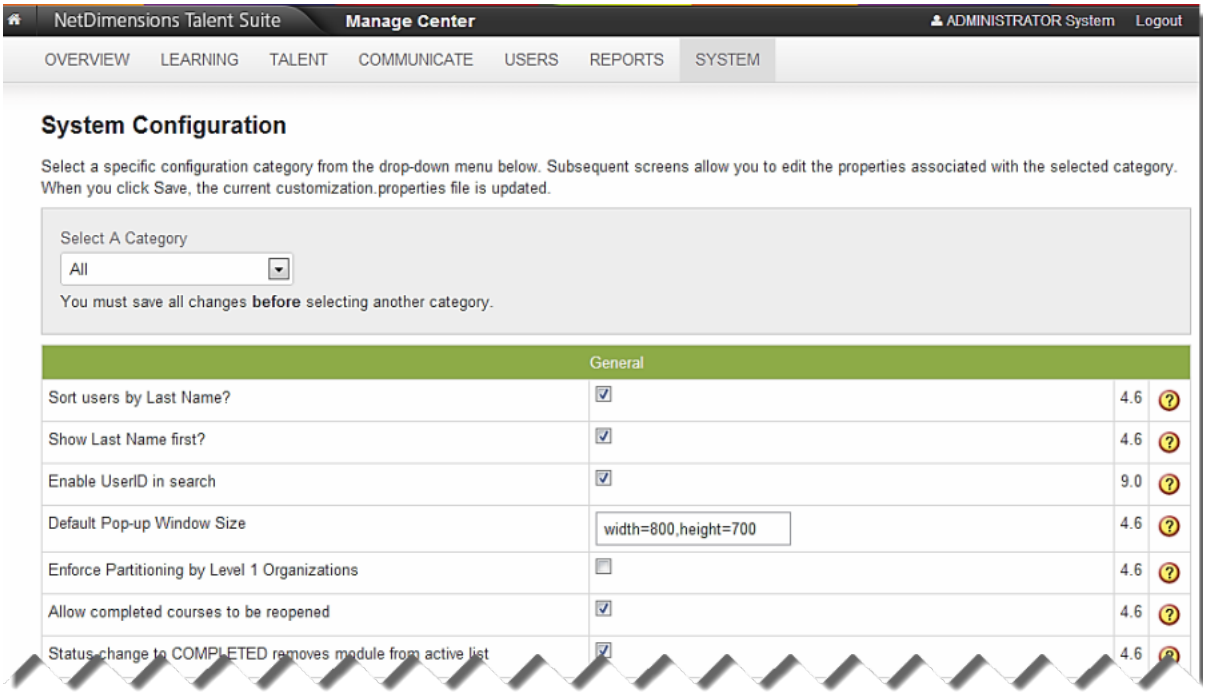
(applies to NetDimensions Talent Suite)

Configure E-mail

To configure global e-mail settings, first, specify the desired options in the Systems Configuration area. To do so:

1.Access **Manage Center > System > General Settings > System Configuration**. The System Configuration page appears. Select **Mail** from the drop down list.

2.The Mail section of the System Configuration screen appears.



3.Specify the desired configuration options.

4.Click Save at the bottom of the page.

5.Proceed to specify language options.

E-mail Configuration Options

Option	Description/Comments
Include iCalendar attachments in enrollment and approval confirmation messages	iCalendar attachments can be used to import scheduled course sessions into an external calendar application. The start date, the end date, or both must be specified before attachments are included.
New User Welcome E-mail:	The selected e-mail will automatically be sent to users added to the system within the last 24 hours each night. If this option is not configured, no welcome e-mail will be sent
Forum Update Notification Email:	The selected e-mail will automatically be sent to users in the discussion forum if the discussion forum has been updated within the past 24 hours. No specific types of updates are checked, therefore the recipient should be a general moderator for the forum.
The system default classroom session start reminder template:	The course start reminder message will be based upon this template selected from the E-mail Template Editor.
Send Gentle Reminder to Approver:	The system automatically sends a reminder e-mail to approvers who have not yet acted upon a pending approval request. The specified e-mail template will be used for the reminder.
# Days before course starts to send system reminder e-mail	If this option is configured, the system will automatically send an e-mail reminder, using the selected template, 'n' days before a course starts.

Configure E-mail Template Language

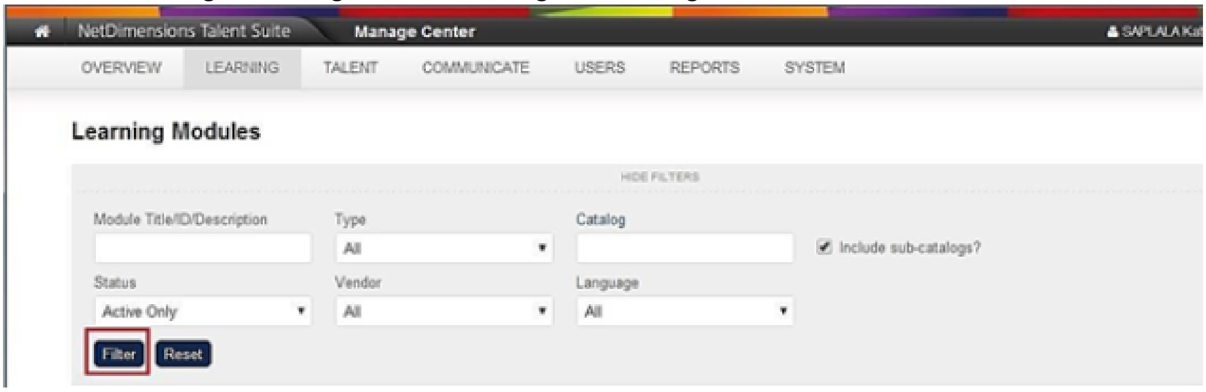
To configure the default language for e-mail templates:

1.Access **Manage Center > Communicate > Email Manager > Reset system default e-mail template language**. Choose the desired language from the drop-down list.

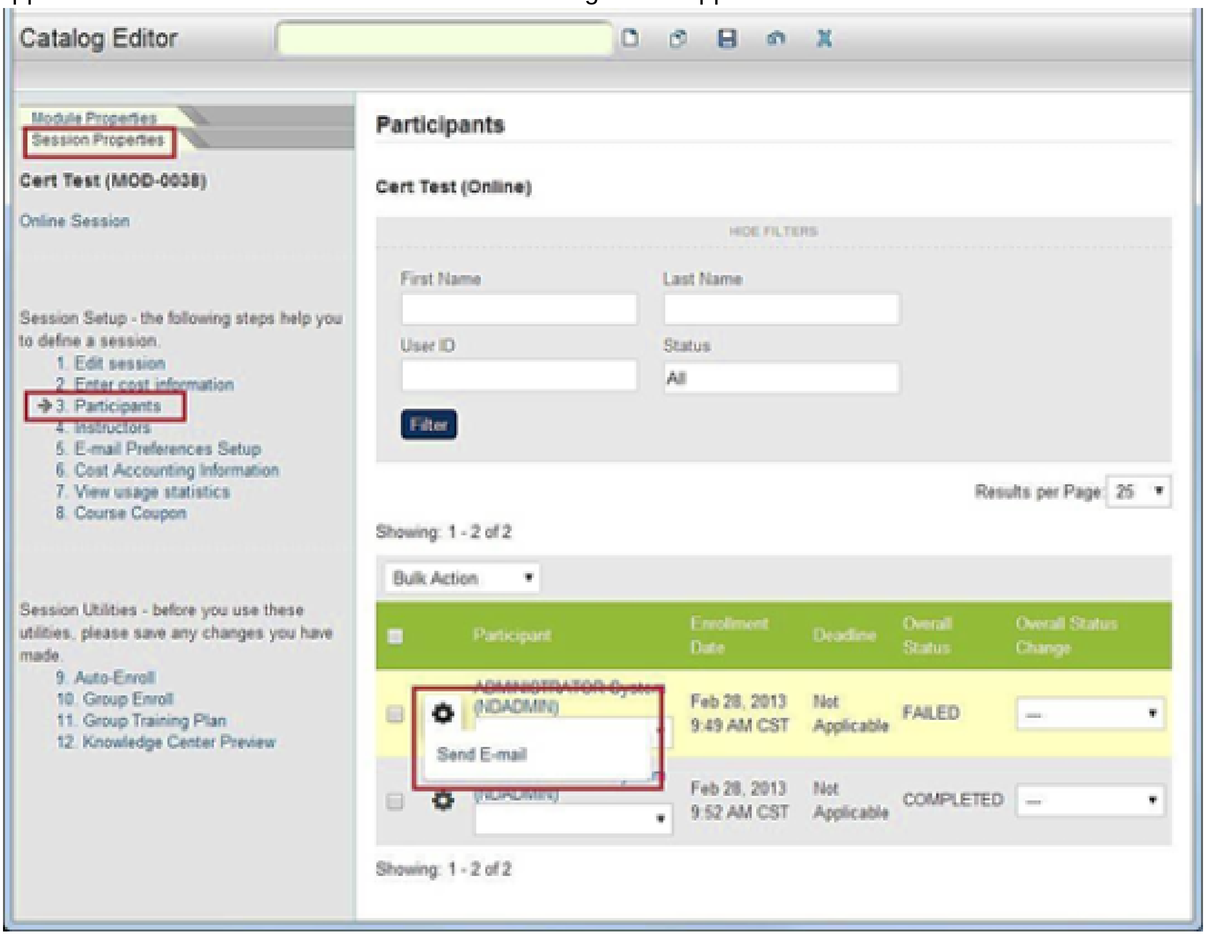
2.Click Submit. The Talent Suite returns an acknowledgement.

Sending Bulk E-mail from the Communicate Page

1.To send a bulk email to all participants enrolled in a particular learning object: Access **Manage Center> Learning > Catalog General Settings> Learning Module**



2.Search for the Module by entering any of the parameters then click Filter. A list of modules should appear. Select the desired module and the Catalog Editor appears.



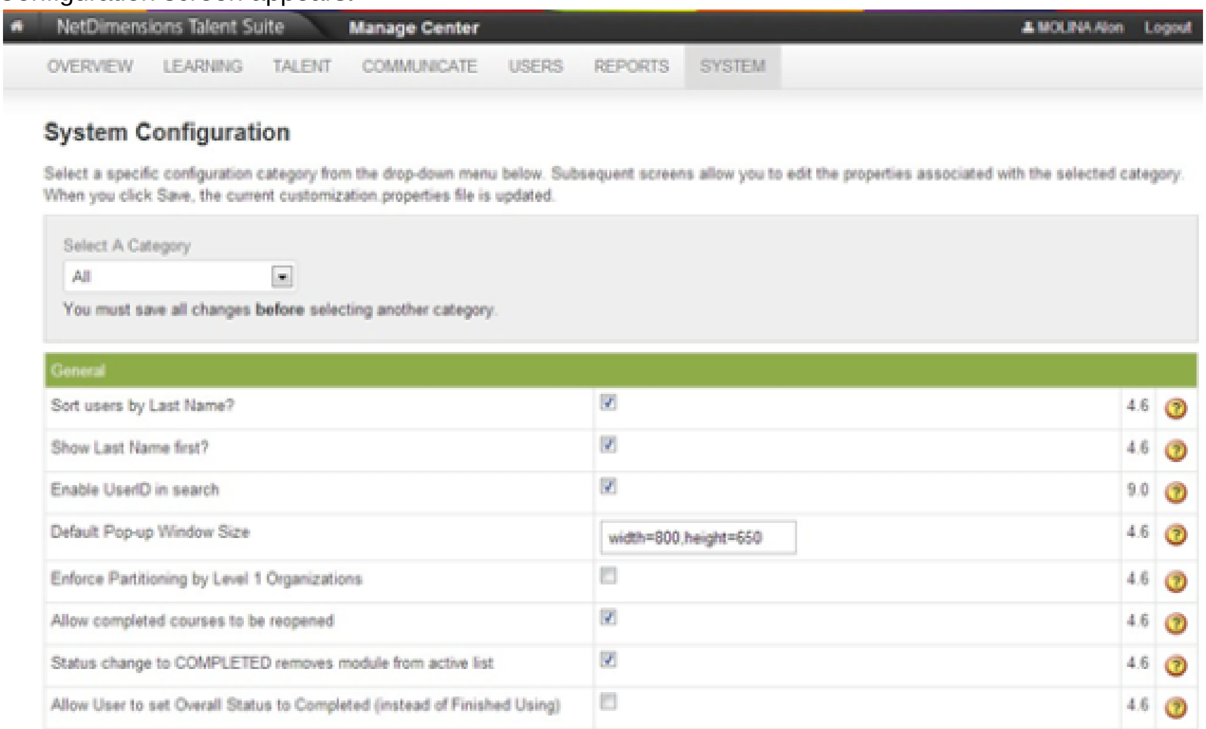
3.Click the Session Properties tab, select the desired session then click Click Participants. Click the gear button and the Send E-mail hyperlink appears. Clicking on that will prompt the email screen to appear.

4.Enter your subject and message. If you need to attach a file to your email, click the File Attachment hyperlink and select the desired file from the Repository Manager. Afterwhich click Send

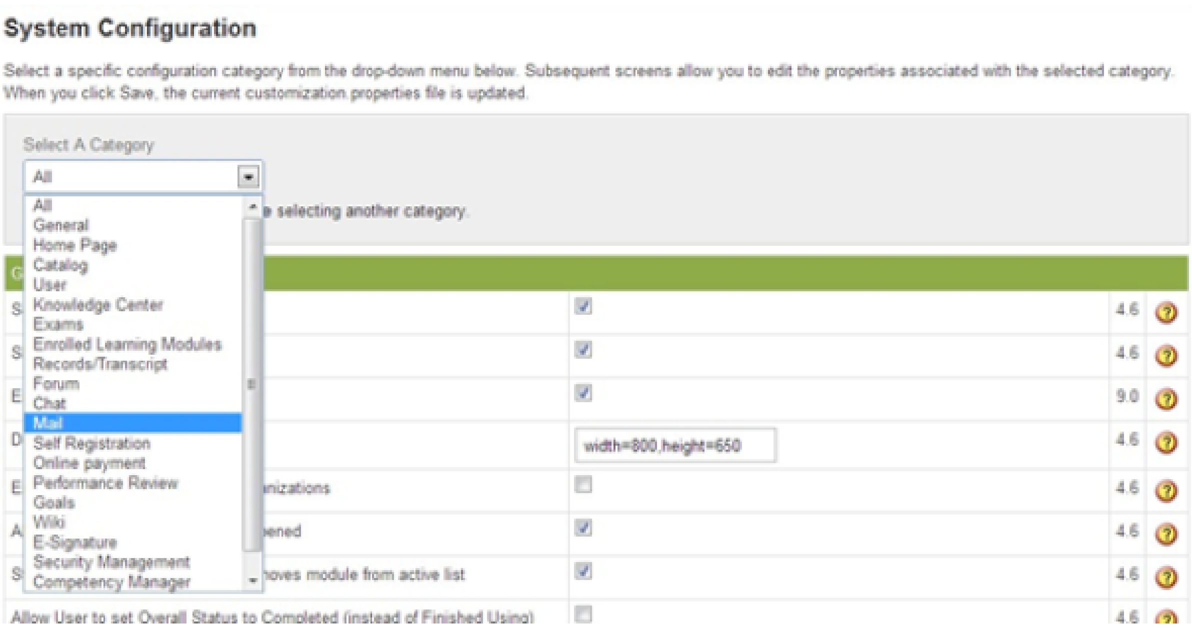
Event-triggered Notifications

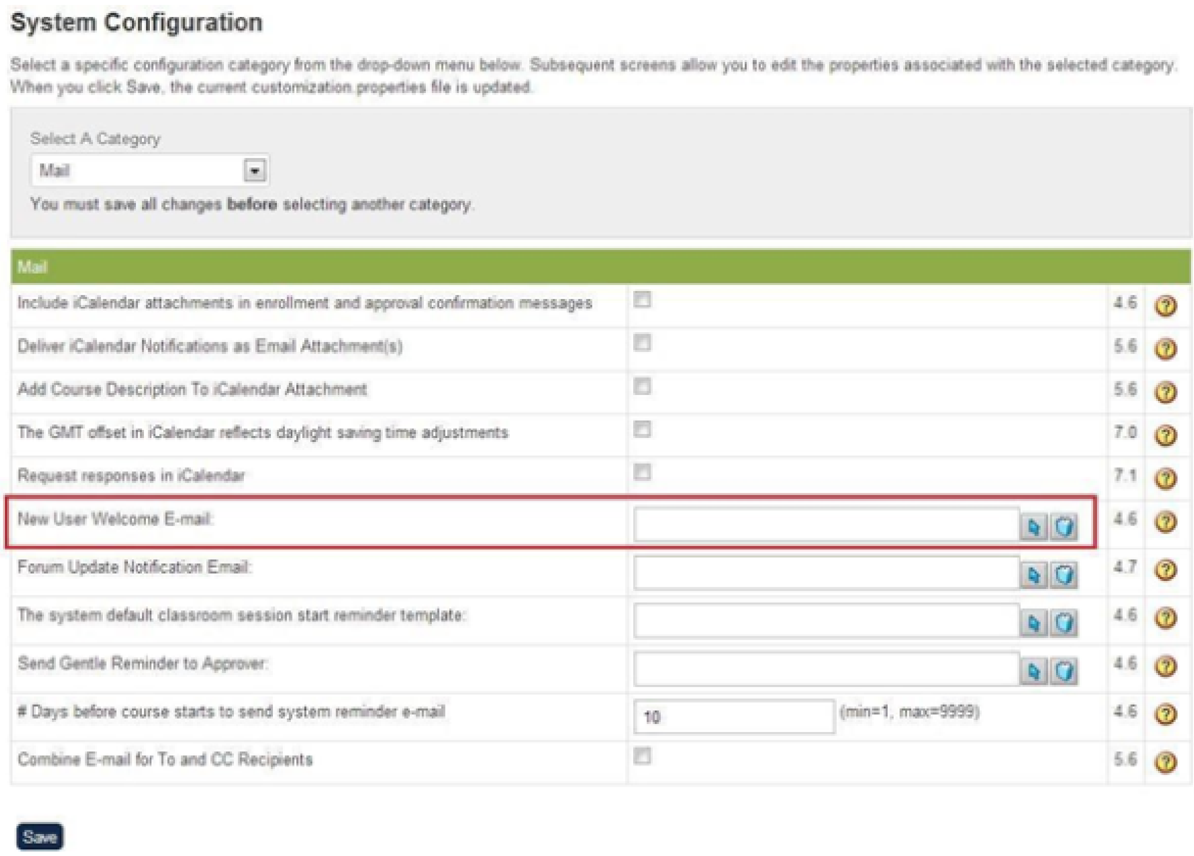
To configure EAP to automatically send a welcome message to a new user:

1.Access **Manage Center > Systems > General Settings > System Configuration**. The System Configuration screen appears.



2.Click the drop-down menu in Select a category and choose Mail. The Mail category appears.



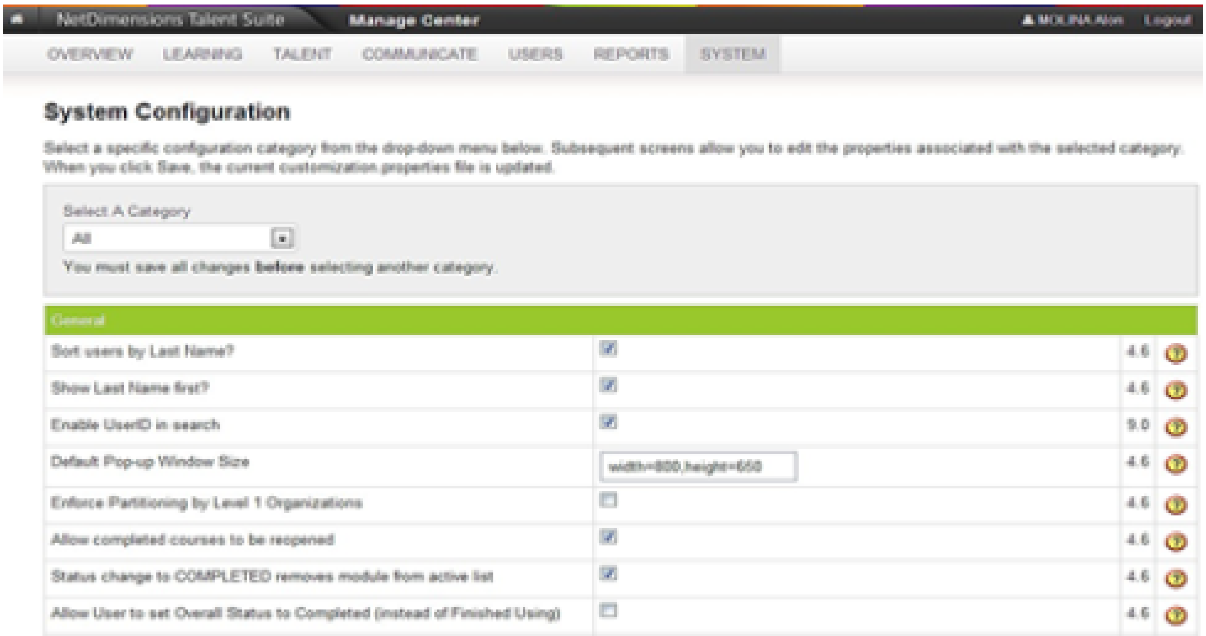


3.Click on the Select button by the "**New User Welcome E-mail".** Select the desired E-mail Template from the E-mail Template Editor screen that opens in a new window.

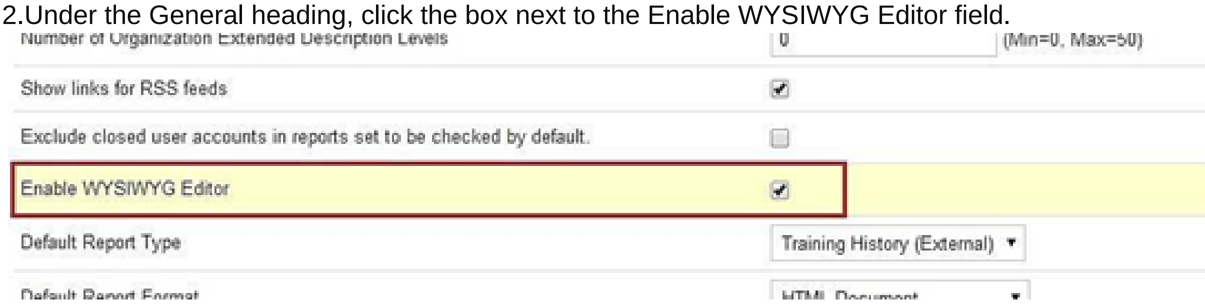
WYSIWYG Editor for E-mails

The WYSIWYG editor for e-mails allows formatting in the email template editor without the user having to write HTML. To enable the WYSIWYG editor:

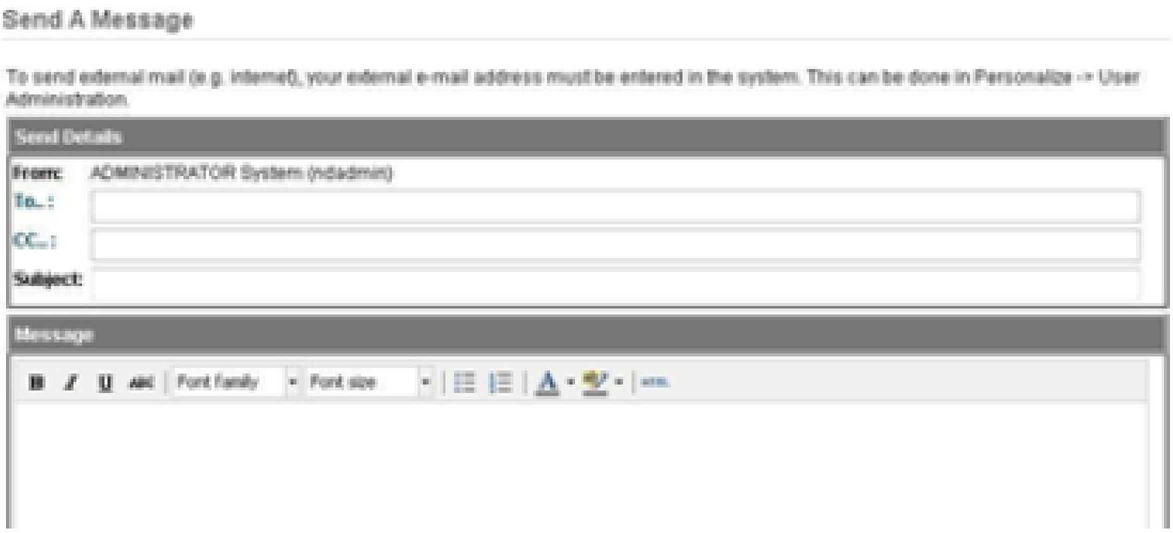
1.Click **Manage Center > System > General Settings > System Configuration**. The System Configuration page appears.



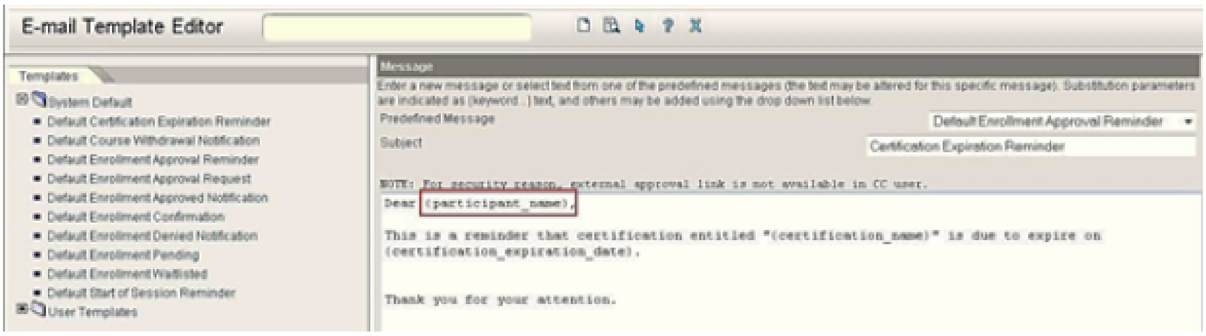
2.Under the General heading, click the box next to the Enable WYSIWYG Editor field.



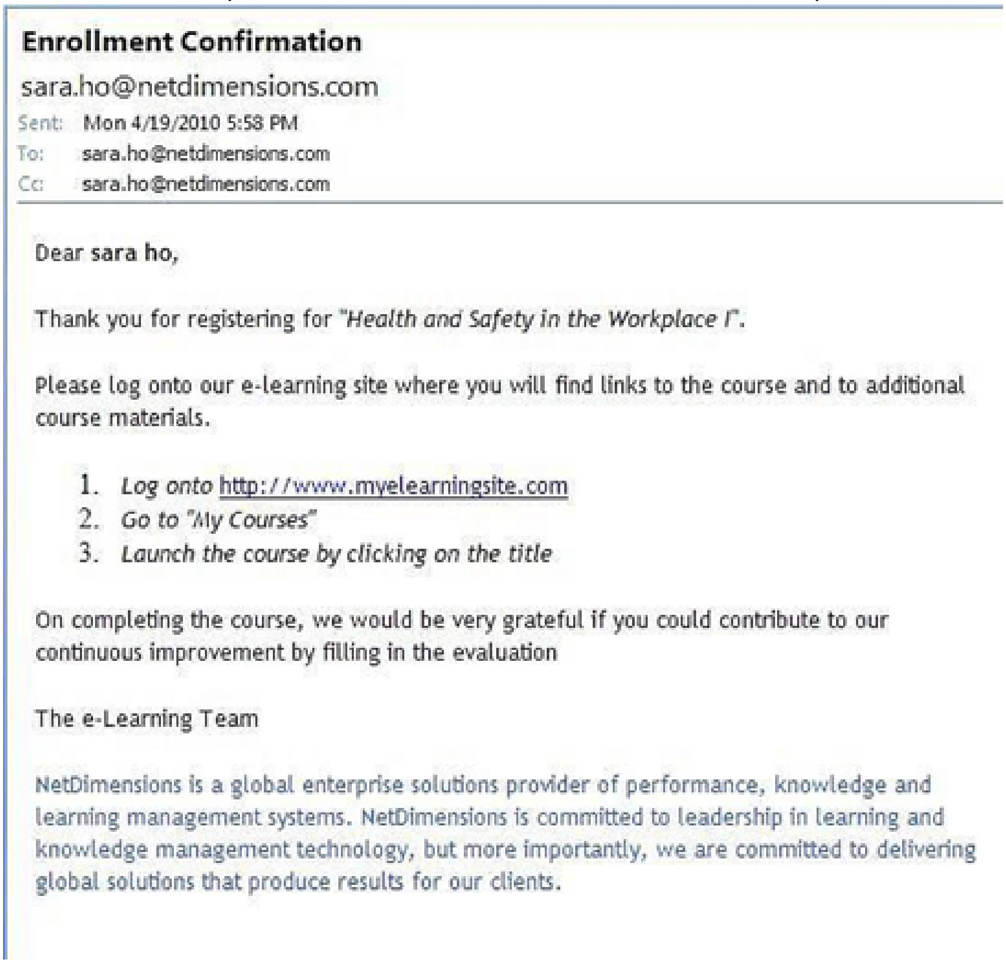
3.Click **Save** at the bottom of the screen. The WYSIWYG editor will be available to all users using the e-mail composer.



The WYSIWYG editor will also be available when editing e-mail templates. When using the editor with e-mail templates, care must be taken to ensure e-mail template parameters and their enclosing curly brackets are kept as one unit. For example, to italicize the "participant name", participant_name including the curly brackets - must be selected and italicized.



The below is a sample e-mail that resulted from the above e-mail template:



Enrollment Confirmation

sara.ho@netdimensions.com

Sent: Mon 4/19/2010 5:58 PM
To: sara.ho@netdimensions.com
Cc: sara.ho@netdimensions.com

Dear sara ho,

Thank you for registering for "*Health and Safety in the Workplace I*".

Please log onto our e-learning site where you will find links to the course and to additional course materials.

1. *Log onto* http://www.myelearningsite.com
2. *Go to "My Courses"*
3. *Launch the course by clicking on the title*

On completing the course, we would be very grateful if you could contribute to our continuous improvement by filling in the evaluation

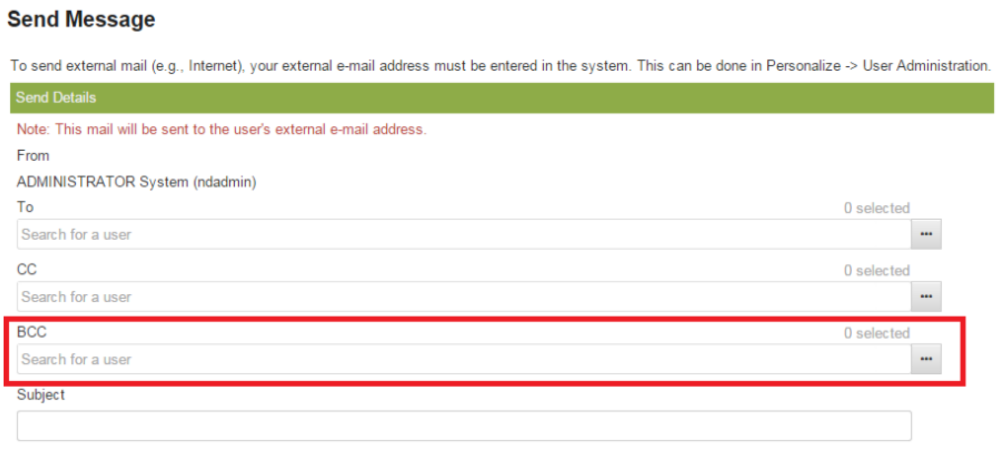
The e-Learning Team

NetDimensions is a global enterprise solutions provider of performance, knowledge and learning management systems. NetDimensions is committed to leadership in learning and knowledge management technology, but more importantly, we are committed to delivering global solutions that produce results for our clients.

Sample e-mail

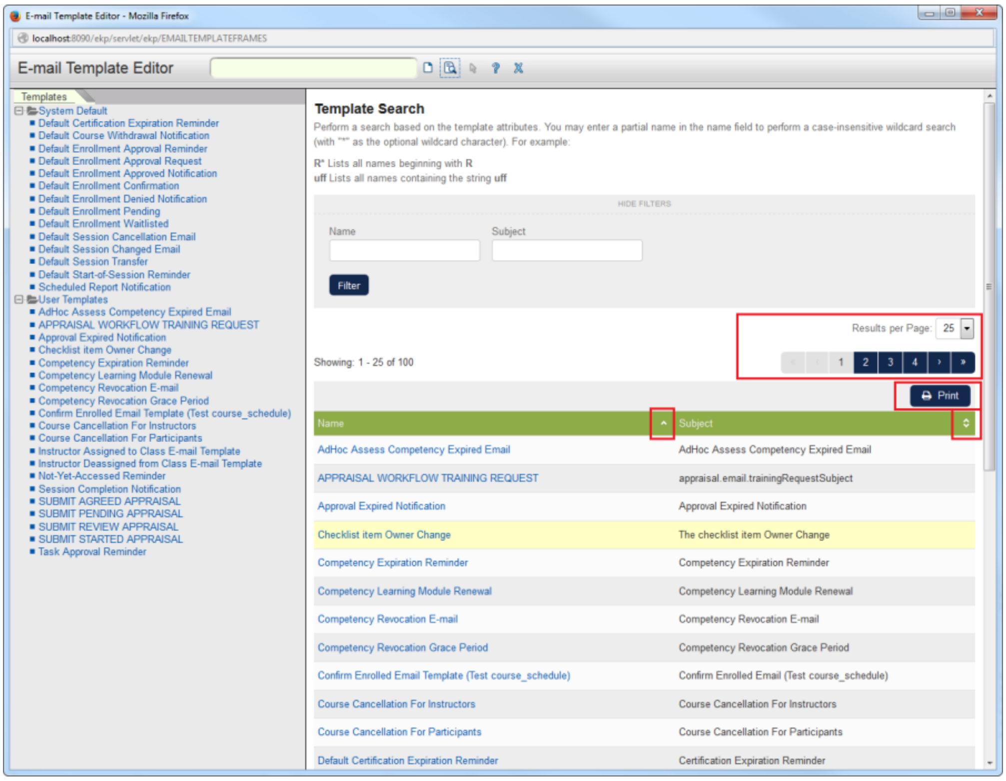
Selecting BCC recipients in E-mail

The BCC field has been added to select recipients as BCC in the various email composers including the internal Mailbox send mail view and the Appraisal Group Email view. The recipient sees that the email was sent as a BCC and mail forwarding works with the BCC as well.



Email Template Search

The Email Template Editor search screen makes it easier for Administrators to find relevant templates, sorting search results via sortable columns, pagination and a print option if users want to print out the search results.



Email Template Editor Search Revamp

Discussion Forums

(applies to NetDimensions Performance NetDimensions Learning)

A Discussion Forum offers an online venue for learners and their instructors (among others) to conduct online (though not necessarily interactive) discussions. For instance, learners can pose questions to each other and learn from each other's responses. Instructors can monitor these discussions, intervening when discussions go off track or to pose new matters for learners to ponder.

Using Discussion Forums to Promote Learning

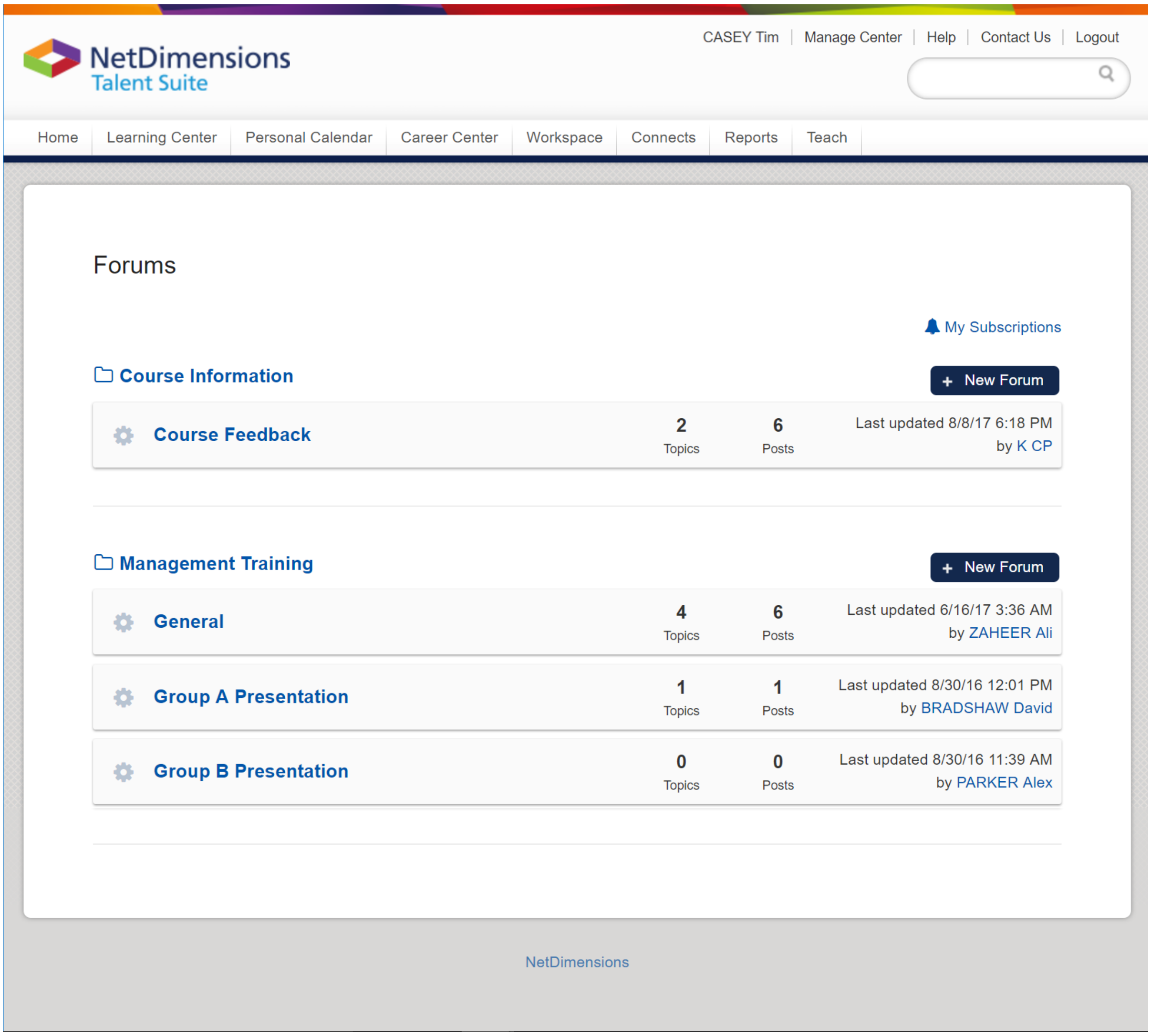
A discussion forum, when applied properly, can enhance collaboration among learners. The active exchange of ideas among learners not only increases interest among the participants but also promotes critical thinking.

- Note that you need to associate a Discussion Forum with a learning object in the Catalog Manager.
- Given that group meetings among learners may not be possible, due to scheduling or geographical constraints - or both, NetDimensions Talent Suite offers alternative channels for such communication - e-mail, discussion boards and chat rooms.

Ideally, these communications should be managed by an instructor to ensure that learners aren't getting off track although this requires that instructors regularly access the various forums and rectify obvious or serious mistakes, misunderstandings or misapplications (for example of specific principles).

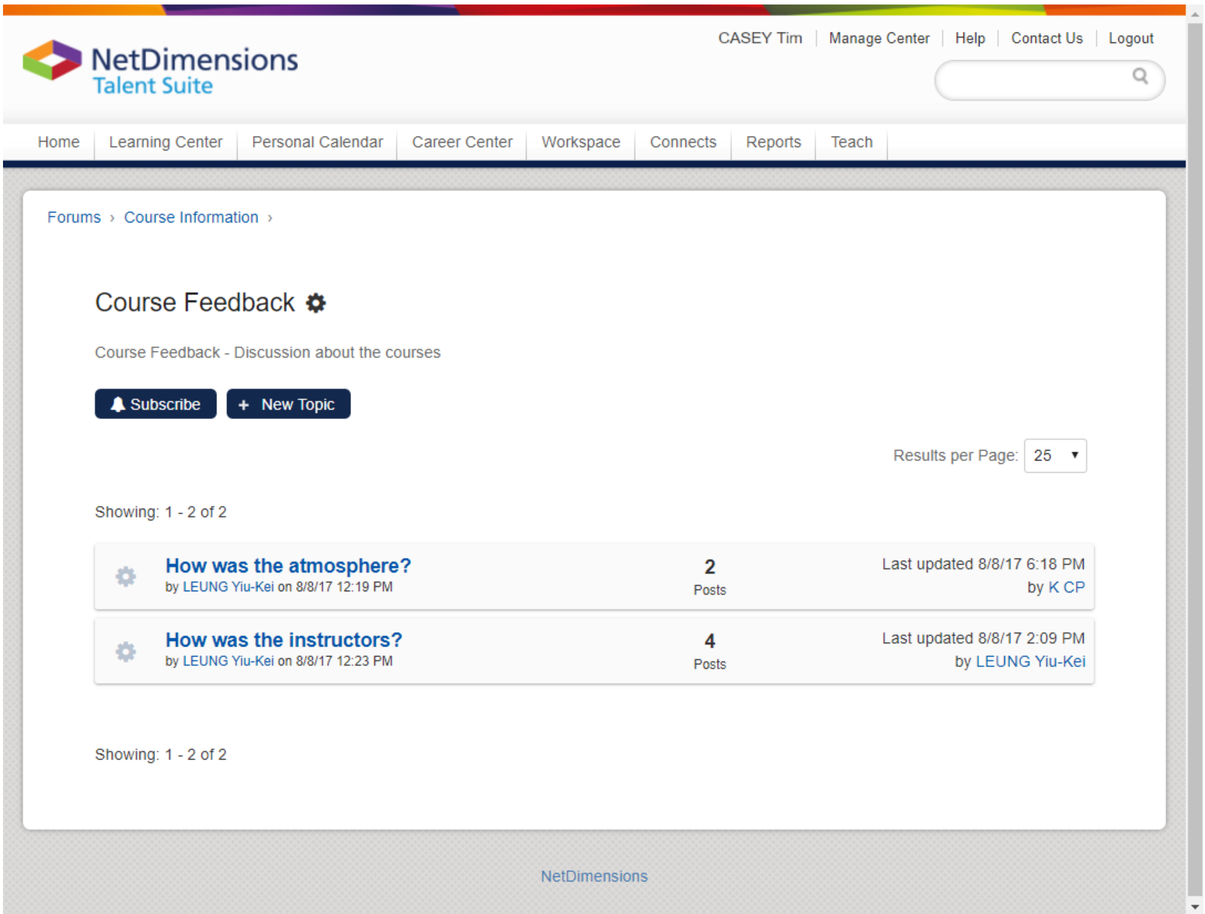
Discussion Forum Page

The Forums' main page are under the Home Page > **Connects** > **Forums**.

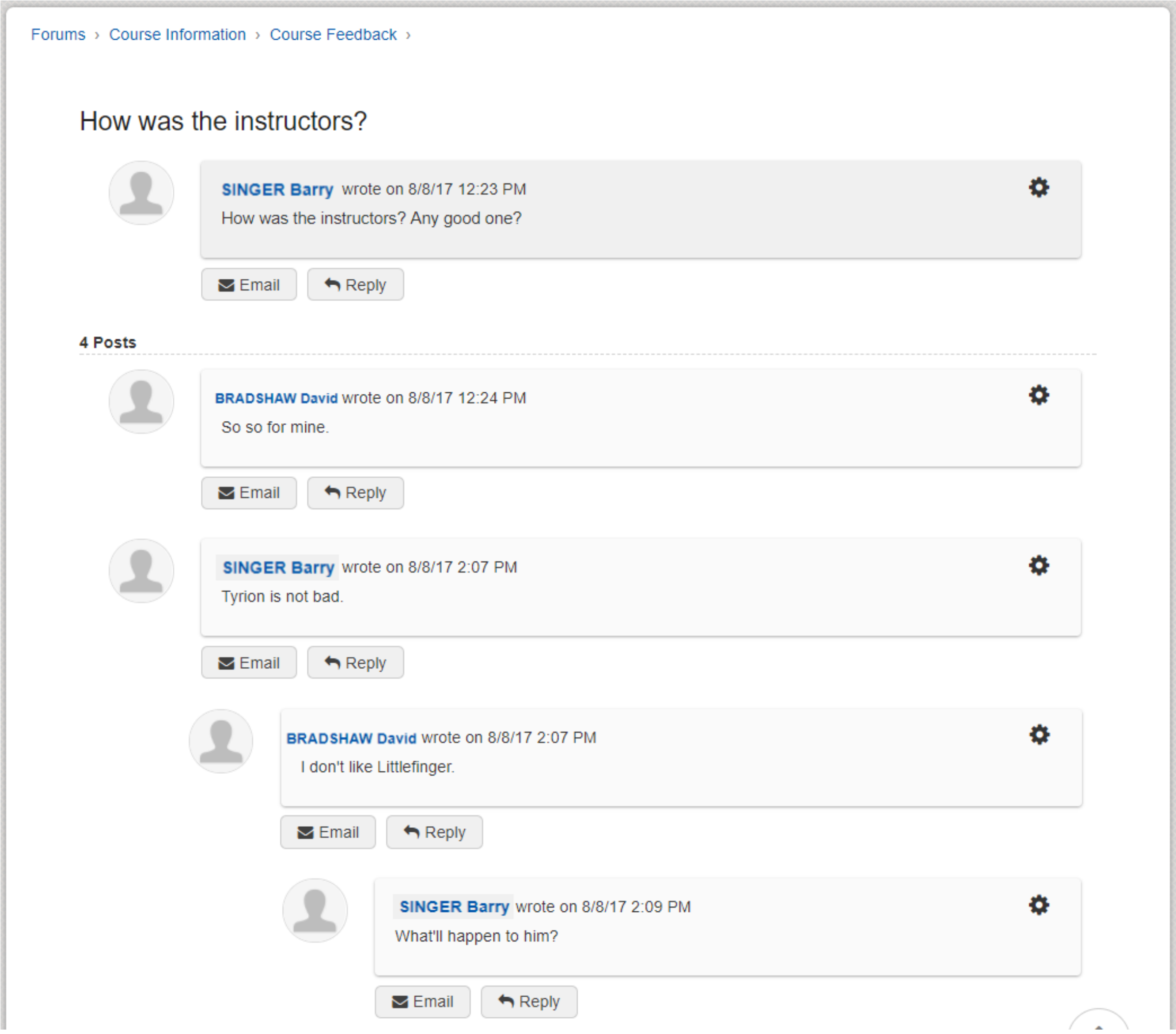


Forum Overview Page

- Clicking a Forum on the main page reveals its Overview Page.

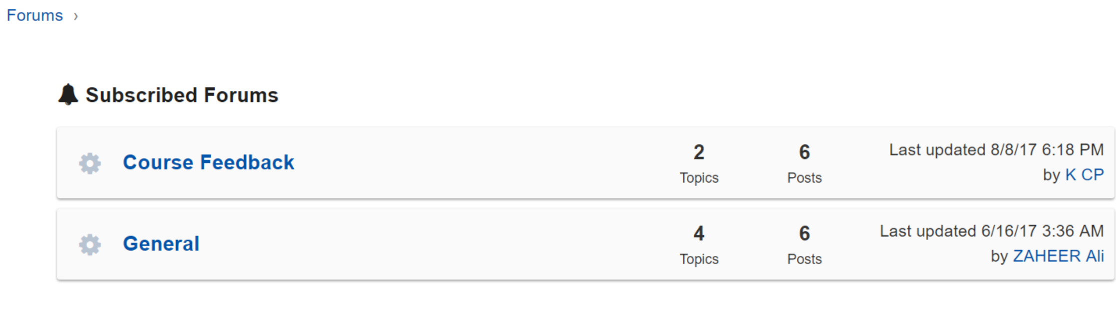


- Clicking a thread in the forum shows its topic page.



Subscription to a Forum

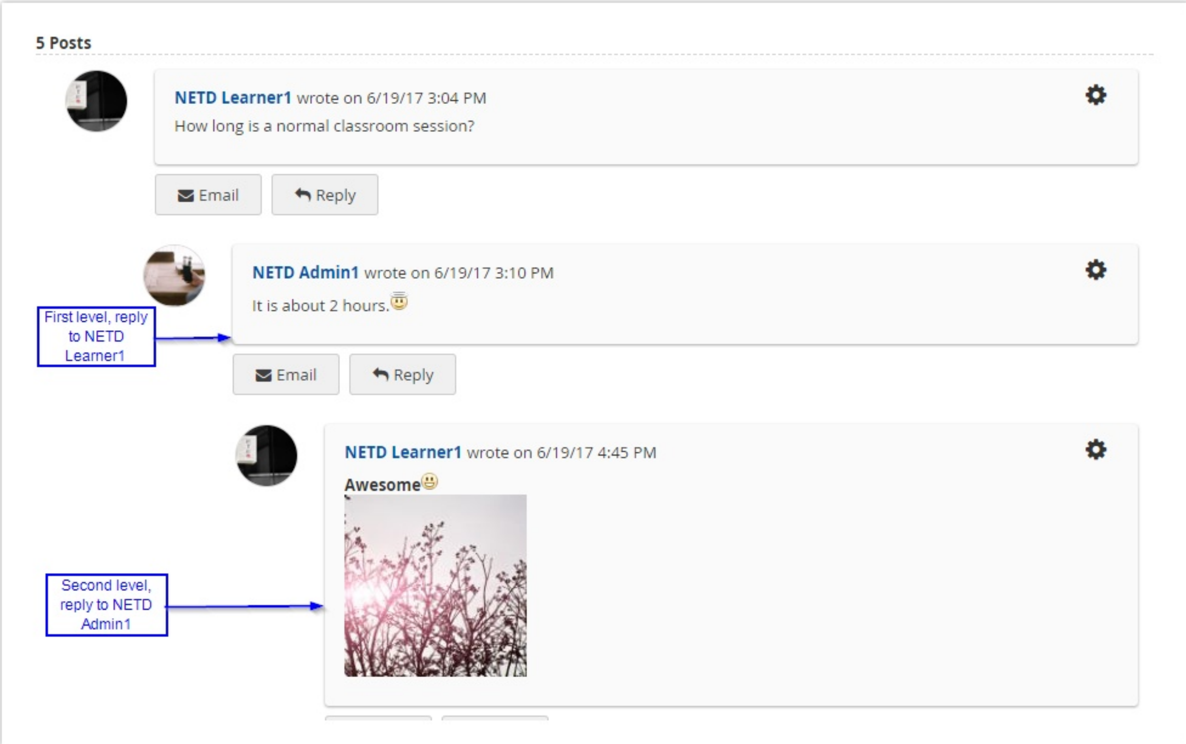
- To subscribe to a Forum, clicking **Subscribe** on its Overview Page.
- To view the list of subscribed forum(s), press **My Subscriptions** on the Forums' main page. The list will be shown:



- To unsubscribe from a forum, click **Unsubscribe** on its Overview Page. The system will display a confirmation message.

Replying to a specific post

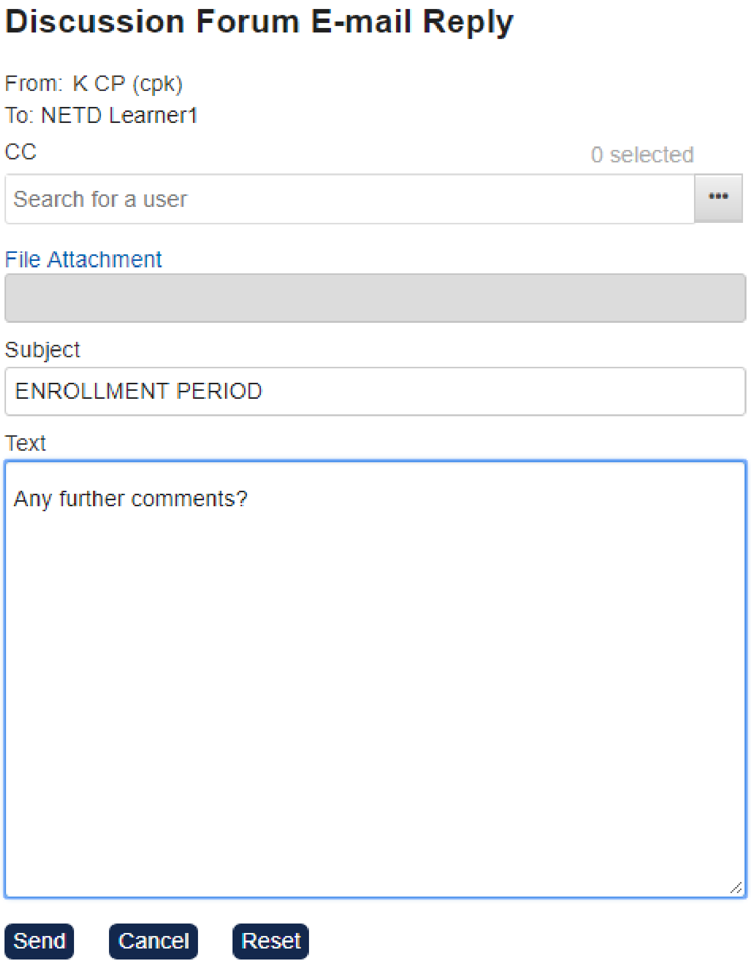
A specific post can be replied to. The layout can indicate a maximum of 2 level of replies for that post.



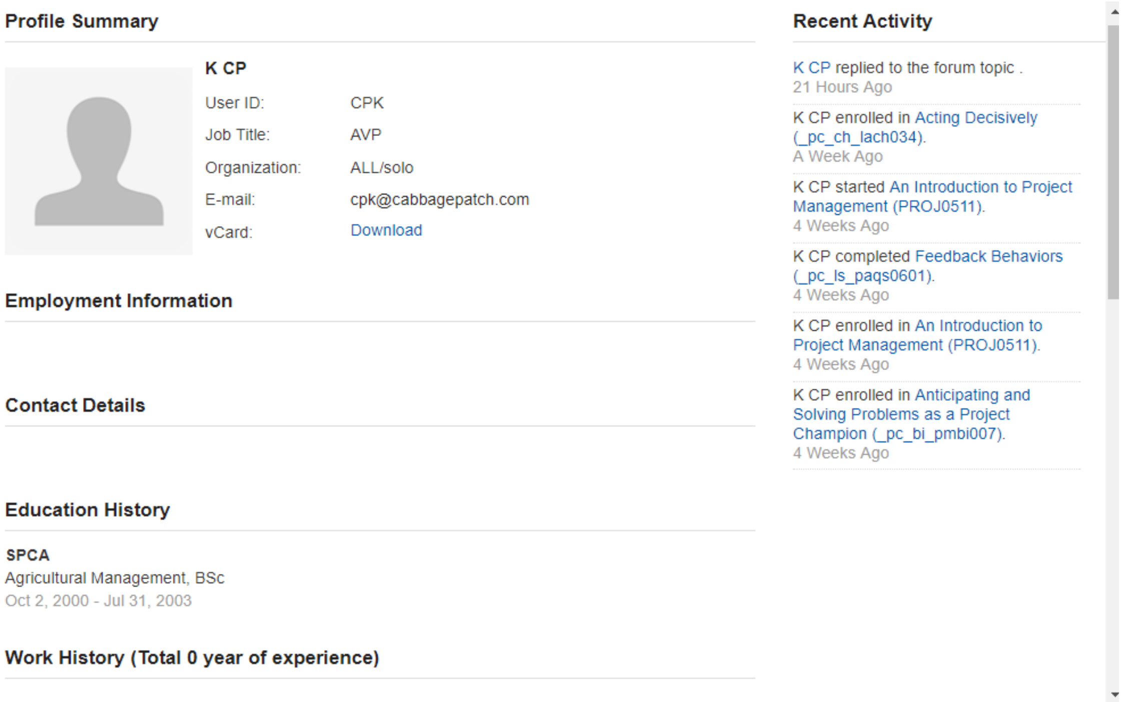
Functions regarding the Author of a Post

- Writing E-mails to the Author

  To do so, click the  icon. The Users can write the email in a new window:



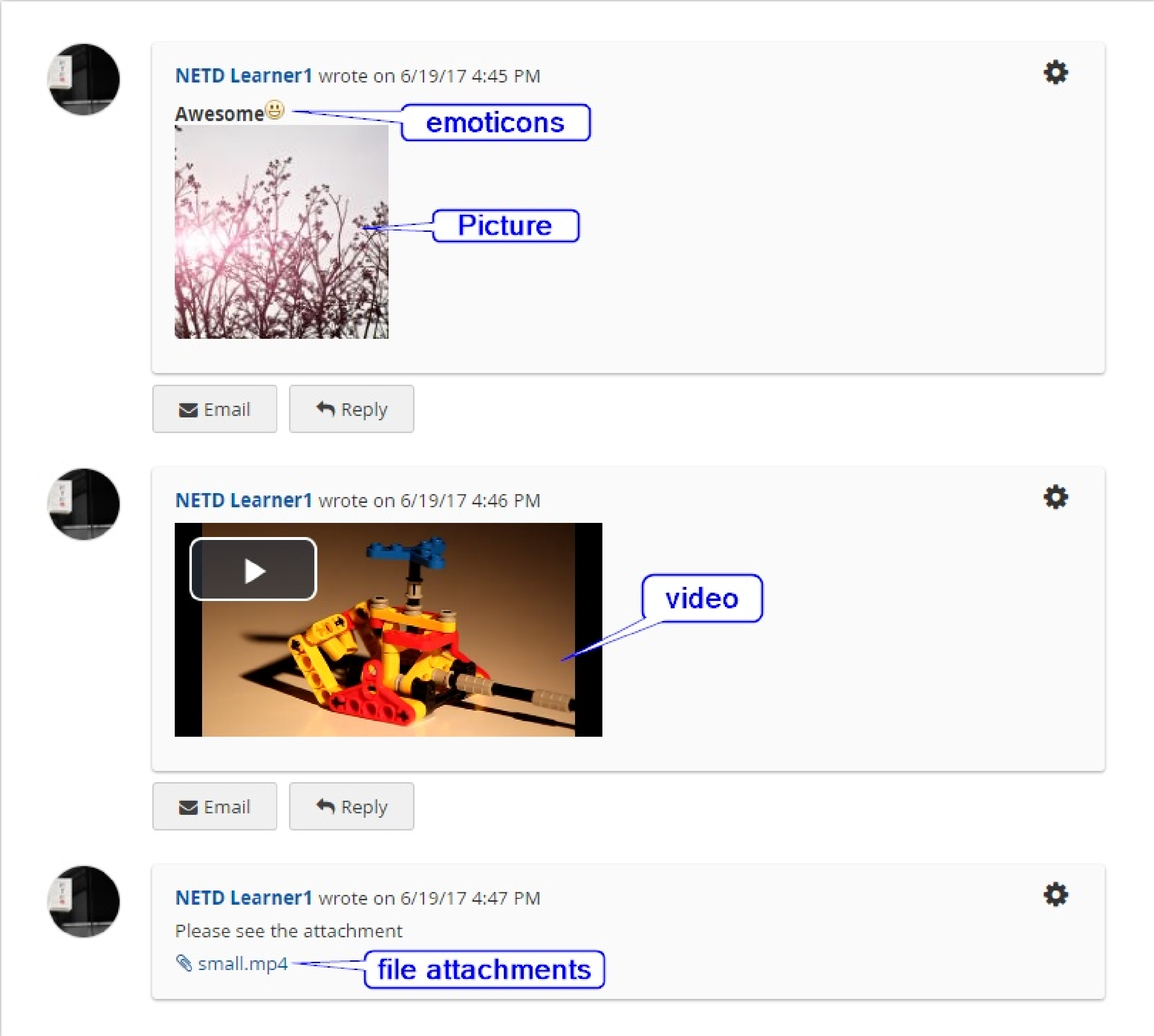
- Viewing the Profile Summary of the Author
  To do so, click the Author's name. The profile will be shown in a new window:



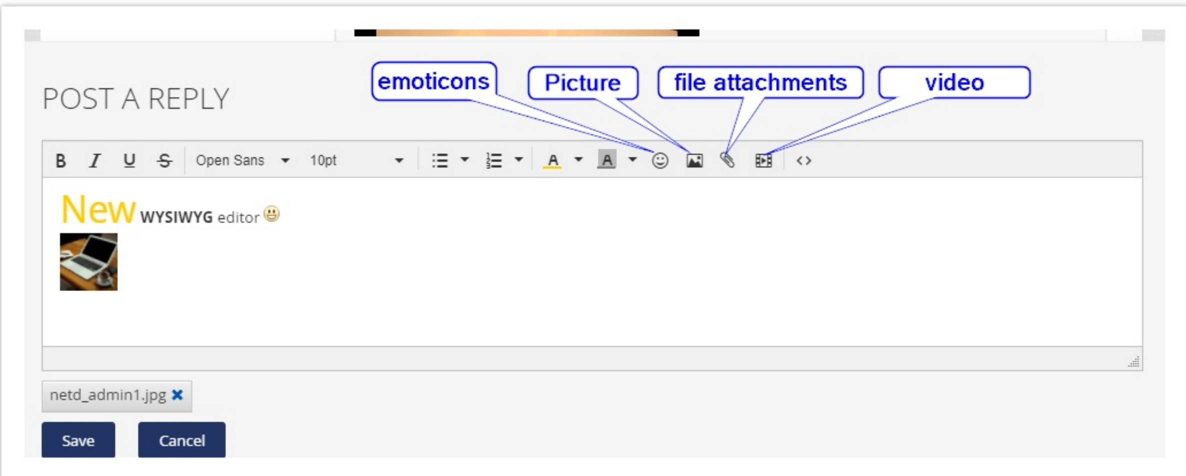
Supporting Additional Features

The following new features can be added to the posts in the forum area via the new WYSIWYG editor:

- Emoticons
- Images
- File attachments
- Videos / YouTube links



Click **+ New Topic** in the Overview Page, or **Reply** below individual post to bring out the WYSIWYG editor.

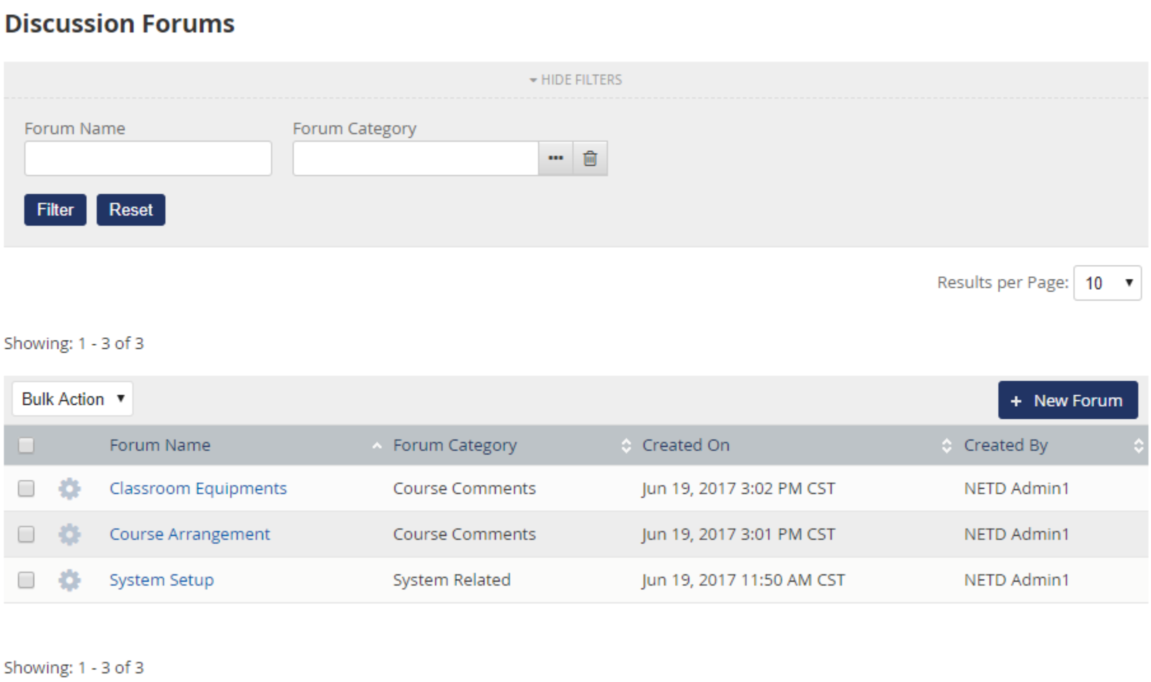


Info
The topic titles and forum description have a maximum field lengths of 255 and 1000 characters respectively.

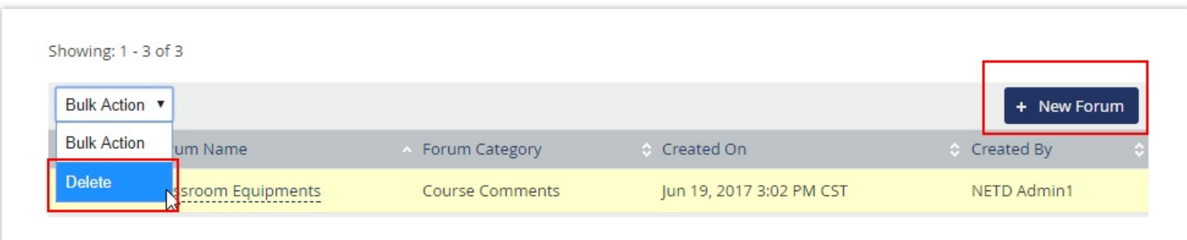
Managing Forums from the Admin Side

An Admin Side page is added for the Administrator to manage Discussions Forums.

- Location: **Manage Center** > **COMMUNICATE** > **COMMUNITY MANAGER** > **Discussion Forums**
- The filter section provides the following criteria:
  - **Forum Name** (Text field)
  - **Forum Category** (Drop-down list showing the categories that the Users have the permissions to access)
- This page lists the forums which the Users have Read or Write Permissions to. There are four information columns:
  - **Forum Name**
  - **Forum Category** (Empty if not assigned)
  - **Created On** (Creation time)
  - **Created By**

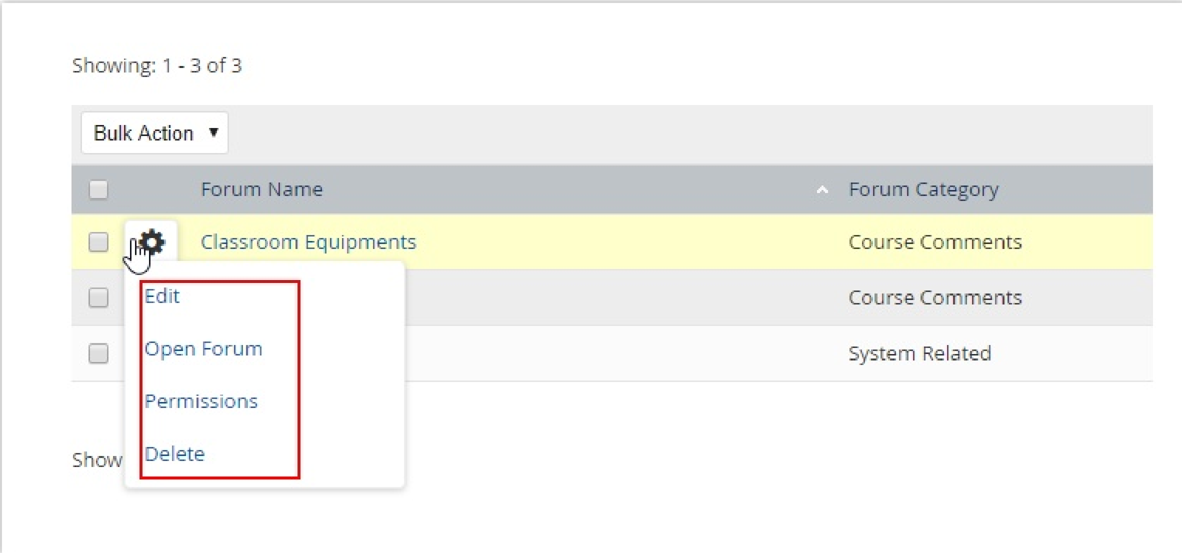


- There are a **Bulk Action** / **Delete** drop-down list and a **+ New Forum** button.



- The Gear icon for each individual forum provides the following functions:

- **Edit** - View or Edit the selected forum
- **Open Forum** - Open the forum in a new window
- **Permissions** - Edit the permissions of the forum
- **Delete** - Delete the forum



Permission

Standard Talent Suite permissions are added to Forums.

- Read Access Permission
- Unrestricted Access Permission
- No Access Permission

Read Access Permission

- There is an **Edit Forum** button, but the Users cannot change or delete.
- The Users cannot delete the topics inside a forum.
- The Users cannot delete any posts by other users inside the forum. (The Users can still delete their own posts inside the forum.)
- The Users can assign / use forums in courses.

Unrestricted Access Permission

- There is an **Edit Forum** button, and the Users can change or delete.
- The Users can delete the topics inside a forum.
- The Users can delete any posts inside the forum.
- The Users can assign / use forums in courses.

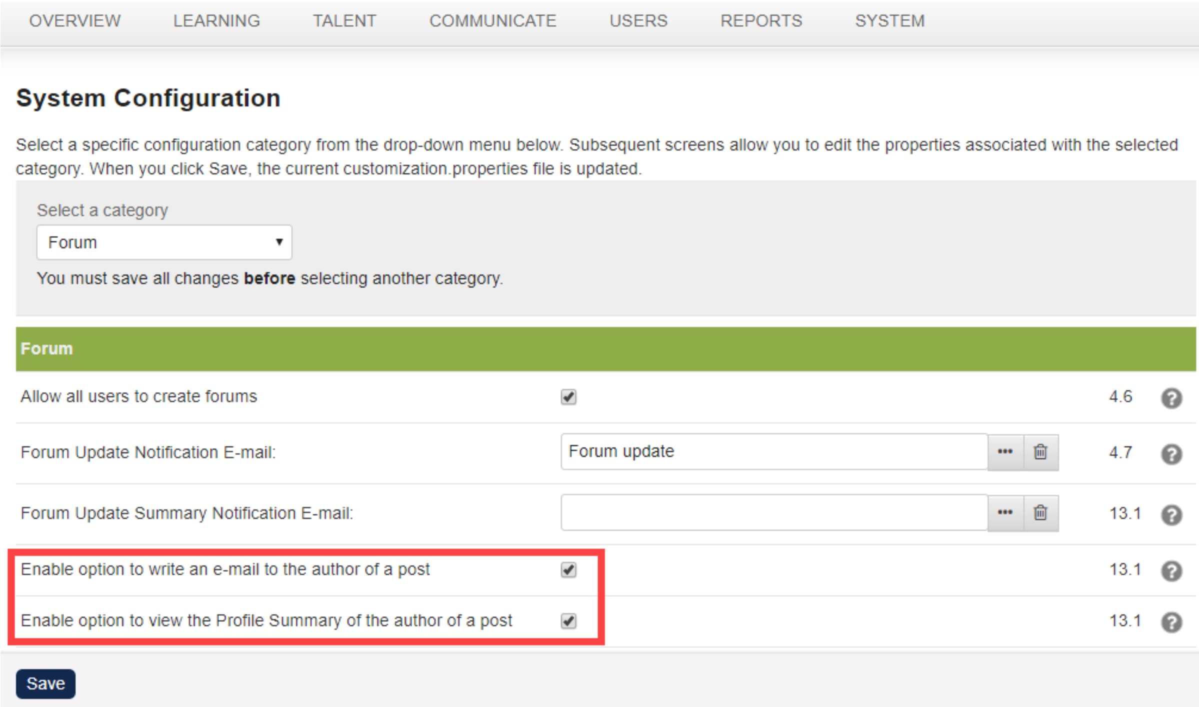
No Access Permission

- The Users might view the forum, but the **Edit Forum** button will not be displayed.
- The **Delete entire forum** or **Delete entire topic** buttons will not be displayed for the Users. The "Delete" link for the posts of other users will not be displayed, either.

Configuration Settings concerning the Post Authors in Forums

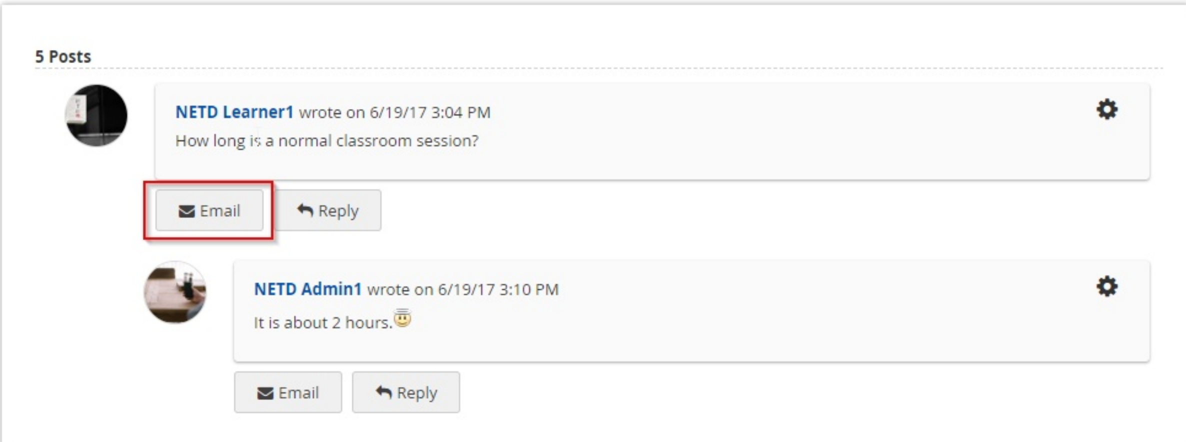
There are two settings in the **Manage Center** > **SYSTEM** > **GENERAL SETTINGS** > **System Configuration** > **Forum** section concerning the Authors of Posts in Forums:

- **Enable option to write an e-mail to the author of a post**
- **Enable option to view the Profile Summary of the author of a post**



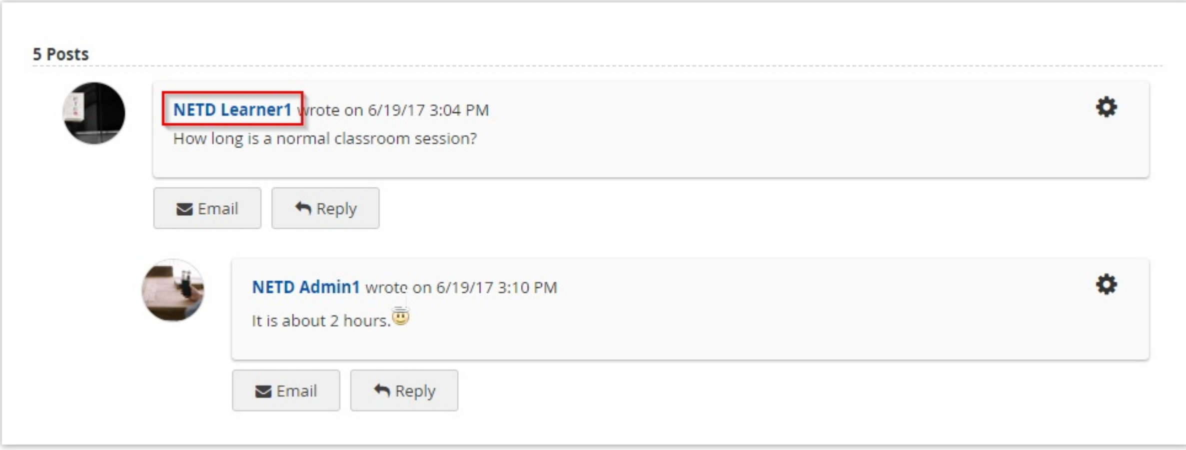
Enable option to write an e-mail to the author of a post

This feature (enabled by default) displays an **Email** button below the forum posts. Clicking this button will open a form for the Users to email the author of the post.



Enable option to view the Profile Summary of the author of a post

This feature (enabled by default) displays users' names in the forum as links. Clicking the links will open their profile summaries.



Note: Whether users can see others' profile summaries depends on their standard user access permissions, and the "Viewing Constraints" in the profiles.

Forum Notification E-mail

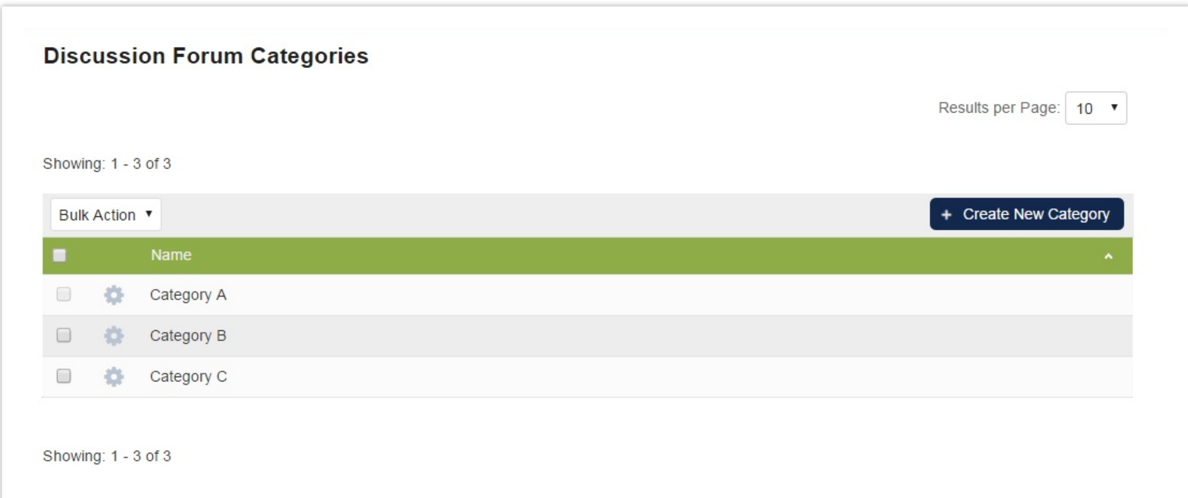
The system provides two types of Forum Notification E-mails:

- **Forum Update Notification E-mail**
    - Every night, the Notification E-mail will automatically be sent to the "Default System User" of the logical domain if the discussion forum has been updated in the past 24 hours.
    - All updates since the sending of the last notification are picked up.
- **Forum Update Summary Notification E-mail**
    - This Notification E-mail is sent per discussion forum if there had been any new posts (new/updated topics or replies) within the last 24 hours.
    - It is sent as part of the daily task to all users who have subscribed to that forum.

In both E-mails, the links to the forum(s) (**Open forum**) and to unsubscribe from the forum(s) (**Unsubscribe forum**) are included.

Managing Discussion Forum Categories

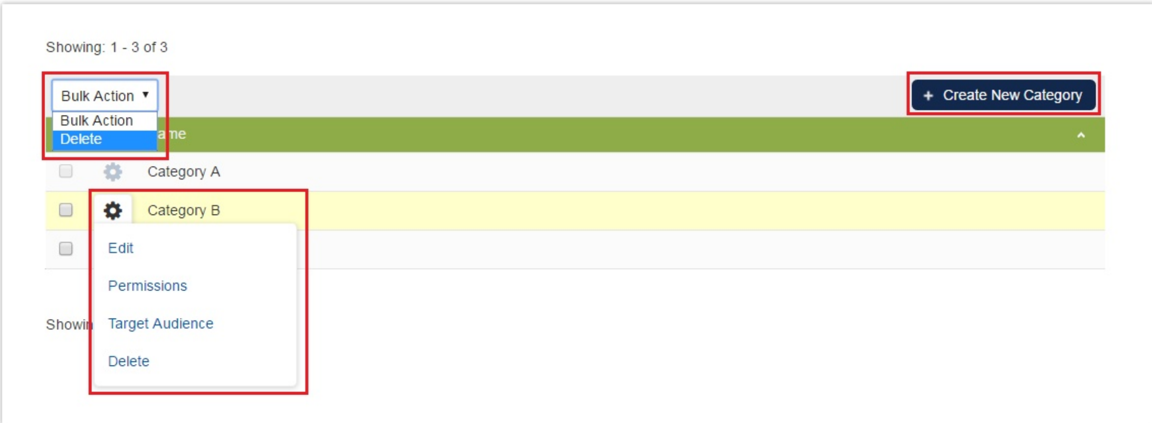
"**Discussion Forum Categories**" is under the Manage Center where the Administrators can control the features and permissions of a forum category.



Configuring Discussion Forum Categories

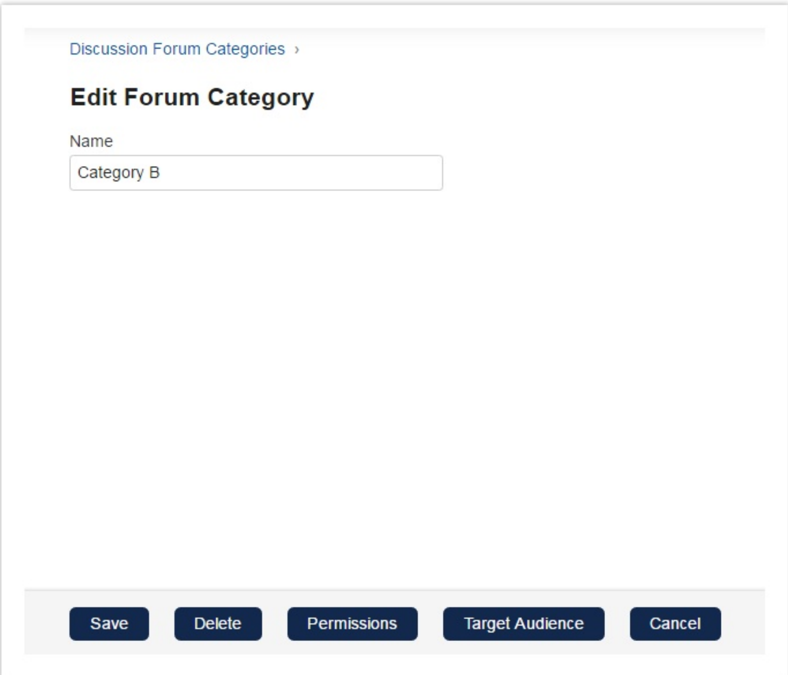
The following functions are available in the **Discussion Forum Categories** page.

- **+ Create New Category** (Button)
- **Bulk Action** (Under the pull-down menu "**Bulk Action** / **Delete**")
- **Delete** (Under the pull-down menu "**Bulk Action / Delete**")
- Under the "Gear" icon, the Users with Unrestricted Role Access can perform the following:
    - **Edit** - Edit the Category Name;
    - **Permissions -** Grant permissions;
    - **Target Audience -** Set the Audience for the Category;
    - **Delete** - Delete the Category.

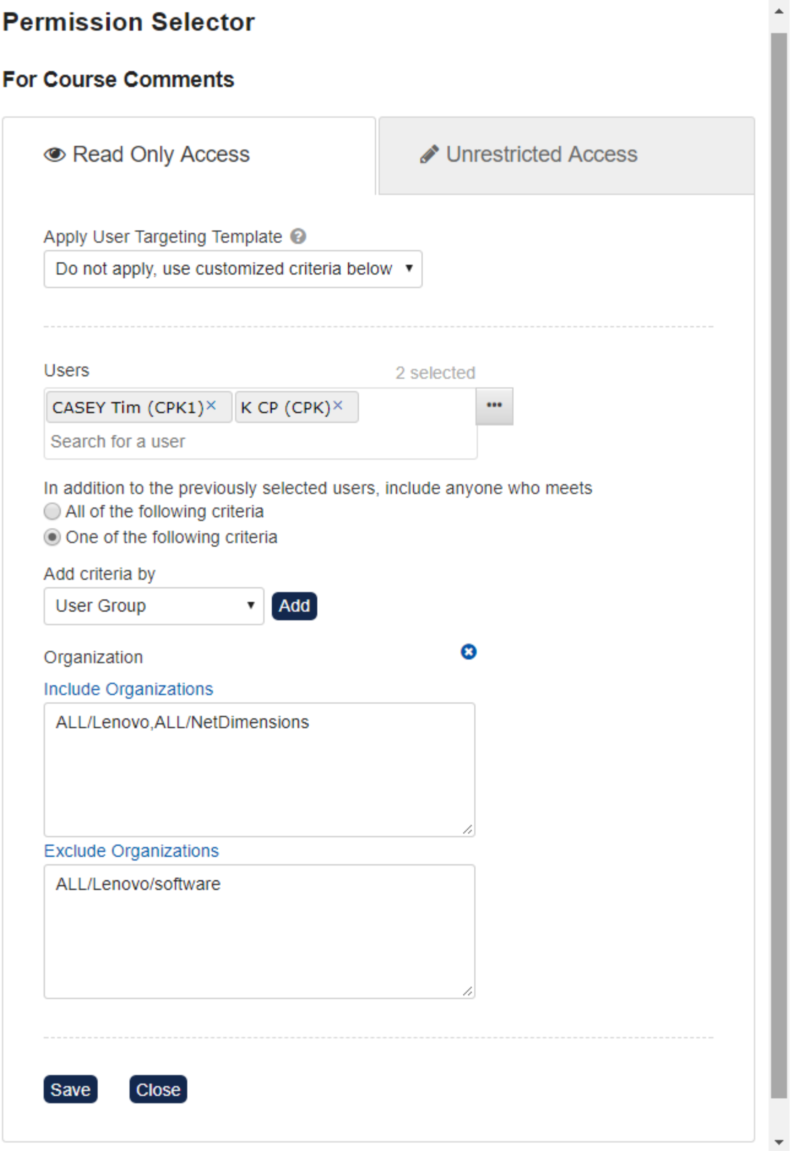


Actions under the "Gear" Icon

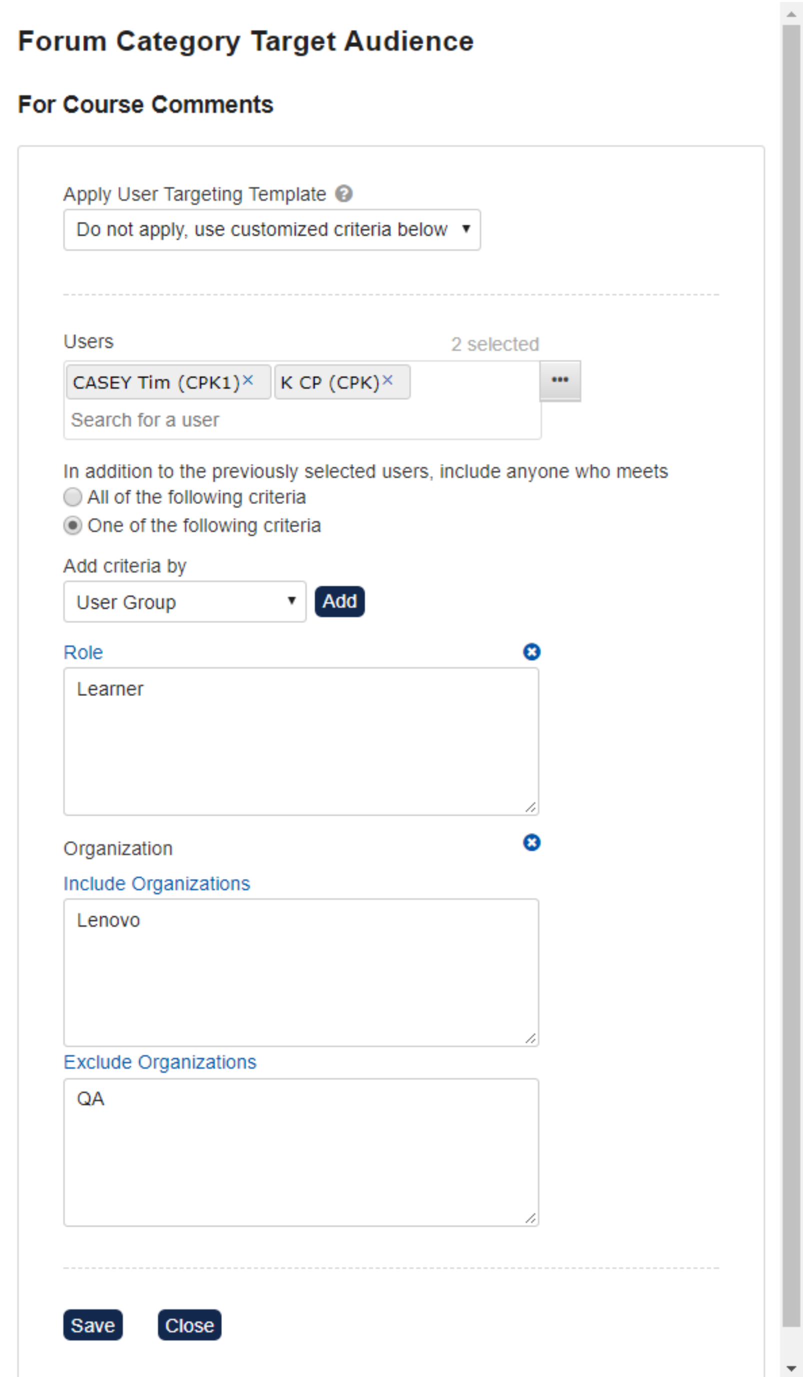
- **Edit** - Edit the Category Name



- **Permissions -** Grant permissions for the Category in the **Permission Selector** window.



- **Target Audience** - Configure who can see the Forum Category in the Learners' front-end (i.e. **Connects** > **Forums**).



- **Delete** - Delete the Category.

Forum Categories on the Learners' Side

- The Forum Category - **Target Audience** feature decides if a forum category is visible in the Learners' front-end (i.e. **Connects** > **Forums**).
- A Forum Category is also displayed if a user is enrolled to or assigned as a instructor to a course having the category linked.
- Permissions controls the visible categories of new forums a user can create at the front-end.
- In the following cases, the Users needs to be added to the **Target Audience** to see the Category at the forum front-end:
    - The Users have Read/Write permission on the Category.
    - The Users are not part of the **Target Audience**, or assigned as Instructors via a course using the Category.
    - The Users should be able to create / manage, and moderate forums inside the Category.

Permission in Discussion Forum Categories

1. No Access

- The Users cannot see the Category in the "**Discussion Forum Categories**" managing page.
- The Users cannot create new forums in this category even if it is visible to him in the forum front-end.
- The Users cannot assign the category to a module in the Catalog Editor.

2. Read Only Access

- The Users can see the Category listed in the "**Discussion Forum Categories**" managing page. They can only view but not edit it.
- The Users can create new forums in this category.
- The Users can assign the Category to a module in the Catalog Editor.

3. Unrestricted Access

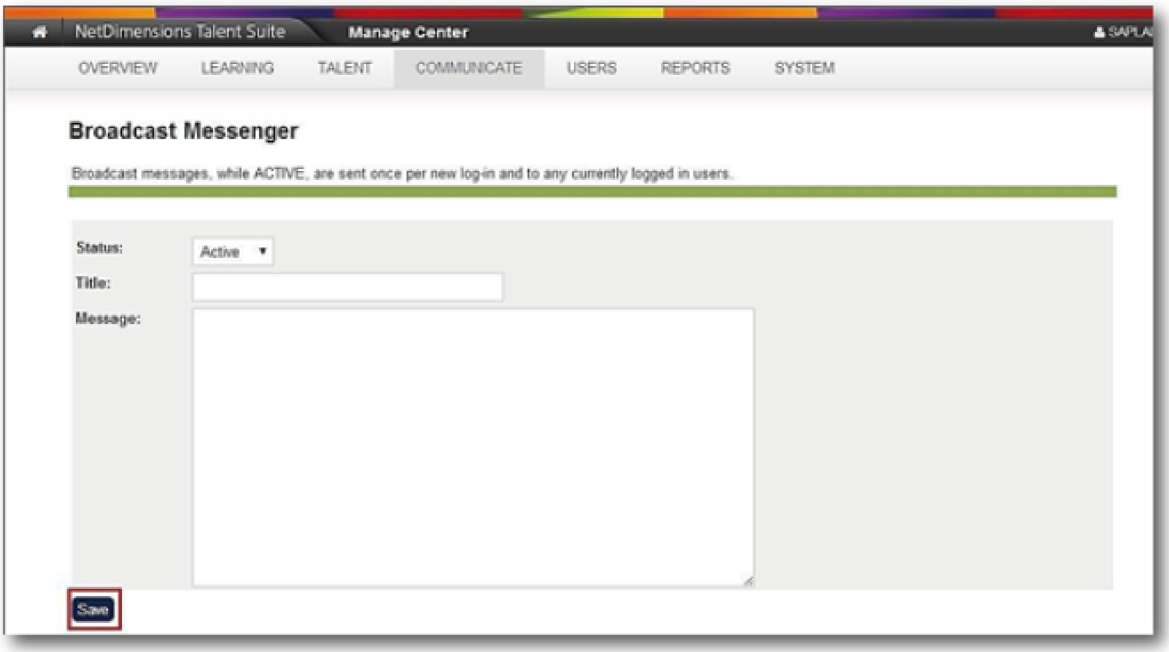
- The Users can see the category listed in the "**Discussion Forum Categories**" managing page. They can edit / delete and change permissions and the Target Audience.
- The Users can create new forums in this category.
- The Users can assign the Category to a module in the Catalog Editor.

Broadcast Messenger

(applies to NetDimensions Performance NetDimensions Learning)

Messages can be sent via the Broadcast Messenger to any currently logged in users as well as to offline users who will receive the messages once they log in. Broadcast messaging is useful for example, in sending urgent messages (e.g. asking users to log off for regular system maintenance) or organization-wide announcements.

To use the **Broadcast Messenger, access Manage Center > Communicate > Broadcast Messenger.**



Indicate whether the message is active or inactive in the Status field.

Note: Active messages will be immediately transmitted.
Enter the title in the **Title** field and then the contents of the broadcast message in the **Message** field. Click **Save**. If the message status is Active, the message appears in a new window. (For an 'Inactive' message, no new message screen opens).

News Functions

The news function not only allows you to distribute news but also send notices, publicize the availability of new courses, distribute surveys, send reminders or make announcements, for example, regarding new login procedures.

News announcements may:

- Be targeted at specific groups of people including people in specific organizations, who joined the organization during a specific period of time
- Appear in the Knowledge Centers of specific learning modules
- Appear in the login page
- Be hidden from view

You may also specify whether to keep or automatically delete a news item at a specific date, the date at which a news item should no longer appear (which may be different from an automatic deletion date), or who has permission to read or edit the news item.

Getting the Most out of the News Function

Some organizations fail to make the most of the news function, or worse - don't post any news. This, potentially, is a mistake as it's unfriendly and because you are also not taking advantage of a resource that can help make your organization more productive and its use of the Talent Suite more effective.

Tips on Getting the Most from the News Function

News functions in Talent Suite allow you to broadcast, not only information that might be of interest to groups of persons at a single go, but also:

1. Publicize the availability of, for example, new courseware (see: "What should be included in the news?" below)
2. Announce changes in:
    - Class schedules or announce class cancellations
    - Certification requirements

As well as broadcast information, such as news items, that might be of interest to groups of persons.

Make Things Easier for New Users

You can also use the news function to include post lots of helpful tips that are particularly beneficial to new users such as:

- How to get started
- How to change passwords
- Whom to contact if you have problems

Avoid Needless Inquiries

By posting this information on the log-in page, (thereby allowing users to access information such as 'How to Log-in to NetDimensions Talent Suite?') before you allow new users to get the answers they need themselves and thereby avoid wasting valuable administrator time.

Other Tips

Other useful information:

- What should I include in my news broadcasts?
- How can I target specific groups or users?
- How do I set up the News function in NetDimensions Talent Suite?
- How do I hide headlines appearing in the News tab?

Other useful information can be found in the News FAQ. (See below.)

Finally, you may also employ email functions to distribute information or send alerts

What should be included in the news?

Anything topical or current makes a potentially good choice for a news item. It's also a good idea to include information for new users as well as:

- New matters
- Information that may change over time
- Important announcements

RSS Feeds

You can include RSS fields in news items to provide fresh content - and save time (by eliminating the need to make continuous updates yourself).

Surveys

If you want to conduct a survey, why not use NetDimensions Talent Suite's news functions? You can include a survey as part of a new article. Then, after the results of the survey are known, you can send an announcement of the results through the news function.

New Courses

Publicizing the availability of new courseware, classes, etc., through news messages is an obvious use of the news function but did you know that in your news message you can include a link that will take a user directly to the catalog course page? Not only that; for SkillSoft Referenceware® subscribers can click through to access the Referenceware article directly.

Targeting News Recipients

The News function allows you to broadcast messages targeted to specific audiences so that you can, for example:

1.Easily circulate:

- Assignments
- Files
- Newsletters
- Course materials
- Forms and/or Surveys or evaluations to students enrolled in a particular class

2.Distribute information to new employees or employees who joined the organization during specific dates in time

3.Circulate drafts of files to entire groups of people at once (for their review, comment and amendment)

NetDimensions Talent Suite allows you to provide read- or write-access to news announcements so that predetermined individuals or groups of individuals (defined by role, organization, or other criteria) may review and/or edit information contained in these announcements

- **Can I target news to the login page?**

You can choose where to display news announcements - in the competency center, knowledge center, home page - you can even make announcements available to persons before they log on to NetDimensions Talent Suite (by displaying the announcements in the login page.)

Display and Preview Related Questions

How do I hide a News article from displaying to users until it is ready?

When creating a new News article, set Display Status to "Do Not Automatically Show". When you are ready to show the article set Display Status to "Automatically Show Until Expiration".

How do I preview a News article?

To preview news articles, use the Preview button at the bottom of the Edit tab. Note that you must save articles first before you can preview them.

Set up, Maintain and Update News Function

To set up, maintain, or update news functions:

1.Access the News Manager.

2.Create News Categories.

You should first consider the purposes for which you want information to be sent and create categories accordingly. For instance, if you want to use NetDimensions Talent Suite's News functions to distribute announcements to students enrolled in class, you may want to create a 'Class Announcements' category. Similarly, if you want to use the News function to distribute information to new employees or send out company news, you may want to create 'New Employee Announcement' and 'Company News' categories.

3.Create a news article (announcements, etc.) **Note:** that you can attach files (e.g. surveys, documents, graphs, etc.) to this article.

4.Choose who should receive this article and where the article is to be displayed in the Edit Article Targeted Audience page.

5.Specify who has read and/or write access to the news item then edit and update the news item as required.

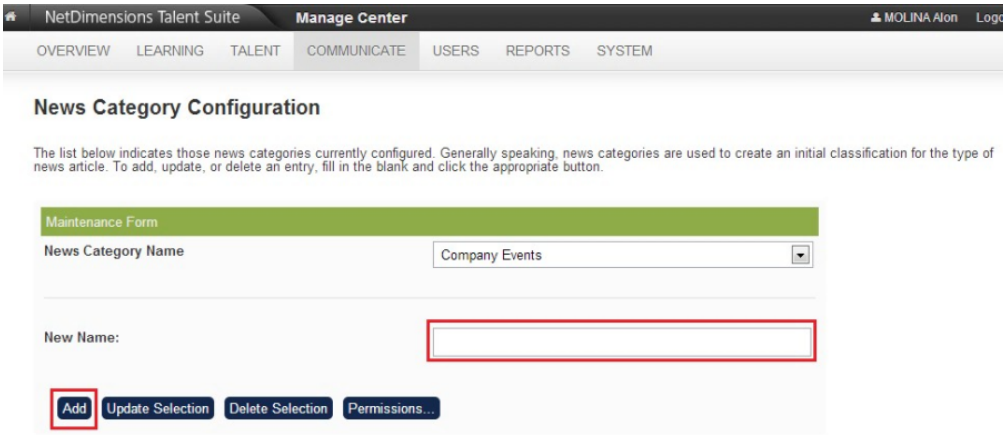
- ***Accessing the News Manager***

Before creating news categories, maintaining news items, etc. you must first access the News Manager. To do so, click **Manage Center > Communicate > News Manager**.

- ***Creating a News Category***

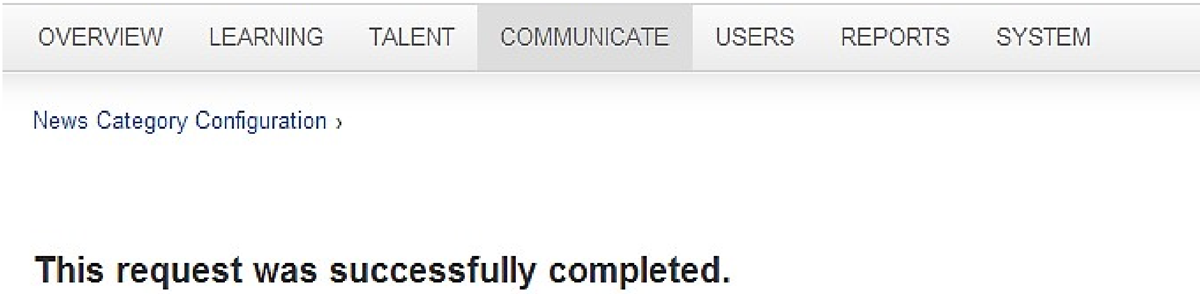
To create a news category:

1.Click **Manage Center > Communicate > News Manager > News Category** Configuration. The News Category Configuration page appears.



2.Enter the new category name in the New Name field.

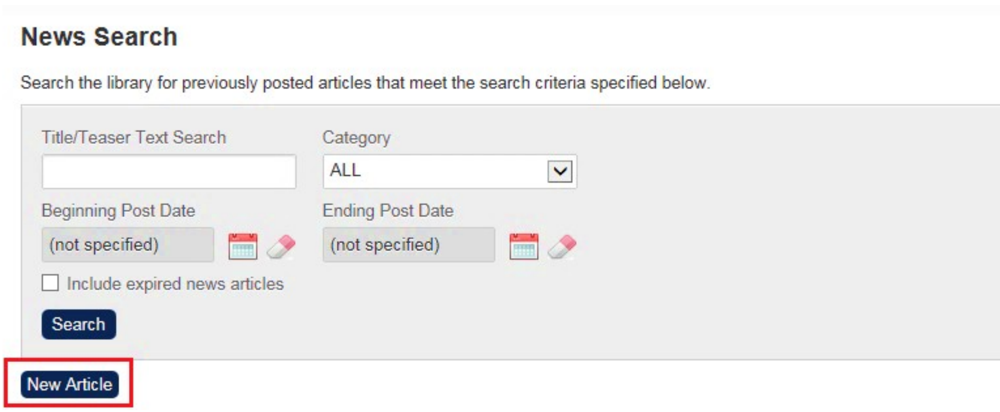
3.Click Add. An acknowledgement screen appears.



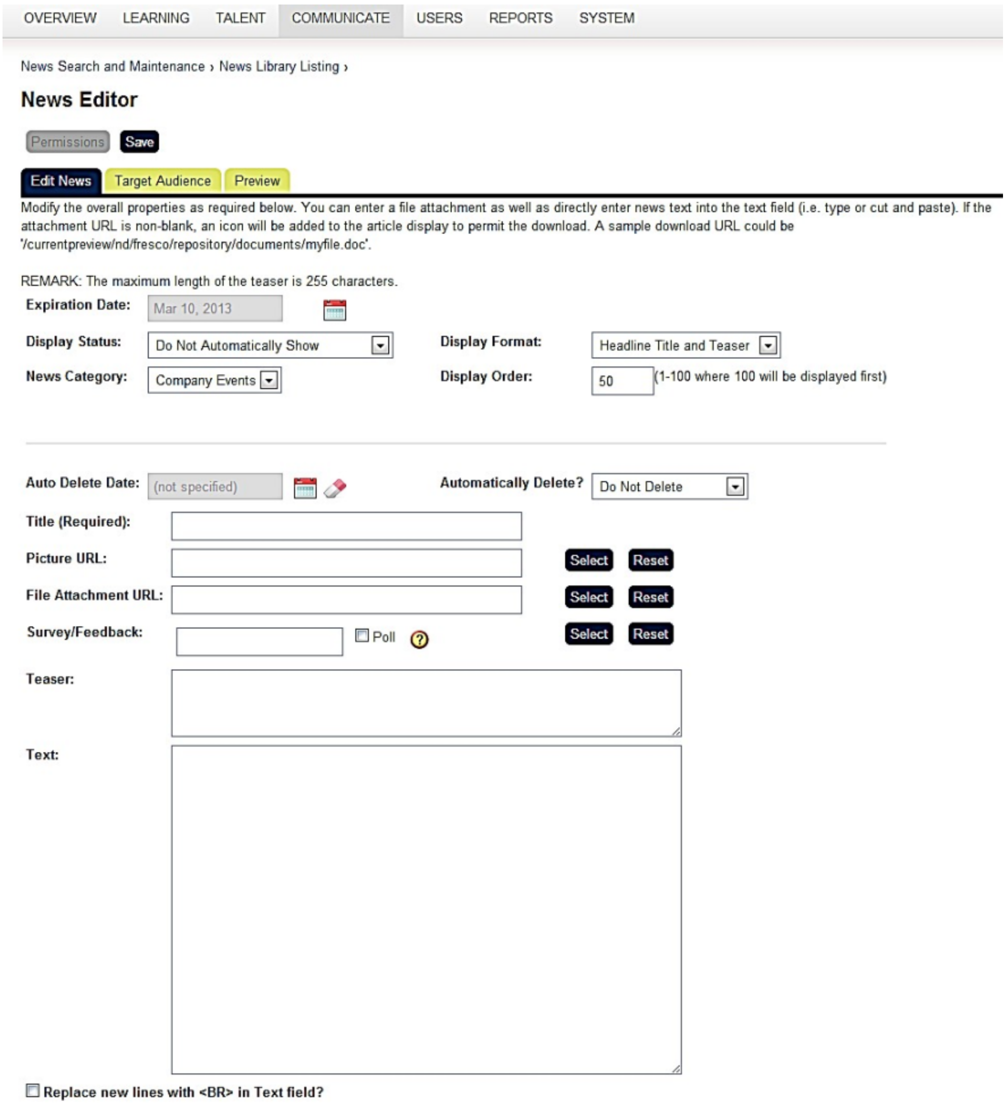
- ***Creating a News Item***

To create a news article:

Access **Manage Center > Communicate > News Manager > News Search and Maintenance.**



Click New Article. The Create/Edit News Articles screen appears.



Note: An expired article will not be removed from the system and a user can search for Expired articles.

From the Create/Edit News Articles screen:

1.Enter an Expiration Date (optional).

2.Choose the category under which this article is to be classified. Click the drop-down menu in the News Category field.

3.Click on the selection from the drop down list that appears.

4.Indicate whether you want the article not to display after the expiration date (i.e. Display Status)

5.Choose the display format. Click the drop-down menu by the Display Format field then select a news category from the list that appears.

6.Choose a display priority (i.e. Display Order)

- To display this article ahead of other articles enter a relative display order from 1 to 100 whereby the larger the number, the greater its display prominence. (i.e. An article with a display order of 100 is displayed first.)

7.If you want to automatically delete the article on a specific date: (This is different from setting an Expiration Date.)

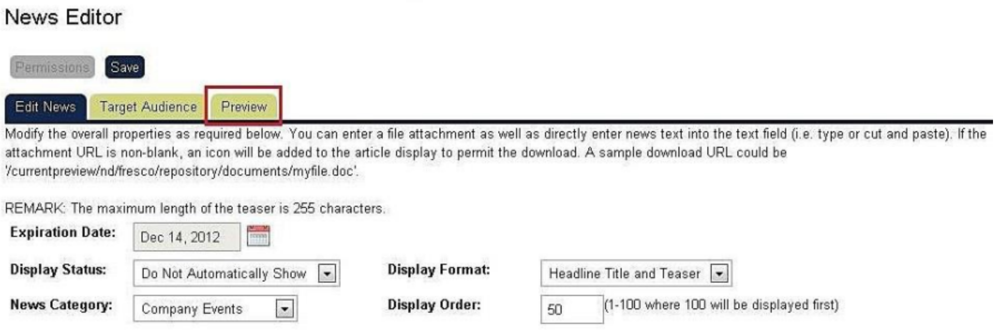
- Enter a delete date in the Auto Delete Date field and
- Indicate that you want the article deleted in the Automatically Delete? field

8.Enter the title, teaser and text contents in the Title, Teaser and Text fields respectively.

9.Attach any desired files, surveys or pictures.

10.Click Save.

Click Preview to ensure the news item displays the way you want.X



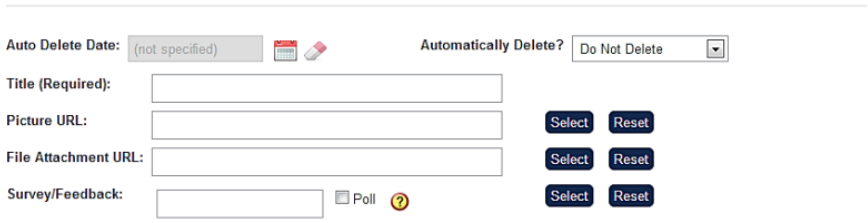
Click Edit News. From here:

- Choose the target audience.
- Specify access and editing permissions.

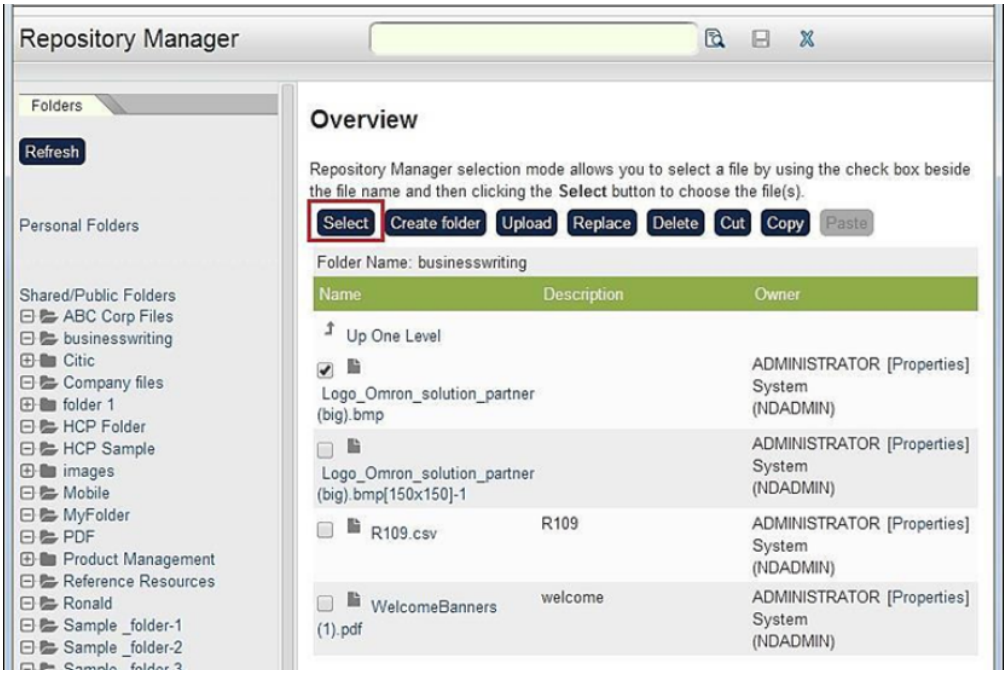
- ***Associate Images and Files with a News Article***

To associate a picture Enter the URL reference:

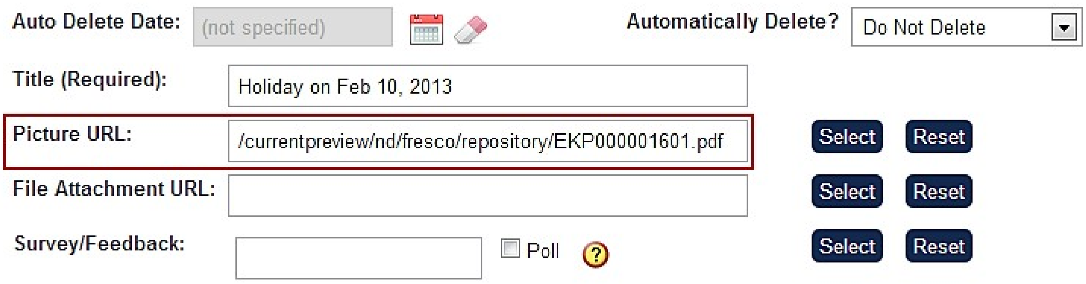
1.Click Select by the Picture URL or File Attachments URL field.



The *Repository Manager* screen appears.



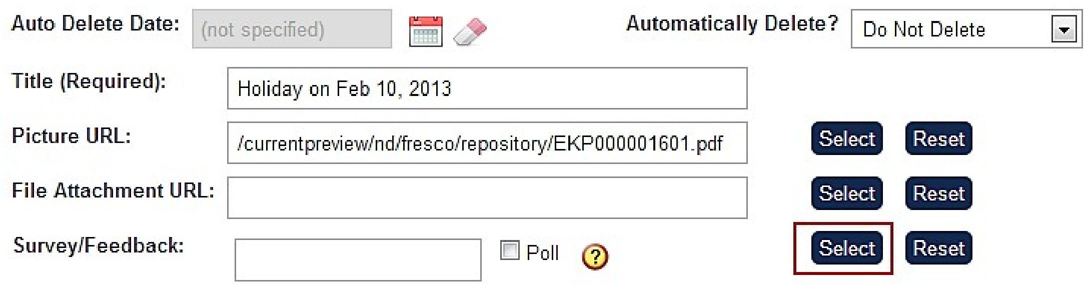
2.Check the file you want to upload and click Select. Your choice will be copied to and appear in the Picture URL or File Attachment URL field of the Edit News Article Properties screen.



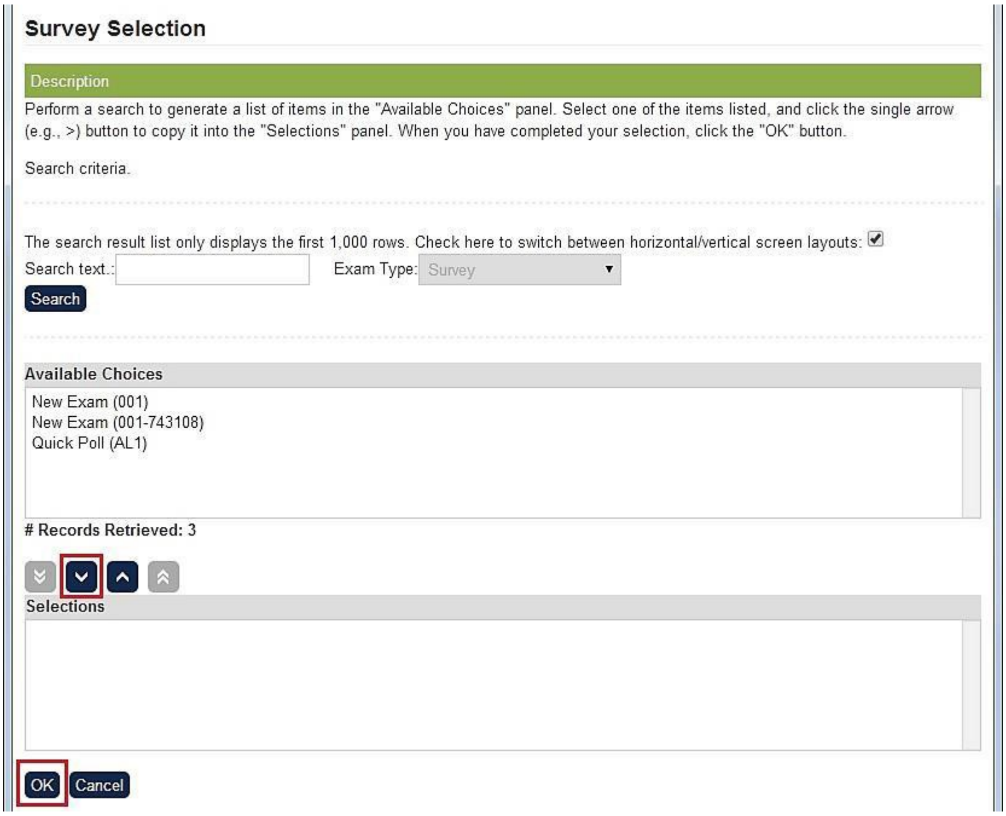
- ***Associate a Survey with a News Article***

To associate a survey with a new article:

1.Click Select by the Survey/Feedback field.



The *Survey Selection* screen appears.



2.To select a specific survey, click on the desired item Available Choices column.

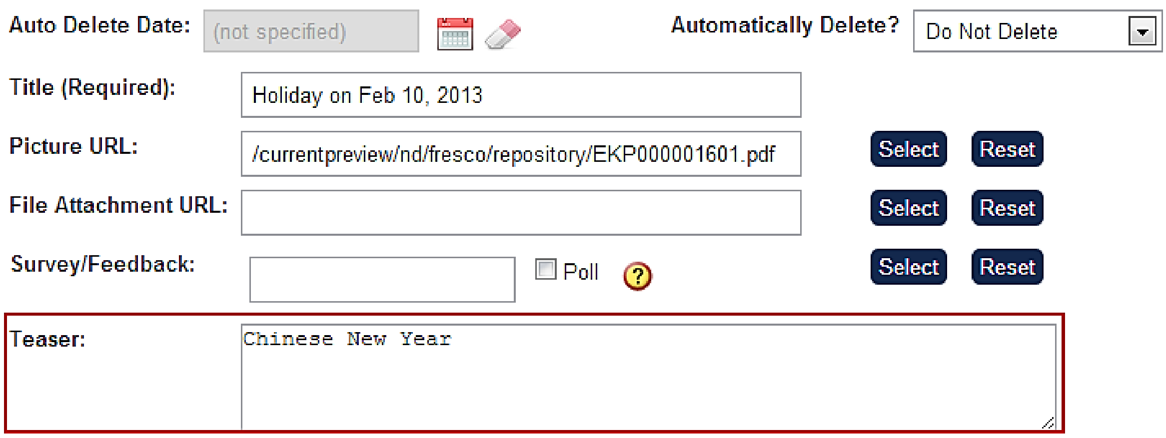
3.Click the down arrow button. Your choice will migrate to the Selections area. To remove a survey from the Selections area:

4.Click on the item you wish to remove.

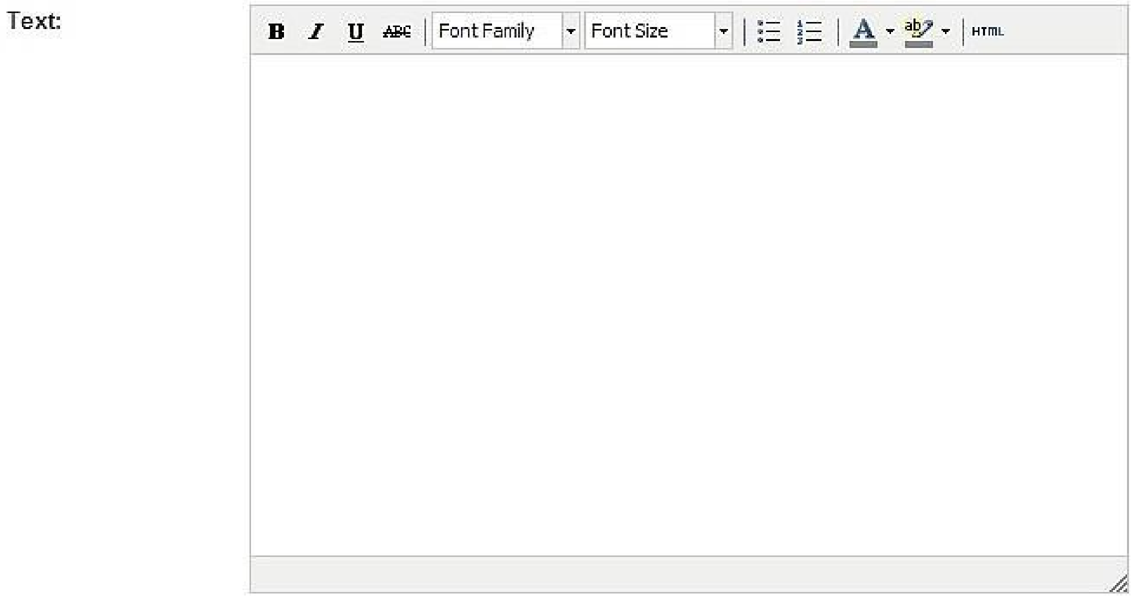
5.Click the up arrow button.

6.Click OK. Your choice will be copied to the Survey/Feedback field of the Edit News Article Properties screen.

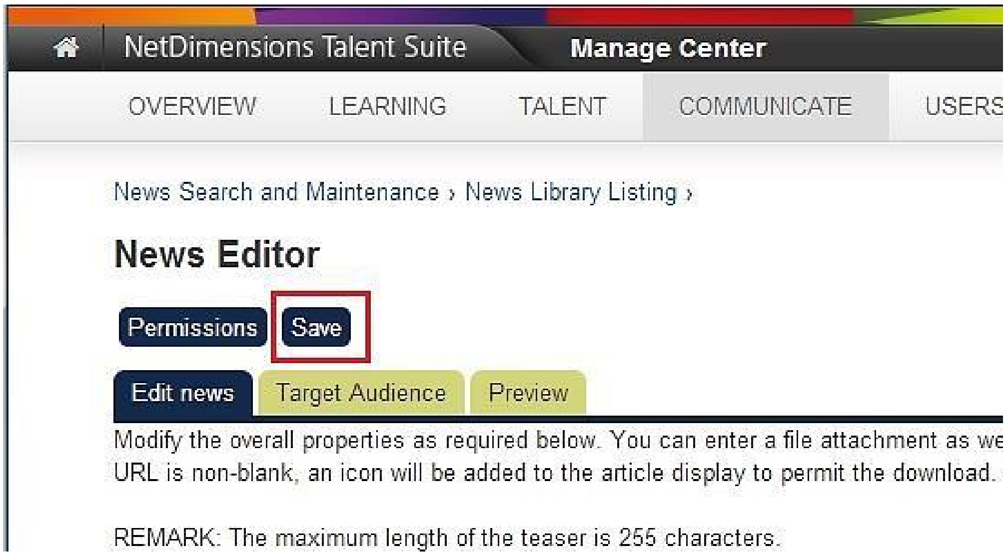
7.Enter a short summary or abstract in the Teaser box. The teaser will appear, for example, on the home page. Note that this display will be dependent on the display format chosen above.



8.Enter descriptive details in the Text box. The text appears when a user wants to retrieve details on the article.



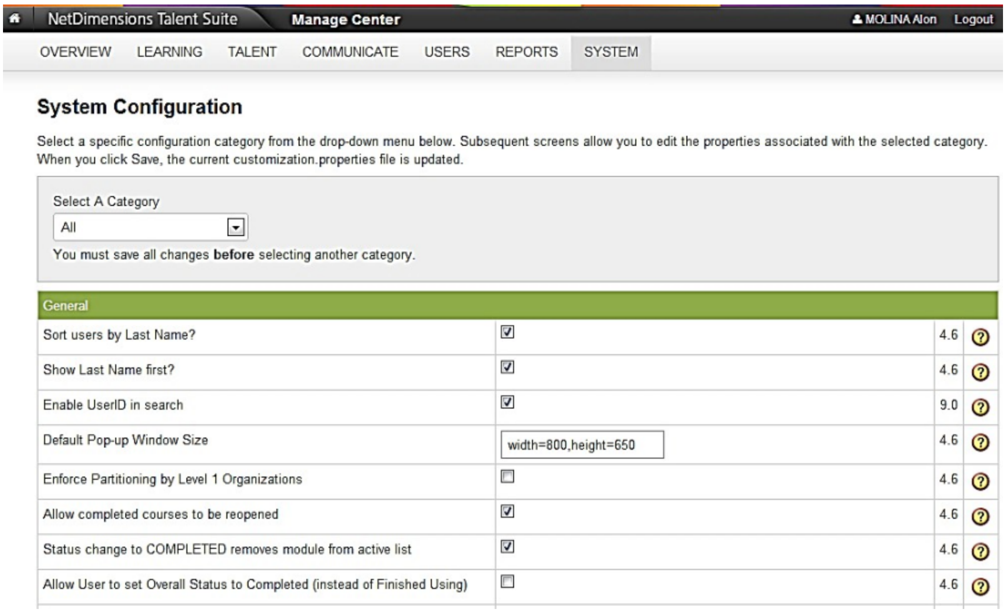
9.Click Save to keep the changes.



- ***WYSIWYG Editor for News Article***

The WYSIWYG Editor for News Article allows formatting in the news editor without the user having to write HTML. To enable the rich text editor:

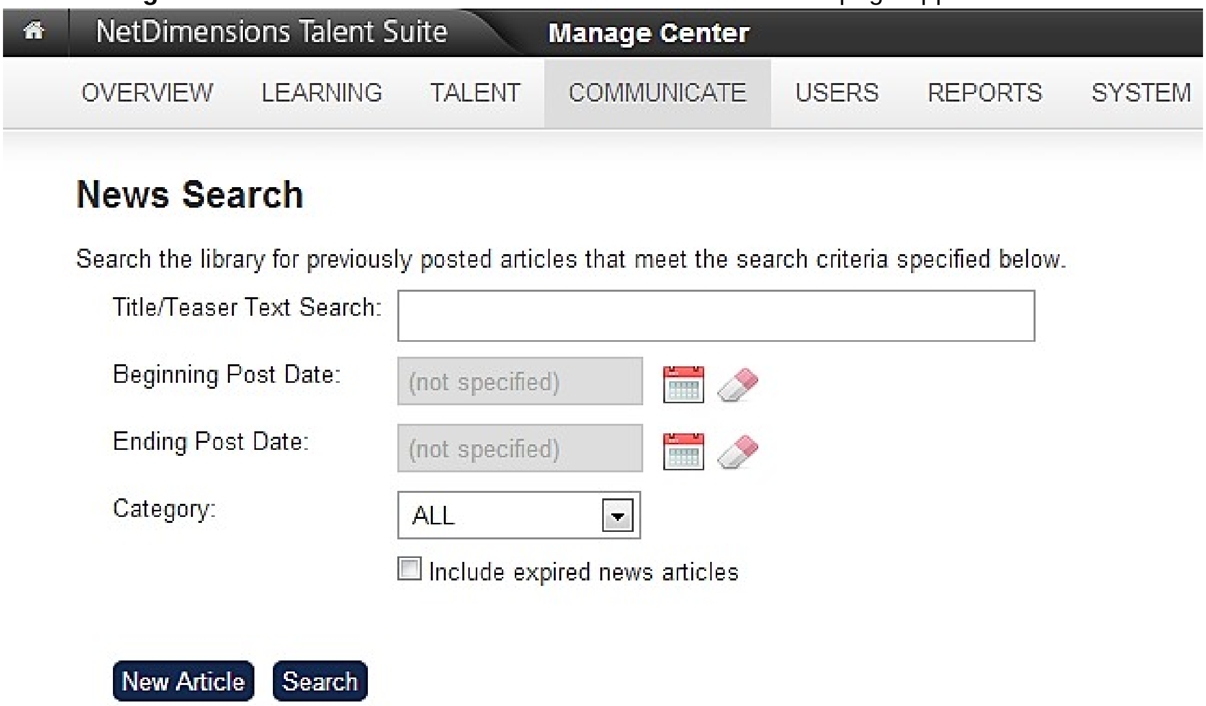
1.Click **Manage Center > System > General Settings > System Configuration**. The System Configuration page appears.



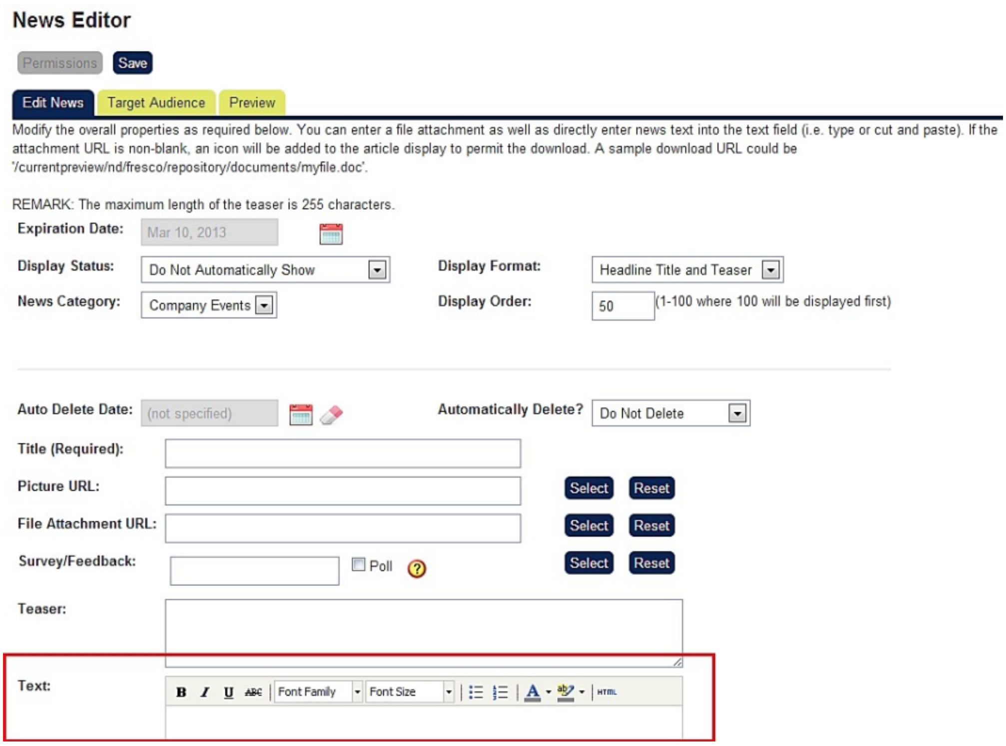
2.Scroll down to the Enable WYSIWYG Editor field and click the checkbox.

3.Click **Save** at the bottom of the screen.

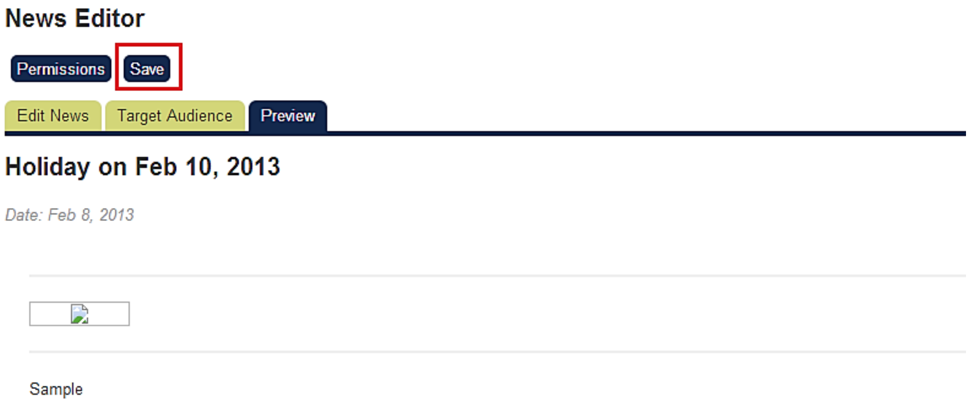
You may now use the rich text editor to edit news article by clicking **Manage Center > Communicate > News Manager > News Search and Maintenance.** The News Search page appears.



1.Click **New Article**. The Create/Edit News Article page appears and you may input data in the Text field.

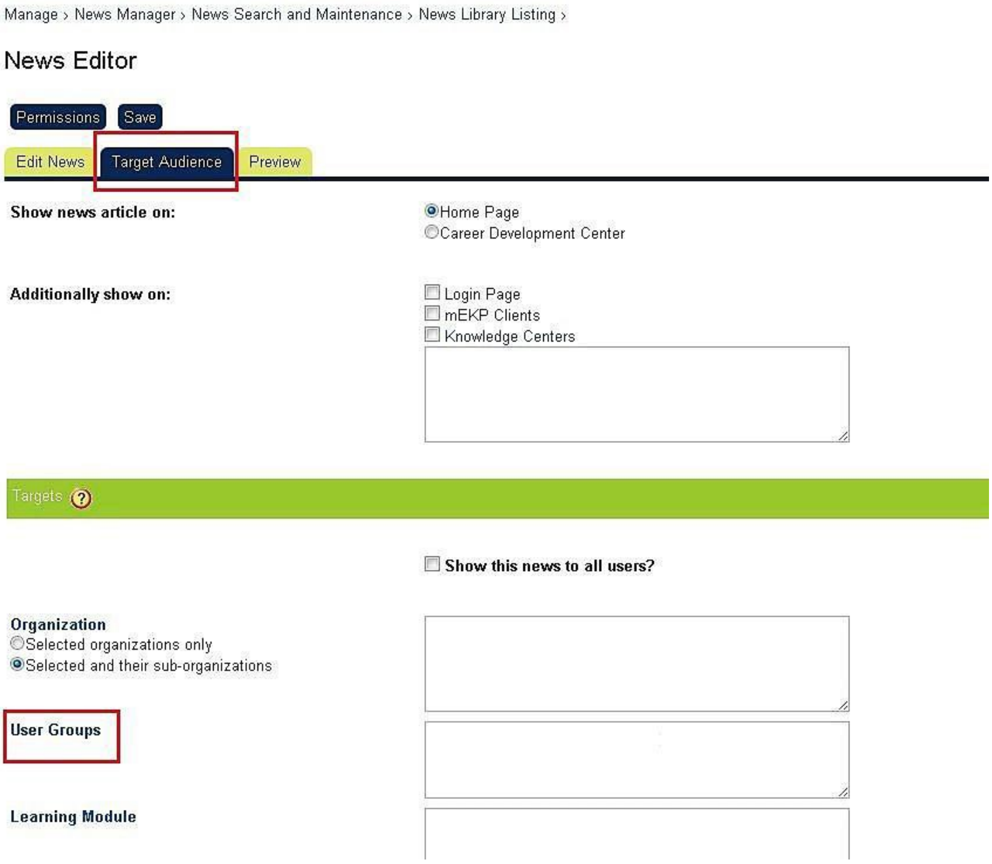


2.Click Save at the top of the screen. The screen refreshes. Click Preview to view the article.

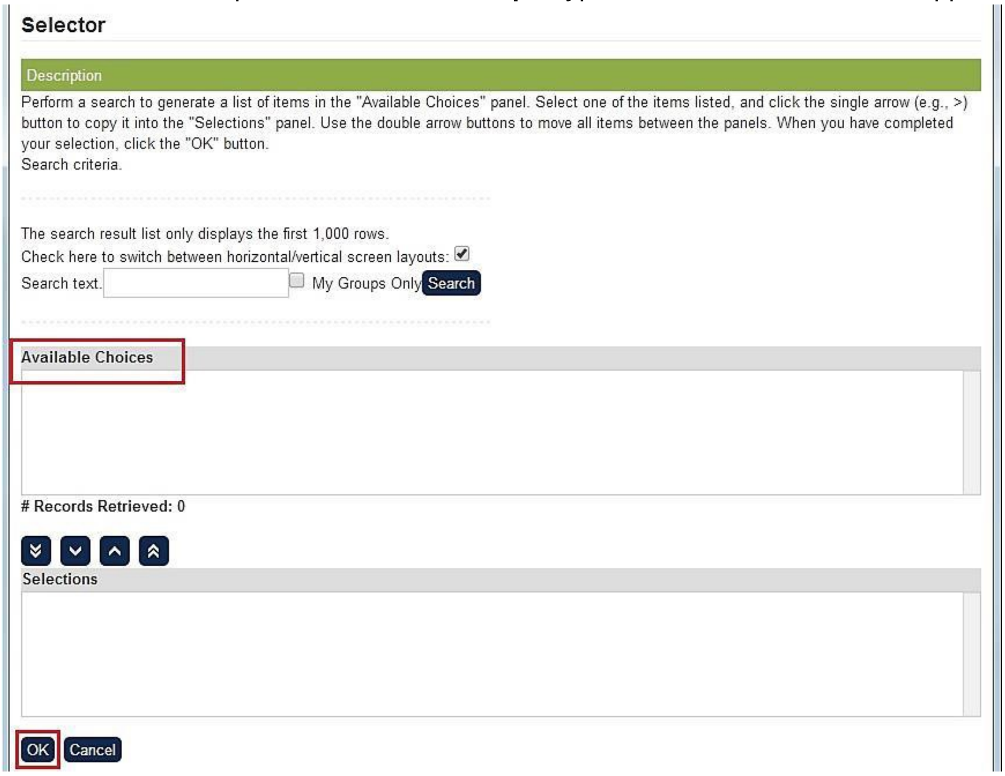


- ***Using User Groups when Selecting News***

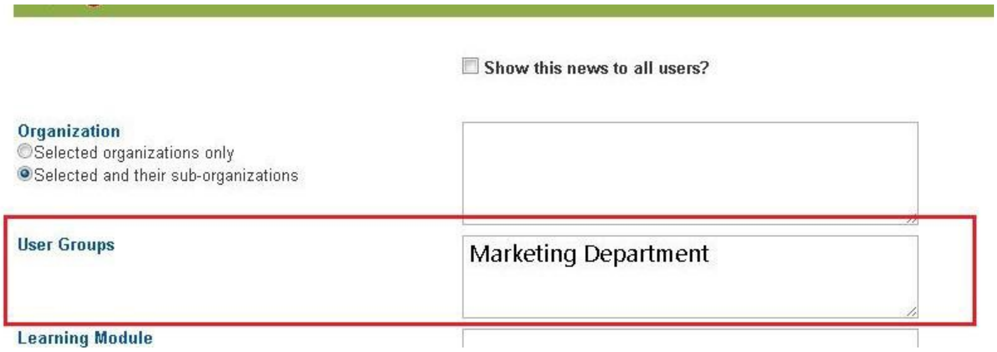
You can select **User Groups** from the *Target Audience* tab.



To select User Groups, click the **User Groups** hyperlink. The *Selector* screen appears.



Make your selection and click **OK.** The selected group(s) can be set as the target audience for the news article and users who are members of the group(s) will see the news article.



Access Permissions

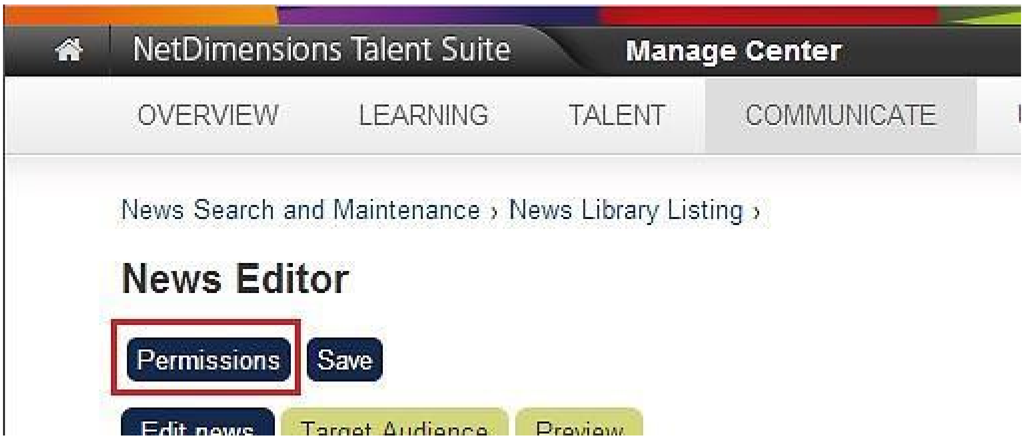
(applies to NetDimensions Talent Suite)

This section teaches you to specify the person who can access and edit the news item to allow.

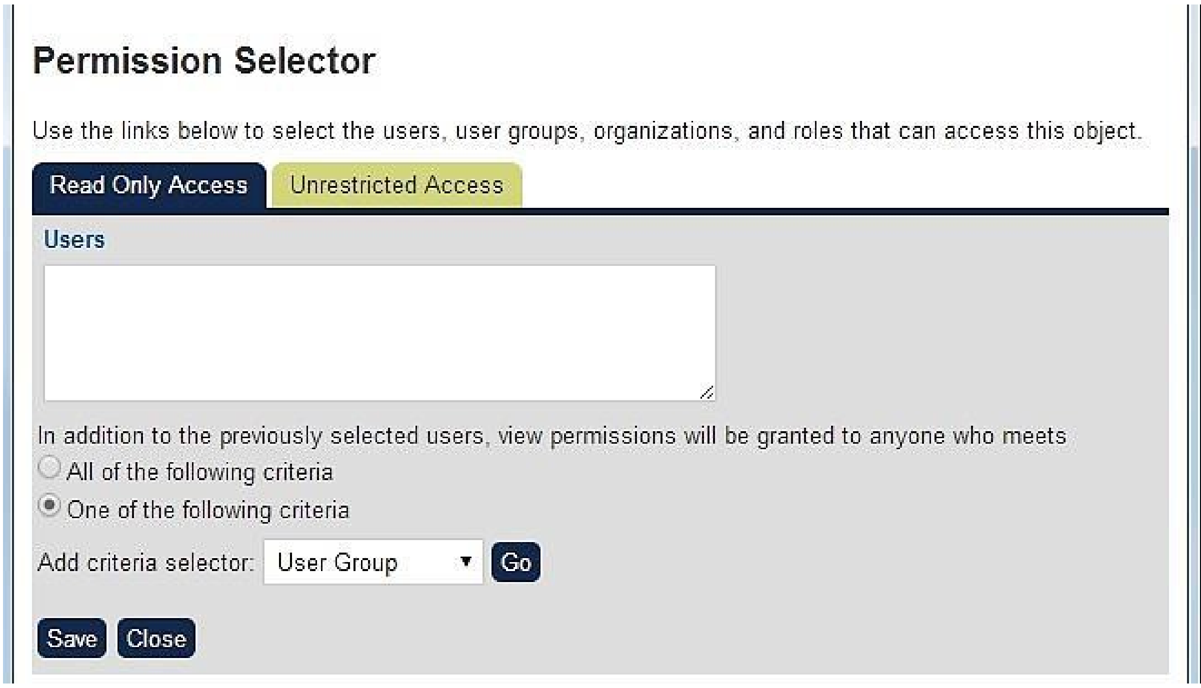
Procedures

To define or modify read or write access rights to a news article:

1.After you have created the news article and specified the target audience, click on the Permissions button at the top of either the Edit Article Targeted Audience or the Create/Edit News Article screens.

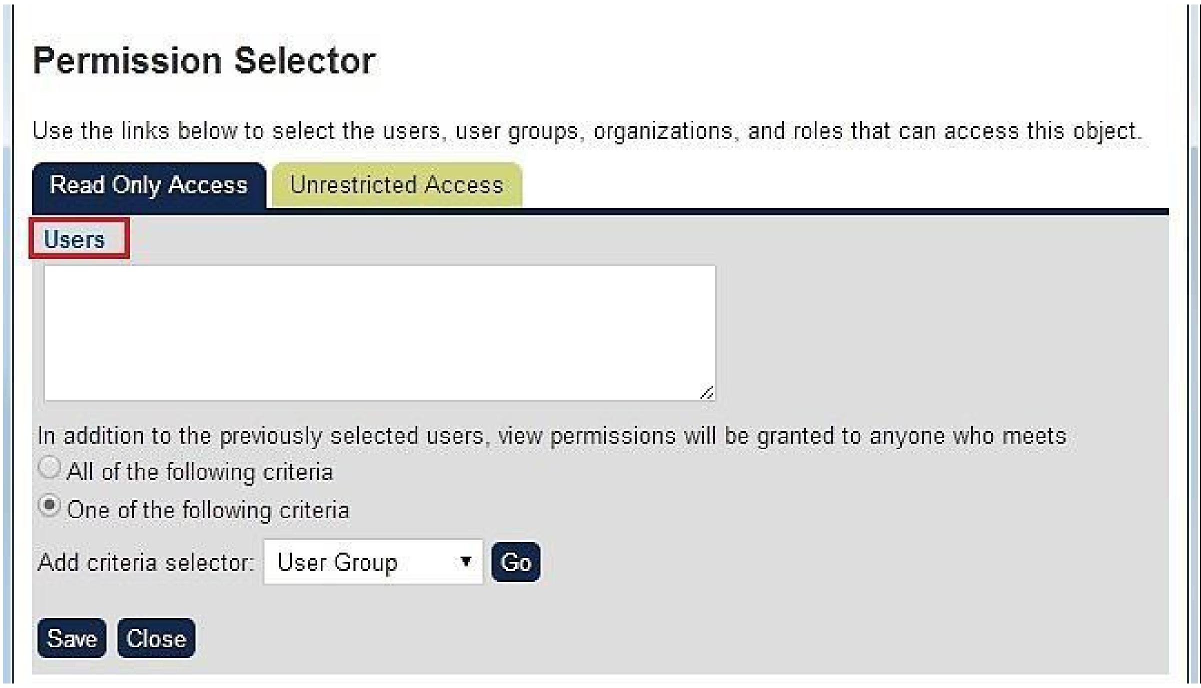


2.The Permission Selector screen appears.

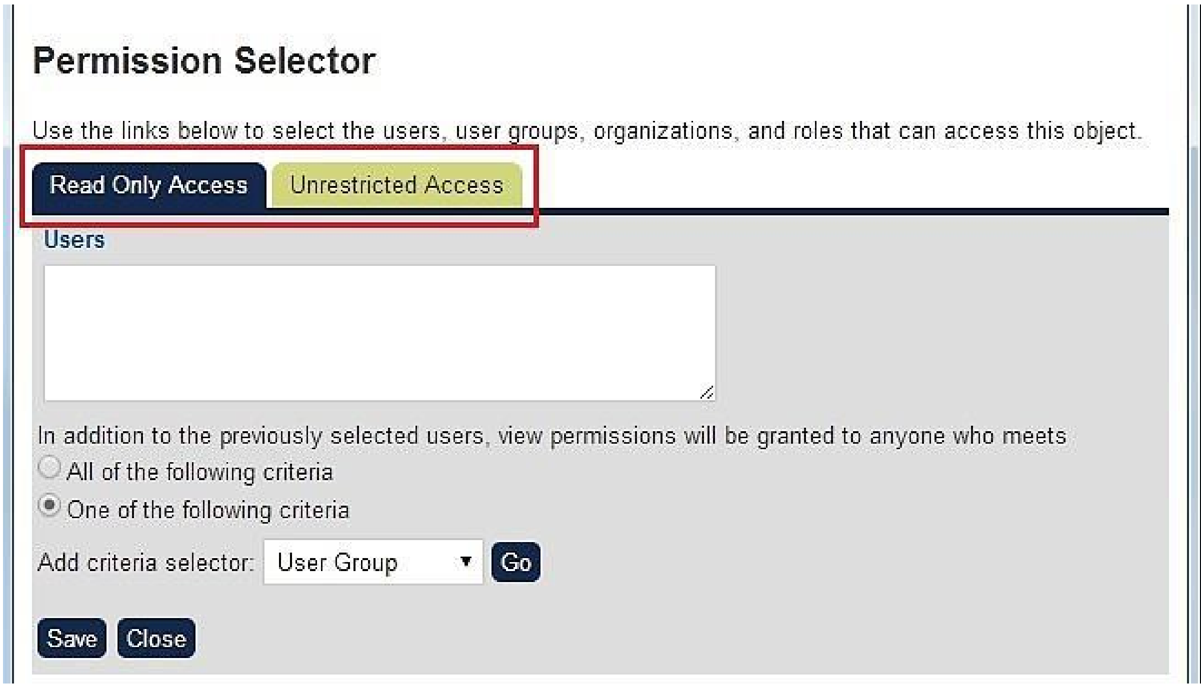


3.Prior giving permission to a user or group of users, you need to select first the type of access you want to give to the user. There two types of access you can give to a user, namely;

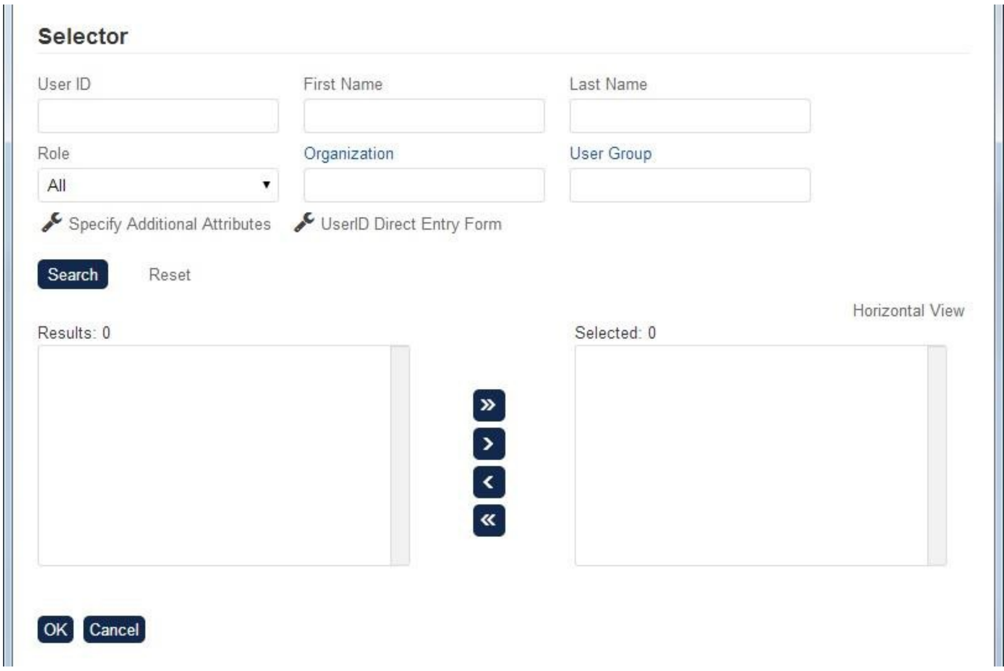
- Read Access
- Write Access



4.After selecting the access type, you can now select the user(s) to whom the access permission will be granted. Click the Users link.

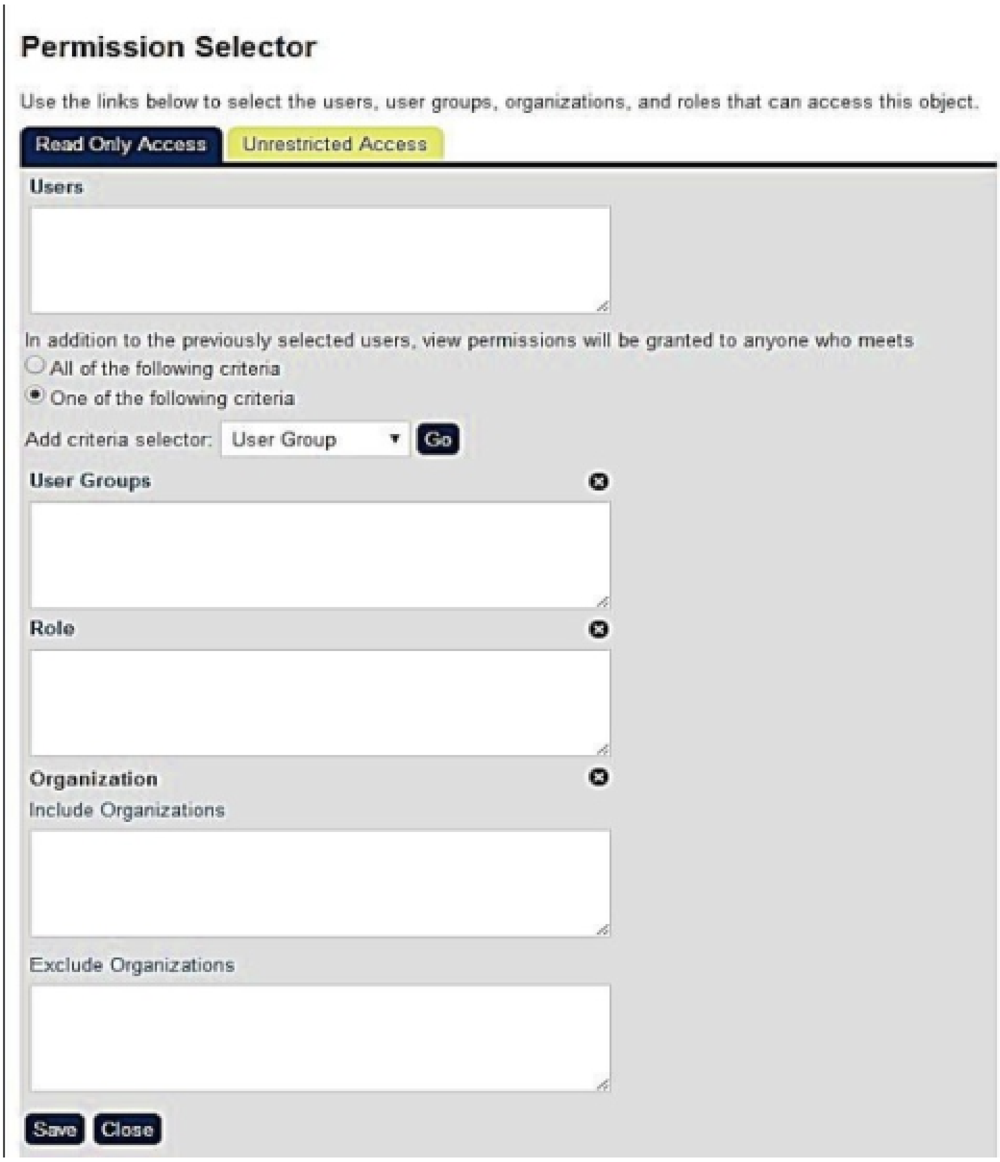


5.This opens the menu for selecting user.



In addition to the selected users, view permission can also be granted to anyone who meets the following criteria:

- *All of the following criteria*
    - This means that viewing permission can be granted to all users belongs to the criteria defi ned in the Add criteria selector. For instance that user added the criteria Role and Organi zation as shown in the image below.
    - This means that the user must belong to the roles AND organization in order for the user to access the permission to view the report.



- One of the following criteria
    - This means that viewing permission can be granted to all users belongs to any of the criteria defined in the Add criteria selector.
    - This means that the user must belong to the roles OR organization in order for the user to access the permission to view the report.

- Add criteria selector
    - This allows you to add criteria. To add the criteria, click the selector dropdown button and then select the preferred criteria.

Note: For every selected criterion, a criterion box will be displayed. To select a specific user, group or organization that belongs to the criteria, click the link positioned at the right top of each box. See the procedure in the Appendix section on how to select a user, group or an organization.

Editing Existing News Items

(applies to NetDimensions Talent Suite)

Locate a News Item

Access the News Search page. Specify the search criteria then click Search.

Edit a News Item

In the News Library Listing page that appears, click on the edit icon on the right of the news item you wish to modify.

The Create/Edit News Article page appears. From here modify the:

- News item details
- Target Audience
- Permissions

Following the procedures specified above.

Display News Item in the Login Page

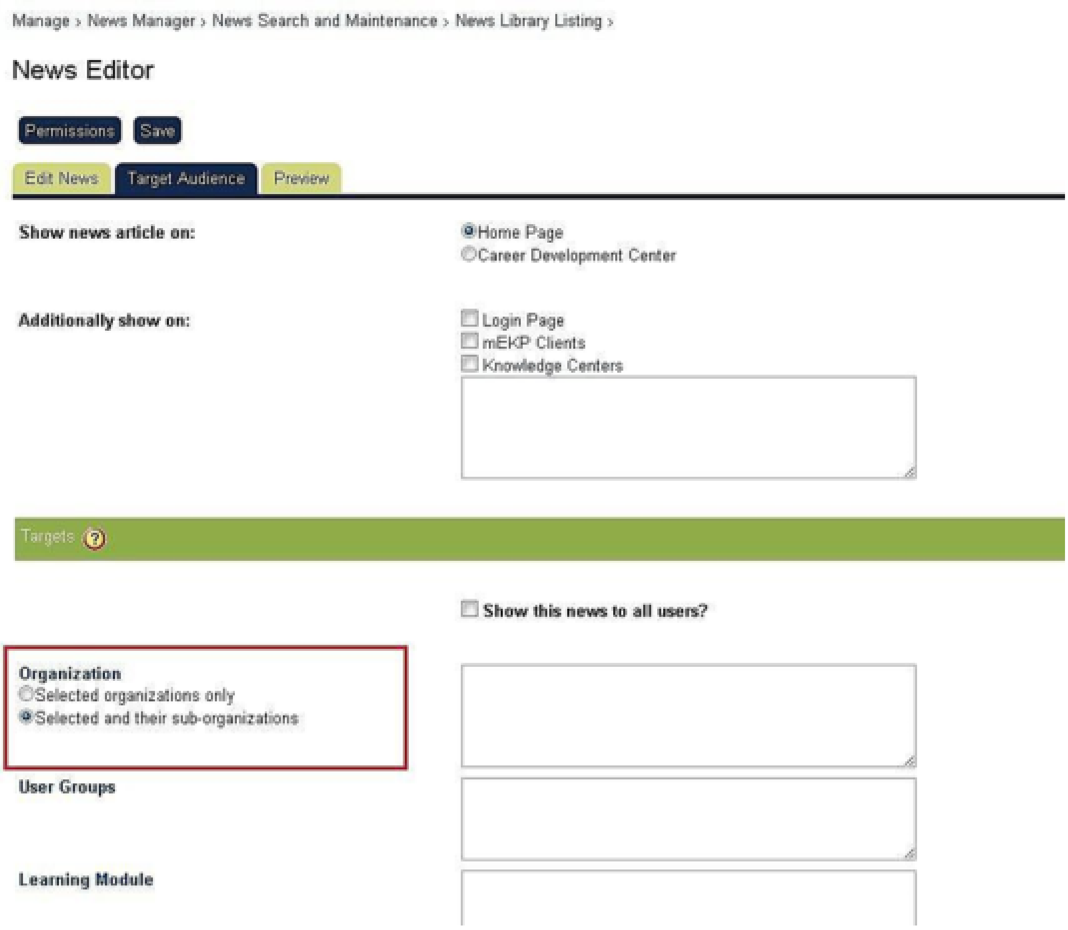
Note: If you want to display news articles in the Login Page, you must first configure the Login page to allow this. You may choose whether a news article is to display in the Login page from the Edit Article Targeted Audience page.

Editing Access

You may further define who may view and/or edit the article in the Permission Selector page.

Target Organization for News

For the target audience settings of a new article, if an organization is specified, Administrators can specify whether to display the news article to the users of that specific organization or its child organization.



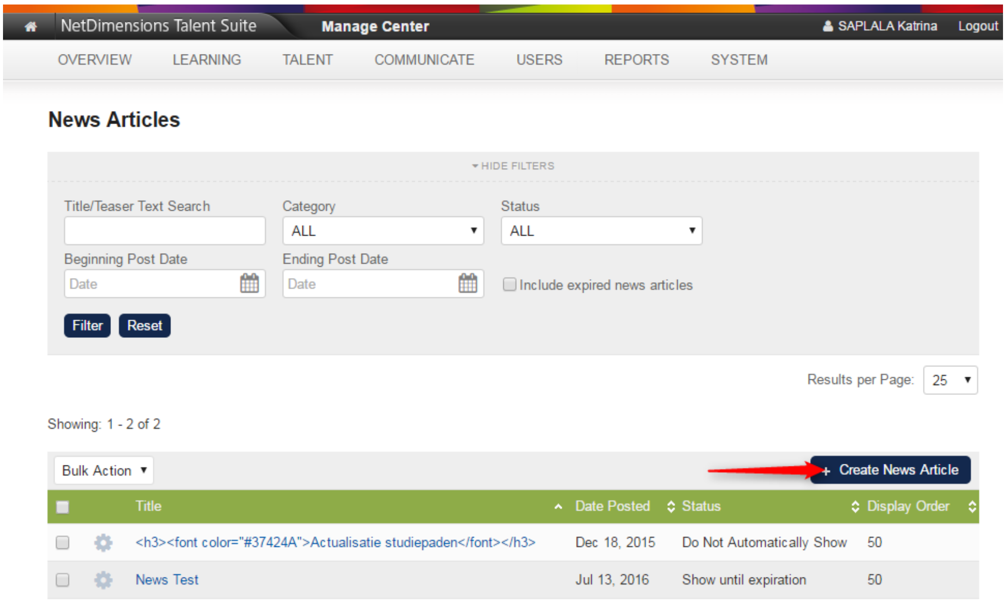
Target Audience

The option is selected by default. If it is unchecked, the news article will be displayed only to the specific organizations, which excludes child organizations.

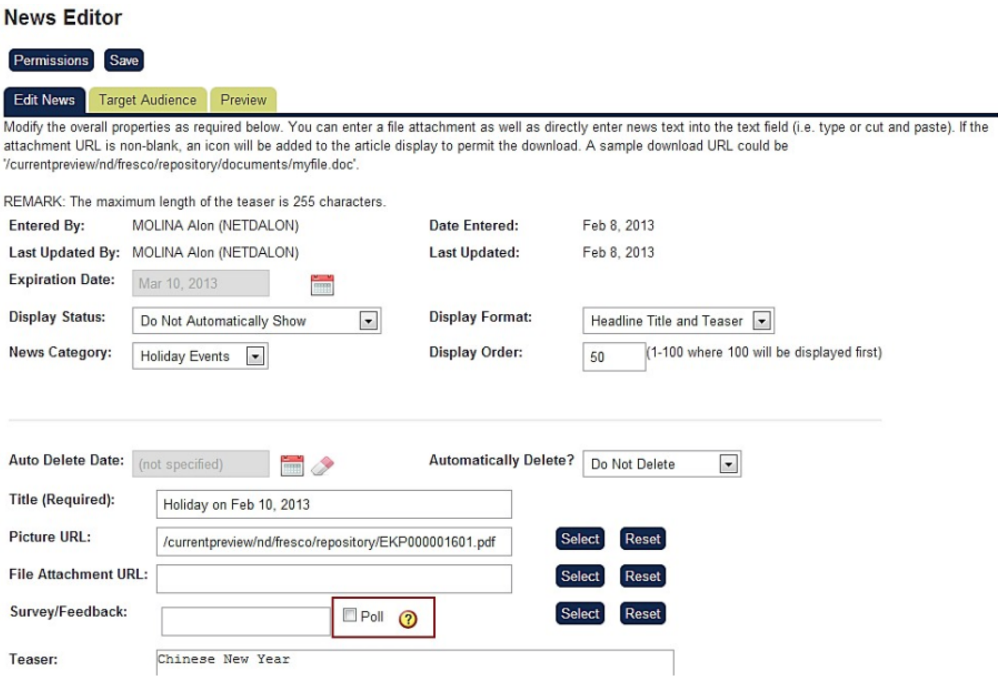
Quick Poll

The NetDimensions Talent Suite provides the ability to attach a poll to a news article. A poll is simply a survey-type exam containing one multiple choice question useful for gauging informal opinions from users. The poll will be displayed as part of the news article and once the user has answered the multiple choice question, the current poll results are displayed immediately in the form of a bar chart.

1.To create a quick poll, click **Manage Center > Communicate > News Manager > News Articles**.

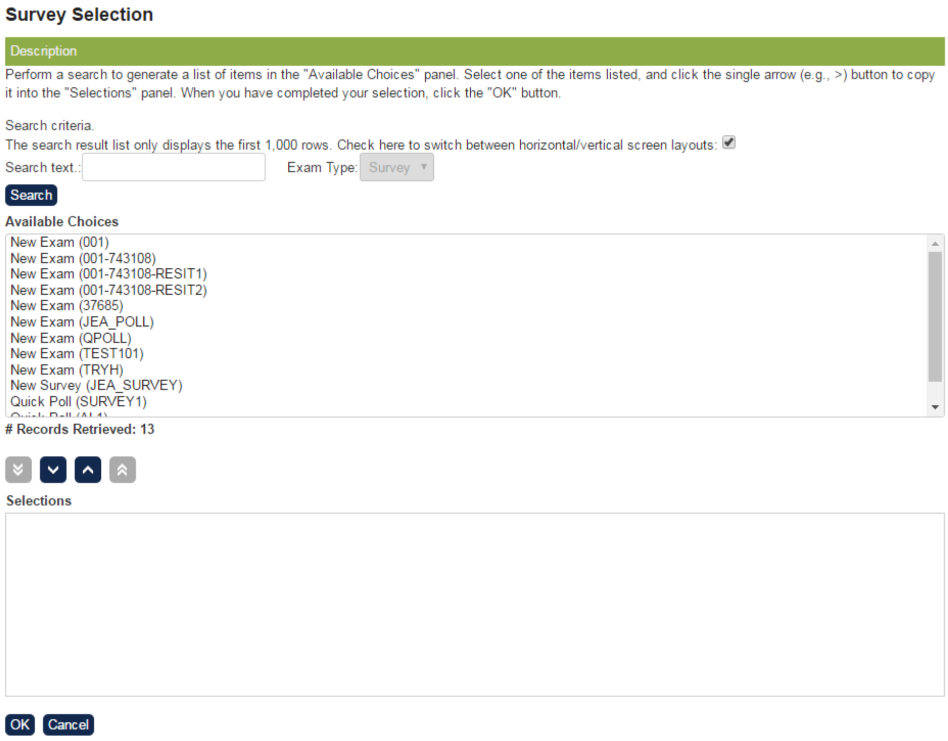


2.The **Create/Edit News Article** page appears.



3.Enter the title of the news article.

4.Put a checkmark on the **Poll** box then click the **Select** button. The *Survey Selection* screen appears.



5.Make a selection from the available choices.

6.Click **OK**. The selection appears in the Create/Edit News Article page.

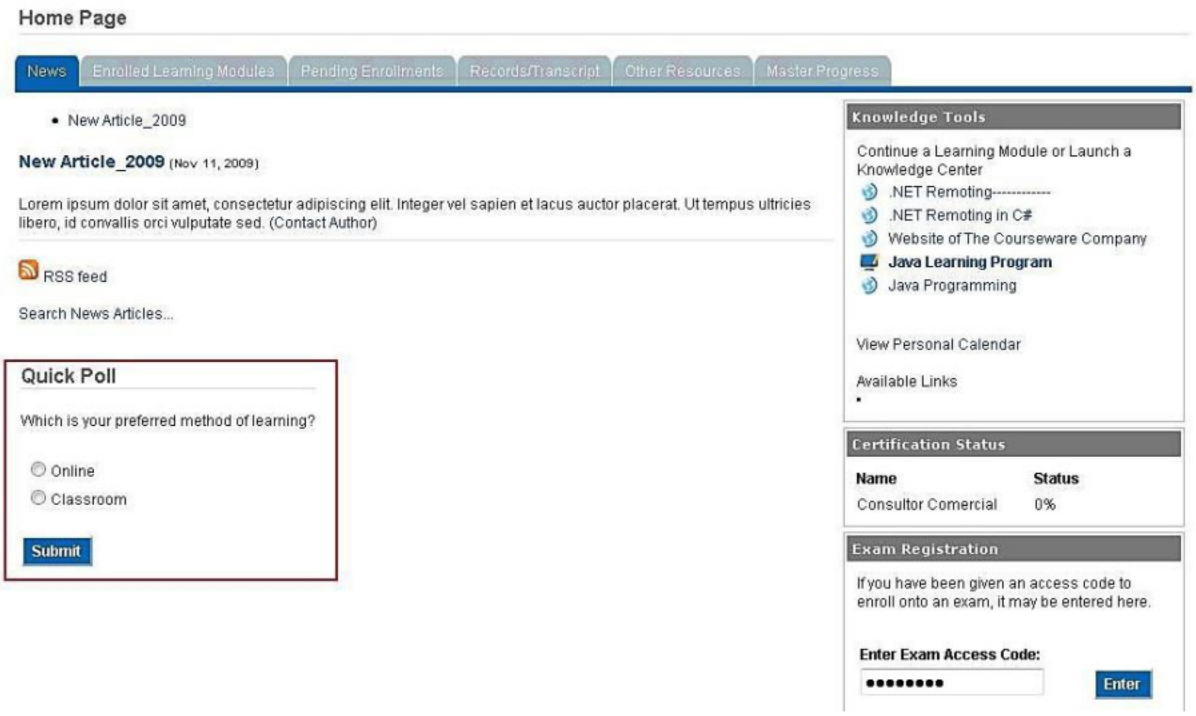
7.Click **Save**.

Notes:

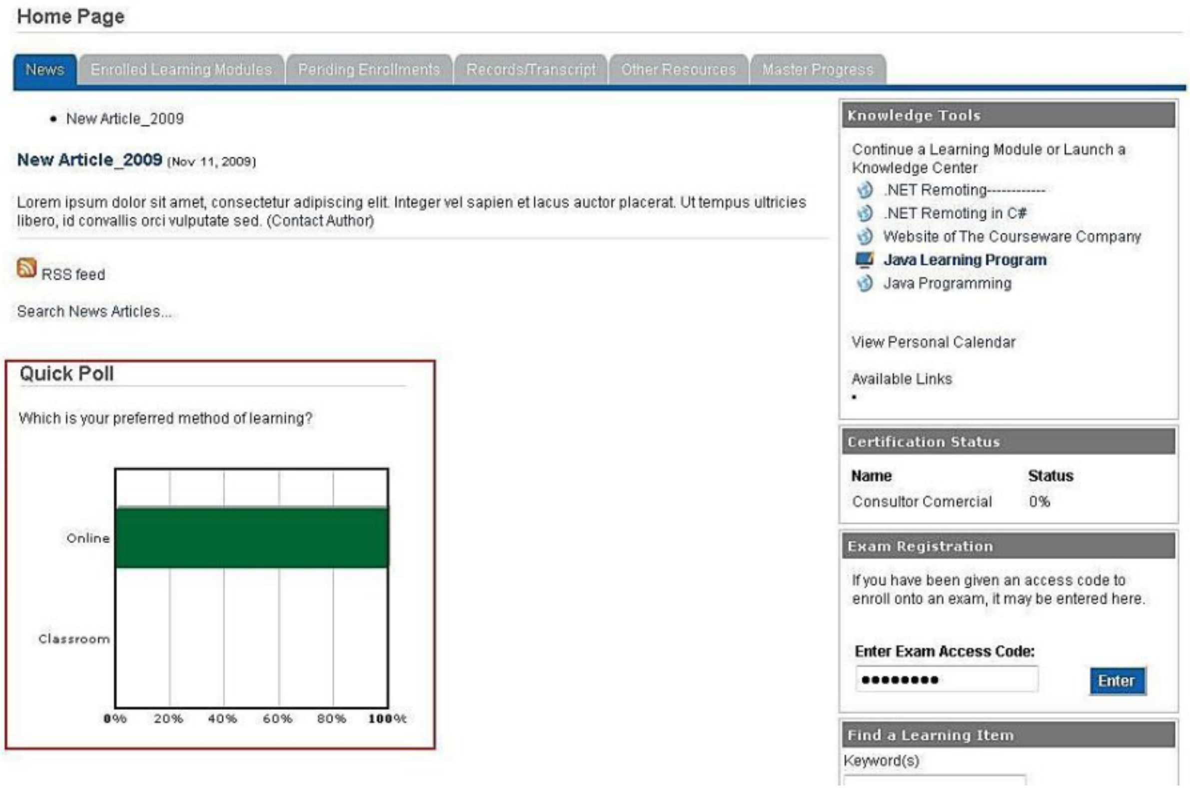
- The survey must have exactly one section, containing exactly one question.
- The question type must be Multiple Choice. There must be at least 2 choices set up, allowing for just one answer. There does not need to be a correct answer as this is a poll.
- Since the news article's purpose is to deliver a simple poll, the fields 'Picture URL', 'File Attachment URL', 'Teaser', 'Text' and 'Replace new lines...' will not be used. No news text will be displayed.

Responding to a Poll

Once setup correctly, the poll will appear on the Home Page under News. It will not appear under Career Development.



Each user can respond to the poll once only. The current poll result will be displayed to users who have responded to the poll. The poll result on the Home Page displays percentages only.



- The number of responses per question choice can be viewed via the R304 report.
- The news article which is associated with the poll will not appear on the login page or in other places where news articles are expected to appear.

Choose the Target Audience

A news article can be distributed either to all users or to a very specific set (or subset) of recipients. For instance, you can:

- Show the article to all users
- Display news articles on the login page (if the login page has been appropriately configured)
- Display the news article on the users' home page or Career Center, e.g. HR related news

You may target news items to:

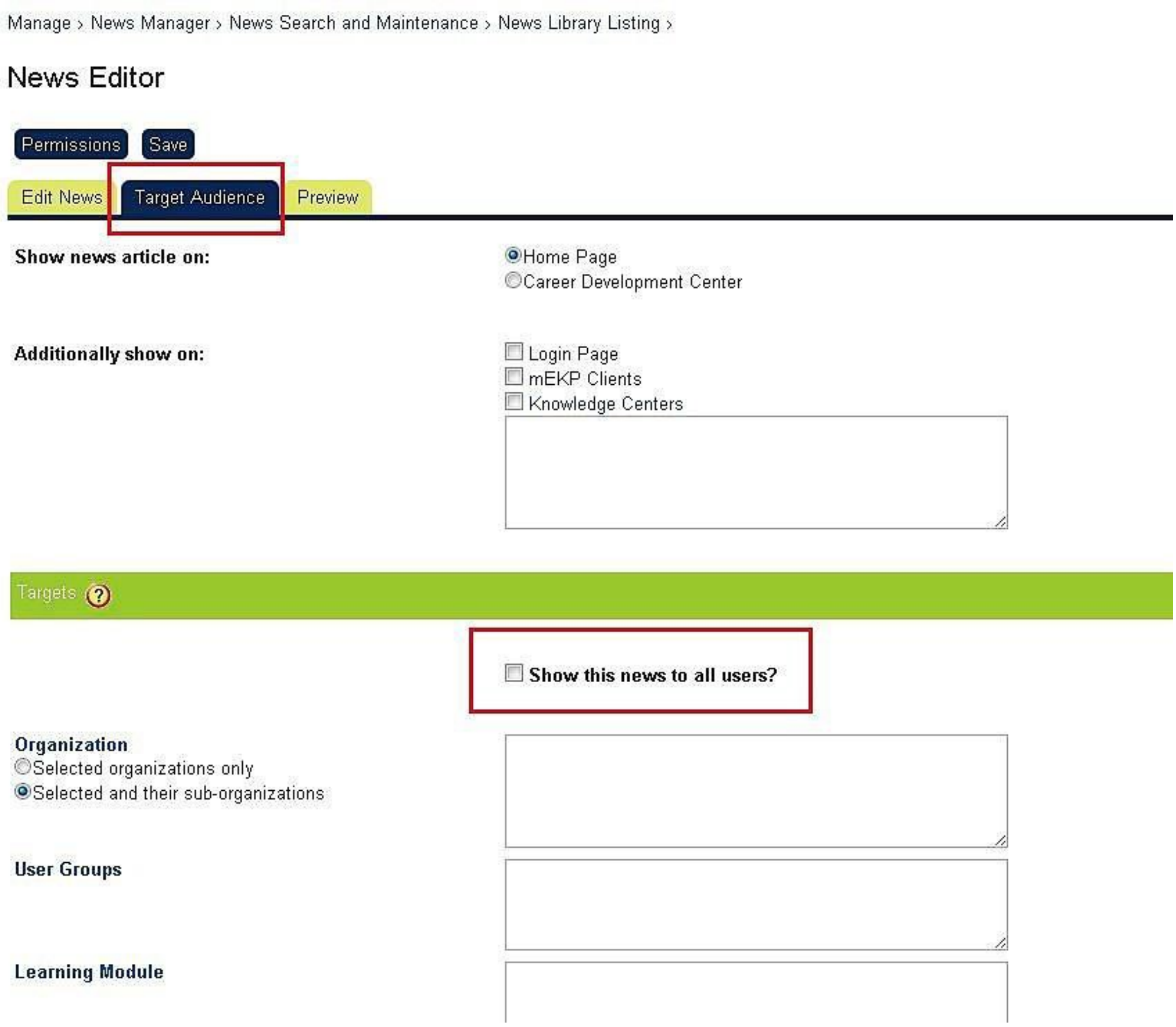
- Organization Units
- Learning Modules, i.e. only users that are using the selected module will get the news
- Catalogs, so that users with access to the selected catalogs will get the news, e.g. new courses available.
- Specific user attributes
- Knowledge Centers. You can select courses or learning programs so that the news article will show in their respective Knowledge Center's news area.

After creating the news article you can define a target group by specifying a target set, then narrowing this distribution list by specifying additional recipient subsets. For example, if an article is to be targeted to users in Department 1 and Department 2 taking Learning Program Z who are classified under Attribute X, you would specify:

1. Department 1 and Department 2 in the Organization field
2. Z in the Learning Module field
3. X in the User Attribute field NetDimensions Talent Suite also allows you to specify multiple options within each field or leave fields blank.

To define a target audience:

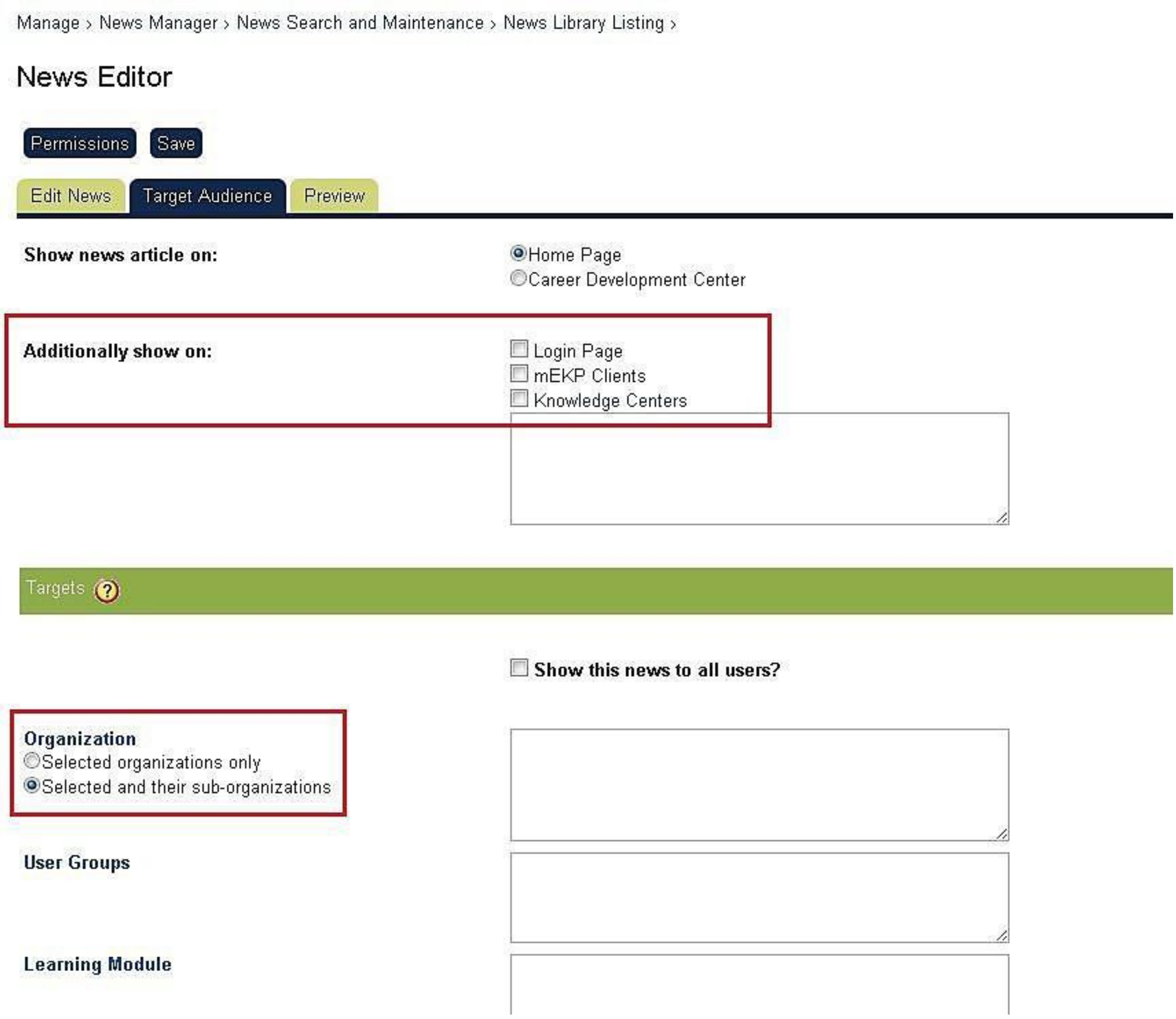
1.Click the Target Audience tab at the top of the Create/Edit News Article screen. The Edit Article Targeted Audience page appears.



2.You may specify public access (i.e. click on the Show this news to all users? box). However, note that if an article is marked as public, it will be sent to ALL users no matter which groups are selected.

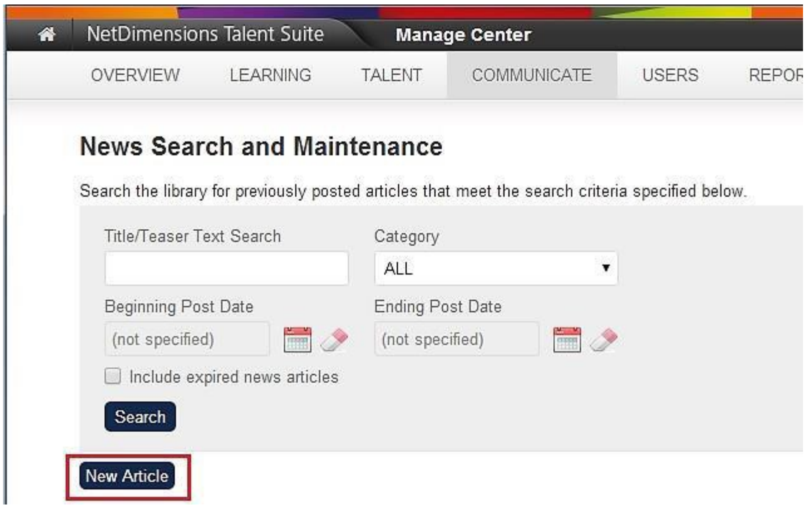
3.You also may indicate whether to display this news item in the login page (though the login page must first be configured to support news display)

4.From here you may choose which organizations as well as which students (of specified courses) should receive this message.



5.You may also specify subset recipients, target Knowledge Center(s) (i.e. the Knowledge Center(s) and even employees who joined during a specific set of (start and end) dates. Note: With regards to Knowledge Centers, if you do not choose any learning module, the article will not be shown in any Knowledge Center.

6.Click Save.

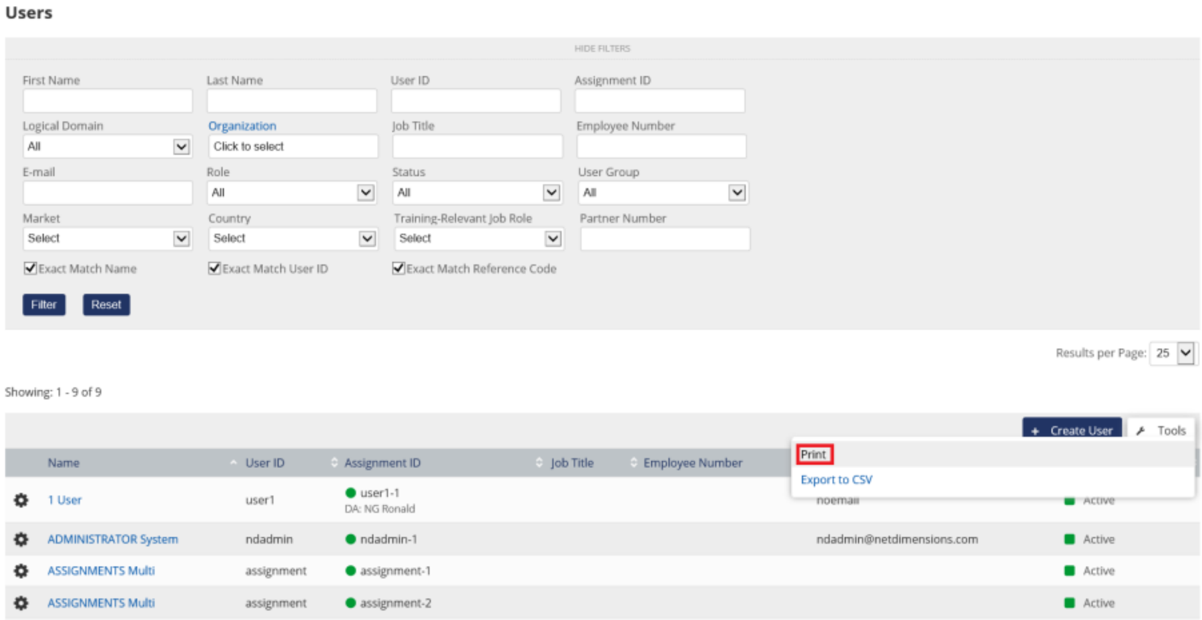


From here you may specify read and write access rights.

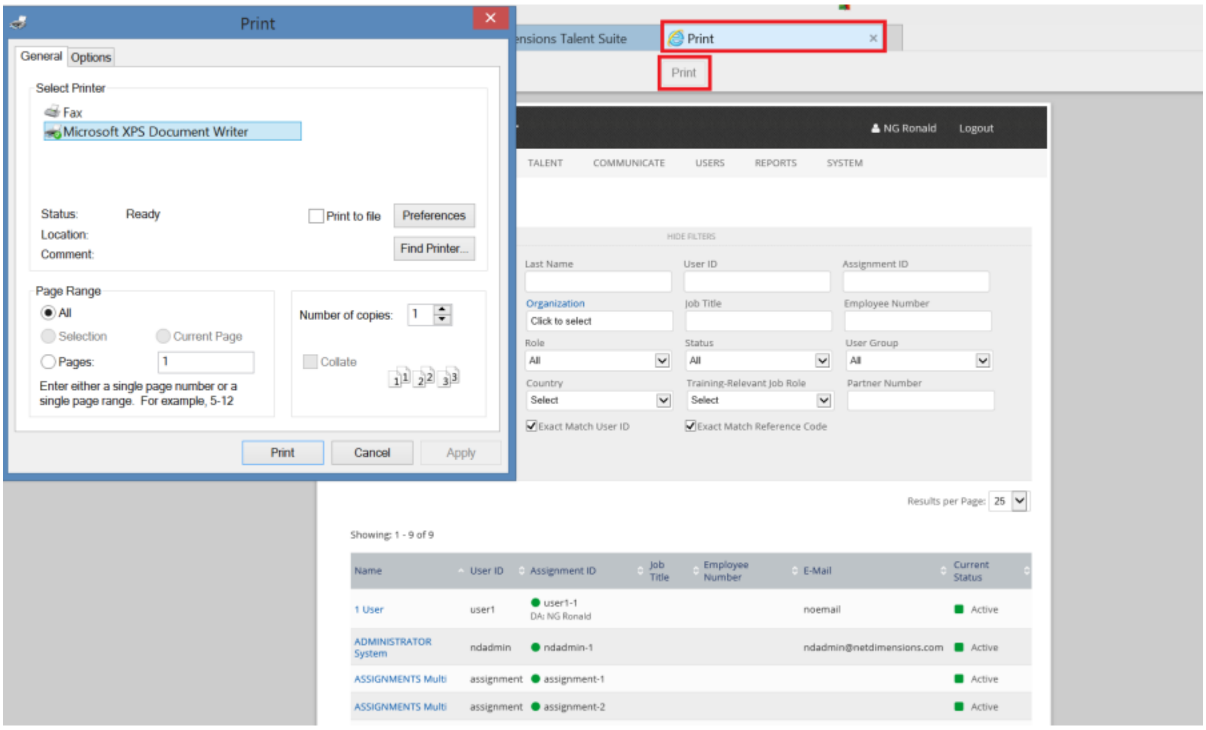
Screen Printing

Quite often when an administrator is searching for some relevant objects or making some property changes on an object, it would be nice to print out the screen being looked at. It could be a hard copy print for future reference or a soft copy print like in PDF format that can be sent to others for their reference as well. A print function has been added to various administration screens to cater for this need.

A Print button is added to a convenient location on the screen to cater for this function, if the screen itself supports more than one tool action like Print + CSV Export then these actions would be grouped under a Tools button with its action menus expanded on a mouse-over.

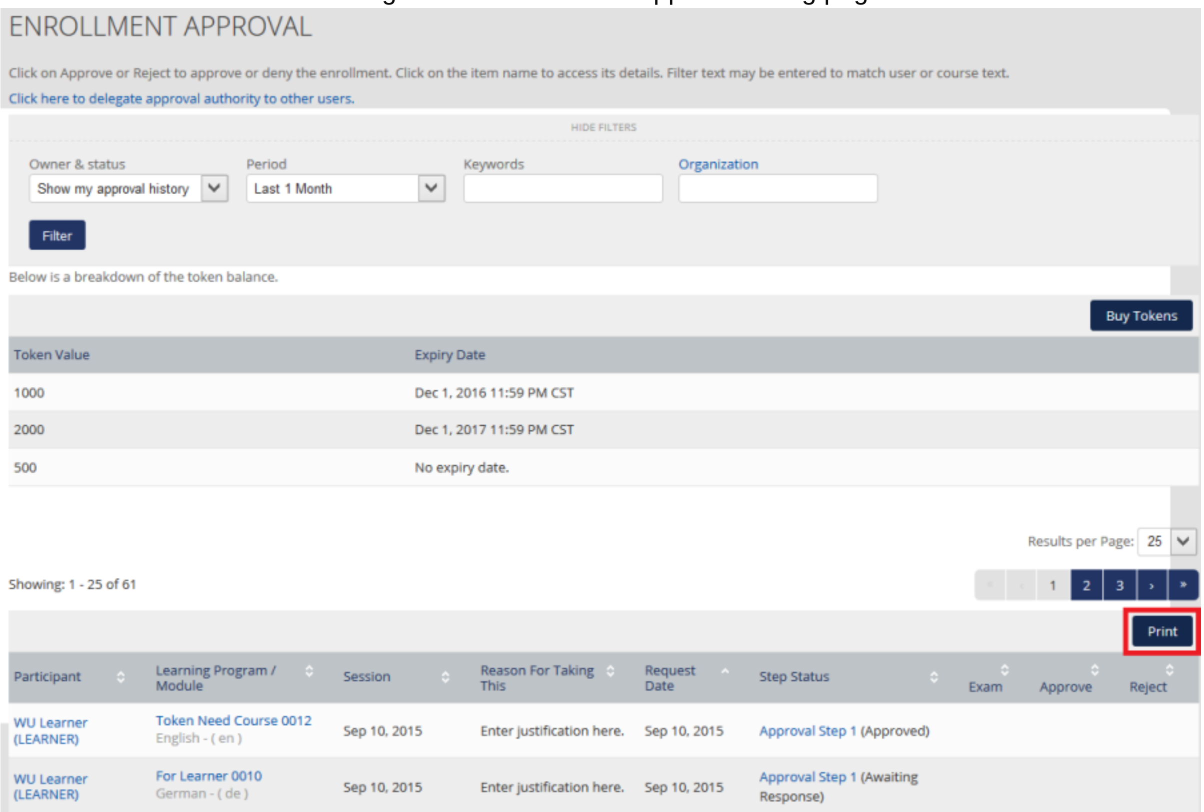


When the Print action is clicked, it would invoke a dedicated Print Preview on a separate tab. It would also automatically pop up the browser print dialog for more Print options. Depending on the browser, there could be a separate browser Print Preview function within the print dialog itself like in Chrome. If the dialog itself is closed, it could be brought back by clicking the Print button on top of the Talent Suite dedicated Print Preview screen.

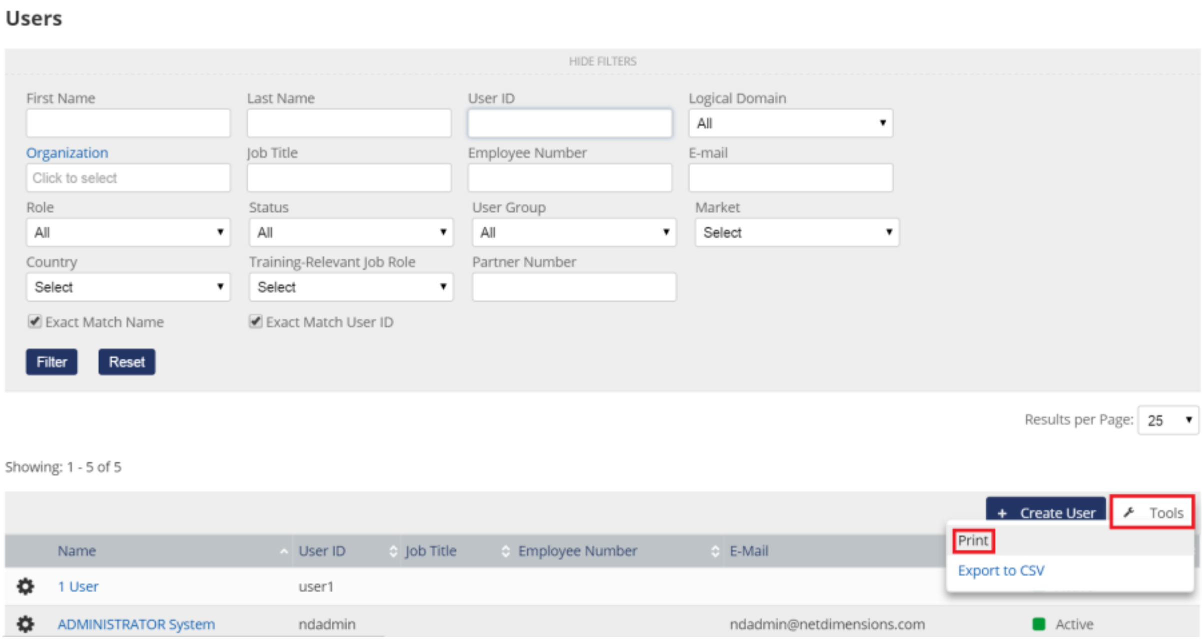


Print Function on Administration Screens

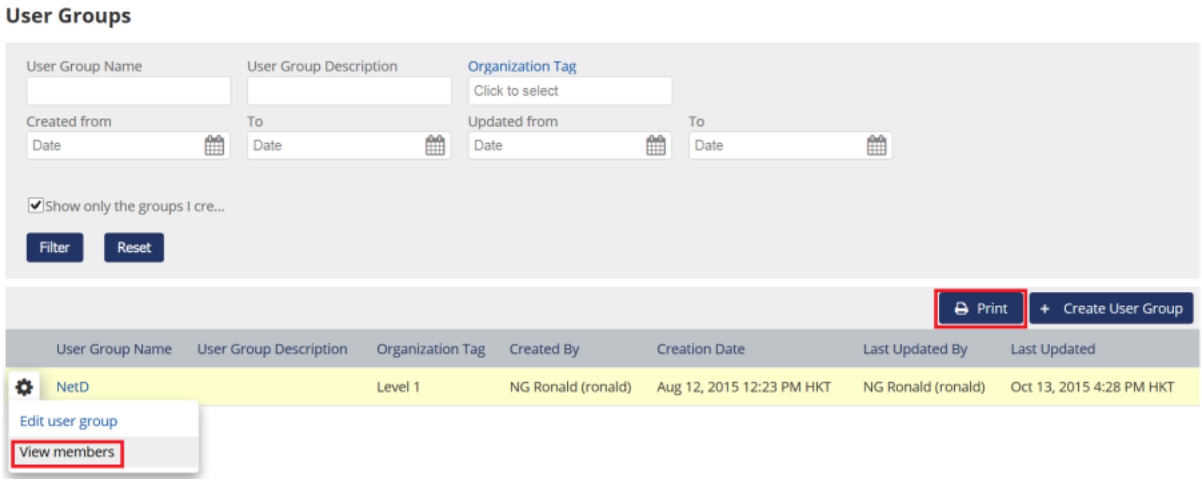
The Print function has been brought to the Enrollment Approval listing page.



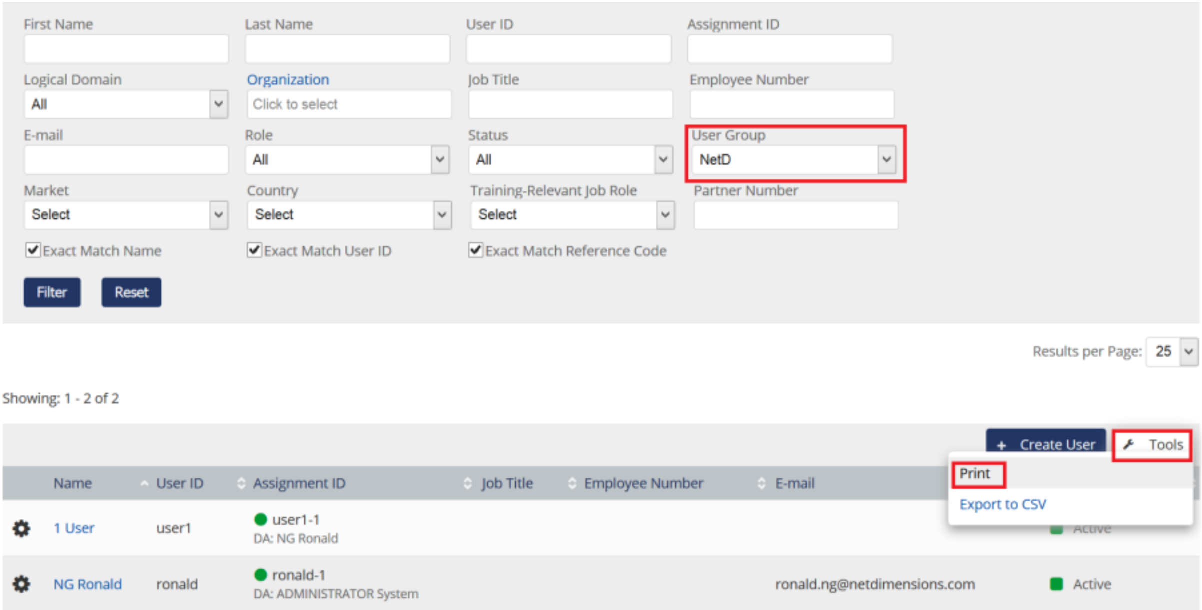
The Print function has been added to the newly revamped Users table list page.



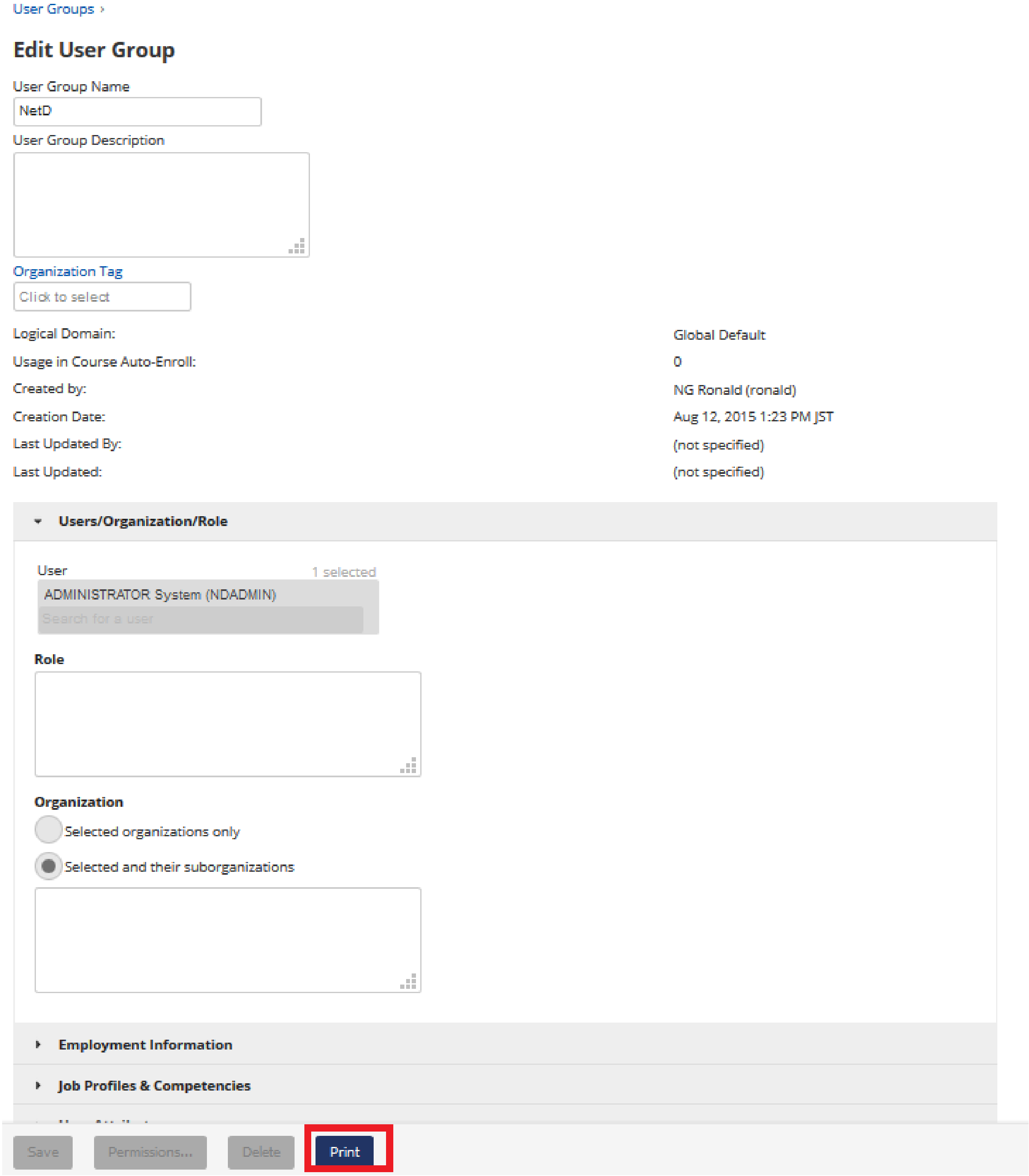
The Print function has been brought to the User Groups listing page. Note that there's a gear action to view the visible members assigned to the group.



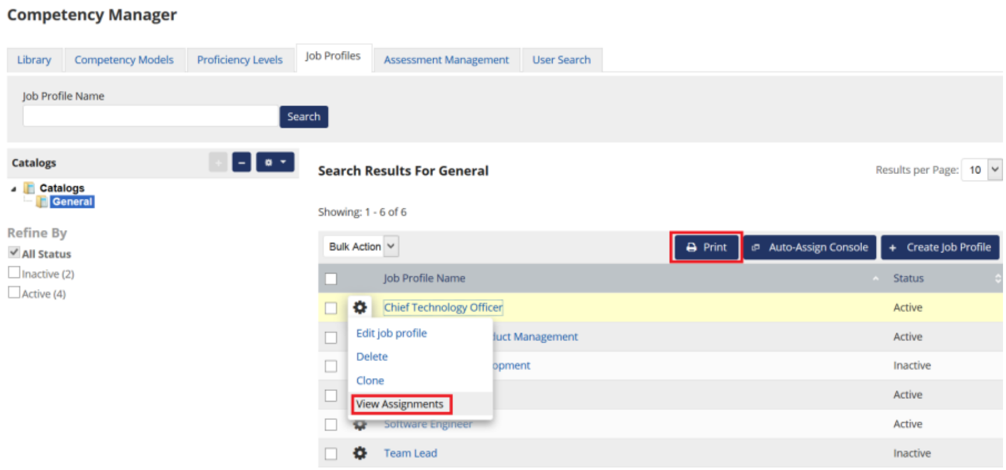
The member listing page is just for redirecting to the revamped Users listing page with the group selected as a search filter, it also comes with the Print function.


First Name
Last Name
User ID
Assignment ID
Logical Domain
All
Organization
Click to select
Job Title
Employee Number
E-mail
Role
All
Status
All
User Group
NetD
Market
Select
Country
Select
Training-Relevant Job Role
Select
Partner Number
Exact Match Name
Exact Match User ID
Exact Match Reference Code
Filter
Reset
Results per Page: 25
Showing: 1 - 2 of 2
Create User
Tools
Print
Export to CSV
Name
User ID
Assignment ID
Job Title
Employee Number
E-mail
1 User
user1
user1-1
DA: NG Ronald
Active
NG Ronald
ronald
ronald-1
DA: ADMINISTRATOR System
ronald.ng@netdimensions.com
Active

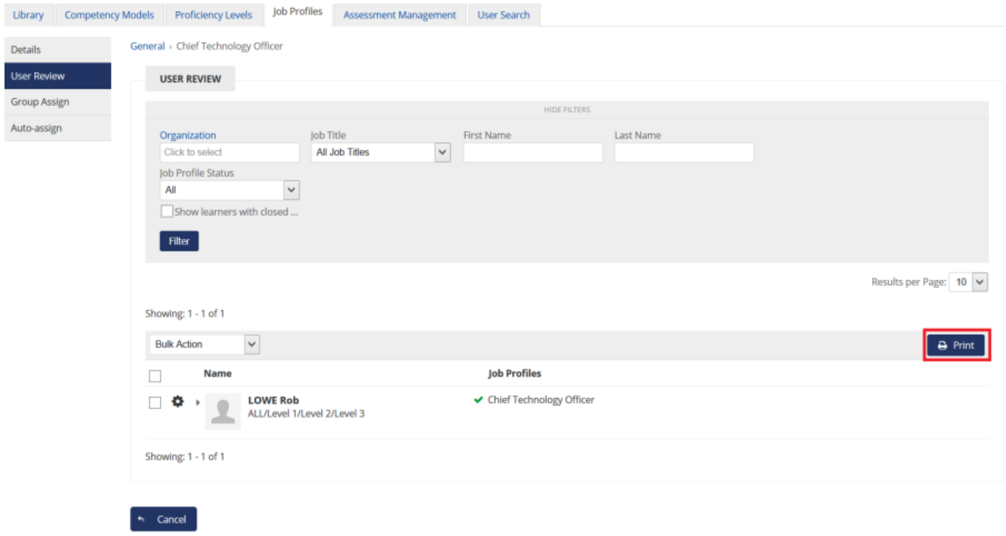
When a group is being edited on, the targeting properties can be printed out as well with the new Print function.



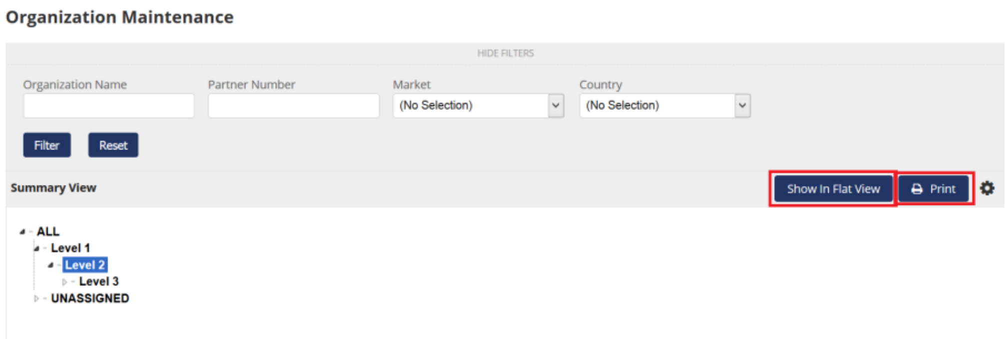
The Print function has been brought to the Job Profiles listing page. Note that there's a gear action to view the visible assignments for that selected Job Profile.



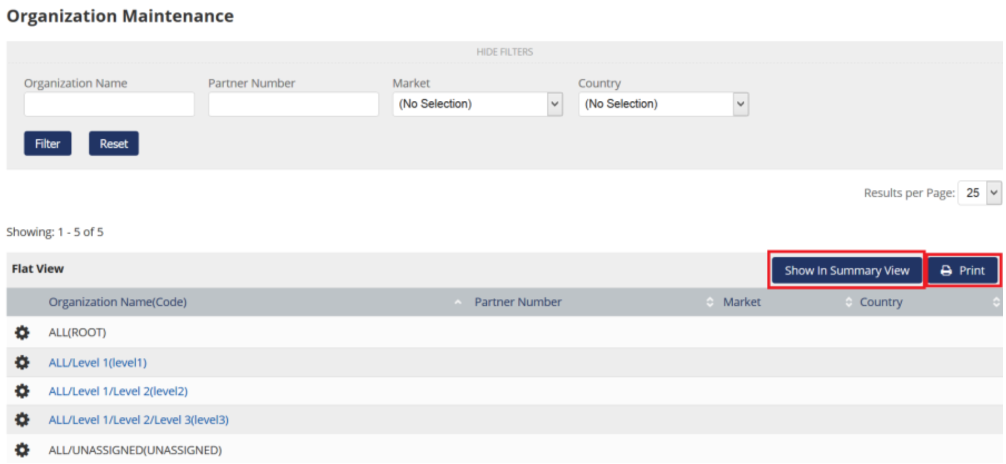
The assignment listing page is just for redirecting to the User Review listing page of the selected Job Profile, it also comes with the Print function.



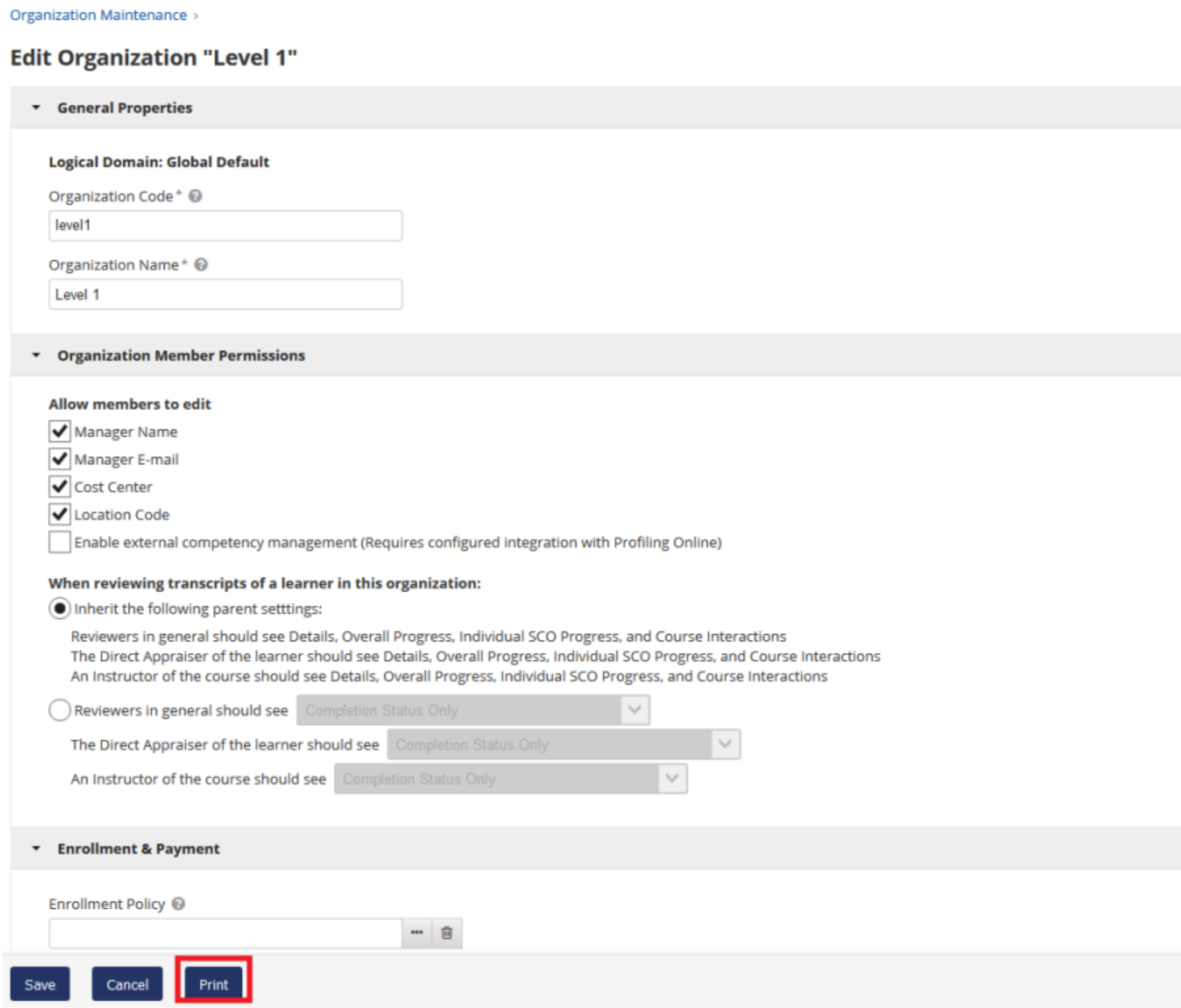
The Print function has been brought to the Organization Maintenance tree view page. There's an option to toggle to the alternate "Flat View" which is a table list of organization levels matching the search criteria.



The Print function has also been brought to the Organization Maintenance Flat View page.

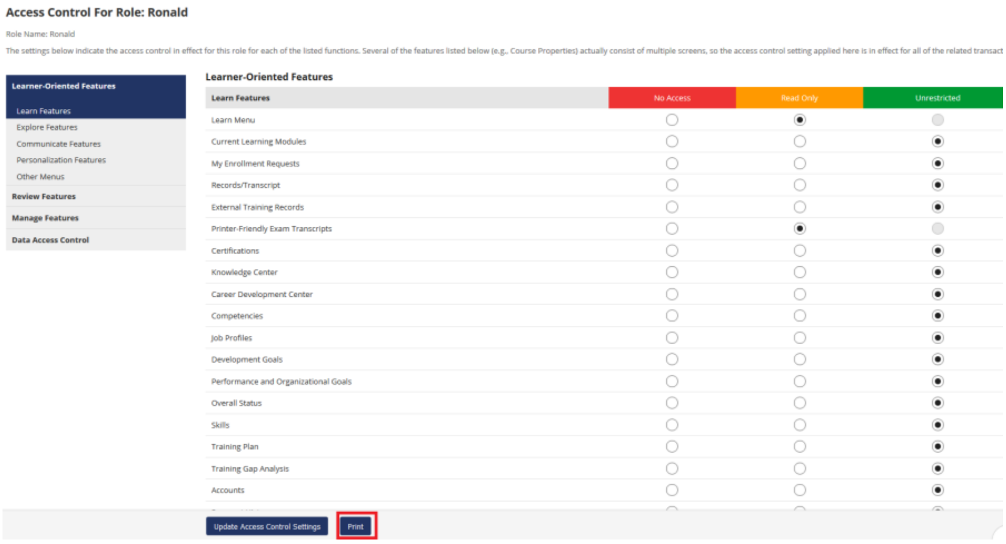


When an organization level is being edited on, the setup properties can be printed out as well with the new Print function.

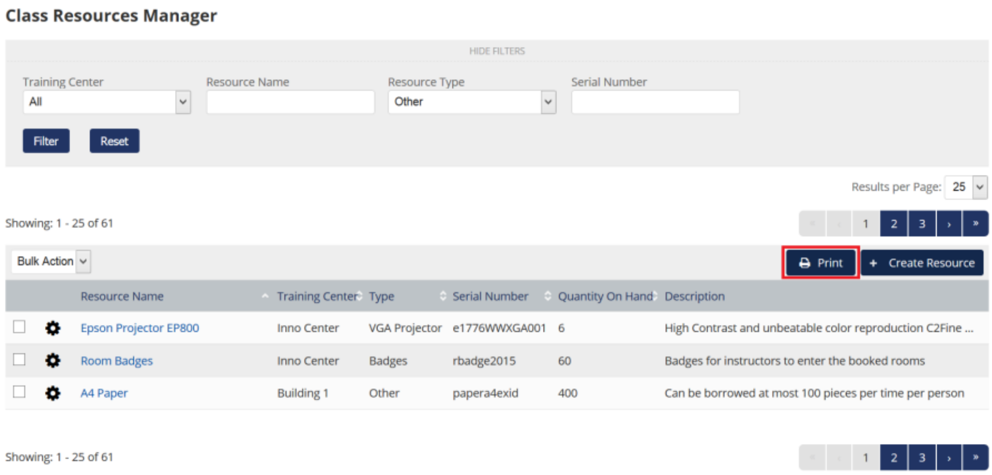


The Print function has been added to the newly revamped System Roles table list page. Note that there's a gear action to view the Role Access Control settings for the selected role.

When a role is being edited on, the access rights settings can be printed out as well with the new Print function.



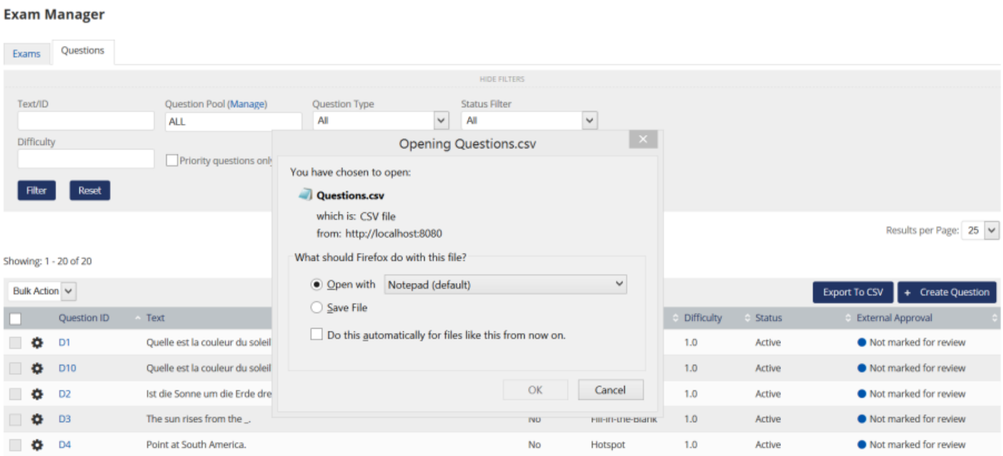
The Print function has been added to the newly revamped Resources table list page.



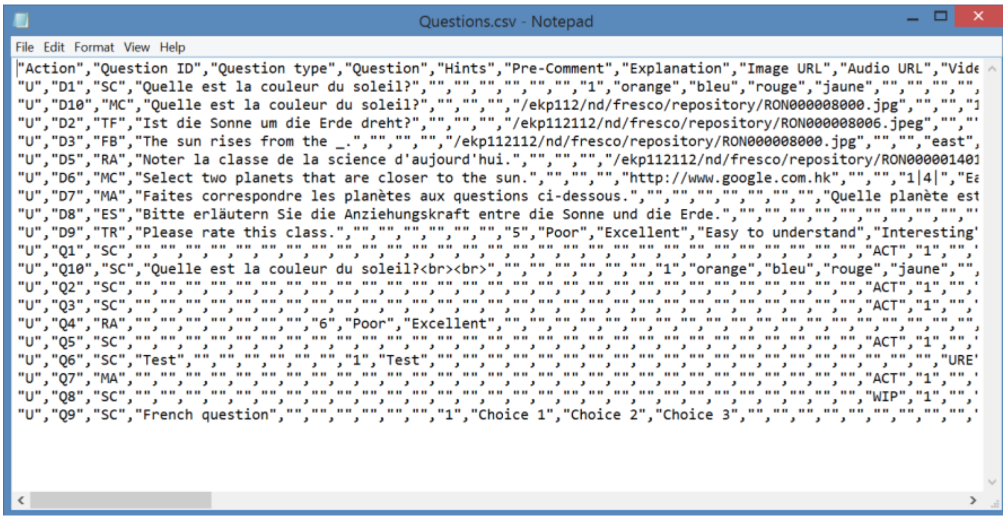
Direct CSV Export

It would be great to combine search and reporting capabilities without going through the process of generating a report by just doing the normal search filtering and be able to export the results. This is also useful for administrators to quickly look up some object records and be able to share that list with others in a reporting format. This has now been added to key search screens with a function to be able to the export search results or a particular subset of results in CSV file format.

An Export button is added to the search screen, if the user clicks on it, it would pop up the browser prompt to open or download the CSV file.

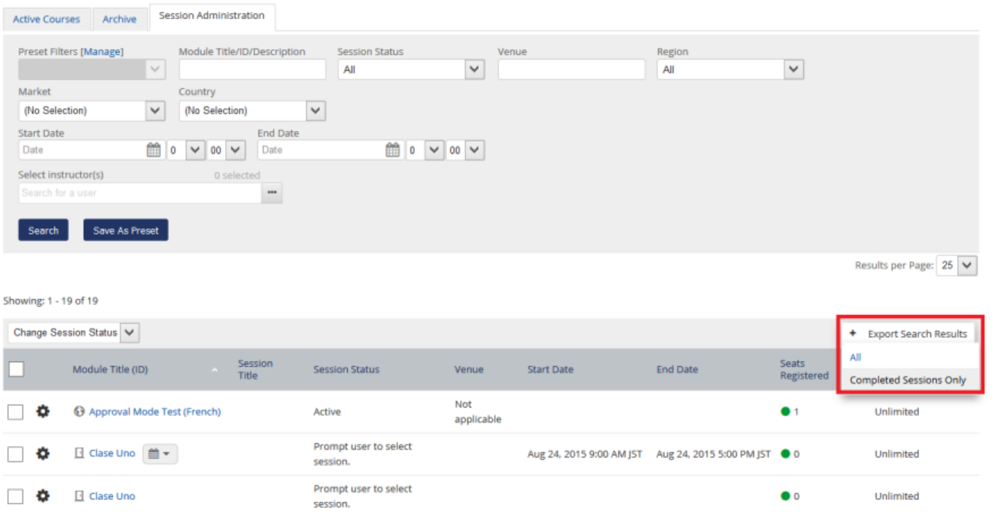


The results exported should already be filtered by the search criteria employed which means that for each search attempt, it can basically generate a new report easily. The default encoding for the export is UTF-8.

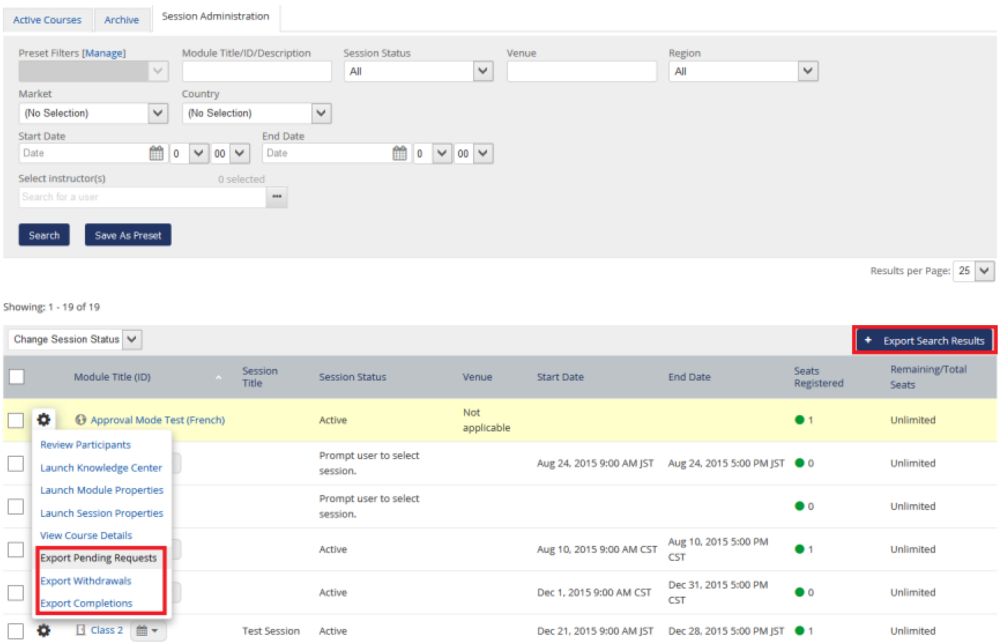


Export on Search Screens

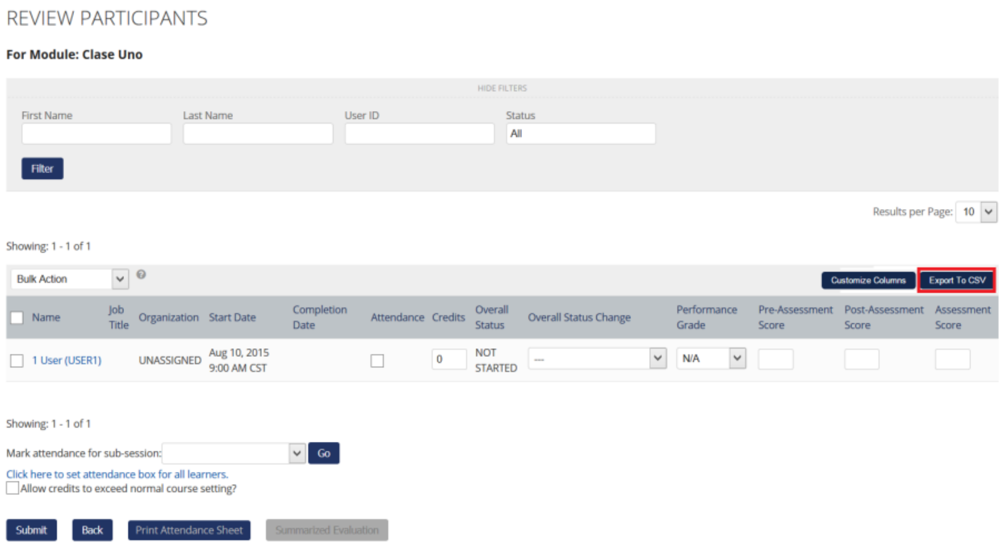
On the **Teach > Session Administration** screen, it lists sessions that the logged-in user has the administration access. Usually, the instructor may apply some filtering to the search to identify the relevant sessions. There are two export choices, one is to export all the returned search results, the other option is to apply a further filter by exporting relevant results on completed sessions only. Coupled with using the preset filters function, different criteria can be saved as different preset filters, essentially they become different saved on-screen reports with the Export functions.



On the same screen, there are now three additional export options as gear actions on a selected session, these are to export pending requests, withdrawals and completions on the selected session. The Pending Requests export data is in the same format as the R242 Pending Approvals Report for that particular session. Both the Withdrawals and Completions export data contains the column set found on the Review Participants screen with enrollment records of that particular selected overall status.

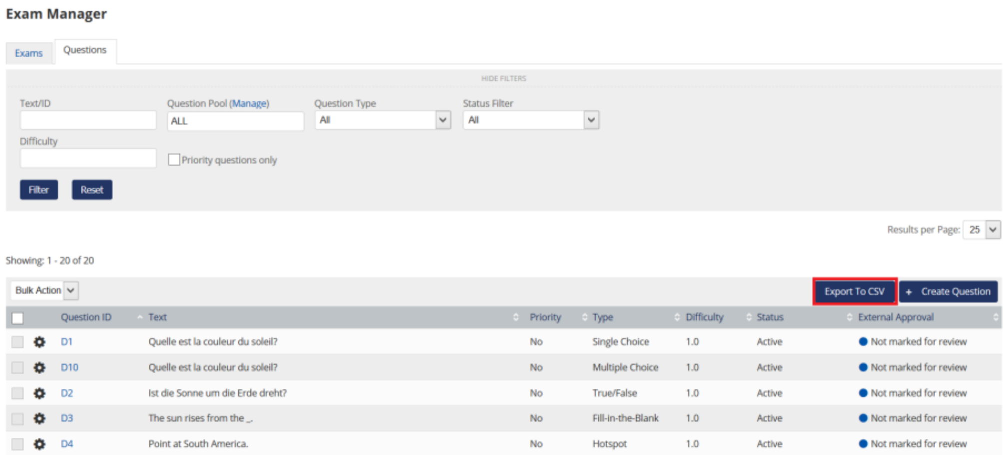


When drilling down on a particular session to see its enrollments, there's an Export function on the screen to export the search result data with the same column set as seen on the screen.



On the Questions administration screen, the Export function has been brought to the screen. In a similar fashion, it would export the results based on the search filters applied, however the export data would be in the same format as the Question Data Loader CSV format. So a quick search can be done, export the results in CSV, do some edits on the questions that require an update then import them to the system using the data loader.

Note that just like the R312 question export report, understandably question types such as triple rating, hotspot and drag-and-drop questions can not be exported in the CSV format. There could be the possibility of having these questions listed in the search results but they are not included in the CSV export.



Login and Password Configuration

(applies to NetDimensions Talent Suite)

Login and password configuration involves, among other things, specifying:

- Limits to the number of login attempts
- Password standards

Configure Login and Password Options

To configure login and password options:

1. Access **Manage Center > System > General Settings > System Configuration.** The System Configuration page appears.
2. Select User from the drop-down list. The User section of the System Configuration screen appears.
3. Specify the desired configuration options.
4. Click Save at the bottom of the page.
5. Proceed to specify login reminders.

Login Notifications Configuration

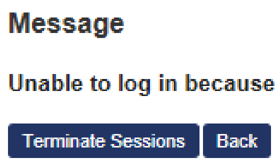
System Configuration > **General** > **Enable Login Notifications** allows Administrators to enable/disable the login popup. The Login Notifications page will be displayed after authentication if any of the following apply:

1. Blocker Deadline Alert
2. Behind Progress Alert
3. Session Selection Needed

Concurrent Login

System Configuration > **Security Management** > **Advanced: Allow Concurrent Logins** controls whether multiple concurrent logins with the same user ID are allowed.

Once concurrent logins are disabled, any users having active session must choose to terminate their present one before they can be able to log in again.



- Sometimes Users are not aware that they still have an active session because they may have closed the browser without logging out properly.
- This "**Terminate Sessions**" feature will be valid for only 20 seconds after the attempted login for security reasons. If the login exceeds this time limit, an error message: "Token timeout. Please go back and try to login again" will be shown.

Persistent Login for 30 Days

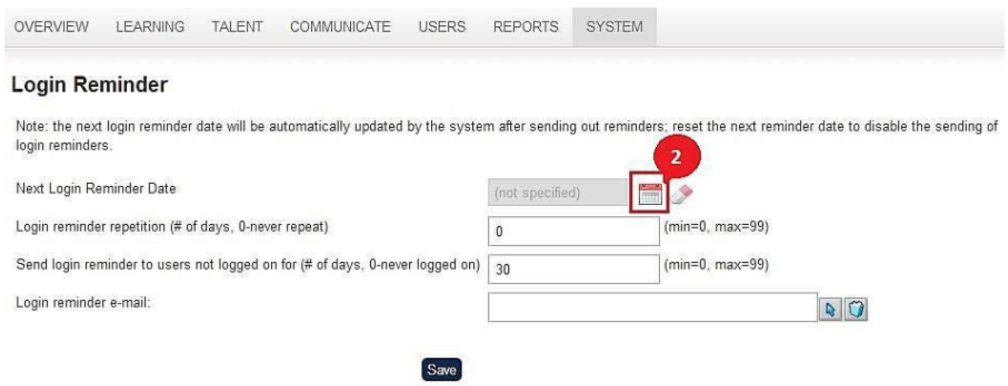
Users can be kept log-in in a session for 30 days by checking **System Configuration** > **General** > **Kee p users logged in for 30 days**. Once enabled, a persistent HTTP cookie will be set up when the Users log in. It is set to expire after 30 days, and will be cleared if the Users explicitly log out. This cookie is secure only if the login takes place over a secure connection.

This feature works for primary login mechanism from both local login or SSO. It is disabled by default.

Configure a Login Reminder

You may configure the Talent Suite to send a login reminder to users who have not logged in for a number of days, or send this reminder on a specific date. To configure a login reminder:

1.Access **Manage Center > System > System Support Functions > Login Reminder**. The Login Reminder page appears.



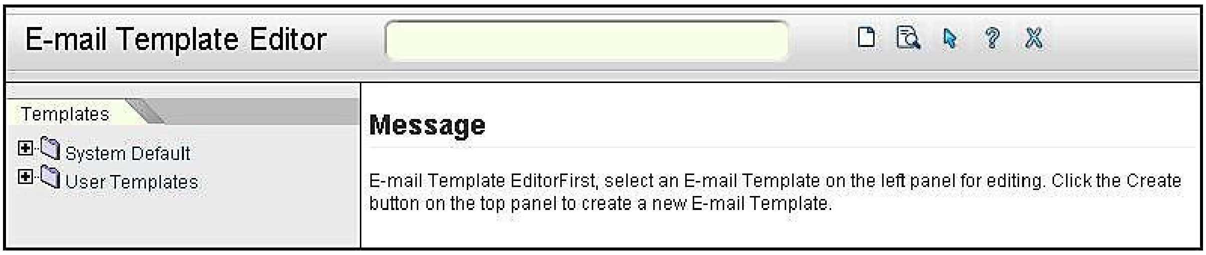
2.To configure a reminder for a specific date, click the Calendar icon.

3.Select the desired date using the date picker

4.Specify the number of login reminders (if desired) in the Login reminder repetition field.

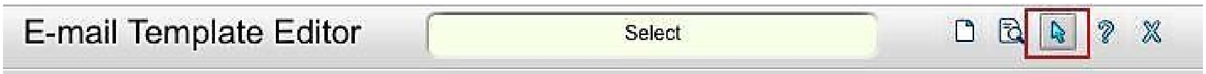
5.You may also configure the Talent Suite to send a reminder e-mail for users who have not logged on for a certain number of days by entering the appropriate figure in the Send login reminder to users not logged on for field.

6.Select the login message by clicking the Select icon. The E-mail Template Editor appears in a new window.

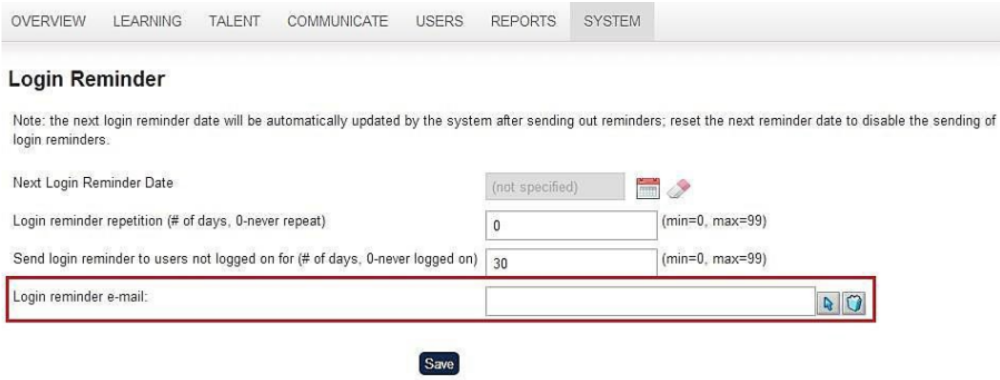


7.Choose the desired template from the list on the left.

8.Click the Select icon at the top of the E-mail Template Properties window.



The desired E-mail message appears in the Login Reminder page.



9.Click Save.

10.Click Back to return to the System Administration Manager screen.

Option to Disable Login Using Email Address as User ID

One of the existing features of the system has been to allow users to login using either their email address (stored in the email field) or their normal user ID. However, if multiple users share the same email address, the login experience is different depending on which user account was created first. Only the most recently created user will be able to login using the email address which can prove confusing to users.

A System Configuration option, "Allow email based user login," if unchecked, can force people to have to use their user ID. This is useful if the NetDimensions Talent Suite system administrator is not enforcing unique email addresses amongst the users. (e.g. multiple users may share a group email address)

Note: By default, this option is checked.

Using a field other than user ID as login identifier

It is now possible to use a field other than user ID as the identifier used at login, both for local login and SAML single sign-on. To do this, configure the `authentication.keyField` property in the `/WEB-INF/conf/ekp.properties` file. Allowed values are as follows.

Field	`authentication.keyField`
User ID (default)	`UserID`
Email address	`Email`
User attribute 1	`UserAttr1`
User attribute 2	`UserAttr2`
User attribute 3	`UserAttr3`
User attribute 4	`UserAttr4`
User attribute 5	`UserAttr5`
User attribute 6	`UserAttr6`
User attribute 7	`UserAttr7`
User attribute 8	`UserAttr8`
User attribute extension	`UA-`**`{label}`** (for example if the attribute extension label is **MyAttributeExtension** then use `UA-MyAttributeExtension`)

Note that with the exception of user ID, it is not guaranteed that these fields will have unique values. Login using any of these fields will fail unless there is **exactly one** user account with the appropriate field value.

- **Impact on SAML single sign-on**

The specified field is used in place of `UserID` to match the Talent Suite account. The identity provider will need to provide a value for the corresponding field; it need **not** provide a value for `UserID` if this is not being used as the identifier.

You should not enable updates for a field that is being used as the identifier. For example the following configuration would be invalid.

```
# Invalid configuration
authentication.keyField=Email
authentication.attribute.Email.allowUpdate=true
```

- **Impact on local login**

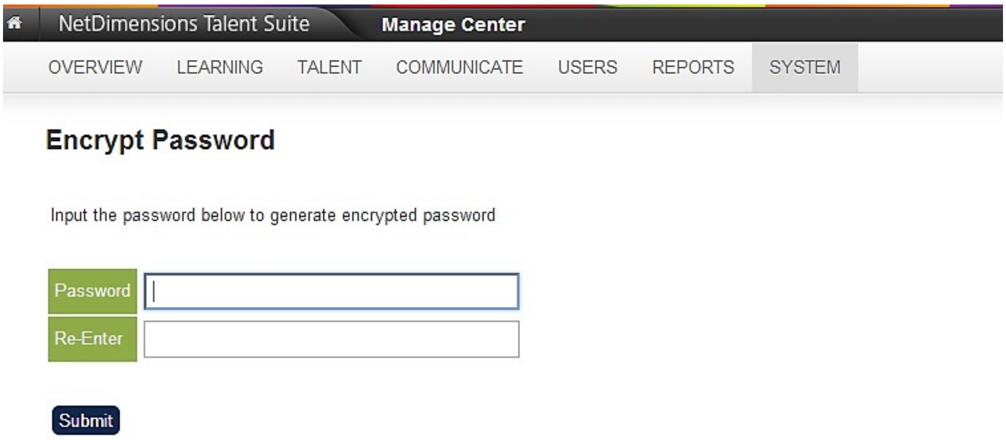
The supplied login name is first checked against the user ID as normal. If there's no active account with the appropriate user ID, and a different field is specified for `authentication.keyField`, then Talent Suite will look for a user account with the appropriate value for the specified field, and will use it **only if there is exactly one account with the appropriate value**.

Password Encryption

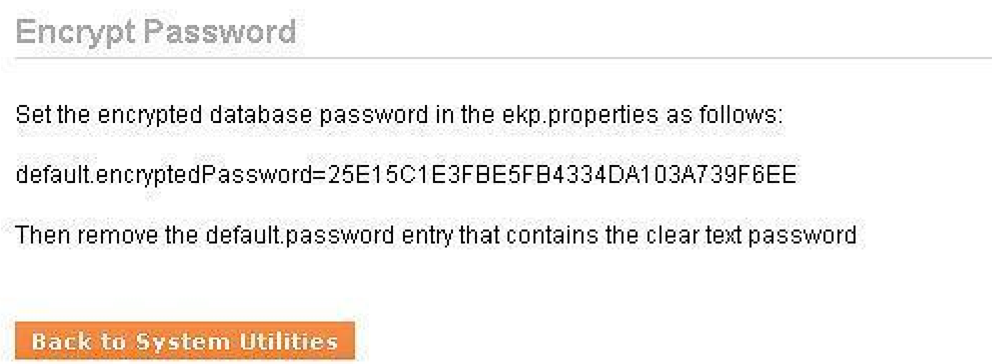
NetDimensions Talent Suite password encryption function generates an encrypted password to replace

clear text password in the ekp.properties file.
To generate an encrypted password:

1.Access **Manage Center > System > System Utilities > Encrypt Password**. The Encrypt Password page appears.



2.Enter the password in both the **Password** and **Re-enter** fields. Click Submit. The application returns a message.



Note the password generated in the default.encryptedPassword field.

From here you will need to set the ekp.properties file with the new default password and remove the default.password entry containing the clear text password.

Support Passwords Defined in ekp.properties in Encrypted Form

The following password fields that can be defined in ekp.properties now support an encrypted form:

- ldap.activeDirectoryPassword
- archive.password

An encrypted password can be generated by the Encrypt Password Function that binds to the license. As usual, if the license needs to be replaced whether because of an upgrade or a license extension, the defined encrypted password will need to be commented out before replacing the license then use the Encrypt Password function to generate the encrypted password with the new license deployed and update it to the ekp.properties.

JNDI-based LDAP password authentication

JNDI environment properties

Administrators can configure arbitrary environment properties in `/WEB-INF/conf/ekp.properties` when using JNDI-based LDAP password authentication. Simply prefix the property name with `ldap.jndi.` (to configure a default for all directory services), or with `ldap.jndi`**`{index}`**`.` (to configure for a specific directory service, for example `ldap.jndi1.` to configure for directory service 1).

Most significantly, this makes it possible to secure the LDAP connections using SSL (sometimes referred to as “LDAPS”). This can be configured in either of the following ways:

- **Specifying a security protocol**

Administrators can explicitly specify that SSL be used as the security protocol. The relevant JNDI property name is `java.naming.security.protocol`. Therefore, to specify this as the default for all directory services they would use the following.

```
ldap.jndi.java.naming.security.protocol=ssl
```

To specify that SSL be used for directory service 1 you would use the following.

```
ldap.jndi1.java.naming.security.protocol=ssl
```

- **Specifying an LDAPS provider URL**

Alternatively, you can specify a provider URL using the LDAPS scheme. The relevant JNDI property name for the provider URL is `java.naming.provider.url`. Therefore, to configure an LDAPS URL for directory service 1 you would use something like the following (for `localhost` on port 636). (The raw value is `ldaps://localhost:636`; note the use of the backslash to escape the colon characters as per the conventions for `.properties` files.)

```
ldap.jndi1.java.naming.provider.url=ldaps\://localhost\:636
```

If you explicitly specify the provider URL there's no need to separately specify the host and port for the directory service.

Requiring JNDI for LDAP password authentication

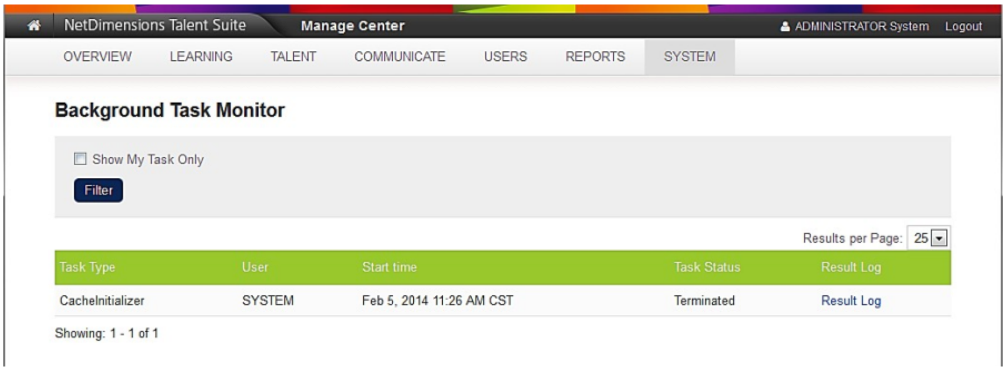
The `ldap.useJndi` property is an alias for the `ldap.useActiveDirectory` property. It is recommend to enable this regardless of whether the directory service uses Active Directory.

Background Task Monitor

(applies to NetDimensions Talent Suite)

There is a new feature called Background Task Monitor. It lists background tasks that have executed, are executing, and are pending for execution since the last system startup. It's located under **Manage Center > System > Status and Logs > Background Task Monitor**.

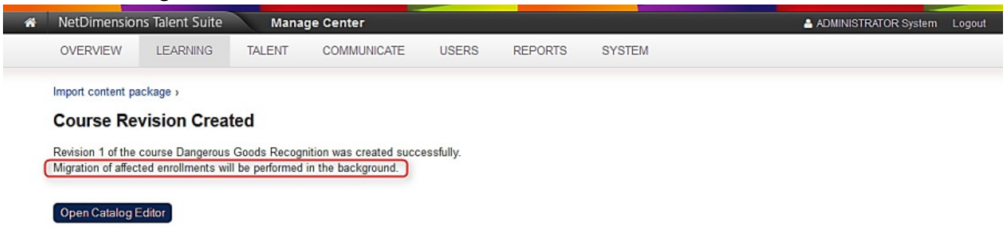
Note: Appropriate Role access control is required to access this page.



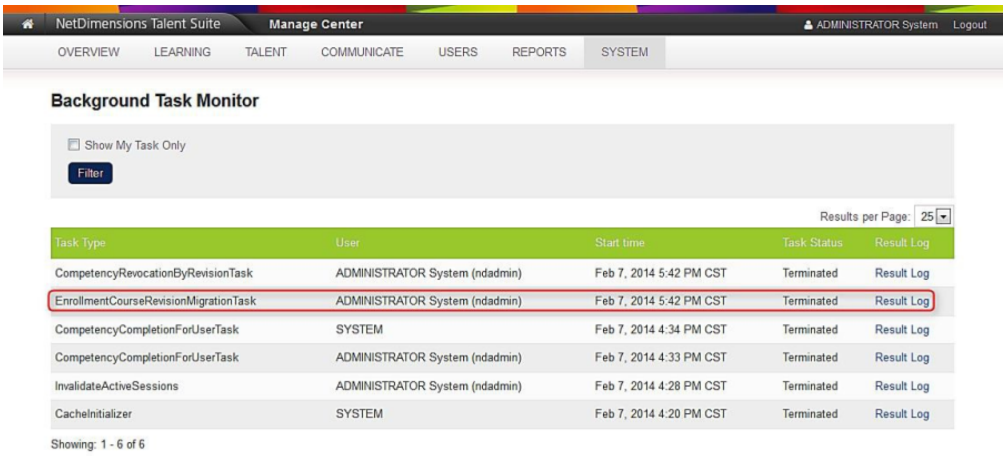
Background Processing of Enrollment Migration

When an Administrator publishes a new revision for a course, it involves many back-end transactions including the migration of existing enrollment records. This process can be time-consuming and while it is running, any user operations that relate to updating transcript records will be blocked on the front end. In Talent Suite 10.1, administrators are no longer required to wait endlessly for the migration of enrollments to finish as the process is now carried out in the background. Once an administrator confirms to publish a new revision, a message would be displayed to indicate that the process will be running in the background.

Administrators can then check back in via the new Background Task Monitor to view the status of the enrollment migration.



Message advising the users that the enrollment migration will be done in the background



Administrators can view the result of enrollments migration using the Background Task Monitor

Information Gathering

NetDimensions Talent Suite incorporates several functions that facilitate information gathering and reporting for a systems administrator (beyond what is offered by the Report Manager). These include:

- NetDimensions Talent Suite-related information including:
    - NetDimensions Talent Suite build number in use
    - NetDimensions Talent Suite Logs
    - NetDimensions Talent Suite-related information including release notes and system enhancement summaries
    - License information including:
        - Serial number
        - Browser title, IP address, user and language restrictions
        - NetDimensions Talent Suite feature level
        - Customer name
        - Expiration date
- User –related information
- Violation reporting
- System Activity Statistics including:
    - System activity statistics including the numbers of:
        - Sessions
        - Errors
        - Security violations
        - Login failures
        - Knowledge center hits
        - Module starts
        - Enrollments
        - Catalog accesses
        - Mail activity
        - Forum usage
    - Java Runtime details including vendor, version number, class version
    - Web Server details including server name, inactivity intervals, software, document root directory
    - System Environment details
    - Talent Suite related statistics (i.e. Transaction execution statistics)
    - HTTP AICC CMI Protocol (HACP) statistics
    - Connection statistics
        - Configuration
        - Connection errors
        - Connection statistics
        - JDBC Database metadata-related information
    - Database statistics
    - Cache details including those involving the
        - Learning Object
        - Object
        - Article
        - Organization
        - User
        - General
        - Caches
    - Performance (i.e. Ping)
    - ID Manager status which shows the sequence number of the last transaction undertaken for a particular function area
- Debug and tracing options
- Auditing

Users and Security

(applies to NetDimensions Talent Suite)

Systems Administrators can query the system to retrieve user-related information including:

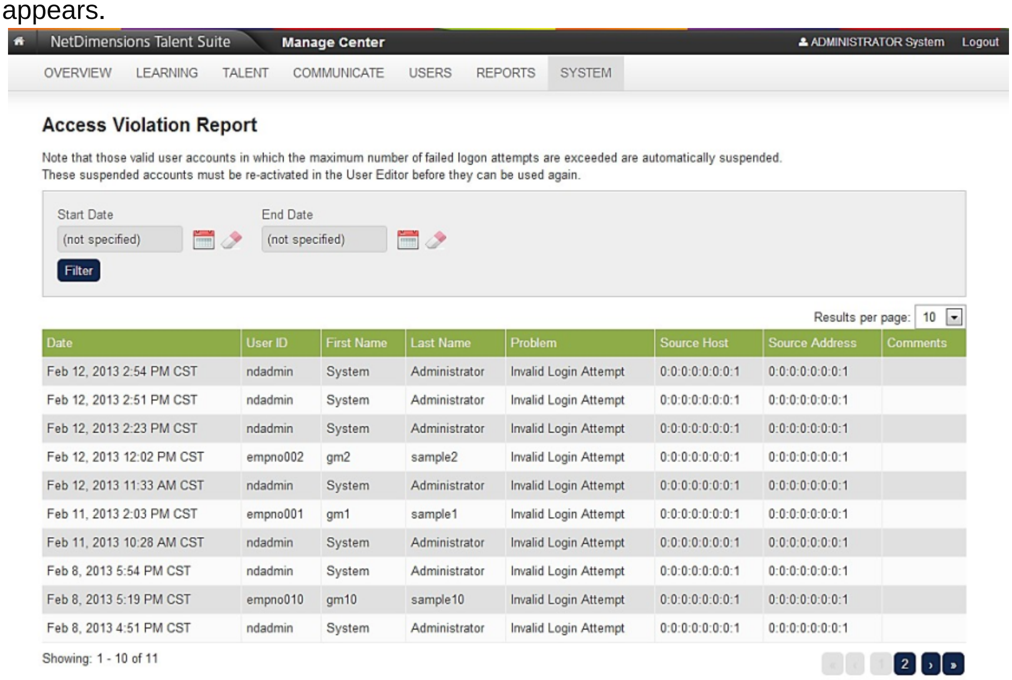
- User logins
- Violations
- Audit settings

View User-related Information

To access user-related information such as a list of users currently logged into the system or violations: (i.e. unauthorized log in attempts) **Access Manage Center > System > Status and Logs > User Sessions**. The User Sessions screen appears.

View Violations

To access violation statistics to view a list of failed log in attempts or other violations access **Manage > System > Status and Logs > Access Violation Reports**. The Access Violation Reports screen appears.



Date	User ID	First Name	Last Name	Problem	Source Host	Source Address	Comments
Feb 12, 2013 2:54 PM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 12, 2013 2:51 PM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 12, 2013 2:23 PM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 12, 2013 12:02 PM CST	empno002	gm2	sample2	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 12, 2013 11:33 AM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 11, 2013 2:03 PM CST	empno001	gm1	sample1	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 11, 2013 10:28 AM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 8, 2013 5:54 PM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 8, 2013 5:19 PM CST	empno010	gm10	sample10	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	
Feb 8, 2013 4:51 PM CST	ndadmin	System	Administrator	Invalid Login Attempt	0:0:0:0:0:0:0:1	0:0:0:0:0:0:0:1	

Showing: 1 - 10 of 11

Performance-related Information

(applies to NetDimensions Talent Suite)

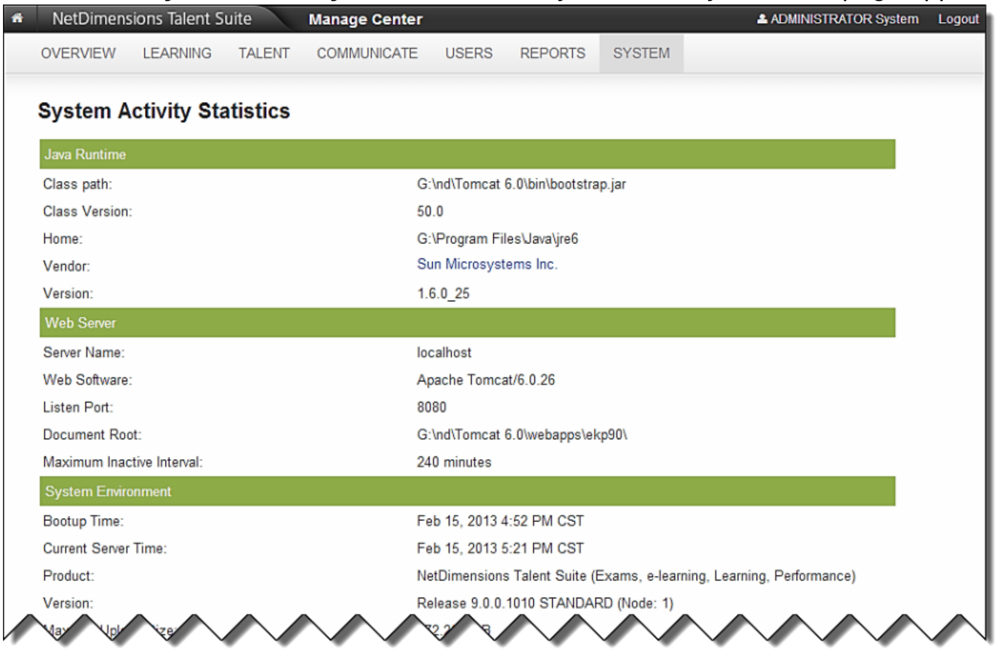
Systems Administrators can retrieve data for performance analysis purposes including:

- Usage statistics

- Response times

View Systems Statistics

To view performance related systems statistics, access **Manage Center > System > System Statistics > System Activity Statistics**. The System Activity Statistics page appears.



Scroll down to view relevant Operation Statistics.

Operational Statistics	Activity Since Bootup	Activity Since Reset Feb 15, 2013 4:52 PM CST
# of Page Hits:	46	46
Max # Concurrent Sessions:	1	1
# of Security Violations:	0	0
# of System Errors:	0	0
# of Duplicate TXs:	0	0
# of Indexing Operations:	2/0	2/0
# of mEKP Requests Received:	0	0
# of mEKP Requests Sent:	0	0

From this page you may view the NetDimensions Talent Suite build information, License- related details as well as:

Java Runtime	Login Stats	Security Servlet	Manage Stats
Classpath:	Current # Active Users:	1. of Requests:	Catalog Editor Startups:
Class Version:	1. of Logins:	Total Size of Data Returned:	Exam Editor Startups:
Home:	1. of Login Failures:	Cached URL Map Size:	User Editor Startups:
Vendor:	1. of Password Changes:	Operational Statistics	1. of File Uploads:
Version:	1. of New Accounts Created:	1. of Page Hits:	1. of Report Startups:
System Environment	Enrolment Stats	Max # Concurrent Sessions:	1. of Report Wizard Startups:
Bootup Time:	Total Module Enrolments:	1. of Security Violations:	1. of Real-Time Report Startups:
Current Server Time:	Total Learning Program Enrolments:	1. of System Errors:	1. of Scheduled Report Startups:
NetDimensions Talent Suite Version:	Total LP Module Enrolments:	1. of Indexing Operations:	1. of Reports Denied:
Mode:	Enrolments Needing An Approval:	Knowledge Center Stats	Mail Activity Stats
Max File Upload Size:	Enrolments Waitlisted:	Knowledge Center Hits:	1. of External Mail Msgs Sent:
Global Auto-Enrol Activation Timestamp:	1. of Enrolment Failures:	Cached Knowledge Center Hits:	1. of Internal Mail Msgs Sent:
Max Page Size (Bytes):	Withdrawals:	1. of Module Startups:	Mail Queue Depth:
Daily Event Handler Start Time:	Removals:	1. of Program Evaluations:	Failed Requests:
License Information	Auto Assign Module Enrolments:	Contact the Instructor Hits:	Use External Mail:
Serial Number:	Auto Assign LP Enrolments:	Contact My Learning Group Hits:	Misc. Activity Stats
Customer Name:	Auto-Enrol Queue # of Users/Criteria Scanned:	1. of Tests Taken:	1. Home Page Hits:
Concurrent Users:	Auto-Enrol Queue Size - Online: Max/ Offline: Max :	1. of Notebook Page Hits:	1. of Transcript Page Hits:

Network Users:	Web Server	Catalog Stats	1. of Learning Plan Page Hits:
NetDimensions Talent Suite Feature Level:	Server Name:	Catalog Module Description Hits:	1. of News Page Hits:
Languages Allowed:	Web Software:	Catalog Searches:	Forum.Chat Stats
Expiry Date:	Listen Port:	Peer Comment Hits:	1. of Forum Invocations:
IP Address:	Document Root:	New Peer Comment Postings:	1. of Forum Page Hits:
Allow to change browser title:	Maximum Inactive Interval:	Catalog Stats	New Forum Postings:
			1. of Chat Invocations:

NetDimensions Talent Suite related Information and Updates

Systems Administrators can query the system to retrieve Talent Suite related information including:

- Build numbers
- NetDimensions Talent Suite License-related information
- NetDimensions Talent Suite Logs
- Release Notes and
- System enhancements

Determine NetDimensions Talent Suite Build Number

When reporting a bug, it is of critical importance that you provide the support team with the exact build number for the version of the Talent Suite that you are running. This is not simply the major version number (e.g. 6.0), but rather the longer number that includes four numbers separated by dots (for example 5.7.0.198.) With this information, along with relevant messages from the log file, we will be able to investigate and hopefully resolve your problem much more quickly.
To find out what build you are using:

- Access Manage Center > System > System Statistics > System Activity Statistics.
- Scroll down the System Activity Statistics page and look for 'Version' in the System Environment section.

The Talent Suite Version number will be stated as 'Release x.x.x.xx STANDARD (for example 'Release 8.2.0.1149 STANDARD'). The four numbers in the middle -
i.e. 'x.x.x.xx (or in the above example, 8.2.0.1149) collectively form the build number.

System Environment	
Bootup Time:	Jul 23, 2012 7:09 PM GMT+08:00
Current Server Time:	Aug 2, 2012 6:01 PM GMT+08:00
Product:	NetDimensions Talent Suite (Exams, e-learning, Learning, Performance)
Version:	Release 8.2.0.1149 STANDARD (Node: 1)
Max File Upload Size:	572.205 MB
Global Auto-Enroll Activation Timestamp:	Aug 1, 2012 2:46 PM GMT+08:00
Max Page Size (Bytes):	syscust/212023
Daily Event Handler Start Time:	3:00 (Aug 2, 2012 3:00 AM GMT+08:00)

View NetDimensions Talent Suite License Details

To view license details:

- Access Manage Center > System > System Statistics > System Activity Statistics.
- Scroll down to view the license information.

License Information	
Serial Number:	0-0-133062b-50-0-0-0-0-64-28-389
Customer Name:	NetDimensions QA 2012 - EKPv8
Concurrent Users:	Unlimited
Network Users:	Unlimited
Languages Allowed:	30
Expiry Date:	Jan 1, 2013
IP Address:	Unrestricted
Allow to change browser title:	False

Access Other NetDimensions Talent Suite Related Information

To access Talent Suite related information, access **Manage Center > System > System Support Functions**. The Systems Support Functions screen appears.

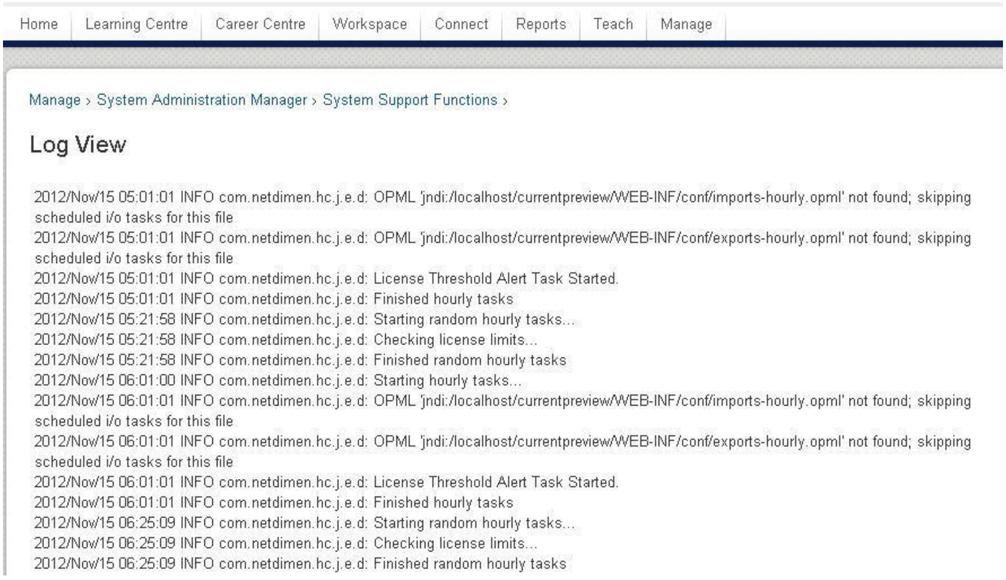
From here you can check:

- Information on the version of the Talent Suite in use
- NetDimensions Talent Suite Logs

Note: You can use the breadcrumb to keep track of their location within programs.

Review NetDimensions Talent Suite Logs

To view the Talent Suite log entries, click on Read NetDimensions Talent Suite Log. The Log View screen appears.



To view additional (or fewer) entries, enter the number of entries in the Lines field at the bottom of the page, then click Update. The screen refreshes.

Download NetDimensions Talent Suite Log

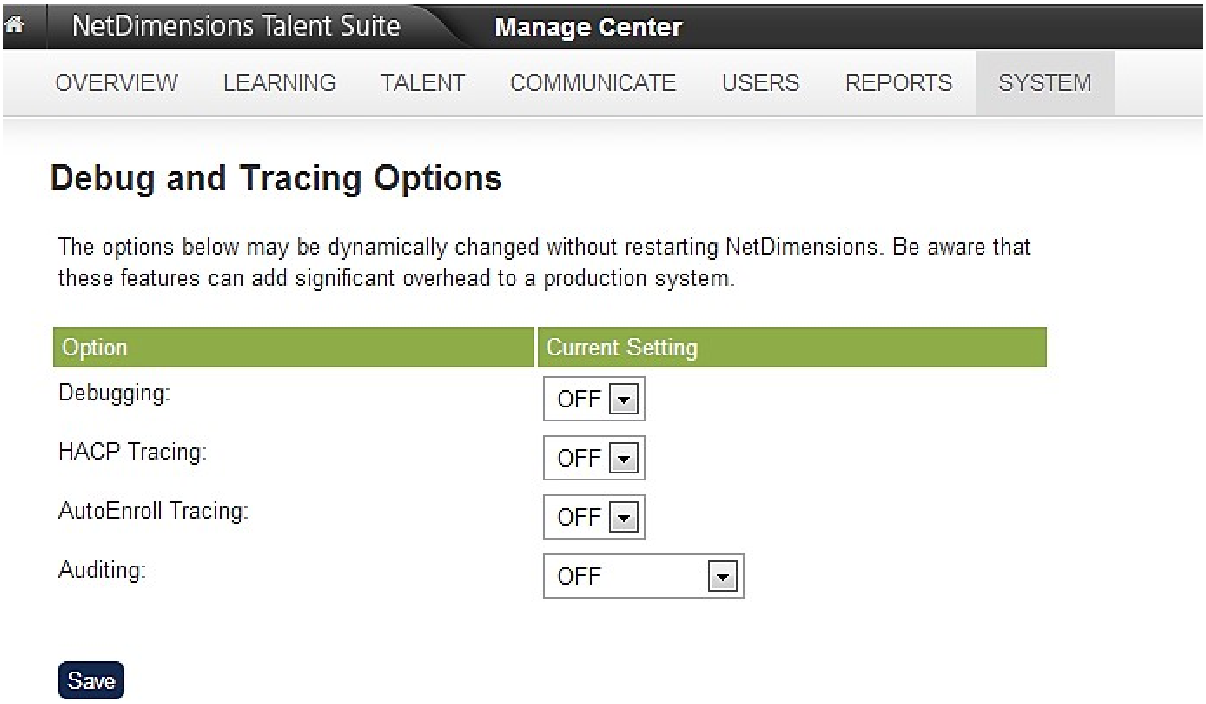
To download the log:

1.Click Download Zipped Log at the bottom of the page. A file download confirmation box appears.

2.Click Save and specify the location where the log file will be saved.

Enable or View Auditing, Debug, Tracing Options

To view the status of or enable auditing, debug and tracing options, access **Manage Center > System > System Support Functions > Debug/Tracing Options**. The Debug and Tracing Options page appears.



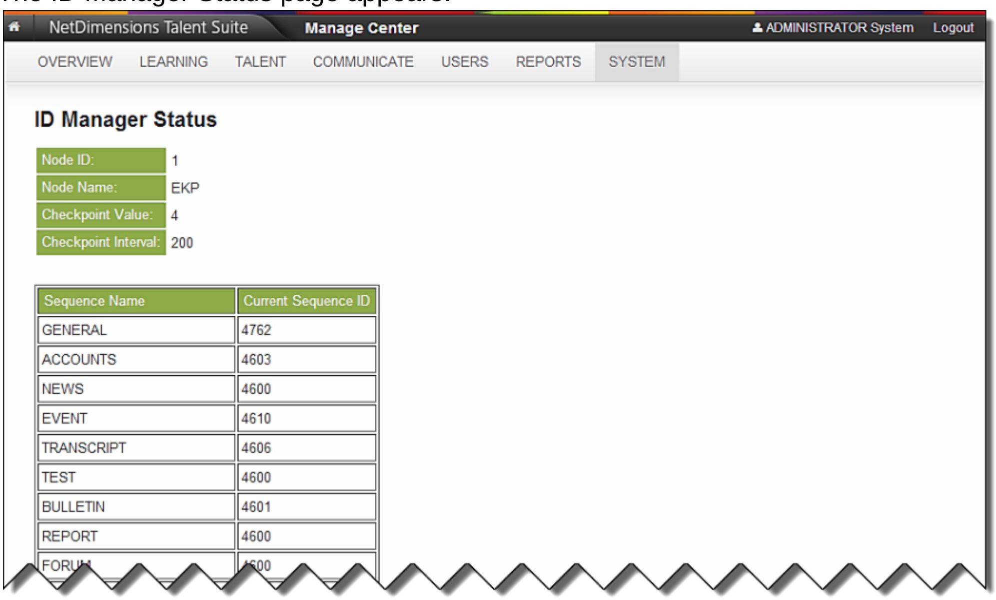
From here you can change (i.e. activate or deactivate) debug, tracing and auditing options from the respective drop down menu. Click Save to activate changes.

Note: Be aware that there may be performance implications depending on which options are set.

View Identification Numbers of Current Tasks (ID Manager Status)

The ID Manager Status function allows you to view the sequence numbers (i.e. the ID Manager key values) of the individual tasks. This means, if the current sequence ID for news items is 17000, the next news task sequence number assignment is 17001.

To retrieve these values access **Manage Center > System > Status and Logs > ID Manager Status**. The ID Manager Status page appears.

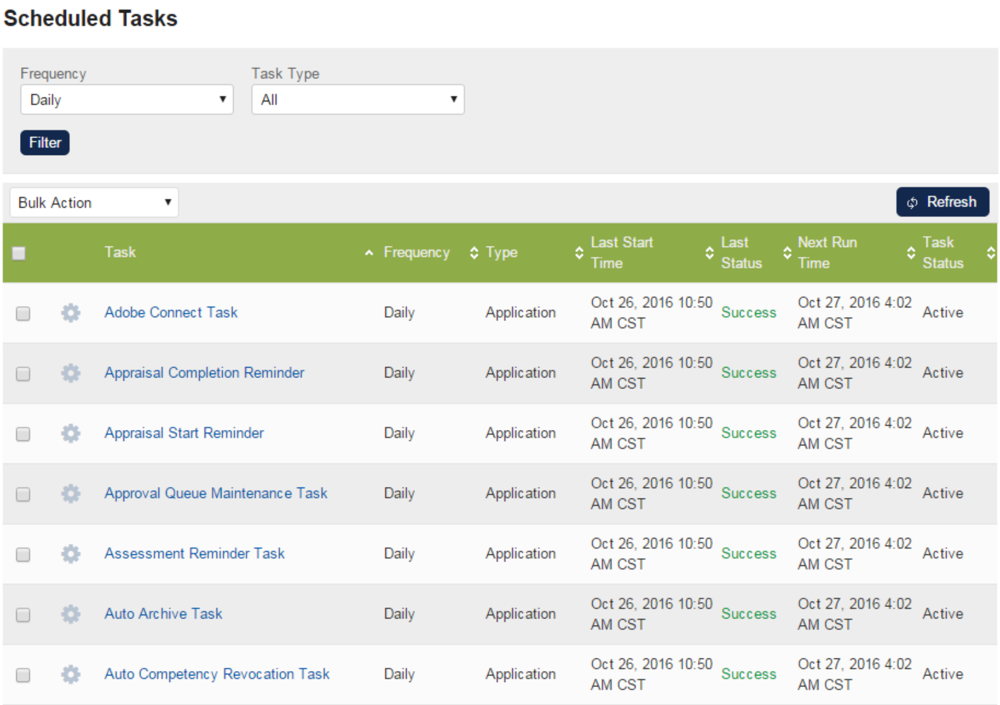


Running Scheduled Tasks on Demand

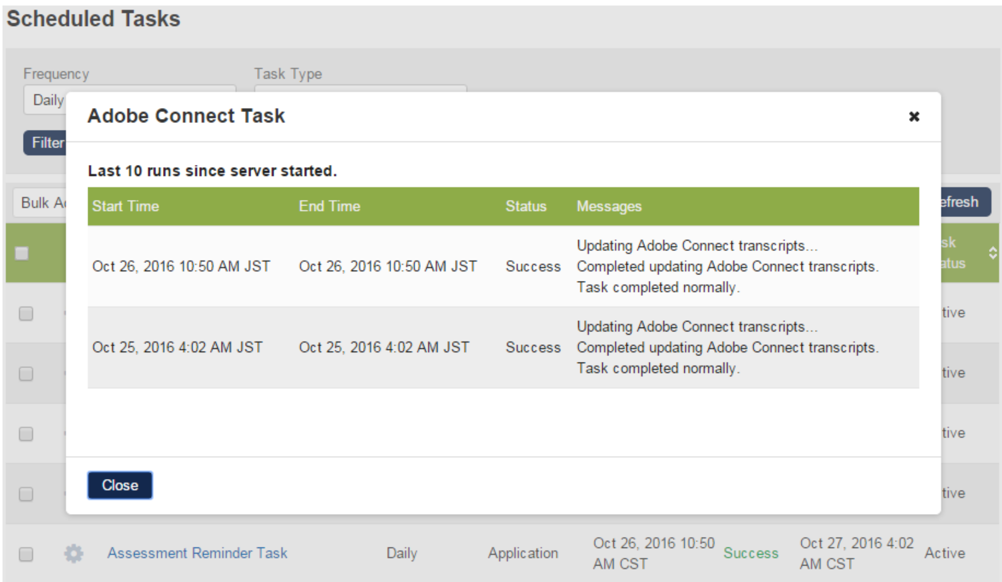
(applies to NetDimensions Talent Suite)

Certain occasions may necessitate the immediate execution of regularly scheduled tasks. To immediately execute a regularly scheduled task (that would normally run at a different time), user can access it via **Manage Center > System > System Utilities > Scheduled Tasks**.

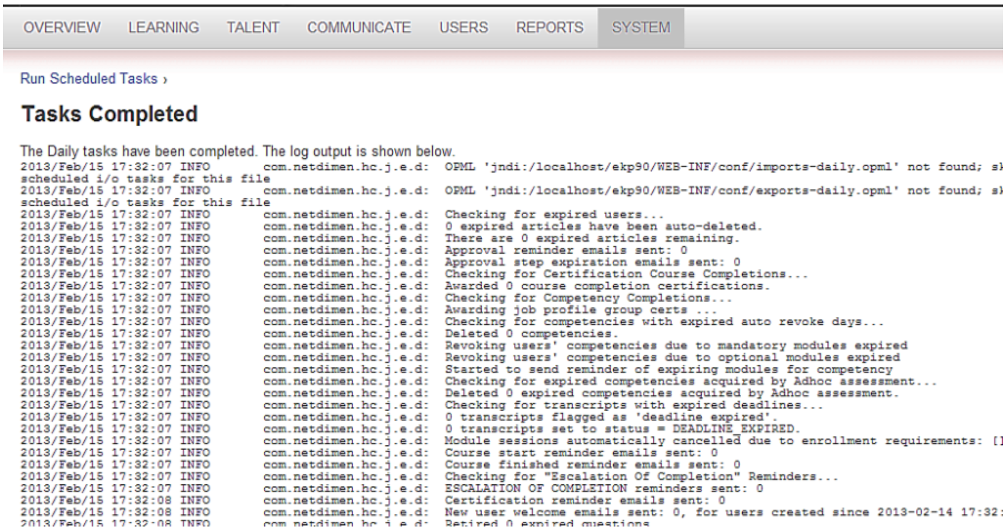
On the Scheduled Tasks screen, tasks can be further filtered by **Frequency** and **Task Type**. The **Task Name, Frequency, Type, Last Start Time, Last Status, Next Run Time** and **Task Status** are listed on the table. Users can select one or more tasks and then run the tasks on demand.



Click on the task name and it will show the history of the task.



Click on the group of tasks your wish to run. (hourly, daily, weekly, monthly). Then select what type of tasks to run. Click Run Scheduled Tasks. An acknowledgement appears.



Use the breadcrumb to go back from previous menu.

System Configuration

General

Enforce Token-Processing Business Logic

Tokens can be used to charge courses in NTS. When courses have a "token" cost, certain business rules may be applied as parts of the enrollment processing (for example, user credit balance must be higher than the course cost). This option enforces such rules; however, it is off by default as most environments do not use token payments.

- **Do not enforce**
- **Enforce for self-enrolments**
- **Enforce for self-enrolments and enrolment wizard** - when a logged-in user performs enrollment through the **Enrollment Wizard**, tokens will be deducted from his / her organization's token account.

Initial Display View of Learning Path

There are two initial display options under System Configuration: "Expanded" and "Collapsed". When "Collapsed" is selected, the Learning Path will show only first level items on initial display. However if "Expanded" is selected, then the Learning Path will show all lower level items.

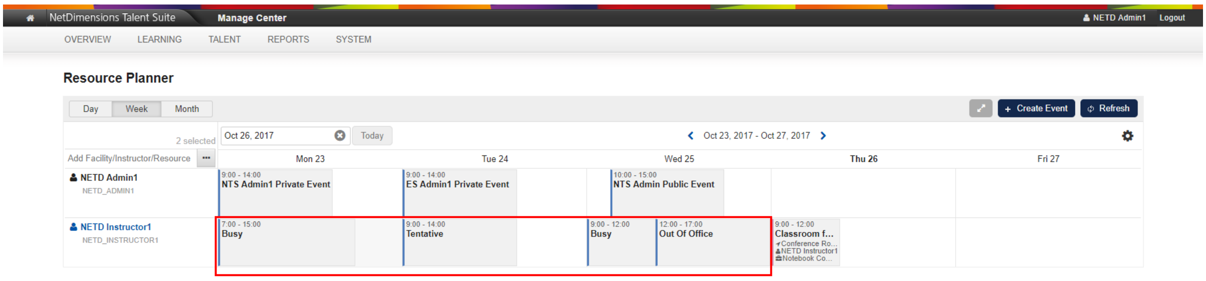
Initial Display Layout of Learning Path

The *Initial Display Layout of Learning Path* shows the two options: Horizontal and Vertical

Instructors' Personal Events at Resource Planner

The Administrators can configure whether to show the personal events of Instructors in **Resource Manager** by the settings below under the **General** category:

- **Include private events when viewing instructors' calendar information**
- **When viewing Personal Events for other instructors in Class Resource Manager calendars**, with the following options under it:
  - **Allow create/edit and display Event Information**
  - **Do not allow create/edit and display as "Busy" only**"
- In the illustration below, both **Include private events when viewing instructors' calendar information** and **Allow create/edit and display Event Information** have been checked. The personal events of instructors marked as "Private" are visible in the Calendars of **Class Resource Manager**:



- "**Busy**" will be displayed only in **Resources Planner**, **Instructor Schedule** and **Catalog Editor**.

- The events will not be editable in **Resources Planner** and **Instructor Schedule**.

Enrolled Learning Modules

Initial Display of Programs in Current Learning Modules

For clients who usually deal with simple programs or for less sophisticated users, it is preferable to display all lower-level items within the program on the current learning modules page by default so that users can get an overall view at a glance.

The "**Initial display of Top-Level Programs**" setting under the category "**Enrolled Learning Modules** " can specify whether the sub-modules under the program are dislayed **Expanded** or **Collapsed** as the default state when the Learners open Current Learning Modules, or when the Enrollment Widget is loaded. On the displayed page, the Learners can choose to show / hide the sub-modules.

Records/Transcripts

Level of Visible Transcript Detail for learners

Three options are available for this feature:

- Details and Overall Progress
- Details, Overall Progress, and individual SCO Progress
- Details, Overall Progress, individual SCO Progress, and Course Interactions

Note that the last 2 options will only affect the transcript view of a SCORM course
This feature applies only to the learners view of transcripts. The reviewers view is configured in the Org Maintenance page in User Editor.

Search

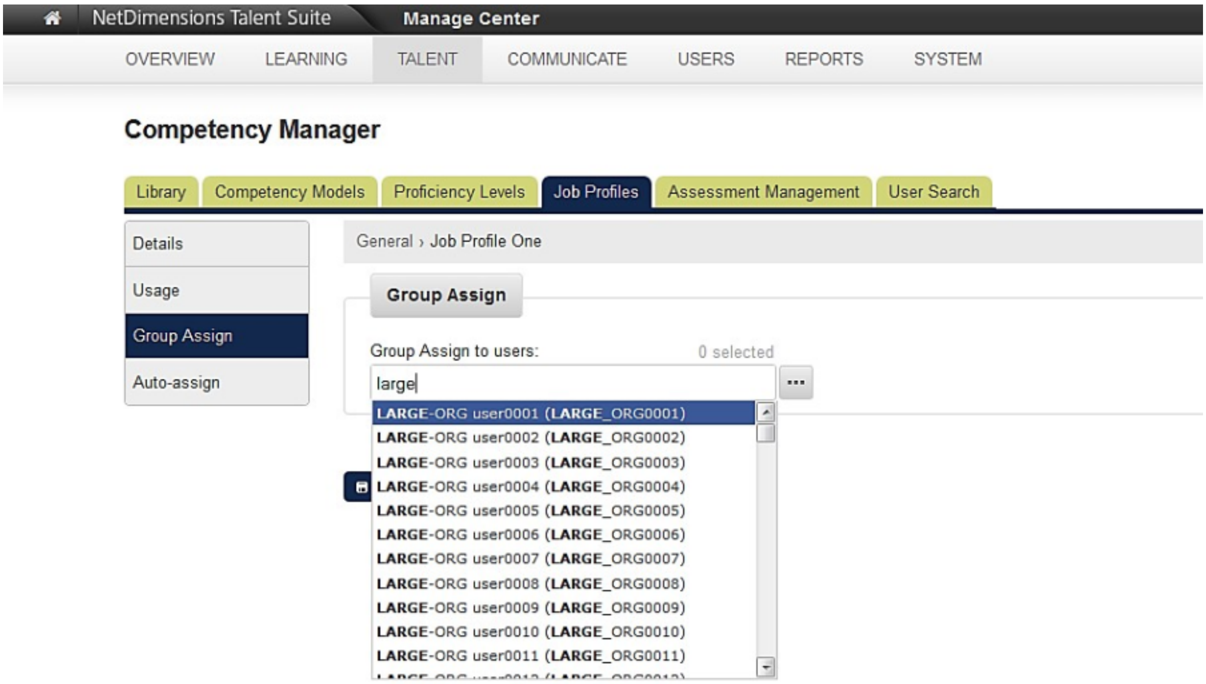
Limiting Number of Search Results

Number of search results can be customized so the Search will show the number of records per every search type not more than the fixed number. For example, if the search results have items in Learning Module and Competency, it will show the search results in those two categories, and each category shows number of records less or equals to the defined limit. The setting for defining the search result limit is in the **Manage Center > System > General Settings > System Configuration**. The breadcrumb shows a way to find the System Configuration. Select Search in the category, change the search result number and save.

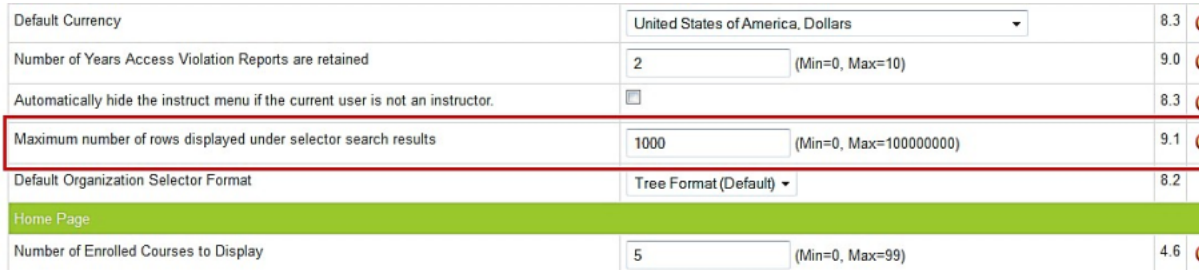
General Search Configuration

Setting the Number of Search Results in User Selector

(applies to NetDimensions Talent Suite)

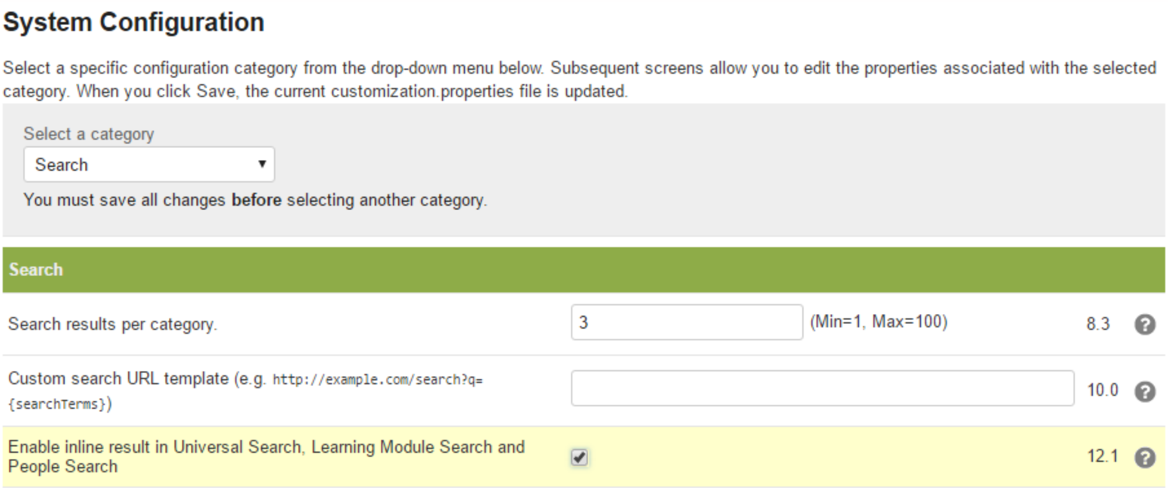


Setting the maximum number of entries displayed under the selector search result can be configured through **Manage Center> System> General Settings> System Configuration**. By default the value is set to 1000 for a fresh Talent Suite installation.



Search Auto Suggestion Configuration

Talent Suite has an auto-suggestion search feature as seen in the *Catalog Search Widget, Learning Module Search, People Search* and the *Universal Search* from the navigation bar. This feature allows Administrators to enable/disable inline auto-suggestions via the "**Enable inline result in Universal Search, Learning Module Search and People Search**" option under the "Search" section of System Configuration. Note that the default value is set as *enabled*.



- **When it is enabled**

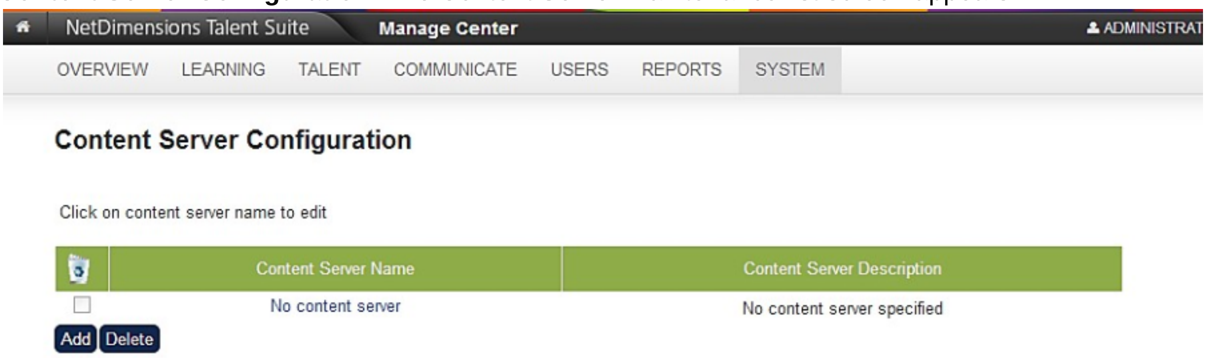
Users will have the results of the auto suggestion before pressing the search button in Catalog Search Widget, Learning Module Search, People Search and Universal Search. Users can also type to highlight a catalog from the catalog tree as a filter in Learning Module Search as well as the organization tree in People Search.

- **When it is disabled**

Users can still search by pressing 'Search' button. Users can select to filter from catalog tree / organization tree

Configure/Maintain Content Servers

To edit or configure new content servers access **Manage Center > System > General Settings > Content Server Configuration**. The Content Server Maintenance list screen appears.



Add a New Content Server Entry

To configure new content servers:

1.Access the Content Server Maintenance page.

2.Click Add. The screen refreshes.

3.Enter the:

- Name in the Content Server Name field
- Description in the Content Server Description field

4.Select whether the connection is secure (i.e. https) or not (i.e. http) in the Content Server Scheme field.

5.Enter the host's IP address in the Host Name field.

6.Click Save. The first Content Server Maintenance screen appears along with the new server in the list.

Update a Content Server Entry

To update a content server entry:

1.Access the Content Server Maintenance page.

2.Click Add. The Content Server Maintenance details page appears.

3.Update the:

- Name in the Content Server Name field.
- Description in the Content Server Description field.

4.Select whether the connection is secure (i.e. https) or not (i.e. http) in the Content Server Scheme field.

5.Update the host's IP address in the Host Name field.

6.Click Save. The first Content Server Maintenance screen appears along with the new server in the list.

Delete a Content Server Entry

To delete a content server entry:

1.Access the Content Server Maintenance page.

2.Choose the desired server entry.

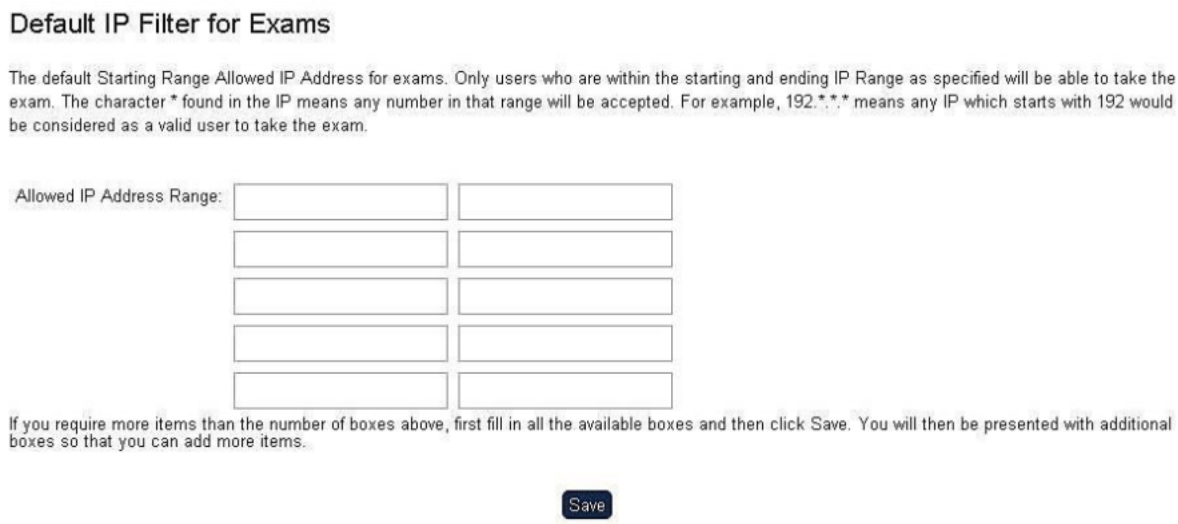
3.Click Delete. A confirmation dialog box appears.

4.Click OK. The first Content Server Maintenance screen appears along with the new server in the list.

Configure/Maintain IP Addresses for Assessments

You can configure the list of IP addresses (i.e. devices) from which users can take exams. (i.e. System Default IP filters). To do so:

1.Access **Manage Center > Systems > General Settings > Default IP Filter for Exams**. The Default IP Filter for Exam screen appears.



2.Enter the list of (allowed) IP addresses.

If you wish to enter more than ten IP addresses, first enter IP addresses in all the available fields on the page.
The Starting IP Range must be smaller than Ending IP Range. (See below for more details.)

3.Click Save. NetDimensions Talent Suite will return an acknowledgement.

4.Click Continue. The original list of IP addresses appears along with additional empty fields.

5.If you wish to enter more addresses, repeat the steps. Otherwise click Back button.

IP Filters

Only users who are within the starting and ending IP Range as specified will be able to take the exam. There are two different types of IP Filters:

- ***system default IP Filter***
- ***exam IP Filter***.

The *System default filter* is described above but the *exam IP Filter* is used specifically for a single exam. The filter is found in the securities tab in the exam template editor.

If both the system default and exam IP filters are enabled, then the exam IP Filter will override the system default filter for that specific exam. The IP range is determined using a part by part comparison in the IP address. For example, the IP range is from 1.1.1.1 to 5.6.7.8. If your IP address is 2.3.4.5, then it would be allowed because:

- 2 is between 1 and 5
- -3 is between 1 and 6
- -4 is between 1 and 7
- -5 is between 1 and 8

However, if your IP address is 2.255.4.5, then it would not be allowed because:

- 255 is not between 1 and 6

The character * found in the IP means any number in that range will be accepted. For example, 192. *. *. * means any IP which starts with 192 would be considered as a valid user to take the exam.

Configure Knowledge Centers

(applies to NetDimensions Talent Suite)

Getting the Most from Knowledge Centers

The Talent Suite's Knowledge Centers provide convenient access to all resources associated with a learning activity. Knowledge Centers are available for both modules and programs. Administrators can maximize the effectiveness of the Talent Suite by carefully configuring your Knowledge Centers and by taking advantage of powerful Knowledge Center features such as Quick Start buttons.

- **Course Display**

Administrators can configure the Talent Suite to set the display of courses in the center or on the right - or display courses without the knowledge center. There are benefits to both approaches and this is something they will need to decide.

- **Focus on Course launch window**

For the system configuration **"Return to existing course window",** launching a course will try to return to any existing open, minimized or hidden course windows. If this is disabled, launching a course will restart the course every time. Note that the default option is set as *disabled*.

- **Number of Courses Displayed in the Knowledge Center**

Administrators can also choose the number of courses to display in the Knowledge Center though as a best practice, its is recommend that not to display more than five (5) courses in the Knowledge Center.

- **Quick Start buttons in the Knowledge Center**

A module's Knowledge Center can incorporate Quick Start button(s) that are used to launch any associated course. A Knowledge Center for a program can contain Quick Start buttons for each of its constituent modules. System-wide configuration options enable Administrators to control whether these Quick Start buttons appear. They can:

- Configure Quick Start buttons for individual learning modules

- Configure Quick Start buttons for individual learning programs
- Configure Quick Start buttons for Learning Programs Globally

Administrators may also configure Quick Start buttons for module Knowledge Centers, but disable them for program Knowledge Centers. Thus users wishing to start an individual module would have to do so from that module's Knowledge Center.

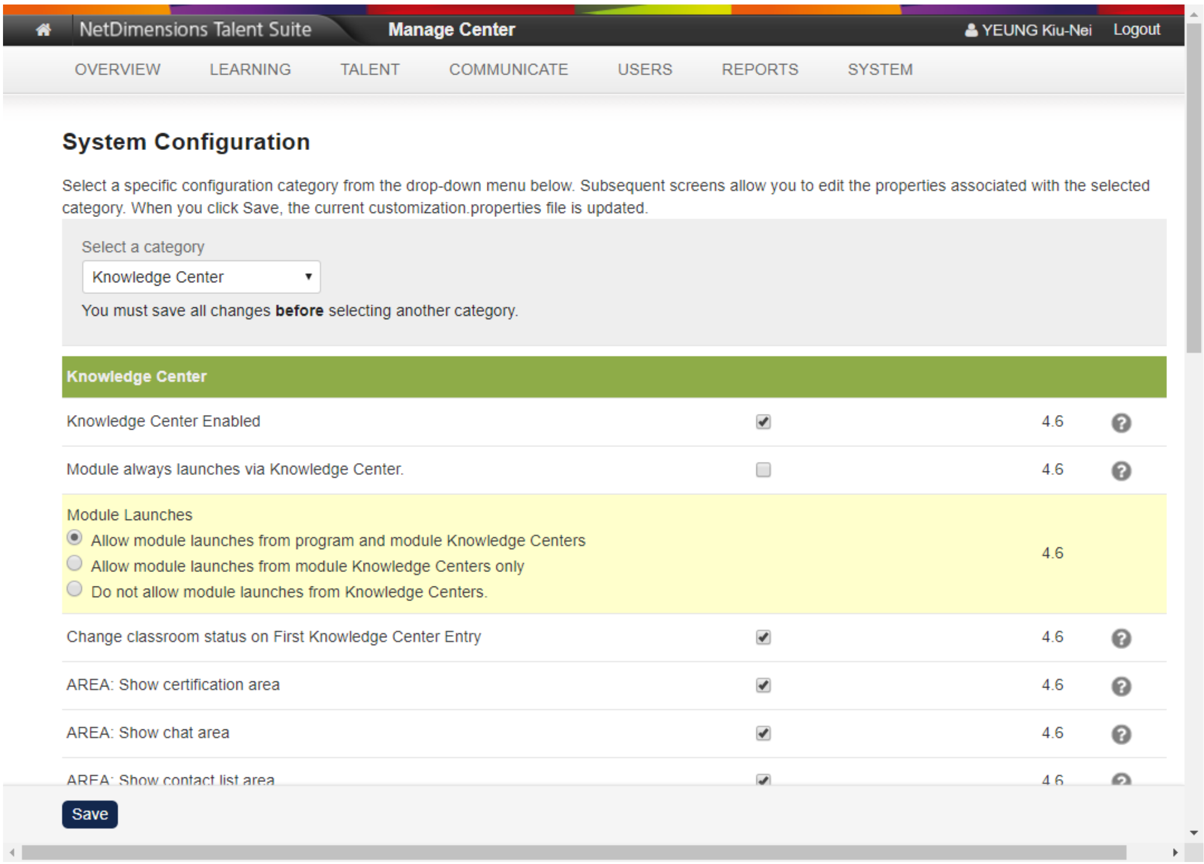
Note: It is possible to configure Quick Start buttons both on a global AND an individual program or module basis. This means, for example, that although Administrators have configured Quick Start buttons to appear in the Knowledge Centers of all Learning Programs on a system-wide basis, they may disable Quick Start buttons for select modules. Thus in a learning program's Knowledge Center, Quick Start buttons may be enabled for some modules but disabled for others. This allows for simplification of program Knowledge Centers, while enforcing the use of module Knowledge Centers as a single point-of-access for launching courses. (The Knowledge Centers for the individual modules in a program will be accessible from the program's Knowledge Center.)

Configure Knowledge Centers (Global Configuration)

As the first step in the configuration of your organization's knowledge centers, define the general configuration parameters. To do so:

1. Access **Manage Center > SYSTEM > GENERAL SETTINGS > System Configuration**. The System Configuration page appears.

2. Select **Knowledge Center** from the drop-down list **Select a category**, or scroll down to the **Knowledge Center** Section.



3. Specify the desired configuration settings:

Option	Description
Knowledge Center Enabled	Enable / Disable the Knowledge Center for all modules.
Module always launches via Knowledge Center.	If checked: When the Learners click a module link, the Knowledge Center will be launched (instead of the Course); the module can only be launched from within the Knowledge Center. This option lets that the Learners view the information associated with a module since they must go to the KC to launch the course. It can be set on a module-by-module basis in the Catalog Editor.
Module Launches (Radio Buttons)	Determine how the module is launched: • **Allow module launches from program and module Knowledge Centers** • **Allow module launches from module Knowledge Centers only** • **Do not allow module launches from Knowledge Centers.**
Change Classroom Status on First KC Entry	Whether to change the overall status for classroom sessions from ENROLLED to INCOMPLETE upon entering the Knowledge Center for the first time. This is always suitable for online modules, but may not be desirable for classroom sessions. The benefit of this option is that changing the status of classroom sessions allows the system to track the Learners' online activity associated with the classroom.
AREA: Show certification area	# Whether to enable the Certification Area.
AREA: Show chat area	# Whether to enable the Chat Area.
AREA: Show contact list area	# Whether to enable the Contact List Area.
AREA: Show course summary area	# Whether to enable the Course Summary Area.
AREA: Show evaluation area	# Whether to enable the Evaluation Area.
AREA: Show forum area	# Whether to enable the Forum Area.
AREA: Show instructor list area	# Whether to enable the Instructor List Area.
AREA: Show news area	# Whether to enable the News Area.
AREA: Show notepad area	# Whether to enable the Notepad Area.
AREA: Show peer comments area	# Whether to enable the Peer Comments Area.

AREA: Show references area	# Whether to enable the References Area.
AREA: Show status change area	# Whether to enable the Status Change Area.
AREA: Show exam area	# Whether to enable the Exam Area.
AREA: Show picture area	# Whether to enable the Picture Area.
AREA: Show About Me for the instructor	Wheter to show the the link to the "About Me" information for each instructor in the Instructor Area.
AREA: Show reference share area for instructors	# Whether to enable the File Share Area for Instructors.
AREA: Show file share area	# Whether to enable the File Share Area.
AREA: Show homework drop box	# Wheter to enable the Homework Drop Box.
AREA: Show marked/reviewed homework	# Whether to enable the the Homework Retrieval Area.
AREA: Show transcript area	# Whether to enable the Transcript Area.
AREA: Show assessment workflow area	# Whether to enable the Assessment Workflow Area.
AREA: Show quick evaluation area	# Whether to enable the Quick Evaluation Area.
AREA: Show Module Attributes	# Whether to enable the Module Attributes.
For Program Module, sort sub-modules by	**Required/Elective**: the sub-modules will be displayed in 2 separate sections (Required Modules and Elective Modules) **Defined Order**: the sub-modules will be displayed in one section. The order is the one which has been defined in the session properties. This is the default setting to define how the sub-modules of a Program displays in the KC. It can be changed later on a module-by-module basis in the catalog editor.

4. Click **Save** at the bottom to confirm the settings.

Note:

- # Set these options in the Knowledge Center, or on a module-by-module basis in the Catalog Editor. If not set, they are disabled for ALL modules.

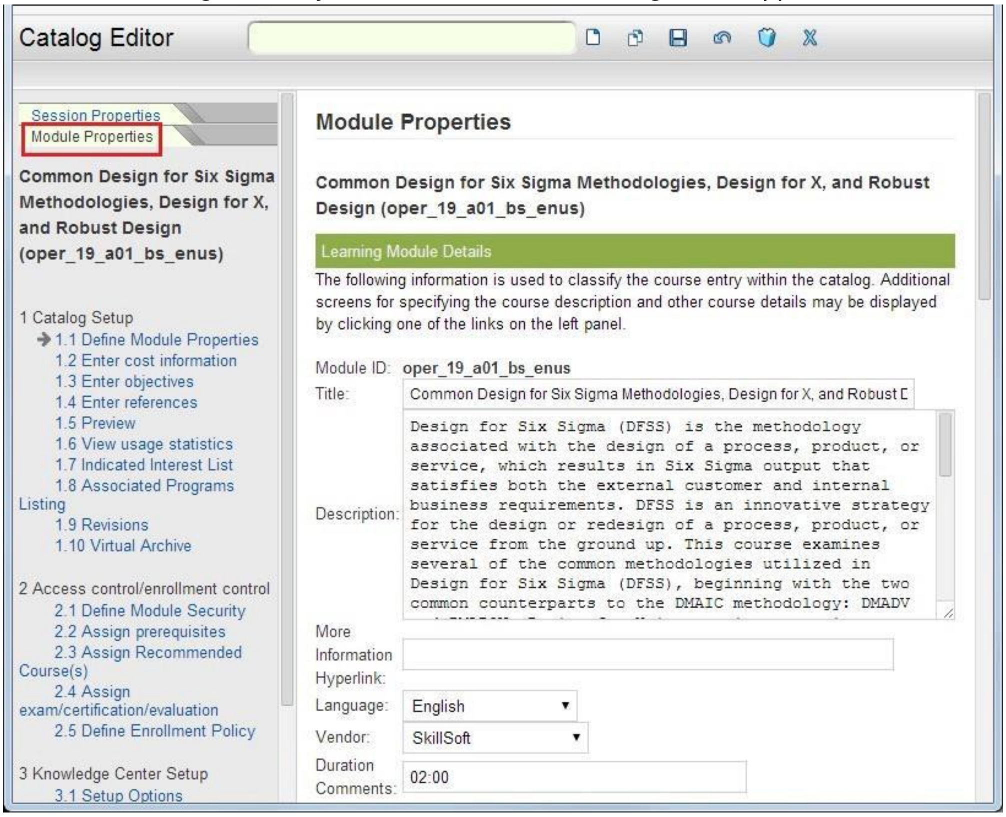
Configure Knowledge Center Quick Starts

As noted earlier, a module's Knowledge Center can incorporate Quick Start button(s) that are used to launch any associated course.

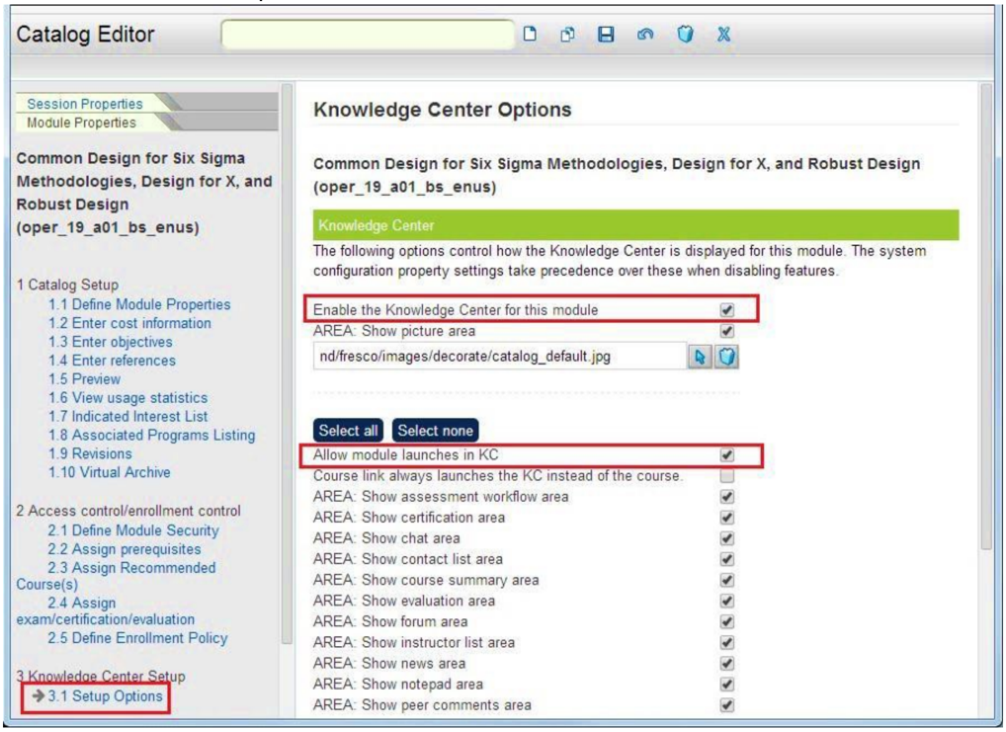
Configure Quick Start Buttons for Individual Learning Modules

To configure Quick Start buttons for individual modules:

1.Access **Manage Center > Learning > Catalog General Settings > Learning Modules**. Search/ select the learning module you want to edit. The Catalog Editor appears in a new window.

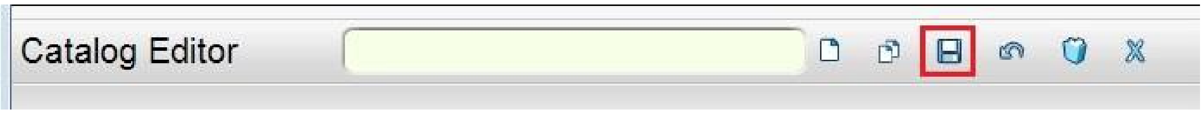


2.Click on Module Properties



3.Click on Setup Options. The Knowledge Center Options screen appears. You may either enable or disable Quick Start buttons by clicking the box by the ***"Allow module launches in KC"*** option. The Knowledge Center may be switched off on an individual course basis by clicking the ***"Enable the Knowledge Center for this module"*** option. This is useful for courses for which the Knowledge Center is not relevant.

4.Click the Save icon.



Offline Player

The Talent Suite has an Offline Player that enables content administrators to make selected courses available for learners to download. Learners may then take the courses at a convenient time even if they are not connected to the Internet, and their progress information will be sent to the Talent Suite at a later time when an Internet connection becomes available.

When a learner is enrolled in a course that is available for download, a "Download" hyperlink will appear both in the Enrolled Learning Modules tab and in the Knowledge Center (if available). Clicking on the link will launch the Offline Player, which will download the course for offline use.

Certification

Enable "View Details" for certifications

Certifications are automatically awarded on completing exams or modules in the system. The full details of the desired certification can be viewed by either clicking **View Details** under its cog or on the Certificate title directly.

For clients who do not wish to show detailed information to end users, this can be turned off by unchecking the "**Enable "View Details" for certifications**" checkbox under **GENERAL SETTINGS** > **S ystem Configuration** > **Certification**. It is enabled by default.

User

Automatically close user accounts without valid assignments

The option determine whether user accounts will be automatically closed if all associated assignments have expired. It is enabled by default.

Note: Even if this option is disabled, NTS still allows manual reopening of accounts without any valid assignments.

Self-registration

(applies to NetDimensions Talent Suite)

Configure Self-registration

You can set up the Talent Suite to allow learners to register themselves through a self-registration page. To set up self-registration:

1.Set up a sample user profile. (Refer to the document: version 6.1 Administrator's Guide: User Administration.)

2.Access **Manage Center > System > General Settings > System Configuration**. The System Configuration screen appears.

3.Select Self Registration from the drop-down list. The relevant section appears.

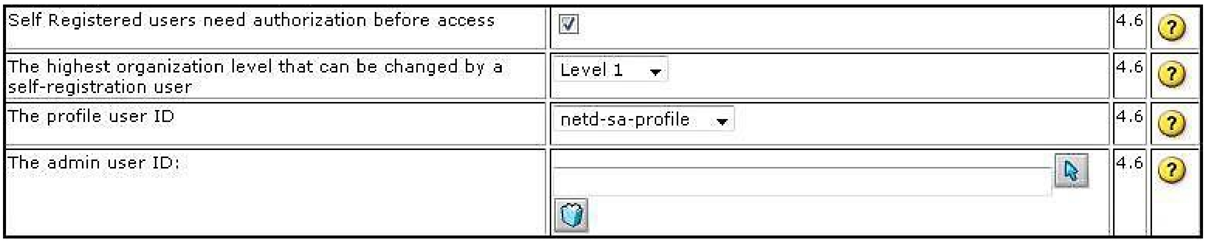
4.You must check the box by the Enable Self-Registration field to enable self registration.

5.If you click the box by Enable User Agreement, the system will display a user agreement form at the end of the self-registration process, which the user can accept, upon which the user's account will be created when the user accepts, or decline (upon which the user will be returned to the Self Registration page).

6.Select the fields that will display in the Self Registration page.

You may wish to impose a requirement for unique e-mail addresses by clicking on the box by the User E-mail must be unique field. This option mandates a system check of entered e- mail addresses and can mitigate or reduce the problems caused when users accidentally self-register themselves multiple times.

7.Specify whether you want to allow the user to enter a new business unit by checking the box by the Enable User edit organization.



Self Registered users need authorization before access	☑	4.6	?
The highest organization level that can be changed by a self-registration user	Level 1	4.6	?
The profile user ID	netd-sa-profile	4.6	?
The admin user ID:		4.6	?

If you wish to add an approval level i.e. require that any self-registration application first be reviewed and approved, click the box by the Self Registered users need authorization before access field. When a user self registers his/her registration application will be classified as 'suspended' pending approval from the appropriate individual. Only when the registration application has been approved will the registration be finalized.

8.You may also want to specify that an e-mail be sent to an administrator by specifying an e-mail address in the admin user ID field.

Choose the user profile from the drop-down list by The profile user ID field. A user can specify the branch of the organization where he/she works. The specificity of this can be limited in the highest organization level that can be changed by a self-registration user field.

The highest organization level that can be changed by a self-registration user	Level 1	4.6	?

When the user enters the initial set of his/her data, the system will ask him/her for additional organizational details. The details the user enters will depend on the number of levels set in the The highest organization level that can be changed by a self-registration user field.
You you can also specify:

- Whether the registration date is to be used as the date the user joined the organization (i.e. the user's join date)
- Expiration dates
- Emails messages automatically sent upon successful or unsuccessful registrations

9.Click Save at the bottom of the page.

Configure the Language of the Self-registration Page

The Talent Suite allows for the specification of the language of the self registration page thereby enabling the administrator or user to select the language of his/her choice. This is done by adding the LANG parameter to the URL. For example: 'http://www.yourekpsite.com/nts/servlet/nts/selfregistration?LANG=1'

The available LANG options are:
(1, "ENGLISH")
(2, "SIMPLIFIED_CHINESE")
(3, "TRADITIONAL_CHINESE")
(4, "JAPANESE")
(5, "KOREAN")
(6, "GERMAN")
(7, "SPANISH")
(8, "DUTCH")
(9, "FRENCH")
(10, "TRADITIONAL_CHINESE_HK")
(11, "ITALIAN")
(12, "POLISH")
(13, "GREEK")
(14, "PORTUGUESE)
(15, "PORTUGUESE_BR")
(16, "SPANISH_MX")
(17, "FRENCH_CA")
(18, "ARABIC")
(19, "HINDI")
(20, "MALAY")
(21, "THAI")
(22, "TURKISH")
(23, "ENGLISH_UK")
(24, "ENGLISH_CA")
(25, "UKRANIAN")
(26, "CZECH")
(27, "DANISH")
(28, "FINNISH")
(29, "NORWEGIAN")
(30, "SWEDISH")
(31, "RUSSIAN")
(32, "ROMANIAN")
(33, "VIETNAMESE")
(34, "AFRIKAANS")
(35, "HUNGARIAN")
(36, "SLOVAK")
(37, "HEBREW")
(38, "SOMALI")

Key Self-registration Configuration Options

Options	Comments
Enable self-registration	Enabling system registration allows the system to accept self-registration forms, thus enabling users to dynamically add themselves to the system. This option may be disabled for security reasons. In order to use the self-registration feature, some other HTML page should link to "http://mysite/nts/servlet/nts? TX=SELFREGISTRA TION", which will present the learner with the built-in forms needed to complete the registration process.
Enable User Agreement	When enabled, the system will show a user agreement form at the end of the self- registration process, which the user can accept upon which the new user account will be created, or decline. You may change the default user agreement text edit text.user_agreement in the custom language file custom.properties. (refer above)
User E-mail must be unique.	If this option is set, self-registered learners must provide a unique e-mail address. This forces the system to check the entered e-mail address thereby reducing potential problems caused by multiple (unintentional) self registrations.
Enable User edit organization	If this option is set, users may enter new business unit information on the self- registration form. (refer above)
Self Registered users need authorization before access	If you wish to add an approval level, i.e. require that any self-registration application first be reviewed and approved, click the box by the Self Registered users need authorization before access field . When a user self registers his/ her registration application will be classified as 'suspended' pending approval from the appropriate individual. Only when the registration application has been approved will the registration be finalized.
The max organization level that can be selected by a self-registration user	The admin user ID: A user can specify the branch of the organization where he/she works. The specificity of this can be limited in The max organization level that can be selected by a self-registration user field. When the user enters the initial set of his/her data,the system will ask him/ her for additional organizational details. The details the user enters will depend on the number of levels set in the The max organization level that can be selected by a self-registration user field.
The profile user ID	The system uses "profiles", created in the User Editor, to define a set of default properties that are associated with a new user when the new record is created. Thus, you can control how learners are added to the system by selecting a specific profile to be used as a part of the self- registration process.
The admin user ID:	When a new user self-registers, an e-mail is sent to this administrator to inform him of actions required (e.g. approve the request, mark active). This setting is only meaningful if the option indicating that approvals are required (Self-Registration Requires Approval) is set. Otherwise, no e-mails are sent to this administrator.
Set expiration date as N months after join date Generate	expiration date (join date + N months) when creating user through self registration - For self registration only

Email template for self registration failure:	System sends email to the administrator instantly upon failure in any self registration step. For self registration only
Email template for successful self registration:	System sends email to the administrator instantly upon successful self registration. For self registration only

Customize Language Strings

A browser-based search and edit capability for language strings has been added to NTS 10.1 to supplement the existing file-based language customization process. In earlier versions of NTS it was necessary to modify an external language property file that represented a specific locale if you wanted to add custom language strings or change existing screen text/labels. For example, the "custom_es_ES.properties file allows the editing of the Spain version of Spanish language strings, so you would need to modify this file, have the SaaS team add this to your site, and request a restart of the NTS instance for the changes to take effect.

The primary advantages of this new capability are speed and convenience. Now, local administrators or Professional Services staff can directly and immediately change the text of any specific string(s) in the system using the browser interface. This new function appears in the **System > System Utilities > Search/Customize Language Strings** screen and requires that the "Allow Custom Language String Editing" role permission be enabled (by default it is not, even for System Administrators). The language strings modified via this new screen are stored directly in the database, thus maintaining independence from the files that hold the bulk of the language strings.

Language Customization Hierarchy

When customizing locale text there is a precedence hierarchy for the handling of language strings with the same key, and the basic order is:

1. The item entered into the database (e.g. via this screen as shown below) for the referenced locale has "top" priority.
2. Next, the item entered in the "custom_xx_XX.properties file. These files are intended to hold client custom text and are never updated by an NTS upgrade.
3. Next, the item entered into the "standard_xx_XX.properties" file. These files hold the NTS reference text, and are always updated during an NTS upgrade.

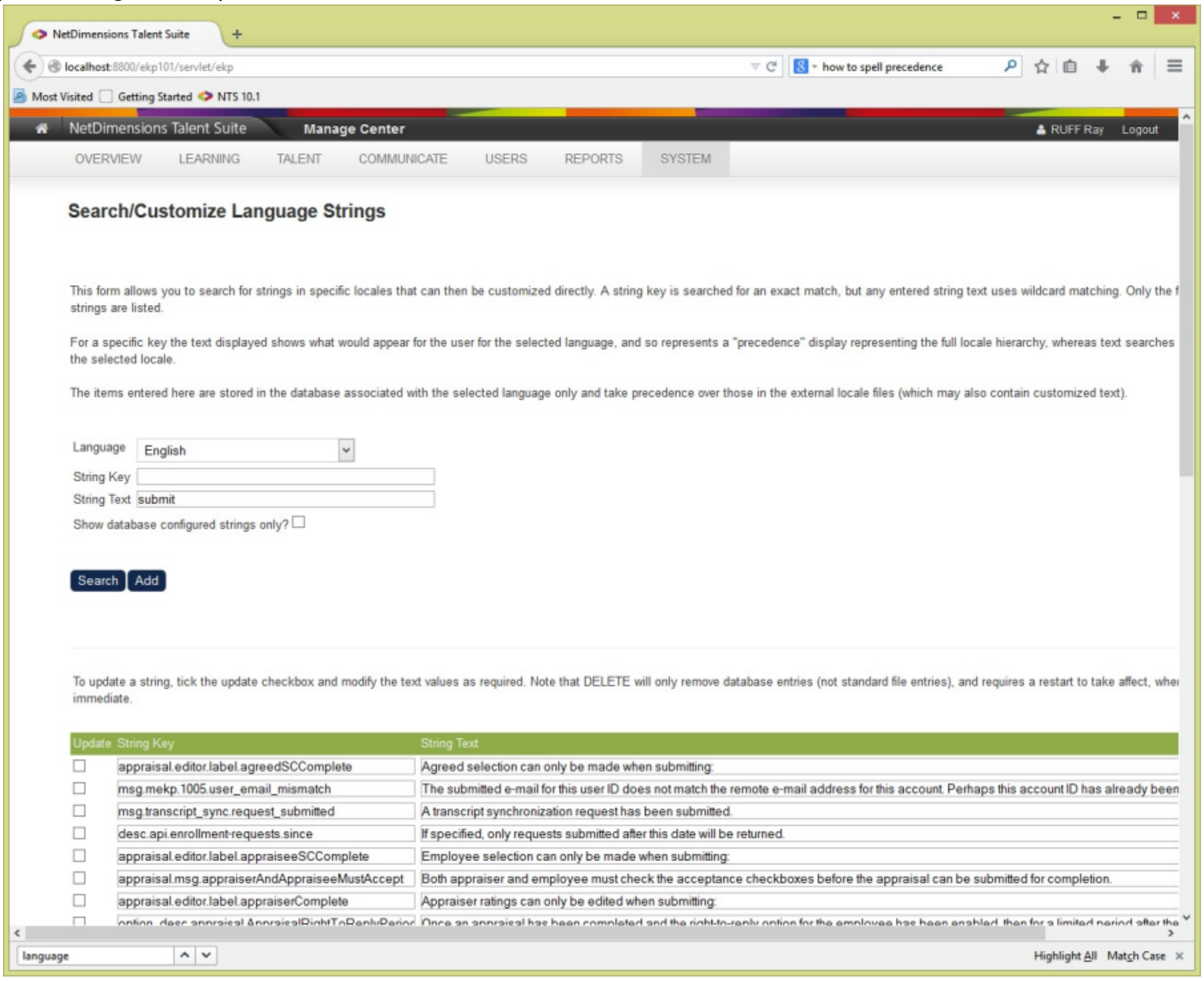
String keys not found in a locale specific file then result in a search in the system default "standard.properties" file, and if not found there will just display directly. So, with this new mechanism you can quickly and easily add new strings that do not currently exist in one of the provided properties files, or correct translation errors, or change text to a term more suited to an individual organization's needs.
Keep in mind that when you add a string to a specific locale it shows ONLY for that locale, and not for any of the other locales.

Using the Screen

When using this new screen you can:

1. Search for strings or keys containing specific text
2. Modify existing strings
3. Add new strings (e.g. perhaps for organization specific attribute drop-down lists).

To effect a change or addition you MUST tick the update check-box for each line you wish to be stored in the database, as it is assumed that most search results are not items for modification. Any changes are immediate. Although deletes are a special case because of the hierarchical nature of the processing and require an instance restart to take effect.

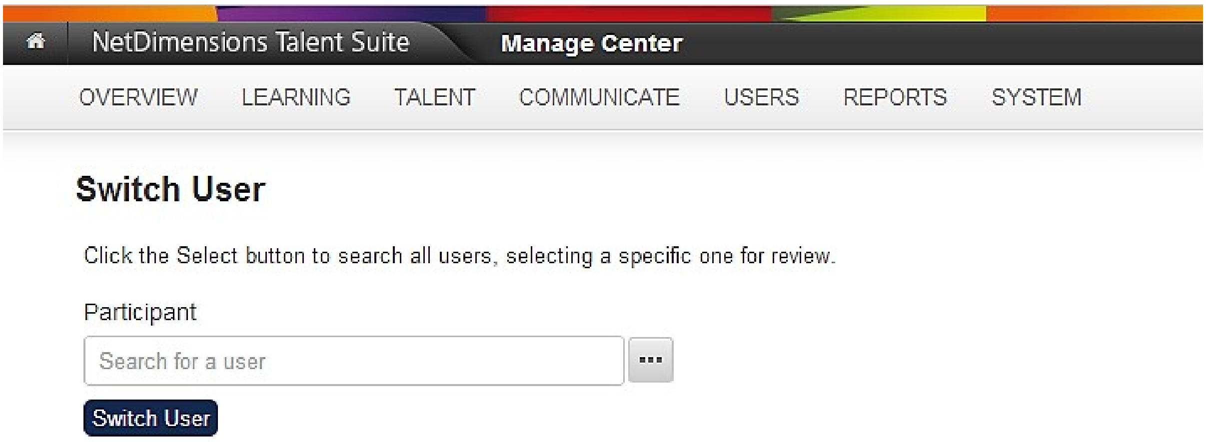


Switch User

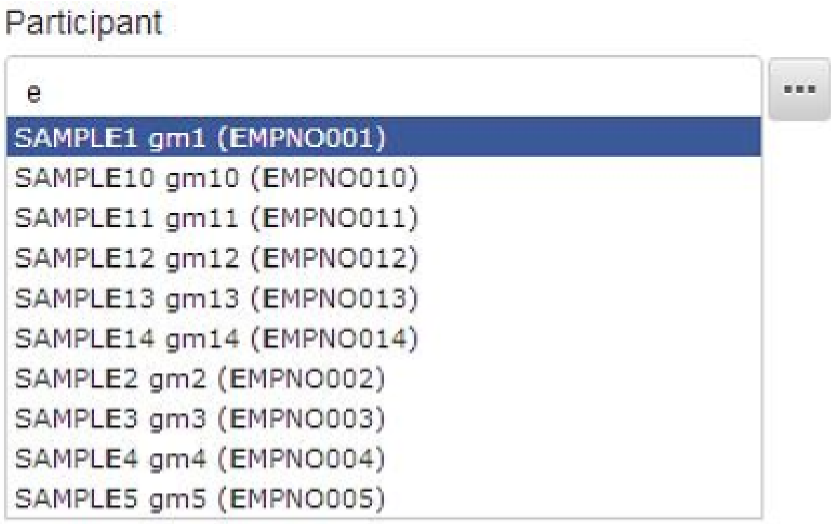
(applies to NetDimensions Talent Suite)

NetDimensions Talent Suite allows Systems Administrators to log in as another user to aid in debugging and other analysis functions.
To log in as another user:

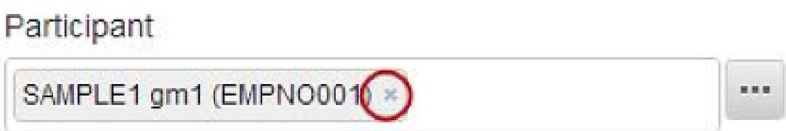
1.Access **Manage Center > Users > User Manager > Switch User**. The ***Switch User*** page appears.



Note: A user can enter a search keyword into the quick search box and the system will return matching results as the user types.

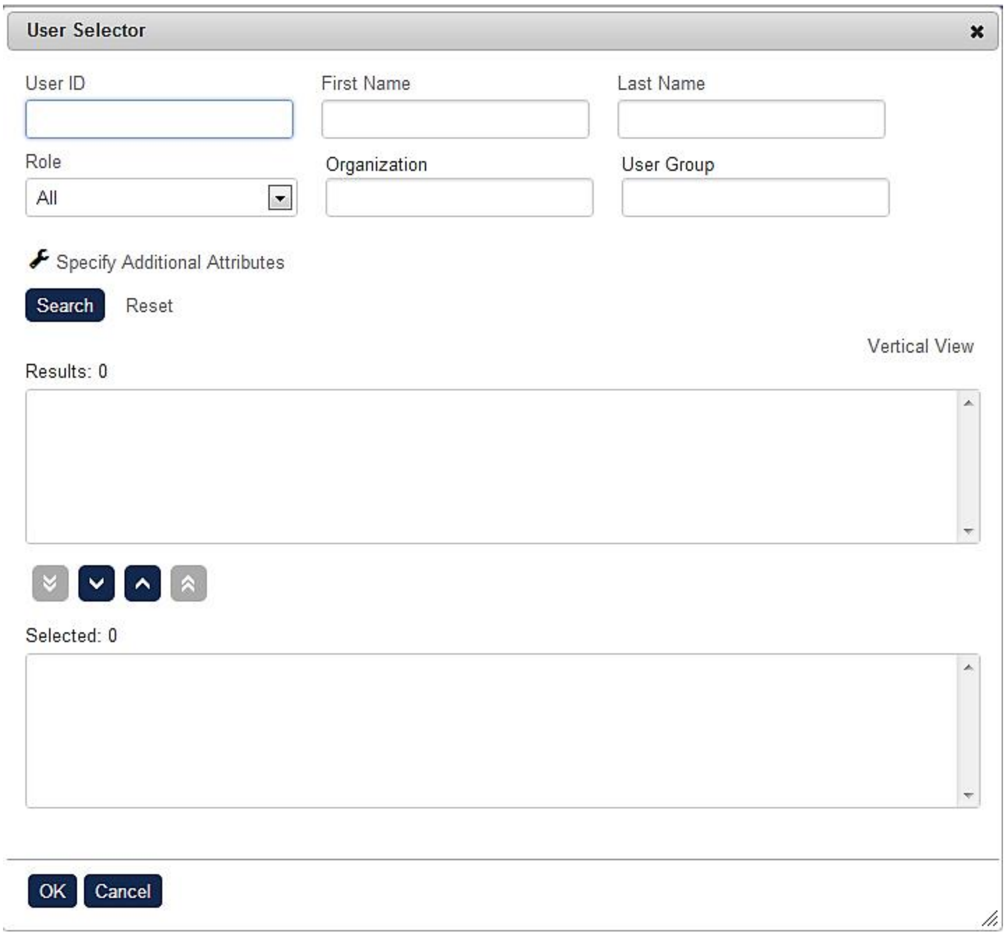


The user can remove any user selection with the cross on the right-hand side.

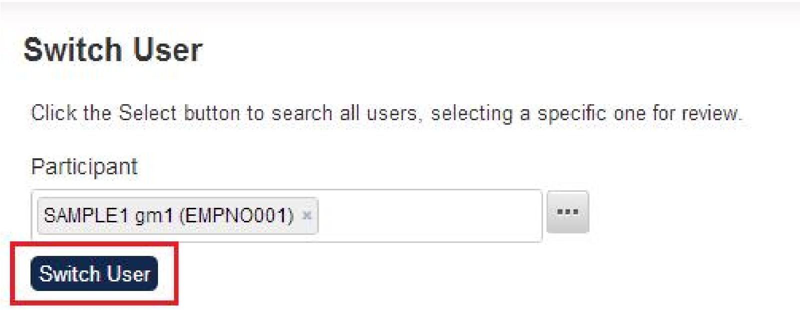


When there are more than 10 users selected in the quick search box, only 10 user tokens will be shown within the user selector box, but there will also be a "show all" button. Note that the number of selected users above the right-hand side of the quick search box always shows the total number of selected users, no matter how many user tokens are being shown within the user selector box. Clicking the "show all" button will display all the user selections within the user selector box. If there are 50 or more selected users, clicking the "show all" button will just show the advanced search pop-up instead of showing all the user tokens within the user selector box.

2.Click Select (...) button and choose the user from the Selector screen that appears.



3.The chosen user's name appears in the Participant field.



4.Click Switch User. A confirmation query appears.

5.Click Switch User. You will now be logged on as the selected user.

Hide Switch User Role Feature

For some jurisdictions, having the ability to switch to another user account is deemed to be a data security breach on a system thus this feature should be able to be optionally hidden on the system. A new option setting has been added to be defined in ekp.properties that can completely hide and deactivate the ***Switch User*** role feature, and also the ***Unrestricted Delegation*** feature.

- ### Activate/Deactivate Switch User

(There is a helper comment in the ekp.properties file that also documents this configuration property key/value pair.)

1.To ***deactivate*** the Switch User role feature, ***add*** the below configuration property key and value in the ekp.properties file to set ***system.switchuserenabled*** to ***false***:

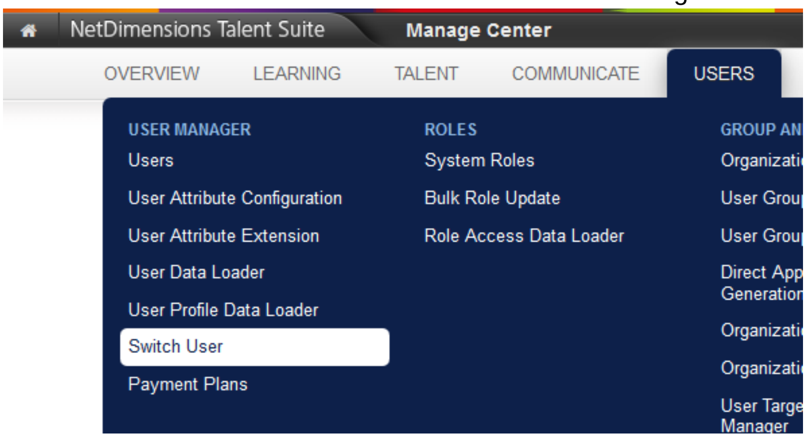
```
system.switchuserenabled=false
```

2.To activate the Switch User role feature, simply remove the property key/value pair of system.switchuserenabled, or set it to true by using the below property key/value pair:

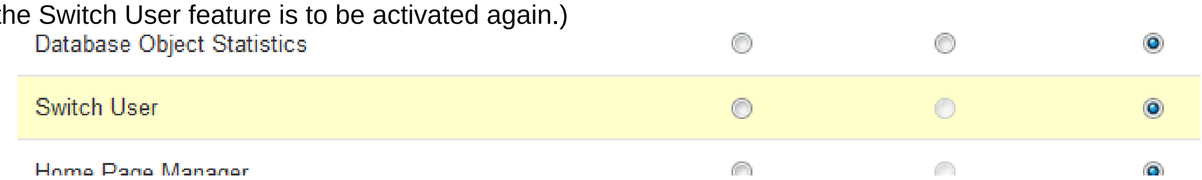
```
system.switchuserenabled=true
```

- ### Visible Changes of a Deactivated Switch User

The ***Switch User*** item will be ***hidden*** in the menu of Mange Center.



The settings ***Switch User*** (under System Administration) and ***Allow Unrestricted Delegation*** (under Role General Permissions) will be ***hidden*** in the "Role Access Control" page and will no longer be allowed to change. (However, the existing setting values will be preserved and will not be altered if ever the Switch User feature is to be activated again.)

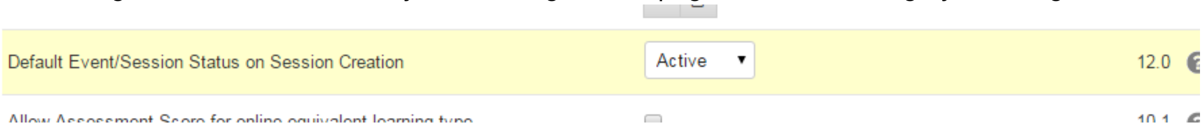


Note: These two settings will also not be allowed to change by the "Role Access Data Loader". Their corresponding control codes and descriptions will also be hidden in the "CSV Formatting help" on the "Role Access Data Loader" page. ***Switch User*** and ***Unrestricted Delegation*** can no longer be performed by any user (as if the user has No Access on the permission value of these two features).

Default Session/Event Status Option

Most often course administrators have their preference on what status to set on creating a session, some who are more cautious would prefer to default the status to "Pending" as most of the time, material is not ready to be pushed out yet. A new configuration option has been introduced for setting the default session/event status of enrollable learning objects.

The setting can be found on the "System Configuration" page, under the category "Catalog".



The default value is "Active".

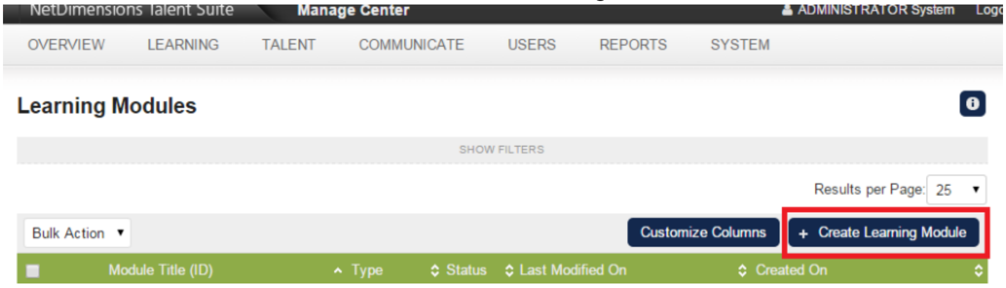
Detailed Description

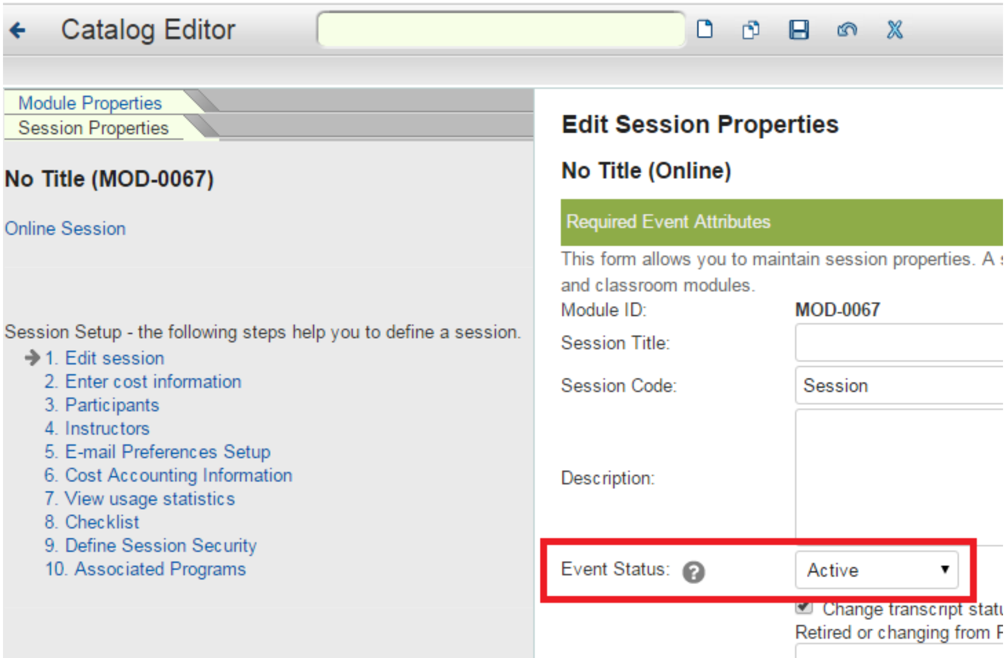
This configuration value will affect the default Event/Session Status for session of learning types including Classroom, Coaching, Exam, Internship, Online, On-the-Job- Training, Program, Self-Training (Paper), Self-Training (Video), Special Interest Group, Task, Virtual Classroom, Virtual Classroom,(Archived), Workshop/Seminar.

A session of different learning types can be created in different ways, and below is the brief description of how this configuration will affect the default Event/Session Status of the created session.

For sessions manually created through UI

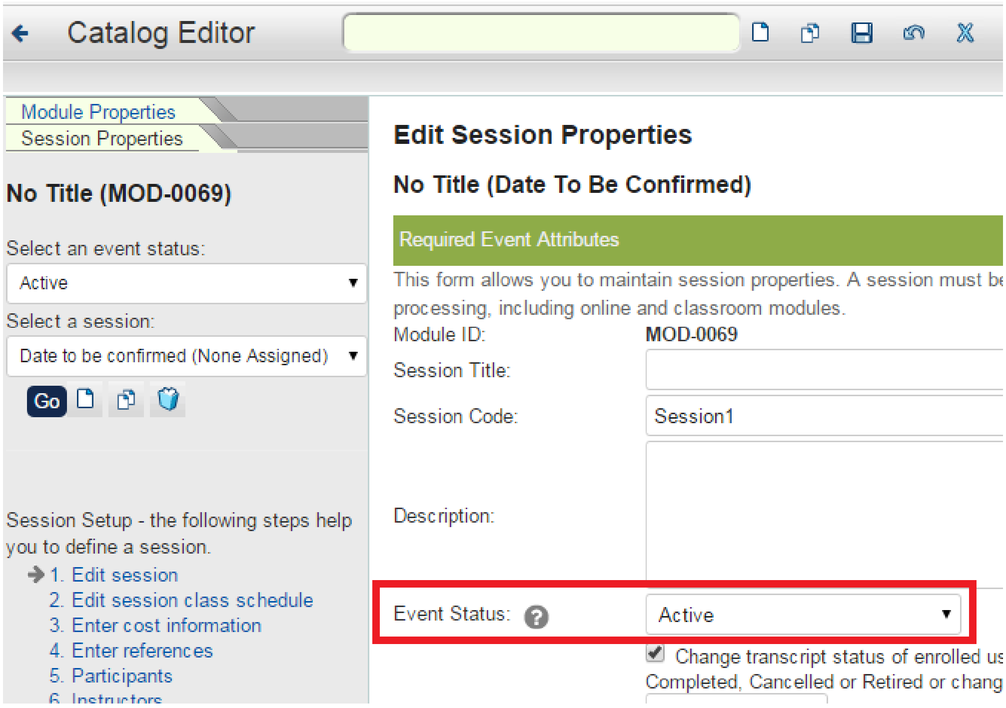
When creating an enrollable Learning Object that does not allow multiple sessions, such as Online, Exam, etc., a session will also be created along with the creation of this Learning Object. The default session status of the session will observe the configuration value.





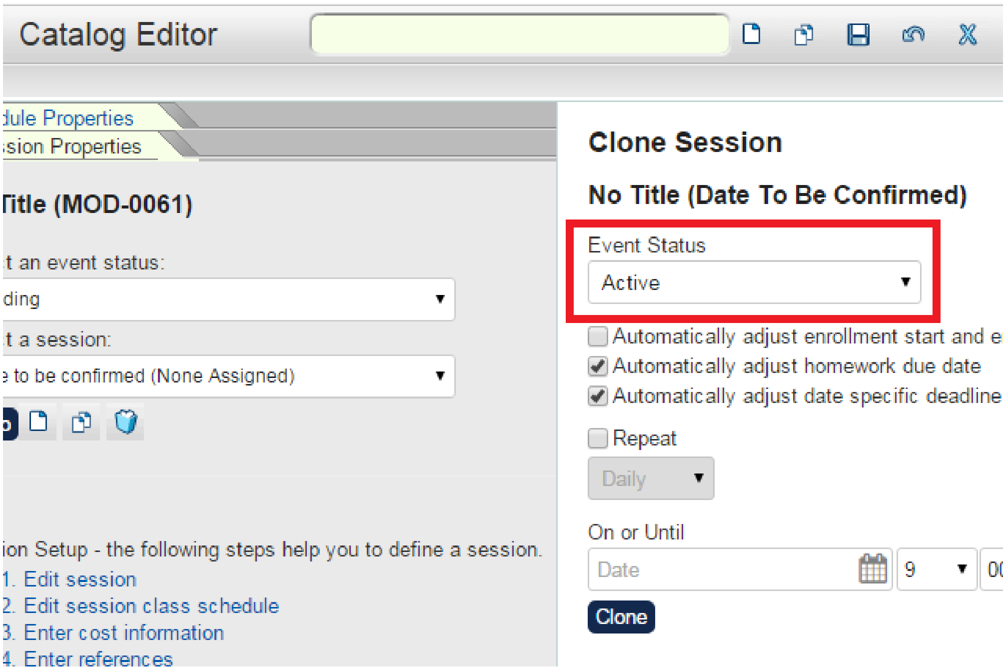
For example, if the configuration value is set to "Active", the default Event/Session Status will be "Active".

For learning object types that can be configured with multiple sessions, such as Classroom, a new session created on the UI will have its default Event/Session status observing the configuration value. New session created on the UI will have its default Event/Session status observing the configuration value.



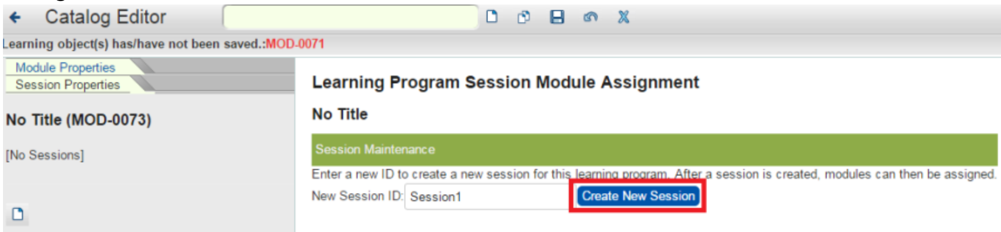
For example, if the configuration value is set to "Active", the default Event/Session Status will be "Active".

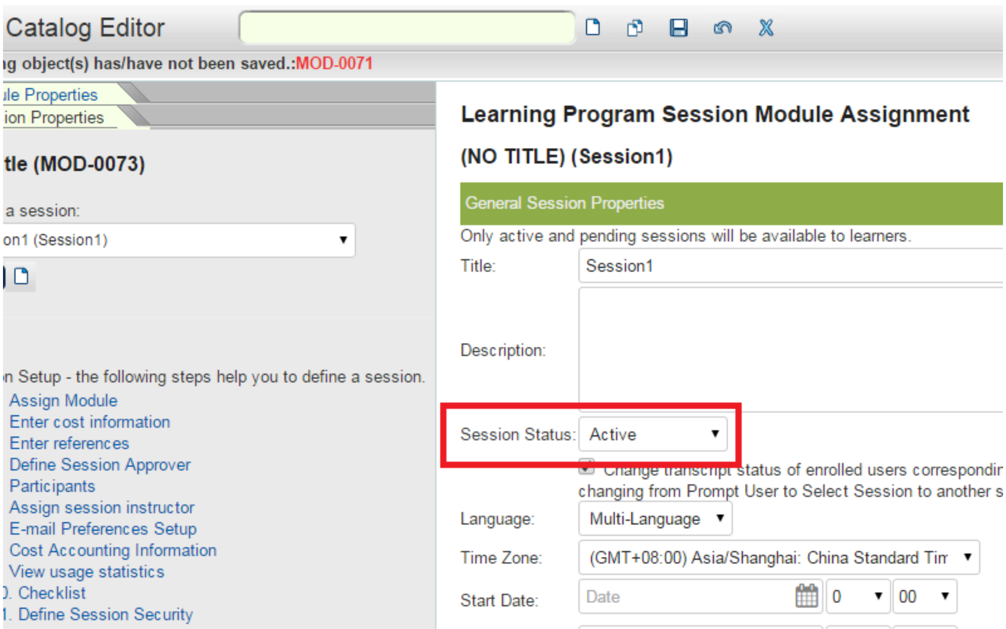
When cloning a session, on the Clone Session page, the default chosen Event/Session status in the drop-down menu will also observe the configuration value.



For example, if the configuration value is set to "Active", the default chosen Event/Session Status in the drop-down menu will be "Active".

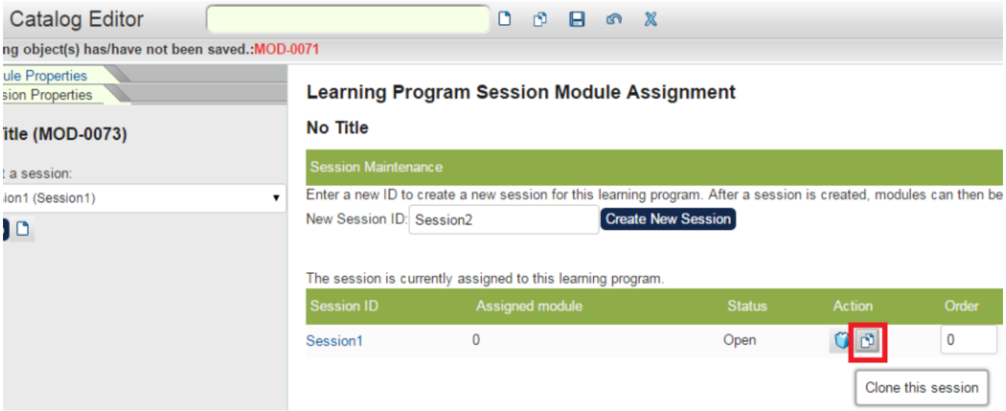
For Programs, a new session created on the UI will have its default Event/Session status observing the configuration value.

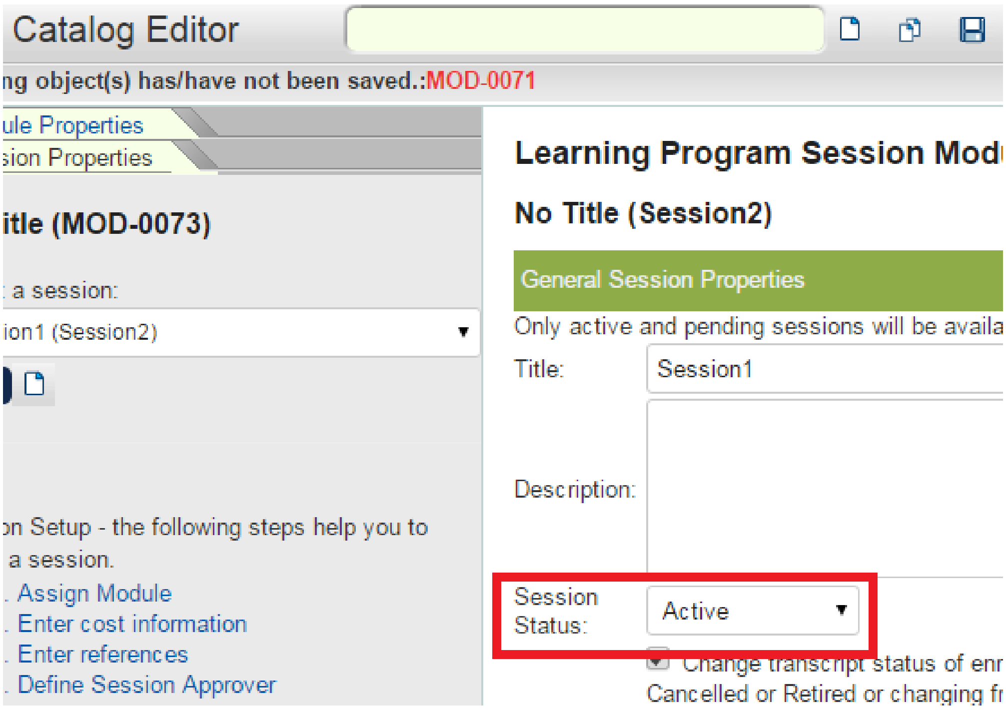




For example, if the configuration value is set to "Active", the default Event/Session Status will be "Active".

For Programs session cloned on the UI will have its default Event/Session status observing the configuration value. (regardless of the Event/Session status of the session being cloned)





For example, if the configuration value is set to "Active", the default Event/Session Status will be "Active".

For Learning Object created through the CSV Loader/ XML file uploaded via API

- For enrollable learning object types that do not support multiple sessions, such as Online, Exam, etc, if the Session Status is not defined in the import file, and the session created along with the Learning Object will have the default Event/Session Status observing the configuration value.
- For Learning Objects that allow multiple sessions, such as Classroom, if the import file specifies a session to be created but the Session Status is not defined, the session created will have the default Event/Session Status observing the configuration value.
- For Programs, if the import file specifies a session to be created but the Session Status is not defined, the session created will have the default Event/Session Status observing the configuration value.

For more details, please refer to the CSV Formatting help of the corresponding CSV Loader.

Show Progress Status Information Configuration

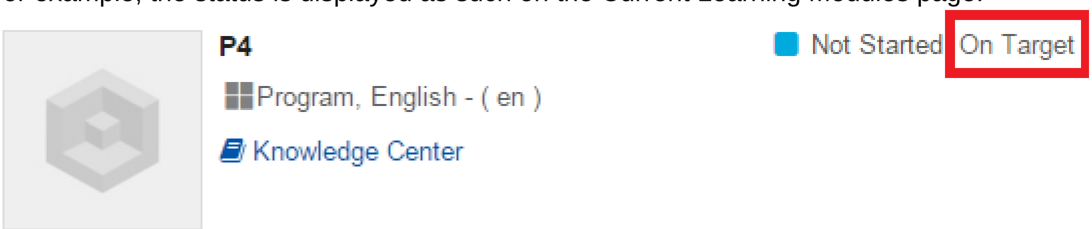
For those who are not setting deadline on their training, showing the Progress Status is a bit of an overkill. Thus a System Configuration setting has been introduced to hide this extra information in the status. This setting is to toggle the display of Progress Status information on the Current Learning Modules page and the Knowledge Center page.

UI

Manage Center -> System Configuration -> Enrolled Learning Modules

Description

When it is enabled, Progress Status such as "Completed", "On Target", or "Behind" will be calculated based on course deadlines and displayed next to the Overall Status.
For example, the status is displayed as such on the Current Learning Modules page:

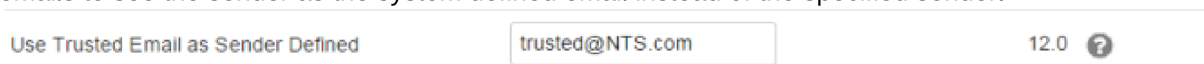


Special Notes

- A transcript will be given a "Completed" progress status if it has been completed. In the context of a program, completing equivalent learning will also qualify for a "Completed" progress status for the respective course.
- A transcript will be given an "On Target" progress status if it has been enrolled and the deadline for completion, if any, has yet been passed. In the context of a program, the deadline for completion may be derived from ancestor programs.
- A transcript will be given a "Behind" progress status if the deadline for completion has already been passed. In the context of a program, the deadline for completion may be derived from ancestor programs. If the course itself is a program, any mandatory sub-module that is "Behind" will cause the program to be "Behind" also.

Default Sender Email

Emails sent from Talent Suite can now be sent from a single default email address. This setting, located within the "System Configuration > Use Trusted Email as Sender Defined" allows for all external emails to see the sender as the system defined email instead of the specified sender.



System Configuration setting with trusted@NTS.com as the sender email.

Webhooks

Enrollment Webhook

The Enrollment Webhook is a mechanism to notify an external system of enrollment events via an asynchronous HTTP POST request. The URL for enrollment notifications is configured under **SYSTEM** > **GENERAL SETTINGS** > **System Configuration** > **Webhooks** (category).

Enrollment notifications include the following parameters:

- **learnerPermanentId**: the permanent (synthetic) ID of the learner who is being enrolled.
- **learnerId**: the screen name of the learner who is being enrolled.
- **moduleId**: the permanent ID of the module in which the learner is being enrolled.
- **moduleDisplayId**: the display ID of the module in which the learner is being enrolled.
- **sessionId**: the ID of the module session in which the learner is being enrolled.

The notification is delivered asynchronously. Any delivery failure does not affect the enrollment.

Logical Domain

(applies to NetDimensions Talent Suite)

Logical Domains are a new, straightforward way to provide separation of user records and (some) content for distinct communities of users. In effect, domains provide a type of partitioning of data within the Talent Suite, thus allowing organizations who wish to compartmentalize activity for communities that may represent other distinct groups (perhaps clients or distributors or partners) within a single Talent Suite instance.

Initially, all users are assumed to be members of a single "Global Default" domain, and other "client specific domains" may be created by selecting a section of the organization tree not yet assigned to some other domain. The Global Default domain behaves in much the way that the Talent Suite previously behaved, with data managed purely by permissions control. The intent of the Global Domain is to be compatibility with previous modes of operation as well as to provide a space for global, shared content.

At this time a client domain consists of a complete, single org branch that does not overlap with any other domain. In the future we will support multiple distinct branches as part of a single domain definition, but the initial release supports only one org branch per domain.

Users who are members of a particular domain take their basic properties from the domain parameters (system approver, feedback email, log-off page, etc.), thus enabling a great deal more customized behavior for the individual domains. While the initial configuration options are modest, the ultimate goal is to provide System Configuration level configuration per domain.

Important
Users in the Global Default domain may "see" all other orgs and users in the system, constrained only by permissions settings. Client Domains, however, are automatically restricted to user management within that domain only, and cannot see or be seen by users in other Client Domains.

Logical Domain functionality is being released in phases. The first initiative focuses on user records and views, while the second phase will elaborate on content and configuration capabilities.
One of the primary objectives of domains is to ensure that users in one domain do not see users in a different domain. In most screens where users are displayed or selected, the participant list is restricted to same domain membership. This behavior is automatically managed b he system and does not require any permissions to be explicitly set.
Only a user who is in the Global Default domain or who has a Cross Domain Administrator role (for example, System Administrator) may see records from other domains or set specific domain properties. Permissions control is still in effect throughout the system, and is applied in addition to domain filtering. For example, within a domain you can still use permissions to limit which items and departments are accessible to other users within the domain.

A Cross Domain Administrator may move users between domains, or move org branches from one domain to another.
For user data loaders the initiator of the load can only create or update users within their Client Domain. Incorrect org assignments will result in the update request being rejected. As mentioned earlier, Global Default users are not restricted by domain regarding loaders and reports.

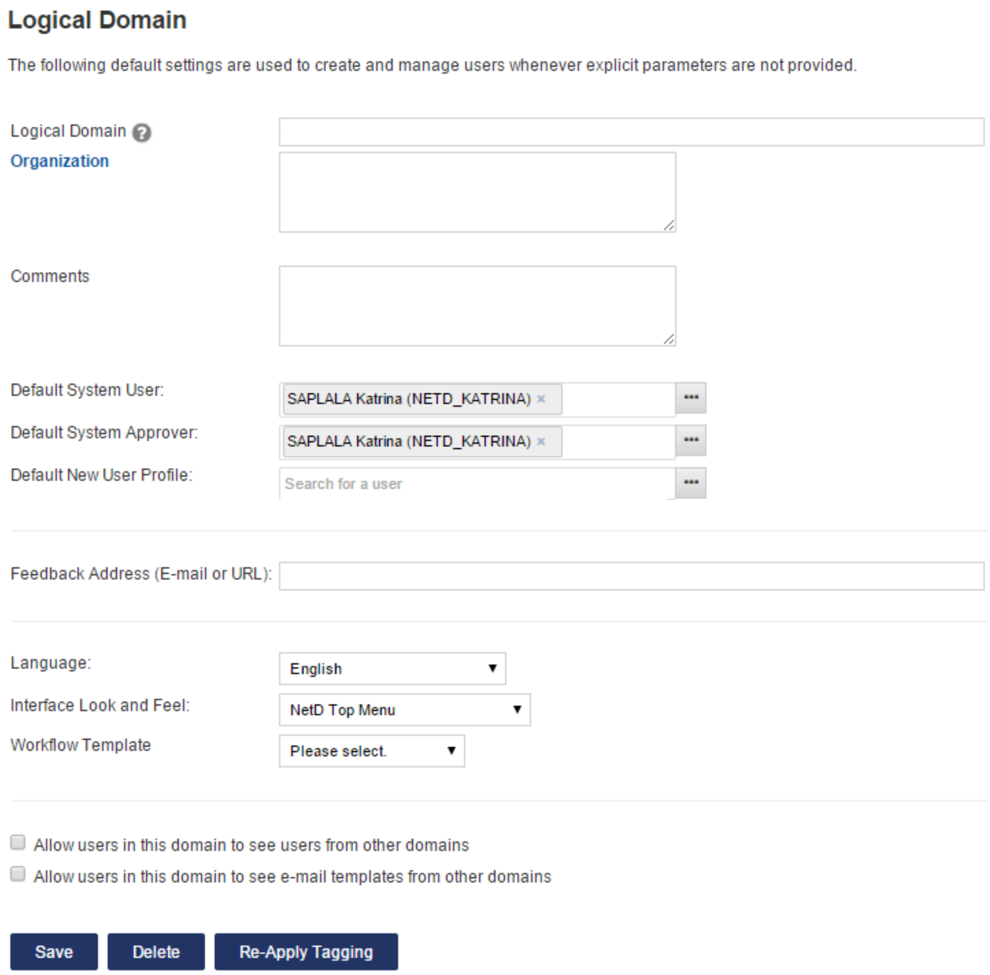
All standard reports, searching, selectors, and standard user listing screens currently obey domain user listing restrictions. The one significant area not covered in 9.1, but which will come later, is Report

Wizard - it is recommended that Client Domain users only be assigned specific Report Wizard report permissions and not full ad-hoc reporting capabilities.

Creating New / Modifying Existing Domain

1.From the Logical Domain menu, click the Create New Domain.

2.The Logical Domain entry screen appears. Enter the Required parameters.

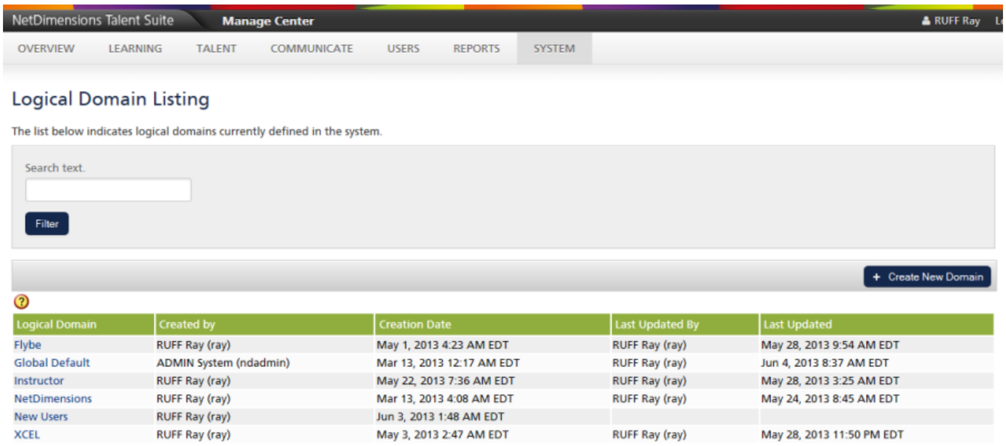


There are two checkboxes to let you selectively control whether a domain has access to either user records or content items. This will enable domains to be setup where the configuration details are in effect, but not the record restrictions. Both User records and content are restricted by default. Note that these options are not available for "Global Domain". Content and user records are restricted to users in "Global Domain" based on permissions only. This is equivalent to not being in any domain.

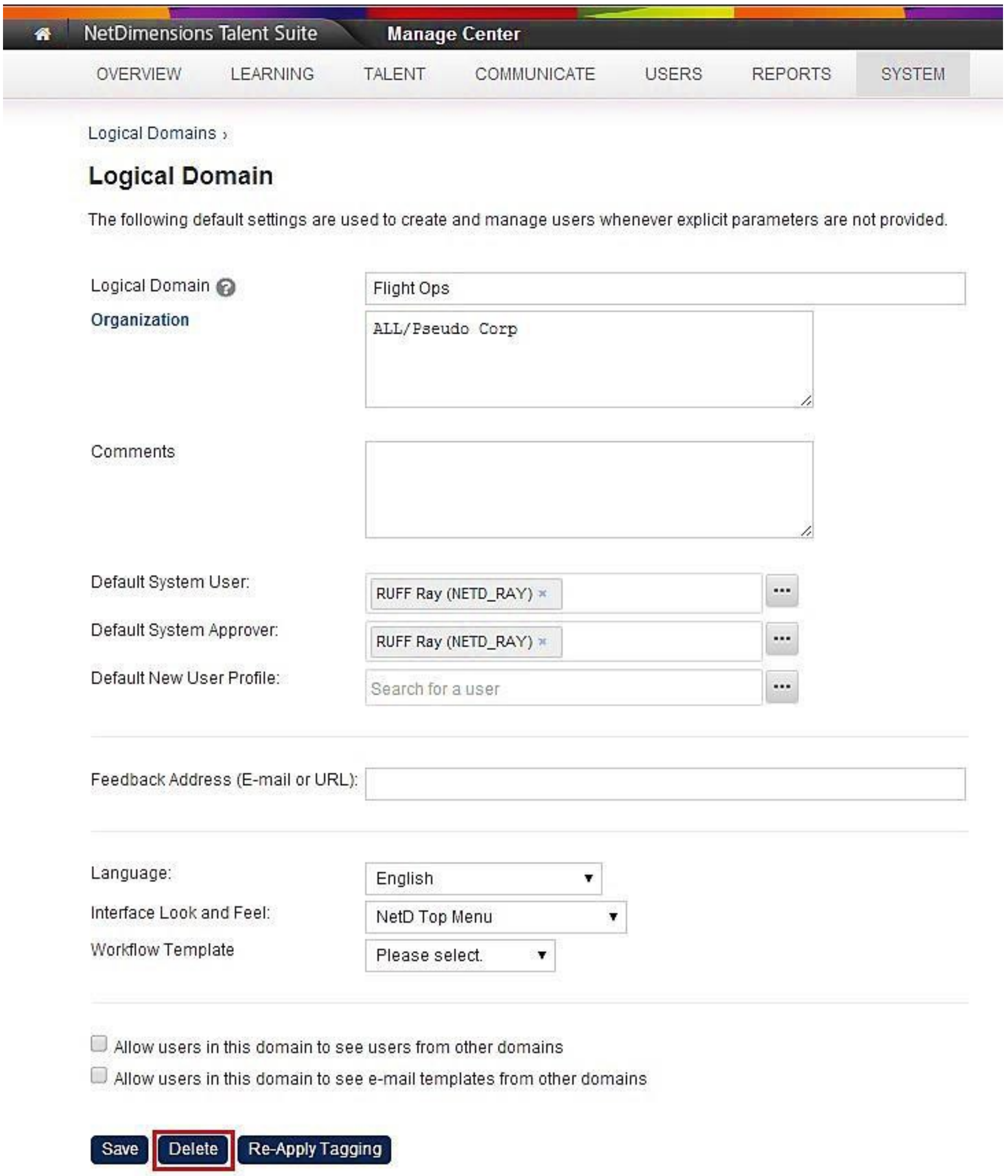
3.To keep the records entered, click the Save button.

Removing Logical Domain

1.From the Logical Domain menu, select the domain you want to remove.

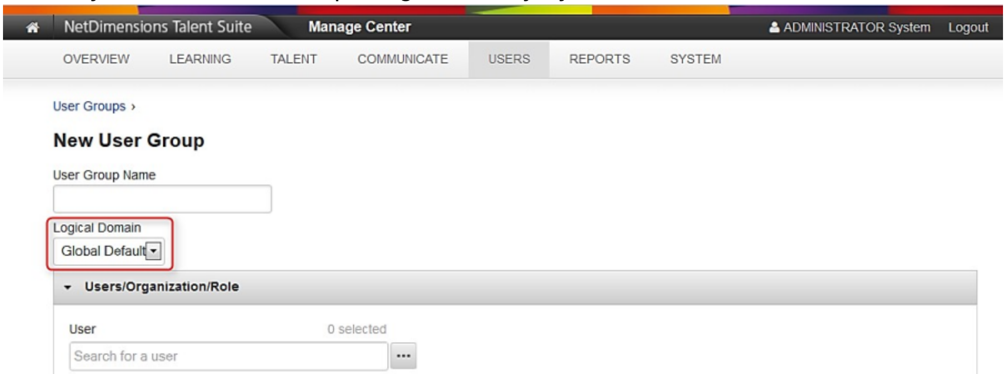


2. The Logical Domain entry screen appears. Click Delete at the bottom of the screen.



Domain Filtering for User Groups

In the Talent Suite, each user group belongs to a logical domain. By default (and also on upgrade), the domain associated with a user group will be the domain of its creator user. The domain can be changed manually on "Edit User Group" Page, but only by a cross- domain administrator.



Similar to user and organization, here is the domain filtering logic in use:

- Object X can "see" Object Y if any of the following conditions is/are true:

1. X is a cross-domain administrator.
2. X is in the Global Default domain.
3. X is in a domain with the "Remove access restriction on other client domain user records" option checked.
4. X and Y are in the same domain.

This domain filtering logic has now been applied to:

1. Whether the login user user can see another user (X: login user; Y: another user)
2. Whether the login user can see an organization (X: login user; Y: organization)
3. Whether the login user can use a user group (X: login user; Y: user group)
4. Whether a user group can have a candidate user as a member (X: user group; Y: candidate user)

Whether a login user can assign a candidate user to a user group depends on the following five factors:

1. The domain of the login user
2. The domain of the user group
3. The domain of the candidate user
4. Whether the login user has write permission to the user group
5. Whether the login user is a cross-domain administrator

For example, suppose the login user wishes to assign a candidate user to a user group. The following figure shows all the possibilities and outcomes when the above five factors are taken into consideration.

Situation: login user wishes to assign a candidate user to a user group

Notes:
1. yes means checked; no means not-checked for "Remove access restriction on other client domain user records" option (e.g. HR: yes; Sales: yes means the option checked for both HR domain and Sales domain)
2. Y means can be assigned; N means cannot be assigned; INVISIBLE means cannot even see the user group; in bracket means the case when login user is a cross-domain admin
3. Assume the login user has write permission to the user group. In case of no write permission, all Y/N cases would become UNCHANGEABLE (INVISIBLE if even no read permission)

login user	user group	candidate user	HR: yes; Sales: yes	HR: yes; Sales: no	HR: no; Sales: yes	HR: no; Sales: no
Global Default Domain	Global Default Domain	Global Default Domain	Y	Y	Y	Y
Global Default Domain	Global Default Domain	HR Domain	Y	Y	Y	Y
Global Default Domain	Global Default Domain	Sales Domain	Y	Y	Y	Y
Global Default Domain	HR Domain	Global Default Domain	Y	Y	N	N
Global Default Domain	HR Domain	HR Domain	Y	Y	Y	Y
Global Default Domain	HR Domain	Sales Domain	Y	Y	N	N
Global Default Domain	Sales Domain	Global Default Domain	Y	N	Y	N
Global Default Domain	Sales Domain	HR Domain	Y	N	Y	N
Global Default Domain	Sales Domain	Sales Domain	Y	Y	Y	Y
HR Domain	Global Default Domain	Global Default Domain	Y	Y	INVISIBLE (Y)	INVISIBLE (Y)
HR Domain	Global Default Domain	HR Domain	Y	Y	INVISIBLE (Y)	INVISIBLE (Y)
HR Domain	Global Default Domain	Sales Domain	Y	Y	INVISIBLE (Y)	INVISIBLE (Y)
HR Domain	HR Domain	Global Default Domain	Y	Y	N	N
HR Domain	HR Domain	HR Domain	Y	Y	Y	Y
HR Domain	HR Domain	Sales Domain	Y	Y	N	N
HR Domain	Sales Domain	Global Default Domain	Y	N	INVISIBLE (Y)	INVISIBLE (N)
HR Domain	Sales Domain	HR Domain	Y	N	INVISIBLE (Y)	INVISIBLE (N)
HR Domain	Sales Domain	Sales Domain	Y	Y	INVISIBLE (Y)	INVISIBLE (N)
Sales Domain	Global Default Domain	Global Default Domain	Y	INVISIBLE (Y)	Y	INVISIBLE (Y)
Sales Domain	Global Default Domain	HR Domain	Y	INVISIBLE (Y)	Y	INVISIBLE (Y)
Sales Domain	Global Default Domain	Sales Domain	Y	INVISIBLE (Y)	Y	INVISIBLE (Y)
Sales Domain	HR Domain	Global Default Domain	Y	INVISIBLE (Y)	N	INVISIBLE (N)
Sales Domain	HR Domain	HR Domain	Y	INVISIBLE (Y)	Y	INVISIBLE (N)
Sales Domain	HR Domain	Sales Domain	Y	INVISIBLE (Y)	N	INVISIBLE (N)
Sales Domain	Sales Domain	Global Default Domain	Y	N	Y	N
Sales Domain	Sales Domain	HR Domain	Y	N	Y	N
Sales Domain	Sales Domain	Sales Domain	Y	Y	Y	Y

Developer Tool

(applies to NetDimensions Talent Suite)

NetDimensions Talent Suite Gadget

The Talent Suite gadgets are fragments of content that can be embedded in other web pages simply by copying a snippet of HTML code. They require neither programming nor any special server software. T he following gadgets are available.

- Latest Courses
- Enrollments
- News
- Latest Forum Posts
- Personal Calendar
- Assigned Job Profiles
- Competency Completion Status
- Certifications Awarded
- Training Plan

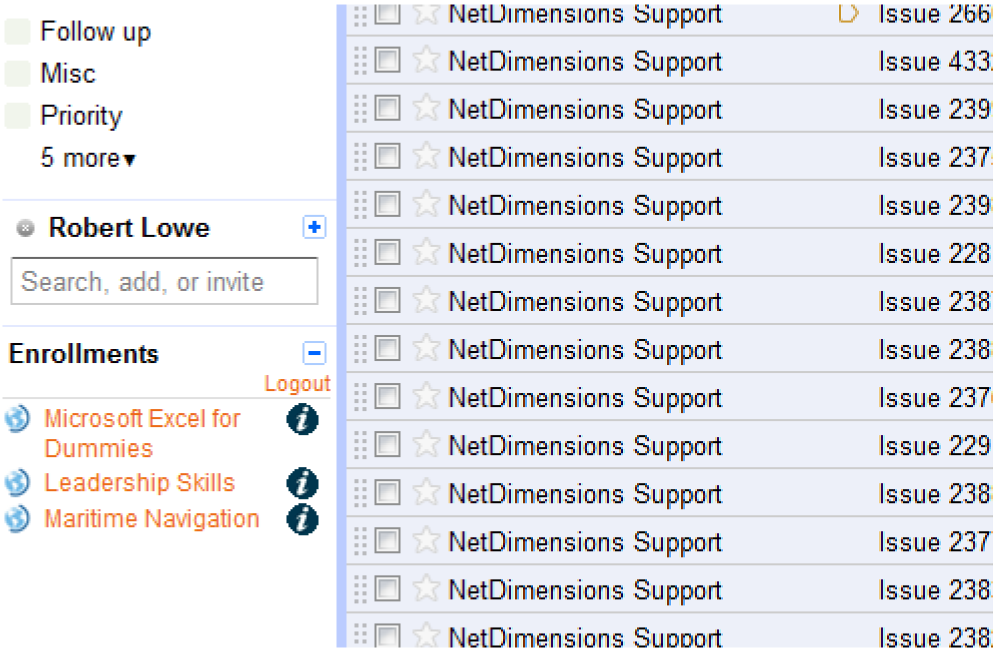
If your site has the API (Portal Toolkit) enabled, then you can find the NetDimensions Talent Suite Gadgets page under **Manage > System > Developer Tools > Gadgets**. This page lists the available gadgets. Displayed beside each gadget is a snippet of HTML code that you can copy-and-paste into your own web page.

Additionally, the Talent Suite gadgets support Google's Gadgets API. You can embed a Talent Suite gadget into another application that supports the Gadgets API by copying and pasting the gadget URL from the Talent Suite into the appropriate configuration area of the other application.

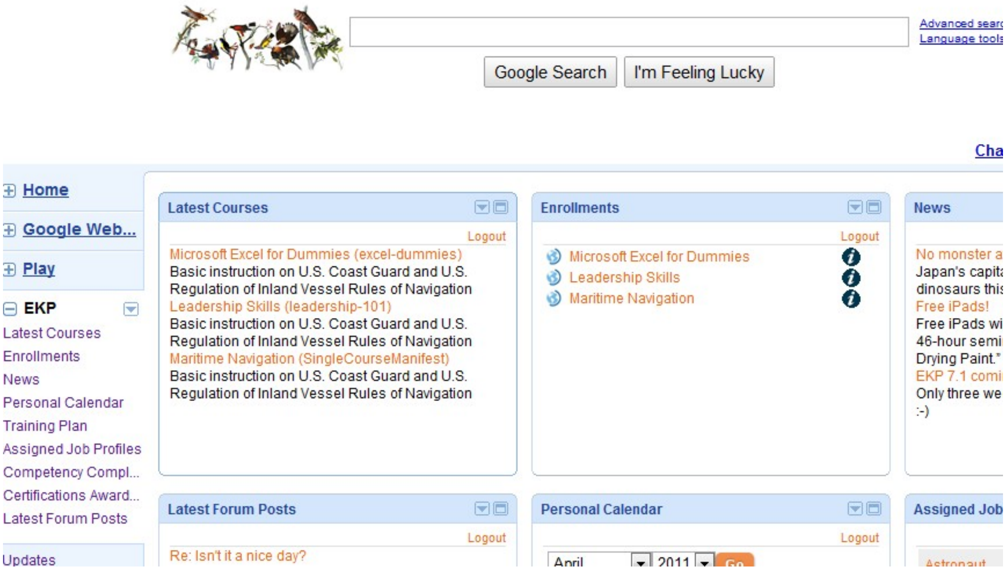
Below is a selection of sites and platforms that support the Gadgets API:

- Many Google products, including Blogger, Gmail, iGoogle, Google Calendar, Google Sites, Google Spreadsheets, Google Toolbar, Google Wave and orkut
- Atlassian products such as Confluence and JIRA
- Enterprise and web portals such as myAOL, IBM websphere portal, RedHat JBoss portal, SUN portal and BEA weblogic portal

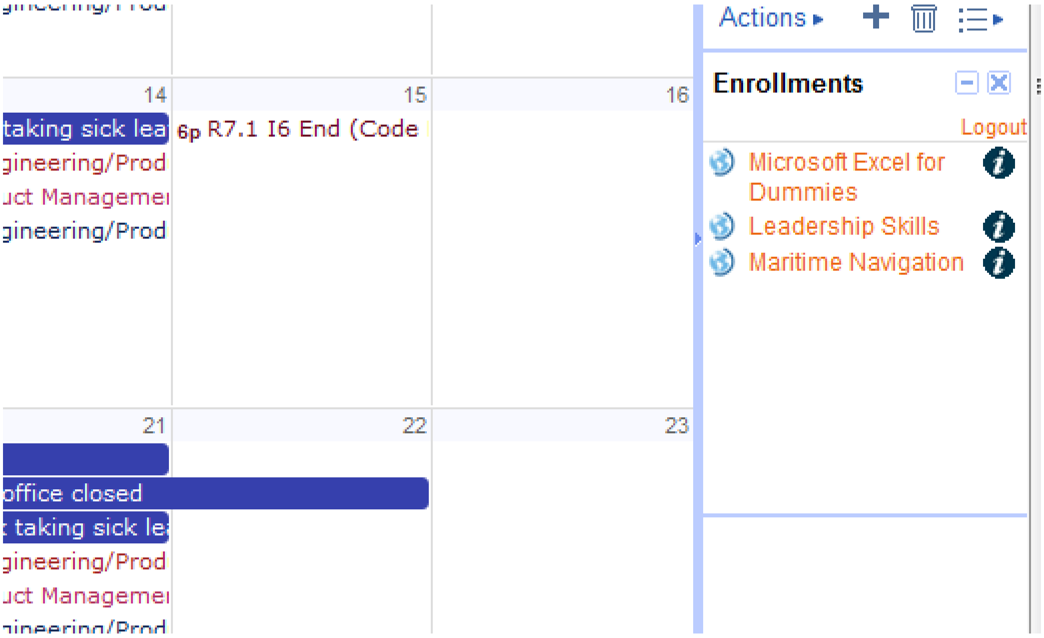
- ***NetDimensions Talent Suite gadget in Gmail:***



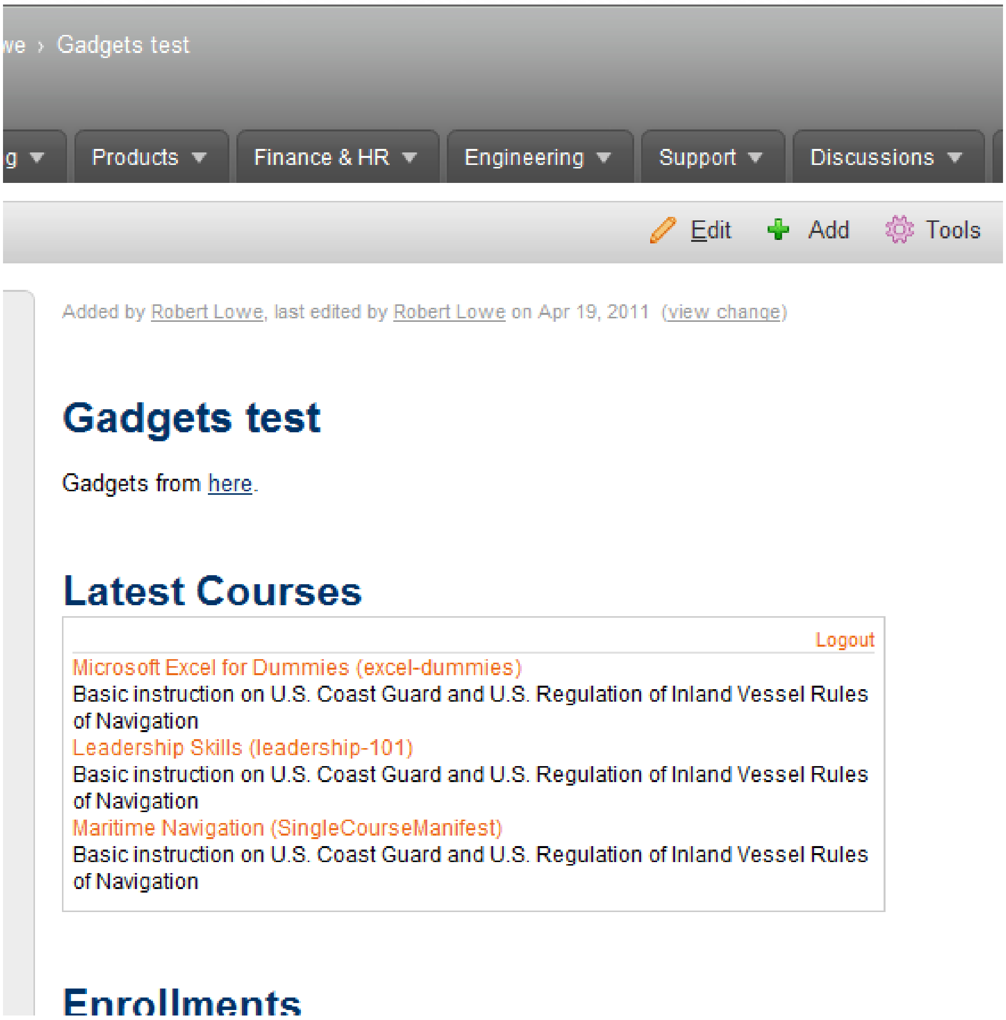
- ***NetDimensions Talent Suite gadgets in iGoogle:***



- ***NetDimensions Talent Suite gadget in Google Calendar:***



- ***NetDimensions Talent Suite gadget in Confluence:***



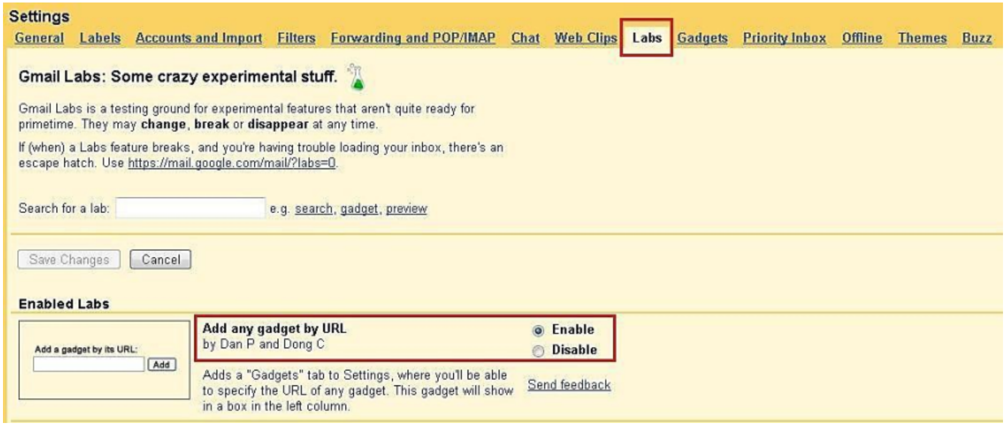
Set-up NetDimensions Talent Suite Gadget in Gmail

Note: Before you can add the gadget, please ensure that the "Add any Gadget URL" under Labs is enabled.

Enabling "Add any Gadget URL"

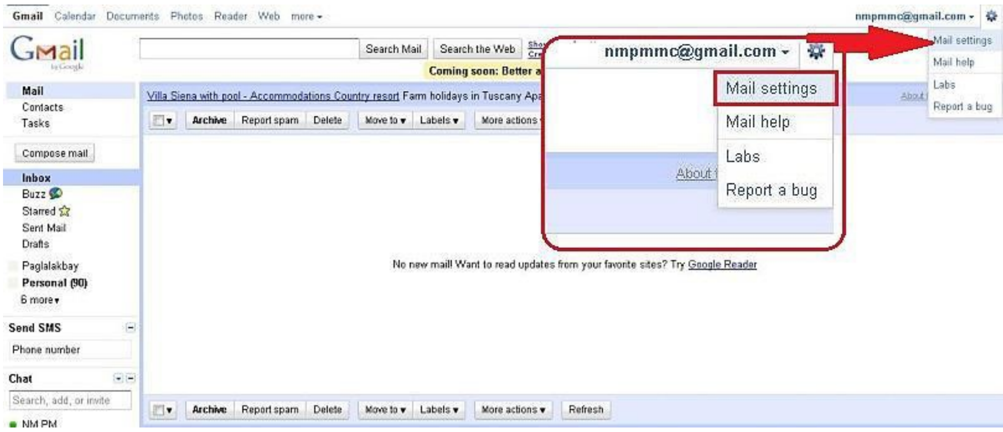
1.Open and log to your Gmail account, then click on the ***Mail Settings***

2.Click on the ***Labs*** tab, then Enable the "***Add any gadget by URL feature***".



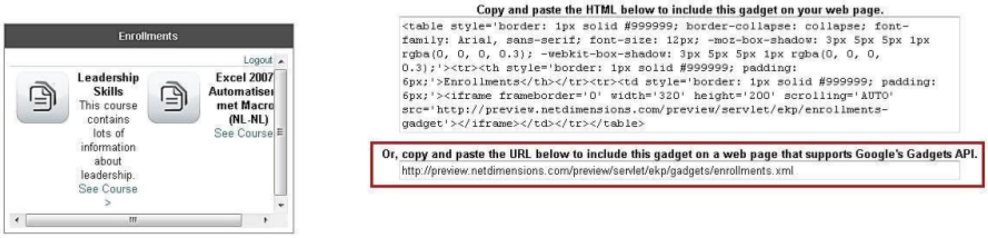
Set-up NetDimensions Talent Suite Gadget in Gmail

1.Open and log to your Gmail account, then click on the Mail Settings



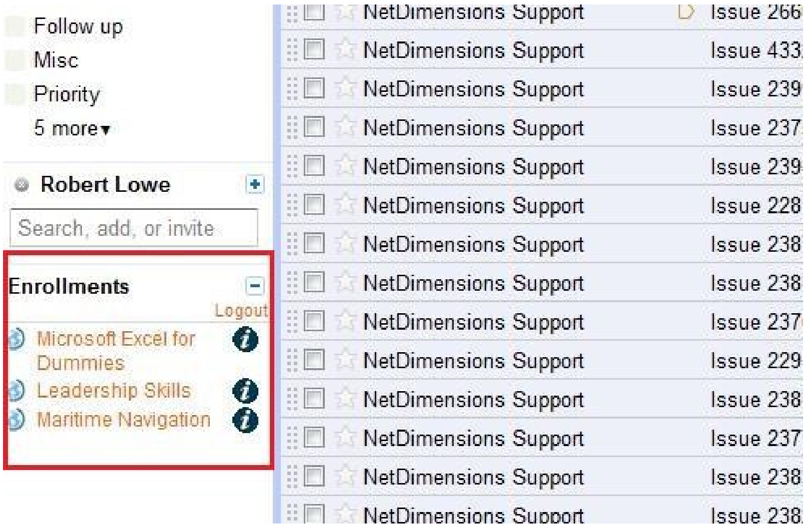
2.Click the Gadgets tab and the Gadgets Menu is displayed on the screen.

3.Then in the NetDimensions Talent Suite platform, from the Manage > Developer Tools > Gadgets copy the HTML code or the url of the gadget that you want to add.



4.Return to Gmail setting and paste the URL.

5.The Enrollments NetDimensions Talent Suite will then be visible in your Gmail. See diagram below.

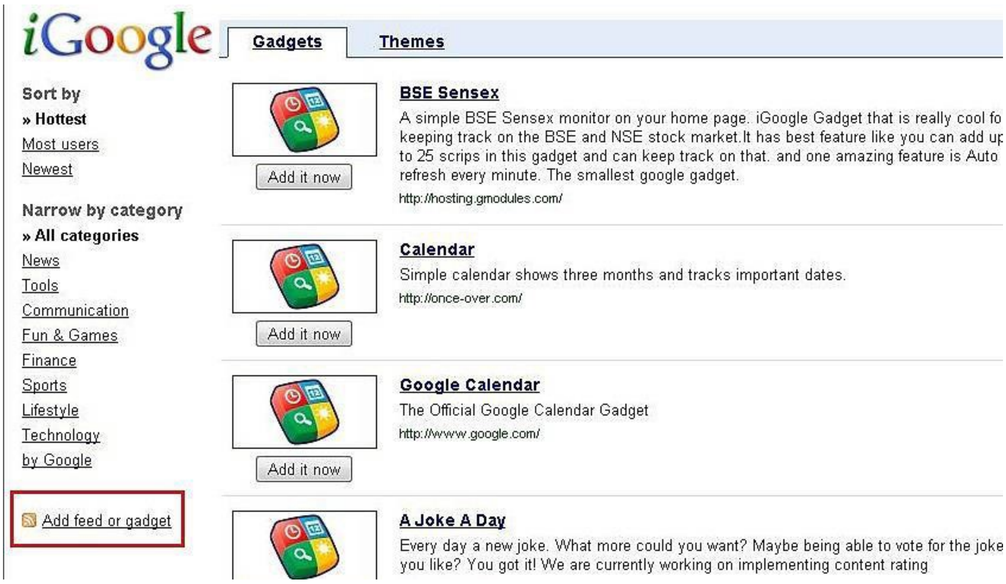


Set-up NetDimensions Talent Suite Gadget in iGoogle

1.In the NetDimensions Talent Suite platform, from the Manage > Developer Tools > Gadgets copy the HTML code or the url of the gadget that you want to add.

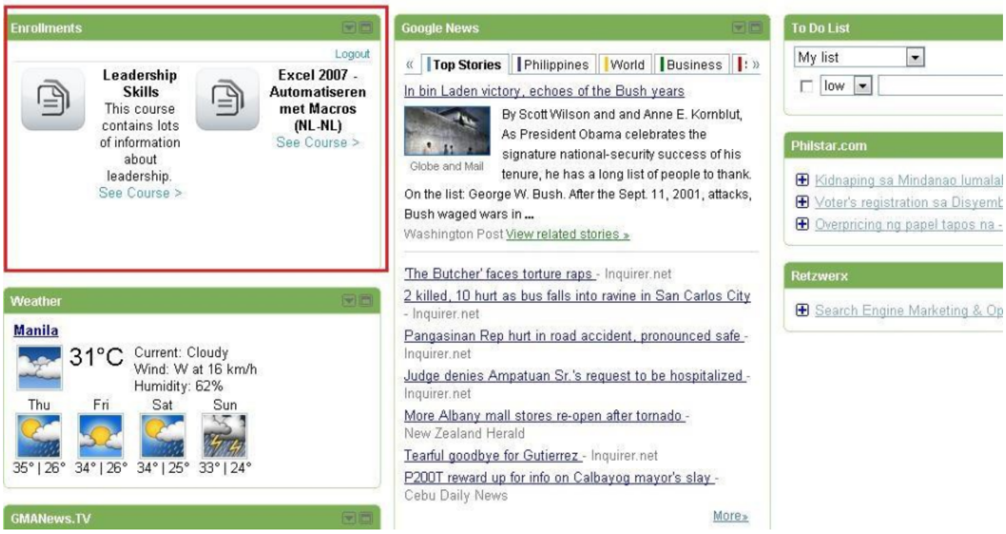
2.Open and log in to your iGoogle account, click the Add Stuff link

3.You will be redirected to iGoogle Directory. Click Add feed or gadget link



4.Type or paste the URL in the textbox and then click the Add button.

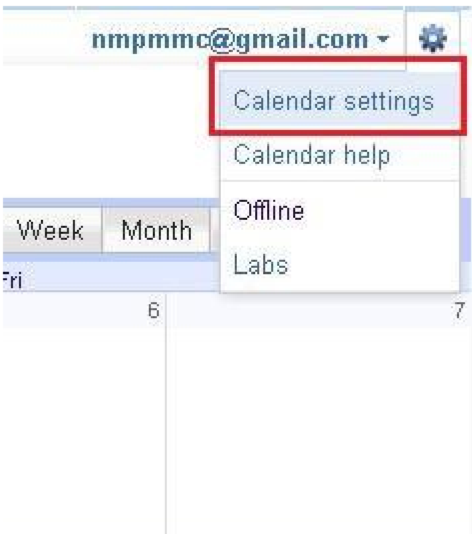
5.A message will be displayed that the URL has been added



Set-up NetDimensions Talent Suite Gadget in Google Calendar

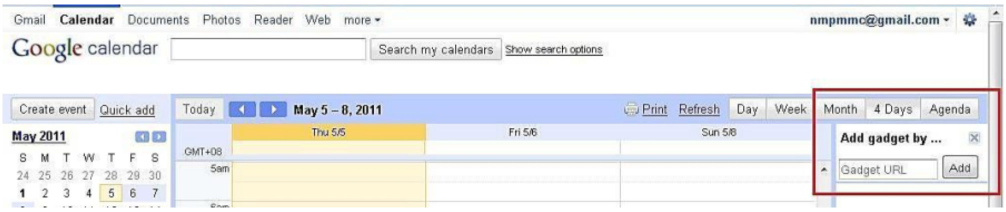
1.In the NetDimensions Talent Suite platform, from the Manage > Developer Tools > Gadgets copy the HTML code or the URL of the gadget that you want to add.

2.Open and log in to your Google Calendar account and click on the Calendar Settings

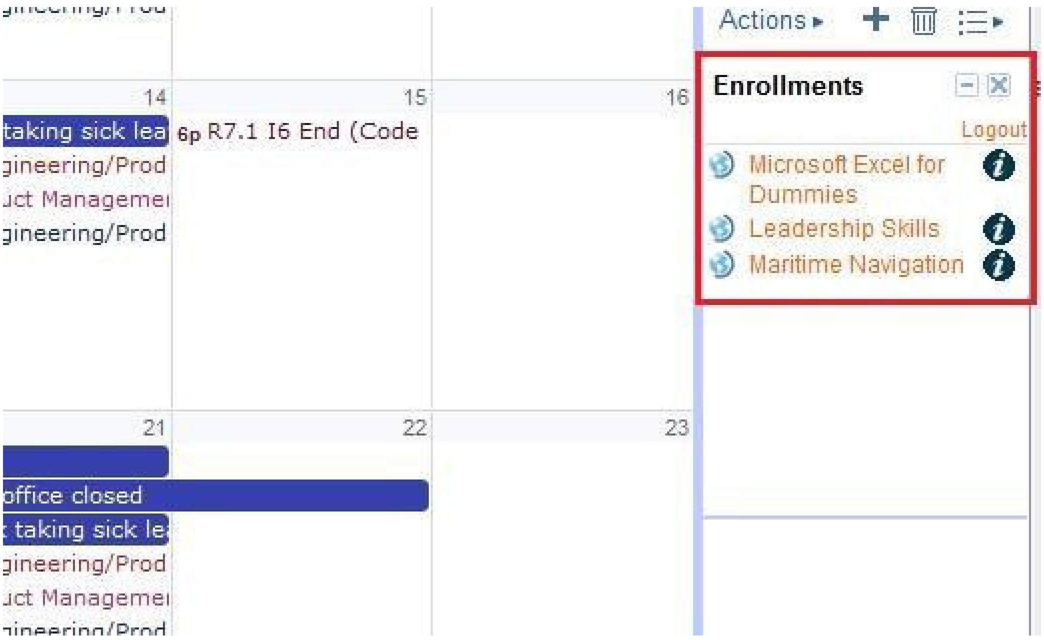


3.Click the Labs tab, then Enable the "Add any gadget by URL" then save the setting.

4.Return to Google Calendar Home Page. The "Add any gadget" must be available now. Type or paste the URL in the textbox and then click the Add button.



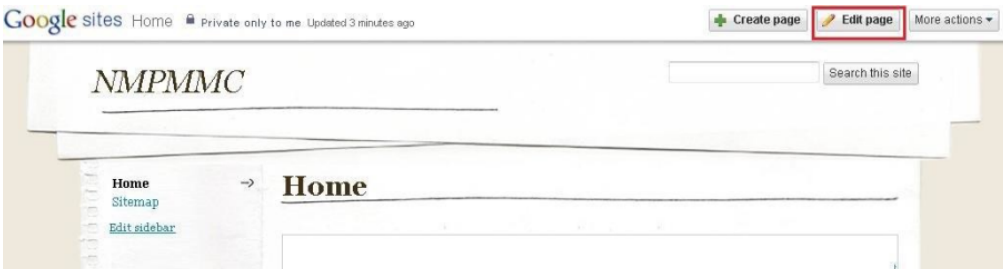
5.The NetDimensions Talent Suite gadget will be added to your Google Calendar



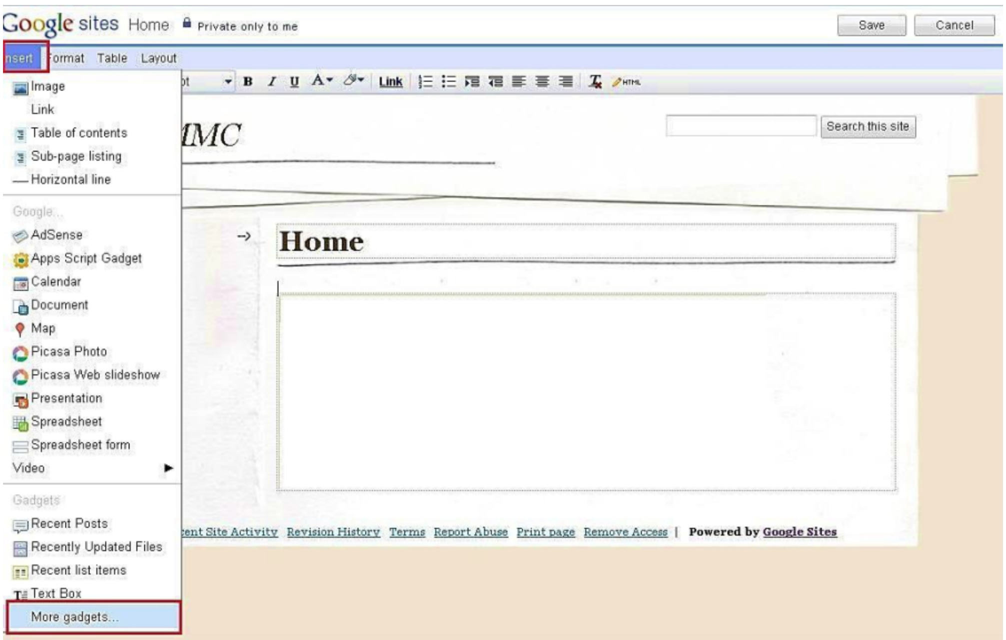
Set-up NetDimensions Talent Suite Gadget in Google Site

1.In the NetDimensions Talent Suite platform, from the Manage > Developer Tools > Gadgets copy the HTML code or the URL of the gadget that you want to add.

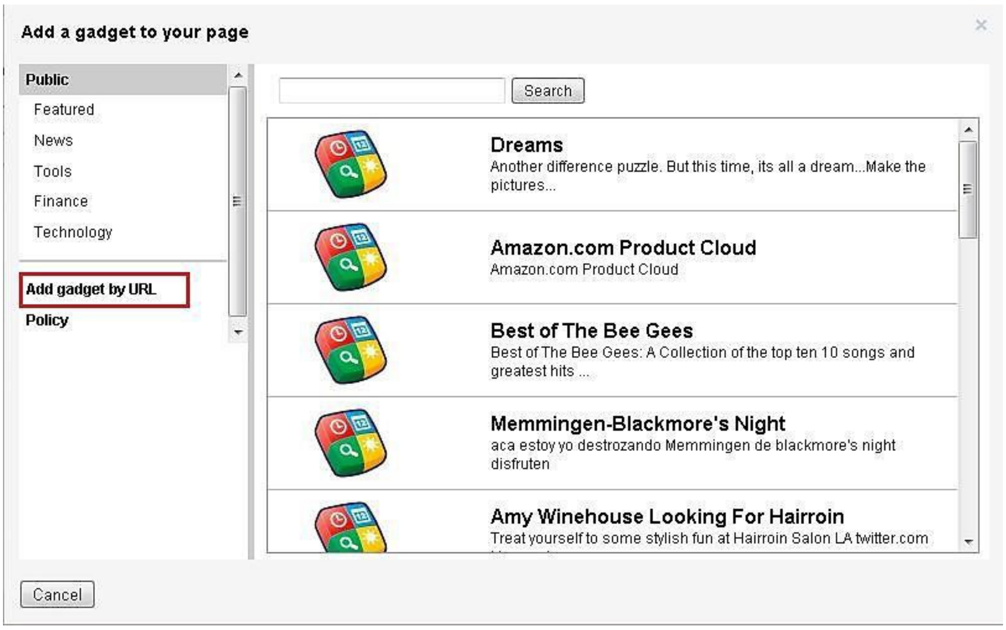
2.Open and log in to your Google Site account. Click Edit Page



3.The page editor will open. Click Insert option, then select More gadgets…

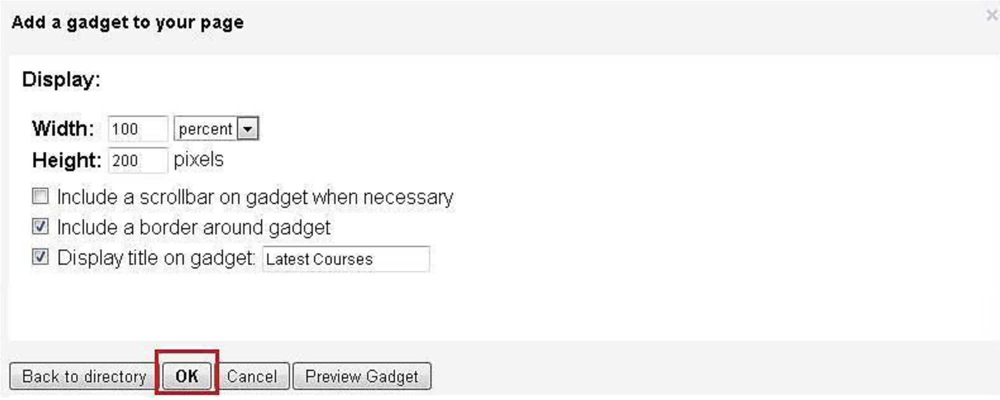


4.This takes you to the "Add a gadget to your page" page and click the"Add gadget by URL"

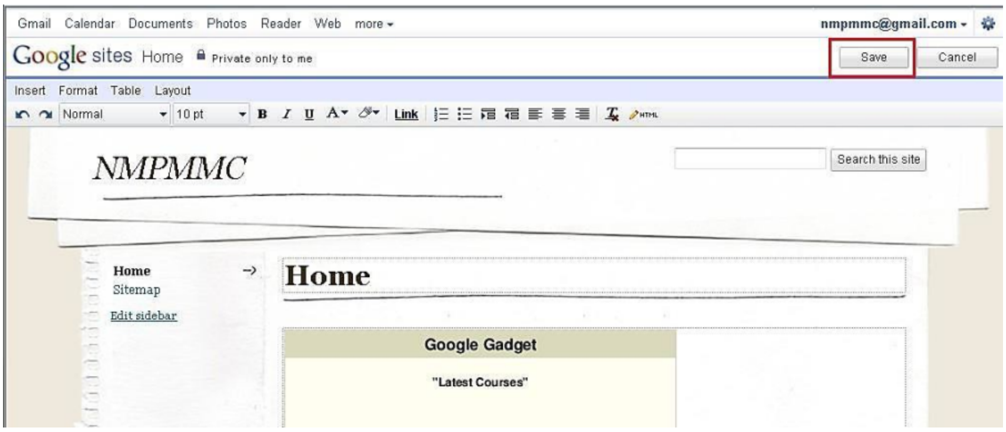


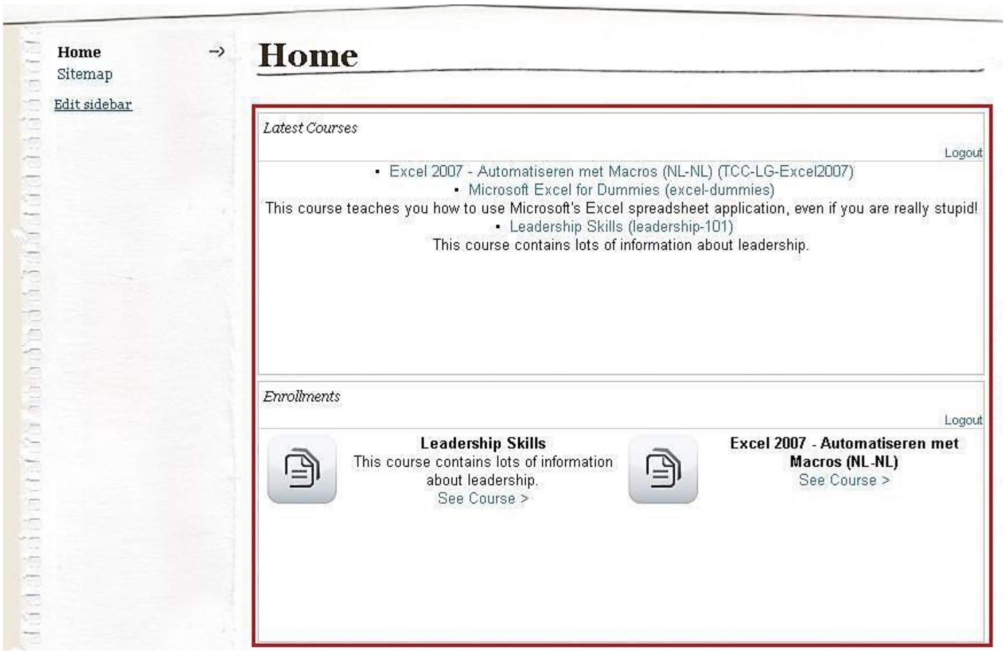
5.Enter or paste the URL gadget's and then press Add button

6.You can use these options to set the properties of your gadget. Click OK to proceed



7.Click the Save button to save the changes

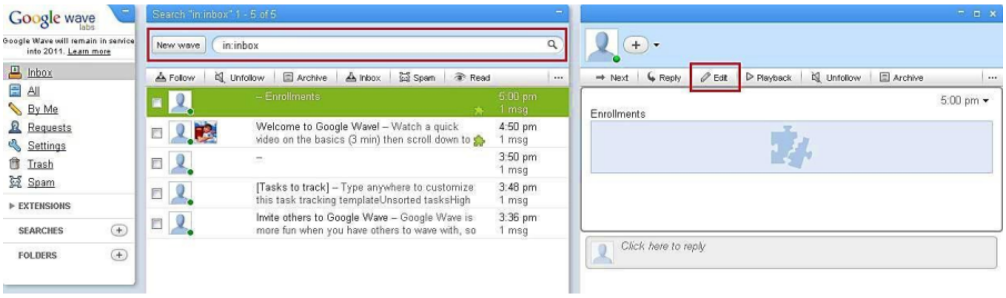




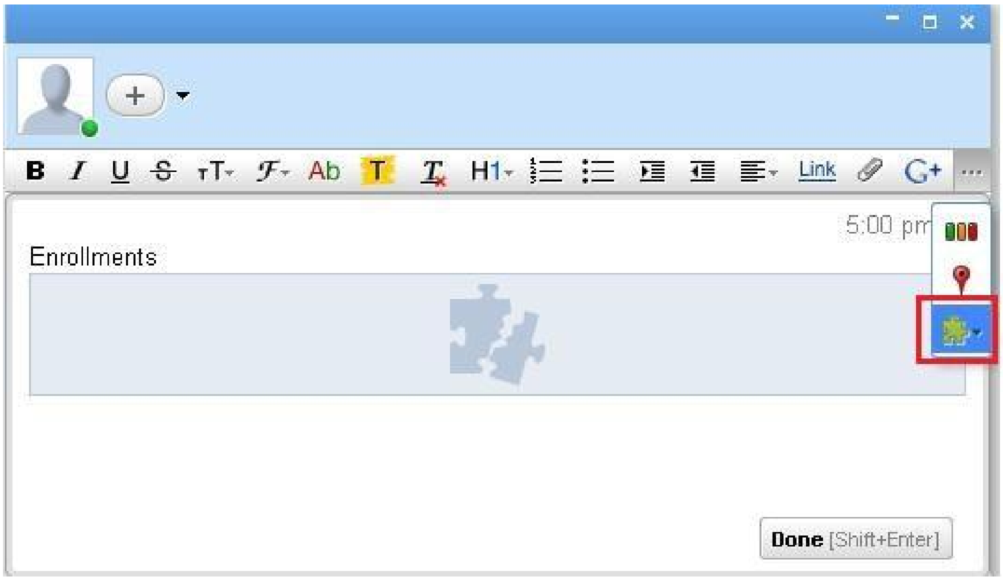
Set-up NetDimensions Talent Suite Gadget in Google Wave

1.Go to Manage > Developer Tools > Gadgets and copy the HTML code or the URL of the gadget that you want to add.

2.Open and log in to your Google Wave account. To add the gadget, open a wave, start editing a blip.



3.Click the Add Gadget by URL button on the toolbar.



4.Paste the gadget URL you copied into the pop-up, and then click the Add button

Set-up NetDimensions Talent Suite Gadget in myAOL

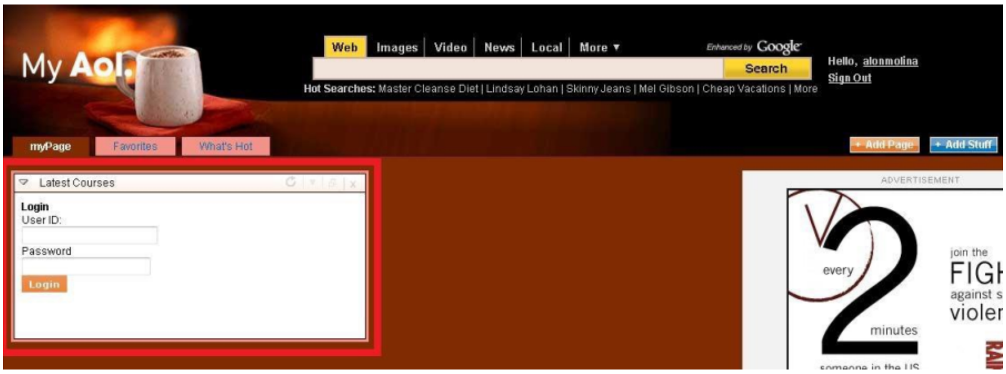
1.In the NetDimensions Talent Suite platform, from the Manage > Developer Tools > Gadgets copy the HTML code or the URL of the gadget that you want to add.

2.Open and log in to your myAOL account. Click Add Stuff

1. The Add Stuff menu will be open. Click Gadgets/Feeds

3.Enter or paste the URL in this text box. Then click the Add to Page button

4.The NetDimensions Talent Suite Gadget will be added to your AOL account.

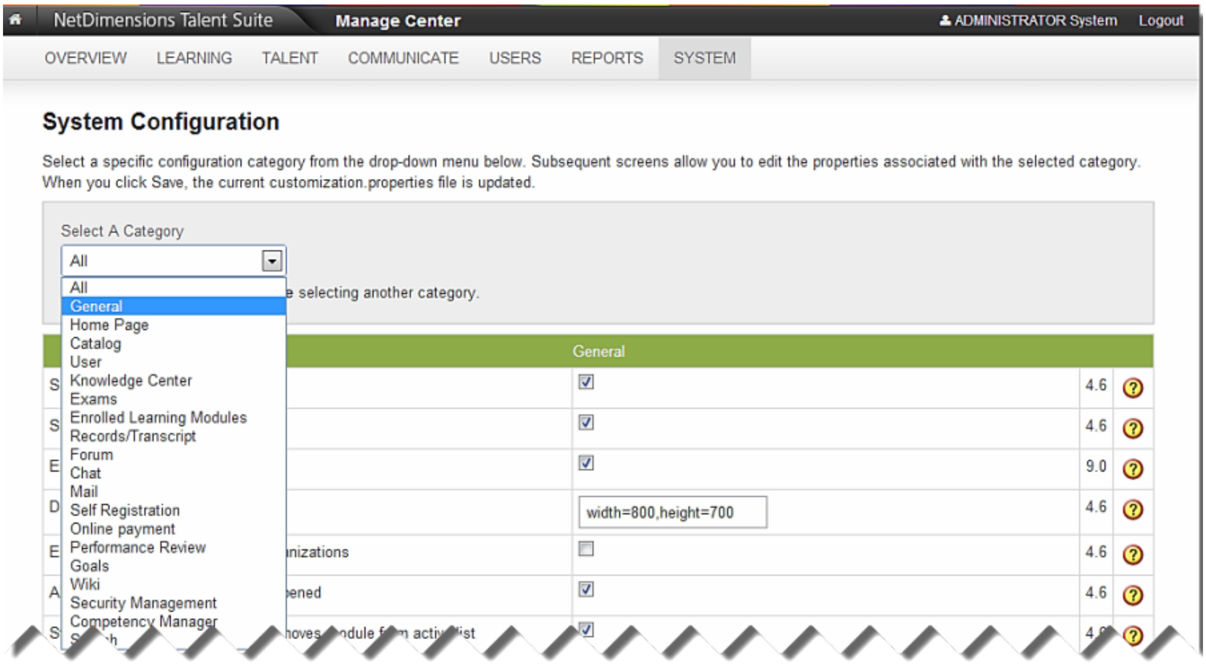

My Aol.
Web
Images
Video
News
Local
More
Enhanced by Google
Search
Hello, alonmolina
Sign Out
Hot Searches: Master Cleanse Diet | Lindsay Lohan | Skinny Jeans | Mel Gibson | Cheap Vacations | More
myPage
Favorites
What's Hot
+ Add Page
+ Add Stuff
Latest Courses
Login
User ID:
Password
Login
ADVERTISEMENT
every
2
minutes
join the

Proxied Launch

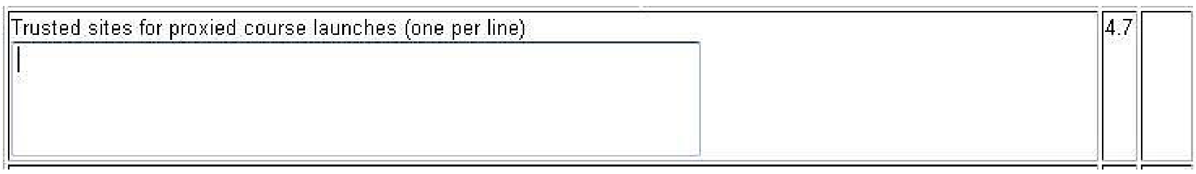
(applies to NetDimensions Talent Suite)

Proxied launch enables other AICC-conformant learning management systems to launch courses that reside in the Talent Suite and to receive tracking information related to those courses. To configure the sites that are permitted to initiate proxied launch requests:

1.On the **Manage Center > System > General Settings > System Configuration**. Using the Select a Category drop down button, select General.



2.Under the General category, look on the ***Trusted sites for proxied course launches***.



3.Enter the trusted sites for proxied course launches in the box.

4.Click on the Save button to keep the changes.

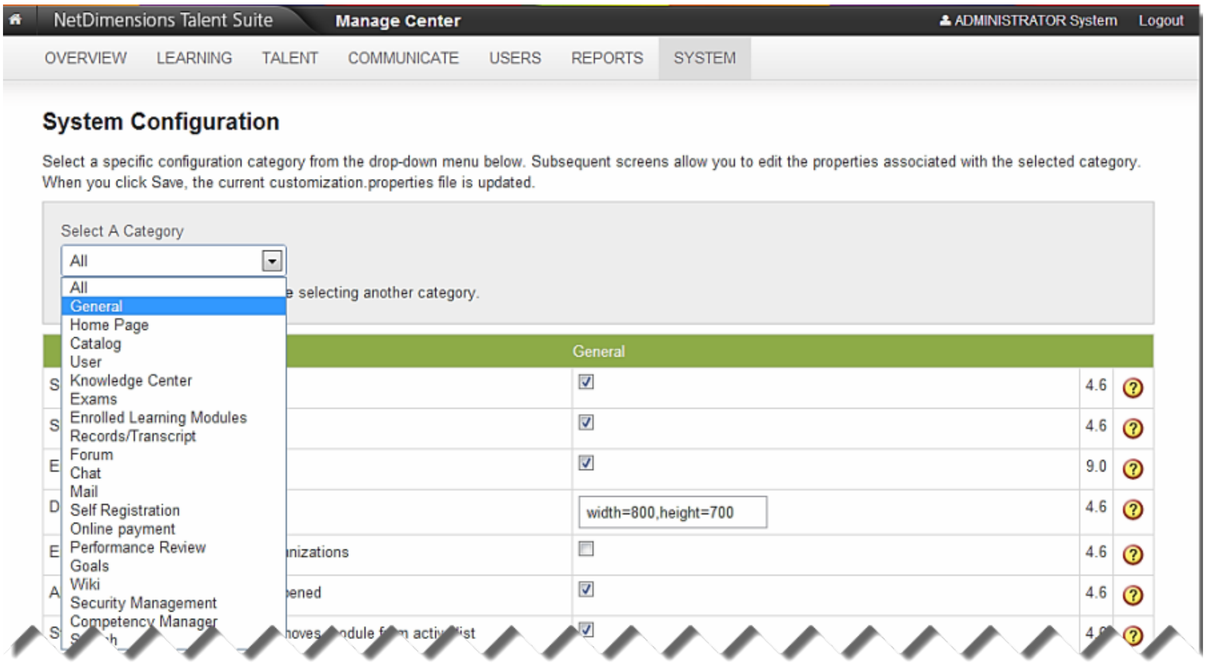
Associating user profiles with trusted sites

User profiles specify default properties—such as organizations, skins and attributes—for newly-created user accounts. NetDimensions Talent Suite enables you to associate a specific user profile with each trusted site, such that user accounts created based on proxied launch requests from that site are created based on the specified profile.

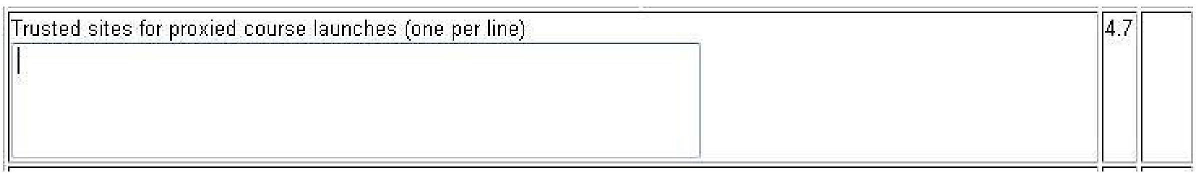
Note: Associating a profile has no effect if the Automatically create user accounts and enrollments for

proxied course launches System Configuration property are disabled.
To associate user profiles wit the trusted site:

1.On the Manage Center > System > General Settings > System Configuration. Using the Select a Category drop down button, select General.



2.Under the General category, look on the Trusted sites for proxied course launches.



3.To associate a user profile with a trusted site, append the literal string **|profile=** followed by the profile ID. For example, to associate the profile with ID **my-profile** with the site **www.example.com** you would specify the site as ***www.example.com|profile=my-profile.***

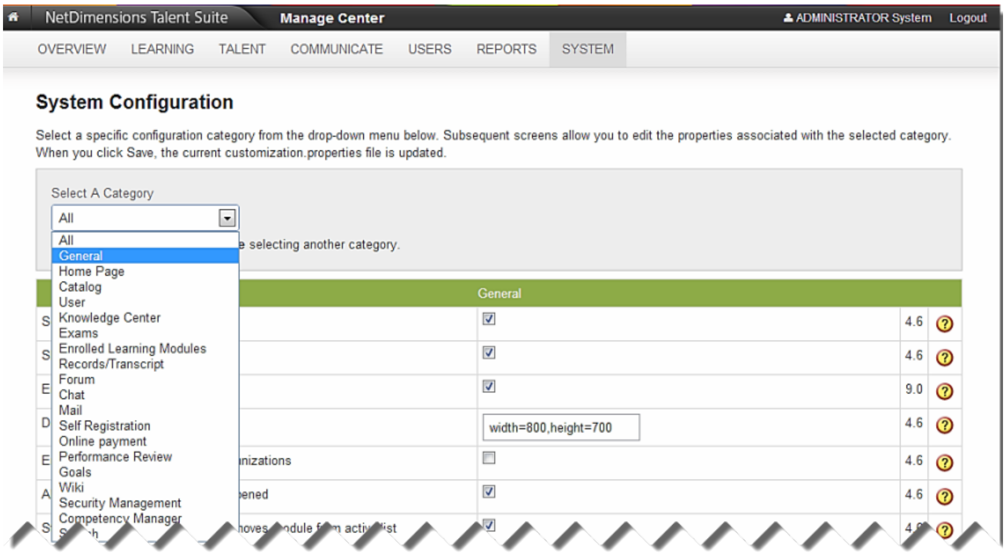
Associating user ID templates with trusted sites

The Talent Suite has always the ability to map the **Student_ID** value passed by the site that initiated the proxied launch request directly to a Talent Suite user ID. This is typically not a problem if all proxied launch requests originate from the same site. However if there are multiple sites that are permitted to initiate proxied launch requests then this can lead to conflicts. For example, if www.example.com initiat es a proxied launch request with a Student_ID of bob, this should not necessarily map to the same NetDimensions Talent Suite user account as a proxied launch request initiated by www.example.org wit h the same Student_ID.

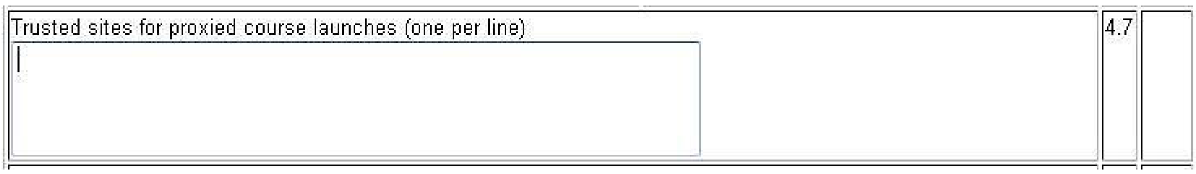
To address this issue, the administrator is allowed to associate a user ID template with each trusted site. A user ID template is simply a sequence of characters that includes the placeholder {Student_ID}. This placeholder will be dynamically substituted by the Student_ID value provided by the site that initiated the proxied launch request.

A recommended practice is to use templates that follow the syntax of email addresses. For example, if the template {Student_ID}@example.com is associated with the site www.example.com, and that site initiates a proxied launch request with a Student_ID of bob, then that request will be associated with an NetDimensions Talent Suite user account with ID bob@example.com.
To associate a user ID template with a trusted site:

1.On the Manage Center > System > General Settings > System Configuration. Using the Select a Category. Using the Select a Category dropdown button, select General.



2.Under the General category, look on the Trusted sites for proxied course launches.



3.To associate a user ID template with a trusted site, append the literal string |template= followed by the template. For example, to associate the template {Student_ID}@example.com with the site www.example.com you would specify the site as:

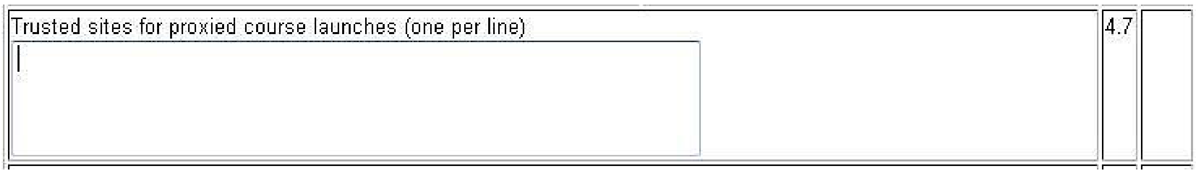
```
www.example.com|template={Student_ID}@example.com.
```

Site Verification

The Talent Suite uses **HTTPS** to communicate with sites that initiate proxied launch requests. This greatly increases the security of the proxied launch mechanism and is strongly recommended. To require site verification:

1.On the **Manage Center > System > General Settings > System Configuration**. Using the Select a Category drop down button, select General.

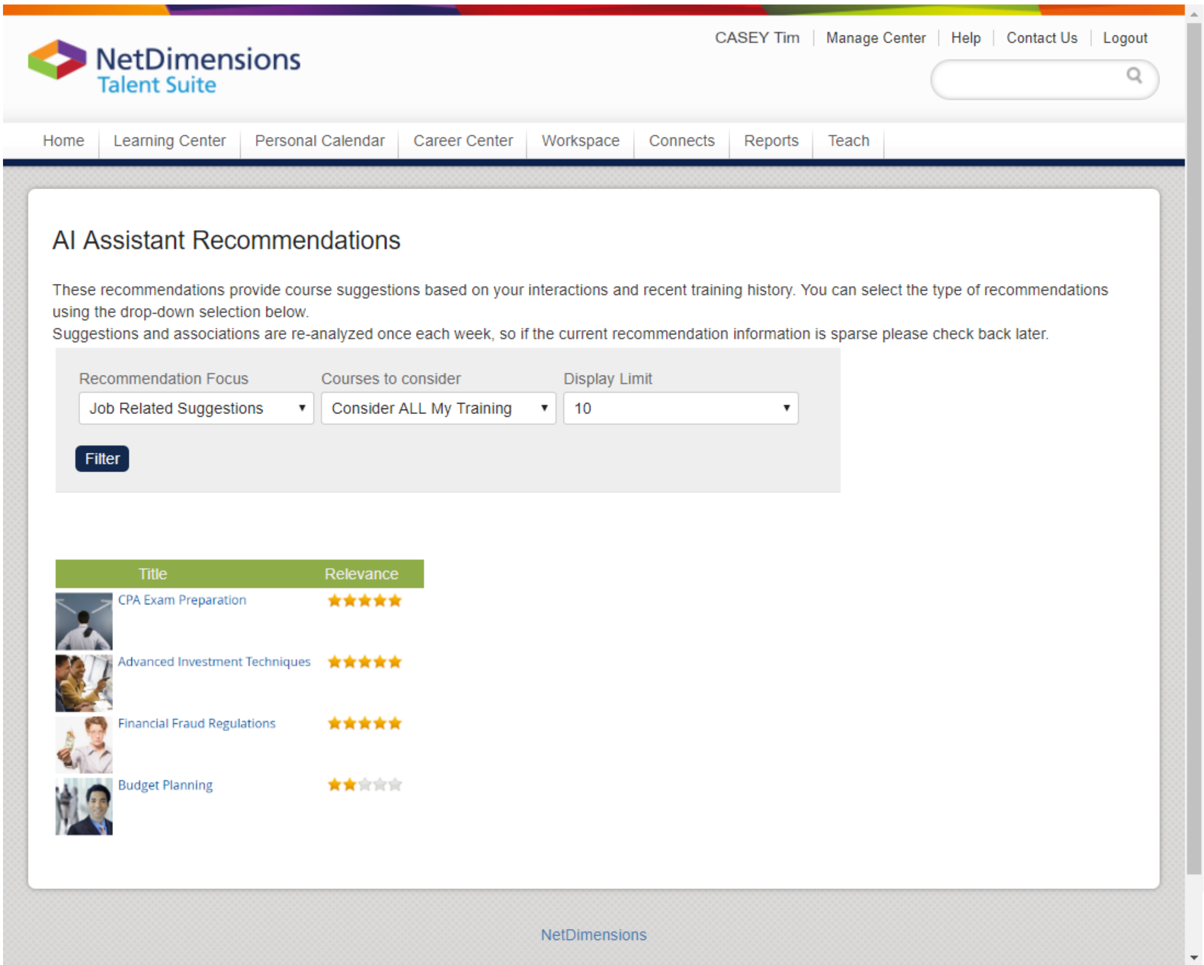
2.Under the General category, look on the Trusted sites for proxied course launches.



3.Specify the **https: URL** for the site, e.g. https://www.example.com/. As in earlier versions of the Talent Suite, you can alternatively specify just a **hostname** (e.g. www.example.com), in which case NetDimensions Talent Suite will allow proxied launches using either HTTP or HTTPS.

AI Assistant Recommendations

The **AI Assistant Recommendations** function suggests courses that may interest users by analysing their training history. It is located under Home Page > **Learning Center** > **AI Assistant Recommendations**. The recommendations are listed in a "star" rating based on the level of relevance to the Users:



Each candidate course from the Users' training history causes a retrieval of the associated courses from two areas:

- Courses explicitly configured by a Training Administrator using the Catalog Editor. There may be zero or more courses when assembling the recommendation list, but all those present are assumed to be of high quality and thus receive a rating of 1.0.
- Courses ranked and associated with the candidate course by the background AI task running once per week. Each course may have an association rating between 0.0 and 1.0.

It is possible that the Users' training history or selected course does not have sufficient information to warrant a recommendation. In this case, the user is presented with the "Sorry, but there is not yet enough interaction and training analysis to provide you with meaningful course recommendations." message.

Setting Up the Site

The **AI Assistant Recommendations** menu item needs to be added to a navigations.xml for displaying on the site. For example:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<navigations xmlns="http://www.netdimensions.com/2010/05/navigations">
  <menu cssClassName="main-menu-container">
    <item labelKey="label.Home" txCode="WIDGETCONTAINERPAGE" />
    <item labelKey="label.LearningCentre" txCode="TABLISTSESSIONS">
      <menu cssClassName="submenu">
        <item labelKey="menu.my.learning_tab" txCode="TABLISTSESSIONS">
            <tabset heading="menu.my.learning_tab">
                <tabitem labelKey="desc.my_learning_profile" txCode="TABLISTSESSIONS" />
                <tabitem labelKey="heading.Tabs_Transcript" txCode="TABLISTTRAN" />
                <tabitem labelKey="label.externalTraining" txCode="TABLISTEXTTRAININGRECORDBROWSER" />
                <tabitem labelKey="heading.statement_activity_log" txCode="STATEMENTLOGBROWSER" />
            </tabset>
        </item>
        <item labelKey="label.Enrollment_Requests" txCode="TABPENDINGENROLLMENTS" />
        <item labelKey="label.Certificate" txCode="LISTUSERCERT" >
            <tabset heading="label.Certificate">
                <tabitem labelKey="label.Certificate" txCode="LISTUSERCERT" />
                <tabitem labelKey="label.self_award.tab.certification" txCode="SELFAWARDCERTIFICATIONS" />
            </tabset>
        </item>
        <item labelKey="heading.TrainingPlan" txCode="GETPLAN" />
        <item labelKey="label.LearningPath" txCode="LEARNINGPATH"></item>
        <item labelKey="menu.ai.recommendations" txCode="RECOMMENDEDCOURSES"></item>
        <item labelKey="label.Find_a_Learning_Item" txCode="FramelessCatalogSearch" />
        <item labelKey="heading.Catalog_Search" txCode="STRUCTUREDCATALOG"></item>
        <item labelKey="label.Course_Calendar" txCode="SESSIONCAL" />
        <item labelKey="catelog.label.tokenPackages" txCode="BUYTOKENPACKAGES" />
        <item labelKey="label.CourseCouponEnrollment" txCode="COUPONENROLLMENT" />
        <item labelKey="label.Check_Out" txCode="CONFIRM" />
      </menu>
    </item>
```

The Background "Course Association Relevance Rating Task"

The background task provides the "magic" of the recommendation function runs once per week. This implements a "Collaborative Filter" algorithm similar to that used by Amazon and NetFlix, but it has been tweaked for training relationships.

There are a few details worth noting:

- Since this task runs once per week, the ratings will not change in between the runs.
- When a site is upgraded with the appropriate build the first time, it may be desirable to manually run this task using the "Scheduled Tasks" menu function (so that there is no need to wait for one week to use the recommendations).
- The algorithm must do a massive analysis of the existing training history (e.g. the transcript table).
    - To do this efficiently, it reads the relevant details into memory, and does the calculations there.
    - This greatly improves the speed - a typical analysis of a large database containing 5 million rows can be done in 5 minutes, comparing to 10 hours by iterative SQL operations.
    - Such an analysis can temporarily use 500 MB - 1 GB of RAM; however, once the analysis is finished and the results are written to the database, this RAM is released.
- There are several parameters currently limiting the analysis of the training records:
    - Only the past 18 months of training data are analyzed (Default Setting). It is because old record associations and recommendations seem to be of little values, and constraining the analysis scope shortens the time required considerably.
    - Each course must have at least 10 enrollments to be considered meaningful inclusion in the recommendations. Because of this approach, demo sites may not have enough information for useful recommendations to be made. So it may be necessary to do some bulk enrollments to provide the amount of data worth showing in a demo.

Daily Task - Person Information Processor

Person Information Processor, a daily task, visits all the transcripts in the System to perform the following against them in the background:

1. Program Completion - Completing those programs that meet all the completing requirements. A program transcript can be eligible for completion under circumstances such as:
    - Program sub-module definition changes
    - Equivalency rule changes
2. Competency-related Tasks Processing - Responsible for all the existing competency-related tasks including:
    - Auto Competency Revocation Task
    - Competency Completion Task
    - Expired AdHoc Assessment Competency Revocation Task
    - Expired Modules Competency Revocation Task
    - Expiring Modules Competency Reminder Task

Support and E-mail FAQs

(applies to NetDimensions Talent Suite)

Does NetDimensions Talent Suite support SSL?

Yes, NetDimensions Talent Suite supports SSL - and you can put the entire NetDimensions Talent Suite data stream into SSL. We have successfully tested a selection of vendors' courseware in "full SSL" mode.

How is the user password encrypted in the database?

Passwords in NetDimensions Talent Suite are encrypted using a standard one-way encryption algorithm (MD5). Encryption is performed in the NetDimensions Talent Suite code, not by the database server, so when the password is written to the database it is already encrypted. MD5 is a hashing algorithm, which cannot be reversed. When a user logs in their password is encrypted, and compared to the encrypted value in the database. There is no way to reconstruct the original password from the value in the database.
Hashing algorithms do not use keys in the same way as SSL or other encryption methods where the encrypted message must be reversed so that it can be read by another system. Thus there are no "56" or "128" bit keys involved, and the question of cipher strength does not apply.

How can I implement security on my SMTP server?

You can implement security by: - Restricting which IPs can connect to the SMTP port by restricting IPs at the firewall level or the SMTP server level

- Forcing authentication on using the smtp server options
- Disable (or at least restrict the IPs that can connect) the Telnet port at the firewall level

What is the significance of the number in the Messages Pending field in the Status screen for a user in the User Editor?
This value records how many unread messages are in the NetDimensions Talent Suite internal mailbox for the user. A value of 0 means there are no unread messages.
Note that some users may receive their emails to an external mailbox in which case, NetDimensions Talent Suite will be unable to ascertain whether the messages were or were not read.

Can I configure an email to remind users to log into NetDimensions Talent Suite?

In NetDimensions Talent Suite, you can configure an email to be sent to users that haven't logged into the system in X number of days, where you define X. The reminder email is selected from the Email Template Editor and can be set to only send once or repeat after a defined number of days. The emails are generated and sent when the daily event handler for your NetDimensions Talent Suite instance is run. By default, this is set to 3AM but can be edited in the ekp.properties setting.

To setup a login reminder email to be automatically sent to users go to **Manage > System Administration Manager > Login Reminder** and follow the on-screen instructions.

Can you configure emails to be automatically sent when new users are created in NetDimensions Talent Suite?

Yes, you can configure NetDimensions Talent Suite to automatically send new users an email by setting the New User Welcome Email. This is set under **Manage > System Administration Manager > System Settings> System Configuration** and choose **Mail** from the drop down. Use the Select icon to the right to choose an email template from the Email Template Editor. Click Save.

Each night when the daily event handler is run (by default, it is set to 3AM but you can change this setting in the ekp.properties file, if needed), the selected e-mail will automatically be sent to users that were added to the system within the last 24 hours. These could be users that were bulk loaded, manually created through the User Editor or self registered. If no email is set here, nothing will be sent.

Does NetDimensions Talent Suite keep a log of all email messages sent?

The **ekp.log** file will log all generated emails sent in NetDimensions Talent Suite. The **mail.log** file keeps a record of the mail message, subject, recipient and sender of all mail generated by NetDimensions Talent Suite. Both log files are found in the following directory where the Talent Suite is installed.

```
<tomcat_home>\webapps\nts\WEB-INF\logs
```

If the mail.log file does not exist in the folder above or the emails are not being logged to this file, ensure that it is configured properly. To do this, ensure that the following parameter is set to 'true' in the ekp.properties file and that it is not commented out (remove any '#' symbols at the begining of the line). After making the change, restart NetDimensions Talent Suite (Tomcat). If the mail.log file did not exist before, it should now be created.

```
system.logmail=true
```

Note that neither the ekp.log nor the mail.log files record the status sent email. NetDimensions Talent Suite passes the email to the SMTP server as specified in the ekp.properties file but there could have be delivery problems that will go unrecorded.

If you have access to your SMTP server you should be able to view the SMTP log to confirm the status of sending the emails. Most SMTP servers should log when the mail server received the email request from NetDimensions Talent Suite, the Sender, the Recipient, the email Subject, the date/time the email was sent and the status of the send. The SMTP log should record if the email was sent successfully and if not, the reason for the failure should be stated and any resend options. With many SMTP servers, you can even configure resend and bounceback options.

No SMTP server is supplied with NetDimensions Talent Suite but there are many available for free or to purchase on the Internet. In general, the only requirement is that the smtp server should allow relays from the Talent Suite server IP address so that it will accept emails generated by the Talent Suite.

How can users change their own e-mail addresses?

By using a Tabbed skin, users can change the email address by clicking the User Profile > User Administration, when logged into NetDimensions Talent Suite. For a Non-Tabbed skin, the user must click the Personalize > User Administration instead. Here, a user can update their email address as well as name, address, phone, and a number of other fields. The Save button at the bottom of the screen must be clicked to save the changes to the database.

Note that if a user doesn't have access to these screens, you will need to make sure the following options are enabled (Unrestricted) through the Role Access Control screens (Manage > User Manager) for the appropriate user roles.

- Preferences Menu
- Address Change

How can I quickly email participants in a course to notify them of something to do with the course?

The easiest way to email all the participants in such a situation is through the Catalogue Editor.

1. Open the Catalog Editor by going to Manage Center > Learning > Catalog General Settings > Catalog Editor.
2. Find the course using the Search functionality. Click the Search icon in the top frame and enter the course ID or title. Then click on the course title in the left frame.
3. Go to the Session Properties for the course by clicking the Session Properties tab in the left frame. For a classroom, workshop or Learning Program, you will need to choose the session for the users you want to email.
4. Click 3. Participants link in the left frame. Here you can use the Send E-mail to All link near the top of the main screen to email ALL users with the following status for the course, or you can choose to only email specific groups of users by choosing the Status Selection drop down to change the group or users who you can email.

For example, if you only wanted to email users that were on the waiting list for the course, you could choose Waitlist from the Status Selection drop down and then click to Send E- mail to Waitlist.

- Enrolled
- Completed
- Pending Approval
- Withdrawn
- Cancelled
- Failed
- Finished Using
- Incomplete
- No Show
- Passed
- Waitlisted

- ***How do I setup NetDimensions Talent Suite to send emails to external email addresses?***

To setup the Talent Suite so as to allow the sending of email messages to external email accounts, you must first specify an SMTP server to deliver the mail. An SMTP server does not come prepackaged with the Talent Suite.

The SMTP server can either be installed on the local NetDimensions Talent Suite server or on a remote server and the location of the SMTP server must be specified in the ekp.properties file that is found under the following folder, where NetDimensions Talent Suite is installed:

```
WEB-INF/conf
```

Set the following parameters in the ekp.properties and restart NetDimensions Talent Suite (Tomcat or the application server for your installation) for the changes to take effect.

```
system.externalmail=Y
```

You will need to restart your application server (e.g. Tomcat) to make this change effective. You also have to specify the smtp server (for example your company mail server) and configure it to handle mail sent from NetDimensions Talent Suite.

To enable users to select whether to receive messages internally or externally: log on as a system administrator, go to Manage Center > System > General Settings > System Configuration. Select User from the drop-down list. check the box next to Allow Mail Choice and click Save.

Note that if external mail is to be used users must have valid external email addresses set up in their accounts.

You can either install an smtp server on local NetDimensions Talent Suite server or on separate server or set the smtp to be on a different remote server by editing the ekp.properties

```
system.smtpHost=smtp.mydomain.com
system.externalmail=Y
system.logmail=true
```

If you already have an existing smtp server configured eg. exchange server you can use this as well, as long as you've configured your smtp server to accept smtp traffic from the NetDimensions Talent Suite server via the IP address and port in your firewall. In this case your pop server would then pass the mail to the users mail client eg. outlook.

Note: If no smtp is specified in ekp.properties then NetDimensions Talent Suite will uses its internal smtp to sent mail internally. This means a user has to login and view their mailbox in NetDimensions Talent Suite 's Communicate => Mail Box option.

The NDADMIN account is getting emails about Invalid Email Addresses in the system. Is it possible to have these emails delivered to another email address?

The Invalid email will be sent to the user that was configured as the Default System User for

NetDimensions Talent Suite.

By default, this user is the ndadmin user account. Should you would wish to direct the invalid emails to another email address, you could either change the ndadmin email address or change the user who is specified as the Default System User.

To change the Default System User, go to Manage Center > System > General Settings > Logical Domains. Edit the user listed at the Default System User field by clicking the button on the right, then search and select your new user.

Can I personalize the Home page such that it displays the user's name?

Yes. To do so:

1. Access Manage Center > System > General Settings > System Configuration. The second System Configuration screen appears.
2. Scroll down to the Home Page area, check the box next to Show Username.

Can I change the number of courses displayed in the Home page?

Yes. To do so:

1. Access Manage Center > System > General Settings > System Configuration. The second System Configuration screen appears.
2. Scroll down to the Home Page area, enter the number of courses to display in the Number of courses to display field. NetDimensions Talent Suite can be configured to display up to five courses. Refer to the NetDimensions Talent Suite Configuration Guide for more details.

Can I configure NetDimensions Talent Suite to only display online courses in the Home page?

Yes. To do so:

1. Access Manage Center > System > General Settings > System Configuration. The second System Configuration screen appears.
2. Scroll down to the Home Page area, In the Home Page category, clear the box by the Show all enrollment types (unchecked = online only) field. Refer to the NetDimensions Talent Suite Configuration Guide for more details.

Can I change the number of news articles displayed in the Home page?

Yes. To do so:

1. Access Manage Center > System > General Settings > System Configuration. The second System Configuration screen appears.
2. Scroll down to the Home Page area, enter the number of news articles to display in the Number of News Articles to display field. You can configure NetDimensions Talent Suite to display zero

to five news articles.

Will the offline player work with multiple e-learning content types Lectora, SkillSoft, articulate, element K, Atlantic Link, Coral etc?

The offline player will work with any course that can be imported from a self-contained SCORM or AICC content package.

The offline player will ***not*** work with content hosted on a remote content server-- NetDimensions Talent Suite cannot provide the courses for download if the course content is not present on the NetDimensions Talent Suite server. In particular, this means that the offline player cannot be used with SkillSoft courses made available using OLSA.

Will the offline player sync results back into NetDimensions Talent Suite when the user is back online again?

Yes, the player checks for an Internet connection at startup and exit and sends progress information back to the server if it finds one. It can also be configured to check for a connection periodically when it is not in use.

What level of reporting will be possible?

Essentially any reports that can currently be generated for SCORM 1.2 or AICC courses could also be generated for courses run using the offline player.

Can I include a link to an object external to NetDimensions Talent Suite in the Home Page?

You can add a custom link inside the "Knowledge Tools" box. To do so:

1.Access **Manage Center** > **SYSTEM** > **GENERAL SETTINGS** > **System Configuration**. The second System Configuration screen appears.

2.Scroll down to the Home Page area, enter the label for the link in the text field labeled Knowledge Tools custom link label. This is the clickable text that will be displayed in the Knowledge Tools box.

3.Enter the URL for the link target in the text field labeled "Knowledge Tools custom link href". If you would like the link to open in a new window, you can also enter the text "_blank" (without quotes) in the text field labeled "Knowledge Tools custom link target".)

Alternate option:
Alternatively, you can create a news article and embed the link directly as HTML in the News article. An example of the HTML is below.

```
<a href="http://www.netdimensions.com" >Link to NetDimensions</a>
```

What file extensions does NetDimensions Talent Suite support?

Currently, the following file extensions are supported:

.doc,.docx,.pdf,.txt,.ppt,.zip,.csv,.xls,.xlsx,.jpg,.png,.gif,.bmp,.mov,.avi,.mpg,.mp3,.wav,.pptx,.xml,.xlf,.arf

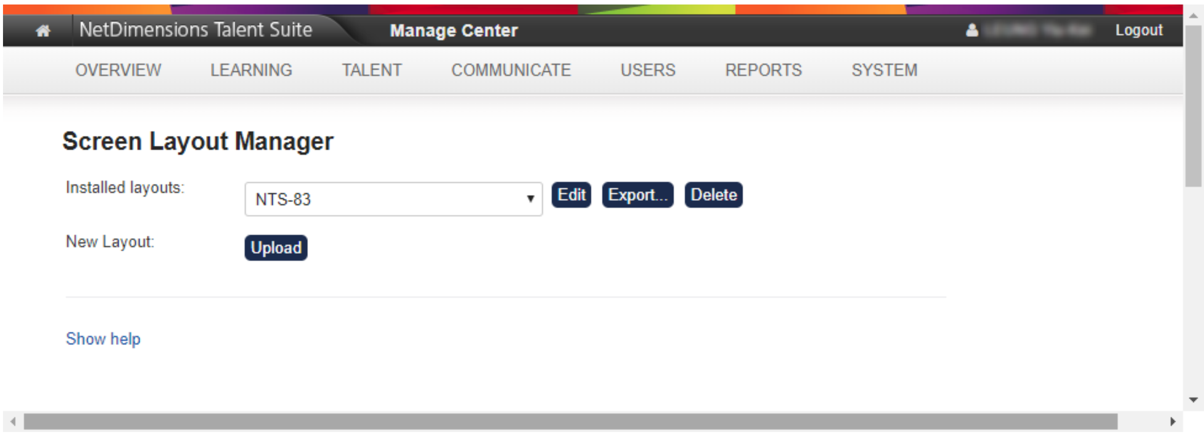
The Users with the proper access control rights can view the supported file extensions in **Manage Center** > **SYSTEM** > **GENERAL SETTINGS** > **System Configuration** > **Security Management** > **Allowed General User File Extensions.**

Skin Customization

(applies to NetDimensions Talent Suite)

For detailed information, please refer to EN013 Skin Customization Guide.

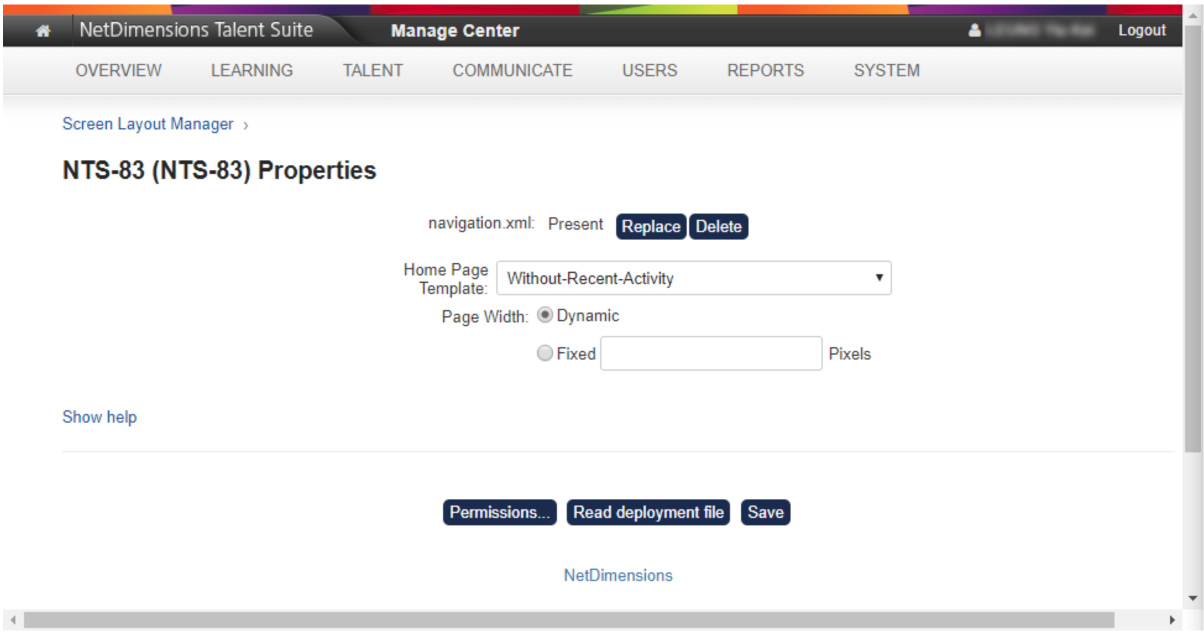
Screen Layout Manager



To manage skins, go to **SYSTEM** > **GENERAL SETTINGS** > **Screen Layout Manager** where you can:

1. Upload new skins
2. Delete skins
3. Export skins
4. Edit skin configurations

Editing Skin Configuration



When you edit a skin, you can configure:

Properties	Description	Remarks
Page Width	• **Dynamic**: The window contents scale with the window width.	
	• **Fixed**: The content will be shown on a page of fixed width with the number of pixels specified here.	Scroll barsor padding will be added to the browser window as needed.
navigation.xml	To apply a new navigation.xml file, click **Replace**.	A default file will be applied if deleting / no file is provided.
Home Page Template	Select one of the Templates that have been defined using **Home Page Manager**.	