

VQManager Enhancements March 2017

Add a new page for requesting to set/reset password

We have increased security and updated the process for resetting a password.


It applies when a new user account is created, or when a user has forgotten their password and needs to reset it. This is linked to the next development in this document as well.

When clicking on the 'forgotten password' link on the log in page, the user will be required to:

- Enter their user name (as we currently do)
- Complete a security code



As long as both user name and code is supplied successfully, and there is an email address recorded in VQM, an email will be sent to the user. The message will contain a link to a page where the new password can be entered. This increases security because the emailed link contains a unique security key, without which it's not possible to change the password on the account. It effectively verifies that the person trying to enter a new password is the user who owns the account.



Password set/reset

User name:

New password:

The text of the e-mail is as follows:

Hi Eastwood Vivienne

You may set / reset your VQManager password by clicking this link:

<http://www.vqmanager.co.uk/cgi/radSVQ.cgi/p?rf=F6B41E2D-4BC7-4574-BA11-97A5AEB5FE87>

This link can be used only once and will expire on 04/03/2017 11:59

Please note that this is a notification email only and any replies to this email address will not be answered.

If you have a query regarding this email or any aspect of VQManager, please contact your Assessor or Centre Administrator directly.

You can change your email address recorded in VQManager and unsubscribe from, or control which emails you receive on your Personal details page in VQManager.

The VQManager team

www.vqmanager.co.uk

The emailed security key can only be used once, and is valid for the following periods of time:

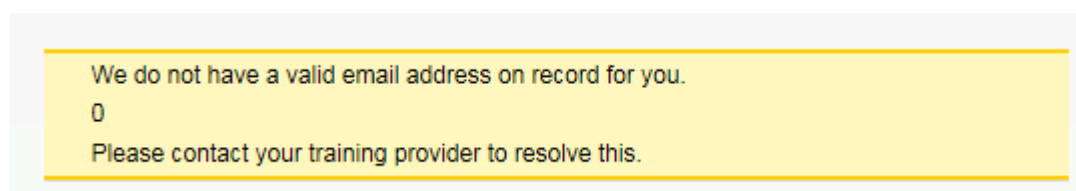
User requesting re-set of own password: **1 hour**

Centre Admin sending password re-set to user: **24 hours** (see below for further details)

Centre Admin creating new learner account: **7 days** (see below for further details)

If the key has expired, the user will need to request a new one by clicking on the forgotten password link again.

If there is no email address recorded in VQManager for the user, a message is presented explaining that.



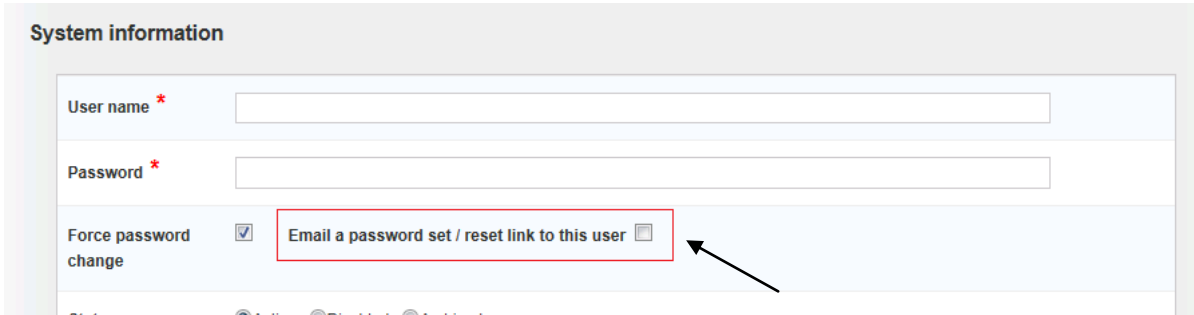
In this example, the user has put '0' in the email field of the Personal Details page.

E-mail notification to learner when account is created

Centre Admins are now able to ask the system to email learners with their VQManager log in details when they create a new account.

(Please note, unfortunately this feature won't currently work for accounts created via integration, or using the Mass Uploader.)




A new tick box appears under the username and password fields which will trigger an email similar to the above to the new user. The one difference is that the message will also contain the username.




This feature can also be used by the Centre Admin to trigger a password re-set email for any user. In the case of password re-sets, the username is not included in the email, for security.

The Centre Admin can open the User Profile and use the tick box as above, or they can click on the new email icon on the User List.

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	Select
A2 change, A2 1515	Candidate Assessor	Wolfson, Graham (827) AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244) Aaaaaaaa1, Aaaaaaaa1 (776)	06/11/2012	Active ▾	
AAA_Wil_test_AAA, AAA_Wil_test_AAA 1243	Other system user Assessor		16/04/2012	Active ▾	



Group

 Please note: The above group selection displays

☐ Include non active users


dev.vqmanager.co.uk says:
VQManager will attempt to send an email containing a password set / reset link to the user.


OK Cancel

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	Select
A2 change, A2 1515	Candidate Assessor	Wolfson, Graham (827) AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244) Aaaaaaaa1, Aaaaaaaa1 (776)	06/11/2012	Active ▾	
AAA_Wil_test_AAA, AAA_Wil_test_AAA 1243	Other system user Assessor		16/04/2012	Active ▾	


When you select the mail icon a popup appears checking you wish to send the email.

When you select “ok” the icon displays a message showing progress. If the system shows ‘Failed’, you can mouse over the word to see the reason for the failure.

Active ▾ 


Failed

The email address appears to be invalid: 0

Active ▾ 

Linking an OSU account to all learners automatically

We have introduced a feature that allows a specified OSU account within a centre to be automatically linked to all active learner accounts in that centre. This will allow, for example, an administrator to have access to all learner accounts for monitoring purposes, without the Centre Admin having to manually link the learners.

Other user types can be linked to the specified account manually.

If you'd like to use this feature, please contact SkillWise, so we can set it up for you.

This function is limited to one OSU account per centre.

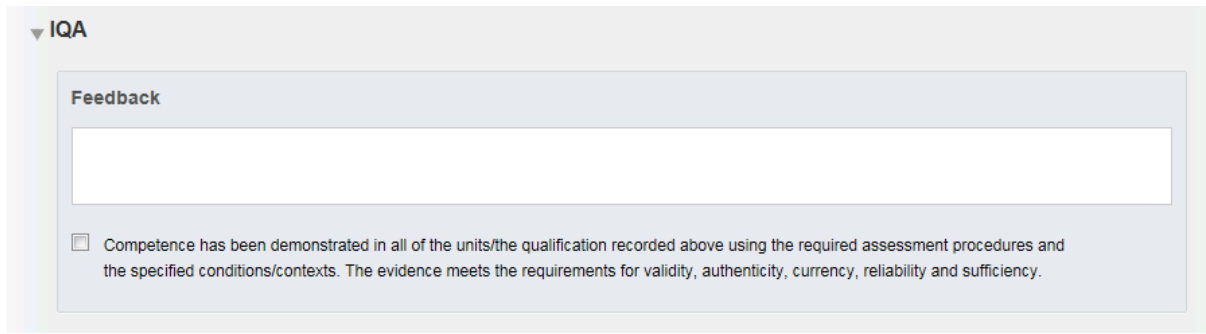
Allow filtering of Sampling Plan by Curriculum Area

Users are now able to filter the Sampling Plan and also the sampling plan report by Curriculum Area as well as Employer.

The screenshot displays the SkillWise interface for the Sampling Plan. At the top, there is a navigation bar with icons for: Learner status details, Learner entry details, Progress, Qualification tracker, User activity, Dormancy, User list, and learner details. Below this, the main content area shows a list of filter options on the left, including: Users who logged in, External verifier system activity, Assessor performance, Learner activity, IQA sampling (selected), Planned and completed sampling (selected), Planned sampling, and Completed sampling. To the right of these options are several dropdown menus: Qualification (set to 'Customer Services NVQ - L2 (1)'), IQAs (set to 'Walker, Skye (967)'), Assessors (set to 'All assessors'), Employers (set to 'All employers'), and Curriculum area (set to 'All curriculum areas'). An arrow points to the 'Curriculum area' dropdown. At the bottom right, there are two buttons: 'View report' and 'Download report'.

Change wording at IQA qual sign off

We have altered the wording at qualification sign off. The IV /IQA comments box now reads Feedback rather than Summative Assessment because this better reflects the IQA role.



▼ IQA

Feedback

☐ Competence has been demonstrated in all of the units/the qualification recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.