

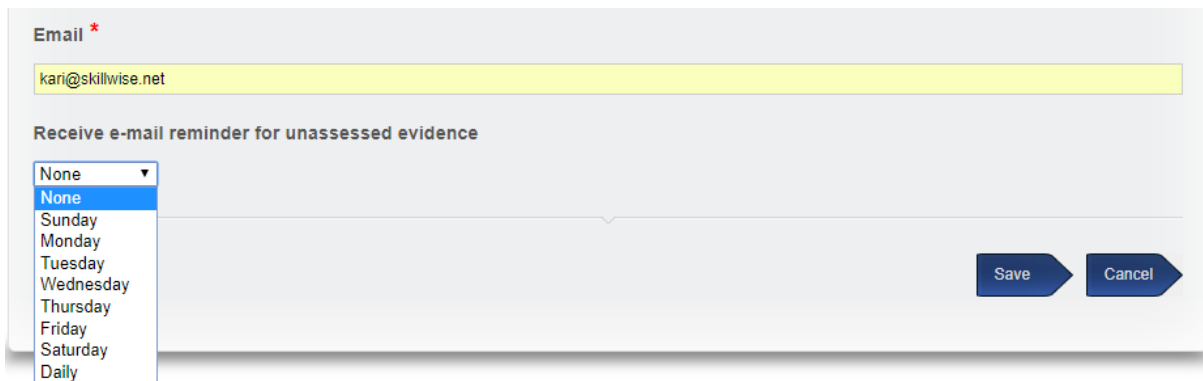
VQManager enhancements August 2018

Changes to notification e-mail selectors

Users are already able to elect to receive an email once a week to summarise activity by others within VQManager. As well as choosing a day of the week, users are now able to choose 'daily' as an option if they wish to receive this summary every day.

This enhancement is applicable for the Learner, Assessor, IQA and Line Manager.

All users should go to Home >>Personal Details and scroll to the bottom of the page. Select "Daily" from the options. Please ensure the email address in the field above is also correct.



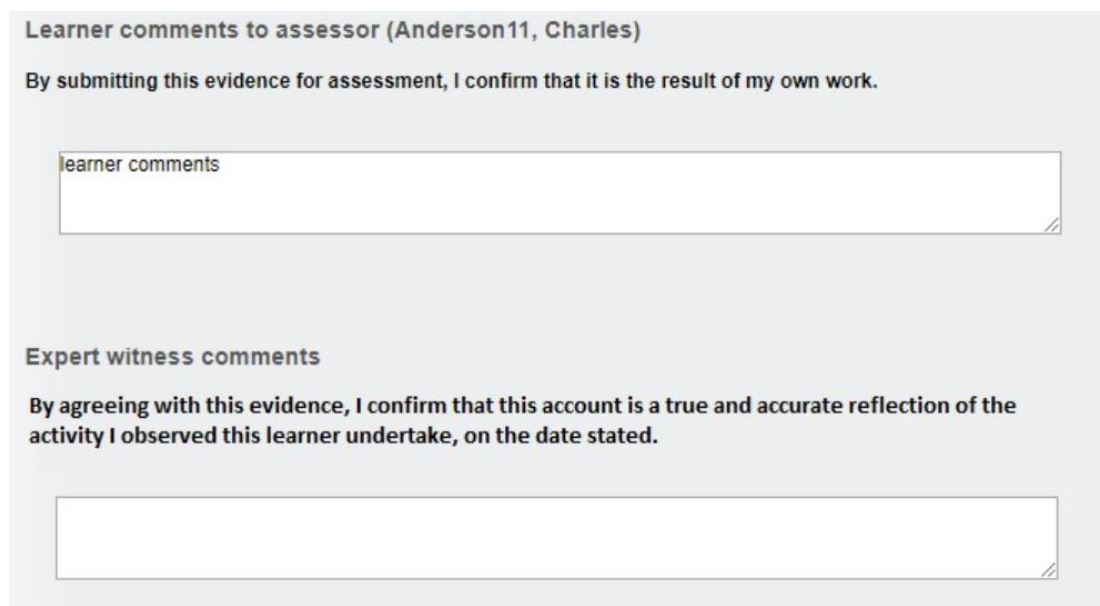
The screenshot shows a user profile form. At the top, there is a label "Email *" followed by a text input field containing the email address "kari@skillwise.net". Below this is a section titled "Receive e-mail reminder for unassessed evidence". Underneath this title is a dropdown menu currently set to "None". The dropdown menu is open, showing the following options: "None", "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Daily". To the right of the dropdown menu are two buttons: "Save" and "Cancel".

For a full list of notifications available for all users please follow this link:

<http://skillwise.net/webedit/uploaded-files/All%20Files/Centre%20Admin/Email%20Summary%20Notifications.pdf>

Add declaration to Expert Witness comments

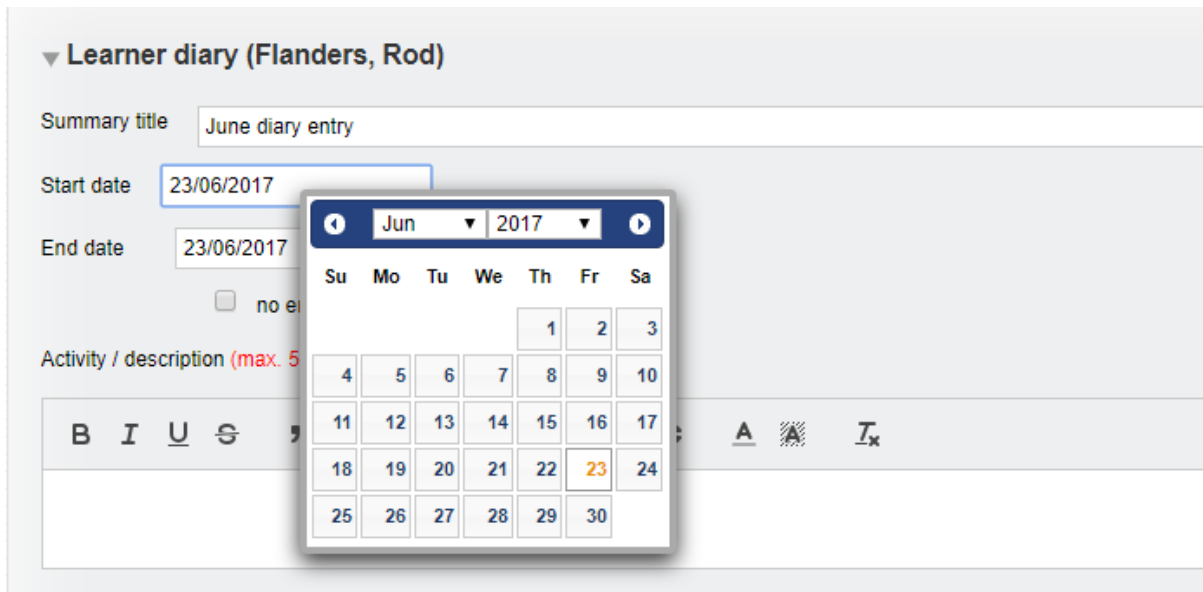
To mirror the declaration we already have above the Learner comments box, we have now added one for the Expert Witness.



The screenshot shows a section titled "Learner comments to assessor (Anderson11, Charles)". Below this title is a text area for "Learner comments" with the placeholder text "Learner comments". Below the learner comments section is a section titled "Expert witness comments". Underneath this title is a text area for "Expert witness comments" with the placeholder text "Expert witness comments". Below the expert witness comments section is a text area for "Expert witness comments" with the placeholder text "Expert witness comments".

Allow editing of start date in Diary

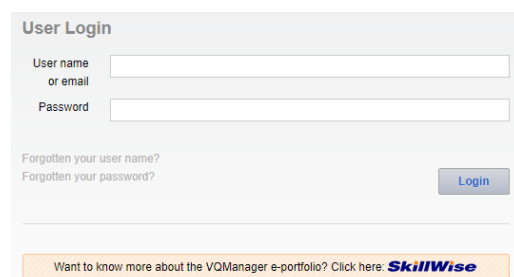
When a Diary entry was saved and then the learner or assessor returned to it for editing, the start date was not a field which could be edited. This has now been changed so that users can edit this date.



Add method for users to recover forgotten usernames

We have added the ability for a user to enter an email address in the instance where a username has been forgotten. This new function will only happen if VQManager has a valid email address for the user.

Previously the login screen simply had "User name" and "Password". This has now been changed to "User name or email" and "Password".



User Login

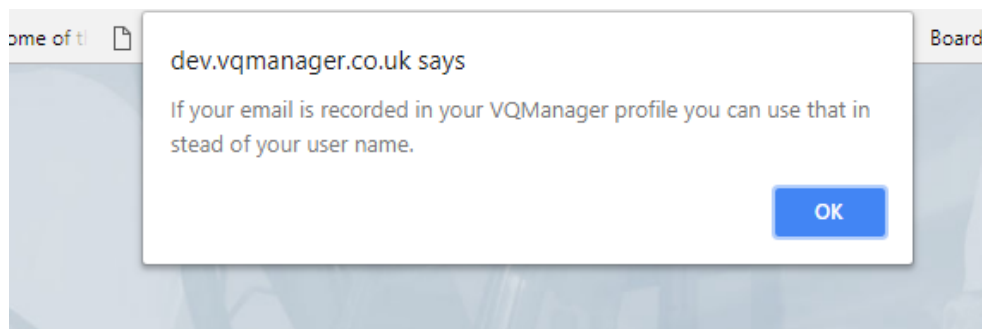
User name
or email

Password

[Forgotten your user name?](#)

[Forgotten your password?](#)

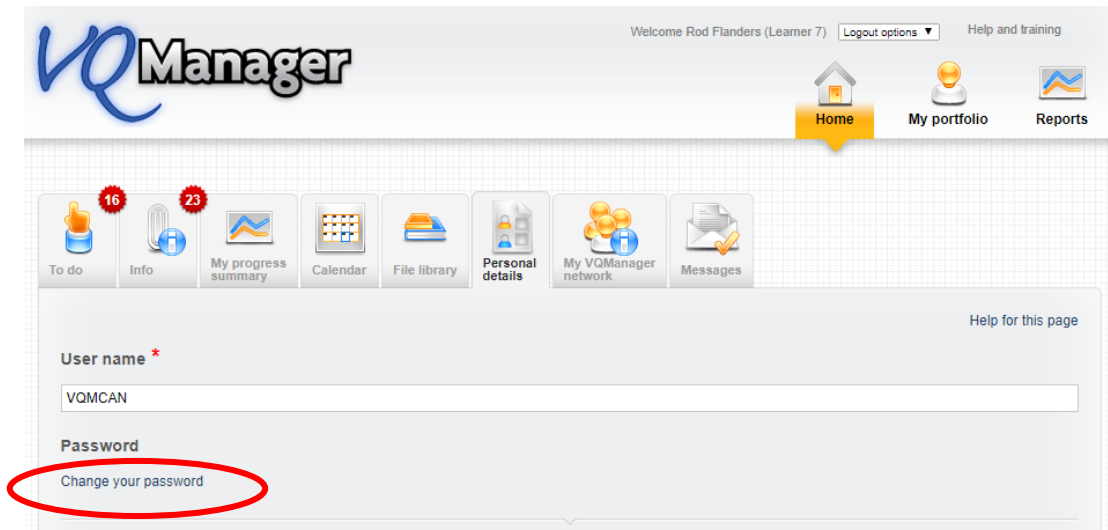
Click on the “Forgotten your user name?” link and this pop up appears, click Ok and enter your email address and your password.



When you enter your email address, if you have more than one account, a drop-down asks you which profile you would like to log into.

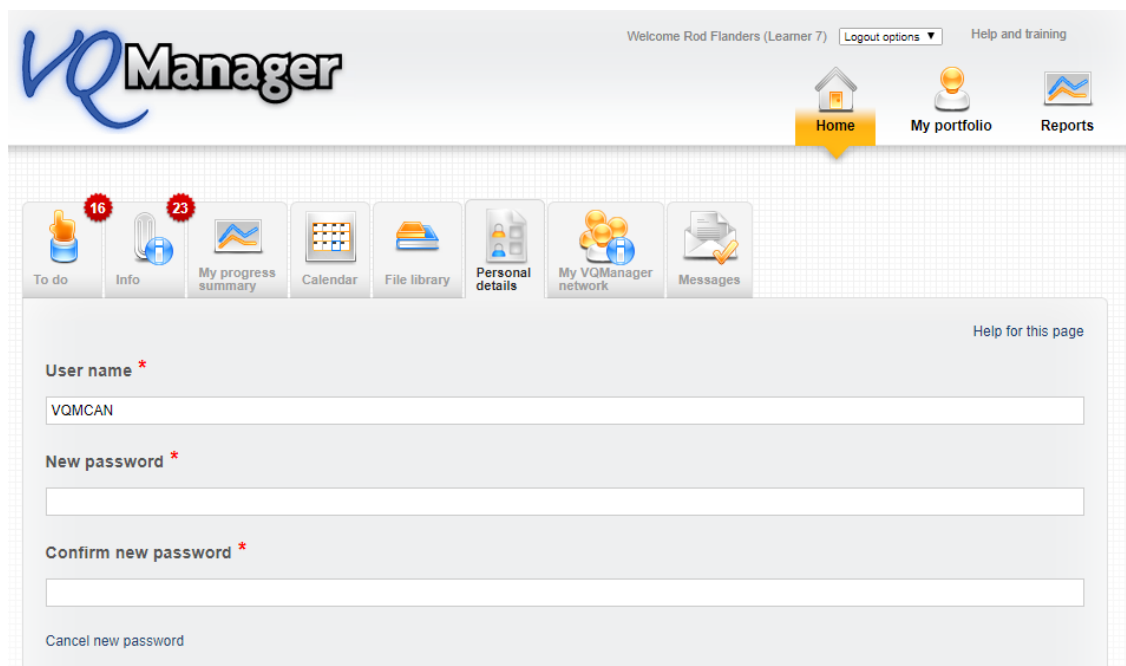
Personal Details tab changes in respect of passwords

Previously when the Personal details tab was opened the password was visible to the user. For security reasons, this field is now hidden from view. If the user would like to change their password, they should select the “Change your password” link.



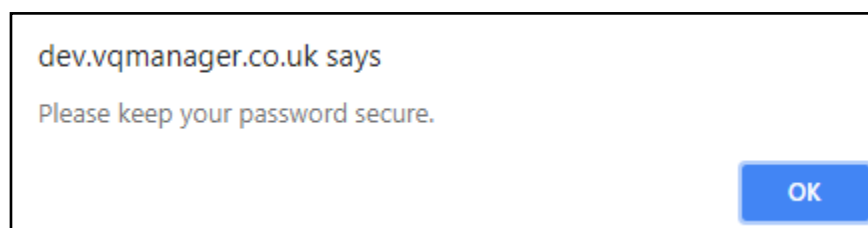
The screenshot shows the VQ Manager interface. At the top, the logo 'VQ Manager' is on the left, and 'Welcome Rod Flanders (Learner 7)' with 'Logout options' and 'Help and training' are on the right. Below this is a navigation bar with 'Home', 'My portfolio', and 'Reports'. A secondary navigation bar contains icons for 'To do' (16), 'Info' (23), 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages'. The 'Personal details' tab is active. Below the navigation is a form with a 'User name *' field containing 'VQMCAN'. Below that is a 'Password' section with a link 'Change your password' circled in red. A 'Help for this page' link is in the top right of the form area.

Two new fields appear inviting you to add and then confirm a new password.



This screenshot shows the same VQ Manager interface as the previous one, but with the 'Change your password' link selected. The form now has three input fields: 'User name *' (containing 'VQMCAN'), 'New password *', and 'Confirm new password *'. A 'Cancel new password' link is located at the bottom left of the form area. The 'Help for this page' link remains in the top right.

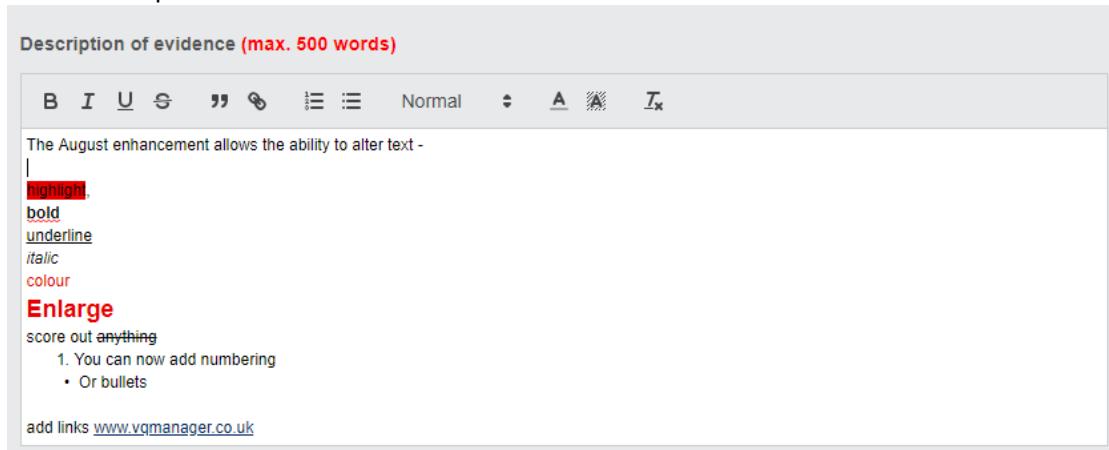
Once saved a popup appears to remind you to keep your password secure.



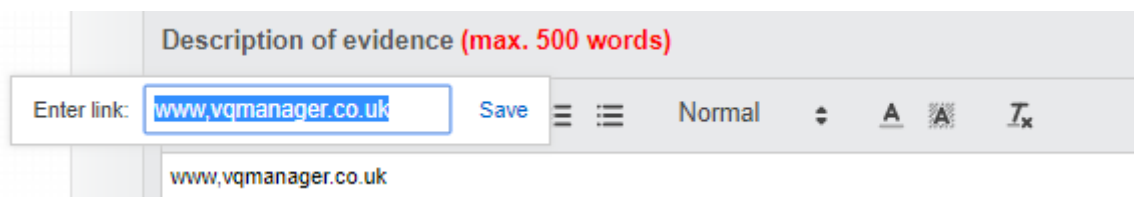
VQManager now allows rich text and hyperlinks in certain fields

This enhancement will allow formatted text in the following fields:

- Evidence description
- Diary description
- Progress review notes
- Activity log details (all users)
- Assessment plan notes

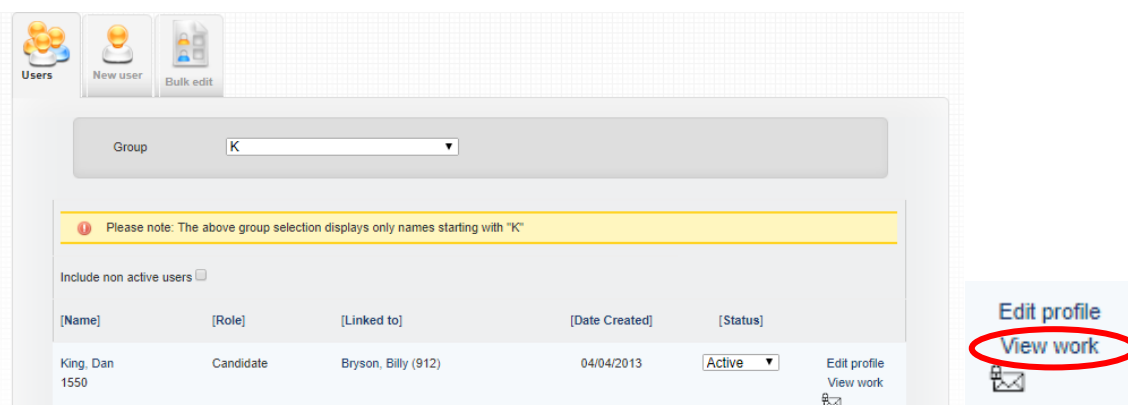


Hyperlinks inserted here will open in a new browser tab. This will enable learners and assessors to link work stored on other websites.



Centre Administrator enhanced viewing

VQManager now provides for the Centre Administrator to view the work the learner/assessor/IQA is doing. They now have direct access to these user's content. Centre Admin can choose the user that they wish to view from their Users >> Users tab.



Select the “View work” link and a new tab will open and you are now logged into the relevant users’ homepage.

Viewing the data of Edna Krabbappel (Assessor 6)

You can navigate around and view the evidence, progress, assessments and verification that the learner, assessor or IQA has completed or has planned. This works on the same principal as the Other System User / Line Manager view only function.

The screenshot shows the VQManager interface. At the top, it says "Viewing the data of Edna Krabbappel (Assessor 6)" and has a "Change user/Logout" dropdown. Below this are navigation icons for Home, My learners, Assessment tools, and Reports. A row of quick-action icons includes To do (134), Info (7), Dashboard, Learner progress summary, Calendar, My activity log, Personal details, My VQManager network, and Messages (1). The main content area has a "Help for this page" link and two sections: "Evidence saved for further work" and "Unassessed evidence".

Learner	Date saved	Evidence number	Qualification	IQA	
Gillett, Graham(38)	02/11/2017	38/E/959	Local Tax SVQ - L3 2		View
Bangisa, Janice(712)	18/07/2017	712/E/1039	Customer Services NVQ - L2 17		View

Learner	Date received	Evidence number	Qualification	
Wolfson, Graham(330)	18/11/2009	330/E/173	Customer Services NVQ - L2 6	View
Flanders, Rod(7)	11/04/2017	7/E/1012	No qualification / criteria selected	View
Flanders, Rod(7)	17/05/2017	7/E/1027	Customer Services NVQ - L2 6	View

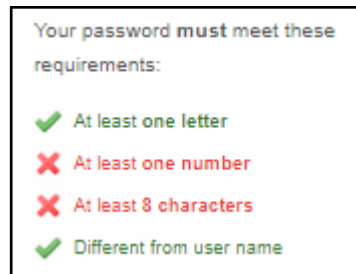
To select another profile for that user, use the drop down in the top right hand corner.

This image shows a close-up of the "Change user/Logout" dropdown menu. The menu is open, showing options: "Change user/Logout" (selected), "Close view", "Assessor (Krabbappel, Edna)", "Learner (Krabbappel, Edna)", and "IQA (Krabbappel, Edna)".

To log out of the user’s area, select “Close view”. The new tab then closes down and you are back as Centre Admin where you may select a different user to view.

Enforcement of strong passwords for all Centre Admins and Org Admins

We are starting to implement the forcing of strong passwords within VQManager starting with the Centre Admin and Org Admin roles. This will mean that is when this enhancement is released, if your password for either of these roles is not of sufficient strength, you will be asked to set a new password to meet the enforcement parameters. The strength gauge which has been in place for some time, will now insist that the new password is strong.



If you are a Centre Admin or Org admin, when you log in on Tuesday, if your password is not strong enough you will be taken to the Personal Details tab and a message will advise you why you are there and invite you to set a stronger password.

“Your password is not strong enough. Please create a new one and click save at the bottom of the page.”

Our next scheduled enhancement will roll out this password enforcement activity with other roles within VQManager.