# SilkRoad RedCarpet

## Release Notes
2014.1 (2014.1.1)
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# Overview

The SilkRoad team is excited to announce our first RedCarpet release of 2014, version RedCarpet 2014.1. This release brings several new features and enhancements to existing functionality, as well as resolutions to known issues intended to improve the stability, usability, configurability, and performance of the application. This document provides an overview of significant new features and enhancements available to users in the RedCarpet 2014.1 release.

# New Features and Enhancements

Version 2014.1provides new features and enhancements to the RedCarpet Onboarding & Life Events solution in the areas listed below.  Click on the name of the feature to go to a more detailed description.


**US Compliance Changes**


**Data Segmentation**


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**Resolved Issues**

## US Compliance

### E-Verify Updates

This release includes the first of several changes required for those customers using Red Carpet's Everify services.  Following the upgrade of RedCarpet to 2014.1

**Other Name Field**: Prior versions of E-Verify passed information from the "maiden name" field, from E-Verify now uses the field labeled "Other Name" on the I-9. The latest release of E-Verify now collects this information.

**Resolve when I-9 is delivered**: When the I-9 form is used as part of an integration retrieving data from RedCarpet it is possible for that integration to 'lock'[1] the I-9 form such that the I-9 tasks cannot be reopened. In that case when resolving the case the option to re-open the I-9 tasks will not be available and the following options will be shown.



These changes will be initiated automatically with the upgrade to version 14.1. Additional changes surrounding the Tentative non-confirmation process are underway and customers using this feature will be notified separately from this document.

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[1] It is possible to mark an eForm delivered without locking it see the RedCarpet Web Services guide section on the MarkFormDelivered web method for more details.

# Data Segmentation
Red 721

Data segmentation allows customer to create and assign permissions to users based on assignment categories and key properties. This functionality is now available in staging environments only for those that would like to review and configure this feature prior to its general release in Q2 of 2014.

In order for data segmentation to operate:
1. A key property must be selected that will serve as the data segmentation category alias.
2. Each user account must have a key property value for the data segmentation category alias.
3. Each user event must have an event category or attribute for the data segmentation category alias.
4. Each user with access to view users or events must have an assignment category value selected for the data segmentation category.

**Selecting the data segmentation key property:**
The selection of the data segmentation key property is the first step. Ideally a key property that is already in use can be used for data segmentation. This key property should contain the manner that the organization is currently arranged to control access to employee data.

**Adding the data segmentation key property:**
In the key properties menu option, either add or select an alias name that will be the data segmentation key property. Ensure that it is marked as required.

### Manage Key Properties

| Categories | Specify the list of category aliases that will be part of the minimum set of common key properties for all employees in RedCarpet. You may also specify that any of these are required or not. | | | |
|---|---|---|---|---|
| | **Category Name** | **Alias Name** | **Required** | **Delete** |
| | Location | Current Work Location | ☑ | ☐ |
| | Department | Current Department | ☐ | ☐ |
| | Job | Current Job | ☐ | ☐ |
| | Add Category | Update Categories | | |

**Update all user accounts:**

Prior to activating data segmentation every user account in RedCarpet (active and retired) must have a value in the data segmentation key property. The values selected should be leaf nodes of the category tree representing the employee's spot in the organization. User accounts can be update in the RedCarpet user interface or via integration.



Any users that should be able to view accounts or event will also need their assignment category updated. The assignment category reflects areas that they user has access to view.



**Update all user events:**
When data segmentation is initially enabled any events that do not currently have an event category or attribute that matches the data segmentation key property will be updated. The data segmentation key property will be added to the event as an attribute, made required and the benefiter's key property value will be populated in the event attribute. As new events are launched the data segmentation event attribute will have to be selected when an event is launched.

**Enabling Data Segmentation**
Once all the above pre-requisites have been filled SilkRoad service will be able to enable data segmentation in your installation.

## Usability Enhancements

### Track changes to EUP
Reference:  Red 1975

When changes are made to the EUP section of a profile we now track and record what has changed. Prior to this release the audit trail only read" Extended User Profile has changed".
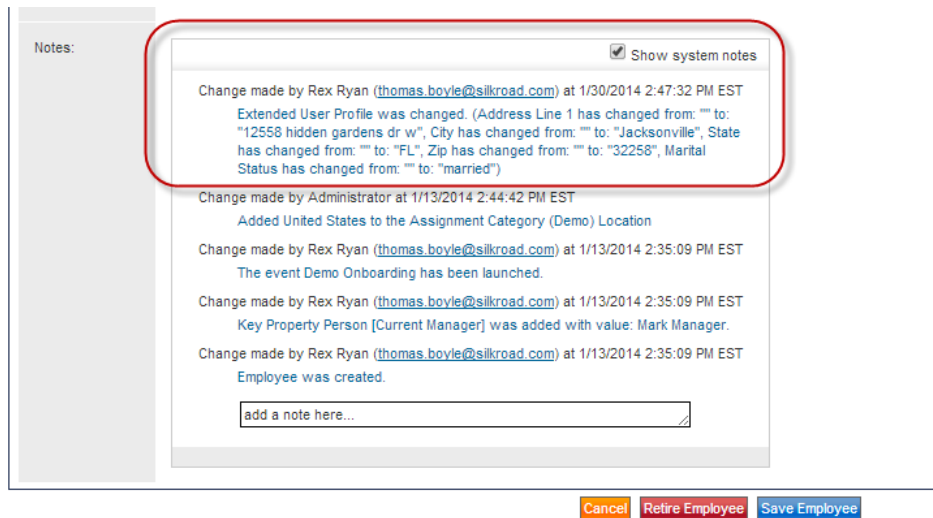


### Task Activation Date
Reference: Red 3376

The Date Activated has field has been added to the task summary screen. When the task is completd prior to the  activation date, it lists the completion date as the activation date.

**Team Task Notificaitons**
Reference: Red 145

Team members will now longer receive notifications for tasks that fall beyond the scope of their assignment categories. Notifications for tasks within each category value will be delivered in individual notifications. Therefore if a team member is assigned to an area where there are multiple new hires with different sub-category values that team member will not receive a consolidated notification for all their tasks. For example:
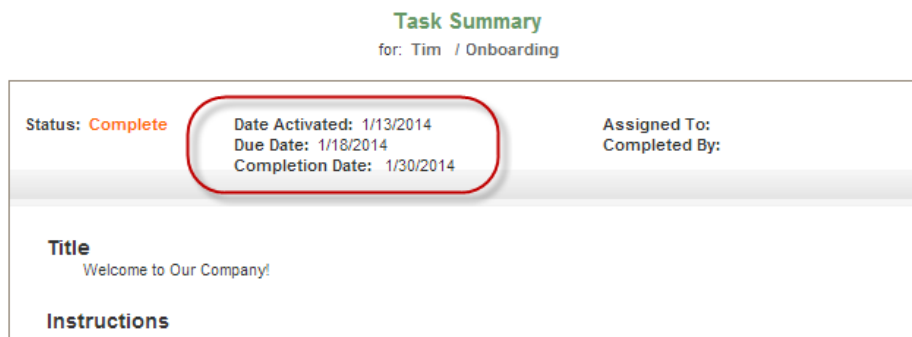
- Irene is on the IT team with an assignment category value of Illinois.
- The task "Create network account" is assigned to the IT team, limited by the category Location.
- Adam is a new hire in Chicago, IL
- Brett is a new hire in Chicago, IL
- Charlotte is a new hire in Springfield, IL
- Doris is a new hire in Detroit, MI
- Irene will receive two email notifications indicating the "Create network account" task must be completed.
  - 1 with the tasks for Adam and Brett
  - 1 with the task for Charlotte
- Previously Irene would have received a single notification with the tasks for Adam, Brett, Charlotte and Doris.

# Resolved issues

The following issues have been resolved in this release.  Issues are listed in numerical order by RedCarpet Engineering tracking ID.  Support Case Numbers are listed as appropriate. If you require additional information, please contact support and provide the reference ID displayed.

| Internal Issue ID | Support Case Number | Description |
|---|---|---|
| RED- 145 | 267027 | Notifications:  Team task notification handling. |
| RED-708 | 297990 | Usability: When performing a quick search across a large number of results the next and previous indicators were not intuitive. |
| RED-3299 | 468641 | Usability:  Error message when canceling unpublished event changes |
| RED-3315 | | Compliance:  Advanced Search - I9 Form |
| RED-3514 | 482601 | Security: Password Field Autocomplete configurability |
| RED-3435 | 410034 | Usability:  Audit date changes when reopening a task |
| RED-3089 | | Portal Studio: Option/create snippet causes errors in some version of Internet explorer |
| RED-3290 | | Usability:  Deep Link problems when using SSO |
| RED- 3291 | 468629 | Reporting: Including events in report with no tasks |
| RED-3299 | 468641 | Usability: Error message when canceling unpublished changes. |
| RED- 3408 | | Usability: Setting due date on a task |
| RED- 3414 | | E-Verify: Message for Driver's License Entry |
| RED-2261 | | Add Ability to Update User Password via Web Services |
| RED-3468 | | Usability:  Task Summary Page the Activation Date label and logic change |
| RED-3513 | 482130 | Integration: Expanded  web services email parameter list |

# Supported browsers

RedCarpet is designed to provide browser-neutral service delivery. It is recommended that you use modern browsers, as we make every attempt to support the latest versions of the following browsers. The current version has been verified against the following browser versions.

| Browser | Version |
| --- | --- |
| Apple Safari | 5.1.7 |
| Google Chrome | 30.0 |
| Mozilla Firefox | 24.0 |
| Windows Internet Explorer | 8.0, 9.0, 10.0 |

# Mobile device support

SilkRoad views mobile device support as an important capability to our applications and we continue to add functionality that we ensure is optimized for tablet devices.

# Supported languages

RedCarpet is designed to support multiple languages for ease of use by employees and administrators.  RedCarpet version 2014.1.0 includes the following supported languages.

Portal

- ☐ Danish
- ☐ English (US)
- ☐ French
- ☐ French Canadian
- ☐ German
- ☐ Greek
- ☐ Italian
- ☐ Japanese
- ☐ Korean
- ☐ Polish
- ☐ Portuguese (Brazilian)
- ☐ Russian
- ☐ Simplified Chinese
- ☐ Slovak
- ☐ Spanish (Universal)
- ☐ Swedish
- ☐ Traditional Chinese

Admin Interface

- ☐ English (US)
- ☐ French
- ☐ French Canadian
- ☐ German
- ☐ Japanese
- ☐ Korean
- ☐ Portuguese (Brazilian)
- ☐ Simplified Chinese
- ☐ Spanish (Universal)

# Technical support

For technical assistance for any of our solutions, contact our support staff via:

- **Phone:** US Toll Free: 1-866-803-9663
- **International Toll Free**: Access numbers via support.silkroad.com
- **Web:** support.silkroad.com
- **Email:** support@silkroad.com