

SilkRoad Onboarding

What's New in 2019.3

July 2019

What's new video

Rather view a video? Click this icon:




Form I-9 tasks

Tasks associated with Form I-9 can now be removed from an employee's event. Administrators have the following options when removing Form I-9 tasks:

- Remove both Section 1 and Section 2 Tasks
- Remove Section 1, Section 2 and E-Verify Tasks
- Remove Only the E-Verify Task

Confirm



Are you sure you wish to delete this task and its associated form?

Which:

Reason:

Add Comment

You must enter a reason when removing the tasks, and you can include a comment.

In 2019.3 when there are dependent tasks between the Section 1 and Section 2 tasks, they cannot be removed from the workflow. This will be addressed in a future release.

Sign eForms with Adobe Sign

You can now use Adobe Sign to sign eForms. Clients who have an Adobe Sign account can create an integration Key using Adobe Sign's instructions: <https://helpx.adobe.com/sign/kb/how-to-create-an-integration-key.html>. SilkRoad then configures SilkRoad Onboarding to use this integration key.

Once configured, eForm Builder and custom eForms can be configured to use Adobe Sign via the *Allow PDF sign Service* option. None of the other signature options should be selected when using a third-party signature (Adobe Sign).

The image shows a dialog box titled "Edit Properties - Electronic Signature". It contains the following fields and options:

- Field Name *: AdobeSign
- Allow wet signature :
- Allow Cursor Sign :
- Allow Keyboard Sign :
- Allow PDF sign Service :
- Force Login when signing :
- Check Validity on Reopen :
- Name Verification : Formatted Account Name
- Format : Localized short date

A "Close" button is located at the bottom left of the dialog.

When a user is presented with the eForm, they see instructions on the eForm and a Save & Sign button.

SilkRoad Agreement

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Augue interdum velit euismod in pellentesque. Fames ac turpis egestas integer eget aliquet nibh. Pellentesque habitant morbi tristique senectus et netus et. Cras tincidunt lobortis feugiat vivamus at augue eget. Integer eget aliquet nibh praesent tristique magna sit. Facilisis volutpat est velit egestas dui. Amet dictum sit amet justo donec enim. Lectus mauris ultrices eros in cursus. Morbi tristique senectus et netus et malesuada. In fermentum et sollicitudin ac orci phasellus egestas. In fermentum et sollicitudin ac orci. In eu mi bibendum neque egestas congue quisque egestas. Enim blandit volutpat maecenas volutpat blandit aliquam etiam. Est ultrices integer quis auctor elit sed vulputate mi. At auctor urna nunc id cursus metus. Sed velit dignissim sodales ut eu sem integer vitae. Elementum sagittis vitae et leo duis ut diam.

Mus mauris vitae ultrices leo integer malesuada. Diam quis enim lobortis scelerisque. Sagittis nisl rhoncus mattis rhoncus. Ut porttitor leo a diam sollicitudin tempor. Cras semper auctor neque vitae. Augue eget arcu dictum varius duis at consectetur. Tellus orci ac auctor augue. Consectetur purus ut faucibus pulvinar elementum integer. Lorem sed risus ultrices tristique. Ultrices mi quis hendrerit dolor. Congue eu consequat ac felis donec. Vitae sapien pellentesque habitant morbi tristique senectus et netus et. Amet luctus venenatis lectus magna fringilla urna porttitor. Tempor nec feugiat nisl pretium fusce id velit. Netus et malesuada fames ac turpis egestas. Placerat duis ultrices lacus sed turpis. Praesent semper feugiat nibh sed pulvinar proin. Elementum sagittis vitae et leo duis ut diam quam nulla.

Acceptable Use Policy *
Required information is missing.

Full Name *

First Name Middle Name Last Name

Required information is missing.


Use Save & Sign button when you are ready to Sign the form.

v 2019-A

Powered by
SilkRoad

After the user selects **Save & Sign**, they receive an email from Adobe Sign to complete the signing process.

Alert



You will receive an email with instructions to sign the document

After the signing process is completed through Adobe Sign, the task will be completed in SilkRoad Onboarding, and the PDF becomes available for printing and downloading from SilkRoad Onboarding. The document is also stored in the client's Adobe Sign account.

Event Report updates

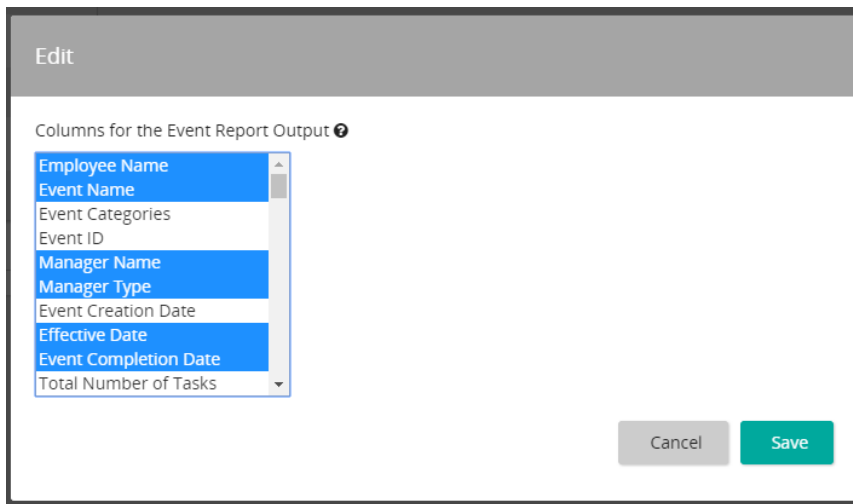
Here are some helpful updates to the Event Report.

File output type

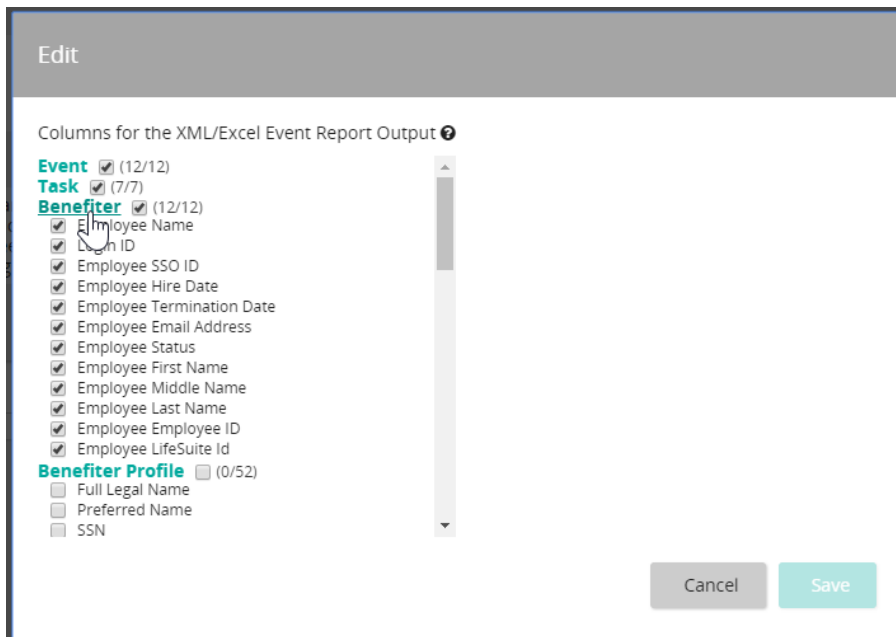
When downloading the Excel file output (xlsx), the file contents are now true Excel files. In the past, they were XML documents with an .xlsx extension. This improvement helps the files open more easily in Microsoft Excel and other spreadsheet applications that can read Microsoft Excel files but not XML.

Configuring columns

When configuring columns (fields) for the Event Report output (Administration>Settings>Reporting tab), things just got easier. In the past, you had to use the Shift and Ctrl keys to select columns:



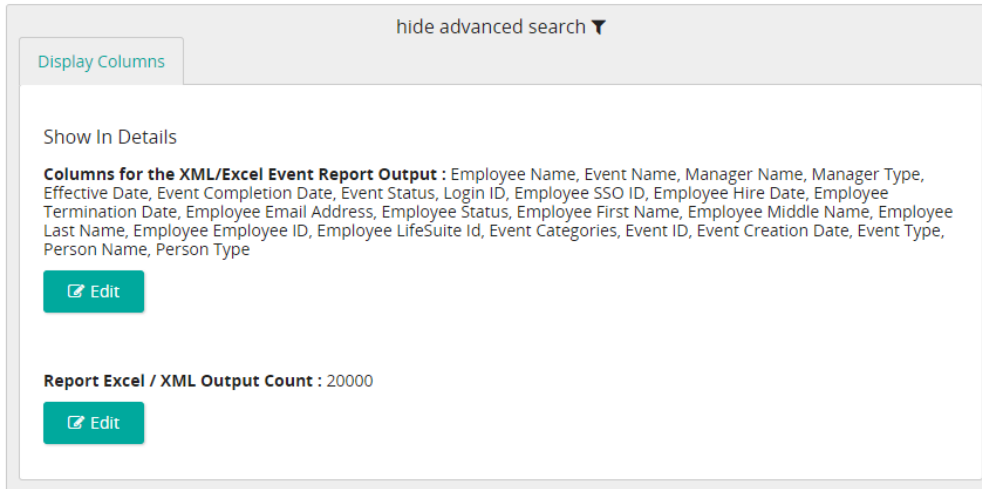
Now, you select check boxes:



- Click the check box next to a section to select or deselect all fields in that section.
- Click the section name to open the section and select individual fields.

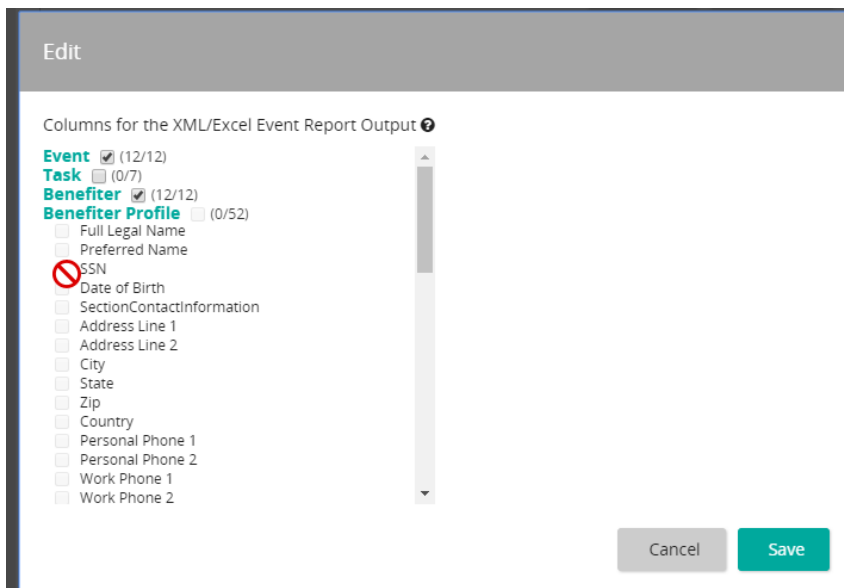
Viewing fields that will be on the downloaded report

When running the Event Report, you can view the columns (fields) that will be part of the downloaded report:



If you do not want all those columns included on your individual download, you can select the fields to exclude. Uncheck the fields you do not want.

In addition, you cannot include additional fields in your individual download that were not part of the original configuration of columns. Those unavailable fields are grayed out and an icon is displayed:



Your individual selections are not saved after you leave this page.

Coming in a future release: Saving individual fields selections!

Download package - Table of contents optional

Table of contents is now an optional addition to the download package configuration.

Specify the eForms and uploaded documents to be included in the download package. Only saved eForms, and uploaded documents of types .pdf, gif, jpeg, jpg, png, bmp, tiff will be included in the download.

Set button label Offer Packet

Add eForm Add uploaded document Add Table of Contents

- eForm: US Offer Letter
- Employer Document Upload
 - Document Title = Benefit Package
- eForm: Handbook Acknowledgement
- Employer Document Upload
 - Document Title = Job Description

Any existing download package task will have the table of contents configured, but you can remove it:

Specify the eForms and uploaded documents to be included in the download package. Only saved eForms, and uploaded documents of types .pdf, gif, jpeg, jpg, png, bmp, tiff will be included in the download.

Set button label Offer Packet

Add eForm Add uploaded document

- Offer Packet - Table of Contents Remove
- eForm: US Offer Letter
- Employer Document Upload
 - Document Title = Benefit Package
- eForm: Handbook Acknowledgement
- Employer Document Upload
 - Document Title = Job Description

If configured, the table of contents is always the first page of the download package.

More info

- Click [here](#) for full release notes.
- Click [here](#) for information about early adopter process, supported languages and browsers, and more.

Technical support

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

- **International Toll Free:** Access numbers via SilkRoad Engagement Center
- **SilkRoad Engagement Center:** <https://engagementcenter.silkroad.com>
No access? Email support@silkroad.com for access.
- **Email:** support@silkroad.com