

Assessment Updates Oasys Client Information

January 2019

The information contained in this update is important for Administrators on your Oasys Assessment platform.

Volume Solutions – Oasys Functionality

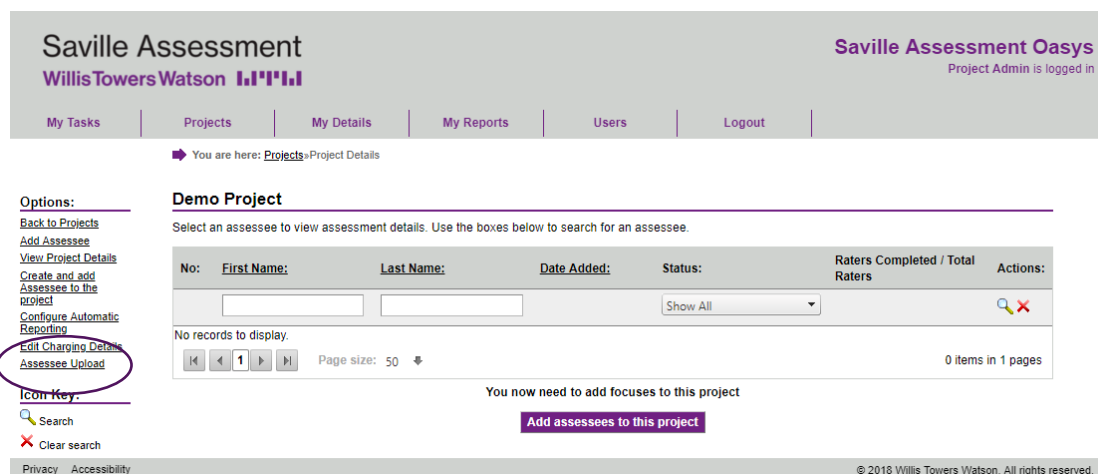
Assessee Bulk Upload

What is it?

Within a platform, all Project Administrators, System Administrators and Client Administrators will now have the functionality to bulk upload assessees to a project without needing to contact Bureau Support, should they wish to manage this themselves.

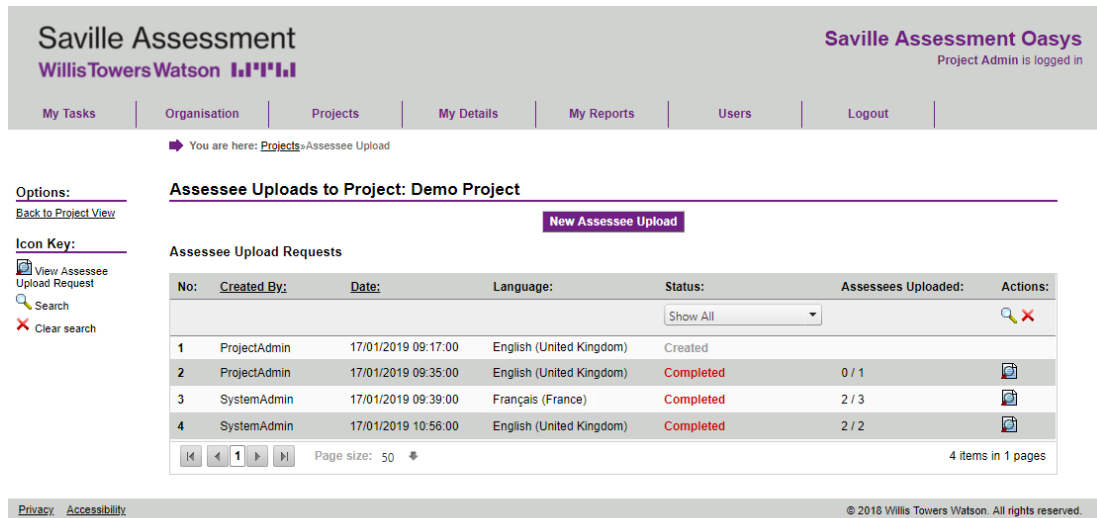
How to use?

The new functionality appears as 'Assessee Upload' in the options list on the left-hand side of the page whilst on the project screen:



The screenshot shows the Saville Assessment Oasys interface. At the top, there is a header with the Saville Assessment logo and the text 'Saville Assessment Oasys Project Admin is logged in'. Below the header is a navigation bar with tabs for 'My Tasks', 'Projects', 'My Details', 'My Reports', 'Users', and 'Logout'. The 'Projects' tab is selected, and the breadcrumb trail shows 'You are here: Projects > Project Details'. On the left-hand side, there is a list of options, with 'Assessee Upload' circled in red. The main content area is titled 'Demo Project' and contains a search form for assessee details. Below the search form, there is a table with columns for 'No.', 'First Name', 'Last Name', 'Date Added', 'Status', 'Raters Completed / Total Raters', and 'Actions'. The table currently displays 'No records to display.' and '0 items in 1 pages'. At the bottom of the page, there is a footer with 'Privacy' and 'Accessibility' links, and a copyright notice: '© 2018 Willis Towers Watson. All rights reserved.'

The main assessee upload page displays the button for creating a new upload and the status of any previous assessee uploads created in the project.



Saville Assessment **Saville Assessment Oasys**
Project Admin is logged in

My Tasks | Organisation | **Projects** | My Details | My Reports | Users | Logout

You are here: [Projects](#) > [Assessee Upload](#)

Assessee Uploads to Project: Demo Project

Options: [Back to Project View](#)

Icon Key: [View Assessee Upload Request](#), [Search](#), [Clear search](#)

New Assessee Upload

Assessee Upload Requests

No:	Created By:	Date:	Language:	Status:	Assessee Uploaded:	Actions:
1	ProjectAdmin	17/01/2019 09:17:00	English (United Kingdom)	Created		
2	ProjectAdmin	17/01/2019 09:35:00	English (United Kingdom)	Completed	0 / 1	
3	SystemAdmin	17/01/2019 09:39:00	Français (France)	Completed	2 / 3	
4	SystemAdmin	17/01/2019 10:56:00	English (United Kingdom)	Completed	2 / 2	

Page size: 50 | 4 items in 1 pages

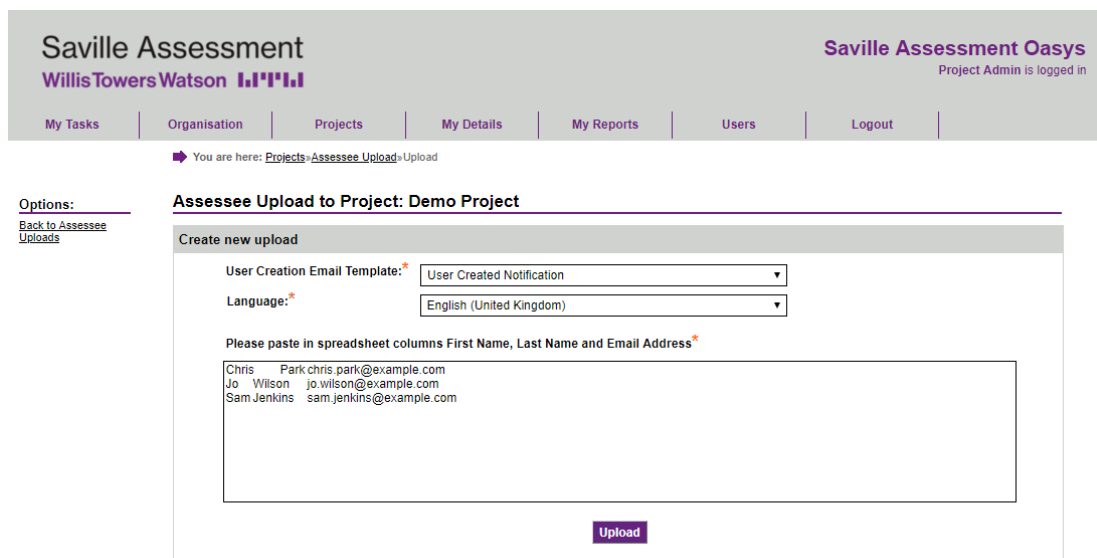
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Selecting 'New Assessee Upload' takes you to the upload form.

The required format of the upload is three columns copied and pasted from an excel spreadsheet or table: First Name, Last Name and Email Address.

You will need to select the required email template that will be sent out to assessees on upload, and also the language that you wish the emails to be sent out in (only languages that are available on your platform will be in this list). This language will become the assessees preferred language on first login. You can only select one language per upload.

Selecting 'Upload' will automatically start the upload process and send out emails to all successfully uploaded assessees.



Saville Assessment **Saville Assessment Oasys**
Project Admin is logged in

My Tasks | Organisation | **Projects** | My Details | My Reports | Users | Logout

You are here: [Projects](#) > [Assessee Upload](#) > Upload

Assessee Upload to Project: Demo Project

Options: [Back to Assessee Uploads](#)

Create new upload

User Creation Email Template: *

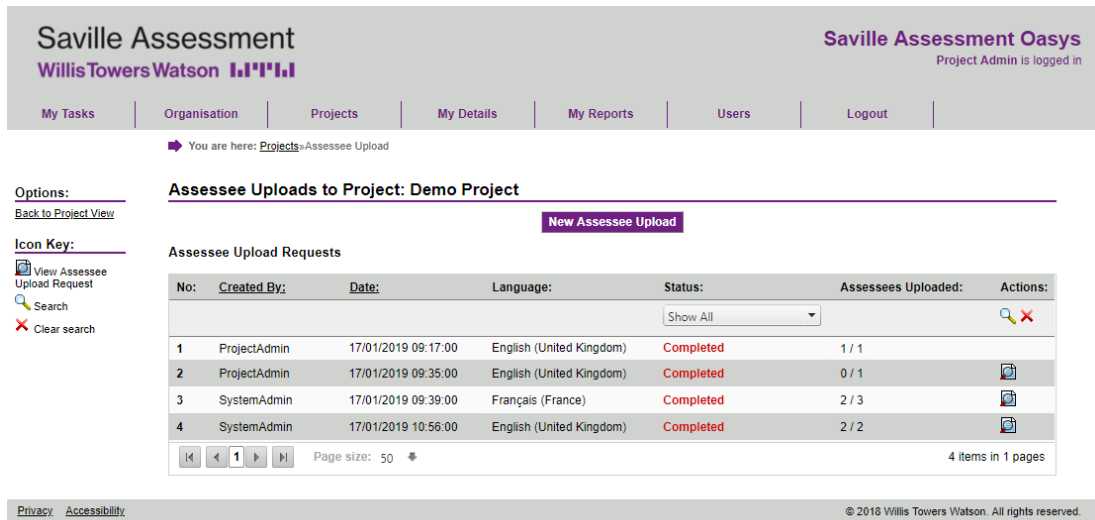
Language: *

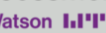
Please paste in spreadsheet columns First Name, Last Name and Email Address *

```
Chris Park chris.park@example.com
Jo Wilson jo.wilson@example.com
Sam Jenkins sam.jenkins@example.com
```

Upload

Once completed, summary details of the upload are displayed in the table (number of successful assesses out of total requested assesseees). The details of any unsuccessful assessee upload requests can be viewed by selecting the magnifying glass.



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Project Admin is logged in

My Tasks | Organisation | **Projects** | My Details | My Reports | Users | Logout

You are here: [Projects](#) > Assessee Upload






Assessee Uploads to Project: Demo Project

Options:
[Back to Project View](#)

Icon Key:
 View Assessee Upload Request
 Search
 Clear search

[New Assessee Upload](#)

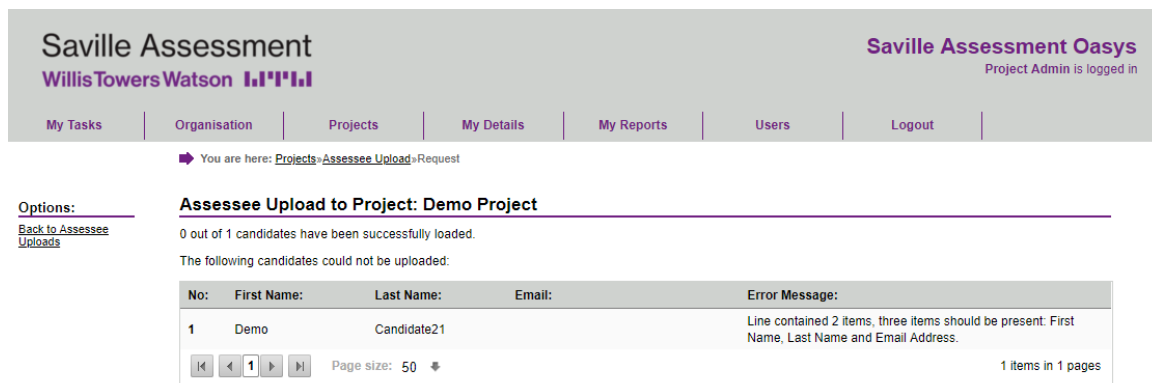
Assessee Upload Requests


No:	Created By:	Date:	Language:	Status:	Assessee Uploaded:	Actions:
1	ProjectAdmin	17/01/2019 09:17:00	English (United Kingdom)	Completed	1 / 1	 
2	ProjectAdmin	17/01/2019 09:35:00	English (United Kingdom)	Completed	0 / 1	
3	SystemAdmin	17/01/2019 09:39:00	Français (France)	Completed	2 / 3	
4	SystemAdmin	17/01/2019 10:56:00	English (United Kingdom)	Completed	2 / 2	

Page size: 50 | 4 items in 1 pages

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This page displays the number of successfully uploaded candidates and any candidates which were unsuccessful. The table provides details of why a candidate upload failed.



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Project Admin is logged in

My Tasks | Organisation | **Projects** | My Details | My Reports | Users | Logout

You are here: [Projects](#) > [Assessee Upload](#) > Request

Assessee Upload to Project: Demo Project

Options:
[Back to Assessee Uploads](#)

0 out of 1 candidates have been successfully loaded.

The following candidates could not be uploaded:

No:	First Name:	Last Name:	Email:	Error Message:
1	Demo	Candidate21		Line contained 2 items, three items should be present: First Name, Last Name and Email Address.

Page size: 50 | 1 items in 1 pages

Please Note:

- If a candidate’s email address already exists as a username on the Oasys platform, they will **not** be bulk uploaded to the project. They will need to be manually added to the project.
- The bulk upload functionality creates users and adds them to the project at the **same** time. The same list of candidates cannot be added to two different projects. If multiple tasks are required by the same candidates, we recommend creating these tasks within a single project.
- The bulk upload functionality can be used to bulk upload up to approximately 2000 candidates.
- Invitation emails will be sent to candidates in the language chosen via the language drop down at the ‘Assessee Upload to Project’ stage. All emails within a bulk upload will be sent in the **same** language.
- This functionality is not yet available for projects using 360 or Job Profiler instruments.

When will it be released?

This functionality will be released across platforms on the 6th February 2019.

Should you require support on how to access or use this new functionality, please contact bureau.manager@savilleassessment.com.

Oasys Report Downloader

What is it?

Within a platform, all Report Viewers, Project Administrators, System Administrators and Client Administrators can bulk download reports from any project they have access to on Oasys.

Only reports that have already been generated will be available to download.

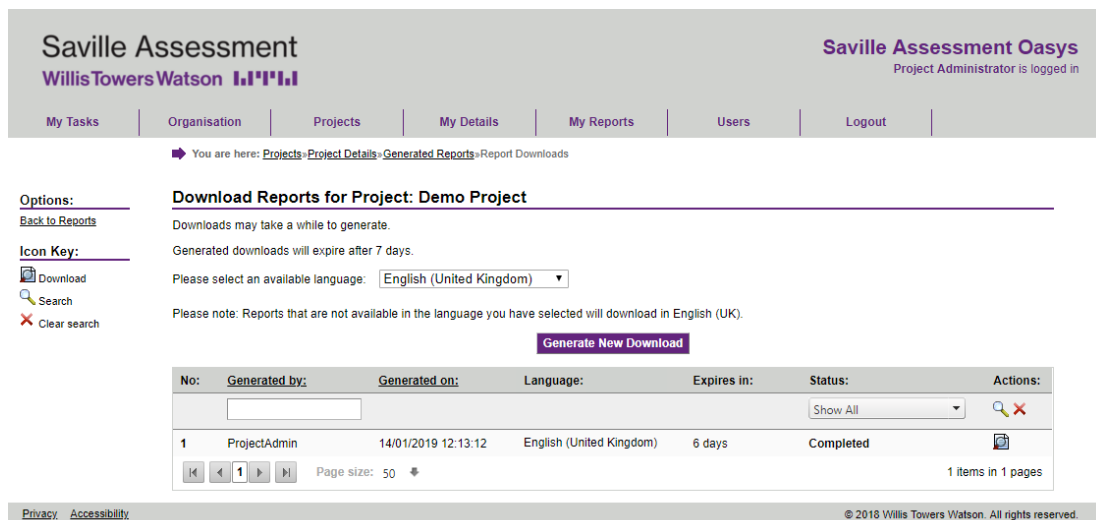
How to use?


On the 'Project Details' page, select 'View Generated Reports' from the Options menu on the left, then select 'Bulk Downloads'.

There is a language dropdown which provides you with a list of available languages to generate the download in. If any of the reports within the project are not available in the language you have selected, these reports will download in English (UK).

Once you have chosen a language, selecting 'Generate New Download' will start the download process.

Once the download is complete, selecting the magnifying glass icon against the entry in the table will automatically download a zip file containing the reports.






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Saville Assessment Oasys
Project Administrator is logged in

My Tasks | Organisation | Projects | My Details | My Reports | Users | Logout

You are here: [Projects](#) > [Project Details](#) > [Generated Reports](#) > Report Downloads

Options:
[Back to Reports](#)

Icon Key:
 Download
 Search
 Clear search


Download Reports for Project: Demo Project

Downloads may take a while to generate.
Generated downloads will expire after 7 days.

Please select an available language:

Please note: Reports that are not available in the language you have selected will download in English (UK).

[Generate New Download](#)

No:	Generated by:	Generated on:	Language:	Expires in:	Status:	Actions:
1	ProjectAdmin	14/01/2019 12:13:12	English (United Kingdom)	6 days	Completed	

Page size: 50

1 items in 1 pages

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Please Note:

- The report downloader is restricted to the latest 1000 generated reports from the project.
- Larger downloads will take a while.
- All generated downloads will expire after 7 days.
- The download will not include duplicate reports that have been generated on the same day or reports that have been superseded or deprecated.

When will it be released?

This functionality will be released across platforms on the 6th February 2019.

Should you require support on how to access or use this new functionality, please contact bureau.manager@savilleassessment.com.