

## Assessment Updates Oasys Information

### Project Deadlines

#### What is it?

A new feature to add a deadline during project creation.

**Create Project**

This screen allows you to create a new project. Enter the details for the new project and select which instruments you wish to include. Please complete all of the details and click on **Next**. \* Indicates a required field.

**Project Details:**

Project Type: Standard

Project Name:

Project Description:

Project Reference:

PO Reference:

ChargeCode:

Cost Centre:

Deadline:

**Next**

The default selected is 'Not Applicable', but administrators can choose to set a deadline date and time for the project. *Please note the date and time selected is set to Coordinated Universal Time (UTC).*

**Create Project**

This screen allows you to create a new project. Enter the details for the new project and select which instruments you wish to include. Please complete all of the details and click on **Next**. \* Indicates a required field.

**Project Details:**

Project Type: Standard

Project Name:

Project Description:

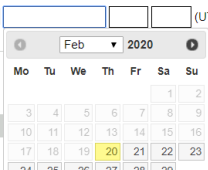
Project Reference:

PO Reference:

ChargeCode:

Cost Centre:

Deadline:  (UTC)



**Next**

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Once a deadline has been set, it can be edited within the project via the **Edit Project** page.

**Project Details**

Select **Edit** to change project details.

Project Details						
Name:	Description:	Project Type:	Reference:	Created by:	Date created:	Deadline:
Focus Styles	Focus Styles IA	Bureau		superuser	20/02/2020	09/03/2020 12:00:00 (UTC)

**Project Options:**

Send assessee invite email    Send rater invite email    Send report generation email

**Project Instruments:**

No:	Instrument Definition:
1	Focus Styles (IA)

## What will the change involve?

This update was released to all platforms on Friday 21<sup>st</sup> February 2020.

For all existing projects, the deadline has been set to 'Not Applicable'.

This is the first part of a multi-phased project.

In this first phase, the deadline field is for reference only and only visible to administrators. This means that it does not affect assessees being able to access tasks or administrators accessing projects. Also, assessees will **not** be made aware of any deadline that has been selected for their project.

The additional functionality in the pipeline will make the deadline more active in the project lifecycle. For example, the new email templates that are coming soon will include deadline information in the invitation and reminder emails.

Further information relating to this feature will follow in due course.

If you require support on project set up using the new deadline date then please contact [bureau.manager@savilleassessment.com](mailto:bureau.manager@savilleassessment.com).