

Updated Wave Guidelines

Updated Wave Guidelines on our Website and the Oasys V1 Candidate Dashboard

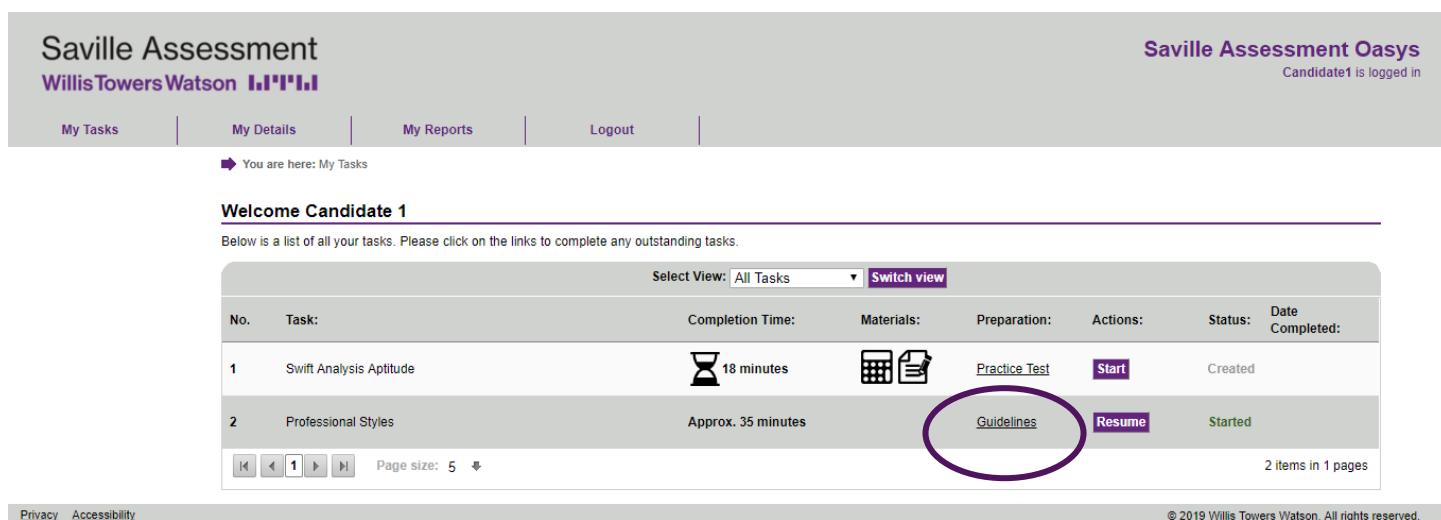
What are the changes?


We have recently updated the Wave Guidelines on the Candidate Preparation page of our website.

On **2nd April**, the Wave Guidelines for Professional Styles, Focus Styles and Strengths will be available in **all** of our Wave assessment languages. At this time, all language versions of the Guidelines will be available on the Candidate Preparation page of our website via the language drop-down function, like for our Aptitude Practice tests.

We will also be making a further update to the 'My Tasks' page on Oasys, to include a link to the new Wave Guidelines under the 'Preparation' column. Selecting this link will present the candidate with the relevant Wave Guidelines for that assessment, in the language the candidate used to login into the platform. The link to the Guidelines can be accessed multiple times, it does not get disabled.

'My Tasks' page at 2nd April – updated to include Wave Guidelines



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
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Candidate1 is logged in

My Tasks | My Details | My Reports | Logout

You are here: My Tasks

Welcome Candidate 1

Below is a list of all your tasks. Please click on the links to complete any outstanding tasks.

No.	Task:	Completion Time:	Materials:	Preparation:	Actions:	Status:	Date Completed:
1	Swift Analysis Aptitude	 18 minutes		Practice Test	Start	Created	
2	Professional Styles	Approx. 35 minutes		Guidelines	Resume	Started	

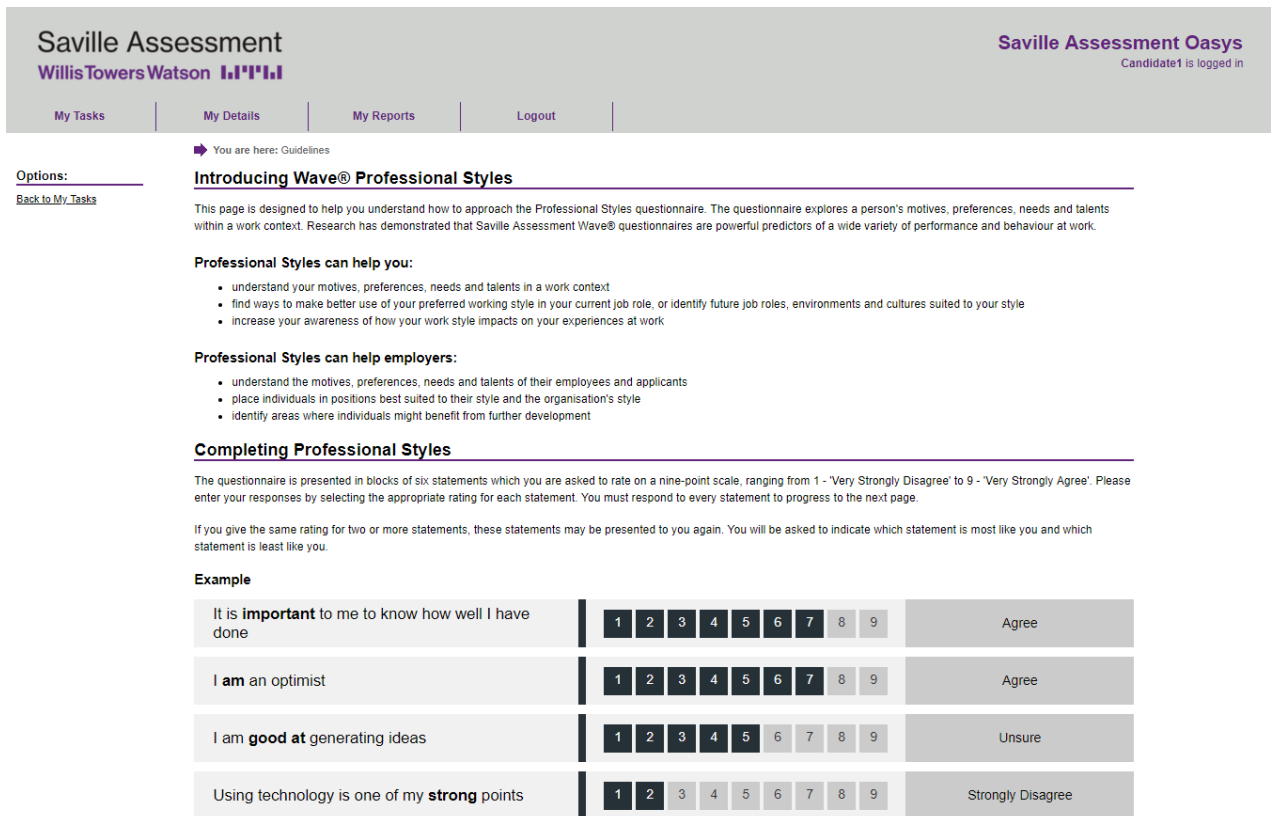
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2 items in 1 pages

Privacy Accessibility

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The 'Guidelines' link takes candidates directly to the relevant guidelines:



The screenshot shows the Saville Assessment Oasis interface. At the top, there is a navigation bar with 'My Tasks', 'My Details', 'My Reports', and 'Logout'. The main content area is titled 'Introducing Wave® Professional Styles'. It includes a breadcrumb trail 'You are here: Guidelines', a description of the questionnaire, and two sections: 'Professional Styles can help you:' and 'Professional Styles can help employers:'. Below these is a section titled 'Completing Professional Styles' which explains the nine-point rating scale. An 'Example' section shows four statements with their corresponding rating scales and selected options.

Example

It is important to me to know how well I have done	1 2 3 4 5 6 7 8 9	Agree
I am an optimist	1 2 3 4 5 6 7 8 9	Agree
I am good at generating ideas	1 2 3 4 5 6 7 8 9	Unsure
Using technology is one of my strong points	1 2 3 4 5 6 7 8 9	Strongly Disagree

When will this be released?

All candidates who have been assigned to complete Wave Professional Styles, Wave Focus Styles or Work / Industry Strengths will have the relevant Wave Guidelines link on their 'My Tasks' page from **2nd April 2019**. This includes all existing projects and candidates.

Action required

After **2nd April**, candidates will be able to access all preparation materials they require for Aptitude and Wave directly from the 'My Tasks' page.

If you currently direct candidates to practice materials on the website in any bespoke email templates, we advise removing these references on or after 2nd April.

Should you require assistance to do this, please email bureau.manager@savilleassessment.com.

Report Generation Emails – New Oasys V1 Functionality

Supressing Report Generation Emails at Project Level

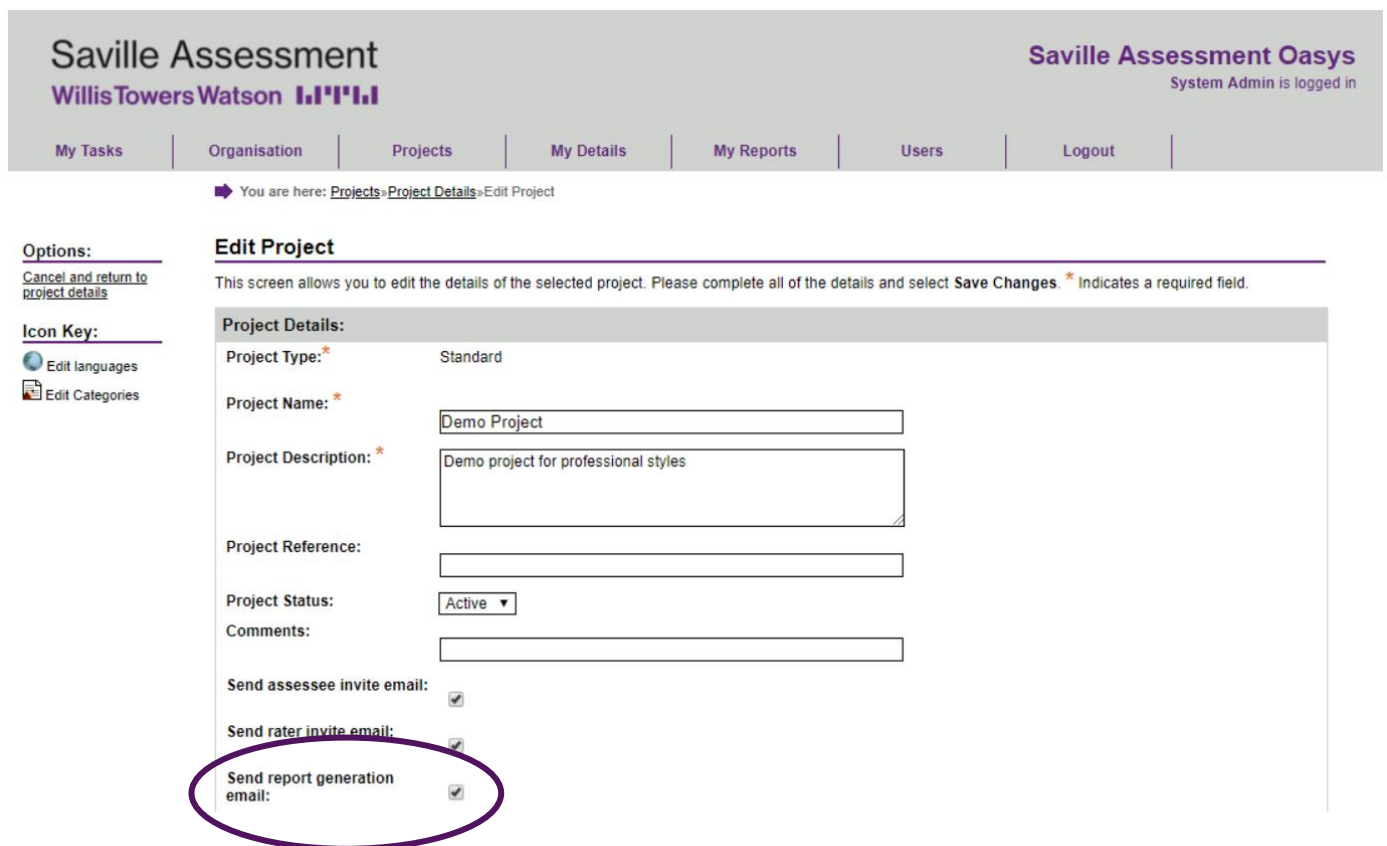
What is it?


Project Administrators and System Administrators can now **turn off** report generation emails within a project.

This option can only be configured at project level (not user level) and so will affect both reports being sent to candidates and/or administrators.

When setting up a project, the default setting is that report generation emails **will be** sent (this was the default previously).

To turn off the report generation emails, select 'View Project Details' in the Options menu and then 'Edit Project'. You can then deselect this option to turn off by unticking the 'Send report generation email'.





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System Admin is logged in

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

You are here: [Projects](#) > [Project Details](#) > Edit Project

Options:
[Cancel and return to project details](#)

Icon Key:
 Edit languages
 Edit Categories

Edit Project

This screen allows you to edit the details of the selected project. Please complete all of the details and select **Save Changes**. * Indicates a required field.

Project Details:

Project Type: * Standard

Project Name: *

Project Description: *

Project Reference:

Project Status:

Comments:

Send assessee invite email:

Send rater invite email:

Send report generation email:

When will it be released?

This functionality was released to all Oasys platforms on **29th January 2019**.

New Oasys Administrator Functionality – Coming in March

This month, we will be releasing new functionality to enable Project Administrators and System Administrators to be able to view additional details on users and projects.

Viewing Who Created a User

From the 'Users' tab, search for a user then select the 'View details for user' icon.

The 'User Details' box will contain additional information detailing 'Created By' and 'Created On'. This will display the username of who created the user and when they were created.

User Details:

Select the Edit button to change the details of the user.


Details

Username: SampleCandidate
 Roles: Candidate
 Preferred language: English (United Kingdom)
 Status: Active
Created By: ProjectAdministrator
Created On: 01/03/2019 09:44
 Comments:

[Edit](#)

Viewing Who Added a User to a Project

To see who has added a user to a project, go to the 'Project Details' screen and select the 'View Assessment' icon against a candidate. The box displaying the assessee information will have an additional 'Added By' column detailing the username of who added the user to the project.

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Project Administrator is logged in

Options:

[Cancel and return to Projects](#)

Icon Key:

View workflow

Send reminder email

View Participants: Demo Project

The participants in this assessment are listed below. You may still add participants to the assessment, provided the category and group category numbers are below the maximum.

Minimum Participants: 1
Maximum Participants: 1

No:	First Name:	Last Name:	Added By:	Status:	Actions:
1	Sample	Candidate	ProjectAdministrator	Created	

[Save Assessment](#)

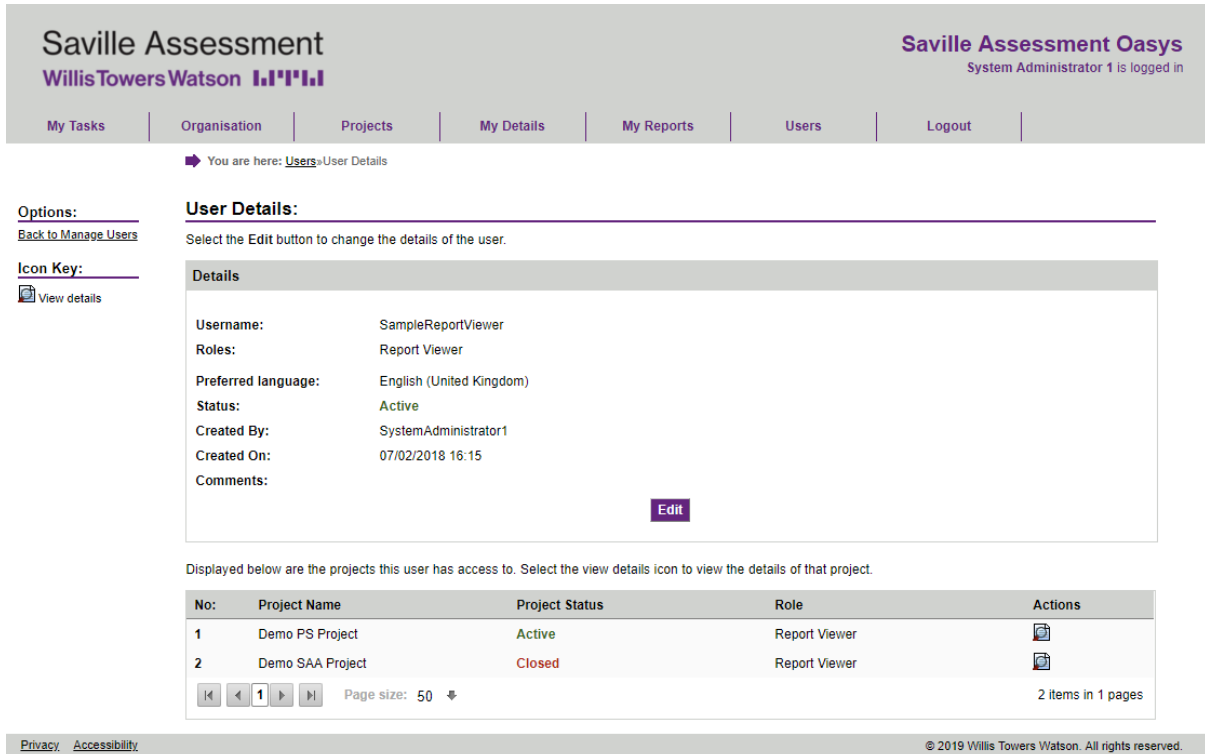
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Show Which Projects an Administrator can Access

Search for the user via the 'Users' tab and then select the 'View details for user' icon. The table below the user's details will show a list of projects that the user has access to.

Selecting the 'View details' icon will take you to the project details.




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System Administrator 1 is logged in

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

You are here: [Users](#) » User Details

Options:
[Back to Manage Users](#)

Icon Key:
 View details



User Details:
Select the **Edit** button to change the details of the user.


Details

Username: SampleReportViewer
Roles: Report Viewer
Preferred language: English (United Kingdom)
Status: Active
Created By: SystemAdministrator1
Created On: 07/02/2018 16:15
Comments:

Edit

Displayed below are the projects this user has access to. Select the view details icon to view the details of that project.

No:	Project Name	Project Status	Role	Actions
1	Demo PS Project	Active	Report Viewer	
2	Demo SAA Project	Closed	Report Viewer	

Page size: 50  2 items in 1 pages

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When will this extra functionality released?

The functionality detailed above will be released in **March 2019**.