

Assessment Updates Oasys Client Information

Oasys Functionality Update


Manually Erasing an Assessee

We will soon be launching a new piece of Oasys functionality to allow an assessee to be manually erased from the Oasys platform. This will enable users to support individual requests for their data to be erased, which is outside of the automated project/platform data retention period.

How does it work?

To Erase an Assessee

A new 'Erase User' button will be available for assessees when viewing their details under the 'Users' area in Oasys. This will only be available to System Administrators or those in higher roles.

Saville Assessment
WillisTowersWatson 

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User Details:

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

Details

Username: DemoCandidate

Email Address: kate.crouch@savilleassessment.com

First Name: Demo

Last Name: Candidate

Preferred language: English (United Kingdom)

Roles: Candidate

Status: Active

Created By: Superuser

Created On: 26/01/2022 12:51

Comments:

Edit

Erase User

Displayed below are the assessments for this user. Select the view details icon to view the details of that assessment.

Project Name	Project Status	Assessee	Role	Status	Actions
No records to display.					
<		1		>	

Page size: 50

0 items in 1 pages

Upon selecting the 'Erase User' button, the system will check if the assessee has any active assessments linked to their account.

If there are no active assessments for the assessee, a confirmation request page will appear showing the details of the assessee chosen and a warning message to highlight that this action is **irreversible**.

Once this has been accepted, a validation message will be presented to acknowledge the request to erase the assessee has been successful.

If there are active assessments for the assessee, a different page will appear highlighting that the assessee cannot be erased due to the active assessments. In this scenario, the administrator will need to erase the assessments first, before requesting the assessee to be erased.

To Erase an Assessment

Within the User Details page, any active assessments linked to the assessee will appear underneath where you can select to 'View details for assessment'.

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User Details:

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

Details

Username: SampleCandidateDemo	Roles: Candidate
Email Address: kate.crouch@savilleassessment.com	Status: Active
First Name: Sample	Created By: Superuser
Last Name: Candidate	Created On: 27/01/2022 08:52
Preferred language: English (United Kingdom)	Comments:

Edit

Erase User

Displayed below are the assessments for this user. Select the view details icon to view the details of that assessment.

Project Name	Project Status	Assessee	Role	Status	Actions
Demo Project	Active	Sample Candidate	Self	Started	View details for assessment
<			1	>	

Page size: 50

1 items in 1 pages

Selecting 'View details for assessment' button will take you to the 'View Participants' page where an additional button will be available to erase the assessment. This will need to be done for all assessments before selecting to erase the assessee again. Once all assessments have been requested to be erased, the same process will follow as described above for assessees who do not have any active assessments.

An Oasys Quick Guide detailing the step by step process of how to manually erase an assessee on Oasys will be made available through our client resources area prior to the functionality being launched.

When will this be released?

The functionality detailed above is scheduled for release later in Q1.

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