



**Saville**  
assessment

# Assessment Updates – Oasys Functionality & Product Updates

Comms Overview

Updated 27<sup>th</sup> March 2024

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# Contents

- [Overview of Document](#)
- [New/Latest Updates](#)
- [Oasys Functionality Updates](#)
- [Product Updates](#)
- [General Updates](#)
- [Appendix](#)

# Oasys Functionality & General Product Updates

## What is it?

Communications and information about recent and forthcoming Oasys functionality and more general product updates will be added to this document as soon as release information is available.

This will provide all of our Oasys users with details of changes and allow us to roll out updates out more effectively.

For queries regarding roll out please contact [assessment.updates@savilleassessment.com](mailto:assessment.updates@savilleassessment.com).

For queries relating to how to use new functionality on Oasys, please contact [bureau.manager@savilleassessment.com](mailto:bureau.manager@savilleassessment.com).

For more information on any of our new assessments, reports or norms, please contact your Account Manager or [info@savilleassessment.com](mailto:info@savilleassessment.com).

# New Updates

The background features a dark navy blue field on the left, which transitions into a large, rounded teal shape on the right. The teal shape has a curved edge that fits into the dark blue area, creating a modern, geometric design.

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>*New 27<sup>th</sup> March 2024</b>  <b>Wave Focus Styles</b> <b>Wave Professional Styles</b>  <b>Personal Report name updates</b>	<p>We will be changing the name of the Personal Report to 'Candidate Report' on our Wave Focus Styles and Wave Professional Styles reports.</p> <p>This output is primarily used for candidate feedback during recruitment and renaming the report makes it clearer to users what it is for.</p> <p>Where clients require reports that can be used for development, there are other outputs available that are better suited to that purpose.</p>	Clients using Wave Professional Styles/Wave Focus Styles Personal Reports	English 15 <sup>th</sup> April'24  All other languages 13 <sup>th</sup> May'24	27th March 2024

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>New 27<sup>th</sup> March 2024</b>  <b>360 Norm Generation</b>	<p>The norms below (plus any predecessors) have been superseded by the latest versions for both Wave Performance 360 and Wave Leadership Impact 360.</p> <p>Only the latest norms will display in the main Norm Group list when generating reports. Checking the “Show old norms, where available” box will display any older norms, in grey text in the main list, and can still be used if required.</p>	360 test users	April 2 <sup>nd</sup> 2024	27 <sup>th</sup> March 2024

Latest Normset	Superseded Normset
Performance 360 – Professionals & Managers (INT, 2021)	Performance 360 – Professionals & Managers (INT, 2011)
Performance 360 – Senior Managers & Executives (INT, 2021)	Performance 360 – Senior Managers & Executives (INT, 2011)
Wave Performance 360 - Professionals & Managers (DK, IA, 2015)	Wave Performance 360 - Professionals & Managers (DK, IA, 2009)
Wave Leadership Impact 360 - Senior Managers & Executives (INT, 2021)	Leadership Impact 360 - (GWS) - Interim Managerial Group (2016)

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<p><b>*New 7<sup>th</sup> March 2024</b></p> <p><b>Automatic Resets on Oasys</b></p>	<p>We are making updates to the way resets are managed on Oasys.</p> <p>The change will allow each candidate one automatic reset for an aptitude assessment, which will be available should they exit the test and then attempt to re-access later. Should the candidate require additional resets, they will need to contact Support.</p> <p>The new reset functionality will not impact existing projects. If you wish to enable automatic resets for an existing project, you can do so via the Edit Projects page.</p> <p>Once released, newly created projects containing an aptitude assessment will have auto-resets switched on by default allowing one automatic reset for aptitude assessments. You can deselect this option during project set-up if you do not wish to have auto-resets applied.</p> <p>This functionality will also be available to clients using assessment via integration.</p> <p>The automatic aptitude reset functionality is due to go live at the beginning of April 2024.</p> <p>Full information can be found in the release notes - <a href="#">CRA-Oasys Updates - Saville Assessment</a> and in the relevant Oasys User Guide once released</p>	<p>Clients using Aptitude assessments on Oasys</p>	<p>End of April 2024</p>	<p>8<sup>th</sup> March 2024</p>

# Updates to Oasys Functionality



# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Oasys User guides – update</b>	<p>The user guides which were added to the platform in November are now available via the footer navigation on the platform.</p> <p>You must be logged in as any administrator user role to see the user guides link.</p> <p>The guides are available in English only.</p>	Oasys platform admin users	12 <sup>th</sup> February 2024	23 <sup>rd</sup> February 2024

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Assessee dashboard layout updates</b>	<p>The assessee dashboard is having a style update which includes a more modern display which is responsive across different devices such as pc, tablet, mobile phone.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform assessees	8 <sup>th</sup> January 2023	13 <sup>th</sup> December 2023
<b>Assessee details being combined into one page</b>	<p>Assessee details such as sign in information, research data history, recent login attempts, and active sessions have previously been on separate pages navigable via the assessee dashboard.</p> <p>All of this information is being combined into one new page with updated styling to make it easier for the assessee to access and manage this information.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform assessees	8 <sup>th</sup> January 2023	13 <sup>th</sup> December 2023

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Oasys user guides now available on admin platform</b>	<p>Oasys user guides have been created and are now accessible via the admin platform.</p> <p>You must be logged in as any administrator user role and then update the end of the url (the page is currently not on visible navigation): [subdomain].sc-oasys.com/sites/admin/user-guides</p> <p><i>e.g. scuk.sc-oasys.com/sites/admin/user-guides</i></p> <p>Screenshots are available in the <u>appendix</u>.</p>	Oasys platform admin users	6 <sup>th</sup> November 2023	13 <sup>th</sup> November 2023

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Create project button move</b>	<p>Create project button has moved back to secondary navigation scroll bar.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	6 <sup>th</sup> November 2023	26 <sup>th</sup> October 2023
<b>New 'Actions' on Projects page</b>	<p>The 'Actions' button on the Projects page includes more options to help navigate quickly to different pages within a specific project:</p> <ul style="list-style-type: none"> <li>- Project extracts (<i>assessee status extract</i>)</li> <li>- Close project (<i>for active projects</i>)</li> <li>- Reactivate project (<i>for closed projects</i>)</li> </ul> <p>Close and reactivate project options also added to the secondary navigation menu on the Project Details page.</p> <p>Note: Administrators will receive a warning if trying to close a project where assessees have outstanding tasks and/or where the deadline has not yet passed.</p> <p>Note: Administrators will receive a warning if trying to reactivate a closed project where the deadline has passed – admins will be required to update the deadline on the edit project page before being able to reactivate the project.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	6 <sup>th</sup> November 2023	26 <sup>th</sup> October 2023

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>New 'Actions' on Projects page</b>	<p>The 'Actions' button on the Projects page includes more options to help navigate quickly to different pages within a specific project:</p> <ul style="list-style-type: none"><li>- Project assessees - takes you to the current default view of assessees within the project</li><li>- Project details - takes you to the overview display of name, deadline and instruments</li></ul> <p>Coming soon to the 'Actions' button (date tbc):</p> <ul style="list-style-type: none"><li>- Edit project</li><li>- Close project (for active projects)</li><li>- Reactivate project (for closed projects)</li><li>- Project extracts (assessee status extract)</li></ul> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	Live – 18 <sup>th</sup> September 2023	14 <sup>th</sup> September 2023

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Amends to Project page on Oasys</b>	<p>Amendments are being made to the Project page on Oasys.</p> <p>Search bar is being reformatted to a search box available on top right of screen.</p> <p>The default view on the Projects page now only shows active projects. To view closed projects, select the new 'All projects' option on the top left of the screen.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	Live	<p>29<sup>th</sup> June 2023</p> <p>Updated screenshots 3<sup>rd</sup> August 2023</p>
<b>Amends to Administrator and Assessee user pages</b>	<p>The default view on both user pages now only shows active users. To view inactive users, select the new 'All administrators' or 'All assessees' option on the top left of the screen.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	Live	17 <sup>th</sup> August 2023

# New Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Splitting User page on Oasys</b>  <b>Permissions to create new Project Administrators</b>	<p>Currently, all Oasys users are visible under one list on the User page of Oasys. Following this update the User page will be split out into Assesseees and Admins.</p> <p>There is also new 'Actions' functionality to allow details to be viewed or to send Username Reminders/Password Resets.</p> <p>Emails to send Username Reminders/Password Reset are not configurable.</p> <p>Sending Username Reminder/Password Reset is an immediate action.</p> <p>A validation message will be displayed once action has been completed.</p> <p>Please also note that as part of this change only Client Administrators or System Administrators will have the rights to create new Project Administrators.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	Live 26 <sup>th</sup> June Spanish MX – 24 <sup>th</sup> July French Canadian	5 <sup>th</sup> May 2023  Updated 10 <sup>th</sup> May 2023  Updated 25 <sup>th</sup> May 2023

# Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Removal of My Tasks Navigation for Admin Users on Oasys</b>	<p>The current 'My Tasks' menu option on Oasys is being removed.</p> <p>Users will be able to access admin Default page by clicking on the Saville Assessment (or corporate) logo visible on the top left of the page.</p> <p>Screenshots can be found in the <a href="#">appendix</a>.</p>	Oasys platform users	Live 19 <sup>th</sup> June'23	14 <sup>th</sup> June'23



# Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Splitting User page on Oasys</b>  <b>Permissions to create new Project Administrators</b>	<p>Currently, all Oasys users are visible under one list on the User page of Oasys. Following this update the User page will be split out into Assesseees and Admins.</p> <p>There is also new 'Actions' functionality to allow details to be viewed or to send Username Reminders/Password Resets.</p> <p>Emails to send Username Reminders/Password Reset are not configurable.</p> <p>Sending Username Reminder/Password Reset is an immediate action.</p> <p>A validation message will be displayed once action has been completed.</p> <p>Please also note that as part of this change only Client Administrators or System Administrators will have the rights to create new Project Administrators.</p> <p>Screenshots are available in the <a href="#">appendix</a>.</p>	Oasys platform admin users	Live 26 <sup>th</sup> June Spanish MX – 24 <sup>th</sup> July French Canadian	5 <sup>th</sup> May 2023  Updated 10 <sup>th</sup> May 2023  Updated 25 <sup>th</sup> May 2023

# Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>New Assessee and Administrator login pages</b>	<p>Two new pages have been created for Oasys login. The login pages will separate the login page for Assesseees (Candidates) and Administrators. e.g. sc.sc-oasys.com/sites/admin/account/login</p> <p>The default login page has been updated to the Assessee (candidate) login page. Any bookmarks you have saved will redirect to the Assessee page.</p> <p>If you are an Administrator for a platform, please navigate from the Assessee page to the Administrator login page and save a new bookmark.</p> <p>Your login details will remain the same.</p> <p>Screenshots available in the Appendix <a href="#">here</a>.</p>	Oasys platform users	<p>Live 3<sup>rd</sup> May 2023</p> <p>Phase 2 – Live 17<sup>th</sup> May 2023</p>	<p>9<sup>th</sup> March 2023</p> <p>Updated 20<sup>th</sup> March 2023</p> <p>Updated 5<sup>th</sup> May 2023</p> <p>Updated 18<sup>th</sup> May 2023</p> <p>Updated 25<sup>th</sup> May 2023</p>

# Oasys Functionality Updates

Functionality/Oasys Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Updates to menu navigation</b>	<p>In the coming weeks/months there will be changes made to the navigation of screens on the Oasys platform.</p> <p>The 1<sup>st</sup> part of this project will be to remove duplicate navigation on the menu bars. This change is scheduled to go live in the coming week.</p> <p>For example, currently 'Back to Projects' and 'Projects' currently navigate to the same place.</p> <p>Where there are instances of duplication, the action button in the lighter grey smaller menu bar will be removed.</p> <p>This will provide clients with a cleaner, better organised layout of menu buttons.</p> <p>Full list of changes are below:</p> <ul style="list-style-type: none"> <li>My Details &gt; Active sessions</li> <li>My Details &gt; Edit</li> <li>My Details &gt; Edit login details</li> <li>My Details &gt; Recent login attempts</li> <li>My Reports &gt; My group overviews</li> <li>Organisation &gt; Edit</li> <li>Organisation &gt; Client configuration</li> <li>Organisation &gt; Clients</li> <li>Organisation &gt; Email Configuration</li> <li>Project &gt; Create</li> <li>Project &gt; View</li> <li>Users &gt; Candidate details</li> <li>Users &gt; Admin details</li> <li>Users &gt; Create candidate</li> <li>Users &gt; Create administrator</li> <li>Users &gt; Bulk Upload (superuser only so maybe keep off comms?)</li> <li>Users &gt; Send login details</li> </ul>	Oasys Users	Currently scheduled for Jan'23	20 <sup>th</sup> January 2023

# Product Updates

The background features a dark navy blue area on the left and a teal area on the right, separated by a diagonal line. A large, rounded teal shape overlaps the bottom of the dark blue area.

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>New Manager Situations P&amp;M UK 2024 norm</b>	<p>A new Professionals and Managers UK 2024 norm is being released Manager Situations.</p> <p>The relevant norm group description will be added to our Client Resource area in preparation for release.</p>	Clients using Manager Situations	4 <sup>th</sup> March 2024	29 <sup>th</sup> February 2024
<b>New Europe Wave Performance 360 Norms</b>	<p>Two new EUR norms are being released for the Performance 360 instrument.</p> <p>Professionals &amp; Managers (EUR, 2021) Senior Managers &amp; Executives (EUR, 2021)</p> <p>The relevant norm group descriptions will be added to our Client Resource area in preparation for release.</p>	Clients using EUR norms in P360 projects.	<p>4<sup>th</sup> March 2024</p> <p>The new norm will appear automatically for any clients using Performance 360 where the Oasys platform has the EUR norm tag added.</p>	23 <sup>rd</sup> February 2024

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Retiring our Supervised Access Aptitude Tests</b>	<p>We have commenced the process to retire our Supervised Access Aptitude Tests. Client users have been advised to use item banked corresponding IA versions of tests.</p> <p>Supervised access versions of tests are being removed from platforms where there has been no recent usage.</p>	Supervised access aptitude test users	The tests will be fully retired in early 2024.	16 <sup>th</sup> October 2023

# New Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Updates to report fonts and product logos</b>	<p>The font used across our reports is changing and the product logos we use in them in line with wider brand updates.</p> <p>Reports will not need to be regenerated to see the changes. After release, all reports downloaded from Oasys will display the changes (whether generated before or after the release of the updates).</p>	All report users	8 <sup>th</sup> Jan 2024	13 <sup>th</sup> December 2023
<b>Career Guidance Technical Summary</b>	The technical summary for our Wave Career Guidance Report is now available and can be found on the Client Resources Area under Main Menu > Technical & Norm Group Information > Handbooks & Technical Guides > Wave Handbooks & Technical Summaries	Career Guidance Report users	13 <sup>th</sup> December 2023	13 <sup>th</sup> December 2023

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Release of new Aptitude Norms</b>	We have released a new Senior Managers & Executives Europe 2023 norm for Swift Executive Aptitude-Rx and Abstract Reasoning Aptitude-Rx.	Aptitude test users	Live – 3 <sup>rd</sup> October'23.  The norms will appear automatically on platforms that have the relevant norm tag.	3rd October 2023



# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Release of Wave Professional Styles Leadership Impact Full Summary Report</b>	<p>The Leadership Impact Full Summary Report is a new business user level report available from Wave Professional Styles. The report allows for both the Impact Areas and Leadership Styles sections to be presented to individuals within one report.</p> <p>This report comes with a complimentary Leadership Impact Summary Report and Personal Report. A group overview is available.</p> <p>Alternatively, this report is complimentary when the Leadership Impact Expert Report, Leadership Impact Expert and Risk Report or the Leadership Impact Expert Selection Report is purchased.</p> <p>The report is available in English (UK&amp;US), Arabic, Chinese (Simplified &amp; Traditional Taiwan), Danish, French (France), Japanese, Russian, Spanish (Spain), Turkish.</p>	Wave Professional Styles users	The report has been rolled out to Oasys platforms that have Wave Professional Styles and the available report languages the w/c 4 <sup>th</sup> September'23.	3rd August 2023

# New Product Updates

## Latest Changes

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Release of Manager Situations – instrument, report and norm</b>	<p>Our Situations assessments present engaging, realistic situations that assess candidates' situational judgment.</p> <p>Manager Situations is a fast and immersive assessment solution that engages candidates with your organization and increases the likelihood of you selecting more effective line managers, team leaders or supervisors. Manager Situations can be used across all industries and sectors.</p> <p>Taking <b>just 10 minutes</b> to complete, it assesses how candidates would respond to a series of common managerial situations.</p> <p>Manager Situations is available in English (UK&amp;US).</p>	Saville Assessment Test Users	<p>Manager Situations is available to be loaded onto platforms on request.</p> <p>To request, please email <a href="mailto:bureau.manager@savilleassessments.com">bureau.manager@savilleassessments.com</a></p>	3rd August 2023

# New Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Update to Wave CP Dimension Name – Spanish-LATAM version</b>	Following a recent review, we are making a translation update to update the name of the 'Factual' Competency Potential Dimension name in Spanish-LATAM.	Users of Wave reports in Spanish	Live amend made 27 <sup>th</sup> June 2023	20 <sup>th</sup> June 2023

# Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Updates to Development Report Display Name – Chinese translations</b>	<p>Following a recent review, we are making a translation update to remove an incorrect character (年) from the start of the Translated Display Name of the PS, FS &amp; 360 Development Reports in Simplified Chinese and the PS &amp; FS Development Reports in Traditional Chinese (Taiwan). (The PS &amp; FS Expert Development Reports are unaffected.)</p> <p>This change will be visible in the file name of the downloaded pdf report, but does not affect the report title on the cover or the contents within the report.</p>	Users of reports in Chinese	Live amend being made 15 <sup>th</sup> May 2023	3 <sup>rd</sup> May 2023

# Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>New Responsive Design Updates to Wave Performance 360, Wave Performance 360 with Ability, Leadership Impact 360 and Job Profiler</b>	<p>Following initial changes made last year to the styling of our 360 questionnaires which improved the user experience when completing across different devices/different device types, we are now ready to make the second phase of changes. These changes will also include updates to our Job Profiler questionnaire.</p> <p>Phase two of changes will enable all of the questionnaires listed above to be fully responsive in design. This means that they can be completed across a range of different devices (mobile, tablet, PC).</p> <p>Following release of the updates, changes will be visible to all participants and raters who are completing any of the 360 or Job Profiler questionnaires listed above.</p> <p>Guidelines for completing the 360 questionnaires and Job Profiler will be made available in Oasys and via the Candidate Area on <a href="http://www.savilleassessment.com">www.savilleassessment.com</a> as part of phase two.</p> <p>Screenshots available in the appendix <a href="#">here</a>.</p>	360, Job Profiler assessment users	<p>Updates to <b>Leadership Impact 360</b> questionnaire (available in English only) and <b>Leadership Impact 360 guidelines</b> – live 17<sup>th</sup> April 2023.</p> <p>Updates to <b>Wave Performance 360, Wave Performance 360 with Ability and Job Profiler</b> (all available languages) and <b>Wave Performance 360, Wave Performance 360 with Ability and Job Profiler guidelines</b> – live 2<sup>nd</sup> May 2023</p>	<p>30<sup>th</sup> March 2023</p> <p>Updated 20<sup>th</sup> April 2023</p> <p>Updated 3<sup>rd</sup> May 2023</p>

# Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Retirement of My Self Career Guidance questionnaire and My Self Career Guidance Report</b>	<p>Following the introduction of the new Focus Styles Career Guidance Report, the My Self Career Guidance questionnaire and report is being retired.</p> <p><b>Please note</b> that any projects that contain the My Self instrument will no longer be able to generate any new reports for other instruments included in the project.</p> <p><b>After the 17<sup>th</sup> April 2023, any My Self reports will not be able to be viewed within Oasys. Please save any reports you wish to view locally.</b></p>	Users of My Self	<p>Retirement of My Self instrument - 9<sup>th</sup> January'23 – completed</p> <p>Termination of My Self instrument - 6<sup>th</sup> March'23 – completed</p> <p>Retirement of My Self report - 20<sup>th</sup> March'23 – completed</p> <p>Termination of My Self report - 17<sup>th</sup> April'23 – completed</p>	<p>October 2022</p> <p>Updated 7<sup>th</sup> February 2023</p> <p>Updated 20<sup>th</sup> April 2023</p>

# Product Updates

Product Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Release of Focus Styles Career Guidance Report</b>	<p>The Focus Styles Career Guidance Report is now available in English.</p> <p>The new Career Guidance report powered by Focus Styles provides information on an individual's behavioral effectiveness. This report details an individual's 'Signature Strengths', 'Supporting Strengths', 'Lesser Strengths' and 'Challenge Areas'.</p> <p>The Career Guidance Report is a useful tool for working adults to think about the occupations and work settings that they may be best suited for (career counselling.) However, the Wave Styles questionnaires were not designed or intended for use with children, e.g., to determine the most suitable subjects to study. The questionnaires were designed for use only by individuals who are 16 years or older. The report is aimed at organizations who work with clients and individuals to help with career planning, career coaching and employability.</p> <p>The report can be added to Oasys platforms on request or accessed via our Bureau Request Form.</p>	Users of Focus Styles	<p>English (UK) (USA) - available from 21<sup>st</sup> October'22</p> <p>English (Canadian), French (Canadian), Spanish (Spain), Portuguese (Brazilian) – 23rd November'22.</p> <p>Italian, Dutch, Spanish (Mexican), Japanese, German – 21st December'22.</p> <p>Spanish Latam live - 23rd Jan '23</p> <p>French (France) live – 7<sup>th</sup> Feb '23</p> <p>Danish, Finnish, Norwegian, Swedish, Polish, Korean and Simplified Chinese live – 29<sup>th</sup> March'23</p>	<p>21<sup>st</sup> October 2022</p> <p>Updated 14<sup>th</sup> November 2022</p> <p>Updated 6<sup>th</sup> December 2022</p> <p>Updated 17<sup>th</sup> February 2023</p> <p>Updated 30<sup>th</sup> March 2023</p>

# General Updates



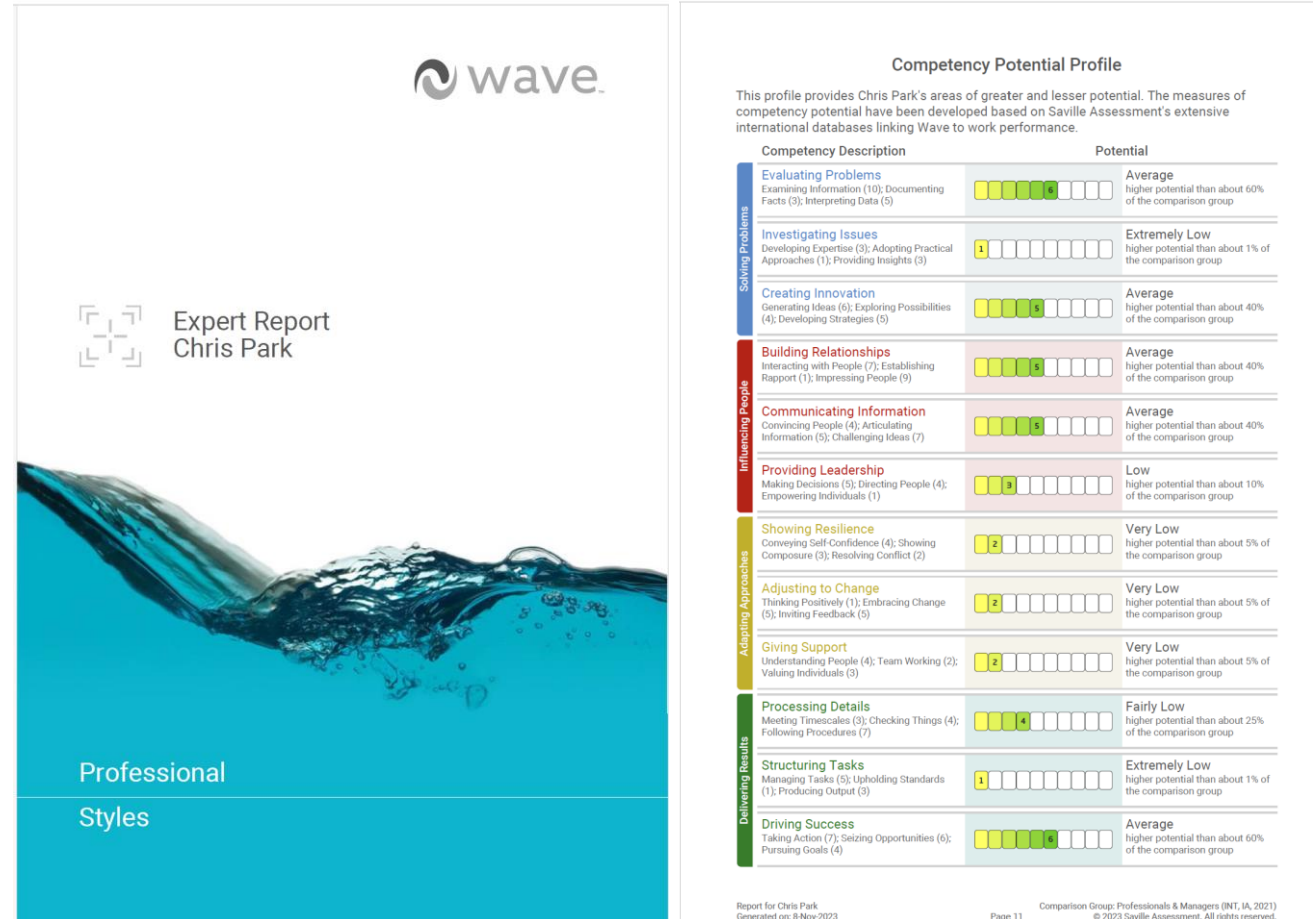
# General Updates

General Update	Description	Who it affects	Release Info	Date Info Added to Members Area
<b>Updates to our list of sub-processors</b>	Saville Assessment uses Microsoft Dynamic 365 Business Central, a finance system hosted on Microsoft Azure. The system is supported by Sci-Net Ltd a Tier 1 Microsoft Dynamics and Azure Gold Partner ( <a href="http://www.sci-net.co.uk">www.sci-net.co.uk</a> ). The system was previously supported by RSM UK Consulting LLP.	Saville Assessment test users		17 <sup>th</sup> February 2023

# Appendix

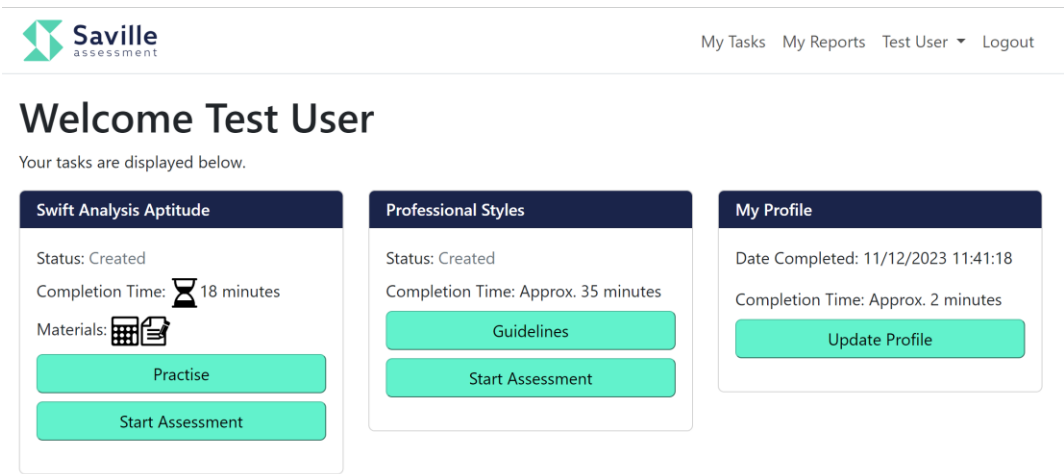
# Report font and logo updates

Updated view – after change

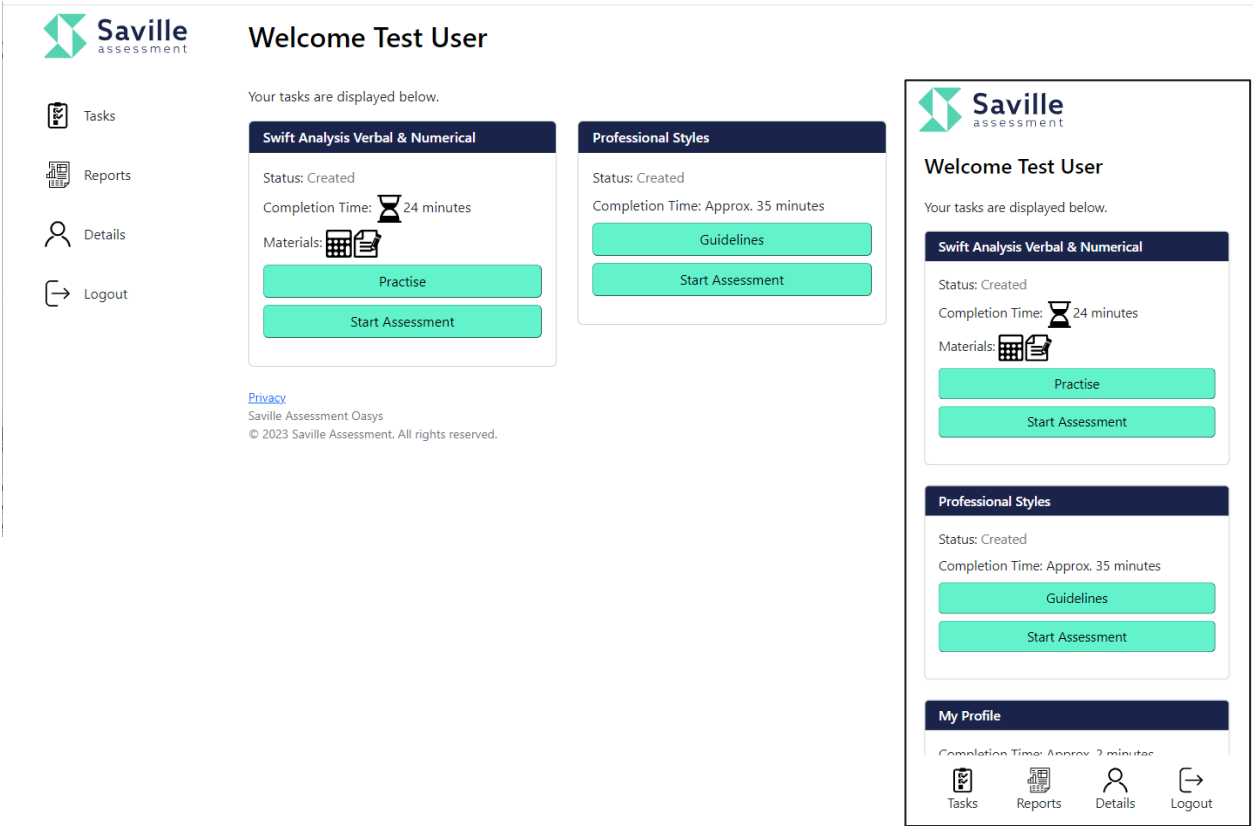


# Assessee dashboard layout

Before change




Updated view – after change (desktop and mobile)



# Assessee details page

Before change



My TasksMy ReportsTest User ▾Logout

## My Details

**Username**

commsassessee

**Email Address**

Test@savilleassessment.com

**First Name**

Test

**Last Name**

User

**Preferred Language**

English (United Kingdom)

My Details

Edit login details

Active Sessions

Recent Login Attempts


Research Data History

My Profile History

My Details History

Edit

Updated view – after change



My TasksMy ReportsTest User ▾Logout

## Welcome Test User

**My details**

Email address

Test@savilleassessment.com

First name

Test

Last name

User

Preferred language

English (United Kingdom)

**My details history**

11:39:41  
11/12/2023

First name	Test
Last name	User
Email address	Test@savilleassessment.com
Culture code	en-GB

Active sessions

37

# Oasys user guides

← → ↺ 🏠 <https://scuk.sc-oasys.com/sites/admin/user-guides>



[Organisation](#) [Projects](#) [My Details](#) [My Reports](#) [Administrator](#) [Assessee](#) [Logout](#)

## Oasys user guides

The Oasys user guides below are designed to support Oasys platform administration. Please select the links to view each user guide.


- [Oasys introduction](#)
- [Creating and managing users](#)
- [Creating a project with invited-access assessments](#)
- [Specifying assessment languages](#)
- [Editing email templates within a project](#)
- [Adjusting the time limit for online aptitude tests](#)
- [Resetting assessments](#)
- [Sending reminder emails](#)
- [Managing existing projects](#)
- [Manual report generation](#)
- [Generating score extracts](#)
- [Generating and sharing group overviews](#)
- [Adding project users to existing projects](#)
- [Report viewer user role](#)
- [Manually erasing an assessee](#)

You must be logged in as any administrator user role on your platform, and then change the end of the url: [subdomain].sc-oasys.com/sites/admin/user-guides

e.g. *scuk.sc-oasys.com/sites/admin/user-guides*

# Amends to Projects page (1)

Before change



Role BehavioursProjectsMy DetailsMy ReportsAssesseeLogout

All Projects


Active Projects Only

Create new project

Search: descrip

Project Name	Description	Project Reference	Created On	Project Type	Actions
Test Project 3	Test 3 Description		03/08/2023 13:13	Standard	Actions
Test Project 4	Test 4 Description		03/08/2023 13:13	Standard	Project assessee Project details
Test Project 1	Test 1 Description		03/08/2023 13:08	Standard	Actions
					1

Updated view – after change



Role BehavioursProjectsMy DetailsMy ReportsAssesseeLogout

Create ProjectAll Projects

Active Projects Only

Create project

Search:

Project Name	Description	Project Reference	Created On	Project Type	Actions
Test Project 2	Test 2		26/10/2023 12:54	Standard	Actions
					1

Show 10 entries


Project assessee  
Project details  
Project extracts  
Close project

Create project button has moved.

New options on the project 'Actions' dropdown for quick links to project extracts and to close or reactivate the project.

# Amends to Projects page (2)

Before change



Role BehavioursProjectsMy DetailsMy ReportsAssesseeLogout

Cancel and return to project details

### Edit Project

This screen allows you to edit the details of the selected project. Please complete all of the details and select 'Save Changes'.

**Project Details:**

Project Type:<sup>\*</sup>

Standard

Project Name:<sup>\*</sup>

Test Project 1

Project Description:<sup>\*</sup>

Test 1

Project Status:

Active


Comments:

Deadline:

Not Applicable

Closing or reactivating a project previously done on Edit project page.

Updated view – after change



Role BehavioursProjectsMy DetailsMy ReportsAssesseeLogout

Project Assessee>Edit ProjectClose ProjectEdit Project EmailsEdit Project Users

### Project details

Select 'Edit' to change project details.


Project details						
Name:	Description:	Project Type:	Reference:	Created by:	Date created:	Deadline:
Test Project 1	Test 1	Standard		ellieadmin	26/10/2023	16/11/2023 13:27:00 (UTC)

Closing or reactivating a project now in secondary navigation menu on Project details page.



# Amends to Project 'Actions' button

Before change



Organisation   Role Behaviours   Projects   My Details   My Reports   Administrator   Assessee   Logout

All Projects


Active Projects Only

Create new project

Search:

Project Name	Description	Project Reference	Created On	Project Type	Actions
Test Project 3	Test 3 Description		03/08/2023 13:13	Standard	Actions ▾
Test Project 4	Test 4 Description		03/08/2023 13:13	Standard	View project details
Test Project 1	Test 1 Description		03/08/2023 13:08	Standard	Actions ▾
			1		

Updated view – after change



Organisation   Role Behaviours   Projects   My Details   My Reports   Administrator   Assessee   Logout

All Projects

Active Projects Only


Create new project

Search:

Project Name	Description	Project Reference	Created On	Project Type	Actions
Test Project 3	Test 3 Description		03/08/2023 13:13	Standard	Actions ▾
Test Project 4	Test 4 Description		03/08/2023 13:13	Standard	Project assessees Project details
Test Project 1	Test 1 Description		03/08/2023 13:08	Standard	Actions ▾
			1		

# Amends to Administrator & Assessee User Page

Before change



ProjectsMy DetailsMy ReportsAdministratorAssesseeLogout


Create administrator

Search: testadmin

First name	Last name	Email address	Username	Actions
Test	Admin 1	testadmin1@savilleassesment.com	TestAdmin1	Actions
Test	Admin 2	testadmin2@savilleassesment.com	TestAdmin2	Actions
Test	Admin 3	testadmin3@savilleassesment.com	TestAdmin3	Actions

Showing 1 to 3 of 3 entries (filtered from 48 total entries)

Updated view – after change



ProjectsMy DetailsMy ReportsAdministratorAssesseeLogout

All AdministratorsCreate administrator

Active Administrators Only


Search: testadmin

First name	Last name	Email address	Username	Actions
Test	Admin 1	testadmin1@savilleassesment.com	TestAdmin1	Actions
Test	Admin 2	testadmin2@savilleassesment.com	TestAdmin2	Actions
Test	Admin 3	testadmin3@savilleassesment.com	TestAdmin3	Actions

Showing 1 to 3 of 3 entries (filtered from 48 total entries)

# Amends to Project Page on Oasys – Active Projects and All Projects page split

Current view – before change



ProjectsMy DetailsMy ReportsAssesseeLogout

Projects

Create new project

Search:

Project Name	Description	Project Reference	Created On	Project Type	Status	Actions
Test Project 3	Test 3 Description		03/08/2023 13:13	Standard	Active	Actions
Test Project 4	Test 4 Description		03/08/2023 13:13	Standard	Active	Actions
Test Project 2	Test 2 Description		03/08/2023 13:12	Standard	Closed	Actions
Test Project 1	Test 1 Description		03/08/2023 13:08	Standard	Active	Actions


1

Show 10 entries

Showing 1 to 4 of 4 entries

All projects were visible with no way of filtering out 'Closed' status projects.

Updated view – after change



Role BehavioursProjectsMy DetailsMy ReportsAssesseeLogout

All Projects

Active Projects Only

Create new project

Search:

Project Name	Description	Project Reference	Created On	Project Type	Actions
Test Project 3	Test 3 Description		03/08/2023 13:13	Standard	Actions
Test Project 4	Test 4 Description		03/08/2023 13:13	Standard	Actions
Test Project 1	Test 1 Description		03/08/2023 13:08	Standard	Actions

1

Show 10 entries

Showing 1 to 3 of 3 entries

Default Project view is now Active Projects Only.  
To view all projects, select the 'All Projects' option in the horizontal navigation bar.

# Amends to Project Page on Oasys

Current view – before change

Saville Assessment  
WillisTowersWatson

OrganisationRole BehavioursProjectsMy DetailsMy ReportsAdministratorAssesseeLogout

Create new project

Projects

Select a project to view details. Use the boxes below to search for a project.

Project Name	Description	Project Type	Ref	Status	Actions
<input type="text"/>	<input type="text"/>	Show All	<input type="text"/>	Active	Search
Test Project 1	Test 1 Description	Standard		Active	View project details
Test Project 2	Test 2 Description	Standard		Closed	View project details
Test Project 3	Test 3 Description	Standard		Active	View project details
Test Project 4	Test 4 Description	Standard		Active	View project details

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1

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Page size: 10

4 items in 1 pages

‘Create new Project’ button is currently located top right.  
Project details can be viewed via button on right.

Updated view – after change

Saville Assessment  
WillisTowersWatson

OrganisationRole BehavioursProjectsMy DetailsMy ReportsAdministratorAssesseeLogout

Projects

Search:

Project Name	Description	Created On	Project Type	Status	Actions
Test Project 1	Test 1 Description	8 Oct 2022	Standard	Active	Actions
Test Project 2	Test 2 Description	23 Feb 2023	Standard	Closed	Actions
Test Project 3	Test 3 Description	29 Jun 2023	Standard	Active	Actions
Test Project 4	Test 4 Description	20 Jul 2023	Standard	Active	Actions

<

1

>

Show 10 entries

Create new project


Showing 1 to 4 of 4 entries

‘Create new Project’ button is now located bottom left.  
Select the ‘Actions’ button to view project details.

# Removal of My Tasks Menu Navigation for Admin Users

My Tasks navigation being removed

Logo will become clickable to get to default Admin page

Saville Assessment  
WillisTowersWatson 

My Tasks

Projects

My Details

My Reports

Users

Logout

Welcome Test Admin

Below is a list of projects you have created as project administrator. Select a project to view the assessees. Use the buttons below to navigate through the pages.

Select View: 

My Projects

Switch view

Project Name	Description	Status	Actions
Theme Demo	Professional Styles and Swift Analysis Aptitude-Rx	Active	<div>View project details</div>
Theme Demo (2)	Custmer Situations	Active	<div>View project details</div>

<

1


>

Page size: 

50

2 items in 1 pages

Current view – before change

Saville Assessment  
WillisTowersWatson 

Projects

My Details

My Reports

Users

Logout

Welcome Test Admin

Below is a list of projects you have created as project administrator. Select a project to view the assessees. Use the buttons below to navigate through the pages.

Select View: 

My Projects

Switch view

Project Name	Description	Status	Actions
Theme Demo	Professional Styles and Swift Analysis Aptitude-Rx	Active	<div>View project details</div>
Theme Demo (2)	Custmer Situations	Active	<div>View project details</div>

<

1

>

Page size: 

50

2 items in 1 pages

Updated view – after change

# New Assessee and Admin Login Pages

Note new URL is visible here

The screenshot shows the candidate login page for Saville Assessment. The URL in the browser is <https://scuk.sc-oasys.com/sites/candidate/account/login>. The page features a header with the Saville Assessment logo and a 'Login' section. The login form includes a language dropdown set to 'English (United Kingdom)', a 'Select Language' button, a username field with 'assessee' entered, a password field with masked characters, and a 'Log In' button. Below the form are links for 'Forgotten your password?' and 'Switch to administrator sign-in'. At the bottom, there is a 'Sign in' section with a language dropdown, a 'Select Language' button, empty username and password fields, a 'Sign in' button, a 'Switch to administrator sign in' button, and a 'Forgotten your password?' link. A footer contains a 'Privacy' link and copyright information for Willis Towers Watson.

New candidate login page – live

The screenshot shows the administrator login page for Saville Assessment. The URL in the browser is <https://scuk.sc-oasys.com/sites/admin/account/login>. The page features a header with the Saville Assessment logo and a 'Login' section. The login form includes a language dropdown set to 'English (United Kingdom)', a 'Select Language' button, a username field with 'administrator' entered, a password field with masked characters, and a 'Log In' button. Below the form are links for 'Forgotten your password?' and 'Switch to assessee sign-in'. At the bottom, there is an 'Administrator sign in' section with a language dropdown, a 'Select Language' button, empty username and password fields, a 'Sign in' button, a 'Switch to assessee sign in' button, and a 'Forgotten your password?' link. A footer contains a 'Privacy' link and copyright information for Willis Towers Watson.

New administrator login page – live

# Splitting User Page on Oasys

- Screenshots below show the new split out of Users into Administrator and Assessee.
- Note also the new dropdown of actions.

Saville Assessment  
WillisTowersWatson

My Tasks Organisation Projects My Details My Reports Administrator Assessee Logout

Create administrator

Search:

First name	Last name	Email address	Username	Status	Actions
Test	Admin1	example@savilleassessment.com	TestAdmin1	Active	Actions
Test	Admin2	example@savilleassessment.com	TestAdmin2	Active	Actions
Test	Admin3	example@savilleassessment.com	TestAdmin3	Active	Actions
Test	Admin4	example@savilleassessment.com	TestAdmin4	Active	Actions

Saville Assessment  
WillisTowersWatson

My Tasks Organisation Projects My Details My Reports Administrator Assessee Logout

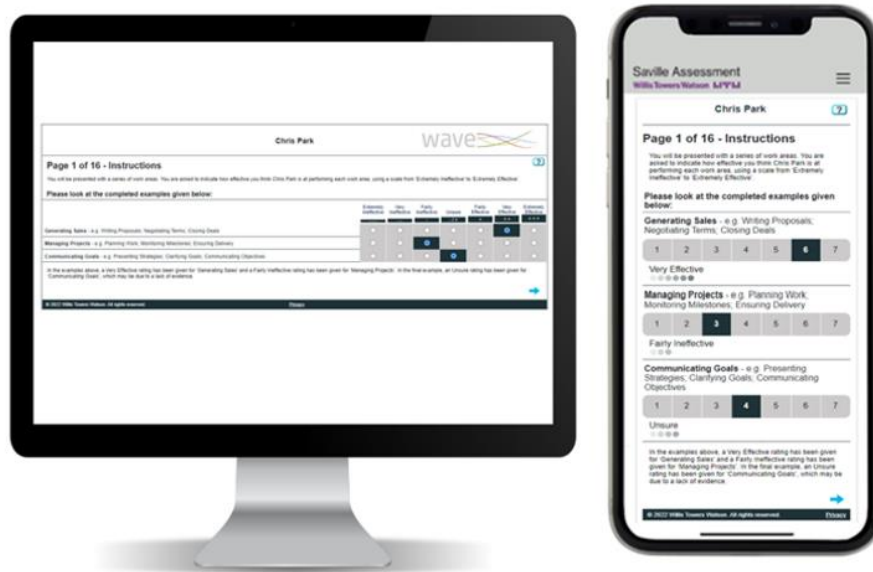
Create administrator

Search:

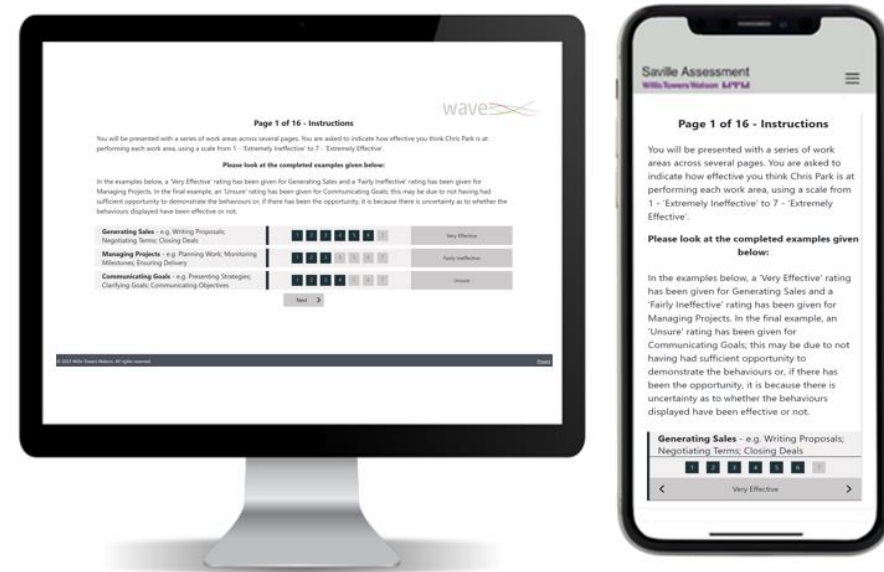
First name	Last name	Email address	Username	Status	Actions
Test	Admin1	example@savilleassessment.com	TestAdmin1	Active	Actions
Test	Admin2	example@savilleassessment.com	TestAdmin2	Active	Details Send reminder Send password reset
Test	Admin3	example@savilleassessment.com	TestAdmin3	Active	Actions
Test	Admin4	example@savilleassessment.com	TestAdmin4	Active	Actions

# New 360 Responsive Design

- Updates to Wave Performance 360, Wave Performance 360 with Ability,
- Leadership Impact 360 and Job Profiler



Phase One (current)



Phase Two (after updates)





**Saville**  
assessment

[www.savilleassessment.com](http://www.savilleassessment.com)