



# PM UK Release Notes

Version 5.0.0.4

Release Date: 01/02/2005



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## **1 Introduction**

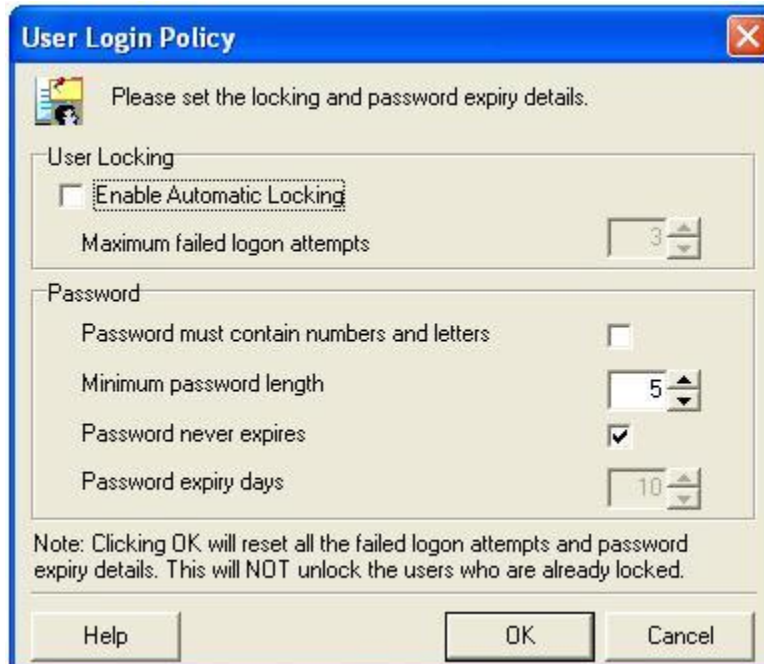
This document contains the release notes of Personnel Manager (United Kingdom).

It lists the differences (new features, enhancements and bug fixes) between earlier versions of PM – UK against this version - 5.0.0.4

## 2 New Features and Enhancements in Version 5.0.0.4

### 2.1 User Login Policy

This feature is an enhancement to the user security, which controls user logins. Using this feature an administrator (who has access to the security module) can define a policy for the users in Personnel Manager. The policy defines settings for auto locking and password settings. This function is in the Security Manager Module under the User menu. When invoked, the following window is displayed. Using this the administrator can set the values for the selected user.



The image shows a Windows-style dialog box titled "User Login Policy". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a small icon of a person and the text "Please set the locking and password expiry details." The dialog is divided into two main sections: "User Locking" and "Password".

**User Locking**

- Enable Automatic Locking
- Maximum failed logon attempts: 3 (spin box)

**Password**

- Password must contain numbers and letters:
- Minimum password length: 5 (spin box)
- Password never expires:
- Password expiry days: 10 (spin box)

Note: Clicking OK will reset all the failed logon attempts and password expiry details. This will NOT unlock the users who are already locked.

Buttons: Help, OK, Cancel

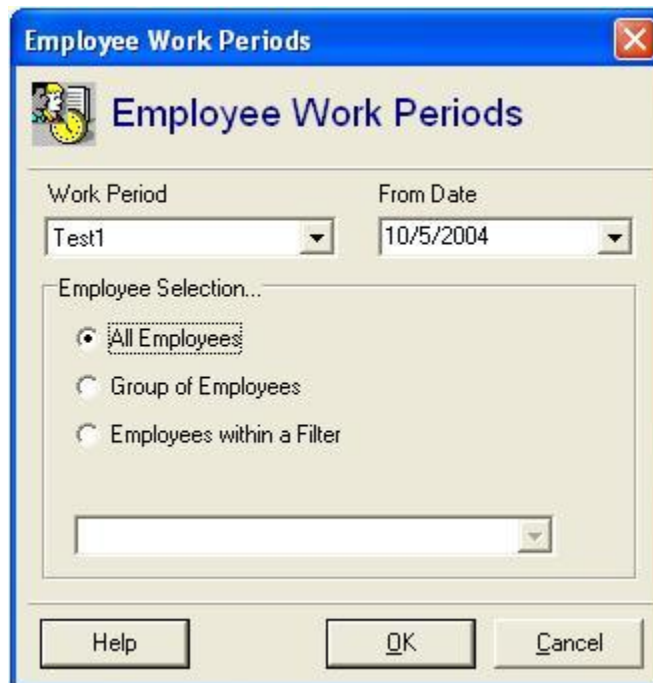
## 2.2 Multiple Work Periods

The previous version of Personnel Manager allowed only one work period for all the employees (as set in the Company Pay periods screen). In some organisations, all employees may not work on the same days and for the same time periods and durations.

Personnel Manager 5.0.0.3 has been enhanced to fit the above real time situation -i.e.- to have multiple work periods. The days lost and hours lost in the Holiday and Absence screen is calculated as per the effective Work Period for the given absence period for the employee. Based on this the absence days lost calculations are performed.

A Work Period screen has also been added to show the work periods an employee has been assigned.

To use this feature you need to create/define multiple Work Periods as per the existing work patterns in your organisation. This could be set in the Company Pay period's screen. You will then use the following screen, Employee Work Periods, (from under the Employees menu) to assign the Work periods to the desired employees.



## 2.3 Absence Cost Calculation

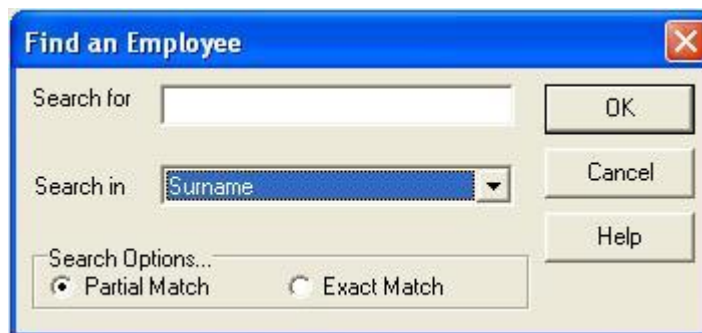
The Administrator can decide if the hours lost should be calculated from either the Company Pay Periods or from the Contractual Hours (given in the effective pay record for the employee). A setting has been added in the Preferences screen. However, if multiple work periods are enabled, this setting will not be taken for calculation. The actual hours given for the Work Period will be considered.

## 2.4 Improved Quick Find feature

This includes more searchable fields in the Quick Find. Now user will have an option to locate an employee record based on the following fields

- Middle Name
- Department
- Division
- Location
- Job Title

These fields are available as a dropdown in the Quick find window as below.



## 2.5 Group Security

A new security feature will enable the user to restrict access to employees based on the employee groups defined. Groups defined in Personnel Manager will be available in the Security Manager, so that Employee Security can be applied based on the group. This function is available as 'Employee Group Security Wizard' in Security Manager.

However, if an employee is available in two groups, restricting one of the groups will restrict the access to this particular employee's data.



## 2.6 CPE/CPD Screen

The CPE/CPD screen will allow a user to define when the training year starts, rather than the current fixed year of Jan-Dec. The user can specify the training assessment period for each employee, which gives more flexibility on planning the training.

The screenshot shows a software window titled "CPE/CPD Record, 000 - Mr C Wilkinson". The window contains a form with the following elements:

- A "Training Date" dropdown menu.
- A table with columns: Target Points, Actual Points, Variance, and Training Budget.
- Rows for "Structured", "Unstructured", and "Total".
- Input fields for "Budget", "Used", and "Remaining" under the Training Budget column.
- Navigation buttons: Home, Previous, Next, Refresh.
- View tabs: Summary View, Detail View, Attached Documents.

	Target Points	Actual Points	Variance	Training Budget
Structured	<input type="text"/>	<input type="text"/>	<input type="text"/>	Budget <input type="text"/>
Unstructured	<input type="text"/>	<input type="text"/>	<input type="text"/>	Used <input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remaining <input type="text"/>

## 2.7 Support Utilities

A new support utility, VBTDeteleLCKfiles.exe, has been added to the utility tools in the Support folder. This application will help in easy rectification of the database deadlock, which may arise due to unnatural shutdowns of the application.

Another Utility, VBTDDataIntegrityChecker.exe has been added to verify the consistency and integrity of all existing data.



### 3 Bug fixes in Version 5.0.0.4

This release of PM UK contains many known bug fixes; few of them are listed below.

Area	Description
Security Manager	Security bug relating to user template rectified.
Security Manager	Security bug relating to hotkey rectified.
Personnel Manager	User security bug in export rectified.
General	Instructions and messages modified for clarity.



## **4 Known Issues in Version 5.0.0.4**

When an employee has been given access to a certain group using Group Security, and at the same time has been restricted from viewing one of the employee's data (included in the same group) using Employee Security, there might be conflicts with regards to certain operations such as Batch Input and Pay Increase. Thus is it advisable to use either one of the above-mentioned security options.