

## Notes de version – v1.15.0

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### Nabu Pro Trainings 1.15.0

27 septembre 2019

### Nouvelles fonctionnalités

#### Fonction multilingue

La plateforme est désormais disponible en 3 langues: anglais, espagnol et français. La langue de préférence est établie par utilisateur à partir de la section *mon profil* dans la page *mon compte* accessible via le menu des préférences dans le coin droit du haut de la page.

Il est à noter que les courriels envoyés à plus d'un utilisateur utilisent la langue par défaut de l'entreprise. Pour l'instant, ce paramètre n'est pas modifiable via la plateforme et la langue est l'anglais par défaut. Si vous désirez changer la langue par défaut, faites parvenir votre demande à [support@nabupro.com](mailto:support@nabupro.com) en mentionnant le nom de votre compagnie.

#### Date limite initiale personnalisable pour les utilisateurs nouvellement assignés à une formation

Lorsqu'un utilisateur est assigné à une formation qu'il n'a jamais complété auparavant, il est désormais possible d'établir une date limite initiale propre à l'utilisateur. Cela permet d'avoir un délai avant que le nouvel utilisateur ne soit considéré expiré pour la formation à laquelle il est assigné.

Il y a 3 façons d'établir cette date limite initiale: lorsque des utilisateurs sont assignés à une formation, lorsque des formations sont assignées à un utilisateur ou en spécifiant directement la date limite initiale pour un utilisateur et une formation.

#### En assignant des utilisateurs à une formation

Lorsque le superviseur modifie les utilisateurs assignés à une formation (Page d'une formation --> Options --> Modifier les utilisateurs assignés), le bouton de soumission (renommer à *prochain*) ouvre une fenêtre de dialogue montrant un résumé des changements qui seront apportés:

#### Changer les utilisateurs assignés

##### Utilisateurs à retirer

aucun

##### Utilisateurs à ajouter

- Nina Simone
- **NOUVEAU** James Patts

La notice **Nouveau** indique les utilisateurs qui feront la formation pour la première fois.

Vous pouvez établir leur date limite initiale. Si le champ est laissé libre, les utilisateurs seront considérés expirés à partir de *Maintenant*.

Date limite initiale

YYYY-MM-DD

Soumettre

Annuler

Sur cette figure, la section de gauche montre les utilisateurs retirés, et celle du centre les utilisateurs à ajouter. Pour les utilisateurs qui seront assignés et qui n'ont jamais complété la formation auparavant, une mention "Nouveau" est affichée. Pour ces utilisateurs, il est possible d'établir la date limite initiale à partir du champ dans la section de droite.

Dans cet exemple, si une valeur est choisie pour le champ de la date, la date initiale limite pour compléter la formation pour l'utilisateur *James Patts* sera la date en question. Autrement-dit, pour cette formation, *James Patts* sera considéré expiré seulement à partir de la date choisie. Si aucune valeur n'est établie, il sera considéré expiré à partir de *maintenant*, comme le message au-dessus du champ l'indique. Il se peut que la valeur par défaut ne soit pas toujours *maintenant*, mais plutôt une autre date dans le futur. Ce scénario survient lorsque la formation est nouvelle et que sa date de commencement n'est pas encore passée.

## En assignant des formations à un utilisateur

Lorsque le superviseur modifie les formations assignées à un utilisateur (Page de l'utilisateur --> Options --> Modifier les formations assignées), la situation est très similaire à celle décrite dans la section précédente lorsque les utilisateurs assignés à une formation sont modifiés. La seule différence est que chaque formation nouvellement assignée à l'utilisateur à sa propre date initiale par défaut dans le cas où aucune date n'est choisie dans le champ. La date spécifique à chaque formation est affichée en dessous d'elle comme la figure ci-dessous le montre:

### Changer les formations assignées

#### Formations à retirer

aucun

#### Formations à ajouter

- **NOUVEAU** Beech 1900  
Date de début: *Maintenant*

La notice **Nouveau** indique les formations que l'utilisateur fera pour la première fois.

Vous pouvez établir la date limite initiale pour effectuer les formations. **Si le champ est laissé libre, l'utilisateur sera considéré expiré à partir de maintenant ou à partir de la date de début de la formation (si présente).**

Date limite initiale

YYYY-MM-DD 

Soumettre

Annuler

## En établissant directement la date pour un utilisateur et une formation

Il est également possible de modifier la date limite initiale pour un utilisateur et une formation si aucune tentative n'a été effectuée auparavant. Cette action est disponible sur la page des tentatives qui est accessible en sélectionnant une formation lorsque sur la page d'un utilisateur, ou en sélectionnant un utilisateur sur la page d'une formation. Une fois sur cette page, il suffit de sélectionner l'option *Établir la date limite initiale*. À nouveau, cette option est disponible seulement si aucune tentative n'a été effectuée au préalable.

## Améliorations

- Il est désormais possible de modifier la date limite initiale pour une formation n'ayant pas eu de tentatives réussies. Cette option se retrouve dans le formulaire d'information générale de la formation (page d'une formation --> options --> modifier l'information de la formation).
- Améliorations internes de la plateforme au niveau du framework pour améliorer la performance et la sécurité.
- *Ajouté en 1.14.2:* Des fichiers PDF peuvent désormais être ajoutés au média de diapositives.

## Corrections de bugs

- *Ajouté en 1.14.6:* Correction du calcul de la date d'expiration avec des dates au 31<sup>e</sup> jour du mois.
- *Ajouté en 1.14.5:* Correction du problème des tentatives rétroactives ajoutées en lot qui ne sont pas considérées dans le calcul de l'éligibilité.
- *Ajouté en 1.14.4:* Correction du problème des utilisateurs n'ayant pas encore lu un mémo qui sont retirés du mémo lorsque la liste des utilisateurs d'un département ciblé par le mémo est modifiée. Les utilisateurs ciblés ont été rajoutés aux mémos.
- *Ajouté en 1.14.3:* La fonctionnalité pour restaurer des utilisateurs archivés a été rétablie.
- *Ajouté en 1.14.2:* Améliorations et corrections aux outils internes de génération de rapport.
- *Ajouté en 1.14.1:* L'option de supprimer des tentatives rétroactives a été rétablie. Cette action est limitée à la nouvelle permission *supprimer une tentative rétroactive*, et cette permission a été assignée aux groupes *Super Admin* et *Superviseur*.
- *Ajouté en 1.14.1:* Correction du problème pour charger plus ou charger toutes les diapositives lorsqu'un utilisateur modifie les médias de diapositives.

# Release Notes- v1.14.0

## Nabu Pro Trainings 1.14.0

August 9<sup>th</sup>, 2019

### New Features

#### Supervisor Permission Groups

All supervisor side actions now have restricted access that goes as follows:

1. Each supervisor user action is associated to a specific permission;
2. Permissions are distributed among various permission groups;
3. Supervisor users are assigned to one or more permission group and they accumulate the permissions of the groups they are part of.
4. There are 4 default permission groups and additional customized permission groups can be created.

The permissions management section is accessible from the supervisor's page (upper right corner menu --> supervisors):

- To create/edit permission groups, visit the page's options menu entry *Permission Groups*;
- To edit the permission groups of a supervisor user, use the supervisors table row action button *Edit Permissions*.

**IMPORTANT: All supervisor users that existed prior to v1.14 will be set as *super-admin* users (all permissions granted).**

The screenshot below is the widget used to easily visualize the set of permissions in the system. The green square indicates a given permission is granted to the given group, while a red square indicates otherwise.

### Permission Groups

		Permissions												
Level		read-only	management										create/update cc	
Permission		View Exam Content	Assign Departments	Assign Trainings to Users (and vice versa)	Validate Certification Document	Validate user has read a memo	Add Retroactive Attempt	Modify Retroactive Attempt	Create User	Edit User	Create Department	Edit Department	Create Training	E
Default Permission Groups	Monitoring	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
	Limited Supervisor	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red	Red
	Supervisor	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
	Super Admin	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Custom Permission Groups	departments-manager	Edit	Red	Green	Green	Green	Red	Red	Green	Red	Red	Red	Red	Red

## External Training Comments

The external training now has a comments field to easily provide additional instructions without having to upload a pdf file as a reference document. The content of the comments field is provided to the trainee as further instructions when accessing the submit page for the external training (figure below on the right). The comments are added when creating or editing an external training and displayed afterward in the training information section (figure below on the left).

## Improvements

### Mobile Friendly Interface for Admin Side

The interface for supervisors has been improved for a better user interface when using a mobile platform. The improvements now provide an easy access to the main menu and user menu as it can be seen on the figures below:

## Release Notes- v1.13.0

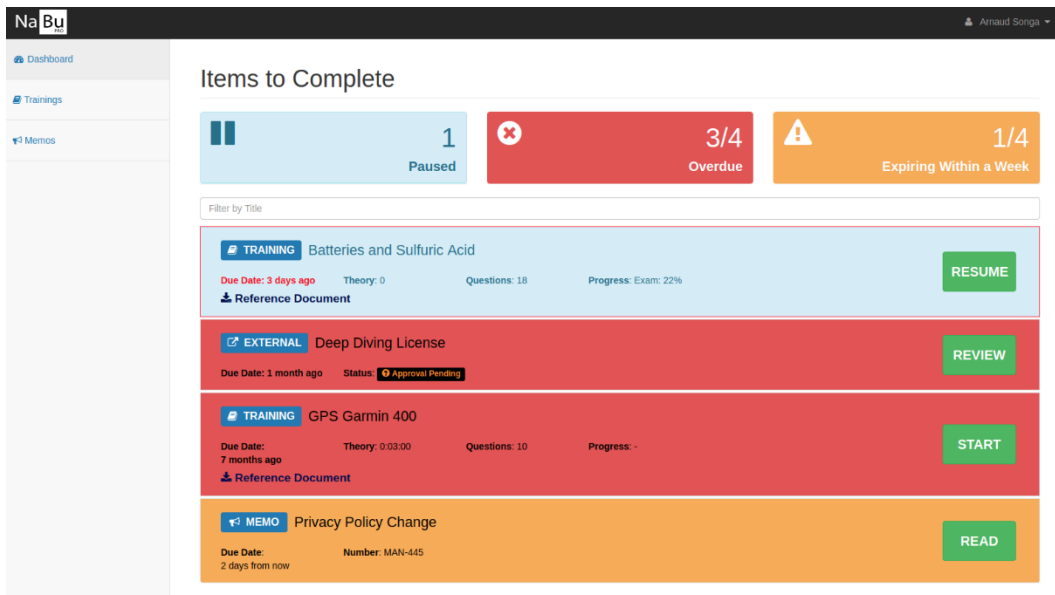
### Nabu Pro Trainings 1.13.0

July 7<sup>th</sup>, 2019

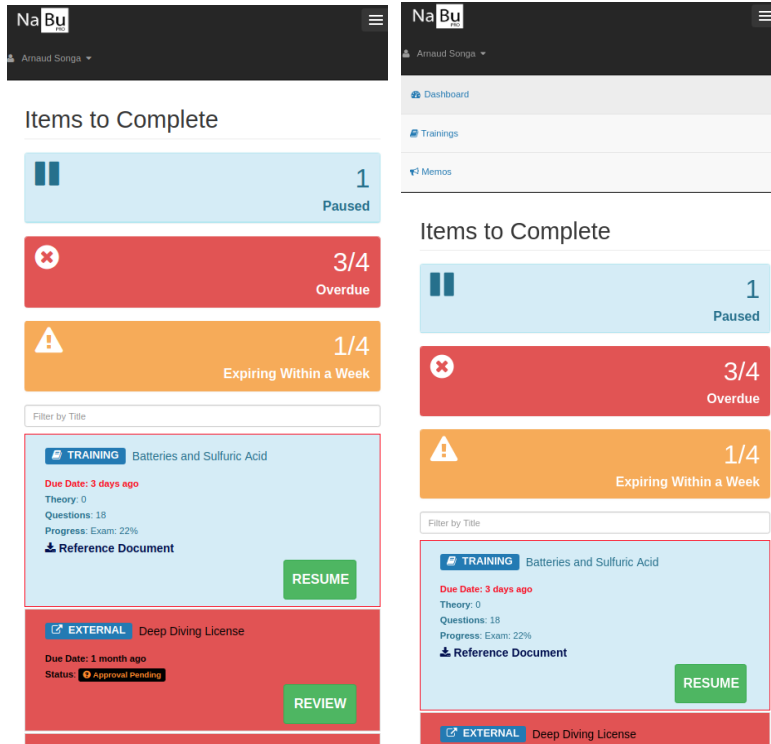
### New Features

#### New Mobile Friendly Design for Trainee Section

The user interface in the trainee section has been improved and made fully mobile friendly, allowing better user experience for tablets and smart phones. Moreover, the trainee dashboard page has been entirely remade in order to easily browse all the items a user must complete, whether it is a training to do, an external certification to submit, or a memo to read.



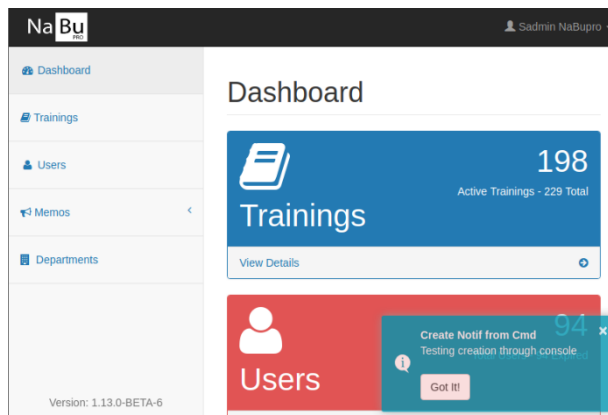
The new dashboard, as shown on the figure above, uses list items instead of a table, which allows to display more relevant information based on the item type or status. The horizontal top menu has been swapped for a simpler vertical left menu that better adapts to mobile devices, as figures below show:



The quick filters have been slightly modified to put emphasis on priority items, which are the ones overdue or expiring within a week.

## Platform Notifications

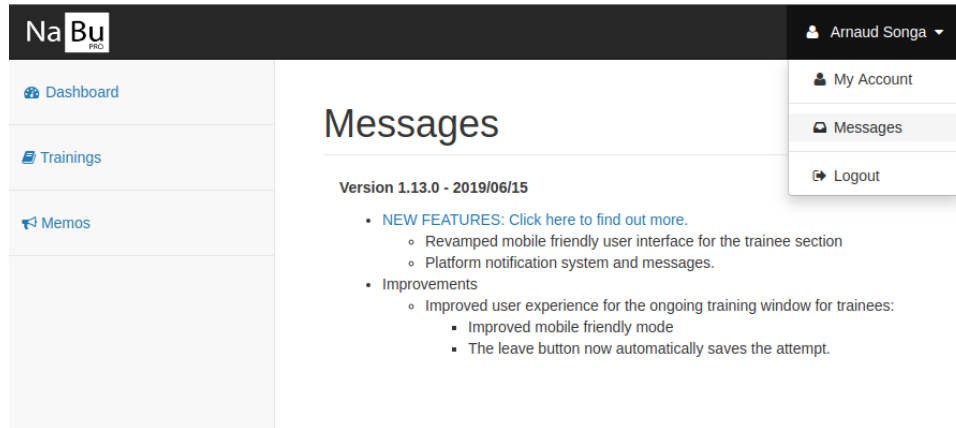
All users will now receive “toast” notifications when visiting the dashboard page whenever new messages about the platform are made available. Whether it is for the announcement of a new version or a scheduled downtime, these notifications are meant to make sure that users do not miss any important information about the platform. As it currently is for supervisor users, these notification messages will also be available from the messages panel on the dashboard page. As for trainee users, a “messages” section accessible from the upper right corner menu was added (see next section).



As shown on the figure above, the notifications will appear in the lower right corner; user can either acknowledge it with the action button or ignore it with the close button. Note that a notification stops showing up only once acknowledged.

## Platform Messages for Trainees

Trainee users now have a “platform messages” section where they can review all the messages that were sent through the platform notifications. This section is accessible through the upper right corner menu by selecting the “messages” entry as the figure below displays:

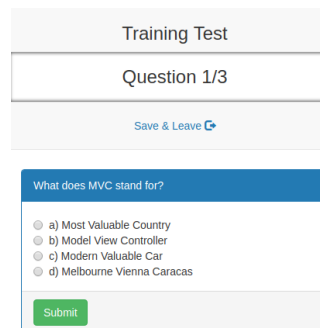


## Improvements

### Ongoing Training Window

The ongoing training window was slightly modified to improve the user experience for trainees:

- The mobile friendly mode was improved in order to better organize the information on the page
- The leave button now automatically saves the training attempt.



### Training Start Date

For a new training, supervisor users must now set the “start date”, which provides a delay for assigned users to complete the new training before they become expired. The start date is editable until the day before.

### Department Shortcuts

Shortcut buttons were added to facilitate bulk selection of items based on the departments they belong. For example, when assigning trainings to a user, the shortcut button allows to automatically select all the trainings associated to the departments the user belongs to. So, if the user belongs to the sales and



marketing departments, the shortcut button will select all the trainings associated to sales and marketing. Here is the list of the modules that provide this improvement:

### Training

The shortcut is based on the designated departments for the training or trainee.

- **Edit a training's assigned users:** The shortcut button automatically selects the users belonging to the departments the training is associated to.
- **Edit a trainee's assigned trainings:** The shortcut button automatically selects the trainings associated to the department the trainee belongs.

### Memo

The shortcut is based on the preferred departments setting that you have selected.

- **Create and edit a memo:** The shortcut button automatically selects the user's preferred departments.

### Higher Precision for Time differences

Fields expressing time with relative difference (e.g.: *2 weeks ago*, *1 month from now*, etc.) now use 2 level of precisions in order to avoid confusion. For instance, *2 weeks from now* will also provide the months for more precision and would be *2 weeks 8 months from now*. The affected modules are the following:

- Trainings Eligibility by Trainee Report
- Trainees Eligibility by Training Report
- New Trainee Dashboard (added in this version)

### New Optional Fields for Trainee User

The trainee user profile now has the following optional fields

- Start/hire date
- End/leave date
- comments

### Bug Fixes

- Trainee user can no longer run multiple training attempts concurrently.

# Release Notes- v1.12.0

## Nabu Pro Trainings 1.12.0

May 13<sup>th</sup>, 2019

### New Features

#### Supervisor Departments

Supervisor users can now benefit from automatic filtering by department for resources listing and email notifications. This can be done by setting the list of preferred departments in the supervisor account settings page. Once the departments preferences are set, the system will automatically pre-populate the departments filter widget when visiting the following pages:

1. Trainings Listing Page
2. Trainee Users Listing Page
3. List of Assigned Trainee Users in the Training Details Page
4. List of Assigned Trainings in the Trainee User Details Page
5. Active Memos Listing Page

Additionally, all email notifications intended for supervisor users will be sent only to the supervisors for which the departments targeted by the notification are part of their preferences. For example, given the notification for a training attempt completion where user X has completed training Y and that:

- User X is part of the departments of **sales** and **finance**;
- Training Y is associated to departments of **finance** and **marketing**;

Then all supervisors that have **either** sales, finance or marketing in their preferences will receive the email notification. Note that supervisors for which the preferences are not set will also receive the notification.

Since some notifications mention several users, trainings or memos (e.g.: Expired Trainees Notification), each notification message now provides a list of all the targeted departments, plus the list of targeted departments for each item in the notification when applicable. The image below is an example of the new notification format in the case of a notification that mentions several users and trainings:

**Nabupro Updates**  
Expired Pilots

**Departments:** marketing, sales, n/d.

This message is to inform you that the following users are expired for some trainings:

Name	Targeted Departments	Training
<a href="#">Berry, Maleek</a>	N/D	TEST REGULAR
<a href="#">Eugene, Kuami</a>	marketing	TEST REGULAR
<a href="#">Songa, Kuami</a>	sales	TEST REGULAR

For more information, please sign in to your [Nabupro supervisor account](#).

Thank you,  
Team Nabupro

#### *Email Notification Filtered by Departments*

Notice in the figure the two *n/d* mentions; they are used for indicating a user and training combination that do not belong to any department. In this specific case, the email notification would be sent to all supervisors. This brings us to two important points to mention about this new filtering feature:

*If a supervisor is not assigned to any department, no filtering is applied.*

In other words, if a supervisor does not set his departments preferences (which is the default state when the new feature is launched), no filtering will be applied on the filterable tables and he will receive all email notifications. In addition:

*if a trainee and training combination is not assigned to any department, any notification they appear in will be sent to all supervisors.*

Hence, in order to fully benefit from departments filtering, all trainees and trainings should be assigned to departments.

In conclusion, here are the important points to remember about this new feature:

- Supervisors can set their departments preferences in their account settings page.
- If a supervisor has set his departments preferences (by default they are not set), department filters on all pages will be automatically populated and he will receive the email notifications related to his departments only.
- All email notifications that include a trainee and training combination that does not belong to any department will be sent to all supervisors. In other words, make sure to properly set the departments for all trainees and trainings to fully benefit from the feature.

### Certificate Downloadable by Trainee User

Trainee users can now download their certificates for successful training attempts. In order to do so, supervisor users must predefine the certificate instructor for each training, instead of having to select it for every successful attempt for which a certificate is generated. There are two ways to set the certificate instructor for a training:

1. One training at a time through the *Edit Training Information* option in the training details page.
2. In batch through the *Edit Trainings* table row action button in the *Certificate Settings* page accessible from the *Trainings* page options menu.

It is important to mention that if the certificate instructor is not set for a training, it will be impossible for the supervisor nor the trainee to download a certificate for a successful attempt unless a certificate has already been generated in the past. A warning message with instructions will show in the *Training Details* page if the certificate is not set.

## Improvements

### Account Settings Page Revamp

The account settings page was revamped to improve the user experience:

- All account settings and preferences are now editable in a single page view. This reduces the number of clicks needed to access certain settings.
- In order to unclutter the account settings page for supervisors, the supervisors management section was moved to its own page accessible from a new entry in the upper right corner menu. A filter was also added to the supervisors table.

## Bug Fixes

- We fixed the rendering issue with for paused trainings in the trainee dashboard.
- We fixed the instantaneous save functionality when changing a question's correct answer.
- We fixed the failure when uploading a jpeg file on the supervisor side for external certificates.
- We fixed the rendering failure when an unknown file type is being uploaded; an invalid file type error is now returned to the user.
- We fixed the error when trying to download certain training reference attachment files.

# Release Notes- v1.11.0

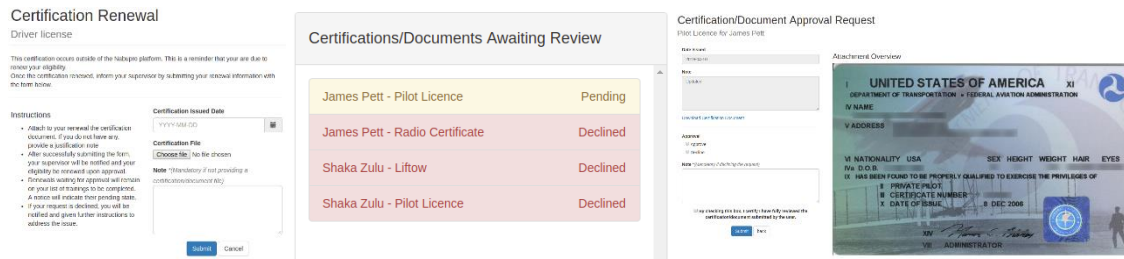
## Nabu Pro Trainings 1.11.0

April 24<sup>th</sup>, 2019

### New Features

#### Trainee Users Can Submit External Training Renewals

Trainee users can now submit a renewal request for their external trainings (Certifications/Documents). An electronic copy of a certification document in image or PDF format can be attached to the request. Upon submission of the request, the supervisor is notified by email and has to review the request. Request approval by the supervisor leads to eligibility renewal in the system, while declining a request notifies the trainee and asks him to update his request according to his supervisor’s comments.



The screenshots above are overviews of the feature and consist from left to right of:

1. Trainee form for submitting the renewal request.
2. Widget that indicates requests awaiting review. This widget is reused across different pages (dashboard, training page and trainee page) to easily make supervisors aware of pending renewal requests.
3. The supervisor’s renewal request review form.

Additional changes were made in order to improve the user experience for external trainings specifically:

- The training information and attempts history pages have been slightly modified to show more relevant information for external trainings.
- There is now a distinct option/page to create external trainings.
- Trainee users can now download a copy of their external certificate documents.
- External trainings are identified by a notice in the trainings page table.
- External trainings with renewal requests awaiting review are identified with a notice in the trainings page table.
- Trainee users with renewal requests awaiting review are identified with a notice in the users page table.

## Improvements

- The detailed report for training attempts completed on the NaBu pro platform is now generated in PDF format.
- Expandable panel headers in training, trainee and archived memo pages are now fully clickable (instead of “plus” icon only being clickable).

## Bug Fixes

- Fix render error in Batch Import Attempts Page when there are no trainings or trainees available.



# Release Notes – Prior to v1.11.0

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For release notes prior to version 1.11.0, refer to the *messages* panel on the dashboard page.