



Recruitment Administration System (RAS)

Version 3.2.9 Release Note, April 2017

HR Systems

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## 5.1 Release Overview

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The purpose of this document is to outline the fixed issues and the changes implemented in Release 3.2.9 of the RAS application.

Release 3.2.9 primarily focuses on support for cloning existing academic related and assistant positions, to avoid the manual process that institutions currently have to undertake.

There are also smaller improvements and bug fixes.

Major new RAS changes in Release 3.2.9 are:

- Cloning:
  - When adding a vacancy, you can choose a 'Clone position' option
  - You can search for any academic related or assistant role in your institution (by position title, position reference number, employee name, role code number) and choose the "Clone" option
  - RAS will automatically create a copy of the selected role
  - Having cloned a role, you can request permission to fill it and advertise it in the usual way
- Job group drop-down
  - The "Job Group" drop-down list in Step 1 of RAS, which is currently used when creating new research and academic roles, has become unwieldy. For faster input, it has been turned into a filter list so you can type the name of the job group you want. It will still act as a normal drop-down list.
- Others
  - Other, smaller, improvements and bug fixes have been made. The main ones are listed in sections 1.3 and 1.4.

A user guide is available which explains the cloning process.

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## 5.2 Important Information regarding use of release 3.2.9

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Please note:

- 1) When using this release for the first time, you might need to clear the cache of your internet browser. Some changes have been made to the interface and you might need to clear the relevant items in cache for this to take proper effect.  
If you are unsure how to do this for your type of browser then please contact the CHRIS Help Desk, UIS Service Desk or your local IT support staff.
- 2) It has been noted that a few departmental/ institutional pages (that are referred to in adverts) have the @ symbol in their URL. If this is the case then recruiters should replace

the @ sign with %40 in the advert text and the link to the page will then be correct in the advert on Job Opportunities.

If you are unsure how to do this then please contact the CHRIS Help Desk.

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### 5.3 Summary of New features

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This list shows the numbered tasks completed in this release:

Key	Summary
RAS-452	Change job group drop-down list to a filter list, for ease of use when a large number of job groups is available
RAS-478	As a RAS user, I want to be able to clone an Academic Related or Assistant position within my department
RAS-479	As a RAS user, I want to edit some of the properties of the position in RAS-478
RAS-480	As a RAS user, I want the cloned position to be created automatically in CHRIS
RAS-484	As a RAS user, I want to follow the same workflow in RAS after cloning a position as I do after I have selected a vacant position
RAS-488	As a RAS user, I want to be able to search for positions by role code number
RAS-504	As a RAS approver, I want the email I receive requesting permission to fill to indicate that the position is a clone
RAS-491	As a RAS user, I want the heading on the vacancy screen filter to be changed from 'Position' to 'Position and vacancy code' to make it clearer that I can use the filter to filter by code

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### 5.4 Summary of fixed Issues

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Key	Summary
RAS-468	Cover positions for Assistant staff are wrongly being given an employment basis of "Unestablished" (which means that the wrong person can be asked for permission to fill)
RAS-496	Clearing a search should take the user back to the search page, not to the main vacancy listing
RAS-502	User-interface consistency: not all inactive fields are greyed out in the same way
RAS-503	Position title should not exceed 80 characters for cover position

