



ELECTRONIC STAFF RECORD

RN609 Guide to Enhancements and Changes Release 67.2.0.0

Information classification: PUBLIC

Revision Date: JANUARY 2026

Contents

1 Introduction 3

PORTAL

2 Target Content by Supplementary Role 4

ESR

3 New National Subjective Codes 5

OLM

4 Generate Hyperlinks 6

5 Enable Learner Access 7

1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 67.2.0.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in a revised Guide to Enhancement Notice.

NOTE: All Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

2 Target Content by Supplementary Role

Organisations can now target web content within the ESR Portal using Supplementary Roles, as well as the existing options of URP and Staff Group/Job Role.

PUBLIC CATEGORIES

Staff Group/Job Role

Supplementary Role

Topic

URP

OTHER METADATA

Tags

Priority

Select Supplementary Role ✕

Search

- AfC Appeal Panel Member
- AfC JE Panel Member
- AfC Job Evaluation Assessor
- AfC Matching Panel Member
- Armed Forces Family Member

3 New National Subjective Codes

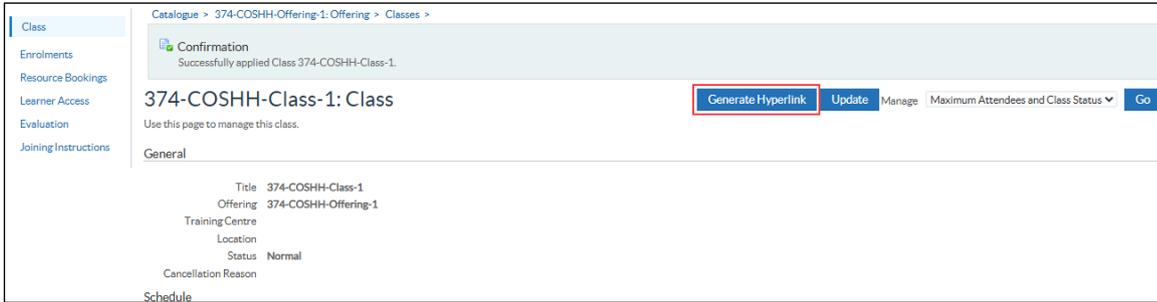
The following values have been added to the Subjective Code list of values effective from 01-JAN-1951:

- NHS6599 - Ophthalmic Imaging -Team Leader band 7
- NHS6596 - Practice Development Nurse Band 7
- NHS6597 - Practice Development Nurse Band 6
- NHS6598 - Practice Development Nurse Band 8a

4 Generate Hyperlinks

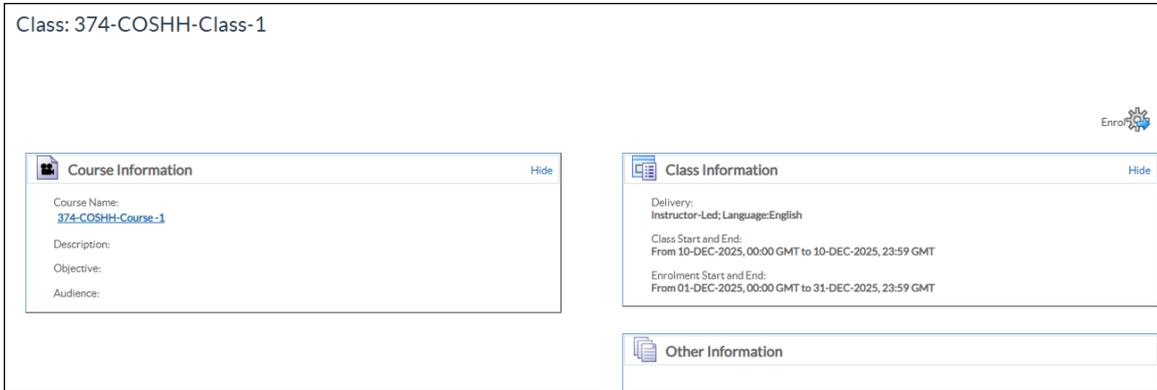
A Generate Hyperlink button will now be displayed on the Class page, enabling Learning Administrators to provide a direct link to the Class Details page for employees.

Generate Hyperlink in Class page



The screenshot shows the 'Class' page for '374-COSHH-Class-1'. The breadcrumb trail is 'Catalogue > 374-COSHH-Offering-1:Offering > Classes >'. A confirmation message states 'Successfully applied Class 374-COSHH-Class-1.'. The class title is '374-COSHH-Class-1: Class'. A toolbar contains buttons for 'Generate Hyperlink', 'Update', 'Manage', 'Maximum Attendees and Class Status', and 'Go'. The 'Generate Hyperlink' button is highlighted with a red box. Below the toolbar, the 'General' section lists details: Title (374-COSHH-Class-1), Offering (374-COSHH-Offering-1), Training Centre, Location, Status (Normal), Cancellation Reason, and Schedule.

Class Details page accessed using the hyperlink



The screenshot shows the 'Class Details' page for 'Class: 374-COSHH-Class-1'. It features three main sections: 'Course Information', 'Class Information', and 'Other Information'. The 'Course Information' section includes fields for Course Name (374-COSHH-Course-1), Description, Objective, and Audience. The 'Class Information' section includes Delivery (Instructor-Led; Language:English), Class Start and End (From 10-DEC-2025, 00:00 GMT to 10-DEC-2025, 23:59 GMT), and Enrolment Start and End (From 01-DEC-2025, 00:00 GMT to 31-DEC-2025, 23:59 GMT). The 'Other Information' section is currently empty. An 'Enrolment' icon is visible in the top right corner.

5 Enable Learner Access

Learner access will be enabled by default when creating a new learning certification.

Create Learning Certification

Enter the details for this learning certification. To add courses, click Apply and Add Details.

* Indicates required field

General

Primary Category COSHH
Category Start Date 01-Jan-1951
Category End Date
* Certification Name 374-COSHH-Learning Certificate-3
Description New Learning Certification

* Certification Start Date 01-Dec-2025
Certification End Date
 Prevent from Unsubscribing
 Enable Learner Access

Learner access will be enabled by default when creating a new class.

Catalogue > 374-COSHH-Offering-2: Offering > Classes >

Create Class

Manage the properties of this class. Changes you make here will affect only this class, not any other class instances under the offering.

General

Title 374-COSHH-Class-4
Offering 374-COSHH-Offering-2
Offering Start Date 01-Jan-2025
Offering End Date
Training Centre
Location
* Status Normal
Cancellation Reason

Schedule

* Start Date 12-Dec-2025
Start Time
Duration
End Date 12-Dec-2025
End Time
* Time Zone GMT
Remind Before Class Start
Days (whole numbers only)

Enrolment

* Enrolment Start Date 01-Dec-2025
Enrolment End Date 12-Dec-2025
 Enable Learner Access
 Secure
 Learning Path only
 Certification only

Minimum Attendees
Maximum Attendees
Maximum Internal Attendees
Restrict Automatic Enrolment from Waitlist
Withdrawal Restriction Period
Maximum Waitlisted