

Competence Bulk Upload and Replace

September 2018
It's your ESR

Introduction

This fact sheet covers the use of the competence bulk upload and replace processes in ESR.

Key Points

These processes are for making changes to employee Competence Profiles. Any changes to Competence Requirements are made using the Career Management URP. Assistance may also be available from the NHS Central Team by submitting an SR.

Further details in the Competence Requirements and Auto Subscription and Enrolment fact sheet.

Bulk Upload

This process is used for adding, end-dating, or purging competencies from employee records.

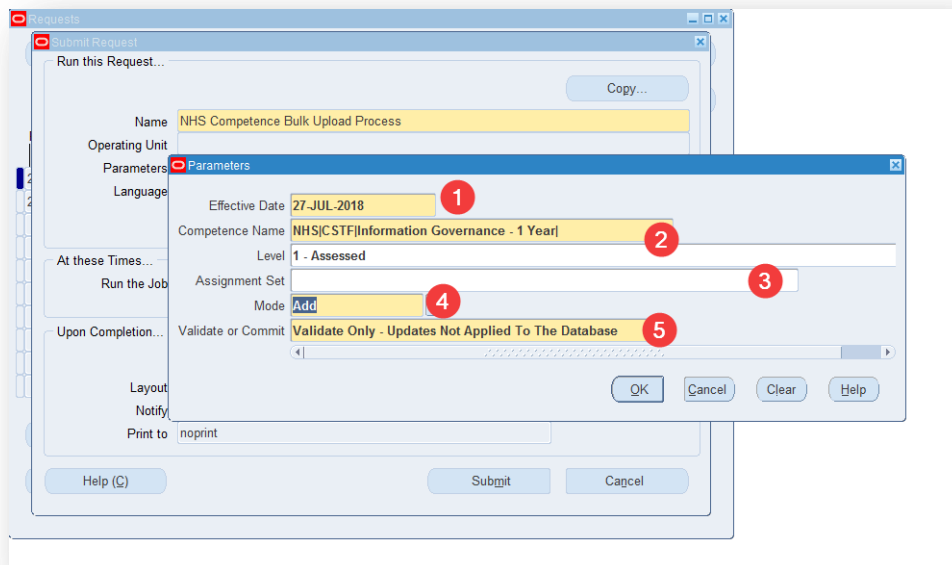
Reports - Submit Request - Single Request - Select Process

The screenshot shows the ESR system interface. On the left, the 'Reports' menu is visible, with 'Submit Request' highlighted. A dialog box titled 'Submit a New Request' is open, asking 'What type of request do you want to run?' with two options: 'Single Request' (selected) and 'Request Set'. The 'Single Request' option is described as 'This allows you to submit an individual request'. The 'Request Set' option is described as 'This allows you to submit a pre-defined set requests'. An 'OK' button is highlighted in the dialog box. In the background, a 'Reports' window is open, displaying a list of reports. The 'NHS Competence Bulk Upload Process' report is highlighted in the list. The 'Find' button in the 'Reports' window is also highlighted.

Competence Bulk Upload and Replace

September 2018
It's your ESR

Parameters

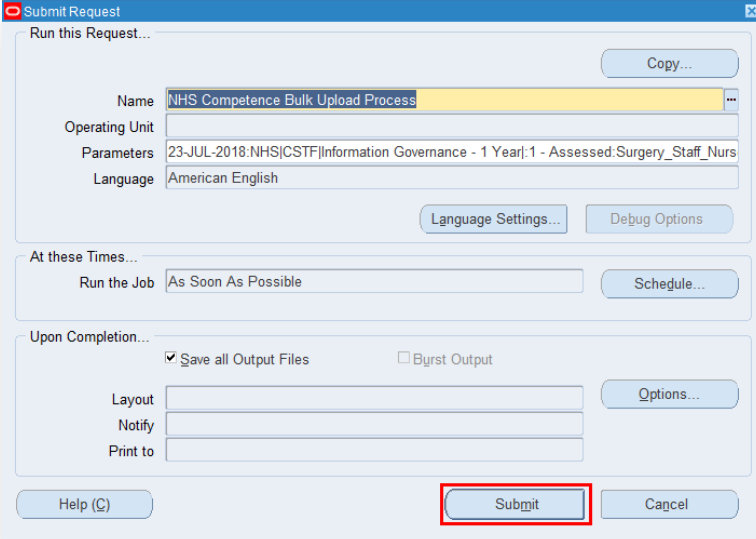


1. Date from which the change will apply to the person competence profile as specified for the modes below.
2. Competence being uploaded, if you are only uploading certain Levels then the Competence Level value can be populated
3. An assignment set can be added if Competence is only being uploaded for certain staff
4. Mode can be Add, End-Date or Purge
 - i. Add – Will add the specified Competence to records from the Effective Date
 - ii. End-Date – Will end date the specified Competence at the Effective Date specified for employees who have the competence and the existing Valid To date is greater than the date specified
 - iii. Purge – Will remove the specified Competence at the Effective Date specified for employees who have the competence and the existing Valid To date is greater than the date specified
5. **Always run in Validate mode** to confirm what changes will be made before running in Validate and Commit Mode

Competence Bulk Upload and Replace

September 2018
It's your ESR

Click OK, click Submit



Submit Request

Run this Request...

Copy...

Name: NHS Competence Bulk Upload Process

Operating Unit:

Parameters: 23-JUL-2018:NHS[CSTF]Information Governance - 1 Year|:1 - Assessed:Surgery_Staff_Nurs

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon As Possible

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout: Options...

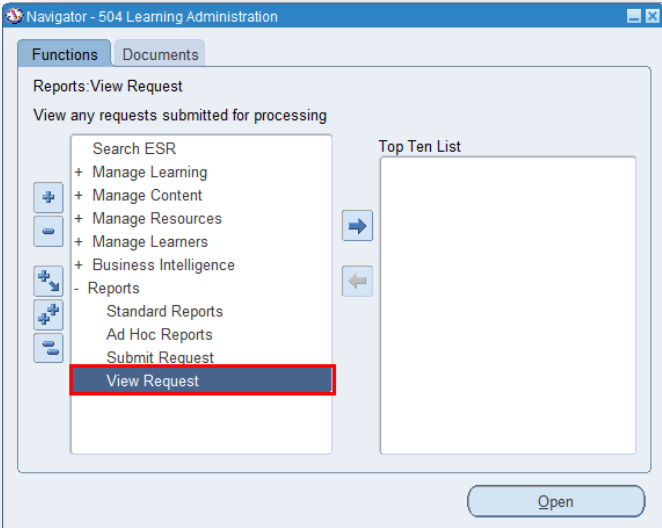
Notify:

Print to:

Help (C) Submit Cancel

Viewing Log Files

Either wait for the process to complete or use the View Requests option



Navigator - 504 Learning Administration

Functions Documents

Reports:View Request

View any requests submitted for processing

Search ESR

+ Manage Learning

+ Manage Content

+ Manage Resources

+ Manage Learners

+ Business Intelligence

- Reports

Standard Reports

Ad Hoc Reports

Submit Request

View Request

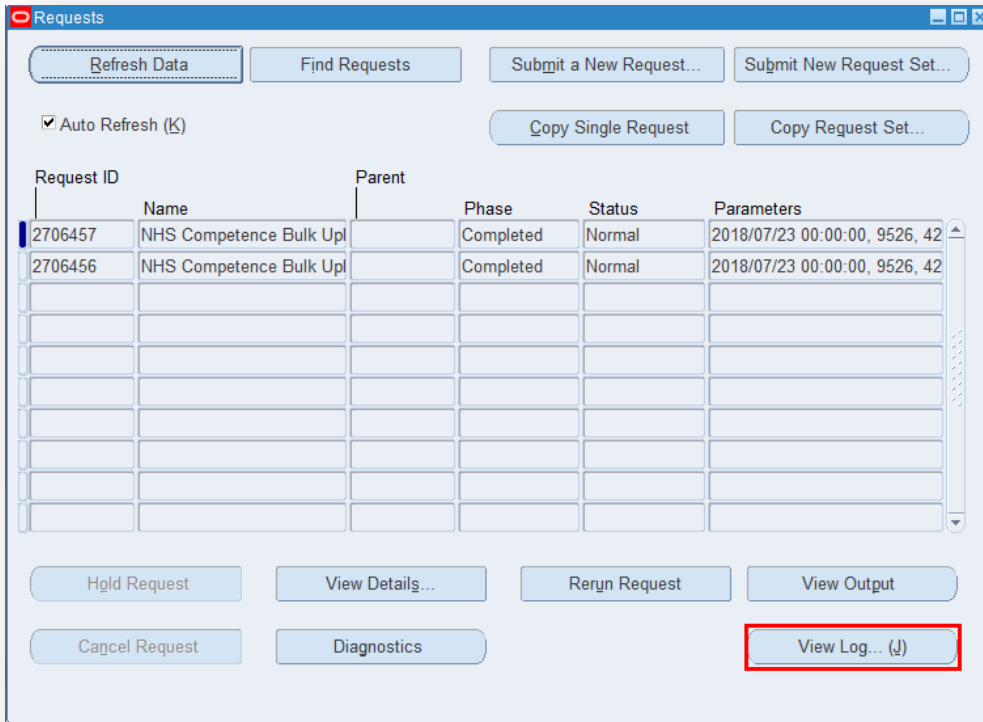
Top Ten List

Open

Competence Bulk Upload and Replace

September 2018
It's your ESR

Find the correct process and click View Log to review log file in a new Internet Explorer tab.



```

NHS Competence Bulk Upload Process
-----
PARAMETERS:
EFFECTIVE_DATE   : 01-MAY-2018
COMPETENCE       : NHS|MAND|Blood Transfusion - 1 Year|
LEVEL            :
ASSIGNMENT_SET_ID :
MODE             : Add
VALIDATE_COMMIT  : Validate Only - Updates Not Applied To The Database

Process started at: 15-AUG-2018 17:26:30

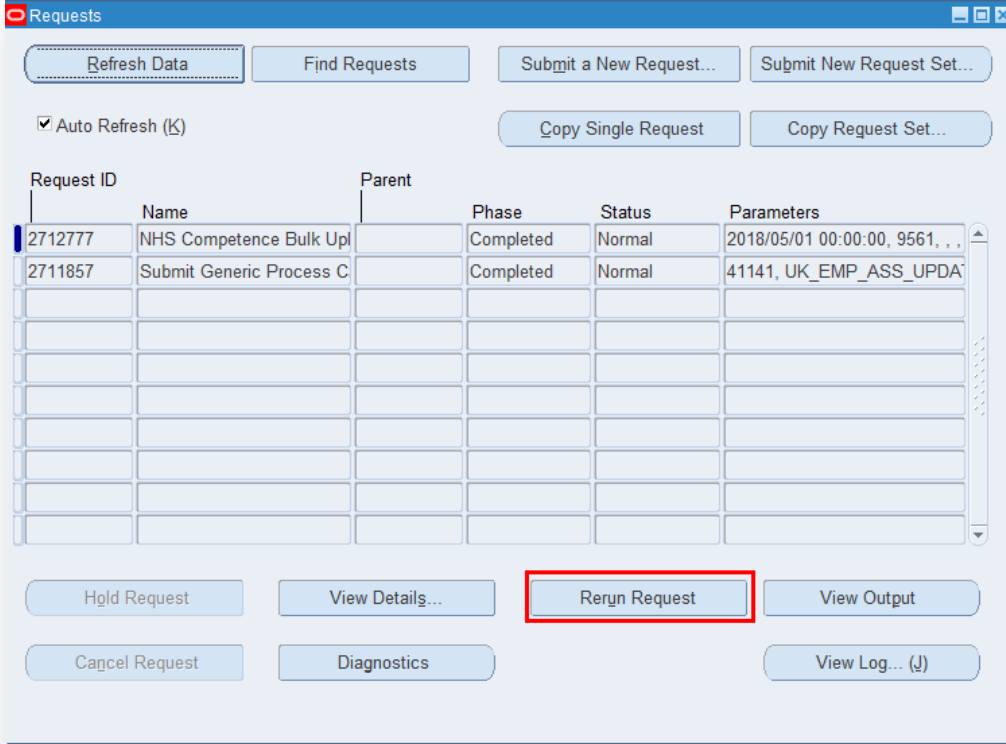
The following employees had competences successfully added/deleted:

EMPLOYEE NUMBER  APPLICANT NUMBER  FULL_NAME                                FROM      TO          LEVEL
-----
20055417          007Lane, Mrs. Sarah                                01-MAY-2018 30-APR-2019
20055651          007Lawrence, Mrs. Mary                            01-MAY-2018 30-APR-2019
20055462          007Lewis, Miss Sarah                              01-MAY-2018 30-APR-2019
20055290          007Neville, Mrs. Chrstitine                       01-MAY-2018 30-APR-2019
20055459          007Smith, Mr. Ben                                  01-MAY-2018 30-APR-2019
20055550          008Holloway, Mr. Simon                             01-MAY-2018 30-APR-2019
20055247          008Lawrence, Mrs. Mary                            01-MAY-2018 30-APR-2019
20055561          008Lewis, Miss Sarah                              01-MAY-2018 30-APR-2019
20055577          008Smith, Mr. Ben                                  01-MAY-2018 30-APR-2019
    
```

If happy with results, click Rerun Request.

Competence Bulk Upload and Replace

September 2018
It's your ESR



The screenshot shows the 'Requests' application window. At the top, there are buttons for 'Refresh Data', 'Find Requests', 'Submit a New Request...', 'Submit New Request Set...', 'Copy Single Request', and 'Copy Request Set...'. Below these is a checkbox for 'Auto Refresh (K)'. The main area contains a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected and highlighted in blue.

Request ID	Name	Parent	Phase	Status	Parameters
2712777	NHS Competence Bulk Up		Completed	Normal	2018/05/01 00:00:00, 9561, , ,
2711857	Submit Generic Process C		Completed	Normal	41141, UK_EMP_ASS_UPDA

Below the table are buttons for 'Hld Request', 'View Details...', 'Rerun Request' (highlighted with a red box), 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log... (J)'.

Change the parameters

Competence Bulk Upload and Replace

September 2018
It's your ESR

Requests

Submit Request

Run this Request...

Copy...

Name NHS Competence Bulk Upload Process

Operating Unit

Parameters 01-MAY-2018:NHS|MAND|Blood Transfusion - 1 Year:::Add:Validate Only - Updates Not Ap

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon As Possible

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Options...

Notify

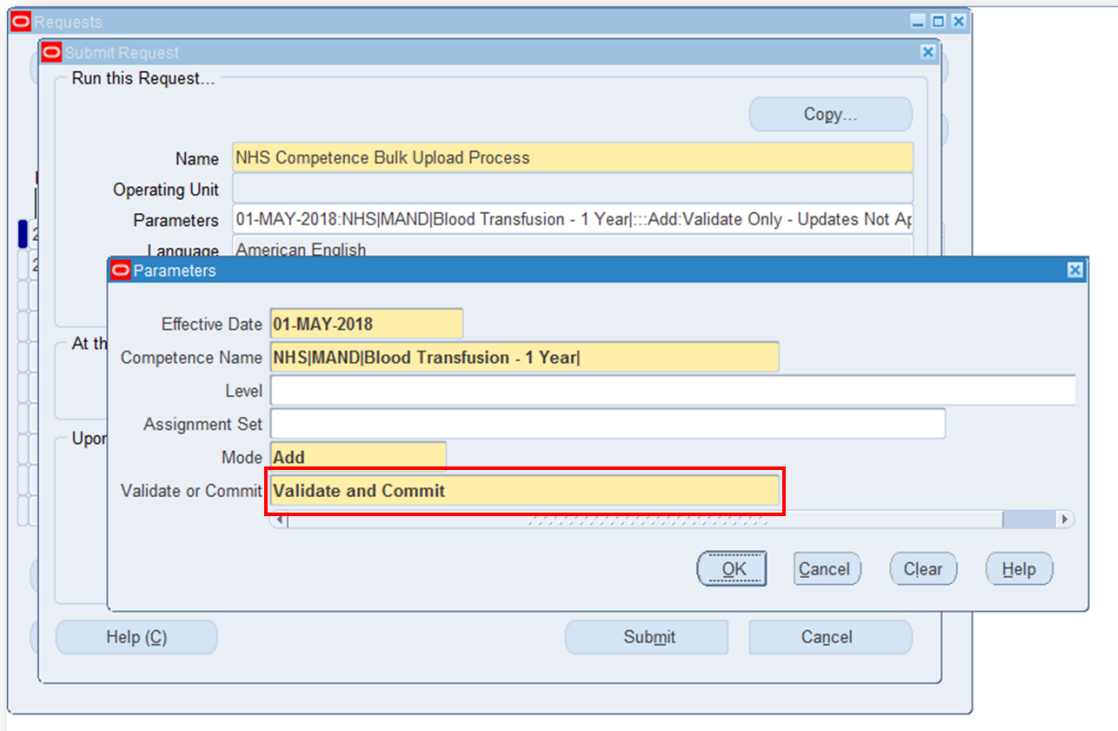
Print to

Help (C) Submit Cancel

Change mode to Validate and Commit and Submit again

Competence Bulk Upload and Replace

September 2018
It's your ESR



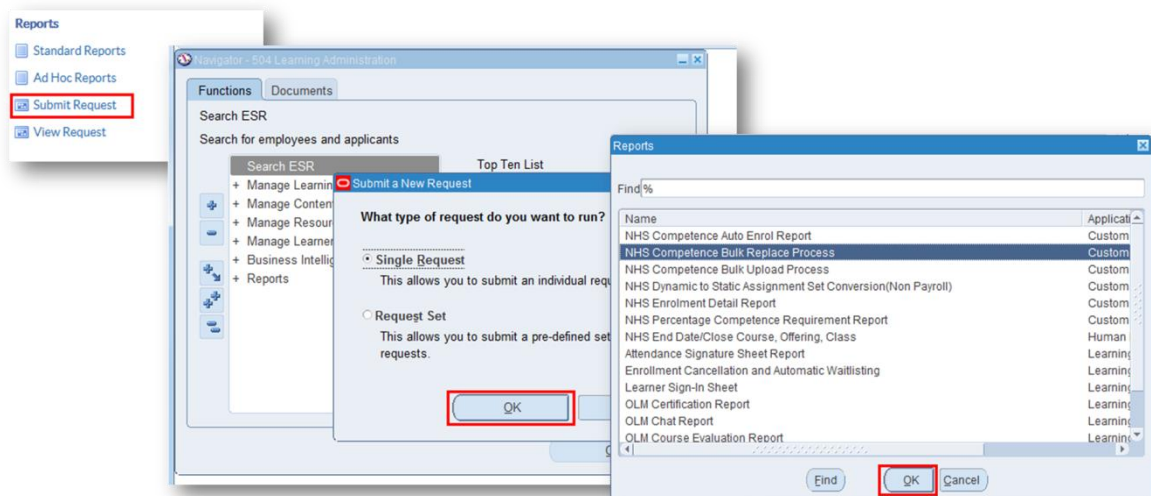
Competence Bulk Upload and Replace

September 2018
It's your ESR

Bulk Replace

This process is used for replacing one competency with another on employee records.

Reports - Submit Request - Single Request - Select Process



Competence Bulk Upload and Replace

September 2018
It's your ESR

Parameters

1. Date Competence will be replaced
2. Competence being replaced, if you are only replacing certain Levels then the Old Competence Level value can be populated
3. Competence that is replacing the existing old Competence, if a Level is being assigned then this can be populated
4. An assignment set can be added if Competence is only being replaced for certain staff
5. **Always run in Validate mode** to confirm what changes will be made before running in Commit Mode

Competence Bulk Upload and Replace


 September 2018
 It's your ESR

Rules for Replacing

Old Competency	New Competency	New Competency End Data
No Fixed Term	No Fixed Term	No End Date
Fixed Term	No Fixed Term	No End Date
No Fixed Term	Fixed Term	New End Date
Fixed Term	Fixed Term	

IF the fixed term of the new competence is less than or equal to fixed term of the old competence THEN use the earlier of Old End Date and New End Date

IF the fixed term of the new competence is greater than the fixed term of the old competence THEN use the later of Old End Date and New End Date

Examples

The Date Last Awarded is used as the date to calculate the Valid To date when replacing one Fixed Term competency with another.

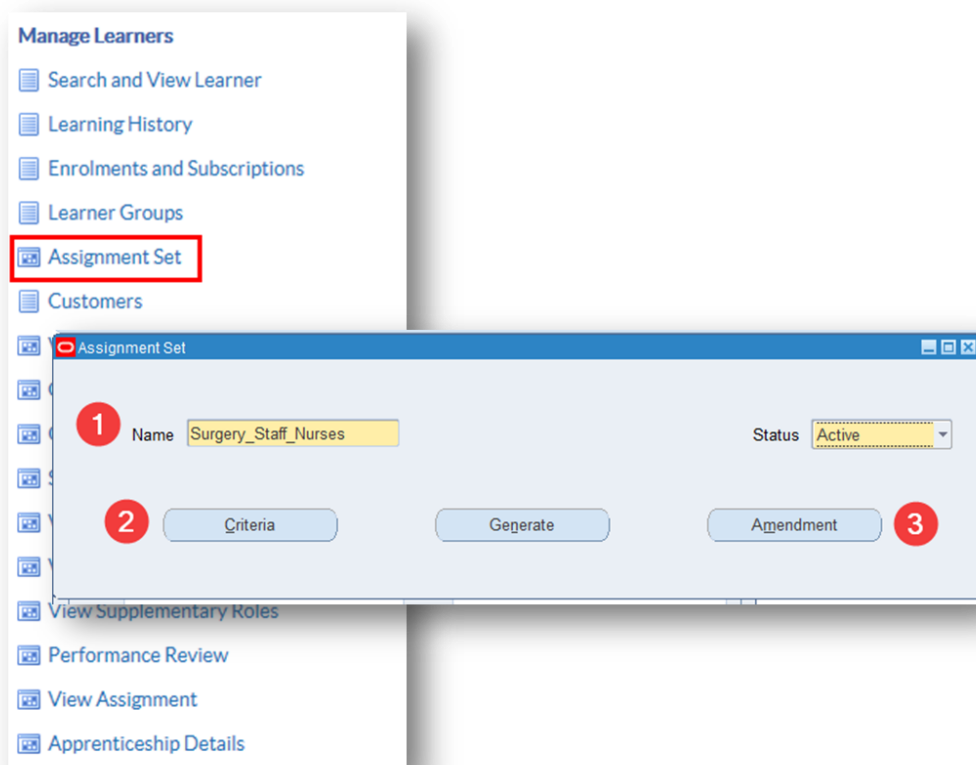
Old	Valid From	Valid To	New	Date Effective	Valid From	Valid To	Date Last Awarded
MAND Information Governance No Renewal	01-JAN-2018		CSTF Information Governance No Specified Renewal	01-AUG-2018	01-AUG-2018		
MAND Information Governance 2 Years	01-JAN-2018	31-DEC-2020	CSTF Information Governance No Specified Renewal	01-AUG-2018	01-AUG-2018		
MAND Information Governance No Renewal	01-JAN-2018		CSTF Information Governance 2 Years	01-AUG-2018	01-AUG-2018	31-JUL-2018	
MAND Information Governance 2 Years	01-JAN-2017	31-DEC-2020	CSTF Information Governance 1 Year	01-AUG-2018	01-AUG-2018	31-DEC-2018	01-JAN-2018
MAND Information Governance 1 Year	01-JAN-2018	31-DEC-2018	CSTF Information Governance 1 Year	01-AUG-2018	01-AUG-2018	31-DEC-2018	
MAND Information Governance 1 Year	01-JAN-2017	31-DEC-2018	CSTF Information Governance 2 Years	01-AUG-2018	01-AUG-2018	31-DEC-2019	01-JAN-2018

Competence Bulk Upload and Replace

September 2018
It's your ESR

Assignment Sets

Assignment Sets can be used to make updates or replace competencies for specified staff rather than for all staff (this is when the Assignment set parameter is left blank).



1. Name, cannot start with a number, no spaces
2. Criteria uses a formula to create the assignment set
3. Amendment uses employee names to create the assignment set

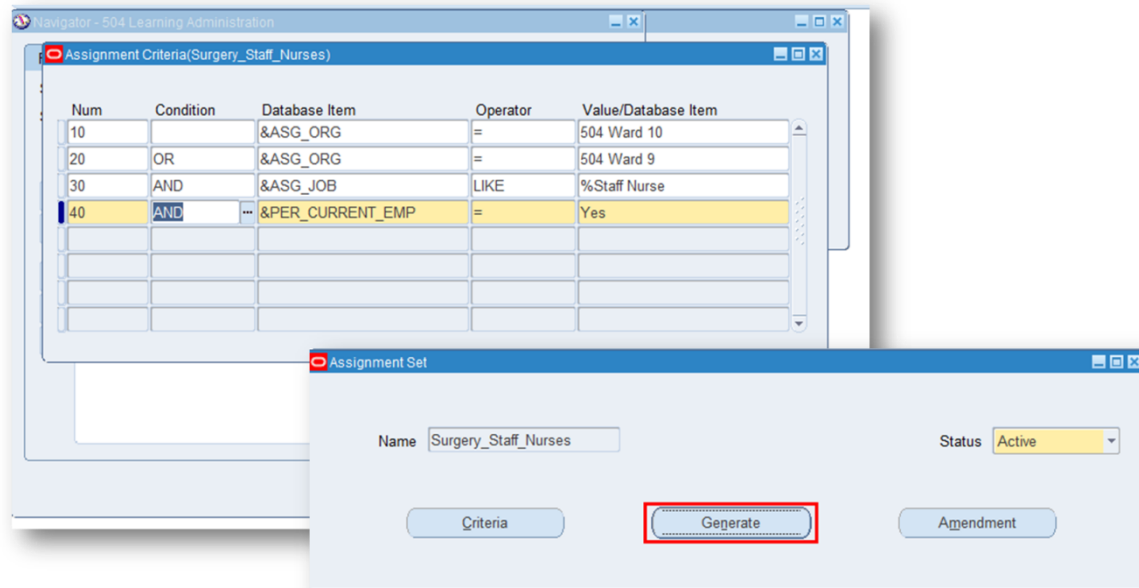
The recommended approach is to use Criteria as this will always create assignment sets based on current information

Competence Bulk Upload and Replace

September 2018
It's your ESR

Create Criteria

Criteria are created using



Common database items are listed below, a full list is available [here](#).

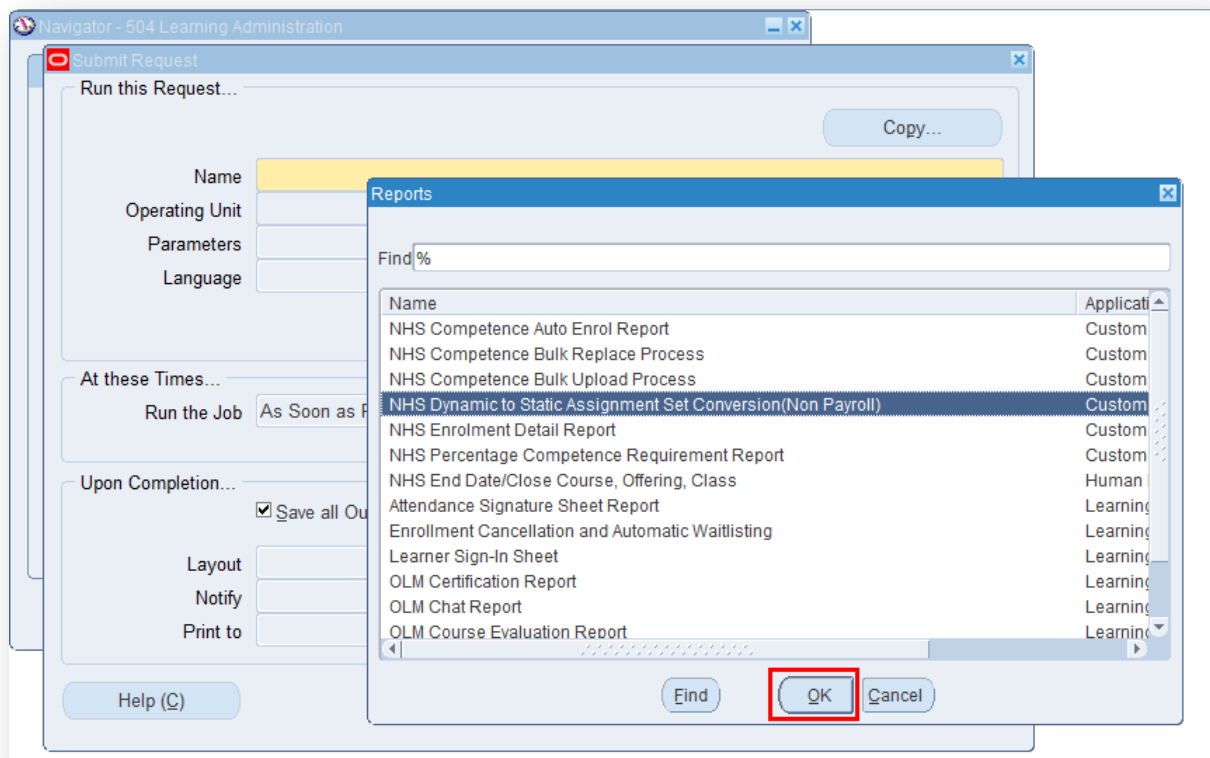
Database Item	Description
&ASG_JOB	Job Role
&ASG_ORG	Organisation
&ASG_POSTIION	Position
&PER_CURRENT_EMP	Current Employer

Competence Bulk Upload and Replace

September 2018
It's your ESR

Convert to Static Assignment Set

Before the assignment set can be used in the bulk processes it needs to be converted to a static list.



Competence Bulk Upload and Replace

September 2018
It's your ESR

Parameters

Navigator - 504 Learning Administration

Submit Request

Run this Request... Copy...

Name NHS Dynamic to Static Assignment Set Conversion(Non Payroll)

Operating Unit

Parameters

Language Am

At these Times...

Run the Job As

Upon Completion...

Save all Output Files Burst Output

Layout Options...

Notify

Print to noprint

Help (C) Submit Cancel

Parameters

Effective Date 23-JUL-2018 1

Dynamic Assignment Set Surgery_Staff_Nurses 2

Static Assignment Set Surgery_Staff_Nurses_Static_23072018_1 3

OK Cancel Clear Help

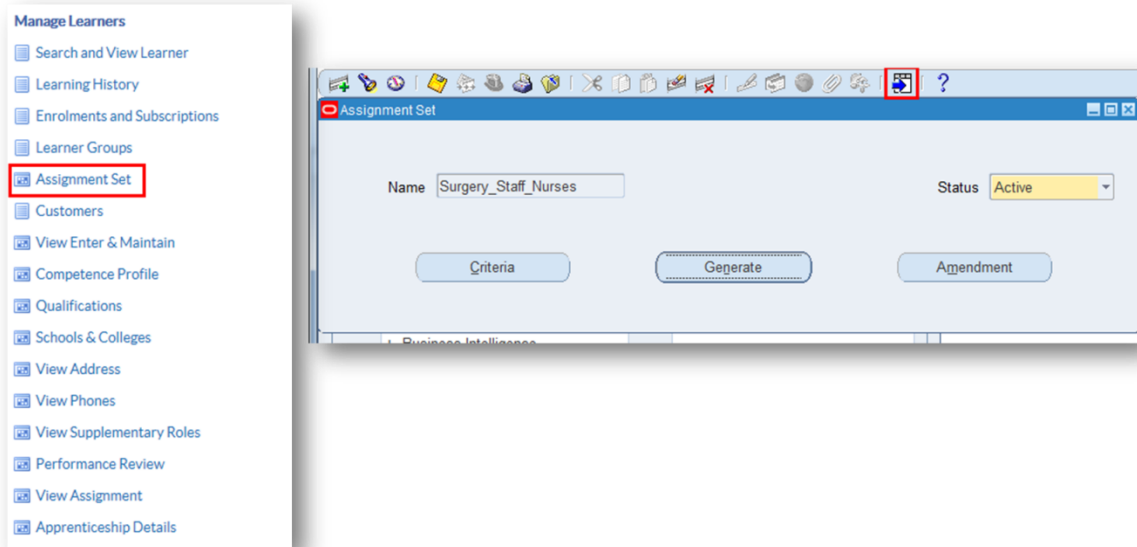
1. Records must meet the criteria specified at the effective date
2. The Assignment Set to be converted to a static list
3. The Assignment Set that must be used in the Assignment Set parameter in the Bulk Upload/Replace process.

Competence Bulk Upload and Replace

September 2018
It's your ESR

Viewing the Records Included

Click the Export button in the Assignment Set toolbar.



Click Next and open spreadsheet to view included records.

You must enable macros.

