

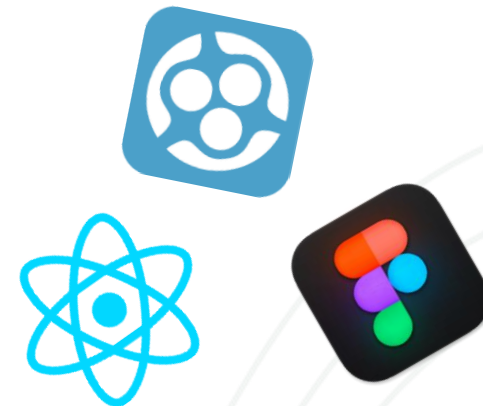
# c11.5 | Release Notes

updated: 20 Sep 2024



# What to EXPECT on the next release

- **MOBILE OPTIMISATION**
- **REVISED UI/UX** (based on customer feedback)
- **LOCALISATION PACKS** (English, Swedish, Arabic)
- **PERFORMANCE IMPROVEMENTS**



- 01 | competency summary
- 02 | employee home
- 03 | learning summary
- 04 | portfolio
- 05 | manager home
- 06 | manager dashboard
- 07 | manager – employee's view

# 01 | competency summary

# competency summary | overview

View As: Employee

Current  
Digital Capability Manager II: Talent SEO  
Digital Talent  
85% Compliance

Assessment progress  
Self-assessed 29/29 Competencies Approved 29/29 Competencies

Job readiness  
Not Assessed 1 Below 0 At JLR 6 Above 4 Show All

Charts  
View as Spider

Competencies  
Search for competencies...

Competency	Self-assessment	Approver Level	Requirement	Job Readiness	Development Target
Behaviours: Changing and Improving	0 1 2 3 4 ×	0 1 2 3 4	3	🕒	+
Behaviours: Managing a quality service	0 1 2 3 4 ×	0 1 2 3 4	3	⚠️	+
Behaviours: Seeing the big picture	0 1 2 3 4 ×	0 1 2 3 4	3	✅	+
Behaviours: Working together	0 1 2 3 4 ×	0 1 2 3 4	3	✅ ⭐	+
Additional Criteria					
Behaviours: Delivering at pace	0 1 2 3 4 ×	0 1 2 3 4	3	🕒	+
Behaviours: Leadership	0 1 2 3 4 ×	0 1 2 3 4	3	⚠️	+

## Changes Listed Below

- View As: Employee (instead of user) revised at top navigation
- Enhanced job profile navigation with compliance score
- Assessment progress with history button for (last submission, approval and approver), job readiness, and spider chart in one status panel that can be hidden
- Clearer table definition (table and column headers)
- Information icon to provide clickable element to open right hand information panel
- Simplified requirement level separate from job readiness indicators
- Suggested level for Development Target
- Separate column for linked learning

# competency summary - chart

Assessment progress: Self-assessed 29/29 Competencies, Approved 29/29 Competencies

Job readiness: 1 Not Assessed, 6 Below, 4 At JLR, 4 Above

**Charts**  
View as Spider

- Charts button displays spider charts directly from competency summary
- Right hand panel can be expanded to show zoomed view

**comaea** Spider Chart

Let's see your gaps through the spider chart

Visualize: Core Fundamental Criteria

1 of 2

Competency	Self-assessment	Approver Level	Job Readiness
Behaviours: Changing and Improving	0 1 2 3 4	0 1 2 3 4	🔒
Behaviours: Managing a quality service	0 1 2 3 4	0 1 2 3 4	🚩
Behaviours: Seeing the big picture	0 1 2 3 4	0 1 2 3 4	✅
Behaviours: Working together	0 1 2 3 4	0 1 2 3 4	🏆
Behaviours: Delivering at pace	0 1 2 3 4	0 1 2 3 4	🔒

**comaea** Spider Chart

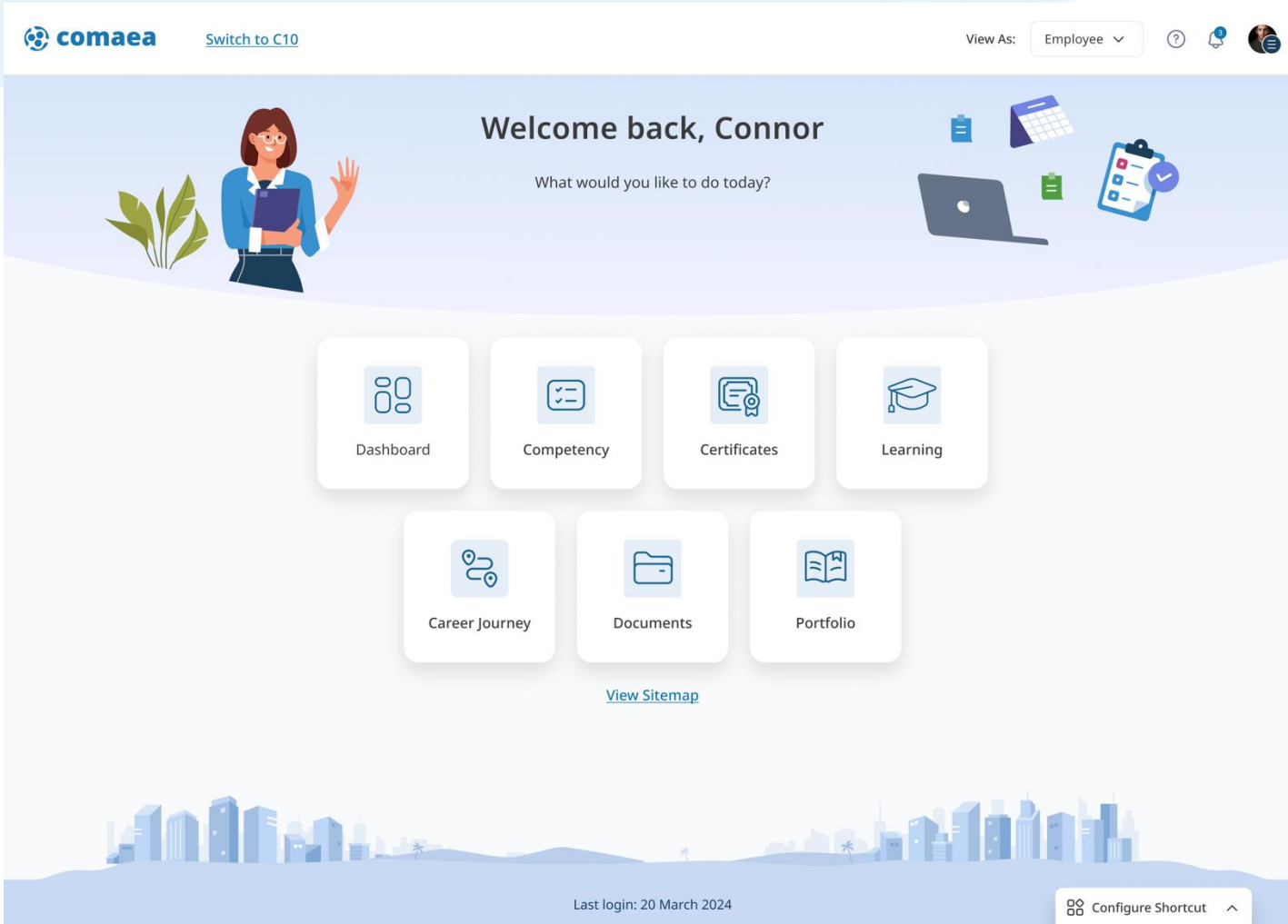
Let's see your gaps through the spider chart

Visualize: Core Fundamental Criteria

1 of 2 charts

1 of 2 charts

## 02 | employee - home



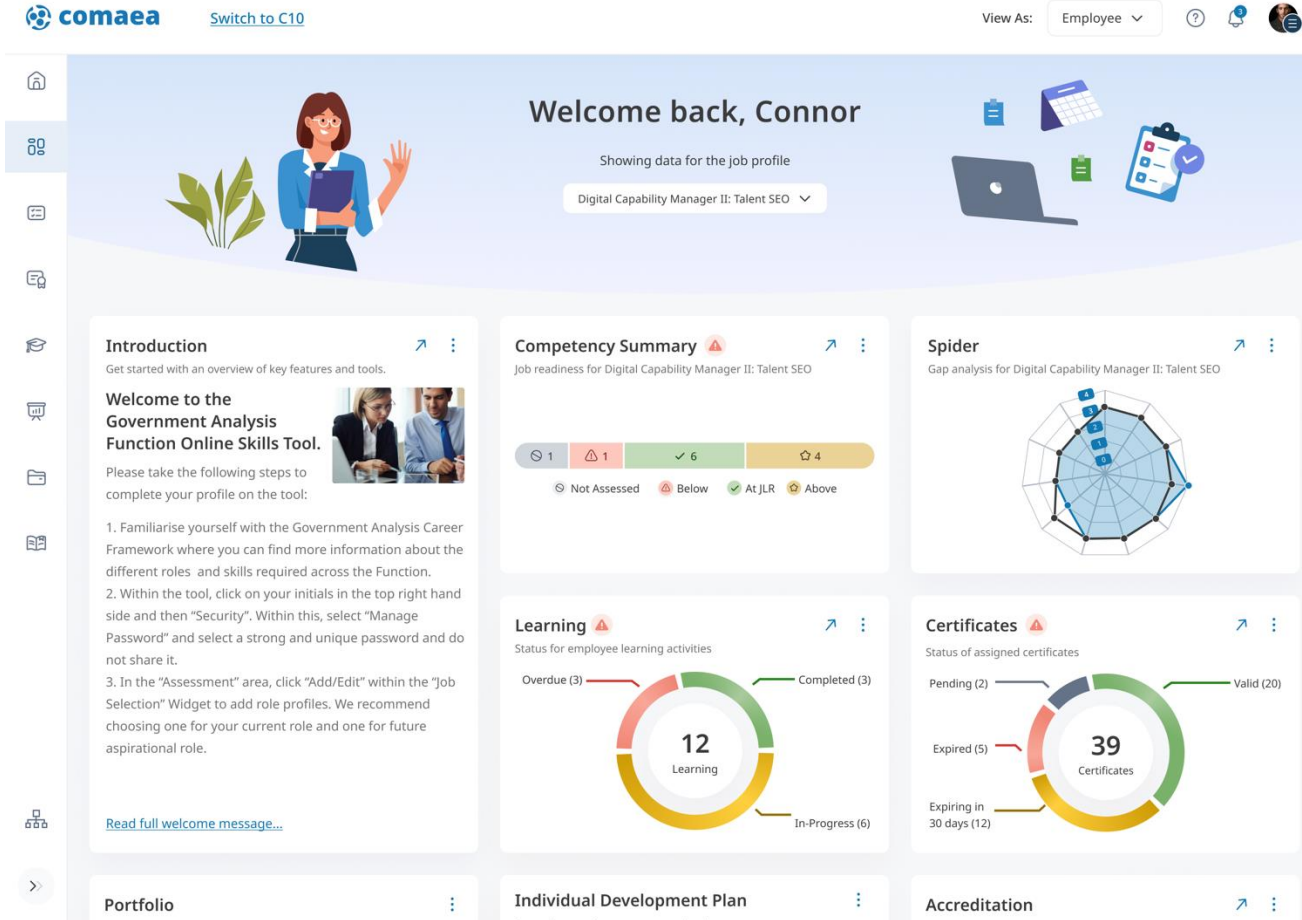
# employee | home

- New simplified landing page enabling easy access to common tasks
- View As: Employee instead of user revised at the top navigation
- Switch to c10 link is now accessible at top header



## 03 | employee - dashboard

# dashboard | widget enhancements



- Cleaner layout of dashboard widgets
- Notification icons for each widget highlighting actions to be taken
- Added Introduction widget for welcome message

# 03 | employee learning

# employee | learning

The screenshot displays the 'Learning Summary' page in the Comaea system. At the top, there's a 'Learning Status' bar with 3 overdue items (red), 6 in-progress items (yellow), and 3 completed items (green). Below this is the 'Assigned Learning' section, which includes a search bar and a table of learning activities. The table has columns for Learning, Status, Link, Linked to, Type, and Event. The data rows show various courses and training activities with their respective statuses and linked events.

Learning	Status	Link	Linked to	Type	Event
Prince 2 Practitioner	Overdue		Behaviours: Managing a quality service, Incident Officer <a href="#">more...</a>	External Training Course	<a href="#">Register to an event</a>
Future - Engage - Deliver: Be the leader you can be	Overdue		Behaviours: Seeing the big picture	Internal Training Course	<a href="#">May 2024, 13:30 - 15:30</a>
Neuroscience and Change (CSL)	Overdue		Behaviours: Seeing the big picture	External Training Course	<a href="#">Register to an event</a>
Change Agility (CSL)	In-progress		Behaviours: Working together	On Job Training	No Event available
Continuous improvement (CSL)	In-progress		Behaviours: Leadership	Coaching Mentorship	No Event available
Emotional Intelligence online course	In-progress		Behaviours: Leadership	eLearning	No Event available
BCS Modelling Business Process	In-progress		Skills : SFIA : Project Management	External Training Course	<a href="#">Register to an event</a>
Groups and Teamwork	In-progress		Behaviours: Delivering at pace	eLearning	No Event available

## Changes Listed Below

- Cleaner page layout with learning status bar
- Information icon gives clearer indication where to find the learning details
- New column for showing what competencies or certifications that the learning activity is linked to
- Event Column is available to register an event and see if there's an available events for a learning

# employee | learning (other screens incoming)

- New look for card view
- Right pop-out panel can now be expanded

# 04 | portfolio

# employee | portfolio

**Portfolio**  
Your detailed portfolio to view, print and share.

**Add/remove elements**

- Header
- Current Job Profile
- Compliance
- Readiness
- Spider Chart
- Career Step 1
- Compliance
- Readiness
- Spider Chart
- Competency Summary
- Learning Summary
- Certificates

**comaea**  
Karenjane Cantiveros  
Digital Talent: SEO Campaigns Executive II  
Next Step: Chief Executive Officer

8 Yot Current Role | 12 Yot Organisation | 25 Yot Industry

**Things I'm good at**

- Problem Solving
- Leadership
- Project Management
- Agile Working
- UX/UI Designing

**Current Job Profile**  
Current: Digital Capability Manager II: Talent SEO  
Digital Talent  
85% Progress

**Visualize** All competencies 1 of 12 pages

Competency	Approved	JLR	Readiness
Behaviours: Changing and Improving	0 1 2 3 4	4 3	✓
Behaviours: Managing a quality service	0 1 2 3 4	4 3	✓
Behaviours: Seeing the big picture	0 1 2 3 4	4 3	✓
Behaviours: Working together	0 1 2 3 4	3	✓
Behaviours: Delivering at pace	0 1 2 3 4	4 3	✓
Behaviours: Leadership	0 1 2 3 4	4 3	✓
Skills: DCoat: Relationship Management	0 1 2 3 4	4 3	✓
Skills: SFA: Project Management	0 1 2 3 4	3	⚠
Specialisms: Languages and Frameworks: Agile/Scrum	0 1 2 3 4	2	✓
Specialisms: Performance Management: Learning ...	0 1 2 3 4	2	✓
Specialisms: Performance Management: Talent Initiatives ...	0 1 2 3 4	2	✓

- Improved navigation and UI for portfolio
- Spider charts, compliance and competencies all grouped by role giving clarity of what they relate to
- New left-hand panel for selecting components to display in the portfolio
- New sections to display career highlights and awards/achievements and a managers quote
- Able to see learning source (competency/certificate)

# employee | portfolio full view


comaea
View As: Employee

### Portfolio

Your detailed portfolio to view, print and share.

#### Add/remove elements

- Header
- Current Job Profile
- Compliance
- Readiness
- Spider Chart
- Career Step 1
- Compliance
- Readiness
- Spider Chart
- Competency Summary
- Learning Summary
- Certificates



**Karenjane Cantiveros**  
Digital Talent: SEO Campaigns Executive II

Next Step: Chief Executive Officer

8 YTD Current Role | 12 YTD Organisation | 25 YTD Industry

Things I'm good at: Problem Solving, Leadership, Project Management, Agile Working, UX/UI Designing


Career Highlights: Fast Learning progress on Behavioral Psychology, 10 qualifications above Requirement in Current role, More certified than person on Design

#### Current Job Profile

Digital Capability Manager II: Talent SEO

Digital Talent

85%



Visualize: All competencies | 1 of 12 pages

#### Competency Summary (full list)

Last Approved Competency: Behaviours: Changing and Improving

Self-Assessment: 2 | Approver: 4 | Last Approval: 16-Aug-2024

Last 12 months Growth: **5 Competencies** (Improved competencies from last 12 months)

Competency	Approved	Actions
Behaviours: Changing and Improving	4	🗨️
Behaviours: Managing a quality service	4	🗨️
Behaviours: Seeing the big picture	4	🗨️
Behaviours: Working together	4	🗨️
Behaviours: Delivering at pace	4	🗨️
Behaviours: Leadership	4	🗨️
Skills: DData: Relationship Management	4	🗨️
Skills: SFA: Project Management	4	🗨️
Specialisms: Languages and Frameworks: Apprenticeship...	4	🗨️
Specialisms: Performance Management: Learning ...	4	🗨️
Specialisms: Performance Management: Talent Initiatives ...	4	🗨️

#### Learning

Last Completed Learning: Prince 2 Practitioner

Development Target: 1 | Completed Date: 16-Aug-2024

Last 12 months Growth: **12 Learning** (Completed learning activities from last 12 months)

Learning	Status	Type	Assigned Date
Prince 2 Practitioner	Overdue	External Training Course	11 June 2024
Future - Engage - Deliver: Be the leader you can be	Overdue	Internal Training Course	11 June 2024
Neuroscience and Change (CSL)	Overdue	External Training Course	11 June 2024
Change Agility (CSL)	In progress	On job Training	11 June 2024
Continuous Improvement (CSL)	In progress	Coaching Mentorship	11 June 2024
Emotional Intelligence online course	In progress	eLearning	11 June 2024
BCS Modeling Business Process	In progress	External Training Course	11 June 2024
Groups and Teamwork	In progress	eLearning	11 June 2024
Chip & Dan Heath - Switch	Completed	Assigned Reading	11 June 2024
Dale Hunter - The Art of Facilitation - book	Completed	Assigned Reading	11 June 2024
Conducting High Quality Conversations	Completed	On job Training	11 June 2024

#### Certificates

Most Recent Certificate: Introductions to cyber security tools and cyber attacks

Validity Period: 16-Aug-2024 - 16-Aug-2026

Last 12 months Growth: **5 Certificates** (Certificates from last 12 months)

Certificate	Status	Approved Level	Development Target
Introductions to cyber security tools and cyber attacks	Valid	C1 C2	C1 C2
Amazon   AWS Certified Big Data - Specialty	Valid	C1 C2	C1 C2
Amazon   AWS Certified SysOps Administrator	Valid	C1 C2	C1 C2
Microsoft Certified Professional	Valid	C1 C2	C1 C2
Microsoft SQL Certificate	Valid	C1 C2	C1 C2
EC Council   CHFI: Computer Hacking Forensic Investigator	Expiring in 30 days	C1 C2	C1 C2
Microsoft Certified Professional Developer (MCPD)	Expiring in 30 days	C1 C2	C1 C2
Incident Officer	Expired	C1 C2	C1 C2
GIAC Network Forensics Analyst (GNFA)	Expired	C1 C2	C1 C2
GIAC Security Essentials Certification (SSEC)	Pending	C1 C2	C1 C2

#### Document

##### Competency

Document	Date Uploaded	Linked to	Uploaded by
Attachedfile.pdf (200 KB)	8 Apr 2024	Behaviours: Changing and Improving	Connor Brown
Journey.docx (720 KB)	11 Mar 2024	Behaviours: Changing and Improving	Connor Brown
Evidence.png (100 MB)	14 Feb 2024	Behaviours: Changing and Improving	Connor Brown
Reports.xlsx (1.20 MB)	24 Jan 2024	Behaviours: Changing and Improving	Connor Brown

##### Certificate & Licenses

Document	Date Uploaded	Linked to	Uploaded by
Badge.jpeg (200 KB)	1 Oct 2023	Certificate   Incident Officer	Connor Brown
CertificatePresentation.pptx (160 MB)	7 Aug 2023	Certificate   Incident Officer	Connor Brown
CertificateEvidence.pdf (200 KB)	18 Jul 2023	Certificate   Incident Officer	Connor Brown
CertificateReports.xlsx (200 KB)	6 Jun 2023	Certificate   Incident Officer	Connor Brown



# 05 | manager home

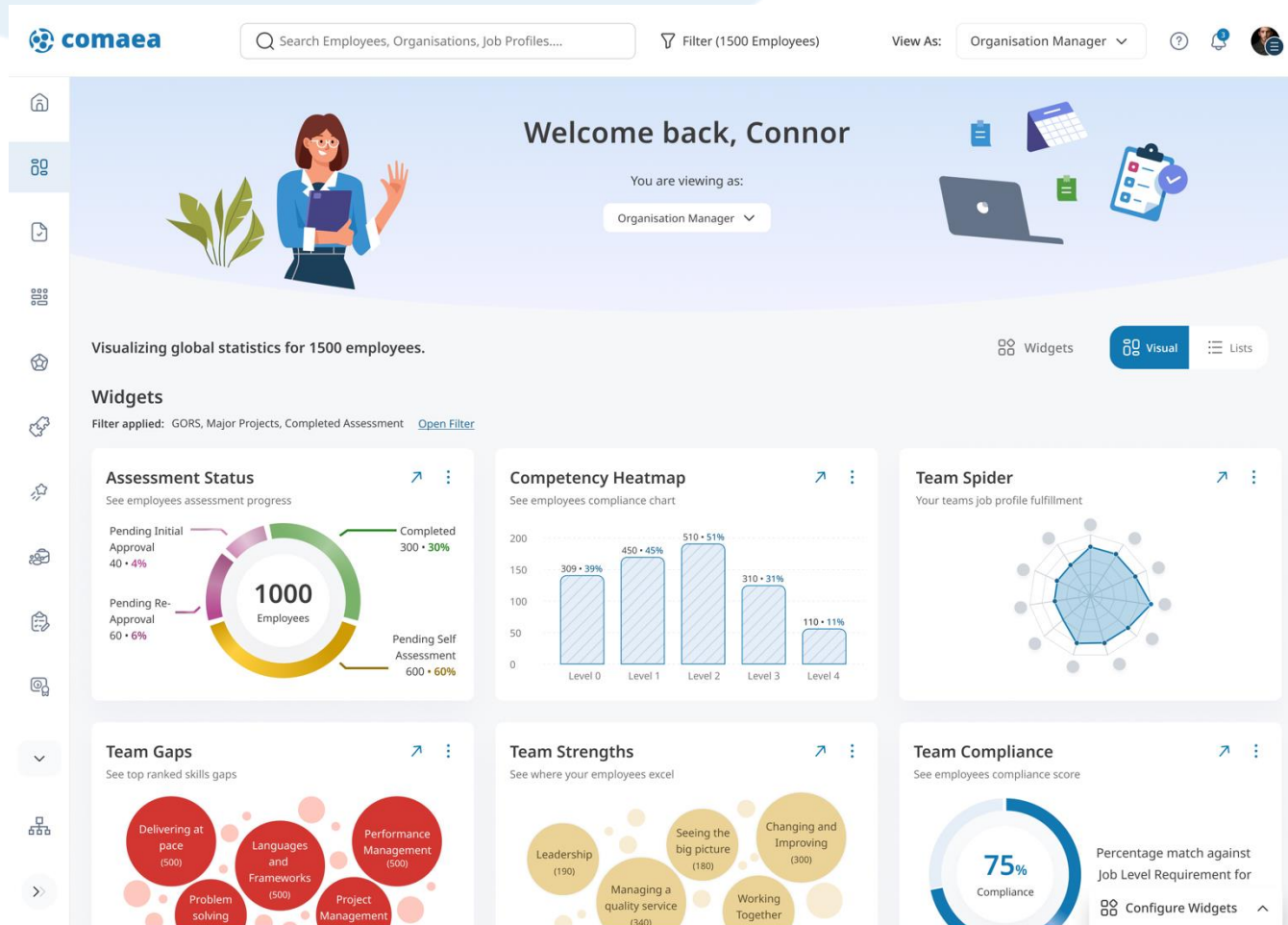
# manager | home

The screenshot shows the Comaea manager home dashboard. At the top left is the Comaea logo. To its right is a search bar with the placeholder text "Search Employees, Organisations, Job Profiles...". Further right is a filter button labeled "Filter (1500 Employees)". To the right of the filter is a "View As:" dropdown menu currently set to "Organisation Manager". There are also icons for help, notifications, and a user profile. The main header area features a welcome message "Welcome back, Connor" and a question "What would you like to do today?". To the left of the message is an illustration of a woman with a clipboard, and to the right are icons for a calendar, a laptop, and a checklist. Below the header is a grid of eight shortcut tiles: "Dashboard", "Assessment Status", "Heatmap", "Team Spider", "Gap Analysis", "Team Strengths", "Team Compliance", and "Add a Shortcut". A "View Sitemap" link is centered below the grid. At the bottom of the dashboard, it shows "Last login: 20 March 2024" and a "Configure Shortcut" button.

- New simplified landing page enabling easy access to common tasks
- Viewing As: Organisation Manager (instead of manager text only its now specific what type of manager you are looking at) revised at top navigation

# 06 | manager dashboard

# manager | dashboard



- Filter button added on header navigation
- Filter button now have employee count so it is easy to know how many employees are you looking at.
- Enhanced widgets look and feel

# 05.1 | manager dashboard - search

# manager | dashboard – search/filter

The screenshot displays the Comaea manager dashboard interface. At the top, there is a search bar with the text "Search Employees, Organisations, Job Profiles..." and a filter button labeled "Filter (1500 Employees)". The "View As" dropdown is set to "Organisation Manager". Below the search bar, there are tabs for "Filter", "Favourites", "Recent Searches", and "Pinned Employees". The main content area shows a filter panel with a header "Your selected filters are shown below. Default settings have changed (\*)" and buttons for "Add as Favourite", "Clear All Selection", and "Apply Filter". The filter panel includes four active filters: "Mark Roberts", "Guildford", "Project Manager", and "GUI Specialization". Below the filter panel, there are search boxes for "Employee", "Organisation", "Job Profile", and "Competency", each with a "Browse All" link. The dashboard also features a "Visualizing global statistics for 1500 employees." section with a "Widgets" panel. The widgets include: "Assessment Status" (1000 Employees, 100 Pending Approval - 8%, 300 Completed - 25%, 600 In-progress - 50%), "Competency Heatmap" (Bar chart showing compliance levels: Level 0 (39%), Level 1 (45%), Level 2 (51%), Level 3 (31%), Level 4 (11%)), "Team Spider" (Radar chart showing job profile fulfillment), "Gap Analysis" (Areas to improve for employees: Delivering at pace, Languages, Performance Management), and "Team Strengths" (See where your employees excel). A "Configure Widgets" button is visible at the bottom right of the dashboard.

- Filter button added on header navigation
- Filter button now have employee count so it is easy to know how many employees are you looking at.
- New filter panel opens when button is clicked at the top of the page
- Access the filter panel on all pages

# 07 | manager – employee's view

# manager | viewing employee pages

The screenshot displays the 'Employee Summary' page for Karenjane Cantiveros, a Digital Capability Manager II: Talent SEO. The page features a navigation bar with tabs for Competency, Certificates, Learning, Development, Documents, and Portfolio. Key metrics include 85% completion and 29/29 competencies approved. A 'Job readiness' bar shows 1 Not Assessed, 1 Below, 6 At JLR, and 4 Above. The 'Competencies' table is as follows:

Competency	Self-assessment	Approver Level	Requirement	Job Readiness	Development Target
Behaviours: Changing and Improving	0 1 2 3 4	0 1 2 3 4	3	⊘	+
Behaviours: Managing a quality service	0 1 2 3 4	0 1 2 3 4	3	⚠	+
Behaviours: Seeing the big picture	0 1 2 3 4	0 1 2 3 4	3	✓	+
Behaviours: Working together	0 1 2 3 4	0 1 2 3 4	3	✓ ⭐	+

- New tabbing for viewing employee pages



# manager | viewing employee pages

**Employee Portfolio**  
Karenjane's detailed portfolio to view, print and share.

**Karenjane Cantiveros**  
Digital Capability Manager II, Talent SEO  
Aspiration: Chief Executive Officer

**Add/remove elements**

- Header
- Current Job Profile
- Compliance
- Readiness
- Spider Chart
- Career Step 1
- Compliance
- Readiness
- Spider Chart
- Competency Summary
- Learning Summary
- Certificates

**Notable & Noteworthy**

- 8 YoE Comaea
- 12 YoE Industry
- 5 Awards
- REDOT AWARDS 2023 Manager of the Year
- HONRY PITHONS BRUNJ AWARDS #1 in Pingpong Tournament

**Current Job Profile**

**Employee Certificate**  
A full list of Karenjane's certificates

**Certificate Status**  
Showing status for all certificates

**Certificates**  
Karenjane's assigned learning is shown below

Certificate	Status	Approved Level	Development Target	Expiring in	Due Date
Introduction to cyber security tools and cyber attacks	Overdue	C1	C1	Permanence	11 Sep 2024
Amazon   AWS Certified Big Data - Specialty	Overdue	C1	C1	Permanence	11 Sep 2024
Amazon   AWS Certified SysOps Administrator	Overdue	C1	C1	200 Days	11 Sep 2024
Microsoft Certified Professional	Overdue	C1	C1	100 Days	11 Sep 2024
Microsoft SQL Certificate	Overdue	C1	C1	80 Days	11 Sep 2024
IC Council   CMI, Computer Reading Forensic Investigator	Learning in 30 days	C1	C1	29 Days	11 Sep 2024
Microsoft Certified Professional	Overdue	C1	C1	11 Days	11 Sep 2024

**Employee Learning**  
Karenjane's assigned learning list and status.

**Learning Status**  
Showing status for all assigned learning

**Assigned Learning**  
Karenjane's assigned learning is shown below

Learning	Status	Link	Linked to	Type	Event
Prize 2 Practitioner	Overdue		Behaviours: Managing a quality service, Incident Officer (cert...)	External Training Course	REGISTRATION
Future - Engage - Deliver - Be the leader you can be	Overdue		Behaviours: Seeing the big picture	Internal Training Course	May 2024, 13.00 - 15.30
Neuroscience and Change (CSL)	Overdue		Behaviours: Seeing the big picture	External Training Course	REGISTRATION
Change Agility (CSL)	In Progress		Behaviours: Working together	On Job Training	No Event Available
Continuous Improvement (CSL)	In Progress		Behaviours: Leadership	Coaching Mentorship	No Event Available
Emotional Intelligence online course	In Progress		Behaviours: Leadership	eLearning	No Event Available
ICS Modelling Business Process	In Progress		Skills: SDA - Project Management	External Training Course	REGISTRATION

**Employee Development**  
These are the different ways where your employee can start developing their skills

**Learning Actions**  
View your employee's learning actions

**Individual development plan**  
Plan your employee's goals and objectives

**CPD Log**  
Develop your professional development

**Career Pathway**  
View your employee's career pathway

**Portfolio**  
Track your employee's portfolio going

**Employee Document Archive**  
Here are all the documents Karenjane has

**Documents**  
All your uploaded documents are here

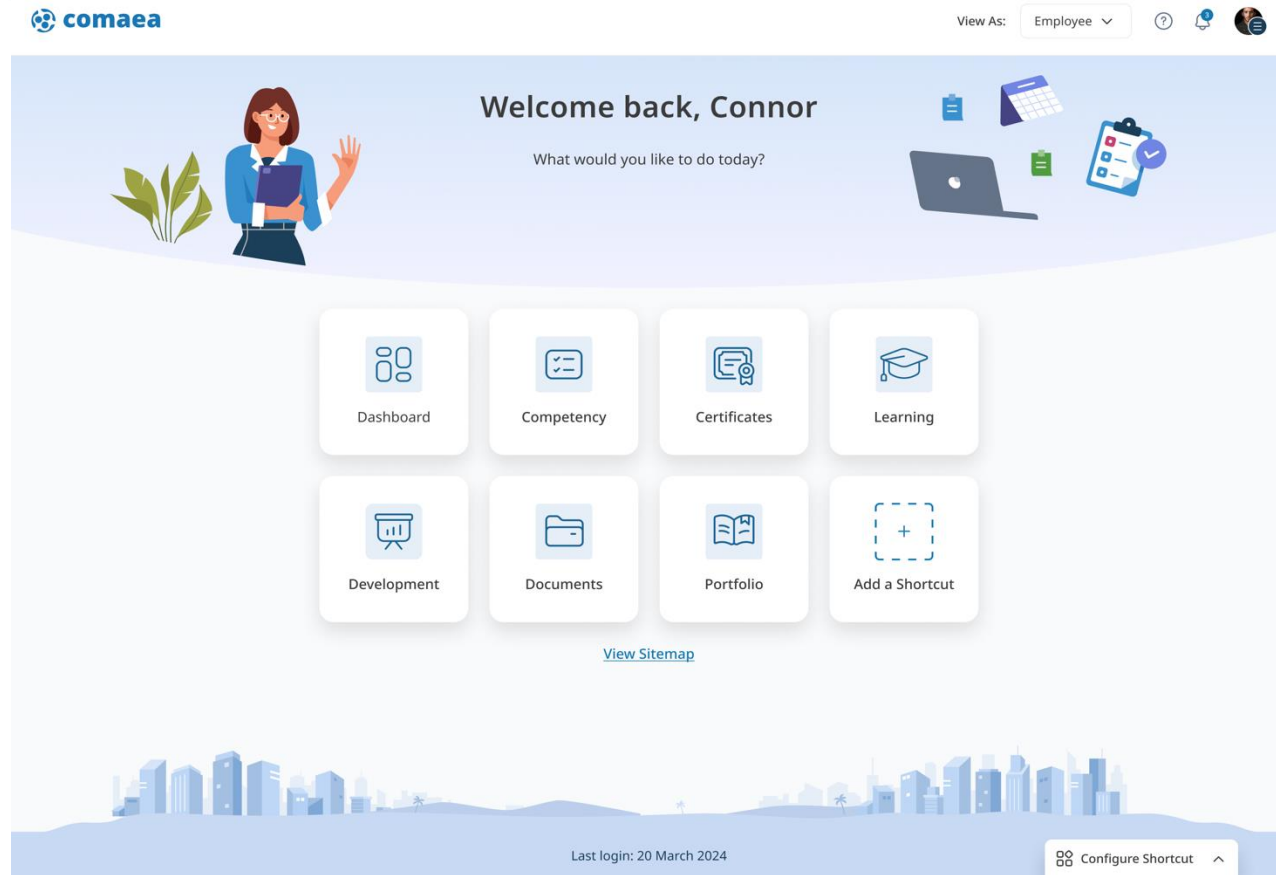
Document	Date Uploaded	Linked to	Uploaded by	Actions
Attachment1.pdf (200 KB)	8 Apr 2024	Behaviours: Changing and Improving	Connor Brown	
Journey.docx (70 KB)	11 Mar 2024	Behaviours: Changing and Improving	Connor Brown	
Evidence.png (193 KB)	14 Feb 2024	Behaviours: Changing and Improving	Connor Brown	
Report.docx (125 KB)	24 Jan 2024	Behaviours: Changing and Improving	Connor Brown	

**Certificate & Licenses**

Document	Date Uploaded	Linked to	Uploaded by	Actions
Belpg.png (231 KB)	1 Oct 2023	Certificate: Incident Officer	Connor Brown	

# For future release | Things that didn't make it to this release

# employee | home



- Add a shortcut and configure shortcut

# competency summary | mega menu

The screenshot displays the 'Competency Summary' page in the Comaea system. At the top right, the user is logged in as 'User'. The main header shows the current role: 'Digital Capability Manager II: Talent SEO' with a progress indicator of 85%. A 'more' dropdown menu is open, revealing a mega menu with the following categories and links:

- Current Role:** Digital Capability Manager II: Talent SEO (currently viewing), Project Manager Grade 7 SEO
- Career Step 1:** Digital Capability Manager III, Senior Project Manager Grade 6 (G6)
- Career Step 2:** Digital Capability Supervisor, Senior Project Manager Grade 5 (G5)
- Accreditation:** PD Accreditation | PDA Master Practitioner level, PD Accreditation | Overall Accreditation Grade
- Others:** Languages Spoken, Additional Information
- Skills Audit:** Competency Summary (full list)

Below the mega menu, the 'Assessment progress' section shows 29/29 competencies self-assessed and approved. The 'Competencies' section is divided into 'Core Fundamental Criteria' and 'Additional Criteria', each with a table of behaviors and their assessment levels.

Competency	Self-assessment	Approver Level	Requirement	Job Readiness	Development Target
Behaviours: Changing and Improving	0 1 2 3 4	0 1 2 3 4	3	⚠️	+
Behaviours: Managing a quality service	0 1 2 3 4	0 1 2 3 4	3	⚠️	+
Behaviours: Seeing the big picture	0 1 2 3 4	0 1 2 3 4	3	✅	+
Behaviours: Working together	0 1 2 3 4	0 1 2 3 4	3	✅	+
Behaviours: Delivering at pace	0 1 2 3 4	0 1 2 3 4	3	⌚	+

- Job profile navigation now has mega menu allowing easier access to all roles