

Release Notes 5.1



We are pleased to launch Selectus 5.1, our next major release, which we would like to present in these release notes. With Selectus 5.1, we are taking the flexibility of the application workflow a step further - with a focus on application documents. It is now possible to rename application documents in German and English and define position-specific helper texts for the documents. In addition, application documents can now also be requested in the JPEG format.

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New features

Multilingual renaming of application documents

Description and benefits

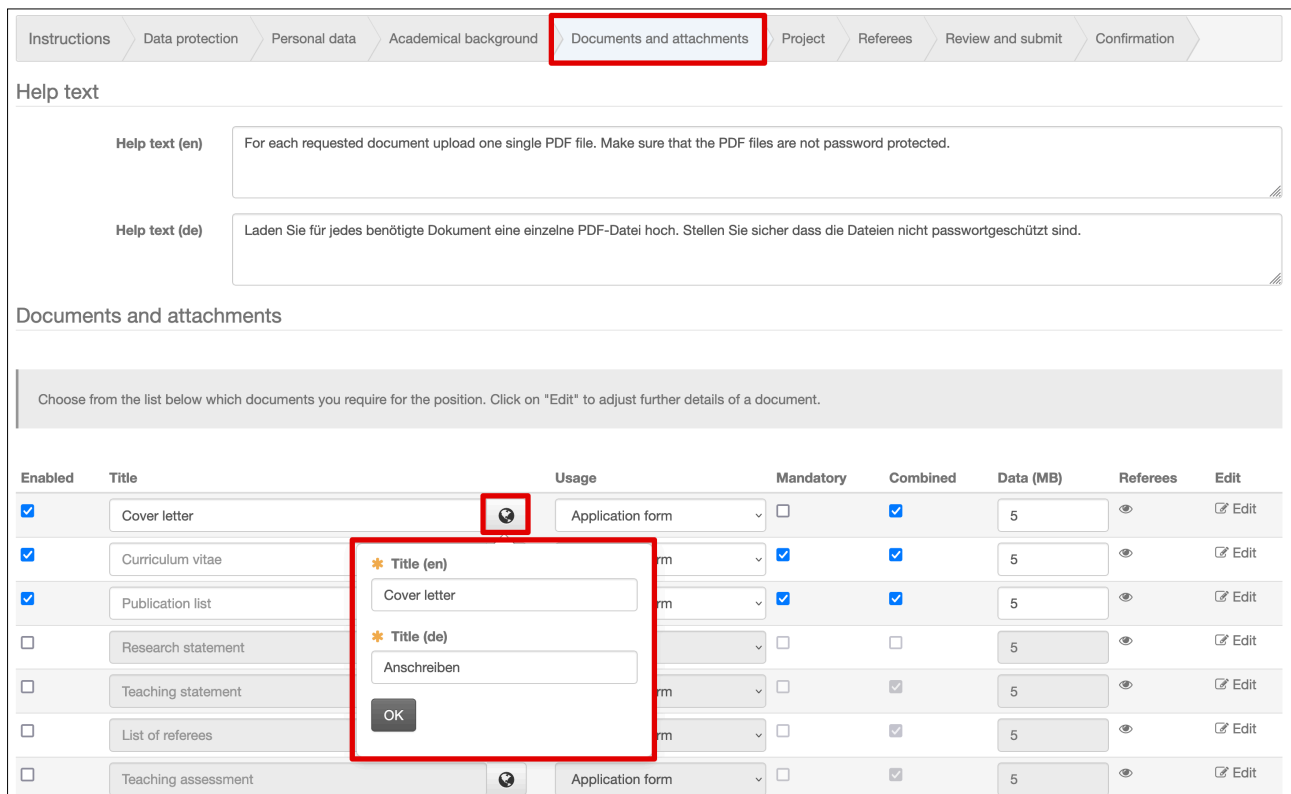
There are a number of application documents available in Selectus that can be activated at the position level - i.e., for each call. Which documents are available is defined in the system configuration. If required, these predefined documents can be renamed. If the application workflow offers a choice between German and English, the title of the document can now be modified in both languages. Previously, this was possible in one language only.

Activation

The ability to rename application documents in German and English is available by default if your Selectus instance allows applications in English and German.

Details

In the edit mode of the position, the translation dialog for the title of the document can be called up for every document via the globe icon (if the application is possible in German and English). Here you can adjust the title in both languages, if necessary.



Instructions Data protection Personal data **Documents and attachments** Project Referees Review and submit Confirmation

















Help text

Help text (en) For each requested document upload one single PDF file. Make sure that the PDF files are not password protected.

Help text (de) Laden Sie für jedes benötigte Dokument eine einzelne PDF-Datei hoch. Stellen Sie sicher dass die Dateien nicht passwortgeschützt sind.

Documents and attachments

Choose from the list below which documents you require for the position. Click on "Edit" to adjust further details of a document.

Enabled	Title	Usage	Mandatory	Combined	Data (MB)	Referees	Edit
<input checked="" type="checkbox"/>	Cover letter	 Application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5		
<input checked="" type="checkbox"/>	Curriculum vitae	Application form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5		
<input checked="" type="checkbox"/>	Publication list	Application form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5		
<input type="checkbox"/>	Research statement	Application form	<input type="checkbox"/>	<input type="checkbox"/>	5		
<input type="checkbox"/>	Teaching statement	Application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5		
<input type="checkbox"/>	List of referees	Application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5		
<input type="checkbox"/>	Teaching assessment	 Application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5		

Title (en)
Cover letter

Title (de)
Anschreiben

OK

Positions-specific helper texts for application documents

Description and benefits

In different types of calls, there are often different requirements for the documents that are requested from applicants, e.g. with regard to the content and length of a document. Therefore, so-called "helper texts" can now be defined or adapted for individual documents at position level.

Activation

The possibility of entering or adjusting helper texts for documents at position level is available by default and cannot be deactivated. If you would like to define standard helper texts that appear as default in every position, such default texts can be configured at system level by frentix.

Details

When configuring the application documents in the edit mode of the position, further customization options can be called up with "Edit".

Instructions

Data protection

Personal data

Academical background

Documents and attachments

Project

Referees

Review and submit

Confirmation

Help text

Help text (en)













For each requested document upload one single PDF file. Make sure that the PDF files are not password protected.

Help text (de)

Laden Sie für jedes benötigte Dokument eine einzelne PDF-Datei hoch. Stellen Sie sicher dass die Dateien nicht passwortgeschützt sind.

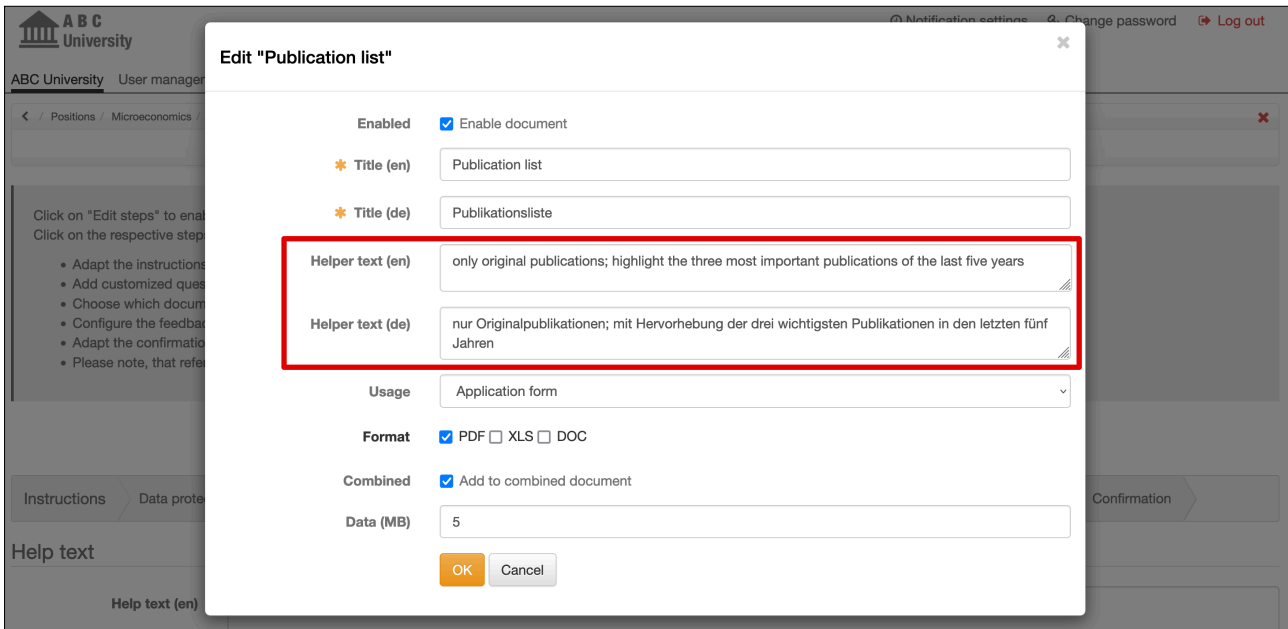
Documents and attachments

Choose from the list below which documents you require for the position. Click on "Edit" to adjust further details of a document.

Enabled	Title	Usage	Mandatory	Combined	Data (MB)	Referees	Edit
<input checked="" type="checkbox"/>	Cover letter	 Application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5		 Edit
<input checked="" type="checkbox"/>	Curriculum vitae	 Application form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5		 Edit
<input checked="" type="checkbox"/>	Publication list	 Application form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5		 Edit
<input type="checkbox"/>	Research statement	 Staff only	<input type="checkbox"/>	<input type="checkbox"/>	5		 Edit

In this dialog, the helper texts can be entered in the activated languages.

Note: If on your Selectus system documents can be – in addition to PDF – requested in other formats (DOC, XLS), you will find this configuration option now also under "Edit".



Edit "Publication list"

Enabled ☒ Enable document

* Title (en) Publication list

* Title (de) Publikationsliste

Helper text (en) only original publications; highlight the three most important publications of the last five years

Helper text (de) nur Originalpublikationen; mit Hervorhebung der drei wichtigsten Publikationen in den letzten fünf Jahren

Usage Application form

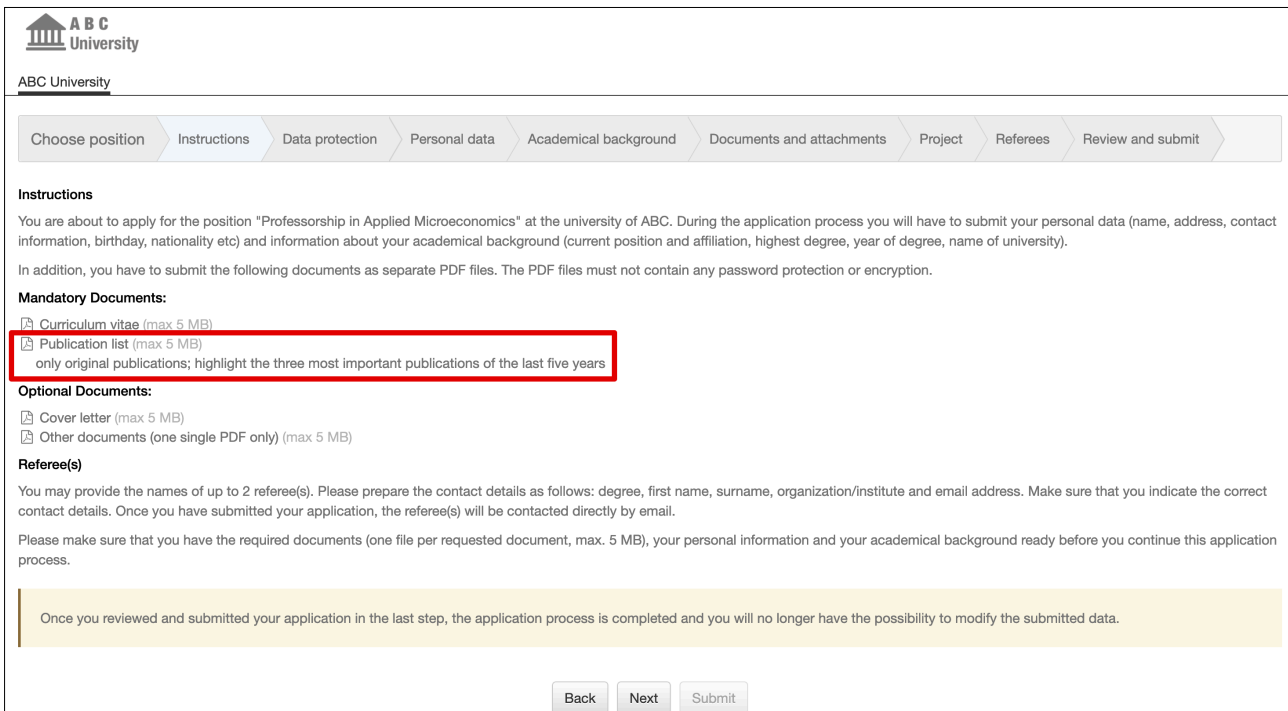
Format ☒ PDF ☐ XLS ☐ DOC

Combined ☒ Add to combined document

Data (MB) 5

OK Cancel

The helper texts are shown to applicants in the "Instructions" step and in the "Documents and Attachments" step. The texts are automatically completed with the maximum document size (as well as with the requested format, if document formats other than PDF are possible on your system).



ABC University

Choose position Instructions Data protection Personal data Academic background Documents and attachments Project Referees Review and submit

Instructions

You are about to apply for the position "Professorship in Applied Microeconomics" at the university of ABC. During the application process you will have to submit your personal data (name, address, contact information, birthday, nationality etc) and information about your academic background (current position and affiliation, highest degree, year of degree, name of university).

In addition, you have to submit the following documents as separate PDF files. The PDF files must not contain any password protection or encryption.

Mandatory Documents:

☐ Curriculum vitae (max 5 MB)

☐ Publication list (max 5 MB)
only original publications; highlight the three most important publications of the last five years

Optional Documents:

☐ Cover letter (max 5 MB)

☐ Other documents (one single PDF only) (max 5 MB)


Referee(s)

You may provide the names of up to 2 referee(s). Please prepare the contact details as follows: degree, first name, surname, organization/institute and email address. Make sure that you indicate the correct contact details. Once you have submitted your application, the referee(s) will be contacted directly by email.

Please make sure that you have the required documents (one file per requested document, max. 5 MB), your personal information and your academic background ready before you continue this application process.

Once you reviewed and submitted your application in the last step, the application process is completed and you will no longer have the possibility to modify the submitted data.

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**ABC University**

ABC University

Choose position

Instructions

Data protection

Personal data

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Documents and attachments

For each requested document upload one single PDF file. Make sure that the PDF files are not password protected.

Cover letter

Select file from local computer to transfer to server

(Max 5.0 MB)

* Curriculum vitae

Select file from local computer to transfer to server

(Max 5.0 MB)

* Publication list

Select file from local computer to transfer to server

only original publications; highlight the three most important publications of the last five years (Max 5.0 MB)

Other documents (one single PDF only)

Select file from local computer to transfer to server

(Max 5.0 MB)

Back

Next

Submit

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Document format JPEG

Description and benefits

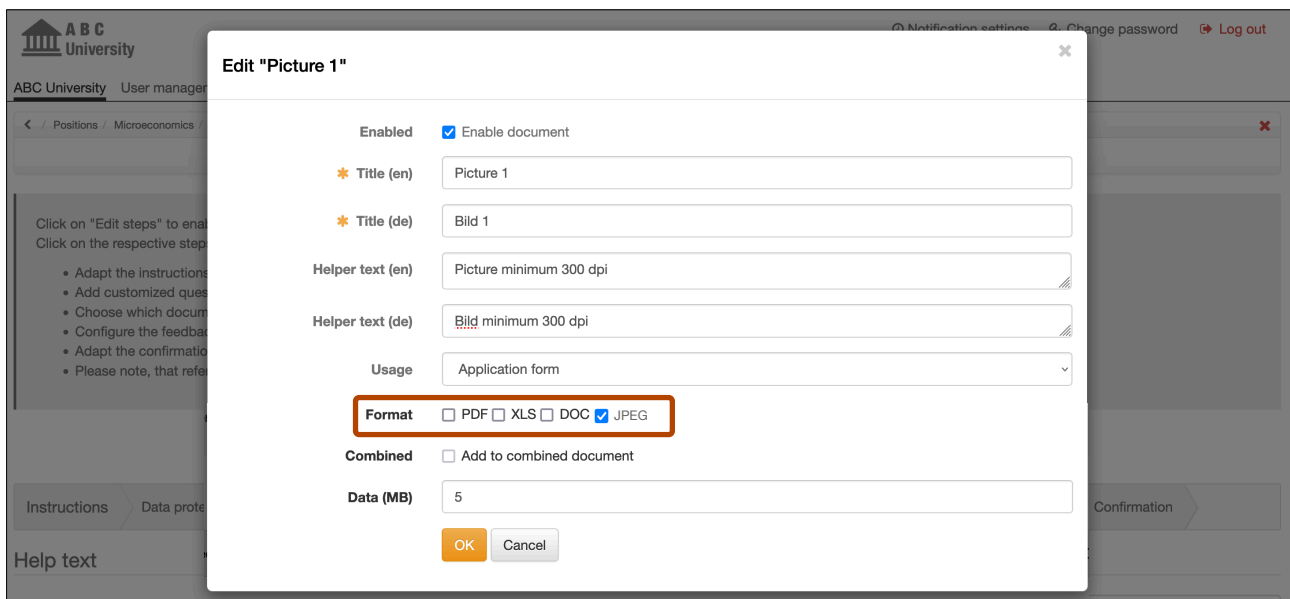
Application documents are requested in PDF format by default. However, your Selectus system can be configured to request application documents in other formats. Previously, these additional formats were limited to DOC (Word) and XLS (Excel). Now, applicants can also be required to submit documents in the JPEG image format.

Activation

The option to request application documents in JPEG format can be enabled by frentix in the system configuration, if desired.

Details

In the Edit mode of the position, when configuring the application documents, customization options can be called up with "Edit". In this dialog, the required document format can be selected. Note: Only documents in PDF format can be integrated into the combined file.




The screenshot shows the 'Edit "Picture 1"' dialog box within the Selectus system configuration. The dialog is titled 'Edit "Picture 1"' and contains the following fields and options:

- Enabled:** A checkbox labeled 'Enable document' is checked.
- Title (en):** A text field containing 'Picture 1'.
- Title (de):** A text field containing 'Bild 1'.
- Helper text (en):** A text field containing 'Picture minimum 300 dpi'.
- Helper text (de):** A text field containing 'Bild minimum 300 dpi'.
- Usage:** A dropdown menu set to 'Application form'.
- Format:** A section with four radio buttons: 'PDF', 'XLS', 'DOC', and 'JPEG'. The 'JPEG' option is selected and highlighted with a red rectangle.
- Combined:** A checkbox labeled 'Add to combined document' is unchecked.
- Data (MB):** A text field containing '5'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

The background shows the 'ABC University' user manager interface with a sidebar containing 'Positions / Microeconomics' and a list of instructions.

JPEG documents are displayed in reduced size directly in the application dossier and can be opened or downloaded separately in full size.

 **ABC University**

Notification settings Change password Log out

ABC University

← / Calls / Wheather prediction / Dr James Bond

1 / 2

»

Previous Applications Next

Activities Send email Edit

Personal information

Application-ID2

NameDr James Bond

NationalitySwitzerland

Contact details

Emailjames.bond@trashmail.com

Business address


CountrySwitzerland

Private address

CountrySwitzerland

Documents submitted by Dr James Bond

Picture 1 (362,5 kB)



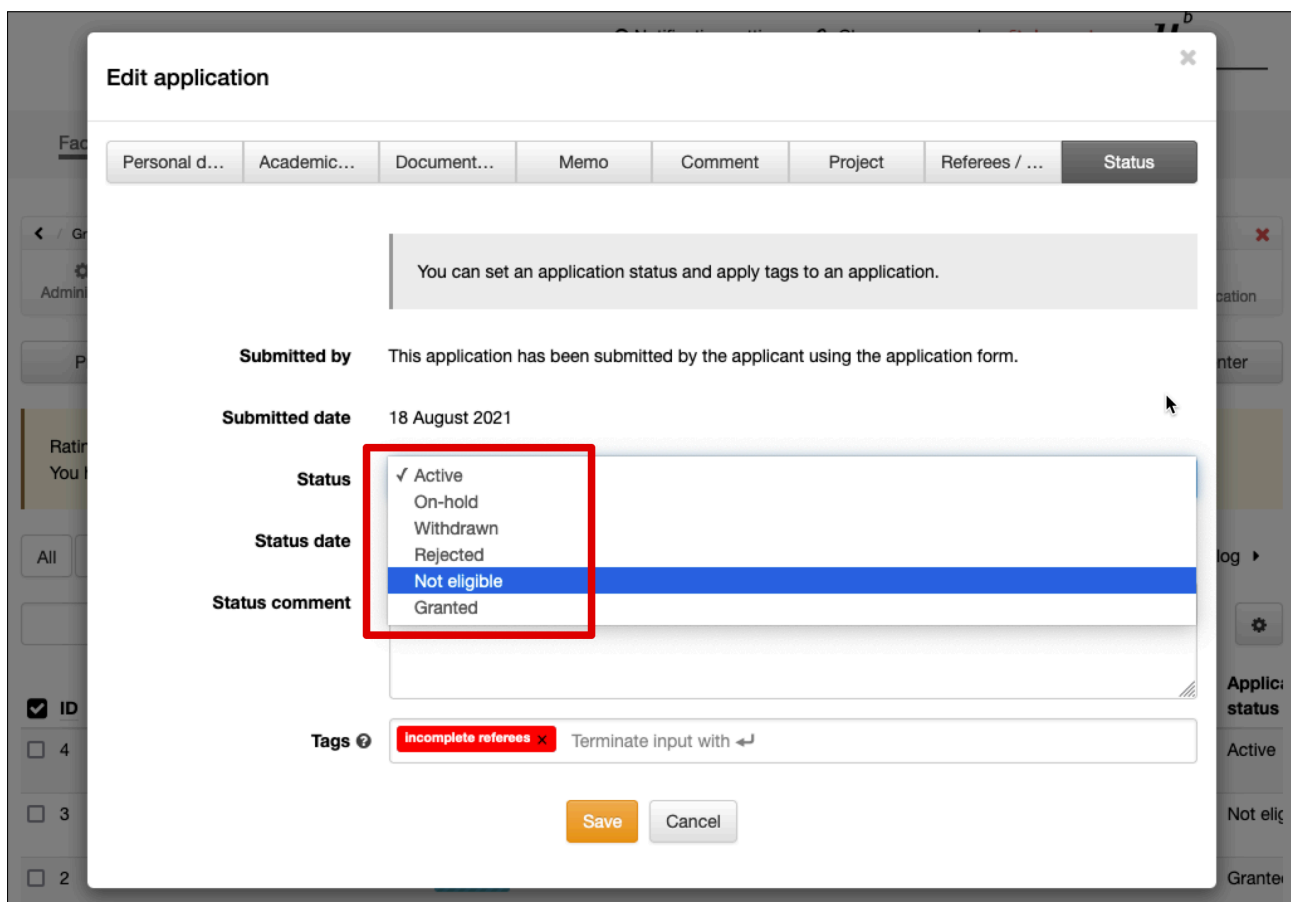
frentix GmbH · Okenstrasse 6 · 8037 Zurich · Switzerland · T +41 43 544 90 00 · F +41 43 544 90 09 · contact@frentix.com · www.frentix.com

Improvements

Additional application status information

The application status for project evaluation systems has been extended. In addition to the existing status indicators (Active, Withdrawn, On-hold, Rejected), the status indicators "Not eligible" and "Granted" are now also available. If an application has the status "Not eligible" or "Granted", committee members cannot rate/review it.

The new status indicators are not available by default, but can be activated by frentix upon request.



The screenshot shows the 'Edit application' dialog box with the 'Status' tab selected. The dialog contains the following fields and options:

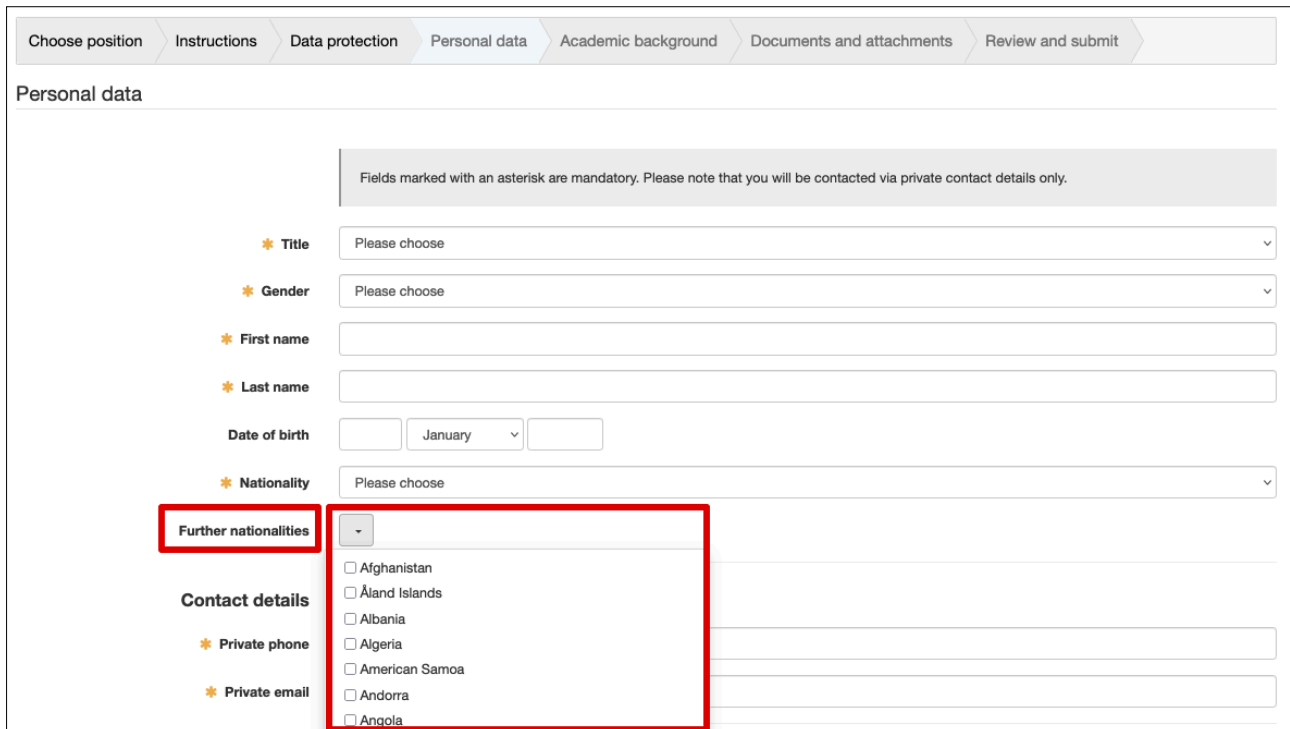
- Submitted by:** This application has been submitted by the applicant using the application form.
- Submitted date:** 18 August 2021
- Status:** A dropdown menu with the following options: Active (checked), On-hold, Withdrawn, Rejected, **Not eligible** (highlighted with a red box), and Granted.
- Status date:**
- Status comment:**
- Tags:** A field with a red warning icon and the text 'incomplete referees'. A tooltip indicates 'Terminate input with ↵'.
- Buttons:** 'Save' (orange) and 'Cancel' (grey).

On the right side of the dialog, there is a vertical list of application statuses: 'Applic: status', 'Active', 'Not elig', and 'Grante'.

Field for further nationalities

The options for requesting information about multiple nationalities from applicants have been expanded. In addition to the main nationality, additional nationalities can now be requested either as free text or as a multi-select dropdown.

If you want to request information about additional nationalities from applicants, one of the two options can be activated by frentix as a standard field in the "Personal data" tab.



Choose position > Instructions > Data protection > **Personal data** > Academic background > Documents and attachments > Review and submit

Personal data

Fields marked with an asterisk are mandatory. Please note that you will be contacted via private contact details only.

* **Title** Please choose

* **Gender** Please choose

* **First name**

* **Last name**

Date of birth January

* **Nationality** Please choose

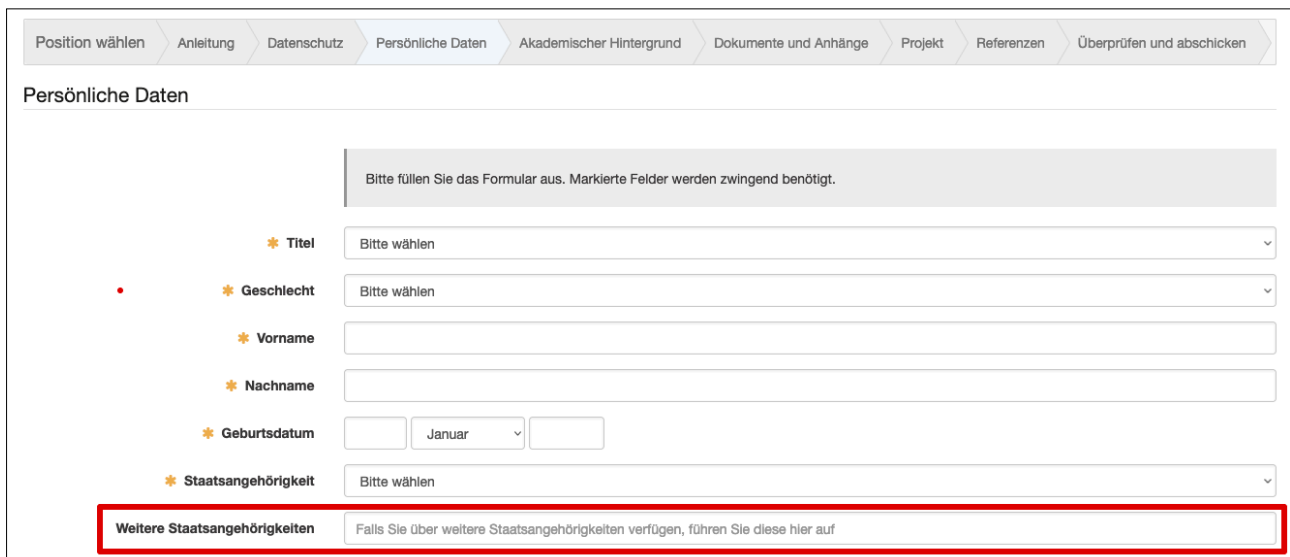
Further nationalities

- ☐ Afghanistan
- ☐ Åland Islands
- ☐ Albania
- ☐ Algeria
- ☐ American Samoa
- ☐ Andorra
- ☐ Angola

Contact details

* **Private phone**

* **Private email**



Position wählen > Anleitung > Datenschutz > **Persönliche Daten** > Akademischer Hintergrund > Dokumente und Anhänge > Projekt > Referenzen > Überprüfen und abschicken

Persönliche Daten

Bitte füllen Sie das Formular aus. Markierte Felder werden zwingend benötigt.

* **Titel** Bitte wählen

* **Geschlecht** Bitte wählen

* **Vorname**

* **Nachname**

* **Geburtsdatum** Januar

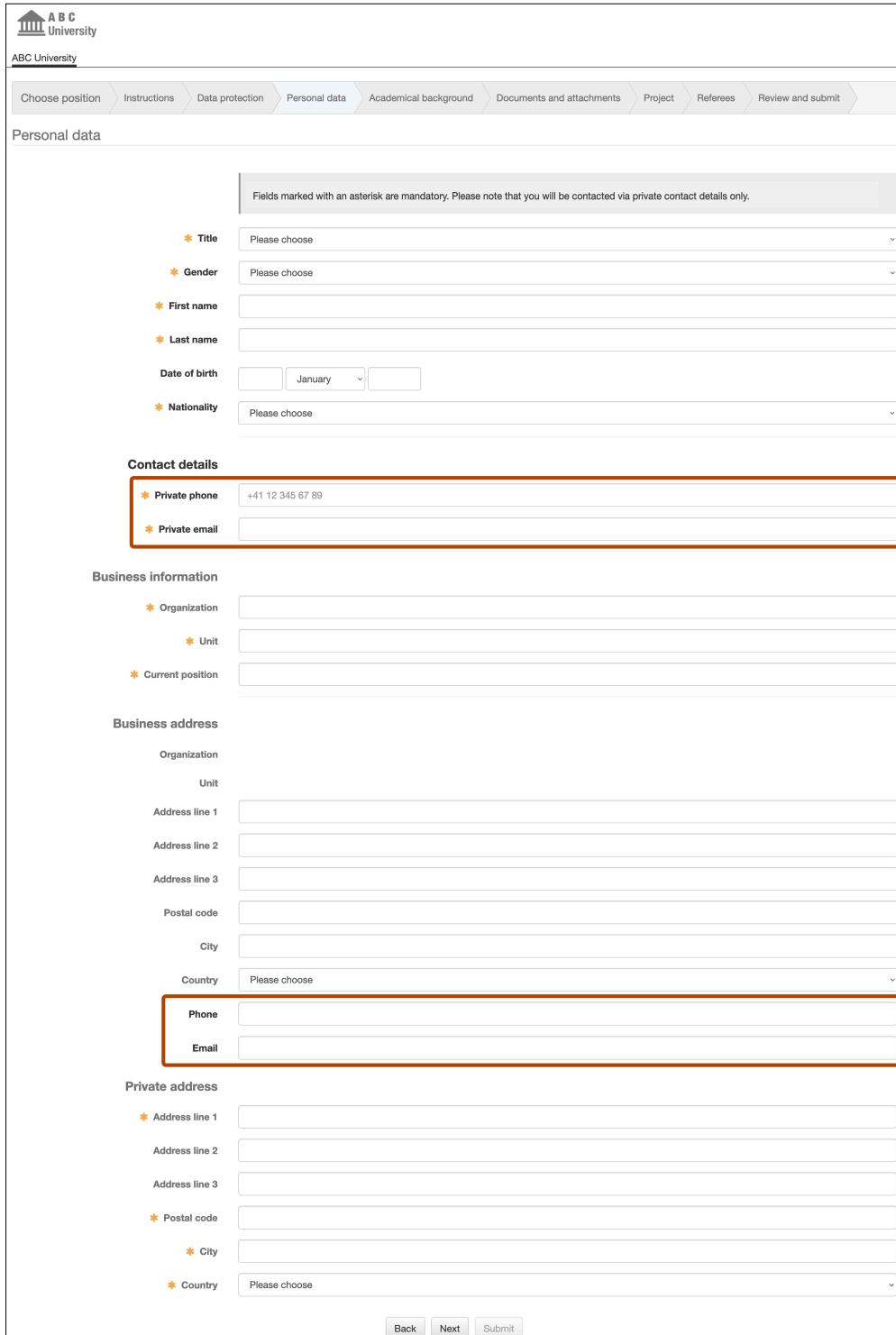
* **Staatsangehörigkeit** Bitte wählen

Weitere Staatsangehörigkeiten Falls Sie über weitere Staatsangehörigkeiten verfügen, führen Sie diese hier auf

Fields for business email and phone number

By default, applicants are asked in the "Personal Data" tab under "Contact details" for an email address and - depending on the system configuration - also a phone number and/or cell phone number. It is now possible to have frentix configure your Selectus system to explicitly ask for private information under "Contact details" and to additionally ask for the business email address and phone number under the business address - either as mandatory or optional standard fields.

Note: emails sent to applicants via Selectus will only be sent to the address entered under "Contact details". Multiple applications will also only be identified via this email address.



ABC University

Choose position Instructions Data protection Personal data Academical background Documents and attachments Project Referees Review and submit

Personal data

Fields marked with an asterisk are mandatory. Please note that you will be contacted via private contact details only.

* Title Please choose

* Gender Please choose

* First name

* Last name

Date of birth January

* Nationality Please choose

Contact details

* Private phone +41 12 345 67 89

* Private email

Business information

* Organization

* Unit

* Current position

Business address

Organization

Unit

Address line 1

Address line 2

Address line 3

Postal code

City

Country Please choose

Phone

Email

Private address

* Address line 1

Address line 2

Address line 3

* Postal code

* City

* Country Please choose

Back Next Submit

Small improvements and bug fixes

Since the last major release we have also fixed some bugs and improved Selectus in general.

Area	Improvement
Application list	We fixed the problem that, when logging in again with an activated filter, the application list was not displayed correctly.
Application list	We fixed the bug that the application list could not be sorted correctly by custom fields.
Application workflow	We fixed the bug that position-specific customized help texts were not always displayed correctly.
Application workflow	Multiple applications for the same or different positions are now recognized regardless of the upper/lower case of the applicant's e-mail address.
Emails	In the list of variables which can be used in email templates, the explanation text has been improved. Now the function of the variables with a „!“ is explained.
Notifications	In the notification emails, the affected position is now visible in the messages.
Referees / experts	There is a new check before sending emails to referees/experts, which verifies that the URL for uploading reference letters/expert assessments is correct.
Security	The log4j vulnerability has been fixed.