



THE *benefits* HUB 5.6.5

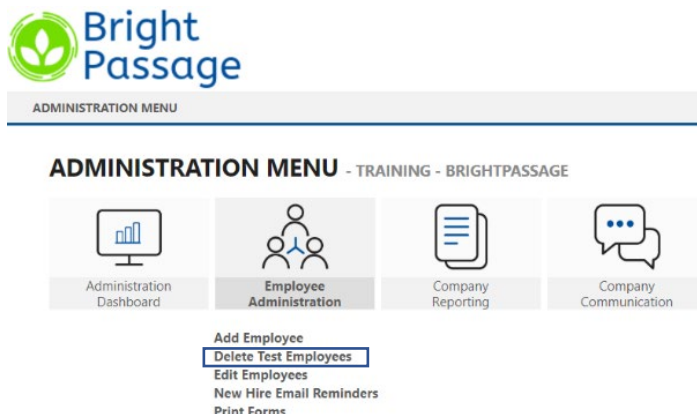
Release Notes

Version 1

New Feature

Deleting Test Employees

- For all brokers and administrators! **THEbenefitsHUB** has added the capability for you to create and delete your own test employees right at your company's administration menu.



- Once you click on the Delete Test Employees link you will land on a page that looks just like the Edit Employee page! For clarification there will be a line on this page reminding you to “Select Test Employees to Delete”.
- Options are available to narrow down the search by:
 - Member Type
 - Certain Criteria (such as last name, social security number or payroll ID)
 - Specific keyword
 - Or by Division.

The screenshot shows the Bright Passage logo at the top left. Below it is a grey bar with the text 'ADMINISTRATION MENU > SELECT EMPLOYEE'. Underneath is a header 'EMPLOYEE ADMINISTRATION'. Below the header is a line of text: 'Select Test Employees to Delete.' followed by 'Select the employees you wish to delete from this list below.' There are two search filters: 'Member Type' with a dropdown menu set to 'Employee', and 'Select Criteria' with a dropdown menu set to 'Last Name'. Below these is a text input field for 'Enter Keyword' and a 'Search' button. Below the search field is an 'OR' label and a 'Select Division' dropdown menu. Below the dropdown menu is a list of employees with their IDs, names, and status in brackets. The list is scrollable and shows 21 employees. At the bottom of the list is a button 'Delete' and two buttons 'Delete Elections' and 'Cancel'.

ID	Name	Status
[000-02-2528]	Acosta, James	[Test]
[000-02-2961]	Alvarez, TYRELL	[Terminated] [Test]
[000-01-0290]	Campos, Johnathan	[Test]
[000-02-2305]	Cardiel, KRISTI	[Test]
[000-02-9399]	Esponda, David	[Test]
[000-00-9225]	FLORES, ANNA	[Test]
[000-01-2129]	HUBster, Benny	[Retired] [Test]
[000-02-4881]	Jasso, ELSA	[Test]
[000-00-7411]	Nunn, KRISTEN	[Test]
[000-02-4040]	Patlovany, JAY	[Terminated] [Test]

21 returned employees

- All results will populate in a box below your inputted criteria with the social security number listed prior to the name and then 'Test' in brackets to the right of the name. Test employees can be mass selected for deletion, along with any and all elections saved under that profile!

Updated Features

Test Employee Enhancements

- On the Select Employee Page, a new option has been added to the 'Select Criteria' drop down list to allow you to directly select "Test" when completing your search.

ADMINISTRATION MENU > SELECT EMPLOYEE

EMPLOYEE ADMINISTRATION

Select Employee to Edit.

Select division or enter search criteria below.

Member Type: Employee ▼

Select Criteria: Last Name ▼

Employee Type: All ▼

Enter Keyword: Search

OR

Select Division: Select Division ▼

Select Document: Employee Menu ▼


Back

- When accessing a test employees' menu page within **THEbenefitsHUB**, the Quick Menu will now show 'Test Employee: Yes', as shown below.


ADMINISTRATION MENU > SELECT EMPLOYEE > EMPLOYEE MENU

EMPLOYEE ▸ HUBster, Benny SSN: 000-01-2129 DOB: 1/1/1980 DOE: 3/26/2019 Division: Division 1 Retired on 3/27/2019 Test Employee Yes Select Employee Add Journal Entry


EMPLOYEE ADMINISTRATION - HUBSTER, BENNY



Personal Information



Dependent Information



Benefit Plan Information

Plan Design Fields

- As enrollment season is approaching for many of you, we have worked hard to make our processes even better. Now, field visibility and defaults have been updated in **THEbenefitsHUB** to make enrollments faster and more efficient.

Manage Product Wording

- Updates have been added to the Product Wording link regarding Forms Library, User Rights viewability, and Restoring to Default.
- Want to learn more about how you can best utilize this addition to **THEbenefitsHUB**? Follow **LEARNSynx**'s social media ([Facebook](#), [Twitter](#), [Instagram](#)) to gain access to tips and tricks!



Benefits enrollment done right.

At **allsynx**, we're pushing ourselves to become the best Benefit Administration solution for both brokers and group administrators. With more than 13 years of experience, we have partnered with carriers and brokers to help innovate and simplify the heavy-lifting that goes on behind the scenes in the world of employee benefits.

Connect with us! Find us by using our handle, @allsynx.

