



# THE*benefits*HUB 5.6.5

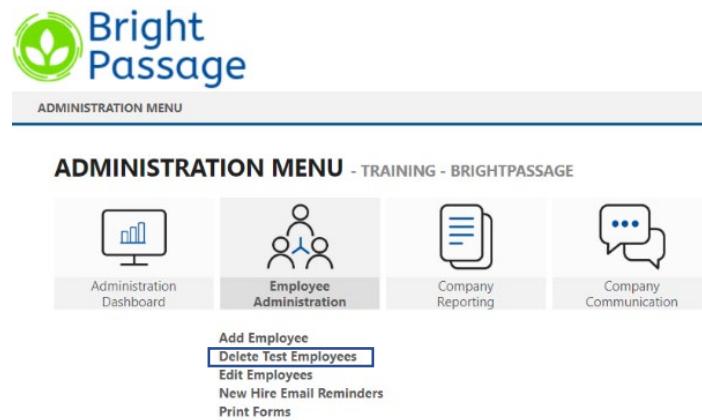
## Release Notes

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 'EMPLOYEE ADMINISTRATION' page. At the top is the Bright Passage logo and the text 'ADMINISTRATION MENU > SELECT EMPLOYEE'. Below is the heading 'EMPLOYEE ADMINISTRATION'. The page instructs the user to 'Select Test Employees to Delete.' and 'Select the employees you wish to delete from this list below.' It features several search and filter options: 'Member Type' (set to 'Employee'), 'Select Criteria' (set to 'Last Name'), 'Enter Keyword' (empty), and a 'Search' button. Below these are buttons for 'OR' and 'Select Division' (set to 'Select Division'). A list of employee names is displayed in a scrollable box, with the first few entries being: [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]. At the bottom are buttons for 'Delete', 'Delete Elections', and 'Cancel'.

- 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	<input type="text" value=""/>
OR	<input type="button" value="Search"/>
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.

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