

Admin Connect

Powered by CIMS



This software module focuses on two groups of users:

- a) School Admin and Clerical – Provide them with a cross product tool that shows them everything that is going on in their building for student, staff, and financial related activities.
- b) Counsellors, Student Services Level staff to be able to review primarily student related information
- c) Board Office staff to be able to review student, staff, financial information

Of utmost importance, this product works with all current CIMS information and utilizes all of the existing user profile definitions and security settings already in place. In CIMS, a user is already limited to certain activities, a certain location, specific account numbers .. all of this effort is utilized in Admin Connect.

Admin Connect's potential is tremendous. The goal in addition to providing full student access and student related activities (eg: maintain discipline, chart absence comparisons) and is to automate and reduce paperwork for the many board office to school tasks:

- ❖ Notice of evaluations due, ability to post evaluations directly to CIMS
- ❖ Ability to review your school/responsibility area short-listed job posting applicants, qualifications, and attachments (resume, cover letter..) online and immediately
- ❖ Ability to view and approve A/P Invoices for payment
- ❖ Ability to request for change to G/L Accounts and request budget transfers – and include necessary documentation for filing.

There is no other product in the market that reaches this depth or can provide the same level of integration.

This is an exciting step forward in our continued effort to provide a single efficient and integrated solution that meets the needs for all levels of school district administration.

It is important to think outside the box to embrace this solution and it will mean re-thinking business processes (both at the board office and school levels) to fully take advantage of all the features available.

Each product group consists of a 'Main' page that summarizes activity:

The screenshot displays the 'Admin Connect - Student Management' interface. At the top, there is a navigation menu with options: Student Management, Financial Management, Staff Management, Send.Msg, School Calendar, WorkShop Calendar, and Logout. The main content area is titled 'WACHOVIA SECONDARY SCHOOL' and shows the date '06/30/05'. A calendar for June 2005 is visible in the top right corner.

Student Activity	Total	Include
New Student (+Enrolled)	1	<input checked="" type="checkbox"/>
Dropped Student (-Enrolled)	1	<input checked="" type="checkbox"/>
Discipline Incident	1	<input checked="" type="checkbox"/>
Discipline Action	1	<input checked="" type="checkbox"/>
Field Trip	1	<input checked="" type="checkbox"/>
Absent SUSPENDED	1	<input checked="" type="checkbox"/>
Absent with NO Reason (A)	17	<input checked="" type="checkbox"/>
Absent with Reason (a)	6	<input checked="" type="checkbox"/>
School Excused Absence (E)	0	<input checked="" type="checkbox"/>
Late/Tardy (T)	8	<input checked="" type="checkbox"/>

Grade	Enrollment
Total	1436
Grade 08	5
Grade 10	494
Grade 11	497
Grade 12	440

Type	Description	Grade	Student
New Student	ENTRY FROM WITHIN DISTRICT IN DISTRICT	10	ARNOTT, DANIEL
Drop Student	WITHDRAW OUTSIDE PROVINCE IN COUNTRY MOVED TO BC	11 J GRODSNIK P04	AITKEN, DARIANA
Incident	LANGUAGE P BARTOLBY Inappropriate language used on the bus. The swearing was dir	12 D HOTZIL P03	AITKEN, NATHAN
Action	PARENT CONTACTED S BEDERHAM Inappropriate language used on the bus. The swearing was dir	12 D HOTZIL P03	AITKEN, NATHAN
FieldTrip	SPORTS RENT MR. TONSAKER		12

In the above example we are reviewing the student main page highlighting today (or choose any other date) school summary activity:

- ❖ Absences,
- ❖ Incidents, suspensions
- ❖ Field trips,
- ❖ Newly registered students, withdrawn students

Then in addition to the summary, the details are displayed underneath in color-code.

From the Main menu, user can select 'Student List' and that will present a student list allowing same student like features as Teacher Connect but showing all students rather than master schedule based.

The Staff / Employee Main Page

AC-0006

08/08/08

Employee Activity	Total	Include
New/Change Employee Assignment	0	<input checked="" type="checkbox"/>
Employee Leave	0	<input checked="" type="checkbox"/>
Substitute/Casual Work	0	<input checked="" type="checkbox"/>
Employee Absent	0	<input checked="" type="checkbox"/>
Open Job Posting	1	<input checked="" type="checkbox"/>
Evaluation Due	2	<input checked="" type="checkbox"/>

WACHOVIA SECONDARY SCHOOL

Select	Type	Description	Employee
Select	JobPost	CAS/RELIEF SEC SECRETARIAL Casual/Relief Secretary (for Sub-List) Deadline Date: 12/31/2029 Start Date: 12/31/2029	
Select	Evaluation	PEER COACHING Past DUE 04/20/2008 COUNSELLOR	AFINOGENOV CHERYL
Select	Evaluation	FORMAL SUMMATIVE Past DUE 03/30/2008 TEACHER	AFINOGENOV CHERYL
Select			
Select			
Select			
Select			
Select			
Select			

javascript: __doPostBack('EmpList\$ctl2\$ctl0','')

In the above example we are reviewing the Staff main page highlighting today (or choose any other date) school summary activity:

- ❖ New Employee Assignments starting or ending today
- ❖ Employees on Leave
- ❖ Employee Absences (as recorded by Call system or manually)
- ❖ Casual Staff working in the building today
- ❖ Due/Overdue evaluations
- ❖ Open Job Postings

Then in addition to the summary, the details are displayed underneath in color-code.

From the Main menu, user can select several options, such as:

- a) view staff (demographics, absence summaries, skills, ...)
- b) view job posting details, who has been short listed and their details
- c) employee evaluation details and ability to post evaluation results and complete evaluation

The Finance Main Page

Admin Connect - Finance Main - Microsoft Internet Explorer

Address: http://64.42.246.206/AdminConnect/AdminFinMain.aspx

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WACHOVIA SECONDARY SCHOOL

Student Management | Financial Management | Staff Management | Send.Msg | School Calendar | WorkShop Calendar | Logout

AC-0008

Finance Activity	Total
Permit	0
Open Requisition	7
Unapproved P/O	3
Open P/O	3
Unapproved Invoice	0
Open Work Order	0

WACHOVIA SECONDARY SCHOOL

Requisition ID: RQ001
P/O ID: PO
Work Order ID: WO

Page Down | Page Up | Re Fresh

Type	Description	Vendor
Requisition	RQ001 100030 06/30/06 Req#: 311.88 METRE STICKS	A C F AUDIO CINE FILMS INC.
Requisition	RQ001 100018 04/12/06 Req#: 46.48 POINTERS WOODEN	A D T SECURITY SERVICES CANADA
Requisition	RQ001 100013 08/09/05 Req#: 381.10 A HAT FOR ME - 6 PACK (LEVEL 1)	MANITOBA TEXT BOOK BUREAU
Requisition	RQ001 100024 06/01/06 Req#: 856.52 ERASER TOP FOR PENCILS	OFFICE DEPOT
Requisition	RQ001 100025 06/25/06 Req#: 3.16 ERASER TOP FOR PENCILS	OFFICE DEPOT
Requisition	RQ001 100022 05/10/07 Req#: 153.87 000005064 THIS FILLS IN THE SPOT HOUSE	TAKE TWO INC.
Requisition	RQ001 100027 01/08/06 Req#: 108.60	TAKE TWO INC.

In the above example we are reviewing the Finance main page highlighting today (or choose any other date) school summary activity:

- ❖ Permit(s) for today
- ❖ Requisitions not yet approved
- ❖ Open Purchase Orders
- ❖ Unapproved Invoices
- ❖ Open Work Orders (those not yet complete)

Then in addition to the summary, the details are displayed underneath in color-code.

From the Main menu, user can select several options, such as:

- d) view account balances
- e) view requisitions and purchase orders – be able to approve
- f) view invoices details and actual invoice (if available), ability to approve unapproved invoices