

March 2006

News from Take Two



www.taketwoinc.com

Feature Article:

WE are on the plane to Hawaii and with my trusty laptop in hand I realize – ‘The quarterly newsletter is due!’ 8 Hours of free time might as well make it a work day! I am limited to 3 hours of battery life ...

This is our 4th publishment and we have found that writing the articles has been good for us to touch base frequently with you. It has also helped to keep us on track with goals. At the pace that we keep it is too easy to get caught in the day to day issues. Re-evaluating each quarter to prepare this document is ideal to ensure we are on track.

This quarter we rocked! A new release of Finance was distributed in late January and installed everywhere within a two week period (record for Deb). There were some very cool new ideas in this release along with 65 program enhancements. I can hardly wait until conference to review and discuss these features.

Student Release 12.0 has been sent out and we expect to have all customers onboard before the end of March. In addition to 85 green screen enhancements, this release also means significant enhancement to both Teacher and Admin Helper. We continue to commit heavily in the quest to get administrators, senior management and teachers online and thinking/using the information.

Then there is the web. Last year we left conference showing that we can program on the web introducing a Parent Connect prototype. We have come along way since

then releasing our first version! Parent Connect is installed and operational at Delta, River East, and Salmon Arm. No schools are actively using the application yet – but it is a HUGE step to engage schools in parent communication. We are expecting to do this with the Parent Connect product and continued use of automated email right from CIMS (eg: new feature to auto-email attendance details to parents for all those kids missing x days ATT.580a. We have committed to have a Teacher Connect initial web app to do attendance/grades for April. Over time the web app will take over the windows offering.

Conference time is just around the corner – April 26-28th at the very new and modern River Rock Casino and Spa in Vancouver. The agenda is on the web along with registration forms. This is an ideal conference for school admin and clerical, senior management and all CIMS department management and clerical. This conference for us determines product direction and features that need to be put in place. We need your input and especially in group discussion to continue to grow CIMS. Please consider attending, you all have a voice in CIMS.

I leave you with a final note. Unless you try to do something beyond what you have already mastered – you will never grow. Perhaps this might lead you to the theme of CIMS 2006!

News and Views:

- ❑ The year began with a ‘never to be outdone’ retirement celebration for Ed Johns from Seven Oaks School Division. With several hundred people in attendance the event was still personal and totally fun. A most original song called ‘Crap all over You’ written and sung by colleagues topped the evening. We’ll miss you Ed!
- ❑ In January, February, March Take Two made out-of-town visits to Delta, Mystery Lake, Kelowna, Vernon, and Salmon Arm. Scheduling season is approaching and I look forward to working with most of you on training admin on scheduling and new CIMS features.

- ❑ It is only 1 month until Conference. Join us at the very exclusive River Rock Casino and Spa in Vancouver April 26-28th.

Customer Section: No customer had anything to share

- This space will be re-used this month to remind all customers of the Product Release dates:
 - New Parent Connect Web Product – released March 20th
 - Finance, Warehouse, Fixed Asset – installed February
 - Student – released March 10th
 - Teacher Connect – April xx
 - Payroll/HR Release - June xx



Look to the Take Two website for release notes finance, student, and Teachers Helper

Top Tips/Reminders for the Month:

- GRD.567 is an ideal report to see marks/comments for incoming students currently at other schools. You can select your next year students and focus on what term marks and comments they have at current locations (providing locations are using CIMS for report card).
- In finance, the invoice upload from a spreadsheet is excellent. This may become a preferred method for entering the many invoices not related to purchase orders.
- The new School Year is open and ready to go. Make sure to have the latest timetabling spreadsheet and notes onhand to complete the process. Look to our website for latest documents.
- PAI.804 – monthend deduction register is a must! Use this to report at monthend for Union, Pension, and benefits rather than to have to gather this from multiple payroll reports and voids.
- Here is one for all you query guru's! Instead of using day look for anything GE date and LE date – there is a range function that simplifies this!
- For School Fees Users: Never enter a negative assessment line unless you are intending to refund student money. In situations where say a textbook assessment was generated and then the student returns the text - do a payment line and use a pay type of TXT OR adjust the existing assessment line and add a negative ADJ amount.

And the last word goes to? Deb

- We have spent a considerable amount of time in 2005 helping districts to review processes with the intent to clarify and simplify. With demands of unions and governments increasing along with amalgamations and other business challenges it is even more critical for districts to watch what they are asking for/implementing. The only way to survive and feel in control with what is happening is to make it as intuitive and simple as possible and to make sure to maintain up-to-date documentation. Since last conference 3 districts did a major overhaul on payroll and H/R definitions and have taken a huge step in simplifying processes. I can't wait to meet with you all again at conference.