

September 2007

## News from Take Two



www.taketwoinc.com

### Feature Article: CIMS 'Dog Days of Summer'

**C**an you believe the "dog days of summer" have already passed. Webster defines "dog days" as: 1. The period between July and September when the hot sultry weather occurs and 2. A period of stagnation or inactivity. While most of the country was sweltering in hot sultry weather (making the first definition correct), Take Two was anything but inactive during 'dog days 2007'. We thrive on heat and having the sun up for 18 hours of the day means there is 18 hours to play! During summer new releases of Finance, EMS (Payroll and H/R) and SMS (Student) were implemented at all sites. Our web offerings for Job Connect and Employee Self-Service got some serious re-fresh. We will reach our goal having SchoolBooks Web ready for testing October.

**T**o all staff that have returned from vacation - welcome back to work and to a refreshed CIMS. Make sure to refer to [www.taketwoinc.com](http://www.taketwoinc.com) for new release highlights. Take Two hosted webinars in September to go over the 'best' features for H/R, Payroll and Finance. Do not

miss these valuable sessions! All districts should consider how to ensure that schools are taking advantage of all the new student feature (notes also available on the website).

**O**ur Relationship with Weidenhammer is also going well. During Conference they stated that CIMS development would remain a number 1 priority and that they would be drawing on business partners to share feature. We hosted a webinar with them in September to show-off 5 Canadian features that they are looking to migrate into base code. This is exciting for us and reassuring to our customers that the new CIMS owner is CIMS focused and drawing off existing business partner talents to enhance code.

**W**e wish you all a productive, calm, and successful school year. If some admin task is driving you crazy - call us to see how CIMS could help!

### News and Views:

- ❑ An Employee Release (both H/R and Payroll functions) was distributed in July.
- ❑ A Finance Release plus warehouse, work order, permits was distributed in July.
- ❑ A Student Release was distributed in August. Another release is due February
- ❑ School Books Connect has been announced. We expect to begin with our first pilot schools 3<sup>rd</sup> week in October with general availability late November.
- ❑ Parent Connect and Teacher Connect web products were refreshed August 1<sup>st</sup>. We have collected many new ideas/features and expect another product refresh late 2007.
- ❑ Admin Connect will be our next Web endeavour. This product will cross finance, employee, and student providing school administrators with the ability to review staff, students, and be able to handle basic financial needs like G/L lookup and account reporting. Our goal is to start working on this product in December to release in late January.
- ❑ Site visits have been quiet. It is important to keep reviewing your operations and look for ways to do things more efficiently and provide information in useful ways. Failure to expand your use of CIMS or retrain incoming staff will create an unhealthy work environment!
- ❑ Seven Oaks transportation has automated collection of fees for kids paying for bussing. Parents can sign-up for direct debit. CIMS auto-builds direct debit lines that can be edited (cancellations, new adds and double payments etc) and then on a monthly basis creates a direct debit transmission file for the bank. Transportation reconciliation listings between the

transportation record and fees paid are possible and this reduces cheques and issues with payment .... HUGE!

- ❑ The Winnipeg School Division is 90% complete in automating CIMS to TSSI (eschool, SFE). CIMS will download employees, subs, and sub skills on a daily basis so that duplicate systems are not maintained. There are still some issues with TSSI in there upload program.
- ❑ Seven Oaks is doing position control for all job groups. They have been position control for teaching staff for year(s) and have just recently done all support groups as well.

## Tips and Tricks

- ❑ Are you using Mochasoft client to access CIMS? If you are, then it is inconvenient that your numeric keypad '.' (period) does not work making entering accounts a total pain. In your mochasoft client when you are signed into CIMS select 'settings' then 'keyboard layout' .. there is a checkbox to ' NumLock Del key swap between "." and "," .. leave it unchecked.
- ❑ Reminder that CIMS can now .pdf any report for you and email it. In finance use EMF.900, in student EMS.900 and employee EME.900. Check it out!
- ❑ School Administrators; Check out GRD.573 in BC (GRD.572 in MB) the new grad check report and F6 while in course requests to see visually where this student is according to graduation requirements. This is a HUGE new option.
- ❑ Student and Previous Year Access: The item on your menu that says 'Previous Year student access' is a snapshot of the records right before your records were rolled into the new year. No editing is allowed as the goal is to keep that information intact as it stated for June 30<sup>th</sup>. No navigation is allowed (the ability to type in a program, i.e.: SCH.410) otherwise you could accidentally run items that would ruin that beautiful historical data.
- ❑ Email is available based on PRO.300 (POS.525), Job Posting and Workshop information (PAY.525). Know that you can email all applicants of a job posting to say 'Thanks, position has been filled' or to refer to website xxx for interview details. You can email all those that have registered for a workshop a reminder of date/time or location change. You can email all term EA's to indicate that their paperwork must be signed completed by September 12<sup>th</sup> ...
- ❑ Ever question whether the employee demog location/primary assignment information is current? There is a new EIS.964 to review the PRO.300 lines and confirm where front screen demographics do not agree!!
- ❑ Deb says: Payroll keep your records clean. There are CIMS options to cleanup old ROE records, old additional addenda's, old F8 lines, cleanup your output queues. Keeping these clean does not affect history as all payroll details are saved with the payroll.

## And the last word goes to? Donna

I am over 40 years old and have been married for 17 years. By that single statement some of society will have labelled me as middle-aged and dull. My lifestyle is active and I continue to challenge my body and mind with new things. My children and their youth provide new and fresh ideas! My husband, I, and our relationship undergo constant program development to meet family unit needs. I have invested over 3000 hours in learning about administration for K-12. In my perspective, I am at a stage in life that my value to community, work, family, and as a spouse is high and climbing.

CIMS is at this same stage. Its value to your district in comparison to any newly introduced product is 'extremely' high. Although its name has remained the same (an extremely bad marketing move) it has been a constantly learning and changing partner listening to both the district needs and watching trends and technology as well. CIMS knows you! That label of old and dull is a statement made entirely based on perception.