



Feature Article: Annual Take Two Check-up

AS 2007 draws to a close, it is important for all customers to appreciate the goals we have set as a company:

- To develop software and solutions consistent with customer expectations in terms of S/W quality, compliance, timeliness, support.
- To be innovative and utilize new technology as it is applicable to solving or enhancing business solutions.
- To think long-term and with all customers' best interests in mind when prioritizing and planning new applications and enhancements.

In 2007, we completed 2 Student Releases, 2 Employee releases and a single release for Finance.

In 2007, we introduced one brand new web application - SchoolBooks Connect, completed 3 significant releases for Teacher/Parent Connect, and 2 releases for Job and Employee Connect. Initial development has begun for Admin Connect (a dashboard for administrators to address cross product needs for finance, employee, and student).

In 2007, we have implemented auto-notify emailing and incorporated image into our applications at no charge to customers. In 2008 districts can look forward to be able to access A/P invoices, student IEP documents, and job application resumes/documents right from within CIMS without requiring any additional S/W.

In 2007, Take Two made 103 local visits and spent 92 days visiting out of town customers (significant increase from 2006). CIMS is changing. Customers must see us in order to learn about the new processes and possibilities and work through how they may be deployed.

In 2007, we spent 307 hours (over 4800 calls) on long-distance calling (slightly lower than 2006). Email support is growing but customers still prefer phone contact.

In 2007 we have embraced webex for communication to customers. In 2008 we will be looking to better online and searchable help and FAQ.

In 2007, we held our 15th annual conference in Winnipeg with registrations of over 209 people.

As your application admin consultants and S/W provider we are excited for 2008. There will be many new offerings and opportunities. We invite all of you to ride with us! 2008 proposed Release Dates and content :

Product	Release Date/Notes
SchoolBooks Connect	January 10 th - Product is complete
Student	Feb 15 th
Teacher Connect	Feb 15 th - Re-do report card narrative, enhancements to online course requests, 50 other items
Employee	March 1 st
Employee & Job Connect	March 1 st - Includes online apply for postings ability including resume/attachments.
Finance	March 23rd
Admin Connect	March 28 th - Beta Version include all student admin functions plus dashboard for key G/L and employee related items.

News and Views:

- ❑ SchoolBooks Connect for the web is complete and operational. River East Transcona and Seven Oaks School Districts have begun deployment. This is an ideal product for schools to use to manage their school/trust funds. Look to our website for details on this exciting end user friendly new web based product.
- ❑ Along with our Manitoba monthly visits to customers Take Two made visits to Kelowna, Fort McMurray, and Mystery Lake this quarter.
- ❑ Deb and Donna both spent a week at ASNA Palooza in San Antonio getting .Net smart. This exposure to Microsoft will help immensely as we surge ahead in development/deployment of our web solutions.

- ❑ Take Two launched a new website to assist customers in support and to know what is going on with CIMS and Take Two. Look to www.taketwoinc.com frequently.
- ❑ Central Okanagan, Campbell River, and The Winnipeg School Division are now all utilizing the new web SFE product from eSchool. This has been not without pain .. still anxiously awaiting to feel the gain.
- ❑ Fort McMurray installed a new i5 server in November - their payroll now processes in under a minute.

Top Tips for the Month:

- We will now be posting support documents for Payroll, H/R, and Finance. From www.taketwoinc.com go to the 'support documents' tab and then 'finance/payroll/HR support' tab. We are just starting to populate the documents. Look for a full support website by January 30th.
- Reminder that any CIMS report sitting ready to print can now be saved to your PC, pdf'ed, and or emailed for distribution. Learn to use EMS.900 (student), EME.900 (employee), EMF.900 (Financials).
- As each new CIMS release is announced, key district staff are informed of the release and end-user friendly release notes are posted to the website under the 'Release Documents' tab. These notes are short (to the-point) and highlight all of important changes. It is important to review and distribute the notes in order to take advantage of new feature.
- Payroll T4 Tips:
 - New box 85 should be used to identify employee paid blue cross, etc.
 - 1st sort/print in location alpha to send to employees
 - 2nd sort/print alpha to file at board office
 - Benefit payroll – tax benefits must be reported
- Absence/Leave Codes (PAY.121) Accrual policy of “6” Accrue Only Once works perfectly and stops any manual accrual as new employees start on a payroll (discretionary days, religious days, etc.)
- Deduction/Contribution Codes (PAY.122) Maximum Yearly Deduction works perfectly and stops any manual deductions as new employees start/stop on a payroll (union dues, single fiscal deduction, etc.)

And the last word goes to? Conference Plans 2008 ... You want to be there!

CIMS Conference 2008 is just around the corner! It will be held at Lake Okanagan Resort, Kelowna BC Wednesday April 30th through Friday May 2nd. This is a resort location 30 minutes from anywhere beautifully situated along the shores of Lake Okanagan. Because this is a resort, we will need to have confirmation of attendees early else accommodations will have to be released back to the hotel.

Agenda and Suppliers are just confirming and an agenda will be available first two weeks of February. In addition to our CIMS specific sessions, Weidenhammer has confirmed and will be showing Alio. IBM will be doing sessions on single-signon and WebQuery. CMT will be talking about CIMS and SIF. Faxstar will show us how to use Faxstar reporting and other features we are currently not using.

If you support CIMS. If you are involved in CIMS in your day to day activities or you rely on it for reporting or at a management level then CIMS Conference is important to attend. Conference:

- provides training on a wide variety of topics (many that you may not be exposed to on standard monthly visits),
- allows customers to discuss concerns/issues face to face with all levels of Take Two (training, support, programmers)
- allows customers direct/powerful input into our future development priorities
- provides great documentation so that you can share and exploit what you have learnt (turn ideas into reality)
- allows customers (and Take Two) to learn from a perspective only possible when many district experts are all in the room at the same time to share views and discuss how they do business

Consider attending CIMS 2008. Register as soon as possible to confirm we will have accommodation for you. An agenda will be available on the website by first week in February, 2008.