



## August 2009 - Web Enhancements Admin Connect

(From May – September 11, 2009)  
(September 12 – September 18<sup>th</sup>)

(September 18-25<sup>th</sup>)

(September 26<sup>th</sup> – October 6<sup>th</sup>)

(October 6<sup>th</sup> – 30<sup>th</sup>)

(November 1 – 6<sup>th</sup>)

(November 7 – 13<sup>th</sup>)

(November 14 – 20<sup>th</sup>)

(November 21 – December 28<sup>th</sup>)

**Single Signon Theory:** Our goal in CIMS is to be able to launch all of the web applications from Employee connect. This would allow us to control access from a single point. It also means that users would not have to know several ID and passwords (i.e.: employee number, teacher connect ID, Admin AS/400 ID). This will have huge impact over time. Look to PRO.100 to automatically setup a link between Employee Connect and Admin Connect.

**Security to information:** Use ACS.260 to determine what category of user the AS/400 ID will have to Admin Connect. Excluded, Standard (most features), Administrator/All features.



### Finance Related

- Added ability for Administrator Level to be able to approve a requisition into a P/O (as per authority given in FMS.324). This means that Administrators may not need to use green screen for finance at all. They can now approve invoices for payment, and approve requisitions to P/O ..... plus all of the account lookup and reporting.
- Added Image attach to web P/O requisition view and requisition approval. This means that you can attach whatever document necessary to initiate the order rather than to have to fax it or courier it in (petty cash statements, large checkbox orders ....). This is a HUGE thing – must be worked through with schools.
- Enhanced Requisition and P/O lookup on web to show control account and detail account balances
- Removed Open P/O's from main dashboard. User is aware of how many and sees unapproved ones – can use the P/O tab to investigate just Open P/O's
- Added new wildcard column in account lookup. This will allow the user to select an element of an account (e.g.: 120) OR they can select 1@@ to select all of the programs starting with 1. This is significant – closely resembles GNL.601L but better and easier to use!

- Completed the drill downs. When a user selects to view the activity in an account they can now <select> deeper to see the actual P/O, Invoice, J/E or whatever the type of document is.
- Added new 'Search G/L transactions' option where user can select either a word (ping pong table) or a number (PO number, invoice number, req number) or an amount and the system will come back with all occurrences it finds.
- Added ability for Administrators to print:
  - G/L transaction activity with account range selection at time of print – totally new and could not even do this in green screen at all
  - GNL.570 report writer reports
  - GLB.575 control reports
- There were still some issues with account restrictions .. resolved!
- Was an issue with multiple work areas in GNL.110 .. resolved!
- New checkbox <Select Control Account>. Once a control account is selected (and fills the account balance section) that checkbox will remain highlighted so the user is aware of and can control when they choose NOT to stay within that range of accounts. Note: once a limit to accounts has been selected – program assumes you mean all accounts and removes the control account selection.
- In Purchase Order, and invoice listings the payment amount and cheque details were not showing .. are now.
- Enhanced all of the account lookup and P/O detail screens to include the account description. This should help the user associate what the account is rather than just seeing the account number.
- Admin are now able to <Select> on a workorder from the Main Menu and it will display the details of the work order.
- Admin are now able to <Select> on a Permit from the Main Menu and it will display the details of that permit.



## Employee Related

- With online apply (Job postings) Admin Connect is now completely ready for Administrators to be able to view, analyze, and print successful candidates for applications completely online. Totally no need to have to send applicant packages to schools. Further, within Admin Connect you can now also attach interview results from within employee folder. To date, response has been hugely positive. More information, better information, and quicker helps for better hiring!
- In Employee <view> from Job postings:
  - new tab has been added to be able to view other jobs applied for by this employee
  - alternate phone# has been added to assist job evaluator in contacting employee
  - all previous experience in district and without that is onfile is no available for the administrator to view
- Added ability for Administrators to automatically see (on employee main) their own staff employee leave requests to know what is new and needs their verification

- Added an approval level for school admin to further the request onto board office. This means no more leave paperwork!
- Added new <Leaves> tab for an Administrator to be able to review all leaves for any given date range and status so that they can investigate and manage leaves within the building.
- Added ability for Administrators to input a leave on behalf of an employee (go into that employee and an Add leave tab is available) for those occasions where the employee is not able to complete the leave.
- New <Employee Folder> tab that will allow Administration to see electronically accumulated (injury/accident, hire, evaluation, medical) information and add electronic information by category as appropriate. This is HUGE.
- New Staff Workshops tab to allow Administrators to review and/or approve appropriate workshop requests for their staff.
- Enhanced employee absence calendar view to allow a <type>selection
- Enhanced employee absence details print to choose a format (PAY.592, PAY.792)
- Added new Message and highlight on employee main page if there are workshops that require approval. This will assist the user to know to go to the <workshop> pulldown to check and approve the workshop.
- Added a secondary location to evaluations. This means that for positions like custodians where the school and maintenance both want to be aware of an evaluation – they will now both have access. When assigning an evaluation to a person, indicate an alternate location if you want more than one location to participate.
- There is a new evaluation approval tab available. When an evaluation type is defined (EIS.207) approver ID(s) can be assigned. Once a completion document has been attached from the school/evaluator a message will highlight to the approver when they are on <Staff Main> to recognize that there is an evaluation to look at/approve. Once approval is completed the evaluation will show up to H/R for closing.
- Employee experience is visible to administrators in viewing applicant/employee information. This will include PRO.300 lines inputted. There is the timing of entering the PRO.300 information and that person actually being hired. If H/R uses PEND in the comments of PRO.300 then it will be visible to AdminConnect to assist them in knowing the employment status.
- Now, Administrators are aware of attached evaluation documents right from the evaluations tab on the employee and can <view> from there. Documents are attached from the <Folder> option.
- On the Job side of Admin Connect – enhanced the applied to grid for Admin to only display interview results if they exist.
- Added new feature in Employee Folder for user to update/change attached document description.

- PSP# (Manitoba only) has been added to the demographic screen of employee view
- Employee Folder sort order has been changed from ascending by category to descending strictly by date.
- New ability to edit the document attach date – this will allow you to backdate that date so that the document will appear in a more appropriate position.
- Employee experience screen now displays FTE and/or hours. Previous to this release only FTE was shown.



## Student Related

### Functions

- Enhanced calendar view. Text is now coloured to more clearly reflect the activity type. Boxes are wider to view more items and require less space.
- Enhanced calendaring to include internal calendaring (marking staff meetings, supervisor duties, teacher reminders) versus standard calendaring (things parents would see and within the newsletter). ATT.212 has been enhanced to allow a school to control what types of events show to what user groups (parents, teachers, admin).
- Added Efile of Report Cards to Admin Connect. In the <grading> tab there is a new table view of all 'pdf' report cards for the current year. This will allow you to bring up the report card exactly as it looks printed. The goal here is to eliminate the need to put a copy of the report card physically in the CUM file and ultimately to not produce a copy for the parent! Report cards are viewable from teacherconnect, adminconnect, and parent connect.
- New Student Image Folder tab now available. This will allow schools and departments (e.g.: Student Services) to attach image to an electronic student folder. Access to folder types is done per Userid meaning only appropriate people will see and be able to store efile documents. Districts will use STU.122 to create category codes and STU.007 to limit access to users (no access, lookup access, ability to add/remove documents). The potential of this is gigantic. Districts must begin considering moving to this new e-file environment.
- A new Interviews tab is available from within admin connect (when viewing a student) to see when interviews have been scheduled for a student. This information will have been imported from CBF Parent Teacher Scheduling S/W.
- (For District staff – unrestricted users): When you go to Student Main enrollments for all schools are shown. There is a new feature to limit this summary view by Tag (just first nations students) or by Attribute to help easily see enrollments by school and grade AND type with a simple <click>
- From with <View Student> Student Assignments are available to AdminConnect so resource teachers & Admin will know how the student is doing, what assignments are due, completions etc. This tab has also been enhanced to display assignment documents and sort/select by course or other filters.

- Changed TAG logic slightly. If the student has tags that are restricted just to certain staff – everyone will see that the student has that tag .. they just will not see any contents as the tag will indicate ‘Data is restricted’.
- Added new feature in student folder to user can update/change document description if necessary
- Enhanced discipline listing select – user can select any start date even further back than this school year start ... Can get a complete history on discipline incidents not just current year.
- Total revamp of the reporting screen:
  - ATT.595 (H1N1 attendance report) has been added,
  - DSP.512 can go back multi-year if you need to,
  - STU.991 Medical list has been added
  - ATT.904 for homeroom and course has been added
  - ALL reports listen to the selects, ie: If you want an ATT.515 absence listing but just for your grade 10’s, or just your FNS kids ... go ahead!
- Send message enhanced to allow send to homeroom, class, all. **\*\*HUGE \*\*** Also added the ability to attach a document to the email.
- Reviewed what main tabs should be available and where, ie: school calendar and messaging only available from with the student tab, workshops only available from the staff tab ...
- Student Discipline now listens to STU.005 restrictions and will prevent appropriate Admin Connect users from being able to modify discipline records. You must have full access to discipline in STU.005 in order to be able to add/change/delete discipline entries in AdminConnect.
- Student Education Plan/IEP screen now listens to STU.005 restrictions. You must have ACD access in order to be able to attach documents.
- Student Ministry screen now listens to STU.005 restrictions. You must have ACD access in order to be able to attach PSRs.
- Send message enhanced to:
  - Cutoff subject at 40 characters as that was all that was going into the email
  - Cutoff message area to 250 characters when attachment is included because system physically will not allow the same message length
  - From user automatically fills in from STU.240 teachid as long as when you sign in you specify a TEACHID on signin
  - **\*\*IMPORTANT\*** System now automatically sends a message to the one sending it so that they have the email for backup
  - The ‘From’ email on the sent email now reflects the appropriate sender email so that the end user can reply

## Corrections:

- Corrected download by tag error – download by tag was not selecting the right kids

- August 30th – corrected account restrictions errors for districts with elaborate GNL.110 user restrictions
- For Finance, DociDs will look for P0x, SPx, FPx
- Corrected all items in student to accommodate up to 9 terms
- Was an issue with block dates and leaves – resolved
- For unrestricted finance users, the main finance panel showed too many locations (as per delivery location codes). Now does a much better job of only showing locations with activity (PO,WO, Permit) and to exclude locations of over 3 digits
- **Send Message by Tag was not working ... corrected**
- **Student Folder authority check to STU.324 .. resolved.**
- **Further authority, operational enhancements to send message so user is aware that attachment is still included, better populated subject, and description details with the attachment.**
- **Student discipline entry correction to the spell check ONLY relating to the second additional text box. There was an issue with the second note section and using spellcheck .. resolved.**
- **Discipline maintenance had issues when user used all of the space up in the narrative boxes. The screen might freeze or error out .. resolved.**