



Year 2010 - Web Enhancements Admin Connect

(December 29 – January 8th)

(Jan 9th – Jan 19th)

(January 20th – Feb 1)

(February 2-4th)

(February 5th – 26th)

(Feb 27th – March 17)

(March 18th, May 31st)

(June 1, July 19th)



Finance Related

- A Calendar has been added to finance main so user can search for permits effective any particular date
- Permits showing on Finance main have been changed to view permits active only today
- Added ability to maintain P/O Requisitions (Add, Change, Delete) and enhanced that entry to work more efficiently compare to what was shown at Conference.
- Enhancements to account lookup – any filter/wildcard selection will show totals (right of screen) even if all of the accounts are not displayed in the details section due to number of accounts.
- New ‘View activity for all selected accounts’ checkbox. There is a TRICK to using this item. 1) select the checkbox then 2) hit the <Select> on the first account to launch your request.
- Under <Permit> screen has been rewritten to properly view your active permits (based on permit lines) and allow schools/departments to print their own permit listing MAT.508 for any week (date range). Also, the <Select> beside the permits shows you the actual permit and allows you to <Print>. The goal here is to provide schools and potentially custodians (if you set them up for access) to be able to see, manage, print permit details!
- July 19th: Now able through adminconnect maintain workorders (add, change, lookup, print). This means you can really start to consider adding custodians to adminconnect! It is available to them from EmployeeConnect direct and will allow them to manage work orders, view permits along with all of the offerings within EC to view pay, add leave requests, check on absence balances ...



Employee Related

- Deleted efiled documents will now not truly be deleted. We will store the data record in a deleted member (to know what has been deleted) and physically leave the document in place. This will allow us to recover
- New Employee Emergency Info Report has been added to <Reports> and existing staff address list that used to show everything including health details, contacts info has been changed back to just an address list.
- Employee skills view has been enhanced to show the level description.
- New filter has been added to employee skills page to allow selection by certificate
- Changed employee main – will display ‘additional title’ if exists ELSE position description
- Each time an image is viewed, history of who/when is recorded in a history file. Last viewed person and date are shown in the document view.
- Added new Sub Records options from the EMS/Staff Module. Users can see full details for SUB.001/2 entries and very shortly add/change/delete from Web rather than CIMS regular.
- On Workshop Approval – admin/approver now sees complete details of the workshop request and can also see whether SUB information has been recorded for the workshop for that employee (shows SUB.002 time, absence code)
- On Applicants view – within References – Have added a new column on the main view indicating whether that reference May be contacted.
- July 19th: Job applicant skills view now shows all potential 50 skills (based on EIS.180 definition). Previously it capped off at showing just 20. Now also show the endorsement short title instead of the just the code itself.
- July 19th: GREAT GREAT new add. New Print (Job Posting worksheet – listing with all applicants) and Print (Job Posting Profiles – one page per applicant)
- July 19th: Approve/Deny workshop requests will now automatically send an email to the employee to let him know that the workshop xxx has been approved or denied.

Employee Evaluations

- Evaluation approval enhanced to allow approver to add/edit evaluation results and comments in addition to be able to view the attachment.
- Employee Evaluations – There is a new ability to view evaluation attachments while in an employee. You can see a history of all evaluations for that employee (not just your location) BUT you will only be able to view evaluation completion documents for those evaluations that have occurred in your building.

Employee Leaves

- New <Limit to Job Code> added to Leaves tab. This will allow reader to focus on just a group of employees .. and see all of their leave types.
- Ability for approver to <Cancel> a leave request has been added. This is much better than to physically delete the entry – cancel will stop the request but leave it on file so that anyone searching will know that the initial entry had indeed occurred.
- New document type for leaves ‘Benefits’ has been added. By leave type you can now attach an entitlement document and a benefits document FYI as the employee
- Employee leaves drop down was sorting by leave code – is now sorting by description as that is all that is available for the employee to see in selecting the leave.

- There was an issue with cancelled leaves appearing in approved .. cancelled leaves are now all marked completed so will not clutter up approval/active lists
- Have updated the logic to approval to ensure that you cannot approve without the school approval being completed. If you are wanting to override school approval – fine, but flag both school approval and final approval.
- Allow leave types to be changed at the school adminconnect level or final approver level. THIS IS DANGEROUS, ie: a leave type drives other fields (absence code, subtype, description) plus is limited by employee type (teachers can only put teacher related leave types in) ... At the change leave type stage – all of the rules go out the window.
- Have had some users able to input a leave without indicating a date – which caused bad things to occur in AdminConnect approval. We have not resolved how they are able to add the incorrect leave – but AC will now present the leave and allow it to be edited.
- Updated Leave attachment description to reflect the leave number and a portion of description to make it more meaningful when viewing within the employee folder.
- ‘Employee Leave view’ sort order was whacked. It has been redone to sort by leave start date. Previously it was based on leave request date.
- July 19th: New Select option on Leaves approvals to sort list by Seniority Number (need to approve say EA leaves for a date and want to approve based on seniority)
- July 19th: Employee Leave list sort has changed to sort by Leave Start date instead of date requested
- July 19th: Employee leaves expanded to allow for up to 9 leave expense types
- July 19th: Approve/Deny leave requests will now automatically send an email to the employee to let him know that the leave # has been approved/denied.



Student Related

- The Send Message now listens to the ID that is sending the message and inputs that in the from sender details so that anyone receiving the message will be able to Reply. Note that the email will fill in based on TEACHID and STU.240. If you are an admin and it comes in blank – fill it in appropriately and consider using the teacherID at signon if you are emailing a lot.
- When a teacher sends a message they will automatically ALSO receive the email. This way they know the email went – and they have a copy to file/save.
- Within <Education Plan> there is a new <IEP Central>. When selected program will check into IEP Central and present the most current IEP for the student.
- Deleted efiled documents will now not truly be deleted. We will store the data record in a deleted member (to know what has been deleted) and physically leave the document in place. This will allow us to recover
- New student List (STU.997) available in Admin Connect reporting.
- Better selection criteria to select either class (8a,8b,8c) or grade level 08
- New textbook tab added to student view. From Admin Connect you can view a student’s textbook history – not manage them.
- In Student attendance lookup, new <Print> absence button has been added

- Each time an image is viewed, history of who/when is recorded in a history file. Last viewed person and date are shown in the document view.
- Added MB and BC Ministry fields to download to Excel
- On Student Assignments tab – now nicely shows at the top the new summary box that identifies per course for that student mark to date and term mark information (same as PC and SC does).
- Changed sort order for student folder to sort newest to oldest
- Reviewed ALL student tabs, reports, options to now listen appropriately to both STU.324 and STU.005 access restrictions to ensure that the user can only see/print information that he has been given access to.
- July 19th: Student Folder sort has been changed to newest at the top descending. Previously it was oldest to newest.

Corrections:

- Added custom library list entries to allow SD83 to participate in EmployeeConnect
- <Leave instructions/entitlement> page did not appear when selected (application bombed). Now the additional notes attached to the leave type will be displayed as expected.
- There was a restriction issue on <Student List> where even if you were restricted to a location you saw all students .. resolved
- In Pick Courses for next year – Pre-requisites were looking at current year rather than next year – resolved.
- Mozilla browser ignores disable button and dropdown menu commands. Enhanced code to further validate authority to accommodate mozilla browser.
- Discipline entry in Admin Connect was automatically adding the discipline record to the bottom of the incidents which when reviewed in green screen was opposite order. Now, incident entries done in web will add to the top – consistent to how entries are done in green screen.
- There were some pick course corrections made strictly for the <view> course description which on occasion did not produce any details.
- Employee evaluation attachments did not previously hold the school – meaning if there were two evaluations for same date, different schools – problem! Now resolved.
- In <View employee> CIMS is now smarter to allow access to all folders (type 'F')
- Added Version tab on main screens as when accessed through employeeconnect user was not aware of release level
- The employee download for employee name/legal name was not working properly in that legal name was always coming down instead of preferred first name – all good now.
- Improved <Send message> with attachment – rewrote option to ensure someone else's attachment could not show up on your email – better controls of the temp directory entry.
- Was in issue with Employee evaluations past due on Employee Main when alternate locations were listed – showed wrong evaluation type .. resolved.
- July 19th: Reviewed all student options to confirm that for authorization to specific screens of information refer to STU.324 and then STU.005. Even if STU.324 says Yes to discipline it would not be available to a user who has N to discipline in STU.005.
- July 19th: Removed Adminsignon22 and Adminsignon83
- July 19th: Changed student images for SD83 and SD22 to be looking at /schoolconnect/images, ie: removed all occurrences for looking at an initial /sd22 directory