



SeniorSystems  
**Advantage**

## All Applications Release Bulletin

August 2015

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### About Release 92\_9

Release 92\_9 is a wide-ranging release that introduces several significant enhancements to certain areas of the system. With 92\_9, you'll see new Online Giving pages, a Resource Center for My Backpack, a new Enrollment Maximum area for Summer/Program Registration, a new gift search tool in Alumni Development, and an enhanced Student Medical Tab, to name a few. You will also notice minor enhancements throughout all applications. We hope you like these new and improved features!

As always, please contact [Support@senior-systems.com](mailto:Support@senior-systems.com) if you have any questions.

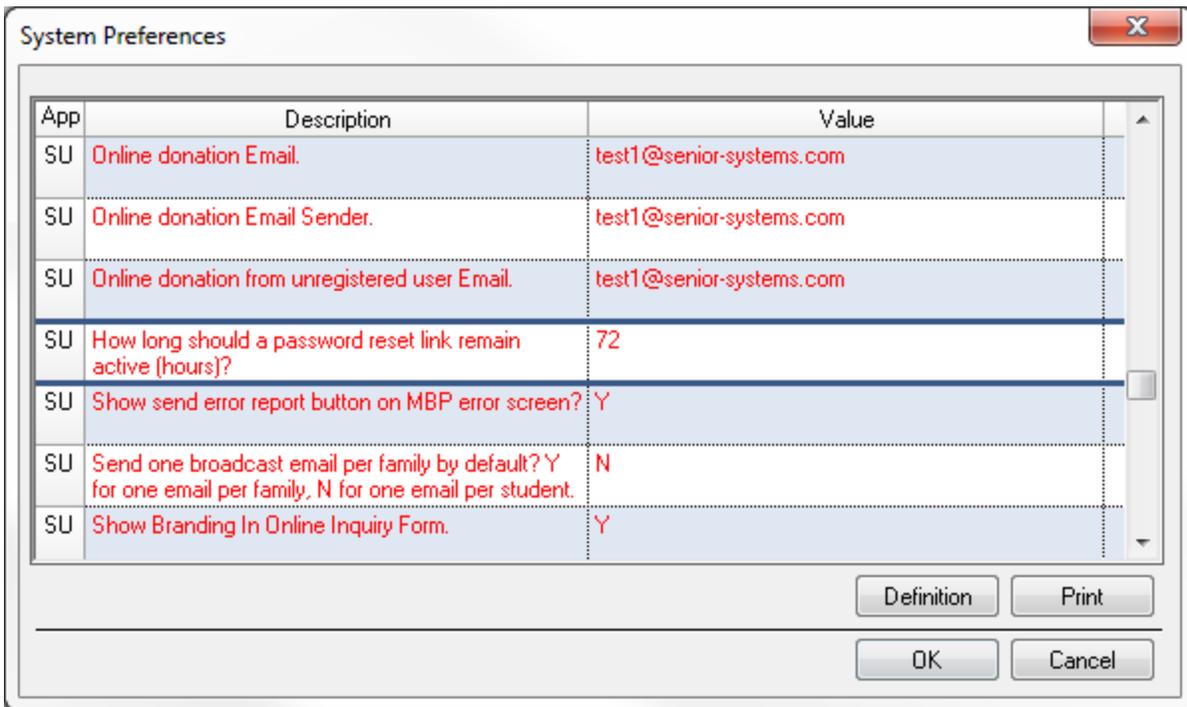
## User Management

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Release 92\_9 includes several new user management tools and features.

### Passwords & User Account Management

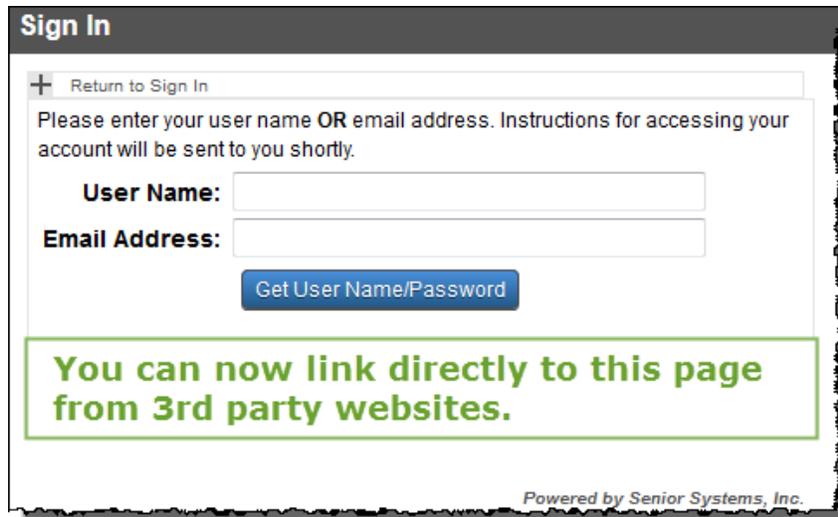
**Password Expiration option** - A new password expiration preference has been added to System Administration that allows you to change the default 72 hour expiration time to suit your specific needs.



**Link for "Forgot Password" assistance** - You can now directly link to the **I Forgot My User Name/Password** screen using the following link format:

<Your MyBackPack URL> + /face-lets/registration/loginCenter.xhtml?resetPassword=true

This is particularly helpful if your school has set up an integration between My Backpack and your website provider.



**Sign In**

+ Return to Sign In

Please enter your user name **OR** email address. Instructions for accessing your account will be sent to you shortly.

**User Name:**

**Email Address:**

[Get User Name/Password](#)

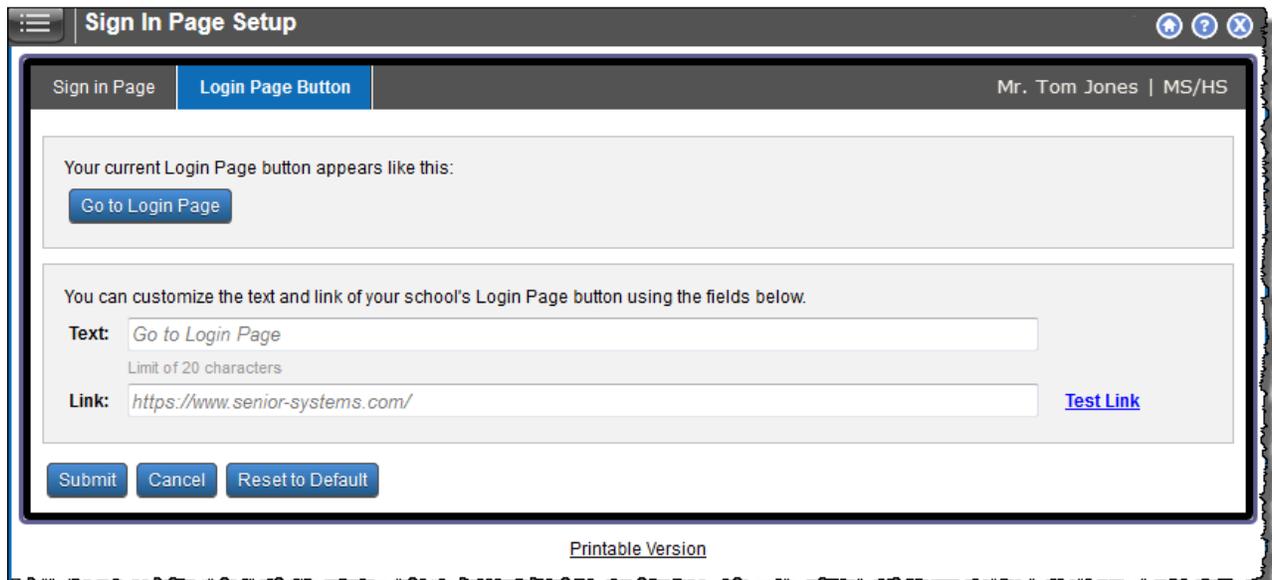
**You can now link directly to this page from 3rd party websites.**

Powered by Senior Systems, Inc.

**Custom text for "Go to Login Page" button** - You can now customize the text and target link for the "Go to Login Page" button. This is particularly helpful if your school has set up an integration between My BackPack and your website provider, and you want users directed to log in through the website provider's front door (with their My BackPack credentials).

You will find these new customization tools on the **Sign in Page Setup** page, on the new **Login Page Button** tab:

- Preview your current button settings.
- Customize the button text. By default, this text is set to "Go to Login Page".
- Set the URL for the button. By default, this button takes users to your My BackPack login page.
- By **Link** field, you can click **Test Link** to ensure that the link you've entered is valid.
- Click the **Reset to Default** button to restore the default text and link of the **Back to Login** button.



The screenshot shows a web browser window titled "Sign In Page Setup". The page has two tabs: "Sign in Page" and "Login Page Button", with the latter selected. The user is identified as "Mr. Tom Jones | MS/HS". The main content area is divided into two sections. The first section, titled "Your current Login Page button appears like this:", shows a blue button with the text "Go to Login Page". The second section, titled "You can customize the text and link of your school's Login Page button using the fields below.", contains two input fields. The "Text" field has the value "Go to Login Page" and a note "Limit of 20 characters". The "Link" field has the value "https://www.senior-systems.com/" and a "Test Link" button to its right. At the bottom of the form are three buttons: "Submit", "Cancel", and "Reset to Default". Below the form is a link for "Printable Version".

The existing **Administrators > Login Page Setup** security in System Administration controls access to all content on the **Sign In Page Setup** page.

**Notification email for Profile Changes** - The automated email that is sent out when the **My Profile** page is updated has been enhanced with two new fields: **Family ID** and **User ID**. The **User ID** field is the user name of the person who made the change.

**Constituent/Parent** : Mrs. Paula Smith

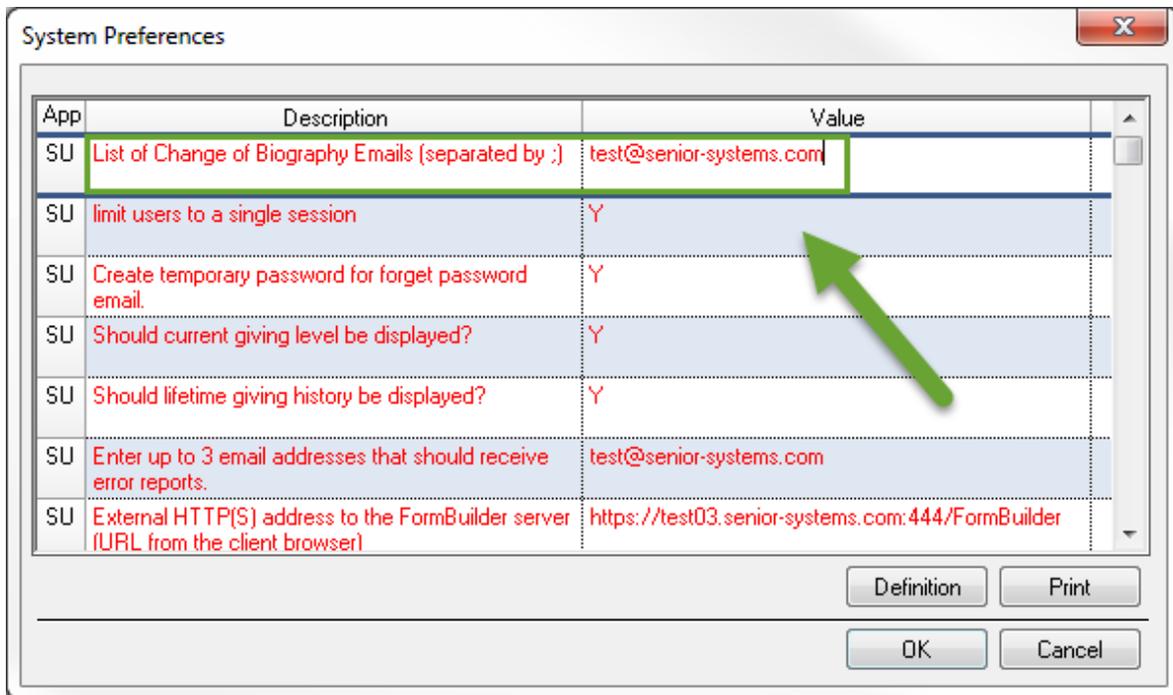
**Constituent ID** : 0029494

**Family ID** : PSMITH

**User ID** : P.SMITH

Please review the changes.

In System Administration > **My Backpack** > **Preferences**, you will find the **List of Change Biography Emails (separated by ;)** preference. The email address(es) listed in this field are the email address(es) of the administrator who receives the automated email. This automated email notifies the administrator that a change has been made on the **My Profile** page. The Administrator will then need to go into the appropriate Advantage application and approve this change.



**Check for Email-on-file when user creates new account** - In order to help prevent situations in which your My BackPack users create duplicate accounts, you now have the option to enable two preferences for Online Enrollment and Summer School to check to see if the email addresses entered when a user creates a new account are already associated with a My BackPack account.

**Enable Check for existing user account for new MBP users? Y/N** - This preference enables a check that warns users that they may already have a My BackPack account. If you enable only this preference, users will see a warning, but they can choose to continue and create an account with the duplicate email address anyway.

**Require that new MBP users have a unique email address? Y/N** - If the email address that the user enters is already in the database and the "Enable check..." preference is set to "Y", the user receives the following message at the top of the **Create Your Online Account** screen: **Your user name is already associated with an account. Please use your existing account. You can use the "Forgot Password" tool to retrieve your user name/password.** The user is not able to create an account using that email address.

Summer School Administration - ( Summer )

App	Description	Value
AR	Should Charge code security be enabled?	N
SU	Require that new MBP users have a unique email address.	Y
RG	Enable GPA Calculation Log File?	N
SU	Enable check for existing user account for new MBP users?	Y
SU	Require that new MBP users have a unique email address (only applies if check is enabled, above).	Y
SU	Enable Captcha check?	Y
SU	Enable check for existing user account for new MBP users?	Y

Application: (All Applications) Definition Print

NOTE: Preferences are valid across all academic years and schools. OK Cancel Print

Your user name is already associated with an account. Please use your existing account. You can use the 'Forgot Password' tool to retrieve your user name / password.

[Return to Sign In](#)

### Create Your Online Account

Please create a new user name and password below to sign in. Sign up is fast and easy!

User names must

- Be a maximum of 50 characters (not case sensitive)
- Not contain any spaces

Valid passwords must

- Be no more than 30 characters
- NOT contain any blank spaces or tabs

User Name:

Password:

Re-type Password:

Please supply us with some additional information about yourself.

**Please note that all fields are required.**

First Name:

Last Name:

Email Address:

Phone Number:

Date of Birth:

(mm/dd/yyyy) (Why do we ask for your date of birth?)

For other sign in assistance, please email us at [test1@senior-systems.com](mailto:test1@senior-systems.com), or call us at 601-853-3833.

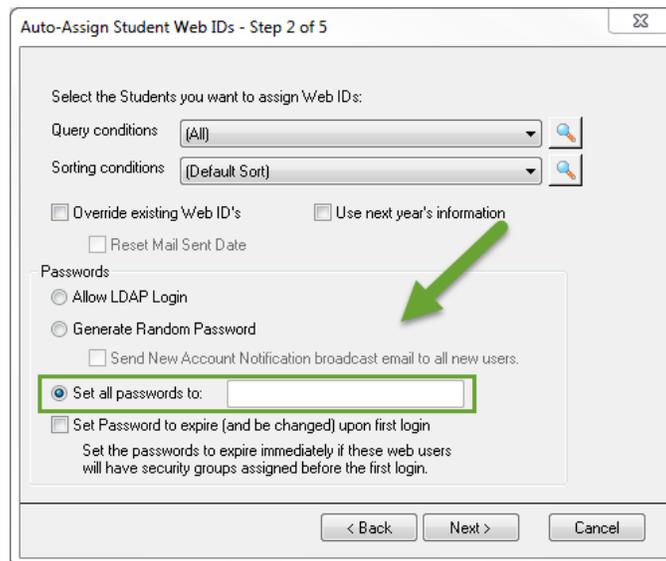
[Forgot My User Name/Password](#)



**Auto-Assign WebIDs and Passwords for users without an Email Address** - The Auto-Assign Web ID process has been enhanced with the option to generate WebIDs and passwords for My Backpack users who do not have an email address in their record. This new feature is helpful for users who do not have an email address, but still require a My Backpack user account, such as lower school students. The enhancement can be used for Students, Parents (Current and Applicants) and Alumni. You will not be able to use this new feature for Faculty, LDAP users, Summer School and Online Admissions users.

In System Administration, click **My Backpack > Auto-Assign Web User** and select the option that corresponds with the user(s) who need a WebID and Password, but do not have an email address on file. The options to choose from are **Constituents, Parents (Current), Parents (Applicant)** and **Students**.

On Step 2 of the **Auto-Assign Student Web ID** wizard, click the **Set all passwords to:** radio button, and enter the password that you would like to use.



The screenshot shows a dialog box titled "Auto-Assign Student Web IDs - Step 2 of 5". It contains the following elements:

- Section: "Select the Students you want to assign Web IDs:"
  - Query conditions: (All)
  - Sorting conditions: (Default Sort)
- Options:
  - Override existing Web ID's
  - Use next year's information
  - Reset Mail Sent Date
- Section: "Passwords:"
  - Allow LDAP Login
  - Generate Random Password
  - Send New Account Notification broadcast email to all new users.
  - Set all passwords to: [text input field]
  - Set Password to expire (and be changed) upon first login
- Text below "Set Password to expire...": "Set the passwords to expire immediately if these web users will have security groups assigned before the first login."
- Buttons at the bottom: "< Back", "Next >", and "Cancel".

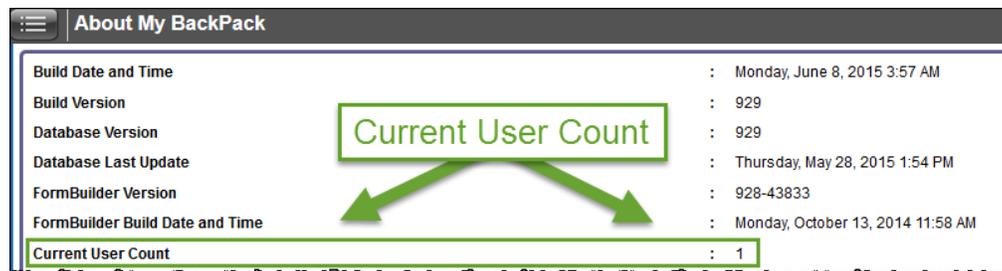
Continue through the **Auto-Assign Student Web ID** and generate the report. When the process is complete, you can provide these new users with their Web ID and password verbally or through some other means.

The following 3 preferences should be set as follows for the Auto-Assign functionality to work as intended:

- Enable check for existing user account for new MBP users? = N
- Require that new MBP users have a unique email address. = N
- Remove email requirement for setting and resetting MBP account passwords? = N

## User Statistics

**Current User Count has been added to the About My Backpack page** - The **About My Backpack** page has been enhanced with a new **Current User Count** field, which allows you to see how many users are currently logged into My Backpack.



## Using Google Analytics for My Backpack

The **About My Backpack** page provides your school with the ability to track Google Analytics information. On the **About My Backpack** page, there is an area called **Tracking code is displayed here**. This is the area where you enter the code that is provided to you through the Google Analytics website.

Tracking code is displayed here.

```
<script>
var USER_ID = 'MBPUSERID';

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){
(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(
m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)
})(window,document,'script','/www.google-analytics.com/analytics.js','ga');

ga('set', '&uid', {{USER_ID}}); // Set the user ID using signed-in user_id.

ga('create', 'enter_tracking_code_number_here', 'auto');
ga('send', 'pageview');
</script>
```

Update

These two lines are not provided through Google Analytics. You'll need to enter them yourself.

The Tracking Code number is provided in the Google Analytics code.

Retrieving your Google Analytics code:

To retrieve your Google Analytics code, you must first create an account on the Google Analytics website (<https://www.google.com/analytics>). Once you have created your account, you can then follow these instructions to retrieve the code that you will insert into the **About My Backpack** page:

<https://support.google.com/analytics/answer/1042508>

On **Step 10**, click the **Get Tracking ID** button:

Website Name  
TestURL

Website URL  
http:// testurl.com

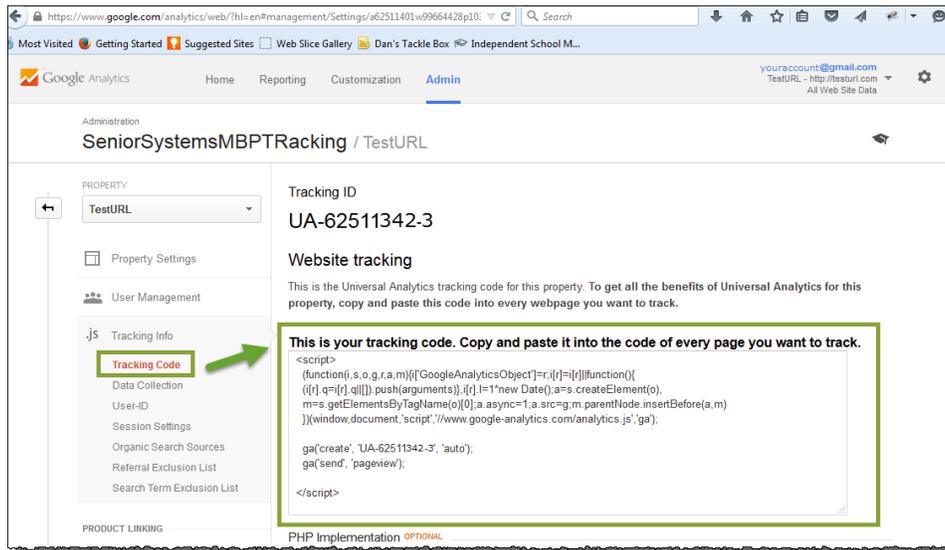
Industry Category ?  
Select One

Reporting Time Zone  
United States (GMT-08:00) Pacific Time

This account has 1 property. The maximum is 50.

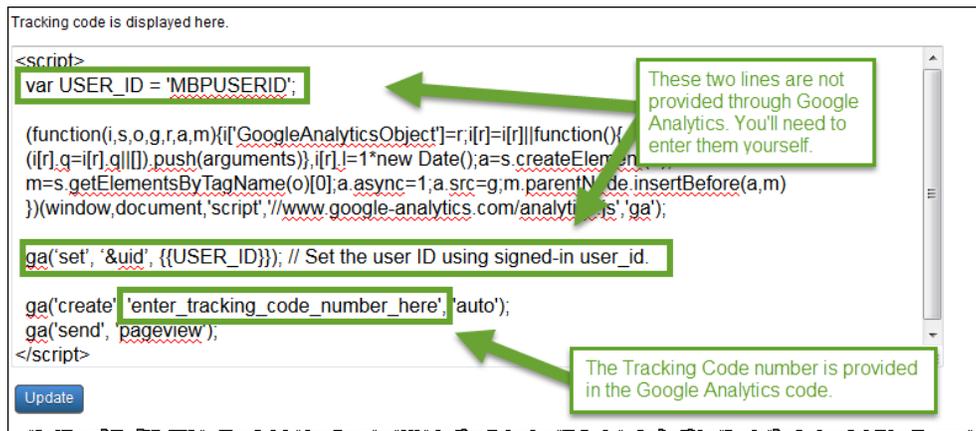
Get Tracking ID Cancel

You'll now be able to select the **Tracking Code** menu item in the **Tracking Info** area of the **Property** column.



Copy and paste this code into the **About My Backpack > Tracking code** area. Remember to enter the two additional lines indicated in the image below which are:

**var USER\_ID = 'MBPUSERID'; and ga('set', '&uid', {{USER\_ID}}); // Set the user ID using signed-in user\_id.**



**EXAMPLE CODE:**

```
<script>
var USER_ID = 'MBPUSERID';

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){
(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),
m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore
(a,m)
})(window,document,'script','//www.google-analytics.com/analytics.js','ga');

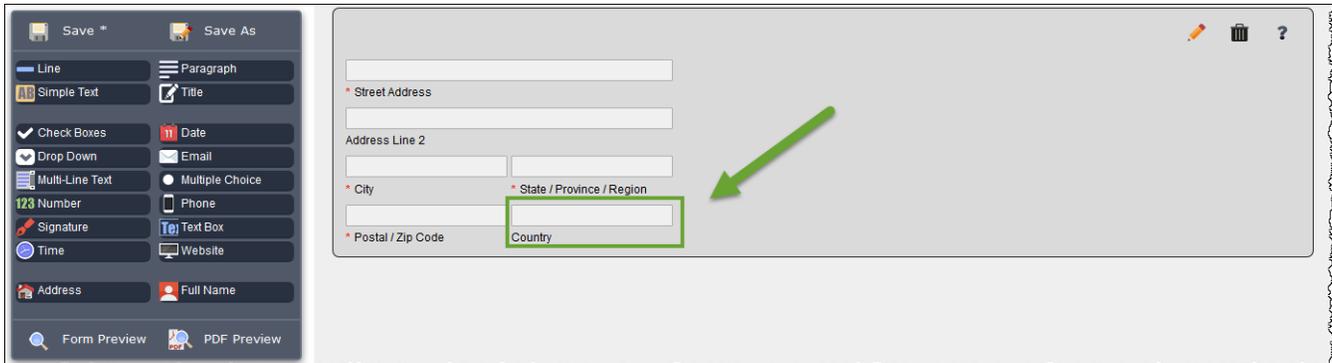
ga('set', '&uid', {{USER_ID}}); // Set the user ID using signed-in user_
id.
ga('create', 'enter_tracking_code_number_here', 'auto');
ga('send', 'pageview');
</script>
```

Once you enter your Google Analytics code here, this places the code on every page of My Back-Pack and records data in your Google Analytics tracking account. It is important to note that the actual MBPUSERID never appears anywhere, on any report, and is not available on your tracking account. The data is used to track user patterns, not individual users. Once you have created your Google Analytics account and entered the code into **About My Backpack**, you can begin tracking user activity events in Google Analytics.

## FormBuilder Enhancements

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**Country field added to Address option in FormBuilder** -The **Country** field has been added to the **Address** option in FormBuilder.



The screenshot displays the FormBuilder interface. On the left is a vertical toolbar with various form field options: Line, Paragraph, Simple Text, Title, Check Boxes, Date, Drop Down, Email, Multi-Line Text, Multiple Choice, Number, Phone, Signature, Text Box, Website, Address, and Full Name. At the bottom of the toolbar are 'Form Preview' and 'PDF Preview' buttons. The main workspace on the right shows a form layout with the following fields: 'Street Address', 'Address Line 2', 'City', 'State / Province / Region', and 'Postal / Zip Code'. A new 'Country' field is added below the 'Postal / Zip Code' field and is highlighted with a green box. A green arrow points to this 'Country' field.

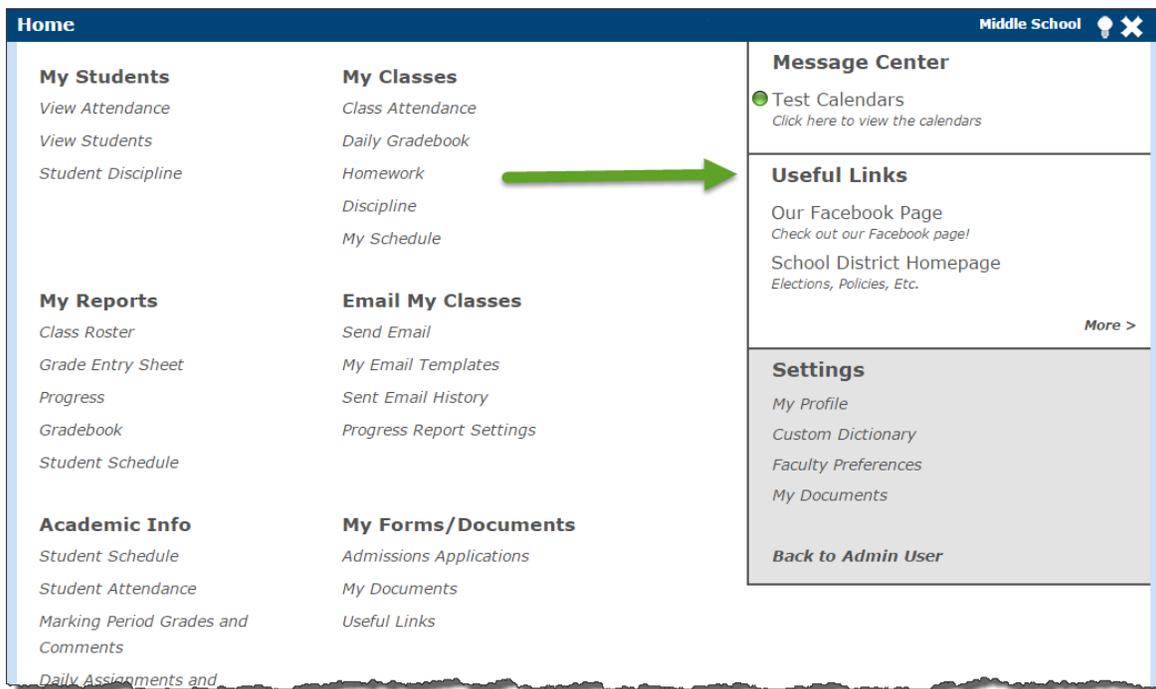
**PDF Refresh Tool** - For troubleshooting purposes, there is a new option in the Form Manager. When you are reviewing form response PDFs, there is a new button to Regenerate PDFs. This button allows you to regenerate some or all of the PDFs associated with that form.

## Resource Center

The new Resource Center allows your school to define links to pertinent websites and embed them directly on the My BackPack landing page. Using this new feature, your school can provide easy access to the external websites most commonly accessed by your My BackPack users.

### Resource Center Display

Up to five Quick Links appear in the Resource Center area of the My BackPack landing page. The resource center title and links are totally customizable, and you can control which users see what - meaning that you can provide different resources for Faculty and Parents, for example. The links you have set up and brief descriptions will display in the sidebar menu with a header either of Resource Center or an alternate title (you can customize this title). Users can access the full Resource Center, with all Quick Links and custom text for their corresponding communities, by clicking **More >**.



### Full Resource Center

Users can click **More >** to access the Full Resource Center. The full view displays all Quick Links available to the user (only the first five will appear on the landing page). Below the Quick Links, the Additional Resources center will display custom text for all relevant user communities.

**Useful Links** ✕

---

**Quick Links**

[Our Facebook Page](#)  
*Check out our Facebook page!*

**School District Homepage**  
*Elections, Policies, Etc.*

---

**Additional Resources**

**Applicant**  
*Include additional links, or information here.*

- **Format**
- *Text*
- [As](#)
- *Needed*



**Faculty**  
*The information here may be of use to faculty members.*

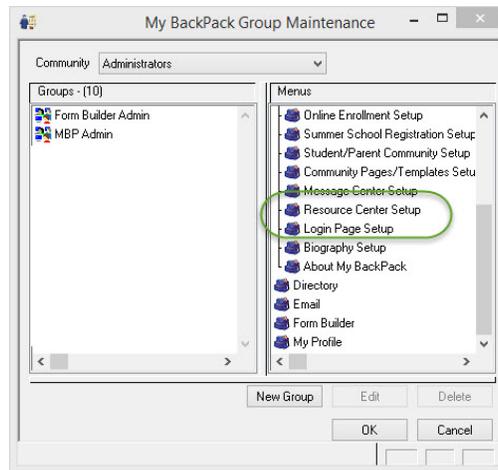
**Parent**  
*Include additional links, or information here.*

- **Format**
- *Text*

## Resource Center Setup

Access to the Resource Center itself does not require a security key. Similar to the Message Center, if anything is published to a user (based on the user's community), the user will see the Resource Center.

Access to the Resource Center Setup area is controlled by an admin security key. Add this key to any user groups who need access to this area.



The Resource Center Setup page gives you access to a number of functions:

1. **Display Resource Center** - Controls whether or not the Resource Center is visible to your users.
2. **Alternate Title** - Customize the title of the Resource Center area as it appears to your users. By default, the title is "Resource Center".
3. **Quick Link Grid** - See at a glance all of the links you have built. you can see the link title, URL, description, and the user group(s) who can see each link.
4. **Legend** - These color codes tell you at a glance which users can see your links.
5. **Tools** - Use the "Active" checkbox to toggle links on and off, use the "Edit" button to modify the link title, description, and URL, and use the "Delete" button to remove the link.
6. **Move** - Use these buttons to control the order of your Quick Links.
7. **Add Quick Link** - Add a new Quick Link.
8. **Templates** - Similar to Community Pages, these templates give you access to a WYSIWYG editor. You can add text, images, links, or any other information you want to show your users to a template. There is one template per community. If a My Backpack user is a parent, he or she will only see the "Parent" template. A faculty parent user will see both the "Faculty" and the "Parent" template. Templates can be marked as Active (or inactivated when they are not needed). You can Preview, Edit, Copy, and Delete templates.
9. **Add New Template** - Use this button to add a new template.

**Resource Center Setup** Senior Systems

Display Resource Center

Alternate Title:

Quick Link	Description	Groups	Active	
<b>Our Facebook Page</b> <a href="http://www.facebook.com/YourSchool/">http://www.facebook.com/YourSchool/</a>	Check out our Facebook page!	<input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Alumni	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
<b>School District Homepage</b> <a href="http://www.schooldistrictpage.com">http://www.schooldistrictpage.com</a>	Elections, Policies, Etc.	<input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Administrator	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
<b>Town Sports Schedule</b> <a href="http://www.localtownsportscalendar.com">http://www.localtownsportscalendar.com</a>	When are your local sports teams playing and where?	<input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Alumni	<input type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

Group	Active	Action
Applicant	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
Parent	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
Student	<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

Legend:  
 Applicant (orange), Student (yellow), Parent (green), Alumni (teal), Program Registrant (blue), Faculty (purple), Administrator (red)

Navigation:

### Quick Links

For each Quick Link, you can define the destination URL and corresponding display text and description, as well as make the Quick Link Active or Inactive. Use the **Groups** checkboxes to determine which My Backpack user communities will see the Quick Link.

**Add/Edit Quick Link**  Active

Display Text:

URL:

Description:

Groups:

- All
- Applicant
- Student
- Parent
- Alumni
- Program Registrant
- Faculty
- Administrator

**Hint:** Click the  icon to test your Quick Link before making it available to your users.

### Resource Center Templates

In order to accommodate any additional information, documentation or direction that you would like to provide to your My Backpack users, the full Resource Center will display a block of customizable HTML text, using similar functionality to the WYSIWYG editors in the Student/Parent Community and Documents Page Setup.

**Add/Edit Template** Senior Systems

[Back to Resource Center Setup](#)

Group: Applicant  Active

Additional Resources: [Preview](#)

HTML **B** *I* U ABC | [List Icon] [List Icon] [List Icon] [List Icon] | [List Icon] Normal line sp Paragraph Font Family Font Size A ab

Include [additional links](#), or information here.

- **Format**
- Text
- As
- Needed

Path: p

[Save](#) [Done](#) [Cancel](#)

Name	URL	Type	Action
<a href="#">Add Web Page</a>			
<a href="#">Add Document</a>			

[Back to Resource Center Setup](#)

## Online Giving

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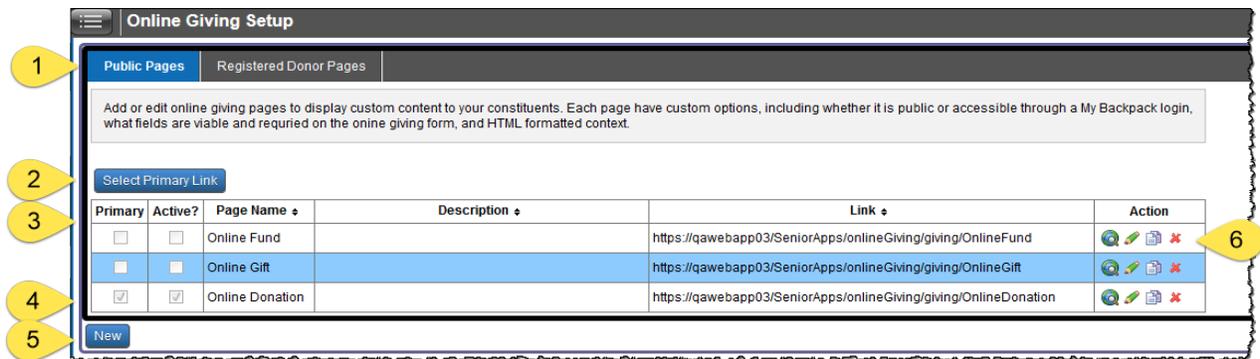
Online Giving has been significantly enhanced to allow many more options and customizations for your online giving pages. Here are the major new features:

- **Multiple giving pages** - You can build an unlimited number of online giving pages for both My BackPack users (prompting constituents for their credentials) or the general public (pages that do not require My BackPack credentials).
- **Show/hide fields** - You can choose to show and hide some of the fields on your online giving form.
- **More customization options** - You now have even more areas to enter custom text, images, links, and more!

### Setup

The Online Giving Setup page has changed significantly to offer new tools and features.

1. **Public Pages, Registered Donor Pages** - Toggle between tabs to see lists of your pages. Upon database update, there will be one page for each type (your existing Registered and Unregistered pages). You can add any number of pages, customized for certain campaigns, events, funds, or anything else.
2. **Select Primary Link** - Use this button to control which is the "primary" online donation page, for each type.  
For "Public" pages - Primary acts as the default page users arrive at in cases where they use an old or inactive link (they are automatically brought to the Primary page).  
For Registered Donor Pages - Similarly, if users try to access an old or inactive link, they will arrive at the page designated as Primary. Additionally, the Primary page is the page your users will reach by clicking the donation link in the My BackPack navigation menu.
3. **Pages** - This grid lists all of the pages you have built. You can see the page name, description, and link - and you can copy/paste that link to make it available elsewhere (embedded in an email or web page, for example).
4. **Primary & Active Checkboxes** - These checkboxes show you page status at a glance.
5. **New** - Click to add a new page.
6. **Preview, Edit, Copy, & Delete** - Use these buttons to work on existing pages.



## New Giving Page

When you build a new giving page or modify an existing page, you have three areas of customization:

- Settings
- Field Options
- Custom Text

## Settings

On the **Settings** tab, you can set the **Active**, **Public** or **Primary** checkboxes.

1. **Active** - Note that in order for the page to be available, it must be marked as Active.
2. **Public** - Check this option to make this URL available to the public. This means that constituents will not log in with their My BackPack credentials to make a gift.
3. **Primary** - Check this option to make this page the Primary giving page. There are two primary giving pages, one Public and one Registered. In order to mark a page as Primary, it must be Active.
4. **Title** - The text you enter here will appear as the page title.
5. **Description** - This is an internal-only description. It will NOT appear to your users. You can use this field to describe your page.
6. **URL** - When you build your page, the URL to reach the page will be listed in this field. This is a read-only field. You can copy/paste the URL from this field into emails or other pages as needed.
7. **URL Customization** - You can customize the URL of the page to make it "friendly" - and reflect the nature of your campaign effort. Please note that special characters and spaces cannot be used here. By default, this field will pre-fill with your page title.
8. **Created and Last Updated** - These read-only fields track when the page is created and modified.
9. **Campaigns** - You can choose to show or hide a dropdown for users to select where their gifts should be used. If you choose to show Campaigns, you can select which Campaigns are available (or you can allow all campaigns to appear).

10. The settings for Registered Donor Pages are similar to the options for creating new Public Pages, with the exception of being able to select Appeals, in addition to Campaigns.
11. **Save, Cancel** - Click to save your changes, or return to the Setup page without saving.

**Online Giving Setup: New Page**

[Back to Online Giving Setup](#)

Settings | Field Options | Custom Text

**Page Settings**

Active?       Public?       Primary?

Title: \_\_\_\_\_

Description (internal only): \_\_\_\_\_

URL: \_\_\_\_\_

URL Customization: \_\_\_\_\_

Created: \_\_\_\_\_ By: MBP

Last updated: \_\_\_\_\_ By: MBP

**Gift Options**

**Campaigns**  
Optionally, provide choices for constituents who want their gift to go towards a certain campaign. You can select certain campaigns to will appear on the giving form, or allow constituents to pick from all campaigns.

Show campaigns     

Do not show campaigns

**Appeals**  
Optionally, provide choices for constituents who want their gift to go towards a certain appeal. You can optionally select certain appeals to will appear on the giving form, or allow constituents to pick from all appeals.

Show appeals     

Do not show appeals

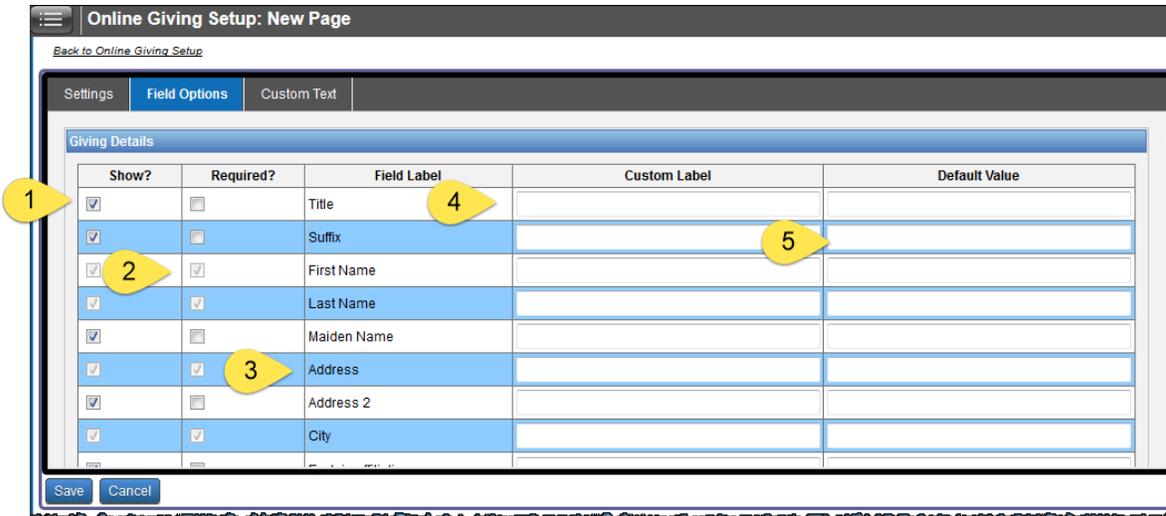
[Back to Online Giving Setup](#)

## Field Options

Use the **Field Options** tab to control what your online constituents will see on their giving form.

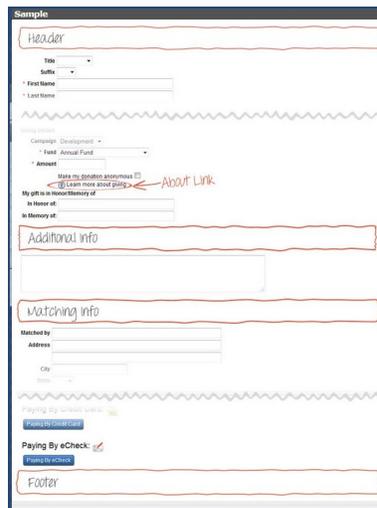
1. Show - This option controls whether or not this particular field is shown on the giving form. You can choose to hide extraneous or unnecessary fields. You will notice that if you want to mark a field as "Required", it must be visible on the form. You will also notice that some fields used to collect critical information are required by the system, and cannot be hidden.
2. Required - You can mark fields as "Required". You will notice that some fields are required by the system.
3. Field Label - The name of the field as it appears by default is listed here.

4. Custom Label - Use this field to customize the field label as it appears on the giving form.
5. Default Value - Use this field to pre-fill the form with a default value (for example, if most of your constituents are local you may want to pre-fill the State field).
6. Save, Cancel - Click to save your changes, or return to the Setup page without saving.



### Custom Text

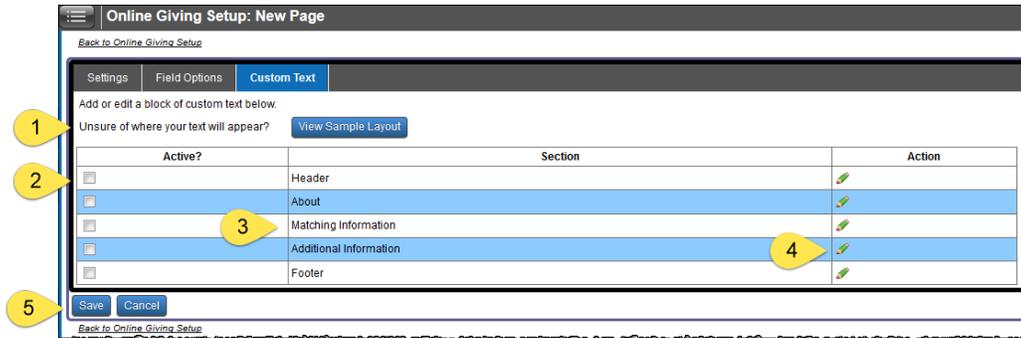
Your giving pages give you new areas for entering custom text, images, links, and more, throughout the giving form.



Use the Custom Text tab to add these areas as needed.

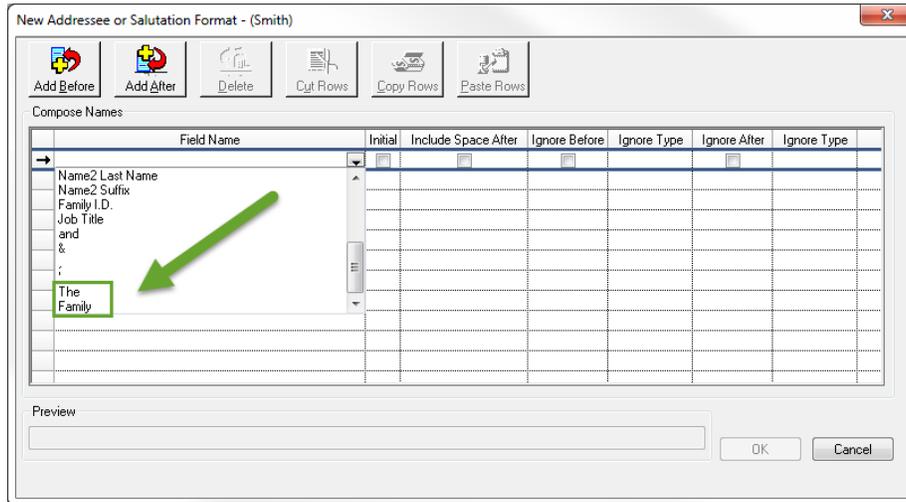
1. **View Sample Layout** - Click to view where each custom text area appears on your form.
2. **Active** - You can mark sections of text as active/inactive as needed.

3. **Section** - The sections available are Header, About, Matching Information, Additional Information, and Footer. You can use all, some, or none of these sections.
4. **Action** - Click to edit each section. Editing the section leads you to a WYSIWYG editor, where you can enter and format text, images, links, and more.
5. **Save, Cancel** - Click to save your changes, or return to the Setup page without saving.

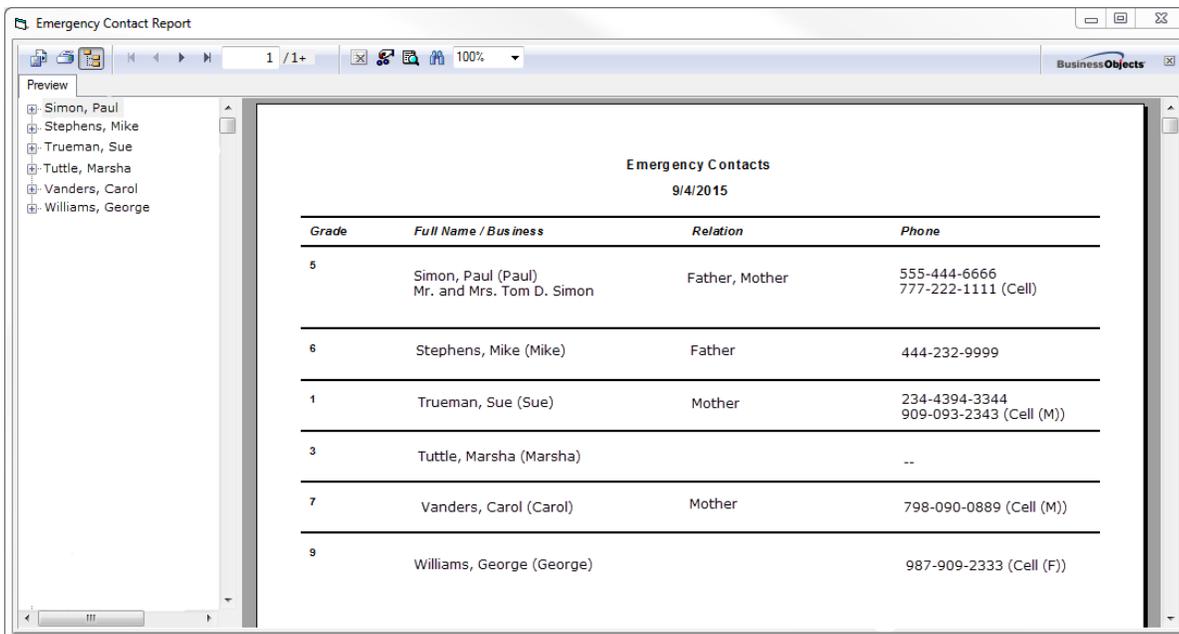


## Academic Office Enhancements

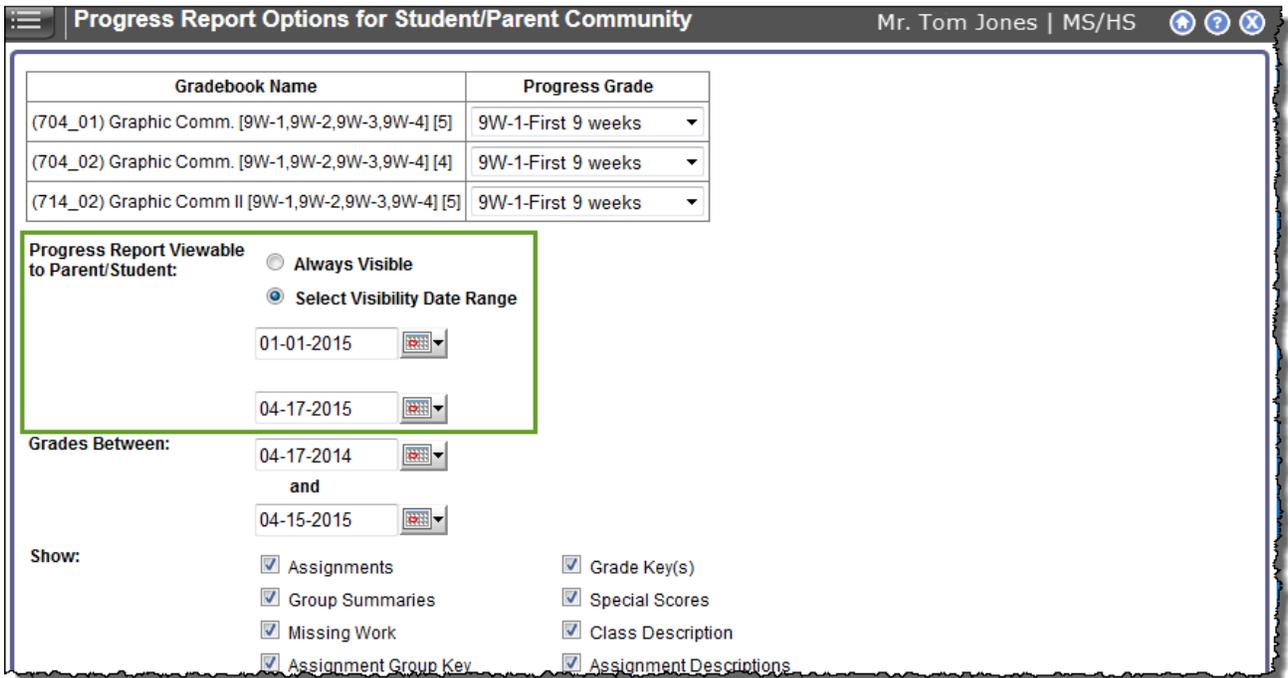
**Salutation formats updated with "The" and "Family"** - Field names for "The" and "Family" have been added to the **Administration Maintenance > Address/Salutation** tab in the Student/Parent Address application.



**Emergency Contact Report** - A new Emergency Contact Report has been added to the Student/Parent and Registrar applications. This report provides Student Emergency Contact information such as the Full Name/Business, Phone Number and Relationship of the Emergency Contact.

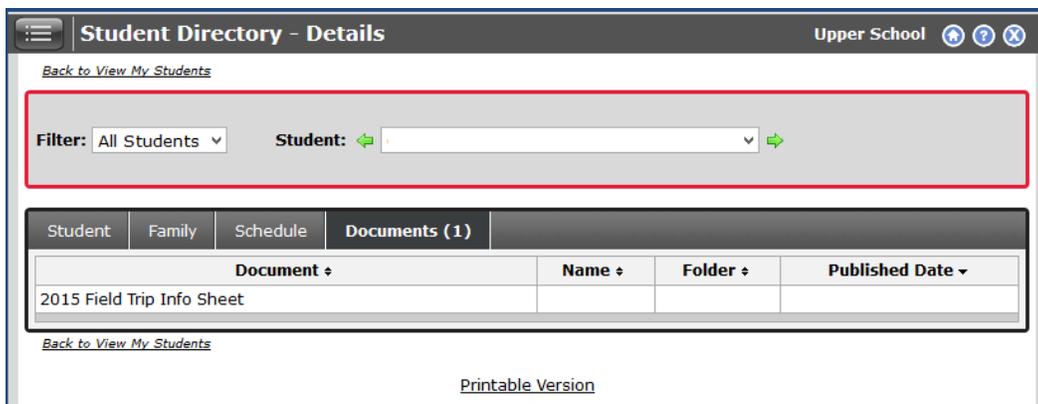


**Progress Report Date Range** - A new **Progress Report Viewable to Parent/Student** area has been added to the **Progress Report Options for Student/Parent Community** page. In this new area, you can select the **Always Visible** radio button to make Progress Reports always visible to Students and Parents (by default, this option is selected). You can also select the **Select Visibility Date Range** radio button and specify a specific date range in which Students and Parents can view Progress Reports.



**Student Media in My Backpack** - Faculty users can now access student media files in My Backpack. These are the same files available on the Media tab of the student record in Advantage (Registrar, Dean's, Accounts Receivable). The documents available to a user in My Backpack depend on media security groups. When you set up media security groups, you will notice that you can now grant My Backpack user groups access to documents (previously, you could only select Advantage user groups). In order to see a file in My Backpack, the user (faculty, staff, or admin) must be a member of one of the security groups associated with the document. This is particularly useful in cases where faculty might have access to My Backpack (through an iPad, laptop, or other device) but no access to Advantage.

**NOTE:** Upon database update, no user will have access to media in My Backpack. You will need to modify or set up media security groups to add My Backpack user groups to media security groups.



### Medical Tab Enhancements

Release 92\_9 introduces significant new features for tracking medical-related information in Advantage. The new features are found on the Student record in the Registrar, Accounts Receivable, Summer School and Dean's Office applications. These features are designed to improve your ability to organize and track critical data related to student health.

Student Maintenance - (Henry Davis)

Name | Address | Info1 | Info2 | All Accts. | Registrar | Schedule | Grades | History | GPA/Rank | Attendance | Program | Medical | Media | Custom | \* Comments | Web ID

**Medical Data** Show: All for Student

**Student Has Severe Condition**

	Condition	Severe	Allergy	Detail	Treatment	Dosage	Diagnosis
<input checked="" type="checkbox"/>	Asthma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	detail test	4	dosage test	01-01-2001

Physical Exams/Screenings | Treatments | Inoculations | Emergency Contacts | Physicians | Insurance

Exam/Screening	Date	Result	Archive
Physical	06-01-2014	Passed	<input type="checkbox"/>

Show Archived Exams

Next Year      OK      Cancel      Print      Delete

## Conditions

The Conditions area of the Medical tab is fixed (while the lower area changes based on which sub-tab you select). You can see any conditions or allergies the student might have.

1. **Allergy and Severe Condition warning** - If the student has allergies or severe conditions, the system will display warnings in red text.
2. **Show** - Use this dropdown to show conditions and allergies:  
All for Student - Shows all allergies and conditions active for this student.  
All available - Shows all allergies and conditions. Use this option to show all possible items and add items to the student's record.  
Student allergies only - See all the student's allergies at-a-glance.  
Severe conditions only - See all severe conditions at-a-glance.
3. **Conditions Grid** - Shows conditions. By default, this grid only shows the student's conditions.
4. **Checkbox** - Check to add conditions to the student's record.
5. **Severe** - Use this checkbox to indicate whether the condition is severe. This activates the warning red text at the top of the screen.
6. **Allergy** - This checkbox is set up in Code Maintenance. It provides an easy way to scan the list and identify allergies quickly.
7. **Details** - You can enter additional information about the student's conditions.

Student Maintenance - (Sophie Kathryn Williams)

Name | Address | Info1 | Info2 | All Accts. | Registrar | Schedule | Grades | History | GPA/Rank | Attendance | Program | Medical | Media | Custom | Comments | Web ID

Medical Data

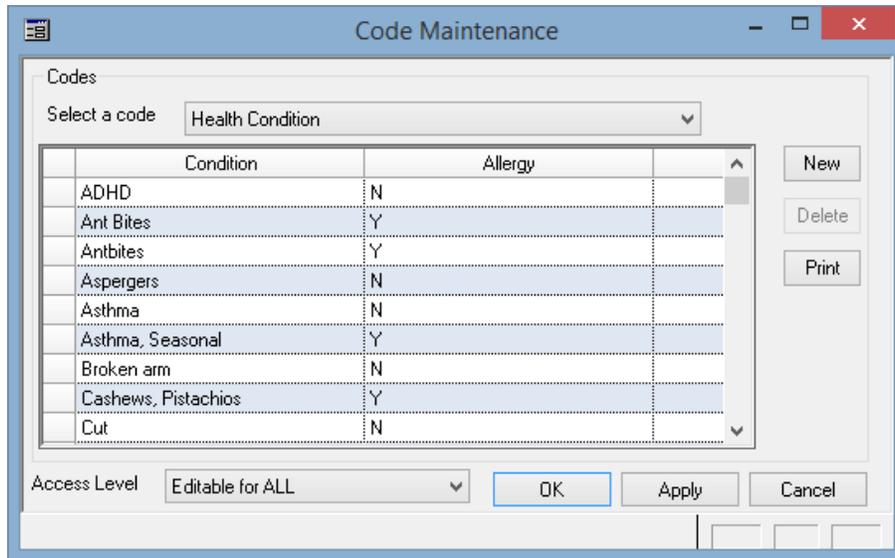
1 Student Has Allergies Student Has Severe Condition 2 Show: All for Student

3	Condition	Severe	Allergy	Detail	Treatment	Dosage	Diagnosis
4	<input checked="" type="checkbox"/> ADHD	<input checked="" type="checkbox"/> 5	<input type="checkbox"/>				
	<input checked="" type="checkbox"/> Asthma	<input type="checkbox"/>	<input type="checkbox"/>				
	<input checked="" type="checkbox"/> Seafood	<input type="checkbox"/>	<input checked="" type="checkbox"/> 6				

Physical Exams/Screenings | Treatments | Inoculations | Emergency Contacts | Physicians | Insurance

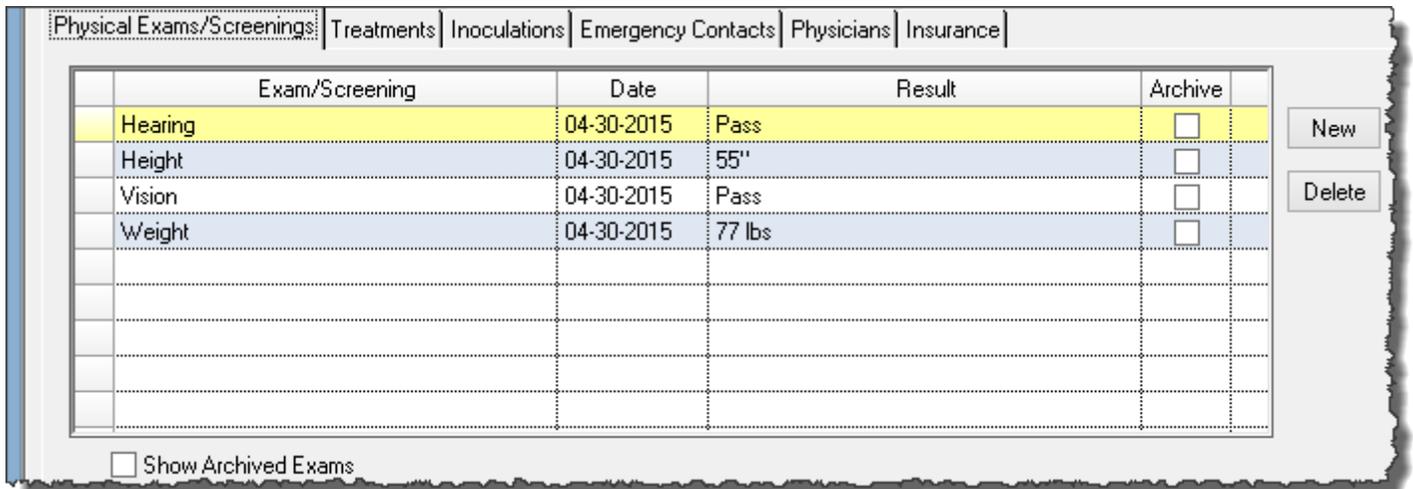
7

Conditions can be set up in Code Maintenance. Upon database update, you will see several system defined conditions. You can add, remove, and edit conditions in **System Administration > File > Code Maintenance > Health Condition**.

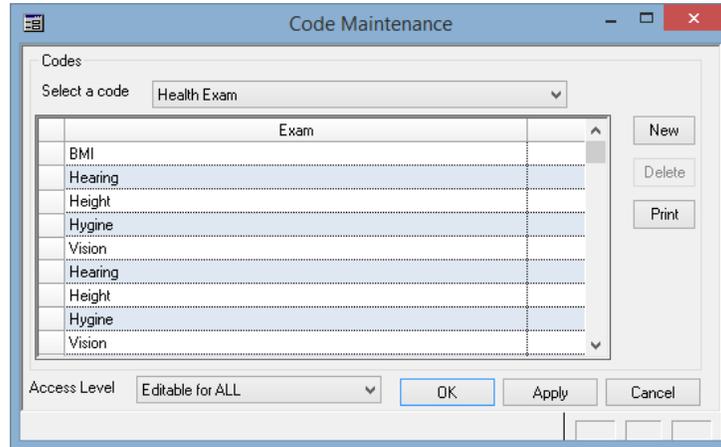


### Physical Exams/Screenings

The Physical Exams/Screenings sub-tab is designed to track specific types of information related to the student. This area can be customized to suit your particular needs and workflows. You can archive items to store data year over year. To see previous years' items, click the "Show Archived Exams" checkbox at the bottom of the screen.



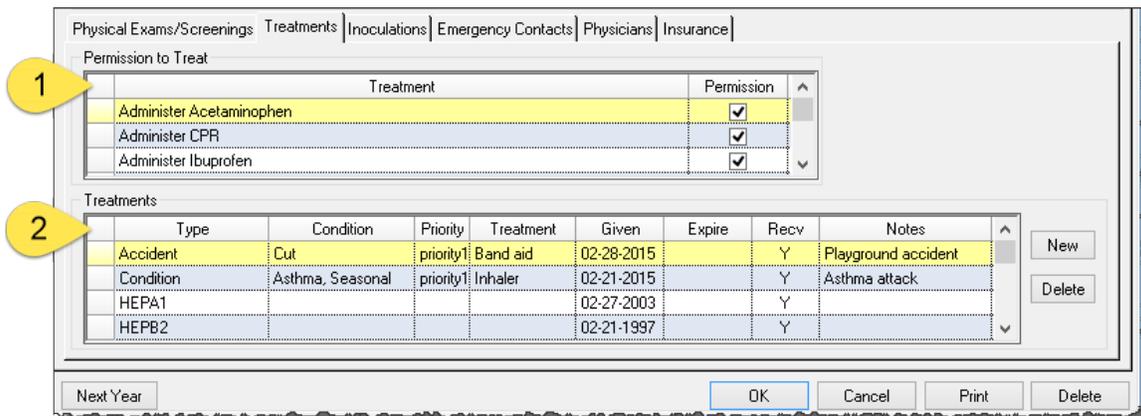
Exams can be set up in Code Maintenance. Upon database update, you will see several system defined Exams. You can add, remove, and edit Exams in **System Administration > File > Code Maintenance > Health Exam**.



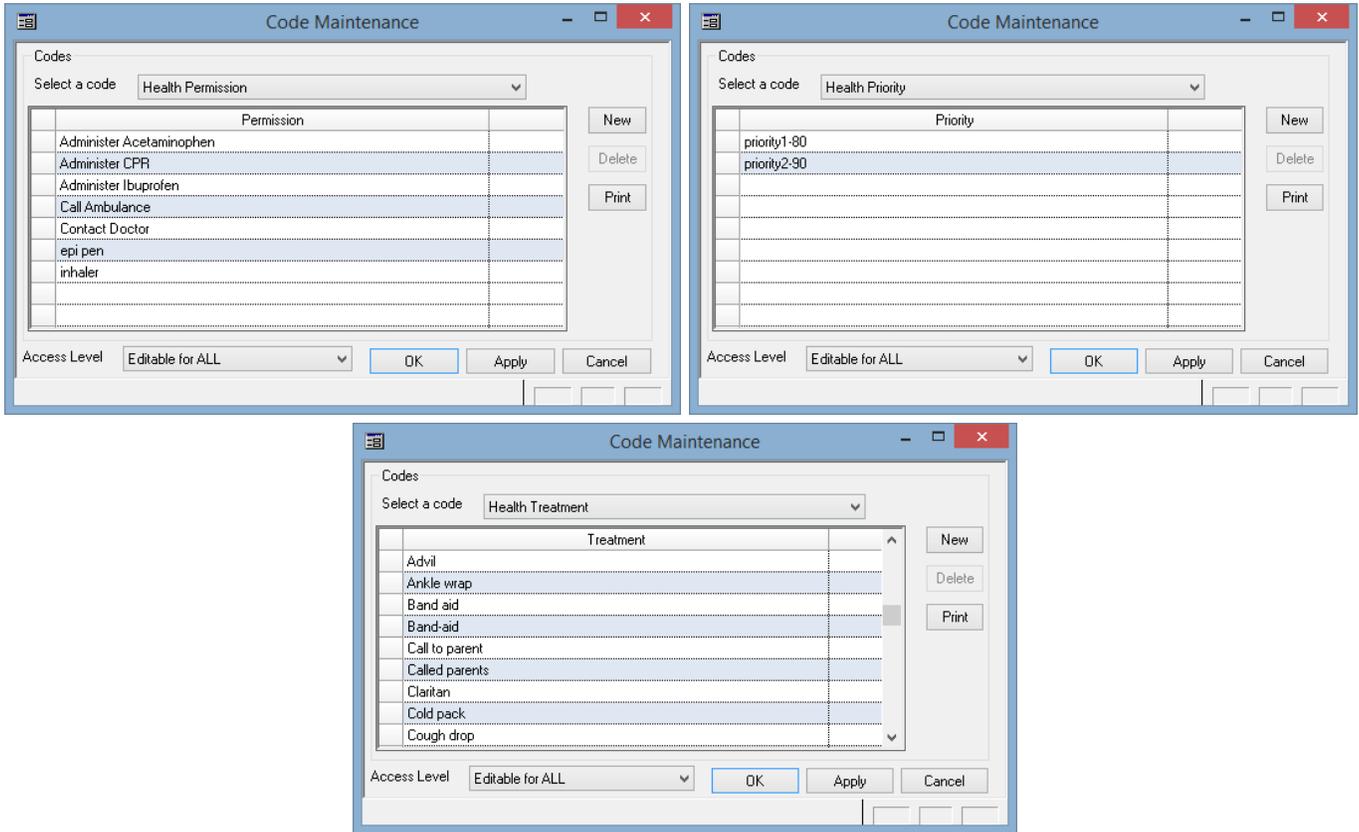
## Treatments

The Treatments sub-tab gives you an area to store various treatment types and whether or not the parent/guardian has granted permission to administer each treatment, as well as a treatment log.

1. Treatment, Permission - Indicate which treatments parents/guardians have granted permission for the school to administer to their student. You can define a list of common treatments in **System Administration > File > Code Maintenance > Health Permission**.
2. Treatments - You can keep track of any treatments administered to the student here. Treatment Types, Conditions, and Priorities can be defined in **System Administration > File > Code Maintenance**.



**IMPORTANT:** Previously, the Medical tab consisted of only the information found on the Treatments sub-tab, in the Treatments grid. Any existing data on the Medical tab is stored here, exactly as it appeared previously.



**Inoculations**

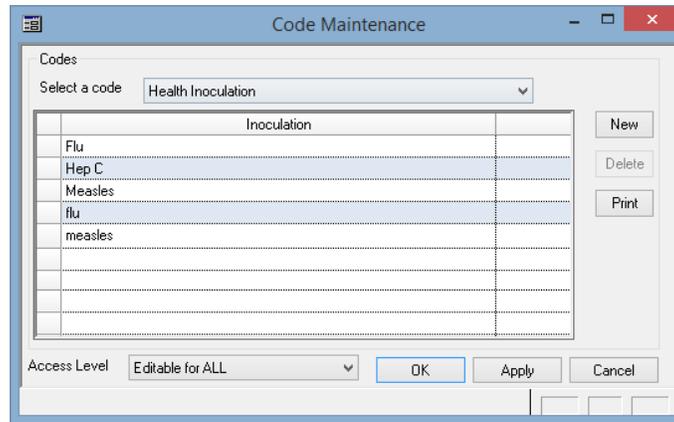
Use the Inoculations sub-tab to track the student's vaccination records or other time-sensitive data.

Physical Exams/Screenings | Treatments | **Inoculations** | Emergency Contacts | Physicians | Insurance

Inoculation	Date 1	Date 2	Date 3	Date 4	Date 5
Flu	10-30-2014				
Hep C	07-14-2009				
Measles	07-30-2007				

New  
Delete

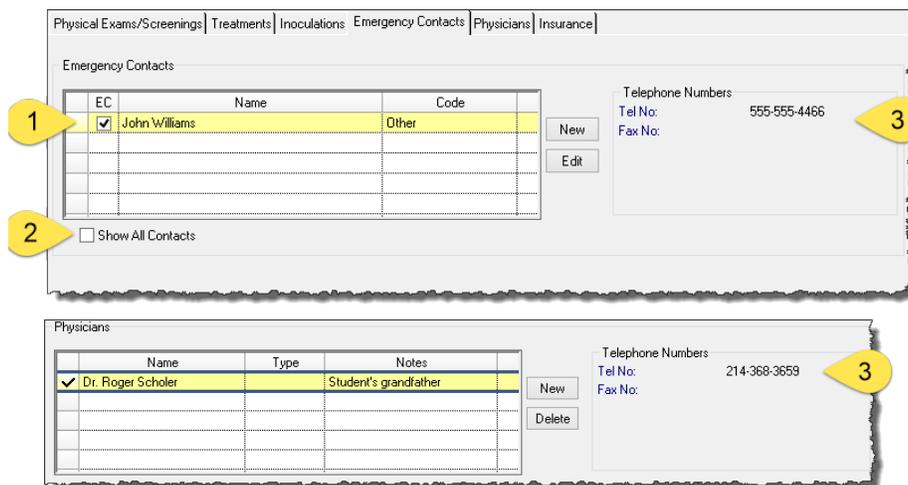
You can keep track of multiple dates per inoculation. Inoculations can be defined in **System Administration > File > Code Maintenance > Health Inoculation**.



### Emergency Contacts, Physicians

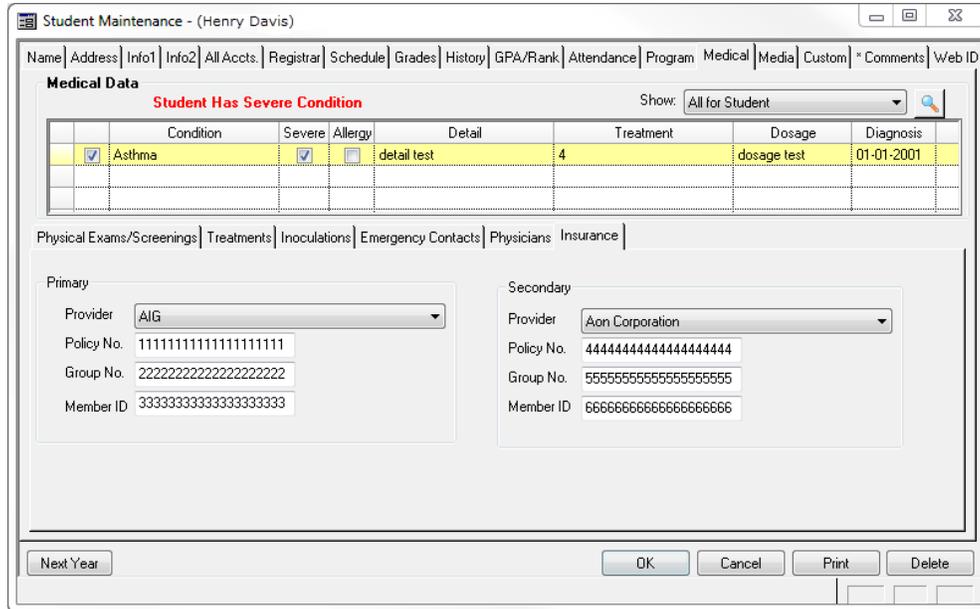
Addresses marked as emergency contacts are available here, giving you an easy way to see this information at-a-glance. Similarly, the Physicians sub-tab gives you a way to add and view the student's physicians at-a-glance.

1. **Emergence Contacts** - You can see a list of the student's emergency contacts.
2. **Checkbox** - Optionally you can choose to "Show all contacts".
3. **Preview** - You can preview the contact information for the selected name in the grid.



## Insurance

You can keep track of any insurance data for the student on the final sub-tab.

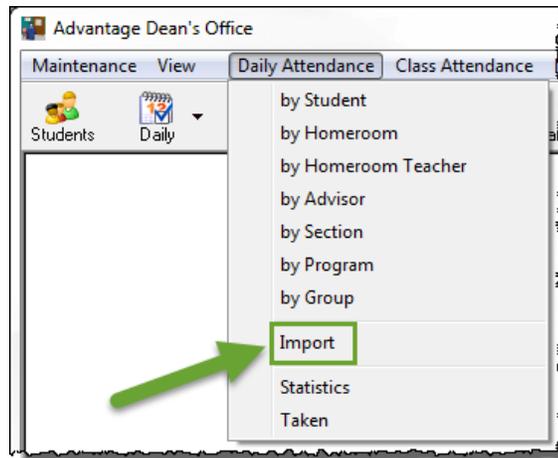


## Dean's Office

**Date Range for Daily and Class Attendance** - Dean's Office now gives you the ability to select a Date Range to import Daily Attendance and Class Attendance. Previously, you could only import Daily and Class Attendance by the current day.

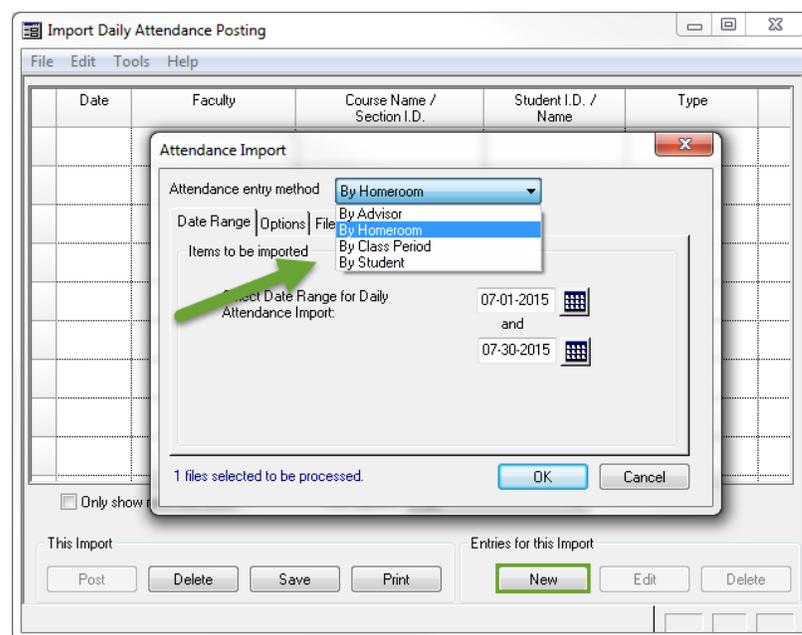
To Import Daily or Class Attendance:

1. In the Dean's Office application, click **Daily Attendance** or **Class Attendance** and click **Import**.

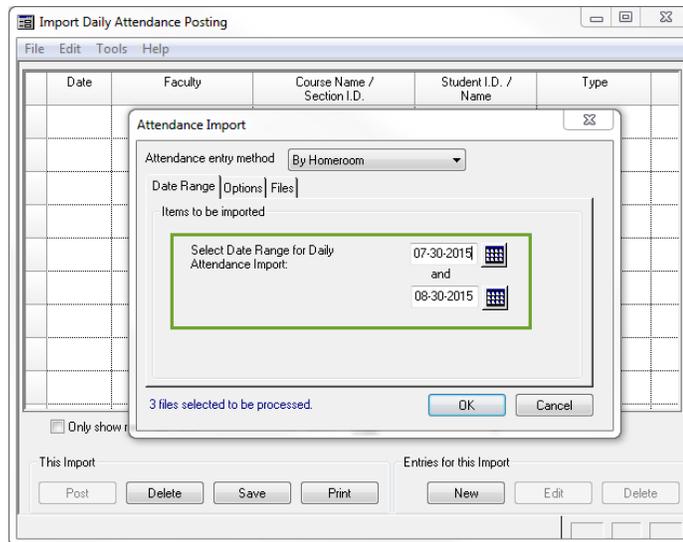


2. Click **New** and select an Attendance entry method (**By Advisor, By Homeroom, By Class Period** or **By Student**).

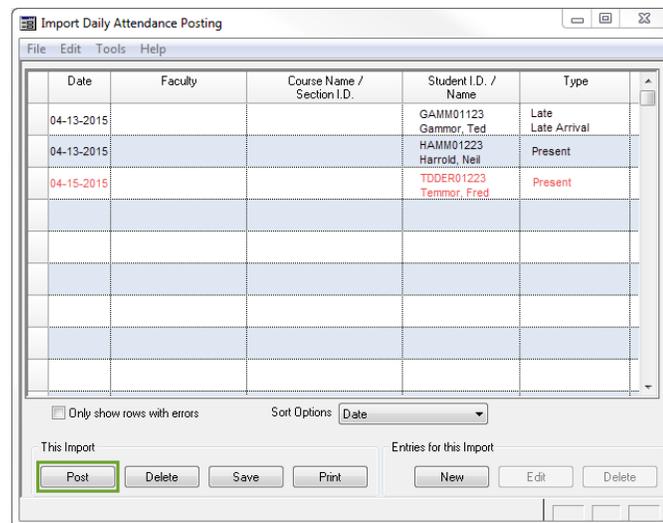
**NOTE:** If you select **By Student**, Section Id is not required in the .csv file that you are using to import attendance.



3. The **Select Date Range for Daily Attendance Import** area defaults to today's date. You can edit this date range as necessary.



4. The Attendance entries appear in the table. If any entries are red, you will need to delete them or correct them. When all entries are black, click **Post** to post Attendance to the student record.

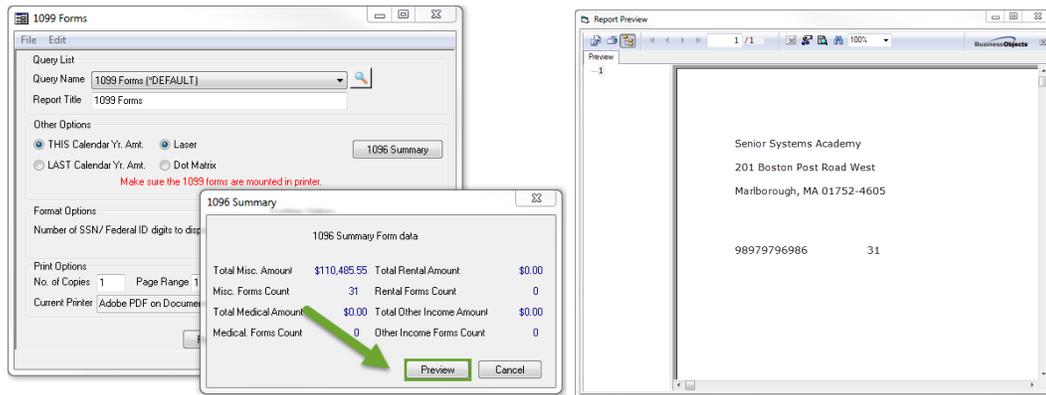


**Discipline Entry** - The character limit for the **Description** field on the Discipline Entry screen has increased to 2000 characters.

The screenshot shows a web application window titled "Discipline Entry" for a "Lower School". The student information is: Student: Larry Sellers, Advisor: Jim Warner, Academic Year: 2016. The form includes fields for Date (08-10-2015), Marking Period, Infraction, Description, Points, Location, Section Reporting Faculty (Jim Warner), and Action. A green box highlights the "Character Count: 215 / 2000" text, with a green arrow pointing to it. Search and Clear buttons are present for the Section Reporting Faculty field. A legend indicates that an asterisk (\*) denotes a required field. At the bottom are Submit, Reset, and Cancel buttons.

## Business Office Enhancements

**Printing 1096 Forms** - The ability to preview and print 1096 Forms has been added to Accounts Payable. Click the **Preview** button to preview and print the 1096 form.



## Reassigning Check Numbers

When printing checks in the Accounts Payable application, sometimes printers jam, checks stick together, there isn't enough check stock in the printer, or the check starting number was not correct to begin with. You can correct these scenarios, if you have not already posted to General Ledger. If you have already posted, 92\_9 introduces a new tool to make reassigning check numbers easier.

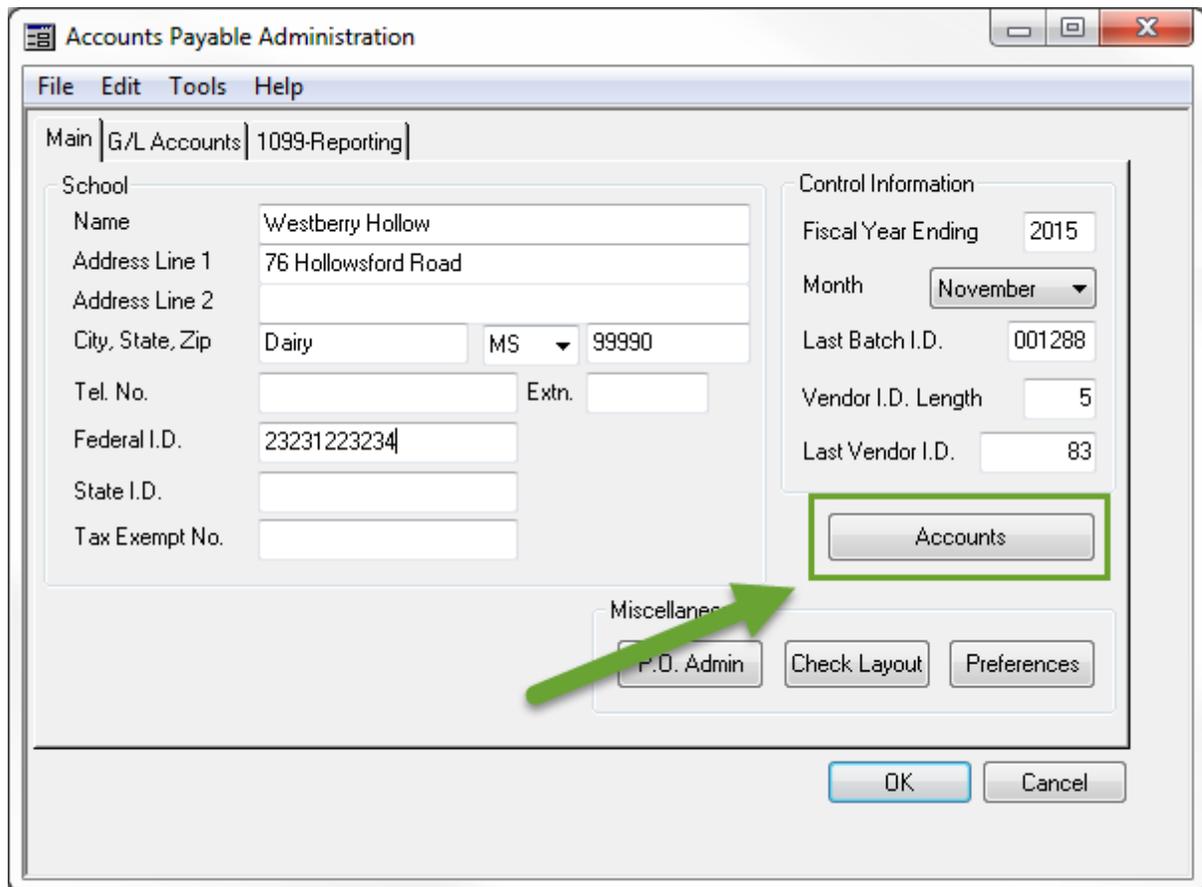
**NOTE:** This function is not intended for repeated use - it is always best to verify that your checks are correct before completing the posting in General Ledger. This function is only available to the Schema Owner.

To perform the Reassign Check Numbers process, the schema owner enters the Batch ID that contains the checks that need to be changed. Information for the batch, and for each check in the batch, is displayed for reference. Once the checks are populated in the table, you can assign check numbers as necessary. When you have successfully completed this process, the check numbers in the original batch are replaced with the correct check numbers.

**NOTE:** This function can be used for any AP checks batch: Regular Check Run, Hand Checks or Bank Drafts. Bank Drafts will display Transaction Numbers rather than Check Numbers.

**To Reassign Check Numbers:**

1. Log into Accounts Payable as schema owner.
2. Click **Maintenance**>**Administration Maintenance**>**Accounts**.

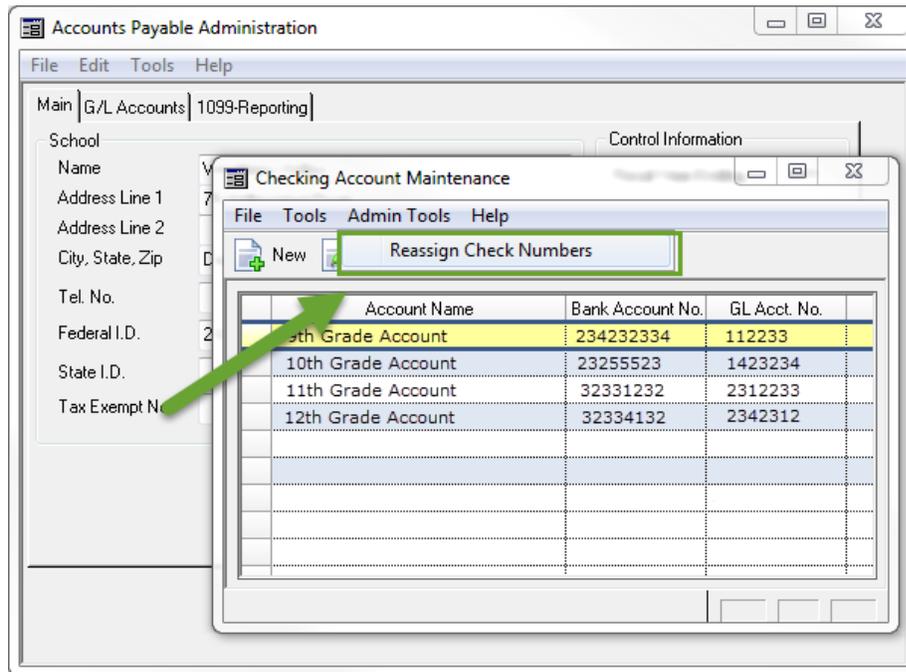


The screenshot shows the 'Accounts Payable Administration' window. The window title is 'Accounts Payable Administration'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The main area is divided into several sections:

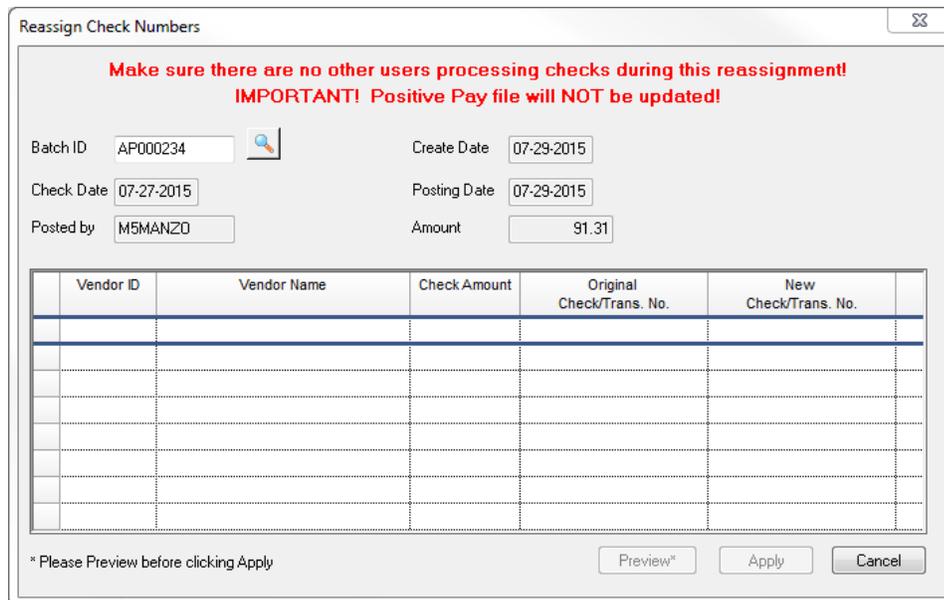
- Main | G/L Accounts | 1099-Reporting |**
- School Information:**
  - Name: Westberry Hollow
  - Address Line 1: 76 Hollowsford Road
  - Address Line 2: (empty)
  - City, State, Zip: Dairy, MS, 99990
  - Tel. No.: (empty) Extn.: (empty)
  - Federal I.D.: 23231223234
  - State I.D.: (empty)
  - Tax Exempt No.: (empty)
- Control Information:**
  - Fiscal Year Ending: 2015
  - Month: November (dropdown)
  - Last Batch I.D.: 001288
  - Vendor I.D. Length: 5
  - Last Vendor I.D.: 83
- Miscellaneous:**
  - P.O. Admin
  - Check Layout
  - Preferences

The 'Accounts' button is highlighted with a green box. A green arrow points to the 'Miscellaneous' section. At the bottom of the window are 'OK' and 'Cancel' buttons.

- On the Checking Account Maintenance screen, go to **Admin Tools > Reassign Check Numbers**.



- On the **Batch ID** field, enter the Batch ID.



- 5. Once the header information is populated, click the **Search** icon to display the Vendors in the table below.

Reassign Check Numbers

**Make sure there are no other users processing checks during this reassignment!  
IMPORTANT! Positive Pay file will NOT be updated!**

Batch ID: AP000234  Create Date: 07-29-2015  
Check Date: 07-27-2015 Posting Date: 07-29-2015  
Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089

\* Please Preview before clicking Apply

Preview\* Apply Cancel

- 6. Once the Vendors are populated in the table, you can change the check numbers in the **New Check/Trans. No.** column as necessary:

Reassign Check Numbers

**Make sure there are no other users processing checks during this reassignment!  
IMPORTANT! Positive Pay file will NOT be updated!**

Batch ID: AP000234  Create Date: 07-29-2015  
Check Date: 07-27-2015 Posting Date: 07-29-2015  
Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089

\* Please Preview before clicking Apply

Preview\* Apply Cancel

- Once you have updated the check numbers, click the **Preview\*** button to review the changes. Note that you must preview your changes before they can be applied.

Reassign Check Numbers

**Make sure there are no other users processing checks during this reassignment!**  
**IMPORTANT! Positive Pay file will NOT be updated!**

Batch ID: AP000234    Create Date: 07-29-2015  
 Check Date: 07-27-2015    Posting Date: 07-29-2015  
 Posted by: M5MANZO    Amount: 91.31

	Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
<input checked="" type="checkbox"/>	ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080084
<input checked="" type="checkbox"/>	YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080087

\* Please Preview before clicking Apply

- If the changes look correct, click the **Apply** button.

Reassign Check Numbers

**Make sure there are no other users processing checks during this reassignment!**  
**IMPORTANT! Positive Pay file will NOT be updated!**

Batch ID: AP000234    Create Date: 07-29-2015  
 Check Date: 07-27-2015    Posting Date: 07-29-2015  
 Posted by: M5MANZO    Amount: 91.31

	Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
<input checked="" type="checkbox"/>	ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080084
<input checked="" type="checkbox"/>	YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080087

**Reassign Check Numbers**

Reassignment was successful! Please be sure to verify the Starting Check/Trans. Number before printing your next check batch.

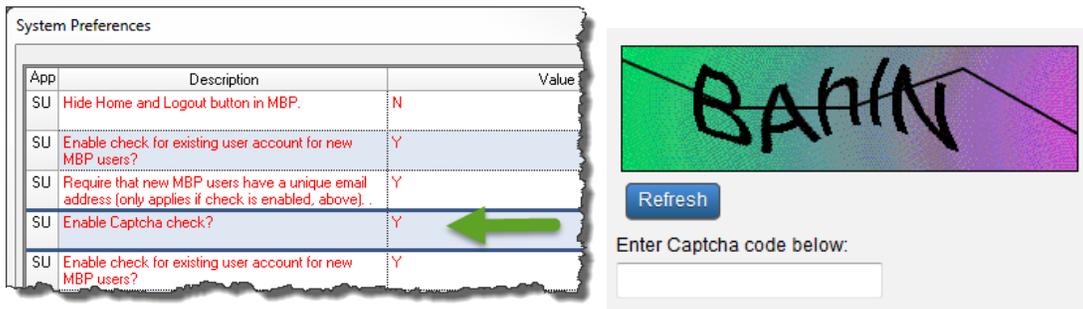
\* Please Preview before clicking Apply

Your check numbers have now been reassigned. Be sure to verify the starting check/transaction number before printing your next batch.

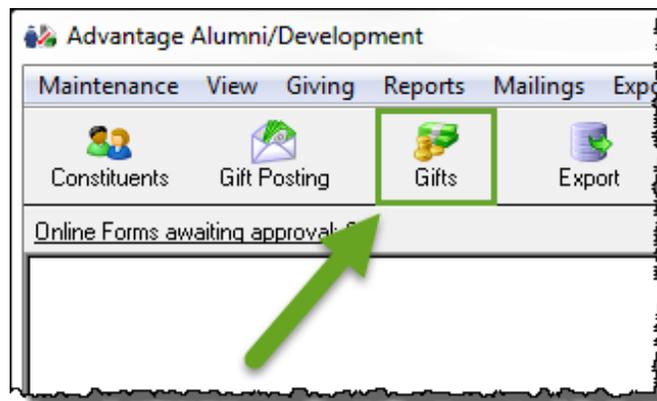
## Alumni/Development Enhancements

**Captcha added for unregistered (public) giving screens** - Captcha has been added to unregistered Online Pledge and Online Donation screens in My BackPack. Captcha prevents unauthorized hacking programs from gaining access to accounts by ensuring that a human is entering the information. The **Enable Captcha check?** system preference in System Administration must be enabled for Captcha to appear on the unregistered Online Pledge and Online Donation screens. Note that this page will only appear on unregistered giving pages. Registered giving pages require My BackPack credentials to log in.

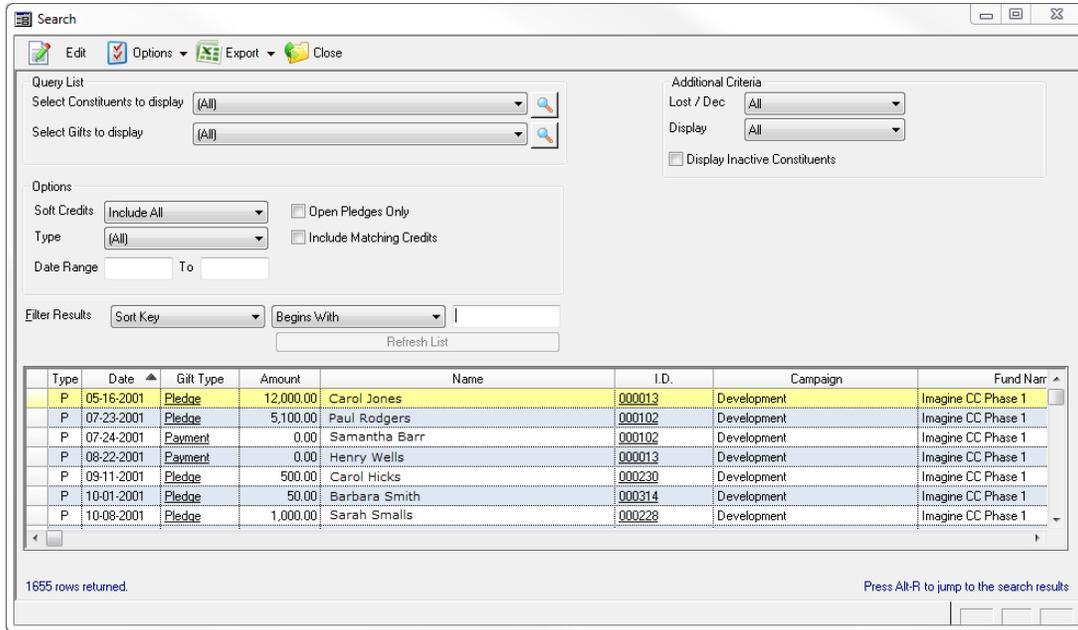


## Gift Search Tool

A totally new Gift Search tool has been added to the Alumni Development application to help you easily edit, view, search and export Gift records. This new tool has been added to the **Maintenance** menu, the **View** menu, and as a **Quick link** icon.

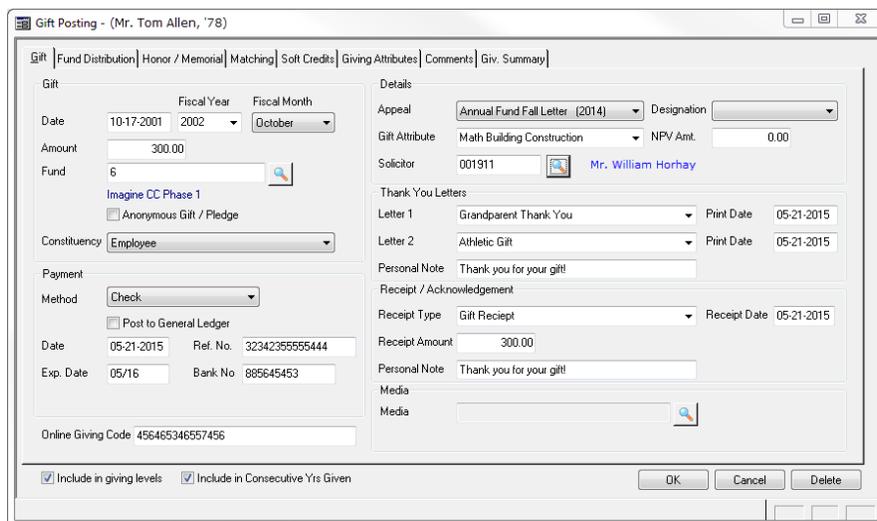


The new Gift Search screen displays a list of Gift Types which you can filter, or you can create your own Constituent or Gift query as necessary.

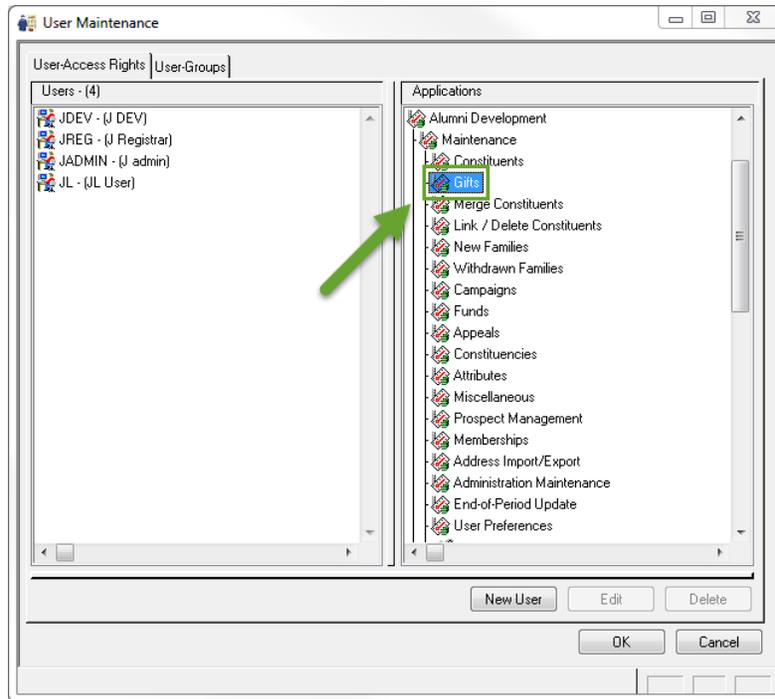


As with other search screens, you click the **Options** drop-down and select **Modify Options**. The Settings window appears. On the Settings window, you can organize the Gift display grid on the **Table Columns** tab or select grid settings on the **Screen Settings** tab.

Double-click a Gift in the grid, or highlight a gift and click **Edit**, to view the gift.



Access to the gift search tool relies on a new set of security keys under the Maintenance and View trees. Add these keys to any user(s) or group(s) in order to give users access to the new gift search tool.



**Enhanced Gift Report** - The **Gift Attribute** field and the **Total Giving Count** tally at the end of the report have been added to the Gift Report in Alumni Development. This report is located in **Reports > Giving Detail Reports > Gift Report**.

The screenshot shows the 'Report View (Gift Report)' window. The report title is 'Gift Report' for 'Westberry Hollow' on July 6, 2015, at 1:40 PM. The report is sorted by Name and Gift Date. The table below shows the data:

CONSTITUENT NAME	Constituency	Campaign	Fund	Date	Type	Sub Typ	Gift Attribute	All Giving Match
Ms. Dawn Abbott Class Yr : 1988 test@test.com; test2@test.com; tes3t@test.com;	Alumni	Development	Annual Fund - Golf	05/28/15	Gift		Annual Fund 13-14	50.00
Mr. John Brown 11 Yellow St. Westmount, MS 33220 Class Yr : 2006 555-666-7777 test@test.com	Alumni Alumni	Development Development	Annual Fund - Baseball Annual Fund - Weight Ro	03/11/15	Gift Pledge		Annual Fund 13-14	10.00 0.00
Mrs. Alex Barnes 23 East St. Charlestown, MD 44550 Class Yr : 2004 666-777-9999	Employee	Development	Annual Fund	08/13/14	Payment		Annual Fund 13-14	24.00

Report View (Gift Report)

File View Print Tools

July 6, 2015 1:55 PM

**Gift Report**

Westberry Hollow Page: 41

All Constituents All Gifts Sorted by Name, Gift Date

CONSTITUENT NAME	Constituency	Campaign	Fund	Date	Type	Sub Type	Gift Attribute	All Giving	Match
	Parent	Development	Annual Fund	10/28/14	Gift			1,500.00	
<b>Total Giving Count:</b>	227	Min -100.00	Max 12,000.00	Arg 525.01				119,178.26	

## Summer School/Programs

**Enrollment Maximum Behavior for Summer/Program Registration** - A new **Enrollment Maximum Behavior** area has been added to the **Summer/Program Registration** page, on the **Options** tab in My BackPack. This new area keeps all of the functionality that was previously available in the **Summer/Program Registration** page, but also adds two new options that allow you to clear in progress registrations manually and you can also set a timer that will automatically remove in progress registrations after the set amount of time that you specify.

The screenshot shows the 'Summer/Program Registration Setup' interface. The 'Options' tab is active. A dropdown menu for 'School' is set to 'eSchool'. Below this is the 'Enrollment Maximum Behavior' section with three radio button options:
 

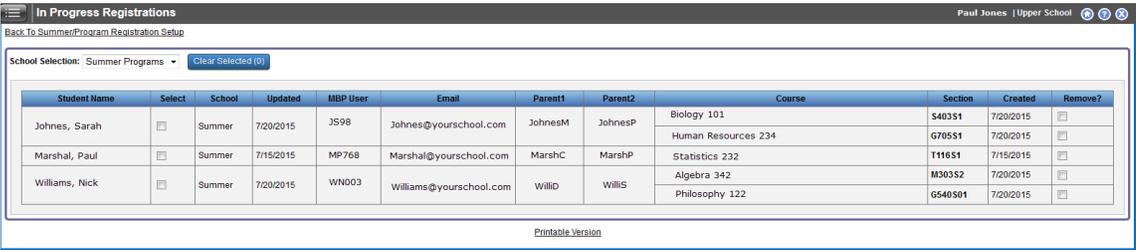
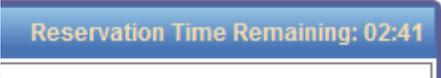
- Option 3: Use only Approved Registrations when calculating the max registration limit.
- Option 4: Use Approved and Submitted Registrations when calculating the max registration limit.
- Option 5: Use Approved, Submitted, and In Progress registrations (meaning that registration and payment is not yet submitted) when calculating the max registration limit.

 Below the radio buttons are two more options:
 

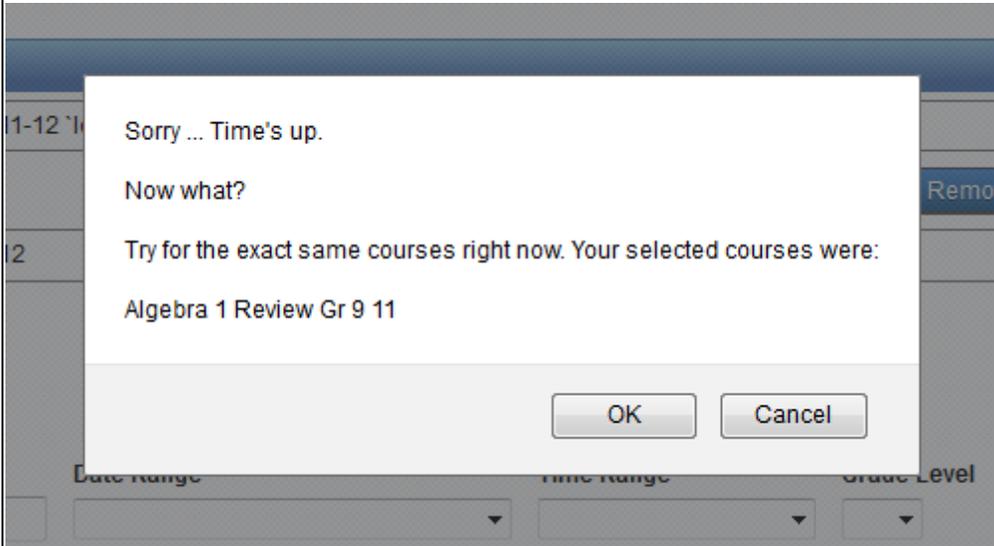
- Option 6: I want to clear In Progress registrations manually (in Advantage Summer/Program Registration).
- Option 7: I want seats held by In Progress registrations to be released automatically after the specified amount of time.

 A text input field contains the number '7' followed by the label 'Minutes'. A link for 'In Progress Registrations' is located at the bottom of the form.

Field	Description
1	<b>School</b> - The <b>School</b> drop-down lets you select a Division of your school.
2	<b>Enrollment Maximum Behavior</b> - The new <b>Enrollment Maximum Behavior</b> area lets you select the behavior for Summer/Program Registration from the radio buttons below.
3	<b>Use only Approved Registrations when calculating the max registration limit</b> - This is the most popular option for schools using Summer/Program registration. This option only adds the number of Approved Registrations when calculating the number of available seats for a class.
4	<b>Use Approved and Submitted Registrations when calculating the max registration limit</b> - This option works the same as the <b>Use only Approved Registrations when calculating the max registration limit</b> option, with the

	<p>exception of adding Approved, Submitted and In Progress registrations together.</p>																																																																								
<p><b>5</b></p>	<p><b>Use Approved, Submitted, and In Progress registrations (meaning that registration and payment is not yet submitted) when calculating the max registration limit</b> - When this radio button is selected, In Progress registrations are taken into consideration during the calculation, and two additional options appear below. See #6 and #7 below.</p>																																																																								
<p><b>6</b></p>	<p><b>I want to clear In Progress registrations manually (in Advantage Summer/Program Registration)</b> - When this option is selected, Admin users can manually remove In Progress registrations.</p>  <table border="1" data-bbox="326 758 1425 877"> <thead> <tr> <th>Student Name</th> <th>Select</th> <th>School</th> <th>Updated</th> <th>MBP User</th> <th>Email</th> <th>Parent1</th> <th>Parent2</th> <th>Course</th> <th>Section</th> <th>Created</th> <th>Remove?</th> </tr> </thead> <tbody> <tr> <td>Johnes, Sarah</td> <td><input type="checkbox"/></td> <td>Summer</td> <td>7/20/2015</td> <td>J598</td> <td>Johnes@yourschool.com</td> <td>JohnesM</td> <td>JohnesP</td> <td>Biology 101</td> <td>S403S1</td> <td>7/20/2015</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Human Resources 234</td> <td>G705S1</td> <td>7/20/2015</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Marshall, Paul</td> <td><input type="checkbox"/></td> <td>Summer</td> <td>7/15/2015</td> <td>MP768</td> <td>Marshall@yourschool.com</td> <td>MarshC</td> <td>MarshP</td> <td>Statistics 232</td> <td>T116S1</td> <td>7/15/2015</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Algebra 342</td> <td>M303S2</td> <td>7/20/2015</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Williams, Nick</td> <td><input type="checkbox"/></td> <td>Summer</td> <td>7/20/2015</td> <td>WN003</td> <td>Williams@yourschool.com</td> <td>WilliD</td> <td>WilliS</td> <td>Philosophy 122</td> <td>G540S01</td> <td>7/20/2015</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Student Name	Select	School	Updated	MBP User	Email	Parent1	Parent2	Course	Section	Created	Remove?	Johnes, Sarah	<input type="checkbox"/>	Summer	7/20/2015	J598	Johnes@yourschool.com	JohnesM	JohnesP	Biology 101	S403S1	7/20/2015	<input type="checkbox"/>									Human Resources 234	G705S1	7/20/2015	<input type="checkbox"/>	Marshall, Paul	<input type="checkbox"/>	Summer	7/15/2015	MP768	Marshall@yourschool.com	MarshC	MarshP	Statistics 232	T116S1	7/15/2015	<input type="checkbox"/>									Algebra 342	M303S2	7/20/2015	<input type="checkbox"/>	Williams, Nick	<input type="checkbox"/>	Summer	7/20/2015	WN003	Williams@yourschool.com	WilliD	WilliS	Philosophy 122	G540S01	7/20/2015	<input type="checkbox"/>
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<p><b>7</b></p>	<p><b>I want seats held by In Progress registration to be release automatically after the specified amount of time</b> - When this option is selected, any courses selected by parents in the <b>Summer/Program Registration</b> page will automatically expire if they are not paid for in the specified amount of time.</p>  <p>Enrollment Maximum Behavior:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Use only Approved Registrations when calculating the max registration limit.</li> <li><input type="radio"/> Use Approved and Submitted Registrations when calculating the max registration limit.</li> <li><input checked="" type="radio"/> Use Approved, Submitted, and In Progress Registrations (not yet submitted) when calculating the max registration limit.</li> <li><input type="radio"/> I want to clear In Progress registrations manually (in Advantage Summer/Program Registration).</li> <li><input checked="" type="radio"/> I want seats held by In Progress registrations to be released automatically after the specified amount of time.</li> </ul> <p>7 Minutes</p> <p><a href="#">In Progress Registrations</a></p> <p>Users can see how much time remains for course registration by the <b>Reservation Time Remaining</b> counter that is located at the top and bottom of the Summer School course registration page:</p> 																																																																								

When the amount of time has expired, the user will see an error message appear on the screen that notifies the user that time for course registration has expired.



Admin users also have the option of manually removing In Progress registrations on the In Progress Registration page.

In Progress Registrations Paul Jones | Upper School

[Back To Summer/Program Registration Setup](#)

School Selection: Summer Programs [Clear Selected \(0\)](#)

Student Name	Select	School	Updated	MBP User	Email	Parent1	Parent2	Course	Section	Created	Remove?
Johnes, Sarah	<input type="checkbox"/>	Summer	7/20/2015	J598	Johnes@yourschool.com	JohnesM	JohnesP	Biology 101	S403S1	7/20/2015	<input type="checkbox"/>
								Human Resources 234	G705S1	7/20/2015	<input type="checkbox"/>
Marshal, Paul	<input type="checkbox"/>	Summer	7/15/2015	MP768	Marshal@yourschool.com	MarshC	MarshP	Statistics 232	T116S1	7/15/2015	<input type="checkbox"/>
Williams, Nick	<input type="checkbox"/>	Summer	7/20/2015	WN003	Williams@yourschool.com	WilliD	WilliS	Algebra 342	M303S2	7/20/2015	<input type="checkbox"/>
								Philosophy 122	G540S01	7/20/2015	<input type="checkbox"/>

[Printable Version](#)

We have also added a section at the bottom of the **Options** page that allows you to control how waitlist registration appears for parent/guardian users in My BackPack Summer Registration. You can enter text in the **Waitlist Text** field, which automatically updates the text in the radio buttons. You can then choose the style and appearance of the Waitlist option by selecting a radio button below.

**Waitlist Options:**

Use the options below to control how waitlisted registrations appear for parent/guardian users in My BackPack Summer Registration.

Waitlist Text:  (15 char. max)

Style and Appearance:

- Waitlisted
- Waitlisted
- Waitlisted

Note: "Waitlist" will only appear in parent/guardian registration if this option has been enabled in Advantage. If your school does not use waitlists, this will not appear on registrations.

No specific System Administration security keys are required for this enhancement. Admin users simply need the **Summer School Registration Setup** key and they will automatically have access to this enhancement.

