



# Advantage Cloud Release Bulletin

## August 2012

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### About Release 92\_3

Release 92\_3 introduces several new features for the Advantage Cloud (formerly known as "Hosted Services") environment, including enhanced security, an updated look and feel for your Senior-Anywhere site, and several new tools and capabilities. These new tools and enhancements are explained in detail in the release notes and the [Senior Systems Cloud Webhelp](#).

#### VERY IMPORTANT:

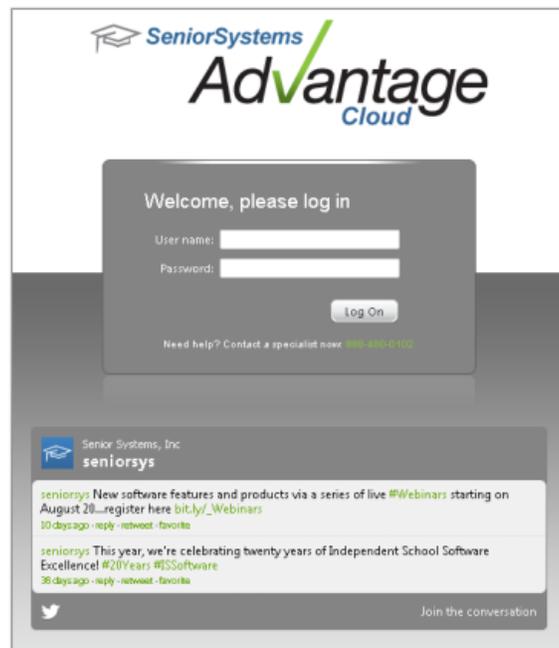
On the morning of August 19, beginning at 7 am, there will be a 5 hour maintenance window. During that time, **THE CLOUD ENVIRONMENT WILL BE INACCESSIBLE**. Once the maintenance window is complete, customers will be able to sign in and **immediately use the new features**. While the rollout of these changes coincides with the 923 release, ALL hosted customers will receive the Cloud updates on August 19. You will not have to wait for the 923 database update to use the new and enhanced features.

As always, please contact [Support@senior-systems.com](mailto:Support@senior-systems.com) if you have any questions about these new and enhanced features.

## Advantage Cloud Enhancements

**Secure Connection** - You will notice that when you log into Senior-Anywhere, you will use a secure 128-bit connection (your URL will begin with 'HTTPS' instead of 'HTTP'). There is a redirect so that existing bookmarks will automatically bring users to the new, more secure connection.

**Redesigned Pages** - The login screen has been redesigned. There is an area for system messages and a Twitter feed, as well as several other options to interact with Senior Systems via email and social networking. Users will notice a new look and feel throughout the Cloud environment, but no major changes to how things work.



**New Cloud Profile Manager Tool** - There is a new Profile Management tool for all users. This tool enables you to update name and email address information, as well as control certain settings for your account. Users may also notice new system-generated notification emails for password expiration and resets, profile updates, and more. See [Cloud Profile Management Tool](#) for details.

**Single Sign-On** - Depending on database setup, some schools will be able to use Single Sign-On. To enable SSO, a user simply opens the Cloud Profile Management tool and selects the appropriate option. When SSO is active, users can log into Senior-Anywhere as usual, then launch any application without being required to enter credentials again.

**New Cloud Admin Tool** - There is a new tool for system administrators. This tool enables the school to perform many tasks, such as creating and deleting user accounts and resetting user passwords. See [Cloud Admin Tool](#) for details.

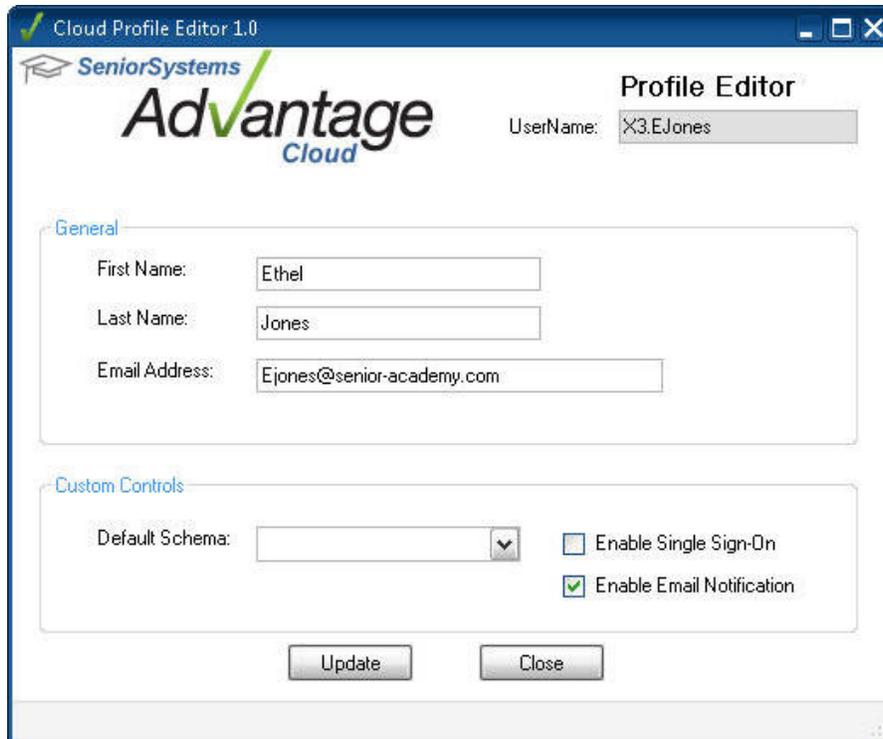
**Integration with Microsoft Word and Excel 2010** - The Advantage Cloud now provides automatic integration with Microsoft Word and Excel 2010 for all mail merge functions, media document editing, and exporting, system-wide. This means that you do not need to have a local copy of Microsoft Word or Excel on your computer or network to use any of these system functions. The User Preference for the run command for the Word Processing program is now:

**C:\Program Files\Microsoft Office\Office14\Winword.exe**

and this preference has been updated accordingly for all existing Advantage Cloud users.

## Cloud Profile Management Tool

The Cloud Profile Management tool controls certain preferences, including email notifications and reminders setup and the Single Sign-On feature, if your school chooses to use it.



- Your username appears at the top-right corner of the screen.
- In the General section, you can enter your first and last names, and an email address. Some of this information may already be present, depending on your school.

**Note:** Enter an email address here to receive important messages from the system, such as reminders to change your password or notifications that your profile has been updated.

- If your school uses multiple schema, you can select your preferred schema via the Default Schema dropdown in the Custom Controls section.

**Note:** If your school uses multiple schema, you will not be able to use the Single Sign-On feature at this point.

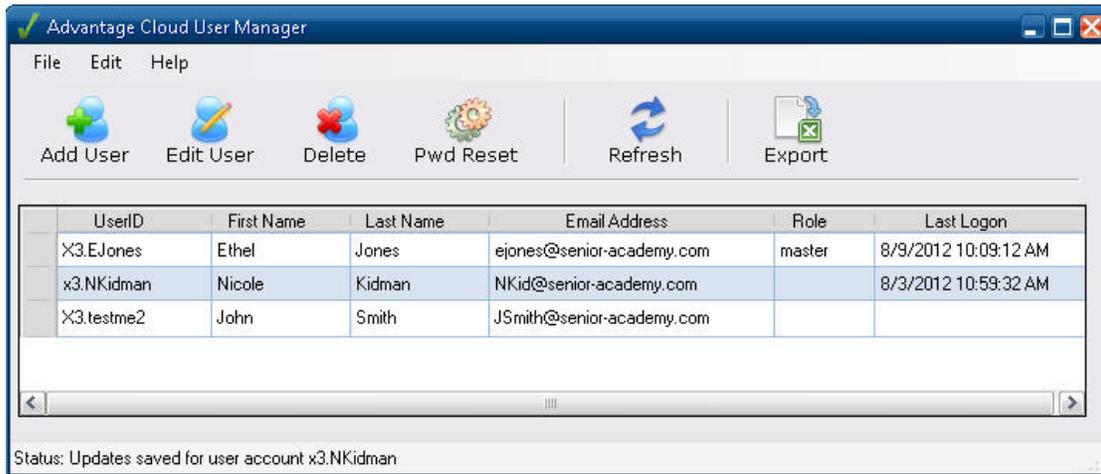
- In the Custom Controls section, you can check the box to enable Single Sign-On. This feature allows you to sign into your Senior-Anywhere site using your credentials, then launch any Advantage application to which you have access without being required to log into each application individually.

**Note:** If your school has only one schema, users will be able to enable SSO with no action required on the school's part. Keep in mind that not all schools have access to Single Sign-On.

- In the Custom Controls section, you can check the box to enable email notifications. The system will send email reminders and notifications to the address specified above.
- When finished, click **UPDATE** to save any changes, or click **CLOSE** to exit without saving changes.

## Cloud Admin Tool

The Cloud Admin tool enables your school's admin users to manage user account settings, including creating new accounts, editing existing accounts, resetting passwords, and deleting accounts.

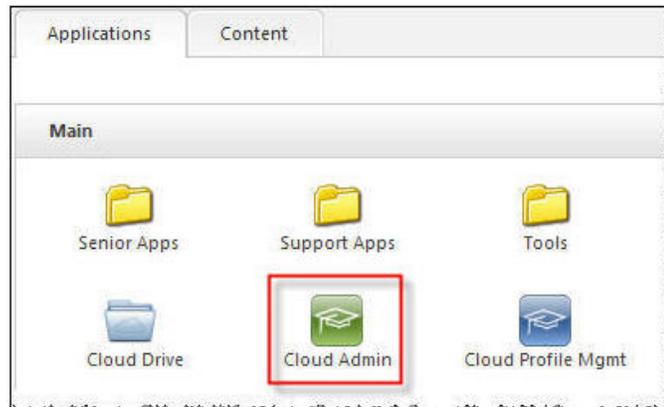


 Add User	Use this button to add a new user. See <a href="#">How To Create a New User Account</a> for details.
 Edit User	Select an existing user on the grid, then click this button to edit the user's account settings. These settings are identical to the options you use to create a new account, with an additional option to 'Force password change'. See <a href="#">How To Create a New User Account</a> for details.
 Delete	Use this button to delete an existing user account.
 Pwd Reset	Use this button to reset a user's password. See <a href="#">How To Reset User Passwords</a> for details.
 Refresh	If you make changes to the grid, you may need to click <b>REFRESH</b> to see the new data.
 Export	Use this button to export a list of all users. This list is a CSV file and contains some additional information about each user. See <a href="#">How To Export User List</a> for details.

## How To Create a New User Account

Only users with the 'Master' role can access this tool. 'Master' users can only edit or create user accounts with 'Default' and 'SysAdmin' roles. For security reasons, users with the 'Master' role will not appear in the grid or export file and are not available for editing.

1. From your landing page, click to open the Cloud Admin tool.



2. Highlight an existing user account with the same Role as the user you will create. The new user will 'inherit' the same applications on their landing page as the existing user.

**Note:** When you create a new user account, the system uses an existing user's role to set application access for the new user. The new user will see the same applications as the existing user on their landing page. **This does NOT copy application permissions to the new user.** It simply means that the new user will have the same 'role' as the existing user. The new user's permissions must be configured within Advantage.



3. Click **ADD USER** (or navigate to Edit > Add User).
4. The Create New User dialog appears. Fill in the appropriate information for each field. Keep in mind that there are specific requirements for each field, and that all fields are required.

Field	Special Instructions
<b>User Name</b>	This field must contain at least 6 characters. The first three characters are your school code and a period (example: "SS."). Note that all user names MUST follow this convention. User names must be unique.
<b>First Name</b>	Field is required and only accepts alphabetical characters.
<b>Last Name</b>	Field is required and only accepts alphabetical characters.
<b>Email</b>	Field is required and must be a valid email address.

**Note:** You will not be able to save the new user until all fields are filled in correctly. If there is a problem with a field, you will see a red icon beside the field, and if you hover your mouse over the field, a tooltip will give you more details.

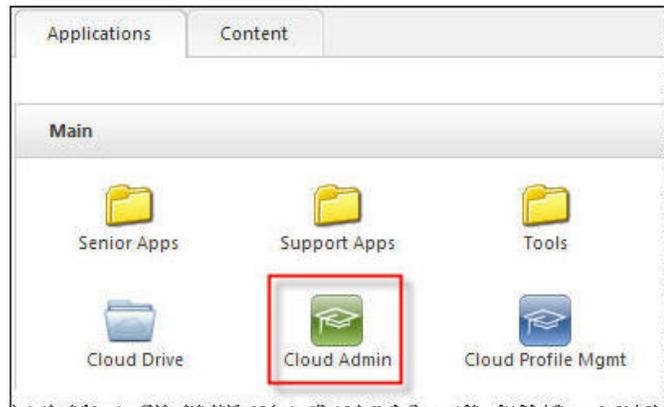
- Click **OK** to confirm. Click the 'X' at the top of the screen to exit without saving changes.

**Note:** To edit an existing user account, simply highlight a user and click **EDIT**. The screen you use for editing contains the same fields listed above.

## How To Reset User Passwords

Admin users can reset a user's password via the [Cloud Admin Tool](#). When you reset a user's password, the user receives a system-generated email notification that his or her password has been reset, and that the password should be updated when the user next logs in.

1. From your landing page, click to open the Cloud Admin tool.



2. Click to select the user whose password you want to reset, then click the  **RESET** button.
3. The Reset Password confirmation window appears. Check to make sure that the information is correct, then click **OK** to confirm. Click **CANCEL** to exit without saving changes.

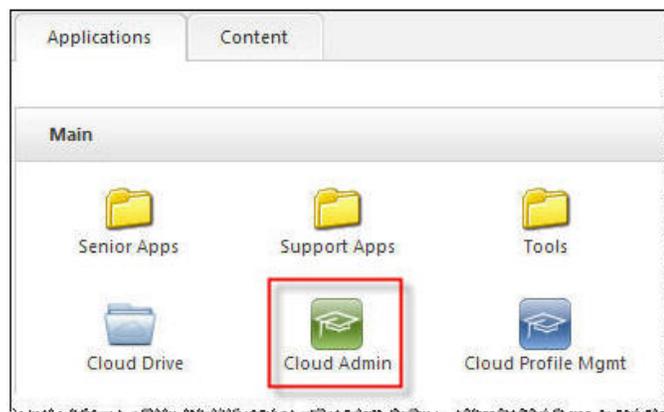
**Note:** For security purposes, users will not receive their new password via email. When users first log in after a password reset, they will be prompted to change their password immediately.

## How To Export User List

Admin users can export a list of your school's users via the [Cloud Admin Tool](#). The list includes the following data for each user:

- User ID
- First Name
- Last Name
- Email Address
- Role
- Last Logon Date
- Created Date

1. From your landing page, click to open the Cloud Admin tool.



2. Click **EXPORT**.

3. You will be prompted to save the CSV file. Be sure to save to the correct location. (See the online [Cloud Webhelp](#) for more information.)

4. You can then view your file using MS Excel (or a similar spreadsheet program).

	A	B	C	D	E	F	G
1	UserID	First Name	Last Name	Email Address	Role	Last Logon	Created On
2	X3.EJones	Ethel	Jones	EJones@senior-academy.com	master	8/2/2012 15:50	6/29/2012 10:26
3	X3.Jsmith	Jane	Smith	JSmith@senior-academy.com	master	8/2/2012 12:58	6/29/2012 10:26