



All Applications Release Bulletin

October 2011

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About Release 92_1

Release 92_1 incorporates changes and enhancements to multiple Senior applications, including changes to My BackPack temporary password options, improvements to the Daily Gradebook template update process, and the added ability to adjust student GPA credit calculation. The redesigned Media tab introduced in Release 92_0 has been added to Senior Admissions in this release, with custom features specific to admissions workflow and requirements. You will find additional minor enhancements and changes in support of upcoming development throughout My BackPack, Alumni/Development, Business Office, and Admissions & Academics Office.

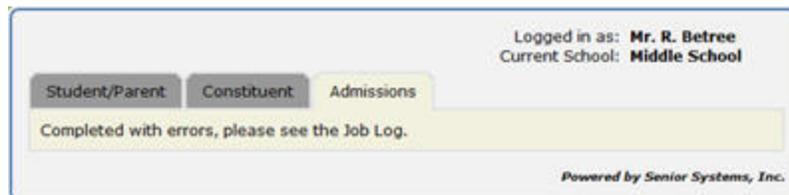
As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

My Backpack Enhancements (General)

Web User Profile Workflow - The rules surrounding users' ability to edit their profiles in My Backpack have been simplified. These new rules account for situations that previously could prevent users who are members of multiple communities from submitting profile changes.

- Now, if Alumni/Development is part of your school's installation, any user with a constituent role is able to log into My Backpack and edit his/her profile and submit changes.
- If Accounts Receivable, Registrar, or Student/Parent Address is part of your school's installation, any user with a parent role can log into My Backpack and edit his/her profile and submit changes.

Broadcast Email Status Notification - Previously, when you created a broadcast email task that successfully sent only some of the intended emails, you received an error message stating that "Emails could not be sent" with no details indicating that the system was able to send some emails successfully. Now, when a broadcast email task completes and is only partially successful, you receive a message stating "Completed with errors, please see the Job Log". You can then navigate to the Job Log to see which emails were sent successfully and which should be re-sent.



Temporary Password - New preferences, added to System Administration, give you more control over how My Backpack handles forgotten usernames and passwords. See [Temporary Password Option](#) for details.

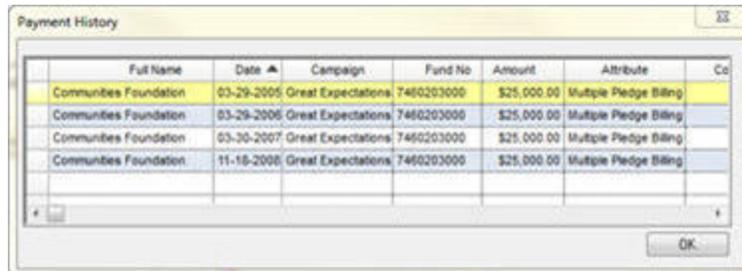
Temporary Password Option

Some changes and enhancements have been made to how My Backpack handles forgotten usernames and passwords for users. These changes address concerns related to the new temporary password generation that was added in release 92_0:

- There is a new My Backpack system preference '**Create temporary password for forget password email**'. This preference controls whether or not My Backpack creates a temporary password (and then requires the user to reset it upon login) for the emails sent when using the 'Forgot User Name' or 'Forgot Password' links on the My Backpack login page. This preference is automatically set to 'Y' upon database update to match existing functionality that creates the temporary password. If you would prefer that the system send the user his/her existing password and NOT create a temporary one, then set this preference to 'N' (this setting also removes the requirement to change the password upon login).
- Also, if you remove the 'Change Password' security key from a My Backpack user group, no temporary password will be created (regardless of the value of the system preference described above) and the user's existing password will be sent with no requirement to change upon login.
- Web services processing (for schools who use custom sites provided by companies such as Whipple Hill or FinalSite) has been updated so that temporary passwords are NEVER created, regardless of the value of the system preference described above. This prevents any conflicts arising from different passwords among the multiple systems involved.
- If you do still use the temporary password capabilities, note that **the temporary password that is created is now only 6 characters long.**

Alumni/Development Enhancements

Pledge Payment History - Previously, the columns on a constituent's payment history list could not be sorted. Now, all columns are sortable.



Full Name	Date	Campaign	Fund No	Amount	Attribute	Co
Communities Foundation	03-29-2005	Great Expectations	7460203000	\$25,000.00	Multiple Pledge Billing	
Communities Foundation	03-29-2006	Great Expectations	7460203000	\$25,000.00	Multiple Pledge Billing	
Communities Foundation	03-30-2007	Great Expectations	7460203000	\$25,000.00	Multiple Pledge Billing	
Communities Foundation	11-18-2008	Great Expectations	7460203000	\$25,000.00	Multiple Pledge Billing	

Address Maintenance Security Keys - Alumni/Development users' ability to edit phone numbers, email, and mailing addresses can be controlled at the field level via new security keys. These keys give you line-by-line control over address fields and are located in the Alumni/Development security tree, under **Maintenance > Constituents > Address > Edit Addresses**. Upon database update, these new keys are automatically assigned to any users who have the Edit Addresses security key, so you will need to remove the appropriate security keys for any users or groups who should not have access to particular address elements.



Gift Batch Description - You now have the ability to both view batch descriptions on the Giving Details tab of a constituent's record and to include batch descriptions in queries. When creating or editing your query, Batch Description appears in the Gifts/Pledges command tree.

Constituent Record Swap - Now, when you swap constituents (reverse which constituents are considered Primary Constituent and Spouse), the address sort key automatically switches to match the primary constituent. You can customize the sort key using the Swap wizard.

Graduation End Of Year Processing - Previously, the system had difficulty updating records from Student to Alumni for students who left a school, then re-enrolled and graduated. Now, the system is fully able to transfer graduating student records into Alumni/Development, including Activity and Media information from their most recent student records.

New Constituent Creation - When creating a new constituent record, the system prompts you to save the information you enter on the Name tab before moving on to another tab. This action simplifies the system's internal address linking process, should you wish to link the new constituent to an existing record, and prevents the system from retaining extraneous entity numbers for linked records.

Gift Detail Report & Pledge Schedule List - The new Address tab on the Gift Detail Report and Pledge Schedule List setup screens gives you the ability to include constituents' addresses, phone numbers, and email addresses on the two reports.

Gift Detail Report
Gift Pledge Posting

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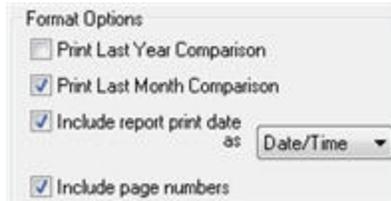
Name: Mr. & Mrs. Aaronoman		Primary Const.: Fac/Staff/Spouse		ID: 55555
Address: 9 Meadowbrook Drive Fawn, TX 00234		Tel#: 000-000-0000	Email: Aaronoman11@email.com	
Type: Gift	Gift Date: 05/01/2012	Month: April	Fiscal Year: 2012	
Amount:	Soft: No	Receipt Type: Receipt	Receipt Date: 05/01/2012	
Pymt Type:	Bank No:	Receipt No.: 99999	Receipt Amt: \$1,000.00	
Ref No.:	Pymt Date:	Receipt Note:		
Exp Date:		Letter 1: Gift	Print Date 1: 04/16/2012	
		Letter 2:	Print Date 2:	
Appeal:		Ltr. Note:		
		Solicitor:		
Const.: Fac/Staff/Spouse		Attribute:		

Fund Distribution			
Fund No	Fund Description	Campaign	Amount
8787	Alumni Directory	Alumni Directory	\$1,000.00

Soft Credits	
Mr. & Mrs. Aaronoman	Constituency Faculty/Staff

Business Office Enhancements

Balance Sheet Report: New Last Month Comparison - The option to view a comparison of the current month and the last month has been added to the Balance Sheet report. Note that you can select Last Year or Last Month Comparison, but not both.



Format Options

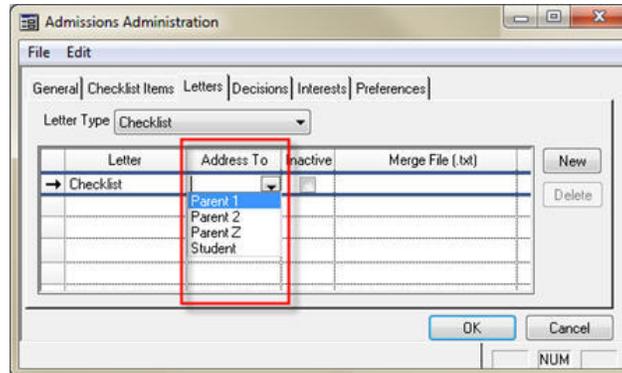
- Print Last Year Comparison
- Print Last Month Comparison
- Include report print date as Date/Time
- Include page numbers

Purge Purchase Requests Function Moved to Accounts Payable - The Purge Purchase Requests function that was previously found on the Purchase & Receiving menu in the Budget Management application has been moved to the Maintenance menu in the Accounts Payable application. This change was necessary to support upcoming product development and does not otherwise affect the operation of this function.

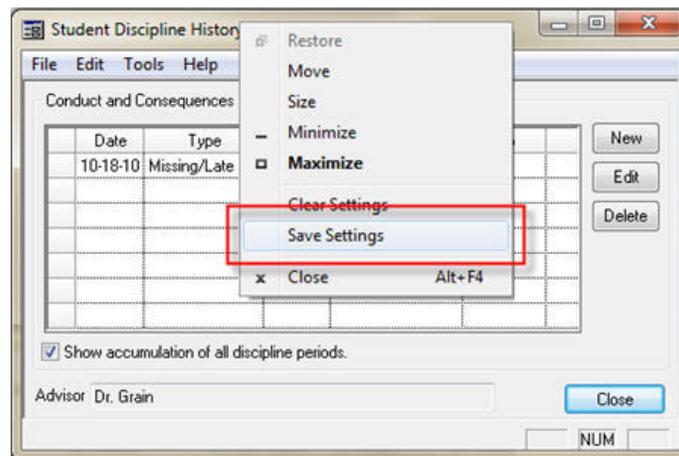
IMPORTANT: For users who previously had the Purge Purchase Requests security key, that key will automatically be removed from Budget Management, but the new Accounts Payable security key will NOT automatically be added for them. You may therefore need to assign the new Accounts Payable security key to any users who should have access to it.

Admissions & Academic Office Enhancements

Admissions: New Address Options For Checklist & Decision Letters - You can now choose to send Checklist and Decision letters addressed to 'Other' (Parent Z) and student (applicant) addresses, in addition to the existing P1 and P2 address options. The Parent Z and Student options are available in the 'Address To' dropdown on the Letters tab of Admissions Administration Maintenance, for Decision and Checklist letter types.



Dean's Office: Save Student Discipline History Settings - You can use the 'Save Settings' option on any student's discipline history to choose whether or not you want the 'Show accumulation of all discipline periods' checkbox to be selected each time you open a record. Right-click (or Ctrl-click on a Mac) to reveal the Settings menu.



Scheduling: Recommending Courses With Pre-Reqs - Now, when you enter course recommendations via My BackPack, the system notifies you if there are unmet course prerequisites and lists the student(s) and course(s) that the student(s) would need before taking the recommended course.

Alert

Some courses have prerequisites that have not been met.

Student Name	Recommended Course	Prerequisite Course(s)	Corequisite Course(s)
Matthew Caell	Advanced Dance (6060)	Dance Appreciation (5050) Physical Education (1010)	Tutorial in Fine Art (3030)

Do you wish to continue and save these recommendations?

HTML Comment Functionality For Crystal Reports Report Cards - If your school has enabled HTML capabilities for Grades and Comments, it is important to note that Crystal Reports only support bold, italic, and underline HTML formatting. Any other formatting types you may have selected, including bullets, sub- and super-script, and horizontal lines, are not supported by Crystal Reports and will NOT appear on report cards created with Crystal Reports. To reduce confusion, the unsupported HTML editor options have been disabled.

Cumulative GPA Credit Override - Enhancements to GPA calculation and the addition of an Override Credits Earned security key allow you to specify how transferred grades and courses are calculated in student records. See [Cumulative GPA Credit Override](#) for details.

Moving Daily Gradebook Templates To New Year - The Gradebook Template archival and update process has undergone significant enhancements, including automatic archival and enhanced ability to retain settings and features. See [Daily Gradebook Template Update](#) for details.

Cumulative GPA Credit Override

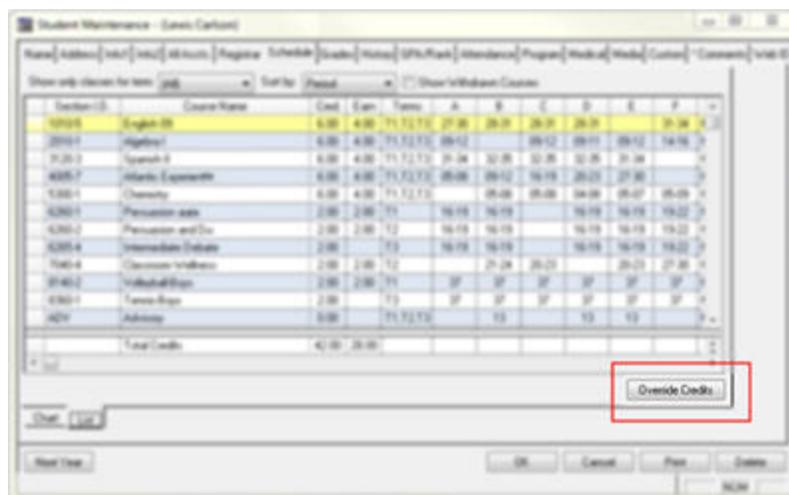
Enhancements to GPA calculation and the addition of an Override Credits Earned security key allow you to manually override the number of credits attempted and earned in student academic records. Depending on how your school calculates GPA, this tool may help you manage transferred credits, mid-semester or mid-year schedule changes, semesters away, and other scenarios in which the system's standard method for handling credit calculation is insufficient.

The ability to override credits is controlled by the new Override Credits Earned security key, which is located under **Maintenance > Students > Schedule** in the Registrar security tree. Upon database update, the key is NOT automatically assigned to any users, so you will need to assign this key to users and/or user groups who should be able to access this feature.



To edit the number of credits attempted and/or earned, open a student's record to the Schedule tab. Select the class you want to edit and click **OVERRIDE CREDITS**.

Note: In order to see the Override Credits button, you may need to switch to List view.



You can then use the Override Credits dialog to review and make changes to the student's attempted and earned credits for that particular section. When you enter a new value in either the Attempted or Earned column, the system automatically sets the corresponding Override? column to 'Y' (yes). You can manually set the column to 'N' (no) to prevent changes on this screen from impacting GPA calculation.

Section I.D. 300
Course Name Chemistry

Term	Attempted		Earned	
	Credit	Override ?	Credit	Override ?
Trimester 1	2.00	N	2.00	N
Trimester 2	2.00	N	2.00	N
<input checked="" type="checkbox"/> Trimester 3	2.00	N	1.00	Y
Total Credits				
	6.00		5.00	

OK Cancel

Daily Gradebook Template Update

Moving gradebook templates into the new school year is now much simpler. Enhancements to the transfer process include automatic archival of gradebook templates before they are moved to the current year, and the retention and mapping of grade calculation information.

- **Marking And Grade Entry Period Mapping** - A new page appears after you click 'Move Templates To Current Academic Year'. Use this page to map the previous year's marking periods and grade entry periods to the current year.

The screenshot shows a web form titled "Move GradeBook Templates To Current Year". At the top left, there is a link "Back to Template Maintenance". The main content area is a light yellow box with a blue border. Inside, it says "Please verify following Marking Period Mapping and Grade Entry Period Mapping".

Marking Period Mapping

Previous Year	Current Year
Check Period	Check Period ▼
Marking Period 1	Marking Period 1 ▼
Marking Period 2	Marking Period 2 ▼
Marking Period 3	Marking Period 3 ▼

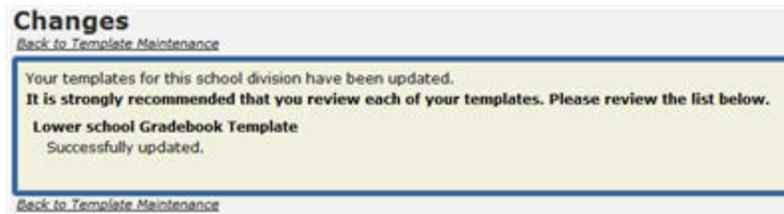
Grade Entry Period Mapping

Previous Year	Current Year
Marking Period 1	Marking Period 1 ▼
Marking Period 2	Marking Period 2 ▼
Marking Period 3	Marking Period 3 ▼

At the bottom of the form, there is another link "Back to Template Maintenance" and two buttons: "Move Templates To Current Academic Year" and "Cancel".

- **Assignment Grade Calculation** - Now, My BackPack retains grade calculation information upon archival of your gradebook templates, even if the previous year's marking periods or grade entry period grades do not map to the current year. Previously, any grade calculation information was lost upon archival, and calculation method was changed to 'Manual Entry'.

- **Summary of Changes** - After moving templates to the current academic year, My BackPack gives you detailed information about any changes that may have occurred, such as grade weight and date due differences.



- **Automatic Archival** - When you click **MOVE TEMPLATES TO CURRENT ACADEMIC YEAR**, My BackPack automatically archives gradebook templates before the transfer process. After My BackPack moves the templates to the current year, from Gradebook Template Maintenance you can click the 📁 icon to view the previous year's archive for any of your templates. Use your archives to easily identify and fix any irregularities between current gradebook template settings and gradebook templates from the previous year.

Admissions Media Tab Enhancements

Similar to the Student Media tab redesign/enhancement described in the All Applications Release Bulletin 92_0 (August 2011), the Inquiry/Applicant Media tab has been re-designed. As with student media, any images or documents attached here can optionally be "published" to parents in My BackPack on the My Documents page, and this tab shows the publishing status of each item. In addition, the detail screen for a media item now has some new fields (including optional new security controls for specific documents), and there is a separate tab for all of the new publishing data. See below for more details about how to use all of the new features associated with this enhancement.

Note: If you intend to publish admissions-related documents to parents in My BackPack, keep in mind that the parents must have a parent-type web account to access them (simply creating an account to submit an online application will not provide access to any published documents). For current parents, this will not likely be an issue, but it will affect new inquiry/applicant parents. There are several ways to convert or assign inquiry/applicant parent web accounts during admissions processing, or you can use the Auto Assign function in System Administration. See the Academics-Admissions Release Bulletin 91_9 (December 2010) for more details about how to create parent web users for inquiries and applicants, or see the My BackPack Administrator's Guide (or online help for the Admin Community) for more details about how to auto-assign parent web accounts to applicant parents.

Inquiry/Applicant Media Tab

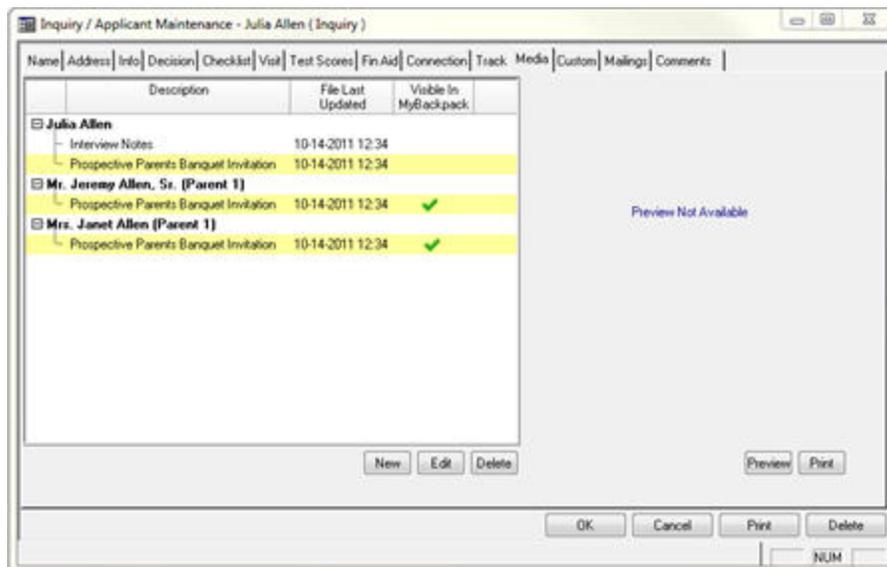
The Inquiry/Applicant Maintenance Media tab displays all documents or images relating specifically to the inquiry/applicant, as well as a list of parents (or in some cases, other people from the address records) who may have access to specific items via My BackPack. You can expand/contract the lists using the  or  icon next to the names to show or hide which items are available to each person. Clicking on a media item in the list displays a thumbnail preview in the right pane (for some file types), and for PDF thumbnails, you can actually scroll through the pages, and/or you can adjust the zoom by right-clicking on the image, selecting 'Zoom', and then selecting an action. There are also buttons below the thumbnail to bring up a full-size preview and/or to print the item (for appropriate file types).

For each media item, you can see the Description, File Last Updated Date, and whether or not it is currently visible in My BackPack on the individual's My Documents page. A  green check indicates that the item is published and the individual can view it in My BackPack, meaning that the document is published (for a past or current date/time) and has been made visible for the user, AND the user has a My BackPack account (note that you CAN publish to a user who doesn't yet

have a My BackPack user account and he/she will automatically have access when the web account is later created). A ⚠ warning icon indicates that the item is published, but is not visible to the individual for some reason (because he/she is not a web user, or the item is published for a future date--hover over the icon to see the reason(s)). To change publishing or access for a media item, click on the row for any instance of the item to select it and then click **EDIT** (or just double-click) to access the Media Entry Details screen.

Note: Only parents (including people listed on 'Other' (Z type) addresses) can have My BackPack web accounts. Since inquiries and applicants cannot have web accounts, published documents will never be viewable to them directly.

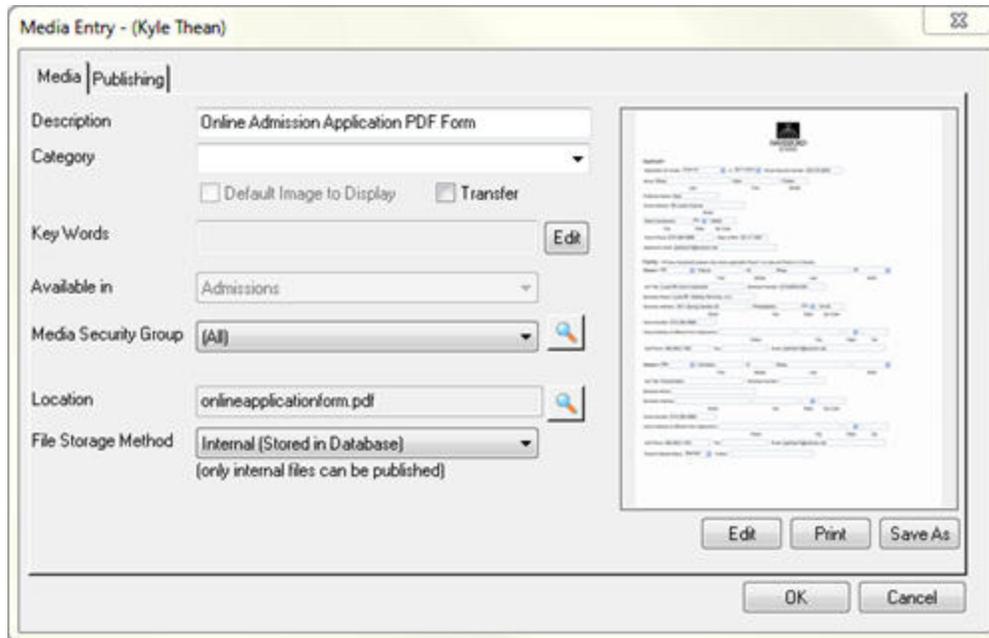
All media items are listed under the inquiry/applicant name, but only items published to individuals are listed under each additional name. The buttons at the bottom of the left pane allow you to upload new media items, edit the details for existing items, or delete media items. Keep in mind that a single media item could be available for access by multiple people, and as such, can be listed multiple times on this screen. When you click on a media item in the table to select it, the yellow highlighting shows other instances where people have access to that same item (as long as you have the lists for each name expanded). If you update or remove a published media item, it is updated or removed for ALL people who have access, since there is only one actual source file.



Inquiry/Applicant Media Entry Details

The Media Entry details screen, displayed when you add a new media item or edit an existing media item for an inquiry/applicant, has two tabs of information as well as a right pane thumbnail preview:

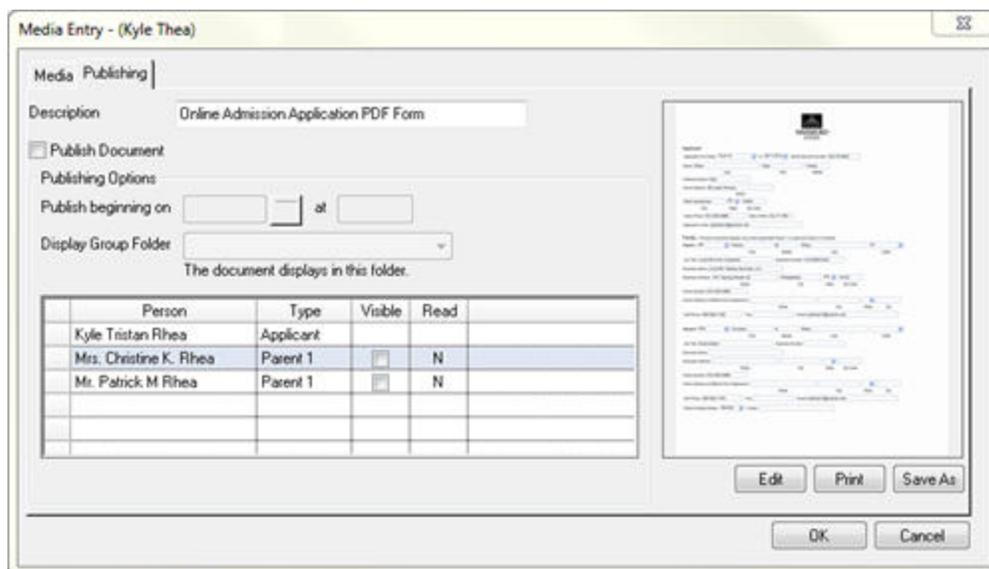
- The **Media tab** includes all of the previously existing fields for media items, with a couple of new additions, as explained in more detail below. These fields relate to the file itself and how it is controlled within the database.



Field	Usage/Remarks
Description	Your name for this item (displayed on both Media Entry tabs); keep in mind that if this item is published in My BackPack, this is the Document Name that parents see.
Category	You can select from the list of media categories defined for your school, if any. This list of categories can be maintained via Code Maintenance in the System Administration application.
Default Image to Display	Not applicable in Admissions.
Transfer	Check this box if the media item should transfer to the student record when the applicant matriculates.
Key Words	If you wish to list keywords for media items, click EDIT to the right of the field, enter or edit the list of keywords, and then click OK .
Available In	Indicates this item is available to Admissions users only.

Field	Usage/Remarks
Media Security Group	You can assign one or more media security groups to limit internal access to this item to specific user groups. You can select a single group or 'All' from the dropdown, OR select 'Some' or click the  Search icon to select multiple items from the list. See the discussion about media security in the next section for more details about media security setup.
Location	This displays the location from which the file was uploaded. Click the  Search icon to browse and navigate to a new file for upload and then click OPEN . If you upload a new file for an existing media item, the prior version will automatically be replaced with the new upload.
File Storage Method	The storage method indicates whether or not the media file itself is stored as part of the database or externally on your network. (Previously, all image files were stored internally, and all other media files were stored externally.) If you plan to publish this file to My BackPack, you will need to select the 'Internal' option. You can change this field at any time to change the storage method (and effectively copy the file to the database or to the network media location).

- The **Publishing** tab is all new, and contains fields related only to publishing the item in My BackPack. If you do not publish any media items to My BackPack, you do not need to use this tab.



Field	Usage/Remarks
Description	Your name for this item (displayed on both Media Entry tabs); keep in mind that if this item is published in My Backpack, this is the Document Name that parents see.
Publish Document	Check this box to "publish" this document to My Backpack, or un-check it to "un-publish" the document. Published documents are displayed in My Backpack on the My Documents page for each user. Only users designated to have access (as specified below) see the item in their list.
Publish Beginning On	If you want to control when the document becomes available in My Backpack, you can enter a future start date and time; otherwise, this field defaults to the current date and time for immediate availability.
Display Group Folder	On the My Documents page in My Backpack, you can optionally group inquiry/applicant-related documents into folders for better organization. See the discussion about how to control publishing to My Backpack in a following section for more details about document folder setup and maintenance. If you do not specify a Display Group Folder, you will receive a warning message when you click OK to save the media entry, indicating that the document will be listed at the root level for the user.
Access Table	The table at the bottom of the left pane displays a list of all individuals who could be provided with access to the media item in My Backpack. This includes names from the P1, P2, and Z address records. For each person, there is a 'Visible' checkbox which you can select to make the item visible to that person on the My Documents page in My Backpack (de-selecting this checkbox <u>removes</u> the item for the person in My Backpack). There is also a field to indicate whether the person has read (viewed) the document yet. Note that you CAN provide access for a parent who does not yet have a My Backpack account; he/she will see the document once an account is created.

- The **right pane preview** includes buttons that allow you to edit the actual media item (if possible, based on the file type and the programs available on your system--e.g. you can edit a Microsoft Word document with the MS Word program), print (where applicable), or download a copy to your computer or network using 'Save As'.



Changes to Media-Related Security Keys for Database Users

Previously, there was an **'Edit Media'** security key below **Admissions > Maintenance > Inquiry/Applicant > Media** in the hierarchy. A user had to have this security key in order to add, remove, or change properties for media items. Now that security key has been renamed to **'Edit Media Information'**, and there is a new, lower level **'Modify Saved Media Document'** security key that controls whether a user can actually edit the media item itself (for example, to edit the text of the document). Upon database update, this new security key is automatically added for users and groups who previously had the 'Edit Media' security key, so no changes are required unless you want to remove this capability from selected users or groups.



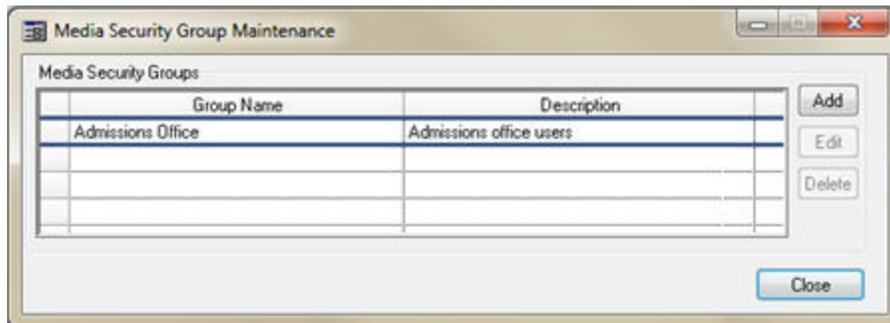
New Feature - Media Security

You can optionally limit access (for internal database users) to specific media items using the new Media Security Groups feature. Media security groups are set up via a new function (Media Security Group Maintenance) on the new Documents menu in the System Administration application. Each media security group can include one or more user groups (from User Maintenance). You can then assign one or more media security group(s) to a specific media item on the Media Entry Details Media tab. Any user in any of the included groups will then have access to the media item.

For example, if you have separate database user security groups for 'Admissions Director', 'Admissions Staff', and 'Interviewers', you could set up a media security group called 'AD Staff Only' that includes just the director and staff database users. Any media items that are assigned a Media Security Group of 'AD Staff Only' would be viewable only by database users in the 'Admissions Director' and 'Admissions Staff' groups, but would not be viewable by database users who were only in the 'Interviewers' group. Depending on your current setup for database user security groups, you may find it easiest to create some new database user groups just to facilitate the setup for your media security groups.

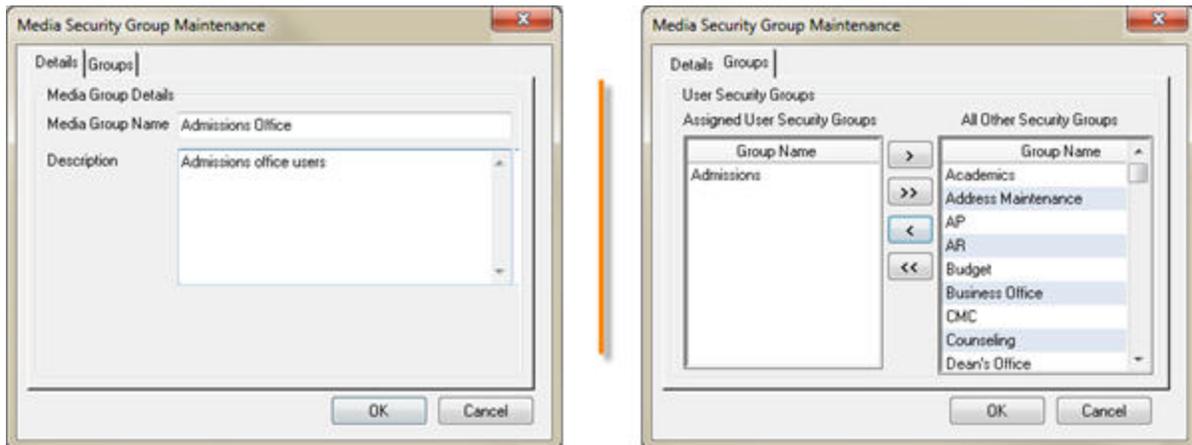
To set up or maintain media security groups:

1. Select **Documents > Media Security Group Maintenance** from the main menu in the System Administration application.



2. **To add or edit media security groups**, create or select the media security group to work with:

- **To add a new media security group**, click **ADD**.
- **To edit a media security group**, click on the row to select it and click **EDIT**.
- Enter or edit the Media Group Name and Description on the Details tab, and then click to switch to the Groups tab. Click on a row to select it, and then use the or arrow buttons to move database user security groups from one pane to the other (or use one of the or arrow buttons to move all groups from one pane to the other), until the group list in the left pane is correct. Then click **OK**.



3. **To remove a media security group**, click on the row to select it and click **DELETE**. Then click **YES** to confirm.

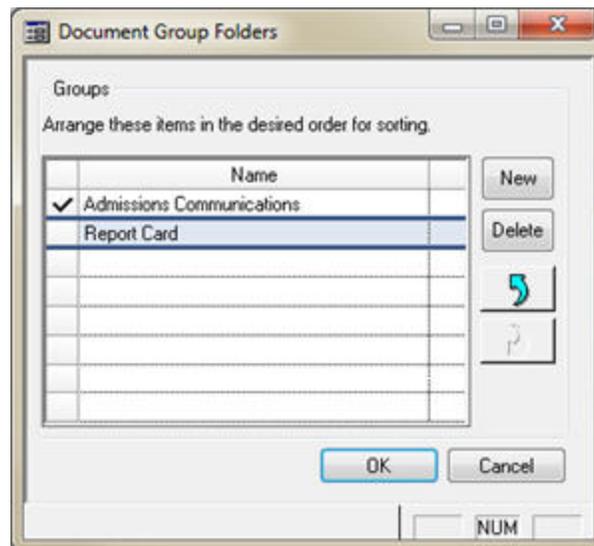
Publishing Inquiry/Applicant Documents to My Backpack

Step 1 - [Optional] Setup for Document Folders for Publishing:

If you want to be able to organize documents into different folders for ease of presentation and navigation by users, you will need to set up those document group folders ahead of time. Then, at the time of document publishing, you can determine in which folder the document should appear. Keep in mind that you can add new folders later, so you don't have to decide on the entire list in advance.

To set up or maintain document group folders for My Backpack:

1. Select **Documents > Group Folder Maintenance** from the main menu in the System Administration application.



2. **To add or edit document group folders**, create or select the document group folder to work with:
 - **To add a new document group folder**, click **NEW**. Type the Name into the new blank row in the table.
 - **To edit a document group folder**, click on the row to select it. You can then edit the Name field, or use the  Up and  Down buttons to move it to a different location in the display sequence.
 - Click **OK** to save changes.

3. **To remove a document group folder**, click on the row to select it and click **DELETE**. Then click **YES** to confirm.

Note: If there are any documents currently published to that folder, you will receive a warning that those documents will now be moved to the root level for all affected users. You can then choose to continue with the operation or cancel.

Step 2 - Make Specific Documents Available in My BackPack:

All publishing and user access controls for inquiry/applicant-specific documents are contained on the Publishing tab for each media item on the Inquiry/Applicant Maintenance Media tab. To publish a document, open the Inquiry/Applicant Media tab, select to edit an existing item from the list (or upload a new media item), and change the settings as needed on the Publishing tab of the Media Entry Details screen (at least to check the 'Published' box for the item, and then to check the 'Visible' box for one or more users). Unless you selected to publish for a future date and time, the document(s) will then be available to the selected parents in My BackPack.

Media Entry - (Kyle Thea)

Media Publishing

Description: Online Admission Application PDF Form

Publish Document

Publishing Options

Publish beginning on: [] at []

Display Group Folder: []

The document displays in this folder.

Person	Type	Visible	Read
Kyle Tristan Rihea	Applicant		
Mrs. Christine K. Rihea	Parent 1	<input checked="" type="checkbox"/>	N
Mr. Patrick M Rihea	Parent 1	<input checked="" type="checkbox"/>	N

Buttons: Edit, Print, Save As, OK, Cancel

Viewing Inquiry/Applicant Documents in My BackPack

There is a table for student- and/or inquiry/applicant-specific documents that is always visible on the My Documents screen. The user can toggle the display for this table between list and folder view. Any "unread" documents will display in bold (and the number of unread documents will appear in parentheses on the landing page next to the My Documents menu item, so users know to check the page). For parents with multiple children, the documents can be filtered by child. Clicking on a document name opens the document in a separate tab/window where possible; users can download a document using the right-click context menu for Windows or Mac.

List View:

Display: Only Show Documents For:

Document	Name	Folder	Published Date
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