



All Applications Release Bulletin

April 2012

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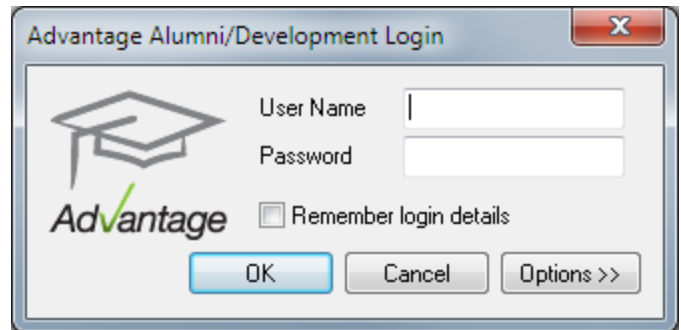
This supplemental Release Bulletin describes Release 92_2 changes and enhancements which cross product lines and affect multiple applications. In addition to the new name for our product line that you will notice above, on system screens, and in other materials, expanded media capabilities (similar to the recently added features for Student and Inquiry/Applicant media) have been implemented throughout the system. These new capabilities are discussed in detail in the release bulletins for each product group, but related to those, there is also a new Media Manager function in System Administration to enable mass changes and deletions for all types of media items. We also provide details about the recently published user guide for Advantage Hosted Services customers which is available as online help and in PDF form, as well as some other miscellaneous changes that affect multiple applications.

Please contact Support@senior-systems.com if you have any questions about any of these new features.

New Product Name!

We're proud to announce that the Senior applications product line has a new name - **Advantage!** Rest assured that behind the name, nothing has changed. The applications that you depend on to run your school operations are exactly the same, and the industry-leading product support that you enjoy will continue with the same level of service.

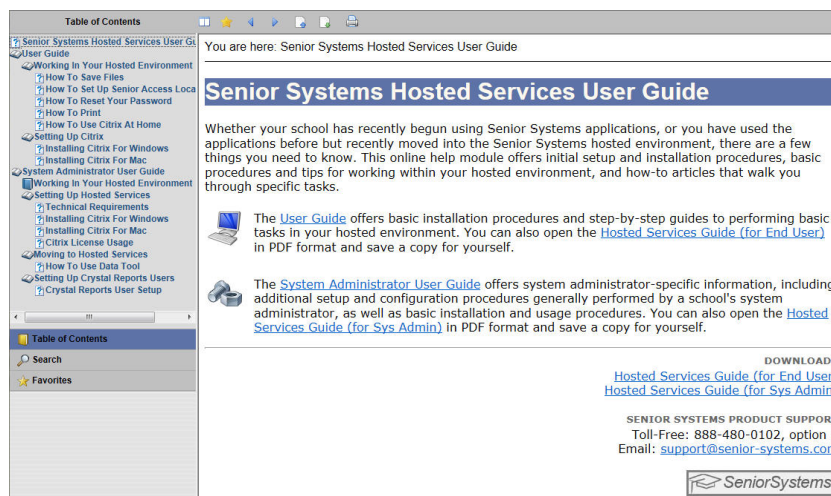
You'll probably notice our new logo on materials and communications that you receive from Senior Systems and on certain system screens as we phase it in over the next few months. We look forward to continuing to bring you new and exciting enhancements for the entire Advantage product line!



All Applications Enhancements

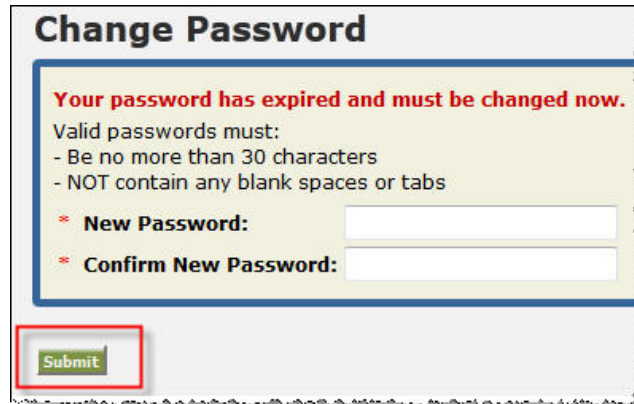
Media Manager - The Media Manager is a brand new tool, released in conjunction with the recent redesign and enhanced capabilities of the Media tab in several Advantage applications. It provides an efficient way to modify and/or delete media files in bulk, for multiple entity records from a single, central location. See [Media Manager](#) for details. Changes have also been made to the Media Import functions; these changes are addressed in the separate release bulletins for each product group.

Hosted Services Online Help - The new Senior Systems Hosted Services online help module, found at <http://www.senior-systems.com/support/Hosting/Default.htm>, offers new and updated information for Senior Systems Hosted Services customers, including installation guides, iPad setup information, and other how-to articles that walk you through specific tasks. You can use the online help module to view, save, and print our new user guides (one for users, one for system administrators), or browse our Online Help library.



Resend Failed Broadcast Emails - There is now an easier process for resending partially failed broadcast emails to only those recipients who did not receive the original email. See [Resending Broadcast Emails](#) for details about this new function.

User 'Change Password' Options - Now, when a user opens My BackPack's 'Change Password' page, the user can simply enter and confirm the new password, then click **SUBMIT**. Previously, there was a second 'Reset' button that could cause confusion. That button has been removed.



Change Password

Your password has expired and must be changed now.

Valid passwords must:



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

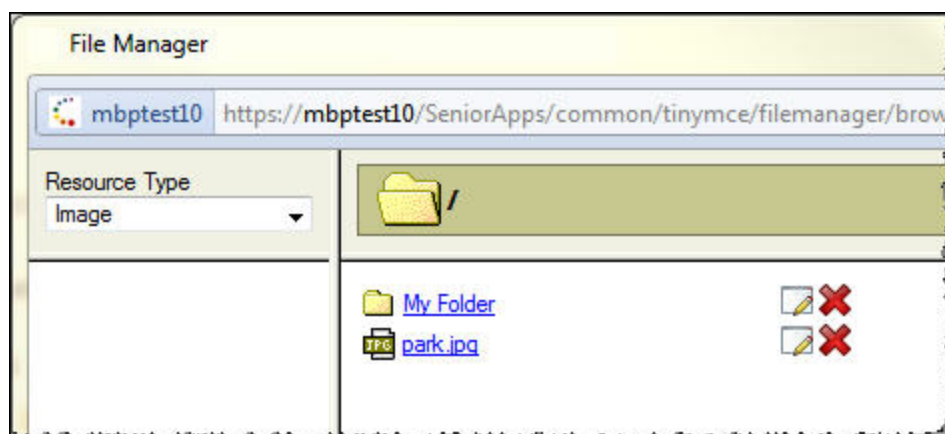
* **New Password:**

* **Confirm New Password:**

Submit


Code Maintenance Change - Citizenship to Country - Previously, some schools could use a field titled 'Country' in code maintenance, while for others, the same field was titled 'Citizenship'. In order to synchronize data structure, that field is now titled 'Country' for ALL schools.

Editing Image File And Folder Names / Deleting Images - You now have more control over files you upload into My BackPack's text editor for emails and web pages. Once you upload an image or create a new folder, you can use the  Rename and  Delete tools to manage your files. You may need to modify your browser's security settings to allow pop-ups for this tool.

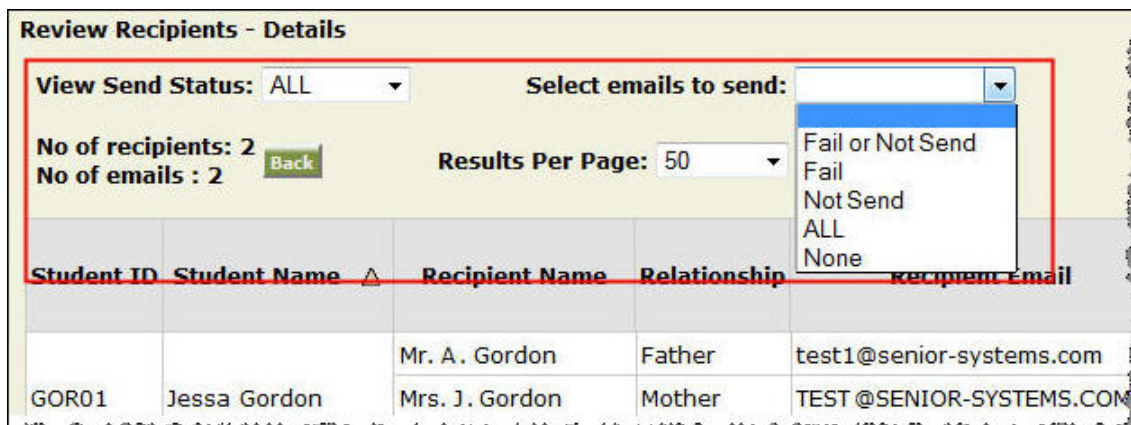


Resending Broadcast Emails

If a broadcast email task finishes with errors for any reason, you are prompted to open the associated job log. From the Email section on your landing page, select **VIEW SCHEDULED EMAIL TASKS**.

1. Find your broadcast email in the list. From the 'Action' column, select the  **EDIT** button.
2. This opens your original broadcast email task. You can see (but not edit) your recipient criteria. Click **NEXT**, then click **VIEW DETAILS** on the Review Recipients page.
3. You will see the full list of the intended recipients for the original broadcast email. You can use the filters across the top to view and/or select recipients for the follow-up email task.

You can simply choose the 'Not Send' status and select all recipients listed to restart the broadcast email job wherever the system left off, before it was interrupted. (You may also want to include those with a status of 'Fail', though this status generally indicates that the email address on record is invalid.)



Review Recipients - Details

View Send Status: ALL Select emails to send: [dropdown]

No of recipients: 2 Back Results Per Page: 50

No of emails: 2

Student ID	Student Name	Recipient Name	Relationship	Recipient Email
GOR01	Jessa Gordon	Mr. A. Gordon	Father	test1@senior-systems.com
		Mrs. J. Gordon	Mother	TEST@SENIOR-SYSTEMS.COM

4. Once you have made your selections, click **BACK**, then click **NEXT**. You will have the opportunity to change the text of your email, then either schedule your broadcast email or click **SEND IMMEDIATELY**.

When My BackPack re-sends emails, the new log is appended to the original job's log. Only one task will be listed in the Scheduled Email Tasks list, but when you open it, you will see data from the original attempt to send email as well as any subsequent attempts.

Note: A status of 'Fail' generally indicates that the address on record is invalid. While you can use this screen to identify potentially invalid email addresses, you CANNOT use this tool to resend a broadcast email to a new or modified email address. The broadcast email task retains the email address in use at the time the original broadcast email task was created.

Media Manager

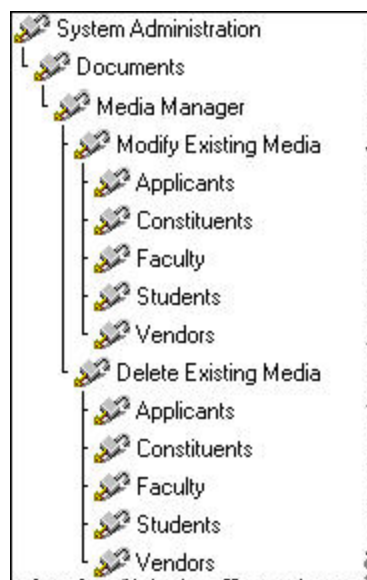
The Media Manager is a brand new tool, released in conjunction with the recent redesign and enhanced capabilities of the Media tab in several Advantage applications. It provides an efficient way to modify and/or delete media files in bulk, for multiple entity records from a single, central location. It is compatible with media files for all record types: Applicant, Student, Faculty, Vendor, and Constituent. User access to the Media Manager can be controlled by a collection of security keys. See below for more details about how to use all of the new features associated with this tool.

Note: The Media Manager tool is used for modifying and/or deleting files in bulk. To add groups of files, you can use the existing Media Import tool, also found in the System Administration application.

Media Manager Security for Database Users

Access to the Media Manager can be controlled by a combination of security keys managed in the System Administration application, per user or per user group. Upon database update, no users (or user groups) will receive any of the Media Manager-related security keys automatically. Keys must be added manually to users (or user groups) who need access to this tool.

- **Media Manager keys** - Media Manager security keys can be found in the Documents section of the System Administration security key. Separate keys give access to 'Modify' and/or 'Delete' media. You can use sub-keys beneath the 'Modify' and 'Delete' keys for granular control of what type(s) of records users (or user groups) can access via the Media Manager.



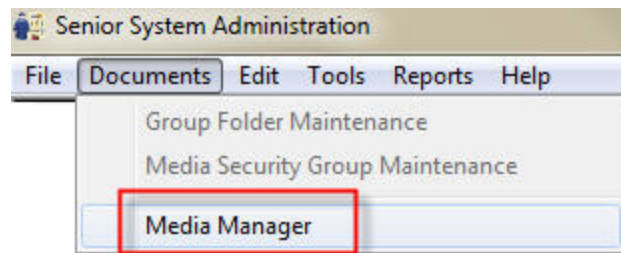
- **Query key** - To create or edit queries in the Media Manager, a user must have the Maintain Queries security key in System Administration. In some cases, a user can create and edit queries within the corresponding application(s), then use those queries within the Media Manager.



Using the Media Manager

The Media Manager walks you through the process of choosing the type of record and type of media file you want to modify or delete, the field(s) and/or setting(s) you want to edit (if modifying media files), and exactly which records and media files you want to work with. The final selection of records and media files is controlled by two queries. You can view the Verification List to confirm your selections before completing the Media Manager process.

1. Select **Documents > Media Manager** in System Administration.



2. Choose whether you want to Modify or Delete media files.



- Next, choose the type of record for which you want to modify or delete media files. You can choose between Applicants, Constituents, Faculty, Students, or Vendors (depending on your permissions). Based on your initial selection, you can choose what type of media you want to modify or delete. For example, if you are working with student media, you may want to specify 'Academic Reports'.

Note: All groups have the option to work with 'Any / All Media'. You can select this option, then use queries to specify which records and media files you want to modify or delete later in the process.



The screenshot shows a dialog box titled "Media Manager". It has a close button in the top right corner. The main content area is divided into two sections. The first section is labeled "Select record type:" and contains five radio button options: "Applicants", "Constituents", "Faculty", "Students" (which is selected), and "Vendors". The second section is labeled "Select type of media file to modify:" and contains two radio button options: "Any / All Media" and "Academic Reports". At the bottom of the dialog, there are four buttons: "<< Prev", "Next >>", "Finish", and "Cancel".

- If you are deleting files, click **NEXT** to proceed to the Query screen and continue to step 5. If you are modifying files:
 - Choose which field(s) you want to change. To choose a field, select the field's checkbox, then enter the new value in the desired field. If you wish to clear a field, select the checkbox, then leave the field blank.
 - There are two detail screens. The first gives you options to change internal database settings, while the second deals with My BackPack publishing settings (where applicable). The tables below explain special instructions for several fields. Full field definitions can be found in 92_0, 92_1, and 92_2 release notes, depending on the record type.

Media Entry Details

The screenshot shows a 'Media Manager' dialog box with the following fields and options:

- Description: FINAL Homeroom Roster
- Category: Fall Semester 2012
- Key Words: [Empty] [Edit]
- Available in: [Empty]
- Media Security Group: (Some) [Fac Media Security Group, Stu Media Security Group]
- Transfer: [Empty]

Navigation buttons at the bottom: << Prev, Next >>, Finish, Cancel.

Field	Special Instructions
Description	Note that changes made to this field will be reflected both on the record's media tab AND in My Backpack, if the media has been published.
Media Security Group	If you select this field and leave it blank or make no new selections, any previous Media Security Group settings will be cleared and the media will be available to 'All'.

Publishing Details

Field	Special Instructions
Published	You can use this field to publish or un-publish media in My Backpack. Note that changes to the additional publishing fields will only be applied to media that is published OR that you are modifying to be published via this field. Publishing details will not be saved for media that is not published (or scheduled to be published at a future date).
Publish beginning on	Please use HH:MM AM/PM format for time field.
Visible to Parents	Note that if you modify these fields, any existing visibility settings will be cleared. Media will be available ONLY according to the options you select here.

Note: If media files are not published or scheduled to be published in My Backpack, any settings you modify on the publishing settings screen will NOT be applied. However if you use the Media manager to change settings so that the media files WILL be published, you can also save other changes to publishing settings (such as 'Publish beginning on' or 'Visible to').

5. On the Query screen, you can select any combination of two queries to specify what media files you want to modify or delete. Use the first field to select Records and the second to select Media. In addition to the query options, you can select (All), which will return any results not excluded by any other query selections. See below for details on creating and editing a Media Query. Click **NEXT** to continue.

IMPORTANT: BEFORE LEAVING THIS SCREEN, review the system warnings in red text below your query selections (if any). These warnings are sensitive to your record-type and media-type selections and will notify you of potential issues you might encounter. You can then use the **<< PREV** button to change any of your selections, if needed.

The screenshot shows the 'Media Manager' dialog box with the following content:

- Title: Media Manager
- Instruction: Enter selection criteria for the records to be modified:
- Select Constituents: 2012 Parents
- Select Media: May 2012 Newsletter
- Warning: **WARNING:** Changing the category from Portrait for any default images will cause the portrait to not be displayed on any screens. Use caution when creating queries.
- Buttons: << Prev, Next >>, Finish, Cancel

6. In addition to reviewing your record and media counts, it is **HIGHLY** recommended that you use the **SHOW LIST** button to **VIEW** and **SAVE** the verification list, detailing which records and media will be modified or deleted. If you are modifying files, the field(s) you are changing will also appear in the verification list. You can use the **<< PREV** button to change any of your selections on the previous screens, if needed. Once you are satisfied with your changes, click **NEXT** to proceed with the modification or deletion of the selected media.

The screenshot shows the 'Media Manager' dialog box with the following content:

- Title: Media Manager
- Status: 2 constituents have been selected.
- Status: 2 media records have been selected.
- Instruction: To update selected media file(s), click Next. To change your query conditions, click Prev.
- Highlighted Button: Show Constituent List
- Buttons: << Prev, Next >>, Finish, Cancel

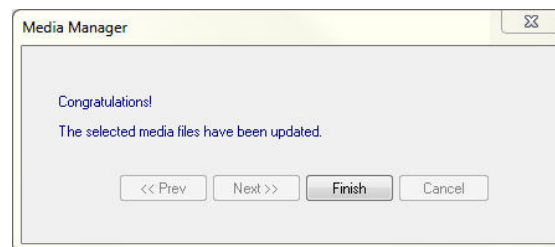
Verification List

Faculty Verification List				
ID	NAME DESCRIPTION	DEPARTMENT CATEGORY	GENDER	KEY WORDS
GIL1	Marc Giber Expense report: Fall '11-'12 Expense report: Spring '11-'12 Expense report: Summer '12	Expenses	M	Summer camp art supplies
Field Changes: Category = Expenses Media Security Group = AP Media Security Group Publish = Yes Display Group Folder = My Classes				
Total Faculty Records in List:		1		
Total Media Records in List:		3		

Tip: The results of your query combinations will depend on four factors:

1. Record type selected at the beginning of the Media Manager process (e.g. Applicant, Constituent, Faculty, Student, Vendor)
2. Media type selected at the beginning of the Media Manager process (e.g. Academic Reports, Invoices, Giving)
3. Record query
4. Media query

7. The final screen will confirm that your changes were applied to the selected media. Click **FINISH** to exit the Media Manager.



Media Query

The system now has the ability to create queries within the Media Manager workflow. You may already be familiar with record queries. Depending on what type of record you are working with, you can select or create queries for constituents, applicants, students, faculty, or vendors (depending on your security settings). Media queries are very similar, using the same query builder from other areas of the system, but with appropriate media fields.

