

Administrator's Plus v5.6 New Features

Rediker Software is pleased to bring you Version 5.6 of Administrator's Plus. This version contains many new features developed since Version 5.5.35, as well as enhancements and refinements to features that were in 5.3 through 5.5. Many of these new features have been implemented as a result of feedback from you, our valued customers. We thank you for helping us make Administrator's Plus the best school administrative software on the market!

AP Billing Plus and Online Forms (OLF) – Online Bill Payments!

AP Billing Plus module was modified to send invoices to Online Forms and to receive online payments. Even if Online Forms is not enabled, these features may be used to print or e-mail invoices to the contacts.

- ✓ Parents can view invoices online from AP Billing Plus and submit payments via credit card or bank account.
- ✓ Send e-mails to parents that include a PDF of their invoice and a direct link to the invoice in Online Forms where they can securely submit payment.
- ✓ Once a payment is made, AP Billing Plus is updated automatically.
- ✓ Parents can log into Online Forms to view invoices, both paid and non-paid, for all of their children.
- ✓ Online Bill Payments can be used for tuition, activities, sports, field trips, books, meal plans and much more!



Rediker Academy



Online Forms & Payments



Welcome!
[Change Password](#) [Logout](#)

My Forms

My Invoices

View Cart

Checkout

Show invoices after:

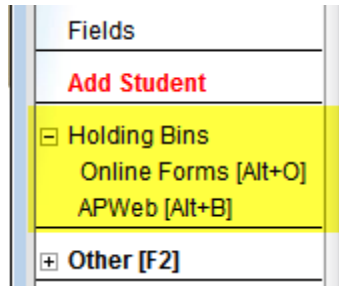
Student : Alana Rediker		School : REDIKER ACADEMY						
Grade : 09								
Invoice #	Description	Invoice Date	Due Date	Invoice Amount	Current Payments/ Credits	Current Amount Due	Payment Status	Select to Pay
400122	Books	12-06-2011	12-20-2011	\$0.25	\$0.00	\$0.25	OPEN	<input type="checkbox"/>
400116	Milk Fees	10-14-2011	10-28-2011	\$0.34	\$0.34	\$0.00	CLOSED	Paid
400103	Gym Fee	10-18-2011	11-01-2011	\$0.15	\$0.30	\$-0.15	CLOSED	Paid
400108	Gym Fee	11-02-2011	11-16-2011	\$0.55	\$0.55	\$0.00	CLOSED	Paid
400111	Leash	11-05-2011	11-19-2011	\$0.37	\$0.37	\$0.00	CLOSED	Paid
400112	Boarding	11-05-2011	11-19-2011	\$0.19	\$0.19	\$0.00	CLOSED	Paid
400127	Gym Fee	12-19-2011	01-02-2012	\$0.05	\$0.05	\$0.00	CLOSED	Paid
400130	Milk Fees	01-09-2012	01-23-2012	\$0.10	\$0.10	\$0.00	CLOSED	Paid

Student : Emma Rediker		School : REDIKER ACADEMY						
Grade : 10								
Invoice #	Description	Invoice Date	Due Date	Invoice Amount	Current Payments/ Credits	Current Amount Due	Payment Status	Select to Pay
400101	Gym Fee	10-18-2011	11-01-2011	\$12.00	\$11.79	\$0.21	OPEN	<input type="checkbox"/>
400105	Leash	10-21-2011	11-04-2011	\$0.45	\$0.13	\$0.32	OPEN	<input type="checkbox"/>

Database

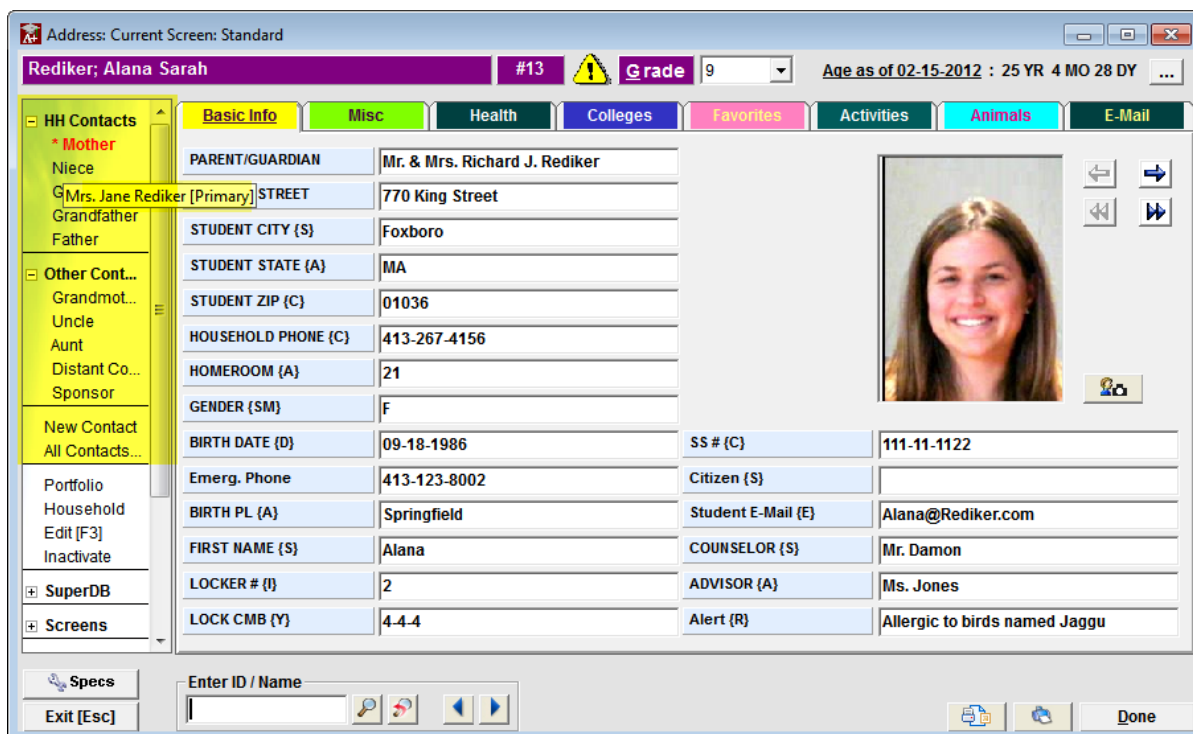
1) Address: Holding Bin Changes

- Holding Bin Menu on Address Screen now has two items: Online Forms [Alt+O] and APWeb [Alt+B].
- AP imports the date/time an online form is submitted to a DB field that is selected in the Form Manager.
- You can select which fields to import with a check box (*default is that edited fields will be checked*).



2) Address: Enhanced Contacts Menu Options

- Contacts are now broken out into three separate sections on the Address screen, with the ability to expand and collapse for ease of viewing:
Household (HH) Contacts, Other Contacts, New Contacts and All Contacts [F11]



Basic Info	Misc	Health	Colleges	Favorites	Activities	Animals	E-Mail
PARENT/GUARDIAN		Mr. & Mrs. Richard J. Rediker					
STREET		770 King Street					
STUDENT CITY {S}		Foxboro					
STUDENT STATE {A}		MA					
STUDENT ZIP {C}		01036					
HOUSEHOLD PHONE {C}		413-267-4156					
HOMEROOM {A}		21					
GENDER {SM}		F					
BIRTH DATE {D}		09-18-1986		SS # {C}		111-11-1122	
Emerg. Phone		413-123-8002		Citizen {S}			
BIRTH PL {A}		Springfield					
FIRST NAME {S}		Alana					
LOCKER # {I}		2		COUNSELOR {S}		Mr. Damon	
LOCK CMB {Y}		4-4-4		ADVISOR {A}		Ms. Jones	
				Alert {R}		Allergic to birds named Jaggu	

- When a student is retrieved the contacts for the student are shown as mentioned below:
 - All household contacts are shown in HH Contacts section
 - Contacts that do not belong to student's household are shown in Other Contacts section
- The contacts are listed as relationships. Mousing over the relationship shows the name as shown above.
- The **primary contact is denoted by a * before the relationship**
- Clicking the relationship will open the Contact screen with the selected contact's details.
- The contacts sections are refreshed whenever a new student is retrieved or grade is changed.
- This feature is disabled for staff.

3) Address: Household Phone and AutoFill

- Changed field name "Student Phone" to "Household Phone". Change is also in various field lookup screens.

STUDENT ZIP	01036
HOUSEHOLD PHONE {C}	413-555-5555
HOMEROOM {A}	

- Changed "Default Value" to "AutoFill Value". Changed in all Field Properties screens, Address Program Specifications, Enter Fields Data Menus, Enter/Edit Autofill Field Values screens, messages and canned reports.

Properties for Field #19

PROPERTIES FOR FIELD #19

Field Name: COUNSELOR Field Length: 15

Description: [Empty]

AutoFill Value: [Dropdown Menu]

Set Field Type: [Button] Set Case: [Button]

4) Address: Batch Linking Contacts into Contact linked Address fields by Relationship/Primary

- HH Contacts
- Other Contacts
 - New Contact
 - All Contacts [F11]
 - Portfolio
 - Household
 - Edit [F3]
 - Inactivate
- SuperDB
- Screens
 - Fields
 - Add Student
- Holding Bins
- Other [F2]
 - Batch entry
 - Erase all data in one or more fields
 - Move field data
 - Import field(s) from ascii file
 - Copy room into a field
 - Batch link/unlink contact validated fields
- Page [F12]
- Help [F1]

A new option has been added in Address > Other (F2) titled as Batch Link/Unlink Contact Validated Fields.

Link Contacts:

- a) The existing link and data is cleared if overwrite option is used.
- b) Fields are linked to the selected contact and data is updated from the contact if the student has the contact with selected relationship.
- c) Derived and conditional derived fields are updated.
- d) DB History is updated.

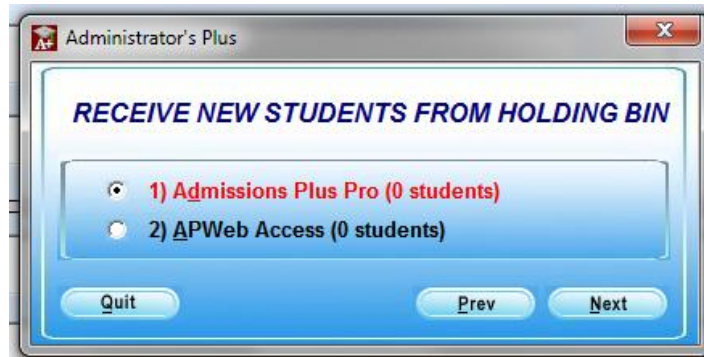
Unlink Contacts:

- a) The existing link and FX data is cleared
- b) Derived and conditional derived fields are updated.
- c) DB History is updated.

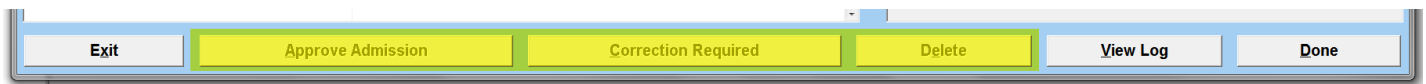
A log file called 'BatchLinkUnlinkContacts.Log' is created in the year folder.

5) New Files > Holding Bin: Two options are now available

- Another option has been added in New files-> 'Admissions Plus Pro' holding bin.



- Multiple options are available: Approved Admissions, Correction Required and Delete options.



- If any of the selected prospects to import are marked for correction, the prospect will be skipped and the information will be logged.
- Enter remarks for all the selected prospects while using Correction Required option. If remarks are not entered, those prospects will be skipped.
- Use Customize DB -> Setup Household Feature -> Assign Household ID's option to create Household for all the imported prospects through these options.

6) New Files > Holding Bin: Receive New Students from Holding Bin > Admissions Plus Pro (APP)

- Store the date of entry for new students received from APP
- A new specification has been added in the holding bin screen to select a DB field under "Place date of registration into which field?"
- When students are received in to APP, the selected field will be updated with the system date.

Report Writer (RW)

1) Report Card RW: Font Formatting Symbols in Narratives

- Words in curly brackets {Curly Brackets} will print in italics on the report card.
- Words in [Square Brackets] will be bold.
- Words in <Angle Brackets> will be underlined.

2) Report Card RW: Speed has been increased

3) Advanced Table: New option to print comments in multiple columns.

4) General RW: Box codes and individual contacts codes now work in page headers.

5) General RW: New box code was added in the Report Card RW to print a transcript by department in a table format:

Select the code DEPT TRANSCRIPT BOX from the code lookup to get a sample box code. The parameters used are as in other box codes and are self-explanatory.

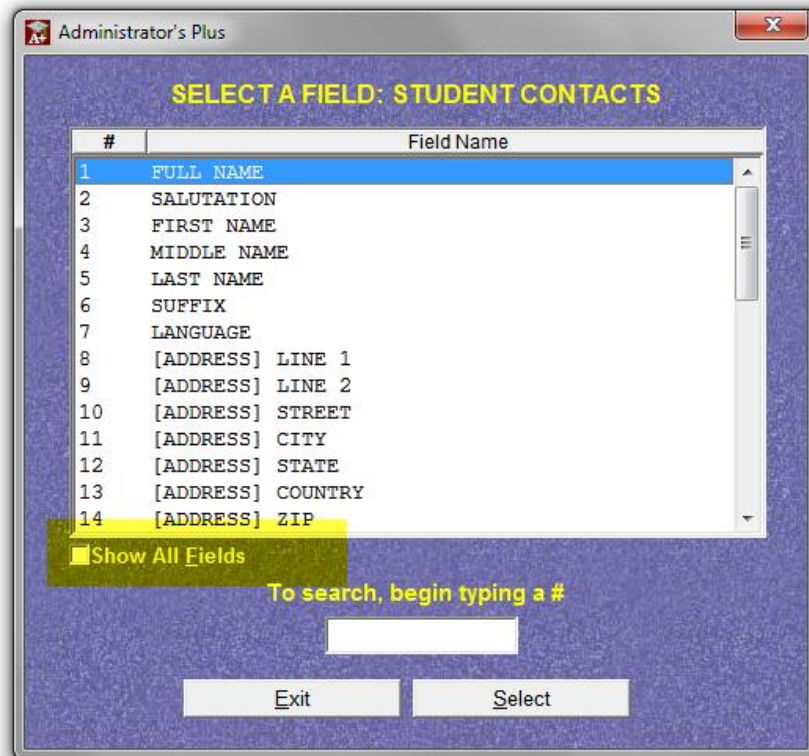
6) Top = CurrentPos + <Value> works for the Advanced Box and Course Table in Report Card RW

When the page overflows, the details will continue on the next page starting at 0.5 inches below the header information, if the settings are Top=CurrentPos+0.5.

7) General RW: Contacts Fields Lookup

- The report writer Contact lookup has been changed to show only the basic contacts fields, by default.
- If you want to see all contacts fields a check box "Show all fields" has been added.

```
~Contacts.Relationship("Father").~  
~REM~ To select another field: Erase 'Last Name' and press Shift-F6 with the cursor after the period.~LABELSTART~  
~LBCOLS:1~  
~LBWIDTH:3.5~  
~LBHEIGHT:1~  
~1[PARENT/GUARDIAN]~  
~EMPTY~  
~2~  
~3~,~4~ ~5~  
~LABELEND~
```



8) General RW: Implemented Contacts Start Code

The following codes are added in the DB Report Writer program to print the filtered contacts in the report:

Select CONTACTSSTART from the code lookup to add the below codes in the report.

```
~ContactsStart=1~
~C.First Name~ ~C.Last Name~~T3~~C.Relationship~
~rem~Press F1 for help.
~ContactsEnd~
~PrintContacts=1, Filter:{"C.Relationship = Father" AND "C.Household = Y"}~
```

Place the cursor in between the ~ContactsStart~ & ~ContactsEnd~ block and press F1 to get the help information as shown below.

ContactsStart=#:

- These codes can be used to print the details of all the contacts of a student.
- To select specific contacts, use the FILTER code in ~PRINTCONTACTS command and enter conditions.
- In conditions, a contacts field may be specified to compare against a value.
- The key word BLANK may be used to check whether a field is empty.
- Conditions may be entered using = (equal to) and != (not equal to) operators.
- AND and OR are allowed in conditions.
- Use braces, { ... } to set precedence in complex conditions.
- If the field name or value contains the double quotation mark, then enclose it in single quotes.
- Wildcards are allowed as values:
 - ..art - search for field data ending with the text 'art'
 - art. - search for field data starting with the text 'art'
 - ..art. - search for field data containing the text 'art'
- The fields to be printed are specified within ContactsStart=# and ContactsEnd codes.
- Press Shift+F6 for a lookup of all the contacts fields.

Print syntax:
~PrintContacts = #, Filter:{"C.<Fieldname><Operator><Value>" And/Or "C.<Fieldname><Operator><Value>"}~

Example:
Filter:{"C.Relationship = Father" AND "C.Household = Y"} - All the household contacts with relationship as father.
Filter:{"C.Relationship = Father" OR "C.Relationship = Mother"} - Both father and mother contacts.
Filter:{"C.Relationship = ..her"} - Father, mother, brother and any other contacts with relationship name ending with "her".

Close

Example of a complex filter:

```
{{"C.Relationship = Uncle" and "C.[Address] State = MA"} or "C.Primary = Y"}
```

Note: Report need not be contact enabled to print contacts details using this code.

Example of what ~ContactsStart~ code and a filter will yield on a report:

<pre>Zip: ~5~ ~WRAPOFF~</pre>	<p><u>Student Name:</u> Christine Allen</p> <p><u>Address:</u> 32 Sandy Way</p> <p><u>City:</u> Longmeadow</p> <p><u>State:</u> PA</p> <p><u>Zip:</u> 01106</p>				
<pre>~ContactsStart=1~ ~C.First Name~ ~C.Last Name~~T3~~C.Relationship~ ~rem~Press F1 for help. ~ContactsEnd~ ~PrintContacts=1, Filter:{"C.Household = Y"}~</pre>	<p><u>Household Contacts:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Cindy Allen</td> <td style="text-align: right;">Mother</td> </tr> <tr> <td>David Allen</td> <td style="text-align: right;">Father</td> </tr> </table>	Cindy Allen	Mother	David Allen	Father
Cindy Allen	Mother				
David Allen	Father				

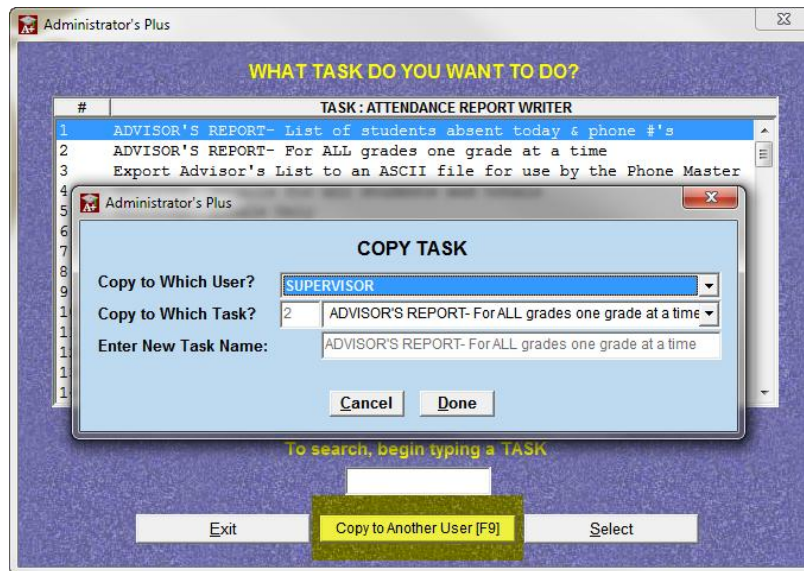
9) General RW

- Modified ~PG~ code to ~PG=X~ so resetting can happen for page #'s printed in any part of the report.
- Use ~PAGEFOOTER~PG=1~ to reset the starting page number to 1 in footer for every students.
- If the new parameter is used in header, then the value in PGNUM code will be ignored.

10) General RW

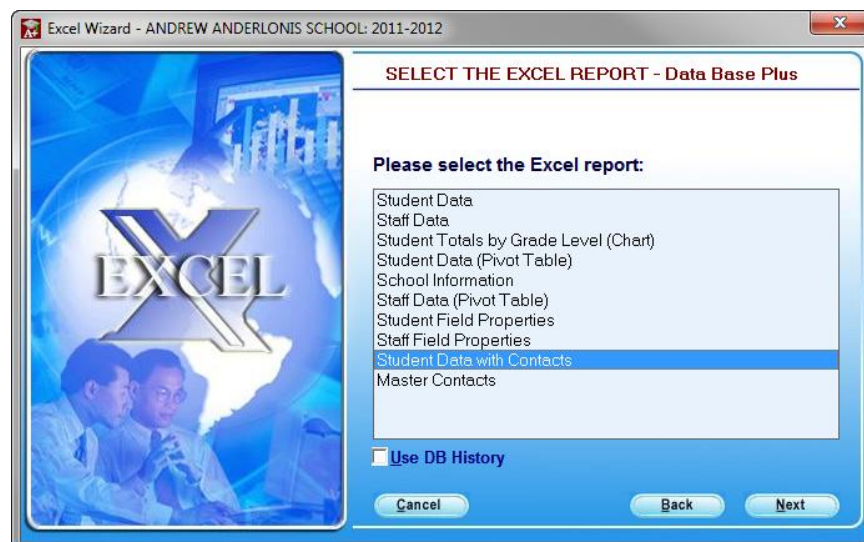
"Copy to Another User" option -> Allows Supervisor to copy the entire task (all specs) over other defined user tasks. Previously, tasks could only be copied to unused user-defined tasks.

If the task already exists, it prompts before overwriting.



Excel Wizard

- Added Excel Report "Student Data with Contacts" in the Excel Wizard.
- Data Base > Student Data with Contacts > Include DB Fields option (from Common Specifications).
- On selecting this as "Yes", the DB fields set in Common Specifications screen will be shown to the right of contacts data.



Super DB

- Changed search and sort order in the individual lookup screen to Student Name in batch adds feature.
- The last sort order you search or sort in will be retained for the Default view as in saved views.

Report Card: Extended Sections

- You can now "Change/Edit" the Extended Section Table Names.
- An "Edit Table" button was added on the "Define Extended Section Information Table" screen.
- The existing Edit [F3] button allows editing the field names, where this button allows you to edit the header information including the name of the table.
- Access this screen through: RC > Enter Courses > View/Edit Sections > View/Edit Extended Section Info > Setup Extended Section Information Table.

Item Name	Type	Length	Required	Case	Validation	Item Order	Default Value
	Text		Optional	Leave As Is	Not Validated	1	

Help Menu: Sales Representative and International Support information

New menu items named: "Find Your Account Representative" and "International Support" were added under the Help menu which will open the following links respectively:

<http://www.rediker.com/support/international.php>
& <http://www.rediker.com/sales-team>

