

## Administrator's Plus v5.6.40.01 New Features – January 2013 Update

Rediker Software is pleased to offer you **Version 5.6.40.01** of Administrator's Plus. There have been nearly 70 new features added since version 5.6.18 as well as refinements to past features. We have selected the key enhancements that are detailed below to keep you informed of key improvements in Administrator's Plus.

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!

### Database New Files

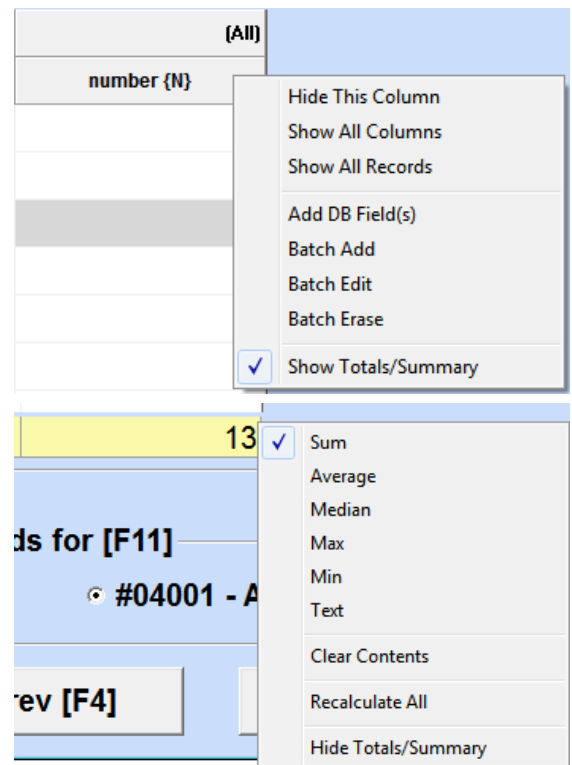
- ✓ Option to receive staff records from Admissions Plus Pro (APP)
  - Receive staff from APP Holding Bin screen which now has the option to select either student or staff.
  - If student records are available, they will be selected by default.
  
- ✓ GUID on transfers
  - The export to Administrator's Plus File option has been modified to create the export file with GUID, below the household field.
  - The import from Administrator's Plus file option has a check box for receiving GUID from the export file.
  - If this option is not selected, a new GUID will be created for imported students as before. Otherwise the GUID as found in the import file will be used.
  
- ✓ New warning message when a staff is moved to another record
  - Currently, the sections are assigned to the original ID and users have to go into Enter Courses and make the changes manually to reassign sections to the staff member.
  - A warning message has been added: "If you move this staff to another ID, then you will have to manually re-assign the sections for this staff. Do you really want to move this staff?"
  - By selecting No, the move process will be aborted.
  
- ✓ New 'Select All' option when deleting inactives
  - On selecting the option "Delete all inactive students" from Other Options menu, a lookup of all inactive students of the selected grade will be displayed.
  - By default all the inactive students are selected.
  - You can choose "Select All", "Unselect All" and individual selections are available.
  - Clicking the Next button will delete all the students or staff selected in this screen.
  
- ✓ Issue with Grade Levels and Active & Scheduling Year Start/End Grades Promotion logic change
  - Customize DB > Set Current and Scheduling Year:
    - Current and Scheduling Year specifications screen has been changed.
    - It does not show the start grade/end grade specifications for the Current and Scheduling year.
    - Instead, it shows the 'Promote to Grade Settings' information (not editable) based on the scheduling year selected.
    - Editing of 'Promote to Grade Settings' can be done from the Setup Grade Levels option in the Customize DB program.
  - New Files:
    - When new students are added, the students were previously getting added to the scheduling year considering the grade index mentioned earlier.
    - Now it adds the students to the Scheduling year based on the 'Promote to Grade Settings' in scheduling year.

## Database Address

- ✓ Data Verification Date Stamp
  - “Mark as Verified Today” is shown always as the first menu option. If the user has verified manually or online, then the “Reset Verification Status”, is shown as the second menu option.
  - If the verification status was reset or was not set at all, then the “Reset Verification Status” menu will not be shown.

## Database SuperDB

- ✓ Significant speed improvement in loading large amounts of data in Contacts
  - Contacts with large amounts of data have been optimized to load faster by about 50% in View Mode.
- ✓ Added Total Calculations to SuperDB tables
  - In the SuperDB table screen, a new option has been added to the right click "Show Totals/Summary"
  - Selecting this option will add a Summary row (shaded yellow) at the bottom of the table.
  - Selecting this option again will hide the Summary row, but will not remove the settings.
  - User can right click in each of the cells in the Summary row and set the summary function as Sum, Average, Median, Max, Min or Text. In non-numeric fields only the Text function is applicable. The text entered will be displayed in the cell.
  - These settings are saved per table.
  - At the time of loading the table, the summary is recalculated and displayed.
  - On changing the view, a recalculation occurs.
  - On Editing or filtering data, the summary is not refreshed, but instead the value is cleared.
  - User can always right click on the Summary row and use "Recalculate All" to refresh all columns.
  - Another way to hide the summary row is to right click on Summary row and use "Hide Totals/Summary" option.
- ✓ Supervisor can control the SuperDB path setting
  - A new menu option has been added in right click > General > Set SuperDB Path to set the folder for SuperDB files, manually.
  - When SuperDB path is changed using this option, it will add another key OVERRIDDEN=YES to the section.
  - If the set path is not accessible, it does not change to the default path if override is set to Yes. In such cases it displays warning message and gives an option to change it to the default path.



## Attendance Batch Entry

- ✓ Users can now batch enter a 'Comment' along with the attendance codes and times
  - A new specification has been added: "9) Attendance Comments" with a text box and lookup button.
  - Clicking the button will open an editor to enter the comments.
  - Spell check has been provided in this screen as well.
  - The text box on the spec will display a few characters from the entered comment text. If nothing is entered, it shows "NOT SELECTED <LEAVE AS IS>" as for specs #2 to #5.
  - On proceeding with batch entry, the entered comment will be batch entered along with attendance entry for the student/staff selected using the remaining menu options.

## Billing Invoicing

- ✓ Modified Billing Codes > Debit Codes definition screen
  - A new field "APPLY PERCENT ON" with options as Past Due and Total Due were added with defaults as Past Due. This will be applicable only for PERCENT type codes.
  - For all existing PERCENT type codes, this option will be set as Past Due by default.
  - The new field has been added to the codes print also.
  - When debits are added to an invoice, it calculates the amount based on these settings.
  - Invoice and Batch Entry programs have been modified as well.

## General Menu

- ✓ Tools > AP Mobile Manager
  - 'AP Mobile Manager' in the Tools menu now reads 'AP Mobile Manager (iOS & Android)'.
- ✓ Added to Right Click Menu: Send/Receive Add Online Forms, Online Registration
  - New menu options are added to Right Click Menu > Send/ Receive:
    - Student: Online Forms
    - Staff: Online Forms
    - Online Registration

## General Report Writing

- ✓ School Fields Name lookup added in the RW editor with all fields as defined in the School Information screen
  - On selecting a field it will add the code to the report writing editor.
  - Selecting a 6th field will add the code as ~L6[TITLE OF #1]~ where the information in square braces is the name of the field. The code ~L6~ without the field name also prints the same information.
- ✓ Added option to select more than one contact field in report writer for 'Select Contacts' option
  - Two columns have been provided (Criteria and Value) and the user can either select multiple values from F6 lookup or type in values for the fields Relationship, Salutation and Suffix.
  - Criterion is fixed for these fields as "Equal To". For other fields the user can select Criterion from a combo box and the value can be typed in.
- ✓ A direct link to the Specification settings from View/Edit letters/Reports has been added
  - Added the "Specs. [F11]" option in editor screen for all the report writer programs.
  - The user who is writing a report can change the specs without having to leave the template window or losing their QuickView settings.

## Report Card View Change Add Drop (RC VCAD)

- ✓ Add/drop log – A fee column from the course list has been added into the add/drop log
  - AddDrop.Log file has been modified to record the course fee as part of the log.
  - Course fee is saved in the last record of the group along with Staff ID and AP Version.
  - Modified the print format and Excel format by adding the column "CRS FEE" before "TEACHER" column.
  - Course Fee will appear in the report only if the Specification "G) USE TEXTS, COST & FEES?" option in Enter Courses program is turned on.
- ✓ Grade Change Log is now always enabled
  - In the View/Change/Add/Drop (VCAD) program specifications, option #2 MAINTAIN ADD/DROP LOG? has been set to default to Yes always, user cannot change to No.
- ✓ Sync VCAD screen with extended RC
  - If the user selects any student in the "Extended RC Details for all Courses" screen and selects "Exit" (on close) then the VCAD screen also will show the details of that particular student (selected in "Extended RC Details for all Courses").

## General Email

- ✓ Email enabling of reports (other than RWs)
  - E-Mail > Report Wizard lookup screens only reflects the reports that can be emailed.
- ✓ Attach a portfolio item when emailing a contact
  - From the Student Contact screen (Contacts: View Mode) the e-mail icons are provided against e-mail fields for sending mail (existing feature)
  - Clicking the e-mail icon opens the QuickMail window with the respective e-mail ID put in the recipient address
  - Selecting "Attach > Attach from Portfolio" option opens the portfolio screen with portfolios of the current student
  - Use the "Attach" button to attach the portfolio. Multiple selections of portfolio items are allowed.

## Report Card Report Writer (RCRW)

- ✓ Added a line below the Course grade in the Advanced Box
  - Added a new parameter "DrawLineBelowCourseGrades" in Advanced Box to draw a line below grades.
  - The possible values are either "Y" or "N" for this parameter, "Y" is the default.
- ✓ Course Table: Now a way to hide the border for Comments and/or Narratives
  - Added a new parameter, CommentBorder = Y (or N)
  - Added a new parameter, NarrativeBorder = Y (or N)
  - Change the value to "N" in order to hide these borders
  - Note: Comments border will not be hidden if the comments are printed to the right (Ex: PrintCommentTextWhereAndFont = Right1Column)
- ✓ Course Ordering in Advance Table
  - Added a new value to the SortCourseBy parameter in Course Table and Advanced Box in RCRW: SortCourseBy = DoNotSort, Note: This code will leave the course list with no sorting.

- ✓ Translation table for Grade table/Print table
  - Language dropdown has been added to Cust RC > Edit Number Grade Print Table program for entering grade in other languages. The information will be saved under <Language Code>\_Numpr.FRC files.
  - Language dropdown has also been added to Student Evaluator > Add/Edit Achievement Level Table option for entering Long Name in other languages. The information will be saved under <Language Code>\_IBAchLevelLongName.frc files.
  - Added new code ~LanguageOverride:<language description>~ to Report Writer. Example: ~LanguageOverride:Spanish~
  - When this code is encountered, the report will be printed in the specified language, until another LanguageOverride code is found.
  - While printing in other languages, it uses the grade names for the respective language, provided the spec "9) USE NUMBER GRADE PRINT TABLE?" has been set to yes.
  - Included the code ~LanguageOverride:Student~ to change the language back to the default language of the student.
  
- ✓ Option to print Extended section information in RC and SC RWs
  - Implemented a new code in the format ~EXS9999.<table name>.<field name>:##~ in RC and SC RW: ~EXS99.<table name>.<field name>:##~, where <table name> is the name of the extended section table <field name> is the field name of the table ## is the number of characters to print.
  - Added a new keyword !EXS... in the RW code lookup. When this code is selected, a lookup of extended section fields in the format <tablename>.<fieldname> will be displayed. The selected field name will be added to the Wlabel in the format shown above.
  - For Example: ~EXS9999.SectionDetails.ReportingDate:10~, where SectionDetails is the table name and ReportingDate is the field name. Number of characters to print = 10
  - Pressing Shift+F6 placing the cursor inside ~EXS...~ will display a lookup of fields in the format <tablename>.<fieldname>. The selected <tablename>.<fieldname> will be replaced at the cursor.
  - Course Table:
    - Added the code, ExtendedSectionColumn1 = <table name>.<field name> to the Course Table to print the extended section information.
    - Added the code, ExtendedSectionColumnAlign1 = L, R, C to horizontally align the data.
    - Added the code, ExtendedSectionColumnWidth1 = #.# to set the column width.
    - Added the code, ExtendedSectionColumnName = <table>.<field> to specify the column name.
    - Press Shift+F6 placing the cursor inside ExtendedSectionColumnName = <table>.<field> to get a lookup of fields in the format <tablename>.<fieldname>. The selected <tablename>.<fieldname> will be replaced at the cursor.
    - If there are more than one record, then all the record values will print with “;” delimiter.
  
- ✓ Now Center align text in the Credits column and Extended Course Information in Course Table
  - The following alignment parameters have been added to the Course table spec.
    - ExtendedRCColumn1Alignment = Left ~REM~ Left(L),Center(C),Right(R)
    - ExtendedCourseColumn1Alignment = Left ~REM~ Left(L),Center(C),Right(R)
    - CreditColumnAlignment = Left ~REM~ Left(L),Center(C),Right(R)
  
- ✓ Option to have classes listed by the periods of the day
  - More options have been added to the RW specs 'I) SORT COURSES BY?' (Page #2) as in SC RW for selecting the order for list courses in the reports. The options now are:
 

▪ COURSE NUMBER	▪ QUARTER, THEN BY COURSE
▪ COURSE NAME	NAME
▪ QUARTER, THEN BY COURSE	▪ TIME, THEN BY QUARTER
NUMBER	▪ QUARTER, THEN BY TIME

- COURSE DESCRIPTION
  - COURSE LEVEL
  - COURSE ALIAS
  - COURSE LENGTH
  - COURSE DEPARTMENT
  - [EXT. COURSE FIELD 1]
  - [EXT. COURSE FIELD n]
- The sort order may be changed in Course Table and Advanced Box by specifying new parameters as follows:
- Existing parameter:  
SortCoursesBy = CourseNumber ~REM~CourseNumber, CourseName, Quarter&CourseNumber, Quarter&CourseName
- New parameter:  
SortCoursesBy = CourseNumber ~REM~CourseNumber, CourseName, Quarter&CourseNumber, Quarter&CourseName, Time&Quarter, Quarter&Time, CourseDescription, CourseLevel, CourseAlias, CourseLength, CourseDepartment, [<ext. course field>]

## SOS GQ

- ✓ The speed of sending rosters to GQ has been improved when contact fields are selected to be sent to GQ

## Excel

- ✓ New option "7) Include Ext. Section Info?" was added to the Spec for Section List option under RC and SC
  - On selecting this option, it adds three more columns to the end of the existing report named TABLE NAME, CUSTOM FIELD NAME and CUSTOM FIELD VALUE.
  - The first row for any section will be as in the existing report.
  - The subsequent rows will have data for the new fields. If a table does not have data for any of the fields, the tables will not be listed.
- ✓ New option 'Student Data with Contacts' was added in Excel Wizard > 7) District Control > 1) Data Base Plus
  - When this option is used, spec screen (like Student Data with Contacts option in single school mode) is shown to select grade levels, students to include (Active/Inactive), one contact per row (Y/N), include DB fields from common specifications (Y/N), contact fields and relationships.
  - The selected schools from the District (in Common Specifications) will be included in the report.
  - Only schools belonging to the same global family (based on the first school selected in the spec) will be included in the report.

## Edline

- ✓ Changes in Edline Reporter > Transcripts Specifications
  - The spec options have been changed for selecting which marking period grades to send.
  - The UNUSED marking periods will not be shown for options "3) WHICH COLUMNS GRADE TO INCLUDED" and "4) WHICH COLUMNS NARRATIVE TO INCLUDE?"
  - In the absence of a specification to send which column grades, the earlier versions were sending all the grade columns including UNUSED column to Edline. Now the grades will be sent based on this setting.
  - The spec 'INCLUDE COMMENTS' has been changed to 'SHOW COMMENTS' with options Number/Description. Whether to send comments column will be set in spec #3 and this specification decides what to send: Comment Number or Description.