SchoolFront
Website: www.schoolfront.com
Support: support.schoolfront.com
Email: support@schoolfront.com

by FrontEdge Inc.
274 North Goodman Street, Suite B265
Rochester, NY 14607
Email: support@frontedge.com

SchoolFront Release Notes

June 8th, 2020

Release Highlights

High-level Summary of this SchoolFront / RecruitFront Release:

- SchoolFront's Sub-Finding module is now functional demonstration ready.

- SchoolFront has now added the ability to have the notes template be used within Trackers and Tracker Reviewers.

- Additional Tabs have been added to the Process Forms- Read Only grid for a more encompassing view of the forms.

- Various bug fixes throughout the system.

For detailed information about the resolved issues, new features and enhancements, and completed customer requests in this release, please see "Release Details" below.

Release Details

Resolved Issues

Employee Grid

Filter options for Supervisor 2-4 under the employee grid have been fixed.

SchoolFront is now providing supervisor access to employees that they supervise in order to view personnel folders that permission has been granted to the supervisor.

Process Forms/Claim Forms

When creating a new process form, users can no longer select a process form category that is not of the same form type while making any edits to the process form.

Within the mileage claim forms, the missing third decimal in cost per mile has been added.

System-wide Overview

In certain areas of SchoolFront, the employee name would show Last, First, Mi- in certain cases a space was placed after Last Name and made it difficult for user to search for employees. The space has been removed from all employees where this was an issue.

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Notifications

For any RecruitFront related notifications (applicants, candidates, etc.), we have added in the applicant state field that was previously missing.

Multi- Document Upload

Uploaded documents in view mode were previously showing with a smaller font size, this has been resolved.

Job Postings

The copy job posting feature previously was not copying checked required documents. This feature has now been resolved and will copy the necessary documents.

New Features & Enhancements

If you are a current SchoolFront Customer and are interested in seeing a demonstration of any of the new features and enhancements below, please contact your Account Manager / Solution Architect to set up a meeting. If you are not a current SchoolFront Customer please contact sales@schoolfront.com.

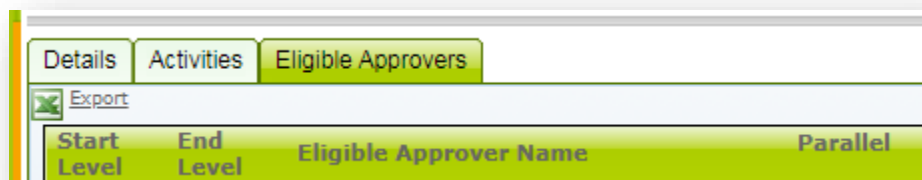# Employee Management System

Sub-Finding Module

SchoolFront Sub-Finding Module currently is available for functional demonstrations to interested current and prospective customers. To set up a demonstration, please contact Kevin Hamill at kevin@schoolfront.com

Tracker Reviewers

A notes template can now be added to a tracker and will be the default option when a new reviewer creates any notes associated with the tracker. The notes template can also be used to create Q/A templates for reviewers.

Employees- Process Form Tab

Process form read only grid- added additional tabs of activities and eligible approvers.

All process forms menu options will now have the ability to PDF package the forms into one document for users to review.

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All process forms menu options will now default to sort by most recently created files to match all other process forms grids.

Available forms screen will now sort by Category name.

Total Cost has been added to Mileage Marker trip table.

When forms are submitted or under review the user has the ability to select "Save As Draft" which gives users the ability to finish completing the form at a later date.

Personnel Folders

Within all personnel files, the grid will now default to sort by most recently created file for easy finding.

Tabbed Personnel Folders on the employee dashboard and employee grid will now sort by most recently created file.

Benefits Enrollment

Added benefits plan profile price model that will list the profile plan prices based on an entered effective date.
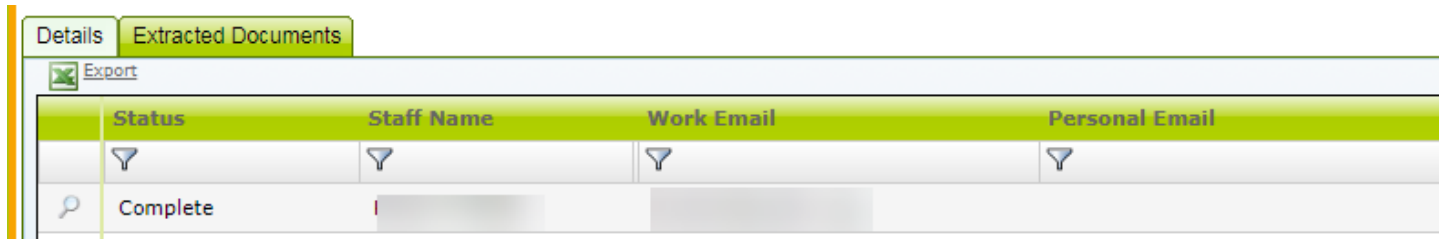
Active Employees

Added currency formatting to salary related columns on the Active Employees grid.

Attendance

A lock has been added to the attendance module for the fiscal year closing. This lock will prevent absence requests from being submitting before the lock. It will also prevent change requests for entries prior to the lock.

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Multi- Document Upload

Within a multi- document upload the Extracted Document Tab will have additional columns for the viewing of the employee personal and home email addresses.

Onboarding

As part of the SchoolFront/nVision integration a new feature has been added that allows the new hire to be exported to nVision. See our related Knowledge Base article and nVision release notes for further information.

Completed Customer Requests

Tracker Reviewers

On the Tracker Candidate Tab, the reviewer name will now appear after the candidate name.

New & Updated Knowledge Base Articles

You can view all of the following articles and our entire knowledge base library by visiting our **Knowledge Base**.

- **Employee Benefit Enrollement**

- **Mileage Claim Form**

- **nVision Export New Hire**

Current Known (Unresolved) Issues

The Support Team is currently aware of the following issues in the system:

There are currently no known unresolved issues at this point.

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Get Help / Get Heard

SchoolFront & RecruitFront Support

Support for SchoolFront & RecruitFront Administrators and Candidate Reviewers

If you are a SchoolFront/Recruiting Administrator or Candidate Reviewer, you can access our SchoolFront Support Center by going to the following link: https://support.schoolfront.com

By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by "submitting a ticket." (i.e. see the "SUBMIT TICKET" link in the upper-right corner of the screen in the Support Center.)

Support for RecruitFront Job Applicants

If you are a RecruitFront Job Applicant (i.e. someone applying for jobs on RecruitFront), you can access the RecruitFront Applicant Support Center by going to the following link: https://support.recruitfront.com

By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by "submitting a ticket." (i.e. see the "SUBMIT TICKET" link in the upper-right corner of the screen in the Support Center.)

Report an Issue

If you discover bugs or would like to receive assistance from a member of the SchoolFront/RecruitFront Support Team you can submit a request for help (or "ticket") by clicking the "SUBMIT TICKET" link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

Request a New Feature / Enhancement

If you would like to request new SchoolFront features, enhancements, or reports you can submit your request (or "ticket") by clicking the "SUBMIT TICKET" link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

See Past Release Notes

All SchoolFront Release Notes are Available at:
https://www.schoolfront.com/documents-and-files-schoolfront