

SchoolFront Release Notes

February 10th, 2020

Release Highlights

High-level Summary of this SchoolFront / RecruitFront Release:

- PDF Parsing has now been updated and changed to Multi-Doc Importing to increase functionality and potential.
- The SchoolFront Attendance Module is in the finishing stages of beta testing and is ready for demonstration.
- Security updates and improvements have been installed in order to guarantee the best security practices when it comes to handling employee information.

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

Send Notifications

Within Notifications where there are multiple recipients for a single row selection it previously resulted in sending multiple notifications to the last recipient. All users entered within the single row selection will now receive the appropriate notification(s).

Process Forms

On a Process Form, the “Enabled” box will no longer be checked once a form is saved if the box is originally unchecked.

- Example: When a user creates a Process Form and selects “Save” the “Enabled” box would previously show up as checked. This has been updated so that if a user does not select “Enabled” and selects “Save” it remains unchecked.

On Available Forms, the “-” has been removed if there is no description provided for the form.

Document Groups

We have added the ability to include Tracker Candidate Notes as well as Tracker Candidate Notes for all Trackers, please reference our Knowledge Base article on creating document groups.

HTML Editor

The Notification Marker Button will now be hidden from the user within the HTML Editor when not applicable.

The HTML Editor will no longer have the paste icon, as the browsers no longer supports this method. In order to paste within the HTML Editor, please use Ctrl+V after copying the information to paste.

Benefits

Within Benefits Enrollment Forms, SchoolFront has updated the software to fix incorrect and missing plan information for users. This will allow users to view their current complete plan information as provided from the District.

User Interface

Within the Personnel Folders, the extra YYYY-DD in the beginning name of files has been removed.

Session Timeout

Previously if a user opened multiple browser windows, worked in one of the new windows and then returned to a previously opened window, the SchoolFront timeout dialog may have appeared despite the session being active in other windows. This was based on the timeout dialog being a JavaScript / client-side based solution. A server-side AJAX check has been added that will determine if the user has kept the session active in other windows before showing the dialog in any window.

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.

Navigation/ User Interface

On the navigation menu, any modules that are not in use at the school (purchase and/or deployed) will be hidden from users.

Users who have Business Office Role will now have access to all employees within the Human Resources Menu option.

Added missing roles to staff grid to allow users to view what roles certain users have within the staff grid. The roles include, Benefits Coordinator, Attendance Admin, Attendance Supervisor, Attendance Coordinator, and Forms Admin.

All missing roles have been added to the staff import/export files that can be downloaded for use in order to import / export employees into SchoolFront.

SchoolFront users will now have the ability to mark an employee inactive that was initiated via the onboarding process but later did not accept the job.

Security Improvement

SchoolFront supports Active Directory Federations Services (ADFS) to ensure the most secure means to authorize users. To learn how to install and configure ADFS for your systems, please refer to our Knowledge Base Article ADFS and other security measures.

SchoolFront has the ability to encrypt all users' passwords in order to ensure the best security practices which will hide all users' passwords within the system from other users. Please contact your Solution Architect or regional BOCES if you have any questions regarding password encryption.

Employee Management System

Attendance Module Release

The new Attendance Module for SchoolFront is ready for Demonstration at interested Districts/ BOCES. The Attendance module will allow for districts to:

- Track employee attendance with optional daily “present” capability
- Create and manage work calendars/schedules associated with specific groups of employees
- Submit leave requests through digital forms with built-in online approval processes with up to 8 approval paths
- Built-in real-time *Current Employee Balances with the ability to import and export balances to/from an existing financial platform.

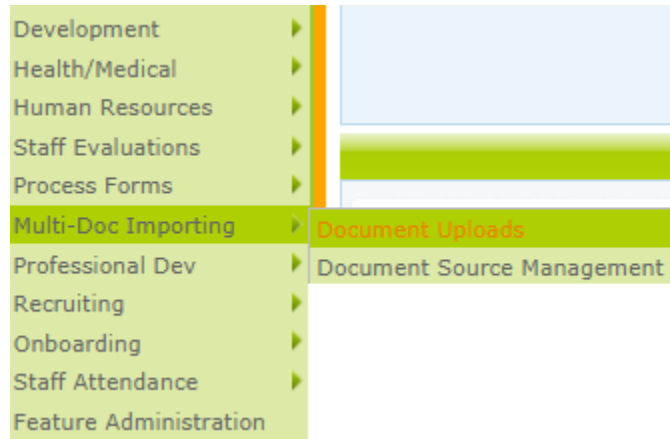
* Current Employee balance is real-time based on current or future date taking. It will also take into account future accruals or requests for time off.

To schedule a demo, please contact Kevin Hamill at Kevin@schoolfront.com

Multi- Doc Importing

SchoolFront now supports multiple upload formats such as PDF's, cloud folders, and zip folders. The new process will accommodate the various upload formats to include and work with a variety of formats within the files.

PDF Parsing will no longer be a part of the left-hand navigation menu as it will now be titled Multi- Doc Importing.



Employees- Process Forms

Within Process Forms, there are additional selections within the Email Rules of Form Management. This will allow users to select Read Only Access for certain users when sending a Process Form and include Supervisors 2-4.

Details Eligible Groups Approvers Email Rules Custom Fields Read Only Grid Access						Details Eligible Groups Approvers Email Rules Custom Fields Read Only Grid Access			
Export No saved searches No saved layouts						Export No saved searches No saved layouts			
Recipient Type	Email On Submission	Email On Approval1	Email On Approval2	Email On Approval3	Email On Approval4	Recipient Type	Email On Submission	Email On Approval1	Email On Approval2
Submitter	?	?	?	?	?	Employee	?	?	?
Submitter's Manager	?	?	?	?	?	Employee's Attendance Supervisor	?	?	?
Users w/ Read Only Access to Form	?	?	?	?	?	Employee's Evaluation Supervisor	?	?	?
Users w/ SchoolFront Benefits Admin Role	?	?	?	?	?	Employee's Manager	?	?	?
Users w/ SchoolFront Business Office Role	?	?	?	?	?	Employee's Professional Dev Supervisor	?	?	?
Users w/ SchoolFront Evaluation Administrator Role	?	?	?	?	?	Employee's Supervisor 2	?	?	?
Users w/ SchoolFront Human Resources Role	?	?	?	?	?	Employee's Supervisor 3	?	?	?
Users w/ SchoolFront Professional Development Role	?	?	?	?	?	Employee's Supervisor 4	?	?	?
Users w/ SchoolFront Recruiting Administrator Role	?	?	?	?	?				

Email Rules

All employee related Form Email Rules allows for the selection of categories/template from the Employee Process Form type and the specific type of form being managed.

Form Email Rule Management ✕

Recipient Type
 Actual Approver (All Levels)

<input type="checkbox"/> Email on Submission	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 1st Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 2nd Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 3rd Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 4th Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 5th Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 6th Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 7th Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on 8th Approval	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on Rejection	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on Completion	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾
<input type="checkbox"/> Email on Resubmit	Notification Category (Human Resource Employee Process Forms) Free Form - Process Forms ▾	Notification Template ▾

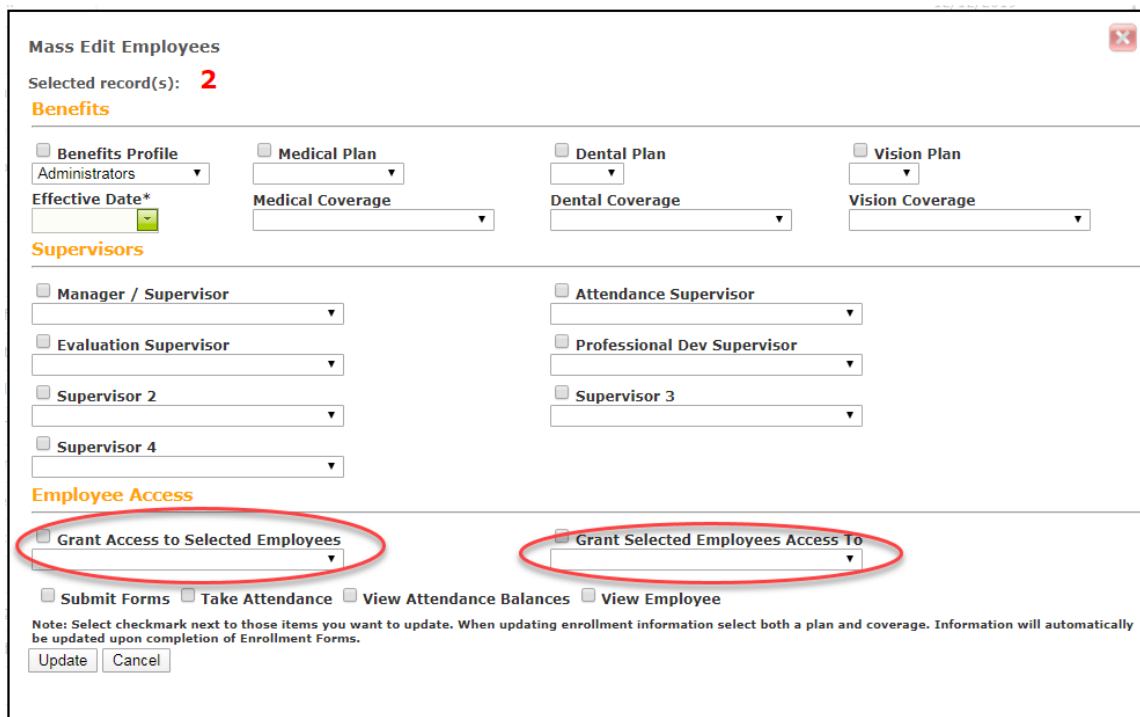
Other Email Addresses

Employee Access

Employee access has been expanded to allow users to Submit Forms on the behalf of the employee if given rights to the employee.

For Example: A secretary is given rights to a specific group of people through the Access Granted tab, they can then Submit Forms on the behalf of those employees.

Within the Active Employees grid, users will be able to grant access to selected Employees and Grant Selected Employees Access to specific users for the following actions: Submit Forms, Take Attendance, View Attendance Balances, and View Employee.



Benefits

The Benefits Module will now confirm selected dependents with matching coverage type for users within the system. District will now have the option to hide the Doctor and Medicare questions for spouse/dependents per benefits profile. This option is at the discretion of the District and can be turned on and off within the Benefits Module by the district user.

2020 Tax Forms

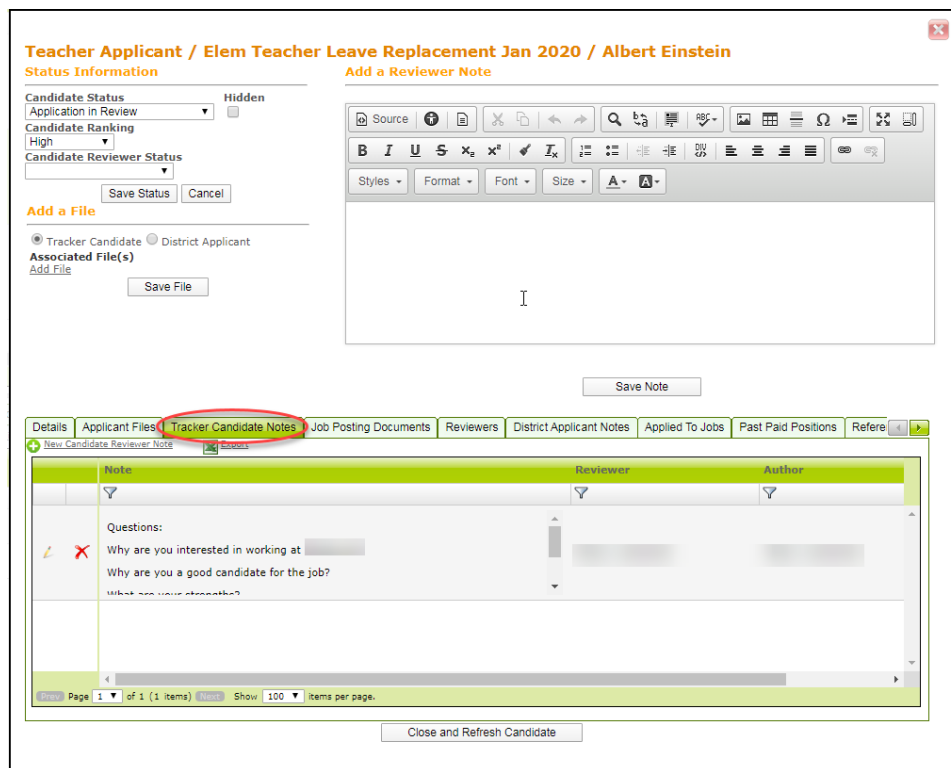
The new 2020 W-4 and IT-2104 are updated within the system to comply with Federal and State regulations.

Recruiting System

Candidate Dashboard

The Candidate Dashboard has been redesigned to work with Chromebook and other small viewpoint devices to allow customers to use the system with various devices.

Within the Candidate Dashboard, users will now have the function to edit and delete within the Tracker Candidate Notes per the proper access rules.



Teacher Applicant / Elem Teacher Leave Replacement Jan 2020 / Albert Einstein

Status Information

Candidate Status: Application in Review Hidden
Candidate Ranking: High
Candidate Reviewer Status: [Dropdown]
[Save Status] [Cancel]

Add a File

Tracker Candidate District Applicant
Associated File(s)
Add File [Save File]

Add a Reviewer Note

[Rich Text Editor with toolbar: Source, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table Border, Table Cell Properties, Table Row Properties, Table Column Properties, Table Merge, Table Split, Table Delete, Table Insert, Table Refresh, Table Sort, Table Filter, Table Hide, Table Show, Table Collapse, Table Expand, Table Maximize, Table Restore, Table Print, Table Help]

[Save Note]

Details | Applicant Files | **Tracker Candidate Notes** | Job Posting Documents | Reviewers | District Applicant Notes | Applied To Jobs | Past Paid Positions | Refer

Note	Reviewer	Author
Questions: Why are you interested in working at [Redacted] Why are you a good candidate for the job? What are your strengths?	[Redacted]	[Redacted]

Page 1 of 1 (1 items) | Show 100 items per page.

[Close and Refresh Candidate]

Completed Customer Requests

Notification Marker for Photo Attachment

Districts will now be able to include a Staff photo or a Staff Photo URL within Process Forms. This can be done with the new notification marker that has been added to the template builder.

New & Updated Knowledge Base Articles

You can view all of the following articles and our entire knowledge base library by visiting our [Knowledge Base](#).

- [Multi-Doc Setup](#)
- [Multi-Doc Importing How To](#)
- [Approving Absence Request](#)
- [Submitting an Absence Request](#)
- [Managing Absence Codes](#)
- [Submitting an Absence Request Change](#)
- [Staff Attendance Setup Overview](#)

- [Feature Administration-Staff Attendance](#)
- [User Roles for Staff Attendance](#)
- [Attendance Groups](#)
- [Work Schedules](#)
- [Work Calendars](#)
- [Absence Codes](#)
- [How to Record Daily Attendance](#)
- [How to check Absence Balance](#)
- [How to Send Notifications within Attendance](#)
- [How to check the status of Attendance Requests](#)
- [ADFS and other Security Measures](#)
- [How to Edit/ Delete Tracker Candidate Notes](#)
- [Grant Access to User to Initiate Forms](#)
- [Tracker Candidate Document Groups](#)
- [How to Grant Access to Select Employees on the Active Employee Grid](#)
- [How to Grant Select Employees Access to Users on the Active Employee Grid](#)

Current Known (Unresolved) Issues

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

Recruiting Pages

SchoolFront Support is aware that certain Recruiting pages are slow to load for certain customers. We are currently investigating this issue and will apply hardware and software solutions to address this issue.

Template Builder

SchoolFront Support is aware of the issue within the Template Builder where the creation of custom fields with special characters is causing the notification markers access to be disabled. We are currently working on a solution.



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

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>