

by FrontEdge Inc. 274 North Goodman Street, Suite B265 Rochester, NY 14607 Phone: (585) 568-7813

SchoolFront Software Release Notes

July 2022

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Release Details

Employee Information Management

Resolved Issues

• **#2729 – Employee Email Address with Apostrophe Character Cannot be Saved** If a user had an apostrophe in their email address, the email address could not be saved in the user's profile/details in SchoolFront.

New & Updated KB Articles

- Legal Flag
- Adding Notes to Employee
- Employee Groups

Employee Attendance & Time-Keeping

New Features & Enhancements

• #3073 – Import Staff Work Schedules

Added ability to mass-update work schedules via an import process.

` 🔁 ? 🔒	Work Schedule Import
Mon, March 6	Export
Students Staff	Click here to download current data sheet to excel format.
Courses Families	Click here to download empty data sheet to excel format.
Report Cards	Import
Calendar Student Attendance	Upload excel file: Choose File No file chosen
Announcements	Preview Import
Discipline	
Communication	You are currently importing into Frontedge School / 2022-2023
Student Test Scores	Import Instructions:
Rubrics	J. Download the excel file (above) to get the proper file format and the list of existing items. Save the file to a location on your as computer you will need to access later.
Notifications	 Open the file from the saved location, make the additions and edits, then save and close the file.
Assets	 4. Click the Browse button, and find the saved file containing the updates. 5. Click the Provide import button.
Development	6. You will then be presented the items in the file. You can review the information to validate your changes. If there are any required columns missing, they will be listed as errors and the Import Data
Health/Medical	button will not be available. Extra columns will be listed as warnings and ignored. 7. Click the <i>Import Data</i> button to continue or <i>Cancel Import</i> button to prevent the data from being updated.
Events	8. You will then be presented with the Import Summary, listing the number of rows processed and whether they were Skipped, Inserted, or Updated. You may also be presented with row specific errors, should any exist. It will list the row number, column name and the oroblem with the data. An example of this would be an email address that is not in the proper format.
Human Resources Staff Evaluations	
Process Forms	Note:
Multi-Doc Importing	
Professional Dev	
Recruiting	
Task Management	
Time & Attendance CRM	Staff → Attendance →
File Repository	r Attendance r D Time Cards
Feature Administration	Salaried Time Sheets
Casey Davies	Time Clock
Karafonda SchoolFro	II Reports/Info 🕨
Support Frontedge School	Substitutes
2022-2023 Administrator	Import/Export Attendance Import/Export
Change Role	Skup Exert/Iment Positions
	Expert Import Particle Staff
D powered by	Export/Import Fund & Budget Codes
C SchoolFron	
Version 13.1	Export/Import Work Calendar Events
© 2000 - 2023	Export/Import Pay Rates

#1653 – Ability to Override Schedule for a Period of Time
 This feature gives users the ability to override a schedule for a specific period of time. Example = override schedule for the summer.



• #1658 – Ability to Carry Over from More Than One Code

System can now be configured to carry over from more than just one code (e.g., multiple codes can be configured for sick).

• #2260 – New Time-Keeping Report: Work Schedules

View all work Schedules and associated events. This report was created to make reviewing and troubleshooting time-keeping configuration easier. The report can be found by going to Time & Attendance > Reports / Info > Work Schedule Events.

March 6 Excont Schedul	e Name Day	Start Date	End Date	Start Time	End Time	Lunch Break (Minutes) Guarant (hours)
8	7	7	7	7	7	A A
Bus Driv	er Monday	8/1/202	1 ?	9:00 am	11:00 am	?
ds Bus Driv	er Tuesday	8/1/202	1 ?	9:00 am	11:00 am	?
tendance Bus Driv	er Wednesday	8/1/202	1 ?	9:00 am	11:00 am	?
nents Bus Driv	er Thursday	8/1/202	1 ?	9:00 am	11:00 am	?
ation Bus Driv	er Friday	8/1/202	1 ?	9:00 am	11:00 am	?
st Scores Bus Driv	er Monday	8/1/202	1 ?	12:00 pm	2:00 pm	?
Bus Driv	er Tuesday	8/1/202	1 ?	12:00 pm	2:00 pm	?
Bus Driv	er Wednesdav	8/1/202	1 ?	12:00 pm	2:00 pm	?
ant Bus Driv		8/1/202		12:00 pm	2:00 pm	?
dical Bus Driv		8/1/202		12:00 pm	2:00 pm	?
sources Bus Driv		8/1/202		3:00 pm	6:00 pm	?
ations Bus Driv		8/1/202		3:00 pm	6:00 pm	?
rms Bus Driv Bus Driv		8/1/202		3:00 pm	6:00 pm	?
al Dev Bus Driv		8/1/202		3:00 pm	6:00 pm	?
		8/1/202		3:00 pm	6:00 pm	?
gement Bus Driv endance Staff						
Attendance	Monday	6/27/202	1 ?	7:30 am	3:30 pm	30
tory Time Cards ministration Salaried Time sey Davies Time Clock	Sheets - Tuesday	6/27/202	1 ?	7:30 am	3:30 pm	30
a SchoolFront Reports/Info	Time Card Reports	6/27/202	1 ?	7:30 am	3:30 pm	30
dge School 2-2023 Substitutes Import/Export		6/27/202	1 ?	7:30 am	3:30 pm	30
inistrator Setup nge Role 3:30pm	Position Ancillary Jobs Work Calendar Events	6/27/202	1 ?	7:30 am	3:30 pm	30
Clerical	Work Schedule Events	6/28/202	o ?	8:00 am	4:00 pm	30
hoolFront Clerical 8	am-4pr Steff Position Annual Repo		o ?	8:00 am	4:00 pm	30
sion 13.1 Clerical 8	am-4pr Attendance Group Contrac	6/28/202	0 ?	8:00 am	4:00 pm	30
	lam-4pr Approvers	6/28/202	o ?	8:00 am	4:00 pm	30
Clerical 8	Position Certifications	6/28/202	o ?	8:00 am	4:00 pm	30
Cust 7-3		10/31/202		7,00 pm	3:30 nm	30

• #2262 – Time Keeping Report, Position Skills

SchoolFront allows you to add Position Certification requirements for job postings, as well as generate a report for all positions and their required certificates. The report can be found by going to Time & Attendance > Reports / Info > Position Skills.

• #2460 – Lunch Minute Calculation & Display Improvements

Lunch minutes only appear when they are being deducted from an employee's work hours. If the employee does not work over 6 hours a day, the 30-minute lunch deduction is hidden (not displayed) to reduce confusion. If an employee's scheduled time is less than 6 hours a day, but they work over 6 hours for the day, the system automatically deducts the 30-minute lunch.



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Weekly Work Sche Total Hours 0.000 Save &						
0.000	CIOSE					
Always select a Sunday	when choosing a start d	late.				
In/Out 1						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start:: 🛇	Start: ·- O	Start: O	Start: ·- O	Start:: 0	Start:: ©	Start:: ©
End:: 🛇	End:: 🛇	End:: 0	End:: 0	End:: 0	End:: 🛇	End:: 0
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch,
Break	Break	Break	Break	Break	Break	Break
(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):
Total Hours:	Total	Total	Total Hours:	Total	Total	Total Hours:
Guaranteed Minimum (hours)		Guaranteed Minimum (hours)	Guaranteed Minimum (hours)	Guaranteed Minimum (hours)	Guaranteed Minimum (hours)	Guaranteed Minimum (hours
Pillindin (nours)	Pilling (insurs)	Pillindin (nours)	Pillindin (notiro)	Pilling (nours)	Pillina (IISAIS)	Pilling (nouro
Set the portion of a	Set the portion of a	Set the portion of a	Set the portion of a	Set the portion of a	Set the portion of a	Set the portion of a
day to deduct the				day to deduct the	day to deduct the	
correct accrual			correct accrual	correct accrual	correct accrual	
amount when			amount when	amount when	amount when	
Employee reports in					Employee reports in	
days and requests a full day absence.	days and requests a full day absence.	days and requests a full day absence.	days and requests a full day absence.	days and requests a full day absence.	days and requests a full day absence.	days and requests a full day absence
full day absence.	tull day absence.	tull day absence.	tull day absence.	tull day absence.	tull day absence.	Tull day absence
Fraction of a Day	Fraction of a Day	Fraction of a Day	Fraction of a Day	Fraction of a Day	Fraction of a Day	Fraction of a Day
×	· · · · · · · · · · · · · · · · · · ·	V	· · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · ·	· · · ·
In/Out 2						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start:: 0	Start:: 0	Start: 0	Start: ·- O	Start: 0	Start: 0	Start: 0
End:: 🛇	End:: 🛇	End:: 🛇	End:: 🛇	End:: 🛇	End:: 🕓	End:: 0
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Break	Break	Break	Break	Break	Break	Break
(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):	(Minutes):
T.I. I.		Total	Total	Total	Total	Total
Total		Hours	Hours	Hours	Hours	Hours
Total Hours: Guaranteed	Hours:	Hours: Guaranteed	Hours: Guaranteed	Hours: Guaranteed	Hours: Guaranteed	Hours: Guarantee

• #2522 – Improved Handling of Pre-Existing Absence Requests When an Employee Changes Positions

When an employee changes from one position to new position, the user goes to Staff Position and enters in an end date on the old position. If there are any absence requests after the end date, it does not allow the position to be ended. The HR admin then needs to either delete the requests or move them to the new position/attendance group. When this happens, the HR admin is now prompted with a warning and asked if they want to delete the transactions.

• #2635 – Ability to Mass Lock a Pay Period on Timecards

Users managing payroll in SchoolFront have the ability to export payroll without the timecard fully approved and/or locked. This feature adds the ability to lock a pay period en-mass so that associated records get locked and no additional changes can be made. Before this feature was implemented, locking had to be done on each employee, one at a time, which could be extremely time-consuming.

• #2701 – Tab that Displays Employee Attendance Balances

Added a tab that displays employee attendance balances so that approvers can more easily review and override the attendance of their employees as necessary.



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Mon, March 6	Fisca 202	ui i cui	Calculation Date	Update Calculat) <u>Send Notification(s</u>)	
nilies port Cards		Staff ID	Last Name	First Name	Absence Code Description	Available	Current Balance	Future Balance
endar Ident Attendance		7	7	7	7	7	7	7
ouncements	2	Bug3662	3662	Bug	Bereavement	0	0	0
cipline nmunication	2	Bug3662	3662	Bug	Conference	0	0	0
dent Test Scores	0	Bug3662	3662	Bug	Jury Duty	0	0	0
rics	-	-					-	-
nissions ifications	2	Bug3662	3662	Bug	Personal	0	0	0
ets	2	Bug3662	3662	Bug	Sick	0	0	0
elopment	P	2122	Abright	Tara	Bereavement	0	0	0
lth/Medical l nts	12	2122	Abright	Tara	Bereavement	0	0	0
nan Resources	2	2122	Abright	Tara	Conference	0	0	0
ff Evaluations	2	2122	Abright	Tara	Conference	0	0	0
ti-Doc Importing		2122	Abright	Tara	Family Sick	0	0	0
essional Dev							-	-
k Management	2	2122	Abright	Tara	Family Sick	0	0	0
	Staff	(Abright	Tara	Jury Duty	0	0	0
	Attend	· · · · ·	Employee Balance Attendance	Tara	Jury Duty	0	0	0
ture Administration		ed Time Sheet		Tara	Personal	0	0	0
<u>Casey Davies</u> rafonda SchoolFront	Time C Report		Employee Calenda	r Tara	Personal	0	0	0
Support Frontedge School	Substi		Abright	Tara	Sick	0	0	0
2022-2023 Administrator Change Role	Setup	t/Export	of 18 (1743 items)	Next Show 10	00 🗸 items per page.	4		

• #2714 – Approval Not Allowed When Timecard Missing Punches

Approvers are prevented from approving timecards with missing punches because doing so will cause the calculations on the timecard to be incorrect.

• #2746 – Improved Debug View

In order to troubleshoot more efficiently, the following columns have been added when Debug View is selected on a timecard: Shift Diff 1 hours calculated Shift Diff 2 hours calculated Shift Diff 3 hours calculated

• #2783 – Attendance Export File Created for nVision Integration



📩 😏 🤶 🔒 Staff Attendance Ir	nport/Export
Mon, March 6 Export	
Students Click here to downloa	d current data sheet to excel format.
Courses	d empty data sheet to excel format.
Report Cards Import	
Calendar	
	se File No file chosen
Announcements Preview Import	
Discipline You are currently importi	ng into Frontedge School / 2022-2023
Communication F	ing into including a series of a second s
Student Test Scores Import Instructions:	
	el file (above) to get the proper file format and the list of existing items.
2, 5676 the file to a	location on your as computer you will need to access later. I the saved location, make the additions and edits, then save and close the file.
4. Click the Browse I	outton, and find the saved file containing the updates.
5. Click the Preview	Import button. resented the items in the file. You can review the information to validate your changes. If there are an
Health/Medical 7. Click the Import L	Data button to continue or Cancel Import button to prevent the data from being updated.
8. You will then be p	resented with the Import Summary, listing the number of rows processed and whether they were Skipj address that is not in the proper format.
Human Resources	address that is not in the proper format.
Staff Evaluations	
Process Forms	
Multi-Doc Importing	
Professional Dev	
Recruiting	
Task Management	
Time & Attendance >> Staff	
CRM Attendance	
File Repository Time Cards	
Feature Administration Salaried Time Sheets	
Casey Davies Time Clock	
Karafonda SchoolFront Reports/Info	
Frontedge School	Annual Annual (Consult
2022-2023	Schedule Import
Changes Dala	t/Import Positions
Expo	t/Import Position Staff
Expo	t/Import Fund & Budget Codes
powered by	t/Import Work Schedules
Evpor	t/Import Work Calendar Events
Version 13.1	t/Import Pay Rates

• #1572 – Staff Attendance Report

Ability to generate the Staff Attendance Level 0 extract for NYS SIRS reporting purposes.

Resolved Issues

• #2099 – "Working" Message on Button Not Appearing When Clicked on Apple Devices

When an iPad user clicks on the Notification Send Button, it does not change to "Working" and, since users expect this behavior because of their experience on a web browser, they do not know it is working and they click multiple times which causes duplicate notifications to be sent. The same occurs when mass generating forms.

- **#2799 Cannot Delete Incorrectly Configured Attendance Groups** Error resulted when you attempted to delete incorrectly configured attendance groups.
- #2813 Single Staff Barcode Export to Word is Blank
 Multi-person barcode export to Word was working, but single person exports to Word resulted in a blank barcode image.
- #2819 Position Import Error Import failed when positions were imported.



• #2826 – Override Budget Code Not Exported

Overridden budget code showed in time card totals but the overridden budget code was not in the payroll export file.

- #2948 Locked Time Card Not Displaying Ancillary Job
- #3072 Work Calendar Imports Failing
 When a parenthesis is used in the naming of work calendar items, those items failed to import.
- **#2703 Comments Required Functionality on Attendance Codes not Requiring Comments** Attendance codes configured to require comments when selected where not forcing users to add comments before submission.
- **#2709 Color Coding Malfunction on Employee Calendar** Color coding configured for the display of vacation and sick days wasn't working on employee calendars.

• #2658 – Pay Period Group Missing

Pay Period Group added (to Active Employees > Time and Attendance tab) so HR users can perform updates.

• #2696 – Attendance Override Allowing Resulting Negative Balance

SchoolFront allowed approver staff attendance overrides resulting in a negative balance. Validation of override actions has been added to prevent negative balances when they are not allowed.

• #2598 – Process Form Multi-Review Error

When reviewing multiple forms for approval, some users were receiving error messages. The condition would occur when the user selected forms on the grid, reviewed and approved those forms, then upon returning to the grid, selected more forms without clearing selections. This would cause an error because the forms selected in the already approved form list would not show an approval level option for the already approved forms.

• #3080 – Automatic Input of Lunch Minutes based on Hours Worked

Added the ability to configure lunch minutes. This is useful when an employee is scheduled to work 4 hours per day and their schedule does not have a lunch deduction, but they work 8 hours that day (i.e., over the 6-hour rule). The time could not be added to the schedule because the scheduled hours would have been made incorrect.

• #2729 – Employee Email Address with Apostrophe Character Cannot be Saved

If a user had an apostrophe in their email address, the email address could not be saved in the user's profile/details in SchoolFront.

• #2721 – Improved Performance (Speed) on Time Card Processing



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New & Updated KB Articles

- <u>Attendance Coordinator Time Card Instructions</u>
- <u>Viewing Your Time Card</u>
- Move Time Punches
- <u>Time Cards Comp Time</u>
- <u>Change Staff Position</u>
- <u>Time Card PDF</u>
- Employee Calendars
- <u>Managing Absence Codes</u>
- Mass Update Pay Rates
- Work Locations
- <u>Attendance Supervisor Time Card Instructions</u>
- <u>Creating and Editing Employee Accruals</u>
- Import/Export Position Staff

HR Hub (Employee HR Kiosk)

New Features & Enhancements

#2634 – View Punches on Kiosk
 Added a screen and navigation path for viewing past 30 days of punches on a kiosk.



New & Updated KB Articles

- How To Calibrate Kiosk Touchscreen
- <u>Kiosks: See Your Punches</u>

- Work Schedules
- Work Calendars
- <u>Export Attendance for Wincap</u>
- <u>Attendance Groups</u>
- Position Certifications/Skills
- Ancillary Jobs
- <u>Positions</u>
- Using Document Groups
- Managing Tracker Candidates
- Process Forms: Custom Fields
- <u>Read Only Grid Access</u>
- Process Forms: Approvers
- Process Forms: Form Access



Employee Recruiting & Applicant Tracking

New Features & Enhancements

• #2745 – Change to Display of ADA Questions on RecruitFront Applications

The two ADA questions on the RecruitFront application did not make sense together, so the 2nd question is hidden when an applicant selects Yes in response to the first question.

Americans with Dis	Isabilities Act	
Are you able to perform th applying?**	the essential functions (with or without reasonable accommodations) of the p	osition for which you are
No		*
If you answered NO, what	t accommodations do you need to be considered for employment?	
If you answered NO, what	t accommodations do you need to be considered for employment?	
If you answered NO, what	t accommodations do you need to be considered for employment?	

• #2643 – Added Speak Other Languages to Applications

RecruitFront applications now allow applicants to indicate that they are able to speak languages other than English.

vil Service Title: Are you currently wo sition?	rking in a Civil Service	If currently w	vorking in a Civil Service Position, please list t	
Yes	~			
Teacher / Admin / Teaching Asst. (Indic SPECIFIC position.)	ate the position types you are	interested in being o	considered for. Note: This does not make you a candid	
Administrator	Clerical		Finance	
Food Service	Health Aide		Human Resources	
Interpreter	Other		School Counselor	
School Psychologist	School Social Wo	rker	Speech Language Pathologist / Audiologist	
Teacher	Teaching Assistan	nt		
Licenses Held (not all licenses used by ea	th district)			
Art Therapy	Audiology		Computer Applications Instruction	
CPR/AED	Driver 30 hours of	ourse	Driver Advanced 15 hour course	
Driver CDL A	Driver CDL B		Driver CDL C	
HVAC	Licensed Behavio	or Analyst	Music Therapy	
Notary	Nurse LPN		Nurse RN	
NYS Security Guard	Occupational The	erapy	Occupational Therapy Assistant	
Physical Therapy	Speech Therapy	Speech Therapy		
Status (Indicate the types of employment y other positions)	ou would like to be considered	for. Check district w	rebsites for specific application instructions for substil	
Full-Time	Long-Term Subst	itute	Part-Time	
Per-Diem Substitute	Seasonal		Student Worker	
Summer School	Tutor			
Areas of Proficiency (not all areas used b	y each district)			
Clerical - MS Office	Clerical - Shortha	and	Clerical - Switchboard	
Clerical - Wincap	Clerical - Word P	rocessing	Computer Applications Instruction	
Maint - Boiler	Maint - Carpentry	у	Maint - Electric	
Maint - General Custodial	Maint - Grounds	Cleaning	Maint - HVAC	
Maint - Lawn & Garden Care	Maint - Machiner	У	Maint - Painting	
Speak Other Languages	Tech - Help Desk		Tech - Network	
Tech - Programming	Theater-Instrume	ental	Theater-Vocal	
Type of Position (not all positions used by	each district)			



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• #2504 – Footer Icons for Email and/or Phone Number Hidden if Not are Configured

If a telephone number or email address are not configured for a school district for RecruitFront, the telephone and email icons are hidden in the footer of the school district's RecruitFront job portal. Before, the icons would have remained with no content.

Welcome			
Home My Application Applicant Dashboard	Creating a Job Applica	RPOSES ONLY **** ment at Frontedge School Distric	tl Please follow the steps below to create a RecruitFront r District.
Job Board Job Board Pagster Log in Icon hidden i or phone ar		Step 2 Create an Application on the teld naispace of the Application on the teld naispace of the Application ongetes and cick Sam & Conceptes the application by dividing Validane, Same and Continue. Already have an Application oreator? Proceed to Skep 3	Step 3 Apply to Specific Jobs Section 2014 (Section 2014) of the International Componentiation of the International Componentiation and dick Apply New. You may be asked for additional Information. A confirmation email is sent after you successfully apply to a job posting.
Configure		support@frontedge.com 274 North Goodman Street Suite B265 Rochester, NY 14607	Online Web Recruitment owr@monroe2boces.org © 2022 - RecruitFront

• #2506 – Make Internal Job Postings Only Available to Eligible Employees

Internal job postings can now be restricted to specific groups of eligible employees so that ineligible employees neither see nor apply to such jobs.

• #2947 – Filter Job Board Using a Location and Radius in Miles

Applicants who have logged into RecruitFront and configured their home address can now filter the job board to only show postings with a specified mile-radius of their address.

Job Board				
Note: Click on a job title t	to learn more about the position.			
Filter to Interested Distribution	cts Viller by Distance		Search:	
District 1	Position Title	Job Number 🎝 🏦	Pay Scale	Zip Code ↓↑
Hilton Central School District	Bug 2670			14468
Wappingers Central School District	Elementary Principal		Per Contract	12533
Waterloo Central School District	UPK Teacher		Per WEA contract of agreement	13165
Erie 1 BOCES	Coordinator, Workforce Development, Health Careers 0522-0031	0522-0031	*\$68,278 annually	14224



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#1212 – Added Number of Notes Associated with Candidate Columns
 Added # of notes associated with candidate column throughout recruiting functions.

22		Applicant Last Name	Applicant First Name	District Applicant	District Applicant Indicator	District Applicant Status	District Applicant Notes Count	Cert Area List
		7	7	8	7	7	N.	17
	P	ADAMCZAK	JILLIAN				0	
	P	ADAMS	JOHN				c	
	P	ADAMS	JOHN				c	
	P	ADAMS	JOHN				c	
	P	ADAMS	JOHN				c	
	P	ADAMS	JOHN				c	
	P	ADAMS	JOHN				c	
	P	Applicant	Non Teacher	N/A		Contact HR	t	
	P	Applicant	Teacher	N/A		Hired	c	Elementary (Pre K - 6), Elementary / Early Childho 2), Social Studies, Special Education (K-12)
	P	Banker	Dylan	No	Application Complete	New	c	Admin - SBA
	P	CARNEY	AMANDA				C	
	۶	CARNEY	AMANDA				0	
	P	Carpenter	George	N/A		Hired	c	
	P	Carr	John				c	
	P	Cleaner	Mary	Yes	Application Complete	Hired	1	
	P	Clyne	Joel					Admin - SDA

• #1229 – Rank Candidates on a Pre-Defined Scale

Gives tracker reviewers the ability to rank candidates on a scale setup by the district. To configure go to Recruiting > Recruiting Configuration > District List Management then locate TrackerCandidateRanking in the grid and select it to configure it.

> System Name	e	Display Name	Include Empty	Item Count	Allow	District Name
7		8	7	7	7	7
🔎 PastPaidTenur	ed	Tenured	*	2	_	All Districts
₽ TenureResigne	edAsAlternative	Have you ever resigned as an alternative to facing any types of charges or dismissal?	⊻	2	<u> </u>	All Districts
P TenweResigne	editoAvoid	Have you ever resigned from a position to avoid the effect of denial of tenure?	× .	2		All Districts
TrackerCandid	lateRanking	Candidate Ranking	*	7	1	FrontEdge School Dist
TrackerCandid	lateStatus	Candidate Status	₹	10	×	FrontEdge School Dist
P TrackerLocatio	on	Tracker Location	✓	23	×	FrontEdge School Dist
		Candidate Reviewer Status	~	8	~	FrontEdge School Dist
TrackerReview	verStatus	Candidate Reviewer Status	× .			
TrackerStatus		Candidate Reviewer Status Tracker Status 4 how 100 v Items per page.	×	5		FrontEdge School Dist
Proceeding of the second	f 1 (41 items) Next S	Tracker Status				
Page 1 of Details List items	1 (41 items) Next S	Tracker Status				
TrackerStatus TrackerStatus TrackerStatus TrackerStatus Details List Items New List Items	1 (41 items) Next S	Tracker Status t t to v Items per page.	*			
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TrackerStatus TrackerStatus Page 1 v of Details List Items Name X / High X / High X / Hedi X / Medi X / Medi X / Medi	s um High	Tracker Status	Color 1 1 2 2 3 1 4			

#1252 – Prevent Deletion of Trackers & Job Postings with Associated Candidates
 SchoolFront now only allows the deletion of Trackers and Job postings with zero associated applicants and candidates.



by FrontEdge Inc. 274 North Goodman Street, Suite B265 Rochester, NY 14607 Phone: (585) 568-7813

#1307 – Added a Column for Tracker Name to the District Applicant Notes Tab
District Notes that resulted from Trackers with Auto Add Notes to Applicant selected will include the name of
the tracker.

		Applicant Last Name	Applicant First Name	Permanent Zip	District Job Applications	District Trackers	Personal Email A	ddress How did you hear about
		7	7	7	7	7	7	Y
	P	Driver	Johanna		1	3		testing
	P	Driver	John		1	2		friend
)	P	Fregoe	Susan	14624	1	1		Online web recruitment
	P	GONZALEZ	SAMARA R		0	1		
	P	GONZALEZ	VITO		0	1		
	P	GONZALEZ	VITO		0	0		
7	0	GONZALEZ	VITO	4	0	0		
etails New			plicant Files District A	pplicant Notes All Job Po	sting Documents H	teferences St	udent Teaching Trac	cker Candidates NY Certs Out Of State Certs
				Created By	Tracker Note	Date Modified	Date Created	Tracker Name
			<	7	7	7	7	
			*		*	4/26/201	9 4/26/2019	Bus Drivers 2019-2020 school year
			*		*	4/26/201	9 4/26/2019	Bus Drivers 2019-2020 school year

• #2631 – Add Individuals to Civil Service Lists Manually

Previously individuals could only be added to a district's civil service lists by importing the list. Now individuals can be added to the list individually (with manual data entry into provided fields).

ob Board				
Note: Click on a job title t	to learn more about the position.			
Eller to be an a Dist				
	cts 🧹 Filter by Distance		Country	
how 10 v entries			Search:	
	Position Title	t Job Number It		Zip
District 11		1 Job Number	Pay Scale 1	Code 🥼
Hilton Central School	Bug 2670	Job Number 1	ray scale	14468
District If Hilton Central School District Wappingers Central School District		Job Number	Per Contract	
Hilton Central School District Wappingers Central	Bug 2670	Job Number		14468



• #2371 – Send notifications from the Job Posting Details Tab

Previously you could only send in mass from above the grid. This allows you to quickly generate the job posting PDF from the details tab.

	Job Title	Job Number	External	Internal	Post Appears	Post Disappears	External Applicant Count	Internal Applicant Count	On Site	Active
5	7	7	7	7	7	7	7	7	7	7
_	Night-Time Cleaner	CL0001	×	×	11/16/2022	11/16/2022	0	1	_	¥
	"Senior Data Processing Clerk: Civi Service Webinar	1	<u> </u>	<u> </u>	10/26/2022	?	0	0	×	¥
. p	Senior Data Processing Control Cler	k	✓	⊻	1/10/2022	?	0	1	⊻	⊻
rev) Page 🚺	V of 1 (34 items) Next Show 100				1/11/2022	2/21/2022	ŋ	0		
etails Annl		tes Joh Links Jo	h Files External C	uestion Answer	s Internal Quest	ion Answers Eli	nible Civil Sen	vice Interna	al Emplo	vee Group
Edit 🗙	icants Trackers Tracker Candida Delete Send Notification			Question Answer	s Internal Quest		gible Civil Ser	vice Interna	al Emplo	yee Group
Edit 🗙	Delete Send Notification						gible Civil Sen	vice Interna	al Emplo	yee Group
ctive	Delete Send Notification Nob Settings	O <u>Close Job(s)</u>						vice Interna	al Emplo	yee Group
<u>Edit</u> ommon J ctive	Delete Send Notification nob Settlings Replaces	O <u>Close Job(s)</u>	Copy Job			osting PDF Job Num		vice Interna	al Emplo	yee Group
Edit X ommon J ctive s bb Title ght-Time Cl	Delete Send Notification lob Settings Replaces eaner ion Civil Servit s Post Disap 11/16/2022	o <u>Close Job(s)</u> :e Title pears	Copy Job	View Job as Ap		Job Num CL0001	ber	vice Interna	al Emplo	yee Group

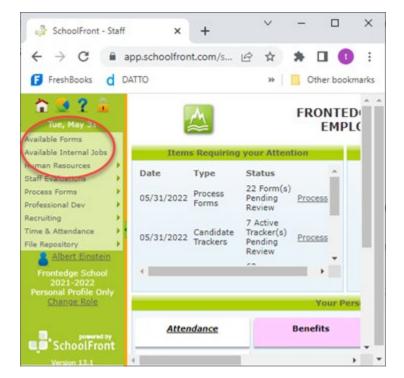
#1793 – Applicants Can Remove All Postings from a Specific District from Their Job Board
Job seekers (applicants) on RecruitFront can quickly filter to only those districts they are interested in working
for. Districts of interest can be selected by the applicant on the Applicant Dashboard page.

Job Board					
Home My Application	Job Board				
Applicant Dashboard Job Opportunities Job Board	Note: Click on a job ti Filter to Interested D Show 10 v entries			Search:	Zip
2 Help	District 11	Position Title	1 Job Number	Pay Scale	Code 1
ello, Thomas Karafonda	Hilton Central School District	Bug 2670			14468
og off	Hilton Central School District	2022-23 Substitute Teachers	22-23-TCH	\$105/day	14468
	Baldwin Union Free School District	2022-2023 ELA Teacher at Shubert School	2022-2023 ELA Teacher at Shubert School	Per BTA Contract	11510
	Baldwin Union Free	Typist Clerk (Provisional)	TC-PROV	Per Contract	11510
	School District				



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#2186 – Added link to Internal Job Postings to Top of Left Menu for Personal Profile Role
 Internal job postings used to only be located under Recruiting in left vertical navigation menu when users
 accessed SchoolFront using Personal Profile Only. We received feedback that it was difficult to find so it is now
 located at the top of the menu as well.



• #1336 – Added Ability to Sort Order of Rubric Standards

Standards added to rubrics were being sorted alphabetically. You can now change the order they display in.

rt Or	1.00			
Expo				
	Assessment Standar	d Name Assessment Standard Description	Assessment Standard Category	
	7	∇	\bigtriangledown	
	Standard 4	Library Teacher Assistant (LTA): Information, materials and resources are managed and organized in an accurate, precise, and timely manner. NOTE: Applicable ONLY to the Library Teacher Assistant (LTA).	Teacher Assistant	
	Standard #1	The application of Database Systems, Microsoft Programs and/or similar programs, is completed effectively and efficiently.	Clerical	
	Standard #2	Compiles and organizes the completion of work; that is, assigned tasks related to department and/or building management is completed in an effective and efficient professional manner.	Clerical	
	Standard #1	Bus driver responsibilities are conducted in an effective and efficient manner in accordance with recognized driving safety rules and regulations; federal law, state law, and district and department policies.	Bus Driver	
	Standard #2	Manages and maintains a clean bus and sustains an appropriate and positive travel experience for the students.	Bus Driver	
	Standard #4	Demonstrates the willingness and ability to improve skills and understandings associated with the functions, expectations, and requirements of the bus driver position.	Bus Driver	
	Standard #1	Commodities (food and supplies) are ordered, stored, and served in an efficient and effective manner and used in a timely fashion.	Cook Manager	
	Standard #2	Supervision of Food Service Workers is based on growing their skills, improving their job performance, and enhancing the overall quality; that is effectiveness and efficiency of the department.	Cook Manager	
	Standard #4	Leadership that influences, motivates, and enables others to contribute to the effectiveness and success of the Food Service Department.	Cook Manager	
	Chandard #2	Communication with supervisors/administrators, other	All Dobeins	
Prev	Page 1 V of 1 (47 items) Next Show 100 V items per page.		



Resolved Issues

- #3266 RecruitFront Footer Show/Hide Functionality Not Operating Properly The visibility rules for RecruitFront footer elements were not functioning as expected.
- #3226 Adding a Civil Service Eligible Applicant with a Score over 999 Caused an Error
 When a civil service applicant was manually added with a score over 999, an error resulted when the eligible applicant was saved. The score is now limited to a maximum of 100.
- #2829 Tracking Last Edited by on Job Postings
 Last Edited By is now updated when a job posting is created and any time anyone changes the job posting via edit, or mass edit.
- #1580 District Not Removed from Participating Districts List When Unchecked
 If a job applicant unchecked a previously checked school district from his or her Participating Districts list in RecruitFront, the applicant still showed up in the districts that were previously selected.

New & Updated KB Articles

- <u>Tracker Candidate Notes</u>
- Using the Tracker Candidate Dashboard
- <u>Attach a File to an Assigned Candidate</u>
- <u>Getting Started / Overview: Recruiting from a</u> <u>Civil Service List</u>
- <u>Add Candidates Who Respond to Civil Service</u> Canvasing to Tracker
- <u>Track Civil Service Candidate Responses &</u> <u>Recruiting Status</u>
- <u>Civil Service: Manually Enter Candidates</u>
- <u>Create Canvas Letters (and Mailing Labels) for</u> <u>Civil Service List Candidates</u>
- Design a Canvas Letter Mail-merge Template
- Associate a Civil Service List with a Tracker

- <u>Civil Service List Upload</u>
- <u>Enable/Disable Civil Service List Management</u>
 <u>Functionality</u>
- How to Apply to Job Postings
- <u>View Job Opportunities</u>
- <u>Generating Job Postings For Print</u>
- Creating a New Job Posting
- Delete Job Posting/Tracker
- Mass Editing Job Postings
- Details Tab Editing a Job Posting
- <u>Candidate Ranking</u>
- <u>Creating Document Groups</u>
- <u>Register / Create an Account on RecruitFront</u>
- <u>Unsubscribe from RecruitFront Emails</u>



Employee On-Boarding

Resolved Issues

- #2777 On-boarding Task Not Marked Complete When Completed
 The on-boarding task, Queue for Financial Feed (WinCap), was not updating the task as completed after an
 employee was been on-boarded to WinCap.
- **#2529** Error Resulting When Approving Recommend to Hire Form Issue caused by an error in the custom Notification Template configured to send in the Email Rules.

New & Updated KB Articles

- All Tasks Grid Options
- Deactivating New Hires

"Mail-Merge" Functionality (e.g., Notifications & Process Forms)

New Features & Enhancements

• #850 – Retain History of Notification Template Changes

Whenever the save is pushed on the Notification Template Builder, an entry is placed in a new Template History Tab. The log captures the name of the user who made the change, the date and time of the change, and updated HTML from the notification builder.

ue, July 12	New Notification Template Export	o saved searches 🛩 📕 🤸 🛚	lo saved layouts 🗸 💧			N
ts 🕴	Name	Category Name	Notification Type	Template Description	Destination HR Folder	Bre
	Y	Y Contains test	$\overline{\nabla}$	∇	∇	Y
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Cards >	🔎 Casey Test Quoting	Casey Test Quoting	CRM Cross Contract Form			_
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tions 🕨	Salary Notice Public PDF	Tk Test Multi doc	Multi-Document Import	Send this notification to provide Employee with public PDF from Multi-Doc Process Form.	🖕 Salary Notice	
oment 🕨	🔎 test	MTest Applicant	Applicant	test	A V	_
Medical 🕨	P Testing MTest Admissions	MTest Admissions	Admissions	Testing Template	\$	_
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oc Importing ional Dev ing i	Prev Page 1 V of 1 (29 items) Next Show 10	 items per page. 				÷
ng nagement Attendance	Details Custom Fields Notification Send	otification HTML History				
ository	Template HTML			User Name	Date Updated	
Administration	8			Y	7	
Casey Davies anda SchoolFront Support	This is a test			 Casey Davies Karafonda ✓ SchoolFront Support 	7/12/2022 13:41:42	EST
itedge School 1021-2022 Iministrator hange Role						
SchoolFront	Prev Page 1 V of 1 (1 items) Next Show 100	V items per page.				,



• #851 – Ability to "Rollback" Changes Made to HTML in Template Builder

All changes to the HTML in the template builder are now logged on a tab with the Notification Template Details (see #850, above). Users can now "rollback" changes they made to an earlier version of the HTML by clicking the rollback icon on the row in the change log grid.

Details	Custom Fields Notification Sends Notification HTML History				
Export Export					
	emplate HTML		User Name	Date Updated	
<pre></pre>	7		8	7	
\$	is a test	*	Casey Davies Karafonda SchoolFront Support	7/12/2022 13:41:42 EST	^
					÷
Prev P	ge 1 💙 of 1 (1 items) floxt Show 100 💙 items per page.				

#2614 – Ability to See Number of Forms Associated with a Form Category
 Added ability to see the number of forms that are associated with a selected form category in the forms grid.

	Category Name	Туре	Description	Enabled Fe	orm Count
	∇	8	∇	4	
)	Absence Request Forms	Absence Request			3
D	Health Enrollment	Absence Request			0
)	Change Absence Request Forms	Attendance Change Request			1
D	Claim Form	Claim Form			2
)	Casey CC Test - Communications Services Quoting	CRM Cross Contract Form	Cross contract	\$	1
D	Casey Test - Communications Services Quoting	CRM Quote Form	Communications Service Quote - Created to Test the Communication Services Quote provided by Cap Region BOCES/NERIC.	* *	1
D	Annual Enrollment Forms	Human Resource Employee Process Forms	Annual Enrollment Forms	\$	6
0	Attendance	Human Resource Employee Process Forms	Employee Attendance Forms	•	1
0	Conference Request Forms	Human Resource Employee Process Forms			0
	Daily Forms	Human Resource Employee Process Forms			2
		Human Resource Employee			

• #2615 – Manage All Forms Associated with a Form Category

Added ability to manage all of the forms associated with a specific form category from a tab on the form category details. This is a time-saving feature, philosophically in line with our 360-degree approach to navigating SchoolFront, making information available in multiple ways, right where it's needed.

	ew Form Category 📷 Export				
· ·	Category Name	Туре	Description	Enabled For	m Count
•	7	8	7	7	
12	Absence Request Forms	Absence Request			3
1 2	Health Enrollment	Absence Request			0
12	Change Absence Request Forms	Attendance Change Request			1
2	Claim Form	Claim Form			2
: 2	Casey CC Test - Communications Services Quoting	CRM Cross Contract Form	Cross contract	÷	1
res 🔎	Casey Test - Communications Services Quoting	CRM Quote Form	Communications Service Quote - Created to Test the Communication Services Quote provided by Cap Region BOCES/NERIC.	*	1
: 2	Annual Enrollment Forms	Human Resource Employee Process Forms	Annual Enrollment Forms	¢	6
: 2	Attendance	Human Resource Employee Process Forms	Employee Attendance Forms	\$	1
' 👂	Conference Request Forms	Human Resource Employee Process Forms			0
° ;	Daily Forms	Human Resource Employee Process Forms			2
1		Human Resource Employee			
ing 🕨	Page 1 V of 1 (42 items) Next Show 100 V item	s per page.			
	\frown				
t Detai					
•	Form Name	Form Description	Enabled		
ration lavies	∀	7	Y		
oolFront	Absence Request		*		
chool	Absence Request - All Other Codes		*		
22 ptor	Absence Request - Jury Duty		≪		
ole 🔎	Absence Request - Personal Days		<u></u>		
Q	Attendance Request Form	Please use this form to submit a requests requiring approval	ill attendance		



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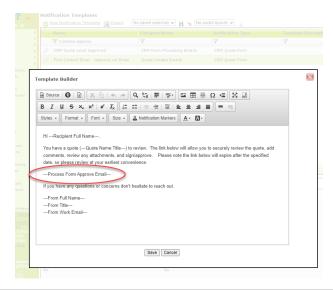
• #3028 – Assign Backup Approvers

HR can specify backup approvers to approve process forms when the main approver is absent. Backup approvers are included in notifications resulting from the Email Rules on the process forms. The main approver will still be available to approve the form while a backup approver is assigned.

		tive Employees Hide SSN 👻 Se	lect Action	Y 🛟 New	Employee 📷 Ei	xport 🗹 🗄	Select saved search •	🖌 🖁 📈 All Colu	mns Layou
	-	Stair 10	Last Name	First Name	Middle Name	Work E	mail Address	We	irk Email
		7	7	7	9	7		7	
	P	qa_accrual	accrual	qa					
	P	NH1667001	Adams	Lynn					
	P	QA_FormReqAdmi	Admin	Request					
	P	SF101	Apple	Jennifer					
	P	Bug1538pt1	Apple	Test1					
	P	NH1722685	Applicant	Teacher					
	P	5002	Archer	Pat					
	P	TC127N	AttemptIn	Timed					
	P	TC129N	AttemptIn	Timed					
Details Staff 1 SF10 Atten		Supervisor	in Info Assets	Roles Personnel F State Assigned II Professional Dev	,	Personnel Fol	Department	Personnel File Log visor	Pay Var
Super	visor	2		Supervisor 3			Supervisor 4		
Super	visor	5	~	Supervisor 6		*	Backup Approver		ž
Work Salutz Nickn	ition	ion		Bargaining Unit		1	Middle Name		
Legal No V	•			Send Dashboard	Summary				

• #3299 – Process Form Approval via Email

Added ability to click a link to approve a form from a customizable Form Pending Approval notification email. Users who access approval functionality from the link are given the same functionality as they do if they accessed the Review link from the Details tab of a process form submission. This functionality is configurable when setting up approver(s). Email links of this type expire. When approvals of this nature are completed IP Address of the approver is logged along with other identifying information. The link does not allow for approving the same level twice. The users are not required to login therefor this feature should not be used for forms that contain sensitive information.





Resolved Issues

• #1033 – Make Preview Template on Screen Match What Prints

When a notification or process form template is previewed in SchoolFront, the preview now matches the final output—before this fix, the preview on the details tab was influenced by the CSS in the SchoolFront user interface and didn't always match the final system output which reduced the value of the preview functionality.

- **#2355 Notification Custom Fields Should Prevent Two Fields with the Same Name** When a user would navigate to a read only grid associated with a process form that contained common named fields, they would get an error.
- #2472 Send Email Notifications does not Change Subject When Selecting Other Notification Templates
 For notification templates that have a default email subject, when going to send notifications the default subject
 appears for the selected template. If you change to a different template, the default subject does not change to
 the new selected template.
- **#2750 Default Subject Not Working in Email Notifications** Despite specifying a default subject in the notification template, the default subject was not being used when emails were sent, requiring a subject be specified again.

New & Updated KB Articles

- How to Submit a Mileage Claim Form
- <u>Mileage Claim Form Setup</u>
- Mileage Claim
- Daily Dashboard Summary Email
- Using an Email Mask as the "From" Email Address When Sending Email Notifications via SchoolFront
- Defining and Editing Form Categories
- Archive a Notification Template

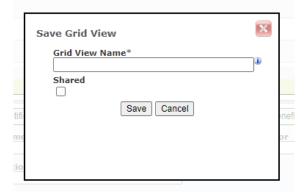


SchoolFront Grids & Views

New Features & Enhancements

• #2316 – Shared Grid Layouts and Filters

Ability for users with appropriate permissions to save grid layouts and filters and then share them so that other users in their organization can access and use them.



• #2388 – Ability to Save Sorting & Filtering Views for Later Use on Tracker Candidate Grid Users can now save and reuse grid filters and column sorting on the Tracker Candidate grids.

ts)	Tracker Nar	ne	Tracker Title		Tracker Date	Due # of Candid	# of I ates Candi	nternal # of Ex lates Candid	ternal # of ates Revie	wers	Auto Add J Applicants	ob Tracker	Description	
s	× .		7		7		7	7	7	7	7		7	7		
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inication t Test Scores i lons itions		Q,	"Elementary Wed	Teacher Webinar	Elementary Teac	her	3/31,	/2022	2	1	1	5	¥	Elementa	ry Teacher	
iment Medical		P	*Test for We	binar	test			?	5	5	0	1	×			
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ository Administration	•	2		Candidate Last Name	Candidate First Name	Candidate S	tatus		date Ranking	Tra	tker Name	_	Track Notes	er Reviewer Count	District Applie Flag	ant Distric
Casey Davies				8	8	8		7		7			7		8	7
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2021-2022 dministrator Thange Role		۶	ι 🗙	Smith	John					*Ek Wes	ementary Teach	er Webina		2	N/A	
powered by SchoolFront Version 10.0 2000 - 2022																

New & Updated KB Articles

- <u>About Customizing Data Grids (Columns)</u>
- <u>Create a Custom Data Grid Layout</u>



System Import/Export & Integration

Resolved Issues

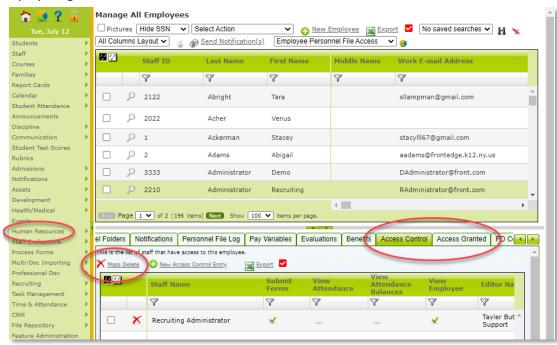
.

- #2351 Import Error Grid Rows Should Not be Clickable
 The system was allowing users to click a row in the Import Error Grid, which caused post-back. There is no reason for rows to be clickable in the Import Error Grid.
 - **#1538 Importing Dates Needs SQL Boundary Check** When importing a date that has a valid date format, there was the possibility of still getting an error on final import if the date exceeded the start and end boundaries of the associated SQL Data Type. Checks were added to prevent this type of error.

Security, Roles, & Permissions

New Features & Enhancements

#1541 – Add Mass Delete Button to Employee Access Control and Granted Tabs
 Added ability to mass delete on the Access Control and Granted tabs found in employee profiles from the
 Employees grid.





Resolved Issues

 #2337 – All Employees Grid > Deactivate New Hires Button Not Working The button to deactivate new hires on Employees Details tab was not available/functional.

Details	Professional Dev	Login Info	Assets	Roles	Personnel Folders	Tabbed Personnel Folders
Edit X Delete Send Notification SchoolFront Access						
Staff ID NH14070		State Assi	gned ID		Department	Manager/ Superv
Attendance Supervisor		Professional Dev Supervisor		Evaluation Supervisor		

New & Updated KB Articles

Personnel Folders - Managing and Security

District Document Management

New & Updated KB Articles

• File Repository

SchoolFront User Accessibility

New Features & Enhancements

#2622 – Browser Version Check & Upgrade Prompt
When users access SchoolFront via an unsupported browser, certain functionality will not work. We have added
functionality that checks a user's browser version and prompts them to upgrade their browser if they are using
an unsupported browser. The user will not be allowed to continue with an unsupported browser.

New & Updated KB Articles

• Finding Your Browser Version



System Support Information

SchoolFront & RecruitFront Administrators & 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: <u>https://support.schoolfront.com</u>

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.)

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: <u>https://support.recruitfront.com</u>

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.

Request a Demo or More Info About Release Content

If you are interested in learning more about any SchoolFront functionality or module(s) you can request a demo by contacting your SchoolFront Solutions Architect (if you are a current customer) or by completing our online sales engagement forms located here: https://www.schoolfront.com/contact

Please mention the reference number(s) listed in this Release document when you initiate your request for a demo or more information.

Training Videos

SchoolFront has created various training videos that can be accessed via the following link: Video Library