

SchoolFront Release Notes

December 4th, 2019

Release Highlights

High-level Summary of this SchoolFront / RecruitFront Release:

- The V1 Attendance Module is currently in beta testing with one of our current School Districts. The SchoolFront Team is eager to share the new module with our customers.
- Our PDF Parsing Functionality has various updates for enhanced operating potential.
- The new Process Forms Tab will allow users to have an enhanced view of the complete employee profile that will include all forms completed and submitted by specific users.

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

PDF Packaging Functionality Improvements

3rd Party file conversion tools updated to increase file types supported by SchoolFront PDF packaging.

PDF packaging error handling improved. Previously if an unsupported file type was included in the group of files in the PDF package request, the packaging would fail and the user requesting the package would get an error screen. Now the package will complete with the unsupported file excluded. The resulting PDF will be accompanied in a zip file with a separate error report detailing the reason for failure and listing the omitted files.

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.

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error screen. Now the package will complete with the unsupported file excluded. The resulting PDF will be accompanied in a zip file with a separate error report detailing the reason for failure and listing the omitted files.

Scaling and Performance Improvements

Improved performance around applicant application extraction by caching previously generated applications rather than re-building applications each time they are requested by users. If an applicant application has been previously pulled and the same or a different person wants to view or export the application, they will get the previously rendered version from the system so that they do not have to wait for re-rendering.

Navigation/ User Interfaces

Where a user has the ability for multi-select the number of selected items is now larger and in a bright red hue for enhanced communication to the user.

Send Notifications

224 item(s) selected.

Notification Template

Employee Management System

Version 1 Attendance Module Release

V1 SchoolFront Attendance Module is currently being Beta Tested. Functional demonstration of current release, as well as future release content forecast, available to interested current and prospective customers.

Current release supports attendance logging, time-off requests and multi-level approvals, and data discrepancy flagging and reconciliation. System currently leverages accrual data imported from 3rd party systems. By the end of the 2019-20 school year SchoolFront will handle accruals and rollovers natively.

Time-off Request Process leverages SchoolFront's rich digital forms functionality, allowing up to 8 approval levels, automated communication (email triggers), detailed logging of interactions and data changes, and optional auto-filing of completed forms in digital personnel folders.

PDF Parsing Functionality

PDF Parsing functionality allows customers to use SchoolFront to automatically separate and file documents for individual employees in their respective personnel files by using a specified unique identifier to relate content in a massive PDF file to a specific employee.

Example: A Human Resources Coordinator has a 200-page PDF in which each page is content for 1 employee. PDF Parsing functionality will identify each employee using the unique identifier, collect the content the HR Coordinator wants, create new PDFs for each employee, and file the personalized PDFs in employee digital personnel folders.

Parsed PDFs can also be used to collect digital signatures from employees before filing. Example: All annual employee salary notices can be exported in a single PDF file from a 3rd party financial system. The exported

PDF can be parsed into individual salary notices and those individual salary notices can be emailed to employees with a request for digital signature before filing. Signed salary notices are automatically filed, per configured rules.

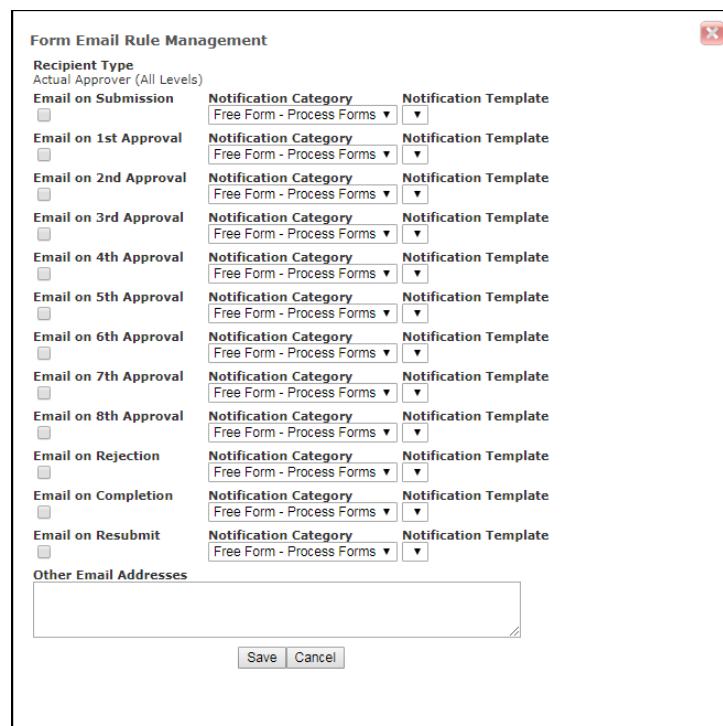
SchoolFront can accept any PDF feeds for parsing from Google Docs, OneNote, DropBox, and Office 365. Additional feed sources are being added.

Employees-Process Form Tab

The Process Forms tab will allow users to view forms that are completed and submitted by specific employees. Example: An employee submits a “Field Trip Request” Form which does not need to be placed within the personnel folder but is still important to the complete view of the employee profile. This form will now be available for viewing in the employee profile by enabling the “on employee tab” checkbox within Form Management when creating specific forms.

- Email Rule Management
 - Users can now associate mail-merge templates with email triggers at different approval levels to share useful content with recipient about the process. Users will be able to track what steps have been completed, added, and approved through the various stages that forms may travel.

When users enter an e-mail address into the other email addresses box those specific users will not get the notification template due to needing a specific person to send to. Example: payroll@thedisneyschool.com will not receive a template because there is no specific person, rather an office associated with the email.



Form Email Rule Management

Recipient Type
 Actual Approver (All Levels)

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

Other Email Addresses

Save Cancel

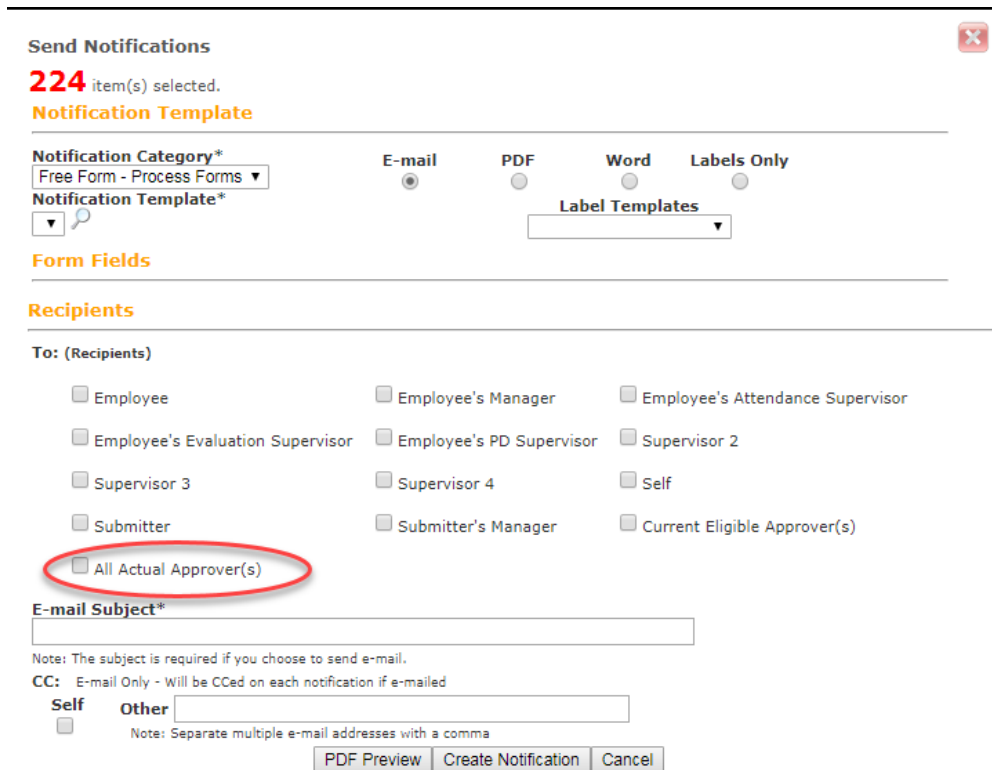
- Notification Templates

- Within the Notification Template, a user will have the ability to specify where an e-mail is sent. The Default option within the system is “Yes” and will select the option to send to both work and personal e-mail addresses. If a user selects “No” the system will look for a work e-mail address and will only send to the work email. When a work email does not exist, the email will be sent to the employee’s on file personal address.

- Send Notification Screen

- If you previously were able to include an employee’s manager within notifications pending approval, you can now select all supervisory options.

Previously, if a user wanted to send a reminder notification to a specific set of users the employee would need to ID the current approver and manually work out a process to email the approver often using a 3rd party source.



Send Notifications ✕

224 item(s) selected.

Notification Template

Notification Category*
 Free Form - Process Forms ▼

Notification Template*
 ▼ 🔍

Form Fields

Recipients

To: (Recipients)

<input type="checkbox"/> Employee	<input type="checkbox"/> Employee's Manager	<input type="checkbox"/> Employee's Attendance Supervisor
<input type="checkbox"/> Employee's Evaluation Supervisor	<input type="checkbox"/> Employee's PD Supervisor	<input type="checkbox"/> Supervisor 2
<input type="checkbox"/> Supervisor 3	<input type="checkbox"/> Supervisor 4	<input type="checkbox"/> Self
<input type="checkbox"/> Submitter	<input type="checkbox"/> Submitter's Manager	<input type="checkbox"/> Current Eligible Approver(s)
<input type="checkbox"/> All Actual Approver(s)		

E-mail Subject*

Note: The subject is required if you choose to send e-mail.

CC: E-mail Only - Will be CCed on each notification if e-mailed

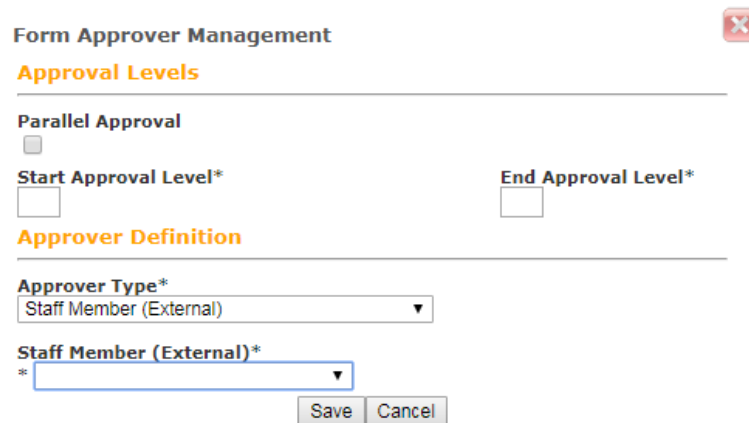
Self **Other**

Note: Separate multiple e-mail addresses with a comma

- If you ever find yourself completing tasks within our system that are tedious and time-consuming on services you use repeatedly please contact our support team.

- Updated Approver Type List

SchoolFront now features an updated approver type list. Users will now have the ability to assign external staff members as approvers. Example: A SchoolFront user that you want to have approval rights, but one that is not primarily in your district. This will be useful in cases where BOCES is providing a service for The Disney School. The Disney School will add Epcot BOCES as users in their district in order to grant them rights. This will allow for the BOCES-District processes to be handled with digital forms.



There have been an additional three supervisors added to all user employees. The new addition to the three extra supervisions can be used as a filtering mechanism, but the primary use case is in approval process workflows. In addition to the three new supervisor options there are now additional SchoolFront roles as recipient types within process forms management.

Employee Integration

Added import log tab under employee record which will allow users to import information from integrated system feeds into itemized categories. During this import any employees who are not in an integrated system feed or are not currently being onboarded in SchoolFront will be deactivated.

Benefits

Within benefits there is now a table containing pricing options for Vision. The table will allow the school to enter in rates so the users can view and choose their Vision plan for the upcoming year.

Employee Profile

There have been an additional three supervisors added to all user employees, bringing the total to 7 supervisor fields for an employee. The new addition to the three extra supervisions can be used as a filtering mechanism, but the primary use case is in approval process workflows.

Recipients

To: (Recipients)

Employee
 Employee's Manager
 Employee's Attendance Supervisor
 Employee's Evaluation Supervisor
 Employee's PD Supervisor
 Supervisor 2
 Supervisor 3
 Supervisor 4
 Self
 Submitter
 Submitter's Manager
 Current Eligible Approver(s)
 All Actual Approver(s)

E-mail Subject*

Note: The subject is required if you choose to send e-mail.

CC: E-mail Only - Will be CCed on each notification if e-mailed

Self
 Other

Note: Separate multiple e-mail addresses with a comma

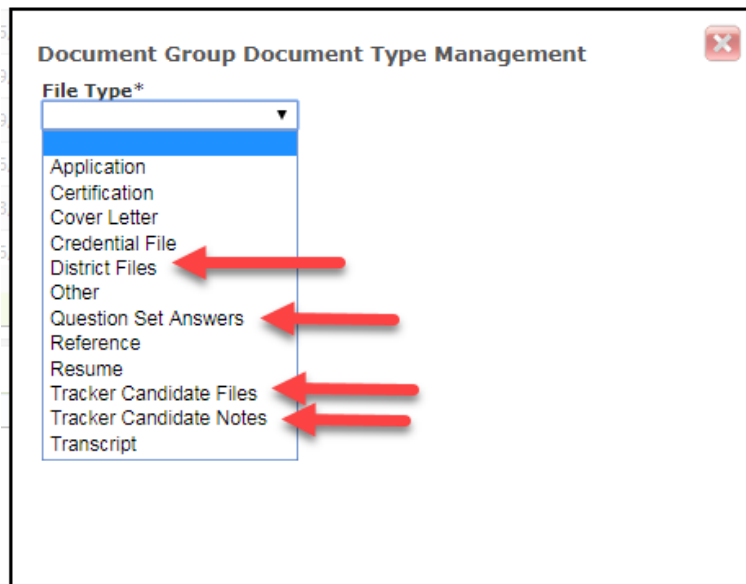
Duplicate Record Merge

The Merge function is now available if there are duplicate records for one employee, but the records currently have different employee IDs. This is often a result of onboarding. The ability to merge the files will occur when both employee records have social security numbers associated with said employee.

Recruiting System

New Document Types

Within document groups there are four new additional options to choose from. These options include District Files, Question Set Answers, Tracker Candidate Files, and Tracker Candidate Notes.



Complete Customer Request

SchoolFront Support Team has been working on various Customer Requests. Currently, we do not have a specific list.

New & Updated Knowledge Base Articles

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

- [PDF Packaging](#)
- [Merging Duplicate Employee Entries](#)
- [Mail Merge](#)
- [Notification Templates](#)
- [Benefits](#)
- [Duplicate Record Merge](#)

Current Known (Unresolved) Issues

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

Job Posting PDF

Job posting PDF currently does not always fit according to scale when the PDF is slightly larger than one page. Our team is working diligently to fix this known issue to improve the customer experience of SchoolFront.

Get Help / Get Heard

SchoolFront EMS & RecruitFront Support

Support for SchoolFront EMS & RecruitFront Users

If you are a SchoolFront EMS/ RecruitFront Users, 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.)



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

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>