

v5.2020 Update 4.1 – Release Notes



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Introduction

This document contains an **End User** version of the **Release Notes** for the **Bromcom MIS Software** for **Version 4**. The **Release Notes** contain details of the latest updates, fixes and new features that have been implemented in this release.

An enhancement is either an improvement we have added or a new feature. Some of these are user requested, but most are enhancements we make to improve the software.

This document contains the **Release Notes for v5.2020 Update 4.1** for June 2020.

What is an Update?

When an enhancement is requested or an issue is found, the details are sent to the Development Team. Once they have made the enhancement or fixed the issue an update is created. This update can contain one or many fixes, for one or many modules, it is then tested by the Testing team and released either to be included into the next Build, (if there is one imminent), or it is passed as an Update to be deployed by the Support Team who will contact you and arrange a mutually agreeable time to apply the Update. Each of the issues listed here has been fixed with the latest Update.

1. Server side Installers:
 - a. MIS v5.2020.4.1
2. Client side Installers:
 - a. Alerts Application v5.2020.3.30507
 - b. Timetable v1.15.67.26568
 - c. Behaviour Pathways v5.2020.3.2
 - d. Excel Add-In v52020.3.25200

Please Note: The **Minimum Screen Resolution** that we support is **1280 x 1024**.

We support the following Browsers:

- Google
- Edge
- Safari
- Firefox

We always support the latest version of these Browsers and recommend our Users should always use the latest versions as well.

New Features

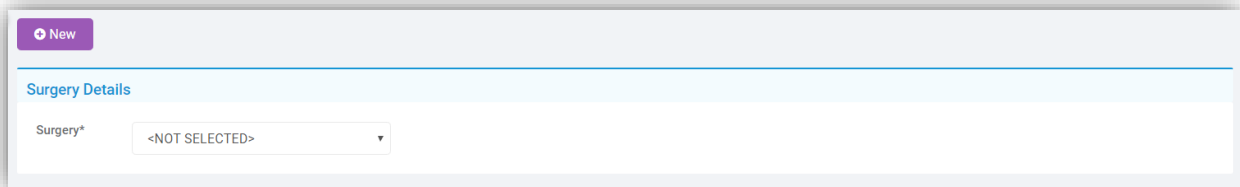
Note: All routes are based on the New Bromcom Menu

Administration

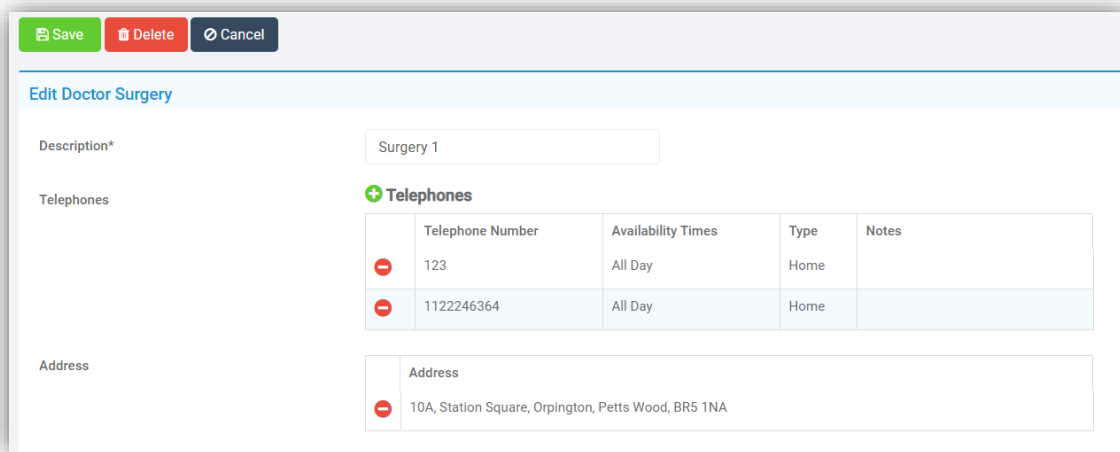
Doctor Surgeries moved and updated

Config > Administration > Doctor Surgeries

The **Doctor Surgeries** page has been updated to bring it in-line with the new UI changes and moved from **Modules > Administration > Community**, the functionality remains the same.

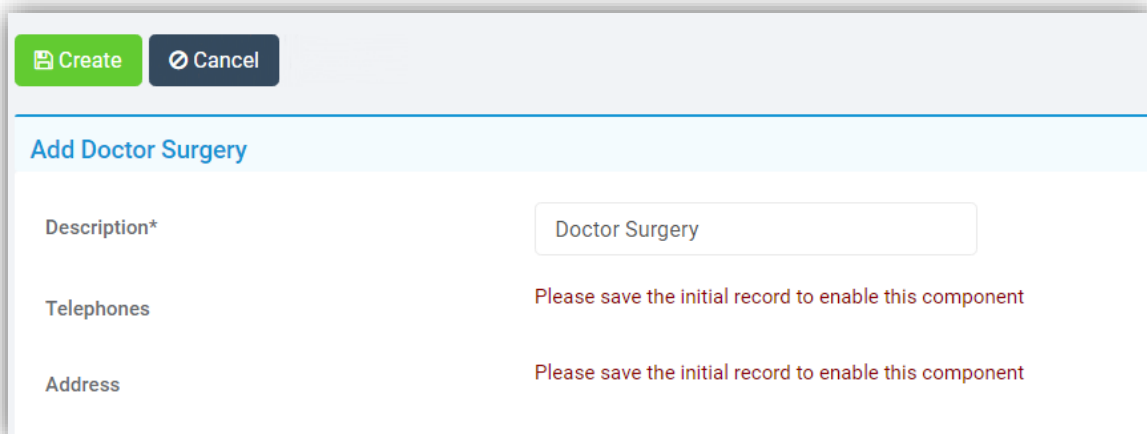


Select a **Surgery** from the dropdown list to **Edit** or **Delete**, when **Deleting** a **Confirmation Message** will be given select **Cancel** or **Proceed**.



	Telephone Number	Availability Times	Type	Notes
⊖	123	All Day	Home	
⊖	1122246364	All Day	Home	

Click the **New** button to add a **New Surgery**.



Click **Save** when finished.

Analysis

Analysis Exports

Modules > Analysis > Routines > Analysis Exports

The **Analysis Exports** options for **Attendance** and **Behaviour** have been moved into the **Analysis > Routines** section and updated to the new UI look. The functionality remains the same.

Select either **Attendance** or **Behaviour** from the **Module** option.

New Report Primary Overview added [Primary Only]

Modules > Analysis > Primary Tracker > Primary Overview

A new report **Primary Overview** has been added allowing you to look at multiple **Assessment Points** data.

Primary Overview This report can be used to bring multiple bits of assessment information from all areas of the Primary Tracker. View groups' data from all assessment types, and import data from statutory assessment as well to view a complete overview of any group's assessment data.

Master Group* Class Test Clk From 1 Baseline To 1 Autumn Mid-Term ☐ Include Interim Assessments

Tracker Type* Subject* Statutory Results **Run Report**

The report can be downloaded to Excel and more columns can be added by clicking the top right icons.

Add / Remove Additional Columns

- ☐ Admission Number
- ☐ Adopted from Care
- ☐ Age in years/months
- ☐ Attendance Percentage AM/PM
- ☐ Authorised Absences
- ☐ Birth Term
- ☐ Date of Admission
- ☐ Date Of Birth
- ☐ EAL
- ☐ Educational Attendance Percentage
- ☐ English Proficiency
- ☐ Ethnicity
- ☐ Examination Number
- ☐ Free School Meal Ever 6
- ☐ FSM
- ☐ Gender
- ☐ Gifted/Talented
- ☐ Home Language
- ☐ House
- ☐ Number of Days Late
- ☐ PP
- ☐ Previous School
- ☐ SEN Code
- ☐ SEN Need Description
- ☐ SEN Need Name
- ☐ SEN Status Description
- ☐ Service Children
- ☐ Unauthorised Absences

Close

The **Tracker Type** and **Subject** are mandatory and can be selected by clicking in the field box and selecting from the displayed list of which more than one can be selected. The **Subject** list will be dependent on the **Tracker Type** selected.

Master Group* Class Test Clk From 1 Baseline To 1

Tracker Type* **Summative** Subject*

- Ancient & Modern Foreign Languages
- Computing
- Geography
- Mathematics
- Reading
- Writing

Primary Overview This report can be used to bring multiple bits of assessment information from all areas of the Primary Tracker. View groups' data from all assessment types, and import data from statutory assessment as well to view a complete overview of any group's assessment data.

Master Group* Class Test Cli From 1 Baseline To 1 Autumn Mid-Term ☐ Include Interim Assessments

Tracker Type* Summative X Tests X Subject* Mathematics X Statutory Results KS1 Maths X **Run Report**

Last Name	First Name	TG	Year	Statutory Results	Summative - Mathematics		Tests - Mathematics	
				KS1 Maths	1, Baseline	1, Autumn Mid-Term	1, Baseline	1, Autumn Mid-Term
Hodson	Kulsum	3T	3					
Holmes	Val	3L	3					
Hopkins	Cameron	3T	3					
Horrocks	Jon-Paul	3L	3					

Assessment

New Column added to Formative Marksheets in Primary Tracker [Primary Only]

Modules > Assessment > Assessment Sheets List > Formative Marksheet

A new option has been added to allow a **Summative Column** to be added to a **Formative Marksheet**.

Group: 2 - Number of Pupils: 126

Subject & Year Group Mathematics 2 Term Baseline X

Topic ALL X

Last Name	First Name	TG	Year	Number and Place value							
				compare and order numbers from 0 up to 100, use <, > and = signs	count in steps of 2, 3, and 5 from 0, and in tens from any number, forward and b...	identify, represent and estimate numbers using different representations, includ...	read and write numbers to at least 100 in numerals and in words	recognise the place value of each digit in a two-digit number (tens, ones)	use place value, addition and subtraction facts to solve problems	add and subtract numbers using concrete objects, pictorial representations, and ...	add and subtract numbers
00	00	2A	2	EXS	EXS	EXS	EXS	EXS	EXS	EXS	EXS
000	000	2A	2	WTS	WTS	WTS	WTS	WTS	WTS	WTS	WTS
001	001	2A	2	GDS	GDS	GDS	GDS	GDS	GDS	GDS	GDS
003	003	2A	2								
004988	004988	2A	2								
005	005	2A	2								
006	006	2A	2								
019	ANO	2A	2								
119	ANO	2A	2								
119uf	119uf	2A	2								
129uf	129uf	2A	2								
19020	19020	2A	2								

Add summative column

- <NOT SELECTED>
- Add summative column
- Show grade totals and percentages
- Show grade totals
- Show percentages

Additional Column and Row added to Marksheets in Primary Tracker [Primary Only]

Modules > Assessment > Marksheets

Marksheets now have two new options to **Show grade totals** and **Show percentages**. These options will add rows and columns to the **Marksheet** that show a breakdown of the grades, whether those grades meet the **AREs**, and how many grades have been entered. **Show grade totals** will show you the raw numbers, and **Show percentages** will display those numbers as a percentage.

Edit button added to Assessment Component pages

Modules > Assessment > Routines > Assessment Components

For some **Components** like **Grade sets > Grades** the inline **Edit** option has been removed and the **Edit** is live.

Name	Description	Value	Test Colour	Back Colour	Image
A	A	135	Black	White	5 Stars
B	B	120	Black	White	4 Stars
C	C	105	Black	White	3 Stars
D	D	90	Black	White	2 Stars
E	E	75	Black	White	1 Star
U	U	65	Black	White	Red Circle
X	X	0	Black	White	Red Circle
			Black	White	Not Selected

Assessment Sheets List page moved

Modules > Assessment > Routines > Assessment Sheets List

The **Assessment Sheets List** has been moved from **Assessment Components > Modules > Assessment > Templates > Assessment Sheets List** into the **Routines** section.

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet
CAT		English		18/03/2020	19/03/2020	b User	Curriculum Assessment
DM New - 10B/AR (19/20)	10B/AR (19/20)	Art	Mrs G Taylor, Miss S Winter bottom	13/05/2020	18/05/2020	b User	Marksheet

It will also be listed in the menu selections on the left.

The **Print**, **Record Evidence** options are now under the **Actions** button and a larger **Refresh** button has been added. The functionality remains the same.

Marksheet Name	Class Name
----------------	------------

Incomplete Marksheetworks page moved

Modules > Assessment > Routines > Assessment Sheets List

The **Incomplete Marksheetworks** page has been moved from **Assessment Components.** > **Modules > Assessment > Templates > Incomplete Marksheetworks** and merged with the **Assessment Sheets List** and can now be found under the **Actions** button.

View Incomplete Marksheetworks

Marksheetworks Templates

Grid actions Copy Excel CSV PDF Print Search:

Marksheet	Group	Teacher	Complete %
UCAS English Language	12B/EL	Mr D Holt	0
Y13 English Language Ass1 (incl Y12 PPE)	12B/EL	Mr D Holt	0

Close

Student	Admission No	Tutor
No data available in table		

There are two options **Marksheetworks** and **Templates** click on the toggle button to change between the two. For the **Marksheetworks** an additional table has been added showing the associated **Student**, **Admission Number** and **Tutor** for the **Templates**, **Template Name**, **Group** and **Teacher**. As before clicking on a **Marksheet** will open that **Marksheet**.

View Incomplete Marksheetworks

Marksheetworks Templates

Grid actions Copy Excel CSV PDF Print Search:

Template	Incomplete	Total	Complete %
UCAS English Language	1	1	0
Y13 English Language Ass1 (incl Y12 PPE)	1	1	0

Close

Template Name	Group	Teacher
UCAS [Subject]	12B/EL	Mr D Holt

New page Manage Data added

Modules > Assessment > Routines > Manage Data

A new page **Manage Data** has been added, the **Filters** and **Options** for the **Data Transfer** and the **Bulk Deletion** are dependent on whether the system is **Assessment Migrated** or not.

Assessment

Routines

- Assessment Components
- Assessment Sheets List
- Manage Data

Delete Actions

Grid actions Copy Excel CSV PDF Print Search:

	Last Name	First Name	Assessment Type	Term	Year Group	Subject	Result	Result Date
<input type="checkbox"/>	Addis	Jack	Attitude	Autumn	10	German	2	12/11/2015
<input type="checkbox"/>	Albutt	Scott	Attitude	Autumn	10	German	3	11/11/2015
<input type="checkbox"/>	Alexander	Catherine	Attitude	Autumn	10	German	3	08/11/2013

Filters

What will be displayed will be reliant on the selections made via the **Filter** option top right.

Click on the **Filter** button top right and select from the options, the **Assessment Types**, **Terms**, **Year Groups** and **Subjects** are all mandatory selections of which only one selection can be made. Unless required the **Date Range** can be left blank, when finished click on the **Apply** button to view the selected data.

The **Search** option can now be used to narrow down the list by typing a selection in the **Search** box.

To **Delete** individual items tick the box to the left of the row and then the **Delete** button, a **Confirmation** message will be given, click **Cancel** or **Proceed**.

The **Bulk Result Deletion** has been removed from **Modules > Assessment > Housekeeping > Bulk Result Deletion** and is now under the **Actions** button. To **Bulk Delete** click on the **Actions** button and select the **Bulk Delete** option, this will open a new pop-up.

Once again the **Assessment Type**, **Terms**, **Year Groups** and **Subjects** are mandatory but more than one selection can be made, when finished click on the **Validate** button. This will now display the selected list for **Deletion**.

Last Name	First Name	Assessment Type	Term	Year Group	Subject	Result	Result Date
Addis	Jack	Attitude	Autumn	10	German	2	12/11/2015
Albutt	Scott	Attitude	Autumn	10	German	3	11/11/2015
Alexander	Catherine	Attitude	Autumn	10	German	3	08/11/2013
Alexander	Holly	Attitude	Autumn	10	German	3	09/11/2016
Ali	Niyaaz	Attitude	Autumn	10	German	2	06/11/2013
Allard	Maddison-Brooke	Attitude	Autumn	10	German	2	18/11/2016
Allen	Aaron	Attitude	Autumn	10	German	3	08/11/2013
Ashcroft	Ella	Attitude	Autumn	10	German	3	03/11/2014
Babington	James	Attitude	Autumn	10	German	3	30/10/2016
Bailey	Thomas	Attitude	Autumn	10	German	3	03/11/2014

If this is correct click on the **Delete** button, a **Confirmation** message will be given, click **Cancel** or **Proceed**.

The **Transfer Results** option has been removed from **Modules > Assessment > Housekeeping > Transfer Results** and is now under the **Actions** button. To **Transfer Results** click on the **Actions** button and select the **Transfer Results** option, this will open a new pop-up.

Transfer Results

Source Assessment Types*

Source Terms*

Source Year Groups*

Source Subjects*

Same as source

Copy

Target Assessment Types*

☐ Target Term Same As Source

Target Term*

☐ Target Year As Source

Source Year Groups*

☐ Target Subject As Source

Source Subjects*

Overwrite Target Match Column Based On

☐

Grade

Validate

Close

The **Source Assessment Types**, **Source Terms**, **Source Year Groups**, **Source Subjects** and **Target Assessment Types** are mandatory, when finished click on the **Validate** button. This will now display the selected list for **Transfer**.

Validate Results

Source Type	Source Term	Source Year Group	Source Subject	Target Type	Target Term	Target Year Group	Target Subject	Overwrite	Summary
Attitude	Autumn	10	German	Homework	Autumn	10	German	No	0 results out of 490 will be copied. 490 results are ignored because results already exist in the target column and you have chosen not to overwrite the target.

↔ Transfer
Back
Close

If this is correct click on the **Transfer** button, a **Confirmation** message will be given, click **Cancel** or **Proceed**.

The **Import Assessment Data** option has been removed from **Modules > Assessment > Routines > Import Assessment Data** and is now under the **Actions** button. To **Import Assessment Data** click on the **Actions** button and select the **Import Assessment Data** option, this will open a new pop-up.

Step 1: Select file to import

Select the file that you want to import from and then complete the choices on content

Browse

If your import file has column headers that follow the structure <AssessmentType> \$ <Term> \$ <Yeargroup> \$ <Subject> then it will be able to automatically map the various elements.

☒ My import file contains headers.
 ☐ My import file does NOT contain headers.

Please select the type of the delimiter used in the import file

☒ Comma
 ☐ Tab

☒ Exclude following characters from whole document (& () % | / \ ^)

Cancel
Next >

The five steps to **Import** remain, when the information on each pop-up is correct click the **Next** button until the final pop-up gives an **Import** button, the functionality remains the same.

Attendance

Manage Attendance page updated

Modules > Attendance > Registers > Manage Attendance

The **Manage Attendance** page has been updated with several new options.

The screenshot shows the 'Select Student Attendance' interface. At the top, there are filters for 'Date Range' (Specific Date, Week, Exam Register), 'View By' (Group, Student), and 'Att. Codes' (<NOT SELECTED>). Below these are date range selectors (T3 W07 17/05/2020 to T3 W09 06/06/2020), a search icon, a close icon, and a 'Periods' dropdown (All). There are also buttons for 'Apply', 'Reset', and 'Save as Default'. Below the filters is the 'Attendance Marks - (V) Summer Born' section, which includes 'Save', 'Cancel', 'Add Comment', 'Next', and 'Export' buttons. A legend indicates 'Timetable Clash' (grey), 'Selected' (green), and 'Changed' (yellow). The main table displays attendance for four students (Blackshaw, Coleman, Dyson, Fisher) across dates from 18/05/2020 to 22/05/2020, with columns for AM and PM periods.

- **Date Range** – gives the option to select a **Specific Date**, **Week** or **Exam Register**
 - **Specific Date** will allow a single **Date** to be entered
 - **Week** will allow a **Date Range** to be entered
 - **Exam Register** will remove the **Filter** options and give a dropdown list of **Exam Registers**
- **View By** – this option is dependent on the **Date Range** selected
 - **Specific Date** will give the options of **Group** or **Whole school**
 - **Week** will give the options of **Group** or **Student**
 - **Exam Register** will remove the options
- **Export to Excel** – clicking on the **Down Arrow** icon will export the current page to Excel
- **View Contact Details** - clicking on the **Telephone** icon to the left of a **Student** will display the **Student Contact** information and allow the **Student Profile** page to be opened
- **Search** – a **Search** bar has been added allowing a **Search** across **Student Details**
- **Save as Default** – a new button has been added allowing the current page and **Filters** to be **Saved** as your **Default** page
- **Periods** – now has the option to **Filter** by **AM** or **PM**
- **Attendance Own** or **All** - will display **Own Attendance** for the **User** or **All Attendance** for all **User's**
- **Back** and **Next** – click to move forward or backward if multiple weeks have been selected
- **Register Name** - the name of the **Group** or **Student** will be displayed above the **Save** button.

There are four buttons which will only display if the criteria is met.



- **Find** – to search for a **Group** or **Student**
- **Saved Selection List** – to select from your **Saved Lists**
- **Select Last** – to select the last **Group** or **Student** you have selected during this session
- **Clear** – to clear the selections

Bulk Update Select options updated

Modules > Attendance > Routines > Bulk Attendance Update

The **Bulk Attendance Update** sections options have been updated.

Bulk Attendance Update Parameters

☒ Student ☐ Class/Group ☐ Teacher

Student Name*

Start Date End Date

Period Start Period End

Recurrence Pattern*

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6
Week 2: Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 1: Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Clicking on a **Day Name** selects all the **Periods** for that **Day**, clicking again deselects all the **Periods** for that **Day**
- Clicking on a **Period Name** selects all the **Days** for that **Period**, clicking again deselects all the **Days** for that **Period**
- Clicking on **All** selects all **Days** and **Periods**, clicking again deselects all the **Days** and **Periods**

Communication

Watchlist page moved

Config > Communication > Watchlists

The **Watchlist** page has been moved from **Modules > Communication > Maintenance > Watchlists** and updated to bring it in-line with the new UI changes.

Watchlists were previously created or edited over five tabs along the top of the page, on the new page these have been replaced and all the sections are now visible on the one page. The functionality remains the same.

The screenshot displays the Watchlist configuration interface with the following sections:

- Students:** Includes a 'Save' button, a 'Cancel' button, and a search bar for 'Student Name'. Below is a table with columns: Admission No, Last Name, First Name, Tutor Group, and Year Group. A message states 'No data available in table'.
- Operational Settings:**
 - Monitor By:** A dropdown menu set to 'Attendance Code'.
 - Select Periods to Notify On:** A grid of buttons for AM, PM, and various periods (1, 2, BR1, 3, 4, 5, 6, 7, 8, 9, 10, 11, AS).
 - Select the enabled day(s) of the Watch List:** Buttons for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
 - Optional Features:**
 - Threshold for number of consecutive absent periods (0 to turn option off): 0.
 - ☐ Allow Repeat Send
 - ☐ Watch Each Period Independently
 - ☒ Ignore Present Students
 - ☒ Notify Contact
 - ☐ Notify Student
- Delivery Settings for Notify Contact:**
 - ☒ Send Parental Responsibility contact only
 - ☒ Notify By Mobile
 - ☐ Notify By Landline
 - ☐ Notify By E-Mail
 - ☐ Send push notifications for mobile app users
 - Contacts to be notified: Contact Priority: 1
 - Notification Priority: 1
 - ☐ Only include mobiles marked to receive text messages
 - First Absence SMS Message Template: <NOT SELECTED>
 - ☐ Copy sent/received messages to student Communication Logs by default
- Process - Schedule Settings:**
 - Process Type: ☐ Automatic ☒ Manual
- Summary of Progress:**
 - Student Selection: No students has been selected for the Watch List.
 - Operational Settings: No Attendance Codes/Meanings - Behaviour Events/Actions selected to be processed within Watch List.
 - Delivery Settings: Notification on First Absence by SMS has been set without a message template.
 - Process Settings: Watch List process has been set to 'Manual'.

Cover

Staff Absences page updated

Modules > Cover > Staff Absences

The **Staff Absences** page has been updated to bring it in-line with the new UI changes.

New Edit Delete

Staff Absences

Absences as of 03/06/2020

	Staff Name	Reason	Start Date	End Date	Created By	Created Date
	Adlington2 Charlotte (KAsuppl)	Car problems	18/05/2020 08:50:00		b User	27/05/2020 00:00:00
	Adlington2 Charlotte (KAsuppl)	Coursework recording	28/05/2020 08:50:00		b User	28/05/2020 00:00:00
	Baker Mark (MBA)	External course	03/06/2020 08:50:00	03/06/2020 16:19:00	b User	03/06/2020 00:00:00
	Banks Anne (AMBSupply)	Phased return after illness	29/05/2020 08:50:00		b User	27/05/2020 00:00:00
	Banks Anne (AMBSupply)	External course	03/06/2020 08:50:00	03/06/2020 16:19:00	b User	03/06/2020 00:00:00
	Banks Anne (AMBSupply)	Illness	28/05/2020 08:50:00		b User	28/05/2020 00:00:00

Click the **New** button to add a new **Absence**, double click on a row or select a row and click the **Edit** button to **Edit** or select one or more rows and click the **Delete** button to **Delete**, a **Confirmation Message** will be given select **Cancel** or **Proceed**.

Record Absence for Emma Bentley

Absent For

1 or more Days

End Date Known

Start Date

03/06/2020 08:50

End Date

03/06/2020 16:19

DfE Duration*

1

Days (as a decimal e.g. 0.25, 1.5 etc.)

Hours Lost

5.25

Reason*

Illness

Illness Category

Gastrointestinal Condition

Local Code*

ILL - Category (SIC)

Pay Decision*

Pay (according to absence rules)

Notes

Save

Cancel

Enter the details and click **Save**.

Curriculum

Bulk Learning Aim Update page updated

Modules > Curriculum > Routines > Bulk Learning Aim update

The **Bulk Learning Aim Update** page has been updated to bring it in-line with the new UI changes and is now listed in the **Routines** Group. The functionality remains the same.

An **Add/Remove Columns** button has also been added to the **Student Learning Aims** page.

Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Status	Exclude	Protect	Core	Trainee	Withdrawal Reason
Aspland	Millie	10A/BIZ (19/20)	#2200006 / BAC	04/09/2019	01/06/2020	17/07/2020	Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Class Promotion page updated

Config > Curriculum > Class Promotion

The **Class Promotion** page has been updated to bring it in-line with the new UI changes and is now listed in the **Routines** Group. The functionality remains the same.

Promote
Save
Back

Class Linkages

You can use **Generate** button to get an assumption for the next collection name

Generate
Clear
<NOT SELECTED>

	Year Group	Band	Class Name	Next Class	Next Band
<input type="checkbox"/>	10A	10A	10A/AR		11A

Tutor Group Promotion page updated

Config > Curriculum > Tutor Group Promotion

The **Tutor Group Promotion** page has been updated to bring it in-line with the new UI changes and is now listed in the **Routines Group**. The functionality remains the same.

Curriculum

Apply
Clear

Select Tutor Group(s)

Tutor Group*

Academic Calendar

- Academic Days
- Academic Years

Maintenance

- Class Promotion
- Clubs And Trips Settings
- Configurations
- QN Data
- Staff Non Contact And Duty Codes
- Subject Groups
- Tutor Group Promotion**
- Year Group Promotion

Promote
Save
Back

Tutor Group Linkages

You can use **Generate** button to get an assumption for the next collection name

Generate
Clear
<NOT SELECTED>

	Year Group	Band	Tutor Group Name	Next Tutor Group	Next Band
<input type="checkbox"/>	10A		10CV		11A

Bulk Curriculum Assignments moved

Modules > Curriculum > Routines > Bulk Curriculum Assignments

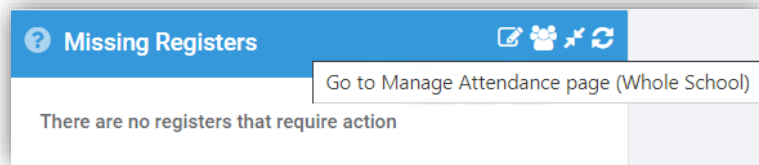
The **Bulk Curriculum Assignments** option has been moved to the **Groups List**, see under **Groups**.

Dashboard

Missing Registers Widget updated

Dashboard > Missing Registers

Tooltip updated to point to **Manage Attendance** page.



Adding Behaviour option on Lesson Dashboard updated

Lesson Dashboard

Now when navigating back to a previous lesson to add a **Behaviour Entry**, the **Date** will now be auto-filled to use the **Lesson Date** and the **Time** set to the start of the **Timetabled Period**.

Lesson Dashboard Settings option moved

Config > Attendance > Lesson Dashboard Settings

The **Lesson Dashboard Settings** allowing changes to be made to some parts of what is displayed in the **Lesson Dashboard Notifications** has been moved from **Config > Attendance > Registration Option** to its own page.

The **Absence Notifications** options are: **Do not notify of absences**, **Absences in AM/PM sessions based on the lesson time**, **Absence in previous lesson** and **AM/PM session and previous lesson absence**.

There are two options for **Behaviour** to view **Positive** and or **Negative Events** each with the option to be **Disabled**, to view **All Events** or to view **Specific Events** where you can select the **Events** to monitor.

There are four options for **Late to lesson notifications**: **Do not notify late to lesson**, **1+ times in last 5 lessons**, **2+ times in last 5 lessons** and **3+ times in last 5 lessons**.

There are two options for **Assignment due notifications**: **Do not notify of assignments due today** and **Notify of assignments due today**.

All of these are selected from the relevant dropdown menus.

Dinner

Account Balances option moved

Modules > Dinner > Dinner > Account Balances

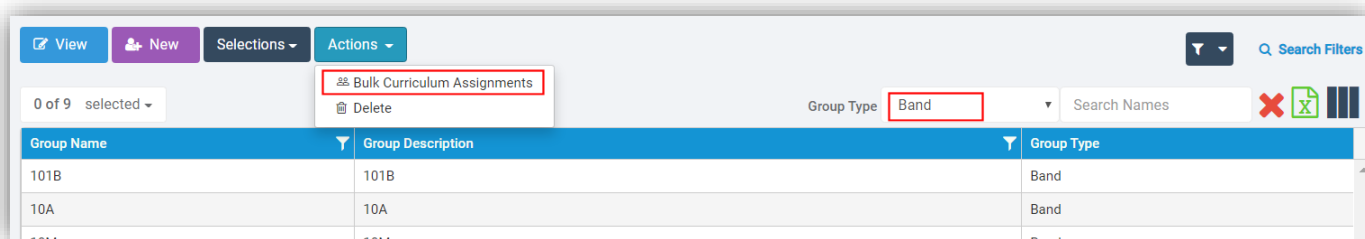
Has been moved to the **Student List** and the **Staff List** under the **Actions** button. See **Staff** and **Students**.

Groups

Bulk Curriculum Assignments moved into Groups

Groups > Bands > Actions > Bulk Curriculum Assignments

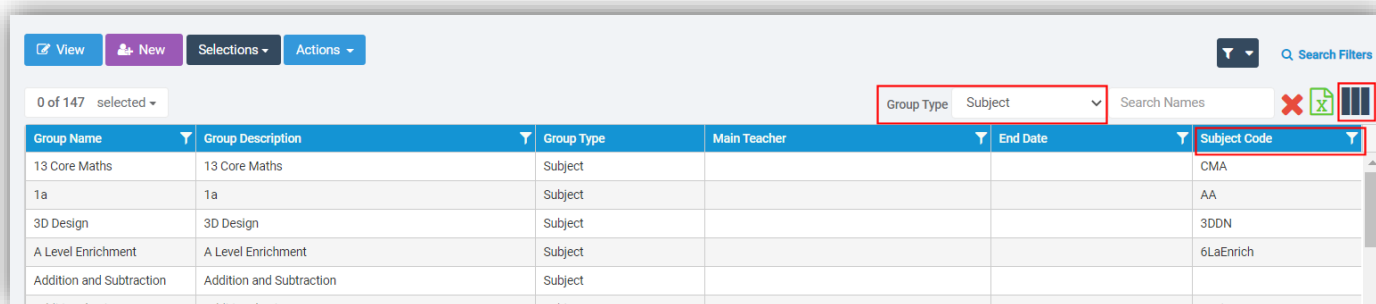
The **Bulk Curriculum Assignments** option has been moved from the **Curriculum Module** to **Groups**. When selecting the **Group Type Band**, the **Bulk Curriculum Assignments** will be available from the **Actions** list.



New Subject Column added

Groups

A new **Column** option **Subject Code** has been added which can be selected from the **Add/Remove Additional Columns** option when the **Groups Type** selected is **Subject**.



MCAS [Admin]

Important Documents updated

Modules > MyChildAtSchool > Configurations > Important Documents

The **Important Documents** page has been updated to bring it in-line with the new UI changes, the functionality remains the same.

The screenshot shows the 'Important Documents Settings' page. At the top left is a green 'Save' button. Below the title bar, there are several settings: 'Enable Important Documents Module' is checked; 'Important Documents Module Title' is 'Important Documents'; 'Important Documents Module Subtitle' is empty with an info icon; 'No Data Existing Message' is 'There are currently no Important Documents'; and 'Colour Of Message' is a pink color picker. A blue button 'Add New Important Document' is on the left, and a search bar is on the right. Below these is a table with columns: Title, Description, From, To, Owner, and Documents. The table is currently empty, showing 'No data available in table'.

Purchase Confirmation option added

Config > MyChildAtSchool > Configuration

The option to send a **Confirmation email** after an **Order** has been created, whether the **Status** is **Paid** or **Outstanding** has been added.

The screenshot shows the 'Online Payment Settings' page. It contains several checkboxes: 'Enable Online Payment', 'Enable Dinner Money Collection', 'Use Dinner Module for Balances', 'Enable PayPoint Payments' (with an info icon), and 'Enable Offline Purchases'. Below these are text input fields for 'Online Payment Title' (set to 'Products'), 'Online Payment Subtitle' (set to 'Online Payment' with an info icon), 'Offline Payment Message' (set to 'Please speak to school reception to pay'), and 'BACS Remittance Delivery Email Address'. At the bottom, a checkbox 'Send email confirmation after purchase is completed' is highlighted with a red rectangle.

Parental Consent page moved

Config > MyChildAtSchool > Parental Consents

The **Parental Consents** page has been moved from **Modules > MyChildAtSchool > Configurations**, the functionality remains the same.

Save

Parental Consent Settings

Enable Parental Consent Module: ☐

Parental Consent Module Title:

Parental Consent Module Subtitle:

No Data To Display Message:

Allow parents to revoke consent: ☐

Disabled revoke message:

Search:

	Consent	Title	Start Date	End Date	Is Active
	Local Trips/ Educational Visits	Local Trips/ Educational Visits			No
	Media eg TV, Radio, Newspaper				-

New page View Balances added

Modules > MyChildAtSchool > Online Payment > View Balances

A new page **View Balances** has been added which will display **Running Balances** for **Students** for **Dinner Money** and **Clubs** and will give the option to **Transfer** of funds between a student's existing balances, or to their siblings.

Transfer
 Create Order

View Balances

Grid actions: ☒ Hide students with overall balances of £0.00

Search:

Last Name	First Name	Tutor Group	RKTEST	TestRK	Dinner Money	Total
Allen	Louise	72P	£20.00	-	£0.00	£20.00
Aspinall	Hannah	7LW	£0.00	-	£20.00	£20.00
Atkinson	Eloise	7DN	£0.00	-	£12.00	£12.00
Baildon	David		-£5.00	-£20.00	£0.00	-£25.00
		Total	£15.00	-£20.00	£32.00	£27.00

Clicking on a row or selecting a row and clicking on the **Transfer** button will allow **Balances** to be transferred.

Transfer Balance

Source

Student: Louise Allen Tutor Group: 7ZP

From*: RKTEST (£20.00)

Destination

Student*: David Baildon

To*: Dinner Balance (£0.00)

Amount (£)*: 5.00

Comment*: Transfer to Dinner Money

The **From** and **To** options are dropdown menus where you can select from which **Running Balance** to which **Running Balance** the **Transfer** will be from, click the **Confirm** button when finished, there will be a **Confirmation Message** click **Cancel** or **Proceed**.

A **Note** will also be added in **Students > Clubs & Trips** showing a **Transfer of Funds** was made, how much and who to, if the **Transfer** was made from or to a **Club** or **Trip**.

Payments Received					
Club / Trip Name	Date	Amount	Order Number	Order Status	Payment Type
RKTEST	01/06/2020 16:18	-£5.00			Transfer
Notes: Transferred to David Baildon account. [Comment by B BromcomUser] Transfer to Dinner Money					

If the **Transfer** was made from or to a **Dinner Account**, this will be shown on the **Dinner Account** option for **Students** under the **Actions** button.

Dinners and Payments for Eloise Atkinson

Start Date*: 02/06/2020 End Date: 02/06/2020

Opening Balance as of 02/06/2020: £12.00 Closing Balance as of 02/06/2020: £7.00

Grid actions: Copy Excel CSV PDF Print

	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	02/06/2020	PAYMENT	Transfer	£-5.00	Yes	-	Transferred to Abigail Paton account. [Comment by B BromcomUser] Dinner money transfer

The option to Create an **Order** is also available here by clicking the **Create Order** button, this is the same option as **Modules > MyChildAtSchool > Online Payment > View Orders**.

Admission Form option added to Online Data Collection Form

Config > MyChildAtSchool > Student and Contact Details

MyChildAtSchool > Data Collection Form

A new tab **Admission Form** has been added with the option to switch between the **Data Collection Form** and the **Admission Form**. This will allow different options to be selected for each of the **Forms** as you may want to collect different information on each.

	Visible	Editable	Required
Legal First Name	N/A	N/A	N/A
Middle Name(s)	N/A	N/A	N/A
Legal Last Name	N/A	N/A	N/A
Preferred First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preferred Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Former Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Admission Form Permissions have been added to the bottom of the page where **Groups** can be selected and linked, only these **Groups** will have access to the **Admission Form** from within **MCAS**. Click the **Magnify Glass Find** button to select one or more **Groups**.

Name	Date Added	
R-2019	05/06/2020	

To **Delete** a **Group** from the list click on the **Delete** button on the right of the row, a **Confirmation Message** will be given select **Cancel** or **Proceed**.

Confirmation

Warning: You have chosen to remove a group from the Admissions form. Contacts of the parents in this group will now see the standard data collection form, and not the Admissions form.

Products page updated and option to Part Pay added

Modules > MyChildAtSchool > Online Payment > Products

The **Products** page has been updated to bring it in-line with the new UI changes, **Grid Actions** and a **Search** option have been added.

The screenshot shows the 'Products' page with a header bar containing 'New', 'Edit', and 'Delete' buttons. Below the header, there's a 'Product Category' dropdown set to '<NOT SELECTED>' and a 'Hide Expired Items' checkbox. A 'Grid actions' bar includes 'Copy', 'Excel', 'CSV', 'PDF', and 'Print' buttons. A search bar is located on the right. The main table lists products with columns for checkboxes, Product Code, Product Name, Available Until, Price, Remaining, and Published.

	Product Code	Product Name	Available Until	Price	Remaining	Published
<input type="checkbox"/>	bb	bb		£12.00	Unlimited	Yes
<input type="checkbox"/>	Christmas Lunch Thursday 19th December P	Christmas Lunch Thursday 19th December Please e-mail the office if you want the vegetarian option		£10.00	Unlimited	Yes
<input type="checkbox"/>	Consent Test 1	Consent Test 1		£15.00 in instalments	Unlimited	Yes
<input type="checkbox"/>	FixedProd	FixedProd		£1.23	65	Yes

The option to **Part Pay** when creating a **Product** to be **Paid by Instalments** has also been added. This will allow items to be partially paid for initially, and then gradually paid off over time. This will also be useful when part of a payment for a **Product** or **Club** will be by voucher.

The screenshot shows the 'Payment Options' form. Under 'Price Options', 'Fixed Price', 'Variable Price', and 'Instalments' are radio buttons, with 'Instalments' selected. Below this is a checkbox for 'Enable part payment'. Further down are input fields for 'Total Price (£)*', 'Deposit (£)*', and a dropdown for 'Instalments*' set to 'NO'. At the bottom, there's a table with columns 'Amount (£)' and 'Due Date'.

Now when a parent using the **MCAS Parent Portal** or the **MCAS App** purchases a **Part Pay** item they will have the option to **part pay** by clicking on the **Part Pay** button.

The screenshot shows an iPad screen with a dialog box titled 'iPAD'. The text inside says: 'Part-pay is enabled for this product. You can choose to pay the full amount or pay it off over time. Please select an option.' At the bottom, there are three buttons: 'Cancel', 'Part-Pay' (highlighted with a red box), and 'Pay in Full'.

Where they can then enter the amount they want to **Part Pay** and **Add to Basket**.

iPAD

Price £

When opening the **Shopping Basket** the item will be displayed with the **Part Payment** information.

Shopping Basket *Your shopping basket*

YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

Shopping Basket

Item Name	Quantity	Price	Action
iPAD Grace Adams (Part Payment) (part payment)	1	£50.00	<input type="button" value="Remove"/>
Total Price:		£50.00	

MCAS [Parent Portal]

Surgery option added to Online Data Collection Form

Config > MyChildAtSchool > Student and Contact Details

MyChildAtSchool > Data Collection Form

The option to allow **Parents** to **Add** and **Edit Surgeries** has been added.

Student And Contact Details Settings

Information that can be viewed for:

☒ Data Collection Form ☐ Admission Form

	Visible	Editable	Required
NHS Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blood Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Consent given to School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paramedical Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linked Surgeries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical Conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Allow parents to create surgeries

Outstanding Payments Widget updated

Dashboard > Outstanding Payments Widget

The **Outstanding Payments Widget** has been updated and will now show all **Orders** or **Balances** where money is owed. It will list all **Outstanding Orders**, **Running Balances** (if negative), **Dinner Balances** (if negative), all **Instalments** and each item can be added to the **Basket** and paid for. The **Widget** will also have the ability to see all **Students** or **Filter** to single **Student** if the account has access to more than one **Student**."

Outstanding Payments		
All Students		More
You have 15 outstanding payments. Click 'More' to see the full list.		
Item	Amount	Due Date
Dinner Money for Liberty Tait	£2.28	
RBEnrol46600New for Alfie Tait	£50.38	
RBMembership for Alfie Tait	£1.25	
RBEnrol46600New for Liberty Tait	£49.49	
RunBalEnrol46600 for Liberty Tait	£4.44	

Up to 10 outstanding items will be displayed on the **Widget** to see more information click on the **More** button, where **Payments** can be made..

Outstanding Payments				
YOU ARE HERE: Dashboard > Outstanding Payments				
Outstanding Payment Instalments				
Item	Total	Instalments	Next Payment Due	Next Payment Amount
InstalmentClub for Ethan Adams (Club)	£16.66	12	06/04/2020	£1.13
Instalment	Order Number	Amount	Status	Due Date
Instalment 10		£1.29	Due	06/04/2020
Instalment 7		£1.29	Due	06/04/2020
Instalment 9		£1.29	Due	06/04/2020
Instalment 4		£1.29	Due	06/04/2020
Instalment 6		£1.29	Due	06/04/2020
Instalment 1		£1.29	Due	06/04/2020
Instalment 8		£1.29	Due	06/04/2020
Instalment 3		£1.29	Due	06/04/2020
Instalment 11		£1.29	Due	07/04/2020
Instalment 12		£1.34	Due	08/04/2020
Outstanding Orders				
Item	Student Name	Order Number	Order Price	Order Status
OnlineClub for Ethan Adams	Ethan Adams	710229-0001701	£17.44	Outstanding
InstalmentClub for Ethan Adams (Deposit)	Ethan Adams	710229-0008029	£1.13	Outstanding
Outstanding Balances				
Club Name	Number of Sessions	Total Price	Payment Received	Balance
RunEnrolClub	6	£13.86	£15.86	£2.00
RunPrefClub	0	£0.00	£0.00	£0.00
RB_Without Bank Account	3	£13.32	£35.50	£22.18
AH-RunThat	14	£70.00	£42.00	£28.00

Profile

My Documents Send Document option updated

Profile > My Documents

The **Send Document** option has been updated to bring it in-line with the new UI changes and is now a pop-up page for **Contacts** and **Students** functionality remains the same.

Send Document

Recipient


☒ Contact ☐ Student

From

someone@bromcom.com

Subject

Selected DMS Document(s)


192475_Document.DOCX 

The selected DMS document(s) will be send to the associated contact(s) of the particular document(s).

Message

0/2500

Dynamic Fields


Please select 


☐ Send Parental Responsibility contacts only.

The messages with selected documents will be sent to contacts priorities indicated below:

☒ All Priorities

☐ 1 ☐ 2 ☐ 3 ☐ 4

 Recipients

 Close

Reporting

Scheduled Report Status updated

Reports > Adhoc > Adhoc Reports > View All Reports

All Other Scheduled Reports

The information in the **Status** column has been updated, now when a **Scheduled** report has completed its schedule, for instance a report scheduled to run only once, the **Status** column will display **Expired** and not **Scheduled** as previously.

Report Menu Icon Standardised

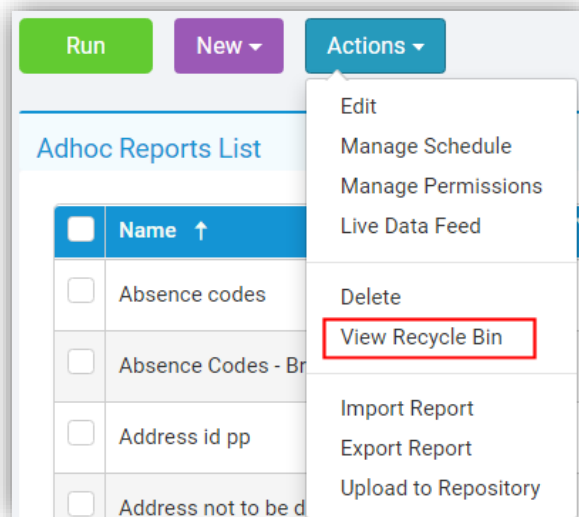
Reports > Adhoc > Adhoc Reports > View All Reports

Now if a **Report** is saved in one of the system **Module** folders the **Report** adopts the icon for that **Module**. If a **Report** is saved in a **User Defined Folder** the **Edit Pencil** icon will be displayed.

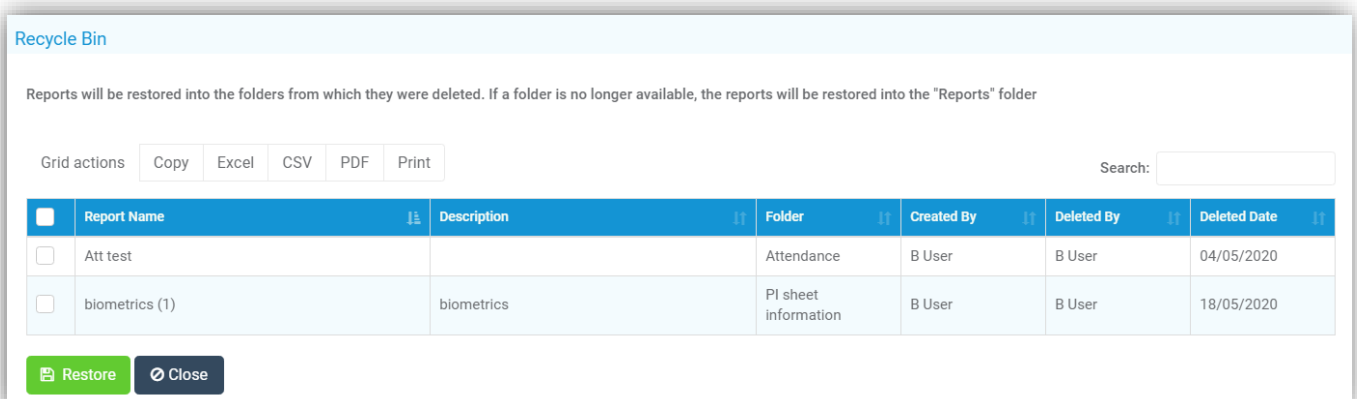
Recycle Bin option added to Adhoc Reports List

Reports > Adhoc > Adhoc Reports > View All Reports

The **Actions** button now has a **Recycle Bin** option.



Selecting this will open the **Recycle Bin**, displaying previously **Deleted** reports.

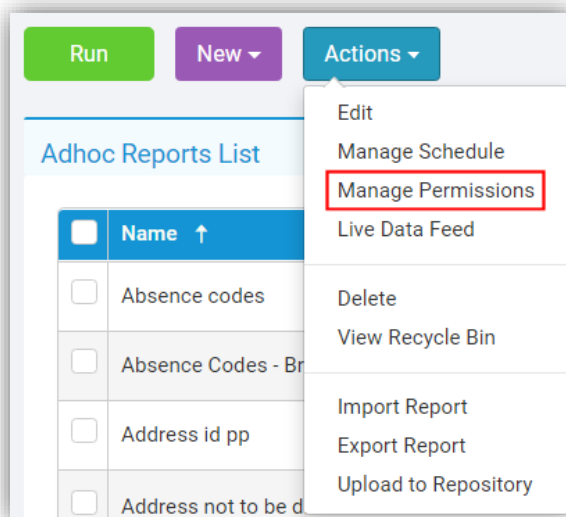


Select the **Report/s** to be **Restored** and click on the **Restore** button.

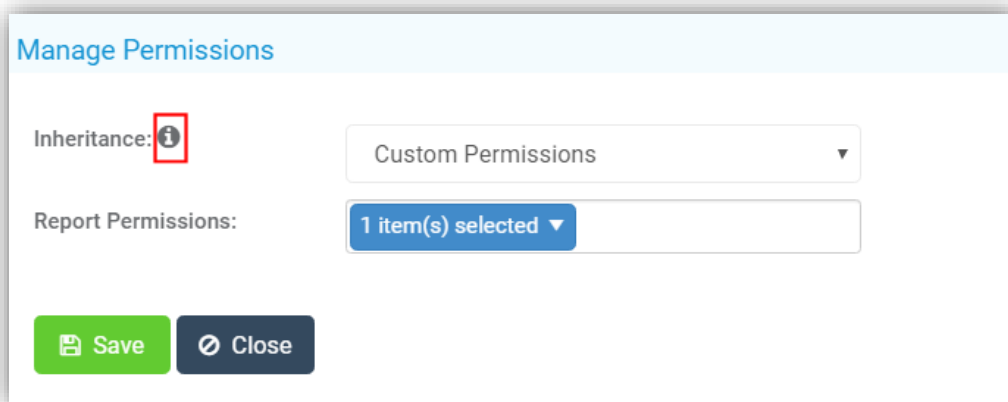
Manage Permission added to Adhoc Reports List

Reports > Adhoc > Adhoc Reports > View All Reports

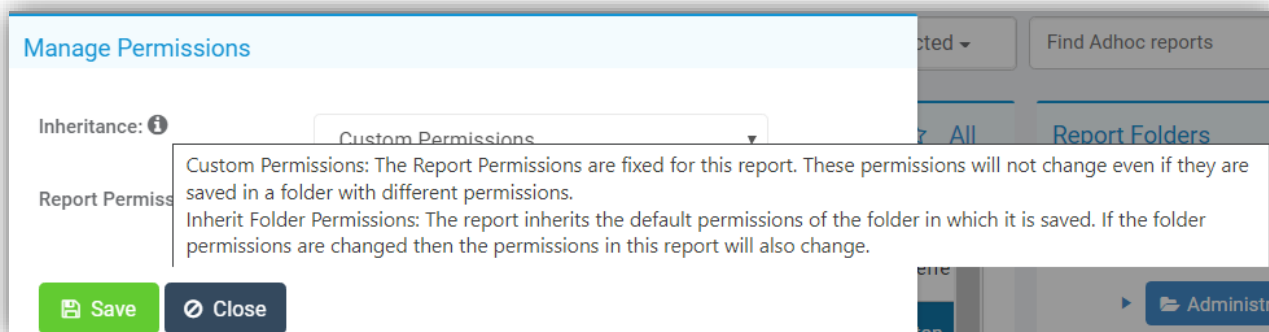
The **Actions** button now has a **Manage Permissions** option.



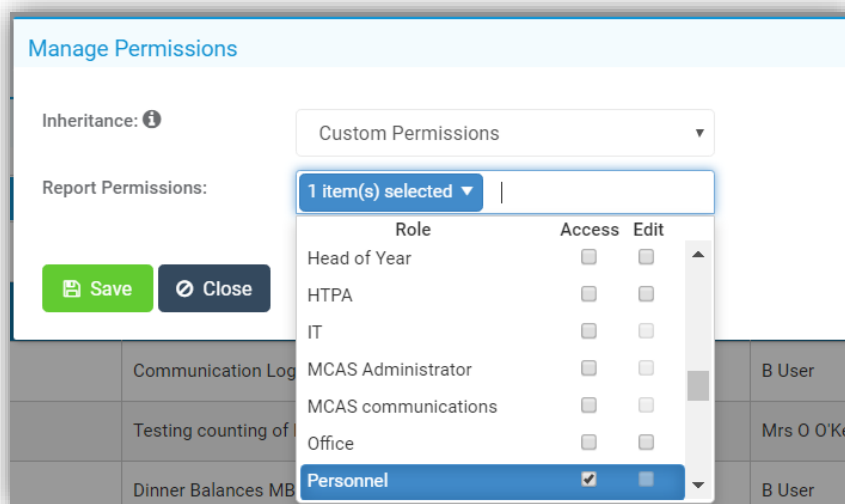
Selecting this with a **Report** already selected will open a **Manage Permissions** pop-up, displaying the current **Permissions** for that **Report**.



Hover over the **i** icon for information on **Custom Permissions** and **Inherit Folder Permissions**.



Click in the **Report Permissions** box to see additional options.



Adhoc Reporting Permissions updated

Config > Setup > Roles & Permissions > Reporting Reports > Adhoc

The **Adhoc Reporting Permissions** have been refined and a new option **Manage Folder** has been added. Default **Permissions** can be set on a **Folder**. This means that any new **Reports** saved in the **Folder** will use the same **Permissions** by default if the **Report** is set to **Inherit Folder Permissions**. The benefit of **Inheritance** is that you don't have to manually set **Permissions** on each new **Report**. Instead, you can choose a **Folder** in which to save that has already had appropriate default **Permissions** set.

Sub-folders can also **Inherit** the same **Permissions** as the **Folder** they are saved in or they can be set to have their own **Custom Permissions**. Unless a **Folder** has been given specific **Custom Permissions** it will **Inherit** the same **Permissions** as its **Parent Folder**. This way, if you change the **Permission** on a top-level **Folder**, all the **Sub-Folders** and **Reports** within those **Folders** (that do not have **Custom Permissions**) will have their **Permissions** changed to match.

At the top of the **Report Folders** tree, the **Reports Folder** takes its **Permissions** from **Setup > Roles & Permissions > Reporting** and by default, all **Folders** below this **Inherit** the same **Permissions**. If you choose not to set any **Custom Permissions** at the **Folder** level, then all **Roles**, **Access** and **Edit Permissions** remain the same as before the release.

Setup > Roles & Permissions > Reporting > Manage Folder

The **Manage Folder Permission** is set in **Config > Setup > Roles & Permissions > Reporting**. A **Role** with this **Permission** has the ability to **Create New Folders** in the **Report Folders** tree, **Delete Folders** and **Edit** the default **Permission** set at the **Folder** level. This **Permission** replaces the separate **Edit Folder**, **Delete Folder Permissions**.

Edit Role: Reports

Role Name* Role Description Role Rank ☐ Two Factor Authentication

Please set the permissions of this role

Module

Menu Name	Access	New	Edit	Delete	Save
Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhoc Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design new report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View all reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Merge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycle Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Report Builder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Saving and Viewing Reports

When **Saving a Report**, if your **User Role** does not have **Access Permission** set as default on a **Folder**, then the **Folder** will not appear in the **Report Folders** tree. You can only save in **Folders** in which your **Role** has **Access**. When viewing the list of **Reports** in the **Adhoc Report List** page, you will only see **Folders** for which your **User Role** has **Access** set at the **Folder** level or you have a **Report** with **Custom Permissions** saved in a **Folder** which you do not have **Access** by default (this can happen if you have **Reports** saved in a **Folder** to which **Permission** is removed at the **Folder** level). If you are the **Report Creator**, then you can always **Access** your own **Reports**, regardless of which **Folder** they are saved in.

New option Quick Report added

Reports > Adhoc > Create New Report > Quick Report

Reports > Adhoc > Adhoc Reports > View All Reports > New

The option to create **Quick Report** for **Student** or **Teacher** has been added.

1653 Students

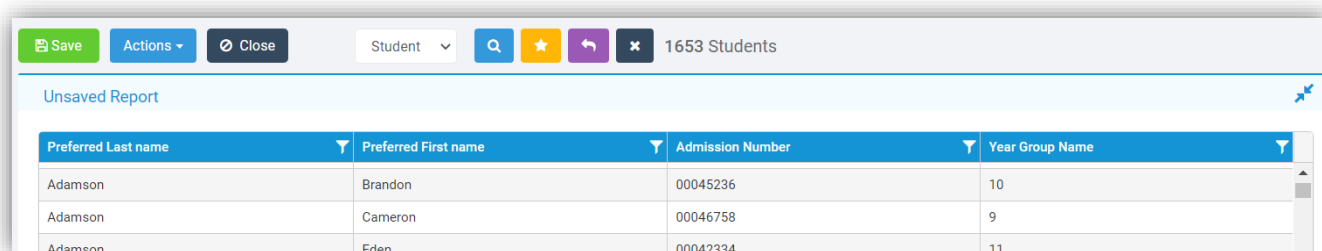
Name	Star
<input type="checkbox"/> Admission Number	<input type="checkbox"/>
<input type="checkbox"/> UPN	<input type="checkbox"/>
<input type="checkbox"/> ULN	<input type="checkbox"/>
<input type="checkbox"/> UCI	<input type="checkbox"/>
<input type="checkbox"/> Candidate No	<input type="checkbox"/>
<input type="checkbox"/> Former UPN	<input type="checkbox"/>
<input type="checkbox"/> Student ID	<input type="checkbox"/>

Unsaved Report

Preferred Last name	Preferred First name	Admission Number	Year Group Name
Adamson	Brandon	00045236	10
Adamson	Cameron	00046758	9
Adamson	Eden	00042334	11
Adey	Hope	00046732	9
Affleck	Owain	00040872	12
Agar	Scarlette	00044974	10
Adams	Grace	00045215	10

When open the page will default to the **Student** selection, use the dropdown list to change to **Staff**.

To expand the **Unsaved Report** section click on the **Expand** icon top right, this will close the **Data Items** panel to show on the full page, click again to minimise.



Preferred Last name	Preferred First name	Admission Number	Year Group Name
Adamson	Brandon	00045236	10
Adamson	Cameron	00046758	9
Adamson	Eden	00042334	11

The **Data Items** can be added to the table by **Drag & Drop** for one **Data Item**, by ticking the boxes on the left and clicking on the **Arrow** icon or double click on a **Data Item** to immediately add it to the end of the table. To remove a **Data Item** right click on the column **Header** to be removed and select **Delete**.

Clicking on the **UDF** icon will toggle between the **Data Items** and **User Defined Fields**, which can then be added to your report. The **UDF** icon will display blue for **Data Items** and Orange for **User Defined Fields**.

Clicking on the **Magnifying Glass Search** icon will display a new **Search** field where you can Search for **Data Items**.

Clicking on the **Star Favourites** icon will display your **Favourite Data Items**, these are added by clicking on the **Star** to the right of the **Data Items**.

The number of **Students** currently included in the report is displayed.

There are four buttons which will only display if the criteria is met.



- **Find** – to search for a **Group** or **Student**
- **Saved Selection List** – to select from you **Saved Lists**
- **Select Last** – to select the last **Group** or **Student** you have selected during this session
- **Clear** – to clear the selections

There is also a **Footer Summary** row at the bottom of the table, by default this shows a **Count** of **Results** in the **Column**. Right click on the **Footer** of a **Numeric Column** to change the **Aggregation** to Cobunt, **Sum** or **Mean**.

The **Data Items** panel can also be expanded to show more options by clicking on the **Expand** icon top right and minimised by clicking on it again.

Create

Actions

Close

Student

Data Items

Find Data Items

	Name	Description	Tag	Most U...
<input type="checkbox"/>	Admission Number ☆	Student's Admission Number	Unique Identifier	3
<input type="checkbox"/>	UPN ★	Unique Pupil Number	Unique Identifier	1
<input type="checkbox"/>	ULN ☆	Unique Learner Number	Unique Identifier	0
<input type="checkbox"/>	UCI ☆	Unique Candidate Identifier	Unique Identifier	0
<input type="checkbox"/>	Candidate No ☆	Centre's exam candidate number	Unique Identifier	0
<input type="checkbox"/>	Former UPN ☆	Former Unique Pupil Number	Unique Identifier	0
<input type="checkbox"/>	Student ID ☆	Student ID	Unique Identifier	0
<input type="checkbox"/>	Preferred First name ☆	Preferred First name	Name	3
<input type="checkbox"/>	Preferred Last name ☆	Preferred Last name	Name	3
<input type="checkbox"/>	Preferred Full name ☆	Preferred Full name	Name	0

Unsaved Report

Preferred Last name	Preferred First name	Admission Number
Alexander	Holly	00038928
Amor	Katie	00045263
Arif	Clay	00042467
Babington	Imogen	00039058
Barrowman	David	00045107
Batchelor	Samantha	00040640
Bayley	Jacob	00046757
Bayliss	Abigail	00046881
Bayliss	Rebecca	00040783
Bennett	Abigail	00047027
Benton	Spencer	00040482
Bignell	Frances	00045133
Blower	Ruth	00040691
Boswell	Kieran	00044994

1 - 1653 of 1653 items

Once complete select either **Save As** or **Export Report** from the **Actions** button dropdown list.

Quick Save Report As will **Save** the **Report** to the selected **Folder**, where it can then be accessed.

Save Quick Report As

Report Title *

Report Description

Folder Name*

Select ...

Inheritance: ⓘ

Inherit Folder Permissions

Report Permissions:

Role	Access	Edit
Data	Yes	Yes

Save

Close

By default the **Inherit Folder Permissions** will be displayed, this can be changed to **Custom Settings** by selecting **Custom Permissions** from the **Inherit** dropdown and selecting the **Role** and either **Access** or **Edit** or both from the list.

Quick Report - Save As

Report Title *

Report Description

Folder Name*

Inheritance: ⓘ

Report Permissions:

	Role	Access	Edit
Adamson	AB	<input type="checkbox"/>	<input type="checkbox"/>
Adamson	Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Adamson	Assessment Head	<input type="checkbox"/>	<input type="checkbox"/>
Adamson	Assessment Part	<input type="checkbox"/>	<input type="checkbox"/>
Adey	Attendance Lates Access	<input type="checkbox"/>	<input type="checkbox"/>
Affleck	Attendance Officer	<input type="checkbox"/>	<input type="checkbox"/>
	bb	<input type="checkbox"/>	<input type="checkbox"/>

Click the **Save** button to save the **Quick Report**.

Create Quick Report

Report Title *

Report Description

Folder Name*

Inheritance: ⓘ

Report Permissions:

Role	Access	Edit
Data	Yes	Yes

Export Report will **Export** directly to Excel. Clicking the **Save** button will auto fill the **Report Title** and **Description**, just add the **Folder** name.

Note: Permissions on **Entities** within the **Domains** is only available for those with appropriate **Roles & Permissions**.

New User Staff Details Setting added

Reports > Adhoc > Adhoc Reports > View All Reports

A **Reports Permissions Column** has been added, if a **Reports Administrator** or **Manager** wants to know whether a **Report's Permissions** are **Inherited** from the **Folder** in which they are saved, they can add this column to the reports list grid.

The screenshot shows the 'Adhoc Reports List' interface. A dropdown menu titled 'Add/Remove Additional Columns' is open, displaying a list of columns that can be added to the report grid. The 'Permissions' option is checked and highlighted with a red box. The main table below the dropdown lists various reports with columns for Name, Description, and Created By.

Name	Description	Created By
00000 Document Page Test	00000 Document Page Test	B User
Absence codes	Absence codes	Mrs K Read
Absence Codes - Bromcom	Absence Codes - Bromcom	B User
Address id pp	Address id pp	Mrs C Maguire
Address not to be disclosed	Address not to be disclosed	Mrs O O'Keeffe
addresses for labels	addresses for labels	Mrs O O'Keeffe

Simply select the Folder and then select the Permissions option from the **Add/Remove Additional Columns** dropdown list.

The screenshot shows the 'Adhoc Reports List' interface with the 'Permissions' column added to the report grid. The table has columns for Name, Created By, Folder, Report Type, Scheduled, Favourite, and Permissions. The 'Permissions' column is highlighted with a red box, showing values like 'Inherit' and 'Custom'.

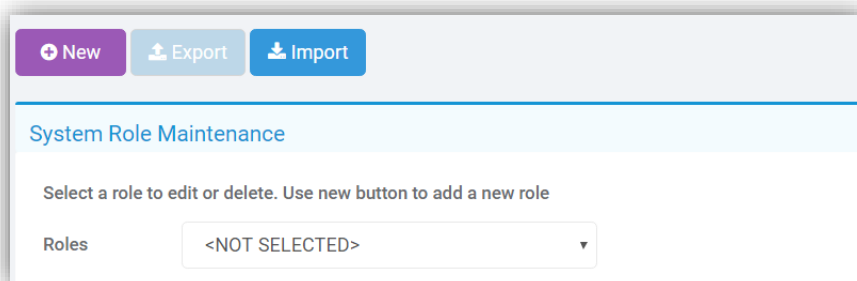
Name	Created By	Folder	Report Type	Scheduled	Favourite	Permissions
t	B User	Reports	Web Merge		☆ Add	Inherit
	Mrs K Read	Personnel	Table		☆ Add	Inherit
	B User	BM	Table		☆ Add	Custom
	Mrs C Maguire	Contacts	Table		★ Remove	Custom
d	Mrs O O'Keeffe	Test	Table		★ Remove	Custom

Setup

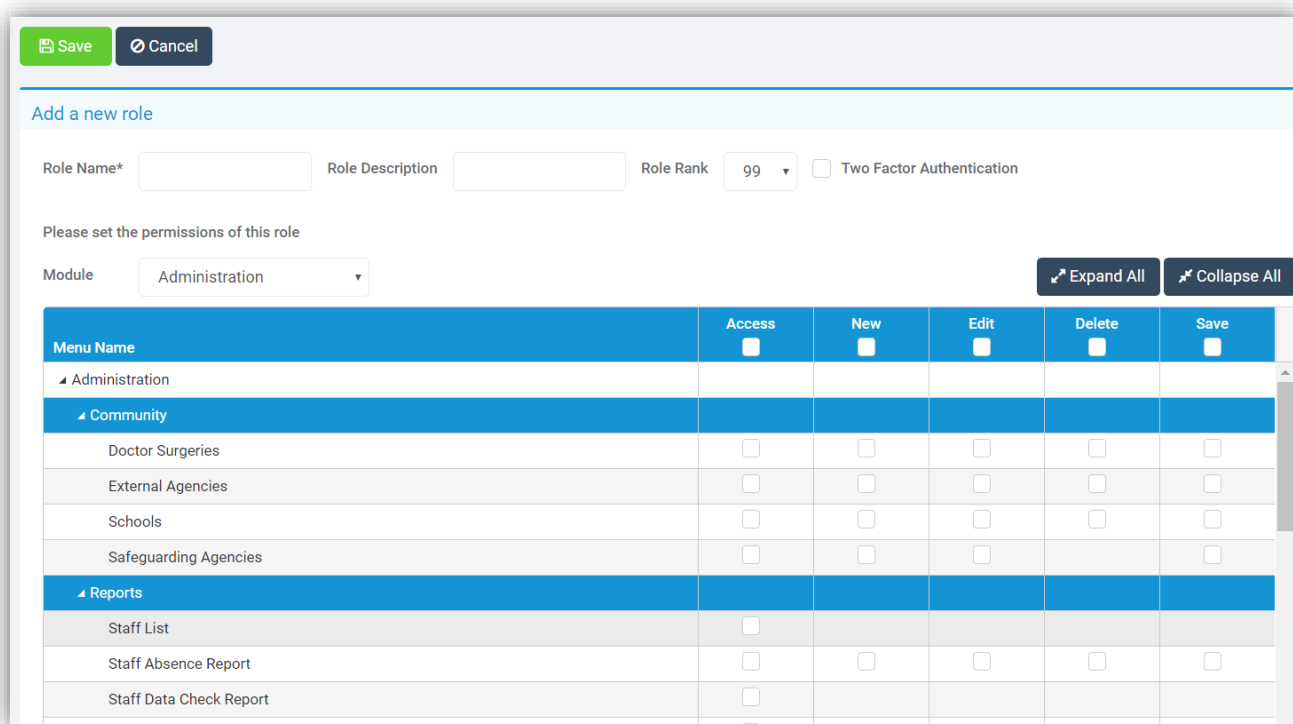
Roles & Permissions page updated

Config > Setup > Roles & Permissions

The **Roles & Permissions** page has been updated to bring it in-line with the new UI changes, the tree style list option has been replaced with an easy to follow table.



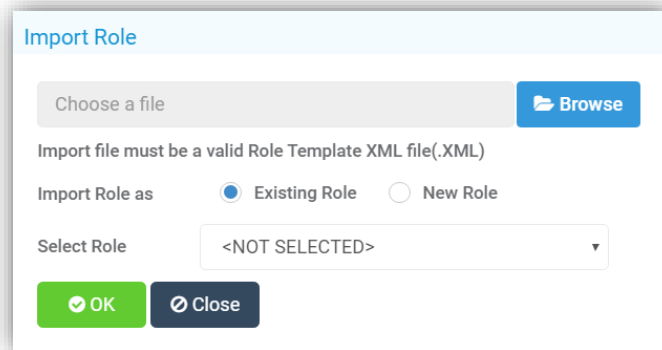
To add a **New Role** click on the **New** button, this will open the **Add a New Role** page.



Menu Name	Access	New	Edit	Delete	Save
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community					
Doctor Surgeries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports					
Staff List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Absence Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Data Check Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each section of the **Role** has a blue header listing the **Permissions**, give the **Role** a **Role Name** and **Description** and simply select the **Module** to be associated with the **Role** and tick the **Access**, **New**, **Edit**, **Delete** and **Save** boxes as appropriate. Clicking the **Collapse All** and the **Expand All** buttons will toggle between displaying the header only or header and **Permissions** click **Save** when finished.

Click on the **Import** button to **Import Roles**, this Import option remains the same.



Import Role

Choose a file Browse

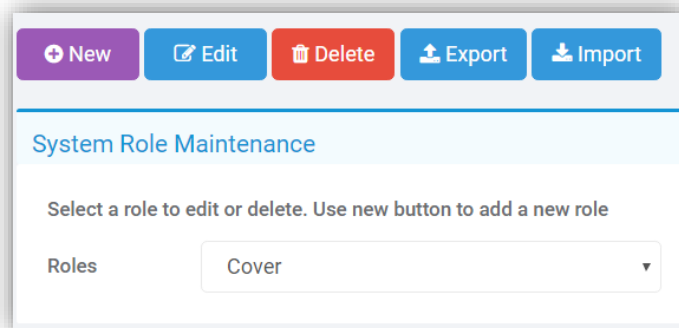
Import file must be a valid Role Template XML file(.XML)

Import Role as ☒ Existing Role ☐ New Role

Select Role <NOT SELECTED>

OK Close

Selecting a **Module** from the dropdown list will give more options. The **Edit**, **Export** and **Delete** options will now be available.



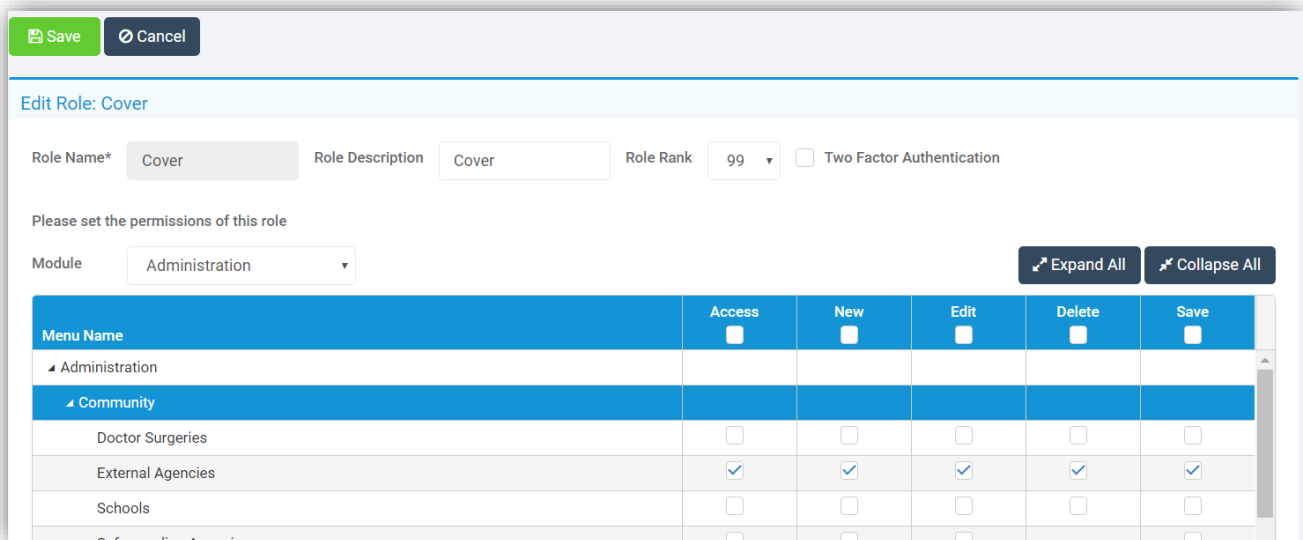
New Edit Delete Export Import

System Role Maintenance

Select a role to edit or delete. Use new button to add a new role

Roles Cover

To **Edit a Role** click on the **Edit** button this will open the **Edit Role** page, once again just select the appropriate boxes and click **Save** when finished.



Save Cancel

Edit Role: Cover

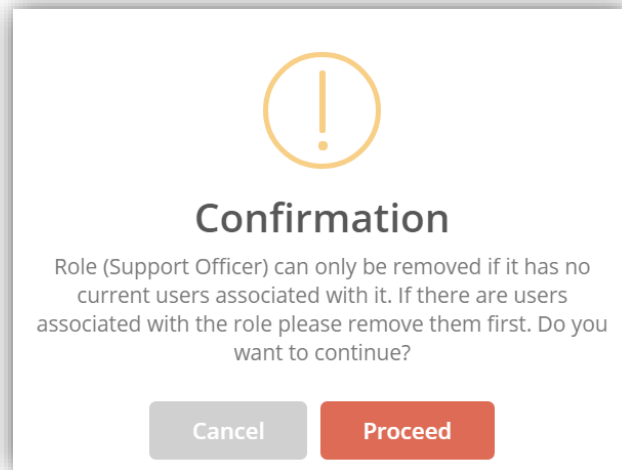
Role Name* Cover Role Description Cover Role Rank 99 ☐ Two Factor Authentication

Please set the permissions of this role

Module Administration Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doctor Surgeries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

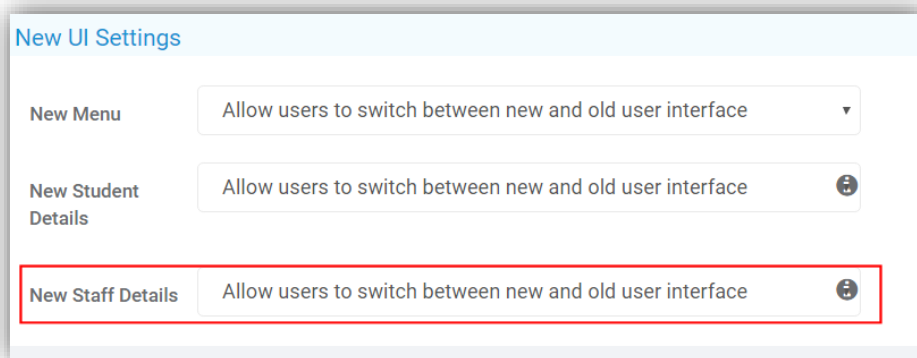
To **Delete a Role** select the **Role** and click on the **Delete** button, a **Confirmation** message will be given select **Cancel** or **Proceed**.



New User Staff Details Setting added

Config > Setup > System Settings > New UI Settings

When using the **New User Interface** the option to **Force all users to use new user interface** or to **Allow users to switch between new and old user interface** has been added.



System Printers option removed

Modules > Setup > System Settings > System Printers

The **System Printers** page has been removed.

Staff

Create New Staff Page updated

Staff > New

The add **New Staff** page has been updated to bring it in-line with the new UI changes and is now a pop-up page, the functionality remains the same.

Create New Staff

Full First Name* Legal Last Name*

Middle Name(s) Former Last Name

Pref. First Name Pref. Last Name

Title Honours

Name Order Salutation

Gender* Ethnicity*

Date Of Birth* Age

Staff Code* School Staff No.

National Ins No. Payroll Number

Declared Disability Religious Affiliation

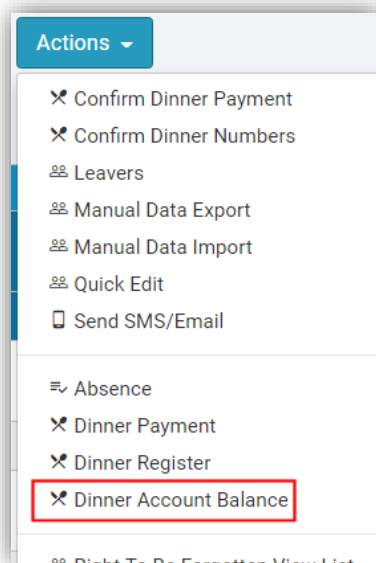
Date started at the school*

☒ Data processing consent has been granted

Dinner Account Balance option added to Staff List

Staff > Actions > Dinner Account Balance

The **Dinner Account Balances** option has been removed from **Modules > Dinner > Dinner > Account Balances** and is now on the **Staff List** page under **Actions**.



The option remains the same displaying the **Account Balances** for the selected **Staff** members.

Dinners and Payments for Mrs E Bentley

Start Date*
27/05/2020
End Date
27/05/2020

Opening Balance as of 27/05/2020: £17.20
Closing Balance as of 27/05/2020: £27.20

Grid actions
Copy
Excel
CSV
PDF
Print
Add
Edit
Delete

	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	27/05/2020	PAYMENT	Cash	£10.00	Yes	-	

Close
Prev
Next

The **Add**, **Edit** and **Delete** options also remain the same allowing a **Dinner Payment** or a **General Payment** to be made.

Transaction Record

☒ Dinner
☐ Payment

Dinner Date*
27/05/2020

Meal Type*
<NOT SELECTED>

Cost
£0.00

Confirmed?
☐

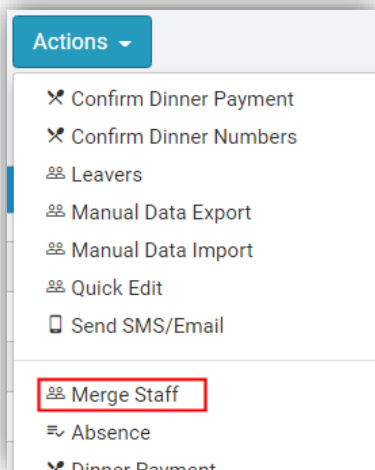
Comment

Create
Close

Merge Staff option added to Staff List

Staff > Actions > Merge Staff

The **Merge Staff** option has been removed from **Modules > Administration > Housekeeping > Merge Staff** and is now on the **Staff List** page under **Actions**.



The page remains the same displaying the options to be selected for merging with some additional options added. Including **Vehicle Details**, **Background Checks**, **Address**, **Telephones**, **emails**, **Collection Executives** and **Behaviour Events** all selectable with check boxes. When ready click on the **Merge** button, a **Confirmation** will be given, select **Cancel** or **Proceed**

Merge Staff - Woodward, David Woodward Kyle

Woodward, David X Woodward, Kyle X

☐ Woodward David ☐ Woodward Kyle

Personal Details

Full First Name*	<input type="radio"/> David	<input type="radio"/> Kyle
Title	<input type="radio"/> Mrs	<input type="radio"/> Mr
Salutation	<input type="radio"/> Mrs H Volak	<input type="radio"/> vjw
Staff Code*	<input type="radio"/> HV	<input type="radio"/> DX
Gender*	<input type="radio"/> 70	<input type="radio"/> 77
Date Of Birth*	<input type="radio"/> 28/05/1961	<input type="radio"/> 09/06/1978

Vehicle Details

Vehicles

<input type="checkbox"/> NP 13 BCM, Toyota Yaris, Red	<input type="checkbox"/> NP 26 BCM, Ford Mondeo, Black
	<input type="checkbox"/> NP 26 BCM, Audi A5, Black

Background Checks

Background Checks

<input type="radio"/> CBR	<input type="radio"/> CBR
---------------------------	---------------------------

Staff Details page updated

Staff

The **Staff Details** page has been updated with the new look making it easier to see what is needed when it is required.

Note: The option to **Force all Users** to use the new page or to allow **Users to switch** between the old style and new style can be found under **Config > Setup > System Settings > New UI Settings**. A toggle button top right of the page will allow the switch between the two styles, if the **Force All Users** option had not been selected.

Note: The new **Staff Details** pages will only be visible when you are using the **New Menu** not the **Old Bromcom Menu**.

Profile

The **Profile** page displays the **Staff Details**, merging **Basic Details**, **Contact Details**, **Personal Details** and **Banking** below by default are the **Emergency Contacts** for that member of **Staff**.

Bentley, David

Previous Next

Switch to Old Staff Details

Andrew Fred Bentley David

Gender: Female, Date of Birth: 17/03/1989, Staff Code: HN, Job Title: Head of Law

e000074@bromcomcloud.com, 02000000393

13450 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Head of Business Studies, Economics, Finance Studies, Year 13 Tutors, Business BTEC, Law

Main Tutor - 13HN (19/20), Teacher Roles - Classroom Teacher

Emergency Contacts

Ms Houghton #3157, Priority 1, 02000018391, Notes: mother

Mr P Houghton #36834, Priority 2, 02000018392, Notes: father

Ethnicity & Religion

Key Data

School Staff No., Payroll No., National Ins No.

Notes

No notes available

Timetable

Thu, 21/05/2020

AM, 1, 2, BR1

This can be changed by selecting either **All** to see all options which will display the **Emergency Contacts** first or a selected option.

Emma Bentley

Gender: Female, Date of Birth: 19/12/1975, Staff Code: VN, Job Title: Teacher of MFL

bala.duggimpudi@bromcom.com, 02000000471

5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Additional Tutor - 11LD (19/20), Teacher Roles - Classroom Teacher

Key Data

School Staff No., Payroll No., National Ins No.

Notes

No notes available

Timetable

Thu, 21/05/2020

AM, 1, 2, BR1

Moving the mouse over the **Staff Name** will show a **Pencil** icon, where information can be edited on this section. Clicking on each tab will display more information.

Staff Details

Name Details Additional Information Employee Details Previous Names

Title: Mrs Legal First Name*: Emma Legal Last Name*: Bentley

Middle Name(s): Former Last Name:

Pref. First Name: Pref. Last Name:

Honours: Salutation: Name Order: First Name, Last Name

Close Save

Select the **Pencil**, **Papers**, **Bin** or **+** icons to **Edit**, **Copy**, **Delete** or **Add** to that selection.

Emergency Contacts

Mr Vaughan #3121 Priority 1
02000000680
Notes: husband

Mrs D McCafferty #3301 Priority 2
02000012958
Notes: mother

Icons: +, Pencil, Papers, Bin

On the right of the page the **Key Data**, **Notes** and **Timetable** are displayed. Clicking on the **Expand** icon top right of the **Timetable** panel, will expand the **Timetable** and move it beneath the **Staff Details**.

Emma Bentley

Gender: Female Date of Birth: 19/12/1975 Staff Code: VN Job Title: Teacher of MFL

✉ bala.duggimpudi@bromcom.com ☎ 02000000471

📍 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Additional Tutor - 11LD (19/20) Teacher Roles - Classroom Teacher

Key Data

School Staff No.

National Ins No.

Notes

No notes available

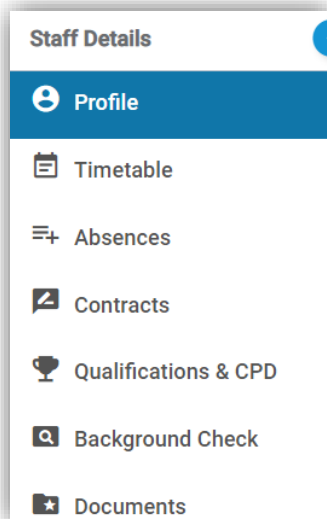
Timetable

Term & Week Beginning: Term 3 Week 07 - 17/05/2020

☑ Show Detentions Print

Timetable Week 1 (17/05/2020)

	Mon, 18/05/2020	Tue, 19/05/2020	Wed, 20/05/2020	Thu, 21/05/2020	Fri, 22/05/2020
AM	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD
1			12q/GM - 141LA EB	10Y/TT - 135IT EB	9U/FRU - 141LA EB
2					11LD/CIT - 131BS EB



The **Sidebar** is still available and the following pages have also been updated.

Timetable

Selecting the **Timetable** option will retain the **Key Data** and **Notes** to the right and display the full week **Timetable** beneath the **Staff Details**, the functionality remains the same.

Emma Bentley

Gender: Female

Date of Birth: 19/12/1975

Staff Code: VN

Job Title: Teacher of MFL

✉ bala.duggimpudi@bromcom.com

☎ 02000000471

📍 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s):

Additional Tutor - 11LD (19/20)

Teacher Roles - Classroom Teacher

All

Key Data

School Staff No.

Payroll No.

National Ins No.

Notes

No notes available

Timetable

Term & Week Beginning

<

Term 3 Week 07 - 17/05/2020

>

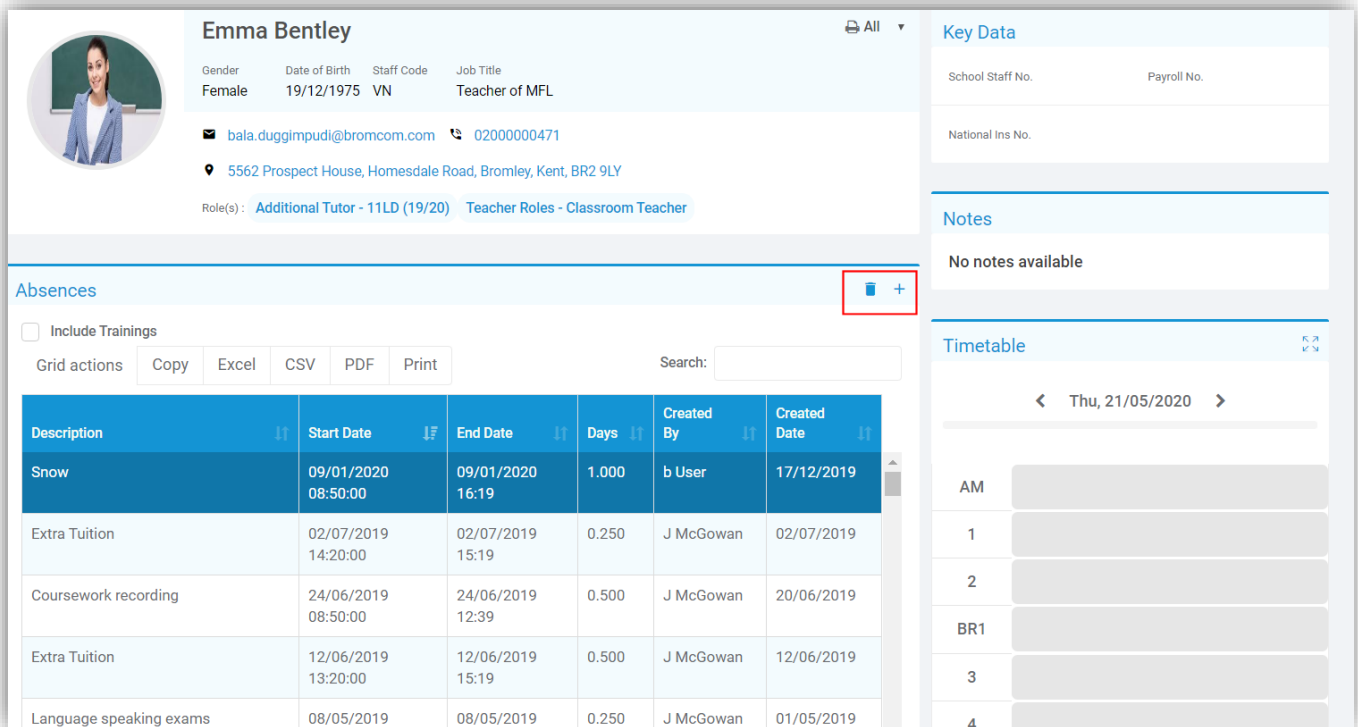
☒ Show Detentions

Print

	Mon, 18/05/2020	Tue, 19/05/2020	Wed, 20/05/2020	Thu, 21/05/2020	Fri, 22/05/2020
AM	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD	11LD - 131BS EB, LD
1			12q/GM - 141LA EB	10Y/TT - 135IT EB	9U/FRU - 141LA EB
2					11LD/CIT - 131BS EB

Absences

Selecting the **Absence** option will retain the **Key Data**, **Notes** and **Timetable** to the right and display the full week **Absences** beneath the **Staff Details**.



Emma Bentley

Gender: Female, Date of Birth: 19/12/1975, Staff Code: VN, Job Title: Teacher of MFL

Email: bala.duggimpudi@bromcom.com, Phone: 02000000471

Address: 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Additional Tutor - 11LD (19/20), Teacher Roles - Classroom Teacher

Absences

☐ Include Trainings

Grid actions: Copy, Excel, CSV, PDF, Print

Search:

Description	Start Date	End Date	Days	Created By	Created Date
Snow	09/01/2020 08:50:00	09/01/2020 16:19	1.000	b User	17/12/2019
Extra Tuition	02/07/2019 14:20:00	02/07/2019 15:19	0.250	J McGowan	02/07/2019
Coursework recording	24/06/2019 08:50:00	24/06/2019 12:39	0.500	J McGowan	20/06/2019
Extra Tuition	12/06/2019 13:20:00	12/06/2019 15:19	0.500	J McGowan	12/06/2019
Language speaking exams	08/05/2019	08/05/2019	0.250	J McGowan	01/05/2019

Key Data

School Staff No., Payroll No., National Ins No.

Notes

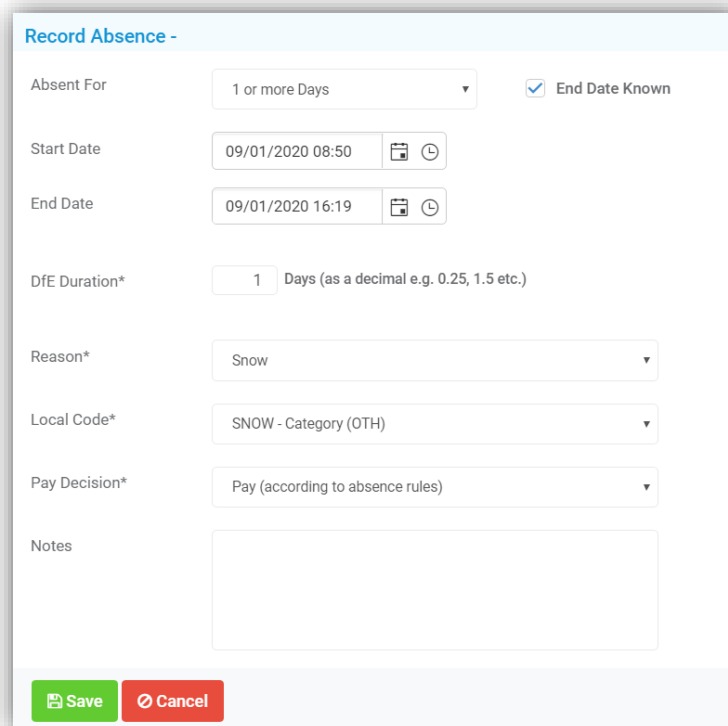
No notes available

Timetable

Thu, 21/05/2020

AM, 1, 2, BR1, 3, 4

The functionality remains the same, click to select an **Absence** and click the **Bin** icon to **Delete**, a **Confirmation** will be given, select **Cancel** or **Proceed**, click on the **+** icon to **Add** a new **Absence** or double click on an **Absence** to **Edit** it.



Record Absence -

Absent For: 1 or more Days ☒ End Date Known

Start Date: 09/01/2020 08:50

End Date: 09/01/2020 16:19

DfE Duration*: 1 Days (as a decimal e.g. 0.25, 1.5 etc.)

Reason*: Snow

Local Code*: SNOW - Category (OTH)

Pay Decision*: Pay (according to absence rules)

Notes:

Contracts

Selecting the **Contracts** option will retain the **Key Data** and **Notes** to the right and display **Contract** information beneath the **Staff Details**.

The screenshot shows the staff details page for Emma Bentley. The page is divided into several sections: Staff Details, Key Data, Notes, and Contracts. The Contracts section is currently selected, showing a table of current contracts. A red box highlights the 'Bin' icon and the '+' icon in the top right corner of the Contracts section.

Staff Details:

- Name: Emma Bentley
- Gender: Female
- Date of Birth: 19/12/1975
- Staff Code: VN
- Job Title: Teacher of MFL
- Email: bala.duggimpudi@bromcom.com
- Phone: 02000000471
- Address: 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY
- Role(s): Teacher - 3D Design, Citizenship, French, German, Travel & Tourism; Additional Tutor - 11LD (19/20)
- Teacher Roles: Classroom Teacher

Contracts - Current

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, upper pay range	Classroom Teacher	01/09/2012

Key Data:

- School Staff No.
- Payroll No.
- National Ins No.

Notes:

No notes available

Timetable:

Mon, 01/06/2020

AM 11LD - 131BS (EB, LD)

1

2

The functionality remains the same, click to select a **Contract** and click the **Bin** icon to **Delete**, a **Confirmation** will be given, select **Cancel** or **Proceed**, click on the **+** icon to **Add** a new **Contract** or double click on a **Contract** to **Edit** it.

The screenshot shows the 'Add / Edit Contract' dialog box. It has four tabs: Contract Informations, Payroll Informations, Roles, and Pay. The 'Contract Informations' tab is selected.

Contract Informations:

- Start Date: 01/09/2012
- End Date:
- Last Updated:
- Contract Type*: Permanent
- Date of Last Pay Review: 31/10/2018
- Post: Teacher, Other
- Post (SWF)*: Classroom Teacher, upper pay range
- ☐ Paid a Daily Rate
- ☐ Do not include in Census
- Buttons: Close, Save

Payroll Informations:

Roles:

Pay:

Qualifications and CPD

The **Qualifications & CPD** sections have been merged into one, selecting the **Qualifications & CPD** option will retain the **Key Data** and **Notes** to the right and display the **Qualifications** beneath the **Staff Details**. By default **All** of the sections will be listed, to view a particular section click on the **All** option, top right and select from the dropdown menu.

Emma Bentley

Gender: Female, Date of Birth: 19/12/1975, Staff Code: VN, Job Title: Teacher of MFL

Email: bala.duggimpudi@bromcom.com, Phone: 02000000471

Address: 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Teacher - 3D Design, Citizenship, French, German, Travel & Tourism, Additional Tutor - 11LD (19/20)

Teacher Roles - Classroom Teacher

Qualifications

Qualification	Main Subject	2nd/Joint Subject
PGCE (or Equiv)	French Language	German Language

Subjects Offered

Subject	KS1	KS2	KS3	KS4	KS5	UKN
Citizenship						✓
French						✓

The functionality remains the same, click to select a **Qualification** and click the **Bin** icon to **Delete**, a **Confirmation** will be given, select **Cancel** or **Proceed**, click on the **+** icon to **Add** a new **Qualification** or double click on a **Qualification** to **Edit** it.

Add / Edit Qualification

Qualification*: PGCE (or Equiv) ▼

Class: Lower second class honours ▼

Subject Area*: European Languages, Literature and related subjects ▼

Main Subject*: French Language ▼

Subject Area: European Languages, Literature and related subjects ▼

2nd Joint Subject: German Language ▼

☐ Verified

Close Save

Background Check

Selecting the **Background Check** option will display the **Background Check** information beneath the **Staff Details**. By default **All** of the sections will be listed, to view a particular section click on the **All** option, top right and select from the dropdown menu.

The screenshot shows a staff profile for Emma Bentley. At the top, there's a navigation bar with 'Bentley, Emma', 'Previous', and 'Next' buttons. The profile header includes a photo, name, and a dropdown menu currently set to 'All'. Below this, personal details like gender, date of birth, staff code, and job title are listed. Contact information (email and phone) and address are also provided. A list of roles is shown, including 'Teacher - 3D Design, Citizenship, French, German, Travel & Tourism' and 'Additional Tutor - 11LD (19/20)'. The 'Previous Employer' section lists 'Bromcom Technology School' with the note 'First employment in teaching - immediately after training'. The 'Right To Work' section shows a table with columns for List Satisfied, Evidence By, Date Evidenced, Follow Up Check, Follow Up Date, and Complete. The 'Background Check' section is expanded, showing a table with columns for Check Type, Clearance Level, and Clearance Date. Two checks are listed: 'CRB' and 'List 99', both with a 'Normal' clearance level and 'N/A' clearance date.

List Satisfied	Evidence By	Date Evidenced	Follow Up Check	Follow Up Date	Complete
List B Group 1	Mr M Baker	17/05/2020	No	N/A	No

Check Type	Clearance Level	Clearance Date
CRB	Normal	N/A
List 99	Normal	N/A

The functionality remains the same, where changes can be made the moving the mouse over an area to highlight it will show the **Bin** icon to **Delete**, a **Confirmation** will be given, select **Cancel** or **Proceed**, click on the **+** icon to **Add** or then **Pencil** icon **Edit**.

The screenshot shows a modal form titled 'Add / Edit Background Check'. It contains several input fields and dropdown menus. The 'Check Type*' dropdown is set to 'CRB'. The 'Clearance Level' dropdown is set to 'Normal'. The 'Clearance' dropdown is set to 'Pass'. The 'Nature of Evidence' dropdown is set to 'UK passport, UK Birth Cert'. The 'Reference No' field contains '001369556420'. The 'Document No' field is empty. The 'Checked By' field contains 'BW'. The 'Checked Date' field contains '04/07/2012'. The 'Clearance Date' field is empty. The 'Expires On' field is empty. There is a 'Notes' text area at the bottom. At the bottom right, there are 'Close' and 'Save' buttons.

Documents

Selecting the **Documents** option will show any **Documents** that have been added for that **Staff** member.

The screenshot shows the staff profile for Emma Bentley. At the top, there are 'Previous' and 'Next' buttons. The profile includes a circular photo of Emma Bentley, her name, and a 'Print All' button. Below this, personal details are listed: Gender (Female), Date of Birth (19/12/1975), Staff Code (VN), and Job Title (Teacher of MFL). Contact information includes an email (bala.duggimpudi@bromcom.com) and a phone number (02000000471). The address is 5562 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY. Roles listed are Teacher - 3D Design, Citizenship, French, German, Travel & Tourism and Additional Tutor - 11LD (19/20). A 'Teacher Roles - Classroom Teacher' tag is also present.

Below the profile is a 'Document list' section with a search bar, filters for Document Type (All) and Status (All), and a checkbox for 'Show Archived Documents'. A table lists documents:

Document Name	Document Type	Created Date	Status	
Important Health Issues.docx	Health Background	01/06/2020		
Incident Letter.pdf	For Admin Use Only	01/06/2020		

Click on a **Document** and click the **Bin** icon to **Delete**, a **Confirmation** will be given, select **Cancel** or **Proceed**. Click on a **Document** or click on the middle icon on the right to **Download** the **Document**. Click on the + icon to **Add** a new **Document**.

The 'Upload File' dialog box has a title bar with a close button. It contains a 'Document Type' dropdown menu set to 'For Admin Use Only'. Below this is an 'Important' checkbox with a red warning triangle icon. A 'Select files...' button is located in a large text input field. A 'Close' button is at the bottom right.

Select the **Document Type** from the dropdown list, tick the **Important** box to **Flag** the importance of the **Document**, then click the **Select Files** button to **Upload** the **Document**. To remove the **Important Flag** at any time click on the **Flag** icon to the right of the **Document** to toggle between Important or not, the **Flag** will change colour to show if it is in use or not.

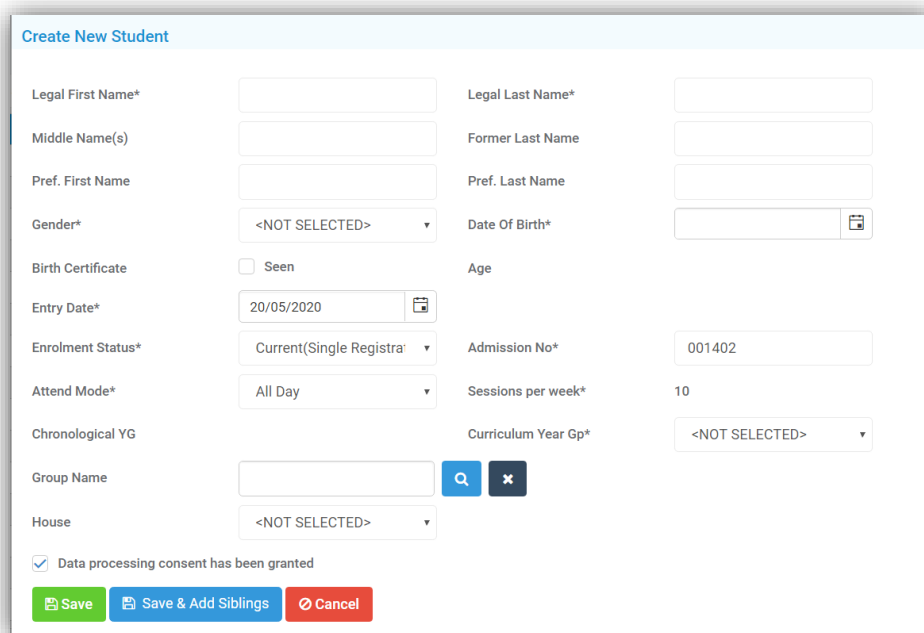
To add new **Document Types** go to **Config > Administration > Lookup Tables**.

Students

Create New Student Page updated

Students > New

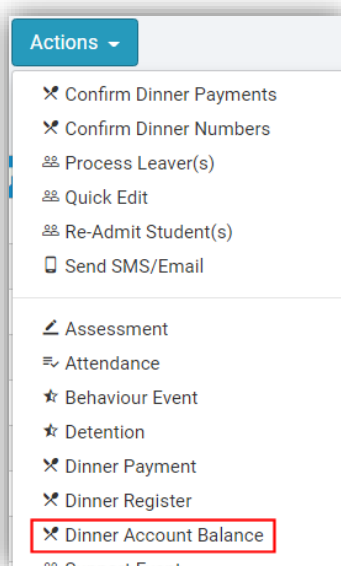
The add **New Student** page has been updated to bring it in-line with the new UI changes and is now a pop-up page, the functionality remains the same.



Dinner Account Balance page added to Student List

Students > Actions > Dinner Account Balance

The **Dinner Account Balances** option has been removed from **Modules > Dinner > Dinner > Account Balances** and is now on the **Students List** page under **Actions**.



The option remains the same displaying the **Account Balances** for the selected **Students**.

Dinners and Payments for Ethan Adams

Start Date* End Date

Opening Balance as of 27/05/2020: **£-7.50** Closing Balance as of 27/05/2020: **£5.00**

Grid actions

<input type="checkbox"/>	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	27/05/2020	DINNER	School Meal	£2.50	Yes	-	
<input type="checkbox"/>	27/05/2020	PAYMENT	Cash	£15.00	Yes	-	

The **Add**, **Edit** and **Delete** options also remain the same allowing a **Dinner Payment** or a **General Payment** to be made.

Transaction Record

☒ Dinner ☐ Payment

Dinner Date*

Meal Type*

Cost

Confirmed? ☐

Comment

Student Portal

Pages Grouped

Modules > Student Portal

The **Student Portal** pages have now been added to the sidebar and can all be accessed from the one page.

Student Portal

Administration

- Learning Resources
- Overview
- Page Management
- Published Reports
- User Accounts

Filters

Resource Type

Elevated User Access

Homework / Quiz / Lesson Plan Details

Grid actions

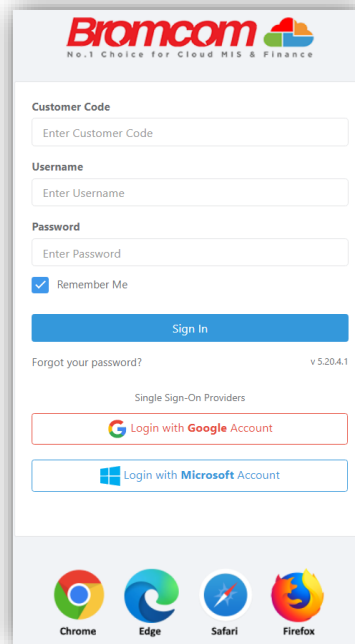
Title	Subject	Year Group	Class Group	Component Type	Date Set	Date Due	Set By
Lesson Plan2	Art	11		Lesson Plan			B BromcomUser
LP1	English	10		Lesson Plan			B BromcomUser

Vision

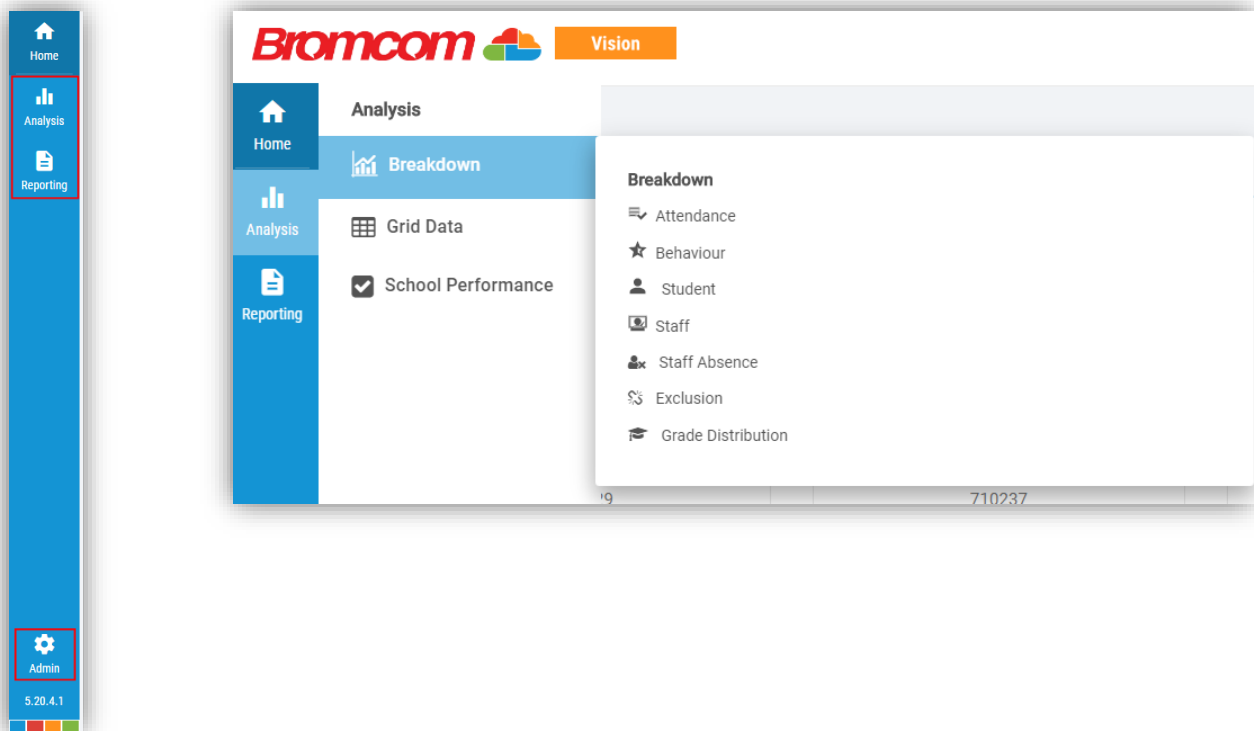
General updates

Vision

There have been general updates to bring the module in-line with the new UI changes. The **Login Page** has been updated.

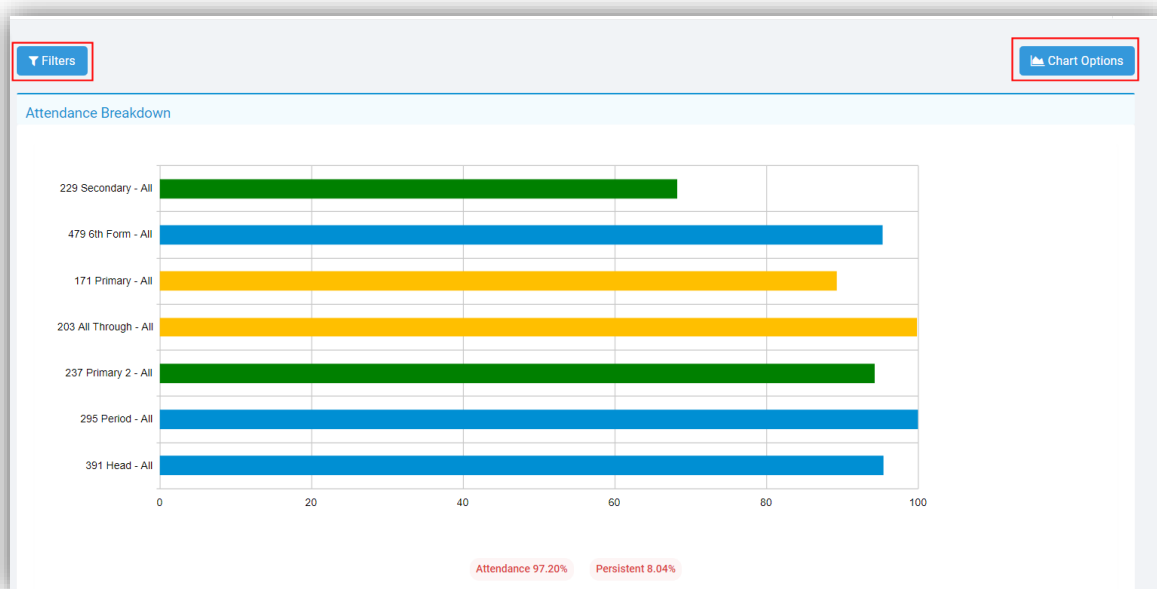


Once logged in the **Home Page** remains the same with the **Menu** on the left being updated to match the **MIS Menu** system, the contents remain the same with **Analysis**, **Reporting** and **Administration**.



Analysis

When selecting a page from the **Breakdown** option for example the **Analysis > Breakdown > Attendance**, the information on the page remains the same, as do the drilldown options.



The **Filter** option on the left has been removed and can now be accessed by clicking on the **Filters** button which will open a **Filter** pop-up for your selections.

The Filters pop-up window is divided into two main sections: Data scope and Cohort. The Data scope section includes Selection Mode (Schools selected), Breakdown (-Not Selected-), Benchmark (-Not Selected-), Start Date (01/09/2019), and End Date (31/08/2020). The Cohort section lists various school groups with checkboxes. The bottom of the window has Apply and Close buttons.

Section	Field	Value
Data scope	Selection Mode	Schools
	Breakdown	-Not Selected-
	Benchmark	-Not Selected-
	Start Date	01/09/2019
	End Date	31/08/2020
Cohort	229 Secondary	Selected
	710237	Selected
	479 6th Form	Selected
	171 Primary	Selected
	203 All Through	Selected
	237 Primary 2	Selected
	295 Period	Selected
	391 Head	Selected

The download options and the **Chart Type** options have also been removed and added under the **Chart Options** button, the options available may change depending on the page being viewed.

The Chart Options dropdown menu provides options to download the chart as a PNG or PDF, and to select the chart type (Vertical or Horizontal). The Horizontal option is currently selected.





- Download Chart as PNG
- Download Chart as PDF
- Chart Type
 - Vertical
 - Horizontal (Selected)

The **Data Grid** pages retain the **Advanced Search** and **Refresh** buttons, have a cleaner look, the option to drag and drop a **Column Header** has been removed.

Refresh

Advanced Search

Student Details

	School Name	First Name	Last Name	Enrolment Status	Tutor Group	Year Group	House	Admission Number
	229 Secondary	Aaron	Watt	L	Unknown	Unknown	Unknown	00019984
	229 Secondary	Aaron	Hossain	L	Unknown	Unknown	Unknown	00019985
	229 Secondary	Aaron	Prosser	L	Unknown	Unknown	Unknown	00019986
	229 Secondary	Aaron	O'Keeffe	L	Unknown	Unknown	Unknown	00019987

The **School Performance** page retains the **Actions** button, the **Rating Legend** has been removed and is now accessed via a **Rating Summary** button giving more space on the page.

Actions

★ Rating Summary

School Performance

Grid actions

Excel

School	School Sets	Rating	Last Log Date
171 Primary	My School Set PS, Test	Amber	01/06/2020
203 All Through		Amber	04/05/2020
229 Secondary	My School Set PS	Green	27/05/2020
237 Primary 2		Green	29/05/2020
295 Period		Unrated	01/06/2020
391 Head		Unrated	

Ratings

Date08/06/2020

	Rating	Count
	Amber	2
	Green	2
	UnRated	6
	Total	10

Refresh

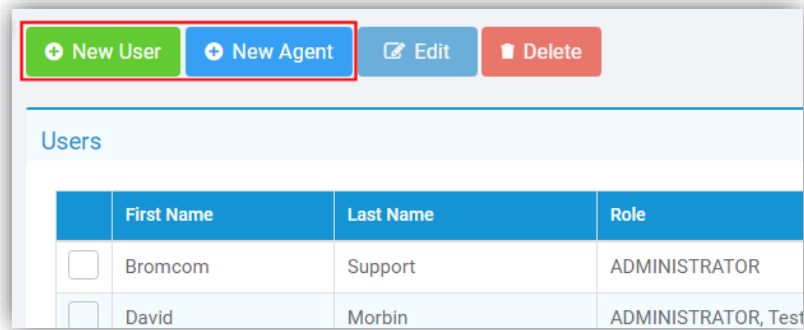
Close

Reporting

The **Data Reporting** section has been renamed **Reporting** and the **Advanced Report Builder** option has been removed, the pages remain the same.

Admin

The **Administration** section has been renamed **Admin** and moved to the bottom of the menu. The functionality of the pages within this menu remain the same with changes being made to only two of the pages. The **New User** button on the **Users** page has been split and there is now a button to add a **New User** and a separate button to add a **New Agent**.



On the **Transfer Logs** page the option to drag and drop the **Column Headers** has been removed.

Resolved Issues

Administration

Reference(s)	Affected Area(s)	Issue Description
CAS-123638-M0Y0K6	Config > Administration > User Defined Fields	When changes had been made and the system closed down, when next on this page an error message was given that changes had been made
CAS-127951-M6K3K3 CAS-127959-F2L1D9 CAS-126724-G6D0X3	Reports > Administration > Audit Report	The saved selections list option was not available
CAS-125360-M5C0X5 CAS-122456-B5G0G8	Reports > Administration > School Summary Report	The report was counting marks students for the entered date range regardless of the Statutory Age box being ticked or not.

Analysis]

Reference(s)	Affected Area(s)	Issue Description
CAS-125540-V7V0Y7	Modules > Analysis > Analysis > Assessment	The Grade by Group Summary was not displaying in numerical order

Assessment

Reference(s)	Affected Area(s)	Issue Description
CAS-115623-G5F2D4	Modules > Assessment > Routines > Assessment Sheets List	Columns were not updating the colours until the Marksheet was saved

Assessment [Primary Tracker]

Reference(s)	Affected Area(s)	Issue Description
CAS-126388-W0D0J8	Config > Assessment > Formative Assessment Sheets > Manage Statements	The page was not loading if some of the subjects were missing

Attendance

Reference(s)	Affected Area(s)	Issue Description
CAS-123021-G6M9D9	Registration	Was not able to tick the esc box and save in a detention register after initial save
CAS-128297-Y5V0J5	Modules > Attendance > Registers > Manage Attendance	Page was giving an error if there were timetable clashes
CAS-127794-H3R5M8	Modules > Attendance > Routines > Bulk Attendance Update	If there was a space in the name of the period a message was given to select a period also clicking on a column header was giving an error
CAS-125401-T7Z5V5	Reports > Attendance > Attendance Analysis Exports	Output was not comma separated
CAS-123032-J0L5J0	Registration	Saving Attendance from Record > Attendance was saving a blank to the registers

Behaviour

Reference(s)	Affected Area(s)	Issue Description
CAS-127408-Z1R3V4 CAS-126384-Q2N5L4	Modules > Behaviour > Behaviour > Event Records	Export option was only exporting 100 rows
CAS-126982-V4G1H7	Modules > Behaviour > Behaviour > Event Records	The Staff Name Filter was not filtering correctly

Census

Reference(s)	Affected Area(s)	Issue Description
CAS-122081-P7S3N0	Modules > Census > School Workforce	On the minimum supported screen resolution of 1280x1080 the Pupil Reconciliation panel is only displaying a few students
CAS-116721-J6B8M4	Primary Schools Only Reports > Census > School Workforce > Staff Curriculum Allocation Report	Report was not loading

Communication

Reference(s)	Affected Area(s)	Issue Description
CAS-124775-R6Y8H9	Config > Communication > Watchlists	Scheduled Emails were failing after 10 minutes

Cover

Reference(s)	Affected Area(s)	Issue Description
CAS-113023-H5N6R1	Reports > Cover > Staff Absence Analysis Report	Was not displaying the correct Period total

Dashboard

Reference(s)	Affected Area(s)	Issue Description
CAS-124923-T7K9B2 CAS-125528-J7H4Y4	Lesson Dashboard	Option to View Student Details was missing

Examinations

Reference(s)	Affected Area(s)	Issue Description
CAS-123232-P5Y8G7	Modules > Examination > Routines > Manage Candidates	Extra time set for special candidate was not rounding up
CAS-119982-Z9K3V2	Reports > Examinations > Labels > Component labels	Was truncating long names on some label sizes

General

Reference(s)	Affected Area(s)	Issue Description
CAS-124867-L6D1M3 CAS-124775-R6Y8H9	Students, Staff or Groups > Actions > Send SMS/Email	Scheduled Emails were failing after 10 minutes
CAS-124122-J8V8V4	Students, Staff or Groups > Actions > Send SMS/Email	Where Dollar signs were used in the text the message the message received was blank
CAS-116705-Z1P1P4	Students, Staff or Groups > Actions > Send SMS/Email	There was an error when sending a very large number of emails

Groups

Reference(s)	Affected Area(s)	Issue Description
CAS-110646-Y1R5L2	Groups > Reporting Groups	When the Dynamic Membership option was selected the User was not able to see the end date and any actions entered after the current date were not included in the reporting group based on the dynamic membership

MCAS [Admin]

Reference(s)	Affected Area(s)	Issue Description
CAS-127629-C2Y7H7	Modules > MyChildAtSchool > Online Payment > View Orders	Was not able to add a Running Balance Club Payment via View Orders
CAS-126517-C4B2P9	Modules > MyChildAtSchool > Online Payment > View Orders > Create Order	The Running Club Balance was not displaying
CAS-125580-Y8T8N5 CAS-120319-D0N0S4	Config > MyChildAtSchool > General Settings	When added the background image for login page was not displaying

MCAS [App]

Reference(s)	Affected Area(s)	Issue Description
CAS-123769-H3S5P1	Payments	Clicking back on the browser from the 3D Secure page was crashing the page causing a failed payment which in turn created a paid instalment order ID, making the remaining instalments show as outstanding
CAS-123187-F7T4M6	Payments	The 3D Secure page closed after completion, taking user back to Checkout, when completing again it was adding it as another order

MCAS [Parent Portal]

Reference(s)	Affected Area(s)	Issue Description
CAS-123769-H3S5P1	Payments	Clicking back on the browser from the 3D Secure page was crashing the page causing a failed payment which in turn created a paid instalment order ID, making the remaining instalments show as outstanding
CAS-123916-R5D8F0	Attendance	Marks using the Y codes were displaying as untaken

Other

Reference(s)	Affected Area(s)	Issue Description
CAS-125379-T9H3G7	PowerBI	The PowerBI option failed to update

Reports

Reference(s)	Affected Area(s)	Issue Description
CAS-123196-R6B3G6	Adhoc > Create New Report	Was not able to bring through Curriculum Assessment Progress Comment data

Setup

Reference(s)	Affected Area(s)	Issue Description
CAS-116627-C2H6X7	Config > Setup > Daily Maintenance Settings	Tutor group timetables were being reinstated even when the overnight process was turned off

Student Portal

Reference(s)	Affected Area(s)	Issue Description
CAS-117212-F4J6Q6	Modules > Student Portal > Administration > Learning Resources	Lesson Plans and Quizzes could not be edited by a user with admin permission but was not the creator
CAS-88185-V3X9G1	Modules > Student Portal > Administration > Learning Resources > Homework	URLs in the Homework page were not displaying as a hyperlink

Student Portal [App]

Reference(s)	Affected Area(s)	Issue Description
CAS-120546-Z4Q1X7 CAS-115480-X9G6H9 CAS-114181-H3X7D6	Timetable	Was not loading the page when using Safari on an iPhone

Students List

Reference(s)	Affected Area(s)	Issue Description
CAS-126284-S3R1Z6 CAS-125930-D0V4M4 CAS-125719-W7B4W1	Students > View	Timetable was not displaying on right if the main teacher was showing as unknown
CAS-124069-R3S4F1	Students > View	Where students had dinner registers, if it had not been confirmed the Meal Type column was not sorting
CAS-125582-P5R3L7	Students > View	Sort Order was different when viewing with old and new Bromcom views
CAS-125959-V9K1F8	Students > View > Profile	The Flat No for the student address was not displaying
CAS-127480-R3J3Q2	Students > View > Enrolment > Class Memberships	When adding membership with clashes to another class it was no longer allowing this to be saved
CAS-125593-Z6R7J9	Students > View > Behaviour	When entering a new Event and then editing to change the time it was not updating
CAS-127890-N6Q4R8	Students > Actions > Delete	There was an error when deleting a student with MCAS Order Items
CAS-125425-C2N4C1	Students > View > Communication	There was no permission to control the Send SMS/Email option within the Communication Logs section of the new student details page

Teacher App

Reference(s)	Affected Area(s)	Issue Description
CAS-126504-T5C8H0	Timetable	The Class Timetable was displaying multiple times based on the number of rooms assigned to the group

Vision

Reference(s)	Affected Area(s)	Issue Description
CAS-128327-D5N9K	Assessment	The Assessment Data was not always transferring correctly
CAS-125783-D8P5R7	Students	The student numbers for each school were not including those with a Current Main (Dual Registration) enrolment status