# Useful New Features in JCampus 01/22/2016

1. **Security: Adjusting Security to allow a school level user to update HR contact information, but not view confidential information:**
    a. Go to System / User Management and configure for desired school or site.
    b. Locate the desired staff member.
    c. Click on Category Permissions and locate the "Staff" row. Set this to RO, then SAVE.
    d. On the "Staff" row, click on "Programs", then select "Human Resource Master". Set to RW, then Save.
    e. On the Staff / Human Resource Master row, click the "Action" cell, then set to the following (suggestion only): SAVE when done.
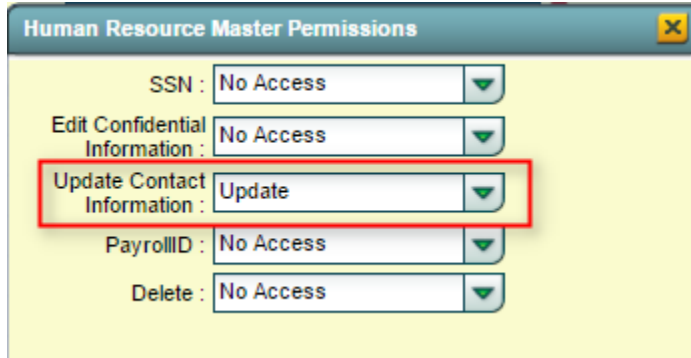
2. **ANS / On Demand / Add/Drop Class Report: This new ANS report will send a list of students who been added, or dropped from the teacher's classes. (Note: Need accurate teacher work email addresses in HRMaster for this to work).**
    a. Go to System / Communication Configuration. Click on the ANS tab. Click the On Demand tab.
    b. At the bottom, click the Add button. A red insert box will appear at the top of the screen.
    c. In the Program Name field, click the drop down and browse to the very bottom. Select "Add/Drop Class Report".
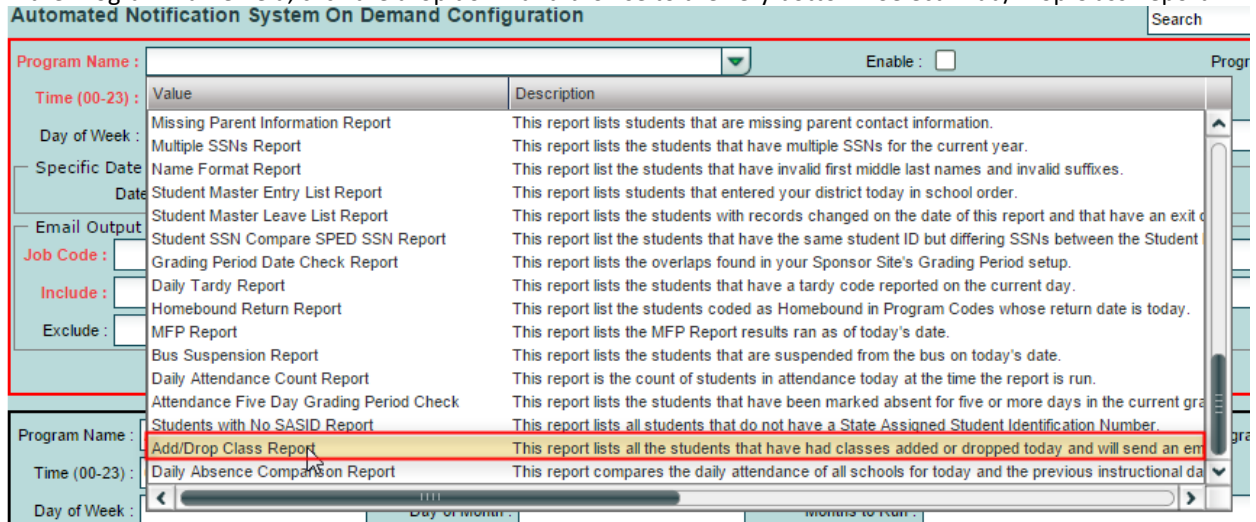
    d. You will notice that the only red field is the desired time of day for the report to run. Recipients are already defined in the background as teachers.
    e. Click the "Enable" check box, then check "Instructional Day Only".
    f. Save.

3. **ANS / As it Happens / Discipline: ANS reply back to Teacher on Discipline Referral:** This setting will auto create a reply back to the referring teacher on a discipline referral when action is saved on the referral by the administrator.
    a.   Go to System / Communication Configuration / ANS / As it Happens / Discipline – Discipline Posting / Modification Notification.
    b.   Place a check for "Send to Referring Teacher".
    c.   NOTE: Based on teacher work email address located in Human Resources.

4. **Transcripts: "Set Defaults" button now on Transcript Workstation, Rank, and Update GPA.**
    a.   This was done to help manage the many check boxes associated with each program.
    b.   Only can be set by AD profile, 700 level user.
    c.   AD sets the various check boxes for each, then clicks "Set Defaults".
    d.   From here on out, when a user opens TW, Rank, or Update GPA, the initial setting of check boxes will follow the district default setting.
    e.   User can change the settings, but on the next opening of the program, it will revert back to district default setting.

5. **JPams / Maintenance / Import Test Scores: Setting for match on DOB / Name::**
    a.   Because of state laws on privacy, the ACT files were coming in with no SSN or SASID.
    b.   James created an option to match on DOB and name to help with import process.
    c.   In Jpams, go to Maintenance, then #31, Import test scores.
    d.   Set for Test type of "ACT", then look for DOB check box option under the file field.