

# 10.0.0 New Feature Release Notes







## Notable

## SIS

## General

Added a category menu opened by clicking the down arrow next to students' school photos when a student search is conducted; the category menu also displays in student lists next to students' names where the student icon is displayed. The category menu can be used in order to quickly navigate to a corresponding screen when the link is clicked.

- The menu includes links to the following screens/information, most of which can be found on the Student Info screen: Demographics, Schedule, Final Grade or Course History, Absences, Add Referral, Test History, SSS, Enrollment, Requests, Standard Grades, Activities, Referrals, and Grad.

Search Screen Simple List Customized List		
754 Students		Filters: OFF Search
Photo	Student	Student ID
	<div>Abbey, Amy</div> <div>Demographics Enrollment</div> <div>Schedule Requests</div> <div>Final Grades Standard Grades</div> <div>Absences Activities</div> <div>Add Referral Referrals</div> <div>Test History Grad</div> <div>SSS</div>	0061062
		0060059
		0082214
		0057442
	Ad  Avid	0061678

- The category menu is available on many screens throughout Focus, such as, Grades > Post Final Grades (Teacher), Attendance > Seating Charts (Teacher), Attendance > Administration, Assessment > Test History Report, Discipline > Reward Positive Behavior (Teacher), and many more screens.

**Reward Positive Behavior**

Er [redacted] (Teach... ▼)

Teacher ▼

Year

Semester

Quarter

📅

Date Range

☐ Show All Sections

☒ Comment







Export


📄

🖨️

Filter: OFF

Mass Award: ON

Name ↕		Student ID ↕
Alb [redacted]	 ▼	[redacted] 058528
And [redacted]	 ▼	[redacted] 059409
Avi [redacted]	 ▼	[redacted] 073912
Bar [redacted]	 ▼	[redacted] 022422
Bulk [redacted]	 ▼	[redacted] 061058
Ciri [redacted]	 ▼	[redacted] 021888



Demographics

Schedule

Absences

Referrals

Grad

Enrollment

Final Grades

Add Referral

Test History

## Attendance

### Seating Charts (New Screen)

The new Seating Charts screen replaces the Seating Chart that was previously present on the Take Attendance screen for Teachers.

The Seating Charts screen is also available to administrators via Users > Seating Charts.



**Combined Sections:** If a teacher enables the preference for combining sections for attendance, then their seating charts, which share the same school\_period, will include students from both course\_periods. Additionally, the charts available in the manage charts modal will be all the charts from all combined periods. If the combine sections for attendance preference is off, or later turned off, then seating charts belong only to the course\_period they were created under.

**Student Category Menu:** While in the initial view mode for a chart, users can click on any student seated in the chart to bring up a menu for that student. This offers the option to lock the student to that chair, as well as additional options, which depends on the student screens accessible to teachers, such as Enrollment, Demographics, etc.

## Default Seating Chart - Edited

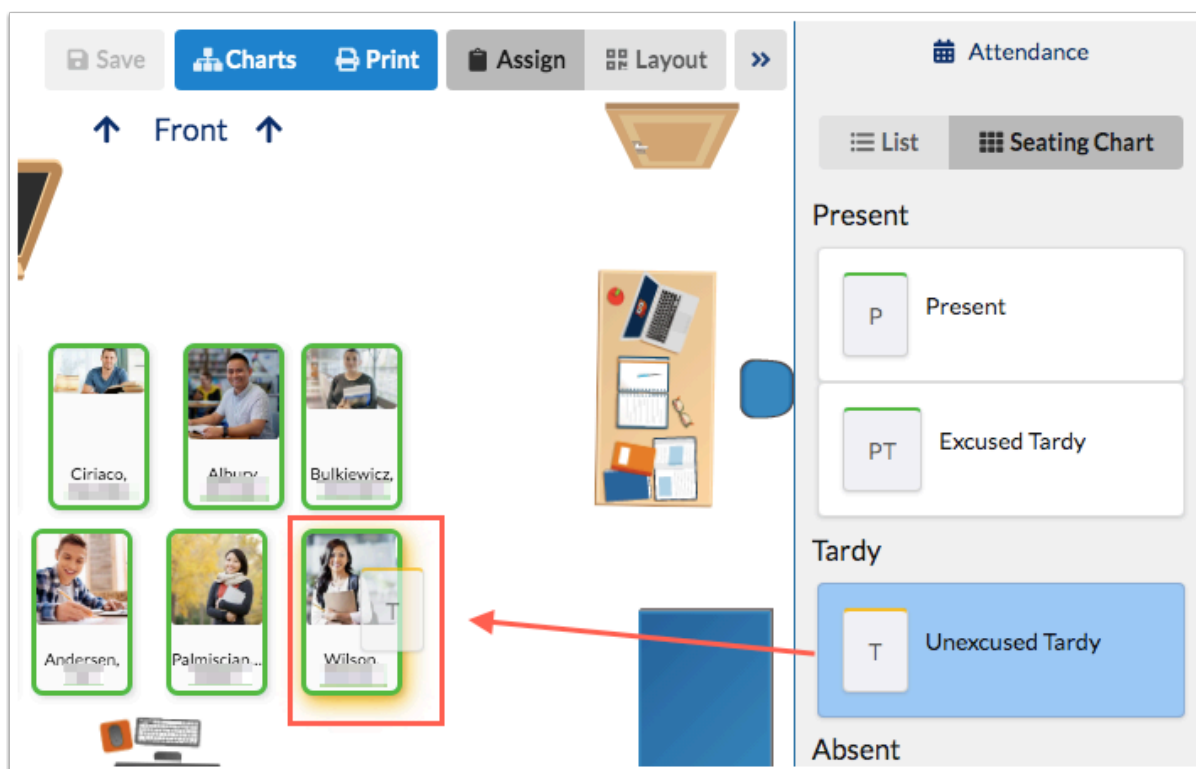


 Esparza,	 Spencer	 Richards	Lock to Seat Enrollment Final Grades Add Referral Test History Demographics Schedule Absences Referrals Grad	 Albury.
 Firkins.	 Cline.	 Avila Solis,	 Gutierrez,	 Barne
 Andersen,	 Palmiscian...			

Student		
Name	Photo	Code

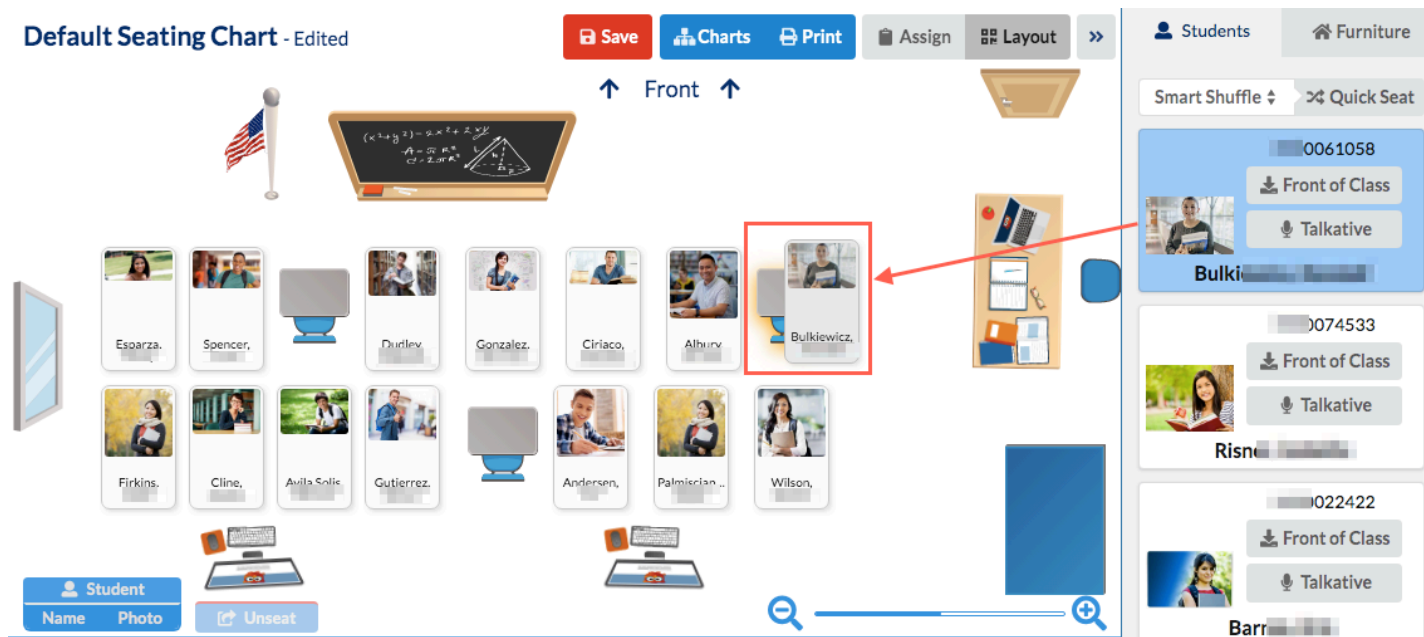
Taking Attendance: To take attendance, click "Assign," then click the "Attendance" tab. If attendance cannot be taken, the Attendance tab will include a message explaining the reasoning. Otherwise, it will include all of the attendance codes the teacher can assign in this class. Clicking a code will activate it. Hovering over a student with the mouse will display the applicable color as the code (green, red, or yellow). A student can be clicked while a code is active to assign them the code.





- When a user can take attendance in the seating chart, all students who do not already have an attendance code assigned for this period will be initially marked with the default present code.

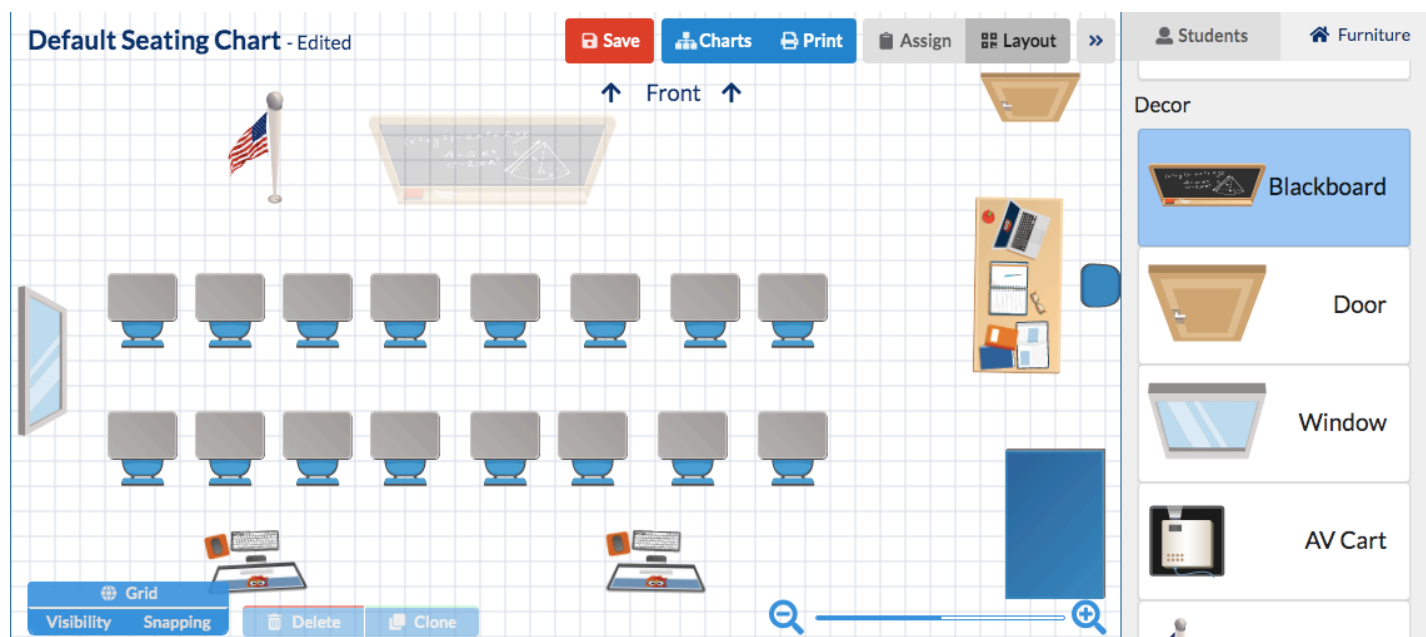
**Seating Students:** To seat students, while in editing mode, click "Layout," then click the "Students" tab, which will be selected by default, except when first creating a new chart. Seated students show on their current chair in the chart. Unseated students are shown in a pool on the right. A student can be grabbed from the pool and placed on a chair (the chair they will be sat in will glow while the student is near). If that chair already has a student, the student will be removed. Students can be swapped with other students by clicking and grabbing one of the students, and dragging them onto the other students chair, or an empty chair.



- Students can be locked to a chair (shown with an orange lock), by clicking the seated student, then clicking the greyed out lock, which displays on the student category menu. The selected student is shown at the top of the students panel, with an orange border. Students can also be marked “Talkative” or “Front of Class,” to be used by the Smart Shuffle feature. Note that these two traits only carry over through saves if the student is placed in a chair (intended to be marked, then seated with Quickseat).
- All students from the class are automatically reseated when using the Quickseat button, except for students that are locked to chairs.
- Smart Shuffle: Shuffle the students around the classroom, with the exception of priority one students marked “Front of Class” who will be placed near the front of the class, and priority two students marked “Talkative,” which maximizes the space between talkative students. All remaining seats are randomly distributed. Depending on the layout of the class, some students, especially talkative ones, may not move that much between iterations.
- Alphabetical (last or first name): Seats students starting in the top left and distributes students in order to chairs, horizontally, then vertically. The way students are distributed will switch, based on the location of the front of class.
- Random: Maximizes randomness in selecting student seats.

**Editing Furniture Layout:** The furniture layout in a chart can be modified by clicking “Layout,” then the “Furniture” tab in the top right. While editing furniture, students will be invisible. But moving a chair or desk that has a student on it, will keep the assigned student, or deleting that chair, will put the student back in the unseated pool of students. To add a new item, click the item located in right panel, then click the desired location. While placing a new item, a shadow of the item will appear where the new item will be placed. All new items are rotated, based on the current location of the front of class (except for the flag). Some items have multiple colors. The color can only be selected when first placing an item. To do this, pick the colored circle in

the items panel on the right for the desired color. The preview item in the panel will change color, and newly placed items will be that color.



- A placed item can be clicked to select it. Once selected, the user will get controls for moving it around. All items can be clicked and dragged. Most can be rotated (there will be a circle at the top). And tables can be resized.
- Several items can be selected at any time by clicking and dragging to select them. A dashed border will appear around all selected items, which can be clicked and dragged as a group.
- The “Generate” shape button can be used for quickly generating a group of items. The table options always get four chairs, the grid and horseshoe get several desks, depending on the size. The shape is always generated mid screen, but the user can determine the size before placing (when changing size, it will always recenter itself). Once placed somewhere, and deselected, the items included in the shape become the same as if they were placed individually (no longer grouped together).
- When dragging a single item on top of another item, a visual effect displays, and if dropped on top of the other item, the moved item is returned to the original location.

Creating a new chart: The chart modal can be accessed by clicking “Charts.” To create a new chart, users can then click the “New” button. If the user has not created charts for this class then the manage charts modal displays automatically. When creating a chart, the user can select the Chart Name, Starting Point, Front of Class, Rows, Columns, and additional periods that should be linked. Starting point options include:

- Grid: Chart will come with a generated grid of desks or chairs, facing the front of class, with the selected rows and columns (top of the screen, not front of class, is used for definitions of row and column). Unlike the system generated chart, the grid does not seat any of the students.
- Freeform: Chart will start completely blank.

- Copy Previous Layout: Start with the furniture layout from the selected chart. Optional charts include all previously created charts.

## Period 1 Eng 1 - New Chart

A new chart may be created from a grid layout, freeform layout, or by copying the layout from an existing chart. All starting point options allow the same customization options, including optional furniture items.

Chart Name Room 104

Starting Point ☒ Grid ☐ Freeform ☐ Copy Previous Layout

Front of Class



Rows

Integer

Columns

Integer

Link Additional Periods



Period 1 ENG 1



Period 2 ENG 1

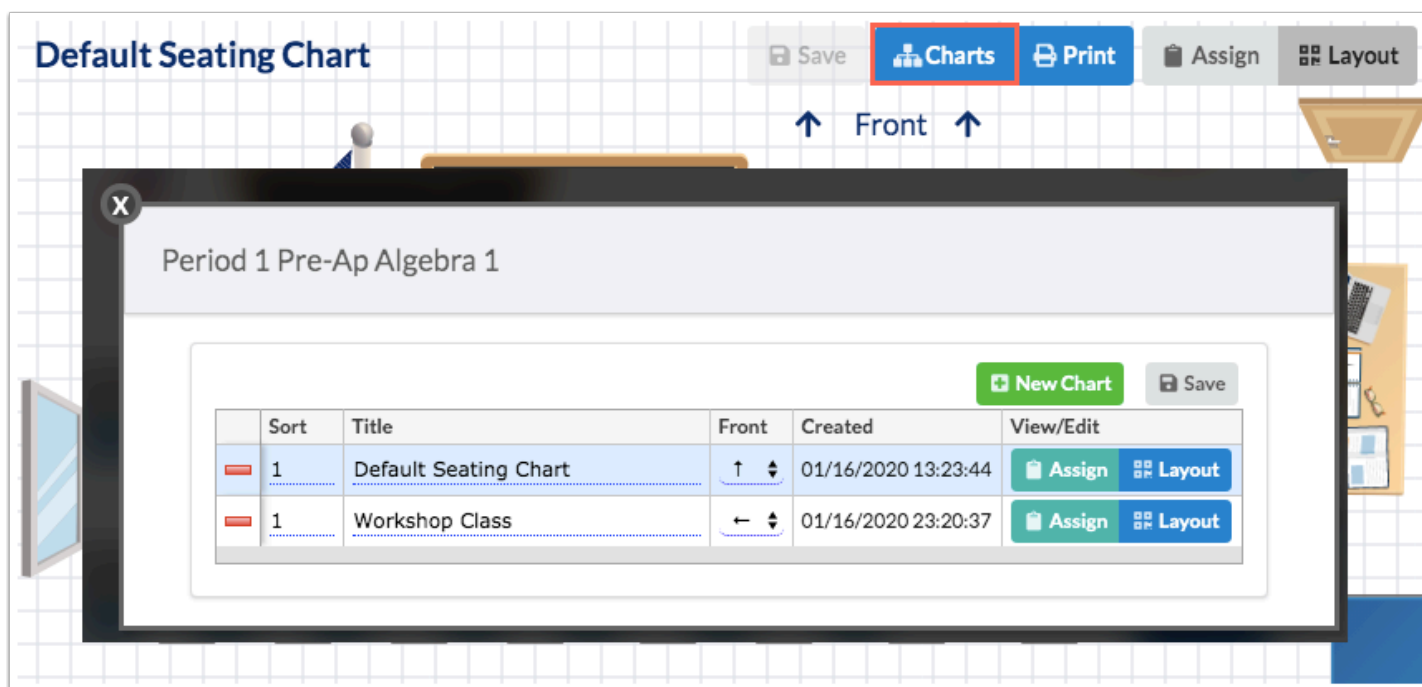


Period 3 ENG 1



Period 4 PRE-AP ENGLISH 1

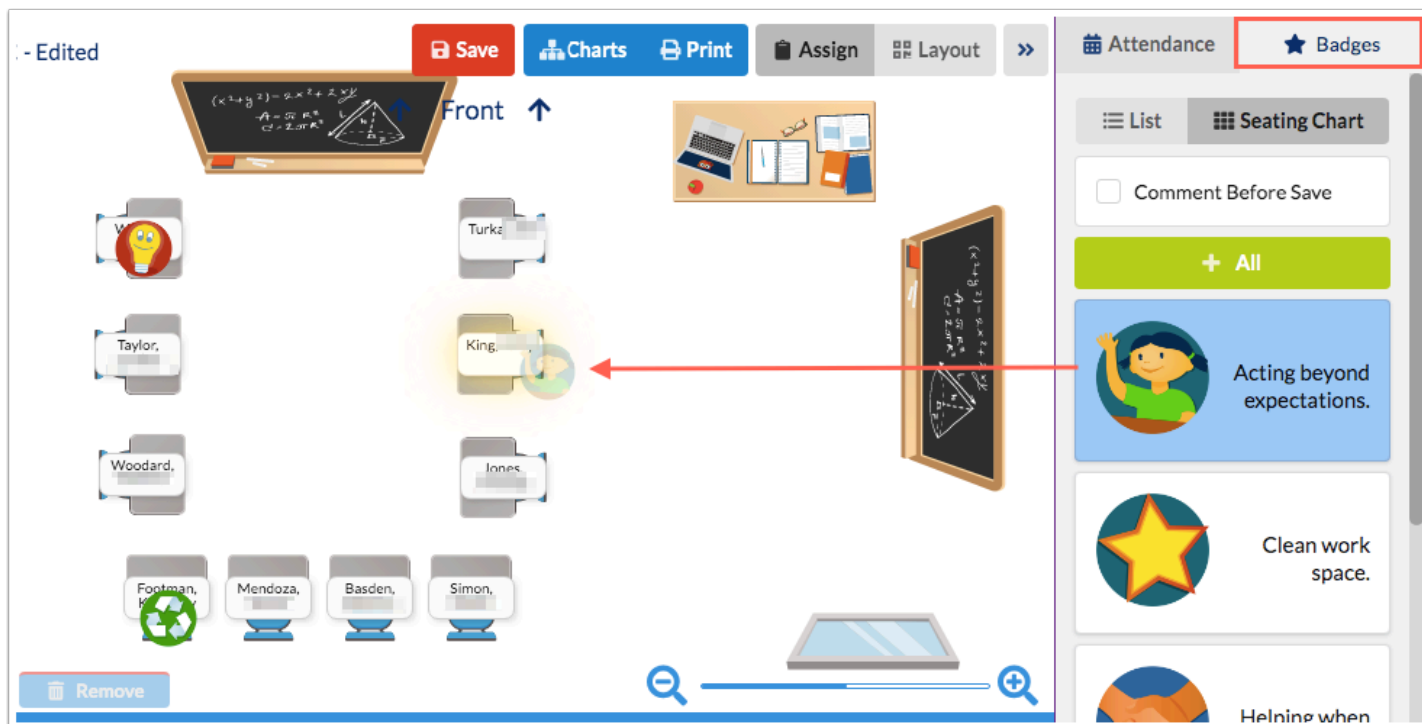
Manage Charts Modal: If there is at least one chart assigned to the class, or the user is returning to the screen and has previously modified the system chart, the “Charts” button becomes available and can be used to manage all charts moving forward. This button brings up a modal of all charts for the current class. Here users can sort the charts, as well as determine the default chart to load when first opening the screen (top chart). Previously created charts can be renamed, deleted, or the front of class modified. The new button here will open the modal for creating a chart. This modal is also used for switching the current chart, by clicking “Assign” or “Layout” in the “View/Edit” column next to the desired chart.



Printing: There is styling built in to format charts for printing. The size of the chart becomes limited to the size of the page. The built-in styling will encourage the browser to use landscape for printing, but the user may need to specify landscape if it is not defaulted. It is recommended to save the chart as a PDF in order to print from a PDF viewer.

Positive Behaviors can be awarded from the Seating Charts screen if first setup via Discipline > Positive Behaviors by administration. Teachers can then create badges via Discipline > Create Badge Awards, as long as they are associated with an administrator-created badge type.

- To award positive behaviors, click "Assign," then click the positive behaviors tab. The name of the tab depends on the Name and Plural entered on the setup screen; the default name is Badge and Badges.
- Users click the positive behavior then click the applicable student to assign the behavior. Once assigned, click Save.
- For more information on Positive Behaviors changes, see Notable > Discipline > [Positive Behaviors](#).



## Discipline

### Positive Behaviors

Redesigned all of the positive behaviors screens for teachers and administrators.

Administrators - Positive Behaviors (Setup):

- The Positive Behaviors screen in the Setup section of the Discipline menu is used to set up positive behavior badges/badge types.
- The title "Badge" and "Badges" can be renamed to something custom for the district at the top of the screen. The custom titles will be reflected throughout Focus instead of "Badge" and "Badges."
- Badges can be set up for the school selected at the top-right of the screen or can be made district-wide.
- At least one badge must be created here to enable rewarding behaviors through the mobile app and Seating Charts screen.
- Badges can be saved without an icon (if so, the star icon will be used.)

**FOCUS Positive Behaviors** Elementary ... SIS  
2019-2020 3rd 9 Weeks ERP

**Elementary - 0251 Reward Program** Name  Plural  Save

2 Records Export Filter: OFF

Badge Title / Type	Icon	District-Wide
<input type="text"/>	<span>Select</span>	<input type="checkbox"/>
On time	<span>Select</span>	<input checked="" type="checkbox"/>
Good citizenship	<span>Select</span>	<input checked="" type="checkbox"/>

## Administrators - Positive Behavior Awards:

- The Positive Behavior Awards screen is used to award badges to students, spend badges, and view badge history.
- By default, a list of all the students at the school is displayed. Click Advanced Search at the top of the screen to search for a specific student or group of students.

**Year** **Semester** **Quarter** | **Date Range** ☒ Comment Before Save Advanced Search Save

Prev Page: 1 / 13 Next Export Filter: OFF Mass Award: ON

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
<div> <span>\$ All</span> <span>— All</span> <span>All +</span> <span>— All</span> <span>All +</span> </div>									
Antony		03		1	0	1	\$ Amount	1	0
Maleeya		02		2	0	2	\$ Amount	2	0
Jencarlo		04		1	0	1	\$ Amount	0	1
Nicole		02		0	0	0	\$ Amount	0	0

- At the top-left of the screen, select Year, Semester, Quarter, or Date Range to view badge information by the selected marking period or custom date range.

**Year** **Semester** **Quarter** | **Date Range** ☒ Comment Before Save Advanced Search Save

Prev Page: 1 / 13 Next Export Filter: OFF Mass Award: ON

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
<div> <span>\$ All</span> <span>— All</span> <span>All +</span> <span>— All</span> <span>All +</span> </div>									
Antony		03		1	0	1	\$ Amount	1	0
Maleeya		02		2	0	2	\$ Amount	2	0
Jencarlo		04		1	0	1	\$ Amount	0	1
Nicole		02		0	0	0	\$ Amount	0	0



- Deselect “Comment Before Save” at the top of the screen if you do not want to enter comments for awarding or spending badges.

The screenshot shows the top of the awarding interface. At the top, there are tabs for Year, Semester, Quarter, and Date Range. A checkbox labeled "Comment Before Save" is checked and highlighted with a red box. To the right are buttons for "Advanced Search" and "Save". Below these are navigation buttons: "Prev", "Page: 1 / 13", "Next", "Export", "Filter: OFF", and "Mass Award: ON". The main table has columns: Name, Student ID, Grade, History, Total Earned, Spent, Available Balance, Spend, Good citizenship, and On time. The table shows four rows of student data with their respective earned and spent amounts, and the number of badges awarded for each category.

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
Antony		03		1	0	1	\$ Amount	1	0
Maleeya		02		2	0	2	\$ Amount	2	0
Jencarlo		04		1	0	1	\$ Amount	0	1
Nicole		02		0	0	0	\$ Amount	0	0

- To award a badge to a single student, click the green plus icon in the column of the appropriate badge and click Save. To remove a badge that has just been awarded, click the red minus icon in the column of the appropriate badge and click Save.

This screenshot shows the same interface as the previous one, but with five rows of student data. In the "Good citizenship" column, the red minus icon is highlighted for Sofia, and in the "On time" column, the green plus icon is highlighted for Sofia. These icons are highlighted with red boxes to indicate how to add or remove badges for a specific student.

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
Antony		03		1	0	1	\$ Amount	1	0
Maleeya		02		2	0	2	\$ Amount	2	0
Jencarlo		04		1	0	1	\$ Amount	0	1
Nicole		02		0	0	0	\$ Amount	0	0
Sofia		02		0	0	0	\$ Amount	1	0
Guillermo		KG		0	0	0	\$ Amount	0	0

- To mass award badges, click the green All + icon in the column of the appropriate badge and click Save. To mass remove badges that have just been awarded, click the red - All icon in the column of the appropriate badge and click Save.

This screenshot shows the interface with mass action icons highlighted. In the "Good citizenship" column, the red minus icon and the green plus icon are both highlighted with a red box. In the "On time" column, the green plus icon is highlighted with a red box. These icons are used to mass add or remove badges for all students in the list.

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
Antony		03		1	0	1	\$ Amount	2	0
Maleeya		02		2	0	2	\$ Amount	3	0
Jencarlo		04		1	0	1	\$ Amount	1	1
Nicole		02		0	0	0	\$ Amount	1	0

- The ability to mass add/remove badges can be turned on or off using the Mass Award: ON / Mass Award: OFF button at the top of the screen.



Year

Semester

Quarter

📅

Date Range

☒

Comment Before Save

Q

Advanced Search

💾

Save

◀

Prev

Page:

1

/ 13

Next

>

Export

📄



🖨

Filter:

OFF

Mass Award:

ON

Name ⬇		Student ID ⬇	Grade ⬇	History	Total Earned ⬇	Spent ⬇	Available Balance ⬇	Spend	 <div>Good citizenship ⬇</div>	 <div>On time ⬇</div>
								\$ All	<div>— All</div> <div>All +</div>	<div>— All</div> <div>All +</div>
<div> <div></div> <div>Antony</div> <div>👤</div> </div>	<div> <div></div> <div>▼</div> </div>		03	📅	1	0	1	\$ Amount	<div>— 1</div> <div>+ </div>	<div>— 0</div> <div>+ </div>
<div> <div></div> <div>Maleeya</div> </div>	<div> <div></div> <div>▼</div> </div>		02	📅	2	0	2	\$ Amount	<div>— 2</div> <div>+ </div>	<div>— 0</div> <div>+ </div>
<div> <div></div> <div>Jencarlo</div> </div>	<div> <div></div> <div>▼</div> </div>		04	📅	1	0	1	\$ Amount	<div>— 0</div> <div>+ </div>	<div>— 1</div> <div>+ </div>
<div> <div></div> <div>Nicole</div> <div>👤</div> </div>	<div> <div></div> <div>▼</div> </div>		02	📅	0	0	0	\$ Amount	<div>— 0</div> <div>+ </div>	<div>— 0</div> <div>+ </div>

- To spend badges for a single student, enter the amount to spend in the Spend column and click Save. To mass spend badges, enter the amount to spend at the top of the Spend column and click Save. Badges are now spent from the total amount of available badges, not from specific badges.

Year

Semester

Quarter

Date Range

☒ Comment Before Save

Q Advanced Search

Save

Prev

Page: 1 / 13

Next

Export

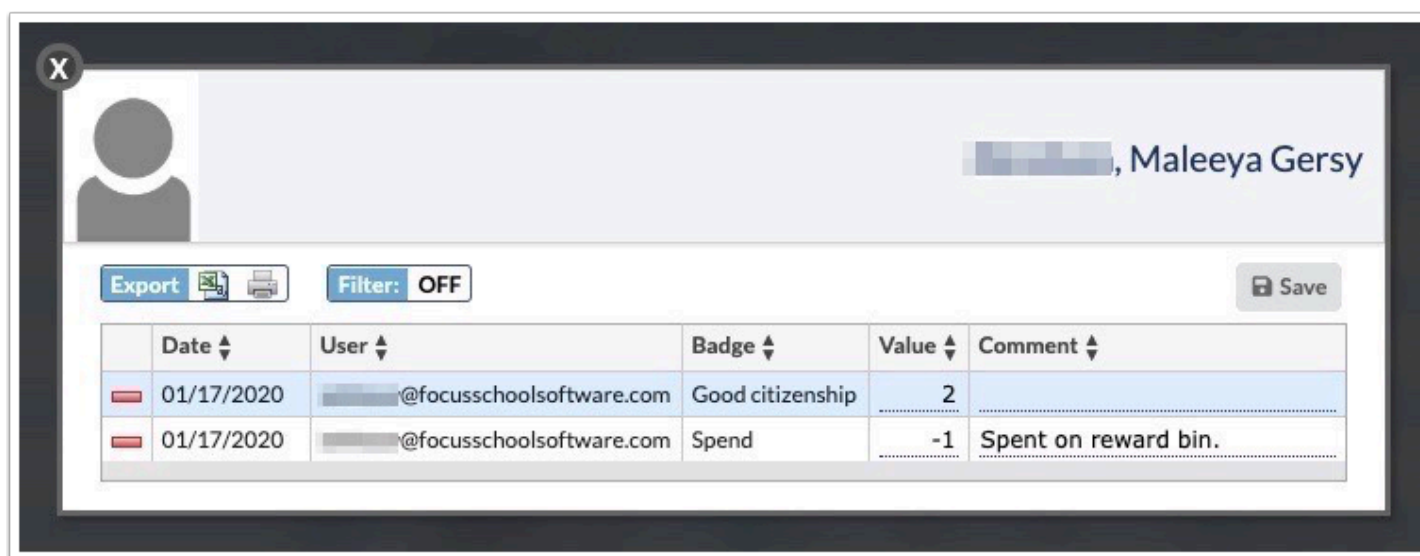
Filter: OFF

Mass Award: ON

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time				
							\$ All	— All	All +	— All	All +		
Avalos Avalos, Antony	4400084269	03		1	0	1	\$ Amount	1	+	—	0	+	
Abraham, Maleeya	4400076383	02		2	0	2	\$ 1	—	2	+	—	0	+
Acosta Pena, Jencarlo	4400023442	04		1	0	1	\$ Amount	—	0	+	—	1	+
Acosta, Nicole	4400076360	02		0	0	0	\$ Amount	—	0	+	—	0	+

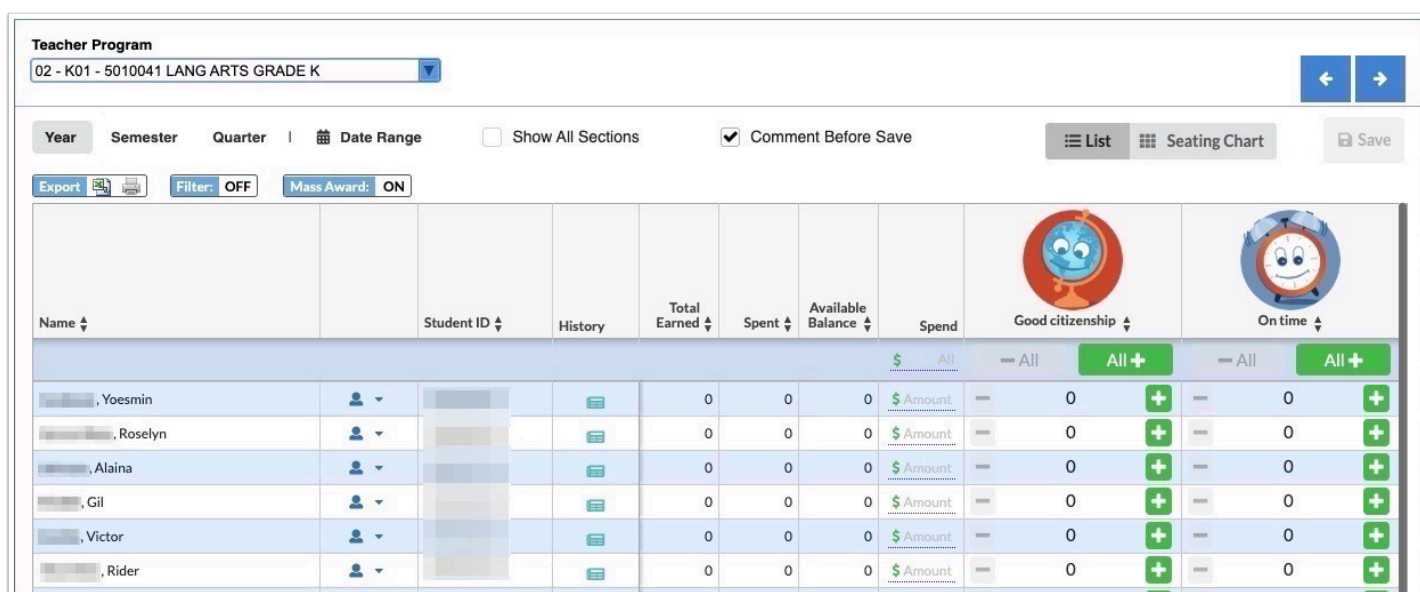
- Click the icon in the History column to view a pop-up window of the badge history for the student. Badges can be removed from a student by clicking the minus sign. Badge values and comments can also be edited here.

Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Good citizenship	On time
							\$ All	All +	All +
Antony		03		1	0	1	\$ Amount	1	0
Maleeya		02		2	1	1	\$ Amount	2	0
Jencarlo		04		1	0	1	\$ Amount	0	1



### Administrators - Reward Positive Behaviors (Teacher Program):

- In the Users menu, the Reward Positive Behaviors (Teacher Program) allows administrators to award badges on behalf of a teacher. This can be done in the List view or Seating Chart view.



### Teacher - Create Badge Awards:

- The Create Badge Awards screen allows teachers to create their own badges, which must be associated with an administrator-created badge type.
- The Badge Types available for selection are set up by administrators in the Positive Behaviors screen.

**FOCUS** Create Badge Awards ☆

(Teach... Elementary - 0251 2019-2020 SIS  
Teacher 3rd 9 Weeks 02 - K01 - LANG ARTS GRADE K ERP

Enter a title, then select an icon and type to create a new Badge award. Custom Badges display first in Seating Charts and Reward Positive Behavior. Save

Export Filter: OFF

Badge Title	Icon	Badge Type
	Select	Good citizenship
Helped clean classroom	Select	Good citizenship

## Teacher - Reward Positive Behaviors:

- The Reward Positive Behaviors screen is used to award badges to students, spend badges, and view badge history. It is similar to the administrator Positive Behavior Awards screen. Some teacher features to note include:
- The section currently selected at the top-right of the screen is displayed by default. To view all sections, select "Show All Sections" at the top of the screen.

Year Semester Quarter | Date Range ☐ Show All Sections ☒ Comment Before Save List Seating Chart Save

Export Filter: OFF Mass Award: ON

Name	Student ID	History	Total Earned	Spent	Available Balance	Spend	Helped clean classroo...	Good citizenship	On time
							All +	All +	All +
, Yoesmin			0	0	0	\$ Amount	0 +	0 +	0 +
, Roselyn			0	0	0	\$ Amount	0 +	0 +	0 +

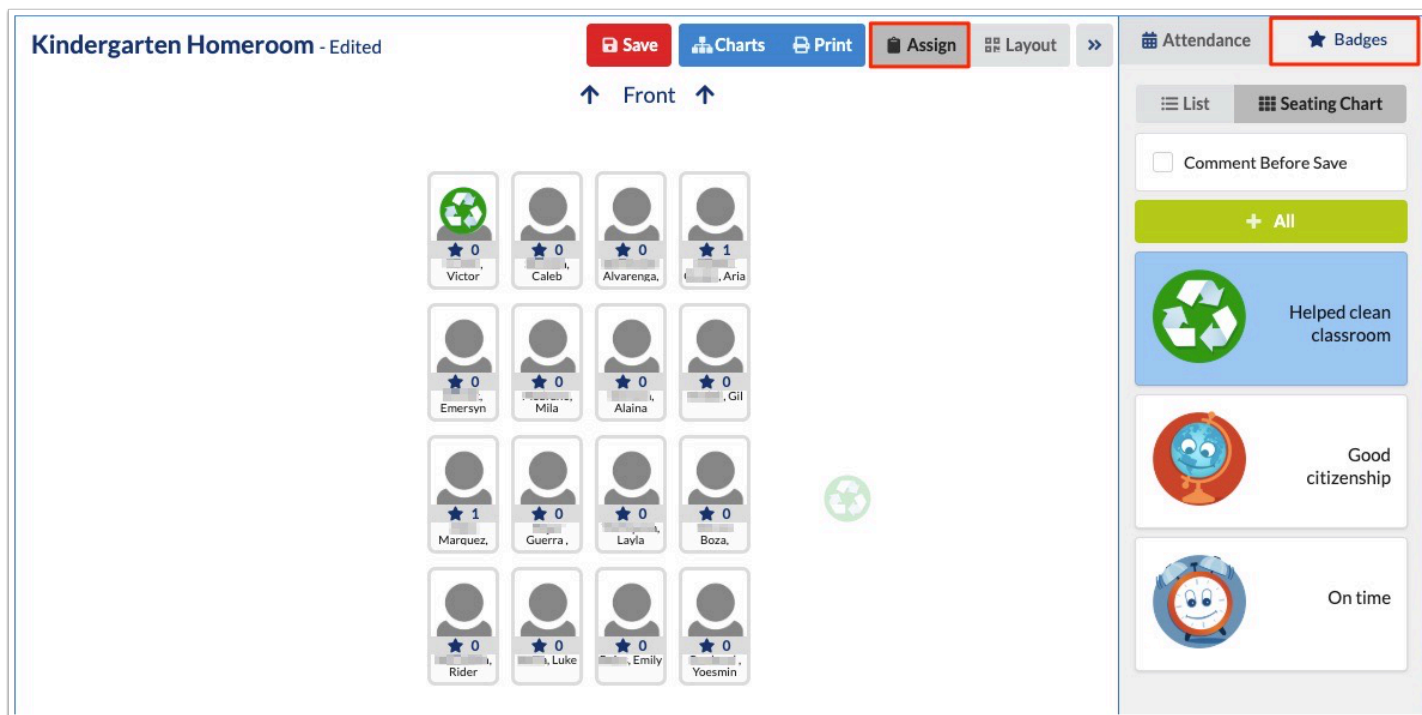
- Badges can be awarded in the List view or Seating Chart view.

Year Semester Quarter | Date Range ☐ Show All Sections ☒ Comment Before Save List Seating Chart Save

Export Filter: OFF Mass Award: ON

Name	Student ID	History	Total Earned	Spent	Available Balance	Spend	Helped clean classroo...	Good citizenship	On time
							All +	All +	All +
, Yoesmin			0	0	0	\$ Amount	0 +	0 +	0 +
, Roselyn			0	0	0	\$ Amount	0 +	0 +	0 +

- In the Seating Chart view, click Assign and click the Badges tab. Click the badge to award and then click the student in the seating chart. Click Save. To award a badge to all students, click the badge and then click the + All button. Click Save.



- Badges created by the teacher are listed first, followed by badges created by administrators for the school or district.

In the mobile app, the star icon for awarding badges has been removed. To award a badge as an administrator, tap Badges next to the Detention and Mark Tardy buttons. In the pop-up, badges can be awarded or spent.

## Parent Portal/Student Portal

Redesigned the Parent and Student Portal. Some of the new features include:

The District & School Announcements block - This block is divided into two tabs, News and Events. The News tab pulls from Portal Messages, and the Events tab pulls from public events on the Calendar.

District & School Announcements

News

Events

Alerts

You are not set to receive email notifications.

10/24  
12:34 PM
 

Lunch Payment Link

Please use the web address below to make payments for student lunches.

[https://\[redacted\].com/](https://[redacted].com/)

District & School Announcements

News

Events

Upcoming Events

View Calendar

01/05	
01/06	<ul style="list-style-type: none"> <li>Professional Day- No Students</li> <li>Professional Day- No School</li> </ul>
01/07	
01/08	
01/09	
01/10	
01/11	

Block for each student - Each student linked to the parent has their own block on the Portal.

- The Grades tab displays the student's current Gradebook averages and a summary of their attendance. If the teacher has a web page, the course title will display in blue font instead of black, and will be a link to the web page.



Alyssa

Owl High School - 0041

Badges Avail: 0 Spent: 0

Grades

News

Planner

Reports

Q1

Q2

Q3

Q4

01/07 - 03/12

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	CHEM 1 HON		0	0	0	NG
02	PRE-CALCULUS HON		0	0	0	NG
03	AP COMPUTER SCIENCE PRIN		0	0	0	NG
04	ENG HON 2		0	0	0	NG
05	CUS PROMO LAYOUT DSN		0	0	0	NG
06	AP ENV SCI		0	0	0	NG
07	AP WORLD HIST		0	0	0	NG

- The News tab displays the same news feed as in the mobile app - an overview of attendance, assignments, positive behaviors, and teacher webpage news.

Alyssa

Owl High School - 0041

Badges Avail: 0 Spent: 0

Grades

News

Planner

Reports

Tuesday - 12/10/2019

C

73%

12/10

4:15 PM

UV Lab (14.5/20)

AP ENV SCI

Z

0%

12/10

3:48 PM

Tragedy of the Commons (0/10)

AP ENV SCI

A

100%

12/10

3:10 PM

Reflection on Ted Talk (3/3)

AP ENV SCI

X

12/10

12:36 PM

Rhet. Appeal Essay highlighted

ENG HON 2

A

100%

12/10

10:31 AM

Theme Chart Two Kinds (100/100)

ENG HON 2

A

100%

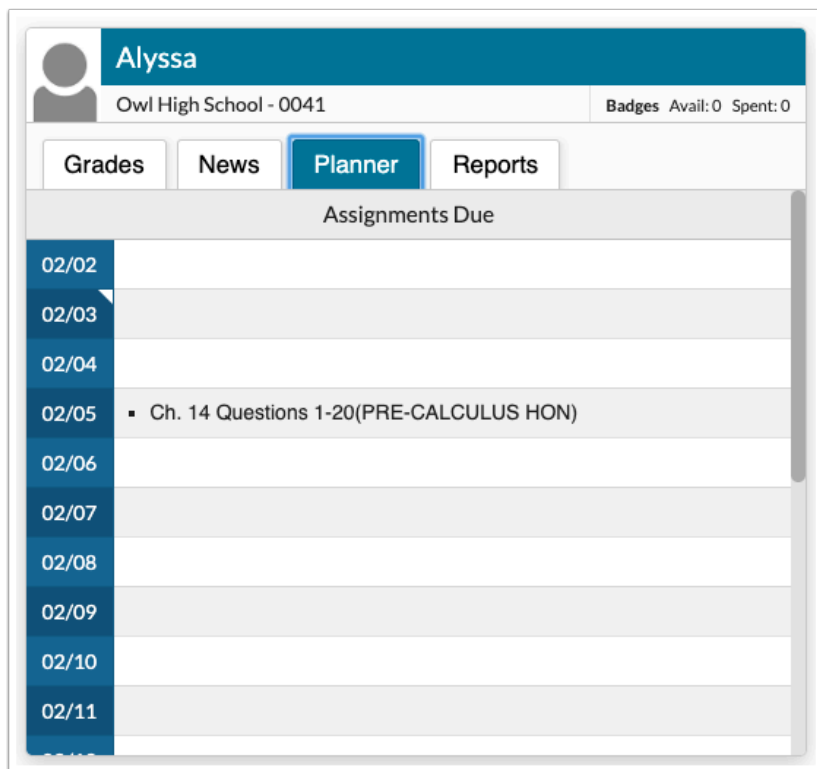
12/10

10:30 AM

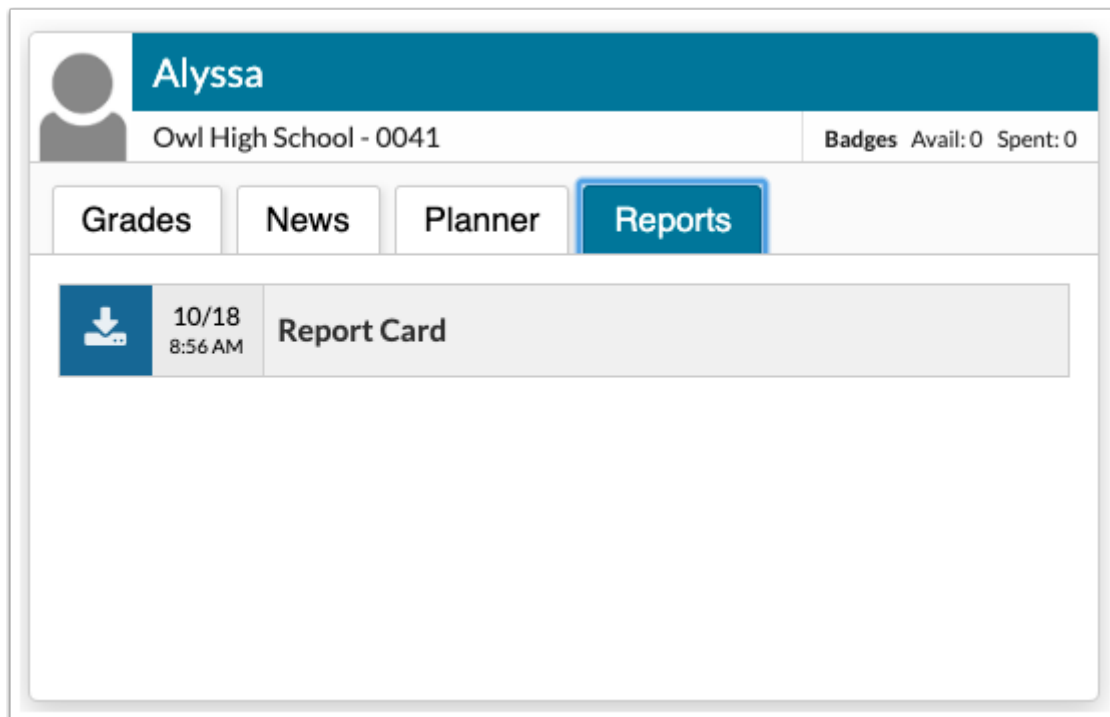
Conflict Chart Two Kinds (100/100)

ENG HON 2

- The Planner tab displays the same planner information as in the mobile app - an overview of the upcoming assignments that are due.



- The Reports tab contains links to report cards and test score reports.



New redesigned side menu - The new side menu is now the default and only option for parents and students.

- For parents, the menu first displays links to the non-child-specific screens, including the Portal, School Information, My Profile, Preferences, Calendar, Request Conference, and

Forms screens. For each child linked to the parent, a child menu displays with links to the child-specific screens, including Child Info, Class Schedule, Grades, Referrals, etc. (Screens that are available depend on profile permissions.) The Forms and Child sections of the menu are collapsible.

Portal
Heather (Parents) ▾ School - 0201  
2019-2020 ▾

**District & School Announcements**

News
Events

Alerts

There are no alerts.

10/24 12:34 PM Lunch Payment Link

Please use the web address below to make payments for student lunches.

**Kylie**

School - 0201

Badges Avail: 0 Spent: 0

Grades
News
Planner
Reports

	Q1	Q2	Q3	Q4	01/07 - 03/12				
Pd Course					Teacher	Ex	Unx	Tardy	Grade
00 FIFTH GRADE						0	0	0	NG
01 LANG ARTS GRADE 5						0	0	0	NG
02 SOC STUDIES 5						0	0	0	NG
03 SCIENCE GRADE FIVE						0	0	0	NG
04 MATH GRADE FIVE						0	0	0	NG
05 PHYSICAL EDUCATION 5						0	0	0	NG
06 MUSIC-INTERM 3						0	0	0	NG
06 ART - INTERM 3						0	0	0	NG
07 HEALTH - GRADE 5						0	0	0	NG

**Brooklyn**


School - 0201

Badges Avail: 0 Spent: 0

Grades
News
Planner
Reports

	Q1	Q2	Q3	Q4	01/07 - 03/12				
Pd Course					Teacher	Ex	Unx	Tardy	Grade
01 M/J WORLD HIST & CP						0	0	0	NG
02 ALG 1 HON						0	0	0	NG
03 PHY SCI HON						0	0	0	NG
04 M/J PERS CAR SCH 1						0	0	0	NG
05 M/J LANG ARTS 3						0	0	0	NG
06 M/J CHORUS 2						0	0	0	NG

- For students, the menu displays links to all the screens the student has access to.



Portal

☆

Oybek

High School - 0101

2019-2020

Portal

School Information

My Information

Change Requests

Preferences

Calendar

Request Conference

Class Schedule

Class Requests

Grades

Progression Plan

Grad Reqs

Test History

Test History Report

Standard Grades

Absences

Attendance

Referrals

School Choice

Fees & Payments

District & School Announcements

News

Events

Alerts

You are not set to receive email notifications.

10/18 9:15 AM

District Wide Attendance

TEACHERS, Please remember to take attendance each period. Accurate attendance is critical.

Oybek

High School - 0101

Badges Avail: 0 Spent: 0

Grades

News

Planner

Reports

Q1

Q2

Q3

Q4

01/07 - 03/12

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	ENG 3 THROUGH ESOL		0	0	0	NG
02	LEAD SKLS DEV		0	0	0	NG
03	GEO		0	0	0	NG
04	CHEM 1		0	0	0	NG
05	SPANISH 1		0	0	0	NG
06	READ 3		0	0	0	NG
07	US HIST		0	0	0	NG








- The side menu is always displayed as open, except when viewing a form.
- In the Preferences screen, the menu option has been removed since the new side menu is the only option. The selected Highlight Color dictates the color of the menu icons (the text color does not change) and the color of the header for the student blocks on the Portal.

## Portal

### Find a Student

Added a category pull-down allowing users to select the information they need based on the selected tab normally located on the Student Info screen in addition to other various screens, such as Discipline for Add Referral.

Search Screen <b>Simple List</b> Customized List		
754 Students		Filters: OFF Search
Photo	Student	Student ID
	Abbey, Amy	061062
		060059
		082214
		057442
	Ad... Avid	061678

- Pull-down options include: Absences, Activities, Add Referral, Demographics, Enrollment, Final Grades or Course History, Grad, Referrals, Requests, Schedule, SSS, Standard Grades, and Test History.
- Once a search is conducted with a category selected from the pull-down, the selection will remain as a default until changed to conduct a new search.

## Scheduling

### Master Schedule Builder

Redesigned the Master Schedule Builder. Some of the new features include:

Setup tab - The Setup tab contains the Terms, Periods, Course Defaults, and Teacher Constraints tab.

- The Course Defaults tab contains a new Stacking field. Selecting courses in the Stacking pull-down indicates that these courses should be scheduled into the same period, for example, Band 1, Band 2, Band 3, and Band 4.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 7/13/20 with periods

Terms Periods Course Defaults Teacher Constraints

Color Legend

- Not all sections have the same setting
- Couldn't find any settings
- This section was created by the master scheduler this year.

Save

Prev Page: 1 / 10 Next Export Filter: OFF Page Size: 20 Mass Update

Number	Course	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Attendance	Graded	GPA	Calendar	Grading Scale	Stacking	Default Marking Period
0102300	CERAM/POT 1											Standard District Calendar	Unweighted	0102310 CER...	FY
0102310	CERAM/POT 2											Standard District Calendar	Unweighted		
0102320	CERAM/POT 3 HON											Standard District Calendar	Honors		
0104300	AP ART/DRAW PORT											Standard District Calendar	AP/DE		
0104340	DRAW 1											Standard District Calendar	Unweighted		
0104350	DRAW 2											Standard District Calendar	Unweighted		
0104360	DRAW 3 HON											Standard District Calendar	Honors		
0104370	PAINT 1											Standard District Calendar	Unweighted		
0104380	PAINT 2											Standard District Calendar	Unweighted		
0104390	PAINT 3 HON											Standard District Calendar	Honors		
0109350	AP STUDIO/2-D											Standard District Calendar	AP/DE		
0200335	AP COMPUTER SCIENCE PRIN											Standard District Calendar	AP/DE		

- The new Teacher Constraints tab is used to set the rooms, periods available, consecutive periods allowed, max periods, allowed courses, and allowed subjects for teachers. The Allowed Courses are automatically populated with the courses taught by the teacher for the last three years in Focus. Setting Allowed Courses and Allowed Subjects works as an OR condition. The Allowed Subjects are graduation subjects.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 7/13/20 with periods

Terms Periods Course Defaults Teacher Constraints

Save

Prev Page: 1 / 6 Next Export Import Filter: OFF Toggle Columns Page Size: 20 Mass Update

Teacher	Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Courses	Allowed Subjects
Abagnale, [REDACTED]	OC OFFC				MAC1105 COLLEGE ALGEBRA	
Acasio-Cortez, [REDACTED]						
Aguayo, [REDACTED]						
Alvaro, [REDACTED]	4 101K				2200300 NC STUDY HALL 1	
Andersen, [REDACTED]	2 216				1200310 ALG 1, 1200386 PRE-AP A...	
Anderson, [REDACTED]						
Andrade, [REDACTED]						
Aventura, [REDACTED]	2 224				0500500 PERS CAR SCH DEV 1	
Barroso, [REDACTED]	OC OFFC				GEB1011 INTRO TO BUSINE	
Bentley, [REDACTED]	4 101, OC OFFC				0500300 EXEC INTERN 1, 0500310...	

## Courses tab

- The Courses tab contains the new feature "Optimize the Number of Sections." This allows Focus to add and remove sections as needed, to reach the recommended number of sections for each course. Courses with a Max Size of 0 or courses with no requests are not included by default when optimizing the number of sections.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario:

1: 7/13/20 with periods

Import Sections from Master Schedule

Optimize the Number of Sections

Save

Color Legend

There are more sections than the recommended number

There are less sections than the recommended number

Export

Filter: ON

Page Size: 18

Mass Update

			english					
Add/Edit	Course			Max	Student	Sections		
Sections	Number	Title	Subject	Size	Reqs	Recommended	Current	Optimize
	1001310	ENG 1	English	12	0	0	5	
	1001320	ENG HON 1	English	0	0	0	0	
	1001340	ENG 2	English	25	106	5	5	
	1001350	ENG HON 2	English	25	0	0	4	
	1001370	ENG 3	English	25	187	8	8	
	1001400	ENG 4	English	25	102	5	5	
	1001415	PRE-AP ENGLISH 1	English	25	0	0	4	
	1001420	AP ENG COMPO	English	35	0	0	2	

- When adding new sections to a course, you may assign the teacher to the section or you can leave the teacher blank; the teacher does not need to be assigned at this point. The teacher can be assigned in the new Assign Teachers tab. You can also create multiple new sections at once instead of one at a time by indicating how many sections are needed.

Export

Filter: OFF

Page Size: 20

Mass Update

Teacher Schedule	Teacher	Max Size	Room	Lock Period	MP	Period	How Many?
		25			FY		1
	Parma	25	4 201		FY		
	Parma	25	4 201		FY		
	Parma	25	4 201		FY		
	Parma	25	4 201		FY		

Color Legend

The course is not allowed for the teacher

## Assign Teachers tab

- The Assign Teachers tab is used to assign teachers to sections that are missing a teacher. In the Suggested column, Focus will suggest a teacher based on who taught those courses in

the last few years. Teachers can be manually assigned, or Focus' suggestions can be accepted.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario: 1: 7/13/20 with periods

Assign Suggestions

Save

Prev

Page: 5 / 21

Next

Export

Filter: OFF

Toggle Columns

Page Size: 18

Mass Update

Number	Course	Suggested	Assigned
1001340	ENG 2	Shonstein	
1001350	ENG HON 2		Shonstein
1001350	ENG HON 2		Shonstein
1001350	ENG HON 2		Fry
1001350	ENG HON 2		Fry
1001370	ENG 3		Zofchak
1001370	ENG 3		Zofchak
1001370	ENG 3		Susa
1001370	ENG 3		Zofchak
1001370	ENG 3		Zofchak
1001370	ENG 3	Susa	
1001370	ENG 3	Susa	
1001370	ENG 3	Zofchak	
1001400	ENG 4		Fry
1001400	ENG 4		Marshall
1001400	ENG 4		Marshall
1001400	ENG 4		Fry
1001400	ENG 4	Marshall	

Prev

Page: 5 / 21

Next

Color Legend

The course is not allowed for the teacher

## Students

### Print ID Badges

Added a new program called Print ID Badges to customize and print student ID badges. The customized badge also displays for students logged in to the mobile app in the Virtual ID Badge screen.

- Access to this program is controlled by the View and Edit permissions to Print ID Badges in Users > Profiles.
- Conduct a student search to locate the student or group of students to print.

Search Screen

Simple List

Customized List

Student Search

Student

More Search Options

Search All Schools

Include Inactive Students

Search

Reset

- On the next screen, there are options to use the district logo or no logo, use vertical or horizontal orientation, select a color, and have a one-sided or two-sided badge. When the two-sided option is selected, the text on the back of the badge can be customized. The selected settings can be saved.

Logo Orientation Color Layout Back Text

☐ None ☒ District ☐ Horizontal ☒ Vertical   ☐ One-Sided ☒ Two-Sided

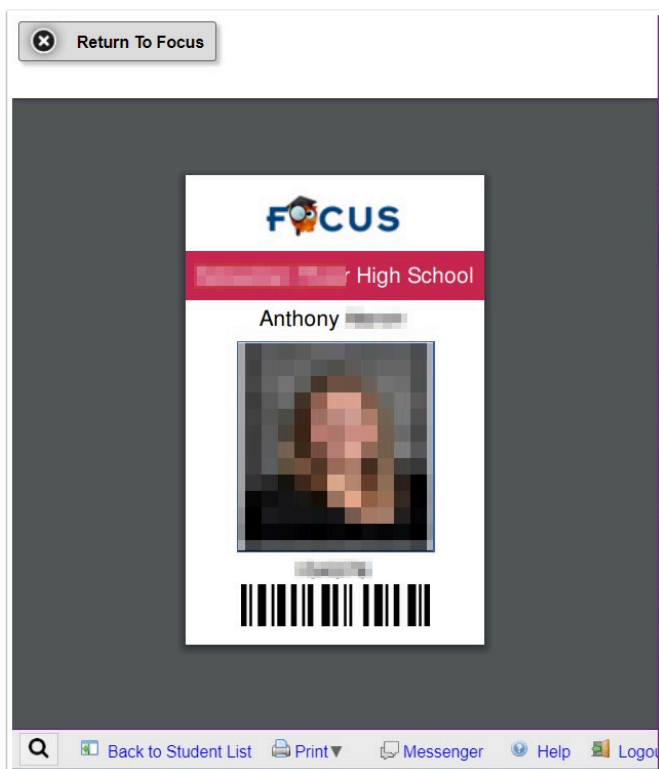
Search Screen **Simple List** Customized List

Grade: Grade 09

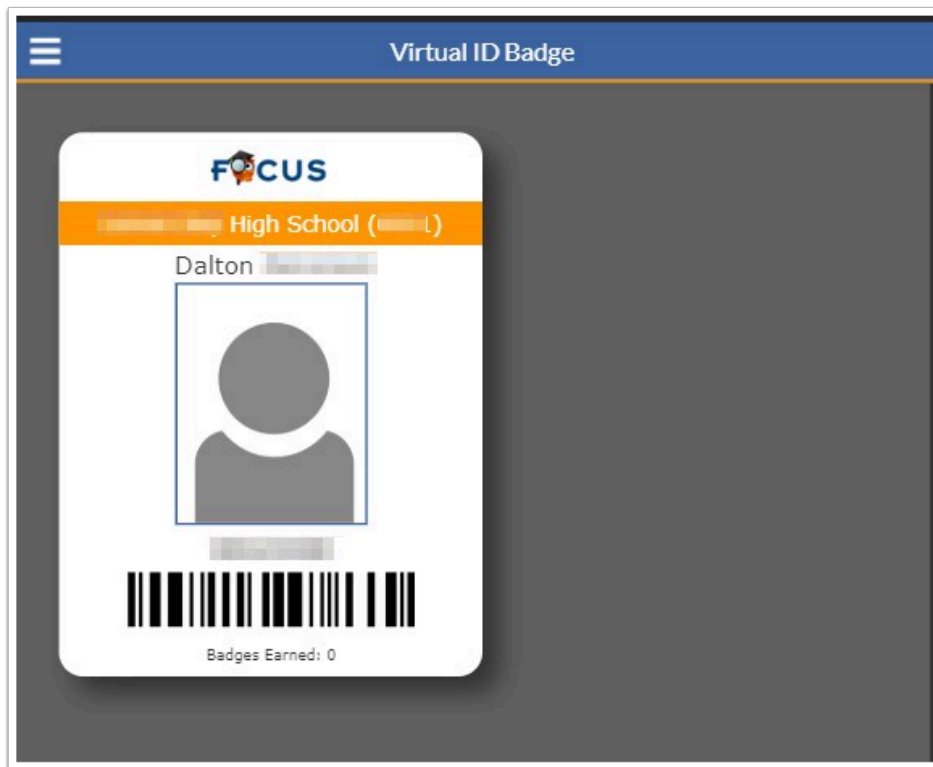
463 Students 0 Selected

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		[Redacted]	[Redacted]	Grade 09
<input type="checkbox"/>		[Redacted]	[Redacted]	Grade 09

- After selecting the students to print and clicking Create Badges, a file is generated which can be saved to the computer or printed.



- Students logged in to the mobile app can view their virtual ID badge by tapping the “Virtual ID Badge” option in the menu.



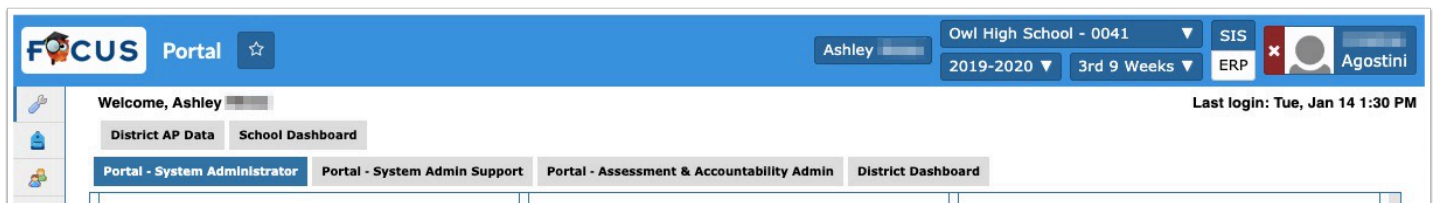
- When viewing a student in Student Info, click the badge icon next to the student's name to access Print ID Badges for the student.



## SIS/ERP

## General

Updated the header style throughout Focus.

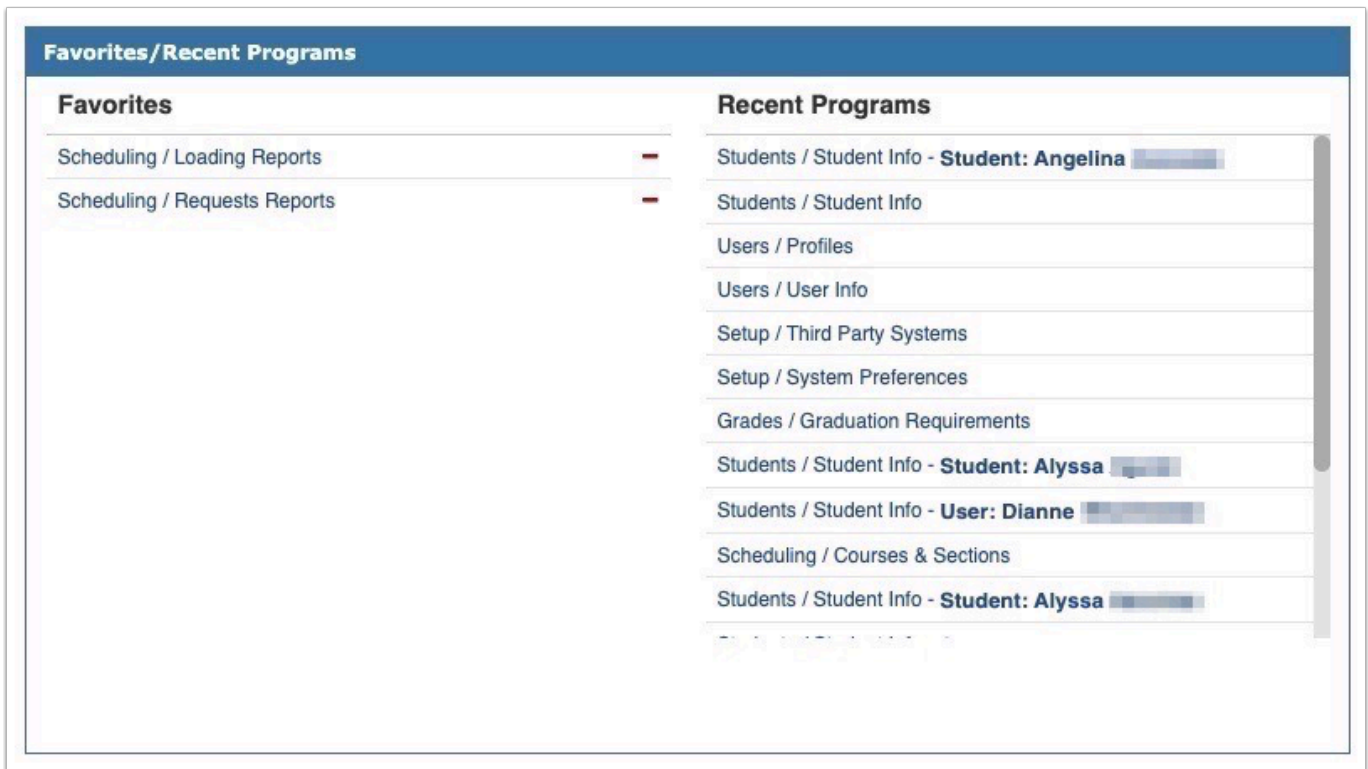




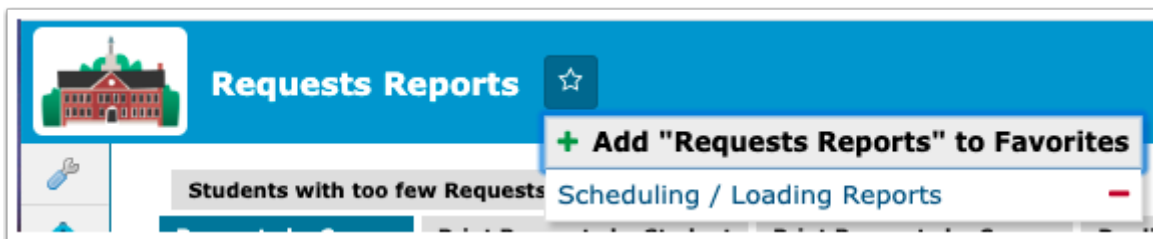
# Portal

## Favorite/Recent Programs

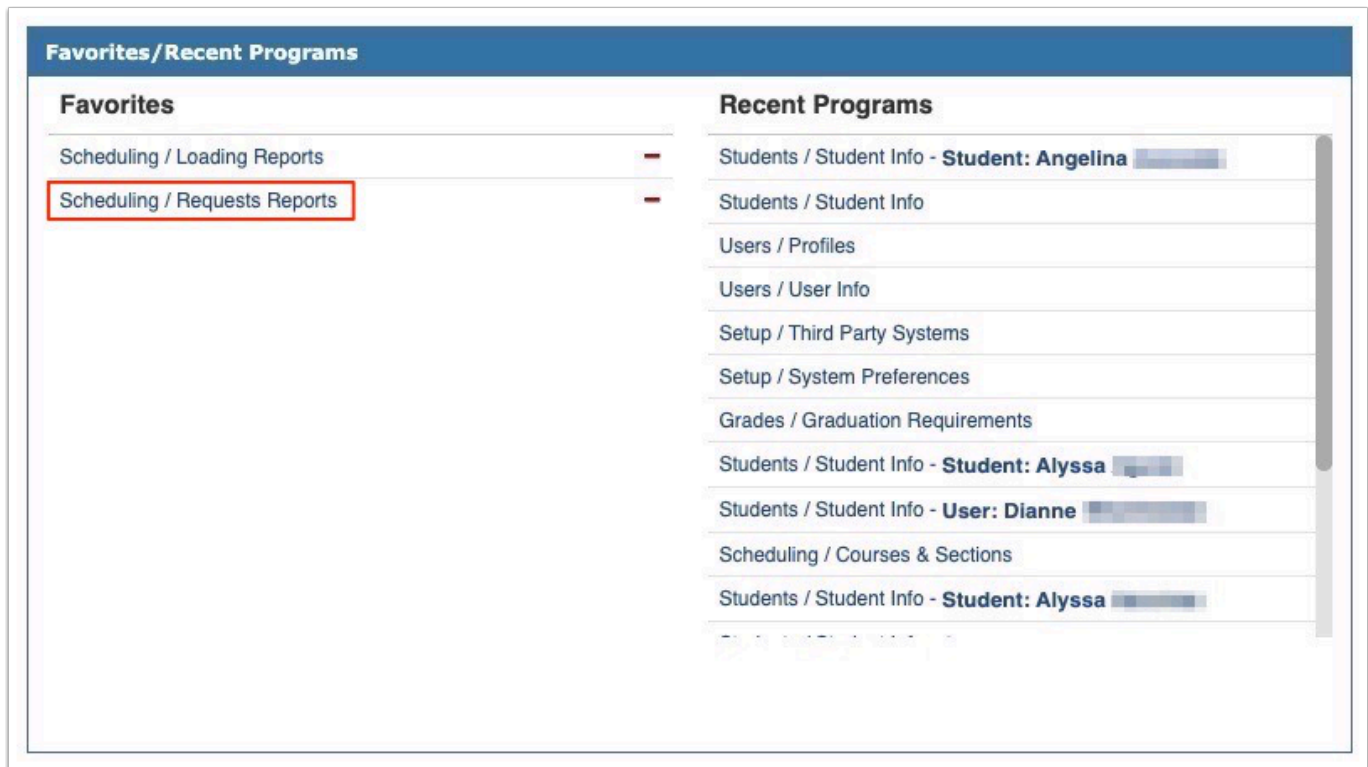
Replaced the Featured Programs block on the Portal with the Favorites/Recent Programs block. The favorites and recent programs are saved per user. Note: This change is only applicable to SIS.



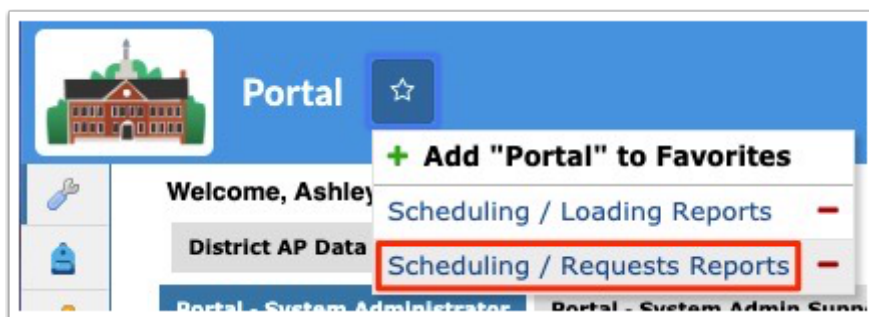
- To add a program to the Favorites list, navigate to the screen in Focus. Click the star icon next to the name of program at the top-left of the screen and click "+ Add (name of program) to Favorites." Note: This change is applicable to SIS and ERP.



- To navigate to a favorite program, click the program name in the Favorites list in the Favorites/Recent Programs block. Note: This change is applicable to SIS only.

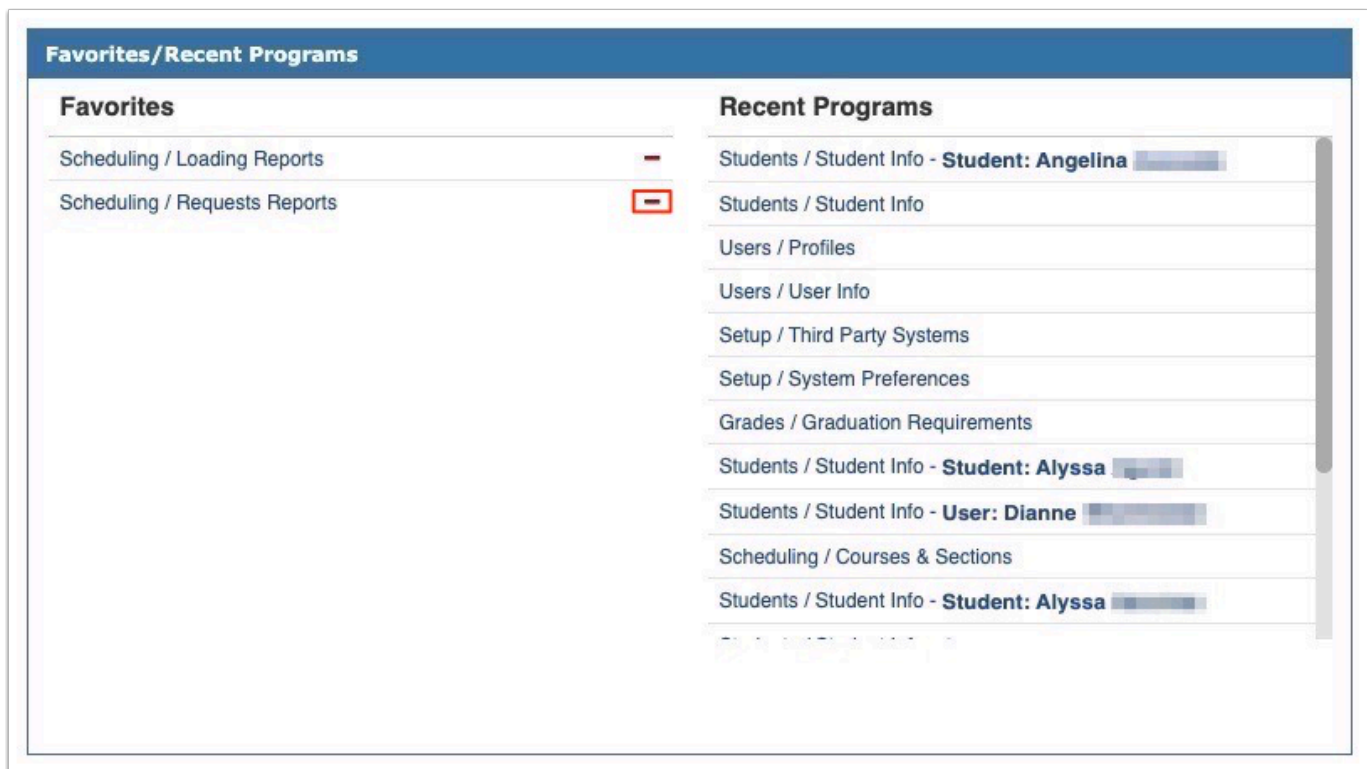


- Users can also navigate to Favorites by clicking the star icon at the top-left of the screen and click the program name in the list. Note: This change is applicable to SIS and ERP.

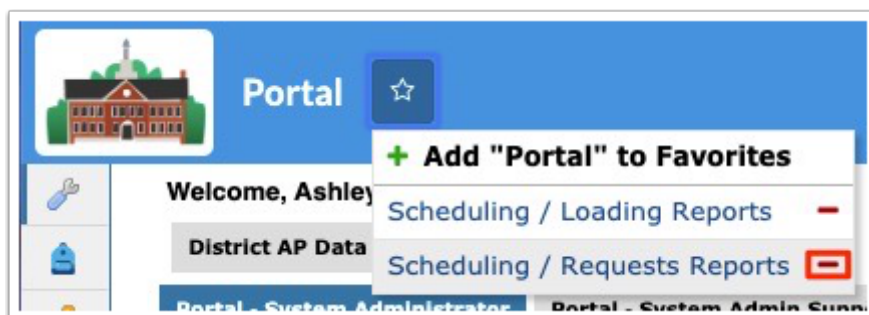


- A program can be removed from the Favorites list in the Favorites/Recent Programs block by clicking the red minus sign next to the program name. Note: This change is applicable to SIS only.





- Alternatively, click the star icon at the top-left of the screen and click the red minus sign next to the program name. Note: This change is applicable to SIS and ERP.



- The Recent Programs list displays the programs you have recently opened. For Student Info or User Info, the name of the student or user is indicated. Note: This change is applicable to SIS only.

## Other Changes

## SIS

## General

Added the "JSON" column to the Fields tab of the following screens: **Setup > School Fields** and **District Fields** (New Screen), **Students > Student Fields**, **Users > User Fields**, and **Discipline > Referral Fields** and **Incident Fields**.

- Selecting the "JSON" check box will migrate all existing custom fields data from the custom\_IXXX column into the jsonb column and drop the column. Clearing the selected "JSON" check box will create the custom\_IXXX column and migrate the data from the jsonb column to the newly created column.

Categories


Fields


◀ Prev

Page: 1 / 14

Next ▶

Export





Filter:

OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
	<a href="#">Google Classroom Email Address</a>	google_classroom_email	Text		System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">Uses Multiple Jobs</a>	uses_multiple_jobs	Select One	W4 Information	System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">4b Deductions (per check)</a>	deductions	Number	W4 Information	System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">4a Other Income (per check)</a>	other_income	Number	W4 Information	System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">W4 Allowances Other</a>	allowances_other	Number	W4 Information	System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">W4 Allowances Under 17</a>	allowances_under_age	Number	W4 Information	System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">Fingerprints</a>	fingerprint	Logging Field	Fingerprints	Local	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">Highly Qualified</a>	highly_qualified	Checkbox		System	<input type="checkbox"/>	<a href="#">Edit Field</a>
	<a href="#">Exit Effective Date</a>	exit_effective_date	Date	Employee Demographic	Local	<input checked="" type="checkbox"/>	<a href="#">Edit Field</a>

## Print Letters & Send Email

Updated so users can move and relocate the Edit pop-up window anywhere on the screen. This change is applicable from the Students and Users menu.

Print/Email a One-Time Letter

Filter: OFF

	Print/Email	View/Edit	Title
		View	
	Print/Email	Edit	ELL Post Reclassifi
	Print/Email	Edit	assign
	Print/Email	Edit	Enrollment Proce
	Print/Email	Edit	Enrollment Proce
	Print/Email	Edit	ELL Student Plan
	Print/Email	Edit	ELL committee m
	Print/Email	Edit	Notification of EL
	Print/Email	Edit	Parent Notificatio
	Print/Email	Edit	10 Day Attendanc
	Print/Email	Edit	Certificate of With
	Print/Email	Edit	Suspension Letter
	Print/Email	Edit	Office Discipline Rererrai

Rich text editor toolbar with options: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Horizontal Line, Font Color, Background Color, Source, and a text area.

Normal ( ... | 20 | Source | A - A - | abl

**School District of ██████████ County 2014-2015 SY**

**Enrollment Procedures / Important Reminders**

**for ESOL/MIGRANT/HOMELESS/IMMIGRANT:**

SAMPLE-Please ensure that your school's form has all components

**REQUEST FOR STUDENT RECORDS**

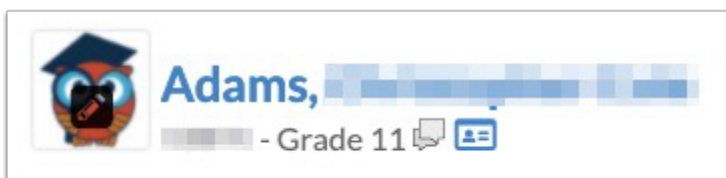
body div span strong

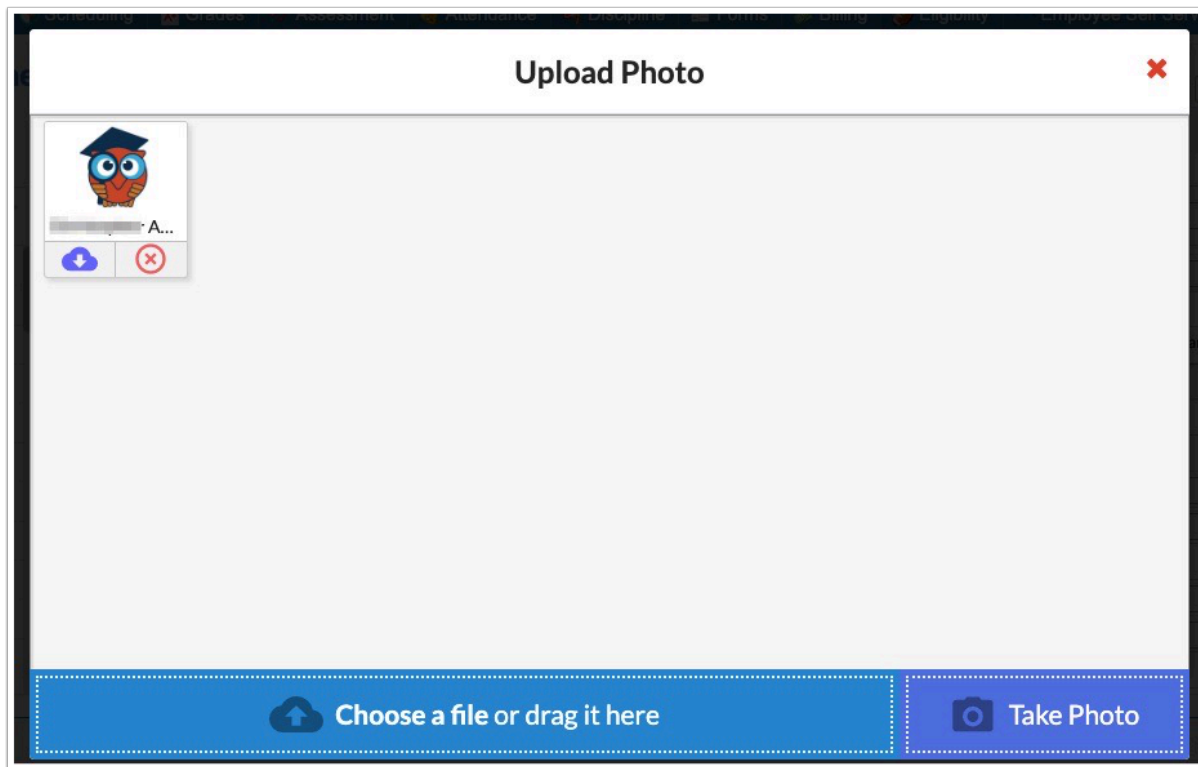
Academic Coach, ad...

## Student Info/User Info

Added the ability to edit the student photo or user photo directly in Student Info/User Info. This is controlled by new profile permissions in Users > Profiles, "Edit Student Photo" under Student Info and "Allow Editing User Photo" under User Info. The "Edit Student Photo" permission is automatically enabled for profiles that have the Edit permission to Import Student Photos, and the "Allow Editing User Photo" permission is automatically enabled for profiles that have Edit permission to Import Staff Photos.

- When hovering over the student/user photo in the upper-left corner of the Student Info/User Info screen, a pencil icon displays. After clicking on the pencil icon, a pop-up window opens with options to upload a file from the computer or take a photo using the webcam. When taking a photo with the webcam, the photo can be cropped and scaled. The existing student/user photo can also be removed or downloaded.
- Photos uploaded via Import Student Photos or Import Staff Photos can be edited in Student Info/User Info.





## Attendance Calendar/Calendar

The Calendars screen in the Setup menu has been renamed to Attendance Calendar. Permissions for Attendance Calendar have been removed from profiles that only had View permissions.

The My Calendar screen in the Users menu (administrators) and My Information menu (teachers, parents, students) has been renamed to Calendar.

The ability to add events has been removed from the Attendance Calendar screen; events are now set up in the Calendar screen. The profile permission "Can post public events" for the Calendar screen must be enabled for the user to create public events.

## Attendance

Added the ability to view students' absences (Students > Student Info > Absences) in "Summary" format or "Chart" format via the corresponding buttons.

- Clicking "Summary" navigates to Attendance > Absence Summary.
- Clicking "Chart" navigates to Attendance > Attendance Chart.

SIS ERP Lizette Garcia

Center for Edu.

2018-2019

Quarter 4

Set... Stu... Us... Sch... Gra... Ass... Att... Dis... Forms Billi... Eligi... Em... Flor... Rep...

Report Timeframe: 05/01/2019 - 05/31/2019 Daily Update

Display Scheduled and Attended Hours as Decimal:

Search Screen Simple List

Student ID: 154808

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Test History Grad Fees & Payments

Search... Save

Attendance breakdown for Ande (#154808)

Summary Chart

Export Filter: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	5/1	5/2	5/3	5/6	5/7	5/8	5/9	5/10	5/13
Daily Attendance	7	-	-	-	P	P	X	P	P	P	P	P	P
PERS,CAR,SCH DEV 1 (05005000)	8	10	18	55.6	P	P	X	P	P	P	X	P	P
Period 1 - 002 - Alw	8	10	18	55.6	P	P	X	P	P	P	X	P	P
PERS,CAR,SCH DEV 1 (05005000)	8	10	18	55.6	P	P	X	P	P	P	P	P	P
Period 2 - 003 - Alw	8	10	18	55.6	P	P	X	P	P	P	P	P	P
PERS,CAR,SCH DEV 1 (05005000)	8	10	18	55.6	P	P	X	P	P	P	P	P	P
Period 3 - 004 - Kathl													

## Attendance Setup

Updated so that when the “Mark as Classroom” check box is selected on an entry in the Tardy Thresholds tab, the “Process Referral Automatically” check box becomes disabled, and vice versa.

## Perfect/Excessive Attendance

Updated the “Go” button so it turns red when changes are made to the report filters, such as Threshold, Timeframe, etc.

SIS ERP Lizette Garcia

Focus

Adult & Community Education

Set... Stu... Us... Sch... Gra... Ass... Atte... Disc... Forms Billi... Eligi... Em... Flo

Perfect Attendance Excessive Absences Skip Report

Threshold: 0 absences Timeframe: Month to date Show Teacher: Ignore Excused Absences Go

Search Screen Simple List Customized List

17 Students

Filter Search

Photo	Student	Student ID	Grade	Days Absent	Days Present	Attended Hours	Scheduled Hours	Period
	Cans	5891	Grade 31	0	15	37:30	42:30	0
	Dal	872	Grade 31	0	15	37:30	42:30	0

## Discipline

Renamed the “classroom referrals” functionality to “minor infractions” throughout Focus.

- The system preference “Enable Classroom Referrals” has been changed to “Enable Minor Infractions.”
- The option “Teacher Managed Only - No administrative action needed” on the Add Referral screen has been changed to “Minor infraction - no administrative action needed.”
- All references to “classroom referrals” have been changed to “minor infractions” on the Referrals, Students with Referrals, Category Breakdown, and Referral Log screens.

## Referrals

Updated so that the message “Parent of X Referral(s)” displays at the top of a referral that has child referrals merged into it. To view the child referrals, click the green gear icon at the top of the screen and click Merge.

FOCUS Referrals

SIS ERP High School (0031) 2019-2020 Quarter 1

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities **Referrals** Test History Grad Fees & Payments

Total Days of Discipline: 0

Parent of 1 Referral(s) Linked Incident: 18540 Print a Form/Letter Save

Student B, Lunch 09/02/2019 09/09/2019

\* Reporter \* Incident Date Submission Date

Reviewed By Admin Closed Teacher Managed Only - No administrative action... Teacher Code

Filter fields... General Information Referral

Violation Detention Assigned \* Time of Incident 12:30 pm

- The child referrals are listed in the table and the referral link can be clicked to open the referral.

Parent of 1 Referral(s) Linked Incident: 18540 Print a Form/Letter

**Merge Referrals**

Children

Filter: OFF

Displays as a link

Referral	Violation	Parents Contacted By Teacher	Parent Contacted by Administrator	Suspensions (Office Only)	Comments	Location	Discipline
337350						12742	9

Unmerge

Cancel

- When viewing the child referral, the message “Merged Into: XXXX” displays at the top of the screen. Click the referral link to open the parent referral.

## Forms

Added a loading indicator when mass printing forms.

## Grades

### Approve Grade Changes

Updated so that when the system preferences “Quarters grades are calculated as average of progress periods” and “Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved” are enabled, approved grade change requests for progress periods trigger the parent marking period grades to be recalculated.

### Final Grades, GPA, & Class Rank

The link to view a student’s Gradebook grades has been removed from the top of the Student Info screen. The updated Final Grades, GPA, & Class Rank screen now includes the student’s Gradebook grades. Click the grade to view the course’s Gradebook.



Demographic
Enrollment
Schedule
Requests
**Grades**
Absences
Activities
Referrals
Test History
Grad
SSS
Fees & Payments

Search...

Cumulative GPA	2.455	Class Rank	156/200	Quality Points	27.00	Civics EOC Pass Date		Algebra I EOC Pass Date	
Cumulative Weighted GPA	2.773	As of	12/10/2019	Cohort Year	2018-2019	Biology I EOC Pass Date		US History EOC Pass Date	
Cohort GPA	N/A	Total Credits Earned	11.00			Geometry EOC Pass Date	05/01/2019	Graduation Reading Requirement Pass Date	
Cohort Rank		Total Credits Attempted	11.00			FCAT Math Pass			

☐ Show All Years
☐ Show All Schools
☐ Show Progress Periods
☐ Show Inactive Courses
☐ Group By Course

Update
View Detailed Report
Print Assignment Grades

7 Records
Export
Filter: OFF
Toggle Columns

Pd	Course #	Course	Teacher	Ex	Unx	Tardy	Q1	Q2	S1	Q3	Q4	S2	FY	Credits
01	2003350	CHEM 1 HON		3	5	1	80% B							0
02	0708350	SPANISH 2		3	5	0	85% B							0
03	1200340	ALG 2 HON		3	5	0	70% C							0
04	2109420	AP WORLD HIST		3	7	0	82% B							0
05	1001350	ENG HON 2		4	7	0	85% B							0
06	2000340	AP BIO		4	7	0	50% F							0
07	8800520	CULINARY ARTS 2		5	7	0	75% C							0

Calculated grades are marked with

## Gradebook

Updated the text color so it displays in white when the gradebook category is assigned a dark color, such as Green, Gray, Blue, Purple, and Brown. Note: The Color is assigned via Grades > Gradebook Categories & Assignments.

Enter grades by Points ☐ Include Inactive Students Save

All Assignments  Reports

16 Students

Student	Grade	Student ID	Test (25P - 25Q) (Assigned 1/15 - Due 1/15)	
Alber, [redacted]	Not Graded	058528	-	NG
Ande, [redacted]	Not Graded	059409		NG

## Graduation Requirements Report

Added the ability to consider “like courses” for the online course requirement.

- The column “Online Req. Like Courses” has been added to Scheduling > Course Catalog. In the pull-down, select one or multiple “like courses” from the list of all active and inactive courses.

	Course Number	Course Title	Date Added	AGE Online Course Delivery Indicator	Online Course	Online Req. Like Courses
-	1001310	ENG 1	05/06/2014	--	--	ENG HON 1 (1001320)



- Like courses are now considered in the logic for whether the student has met the online course requirement.

## Post Final Grades

Updated the “Use Gradebook,” “Use Weighted Average of Quarter and Semester Exam Grades,” and “Use Average of Quarter Grades” buttons to display in a new blue/green color.

Updated the “Copy comments from the previous quarter” button to now display in a blue/green color with the appropriate capitalizations as “Copy Comments from Previous Quarter.”

3rd 9 Weeks Semester 2 Exam Semester 2 Full Year Exam Full Year 4th 9 Weeks

You can post final grades for this marking period between Jan 13, 2020 & Mar 27, 2020 at 5:00 PM. ☐ Include Inactive Students

Note: Your system preferences do not allow you to post Comments and/or Conduct without a grade.  
If you delete an existing grade, all of that student's comments will be lost when changes are saved.

Letter Grades & Comment Codes

Use Gradebook Copy Comments from Previous Quarter Save

Mass Update Filters: OFF Search

Student	Student ID	Start Date	End Date	Grade Level	1st 9 Weeks	2nd 9 Weeks	Use Gradebook	Percent & Grade	Report Card Comments
Albu	058528	Aug 14, 2019	09	96% A		No Gradebook Grades			
Arde	059409	Aug 14, 2019	09	91% A		No Gradebook Grades			
Avi	073912	Aug 14, 2019	09	83% B		No Gradebook Grades			

## Posted Grades Verification Report

Added an “Include Quarter Calculated” check box, which is selected by default when the “Quarters are the average of progress periods” setting is enabled via System Preferences > School Preferences / Default School Preferences > Grading tab.

- When the “Include Quarter Calculated” check box is selected, the “Calculated” column is added to quarters, which is calculated using a courses grade scheme as if the quarter was a semester of progress periods.
- Note: The grading scheme must first be set up via Setup > Grade Posting Averaging.

Posted Grades Verification Report

Christ

(Teacher)

High School

US HISTORY HONORS (21003204) - Period 2 - S1 - MTWHF - CB12 - Christ

Gradebook Grades and Calculated

Semester grades are highlighted in red if they are different from what is posted for report cards.

☐ Include Inactive Students
 ☐ Conduct
 ☐ Working Below Grade Level in Reading Level

☐ Attending school regularly could improve your child's performance
 ☐ Getting prepared for school could improve your child's performance
 ☐ Scheduling

Marking Period:

☒ FT1
 ☒ FT2
 ☒ Q1
 ☒ FT3
 ☒ FT4
 ☒ Q2
 ☒ S1
 ☒ ST1
 ☒ ST2
 ☒ Q3
 ☒ ST3
 ☒ ST4
 ☒ Q4
 ☒ S2
 ☒ FY
 

Update

Quarter Grades:

☐ Include Quarter Gradebook
 ☒ Include Quarter Calculated
 

Update

28 Students

FT2	Q1 Exam		Q1		FT3		FT4		Q2		S1	
Calculated	Grade	Posted	Calculated	Posted	Calculated	Posted	Calculated	Posted	Calculated	Posted	Calculated	Posted
(96% A)	93% A	95% A	(95% A)	91% A	(91% A)		(90% A)		(91% A)		0	
(95% A)	84% B	93% A	(93% A)	88% B	(88% B)		(72% C)		(80% B)		0	
(91% A)	82% B	86% B	(86% B)	88% B	(88% B)		(88% B)		(88% B)		0	
(58% F)	86% B	68% D	(68% D)	79% C	(79% C)		(61% D)		(70% C)		0	
(80% B)	92% A	87% B	(87% B)	92% A	(92% A)		(87% B)		(90% A)		0	
(90% A)	86% B	92% A	(92% A)	89% B	(89% B)		(88% B)		(89% B)		0	
(50% F)	66% D	62% D	(62% D)	80% B	(80% B)		(66% D)		(73% C)		0	

## Report Cards

Updated so the “Grade Averaging Course Num Length” defined via Setup > System Preferences > Default School Preferences > Scheduling tab overrides the Grade Row Grouping selection, “Course Number” indicating that the full course number be displayed.

## Request Grade Changes

Updated so the Student pull-down now populates with all active students enrolled during the selected marking period not just students with posted grades.

- If the selected student does not have a posted grade for the selected marking period, teachers have the ability to enter a grade as if posting the grade.

Updated so that the Request Grade Changes screen respects the Gradebook Configuration preference “Only use letter grades in the gradebook - not points.” The grade percentage columns are hidden when this preference is enabled.

## Kiosk

The current kiosk login screen has been removed and replaced by the normal Focus login screen, which includes the “Single Sign On” and “Log In” buttons.

- SAML, LDAP, Focus LDAP, and standard credentials can be applied as usual. Note: SAML and LDAP set up is now enabled via System Preferences > Single Sign-on tab.

Updated so that parents and students receive notifications when students are marked tardy via the kiosk or the mobile app. They will receive a second notification if the tardy triggers a detention.

- Linked users who have an email address set up (custom\_100000001) will receive an email both when the student is marked tardy and when they earn a detention based on that tardy. Students who have an email address set up (custom\_200000012) will also receive an email both when they are marked tardy as well as when they earn a detention based on that tardy.
- Linked users who have signed into the app will receive a notification when the student is marked tardy. They will receive another when the student receives a detention based on the tardy.
- If the student has a contact with a cell phone number with SMS set up and the contact has not logged into the app, the contact will receive a text message when the student is marked tardy. They will receive another text message when the student receives a detention based on the tardy.

## Mobile App

Integrated the Focus mobile app with InformaCast to allow teachers and administrators to request assistance or initiate a lockdown within the Focus mobile app.

- Added the following new system preferences to the General tab in Setup > System Preferences. Input this information as provided by InformaCast:
  - InformaCast API Key
  - InformaCast Request Assistance Message Template ID
  - InformaCast Lockdown Message Template ID
  - InformaCast Request Assistance Distribution Group ID
  - InformaCast Lockdown Distribution Group ID

A screenshot of a web-based form for configuring InformaCast system preferences. The form has a light blue header bar. Below the header, there are five rows, each with a label on the left and a text input field on the right. The labels are: 'InformaCast API Key', 'InformaCast Request Assistance Message Template ID', 'InformaCast Lockdown Message Template ID', 'InformaCast Request Assistance Distribution Group ID', and 'InformaCast Lockdown Distribution Group ID'. The input fields contain placeholder text, likely representing masked or blurred information.

- Added a new scheduled job in Setup > Scheduled Jobs called Emergency Services Health Check. This job is run to confirm that the connection to InformaCast is set up correctly. The job will tell you if the lockdown and request assistance options should work for each school or if there are issues.
- Added new profile permissions for teacher and administrator profiles to Users > Profiles under the Portal permissions:
  - Allow user to Request Emergency Assistance
  - Allow user to Request Emergency Lockdown

Setup

Portal

View

Edit

Portal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow Login	<input checked="" type="checkbox"/>	
Package: SIS	<input checked="" type="checkbox"/>	
Package: Finance	<input checked="" type="checkbox"/>	
Messenger: Allow Access	<input checked="" type="checkbox"/>	
Messenger: Include Profile in Search	<input checked="" type="checkbox"/>	
Messenger: Send Messages	<input checked="" type="checkbox"/>	
Enable Terms and Conditions	<input type="checkbox"/>	
Require Two Factor Authentication	<input type="checkbox"/>	
Enable User Access to Two Factor Authentication	<input type="checkbox"/>	
Allow user to Request Emergency Assistance	<input checked="" type="checkbox"/>	
Allow user to Request Emergency Lockdown	<input checked="" type="checkbox"/>	

- When a user has at least one of the above profile permissions, the Request Emergency Assistance button is available in the Menu screen of the mobile app. Tapping the button displays the request assistance and/or initiate lockdown options, depending on the profile permissions.

< Back

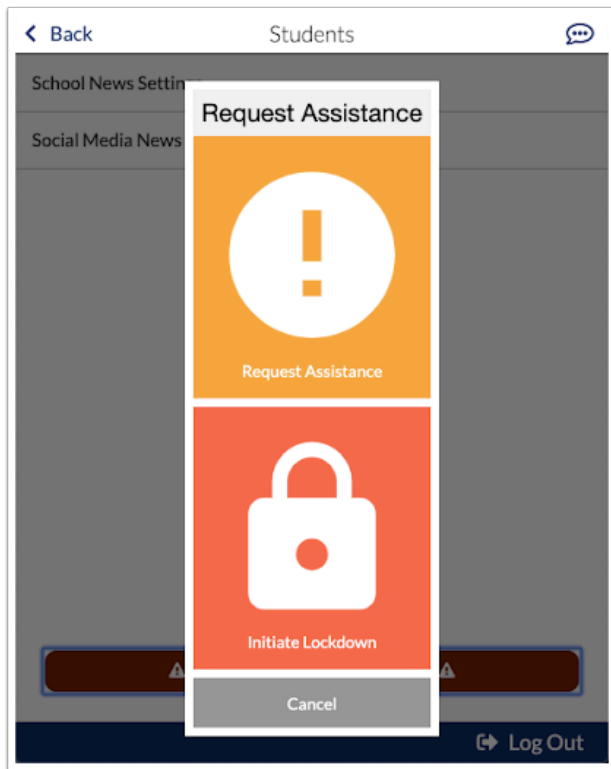
Students

School News Settings

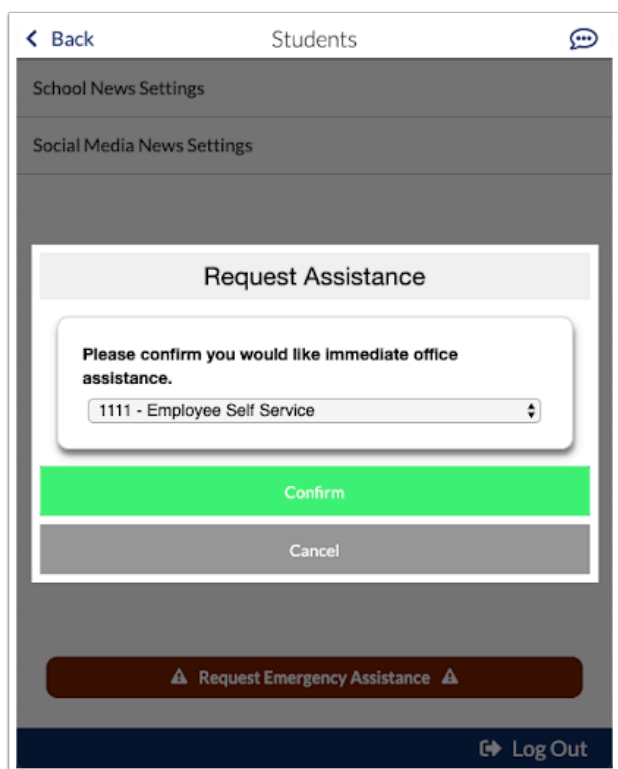
Social Media News Settings

Request Emergency Assistance

Log Out



- If a user has an admin/teacher profile with profile permissions and a parent profile, the Request Emergency Assistance button only displays when the user has their admin/teacher profile selected in the mobile app.
- If a user has access to multiple schools, the user will select the applicable school from a pull-down after tapping Request Emergency Assistance and choosing the request assistance or initiate lockdown options.

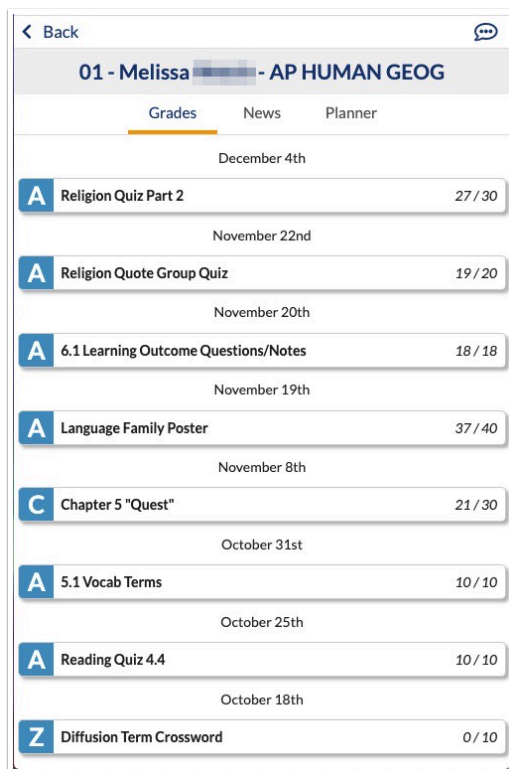


Added the ability to view the resources in a teacher's web page from the mobile app. Tapping one of the links opens a pop-up to view the file, which works with most file types. Support for files varies from device to device. The message "Some file types may not display correctly on mobile devices. If this device is unable to open a file, please download the file from the Focus webpage" displays at the top of the Links tab.

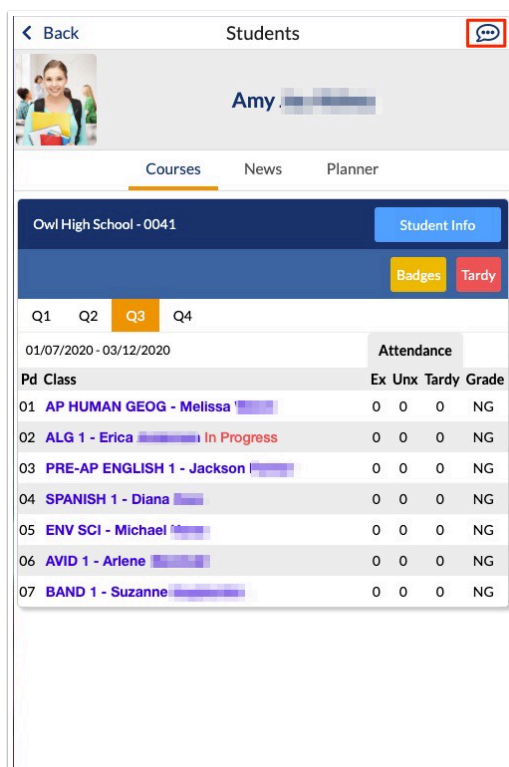
Improved the user interface of the mobile app, including the following:

- The background color of the app is now white.
- When viewing a student and tapping on a course in the Courses tab, the new Grades tab displays the Gradebook assignments and grades for the course.





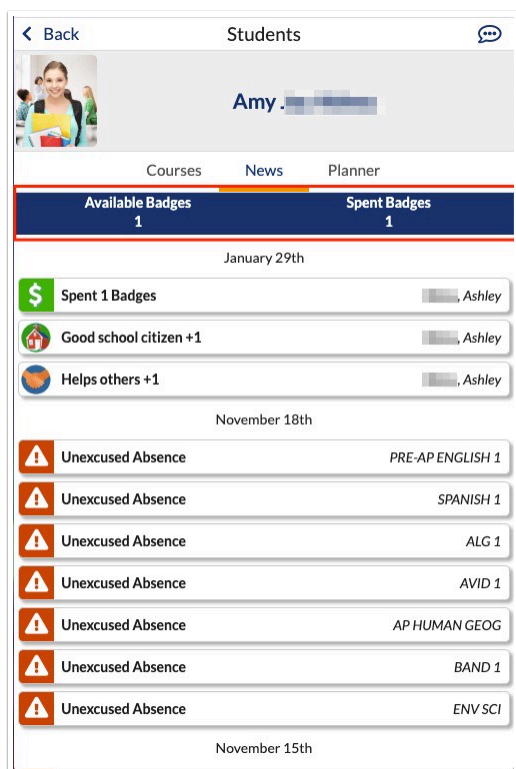
- To access the Messenger, tap the speech bubble icon at the top-right of the screen.



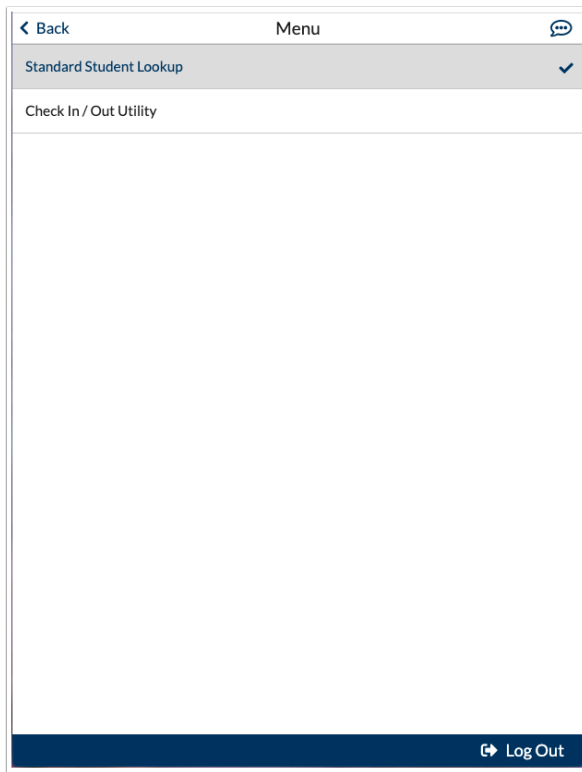
- The Menu no longer contains links to all the mobile app pages. It now only contains links to School News Settings and Social Media News Settings. There are new icons along the bottom of the screen in the mobile app that take you to the different pages.



- To access the mobile app in a web browser, you must now add mobileApps/community/?preview to the end of the Focus URL.
- When giving positive behavior badges, icons display with the title of the badges. You can select the number of badges to spend or award. When viewing the student News tab, the number of available badges and spent badges now displays at the top of the screen.



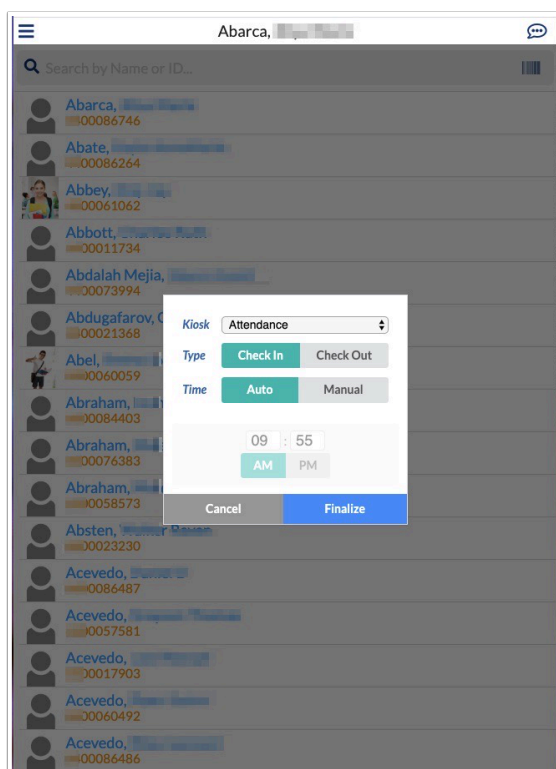
- The user interface on utility devices has been updated to remove the News and Links tabs and remove the ability to switch between pages. These tabs weren't utilized on the utility devices previously, and would display an error if accessed. The Menu now only contains links to Standard Student Lookup, Check In / Out Utility, the Request Emergency Assistance button (if enabled), and the Log Out button.



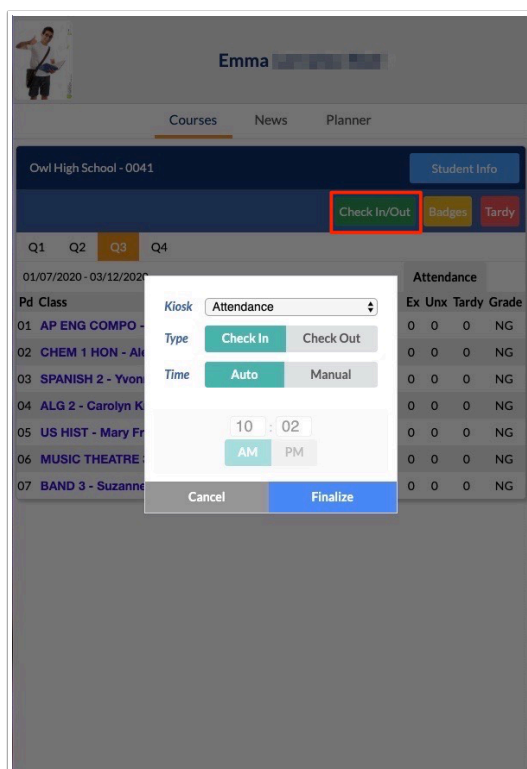
- To preview the utility version of the mobile app, add `mobileApps/community/?preview=utility` to the end of the Focus URL.

Added the ability for administrators to check students in or out when using the regular or utility versions of the mobile app. This works similar to the check in/out functionality on the kiosk.

- The Menu of the utility version of the app now contains two options, Standard Student Lookup (contains the previous student functionality) and Check In / Out Utility. After tapping the Check In / Out Utility option and then searching for and selecting a student, a pop-up window displays where you will select the Kiosk mode and the check in or out options.



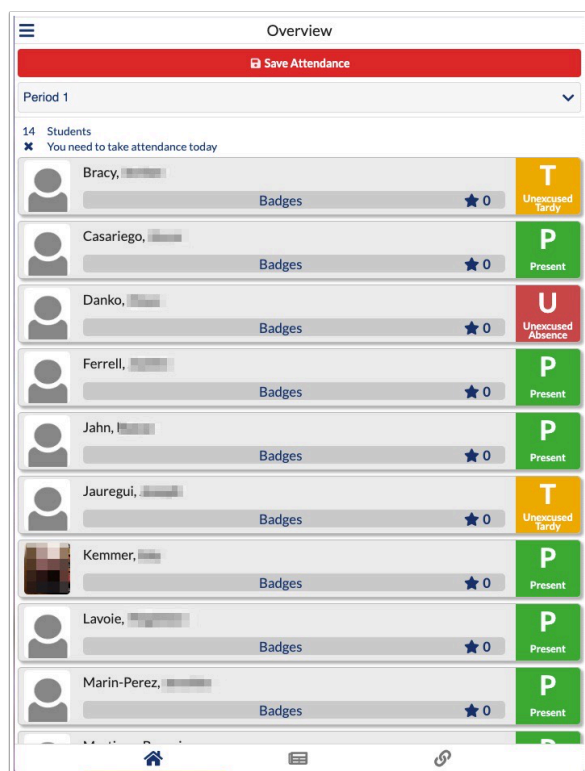
- Students can also be checked in/out in the Standard Student Lookup mode in the utility version of the mobile app, and when viewing a student in the regular version of the mobile app. After searching for and selecting a student, tap the Check In/Out button on the Courses tab.



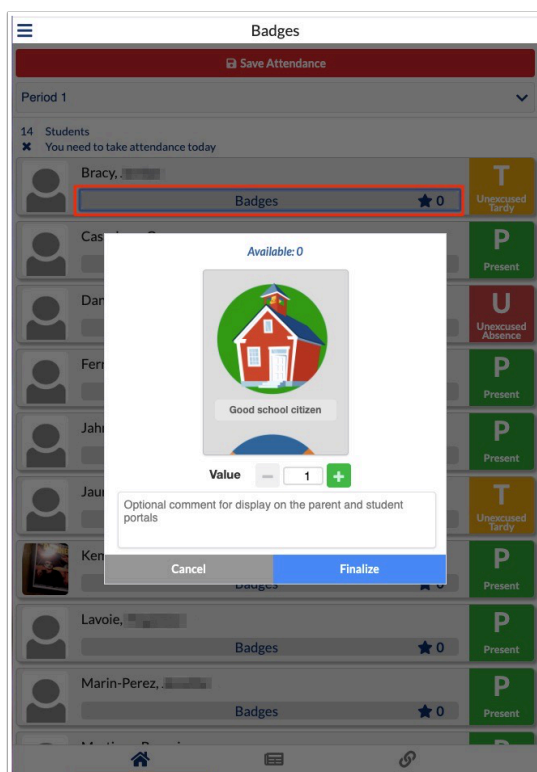
- After completing the check in/out, the slip will print. If checking in and the student has met a tardy threshold, the detention information will print on the slip just as when using the kiosk or the Tardy option in the app. If checked in/out in the attendance mode, the student will be added to the Late Checkout / Early Release screen. The Tardy option in the app still functions as usual.

Updated the mobile app for teachers. The new Overview screen replaces the Attendance screen as the main screen when teachers log into the app. The Overview screen provides an improved mobile experience.

- At the top of the screen, teachers can select the section to view from the pull-down. The number of students in the section is displayed, along with a message “You need to take attendance today” or “You have taken attendance today for this period.”
- When taking attendance, all students are defaulted to Present. To change the attendance code for a student, tap the code icon until the correct code displays. Present codes have a green background, absent codes a red background, and tardy codes a yellow background.
- The Save Attendance button at the top of the screen is red if attendance has not been taken and saved. After attendance is taken and saved, the Save Attendance button is grayed out until a code is changed for a student. If the preference is enabled that prevents changing attendance after it is saved, a message will display indicating attendance has been saved and cannot be changed.



- To award a positive behaviors badge to a student, tap Badges beneath the student and select the badge, value, and enter an optional comment in the pop-up window. Teachers can also spend badges from the pop-up window.



## My Information

### Web Pages

Added the “Units & Lessons” tab, which allows teachers to create units and linked lessons based on a web page. When Units and Lessons are created, teachers can then create News posts and upload Resources per unit and/or lesson, as well as continue to add News posts and Resources to the main Web Page.

Reading List Challenge

Unit 1: The Giver

The Giver: Chapter 1

The Giver: Chapter 2

The Giver: Chapter 3

Reading List Challenge

News Units & Lessons Resources Settings

Save

Import Filter: ON

Title	Length (days)	Start Date	End Date	Published	
Unit 1: The Giver	10	01/06/2020	01/21/2020	✓	Lessons: 3
	1	01/22/2020	01/22/2020	✓	

- The “Start Date” of the first unit created defaults to the first date set for the selected marking period via the marking period pull-down located in the header (such as quarter).



Lizette Garcia

Owl High School - 0041

SIS

2019-2020

3rd 9 Weeks

ERP

English and Language Arts

# Bookings

[News](#)
[Units & Lessons](#)
[Resources](#)
[Settings](#)

[Back to My Web Pages](#)

Import

Filter: OFF

Save

Title	Length (days)	Start Date	End Date	Published	
Unit 1	2	01/07/2020	01/08/2020	<input checked="" type="checkbox"/>	Lessons: 2
	1	01/09/2020	01/09/2020	<input checked="" type="checkbox"/>	

- The “Start Date” for any additional units defaults to the first school day following the “End Date” entered for the prior unit.
- The “Start Date” of a new lesson defaults to the “Start Date” of the lesson or the first school day following the “End Date” entered for the prior lesson.
- The “Length (days)” defaults to 1 day.
- Users can click the “View” button once the lesson is added to the Unit via the Lessons button to open the lesson in a new window.

Added two options to the Settings tab, which allows users to decide when created units and lessons display for students and parents based on the Start Date entered on the Units & Lessons tab, “Lessons only visible after start date” and “Units only visible after start date.”

## Keeping It Reel...

[News](#)
[Units & Lessons](#)
[Resources](#)
[Settings](#)

[Back to My Web Pages](#)

Linked Sections:

Disable Web Page:

☐

Lessons only visible after start date:

☐

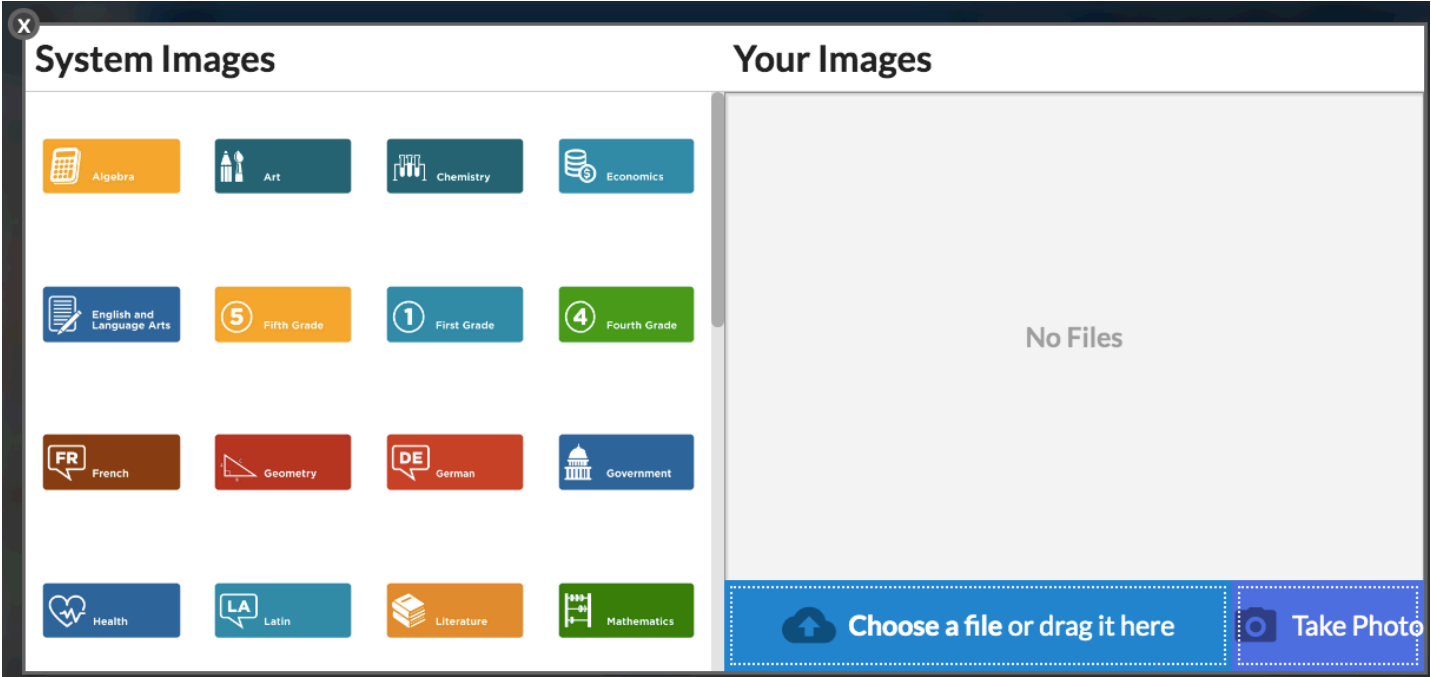
Units only visible after start date:

☒

Save Settings

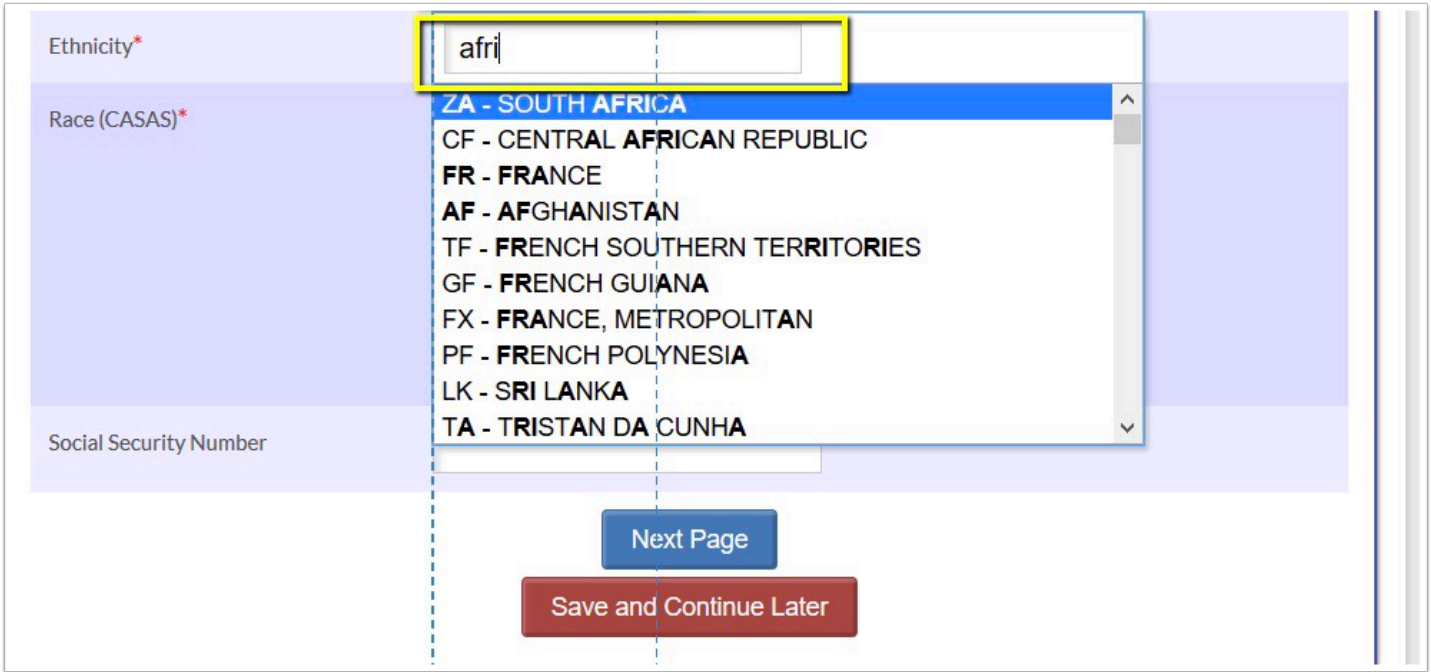
Units and Lessons are also available on the Calendar screen for teachers, parents, and students as clickable links to the corresponding web page.

Added "System Images" users can select to use as icons for web pages, in addition to uploading their own images.



## Online Application

Updated all the pull-downs on the online application to swift-boxes; the pull-downs now include the ability to filter the options.



Updated so that when parents apply for enrollment after completing parent registration, a Contact block is created in the Addresses & Contacts section that is defaulted with the parent's

first name, last name, and email address that was entered on the /auth screen. This is editable by the parent.

## Parent/Student Portal

### My Information > Final Grades & GPA

Updated permissions to ensure students can view and click “Grade Report” when the View check box is selected via Users > Profiles > Permission Type: Final Grades Fields > Role: Student > Profiles: Students.

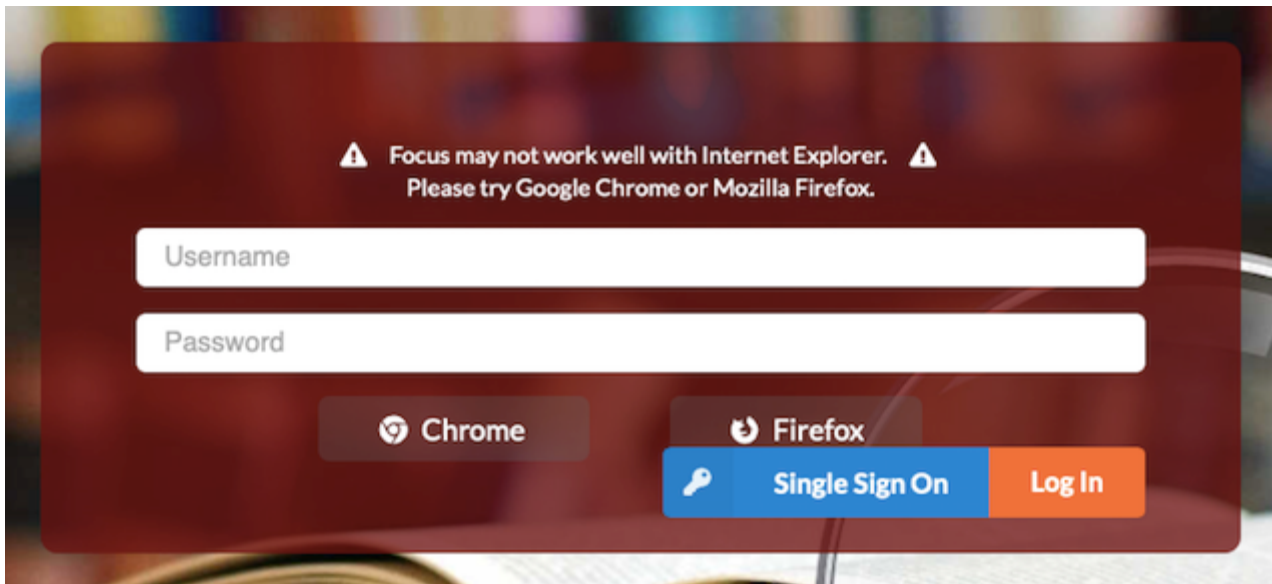
## Portal

Updated so when the portal is accessed by administrative users who have permission to view/edit User Info via Users > Profiles, the Find a Student section becomes “Find a Student/User” allowing users to search for other users when “User Info” is selected from the menu pull-down.

<b>Alerts</b> There are no alerts.	<b>Messages</b> There are no messages.
<b>Find a Student/User</b> <input type="text" value="martin"/> <input type="button" value="User Info"/> <input type="checkbox"/> Search All Schools <input type="checkbox"/> Include Parents <input checked="" type="checkbox"/> Include Inactive Users  <input type="button" value="More Search Options"/> <input type="button" value="Search"/>	<b>Program Links</b> <a href="#">EDIS School Portal</a>

- When User Info is selected from the menu pull-down, the Include Inactive Students option is removed and replaced by the following two options: “Include Parents” and “Include Inactive Users.”

Added a warning message to the main login screen when users try to login to Focus using web browsers not compatible with Focus, such as Internet Explorer, Safari, etc. The message displayed reads: “Focus may not work well with Internet Explorer. Please try Google Chrome or Mozilla Firefox.” The updated login screen, now also contains links to “Chrome” and “Firefox.”



Updated so attendance Alerts now link to either the Seating Charts screen, or the main Take Attendance screen depending on the last screen utilized to take attendance by the user.

## Reports

### District Reports

Restored the following system variables and descriptions upon editing a district report (Edit button > Edit Variables button):

- {DATE}: current date
- {SYEAR}: currently selected school year
- {STAFF\_ID}: currently selected user or logged in user, if no user selected
- {STUDENT\_ID}: currently selected student or logged in student, if no student selected
- {MARKING\_PERIOD\_ID}: currently selected marking period
- {SCHOOL\_ID}: currently selected school
- {COURSE\_PERIOD\_ID}: currently selected section
- {ORIGINAL\_STAFF\_ID}: originally logged in user, when using login as

[Edit Variables](#)

[< Prev](#)

Page: **1** / 6

[Next >](#)

Filter: OFF

Variable	Title	Default	Options	Type
				Checkbox
QUARTER	{Quarter}		Q1 [Q1]	Pull-down
EOC_Course	{EOC_Course}		Algebra 1 and 2 [12003]	Pull-down
SEM	Choose a Semester		S1 [S1]	Pull-down
Medication	{Medication}		Acetaminophen [Acetaminophen]	Pull-down
PROCESS	{PROCESS}	Do Nothing	Do Nothing [Do Nothing]	Pull-down
YOUR_STUDENT_ID	Please enter Student ID			Text
SYEAR_FROM	1 Enter the FROM School Year			Text

[< Prev](#)

Page: **1** / 6

[Next >](#)

**Available System Variables**

Variable	Description
DATE	Current date
SYEAR	Currently selected school year
STAFF_ID	Currently selected user or logged in user, if no user selected
STUDENT_ID	Currently selected student or logged in student, if no student selected
MARKING_PERIOD_ID	Currently selected marking period
SCHOOL_ID	Currently selected school
COURSE_PERIOD_ID	Currently selected section
ORIGINAL_STAFF_ID	Originally logged in user, when using login as

Updated so if the Edit Variables "Type" is set to "Pull-down (Multiple) Query," upon running the report, the pull-down will select all options by default. Users can then edit the selections, as needed.

[Edit Variables](#)

[< Prev](#)

Page: **1** / 6

[Next >](#)

Variable	Title	Default	Options	Type
				Checkbox
0	SELECT distinct id as value, title as			Pull-down (Multiple) Query
0	SELECT			Pull-down Query
	SELECT			Pull-down Query
	SELECT			Pull-down (Multiple) Query

[Edit Variables](#)

[< Prev](#)

Page: **1** / 6

[Next >](#)

Variable	Title	Default	Options	Type
				Checkbox
0	SELECT distinct id as value, title as			Pull-down (Multiple) Query
0	SELECT			Pull-down Query
	SELECT			Pull-down Query
	SELECT			Pull-down (Multiple) Query

## Scheduling

### Courses & Sections

Updated the "Course Number" field to allow up to 50 characters; previous functionality allowed 25 characters. Note: If the setting "Max Course Num Length" is set via Setup > System Preferences > School Preferences/Default School Preferences > Scheduling tab, the field will allow the entered amount of characters.

10.0.0 New Feature Release Notes

Page 53

## Loading Reports

Added a new report tab to Loading Reports called “Percentage of Requests Scheduled.” The report displays the percentage of requests that were scheduled (the total number of requests fulfilled/the total number of requests entered) by school. The Gradelevels pull-down can be used to view specific grade levels on the report.

<div> Percentage of Students Scheduled Students with Incomplete Schedules Students with Conflicting Schedules </div> <div> Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests </div>								
Percentage of Requests Scheduled								
This report lists the percentage of requests scheduled (number requests fulfilled / number requests submitted). <div>Gradelevels: <input type="text"/> <input type="button" value="Go"/></div> <div>Search <input type="button" value="Go"/></div>								
20 schools								
School	School Num	Number of Students	Number of Requests Fulfilled	Number of Requests Submitted	Percent Scheduled	Number of Requests Fulfilled S2	Number of Requests Submitted S2	Percent Scheduled S2
1111 - Employee Self Service		0	0	0	0%	0	0	0%
Adult Education - 9103	9103	263	0	0	0%	0	0	0%
Applicants	9898	0	0	0	0%	0	0	0%
Family Empowerment Scholarship - 3900	3900	29	0	0	0%	0	0	0%
Florida Community College - C908	C908	0	0	0	0%	0	0	0%
Florida Virtual HS - 0600	0600	0	0	0	0%	0	0	0%
Florida Virtual MS - 0500	0500	0	0	0	0%	0	0	0%
Elementary - 0251	0251	621	0	0	0%	0	0	0%
Juvenile Detention Center - 0294	0294	1	0	0	0%	0	0	0%
School K-8 - 0291	0291	858	1737	1771	98.08%	0	0	0%
School 6-12 - 0131	0131	674	3458	4242	81.52%	1	2	50%
Non-Public In State Schools N999	N999	0	0	0	0%	0	0	0%
School K-8 - 0321	0321	605	0	0	0%	0	0	0%
Owl High School - 0041	0041	754	4857	5362	90.58%	5	6	83.33%
Shellfish High School - 0101	0101	1279	8296	10362	80.06%	67	146	45.89%
Transfer School - 8888	8888	0	0	0	0%	0	0	0%
Virtual-Approved Provider - 7001	7001	2	0	0	0%	0	0	0%
Virtual-District Franchise - 7004	7004	13	0	0	0%	0	0	0%
Virtual-District Provided - 7006	7006	0	0	0	0%	0	0	0%
Virtual Instruction Prog(K-5) - 7023	7023	4	0	0	0%	0	0	0%

Added the ability to remove students displaying on the Students with Incomplete Schedules report. This may be useful if certain students (such as juniors and seniors) do not need to have all periods scheduled to be considered “fully scheduled.” This is controlled by the permission “Allow User to Dismiss Students on Loading Reports” in Users > Profiles. When this permission is enabled, the Dismiss Student column displays on the report. Select the check box next to the students to remove from the report and click Save Dismissed Students. The dismissed students are removed from the report. Click Show Dismissed Students to display the dismissed students on the report. Click Hide Dismissed Students to remove the dismissed students from the report.



Percentage of Requests Scheduled

Courses with Unfilled Requests   Overfilled Sections   Underfilled Sections   Unfilled Requests

Percentage of Students Scheduled   **Students with Incomplete Schedules**   Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: January 10 2020   Marking Period: 3rd 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08   Update

☒ Hide Dismissed Students   ☒ Save Dismissed Students

Search Screen   **Simple List**   Customized List

9 Students with incomplete schedules

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input checked="" type="checkbox"/>	[Student Name]	[Student ID]	12				X	X	X	X
<input checked="" type="checkbox"/>	[Student Name]	[Student ID]	12	X	X	X				
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X					
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X					
<input type="checkbox"/>	[Student Name]	[Student ID]	11	X		X	X	X	X	X
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X	X			X	X
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X	X	X	X		
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X			X	X	X
<input type="checkbox"/>	[Student Name]	[Student ID]	12	X	X					

## Print Class Lists

Added a file type (PDF or CSV) "Format" pull-down from which users can select how they want to Download Class Lists.

Section Choose

Courses

Periods

Teachers

Marking Period Full Year

Effective Date May 24 2019

☒ Include Future Active Students  
☐ Include Co-Teacher Sections  
☐ Include Inclusion Classes

☐ Include Inactive Students

**Format** CSV   Download Class Lists   Reset

## Requests Reports

Added the ability to remove students displaying on the Students with too few Requests report. This may be useful if certain students (such as juniors and seniors) do not need to have all periods scheduled to be considered "fully scheduled." This is controlled by the permission "Allow User to Dismiss Students on Requests Reports" in Users > Profiles. When this permission is enabled, the Dismiss Student column displays on the report. Select the check box next to the students to remove from the report and click Save Dismissed Students. The dismissed students are removed from the report. Click Show Dismissed Students to display the dismissed students on the report. Click Hide Dismissed Students to remove the dismissed students from the report.

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to add to his or her requests.

Periods in the School Day:
☒ 01
☒ 02
☒ 03
☒ 04
☒ 05
☒ 06
☒ 07
☒ 08

☒ Hide Dismissed Students
☐ Save Dismissed Students

667 Students with too few Requests

Dismiss Student

☒
☒
☐
☐
☐
☐
☐

Student	Gradelevel	Student ID	Number of Requests	Number of Credits
	09		7	7.00
	11		7	7.00
	10		7	7.00
	11		7	7.00
	11		7	7.00
	12		6.5	5.00
	10		7	7.00

Search

## Student Schedule

Updated so that when the “Include Inactive Courses” check box is selected on the Student Schedule screen, it remains selected for that user until the user deselects the check box. When the user navigates to a different student or leaves and returns to the screen, the check box will remain selected.

## Setup

### Application Editor

Removed the “Show on Parent Portal” check box. Forms are made available to profiles in Users > Profiles. Select Menu in the Permission Type pull-down. In the Forms section, select the permissions for the forms.

### Attendance Calendar

Added a bell schedule pull-down allowing users to select bell schedules on applicable days of the calendar. In order for the bell schedules pull-down to display, there must be more than one bell schedule setup via Setup > Periods.

- The pull-down defaults to N/A; if another selection is not made, the bell schedule set for the section via Scheduling > Courses & Sections is used.

**FOCUS Attendance Calendar** Lizette Ga

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Employment

Calendar Month: September 2019 (Showing 20 out of 199 attendance days)

PN DAY

+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday
1	2 Labor Day	3
8	9 Bell Schedule: AM: 07:45 am - 09:00 am EVE: 03:30 pm - 08:30 pm FULLDAY: 06:45 am - 03:30 pm MID: 09:10 am - 11:30 am PM: 11:35 am - 03:00 pm	10
15	16 Test CTC	17
22	23	24

## Community App

Removed the ability to set up Facebook social media feeds in the Community App.

## District Fields (New Screen)

Added the District Fields screen, which allows districts to create as many custom fields as needed to display on the new District Info screen.

**FOCUS District Fields** Lizette Garcia

Owl High School - 0041 SIS  
2019-2020 3rd 9 Weeks ERP

Categories Fields

Export Filter: OFF

Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields
						- 0 +	Add Icon	
	District Info	Owl Hi...	System Administrator	System Administrator		- 0 +	Add Icon	Edit Fields

- The District Fields screen functions just like the Student Fields screen or the User Fields screen.

The new District Fields screen is viewable and editable when the appropriate permissions are given via Users > Profiles: District Setup: District Fields.

## District Info (New Screen)

Added the District Info screen, which allows districts to customize district information based on the fields displayed; fields can be customized via the new screen, District Fields.

**District Info**

Focus District

District ID: 1

**District**

Focus District  
\* District Name

Focus  
\* District Short Name

Focus\_LMS\_300.png  
\* District Logo

Filter fields...  
District Info

**District Info**

District Phone Number 8139084457

**Errors**

✖ District Logo

The new District Info screen is viewable and editable when the appropriate permissions are given via Users > Profiles: District Setup: District Info.

The following system district fields are included: District Name, District Short Name, and District Logo.

- To enable these fields, permissions must be given via Users > Profiles > Permission Type: District Fields (New Permission Type).

**Profiles**

Permissions Module Report Profile Report Permission Report

Permission Type: District Fields Role: Admin

Profiles: System Administrator

Submit Save

**District Fields**

District	View	Edit
District Name	<input type="checkbox"/>	<input type="checkbox"/>
District Short Name	<input type="checkbox"/>	<input type="checkbox"/>
District Logo	<input type="checkbox"/>	<input type="checkbox"/>

District Info	View	Edit
District State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District Phone Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District City	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Users click the District Name, just as they would click the Student Name in Student Info to edit additional general information, in this case, the built in system fields, which includes the District Name.
- When a District Logo is uploaded here, the logo uploaded replaces all current logos throughout Focus.

## External Schools (Texas Only)

Added a new program called External Schools to maintain a list of all Texas schools. The list of schools can be maintained by adding, editing, and deleting schools in the datatable or using the Import feature. Access to the External Schools screen is controlled by View and Edit profile permissions in Users > Profiles.

Export

Import

Filter: OFF

Toggle Columns

School Number	School Name	Contact Title	Contact Prefix	Contact First Name	Contact Last Name	Address 1	Address 2	Address 3	City	State	ZIP Code	Phone	Fax	Email	County
45542345	4vg5345	ghjj	ghghjgg	dfdsf	sdfs	sdf	sdfs	sf	fdf	sdfsdf	sdfs	dsfdsf	sdf	sdfsdf	sdfs
thisistest	lalala	bcv	bvcv	cbcv	cvvb	cvb	cvvbcvbcv	cvvb	vvb	b	cvb	sdf	sdf	dfas	df
school number	school name					address 1			city	FL	zip				
001-902-001	test 10	PRINCIPAL	MR	USSELL	HOLDE	dfd	fdf	dfd	CAYUC	TX	75832-04	(903) 9	(903)	admin:	ANDER
7771115555	Test 2	ggggg	aaa	ssddf	gfgf	2222 test	gfg	fgfdg	Clearv	FL	33759	fgfd	fgf	gdg	dfgdf
000-000-099	test 4	dfdf	dfa	df	fdf	fdf	fd	fdf	df	f	fdf	dfdf	dfdf	dfdf	NO Sct
001-903-041	test 5	PRINCIPAL	MRS	EBECCA	HUF	301 E PAR			ELKH	TX	75839-97	(903) 7	(903)	sfox@	ANDER
001-903-001	test 6	PRINCIPAL	MR	ASON	W IVE	301 E PAR			ELKH	TX	75839-97	(903) 7	(903)	hneug	ANDER
001-903-101	test 7	PRINCIPAL	MRS	ANA	K HERRIN	301 E PAR			ELKH	TX	75839-97	(903) 7	(903)	ddance	ANDER
001-903-002	test 8	PRINCIPAL		dfdf	dfdf	301 E PAR			ELKH	TX	75839			tpyeat	ANDER
001-902-041	test 9999	hfhfhgh	MRS	HghERRI	MCINNI	P O BOX 4			CAYUC	TX	75832-04	(903) 9	(903)	admin:	ANDER
1111	Test1	bb	thrrh	rthrr	thrrh	111 test st	rthrr	rth	Clearv	FL	33759	rthrr	rth	rth	rth
3333	test3	cc	fgfg	fgdf	fgdg	3333 test	dsfd	fer	Clearv	FL	33759				

## Gradebook Templates

Added the ability for the district to set the color on a category in a Gradebook template.

(C) English Hon 3
Remove

**Template Options**  
Title: English Hon 3  
Enabled: Yes  
Allow Teachers to:

Categories
Assignments

Add
☒
☐

Modify
☒
☐

Courses to include  
☐ All Courses  
1001380H

**Assignment Categories**

	Category	Weight	Drop Lowest	Color	Sync	
	Extra	10.00%	0		Sync (4) Excl (0)	
	Test Me	10.00%	0		Sync (2) Excl (0)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Add"/>

- If teachers have the profile permission “Edit Template Category Color” under Gradebook Categories & Assignments in Users > Profiles, they can edit the color on the Gradebook Categories & Assignments screen.
- If administrators have the profile permission “Edit Template Category Color” under Gradebook Assignments (teacher program) in Users > Profiles, they can edit the color on the Gradebook Assignments screen.

## Importer

Updated the Parser column names so they match test history table names; columns are now automatically mapped in the test history import.

STUDENT_ID	<input type="text" value="student_id"/>
TEST_ID	<input type="text" value="test_id"/>
ADMINISTRATION_DATE	<input type="text" value="administration_date"/>
YEAR	<input type="text" value="year"/>
GRADELEVEL	<input type="text" value="gradelevel"/>
LEP_INFO	<input type="text" value="lep_info"/>
TRANSCRIPT	<input type="text" value="transcript"/>
DJJ_INFO	<input type="text" value="djj_info"/>
TEST_LEVEL	<input type="text" value="test_level"/>
TEST_FORM	<input type="text" value="test_form"/>

Updated the Match Students Tool so when users import a CSV, records that belong to the same student (same first name, last name, and birthdate) will be automatically matched.

Updated the preview of parser query to include the following columns: "first\_name," "last\_name," "birth\_date," and "school."

Added "first\_name," "last\_name," "birth\_date," "school" columns to importer\_test\_history\_parsed table so users can send the parsed files to Match Students when applicable.

Added the following Gradebook Importer tools:

- Setup tools: "Gradebook Comment Codes," "Gradebook Templates," "Gradebook Templates Courses to Exclude," "Gradebook Templates Courses to Include," "Gradebook Template Categories," and "Gradebook Assignment Types."
- SIS tools: "Gradebook Assignments" and "Gradebook Grades."

Added subject\_id to mapped fields for the Schedule and the Course Periods importer tool.

Added the following import tools for the following tables:

- Setup: standard\_categories\_1 (subject areas), standard\_categories\_2 (grade levels), standard\_categories\_3 (strands), standard\_categories\_4 (clusters), standards, and standards\_join\_courses
- SIS: student\_standard\_grades



## Marking Periods

Updated so when Grade Posting final grades date range is different from Standards Grade Posting date range, applicable teachers will only receive Portal alerts for Standard Grades; previously, teachers would receive Portal alerts for both standard and final grades making it unclear as to which grades they were required to post.

### Marking Periods

[Setup](#)
[Students](#)
[Users](#)
[Scheduling](#)
[Grades](#)

1st 9 wks

1st 9 wks	Q1	2
Title	Short Name	Sort Order
Aug 12, 2019		Oct 11, 2019
Begins		Ends
Sep 13, 2020		Oct 27, 2020 4:00 PM
Grade Posting Begins		Grade Posting Ends
Sep 13, 2019		Sep 27, 2019 4:00 PM
Standards Grade Posting Begins		Standards Grade Posting Ends
Course Registration Begins		Course Registration Ends
Grade 12 Posting Begins		Grade 12 Posting Ends

1 Year

Year

Full Year

2 Semesters

Semester

Semester 1

Semester 2

Alerts

You need to Post Standard Grades for 1st 9 wks by Sep 27, 2019 at 04:00 PM:

[Period 02 - LANG ARTS GRADE K](#)

[Period 04 - MATH GRADE K](#)

[Period 08 - WORKHABITS](#)

[Period 08 - CONDUCT](#)

You need to take attendance today:

[Period 01 - HOMEROOM](#)

## Run Lottery

Updated so that the Run Lottery screen now contains two tabs, Standard and Specialized. The Standard tab contains the previously existing lottery options. The Specialized tab uses new priority chart options, High Applicant Pool, Medium Applicant Pool, and Low Applicant Pool. A student meets the priority requirement when they have an address in-district (present in the address\_to\_district table) and the "choice\_pool" column on the associated address\_to\_district row has been marked as "High," "Medium," or "Low."

## Run Query

Added “Export JSON,” which allows users to download the query results in a JSON file (JavaScript Object Notation).

Removed the “Run Plugins” option from the toolbar.

## Scheduled Jobs

Added a scheduled job called “EOY Attendance Calculation,” which maintains the same functionality as the Update Enrollment Attendance Fields option in EOY Processing via Florida Reports. When the job is run, the fl\_days\_present, fl\_days\_absent, and fl\_days\_absent\_not\_disc columns on the students’ enrollment records are updated. Note: This scheduled job only appears on Florida sites. Results can be verified via Runquery.

Updated the “FLEID Export/Import” job, to reflect FLEID changes because zeros are no longer accepted by the Department of Education (DOE). This change has been reflected in the manual send process previously and has now been applied to the scheduled job.

## School Choice Reports

Added new profile permissions to Users > Profiles for the School Choice Reports screen for each of the tabs:

- Magnet Student List (View and Edit)
- SPA Student List (View and Edit)

- Choice Student List (View and Edit)
- Program Report (View)

## School Choice Setup

Added a new option “Verify All” to the Custom Fields section of the Customize Application tabs. If a student applies to two or more programs in the same category, and the field is verified for one program, it is automatically verified for the other programs when “Require Verification” and “Verify All” is selected on the custom field. When “Verify All” is not selected on a custom field, the field is only verified for the one program.

Program Categories

Programs

Program Continuity

Transportation Zones

Former Zones

Priority Charts

Priority Chart Rankings

Customize Application - Magnet

Customize Application - SPA

Customize Application - Choice

Custom Fields

Prev

Page: 1 / 2

Next

Export

Filters OFF

Add Field

Title	Type	Note	Sort Order	Pulldown Options	Show on Report	Require Verification	Verify All	Delete
	<div> <div>Checkbox</div> <div></div> </div>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checkbox - Require	<div> <div>Checkbox</div> <div></div> </div>		1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Date - Require	<div> <div>Date</div> <div></div> </div>		2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pull Down - Require	<div> <div>Pull-Down</div> <div></div> </div>		3	1 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Text - Require	<div> <div>Text</div> <div></div> </div>		4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Checkbox - Not Re	<div> <div>Checkbox</div> <div></div> </div>		5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date - Not Require	<div> <div>Date</div> <div></div> </div>		6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pull Down - Not Re	<div> <div>Pull-Down</div> <div></div> </div>		7	1 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Text - Not Require	<div> <div>Text</div> <div></div> </div>		8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checkbox - Require	<div> <div>Checkbox</div> <div></div> </div>		9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Date - Require All	<div> <div>Date</div> <div></div> </div>		10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Prev

Page: 1 / 2

Next

## System Preferences > Default School Preferences > General

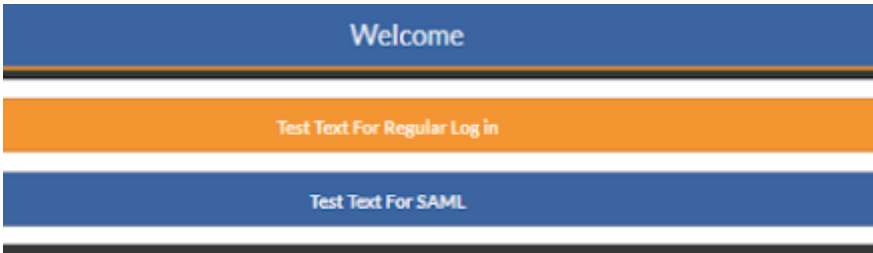
Added a new preference “Custom Scripts,” where the district can enter their custom ADA compliance script to apply to all Focus pages.

Added a new preference “Login button text for Mobile App,” which allows users to alter the text on the normal Focus login button on the mobile app.

Added a new preference, “Single Sign-On button text for Mobile App,” which allows users to alter the text on the SAML login button on the mobile app.

Renamed all settings beginning with “Use SAML authentication...” to “Use Single Sign-On for parents,” “Use Single Sign-On for students,” and “Use Single Sign-On for staff.”

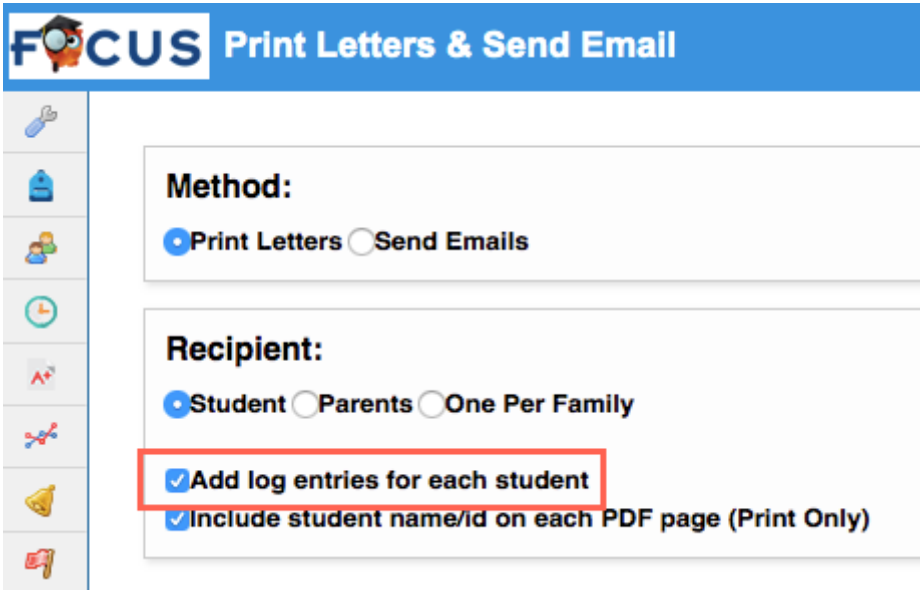
- Previously these three preferences would dictate what log in buttons were displayed on the app. If enabled, the preferences would add a new login button on the mobile app. The Mobile App has now been updated so these three preferences no longer have an affect on the mobile app login, which is now controlled by the SSO set up on the new “Single Sign-on” tab.
  - When the SSO is set up a second button displays and users can customize the text displayed on the button by enabling: “Single Sign On button text for Mobile App.”
  - If the automatic redirect preference is set on the “Single Sign-on” tab, only one button displays which redirects the users to the SAML sign in page (as if you previously had all three of the single sign on preferences selected).



Added two new preferences “Allow parents to view inactive students” and “Allow parents to view students over 18.” These preferences are enabled by default.

**System Preferences > Default School Preferences/School Preferences > General**

Added the settings, “Add student log entries by default when using Print Letters and Send Emails” and “Add user log entries by default when using Print Letters and Send Emails.” When either of these settings is enabled, the “Add log entries for each student” and/or “Add log entries for each user” check box will be selected by default when on the Print Letters & Send Email screen.



**System Preferences > Default School Preferences/School Preferences > Grading**

Added a new preference, “Hide Comments, Conduct and local posting fields for all marking period not setup as quarters. All marking periods not housed in the school\_quarteres table,” which when enabled allows users to select the types of posting options that should be restricted to quarters via the “Hide Options” pull-down.

## System Preferences > Default School Preferences/School Preferences > Enrollment

Added a new preference “Ignore Re-Enrollment Restrictions.” When this preference is enabled for a school, active re-enrollment restrictions set for a student on the Re-enrollment Restrictions student logging field are ignored when the student is enrolled at that school.

## System Preferences > Single Sign-on (New Tab)

Added the “Single Sign-on” tab for configuring both LDAP and SAML.

Setting up LDAP: Users will click “Add a single sign-on profile” and select LDAP. Users will then be required to enter the following information:

- Host URI(s), Authentication Method, Search Filter, Search Base DN, Search Username, Search Password, Username Prefix, Username Suffix, Username Regular Expression, Protocol Version, and Chase Referrals.
- Users can “Test Login” and “Test Logout” via the corresponding buttons, as well as “Delete Profile.”

Setting up SAML: Users will click “Add a single sign-on profile” and select SAML. Users will then be required to enter the Metadata URL, then click the green cloud in order to pull in the additional required fields.

School Preferences Default School Preferences Default User Preferences District Preferences **Single Sign-on**

**General Settings**

Provider Title: SAML Provider Provider ID: da6228d3e7 Automatic Login Redirect: No

**Identity Provider Settings**

Metadata URL: https://samitest.id/saml/idp Entity ID: https://samitest.id/saml/idp Single Sign-On Endpoint: https://samitest.id/idp/profile/SAML2/POST/SSO Single Logout Endpoint: https://samitest.id/idp/profile/

Auto-update Certificates: Yes Ignore Unencrypted Assertions: Yes NameID Format: SAML 1.1 Unspecified Allow Creating NameID: Yes

Identity Provider Certificates

- Additional SAML settings include:
  - Automatic Login Redirect: Select “Yes” to automatically send users to the SAML login screen. Select “No” to display the Focus login screen with the Single Sign On button, which, when clicked, will redirect users to the SAML login screen.
  - Force Authentication: Select “Always” to ensure users always have to enter their credentials when logging into focus. Select “After Logout” to ensure users have to enter their credentials again after logging out of Focus. Select “Never” to ensure users are able to be logged back into Focus when clicking the Single Sign On button after they have been logged out then be logged back in without entering their credentials.

## Students

Added a validation check to ensure the “Enrollment Date” selected is a day that school is in session per Setup > Attendance Calendar when adding a new student via **Students > Add a Student** or updating student info via **Students > Student Info > Enrollment tab**.

### Add a Student

Updated so users who don’t have permission to “View Hidden Students” (Users > Profiles) can see that the student exists and is enrolled preventing them from creating a duplicate student record. While the student is visible in the search, all student data is hidden.

**FOCUS Add a Student**

Bethany (School Administrator) Admin Middle School 2018-2019 Quarter 4

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Eligibility Employee Self Service Florida Reports SSS Reports

Continue Save

\* First Name Middle Name \* Last Name Suffix

0035 Student ID \* Gender \* Birthdate Birth Year Local Student ID

Social Security ? Force Password Change Profile

Reset Fields Enroll as New Student Search

Exact Matches

No Records Found

Partial Matches

Export Filter: ON

	Photo	Relevance	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Grade Level	Address
Hidden Student Do Not Enroll		0%											

## Advanced Report

Added a "Print Preview" check box to the Print options located in the footer of the screen, which allows users to preview an advanced report before printing.

**Print Options**

Template:

Small Font: ☐

Print Preview: ☒

Back to Student List Print Create Report

Added "Start Date" and "End Date" field options to the Course History Available Fields tab.

**FOCUS Advanced Report** SIS ERP Lizette Garcia Owl High School - 0041

Student Search

Student

More Search Options

**Available Fields:**

- Teachers & Courses
- Schedule
- Course History
  - Catalog Fields
  - Course Fields
  - Section Fields
  - Semester Content
  - District
  - School

**Fields to Include in Report:**

- Start Date
- End Date



## Magnet/Special Assignment

Added new profile permissions to Users > Profiles for the Magnet/Special Assignment screen for each of the tabs:

- Magnet (View and Edit)
- SPA (View and Edit)
- Choice (View and Edit)

## Print Letters & Send Email

Added the option to “Include student name/id on each PDF page (Print Only)” when printing letters that are more than one page.

## Student Info

Updated so that when the “International Address” system preference is enabled in Setup > System Preferences > Localization tab, the Country field in Addresses & Contacts is now a pull-down for both the Physical Address and Mailing Address. While the address card displays the full country name, the ISO 3166-1 country code is saved in the database.

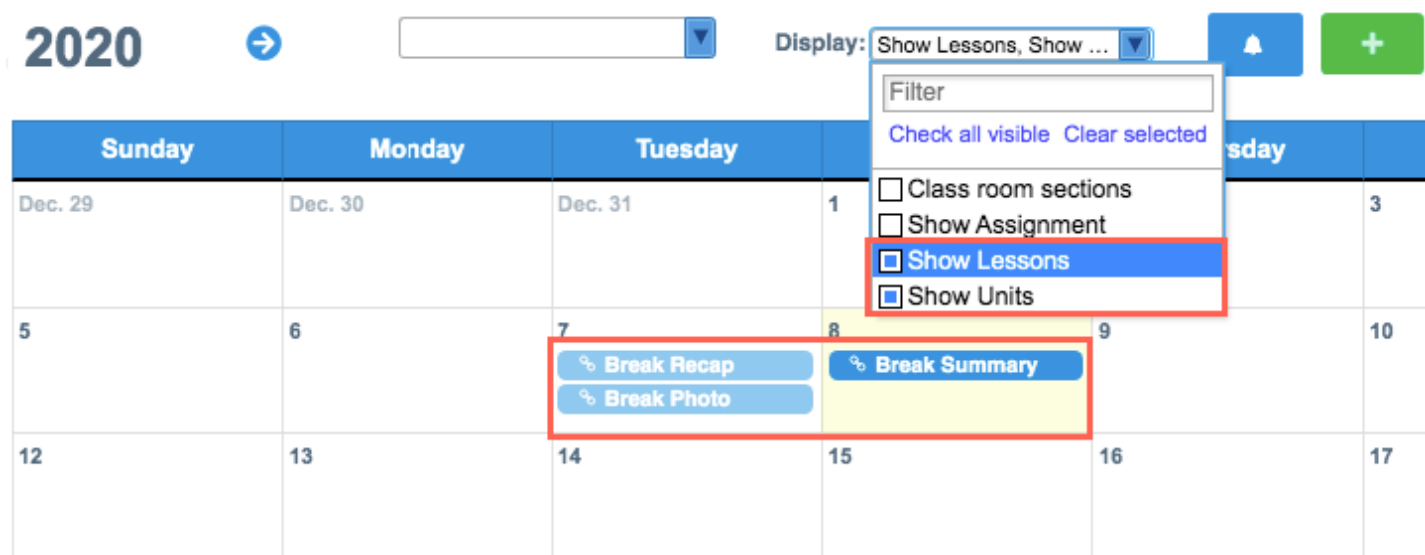
## Users

### Calendar (Previously My Calendar)

Updated so that events that were previously created in Setup > Calendars (now called Attendance Calendar) now display in Calendar.

Updated so that the Meeting Length is required when setting up availability. An error message will display if the Meeting Length is not set. Previously, when available times were defined but the Meeting Length was not set, parents could not request conferences.

Updated the “Display” pull-down, which now includes options to “Show Lessons” and “Show Units” in addition to displaying gradebook assignments and classroom sections. Units and lessons displayed are created via Web Pages > Units & Lessons tab. Note: These new options display for students and parents as well.



Updated so that the ability to select the SSS Service check box on an event and assign a service to a student is controlled by whether the user has the Edit permission for Services under Caseload & Services (for administrators) or the Edit Services permission under Caseload & Services (for teachers) in Users > Profiles.

Title

Staff:

Parents:

Students:

Category:

Date:

All Day ☐ Public ☐ SSS Service ☐

Set Time:

Save

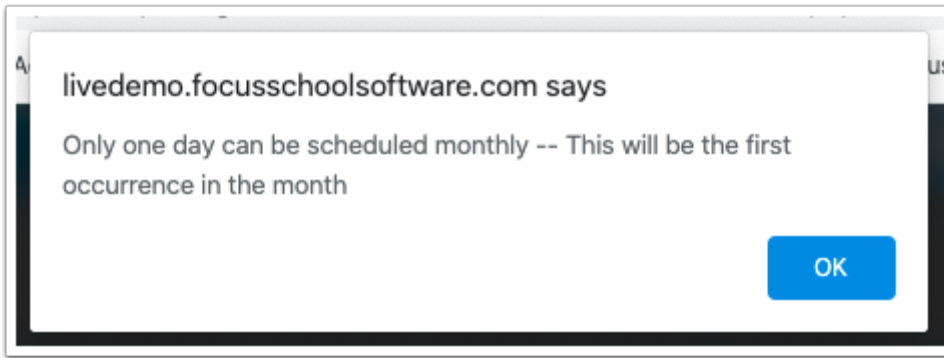
Added the ability for teachers to select the applicable sections on a recurring event.

The screenshot shows a web form for creating a recurring event. The form is divided into two main sections: 'Event' on the left and 'Days Scheduled' on the right. In the 'Event' section, the 'Section(s):' dropdown menu is highlighted with a red rectangular box. Other fields in the 'Event' section include 'Category:', 'All Day' checkbox, 'Set Time' fields, and a large text area. The 'Days Scheduled' section features a table with columns for days of the week (Sunday through Saturday), a 'Pattern' dropdown (set to 'Weekly'), and an 'Ignore School Year Range' checkbox. Below the table are 'From' and 'To' date pickers, a 'Generate Scheduled Days' button, and a 'No Records Found' message. A green button at the bottom right says 'Create Recurring Event'.

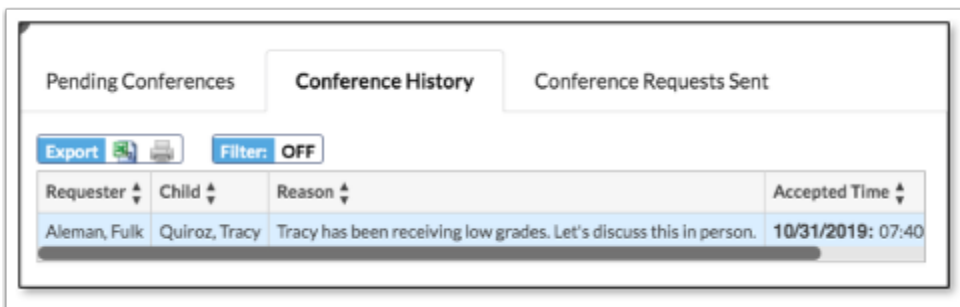
Added the option “Ignore School Year Range” to the Days Scheduled section when adding a recurring event. Selecting the check box will ignore the school year calendar and allow events to extend through the given timeframe.

This screenshot shows the same 'Create Recurring Event' form, but with the 'Ignore School Year Range' checkbox in the 'Days Scheduled' section highlighted by a red rectangular box. In this view, the 'Pattern' dropdown is set to 'Monthly', and the 'Monday' checkbox is selected. The 'Event' section on the left now includes additional fields: 'Staff:', 'Parents:', 'Students:', and 'Category:', each with a dropdown menu. It also has checkboxes for 'All Day', 'Public', and 'SSS Service', along with 'Set Time' fields and a large text area. The 'Days Scheduled' section includes the same table of days, 'From' and 'To' date pickers, a 'Generate Scheduled Days' button, and a 'No Records Found' message. The green 'Create Recurring Event' button remains at the bottom right.

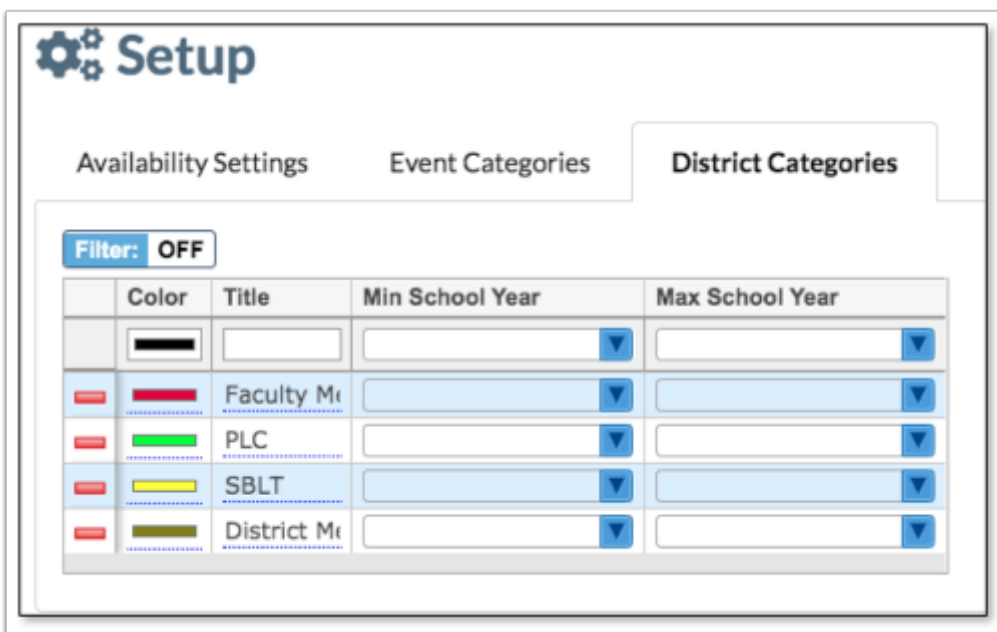
Updated so that when the Monthly pattern is selected for a recurring event, only one day can be selected. If more than one day is selected, a warning pop-up message is displayed.



Added the Conference History tab, which displays all past approved conferences. This is accessed by clicking the blue bell icon on the Calendar and clicking the Conference History tab.



Added the ability to set up District Categories. These are default categories that are available to all users when adding events. The ability to set up district categories is controlled by the new profile permission "Can create district categories" under Calendar in Users > Profiles.



Updated so that inactive schools are not included in the School(s) list when adding a Public event.

Updated so that the Requested Meeting Time(s) and Action columns stick to the right of the screen when scrolling in the Pending Conference Requests screen.

Updated so that users with the profile permission to post public events can edit other public events.

## My Preferences

Added the “Columns in User Lists” tab, which allows the user to select the columns to display in the Customized List when searching for users. This works similar to the existing “Columns in Student Lists” tab. The “Columns in User Lists” tab also displays in Setup > System Preferences > Default User Preferences to set default options for all users.

Save

Display OptionsStudent ListingColumns in Student ListsEmail NotificationsColumns in User ListsClass Section Names

Test Category - Users

Field	Display in User Lists
Time	<input type="checkbox"/>
Text with Suggestion	<input type="checkbox"/>
Text	<input type="checkbox"/>
Select One with Query	<input type="checkbox"/>
Select One	<input type="checkbox"/>
Select Multiple with Query	<input type="checkbox"/>
Select Multiple	<input type="checkbox"/>
Rich Text	<input type="checkbox"/>
Number	<input type="checkbox"/>
Long Text	<input type="checkbox"/>
Date	<input type="checkbox"/>
Checkbox	<input type="checkbox"/>
Referral	<input type="checkbox"/>
School Profile	<input type="checkbox"/>

Search ScreenUser ListCustomized ListCustomize User List

24 Users

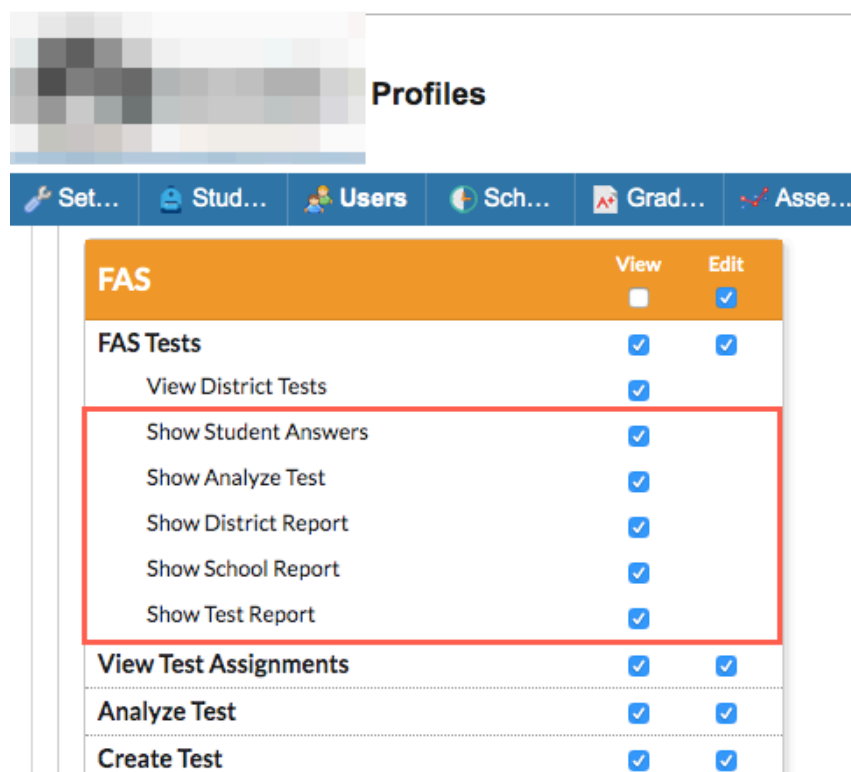
Send MessagesFilters: OFFSearch

User	Local ID	Staff ID	Profiles	Schools
			Teacher	
			District User	
			Secretaries	
			Data Technician	
			Data Technician	
			WDIS	
			Data Technician	
			District User	

## Profiles

Added the ability to control which tabs should be displayed via Assessment > FAS Tests for Admin and Teacher profiles; the following permissions have been added:

- Show Student Answers, Show Analyze Test, Show District Report, Show School Report, and Show Test Report.



Updated Messenger permissions now called: “Messenger: Allow Access” (previously Messenger: Restrict Access), “Messenger: Include Profile in Search” (previously Messenger: Remove Profile from Search), and “Messenger: Send Messages” (previously Messenger: Receive Messages Only).

Added the sub-permissions “Allow Parent to view Grade Details” and “Allow Student to view Grade Details” under the Grades permissions for parents and students. This is defaulted to on. This permission displays the View Detailed Report link on the Grades screen.

## Request Grade Changes

Added the teacher program Request Grade Changes to the Users menu for administrators, which allows administrators to submit grade change requests on behalf of teachers. Profile permissions for this screen are automatically given to users who have the permissions to Approve Grade Changes.

## CTE

## General

Added support for uPay, via Setup > Settings > Accounts Receivable > Merchant Accounts section > Type pull-down.

**Merchant Accounts**

Filter: OFF

Title	Type	Settlement Time	Credentials
Comm Ed.	Authorize.net		Edit Credentials   <input type="checkbox"/> Test Account
Adult Ed 9103	Filter Authorize.net uPay (Hosted Payment Gateway - Portal Only)		Edit Credentials   <input type="checkbox"/> Test Account

- In order to use the payment type selected in Purchase & Pay, users need to set up the cash drawer via Accounts Receivable > Cash Drawer Setup > Cash Drawers tab.
  - A Facility should not be assigned, the applicable Merchant Account should be selected, and the Portal Enabled? check box should be selected. Once setup, the payment type can be used in Purchase & Pay by students and parents.

**FOCUS** Cash Drawer Setup SIS ERP Lizette Garcia X D

**Cash Drawers Assign Drawers**

**Set Up Cash Drawers**

Export Filter: OFF

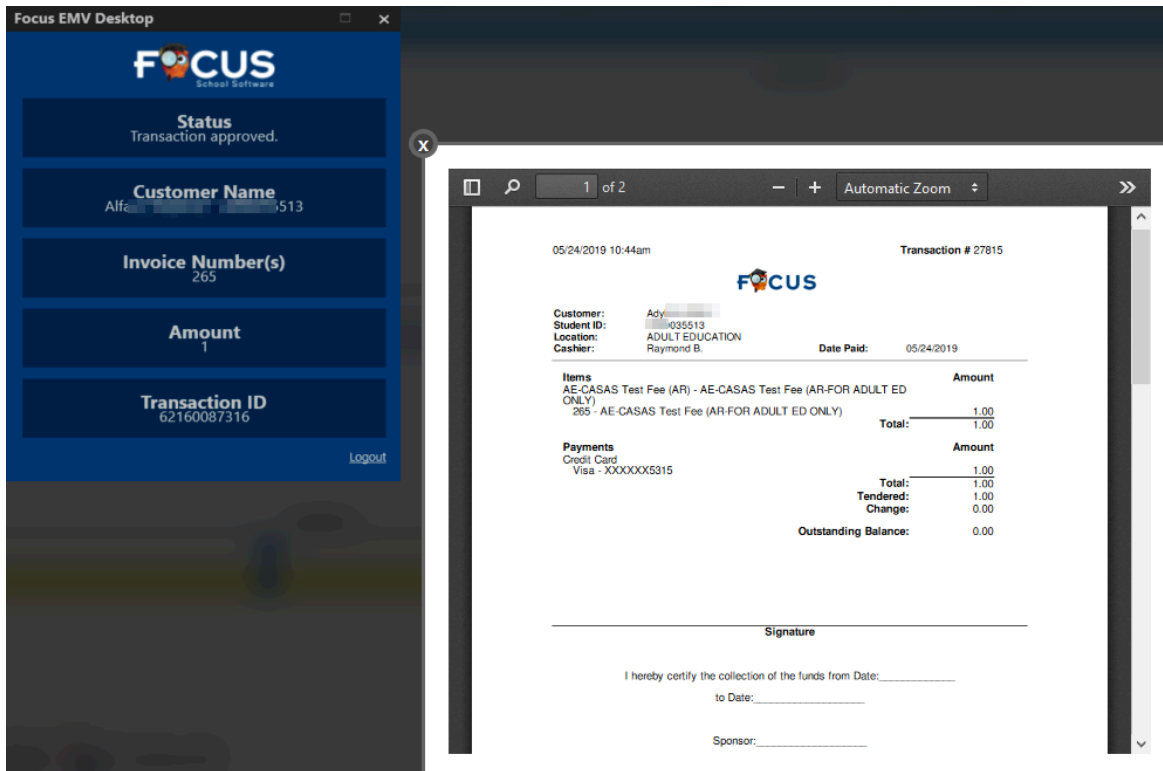
Title	Facility	Merchant Account	Initial Balance	Portal Enabled?
Comm Ed. uPay		Comm Ed.	0.00	<input checked="" type="checkbox"/>
AEUK - Anr	9103 : ADULT EDU...		0.00	<input type="checkbox"/>
AEUK - Anr	9103 : ADULT EDU...		0.00	<input type="checkbox"/>
KW - Ally	9103 : ADULT EDU...		0.00	<input type="checkbox"/>

- Note: Additional set up is required by Focus to integrate a new hosted payment gateway.

## Focus EMV Desktop

Added Focus EMV Desktop, which allows users to process cards equipped with computer chips and the technology used to authenticate chip-card transactions.





- Users can install Focus EMV Desktop by adding “Finance/Desktop/Focus\_EMV\_Desktop\_Setup.exe” to the Focus URL.
  - For example, [www.focusschoolsoftware.com/owls/Finance/Desktop/Focus\\_EMV\\_Desktop\\_Setup.exe](http://www.focusschoolsoftware.com/owls/Finance/Desktop/Focus_EMV_Desktop_Setup.exe)
- Once installed and logged in, users navigate to the Point of Sale screen just as they would previously to create a transaction. Users then select EMV/Chip as payment type, and insert the card. When the transaction is finalized, a window will pop-up stating: EMV Transaction Status: Invoice data sent to EMV application.
  - Click the Focus EMV Desktop program where the transaction will be processing. The transaction will then be finalized and a receipt will be generated as normal.

## Accounts Receivable (ERP)

### Funding Sources

Updated the Create Invoice tab so users can now add “Comments,” which print once the invoice is created.



Technical College  
1201 West Main Street  
FL

Invoice #1893404  
Due: 10/31/2019  
Invoiced: 10/01/2019

### Funding Source

PRE PAID 2016-2017  
475 Central Ave

Customer	Description	Authorization Code	Amount
Dani 3434	PRE PAID TUITION		54.00
Total:			54.00

Date	User	Comment
10/01/2019	Ben	Picture this

## Point of Sale

Updated invoices with unique constraints in the event that two transactions are executed simultaneously to create a POS invoice with two different invoice numbers; previous functionality allowed the two invoices to be created with the same invoice number.

Added a table called POS Transactions, which stores all data captured in each transaction including scheduling information, payments, refunds, voids, educational credits, etc. This change ensures receipts will be static and satisfy auditor requests, especially when students' schedule records are deleted. This change also eliminates the negative amounts reflected in POS when an educational credit is processed and the invoice is still open.

## Attendance

### Perfect/Excessive Attendance

Added the following columns to the report for Focus Post Secondary schools: "Days Present," "Attended Hours," and "Scheduled Hours."

- Note: These changes only apply to post secondary schools. The system preference, "Teachers enter hours present (recommended for some adult/vocational schools)" must be enabled via Setup > System Preferences > School Preferences/Default School Preferences > Attendance tab.

**FOCUS Perfect/Excessive Attendance** SIS ERP Lizette Garcia Focus Education 2019-2020 Quarter 4

Set... Stude... Us... Sched... Grades Asses... Atten... Discipl... Forms Billi... Eligi... Emplo... Florid... Reports

Perfect Attendance Excessive Absences Skip Report

Threshold: 0 absences Timeframe: School Year Show Teacher:  Ignore Excused Absences Go

Search Screen Simple List Customized List

17 Students  Filter Search

Photo	Student	Student ID	Grade	Days Absent	Days Present	Attended Hours	Scheduled Hours	Periods Tardy
	Car...	891	Grade 31	0	15	37:30	42:30	0
	Da...	872	Grade 31	0	15	37:30	42:30	0
	Kr...	894	Grade 31	0	15	37:30	42:30	0
	Le...	975	Grade 31	0	15	37:30	42:30	0

## Billing

### FA Worksheet

Updated so the Amount is automatically recalculated when the Hours field is adjusted in the Payment Periods section.

Annual PELL Schedule Award: 6195.00

ISIR LEU:

Calculated LEU %: 0.000

Payment Periods				
	#	Requested	Hours	Amount
<input type="checkbox"/>	1	<input type="checkbox"/>	450	3097.50
<input type="checkbox"/>	2	<input type="checkbox"/>	450	3097.50
<input type="checkbox"/>	3	<input type="checkbox"/>	200	1376.67
<input type="checkbox"/>	4	<input type="checkbox"/>	900	6195.00
	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

### Purchase & Pay

Added a "Cashier: Online" option, which displays on the header of the receipt, so administrative staff are quickly aware that the class was purchased via the online store by the student or parent.



Customer: Charles [REDACTED]

Student ID: 08685

Cashier: Online

Date Paid: 10/08/2019

Items	Amount
34524 new flat fee for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	25.00
34234 tution for 9900001 Adult Basic Education Mathematics (from Invoice #4827)	125.00
<b>Total:</b>	150.00
<b>Payments</b>	<b>Amount</b>
Payment - Credit	
Visa - 1111	150.00
<b>Total:</b>	150.00
<b>Tendered:</b>	150.00
<b>Change:</b>	0.00
<b>Outstanding Balance:</b>	0.00

Updated so students and parents are able to purchase class sections online until the "Start Time" of the class. Previously users could only purchase a class until the day before a class was set to start. Note: This only applies to sections that have been made available for purchase via SIS > Scheduling > Classes for Sale.

## Quote Course

Updated so the font size on the print out is now 12; the dates displayed now match the dates entered for the applicable marking periods.

## Scheduling

### Add/Drop Report

Updated so that the Completion Code column is displayed on the Add/Drop Report for post-secondary schools.

### Classes for Sale

Added the "Include Inactive Classes" check box to the screen. When selected, inactive classes for the school year are included on the screen.

Classes for Sale

Export Import Filter: OFF

☒ Include Inactive Classes

Section / Class	Start Date	End Date	Start Time	End Time	Total Seats	Filled Seats	Publish Start Date	Publish End Date
008050301 SPORTS RECREATION - KARATE 1 - GRADES K-8 - MW - 001	11/07/2019	12/17/2019	03:30 pm	05:00 pm	30	0		
006040102 PHOTOGRAPHY - DIGITAL CAMERA 1 - ADULTS - T - 001 - PHOTO T3:30-5:00	02/19/2020	04/30/2020	03:30 pm	05:00 pm	20	0		

## Setup (SIS)

### System Preferences

Added the “Enable Public Course Catalog” setting to Default School Preferences > Billing tab, which, when enabled, allows users to add “/catalog” to the login page URL in order to navigate to the Course Catalog screen (similar to the Purchase & Pay screen).

- Upon enrolling in a course via the “Enroll Now” button, the user will be directed to Billing > Purchase & Pay.

Course Catalog

Search

Keyword: Search... Class Start Date: 11/19/2019 to 03/19/2020 Courses: ABE/LNG A - ABE LANGUAGE Schools: 7012 - Adult and ... Zipcode: Zipcode

**Adult Basic Education Language**  
 ABE/LNG A - ABE LANGUAGE  
 7012 - Adult and Community Ed Center  
 Instructor: Ar...  
 Mon, Nov 25 - Fri, Nov 29 03:00 PM - 06:00 PM  
 Meeting Days: MW  
 \$55.00  
 No description available.  
 + Enroll Now

**Adult Basic Education Language**  
 ABE/LNG A - ABE LANGUAGE  
 7132 - Adult and Community Ed Center  
 Instructor: Mo...  
 Mon, Dec 2 - Fri, Dec 20 03:00 PM - 06:00 PM  
 Meeting Days: W  
 \$40.00  
 No description available.  
 + Enroll Now

Added the “Auto withdraw students: XXX days after schedule start date (leave blank if not using)” setting to Default School Preferences > Scheduling tab, which automatically sets a schedule Dropped date when one is not given. This operates on Purchase & Pay when purchasing a Course, on the Student Schedule screen, and when using Run Scheduler.

- When enabled, upon using Scheduling > Mass Add Course, the students' schedule Dropped date will take the Start Date entered and add the number of "days after schedule start date" entered in the setting.
- The Dropped date is automatically set regardless of how the student is scheduled into the course, by Mass Add Course, by Purchase & Pay, or by Student Requests, etc.

Added the "Allow the sale of Courses" setting to Default School Preferences > Billing tab, which allows users to sell courses as opposed to selling only sections of a course.

- When enabled, the "Store Category" pull-down is added to the Course set up via Scheduling > Courses & Sections. Note: If a store category is assigned at the section level, Focus will not let the Store Category be set at the course level and vice versa. If a Store Category is set at the Course level, the student will be scheduled into the section with the most open seats. The Classes for Sale screen is not used when selling courses.

**FOCUS Courses & Sections**

SIS ERP Tab

Setup Students Users Scheduling Grades Assessment Forms Billing Reports

**Theatre Arts IA** List Students in this Course List Unfilled Reqs

TH1-A-CRS-3483-3.0 Theatre Arts IA -

Course Number Title Prerequisites 1 Prerequisites 2 Prerequisites 3 Graduation Requirements Program Graduation Requirements Program 2 Graduation

0 - One Semester Course 03250100

Allow Students to Request this Course Schedule this Course first Course Sequence PEIMS Course Number Monthly Minutes (F

N/A No High Quality PK Program 00 - None N/A

PK Curricula Program Evaluation Type Student Instruction Type

3.0 No Blackboard HIGH Fine Arts - Automatic K-12 Online

Version Number Withdrawal Automatically LMS Program Grade Level(s) Course Length Store Category

**11 Programs** **9 Courses**

Subject	Course	Course Num
AP English Language	Art IA	ART1-A-BULK-1140-1.0
AP English Literature	Art IA	ART1-A-CRS-3342-3.0
Electives	Art IB	ART1-B-BULK-1141-1.0
English Language Arts	Art IB	ART1-B-CBE-1141-1.0
HIGH Fine Arts	Art IB	ART1-B-CRS-3343-3.0
Languages other than English	Music Studies, Music Appreciation I	MUSSMA1-CRS-3481-2.0
Mathematics	Music Studies, Music Appreciation I	MUSSMA1-CRS-3482-2.0
Physical Education	Theatre Arts IA	TH1-A-CRS-3483-3.0
Science	Theatre Arts IB	TH1-B-CRS-3484-3.0

Added the "Enable Form Fees" setting to Default School Preferences > Billing tab. This allows fees to be collected from application, re-enrollment, and Form Builder forms.

- Fees are set up in ERP in the Product List as services. The facility on the accounting strip must be the district facility.
- When the preference is enabled, the "Fee(s)" pull-down becomes available in the form options in Setup > Application Editor and Setup > Form Builder. Select the fee.

**FOCUS** Application Editor ☆

Form Setup Re-Enrollment Setup

Form: Online Application +

Completion Email Address: None ☒ Validate Email Addresses

Header Color: [Color Selection Row]

Header Image: **FOCUS**

Fee(s): [Field]

Save Form Settings Delete Form

**Form Settings**

Form Name: Untitled Form

Main Layout: Absolute ▼

Header Type: None ▼

Language: English [EN] ▼

Can View ⓘ [Dropdown]

Can Edit ⓘ [Dropdown]

Fee(s) ⓘ [Dropdown]

Show Footer ☐

Remove School From Requests ☐

- When the user comes to the end of the form, the payment screen is displayed and must be completed. Payments work with both Authorize.net and TouchNet. Transactions are viewable in the Transaction History tab of the Point of Sale screen.



# Setup (ERP)

## Settings

Added the setting, “Only generate 1098-T’s for students scheduled in courses with the selected CRC(s)” to the 1098-T tab, which when enabled only students who are scheduled into courses with Cost Reporting Codes in the selected CRC codes will have 1098-Ts generated via Accounts Receivable > Print 1098-T’s. These 1098-Ts will include all 1098-T applicable fees (even if that fee is not toward the course with CRC in the 300s). Note: Cost Reporting Codes are assigned via SIS > Scheduling > Courses & Sections > Section > Vocational/WDIS tab.

Adjustments	<input type="checkbox"/>
Scholarships and grants	
Include outstanding deferrals	
Includes amounts for the upcoming academic period	
Print students once	
Mask SSN on forms and report	
Only generate 1098-T's for students scheduled in courses with selected CRC(s)	<div><div><div><input checked="" type="checkbox"/> 341</div><div><input type="checkbox"/> 351</div><div><input checked="" type="checkbox"/> 352</div><div><input type="checkbox"/> 353</div><div><input checked="" type="checkbox"/> 354</div><div><input type="checkbox"/> 355</div><div><input type="checkbox"/> 356</div><div><input type="checkbox"/> 357</div><div><input type="checkbox"/> 359</div><div><input type="checkbox"/> 364</div></div><div><div>Filter</div><div>Check all visible Clear selected</div></div><div>341, ...</div></div>

Updated so when the “Use Authorize.net to Process Checks” setting is enabled via the Accounts Receivable tab, parents and students can enter and process check information via Billing > Purchase & Pay or when paying for a form fee via the Student Application, Reenrollment, or FormBuilder forms.

- When using Purchase & Pay, from the checkout screen, users enter check information in the “Pay by Electronic Check” section including the routing number, etc. in order to Complete Checkout.

OR

**Pay by Electronic Check**

Name of Bank \*  Name on Account \*

Account Type \*  Routing Number \*  Account Number \*

Sub-total: \$1.00  
Total to be collected: \$1.00

## Students

### Seating Charts (New Screen)

The Seating Charts found in the Students menu can be used instead of the attendance seating charts when the current school uses hourly attendance.

- The preference, "Teachers enter hours present (recommended for some adult/vocational schools)" must be enabled for teachers and other users to view the screen via Setup > System Preferences > School Preferences/Default School Preferences > Attendance tab, along with the permission for "Seating Charts" via Users > Profiles > Students section.

The Seating Charts screen is setup just like the screen found under the Attendance menu. See Notable > SIS > Attendance > [Seating Charts](#) for more information.

- The Seating Charts Students screen does not contain the “Assign” button, which allows teachers to take attendance on the Seating Charts Attendance screen. The ability to assign Positive Behaviors has been omitted from this screen as well. All other features are present on both screens and function the same.
  - In place of the Assign button on the Attendance screen is the “View” button allowing the user to exit editing mode and view the seating chart.

## ERP

### General

Updated the email users receive upon submitting employee requests via **Human Resources > View ESS > Employee Requests** tab or **Employee Self Service > Employee Requests**.

Leave Request - Hug [REDACTED] : [REDACTED] 258:XX - Is Approved Inbox x

Focus/SIS Student Information System master80 <noreply@focusmail.focus-sis.org> 3:55 PM (0 minutes ago) ☆ ↶ ⋮  
to me ▾

**Leave Request - Hug [REDACTED] : [REDACTED] 258:XX - Is Approved**  
Leave Request - has been approved

**Approved**

**Leave**

Staff Job	From Date	To Date	Bucket	Reason	Hours/Day	Current Balance	Requested Hours
01 TEACHER SCIENCE MIDDLE	05/27/2019	05/27/2019	SCK - Sick Leave	SCI - Sick Instructional	8	134.5	0

↶ Reply   ↷ Forward

## Budgeting/General Ledger

### Balancing Reports (New Screen)

Added the “Balancing Reports” to ensure the Trial Balance is balanced, which is available to users when given permission via Setup > Profiles.

The Balancing Reports screen contains the two tabs, “Trial Balance Audit” and “Accounts Receivable Audit.”

The Trial Balance Audit report is generated by the following criteria: Fiscal Year, Only Show Errors option, the Fund, and the Project.

- The Trial Balance Audit report displays the following columns: Fund, Project, Budget Encumbered, GL Encumbered, Encumbered Difference, Budget Expended, GL Expended, Expended Difference, Budget Revenue, GL Revenue, and Revenue Difference.

FOCUS Balancing Reports									
SIS ERP Lizette Garcia									
Trial Balance Audit Accounts Receivable Audit									
Criteria									
2018 Fiscal Year <input type="checkbox"/> Only Show Errors Fund: 0001 Project: 10 Records <input type="button" value="Export"/> <input type="button" value="Filter: OFF"/> <input type="button" value="Page Size: 25"/> <input type="button" value="Run Report"/>									
Fund	Project	Budget Encumbered	GL Encumbered	Encumbered Difference	Budget Expended	GL Expended	Expended Difference	Budget Revenue	GL Revenue
0110	0001	803,826.65	803,826.65	0.00	6,326,024.52	6,326,283.26	258.74	305.00	581.00
0292	0001	0.00	0.00	0.00	1,862,701.64	1,835,618.30	-27,083.34	0.00	0.00
0293	0001	0.00	0.00	0.00	2,055,300.00	2,055,300.00	0.00	0.00	0.00
0296	0001	0.00	0.00	0.00	9,288,850.00	9,288,850.00	0.00	0.00	0.00
0297	0001	0.00	0.00	0.00	2,200.00	2,200.00	0.00	0.00	0.00
0410	0001	265,665.43	265,665.43	0.00	1,720,693.62	1,720,693.62	0.00	0.00	0.00
0710	0001	23,006.24	23,006.24	0.00	1,095,241.20	1,095,241.20	0.00	0.00	0.00
0711	0001	24,280.54	24,280.54	0.00	144,340.01	144,340.01	0.00	0.00	0.00
0712	0001	108,690.29	108,690.29	0.00	11,249,815.40	11,249,815.40	0.00	0.00	0.00
0800	0001	8,864.52	8,864.52	0.00	44,322.60	44,322.60	0.00	0.00	0.00
		1,234,333.67	1,234,333.67	0.00	33,789,488.99	33,762,664.39	-26,824.60	305.00	581.00

The Accounts Receivable Audit report is generated by the following criteria: Fiscal Year, Cash Account, Only Show Errors option, the Fund, and the Project.

- The Accounts Receivable Audit report displays the following columns: Invoice Number, Invoice Date, Fund, Project, Invoice Amount, Balance AR, Balance Revenue, and Balance Cash.

## Bank Reconciliation/Internal Accounts Bank Reconciliation

Updated so the "Outstanding Debits" and the "Outstanding Credits" tab now display for finalized reconciliations.

Added "Page Size" and a "Records" count to the following tabs: Reconciled Checks, Outstanding Checks, Voided Checks, Check Errors, Reconciled Credits, Unreconciled Credits, Outstanding Credits, Reconciled Debits, Unreconciled Debits, and Outstanding Debits.

Existing Upload Current Reconciliation

Current Reconciliation - 04/01/2019 to 04/30/2019

Balances Reconciled Checks Outstanding Checks Voided Checks Check Errors Reconciled Credits Reconciled Debits

Reconciled Checks

< Prev Page: 1 / 3 Next > 239 Records Export Filter: OFF Page Size: 100

Check Date	Cleared Date	Bank	Check #	Amount	Vendor Name
02/13/2019	04/24/2019	0100 - CAPITAL BANK DISBURS. ACCT	507925	3,557.00	FLORIDA BANDMASTERS ASSOCIATION DISTRICT
03/15/2019	04/02/2019	0100 - CAPITAL BANK DISBURS. ACCT	508127	6,000.00	2 EXCEL LEARNING
03/15/2019	04/19/2019	0100 - CAPITAL BANK DISBURS. ACCT	508129	3,600.00	ADVANCE EDUCATION, INC
03/15/2019	04/02/2019	0100 - CAPITAL BANK DISBURS. ACCT	508138	8,870.00	ISLAND IRRIGATION, INC
03/15/2019	04/09/2019	0100 - CAPITAL BANK DISBURS. ACCT	508139	5,475.00	BREN
03/15/2019	04/03/2019	0100 - CAPITAL BANK DISBURS. ACCT	508146	25,000.00	CITY OF
03/15/2019	04/03/2019	0100 - CAPITAL BANK DISBURS. ACCT	508147	57,975.75	CITY OF POLICE DEPT.
03/15/2019	04/01/2019	0100 - CAPITAL BANK DISBURS. ACCT	508149	22,293.00	COG

Journal Report

Added a "Field Trip #" filter to the report's search criteria, which pulls field trip journals.

Journal Source

User

Vendor

PO #

Requisition #

Field Trip #

Invoice #

Check #

Manual JE #

Receipt #

BM #

Payroll Run

Employees

Date Range

Created Date Range

Amount

Debit Account

OR

Credit Account

Show Balances

Facility

Department

Fund

Function

Revenue

Object

Project

Program

Internal Account

Internal Sub-Account

Internal Project

Limit Results

Show Internal

Search

Search Results

7 Records

Export

Filter: ON

Toggle Columns

Page Size: 20

Date	Source	Amount	Description	Actions	Created Date	Debit	Credit	User	PO	FT	Invoice
05/24/2019 14:41:07	Field Trip Request Reallocated	187.50		Encumber	05/24/2019 14:41:07	1520	2720	Bennett, Raymond		1003	
05/24/2019 14:41:07	Field Trip Request Unallocated	187.50		Unencumber	05/24/2019 14:41:07	2720	1520	Bennett, Raymond		1003	
04/29/2019 15:30:00	Field Trip Budgeted	62.49		Unexpend	05/24/2019 14:41:07	1111	2510	Bennett, Raymond		1003	

Added an "AR invoice #" filter to the report's search criteria, which displays journals and receipts attached to the entered invoice.

Journal Report

Journal Source

User

Vendor

Receipt #

AR Invoice #  
4901

BM #

Payroll Run

Employees

Debit Account

OR

Credit Account

Show Balance

FUND

FACILITY

INTERNAL ACCOUNT

INTERNAL PROJECT

Limit Results

Show Internal

Search

1 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Date	Source	Amount	Description	Actions	Created Date
01/02/2020 14:33:31	AR Invoice Accrued	254.00		Accrue	01/02/2020 14:33:31
	Page Total	254.00			
	Grand Total	254.00			

## Development

### Setup Leave Bank Balances (New Screen)

Added the Setup Leave Bank Balances screen, which allows users to set beginning bank balances by entering the amount to be deposited or withdrawn to select banks. Users must enable the “Setup Leave Bank Balances” profile permission via Setup > Profiles to have access to this screen.

FOCUS

Setup Leave Bank Balances

Lizette Garcia

SIS ERP

Select bank

TE(Instructional)

Type

Deposit

Amount

Add transaction

Existing transactions

Prev

Page: 1 / 5

Next

Export

Filter: OFF

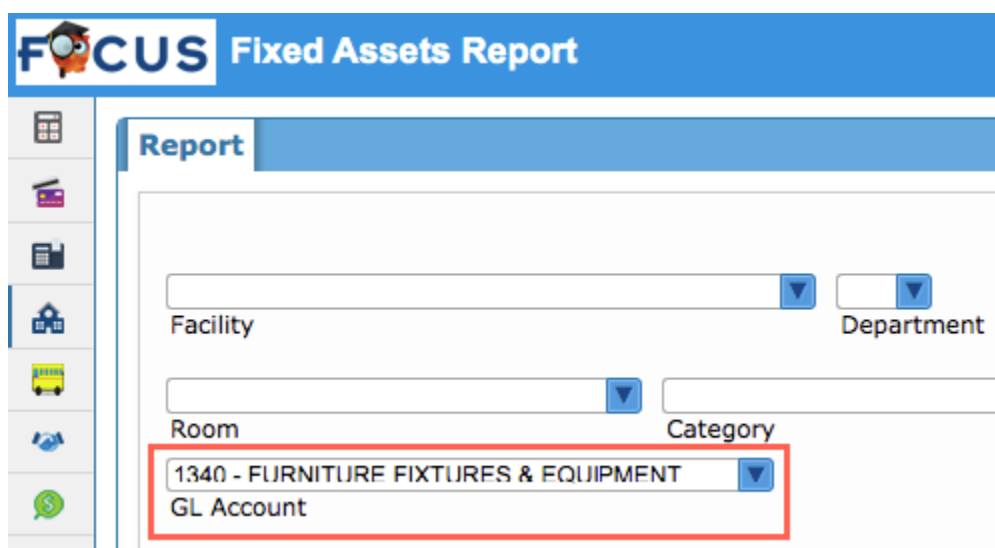
Amount	Bank	Staff ID	Transaction Date	
1207.3	TE(Instructional)	75	07/01/2018	Delete
528.645	AD-Adm/Support Staff	75	07/01/2018	Delete
160	AD-Adm/Support Staff	3232	04/22/2019	Delete
160	AD-Adm/Support Staff	23793	04/22/2019	Delete
75	TE(Instructional)	2970	04/22/2019	Delete
160	AD-Adm/Support Staff	23793	06/21/2019	Delete

## Employee Self Service

Renamed the Employment Agreements menu “Employee Agreements” when viewing the Employee Self Service module from the Student Information System (SIS) to match the screen name in Enterprise Resource Planning (ERP).

## Fixed Assets

Added a “GL Account” pull-down to the **Balances By Category Report** and the **Fixed Assets Report** search criteria allowing users to select a general ledger account assigned to any category via the Debit Account or Credit Account pull-down setup via Fixed Assets > Categories.



The screenshot shows the 'FOCUS Fixed Assets Report' interface. On the left is a vertical sidebar with icons for various functions. The main area is titled 'Report' and contains several search criteria fields: 'Facility' and 'Department' (both dropdown menus), 'Room' (dropdown menu), and 'Category' (text input). Below these is a 'GL Account' dropdown menu, which is highlighted with a red rectangular box. The selected value in the 'GL Account' dropdown is '1340 - FURNITURE FIXTURES & EQUIPMENT'.

## Manage Assets

Added a “MAC Address” and a “Warranty Date” field to the Current Asset tab upon clicking the Toggle More Information button; the fields have also been added to the Import Assets tab.



Existing Assets Create Asset **Current Asset** Depreciation Import Assets Mass Allocate

**Asset Information**

<b>Asset Category</b> 6410/N/A - COMPUTER U...	<b>Description</b> MACBOOK PRO 17-INCH W/MAGIC M	<b>Vendor</b> V002920 - APPLE INC
<b>Barcode</b> 00086467	<b>Purchased Price</b> 2713.00	<b>Salvage Value</b> 0
<b>Date Acquired</b> 11/04/2010	<b>Facility</b> 9442 - INFORMATION TEC...	<b>Department</b>
<b>Building</b> 9442 - Facility: 9442 Building:	<b>Room</b> 9442 PETE - Temp Room D...	<b>Assigned User</b>
<b>Last Inventoried</b>	<b>Assigned Student</b>	<b>Life Expectancy (Years)</b> 5
<b>Sold Amount</b>	<b>Asset Status</b> Active	<b>Net Current Value</b> 0
<b>Disposition Code</b> NI - NEW ITEM	<b>Disposition Date</b>	<b>Title Number</b>
<b>Vehicle ID</b>	<b>License Plate</b>	<b>Computer Type</b>
<b>Warranty Date</b> 10/12/2021	<b>Computer Role</b>	<b>Serial Number</b> C02DG1QND7C
<b>Manufacturer</b> V002920	<b>Model Number</b> ZOGP	
<b>MAC Address</b> 3et4gy		

Save  
Toggle More Information  
Purchasing Information

## Transfer Requests

Added a new option "Request Pickup" to the Request Transfer section of the screen. This option is available if the user has permission to the Courier Requests screen.

**FOCUS Transfer Requests**

Budgeting/General Ledger Purchasing/Accounts Payable Accounts Receivable **Fixed Assets** Transportation Human Resources Payroll

**Transfer Requests**

**Request Transfer**

**Destination Facility** 0031 - VERO BEACH HIGH SCHOOL

**Barcode** 01000204

**Request Pickup** ☒ **Request Transfer**

- When this option is selected and the request submitted, the Courier Pickup column in the Transfer History section displays a link that when clicked directs you to the Courier Requests screen.

**FOCUS Transfer Requests**

Budgeting/General Ledger Purchasing/Accounts Payable Accounts Receivable **Fixed Assets** Transportation Human Resources Payroll Work Orders Warehouse Setup Development Employee Self Service Forms

**Transfer Requests**

**Request Transfer**

**Destination Facility** 0031 - HIGH SCHOOL

**Barcode**

**Request Pickup** ☒ **Request Transfer**

**Transfer History**

Filter: ON

St Date	Request Status	Requester	Receiver	Destination Facility	Facility	Description	Manufacturer	Model Number	Serial Number	Barcode	Condition	Courier Pickup	Reason	Approve All
11/04/2019	Approved		N/A	0031 - HIGH SCHOOL	0021 - HIGH - FLC	BUILDINGS, SITES, REMODEL 0025	V			01000204		Courier Request 1		

- A courier request is created, which can be completed and submitted.

**CUS Courier Requests** SIS ERP

Budgeting/General Ledger Purchasing/Accounts Payable Accounts Receivable Fixed Assets Transportation Human Resources Payroll Work Orders Warehouse Setup Development Employee Self Service Forms

Drafts Request History View Request

**Request #: 1**  
**Asset Transfer for #01000204**

Status Approved Requester Requested 05/24/2019 09:10:25 Approved 05/24/2019 09:10:25 Created At 05/24/2019 09:10:24

Items

Export Filter: ON

Description of Item	Quantity	Units of Measure	Pickup Campus	Delivery Campus	Delivery Notes
Asset #01000204	1.00		0021 HIGH - FLC	0031 HIGH SCHOOL	

Files (Drag files to upload) Select Comments Submit

Post

## Human Resources

### Benefits

Added a "Deduction" and a "Contribution" pull-down to the Plans tab, which allows the district to select the deduction/contribution code to assign to the employee when the file is integrated with the benefits software. Once selected, the information will populate on the employee's Deduction tab if that plan is selected and "Recalculate Benefit Deductions" is clicked.

Plans Rates ACH Download RP140 Download FRS Contribution FRS Changes Missing Payments FRS Deposits Insurance Deposit

Detailed Coverage Invoice Enrollment Summary Sheet

Ignore recalcing benefits without jobs ☐ [Recalculate Benefit Deductions](#)

Filter: OFF

Option	Medicare Eligible Plan	Active	Months in Advance	Deduction	Contribution	Description
	<input type="checkbox"/>	<input type="checkbox"/>			030 035 ...	

Updated so the "Enrolled Date" entered via Employee > Deductions tab reflects the number entered in the "Months in Advance" field on the Plans tab; for example, if 3 Months in Advance is entered, the Enrolled Date (12/01/2019) entered for the employee will update to three months before the date entered (09/01/2019) when Recalculate Benefit Deductions is clicked.

Plans Rates ACH Download RP140 Download FRS Contribution FRS Changes Missing Payments FRS Deposits Insurance Deposit Detailed Coverage Invoice Enrollment Summary Sheet

Ignore recalcing benefits without jobs ☐ [Recalculate Benefit Deductions](#)

Filter: ON

Type	Liability Account	Provider	Option	Medicare Eligible Plan	Active	Months in Advance	Deduction	Contribution
Medical	1000 - ASSETS AN...							
Core Life	2360 - OTH POST E...	Basic Life 100K			<input checked="" type="checkbox"/>	3		06 503 Healt...
Core Life	2360 - OTH POST E...	Basic Life 50K			<input checked="" type="checkbox"/>	1		06 501 Healt...
Dental	2360 - OTH POST E...	Dental			<input checked="" type="checkbox"/>	1		06 231 He... 06 232 Healt...
Suppleme...	2360 - OTH POST E...				<input checked="" type="checkbox"/>			06 505 He... 06 221 He... 06 222 Healt...
Medical	2360 - OTH POST E...				<input checked="" type="checkbox"/>			06 241 He... 06 012 He...
Medical	2360 - OTH POST E...				<input checked="" type="checkbox"/>			06 014 He... 06 015 He...
Medical	2360 - OTH POST E...				<input checked="" type="checkbox"/>			06 016 He... 06 017 He...

Calculated by Job

Date of benefit is 12/01/2019

Status	Job	Class	Subclass	Contribution %	Contribution Amount	Deductions %	Deductions Amount	Employee Amount	Limit	By	Legal Lock	Vendor	Enrolled	Dropped
Manu	01 CLERICAL DA	06 HealthLifeDa	014 LHC DISAB		15.45		15.45				<input checked="" type="checkbox"/>		12/01/2019	
Manu	01 CLERICAL DA	06 HealthLifeDa	024 UNEMP DISB		6.34		6.34				<input checked="" type="checkbox"/>		12/01/2019	
Com	01 CLERICAL DA	06 HealthLifeDa	503 BASIC LIFE S		10.00		10.00				<input checked="" type="checkbox"/>		09/01/2019	
Com	01 CLERICAL DA	06 HealthLifeDa	014 LHC DISAB		12.56		12.56				<input checked="" type="checkbox"/>		02/26/2019	

Added a "Claim Reconciliation" tab, which allows users to compare the coverage file with the claim file. The new tab contains two tabs: "Invalid Claims" and "Valid Claims."

Benefits ☆

Plans Rates ACH Download RP140 Download FRS Contribution FRS Changes Missing Payments FRS Deposits Insurance Deposit Detailed Coverage Invoice Enrollment Summary Sheet **Claim Reconciliation**



Service File  No file chosen Coverage File  No file chosen

Invalid Claims Valid Claims

## Employee

Updated the "Hourly" field via Jobs tab > Details button > Min/Max Pay section, so it now supports up to 4 decimal places.

Min/Max Pay

Export  

Step	Annual Wages	Daily	Hourly	Contract	Period	Daily	Hourly	Hrs/Day
MINMAX-1			42.1234	85,594.75	3,566.45	336.99	42.12	8.00
								8.00

Updated so the "Days" field via Jobs > Details button > Step Pay Calculation updates when the employee's assigned calendar is changed via Payroll > Maintenance > Main Tables > Calendars.

Added a profile permission, "View "Modified by Name" determining whether users see the following columns: "Last Modified By," "Last Modified Date," and "Last Modified Time" of the Positions section on the Jobs tab. The profile permission is set via Setup > Profiles.

Updated the Benefits tab so the error message, "Years of service is null for this employee" no longer displays unless the plan selected has rates with years of experience populated.

Added the following columns to the Benefits tab: "Edit Rate," Edit Subsidy Amount," and "Total Rate of Plan" so users can edit the rate and Employer Subsidy amount if the calculated rates are \$0.

- If for any reason the user needed to change the rates for that employee, the fields added are editable. Otherwise, all information populates from deductions/contributions. The deduction amount should be the amount from the employee check and the contribution is what the school board pays towards the cost of the plan. The "Total Rate of Plan" is what is being paid to the insurance company for the cost of the plan for that employee.

SARG [redacted] Jobs Deductions Pay History Files **Benefits** Benefit Payments SARG [redacted] 4974 ☐ Include Inactive

**Benefits**

None Found Retirement Date Years of Experience Fill only if cancelling Benefits Cancellation Date

Filter: ON

Plan	Rate Title	Rate	Edit Rate	Employer Subsidy Amount	Edit Subsidy Amount	Total Rate of Plan	Adjustments	Start Date	End Date	FRS
Basic Lif...								01/02/2020		<input type="checkbox"/>
UHC-CR...	UHC-Critical Illness	0	3.5	0	0	3.5		01/01/2019		<input type="checkbox"/>
Dental	Dental	0	0	0	22.76	22.76		01/01/2019		<input type="checkbox"/>

Leave Maintenance

Updated the "Employee" tab, which now includes an "Execute Change" tab and a "History" tab.

**FOCUS** Leave Maintenance SIS ERP Lizette G

Hours Manual Leave Groups Buckets Reasons Subs Bank **Employee** Config

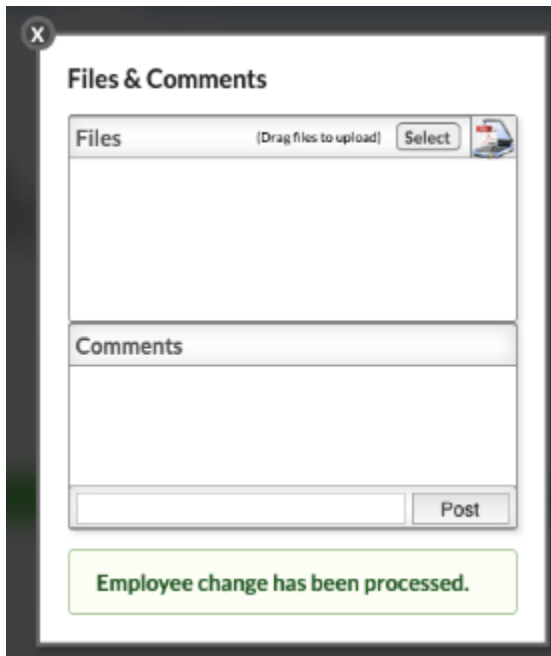
Execute Change **History**

< Prev Page: 1 / 68 Next > Filter: OFF

Type	Bucket	From Employee	To Employee	Date	
transfer	SK - Sick Leave	DESRO [redacted]		07/01/2018	Files & Comments
transfer	SK - Sick Leave	FULT [redacted]		07/01/2018	Files & Comments
transfer	SK - Sick Leave	DAN [redacted]		07/01/2018	Files & Comments
transfer	SK - Sick Leave	GEN [redacted]		07/01/2018	Files & Comments
transfer	SK - Sick Leave	BRY [redacted]		07/01/2018	Files & Comments

- The "Execute Change" tab contains all original Employee information. The "History" tab includes a history of all employee change requests (leave transfers and donations), which displays the following columns: Type, Bucket, From Employee, To Employee, Date, and Files & Comments.

- The Files & Comments pop-up also displays a message indicating when a request for applicable employee changes are executed.



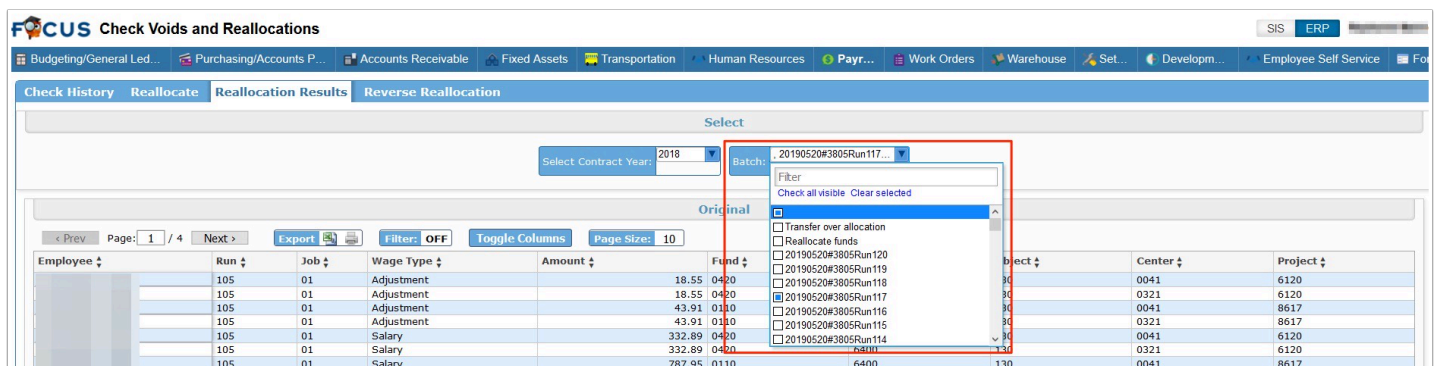
The image shows a 'Files & Comments' pop-up window. It has a title bar with a close button (X). Inside, there's a 'Files' section with a '(Drag files to upload)' label and a 'Select' button. Below that is a 'Comments' section with a text area and a 'Post' button. At the bottom, a green message box states 'Employee change has been processed.'

## Payroll

Updated so a budget accounting strip is allocated when payroll is run for an employee; Once payroll is posed, the budget accounting strip can be viewed via Budgeting/General Ledger > Expenditure/Revenue Report with a zero dollar budget amount and reflects a negative balance alerting the user that funds will need to be transferred to the new account.

## Check Voids and Reallocations

Updated the Batch pull-down in the Reallocation Results tab to allow selecting one or multiple batches.



The image is a screenshot of the 'Check Voids and Reallocations' application. It features a top navigation bar with various modules like 'Budgeting/General Led...', 'Purchasing/Accounts P...', 'Accounts Receivable', 'Fixed Assets', 'Transportation', 'Human Resources', 'Payr...', 'Work Orders', 'Warehouse', 'Set...', 'Developm...', 'Employee Self Service', and 'Fo...'. Below this is a sub-navigation bar with 'Check History', 'Reallocate', 'Reallocation Results', and 'Reverse Reallocation'. The 'Reallocation Results' tab is active. The main area shows a table with columns: Employee, Run, Job, Wage Type, Amount, Fund, Object, Center, and Project. A 'Batch' dropdown menu is open, showing a list of batches including '20190520#3805Run117...'. A red box highlights the 'Batch' dropdown and the 'Original' checkbox. The table data includes rows for 'Adjustment' and 'Salary' with corresponding amounts and fund codes.

## Payroll Reports

Added the “Net Pay By Fund” report, which includes the following filter options: Fiscal Year, Pay Run, OR Check Date range, Employee, and Facility. The Net Pay By Fund report displays the following information: Fund, Gross pay, pay cycles, Due Now, Due EOM, Net pay, and Total Cost.

**FOCUS** Payroll Reports
 SIS ERP Lizett

Net Pay By Fund

---

### Net Pay By Fund

Fiscal Year: 
  
 Pay Run:

OR

Check Date:  07/01/2019 to  12/11/2019

Employee: 
  
 Facility:  0021 SCHOOL (80 employees)

▲

### Net Pay By Fund

Fund ▼	Gross	Cycle R	Cycle W	Due Now	Due EOM	Net	Total Cost
100	891,008.05	100,749.99	184,409.64	35,307.05	167,138.76	647,367.80	1,134,973.24
400	37,020.24	2,309.49	4,610.76	116.50	5,501.28	30,614.47	43,152.50
499	17,407.95	956.17	1,692.54	50.05	245.63	15,915.06	18,859.45
<b>Totals:</b>	<b>945,436.24</b>	<b>104,015.65</b>	<b>190,712.94</b>	<b>35,473.60</b>	<b>172,885.67</b>	<b>693,897.33</b>	<b>1,196,985.19</b>

Added a “Payroll Reallocations” report, which displays the results of employee pay being reallocated to different accounts (via Check Voids and Reallocations) for balancing and auditing purposes. Payroll Reallocations can be reported by Fiscal Year, Pay Run, OR Check Date range, and Employee.

**FOCUS Payroll Reports**

Budgeting Purchasing Accounting Fixed Assets Transportation Human Resources **Payroll** Work Orders Warehousing Settings Development

Payroll Reallocations

### Payroll Reallocations

Fiscal Year: 2018-19  
 Pay Run: Pay Run 660-07/09 (07/09/2018), 001 (07/13/2018), R2018... OR Check Date: [ ] to [ ]

Employee: ABBE, (1... Report

Added a "Salaried Employees" report, which lists all active salaried employees by pay type per run.

Salaried Employees

Fiscal Year: 2019-20

Pay Run: 101 (07/15/2019)

Facility: 0041 HIGH SCHOOL (4 employees)

Report

Employees

Export

Filter: OFF

Run	Pay Type	Facility	EIN	Employee
101 Run 101 Pay Date 07/15/2019	M1 12.MO CLERICAL(12)	0041 HIGH SCHOOL	3338	Loz
			21744	Val
			25853	SHO
	M6 EXEC. DIR/HS PRINC.	0041 HIGH SCHOOL	3541	Fr
Totals:				

## Run Payroll

Renamed the “New Hires” tab to “New Hires (missed payroll)” to better explain that this tab does not display all new hires, only new hires that have missed payroll.

Added a scroll bar to the side menu on the Run Payroll screen.

Updated the payroll run error when a payroll run is aborted; added a run error and run warning section when running the preliminary run on the Checks tab. Previously, these errors were not listed in the pop-up window, which stated, “Run Aborted.” Added errors for the following:

- Leave request does not have a staff id
- Leave request does not have a date begin
- Leave request does not have a bucket group
- Leave request does not have hours requested
- Leave request does not have a staff job tied to the request
- Leave request does not have a leave reason
- Leave request does not have a date it ends
- Leave request does not have a facility tied to it



**Calculate Payroll**

Run Count 15   Last Run 02/05/20

Finished  
Cancel/Reset

**Recalculate and Explain**

☐ Salary Amount  
☐ Supplement Amount  
☐ Missing Deduction  
☐ Deduction/Tax Amount  
☐ Contribution Allocation  
☐ Leave

Employee  
  
Deduction  
  
Leave

**Errors**

Export
Filter: ON

Msg#	Description
49	1101739:51 Substitution for Rye... wasn't assigned an accounting strip
49	1112697:75 Substitution for Crui... wasn't assigned an accounting
49	1112897:51 Reg Hourly for Kee... wasn't assigned an accounting strip
49	1113680:51 Substitution for Coop... wasn't assigned an accountin
50	1105243:41 John... doesn't have any wages assigned
59	The wage allocations for Coop... 13680 don't match the wage amc
59	The wage allocations for Cruick... 2697 don't match the wage a
59	The wage allocations for Ry... 01739 don't match the wage amount

**Warnings**

No Records Found

## School/Department Payroll Entry

Added the "Pay Type" column to the Assign Run tab for all of the types.

**FOCUS School/Department Payroll Entry**

SIS
ERP

Budgeting/General Le...
Purchasing/Accounts ...
Accounts Receivable
Fixed Ass...
Transportation
Human Resources
Payr...
Set...
Development
Employee Self Service
Repo...

**Manager Facility**  
0041 ELEMENTARY SCHOOL

Timecard
Overtime
Leave
Misc Pay
Assign Run
Assign Time & Attendance

Type  
Leave

Staff Member(s)  
\*\* All Staff Members \*\*

Date Range

Refresh

Assign Run Code:  
021 (Pay Run 021-01/10)

Select All
(69) Terminations
Assign Run
Revert

< Prev
Page: 1 / 177
Next >
Export
Filter: ON

Facility	Employee	From	To	Staff Job	Pay Type	Bucket Group	Reason	Hour
1 C...		12/16/2019	12/16/2019	01 PARAPROFESSIONAL II	06 - ESP-10 MONTH	TD - Temporary Duty	680 - Out of County TD - No Sub	
1 NA...		01/01/2020	01/01/2020	01 PARAPROFESSIONAL IW	06 - ESP-10 MONTH	UP - Unpaid Leave	440 - Unpaid Personal	
1 C...		12/05/2019	12/05/2019	01 CLERICAL DATA I	06 - ESP-10 MONTH	TD - Temporary Duty	670 - In County TD - No Sub	
1 MI...		12/10/2019	12/10/2019	01 PARAPROFESSIONAL IIW	06 - ESP-10 MONTH	SK - Sick Leave	110 - Sick	
2 TH...		12/12/2019	12/12/2019	(!) 01 PARAPROFESSIONAL IW (Terminated: 01/01/2020)	06 - ESP-10 MONTH	TD - Temporary Duty	670 - In County TD - No Sub	

## W2 Reporting

When Electronic is selected from the Type pull-down, a new checkbox, "Correction (W2C)" displays in order to generate an electronic corrections file for W2 data, which can be sent to the government. Note: These changes apply to the electronic report only.

**Create W2's** **Adjustments**

**Criteria**

Tax Year	Employee(s)	Type	Paper Form	Resubmitted	Exclude Opted-Out Employees	Status	Correction (W2C)	Last Full W2 Run
2019	All Employees	Electronic	Copy A	<input type="checkbox"/>	<input type="checkbox"/>	All Employees	<input checked="" type="checkbox"/>	01/24/2020

- If left unchecked, Focus creates the W2 electronic file as it normally would.
- If the box is checked, then Focus creates a file that only contains changes to the data as it was originally sent.
  - When selected, a new field displays, "Last Full W2 Run." This date must be provided to pull the applicable W2 adjustments made to correct the original data.

## Purchasing/Accounts Payable

### Invoices

Updated so the "Invoice #" field now allows up to 50 characters as opposed to 20 characters.

### Pcard Transaction Upload

Updated to support Mastercard Common Data Format.

## Purchase Requests/Orders / Internal Purchase Requests/Orders

Added an "Import" button to the Line Items section, which allows users to import line items from a CSV file.

**Line Items**

**Import**

Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Receivers
1						00		

**Import CSV**

Filename: PO upload.csv  
File Size: 433 bytes  
Last Modified: n/a

Ref. #	Item #	Description	Qty	UOM	Unit Price
1	4546	something 1	5	ea	50
1	4547	something 2	4	bx	2.58
1	4548	something 3	8	ea	1
1	4549	something 4	1	bx	45
1	4550	something 5	47	ea	3.4

8 more rows...

**Import CSV**

Ref. #	Fund	Function	Balance	Amount
<b>Total</b>				<b>0.00</b>

**Files** (Drag files to upload) **Submit**

Updated so that when duplicating a request that has an Emailed Date in the Request History tab, the Emailed Date on the duplicate is not copied from the original.

# Setup

## Bank Accounts

Updated so that elements that have an end date that has passed are not available for selection in the Facilities pull-down in the Fuel Cards tab.


Added new columns to the P Cards tab, "User Assigned Card," "Card Processor," and "Card Type."

Added the "Immediate Destination Payables" and "Immediate Destination Payroll" columns for alternate numbers in the ACH file. In the ACH, CheckExporter will check for this field first before falling back to the routing number, which is what has been used before. This will have the flexibility to be used or ignored for any given bank, in Accounts Payable, Payroll, both or neither.

Bank Accounts									
Bank Accounts									
Prev Page: 1 / 35 Next Export Filter: OFF									
Asset Account	Liability Account	Facility	Current Balance	Last Reconciled On	Last Reconciled Amount	Active	Immediate Destination		
							Payables	Payroll	
			0.00	Never	n/a				
			0.00	Never	n/a				
			0.00	Never	n/a				
			0.00	Never	n/a				
			0.00	Never	n/a				

## Close Accounts (New Screen)

Added the "Close Accounts" screen, which allows users to close accounts based on Fiscal Year, the selection of General Ledgers, and the selection Into Account (pull-down of liability General Ledgers).



### Close Accounts

#### Close Accounts

Fiscal Year2019 - 2020Close Account(s)

Into Account1111 - CASH ON DEMANDCreate Manual Journals

- When accounts are closed, a manual journal draft that has a 1-sided line is created for each Fund and each Close Account, and each Fund and the Into Account. The journal date is the last day of the fiscal year selected.
- For each “Close Account,” if it is a liability account, then the journal reflects the sum of the credits subtracted by the debits for the fiscal year for each fund and creates a line that debits the total amount.
- If the “Close Account” is an asset account, then the journal reflects the sum of the debits subtracted by the credits and makes a line that credits the total amount.
- The “Into Account” reflects the sum of the debits created above subtracted by the sum of the credits created above and makes a line that credits for that amount.
- If an accounting strip does not exist for a fund, then it will be created.

## Government Codes

Fixed “FMLA” spelling error in the Separation Reason tab.

## Profiles

Fixed “Employment Agreements” spelling errors.

Added a new permission “Delete Line Item From Approved Bid” for the Bid Requests screen. When this permission is enabled, the user can delete line items from approved bids.

## Purchase Orders

Added a “Reroll” column to the Rolled Requests tab, which allows users to select any of the list POs for re-rolling. Once applied, the original rollover journal will be deleted and a new rollover journal will be re-created.

Open Requests Pending Requests Templates <b>Rolled Requests</b>										
You are rerolling encumbrances into fiscal year 2019. Only requests that have been previously rolled into 2019 will appear here.										
« Prev	Page: 1 / 15	Next »	Export	Filter: OFF	Toggle Columns	Page Size: 25				
Vendor #	Fund	Function	Object	Center	Project	Committed	Encumbered	Expended	Budgeted	Reroll
V0000030054	0391	7400	630	0311	3296	0.00	56224.45	2094775.55	Yes	<input checked="" type="checkbox"/>
V0000018449	0376	7400	682	0041	3005	0.00	7183.00	72817.00	Yes	<input type="checkbox"/>
V0000016454	0391	7400	633	0321	3292	0.00	9757.50	66847.50	Yes	<input type="checkbox"/>
V0000018119	0391	7400	682	0311	3296	0.00	96913.42	299227.08	Yes	<input checked="" type="checkbox"/>
V0000018643	0396	7400	633	0321	3292	0.00	4950.00	7854.00	Yes	<input type="checkbox"/>
V0000020524	0391	7400	631	0321	3292	0.00	214998.19	991168.00	Yes	<input type="checkbox"/>
V0000012974	0376	7400	682	9121	3228	0.00	2360.00	640.00	Yes	<input type="checkbox"/>

## Settings

Added the “Fund Balance Category” setting to the Miscellaneous tab in the Category Map section, which allows users to enable additional fields as they pertain to fund balances.

- Once enabled, a Fund Balance Category can be assigned to Projects via Settings > Elements tab > Details link > “Fund Balance Category” pull-down.
- Once enabled and assigned, the Fund Balance Category will display as an element and filter via the following screens when applicable:
  - Budgeting/General Ledger > Expenditure/Revenue Report
  - Purchasing/Accounts Payable > Purchase Request/Order Report

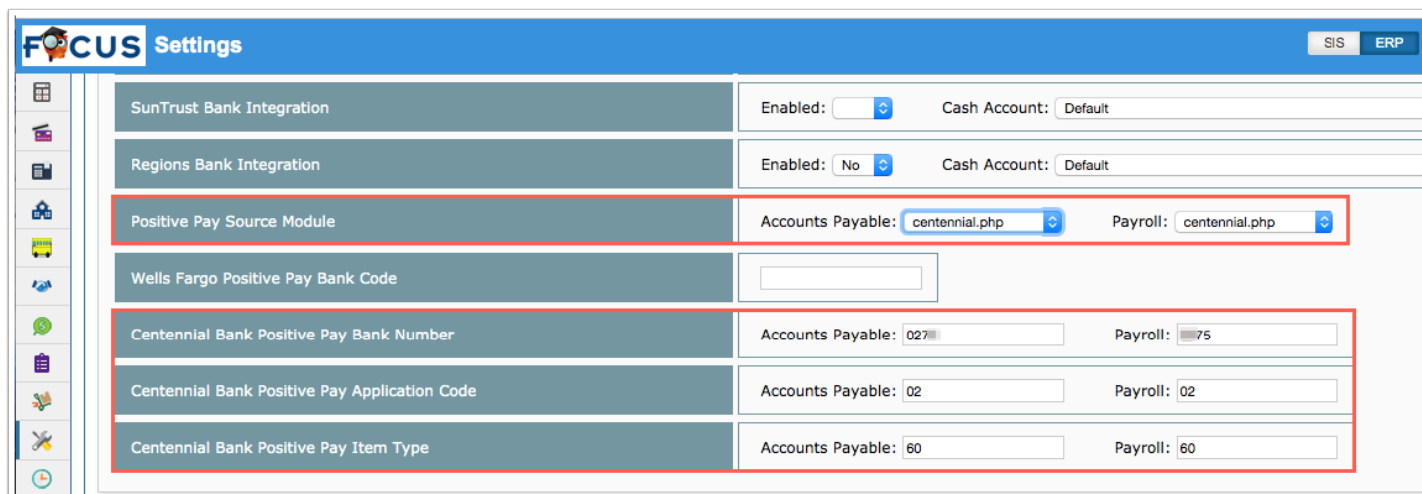
Added a “Details” link to the Function element, which opens a Function Details pop-up window.

- From the Function Details pop-up window, users can select the “Require Program Element” check box to require users to enter programs on Purchase Orders/Requests, Non-PO Invoices, and Utility Invoices in order to submit.

Added the setting “Payroll: allow Timecard entry over 10 hours” to the Payroll tab. When set to Yes, this removes the “Warning: the hours are greater than 10” message that displays when entering more than 10 hours on the timecard in Run Payroll.

Updated the Check Printing section of the Miscellaneous tab to include Centennial Bank settings; added settings include:

- “Positive Pay Source Module,” which includes a new positive pay file for Centennial Bank in modules/AccountsPayable/Checks/PositivePay. This field determines whether the file is generated as a CSV file for any bank via Purchasing/Accounts Payable > Checks > View Check Run tab > Positive Pay button.
- “Centennial Bank Positive Pay Bank Number,” “Centennial Bank Positive Pay Application Code,” and “Centennial Bank Positive Pay Item Type.”



Setting Name	Accounts Payable	Payroll
SunTrust Bank Integration	Enabled: <input type="checkbox"/> Cash Account: Default	
Regions Bank Integration	Enabled: No Cash Account: Default	
Positive Pay Source Module	centennial.php	centennial.php
Wells Fargo Positive Pay Bank Code		
Centennial Bank Positive Pay Bank Number	027	75
Centennial Bank Positive Pay Application Code	02	02
Centennial Bank Positive Pay Item Type	60	60

Added the setting, “Create Encumbrance for Vacant Positions” to the General Settings section of the Payroll tab; when enabled, after each pay run is completed and encumbrances are recalculated for each employee, Focus will consider vacant positions when running the process.

- When enabled, the Encumbered Column reflects both filled and vacant positions remaining for the FY after each pay run via Budgeting/General Ledger > Expenditure/Revenue Report.
- When enabled, a new tab, “Encumber Vacancies” displays via Payroll > Run Payroll, which displays the Facility, Position, positions Vacant, Budgeted amount, the amount to Encumber, Contributions, and an Encumber indicator. The report lists all the current vacant positions. Once the run is complete, Focus will average the remaining checks and encumber the accounting strip. The user can also select to include/exclude applicable positions prior to posting the run.
- Note: The average of the encumbrance of the vacant position depends on data entered via Human Resources > Position Control. Users must also select the deductions/contributions included for the vacant position via Position Control.

Added the following settings to the Check Printing section of the Miscellaneous tab:

- “ACH End-Of-Line Marker:” Allows for one of three choices for end of line in the generated text files (CR / CRLF / LF); defaults to null.
- “ACH Tax ID Padding:” “Character:” Specifies the character used to pad the district's tax number; defaults to null. “Direction:” Specifies the direction to pad (Right / Left); defaults to “Right.”

The screenshot shows the 'Settings' page in the FOCUS application. On the left is a vertical sidebar with various icons. The main content area contains a list of settings for ACH (Automated Clearing House) processing. The settings are as follows:

Setting Name	Value / Control
ACH Blank Line Terminator	[Empty text field]
ACH End-Of-Line Marker	[Empty text field with dropdown arrow]
Employee Identifier (Payroll ACH)	EIN [dropdown arrow]
Align Both First & Last Name (Payroll ACH)	No [dropdown arrow]
Suppress Signatures for Internal Non-PO Checks	[Toggle switch]
ACH Tax ID Padding	Character: [Empty text field] Direction: Right [dropdown arrow]
Suppress Signatures for Internal Non-PO Checks	[Toggle switch]

The 'ACH End-Of-Line Marker' and 'ACH Tax ID Padding' rows are highlighted with red rectangular boxes in the original image.

SSS

## Caseload & Services

Updated so that when a teacher with the “View All Users” profile permission for Caseload & Services clicks the “View All Users” button, the records now load properly. Also updated so that when an existing draft is edited and saved, the data is updated and viewable in the Drafts table.

Updated so that when the “View All Users” button is clicked, the results are limited to the school selected at the top-right of the screen. The newest 20,000 records will load. If there are more than 20,000 records, an alert message will display.

Updated so that searches that return a large number of records on the Service History tab load properly.

## Form Builder

In the Focus Forms tab, renamed the “ESE/Gifted Tracking” form to “Update ESE Logging Fields.”

## Setup

Added a new column to the Alert Triggers tab, “Include Student Name in Email.” If the check box is selected, the student’s name will display in the alert email, along with the student ID. When the check box is not selected, only the student’s ID is displayed in the alert email.



**Event System Setup**

This control panel should be used only under the supervision of Focus School Software personnel. Incorrect modifications may cause data loss or make the system unstable.

Programs   Events   Steps   Event Triggers   FormTriggers   Sequences   Forms   Progress Codes   **Alert Triggers**   Providers   Services

Export   Filter: OFF   Toggle Columns   Page Size: 50

Focus ID	ID	Form	Field	Condition/Value	Users	Profiles	Send Notification Email	Send Notification Message	Include Student Name In Email	Send Portal Alert
		N/A								
1		Mental Health Referral				System Administrator	<input checked="" type="checkbox"/>	An event has been initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2		IEP Assessment				System Administrator	<input checked="" type="checkbox"/>	An event has been initiated.	<input type="checkbox"/>	<input type="checkbox"/>

Added a new Action in the Event Triggers tab, "Update ESEFields."

## User Profile Permissions

Updated the columns in the Events Permissions tab. The existing View and Edit columns have been updated to "View All" and "Edit All," which allow the profile to view and edit events created by other users all well as events the user initiated. Two new columns have been added, "View User Only" and "Edit User Only," which allow the profile to only view and edit events the user initiated.

**Permissions**

System Permissions   **Event Permissions**   Profile: System Administrator

Export   Filter: OFF   Save

Event Name	Maintained by Focus	View All	Edit All	View User Only	Edit User Only	Lock	Delete
		All   None	All   None	All   None	All   None	All   None	All   None
03.02 IEP Review	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Accommodation Plan	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Annual Review	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Initial Eval and Periodic Re-Eval Eligibility	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Manifestation Determination	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Meeting Notice	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Notice and Consent for Initial Evaluation	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Referral	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
504 Termination of Services	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Added a new permission "Override Mark as Complete." When enabled for a profile, the button "Mark as Complete" displays next to the "Save & Validate" button when viewing an event. Clicking the button marks the step as complete and saves the step, even when all the step requirements have not been completed.

# Back-Merged into 9.1

## SIS

### General

Added the null option to the Grading Scale field allowing users to leave it blank via **Scheduling > Courses & Sections**; in doing so, the section does not display on the Final Grades tab of **Grades > Teacher Completion** but will still display on the Standard Grades tab of the Teacher Completion report.

Updated the SQL server 2017 so enrollments and users run faster.

Updated so substitute teachers can be selected for any schools when users clear the selected "Schools" from the corresponding pull-down via **Users > User Info > Permissions** tab; Substitutes can be added via the **Subs** tab of **Scheduling > Courses & Sections** or the **Subs** tab of **Attendance > Attendance Setup**.

Updated so that when a user field is set up with the alias "exclude\_from\_api" and a user has a value in that field, they will not have their information pulled in the API.

Updated **Print Letters & Send Email** via the Users and Students menu so users can hover over the Title and Profiles field to see the full description if it cannot be read. The Title column has also been widened for a clearer view.

	Print/Email ⬆	View/Edit	Title ⬆	Profiles ⬆	Schools ⬆
		View	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Print/Email	Edit	Back of Report Card	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Weapon Letter	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Waiver of Hearing	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Due Process Letter	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Grade 9 F Letter	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	FSD Attendance One Pager	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	FSD Attendance One Pager Spa	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Progress Report Grades 6-12	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Elementary Progress Report	504 Coordin... ⬆	<input type="text"/>
	Print/Email	Edit	Detention	<input type="text"/>	<input type="text"/>

## Find My School

Removed the start date from the header and added individual start dates for each school returned in the search.

Added the District Name defined in System Preferences > District Preferences to the header. If a District Name is not defined, the header will display “School Zones” instead of “School Zones for (District Name).”

If the district has address\_to\_district values for the upcoming syear, added a pull-down to allow the user to choose between this year and next.

## Assessments

### FAS Tests

Updated so the redirection code for FAS Tests is no longer needed; therefore, FAS Tests links are accessible via the student Portal page where the link can be clicked in order to complete the test. Once completed, upon clicking Submit and Exit, the student will be directed back to the Portal page.

## Attendance

### Attendance Chart

Updated so when teachers take attendance via the Attendance Chart or the Mobile App linked to the Attendance Chart, so all corresponding screens are updated, such as the **Teacher Completion** report. The **Alerts** section has also been updated so attendance alerts are removed from the **Portal** page as attendance is updated via the Attendance Chart or the Mobile App.

### Attendance Setup

Added a “Type” column to the Tardy Thresholds tab with the options Single Instance, Consecutive, and Multiple. Also added “Start Date” and “School Periods” columns.

## Discipline

### Detention List

Added a school year pull-down, so the list now displays detentions by the selected year.

## Referrals

Added a School column that displays the school that assigned the referral when the “Show Referrals From All Schools” check box is selected. Also added a Year column that displays the school year of the referral when the All Years check box is selected.

Grade: 09

Search Screen

Simple List

☒ Show Referrals From All Schools

☐ Include Inactive

☒ All Years

☐ Classroom

Save

Showing only the latest 1000 referrals. Refine your search if necessary.

Prev

Page: 1 / 50

Next

1,000 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Student	Student ID	Grade	School	Year	Reporter	Incident Date	Submission Date	Process
Acevedo, Nicholas	4400060961	08	School 6-12 - 0131	2018		11/06/2018	11/08/2018 3:36 pm	Processe
Acevedo, Nicholas	4400060961	07	School 6-12 - 0131	2017		04/20/2018	04/22/2018 6:12 pm	Processe
Acevedo, Nicholas	4400060961	07	School 6-12 - 0131	2017		12/14/2017	12/14/2017 12:00 am	Processe
Acosta, Ammiel Ivan	4400004116	04	Elementary School - 0311	2014		03/06/2015	03/06/2015 12:00 am	
Acosta, Denise Jane	4400076615	09	Owl High School - 0041	2019		08/26/2019	08/26/2019 9:54 am	
Adams, Shawn	4400076891	09	Owl High School - 0041	2019		08/26/2019	08/26/2019 10:10 am	
Adomo, Pericles	4400082066	10	Owl High School - 0041	2019		09/13/2019	09/13/2019 11:34 am	Processe
Aguayo, Sylvia	4400022395	08	Orchard School K-8 - 0321	2018		02/22/2019	02/28/2019 4:30 pm	
Aguayo, Sylvia	4400022395	08	Orchard School K-8 - 0321	2018		10/09/2018	10/09/2018 3:55 pm	
Aguayo, Sylvia	4400022395	07	Orchard School K-8 - 0321	2017		10/30/2017	10/30/2017 12:00 am	

Added the student ID below the student name in the header when printing student referrals.


## Forms

Added a “Start New Draft” button to the top of the form. “Save Draft” and “Submit Request” buttons also now display at the bottom of the form. The logic has been updated so that a new draft is created if the form has been updated since the draft was made.

## Grades

### Gradebook

Added the “Category” to the Assignment “i” (information) pop-up window.

Student ID	Assignment 2 in Cat 1 (15)	Assignment in Cat 3 (5P - 7Q)	
			
5909	<input type="text"/>	NG	NG
7874	<input type="text"/>	NG	NG
380782	<input type="text"/>	NG	NG
16404	<input type="text"/>	NG	NG
333823	<input type="text"/>	NG	NG
5722	<input type="text"/>	NG	NG

Click to Edit

Title: Assignment 2 in Cat 1

Points: 15

Assigned:

Category: Category 1

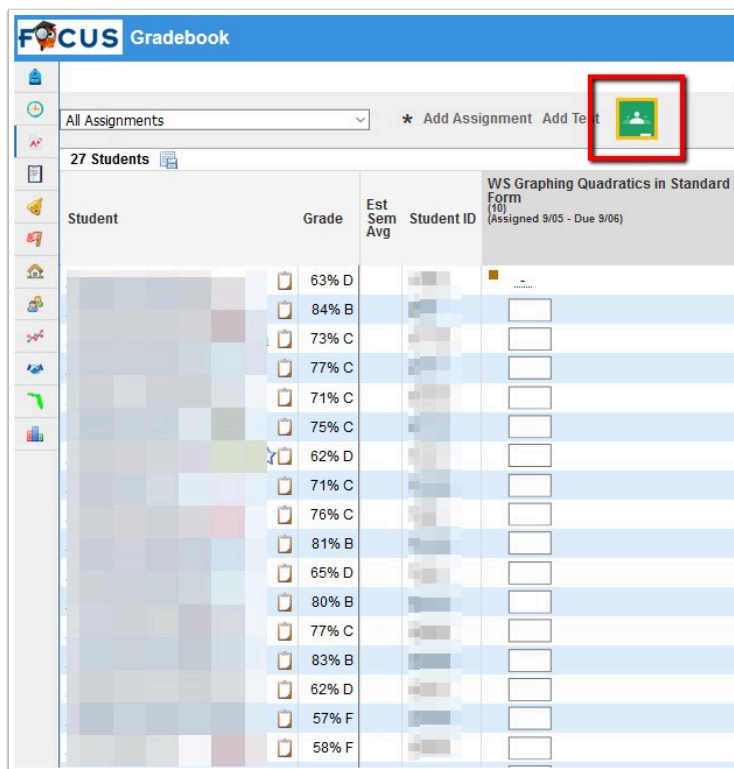
Description:

Average:

Range:

Added an integration with Google Classroom.

- “Google Classroom” has been added as a Dialect option in Third Party Systems to set up the integration.
- There are new profile permissions for teachers and students: “Show Google Classroom” under the Gradebook permissions for teachers and under the Portal permissions for students.
- There is a new student field and a new user field called “Google Classroom Email Address” with the alias google\_classroom\_email.
- When the profile permission is enabled for teachers, the green icon at the top of the Gradebook screen is displayed. Clicking the icon opens the Google sign in screen in a new tab. After signing in, the teacher can select the active Google Classroom course to attach to the current section. Students with a Google Classroom Email address set will be sent an invite.



FOCUS Gradebook				
All Assignments		★ Add Assignment Add Test		
27 Students				
Student	Grade	Est Sem Avg	Student ID	WS Graphing Quadratics in Standard Form (19) (Assigned 9/05 - Due 9/06)
	63% D			
	84% B			
	73% C			
	77% C			
	71% C			
	75% C			
	62% D			
	71% C			
	76% C			
	81% B			
	65% D			
	80% B			
	77% C			
	83% B			
	62% D			
	57% F			
	58% F			

- Once the section is linked to a Google Classroom course, the Gradebook displays options to unlink from the Google Classroom course or log out.
- When a section is linked to a Google Classroom course, assignments added in Focus will display in Google Classroom, along with the Description entered. After the assignment is added to the Gradebook, there is an icon on the assignment that links to the assignment details in Google.
- Clicking the green icon in the Gradebook syncs the Gradebook with Google Classroom. If there are students who have had their email address added since the last sync, they will be sent an invite. If there are graded assignments in Google Classroom, they will be added/ updated in Focus. Note, this is only from Google to Focus. Assignments graded in Focus are not pushed to Google Classroom. Any grade added in Focus will be replaced by the Google grade.



### Google Classroom Sync Results

Invites Sent Completed. No invitations sent.  
Grade Sync Sync complete. Successfully synced 1 grade.

## Graduation Requirements

Updated the Graduation Programs and Requirements tab to display the programs in a list along the left side of the screen instead of each program being a tab. Click the plus sign at the bottom of the list to edit the program information, including the new Min School Year and Max School Year columns. Programs are limited for assignment to students based on the program's active years and the student's Year Entered 9th Grade (custom\_1429) for Florida or Cohort Group (custom\_400009543) for Texas.

Graduation Subjects

Graduation Programs and Requirements

Save

Search

X

CR 18 Credit Career Prep

L1 Special Diploma

L2 (99-06) Special Diploma (Mod Dis)

L2 (07+) Special Diploma (Mod Dis)

L3 Special Diploma Based on Employment

ST (86-99) State Diploma

ST (00-02) State Diploma

ST (03-06) State Diploma

FL (00) Florida Grad Plan

FL (01) Florida Grad Plan

FL (02) Florida Grad Plan

FL (03-06) Florida Grad Plan

DS (02) District Grad Plan

DS (03-06) District Grad Plan

24 Credit

25 Credit

26 (02-13) Credit

26 (14+) Credit

27 Credit

28 Credit

29 Credit

30 Credit

24 Credit Access

+

Program Title	Sort Order	Short Name	Default	Weight by Credits	Min School Year	Max School Year
18 Accel	1	18	No	Yes		
CL 18 Credit College Prep	2	CL	No	Yes		
CP 18 Credit College/Career Prep	3	CP	No	Yes		
CR 18 Credit Career Prep	4	CR	No	Yes		
L1 Special Diploma	5	L1	No	Yes		
L2 (99-06) Special Diploma (Mod Dis)	6	L2	No	Yes		
L2 (07+) Special Diploma (Mod Dis)	7	L22	No	Yes		
L3 Special Diploma Based on Employment	8	L3	No	Yes		
ST (86-99) State Diploma	9	ST	No	Yes		
ST (00-02) State Diploma	10	ST2	No	Yes		
ST (03-06) State Diploma	11	ST3	No	Yes		
FL (00) Florida Grad Plan	12	FL	No	Yes		
FL (01) Florida Grad Plan	13	FL2	No	Yes		
FL (02) Florida Grad Plan	14	FL3	No	Yes		
FL (03-06) Florida Grad Plan	15	FL4	No	Yes		
DS (02) District Grad Plan	16	DS	No	Yes		
DS (03-06) District Grad Plan	17	DS2	No	Yes		
24 Credit	18	24	Yes	Yes		
25 Credit	19	25	No	Yes		



## Post Final Grades

Updated so the following columns have been frozen on the left side of the screen to always remain viewable by users upon scrolling to the right and viewing additional data: Student Name, Student ID, Start Date, End Date, and Grade Level.

**FOCUS**
**Post Final Grades**

Dia (Teacher)
 High Schl
 2019-2020
 08 - S1 MTWH - 011 - PERS,CAR,SCH DEV 2
 Quarter 2

Stude...
 Grad...
 Lesson Pla...
 Attendance
 Discipline
 School Info...
 My Informat...
 Forms
 Performanc...
 Employee ...
 SSS
 Reports

Quarter 2
 Semester 1 Exam
 Semester 1
 Quarter 1

You can post final grades for this marking period between Oct 15, 2019 & Jan 6, 2020 at 1:00 PM. ☐ Include Inactive Students

Use Gradebook
 Letter Grades & Comment Codes
 Copy comments from the previous quarter
 Save

14 Students
 Mass Update
 Filters: ON
 Search

Student	Student ID	Start Date	End Date	Grade Level	Quarter 1	Use Gradebook	Grade	Comments	Conduct
An	151940	Aug 9, 2019		12		No Gradebook Grades			
Brun	170318	Aug 13, 2019		12		No Gradebook Grades			
Fie	146306	Aug 12, 2019		12		No Gradebook Grades			
Harrin	142748	Aug 26, 2019		12		No Gradebook Grades			
Hurt	145665	Aug 9, 2019		12		No Gradebook Grades			
Karr	170317	Aug 12, 2019		12		No Gradebook Grades			
Koe	145621	Aug 12, 2019		12		No Gradebook Grades			
Lars	146008	Aug 12, 2019		12		No Gradebook Grades			
Lop	203905	Aug 9, 2019		12		No Gradebook Grades			

## Post Final Grades/Report Card Comments

Updated so teachers can select up to six comments from the applicable pull-down (Report Card Comments pull-down or Comments pull-down); if the teacher tries to select more than six comments at a time, the pull-down turns red and data cannot be saved.

Anderson (Teacher) High School (0051) 2019-2020 01 - COU01 - GEO HON Quarter 1

Save

Mass assign longer course comments:

Comment Codes

Replace Append Prepend

☐ Include Inactive Students

Search

Comments	Longer Comments for GEO HON	Conduct	Longer Comments
<div>1. 1- Outstanding Student, 2. 2 - ...</div> <div>           1. 1- Outstanding Student            2. 2 - Satisfactory Conduct            3. 3 - Consistently Prepared            4. 4 - Improvement Shown            5. 5 - Low Test Scores            6. 6 - Assignments Incomplete            7. 7- Lack of Participation            8. 8 - Unsatisfactory Conduct         </div>			
3. 3 - Consistently P			

## Transcripts

Added the student's birthdate to the transcript header.










## Kiosk, Handheld Device, and Mobile App

Added the ability to assign a student a detention from the mobile app.

- In the Codes tab of Referral Codes & Actions, two new columns "Include on Mobile App" and "Icon" have been added. Select "Include on Mobile App" to allow the code to be selected for a student in the mobile app. Ensure that "Detention" is selected as an Action for that code. In the "Icon" column, upload a file to be used for the icon in the mobile app.
- When scanning a student in the mobile app, "Detention" has been added as an option, in addition to marking a student tardy and assigning a positive behavior. After tapping "Detention," tap one of the code icons, and then select an action and detention date. When finalized, a printout will be generated. The detention is added to the Detention List in Focus.

Detention

\* Select Referral Code Icon:



\* Select Referral Actions:

Detention

Select Detention Date:

05/29/2019

Exit

Finalize

Added a new Call button at the bottom of the Addresses & Contacts tab when viewing a student in the mobile app. Tapping the button will display a list of the student's contacts with their phone numbers. Tap a phone number to dial the number on your mobile device.

T-Mobile LTE

12:34 PM

Kaylee [REDACTED]

Save

New Address

New Contact

Contact's Priority

3

Emergency Contact

Linked Users

The following users will be able to view data for this student

Export

	User	Contact		
	Enabled			
	Enabled		Log In As	View User Info

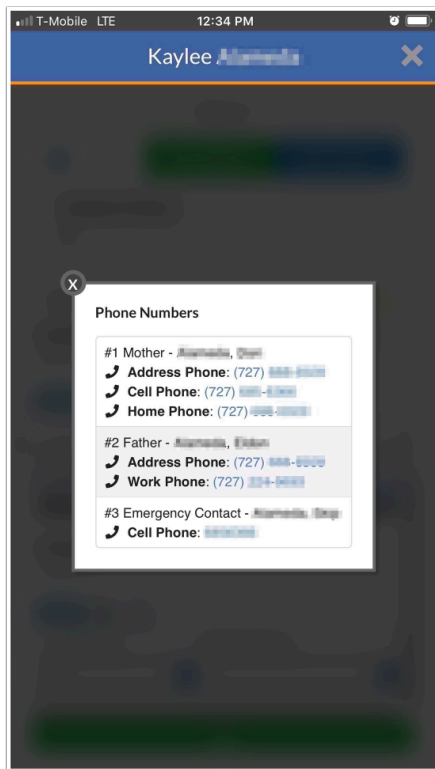
Linked Students

Define relationships between students

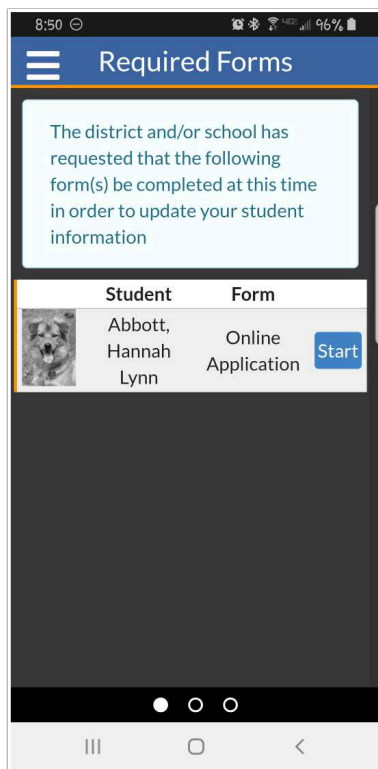
Export

Student	Relationship

Call



Added the re-enrollment functionality to the mobile app. When a parent or student has required re-enrollment forms, the Required Forms screen displays when the parent or student logs into the mobile app. When there are required forms, the only pages available while logged into the app are Required Forms, News, and Links. When there are Available Forms, the Forms page displays the option to open these forms. The Forms page has been added at the end of the list of pages when scrolling all the way to the right.



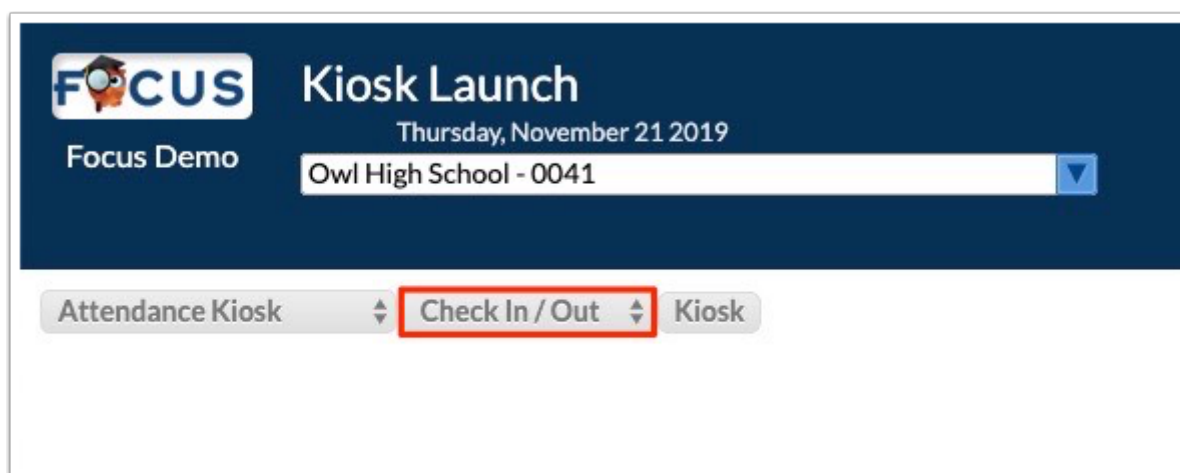
Added push notifications for Messenger messages when the user is logged into the mobile app.

Updated so that future classes are displayed on the schedule when looking at future marking periods in the mobile app.

Added the ability for parents to view and complete available forms in the Forms tab of the mobile app.

Improved swiping between pages on the mobile app.

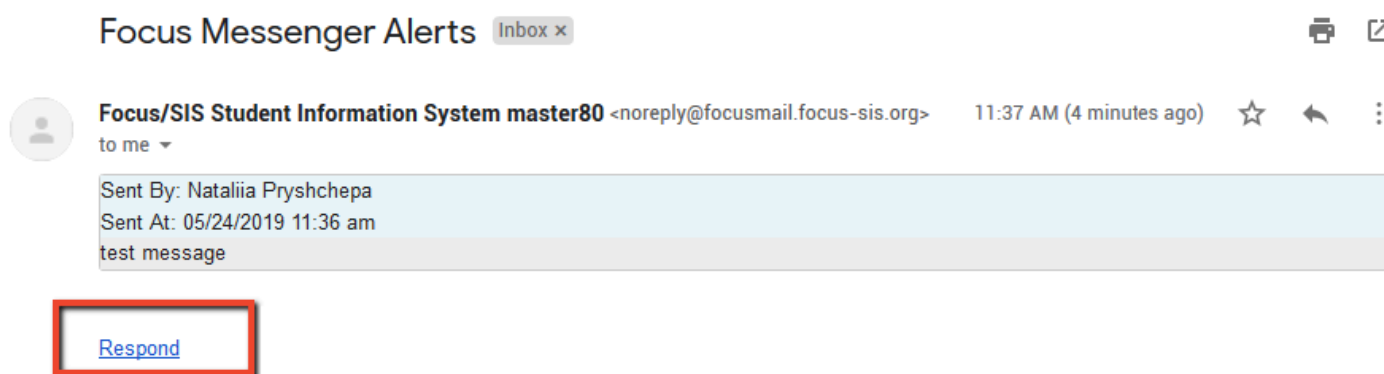
Added the ability to set up a kiosk to allow check in only, check out only, or both. After logging in to the kiosk and selecting the kiosk mode, select "Check In / Out," "Check In Only," or "Check Out Only."



Updated so that when the “Kiosk (Attendance Code)” field is left empty on a logging field in Students > Student Fields, the student’s attendance is not overridden with a null value when checking in with that logging field on the kiosk. Teachers are able to take attendance for those students.

## Messenger

Added a “Respond” link to the email sent to users when a message is sent to them via Messenger. Users can click the “Respond” link to open Messenger and reply to the message sent. Note: The “Focus Chat Alerts” job must be set up via Setup > Scheduled Jobs in order for emails to be generated upon messages being sent.



## My Information

### Web Pages

Added the period and section short name to the list of sections in the Linked Sections pull-down.

## Parent/Student Portal

Updated so that the page continually refreshes on the Portal and Gradebook Grades screen when logged in as a student.

Updated so the Test Score Reports download links are school year specific; therefore, test score reports only display in the corresponding school year selected from the school year pull-down.

- “No messages” displays if no test scores are available to download for the selected school year.

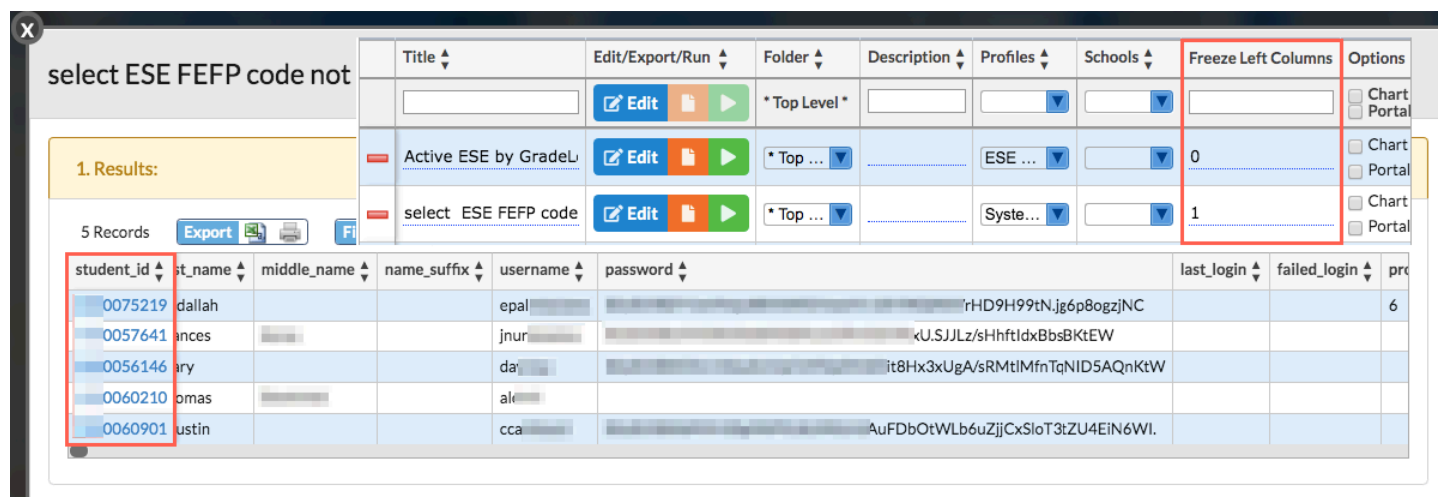
Updated the “Parents: Forgot Password?” link message, which now reads: “If an account is associated with the provided email address, you will receive an email that contains a link to reset your password.”

Updated so that parents can cancel school choice applications with a status of pending. When the preferences “Use Pending Acceptance Status Type,” “Allow parents to cancel school choice assignments?” and “Allow parents to approve Pending Acceptance choice assignments?” are enabled in School Choice Setup for the application, the Cancel Application button is available in the Actions column in My Child > View School Choice Applications for parents.

## Reports

### District Reports

Added the ability to freeze an entered number of columns on the reports via the “Freeze Left Columns” text field.



The screenshot shows a web application interface for district reports. At the top, there's a search bar labeled "select ESE FEFP code not". Below it, a section titled "1. Results:" shows "5 Records" and buttons for "Export", "Print", and "File". A table is displayed with columns: student\_id, last\_name, middle\_name, name\_suffix, username, password, last\_login, failed\_login, and pre. The first five rows of the table are highlighted in blue. A red box highlights the "Freeze Left Columns" field in the top right corner of the table, which contains the value "1".

student_id	last_name	middle_name	name_suffix	username	password	last_login	failed_login	pre
0075219	dallah			epal	rHD9H99tNjg6p8ogzjNC			6
0057641	ances			jnur	xU.SJLz/sHhftIdxBbsBKtEW			
0056146	ary			da	it8Hx3xUgA/sRMtIMfnTqNID5AQnKtW			
0060210	omas			ale				
0060901	ustin			cca	AuFDBoTWLb6uZjjCxSlot3tZU4EiN6WI.			

## Scheduling

### Advanced Report

Added the “School Title” field to the list of Course History options, which displays the course grade record to which the school is attached via student\_report\_card\_grades.school\_id).

### Builder Reports

Added a “Rotation Day” column to the Period Counts tab when the school has rotation days enabled to display the period counts broken down by rotation day. Note: This currently only works when letter labels are used for the rotation days and when the number of rotation days is 3 or less.



Courses with too many Requests Courses with too few Requests Overlapping Requests Overlapping Singletons Sections with 0 Seats				
Period Counts Overscheduled Teachers				
This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among each of the periods. If you have to add or move a section, it might be best to add or move it to a period with few sections.				
31 Periods				
Period	Rotation Day	Available Seats	Courses Offered	Number of Sections
Period 1		433	15	18
Period 1	A	155	5	6
Period 1	C	342	17	18
Period 1	B	187	12	12
Period 2		624	24	30
Period 2	A	58	3	3
Period 2	C	205	10	11
Period 2	B	147	7	8
Period 3		431	17	18
Period 3	A	222	10	11
Period 3	C	406	17	19
Period 3	B	184	7	8
Period 4		338	20	20
Period 4	A	179	9	9
Period 4	C	396	18	19
Period 4	B	217	9	10
Lunch A		0	1	1

## Course Catalog/Master Schedule Report/Courses & Sections

Added two new fields, “Allow Teachers to Request This Course” and “Requests Subject” to the Course Catalog, Master Schedule Report, and Courses & Sections. All current courses have “Allow Teachers to Request” selected by default. When new courses are added, the check box must be selected to allow teachers to request the course. The “Requests Subject” pull-down allows teachers to request a course outside of their grad subject area. Select one or multiple grad subjects from the pull-down. Teachers of the selected grad subjects are allowed to request the course. New profile permissions have been added in order to view and edit the fields in Courses & Sections.

- Example - if you want EN teachers to be able to assign World History requests, open the World History course and select Requests Subject of EN

The screenshot shows the FOCUS Courses & Sections interface. The 'Requests Subject' dropdown menu is highlighted with a red box, showing a list of subjects including English, Math, Science, and Social Studies. The interface also displays course details for ENG 1, including course number, name, and sections.

## Courses & Sections

Added the “Do not log history” check box back to the pop-up that displays after changing the teacher on the section. Select the check box to not log the change.

Added the fields "Inclusion FEFP," "Inclusion Reading Intervention Component," and "Inclusion ELL Instructional Model" to the Inclusion tab on sections in Courses & Sections and on the Master Scheduled Report.

Updated so when a new section is added to a course, the "Course History Term" field accurately populates with data entered for the course via the Course Catalog, as opposed to reflecting information selected from the Marking Period field, such as Full Year.

## Requests Reports

Added the "Number of Credits" column to the "Students with too few Requests" and "Students with too many Requests" reports.

Requests by Course   Print Requests by Student   Print Requests by Course   Duplicate Requests   Students with too many Requests				
Students with too few Requests				
Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to add to his or her requests.				
Periods in the School Day: <input checked="" type="checkbox"/> 01 <input checked="" type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input checked="" type="checkbox"/> 04 <input checked="" type="checkbox"/> 05 <input checked="" type="checkbox"/> 06 <input checked="" type="checkbox"/> 07				
117 Students with too few Requests <span>Search</span>				
Student	Gradelevel	Student ID	Number of Requests	Number of Credits
Aco...	12	0062382	6	5.00
Adam...	12	0019929	6.5	6.50
Adam...	12	0056469	6.5	5.50
Adam...	11	0056503	6.5	5.50
Ago...	12	0060683	6.5	5.50
Agua...	12	0057383	6.5	5.50
Ahre...	12	0056434	6.5	4.50
Aleje...	12	0060687	6.5	5.50

Updated so that students with zero requests will still have a requests sheet printed when printing from the Print Requests by Student tab.

## Teachers Schedules Report

Added a "Singletons" and "Doubletons" filtering option to the Show pull-down, which allows users to filter the report more effectively when reviewing select courses, moving courses, and running the scheduler. The Teachers Schedules Report can now be filtered by Singletons, Doubletons, or both.

FOCUS

Teacher Schedules Report

SIS

ERP

Lizette Garcia

High School

2018-2019

Quarter 4

Set...

Stude...

Us...

Sche...

Grades

Asses...

Atten...

Discip...

Forms

Billi...

Eligibi...

Emple...

Florid...

Reports

Show:

Limit to Singletons, Limit to Doubletons

Filter by Subject:

English

Apply

4 Teachers

Customize Columns

Filter

Filters: OFF

Search

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 9
Gaddis,	ENG 322		ENG 323					
Harmon,			ENG 223					
Pasca,							LIT IN MEDIA HON12	
Weish,			ENG 22					

# Setup

## Application Editor

Added a “Parent Portal” option to the Available Forms section in Re-Enrollment Setup. This allows available forms to be published to the Parent Portal.

## Community App

Added Filter toggles to Social Media Feeds and School News Settings. Also added the ability to sort by clicking on a column header.

## Form Builder

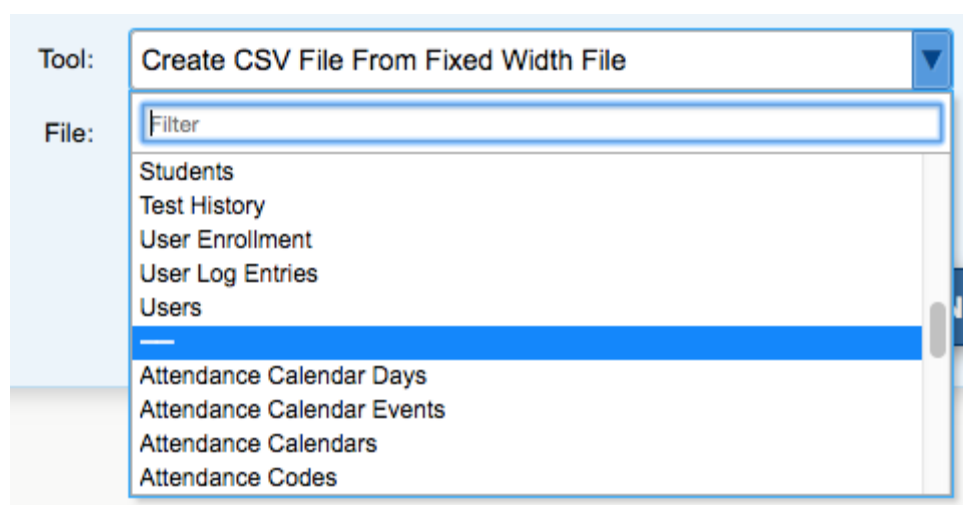
Added {requester\_ID} as a variable that can be used in collections. This variable behaves like {staff\_id} except it uses the form requester's ID if present. If no ID is present (e.g. in SSS), then it defaults to the current user's staff ID.

Added a new option “Remove School From Requests” to the Form Settings. When enabled, the Select School pull-down and i text box is removed when a user fills out the form.

## Importer

Updated the “Tool” pull-down so the displayed options are broken up by category; the order is as follows:

- Prep: Data Prep Tools: Import into Blank Table, etc.
- SIS: SIS Tools: Students, Users, etc
- Setup: Site Setup Tools: Attendance Calendars, Marking Periods, etc.



Added the following tools: Referral Codes, Referral Actions, Report Card Grades, Report Card Comments, and Attendance Calendar Events.

Importer

SISERPBeatrix Lestrangle

Tool:

Attendance Calendar Events

File:

Filter

File Header:

Referral Actions  
Referral Codes  
Report Card Comments  
Report Card Grades

Format:

Rooms  
Schedule

Method:

Schedule Enrollment Codes  
Schedule Requests  
School Gradelevels  
School Grade Posting Schemes

START

ADMIN

Manage Integrations

Added a “Batch Notes” field where notes can be entered on the integration.

Output LocationFiles will be written to (none set)

Batch Transfer SettingsUnless specified below, files generated will not be uploaded. Edit

Scheduled ExecutionThis batch is not set up for scheduled execution. Edit

Zip Batch OutputNo

Batch Notes

Batch Notes

SaveCancel

Generate all files in this batch

SelectDescriptionFilenameGenerateDownloadFile Transfer Settings

Uninstall this batchEnable modification

## Print Letters

Updated so that when school choice letters are printed or emailed from Print Letters, the letters are logged in the Letter Logging tab of the student’s record and a time stamp is added to the database in the school\_choice\_application\_status table in the letter\_date column.

## Rollover

Added the option to roll Tardy Thresholds to the Rollover screen.

## Scheduled Jobs

Updated the FLEID schedule job to include exporting and importing staff records.

- Added the option titled “Export Record Limit” to the FLEID Export/Import scheduled job setup screen, which limits the amount of records sent in an export. Note: The option accepts positive integers greater than zero.

Added a scheduled job called “Retitle Sections,” which renames sections when changed via Run Query.

Retitle Sections

Run Time

12

:

00

AM

Weekdays

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☒ Saturday

☒ Sunday

Priority

If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

500

End Date

If set, this is the last day the cron job will run.

E-mail address

The results of the cron job will be sent to this address.

## School Choice Reports

Added the Status Date column to the School Choice Reports, which indicates the date and time the status on the application was changed. Also added the Next Year Zoned School column, which displays the school the student is zoned to attend for the next school year.



## **System Preferences > Default School Preferences/School Preferences > Enrollment**

Added four new system preferences, "Allow Users to Back Date W/D Dates," "Allow Users to Future Date W/D Dates," "Allow Users to Back Date Enrollment Dates," and "Allow Users to Future Date Enrollment Dates." For more information, please see the [System Preferences](#) help document.

## **System Preferences > Default School Preferences/School Preferences > General**

Added a new preference "Attendance Kiosk Print Slip upon Check-Out." Enable the preference to print a slip when a student checks out in the attendance kiosk mode. When this preference is disabled, a slip will not print when checking out.

## **System Preferences > Default School Preferences/School Preferences > Localization**

Updated so when the "International Address: Add additional options for non-US addresses" setting is enabled, users can add and save addresses without a Zip Code via Students > Add a Student or Students > Student Info > Addresses & Contacts tab.

- Updated so when this preference is selected and a new student is added, users can select the applicable country from the "Select Country" pull-down.

## **System Preferences > Default School Preferences/School Preferences > Scheduling**

Added a new preference "Require documentation when overriding prerequisites." When this preference is enabled, documentation is required when adding courses to a student's schedule when the prerequisites were not completed. When adding a course that has a prerequisite that was not completed, a pop-up window displays where the user must select a Reason and may upload a document. Only users with the profile permission "Allow User to Override Course Sequence" in Users > Profiles under Student Schedule can add a course that has a prerequisite that was not completed.

Added a new preference "Maximum Number of Next-Year Teacher Schedule Requests." Enter the maximum number of requests teachers can enter per student on the Next-Year Schedule Requests screen. When left null, teachers can enter 2 requests per student.

Added a new preference "Require teachers to submit a grade before dropping students." When enabled, teachers are required to post a grade before dropping a student from their course in the Student Schedule. The message "You must post a grade before setting a drop date" will display in the Dropped column on the Student Schedule. When this preference is disabled,



teachers can drop a student from their course in the Student Schedule without having to first post a grade.

Added two new preferences “Do Not Allow Users to Delete Schedule Records with Attendance and Grades” and “Lock Enrollment Date When Positive Attendance or Grades Exist.” When “Do Not Allow Users to Delete Schedule Records with Attendance and Grades” is enabled, a schedule record cannot be deleted when there are any positive attendance, Gradebook grades, or posted grades between the schedule start date and end date. If the start date is moved up to today and attendance is entered, the delete check box will not appear on the schedule record. If this preference is enabled, users are also prevented from deleting schedule records by setting the end date prior to the start date. When “Lock Enrollment Date When Positive Attendance or Grades Exist” is enabled, the start date on the schedule record is not editable when the student has any positive attendance, Gradebook grades, or posted grades.

## Students

Added a “Non-Traditional” option to the “Include in Class Rank” pull-down via **Student Info > Enrollment > View** button.

The screenshot shows the 'Enrollment' section of a student record for 'Abre' (ID 82099). The 'Include in Class Rank' dropdown is highlighted with a red box and set to 'Non-Traditional'. Other fields include Drop Date (05/31/2019), Drop Code ((W01) In School Transfer), Calendar (Standard District Calendar), Rolling/Retention Options (\* Next Grade at Current School \*), Next Grade (11), and Graduation Requirement Program (24 Credit). The left sidebar shows filter fields like 504, Addresses & Contacts, Classified, Controlled School Choice, Counselor Notes, Crisis Intervention, and DOP. The top navigation bar includes Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, Referrals, Test History, Audit Trail, Grad, SSS, and Fees & Payments.

- The “Non-Traditional” option has also been added to Advanced Reports when Include in Class Rank is selected from the Enrollment section of Available Fields. When the report is generated, the Include in Class Rank pull-down displays with the new Non-Traditional option.
- Students set as Non-Traditional can also be reviewed via Grades > Final Grades, GPA, & Class Rank > More Search Options > Enrollment section > Include in Class Rank.

## Add a Student

Updated so new students can be enrolled with only one character entered in the first name field.

## Advanced Report

Updated so reports that include barcodes print using PhantomPDF, which allows the barcode images to be embedded in the generated PDF.

Updated the Course History options under Available Fields, which now display as “Catalog Fields” (master\_courses table), “Course Fields” (courses table), and “Section Fields” (course\_periods table); previously options displayed as Course State Fields (master\_courses table) and Section State Fields (course\_periods table).

## Online Enrollments

Added the Filter feature to all tabs of the Online Enrollments screen.

Added a Completed At and Completed By column to the Unprocessed Forms tab to display the date the form was completed and who completed the form (student or parent and name). Also added Student ID and Grade Level columns.

Unprocessed Forms

Unsubmitted

Processed

Click on any name below to view, accept, and/or deny the changes made to each enrollment request.

3 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student Name	Grade Level	Form	Form Type	Completed At	Completed By	
00086747	Alaniz, Fuencista Elizabeth	10	Student Information Update Form	Voluntary	09/25/2019	Student - Alaniz, Fuencista Elizabeth	<div>View Changes</div>
00082099	Abrego, Rebecca	11	Student Information Update Form	Voluntary	09/27/2019	Parent - Banuelos, Leonard	<div>View Changes</div>
00056491	Rios, Eilal Marie	12	Student Information Update Form	Voluntary	09/27/2019	Student - Rios, Eilal Marie	<div>View Changes</div>

Added the View Changes button to the Unprocessed Forms tab. When clicked, the changes from the form are listed in a pop-up window, with buttons to approve or deny each individual change or approve all/deny all changes. When changes are denied, there is a text box to enter a reason for the denial.

Approve / Deny Changes

Approve All

Deny All

Close

2 Records

	Change
<div>Approve</div> <div>Deny</div>	<div>Permission to Survey</div> <div>Before</div> <div>No</div> <div>After</div> <div>Yes</div>
<div>Approve</div> <div>Deny</div>	<div>Birthdate</div> <div>Before</div> <div></div> <div>After</div> <div>09/12/2003</div>

When the form has been processed, the user who completed the form gets Portal alert. When clicked, the user is taken to the page that shows the changes and what was approved/denied.

Added the View Changes button to the Processed tab. When clicked, the changes from the form are listed in a pop-up window with indications whether they were approved or denied.

# Approve / Deny Changes

Close

3 Records

Change									
Approved	Update Contact								
	Title (Mr, Ms, etc.)	First Name	Middle Name	Last Name	Enter Other Relationship	Email	Emergency	Sort Order	De
		Oxgahk		Oxgahk	Other		Y	5	
Approved	Permission for Screening								
	Yes								
Denied	Birthdate								
	10/15/2002								
Reason: Need proof of birth date.									

Student Info

Added an "Exclude Schools" column to the Re-enrollment Restrictions tab. When schools are selected in the Exclude Schools column, the student can be enrolled in those schools.

Student Fields

Added an "applicant\_gradelevel" system field for those districts that do not yet have one. For those districts that already have an applicant gradelevel field, the field was updated to be a system field with the proper alias.

Categories

Fields

Prev

Page: 1 / 45

Next

Export

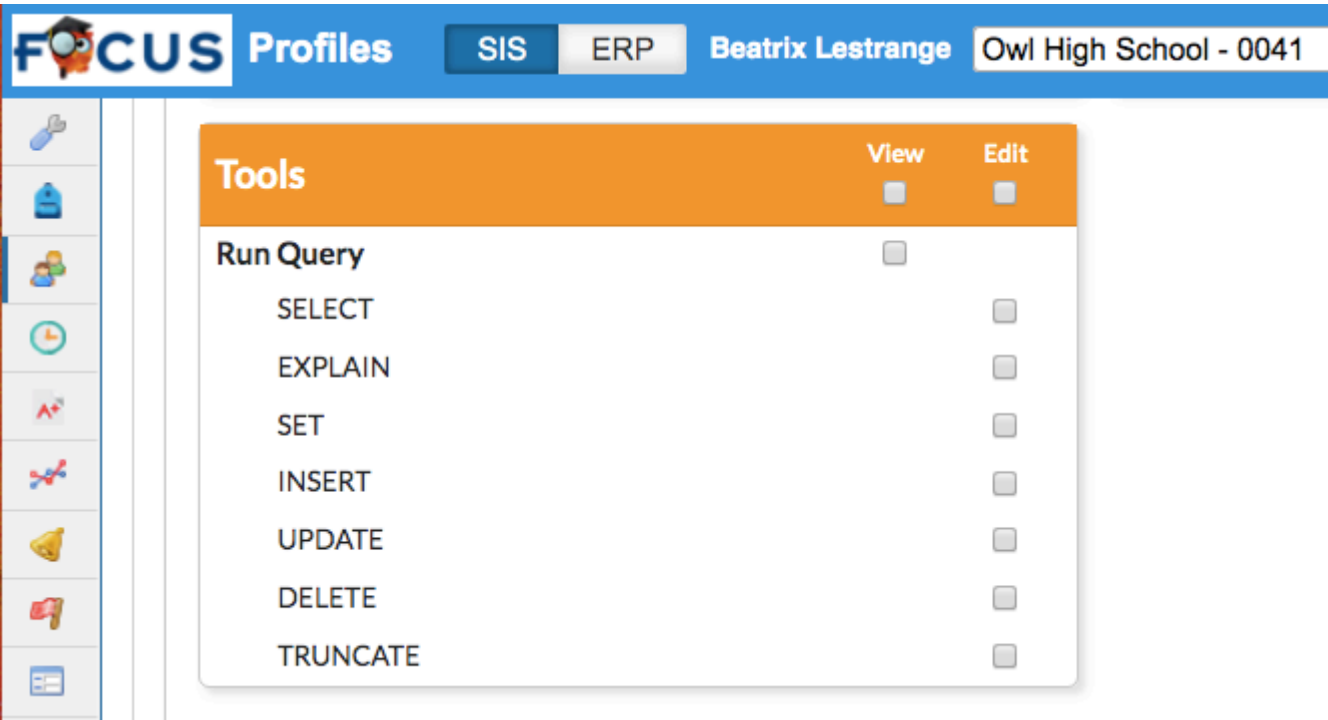
Filter: ON

Legacy ID	Title	Alias	Type	Category	System	
			Text			
	Applicant Gradelevel	applicant_gradelevel	Select One		System	Edit Field

# Users

## Profiles

Added “Run Query” to the interface via the Setup menu, which is controlled by new profile permissions: Run Query (View), Select (Edit), Explain (Edit), Set (Edit), Insert (Edit), Update (Edit), Delete (Edit), and Truncate (Edit).



Added additional view permissions for the Referrals screen for teachers and administrators:

- View Referrals for All Years - When this permission is enabled, the “All Years” check box is available above the list output.
- View Referrals for Inactive Students - When this permission is enabled, the “Include Inactive Students” check box is available on the search screen and the “Include Inactive” check box is available above the list output.

Added the “View All Schools” permission for the Discipline Incidents screen for teachers and administrators. When this permission is enabled, the “View All Schools” check box is available above the list output.

# CTE

## Accounts Receivable

### Receivables Report

Updated the “Outstanding Balance” so it displays as “Outstanding FS Balance” if a funding source is selected and reflects the outstanding balance of the selected funding source. If a funding source is not selected, no changes are made and the column displays as Outstanding Balance.

Receivables Report

Customer Report

☒ Current

☒ 31 to 60 Days

☒ 61 to 90 Days

☒ 91 and Over

Invoice Date Range

Payment Date Range

Customer/Student ID

Invoice Number

8901 : Center and Technical College

3180452 : - 8901 VOC. REHAB.

Facility

Funding Source

☐ Waived

☐ Paid

Export

Filter: OFF

Toggle Columns

Invoice Date	Invoice #	Customer/Student ID	Customer Name	Invoiced Amount	Outstanding FS Balance	Paid Amount	Payment Source
04/27/2017	21441	99739711	WILLIAM	514.20	0.00	295.00	- 8901 VOC. REHAB.
12/21/2017	76415	29974631	ASHLEIGH	351.60	0.00	5.00	- 8901 VOC. REHAB.
						281.60	- 8901 VOC. REHAB.
						15.00	- 8901 VOC. REHAB.
03/06/2019	155073	92752156	EDITH	100.00	100.00	0.00	- 8901 VOC. REHAB.
Current Page Totals				965.80	100.00	596.60	
Grand Totals				965.80	100.00	596.60	

## Attendance

### Sub Take Attendance

Updated so the take attendance alert in the Alerts section of the Portal page navigates to the Sub Take Attendance screen and displays when a teacher has been assigned as a substitute by administration via Scheduling > Courses & Sections > Subject > Course > Section > Subs tab.

## Billing

### Purchase & Pay

Updated so the cardholder’s name is passed to Authorize.net upon completing a credit/debit card transaction, not the student’s name for whom the purchases are being made.


# Kiosk

Added the Attendance Scanner App functionality to the kiosk for post-secondary schools using the Attendance Kiosk mode. For post-secondary schools, the Check In/Check Out/Reprint Passes screen does not display. Instead, the student is prompted to scan/enter their student ID. If the school/district has “Both” selected for the “Student Kiosk ID” system preference, the PIN is ignored for the post-secondary school and only the student ID is required when scanning in. If the student ID is manually keyed in, the PIN is also required. When a student has one class available to check in to, the student is automatically checked in to that class after scanning in. The student ID screen then reappears for the next student. When a student has multiple classes in the same period, there is a confirmation screen where they select the class they wish to check in to.

## Scheduling

### Course Progression

Updated the Course Progression screen so the Current grade column has been replaced by two new columns "Gradebook Grade" and Final Grade." The Gradebook Grade field populates with the students' current gradebook grade; the Final Grade field populates with the students' posted grade.

 **Course Progression**



SIS ERP Lizette Garcia

Technical College

2018-2019

Term 2

Set... Stu... Us... Sch... Gra... Ass... Atte... Dis... Forms Billi... Eligi... Em... Flor... Rep...

Export  

Toggle Columns

<input type="checkbox"/> Student Name	Student ID	Gradebook Grade	Final Grade	Attended Hours	Start Date	End Date	Progressed
<input type="checkbox"/> Bes	4856		C	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Buc	0642		91% B	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Dav	1130		C	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Eva	949		B	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Fra	211		A	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Hur	7116		B	31:15	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Kaz	6463		B	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Lav	0801		B	37:30	Aug 13, 2018	Aug 24, 2018	
<input type="checkbox"/> Lus	043		B	37:30	Aug 13, 2018	Aug 24, 2018	

Added the “Toggle Columns” button to the Course Progression screen. When Toggle Columns is clicked, a pop up window displays allowing users to clear selected check box as a way to hide specific columns from the screen.



# Setup (SIS)

## Scheduled Jobs

Updated the “Store Receipt PDF” scheduled job so it is now called “Generate PDFs from Receipts.”

- The scheduled job has also been updated to include all receipts generated as opposed to store-generated receipts only.
- Updated so each receipt/transaction is generated and can be printed in separate PDFs.

## System Preferences > Default School Preferences > Scheduling

Added the “Validate Student Schedule Dates Against Section Start/End Dates” system preference. When this preference is enabled, users can add a course to a student’s schedule, but are unable to enter an Enrolled date that is outside of the marking period beginning and ending dates set up via **Setup > Marking Periods** and selected from the Marking Periods pull-down via **Scheduling > Courses & Sections** or the Term pull-down of the Student Schedule. When disabled, users can add a course to a student’s schedule and enter an Enrolled date that is outside of the marking period beginning and ending dates; users will also have permission to delete the course.

The screenshot shows the FOCUS Student Schedule interface. At the top, there's a blue header with the FOCUS logo, 'Student Schedule', and tabs for SIS, ERP, and user information (Beatrix LeStrange, Education - 9103). Below the header, there are tabs for Demographic, Enrollment, Schedule (selected), Requests, Grades, Gradebook, Absences, Activities, and Refer. The main area shows 'Effective Date: September 20, 2019' and a 'BILL BY: Semester' dropdown. A red box highlights a warning message: '\* The school year runs between 08/14/19 and 06/26/20 the start date 03/16/19 is not in that date range.' Below this, there's a table for '1 Class' with columns: Course, Period - Teacher, Course Number, Section, Meeting Days, Room, Term, Enrolled, and Estimated Course Completion Date. The table shows a row for 'ABE READ' with 'Period 99 - AAE1 - APF' as the teacher, '9900002L' as the course number, 'AAE1' as the section, 'MTWHF' as meeting days, 'AE DT' as the room, '\* Term B' as the term, 'Mar 16, 2019' as the enrolled date, and 'N/A' as the completion date. A red box highlights the 'Term' and 'Enrolled' columns.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date
ABE READ	Period 99 - AAE1 - APF	9900002L	AAE1	MTWHF	AE DT	* Term B	Mar 16, 2019	N/A
Total								

Added the “Allow Editing of Section Hours/Duration and Times after Attendance has been Entered” system preference. Enabling this preference allows the Post Secondary Start Time,

Post Secondary End Time, and Class Daily Hours fields to be editable on the section when the section has attendance data. When this preference is disabled, these fields are not editable on the section when the section has attendance data.

**System Preferences > Default School Preferences/School Preferences > Billing**

Added the “Only apply once-per-program fees once when billing multiple classes by course/ section/hours” setting; if the setting is enabled, when billing multiple classes from schedule by course, section, or hours, the system respects the Once Per Program check box on fee set up via Billing > the applicable manage fees screen, such as Manage District Fee Templates.


Students

**Student Reauthorization/Post Grades**

Added the ability to reauthorize for full year windows.

- In order for users to reauthorize via full year windows the following criteria must be met: Marking periods course registration set for full year, Grade posting window is full year, and Courses have Reauthorization / Bill By Reauthorization type setup via the Vocational/WDIS tab of Courses & Sections.

Added an “Include Inactive Students” check box to the Post Grades screen, which allows teachers to post grades for inactive students.


 **Post Grades**

OLIVE (Teacher) 9058 - EV - T1 MTWH - 430 - SECURITY OFFICER TRAINEE



Students Attendance School Information My Information Billing Performance Reports

Currently Reauthorizing: Trimester 1 (2019 - 2020)

☒ Include Inactive Students Check/Uncheck All Reauthorizations

 Grade Validation Legend

5 Records 

Export  

 Filter: ON

Users

**Profiles**

Updated the profile permissions for **Billing > Manage Individual Fees** ensuring that users/ profiles granted View only permissions, cannot edit or delete records.

# LMS

# Lesson Planning

# Lesson Planner

Moved the New Assignment option to the top of the “Select an assignment” pull-down when adding an assignment to a lesson plan to prevent having to scroll down the entire list of assignments.

# ERP

## Accounts Receivable

## Deposits/Internal Account Deposits

Added a "Receipt #" column, which includes a link to Receipts/Internal Account Receipts or Point of Sale depending on where the receipt was generated.

Added a "Facility" column to the report.

Updated so the "Refunds" section has been moved to the bottom of the screen underneath the Payments section.

**FOCUS** Deposits

SIS ERP Beatrix Lestrange

Undeposited Payments | Deposited Payments 2019-2020

Deposit Total: \$0.00 Bank: Deposit Date:

**Payments**

Export Filter: OFF

Check All	Payment Date ↕	Customer ↕	Payment Type ↕	Receipt # ↕	Transaction # ↕	Amount ↕	Account ↕	User ↕	Facility ↕
<input type="checkbox"/>	08/15/2019	Iroo	other	26891	29013	47.00	1111-0925	Elli	9103 - ADULT EDUCATION
<input type="checkbox"/>	08/15/2019	Lanc	money_order	26915	29043	47.00	1111-0925	Ba	9103 - ADULT EDUCATION
<input type="checkbox"/>	08/15/2019	Mai	other	26925	29065	47.00	1111-0925	EI	9103 - ADULT EDUCATION
<input type="checkbox"/>	08/15/2019	Ma	other	26940	29080	47.00	1111-0925	EI	9103 - ADULT EDUCATION
<input type="checkbox"/>	08/16/2019	Alb	other	26966	29116	47.00	1111-0925	EI	9103 - ADULT EDUCATION

**Refunds**

No Records Found

## Invoices/Invoice Report

Added a “Void Date” field to the Invoice header. Voided invoices are viewable when accessed from the Invoice Report > “Invoice #” link, which was added to the report, along with a “Not Voided” report filter, and a “Void Date” column.

**General Report** **Detailed Report** Account Lookup 2019-2020

☒ Open
 ☐ Overdue
 ☒ Paid
 ☐ Internal Accounts
 ☒ **Not Voided**
☒ Voided

Invoice Number:  Transaction Number:  Date:

Debit Account:

Fund:  Center:  Revenue:

**Current Invoice** Look up Invoice #

**July 2019 UTM**

Due Date: 07/30/2019  
 Created By: Tomlinson  
 Customer: 3679  
 Paid: No  
**Void Date: 10/09/2019**  
 Receipts: None

1 Records Export Filter: OFF Toggle Columns Page Size: 25

Invoice #	Invoiced By	Invoice Date	Customer Name	Printed Past Due	Past Due Notice Printed By	Void Date	Invoiced Amount	Balance
300	Tomlinson	07/30/2019	UNITED TEACHERS			10/09/2019	8,278.74	8,278.74
<b>Current Page Totals</b>							<b>8,278.74</b>	<b>8,278.74</b>
<b>Grand Totals</b>							<b>8,278.74</b>	<b>8,278.74</b>

## Receipt Report

Added a “Receipt Number” and “Invoice Number” search text box to the General Report and Detailed Report filters.

**General Report** **Detailed Report** **Receipt Reconciliation** Account Lookup 2019-2020

☐ Voided
 ☐ Internal Accounts

Receipt Date Range:  →  Created Date Range:  →  Debit Account:

Credit Account:  Payment Type:  Amount:

**Invoice #**  **Receipt #**

Fund:  Center:  Revenue:  Project:  Type:

Added a “Ledger Balance” column to the report, which is the sum of the cash journals (debits subtracted by credits) of journals tied to listed receipts.

**FOCUS Receipt Report** SIS ERP Raymond I

Budgeting/Ge... Purchasing/A... Accounts Re... Fixed Assets Transportation Human Reso... Payroll Work Orders Warehouse Set... Developm... Employee Sel...

Alloc To ↓	Invoices ↓	Description ↓	Created By ↓	Deposit Date ↓	Void Date ↓	Reference Number ↓	Payment Type ↓	Amount ↓	Ledger Balance ↓	MJ # ↓
	N/A	Pell Grant deposit into Federal funds account	Ci	02/12/2019		Pell grant deposit into the federal funds account	EFT	64710.00	64710.00	
	N/A	Pell payment Term #3 Practical Nursing	Ci	10/03/2018		Pell Term #3 PN	EFT	37442.50	37442.50	
	N/A	Pell payment for PN Term #2	Ci	05/15/2019			EFT	31403.00	31403.00	
	N/A	Pell payment Welding Term #1	Ci	10/16/2018			EFT	21332.50	21332.50	
	N/A	Pell payment Term #2 PN	Ci	05/16/2019		Pell deposit for Term #2 PN	EFT	12497.31	12497.31	
	N/A	Pell grant payment	Ci	02/14/2019		Pell grant payment	EFT	11405.79	11405.79	
	N/A	Pell payment into Pell account	Ci	02/19/2019		Pell payment into Pell account	EFT	4720.47	4720.47	
	N/A	Student credit from Pell Into Pell account Welding Term #1	Ci	10/16/2018			EFT	4090.50	4090.50	
	N/A	Pell federal funds Welding Term #1	Ci	11/28/2018			EFT	3047.50	3047.50	
	N/A	Baumker Welding Term #2	Ci	03/07/2019		Baumker revenue refund Pell	EFT	3047.50	3047.50	
	N/A	Pell payment Welding Term #1	Ci	10/25/2018			EFT	783.21	783.21	
	N/A	Pell payment Campbell	Ci	03/04/2019		Pell payment into pell account	EFT	569.88	569.88	
	N/A	Deposit from Pell grant	Ci	05/10/2019		Deposit from Pell	EFT	220.00	220.00	
	N/A	Cover negative in Pell account/bank error	Ci	01/14/2019		into Pell	EFT	100.00	100.00	

## Budgeting/General Ledger

Added a "Month 13+" pull-down to **Manual Journals** and **Internal Account Manual Journals**, which displays if users enter a closed fiscal year in the Journal Date field and have permission to "Month 13+" via **Setup > Profiles**.

**FOCUS Manual Journals**

Drafts Templates Manual Journals History Approval History Edit Draft

**General Information**

**PO**

Purchase Order 10166 : SWARTZ AS... 05/09/2018  
 Linked Record Type Linked Record Journal Date

13  
Month 13+

- When creating manual journals as an audit correction, users can select the applicable month from the pull-down; options include 13-20. Month 13 is used to post entries for when the auditor visits and asks for corrections.
- Using Month 13+ allows users to run the **Trial Balance** and **Expenditure/Revenue Report** that reflect financial statements (June / Month 12) and be able to run corrected financial statements when a selection is made from the added "Month 13+" pull-down. If there are multiple rounds of audit changes, Month 13-20 can be selected.

**Trial Balance By Fund Trial Balance By GL Trial Balance Updates**

**Report Criteria**

Month ☐ General ☒ Single Accounts Consolidate Accounts ☒  
 Year ☒ Historical ☐  
 Custom ☐

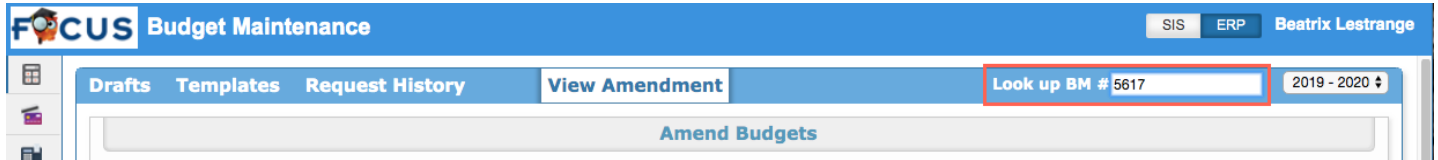
0000 : STUDENT CREDIT DUE, 1000 : ASSETS, 1100 : ... 100 : GENERAL OPERATING FUND - 100  
 GL Account Fund

2018 - 2019 Fiscal Year (To) ☒ Show Project Breakdown

Jun Month 13  
Month 13+

## Budget Maintenance/Internal Account Budget Maintenance

Added a “Look up BM #” feature, which allows users to open budget maintenance amendments and revisions while on any of the Budget Maintenance screens/tabs.



## Bank Reconciliation/Internal Account Bank Reconciliation

Updated so checks tied to a P-Card invoice batch will no longer display on the Outstanding Debits tab or the Summary tab.

Updated so manual journals display as outstanding in a bank reconciliation when the reconciliation month is during or after the journal date month; for example, if a manual journal has a date of 02/01/2019 and was not cleared in February's reconciliation, the manual journal will now also display as outstanding in the March reconciliation.

Added the “Ledger Amount” column, which displays journal amounts, to the following tabs: Outstanding Checks, Voided Checks, Reconciled Credits, Outstanding Debits, and Reconciled Debits.

Balances	Reconciled Checks	Outstanding Checks	Voided Checks	Check Errors	Reconciled Credits	Unreconciled Credits
Outstanding Credits	Reconciled Debits	Unreconciled Debits	Outstanding Debits	Summary		
Outstanding Debits						
◀ Prev Page: 1 / 216 Next ▶ Export Filter: OFF						
Date	Bank	Source #	Source Type	Amount	Ledger Amount	Description
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1056	Manual Journal	3,000.00	-3,000.00	Void Manual Journal #941
04/15/2019	1000 - WELLS FARGO BANK, N.A.	1056	Manual Journal	3,000.00	-3,000.00	Void Manual Journal #941
04/30/2019	1000 - WELLS FARGO BANK, N.A.	1108	Manual Journal	82,930.00	-82,930.00	Void Manual Journal #1000
04/17/2019	1000 - WELLS FARGO BANK, N.A.	328	Manual Journal	905.24	-905.24	Sales Tax Payment March 2019 (Remitted April 17)
04/05/2019	1000 - WELLS FARGO BANK, N.A.	969	Manual Journal	514,358.42	-514,358.42	PERF CONTR-FPL P&I pmt 4/05/19
04/30/2019	1000 - WELLS FARGO BANK, N.A.	1010	Manual Journal	20.00	-20.00	NSF Checks - April 2019 - Rigoberto
04/17/2019	1000 - WELLS FARGO BANK, N.A.	1007	Manual Journal	35.00	-35.00	NSF Checks - April 2019 - Pri

## Expenditure/Revenue Report

Added an “Invoice #” column and a “Receipt #” column to the Budget Drilldown.

## Budget Drilldown

[Download Drilldown PDF](#)

Report: August 2018 - 2019 (1 Year)  
Drilldown Year: 2018 - 2019

Elements:  
District Category 1: N/A, Facility: 0032, Fund: 891, Internal Account: 6800, Internal Sub-Account: 600, Internal Project: N/A, Revenue: N/A, Project: N/A, Department: N/A, Function: N/A, Object: N/A, Program: N/A

### AR Invoice Allocations

Invoice #	Description	Receipt #	Customer	Date	Amount
1269	Registration Fees	1642	tt Graham	07/09/2018	252.00
1347	Registration Fees	1638	Hernandez	07/19/2018	126.00
1349	Registration Fees	1555	e Kapp	07/19/2018	39.60
1350	Registration Fees	1556	uke	07/19/2018	39.60
1361	Registration Fees	1573	andez	07/23/2018	252.00
1427	Registration Fees	1660	Johnson	08/09/2018	126.00
1428	Registration Fees	1661	n Abrodos	08/09/2018	153.45
1462	Registration Fees	1780	Cobb	08/16/2018	252.00
1494	Registration Fees	1797	Jrick	08/21/2018	126.00
Total:					1,366.65

Updated so the report now includes journals that are not linked to budgeted accounting strips.

Updated so an AR (accounts receivable) invoice on an Expense strip no longer creates a journal.

## Fund Balance Report

Added a "Setup" tab to the report, which allows users to identify the funds and corresponding accounts that should populate the report.

- The "Fund" text box allows wildcards and the general ledger "Account(s)" pull-down is select multiple.

**FOCUS Fund Balance Report** SIS ERP Beatrix Lestrange

**Report Setup**

**Fund Map**

Export

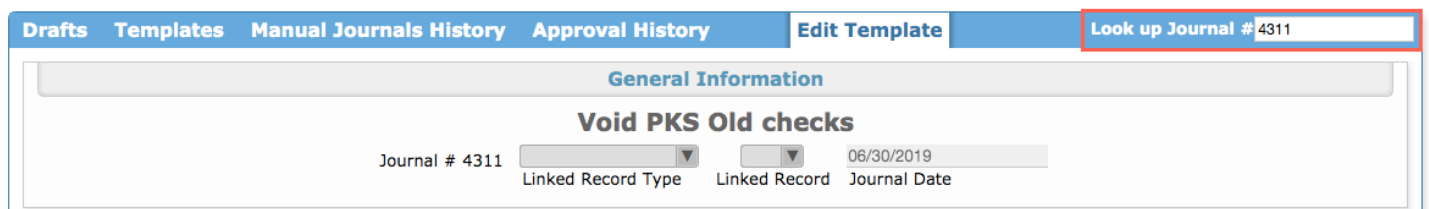
Fund	Account(s)
0110	2710 - NONSPENDABLE-SUMMARY, 2711 - NONSPENDABLE - INVENTORY, 2712 - NONSPENDABLE-PREPAID AMO...

## Manual Journals/Internal Account Manual Journals

Added the following warning when the manual journal contains encumbrances but is not linked to a purchase order via the "Linked Record Type" and "Linked Record" pull-downs: "Your manual journal is not linked to a PO, so your encumbrance will not appear on the PO report. Continue?"

Added the Filters feature to the Expense Journals Lines and Revenue Journal Lines sections.

Added the "Look up Journal #" feature, which gives users the ability to search for journals by entering the manual journal number in the text box and pressing the Enter key.



**Look up Journal #4311**

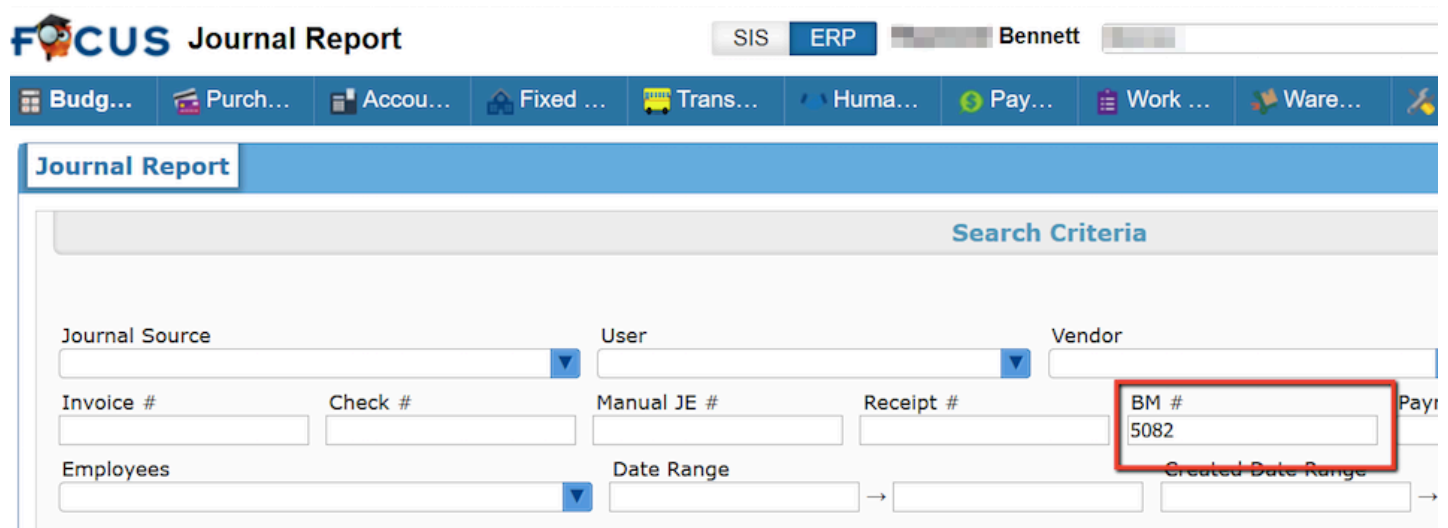
**General Information**

**Void PKS Old checks**

Journal # 4311    Linked Record Type    Linked Record    Journal Date 06/30/2019

## Journal Report

Added a "BM #" filter to the Search Criteria allowing users to pull journal information as it pertains to specific budget maintenance numbers.



**Journal Report**

**Search Criteria**

Journal Source    User    Vendor

Invoice #    Check #    Manual JE #    Receipt #    **BM #**    Payr

Employees    Date Range    Created Date Range

5082

## Trial Balance

Updated so purchase order rollover journals are now included in the Trial Balance.

## Employee Self Service

### Employee Agreements

Added a print button to the PDF print preview screen when viewing an agreement.

### Employee Requests

Updated leave requests so only active buckets display in the "Bucket" pull-down; previously all buckets included those marked "Inactive" set up via Human Resources > Leave Maintenance > Buckets tab were displayed.



# Fixed Assets

## Inventory Report

Added a data record count, so the number of records displays above the report.

Updated so the columns for "Approved Location" and "Inventoried Location" displays for all report criteria. Previously, these columns only displayed if the "Misplaced Items" check box was selected.

Added an "Inventory Method" column, which displays how inventory was taken: Manual or Scan.

Added a "Needs Barcode" and "Manual Inventories" check box to the report filters; therefore, the Inventory Report can now be filtered based on assets that have been flagged for needing a barcode and assets that have been manual input when taking inventory.

Inventory Report

0041 - HIGH SCHOOL

2018-19

Default

Run Report

Facility

Inventory Fiscal Year

Misplaced Items

Uninventoried Items

Needs Barcode

Manual Inventories

Prev

Page: 1 / 17

Next

401 Records

Export

Filter: OFF

Toggle Columns

ion	Salvage Price	Last Inventoried	Inventory Method	Disposition Date	Disposition Code	Status	Lost	Needs Barcode	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer
0	0	02/07/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	Yes	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	Yes	Transfer
0	0	02/05/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer
0	0	02/07/2019	Manual		AC - ACTIVE	A	<input type="checkbox"/>	No	Transfer

## Manage Assets

Upon searching for assets via the Existing Assets tab, added a "PO #" column to the results report, which links the applicable purchase order to the fixed asset. The "PO #" is a link that can be clicked in order to open Purchasing/Accounts Payable > Purchase Requests/Orders.

Existing Assets									
Existing Assets									
Search by Facility:		0041 - HIGH SCHOOL				Search			
Search by Category:						Search			
Search by Department:						Search			
Search by Barcode:						Search			
Search by Serial #:						Search			
Prev		Page: 1 / 18	Next		Export	Filter: OFF	Toggle Columns	Page Size: 25	
Barcode	Serial Number	Building	Room	Facility	PO #	Manufacturer	Model Number	Category	
	4125063831001	1 - Building 1	101M - BOOKKEEPER	0041 - HIGH SCHOOL	22075	Apple	MV962LL/A	COMPUTER	
	9981205	1 - Building 1	101M - BOOKKEEPER	0041 - HIGH SCHOOL	21791	Fellowes Powershred	412506	OFFICE E	
				0041 - HIGH SCHOOL	21756	AVER	CHRGEX30	COMPUTER	
				0041 - HIGH SCHOOL	21756	AVER	CHRGEX30	COMPUTER	
				0041 - HIGH SCHOOL	21687	Dell	210-AOWE	COMPUTER	
				0041 - HIGH SCHOOL	21687	Dell	210-AOWE	COMPUTER	
				0041 - HIGH SCHOOL	21687	Dell	210-AOWE	COMPUTER	
95146	0210CJ0361	2 - Building 2	102 - KITCHEN/SERVING AREA	0041 - HIGH SCHOOL	21403	Cleveland	24CGA10	CAFETER	
95144	812056626	2 - Building 2	201C - MATERIAL STORAGE SML	0041 - HIGH SCHOOL	20514	CDW	3D45-EDU	COMPUTER	
95114	4H1WDW2	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	20278	Dell	PowerEdge R440	COMPUTER	
95136	411021811348	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	20215	AverCart	C30i	COMPUTER	
95115	2M2915025B	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	20126	HPE	ProLient DL160	COMPUTER	
94894	411028080253	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	19222	Aver	C30i+	COMPUTER	
94895	4110218080224	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	19222	Aver	C30i+	COMPUTER	
94896	4110218080268	4 - Building 4	181 - TELE EQUIP/COM CLOSE	0041 - HIGH SCHOOL	19222	Aver	C30i+	COMPUTER	

Upon searching for assets via the Existing Assets tab, added the "Inventory Type," such as Manual or Scanned. The data displayed here pulls from the Fixed Assets Report.

Updated the format of the "Last Inventoried" column so the date displays in the following format: MM/DD/YYYY.

Added the "Toggle Columns" feature to the Existing Assets tab, which allows users to decide which columns display on the screen.

Existing Assets									
Existing Assets									
Search by Facility:		0041 - HIGH SCHOOL				Search			
Search by Category:						Search			
Search by Department:						Search			
Search by Barcode:						Search			
Search by Serial #:						Search			
Prev		Page: 13 / 18	Next		Export	Filter: OFF	Toggle Columns	Page Size: 25	
Capitalized Code	Department	Date Acquired	Purchased Price	Salvage Value	Last Inventoried	Inventory Method	Disp. Fiscal Year		
641		06/12/2012	2,910.00	0	02/07/2019	Manual			
641		06/15/2012	1,233.00	0	02/06/2019	Manual			
641		05/07/2004	8,000.00	0	02/06/2019	Manual			
641		11/01/2004	5,700.00	0	02/07/2019	Manual			
641		11/01/2004	5,700.00	0	02/07/2019	Manual			
641		01/03/2005	7,995.00	0	02/06/2019	Manual			
641		09/22/2005	1,470.36	0	01/15/2019	Manual			
641		05/10/2006	1,200.00	0	02/07/2019	Manual			
641		05/10/2006	1,200.00	0	02/07/2019	Manual			
641		02/15/2006	1,510.00	0	01/18/2019	Manual			
641		07/31/2006	1,995.00	0	01/14/2019	Manual			
641		07/31/2006	1,995.00	0	01/14/2019	Manual			
643		03/21/2007	2,554.55	0	02/06/2019	Manual			
643		03/03/2013	1,399.00	0	02/06/2019	Manual			
643		03/21/2007	2,554.55	0	02/06/2019	Manual			
643		03/02/2012	1,914.00	0	02/06/2019	Manual			

# Human Resources

## Employee

Updated the fiscal year pull-down on the Jobs tab so users can review data for all previous employee jobs in the system.

The screenshot shows the FOCUS Employee web application. At the top, there's a navigation bar with tabs for Budgeting, Purchasing, Accounts, Fixed Assets, Transport, Human Resources (selected), Payroll, Work Orders, Warehouse, Setup, and Development. Below this, a sub-navigation bar shows 'Jobs' as the active tab, with other options like Deductions, Pay History, and Files. The main content area is titled 'Positions' and contains a table with columns for Group, Position, Job, Facility, Position, Job Title, Starting, and Ending. A dropdown menu is open on the '2018 - 2019' fiscal year selection, showing a list of previous fiscal years from 2011-2012 to 2020-2021. The dropdown is highlighted with a red box.

Added the following fields to the W4 Information tab to account for 2020 IRS changes:

- W4 Allowances under 17: Depends under 17 x \$2,000 is used to reduce the employees annual taxable wages.
- W4 Allowances Other: A dollar amount x \$500 is used to reduce the employees annual taxable wages.
- 4a Other Income (per check): A dollar amount which is recorded on the new W4 as an annual amount increases taxable wages.
- 4b Deductions (per check): Reduce taxable wages due to other deductions.
- Use Multiple Jobs: Determines the tax table used (setup via Payroll > Maintenance > Tax Tables tab).

**W4 Information**

W4 Status: Single

W4 Allowances

W4 Allowances Under 17

W4 Allowances Other

4a Other Income (per check)

4b Deductions (per check)

Uses Multiple Jobs

Additional Federal Tax

Opt Out of Paper W2: ☒

W4 Exempt: ☐

IRS Lockout

IRS Lock Start

## Employment Agreement Maintenance

Added a "Remind All" button to the Pending Agreements tab, which allows users to remind all listed employees to read and sign the pending employment agreement at once as opposed to clicking Send Reminder for each employee.



**Pending Agreements**

Cleanup **Remind All**

4 Records [Export](#) [Filter: OFF](#)

Type	Agreement	Facility	Fiscal Year	Published Date	Deadline Date	
DENTIAL EMPLOYEE ANNUAL	2019-2020 Annual Notice - Drug-Free Workplace Policy	9004 PERSONNEL DEPARTMENT	2019 - 2020	12/10/2019	12/31/2019	<a href="#">View</a> <a href="#">Send Reminder</a>
DENTIAL EMPLOYEE ANNUAL	2019-2020 Annual Notice - Security Awareness	9004 PERSONNEL DEPARTMENT	2019 - 2020	12/10/2019	12/31/2019	<a href="#">View</a> <a href="#">Send Reminder</a>
DENTIAL EMPLOYEE ANNUAL	2019-2020 Annual Notice - Sexual Harassment Policy	9004 PERSONNEL DEPARTMENT	2019 - 2020	12/10/2019	12/31/2019	<a href="#">View</a> <a href="#">Send Reminder</a>
DENTIAL EMPLOYEE ANNUAL	2019-2020 Annual Notice - Employee Handbook Receipt	9004 PERSONNEL DEPARTMENT	2019 - 2020	12/10/2019	12/31/2019	<a href="#">View</a> <a href="#">Send Reminder</a>



Added a record count to all tabs when a report is generated.

Signed Agreements		
15 Records	Export  	Filter: OFF
Pay Type ↕	Contract Type ↕	Agreement ↕
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Acceptable Use Policy for Networked Communications
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Acceptance of System Passwords
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - AlerT Training
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Anti-Bullying Policy
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Bloodborne Pathogens Training Record
M1 12.MO CLERICAL(12)		2019-2020 Annual Notice - Code of Ethics

## Leave History Report

Added a new tab called "Leave Bank," which allows users to generate a sick leave pool annual report based on the Fiscal Year and Bank(s) selected.

- The report includes the "Bank" name, the "Fiscal Year," the number of "Starting Participants," "New Participants," "Ending Participants," the "Beginning Balance (hours)," "Contributed Leave (hours)," "Awarded Leave (hours)," and the "Ending Balance (hours)," as well as the "Grand Totals."

Leave History Leave Bank								
Criteria								
Fiscal Year	Bank							
2018 - 2019 ▼	AD-Adm/Support Staff, ... ▼							
								Run report
Results								
Export  	Filter: OFF	Toggle Columns						
Bank ↕	Fiscal Year ↕	Starting Participants ↕	New Participants ↕	Ending Participants ↕	Beginning Balance (hours) ↕	Contributed Leave (hours) ↕	Awarded Leave (hours) ↕	Ending Balance (hours) ↕
TE(Instructional)	2018 - 2019 (7/1/2018 - 06/30/2019)	0	369	369	0.00	1,207.30	75.00	1,132.30
AD-Adm/Support Staff	2018 - 2019 (7/1/2018 - 06/30/2019)	0	317	317	0.00	528.65	480.00	48.65
Grand Totals:		0.00	686.00	686.00	0.00	1,735.95	555.00	1,180.95

## Leave Maintenance

Added a "Manual Leave" tab, which includes two tabs for making an "Adjustment" and reviewing a report of "Executive Leave."

**Leave Maintenance**

SIS

ERP

Lizette Garcia

Hours

Manual Leave

Groups

Buckets

Reasons

Subs

Bank

Employee

Config

Adjustment

Execute Leave

Employee

Leave Bucket

SCK - Sick Balance

## Position Control

Added a "Job Posted" check box/column to the Positions tab, which indicates whether the job has been posted or not.

Positions

Max Supplements

Drafts

Templates

Postings

Applicants

Look up Position Code:

Fiscal Year

2019-2020

▼

Facility

0041 : HIGH SCHOOL

▼

Effective Date

12/10/2019

Show Positions

◀ Prev

Page: 1 / 17

Next ▶

409 Records

Export

Filter: OFF

Toggle Columns

Page Size: 25

	View	Title	Code	Authorized	Available Hour(s)	Available Unit(s)	FMLA	Filled Hour(s)	Filled Unit(s)	Job Posted	Allow 1 extra allocation until
										<input type="checkbox"/>	
⊞	View	73099 OTH CLER, SCH	0041V8001	0	0.00	0.00		0.00	0.00	<input type="checkbox"/>	
⊞	View	59001 TEACHER, OTHER IN	0041V0012	1	7.00	1.00		0.00	0.00	<input type="checkbox"/>	
⊞	View	PARAPRO - AFT SCH TUTOI	0041V0042	2	12.00	2.00		0.00	0.00	<input checked="" type="checkbox"/>	
⊞	View	TEACHER, OTHER INSTRUC	0041V0041	1	7.00	1.00		0.00	0.00	<input type="checkbox"/>	
⊞	View	TEACHER, OTHER INSTRUC	0041V0016	7	49.00	7.00		0.00	0.00	<input type="checkbox"/>	

Updated so if the allocation "Percent" is set to zero and the "Apply to staff positions" button is clicked, a staff job allocation will not be created.

Allocations						
Apply to staff positions						
Percent	Facility	Department	Fund	Function	Object	Project
						0567 : UNASS...
0.00	0031 : ...	00 : UNASSIGNED	000 : UNASSI...	5100 : BASIC ...	2301 : GROU...	0567 : UNASS...
100.00	0101 : FELL...	00 : UNASSIGNED	100 : GENER...	5100 : BASIC ...	1021 : SUPPL...	1580 : GENE...

## Payroll

Added the “Uses Multiple Jobs” pull-down to the Show link pop-up screen via Payroll > Deduction > Taxes tab to account for 2020 federal tax changes.

**FOCUS Deduction**

Calculated Job | Calculated by Employment | **Taxes** | Vendors | Uncollected Deductions

001:001 FEDERAL WITHHOLDING (FEDERAL TAXES)

**Tax Table Attributes**

Who Pays Em...	Per Staff No	Uses Marital Status Yes	<b>Uses Multiple Jobs Yes</b>	Uses Withholding Allowance Yes	Uses Payroll Frequency Yes
-------------------	-----------------	----------------------------	-----------------------------------	-----------------------------------	-------------------------------

- This new indicator allows users to set up tax tables for employees with “Multiple Jobs” as well as employees without multiple jobs via Payroll > **Maintenance** > Tax Tables tab.

**FOCUS Maintenance**

Working Year  
2020/21

Main Tables | **Tax Tables** | Contribution Limits | Evaluation Percentages | Job Codes | Pay Schedules

Year	Tax	Frequency	Marital Status	<b>Multiple Jobs</b>
2020	01:001 FEDERAL W/H	Annual	Married	<b>Yes</b>

Starting Wage Base      Max Wage Base      Each Withholding Allowance      Withholding Starting 2020

## Deduction

Added a “Cash Replacement” pull-down to the Calculated by Job tab > Show arrow > Calculated By The Amount Earned By The Job pop-up window for all deductions and contributions. During the posting process, the selection made from the “Cash Replacement” will determine the

account that is used to credit the account when paying the invoice. Previously, self insurance selections could override the cash account when paying invoices (the credit account).

**Deduction**

Calculated By The Amount Earned By The Job

**Wage Base**

Who Pays	Amount	Percent	Per Staff	Wage Base	Max	Max By	Leave %	Min Dollars	Insufficient Earnings
Employee	0.00	0.00	Yes	Gross	0.00				

**Accounting**

Object	Debit	Credit	Employee Debit	Cash Replacement	Reduces->	FTAX	FICA	Retiree
			2170 INSU...					

**Pay Types**

Updated the Show link pop-up screen on the Calculated by Job tab to now display the deduction number and title in the header.

**Deduction**

001:005 ADDITIONAL WITHHLD (FEDERAL TAXES)

**Wage Base**

Who Pays	Amount	Percent	Per Staff	Wage Base	Max	Max By	Leave %	Min Dollars	Insufficient Earnings
Employee	0.00	0.00	Yes	Gross	0.00				

**Pay Types**

## Maintenance

Added a "Legacy Code" column to the Main Tables tab > Slots/Steps module > Rates arrow > Steps pop-up window, which displays the previous code if the code has been changed.



X

Steps

Export

Effective Date

Retro?

Retro To

07/01/2019

No

Showing

Export

Step	Legacy Code	Default	Min	Max	Effective	Highly Effective	Cola	Step	Other
SADOC-1	SADOC	0.00	1150.00	4000.00	0.00	0.00	0.00	0.00	0.00

## Run Payroll

Restored the ability to pay the Remaining amounts for select Supplements upon terminating a staff position via the Term Code (Human Resources > Employee > Jobs tab). Supplements can then be selected via the Terminations tab. From here, users can select when employees will be paid from the Pay pull-down, then select the applicable Supplements to be paid from the pull-down.

Terminations

Run Control

106 (Run 106 Pay Date 09/28/2018)

Current

Errors

Warnings

Filter fields...

Templates

Runs

Timecards

Overtime

Leave

Subs

Misc Pay

Adjustments

New Hires

Terminations

Auto Adjustments

Reimbursements

Wage Recovery

Checks

Prev

Page: 2 / 3

Next

34 Records

Export

Filter: OFF

Mass Update

Employee	Group	Pay Type	Term Date	Term Code	Pay	Supplements
Lova	01	X2 INS PERS/12 MONTHS	09/14/2018	A RETIREMENT	Next Payroll	SHC02 BASKET...
Luc	01	M1 12.MO CLERICAL(12)	10/06/2018	A RETIREMENT		
Lyn	01	XW NEW TEACHER - 12 MOS	10/05/2018	E RESIGN. OTH...		
Maes	02	CW CAFETERIA WORKERS	08/15/2018	E RESIGN. OTH...		
McCle	01	X2 INS PERS/12 MONTHS	08/08/2018	LVM MEDICAL L...		
Medre	01	XW NEW TEACHER - 12 MOS	08/08/2018	LVM MEDICAL L...		
Osor	01	Z2 COMMSCH/EXTDAY/PARED/NURSE TEC	09/14/2018	E RESIGN. OTH...		
Phill	01	XW NEW TEACHER - 12 MOS	08/08/2018	LVP PERSONAL ...		
Pomer	01	XW NEW TEACHER - 12 MOS	09/14/2018	E RESIGN. OTH...	Next Payroll	MSTL1N MASTE...
Rom	01	X2 INS PERS/12 MONTHS	08/08/2018	LVP PERSONAL ...		
Ser	01	YY AIDES & BIL TUTORS	10/26/2018	E RESIGN. OTH...		
Scor	01	X2 INS PERS/12 MONTHS	10/05/2018	E RESIGN. OTH...		
Tor	01	X2 INS PERS/12 MONTHS	09/14/2018	B RESIGN IN ED...	Next Payroll	SIDPW DIAGNO...
Trun	02	YY AIDES & BIL TUTORS	08/31/2018	E RESIGN. OTH...		
Turn	01	X2 INS PERS/12 MONTHS	08/08/2018	LVP PERSONAL ...		

Filter

Check all visible Clear selected

SIDPW DIAGNOSTIC PRESCRIPTION WR

SITM1 SENIOR/HOB/ELEMENTARY-TMLE...


ST1S TITLE ONE SUPPLEMENT

Removed the requirement for a deduction type when overriding a cash account for deductions/contributions.

# Purchasing/Accounts Payable

## Bid Requests

Added the ability to “View All User’s Requests” enabled via Setup > Profiles > Bids section > “View All User’s Bids,” which allows the user to view all bid requests made by other users. Once clicked, the user can then click “View My Requests” to hide all other requests except his or her own.

 Bid Requests

Budgeting/General Led...

Purchasing/Accounts...

Accounts Receivable

Fixed Assets

Transportation

Human Resources

Payroll

Work Order



Drafts

Templates

Request History

My Request History



View All User's Requests

Export   Filter: ON

Title	Requester	Request Date	Posting Online Date
new bid thing	Benne	05/24/2019	05/23/2019
more bids	Benn	05/24/2019	05/30/2019

## Checks/Internal Account Checks

Added the ability to “Reverse” voided checks via the View Check Run tab.

Export   Filter: OFF

Select	Check #	Account	Date	Vendor #	Vendor	Vendor Address	Amount	Print	Void	Pages
<input checked="" type="checkbox"/>	600155	1111-0921	08/15/2019	V0000013308	MCSD-ADMIN FEES	475 Central Ave	\$1,530.10	Print View	10/09/2019 Reverse	1
<input checked="" type="checkbox"/>	600156	1111-0921	08/15/2019	V0000013307	MCSD-MEDICAL CONTRIBUTION	475 Central Ave	\$452,303.80	Print View	Void	2
<input checked="" type="checkbox"/>	600157	1111-0921	08/15/2019	V0000013306	MCSD-MEDICAL DEDUCTION	475 Central Ave	\$127,018.70	Print View	Void	2
<input checked="" type="checkbox"/>	600158	1111-0921	08/15/2019	V0000013309	MCSD-NO MEDICAL	475 Central Ave	\$4,436.57	Print View	Void	1

Added a “Send Receiving Reminder” button to the New Check Run tab to send reminders for check runs that include payments ready for purchase orders that have not been fully received.

- When the “Send Receiving Reminder” button is selected, the user responsible for receiving the items of the purchase order will be sent a portal alert via the Task List section and a Receive Purchase Order Reminder email.

**FOCUS Checks** SIS ERP Beatrix Lestrange

Check Runs New Check Run ACH Look up check # for bank

Search

Batch Fund Vendor  
 20170209.9281, 20170417.0291... Search

Invoices

Check/Uncheck All Send Receiving Reminder

Export Filter: OFF

Pay	Fund	Cycle	Vendor	Vendor #	Batch	Invoice #	Invoice Date	PO #	Payment Method	Total
<input checked="" type="checkbox"/>	0110		HUMANA/COMPBENEFITS, INC.	V0000018389	20171013-BENEFITS	Dental - Adj., Sept.	10/12/2017		Manual	\$376.86
<input checked="" type="checkbox"/>	0711		HUMANA/COMPBENEFITS, INC.	V0000018389	20171013-BENEFITS	Dental - Bd Paid Sep	10/12/2017		Manual	\$2,228.14
<input type="checkbox"/>	0377		INTERSTATE MUSIC SUPPLY	V0000000540	20170417.0291CLOSED			4261	Check	\$873.96
<input type="checkbox"/>	0110		XEROX CORPORATION	V0000003871	20170209.9281			20170368	Check	\$3,700.00

Unfiltered Selected Total: \$2,605.00  
 Filtered Selected Total: \$2,605.00

Updated so blanket invoices display on the New Check Run tab even if they have not been received (and the district has enabled blanket receiving settings). Blanket invoices now display as disabled invoices just as all other invoices that have not been received.



## Invoice Report

Added "Check Date (from)" and "Check Date (to)" search filters to the report.



## Purchase Requests/Orders / Internal Purchase Requests/Orders

Added a "PO #" column to the PO Summary.

Added a "Manual Journal Summary" section to purchase orders, which reflects when an encumbered or expended manual journal is submitted against a purchase order via Budgeting/General Ledger > Manual Journals / Internal Account Manual Journals.

PO Summary						
Export  		Filter: OFF				
PO #	Invoice #	Invoice Date	Check #	Check Date	Check Void Date	Amount
20142465	4277918781	04/03/2014	119915	04/15/2014		14242.80
20142465	4277893206	04/03/2014	119915	04/15/2014		33480.00
20142465	4277705216	04/03/2014	119915	04/15/2014		916.00
20142465	4278835247	04/03/2014	119915	04/15/2014		1396.00
20142465	4278442403	04/03/2014	119915	04/15/2014		4580.00
20142465	4277893207	04/03/2014	119915	04/15/2014		105280.00
20142465	4278013730	04/03/2014	119915	04/15/2014		500.00
Total Paid						160,394.80
Pending Payment Total						0.00
Issued Encumbrance						160,594.80
Remaining Encumbrance						200.00
Received Amount						160,594.80
PO Underpaid						200.00

Manual Journal Summary					
Export  		Filter: OFF			
Manual Journal #	Journal Date	Requester	Approved Date	Journal Source Type	Amount
4491	10/31/2019	Lestrangle, Beatrix	11/04/2019	GL Manual Expended	100.00

Updated so when liquidating a purchase order, only the existing encumbrance values from the current fiscal year will be liquidated as opposed to all existing encumbrance values.

## Purchase Request/Order Report

Updated the "Invoiced," "Paid," and "Remaining Encumbrance" columns to reflect the correct data when a purchase order is invoiced or paid based on the information populated in the PO Summary via Purchase Requests/Order or Internal Purchase Requests/Orders.

## Receive Order

Updated so purchase orders closed for the previous fiscal year (Setup > Purchase Orders / Internal Purchase Orders) can be pulled for payment (Checks > New Check Run) once receiving is complete; previous functionality did not allow closed purchase orders to be accessed via Receive Orders.

## Vendors/Customers

Added a "Public Records Exempt" check box to the Current Contact and the New Contact tab as a way to exclude vendors from public record requests, such as Police or Safety Officers. A "Public Records Exempt" column has also been added to the main Vendors/Customers screen (Contacts tab) with a Yes or No indicator for quick information about vendors and customers.

**Vendors/Customers**

**Contacts**
**Current Contact**

**General**
*Required fields are in **BOLD**.*

**Tax ID Type**
**Tax ID #**

☐ 1099
 ☐ W9
 ☒ Vendor
 ☐ Customer

☐ Warehouse
 

☒ Public Records Exempt

AFFORDABLE

Legal Name

AFFORDABLE

Display Name

AFFORDABLE

Payment Name

AFFORDABLE

Sort Name

136

Contact #

## Setup

### AP Invoices (New Screen)

Added the "AP Invoices" screen under the Rollover submenu, which lists all accounts payable invoices that have not been paid and have not been voided in order to void or expend invoices en masse as part of the rollover process. Note: If the system is setup for Full Accrual, the AP Invoices screen will not be available.

**AP Invoices**

SIS
 ERP
 Lizette Garcia

Budget...
 Purcha...
 Accoun...
 Fixed A...
 Transp...
 Human ...
 Payroll
 Work O...
 Wareho...
 Setup
 Develo...
 Employ...
 Forms

**Rollover**
2018 - 2019

Export
 Filter: ON

	Invoice #	Vendor	Invoice Date	Allocation Amount	Facility	Department	Fund	Function	Object	Project	Program
<input type="checkbox"/>	30-GS59367	V1005	TIRE CENTER	01/15/2019	-1282.50		100				
<input type="checkbox"/>	30-GS61313	V100	TIRE CENTER	04/29/2019	3360.00		100				
<input type="checkbox"/>	30-61317	V100	TIRE CENTER	04/29/2019	352.42		100				
<input type="checkbox"/>	30-GS61315	V100	TIRE CENTER	04/29/2019	474.96		100				

Void Checked Invoices
 Expend Checked Invoices

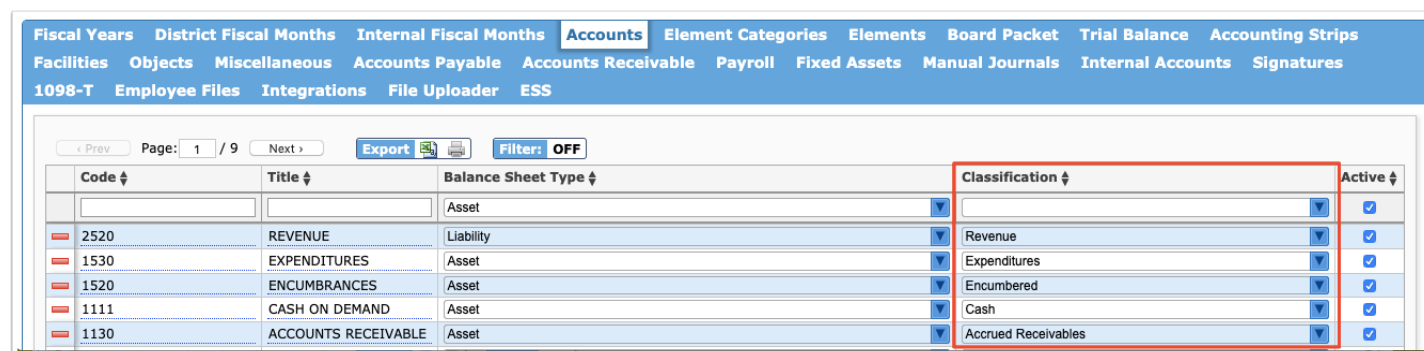
- The AP Invoices screen displays the "Invoice #," the "Vendor," the "Invoice Date," the "Allocation Amount," the "Facility," the "Department," and the accounting strip information. Users can select the check boxes to select invoices then click the "Void Checked Invoices" or "Expend Checked Invoices" button.

- If users elect to Expend Checked Invoices, an AP EOY Invoice Expended journal will be created via Budgeting/General Ledger > Manual Journals / Internal Account Manual Journals.
- As a result of this screen, if users try to pay an invoice (Purchasing/Accounts Payable > Checks / Internal Account Checks) from a prior year that has not been expended via the AP Invoices screen, an error message will display: “This prior-year invoice has not yet been expended. Please rollover AP Invoices from the Setup menu.” Note: This error message will not display if the system is setup for Full Accrual.

## Settings

Added the “Classification” column/pull-down to the Accounts tab, which allows users to designating general ledgers for use in system rules; the options populated in the pull-down are as follows:

- Expenditures > Expenditures
- Revenue > Revenue
- Encumbrances > Encumbered
- Accounts Receivables > Accrued Receivables
- Cash > Cash (Includes all Cash accounts)
- Note: For a complete list and explanation of system rules, see the Settings help document.



Code	Title	Balance Sheet Type	Classification	Active
		Asset		<input checked="" type="checkbox"/>
2520	REVENUE	Liability	Revenue	<input checked="" type="checkbox"/>
1530	EXPENDITURES	Asset	Expenditures	<input checked="" type="checkbox"/>
1520	ENCUMBRANCES	Asset	Encumbered	<input checked="" type="checkbox"/>
1111	CASH ON DEMAND	Asset	Cash	<input checked="" type="checkbox"/>
1130	ACCOUNTS RECEIVABLE	Asset	Accrued Receivables	<input checked="" type="checkbox"/>

Added a “Purchase Order Change Threshold” section to the Accounts Payable tab, which allows districts to restrict the amount users are able to change on an approved purchase order. Note: These restrictions only apply to users who have permission to “Edit Approved POs (Cumulative) Up to \$XXX.XX” via Setup > Profiles. If the user has permission to “Edit Approved POs” only, the restrictions set in the threshold do not apply.

Purchase Order Numbering				
Filter: OFF				
Request Types	Prefix	Add Fiscal Year Before Sequence	Starting Sequence	Application Level
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0 <input type="text"/>	<input type="radio"/> District <input type="radio"/> Internal <input checked="" type="radio"/> Both
Blanket, Capital Improvement, P-Card, Payment Vouch...		<input type="checkbox"/>	22106	<input type="radio"/> District <input type="radio"/> Internal <input checked="" type="radio"/> Both

Purchase Order Change Threshold	
Filter: OFF	
PO Type	Amount
Blanket	<input type="text"/>
Standard	200.00

Purchase Order Subtypes

- The Purchase Order Change Threshold section allows users to select the “PO Type” and enter the maximum “Amount” of money an applicable user is allowed to change on an approved purchase order. A different amount can be set for each type of purchase order.
- If a user tries to edit an approved purchase order where the difference is greater than the threshold set, the following error displays via Accounts Payable > Purchase Requests/Orders / Internal Purchase Requests/Orders: “Change order exceeds the cumulative limit of \$250.00.” In this case, the threshold was set to \$250.00.

## Transportation

### Setup

Added a setting to the Misc tab called “District Requires the use of Star Seats,” which gives users the ability to include Star Seats (infant seats) as an option upon submitting a Field Trip Request.

Drafts	Templates	Field Trip History	Current Field Trip	2019 - 2020
<b>Zoo</b>				
Number 1	Field Trip Status Unsubmitted	Creator Lestrangle, Beatrix	Created Date 09/24/2019	Requesting Facility 0041 CORAL SHOR... <input type="text"/>
			Sponsoring Organization <input type="text"/>	
		Date Range 10/08/2019 - 10/30/2019	Recurring <input checked="" type="checkbox"/>	
# of Students 20	# of Adults <input type="text"/>	# of Wheelchairs <input type="text"/>	# of Bus Aides <input type="text"/>	# of Buses 1
				# of Star Seats 0
Requested By @focusschools.org		Pick Up Contact <input type="text"/>	Final Destination <input type="text"/>	Are To Go Lunches Required? <input type="checkbox"/>

Added a setting to the Misc tab called “Allow Facilities to use School Provided Drivers,” which adds the following fields to the Billing tab: Cost Per Mile, Hourly Rate Driver, Hourly Rate Aide, and Mileage over 150 Cost Per Mile.

- Upon enabling said setting and additional fields, the “School Provided Driver” pool automatically saves on the Bus Driver Pools tab to which Bus Drivers can be assigned via the corresponding tab.
- Upon viewing an approved request, users can “Assign School Driver.”

Bus DriversBus Driver AidesBus Driver PoolsSponsoring OrganizationsField Trip DestinationsBillingMisc

Account	Fund	Function	Object	Center	Project	Display Order	Default Percent	Active
	0110 : GEN...	5100 : BASIC...	330 : TRAVEL					<input checked="" type="checkbox"/>
	0110 : GEN...	5100 : BASIC...	330 : TRAVEL	0041 :	0001 : DISC...			<input checked="" type="checkbox"/>

School Provided Driver Billing

Cost Per Mile

\$ 0.50

Driver Pool Billing

Hourly Rate Driver

\$ 8.00

Hourly Rate Aide

\$ 4.50

Mileage over 150 Cost Per Mile

\$ 1.00

Added the “Bus Driver Aides” tab, which allows users to identify select users as aides so they can be added on field trip requests.

- Once aides are setup, the number needed will automatically populate on field trip request when wheelchairs are added at a 1 to 3 ratio. Users can then “Assign Driver Aide.”

Pick-Ups/Drop-Offs

Pick-Up Location	Drop-Off Date	Drop-Off Time	Drop-Off Facility	Drop-Off Location	# Students	# Adults	# WheelChairs	# Bus Aides	Type	Drivers
outside	05/30/2019	09:30 am	TBRZ BR...	outside	50	4	4	2	Departure	Scot Fretwell Jean Robert Roger Hudson
outside	05/30/2019	04:40 pm	0031 Vero ...	outside	50	4	4	2	Return	Assign Driver Aide Assign Driver Aide
									Departure	

SSS

Caseload & Services

Updated the permissions in Users > Profiles for Caseload & Services. There are now separate View and Edit permissions for Caseload and for Services.



Updated the Service Code column in the Groups tab to include both the Code and Title of the service as set up in SSS > Setup > Services tab instead of only the Code.

## **Setup**

Added a new action “Set Field Value on Event” to the Form Triggers tab to allow setting fields to a specific value on a form other than the one that triggers the action.