



## (Formerly TIPWeb-IT)

Release Notes – Version 12.1

Frontline Education is happy to announce the release of Asset Management 12.1 which includes the following enhancements:

1. Receipts: Automatically Send Receipts Nightly
2. Report: Sent Receipts Report

### 1. RECEIPT: AUTOMATICALLY SEND RECEIPTS NIGHTLY

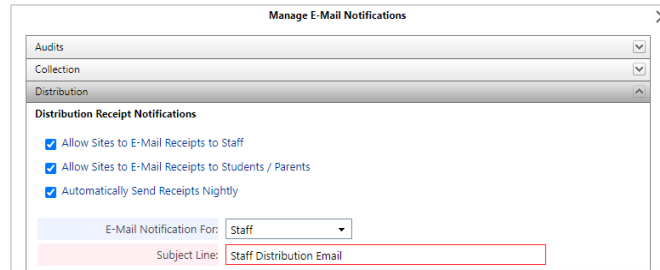
*As a district admin, I would like to automate the emailing of receipts to make it easier for those distributing and collecting devices to staff and students.*

The email of receipts has been enhanced to send the receipts at the end of the day for each collection or distribution with a valid email.

Admin view > E-Mail Notifications > Collections or Distributions

Under **Email Notifications** within the relative section (eg. Collection, Distribution, etc.) check the box for **Automatically Send Receipts Nightly**.

A screenshot of a web application window titled "Manage E-Mail Notifications". The window has a sidebar with "Audits" and "Collection" sections. The "Collection" section is expanded to show "Collection Receipt Notifications". Three checkboxes are checked: "Allow Sites to E-Mail Receipts to Staff", "Allow Sites to E-Mail Receipts to Students / Parents", and "Automatically Send Receipts Nightly". Below these, there is a dropdown menu for "E-Mail Notification For:" set to "Students", and a text input field for "Subject Line:" containing "Student Collection Email".



- The system gathers all distribution or collection events for a 24-hr period, takes the email template for the receipts and sends the email(s).
  - Note: emails are sent to accounts with a valid email address within the relative E-Mail field in Asset Management.
- If a distribution or collection event is associated with a staff/student/parent without an email account, the email is not sent.
- If the distribution or collection email template is not populated, the email is not sent.
- The automated email will be sent to all staff, students, and parents with valid emails.

## 2. REPORT: SENT RECEIPTS REPORT

*As an admin reporting on sent Collection and Distribution Receipts, I want a report that shows which students and staff have signed receipts attached and when that email was sent.*

There are 3 versions of the Sent Receipts Report which are found in the Students, Staff and Sites pages.

The **Student Sent Receipts Report** displays a list of students sent a receipt.

Site view > Student > Report: Sent Students Receipts

**Fields included:** Site ID, Site Name, Location Type, ID, Last Name, First Name, Middle Name, Staff Type, Grade, Homeroom, Receipt Type, Signed Receipt, EmailDate, Student Email, Parent Email

The **Staff Sent Receipts Report** displays a list of staff sent a receipt.

Site View > Staff > Report: Sent Staff Receipts

**Fields included:** Site ID, Site Name, Location Type, ID, Last Name, First Name, Middle Name, Staff Type, Grade, Homeroom, Receipt Type, Signed Receipt, EmailDate, Email (Staff).

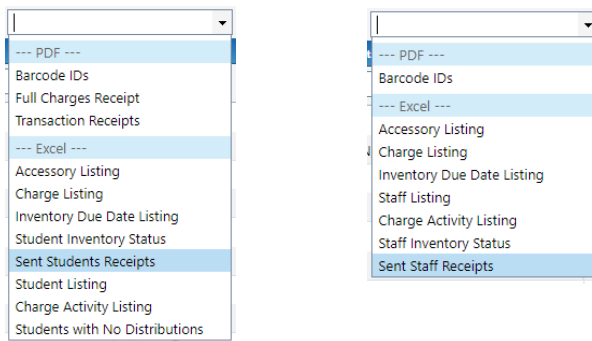
The **Sites Sent Receipts Report** displays an applicable list of student, staff and staff sent a receipt.

Admin View > Sites > Report: Sent Receipts

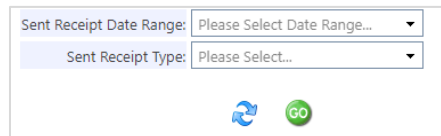
**Fields included:** Site ID, Site Name, Location Type, ID, Last Name, First Name, Middle Name, Staff Type, Grade, Homeroom, Receipt Type, Signed Receipt, EmailDate, Student Email, Parent Email, Email (Staff).

**Note:** email fields are populated relative to who the receipt is for student or staff.

- Sent Receipts Report selection examples:



- Select Filters example (optional)



The image shows a filter selection interface with two dropdown menus: 'Sent Receipt Date Range' and 'Sent Receipt Type'. Below the dropdowns are two buttons: a blue refresh button and a green 'Go' button.

- For the district wide report, the receipt is located on the Admin view Sites page.
- Filters are optional, selecting Go will export all activities.
- The report does not extract retro activities, only data from time of being ran.