What's New in 2.4 Webinar
September 2014

<u>Appearance/General:</u>
- o "Applicant screening" is now "Screening"

- o <u>Font size link</u> - On the main VSys screen

- o <u>Change fonts</u> - *User Preferences* (main screen) now supports setting font names

- o <u>File matching from the "Quick" search</u> editor - Drag one or more files onto the *"Quick"* search editor and VSys will now try to find the appropriate person/people based on the naming of the file(s). This is intended as an easy way to bulk add photos to people where those photos are named with each person's name, short ID, long (16 digit) ID, import reference code, person number or kiosk ID

<u>People:</u>
- o "<u>Attach PDF pages</u>" - If you have large PDF files, with information on multiple volunteers, one or more pages from that file can be dragged onto a person. Under *Setup* you need to check the new advanced system preference, *"When attaching a PDF file to a person, prompt to attach only part of that file"*.

- o "<u>Grid contents</u>" - On many on-screen lists, right-click to save or copy the contents of the screen to clipboard as HTML, RTF/Word, tab-delimited and Excel

- o <u>Alternate and/or phonetic names</u> - Are now visible fields on the *"Additional data"* panel rather than requiring the user click on *"Other names".* Individual aspects of the names are stored independently now. For example, putting in just an alternate first name alone does not cause that to become the person's alternate last name.

- o <u>Viewing attached PDF</u> files - When viewing a person's attached files, clicking on a PDF attachment now includes the link *"View PDF"* which opens the attachment using the built-in PDF viewer in VSys.

- o <u>Add to job slots</u> - In a person's profile, right-clicking on the list of assignments for *"Add to job slot"* is now *"Add to job slots"* and permits selecting multiple job slots in a single pass.

<u>Jobs and slots</u>

- o <u>Jobs/Slots Calendar Tool</u> - Various display changes

  - o the mouseover hint for an assignment now includes that assignment's comments

  - o better handles team assignments

- o <u>Automatically become a job preference</u> - Added new property to jobs, *"Automatically become a job preference"*.

- o <u>Job tags</u> - Hours and assignments, especially reports based on these, can now be filtered on the job tags for the associated jobs. Note that this filtering is done based on the *current* job tags for the associated jobs, not necessarily the tags for the jobs when the hours records were posted or the assignments created.

Certifications

- <u>Expiration/Effective date</u> - When adding a new certification to a person, the *"Expiration date"* now will not automatically calculate until the *"Effective date"* field is exited

Custom Applications

- <u>Requested department/Requested site</u> -
  - in the custom application form setup tool, re-arranged some filters and added setup for *"Requested department"* and *"Requested site".*
  - user rights to process custom application forms from VSys Live and VSys web can now be set based on *"Requested department"* and *"Requested site".* Rights assigned this way and explicitly by application form type are now respected.
  - filters based on custom application forms can now use "Requested site" and "Requested department" as criteria.
- <u>Application handler</u> - Added new property *"Application handler"* to custom application forms. Defined in the custom application setup tool, these can be attributed to applications coming in via VSys Web and VSys Live

Screening

<u>HHS/Office of Inspector General Excluded Individuals</u>- VSys can download the current HHS/Office of Inspector General Excluded Individuals list and check your volunteer database against the list in a single tool.

Reports

- <u>Report header images</u> - Images which can be used at the top or as the watermark on many types of reports
- <u>E-mailing a PDF directly from</u> VSys - When printing a report to *"PDF for E-mail",* added the new mechanism "E-mail this file directly from VSys". This is only available if the SMTP E-mail Robot is enabled and configured - VSys uses that tool's SMTP settings to directly and immediately send the e-mail and attached file but does not use the E-mail Robot or require that the E-mail Robot actually be running at the time.
- <u>Reportable field</u> - Added new reportable field for hours records, *"Year with month num/name".*
- <u>Calculated field</u> - In report calculated fields, added two new calculations: *"Day of week"* and *"Day of week name (short)".*

Letters:

- <u>Help finding data fields</u> - When adding fields to a letter template, popup menu now includes a *"(find...)"* link.
- <u>More sub-letters</u> - Interviews , job associations and awards can now be used in letter template sub-letters.
- <u>Right-click copy/paste/undo</u> - When editing a formatted (RTF) comment or a letter, now includes some right-click options for copy, paste and undo.

IFI

- o Loading/saving settings - Interactive File Importer now supports loading/saving settings internally without requiring a disk file.

- o Scheduled IFI - IFI as a scheduled task can now use named settings.

- o Search and find by Kiosk ID - Interactive File Importer's "Person lookup" module can now search by "Kiosk ID".

Security

- o Migrating from Compatibility more to Advanced mode - When VSys security is still in compatibility mode, when editing the advanced mode rights for a user, adds the new link *"Copy compatibility mode rights"* which - to the best of its ability - copies the direct (not inherited) rights of the user from his/her compatibility mode rights to advanced mode rights.

- o Security and custom fields - Security access rights can now be applied to custom fields; note that this does not apply to custom application forms.

- o When editing a user's security rights, added the new link *"Copy rights from another user"*.

- o Import/Export Security settings - In *Security Manager*, added tools to export and import security settings and users; note that these tools are considered *experimental* in version 2.4.

Kiosk

- o "Flat buttons" - Added new kiosk advanced setting, *"Use flat buttons"* . This also removes the background images from the kiosk.

- o Job switching - Added new kiosk setting, *"Allow volunteers to switch jobs while checked in"*. Only available if the volunteer has been checked in for at least five minutes

Setup:

- o Attaching partial PDFs - Added new advanced system preference, *"When attaching a PDF file to a person, prompt to attach only part of that file"*. When enabled, and a PDF file with more than one page is dragged onto or attached to a person, VSys will prompt to extract just a subset of the file's pages.

- o Context sensitive help via the web - Added a new advanced preference, *"Context sensitive [F1] help launched in a browser"*. When checked, if the user hits [F1] VSys will bring up help directly from Bespoke's website using the browser rather than using the .CHM file.

- o Fonts for comments - Advanced preference to change the font in new comments.

- o Added a new advanced preference*, "In the Profile Editor, only allow one panel at a time to be open"*.

- o Paste in setup values - Some setup tools like skills, job preferences, etc. now have a "Paste values from the clipboard" right-click option.

- o Translations - added the new setup tool, "Translations search and replace".

- o Command line scheduling - Windows scheduled tasks defined by VSys now put a single "task:xyz" parameter on the command line with all tasks and tasks groups in that one parameter.

Social Media Integration

VSys One's Social Media Integration module can automatically post news, praise and anything else to your Facebook, Twitter or LinkedIn accounts.
- Share awards and birthdays.
- Post announcements, news items, other fun things.
- Have VSys One automatically post job needs, e.g. openings for specific jobs that remain unfilled.