



ComVida Corporation

ComVida Employee Management System 3.1.21 (September 2006)

ComVida is very pleased to announce the release of EMS version 3.1.21. An updated Procedure Manual as well as Release Notes describing the updates and new features will be available under Help.

Highlights of this release include:

- **Personal Information Page** – Employees with access to the Personal Information page will notice that only current Skills Sets and those with no expiry date now show. The page also includes a new option allowing employees with the proper authority levels to change their own password as well as add, update, and delete assignments.
- **Block Booking Page** – A new "Hide Ad-hoc fields" option on the Block Booking page in Scheduling will expand the window to show 7 days at a time. The date range has also been increased to display up to 8 weeks at a time.
- **Record a Call Tool** – To save time and help maintain a consistent audit trail, the Record a Call tool in Scheduling will now automatically store the assignment shift and date in the Comments field.
- **Stat Not Worked Process** – The Stat Not Worked tool has been further enhanced to allow employees to be processed in groups and to check the "Last and First" rule as defined by certain union agreements and provinces.
- **Annual Report** – The Employee Annual page in Scheduling is now also available as an Attendance Log report.
- **Employee Assignment Report** – Shift Times and Total hours for employees and departments can now optionally be included on the Employee Assignment report.

Some sites will also notice that date fields in Scheduling and HR no longer display the 'click to activate' message prior to use.