CVC ComVida Software

ComVida Application Suite 5.1.11 What's New

March 2020

Contents

![ComVida Software logo](CVC ComVida Software)

Main

Background Jobs Agent

To facilitate more timely notifications and updates, Background Jobs can now be configured to run as often as **every 10 minutes**. (#3311)

Filter Management

Deleting a filter that is in use will now clear that filter for any operators that were using it, however those users will still need to log out to reset their active filter. (#3268)

Communications

Simplified Notifications Menu

As the list of Notification Types has grown, so has the menu, making it more complex to navigate and review notifications, so the menu has been simplified to a list of **Notification Categories** instead. Each category page can still be filtered and sorted as necessary to review specific types of notifications.

To further simplify access, categories with no active Notification Types will not be shown in the menu. (#3251)
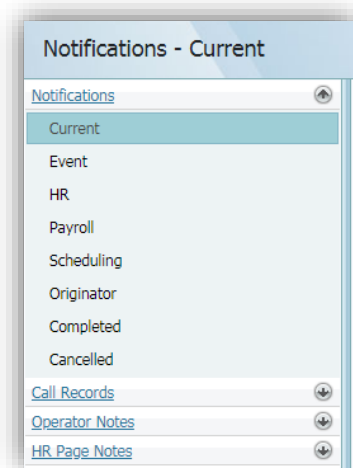
New Call Record Comments

To enhance message tracking, when a Call Record is created as part of a notification, the **details of the message** sent to each recipient will be stored in the Call Record Comment. (#3261)
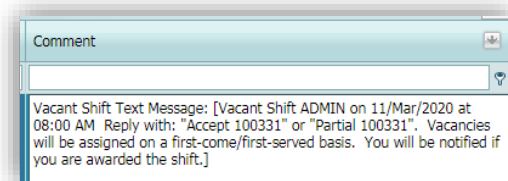
New Suppress Login Prompt

Sites that send out text message Notifications may prefer to exclude the default prompt at the bottom to "Login to… for more information". To do so, set the new **SMSSuppressLoginPrompt** in Company Settings to Yes. (#3262)

New @Accept/Partial@ Response Option

To discourage recipients from responding to messages with Decline, a new **@Accept/Partial@** option has been added in 5.1.11. It can be used in any Notification Type Suffix. (#3309)

Reset Recipient List

When a notification is copied, the recipient list can now be **reset to the default recipients**. This should simplify the task of notifying a specific group of employees when following up on a previous notification. (#3263)
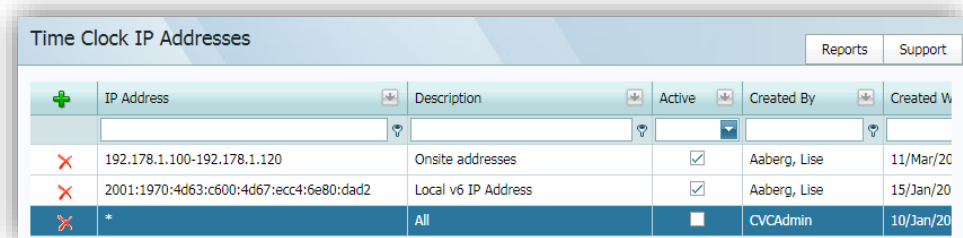
Notification Titles

Notification Titles containing a line break (carriage return) will no longer cause an error when sending as an email. (#3164)

Self Serve

*New** Time Clock IP Address Filtering

To facilitate **location management** for sites using the Self Serve Time Clock to track employee attendance, a new IP Addresses table is now available under Setup. It can be used to limit access to the Time Clock page,

ensuring employees are only able to clock in and out when they're on location. Both v4 (172.32.24.999) and v6

Time Clock IP Addresses

	IP Address	Description	Active	Created By	Created W
✕	192.178.1.100-192.178.1.120	Onsite addresses	☑	Aaberg, Lise	11/Mar/20
✕	2001:1970:4d63:c600:4d67:ecc4:6e80:dad2	Local v6 IP Address	☑	Aaberg, Lise	15/Jan/20
✕	*	All	☐	CVCAdmin	10/Jan/20

(2001:1970:db8:3333:4444:5555:6666:7777:8888) IP Address formats are supported.

Note that the default setting is an asterisk (*) to indicate that all IP Addresses are able to access the Time Clock page, and ranges are also supported when separated by a hyphen (192.168.1.100-192.168.120).

To temporarily deactivate an address, uncheck the Active checkbox.

To further facilitate employee attendance and location tracking, a new **Time Swipes report** has been added to Scheduling. The report includes the IP Address of each swipe, along with the In and Out times for all or selected employees for a range of dates. (#3220)

Non-modifable Shifts

Rather than clearing the Shift code, the Shift Handle tool will no longer be displayed when an employee attempts to **Shift Handle** a shift that is not marked as Modifiable by Employee. (#3150)

Assignment List Page

If the Assignment List page was not previously assigned a menu group in the Self Serve area, it will be updated to appear under the **Assignments** menu. (#3256)

Operators with appropriate security rights will also be able to view, edit and/or delete assignment notes on this page. **To disable all access**, ensure that the **View Assignments Notes** Security Right in the Personal Security Groups is set to No Access. (#3223)

Human Resources

Historical Employee Export

The historical export of employee information will no longer carry forward values when subsequent rows are blank. (#3315)
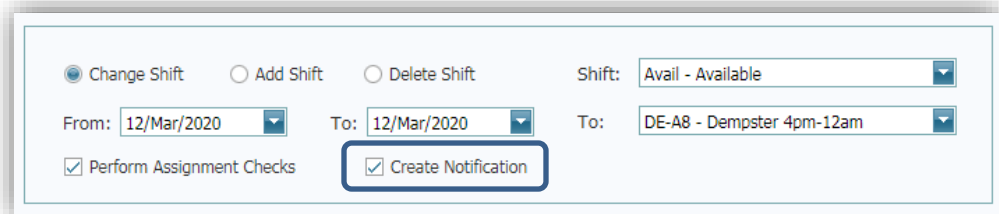
Scheduling

New Shift Handle

To assist schedulers with notifying employees of assignment changes, the Shift Handle tool now includes the option to **create a notification** at the end of the process. By default, Shift Handle notifications will use a new Notification Type of **Assignment Change**, which can be customized to suit organizational needs. Alternatively, the SS Setting, **ShiftHandleNotificationType**, can be modified to use another type of notification.

To create a notification, just check the new **Create Notification** box under the "To" date and process the add, change or delete as normal. When the assignment changes are done, the Notifications page will be displayed with a new notification, much like the notification process in the Shifts to be Filled page. *Note: If the Notifications page was already open, it may not move to the front automatically (due to browser restrictions), if this happens, just click on the Notifications tab to finish the notification and send the message(s).* (#3242)

As mentioned below under Scheduling Tools, Shift Handle will **default to the current working employee and date** when called from the Tools menu (#3194), and the **Perform Assignment Checks** option can be set to default to unchecked (#3132). See Scheduling Tools for more details.

Shift Handle also now has an **OK** button that will close the tool automatically after the process is complete (#3236).

Assignment List

The Assignment List page now includes the ability to **view and edit Assignment Notes**. Operators with appropriate authority will see the notes displayed in the grid and a new pop-up supports adding, editing and deleting notes. (#3223)

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The maximum entry on assignments has been increased to allow **kilometers** to be recorded as lump-sum amounts. (#3308)

Assignment Editor

The Assignment Editor has been reorganized so that **more assignment rows** can be seen in the grid, and when there's one shift on the working date, it will **default automatically** when adding a note. (#3335 & #2658)

Shifts to be Filled

Sites that need to identify when an employee was last contacted for the current shift and work date can do so by changing the new **ShiftsTBFLastContactedByShift** setting in the Scheduling Settings table to Yes. When this option is enabled, the Last Contacted column in the employee grid will show when the employee was last contacted for the current shift for the work date being displayed. (#3264)

Block Booking

The contents of the Notification **messages** sent from the Block Booking page have been streamlined to reduce the number of message segments. (#3314)

The Sort order will now default to **seniority** order when the page first loads. (#3102)

Daily Attendance

An employee with swipes and no associated shift will appear with (No Shift) in the employee grid, and the swipes for that employee will also be listed in the **Swipes grid** on the right. (#3331)

When an employee has more than one **In** swipe on a work date, both swipes will be displayed in the Swipes grid. (#3323)

Scheduling Tools

All employee-specific tools (Shift Handle, Shift Exchange, Assignment Substitution, Multiple Change and Record a Call) will now **default to the current working employee and date** when called from the Tools menu. (#3194)

Tools that offer the **Perform Assignment Checks** option will use the new **DefaultAssignmentCheckOn** setting to determine whether or not the option is checked by default. To have that option unchecked by default, change the new setting to **No**. (#3132)

Tools that include the **Employee criteria** grid will no longer display an error message when the Filter option is selected and the dropdown is left empty – it will instead default to all employees. (#3306)

Shift Exchange Tool

Another new setting is available to default each employee's Position and EI Class to **Override**, automatically defaulting to the employee's home Position and EI Class. To apply this option, change the **DefaultShiftExchangeOverride** setting to **Yes**. (#3218)

Freeze Schedules Tool

The Freeze Schedules report now includes the **EI Class** when EI Class is used in Scheduling. (#3218)

Global Shift Coverage Tool

Generating shift coverage through the Global Shift Coverage tool will automatically default to **deleting existing coverage** unless that option is unchecked. (#3212)

Rotation Assignments & Reporting

The employee's **Original Start Day** for the rotation will be shown next to the Original Start Date in the Rotation Assignments grid. (#3215)

The Rotation Assignments report can now be printed in a summary format to view a **quick list of employee rotation assignments** There's also a new option to just print **Unassigned Rotations**. (#3238 & #3032)

Rotation Assignments

Employee Type Block: ???-?!?-???-???
Exclude Ended Rotation Assignments

Rotation Code	Description	Length	Employees Assigned	Employee	Assignment Start Date	End Date
CA-FTLine1	Carson FT Line 1	84	0			
CA-FTLine2	Carson FT Line 2	84	0			
CA-FTLine3	Carson FT Line 3	84	1			
				Ginet, Lorraine (GINE,L)	01/Jan/2021	
CA-FTLine4	Carson FT Line 4	83	1			
				Mishra, Sashi (MISH,S)	01/Jan/2021	
CA-FTNAW	Carson FT Night Awake	7	1			
				Sandhar, Baljit (SAND,B)	01/Jan/2021	

Sign In Sheets

A new option in the Sign In Sheets report will include **space for vacancies** to be noted and the page break between departments is now optional. (#3224)

Assignment Sheets Report

Employee names will no longer print twice when they have two shifts in one day, and **all employee names** will be printed correctly. (#2696, #3324 & #3325)

Schedule Report

All day **column headers** will now print correctly. (#3340)

Assignment Calendar Report

The Assignment Calendar report can now be printed for **selected Assignment Types**. (#3193)

Availability Report

The option to **Page Break by Department** will now start a new page for each Department. (#3194)

Payroll

New Audit Reports

Audit Reports for the **Amounts, Transactions, Adjustments and Payroll Setup tables** are now available for review. In order to view the reports, new Payroll Report security rights will need to be configured for the appropriate operator security groups. The reports can be printed for all or specific employees, items or reports, with filter options to focus on a specific operator along with a range of modified dates. (#3016)

Payroll Audit Report - Items

Modified between: 01/Jan/0001 and 31/Dec/9999
Items: 0500

#	Item	Label	Description	Cycle	Blank D U P C CI	Ba Pr Tr EI	Rate	Req.	GL-Acc/ Reverse	Print TR SC PD YR PL	Box IN AM	Note IN AM	Unit IN AM PL	Act	Type / Prop Filter
0	0500	REG PAY	REGULAR PAY	PERIOD		Y Y Y Y	^WORK			Y E A A	00 14		H $	Y	GYY-YYY-YYW- Y
			Modified by: CVCPRConversion on 10/06/2011 07:46:36							Y A					???-???-???-???
1	0500	REG PAY	REGULAR PAY	PERIOD		Y Y Y Y	^WORK			Y E A A	14		H $	Y	GYY-YYY-YYW- Y
			Modified by: CVCPRConversion on 10/06/2011 07:46:36							Y A					???-???-???-???
2	0500	REG PAY	REGULAR PAY	PERIOD		Y Y Y Y	^WORK		GL-0500	Y E A A	14		H $	Y	GYY-YYY-YHW-Y
			Modified by: Anders, Sonia on 12/18/2013 09:25:07						RV-0500	Y A					???-???-???-???
3	0500	REG PAY	REGULAR PAY	PERIOD		Y Y Y Y	^WORK		5500	Y E A A	14		H $	Y	GYY-YYY-YHW-Y
			Modified by: Aaberg, Lise on 10/24/2018 15:56:51						0500RV REG PAY	Y A					???-???-???-???
4	0500	REG PAY	REGULAR PAY	PERIOD		Y Y Y Y	^WORK		5500	Y E A A	14		H $	Y	GYY-YYY-YHW-Y
			Modified by: Aaberg, Lise on 10/24/2018 16:10:51						0500RV REG PAY	Y A					???-???-???-???

Item Count: 1

Employee Amounts

The Set Amounts | **Set Blank** tool will no longer display an error message when multiple amounts have the same item. (#3294)

Merging amounts when Keep Blank has been checked will no longer require additional steps to complete the process. (#3052)

Deleting an amount with matching transactions in the current pay period will now display an appropriate error message. (#3265)

Adjustments

Copied adjustments will re-check the Keep Blank values to prevent unnecessary editing of the department, unit, cost centre, and position values. (#3285)

Importing adjustments with lowercase **When** values will automatically convert the values to uppercase rather than defaulting to Middle. (#3077)

The file name extension for exported adjustments will now default to **csv** (comma separated values) to simplify editing the file. (#3230)

T4 Export Tool

The T4 export file summary will correctly report the total for **Box 52, Total Pension Adjustment**. (#3310)

Cheque Generation

Cheques will now print the **Amount in Words** on the left and the numeric value on the right. (#3330)

Sites that use blank paper when a cheque requires additional pages can uncheck the new **Increment # on cont.** option in the Cheque Register to prevent the cheque #'s from incrementing on the continuation pages. (#3017)

Pay Slip Generation

Payroll **Type Block labels** have been added to the HR Fields list for the Pay Slip header fields, and when an entire row of header fields is empty (no fields selected), the row will be suppressed in the pay slip. (#3019 & #3020)

Pay Slip Emails

For clarity, the subject line of pay slip email messages will now include the **Company Name** instead of the Company Code and the summary email will no longer include 12:00:00 AM in the subject. (#3247 & #2946)

When **authentication** is used to connect to the mail server, the user name and password will correctly save to the PR Settings table, and will automatically use those settings for subsequent pay slip email processing. (#3341 & #3161)

Payment Printing

Payments can now be printed in **department or cost centre order**. (#3305)

Items Report

The Items Detail report now includes the **Reverse** flag for formulas that have been set to reverse. (#3206)

Report Writer

The **From Period** dropdown list in the Reports column definition table will now populate the period list based on the selected year, rather than the current year. (#3202)

The employee's "**Preference Comment**" can be selected for inclusion in Employee reports. (#3140)

When the **EI Class filter** is applied to a report, it will correctly produce a report containing only rows with the selected EI Class. (#3321)