



# class

Language School Software

## Class.NET User Release Notes

Version 7.2.000 – 1<sup>st</sup> June 2014  
To  
Version 7.0.000 – 30<sup>th</sup> August 2013

### Section 1

Status of Releases

### Section 2

New Features & Main Enhancement List (including Wish List items) - Summary

### Section 3

New Features & Main Enhancement List (including Wish List items) - Detail

### Section 4

Programme Fixes & Minor Changes

	= Enhancement
	= Wishlist item
	= Fix

\* Versions are supported for 1 year from the date of release:

**If you use Class On-Line (Class Web) or the Teacher Portal please check with the Support Desk before upgrading.**

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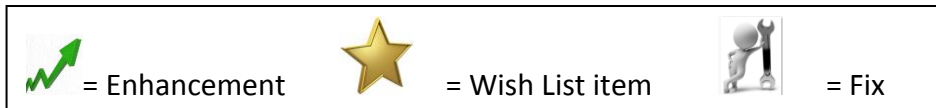
guided e-learning





































## Section 2 - Summary




(Significant new options or changes highlighted in Blue)







**(entries may appear in more than 1 section)**



	General	Items	Version	Date
	Emailing – Correct format being checked	074	7.1.015	02 May 14
	Logo Formats – the following have been added .gif, .jpg, .pug		7.0.015	10 Jan 14
	Enrolment Code field has been increased to 20 characters	009	7.0.010	02 Dec 13
	New Help Screens	006	7.0.002	19 Sep 13
	<b>Admissions/Enrolments</b>			
	Promotions – Under certain circumstances the value was being calculated as 0.		7.1.006	21 Mar 14
	Invoice format – merge fields have been added to allow an invoice to be split over multiple pages e.g. page 1 tuition, page 2 accommodation, transfers and sundry items.	052	7.1.001	21 Mar 14
	Payment Plans for Direct Students	043	7.0.017	01 Mar 14
	Inserting Holiday Breaks – Price Item notes can be displayed	030	7.0.016	26 Jan 14
	Adding a student into a class via enrolment now checks to ensure there is space within the class.	026	7.0.016	26 Jan 14
	Audit Log – Change of “Base Finance On” has now been added to the audit log.	016	7.0.015	10 Jan 14
	Audit Log – Copy/Cancel and change of school added	009	7.0.005	11 Nov 13
	Admission Status – Reason note – number of characters increased	008	7.0.005	11 Nov 13
	Loading Enrolments – Improvement in Speed	005	7.0.002	19 Sep 13
	<b>Groups</b>			
	Group Code field has been increased to 20 characters	009	7.0.010	02 Dec 13
	<b>Agents</b>			
	Enrolment Edit – Commissions – there is a new option on how to calculate the commission for the 2nd Commission	062	7.1.015	02 May 14
	Enhancements to Highlight 2nd Commission Agent	073	7.1.015	02 May 14
	Agent Default Settings for Receipts and Statements	040	7.0.017	01 Mar 14
	Agents Record – Excel button added	002	7.0.002	19 Sep 13

<b>Accommodation</b>				
	Documents – New Merge Fields for room pictures	077	7.2.000	01 Jun 14
	New Host Payments BACS Export file – NatWest Bankline	057	7.1.015	02 May 14
	Accommodation Payment Reprint – When resending Remittance Advices can select which families are included.	059	7.1.015	02 May 14
	Advanced Accommodation Booking Chart – Displays Students Current Age	069	7.1.015	02 May 14
	New option to select on the accommodation charts, where you can filter on active and none active rooms	013	7.0.013	15 Dec 13
	If an email address is not valid they the Remittance Advice will be printed and a message displayed.	055	7.1.004	21 Mar 14
<b>Documents</b>				
	Financial Documents – New merge fields	020	7.0.016	26 Jan 14
	Invoice Templates – new merge field re. Inclusive tax.	003	7.0.002	19 Sep 13
<b>Quick Reports</b>				
	New merge fields – Student Dated Notes	022	7.0.016	26 Jan 14
	New merge fields – Group finance	021	7.0.016	26 Jan 14
	Accommodation based – new email warning message	007	7.0.003	07 Oct 13
<b>Academic</b>				
	Student Scores – Excel button added	001	7.0.002	19 Sep 13
	Assessments – Performance improved	047	7.1.000	01 Mar 14
	Classing – Performance improved	046	7.1.000	01 Mar 14
<b>Statistics</b>				
	Booking and Production Statistics – 2nd Commission Agent	036	7.0.014	01 Mar 14
	The new European Credit Payments (SEPA) has been added	017	7.0.016	26 Jan 14

<b>Accounting Export</b>				
	Payment Plans for Direct Students	043	7.0.017	01 Mar 14
	New fields have been made available for the Invoice exports	014	7.0.013	15 Dec 13
<b>Settings</b>				
	Enrolments – Restricted Functionality – expanded to allow selection of what elements you want restricted.	084	7.2.000	02 Jun 14

	<b>Class On-Line</b>			
	<b>Class Ledger</b>			
	Fix for error message "The Class Ledger application is not responding"		7.0.004	18 Oct 13
	New Aged Debt format – excludes prepayments and unallocated receipts	008	7.0.003	07 Oct 13
	Producing Statements – can now be displayed on screen	004	7.0.002	19 Sep 13
	<b>Teacher Portal</b>			
	No longer requires Microsoft Office to be installed on pc	082	7.2.000	01 Jun 14
	24 Hour Edit Permission – new System Setting	012	7.0.011	02 Dec 13
	<b>Other</b>			
	Team Viewer V9 now supported	083	7.2.000	01 Jun 14

## Section 3 – Detailed

New Features  
&  
Main Enhancements  
(Including Wish List Items)

### IMPORTANT INFORMATION




## Microsoft Ending Support for the Following Products in April 2014!

- **Windows XP on April 8<sup>th</sup> 2014**
- **SQL Server 2000 on April 18<sup>th</sup> 2014**
- Come the middle of April, Microsoft will no longer be supporting the above products. If clients are still operating with these on their systems then we would like to strongly recommend that you take the necessary steps to upgrade them.
- Regarding SQL Server, we have already seen that with the introduction of SQL Server 2012, Microsoft has dropped support for the Server 2000 databases. In order for Infospeed to support the new 2012 product, from Class version 7.1.0 (Released in early March 2014), we are forced to remove SQL Server 2000 from our list of supported products and push the SQL Server entry level to 2005. This will effectively push the Class database compatibility level from '80' to '90'.
- In order to avoid any loss of service, clients who are still currently running Microsoft SQL Server 2000 (or SQL Server 2000 Express Editions) will need to upgrade their SQL Server software before upgrading to the March 2014 or subsequent releases of Class.net. If you are in any doubt as to which version you are running, please contact the helpdesk for assistance.

### Upgrade to the Class 'Console'

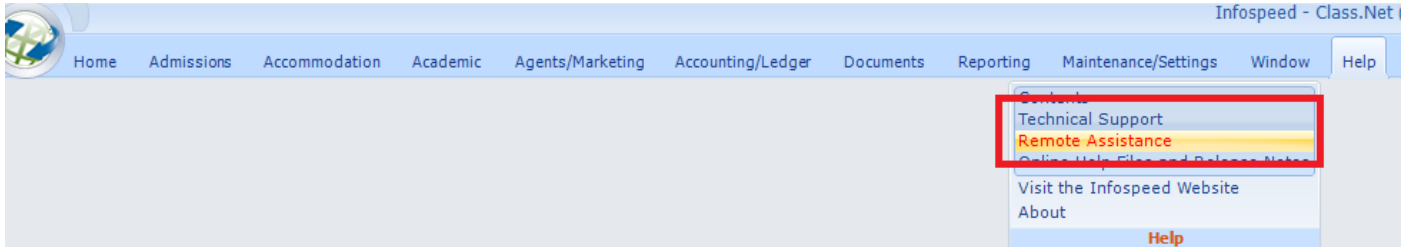
As part of the upgrade process to Class version 7.1.0 you will need to upgrade your Class Console installation (available in the Class upgrade zip file).

# Version 7.2.000 –1 June 2014

 = Enhancement	 = Wish List item	 = Fix
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## 083 – Remote Connection – Team Viewer

Class now uses the latest version of Team Viewer for the Remote Assistance – Version 9.

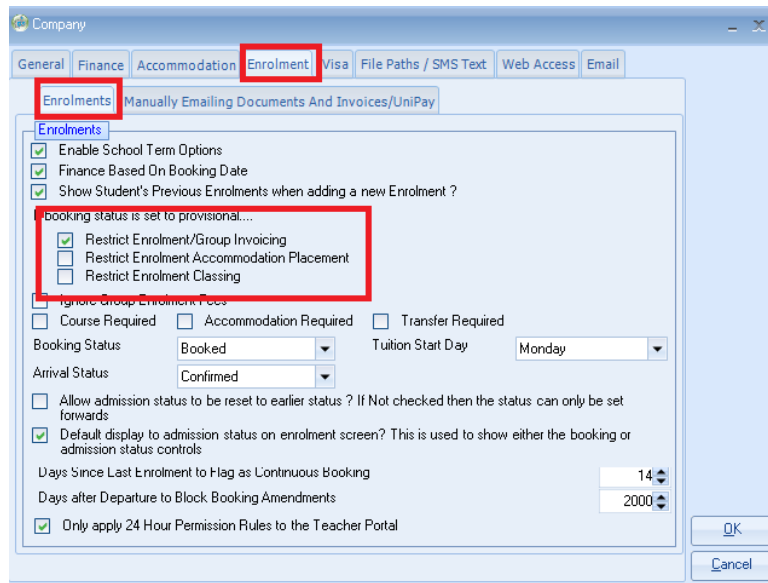


## 082 – Enrolments – Restricted Functionality

Enrolments – If an enrolment was set to “Provisional” then the following could not be carried out:

- Produce a final invoice
- Place the student into a class
- Place the student into accommodation

There is now more flexibility in that you can decide which options need to be restricted.



The above screen can be located by:  
Class/Maintenance/Settings/Company/Company/Enrolments



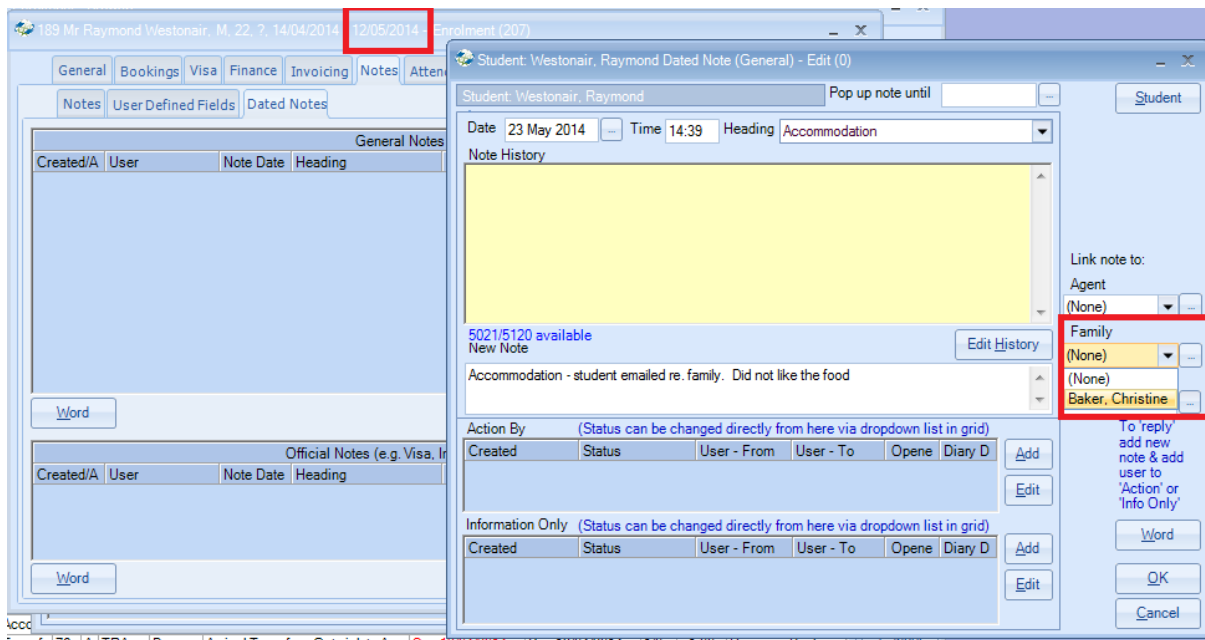
## 082 – Teacher Portal – Microsoft Office Requirements

The system no longer requires that Microsoft Office is installed on the workstation running the Teacher Portal.

## 081 – Dated Notes for Departed Students

When adding a Dated Note within a student's enrolment and if the student had already left the school it was not possible to link it with either a family or agent. This has now been changed to allow this.

In the following example Today's Date is the 23rd May 2014 and the student left the school on the 12th May.



The screenshot shows the 'Student: Westonair, Raymond Dated Note (General) - Edit (0)' window. The 'Date' is set to 23 May 2014 and the 'Time' is 14:39. The 'Heading' is 'Accommodation'. The 'Link note to:' section has three dropdown menus: 'Agent' (None), 'Family' (None), and 'Baker, Christine' (highlighted with a red box). The note text is 'Accommodation - student emailed re. family. Did not like the food'. There are also 'Action By' and 'Information Only' sections with 'Add' and 'Edit' buttons.

## 080 – Commission Batches – Excel Button

Commission Batches – an Excel button has been added to the list of current batches.

Commissions - Batches

Batch Number	Date	User Name	Currenc	Total Value	Total Payments
7	08/05/2014	JoanneArnold	Sterling	43.20	43.20
6	01/05/2014	INFOSPEED	Sterling	1,192.80	1,192.80
5	01/05/2014	INFOSPEED	Sterling	1,119.60	1,119.60
4	28/04/2014	Mike	Sterling	2,044.80	2,044.80
3	16/04/2014	INFOSPEED	Sterling	652.60	652.60
2	26/02/2014	JoanneArnold	Sterling	265.20	265.20
1	26/02/2014	JoanneArnold	Sterling	39.75	39.75

Excel  
Add  
Report  
Statement  
Close

## 079 – Agent Commissions Screen

An Excel button has been added to the Commissions screen within an agent's record.

34 AA Japan - Agent

General Finance Details Address Students Commissions Statistics Web Notes

Commission As A 2nd Commission Agent Are Shown In Purple...

Date	Batch	Invoice	Stu Id	Student	Narrative	Cur	Value	Status	Payment	Paid
16/04/2014		5282	145	Mr L Agude	Academic	GB	1192.80	Hold	0.00	
16/04/2014	5	5282	145	Mr L Agude	Foreign La	GB	852.00	Pay	852.00	01/05/2
16/04/2014		5282	145	Mr L Agude	Dellin Engl	GB	1102.50	Hold	0.00	
16/04/2014		1036	145	Mr L Agude	Academic	GB	-1192.8	Hold	0.00	
16/04/2014		1036	145	Mr L Agude	Foreign La	GB	-852.00	Hold	0.00	
16/04/2014		5281	145	Mr L Agude	Academic	GB	1192.80	Hold	0.00	
16/04/2014	4	5281	145	Mr L Agude	Foreign La	GB	852.00	Pay	852.00	28/04/2
16/04/2014	6	5280	145	Mr L Agude	Academic	GB	1192.80	Pay	1192.80	01/05/2
16/04/2014		5280	145	Mr L Agude	Academic	GB	1192.80	Hold	0.00	
16/04/2014	4	5280	145	Mr L Agude	Academic	GB	1192.80	Pay	1192.80	28/04/2
16/04/2014	3	5280	145	Mr L Agude	General En	GB	511.20	Pay	511.20	16/04/2
26/03/2014	7	5234	83	Mr A Ali	General En	GB	43.20	Pay	43.20	08/05/2
26/03/2014	5	5231	27	Miss M Aka	General En	GB	198.00	Pay	198.00	01/05/2
24/03/2014	3	5230	1142	Mr L Agude	AM COUR	GB	9.00	Pay	9.00	16/04/2
03/03/2014	5	1023	190	Mr S Al Ha	General En	GB	69.60	Pay	69.60	01/05/2
03/03/2014		1023	190	Mr S Al Ha	General En	GB	-92.80	Hold	0.00	
03/03/2014	3	5216	190	Mr S Al Ha	General En	GB	92.80	Pay	92.80	16/04/2
03/03/2014		5216	190	Mr S Al Ha	General En	GB	-69.60	Hold	0.00	
03/03/2014		1021	190	Mr S Al Ha	General En	GB	69.60	Hold	0.00	
26/02/2014	3	5207	1150	Ms S Whittl	General En	GB	39.60	Pay	39.60	16/04/2

Excel

## 078 – Accommodation Search

If entering a number in the Search field it was not automatically changing from Surname to ID. Class has been enhanced to allow this.

Accommodation - Browse

School: All Schools

Search Id: 24

Status: Active

Show First: 250

Close Matching:

Sort Ascending:

Find Find More

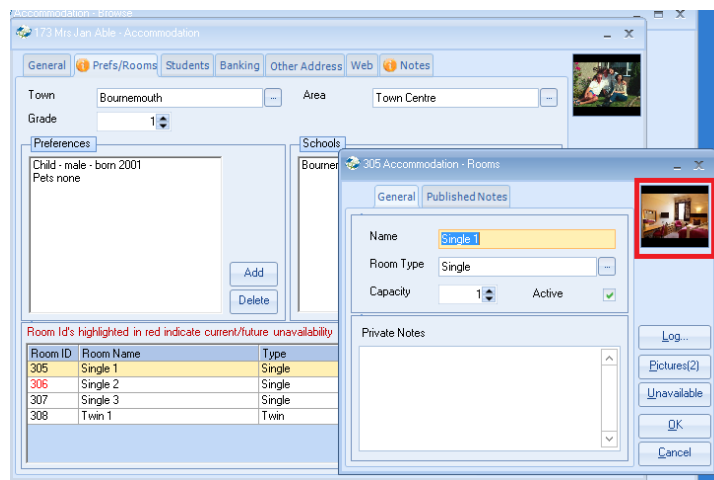
Click on column heading and Find to re-sort.

Id	Code	Surname	Forenam	Title	Telephone	Address	Grad	Town	Area	Status
173	175	Able	Jan	Mrs	(0)1202 2651952	13 Centre Ave	1	Bournem	Town Ce	Active
4	12	Aldenstern	Rachael	Mrs	(0)1202 4230712	18 Barton Roa	1	Bournem	Town Ce	Active
5	5	Alderman	June	Mrs	2553062	195 Irving Roa	2	Bournem		Active
6	3	Allington	Linda	Mrs	4311492	115 Chestnut	3	Bournem		Active
7	7	Allington	Nelci	Mrs	4322182	1128b Tuckton	2	Bournem		Active

## 077 – Documents – New Merge Fields



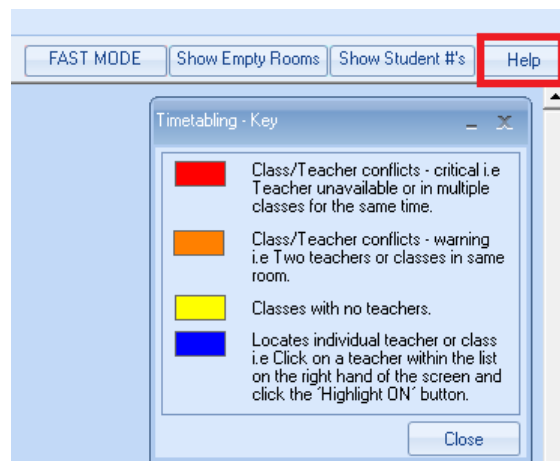
It is now possible to merge accommodation room pictures into Enrolment type documents.



## 076 – Timetabling – New Help Button



A Help button has been added to explain the colour coding.



## 075 – Student's Attendance



Student names are highlighted in blue if they do not have any attendance recorded. This has also been included in the Teacher Portal module.

The screenshot shows the 'Academic - Student Attendance/Absence Batch Entry' window. The table below shows attendance records for student Mendoza, whose name is highlighted in blue in the original image.

Id	For	Surname	Cours	Clas	From	To	Time Slot	Sched	Actual	Mon	Tue
105	Glo	Martinez	GE25	ADV	24/03	13/0	09:00 - 10:30	1.50	1.50		
62	Day	Mendoza	GE25	ADV	24/03	19/0	09:00 - 10:30	1.50	1.50	Z-S	✓
105	Glo	Martinez	GE25	ADV	24/03	13/0	10:45 - 12:15	1.50	1.50		
62	Day	Mendoza	GE25	ADV	24/03	19/0	10:45 - 12:15	1.50	1.50	Z-S	✓
145	Luis	Agudelo	GE20	ADV	07/04	31/1	13:15 - 14:45	7.50	7.50	Z-S	✓
145	Luis	Acudelo	GE15	ADV	26/03	10/0	13:15 - 14:45	7.50	7.50	Z-S	✓

## Version 7.1.015 –2 May 2014



= Enhancement



= Wish List item



= Fix

### 074 – Emailing – Correct format being checked

On the Agent, Host, Teacher and Student edit forms checks have been added to ensure that the user enters the email address in a correct format e.g.

34 AA Japan - Agent

General Finance Details Address Students Commissions Statistics Web Notes

Lookup Name AA Japan (E) Code A Direct Agent

Name AA Japan Surname Wellarxa

Address 1 Sumitomo Midosuji Bldg. 14F Forename John

Address 2 14-3 Nishitema 4-Chome Title Mr

Town or City Addressee Mr J Wellarxa

Cnty/Prov/State Tokyo Position

Country Japan Country (Mkt) Japan

PTC/Zip Website

Telephone 01202 734363 Status Active

Fax 01202 715564 A/C Balance £ 33,835.64

E-Mail Bookings@AAJapan.com Visited 17 Feb 2014 By Ray Atkins

Mobile Number 447921083860 Send SMS  Reviewed 01 Mar 2014 By

Analysis Fields (1-5) Analysis Fields (6-10)

Spare

This is checked when exiting the record.

### 073 – Enhancements to Highlight 2<sup>nd</sup> Commission Agent

Agent Screen – If this is a 2<sup>nd</sup> Commission Agent for a student then they are highlighted in purple.

128 ABH Turkey - Agent

General Finance Details Address Students Commissions Statistics Web Notes

Direct Students Are Shown In Blue... Purple Student Name Indicate Agent Is 2nd Commission Agent...

Student ID	Enrolment Code	Student	Sch	Enrolment From	Enrolment To	Booking S
145		Mr L Agudelo	B	01/06/2014	29/06/2014	Booked
148	2000	Mr A Nevruz	B	22/03/2014	14/06/2014	Booked
108		Miss S Reusser	B	30/03/2013	22/06/2013	Booked

Exclude Cancelled Bookings

Excel Statement Edit Date Wizard

Text Agent Account Log... Picture Documents Texts Contacts OK Cancel

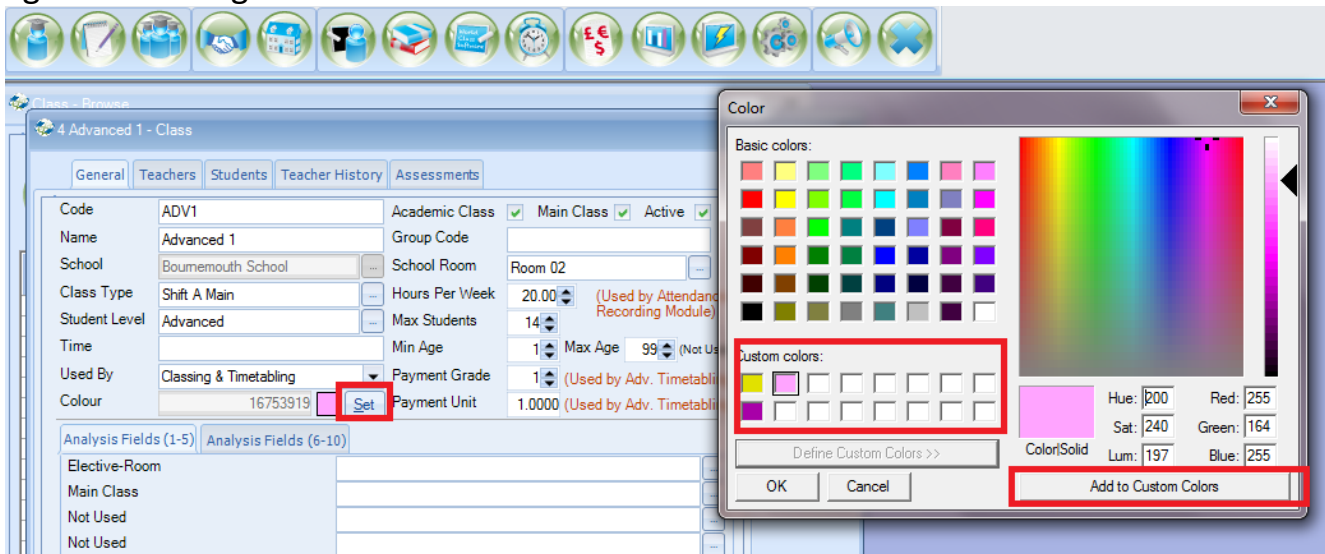
## 072 – Customising Colours

A new feature has been added to the following screens:  
Class Edit, Teacher Edit, Room Edit and Company Settings.

It is now possible to save the custom colours that have been created.

The following example is for a class.

When creating custom colours using the windows colour dialog it is now possible to save custom colours. Each Class user can have a different set of customised colours saved against their login name.

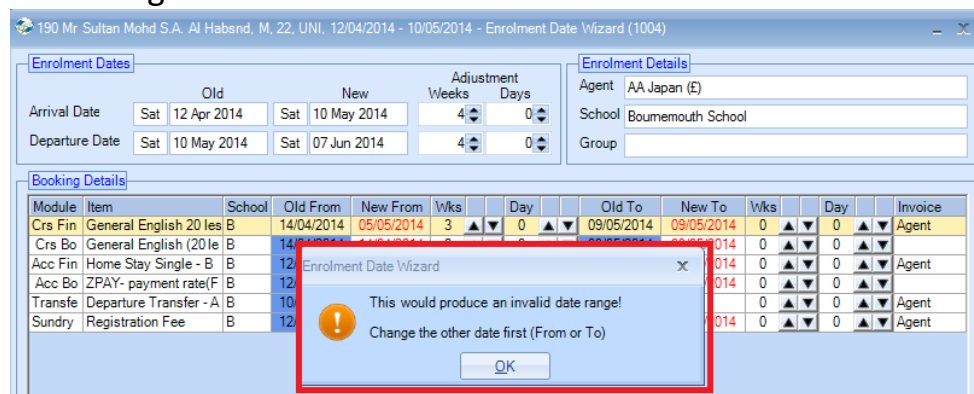


## 071 – Enrolment Date Wizard – Message Change

The message displayed when checking the date range has been enhanced to alert the user if the date range is invalid. In the following example the student is arriving four weeks later.

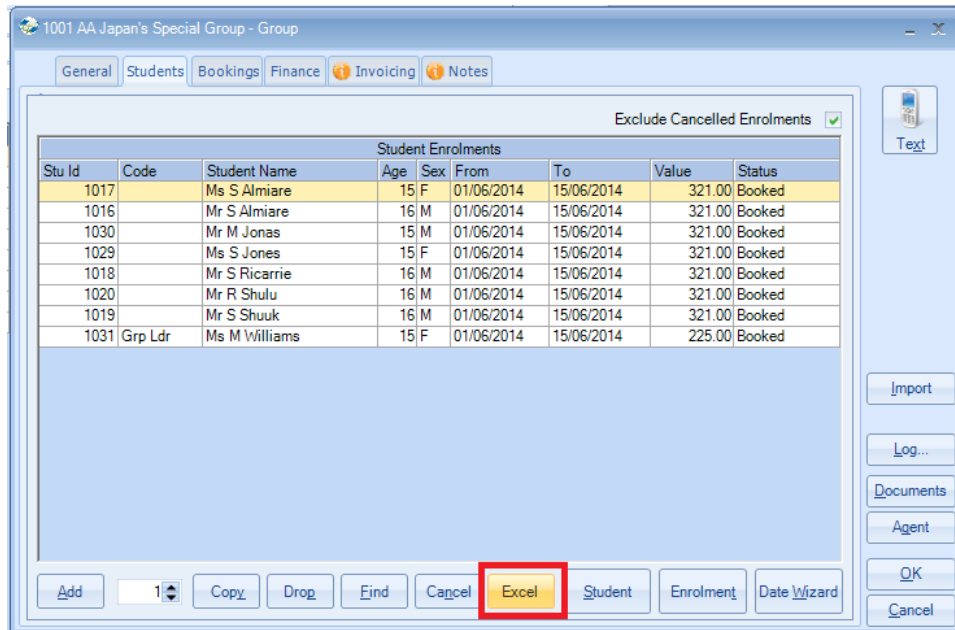
The “New To” date would need to be amended before the “New From” date otherwise the “New From” will be before the “New To”

i.e. if you wanted to change their course start date to the 12<sup>th</sup> May that would be after their original “To Date” of the 9<sup>th</sup> May. This would be invalid. In this example the “New To” date would need to be changed before the “New From” date.



## 070 – Group Browse Screen – Excel Button

An Excel button has been added to the Students tab within a Group.



## 069 – Advanced Accommodation Booking Chart – Displays Students Current Age

When hovering over the students name, the age that will be displayed is what they will be during the dates selected and not necessarily their current age. E.g:

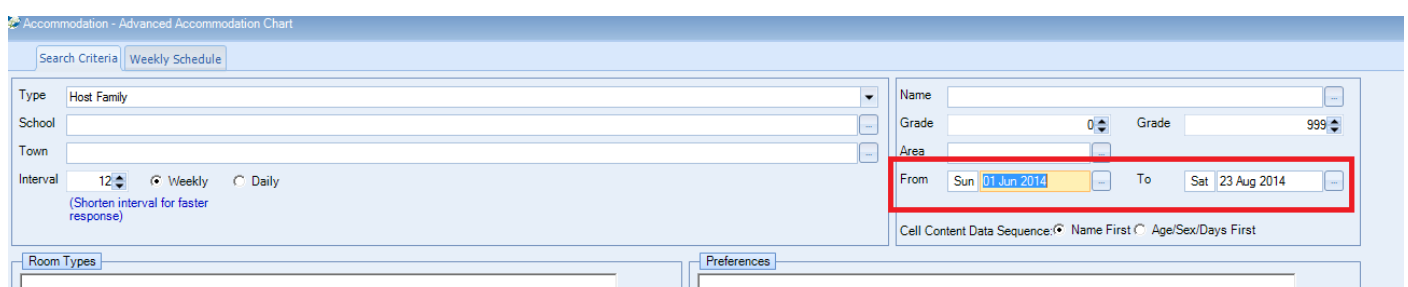
In the following example the report is being run on the 23<sup>rd</sup> April 2014

The selection dates are from the 1<sup>st</sup> June to 23<sup>rd</sup> August 214.

The student's birthday is in May.

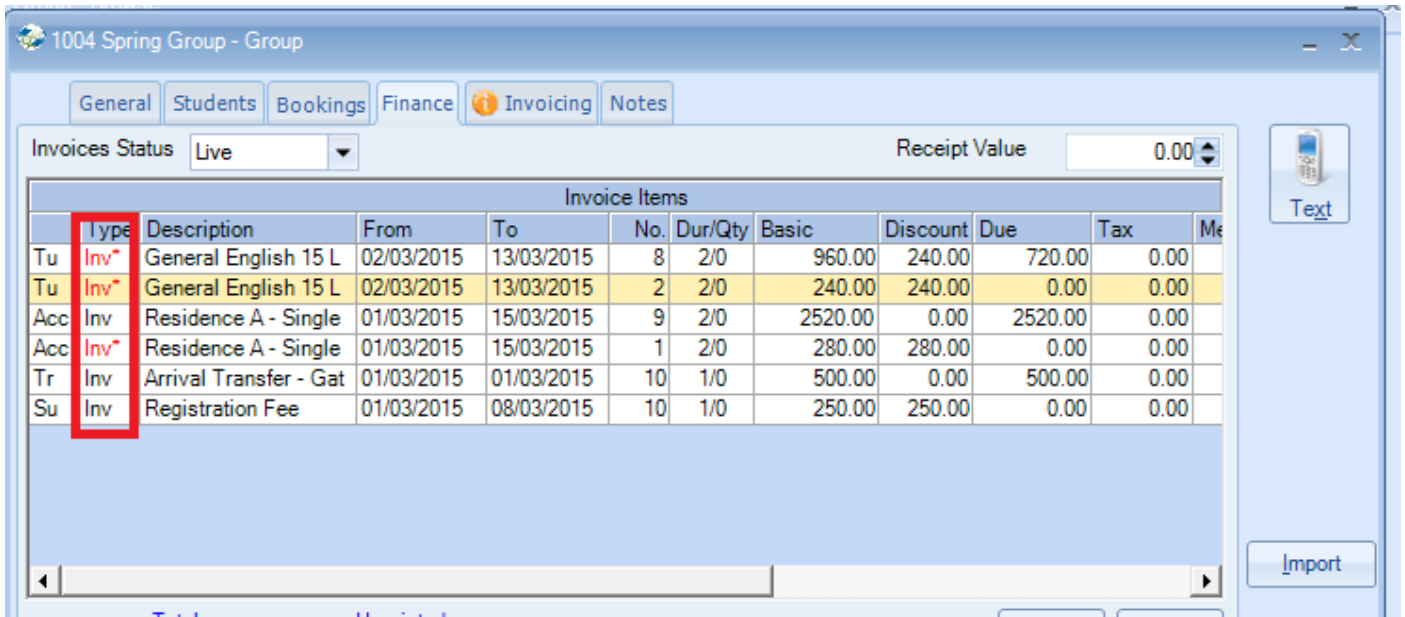
This means that the student is currently 20 but will be 21 within the date range selected (1<sup>st</sup> June to 23<sup>rd</sup> August)

Accomm	Address	Room	03/05	12/05	19/05	26/05
▶ Able, Jan	13 Cent	Single 1	Chinatsu Kumahara JPN			
		Single 1	21 F MTWTFSS			
		Single 2				
		Single 3	Marti SWI	Marti SWI	Marti SWI	Marti SWI
		Single 3				
		Twin 1	Taka JPN	Taka JPN	Taka JPN	Taka JPN
		Twin 1				



## 068 – Group Finance Screen

If a group invoice line is manually amended then the Type column will be changed to red.



1004 Spring Group - Group

General Students Bookings Finance Invoicing Notes

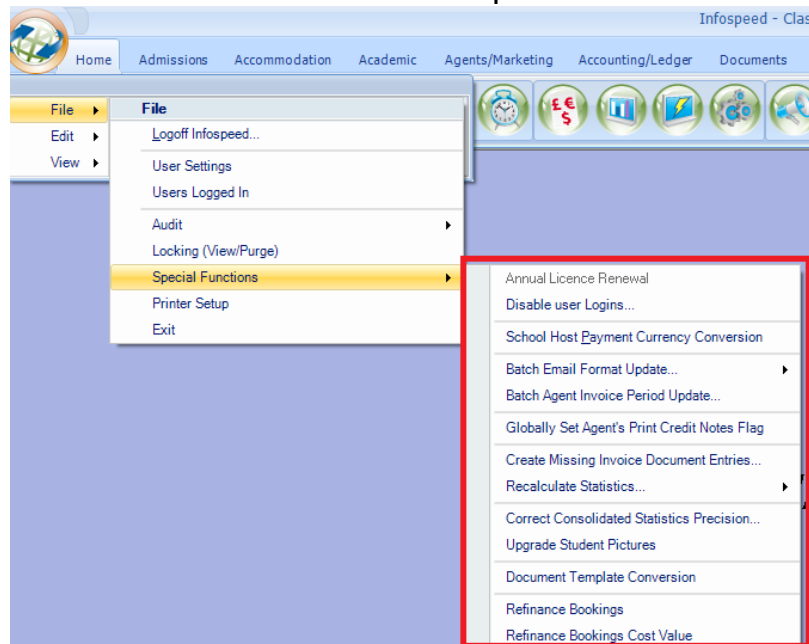
Invoices Status: Live Receipt Value: 0.00

Type	Description	From	To	No.	Dur/Qty	Basic	Discount	Due	Tax	Me
Tu Inv*	General English 15 L	02/03/2015	13/03/2015	8	2/0	960.00	240.00	720.00	0.00	
Tu Inv*	General English 15 L	02/03/2015	13/03/2015	2	2/0	240.00	240.00	0.00	0.00	
Acc Inv	Residence A - Single	01/03/2015	15/03/2015	9	2/0	2520.00	0.00	2520.00	0.00	
Acc Inv*	Residence A - Single	01/03/2015	15/03/2015	1	2/0	280.00	280.00	0.00	0.00	
Tr Inv	Arrival Transfer - Gat	01/03/2015	01/03/2015	10	1/0	500.00	0.00	500.00	0.00	
Su Inv	Registration Fee	01/03/2015	08/03/2015	10	1/0	250.00	250.00	0.00	0.00	

Text Import

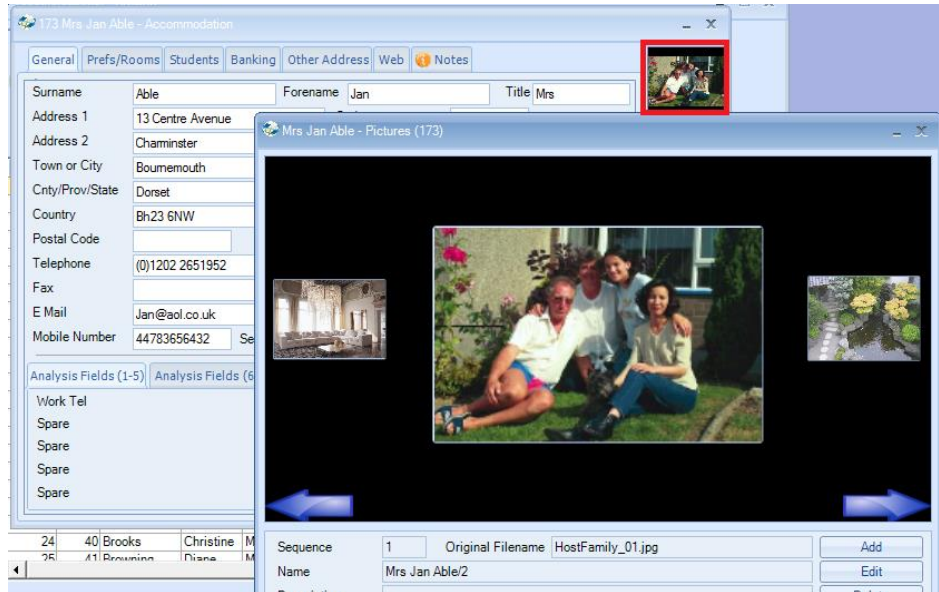
## 067 – Special Functions List

The 'File/Special Functions' menu has been tidied up and redundant features removed.

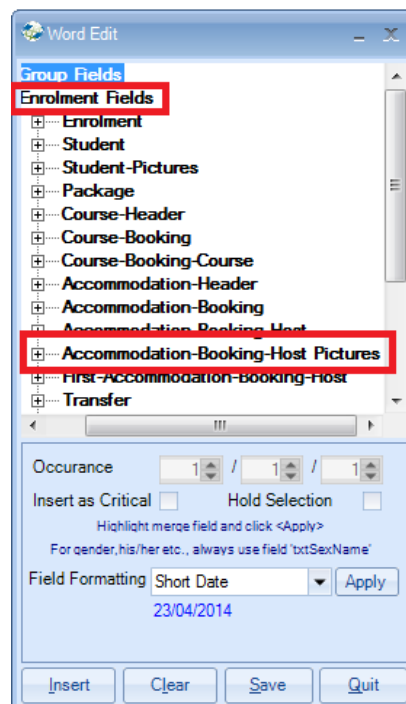


## 066 – Groups - Document Merge

Group documents – merge fields have been added to allow you to include Accommodation pictures.



The merge fields can be found as follows:





## 065 – Class Ledger - Cash Accounting – Detailed Allocations

New section has been added to this report which lists allocations that have been made to Groups.

1 Cash Accounting - Detailed Allocations and VAT Analysis									
2									
3	User Name:	caroldavies							
4	Date:	23/04/2014							
5	Allocation Date:	01/01/2014 to 23/04/2014							
6	Sort Order:	Category\Price Item\Trans No.							
7									
8									
9	VAT	Receipt	Allocation		Sch	Trans			
10	Code	Date	Date	Trans No.	Code	Type	Price Item	Nominal	From
11	STA	17/04/2014	17/04/2014	1066	B	02 Cheque	General English 15 Les	600	03/11/2014
12	ZER	16/04/2014	16/04/2014	1063	B	02 Cheque	General English 25 les	600	31/03/2014
13	ZER	16/04/2014	16/04/2014	1064	B	02 Cheque	General English 25 les	600	31/03/2014
14	ZER	16/04/2014	16/04/2014	1065	B	02 Cheque	General English 25 les	600	31/03/2014
15									
16									
17									
18									
19 Group Allocations									
20		Receipt	Allocation		Sch	Trans			Group
21		Date	Date	Trans No.	Code	Type	Category		Arrive
22		22/03/2014	22/03/2014	1040	B	04 BankTra	Accommodation		01/06/2014

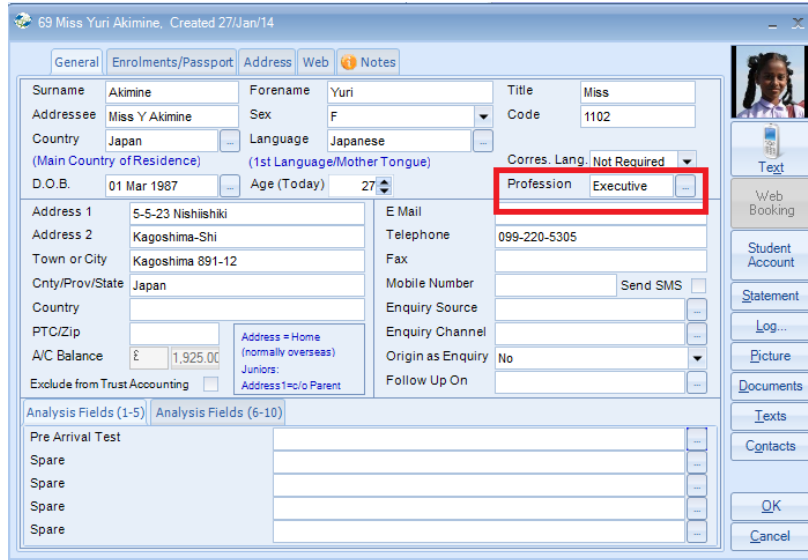
## 064 – Ledger – Aged Debt Report

The caption “Spread Unallocated Receipts” has been changed to “Unallocated Receipts” as it was thought to be misleading.

Aged Debt												
User Name:	caroldavies											
Date:	24/04/2014											
Inc Proforma:	Yes											
Report Based On:	Arrival											
Name:	AA Japan (£) (34)				Contact:	Mr J Wellanxa			Terms:	0 days		
Telephone:	01202 734363				Fax:	01202 715564			E-Mail:	grahamhacker@infospeed.co.uk		
Id/Enrol	Name	Enrolment		Departure	Due Date	Schl	Coll	Cur	Total	Paid	Unpaid	
		Date	Arrival								<<< -6	
189 (207)	Westonair, Raymond	24/03/2014	14/04/2014	12/05/2014	14/04/2014	B		GBP	761.00		761.00	
1028 (1046)	Gomez, Martin	24/03/2014	19/04/2014	14/06/2014	19/04/2014	B		GBP	1261.00		1261.00	
<b>Unallocated Receipts</b>									GBP	<b>5100.00</b>	<b>-5100.00</b>	
<b>Balance</b>									GBP	<b>2022.00</b>	<b>5100.00</b>	<b>-3078.00</b>
<b>GBP Total</b>										<b>2022.00</b>	<b>5100.00</b>	<b>-3078.00</b>
<b>Grand Totals</b>										<b>2022.00</b>	<b>5100.00</b>	<b>-3078.00</b>

## 063 – New Student Merge Fields

Two new merge fields have been added for Enrolment documents.  
Profession and Position.



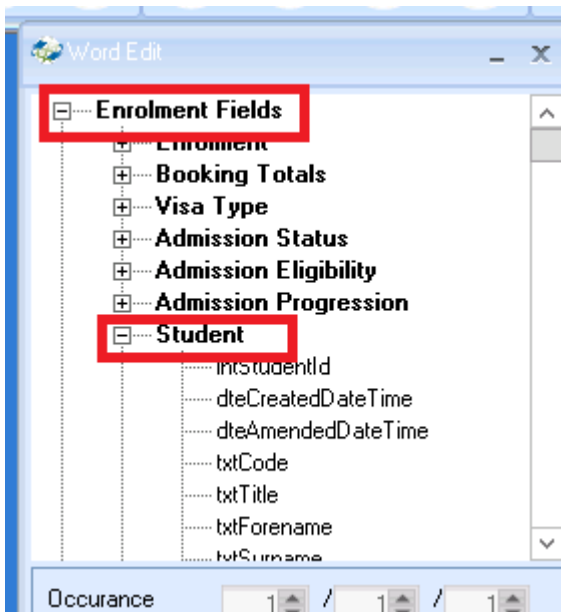
69 Miss Yuri Akimine. Created 27/Jan/14

General Enrolments/Passport Address Web Notes

Surname Akimine Forename Yuri Title Miss  
Addressee Miss Y Akimine Sex F Code 1102  
Country Japan Language Japanese Corres. Lang. Not Required  
(Main Country of Residence) (1st Language/Mother Tongue)  
D.O.B. 01 Mar 1987 Age (Today) 27 Profession Executive  
Address 1 5-5-23 Nishishiki E Mail  
Address 2 Kagoshima-Shi Telephone 099-220-5305  
Town or City Kagoshima 891-12 Fax  
Cnty/Prov/State Japan Mobile Number Send SMS  
Country Enquiry Source  
PTC/Zip Address = Home (normally overseas) Enquiry Channel  
A/C Balance £ 1,925.00 Juniors: Address 1 Ho/o Parent Origin as Enquiry No  
Exclude from Trust Accounting Address 1 Ho/o Parent Follow Up On

Analysis Fields (1-5) Analysis Fields (6-10)  
Pre Arrival Test  
Spare  
Spare  
Spare  
Spare

Text  
Web Booking  
Student Account  
Statement  
Log...  
Picture  
Documents  
Texts  
Contacts  
OK  
Cancel

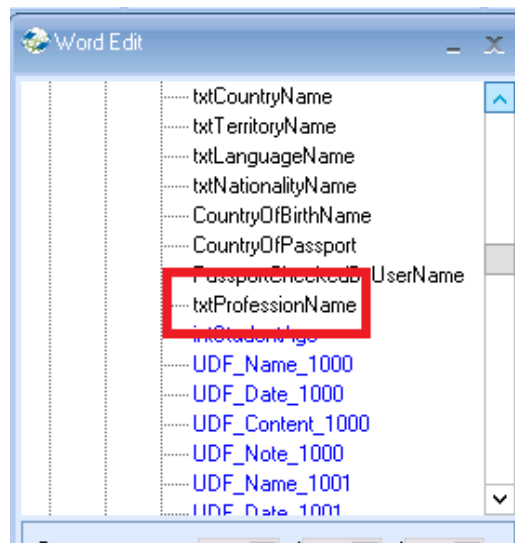


Word Edit

**Enrolment Fields**

- Enrolment
- Booking Totals
- Visa Type
- Admission Status
- Admission Eligibility
- Admission Progression
- Student**
  - IntStudentId
  - dteCreatedDateTime
  - dteAmendedDateTime
  - txtCode
  - txtTitle
  - txtForename
  - txtSurname

Occurance 1 / 1 / 1



Word Edit

- txtCountryName
- txtTerritoryName
- txtLanguageName
- txtNationalityName
- CountryOfBirthName
- CountryOfPassport
- PassportCheckCode
- UserName
- txtProfessionName**
- IntStudentId
- UDF\_Name\_1000
- UDF\_Date\_1000
- UDF\_Content\_1000
- UDF\_Note\_1000
- UDF\_Name\_1001
- UDF\_Date\_1001

69 Miss Yuri Akimine, F, 27, JPN, 22/03/2014 - 04/10/2014 - Enrolment (69)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Booking Status: Booked  
 Arrival Date: Sat 22 Mar 2014  
 Weeks: 28 Days 0  
 Departure Date: Sat 04 Oct 2014  
 School: Boumemouth School  
 Visa Type: General Student Visa  
 Main Agent: ACK Agent  
 Commission Agent: ACK Agent  
 2nd Comm Agent:  
 Code/Agent Ref: 1702  
 Position: VIP  
 Student Collection: None  
 Direct Agent: \*Direct (GBP)

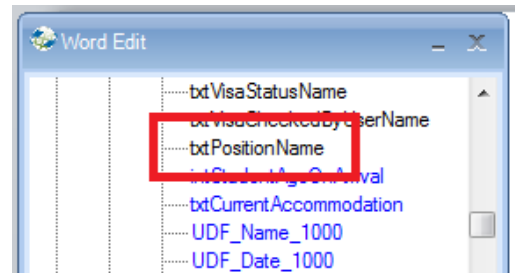
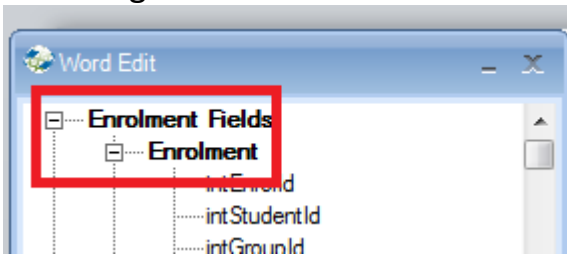
Return Student?  Continuous Booking?   
 Arrival Status: Confirmed  
 Group:  
 Price Lists:  
 Agents: 100% discount on enrolment fee  
 Students: \* MASTER PRICE LIST  
 Currencies:  
 Agents: Sterling  
 Students: Sterling  
 Memo (Gross Inv): Sterling

Base Finance On Booking Date?   
 Booking Date:  
 Enrolled Date: 27 Jan 2014

Analysis Fields (1-5) Analysis Fields (6-10)  
 Authorised  
 Spare  
 Spare  
 Spare

Payment Plan  
 Web Booking  
 Log...  
 Timetable  
 Documents  
 Student  
 Agent  
 OK

The merge field can be found as follows:



## 062 – Enrolment Edit - Commissions



There are now two options on how to calculate the commission for the 2<sup>nd</sup> Commission Agent.

- The Price List set against the enrolment
- The Price List set against the 2<sup>nd</sup> Commission Agent

The new check box can be found within Company Settings:

The screenshot shows the 'Company' settings window with the 'Agents' tab selected. The 'Always calculate commission from invoicing price list' checkbox is highlighted with a red box. Other visible options include 'Invoice Customer Copies', 'Invoice Due Period', 'Send Customer Proformas', 'Print Invoice if same as Proforma?', 'Always Credit and Re-Invoice?', and 'Print Credit Notes?'. The 'Invoicing Layouts' section shows various document types like 'Agent Invoice (Net)', 'Agent Credit Note (Net)', 'Agent Proforma (Net)', 'Student Confirmation (Gross)', 'Group Invoice', 'Group Credit', 'Group Proforma', 'Standard Receipt', and 'Standard Statement'.

The Price List used is the one against the enrolment and not the one set against the agent (within the Agent's record). This is to avoid the possibility of the 2<sup>nd</sup> Commission Agent receiving commission against a higher value that has actually been invoiced to the Main Agent.

The screenshot shows the 'Enrolment (1128)' window with the 'Invoicing' tab selected. The 'Agents' price list is set to '\* MASTER PRICE LIST' and the '2nd Comm Agent' is 'ABH Turkey', both highlighted with red boxes. Other visible fields include 'Booking Status', 'Arrival Date', 'Departure Date', 'School', 'Main Agent', 'Commission Agent', 'Currencies', 'Base Finance On Booking Date?', 'Booking Date', and 'Enrolled Date'.

## 061 – Teacher Portal - Permissions



A new option has been added to the Teacher User record that allows the option of whether a Teacher Type user can also login into Class. If they are allowed to log into Class their access will be controlled by the permissions set against their individual login and will not use any of the main Class user licences i.e. if 20 people were in Class before the teacher logged in the count would remain at 20.

The screenshot shows the '27 Jo Brown - User' form with the 'Permissions' tab selected. The 'Teacher Can Login Into Class' checkbox is checked and highlighted with a red box. Other visible fields include Name (Jo Brown), Full Name (Jo Brown), Title, Site Location (Please select...), Message School (Bournemouth School), Message Dept. (Academic), Default School (All Schools), Administrator (unchecked), User Type (Teacher), and various other options like 'Show Tool', 'Show Status Bar', etc.

## 060 – SMS Texting



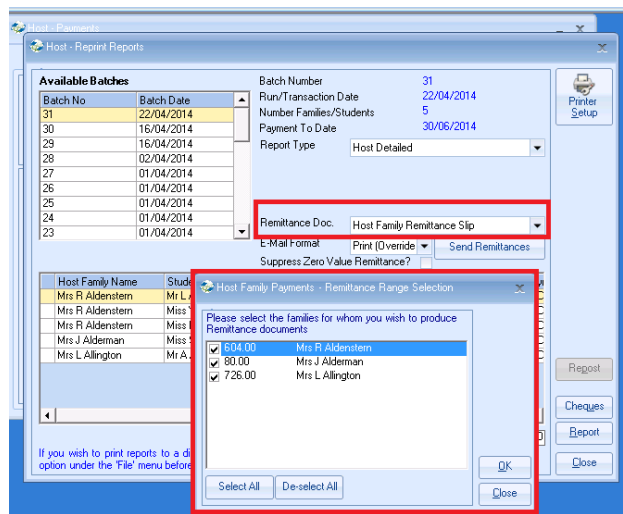
The maximum length of the text message has been increased from 140 to 160 characters

The screenshot shows the 'Mr John Wellanxa - SMS Text (New)' form. The message text 'Increased to 160 characters' is highlighted with a red box. Other visible fields include User (caroldavies), Recipient (Mr John Wellanxa), Mobile Number (447921083860), and various options like 'Schedule Delivery?', 'Deliver On...', 'SMS Text Details', and 'Credits Charged'.

## 059 – Accommodation Payment Reprint



When sending Accommodation Remittance Documents there is a new option where you can remove any families from the list.

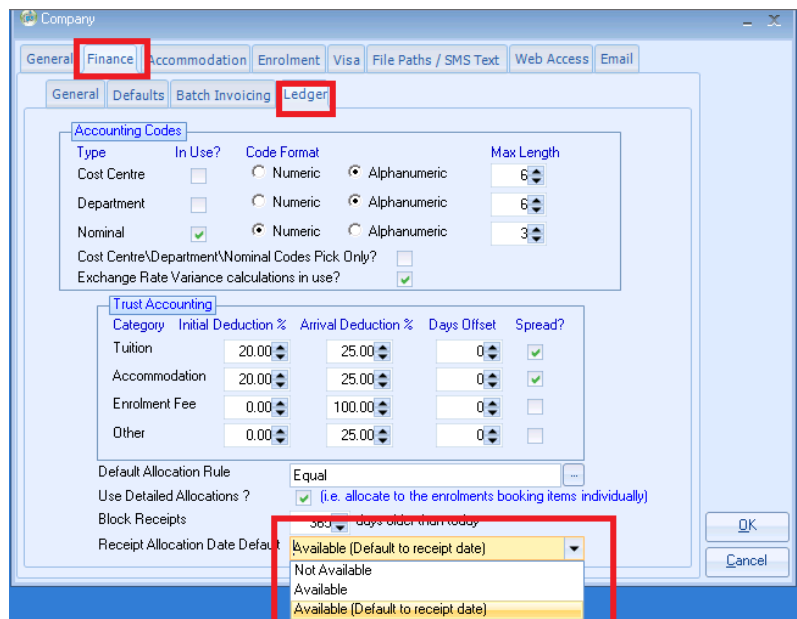


## 058 – Ledger – Receipt Allocation Date Option



A new system setting 'Receipt Allocation Date Default' has been added to the 'Ledger' options tab that allows control over what date should be stamped on new allocations. This gives you great flexibility eg you have moved into June but still inputting May Receipts and would like a May date as the allocation date.

There are three options available:



## Not available

The option will be totally hidden from the Receipt input screen.

34 AA Japan - Transaction No. (Created on 01/May/14)

Your Reference: [ ] Date: 01 May 2014 Allocation Date: [ ] Deposit:

Received At: Bournemouth Schoo Type: 02 Cheque Allocation Rule: Equal

Currency: Sterling Rate: 1.000000 (1.000000) Comment: [ ]

Sterling: 100.00 Write off: 0.00 Total: 100.00 Unallocated: 100.00

User: caroldavies

Filter: Outstanding Bookings Exclude Reversals Show Allocations Refresh

Id/Enrol	Name	Arrival	Departure	Sc	Cur	Total	O/S	Deposit	Tuition	Accom	Trans	Sundry	Enrc
----------	------	---------	-----------	----	-----	-------	-----	---------	---------	-------	-------	--------	------

## Available

When the Receipt input screen is initially displayed the Allocation Date field will be empty.

90 ABI England - Transaction No. (Created on 01/May/14)

Your Reference: [ ] Date: 01 May 2014 Allocation Date: 23 Apr 2014 Deposit:

Received At: Bournemouth Schoo Type: 02 Cheque Allocation Rule: Equal

Currency: Sterling Rate: 1.000000 (1.000000) Comment: [ ]

Sterling: 100.00 Write off: 0.00 Total: 100.00 Unallocated: 100.00

User: caroldavies

Filter: Outstanding Bookings Exclude Reversals Show Allocations Refresh

Id/Enrol	Name	Arrival	Departure	Sc	Cur	Total	O/S	Deposit	Tuition	Accom	Trans	Sundry	Enrc
----------	------	---------	-----------	----	-----	-------	-----	---------	---------	-------	-------	--------	------

## Available (Default to Receipt Date)

When the Receipt input screen is initially displayed the current date will be displayed in the Allocation Date field.

7 ABE Japan - Transaction No. (Created on 01/May/14)

Your Reference: [ ] Date: 01 May 2014 Allocation Date: 01 May 2014 Deposit:

Received At: Bournemouth Schoo Type: 02 Cheque Allocation Rule: Equal

Currency: Sterling Rate: 1.000000 (1.000000) Comment: [ ]

Sterling: 100.00 Write off: 0.00 Total: 100.00 Unallocated: 100.00

User: caroldavies

Filter: Outstanding Bookings Exclude Reversals Show Allocations Refresh

Id/Enrol	Name	Arrival	Departure	Sc	Cur	Total	O/S	Deposit	Tuition	Accom	Trans	Sundry	Enrc
----------	------	---------	-----------	----	-----	-------	-----	---------	---------	-------	-------	--------	------

## 057 – New Host Payments BACS Export



A new BACS format option has been added to the Host Family payments to allow export for 'Natwest Bankline'.

Host - Reprint Reports

Batch No	Batch Date
15	04/03/2014
14	04/03/2014
13	14/02/2014
12	10/02/2014
11	05/02/2014
10	05/02/2014
9	27/01/2014
8	26/01/2014
7	10/01/2014

Batch Number: 44  
Run/Transaction Date: 01/05/2014  
Number Families/Students: 1  
Payment To Date: 31/05/2014  
Report Type: BACS Output File  
BACS Format: Standard Format  
BACS Filename: Standard Format  
Remittance Doc.: GB - Barclays  
E-Mail Format: Corporate Online  
Citi  
Lloyds  
Suppress Zero Values: Citi  
Printed With: Citi

Host Family Name	Student Name	Period From
Mrs R Aldenstern	Miss Y Park	27-Apr-14

Total Transactions This Batch # 500.00

If you wish to print reports to a different printer, please select the alternative printer from the 'Printer Setup'



## Version 7.1.014 –1 April 2014



= Enhancement



= Wish List item



= Fix

### 056 – Word Merge – Improve Performance

The Class upgrade will automatically create a new folder called “Merge”.

When creating a new word merge document Class will first of all check to see if it exists and if not it will get saved in the “Merge” folder and then moved to the main documents folder.

## Version 7.1.005 – 21 March 2014



= Enhancement



= Wish List item



= Fix

### 055 – Accommodation Payment Run

A new feature has been added to check the format of the email addresses for the hosts. If it does not match the correct email format then a message will be displayed giving the option to continue. The remittance advice for this particular host will then be printed.

e.g. [maryhopkins@aol.co.uk](mailto:maryhopkins@aol.co.uk) – this will be sent.

[maryhopkins@aol.co.u4](mailto:maryhopkins@aol.co.u4) – this will not be sent as u4 is not a valid email address.

If the email address is in the correct format but does not exist then this will display the standard message.

### 054 – Emailing Statements & Receipts

When emailing statements or receipts the standard emailing text (as set within System Settings) will now be used.

#### Company Settings

Company

General Finance Accommodation Enrolment Visa File Paths / SMS Text Web Access Email

Name:

Address 1:  Telephone:

Address 2:  Fax:

Address 3:  E-Mail:

Address 4:  Tax Reference:

Address 5:

Postal Code:  Background:

Check List:

The Sample data was set up in Nov/Dec 97.

User Site Location Mandatory:

User Permission Methods:

User Defined Fields:  Dated Note Heading:

Allow Editing Within Grid:  Pick Only:

Student Progress Defaults:  Interval:

EXCEL Currency Format:

Prefix Currency Symbol?:

Email that will be sent.

Emailing - SMTP Email Edit

To:

Additional Recipients:  CC:  BCC:

Subject:

Body:

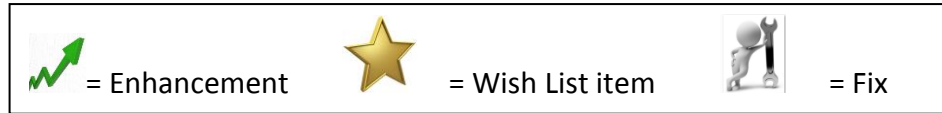
If required attachment is not in the list below: <Cancel> <View> and save the document, it will then be listed when you

Send Class Documents in same format as primary attachment?:

Class Documents (Merged):

Additional Attachments:

## Version 7.1.001 – 15 March 2014



### 053 – Classing Reports - Performance

Changes have been made to improve the performance on the Classing reports (Crystal) – Class Lists, Registers etc.

### 052 – Invoicing Documents – Split Invoicing Lines

Within the Financial document templates new merge fields have been created which will enable you to produce different pages within an invoice/proforma/credit note for each of the following categories:

- Tuition
- Accommodation
- Transfers
- Sundry
- Comments

See Help Document SQL225.

### 051 – Enrolment Admission Status – changing the Reason


New functionality has been added to allow the Admission Reason to be displayed and amended direct from the Enrolment screen without having to reselect the Reason.

The toggle button now displays the fields in the following sequence:

#### Booking Status

69 Miss Yuri Akimine, F, 27, JPN, 04/05/2014 - 01/06/2014 - Enrolment (1075)

General Bookings Visa Finance **Invoicing** Notes Attendance/Absence Progress Assessments

Booking Status **Provisional**  Return Student ?  Continuous Booking ?


Arrival Date Sun 04 May 2014 Arrival Status Confirmed

Weeks 4 Days 0 Group Confirmed

#### Admission Status

69 Miss Yuri Akimine, F, 27, JPN, 04/05/2014 - 01/06/2014 - Enrolment (1075)

General Bookings Visa Finance **Invoicing** **Notes** Attendance/Absence Progress Assessments

Admission Status **Application Received**  Return Student ?  Continuous Booking ?

Arrival Date Sun 04 May 2014 Arrival Status Confirmed

Weeks 4 Days 0 Group

## Admission Reason

69 Miss Yuri Akimine, F, 27, JPN, 04/05/2014 - 01/06/2014 - Enrolment (1075)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Admission Reason: Waiting to be checked

Return Student?  Continuous Booking?

Arrival Date: Sun 04 May 2014 Arrival Status: Confirmed

Weeks: 4 Days: 0

## 050 – Booking Audit Log – Additional field

On creation of a new enrolment the Booking Audit Log entry will now display the original Booking Status as an entry immediately after the “New Booking” entry. This will mean that the initial Booking Status entry will be available within the Audit History.

Cat.	Item	Date	Time	User	New Value	Old Value	Difference	Comment	Note
Enrol	Booking Status	22/Mar/14	17:40	caroldavies	Booked	Provisional		Booking Status	
Course	General English 1	22/Mar/14	17:40	caroldavies	3.00	0.00	3.00	Charge Rate	
Course	General English 1	22/Mar/14	17:40	caroldavies	3	0	3	Charge Unit	
Course	General English 1	22/Mar/14	17:40	caroldavies				New Booking	
Sundry	Registration Fee	22/Mar/14	17:40	caroldavies	1.00	3.00	-2.00	Charge Rate	
Sundry	Registration Fee	22/Mar/14	17:40	caroldavies	0	1	-1	Charge Part Unit	
Sundry	Registration Fee	22/Mar/14	17:40	caroldavies	1	3	-2	Charge Unit	
Sundry	Registration Fee	22/Mar/14	17:40	caroldavies				New Booking	
Enrol	Booking Status	22/Mar/14	17:40	caroldavies	Provisional	Booked		Booking Status	
Enrol		22/Mar/14	17:40	caroldavies				New Booking	

## 049 – New System Settings – User Location

There is a new setting – “User Location Settings”. This is available from within the Company Settings. This can be used in a couple of ways e.g. identifying the users department or the actual school building that they are attached to.

The initial list can be created here:

Home Company Admissions Accommodation

Company  
Warning Dates  
Users  
User Site Locations  
User Roles  
Contact Types  
Messaging Departments  
Document Master Analysis Fields (1-3)  
Document External Types  
School Term Periods  
UniPay Accounts

Territories  
Countries  
Languages  
Nationalities

System International

The Class user can be attached to the Site Location from within the User setup.

23 Debbie Andrews - User

General School/Depts Emailing Permissions

Active

Name Debbie Andrews

Full Name Debbie Andrews

Title

Site Location **Please select...**

Your assigned School/Department for messages

Message School Bournemouth School

Message Dept. Academic

Default School (If Required) Bournemouth School

Administrator

User Type Teacher

Andrews, Debbie

Access Other Classes

Access Other School's Classes

Show Tool

Show Status Bar

Show Company

Show Logo

Help File Message Prompt

Addresssee 1

Addresssee 2

Address

Telephone

Post Code

Fax

Change Password

Old Password

New Password

Confirm New Password

Receive messages for web changes to:

Agents  Students

Hosts  Transfers

Enquiries  Bookings

Excel

Log...

OK

Cancel

## 048 – Group Edit Screen – New Excel Button



An Excel button has been added to the following screen:

Group - Browse

School All Schools

Search Name

Admission Status

Show First 250

Include Departed  Close Matching

Include Cancelled  Sort Ascending

Show Balance

Find

Find More

Click on column heading and Find to re-sort

Group Id	Code	Name	Agent Lookup	From Date	To Date	Places	Status	Student Stat
1001		AA Japan's Special Group	AA Japan (E)	01/06/2014	15/06/2014	8/10	Booked	
1008		AB 2014 May Group	ABG Korea	03/05/2015	17/05/2015	0/0	Booked	
2	AGE	Agent A's Spring Group	ABW Agent	10/05/2014	21/06/2014	14/8	Booked	
4	AIR	Airline pilots - Turkey	ABC Turkey	20/07/2014	03/08/2014	13/10	Booked	
1002		Special Easter Group ABW	ABW Agent	15/06/2014	29/06/2014	17/16	Booked	
1004		Spring Group	ABG Korea	01/03/2015	15/03/2015	10/10	Booked	

Excel

## Version 7.1.000 – 1<sup>st</sup> March 2014



= Enhancement



= Wish List item



= Fix

### 047 – Assessments - Performance

The maintenance and handling of assessments within the system has been re-written to increase performance and prevent potential errors that could occur where databases had accumulated a substantial amount of assessment information.

This primarily effected Enrolment Quick Reports and the Word Merge for Enrolments.

### 046 – Classing Reports – Performance

Optimisations have been made to help streamline the data made available for the Classing reports if a single class is reported on.

Previously, performance was potentially slower if a large number of classes had been selected for Classing, even if the user then only selected a single class to report on i.e. producing a register, one class at a time.

## Version 7.0.017 – 3<sup>rd</sup> February 2014



= Enhancement



= Wish List item



= Fix

### 045 – Payment Plans



An additional feature has been added to be able to create a payment plan for Direct Student bookings. This will enable you to select items that you want included and spread the values. Debt reporting can be done by dates that the instalments are due. See Help Sheet SQL224.

### 044 – Analysis Fields



The layout has changed for the Analysis fields.

Analysis Fields (1-5)	Analysis Fields (6-10)
Authorised	David
Sales Person	Margaret
Spare	
Spare	
Spare	

This new layout means that the field labels can be viewed in full. This applies to the following screens:

Students	Enrolments
Transfers	Groups
Accommodation	Schools
Contacts	Courses
Classes	Teachers
Documents	Web Bookings

### 043 – Visa screen information enhanced



Enrolment Browse Screen – The label explaining the student highlighted has been changed to ‘Visa Date Required for current students’ it was ‘Visa Date Required’.”

NB: Wherever possible we are enhancing information messages

Enrolment - Browse

School: All Schools

Search Surname: I

Forename:

Date of Birth:

Booking Status: All

Admission Status:

Invoice Number:

Include Current  Close Matching  Find

Include Future  Sort Ascending  Find More

Include Departed  Show Balance

Include Cancelled  Show First: 250

Currency highlight = Unprinted Invoice Proforma  
 Student highlight = Visa Date Required for current students  
 Click on column heading and Find to re-sort

Student	Code	Cur	Surname	Forenam	Title	Cou	Id	Enr.C	From Date	To Date	Sch	Cur	Agent Loo	Group	Bo
145	1998	\$	Agudelo	Luis G	Mr	COL	107		05/04/2014	08/11/2014	B	\$	AA Japan (		Boo
27	1924	\$	Akashi	Miki	Miss	JPN	107		03/11/2014	13/12/2014	B	\$	*Direct (G		Boo
69	1102	\$	Akimine	Yuri	Miss	JPN	107	1924	31/08/2014	08/11/2014	B	\$	ACB Agent		Boo
						JPN	112	1102	15/03/2015	12/04/2015	B	\$	*Direct (G		Boo
84	1761	\$	Al Habsi	Sultan Mo	Mr	UNI	191		18/10/2014	15/11/2014	B	\$	ACK Agent		Boo
						UNI					B	\$	ABC Turke		Boo

## 042 – Aged Debt – Label Change

The check button option for 'Price Item Start' has been changed to 'Enrolment Price Item Start'.

Accounts - Aged Debt

Account Type:  All  Agents  Students

Accounts To Include:

Exclude Proformas

Invoice/Receipt From: 01 Jan 2000

Invoice/Receipt To:

Filters:

Account Currencies:  Canadian Dollar  Euro  US Dollars

Account Territories:  No Territory  Africa  Asia  Europe  North America

Booking Schools:  Bournemouth School  London School  Oxford School  Summer School  (7-Micronitron - Nn 1 n

Collection:  None  net  Part  Gross

Enrol User Def: None

Arrival Date From: To: 31 Mar 2014

Based Upon:  Arrival  Spread  Agent Terms  Debt Spread  Enrolment Price Item Start

Exclude Zero Balances  Exclude Credit Balances  Only balances with 'Next Payment Date' up to: 14 Feb 2014

Include Provisional  Show Unallocated Cash  Exclude Account O/S +/-: 0.00

Report Type:  Detailed  Summary Show Invoice/Credit details

Sort Accounts By: Account Currency/Account Name Sort Bookings By: Arrival Ascending

Debt Ageing: Weeks

Include Sub Totals  New Page Per Account

## 041 – Accommodation Payment Run - Print

When sending an Accommodation Remittance Advice a new option has been added called 'Print (overrides email)'. By selecting this even if the Accommodation Providers default is "Send to email" it will be sent to printer.

Accommodation default setting:

173 Mrs Jan Able - Accommodation

General Prefs/Rooms Students Banking Other Address Web Notes

Other Address

Addressee: Mrs J Able

Address 1: 13 Centre Avenue

Address 2: Chaminstor

Address 3: Boumemouth

Address 4: Dorset

Address 5:

Postal Code:

Telephone: 2651952

Fax:

E Mail:

Addressing

Main Address: Main

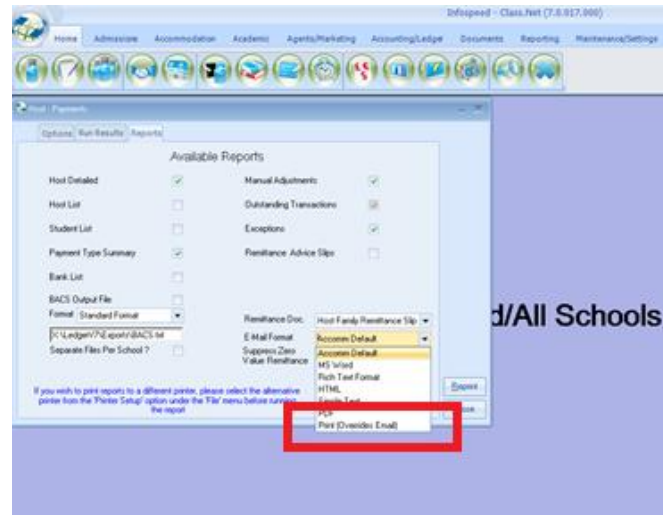
Send By: Email

E-Mail Format: PDF

Text Log... Charts Pictures(3) Documents Texts Cgnfacts Unavailable Payments OK Cancel



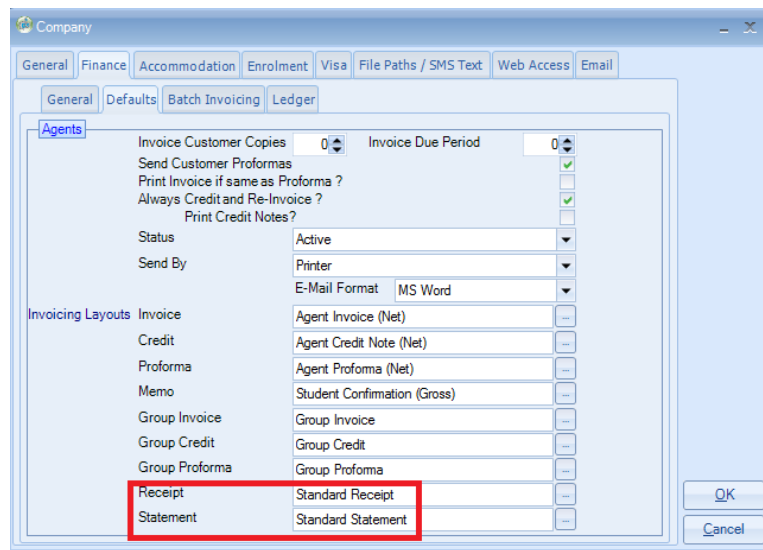
## Producing Remittance Advices:



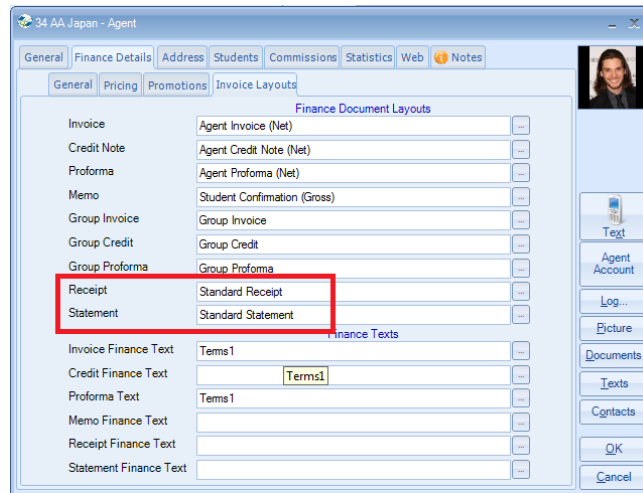
## 040 – Agent Default Settings



New feature added to the Agent settings. It is now possible to set the default documents for both Receipts and Statements.

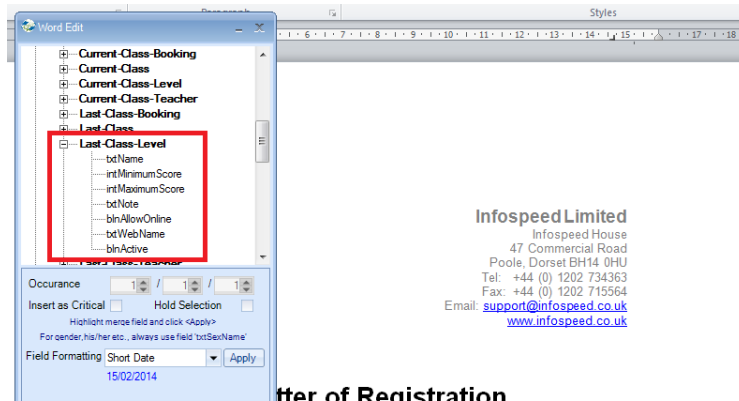


By adding the default layouts within the Company System Settings these will be used when creating a new Agent.



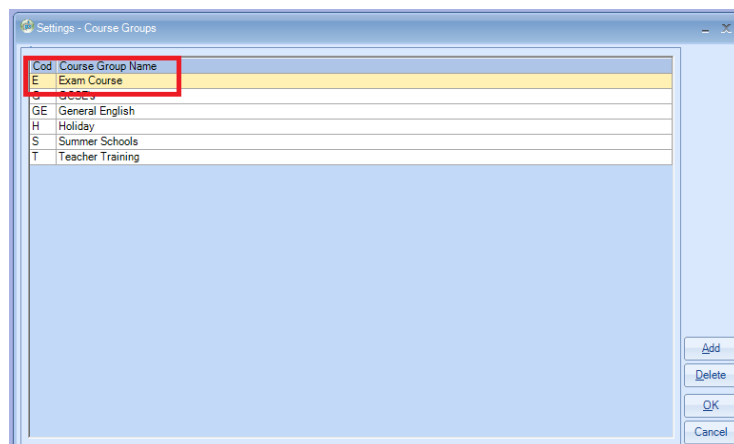
## 039 – New Document Merge Field – Last Class Level

New merge fields have been added to be able to select the 'Last Class Level Name'. This has been added to the Class Booking Fields for the first, current and last class bookings.



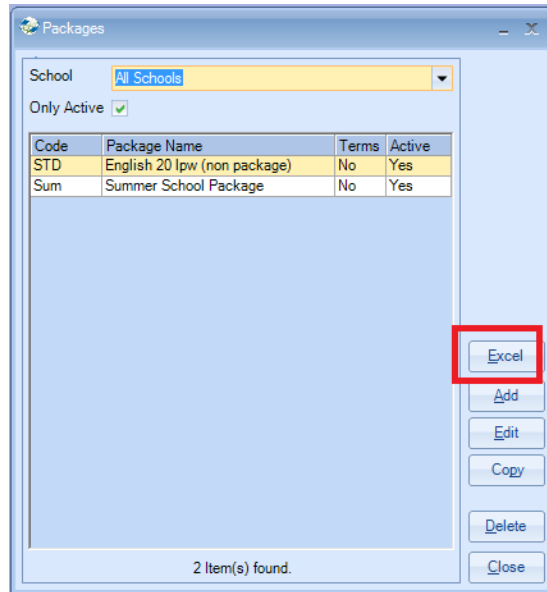
## 038 – Course Groups – Increase in Code length

Course Groups form in settings. It is now possible to add a code up to 25 characters and a course group name up to 250 characters.



## 037 – Package Browse Screen

An Excel report option has been added.



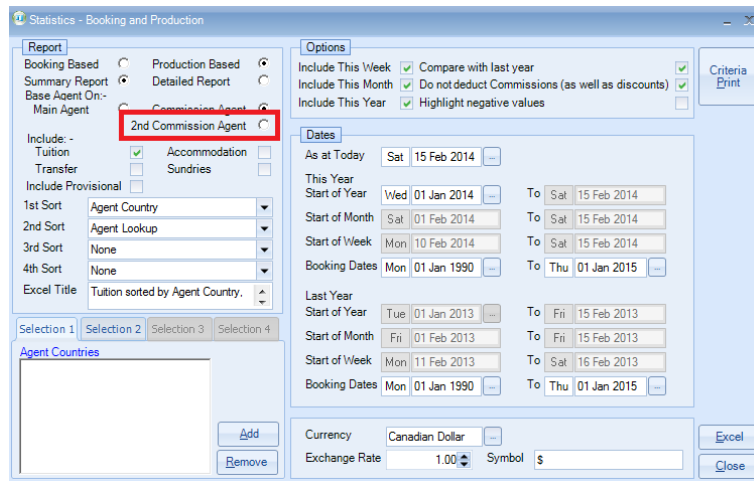
The screenshot shows a window titled "Packages" with a dropdown menu for "School" set to "All Schools" and a checked "Only Active" option. A table lists two packages:

Code	Package Name	Terms	Active
STD	English 20 lpw (non package)	No	Yes
Sum	Summer School Package	No	Yes

Below the table is a large empty area. On the right side, there are buttons for "Excel", "Add", "Edit", "Copy", "Delete", and "Close". The "Excel" button is highlighted with a red rectangular box. At the bottom of the window, it says "2 Item(s) found."

## 036 – Booking and Production Statistics – 2<sup>nd</sup> Commission Agent

A new option is to be able to select the 2<sup>nd</sup> Commission Agent.



The screenshot shows a complex form titled "Statistics - Booking and Production". On the left, under "Report", there are radio buttons for "Booking Based" and "Production Based", and a dropdown for "Commission Agent" with "2nd Commission Agent" selected and highlighted by a red box. Other options include "Include: Tuition", "Transfer", "Accommodation", and "Sundries". The "Options" section on the right has checkboxes for "Include This Week", "Include This Month", "Include This Year", "Compare with last year", "Do not deduct Commissions (as well as discounts)", and "Highlight negative values". The "Dates" section includes fields for "As at Today", "This Year", "Last Year", "Start of Year", "Start of Month", "Start of Week", and "Booking Dates". At the bottom, there are fields for "Currency" (Canadian Dollar), "Exchange Rate" (1.00), and "Symbol" (\$). Buttons for "Criteria Print", "Excel", and "Close" are also visible.

## 035 – Accommodation Payment Reports - Headers



The heading information at the top of the report will now be replicated on each subsequent page of the report.

ACCOMMODATION PAYMENTS REPORT						
*** Provisional Run Report ***						
RUN DATE	15/02/2014	PRINT DATE	15/02/2014			
PAYMENT TO DATE	31/05/2014	ORDERED BY	Host Family			
		REPORT TYPE	Host Family Detailed			
HOST	STUDENT	SCHOOL CODE	DATES		VALUE	
	28 Miss T Mori	B	19/04/2014	- 31/05/2014	396.00	
					Sub Total	396.00
150	Mrs M May, 150 Grand Avenue					
	128 Mr R Helfenstein	B	12/04/2014	- 31/05/2014	482.00	
					Sub Total	462.00
155	Mrs A McLean, 146 Danesbury Avenue					
	44 Mr J Gonzalez	B	03/05/2014	- 31/05/2014	264.00	
					Sub Total	264.00
156	Mrs D McNamara, 187 Hengisbury Road					
	36 Miss M Howler	R	26/04/2014	- 31/05/2014	330.00	

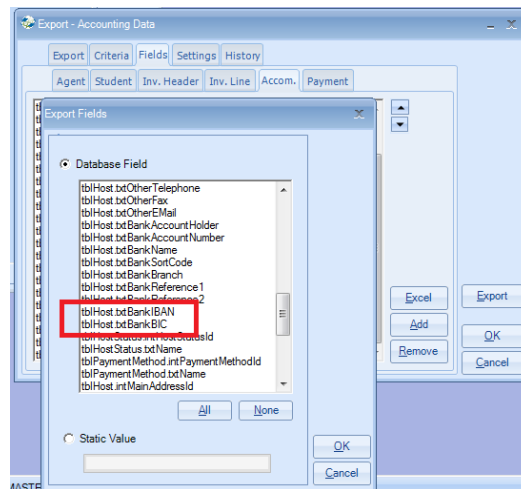
## 034 – Accounting Export – Additional Merge Field



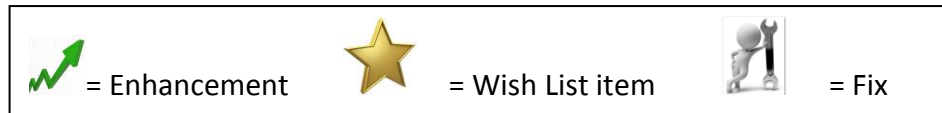
The following fields have been added in line with the new SEPA payment regulations.

Bank IBAN

Bank BIC



## Version 7.0.016 – 26<sup>th</sup> January 2014



### 033 – New Document Merge Field – Student Level

A merge field for the student's level has been added for use within "classing documents" i.e. class registers.

The new field is within the student's enrolment.

69 Miss Yuri Akimine, F, 26, JPN, 22/03/2014 - 04/10/2014 - Enrolment (69)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Test Score: 30      Level: Intermediate      Course Required:       Accommodation Required:       Transfer Required:

Split Bookings Per Term:       Term List:

Exclude Cancelled Bookings:       Exclude Class Details:       Exclude Package Components:

Category	Id	Code	Scho	Item	From	To	Dur	S/Wk	Status	
Cours	14	A	GE25	B	General English 25 lessons	Mon 24/03/2014	Fri 03/10/2014	28/0	28.00	Active
Clas	15	-	FCE	B	FCERT 1/Room: Room 04	Mon 24/03/2014	Fri 03/10/2014	28/0		
Acco	11	A	HST	B	Home Stay Twin - B&B + Evenin	Sat 22/03/2014	Sat 17/05/2014	8/0	8.00	Active
Transf	10	A	TRA	B	Arrival Transfer - Heathrow to Acc	Sat 22/03/2014	Sat 22/03/2014	1/0	1.00	Requir
Transf	10	A	TRD	B	Departure Transfer - Accommodat	Sat 04/10/2014	Sat 04/10/2014	1/0	1.00	Requir
Sundr	81	A	EXAM	B	Exam Fees - X	Sat 22/03/2014	Sat 22/03/2014	1/0	1.00	Active

Payment Plan      Web Booking      Log...      Timetable      Documents

The merge field can be found within Student Fields/Enrolments/Level Name.

Word Edit

Class Fields

- Student Fields
  - Student
  - Student Account
  - Enrolments
    - int.EnrollId
    - int.StudentId
    - int.GroupId
    - bin.AgentCreditAndRelInvoice
    - bin.StudentCreditAndRelInvoice
    - dte.CreatedDateTime
    - dte.AmendedDateTime
    - bt.Code
    - dt.BookingDate

Occurance: 1 / 1 / 1

Insert as Critical:       Hold Selection:

Highlight merge field and click <Apply>

For <gender, his/her etc., always use field 'txtSexName'

Field Formatting: Short Date      Apply

28/01/2014

Insert      Clear      Save      Quit

Word Edit

- bin.CancelledProvisionalBooking
- txt.ExternalRef
- bin.InvoiceAgentByTerm
- bin.InvoiceStudentByTerm
- bin.SplitbyTerm
- bin.UniPay
- int.InvoiceDueAdjustDays
- bin.SELTRRequired
- bin.PreviousUKStudent
- bin.ProtectValueOnRelInvoice
- txt.LevelName

Enrolment Visa Type

Groups

Class Bookings

Occurance: 1 / 1 / 1

Insert as Critical:       Hold Selection:

Highlight merge field and click <Apply>

For <gender, his/her etc., always use field 'txtSexName'

Field Formatting: Short Date      Apply

28/01/2014

Insert      Clear      Save      Quit

## 032 – English UK Statistics



A new label has been added to the selection box:

“Please ensure you enter the dates given to you in your English UK Statistics reminder”

Statistics - English UK

**Reports**

All English UK members are required to submit summarised, annual statistics through the English UK website. Although these figures have to be entered manually, the Standard Annual Report option can be used to produce the figures that you will need.

If you are also a member of the English UK Core Group, and signed up to their 3-year submission scheme, you will need to run the Core Group Quarterly Report. This report will produce a file of statistical information (based on the criteria dates you enter), in the correct file format, that you can send to English UK.

**English UK Details**

Name: caroldavies  
School: Infospeed Language School  
Member Number: 124578787  
E-Mail: caroldavies@infospeed.co.uk

**Criteria**

Include School: All  
Consolidate statistics for schools sharing same membership number ?  
From Date: 01 Oct 2013 To Date: 31 Dec 2013

Please ensure that you enter the dates given to you in your English UK statistics reminder.

Standard Annual Report  
Core Group Quarterly Report  
Close

## 031 – Automatic Classing



If you have the “Restrict Enrolment Processing Booking Status if set to Provisional” box unticked then when you do the Automatic Classing any Provisional bookings will be in red.

Company

General Finance Accommodation Enrolment Visa File Paths / SMS Text Web Access Email

Enrolments Manually Emailing Documents And Invoices

**Enrolments**

Enable School Term Options  
 Finance Based On Booking Date  
 Show Student's Previous Enrolments when adding a new Enrolment?  
 Restrict Enrolment Processing if Booking Status is set to Provisional?  
 Ignore Group Enrolment Fees  
 Course Required  Accommodation Required  Transfer Required  
Booking Status: Booked Tuition Start Day: Monday  
Arrival Status: Confirmed  
 Allow admission status to be reset to earlier status? If Not checked then the status can only be set forwards  
 Default display to admission status on enrolment screen? This is used to show either the booking or admission status controls  
Days Since Last Enrolment to Flag as Continuous Booking: 14  
Days after Departure to Block Booking Amendments: 2000  
UniPay Template:   
 Allow Provisional Bookings to be Submitted to Unipay  
Send By: Printer E-Mail Format: MS Word  
 Only apply 24 Hour Permission Rules to the Teacher Portal

OK Cancel

Classing - Scoring

Date Ranges Selections Results

Sort Field 1 Surname Red = Provisional Booking

Sort Field 2

Sort Field 3

Student Levels

- None
- Beginners
- Elementary
- Intermediate
- Upper Intermediate
- Advanced

Total Records/Courses 72

Male Records 32

Female Records 40

Unknown Records 0

Average Age 24

ID	Surname	Forename	Age	Course	Sch	M/T	T/S	Level	Gender
59	Hurtado	Juan	25	UNFFAS	B	Spa	0		M
59	Hurtado	Juan	25	GE20	B	Spa	0		M
35	Iino	Ryoko	21	GE20	B	Jap	0		F
73	Ishizawa	Rika	28	GE20	B	Jap	0		F
49	Li	Ming	22	GE20	B	Kan	0		F
110	Jonas	Marie	20	GE15	B	Fren	0		F
95	Kawakami	Tomomi	20	GE20	B	Jap	0		F
93	Kervinen	Linda	22	ESP-Comp	B	Fren	0		F
77	Kim	Bong-Kuk	20	GE20	B	Kore	0		M
90	Kim	Ki-Pum	24	GE20	B	Kore	3	Beginners	M
135	Kim	Young-Mee	20	GE20	B	Kore	0		F
116	Koch	Stefan	34	GE20	B	Ger	0		M
75	Koyama	Junko	23	GE20	B	Jap	0		F
103	Ku	Ja Hag	26	GE20	B	Kore	0		M
121	Kumahara	Chinatsu	20	GE20	B	Jap	0		F
150	Lee	Michael	22	GE20	B	Chin	0		M
52	Lee	Seung-Taek	24	GE20	B	Kore	0		M
81	Makhmasi	Ali Mohamm	18	GE25	B	Arab	0		M

Excel Scores Classing Close

## 030 – Inserting a Holiday Break



If the Holiday Break Price Item has a note attached to it then this will be displayed when being added to an enrolment. In this example the note is being displayed when adding the “Holiday Spring Break”.

80 Mr Mohammed Hasan A. Al Mashhari, M. 19. UNI. 22/Mar/2014 - 28/Jun/2014 - Enrolment (80)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Test Score 89 Level Advanced Course Required Accommodation Required Transfer Required

Split Bookings Per Term Term List

Exclude Cancelled Bookings Exclude Class Details Exclude Package Components

Category	ID	Code	Sch	Item	From	To	Dur	S/Wk	Status
Cours	27	A	B	General English 25 lessons	Mon 24/Mar/2014	Fri 27/Jun/2014	14/0	14.00	Active
Class	20	-	BEG1	Beginners 1/Room: Room 01	Mon 24/Mar/2014	Fri 15/May/2014	8/0		

Admission Payment

Insert Holiday Break - (27)

Tuition Item General English 25 lessons

From Mon 24 Mar 2014 To Fri 27 Jun 2014

Please be aware...  
Inserting a Holiday Break will not change the total charge for this Course. The current charge will be apportioned pro rata, between a split of the booking.  
To reflect any variable or seasonal pricing, please amend the invoice lines once the Holiday Break has been inserted.

Holiday Break Item Holiday Spring Break

Start Date Mon 24 Mar 2014 Weeks 1 Days 0

End Date Fri 28 Mar 2014

Extend Booking to accommodate holiday break?  
Leave Booking unchanged?

Price Item Maintenance - Holiday Spring Break

This break is already built into the teaching schedule so DO NOT extend the student's stay.

NB: The note is added via the Price Item Maintenance.

## 029 – Student Progress Batch Selection Screen



A tick box has been added to allow you to include/exclude inactive classes.

Academic - Student Progress Batch Entry

Criteria Results

School Bournemouth School

Classed From Mon 20 Jan 2014

Classed To Fri 07 Feb 2014

Course

Departing From Wed 01 Jan 2014

Student

Departing To Thu 31 Dec 2015

Class Types

- Elective
- Shift A Main
- Shift B Main

Select All Deselect All

Enrolment Analysis Field...

Classes

- Advanced 1
- Advanced 2
- Beginners 1
- Beginners AM
- Business PM

Active Only

Select All Deselect All

English Test (None)

Assessment Period

From Wed 01 Jan 2014 To Fri 31 Jan 2014

Default Test Date Sun 26 Jan 2014

Sorting

Sort By 1 Class Name

Sort By 2 Student Surname

Sort By 3 Student Forename

Search Close

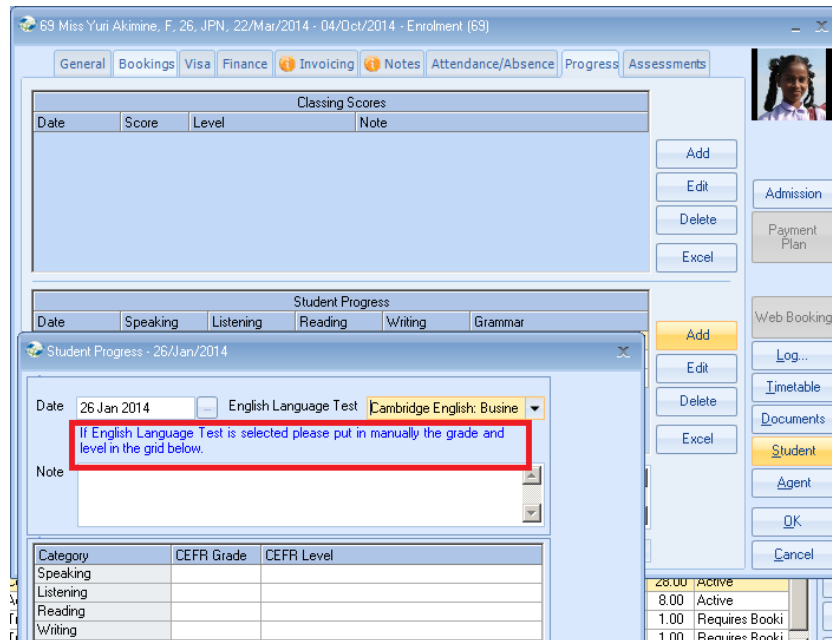
Enrolment Progress

Print Forms Excel Drop Commit Discard

NB: This is via Academic, Student Progress.

## 028 – Student Progress – information label added

Students Enrolment – when adding Progress and if an English Language Test has been selected then a new information label has been added to explain that the information must be input manually.



Student Progress - 26/Jan/2014

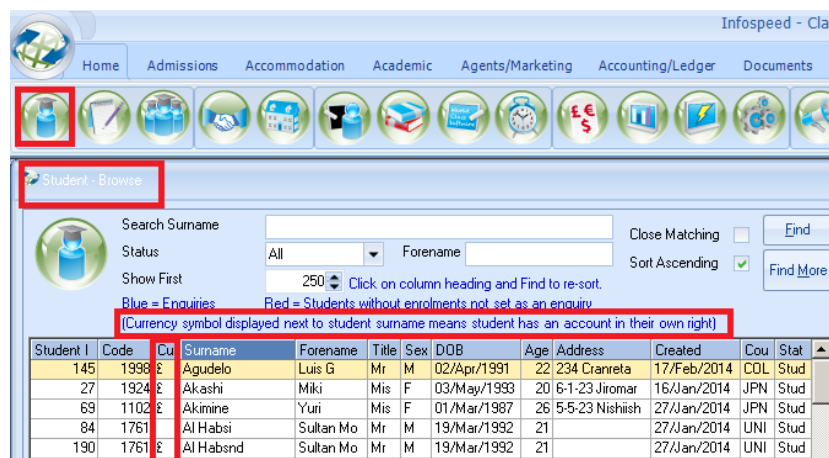
Date: 26/Jan/2014 English Language Test: Cambridge English: Busine

Note: If English Language Test is selected please put in manually the grade and level in the grid below.

Category	CEFR Grade	CEFR Level
Speaking		
Listening		
Reading		
Writing		

## 027 – Student Browse screen – information label added

Student Browse screen – a new label has been added explaining what the currency symbol is for.



Infospeed - Class

Student - Browse

Search Surname: [ ] Status: All Forename: [ ] Close Matching: [ ] Find

Show First: 250 Click on column heading and Find to re-sort. Sort Ascending: [x] Find More

Blue = Enquiries Red = Students without enrolments not set as an enquiry

(Currency symbol displayed next to student surname means student has an account in their own right)

Student I	Code	CU	Surname	Forename	Title	Sex	DDB	Age	Address	Created	Cou	Stat
145	1998	£	Agudelo	Luis G	Mr	M	02/Apr/1991	22	234 Cranreta	17/Feb/2014	COL	Stud
27	1924	£	Akashi	Miki	Mis	F	03/May/1993	20	6-1-23 Jiomar	16/Jan/2014	JPN	Stud
69	1102	£	Akimine	Yuri	Mis	F	01/Mar/1987	26	5-5-23 Nishiish	27/Jan/2014	JPN	Stud
84	1761	£	Al Habsi	Sultan Mo	Mr	M	19/Mar/1992	21		27/Jan/2014	UNI	Stud
190	1761	£	Al Habsnd	Sultan Mo	Mr	M	19/Mar/1992	21		27/Jan/2014	UNI	Stud



## 026 – Adding a class to a student’s enrolment



This now checks to see if there is sufficient space in the class for the student and if not will display a message advising that the class is full.

The screenshot shows a software interface for adding a class to a student's enrolment. A 'Class (New)' dialog box is open, showing the class name 'Beginners 1' and a weekly schedule 'Sun Mon Tue Wed Thu Fri Sat'. The 'From Date' is set to Mon 17 Mar 2014 and the 'To Date' is Fri 18 Apr 2014. A 'Confirm' dialog box is also open, asking for confirmation to add the class, with a warning that the class will be overbooked. The 'Confirm' dialog has 'Yes' and 'No' buttons.

## 025 – Enrolment - Adding a document – new search box



When adding a document to an enrolment a box has been added to allow you to search for the document by name.

The screenshot shows a software interface for adding a document to an enrolment. A 'Document Masters - Selection (General Only)' dialog box is open, showing a search box for 'Search Name' and a 'Find' button. Below the search box is a table with columns 'Send To', 'Code', 'Name', 'Schl', and 'Language'. The table contains several rows of document information.

Send To	Code	Name	Schl	Language
Student	PROGR	Progress Document - 3 Results		
Student	PROGR	Progress Document - Text		
Student	PROGR	Progress Document - Text paras		
Student	SELCD	SELCD Official Letter of Acceptance		
Student	STUD1	Student Booking Confm - incl Accommm		
Student	STUD2	Student Booking Confm - no Accommm		
Student	ID Card	Student ID Card - Template		
Student	RECPT	Student Receipt (Agent booking)		

## 024 – Quick Reports - Document Searching



Within Quick Reports when adding a document to be produced for each of the names in the list an option has been added to only display Active documents.

The screenshot shows the 'Open Master Document' dialog box in the software. The 'Search Name' field contains 'AA TEST'. The 'School' dropdown is set to 'All Schools'. The 'Show First' value is 250. The 'Active Only' checkbox is checked and highlighted with a red box. The background window displays a table with columns: ID, Surname, Forename, Arrival, Departure, Absence Date, and Absence Type. The first row shows ID 145, Surname Agudelo, Forename Luis G, Arrival 05/Apr/2014, Departure 08/Nov/2014, Absence Date 09/Apr/2014, and Absence Type Unauthorised.

## 023 – Accommodation Booking Chart – Making Unavailable



A new feature has been added to stop the user from being able to make a room unavailable if it already has a booking assigned to it.

The screenshot shows the '308 Accommodation - Rooms' window. The 'General' tab is active, showing room details for 'Twin 1' with a capacity of 2 and an 'Active' checkbox checked. A 'Validation Error' dialog box is overlaid, with a red border, containing the message: 'Validation has failed for the reason(s) listed below: Date Range(s) are Invalid - Dates Overlap with a student booking. Please correct the issues and try again.' The background also shows a 'Published Notes' section and a booking chart for February 2014.

NB: This is found via: Accommodation/Booking Chart Daily.

## 022 – Quick Reports – New merge fields – Student Dated Notes



Some new fields have been added for Student Dated Notes. They are available from the within the following report types:

Host Finance and Bookings

- Course Finance and Bookings
- Classes
- Transfers
- Sundry
- Groups

Report owned by: INFOSPEED  
 Name: SDN - Host Finance  
 School: All  
 Date Filter: None  
 Permission: Public

Source	Name	Criteria	Include
	Accommodation Finance	...	<input checked="" type="checkbox"/>
	Accommodation Preferences	...	<input checked="" type="checkbox"/>
	Accommodation Booking	...	<input checked="" type="checkbox"/>
	Accommodation Student Dated Notes	...	<input checked="" type="checkbox"/>
	Accommodation Student General Dated Notes	...	<input checked="" type="checkbox"/>
	Accommodation Student Official Dated Notes	...	<input checked="" type="checkbox"/>
	Course Bookings	...	<input checked="" type="checkbox"/>
	Transfer	...	<input checked="" type="checkbox"/>
	Sundry	...	<input checked="" type="checkbox"/>

Miss Miki Akashi, F, 20, JPN, 23/Feb/2014 - 09/Mar/2014 - Enrollment (1155)

Notes: User Defined Fields, **Dated Notes**

Created/A	User	Note Date	Heading	Note
24/Mar/14	Graham Hacker	26/Jan/14	change of course	****07/Jan/14 15:21 Graham Hacker****

Created/A	User	Note Date	Heading	Note
18/Oct/14	caroldavies	18/Oct/14	Visa Changes	Enrolment: 1076
24/Mar/14	Graham Hacker	24/Mar/14	Visa Changes	Enrolment: 27
24/Mar/14	Graham Hacker	24/Mar/14	Passport Changes	Passport Number changed to '4355677'
21/Jan/14	Infospeed	21/Jan/14	Visa Changes	Enrolment: 1155

## 021 – Quick Reports – New merge fields – Groups



New merge fields have been added within Enrolment Quick Reports for Group Booking Totals.

Type	Description	From	To	No	Dur/Qty	Basic	Discount	Due	Tax	
Su	Inv	Pocket Money	01/Jun/2014	15/Jun/2014	8	1/0	800.00	0.00	800.00	0.00
Pa	Inv	Summer School Pack	01/Jun/2014	15/Jun/2014	1	2/0	225.00	0.00	225.00	0.00
Pa	Inv	Summer School Pack	01/Jun/2014	15/Jun/2014	7	2/0	2415.00	168.00	2247.00	0.00
Tu	Inv	General English 15 L	02/Jun/2014	13/Jun/2014	7	2/0	840.00	168.00	672.00	0.00
Acc	Inv	Home Stay Single - B	01/Jun/2014	15/Jun/2014	8	2/0	1344.00	0.00	1344.00	0.00
Tr	Inv	Arrival Transfer - Gat	01/Jun/2014	01/Jun/2014	8	1/0	280.00	0.00	280.00	0.00
Su	Inv	Exam Fee	01/Jun/2014	15/Jun/2014	8	1/0	176.00	0.00	176.00	0.00

Report owned by: INFOSPEED  
Name: Group Booking Totals  
School: All  
Date Filter: None  
Permission: Public

Field	Include
Enr Add Field	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>

Report owned by: INFOSPEED  
Name: Group Booking Totals  
School: All  
Date Filter: None  
Permission: Public

Field	Include
Enr Add Field	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>
Enr Enrolment	<input checked="" type="checkbox"/>
Enr Group Arrival Status	<input checked="" type="checkbox"/>
Enr Group Booking Status	<input checked="" type="checkbox"/>
Enr Group Country	<input checked="" type="checkbox"/>
Enr Group Language	<input checked="" type="checkbox"/>
Enr Group Booking Totals	<input checked="" type="checkbox"/>
Enr Student Id	<input checked="" type="checkbox"/>
Enr Group Id	<input checked="" type="checkbox"/>
Enr Group	<input checked="" type="checkbox"/>
Enr Group Invoice	<input checked="" type="checkbox"/>
Enr Deposit	<input checked="" type="checkbox"/>
Enr Student Ledger	<input checked="" type="checkbox"/>
Enr Student Tuition	<input checked="" type="checkbox"/>
Enr Student Tuition Un Paid	<input checked="" type="checkbox"/>
Enr Student Host	<input checked="" type="checkbox"/>
Enr Student Host Un Paid	<input checked="" type="checkbox"/>
Enr Student Transfer	<input checked="" type="checkbox"/>
Enr Student Transfer Un Paid	<input checked="" type="checkbox"/>
Enr Student Sundry	<input checked="" type="checkbox"/>

## 020 – Financial Documents – New merge fields



A merge field to be able to included number of lessons within invoice documents has now been added e.g. Private Lessons.

The merge field can be found within: Invoicing Fields/Invoice Lines/intNumberofLessons

## 019 – ACRM (Client Specific)

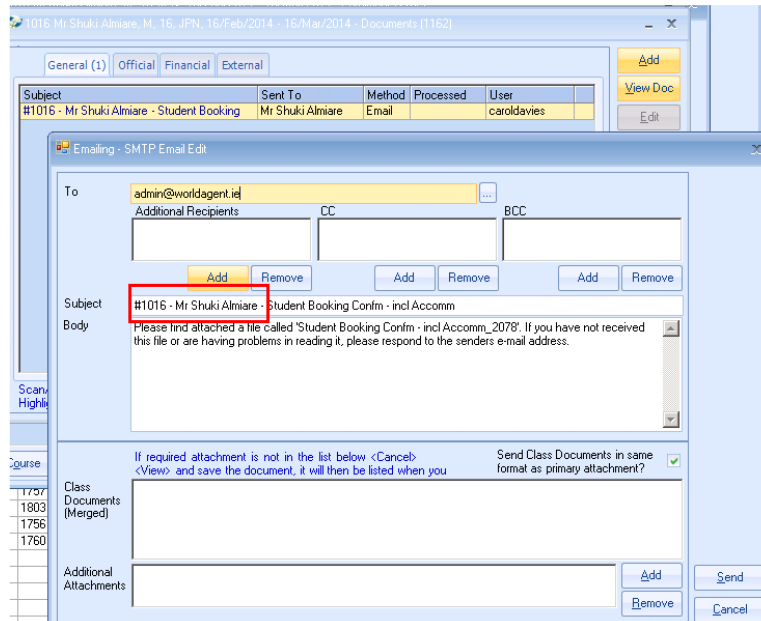


Enrolment Booking Status is now taken from the details passed from Sales Force.

## 016 – Merged Documents – Students Name Display



The name displayed is now the student's title, forename and surname which replaces the students title, initial and surname.

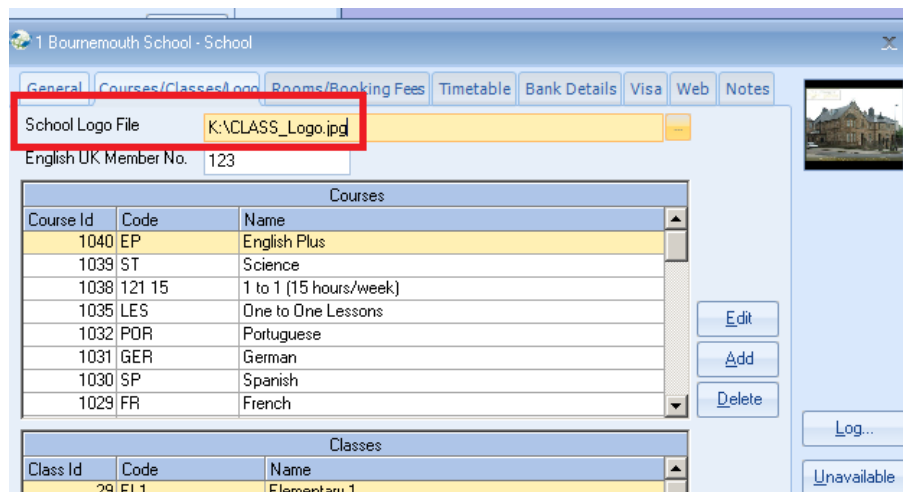


## 018 – School Logos

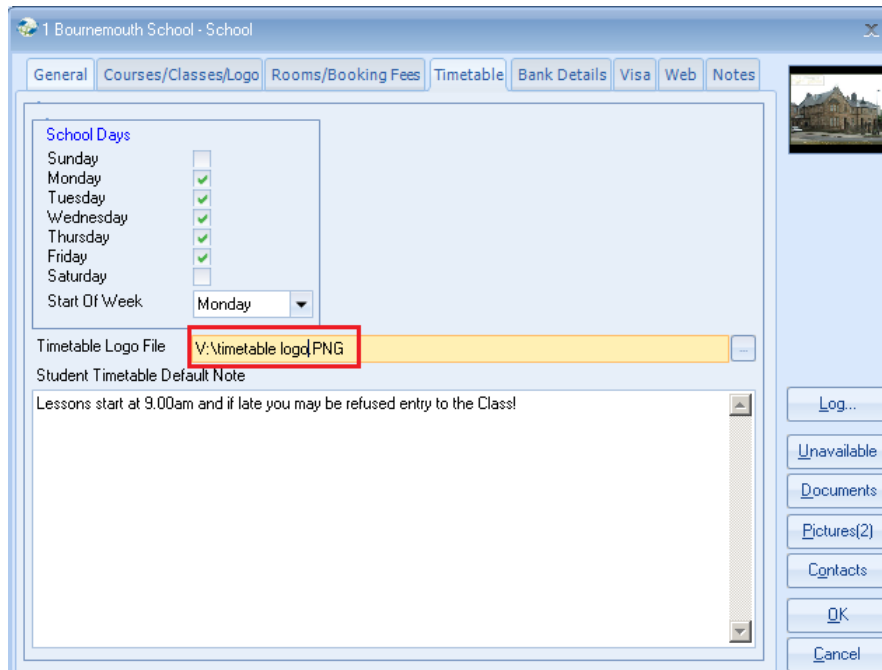


The image types have been extended to not just .bmp files. These are typically for the school logo to be included within master document templates, Class background and timetables.

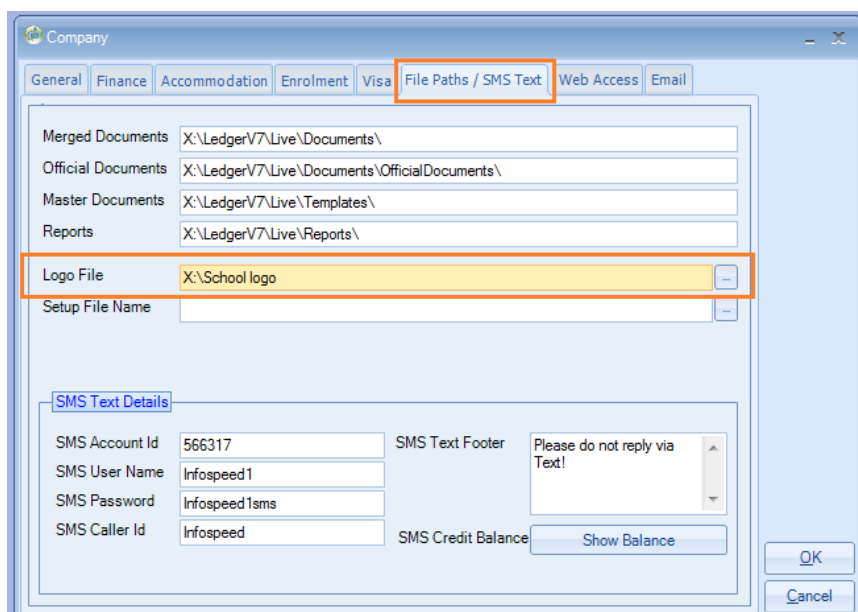
For Inclusion in documents.



For inclusion in student/teacher timetables.



Class desktop background



## 017 – European Credit Payments - SEPA



New functionality has been added to the Host Family payments to allow payment files to be generated in-line with the new SEPA specification.

The new files adhere to a general format but there will be variations for the requirements of different countries which can be added if requested.

Host Banking tab.

173 Mrs Jan Able - Accommodation

General Prefs/Rooms Students Banking Other Address Web Notes

**Bank Details**

Account Holder	Mrs. J. Able
Account Number	23124532
Bank Name	Lloyds plc
Bank Sort Code	121212
Bank Branch	Town Centre
Reference 1	
Reference 2	
IBAN	IR95LOYD30967300582110
BIC (Swift)	LOYDGB2L
Tax Reference	
Payment Method	Transfer

**Payee Details**

Addressee	Mrs J Able
Address 1	13 Centre Avenue
Address 2	Charminster
Address 3	Dublin
Address 4	Ireland
Address 5	
Postal Code	
Telephone	(0)1202 2651952
Fax	
E Mail	able@ntlworld.ie

Text Log... Charts Pictures(3) Documents Texts Contacts Unavailable Payments OK Cancel

Accommodation Payments routine.

Two new formats have so far been created for Ireland. Others will follow as requested.

Host - Payments

Options Run Results Reports

Available Reports

Host Detailed	<input checked="" type="checkbox"/>	Manual Adjustments	<input checked="" type="checkbox"/>
Host List	<input type="checkbox"/>	Outstanding Transactions	<input checked="" type="checkbox"/>
Student List	<input type="checkbox"/>	Exceptions	<input checked="" type="checkbox"/>
Payment Type Summary	<input checked="" type="checkbox"/>	Remittance Advice Slips	<input type="checkbox"/>
Bank List	<input type="checkbox"/>		
BACS Output File	<input checked="" type="checkbox"/>		

Format: Standard Format

- Standard Format
- SEPA XML Ireland (AIB)
- SEPA XML Ireland (BOI)
- GB - Barclays
- Corporate Online
- Lloyds
- Citi
- Allied Irish

Remittance Doc.: Please select...

E-Mail Format: Accom Default

Suppress Zero Value Remittance:

Send Remittances




Printer Setup Cheques Reprint

Report Close

If you wish to print from a printer, please select the alternative printer from the 'File' menu before running

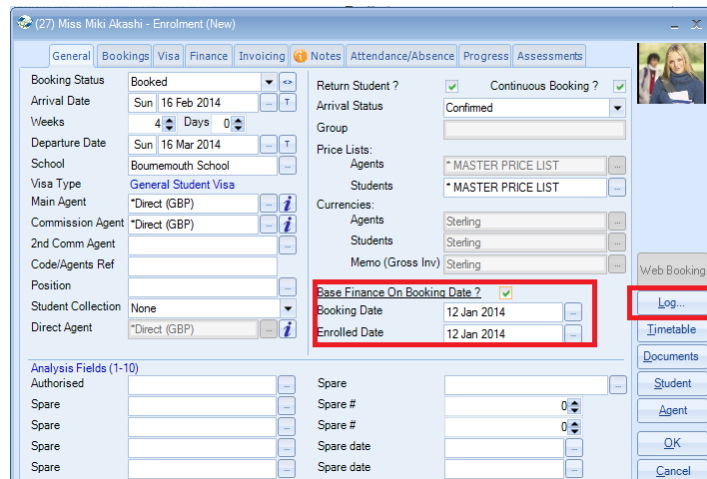


# Version 7.0.015 – 10<sup>th</sup> January 2014

 = Enhancement       = Wish List item       = Fix

## 016 – Audit Browse

If you change the check box for the “Base Finance on Booking Date” this will be recorded within the Audit Log.

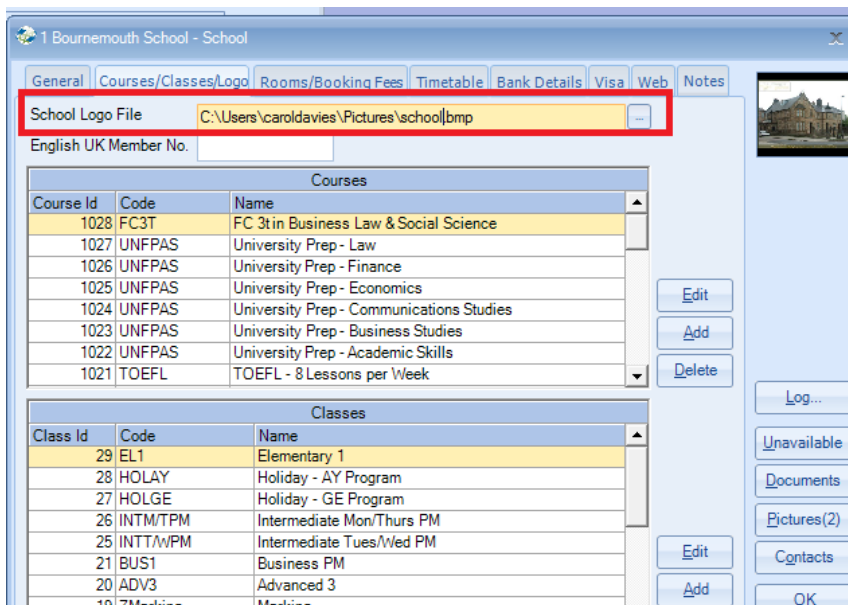


Analysis Fields (1-10)

Authorised	Spare	
Spare	Spare #	0
Spare	Spare #	0
Spare	Spare date	
Spare	Spare date	

## 015 – Logo Formats

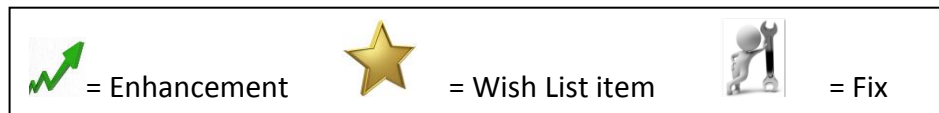
It is now possible to add logos that have the following file formats: .gif, .jpg, pag, .bmp.



Course Id	Code	Name
1028	FC3T	FC 3t in Business Law & Social Science
1027	UNFPAS	University Prep - Law
1026	UNFPAS	University Prep - Finance
1025	UNFPAS	University Prep - Economics
1024	UNFPAS	University Prep - Communications Studies
1023	UNFPAS	University Prep - Business Studies
1022	UNFPAS	University Prep - Academic Skills
1021	TOEFL	TOEFL - 8 Lessons per Week

Class Id	Code	Name
29	EL1	Elementary 1
28	HOLAY	Holiday - AY Program
27	HOLGE	Holiday - GE Program
26	INTM/TPM	Intermediate Mon/Thurs PM
25	INTT/W/PM	Intermediate Tues/Wed PM
21	BUS1	Business PM
20	ADV3	Advanced 3
19	7Marking	Marking

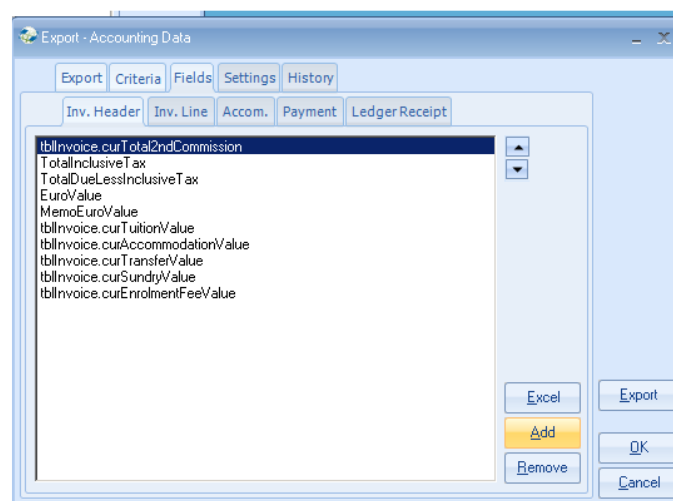
## Version 7.0.013 – 15<sup>th</sup> December 2013



### 014 – Accounting Export

New fields have been made available for the Invoice exports

- 2nd Commission Value
- Inclusive Tax
- Due Less Inclusive Tax
- Euro Value
- Memo Euro Value
- Tuition Value
- Accommodation value
- Transfer value
- Sundry value
- Enrolment Fee Value



## 013 – Host Schedule



New option to select on the accommodation charts, where you can filter on active and none active rooms.

Accommodation - Advanced Accommodation Chart

Search Criteria: Weekly Schedule

Type:

School: Boumenouth School

Town:

Interval: 12  Weekly  Daily  
(Shorten interval for faster response)

Name:

Grade: 0  Grade: 999

Area:

From: Sat 14 Dec 2013  To: Fri 07 Mar 2014

Call Content Data Sequence:  Name First  Age/Sex/Days First

Room Types:

Preferences:

Spare Capacity  
 Fully Booked  
 All

Includes Males  
 Includes Females  
 All

Available Rooms  
 Not Available  
 All

Sort Room By: Surname/Room Name

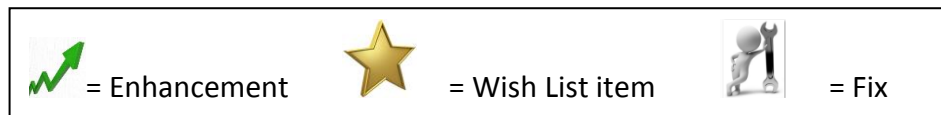
Match On: ALL Dates In

Junior Age (Booking Start): 16

Active Rooms Only

# Version 7.0.011 – 2nd December 2013

## Teacher Portal






### 012 – 24 hour Edit Permission Rules

Enhancements have been made to fully implement the potential lock out of changes to Attendance, Absence and Assessments after 24 hours have elapsed.

A new System Setting within the “Enrolment” tab stipulates whether the 24 hour edit rule applies only within the Teacher Portal.

The screenshot shows a software window titled 'Company' with several tabs: General, Finance, Accommodation, Enrolment, Visa, File Paths / SMS Text, Web Access, and Email. The 'Enrolment' tab is active, and within it, the 'Enrolments' sub-tab is selected. The 'Enrolments' section contains various settings, including checkboxes for 'Enable School Term Options', 'Show Student's Previous Enrolments when adding a new Enrolment?', and 'Restrict Enrolment Processing if Booking Status is set to Provisional?'. At the bottom of this section, the checkbox 'Only apply 24 Hour Permission Rules to the Teacher Portal' is highlighted with a red rectangular box. Other settings include 'Booking Status' (Booked), 'Tuition Start Day' (Monday), 'Arrival Status' (Confirmed), and 'Days Since Last Enrolment to Flag as Continuous Booking' (14).

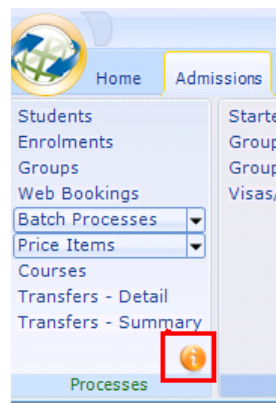
# Version 7.0.010 – 2nd December 2013

 = Enhancement	 = Wish List item	 = Fix
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## 011 – On-Line Help Documents

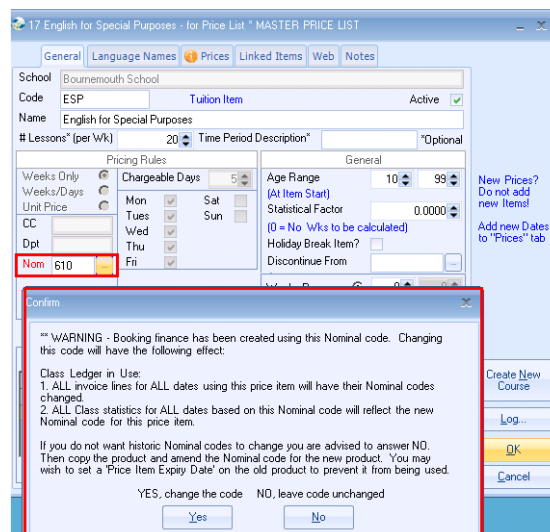
The Class Help documents are no longer held on your server and are automatically accessed via the internet.

When you select any of the “Information” icons you will be directed via to the internet to the specific area requested.



## 010 – Price Item Maintenance

A new message box has been added if you change the Price Item Nom(inal) Code.



# 009 – Enrolment and Group Edit



The length of the Enrolment and Group code has been increased from 10 to 20 characters.

145 Mr Luis G. Agudelo, M. 26, CFD, 06/Apr/2014 - 19/Apr/2014 - Enrolment (2676)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Booking Status: Booked  
Arrival Date: Sun 06 Apr 2014  
Weeks: 1 Days: 6  
Departure Date: Sat 19 Apr 2014  
School: Bournemouth School  
Visa Type: Not Required  
Main Agent: ABH Turkey  
Commission Agent: ABH Turkey  
2nd Comm Agent: ABH Turkey  
Code/Agents Ref: 20 characters allowed  
Position:   
Student Collection: None  
Direct Agent: \*Direct (GBP)

Return Student?  Continuous Booking?   
Arrival Status: Confirmed  
Group: Spring 2014  
Price Lists: \*MASTER PRICE LIST  
Agents: \*MASTER PRICE LIST  
Students: \*MASTER PRICE LIST  
Currencies: Sterling  
Students: Sterling  
Students: Sterling  
Memo (Gross Inv): Sterling  
Base Finance On Booking Date?   
Booking Date: 08 Aug 2013  
Enrolled Date: 25 Jul 2013




Analysis Fields (1-10)  
Authorized by:   
Second Agent:   
Spare:   
Spare:   
Spare:   
Spare:   
Accommodation Type:   
Number: 0  
Number: 0  
Date 1:   
Date 2:   
Buttons: Admission, Payment Plan, Web Booking, Log, Imetable, Documents, Student, Agent, OK, Cancel

1106 Autumn 2014 - Group

General Students Bookings Finance Invoicing Notes

Name: Autumn 2014  
Arrival Date: Sat 26 Oct 2013  
Departure Date: Sat 07 Dec 2013  
Visa Required:  Date:   
School: Bournemouth School  
Main Agent: ABI England  
Currency: Sterling  
Memo Currency: Sterling  
Commission Agent: ABI England  
2nd Comm Agent:   
Price List: \*MASTER PRICE LIST  
Code/Ref: 20 characters allowed  
Weeks: 6 Days: 0  
Group Invoice:   
Review Date:   
Arrival Status: Confirmed  
Booking Status: Booked  
Country:   
Language:   
Anticipated: 16  
Actual: 14  
Remainder: 2  
Spare:   
test 2:   
test 3:   
Spare:   
Spare:   
Spare #: 0  
Spare #: 0  
Spare date:   
Spare date:   
Buttons: Import, Log, Documents, Agent, OK, Cancel

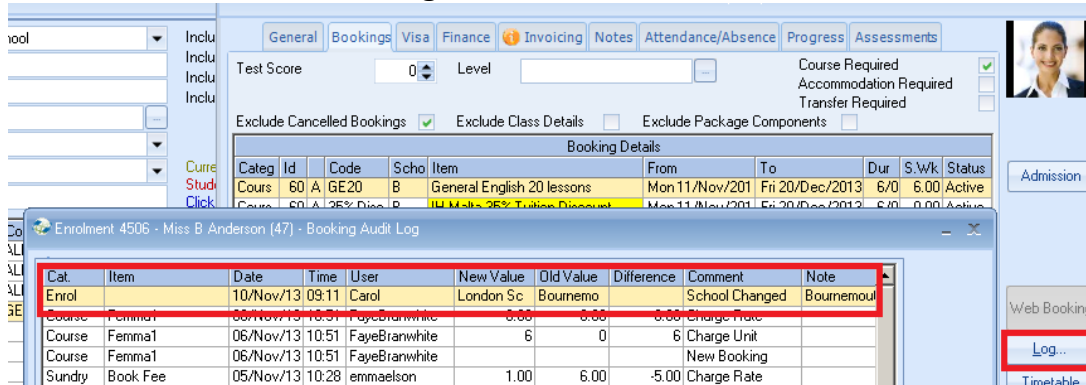
# Version 7.0.005 – 11<sup>th</sup> November 2013

 = Enhancement
  = Wish List item
  = Fix

## 009 – Enrolment Booking Audit Log

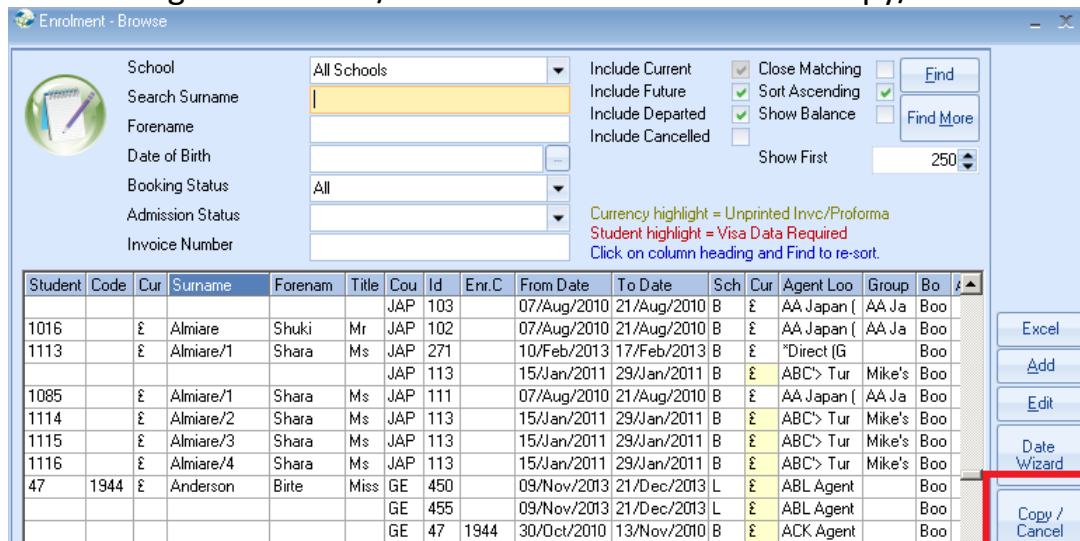
The enrolment audit log entries have been enhanced to include:

- If the school has been changed.



Cat	Item	Date	Time	User	New Value	Old Value	Difference	Comment	Note
Enrol		10/Nov/13	09:11	Carol	London Sc	Bourmemo		School Changed	Bourmemo
Course	Femma1	06/Nov/13	10:51	FayeBranwhite			0.00	Charge Rate	
Course	Femma1	06/Nov/13	10:51	FayeBranwhite	6	0	6	Charge Unit	
Course	Femma1	06/Nov/13	10:51	FayeBranwhite				New Booking	
Sundry	Book Fee	05/Nov/13	10:28	emmaelson	1.00	6.00	-5.00	Charge Rate	

- If a booking was created/cancelled via the Enrolment Copy/Cancel function.



Student	Code	Cur	Surname	Forenam	Title	Cou	Id	Enr.C	From Date	To Date	Sch	Cur	Agent	Loo	Group	Bo
1016		£	Almiare	Shuki	Mr	JAP	103		07/Aug/2010	21/Aug/2010	B	£	AA Japan	(	AA Ja	Boo
1113		£	Almiare/1	Shara	Ms	JAP	271		10/Feb/2013	17/Feb/2013	B	£	"Direct (G			Boo
1085		£	Almiare/1	Shara	Ms	JAP	111		07/Aug/2010	21/Aug/2010	B	£	AA Japan	(	AA Ja	Boo
1114		£	Almiare/2	Shara	Ms	JAP	113		15/Jan/2011	29/Jan/2011	B	£	ABC>	Tur	Mike's	Boo
1115		£	Almiare/3	Shara	Ms	JAP	113		15/Jan/2011	29/Jan/2011	B	£	ABC>	Tur	Mike's	Boo
1116		£	Almiare/4	Shara	Ms	JAP	113		15/Jan/2011	29/Jan/2011	B	£	ABC>	Tur	Mike's	Boo
47	1944	£	Anderson	Birte	Miss	GE	450		09/Nov/2013	21/Dec/2013	L	£	ABL Agent			Boo
						GE	455		09/Nov/2013	21/Dec/2013	L	£	ABL Agent			Boo
						GE	47	1944	30/Oct/2010	13/Nov/2010	B	£	ACK Agent			Boo

47 Miss Birte Anderson, F., 21, GER, 09/Nov/2013 - 21/Dec/2013 - Enrolment (4551)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Test Score: 0 Level: [ ] Course Required: [ ] Accommodation Required: [ ] Transfer Required: [ ]

Exclude Cancelled Bookings: [x] Exclude Class Details: [ ] Exclude Package Components: [ ]

Category	Id	Code	Scho	Item	From	To	Dur	S.Wk	Status	
Cours	62	A	GE20	B	General English 20 lessons	Mon 11/Nov/201	Fri 20/Dec/2013	6/0	6.00	Active
Cours	62	A	35% Disc	B	IH Malta 35% Tuition Discount	Mon 11/Nov/201	Fri 20/Dec/2013	6/0	0.00	Active

Enrolment 4551 - Miss B Anderson (47) - Booking Audit Log

Cat.	Item	Date	Time	User	New Value	Old Value	Pr.	Comments	Note
Sundry	Book Fee	10/Nov/13	09:17	Carol				New Booking via Copy/Cancel	
Course	Femmal	10/Nov/13	09:17	Carol				New Booking via Copy/Cancel	
Course	General English 2	10/Nov/13	09:17	Carol				New Booking via Copy/Cancel	
Course	IH Malta 35% Tuiti	10/Nov/13	09:17	Carol				New Booking	
Course	General English 2	10/Nov/13	09:17	Carol				New Booking via Copy/Cancel	
Enrol		10/Nov/13	09:17	Carol				New Booking via Copy/Cancel	

Buttons: Admission, Web Booking, Log..., Timetable, Documents

## 008 – Enrolment Admission Status Reason

The number of characters has been increased to 255.

47 Miss Birte Anderson, F., 21, GER, 09/Nov/2013 - 21/Dec/2013 - Enrolment (4506)

General Bookings Visa Finance Invoicing Notes Attendance/Absence Progress Assessments

Admission Status: Booking Accepted

Arrival Date: Sat 09 Nov 2013

Return Student? [x] Continuous Booking? [ ]

Arrival Status: Confirmed

Admission Status Reason dialog box:

The Admission Status has been changed to 'Booking Accepted'. Please enter a reason below...

Type Reason: Meets all criteria




Note: All the documentation and deposit now received.

Buttons: OK, Cancel

Buttons: Admission, Web Booking, Log..., Timetable, Documents

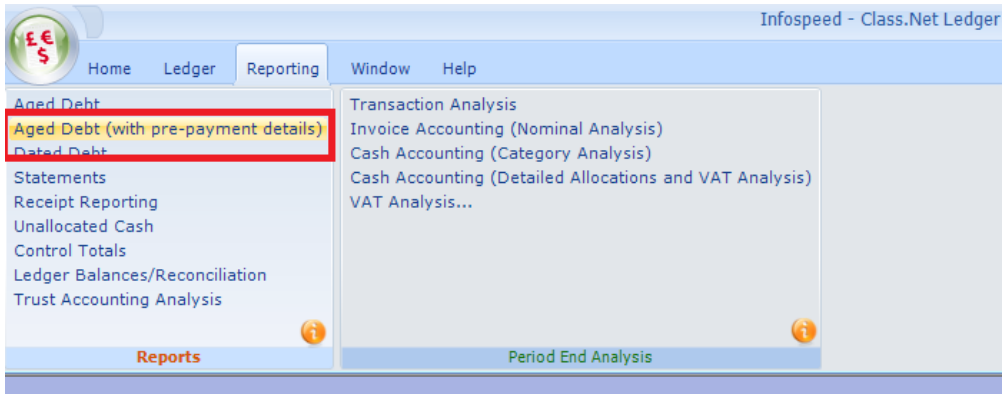


# Version 7.0.003 – 7th October 2013

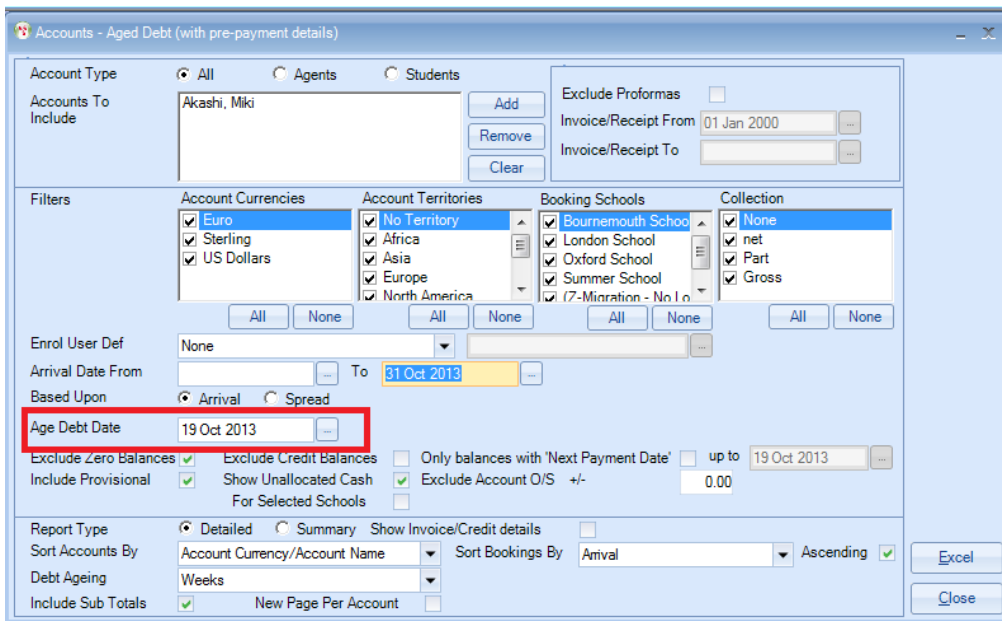
 = Enhancement       = Wish List item       = Fix

## 008 – Class Ledger – new Aged Debt

A new format has been added that adjusts the outstanding balance to exclude any pre-payments or unallocated receipts.



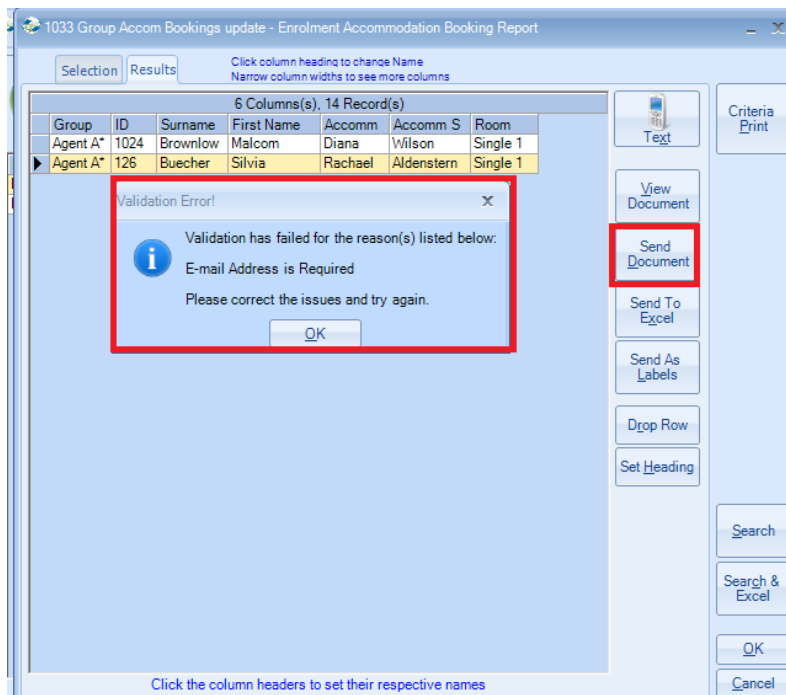
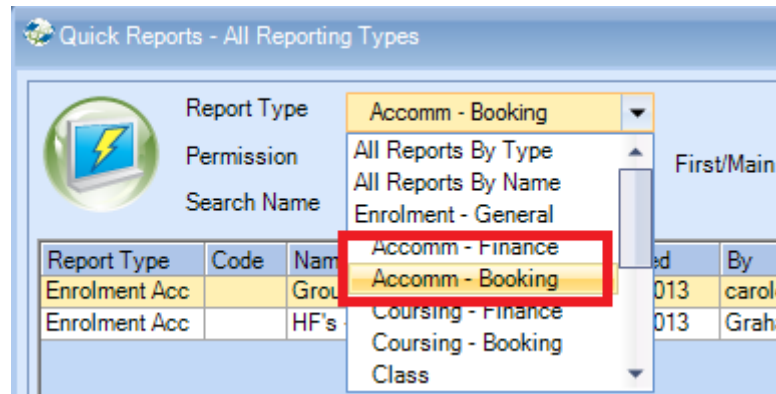
The selection screen is similar to the existing Aged Debt report. The differences being that “Based Upon” options have been reduced and the “Aged Debt Date” has been added.



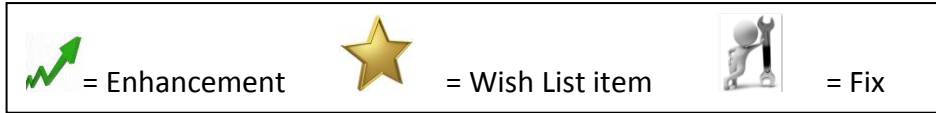


## 007 – Emailing from Accommodation based Quick Reports

A warning message will be displayed if you are sending emails from within Quick Reports and an email address is missing from the accommodation record.



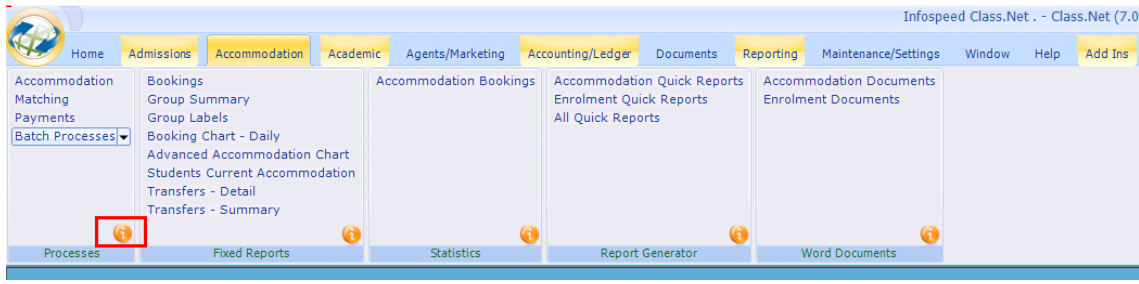
# Version 7.0.002 – 18th September 2013



## 006 – New Help Screens

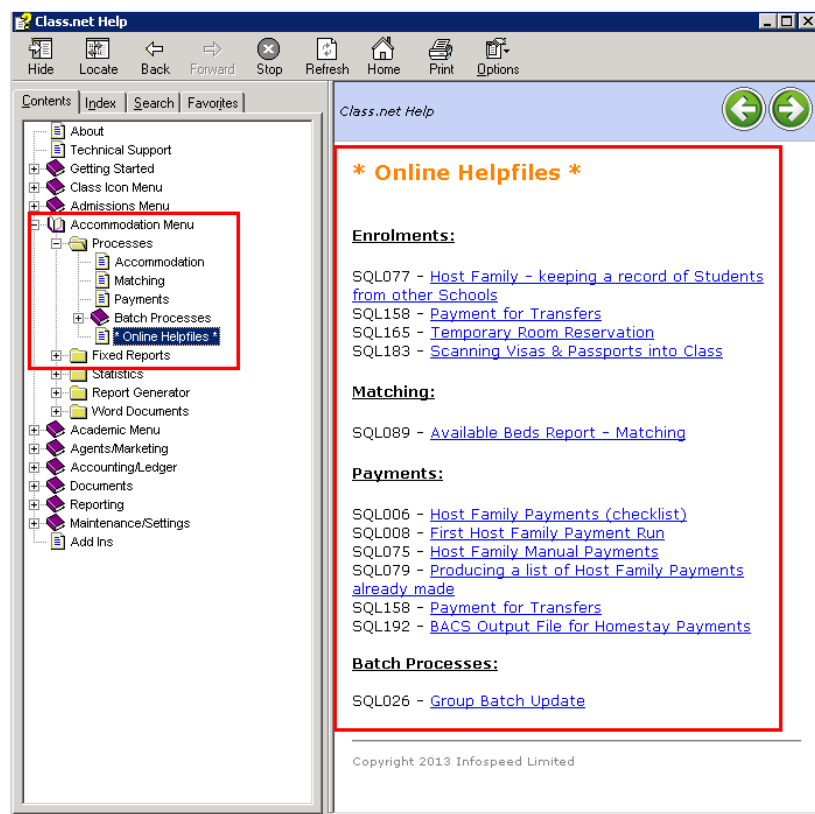
There has been a major enhancement to the Help function within Class.

Within each menu section there is an icon indicating Help as shown below.



By clicking on the icon you will be taken directly to the relevant Help section. Open up that section by clicking on the + symbol.

At the end of the help file section selected will be a final section called “Online Helpfiles”. By expanding this section, all the relevant online help documents will be displayed on the right-hand side of the screen.



## 005 – Loading Enrolments – Improvement in Speed

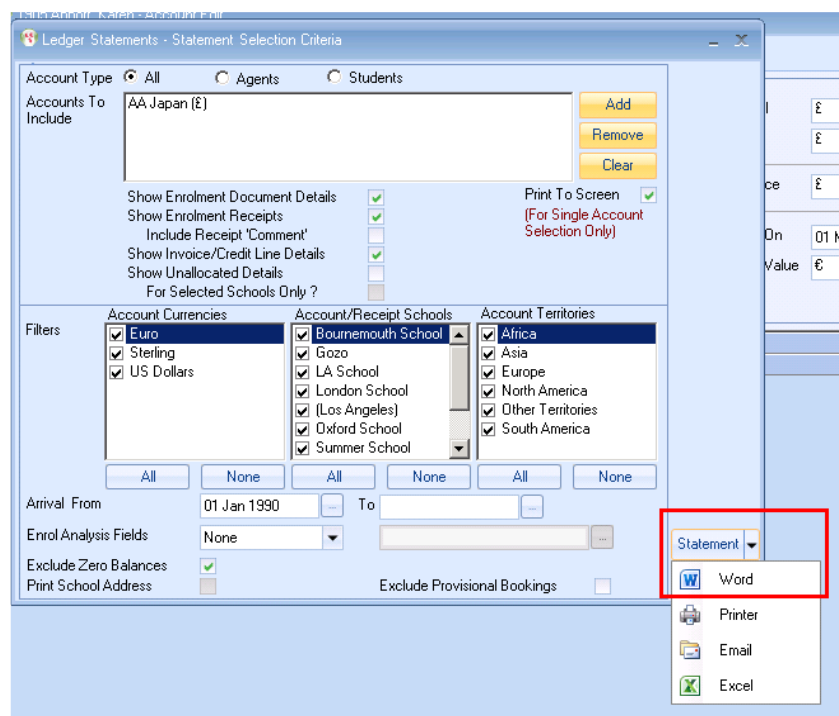
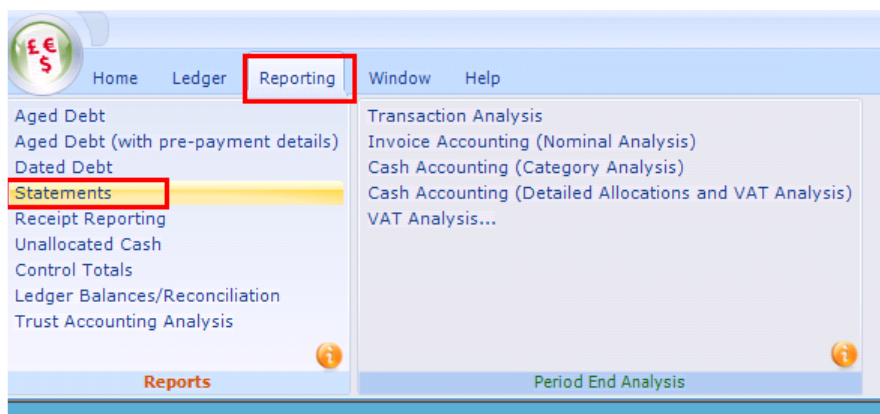


In certain circumstances the loading of a student's enrolment could appear to be slow. Changes have been made to improve the speed where the local technology allows i.e. server, pc, network.

## 004 - Class Ledger – Statements



If producing the statement as a Word document it is now possible to either display all the documents on the screen or go direct to the printer.



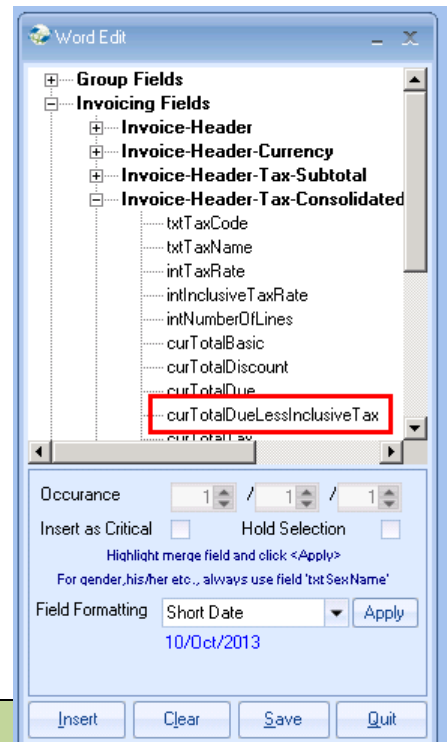
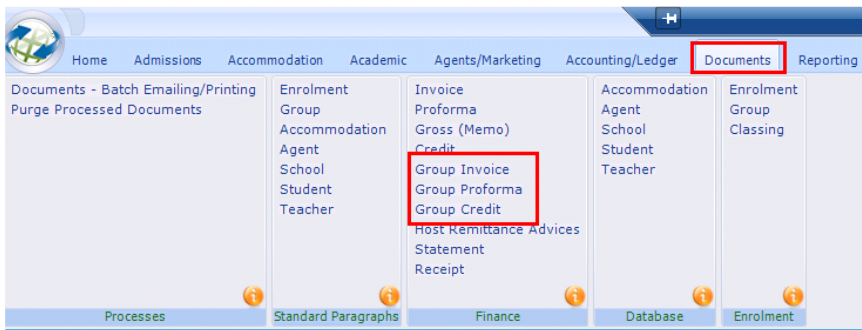
### 03 – Finance Document Templates - Groups – new merge field available

Although this is available for all schools the “Inclusive Tax” option is mainly used in Malta.

Example of use: If your sales/published price for a course includes an element of tax this can be displayed separately on the invoice i.e.

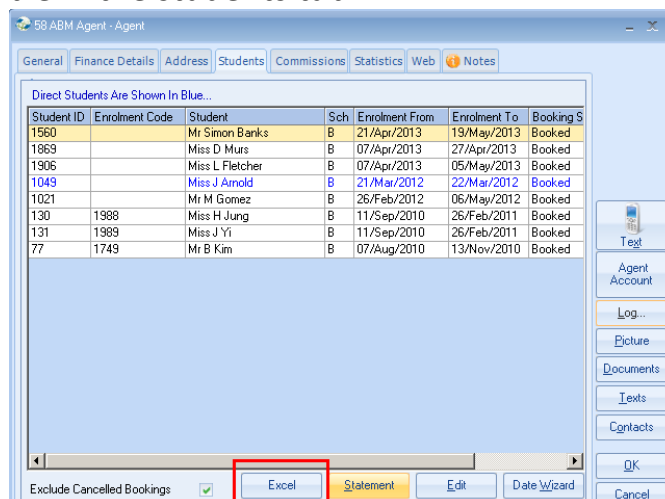
General English 15 Lessons – net value   €100  
 Tax portion                                       €10  
**Net less inclusive tax                         €90**

The merge field can be found as follows:



### 002 - Agents Record – Excel button added

New excel option available in the students tab.



## 001 - Classing - Scores – Excel button added



New Excel Button has been added to the “Results” tab within the classing “Scores” details.

The screenshot shows the 'Classing - Scoring' application window. The 'Results' tab is active, displaying a table of student records. The table has columns for Id, Surname, Forename, Age, Course, Sch, M/T, T/S, Level, and Gender. The first row is highlighted in yellow. To the left of the table is a 'Student Levels' list with options: Beginners, Elementary, Intermediate, Upper Intermediate, and Advanced. Below the list are summary statistics for Total Records/Courses (8), Male Records (2), Female Records (6), Unknown Records (0), and Average Age (31). In the bottom right corner, there are four buttons: Excel, Scores, Classing, and Close. The 'Excel' button is highlighted with a red box.


Id	Surname	Forename	Age	Course	Sch	M/T	T/S	Level	Gender
217	*Adams	Davina	27	GE20	B	Alba	12	Elementary	F
218	Bell	John	25	GE25	B	Spa	25	Intermediate	M
120	Brincat	Donald	64	HOL	B	Spa	29	Intermediate	M
157	Kanan	Sally	26	HOL	B	Spa	30	Intermediate	F
216	Lee	Hae Deun	25	INT	B	Kore	45	Advanced	F
216	Lee	Jo	25	INT2	B	Kore	17	Elementary	F
216	Lee	Bridget	25	INT2	B	Kore	66	Advanced	F
213	Sherlock	Nina	30	DCU	B	Port	54	Advanced	F


## Section 4

Programme Fixes/Minor Changes








Log No.	Issue	Date Fixed 
	<b>Version 7.2.000</b>	<b>01 June 14</b>
44339	<b>Editing a Course</b> Within the Course edit screen if you entered a Price Item and then tabbed off it, Class would then freeze.	
47347	<b>Class Ledger - Allocation</b> The minimum and maximum values allowed have been extended to -4000000 and 400000.	
	<b>Class Ledger – Payment Plan Report</b> A permission has been added within the User Settings.	
47445	<b>Enrolment, Finance Tab</b> If editing a Finance line, if you changed the “Due” amount the 2 <sup>nd</sup> Commission Value would not alter. This has been rectified.	
47527	<b>Statistics – Discount &amp; Commission Analysis Report</b> When selecting an analysis filter, clicking on the “Calculate” button an “Ambiguous column name Analysis” error would appear. This has been rectified.	
47155	<b>Statistics</b> If the report was based on “Arrival Date” the result was incorrect. This has been resolved	
46623	<b>Promotion Wizard</b> Cosmetic – When adding items to a Promotion i.e. Price Items then the last items in the list could not be displayed.	
46667	<b>Student Edit – Enquiry Source Field</b> If you open the list and then press cancel then it would remove the information that was already held in the field.	
47647	<b>Statements</b> When producing a statement via Word for one school it will disregard the filter and produce them for all schools.	
47160	<b>Master Documents</b> Cosmetic – the down arrow on the list view was not working.	
47672	<b>Accounting Export</b> If a selection for “Header & Line Combination” was made an error occurred when moving from one tab to another.	
47208	<b>Timetabling Reports</b> These were not obtaining the date format from the users Regional Settings and as such were always UK format. This has been resolved and will now pick up the format from the users Regional Settings.	
47102	<b>Master Documents – Word Merge</b> Enhancements have been made to the display of the merge fields to improve speed.	
47575	<b>UDF Field Maintenance</b> If the record i.e. student, enrolment was opened in “View Only” mode under certain circumstances a “Subquery” error was displayed. This has been resolved.	
47447	<b>Teacher Portal – Adding Assessments</b> When adding assessments the date used is the one selected and not defaulted to Today’s Date.	


Log No.	Issue	Date Fixed 
<b>Version 7.1.015</b>		<b>02 May 14</b>
46458	<b>Enrolment/Accommodation Quick Reports</b> Documents can now be sent to Accommodation Providers when using an Enrolment Accommodation Report.	
46400	<b>Accommodation - Reserved Expiry Extended Feature</b> When trying to send the reserved expiry extended details to excel this would cause a COM error.	
46384	<b>Enrolment Invoice Batch</b> When running the Enrolment Batch Invoice print, if there was a value of zero it would be display as a credit even though it is an invoice.	
46937	<b>Course Edit</b> When adding a Price Item if it has more than one Course Booking assigned to it, it would set the Price Item text box to read only. However if the Price Item had only one Course Booking then the Price Item text box was not being set to read only.	
47057	<b>Valid Start Dates</b> When selecting All or None an error would occur. This has been resolved.	
46619	<b>Quick Reports</b> When creating a quick report and using the 'Enrolment Booking Totals Agent Un Paid Total' or/and 'Enrolment Booking Totals Student Un Paid Total' as the order by – if the enrolment id matched the group id' k more than one row was displayed.	
46950	<b>Invoice Unprinted</b> When trying to print invoices an error would occur on the button click due to a “redim” error.	
46908	<b>Enrol Edit</b> A BOF and EOF error was displayed due to the way that the default direct agent was set up.	
46996	<b>Enrol Edit</b> Specific changes were made to the student agency currency check as the prompt was not always correct.	
47016	<b>Quick Reports</b> Ensure any criteria for a field that contains single quotes e.g. St Mary's School is handled correctly after saving and re-opening the report	


	<p><b>Enrolments – UniPay</b> The system now detects if the Enrolment screen was closed via the ‘X’ in the title bar, which previously would by-pass the potential UniPay prompt</p>	
	<p><b>Financial Export</b> The default date formats available for selection have been changed to contain ‘MM’ to represent the months portion instead of ‘mm’  If ‘mm’ were used in date formats it caused the month portion to be ‘00’</p>	
	<p><b>Company Settings</b> The controls for the Company bank details have been enabled so they can be edited.</p>	
46873	<p><b>Agent Find</b> In a new enrolment when switching from a student’s currency to another an error would be displayed – Ambiguous column name “intAgentCurrencyId”..</p>	
47392	<p><b>Batch Attendance/Absence</b> The message displayed when committing attendance/absence where absence has been specified but attendance shows as 100% has been enhanced to limit the maximum number of students listed to 15. If there are more “...” will be appended to the list to indicate there are further students</p>	


Log No.	Issue	Date Fixed
		
	<b>Version 7.1.014</b>	<b>01 Apr 14</b>
46873	<b>Agent Find</b> In a new enrolment when switching from a student's currency to another an error would be displayed – Ambiguous column name "intAgentCurrencyId"..	


Log No.	Issue	Date Fixed
		
	<b>Version 7.1.005</b>	<b>20 Mar 14</b>
46587	<b>Account Edit – Class Ledger</b> If an account did not have any outstanding bookings an error was being displayed. The buttons on the Bookings tab have been re-positioned as they were overlapping the text boxes.	
46206	<b>Account – Exchange Rates – Class Ledger</b> When calculating the exchange rates if the currency for the account was Euros and was converting to Sterling an incorrect value was being displayed.	
	<b>Accommodation Payment Remittance Advices</b> Remittance advices are now sent even if the value is zero providing there are non-zero payments included.	
46480	<b>Promotions</b> Date Based Tuition promotions were being calculated as a zero value.	
45236	<b>Class Scoring</b> There was a situation where if a score was changed a new score would be recorded. This could mean that a duplicate line was being entered.	
46343	<b>Booking &amp; Production Statistics</b> If a Price Item was not within a Price Group a duplicate line would be displayed within reports.	
45616	<b>Word Documents</b> When a Word document was being created the spelling check was being switched off.	

Log No.	Issue	Date Fixed
		
	<b>Version 7.1.001</b>	<b>15 Mar 14</b>
	<b>Enrolment Admission Status Toggle</b> An incorrect permission check was removed.	
	<b>Host Room Reservation</b> Correction to allow a reservation to commence on the date that a student leaves the accommodation.	


Log No.	Issue	Date Fixed 
<b>Version 7.1.000</b>		<b>01 Mar 14</b>
38504	<b>Accommodation Pay Run and Reprint</b> When creating a BACs file and if the path didn't exist when sending a remittance the message would pick p the document path in the settings which may not be what was typed in for the BACS filename. This stopped any future changes to the file name being allowed.	
45815	<b>Group Edit</b> When clicking on sending an invoice a message would appear relating to Terms even when the students in the enrolments do not have any Terms. Clicking on yes would then display an error message.	
45776	<b>Advanced Accommodation Chart</b> When selecting criteria and selecting 'Only available rooms', the grid would display rooms that were unavailable.	
45610	<b>Document Merge</b> When creating a document and using the <[Transfer-Arrival.dtePickUpTime/1] Medium Time > the field was not formatting the date correctly. It was setting the Medium time to the long time.	
45617	<b>Enrolment Edit Class Freezing</b> When adding a main agent by code and then tabbing off the field it was causing Class to freeze.	
45522	<b>Accruals/Prepayment Report</b> Correct posted date check on last payments that span the Accrual Date.  Previously, the system was looking for payments made before or on the Accrual Date, this should have been payments made BEFORE only.	
45057	<b>Attendance Percentage</b> The system now ensures that the most up to date Percentage calculation is performed any time the Scheduled and Actual Hours change.  It was possible before that Actual Hours were changed but the Percentage was not recalculated	
45874	<b>Attendance Orphans</b> A loop hole that allowed Attendance entries to be saved that were linked to class bookings that no longer existed has been fixed.	
	<b>Quick Report - Assessment Date Criteria</b> The Assessment date is now stored as a date with no time value.  The time value on the field was preventing proper filtering of the date values when set as criteria in the Quick Reports	
	<b>Enrolment Booking Audit</b> Schools fees are now listed after the entry for the "New Booking".	


Log No.	Issue	Date Fixed 
<b>Version 7.0.017</b>		<b>03 Feb 14</b>
45560	<b>Package Browse</b> When copying a package occasionally a blank error message would appear with no text of what the actual issue is. This was due to the error message being cleared before it had displayed the message.	
45560	<b>Enrol - Student Score</b> When adding a note there was no maximum character limit restriction. This meant that if text is added that is over 5120 characters a message 'String will be truncated error' is displayed.	
45483	<b>Quick Reports</b> When running a report and sending to Excel if only one item was selected in the report an error would occur.	
45610	<b>Document Merge</b> When creating a document and using the <[Transfer-Arrival.dtePickUpTime/1]   Medium Time   > the field was not formatting the date correctly. It was setting the Medium time to the long time.	
45472	<b>Course Edit</b> Occasionally when editing the number of weeks a course is running for and if it had a promotion attached it would cause Class to error and lock Invoice Line.	
44844/ 45835	<b>Document Batch</b> Occasionally when searching for documents an error would appear explaining the string would be truncated.	
45418	<b>Enrol Documents</b> If a student has: <ul style="list-style-type: none"> <li>• an enrolment that has two accommodation bookings</li> <li>• with different hosts</li> <li>• with different notes for the room</li> </ul> when a document is produced it would not display the correct host.	
45874	<b>Absence Report</b> Occasionally when running the Absence Report a time out error would occur.	
43076	<b>Ledger – Account Name Search (Agent Accounts)</b> When searching on 'Name' column it was looking at the Agents 'Lookup Name' when trying to find matching records instead of the "Main Agent Name".	
45500	<b>Host Family Payments</b> Prevented the potential 'Already In Use' warning when running a Provisional Payment run and another user (possibly in another school) had an accommodation booking open within Class.	
44752	<b>Classing Reports</b> Changes have been made to Class to help optimise the creation of the data used for the Crystal reports by removing any data held in the reporting table for the user running up Classing and also as soon as they exit Classing.  This should help to reduce redundant data sat in the tables between reporting.	

Log No.	Issue	Date Fixed 
<b>Version 7.0.016</b>		<b>26 Jan 14</b>
44315	<b>Agent Record</b> Agents record/Finance Tab/Invoice Layouts. The Statement and Invoice pick boxes were not recognising the layout codes.	
44328	<b>Ledger, Account Edit</b> Even if the Class user did not have the permission "Ledger Transaction Reverse" ticked they could still use the "Reverse/Copy" button.	
44991	<b>SMS Text Edit</b> The number of characters for a message has been limited to 140. This will remove the possibility of longer messages being created and then truncated to 140.	
43371	<b>Enrolment Accommodation Price Item Edit</b> When calculating the duration if the Price Item was set as days the message was incorrect – it would say nights.	
45410	<b>Enrol Invoice Batch</b> If there was a Group integrity issue the affected item should have been displayed in red. This was not working but has been corrected.	
44339	<b>Course Price Item</b> If you added a Price Item to an Enrolment by using the code and then pressed the tab key, this would cause Class to freeze. This would only happen if there was a note attached to the Price Item.	
44470	<b>Document Browse</b> If a student had multiple records, you edited an item at the bottom of the list when the screen was refreshed the top document would be displayed. This sometimes caused the wrong document to be sent.	
45301	<b>Invoice Unprinted</b> If you removed the arrival dates for the unprinted invoices it was not selecting the correct list of Groups.	
41033	<b>Enrolment Edit</b> If adding a Commission Agent by using their code and then pressing the tab key an error message was being displayed. 2nd Commission Agent – was not being set to Read Only when the enrolment had bookings.	
45350	<b>Host Family Manual Payments</b> The currency was not being set correctly which caused an error when exporting the list of payments to Excel.	
44293	<b>Documents Emailing</b> The "Processed" date on a document that was being emailed is no longer being reset to "Processed" when cancelling the sending of the document via SMTP. Previously after responding "No" to the prompt about re-setting the Processed Date, the date was still being re-set.	
45312/ 45598	<b>Class Ledger - Dated Debt Report</b> If the report was extremely long occasionally a Time Out message would be displayed. Code has been added to handle this issue but does mean that the report will take longer to run.	
45414	<b>Quick Reports – Enrolment Based</b> An error "Conversion from type DBNull" was displayed when selecting the enrolment field "Enrolment Cancellation Date" if there was not a date set for this field.	
45652	<b>Host Matching</b> Host Analysis Fields 7 & 8 have been increased in length as in certain circumstances an error was occurring.	
45501	<b>Database Changes</b> (client specific) A script has been added to create missing indexes	
43987	<b>External Price Import</b> (client specific) When importing prices a potential message "Conversion from string Y to type integer" could appear.	


Log No.	Issue	Date Fixed 
<b>Version 7.0.015</b>		<b>10 Jan 14</b>
44393	<b>Agent Room Allocation</b> A minor fix to affect the modifying or cancelling of allocations.	
45124	<b>Enrolment – Dated Notes</b> Within an Enrolment the orange icon to indicate that there was a note was not always being displayed.	
44673	<b>Class Ledger – Ledger Reconciliation</b> Under certain circumstances the sub-totals were not correct.	
44821	<b>Enrolment – Admission Status</b> An error appeared if you clicked on the pick list but exited without selecting one.	
44842	<b>Time Tabling – Room View</b> A label was missing for Tuesday.	
44873	<b>Groups – Bookings Tab</b> Package items were not being displayed individually but as one line for all the items.	
<b>Version 7.0.013</b>		<b>07 Jan 14</b>
44847	<b>Accommodation Chart</b> The code being displayed was for the Language Code not the Country Code.	
N/A	Change to bespoke client interface.	
<b>Version 7.0.013</b>		<b>15 Dec 13</b>
44497	<b>Enrol Edit</b> Occasionally when in the invoicing tab the default invoicing field would not automatically populate.	
44966	<b>External Documents</b> Occasionally when adding an external document, if the file type was not installed on the local machine, an error message would display.	
44844	<b>Price List Imports</b> An error occurred when importing an Excel document into Class where one of the values was not being converted correctly.	
<b>Version 7.0.012</b>		<b>02 Dec 13</b>
44060	<b>Ledger Daybook</b> To Prevent an intermittent error message appearing when toggling the “All Accounts” option and then clicking within the Daybook display screen.	
44551	<b>Price Break Edit</b> When clicking into one of the fields and then exiting via the “X” an error would occur.	
44546	<b>External Documents</b> When adding an external document Class would error when trying to display the file type icon.	
44754	<b>Batch Edit</b> Occasionally when adding criteria in a Quick Report and then selecting the criteria to be matched against it, the report would only find results the first time it is run.  This has been corrected but the criteria will need to be removed and re-added to the report.	



Log No.	Issue	Date Fixed 
	<b>Version 7.0.010</b>	<b>02 Dec 13</b>
44584	<p><b>Attendance Report – Missing Attendance Layout</b> The report now highlights missing attendance on a day/slot basis.</p> <p>Previously a class running on the same day but in different time slots would not show missing attendance if any one of the time slots had attendance assigned.</p>	
44752	<p><b>Classing</b> A “Primary Key validation error” was being generated if more than one user was trying to run the “Class Summaries” (Crystal) report.</p> <p>This has been updated to allow any number of users to run reports simultaneously.</p>	
44673	<p><b>Ledger Balances &amp; Reconciliation Report</b> The new “Unallocated Cash” value was not excluding receipts based on the report criteria date.</p>	
44726	<p><b>Second Commission Agent Calculations</b> Class was incorrectly using the Tuition commission percentages for all Booking Types i.e. Accommodation, Transfers, Sundries.</p>	
N/A	<p><b>Price Item Maintenance</b> Running under some screen resolutions it was possible that vertical scroll bars could appear on the price grids which obscured some of the data.</p>	
44606	<p><b>Agent Browse – Country Search</b> An error was being displayed when searching on the “Country” column and if no criteria had been selected.</p>	
44589	<p><b>Promotion Browse</b> Occasionally when changing between “Active” and “Non Active” promotions and if there was no data for the bookings “From” and “To” dates this could cause an error to be displayed.</p>	
44759`	<p><b>Web Booking</b> A new script provided – when reading in the web booking it sets the student ID to -1 if null</p>	
44076	<p><b>Attendance/Absence</b> When making changes to a student’s absence the message prompt to show the absence report was not being displayed.</p>	
N/A	<p><b>Enrolment Booking – Cancel</b> Additional checks have been put in place to prevent a booking item being left in a non-cancelled state but having had it’s finance reversed.</p> <p>Subsequent attempts to cancel the item would result in an error.</p>	

Log No.	Issue	Date Fixed 
	<b>Version 7.0.007</b>	<b>11 Nov 13</b>
43311/ 44417	<b>Ledger – Reconciliation Report – Timed Out Message</b> A script has been created to this error	
44184	<b>Class User – Edit</b> When editing an individual User’s set-up, selecting the individual roles, Class would not display more than 25 roles	
44364	<b>Ledger - Transaction Edit</b> When adding a Receipt and tabbing through the fields, the Received At and Currency selection boxes would hide part of the text from view.	
44385	<b>Documents – Word Merge</b> The Date field held within User Defined records is now displayed correctly. It was being merged as 0.00.	
44385	<b>Documents – Word Merge</b> There was a potential to have a “Null” error message being displayed when including the following fields: Total Due Less Inclusive Tax Total Inclusive Tax	
44345	<b>Ledger – Cash Accounting – Detailed</b> Reversed Receipts/allocations were not being included/exclude correctly based on the criteria selected. This has been fixed.	
N/A	<b>Cancelling a Course</b> Checks have been added to ensure that the user cancelling a course has the required permissions.	

	<b>Version 7.0.005</b>	<b>11 Nov 13</b>
43827	<b>Ledger – Cash Accounting Detailed Analysis Report</b> Corrected the error “Too many arguments specified” occurring.	
	<b>Version 7.0.004</b>	<b>18 Oct 13</b>
43799	<b>Class Ledger – Not responding Error</b> A fix has been implemented to prevent the occasional error “The Class Ledger application is not responding. Please click Ignore to try again” being triggered.	
	<b>Version 7.0.003</b>	<b>08 Oct 13</b>
44140	<b>Web Bookings</b> Depending on the web booking dates and the courses being booked it was possible that when using the multi course option online the price of the course when calculated in the conversion to a Class enrolment would be incorrectly calculated.	07 Oct 13
44092	<b>Quick Reports</b> Users login and SMTP passwords are not available from with Quick reports.	03 Oct 13
42784	<b>Term Maintenance</b> If when adding a Term it was invalid due to overlapping dates with an existing Term the message that was displayed could not be bypassed by using the <Cancel> option.	03 Oct 13
43669	<b>Quick Reports – Send Document</b> Prevent potential error ‘Index was outside the bounds of the array’ when sending results of report to a document for merging and emailing.	02 Oct 13
44021	<b>Quick Reports</b> When running an Enrolment Class report if the report contained the field “Current Main Class Name” in some circumstances an error “Prevent error ‘5 - Column 'intEnrollid' does not belong to table Table’ was displayed.	30 Sep 13
43819	<b>Students Enrolment</b> A student’s Language Level could potentially be incorrectly saved. A fix has been added to both Class and Class Web.	29 Sep 13
42902	<b>Inserting Holiday</b> Occasionally when adding a holiday to an enrolment an error would appear saying that a course finance number of lessons was required, and would not insert the holiday. When refreshing the enrolment the holiday would appear in the booking.	17 Sep 13
42443	<b>Attendance/Absence</b> When changing the absence/attendance for a student and committing the change, then going back into view the absence/attendance, if the student was in other time slots (Timetabling) the absence would change the wrong time slot for that student.	18 Sep 13

Log No.	Issue	Date Fixed 
<b>Version 7.0.002</b>		<b>16 Sep 13</b>
43479	<b>Sending a memo invoice</b> When trying to send a memo invoice a blank error message was appearing. This has been fixed and the correct message now displays.	13 Sep 13
41041	<b>Enrol Edit</b> Occasionally there was an issue where the main agent and commission agent are being amended after the finance has been processed which caused a data error.	13 Aug 13
43633	<b>Nominal Analysis Report</b> Occasionally with certain data, the totals would display incorrect figures on the report.	13 Sep 13
43678	<b>Classing</b> Prevention of error 'There is no row at position 0' when opening the classing screen if there were no students found in the initial selection for the scoring.	10 Sep 13
43419	<b>Detailed Allocations and VAT Analysis</b> Occasionally when creating a report it would error when including certain criteria that had a large volume of data.	09 Sep 13
42982	<b>Web Bookings</b> The conversion of courses that only run on a Saturday from a web booking into Class are no longer calculated at a price one week less than was booked online.	06 Sep 13
43454	<b>Teacher Payment Unit Analysis</b> When running this report the sub totals and grand totals were not adding up correctly.	04 Sep 13
43312/ 43473	<b>Special Function</b> Previously, the special function "Recalculate Unit Based Course Statistical Weeks" would cause an error when selected.	10 Sep 13
43664	<b>Price Item Edit</b> In the "Linked Items" tab, if an item was added it should display the orange 'i' icon in the tab, but instead it was being displayed in the "Prices" tab. This has been corrected.	09 Sep 13