



Changes To Existing Features From Prior Versions

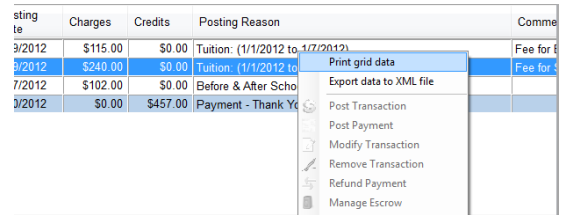
SchoolLeader Version 9.0

January 2012

The following document details changes you will find in Version 9 regarding existing features. Many of these changes are subtle and are itemized here to help reduce the learning curve when moving from prior versions.

Printing Grid Data

In prior versions of SchoolLeader, data in certain grids could be printed. You knew which grids supported that function by a Print Grid button in the header. Now, ALL grids are printable and the Print Grid button is gone. To print data from ANY grid simply right click on any area within the grid to display a pop-up menu like the one shown at right. Click on "Print Grid Data". Another window will appear. You will notice that you have some additional control over the printing now. You can select specific rows or columns to print, enter a title, set the printout to portrait or landscape mode, and also preview it before printing. Read the [SchoolLeader Version 9 Release Notes](#) to learn more about this new functionality.



Sorting Grid Data

In prior versions of SchoolLeader, data in certain grids could be sorted. Like the Print Grid feature, you knew which grids supported the function by a series of buttons along the top of the grid. Those sort buttons are now gone because all grids and all columns can be sorted. To sort grid data on a particular column simply click on the column header. You will see an arrow indicating that this grid is now sorted by this column. The arrow indicates whether the sort is in ascending or descending order. Click on the column header again to reverse the order of the sort. In the example shown at right, the user has clicked on the Posting Date field to sort the list in ascending order by Posting Date. This grid is sorted by Activity Date by default.

Activity Date	Posting Date	Charges	Cre
1/2/2012	1/19/2012	\$115.00	
1/2/2012	1/19/2012	\$240.00	
1/7/2012	1/27/2012	\$102.00	
1/7/2012	1/30/2012	\$0.00	\$

Reordering Columns

Although probably less important than sorting, you can also now reorder and rearrange columns simply by clicking and dragging. This is a completely new function for V9, and it might come in handy if you are trying to compare data in two columns which are not normally adjacent to each other. To make visual comparison easier, just drag one column closer to the other. In the example at right, we took the Activity Date (normally before Posting Date) and reversed the order. NOTE: The new location only is in effect until you close the window.

Posting Date	Activity Date	Charges	Cre
1/19/2012	1/2/2012	\$115.00	
1/19/2012	1/2/2012	\$240.00	
1/27/2012	1/7/2012	\$102.00	
1/30/2012	1/7/2012	\$0.00	\$

Deleting and resetting dates in Date Picker fields

In prior versions of SchoolLeader, optional dates were shown with a checkbox next to the date. To clear the date you unchecked that box. To initialize it with the current date you rechecked that box. Now in v9 the checkbox is gone. To blank out an optional date simply click on the box and then press the DELETE key. You can also use the ESCAPE key to perform the same function.

Maximizing windows within SchoolLeader

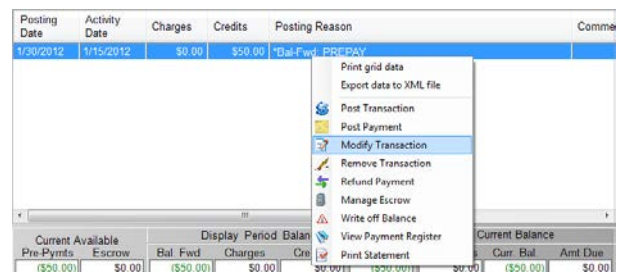
In prior versions of SchoolLeader, double clicking on the header of a window would maximize it to the full size of the available work space and stretch it out to all four corners. This caused distortion problems and formatting issues in display. In Version 9 when you maximize a window it will increase the size as far as possible but still maintain the windows defined shape. The window is also centered on the workspace for easier viewing.

Type searching in dropdown boxes

In prior versions of SchoolLeader, almost all dropdown boxes could be searched by simply typing the beginnings of what you wanted. For example, if you were looking for someone with a last name of "Johnson" in the list, you could begin typing J – O and would see the list narrow down to all names beginning with "Jo" such as Johnson, Jones, etc. If you kept typing the list narrowed to match your entry. All that is the same in Version 9. However, the way you signal that you have found your match has changed. In the past you would press the ENTER key when your preferred item was displayed. Now you will press the TAB button. Pressing TAB will select the name, close the dropdown box, and move to the next field in the window. Of course, you can still use the mouse to click on the preferred name if you see it somewhere in the visible list.

Right Clicking reveals hidden functions

In prior versions of SchoolLeader, the right click button on your mouse did not do much other than reveal a Cut & Paste function for text boxes. Now with V9 you will find it offers quick access to almost every function that can be performed on the current window. The available options when right-clicking will depend on the window or grid you are accessing at the moment. Although rare, it also may reveal some functions that do not have an equivalent button on the window. Experiment with right clicking areas to see what options you have. You might come to find it is quicker to right click and select options than using the alternatives.



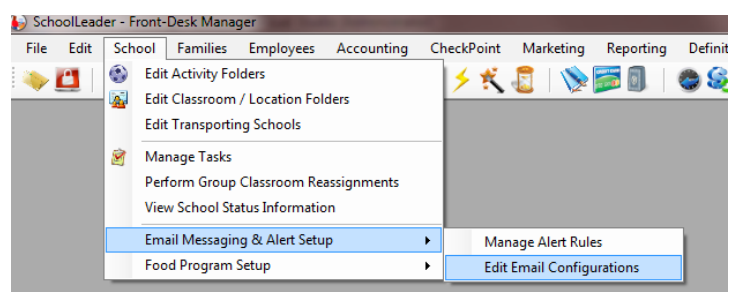
Capturing Photos

Capturing photos of a Student, Guardian, and Employee has changed slightly but is actually easier now. You can also capture a still image directly from almost any webcam video stream. This makes for an inexpensive and convenient way to capture photos of your parents, etc. using an inexpensive webcam mounted on top of your computer monitor. If you want to use this feature, click the Capture Photo button in the appropriate Folder and select the "Video Camera" option. If your webcam is plugged in and running, you should see the video stream live on the window. Have the person face the camera, smile, and press the "capture" button. Read the [SchoolLeader Version 9 Release Notes](#) to learn more about this new functionality.



Sending Email from within SchoolLeader

In prior versions, you were not able to send emails directly from within SchoolLeader since SchoolLeader had no email hosting capabilities. As a result, you had to have another Email application installed on the computer (such as Microsoft Outlook) which SchoolLeader would call and access. This was limiting and did not work directly with all email



programs. With Version 9 SchoolLeader can host and deliver emails directly for you without the need for other email software. However, in order to take advantage of this, you must first configure the email account you wish to use for sending such emails. To accomplish this, go to "School" on the FrontDesk Manager main menu and then drill down to "Edit Email Configurations". Configure your email account here just as if you were going to setup a new email account in your favorite email program. To make it easier, there is a setup wizard for the most popular email hosts such as gmail, hotmail, etc. Read the [SchoolLeader Version 9 Release Notes](#) to learn more about this new functionality.