

# Product Release Notes & Overview

## SchoolLeader Version 9.0

January 2012

The following document details the features and technology that are new -- or have been enhanced – since the last release of SchoolLeader – Version 8.1. If you have any further questions, contact Kressa Software at 800 858-8570

### New QuickBooks connection feature provides direct and automatic updates to your QB database.

We recognize that many of our customers use QuickBooks® to manage their business's General Ledger and A/P. It's a broadly used product, and many accountants know how to use it. That makes collaboration with your accountant very convenient – especially at tax time! However, we also know, and our customers always tell us, that the SchoolLeader Accounts Receivable system does things QuickBooks could *never* do for them. Being designed for the Childcare business, and fully integrated with the other SchoolLeader Management functions, it is a powerful tool that saves them time and money every day.



So how do we bring the best of both worlds together? We have an answer with our new “**QuickBooks Connector**”. This new add-on tool will allow SchoolLeader to interact directly with your QuickBooks database (QBW file) and keep your QB Ledger up to date with all the relevant A/R activity occurring inside SchoolLeader.

How does it work? There are two parts to this new feature. First, a new stand-alone program called ‘The QB-Connector’ is installed and run on the same computer with your QuickBooks software and database (the QBW file). This runs constantly in the background and acts as a “bridge” to allow QuickBooks and SchoolLeader to talk with each other. Secondly, all the SchoolLeader FrontDesk Manager accounting functions have been enhanced to work with our new QB-Connector. They will forward journal entries to it when certain key A/R events occur. The QB-Connector will then update your QuickBooks.

The end result: SchoolLeader A/R activity is automatically updated in your QuickBooks Ledger without you ever needing to do a thing. No need to calculate and post income entries at the end of each period, no need to post Journal Entries to your ledger's Cash Accounts each time you close a Deposit in SchoolLeader. It's all done for you!

#### Journal Entry Types:

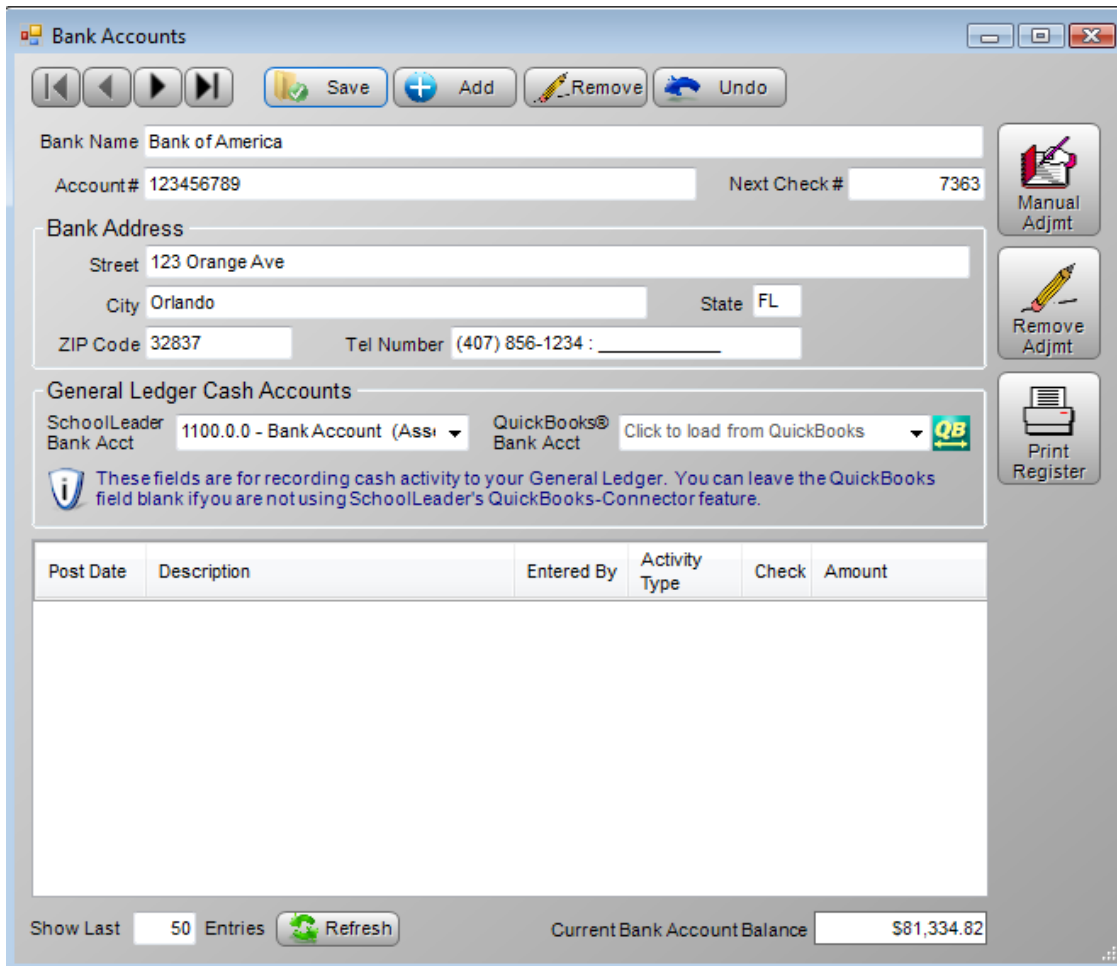
So what does SchoolLeader post to QuickBooks? The table below shows you all 6 types of Journal Entries booked to QuickBooks. There is a detailed explanation of each of these 6 journal entries below the table that will help you understand how they work, what they do, and the recommended QuickBooks ledger accounts that should be linked to them.

#	Journal Type	QB Entries **	Description
1	Bank Deposits	Debit Bank Credit A/R	One summary entry. One per Deposit Batch. Posted when Deposit batch is closed. One entry recorded per deposit batch
2	Charge/Credit Postings	Debit A/R Credit Income	Summary for Period. One Debit to A/R and multiple Credits to all involved QB Income accounts. Update posted each time a deposit is closed, and also final time when Period is closed. One entry recorded per period.
3	Payment Reversal	Debit A/R Credit Bank	Summary of all reversals for Period. Update posted each time a deposit is closed and also final time when Period is closed. One entry recorded per period.
4	Pre-Pay Balance	Debit A/R Credit Liability	Summary of current prepayment balance. Only one entry ever posted in QB. Amount updated in QB to reflect balance changes.
5	Escrow Balance	Debit Escrow Credit Bank	Summary of current Escrow balance. Only one entry ever posted in QB. Amount updated in QB to reflect balance changes.
6	Write-off balance	Debit A/R Credit Bad-Debt	Summary of current write-off balance for current year. Only one entry present for year. Amount updated in QB to reflect balance changes.

\*\* The “**QB Entries**” column above describes how these transactions should most likely be posted to your ledger following generally accepted accounting practices (GAAP). However, there are acceptable variations, and some of these journal entries

can be properly booked in more than one way. SchoolLeader will restrict you, when appropriate, to ensure the proper accounts are linked in QB, however, you ultimately control which QB accounts are linked to SchoolLeader. It is up to you to decide on the proper assignments. The following discussion on each journal entry will assist you in making the correct mapping decisions; however, we recommend you consult your Accountant for guidance before implementing the process.

- 1) **Bank Deposits:** These QB journal entries are generated when you close a SchoolLeader Deposit Batch. SchoolLeader will book the corresponding journal entries to the specified QuickBooks Bank Account and A/R Account. You define these QB accounts in the Bank Account window accessed from the ACCOUNTING option on the Main Menu. Select "View Bank Accounts" from the menu to open the window shown below:



Notice the dropdown box (in the above window) labeled "QuickBooks® Bank Account". This is where you map your SchoolLeader bank account with the corresponding QuickBooks bank account.

You can have multiple bank accounts defined in SchoolLeader, as well as QuickBooks, and all of these SchoolLeader bank accounts can be mapped one-to-one with a corresponding QuickBooks bank account.

Who has the detail? All customer specific detail for payments are recorded and remain in SchoolLeader. No payment detail is transferred to QuickBooks. This helps keep your QB Ledger smaller and easier to manage and avoids duplication of data. As a result, there are only two journal entries posted to QuickBooks for every closed deposit batch. The debit to the QB bank account will be for the TOTAL amount of the deposit batch, and an offsetting credit will be applied to your QuickBooks Accounts Receivable account.

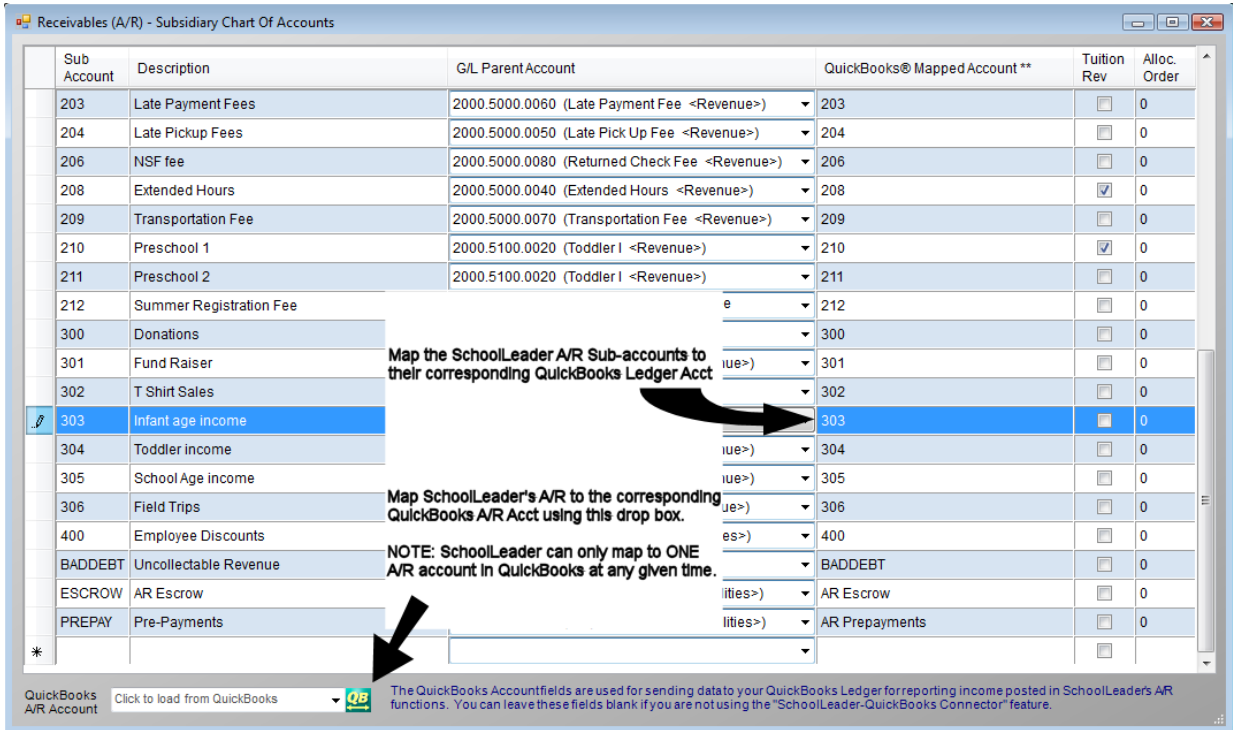
QB Reference ID:  
Generated When:  
Occurs For:  
T-Account Example:

DEP ####  
 Closing Deposit, or manually transmitted from main menu  
 Each Deposit Batch

Debit	Credit
\$100 - Bank	\$100 A/R

Note: The offsetting credit to the QuickBooks A/R account (shown above) is determined by a separate mapping you define in the A/R Subaccounts window. The A/R Sub-accounts window is where the remaining, and majority, of the mappings are assigned. This is discussed next.

- 2) **Charge Credit Postings:** These QB journal entries are generated when you close an accounting period. They represent a summary, for a specific Accounting Period, of all the transactions you post from the “Post Transaction” window in the Student or Guardian Folder, the “Post Recurring Fees” process, and the “Post Activity Fees” process. Generally stated, this represents all transactions related to your 3-digit income accounts (101, 102, etc.). You assign the SchoolLeader ↔ QuickBooks mapping for Income accounts using the “A/R Subaccounts” window shown below.



There are two areas on this window that relate to the QuickBooks Connector feature. They are as follows;

QuickBooks® Mapped Account - This column tells SchoolLeader where to book QuickBooks income journal entries when corresponding SchoolLeader A/R charge/credit entries occur. Clicking anywhere in the column titled “QuickBooks® Mapped Account” will load the available Income Accounts from your QuickBooks Database and display them in a dropdown box. Select the appropriate account from the list.

QuickBooks A/R Account – This dropdown will list any accounts in QuickBooks that are defined as Accounts Receivable. Remember, although you can have more than one A/R account in your QB Ledger. Only one of them will correspond to the activity from SchoolLeader. Select the appropriate account from the list.

The Journal Entry for Charge/Credit Postings will be posted as a special type of entry that QuickBooks calls a “split journal entry”. A single Debit will be booked for the total amount of all the charge/credit activity in the affected Accounting Period. The offsetting credit will actually be multiple credits. The total amount will be split into the various QuickBooks income accounts as defined by your mappings above.

QB Reference#: INC YYYY/PP  
Generated When: Closing Deposit, Closing Accounting Period, or manually transmitted from main menu  
Occurs For: Each Accounting Period  
T-Account Example:

Debit	Credit
\$100 - A/R	\$20 – Infants
	\$50 – Preschool
	\$30 – After School

- 3) **Payment Reversal:** These QB journal entries represent any payments that were booked in a previous period AND reversed in this period. The reason can be many, but the result is the same. Payments previously booked to QuickBooks during the Bank Deposit process will be reversed.

SchoolLeader does not need any special mappings from you to process this event. It already knows the payments that were sent to QuickBooks and it also knows which QB bank account were affected. It will apply a reversing journal entry to represent this reversed payment.

As with all the other transactions, this will only be a summary entry. If there were multiple payment reversals in this period, only one journal entry will still be sent to QuickBooks representing the total for all the reversed payments.

QB Reference#: INC YYYY/PP  
Generated When: Closing Deposit, Closing Accounting Period, or manually transmitted from main menu  
Recurrence: Each Accounting Period will be represented by one of these journal entries  
T-Account Example:

Debit	Credit
\$100 - A/R	\$100 – Bank

- 4) **Pre-payment Balance:** These QB journal entries represent “over-payments” customers have made which cannot be applied to existing outstanding charges. This is not the same as planned escrow payments (discussed next) typically used as security deposits, etc. The journal entry is a total for all of SchoolLeader A/R and is not associated with a particular Accounting Period. You control where this transaction is booked in QuickBooks by configuring the Sub-Account row titled “PREPAY” in the AR Subaccounts window (*shown above*)

QB Reference#: PREPAY  
Generated When: Closing Deposit, Closing Accounting Period, or manually transmitted from main menu  
Recurrence: Current balance will be represented by one journal entry  
T-Account Example:

Debit	Credit
\$100 - A/R	\$100 – Liability

- 5) **Escrow Balance:** These QB journal entries represent planned escrow payments received from Customers that are typically used as security deposits, etc. This is not “over-payments” made by customers. The journal entry posted to QuickBooks is a total for all of SchoolLeader A/R. It is not associated with a particular Accounting Period. You control where this transaction is booked in QuickBooks by configuring the Sub-Account row titled “ESCROW” in the AR Subaccounts window (*shown above*)

QB Reference#: ESCROW  
Generated When: Closing Deposit, Closing Accounting Period, or manually transmitted from main menu  
Recurrence: Current balance will be represented by one journal entry  
T-Account Example:

Debit	Credit
\$100 - Escrow	\$100 – Bank

- 6) **Write-off Balance:** These QB journal entries represent all the overdue A/R that was marked as uncollectable in SchoolLeader by the Write-off function. The journal entry posted to QuickBooks is a total for all of SchoolLeader A/R for the year. It is not associated with a particular Accounting Period.. You control where this transaction is booked in QuickBooks by configuring the Sub-Account row titled “BADDEBT” in the AR Subaccounts window (*shown above*)

QB Reference#: BADDEBT YYYY  
Generated When: Closing Deposit, Closing Accounting Period, or manually transmitted from main menu  
Recurrence: Each year will be represented by one of these journal entries  
T-Account Example:

Debit	Credit
\$100 – A/R	\$100 – Bad Debt

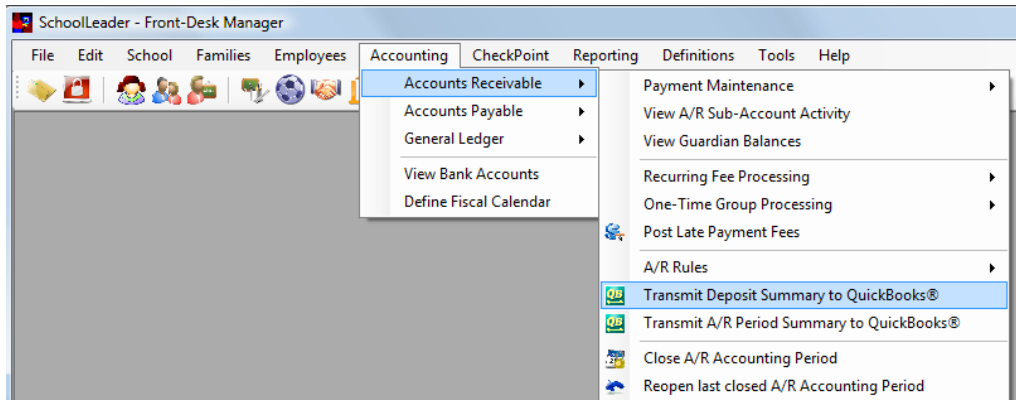
**Working with QuickBooks journal entries AFTER they are journalized by the SchoolLeader QuickBooks-Connector**

As mentioned above, you are in control of booking transactions to the proper QuickBooks accounts based on your predefined configuration settings. You have control to assign the mappings as you prefer and you should consult your Accountant beforehand for professional advice to ensure the settings are correct. However, in the event transactions are booked incorrectly, SchoolLeader makes it easy to correct.

Entries are isolated: First, all transactions booked to your QuickBooks ledger will be associated with a special customer in QuickBooks called “*SchoolLeader Journal Entries*”. This allows you to quickly open the QuickBooks “*Customer Center*” and

display the journal entries that have been posted to your QB Ledger by SchoolLeader. Also, in the event something has gone wrong, it also makes reviewing, editing, and deleting these entries, a very easy task.


Entries are easily reloaded: SchoolLeader can easily repost these entries for you at any time. If you discover you made a mistake in your account mappings (or the underlying SchoolLeader data), simply make the necessary corrections and then refresh the data manually. All data can be reloaded from two main menu options as shown below



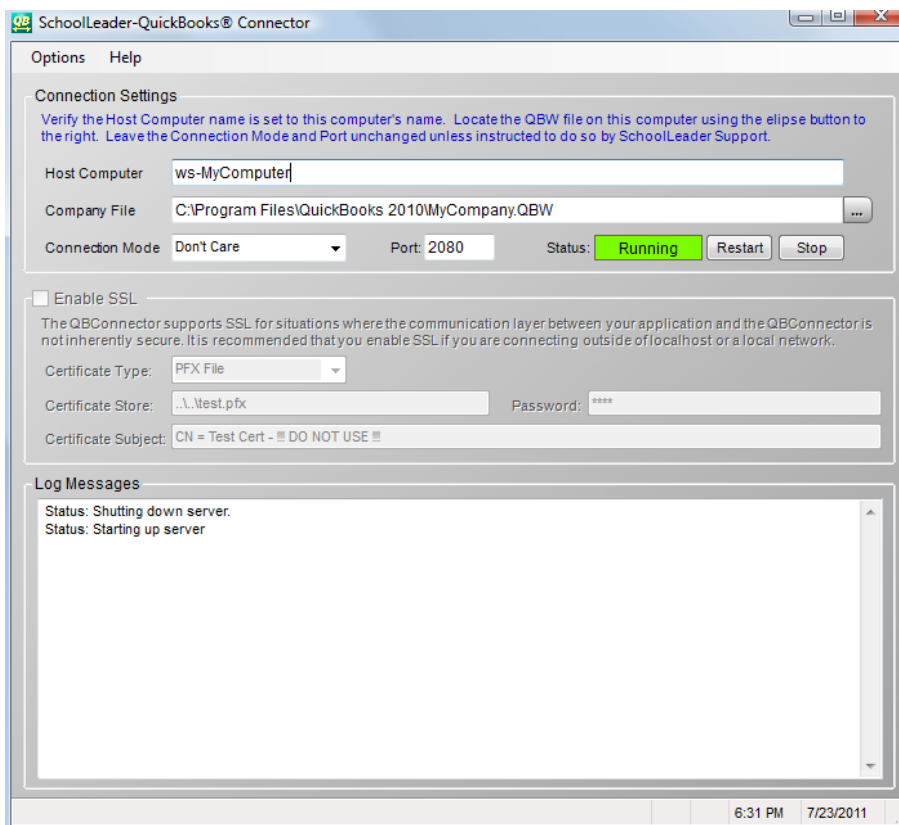
Transmit Deposit Summary to QuickBooks®: This process will prompt you for the deposit batch you want to reload. Enter the Deposit Batch number and retransmit the journal entries for Journal Type 1 in the Journal Type list above.

Transmit A/R Period Summary to QuickBooks®: This process will prompt you for the Fiscal Period you want to reload. Enter the year and period and retransmit ALL journal entries associated with Journal Types 2 through 6 in the Journal Type list above.

### **Setting up the QB Connector Server:**

To start using the QuickBooks Connector feature as described above, install SchoolLeader on a workstation as described below in the "Things to Consider" list. When installing SchoolLeader on this PC, select "Server/Custom" setup type and choose the "QB Connector" optional feature. This will install the necessary additional software and configure this PC to start the QB-Connector whenever the PC is started. An Icon will appear in the system tray near your START button that looks like this 

Right click the icon and select "Show Control Panel" from the pop-up menu. The following window will display.



This control panel (*shown above*) is where you tell SchoolLeader how to connect with your QuickBooks database. At this time, the "Enable SSL" feature is not available. This is a future feature for when SchoolLeader can connect with QuickBooks Online. Using a Secure Socket Layer is necessary when transmitting sensitive data over the internet. However, since your database will be local on the LAN, there is no concern over security.

**Host Computer:** Enter the name of THIS computer. If the field does not fill in for you automatically, you can determine the computers network name by RIGHT CLICK the MY COMPUTER in your START menu and then selecting "Properties". On the General tab you will see the Computer Name listed.

**Company File:** Enter the location of your QuickBooks Company File. You can let SchoolLeader try and find it for you by clicking the "ellipse" button to the right. SchoolLeader will search the hard drive of THIS computer looking for the first QBW file it can find. Be careful if you use this feature as there may be more than one QBW file. Inspect the name of the file it found to be certain it is the correct one. If not, search for the proper QBW file yourself using a standard "explorer" window that will appear.

**Connection Mode:** This allows you to tell QuickBooks if multiple connections should be allowed. We recommend you leave it on the default setting and let the connection option be set automatically.

**Port:** This is the communication port (TCP Port) that will be used to connect with QB. We recommend you leave this on the default setting unless you are having problems connecting because this port is already in use.

**Restart/Stop:** The SchoolLeader QB Connector will run in the background on this PC waiting for requests from FrontDesk Manager events. It will start automatically when you start the PC. If there are any connection issues, OR, you have changed the Connection Setting values, press the "Restart" button to refresh the process. The status should always say "Running" in order for the process to operate properly.

### **Connecting the first time:**

Once the QB Connector is installed, configured, and running, on the QuickBooks host computer, start up SchoolLeader and try to define your account mappings as shown in the earlier discussions. The first time you try to access QuickBooks, the QuickBooks engine will start and alert you that another program is trying to connect to your QB database. It will ask you to confirm and authorize this process. Answer the prompts and grant SchoolLeader access. After that is done once, you will not need to do it again and access to QB will occur behind the scenes without QuickBooks even needing to be opened.

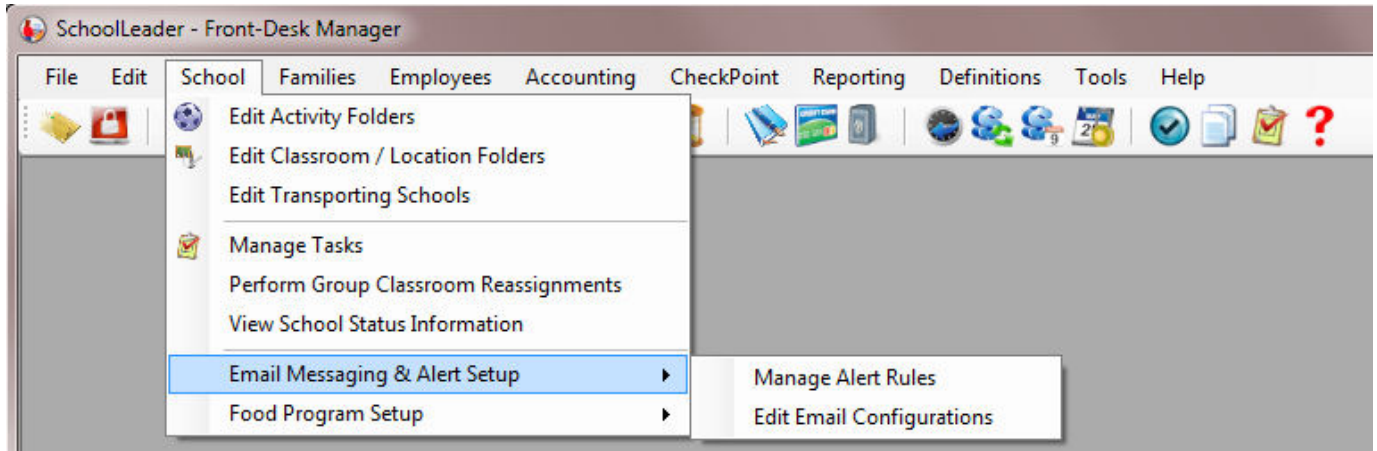
### **Things to consider before using the QuickBooks Connector:**

- There is a one-time setup-fee of \$195. This includes assistance with setup and training
- *Kressa Software* cannot provide assistance with training or support on the use of QuickBooks®. *Intuit*, the makers of QuickBooks, offer support and additional training for this product, as well as an online user's guide. We recommend you become proficient in the QuickBooks "Customer Center" tool. Also, understand the concept of "General Journal Entries" in QuickBooks and how they are viewed, reported, and managed.
- The v9 Connector only works with QuickBooks – Desktop (2008 or greater). Future releases are being planned that will also work with QuickBooks – Online.
- QuickBooks must be installed on a PC located on the same network as SchoolLeader.
- QuickBooks should be installed on a PC that is always turned on during business hours when SchoolLeader is being used. This is necessary if you want SchoolLeader to apply automatic updates as events occur in SchoolLeader.
- SchoolLeader can only work with ONE QuickBooks Database at a time. If you have multiple businesses running on multiple "Company Files" in QuickBooks, you will select one QBW file to link with the QuickBooks Connector.

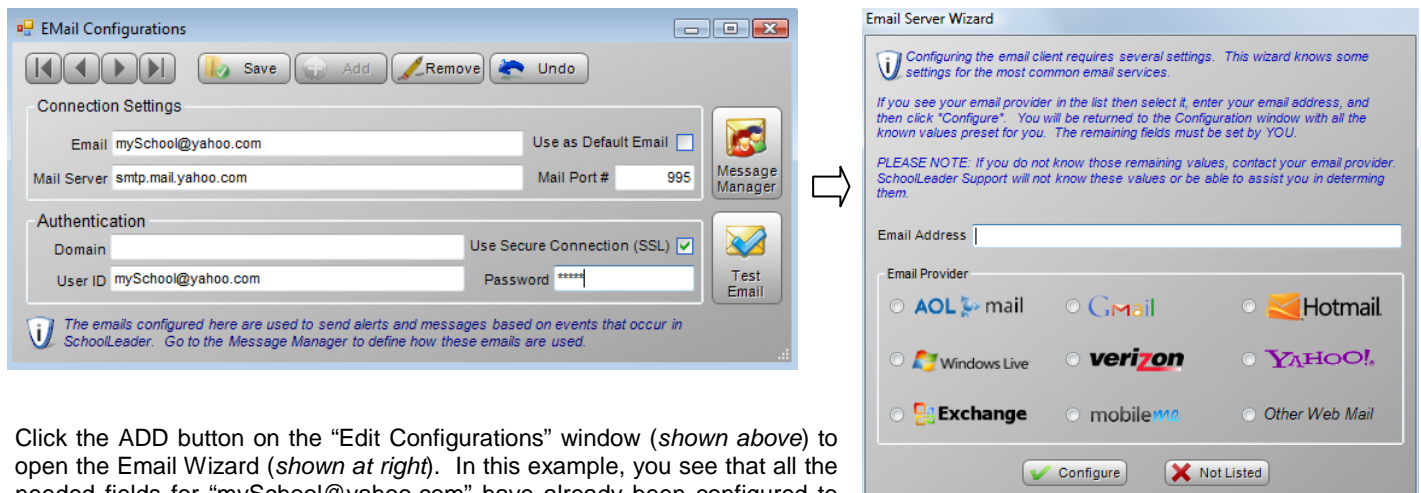
# New Message-Alert feature helps keep you, your staff, and your customers, aware of important changes as they occur

SchoolLeader manages and tracks so much for you and your business. However, until now the only way to stay aware of this was to log into SchoolLeader and check for yourself. SchoolLeader now takes it a step further by reaching out to you directly when certain events occur.

All of this is easily configured from some new windows found under the SCHOOL menu, as shown below.



**Edit Email Configurations:** To start off, open the “Edit Email Configurations” window and define the email accounts you want to use for Message Alerts. Typically you will probably only need to setup one. However, if you want certain emails, for certain events, then you can easily accomplish this by configuring multiple email accounts.

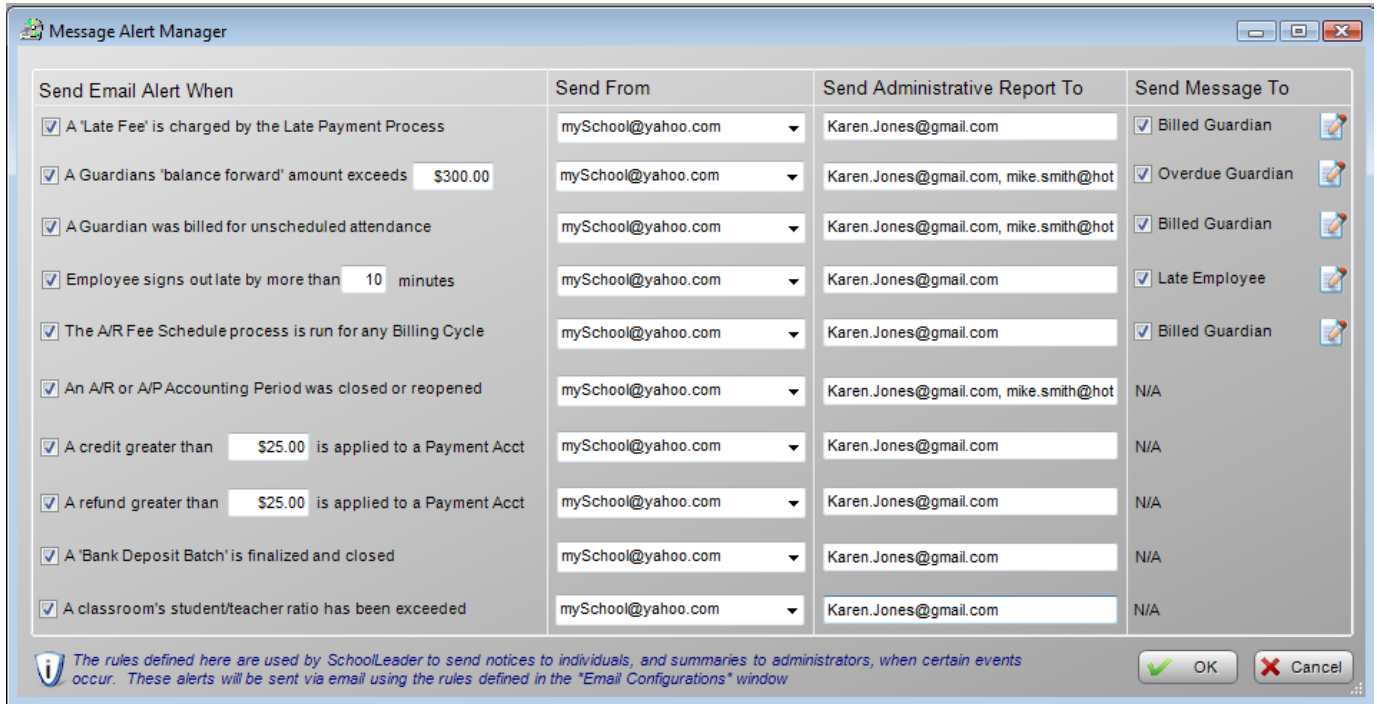


Click the ADD button on the “Edit Configurations” window (shown above) to open the Email Wizard (shown at right). In this example, you see that all the needed fields for “mySchool@yahoo.com” have already been configured to work with the Yahoo® email server. Most of these values were set by the Wizard because Yahoo is one of the email providers it knows. In fact, the Email Wizard knows many of the necessary settings for most of the well-known email providers.

If your email provider is one of those displayed, simply type in the email address you wish to configure, select the email provider from the list, and click CONFIGURE. You will be returned to the Email Configuration window with most of the fields filled out for you. Fill in any remaining fields and click Save.

**NOTE:** Although SchoolLeader can help set many email server settings for you, it cannot know them all. Some you will simply need to fill in yourself (e.g. User ID and Password). If you do not know all the necessary fields, or SchoolLeader cannot fill them all in, you will need to contact your Email Provider for assistance. They will have ALL the values and settings needed to connect with their email servers.

**Manage Alert Rules:** Once the email accounts for sending messages have been configured, click the “Message Manager” button on the above window, or select “Manage Alert Rules” from the main menu. Either way you will see the Message Alert Manager window as shown below. This window allows you to configure the rules for which rules are enabled and how they operate. With this initial release there are 10 distinct rules you can configure. Look for more in future versions.



**Send Email Alerts When:** This column lists and describes the available message alerts. To enable a specific rule, check its box on the far left. Also, notice that some rules have values you can set to further control when a rule triggers. For example, if you want an alert report sent to a Primary Guardian (and you) when they roll over a large balance, you can define a “large balance” and have SchoolLeader send messages when that threshold is exceeded. In the window above this value has been set to \$300.00

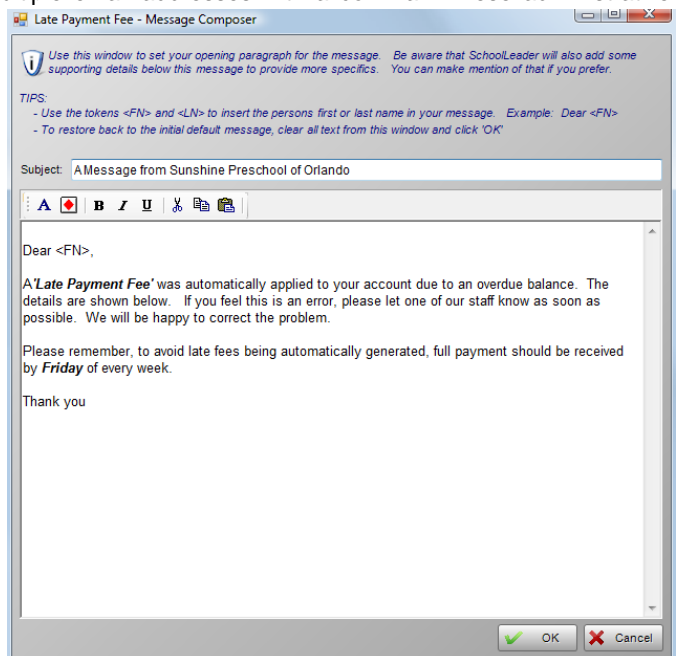
**Send From:** Defines which email account is used to send the message. This is where the Email Configurations you defined earlier are used. You can only assign one per rule, however, you can use different accounts for different rules. In the example above, all the alerts are being sent from the same account; [mySchool@yahoo.com](mailto:mySchool@yahoo.com)

**Send Administrative Reports To:** This is the email address where you wish to send an administrative report regarding the alert. This can be any email address. It does NOT have to be predefined in the Email Configurations window. You can send this report to more than one email address by simply separating multiple email addresses with a comma. These administrative reports are meant for the school staff. Do not send them to customers. For example, in the case of the “Late Fees Charged” alert, the administrative report is a summary list of all the Guardians who had late fee's charged for that period.

**Send Message To:** This option is not used in all message alerts. However, where applicable, you can tell SchoolLeader to send an email to the affected Employee, Guardian, etc. to inform them of the event. This is optional, and you can disable this by unchecking the box.

If you choose to send it, you can define the exact text of the message by clicking the “pen and paper” icon. A text editor window will appear (*shown at right*) where you can define the text displayed in the Subject area of the email, as well as the message body.

SchoolLeader will add some additional details to the end of your message to describe the specifics about this alert. For example, in the case of the “Late Fee” Alert, SchoolLeader will list their overdue balance as well as the Late Fee charged. You can make mention of this additional information if you prefer.



# Redesigned grids provide more functionality for sorting, ordering, and printing

Grids are used frequently to display and manipulate data in SchoolLeader. For this reason, we focused extra attention on this feature to try and improve user productivity. The previous methods for navigating editable grids and adding new rows is the same, however there are some new features

**Sorting on column data:** All grids are now sortable at any time on any column. To sort on a particular column simply click on the header title area for that column. The grid will sort in ascending based on the data in that column. To sort descending, click the header again. To sort on another column, move to that column and start the sequence again.

**Reordering columns:** Sometimes you might want the column order to be different from how it normally displays. Having certain columns next to each other can be useful when closely comparing data between those columns. You can now reorder columns for this viewing session by simply clicking and dragging the column header to the desired location.

**Right Click Menus:** All grids now respond to right clicks and will display specific menu of options for that grid. All grids offer the choices for printing and exporting data in the grid. Specific options for that grid will also be displayed.

**Print Grid Options:** You can now right click on any grid and get an option to print the grids contents. You can select which columns you want printed, which rows you want printed (you need to highlight them before right clicking for print grid options), and give the report a Title.

Vaccine Description	Date-Due	Date_Given	Comments	Updated-
DTap	9/17/2006			
Hepatitis B	9/17/2006			
Hib	9/17/2006			
Pneumococcal (Prevnar) vaccine	9/17/2006			
Polio	9/17/2006			
DTap	11/16/2006			
Hib	11/16/2006			
Pneumococcal (Prevnar) vaccine	11/16/2006			
Polio	11/16/2006			
Hepatitis B	12/16/2006			
DTaP	6/19/2007			
Hepatitis B	6/19/2007	6/20/2006		ADMIN
Pneumococcal (Prevnar) vaccine	6/19/2007	12/4/2009		ADMIN
Hib	12/16/2007	5/24/2009		ADMIN
MMP	12/16/2007	2/21/2009		ADMIN

**NOTE:** Printing grid data is a quick way to get a copy of what you see but not a substitute for formatted reports available in the Report Viewer. XML data export is a great way to dump the raw data in a format that many third party and web based products can read. Use this for sharing data with third party software if the need arises.

# Enhanced “DBMonitor” automatically senses PC security settings and automatically configures backup options

In version 8.1 we introduced DBMonitor, a server based background process that automatically monitors and manages the health of your database without the need for any 3<sup>rd</sup> party products. DBMonitor performs routine cleanup and compression tasks, as well as takes a backup each night without user involvement.

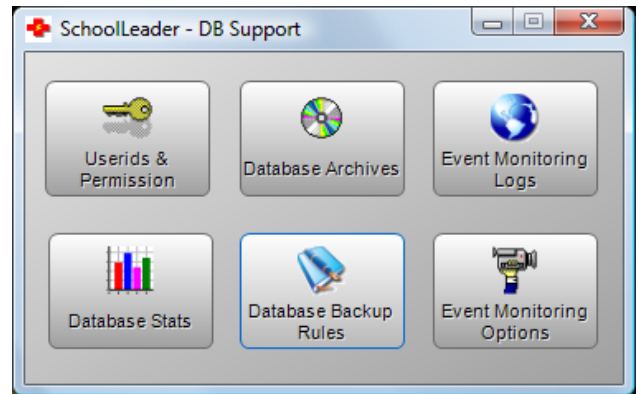
With version 9 we made it a bit “smarter”. Now it can sense the unique security settings on the server when being installed and automatically configure the proper access rights for the database and its folders. This makes initial setup virtually trouble-free for the user and increases the reliability that the process will function as intended each night.

**NOTE:** Of course, no process can be guaranteed to run trouble-free indefinitely, so regular monitoring of this (or any) background process, is still necessary to ensure backups are occurring as expected.

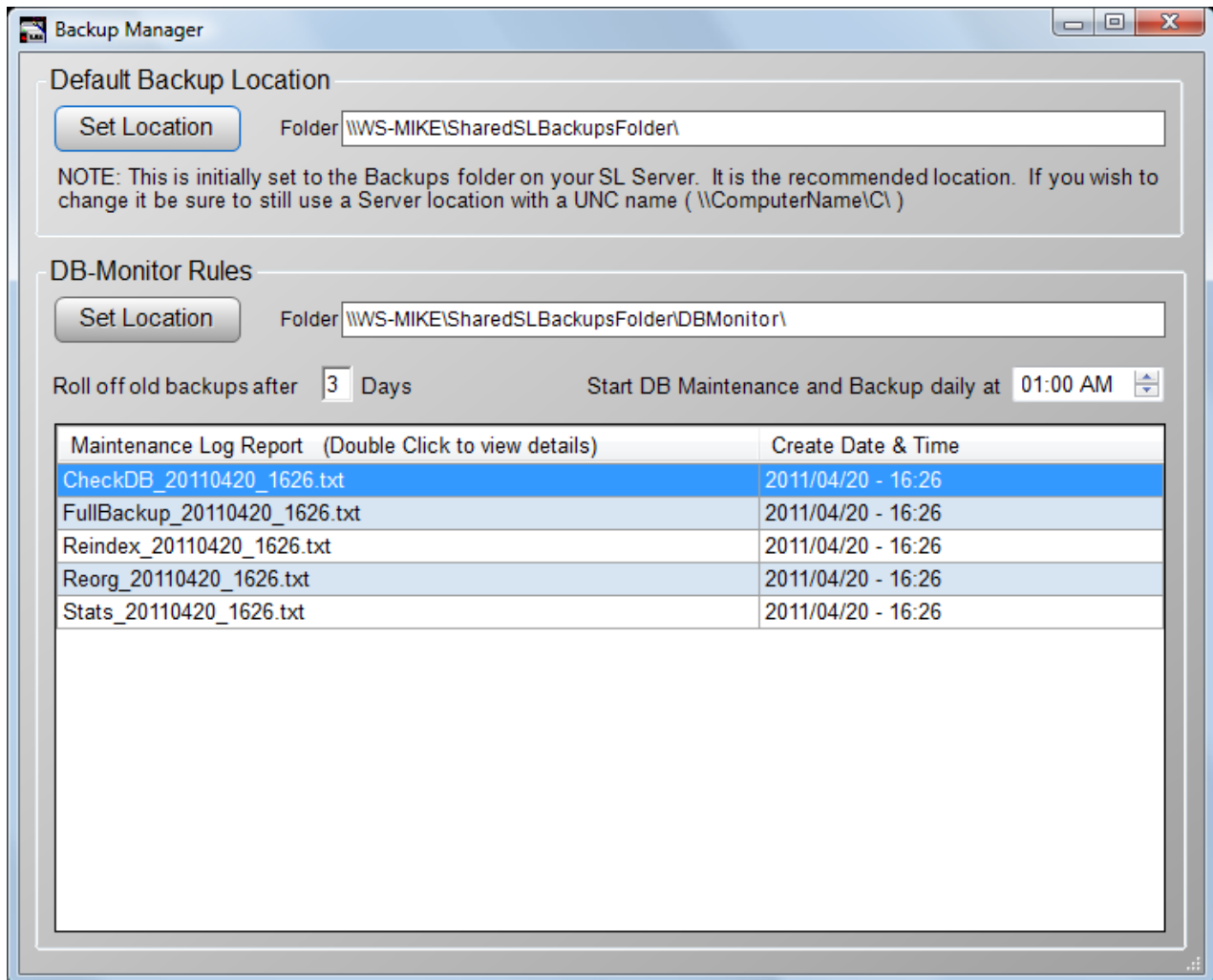
User setup options have not changed; however, the window format has been modified slightly. To access this function you must have ‘administrator’ rights on your userid and have access to the DB-Support tool as (shown at right).

Selecting the ‘Database Backup Rules’ button will bring you to the updated Backup Manager window (shown below).

The locations for the Default Backup Location as well as DB-Monitor will now both be automatically determined for you using the required UNC naming convention. This default backup location is located under the “SchoolLeader” folder on the main SchoolLeader server computer. Of course the default settings can be modified if desired.



The standard location for this default folder is **“C:\Program Files\Kressa\SchoolLeader\Backups”**.

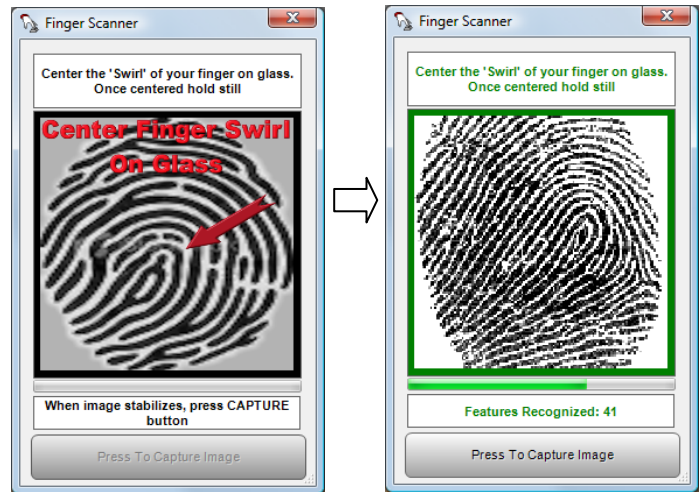


# SafePASS Perimeter Security system rewritten with latest Neurotechnology® biometric engine

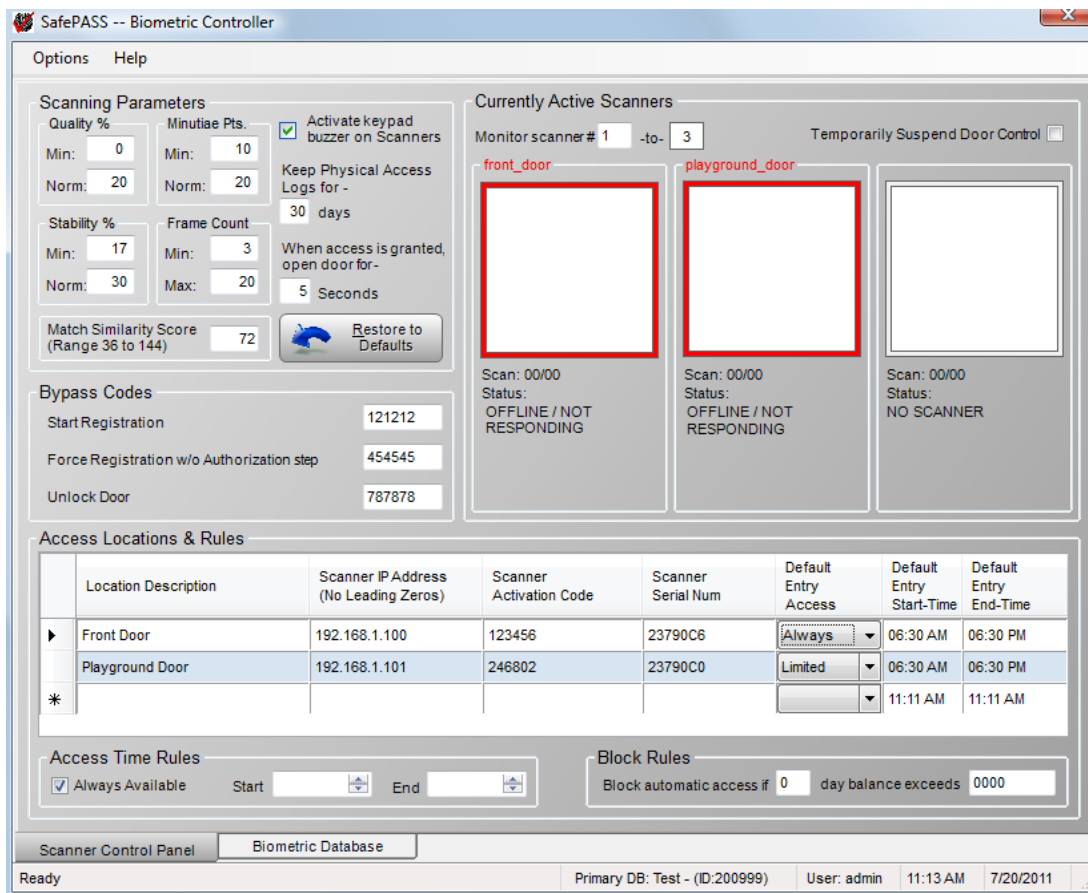
All aspects of the SafePASS perimeter security system has either been upgraded or fully rewritten.

The initial registration process has been enhanced to help ensure the base templates you capture are optimal for later matching. It will now better guide you through the process of capturing 2 separate images which are then compared to each other to determine if they are of acceptable quality for matching. In addition, each of these two image capture steps will also take 3 scans of the finger and then merge them together to obtain a 4<sup>th</sup> final “summarized” version. This summary process helps reduce problems if the finger is moved during the scan.

The scanner windows are slightly changed and will include additional prompting to support this multiple scan process and extra guidance steps. The new Finger capture window is shown.



The SafePASS control window (shown below) has also been slightly modified and the Scanning parameter values have all changed. The v9 upgrade process will take care of converting all of your existing stored templates as well as reconfiguring the scanning parameters. In addition to the new registration process, the matching processes have also been rewritten to use Neurotechnology’s latest biometric engine (Verifinger™ v6).



**NOTE:** Any customer currently using a “black” license dongles from Neurotechnology can run this new Verifinger engine used in SchoolLeader v9. However, customers with older “blue” dongles will need to upgrade to the black dongles. This is not actually a licensing issue as much as a technology issue. These blue license dongles are in most cases 4+ years old and the technology they use cannot be supported any longer by the manufacturer. Contact Kressa Software for special replacement pricing.

# Redesigned image capturing tools to support newer cameras and webcams



Recently, many newer image capture devices have been moving away from support for the "TWAIN" standard used for many years to connect video devices with software on PC and MAC devices. To support that trend, the SchoolLeader image capture tools have been rewritten to work with non-TWAIN devices.

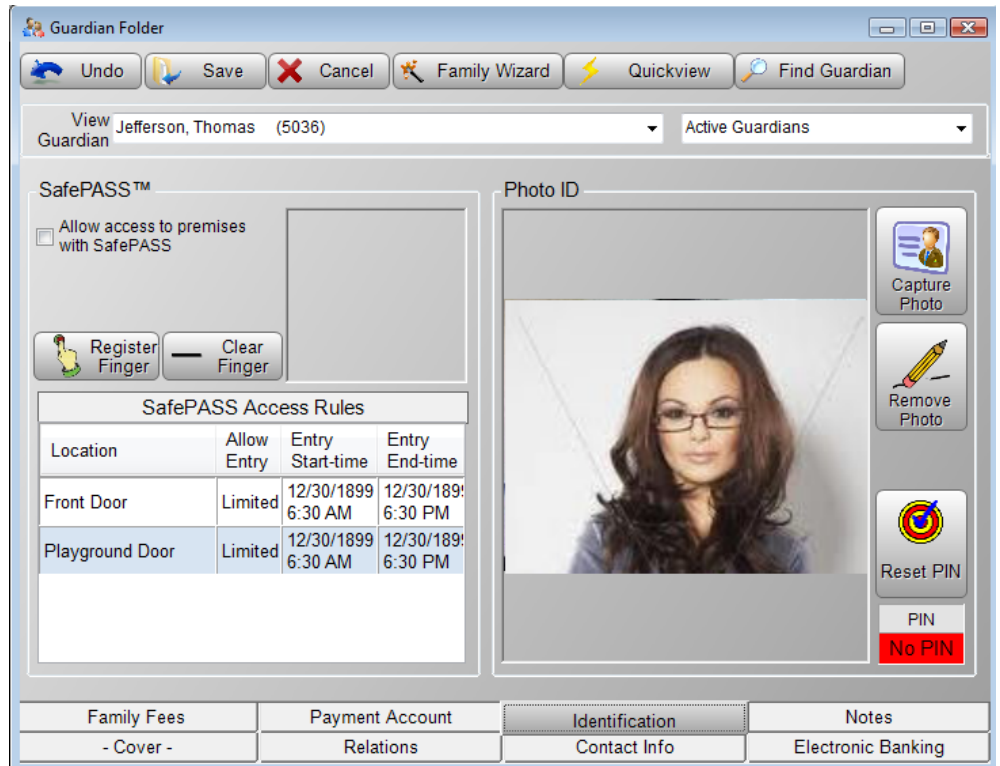
In addition, a new image capture tool has been provided to more easily capture still images from streaming video typical of a webcam. This allows a convenient, fast, and cost effective, way to take photos of parents, employees, etc. using one of these inexpensive webcams. Just plug it in, install the camera's drivers, and SchoolLeader should be able to capture the video stream in our new Image-Capture window as shown below

Once your image device is plugged into a PC running FrontDesk Manager, simply click the "Capture Photo" button on the Identification tab of the Student, Guardian, or Employee Folder (shown at right).

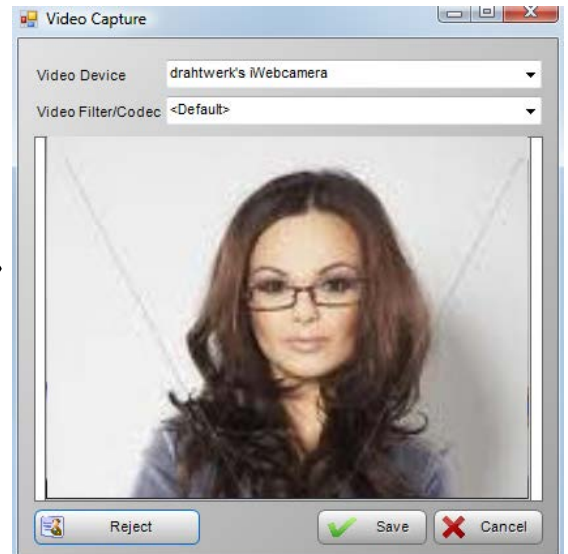
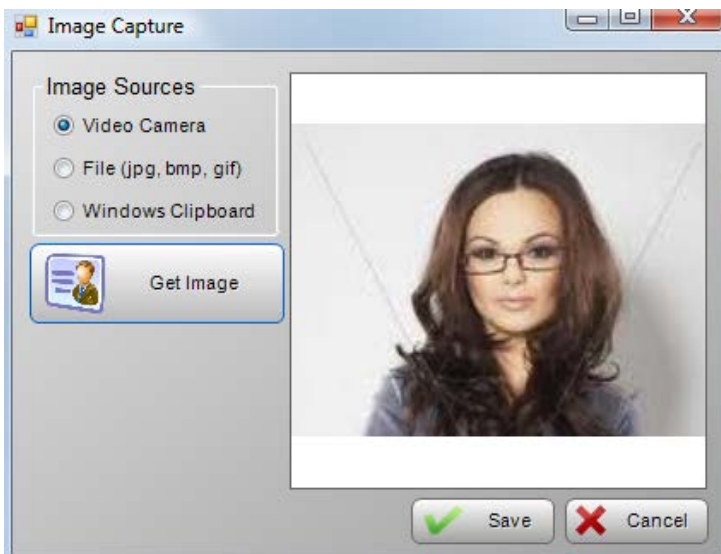
Once the Image Capture window is displayed (shown lower left), choose your source for the image; Video Camera, File, or Windows Clipboard, and then click "Get Image".

For example, to capture a still image from a webcam video stream, select "Video Camera" and click "Get Image".

The video capture window (shown lower right) will appear and automatically begin displaying the video for the first webcam it finds. If you have more than one video source, you can choose it from the drop-down box titled "Video Devices"



When you are ready to capture an image from the video, simply press the CAPTURE button, and then SAVE. You will see the still image that was captured and have the option to reject it (to try again), save it, or cancel the process. Once you have an acceptable image, click SAVE to return to the Image Capture window and press SAVE again. That's all there is to it!



## “Jump To” feature added for quick access to long past account periods

In all the Payment Account Views within the Student Folder, Guardian Folder, Third Party Sponsor Folder, etc., you have a standard set of directional buttons for moving around from period to period in the view. This is fine when you want to analyze periods around the current accounting period. However, it gets cumbersome when trying to view long past periods from last year or even further. To address this concern a new date field has been added that sits next to the directional buttons. Now, if you want to view the accounting period for a particular person from 2 years ago, simply enter the date of that period and the view jumps right to the period which occurred for that date. You can then use the direction buttons to continue scrolling around.

The screenshot shows the 'Guardian Folder' window for 'Flintstone, Fred (4044)'. The 'Jump To' field is highlighted with a yellow circle and contains the date '3/11/2011'. Below the table, a text box instructs the user: 'Enter Date and press Refresh button to jump to accounting period represented by that date'. The table below shows activity for 3/2/2011 and 3/4/2011.

Activity Date	Posting Date	Charges	Credits	Posting Reason	Comments
3/2/2011	3/2/2011	\$755.00	\$0.00	Tuition: 3/1/2011 to 3/31/2011	Fee for E
3/4/2011	3/4/2011	\$0.00	\$755.00	Payment - Thank You	

Current Available		Display Period Balances			Current Balance			
Pre-Pymts	Escrow	Bal. Fwd	Charges	Credits	Balance	Adv. Chgs	Curr. Bal.	Amt Due
\$0.00	\$0.00	\$0.00	\$755.00	(\$755.00)	\$0.00	\$0.00	\$8.00	\$8.00

## Redesigned reporting process speeds reporting time

The core reporting engine has been upgraded to SAP CR2011 and all SchoolLeader report processes have been rewritten. As a result you will experience a noticeable improvement in reporting speed. Most reports will run about 50% faster. In addition to faster reporting, there is now better compatibility with more post script based printers. As a result, image rendering issues, that are sometimes experienced with certain printers, should be reduced. What you see in the preview window should more reliably represent what is printed.



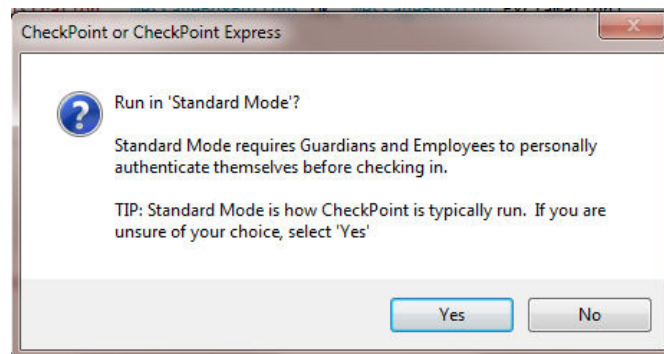
The screenshot shows the 'Report Viewer' window with a toolbar containing icons for print, refresh, and search. The 'Main Report' and 'Export Report' buttons are visible in the top left corner.

## CheckPoint has new “Express” mode for convenient use by staff at monitored doors

Many schools have limited parking and, as a result, the morning dropoff “rush hour” can be stressful for all involved. To ease that event, many schools put a staff member outside to escort the child into the building without the parent needing to get out of the car. This certainly speeds the process and reduces the dropoff area congestion. However, the problem is that many states REQUIRE a written or computerized log of the dropoff event, and, the school still needs an efficient way to keep track of which students are entering the school.

With the rapidly dropping cost and size of tablet PC’s, and more reliable WIFI devices, new options are emerging for using CheckPoint in a “roaming” manner. To support this idea, CheckPoint can now be run in a new “Express” mode. When run in Express mode, two things happen. First, the process runs inside a window which can be resized, moved around, or minimized, just like FrontDesk Manager. Secondly, you can sign-in students, on behalf of a parent, without needing to know their password. This allows an administrator to stand outside and document the dropoff by a Guardian without the Guardian needing to access CheckPoint, enter a PIN, or be involved in any way.

To use CheckPoint in Express mode you simply answer the new startup prompt accordingly. If you choose not to startup in “Standard” mode, then you will be prompted to sign-in to CheckPoint Station with your assigned SchoolLeader userid similar to how you access FrontDesk Manager. SchoolLeader is a Windows based product so only Windows based tablets can be used.



## Faster and more reliable handling of multi-user activity and simultaneous events

SchoolLeader’s backend database, as well as all its frontend data access functions, have either been upgraded or completely rewritten. Users should notice a more responsive interaction when getting/saving data. But more significantly, there should be the elimination of data corruptions that sometimes occurred when multiple users (at different workstations) were updating the same data at the same exact time. SchoolLeader always supported multi-user database access, but now it can reliably manage simultaneous-user events at 5, 10, or even 100 workstations with no concern for data corruption. The only limit should be your hardware to support the activity. Also, since Microsoft recently released the first stable service pack for their latest database management system, SchoolLeader’s primary database engine has now been upgraded to use *Microsoft SQL Server 2008R2-SP1 (aka SQL Server 2010)*. If you are running an older version of SchoolLeader, the v9 installer will automatically upgrade the database for you during the installation if you first uninstall your old SQL product.



**NOTE:** Most data corruption problems are actually caused by hardware failures. These new upgrades will not reduce the chances of those types of corruptions. To protect yourself from data lose, remember to always perform daily offsite backups

## Addition of the Prospective Family Folder

A new Marketing component is being added to SchoolLeader and the first feature of this new subsystem is a Prospective Family Folder. This new Folder allows you to capture and manage customer inquiries through its life cycle until they become active families. You can access this new feature off a new main menu option titled *Marketing* as shown below.

The screenshot displays the SchoolLeader - Front-Desk Manager application. The main menu includes File, Edit, School, Families, Employees, Accounting, CheckPoint, Marketing, Reporting, Definitions, Tools, and Help. The Marketing menu is open, showing options for View Customer Inquiries and Edit Prospective Family Folders. The Prospective Family Folder window is active, showing a form for Wilma M. Flintstone (ID 8000). The form includes fields for Last Name, First Name, M.I., ID, Gender, Marital Status, and Marketing Method. It also features an Inquirer Contact Preference section with checkboxes for Phone and Email, and a Best Contact Time range. A text area contains a comment from the inquirer: "I'm interested in learning more about your infant program. I have a 5 month old girl and will be going back to work next month. Can someone call me about availability? Thx". At the bottom, there are buttons for Student Details, Contact Details, and Recent Followup, and a cover page button.

With this new Prospective Family Folder, you can quickly manage key information about the inquiry, including:


- Contact info and preferences
- Student Details (names, ages, schedule, special needs)
- Guardian Details (name full contact and address info)
- Contact Log (notes from conversations/emails, as well as a mechanisms to track and schedule follow-up's)

This first phase of the *Prospective Family Folder* enables you to manually enter the inquiry info, and manage this information using new reports. Once a Prospective Family becomes a new enrollment, you can automatically have SchoolLeader convert that Prospective Family data into Student and Guardian Folders with the click of a button. There's no need to re-enter this contact and student information again. This allows you to start gathering all the details about the family while still keeping them separate from the Student and Guardian folders until it is time to enroll the students.

In the next phase of this feature (due later in 2012), the *Prospective Family Folder* will be tied to the [www.SchoolLeader.info](http://www.SchoolLeader.info) site that you will be able to integrate into your own website. This will enable web based customer inquiries on your website to flow automatically into FrontDesk Manager. With the web connector, these new customer inquiries will automatically generate a Prospective Family Folder for you, and the cover page will have the information provided by the inquirer already populated.

# New Weekly Classroom Roster Report (With Attendance Overlay)

A new report has been added that allows you to view **actual** attendance overlaid onto the weekly classroom roster. While the "Classroom Roster With Schedule Overlay" displays the students scheduled hours in the grid, this report displays the actual attendance activity that occurred for that week.

	<b>Primary Classroom Roster</b> <b>With Attendance Overlay</b> Week Of: 12/18/2011 -to - 12/24/2011	SunshineAcademy 100Main St Orlando, FL 32815 (407) 856-7966
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<b>Classroom: Infant Room</b>								
Students Name	Birthday / Age	12/18/2011 Sunday	12/19/2011 Monday	12/20/2011 Tuesday	12/21/2011 Wednesday	12/22/2011 Thursday	12/23/2011 Friday	12/24/2011 Saturday
Alhambra, Michael (#1948)	12/16/2010 1y 1m		IN: 08:26 A OUT: 06:30 P		IN: 10:16 A OUT: 06:01 P	IN: 06:43 A OUT: 05:57 P		
Brookstone, Melissa (#2038)	12/30/1899 112y 1m		IN: 07:37 A OUT: 05:37 P	IN: 07:31 A OUT: 05:41 P	IN: 07:41 A OUT: 06:01 P	IN: 08:21 A OUT: 03:09 P		
Deland, Maryann (#2051)	4/20/2011 0y 9m		IN: 06:38 A OUT: 03:51 P	IN: 06:41 A OUT: 03:43 P	IN: 06:31 A OUT: 03:49 P			
Harris, Emily (#1959)	6/14/2011 0y 7m				IN: 11:58 A OUT: 06:45 P			
Harrold, Jacob (#1958)	1/15/2011 1y 0m		IN: 07:38 A OUT: 05:53 P	IN: 06:41 A OUT: 04:45 P	IN: 08:04 A OUT: 05:43 P	IN: 07:43 A OUT: 05:47 P	IN: 10:02 A OUT: 04:32 P	
Lowers, Lana (#1932)	2/19/2011 0y 11m		IN: 06:56 A OUT: 05:00 P	IN: 06:53 A OUT: 04:53 P	IN: 07:35 A OUT: 05:02 P	IN: 06:48 A OUT: 04:47 P		
Perez, Ana (#2053)	8/16/2011 0y 5m			IN: 06:56 A OUT: 05:38 P	IN: 01:19 P OUT: 03:44 P	IN: 07:00 A OUT: 05:38 P	IN: 07:05 A OUT: 05:42 P	
<b>Total</b>	<b>Scheduled:</b>	0	7	6	7	7	6	0
	<b>Present:</b>	0	5	5	7	5	2	0

This report is especially useful to determine:

- daily student counts for licensing inspections
- which students did not attend all week (perhaps you need to make for billing adjustments)

The report will display student attendance by classroom, for a specified week. Two totals appear for each classroom:

- Total of students scheduled
- Total of students attended

Only the first sign-in and the last sign-out for each student is displayed.

## New DataVault™ Connector to perform automatic importing of school backups to your headquarters database server

DV-Connector is for our Multi-site operators who use DataVault to transfer details between the school Database Server and a BackOffice HeadQuarters Database server. Prior to this release, users of centralized DataVault servers had to import their databases manually when it as time to use them. This could cause delay if the database was unusually large or the internet connectivion was slow. Now you can have databases which are uploaded to DataVault, automatically download to your server overnight and be ready for use in the morning.

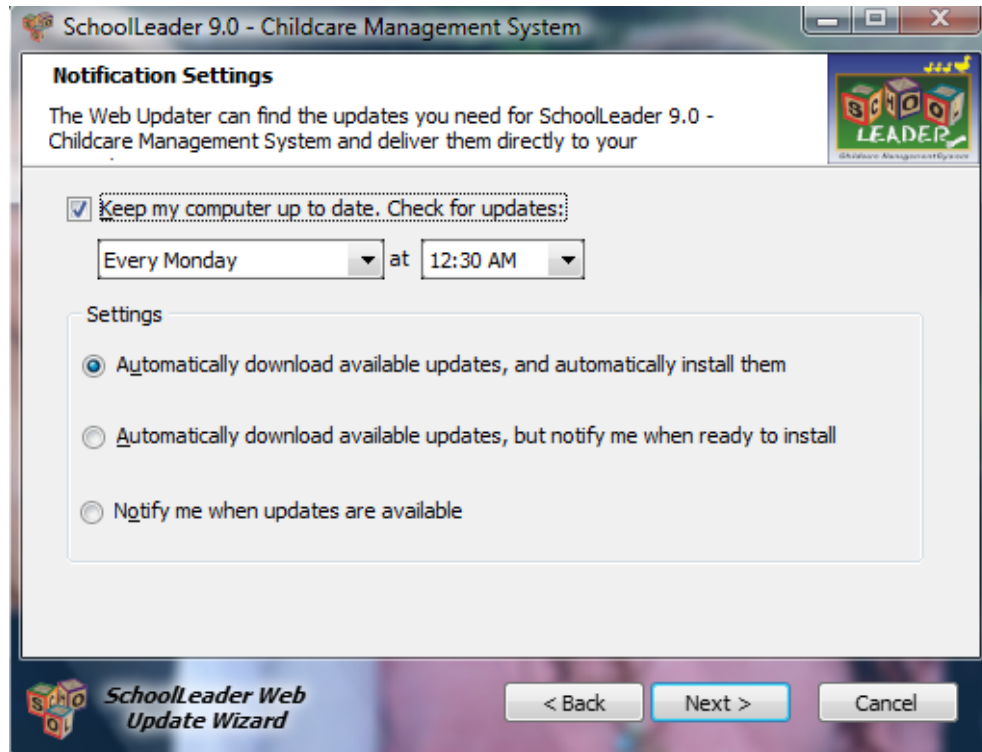
# New Installation Process – The SchoolLeader Web Updater

The SchoolLeader installation process is now web based! No longer will you need to worry about manually updating each SchoolLeader PC each time there is new software released. The installation process has been automated for you.

The Web Updater serves 3 main purposes:

- Install SchoolLeader for the first time directly from the SchoolLeader website
- Maintain a schedule that checks for software updates on a regular basis (similar to performing Windows updates).
- Check for software updates on demand.

The Web Updater is installed automatically on your server, workstations, and Checkpoint PCs as part of the SchoolLeader software installation process. After the SchoolLeader software is installed, you may want to verify the Web Updater is configured to your personal choices. You can access the Web Updater from the Windows START button on each SchoolLeader PC (Start, Programs, SchoolLeader, Maintain Installation, **Web Updater – Setup**).



The Web Updater Notification window is displayed. From this window, you can configure WHEN you want this PC to check for updates. For each SchoolLeader PC, the upgrade schedule has been preset with system defaults for:

- the day of the week to install the updates
- the time of day to install the updates
- the method by which you would like to keep your software updated

Each SchoolLeader PC on your network will be preset to check for updates on the same DAY of the week, however, the times may vary. The default times are set from midnight to 5AM, so as to not interrupt your business operations. You can change these settings, but remember to check for updates on the SAME DAY on every PC so that ALL SchoolLeader PCs remain in sync with the same version.

The PC must be turned ON for the Web Updater to check for updates.

You are given three options from which to choose:

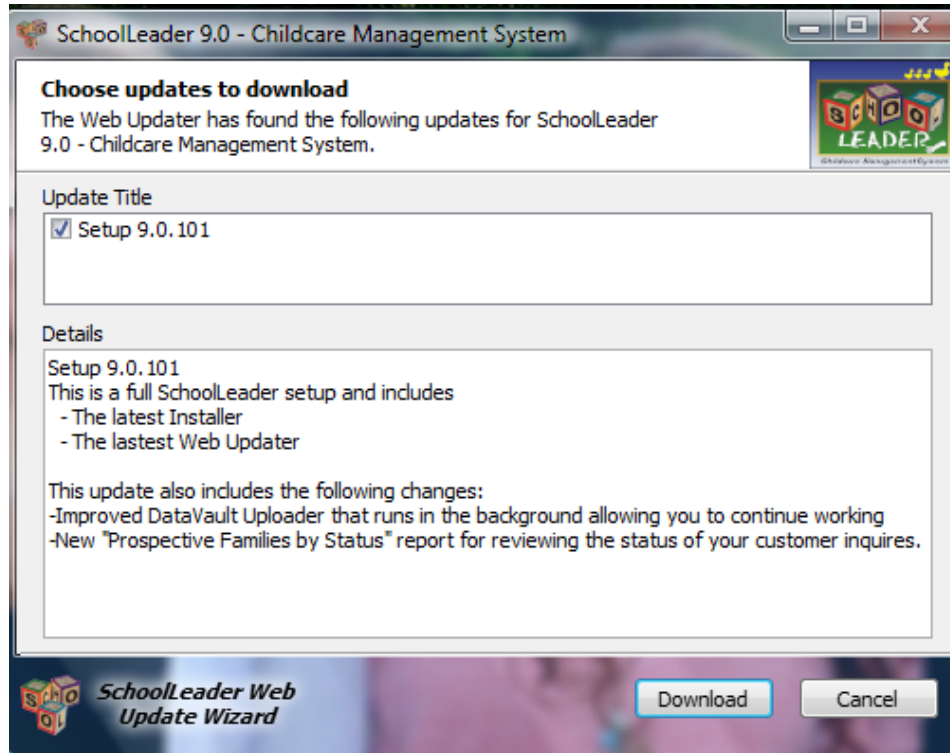
- **Automatically download available updates, and immediately install them** (this is the default preset by the installation process). If this option is selected, the updates (if any) are downloaded and installed on the selected day/time. The Updater will shut down any SchoolLeader programs, with the exception of SafePass and the QuickBooks Connector, so that the upgrade can take place.
- **Automatically download available updates, but notify me when ready to install.** With this option, the updates are downloaded but NOT installed automatically. There will be an icon in the Systray that will alert you to available updates. You can install the updates at your convenience.
- **Notify me when updates are available.** With this option, you will be notified via an icon in the Systray stating that updates are available. You can choose when to download and install the updates.

## WEB UPDATER – CHECK NOW

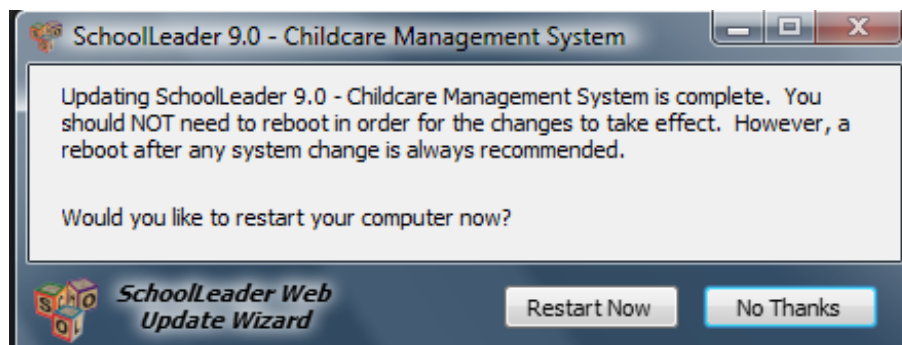
There may be times when you need an emergency software patch, or perhaps not all of your PCs were turned ON overnight and now some may be running software that is out of sync with other PCs.

The **Web Updater – Check Now** feature allows you to check, download and install software updates on demand.

You can access the Web Updater from the Windows START button on each SchoolLeader PC (Start, Programs, SchoolLeader, Maintain Installation, **Web Updater – Check Now**).




If there are updates to install, the details of these updates will be displayed. If there are no updates, a Window will display that states 'There are no updates available, please check back later'. Click Download if you would like to proceed with the updates. Once the download completes, you will be prompted to install the updates.



Once the updates have installed you will be prompted to restart this PC now, or, you can click on 'No Thanks' and restart at a later time.

## Other Enhancements and Improvements

- **All window graphics have been upgraded** to higher resolution icons and also now use three dimensional shading and beveling. This gives SchoolLeader a more modern appearance and using it easier on the eyes and less fatiguing for long term use. It was designed to theme consistently with Windows 7 and other newer software products.
- **Improved Reminder and user customization** allows user to disable all reminder messaging at one time, rather than having to disable them individually as they first appear. Also, all configuration settings such as these, including preferred window sizes and location, are now saved “per user” rather than “per computer. This means each SchoolLeader user (who has their own SchoolLeader login) can set their preferred options differently than others.
- **Better SafePASS memory management** helps reduce instances of crashes and finger template database getting corrupted in RAM. When this happens, no damage is done to the data, but SafePASS has to be restarted. Not all customers experienced these issues, but if you must restart SafePASS daily, installing v8.1 should improve this situation
- **Dymo Thermal printer** support has been expanded to all the latest models in the 400 series.  Thermal printers are a cost effective way of printing receipts and are an optional selection choice when receiving payments in the Receive Payment Window..
- **Improved Windows Firewall detection and configuration** will reduce connection problems due to by Windows Firewall blocks. NOTE: This does not apply to 3<sup>rd</sup> party firewall products you may have installed such as “Norton Internet Security”, etc. You will still need to know how to manually program these tools if you want to use them with SchoolLeader.
- **Enhanced ‘FIND’ functions in the Employee and Guardian Folders** allow you to search for individuals using their email address as well as name and ID number. This can be especially useful if you are trying to reference back to someone from an email mailing list.
- **Improved Datavault Upload and Download processing** allows you to continue to use the FrontDesk program while the transmission to/from the Datavault is in progress. In addition, a new progress bar displays:
  - the size of the database
  - how much data has already been transmitted
  - how much time is left to complete the transmission.

You will also receive a message confirming that the full database has been backup up successfully.