

# Application Modifications and Enhancements

*HiCAMS Version 5.6 & DOH Vendor Version 3.3 were released Saturday, 7/19/2003.*

## **HiCAMS Version 5.6**

### **CONTRACT ADJUSTMENTS - Review Supplemental Agreements**

- A correction was made to the Contract Times functionality to properly calculate the Intermediate Contract Time extensions on Supplemental Agreements.

### **CONTRACT MAINTENANCE – View Line Item Details**

- The processing has been corrected on the Actual Over/Under Quantity and % Actual Over/Under fields to properly calculate and display a value when there is no quantity paid to date on a line item. Previously, this value was blank.
- A correction was made to the window when setting Line Item indicators to ensure that the detail information displayed matches the line item row selected in the top portion of the window. Previously, an intermittent problem caused the detail information to remain the same when different line items were clicked.

### **CONTRACT MAINTENANCE – Review Contract Times**

- A correction was made to the window to correct a problem that prevented the ability to delete Contract Time Events.
- Functionality on this window has been corrected to prevent an intermittent crash when entering different contract numbers while working in the Dates and Damages tab.

### **CONTRACT TRACKING - Review Material Receipts**

- In the Transfer tab of the Material Receiving window, the error message was corrected to display the proper error ("invalid contract number") when an incorrect contract number is entered during the transfer of materials.
- A message was added to the Transfer tab of the Material Receiving window, warning that data entered in the window must be saved before exiting.

### **CONTRACT TRACKING - Review Pay Records**

- Updated formatting in the Quantity field to include commas.

### **CONTRACT TRACKING - Review Pay Adjustments**

- An update has been made to the Pay Adjustment Recommendations (PAR) window to correct row focus problems on QA-2B PARS accessed either through Notifications or from the PAR list. The focus has been corrected to display the same information between the upper and lower portions of the window.

## **CONTRACT ESTIMATES - Generate Estimates**

- BSIP Related: Corrected a defect in the Generate Estimate process that creates/updates the BSIP detail payment interface records on contracts that have work order merges.
- A modification has been made to the Payment Interrupt process to add a confirmation message. The additional message will verify that the user truly intends to interrupt the estimate payment prior to executing the interrupt.

## **CONTRACT ESTIMATES - Review Estimates**

- BSIP Related: The estimate approval process has been modified to check that the contract has been set up in Fiscal and that there are no outstanding contract changes (Supplemental Agreements) prior to allowing the estimate to be approved for payment.
- A change was made to the Review Estimate functionality to correct a problem with merging work orders when the "source" work order contained outstanding MPP balances. Performing a work order merge in this situation was causing estimates to display a negative balance. The changes to the estimate functionality involve the following:
  - Restrict the merging of work orders that contain outstanding MPP balances.
  - Restrict the selection of a Contract that has an estimate in the "Processed" status. Balances on the source work order must be reduced to zero, and the Estimate paid before a merge can occur. If the Estimate is pending RE or CCU approval when the merge is completed, the status is returned to "Pending Generate".
  - Protect the MPP Reduction field in the Review Estimates window once the balance has been reduced to 0.

## **CONTRACT ESTIMATES - Verify Final Quantities**

- A correction has been made to the window functionality to ensure that when a line item is entered in the top portion of the window the appropriate details are displayed in the bottom portion of the window. Previously, the line item details displayed were not matching the line item entered.

## **CONTRACT ESTIMATES – Print CCU Estimates**

- The process used to print the signatures on the Estimate Reports has been updated to ensure the signature file can be located and printed regardless of the user's working directory.

## **WORK ORDER MAINTENANCE - Split Work Orders**

- A change has been made to the Split Work Order functionality to prevent the over-encumbrance of funds on contracts. Previously, when a work order split was performed the "Overrun" checkbox was defaulted. Since the BSIPS release, this indicator passes overrun funds requests to Fiscal and the funds indicated on the work order are encumbered. With this change, the Overrun checkbox will be blank, and users must check this box if funds are to be intentionally encumbered rather than reallocated within the existing work orders.

## **DENSITY - General**

- Added status of "Authorized" to filters in Contract Selection window when accessed from Density module.

## **DENSITY - Review Density Asphalt Cores QC**

- Currently, when Asphalt Core lots are being entered in HiCAMS, the *Roadway Technician* selection list will only include those technicians who possess a QMS Roadway Technician certification. However, with this release, the Roadway Technician drop down list has been updated to include technicians with the following certifications:
  - QMS Nuclear Density Technician
  - QMS Roadway Technician
  - Level I Marshall Plant Technician
  - Level II Marshall Plant Technician
  - Level I Superpave Plant Technician
  - Level II Superpave Plant Technician

## **DENSITY - Review Density Asphalt Nuclear QC**

- Currently, when Asphalt Nuclear lots are being entered in HiCAMS, the *NDT Name* selection list will only include those technicians who possess a QMS Roadway Technician certification. However, with this release, the *NDT Name* drop down list has been updated to include technicians with the following certifications:
  - QMS Nuclear Density Technician
  - QMS Roadway Technician
  - Level I Marshall Plant Technician
  - Level II Marshall Plant Technician
  - Level I Superpave Plant Technician
  - Level II Superpave Plant Technician

## FIELD INSPECTION REPORTS -Concrete Pavement

- A correction was made to the window processing to display an error message (invalid selection) when an expired test category is selected.

## SAMPLING – Enter Sample Details

- The Sample Details window has been updated to default the Testing Category to "Pretest" when the current user is from 'M&T' and the MSG for the current Material has
- A correction was made to Sample Details to ensure that when a sample is voided, any existing sample parts are voided.

## SAMPLING – Review Test Results

- A correction was made to the Test Format functionality to prevent an erroneous message from displaying. The message was incorrectly displayed when Test Formats were accessed via the menu, as opposed to the Sample Detail window.

## QUERY TOOLS - General

- When using the "Save As" function to save a recently created query, a warning message has been added to prevent overwriting a previously saved query with a duplicate name.
- The functionality has been corrected to permit a Public Query to be saved as Private. **Note:** Saving a Public Query as private will only be permitted when using the "Save As" function.
- The Query Tool functionality has been updated to increase the maximum width of display columns (1000 characters). This will provide improved legibility when viewing comment text, etc.

## QUERY TOOLS

- **CONTRACTS:** Two labels in the query tool have been changed to more clearly define the information being displayed. The "Old Work Order Number" label has been changed to read "Work Order Number". The current "Work Order Number" label has been changed to read "WBS Number" to indicate the new BSIP - related number.
- **CONTRACT LINE ITEMS:** This query tool has been re-developed to improve the processing time of saved Contract Line Item queries.
- **ESTIMATES :** An error message has been added to the Query tool to assist in troubleshooting a non-reproducible problem with Saved Public Queries. If an existing Saved Query is selected and the Display and Criteria Columns become blank before the Query can be generated, an error message will alert the users to contact the Help Desk.
- **STAFF RELINK:** Currently, the Staff Relink functionality does not provide a means to review the records of merged/deleted staff after the relink sets have been processed via the weekly task. With this release, authorized users will have the ability to review this information using the Staff Relink query tool.

## **STANDARD REPORTS**

### ***NEW for Version 5.6***

- **FIELD INSPECTION REPORTS:** A new report has been provided that will enable the generation and printing of multiple Field Inspection Reports. Previously, viewing and printing was limited to a single Field Inspection Report from the report tab of the Field Inspection Report window.
- **QA / QC QUARTERLY / YEARLY REPORT:** The process performed to display this report window has been updated to improve the response time in displaying the criteria. When this report is selected from the Standard Report list, the criteria will now display promptly, allowing filter criteria to be selected for report generation.
- **STAFF RELINK:** The Staff Relink Instructions report (proper security to access this report is required) has been renamed to Staff Relink Report.
- **STAFF RELINK:** The Technician ID information has been added for each Staff in the report. The report date is no longer in the body of the report, but remains in the header (upper right hand corner of the report).
- **SA / FA DOCUMENTATION:** The format of this report has been adjusted to correct spacing (bottom margin) issues when printed. The bottom margin has been increased for better readability.
- **SUBCONTRACT LINE ITEM REPORT:** The label on the Print Preview window of this report has been corrected to display, "Print Preview" instead of "Report Template".

## **REFERENCES – Concrete Mix Design**

- A discrepancy on the Form 312 Report involving the Fine and Course Aggregate source has been corrected. The Source Information will now match when displayed from either the Assign Contracts or Review Mixes windows.
- The process for determining whether a Concrete Mix Design has been expired has been updated. All HiCAMS windows using the CMD selection have been updated to compare the test date, sampled date, ticket date, etc., (rather than the current date) to determine if a CMD can be selected.
- A correction was made to the window processing to allow for the creation of a new Concrete Mix Design immediately after reviewing an expired CMD. Previously the "new" CMD window displayed, but all fields were protected. This has been corrected to allow the new CMD to be entered.

## **REFERENCES – Asphalt Mix Design**

- A correction was made to AMD notification message to include the AMD number (sent when an AMD is rejected).
- The spacing on the Fine and Coarse Aggregate tabs has been corrected to allow for word wrapping of long Producer Names (to prevent truncation of the second line of text).
- A correction has been made to the Material Type drop down list to disable a Material from being selected when the Material has been expired.

- A correction was made to the AMD window processing when an AMD is rejected. Previously, if the window was closed using the window close icon instead of the Close button, the flexible notification (sent to advise of a rejected AMD) was not sent. This has now been corrected to send the notification when either "close" method is used.
- A correction was made to the AMD search and maintenance windows to prevent an error message from displaying, ("There are no reports available based on the current filter criteria") that occasionally occurred when an invalid selection was made. The correction will allow the message to display only when there are actually no reports available.

## **REFERENCES – Job Mix Formula**

- The spacing on the Fine and Coarse Aggregate tabs has been corrected to allow for word wrapping of long Producer Names (to prevent truncation of the second line of text).
- The JMF Selection window has been corrected to prevent the HiCAMS application from terminating when [any] column header is clicked prior to a retrieve (when no JMFs listed - window is blank).

## **ADMIN – Security – Staff Properties**

- The functionality on the Job Title field on the General tab of the Staff [Properties] window has been corrected. It is now possible for authorized users to change a job title from Assistant Resident to Resident Engineer while the staff is currently assigned as Resident Engineer on active contracts.
- Changes have been made to the Staff window to accommodate the new functionality that is available in the Technician window. There is now an Edit Staff button available from the Review Technician Certification window. Those users with adequate security can now add new staff (security officers), or add/edit Staff Home address and Staff Mailing address fields.
- The Staff Properties window has also been updated to add edit requirements to the General and Address tabs (Staff Home Address, Staff Mailing Address sections). It is still not necessary to enter phone numbers when saving a record. However, a change has been made to the field that will display an error message if *any* information is entered in the phone, fax and/or mobile number fields (field is not left blank). HiCAMS will now require that these fields be entered completely before the record can be saved.

## **ADMIN – Codes table**

- Modified the Function Codes description field to increase size.
- Corrected misspelling – QAQC Failure Explanations.

## **ADMIN – Staff Relink**

- This tool is only available to authorized users, who have the ability to merge or delete duplicate staff records on HiCAMS. As of this release, this functionality has been expanded to provide historical data on merged/deleted staff records (including certification information). When staff records are merged/deleted as part of the Staff Relink process, all certification information will be retained by HiCAMS and made available through the Query Tool. Only authorized users will be permitted access to the Staff Relink Query Tool.
- Changes have been incorporated that better handle duplicate staff records. The Retain Cert and Remove Cert buttons have been removed and replaced with Retain Cert checkboxes for individual selection of certifications. Each checkbox will default to "checked" to indicate that the certificate will be retained unless check removed by the user. When duplicate records are merged that contain duplicate certifications, the history of all certifications will now be retained. If the duplicate certificates to be merged are both active, the certificate with the latest expiration date being retained as "active", and the remaining certificate will be saved as history. If duplicate certificates exist that are both active and expired, the expired certificate information will be retained as history.
- The Staff Relink window has been updated to add the Technician Id field for use as additional reference. Additionally, the column-moving capability has been added to the staff list portion of the window to allow temporary re-positioning of the columns to enhance viewing.
- An exception has been made to the merge staff rule with regard to duplication certifications. If the merge staff records relink set contains two active welder certifications, an error message will be displayed and the relink set will be prevented from being saved.
- A change was made to the weekly job that processes the pending relink sets. When a relink set includes a deletion of staff that is associated with contract(s) in HiCAMS, a notification will be sent to the requestor.
- When the weekly task is run to process the requested relink sets, HiCAMS will flag those merged/deleted staff records that contain active certifications. This process is necessary to ensure that the merged certifications are re-printed using the newly "retained" technician id. When the process is complete, HiCAMS will send a Notification to the user who requested the relink set, detailing the name and technician id and the certifications that will need to be re-printed.

## **ADMIN – Organization Information – Office Locations**

- This window has been updated to add specific edit requirements to the Office Address and Office Mailing address sections. These fields are currently not required to save a record, but if any information is entered in the phone and/or fax number fields, HiCAMS will now require that these fields are entered completely before the record can be saved.

## **CLAIMS TRACKING**

### **CLAIMS - Issue Details**

- The Decision process has been changed to clarify the system messages, and remove those situations where automatic denials were enforced by the system. For example, if a claim issue approval is attempted without an Intent being associated, the system will now display the message, "A written notice of intent to file a claim is required prior to filing a claim and the intent must be associated to the claim. Selecting 'Yes' will override this edit and continue with saving the issue. You can then enter and associate the intent to the claim. Continue saving this issue?"

### **CLAIMS – Staff**

- The staff selection process has been enhanced relative to the delegation of Claim Review authority. When Staff icon is clicked, the Staff List window will display and default the filters based on user login. When a staff member is retrieved and selected for delegation, the system will now perform a check on the staff selected to determine if they have Claim Review authority. If not, a warning message will display, but when message window IS closed by clicking OK, the delegation will still be allowed.

### **CLAIMS – Related Claims**

- A correction was made to ensure that when a claim description is changed, the new description is displayed for that claim in the "Related Claim" list, but not on claims that belong to other Contracts and happen to have the same Claim ID. rease size.
- Corrected misspelling – QAQC Failure Explanations.

### **STANDARD REPORT - Contract Claims**

- The format of this report has been enhanced for improved legibility. The columns have been resized and repositioned to correct spacing issues.

## ***DOH Vendor Version 3.3***

### **GENERAL**

- Renamed the **Contractor Directory** menu list to match the menu standards currently used in HiCAMS. The following changes have been made:
  - Review Certifications/Pre-Qualifications is now ***Review Contractors***
  - Letters is now ***Review Letters***
- Renamed the **Technicians** menu list to match the menu standards currently used in HiCAMS. The following changes have been made:
  - Registration is now ***Review Class Registration***
  - Enrollment is now ***Review Class Enrollment***
  - Certifications is now ***Review Certificate Maintenance***
  - Courses is now ***Review Course Maintenance***
  - Classes is now ***Review Class Maintenance***
  - Technicians is now ***Review Technician Certifications***
  - Signatures is now ***View Signatures***
- Renamed the **Producer Supplier** menu list to match the menu standards currently used in HiCAMS. The following changes have been made:
  - Producer Suppliers is now ***Review Producer/Supplier***
- Renamed the **Products** menu list to match the menu standards currently used in HiCAMS. The following changes have been made:
  - Product Maintenance is now ***Review Product Maintenance***

### **CONTRACTOR DIRECTORY – Review Contractors**

- Currently, if "Out of Country" is selected from the State selection list in the Address tab, the field will default to "Other". This text has been corrected to display "Other".
- The functionality involving entering phone numbers has been changed to display an error message if a complete number is not entered. However, if the phone number field is left blank, it will not be required to save the record.
- A correction has been made to the County field to prevent an incorrect county from being displayed when "Out of Country" is selected in the State field.
- The Review Contractors window has been updated to remove a requirement that Corporate Officer information be completed when entering or updating Division Maintenance Contractors.

## TECHNICIANS – Review Class Registration

- To alleviate the overwhelming tracking process each office must utilize, the application has been enhanced to send a notification to the appropriate office staff whenever a new class is scheduled. From the notification, office staff can now navigate to the registration window to view a list of technicians who may need to register for the class. The *Registration* window will include the following information:
  - Header – containing information on the course name, Certification name, class location, class status, total number of seats, number of seats *available*, fee amount, start/end dates and instructor name.
  - Registration tab - This tab will be used to retrieve a list of potential students for the class, and to register one or more of those students. A short cut menu is available by right clicking on the list of technicians. The "Select All" menu item can be used to quickly register all technicians on the list. Additionally, individual technician Certification information is available by selecting a technician and clicking the Details button.
  - Registered Students tab - This tab will display the student currently registered for the selected class. This information should not be editable by the user.
  - Class Information tab –None of the fields on this tab are editable and are displayed for information purposes only. Contains information on any prerequisites to be completed, materials required, experience required and any miscellaneous comments specific to this course.

## TECHNICIAN – Review Class Enrollment

- An update was made to the Enrollment window to ensure that when the **Payment Method** field is selected, that the **Fee Received** field is also completed (and vice-versa) prior to the window being closed.
- The Enrollment window is used by class instructors to select which registered students will be given seats in the class, to record test scores, and to grant certifications to those students who have passed the class and meet all other certification requirements. This window has been changed to remove the registration portion, as this functionality is now performed in a separate window.
- The Enrollment window **Print** functionality (print icon on the toolbar) has been enhanced to reformat the report to more closely match the Standard Report formatting.
- The **Pass/Fail Letter** content has been updated to replace the actual test scores with the appropriate text (Pass, Fail, or Incomplete). Only authorized users can access this button. When the Pass/Fail Letter button is clicked, a letter will be printed for each student.
- If a fee is required (indicated when the course was set up - now viewable in the Class tab of the window) for the course, the date received and method of payment must be entered prior to performing the Grant Certification process.
- If a student is indicated as attending the class (checkbox), the student's test score is required to be entered.

- **Comments** are now available for each student in the lower portion of the window next to the test information.
- If the student is **exempt** from testing, this can be indicated on the lower portion of the window to override this requirement for certification.
- If student did not complete the course, an Incomplete indicator is available to designate and track this status.
- The **Pass/Fail Letters** can be previewed prior to printing, to allow the selection of specific letter(s) or all available letters to be printed.
- Functionality for printing Certifications from the Enrollment window has been updated. When the course has been completed, the instructor will select the **Grant/Print Certification** button to begin the certification process. The window will list all students who attended the class and provide their certification status. This window can be further filtered by the certification status, if necessary. The instructor will click the Grant button to process those students who have successfully completed the course. To print the certificates, the Print button will be selected.
- The **Printed** column will display a check mark to indicate the certificate has been printed. Certificates can be re-printed, if necessary.
- When a certification requiring an **Apprenticeship** period or **On the Job** training program is granted, the certification may be granted in a **Pending** status. Once the Apprenticeship or OJT program has been completed, the Apprenticeship/OJT information must be entered on this tab and the certification status must be manually changed to **Active**.
- Many different types of certifications can be granted from the Enrollment window in a single process. The certification granted for each student will be determined by the Certification specified when the student was registered for the class.
- The **Certification Date** field will default to the class end date, but can be updated by authorized users.
- When the **Grant Certifications** button is clicked, student **Prerequisites** will be reviewed prior to granting Certifications. If any prerequisites have not been fulfilled the Certification process will be prohibited for those students. Examples of prerequisites include (but not limited to):
  - Registration Fee not received
  - Course Prerequisites not completed
  - Prior Certifications not received.
  - Failing Test Score

## **TECHNICIAN – Review Certificate Maintenance**

- A new "Never Expires" checkbox has been added to the header portion of the window to allow authorized users to setup a Certification with no expiration date.
- The Prerequisites tab of the Certification window has been changed to remove the Add and Delete buttons to be consistent with the HiCAMS window functionality. Instead of using these buttons, it is now necessary to use the Insert and Delete icons in the toolbar.
- The Certification selection process has been updated when working in the Prerequisites tab. The Insert icon is used to display the drop down list of

Certifications. Once a Certification has been selected, it will no longer be available for selection; this is to prevent a duplication of Certifications listed as Prerequisites.

## TECHNICIAN - Review Course Maintenance

- In order to provide information for the new **Grant Certification** process, the following changes have been made to the Review Course Maintenance window:
  - A **Validity** field has been added to allow users to indicate the number of months that a course is valid (once it has been taken and passed)
  - A **Never Expires** checkbox has been added for those courses that have no expiration date. This information will be used in the Grant Certifications process.
- ***NOTE:** If both of the above fields are left blank, a warning message will display, requiring entry.*
- In order to simplify data entry, the **Contact Phone** field will be populated by HiCAMS using information entered into the Office Phone number of the selected Contact Person.
- The **Add/Delete** button has been replaced with the **Insert/Delete** menu options. These menu items will be disabled when a course is set to *Inactive*. Additionally, the **Number** field has been renamed to **Course**.
- Those users with proper security can change the Contact Name by clicking the Staff icon, selecting the new contact name and clicking OK.
- **Duplicate test names** cannot be entered as course requirements.
- The Review Course Maintenance window has also been changed with regard to **testing requirements**. When tests are added, deleted, or a passing score is updated for any tests, a message will display a list of existing classes, and will inquire as to whether the changes should be applied to existing classes.

***NOTE:** The update of test information for other classes will only be permitted if these existing classes do not already have test scores entered, and no certifications have been granted within the class.*

## TECHNICIAN - Review Class Maintenance

- Once a student test score, exempt or incomplete indicator has been recorded for a class in the Review Class Enrollment window, the Certification and class Start and End dates are protected in the Review Class Maintenance window.
- The functionality on this window has been changed to prevent the creation of classes for courses that have not been associated with a Certification.
- A new field has been added to allow the selection of the Certification to be granted upon completion of the class. If only one Certification exists, HiCAMS will populate this information.

## TECHNICIANS – Review Technician Certifications

### TECHNICIAN SELECTION

- The lower portion of the search window has been updated to move the **Company Name** field to the right of Office Category, to allow great visibility to Certification information.
- If a technician with an **Expired** status is entered/selected, a warning message will display indicating that only active staff can be registered for a class.
- Technician selection response window - Right-justified both Technician ID field and column.
- Sort/Find function - Change Status, Cert. Begin Date, Cert. Expires Date to read Certification Status, Certification Start Date and Certification Expiration Date.
- Column header title - Changed cert. begin date, cert. expires date to read Certification Start Date and Certification Expiration Date.

### CERTIFICATION TAB

- When the Tab is accessed via this window (it is also accessible via the Review Class Enrollment window), only a single certification can be granted to a single staff member at a time. Once a technician has been selected, new certifications can be granted, and existing certifications can be updated.
  - When the Insert icon is clicked, the Certification Selection window is displayed. Only certifications that have not previously been granted to the technician are available for selection.
  - Once the certification has been selected, a new record will be displayed on the Certification tab, and will be available for update (user must enter a start date).
  - **NOTE:** *When a certification is granted from the Review Technician Certification window all requirements are bypassed, and a comment is required.*
- Modifications have been made to existing certifications (those in Active and Pending status) to ensure that no invalid (blank) certifications exist. Certifications with a blank start date have been corrected with a start date of 01/01/1900. Additionally, all active and pending certifications which previously had a start date of 01/01/1900 have been recalculated (to provide an accurate certification start date) based on the certification end date and the certification months to expire.
- Left-justified the Certification column.
- The Orig Cert Date column is now protected, as this field is updated by HiCAMS only.
- When a new Certification is granted, the Expiration Date will no longer round to the end of the year. The Expiration Date will display the exact date based on the Certification Date and Months to Expire set in the Certification Maintenance window.
- Another update to the Certifications tab on this window is the process of printing certificates. (Printing certificates can also be performed in the Review Class Enrollment window). Once the Certification has been granted, the user clicks the **Print** button and the Print Certificates response window is displayed. Currently,

this window provides the user with the ability to select all Certifications held by the technician to print. This functionality has been changed to print a single Certification at a time.

## **CLASS TAB**

- Updated to list only those classes attended by a Technician. If the technician was registered for the class, but the **Enrolled** checkbox was not checked, the class will not be listed.

## **OJT /APPRENTICESHIP TAB**

- The title of the Apprenticeships tab has been changed to OJT/Apprenticeships.
- When a certification requiring an Apprenticeship period or On the Job Training program is granted, the certification may be granted in a **Pending** status. Once the Apprenticeship or OJT program has been completed, the Apprenticeship/OJT information must be entered on this tab and the certification status must be manually changed to **Active**.
- The **Expires** column has been removed (OJT and Apprenticeships do not expire).
- A **Score** column has been added.
- A **Completion Date** column has been added.
- A **Final Review Technician (FRT)** column has been added where user can select the appropriate FRT from the staff list.
- A column has been added where the user can indicate if the FRT is on the Approved list (yes/no checkbox). If this box is checked, Final Review Technician is required.
- If the item being added is an OJT, Final Review Technician, Score, and FRT Approved indicator are required fields. If not, only the completion date is required.

## **REPORTS TO TAB**

- The Supervisor and Title fields are populated based on information entered on staff record. All fields on this tab have now been protected from updates. To update staff information, authorized users will now use the Edit Staff button. The Supervisor address fields have been removed.

## **ADDRESS TAB**

- The manner in which the Office, Home and Mailing addresses are populated has been changed.
- For **DOT employees**, the employee address changes should be made by contacting the HiCAMS Security Officer for the group or unit. Authorized users can update these addresses by clicking the Edit Staff button.
- For **Non-DOT employees**, if a Producer/Supplier was selected on the **Reports To** tab, the Office Address will display information derived from the Main Office address of the Producer/Supplier. If no Main Office address exists for the Producer/Supplier, the Office Address will display information derived from the Main Office address of the Producer/Supplier. If no Main Office address exists for the Producer/Supplier, the Office Address will display information derived from the first address listed for the Producer/Supplier.

## **PRODUCER/SUPPLIER**

- A correction has been made to the Producer/Supplier Selection window. When searching using the filter "Find P/S with no Facilities" (checkbox), the OK button was previously disabled. This has been corrected to allow the OK button to be clicked after selecting the appropriate P/S.

## **QUERY TOOL - Technician**

- GENERAL - The Technician query tool has been updated to add new queries (see below) and re-sort the menu items alphabetically. In addition, all technician queries have been updated to provide navigation from the query tool results (Snapshot Report) to the appropriate window by double-clicking the appropriate row in the Snapshot Report.
- GENERAL - The query criteria has been changed on all technician queries to replace the Technician/Inspector First Name, Middle Initial and Last Name fields with Technician [name] and Staff List icon to search for name. This will simplify the process for generating queries based on a technician's name.

### ***New for Version 3.3***

- CLASS INFORMATION - Users with adequate permission can access information on the following:
  - City
  - Class ID
  - Course Number
  - Course Name
  - End Date
  - Instructor
  - Location
  - Passing Score
  - Room Seats
  - Start Date
  - State
  - Status
  - Test Name

### ***New for Version 3.3***

- COURSE INFORMATION - Users with adequate permission can access information on the following:
  - Comment
  - Contact Name
  - Course Active

- Course Description
- Course ID
- CLASS REGISTRATION/ENROLLMENT - The Technician Query Tools have been updated to make changes to the Enrollment query. This query has been renamed to Class Registration/Enrollment. The available criteria for generating this query have also been updated with the following changes:

*New Columns:*

- Class ID
- Class Status - (Open/Closed/Canceled)
- Certification
- Payment Method
- Priority
- Fee Received Date
- Registration Date
- Job Title
- Office Location

*Updated Columns:*

- Course Number
- Course Name
- Class Start Date (Renamed from Start Date)
- Class End Date (Renamed from End Date)
- Class City
- Class State
- Technician ID
- Staff ID
- Enrollment Status (Renamed from Status)
- TECHNICIAN CERTIFICATIONS - Information about OJT/APPRENTICESHIP attributes has been added. Users with adequate permission can access information on the following:
  - Apprenticeship Program Name
  - Final Review Technician Name
  - Score
  - Technician Name
  - Technician ID
  - Staff ID

## **STANDARD REPORTS – OJT/Apprenticeships**

- A new report has been created that will provide OJT / Apprenticeship information. The report will be used to as a tool to review current FRT standards, and can be filtered by Completion Date (range), Apprenticeship program name and Final Review Technician assigned.

## **STANDARD REPORTS - Technician Certifications**

- This report has been enhanced with two additional "Status Filters" - Certification Status and Staff Status. For example, the addition of the filters will provide the ability to generate a report displaying active staff members, with active or expired Certifications.

## **ADMIN - Security**

- The functionality on the Job Title field on the General tab of the Staff [Properties] window has been corrected. It is now possible for authorized users to change a job title from Assistant Resident to Resident Engineer while the staff is currently assigned as Resident Engineer on active contracts.
- Changes have been made to the Staff window to accommodate functionality moved from the Review Technician Certification window. There is now an Edit Staff button available from the Review Technician Certification window that will allow users to add/edit Division, Supervisor, Mobile/Pager Phone, Non-DOT, Staff Home and Mailing address fields for the Technician being reviewed.
- The Staff Properties window has also been updated to add edit requirements to the General and Address tabs (Staff Home Address, Staff Mailing Address sections). It is still not necessary to enter phone numbers when saving a record. However, a change has been made to the field that will display an error message if any information is entered in the phone, fax and/or mobile number fields (field is not left blank). HiCAMS will now require that these fields be entered completely before the record can be saved.
- The functionality has been changed on this menu item for inquiry users. Currently, inquiry users can select this item, but a warning message appears indicating that proper security is necessary to access the Security Administration tool. With the new release, the menu item will be disabled for inquiry users.