





# Computer Things to-do Aug 25, 2014


## Correction/Updates


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1. Training Rates – we will need to review and possibly update.
    - a. Display the following in user details for all accounts (Admin, CEMMA Staff and User)
      - i. Instrument
      - ii. Beginning training hour (to count down)
      - iii. Current training hour (when at zero regular rates state)
      - iv. CEMMA staff that entered the training hours
    - b. Correct the export excel file to include in the Service Description column “2100F - USC campus users w/o staff – Training” and to reflect the correct price. This will be for each instrument.


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2. Make changes to the on-line “New User Form”
    - a. Prevent/stop a link (hypertext) from being added to the comment box.
    - b. State that the comments have to be less than 200 characters on the "new user form page"
    - c. Add a character count down "new user form page" so the use know when they are close.


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3. Format Telephone: field on the New User page (123) 456-7890


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4. On the new user form: if the form is submitted without a required field identify the empty field with an error note and highlight it in red.

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5. Pending/updated email does not seem to be working – review and update


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6. Embedded the following in Annual Status Update email ‘Please take a moment to review the accuracy of the information in your "My Account”


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7. Add a pull down menu to the Records>Queries>(add the following) >Statistics>>Find Records >Find Invoices >Instrument Logs >Search Users >Search Customers


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8. Fix Records>Find Records>>customer "All Customers" to have “All Operators” show up in the User box.

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9. Emails – some customer names are coming up “Last name, First name”. Fix to read First name Last name.

10. Printing problem – print bottom on Policies page does not always work.

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11. Rename the “ExportRecords” on the “Export for CORES”. This is found on the Find Records results table.

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12. Add “Search by Last Name” (Black font, small) on Manage Current Customers

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13. Add “Search by First Name” (Black font, small) on Current Users



## New



1. Digital Policies – allow for a digital signature and save under User Details. Have a button to access Policy and signature.
2. Group Training web page
  - a. Registration Form online
  - b. Number of seats available for training group
  - c. Add to waiting list
  - d. Notification that people are on the waiting list



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- e. Manage training group for inside the database.

