



Surf Life Saving Australia - Circular

Title:	IT Enhancements June 2016
Document ID:	Circular 85 / 2015-2016
Audience:	State Officers and Staff, Branch Officers and Staff, Club Officers and Staff, Chief Training Officers / Directors of Education, Registrars / Administrators / Secretaries
From:	SLS Information Technology Team
Date:	20/06/2016
Subject:	IT System Enhancements
Summary:	<p>The following Circular contains information relating to the following systems, websites and applications:</p> <ul style="list-style-type: none">• Members Portal• eLearning• Surfcom• Surfguard• Patrol Ops App

Members Portal

Updates and Enhancements – for release late June

Email Notifications

Users will be notified via email if they have any tasks that need actioning (only for Content and Form approvers). Notifications can be set to occur daily, weekly or monthly, simply select your notification settings via the 'Notification Preferences' menu within the main 'Home' menu, as below:

Organisation / Club	Include Sub-Organisations	Content*	Forms
Binningup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bronte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central Coast Branch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Server Upgrades

The Portal Server has been upgraded to allow for increased usage and faster response times

eLearning

Skills Maintenance

The new online modules for Skills Maintenance have been added to the eLearning system. When accessing eLearning via the Members Portal, members will find the skills maintenance content already in their learning plan.

Printing Certificates

When completing a module in eLearning a prompt now displays to "Print your Certificate"



Surfcom

Latest Enhancements/Updates — release date June 21st/22nd 2016

- Surfcom/IRD – when the “Ambulance Called” box is ticked in Surfcom, the information is automatically transferred over to the IRD upon closing the incident
- Show ‘Sign On’ notes in Status Screen – when you hover over a club/lifeguard in the view status screen you can now see/edit the notes that have been entered. These notes can also be updated when updating the status of a club/lifeguard
- Incident Creation – ability to select a secondary service when creating an incident, this field is not compulsory.
- When generating a message using the Custom/Free Text template a search box has been added to make it easier to find the mailing group in the list and select/remove multiple groups.

The screenshot shows a web interface for sending messages. On the left, there is a 'Message Length' field with the value '6'. Below it is a 'Select a New Template' button. Further down is a 'Surfcom Group' dropdown menu with 'Choose...' selected. To the right of this dropdown is an 'OR' label. On the right side, there is a 'Surfguard Mailing Group' search box. This search box contains two entries: 'Test NSW Second Surfcom Group' and 'Test NSW Surfcom Group'. Below the search box is a list of mailing groups: 'GPT Test', 'Mcamasters test mailing group 7882', 'Test 5950', 'Test 5950 New' (highlighted in blue), 'Test 5955', and 'GPT Test Mailing Group 7488'. At the bottom left of the form is a 'Send to Group' button.

- Emails and SMS can now be sent from the main Incident Screen and recorded in the incident log and the message log.
- Additional reporting output of PDF & Excel are now available when searching for Incidents
- Ability to enter the details of an SLS contact to an Incident and the details will display in the Incident Report.
- An “Outcome” field has been added to the “Close Incident” page to enable a description to be added up to 150 characters. This will display on the PDF report.
- ETA dropdown box has been added to Service/Officer trackers Sign On and Update pages, upon selecting this option it will auto-update the time listed in the ETA section
- A new column “Swimmers outside the Flags” has been added to the Progressive Attendance Stats. The new stats added in this column will update in Surfguard within the patrol logs stats in the “Swimmers” column for Clubs and in “Outside Flags” for Lifeguards.
- The Daily Statistics Report can now be displayed in .CSV (Excel) format.
- Links to Help, Electronic Acceptances, Terms of Use and Privacy Policy have been updated on the Surfcom landing and home page. Helpdesk contact details have been updated on the Surfcom Home Page.
- User List in Surfcom administration has been updated to ‘User Admin’ and all Users will now display as either Active or Inactive. A toggle at the top of the User Admin screen will enable an Administrator to view All, Active or Inactive Users. There will be no “delete” account function only the ability to change user accounts to “inactive”
- A new report “Radio Log Beaches Status” has been developed. The output includes date & time of log, Service name/Beach name, radio log information and the user who updated



Surfguard

Next Surfguard Updates/Enhancements/Fixes — estimated release 27th/28th June 2016

Proficiencies & Assessments

- Proficiency & Bulk Proficiency Processing – the proficiency date can only be backdated three months based on the date of creation
- Bulk Proficiency Award Processing – ability to add Trainer & Assessors to Bulk Proficiencies
- Bulk Proficiency – Under the comments area the following note will be added "NOTE: if you are not able to enter a Trainer, Assessor or Delegate in the Trainer/Assessor fields please enter their names in the comments box above for recording purposes."
- Display the Assessment ID next to a members details in the "List Candidates in other Assessments for the Selected Award" section of an Assessment.
- Assessment request Form 14 - New fields added
- Course Evaluation Form emailed to Candidates once 'Candidate Approval' stage is completed - email template created similar to the renewal template, States can turn on and off, edit the template, and include attachments to the template.
- Awards Maintenance - Ability to assign specific states the ability to create assessments for selected awards
- Assessments History – within an assessment the history display will now contain more information
- Assessments – All confirmation pages removed when processing assessments and replaced with a confirmation message at the top of the screen.
- Assessment Report – Provide option to extract comments field in output of "Assessments" report. This will be applied to HTML, CSV & Pipe output formats
- Allocate/Update Equivalent Award will only be enabled when a SLSA Award that has an equivalent AQTF assigned to it is selected.
- Enrolment Form – has been updated to display the Assessment Date.
- When creating a proficiency assessment, any candidate who has NOT been proficient for more than a specified number of months will need to be processed ONLY by State/Branch (NOT Club). The number of months reflects current operating procedures eg Bronze Medallion 36 months. Contact your State Centre for more information.
- Proficiency - Changes to how End of Year Expiry rule is applied. When a proficiency is being allocated via an assessment, the State the proficiency organisation is located in shall be used to apply the "end of year expiry" rule

Reports, Displays and Exports

- Reports - New Column "Selected Organisation" added to the Output of the Current Awards Report, Custom Reports (Awards section) and Award Finance Summary.
- Custom Reports - "Assessments" has been added as new Selection Criteria.
- Members Award Display – has been updated to display the AQTF codes next to the Unit of Competency
- Members Records of Results output has been updated and improved.
- Current Awards Report – AQTF Code for all AQTF Awards will display in all outputs
- Current Awards Report – Ability to report on members who 'DO NOT' hold a specific award, use the "does not have this Award" checkbox
- Awards Reference Report - new section added "List of Equivalent Awards or Core UOC's with Candidate Prerequisites" that will display all prerequisites for all equivalent Awards and UOC's for the given award
- Award Reference Report – New column added to the report output called "Abbreviation".



- Member Patrol Summary Report – the Expiry date of an Award now displays in the output.
- Pending Requests Report – Contact details will display in all outputs
- Report Name in Scheduled Custom Reports – When you scheduled a Custom Report at the bottom of the screen the Report Name can be added. This will then display as the Report Name in scheduled Background Reports/Messages View

Certificate & Qualification changes

- The 'employability skills' statement has been removed from Certificate PDFs printed from Assessment listing page & Member Award listing page.
- AQTF Certificates and Statement of Attainment will display an "Achieved By" field to display either Award, RPL/RCC or CR.
- Post Nominal field will now appear on member Certificates
- SLSA Watermark has been updated on all Statements of Attainment, SLSA Certificates and AQTF Certificates.
- AQFT Certificate and Statement of Attainment wording changes

Other Updates, Fixes & Enhancements

- Surfguard User Accounts – if a User fails 5 login attempts in a week their account will automatically be marked as "inactive" and an error message will display to contact their club.
- Surfguard/Lifesaving Online and Join/Rejoin – ability to accept a range of email address formats.
- Candidate Qualification Check has been updated to "Candidate/TAF Qualifications Check" and now checks why candidates & TAF's cannot be added to an assessment.
- AVETMISS – countries maintenance screen now displays in alphabetical order.
- Fix – in Gear & Equipment Custom Reports if you ticked the main "IRB" checkbox the report was also displaying information from other Check Boxes even though they had not been ticked.
- Fix – Spelling error in Home Address (Building Name & Street Name) field
- Fix – Formatting of Printed Patrol Logs
- Fix – Members in an Assessment not showing in PDF Outputs eg Form 14, Attendance Sheet etc due to their membership status at the organisation that raised the Assessment
- Fix – Unable to add a member to a Family Group using Internet Explorer

Surfguard – Award changes by member education Department

- SLSA have now added SS-S1 Boat Sweep Accreditation Award
- SLSA have now added SS-S2 Boat Sweep Accreditation Award
- SLSA have now added SS-S3 Boat Sweep Accreditation Award
- Age Managers Award name change from National Age Managers Service Certificate to Age Manager Service Certificate.

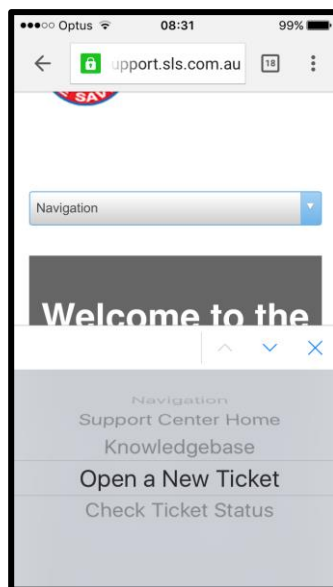
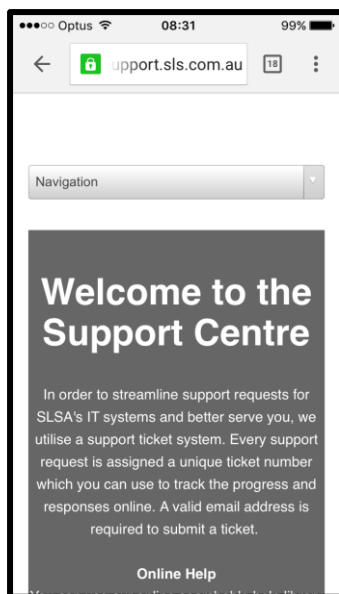
Patrol Ops App

In the next month or so the Patrol Ops App will be made available to download from the App & Google Play Stores and will no longer be distributed via HockeyApp. Current Patrol Ops App users will be sent an email when this occurs and they will be required to uninstall the App from their device and download the latest version.



support.sls.com.au

The IT Helpdesk support ticketing system accessed at <https://support.sls.com.au> has a new look and feel and is now mobile responsive.



HELP AND SUPPORT

help.sls.com.au

Go to help.sls.com.au to view all SLSA IT System guides.

IT Support

Monday to Friday: 8.00am – 5.00pm
Saturday & Sunday: 9:00 am – 1:00 pm
Log a support ticket: <https://support.sls.com.au>
Telephone: 1300 724 006
Email: ithelp@slsa.asn.au