iCS Enhancements
August 2014

A recording of the webinar presented in mid-August 2014 covering these iCS enhancements will be available on the iCS Resource Page http://www.obfs.uillinois.edu/ics-resources

1) **Quick Search is Case Insensitive Setting Added**

Quick Search is no longer case sensitive.

**Note:** Does not change case sensitivity for Advanced Search.

2) **Help Desk Information Setting Added**

The iCS Help email address is displayed at the top of the screen.

3) **“Delete All Subfolders and Items” Option Removed When Deleting Folders**

The possibility of accidentally deleting any subfolder and the documents they contain is now eliminated. Only deleting the selected folder itself is possible.

Each subfolder must now be deleted individually. Deleting a subfolder also automatically deletes all of its contents.

4) **Internet Explorer 10 Fully Displays without Scrollbars**

When using the IE10 browser, the window exactly fits the monitor size, enabling access to the lower right corner buttons without scrolling. Vertical and horizontal scroll bars are not needed and do not display.

5) **Assign Related fixes**

Another fix ensures that when the Assign Related function is selected, the related document will appear in the Related Documents area of the Dashboard.
6) **Minor Changes in Content of Checklist Notification Emails**

The Document Name is now included in the body of the email.

- The Task Name no longer appears in the email (formerly populated as “Task Description”).
- “Task Description” is now the detailed description from the checklist task.
- “Description” is removed.

7) **Automatic Checkout of Emailed Attached Documents Added**

Checkbox for “Checkout Document After Send” appears in the bottom of the Email as Attachment window. If user checks the box, then the contract is automatically checked out when the email is sent.
8) **Change Reminder Notification Date from User My Tasks Window**

Allows users to change the Notification date in any of their Open status Reminders displayed on their My Tasks View.
9) **Change Obligation Due Date from User My Tasks Window**

Allows users to change the due date in any of their Open status Obligations displayed on their My Tasks View.
To Complete This Obligation:
Enter your Password and Comments below, then click the Complete button. This will complete the Obligation.

Password: [redacted]
Comments:

To Change Due Date:
Enter the new due date, then click the Complete button. This will complete this task and update the obligation due date.

Date: [redacted]  Add to Calendar
10) All Properties of Selected Document Type Available in Search

In Search Results, all fields for the selected document type are available to select as displayed Search Result columns using the Column Preferences icon. Additionally, all of the document type fields are available for export with the right-click Export to CSV.

11) Checklist User Functionality Enhanced

- Checklist Window Enhancements:
  
  - Any number of different checklists may be added to any document of any type, with all added Checklists displayed in the Checklist window. Each Checklist may be added only once.
- **Add Checklist** replaces **Select Checklist**. This link terminology allows adding one or more Checklists to a document. Also replaces **Refresh Checklist**.

- **Print Checklist** is added. This link allows printing all Checklist items in all attached Checklists in a graphical format.

- **Export to CSV** is added. This allows exporting all Checklist items to a CSV spreadsheet.

- **Checklist Window Display Enhancements**
  - **Checklist Name** table heading, **Seq No**, **Performer**, **Completion Comment** column headings have been added and other columns reordered.
Checklist Window Right-Click Enhancements

The available selection of Checklist item right-click selections has changed.

- **Unassign Item** action is added to clear an assigned item’s assigned user (if the item is not completed).
- **Reassign Item** action is added to assign an item that had been previously assigned, then unassigned.
- **Reset Item** action replaces **Reopen** to clear both the item’s assigned user and the recorded completion action for an item (if the item is completed).
- **View Details** action is added to view the uneditable details of the Checklist item.

Checklist-related Audit Trail Entry Enhancements

Audit Trail entries are recorded for various Checklist actions, including Add Checklist. Checklist-related Audit Trail Entries include the name of the Checklist.

12) Fixes

- **Select Checklist Menu** – Checklists appear in alphabetical order in Select Checklist / Checklist Name drop-down menu.
- **Jacket Reflects Edited Properties** – When a user selects Edit Properties in the Jacket and makes a change to one or more properties, the Jacket refreshes to show that change instantly. It is no longer necessary to close and open the Dashboard in order to see the change reflected in the Jacket.
- **Notes Icon Appears in Task Notification** – The Notes icon appears in the Task Notification window.
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