

Welcome to the First Edition of our new FAST Quarterly E-Newsletter!

We want to bring our end users up to speed on all the latest and greatest features that have been introduced over the past 3 months, so every quarter, we will be sending out an e-newsletter that will cover the top new features that we think you should know about!

We will cover material from all FAST applications and also offer quick web videos that will outline the features we choose to highlight in each newsletter.

Sign Up Now

If you know of a few co-workers who are not currently on our mailing list, please send them to our website to register online so they are not left out! It's quick and easy and a guaranteed way to get all the latest news and updates from Millennium: [Click here to sign up](#)

Training Videos

We will also highlight all the latest training videos that have been added to each FAST Training Video library!

Custom FAST Training

And as always, if your department or institution could use an introduction, a refresher or any kind of training in your FAST applications – give us a call or send us an [email](#), and Nadia would be happy to work directly with your group to meet your current and ongoing training needs!



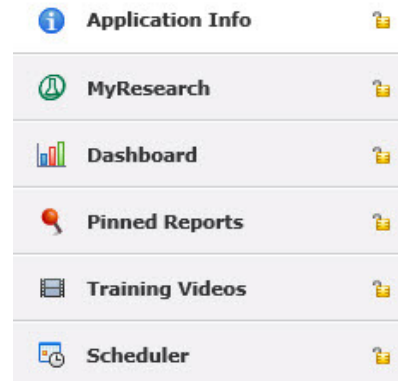
So.....What have we been up to?

Well, since this is our inaugural e-edition, we decided to go back a few extra months to bring what we feel are the Top 5 new features in FAST that you may not know about... *but definitely should!*

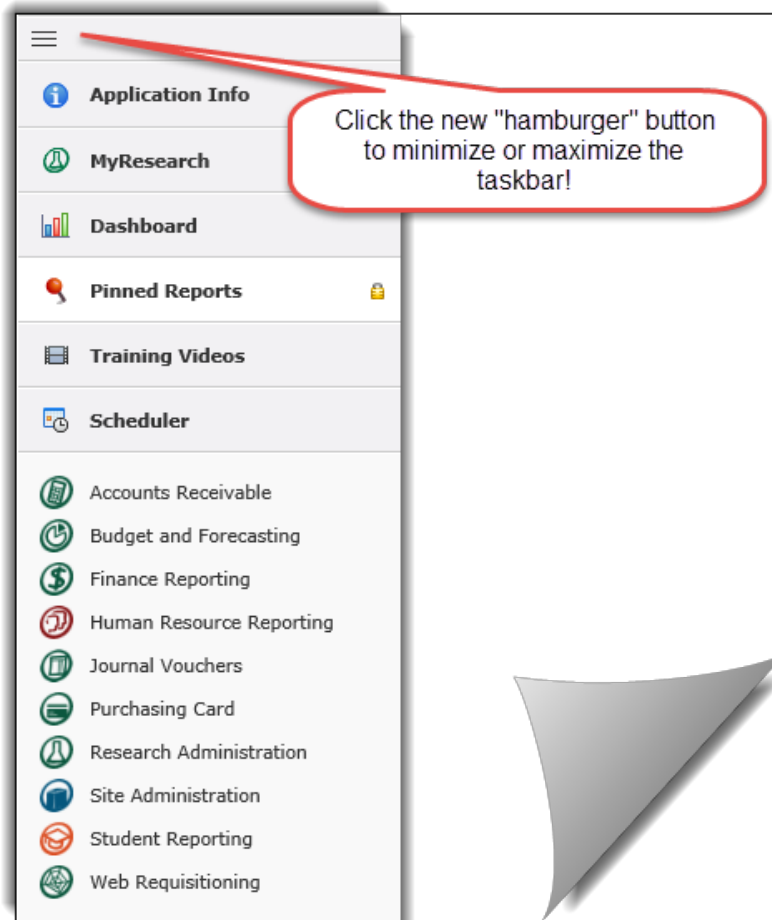
1 New FAST navigation – get where you’re going even FASTER (V4.3):

Well, you asked for it, and we have definitely delivered with the FAST Version 4.3 Release!

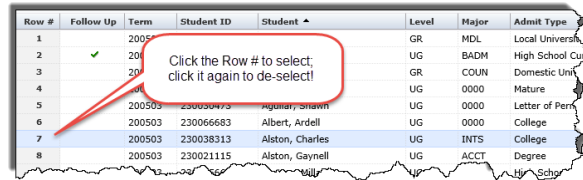
Navigation is now quick and easy and also accessible from every single page within all FAST applications! In other words, no more hunting around; we have delivered simple navigational tools that will have you moving from page to page and back again like a pro in no time! We are also offering enhanced flexibility that will allow you to view the full taskbar or minimize it once you get where you’re going. You can also easily see which Tab you have “locked” down as your own personal default!



[Click Here](#) for a quick video demonstration!



2 Highlight by row (V4.2.12+):



The screenshot shows a table with columns: Row #, Follow Up, Term, Student ID, Student, Level, Major, and Admit Type. A red callout box points to the 'Row #' column with the text: 'Click the Row # to select, click it again to de-select!'. The table contains 8 rows of data.

| Row # | Follow Up | Term | Student ID | Student | Level | Major | Admit Type |
|-------|-----------|--------|------------|-----------------|-------|-------|------------------------|
| 1 | | 2005 | | | GR | MDL | Local University |
| 2 | ✓ | 20 | | | UG | BADM | High School Curriculum |
| 3 | | 20 | | | GR | COUN | Domestic Unit |
| 4 | | | | | UG | 0000 | Mature |
| 5 | | 200503 | 230030475 | Aguilar, Shawn | UG | 0000 | Letter of Permission |
| 6 | | 200503 | 230066683 | Albert, Ardell | UG | 0000 | College |
| 7 | | 200503 | 230038313 | Alston, Charles | UG | INTS | College |
| 8 | | 200503 | 230021115 | Alston, Gaynell | UG | ACCT | Degree |

Did you know you can highlight a single row of a report so that you can quickly and easily see which line you're working on? This can be an incredible time-saver on your larger reports! This new feature allows you to work from left to right on the page and never lose your current row.

[Click Here](#) to see a short video clip!

3 Ability to tag an Approver as a “Favourite” in the Budget and Forecasting, Journal Voucher and Web Requisitioning modules (V4.2.16+):

If you are one of our many end users who submit items such as Budget Transfers, Journal Voucher Documents or Web Requisitions for approval, we have a time-saving feature just for you! You now have the ability to tag as many approvers as you like as your designated “Favourites”. This means that they will always be available to select with a single click and will save you the time of searching for them, or typing in their Employee ID.

You can add as many as you need and if you work in more than one application, each of your applications will update as you add additional “Favourites”! (Provided the approver has privileges in each application).

[Click Here](#) to see a quick demo!

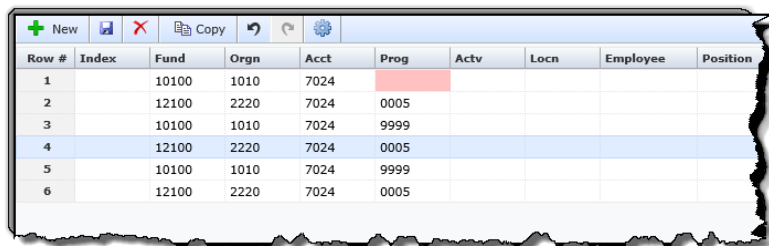
4 Data Entry Pages (V4.2.14+)

Have you used the new data-entry style pages? We have recently worked hard to convert many of our data entry reporting pages to the new “data entry grid” style!

This means it’s now easier than ever to see what you’ve entered and how to save your work. Above all, the pages are easier to navigate and move from cell to cell! The pages are specifically designed to have the same look and feel as a standard Excel spreadsheet and allow you to move about the page using just your keyboard! A simple and visual toolbar will help guide you through your workflow and allow you to add new rows, save, delete, copy, undo and redo with just a click!

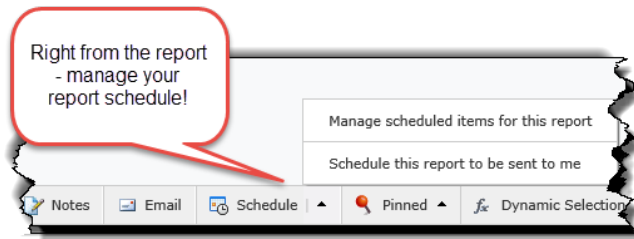
In addition to this, our enhanced menu security also makes it easy to assign your end users to different user groups and know whether or not they can make modifications to the pages or whether they can view and run the reports only.

[Click Here](#) for a data entry sample video!



| Row # | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Employee | Position |
|-------|-------|-------|------|------|------|------|------|----------|----------|
| 1 | | 10100 | 1010 | 7024 | | | | | |
| 2 | | 12100 | 2220 | 7024 | 0005 | | | | |
| 3 | | 10100 | 1010 | 7024 | 9999 | | | | |
| 4 | | 12100 | 2220 | 7024 | 0005 | | | | |
| 5 | | 10100 | 1010 | 7024 | 9999 | | | | |
| 6 | | 12100 | 2220 | 7024 | 0005 | | | | |

5 Report scheduler (V4.3):



The much anticipated Report Scheduler is now available in the brand new 4.3 release!

As an everyday end user, you can now schedule your most pertinent and time-sensitive Pinned Reports to be sent directly to you at regular and pre-defined intervals! You can choose the schedule, the frequency and even the desired report output such as PDF or Excel! You can easily manage your scheduled reports from a simple calendar that you can view in either Work Week, Full Week or Month-at-a-glance formats!

[Click Here](#) for a quick intro to this new feature!

Plus, as a **Site Administrator**, you can take the Report Scheduler a step further and begin to schedule your Group Pinned Reports for regular or ad-hoc distribution! You have the ability to select the frequency, the report format, the time of day, and then manage your groups to create a variety of reports delivered right to your end users' inbox!

From one central calendar, you can review, modify, add or delete reports to be sent out at different intervals for each application within FAST – it doesn't get any easier than that for on-demand reporting!

[Click Here](#) for a quick demo!

Type : Report ✕

Name : Your Monthly HR Report

Application : Human Resource Reporting

Email to : MANAGEMENT Dashboard Email List

Report : Preview

How often : Monthly

Interval : 1 month

Repeated on : Day of the month 1

Starts on : 01/09/2015 at 12:00am

Ends : After 12 occurrence(s)

Every month on the 1st at 12:00am starting after 01/09/2015 for 12 occurrences

From : mcsblueguy@outlook.com

Subject : Scheduled pinned report 📎 📧 📧

Body : Attached is your scheduled pinned report.

Notification email : Only on error Every send
mcsblueguy@outlook.com

Cancel Save



New Training Videos Available!

FAST FINANCE REPORTING

- Finance Overview: Introduction to the Main Menu
- Finance Overview: The Operating Statement
- Finance Overview: The Balance Sheet
- Finance Overview: Document Details
- Finance Overview: Pinned Reports
- Finance Overview: Dashboards and Graphing
- Finance Overview: User Defined Reports
- Finance: My Top 5 Tips and Tricks in FAST Finance

FAST STUDENT REPORTING

Student Overview: Introduction to the Main Menu
Student Overview: Using the Reporting Pages
Student Overview: Advanced Options and Pinned Reports
Student Overview: Dashboards and Graphing
FAST Student: How to Approve Student Grades
FAST Student: Using the Admissions Report
FAST Student: Using the Course Summary Report
FAST Student: Using Cross Tabs
FAST Student: Faculty and Instructors Tutorial

FAST HUMAN RESOURCE REPORTING

HR: General Overview
HR Overview: How to Customize your Report
HR Overview: Pinned Reports
HR Overview: Basic Graphing
FAST HR: Age Grouping
FAST HR: Using Cross Tabs

FAST JOURNAL VOUCHER

FAST JV: Introduction to Journal Voucher
FAST JV: How to Import an Excel File
FAST JV: Recurring and Auto-Reversing JVs
FAST JV: Using the Status Query Report
FAST JV: How to Reverse a Posted JV

ADMINISTRATION (included with the purchase of any FAST Video series)

Administration: Navigating Site Administration
Administration: Using Groups
Administration: Using the new Data Entry Admin Pages
Administration: Report Level Administration

How Do I? Video Series (a free video library for all clients!)

How Do I? Cross Tab
How Do I? Use the Filter Options Page
How Do I? Add or Remove Roles
How Do I? Set up "Favourite" Approvers
How Do I? Set up Alerts

[Click here to view the How Do I library!](#)



We hope you enjoyed our first Quarterly FAST E-Newsletter!!
Stay tuned for updates and as always, please be sure to keep
sending us your suggestions for new video content!

If you have not already done so, be sure to sign up for IMUC
2015!

[Click here for more info!](#)



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