

ADMINISTRATOR RELEASE DOCUMENT- MARCH 2018

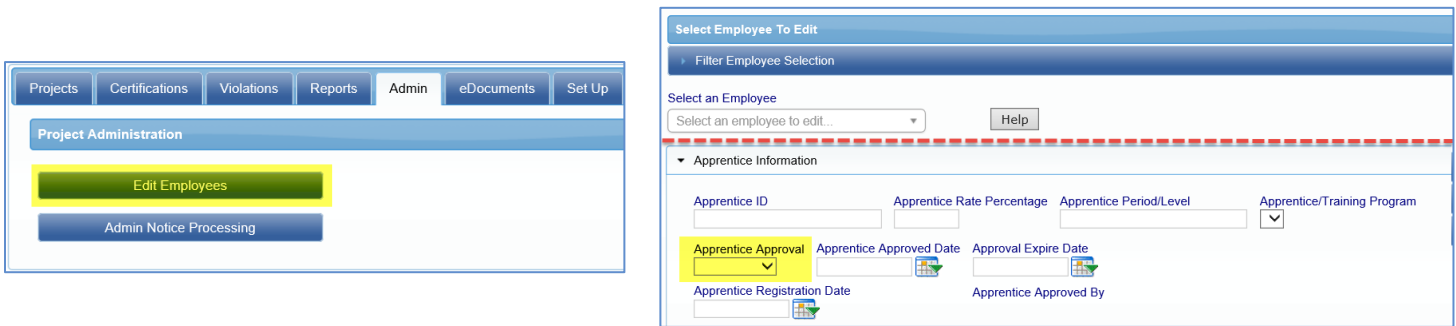
Setting to Limit the “Edit Employee” Page from Prime Approvers

Administrator Database Area Affected: *Admin > Edit Employees*

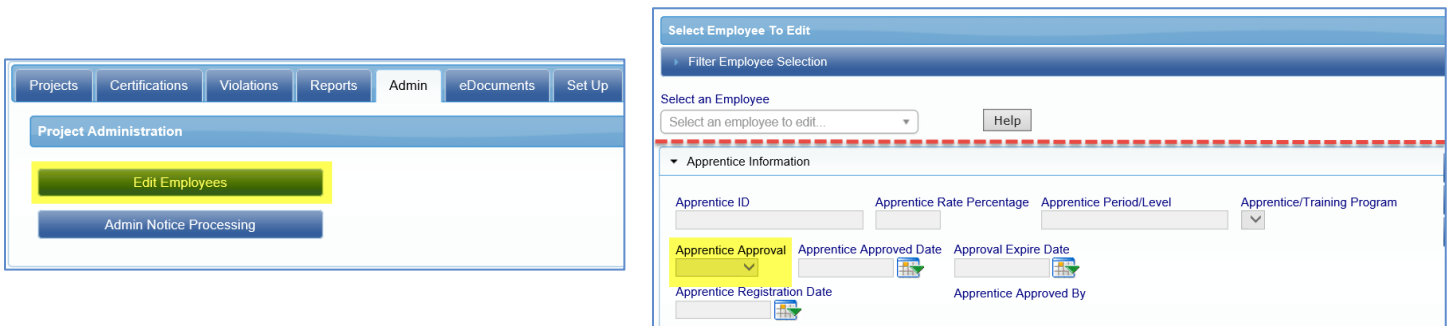
Administrators now have the option to limit the access to the Edit Employees screen for Prime Approvers, primarily for the Apprenticeship Approval function

The 3 options that will be available are:

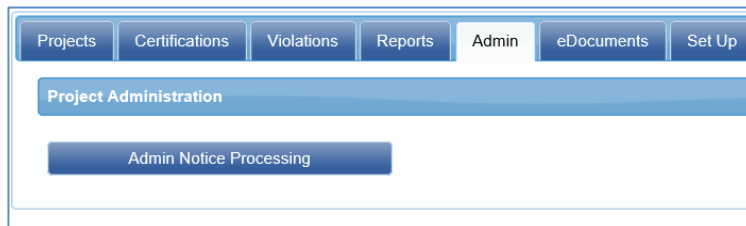
- Full Capability: Prime Approver is able to access Edit Employees section and edit Apprenticeship Approval



- No Edit Allowed: Prime Approver is able to access Edit Employees section, but cannot edit Apprenticeship Approval, or any other information on the page.



- Hide Page Entirely: Prime Approver cannot access the Edit Employees page at all.



If you're interested in having this feature enabled, please reach out to your LCPtracker Project Manager to discuss this option.

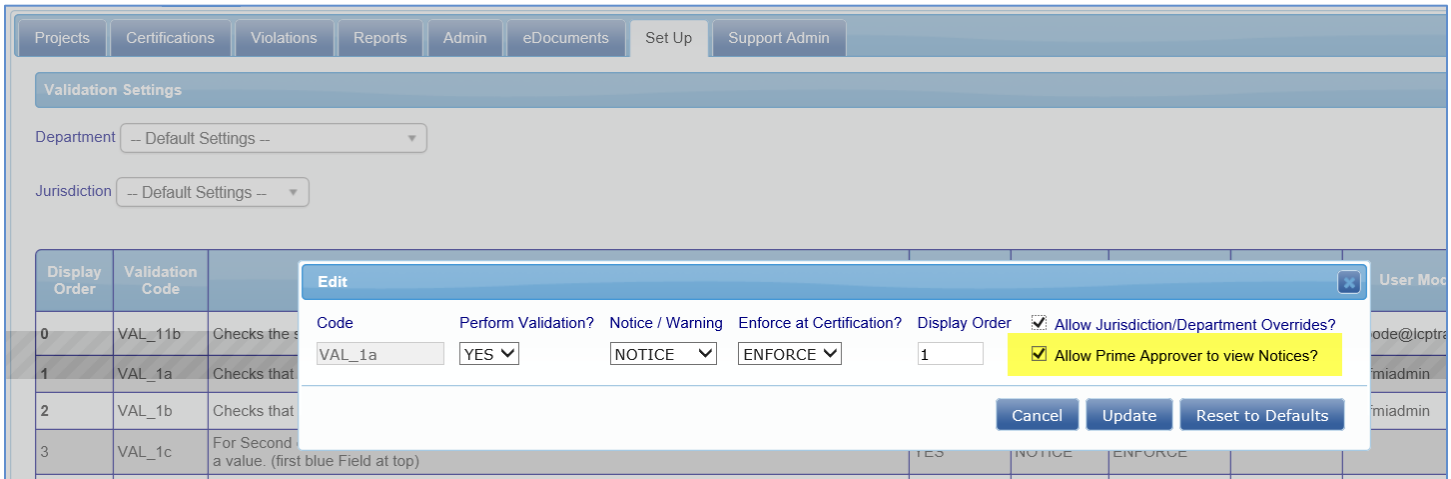
Setting to Hide Validations from Prime Approvers

Administrator Database Area Affected: *Set Up > Validation Settings*

When Prime Approver module is enabled, administrators now have the ability to hide specific validations from the Prime Approver role.

Notices for these validations will be hidden under:

- Violations Tab
- Details section of the Certifications Tab
- Pay records in Details section of Certifications tab



The screenshot shows the 'Validation Settings' page with an 'Edit' modal window. The modal contains the following fields:

- Code: VAL_1a
- Perform Validation?: YES
- Notice / Warning: NOTICE
- Enforce at Certification?: ENFORCE
- Display Order: 1
- Allow Jurisdiction/Department Overrides?:
- Allow Prime Approver to view Notices?: (highlighted in yellow)

Buttons at the bottom of the modal: Cancel, Update, Reset to Defaults.

If you're interested in having this feature enabled, please reach out to your LCPtracker Project Manager to discuss this option.

Report Update – ENG3180

Administrator Database Area Affected: *Reports > Special Reports > ENG3180*

LCP recently added on an CPR Accept Status of “Reviewed” to the Administrator database.

The report now displays the accept status of “Reviewed” or “Accepted” to display “checked by” and “date checked” on the report. When an account is using the Prime Approver module, the “Approved” status will also mark this report as “checked”.

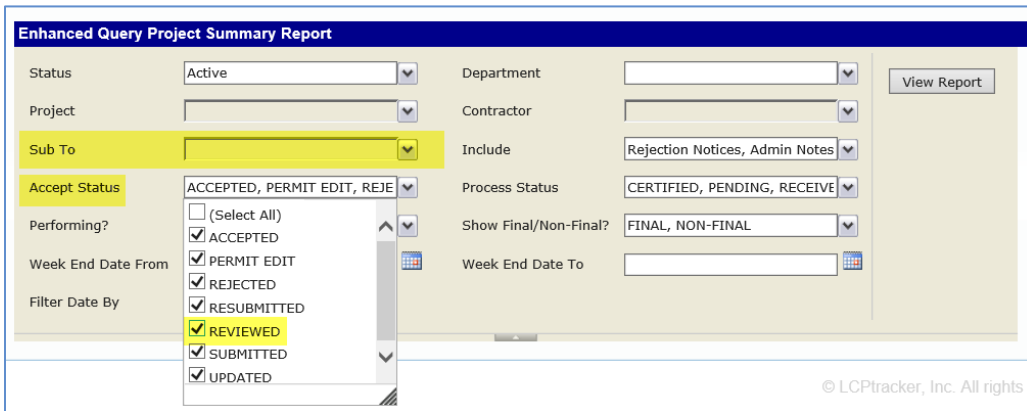
QAJESUS ENG 3180		Report D Date Range: 1/1/20					
California Campus College Multiple Contractors Multiple Departments		Sub To: Multiple Assignments					
Date: 01/01/2017		Project Code Dollar Value:					
Wage Decision Information:							
CLA Contractor							
Payroll Number	First Day	Last Day	Week Ending	Checked By	Date Checked	Number Employed	Man-Hours Worked
1.1	9/29/2018		10/5/2018			7	96.00
2.0			10/12/2018	fmiadmin, USER	2/21/2019	4	61.00
3.0			10/19/2018			3	46.00
CLA Contractor							

Report Update - Enhanced Query Project Summary Report

Administrator Database Area Affected: *Reports > Special Reports > Enhanced Query Project Summary Report*

LCP recently added on an CPR Accept Status of “Reviewed” to the Administrator database.

The report now displays the accept status Reviewed and allows filtering by Sub To for multiple assignment enabled accounts.



Setting to Limit Contractor Name Editability

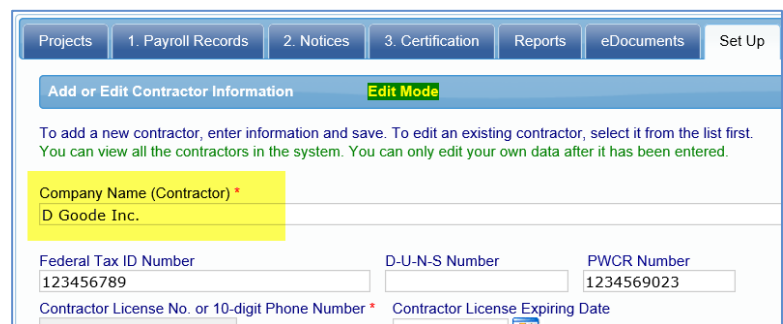
Administrator Database Area Affected: *Set Up > Contractor Setup > Add/Edit Contractor*

Contractor Database Area Affected: *Set Up > Company Information*

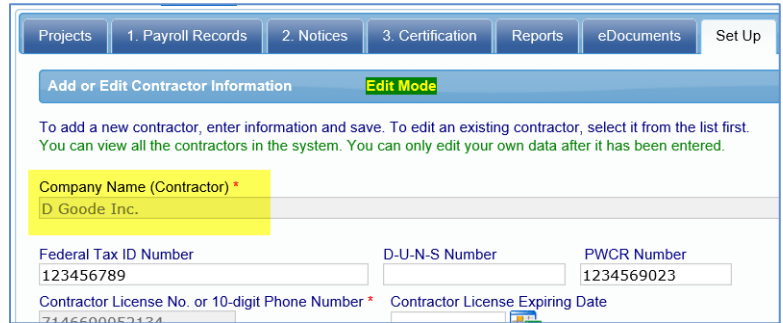
Administrators now have the option to limit who is able to edit contractors names under the Contractor Setup pages and Company Information pages.

There are 3 options for this update:

- **All Users:** this will allow contractors and all admin roles to edit the company name. This is the current system default setting.



- **Admin Users Only:** this will allow any admin role to edit the company name, but field will be greyed out for contractor roles



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up

Add or Edit Contractor Information Edit Mode

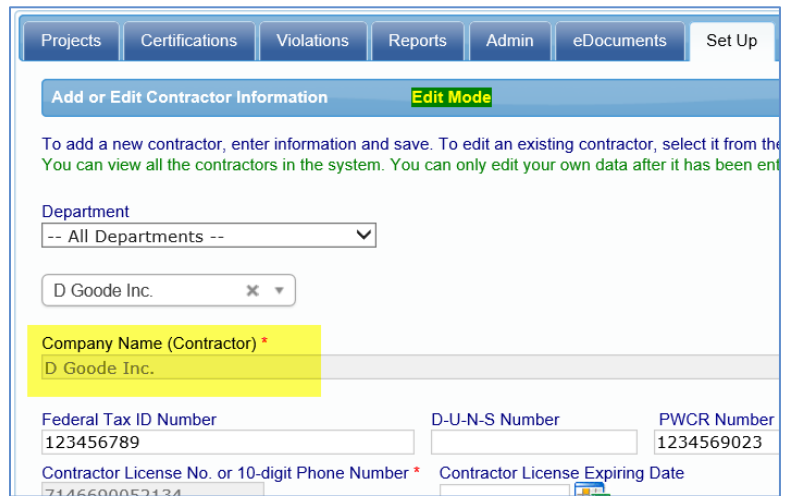
To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) *
D Goode Inc.

Federal Tax ID Number: 123456789 | D-U-N-S Number: | PWCR Number: 1234569023

Contractor License No. or 10-digit Phone Number * | Contractor License Expiring Date

- **Full Admins Only:** this will allow only full admin roles to edit company names, but field will be greyed out for any other admin role or contractor roles



Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Add or Edit Contractor Information Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the the You can view all the contractors in the system. You can only edit your own data after it has been entered

Department
-- All Departments --

D Goode Inc. x

Company Name (Contractor) *
D Goode Inc.

Federal Tax ID Number: 123456789 | D-U-N-S Number: | PWCR Number: 1234569023

Contractor License No. or 10-digit Phone Number * | Contractor License Expiring Date

If you're interested in having this feature enabled, please reach out to your LCPtracker Project Manager to discuss this option.