



ADMINISTRATOR RELEASE DOCUMENT- SEPTEMBER PT 2, 2019

Address Validation - Secondary Address update

Administrator Database Area Affected: *Admin > Edit Employees*

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

The system now confirms the secondary address information with the United States Postal service. If a user enters an incomplete or incorrect Address 2, or if they are missing it altogether, they will receive the following message:

The screenshot shows the 'Edit Employee' form for 'ELINOR, LEVI'. The 'Address 2' field is highlighted in yellow. A 'Results' dialog box is open, displaying the message: 'The primary street address has been validated. Address 2 (apartment, unit, etc) is missing for this location. You will still be able to save this address as a validated record, but may want to add the apt/unit number.' The dialog has an 'OK' button.

Please note, the address has been validated by USPS and LCPtracker, but the apartment/unit number can be added or corrected. However, it is currently not a requirement of the system.

If their Address 2 entry is incorrect or incomplete, the system will highlight the field in orange. If the entry is missing completely, the field will be highlighted in yellow.



Admin and Contractor side:

- When secondary is missing:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name * LEVI Last Name * ELINOR

Address 1 * 3050 S Bristol St Address 2 The main address has been validated, but this location is missing an apt/unit number.

City * Santa Ana State * CA - CALIFORNIA Zip * 92704 ✓ Address Validated

SSN Employee ID *

- When secondary is incorrect:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name * LEVI Last Name * ELINOR

Address 1 * 3050 S Bristol St Address 2 Apt 8 The main address has been validated, but the apt/unit number is incorrect for this location.

City * Santa Ana State * CA - CALIFORNIA Zip * 92704 ✓ Address Validated

SSN Employee ID *

- When secondary is completed correctly:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name * LEVI Last Name * ELINOR

Address 1 * 3050 S Bristol St Address 2 Unit 8G

City * Santa Ana State * CA - CALIFORNIA Zip * 92704 ✓ Address Validated

SSN Employee ID *



New report - Address Validation Report

Administrator Database Area Affected: *Reports > Address Validation Report*

Administrators now have the ability to pull a report showing employees' addresses and highlight the ones that have been validated in green. They can also view if an address has been exempted by an administrator.

Parameters:

Address Validation Report

Contractor	<input type="text"/>	Show All Employees	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="button" value="View Report"/>
Last Name Starts With	<input type="text"/>	Employee Name	<input type="text"/>	
Show Only Unvalidated Addresses	<input type="radio"/> True <input checked="" type="radio"/> False	Show Only Exempted Employees	<input type="radio"/> True <input checked="" type="radio"/> False	
Show Only P.O. Box / PMB Addresses	<input type="radio"/> True <input checked="" type="radio"/> False	Export in Filterable Format	<input type="radio"/> True <input checked="" type="radio"/> False	

Report example:

Contractor Name	Employee Name	Address 1	Address 2	City	State	Zip Code	Has Address Been Validated?	Has Address Been "Exempted" by Admin?	Does Address Contain "Box" or "PMB"?
D Goode Inc.	CASE, TESSA	123 Orange		Virginia Beach	VA	23452	No	No	No
	ELINOR, LEVI	3050 S Bristol	Unit 8	Santa Ana	CA	92704	Yes		No
	INSTANCE, RAE	117 E		Orange	CA	92866	Yes		No
	LEVI, ELINOR	3751 Katella		Los Alamitos	CA	90720	Yes		No
	MODEL, TY	404 Kings		Virginia Beach	VA	23452	Yes		No
	PEEL, JOE	123 MAIN ST		ORANGE	CA	12345	No	Yes	No
	QUIRARTE,	13820 Mvstic		Whittier	CA	90605	Yes		No
	EXAMPLE, LEVI	123 Orange		Orange	CA	90720	No	No	No
	GOODE, ELINOR	123 MAIN ST		Los Alamitos	CA	12345	No	No	No
	GOODE, LEVI	123 MAIN ST		Los Alamitos	CA	12345	No	No	No
TRIAL, REED	604 Sandv		Virginia Beach	VA	23452	Yes		No	

Updated report - Login Report

Administrator Database Area Affected: *Reports > Login Report*

Administrators are now able to select a time zone when pulling this report.

Parameters:

Login Report

Time Zone	<input type="text" value="Eastern"/>	Apply Daylight Savings	<input type="radio"/> True <input checked="" type="radio"/> False	<input type="button" value="View Report"/>
From Date	<input type="text"/>	To Date	<input type="text"/>	
User Roles	<input type="text" value="Full Admin, Contractor, Project"/>			



Report example:

LCP tracker		Login Report				9/16/2019
		Report from 8/1/2019 to 8/31/2019				
Time In *	Time Out *	User Id	Role	Contact Name	Contact Company	
8/1/2019 7:15 AM	8/1/2019 8:05 AM	7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/1/2019 8:05 AM	8/1/2019 8:38 AM	7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/2/2019 9:19 AM		7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/2/2019 10:29 AM		7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/2/2019 1:45 PM	8/2/2019 4:02 PM	7146690052-159	Contractor	Abel Quirarte	Abel's Subcontractor	
8/7/2019 12:06 PM	8/7/2019 12:12 PM	7146690052-159	Contractor	Abel Quirarte	Abel's Subcontractor	
8/9/2019 11:36 AM		7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/12/2019 9:33 AM	8/12/2019 10:02 AM	7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/12/2019 10:56 AM	8/12/2019 1:00 PM	7146690052-159	Contractor	Abel Quirarte	Abel's Subcontractor	
8/12/2019 1:13 PM	8/12/2019 2:13 PM	7146690052-159	Contractor	Abel Quirarte	Abel's Subcontractor	
8/12/2019 2:06 PM	8/12/2019 2:12 PM	7146690052173	Contractor	Sam	Samantha Street Sweeping	
8/13/2019 2:15 PM	8/13/2019 2:18 PM	post-it	Contractor	des	post-it	
8/14/2019 9:35 AM	8/14/2019 9:48 AM	7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/14/2019 9:42 AM	8/14/2019 9:42 AM	7146690052134	Contractor / Daily Reporter Manager	Desirae Goode	D Goode Inc.	
8/14/2019 1:44 PM		7146690052-159	Contractor	Abel Quirarte	Abel's Subcontractor	
8/14/2019 2:18 PM	8/14/2019 2:19 PM	csanchez@lcptracker.com	Full Admin	LCPTracker Test	DG- DATABASE	
8/15/2019 7:39 AM	8/15/2019 7:54 AM	dgoode@lcptracker.com	Full Admin	Desirae Goode	Levi's Engineering	