



T E R R A D O T T A

Terra Dotta Software 19.0 Release Notes

Note: To ensure you are reading the most up-to-date version of this document, please refresh your browser window while holding your computer's Shift key each time you visit this page.

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1.) Upcoming Functionality

We have a significant user interface update that will be released in *beta* form into your sandbox and staging sites with the release of TDS 19.0: the application page redesign. The redesign focuses on streamlining the application process, stepping applicants through the experience and providing information in a more user friendly format. This update is currently planned to be added into your *production* environment after testing and improvements based on internal and client feedback with the release of TDS 19.1. The “New App Page Preview” button functionality described below *will* be included in your production environment in TDS 19.0.

Note that we will be redesigning the entire student experience, not just the application page. Our goal is to start with a preview of what it is going to look like for administrators with the 19.0 release (not actually visible to the applicants themselves) so that we could get feedback on the new design approach, but during the first quarter of 2019, we'll be working on the rest of the UI for applicants: applicant home, profile, even the public deadlines, staff listings, etc. will all be getting this new material design UI treatment.

The full new applicant UI will be available to turn on when we release TDS 19.1 in the second quarter of 2019, and it will be something that is optional. You will be able to elect to use the new design when you are ready.

We are excited about the new look, but we want to hear from you. We highly encourage you to provide feedback via our TDS 19.0 and TDS 19.1 [feedback forms](#) so we can best tailor this new page for you and your students' needs. For now, we're providing only a high-level overview of the planned changes. A full feature write-up will be included in the TDS 19.1 release notes.

Application Page Redesign Beta

We've redesigned the applicant's view of an application in order to provide a more streamlined experience. The new design is comprised of individual tabs to display information, similar to how administrators view an application. The tabs that are displayed at a given time will vary based on the phase of the application, keeping only what is most relevant in front of the user. Below are brief overviews of some of the tabs and what information will be displayed on them as well as other key points of the redesign.

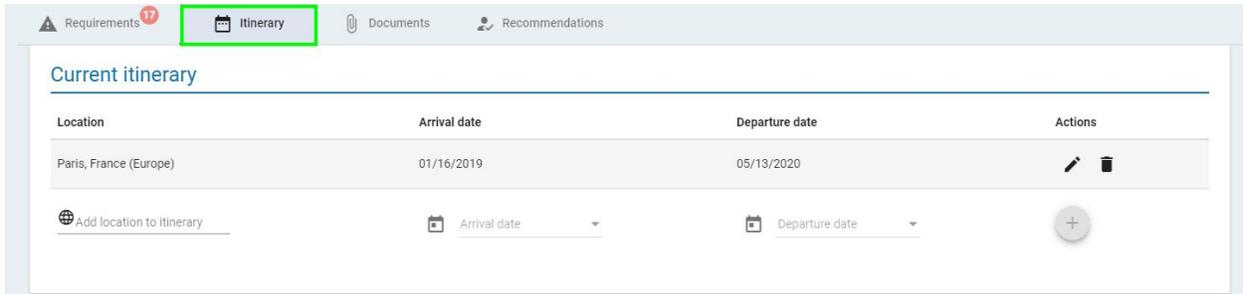
Note that this is a **beta** release and the design of this new page will likely change based both on your feedback and our internal feedback. Further note that this functionality is currently optimized for **Outgoing** type programs.

Process elements will now be displayed in a single list and can be expanded and completed all on the same application page rather than clicking into different pages for each one. This helps give users a better idea of what is required of them to complete an application. This list will be found under the “Requirements” tab of the application. The tab name will also show an indicator that displays the number

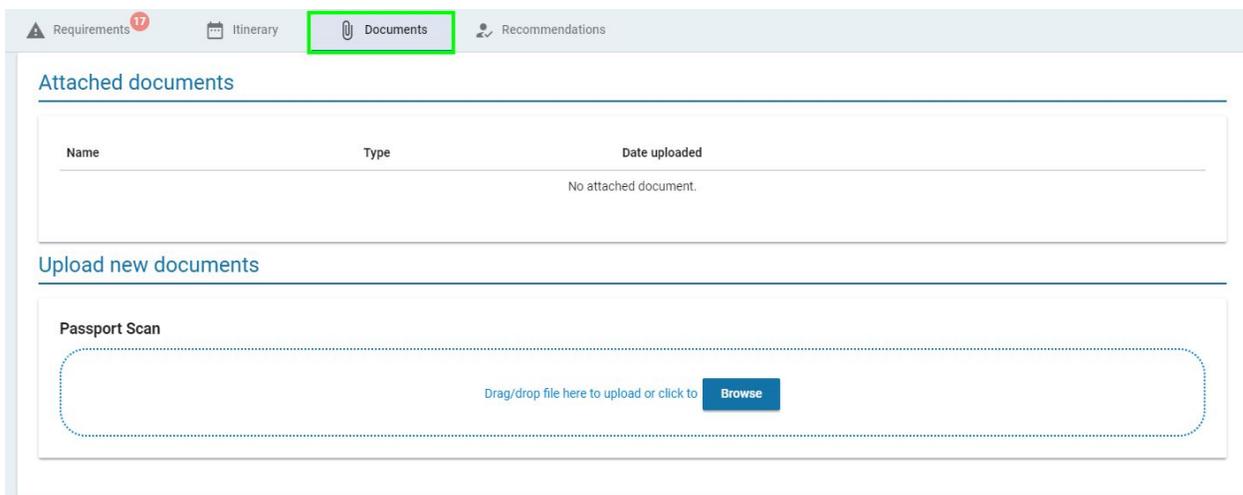
of incomplete items the user has outstanding. Completed elements will be moved to the bottom of the page in a “Completed” section, allowing users to see quickly what’s left for them to finish, but also have a place to return to for their reference. Elements listed here are sorted first by due date then by alphabetical order if multiple elements are due on the same day. This keeps the most relevant items at the top of the page. Also note that the submit button functionality, if enabled, will appear only after the required process elements are completed.

The screenshot shows the user interface for the Paris Semester Abroad application portal. At the top, a blue header displays the program name and a settings icon. Below the header is a navigation bar with tabs for Requirements (highlighted with a red box), Itinerary, Documents, and Recommendations. The main content area is divided into three sections: Online application, Offline requirements, and Completed requirements. The Online application section lists several tasks with due dates, such as 'Culture Shock Quiz' due 07/12/2018. The Offline requirements section lists 'Application Fee' and 'Copy of Transcript'. The Completed requirements section lists 'Material submissions', 'Signature documents', 'Questionnaires', 'Learning content', and 'Assessments'. On the left side, there is a user profile card with a photo, application deadline, start and end dates, and a 'View program' button. Below the profile card are sections for 'Instructions' and 'Announcements'.

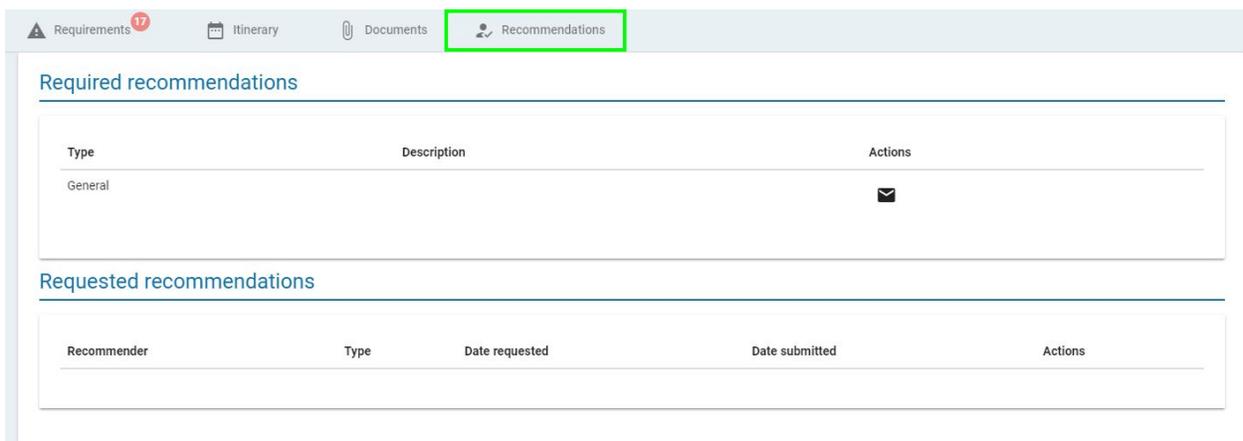
The new “Itinerary” tab will house the applicant’s itinerary information and allow them to update their itinerary if the program type allows.



The attached documents functionality is now found in the “Documents” tab. From here, an applicant can see what documents they need to provide and upload them via drag and drop functionality. They can also reference documents that have already been submitted.



Recommendation requirements will be displayed in the “Recommendations” tab. Users can request recommendations and view any for which they’ve been given access from this tab.



Once the application reaches the post-decision phase, the “Recommendations” tab will be replaced by a “Program Info” tab that displays the student’s start and end dates, relevant learning content, any TD

Connect integrations relevant to that phase, and links to update their personal information or access further program information.

Location	Arrival date	Departure date
Paris, France (Europe)	08/07/2019	01/12/2020

Update information Update address Update itinerary

Update documents View program

TD Connect Partner

TD Connect partner UI here

Information

Decision letter

In the way of cosmetic changes, the banner for the application’s program will be displayed on the application page if one exists and the user’s profile picture will be prominently positioned and displayed on the left side each page alongside the application status, deadline, start/end dates, instructions, and site/program announcements. A new addition are the clock icons that allow a student to quickly add one of the dates listed in the sidebar to their online calendar (Google, Outlook, and iCalendar are currently supported).

The navigation menu will now also be collapsed into a hamburger menu.

“New App Page Preview” Button

While the application page redesign will not be available on production sites until the TDS 19.1 release, we are giving administrators the ability to see what a production application will look like with the design as part of the TDS 19.0 release. This serves two purposes: giving you a chance to see the new design and creating a new method for seeing what a user currently is seeing on their application. **Note:** This is a “read-only” design, so you will not be able to edit the application through this view and Decision Letters will not appear on the Program Info tab unless you are viewing your own application as an admin.

You can access the “view as” functionality by clicking the “New App Page Preview” button on the top right of the “Overview” tab of the current application page. This will show you a copy of exactly what the user will see on their application page beginning with the TDS 19.1 release where this new redesign will be made available for applicants. Currently, it is not possible to use this functionality to view what an application might look like in a future phase or in a past phase. This is inspired by submissions to the Idea Forum requesting an easier way to view what applicants see and allow you to better assist them in completing their application.

Application : Overview

[Search](#)[Search Results](#)[New App Page Preview](#)[New Task](#)

Use the tabs below to view and change information for this application. ×

Rhoney, Aaron ([Edit Profile](#))
Non-TDU Applicant
(No home institution specified)
Paris Semester Abroad (Paris)
Fall, 2019

Created: [04/02/2018](#) (by Dotta, Terra)
Last Updated: [11/16/2018 @ 02:44:11 PM](#)
Last Viewed by Applicant: [04/02/2018](#)
ID# [11945: no label](#) ([Edit](#))
Start Date: 08/07/2019
End Date: 01/12/2020

Note that this is also beta functionality and will likely change in design before the TDS 19.1 release.

Questionnaire Grouping Setting

The new application page design will provide you with the ability to group all of the question items contained in all of the questionnaires assigned to that phase of the application into a single questionnaire on the application view. So, instead of multiple distinct questionnaires, applicants are presented with a list of questions, ten at a time, to complete altogether instead of clicking into each questionnaire. This can be enabled or disabled by program type and phase. For example: for all Outgoing programs, you can chose to have all pre-decision questionnaires appear individually, but have all post-decision questionnaires appear grouped. This is configured in *Programs > Program Types > Edit Pencil*.

BETA: New application page questionnaire deployment settings by phase

individual: Each questionnaire will appear as a separate requirement to the applicant.
grouped: All questionnaires for the phase will be deployed as a single requirement to the applicant.

Pre-decision:

Post-decision:

Abroad:

Returnee:

[Update](#) [Cancel](#)

2.) Updated Functionality

Option to Report on Application Tags

Developed from a submission in our Idea Forum, the report wizard in TDS 19.0 now gives administrators the option to report on attached application tags. The option for this is found under the "Additional Information" heading at the bottom of the report wizard page (*Search > Options > Create Report*). There will be a radio button that will allow you to choose how the report will be structured in regards to application tags:

Additional Information	
<input type="checkbox"/>	Reason for Withdrawal
<input type="checkbox"/>	Exchange / Non-exchange
<input type="checkbox"/>	Date application created
<input type="checkbox"/>	Last date application updated
<input type="checkbox"/>	Last date application status updated
<input type="checkbox"/>	Last date application viewed by applicant
<input type="checkbox"/>	Program ranking
<input type="checkbox"/>	Itinerary
<input type="checkbox"/>	Principal record
<input type="checkbox"/>	Dependent records
<input type="checkbox"/>	Date Application Submitted: Pre-Decision
<input type="checkbox"/>	Date Application Submitted: Post-Decision
<input checked="" type="checkbox"/>	Application Tags
<input checked="" type="radio"/>	Single column (default)
<input type="radio"/>	Multiple columns

Choosing “single column” will display any application tags attached to an application in a single column wherein applications/records with multiple tags will display all of their tags in a pipe-separated list.

Name	Year	Term	Status	Application Tags
Dotta, Terra	2018	Summer	Committed	
Chen, Aimee M	2019	Academic Year	Committed	Earned Academic Credit Intern/Work/Volunteer
Chen, Aimee M	2019	Fall	Committed	Earned Academic Credit

The “multiple column” option will dedicate a column to each app tag you choose to include. Whether or not the particular tag has been applied to a given application will then be displayed individually.

Name	Year	Term	Status	Tag: Earned Academic Credit	Tag: Intern/Work/Volunteer
Dotta, Terra	2018	Fall	Pending	Yes	Yes
Dotta, Terra	2018	Fall	Pending	Yes	

Itinerary State/End Dates Added to Advanced Search

Starting in TDS 19.0, you'll be able to search with itinerary start and end dates as a filter in the Advanced Search functionality. This will filter results by the application dates, not the program dates (if they differ). The filter is found in the "Application Activity" section of the Advanced Search and includes options for filtering "since," "before," or "on," a particular date "between," two dates, or "in the next" or "in the last" period of time. This improvement comes from our Idea Forum and will be especially useful for finding students whose itineraries don't align with their original program itineraries.

Application Activity:

Application started:	Since <input type="text" value="mm/dd/yyyy"/>	Application completed:	Since <input type="text" value="mm/dd/yyyy"/>
Last status update:	Since <input type="text" value="mm/dd/yyyy"/>	Last activity:	Since <input type="text" value="mm/dd/yyyy"/>
Last viewed:	Since <input type="text" value="mm/dd/yyyy"/>	Last itinerary update:	Since <input type="text" value="mm/dd/yyyy"/>
Itinerary start:	Since <input type="text" value="mm/dd/yyyy"/>	Itinerary end:	Since <input type="text" value="mm/dd/yyyy"/>

Search Results "Open Tab" Option

After conducting an application search or profile/user search, you will now have the option to choose which tab will be opened when clicking into the links displayed in the results. This can be useful if you're checking a particular tab on multiple applications. Selecting the tab you want to jump to then opening each application from the list in a separate browser tabs lets you line them all up and quickly go through them. For example, if you're adding the same comment to multiple applications/records, you can jump to the Comments tab in each one, paste in your comment, save, close, and move to the next. This change should eliminate some back and forth and save time between the results page and the application page.

Search Results:

Name	Status	Program
Chen, Aimee M	Pending	Paris Semester Abroad (ID 13030 - not ranked)
	Pending	Paris Semester Abroad (ID 11969 - not ranked)
Dotta, Terra *	Pending	Paris Semester Abroad (ID 13034 - not ranked)
	Pending	Paris Semester Abroad (ID 11972 - not ranked)
Rhoney, Aaron *	Committed	Paris Semester Abroad (ID 11945 - not ranked)
	Pending	Paris Semester Abroad (ID 11944 - not ranked)

* Non-TDU Applicants Found: 3

Save Search Query

Untitled__12_10_2018__01_43_57_PM

Tab to open: Overview

- Overview
- Comments
- Status
- Reviews
- Profile
- History Log
- Email
- Itinerary
- Questionnaires
- Materials
- Learning Content
- Assessments
- Documents
- Recommendations
- Journal

Progress Audit Batch Options

TDS 19.0 is making batch application actions easier by including the list of batch actions that appear on the search results screen to the progress audit screen. You'll now be able to select applications/records from the progress audit and perform actions rather than needing to return to the search results screen. This is also an addition that stems from our Idea Forum.

Check All | Uncheck All

Code of Condui	Paris Semester	Academic back	Passport Uploa	Passport Quiz
2018 - Fall - Paris Semester Abroad				
<input checked="" type="checkbox"/>	Dotta, Terra *			
2019-2020 - Academic Year - Paris Semester Abroad				
<input checked="" type="checkbox"/>	Chen, Aimee			
<input type="checkbox"/>	Dotta, Terra *			
2019 - Fall - Paris Semester Abroad				
<input type="checkbox"/>	Rhoney, Aaron *			
2019 - Spring - Paris Semester Abroad				
<input checked="" type="checkbox"/>	Chen, Aimee			
<input type="checkbox"/>	Rhoney, Aaron *			

Send Email to Marked - Export Options - Process Marked -

- Process Marked -
- Send SMS (text message)
- Create report
- Batch status change
- Batch review status
- Batch info edit
- Batch app tags
- Recs pending
- Batch material edit
- Batch attach file
- Batch workflow
- Full export

Current Date and Time Added as Merge Fields

When using a WYSIWYG editor that contains the merge field functionality, you can now choose to add "current date," "current time," and "current date and time" as a merge field. The placeholders will be replaced with the time/date of sending once delivered. This is useful any time you want an extra record of when something was sent.

Email template content

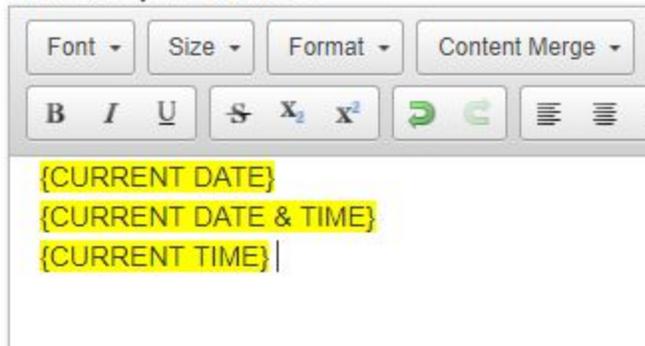
Font Size Format Content Merge Source

B I U X₂ X²

- Contact 2 name
- Current date
- Current date & ti...
- Current time
- Decision date
- Email address

body

Email template content



Self-Service Maintenance Permissions

TDS 19.0 brings a significant change to how Maintenance permissions are assigned for clients hosted with Terra Dotta. Previously, the primary administrative contact for an account would need to open a case to request these permissions be assigned to users. With the release of TDS 19.0, most of these permissions will now be able to be assigned by any user with the ability to edit staff permissions. We are also updating the list of permissions that will be available to be assigned. The following permissions will now be able to be assigned without contacting Terra Dotta Support:

- Email Tests
- Login Attempts
- Sent Email
- System Errors
- SIS Refresh
- Merge User
- Scrub Application
- Scrub Program
- Convert User
- Edit User
- SIS/HR Tests
- Text Interface
- Allow posting of blocked script elements in WYSIWYG content (override XSS blocking)

The following permissions are now restricted and will no longer be assigned to hosted clients. Please note that if you have either of these permissions already, they will not be removed (you just won't be able to assign them to anyone else or have them reassigned to you if removed). This is in addition to all previously restricted permissions:

- SIS/HR Mappings
- Version Info
- File/Folder Check
- Task Logs

The only permission for which you will still need to open a case with Terra Dotta Support is the "Data

Import/Export” permission. This permission should still be assigned sparingly only to the people who need it most and are knowledgeable about the functionality.

These changes should allow you to have greater control over your Maintenance permissions and choosing which users are able to access these functions. As before, you should be sure you understand what each permission does and the implications of the use of the corresponding functionality before granting Maintenance permissions.

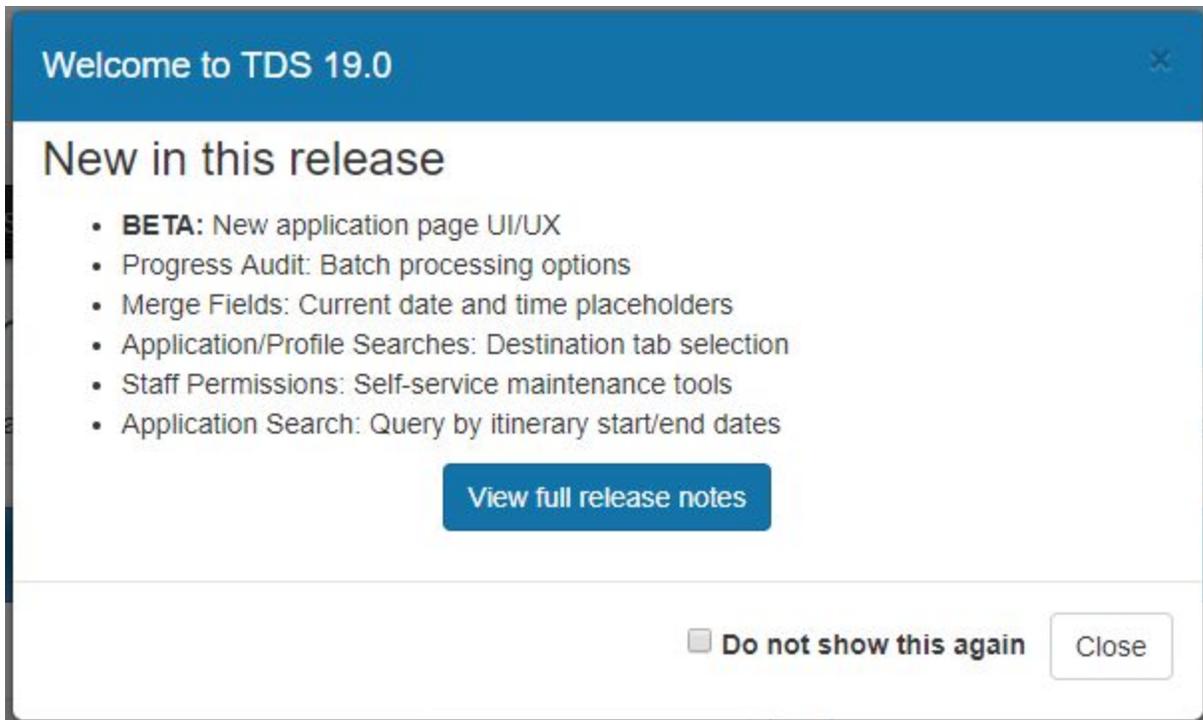
3.) New Functionality

Admin Home Release Information Modal

If you’re reading this document, you’ve likely already seen the latest addition to the Admin Home. You may have even been brought here by it.

Upon logging in after a TDS version update, administrators in the Facilitators permission group will be presented with a pop-up modal alerting them of the update and providing a high-level list of the new/updated functionality, a link to the full release notes, and sometimes an overview video.

This will appear every time the admin logs in for the first few weeks following a release until dismissed by clicking the “Do not show this again” checkbox.



4.) Corrected Issues

The following issues are addressed in the TDS 19.0 release:

Date Updated	Ticket #	Issue Corrected
12/14/18	343	Date mask issues when searching with date of authorization and expiration in home course list
12/14/18	364	Profile search: query builder : erroneous date mask used when editing query with dd-Mmm-yyyy account-level date mask
12/14/18	1533	Advanced app search: Batch review status validation not showing alert when no application is selected
12/14/18	1538	When sending an email to a prospect (prospect inquiry), the 'From' address is not the same as what was selected; instead, it is a string of numbers--not an email.
12/14/18	1548	Prospect Inquiry: Settings: Legacy settings could cause issues with notification email address
12/14/18	1627	Post TDS 17.3: Decision Letter does not update post status change
12/14/18	1782	Program Wizard: Steps 3 - 4: Information sheet assigned values not updated with changes made in step 3
12/14/18	1804	Program Wizard accessibility issues
12/14/18	1895	Admin Home: Saved Profile Reports: Discrepancy between profile export and report
12/14/18	1904	Program Wizard: Public Brochure Page: Location widget not displayed properly if there is no lat/long for location
12/14/18	2208	Program Wizard: "No internal requirements in pre-decision" stamp message displays incorrectly in post/abroad/returnee phases
12/14/18	2232	Program Wizard: Brochure: Apply now button display not updated in brochure builder when dates changed
12/14/18	2249	Program Wizard: Details step: Unable to edit parameter values once set on information sheet
12/14/18	2327	Assigned program locations are not displayed properly in public program search results page
1/5/18	2394	Recommendations with required lookup with search question items cannot be submitted
1/5/18	2401	Error when administrator generates new recommendation request

Browser Compatibility Note

Terra Dotta's software development quality assurance process tests on the latest web browser technology to keep pace with continued evolution of standards and best practices. Since Microsoft formally discontinued Internet Explorer in favor of Edge, Terra Dotta no longer focuses compatibility testing with the Internet Explorer browser. For practical and security reasons, we recommend using a browser that is currently maintained and supported.