

8.0H Release

8.0H Release 6-28-17

To get the latest version, go to the File menu in your program and click **C** [Download Now](#)
heck for Program Update. Or, just click **Download Now**.

We recommend updating to Formation Office 8.0H, which offers the following enhancements.

Quick Links

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Improved Features

Grades on Permanent Records

- ✓ We changed the Grade keyword to a text box on students' permanent records. This way, permanent records are not affected by changes you make to the Grades keyword list.
- ✓ Now, if you remove, combine, or edit a grade in the keyword list, the permanent record keeps the original value you set.

Improved Class Selections

- ✓ We improved the way you select classes when creating the [online registration form](#).
- ✓ You can easily find the classes you want with the new Year/Period drop-down list.

Select what Class Information will Appear on the Registration Form:

How many classes may the family select?
 Number of Classes: Year / Period:

From the list select the classes that will appear in the dropdown use the button to include all the classes on the form.

2017/2018 1st Grade Formation TIME-Every Thu--05:00 PM - 06:00 PM
 2017/2018 2nd Grade Formation TIME-Every Wed--06:00 PM - 07:00 PM
 2017/2018 3rd Grade Formation TIME-Every Wed--06:00 PM - 07:00 PM
 2017/2018 4th Grade Formation TIME-Every Wed--06:00 PM - 07:00 PM
 2017/2018 5th Grade Formation TIME-Every Fri--07:00 PM - 08:00 PM
 2017/2018 6th Grade Formation TIME-Every Thu--06:00 PM - 07:00 PM
 2017/2018 7th Grade Formation TIME-Every Tue--07:00 PM - 08:00 PM
 2017/2018 Baptism TIME-Every Sat--10:00 AM - 11:00 AM
 2017/2018 Bible Study TIME-Every Tue--06:00 PM - 07:00 PM
 2017/2018 Confirmation TIME-Every Tue--07:00 PM - 08:00 PM
 2017/2018 First Communion TIME-Every Tue--07:00 PM - 08:00 PM
 2017/2018 High School Formation - Monday TIME-Every Mon--07:00 PM - 08:00 PM
 2017/2018 High School Formation - Wednesday TIME-Every Wed--07:00 PM - 08:00 PM
 2017/2018 Jr. High Formation TIME-Every Thu--07:00 PM - 08:00 PM
 2017/2018 Pre-School Formation TIME-Every Fri--05:00 PM - 06:00 PM

- ✓ It could be a hassle to re-select classes if you were just updating one thing, like the form introduction text. So we changed the default class selections. Now, when you create the next form, your previously selected classes are marked by default.
- ✓ In addition, you're now prompted to confirm the selected classes.

Select what Class Information will Appear on the Registration Form:

How many classes may the family select?
 Number of Classes: Year / Period:

Confirm

The classes you selected last time this form was created are marked. Make sure you've marked only the classes you want to include on the new form.

Click Yes to continue, or click No to review your selections.

2017/2018 Confirmation TIME-Every Tue--07:00 PM - 08:00 PM
 2017/2018 First Communion TIME-Every Tue--07:00 PM - 08:00 PM
 2017/2018 High School Formation - Monday TIME-Every Mon--07:00 PM - 08:00 PM
 2017/2018 High School Formation - Wednesday TIME-Every Wed--07:00 PM - 08:00 PM
 2017/2018 Jr. High Formation TIME-Every Thu--07:00 PM - 08:00 PM
 2017/2018 Pre-School Formation TIME-Every Fri--05:00 PM - 06:00 PM

Show/Hide Email Option

- ✓ You can now show or hide the **Email Instead of Mail** check box on the [online registration form](#).

Email Address

*Email Unlisted

Send Email Instead of Mail When Possible

✓ When creating the form, you can include or exclude the option for family, head, spouse, and students.

Internal Field Name	Edit to Show on Form	Included Field	Required Field
FAMILY'S EMAIL HEADING	Family Email Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family's Email	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family's Email Instead of Mail	Email Instead of Mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FAMILY'S REMARKS HEADING	Family Remarks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family's General Remarks	Remarks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FAMILY'S MAILING ADDRESS HEADING	Family Mailing Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family's Mailing Address Line 1	Line 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Policy Compliance Changes

✓ We added **Policy Compliance** as a general reason for change.

Type of Change: Name Changed

General Reason for Change: [Dropdown Menu]

More Info. for the Change: [Text Field]

Original Value: [Text Field]

New Value: [Text Field]

Log/OK Cancel

Paid and Pledged Fund Summary

✓ Now, it's easier to print the amounts paid and the amounts pledged for a selected fund period. When selecting your fields to print in a list report, go to **Fund > Fund Summary**, and you can select the paid and /or pledged fields for the fund(s) you want.

Fields available to print (right click item for details):

- ▲ Fund Summary
 - 1-00 Paid
 - 1-00 Pledged
 - 1-01 Paid
 - 1-01 Pledged
 - 1-02 Paid
 - 1-02 Pledged
 - 1-03 Paid
 - 1-03 Pledged
 - 1-04 Paid
 - 1-04 Pledged
 - 1-05 Paid
 - 1-05 Pledged
 - 1-06 Paid
 - 1-06 Pledged
 - 1-07 Paid
 - 1-07 Pledged
 - 1-08 Paid
 - 1-08 Pledged
 - 1-17 Paid
 - 1-17 Pledged

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Corrections

We fixed the following issues that affected some of our clients.

- When checking online registrations, if you marked all information on the database side, the student was not registered for the class that the family selected on the form. Now, if the data doesn't list a class but the form does, the check box won't show up on the class line so the student is registered properly.
- When updating their information online, families could submit the registration without filling in some required fields.
- PDS was still producing 3-digit mail trays, which were discontinued as of January 2017. We've updated the program to reflect the standards for [Traying Sequence \(245.7.5\)](#).
- If you included student user keywords on the online registration form, only the first keyword was showing for the head and spouse when selecting which fields were included/required.
- When adding a new family during the Payment/Donation Entry quick posting, you had to enter the name twice.
- The eGiving Check Batch Status was incorrectly reporting that some records could not be found at Vanco.
- An error displayed when running reports if you had duplicate fund periods.

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