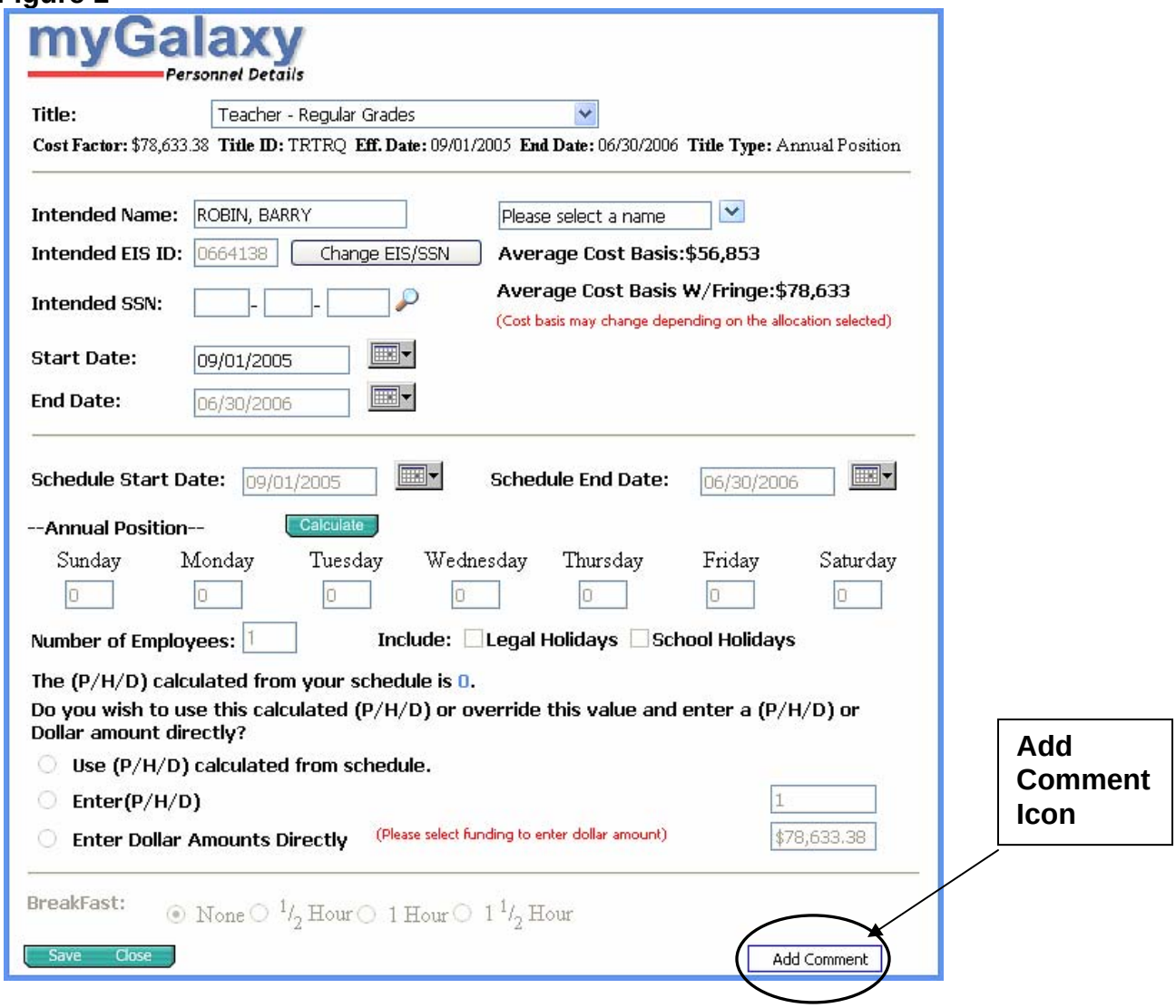
Release Notes:
Release 2.6.0 & 2.6.1

myGalaxy (Ver 2.6.0)

Add Comments Link To PSI Screen

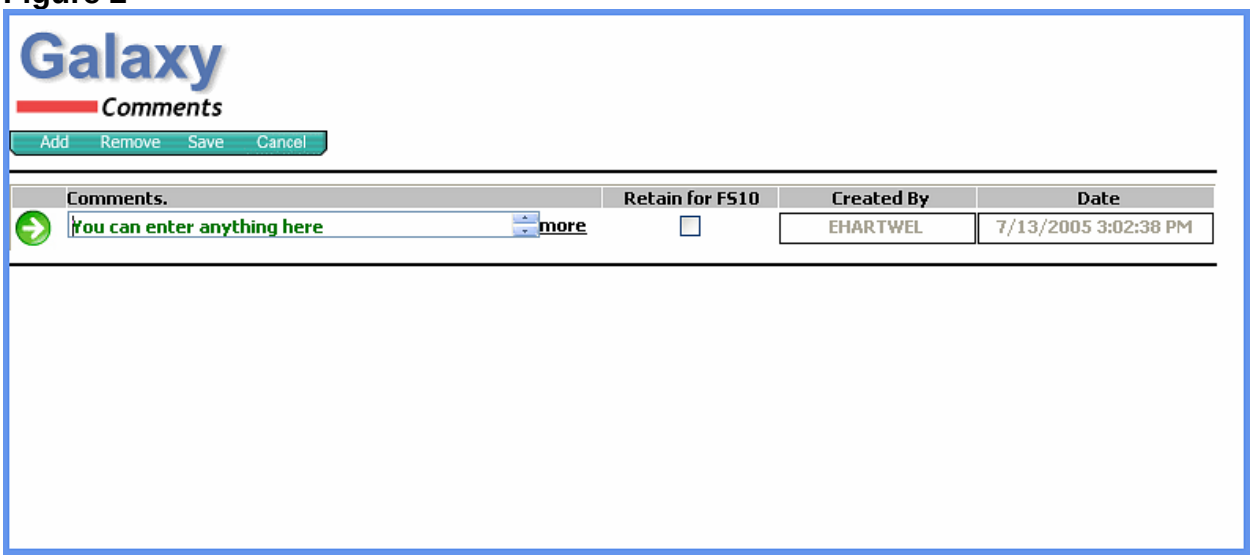
A new feature has been added to the Personnel Details screen that will enable users to enter and view comments on items that are **Unapproved**, **Submitted**, and **Batch Approved**. This feature can be utilized when creating new annual positions **(Fig.1)** or when viewing/editing previously approved items. Note the 'Add Comment' icon on the bottom right of the screen.

Figure 1



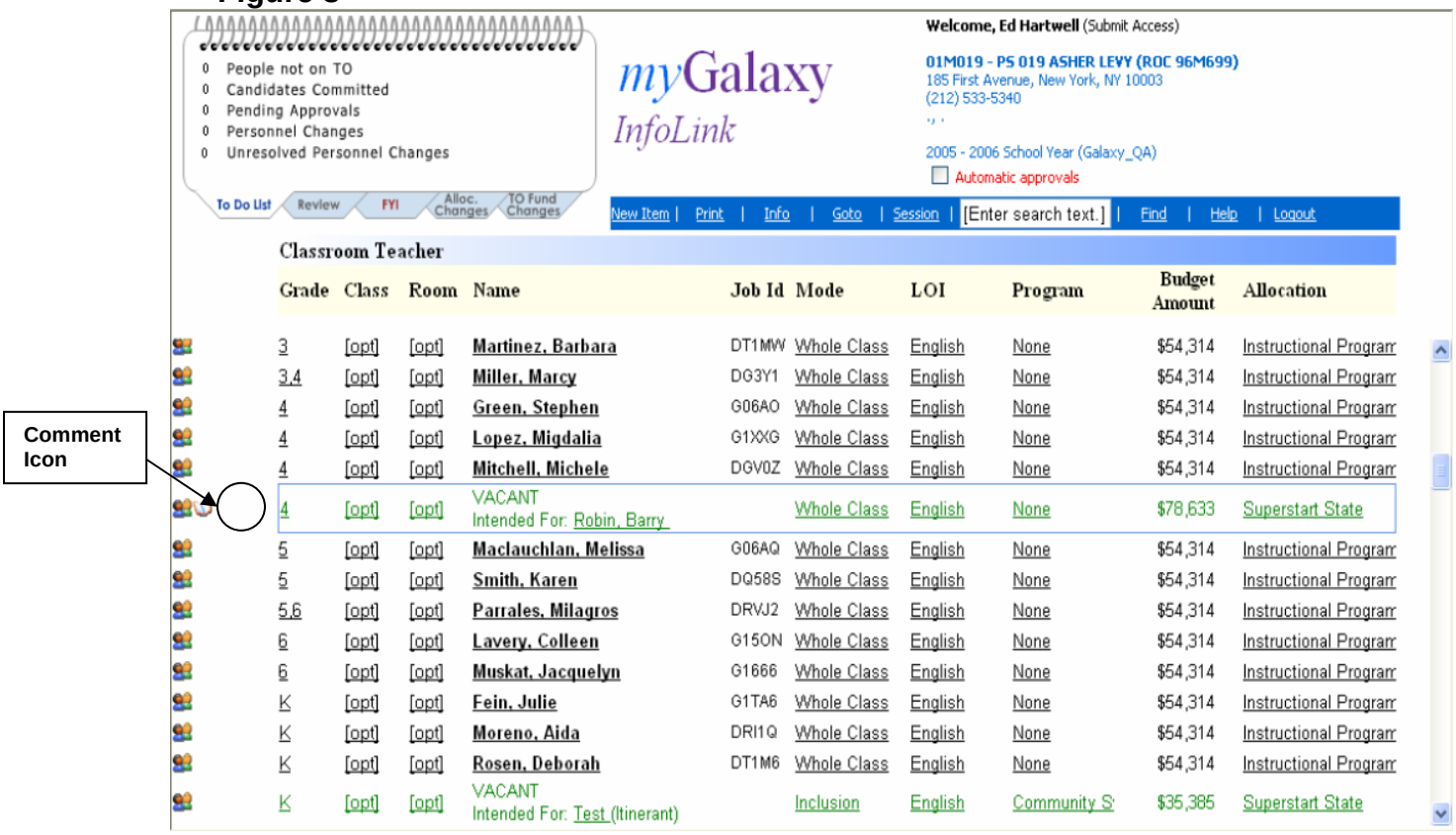
When the "Add Comment" option is selected, myGalaxy will display the "Comments" window which will allow comments to be added and/or edited **(Fig.2)**.

Figure 2



Once saved, the 'Comment Icon' will appear next to the item on the Table of Organization to indicate that the item has a comment **(Fig.3)**.

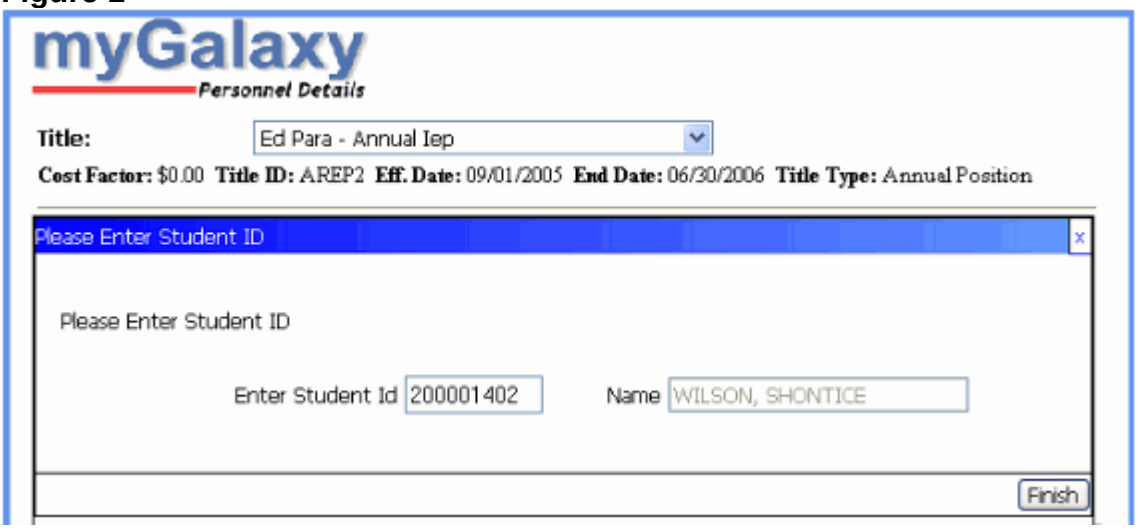
Figure 3



Duplicate Student Report

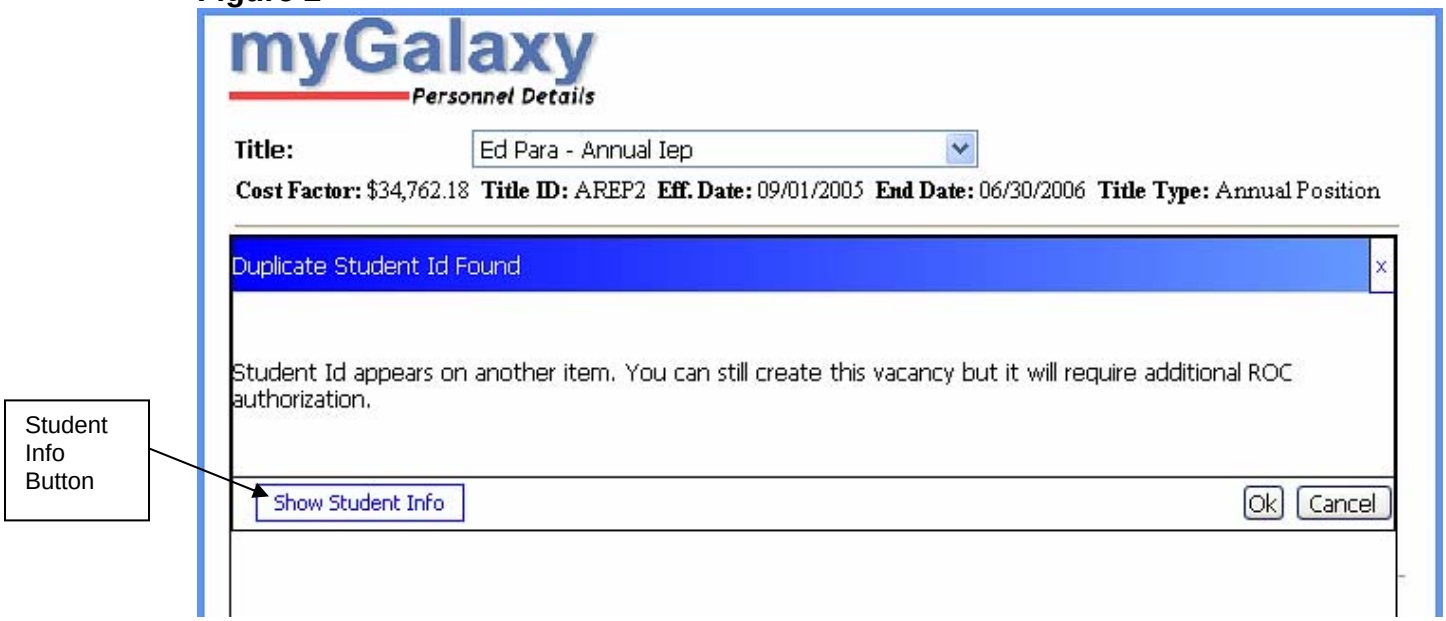
If an Ed Para – Annual IEP vacancy is created and a duplicate student ID is entered **(Fig.1)**, myGalaxy will allow the user to view a listing of all Ed Para items that are assigned to the same student ID.

Figure 1



myGalaxy will display a 'Show Student Info' button indicating that the ID is assigned to another item **(Fig.2).** .

Figure 2



Clicking the button will display the "Duplicate Student Report" Window **(Fig.3).**

Figure 3

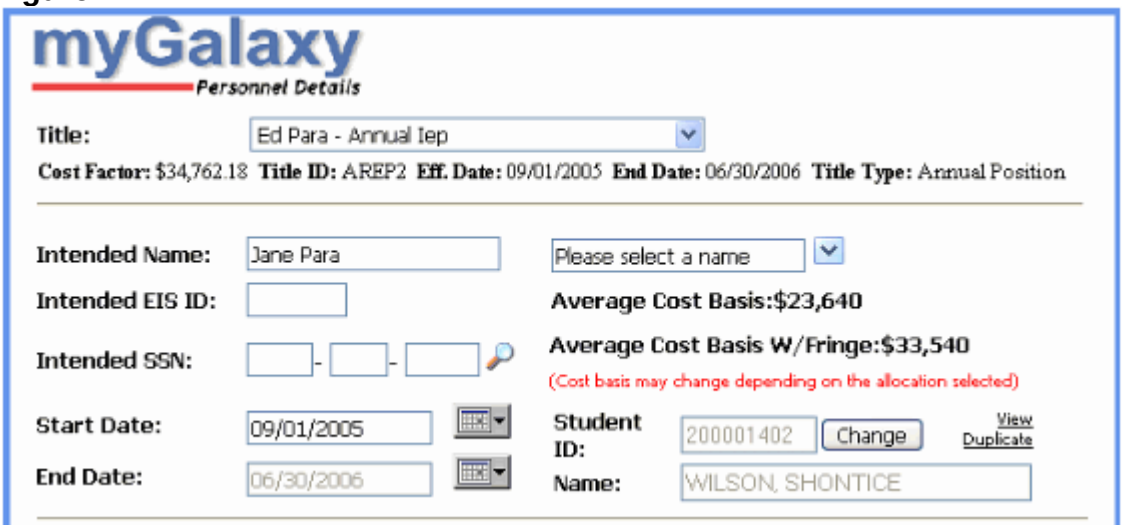
Duplicate Student Report

Student ID: 200001402
Student Name: WILSON , SHONTICE

Location	Name of Paraprofessional	SSN	Item #	Job ID	Effective Date	End Date
01M019	HYMAN, HAZEL	521-40-5211	521	G084O	09/01/2005	06/30/2006
01M019	VACANT	N/A	563		09/01/2005	06/30/2006
01M019	VACANT	N/A	564		09/01/2005	06/30/2006
01M019	VACANT	N/A	566	G299C	09/01/2005	06/30/2006
01M019	VACANT	N/A	568		09/01/2005	06/30/2006
01M063	VACANT	N/A	548	G28PB	09/01/2005	06/30/2006
02M001	GIM, ELAINE	521-19-5219	515	ABSF8	09/01/2005	06/30/2006
02M001	VACANT	N/A	569		09/01/2005	06/30/2006
02M001	VACANT	N/A	571		09/01/2005	06/30/2006

Once the vacancy is saved, the Duplicate Student Report can be accessed via the PSI screen **(Fig.4)**. The "View Duplicate" link will appear on the PSI screen only if an item is assigned a duplicate student ID

Figure 4



Galaxy 2000 (Ver 2.6.0)

Viewing Duplicate Student ID's on Line Item Approvals Screen

Student Information will be accessible to ROC users when authorizing Ed Para Annual IEP's via the Line Item Approvals screen. The exception message will indicate if the Ed Para has a duplicate Student ID. The Authorization screen will display a 'Show Student Details' button **(Fig.2)** which will display a list of the items that have the same Student ID. **(Fig.2)** (this button will be displayed even if the item is linked to only one Student ID). This data is identical to the Duplicate Student Report in myGalaxy

Figure 1

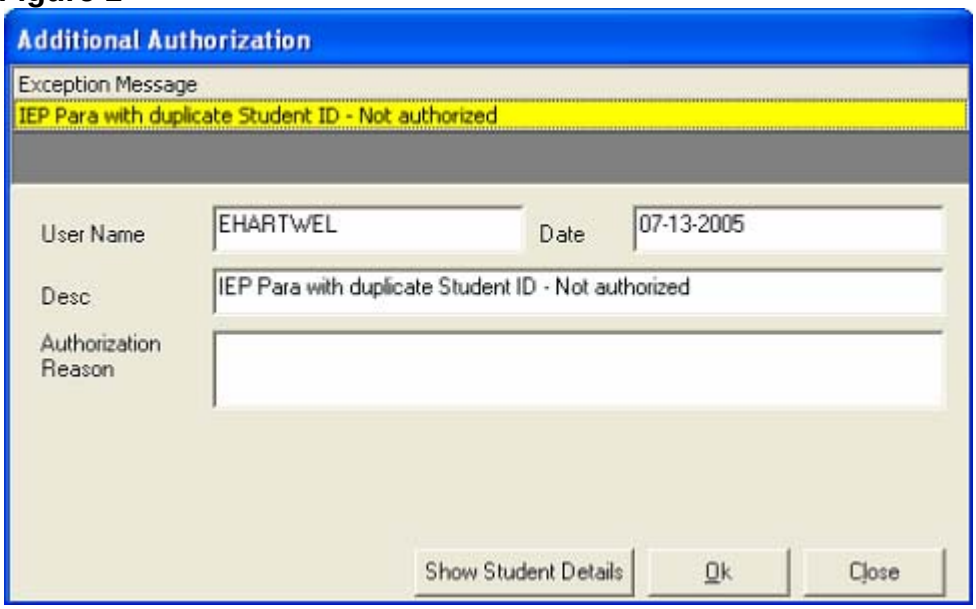
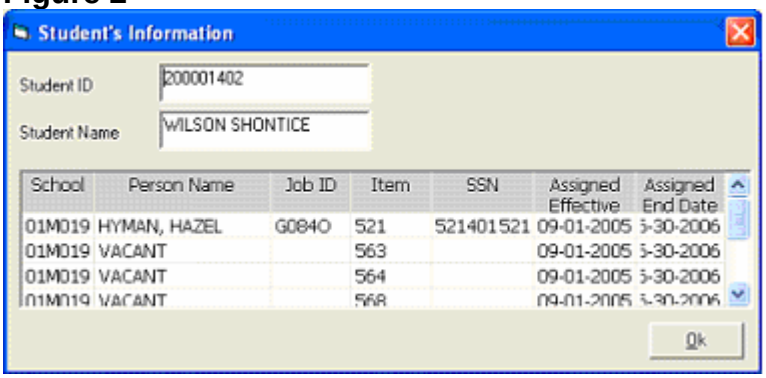


Figure 2



myGalaxy (Ver 2.6.1)

Supervisory Salary Calculation

A change has been made in the calculation of vacant positions with supervisor titles and no intended SSN or File Number. These vacancies will now be costed at the Default rate. Previously, these items used the higher rate between the

Actual Salary and the Minimum Salary. Since the items had no SSN or File Number to get the Actual Salary, the minimum was always used.

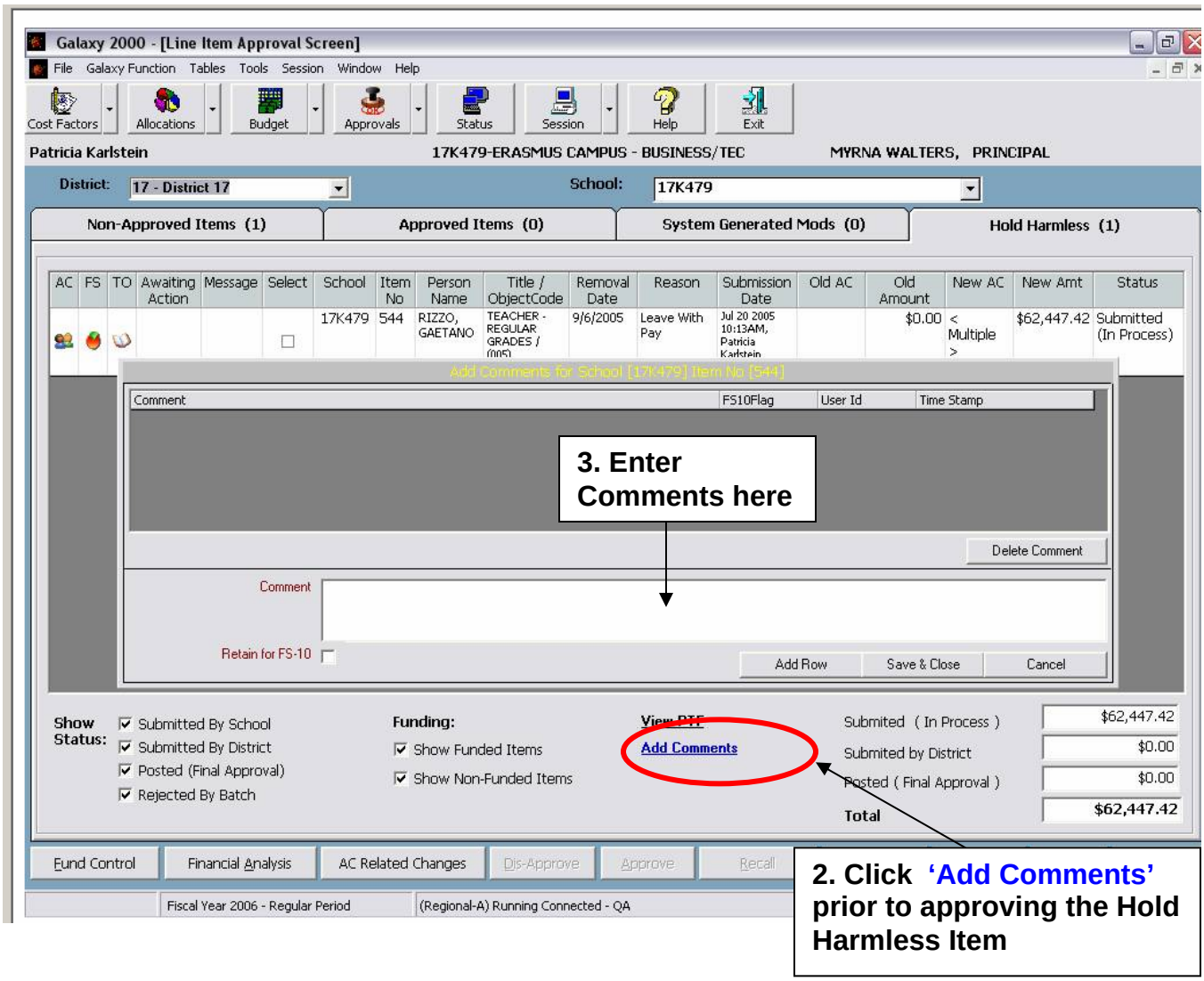
Galaxy 2000 (Ver 2.6.1)

'Add Comments' To the Hold Harmless Screen

Comments can now be added to an item directly from the Line Item Approval Hold Harmless tab. To use this feature, Click on the Hold Harmless Tab in Approvals, click on a line item and click 'Add Comments'. Enter the Comments and click the "Save & Close" button.

Line Item Approval Comments can only be entered for HH items that have been submitted but not yet approved. Once the item is given final approval the comments option on the TO must be used to enter, edit, or remove comments..

A Comment can be edited or deleted once it has been saved. If an item already has a Comment it will appear once the "Add Comment" link is clicked. Edit the Comment and click "Save & Close. To delete the Comment, select a row and click the "Delete Comment" button.


Galaxy 2000 - [Line Item Approval Screen]
File Galaxy Function Tables Tools Session Window Help
Cost Factors
Allocations
Budget
Approvals
Status
Session
Help
Exit
Patricia Karlstein
17K479-ERASMUS CAMPUS - BUSINESS/TEC
MYRNA WALTERS, PRINCIPAL
District: 17 - District 17
School: 17K479
Non-Approved Items (1)
Approved Items (0)
System Generated Mods (0)
Hold Harmless (1)
AC FS TO Awaiting Action Message Select School Item No Person Name Title / ObjectCode Removal Date Reason Submission Date Old AC Old Amount New AC New Amt Status
17K479 544 RIZZO, GAETANO TEACHER - REGULAR GRADES / 9/6/2005 Leave With Pay Jul 20 2005 10:13AM, Patricia Karlstein $0.00 < Multiple > $62,447.42 Submitted (In Process)
Add Comments for School [17K479] Item No [544]
Comment FS10Flag User Id Time Stamp
3. Enter Comments here
Delete Comment
Comment
Retain for FS-10
Add Row
Save & Close
Cancel
Show Status:
Submitted By School
Submitted By District
Posted (Final Approval)
Rejected By Batch
Funding:
Show Funded Items
Show Non-Funded Items
View PTF
Add Comments
Submited (In Process) $62,447.42
Submited by District $0.00
Posted (Final Approval) $0.00
Total $62,447.42
Fund Control
Financial Analysis
AC Related Changes
Dis-Approve
Approve
Recall
Fiscal Year 2006 - Regular Period
(Regional-A) Running Connected - QA
2. Click 'Add Comments' prior to approving the Hold Harmless Item