IntelliPen.net v2.6 Release Notes

Document version: 1.0

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Document revision history		
1.0	01-02-2023	original release version

This document only focuses upon new features and enhancements. A list of bug fixes completed within the version 2.6 release can be made available separately.

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IntelliPen version 2.6 release notes

Table of Contents

(C) = requires configuration
Technical = information for advanced users

The following enhancements have been introduced within IntelliPen 2.6.

Key: Bug Tracker ref (BT) Apache Subversion ref (SVN) Azure DevOps work item (ADO)

1. Search and Select

1.1 Searching by member type

A Member Type drop-down has been added to the Scheme Member tab of the Advanced Search screen. This allows a search to be narrowed down to members or dependants.

BT: 62 SVN: 15387

1.2 ID search for scheme members

Technical

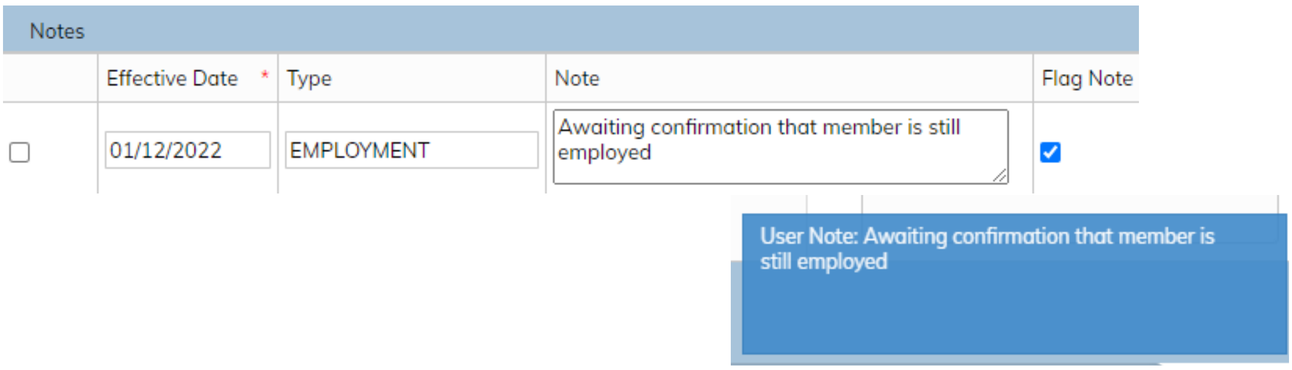
The Instant Search function is now able to accept a complete SchemeMemberID as an input, prefixed by a $ character. It is already possible to search for a PersonID by prefixing it with a colon.

BT: 9847 ADO: 146

2. Member record

2.1 Flagged notes

A check box has been added to the notes screen. Any notes for which the box is checked will pop up automatically upon selection of the person.



BT: 4194   SVN: 15866

2.2 Deferred pension totals

A status field is now visible within the Totals section of the Deferred Sources screen.

BT: 7962

2.3 Crystallised vehicles for drawdown

A ‘Crystallised?’ check box has been added to the vehicle details on the Investment Summary screen. This enables members to set aside funds to be used for drawdown into crystallised vehicles, separate from the rest of their holdings. Depending on scheme rules members could have crystallised and uncrystallised profiled and/or freestyle vehicles. See section 4.2 for details of how funds are moved into crystallised vehicles.

BT: 9118 SVN: 17188

2.4 Record of SMS messages (C)

A new screen is available under Personal Data to show details of SMS messages that have been sent by workflow cases for the member (see section 5.10), including the Case ID, the text of the message and the phone number it was sent to

Configuration information
This new screen would need to be added to the menus

BT: 8094 SVN: 16341

2.5 Expanded call logging window (C)

IntelliPen can now be configured so that the call logging pop-up window almost fills the screen, rather than overlaying only part of it.

Configuration information
webSettings/fullScreenCallLogging should be given a value of True to enable this

BT: 9202 SVN: 15891

2.6 View of archived payslip histories (C)

A Payslip History Archive screen may now be added to the Payments area of the member record. This allows the viewing of older payslip history entries that have been moved away from the main table to the background archive table (see section 13.5 for further details).

Configuration information
This new screen would need to be added to the menus

BT: 9207 SVN: 15908

2.7 Multiple employments (C)

It is now possible for a person's record on IntelliPen to be associated with multiple concurrent employments. Multiple employments have always been feasible, but not ones which overlap in time, and there has not previously been an effective way of associating multiple employments and their separate salary histories, concurrent or otherwise, with the same scheme membership.

There is now a new menu item in the Employment Data section of the member record which lists the employments relating to an 'employee'. Each employment may relate to a completely separate employer and it doesn't matter if the employments overlap chronologically:

Employments			
Date Employed	Date Left	Employment Reference	Employer
14/05/2004	31/03/2015	COFF_1	Procentia cafe services
01/04/2015		CATE_1	Procentia catering
01/04/2018		PROG_1	Procentia programming

Other employment-related screens have been adjusted to incorporate tabs to associate entries in those screens with the appropriate employment:

PROG_1

Location History			
Location	Date Started	Date Ended	Reason Code
Cheltenham	01/12/2022		

CATE_1 COFF_1 PROG_1

Salary History						
☐	Start Date *	End Date	Contribtn Member	Actual Salary	Pensionable Salary	
☐	01/04/2022		0.00	0.00	38000.00	
☐	01/04/2021	31/03/2022	0.00	0.00	35500.00	
☐	01/04/2020	31/03/2021	0.00	0.00	34500.00	

Please see section 4.6 for details of how to set up and amend employment-related data.

Technical

A new Employments table now exists. Entries in this table relate to entries in the Employee table, thus one ‘employee’ can have many employments. The Employee table in this scenario acts mainly as a ‘header’ for a number of the person’s employments. Tables such as Salary History and Employee Location History, both illustrated above, now reference the Employments table as well as the Employee table, hence it is possible to separate the entries in those tables according to employment.

Configuration information

Adjustments to the menus will be necessary in order to display the employment information

BT: 9308 ADO: 89

2.8 Dependant Pensioner Details screen (C)

This new screen can be made available under the Membership Data section of the member record for scheme members with a member type of Dependant. It contains information that’s similar to the Retirement Details equivalent for retired pensioners.

Technical

The data for this screen is held in the Dependant Pensioner Details table

Configuration information
This new screen would need to be added to the menus

BT: 9368 SVN: 16688

2.9 Payslip required flag
The Suppress Payslip check box on the Payroll Details screen has been replaced by a Payslip Required check box. Suppress Payslip is still available as a data item in the underlying table.

BT: 9558   SVN: 18030

2.10 Deletion of retained benefits
A Delete option, which was previously missing, has been added to the Retained Benefits screen.

BT: 9579   SVN: 18107

2.11 Phone numbers removed from address screen
The Telephone No., Mobile Telephone No. and Fax No. fields have been removed from the address screen

BT: 9662   SVN: 18554

2.12 Increased use of server-side validators

Technical

The following screens have had their validation checks moved into server-side validator routines:

- NI History
- Retained Benefits
- Transfer Out
- Payroll Adjustments
- Tax Code History

BT: 9686 | 9688 | 9689 | 9693 | 9694 | 9698 SVN: 18201 | 18210 | 18217 | 18243 | 18220 | 18223

2.13 Refreshing member context display
When data items which are displayed for the currently selected member in the right-hand side bar are amended via the screen, the details in the side bar are also updated in line with this.

Technical

This is achieved by adding a new *updateselectedmemberrecord* attribute to the <layout> element of the screen layout and setting its value to “yes”.

BT: 4765   SVN: 18725

2.14 Re-organised Payroll Adjustments screen

The Payroll Adjustments screen now displays current adjustments (those with no end dates) on a separate tab from historic ones (those with an end date).

BT: 9795 SVN: 18794

2.15 Date Left Scheme

A Date Left Scheme field has been added to the scheme member record and is available on the Membership Details screen.

BT: 15762

3. Establishment data

3.1 Non Member Units (C)

A read-only screen has been made available within the Scheme menu item in which, for each investment, the total units held by the scheme but not allocated to members may be viewed. Next to each total there is a link to display the underlying history which shows the transactions upon which the totals are based. There is also an 'In Progress' area below the totals where any outstanding trades of these scheme-level units could be seen.

Scheme Non Member Total Units

Investment Name	Total Units	Current Value	Unit History
BGI Aquila 15 Yr UK Gilt S3	724.432947	8948.34	Unit History
BGI Aquila 50:50 Global Equity S3	1531.218414	10835.66	Unit History
BGI Aquila Cash S3	1636.695701	1636.70	Unit History
BGI Cash	1616.680277	10887.14	Unit History
BGI Corporate Bond	268.704703	1887.25	Unit History

Previously IntelliPen did not explicitly store details of scheme-level units, they could only be derived from the differences in the member-level trades between the units transacted with the fund manager and the units allocated to members. This enhancement creates a set of tables in the database specifically designed to hold this information and is built upon by other updates detailed in the Wizards, Reporting and DC Processing sections of this document, sections 4.1, 6.6 and 11.2 respectively.

Configuration information

The Non Member Units tab would need to be added to the Scheme menu item.

Data would need to be added to the new tables. This would be achieved by deriving starting balances from the differences between units transacted and allocated in the existing member-level history, or by uploading balances supplied separately.

BT: 8082 SVN: 18651

3.2 Drawdown-enabled schemes

A Drawdown Enabled check box has been added to the Basic tab of the Scheme menu item. It can be used to influence the behaviour of calculations, reports and processes, and to determine whether drawdown-related menu items should appear for the currently selected member.

BT: 8085 SVN: 15501

3.3 Additional data screens for employers (C)

Underlying components now exist to facilitate the set-up of additional data screens, in form or tabular format, within the Employer menu item. Multiple screens of this nature can be set up by defining multiple LabelGroups under the Labels tab, with their associated field definitions and labels.

Technical

These new components are designed to obtain data from the Employer Additional Data table

Configuration information

Menu items would need to be set up using these components for any additional screens required.

BT: 9255 SVN: 16175

3.4 Read-only setting for schemes

An 'Is Readonly?' flag has been added to the Basic screen of the Scheme menu item. The flag cannot be updated via this screen, but only with the use of a new wizard (see section 4.4).
A number of aspects of the system have been enhanced to take account of this flag so that, if a scheme is set to read-only, it and its members are viewable but not updateable in any way. See sections 4.5, 7.2 and 12.2 for further details.

BT: 9273 SVN: 18982

3.5 Flag to allow website registration

The Basic screen of the Scheme menu item now shows a check box labelled Allow Website Registration, which can be used by an automated registration process on a member website. The data item was already in the underlying data table but is now visible on the screen.

BT: 9499 SVN: 17357

3.6 Increased use of server-side validators

Technical

The following screens have had their validation checks moved into server-side validator routines:

- Investments
- Payroll Processing > Session Details
- Payroll Setup > General

BT: 9687 | 9695 | 9696 SVN: 18213 | 18242 | 18250

3.7 Trust code

A column to hold a 20-character Trust Code has been added to the Trust table and the associated field is visible on the Basic tab of the Trust menu item.

BT: 9804   SVN: 18976

3.8 Scheme labels for amounts

The Field drop-down on the Labels screen under Scheme now incorporates additional amount fields up to Amount20.

BT: 9838   SVN: 18988

3.9 Read only system decodes

The decode headers and values under the System Decodes tab in the Decodes menu item are now read only. Any amendments to decode tables should be achieved using client decode headers and values.

BT: 9896   ADO: 317

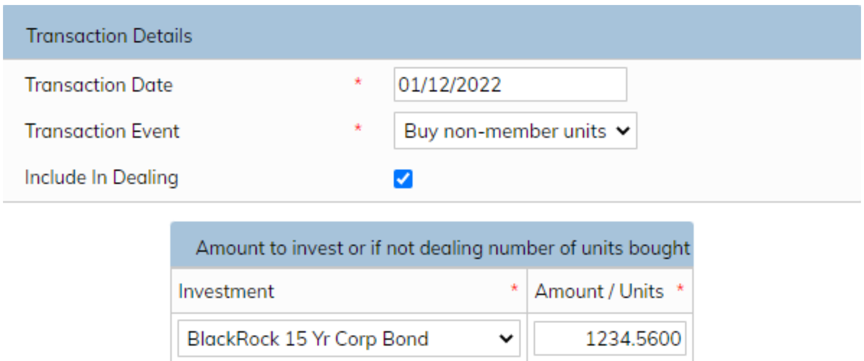
4 Wizards

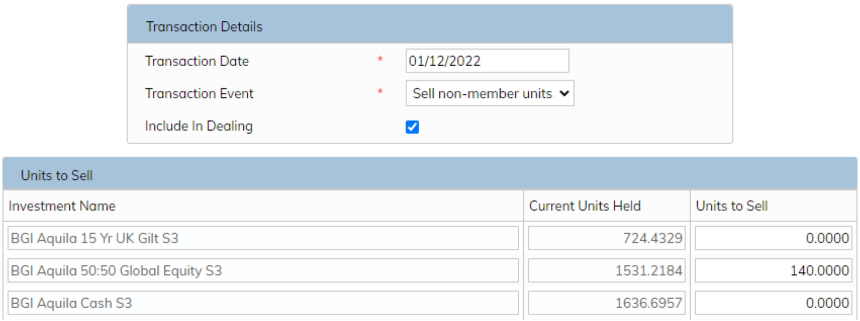
4.1 Working with non member units (C)

New wizards have been developed, and an existing wizard amended, to cater for buying, selling and transferring scheme-level (non member) units:

Non Member Buy / Non Member Sell

These two new wizards enable units to be added to and removed from the scheme-level holdings. In each wizard it's possible to opt to include the transaction in the dealing processes or not depending on whether the units have already been bought or sold.

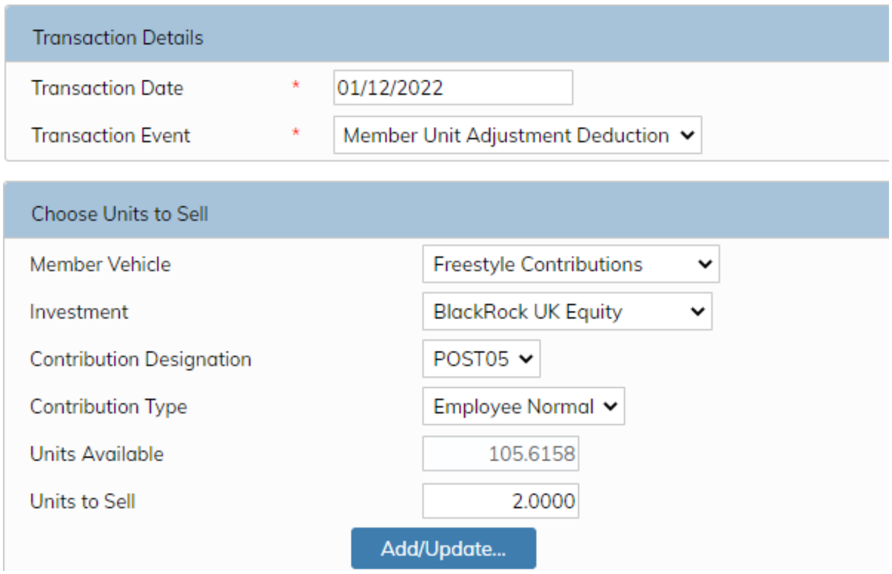




NB The Non Member Buy and Non Member Sell wizards are intended to be accessed through a workflow and will therefore not be made visible on the menus.

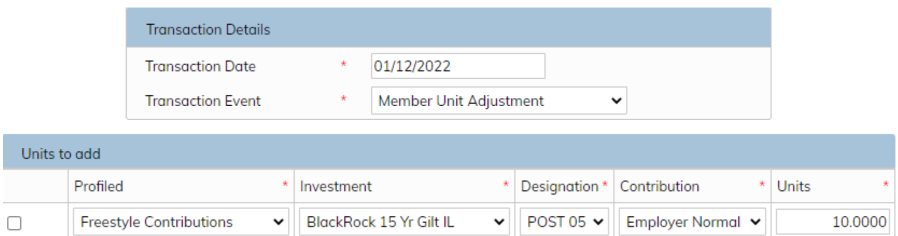
Transfer Member Units to Company

This new wizard is designed to remove units from a member record and add them to the non member units (in the same investment) at scheme level. Although this will result in 'sell' transactions at member level and 'buy' transactions at scheme level, no dealing processes are needed here as the units are simply being moved from member to scheme.



Transfer Company Units to Member

This is the new name for the Unit Adjustment wizard. It has been amended to remove the 'include in dealing' option, as it is now assumed that adjustments to units on a member's record will be made with the use of scheme-level units (which can be bought and sold separately using the wizards detailed above).



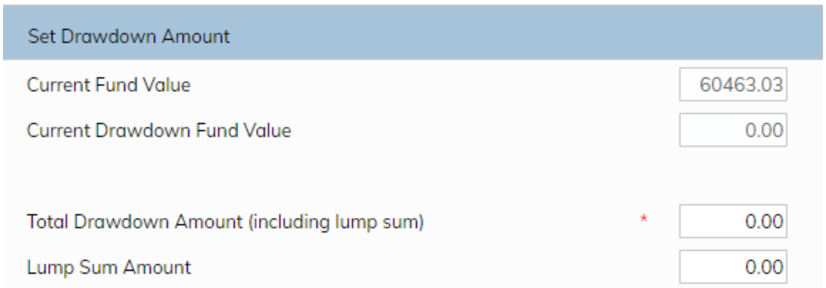
Configuration information

Menus would need to be amended to incorporate these new and updated wizards.
The new tables designed to hold non member units would need to be populated as described in section 3.1 above.
Workflow processes would be required to operate the Non Member Buy and Non Member Sell wizards. Baseline workflows have been developed to assist with the creation of these.

BT: 8082 SVN: 18651

4.2 Creating drawdown holdings (C)

A Create Drawdown Holdings wizard has been developed, to enable a specified amount of a member's fund value to be set aside for drawdown purposes. This will create a crystallised vehicle (see section 2.3 above) containing the drawdown amount indicated minus any lump sum.



Configuration information

This new wizard would need to be added to the menus.

BT: 8085 SVN: 15501

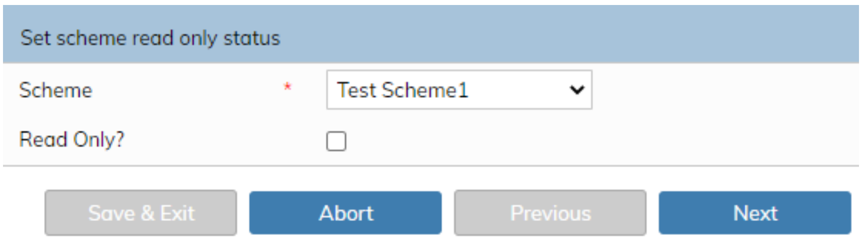
4.3 Switching and crystallised vehicles

The Switch – All Options wizard has been updated so that where appropriate the user is able to select funds for switching according to whether they are in crystallised or non-crystallised vehicles.

BT: 9118 SVN: 17188

4.4 Setting scheme read only status (C)

A wizard, Set Scheme's Read Only Mode, has been created which is designed to allow a selected scheme to be flagged as read-only, or to return a currently read-only scheme to read/write mode. It updates the new flag on the scheme details that was described in section 3.4 above. See sections 4.5, 7.2 and 12.2 for further information about the effect of this setting.



Configuration information
This new wizard would need to be added to the menus.

BT: 9273 SVN: 18982

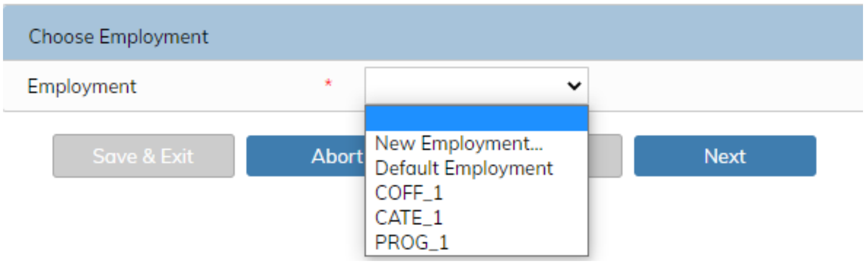
4.5 Deleting and exporting read only scheme members

The Delete/Export Person wizard has been updated so that, if the chosen member is in a scheme that is flagged as read only, the member's data will be exported but not deleted. A message will be displayed to the user to this effect

BT: 9273   SVN: 18982

4.6 Employer Transfer amendments

The Employer Transfer wizard is the mechanism via which new employments can be set up and details of existing employments (such as movements between company, location, paypoint etc within those employments) can be recorded. The wizard has been amended so that it now asks the user to select an employment, or opt to set up a new employment, before proceeding on to screens where details of dates, companies, locations etc can be entered:



BT: 9308   ADO: 89

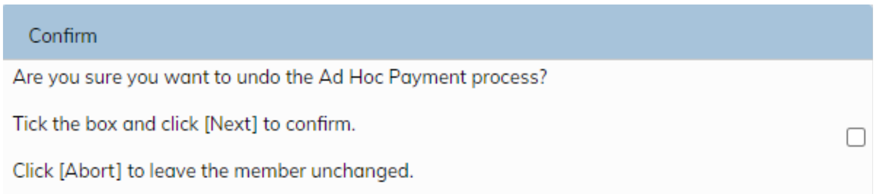
4.7 Additional retirement details fields in leaver wizard

The additional spare amount fields that were added to the Retirement Details screen for IntelliPen.NET version 2.5 have now also been made available within the Leaver Process so that, if in use, they can easily be updated at the time of a member's retirement.

BT: 9273 SVN: 18982

4.8 Undoing ad hoc payments (C)

A new Undo Adhoc Payment Process wizard is now available, to allow for the removal of ad hoc payments created using the Adhoc Payment Process wizard. Referring to the member's benefit event history, the wizard will attempt to undo the latest entry that would have been made by an ad hoc payment process plus any relevant latest records in other areas, subject to checks on whether the related payments are as yet unpaid.



Configuration information
This new wizard would need to be added to the menus.

BT: 9390 SVN: 16962

4.9 Warning messaging for suspended members in Undo Leaver or Death

The Undo Leaver or Death wizard now displays a message to the user if the currently selected member is Suspended to explain that a status change to Suspended cannot be undone via this wizard.

BT: 9785 SVN: 18707

4.10 Calculate Payments for Year (C)

This is a new option on the Member-Wizards > Payroll menu. It produces an on-screen table of expected payroll calculation values for the current year.

Technical ________________________

The results are calculated using a stored procedure rather than via the IntelliCalcs payroll calculations

Configuration information
The menu item would need to be added

BT: 9803 SVN: 18837

4.11 New Person auditing

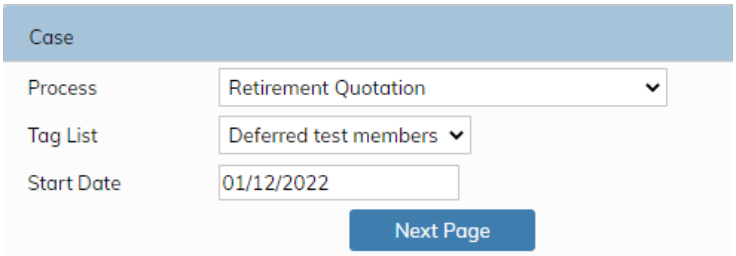
The auditing being done and the mechanism used by this wizard for audit updates has been reviewed and overhauled.

BT: 6767 | 6768 SVN: 15420

5 Workflow

5.1 Creating cases for a tag list (C)

A new facility is available to allow the creation of workflow cases of a selected type for all the members in a tag list.



Configuration information
The menu item would need to be added

BT: 4460 SVN: 15865

5.2 Disabling refer back

The option to refer back cases can now be suppressed according to process type. This is expected to be helpful for workflow processes where referring back a case may risk re-running critical steps such as the setting up of investment instructions.

Technical

A Disable Refer Back check box has been added to the Process Form tab in the Process Setup menu item.

BT: 4529 SVN: 15413

5.3 Waking up cases at specific times, days and dates

Workflow processes may now be configured to be diarised until a specified point in time, to add to the existing capability for diarising for a particular length of time or until a specific event occurs. The time, day or date at which a case should wake up can be hardcoded into the design of the workflow, or derived during the lifetime of the case, perhaps via user input.

Technical

The wake-up time can be specified using a prefix of **datetime:** in the Suspension Event of a transition. The following examples illustrate this:

datetime:30 10 * * *	Wake up at 10:30.
datetime:0 15 18 * *	Wake up at 15:00 on the 18th of the month.
datetime:10 9 5 12 *	Wake up at 9:10 on the 5th of December.
datetime:15 12 31 10 2019	Wake up at 12:15 on 31st October 2019
datetime:30 10 SAT	Wake up at 10:30 on Saturday
datetime:0 15 THU	Wake up at 15:00 on Thursday *
datetime:?(WakeTime)	Wake up at a time and day/date specified in a workflow field called ?WakeTime

*days of the week can be specified using the codes SUN, MON, TUE, WED, THU, FRI, SAT

A new batch process has been developed that can be run on the server as regularly as necessary to pick up cases to be woken up in this way. It is operated by Procentia.ExecuteJob, using an */assemblyname* parameter of IntelliSite.IntelliCase and a */typename* of IntelliSite.IntelliCase.CheckDateTimeEvent_Processor, together with other usual parameters.

BT: 4607 | 9691 SVN: 12760 | 12770 | 15555 | 17035 | 18729 | 18812

5.4 Show/hide deprecated processes (C)

Technical

The Process Setup menu item may now be configured to include a checkbox to specify whether deprecated processes should be included in the drop-down list of processes available for viewing/editing.

Configuration information

Amendments to the Process Setup menu item are required

BT: 7839 SVN: 18315 | 18772 | 18877

5.5 Call logging case descriptions

Cases created from a call log are now given descriptions which incorporate the name of the process, in line with the practice for cases created in other ways.

BT: 7863 SVN: 15354

5.6 Allowing manual case suspensions

The availability of the Suspend tab to a user when running a case is now controlled by a privilege, WF – Allow Suspend. Users in roles without access to that privilege will not be able to manually place cases they are running into the diary.

BT: 7971 SVN: 18136

5.7 Calculated work allocation rules (C)

Work allocation rules can now be configured to use an IntelliCalcs formula to work out which user to assign a case to. This means that work can be allocated dynamically based on conditions such as the number of cases already assigned to each user.

Technical

The IntelliCalcs formula should be entered into the new Assignment User Rule column in the work allocation rule, and the Assignment User ID should be set to the new value of ?UserAssignmentRule.
The standard IntelliPen data dictionary now contains a table called IntelliCase_WorkAllocation, in which there is a selection called LeastWork. An example Assignment User Rule using this selection to allocate work to the user in a particular team with the lowest number of cases might be:

```
VFORMX(DataDictionary.Tables("IntelliCase_WorkAllocation").GetFilteredSelection("LeastWork",
Array[Array["GroupID", "2"])[0][0]
```

With the addition of further filtered selections to the data dictionary table, new formulas could be developed to allocate work according to requirements.

Configuration information
The new table would need to be merged into any client-level data dictionary

BT: 8070   SVN: 15284

5.8 SLA expiry warning for case suspensions

When a case whose SLA has expired is manually suspended the user is now presented with a warning to this effect. This is also true of cases where the SLA has expired very recently such that the work desk has not yet been updated to show this.

BT: 8074 SVN: 15474

5.9 Process validation and case creation (C)

Workflow processes are now flagged as valid or invalid/unvalidated according to whether they have passed certain standard checks on their set-up. IntelliPen can be configured to allow cases to be created for invalid/unvalidated processes, but they will appear with (Unvalidated) next to their names in the drop-down list. Otherwise these processes will not appear in the list of processes available for case creation, also any workflows designed to create a case for an invalid/unvalidated process will except at the point when the case is due to be created.

Technical

The validation flag is set automatically by the Validate Process option within Process Setup, the process being set to invalid if any errors (as opposed to warnings) are discovered.
Alongside this update, a new test has been added to Validate Process so that it will now produce a warning message if the first task in the process has a precondition:

Configuration information
intelliCaseSettings/allowCreationOfUnvalidatedCaseProcesses

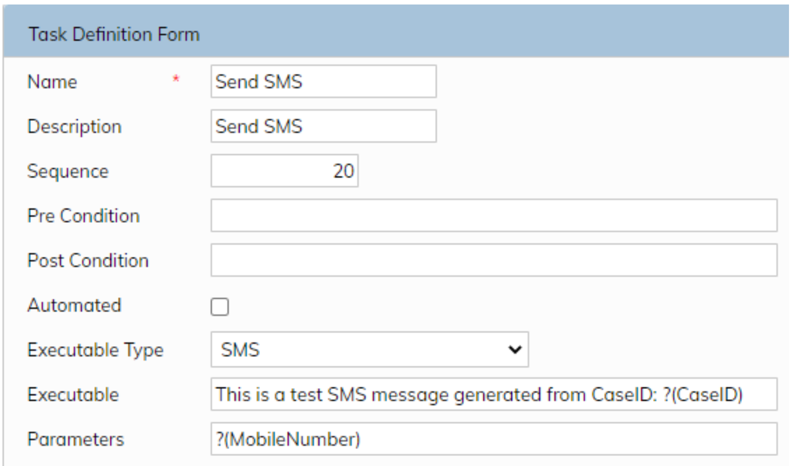
BT: 8075 | 9428 SVN: 16847 | 17335

5.10 SMS messaging (C)

It is now possible to configure workflows to send SMS messages.

Technical

A new executable type of SMS is now available. The text of the message should be entered into the Executable field of the workflow task and the phone number into the Parameters field. Both may contain references to workflow field values which will be substituted at runtime.



Task Definition Form

Name *	Send SMS
Description	Send SMS
Sequence	20
Pre Condition	
Post Condition	
Automated	☐
Executable Type	SMS
Executable	This is a test SMS message generated from CaseID: ?(CaseID)
Parameters	?(MobileNumber)

Configuration information

The new <smsSettings> section of the IntelliPen configuration file should be populated, and relevant server-side libraries installed to handle the SMS communication

BT: 8094 SVN: 16341

5.11 'Refer To' improvements for authorisation steps

When a user is not allowed to authorise a step in a workflow case, perhaps because of not having the required signing level, they may be presented with a 'Refer to' option to select another user to assign the case to. This option has been improved in the following ways:

- The Refer Back tab at the bottom of the screen is disabled to avoid confusion
- The 'Refer to' list is in alphabetical order
- The 'Refer to' list does not include the user currently running the case

BT: 9153 SVN: 15708 | 18105

5.12 Advanced search in workflow tasks

It is now possible to set up a step in a workflow process that will display the Advanced Search and Select screen so that the user can choose a member. Depending on the workflow configuration the case may or may not subsequently be associated directly with that member.

Technical

This can be achieved using an Executable Type of Select Person – Advanced. The Parameters of the task should contain a string identifying the workflow field numbers in which to place the IDs of the selected member, for example:

PersonIDFieldName=PersonID&EmployeeIDFieldName=EmployeeID&SchemeMemberIDFieldName =SchemeMemberID

BT: 9206 SVN: 15924 | 15929 | 15930 | 16193

5.13 Update to case notes for call logging cases

When a case is created from a call log the summary entered into the call log is now added as a case note.

BT: 9222 SVN: 15979

5.14 Process validation warning for multiple assignment tasks

Technical ___________________________

The Validate Process routine will now issue a warning if an activity in a non-automated queue contains more than one task with an executable type of AssignmentTask. This is because consecutive assignment tasks can sometimes cause runtime errors when not operating in an automated queue.

BT: 9231 SVN: 16837

5.15 Work Desk row count (C)

The rows displayed per page on Work Desk and Work Desk Administration, 20 by default, may now be adjusted. Any adjustment would apply to all users.

Configuration information

intelliCaseSettings/workDeskRowsPerPage

BT: 9249 SVN: 16181 | 16239

5.16 Work Desk SLA column (C)

The SLA information on the Work Desk was previously customisable in that it was possible either to display the time remaining or to display an SLA end date. It is now possible to display both if preferred.

Configuration information

The intelliCaseSettings/workDeskDisplaySLADate configuration setting may now be set to one of three possible values:

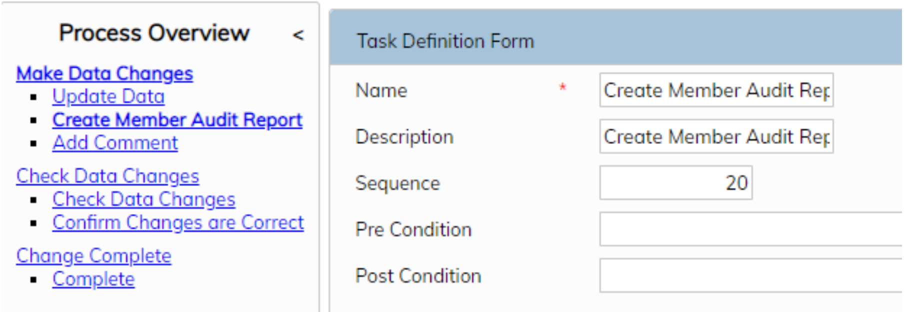
- 0 – to show the date only
- 1 – to show the remaining time only
- 2 – to show the date and the remaining time

BT: 9250 SVN: 16205

5.17 Easier navigation in process set-up

Technical ___________________________

The Process Overview, which appears on the left-hand side of the screen when editing activities and tasks in the Process Setup menu item, is now clickable, so that it can be used for direct navigation to different tasks and activities around the process.



BT: 9261 SVN: 16343

5.18 Fine-tuning of process export and import

Technical

The Export Process Definition utility now exports the queue names as well as the queue IDs in which activities reside. The queue names allow Import Process Definition to match the queues correctly if the underlying IDs for those queues are different in the receiving database, whereas the presence of queue IDs allows for process definitions to be imported into older system versions where the queue names would not be expected in the import file.

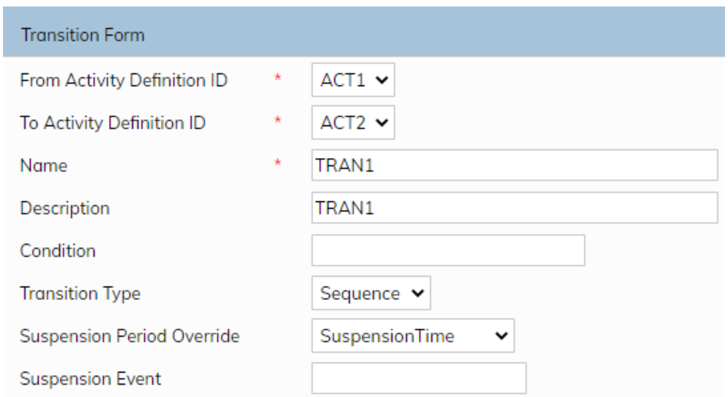
BT: 9191 | 9284 SVN: 15840 | 16318 | 16371

5.19 Dynamically determined suspension periods

When a workflow case is sent to the diary automatically its suspension time has always previously been predetermined as part of the definition of the underlying process. It is now possible for suspension periods to be set dynamically at run time, either automatically, according to the conditions for that particular case, or based on user input, allowing individual cases to be diarised for a length of time that is tailored to the current circumstances.

Technical

The Transition Form within Process Setup now incorporates a Suspension Period Override setting. It can be associated with a selected workflow field so that the value in that field at runtime will be used as the suspension period. It is assumed that the value in the field represents a time period in seconds. If the Suspension Period Override in the transition is populated the Suspension Period setting is hidden from view.



BT: 9327 SVN: 16963

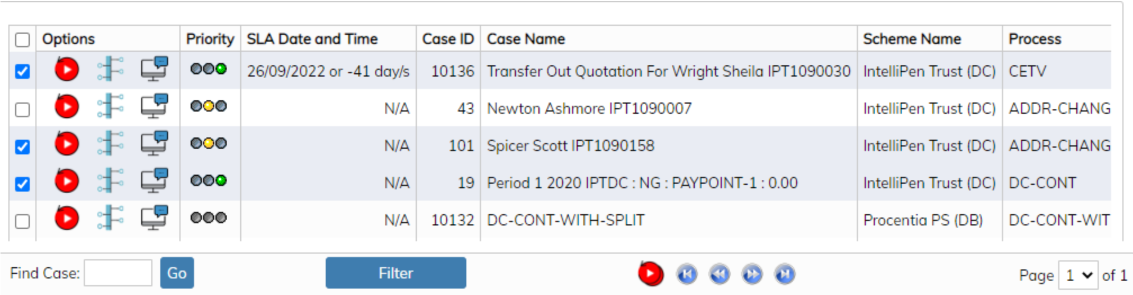
5.20 Work Desk case details pane

If the case details pane at the bottom of the work desk has been expanded to view the information associated with a case, the screen now remembers this if the user browses to a different screen and then returns to the work desk.

BT: 9341 SVN: 16500

5.21 Falling in multiple cases

A new ‘group fall in’ option has been added to the view of the Exception queue in the Work Desk. Multiple cases can be selected, then this option will fall them all in at the same time. Unlike the individual fall in option, there is no opportunity to amend the values in workflow fields for the cases concerned or to choose which step to fall the cases in to, they will be fallen in to the step they were on when they excepted.



	Options	Priority	SLA Date and Time	Case ID	Case Name	Scheme Name	Process
☑			26/09/2022 or -41 day/s	10136	Transfer Out Quotation For Wright Sheila IPT1090030	IntelliPen Trust (DC)	CETV
☐			N/A	43	Newton Ashmore IPT1090007	IntelliPen Trust (DC)	ADDR-CHANG
☑			N/A	101	Spicer Scott IPT1090158	IntelliPen Trust (DC)	ADDR-CHANG
☑			N/A	19	Period 1 2020 IPTDC : NG : PAYPOINT-1 : 0.00	IntelliPen Trust (DC)	DC-CONT
☐			N/A	10132	DC-CONT-WITH-SPLIT	Procentia PS (DB)	DC-CONT-WIT

The group fall in option is only available to users in roles which have the new ‘WF – Allow Group Fall In’ privilege.

BT: 9547 SVN: 17756

5.22 Validation on workflow ‘ID’ field types

Technical

Validation checks have been added to the Process Setup menu item to prevent more than one workflow field being set up with the same ‘ID’ field type, e.g. two fields with a type of SchemeMemberID. The validation takes place in the Field Form upon an attempt to save a field definition, also the Validate Process tab will produce an error if the process already has two fields of the same ID type defined.

BT: 9568 SVN: 17710

5.23 Case notes display order (C)

The case notes tab on the Work Desk has up to now displayed the notes in ascending date order, with the earliest at the top. A configuration setting is now available which, if set to True, will have the effect of the case notes being displayed in descending date order with the latest at the top.

Configuration information
intelliCaseSettings/renderCaseNotesInDescendingOrder

BT: 9663 SVN: 18281

5.24 Debug information for work allocation rules

When a work allocation rule operates on a case the results of this operation are now added to the case history and to the case notes.

Technical ___________________________

Further information can be obtained by using Procentia.ExecuteJob to run the work allocation rules at the command prompt with a parameter of /debug. The debug messages will indicate which rules have been run against a case and the results of the tests performed by those rules.

BT: 9712 SVN: 18583

5.25 Comments in Process Setup components

Technical ___________________________

Comment fields have been added to the screens for setting up processes, activities, tasks and transitions. The comments do not appear anywhere else or affect the way the process operates so they are purely to enable the workflow developer to make notes about the different components of the process if required.

BT: 9812 SVN: 18885

5.26 Creating a case for the current user via the menus

It is now possible to configure a menu item to create a case of a specified type and assign it to the current user.

Technical ___________________________

The menu item should be set up to use a template of StartWorkflow.aspx, and the fields should be added to specify the CaseName and the ProcessCode. A further field of AssignToCurrentUser can be set to 1 or 0 according to requirements.

BT: 9816 SVN: 18891

5.27 Custom workflow tasks

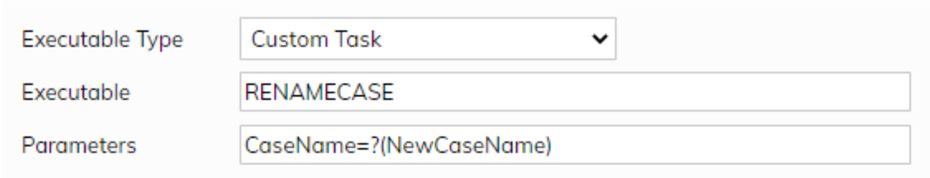
Workflow steps can now be configured to run a specific process from a library of compiled programs which will be termed ‘custom tasks’. These programs, which would be built by Procentia, are not intended to require any user input, instead the aim is to increase the possibilities for automation and for the creation of client-specific automated components to use within workflows.

Technical ___________________________

The available custom tasks will be listed within a new Custom Workflow Tasks menu item under Workflow Setup. Two custom tasks are currently available as standard:

Custom Tasks		
Task Code	Assembly Name	Type Name
RENAMECASE	IntelliSite.IntelliCase	IntelliSite.IntelliCase.RenameCase_Task
SPAWN_MP_RTI	IntelliSite.IntelliPay	IntelliSite.IntelliPay.CustomWorkflowTask.Spawn

A new Executable Type has been added to allow a workflow step to run one of these tasks. The Executable should be the name of the custom task, and the Parameters would depend on the custom task chosen:



BT: 9868 ADO: 170

6 Reporting

6.1 Reports for letter creation

A check box has been added within the Document Production menu item so that those reports that are designed to be used as the basis for an individual letter can be identified. Only those reports with this box ticked will be made available in the Reports drop-down of the Create Letter facility.

BT: 4389   SVN: 15403

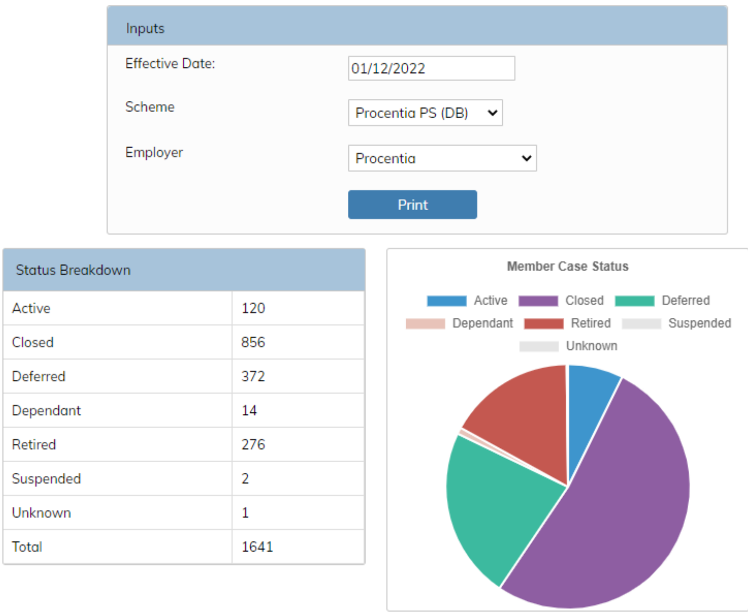
6.2 Membership movements by Trust

A prompt for Trust has been added to the standard member movements report, so that it is possible to run the report for all schemes within a chosen trust.

BT: 4660   SVN: 15317

6.3 Member dashboard (C)

This new menu item, with a ‘print’ option included, presents the membership statistics in a visual manner as at a particular date, and for all or selected schemes and employers:



Configuration information
The menu item would need to be added.

BT: 4698 SVN: 16182

6.4 Retrieving saved report data for further reporting

A mechanism has been incorporated into the document production utility which will facilitate the development of reports and letters that are to be based on data previously extracted and stored by another report. This is intended to assist particularly with the reproduction of individual letters that had been sent by an earlier bulk process.

Technical

Retrieving stored data source data can be achieved using a new document production source type of "TableStore" in conjunction with a further *tableName* attribute. TableName refers not to the database table containing the stored data source, but to the value in the Label column of a new table designed to hold SQL for accessing stored data sources produced from different processes. The TableStore source type expects a UidValue parameter so that it can identify the row required from the relevant table of stored data sources.

BT: 6756 SVN: 13699 | 16453

6.5 Create Letter limited to .docx files

The list of templates displayed by the Create Letter menu item will now only include files with a .docx extension and exclude any other file types that may be in the templates folder.

BT: 8058 SVN: 15305

6.6 Reporting on non member units

Two new reports are available to assist with reconciling the number of non member units accounted for within the IntelliPen database:

Scheme Investment Units Transacted Versus Allocated	This report searches the complete history of buy and sell transactions and shows the differences between the total units allocated and transacted for each scheme investment. The output from this report may help to inform the starting balances that should be entered into the new non member units area at scheme level (see section 3.1 above).
Company Member Unit Summary	This can be run for a selected scheme and date range and reports the total member and company (non-member) units for each investment at each date.

BT: 8082 SVN: 18651

6.7 Client report enhancement

Technical ______________________

The document production Client Report is designed to identify client and override files that are used by IntelliPen and differ from the product versions. The output now incorporates a show/hide button which will toggle a view showing all the unique items that may need to be reviewed.

BT: 8093 SVN: 15382

6.8 Reporting on SMS messages

A new report, SMS Messages for Period, has been configured to output details of SMS messages sent within a selected period (see sections 2.4 and 5.10 above), including references and names of the members involved and the relevant Case IDs.

BT: 8094 SVN: 16341

6.9 Reporting on wizard data stores

Technical ______________________

The document production source type of "Task" allows you to output fields and groups from a wizard data store. This mechanism has been improved where the data item being reported may consist of multiple entries. Each entry is now output within a <row> element.

BT: 9151 SVN: 15639 | 15704

6.10 Excel number formatting

Certain document production reports, such as the MI Report, which produce output in Excel comprising multiple worksheets, will now ensure that output cells containing whole numbers and decimals will be formatted as 'Number'.

Technical ______________________

This applies to reports using the standard Generic_Office2007xml processing definition.

BT: 9159 SVN: 15688

6.11 Member Print for multiple employments

The design of the Member Print report has been updated in line with the changes for multiple employments detailed in section 2.7. Each of a member's employments is provided with a separate section in the output, incorporating details such as salary and status history relating to that employment.

BT: 9308 ADO: 89

6.12 Reporting DC transactions for a case

A new report is available, Transactions Relating to CaseID, which will output details (session ID, member details, dates, investments, transaction types, contribution types and designations, amounts/units) for the

DC transactions being processed by the selected case, together with any other DC transactions that are in progress for the member, perhaps being processed by other cases.

BT: 9457 SVN: 17264

6.13 Formatting of dates for mail merge

IntelliPen's mail merge routines have been enhanced so that dates retain a data type of date up to the point of being passed to the utility on the server that merges the data with the Word template. This ensures that date formatting prescribed in the Word template will be applied correctly.

Technical

This relates to data fields defined with types of 'date' or 'ISODate' in the data source definition and applies when GemBox is being used to perform the mail merge

BT: 9706 SVN: 18573

7 Document management

7.1 Batch process to re-index documents

A batch routine has been developed which enables items in a document library that had been imported as part of an implementation to be re-indexed (re-attached) to the correct person (or scheme, or employer) in the event that data in the main database has been re-loaded and the underlying identifiers have changed.

Technical

The process can be run using Procentia.ExecuteJob and including the following parameters:

/entity	identifies the entity (e.g. Person or Scheme) whose documents need re-indexing
/metadataitem	identifies the piece of data held with each document that contains the identifier for the relevant entity in the previous system
/storedprocedure	identifies a custom stored procedure that will match the meta data item to the correct entity and return the relevant ID (e.g. PersonID)
/reindexkey	a value to be assigned to each document that has been re-indexed so that if the process falls over it will know which documents have already been processed when it is restarted.

BT: 9253   SVN: 16153 | 16501

7.2 Document scanner and read only schemes

If a member of a read only scheme is selected in document scanner, the Index button is disabled and a message displayed to the user about the member's read only status.

BT: 9273   SVN: 18982

7.3 Timestamp for sending to hot folder

When a document is sent to a hot folder the date and time at which it was sent is now recorded as meta data for that document in the document library. This information is then visible on the pop-up information card that appears when hovering over the document in the document library (e.g. on a member's Personal Documents screen).

BT: 9478   SVN: 17229

7.4 User Documents (C)

It is now possible to store and view documents associated with a user. This is achieved with a new User Documents menu item that is similar to the Personal Documents screen on the member record. Each user of the system will only be able to see their own documents on this screen.

Configuration information

The new menu item would need to be added.

BT: 9509 SVN: 17370

7.5 Privilege for deleting documents created by others (C)

A Delete Documents privilege already exists, which determines whether or not a user is able to delete any documents. It is now possible to define another privilege to determine whether or not a user is allowed to delete documents that were created by another user.

Configuration information

intelliScanSettings/privilegeToRestrictDeletionOfOtherUsersDocuments should be set to the name of the privilege that has been defined.

BT: 9586 SVN: 17696

7.6 Additional options for IntelliScan exporter

Technical

The 'intelliscanexporter' method.of Procentia ExecuteJob is now able to accept the following parameters:

- */quotify* – set to yes or no according to whether data items in the output should be in quotes
- */separator* – set to a character to be used to separate the data items in the output
- */fromDate* – only documents indexed after the date entered here will be exported

BT: 9754 | 9769 SVN: 18499 | 18558 | 18584

8 IntelliFeed

8.1 Adding timestamps to uploaded files (C)

The Upload Data facility within IntelliFeed may now be configured to append the date and time to the names of data files it uploads. This facilitates multiple uploads of files with the same name without overwriting the older ones.

Configuration information
A new setting would need to be added to the relevant menu item to enable this.

BT: 7915 SVN: 15438

9 Security and Auditing

9.1 User dashboard (C)

This new menu item allows those with access to it to view details of users' activities within the system, filtered according to role. The main page shows a list of users who are currently logged in, along with their IP addresses. An event log is visible for each user showing their IntelliPen browsing history and the records accessed. Further tabs list any users whose credentials have expired or are due to expire, also recently failed login attempts.

Configuration information
The menu item would need to be added.

BT: 4702 SVN: 15792 | 15819 | 16041

9.2 Clearing down context files (C)

Technical

Context files are stored by IntelliPen in a specific folder as part of normal operation but, if for some reason a context file becomes corrupted or contains invalid content, there can be problems for users trying to log back into the system. In these situations it is necessary to clear down the folder where these files are kept. A mechanism has now been developed to achieve this without requiring background access to the server. It involves logging in to a page at the location below within your IntelliPen system and confirming that context files should be removed.

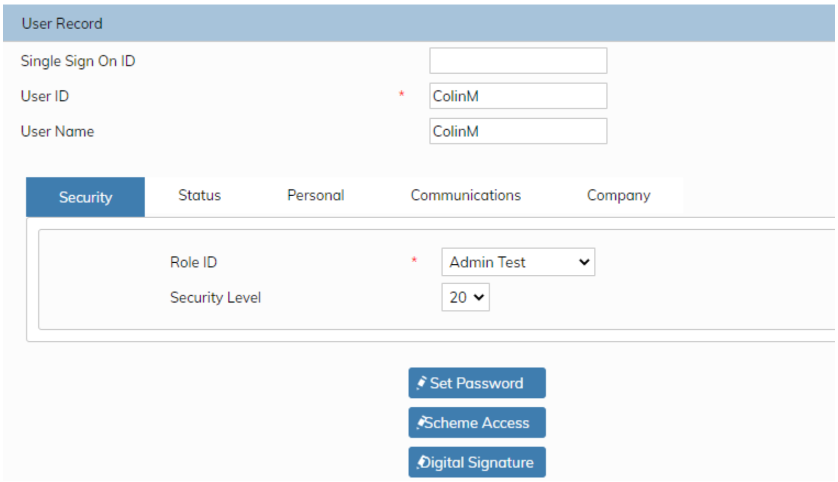
/resources/system/pages/ClientContextCleardown.aspx

Configuration information
This mechanism is only enabled if the systemSettings/enableContextClearDown setting has a value of True

BT: 8009 SVN: 16071 | 18203

9.3 User search (C)

An alternative method of accessing and amending user details has been made available. A search can be performed based on user ID and/or name, avoiding the need to scroll or filter a multi-page list in order to find a particular user. Following the search, the user's details are presented to view or update.



Configuration information
The menu item would need to be added.

BT: 8089 SVN: 16326

9.4 Expiry of user accounts

An Expiry Date can now be added to an IntelliPen user account, so that the user will no longer be able to log in once that date is reached.

BT: 8099 SVN: 15534

9.5 Audit history display improvement

The on-screen audit history now displays the values of Boolean (yes/no) values as True or False rather than 1 or 0.

BT: 9170 SVN: 15750

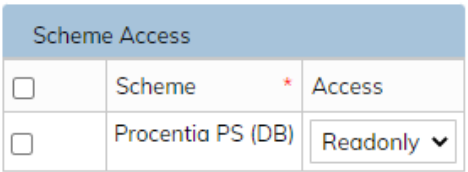
9.6 Reporting possible hacking attempts

A Hacking Login Attempts report is now available which will examine all login attempts recorded in the database and output details of any that appear suspicious or to be successful hacking attempts, based principally on a combination of the number of unsuccessful attempts and whether they are from a recognised IP address.

BT: 9215 SVN: 15956

9.7 Scheme read only access

Sections 3.4 and 4.4 discuss the flagging of a scheme as read only. It is now also possible to configure access to a particular scheme at user, role and team level as read only, to allow for situations where update access to a scheme is required for some users. Previously users, roles and teams could only be allowed or denied access to specified schemes. For a user with read only access to a scheme, their experience will be the same as that described in sections 7.2 and 12.2, although it should be noted that any user in a role with the Access All Schemes privilege will still have read and write access regardless of any read only scheme access settings. Only the scheme-level read only flag overrides the Access All Schemes privilege.



BT: 9851 ADO: 153

9.8 Disabling member site access (C)

A new Disable Member Site Access check box has been added to the Personal Details screen on the member record. This allows an administrator to prevent a member from registering on the member website or logging into it.

Configuration information
Any existing member website may need to be configured to refer to this new setting.

BT: 9402 SVN: 17262

9.9 Session report can now identify source server (C)

Where load balanced application servers are in use it may be helpful to identify which server is being used for each IntelliPen session. To this end a new Source Server column has been added to the session table and associated report.

Configuration information
The web.config file for IntelliPen will need to be amended to provide a label to identify the source server.

BT: 9701 SVN: 18421 | 18462

10 Payroll

10.1 Form download counts for payrolls with the same PAYE reference

When forms are downloaded to the payroll desktop from the government gateway, or the rebase option selected, the underlying watermark, which keeps track of the point up to which forms have been accessed, is now updated for any payrolls on the system which have the same PAYE reference. This avoids the possibility of downloading the same forms more than once via separate payrolls.

BT: 4393 SVN: 18046

10.2 Payroll calculations using only SQL (C)

For UK payrolls IntelliPay has traditionally used IntelliCalcs for the calculation stage of the payroll cycle. In other jurisdictions, where perhaps tax requirements are less complex, it may be preferable to perform the payroll calculation entirely in SQL with the use of a stored procedure. This option is now embedded in IntelliPay as standard.

The General tab of the Payroll Setup menu item has a Calculation Method drop-down, which can be set to IntelliCalcs or Stored Procedure for the relevant payroll. If it is set to Stored Procedure, the subsequent Calculation Stored Procedure field must contain the name of the stored procedure to be used.

The Payroll Desktop will refer to these settings when asked to run the calculation stage of the payroll and will use the method specified. Payroll workflow processes can be configured to take a similar approach.

Configuration information
A new entry in the Schedule Job Processors table would be required for this alternative calculation method

BT: 9400 SVN: 16920 | 16922 | 17338

10.3 Updating pension source status for ceased pensions

The Close Session stage of the payroll cycle is now able to identify any pension sources that were included in the session and have a Date Ceasing which fell during the current month. .It will set the status of these pension sources to PAIDUP if the new check box on the General tab of the Payroll Setup menu item for the relevant payroll (Mark Ceased Pension Sources as PaidUp) is ticked.

BT: 9485 SVN: 17843

10.4 New Works Number (C)

IntelliPay's communication with HMRC has up to now made use of pensioners' payroll references or scheme member references as identifiers for the members concerned. This is changing from version 2.6 onwards as a new Works Number field has now been added to the Payroll Details screen and to the Payslip History (More tab). It will initially be populated with the existing reference that has been used for HMRC communication, i.e. payroll reference or scheme member reference, but for new pensioners a new unique works number will be generated. The Leaver Process wizard has been updated to cater for this.

The use of a works number that is separated from other scheme and payroll references is beneficial because sometimes, perhaps due to incorrect reporting of a pensioner having died, HMRC require the reference used for communication to change. This is problematic if it involves changing the main scheme member or payroll reference as these are also used for general communication with the member.
To allow for future changes in pensioners' works numbers a new Works Number History screen has been created and can be made available in the Payments area of the member record. A standard routine for changing a works number is expected to be developed.

All payroll processes involving standard external communication, namely RTI reporting, tax code load, ARUCS and AWACS processes have now been amended to use the new works number field to identify the pensioners involved.

Configuration information
The new Works Number History menu item would need to be added.

BT: 9490 | 9519 | 9707 SVN: 17568 | 17636 | 18320 ADO: 285

10.5 Improvements to AWACS report

The summary report produced by the IntelliFeed interface for importing AWACS information has been further developed so that it now contains sections for user input, import details, import summary, errors, warnings, and details of the AWACS data uploaded.

BT: 9716 SVN: 18817

10.6 Active index management in payroll stages

Technical

Index management tasks have been added into the Prepare, Calculate and Make Payments payroll stages, the aim being to reduce fragmentation of the indexes in the database and achieve faster runtimes for each stage.

BT: 9859 ADO:

11 DC Processing

11.1 Transaction load enhancements (C)

The following enhancements have been made to the standard IntelliFeed interface for loading member investment transactions from an external file:

- Additional validation on investment codes and numbers of decimal places
- Scheme selection prompt now mandatory
- Improved logic for identifying member vehicle to hold uploaded transactions, including a new runtime prompt to inform this logic for non-active members
- Validation to prevent creation of negative holdings by upload of sell transactions
- Validation to enforce the load of corresponding switch sells and buys in the same file, avoiding vehicle matching issues due to switch buys being loaded separately
- Enable loading of ‘vehicle code’ to identify the member vehicle to use
- All 20 contribution types now catered for
- Allow for contribution designation to be supplied in the data file

Configuration information
Data dictionary and definition file amendments may need to be merged into client-level IntelliFeed files.

BT: 7798 | 9158 | 9165 | 9166 | 9205 | 9211 | 9212 SVN: 15666 | 15714 | 15720 | 16025

11.2 Processing non member units

The underlying dealing processes have been updated to handle buys and sells of non member units and to update the non member holdings at scheme level (described in section 3.1 above) for these types of trades. The standard report commonly produced by daily dealing workflows has been amended to include a section detailing contract note information pertaining to scheme-level units.
For trades involving members' units, the dealing processes will also now post any differences in the units transacted and the units allocated for each scheme investment to the scheme-level (non member) holdings.

BT: 8082 SVN: 18651

12 System configuration

12.1 Resources folders

Technical ______________________

IntelliPen's underlying folder structure has been redesigned in order to facilitate the hosting of files such as document production data sources, wizard definitions and screen layouts in Azure storage when required. These files have been split from the Resources folders and are now held within a separate ResourceFiles area, with aspx and some other files remaining in the Resources folders. The same hierarchical approach to selecting from override, client, product or system levels operates in the ResourceFiles area, but the hierarchy for this area, and further information about the location of the folders, is prescribed by a new set of <resourceSettings> configuration flags.

BT: 8015 SVN: 18420 | 18446 | 18555

12.2 IntelliPen behaviour for read only schemes (C)

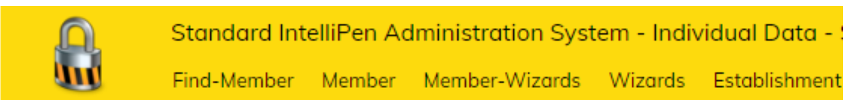
As described in sections 3.4, 4.4 and 9.7 above, it is now possible to restrict access to a particular scheme to read only. A number of underlying changes have been made to enable IntelliPen to behave correctly when the currently selected member is in a scheme to which the current user has read only access. In particular:

Menu items

When handling a read only scheme IntelliPen will suppress certain menu items and ensure that others are only available in read only mode. Standard menu items have been tagged in the background so that the system is able to distinguish which ones should be available under these circumstances.

System header

A user accessing a member of a read only scheme will be reminded of this by the header of the screen changing to a different colour with a padlock icon in the corner:



Technical ______________________

The tagging of the menu items described above has been achieved with the addition of an AvailableInReadonlyMode field to the Documents table in the content database.

Configuration information

Before read only mode can be used it is necessary to populate the AvailableInReadonlyMode field with 1 or 0 for each menu item according to whether it should be visible or suppressed for read only schemes. A script will be available to populate standard menu items but client-specific menu items should also be reviewed and updated.

The webSettings/readonlyHeaderColour configuration setting can be used to specify the colour of the system header in read only mode, the default being yellow as above.

BT: 9273   SVN: 18982

12.3 Configuration setting variables

Technical ___________________________

IntelliPen's configuration file may now incorporate variables whose values can be specified in one location in the file and then substituted into multiple positions elsewhere in the file when the configuration settings are loaded. This can avoid the need to enter the same value repetitively into different parts of the configuration file.
The variables and their values can be added as attributes to the <configSettings> node at the top of the file, then referenced in string key values later in the file using a construct of $(variablename)

BT: 9682 SVN: 18883

13 Miscellaneous

13.1 Housekeeping of audit records for deleted members

A batch process has been developed which will seek out and archive any audit records that are associated with members whose records are no longer on the database.

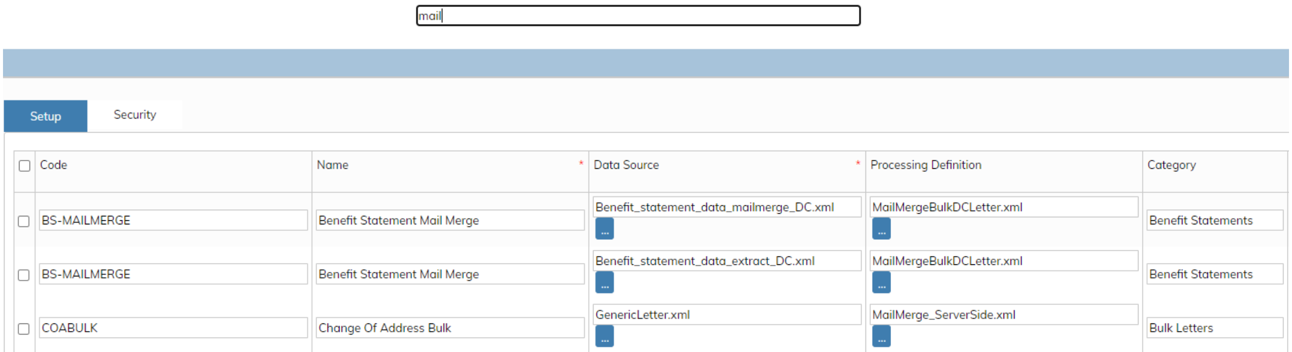
Technical ___________________________

The batch process uses the previously developed /method of 'housekeeping' with a further parameter of */removeorphanedauditrecords*. If it is required to be used on an ongoing basis it could be set up as a schedule job processor, so that it could be called from a workflow or a periodic job.

BT: 4744 SVN: 13748 ADO: 265

13.2 Searchable screen layouts

Screen layouts containing tables of data may now be configured with a search box at the top to enable users to find particular rows in the table without needing to manually look through a number of tabs and pages. This new layout has been implemented within the Decodes and Document Production menu items:



Technical

Layouts can be formatted in this way by setting the *style* attribute of the <layout> element to a value of “tableinstantsearch” and adding a *searchplaceholder* attribute with a value to identify the text that should appear in the empty search box, e.g. “Enter search term here”.
Please note that any *filterfield* in the layout must be removed for this new style to work, also that this approach is only suitable for tables containing fewer than around 200 rows.

BT: 7806 | 9856 SVN: 18714 | 18751 ADO: 164

13.3 ‘Safe to run’ checks on batch jobs (C)

Scheduled jobs are now able to run checks on the surrounding circumstances prior to being added to the queue of jobs to run. For example a payroll calculation job is able to check that the prepare job has completed. Some standard checks of this nature have been written for payroll and IntelliFeed jobs. If one of these checks finds that the circumstances are not right for running a particular job, the user attempting to schedule the job will be shown a message to this effect.

Configuration information

Schedule job processors in the database would need to be updated with instructions for running the required checks

BT: 7992 SVN: 15208

13.4 Account name length

All IntelliPen fields designed to hold bank account names have been adjusted to ensure a maximum length of no less than 500 characters.

BT: 8013 SVN: 18174

13.5 Archiving payslip histories (C)

The standard housekeeping routines developed in IntelliPen.NET 2.4 have been extended to include the possibility of archiving payslip histories. Preventing members’ payslip histories from becoming longer indefinitely can help with the performance of payroll processes. The archive process can be run on an ad-hoc or regular basis and will act on history entries older than a specified number of days. Those entries will be moved to a separate table but will still be visible via the new Payslip History Archive screen (see section 2.6 above).

Technical ________________________

The archiving routine is a batch process using the /method of 'housekeeping' and a parameter of */archivepaysliphistory.* If it is required to be used on an ongoing basis it could be set up as a schedule job processor, so that it could be called from a workflow or a periodic job.

Configuration information

Before attempting to archive any payslip histories the houseKeepingRetentionPolicies/payslipHistoryTable_DaysToKeep configurations setting should be populated with the number of days' worth of payslip history to be retained in the main table.

SVN: 15991

13.6 Drop-down sorting on screen layouts

It is now possible to define how the contents of a drop-down or decode table should be sorted when presented to the user on a screen layout. Previously all drop-down and decode tables were sorted automatically into alphanumeric order

Technical ________________________

A new *customsorting* attribute can now be used with the <field> element in a layout. If set to "True", no automatic sorting will be done on any *dropdownsource* or *decodetable* output for that field, leaving the data for the drop-down in the order that it was returned from the database. This means that, particularly for fields using *dropdownsource*, SQL can be used to sort the data in a custom manner.

BT: 9245 SVN: 16693

13.7 Improved menu operation

A slight delay has been built into the time between the user moving away from a menu item heading and the menu item heading disappearing. This makes for easier browsing around the whole menu system.

BT: 9774 SVN: 18752