

Release Notes for Docufide by Parchment 4.5

Themes

The new **Docufide by Parchment** focuses on three key themes:

- 1) **Usability** – Ongoing improvements in Sender and Receiver user experience to make it easier for administrators.
- 2) **Automation** – Adding features such as Student FastTrack to allow [Docufide Sender Full High Schools](#) to get students easily registered to Parchment.com, and improvements to features such as Transcript Direct for Post-secondary institutions.
- 3) **Intelligence** – Adding features which put “just-in-time” information at administrator fingertips such as Sender and Receiver Dashboards.

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Dashboard

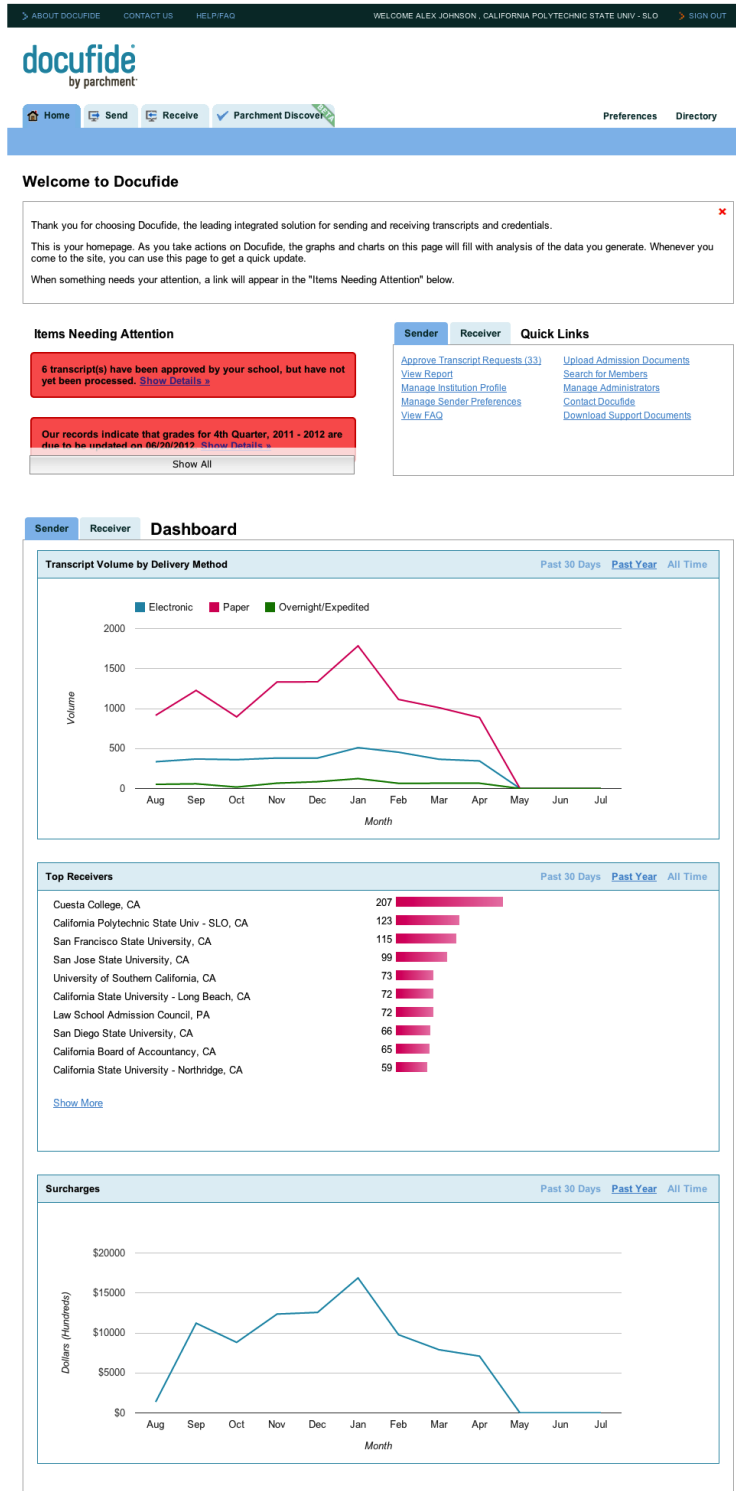
The new Docufide Dashboard provides an enhanced user experience and real-time “at a glance” visibility to key metrics of the specific Docufide services in use at each institution.

An “Items Needing Attention” area is immediately visible on the Home Page and Quick Links allow the user to quickly and easily navigate to complete tasks and activities.

By turning the Docufide Home tab into a “Dashboard” constructed of elements that display the data most important to the user in a format that can be understood at-a-glance, users can now quickly and easily understand what they need to do, and get a sense of their performance across relevant Key Metrics.

The Dashboard will contain:

- A welcome message
 - This can be closed by the user and will not show again.
- An “Items Needing Attention” container
 - This will contain the notifications that currently appear in orange boxes on the top of the Docufide Home tab.
- A “Quick Links” container
 - This will contain all of the links that currently exist on the Home page for all Docufide users.
- A series of graphs and charts representing the most essential data to the user



- Sender:
 - Transcript Volume by Delivery Method
 - Top Receivers
 - Surcharges
 - (For High Schools with Sender Full only): Student FastTrack Registration Codes
- Receiver
 - Transcript Volume
 - Top Sending Institutions
 - Request Aging
 - Outstanding Transcript Requests (by volume)

Sender Release Notes

High School Student FastTrack Registration Codes

Student FastTrack allows administrators at high schools using Docufide Sender Full to make registering their high school students on Parchment.com easier. Once a high school administrator uploads a roster, they can choose to trigger emails to their students or print handouts to give to their students directly. These emails (or handouts) contain a unique and secure code that allows a student to register and automatically connect their high school to their account. Use of the code also makes registration easier for students, by pre-filling their registration information from their roster record information. Administrators can see which students have registered and which students have not registered, and can re-send registration codes to these students.

Enhanced Roster Management- Two changes have been made to the student roster to improve its usability:

1. The Sender Administrator user role now has roster management access.
2. Student Addresses are no longer necessary for the roster record to upload.

Parchment.com High School Student Interface

Student FastTrack

- Registration workflows have been created to support the use of Student FastTrack registration codes to connect student's accounts with their high school record. Students will enter the workflow with a URL provided in an email from their high school or by visiting the registration code page to manually enter the registration code. Once they complete the registration workflow, their account will be linked to their high school roster record in DF Admin, and their high school will be added to their Parchment account, and their registration will be pre-populated with information from their roster record.

Receiver Release Notes

Transcript Direct

Institutions using Transcript Direct as a part of their [Docufide Receiver Full license](#) now have access to an enhanced user experience for the applicant and for the administrator. New reporting provides the Receiver with visibility to the status of “Out of Network” requests and allows them to resend Transcript Request Forms with a single click.

Key changes to the student workflow include:

- A simplified and streamlined look and feel.
- Account sign-in or creation is required for all applicants, allowing for greater consistency in the transcript request process and applicant order tracking for all requests.
- Reduction in data entry as Receivers can now provide multiple Sender schools via the Simple Link
- The Applicant ID will be available for subsequent requests whether or not the applicant orders begin in Transcript Direct.
- Improved school search interface.

For Receivers:

- The ability to configure school search to allow requests only from High School, Postsecondary or both.
- New report interface, including improved visibility to Out of Network requests by “Days Outstanding” and the ability to resend a Transcript Request Form via fax with a single click. The Receiver can also now download the Transcript Request Form or edit the status of the request.
- Enhanced personalization on Request Transcripts and Confirmation pages.