Administration

FIX: Custom Form Designer
It is no longer necessary to minimize (or "restore down") Aware before opening a custom form in the designer in cases where palette icons were not visible on the screen.

FIX: Files
Files with less than 3 characters in their name (excluding the extension) can now be opened. Previously they could not be opened.

CHANGE: Permissions
Granting access to the Visitor capsule will also grant access to the Visitor Console – a new feature designed for front-desk users to help check in visitors and print badges. Note if you do not have Visitor access but have "Visitor Console" selected for *Launch After Sign In* from User Settings, you will get an error message indicating this whenever you sign in.

CHANGE: Permissions Portal Fields
You can now set free-form options to appear on the new AwareManager Portal for the following fields:
- Work: Work Person, Assigned To
- Visitors: Host, Point of Entry, Destination
- Schedules: Organization

Note: This capability is only available in the upcoming AwareManager Portal release, not any previous versions of the Portal.

FIX: Reports
Translations applied to report titles will now be reflected in the titles as they appear under the Reports capsule.

Agreements

FIX: Generate Insurance Correspondence
Previously, the *Email* and *Subject* fields were shown as mandatory even if "Letter" was selected as the correspondence *Type*. Now when "Letter" is selected, these fields will become disabled.

CHANGE: Project Types
A **Files** tab has been added to the Project Types capsule.

Note: You must have File Management enabled in order to be able to use this feature; contact your Client Manager for more information.

CHANGE: Projects
A **Files** tab has been added to the Projects capsule.

Communication

CHANGE: Email
A *Trigger* field has been added to the Email capsule for troubleshooting purposes. If the email was generated as a result of any Trigger (Work, Purchase, Visitor, Schedule, Reminder, or Key), the Trigger code will appear

here. Note this field is not linked and does not indicate the capsule it came from; this should be ascertainable from the other details presented in the email record.

CHANGE: Email

When manually creating emails, you can now reference capsule fields using the same syntax as with Triggers. This includes the ability to default a pre-worded Paragraph into the body of the email. Please contact your Client Manager for assistance with trigger field references.

CHANGE: Email Attachments

Email attachments can now be uploaded via a **Files** tab; these files may be uploaded and stored within the Files capsule as with all other files uploaded via this mechanism.

CHANGE: Email History

A *Trigger* field has been added to the Email History capsule for troubleshooting purposes. If the email was originally generated as a result of any Trigger (Work, Purchase, Visitor, Schedule, Reminder, or Key), the Trigger code will appear here.

Inventory

CHANGE: Material Types

A **Files** tab has been added to the Material Types capsule.

CHANGE: Materials

A **Files** tab has been added to the Materials capsule.

Keys

CHANGE: Key Transfers *Person* field constraints

When linking a "Contact" to a Key Transfer, the Contact list will be constrained to only those Contacts linked to the selected Property.

CHANGE: Key Transfers Single Report

When Print Single Records is selected from the Key Transfers capsule, this report will now include any custom fields defined for Key Transfers. These fields will be printed at the bottom of the report; only those fields with a value will appear.

Maintenance

CHANGE: Manufacturers

A **Files** tab has been added to the Manufacturers capsule.

CHANGE: Readings

An **External** tab has been added to the Readings capsule with a *Mobile Instructions* field. The text defined in this field will be displayed for the reading via the AwareManager Mobile app, in an upcoming release.

CHANGE: Tasks

A **Files** tab has been added to the Tasks capsule.

Resources

CHANGE: Units

This capsule now has 2 checkboxes under its **External** tab: *Show As Visitor Destination* and *Show As Visitor Point Of Entry*. If the options are selected, the Unit will appear as a selection option from the Visitor capsule for *Destination* and *Point Of Entry* values, respectively.

CHANGE: Vendor

A **Files** tab has been added to the Vendors capsule.

Schedules

CHANGE: Schedules

A **Files** tab has been added to the Schedules capsule.

Settings

CHANGE: User Settings launch options

The various launch options have been consolidated onto the **General** tab of User Settings.   Now there is one option with the following checkboxes: Cockpit, Visitor Console, Open Work, Open Reminders. You may select any option or leave them all blank. If no option is selected, the program will display the standard Console after sign-in.

NEW: User Settings Keys tab

A new tab has been added to User Settings to define settings related to the Keys capsules. Currently, this tab allows you to define the default multiline field value for the *Key Transfer Person* field (freeform "Person" or linked "Contact").

Tools

CHANGE: Custom Form Designer multilink fields

You now have the option to *Hide Related Text* for multilink fields (e.g. *Work Person*, *Assigned To*) added to custom forms. Double-click on any linked/multilink field in order to see this option from its element Attributes.
Note: If your custom form currently has a multilink field included, you must remove and add the field back in order to have the option of hiding its related text.

CHANGE: Custom Form Designer tab attributes

You now have the option to exclude any custom form tab on the single report generated from that form. From the Custom Form Designer, select the tab you do not want to print and open its Attributes to select *Exclude From Report*.
Note: This only applies if you are printing the single report based on the custom form (i.e. it will not apply if *Use Standard Report* is selected under the Form Attributes).

Triggers

CHANGE: Visitor Triggers

The following changes have been introduced to this capsule:
- New *Source* option of "Recurring Renewal" - If selected, the trigger will generate for Visitor records created via the Recurring feature
- **Roles** tab – For any Roles defined, the trigger will check the Visitor record that initiated it for matching Roles. For each matching role, the associated Contact will be a recipient of the trigger.

Visitors

CHANGE: Duplicate Visitor

When duplicating a Visitor record from within the standard Visitor Form or Visitor List view, you will now br prompted to duplicate the linked Roles or Reminders. Both details can be found as tabs at the bottom of the standard Visitor Form. If you do not have access to these details, contact your system administrator.

CHANGE: Portal Visitor Entry

For Visitor requests entered via the AwareManager Portal, if the *Expiration Time* is not included (or not specified), it will default to 23:59 of the *Expiration Date*.

CHANGE: Visitor History

An image field was added to the Visitor History capsule. This will store the image copied to the original Visitor record.

CHANGE: Visitor Types

The Visitor Types capsule has been updated to include the following:
- *Recurring* checkbox – When selected for a Visitor Type, this field will be checked on any new Visitor records linked to this type
- **Roles** tab – Any Roles and associated Contacts linked to the Visitor Type will populate on any new Visitor records linked to this type

CHANGE: Visitors

The Visitor capsule has been updated as follows:
- *Recurring* checkbox added – This field can default based on the linked Visitor Type or be manually set. It indicates that the current record reflects a recurring visitor, and should be regenerated each time the visitor departs (see *History Timer* for more details)
- **Image** tab – This tab contains a field that allows you to paste an image (210 x 280 pixels). It will be used to store any image taken via the Visitor Console.
- **Roles** tab – These values can default based on the linked Visitor Type or be manually entered. This is used to indicate additional contacts who should be notified on triggers generated from the Visitor record.

Work

CHANGE: Automatic Refresh

This operation has been adjusted to allow Work view/add/edit without manually turning off the timer. When a user opens a record for view/add/edit, the timer will be suspended while the user is performing the action, and upon saving the record, the timer will automatically restart. Whenever the list refreshes, the sort/sub-sorts will also be retained.

NEW: File Count Field

This view-only field, found under the **Total Amounts** tab of the standard Work form, displays the total number of files uploaded against the Work record via its **Files** tab.

CHANGE: Work Status

The *Trigger Date* options under the **Automatic Timer** tab have been updated to include "Date Received".