## JMC Next-Gen Office Transition

1. Go to the URL provided by your school. It may be emailed to you, a link on your schools home page, or it may be provided here _____

2. (Optional) Change Password on Log-in screen.

3. Familiarize yourself with the new tree view on the left side of the Next-Gen Office program.

4. Switch buildings by going to File▶Switch School Building.

5. Screen Resolution: Recommended 1024X768 or higher.

6. Access Previous years (09-10 to 13-14) data through the Log in screen. **Do not** use your desktop applications for those years.

7. Updated Functionality in the Next-Gen Product:

A. No more file locking constraints. No "Read Only" access

B. More parent/contact information stored

C. Longer Field Names   **D.** Items stored by line

E. Drop Down Menus   **F.** Split Screens

G. Student Search Function   **H.** Quick Links

I. Save Button   **J.** Period Attendance▶Data▶Edit Attendance

K. Student▶Lists for "Create Photo File" and "Custom Labels"

L. Creating/Editing Forms, Tech Professional Install the Form Designer

**M.** POS, Point of Sale, Tech Professional Installs the POS
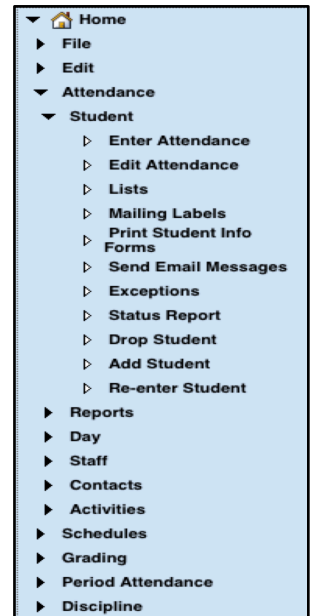
Major Updates

✔ Multiple windows (screens) open at the same time- Right click (mouse) or Control Click (Keyboard).
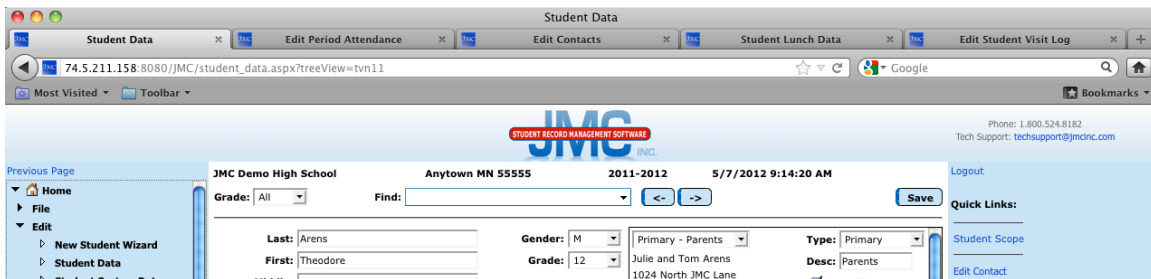
✔ Back and Forward buttons- Easier navigation through the program.

✔ Student Scope- Overview of a student (Edit▶Student Data).

✔ Print Preview on screen- Easier use of reports. Also, easily export reports to text files.

✔ One log-in for Parent Access- No more need to log into different buildings.

✔ Updated Parent Access – Make sure to "Merge Contact Submissions."

✔ New Student Wizard – Easier way to put in new students.

✔ Use JMC anywhere with internet access.

How do you sign out? Close all tabs and on the last screen click the "logout" button in the top right corner of any screen in the office program.
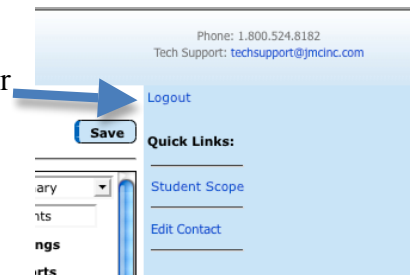
*Use the **Starting the School Year Checklist for 2014-2015 - Next Gen** document*

Check back in August for the "14-15 Office Program Update" video.