Atlas Release Notes

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Atlas Release 9 - Commuting

Overview

This document provides the enhancements, fixed issues, and known issues associated to the Atlas 9 Commuting Release, effective September 2016. Atlas Release 9 was implemented in order to support the 2016/2017 Commuting Program changes. These changes are intended to encourage "green" commuting habits.

Enhancements

1. Provide Bus and Subway access to Cambridge Campus MIT employees at no cost via Access MIT pass (CharlieCard Chip embedded in employee MIT ID)
2. Increase Commuter Rail subsidy to 60% only for Cambridge Campus MIT employees
3. Subsidize parking at MBTA stations - 50% up to $100 per month
4. Commuting Benefits homepage text was updated to reflect new program changes targeted to the user (Campus employee, Lincoln employee, student)

Fixed Issues

Existing bugs were fixed for the following application functions within T-Pass:
1. Employee signup (specific scenarios with former student account and affiliation changes)
2. Employee T-Pass history specific to repeated T-Pass suspensions
3. Administrative report fix for minor bug
4. Student sign up issue resolved (rare timing issue)

Known Issues

Campus employees will have to replace their MIT ID with a new Access MIT pass in order to use the no cost T-Pass (for applicable T-Pass types).

Atlas Release 8

Overview

This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 8 Release. This release went live on March 25th, 2016.

Atlas release 8 includes enhancements to the Atlas Learning Center, Charitable Contributions, Commuting Benefits, Digital Events, Journal
Vouchers, and New Hire applications along with updates to the Atlas framework and touchstone enabling several applications.

Enhancements

Atlas Learning Center:

1. Learning Center
   - The sort for training needs on the My Training Needs tab was improved
   - The sort for courses on the My Courses tab was improved
   - Direct course links are available for sharing the URLs for web courses on the Course Description pages
   - A search box was added to the Find Training Group page on the My Profile tab
   - When a learner is adding or changing PI Activities/PI or Supervisor, changes are saved when navigating from PI or Supervisor list to the Activities selection page
   - New hires can access Learning Center prior to hire date

2. Training Administrators
   - The sort various transactions has been updated
   - Search fields include additional search queries
   - Start over links have been added to enhance usability and navigation
   - Instructions for “Send Manual Email” are revised

3. Course Publisher
   - Front end edit capabilities were added to allow the Course Publisher to edit course data
   - Visibility of course versions was enhanced
   - Learner registration data is viewable in the web using the Registration tab

Charitable Contributions:

1. Enhancements to enhance the user experience include alerting a user when entering the same charity twice
2. Enhancements made to enhance Charitable Contributions admin tools

Commuting Benefits:

1. Enhanced system to accommodate complex T-Pass enrollment scenarios to prevent manual changes from being needed and to avoid unnecessary delays in T-Pass enrollment (for example users with two SAP ids)
2. Enhancements were made to the T-Pass admin system to improve processing

Digital Events/Event Planning:

1. New event room request functionality enhanced to include photo submission
2. Updates to event approval workflow were made
3. Enhanced layout of Room Catalog

Journal Vouchers:

1. Enabled Cashiers JV category submission for FY document type during the FY period
2. Enhanced Cost Transfer journal voucher display: Allow the original document to be opened when viewing Cost Transfer JV
3. Expanded logic to require users to explain delayed submission for old dates on the line item level

New Hire:

1. Added instructions and link for photo submission for MIT ID card
2. Expanded functionality for Post Doc new hires
3. Updated orientation tile logic to accommodate Post Doc orientation course

Atlas Framework:

1. Affiliation specific banner functionality to allow message targeting to students, employees, or affiliates
2. Personal Information work address building selection hides non-active buildings
3. Campus Life tab was enhanced to include exhibits in the events feed

Touchstone Enabled Applications

Additional applications are now touchstone enabled including Purchase Orders, RFP, and many others.

Changes
1. Security enhancements to prevent cross site request forgery applied to Atlas applications.

**Fixed Issues**

1. Learning Center:
   - Previously when an administrator recorded completions via uploader, a new classroom session was created
   - Previously, the uploader allowed credit for a refresher web course even though the initial course was not completed by the learner
   - Course Publisher error messaging was reviewed and corrected
   - Some Training Group descriptions were displaying twice
   - For administrative transactions, duplicates are no longer returned for search queries

2. Atlas framework
   - The map on the Campus Life tab was cut off

**Known Issues**

Prior to hire can add themselves to a training group, as enhancements give prior to hire access. However, Training Group Administrator cannot remove a prior to hire from a training group until after hire date.

The Journal Vouchers application enhancement to Cost Transfer jvs allows users to display original financial documents. When JVs are created without header text and displayed as original documents, the header text will be blank. That same JV displayed using Find JV will show “General/Other” in the header text as a default. This is expected behavior.

On Internet Explorer, in the Journal Vouchers application some required field text boxes have hint text populating as entered text.

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**Atlas Release 7**

**Overview**

This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 7 Release. This release went live on October 14, 2015.

Atlas release 7 includes a Learning Center migration, enhancements to the Charitable Contributions application, touchstone enabling additional applications, and removing the SSN check from Personal Information.

**Enhancements**

**Learning Center Migration:**

1. The Learning Center migrated from the SAP elearning portal to Atlas; it was designed to keep Learning Center functionality consistent and enhance user experience with a look and feel similar to existing Atlas applications
2. A new content player was implemented for all web based training, replacing the SAP content player which was no longer actively supported by SAP

**Charitable Contributions:**

1. Enhanced application and email notifications
2. Enhanced administrative functions

**Touchstone New Applications:**

1. About Me applications, Money Matters, Events, Journal Vouchers, Commuting Benefits, Charitable Contributions

**Additional Changes:**

1. Added a sustainability pop up message to eCAT application
2. Removed the SSN check for Personal Information application

**Fixed Issues**

Learning Center - the new content player is more compatible with different browsers and devices than the former content player. User experience with pop up blockers is streamlined
Known Issues

Web courses in progress were not carried over to the new system. Some people may have lost progress and had to restart courses for beginning. This was communicated in advance.

Atlas Release 6

Overview

This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 6 Release. This release went live on July 30, 2015.

Atlas release 6 includes a Charitable Contributions application, enhancements to the Journal Vouchers application, and updates to the New Hire and Digital Events applications. In addition, improvements to the Atlas Full Catalog and a new Reports group were added.

Enhancements

Charitable Contributions:

1. New application for Community Giving at MIT that replaces the paper process for payroll deduction and credit card donations
2. Includes the ability to request for new charities to be added to the application
3. View contributions over time in Atlas, About Me, under Money Matters

Journal Vouchers:

1. New JV Category: Cashiers Deposits that replaces the Check Deposit Form paper process
2. Revised JV category descriptions
3. Enhancements include Autosave feature, ability to add multiple lines at a time, ability to copy lines, sortable headers in My JVs and Find JV, and previous and next buttons in Find JV
4. Minor bug fixes were added to the JV application

Atlas Digital Events/Event Planning:

1. Improved the Cambridge license feature

New Hire:

1. Updated the process for tile completion so that the Sexual Misconduct Prevention and Awareness course must be completed (in addition to the first step in Personal Information) before other tiles are accessible
2. Added a link to Atlas Commuting Benefits to the Commuter Connections tile
3. Minor enhancements to I9 and IPIA process including a new IPIA form for Media Lab and a revised IPIA visitor form

Atlas Full Catalog:

1. Updated the groupings and added a display filter to the Full Catalog
2. Added a new group called Reports to feature Cognos reports that are widely used

Changes

The Charitable Contributions application is now online in Atlas, About Me, Money Matters. Journal Vouchers has a new category. The Full Catalog is grouped differently with display options.

Fixed Issues

Enhancements targeted improving applications. Events licensing email process was revised.

Known Issues

The Journal Vouchers web upload performance varies among browsers (Firefox is recommended).
Atlas Release 5

Overview

This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 5 Release. This release went live on April 17, 2015.

Atlas release 5 includes enhancements to the Atlas Digital Events application and the Commuting Benefits application. In addition, minor adjustments to the Atlas layout and improvements to the Atlas People Search photo feature have been added.

Enhancements

**Atlas Digital Events/Event Planning**

1. More streamlined user-friendly screen views for planners and approvers
2. Improved the Event Planning "Register Event" form
3. Added new feature: to change the event host after event submission
4. Added new feature: to request a room to be added to Event Planning spaces

**Commuting Benefits:**

1. New applications replace the paper forms for Bicycle Reimbursements, Private Transit Reimbursements, and Vanpool (VRide) Subsidy
2. A Commuting Approver Inbox is available in Atlas for the Parking and Transportation Office to review and approve reimbursement applications
3. Minor big fixes and enhancements were added to T-Pass

**Atlas Framework:**

1. Improved People Search photos including photo size restriction

Changes

The applications for Bicycle Reimbursements, Private Transit Reimbursements, and Vanpool (VRide) are now embedded in Atlas Commuting Benefits under About Me. The paper forms are no longer available from the Commuter Connections website.

Atlas users will have size restrictions when adding photographs to their People Search directory listing

Fixed Issues

Enhancements targeted improving applications.

Documentation: The Atlas User Guide will be revised to match the navigation of the enhanced release. Additional FAQ documentation has been created to support functional changes.

Known Issues

The Events Approval Inbox is not sorted by date.

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Atlas Release 4

Overview

This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 4 Release. This release was live on December 8, 2014.

Atlas release 4 adds and enhances functionality for MIT administrative and departmental functions. Specifically, the Journal Vouchers application and Commuting application for T-Pass enrollment have been improved. In addition, minor adjustments to the Atlas layout and an improved People Search including photos have been added.
Enhancements

Journal Vouchers:
1. User friendly layout
2. Replaced JV Inbox with My JVs, a central location for all Journal Voucher drafts, submitted journal vouchers from within 30 days, and rejected journal vouchers that require action
3. Added JV Upload feature
4. Changed field entry so that required fields improve Journal Voucher approval process and minimize the need for rejections and returned JVs

Commuting Benefits:
1. New easy to use T-Pass enrollment screens for students, employees, and student employees
2. Commuting Resources are now prominently available in Atlas under the About Me tab
3. Users can enroll, check T-Pass status, and revise enrollment (according to deadlines)

Atlas Framework:
1. Improved People Search allows users to add, change, and remove a personal Atlas directory photo
2. Adjustments to the layout make it easier to find and review additional resources
3. The new layout features an image carousel to display important news and information

Changes
The Journal Vouchers applications are now embedded in Atlas. Instead of opening additional windows, users can toggle between the My JVs, Find JVs, and JV Resources tabs.
The JV/Credit Card Report application can be found grouped with Financial Information Lookups in the Full Catalog or under Additional Resources on the JV Resources tab of the Journal Vouchers application.
Users can find Commuting Benefit resources in a central location under the About Me tab in Atlas
Atlas users can add photographs to their People Search directory listing

Removed Features
- Tools like "Check" and "Print this Page" are no longer featured on the JV screens. The system validates fields upon entry and submission and users can print using their browsers.

Fixed Issues
Enhancements targeted improving applications. The JV process has been optimized.
Documentation: The Atlas User Guide will be revised to match the navigation of the enhanced release. Additional FAQ documentation has been created to support functional changes.

Known Issues
JV Upload is compatible with the XLSX format only

Atlas "Mini" Release

Overview
This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas "Mini" Release. This release was live in September, 2014.
The Atlas "Mini" release provided enhancements to the New Hire application including the Preventing Sexual Harassment Course, the Self-Identification of Disability Form, and the revised Military status selection criteria.
Preventing Sexual Harassment Course:
1. The course is available to New Hires as a component of the required New Hire Activities
2. Completion of the course displays a green check mark on the New Hire Activities table

Self-Identification of Disability Form:
1. Form CC-305, a Voluntary Self-Identification of Disability form, is now embedded in the Personal Information component of the New Hire Activities
2. Users can check yes, no, or opt not to answer

Military Status revisions:
1. Veteran status selection and descriptions have been revised

Atlas Release 3

Overview
This document provides the enhancements, changes, fixed issues, and known issues associated to the Atlas 3 Release. This release is live on July 16, 2014.

Atlas release 3 adds and enhances functionality for MIT administrative and departmental functions. Atlas is now touchstone enabled and will provide a security check upon access to Personal Information or Money Matters applications. The new Atlas provides a configurable menu with suggested applications based on common MIT roles, a People Search that includes a personal address book, and the following modified “in place” applications: Tax Withholding, Direct Deposit Preferences, W-2, Paystubs, Personal Information, and Settings and Authorizations. The new direct deposit functionality allows for users to split payroll funds amongst two direct deposit accounts. The New Hire application is now accessible to faculty members, includes documentation for foreign nationals, and improves the IPIA process.

Enhancements

New Hire:
1. Determine if Faculty (Faculty is newly eligible for New Hire application)
2. Determine if Foreign National (Foreign National sees additional tax resources)
3. Email notifications:
   Employee Name added to subject line and body of email
   IPIA Improvements
   Kerberos email generated when employee account is created
4. Cognos report for managers to track New Hire progress

Atlas:
1. Touchstone enabled
2. Security Check for Money Matters and Personal Information
3. Configurable menu (personalized menu to support work performance efficiency)
4. People Search (Search MIT Directory and save personal address book)

Money Matters Applications:
1. Paystubs (added overview screen, added list that includes payment reasons and net pay)
2. Tax Withholding (combined dollars and cents for additional withholding field, users can now update federal and state withholdings independently)
3. Direct Deposit Preferences (add additional account for direct deposit by value or percentage, remuneration statement formatting was updated)

Personal Information Application:
1. Consolidated five individual applications (Name and Home Address, Ethnicity/Race/Gender/Veteran Status, Work Address and Phone, Education History, Emergency Contact)
2. Lincoln Lab (Lincoln Lab people will receive messages and instructions for updating their information via the Lincoln Intranet)

Changes
Atlas is now touchstone enabled. (link to KB article of apps that are NOT yet touchstone-enabled)

The new homepage displays featured tiles but no longer includes additional resources.

There is a left column menu. From the homepage, selecting “edit” on the menu header navigates to the Build Your Menu screen where users can personalize their Atlas menus to include application groups based on work function or the suggested roles.

To view all of the groups and applications accessible from Atlas, users can access the Full Catalog from the homepage.

The new About Me page includes the self-service functions, grouped by My Profile, My Benefits, and Money Matters.

The Campus Life tab displays the shuttle schedule, campus calendar, and campus map in addition to emergency information, relevant links, and campus resources.

Users can search the MIT directory and save favorites in an address book from the People Search tab.

The revised feedback submission allows users to rate Atlas with a star system.

**Removed Features**

- Hover menus on the homepage
- Application search from the homepage
- The gear symbol menu
- Smiley face rating system for submitting feedback

**Fixed Issues**

The MIT Alert feed will track New Hires. The feed includes non-students and non-employees with valid MIT ID's.

New fields were added to the TLO Feed (via data warehouse extract).

The Data Warehouse extract supports changes for the additional direct deposit account.

Email content has been revised to reflect new Atlas URL’s.

Documentation: The Atlas Guide will be revised to match the navigation of the enhanced release. Additional documentation will support the transition. Specific KB articles have been revised to reflect application changes and to be more concise. For example, the Direct Deposit Preferences KB article has been revised to include the functionality for a second account for direct deposits. Similarly, just as the Personal Information application has been consolidated, there is one KB article to correspond to the components. KB articles from current Atlas (Guides and FAQ) will be available under Additional Resources.

**Known Issues**

Many applications are not touchstone enabled

Atlas provides access but does not restrict content based on authorization (you can see links for applications that you are not authorized to use, authorization are checked within the app not by Atlas)

**Note:** An exception on About Me, Personal Information. This content is not viewable by Lincoln employees or other unauthorized users.