



## Release Notes

Build: 17.08.02

Colleague Software Ltd

Date Created: 29/08/17

## Colleague 7 Release Notes - 17.08.02

### 1. Introduction

This document communicates the new features and changes in this release of Colleague 7.

### 2. About This Release

Sprint Goal: Continue to work on the Diary and Admin projects to enable self-sufficiency and diary management features. Also undertake investigative works to improve & enable the automated release of Colleague 7 deployments.

### 3. New Features

#### 3.1 Create Meeting Request.

State: Done

Type: Enhancement

User Notes: When creating an email, there is now an 'Email Type' button in the email toolbar which allows the user to select a 'Meeting Request' type. When selected, additional fields are shown on the email form in line with the fields available when creating a meeting request from within Outlook. Additionally, there is now the option to search for 'Users' in the To and Cc email boxes.

The image displays two screenshots of the 'Send Email' form in Colleague 7.

**Top Screenshot:** Shows the 'Send Email' form with the 'Email Type' dropdown menu open, displaying 'Email' and 'Meeting Request' options. The 'To...' field contains 'david.payne@colleaguesoftware.com (David Payne)'. The 'Cc...' field is empty. The 'Template Selection' dropdown is set to '- Select a Template from the list -'. The 'Merge Field Selection' dropdown is set to '- Select a Merge Field from the list -'. The 'Subject' field contains 'Candidate Default Subject'.

**Bottom Screenshot:** Shows the 'Send Email' form with the 'Email Type' dropdown set to 'Meeting Request'. The 'To...' field contains 'david.payne@colleaguesoftware.com (David Payne)'. The 'Cc...' field is empty. The 'Start Date' field is set to '29 Aug 2017'. The 'End Date' field is set to '29 Aug 2017'. The 'All Day Event' dropdown is set to 'No'. The 'Location' field is set to 'Chichester'. The 'Reminder' dropdown is set to '15 minutes'. The 'Time' field is set to '17:00'.

## 3.2 Admin - Teams - Delete Button

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State: Done

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Type: Enhancement

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User Notes: There is now an option to delete Teams and Users:  
A Team or User can only be deleted if there are no sub Teams or Users below it, otherwise an alert is displayed: If there are no child items, the user will be prompted with a confirmation alert: On clicking 'Yes' the loading spinner is displayed.

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## 3.3 Access To Associated Records From Archived Records/Merge Records.

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State: Done

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Type: Enhancement

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User Notes: A link now exists on the deleted items table in the delete records admin screen, to go to the associated record. Additionally, when merging records, the alert bar contains a link to the primary record after the merge is complete.

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## 3.4 Add 'Last Contacted Date' to Candidate and Contact Records

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State: Done

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Type: Enhancement

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User Notes: 'Last Contacted' now appears on candidate and contact records.

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## 3.5 Missing Department Field

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State: Done

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Type: Enhancement

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User Notes: Department field is now available on contact records

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## 4. Bug Fixes

### 4.1 Ensure There Can Only Be One Default Per Lookup Parent

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State: Done

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Type: Bug

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User Notes: When setting a lookup code as default, any other lookup codes under the same parent will be marked as not default. In the case that a lookup code exists under multiple parents, setting that lookup as the default will affect all places where that lookup exists.

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## Revision History

Version	Date	Summary of Changes	Author
1.0	29/08/17	Initial Draft	David Payne