# Version P024 of VA-ONCE
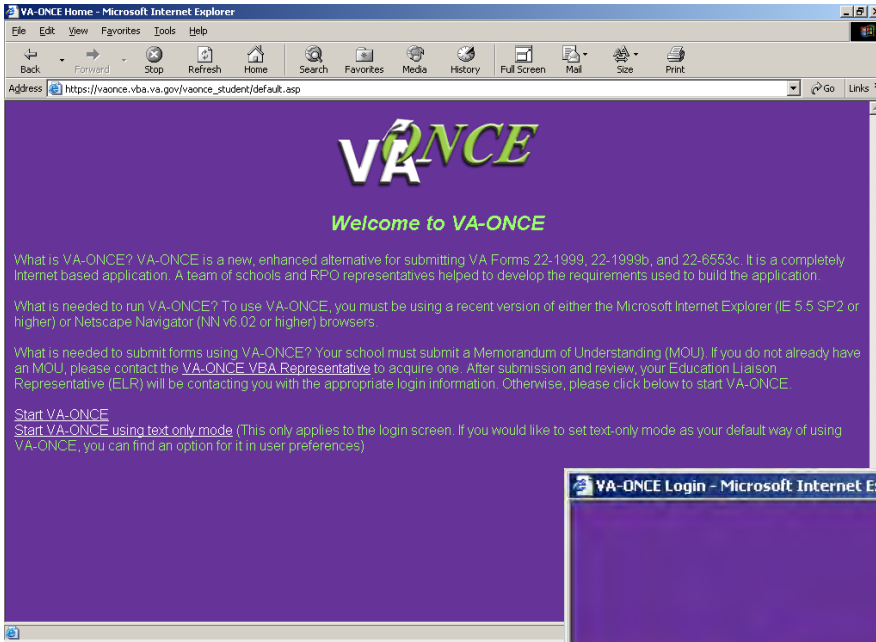


Installation Date 1/27/08
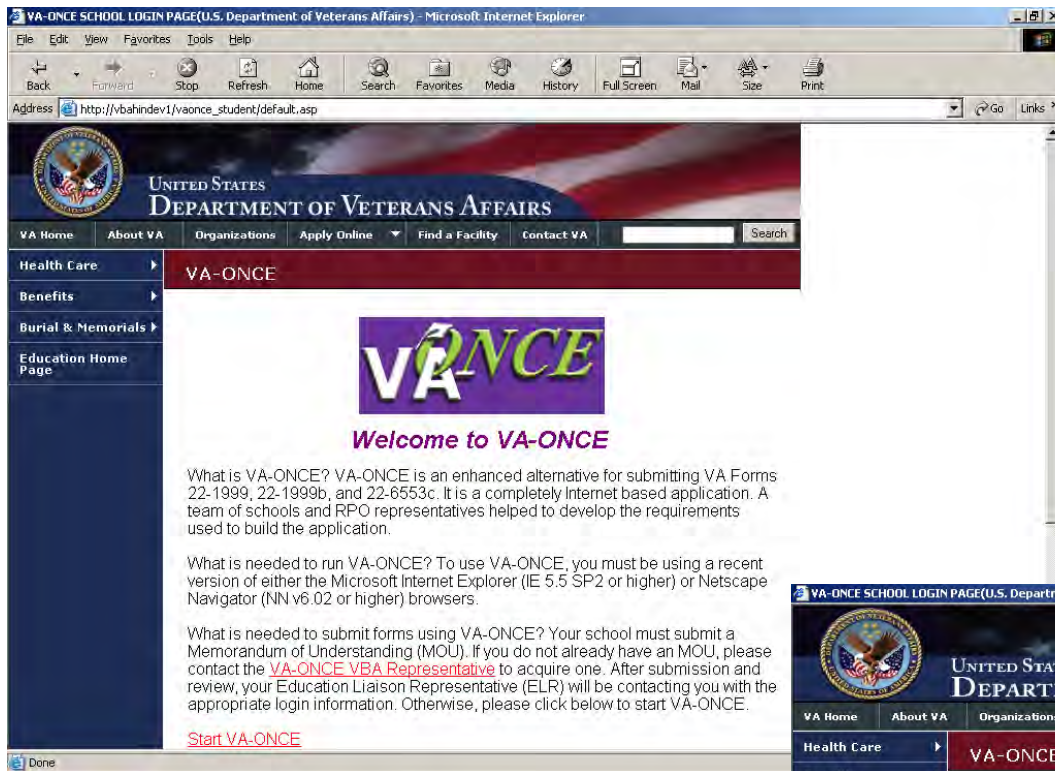
1) P024 changes the look of the initial pages to be compliant with the VA look and feel.

The changes apply only to the Home page and the log in page.

The start page now contains the standard links from the VA template.

There has been no change to the web address or functionality.

Links and documents previously found in green on the right side of the screen are now in *italics* in the left margin. These include links to the list of ELRs, the Education Home page, Scheduled Events and Conferences, Education Forms, and the MOU.
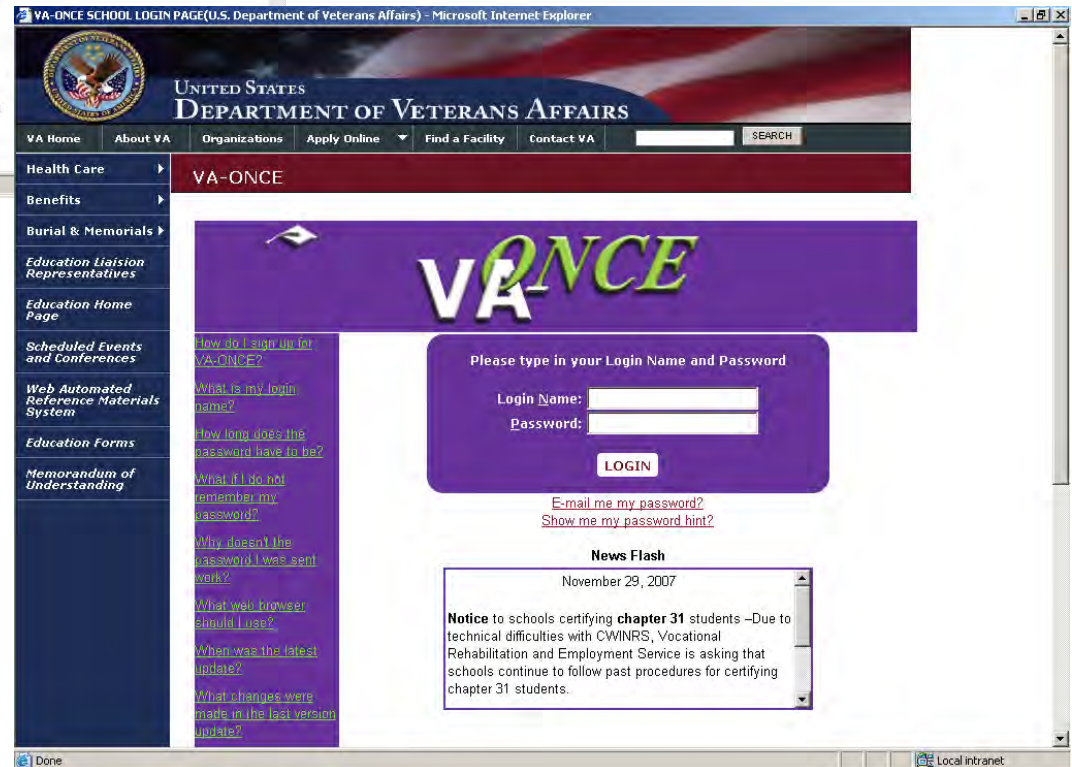
2) Allows the school to automatically send an email confirmation to the student when an enrollment or change is submitted. The email will be sent to the email address on the Student's Bio page. The school can set this option on the School Data page.



The School Data page is accessed by clicking "School Detail" on the Select Student page.
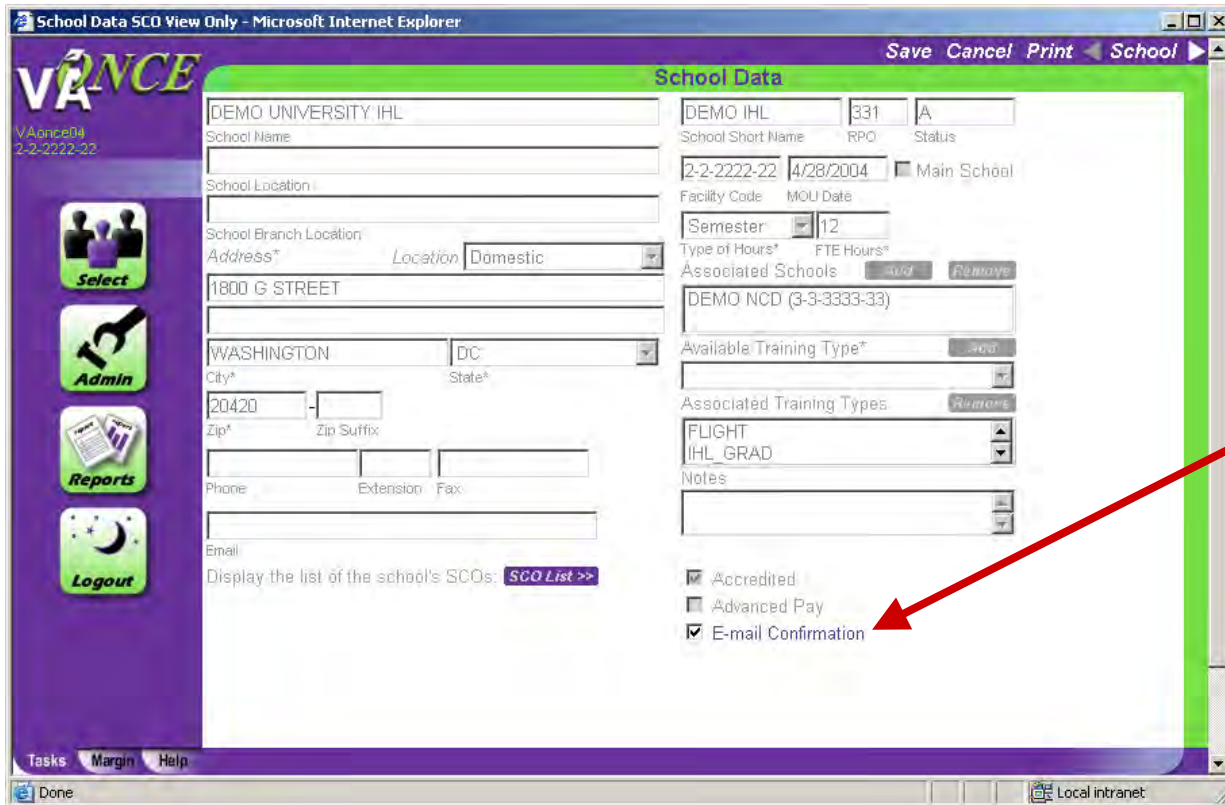
The E-mail Confirmation box should be checked if the school would like an email to be sent when a certification is submitted. *Note: This is the only field that can be modified by the SCO.*

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The email will be sent to the address on the student Bio page. If there is no email address, no confirmation will be sent.

If an error occurs with the email, the following message will appear.



**Microsoft Internet Explorer**

⚠ An error occured while trying to send email to the student. An email confirmation will not be sent. The cert has been submitted successfully.

OK
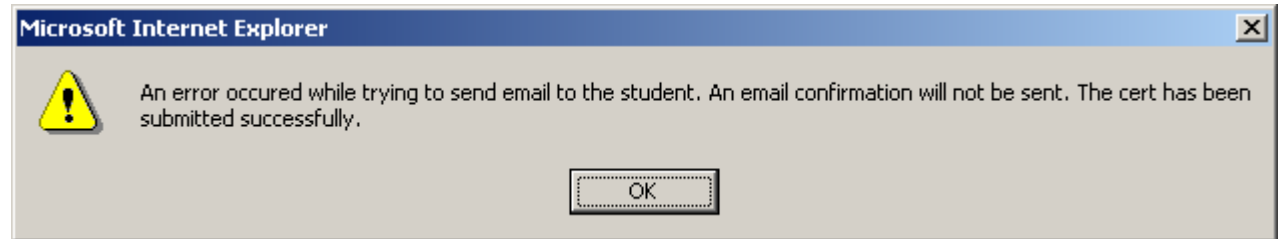
The certification will be submitted regardless of whether or not the email was successful.

# The text of the emails are as follows:

## Single term submitted - An Enrollment certification for the period beginning on XX/XX/XXXX and ending on XX/XX/XX for Credit Hours: XX has been submitted to the VA.
This was submitted by a certifying official from XXXXX on XX/XX/XXXX. Please allow an average of 14 days for processing.
Please do not respond to this message.

## Multiple terms submitted - An Enrollment certification for the period(s) below has been submitted to the VA.
XX/XX/XXXX to XX/XX/XXXX for Credit Hours: XX
XX/XX/XXXX to XX/XX/XXXX for Credit Hours: XX, Clock Hours: XX
This was submitted by a certifying official from XXXXXXX on XX/XX/XXXX.
Please allow an average of 14 days for processing.
Please do not respond to this message.

## If a change is submitted text will vary according to the type of change -
"An Adjustment", "An Amendment" or "A Termination" for the period beginning on XX/XX/XXXX and ending on XX/XX/XXXX has been submitted to the VA.
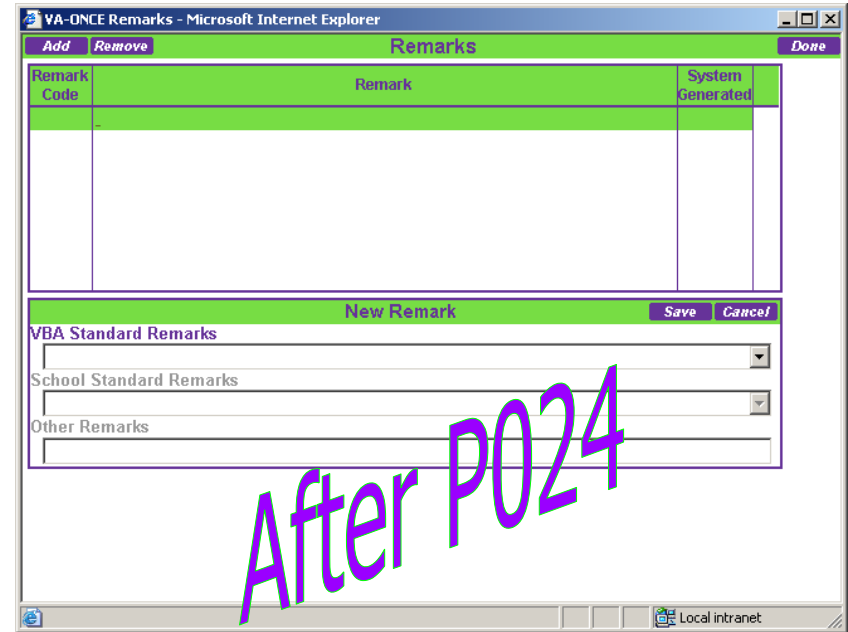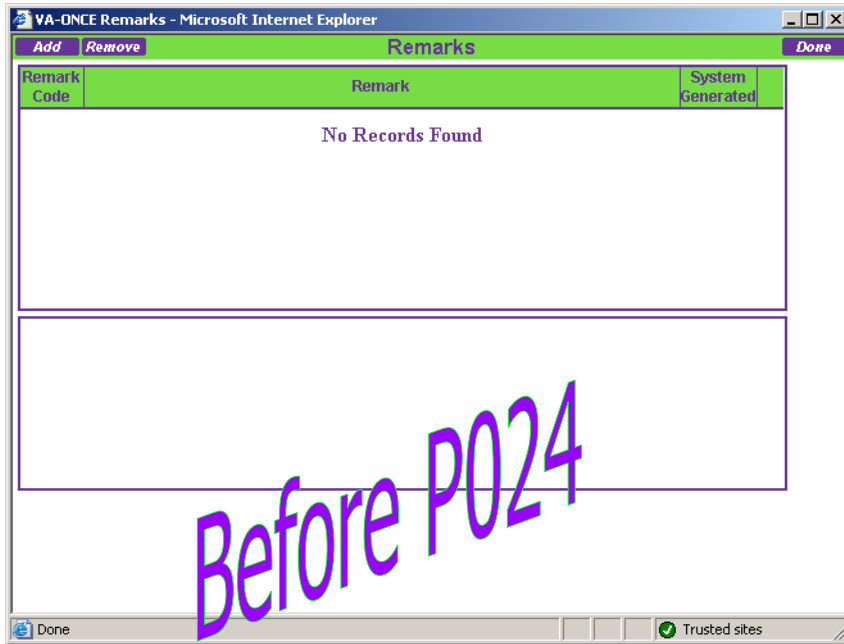This was submitted by a certifying official from XXXXXXX on XX/XX/XXXX.
Please allow an average of 14 days for processing.
Please do not respond to this message.

## The Xs after "from" represent the name of the facility.

3) The addition of Remarks has been slightly simplified. VA Standard Remarks are opened immediately, instead of having to click Add, saving one step.



4) On the Select Student page status drop down list, "All" has been changed to "All Active" to more accurately reflect what is displayed.
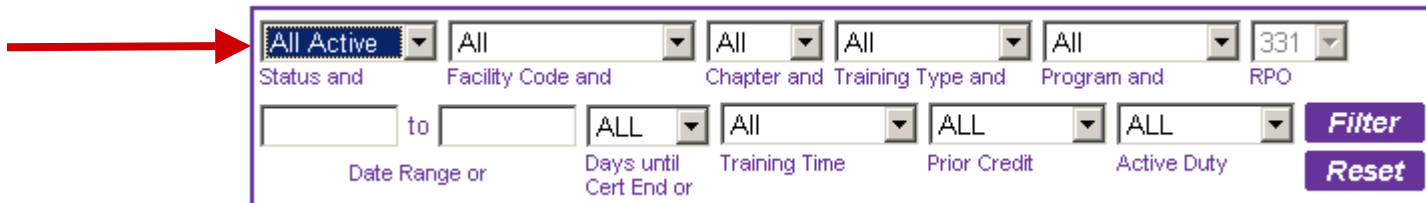
5) When deleting students, after a student was deleted the list would default back to the top of the list. Now the list will remain where the last student was deleted, so that the user does not have to scroll each time.

6) The transmission ID has been added to the information box on the Certs screen. Previously the document would have to be opened to obtain this information.

| | | Term Name | Info | Begin Date | End Date | Credit | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ▶ | 3X | SPRING 06 | 🖵 | 01/15/2006 | 05/15/2006 | 12 | | | | 22222222 | 3936923 | ▲ |
| ▼ | 4 | FALL 05 | 🖵 | TransID: 22413; Submission | | 12 | | | | 22222222 | 3936922 | |
| └ | 4 | FALL 05 | 🖵 | date:01/02/2008; Training | | 12 | | | | 22222222 | 3936922 | |
| ▶ | 3X | FALL 04 | 🖵 | Time:; Reason for Adjustment/Termination: ; | | 12 | | 1 | | 22222222 | 110144 | |
| ▶ | 3X | FALL 04 | 🖵 | Record Type: VIRTUAL | | 12 | | | | 22222222 | 114385 | ▼ |

7) When submitting multiple certifications using 'Submit All Pending Enrollments', a check is done to verify that no chapter 31 terms are being submitted in combination with any other chapter.



Each term must be submitted individually to prevent the accidental transmission to CWINRS.

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8) The margin text for the Active Duty Filter has been corrected. Previously this was displaying the margin text for the page, not the field.

9) Permanently deletes all records in the deleted status that have not had a certification submitted.