

Release 6.7.2, October 21, 2016

Summary of the Changes

General

- Navigation is now easier on the landing page you see when you first log in to InfoPorte. ([click here for more details](#))
- Some of the tabs under Tools have been renamed and re-ordered, such as the Data Dictionary tab. Also, some tabs have been removed altogether. ([click here for more details](#))
- The AutoComplete feature gives you suggestions in a drop-down menu when you start typing in a search field. With this release, this feature has been improved to give you more relevant results. ([click here for more details](#))

HR

- An issue with an employee's funding grid not adding up to the correct salary has been fixed. ([click here for more details](#))
- Related to the funding grid fix above, incumbents in positions with dual roles now show correct funding as well.

Cores

- When making a purchase from a Core facility, you can now clear the list of all the people you've sent a copy of an invoice from previous orders. ([click here for more details](#))

Need help with InfoPorte? Resources are available:

- Go to ccinfo.unc.edu and click the Featured Resources tab to view the Finance and HR reporting quick reference guides.
- Go to ccinfo.unc.edu and click the Training tab to access computer-based training.
- Call the help desk at 962-HELP or submit a help ticket at help.unc.edu.

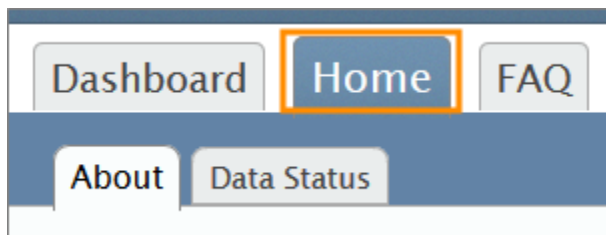
Updated Home Page

When you first log into InfoPorte, you will now land on the Home page, instead of the About page. It's really the same page, just renamed, but the items on the page have been moved around a bit. You might also notice that the Business Info and InfoPorte History tabs have been removed. The cores contact information that used to be on the Business Info tab can now be found on the Cores Contacts tab in the Cores purchasing area.

Old Look






New Look



Note: Not all users have the Dashboard tab, which displays grant information.

Links for getting training for or access to InfoPorte and for learning about new features and enhancements are now prominently displayed in the middle of the Home page.

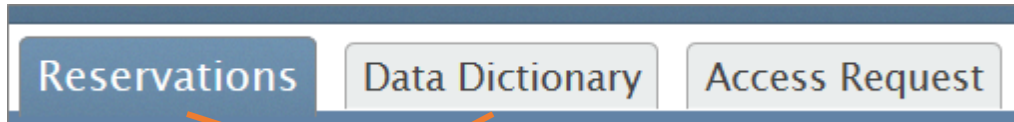
Resources

-  **[Get training for Infoporte.](#)** Find reference guides, student materials, and online training at the CCinfo site
-  **[Need system access?](#)** Learn how new users request access.
-  **[What's new?](#)** Learn about enhancements and other new features in Infoporte.

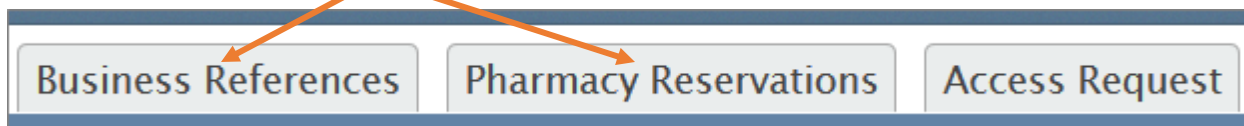
Changes to the Tools Page

The tabs on the Tools page have been renamed and re-ordered. The Reservations tab has been renamed “Pharmacy Reservations,” but the information is the same. The Data Dictionary tab has been renamed “Business References.”

Old Look



New Look



On the Business References tab, you’ll still find familiar sub-tabs, such as Chartfield Lookup, Cost Codes, and the FRS Account Mapping.

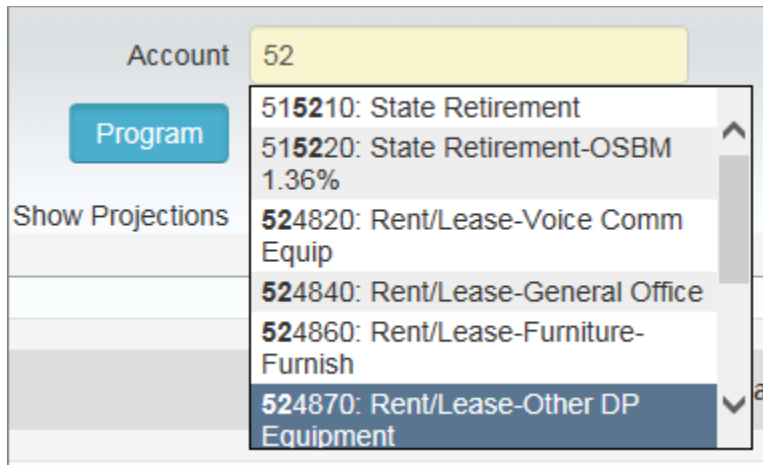


A Better AutoComplete

When performing searches in InfoPorte, you’ve probably noticed that when you begin to type in some fields, you get a drop down list with potential matches. This feature has been enhanced to give you better matches and a longer list of potential matches to pick from.

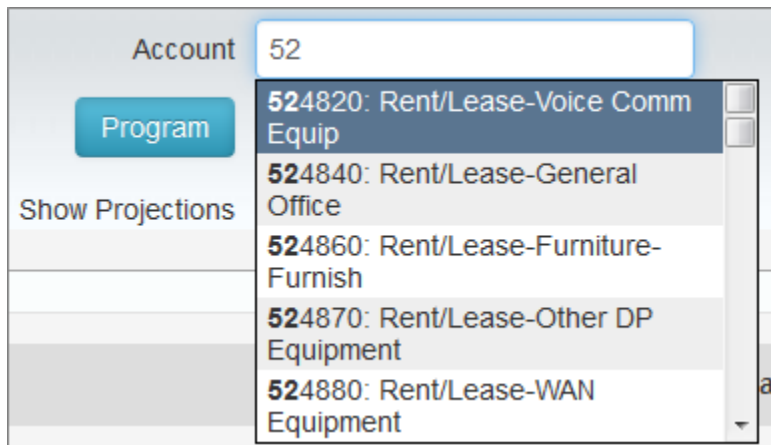
Old AutoComplete

If you typed “52” in the Account field, InfoPorte used to bring back about 10 choices and some of the choices didn’t begin with “52” but just had “52” somewhere in the account number.



Improved AutoComplete

The same example in the new release of InfoPorte shows matches that all begin with “52” which is more helpful. Notice too that the scroll bar to the right looks a little different compared to the old version. Though you can’t see them in this example, there are over four times as many potential matches to pick from.



Funding Grid Fix on the HR Employees Report

The HR Employees report shows detailed information about employee jobs and individual employees. When you are looking at an employee’s profile, you’ll see a funding grid showing one or more chartfield strings and the amount each chartfield string is funding an employee’s salary. Previous to this release, some of the funding lines showed incorrect amounts, so the total didn’t add up to the employee’s total salary. Now if you add the lines up, the total equals the amount in the Base Rate field.

Note: The example below doesn't show the chartfield strings to the left of the amount column to protect the employee's privacy, but each line has a different chartfield string contributing to the employee's base rate.

| Funding | |
|-----------|--------|
| Base Rate | 51,765 |

| Amount | % Total |
|--------|---------|
| 34,599 | 66.839 |
| 4,225 | 8.161 |
| 12,941 | 25 |



Easier to Clean Up Your Core Order Email List

The Cores area of InfoPorte lets you order goods and services provided by facilities here at the University. When you create an order, you can add the email addresses of those you wish to receive a copy of the invoice. The problem is that every time you place a new order, all the people you have copied on previous orders are automatically set to be copied on your new order. Now you can clear the entire list, as well as remove individual email addresses.

| Email Copy of Invoice | |
|-----------------------|--|
| Email Address | <input type="text" value="jane.doe@med.unc.edu"/> |
| Email Address | <input type="text" value="john.smith@med.unc.edu"/> |
| Email Address | <input type="text" value="mary.jones@med.unc.edu"/> |
| Email Address | <input type="text" value="bob.white@mail.unc.edu"/> |
| Email Address | <input type="text" value="sarah.black@med.unc.edu"/> |

| |
|----------------------------------|
| Clear |
| Clear |
| Clear |
| Clear |
| Clear |
| Clear |
| Clear All Emails |