

November 2023 Release Notes

Updated November 2023 DCI Web Portal Release Notification

The DCI maintenance release for the web portal will occur on the morning of **Wednesday, November 15, 2023** and will require the DCI web portal to be unavailable for all users from 1:30 AM to 3:30 AM EST.

The November 2023 DCI maintenance release will not require a mobile app update. Thank you for being a valued DCI customer!

Message Template Enhancements regarding Changed Email

A new message template called *Admin Changed Email* is now available!

When an admin user changes a user's email through the edit profile wizard or import, the **Admin Change Email** message template is sent to the user's old email address. For this message template, an admin user is defined as a user with a role and/or permission with the ability to edit employee profiles.

***Please note:** Message templates must be in an active status for the system to trigger the message template and send the appropriate notification(s).

***Previously:**

- When the user changed their email via the authentication user settings, the **Email Changed** message template sent notifications based on the message template configurations. The Message Recipients field options include: All, Creator, Supervisor, Manual, Billing, or Payroll.

***New:**

- When a user changes their email via the authentication user settings, the **User Changed Email** message template (previously called Email Changed) sends notifications based on the message template configurations. The Message Recipients field options include: All, Creator, Supervisor, Manual, Billing, or Payroll.
- When an admin changes a user's email through the edit profile wizard or via import, the new message template called **Admin Changed Email** message template is sent to the user's old email address.

Resources:

- [Authentication Guide](#)
- [Message Templates - Quick Reference](#)

Reason Code & Reason Code Note Field Enhancements

Adding a required reason code(s) and reason code note on a punch entry is now easier and faster to complete!

***Previously:**

- Users clicked the blue plus sign to expand the Reason section when adding or editing an employee punch that required a reason code
- Reason codes were *individually* selected and populated in the Added Reason Codes table by clicking the blue plus sign
- The Add Note field was required for *each* reason code requiring a free text note

Reason: 

Add Reason Codes: * 

Name	Code	Note	Actions
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***New:**

Add Reason Codes: * 

Add Reason Code Note: *

- The expandable section called Reason has been removed and replaced with the drop-down field Add Reason Codes
- Multiple reason codes may be selected simultaneously via the drop-down menu
- The Added Reason Codes table has been removed
- The Add Note field is now called Add Reason Code Note so it is easily visible from the Notes field for the punch
- Only one free text note is required to satisfy all reason codes requiring a note

Resources:

- [Managing Entries - Guide](#)
- [Employee - Enter or Edit a Punch with a Reason Code in the Web Portal](#)
- [Enter a Punch - Web Portal](#)

Database Schema Updates

No updates for this release.