

ADV4 Feature Set Announcement Bulletin

October, 2024

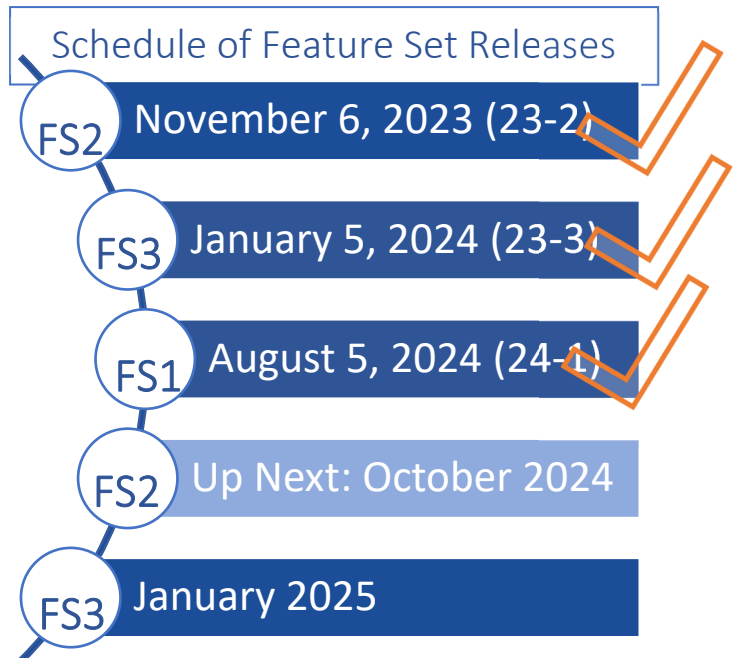
New Look, Same Great Application!

The tiniest of changes are taking place this Feature Set, and although they are small, we take pride in communicating all changes to our users in order to keep everyone informed and no one surprised. The majority of the changes are geared toward accessibility which will update the look and feel of the login and home page menus, which is the focus of this edition. This release marks one year of implementing feature set enhancements since our original upgrade. As we continue to release new functionality, we will continue to release corresponding Education Bulletins as we go. Read through for an update on the newest features in this set or catch up on some of our previous improvements on our [Feature Set Landing Page](#) of our website: sao.wyo.gov/feature-sets. **Been through this before? Skip to page 2 for the update on what's new!**

Recap: In April 2023 the State of Wyoming upgraded WOLFS and HRM to Advantage 4, which eliminates future formal upgrades in the operating system but still allows for continual improvements with updated functionality to be received several times a year. Each release, called a feature set, will provide a set of fixes, enhancements, security updates, and new features and functionality and allows us to keep regulatory changes, implement fixes for defects, and add cool new settings the second they become available.

The official language of a mini-release is called a Feature Set. These Feature Sets are numbered 1-3 and are assigned to each calendar year. Prior to receiving a feature set, SAO tests and confirms that all features, settings, and enhancements are working properly as designed before implementing and communicating changes to users.

In an effort to educate users, while also being fully transparent with new features and settings, our office will be continually and frequently notifying users of feature set changes. Even when the changes are good, unexpected changes can cause confusion. To mitigate any surprises, our office will be sending out routine communications prior to each feature set release. We will also provide additional documentation or videos (which will be added to the training library) regarding new functionality. You can expect that as we continue to receive these feature sets, we will work on providing education on the changes so users stay up to date on the availability of new technology.



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What's New?

Feature Set 2-2024 will be delivered into Advantage on the evening of October 27, 2024. This feature set includes a few tiny changes to the look and feel of some menus, updated Advantage Assistant Screen Guides in HRM, and an updated Employee Information menu in timesheet transactions.



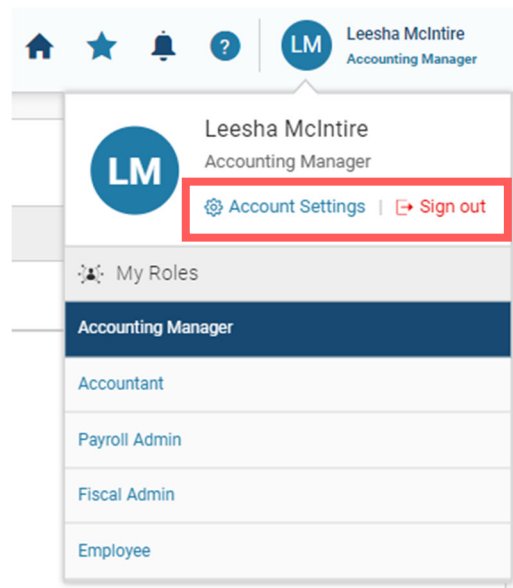
Login Page Gets a Tiny Upgrade

When logging into ADV4 for the first time after this release, you might not notice a tiny upgrade to the login box. Previously, when your cursor was in the User ID or Password fields, nothing happened on the screen to indicate your location in the login page. Now, when your cursor is in one of these two entry fields, the box gets a nice little blue outline that moves to the field you are interacting with. Visually, this helps you navigate through the login page with ease.

Changes to the Accounts Setting Menu and the Nine-Square Grid for Better Accessibility

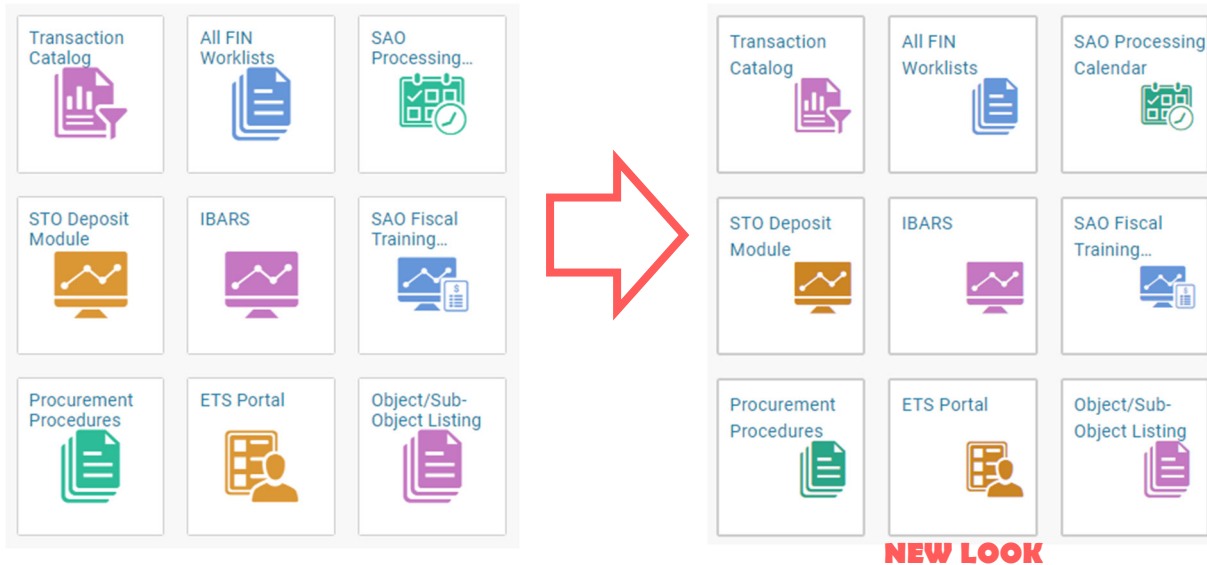
You might notice small changes on your home page when you login after this feature load. Your new Account Settings Menu has been updated for accessibility purposes so that folks that need to use keyboard shortcuts to navigate the page aren't having to tab through to the bottom of the page to complete the Sign Out process. As a note, always remember to formally sign-out of the application rather than to close your browser. This ensures that the connectivity is formally ended and makes the system work faster for all of us.

Additional accessibility updates include a change to look of the tiles on the nine square grid. Previously the icons on the grid were larger. Now the icons are a bit smaller and drop to right-justified in order to improve the accessibility features.



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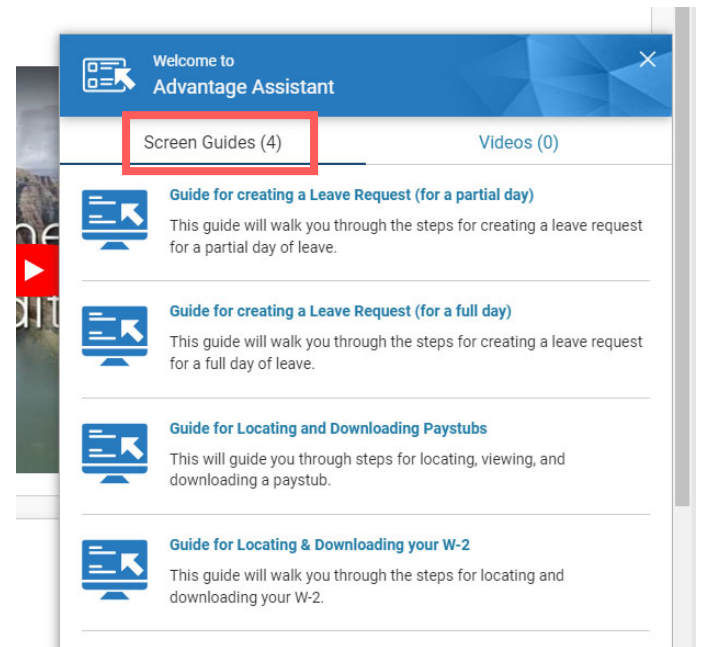
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Updates to Advantage Assistant

As we mentioned in our last bulletin, we also have the ability to do guided walkthroughs on transactions and pages within Advantage Assistant. A guided walkthrough is a tool that will guide you step-by-step through a transaction or page by navigating to the fields that need to be selected or populated. Over the course of the last few months, in collaboration with A&I HRD Payroll, we have added several guided walkthroughs for ESMT transactions. A communication was sent out on October 11th with instructions on how to access those screen guides. We have also added several guides for the employee role as well to help employees complete leave requests and locate their pay stubs and W2s.

We hope you will find these walkthroughs to be helpful and keep on the lookout for additional advantage assistant videos and guided walkthroughs in upcoming communications!



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Work Cycle and Workers Comp Coverage Code Added to Timesheet Menu

Additional information is now available to view within the **More Information** section on timesheet transactions (TIMEI). When you click the More Icon next to the employee's name on the timesheet, a popup screen opens with additional information for the employee. While there was a bounty of information here before, we have added new items for your convenience. You can now view the employee's work cycle and workers womp coverage code.

Timesheet (TIMEI) ☆ | Draft 🗨️ | ☰

SELLEK, TOM 🗨️ | Appointment ID: - | Transaction ID: 2024102100000011

Union Local CHEYE CHEYENNE	Title FIAC09 ACCT ANALYST	Sub-Title - ACCT ANALYST
Reports To 00020 ACCT MGR I	Supervisor ID -	Split Position N
Pay Location CADMAC CADMAC	FLSA Exempt -	Position Number 03200 SR ACCT ANALYST
Assignment From 10/05/2022	Assignment To 12/31/9999	Work Cycle 0000000087 MON-FRI 40 HOU
WC Coverage Code COVID COVERED		



We are here to help!

If you have questions about new functionality or need additional assistance after a feature set release, please contact the helpdesk! We are also happy to provide customized trainings to agency who would like more in-depth information.



Contact the WOLFS Helpdesk here:
SAOWOLFSHelpDesk@wyo.gov

Contact the Payroll Helpdesk here:
SAOPayrollHelpDesk@wyo.gov



You can also learn more about feature sets here:
sao.wyo.gov/feature-sets