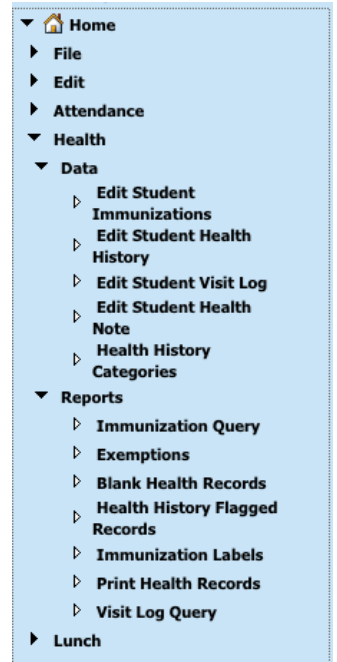


## JMC Next-Gen Health Transition

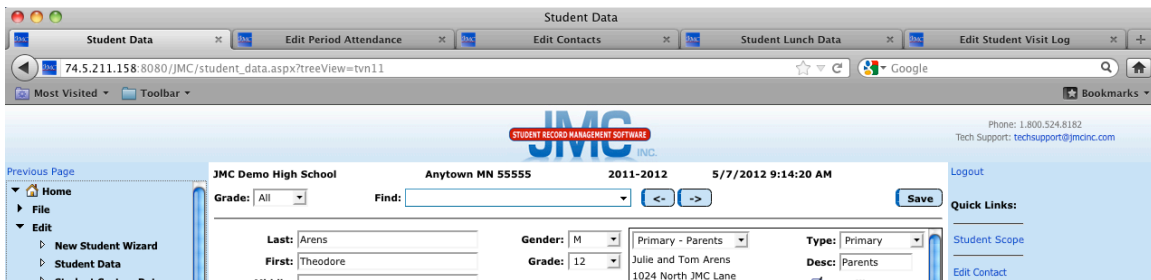
1. Go to the URL provided by your school. It may be emailed to you, a link on your schools home page, or it may be provided here \_\_\_\_\_
  2. (Optional) Change Password on Log-in screen.
  3. Familiarize yourself with the new tree view on the left side of the Next-Gen Office program.
  4. Switch buildings by going to **File** ► **Switch School Building**.
  5. Screen Resolution: Recommended 1024X768 or higher.
  6. Access Previous years (09-10 to 13-14) data through the Log in screen.
- Do not** use your desktop applications for those years.
7. Updated Functionality in the Next-Gen Product:
    - A. No more file locking constraints. No “Read Only” access. Multiple users can be on the same screen.
    - B. Student Search Function
    - C. Quick Links
    - D. Calendar Function
    - E. **Health** ► **Data** ► **Edit Student Immunization**
    - F. **Health** ► **Data** ► **Edit Student Health History**
    - G. **Health** ► **Data** ► **Edit Student Visit Log**
    - H. **Health** ► **Data** ► **Edit Student Health Note**
    - I. **Health** ► **Data** ► **Health History Categories**
    - J. **Health** ► **Reports**



**New Feature:** **Health** ► **Data** ► **Health Accessibility**

### Major Updates

- ✓ Multiple windows (screens) open at the same time- Right click (mouse) or Control Click (Keyboard).



- ✓ Back and Forward buttons- Easier navigation through the program.
- ✓ Student Scope- Overview of a student (**Edit** ► **Student Data**).
- ✓ Print Preview on screen- Easier use of reports. Also, easily export reports to text files.
- ✓ Use JMC anywhere with internet access.

How do you sign out? Close all tabs and on the last screen click the “logout” button in the top right corner of any screen in the office program.

