



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JANUARY 4, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

We're Back!

Harrisburg Project is back from holiday break and ready to assist you with *iePoint*> during the new year. Remember, we are only a phone call (800)635-5274 or email support@hbug.k12.il.us away should you need any assistance.

Optional *FACTS* & *Personnel Approval* Transmissions

Permissions are now on for the optional *FACTS* and *Personnel Approval* transmissions that are due Friday, January 22nd. If you are a member of a SuperSite, your SuperSite may have designated an earlier due date.

In order for *iePoint*> to have the most up to date information, be sure to *Refresh Common Data* on a daily basis when preparing for a transmission.

Tech Tip: Backup Your Data

Send Copy of Data files are a fast, free and easy way to backup your data off-site. Be sure to send a copy of data today by going to *File -> System Maintenance -> Send Copy of Data*. *Send Copy of Data* files can be used as a secondary backup in the event your data is lost due to data corruption.

Harrisburg Project maintains all *Send Copy of Data* files for 180 days, however, this **SHOULD NOT** be your primary source of backup. Talk with your tech department today to be sure they are completing a DAILY ONSITE BACKUP of your *iePoint*> database.

Dates to Remember

January 18, 2016 - Office Closed in Observance of Martin Luther King Birthday

January 22, 2016 - Optional *FACTS* & *Personnel Approval* Transmissions

February 12, 2016 - Office Closed in Observance of Lincoln's Birthday

February 15, 2016 - Office Closed in Observance of President's Day



Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.