MISCELLANEOUS BILLING

RELEASE NOTES – MARCH 2017

This document explains new product enhancements added to the ADMINS Unified Community for Windows **MISCELLANEOUS BILLING** system.

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1. COLLECTIONS EDIT LISTS – INCLUDE CUSTOMER # & NAME [UPDATE]

Special Invoice collections reports now include the Customer# and Name on the **Receipt, Submit Batch** and **Restore Batch Edit Lists**. Select **Misc Billing ▸ Collections ▸ Batch ▸ Edit List** to see a sample of the updated Edit List.

Figure 1 Detail Edit List

Figure 2 Summary Edit List

[ADM-AUC-MB-44]

2. RECORD LOCKS [NEW]

Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say "Waiting for Record Lock, User \\IRIS\theresa", for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.
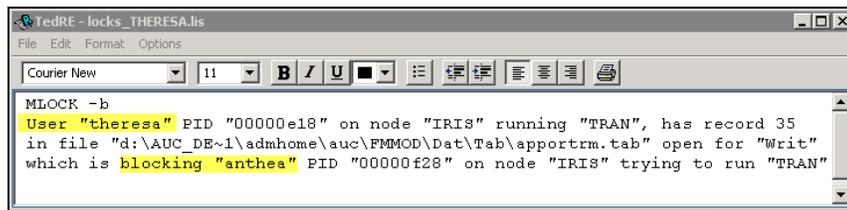
In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.

> **The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.**

[ADM-AUC-SY-7995]

3. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File ▶ Exit** from the menu.
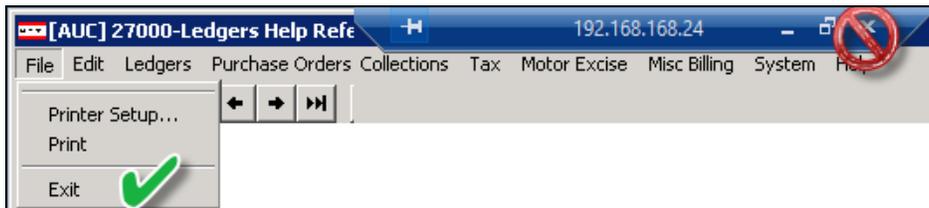
"Frozen" sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ▶ Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

4. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports be set to **PDF** printing.

4.1.   Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact support@admins.com to arrange for the change.

This is a site-wide change that will affect all modules and all users of AUC.
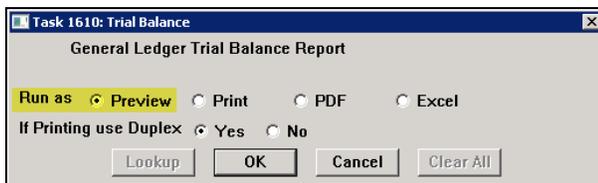
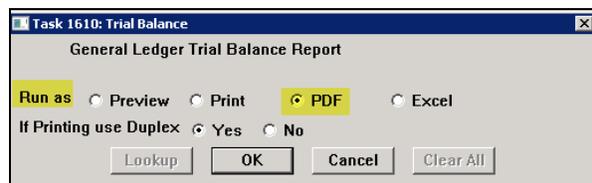### 4.1.1.   What Will the Users See?

Figure 3 Preview as the Default

Figure 4 PDF as the Default

Figure 5 ADM Ted Viewer


Figure 6 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **"*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

5. ADOBE ACROBAT PDF VIEWER SETTINGS [UPDATE]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit▶Preferences**. From there, you may set your default layout and zoom with the drop down menus.
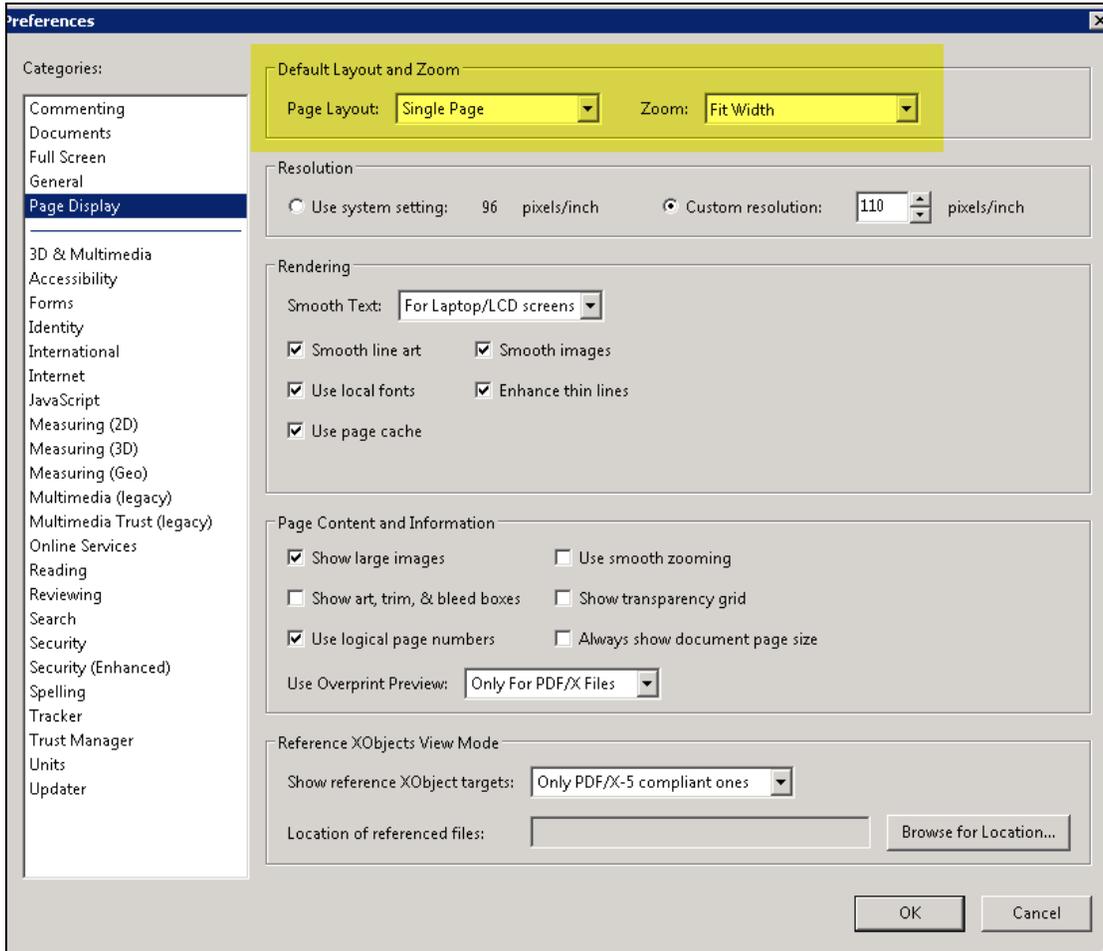
[ADM-AUC-DOC-118]

6. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Figure 7 Before

Figure 8 After

[ADM-AUC-SY-8002]

7. SCREEN MINIMIZED ON TIMEOUT [FIX]

Double Click on the ADMINS Icon in the taskbar to restore the session
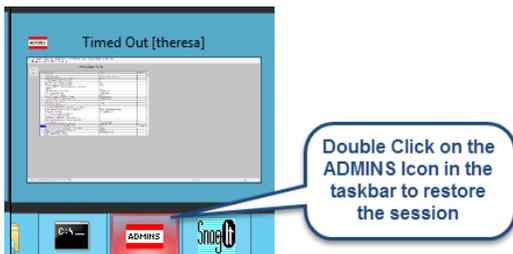
Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

8. HELP REFERENCE LIBRARY

8.1.   New and Updated Documentation

- SYSTEM   MB–610 System Administration Kit   [Updated]