SYSTEM (ALL MODULES)
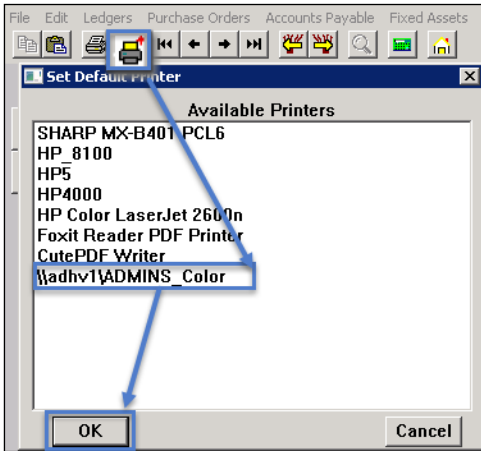
RELEASE NOTES – SEPTEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **System Library**.

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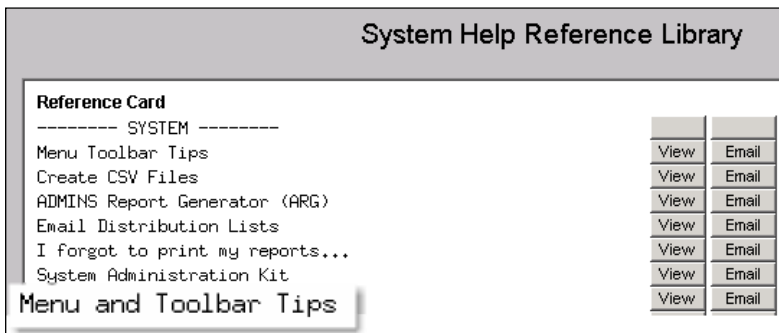# 1. SETTING DEFAULT PRINTERS [V9.2 SITES ONLY]

To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**.

Find this button next to the 🖨 **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

[ADM-AUC-SY-7792]

2. MENU AND TOOLBAR TIPS

A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

3.1.1. Ledgers

- REPORTS   Frequently Used or Favorite Reports
- SITE SPECIFIC   Middletown Board of Education Building Grant Fund
                             Middletown BoE ED001

3.1.2. Accounts Payable

- INTERFACES/IMPORTS   Credit Card Processing

3.1.3. Human Resources

- EMPLOYEE POSITIONS   Add a New Employee
                            Employee Maintenance Screens
- SPECIAL PROCESSING   Voiding a Vendor Check

3.1.4. Budget

- BUDGET   Budget Processing

3.1.5. Revenue Collections

- PAYING BILLS   How to Enter Payments

3.1.6. System

- SYSTEM   Adding a New User

3.1.7. All Modules

- SYSTEM   Menu and Toolbar Tips