



FIXED ASSETS

RELEASE NOTES – JUNE 2019

This document explains new product enhancements added to the ADMIN'S Unified Community for Windows **FIXED ASSETS** system.

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1 EXCEL® TEMPLATES [Fix]

ADMIN'S provides Excel® spreadsheets used for a variety of upload purposes. Prior to the software update, when accessing a template, if a user tried to open a second copy of the template, the process terminated, bringing the user to the support page.

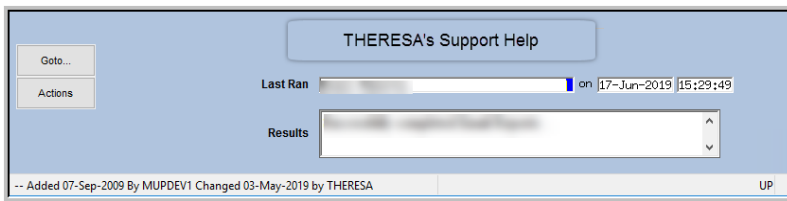
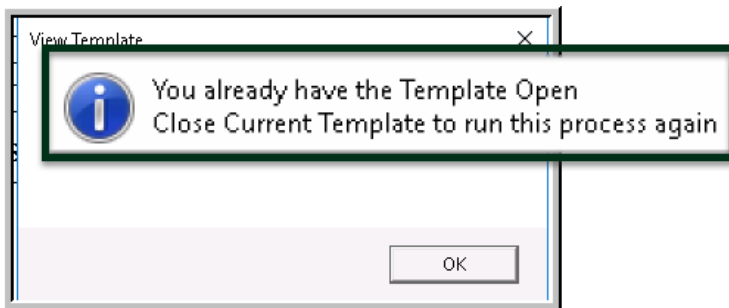


Figure 1 Before – if the template was already open, process brought the user to the support page



This was corrected and users will instead be informed that the template is already open.

Figure 2 After – message instructing the user to close the open template prior to running the process again

Changes affected templates available by selecting **Fixed Assets ▶ Help Reference Library**:



FA-650 Upload Fixed Assets Acquisition Template

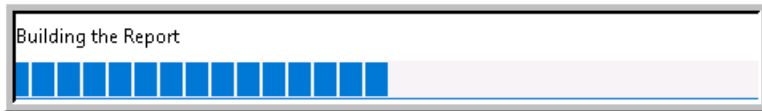
[TOC-SUP-SAPLAUC-2966]



2 REPORTS

ADMINS reinstated the reports progress bar and offers a tip on soliciting help from support.

2.1 Progress Bar



ADMINS reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

2.2 Email Reports [Tip]



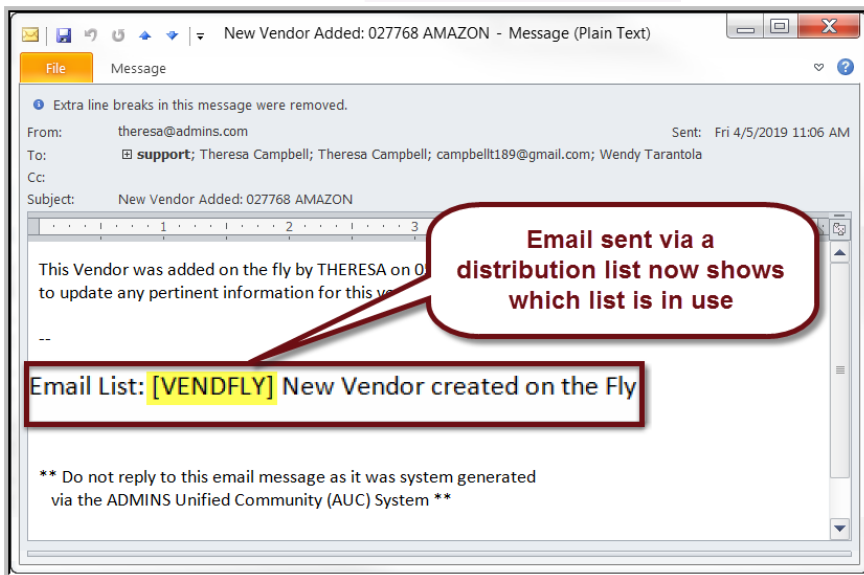
The support team frequently receives emails containing *scanned* images of ADMINS reports (we love pictures!). Any ADMINS report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to support@admins.com. There is a document, **FA-720 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]

3 DISTRIBUTION LIST EMAILS [ENHANCEMENT]



ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.



The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email. This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email. In Figure 3, the **Email Distribution List** named “VENDFLY” was used by the system to notify users that a new vendor was created.

Figure 3 System generated email identifies the Email List [Name] & Description



If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, **FA-730 Email Distribution Lists**.

[ADM-AUC-SY-8102]

4 HELP REFERENCE LIBRARY

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

4.1 New or Updated Documents

- | | | |
|-------------|---|-----------|
| • TEMPLATES | FA-650 Upload Fixed Assets Acquisition Template | [Updated] |
| • OTHER | FA-720 I forgot to print my reports | [Updated] |
| | FA-715 Favorites Screen | [Updated] |
| • SYSTEM | FA-820 System Administration Kit | [Updated] |