

FIXED ASSETS

RELEASE NOTES – MARCH 2021

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) FIXED ASSETS** system.

Contents

1	EMAI	IL DISTRIBUTION LISTS [ENHANCEMENT]	1
1	.1	New Buttons	1
1	.2	Add User – All Lists	2
1	.3	Remove a Name from All Email Lists	2
1	4	Copy a User to the Same Lists as an Existing User	3
2	HELP	REFERENCE LIBRARY	3
2	.1	New or Updated Documents	3

1 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided for use in all modules. To add a new list, see SY–150 Email Distribution Lists for instructions. To access the screen, select:

Fixed Assets Module Maintenance Email Distribution Lists

Table 1 Distribution Lists

List Name	Description	Frequency	How Used
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.

1.1 New Buttons

ADMINS added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.

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1.2 Add User – All Lists

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A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

To add the user at once to all existing email lists, click the

7 Add User-All Lists [Add

User–All Lists] button. Select the user from the pick list.

1.3 Remove a Name from All Email Lists

EAUC] 20-Email Distribut	tion Lists										
		Email Distrib	ution Lists								
Goto	Goto										
Actions Distribution Code RPBRTCCEN Credit Card Batches not Completed by Due System Default Distribution List											
	User Name	Full Name	Email Address	Status	^						
	ADMTEST_4	ADMINS TRAINING ACCOUNT #4	theresa@admins.com	Active							
1 Add Email	RUMPLESTILSKIN	Stilskin, Rumple	rumplestilskin@admins.com	Active							
	THERESA	Theresa	theresa@admins.com	Active							
2 Remove Email	WENDY	Wendy Tarantola	Wendy@admins.com	Active							
E TOMOTO E MAIN											
			1	1							
3 Add New List	AUC] 20-Email E	Distribution Lists [theresa]			×						
	Delete User From	All Distribution Lists									
4 Remove List											
	Required: Enter U	Jsername RUMPLESTILSKIN	rumplestilskin@admins.com								
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U Remove User-A	All Lists										
9 Copy Ilear-Same Liste											
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To remove a user from all email distribution lists (for example, due to termination of employment), click on

[8_Remove User All Lists].

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

Email Distribution Lists Goto Distribution Code APBATCCEN Credit Card Batches not Completed by Due System Default Distribution List Actio Email Address bd@admins.com dagfinn@admins.com paul@admins.com Bill Davis Active Active Active Active Active 1 Add Emai Dagfinn Sa Paul Pedro Theresa ns.com 2 Remove Emai enesa endy Tarantola endy@admins.com 3 Add New List [AUC] 20-Email Distribution Lists [th 4 Remove List Copy New User to Lists of Current User Required: Enter FROM Username 5 Edit List Bill Davis Required: Enter TO Username LUANN LuAnn Moor 6 Send Test Email 7 Add User-All Lists Lookup OK 📘 Cancel Clear All 8 Remove User-All Lists 9 Copy User-Same Lists Email Distribution Lists Distribution Code APBATCCEN | Credit Card Batches not Completed by Due System Default Distribution List Copy BD to User Name Bill Davis Dagfinn Saether DuAnn Moore Paul Pedro bd0admins.com Active dagfinn@admins.com luann@admins.com LuAnn before Active oaul@admins.com Active removing **BD** Theresa Wendy Tarantola theresa@admins.com Wendy@admins.com Active Active

1.4 Copy a User to the Same Lists as an Existing User

If a user, LuAnn, is replacing another user, BD, the new user LuAnn may be added to all the lists on which **BD** is currently included. Click 9 Copy User-Same Lists [9 Copy

User-Same Lists].

The existing user is the FROM username and the new user is the TO username.

This feature may also be used to add new hires to all lists for a given department.

> [ADM-AUC-SY-8176] [ADM-AUC-SY-8181]

from all lists.

2 HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library:

2.1 New or Updated Documents

SYSTEM

SY-150 Email Distribution Lists SY–170 System Administration Kit

[Updated] [Updated]