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   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:
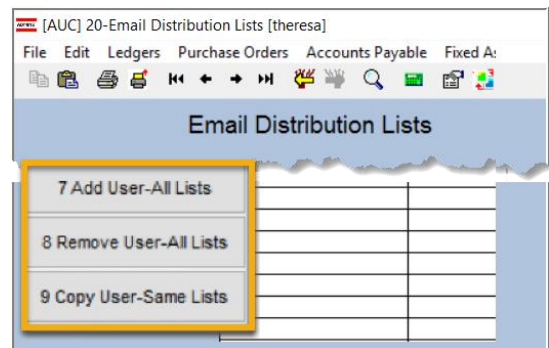
Fixed Assets ▶ Module Maintenance ▶ Email Distribution Lists

Table 1 Distribution Lists

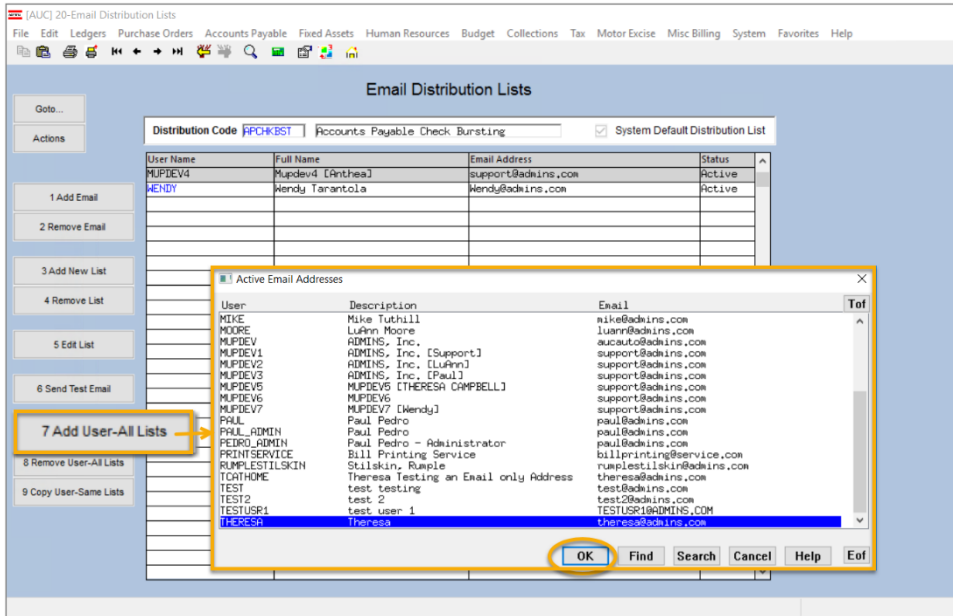| List Name	Description	Frequency	How Used
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed
SWDONE	Software Update Complete	Quarterly	The software 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.
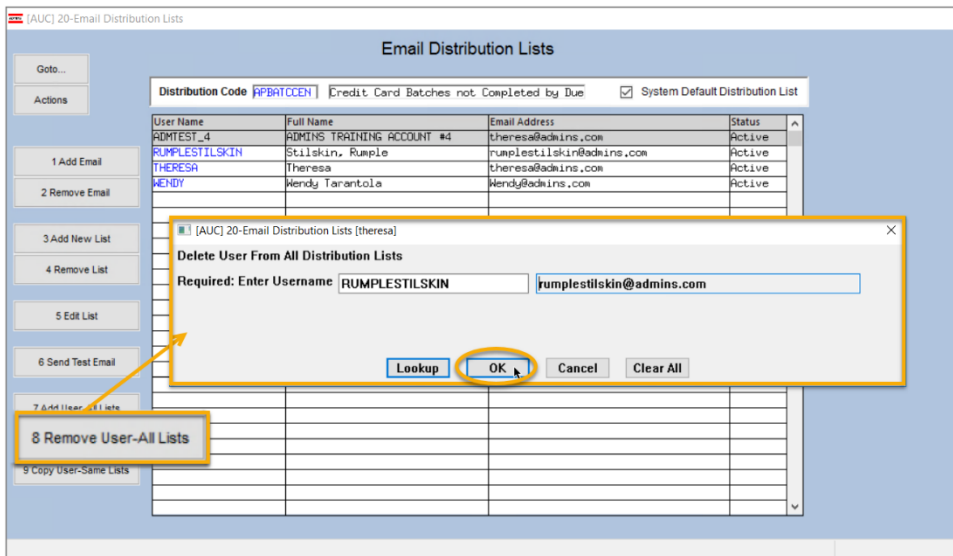
1.2   Add User – All Lists

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

To remove a user from all email distribution lists (for example, due to termination of employment), click on ![8 Remove User-All Lists] **[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.

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

Copy BD to LuAnn before removing BD from all lists.

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]

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　　　　　　　[Updated]
　　　　　　　　　　　　　　SY–170 System Administration Kit　　　　　　[Updated]