

MISCELLANEOUS BILLING

RELEASE NOTES – SEPTEMBER 2020

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

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1 QUICK REPORT SELECTOR [ENHANCEMENT]

The Quick Report/Task Selector button is in the toolbar on all AUC screens. This feature allows a user to run any report in AUC quickly from any module instead of going to the report library for each module. Read SY–117 Quick Report Selector in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]

2 CHANGE / SET AUC PASSWORDS [ENHANCEMENT]

ADMINS added a **[Reset Password]** button on the login screen that allows users to reset their own **AUC** passwords. The feature requires an email address on the user profile for the user account.

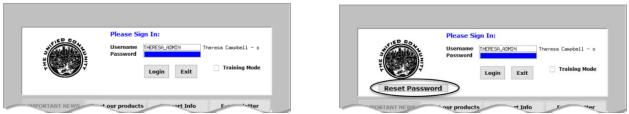
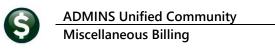


Figure 1 Before and After – the new Reset Password button on the login screen

	Use this feature if the password is forgotten.
Password	1. Click the Reset Password button to initiate setting a new password.
	newsletter 2. Click [Yes] to the "You have elected to Reset your password do you want to
ATTENTION! ADMINS Unified Community - Please Sign In	Continue?" prompt.
A Quarterly software upd click on the links below to You have elected to Reset your pas	isword do you want to Continue?
June 7	3. Click [OK] to the popup showing
GL	where the email has
AP RE BU	Send Password Reset Email × been sent.
РО РР МВ	Email has been sent to
HR TT FA	campbellt189@gmail.com
	3





The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for AUC.

If the email is not in the Inbox, check

the Junk or Spam folder. Mark the

email as "Not spam" or "Not Junk"

Messages that have been in Spam more than 30 days will be

automatically deleted

You have been assigned a temporary password welco...

Delete all spam messages n

? **1**

9:11 AM

1-2 of 2 < >

M Spam (2) - campbellt189@gmail. 🗙 🕂

\equiv M Gmail

- Compose

🚓 Social

Updates

Spam

Î Trash Categories

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> aucdev

AUC Password Reset

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Figure 2 Set up email addresses for AUC users

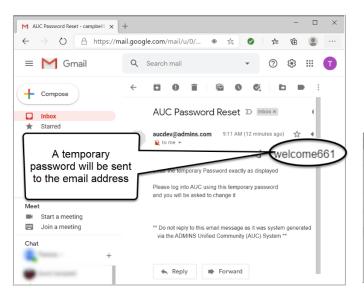
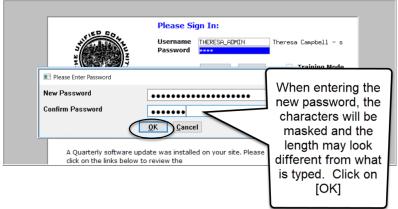


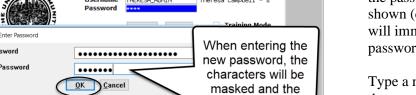
Figure 3 Sample email sent with temporary password



If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

Figure 4 Entering a new password



ADMINS Unified Community Miscellaneous Billing

		User Profile Log	gin History		
Goto Actions		sername [HERESA_ADMIN mme Theresa Campbell - secondary adm	in accou	Entered 30-Jul-2014 Changed 23-Jun-2020 Last Login 23-Jun-2020 11:45:45,37 Live	
1 General	2 Account	Security 3 PO / AP 4 Human Resources	5 Budget (6 Collections 7 Misc B Y Login Hist	The super-user on the site
23-Jun-2020	11:45:45.37	User Requested Password Reset			may view the User Profile
	10:17:09.16				
		User Requested Password Reset			[Y Login History] tab to see
		User Requested Password Reset			
	09:28:36.45				locon and macaryand magat
	09:28:16.37				logon and password reset
		User Requested Password Reset			÷ ^
	09:10:38.80				activity.
	09:10:37.77				
	13:51:17.02				
10 D 0010	17:16:07.36	L dura	1		

Figure 5 Login History Screen for super-users

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.

ADMINS Unified Community - Please Sign In				
Password cannot be reset as your user profile doesnt have an email address setup				
	Contact Support to reset your password and update your email address			
	ОК			

[ADM-AUC-SY-8130]

2.1 New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the Reset Password button and to let users know that they may try again after five minutes.

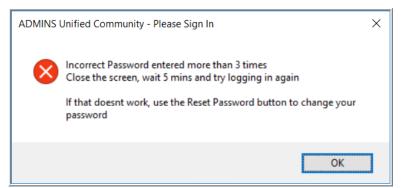


Figure 6 New Incorrect Password message

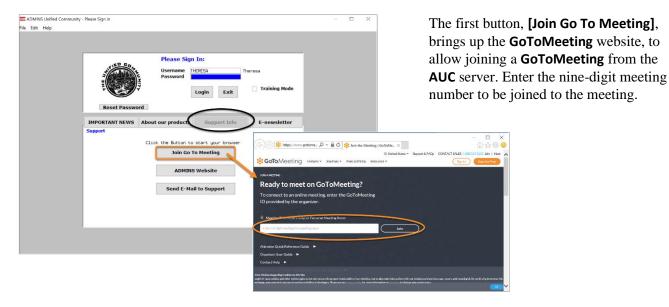
[ADM-AUC-SY-8159]

3 LOGIN SCREEN SUPPORT INFO TAB [ENHANCEMENT]

Many users only use this screen to $\log in - but$ there are other features available. Click on the **[Support Info]** tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

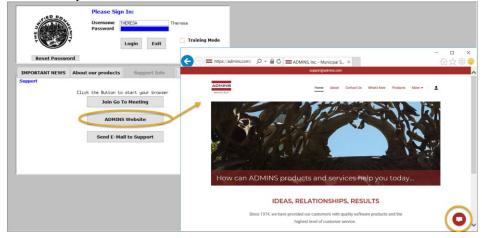


3.1 [Join Go To Meeting]



3.2 [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.



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3.3 [Send E-Mail to Support]

Please Sign In: THERESA Username Password **Training Mode** Exit Login @☆@€ 3 (a) = https://admins.com/cc P + a C = Contact Us | ADMINS, Inc. × IMPORTANT NEWS ut our product . Click the Button to start your browse Join Go To Meeting ADMINS Website ADMINS, Inc. Use this button to send Send E-Mail to Support support@admins.com Hi! Let us know how we can help and a quick email from the we'll respond shortly. For the best AUC server. response, include a phone number in the message. Name* 0 Financial Modules Human Resources M A simple, quick form Email* will pop up -- be sure to include a phone number and email address so that we How can we help?* may reply. [ADM-AUC-SY-8154]

The third button opens the ADMINS "Contact Us" page to instantly send an email to ADMINS support. Every

page on the website has the button to allow emailing support instantly.

4 HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **"SYSTEM"** sections of each library were standardized for the help documents that are not specific to the module. See the **"SYSTEM"** bullet below for an example.

4.1 New or Updated Documents

٠	SYSTEM	SY–117 Quick Report Selector		
		SY–145 Reset Password	[New]	