MOTOR VEHICLE EXCISE TAX BILLING

RELEASE NOTES – SEPTEMBER 2020

This document explains new product enhancements added to the **ADMINS Unified Community** (**AUC**) for Windows **MOTOR VEHICLE EXCISE TAX** module.

CONTENTS

1. COMMITMENTS [Enhancement]

Prior to the software update, uploading a file with a name that included spaces would fail. **ADMINS** now allows the use of spaces in filenames. When uploading, after selecting the file using a lookup, check that the ***entire file name*** is listed on the screen – if the combined file and path name exceed 80 characters, the upload will not find the file. In that case, save it in the `admhome\transfer` folder on the **AUC** server and upload it from there.

[ADM-AUC-MV-1684]

2. BILL PAYMENT SCREEN → Reports [Enhancement]

ADMINS added two new options under the **[Reports]** button on the **Bill Payment** screen. Access the bill payment screen as shown here from the:

Motor Excise ▶ Queries ▶ Motor Excise Bill Inquiry ▶ [1 Detail] ▶ [5 Go to Bill]

Figure 1 Bill Payment Inquiry screen with new Reports → History List, Summary List

The new reports are a **"History List"** and a **"Summary List"**.

The data shown on the reports is for the currently selected bill.

2.1. #4635 Transaction History Listing

Select **"History List"** from the **[Reports]** button to display this prompt, select a **"Run as"** option, and click on **[OK]**:

Figure 2 Transaction History Listing for Motor Vehicle Excise Tax transactions as run to Print/Preview/PDF®

Figure 3 Transaction History Listing for Motor Vehicle Excise transactions run as Excel®

2.2. #4639 Summary List

Select **"Summary List"** from the **[Reports]** button to display this prompt, select a **"Run as"** option, and click on **[OK]**:

Figure 4 Summary List run for Motor Vehicle Excise in Print/Preview/PDF®

Figure 5 Summary List run for Motor Vehicle Excise in Excel®

[ADM-AUC-RC-8488]

3. 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]

4. USERS MAY NOW 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.
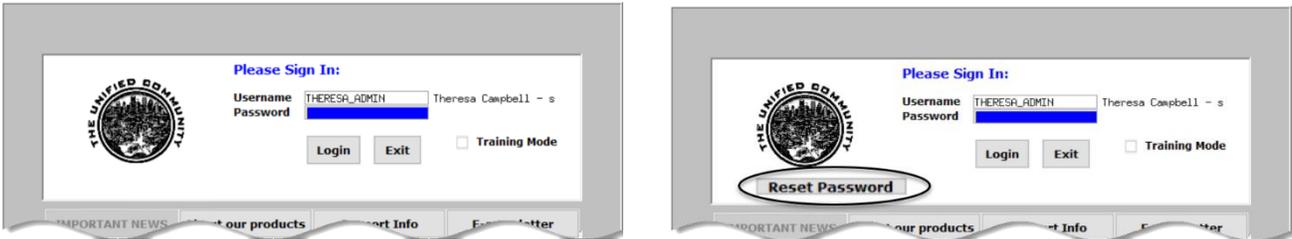
Figure 6 Before and After – the new Reset Password button on the login screen
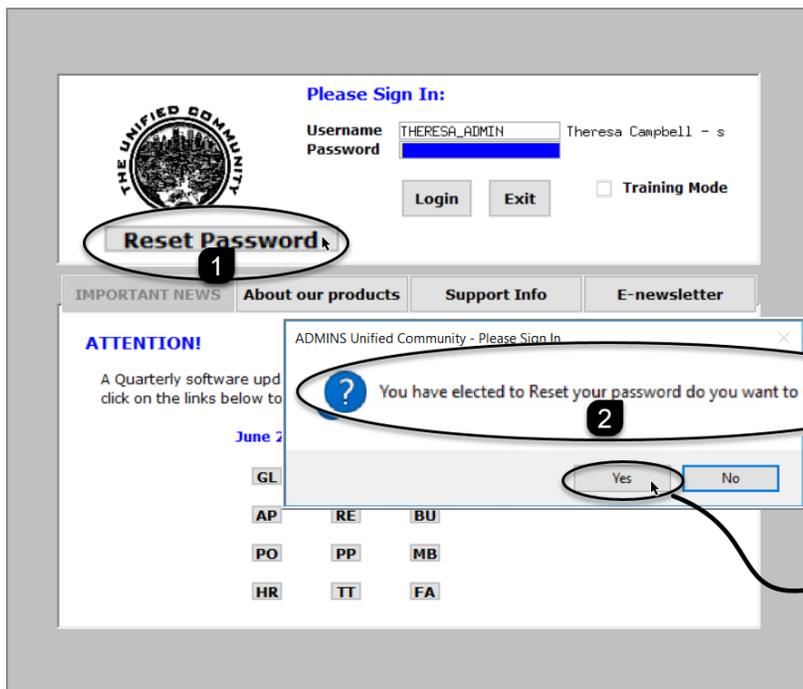
Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.

2. Click **[Yes]** to the **"You have elected to Reset your password do you want to Continue?"** prompt.

3. Click **[OK]** to the popup showing where the email has been sent.

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**.
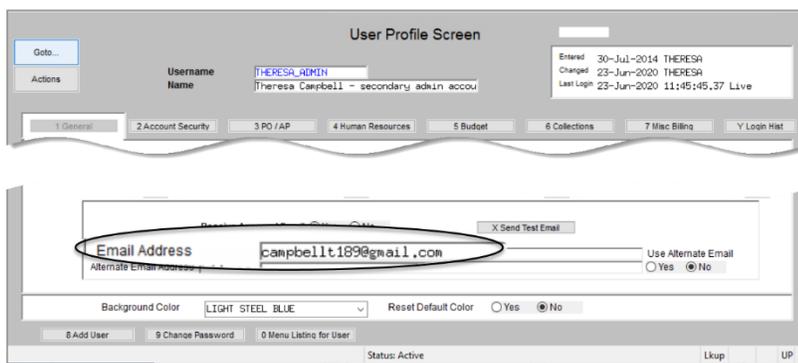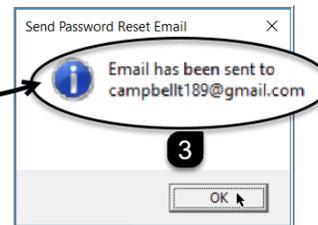
Figure 7 Set up email addresses for AUC users
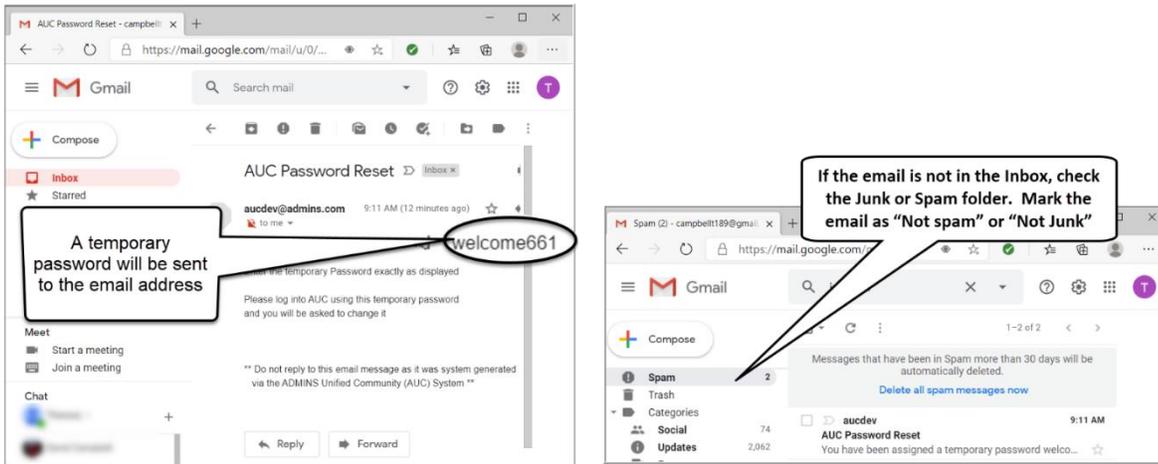
Figure 8 Sample email sent with temporary password

Figure 9 Entering a new password
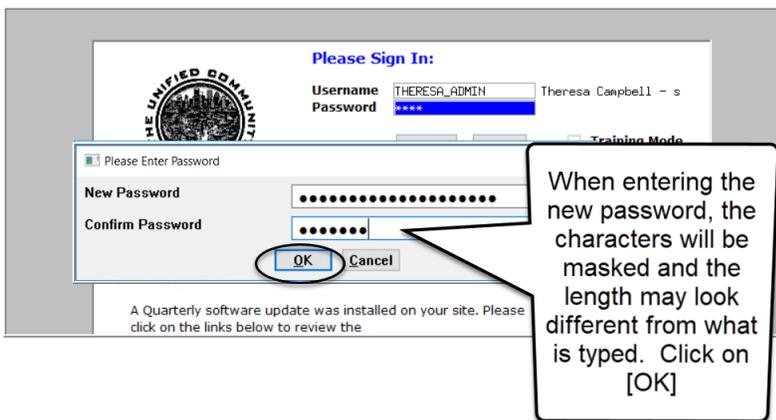
If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

Figure 10 Login History Screen for super-users

The super-user on the site may view the **User Profile ▶ [Y Login History]** tab to see logon and password reset activity.

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.

[ADM-AUC-SY-8130]

4.1. 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.
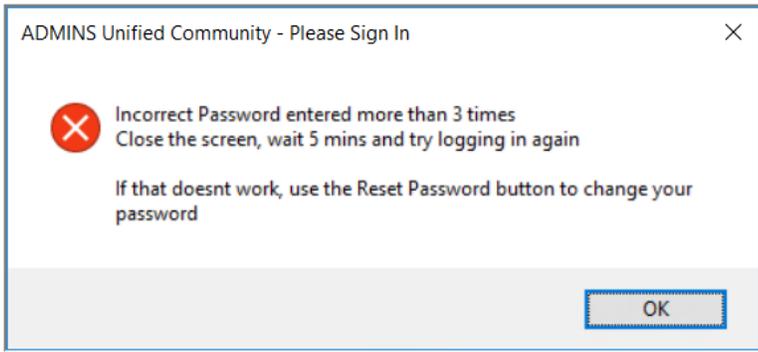
Figure 11 New Incorrect Password message

[ADM-AUC-SY-8159]

5. 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.

5.1. [Join Go To Meeting]
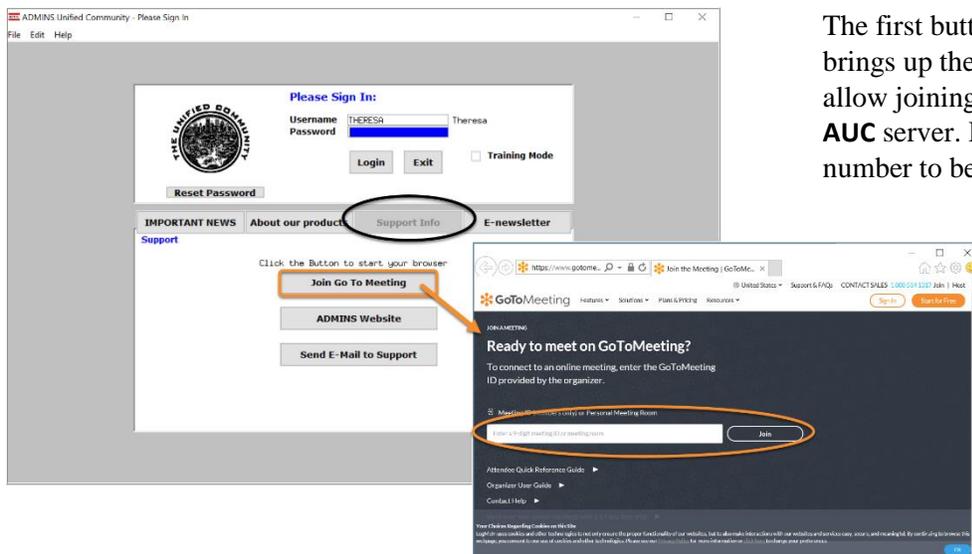
The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.

5.2. [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.
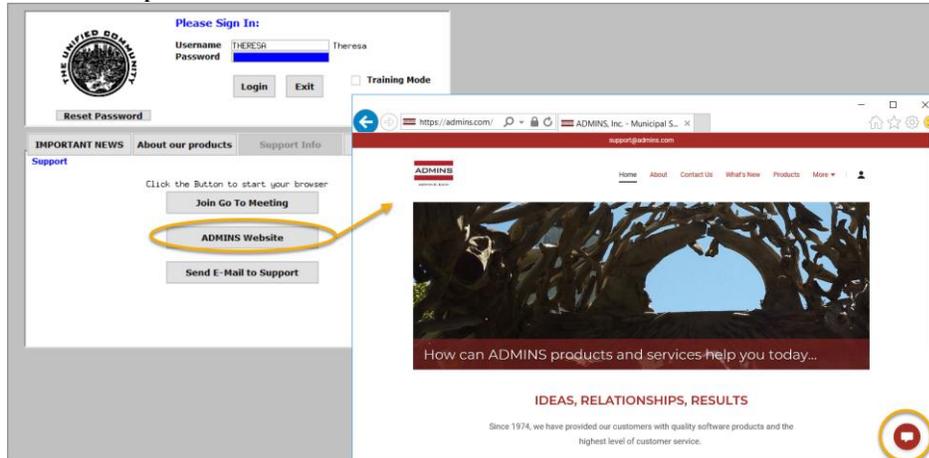
5.3. [Send E-Mail to Support]

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.

[ADM-AUC-SY-8154]

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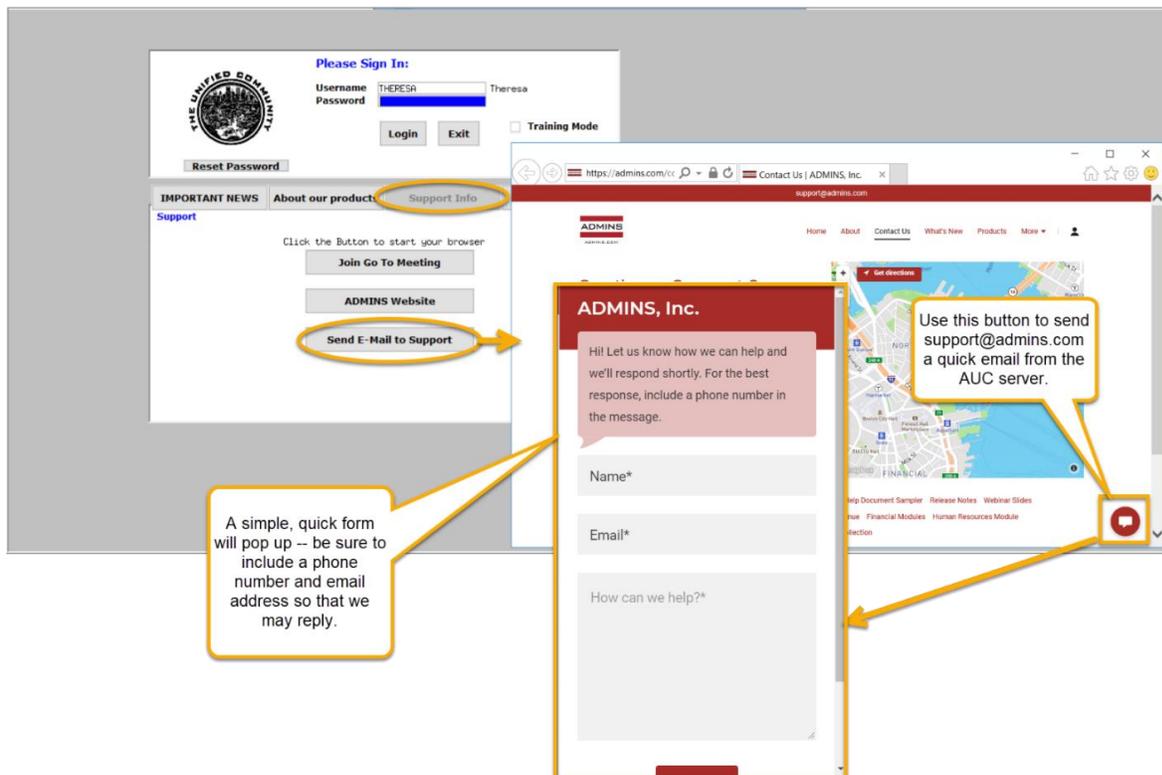
6. HELP REFERENCE LIBRARY

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.

[CRI-SUP-SAPLAUC-868]

6.1. New or Updated Documents

- SITE SPECIFIC   ME–250 Cranston, RI Motor Vehicle Excise Tax Billing   [Updated]
- SYSTEM   SY–117 Quick Report Selector   [New]
                             SY–145 Reset Password   [New]