



PERSONAL PROPERTY TAX BILLING

RELEASE NOTES MARCH 2021

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.

TABLE OF CONTENTS

- 1. EMAIL DISTRIBUTION LISTS [ENHANCEMENT]..... 2**
- 1.1. New Buttons on Screen..... 2**
- 1.1.1. Add User – All Lists..... 3
- 1.1.2. Remove a Name from All Email Lists..... 3
- 1.1.3. Copy a User to the Same Lists as an Existing User 4
- 2. HELP REFERENCE LIBRARY..... 4**
- 2.1. New or Updated Documents 4



1. EMAIL DISTRIBUTION LISTS [Enhancement]

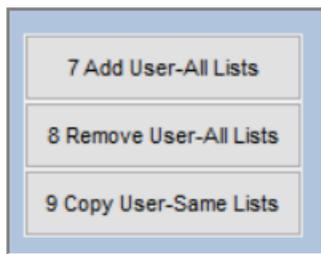
ADMINS provides system default distribution lists for the Personal Property Module. To add, remove, and view users on the lists, go to:

Tax ▶ Module Maintenance ▶ Email Distribution Lists

Table 1 Personal Property Email Distribution System Default Lists

List Name	Description	Frequency	Notifies recipients that:
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System-generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS .
PP_ONLINE	PP_ONLINE Email Distribution List		
PPD_3PARTY	Personal Property Demand 3rd Party	When demands are run	Attaches a file of demands for 3rd party processing
PPD_ONLINE	PP Demand Online Email Distribution List	When demands are run	Attaches a file of escrow amounts for 3rd party demands
PPDEMPRT	Personal Property Demand Print Service	When demands are run	The demand file for the 3rd party print service location
PPLOCKBOX	PPLOCKBOX Email Distribution List	When demands are run	Attaches a file of demands for 3rd party processors
PPPRINT	PPPRINT Email Distribution List	Quarterly	The Personal Property bills have printed
RELTOCOLL	Release to Tax Collector	Quarterly	
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
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

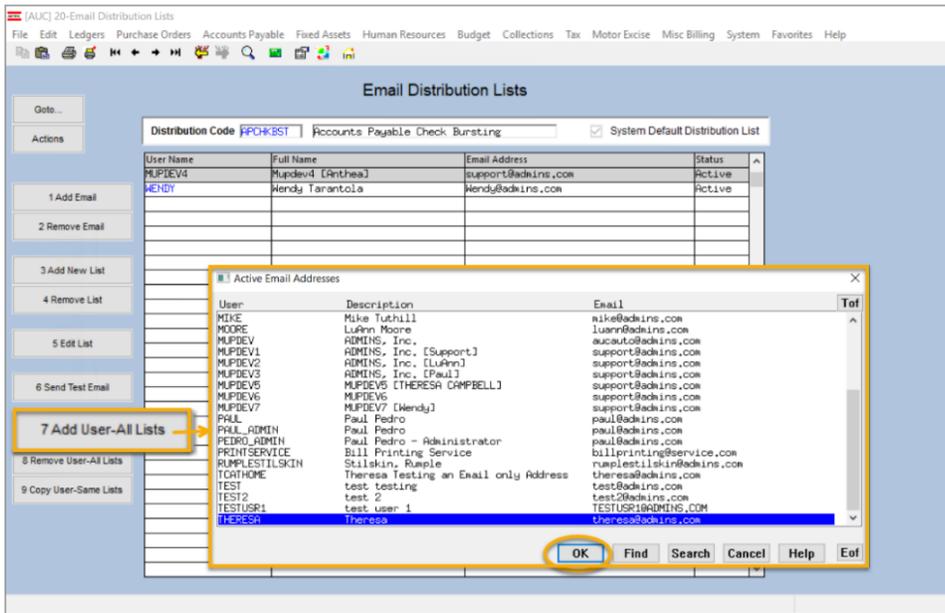
1.1. New Buttons on Screen



ADMINS added three new buttons to the screen to help manage the lists.



1.1.1. Add User – All Lists



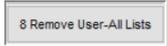
A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.

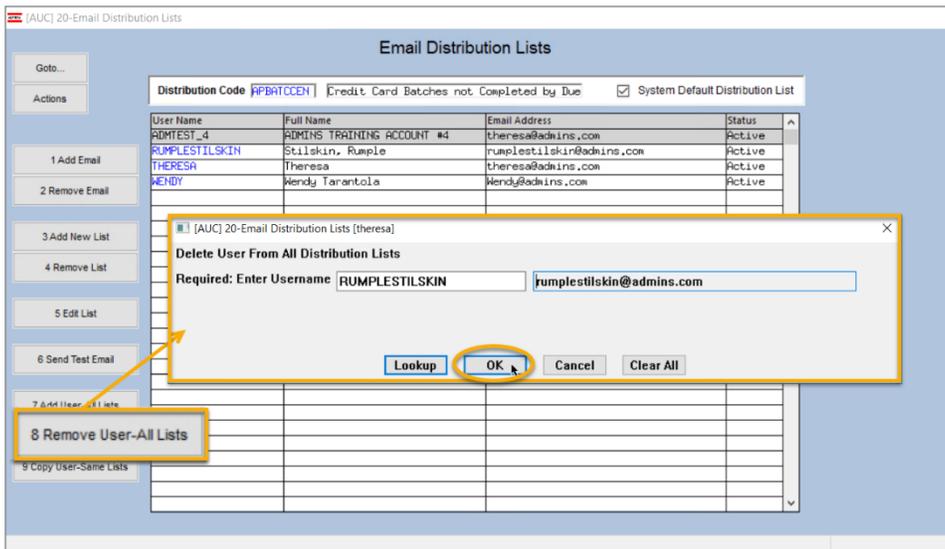
This feature does not offer the **[Add New Email Address]** option.

1.1.2. 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]**.

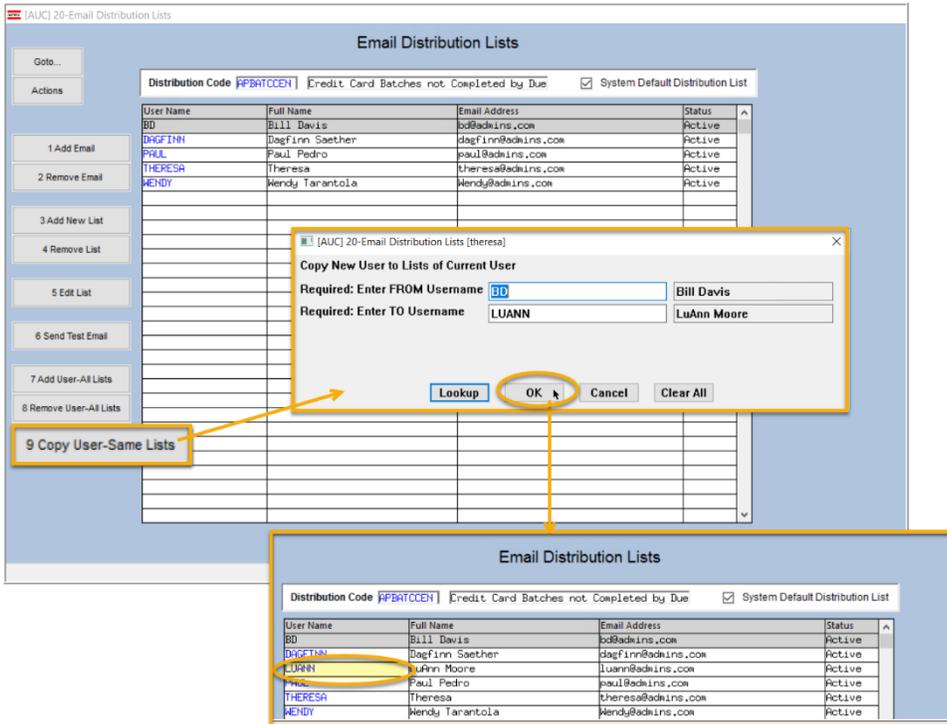


This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s AUC credentials.





1.1.3. 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**].

*Do this first before removing **BD** from all lists.*

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

Use this to add a new hire to all lists to which current department members belong.

[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]
- SYSTEM SY-170 System Administration Kit