PERSONAL PROPERTY TAX BILLING
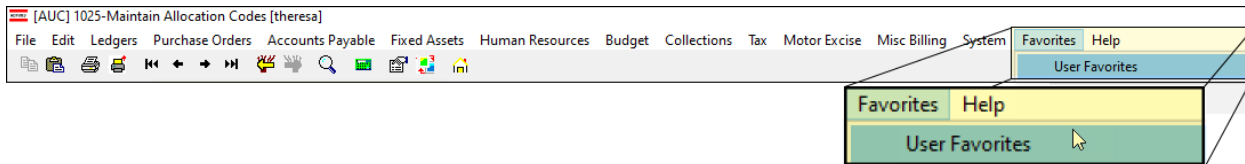
RELEASE NOTES   MARCH 2023

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) PERSONAL PROPERTY TAX** system.
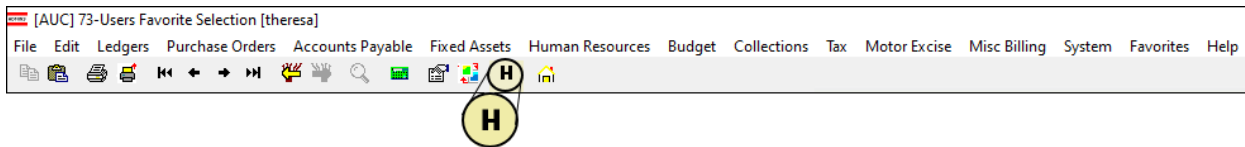
# 1   Favorites Screen [Enhancement]

ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ▶ User Favorites

Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.

From anywhere in the AUC system, click on the **[Home]** button ⬚ to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

1.1   Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]

1.2   Favorites Video Available Now

The Favorites video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other Videos & Quick Tips (admins.com) from the **ADMINS** website.

2   ADMINS Video Library

Don't forget to check out all these other Videos & Quick Tips (admins.com). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.