PERSONAL PROPERTY TAX

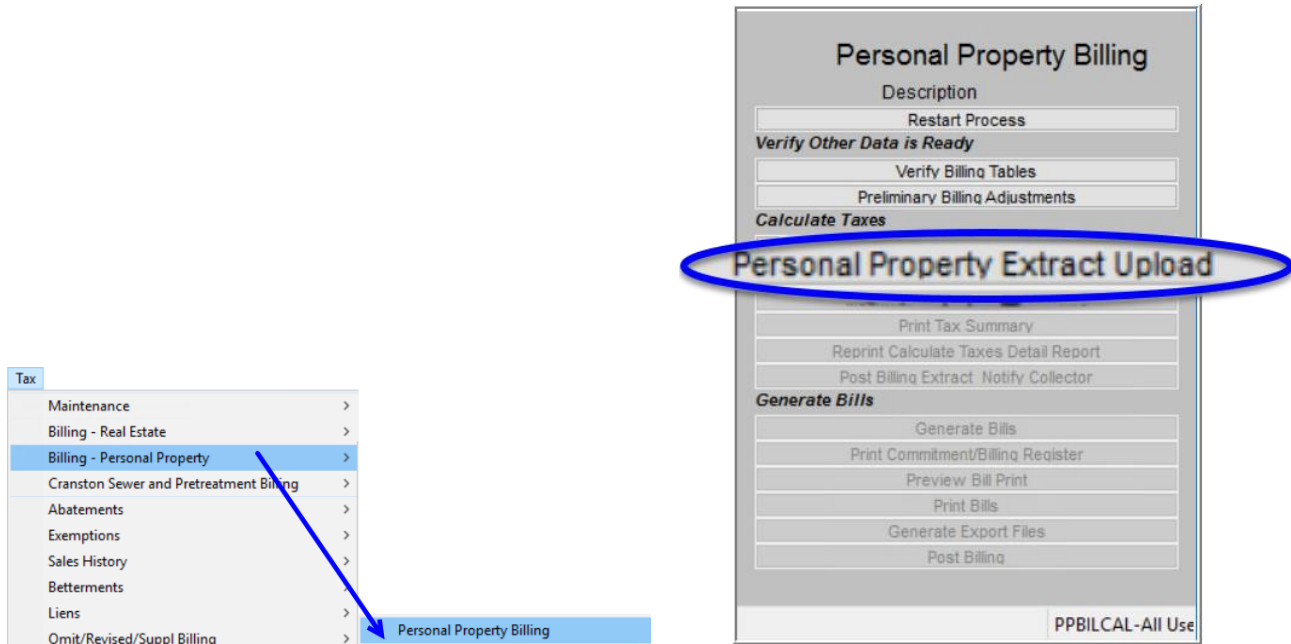# RELEASE NOTES – SEPTEMBER 2020

This document explains new product enhancements added to the **ADMINS Unified Community for Windows PERSONAL PROPERTY TAX** system.

CONTENTS

1. APPRAISAL UPLOAD –ACCOUNTS MISSING VALUES [Enhancement]

ADMINS added a new report to show **uploaded accounts that are missing values** during the upload of a Personal Property file from the Appraisal system. This report will help match the number of accounts between **AUC** and the appraisal system. Combine the **"Upload accounts with Missing Values"** count total and the **Uploaded Accounts** count total to match the export **count** from the appraisal system.
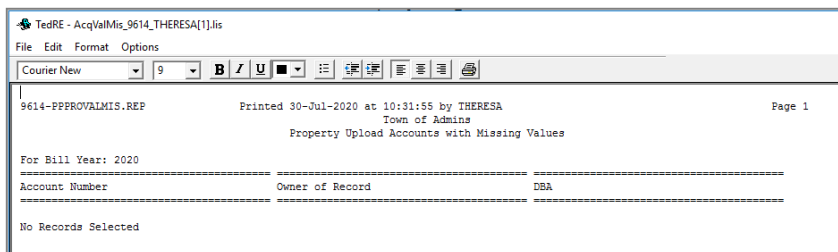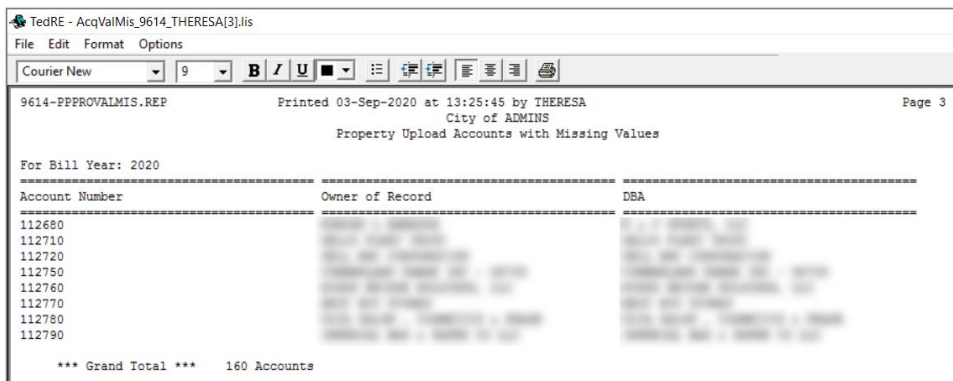
If there are no accounts with missing values, the report will indicate so with a **"No Records Selected"** note.
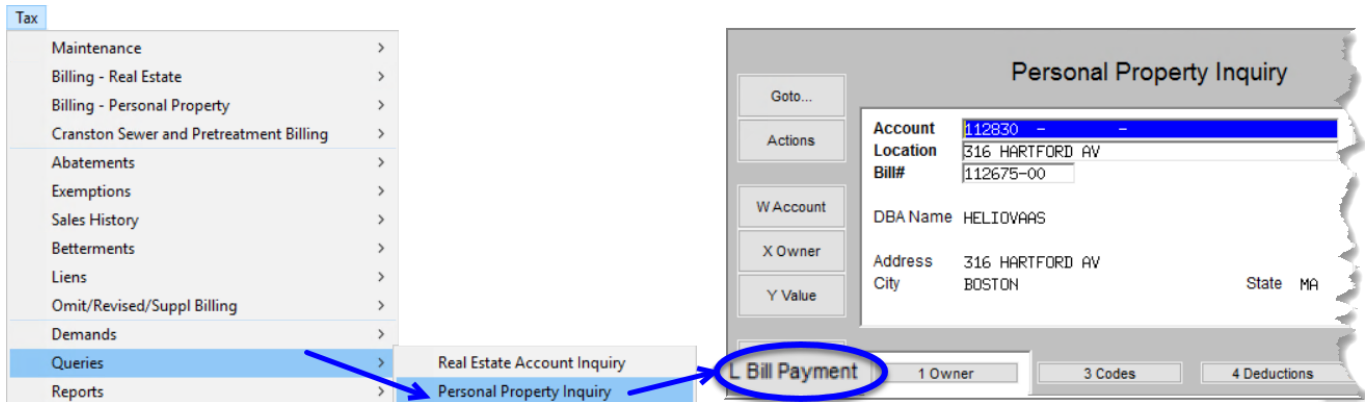
[ADM-AUC-PP-3867]

2. BILL PAYMENT SCREEN → Reports [Enhancement]

ADMINS added two new options under the **[Reports]** button on the **Bill Payment** screen. To access the **Bill Payment** screen from the **Personal Property Tax** menu, select:

Tax ▶ Queries ▶ Personal Property Inquiry ▶ [L Bill Payment]

The new reports are a **"History List"** and a **"Summary List"**. The data on the reports is shown for the currently selected bill. These reports are available for Real Estate, Motor Excise, and Personal Property/Tangible tax transactions.
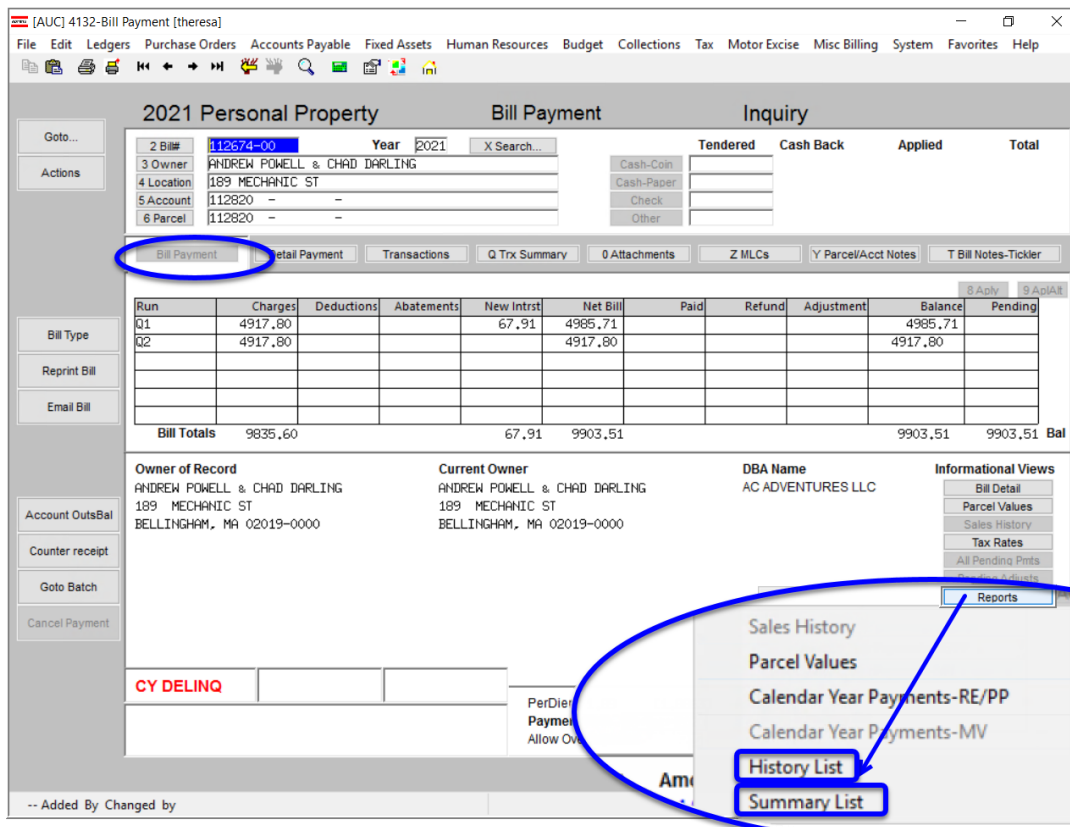

Figure 1 Bill Payment Inquiry screen with new Reports → History List, Summary List

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 list for Personal Property Account run as Print/Preview/PDF®

Figure 3 Transaction History list for Personal Property Account run as Excel®

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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 Personal Property Tax run as Print/Preview/PDF®

Figure 5 Summary List run for Personal Property Tax in Excel®

[ADM-AUC-RC-8488]

3. QUICK REPORT SELECTOR [Enhancement]
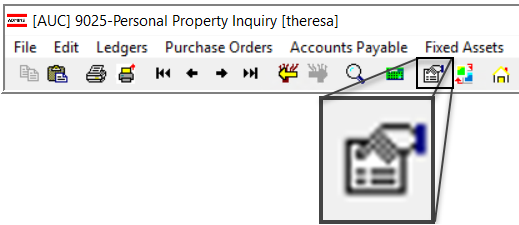
The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY–117 Quick Report Selector** in the Help Reference Library for details on 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

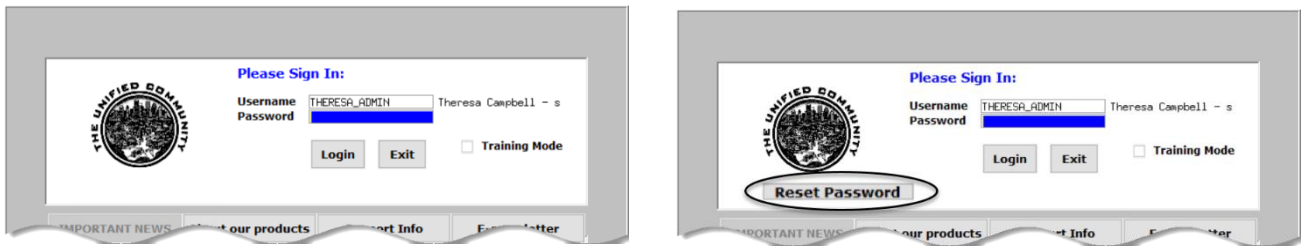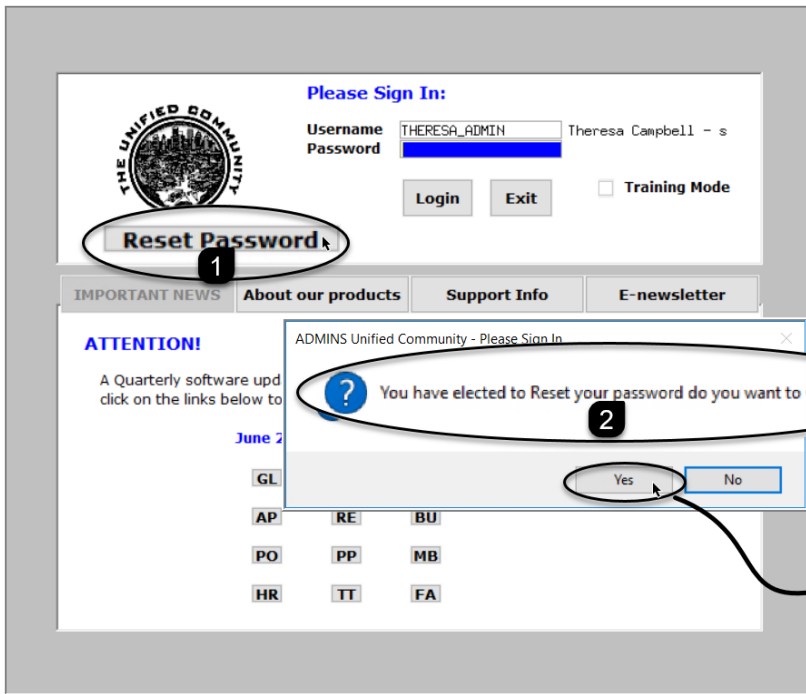Use this feature if the password is forgotten.

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.

Figure 7 Set up email addresses for AUC users
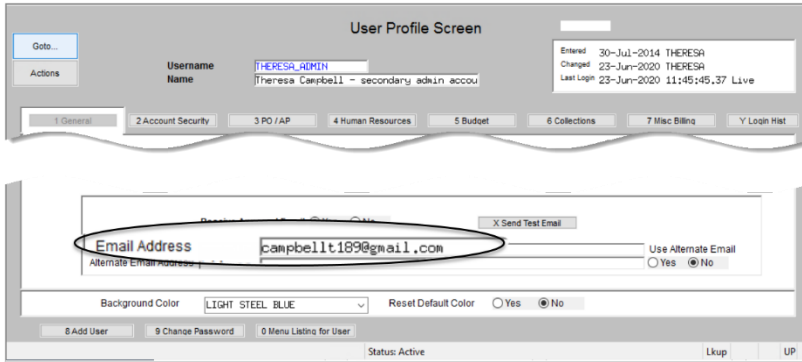
The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for **AUC**.

Figure 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

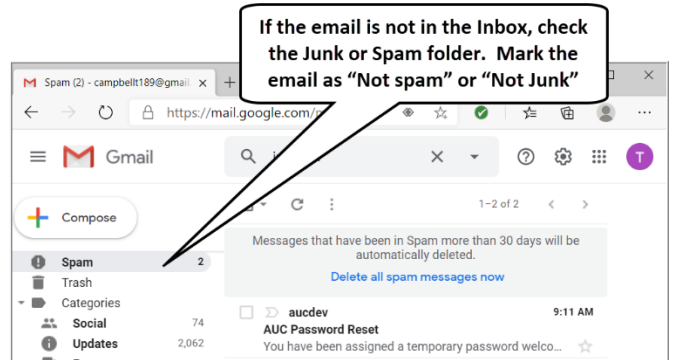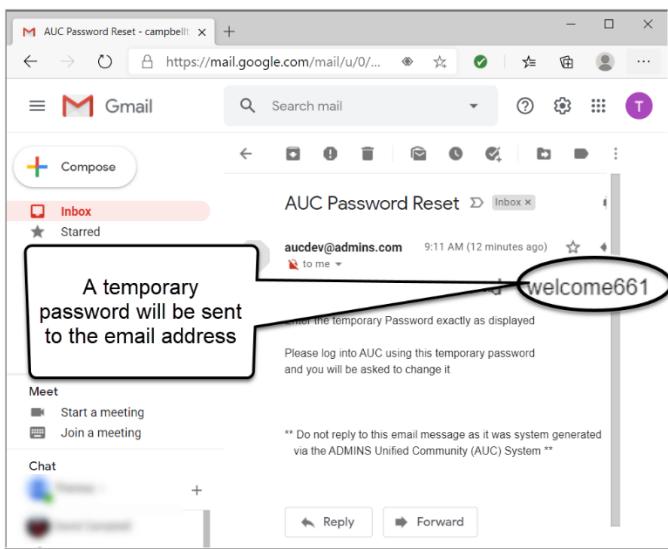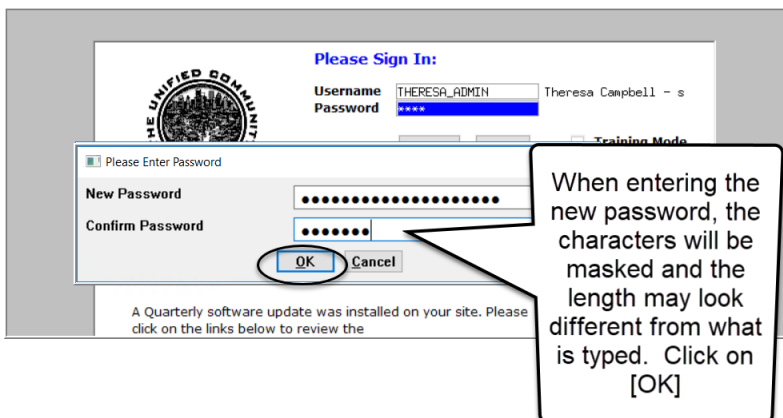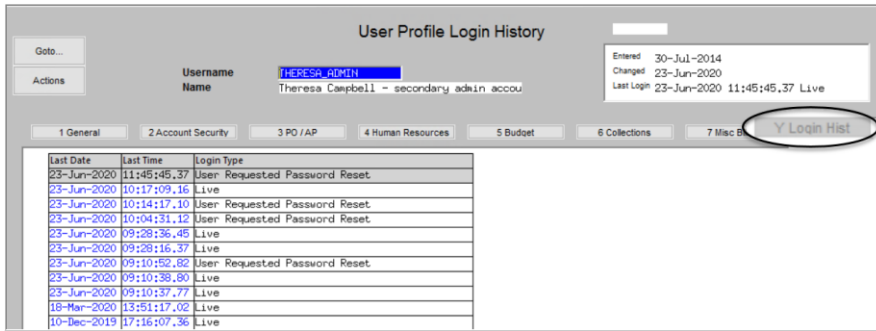The super-user on the site may view the **User Profile ▶ [Y Login History]** tab to see logon and password reset activity.

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.
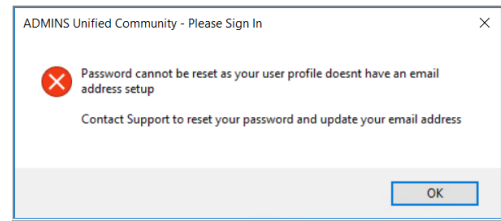
[ADM-AUC-SY-8130]

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.
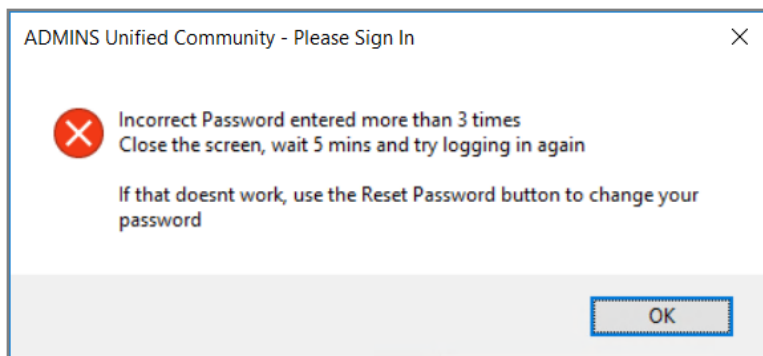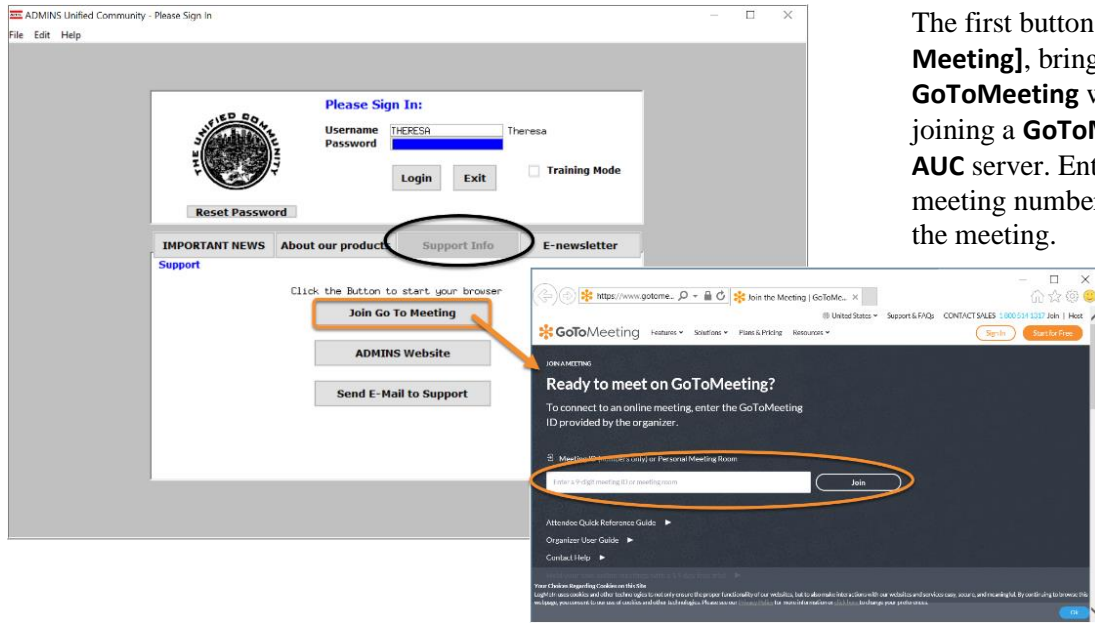

Figure 11 New Incorrect Password message

[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.
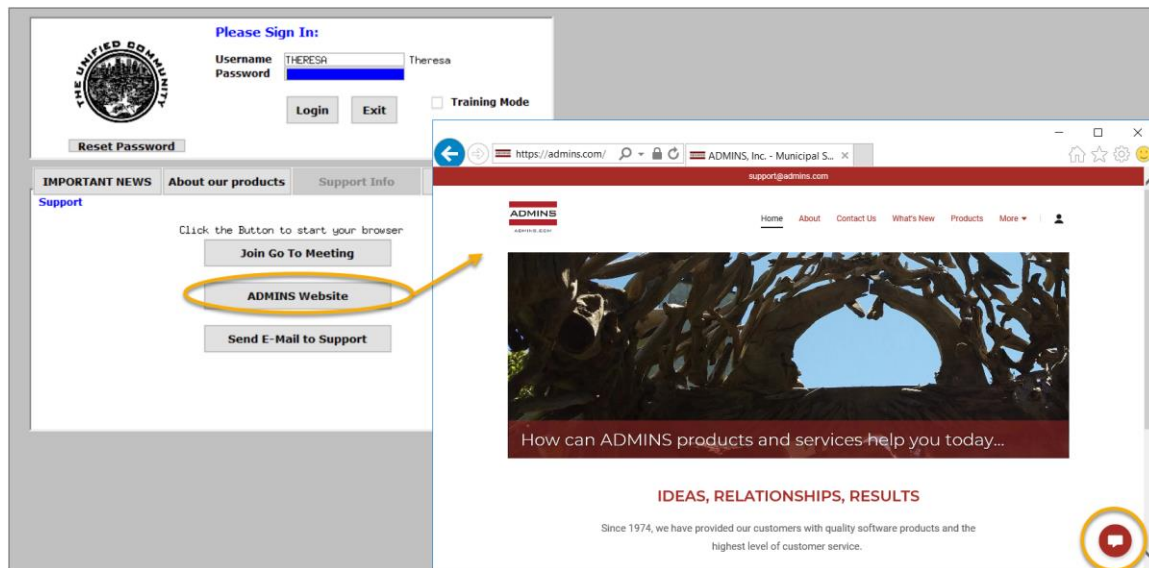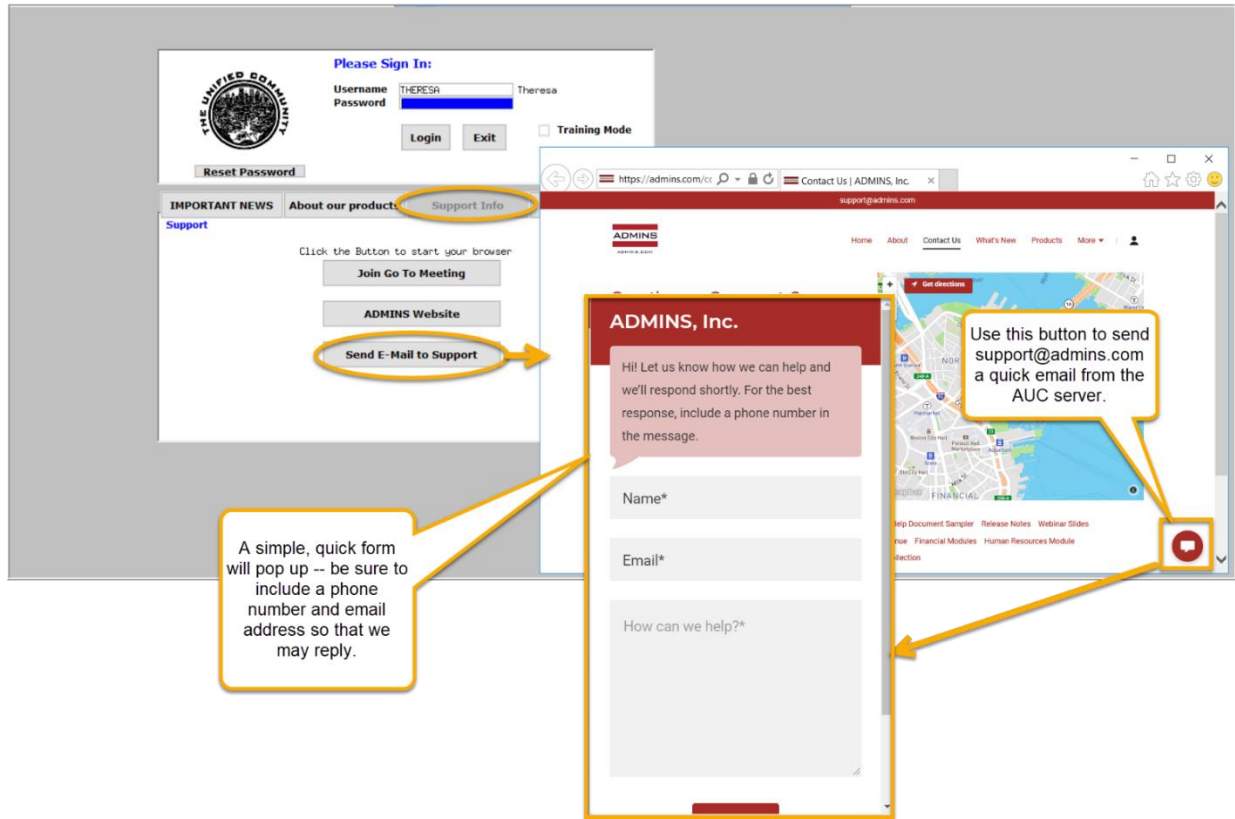
5.2. [ADMINS Website]

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]

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.

6.1.   New or Updated Documents

• ------TOP LEVEL------	RE–100 Property Tax Help Documents Index	[Updated]
• SYSTEM	SY–117 Quick Report Selector	[New]
	SY–145 Reset Password	[New]