SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2018

This document explains new product enhancements added to the ADMINS Unified Community for Windows **SYSTEM LIBRARY**.

Table of Contents

"A picture is worth a thousand words" or "Every picture tells a story" – these graphics may be found throughout the release notes. The symbols being introduced with this software update are:

This "puzzle" graphic identifies features that impact several components within the module and require that the relationship between the pieces is understood.

Anytime this little gal appears in release notes, it means that one of our customers was asking for an enhancement; she will point out those new features.

This symbol indicates that there is an updated document with relevant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.

1. USER PROFILE SCREEN [Enhancements]

The user profile screen has been enhanced to offer two new features. This screen is accessed via
System ▶ User Menu ▶ User Profile and is only available to "super-users" with a security level of 20 or higher.

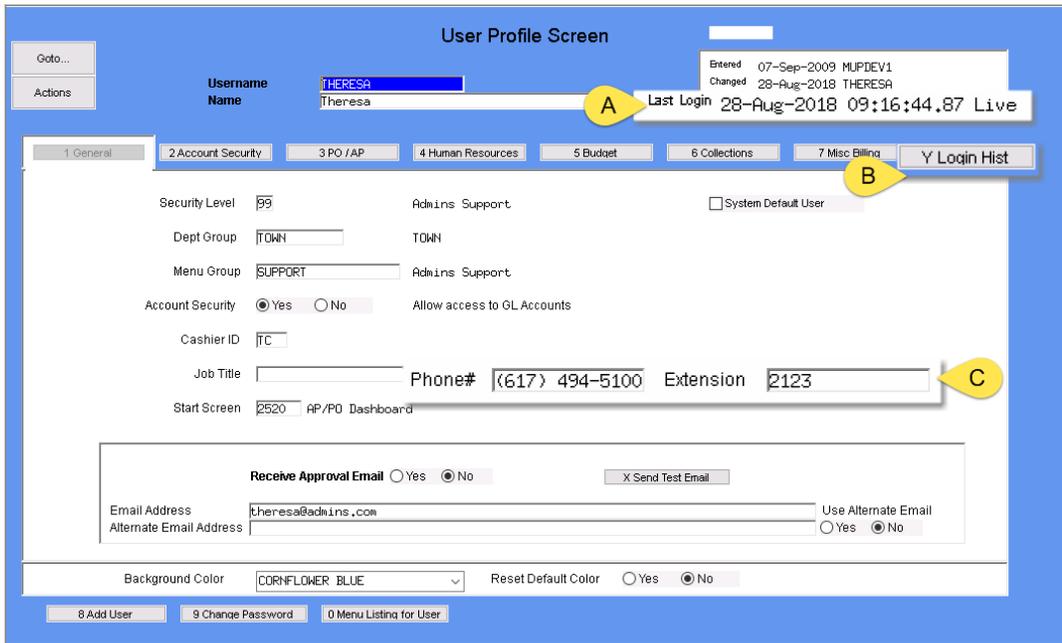## 1.1. Last Login Information

Figure 1 User Profile Screen Changes

A. To allow the "super-user(s)" on the site to identify if a user is active, the last login is listed at the top right corner of the screen indicating the date, time and type of the most recent login **(Live or Training).**

B. A new tab is available **[Y Login Hist]** that will list the last **1.) Date, 2.) Time, 3).Type of login** as shown in Figure 2.
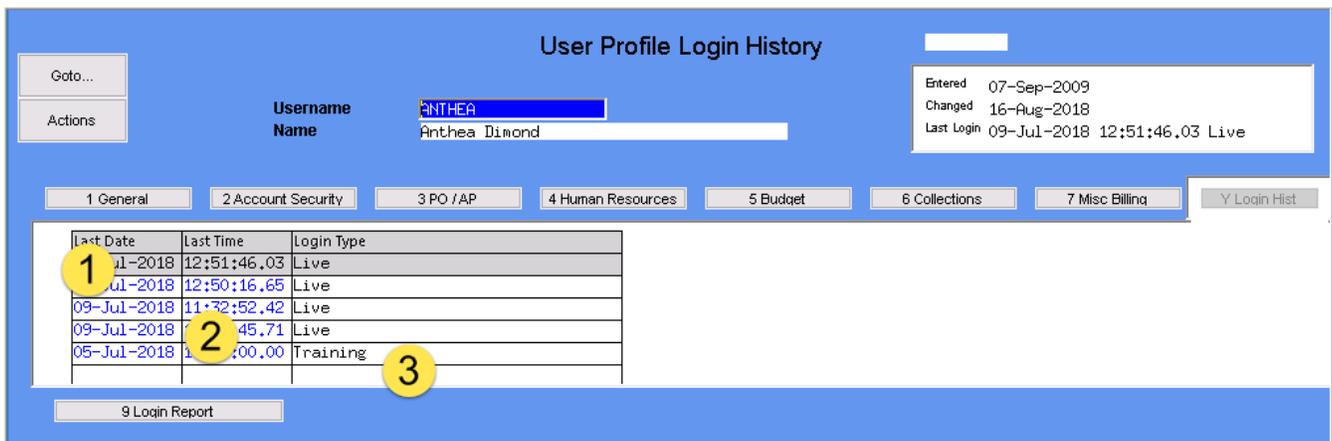

Figure 2 The new [Y Login History] screen

1.2.   New Phone and Extension Fields

C. There are new fields available for phone number and extension. This will allow the "super-user" to enter contact information on users. Once this data is entered, it will be used on a new screen that will show who is locking a record on an update screen (see section 2).

1.3.   Identifying Inactive Users from the User Profile Screen

Also important to a "super-user" is knowing which users have never logged in. When the software update is installed, initially every user will show as having **No Login Information** as shown in Figure 3. After some time, the "super-user" can find out which users have not logged in and are likely candidates for inactivation. A more comprehensive list may be run by following the directions in section 1.4.
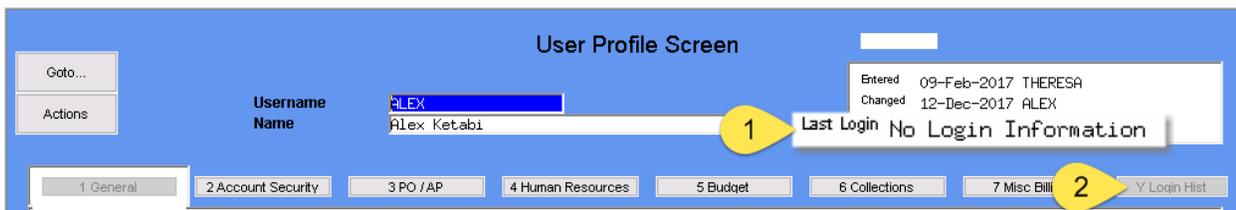

Figure 3 A user record that contains no login history – the user has not logged in since the September 2018 update

1.3.1.   Login Report from the Login History Tab

There is also a report from the Login History tab that shows the user's login history. To run the report, click the **[9 Login Report]** button at the bottom of the screen. This report is per user and is only available for users that have actually logged in since the September 2018 software update.
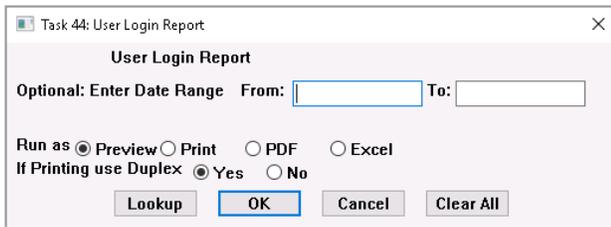
A display box will prompt for an optional date range. The report may be run to Preview, Print, PDF® or Excel®. An Excel® example is shown in Figure 4.
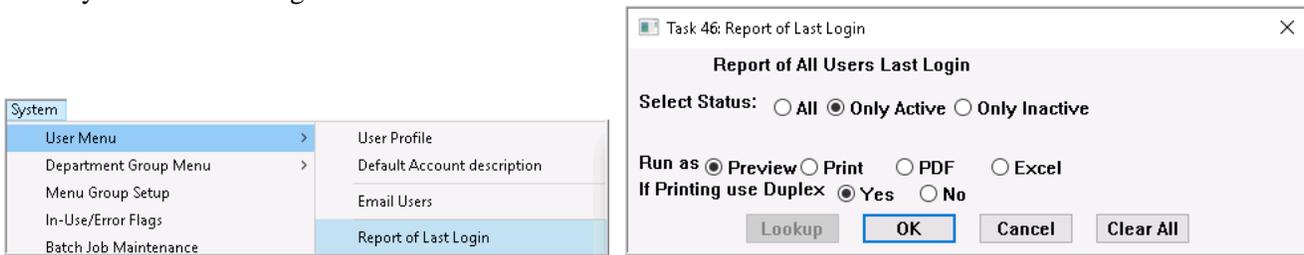

	Username	Name	Last Date	Last Time	Login Type	
1	Username	Name	Last Date	Last Time	Login Type	
2	ANTHEA	Anthea Dimond	7/9/2018	12:51:46.03	Live	
3	ANTHEA	Anthea Dimond	7/9/2018	12:50:16.65	Live	
4	ANTHEA	Anthea Dimond	7/9/2018	11:32:52.42	Live	
5	ANTHEA	Anthea Dimond	7/9/2018	11:29:45.71	Live	
6	ANTHEA	Anthea Dimond	7/5/2018	10:00:00.00	Training	
7						

Figure 4 Login Report

1.4.   Report of Last Logins

In addition to the ability to report on individual users, ADMINS now offers a report of the last login for all users. Access the report by selecting **System ▶ User Menu ▶ Report of Last Login**. This report may be run by users with a security level of 20 or higher.

The report output allows the selection of **All Users, Only Active Users** and **Only Inactive Users** and is available as Print/Preview/PDF® or Excel® and lists the Username, Date and Time of Last Login, and the user status.

Figure 5 Report Listing User's Most Recent Logins – Print/Preview/PDF®

The report run for **Inactive users** will help system managers to comply with auditor's requests for information and identify user accounts that may be deleted.
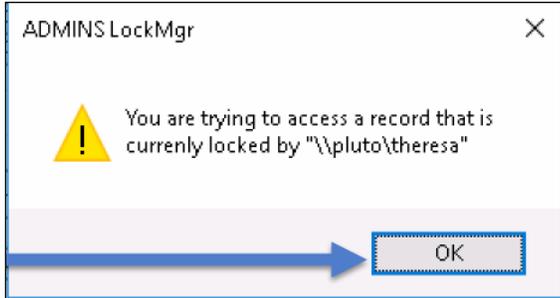
Figure 6 Report of User's Most Recent Login - Inactive Users

[ADM-AUC-SY-8061

2. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 7. Click on **[OK]**.

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 8.

2. Contact the user locking the record to ask them to exit the screen.

3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

Figure 7 Popup notification that a record is locked
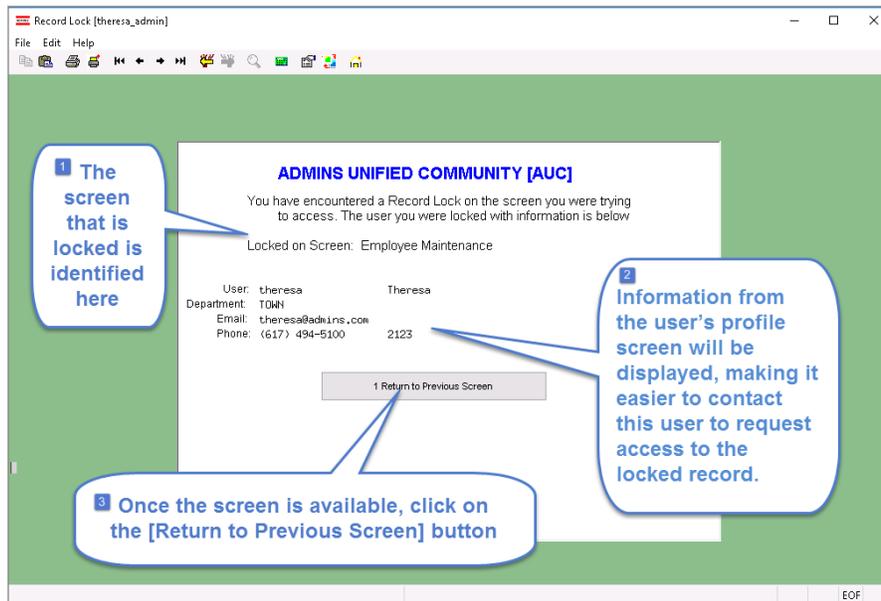
If the user cannot be contacted to exit the record, proceed to another task by clicking on the (**[Home]** button). From the home screen, use the menu to select another task.
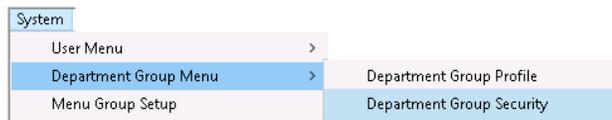
Detailed information and examples are available in the new document, **SY–105 Locking Screen.**

Figure 8–New screen with information about who is locking a record and how to contact them

[ADM-AUC-SY-8063]

3. DEPARTMENT GROUP SECURITY SCREEN ▶Copy User Security [New]

ADMINS added a new feature to the **System ▶ Department Group Menu ▶ Department Group Security** screen.

The new button allows the security from one user to be copied to another user. In the example, the department security is copied from user "THERESA_ADMIN" to the user "THERESA".

Figure 9 Before– User has Read Only **Access to** ADM**, and** "No Access" **to** ADUSER **and** AFFORD **department groups**

Figure 10 Department Group Security is copied from THERESA_ADMIN **to** THERESA

Figure 11 The New Department Security allows full access to the ADM, ADUSER and AFFORD department groups.

This feature is available to users with a security level of 20 or higher. Consult the "Super User" on your site or contact support@admins.com for help with this feature.

<div align="right">[ADM-AUC-SY-8033]</div>

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

4.1.1. Accounts Payable

	AP-100 AP User Help Documents Index	[Updated]
• DISBURSEMENTS	AP–215 Bank Table	[New to this Library]
• MAINTENANCE	AP–285 Delete Unused Accounts Payable Batches en masse	[New]
• YEAR END PROCESSING	AP–710 1099 Processing	[Updated]
• OTHER	AP–830 REAP Reporting (Massachusetts only)	[Updated]
	AP–845 Locking Screen	[New]
• INTERFACES	AP–980 Upload Vouchers–Spreadsheet	[Updated]

4.1.2. Budget

• MAINTENANCE	BU–130 How to Restrict Access in Budget	[Updated]
• OTHER	BU–205 Locking Screen	[New]

4.1.3. Collections

• INTERFACES	RC–1620 UniBank® Daily File	[Updated]
• OTHER	RC–1805 Locking Screen	[New]

4.1.4. Fixed Assets

• PROCESSING	FA–200 Acquiring Fixed Assets	[Updated]
	FA–220 Asset Changes	[Updated]
	FA–230 Depreciation Processing	[Updated]
• TABLES	FA–610 Fixed Asset Tables	[Updated]
• OTHER	FA–710 Locking Screen	[New]

4.1.5. Human Resources

• OTHER	HR–805 Locking Screen	[New]
	HR–895 Bank Table	[New to this Library]

4.1.6. Ledgers

• JOURNAL ENTRY	GL–270 Enter One Time Journal Entries	[Updated]
• YEAR END PROCESSING	GL–720 Create New Fiscal Year	[Updated]
	GL–722 Create New Fiscal Year Overnight (in batch)	[New]
• OTHER	GL–1205 Locking Screen	[New]

4.1.7. Miscellaneous Billing

• OTHER	MB–505 Locking Screen	[New]

4.1.8.   Motor Vehicle Excise

- OTHER   ME–315 Locking Screen   [New]

4.1.9.   Property Tax

- ABATMENTS   RE–540 Abatement Rescissions   [Re-Installed]
- OTHER   RE–705 Locking Screen   [New]

4.1.10.   Purchase Order

- PO PROCESSING   PO–255 Implementing Electronic Approval Signatures   [New]
                                     PO–260 Changing a Signature on a Purchase Order Form [Updated]
- FISCAL YEAR END PROCESSING PO–770 Email Open PO Listings to Departments   [New]
- TEMPLATES   PO–800 Upload POs from a Spreadsheet   [New]
- OTHER   PO–905 Locking Screen   [New]

4.1.11.   System/All Modules

- OTHER   SY–105 Locking Screen   [New]
                                     SY–170 System Administration Kit   [Updated]