SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2020

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

CONTENTS

1 CHANGES TO EMAIL PROVIDERS

ADMINS offers many **"paperless"** office features that rely on email to send notifications to approvers. If making a major change, such as an email service change, or transitioning to a new server, please contact support@admins.com in advance to ensure that the many processes that use email will continue to work as expected.

2 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.
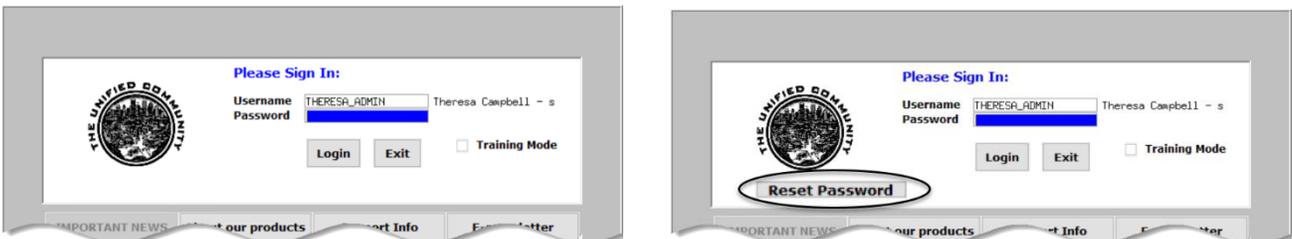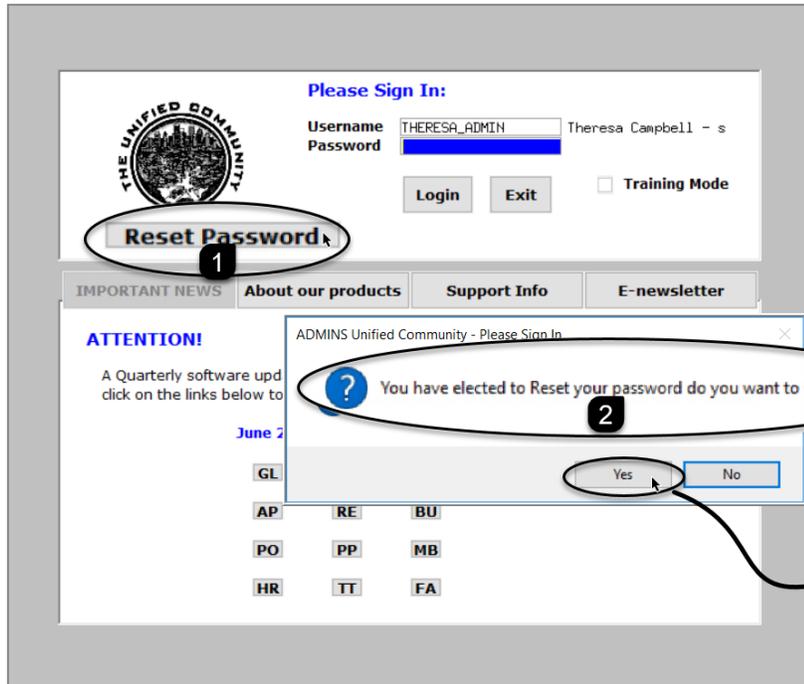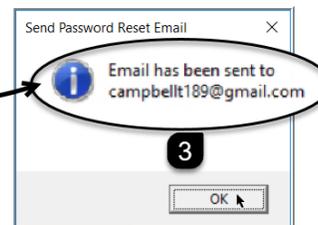

Figure 1 Before and After – the new Reset Password button on the login screen

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.

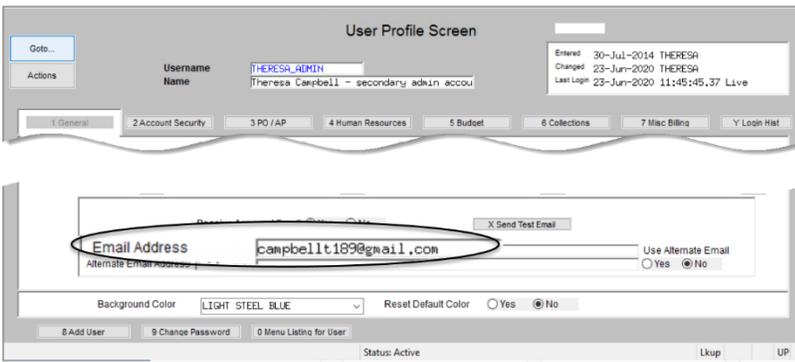3. Click **[OK]** to the popup showing where the email has been sent.

Figure 2 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**.
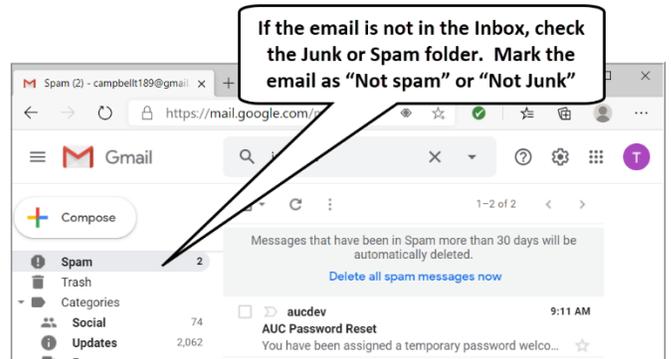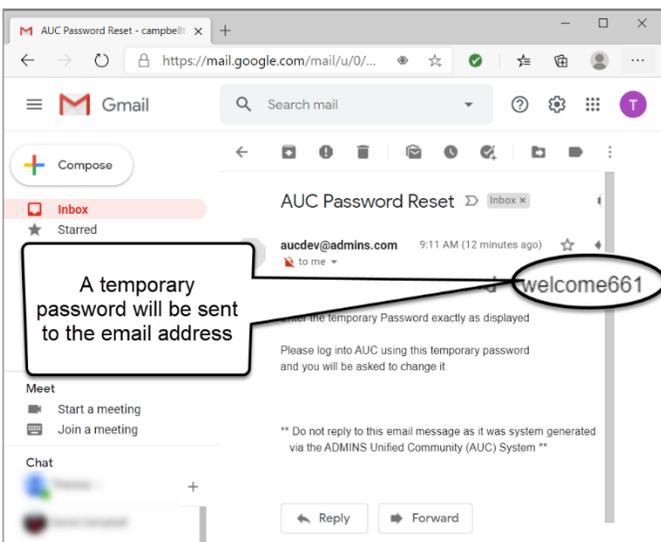

Figure 3 Sample email sent with temporary password
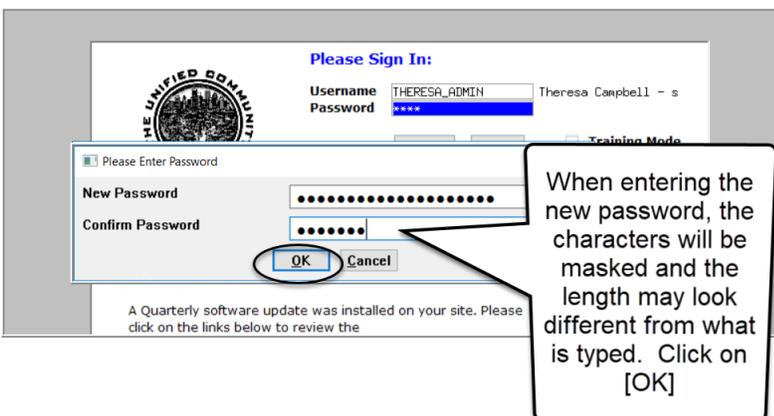

Figure 4 Entering a new password

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.

The super-user on the site may view the **User Profile ▶ [Y Login History]** tab to see logon and password reset activity.
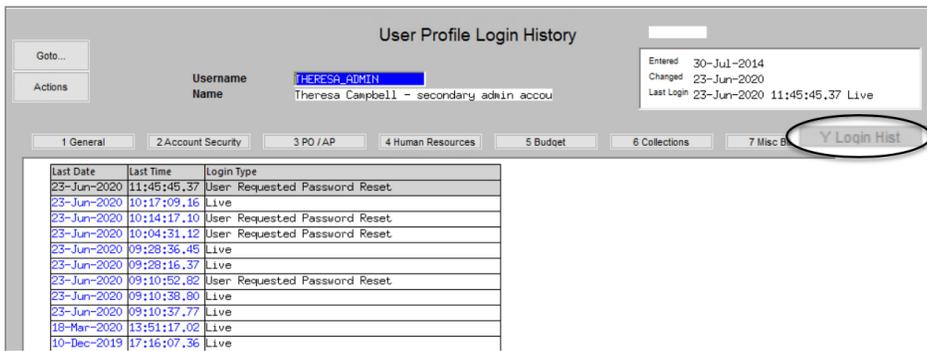
Figure 5 Login History Screen for super-users

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.
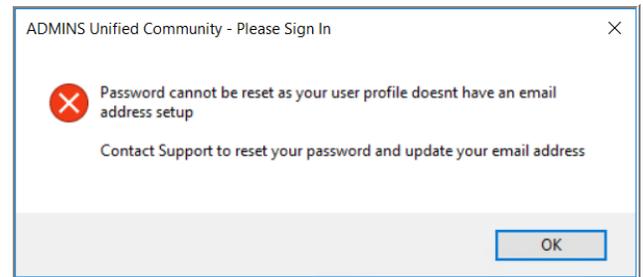
[ADM-AUC-SY-8130]

2.1 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 6 New Incorrect Password message

[ADM-AUC-SY-8159]

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 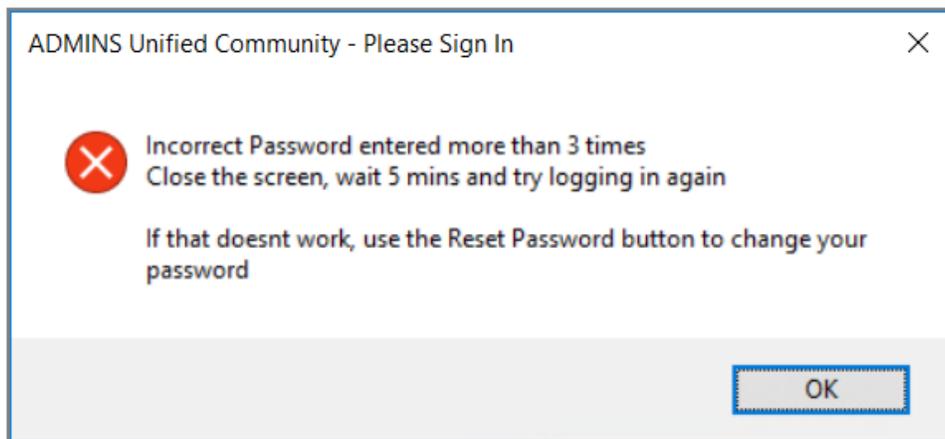of going to the report library for each module. Read **SY–117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.

[ADM-AUC-DOC-183]

4   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.

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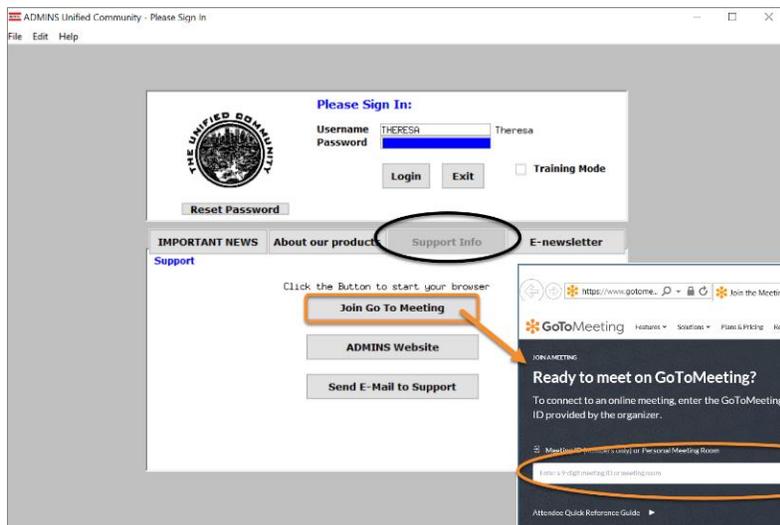
The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.

4.2   [ADMINS Website]

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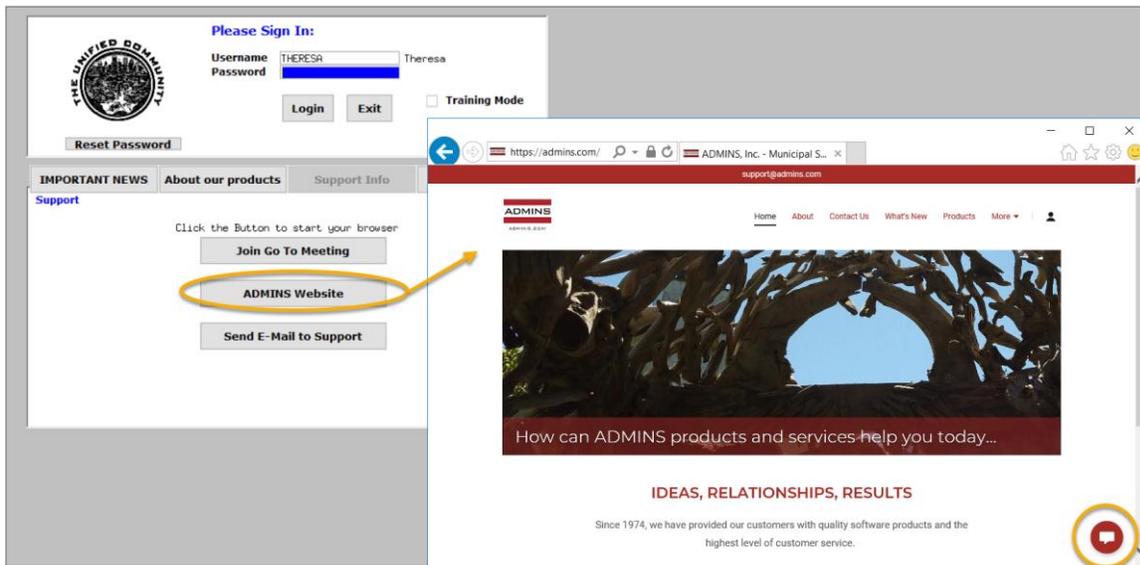
4.3 [Send E-Mail to Support]

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]

5   SOFTWARE UPDATE COMPLETION NOTICE [Enhancement]

ADMINS added a new notice to be sent on completion of the quarterly software update. To receive the notice, add email addresses to the **SWDONE** email distribution list.

Select Module Maintenance ▶ Email Distribution Lists ▶ SWDONE

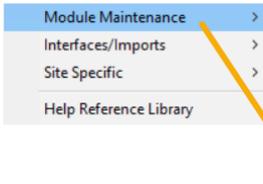Click on **[1 Add Email]** to select from the lookup or add an "at home" email address via the **[Add New Email Address]** button. Software updates are performed on the weekend; as such, it may be useful to receive notice of completion at one's "home" email address rather than a work email address. Consult **SY-150 Email Distribution Lists** for detailed information on how to maintain Email Distribution Lists.
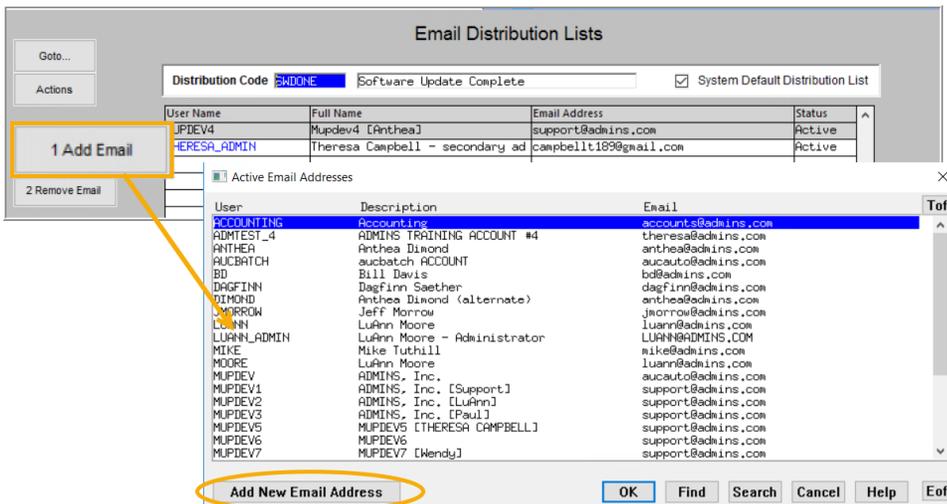
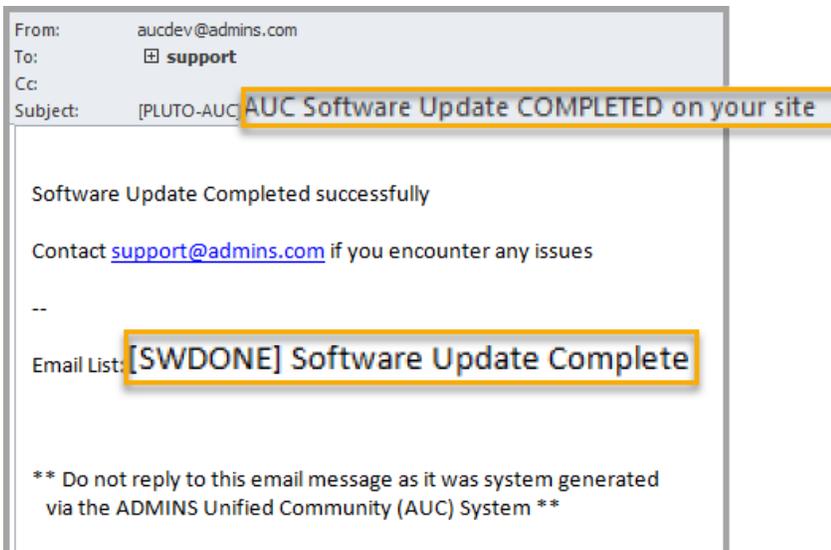**Figure 7 Update the SWDONE email distribution list as needed**

Figure 8 Sample email message notice that the software update is complete

[ADM-AUC-SY-8151]

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 Accounts Payable

• ----- Top Level -----	AP–100 Help Documents Index	[Updated]
• QUERIES	AP–490 Warrant History	[Updated]
• YEAR END PROCESSING	AP–710 1099 Processing	[Updated]
• INTERFACES/IMPORTS	AP–980 Upload Vouchers–Spreadsheet	[Updated]

6.2 Human Resources

• ----- Top Level -----	HR–100 HELP DOCUMENTS INDEX	[Updated]
• PAYROLL PROCESSING	HR–345 Import Timesheets from a Spreadsheet	[Updated]
• SPECIAL PROCESSING	HR–490 Billing and Invoicing	[Updated]
• YEAR END PROCESSING	HR–620 W2 Processing	[New]
	HR–635 Email W2s, 1095Cs, 1099Rs	[New]

6.3 Ledgers

• ----------TOP LEVEL----------	GL–100 Finance User Help Documents Index	[Updated]
• ACCOUNT MAINTENANCE	GL–140 Upload Chart of Accounts/Copy Accounts Changing	[Updated]
•	GL–245 Dormant Accounts	[New]
• SITE SPECIFIC	GL–940 Middletown BOE, Year-End Grant Roll Forward	[Updated]

6.4 Motor Vehicle Excise

• SITE SPECIFIC	ME–250 Cranston, RI Motor Vehicle Excise Tax Billing	[Updated]

6.5 Property Tax

• ------TOP LEVEL------	RE–100 Property Tax Help Documents Index	[Updated]

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6.6 Purchase Orders

- ------TOP LEVEL------   PO–100 Help Documents Index   [Updated]
- YEAR END PROCESSING   PO–790 Turn off Access to Purchase Orders   [Updated]

6.7 Revenue Collections & Tax Title

- ------TOP LEVEL------   RC–100 Revenue Collections Help Documents Index   [Updated]
- SITE SPECIFIC   RC–1750 Cranston, RI Tax Account Status   [Updated]
                                RC–1775 Cranston, RI Remove Old Tax Year Process   [Updated]

6.8 System

These documents were added to all the modules:
- SYSTEM   SY–117 Quick Report Selector   [New]
                               SY–145 Reset Password   [New]