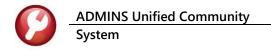


This document explains new product enhancements added to the ADMINS Unified Community (AUC) for Windows SYSTEM LIBRARY.

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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 <u>support@admins.com</u> 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.

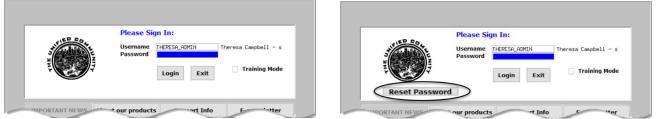


Figure 1 Before and After – the new Reset Password button on the login screen

Reset Passw	Please Sign In: Username THERESA_ADMIN Theresa Campbell - s Password Login Exit Training Mode	 Use this feature if the password is forgotten. 1. Click the Reset Password button to initiate setting a new password.
	ADMINS Unified Community - Please Sign In	 Click [Yes] to the "You have elected to Reset your password do you want to Continue?" prompt.
A Quarterly software upo click on the links below to June GL AP PO HR	You have elected to Reset your password do you want to C	

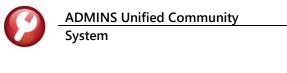


Figure 2 Set up email addresses for AUC users



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**.

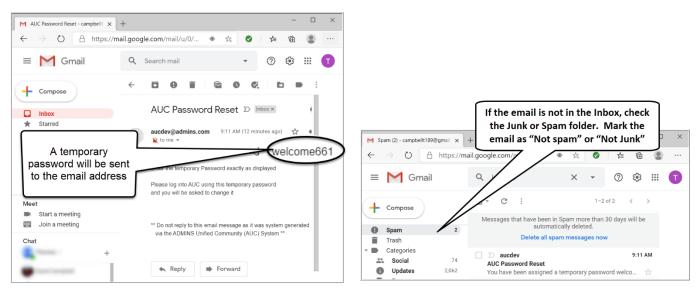
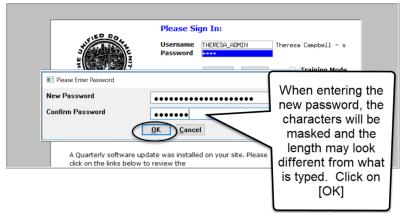


Figure 3 Sample email sent with temporary password



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 4 Entering a new password

ADMINS Unified Community System

		User Profile Lo	gin History		
ctions	 ername <mark>THERESA.</mark> me Theresa	<mark>ADMIN</mark> Campbell - secondary ad	uin accou	Entered 30-Ju1-2014 Changed 23-Jun-2020 Last Login 23-Jun-2020 11:45:	:45.37 Live
1 General	Security 3 PO / AP	4 Human Resources	5 Budget	6 Collections 7 Misc B	Y Login Hist
	Login Type				
	User Requested Passwor	rd Reset			
23-Jun-2020			-		
	User Requested Passwor		-		
	User Requested Passwor	d Keset	-		
23-Jun-2020 23-Jun-2020			-		
	Live User Requested Passwor	d Pearst	4		
23-Jun-2020 23-Jun-2020		u Keset	4		
23-Jun-2020 23-Jun-2020			-		
			-		
18-Mar-2020					

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 <u>support@admins.com</u> to reset the password.

ADMINS	ADMINS Unified Community - Please Sign In				
8	Password cannot be reset as your user profile doesnt have an email address setup				
Contact Support to reset your password and update your email address					
	ОК]			

[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.



[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.

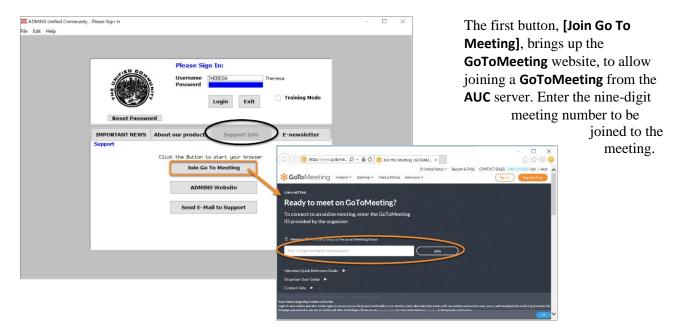


[ADM-AUC-DOC-183]

4 LOGIN SCREEN SUPPORT INFO TAB [Enhancement]

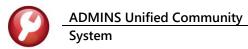
Many users only use this screen to $\log in - but$ there are other features available. Click on the **[Support Info]** tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

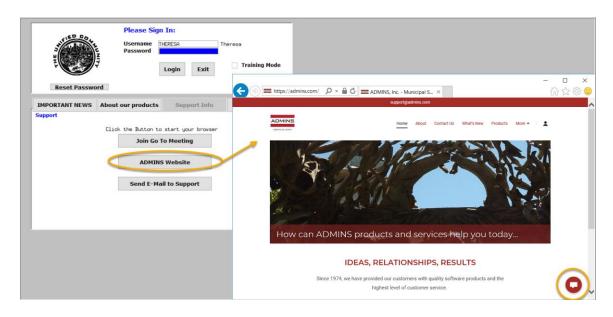
4.1 [Join Go To Meeting]



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.



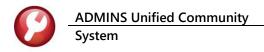


4.3 [Send E-Mail to Support]

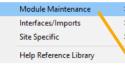
The third button opens the **ADMINS "Contact Us"** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.

Please Sign In: Username Password Login Exit	heresa Training Mode Training Mode	act Us JADMINS, inc. × ① ①
IMPORTANT NEWS About our product Support Info Support Click the Button to start your browser Join Go To Meeting ADMINS Website Send E-Mail to Support Send E-Mail to Support Send E-Mail to Support	ADMINS, Inc. Hit Let us know how we can help an we'll respond shortly. For the best response, include a phone number i the message. Name* Email* How can we help?*	Here About <u>Contact Us</u> What's New Products More 1

[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 **<u>SY-150 Email Distribution</u> <u>Lists</u>** for detailed information on how to maintain Email Distribution Lists.

Actions	Distribution Code	DNE Software Update Complete	System Defaul	t Distribution List
	User Name	Full Name	Email Address	Status 🔨
	JPDEV4	Mupdev4 [Anthea]	support@admins.com	Active
1 Add Email	HERESA_ADMIN	Theresa Campbell - secondary ad	campbellt1890gmail.com	Active
	Active Email	Addresses		
Remove Email				
	User	Description	Email	
	ACCOUNTING	Accounting ADMINS TRAINING ACCOUNT #	accounts@admins.com	
	ADMTEST_4	ADMINS IRAINING ACCOUNT #4 Anthea Dimond	4 theresa@admins.com anthea@admins.com	
	AUCBATCH	aucbatch ACCOUNT	anthea@admins.com aucauto@admins.com	
	BD	Bill Davis	bd@admins.com	
	DAGFINN	Dagfinn Saether	dagfinn@admins.com	
	DIMOND	Anthea Dimond (alternate)	anthea@admins.com	
	MORROW	Jeff Morrow	imorrow@admins.com	
	L. NN	LuAnn Moore	luann@admins.com	
	LUANN ADMIN	LuAnn Moore - Administrat		
	MIKE	Mike Tuthill	mike@admins.com	
	MOORE	LuAnn Moore	luann@admins.com	
	MUPDEV	ADMINS, Inc.	aucauto@admins.com	
	MUPDEV1	ADMINS, Inc. [Support]	support@admins.com	
	MUPDEV2	ADMINS, Inc. [LuAnn]	support@admins.com	
	MUPDEV3	ADMINS, Inc. [Paul]	support@admins.com	
	MUPDEV5	MUPDEVS ETHERESA CAMPBELL		
	MUPDEV6	MUPDEV6	support@admins.com	
	MUPDEV7	MUPDEV7 [Wendy]	support@admins.com	

Email Distribution Lists

Email Users

Figure 7 Update the SWDONE email distribution list as needed

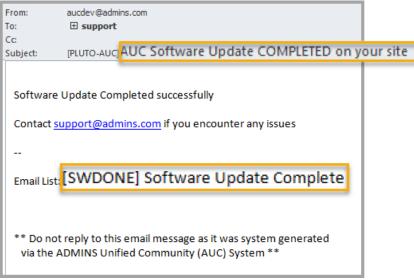
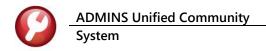


Figure 8 Sample email message notice that the software update is complete

[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

٠	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

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

6.3 Ledgers

٠	TOP LEVEL	GL–100 Finance User Help Documents Index	[Updated]
٠	ACCOUNT MAINTENANCE	GL–140 Upload Chart of Accounts/Copy Accounts Changing	[Updated]
٠		GL–245 Dormant Accounts	[New]
٠	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		

٠	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]
٠	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]