



ADMINS UNIFIED COMMUNITY SYSTEM ADMINISTRATION KIT

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ADMINS

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WELCOME

Your municipal financial management system is a mission-critical application, so choosing the appropriate equipment is important. We certify that the current version of the **ADMINS Unified Community for Windows** (“AUC”) suite will work with systems meeting these minimum requirements.

These requirements are subject to change. Please contact ADMINS, Inc. to confirm your specific configuration needs.

1. ABOUT THIS DOCUMENT

The purpose of this System Administration Kit is to provide minimum requirement specifications for hardware, software, third party applications, and configuration tips. Each customer operates using a unique configuration. To that extent, this document is intended to be a guideline for purchasing, configuring and maintaining the AUC application suite.

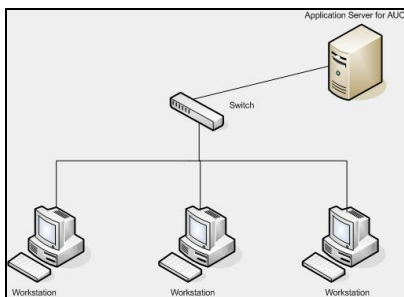
Unless specifically noted, this document assumes that all installation, configuration and on-going maintenance tasks are the responsibility of the City/Town.

If you would like to review specific requirements regarding your environment then please contact ADMINS, Inc.

2. TECHNOLOGY OVERVIEW

This Documentation Kit describes the technology used, minimum requirements for installation and maintenance for best configuring your new software suite.

The AUC application suite utilizes “thin” client architecture. The software runs on the application server; not the individual client machines.



This model offers the following advantages:

Client software does not have to be installed and maintained on each client workstation
Terminal server software runs on many different operating systems allowing you to manage a hybrid environment

The user experience is the same for all client machines accessing the AUC application suite
Software updates are installed on the server only; no need to continually update client workstations

Client computers may be replaced with little to no disruption to your operations

Disaster recovery is limited to backing up/managing the server; not the client machines



Lower total cost of ownership

This deployment method allows you to deploy the following devices for use with AUC:

- Windows compatible computers
- Thin client terminals
- Macs

2.1.1. LAN/WAN

Our Customers are free to choose whatever delivery method works best for them within the guidelines described in this System Administration Kit. However, the traditional method used by most Customers is a LAN/WAN configuration.

A LAN/WAN environment allow Windows-compatible computers (PCs) to run the AUC software and connect to the server via a LAN (local area network) or WAN (wide area network).

2.1.2. DATABASE

The AUC application suite utilizes the **ADMINS Toolkit v9.2**, for its database engine and forms processor. The ADMINS Rapid Application Development Toolkit is an integrated suite of resource-efficient executable images, each designed to handle a specific class of business processes.

2.1.3. APPLICATION SERVER

The server, upon which the AUC application is installed, must be an application server – not a domain controller. This is because domain controller servers cannot run remote desktop services in application mode.

Please refer to Section 3.1 for information regarding Server Hardware Requirements.

2.1.4. DISASTER RECOVERY

ADMINS, Inc. does not provide complete Disaster Recovery services as part of the AUC purchase and on-going maintenance. As such, disaster recovery is not included in the System Administration Kit.

It is up to the discretion and responsibility of the City/Town to configure, implement and maintain a Disaster Recovery operation.

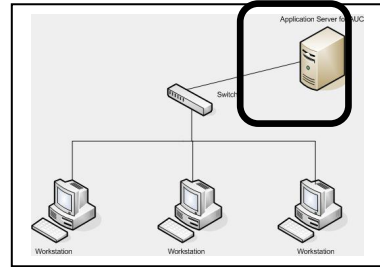
If you wish to pursue Disaster Recovery planning and services then you may contact ADMINS, Inc. to develop a work plan and cost proposal for those services.



3. HARDWARE REQUIREMENTS

3.1. SERVER AND OPERATING SYSTEM

AUC supports its application on both 32-bit and 64-bit architecture. We do not require, but strongly recommend, that the application server be dedicated exclusively to this implementation. The server cannot be configured as a domain controller.



Minimum Configuration	When buying new...
<ul style="list-style-type: none"> • Intel Xeon processor (2 GHz or higher) • 8 to 16 GB of RAM • 500 GB hard drive¹ (Quantity of 2 or more) • Anti-virus Software • DVD-RW • Sound Card (if available) or equivalent capability for Virtual Servers • Windows 2012 Server (64-bit) • Windows 2016 Server² Standard Edition R2 (64-bit) • Remote Desktop Services³ • Uninterrupted Power Supply 	<ul style="list-style-type: none"> • Intel Xeon (3 GHz or higher) • 16-32 GB of RAM⁴ • 1TB hard drive (Quantity of 2 or more) • Anti-virus software • DVD-RW • Sound Card (if available) or equivalent capability for Virtual Servers • Windows Server Essentials 2019⁵ for sites with up to 25 users and 50 devices. • Windows Server 2019 Standard for sites with more than 25 users and 50 devices • Remote Desktop Services⁶ • Uninterrupted Power Supply

¹ We recommend at least 2 physical hard drives. One will be allocated to the AUC application and data sets. The other physical device will be allocated to the nightly backup files and automated archive procedures. This optimizes the backup routines and allocates disk space requirements accordingly. In addition, you will be required to supply additional storage space (either on the application server or some other networked server) for use with the Document Attachments function.

² Server with Desktop Experience: This is the complete installation and includes a full GUI.

³ Remote Desktop Services CALs and Windows CALs must be purchased separately, if Remote Desktop is used to connect to the server.

⁴ When installing Windows 2012 it is recommended that 32GB of RAM is used.

⁵ Server with Desktop Experience: This is the complete installation and includes a full GUI.

⁶ Same as #2 above.

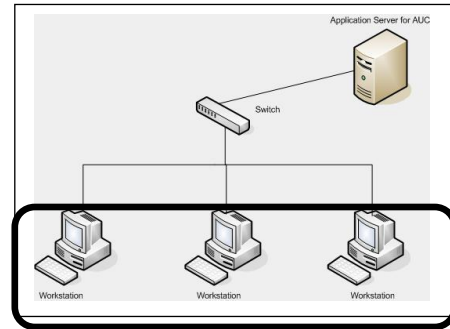


3.2. BACKUP PROCEDURES

The Customer is responsible for implementing and managing all formal backup procedures; including on-site and off-site storage of backup media. The AUC application is configured to create an on-line Zip archive of the application and data for a period of 7 to 30 days (depending upon available storage space). This process is not intended to replace any formal backup procedures needed by the Customer. The purpose of these on-line archives is for support services. This allows us to review and respond to changes that may have occurred in the past 7 to 30 days.

3.3. CLIENT WORKSTATIONS

You may choose to utilize PC's or thin client workstations in your environment. If you choose PC's, they should meet the following requirements.



Minimum Configuration	When buying new...
Windows compatible PC ⁷ running Windows 7 Pro Thin client workstation 17" Monitor	Windows compatible PC ⁸ running Windows 10 Pro Thin client workstation 19" Monitor or larger
<i>NOTE: The AUC application requires that the minimum resolution on the client monitor be set at 1024 x 768. A lower resolution is not supported.</i>	<i>NOTE: The AUC application requires that the minimum resolution on the client monitor be set at 1024 x 768. A lower resolution is not supported.</i>

3.4. EMAIL

The AUC application uses a utility called **BLAT** to send email messages from the application server.

Blat is a windows command line utility that sends email using SMTP or post to usenet using NNTP. Blat is ideally suited for inclusion in scripts or automated runs to add email capability to your processes. BLAT is compatible with both 32 and 64-bit machines.

In order to operate properly, the following are required:

⁷ Only Professional editions of the client operating systems may be used as the home editions are not network capable

⁸ Only Professional editions of the client operating systems may be used as the home editions are not network capable



Requirement	Purpose	Note(s)
SMTP Server must allow relaying of BLAT traffic within the local area network and to external networks	To send AUC system generated messages such as: PO Approval notifications, Report Job Streams, PO's to Vendors, Etc. Tax Bill Reprints to Tax Payers HR Direct Deposit Advices ACH Advice to Vendors	To be configured by Customer. If using GMAIL, install additional components for SSL (stunnel is one; see sourcrforge.net for additional details.) Add the IP Address of the AUC server to the SMTP server white list, to allow for relaying An Email account needs to be setup on the SMTP server for use as the default sender for all BLAT communication. For Example aucsupport@(customer email address)
Email traffic to and from all *@admins.com accounts must be enabled.	To allow support staff to communicate effectively with customers to resolve issues and provide information and documentation.	To be configured by Customer and any third party email provider.

3.5. PRINTERS

3.5.1. SUPPORTED DEVICES

The AUC application suite supports a wide variety of printer models:

- Laser
- Inkjet
- Deskjet
- Multi-function printer devices

All printers must be:

- PCL5 compliant (PCL 6 with true PCL 5 backward compatibility is accepted–Some products may claim to be PCL 6 compliant, but may not include the PCL 5 backward compatibility. In that case, PDF printing is the recommended default)
- Networked (attached, local printing is not supported).

All printers to be used with the AUC application suite must have the corresponding printer drivers installed on the AUC server. This installation is performed by the City/Town; not ADMINS, Inc.



Minimum Configuration	When buying new...
HP LaserJet 2300 ⁹ 64Mb of RAM Networked MICR Toner ¹⁰ Duplex printing capability ¹¹ (optional)	HP Laser Jet (high speed, high duty cycle printer) PCL 5 compliant Minimum of 128Mb of RAM Network ready MICR Toner ¹² Duplex printing capability ¹³ (optional)

ADMINS recommends that printers be installed and made available on the AUC application server instead of printers accessed via a print server. This allows for faster printing directly from the application.

3.5.2. NON-SUPPORTED DEVICES

The following devices/services are *not supported* with the AUC application suite.

Attached Printers

Attached, local printing is not supported with the AUC application suite.

Re-Directed Printers

Re-directed printers brought up as part of the Remote Desktop Connection (RDP) are neither supported nor recommended for use with the application. ADMINS recommends that all printers used be installed as printers on the AUC server.

Microsoft Document Image Writers Are Not Supported

Microsoft Windows XP, 7, 8 and VISTA client workstations come with pre-installed Document Image Writer software to create PDF files. These explicitly are not supported and should not be installed on the server, nor should these be allowed to be brought in via RDP.

If the MS Image Writer has been installed, it must be uninstalled or disabled to prevent users from selecting it.

3.5.3. FOR SPECIALIZED PRINTING [Checks/Bill Forms]

Any printer that is to be used for printing specialized forms such as:

- AP Vendor Checks
- HR Payroll Checks

Must be capable of printing TrueType MICR Fonts and equipped with a MICR toner cartridge. These specialized forms will be tested with your banking institution during the implementation phase of the project (to test readability of the MICR encoding).

⁹ Home/small office printers are not recommended; locally attached printers are not supported

¹⁰ Required if producing Payables and/or Payroll checks using blank (non-pre numbered) stock. MICR toner cartridges must be available for the printer(s) used for printing checks.

¹¹ Duplex printing capability may be used when printing 1099 forms, W2 forms and reports

¹² MICR toner required for printing A/P and HR checks on blank stock

¹³ Duplex printing capability may be used when printing 1099 forms, W2 forms and reports



Any printer that is to be used for printing specialized forms such as:

Tax Bills with a scanline

Must be capable of printing TrueType OCR A Fonts. These specialized forms will be tested with your banking institution during the implementation phase of the project (to test readability of the scanline).

Once a form is printed and accepted by the bank using a designated printer, that printer may not be swapped out for a different model without incurring additional charges. Each time a form or printer changes, the checks and bills need to be re-tested and re-approved by the bank for optical scanning capabilities. Please contact ADMINS, Inc. for more information and quotes should you wish to change printers at a later date.

For specifications on ordering “blank check stock” forms, please refer to our “**Blank Check Stock Recommended Specifications**” issued under a separate cover.

4. APPLICATION SERVER CONFIGURATION

The following are to be setup by the Customer. These tasks are required to be completed before any application software may be installed, before any data conversion may begin and before any training services may be rendered.

Sites should perform at a minimum monthly maintenance in a controlled manner to incorporate windows system updates and third party software updates. Automatic updates are not recommended.

4.1. GENERAL OVERVIEW

This is intended to be a general overview and not a comprehensive installation guide. At a minimum, the following software and variables need to be installed prior to the installation and use of the AUC application suite.

Requirement	Note
Operating System	<ul style="list-style-type: none"> • Microsoft Windows Server 2012 Standard Edition R2 (if less than 50 users) • Microsoft Windows Server 2016 Essentials Edition (if less than 25 users) • Microsoft Windows Server Essentials 2019 for up to 25 users & 50 devices. • Microsoft Windows Server 2012 Enterprise Edition (if more than 50 users) • Microsoft Windows Server 2016 Datacenter Edition (if more than 25 users) • Microsoft Windows Server 2019 Standard for sites with more than 25 users & 50 devices
Disk Space (requirements and recommendation)	<p>We strongly recommend that the AUC Application <i>not be installed</i> on the Operating System disk and that the operating system disk be a minimum of 80GB.</p> <p>Note: If the AUC application must be installed on the operating system disk then the minimum disk space requirement is 500GB.</p> <p>The AUC application requires sufficient power and storage capacity to maintain, in perpetuity, a Live and Training environment.</p>



Requirement	Note
Remote Desktop Services Settings	See below.
File Associations	Associate .LIS with TedRe Associate .rpt with ADMCRV
Sound Card	It is recommended, but not required, that the application server support sound. AUC offers a variety of flash product demonstrations containing audio. To allow users to utilize this feature, sound must be supported from the server.
Scheduled Backups	We recommend that you perform nightly backups and include off-site storage maintenance. ADMINS, Inc. and the AUC application do not perform nor provide any regularly scheduled backup services.
Internet Connection	The application server MUST have a high-speed reliable internet connection available to be used by the ADMINS, Inc. support staff to provide remote support, training and installation services. Minimum of T1 available 24 x 7. To be configured by Customer. Must be tested with ADMINS, Inc. prior to installation of software.
Screen Saver	We recommend that you disable the (application server) screen saver for your end users. This may be accomplished using either Group Policy or adjusting the settings of each local user on the application server.
Console	We recommend that you disable the (application server) screen saver on your console
Remote Desktop Services Session Limit	We recommend that you implement the following RDP settings to address idle sessions on the application server. After 2 hours, disconnect the idle session. After 1 hour, logoff the disconnected session. This ensures that idle resources are properly terminated from the server after a maximum period of 3 hours. For Server 2012 environments, this is found in <i>Remote Desktop Session Host Configuration</i> .
Registry Key	A registry entry must be made on the application server. Please refer to section 7.3 for more information.

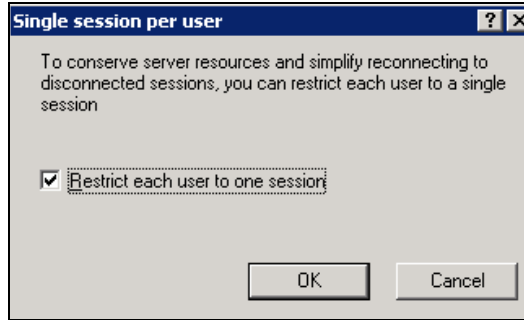
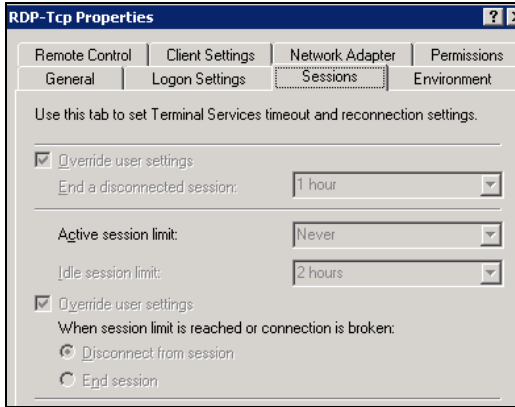
4.1.1. REMOTE DESKTOP SERVICES

If your site is using Remote Desktop Services then the connections should be limited to:

1 connection per user. Do not allow users to connect to the application more than once.

2 hour idle timeout

Non-Administrator accounts should be restricted from accessing the server desktop.



4.2. USER ACCOUNTS - FOR ADMINS SUPPORT STAFF

In order for ADMINS, Inc. to provide installation, training and support services the following must be configured on the server before installation begins.

It is recommended that these accounts be established as local (not domain) users and that the passwords be configured to *not expire*.

Requirement	Purpose	Note
Create the following user accounts on the application server: MUPDEV1 MUPDEV2 MUPDEV3 MUPDEV5	To be used by ADMINS, Inc. to provide installation, training and support services. Remote access to these accounts must be available such that all support staff may log on to the AUC server simultaneously to ensure that Customers receive highly responsive support. If a Customer does not comply with this requirement, support will be delayed.	To be configured by Customer
MUPDEV4	Configure this account to have Administrator privileges to the application server.	To be configured by Customer

4.3. USER ACCOUNTS - FOR CUSTOMERS USERS

The user accounts must be configured on the application server. Users must be restricted to one login session on the server per username. These MUST be fully configured and tested by the Customer prior to the start of Training services being rendered by ADMINS, Inc.



All other user accounts accessing AUC	Note(s)
User Names	<p>The only special characters allowed within usernames are hyphen and underscore.</p> <p>The user names should be configured as the standard domain user name used on the local machine.</p>
Passwords	<p>For installation purposes, all passwords should be set to welcome and require a password change upon initial connection for local users. This will ensure that the ADMINS Trainer will be able to easily assist all users in connecting successfully during their first log on attempt. These accounts must be setup prior to the start of any scheduled training.</p>

4.4. SCHEDULED TASKS

During the installation of the AUC software, ADMINS, Inc. will initiate a number of scheduled tasks that will run overnight to run specific tasks for daily, weekly, monthly and year-end processing.

All AUC scheduled tasks need to run at a minimum priority of 5. If the priority is lower (the higher the number the lower the priority) the scheduled tasks could impact work day functionality and stop users from accessing the AUC software as they will run longer than the recommended time.

4.5. THIRD PARTY SOFTWARE

The AUC application suite requires the following third party software: Pricing is subject to change.

4.5.1. INSTALLED BY CUSTOMER

The following add-ins are required to be purchased/licensed by the Customer. The application suite will not be fully installed and available for use until all of these components are successfully installed.

The customer has the option of purchasing and installing these products independently or requesting ADMINS to purchase and install these products. If the latter is selected, ADMINS will invoice the customer for the cost of these products and services required to perform the installation.

Add-In	Purpose	Vendor/Supplier	Estimated Cost
Remote Desktop Services	Client/Server connectivity – RDS allowed to see local drives on client machine	Remote Desktop Services: www.microsoft.com	Varies by Customer



Add-In	Purpose	Vendor/Supplier	Estimated Cost
Microsoft .Net ¹⁴	Database connectivity for printing specialized forms	www.microsoft.com	Included in OS
Microsoft Excel	Produce Excel-based reports	www.microsoft.com	Varies by Customer
Internet Explorer v10 or latest version	View XML Based output files	www.microsoft.com	Included in server o/s
WinZip Pro v14.5 or latest version <i>Must include the command line interface add-on, available free on the web site</i>	To create archive files within the application	www.winzip.com Command Line interface can be installed by ADMINS during the installation process if required	\$ 50
FTP Client	For ADMINS, Inc. to provide installation, training and support services.	Filezilla http://filezilla-project.org	Free
		CoreFTP www.coreftp.com	Free
PDF Reader	For use with: Release Notes Reports saved in PDF format	Adobe Acrobat www.adobe.com Foxit Reader www.foxitsoftware.com	Free (read only versions)
Snag-It	To enable users and support staff to capture screen images.	https://store.techsmith.com/government.asp	\$42.95

4.5.2. INSTALLED BY ADMINS, INC.

The following add-ins are required to be purchased/licensed by the Customer. ADMINS, Inc. will perform the installation for you upon successful purchase of these products. The installation of these products is covered under the installation costs of the AUC application suite. No additional installation charges will apply for the services listed in this section.

The application suite will not be fully installed and available for use until all of these components are successfully installed. Therefore, neither training nor data conversion may begin until these steps are completed.

¹⁴ For 2012+ servers, .NET is not automatically installed during windows installation, but is included in the Windows installation package and must be installed manually for proper rendering of Crystal Reports forms (checks, year-end forms, bills & reprints).



Note: If you need ADMINS, Inc. to purchase these components and subsequently invoice you for the related charges then please make advanced arrangements with ADMINS, Inc. before the installation of your software occurs.

Add-In	Purpose	Vendor/Supplier	Estimated Cost
PFE	File editor	https://download.cnet.com/Programmer-s-File-Editor-32-bit/3000-2352_4-10002157.html	Free
BLAT v3.0.7	Generate electronic approval emails	www.blat.net	Free
ActivePerl-5.24.2	Scripting language used within AUC. Please use exact version specified in Add-In column	http://www.activestate.com/ActivePerl/downloads	Free
Azalea Software Bar Code Fonts and Dynamic Link Libraries	To print bar codes on bills as required by the site	http://azalea.com/crystal-reports/ To be installed by ADMINS to ensure font compatibility	~\$295.00
TrueType MICR Fonts ¹⁵ <i>These fonts must be installed on the AUC application server</i>	To encode a machine readable MICR line on: AP Vendor checks Payroll checks	http://www.fonts.com To be installed by ADMINS to ensure compatibility of MICR font	\$ 25 - \$ 50
TrueType OCR A Fonts ¹⁶ <i>These fonts must be installed on the AUC application server</i>	To encode a machine readable scan line on: Tax Bills Bill Re-prints	http://www.fonts.com To be installed by ADMINS to ensure proper size and character set for scan line	\$ 25 - \$ 50
Crystal Reports Runtime Components	To view and print checks, Purchase Orders, 1099s, Tax Bills and Reprints, Abatement/Exemption Certificates, Municipal Lien Certificates and any other Crystal Reports	To be provided by and installed by ADMINS	Free
WinTopMost	To prevent users from clicking "X" to interrupt or end an active window. All users should be captive until their process completes.	http://peccatte.karefil.com/software/WinTopMost/	\$ 65 single license

¹⁵ Required if producing checks using blank stock. Printer must be capable of PCL5, printing MICR fonts and use MICR toner.

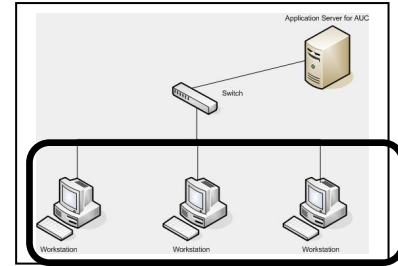
¹⁶ Required if using any of the AUC Receivables modules (e.g., RE, PP, MV, etc).



5. CLIENT WORKSTATION CONFIGURATION

The following are to be setup by the Customer.

You may decide whether to implement Windows compatible PC's, thin client workstations or a combination thereof.

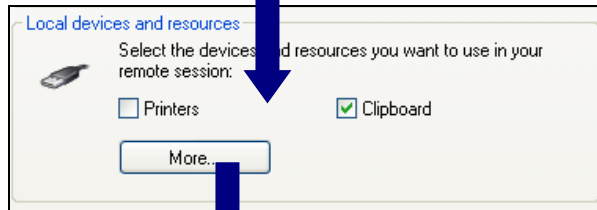
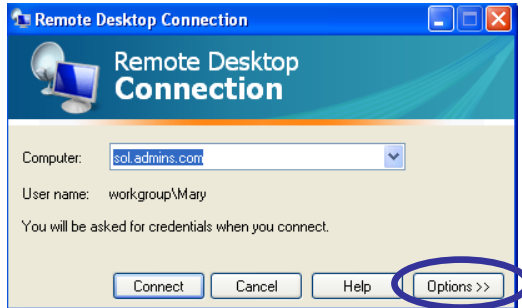


Requirement	Purpose	Note(s)
Connectivity software	To connect to the application server.	Remote Desktop Services For Apple MAC's Windows offers a Remote desktop Connections Client. https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/remote-desktop-mac
Local Drive Access	To permit users to save files to: <ul style="list-style-type: none"> - Any physical drive on their local machine - Any mapped drive on their local machine - Any physical drive on a networked machine - Any mapped drive on a networked machine 	RDP should be configured to share local drives and mapped drives on the user's local PC.
Sound	It is recommended, but not required, that the application server support sound.	AUC contains a variety of flash product demonstrations containing audio. To allow users to utilize this feature, sound must be supported from the server.
GoToMeeting Quick Connect icon	To provide remote installation, training and support services	Free plug-in available at http://www.GoToMeeting.com
Monitor	The AUC application suite requires a minimum resolution of 1024 x 768 on the local machines. This setting cannot be adjusted in AUC. Therefore it is recommended that you utilize 17" monitors at a minimum.	Larger monitors (19") are recommended for users requiring larger fonts due to vision limitations.



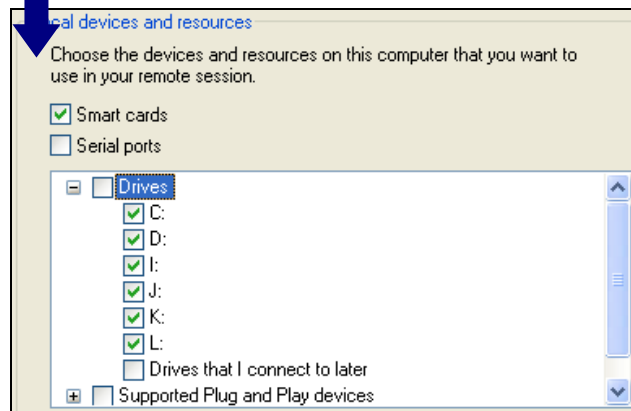
5.1. LOCAL DRIVE ACCESS

To configure local drive access in a Remote Desktop Services environment, follow the illustration shown below.



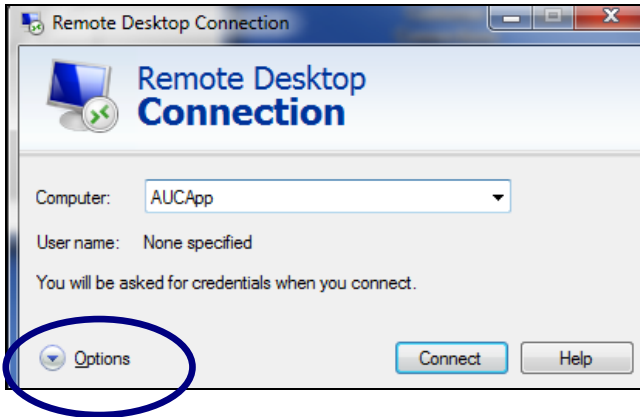
1) Uncheck the PRINTERS box to disable local printers from appearing on the application server.

2) Click on the MORE button and allow local drives.

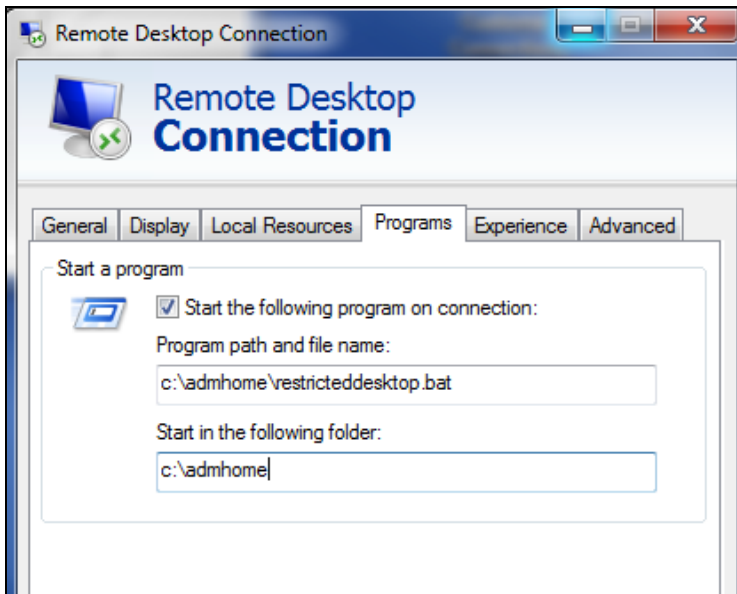


5.2. RESTRICTED DESKTOP SETUP

It is recommended that non-Administrator accounts be restricted from accessing the server desktop. To configure restricted desktop access, ADMINS, Inc. will provide a customized BAT file for use in the remote desktop icon setup.



Click on the OPTIONS button



Click on the PROGRAMS tab

ADMINS, Inc. will provide the path and BAT file name during installation

When establishing a RDP connection, add this program to the approved RemoteApp Programs list on the server.

After making these changes save this setting in the GENERAL Tab so that its there for next time they login.

6. ADMINS SUPPORT SERVICES

Please refer to your support and maintenance agreement for more information. However, in order for ADMINS to provide highly responsive support services, the following conditions need to be met by the Customer.

6.1. REMOTE ACCESS FOR ADMINS SUPPORT

ADMINS, Inc. requires uninterrupted remote access to your application server in order to provide support and maintenance services to you and your users. Oftentimes support services need to be rendered after hours when users are not on the system. For this reason, we require 24x7 access to your network and application server.

We support and encourage the use of secured authentication (via VPN and other functions). Please contact ADMINS to configure and test secured remote access to your network and application server. No installation, training or data conversion services may be rendered until remote access is in place.



Sites are required to supply client software (for example, Sonicwall, Juniper or CISCO VPN plug-ins), as requested when a new operating system is adopted for use by ADMINS staff to support the client site. This will be coordinated with the client site when the need arises.

Should you have any pre-defined black out periods then ADMINS requires notification.

Should you modify our remote access to your application server, then the AUC email operations will no longer operate. In this case, it is best to make advanced arrangements with ADMINS, Inc. to minimize disruptions in service with your AUC application suite.

6.2. QUARTERLY SOFTWARE MAINTENANCE UPDATES

ADMINS provides version control, consistency and continuity via quarterly software updates. Customers will be notified in advance that exclusive, uninterrupted access to the AUC server is required (generally over a weekend to avoid interrupting daily operations). Customers will be required to provide this exclusive, uninterrupted access to ADMINS personnel performing the quarterly software updates. During this time users will not be allowed to access the system until notification of completed update has been sent.

Maintenance updates may include changes to the application software, 3rd party add-ins, the ADMINS Database Toolkit and/or configuration of the application software.

Maintenance schedule: March
 June
 September
 December

6.3. EMAIL DISTRIBUTION LIST

The client site is required to maintain an up to date email distribution list for all AUC users to allow for the receipt of Quarterly Update Release notes.

You must create a distribution list called **auc-relnotes@(site email address)** that will allow our Support Staff to send a single notification that will be received by those maintained on the Distribution List. The maintenance of this list is the responsibility of the Customer.

6.4. CHANGES TO EMAIL SERVERS / IP ADDRESSES

Changes to a customer's email server will affect the operation of the AUC application suite. If you plan to change your email server IP address or upgrade/replace your email server, ADMINS must be notified in advance to schedule changes. Any new / replacement EMAIL server must include the IP address of the AUC server in the white list.



7. ATTACHMENTS

7.1. STORAGE REQUIREMENTS

In order to deploy the AUC document management retrieval functions, the site must meet the following requirements.

Requirement	Purpose	Note(s)
Disk space required will vary with volume; <i>per page</i> averages are listed below to help you plan for your needs: <ul style="list-style-type: none"> • Purchase orders ~66kb • Vendor Checks - ~75kb • 1099s - ~ 127kb • Direct Deposit advice - ~39kb • Payroll Checks - ~85kb • Tax Bills, – 300kb • Tax Bill Reprints — ~ 250kb • Abatement/Exemption Certificates – ~50kb • Municipal Lien Certificates – ~77k 	To store and retrieve PDF Versions of any Forms produced in the AUC system	The Folder tree may not contain any null spaces in the full path name. The folder(s) should be shared and accessible by all applicable users from their local machine(s). The folder(s) should also be accessible by ADMINS Support staff accounts.

7.2. SERVER/FOLDER LOCATION(S)

AUC does not include a formal document management system but does allow for the unlimited attaching of external documents in many modules. Users are allowed to specify file and folder locations to an external document within the AUC application. Those documents must be stored on a networked device accessible by the AUC application. All security and restrictions to those folders/files in the responsibility of the Customer; not ADMINS, Inc.

Documents should not be moved, renamed or deleted from these folders/files once specified in AUC. However, AUC does not maintain a dynamic link to these documents and thus bears no responsibility if the link is “broken” at a later date. If changes are made, it is the users responsibility to re-establish a proper link to the external document.



Requirement	Purpose	Note(s)
<p>Identify a common folder to be used for Attachments.</p> <p>This folder may be on the AUC application server or some other shared file server.</p> <p>Disk space required will vary with volume</p>	<p>Purchasing: A folder to house the purchase order files, change orders and any other related documents.</p> <p>Accounts Payable: A folder to house Check files, 1099 files and any other related documents.</p> <p>Vendors: A folder to house the PO files, Check files, 1099 files and any other related documents.</p> <p>Payroll: A folder to house paychecks, W2 Forms and any other related documents.</p> <p>Accounts Receivable: A folder to house the tax bills, deduction certificates and any other related documents.</p>	<p>Folder tree may not contain any null spaces in the full path name.</p> <p>Moving or changing the name of these folders is not permitted as static links to the files are embedded in the ADMINS record.</p> <p>The folder(s) should be shared and accessible by all users from their local machine(s).</p> <p>This folder should also be accessible by the ADMINS Support staff accounts.</p>

7.3. REGISTRY KEY

The AUC application suite includes the capability of creating system generated PDF files and attaching them to their “parent” record. For example, purchase order copies are created and attached to the PO and Vendor files.

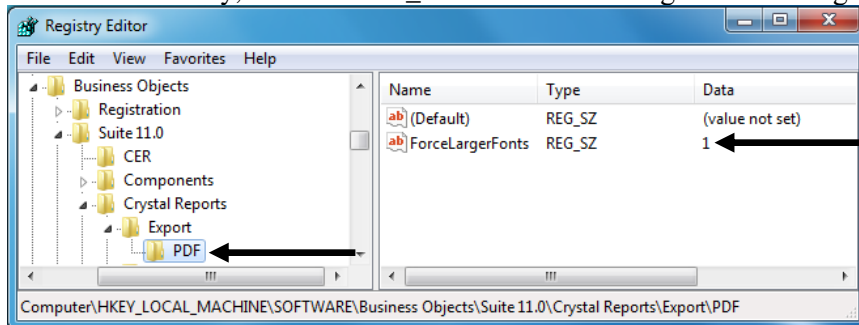
To preserve the integrity of the fonts used in the printed documents as well as the system generated PDF copies, you must create a new registry key on the AUC application server under:

32-Bit Machines:

My Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Business Objects\Suite 12.0\Crystal Reports called “Export”.

Under Export, create a key called “PDF”.

Under the PDF key, create a REG_SZ called “ForceLargerFonts” and give it a string value of 1.



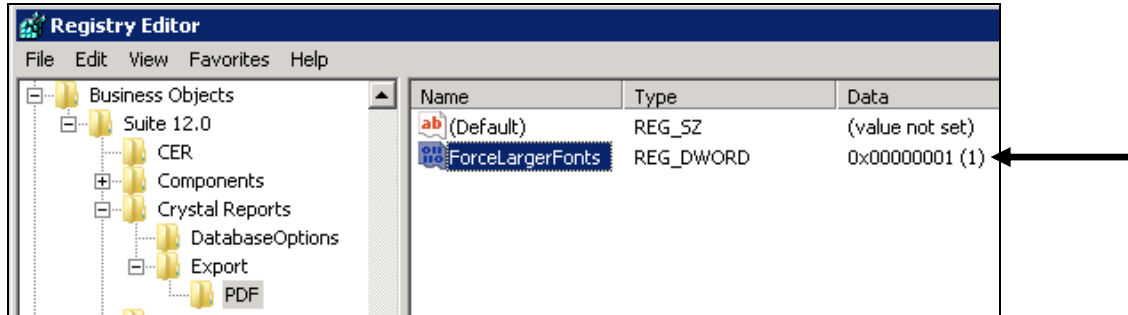


64-Bit Machines:

My Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Business Objects\Suite 12.0\Crystal Reports called “Export”.

Under Export, create a DWORD entry called “PDF”.

Under the PDF key, create a key called “ForceLargerFonts” and give it a string value of 1.



8. INSTALLATION OF AUC SOFTWARE

The AUC application suite will be installed by the ADMINS Installation Engineer via a remote connection to the application server. This installation needs to be completed prior to any training and/or data conversion services being rendered.

When ready, please contact **AUC Support** at ADMINS, Inc. to begin testing:

617.494.5100 ext 2116

support@admins.com

9. SUPPLEMENTS

The following documents are supplements to this System Administration Kit. During the implementation phase, please be sure to obtain the most current version of these requirements from ADMINS, Inc.

Blank Check Stock Recommendations

Paper stock recommendations 1099 and W2 Tax Forms

Envelope stock recommendations 1099 and W2 Tax Forms

Paper stock recommendations for Tax Bills Reprints

Envelope stock recommendations for Tax Bill Reprints

10. APPENDIX B – VIRTUAL PRIVATE NETWORKS (VPN) AND AUC

The AUC server may be accessed via a number of VPNs; it is currently accessed with VPNs in the list below:

- Barracuda SSL VPN
- Cisco Meraki Systems
- FortiClient
- GlobalProtect



Juniper Networks
Microsoft VPN
OpenVPN
SonicWall NetExtender & Virtual Office as well as Dell® Sonicwall

The list above includes only a sample of the VPNs by which AUC currently is accessed; there may be others and ADMINS makes no recommendation that a particular VPN be deployed. AUC will run on physical or virtual servers; AUC is disk-resident so care must be exercised that the disk access speed is optimized.

11. APPENDIX C – ADOBE ACROBAT READER DC (Document Cloud)

We recommend suppressing the display of the Tools Pane for all users, by doing the following:

- Go to the Install directory
- Locate the AcroApp\ENU subfolder (e.g., “C:\Program Files (x86)\Adobe\Acrobat Reader DC\Reader\AcroApp\ENU”)
- Create a new subfolder called “TurnOff”
- Move the following 3 files from the “\ENU” folder into the “\TurnOff” folder:
 1. AppCenter_R.aapp
 2. Home.aapp
 3. Viewer.aapp
- Open a PDF and the Tool Pane is no longer displayed