

## USING HELP DOCUMENTS INDEX FILES

To allow users' quick access to the hundreds of help documents by topic, a new feature is available in all the help reference libraries. To illustrate, the Ledgers Help Reference Library will be used; this feature is available in all the AUC Help Reference Libraries.

### Ledgers Help Reference Library

| Reference Card                           |      |       |
|--|------|-------|
| GL-100 Finance User Help Documents Index | View | Email |
| ----- ACCOUNT MAINTENANCE -----          |      |       |
| GL-120 Account Elements                  | View | Email |
| GL-130 Adding a New Fund                 | View | Email |

### AUC FINANCE USER HELP DOCUMENTS INDEX

|  |   |
|--|---|
| <p><b>-A-</b></p> <p><a href="#">Account Access</a> ..... GL-200</p> <p><a href="#">AP Transactions</a> ..... GL-1020</p> <p><a href="#">ACH</a> ..... AP-180</p> <p><a href="#">Add A New Fund</a> ..... GL-130</p> <p><a href="#">Add Accounts from a Spreadsheet</a> ..... GL-140</p> <p><a href="#">Add an Account to the Chart of Accounts</a> ..... GL-160</p> | <p><b>-G-H-</b></p> <p><a href="#">General Ledger Transaction Codes</a> ..... GL-1010</p> <p><b>+I-</b></p> <p><a href="#">Interest Distribution</a> ..... GL-830</p> <p><a href="#">Inter-fund Accounting</a> ..... GL-430</p> |
|--|---|

Click on the View button to open the index. The index will open in the default PDF Reader installed on your AUC Server. The Adobe Acrobat reader may present you with a couple of security challenges when clicking on the links to view a document. Clicking on the Account Access Link above presented the following security challenges:

**Security Warning**

This document is trying to connect to:  
file:///D:/AUC\_DEVELOPMENT/ADMHOME/AUC/FMMOD/src/hlp/RefCard\_3\_AccessToAccounts.pdf

If you trust this site, choose Allow. If you do not trust this site, choose Block.

**Remember this action for this site for all PDF documents**

[Help](#)

**Adobe Acrobat Reader DC**

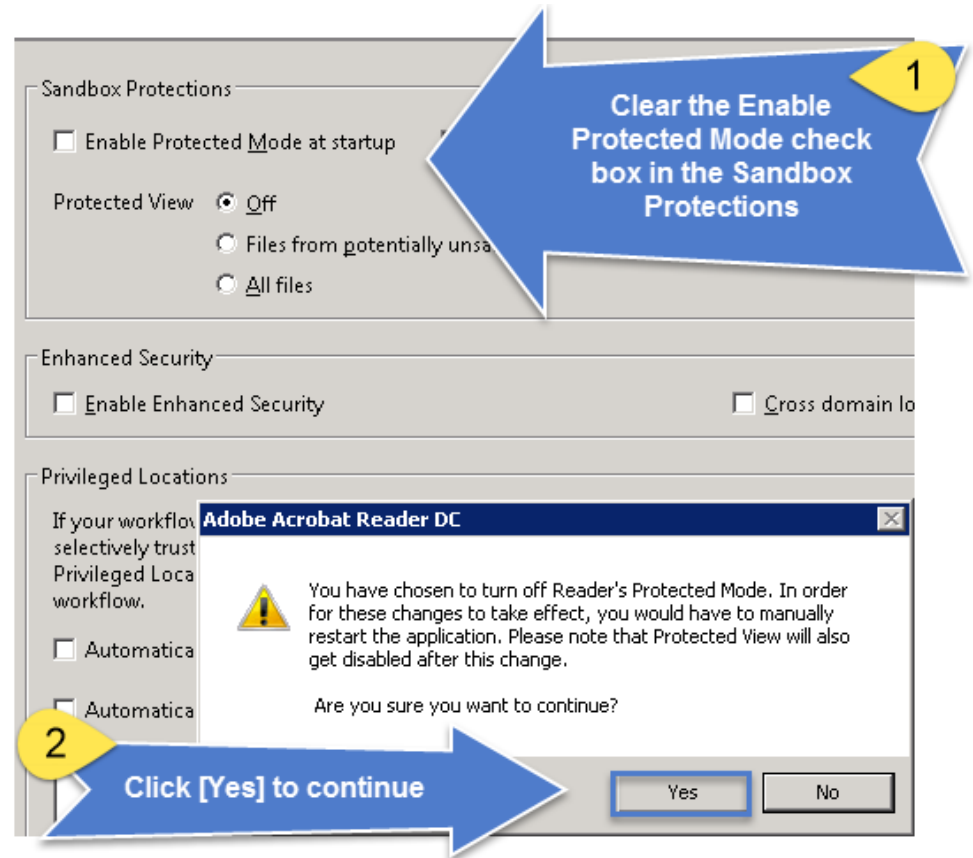
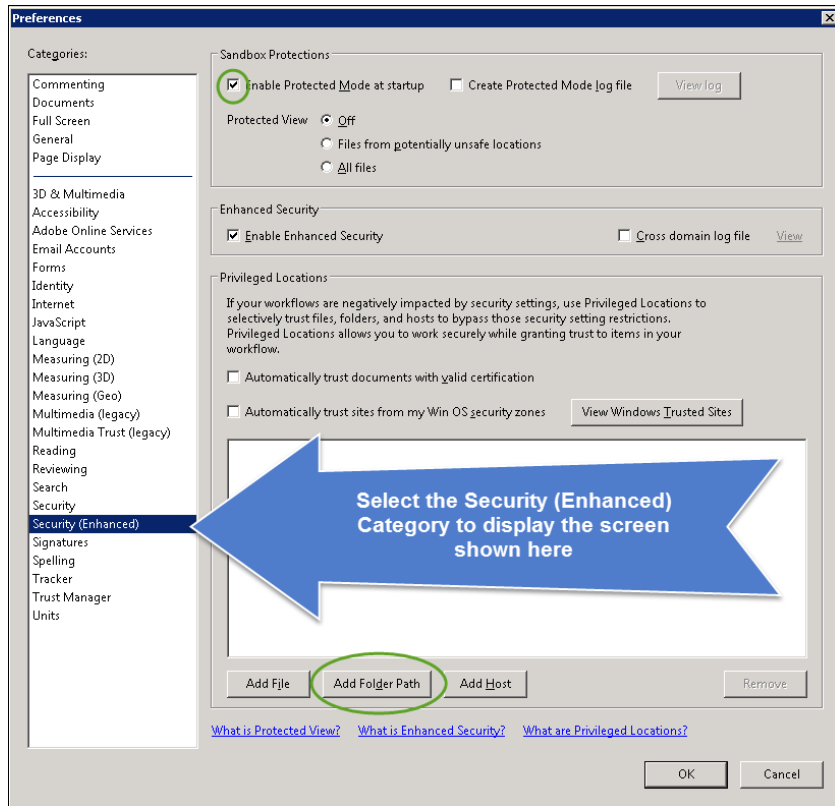
This PDF file is attempting to launch:  
file:///D:/AUC\_DEVELOPMENT/ADMHOME/AUC/FMMOD/src/hlp/RefCard\_3\_AccessToAccounts.pdf

Are you sure you want to continue?

You may set the security preferences **once** to avoid seeing the messages in the future (for any file in the AUC Help Reference Libraries). When using this for the first time, hold down the **[Ctrl]** key and press **[K]** to open the **Preferences** tab for Adobe Reader.

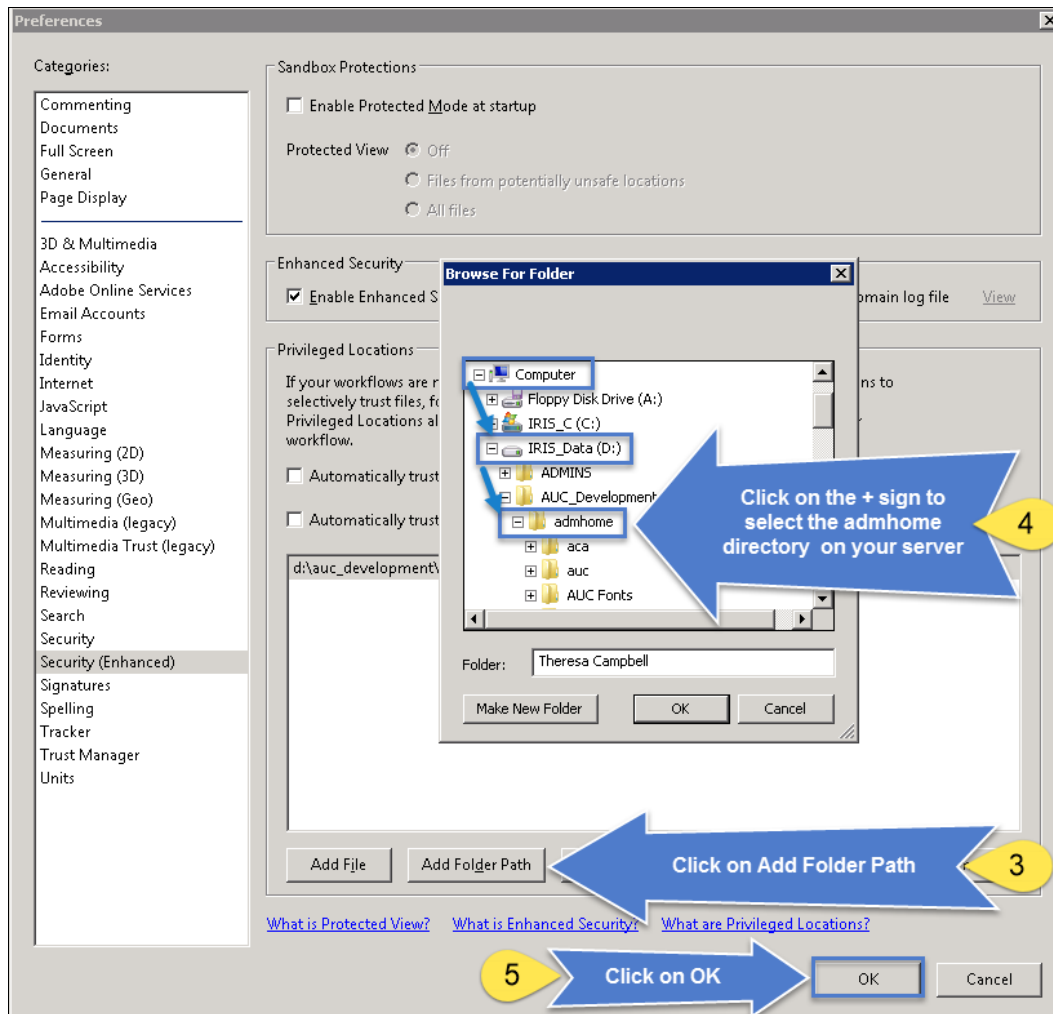


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1. Clear the Enable Protected Mode Check box in the “Sandbox Protections” at the top of the **Preferences** > **Security (Enhanced)** screen.
2. A notification will appear to let you know that this will be in effect when you restart the Adobe Reader (by opening the document again). Click **[Yes]** to continue.

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Most AUC sites are using the **E:\admhome** folder for the AUC application. If your site is **not** listed as an exception below, please add the **E:\admhome** folder to the **Privileged Locations** [Add Folder Path].

The exceptions are noted below:

Sites using the **C:\admhome** folder:

- Avon, CT
- Medford, MA
- Middletown, CT (City)
- Peabody, MA
- Pepperell, MA
- Plainville, CT

Sites using the **D:\admhome** folder:

- Concord, MA
- Danvers, MA
- Mansfield, CT

3. Click on the **[Add Folder Path]** button in the Privileged Locations section of the **Preferences > Security Enhanced** screen.
4. A **Browse for Folder** window will appear; click on the **+** sign next to the Computer and select the drive where AUC is installed (see table above for your server path location).
5. Click on **[OK]** when the **admhome** folder is selected; then click on the **[OK]** button to close the **Preferences > Security Enhanced** screen. Close the index file and re-open it by clicking on the View button. The links will be accessible without the security challenge.