



The document outlines recent updates and enhancements to the ADMINS Unified Community (AUC) for Windows **Human Resources** module.

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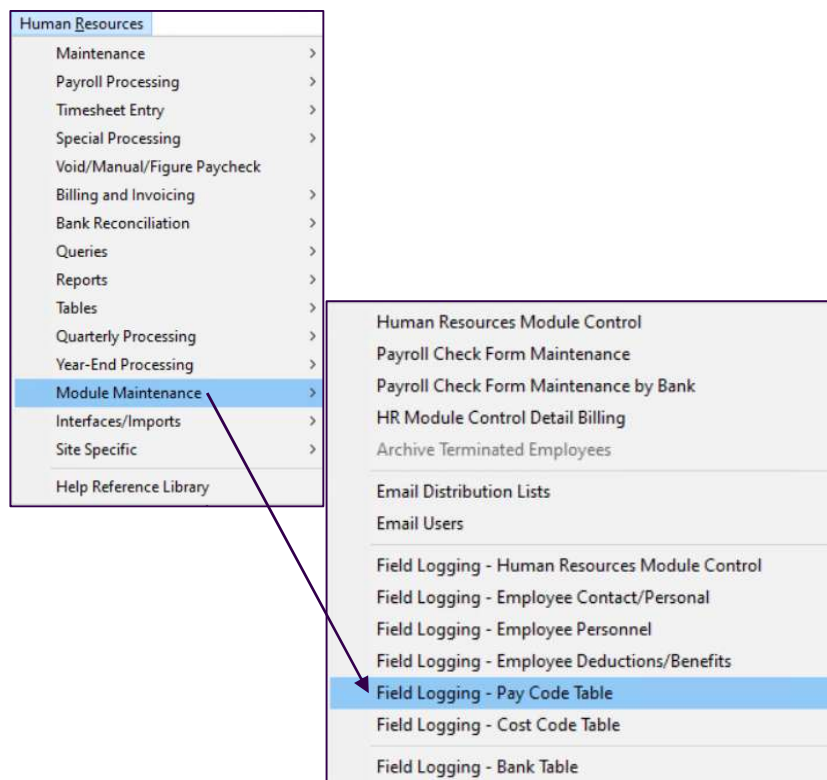


1 Pay Code Table – Field Logging [Enhancement]

While users making changes will see no difference in the Pay Code Table, the changes will be logged. To keep track of all changes made to the Pay Code Table, the system is now logging every change. Those changes can be reviewed in this table.

Navigate To: Human Resources > Module Maintenance > Field Logging – Pay Code Table

1.1 Pay Code Field Logging





Field Logging - Pay Code Table					
Goto...					
Actions	Pay Code	REG			
	Description	REGULAR - hours	1 Edit List		
Change Date	Time	User	Field	From/To	
24-Jun-2025	16:34	CHRIS	Encumber this paycode	Y	N
24-Jun-2025	16:34	CHRIS	Allow Override on Entry	Y	N

1.2 Field Logging – Pay Code Table – Edit List

Click the 1 Edit List to run a report on changes to the Pay Code table.

Field Logging - Pay Code Table					
Goto...					
Actions	Pay Code	REG	1 Edit List		
	Description	REGULAR - hours			
Change Date	Time	User	Field	From/To	
24-Jun-2025	16:34	CHRIS	Encumber this paycode	Y	N
24-Jun-2025	16:34	CHRIS	Allow Override on Entry	Y	N

The Edit List can be filtered to use only selected information for Pay Codes, Date Ranges and User. All selection criteria is optional and if no criteria is entered, the field logging edit list will include all changes, for all time.

Task 7984: Field Logging - Pay Code Table Edit List

Field Logging - Pay Code Table Edit List

Optional: Enter Pay Code

Optional: Enter Date Range From: To:

Optional: Restrict to this User

Sort: ☒ Pay Code ☐ Change User ☐ Change Date

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Excel® Export

A	B	C	D	E	F	G	H
Pay Code	Description	Change Date	Time	User	Field	Old Value	New Value
REG	REGULAR - hours	6/24/2025	16:34	CHRIS	Encumber this paycode	Y	N
REG	REGULAR - hours	6/24/2025	16:34	CHRIS	Allow Override on Entry	Y	N

[ADM-AUC-HR-10840]

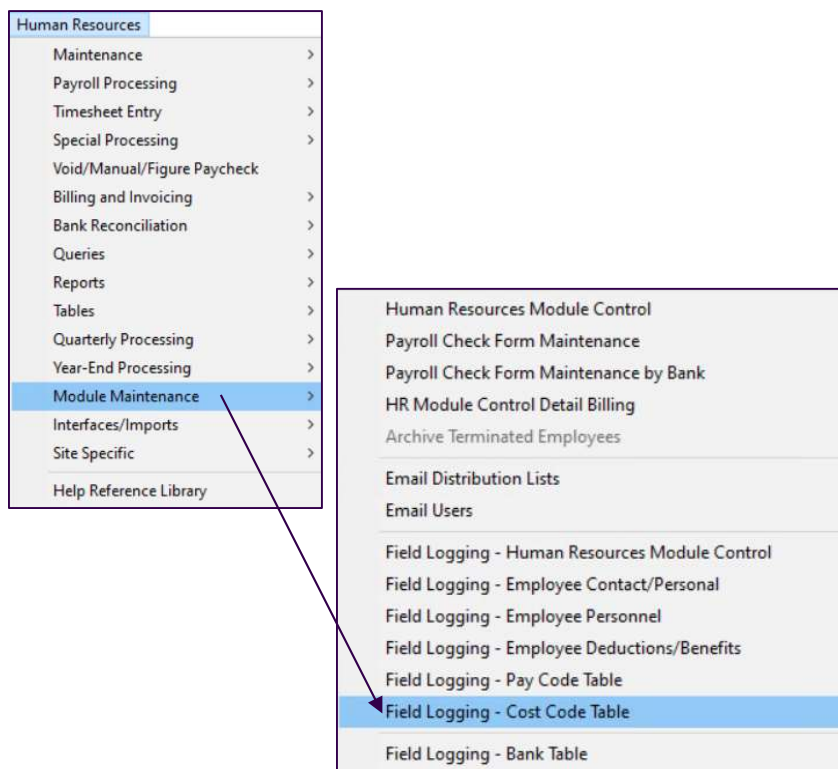


2 Cost Code Table – Field Logging [Enhancement]

While users making changes will see no difference in the Cost Code Table, the changes will be logged. To keep track of all changes made to the Cost Code Table, the system is now logging every change. Those changes can be reviewed in this table.

Navigate To: Human Resources > Module Maintenance > Field Logging – Cost Code Table

2.1 Cost Code Field Logging



Field Logging - Cost Code Table

Goto...

Actions

Cost Code

TESTCODE

Description

Copy of DEFVOL

1 Edit List

Change Date	Time	User	Field	From/To
20-Jun-2025	14:47	CHRIS	W2 Applies To	D
				N
20-Jun-2025	14:46	CHRIS	Base Bucket%	1,2500
20-Jun-2025	14:46	CHRIS	Mass Payment Separate Check	T
20-Jun-2025	14:46	CHRIS	Calculation Method	F
				B



2.2 Field Logging – Cost Code Table – Edit List

Click the 1 Edit List to run a report on changes to the Cost Code table.

Field Logging - Cost Code Table

Goto...

Actions

Cost Code

1234

Description

TEST COST CODE

1 Edit List

Change Date	Time	User	Field	From/To
20-Jun-2025	14:44	CHRIS	Pretax Indicator	N
				Y
20-Jun-2025	14:44	CHRIS	Flat Amount	20.00
20-Jun-2025	14:44	CHRIS	Calculation Method	T
				F
18-Jun-2025	18:04	ANTHEA	Employee Direct Deposit	N
				Y

The Edit List can be filtered to use only selected information for Cost Codes, Date Ranges and User. All selection criteria is optional and if no criteria is entered, the field logging edit list will include all changes, for all time.

Task 7986: Field Logging - Cost Code Table Edit List

Field Logging - Cost Code Table Edit List

Optional: Enter Cost Code

Optional: Enter Date Range From: To:

Optional: Restrict to this User

Sort: ☒ Cost Code ☐ Change User ☐ Change Date

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Excel® Export

A	B	C	D	E	F	G	H
CostCode	Description	Change Date	Time	User	Field	Old Value	New Value
1234	TEST COST CODE	6/20/2025	14:44	CHRIS	Pretax Indicator	N	Y
1234	TEST COST CODE	6/20/2025	14:44	CHRIS	Flat Amount		20.00
1234	TEST COST CODE	6/20/2025	14:44	CHRIS	Calculation Method	T	F
1234	TEST COST CODE	6/18/2025	18:04	ANTHEA	Employee Direct Deposit	N	Y
1234	TEST COST CODE	6/18/2025	18:04	ANTHEA	Employee Direct Deposit	N	Y
1234	TEST COST CODE	6/18/2025	18:03	ANTHEA	Non-Direct Deposit Account Entry	N	Y
1234	TEST COST CODE	6/18/2025	18:03	ANTHEA	Expense Account	0100-430-0000-004-00-00-52702	0100-430-0000-004-00-00-52702
1234	TEST COST CODE	6/18/2025	18:03	ANTHEA	Expense Account	- - - - -	0100-430-0000-004-00-00-52702

[ADM-AUC-HR-10841]



3 Salary Level for Date Range [Fix]

An issue affecting Report 6715 - Employee List - Salary Level for Date Range, has been resolved in this update. Previously, the report did not consistently link employees to the appropriate grade/step. This error has now been corrected.

Navigate to: Human Resources > Reports > Report Library > [6715 Employee List – Salary Level for Date Range]

Task 6715: Employee List - Salary Level for Date Range

Employee List - Salary Level for Date Range

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Enter up to 9 Entity Codes 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Optional: Enter up to 9 Employee# 0 values:

Required: Effective Range [mmddyyyy] From: 07012025 To: 07302025

Sort Report By: ☐ Timesheet Group ☐ Entity ☐ Pay Group ☐ Bargaining Unit ☒ Name

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

6715-HREMPLOYE_LIST_SALLVL.REP Printed 30-Jul-2025 at 12:53:21 by CHRIS

Town of Admins
Employee List - Salary Level for Date Range

Sorted by: Name

Emp#	Name	Position#	Description	Barg Unit	Schedule	Grd Step	FTE	AnnualSalary	PeriodSalary	DailySalary	Hourly Rate	Per Diem Rate	Timesht Group	Effective Date
072010		S003KNDTCH-01	DIPETREO KINDERGART MIA-26	B	1	1	1.0000	51,312.00	1,900.44	190.04	46.4783	278.870000	SCHOOL-SOUT	15-Jun-2025
072011		S003KNDTCH-01	DIPETREO KINDERGART MIA-26	B	1	1	1.0000	51,312.00	1,900.44	190.04	46.4783	278.870000	SCHOOL-SOUT	20-Jun-2025
072009		S003SCHCLRK-01	CLERK 10 MONTH AFLION-AFL10	CL10	1	1	1.0000	26,088.00	652.20	130.44	21.7400	130.440000	SCHOOL-CLERK	04-Feb-2025
072008		S003MTHSPEC-01	MATH SPECIALIST 21 P MTA-21	M	1	1	1.0000	55,052.00	2,621.52	262.15	49.8658	299.200000	SCHOOL-SOUT	04-Feb-2025
071825	ABBOTT, LYNN	S009CAFNONU-01	CAFETERIA NON UNION NON-NO	CFW	3	1	1.0000	11,023.65	280.50	56.10	18.7000	56.100000	SCHOOL-CAFE	01-Jul-2023
010013	ABBOTT, LYNN C	S009TEASUBS-01	SUBSTITUTE TEACHER NON-NO	SUBS	1	4	1.0000	110.00	110.00	110.00	110.0000	110.000000	SCHOOL-SCHOOL	06-May-2021
071995	ABERNETHY, KEITH	S006CUSCUST-01	CUSTODIAN AFL-AF	CU	1	1	1.0000	40,456.00	778.00	155.60	19.4500	155.600000	SCHOOL-CUST	11-Sep-2023
010610	ACHIN-HOUSMAN, MARIE	S003TEAGRO2-05	DIPETRO SCHOOL TEAC MIA-26	M45	1	11	1.0000	92,673.00	3,432.33	343.23	83.9429	503.660000	SCHOOL-SOUT	10-Aug-2023
071156	ADAMS, LAWRENCE	T422DFWDRP-01	Driver/Operator/Pipe DFW-DP	DPW	1	1	1.0000	47,756.80	918.40	183.68	22.9600	183.680000	TOWN -DPW	13-Jul-2023
010016	ALBRECHT, LAWRENCE P	S006TEARS-01	BRS TEACHER 26 PAIS MIA-26	M	1	11	1.0000	87,336.00	3,234.67	323.47	79.1097	474.650000	SCHOOL-BRS	10-Aug-2023
072000	ALBUQUERQUE, LYNN	S140DISPARA-01	PARAEDUCATORS PREK-E AFLPARA-10MT	PARAEDUC	1	1	1.0000	28,411.80	712.15	142.43	21.1000	142.430000	SCHOOL-PARA	18-Sep-2023
071998	ALBUQUERQUE, MICHAEL	S009DISCUST-01	DISTRICTWIDE FLOATIN AFL-AF	CU	1	5	1.0000	48,048.00	924.00	184.80	23.1000	184.800000	SCHOOL-CUST	12-Sep-2023
071713	ALDRICH, KEITH	S3037VAN-01	SCHOOL 7D VAN DRIVER SNGLSCH-10MT	7DVAAND	1	2	1.0000	36,241.83	818.10	163.62	27.2700	163.620000	SCHOOL-GA/MCM	28-Aug-2023
071330	ALLARD, LYNN	S009TEASUBS-01	SUBSTITUTE TEACHER NON-NO	SUBS	1	4	1.0000	110.00	110.00	110.00	110.0000	110.000000	SCHOOL-SCHOOL	03-Jan-2023
072023	ALLARD, LYNN	S140DISPARA-01	PARAEDUCATORS PREK-E AFLPARA-10MT	PARAEDUC	1	1	1.0000	28,411.80	712.15	142.43	21.1000	142.430000	SCHOOL-PARA	18-Sep-2023

[ADM-AUC-HR-10850]



4 Position List Report [Enhancement]

The Position List Report (6605) had been modified on the criteria screen to now include the ability to select the Department when running the report.

Navigate To: Human Resources > Reports > Report Library – [By Position] – 6605 Position List

Added the option
to select by
Department.

Task 6605: Position List

Position List

Print Report as: ☒ Summary ☐ Detail

Position Selection: ☒ All ☐ Budgeted Only ☐ Non-Budgeted Only

Optional: Enter up to 9 Position Categories Edit 0 values:

Optional: Enter up to 9 Departments Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Budget Groups Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 EEO Categories Edit 0 values:

Optional: Enter up to 9 EEO Types Edit 0 values:

Sort Report By: ☒ Position# ☐ Bargaining Unit ☐ Position Category ☐ Account# ☐ Budget Group

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex: ☒ Yes ☐ No

Lookup OK Cancel Clear All

[ADM-AUC-HR-10843]

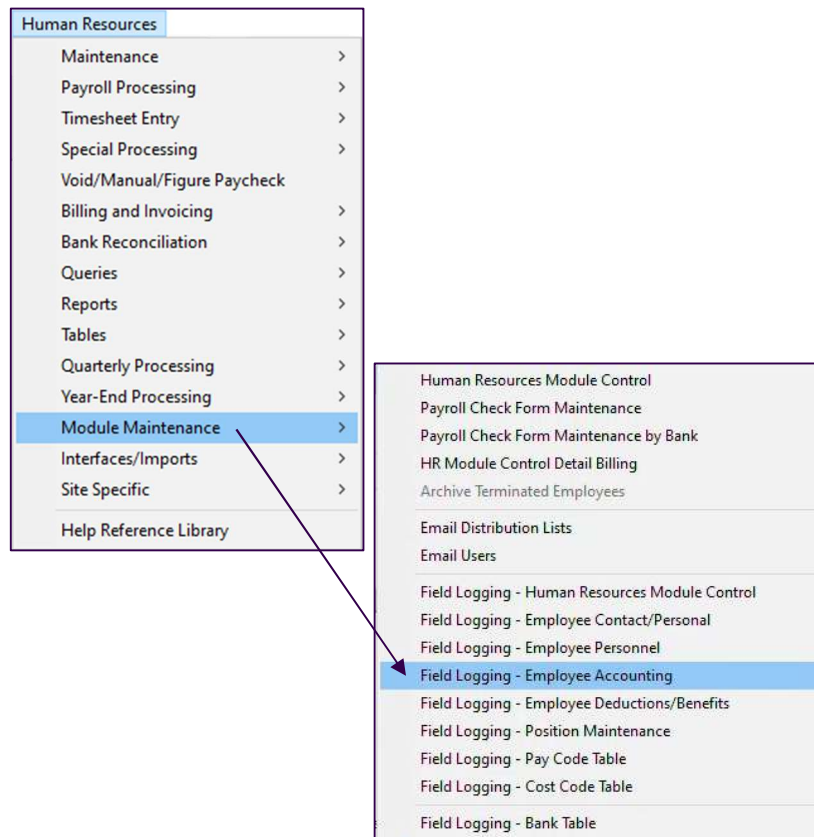


5 Employee Maintenance Accounting Tab – Field Logging [Enhancement]

While users making changes will see no difference in the Employee Maintenance – Accounting Tab although the changes will be logged. To keep track of all changes made to the Accounting Tab, the system is now logging every change. Those changes can be reviewed in this table.

Navigate To: Human Resources > Module Maintenance > Field Logging – Employee Accounting

5.1 Employee Maintenance – Accounting Tab - Field Logging





Field Logging - Employee Accounting

Goto...

Actions

Employee

Position

900006

5006PSYTEAM-03

PSYCHOLOGIST/TEAM CHAIR

1 Edit List

2 Quick Excel

Change Date	Time	User	Line	Field	From/To
15-Sep-2025	11:07	CHRIS	2	Benefit Per Period	100,0000
					50,0000
15-Sep-2025	11:07	CHRIS	2	Salary Per Period	100,0000
					50,0000
15-Sep-2025	11:06	CHRIS	2	Account#	0000-000-0000-000-00-00000
					2761-000-2210-401-06-00-51930
15-Sep-2025	11:06	CHRIS	1	Benefit Per Period	100,0000
					50,0000
15-Sep-2025	11:06	CHRIS	1	Salary Per Period	100,0000
					50,0000

5.2 Field Logging – Employee Maintenance - Accounting Tab - Edit List

Click the 1 Edit List to run a report on changes to the Employee Accounting table.

Goto...

Actions

Employee Position

000046

5006PSYTEAM-03

PSYCHOLOGIST/TEAM CHAIR

1 Edit List

2 Quick Excel

Change Date	Time	User	Line	Field	From/To
15-Sep-2025	11:07	CHRIS	2	Benefit Per Period	100,0000
					50,0000
15-Sep-2025	11:07	CHRIS	2	Salary Per Period	100,0000
					50,0000
15-Sep-2025	11:06	CHRIS	2	Account#	0000-000-0000-000-00-00000
					2761-000-2210-401-06-00-51930
15-Sep-2025	11:06	CHRIS	1	Benefit Per Period	100,0000
					50,0000
15-Sep-2025	11:06	CHRIS	1	Salary Per Period	100,0000
					50,0000

The Edit List can be filtered to use only selected information for Employees, User and Date Range. All selection criteria is optional and if no criteria is entered, the field logging edit list will include all changes, for all time.

Task 7961: Field Logging - Employee Accounting Edit List

Field Logging - Employee Maintenance Accounting Edit List

Optional: Enter up to 9 Employee# 0 values:

Optional: Include Only Changes by this User

Optional: Change Date Range (mmddyyyy) From: To:

Run as ☒ Excel

Excel® Export

A	B	C	D	E	F	G	H	I	J
Emp#	Name	Position	Change Date	Time	Change User	Line	Field	Old	New
000046	DOE, JOHN	S005PSYTEAM-03	9/15/2025	11:07:12	CHRIS	2	Benefit Per Period	100,0000	50,0000
000046	DOE, JOHN	S005PSYTEAM-03	9/15/2025	11:07:07	CHRIS	2	Salary Per Period	100,0000	50,0000
000046	DOE, JOHN	S005PSYTEAM-03	9/15/2025	11:06:56	CHRIS	2	Account#	0000-000-0000-000-00-000000	2761-000-2210-401-06-00-51930
000046	DOE, JOHN	S005PSYTEAM-03	9/15/2025	11:06:17	CHRIS	1	Benefit Per Period	100,0000	50,0000
000046	DOE, JOHN	S005PSYTEAM-03	9/15/2025	11:06:12	CHRIS	1	Salary Per Period	100,0000	50,0000

[ADM-AUC-HR-10864]

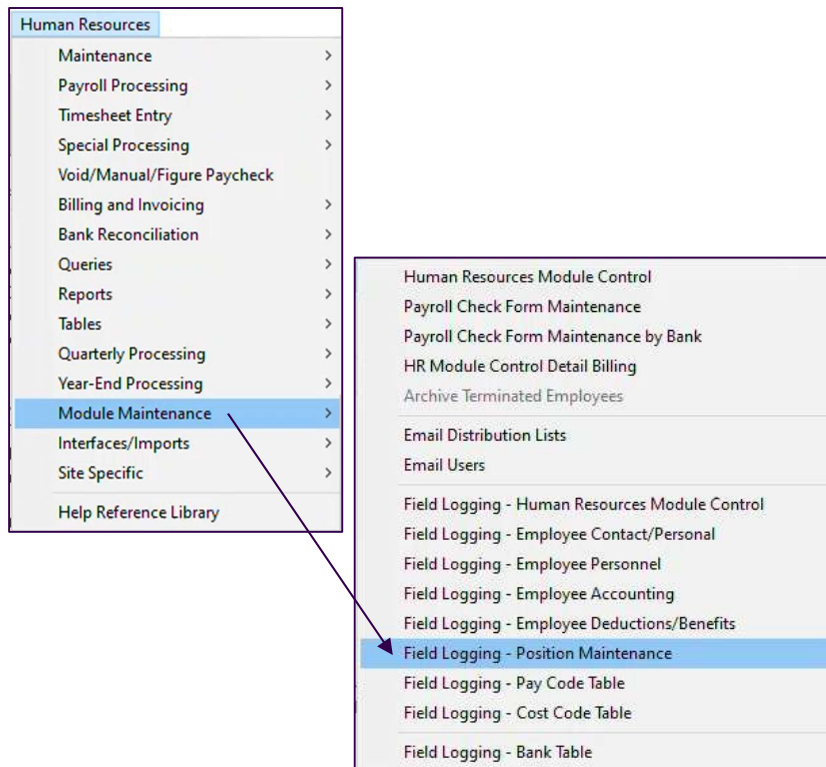


6 Position Maintenance – Field Logging – [Enhancement]

While users making changes will see no difference in Position Maintenance although the changes will be logged. To keep track of all changes made in Position Maintenance, the system is now logging every change. Those changes can be reviewed in this table.

Navigate To: Human Resources > Module Maintenance > Field Logging – Position Maintenance

6.1 Position Maintenance - Field Logging





Change Date	Time	User	Field	From/To
15-Sep-2025	11:49	CHRIS	Budgeted Position	Y
15-Sep-2025	11:48	CHRIS	Step	1 2

6.2 Field Logging – Position Maintenance - Edit List

Click the 1 Edit List to run a report on changes to Position Maintenance table.

Change Date	Time	User	Field	From/To
15-Sep-2025	11:49	CHRIS	Budgeted Position	Y
15-Sep-2025	11:48	CHRIS	Step	1 2

The Edit List can be filtered to use only selected information for Positions, Date Range and User. All selection criteria is optional and if no criteria is entered, the field logging edit list will include all changes, for all time.

Task 7988: Field Logging - Position Maintenance Edit List

Optional: Enter up to 9 Positions 0 values:

Optional: Enter Date Range From: To:

Optional: Restrict to this User

Sort: ☐ Position ☐ Change User ☒ Change Date

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

Excel® Export

A	B	C	D	E	F	G	H
Position	Description	Change Date	Time	User	Field	Old Value	New-Value
S003SEPA -01	SPEECH/LANGUAGE PATHOLOGIST ASSISTANT	9/15/2025	11:49	CHRIS	Budgeted Position		Y
S003SEPA -01	SPEECH/LANGUAGE PATHOLOGIST ASSISTANT	9/15/2025	11:48	CHRIS	Step	1	2

[ADM-AUC-HR-10862]



7 1095 Bursting Emails [Enhancement]

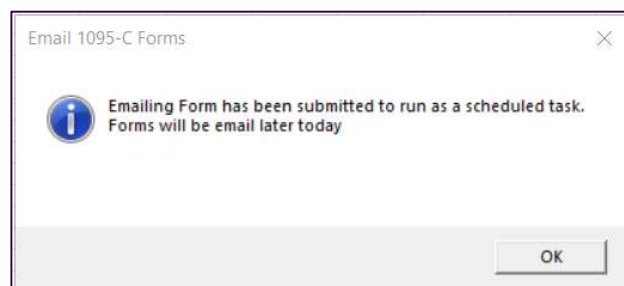
Since most employees now receive their 1095s by email, this step has been updated to create a scheduled task that runs the email process. This ensures the user's session remains available while the emails are processed in the background at a later time.

This will run the 1095 emails during the same process that emails out direct deposits and attaches the check copies to the employees.

Navigate To: Human Resources > Year-End Processing > 1095 Processing

Description	Date	Start	End	Success
Reset 1095 Menu	05-Feb-2025	15:23:24,56	15:23:24,56	☒
Payroll W2 1095 - C				☒
ACA Filing Table	05-Feb-2025	15:32:33,15	15:32:33,15	☒
Bargaining Unit - Affordable Care Act				☒
Reset Employee ACA Dates				☒
ACA 1095 Audit Report	05-Feb-2025	15:24:02,52	15:24:31,41	☒
Build 1095 File	05-Feb-2025	15:30:01,60	15:30:22,60	☒
Edit 1095 Work File	13-Mar-2025	17:48:39,85	17:48:40,58	☒
Print 1095 Forms	03-Mar-2025	12:07:58,70	12:08:15,79	☒
Email 1095 Forms	12-Sep-2025	08:39:48,51	08:40:08,37	☒
Generate IRS Export File				☐
Enter Original Receipt# on ACA Filing Table				☐
Generate IRS Corrections Export				☐
Enter Corrections Receipt# on ACA Filing Table				☐
Save 1095 Forms as Employee Attachments/Archive				☐

The message will be displayed when the email 1095 forms is clicked.





Once the bursting scheduled task has been run it will send an email to the HRCHKBST email distribution list letting them know they have been sent.

[PLUTO22-AUC] Send 1095 Emails



aucdev@admins.com <auc3.do.not.reply@gmail.com>

To support; Wendy Tarantola

The following Batches have completed the Emailing of 1095 Forms

HR 1095 Email Forms Batch 000033 has been completed

** Do not reply to this email message as it was system generated
via the ADMINS Unified Community (AUC) System **
Email List: [HR1095BST] HR Attaching 1095 Forms to Employees

[ADM-AUC-HR-10856]

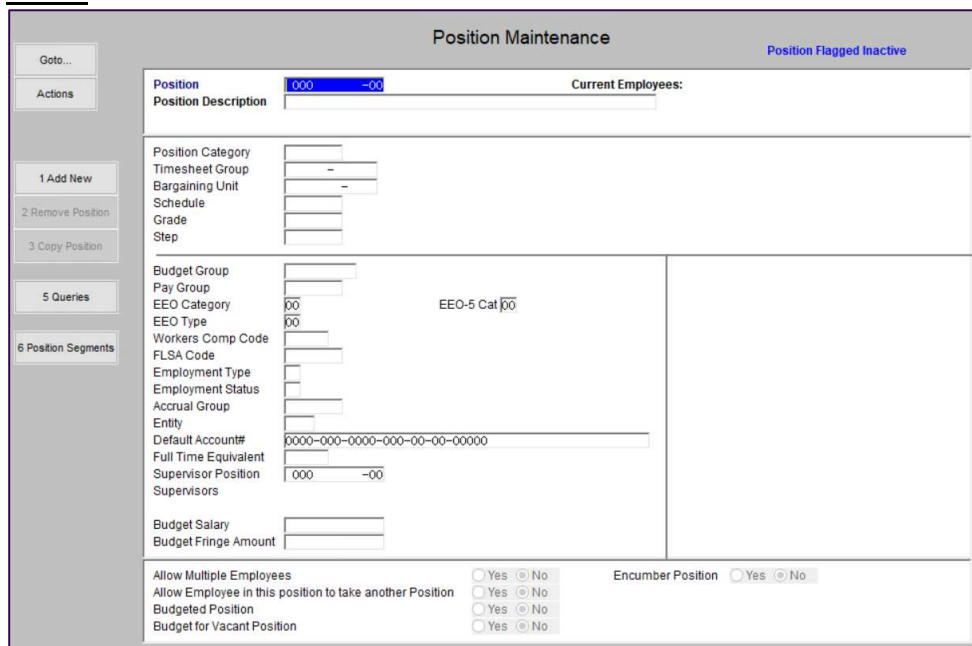


8 Position Maintenance Edit List

Navigate To: Human Resources > Reports > Reports Library [2 By Position]

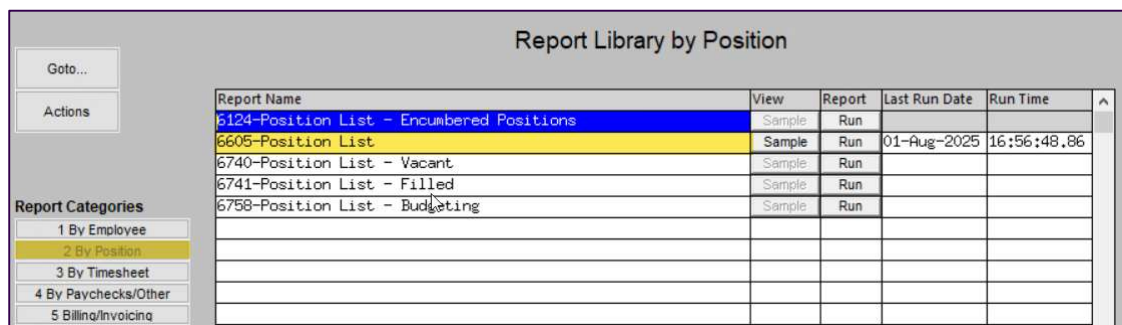
The position list report is now only available via the reports library to allow for additional selection criteria to be added to the report.

AFTER



The screenshot shows the 'Position Maintenance' form. It includes a sidebar with navigation links: 'Goto...', 'Actions', '1 Add New', '2 Remove Position', '3 Copy Position', '5 Queries', and '6 Position Segments'. The main form area contains various input fields for position details, including 'Position' (000-00), 'Position Description', 'Current Employees', 'Position Category', 'Timesheet Group', 'Bargaining Unit', 'Schedule', 'Grade', 'Step', 'Budget Group', 'Pay Group', 'EEO Category' (00), 'EEO-5 Cat' (00), 'EEO Type' (00), 'Workers Comp Code', 'FLSA Code', 'Employment Type', 'Employment Status', 'Accrual Group', 'Entity', 'Default Account#', 'Full Time Equivalent', 'Supervisor Position' (000-00), 'Supervisors', 'Budget Salary', and 'Budget Fringe Amount'. At the bottom, there are checkboxes for 'Allow Multiple Employees', 'Allow Employee in this position to take another Position', 'Budgeted Position', 'Budget for Vacant Position', and 'Encumber Position'.

This is the same report that the Edit List would provide on the Position Maintenance screen.



Report Library by Position					
Report Name	View	Report	Last Run Date	Run Time	
6124-Position List - Encumbered Positions	Sample	Run			
6605-Position List	Sample	Run	01-Aug-2025	16:56:48.86	
6740-Position List - Vacant	Sample	Run			
6741-Position List - Filled	Sample	Run			
6758-Position List - Budgeting	Sample	Run			

Report Categories:

- 1 By Employee
- 2 By Position
- 3 By Timesheet
- 4 By Paychecks/Other
- 5 Billing/Invoicing

[ADM-AUC-HR-10842]

9 Over 50K Report Names [Enhancement]

The Over 50K Life Insurance Reports have now been added to the Warrant History Screen if the report is produced during the Warrant process.

Navigate To: Human Resources > Queries > Warrant History

[illegible]

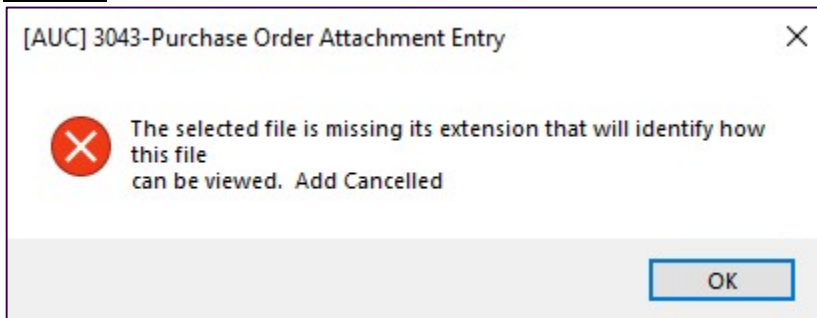
[ADM-AUC-HR-10859]



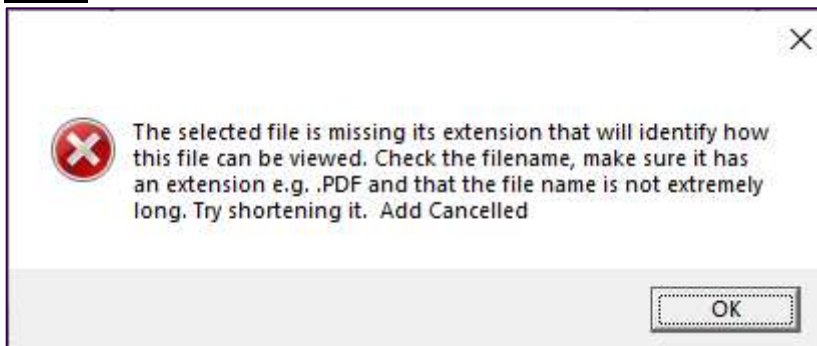
10 Attachment File Name Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



11 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

[Reset Password](#)

IMPORTANT NEWS [About our products](#) [Support Info](#) [E-newsletter](#)

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[June 2025 Product Release Notes](#)

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

[Reset Password](#)

IMPORTANT NEWS [About our products](#) [Support Info](#) [E-newsletter](#)

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[September 2025 Product Release Notes](#)

Ledgers	Motor Excise	Collections	Svstem
Accounts Payable	Real Estate	Budoet	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



12 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

12.1 New & Updated Documentation in the Help Reference Library

12.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)