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First weekly FMIS newsletter

# 4 Simple Ways to Make Your Work Life Easier

by  
FMIS Team

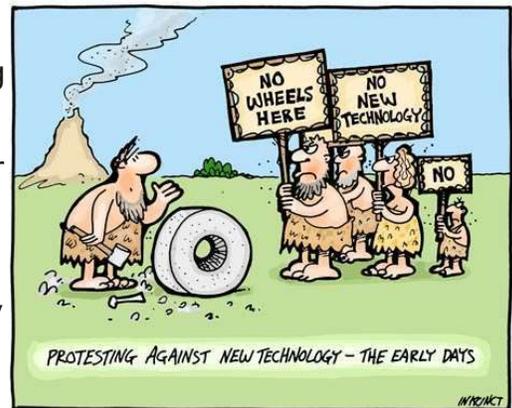
At the last weekly FMIS meeting (Tuesdays at 2p), we covered the high level plan, talked about what's left to do before Go-Live, and answered a lot of questions that were either specific to some departments or applied to all of them. Have you logged in yet? Did you poke around in the training system, and try to follow the processes you already know?

In your new MUNIS system, can you create a PO? How does the new e-commerce card affect you? Have you thought about how you would handle monthly bills with the same amount from a single vendor? And how about processing monthly bills with different amounts from a single vendor?

If you can answer these questions, you don't have much further to go. If you can't, give us a call and let's talk through specific processes for you and your department.

1. From the Desk of Katie  
Branham-Kerr

realities of a new system are starting sink in (not to mention the fact that 2018 is almost over!). Not only is our beloved AS/400 system soon being sent to the proverbial "upstate New York farm," but we have to get ready



for brand new business processes that will, in short time, make life easier for all of us. Additionally, the adoption of commodity codes for your purchases will ultimately allow for stretching your budgets farther and provide data on our County-wide purchasing trends. We realize that for some of us, adding commodity codes for large volume purchases may pose a significant challenge at first. However, we would encourage that you try and add commodity codes so you are practiced and ready when we eventually include commodity codes as a required item.

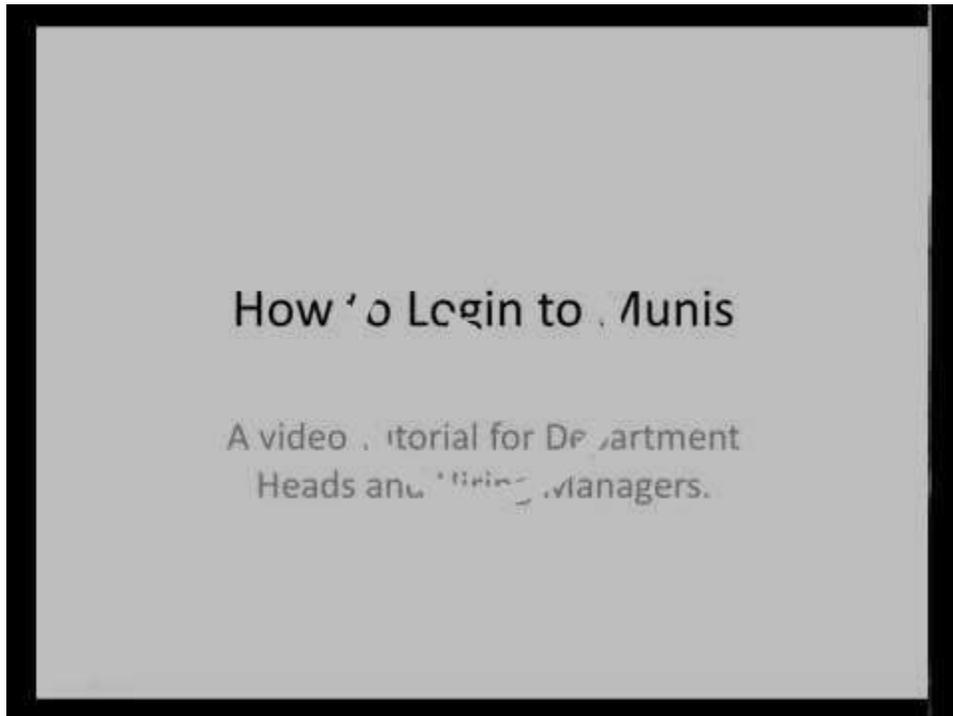
As always, our team is available to answer any questions you may have, related to Munis or otherwise. I look forward to working with you all on this crucial effort!

-Katie Branham-Kerr

## 2. Weekly Challenge

Look, we know change is challenging, especially around the holidays! But trust us, you'll be thanking Santa (you know, the real one that plays Mayor Mitchell for the rest of the year) for Tyler Munis! This week, your challenge isn't very challenging. All you need to do is log in to your Tyler Munis account in "Train" mode!

Remember, if you have NEVER signed on, your username is "5179" followed by the first initial of your first name and then last name (for example, Santa Claus would be "5179sclaus"). Your default password is "NeedNew1". Check out the video below for further instructions, or click here and follow the link "How To Log In" for a PDF version.



Munis Login Video Training

### 3. Munis "Modes"

Munis uses four different modes, or environments; the one you should use as of now is "train" mode. The software should give you the option of choosing Hub-Train. If you need more information on logging in or choosing a software mode, [click here](#) and choose "How to Log In."

Welcome 5179averekar! [ Log Out ]  
Your Munis password expires in 38 days.

**tyler** technologies **Munis SaaS Dashboard**

User: 5179averekar | Client: MU5179 | Name: Blount County, Tn

Select an environment

Name	Description
<a href="#">Hub-Live</a>	Live-1710
<a href="#">Hub-Train</a>	Train-1710
<a href="#">Hub-Test</a>	Test-1710
<a href="#">Hub-Impl</a>	Impl-1710

Note: You must login to this page first. If you do not you will not be prompted to change your password. Direct shortcuts to a dashboard page will not allow users to change their password, or notify the user if the password has expired.

Here's how each of the environments work and how you can use them:

Live - No! Don't click on this until January 28th

Train - Yes! Click here! Has Blount County G/L accounts and setup.

Test - No! Don't click here. This is being used for pulling in and validating our data.

contains mock data.

#### 4. FMIS Frequently Asked Questions -

Anytime, Anywhere

Featured Question: How do I access Tyler Munis?

Answer:

Visit <https://saasdashboard.tylertech.com/> and use the above information to login if it's your first time.

[Click here](#) to be taken to the FMIS FAQ page where you can ask questions- ANY question



about ANY thing related to FMIS, the implementation of FMIS, or even the future of FMIS. We recommend bookmarking this page for future use. Remember, there's no such thing as a bad question! Chances are, if you've thought about it - someone else has, too. We would love to hear from you!

## Thanks for Reading!

Remember to check your inbox for FMIS updates, how-to's, handy tips, and more in the next newsletter.

See you next week!

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