

# Tyler Parks and Recreation

What's New in 2019.1



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# Tyler Parks and Recreation

## What's New in 2019.1

### CONTACT SEARCH AND MERGE

*Parks & Rec > Contact > Search*

The Contact Search page has been redesigned to give you a more intuitive, versatile searching and filtering experience, along with contact merging functionality:

**Parks & Recreation**

**Contact Search**

Keyword

Location [CLEAR](#)

☐ Resident (1134)

☐ Nonresident (5529)

Roles [CLEAR](#)

☐ Employee (1436)

☐ Coach (5)

☐ Instructor (16)

☐ Active Member (15)

**Contacts** [MERGE](#) [REGISTER](#)

Contact	Address	Age	Email	Associations
<input type="checkbox"/> Michael Acevedo	4492 Quilly Lane	80		
<input type="checkbox"/> Alberta Acheson	3885 Farm Meadow Drive	62		
<input type="checkbox"/> Nora Acosta	3390 Big Indian	56	NoraCAcosta@dayep.com	
<input type="checkbox"/> Tora Acosta	1748 Burwell Heights Road	90		
<input type="checkbox"/> Phillip Adamczyk	4160 Villa Drive	33	adamczyk@fakeemailaddress.co...	1 Family
<input type="checkbox"/> Andrew Adams	1555 Pinewood Drive	38	AndrewMAdams@superrito.com	
<input type="checkbox"/> George Adams	3777 Woodlawn Drive	34		2 Family
<input type="checkbox"/> Janessa Adams	769 Martha Street	35		1 Family
<input type="checkbox"/> Janessa Jr. Adams	769 Martha Street	18		1 Family
<input type="checkbox"/> Melissa Adams	4136 Mattson Street	55		2 Family

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The page contains a left panel for searching and filtering and a right panel for viewing and managing the search results. When you first open the page, the right panel contains all contacts in the system, displaying a maximum of 100 per page.

The bottom-right of the page shows the range of 100 in view (1 to 100, 101 to 200, etc.), the total number of contacts, the page number, total pages and chevrons for moving forward and backward one page at a time or moving directly to the first or last page:

You may narrow the results and find what you need quickly using the search and filter panel.

## SEARCH AND FILTER PANEL

In the search and filter panel, use the *Keyword* field to find contacts by name, address, age, email or associations. As you type in the field, the results panel continually refreshes to contain only the contacts whose data matches what you type, presented in alphabetical order by contact name:

The screenshot shows the 'Contact Search' interface. On the left is a filter panel with a 'Keyword' field containing 'brooks'. Below it are sections for 'Location' (Resident (0), Nonresident (6)) and 'Roles' (Employee (0), Coach (0), Instructor (0), Active Member (0)). On the right is a table of results with columns: Contact, Address, Age, Email, and Associations. The table lists six contacts, all with the last name 'Brooks' or 'Dowling'. A red box highlights the 'Contact' column. A yellow plus button is visible on the right side of the table.

Contact	Address	Age	Email	Associations
<input type="checkbox"/> Barbara Brooks	904 Hillview Drive	57		⋮ >
<input type="checkbox"/> Helen Brooks	3448 Johnny Lane	49		⋮ >
<input type="checkbox"/> Kristin Brooks	182 Bedford Street	89		⋮ >
<input type="checkbox"/> Mario Brooks	3051 Camden Place	56		⋮ >
<input type="checkbox"/> Robert Brooks	474 Willow Oaks Lane	58		⋮ >
<input type="checkbox"/> Louis Dowling	3379 Brookside Drive	36		⋮ >

Below the *Keyword* field are check boxes for contact **Location** (*Resident* or *Nonresident*) and **Roles** (*Employee*, *Coach*, *Instructor*, *Active Member*), with the number of potentially matching records shown in parentheses next to each item:

This close-up shows the filter panel. Under 'Location', there are checkboxes for 'Resident (15)' and 'Nonresident (71)'. Under 'Roles', there are checkboxes for 'Employee (2)', 'Coach (0)', 'Instructor (2)', and 'Active Member (0)'. Each count is highlighted with a red box.

To filter the results, select the check boxes next to the appropriate items. The right panel refreshes with the results for those selections only. Selecting a check box reduces the results to the number of pages shown in parentheses and affects the numbers next to the other items; for example, in the image above, selecting **Resident** would eliminate the **Nonresident** contacts from the grid and might reduce the number of potentially matching contacts who are employees or instructors:

## What's New in Tyler Parks and Recreation 2019.1

Location

☒ Resident (15)

☐ Nonresident (0)

Roles

☐ Employee (1)

☐ Coach (0)

☐ Instructor (2)

☐ Active Member (0)

CLEAR

CLEAR

**Note:** Active Member results are based on contacts who have active memberships.

To clear **Location** or **Roles** selections, click the corresponding **CLEAR** button.

## SEARCH RESULTS PANEL

The search results panel contains the contact records with data matching the *Keyword* and check box selections in the search and filter panel. If the *Keyword* is blank and all check boxes are deselected, the grid contains all contact records in the system, sorted alphabetically by contact name.

## CONTACT MERGE

Located in the top-right corner of the search results panel, the **MERGE** button lets you merge two contact records into one. It is enabled only when two contacts have been selected in the results panel:

Contact Search

Keyword  
mayo

Location

☐ Resident (0)

☐ Nonresident (8)

Roles

☐ Employee (0)

☐ Coach (0)

☐ Instructor (0)

☐ Active Member (0)

CLEAR

CLEAR

(2) Contacts

MERGE

REGISTER

+

Contact	Address	Age	Email	Associations
<input type="checkbox"/> Elaine Broyles	3247 Mayo Street	32		⋮ >
<input type="checkbox"/> Chad Mayo	3389 Meadow Lane	41		⋮ >
<input type="checkbox"/> Chad Mayo	3389 Meadow Lane	41	ChadMMayo@gustr.com	⋮ >
<input checked="" type="checkbox"/> Jennifer Mayo	4907 Scheuvront Drive	78	JenniferTMayo@dayrep.com	⋮ >
<input checked="" type="checkbox"/> Jennifer Mayo	4907 Scheuvront Drive	78		⋮ >
<input type="checkbox"/> Carmen Pearson	3493 Mayo Street	35		⋮ >
<input type="checkbox"/> Carmen Pearson	3493 Mayo Street	35	CarmenMPearson@cuvov.de	⋮ >
<input type="checkbox"/> Martha White	3650 Mayo Street	64		⋮ >

1 to 8 of 8 | < > Page 1 of 1 > |

**Note:** This button is available only to users who have *Create*, *Update* and *Delete* rights selected for the **Search** component on the **Rights** tab of the User Role Details page in System Setup (Administration > System Setup > User Role > Edit > Rights).

If the results panel contains only one of the contact records you want to merge, select the record, and use the search panel to find the second one. The first record remains selected and moves to the top of the grid.

Once you have selected the records to merge, click the **MERGE** button. A dialog opens with the two records shown side-by-side:

The screenshot displays the 'Contact Search' interface. On the left, there is a search panel with a 'Keyword' field containing 'mayo', a 'Location' section with 'Resident' and 'Nonresident' checkboxes, and a 'Roles' section with 'Employee', 'Coach', 'Instructor', and 'Active Member' checkboxes. The main area shows a list of contacts under the heading '(2) Contacts'. Two records for 'Jennifer Mayo' are selected. A merge dialog is open, showing the details of both records side-by-side. The left record has a blue header and the 'Keep this contact information' radio button selected. The right record has a grey header and the same radio button is unselected. Below the records, a message states: 'The contact information will be deleted, but their history, family and activities will be merged'. At the bottom of the dialog are 'CANCEL' and 'MERGE' buttons.

By default, the first record selected is shown on the left with its header highlighted in blue and the *Keep this contact information* radio button selected. If you continue with the merge, the contact information on the right is deleted, but all history, including registrations, transactions, family members, contacts and activities, associated with that record is transferred to the record on the left.

If you want, you may switch the direction of the merge by selecting the *Keep this contact information* radio button on the record on the right.

If the record being deleted contains contact information, such as *Phone* or *Email*, that is not on the record being retained, it moves to the record being retained.

When you are ready to merge the records, click the **MERGE** button. A dialog asks you to confirm you want to proceed with the merge, noting the action cannot be undone:

## What's New in Tyler Parks and Recreation 2019.1

The screenshot shows a contact merge confirmation dialog box. The dialog box has a title "Are you sure you want to merge the contacts?" and a message "You cannot undo this action". Below the message are two buttons: "CANCEL" and "YES, MERGE". The dialog box is overlaid on a contact detail page for Jennifer Mayo. The contact detail page shows fields for Date of Birth (03/25/1941), Phones (303-485-1040 (Home)), Email, and Address (4907 Scheu Longmont, CO 80501). At the bottom of the dialog box, there are two radio buttons: "Keep this contact information" (selected) and "Keep this contact information". Below the radio buttons, there is a message: "The contact information will be deleted, but their history, family and activities will be merged". At the bottom right of the dialog box, there are two buttons: "CANCEL" and "MERGE".

If you want to proceed, click the **YES, MERGE** button.

When the merge completes, the Contact Search results panel refreshes, giving you the option to view the Contact Detail record by clicking the **VIEW CONTACT** button that appears briefly below the panel or the chevron **>** that appears on the far-right side of the merged contact's row:

The screenshot shows the Contact Search results panel. The panel has a search bar with the keyword "mayo". Below the search bar, there are filters for Location (Resident (0), Nonresident (7)) and Roles (Employee (0), Coach (0), Instructor (0), Active Member (0)). The main table lists contacts with columns: Contact, Address, Age, Email, and Associations. The contact "Jennifer Mayo" is highlighted with a red box. To the right of the "Jennifer Mayo" row, there is a red box containing a chevron **>**. Below the table, there is a message: "Your contacts have been merged." and a button labeled "VIEW CONTACT".

Contact	Address	Age	Email	Associations
<input type="checkbox"/> Elaine Broyles	3247 Mayo Street	32		⋮ >
<input type="checkbox"/> Chad Mayo	3389 Meadow Lane	41		⋮ >
<input type="checkbox"/> Chad Mayo	3389 Meadow Lane	41	ChadMMayo@gustr.com	⋮ >
<input type="checkbox"/> Jennifer Mayo	4907 Scheuwrnt Drive	78	JenniferTMayo@dayrep.com	⋮ >
<input type="checkbox"/> Carmen Pearson	3493 Mayo Street	35		⋮ >
<input type="checkbox"/> Carmen Pearson	3493 Mayo Street	35	CarmenMPearson@cuvov.de	⋮ >
<input type="checkbox"/> Martha White	3650 Mayo Street	64		⋮ >



## What's New in Tyler Parks and Recreation 2019.1

The screenshot displays the 'Parks & Recreation' web application interface. At the top, there's a navigation bar with 'My Home', 'Parks & Rec', and 'Administration' links. The user 'Cote, Sarah' is logged in. The main heading is 'Contact Details', with a breadcrumb trail: 'Parks & Rec >> Contact >> Contact Details'. Below this, a contact summary shows a placeholder for a profile picture, 'First Name: Jennifer', 'Last Name: Mayo', 'Contact Number: CONT-08-2013-000549', and 'Credit Balance: \$0.00'. A sidebar on the left contains buttons for 'General', 'Custom', 'Documents', 'Transactions', and 'History', with 'History' highlighted by a red box. The main content area is titled 'Contact Info' and contains a form with various fields. A legend indicates that an asterisk (\*) denotes required fields. The form includes fields for 'Contact Preference\*' (set to 'Unspecified'), 'Home Phone' (303-485-1040), 'First Name\*' (Jennifer), 'Work Phone', 'Middle Name', 'Mobile Phone', 'Last Name\*' (Mayo), 'Alternative Phone', 'Gender' (Female), 'Alternative Mobile Phone 1', 'Contact Type' (set to '- Select -'), 'Alternative Mobile Phone 2', 'Date of Birth (mm/dd/yyyy)\*' (03/25/1941), 'Email Address' (JenniferTMayo@dayrep.com), 'Age: 78', and checkboxes for 'Resident', 'Employee', and 'Override Resident Status'.

**Parks & Recreation** My Home Parks & Rec Administration Cote, Sarah Sign out

### Contact Details

[Parks & Rec >> Contact >> Contact Details](#)

**First Name:** Jennifer **Credit Balance:** \$0.00  
**Last Name:** Mayo  
**Contact Number:** CONT-08-2013-000549

[- Collapse All -](#) [Search](#) [Save and New](#) [Save](#)

#### Contact Info

\* Indicates required fields

<b>Contact Preference*</b> Unspecified	<b>Home Phone</b> 303-485-1040
<b>First Name*</b> Jennifer	<b>Work Phone</b>
<b>Middle Name</b>	<b>Mobile Phone</b>
<b>Last Name*</b> Mayo	<b>Alternative Phone</b>
<b>Gender</b> Female	<b>Alternative Mobile Phone 1</b>
<b>Contact Type</b> - Select -	<b>Alternative Mobile Phone 2</b>
<b>Date of Birth (mm/dd/yyyy)*</b> 03/25/1941	<b>Email Address</b> JenniferTMayo@dayrep.com
<b>Age:</b> 78	<input type="checkbox"/> Employee
<input type="checkbox"/> Resident	
<input type="checkbox"/> Override Resident Status	

To view a comparison of the merged changes, click the **History** button on the left side of the Contact Details page.

## CONTACT REGISTER

Located to the right of the **MERGE** button, the **REGISTER** button lets you register a contact for a class. It is enabled when the contact has been selected in the results panel. Clicking the **REGISTER** button opens the Class Registration Create page, with the selected contact assigned as the *Payer*:

**Parks & Recreation** My Home Parks & Rec Administration Cote, Sarah Sign out

## Class Registration Create

Parks & Rec >> Class Registration >> Class Registration Create

SELECT PAYER REGISTER CLASS CONFIRM ORDER PAY INVOICE

Payer


Brooks, Barbara

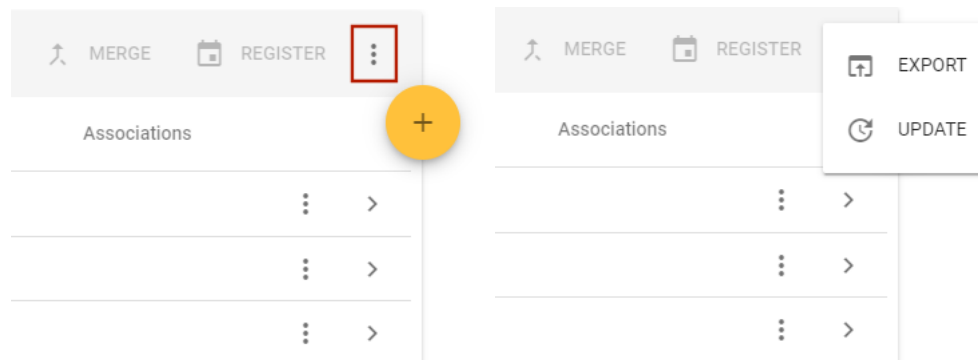
Next >

If necessary, you may select a different payer before continuing with the registration process.

**Note:** The **REGISTER** button works for one contact at a time. Selecting more than one contact in the results panel disables the button.


## EXPORT AND UPDATE

Located to the right of the **REGISTER** button, the vertical ellipses  opens a menu that gives you options to **EXPORT** and **UPDATE** contact search results data:



These options function as they did in prior versions of the software; note, however, that regardless of whether you select a subset of contacts, updating and exporting affect all contacts displayed in the search results panel.

## DELETE AND REGISTER

The vertical ellipses  on the right side of each contact row opens a menu that gives you options to **Delete** the contact and **Register** the contact for a class:

## What's New in Tyler Parks and Recreation 2019.1

### Contact Search

Keyword  
wallace

Location  
☐ Resident (0)  
☐ Nonresident (8)  
Roles  
☐ Employee (1)  
☐ Coach (0)  
☐ Instructor (0)  
☐ Active Member (0)

CLEAR


#### Contacts

MERGE REGISTER

Contact	Address	Age	Email	Associations
<input type="checkbox"/> Wallace Beaumont		13		1 Family
<input type="checkbox"/> Wallace McCauley	1293 Hillside Street	40	WallaceKMcCauley@armyspy.com	
<input type="checkbox"/> Wallace McCauley	1293 Hillside Street	40		
<input type="checkbox"/> Carolyn Wallace	1950 Asylum Avenue	51		
<input type="checkbox"/> Carolyn Wallace	1950 Asylum Avenue	51	CarolynJWallace@dayrep.com	
<input type="checkbox"/> Helen Wallace	508 Eagles Nest Drive	62		
<input type="checkbox"/> Rodney Wallace	2214 Deercove Drive	61		
<input type="checkbox"/> Sandra Wallace	2140 Patterson Fork Road	72		

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## ADD CONTACT

If you want to add a contact, click the orange plus button  on the top-right side of the results panel. The Create Contact dialog opens:

### Contact Search

Keyword

Location  
☐ Resident (134)  
☐ Nonresident (5528)  
Roles  
☐ Employee (1436)  
☐ Coach (5)  
☐ Instructor (16)  
☐ Active Member (15)

CLEAR

#### Create Contact

☐

First Name \*

Middle Name

Last Name \*

Contact Preference \*

Date of Birth \*

MM/DD/YYYY

☐

Email

☐

Mobile

Home

Work

☐

Address

City

☐

State

Zip Code

County

CANCEL

NEXT

*First Name, Last Name, Contact Preference and Date of Birth* are required. The *Contact Preference* selection drives the remaining entries required.

After completing the information in this dialog, click **NEXT**. If the first and last name and one other item on the dialog match another contact already in the system, a duplicate prevention dialog opens, showing

## What's New in Tyler Parks and Recreation 2019.1

the new contact on the left and the original one on the right. If an entry on the new contact duplicates one on the original, a **Same as new contact** tag appears to the right of the duplicate entry on the original:

The screenshot shows the 'Contact Search' interface. On the left is a sidebar with filters for 'Location' (Resident, Nonresident) and 'Roles' (Employee, Coach, Instructor, Active Member). The main area displays a dialog titled 'Hmm, You may have already added "Josey Wales"'. It compares a 'You just created:' contact (Josey Wales (NEW) with DOB 01/21/1965 and email jwales@highplains.com) against an existing contact (Josey Wales) with identical information. Red boxes highlight the 'Same as new contact' warning tags next to the matching fields. At the bottom are buttons for 'BACK TO CREATE CONTACT', 'GO TO THIS CONTACT' (with an external link icon), and 'CONTINUE CREATING CONTACT'.

From the duplicate prevention dialog, you have the options to navigate to the Contact Details page of the original contact, return to the Create Contact dialog or continue the process of creating the new contact:

This is an identical screenshot to the one above, showing the same duplicate prevention dialog for Josey Wales with the same filters, comparison, and action buttons.

- **GO TO THIS CONTACT:** This link discards the new contact and takes you to the Contact Details page of the original contact. A confirmation dialog asks you to confirm whether you want to proceed to the original contact.

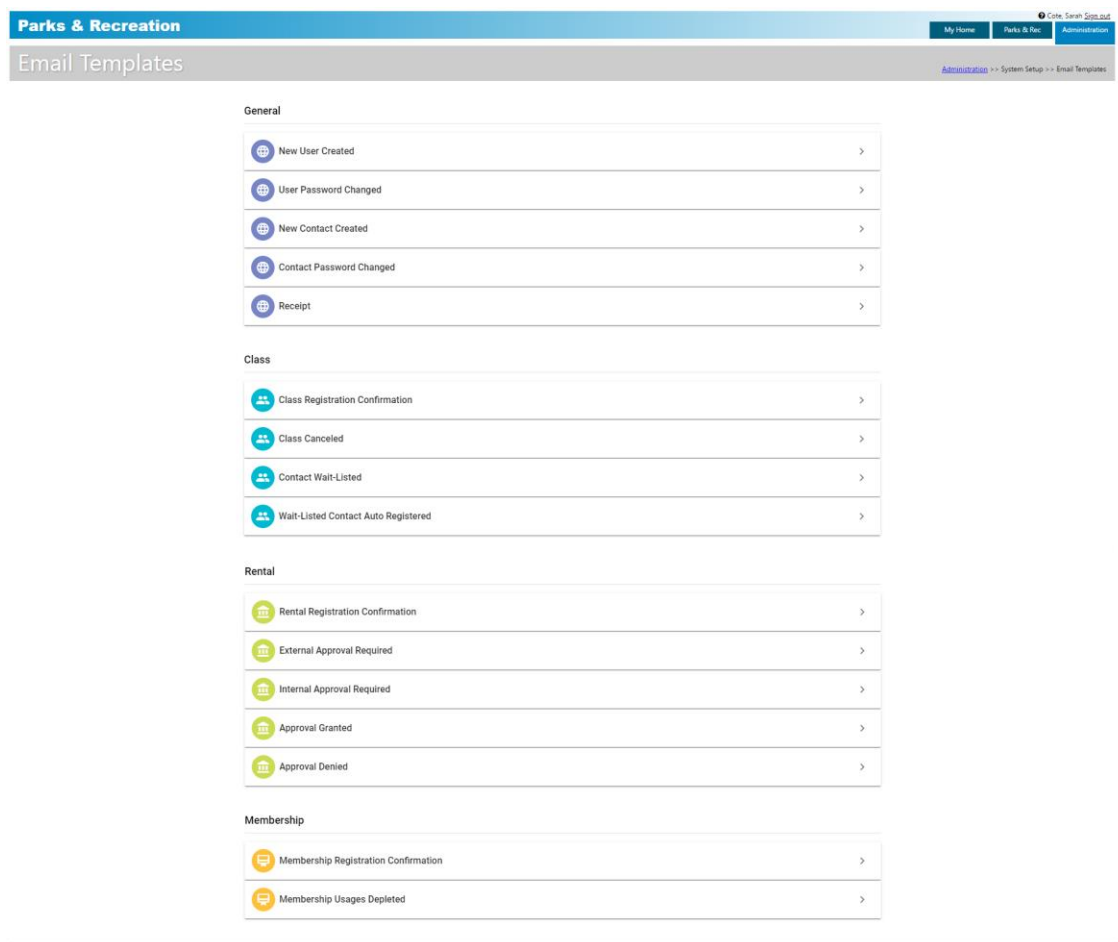
- **BACK TO CREATE CONTACT:** This link returns you to the Create Contact dialog, with your current entries still in place.
- **CONTINUE CREATING CONTACT:** This link takes you to the main Contact Details page to complete the contact create process.

## EMAIL TEMPLATES

*Administration > System Setup > Email Templates*

An **Email Templates** option has been added to the **System Setup** menu in Administration. This option provides a central location for the email templates used to draft custom emails that are sent automatically when various events occur.

Templates formerly housed on the System Settings page (*Administration > System Setup > System Settings*) have been moved to this location, and templates for new events have been added:



Email categories are **General**, **Class**, **Rental** and **Membership**. Templates within each category appear on individual cards.

The following templates are provided:

Category	Template	Recipient
<b>General</b>	<i>New User Created</i>	User
	<i>User Password Changed</i>	User
	<i>New Contact Created</i>	Contact
	<i>Contact Password Changed</i>	Contact
	<i>Receipt</i>	Payer
<b>Class</b>	<i>Class Registration Confirmation</i>	Payer
	<i>Class Canceled</i>	Payer
	<i>Contact Wait-Listed</i>	Payer
	<i>Wait-Listed Contact Auto Registered</i>	Payer
<b>Rental</b>	<i>Rental Registration Confirmation</i>	Payer
	<i>External Approval Required</i>	Payer
	<i>Internal Approval Required</i>	Payer
	<i>Approval Granted</i>	Payer
	<i>Approval Denied</i>	Payer
<b>Membership</b>	<i>Membership Registration Confirmation</i>	Payer
	<i>Membership Usages Depleted</i>	Payer

To set up or edit a template, click the chevron > on the far-right side of the card. A page containing the template opens:

## What's New in Tyler Parks and Recreation 2019.1

**Parks & Recreation** My Home Parks & Rec. Administration

**Email Templates** Administration >> System Setup >> Email Templates

← **Contact Password Changed** Active

Use this template to draft an automated email that notifies contacts when their Parks and Recreation login passwords have changed.

**Content** Last edited: 03/11/2019 09:33 AM

From: admin@tylertech.com  
This is the email the message will be sent from.

Subject: Contact Password Changed  
This is will appear as the subject of the email.

Unlicensed copy of the Froala Editor. Use it legally by purchasing a license.

This is the change user password email template

@FullName@,

Your password for your parks and recreation system login has been changed.

Here is your new login information:

**Username:** @Username@

Test Email SEND TEST EMAIL SAVE

Email address to test the template

A summary of the type of event that triggers the template to be sent appears below the template title. Below the summary is the template itself, where you fill in the *From* and *Subject* fields and draft the content of the email.

Use the icons in the header of the text editor to format and stylize your text and add images and links. Click the **Custom Tags** icon to select from a drop-down of information placeholders used to populate emails linked to the template:

Unlicensed copy of the Froala Editor. Use it legally by purchasing a license.

FirstName  
LastName  
FullName  
ClassName

This is the change user password email template

@FullName@,

Your password for your parks and recreation system login has been changed.

Here is your new login information:

**Username:** @Username@

Any placeholder may appear multiple times in the template. Within the body of an email, only the items selected from the drop-down are replaced with system-generated text.

If you are setting up the **Internal Approval Required** template, an *Additional Emails* field is available below the template:



## What's New in Tyler Parks and Recreation 2019.1

The screenshot shows the email template editor for the "Internal Approval Required" template. At the top, the subject line is "Internal Approval Required" with a note: "This will appear as the subject of the email". Below the subject line is a rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, link icon, unlink icon, code, and help). A red banner across the editor reads: "Unlicensed copy of the Froala Editor. Use it legally by purchasing a license." The email body contains the text: "Hi @FirstName@," followed by "Internal Approval Required". Below the editor is a field for "Additional Emails" with a note: "Enter additional email addresses for internal recipients". At the bottom, there is a "Test Email" field with a note: "Email address to test the template", a "SEND TEST EMAIL" button, and a "SAVE" button.

Use this field to enter the email addresses of back office personnel who should receive an email notifying them each time an event requiring internal approval occurs. This feature eliminates the need to navigate to a separate approvals page to search for internal approval requests.

**Note:** If a registration requires internal approval, the registrant does not receive a registration confirmation email until approval occurs.

To review an actual email before finalizing the setup or edit, type the appropriate email address in the *Test Email* field below the email template, and click **SEND TEST EMAIL**. A confirmation pop-up appears to let you know the email has been sent:

The screenshot shows the email template editor for the "Contact Password Changed" template. The subject line is "Contact Password Changed" with a note: "This will appear as the subject of the email". The email body contains the text: "This is the change user password email template". An "Email Sent" pop-up window is displayed in the foreground, containing the text: "Email Sent" and "A test email for the 'Contact Password Changed' template has been sent." with an "OK" button.

Click the **Active/Inactive** toggle at the top-right of the page to make the template active or inactive:

## What's New in Tyler Parks and Recreation 2019.1

### ← Contact Password Changed

Use this template to draft an automated email that notifies contacts when their Parks and Recreation login passwords have changed.



### ← Contact Password Changed

Use this template to draft an automated email that notifies contacts when their Parks and Recreation login passwords have changed.



To save the template, click the **SAVE** button below the template.

## ERP INTEGRATION

*Administration > System Setup > Integration Settings*

### INTEGRATION SETTINGS

#### FINANCIAL SYSTEM SELECTION

The Integration Settings page has been redesigned to let you specify the financial system at a global level instead of at each export level:

**Parks & Recreation** My Home Parks & Rec. Administration

Integration Settings Administration >> System Setup >> Integration Settings

Financial Systems Financial System Munis SAVE

GL Export	Edited: 04/09/19	✓
Collections Export		○
Reimbursements Export	Edited: 03/29/19	✓
Invoice Export	Edited: 03/29/19	✓
Charge Codes		○
Other Integration Settings		○

View System Logs

Your selection from the *Financial System* drop-down in the top-right corner of the page determines what exports appear on individual cards below the selection.

#### EXPORT FILE AND SERVICE SETUP

To set up an export file or service, click the corresponding export card to expand it:

## What's New in Tyler Parks and Recreation 2019.1



**Parks & Recreation** My Home Parks & Rec Administration Craig Sarah Sign out

Integration Settings Administration >> System Setup >> Integration Settings

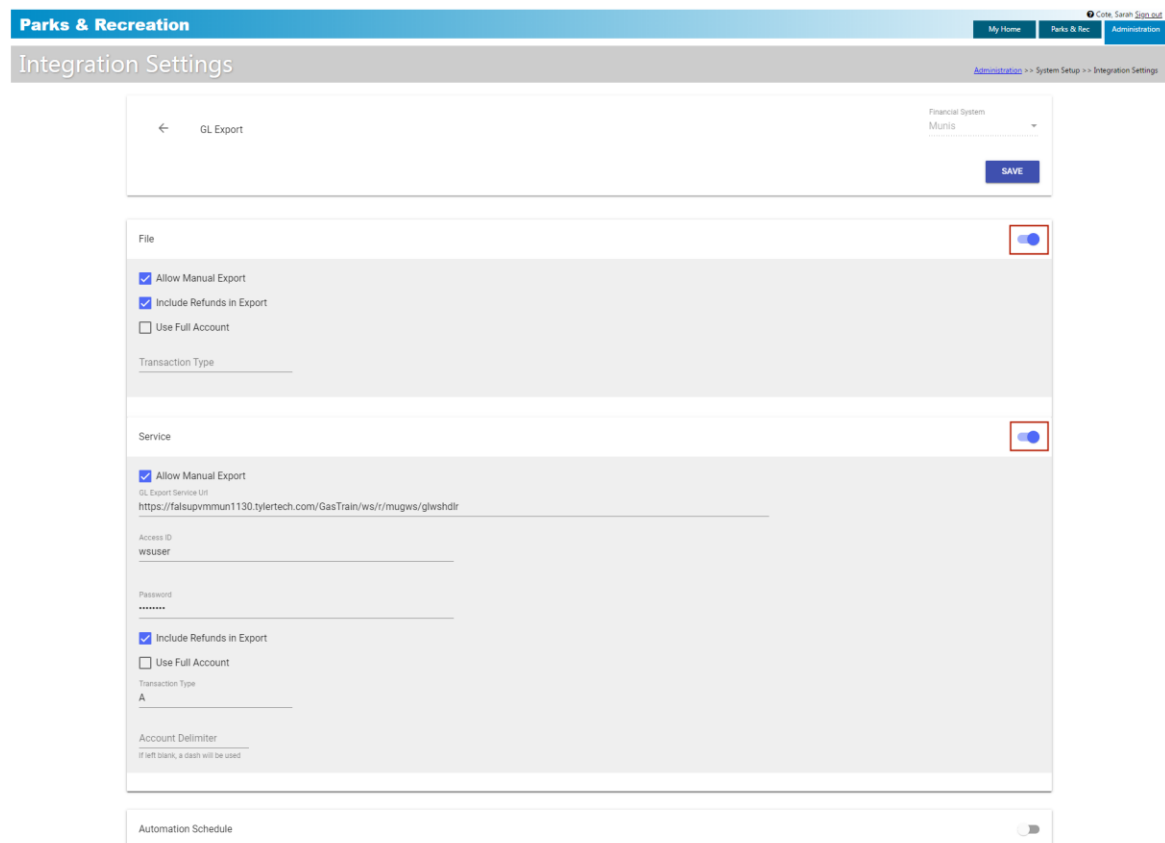
← GL Export Financial System: Munis SAVE

File Toggle Off

Service Toggle Off

Automation Schedule Toggle Off

To have a **File** or **Service** generated from the export page, move the corresponding toggle button to the right, and click the **SAVE** button under the *Financial System* field:



**Parks & Recreation** My Home Parks & Rec Administration Craig Sarah Sign out

Integration Settings Administration >> System Setup >> Integration Settings

← GL Export Financial System: Munis SAVE

**File** Toggle On

☒ Allow Manual Export

☒ Include Refunds in Export

☐ Use Full Account

Transaction Type

**Service** Toggle On

☒ Allow Manual Export

GL Export Service URL  
<https://falsupvmun1130.tyler-tech.com/GasTrain/ws/r/mugws/glwshdr>

Access ID  
WSUSER

Password  
\*\*\*\*\*

☒ Include Refunds in Export

☐ Use Full Account

Transaction Type  
A

Account Delimiter  
If left blank, a dash will be used

Automation Schedule Toggle Off

Depending on the financial system selected, additional fields may be available on the **File** and **Service** cards. The availability of the **File** and **Service** cards themselves also depends on the system selected.

The **Service** card always contains fields for the selection of a destination URL, user name and password.

Use the *Allow Manual Export* check box on the **File** and **Service** cards to enable and disable manual export buttons on the corresponding export pages:

File

☒ Allow Manual Export

☒ Include Refunds in Export

☐ Use Full Account

Transaction Type

Service

☒ Allow Manual Export

GL Export Service Url

<https://falsupvmmun1130.tylertech.com/GasTrain/ws/r/mugws/glwshdlr>

Selecting this check box on the **File** card enables a green export button on the corresponding export page with the word **File** in parentheses. Selecting the check box on the **Service** card enables a green export button with the word **Service** in parentheses. Selecting the check box on both export types enables both export buttons, one for file and one for service, as shown below:

## What's New in Tyler Parks and Recreation 2019.1

**Parks & Recreation**

[My Home](#)[Parks & Rec](#)[Administration](#)

Cote, Sarah [Sign out](#)

# Transaction GL Export

[Parks & Rec](#) >> Transaction >> Transaction GL Export

### GL Export

Start Date  
3/11/2019 12:00 AM

End Date  
3/12/2019 12:00 AM

Minimum Amount

Maximum Amount

Payment Method  
All selected

Paid By

Invoice Number

GL Export Reference

Keyword

Registrant/Team

Reference Number

Department Name  
All selected

☐ Include Zero Amount Transactions

Export

GL Export (File)

GL Export (Service)


Receipt Number *	Type	Status	Debit Account	Credit Account	Amount	Date	Processed By
RECEIPT-03-2019-003559	Fee Payment	Complete	1000-1200	1000-1010	11.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	1000-1200	1000-1010	14.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	10004200	4444-8888	10.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	1000-1200	1000-1010	23.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	10004200	4444-8888	10.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	1000-1200	1000-1010	22.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	10004200	4444-8888	10.00	3/11/2019 7:26:39 AM	admin@sarahcote.com
RECEIPT-03-2019-003559	Fee Payment	Complete	1000-1200	1000-1010	112.50	3/11/2019 7:26:39 AM	admin@sarahcote.com

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View 1 - 8 of 8

Those using the Munis charge code service can verify their service and the returned charge codes directly from the Integration Settings page:

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technologies

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## What's New in Tyler Parks and Recreation 2019.1

The screenshot shows the 'Integration Settings' page with a 'Charge Codes' section. A modal window titled 'Connection Successful' is displayed in the center, listing the following charge codes: FEE BOATS, Parking Ticket Fee, BOAT RAMP FEES, RAMP BOAR FEES, FRANK INVOICE TEST, and 192 Charge Codes. The '192 Charge Codes' entry is highlighted with a red box. A 'VERIFY' button is also visible next to the list. The background shows the 'Charge Codes' settings form with fields for 'AR Code', 'Charge Code Service URL', 'Access ID', and 'Password'.

The charge codes returned will be available for selection in the *Charge Code* drop-down on the individual Fee Details pages in Administration.

## AUTOMATION SCHEDULE

The new Integration Settings page also provides an **Automation Schedule** card that lets you automatically generate a file or a service on existing exports and tie it to a schedule; for example, you may have an export file run on a selected day of the week and time and dropped into an available file path location on the server:

The screenshot shows the 'Integration Settings' page with the 'Automation Schedule' section highlighted by a red box. The 'Automation Schedule' card is active, showing the following configuration: 'Type' is set to 'File', 'Day(s) Scheduled' is 'Thursday', 'Time' is '9:05 AM', and 'Download Location' is 'C:\'. A 'VERIFY' button is visible next to the 'Download Location' field. The background shows the 'GL Export' settings form with fields for 'Transaction Type' and 'Service'.

## What's New in Tyler Parks and Recreation 2019.1

For the **File** or **Service** option to be available as a selection in the *Type* field, the toggle must be in the active position on the corresponding card:

The screenshot shows two main sections: 'File' and 'Automation Schedule'. In the 'File' section, there is a toggle switch in the top right corner that is turned on (blue). Below it, there are three checkboxes: 'Allow Manual Export' (checked), 'Include Refunds in Export' (checked), and 'Use Full Account' (unchecked). There is also a 'Transaction Type' dropdown menu. In the 'Automation Schedule' section, there is a toggle switch in the top right corner that is also turned on. Below it, there is a 'Type' dropdown menu set to 'File'. There are also fields for 'Day(s) Scheduled' (Thursday) and 'Time' (9:05 AM). At the bottom, there is a 'Download Location' field set to 'C:\' and a 'VERIFY' button.

To verify the server containing the file is able to drop the file into the *Download Location* specified or, in the case of a service, the https request is able to reach the URL specified, click the **VERIFY** button. You will receive a message telling you whether the location is valid:

This screenshot is similar to the previous one but includes a modal dialog box in the center. The dialog box has a blue checkmark icon and the text 'This is a valid location'. Below this, it says 'Last Verified: 10:26 AM, 4/2/19' and has a 'Close' button. The background interface remains the same, with the 'File' and 'Automation Schedule' sections visible.

An invalid message instructs you to make sure the application has create and update access to the location.

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**Note:** You may set up an automation schedule for a file or a service, not both.

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## What's New in Tyler Parks and Recreation 2019.1

To save your selections on the Integration Settings page, click the **SAVE** button under the *Financial System* field.

## VIEW SYSTEM LOGS

A new **View System Logs** button opens a System Logs page containing export history, with each export displayed on a card:

Financial Systems

Financial System  
Generic

SAVE

GL Export Edited: 03/22/19 ✓

Collections Export ○

Reimbursements Export Edited: 03/27/19 ✓

Invoice Export ○

Other Integration Settings

View System Logs


← Default Logging Page

Type	Method	Records	Timestamp	Status
Collection	A   File	5	3/20/2019 08:28 AM	✓ CSV_File_Export_03-20-2019...
GL	A   File	16	3/19/2019 02:40 PM	✓ Eden File Export 03-19-2019
GL	A   File	35	3/19/2019 11:20 AM	✓ Eden File Export 03-19-2019
Collection	A   Service	1	3/18/2019 03:45 PM	✗ Error exporting transaction d...
Collection	A   Service	0	3/18/2019 11:45 AM	✓ Payments Sent: 0 Payments L...
Collection	M   Service	33	3/18/2019 09:07 AM	✗ Error exporting transaction d...
Collection	M   File	33	3/18/2019 09:07 AM	✓ Munis_File_Export_03-18-20...
Collection	M   Service	3	3/18/2019 09:05 AM	✗ Error exporting transaction d...

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Each card shows the type of export, the method (file or service and manual or automated), the number of records exported, the date and time of the export and the status of the export.

## STATUS KEYS

File Method	
Status	Description
	<b>Success:</b> File generated and successfully dropped into location, if one was named.




**Error:** Drop location not available or accessible.









Service Method	
Status	Description
	<b>Success:</b> Request sent, analyzed and accepted.



**Error:** Request sent, no response; not able to generate https request; not able to make connection with server; or, after generated and analyzed, error found.

## ACTION MENU

Click the vertical ellipses  on the far-right of any system log card to open an action menu with options to view and download export details:

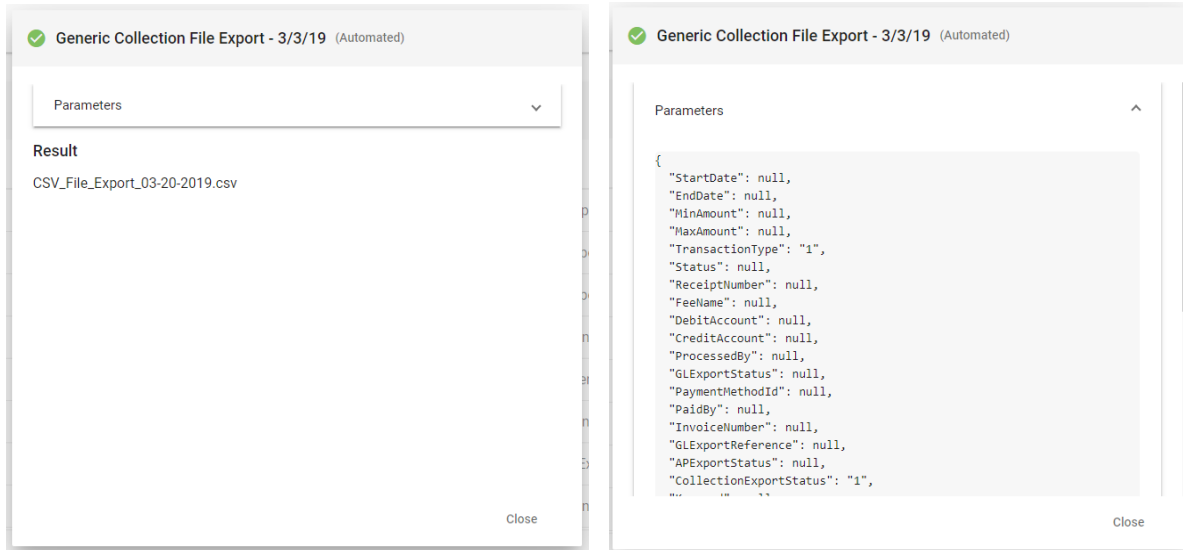
System Logs				
Type	Method	Records	Timestamp	Status
Collection	A   File	5	3/20/2019 08:28 AM	 CSV_File_Export_03-20-2019...
GL	A   File	16	3/19/2019 02:40 PM	 Eden File Export 03-19-2019
GL	A   File	35	3/19/2019 11:20 AM	 Eden File Export 03-19-2019
Collection	A   Service	1	3/18/2019 03:45 PM	 Error exporting transaction d...
Collection	A   Service	0	3/18/2019 11:45 AM	 Payments Sent: 0 Payments I...
Collection	M   Service	33	3/18/2019 09:07 AM	 Error exporting transaction d...
Collection	M   File	33	3/18/2019 09:07 AM	 Munis_File_Export_03-18-20...
Collection	M   Service	3	3/18/2019 09:05 AM	 Error exporting transaction d...

View

Download

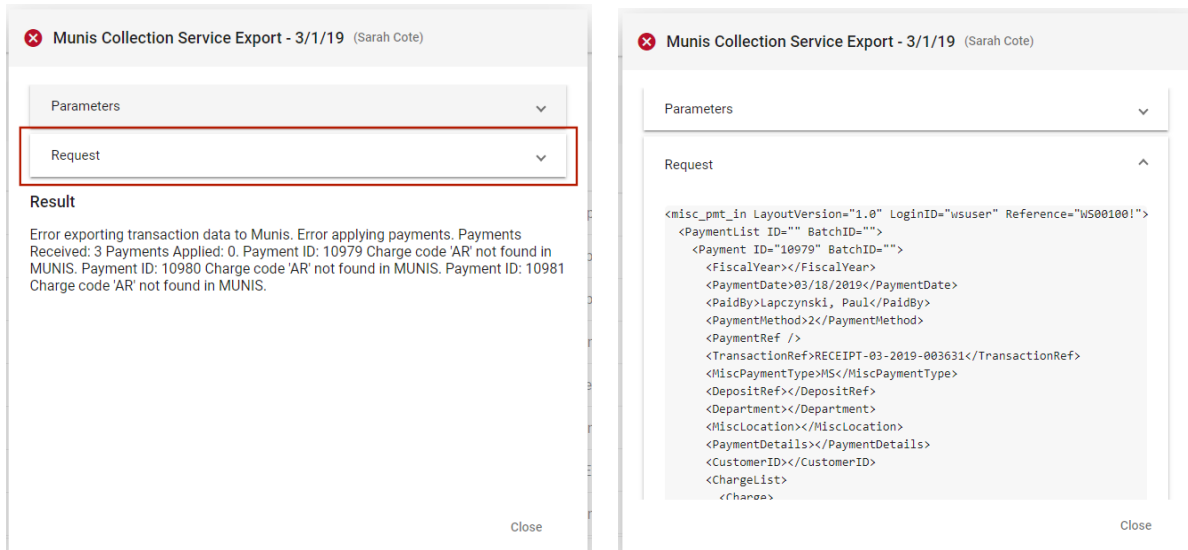
### VIEW FILE

For a file, the **View** option opens a pop-up that shows the date of the export, whether it was run automatically or manually, the parameters used to run the export and the result—in this case, the name of the actual file created. If the export was run manually, the name of the user who ran it displays:



### VIEW SERVICE

In addition to providing the same information as the file pop-up, the service pop-up includes details of the actual request that was sent:

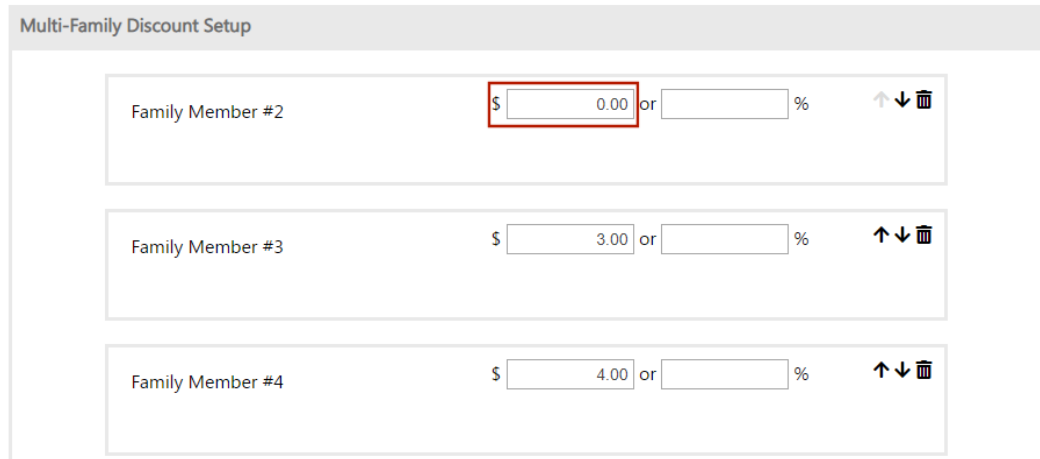


## MISCELLANEOUS

### ZERO-DOLLAR MULTI-FAMILY DISCOUNT

*Administration > Cashier Setup > Discount*

The **Multi-Family Discount Setup** group of the Discount Details page has been modified to let you have steps with zero-dollar discount amounts:



The screenshot shows a web form titled "Multi-Family Discount Setup". It contains three rows, each for a family member. Each row has a label on the left, a dollar sign followed by a text input field, the word "or", another text input field followed by a percent sign, and three small icons (up arrow, down arrow, and trash can) on the right. The first row is for "Family Member #2" with "0.00" in the first input field. The second row is for "Family Member #3" with "3.00" in the first input field. The third row is for "Family Member #4" with "4.00" in the first input field. The "0.00" input field in the first row is highlighted with a red border.

Family Member	Discount Amount (\$)	Discount Amount (%)
Family Member #2	0.00	
Family Member #3	3.00	
Family Member #4	4.00	

### ZERO-DDEFAULT ATTENDEES RENTAL REGISTRATION CREATE

*Parks & Rec > Rental Registration > Create > Checkout*

The default entry for the *Number of Attendees* field on the Rental Details & Acknowledgements step of the Rental Registration Create process has been changed to **0** to require the user to remove the value and enter the correct number of attendees before continuing:

## What's New in Tyler Parks and Recreation 2019.1

**Parks & Recreation**

Cote, Sarah [Sign out](#)

[My Home](#)[Parks & Rec](#)[Administration](#)

Rental Registration Create

[Parks & Rec](#) >> Rental Registration >> Rental Registration Create

Rental Details & Acknowledgements

BACKNEXT

Aftton Community Center (ACC) - Fitness Room

Fitness Room

The fitness room has seven dual fitness stations, two recumbent bikes, three treadmills, an elliptical, a low impact tread master and free weights. An adult must accompany children ages 14-16. Children age 17 must have a parental release form. Call for fee information.

03/01/2019  
04:00 PM - 05:00 PM  
Fitness Room

Number Of Attendees  
0

This rental requires at least 1 occupant

Tee Shirt

Number of Adults

☐ By checking this box, I certify that I have read, understand and agree to the terms shown [here](#).  
*\* You have to agree to the terms to proceed*

## AUTO-UPDATE RELATIONSHIP/DEPENDENT INFORMATION

*Citizen Portal > Profile > Relationships/Dependents > Add/Edit*

If the *same as parent/guardian* check box is selected on the Contact Details or Contact Address page of a relationship/dependent and the parent's/guardian's information changes later, the changes are incorporated automatically on the relationship's/dependent's record:

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●

○

○

○

CONTACT DETAILSCONTACT ADDRESSRELATIONSHIPCONFIRM

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## Contact Details

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\* Indicates required fields

first name*	<input type="checkbox"/> same as parent/guardian
<input type="text" value="Rebel"/>	Contact Preference* <input type="text" value="Unspecified"/>
middle name	Home Phone <input type="text"/>
<input type="text"/>	Mobile Phone <input type="text"/>
last name*	Work Phone <input type="text"/>
<input type="text" value="Wales"/>	Alternative Phone <input type="text"/>
Date Of Birth (mm/dd/yyyy)* <input type="text" value="04/03/2002"/>	Email Address <input type="text"/>
Gender* <input type="text" value="Male"/>	
School <input type="text" value="- Select -"/>	
Grade <input type="text" value="- Select -"/>	

---

Next >

## What's New in Tyler Parks and Recreation 2019.1

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CONTACT DETAILS

CONTACT ADDRESS

RELATIONSHIP

CONFIRM

---

### Contact Address

---

\* Indicates required fields

☒ same as parent/guardian

Address Line 1\*

319 Osprey Lane

Address Line 2

City\* State\* County

High Plains

NM

Zip\*

88888

---

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Next >

## RENTAL EVENT DESCRIPTION

*Parks & Rec > Rental Registration > Search > Edit*

*Parks & Rec > Rental Registration > Create*

The *Description* field in the **Setup** group of the Rental Registration Details page has been renamed as *Event Description*:

## What's New in Tyler Parks and Recreation 2019.1

**Parks & Recreation** Cote, Sarah Sign out  
My Home Parks & Rec Administration

### Rental Registration Details

[Parks & Rec >> Rental Registration >> Rental Registration Details](#)

Rental Number: RNTL-09-2015-000274 Rental Status: Approved

General Custom Documents History

- Collapse All - Search

Setup

Renter: Cote, Sarah Rental Number: RNTL-09-2015-000274

Status: Approved

Event Description

Refund View Invoice

Paid: \$580.00  
Invoiced: \$580.00

Details

An *Event Description* field also has been added to the Rental Details & Acknowledgements page of the Rental Registration Create process:

**Parks & Recreation** Cote, Sarah Sign out  
My Home Parks & Rec Administration

### Rental Registration Create

[Parks & Rec >> Rental Registration >> Rental Registration Create](#)

Rental Details & Acknowledgements

BACK NEXT

Affton Community Center (ACC) - Gathering Great Room

04/05/2019  
02:00 PM - 03:00 PM  
Gathering Great Room

Number Of Attendees  
0

This rental requires at least 1 occupant

Event Description

The *Description* column on the export file generated from the Rental Registration Search page also has been replaced with *Event Description*.