

# Tyler Parks and Recreation

## What's New in 2019.1

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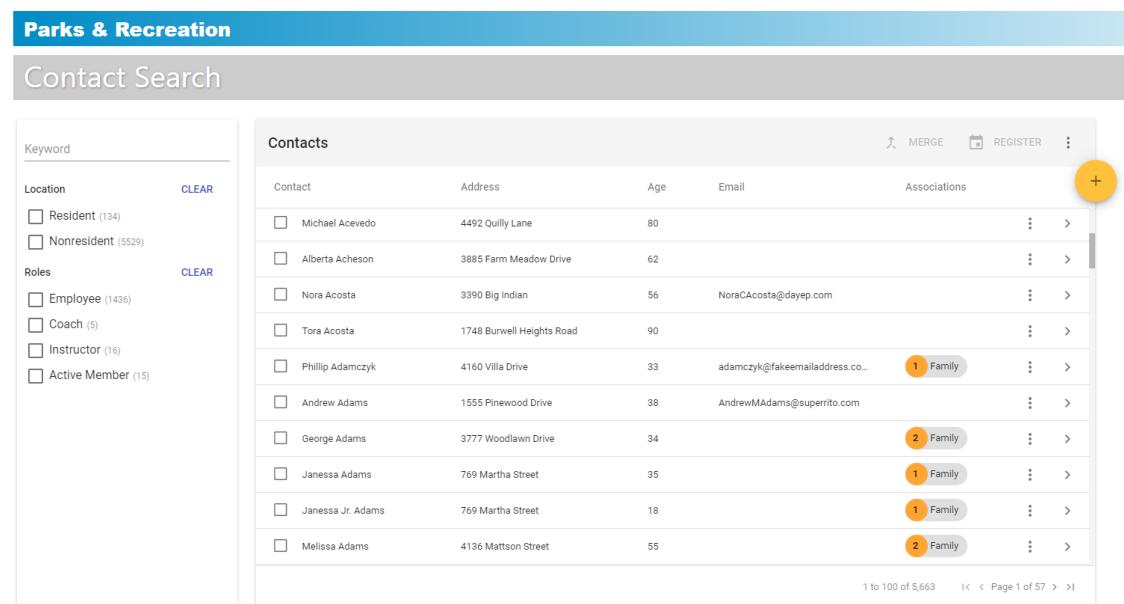
# Tyler Parks and Recreation

## 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:



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

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.

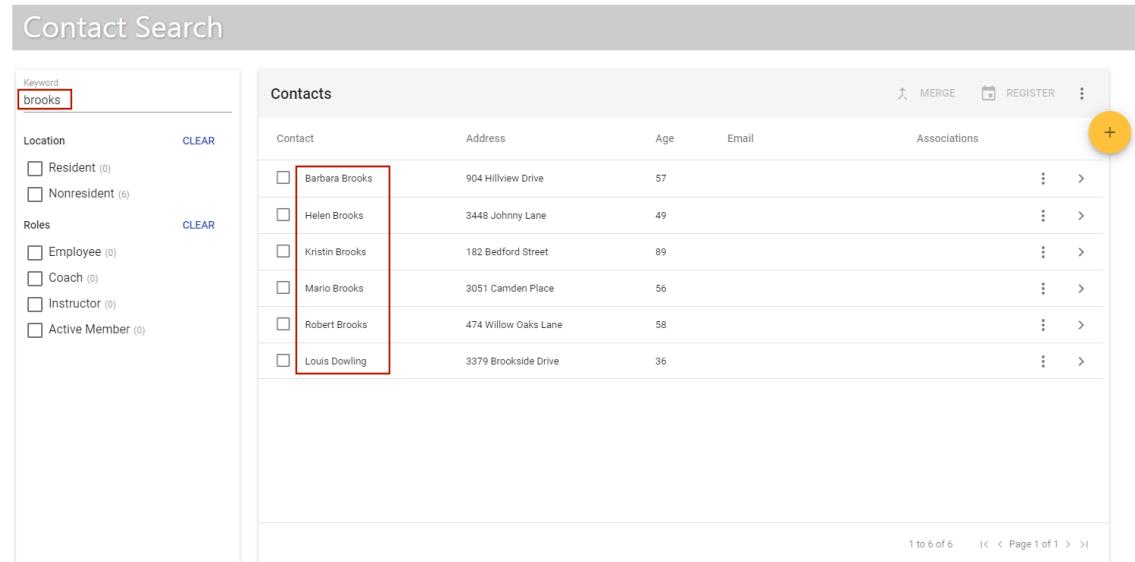
The bottom-right of the page shows the range of 100 in view (1 to 100, 101 to 200, etc.), the total number of contacts, the page number, total pages and chevrons for moving forward and backward one page at a time or moving directly to the first or last page:

1 to 100 of 5,663 |< < Page 1 of 57 > >|

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

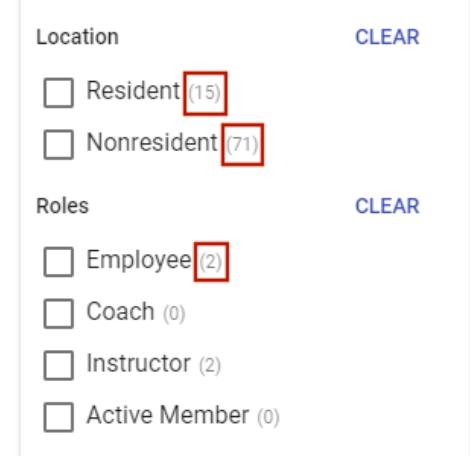
## SEARCH AND FILTER PANEL

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 a search interface with a 'Keyword' field containing 'brooks'. Below it are two sections: 'Location' and 'Roles'. The 'Location' section has checkboxes for 'Resident (0)' and 'Nonresident (6)'. The 'Roles' section has checkboxes for 'Employee (0)', 'Coach (0)', 'Instructor (0)', and 'Active Member (0)'. To the right is a 'Contacts' grid with columns for Contact, Address, Age, Email, and Associations. The grid shows six contacts: Barbara Brooks, Helen Brooks, Kristin Brooks, Mario Brooks, Robert Brooks, and Louis Dowling. A yellow circle with a plus sign is in the top right corner of the grid. At the bottom, it says '1 to 6 of 6' and 'Page 1 of 1'.

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:



A close-up view of the search and filter panel. The 'Location' section shows 'Resident (15)' and 'Nonresident (71)' with checkboxes. The 'Roles' section shows 'Employee (2)', 'Coach (0)', 'Instructor (2)', and 'Active Member (0)' with checkboxes. The 'Resident' checkbox is checked and highlighted with a red box, while 'Nonresident' is also 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:

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Location	<b>CLEAR</b>
<input checked="" type="checkbox"/> Resident (15)	
<input type="checkbox"/> Nonresident (0)	
Roles	<b>CLEAR</b>
<input type="checkbox"/> Employee (1)	
<input type="checkbox"/> Coach (0)	
<input type="checkbox"/> Instructor (2)	
<input type="checkbox"/> Active Member (0)	

**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

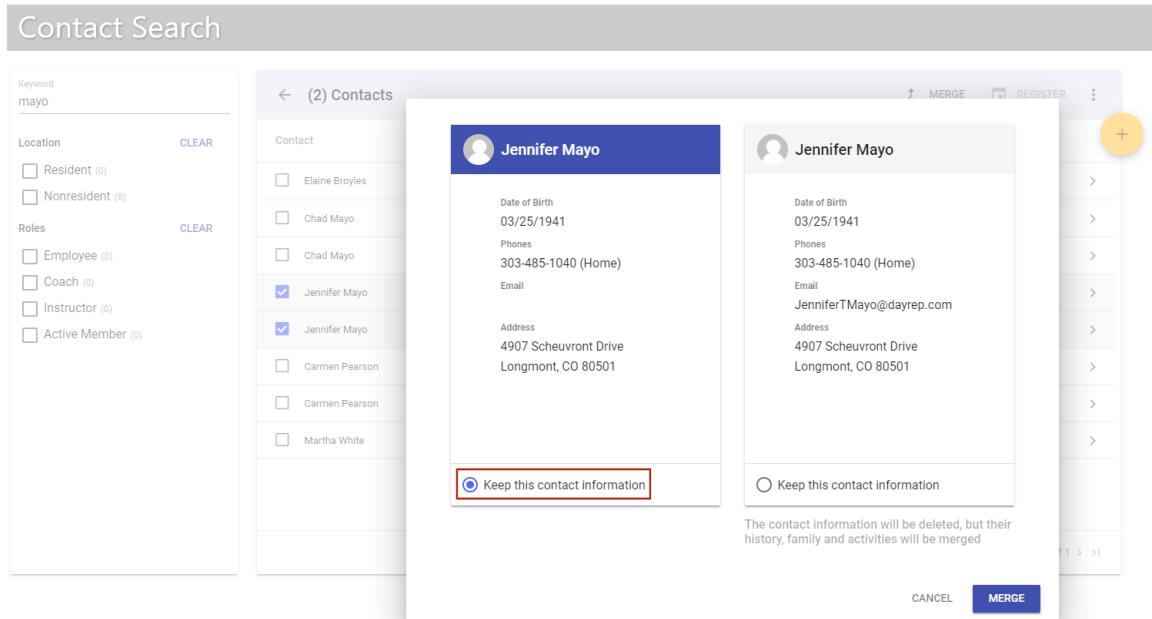
Contact Search					
Keyword		Search Results			
mayo		<b>MERGE</b>			
Location	<b>CLEAR</b>	<b>(2) Contacts</b>			
<input type="checkbox"/> Resident (0)		Contact	Address	Age	Email
<input type="checkbox"/> Nonresident (8)		Elaine Broyles	3247 Mayo Street	32	
Roles	<b>CLEAR</b>	Chad Mayo	3389 Meadow Lane	41	
<input type="checkbox"/> Employee (0)		Chad Mayo	3389 Meadow Lane	41	ChadMMayo@gustr.com
<input type="checkbox"/> Coach (0)		Jennifer Mayo	4907 Scheurvt Drive	78	JenniferTMayo@dayrep.com
<input type="checkbox"/> Instructor (0)		Jennifer Mayo	4907 Scheurvt Drive	78	
<input type="checkbox"/> Active Member (0)		Carmen Pearson	3493 Mayo Street	35	
		Carmen Pearson	3493 Mayo Street	35	CarmenMPearson@cuvox.de
		Martha White	3650 Mayo Street	64	
<small>1 to 8 of 8   &lt; &lt; Page 1 of 1 &gt; &gt;  </small>					

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**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:



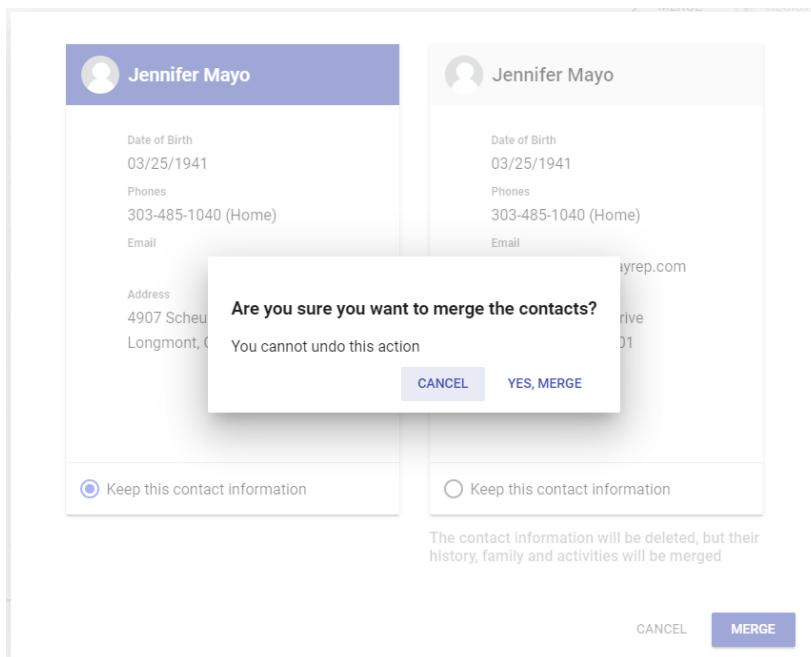
By default, the first record selected is shown on the left with its header highlighted in blue and the *Keep this contact information* radio button selected. If you continue with the merge, the contact information on the right is deleted, but all history, including registrations, transactions, family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

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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:

Contact	Address	Age	Email	Associations	
Elaine Broyles	3247 Mayo Street	32			 
Chad Mayo	3389 Meadow Lane	41			 
Chad Mayo	3389 Meadow Lane	41	ChadMMayo@gustr.com		 
<b>Jennifer Mayo</b>	4907 Scheuert Drive	78	JenniferTMayo@dayrep.com		 
Carmen Pearson	3493 Mayo Street	35			 
Carmen Pearson	3493 Mayo Street	35	CarmenMPearson@cuvox.de		 
Martha White	3650 Mayo Street	64			 

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**Parks & Recreation**      Cote, Sarah [Sign out](#)

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

### 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

Contact Preference*	Home Phone
Unspecified	303-485-1040
First Name*	Work Phone
Jennifer	
Middle Name	Mobile Phone
Last Name*	Alternative Phone
Mayo	
Gender	Alternative Mobile Phone 1
Female	
Contact Type	Alternative Mobile Phone 2
- Select -	
Date of Birth (mm/dd/yyyy)*	Email Address
03/25/1941	JenniferTMayo@dayrep.com @
Age: 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*:

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

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  

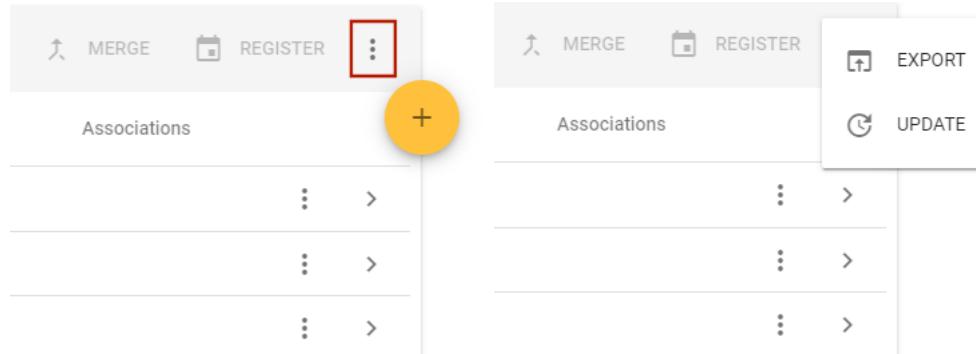
**Next >**

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) **CLEAR**

Roles: Employee (1) Coach (0) Instructor (0) Active Member (0) **CLEAR**

Contact	Address	Age	Email	Associations
Wallace Beaumont	1293 Hillside Street	13	WallaceKMccaulay@armyspy.com	1 Family
Wallace McCauley	1293 Hillside Street	40	WallaceKMccaulay@armyspy.com	
Wallace McCauley	1293 Hillside Street	40		
Carolyn Wallace	1950 Asylum Avenue	51		
Carolyn Wallace	1950 Asylum Avenue	51	CarolynJWallace@dayrep.com	
Helen Wallace	508 Eagles Nest Drive	62		
Rodney Wallace	2214 Deercove Drive	61		
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: Wallace

Location: Resident (134) Nonresident (5528) **CLEAR**

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

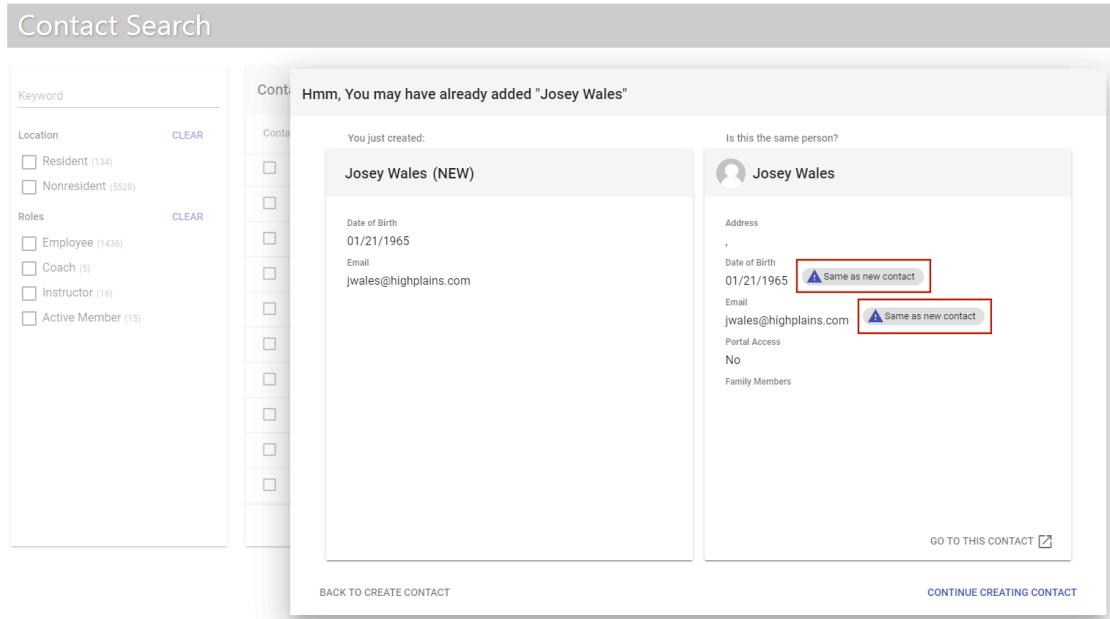
**CANCEL** **NEXT**

*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

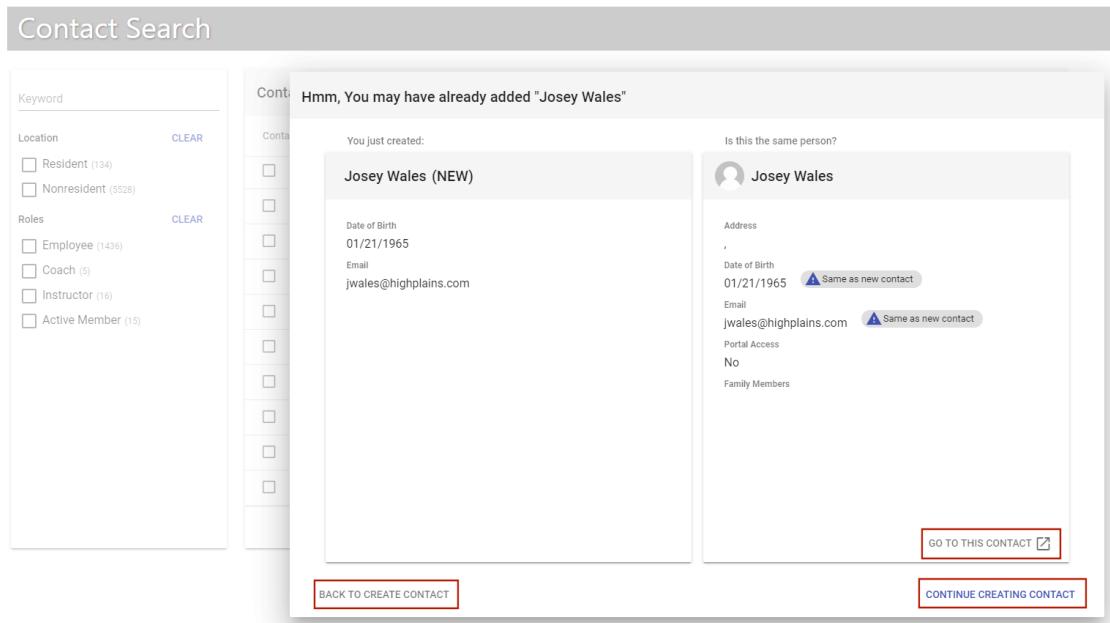
## What's New in Tyler Parks and Recreation 2019.1

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 with a search bar and filters for Location and Roles. A modal dialog is open, displaying a message: "Hmm, You may have already added 'Josey Wales'". It shows two contact entries: "Josey Wales (NEW)" on the left and "Josey Wales" on the right. Both entries have the same details: Date of Birth (01/21/1965), Email (jwales@highplains.com), and Portal Access (No). The "Same as new contact" tag is visible next to the duplicate entries in both the new contact's list and the original contact's list.

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:



The screenshot is identical to the one above, but with red boxes highlighting the "GO TO THIS CONTACT" and "CONTINUE CREATING CONTACT" buttons at the bottom of the dialog. These buttons are the options available for handling the duplicate contact situation.

- **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.

What's New in Tyler Parks and Recreation 2019.1

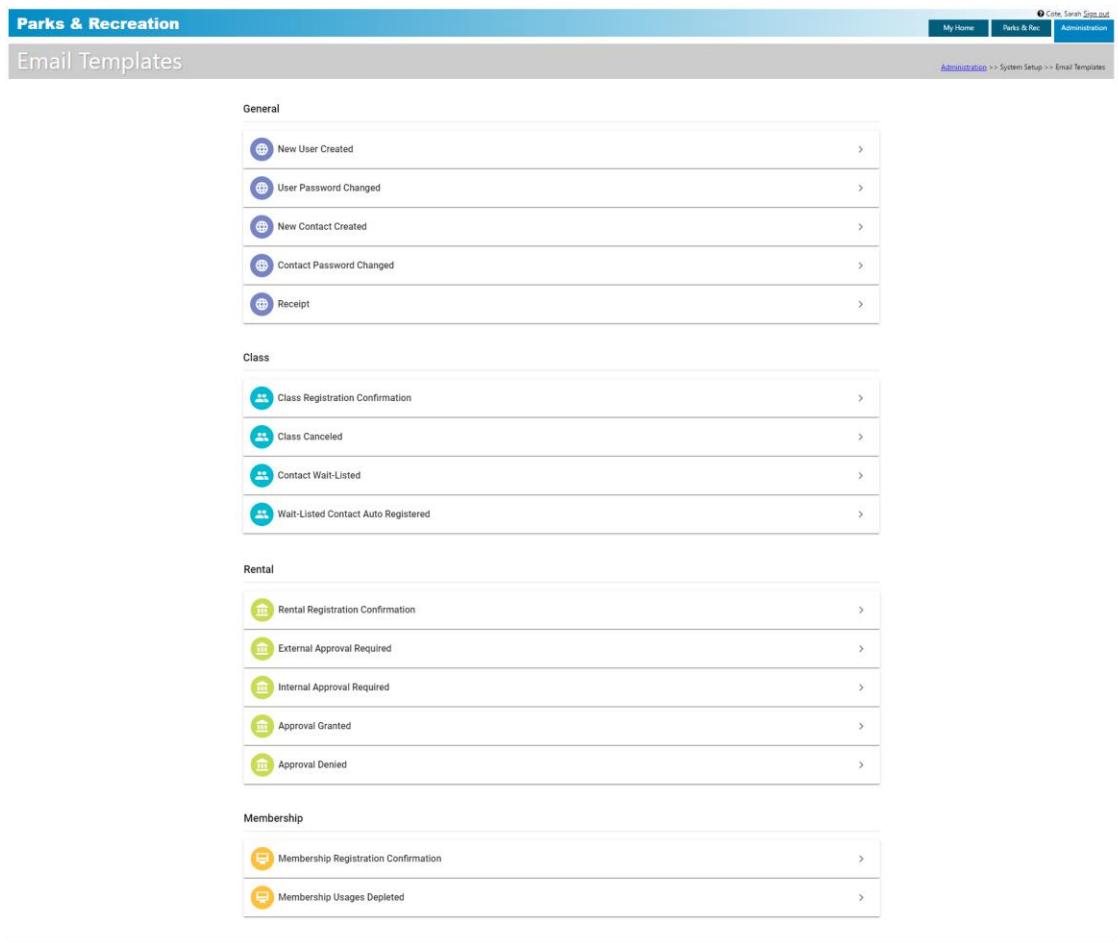
- **BACK TO CREATE CONTACT:** This link returns you to the Create Contact dialog, with your current entries still in place.
- **CONTINUE CREATING CONTACT:** This link takes you to the main Contact Details page to complete the contact create process.

## 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:



The screenshot shows the 'Email Templates' page within the 'Administration > System Setup' section. The page is organized into four main categories: General, Class, Rental, and Membership. Each category contains a list of templates, each with a small icon and a right-pointing arrow indicating they can be edited.

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

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

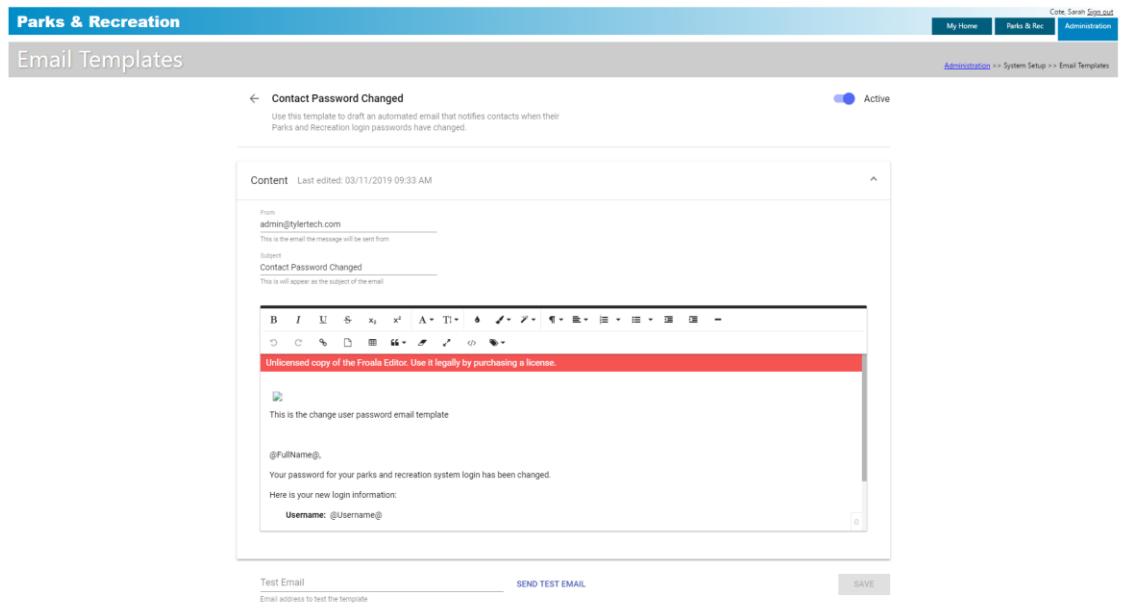
The following templates are provided:

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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:

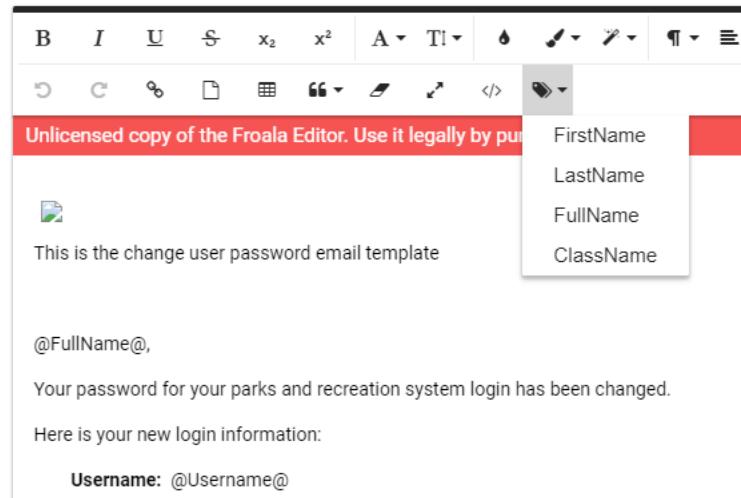
## What's New in Tyler Parks and Recreation 2019.1



The screenshot shows the 'Email Templates' section of the Parks & Recreation application. At the top, there are navigation links for 'My Home', 'Parks & Rec', and 'Administration'. The current page is 'Email Templates'. A sub-navigation bar at the top right shows 'Administration > System Setup > Email Templates'. The template title is 'Contact Password Changed'. A summary below the title states: 'Use this template to draft an automated email that notifies contacts when their Parks and Recreation login passwords have changed.' The status is 'Active'. The 'Content' area shows the template code in a Froala editor. The code includes fields for 'From' (admin@tylertech.com) and 'Subject' (Contact Password Changed). The body of the email contains a placeholder (@FullName@) and instructions for the user. Below the editor, there are buttons for 'Test Email' and 'SEND TEST EMAIL', and a 'SAVE' button.

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:

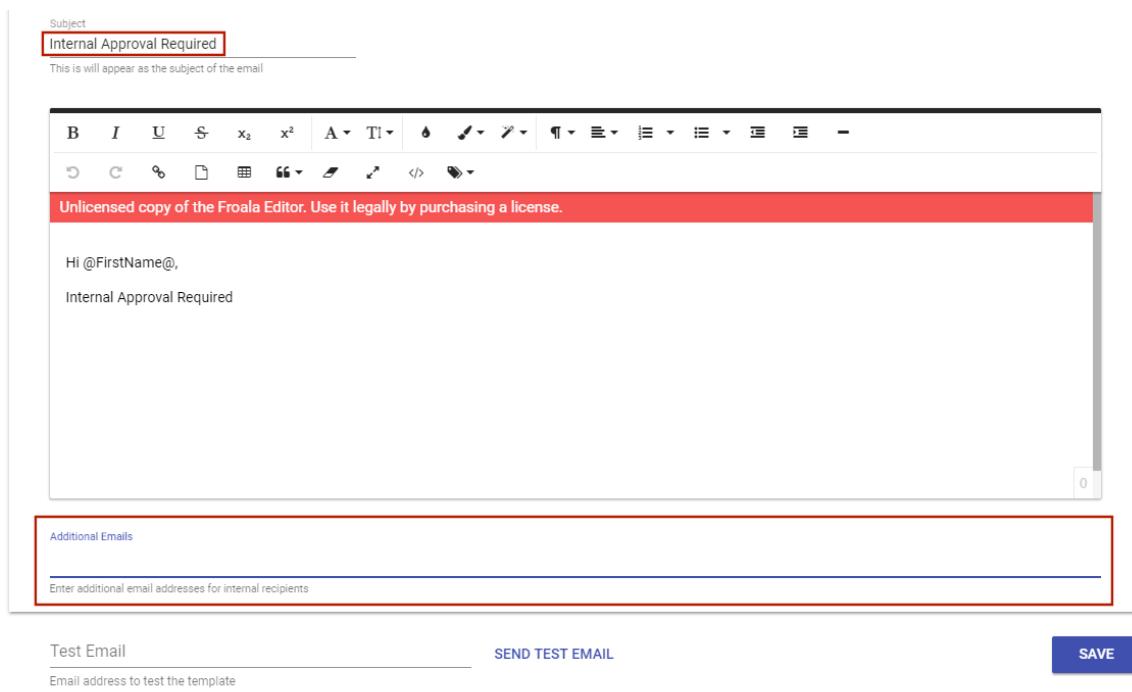


The screenshot shows the Froala text editor with a red banner at the top stating 'Unlicensed copy of the Froala Editor. Use it legally by purchasing a license.' The editor interface includes a toolbar with various text and image formatting buttons. A placeholder dropdown menu is open, showing options: FirstName, LastName, FullName, and ClassName. The main content area of the editor contains a placeholder (@FullName@) and a message to the user about password changes. Below the editor, there is a note about additional login information and a placeholder for a 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

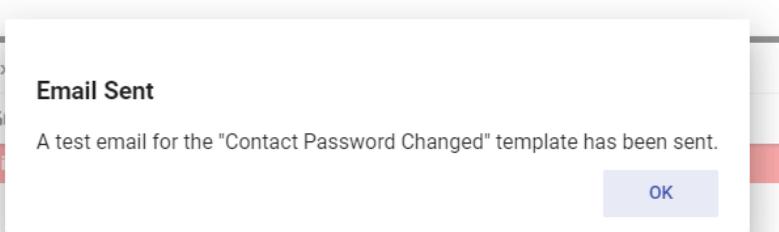


The screenshot shows a web-based email template editor. At the top, there is a subject line field containing "Internal Approval Required" with a red box around it. Below the subject line is a note: "This is will appear as the subject of the email". The main content area features a Froala editor toolbar. A red banner at the top of the editor states: "Unlicensed copy of the Froala Editor. Use it legally by purchasing a license." The editor's content area contains the text: "Hi @FirstName@, Internal Approval Required". Below the editor, there is a section for "Additional Emails" with a text input field: "Enter additional email addresses for internal recipients". At the bottom of the editor interface, there are buttons for "Test Email", "SEND TEST EMAIL", and "SAVE".

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 a confirmation dialog box titled "Email Sent" with the message: "A test email for the 'Contact Password Changed' template has been sent." There is an "OK" button at the bottom right of the dialog. The background shows the Tyler Parks and Recreation internal approval email template editor with a subject line of "Contact Password Changed".

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

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### ← Contact Password Changed

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

Active

### ← Contact Password Changed

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

Inactive

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:



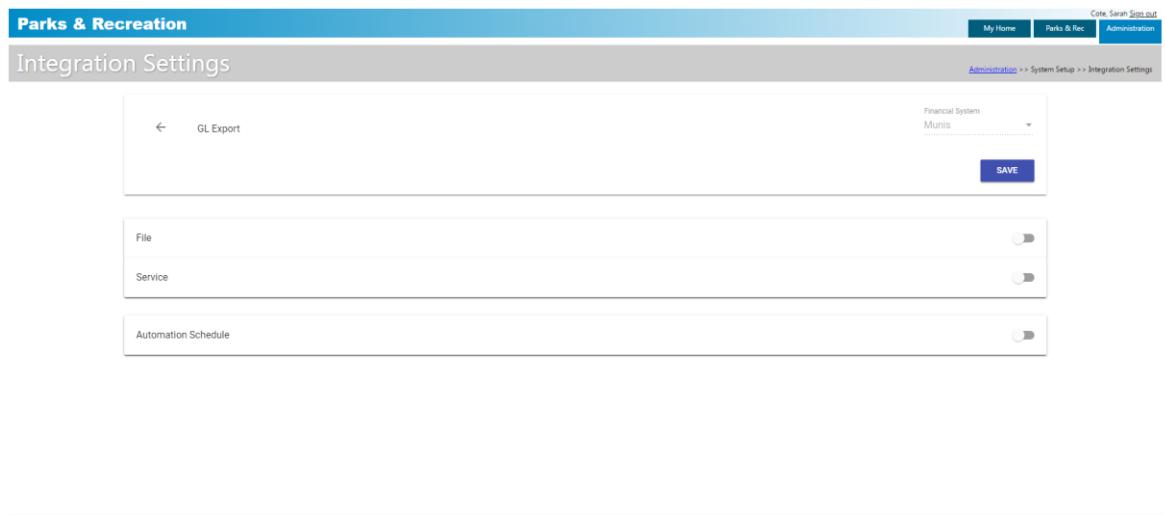
Export Type	Edited	Last Edited
GL Export	<input checked="" type="checkbox"/>	04/09/19
Collections Export	<input type="checkbox"/>	03/29/19
Reimbursements Export	<input type="checkbox"/>	03/29/19
Invoice Export	<input type="checkbox"/>	03/29/19
Charge Codes	<input type="checkbox"/>	
Other Integration Settings	<input type="checkbox"/>	

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.

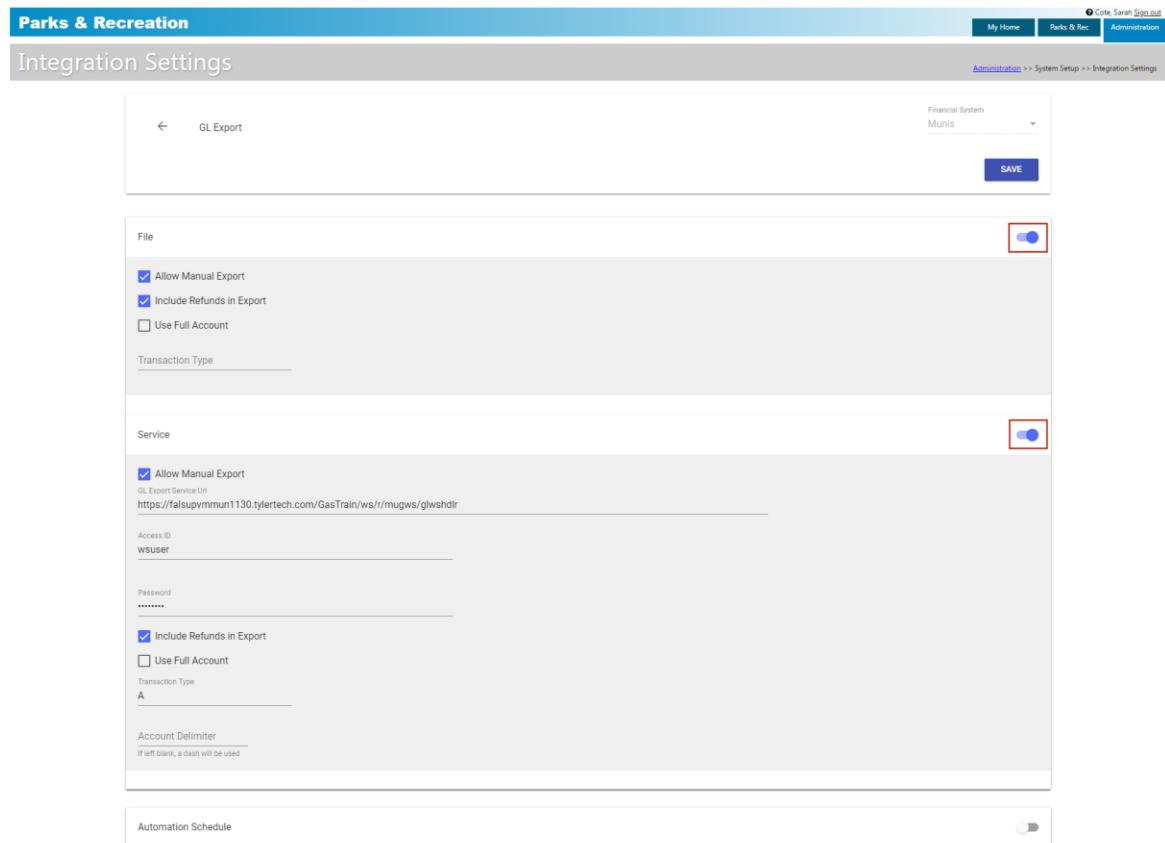
#### EXPORT FILE AND SERVICE SETUP

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



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:

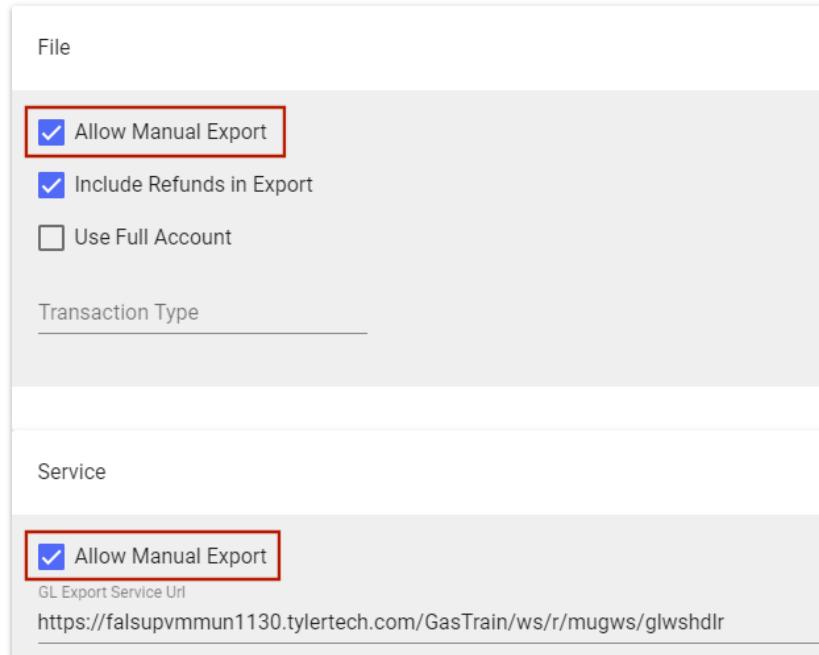


Depending on the financial system selected, additional fields may be available on the **File** and **Service** cards. The availability of the **File** and **Service** cards themselves also depends on the system selected.

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

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:



The screenshot shows two cards: 'File' and 'Service'. The 'File' card has three checkboxes: 'Allow Manual Export' (checked and highlighted with a red box), 'Include Refunds in Export' (checked), and 'Use Full Account' (unchecked). Below the checkboxes is a 'Transaction Type' input field. The 'Service' card has a single 'Allow Manual Export' checkbox (checked and highlighted with a red box). Below it is a 'GL Export Service Url' input field containing the 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:

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**Parks & Recreation**

Cote, Sarah [Sign out](#)

My Home
Parks & Rec
Administration

### Transaction GL Export

Parks & Rec >> Transaction >> Transaction GL Export

**GL Export** (

Start Date

End Date

Minimum Amount

Maximum Amount

Payment Method

Paid By

Invoice Number

GL Export Reference

Keyword

Registrant/Team

Reference Number

Department Name

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

Page
1
of 1
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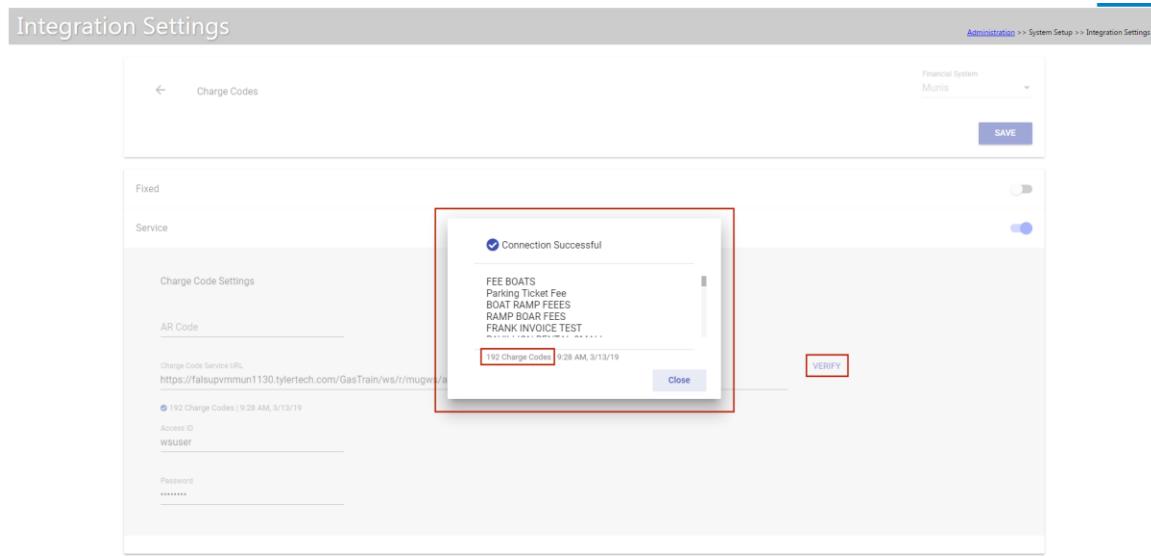
View 1 - 8 of 8

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

Empowering people who serve the public **tyler**  
technologies

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

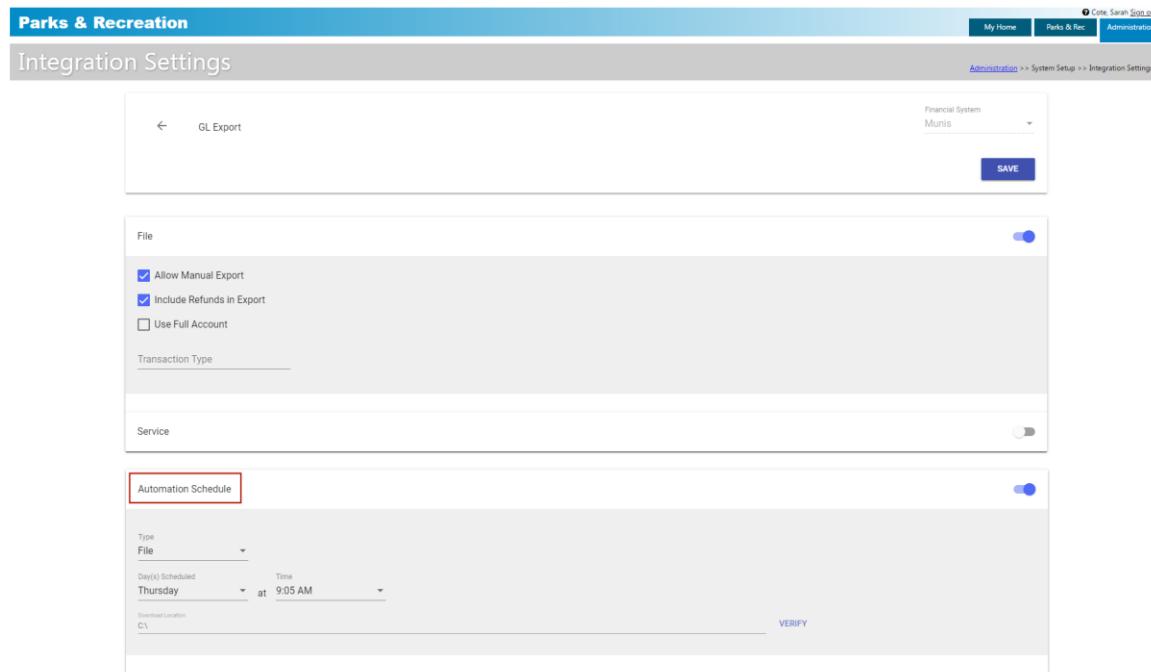


The screenshot shows the 'Integration Settings' page for 'Charge Codes'. The 'Service' section is selected. A modal window titled 'Connection Successful' is displayed, listing charge codes: FEE BOATS, Parking Ticket Fee, BOAT RAMP FEES, RAMP FEES, and FRANK INVOICE TEST. A red box highlights the modal window, and another red box highlights the 'VERIFY' button.

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 for 'GL Export'. The 'File' section is selected. A modal window titled 'Automation Schedule' is displayed, showing a schedule for a 'File' type export on 'Thursday' at '9:05 AM'. A red box highlights the 'Automation Schedule' card, and another red box highlights the 'VERIFY' button.

## 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:



File  Allow Manual Export  Include Refunds in Export  Use Full Account

Transaction Type \_\_\_\_\_

Service

Automation Schedule

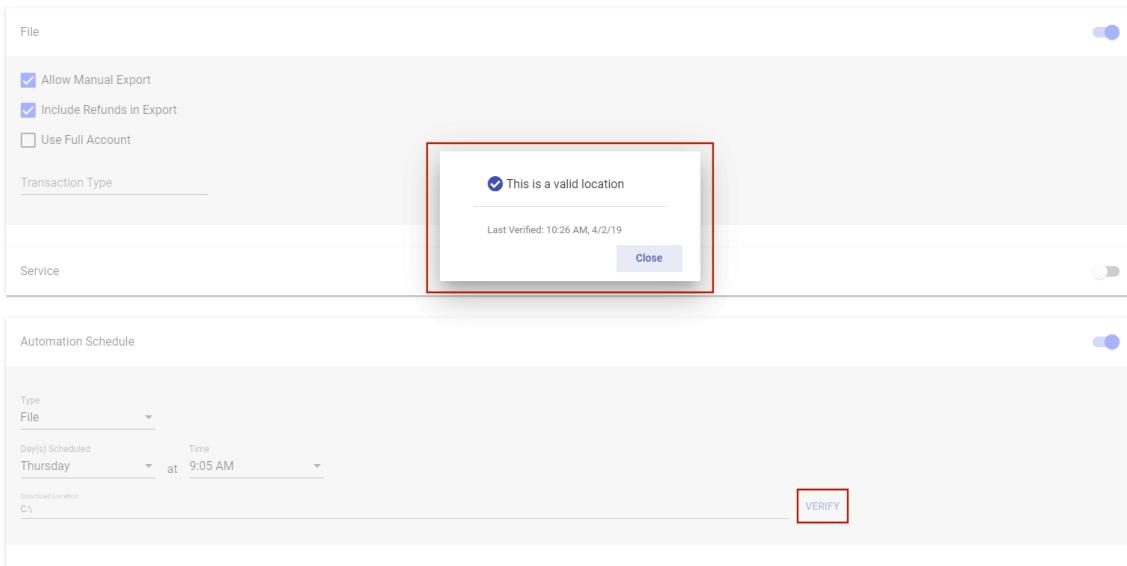
Type  File

Day(s) Scheduled Thursday at 9:05 AM

Download Location C:\

VERIFY

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:



File

Allow Manual Export  Include Refunds in Export  Use Full Account

Transaction Type \_\_\_\_\_

Service

Automation Schedule

Type  File

Day(s) Scheduled Thursday at 9:05 AM

Download Location C:\

VERIFY

This is a valid location

Last Verified: 10:26 AM, 4/2/19

**Close**

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

---

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

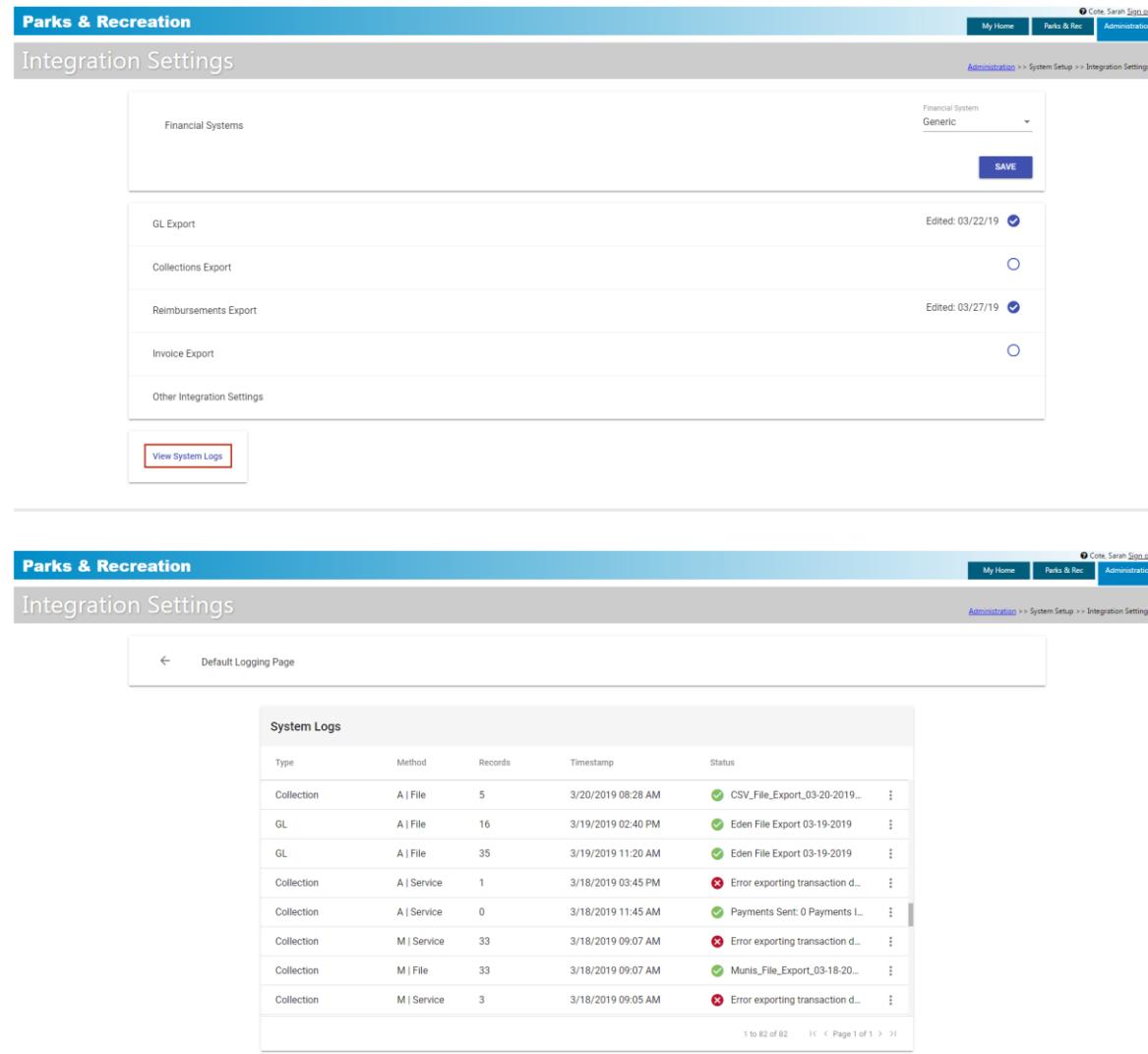
---

## 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:



**Integration Settings**

Financial Systems

Generic

SAVE

GL Export

Collections Export

Reimbursements Export

Invoice Export

Other Integration Settings

**View System Logs**

**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...

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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.
	<b>Error:</b> Drop location not available or accessible.
Service Method	
Status	Description
	<b>Success:</b> Request sent, analyzed and accepted.
	<b>Error:</b> 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

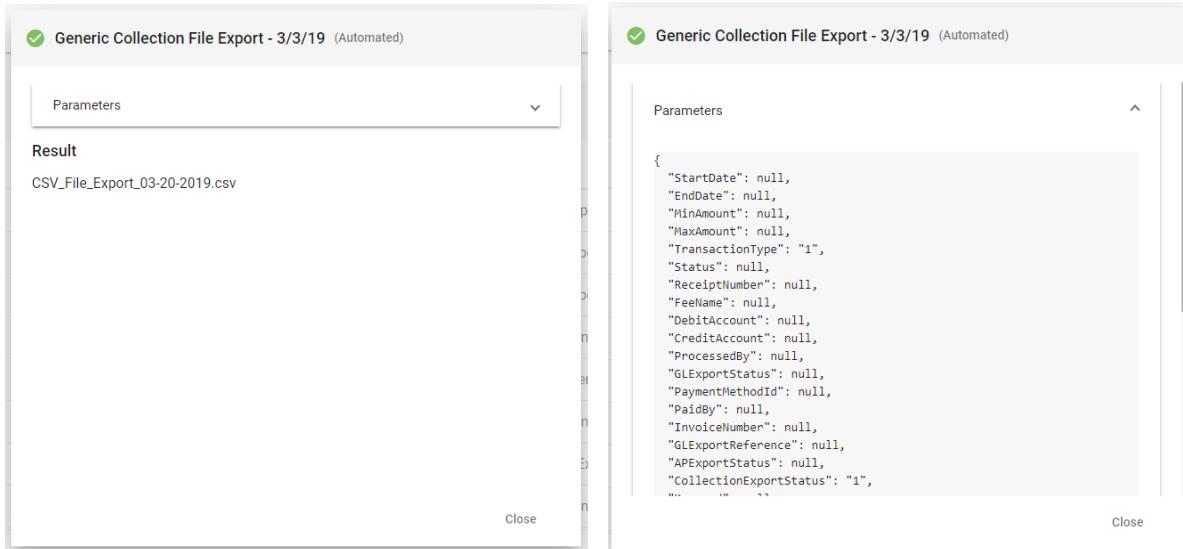
Click the vertical ellipses  on the far-right of any system log card to open an action menu with options to view and download export details:

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...	

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## ***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:



The image shows two identical-looking pop-up windows side-by-side. Both windows have a title bar with a green checkmark icon and the text "Generic Collection File Export - 3/3/19 (Automated)".

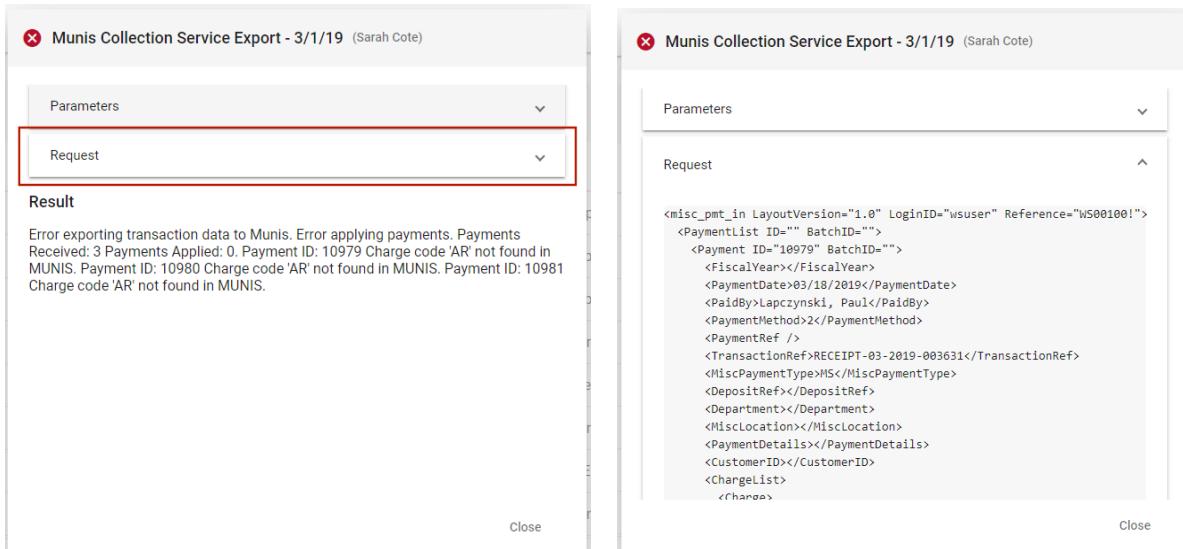
The left window has a "Result" section containing the text "CSV\_File\_Export\_03-20-2019.csv".

The right window has a "Parameters" section containing the following JSON code:

```
{  
  "StartDate": null,  
  "EndDate": null,  
  "MinAmount": null,  
  "MaxAmount": null,  
  "TransactionType": "1",  
  "Status": null,  
  "ReceiptNumber": null,  
  "FeeName": null,  
  "DebitAccount": null,  
  "CreditAccount": null,  
  "ProcessedBy": null,  
  "GLExportStatus": null,  
  "PaymentMethodID": null,  
  "PaidBy": null,  
  "InvoiceNumber": null,  
  "GLExportReference": null,  
  "APExportStatus": null,  
  "CollectionExportStatus": "1",  
  "..."  
}
```

## ***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:



The image shows two identical-looking pop-up windows side-by-side. Both windows have a title bar with a red X icon and the text "Munis Collection Service Export - 3/1/19 (Sarah Cote)".

The left window has a "Request" section with a red border around it, indicating it contains the actual XML request sent to the service.

The right window has a "Parameters" section containing the following XML code:

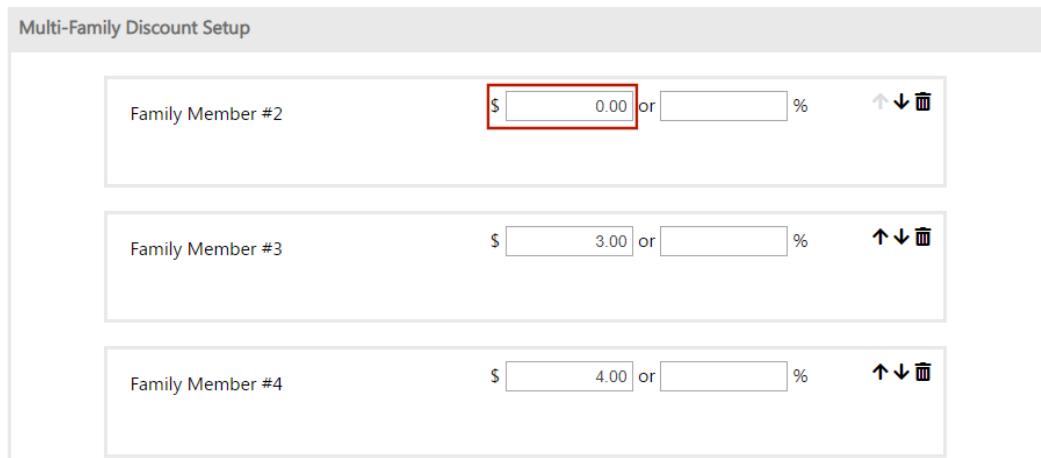
```
<misc_pmt_in LayoutVersion="1.0" LoginID="wsuser" Reference="W500100!">  
  <PaymentList ID="" BatchID="">  
    <Payment ID="10979" BatchID="">  
      <FiscalYear></FiscalYear>  
      <PaymentDate>03/18/2019</PaymentDate>  
      <PaidBy>Lapczynski, Paul</PaidBy>  
      <PaymentMethod></PaymentMethod>  
      <PaymentRef />  
      <TransactionRef>RECEIPT-03-2019-003631</TransactionRef>  
      <MiscPaymentType>MS</MiscPaymentType>  
      <DepositRef></DepositRef>  
      <Department></Department>  
      <MiscLocation></MiscLocation>  
      <PaymentDetails></PaymentDetails>  
      <CustomerID></CustomerID>  
      <ChargeList>  
        <Charge></Charge>  
      </ChargeList>  
    </Payment>  
  </PaymentList>  
</misc_pmt_in>
```

## 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:



Multi-Family Discount Setup

Family Member #2	\$ <input type="text" value="0.00"/> or <input type="text" value="0%"/>	Remove  
Family Member #3	\$ <input type="text" value="3.00"/> or <input type="text" value="0%"/>	Remove  
Family Member #4	\$ <input type="text" value="4.00"/> or <input type="text" value="0%"/>	Remove  

### ZERO-DEFAULT 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

[BACK](#) [NEXT](#)

**Affton 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:

CONTACT DETAILS      CONTACT ADDRESS      RELATIONSHIP      CONFIRM

## Contact Details

\* Indicates required fields

same as parent/guardian

first name\*

Rebel

Contact Preference\*

Unspecified

middle name

Home Phone

last name\*

Wales

Mobile Phone

Date Of Birth (mm/dd/yyyy)\*

04/03/2002



Work Phone

Gender\*

Male

Alternative Phone

School

- Select -

Email Address

Grade

- Select -

Next >

CONTACT DETAILS    CONTACT ADDRESS    RELATIONSHIP    CONFIRM

## Contact Address

\* Indicates required fields

Address Line 1\*  same as parent/guardian

319 Osprey Lane

Address Line 2

City\* High Plains

State\* NM

County

Zip\* 88888

[< Back](#) [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](#)

**Rental Registration Details** Parks & Rec >> Rental Registration >> Rental Registration Details

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

- Collapse All - Search

**General**

**Custom**

**Documents**

**History**

Event Description

**Setup**

Renter: Cote, Sarah Delete

Rental Number: RNTL-09-2015-000274

Status: Approved

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](#)

**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 Delete  
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*.