

Tyler Parks and Recreation

What's New in 2019.3



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Contents

Contact Management.....	1
Team Builder	25
Coach's Corner	41
Omnibar.....	51
Tyler Identity	55
Membership Enhancements	60
Integration Settings Enhancements	66
AP Export.....	68
Reimbursement Export.....	69
AP Export.....	71
Reimbursement Export.....	72
Create Contact	73

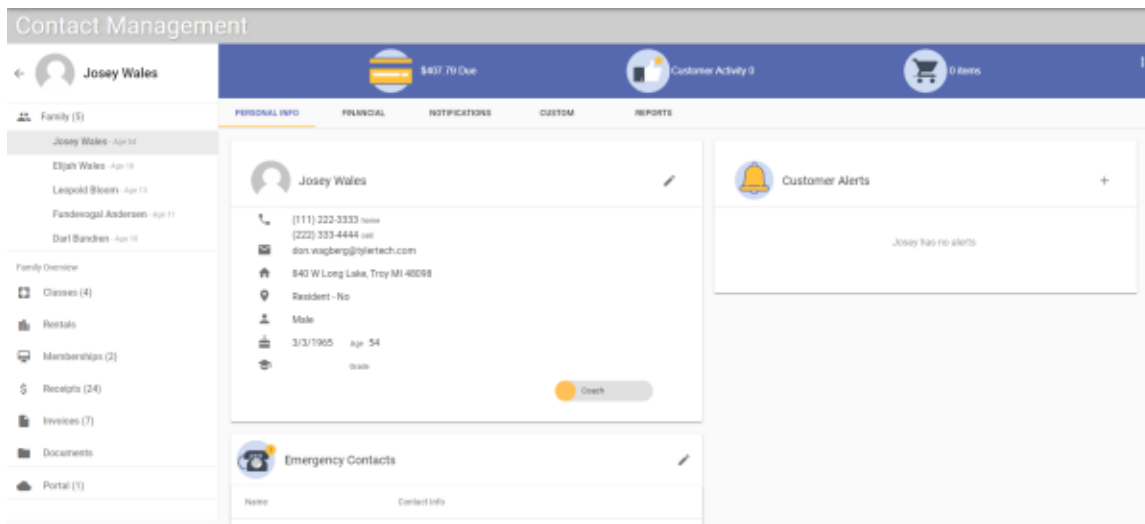
Tyler Parks and Recreation

What's New in 2019.3

CONTACT MANAGEMENT

[Parks & Rec](#) > [Contact](#) > [Search](#) > [Edit](#)

The Contact Details page has been renamed Contact Management and redesigned to give you a more family-based structure. Instead of having to navigate to each member of a family, you are able to view and manage class registrations, rentals, memberships, invoices and all other information for each member from the same page:

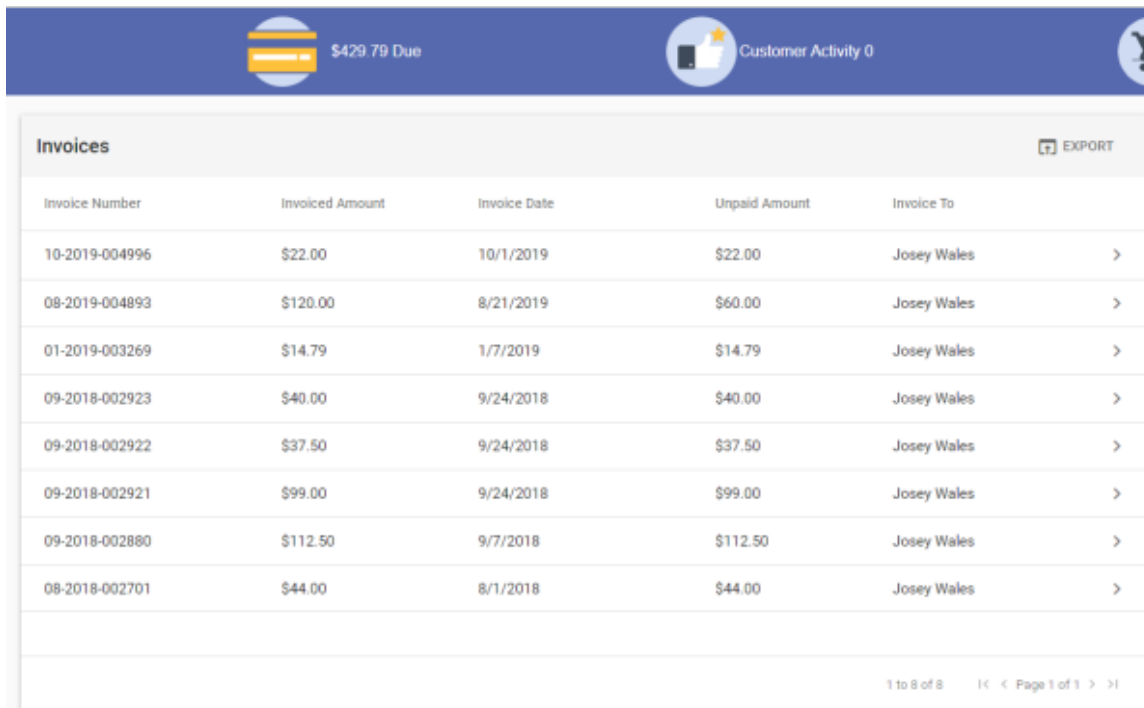


The banner at the top of the right panel shows an overview of the family's account balance, activity level and cart items:



Clicking the account balance loads open invoices in the right panel, showing the invoiced amounts, dates, unpaid amounts and payers:

What's New in Tyler Parks and Recreation 2019.3



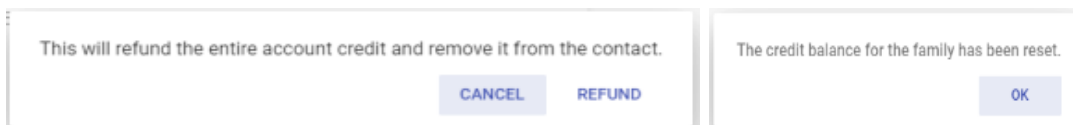
Invoice Number	Invoiced Amount	Invoice Date	Unpaid Amount	Invoice To	
10-2019-004996	\$22.00	10/1/2019	\$22.00	Josey Wales	>
08-2019-004893	\$120.00	8/21/2019	\$60.00	Josey Wales	>
01-2019-003269	\$14.79	1/7/2019	\$14.79	Josey Wales	>
09-2018-002923	\$40.00	9/24/2018	\$40.00	Josey Wales	>
09-2018-002922	\$37.50	9/24/2018	\$37.50	Josey Wales	>
09-2018-002921	\$99.00	9/24/2018	\$99.00	Josey Wales	>
09-2018-002880	\$112.50	9/7/2018	\$112.50	Josey Wales	>
08-2018-002701	\$44.00	8/1/2018	\$44.00	Josey Wales	>

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

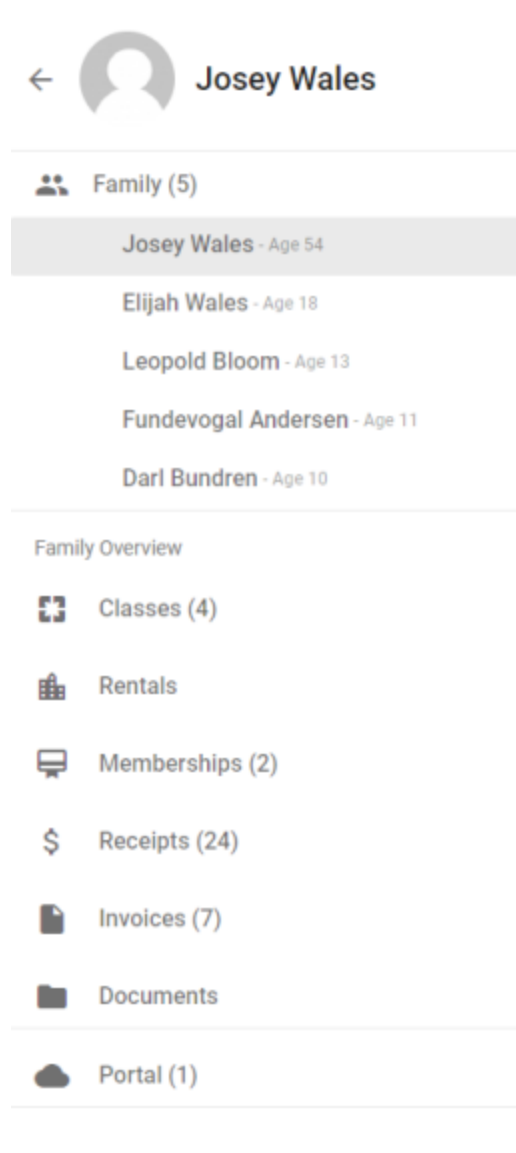
If the family has a credit, it appears as a separate line under the amount due:



Clicking the credit line opens a dialog that gives you the option to issue a refund. After the refund is issued, another dialog opens to say the credit balance for the family has been reset:



The left panel of a family member's page shows a list of other family members, with options to view classes, rentals, memberships, receipts, invoices, documents and portal accounts associated with the family. The total number of items for the family appears in parentheses next to each option:



Note: All immediate family members associated with a contact prior to release 2019.3 will appear under the **Family** heading in the left panel.

You may select any of the items in the left panel to view details in the right panel. Regardless of the family member selected, the list of family members remains visible at all times for quick, easy selection.

Family


Selecting the **Family** heading loads the right panel with a list of all family members and, if applicable, a list of other relationships below it:

What's New in Tyler Parks and Recreation 2019.3

The screenshot shows the 'Contact Management' interface for 'Josey Wales'. The left sidebar lists various categories: Family (5), Classes (4), Rentals, Memberships (2), Receipts (24), Invoices (7), Documents, and Portal (1). The main area displays a table of 'Family Members' with columns for Name, Age, and Contact Information. The table lists several family members, including Darl Sandren, Fundevogal Andersen, Leopold Bloom, Elijah Wales, and Josey Wales. A red box highlights the 'Family Members' header. Below the table, there is a section for 'Other Relationships'.

Name	Age	Contact Information
Darl Sandren	Age 10	(111) 222-3333 home (222) 333-4444 cell
Fundevogal Andersen	Age 11	(777) 888-9999 home
Leopold Bloom	Age 12	(444) 555-6666 home fbloom@tylertwp.com email
Elijah Wales	Age 16	(333) 444-5555 cell
Josey Wales	Age 54	(111) 222-3333 home (222) 333-4444 cell

Adding a New or Existing Family Member



To add a new or existing family member, click the vertical ellipses  on the far-right side of the **Family Members** header. A menu displays, giving you the options to **Add New** and **Add Existing**:

This screenshot shows the 'Family Members' list with a red box highlighting the 'Add New' and 'Add Existing' options in the menu that appears when clicking the vertical ellipsis on the right side of the header.


The **Add New** option opens the Create Contact dialog:

The 'Create Contact' dialog box is shown, allowing users to add a new contact. It includes fields for First Name, Middle Name, Last Name, Title, Gender, Contact Preference, Date of Birth, Mobile, Home, Work, Email, Address Line 1, Address Line 2, City, State, Zip Code, County, School, Grade, and Employee status. There are also checkboxes for 'Same as Family Member' for both contact and address information. The dialog has 'CANCEL' and 'NEXT' buttons at the bottom.

The **Title** selected appears below the family member's name on the Contact Management page:


Family Members	
	Darl Bundren Child
	Fundevogal Andersen Guardian/Parent

For existing customers, if conflicting titles appear in the data migration process for release 2019.3--for example, a member is a child in one relationship and a guardian/parent in another, the title displays as **Family Member** below the name:

	Josey Wales Family Member
---	-------------------------------------

When adding a family member, if you want the member to inherit phone and email or address information from another family member, select the *Same as Family Member* check box to the right of the information to be inherited. A *Family Member* field displays below the check box. Select the family member from the drop-down, and the information auto-fills the appropriate fields:

Create Contact



First Name *

First Name is Required

Contact Preference

Email


Middle Name

Gender

Unspecified


Last Name *

Title




Mobile

222-333-4444




Home

111-222-3333




Work



Email

don.wagberg@tylertech.com

At least one phone number is required*



Address Line 1

840 W Long Lake

Address Line 2

City

Troy

☐ Resident Override

State

Mi

Zip Code

48098

County

School

Grade

☐ Employee

☒ Same as Family Member

Family Member *

Josey Wales

☒ Same as Family Member

Family Member *

Josey Wales

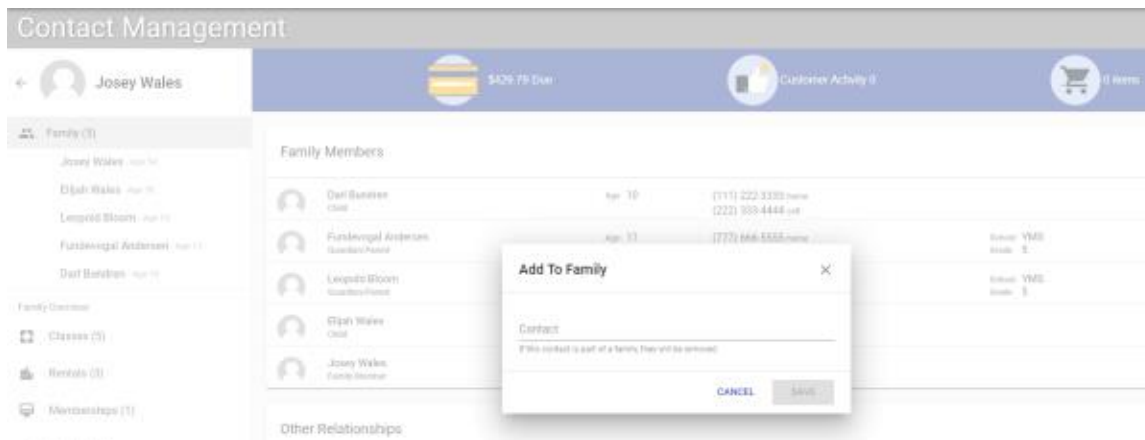
CANCEL

NEXT

Note: If the family member whose information is being inherited has a citizen portal account, the member's email address is not inherited and the field remains enabled, since only one email address per portal account may be used.

Note: Subsequent edits to the inherited family member's information are applied automatically to the new family member's information.

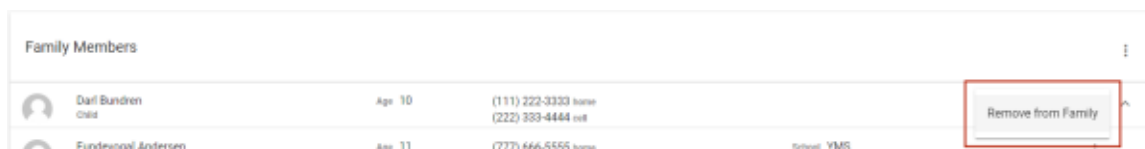
The **Add Existing** option opens the Add to Family dialog. Select the family member from the **Contact** drop-down and click **SAVE**:



Note: A contact who is part of another family will be removed from that family and added to the current family.

Removing a Family Member

To remove a family member, click the vertical ellipses on the far-right side of the family member's row. A menu displays, giving you the option to **Remove from Family**:

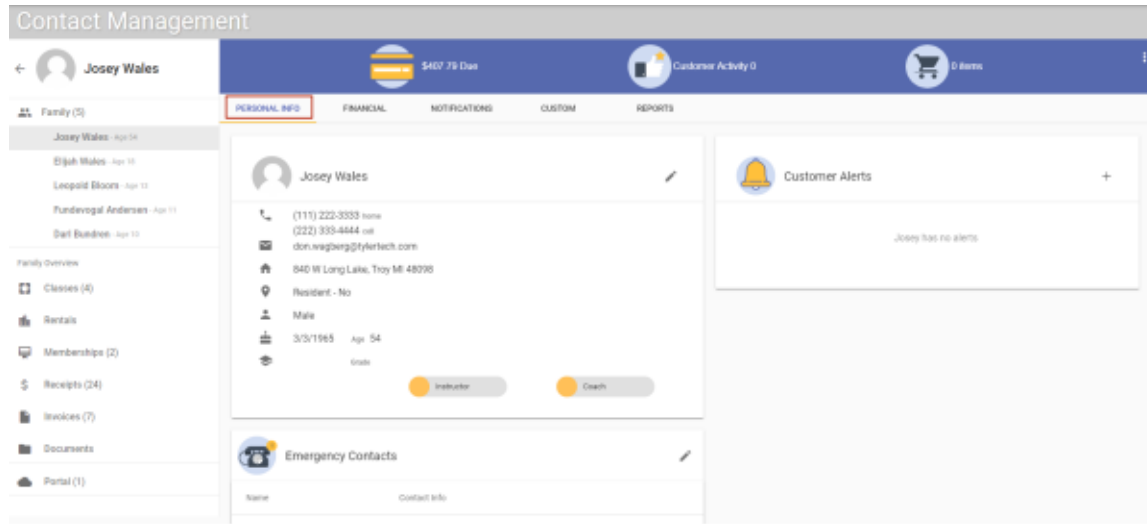


Viewing and Editing Information for a Family Member

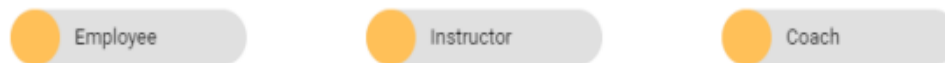
Selecting a family member in the left panel loads his or her information in the right panel, segmented by the following tabs: **PERSONAL INFO**, **FINANCIAL**, **NOTIFICATIONS**, **CUSTOM** and **REPORTS**.

PERSONAL INFO


This tab contains separate cards showing the family member's personal information, alerts and emergency contacts:



If the family member is an employee, instructor or coach, corresponding buttons appear at the bottom of the main card:



If the family member is active in the role, the button shows in yellow; inactive, it shows as gray.

To edit personal information, click the pencil icon  in the top-right corner of the family member's main card. The Edit Contact dialog opens:

What's New in Tyler Parks and Recreation 2019.3

The screenshot shows the 'Contact Management' interface. On the left, a sidebar lists family members: Josey Wales (Age 16), Elijah Wales (Age 16), Leopold Bloom (Age 16), Funtovogel Aldernash (Age 11), and Duff Burdman (Age 11). Below this is a 'Family Overview' section with links to Classes (3), Remits (3), Memberships (1), Receipts (25), Invoices (8), Documents (2), and Portal (2). The main area displays the 'Edit Contact' dialog for Elijah Wales. The dialog includes fields for First Name (Elijah), Middle Name, Last Name (Wales), Title (Child), Contact Preference (Mobile Phone), Gender (Male), Date of Birth (12/3/2000), Mobile Phone (333-444-5555), Home, Work, Email (ewales@reckonso.com), Address Line 1 (299 Oak St), Address Line 2, City (Troy), Resident Override, State (MI), Zip Code (48068), County (Michigan), School, Grade, and Employee status. There are checkboxes for 'Same as Family Member' for both email and address. A 'CANCEL' button is at the bottom left and a 'SAVE' button is at the bottom right.

The **Emergency Contacts** card contains a family member's active emergency contacts, with the primary contact appearing at the top of the list:

Emergency Contacts	
Name	Contact Info
Josey Wales Family Member	(111) 222-3333 home don.wagberg@tylertech.com email
Elijah Wales Child	(333) 444-5555 mobile
Jesse Wales Other	(888) 777-6666 mobile

The primary phone and email address show to the right of each contact's name. If a contact has more than one phone number on file, click the chevron ▼ to expand the contact's row and view the additional number(s).

To add, remove or change the status of a contact, click the pencil icon in the top-right corner of the card. The dialog that opens contains a list of family members and those designated as other relationships who are 18 or older and available as emergency contacts:

What's New in Tyler Parks and Recreation 2019.3

Emergency Contacts

There are 4 members associated to Leopold Bloom

Name	Contact Info	Contact
Josey Wales Family Member	(111) 222-3333 home don.wagberg@tylertech.com email	Primary
Elijah Wales Child	(333) 444-5555 mobile	Secondary
Jesse Wales Other	(888) 777-6666 mobile	Secondary
Sally Watson Relative	(602) 533-6740 home	Do not call

CANCEL SAVE

Any row containing an inactive emergency contact is shaded gray and shows **Do not call** in the *Contact* column. To update the status of an emergency contact, click the vertical ellipses on the far-right side of the contact's row. A menu displays, giving you options to make the contact **Primary**, **Secondary**, **Additional** or **Do not call** (Inactive):

Emergency Contacts

There are 4 members associated to Leopold Bloom

Name	Contact Info	Contact
Josey Wales Family Member	(111) 222-3333 home don.wagberg@tylertech.com email	Primary
Elijah Wales Child	(333) 444-5555 mobile	Secondary
Jesse Wales Other	(888) 777-6666 mobile	Secondary
Sally Watson Relative	(602) 533-6740 home	Do not call

CANCEL SAVE

- Primary
- Secondary
- Additional
- Do not call

After you save the change, anyone selected as a primary contact is moved to the top of the list.

FINANCIAL

This tab contains individual cards showing payment, vendor, discount and instructor information:


The screenshot shows the 'Contact Management' interface for 'Josey Wales'. The 'FINANCIAL' tab is selected, showing four sections: Payment Information, Vendor, Discounts, and Instructor Information. Each section has a pencil icon for editing.

Payment Information	
Bank	Account
Bank of America - Michigan	Checking *****4321

Vendor	
Vendor Number	Bank Number
9876	6789

Discounts			
Name	Description	Type	Discount
Stefan Age	Stefan Age	Age	1.43 %
City of Tyler Employee	City of Tyler Employee	Employee	100.00 %
Employee	test	Employee	\$7.90
Reg test - Employee		Employee	\$2.90

Instructor Information				
Type	Status	Expense Debursement	Start Date	End Date
Youth Sports	Inactive		9/3/2019	9/24/2019

To edit information on any card, click the pencil icon  in the top-right corner of the card.

The **Payment Information** card shows the family member's bank and account used for payments:

The image shows a close-up of the 'Payment Information' card and its edit modal. The card has a pencil icon in the top right corner. The modal is open, showing the same information as the card, with 'CANCEL' and 'SAVE' buttons at the bottom.

Payment Information	
Bank	Account Number
Bank of America - Mi...	987654321
Account Type	
Checking	

What's New in Tyler Parks and Recreation 2019.3

After you save an account number, it is masked up to the last four digits on the **FINANCIAL** tab.

Payment information allows ACH setup for the auto-renewals of memberships.

The **Vendor** card shows the family member's vendor number and remit number:

The screenshot shows the 'Vendor' card in the Tyler system. The card displays the Vendor Number (9876) and Remit Number (6789). A red box highlights the edit icon in the top right corner. Below the card, a modal dialog titled 'Vendor' is open, showing the same Vendor Number and Remit Number fields, with 'CANCEL' and 'SAVE' buttons at the bottom.

Vendor
Vendor Number
9876
Remit Number
6789

Vendor information helps with exports to Tyler financial systems.

Only discounts that have been applied to the family member appear on the **Discounts** card.

Using the check boxes, you may select and deselect custom discounts on the edit dialog:

The screenshot shows the 'Discounts' card in the Tyler system. The card displays a list of discounts with checkboxes for selection. A red box highlights the edit icon in the top right corner. Below the card, a modal dialog titled 'Discounts' is open, showing the same list of discounts with checkboxes for selection, and 'CANCEL' and 'SAVE' buttons at the bottom.

Name	Description	Type	Discount
<input type="checkbox"/> Boy Scouts	Boy Scouts abc abode	Custom	5.00 %
<input type="checkbox"/> AAA	AAA Membership Th...	Custom	\$5.00
<input type="checkbox"/> Reg test - Custom		Custom	5.00 %
<input type="checkbox"/> Scholarship	Scholarship Fund	Custom	100.00 %
<input type="checkbox"/> Good Grades	Good Grades Discount	Custom	12.99 %
Stefan Age	Stefan Age	Age	1.40 %

Check boxes do not appear next to non-custom discounts that already have been applied.

The **Instructor Information** card shows the instructor type, status, expense disbursement, start date and end date:

What's New in Tyler Parks and Recreation 2019.3

The screenshot displays a web application interface. In the foreground, a modal window titled "Instructor Information" is open. It contains the following fields and options:

- ☒ Instructor
- Instructor Type *
Youth Sports
- Instructor Status *
Inactive
- Disbursements
- Start Date *
9/2/2019
- MM/DD/YYYY
End Date
9/24/2019
- MM/DD/YYYY
- CANCEL SAVE

The background shows a table with columns for Vendor Number, Remit Number, Type, Age, Employee, and Discount. A red box highlights an edit icon in the bottom right corner of the table.

NOTIFICATIONS

This tab contains restrictions and associated comments that have been applied to the family member:

The screenshot shows the "Contact Management" interface. The top navigation bar includes a back arrow, the name "Josey Wales", a balance of "\$407.76 Due", "Customer Activity 0", and "0 Items". Below this is a tabbed interface with "PERSONAL INFO", "FINANCIAL", "NOTIFICATIONS" (highlighted with a red box), "CUSTOM", and "REPORTS".

The "NOTIFICATIONS" tab displays a "Restrictions" card with a plus sign (+) in the top-right corner. Below the card, it states "Josey has no restrictions".

The left sidebar contains a "Family Overview" section with a list of family members: Josey Wales (Age 54), Elijah Wales (Age 18), Leopold Bloom (Age 12), Fanderogel Andersen (Age 11), and Carl Banden (Age 12). Below this are links to "Classes (4)", "Rentals", "Memberships (2)", "Receipts (24)", "Invoices (7)", "Documents", and "Portal (1)".

To add a restriction, click the plus sign (+) in the top-right corner of the **Restrictions** card. A Restrictions dialog displays:

Notifications

A screenshot of a web application showing a 'Restrictions' modal form. The modal is titled 'Restrictions' and has a close button (X) in the top right corner. It contains a 'Restriction *' dropdown menu and a 'Comment' text input field. At the bottom, there are 'CANCEL' and 'SAVE' buttons. In the background, a table with the header 'Restrictions' is visible, showing a row with the text 'Josey has no re'.

Select the applicable restriction from the *Restriction* drop-down, and type a *Comment* if necessary:

Notifications

A screenshot of the same 'Restrictions' modal form, but with the 'Restriction *' dropdown menu open. The dropdown menu lists five options: 'Cash Only', 'No Cash', 'No Classes', 'No Facility Rentals', and 'No Instructing'. The 'Cash Only' option is highlighted. The background table is the same as in the previous screenshot.

To edit or delete a restriction, click the vertical ellipses on the far-right side of the corresponding row:

A screenshot of the 'Restrictions' table. The table has a header row with the title 'Restrictions' and a plus sign (+) in the top right corner. Below the header, there is a row with the text 'Cash Only' and 'Reckon so.' in the first column, and a vertical ellipsis (three dots) in the second column. A red box is drawn around the vertical ellipsis icon.

What's New in Tyler Parks and Recreation 2019.3

Restrictions
Cash Only
Reckon so.

Edit
 Delete

Note: Set up restrictions at Administration > Parks & Rec. Setup > Restrictions.

CUSTOM

This tab contains fields that have been created in Administration to manage additional activity, team or rental information. Fields are grouped on individual cards corresponding with the tab names selected in Custom Field Layouts (Administration > Parks & Rec. Setup > Custom Field Layouts):

Contact Management

Josey Wales

Family (5)

- Josey Wales - Apr 04
- Elijah Wales - Apr 18
- Leopold Bloom - Apr 13
- Panderogal Andersen - Apr 11
- Darl Sandren - Apr 10

Family Overview

- Classes (4)
- Rentals
- Memberships (2)
- Receipts (24)
- Invoices (7)
- Documents
- Portal (1)

PERSONAL INFO FINANCIAL NOTIFICATIONS **CUSTOM** REPORTS

Custom Fields

Tab 1

- ☐ Alcohol on Premises
- ☐ Background Checks
- Custom Field
- Emergency Contact
- Number of Adults
- Enter Email Address
- Required Field 4

To edit information on any card, click the pencil icon in the top-right corner of the card:

What's New in Tyler Parks and Recreation 2019.3

The screenshot displays the 'Contact Management' interface for 'Josey Wales'. The left sidebar lists family members and various reports. The main content area shows the 'Custom Fields' modal, which is currently open. The modal has a 'Tab 1' section with fields for 'Emergency Contact', 'Alcohol on Premises', 'Background Checks', 'Number of Adults', 'Order Email Address', and 'Required Field 4'. The 'Alcohol on Premises' and 'Background Checks' fields are checked. The 'Number of Adults' field is set to '1'. The 'Order Email Address' field is empty. The 'Required Field 4' field is also empty. The modal has 'CANCEL' and 'SAVE' buttons at the bottom.

REPORTS

This tab gives you options to run the Default Membership Card, Instructor Schedule and Participation reports:

The screenshot displays the 'Contact Management' interface for 'Josey Wales'. The 'REPORTS' tab is selected and highlighted with a red box. The main content area shows three report cards: 'Default Membership Card', 'Instructor Schedule', and 'Participation Report'. Each card has a 'Run Report' button. The left sidebar lists family members and various reports.

SAMPLE PARTICIPATION REPORT

Start Date: 9/25/2018 End Date: 10/1/2019 View Report

Show Classes: Starting Within Date Range Participation Types: Any

Class Categories: Any Class Types: Any

Location: Any

St. Louis County Parks and Rec

Participation Report for Josey Wales

Displaying Classes Starting Within Date Range 9/25/2018 - 10/1/2019

Class Number	Class Name	Class Dates	Participation	Registered/Hours	Player	Paid Status	Days
82-2819-000306	Summer Camp Week 7	8/21/19 - 02/29/20	Player: Registrant	Wales, Josey	Wales, Josey	Paid in Full	Unknown
82-2819-000306	Project Class	8/21/19 - 07/06/20	Player: Registrant	Wales, Josey	Wales, Josey	Paid in Full	Unknown

Page 1 of 1

CLOSE

These reports used to be on the **Documents** tab of the former Contact Details page.

Classes

The **Classes** tab shows class registrations for each family member. Active classes show by default:

Contact Management

Josey Wales \$407.76 Due Customer Activity 0 0 Items

Family (5)

- Josey Wales - Age 54
- Elijah Wales - Age 19
- Leopold Bloom - Age 15
- Fundervogel Andersen - Age 11
- Darl Bandman - Age 10

Family Overview

- Classes (4)
- Receipts (24)
- Invoices (7)
- Documents
- Portal (1)

Classes

Leopold Bloom 1 active class

Class Name	Class Type	Start Date	End Date	Location
Marbles	Grouped Individual	9/2/2019	10/31/2019	Hemlock Park

Fundervogel Andersen 1 active class

Class Name	Class Type	Start Date	End Date	Location
Marbles	Grouped Individual	9/2/2019	10/31/2019	Hemlock Park

Josey Wales 2 active classes

Class Name	Class Type	Start Date	End Date	Location
Adolescent Flag Football	Flag Football	5/11/2018	12/31/2019	Forestate Field
Stefans Membership Class	ART CENTER	5/6/2018	5/7/2020	Affton Community Center (ACC)

Show History

The number of active classes displays to the right of the family member's name.

To view past classes, select the *Show History* check box in the top-right corner. Past classes are shaded gray:

What's New in Tyler Parks and Recreation 2019.3

The screenshot shows the 'Contact Management' interface for the 'Josey Wales' family. The left sidebar lists family members and navigation options. The main area displays the 'Classes' tab, showing a table of active classes for each family member. A 'Show History' checkbox is visible in the top right corner of the classes section.

Class Name	Class Type	Start Date	End Date	Location
Leopold Bloom 1 active class				
Mables	Grouped Individual	9/2/2019	10/31/2019	Hemlock Park
Fundevoag Andersen 1 active class				
Mables	Grouped Individual	9/2/2019	10/31/2019	Hemlock Park
Josey Wales 2 active classes				
Adolescent Flag Football	Flag Football	5/11/2018	12/31/2019	Fossidae Field
Stefans Membership Class	ART CENTER	5/6/2018	5/7/2025	Affton Community Center (ACC)
Zero to Hero	AC - Individuals	9/30/2018	10/30/2018	Fossidae Recreational Facility
Baseball Fundamentals	Camp	8/21/2018	1/17/2019	Affton Community Center (ACC)

Rentals

The **Rentals** tab shows rental registrations for each family member. Active rentals show by default:

The screenshot shows the 'Contact Management' interface for the 'Josey Wales' family, with the 'Rentals' tab selected. The left sidebar is the same as the previous screenshot. The main area displays a table of active rentals for Josey Wales. A 'Show History' checkbox is visible in the top right corner of the rentals section.

Rental Number	Rental Name	Start Date	End Date	Duration
Josey Wales 1 active rental				
RNTL-09-2019-001360	Gathering Room A	9/26/2019 10:00 AM	9/26/2019 11:30 AM	Hourly

The number of active rentals displays to the right of the family member's name.

To view past rentals, select the *Show History* check box in the top-right corner. Past rentals are shaded gray:

What's New in Tyler Parks and Recreation 2019.3

The screenshot shows the 'Contact Management' interface for the 'Josey Wales' family. The left sidebar lists family members and various tabs: Family Overview, Classes (4), Rentals (1), Memberships (2), Receipts (25), Invoices (7), Documents, and Portal (1). The 'Rentals' tab is selected, showing a table of active rentals for the family. The table has columns for Rental Number, Rental Name, Start Date, End Date, and Duration. Two rentals are listed: 'Gathering Room A' and 'Gather Rental'. A 'Show History' checkbox is visible in the top right corner of the Rentals section.

Rental Number	Rental Name	Start Date	End Date	Duration
RNTL-09-2019-001360	Gathering Room A	9/26/2019 10:00 AM	9/26/2019 11:30 AM	Hourly
RNTL-09-2019-000570	Gather Rental	9/25/2019 6:00 AM	9/25/2019 7:30 AM	Hourly

Memberships

The **Memberships** tab shows memberships for each family member. Active memberships show by default:

The screenshot shows the 'Contact Management' interface for the 'Josey Wales' family, with the 'Memberships' tab selected. The left sidebar is the same as in the previous screenshot. The 'Memberships' tab shows a table of active memberships for the family. The table has columns for Membership Name, Start Date, and Expiration Date. Two memberships are listed: 'Wyoming Membership' and 'Red Sun'. A 'Show History' checkbox is visible in the top right corner of the Memberships section.

Membership Name	Start Date	Expiration Date
Wyoming Membership	9/1/2019	9/30/2019
Red Sun	9/3/2019	9/3/2020

The number of active memberships displays to the right of the family member's name.

To view past memberships, select the *Show History* check box in the top-right corner. Past memberships are shaded gray:

What's New in Tyler Parks and Recreation 2019.3

Contact Management

← Josey Wales \$437.70 Due Customer Activity 0 0 Items

Family (5)
Josey Wales - Age 34
Elijah Wales - Age 10
Leopold Bloom - Age 10
Fanderogal Andersen - Age 11
Darl Sandren - Age 10

Family Overview
Classes (4)
Rentals (1)
Memberships (2)
Receipts (25)
Invoices (7)
Documents
Portal (1)

Memberships Show History

Josey Wales 2 active memberships

Membership Name	Start Date	Expiration Date
Wyoming Membership	5/1/2019	9/30/2019
Red Sun	5/3/2019	9/3/2020
Winter membership	5/1/2018	4/30/2019

Elijah Wales 0 active memberships

Membership Name	Start Date	Expiration Date
Park and Music	1/7/2019	2/6/2019

Receipts

The **Receipts** tab shows all receipts for a family:

Contact Management

← Josey Wales \$437.70 Due Customer Activity 0 0 Items

Family (5)
Josey Wales - Age 34
Elijah Wales - Age 10
Leopold Bloom - Age 10
Fanderogal Andersen - Age 11
Darl Sandren - Age 10

Family Overview
Classes (4)
Rentals (1)
Memberships (2)
Receipts (25)
Invoices (7)
Documents
Portal (1)

Keyword Search

Receipts Export

Receipt Number	Amount	Description	Status	Invoice Number	Date	Payer
RECEIPT-09-2019-005630	\$82.50	Rental Payment for Gathering Room...	Completed	09-2019-004993	9/25/2019 10:56 AM	Josey Wales
RECEIPT-09-2019-005582	\$75.00	Membership Payment for Red Sun	Completed	09-2019-004968	9/24/2019 11:43 AM	Josey Wales
RECEIPT-09-2019-005581	\$16.99	Membership Payment for Wyoming ...	Completed	09-2019-004967	9/24/2019 11:30 AM	Josey Wales
RECEIPT-09-2019-005496	\$60.00	Class Registration for Marbles	Completed	09-2019-004893	8/21/2019 8:45 AM	Josey Wales
RECEIPT-09-2019-005484	\$60.00	Class Registration for Marbles	Completed	09-2019-004893	8/19/2019 2:27 PM	Josey Wales
RECEIPT-09-2019-005483	\$-68.00	Class Registration for Marbles	Refunded	09-2019-004888	8/19/2019 2:26 PM	Josey Wales
RECEIPT-09-2019-005482	\$60.00	Class Registration for Marbles	Completed	09-2019-004889	8/19/2019 1:30 PM	Josey Wales
RECEIPT-09-2019-005482	\$60.00	Class Registration for Marbles	Completed	09-2019-004889	8/19/2019 1:30 PM	Josey Wales
RECEIPT-09-2019-005481	\$60.00	Class Registration for Marbles	Completed	09-2019-004888	8/19/2019 11:55 AM	Josey Wales

11 of 25 of 25 11 < Page 1 of 1 > 11

Use the *Keyword Search* field to find a particular receipt:

What's New in Tyler Parks and Recreation 2019.3

The screenshot shows the top navigation bar with a balance of \$407.79 Due, Customer Activity 0, and 0 Items. Below the bar is a Keyword Search field containing '3029'. The main section is titled 'Receipts' and includes an 'EXPORT' button. A table lists receipt details:

Receipt Number	Amount	Description	Status	Invoice Number	Date	Pager
Payment Attempt	\$125.00	Class Registration for Coaching Clinic	Unfinished	10-2018-003029	10/30/2018 8:35 AM	Josey Wales

At the bottom right, it says '1 to 1 of 1' and 'Page 1 of 1'.

To export the receipts to Excel, click the **EXPORT** icon on the far-right side of the **Receipts** header.

To email or print a receipt, click the vertical ellipses  on the far-right side of the receipt row:

The screenshot shows the same top navigation bar. Below the Keyword Search field, the 'Receipts' section has an 'EXPORT' button. A table lists multiple receipts:

Receipt Number	Amount	Description	Status	Invoice Number	Date	Pager
RECEIPT-09-2019-005630	\$82.50	Rental Payment for Gathering Room...	Completed	09-2019-004990	9/25/2019 10:56 AM	Josey Wales
RECEIPT-09-2019-005592	\$75.00	Membership Payment for Red Sun	Completed	09-2019-004968	9/24/2019 11:43 AM	Josey Wales
RECEIPT-09-2019-005591	\$16.99	Membership Payment for Wyoming ...	Completed	09-2019-004967	9/24/2019 11:30 AM	Josey Wales
RECEIPT-08-2019-005496	\$60.00	Class Registration for Marbles	Completed	08-2019-004893	8/21/2019 8:45 AM	Josey Wales
RECEIPT-08-2019-005494	\$60.00	Class Registration for Marbles	Completed	08-2019-004890	8/19/2019 2:27 PM	Josey Wales
RECEIPT-08-2019-005493	\$40.00	Class Registration for Marbles	Refunded	08-2019-004888	8/19/2019 2:26 PM	Josey Wales
RECEIPT-08-2019-005492	\$60.00	Class Registration for Marbles	Completed	08-2019-004889	8/19/2019 1:38 PM	Josey Wales
RECEIPT-08-2019-005492	\$60.00	Class Registration for Marbles	Completed	08-2019-004889	8/19/2019 1:38 PM	Josey Wales
RECEIPT-08-2019-005491	\$60.00	Class Registration for Marbles	Completed	08-2019-004888	8/19/2019 11:55 AM	Josey Wales

On the right side of the table, there are 'Email' and 'Print' icons. At the bottom right, it says '1 to 85 of 85' and 'Page 1 of 1'.

Receipts used to be on the **Transactions** tab of the former Contact Details page.

Invoices

The **Invoices** tab shows all invoices for a family:

The screenshot shows the 'Contact Management' interface for the 'Josey Wales' family. The left sidebar lists various family items: Family (5), Josey Wales - Age 54, Elijah Wales - Age 10, Leopold Bloom - Age 10, Fundevogal Andersen - Age 11, and Darl Bandren - Age 10. Below this is a 'Family Overview' section with links to Classes (4), Rentals (1), Memberships (2), Receipts (25), **Invoices (7)**, Documents, and Portal (1). The main content area is titled 'Invoices' and features an 'EXPORT' button. It contains a table with the following data:

Invoice Number	Invoice Amount	Invoice Date	Unpaid Amount	Invoice To
08-2019-004893	\$128.90	8/21/2019	\$60.00	Josey Wales
01-2019-005289	\$14.79	1/7/2019	\$14.79	Josey Wales
09-2018-002923	\$40.00	9/24/2018	\$40.00	Josey Wales
09-2018-002922	\$37.58	9/24/2018	\$37.58	Josey Wales
09-2018-002921	\$99.00	9/24/2018	\$99.00	Josey Wales
09-2018-003680	\$112.50	9/7/2018	\$112.50	Josey Wales
08-2018-002781	\$44.00	8/1/2018	\$44.00	Josey Wales

At the bottom right of the table, it says '1 of 7 of 7' and 'Page 1 of 1'.

To export the invoices to Excel, click the **EXPORT** icon on the far-right side of the **Invoices** header.

To view or edit the details of an invoice, click the chevron **>** on the right side of the invoice row. The Invoice Details page opens:

The 'Invoice Details' page shows the following information:

- Invoice Number:** 08-2019-004893
- Invoice Total:** 120.00
- Invoiced To:** Wales, Josey

There is a 'Search' button in the top right corner.

The main section is titled 'Invoice' and lists the registrant as 'Fundevogal Andersen' (Marbles). It contains a table with the following data:

Fee Name	Invoiced	Unpaid/Due	Payment
Simple Charge Fee - Class Registration Fee - Marbles	\$60.00		\$60.00
Subtotal	\$60.00	\$0.00	\$ 0.00

Below this, the registrant is listed as 'Ned Devine' (Marbles). It contains another table with the following data:

Fee Name	Invoiced	Unpaid/Due	Payment
Simple Charge Fee - Class Registration Fee - Marbles	\$60.00		\$60.00
Subtotal	\$60.00	\$60.00	\$ 60.00

At the bottom right, it says 'Payment Total: \$60.00'.

The 'Payment' section at the bottom has a 'Payer' field with a dropdown menu and a 'Next >' button.


Documents

The **Documents** tab contains documents that have been uploaded for each family member:

The screenshot shows the 'Contact Management' interface. On the left, a sidebar lists family members: Josey Wales (Age 10), Elijah Wales (Age 10), Leopold Bloom (Age 11), and Fundevogal Andersen (Age 11). Below this, a 'Family Overview' section lists 'Classes (4)', 'Rentals (1)', 'Memberships (2)', 'Receipts (25)', 'Invoices (7)', 'Documents (2)', and 'Portal (1)'. The main area is titled 'Documents' and shows a list of family members: Darl Bundren, Elijah Wales, Fundevogal Andersen, Josey Wales, and Leopold Bloom. The 'Josey Wales' entry is expanded, showing a table of documents:

File Name	Added By	Uploaded On	Notes
League Rules.pdf	Cote, Sarah	9/25/2019 1:15 PM	
Team Conduct.pdf	Cote, Sarah	9/25/2019 1:15 PM	

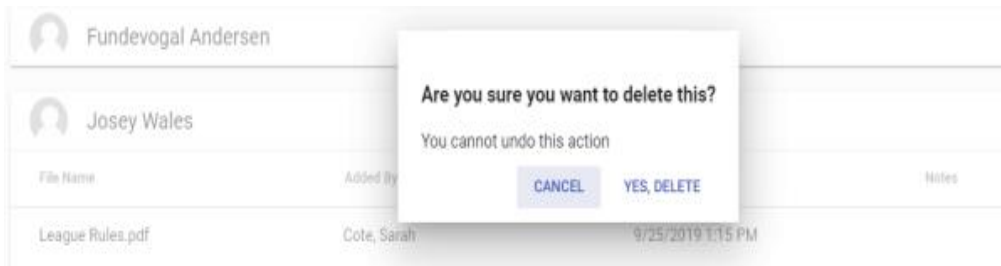
To upload a document for a family member, click the plus sign (+) in the top-right corner of the member's card.

To delete, edit the title or download a document, click the vertical ellipses  on the far-right side of the document row:

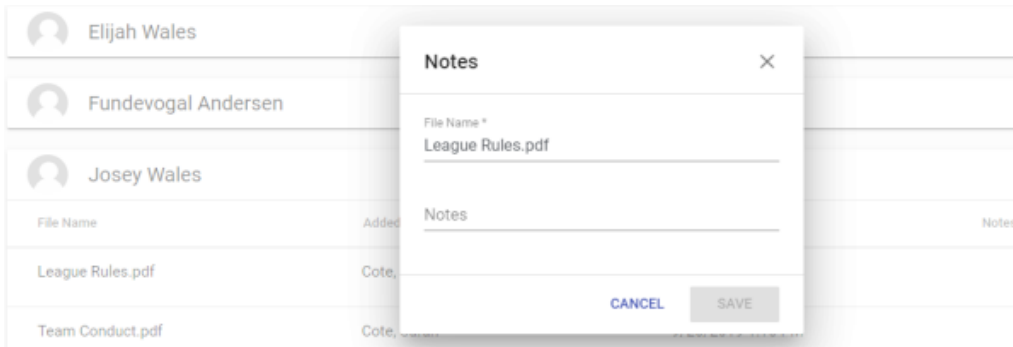
This screenshot shows the same 'Documents' interface, but with a context menu open for the 'Josey Wales' document row. The menu includes three options: 'Delete' (with a trash icon), 'Edit' (with a pencil icon), and 'Download' (with a download icon).

The **Delete** option opens a delete confirmation dialog:

What's New in Tyler Parks and Recreation 2019.3



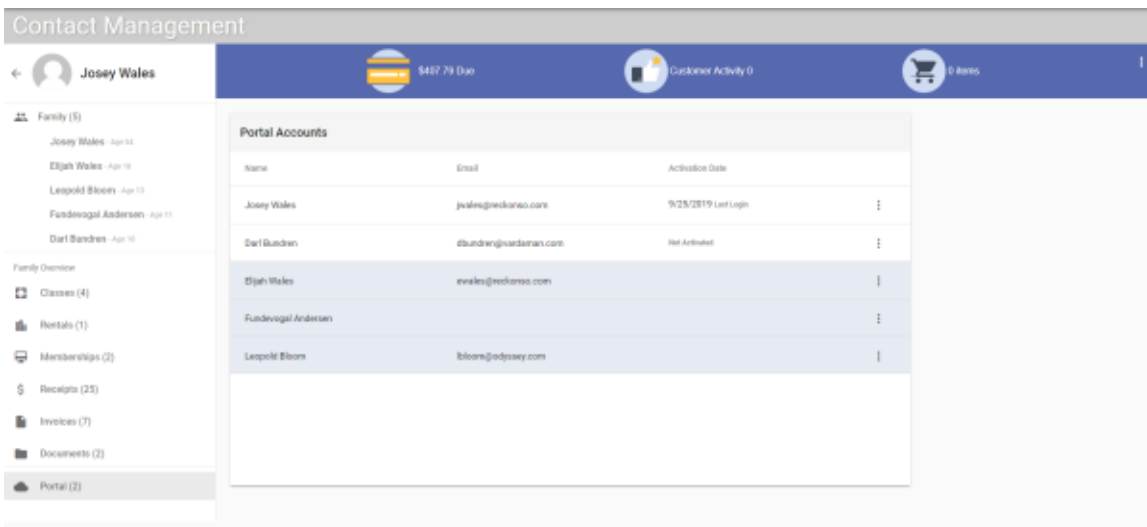
The **Edit** option opens the Notes dialog:



The **Download** option opens the document for viewing.




Portal

The **Portal** tab contains the names, email addresses, activation dates and last logins of family members who have portal accounts:



The rows of family members who do not have portal accounts appear in gray. Clicking the vertical ellipses on the far-right side of a member's row opens a menu with an option to create a portal account:

What's New in Tyler Parks and Recreation 2019.3

 \$407.79 Due			 Customer Activity 0	 0 Items
Portal Accounts				
Name	Email	Activation Date		
Josey Wales	jwales@reckonso.com	9/25/2019 Last Login	...	
Darl Bundren	dbundren@vardaman.com	Not Activated	...	
Elijah Wales	ewales@reckonso.com		Create Portal Account	
Fundevogal Andersen			...	
Leopold Bloom	lbloom@odyssey.com		...	

If an account has been created but has not been activated, **Not Activated** shows in the *Activation Date* column.

To reset a family member's password or remove the portal account, click the vertical ellipses on the far-right of the member's row:

 \$407.79 Due			 Customer Activity 0	 0 Items
Portal Accounts				
Name	Email	Activation Date		
Josey Wales	jwales@reckonso.com	9/25/2019 Last Login	...	
Darl Bundren	dbundren@vardaman.com	Not Activated	Reset Password Remove Portal Account	
Elijah Wales	ewales@reckonso.com		...	
Fundevogal Andersen			...	
Leopold Bloom	lbloom@odyssey.com		...	

TEAM BUILDER

Parks & Rec > Class > Search > Create/Edit > Registrants > Team Builder

Parks & Rec > League Individuals > Leagues > Search > Vertical Ellipses > Team Builder

The overall management of teams just got a whole lot easier with the introduction of Team Builder in release 2019.3 of Tyler Parks and Recreation. Eliminating the need to navigate between multiple pages when building and managing teams, Team Builder lets you do it all from one location:

- View and filter lists of unassigned players and coaches
- Create and color-code the teams in a league
- Drag-and-drop players and coaches onto teams
- Designate team captains and head coaches

For any class that has a *Class Type Format* of **League Individuals**, a *Team Builder* link is available in the **Registrants** section of the Class Details page and from the new Leagues Overview page (Parks & Rec > League Individuals > Leagues):

Administration > Parks & Rec. Setup > Class Type

Class Type Details

Setup

Search

Name: Flag Football

Description: Flag Football

Prefix:

Class Type Format: League Individuals

☒ Active

☐ Is Auto Number

Custom Add-on Title:

Custom Field Layout: - Select -

Cashier Fee Template: - Select -

Expense Disbursement: - Select -

Fee Name: Flag Football Fee

Save and New Save

What's New in Tyler Parks and Recreation 2019.3

Registrants

[Export](#) [Team Builder](#)

First Name	Last Name	Status	Group	Create Date	Notes	
Woodrow	Call	Paid in Full		08/19/2019 01:38:11 PM		+ ✎ 🗑 ✉
Gus	McCrae	Paid in Full		08/19/2019 01:38:11 PM		+ ✎ 🗑 ✉
Leopold	Bloom	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Jay	Carver	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Lorenzo	Starr	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Tom	Sawyer	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Jane	Eyre	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Jay	Gatsby	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Ignatius	Reilly	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Ofan	Lung	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
Dorothea	Brooke	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉
William	Chetham	Paid in Full		08/19/2019 11:55:49 AM		+ ✎ 🗑 ✉

Page 1 of 1 75 View 1 - 12 of 12

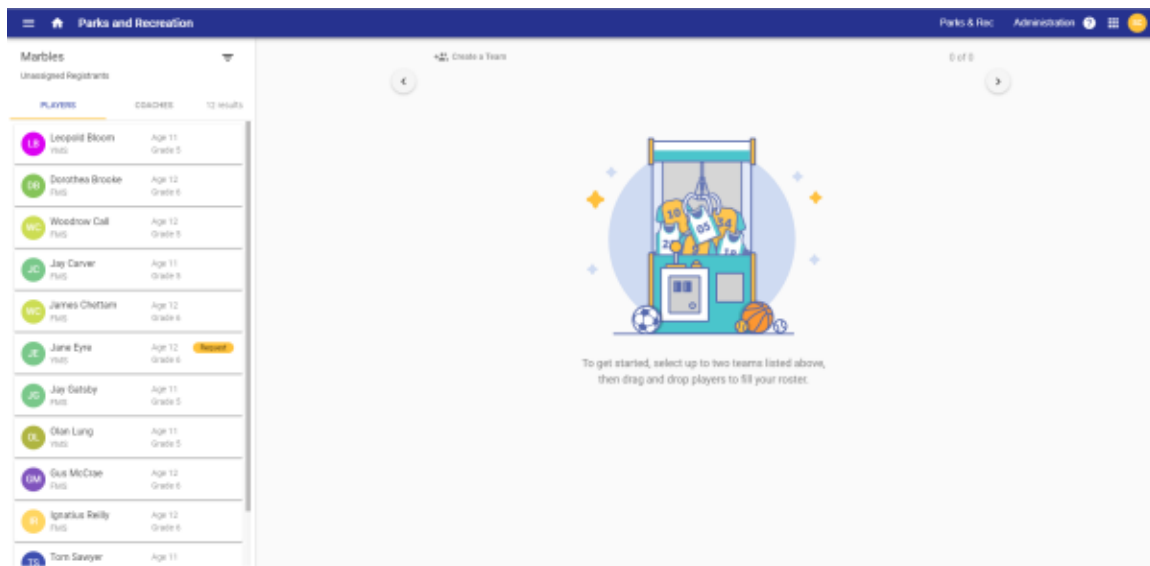
Leagues Overview

Search league name

Name	Start Date	End Date	Class Type	Category	Gender	Age Range	
Coaching Clinic	6/8/18	6/12/20	Flag Football	Sports/Fitness	Male	1 - 70	
K9 Test Time	3/1/19	3/19/20	Youth Baseball League	Sports/Fitness	Coed	0 - 99	
Adolescent Flag Football	5/11/18	12/31/19	Flag Football	Sports/Fitness	Coed	1 - 99	
Ping Pong League 1	8/30/19	11/30/19	AC - Grouped Individuals	Sports/Fitness	Coed	0 - 99	
Marbles	9/2/19	10/31/19	Grouped Individual	Educational Enrichment	Coed	0 - 99	Class Details
Baseball League	5/6/19	8/31/19	League	Sports/Fitness	Coed	0 - 99	Team Builder
Ping Pong League 2	8/1/19	8/15/19	AC - Grouped Individuals	Sports/Fitness	Coed	0 - 99	

Either link opens the Team Builder page:

What's New in Tyler Parks and Recreation 2019.3



Viewing Lists of Players (Registrants) and Coaches

PLAYERS and **COACHES** tabs on the left side of the page contain lists of class registrants and volunteer coaches who are waiting to be assigned to teams:

What's New in Tyler Parks and Recreation 2019.3

Marbles		
Unassigned Registrants		
PLAYERS	COACHES	12 results
LB	Leopold Bloom	Age 11 Grade 5 YMS
DB	Dorothea Brooke	Age 12 Grade 6 FMS
WC	Woodrow Call	Age 12 Grade 5 FMS
JC	Jay Carver	Age 11 Grade 5 FMS
WC	James Chettam	Age 12 Grade 6 FMS
JE	Jane Eyre	Age 12 Grade 6 YMS Request
JG	Jay Gatsby	Age 11 Grade 5 FMS
OL	Olan Lung	Age 11 Grade 5 YMS
GM	Gus McCrae	Age 12 Grade 6 FMS
IR	Ignatius Reilly	Age 12 Grade 6 FMS
TS	Tom Sawyer	Age 11

Marbles		
Unassigned Registrants		
PLAYERS	COACHES	2 results
EW	Elijah Wales	M: 333-444-5555
JW	Josey Wales	H: 111-222-3333

Note: For registered coaches, a **Coach** button has been added to the back office and citizen portal class registration processes.

Note: A *Coach Description* field has been added to the Class Details page.

Players and coaches appear on individual cards. Each player's card contains the player's name, affiliated school, age and grade; each coach's card contains the coach's name, home phone and mobile phone. An avatar of the player's or coach's initials, color-coded by first initial, also appears on each card:


LB	Leopold Bloom YMS	Age 11 Grade 5
JW	Josey Wales H: 111-222-3333 M: 222-333-4444	

If a player has made a special request during the registration process, it shows as a **Request** icon on the player's card. Hovering over the icon shows the text of the request:

JE	Jane Eyre YMS	Age 12 Grade 6	Request
JE	Jane Eyre YMS	Age 12 Grade 6	Request

Does not want to play for Steeles.

Filtering Unassigned Players

To filter the list of unassigned players, click the filter icon  above the list of names. The filter gives you options to filter by age, grade, school and special request:

CLEAR ALL <

Age **CLEAR**

☐ 11 (5)
☐ 12 (7)

Grade **CLEAR**

☐ 5 (6)
☐ 6 (6)

School **CLEAR**

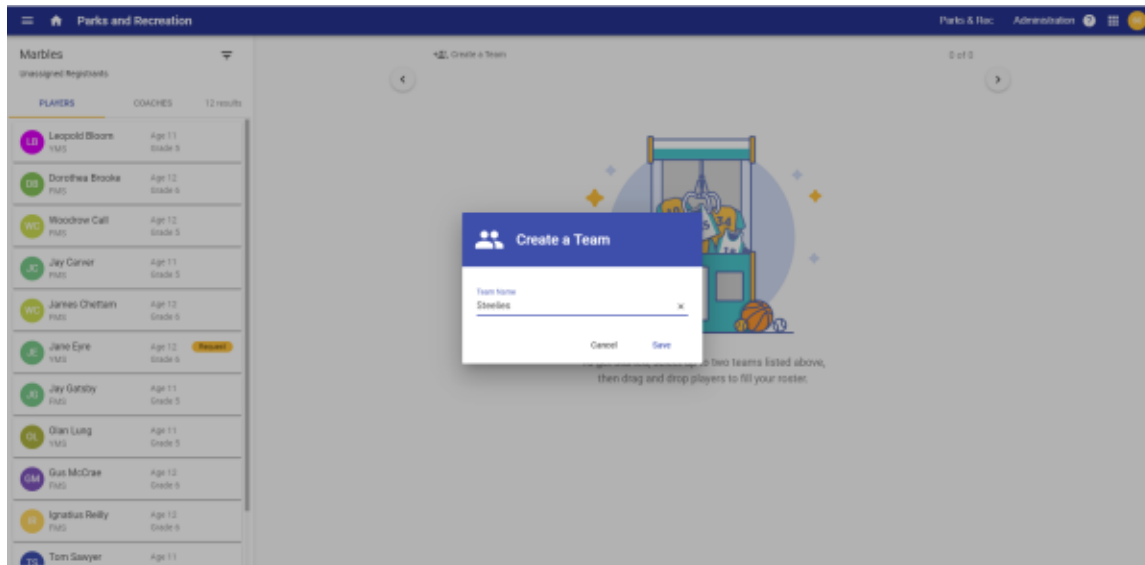
☐ FMS (7)
☐ YMS (5)



Special Request

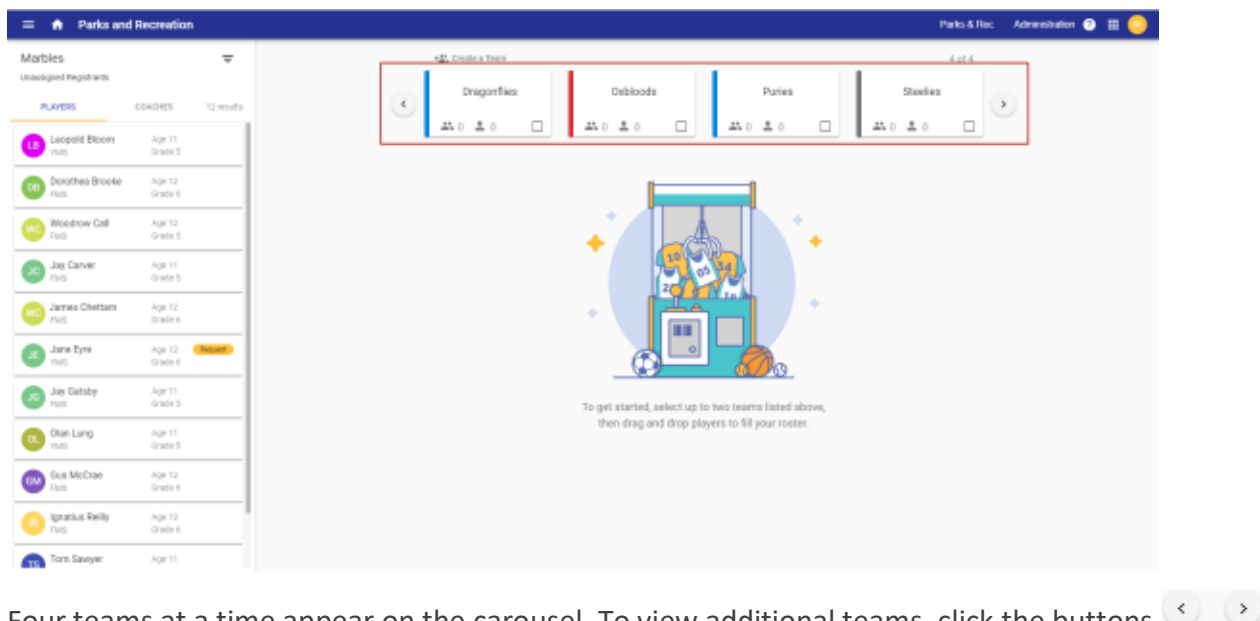
☐ Special Requests Only (1)



Creating Teams

To create a team, click the **Create a Team** button at the top of the right side of the Team Builder page. On the Create a Team dialog that opens, type the *Team Name* and click **Save**:



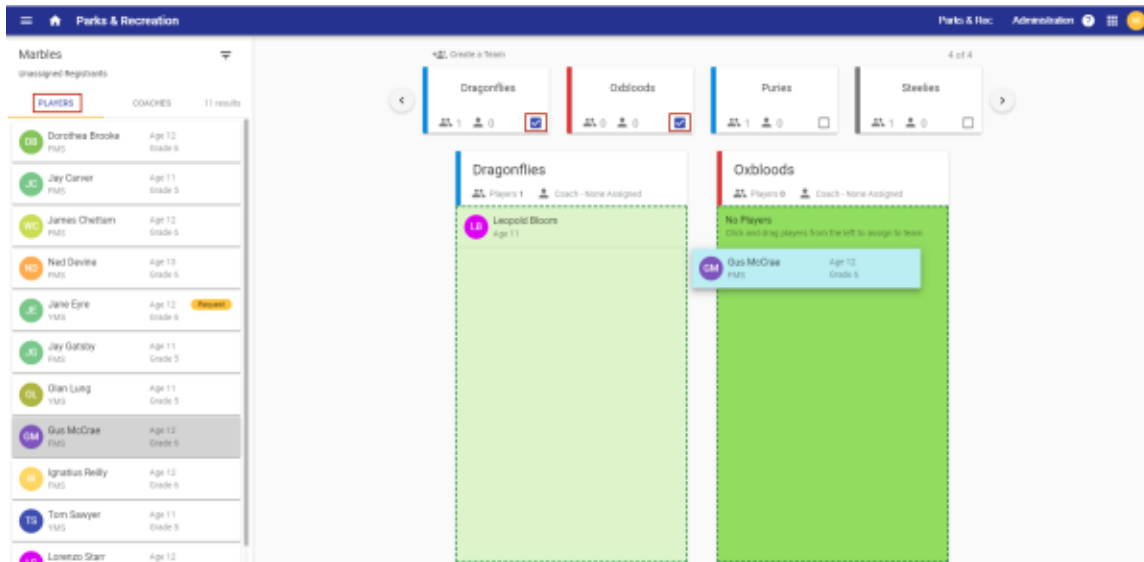
As you create teams, they are added as individual, color-coded cards on a carousel that spans the top of the right side of the page. Each card shows the name of the team, the number of players  and the number of coaches .



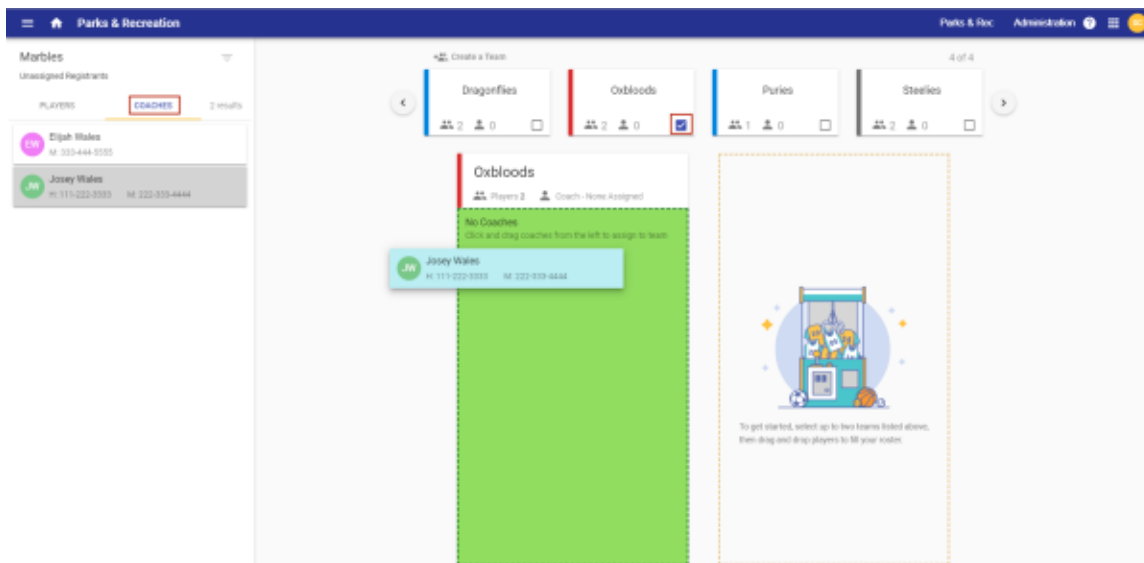
Four teams at a time appear on the carousel. To view additional teams, click the buttons   on either end of the carousel:

Assigning Registrants and Coaches to Teams

To assign registrants to a team, select the check box on the team card to expand it below the carousel, drag cards from the **PLAYERS** tab on the left side of the page, and drop them onto the roster portion of the expanded team card. (As a player's card nears the expanded team card, the drop zone turns a bold green.) Two team cards at a time may be expanded below the carousel:

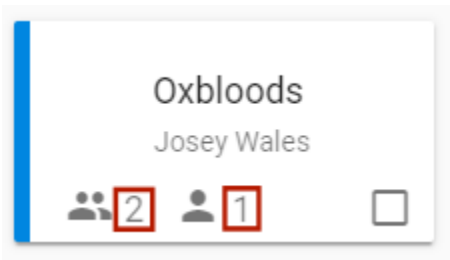


Follow the same process for coaches, dragging cards from the **COACHES** tab to the appropriate teams:



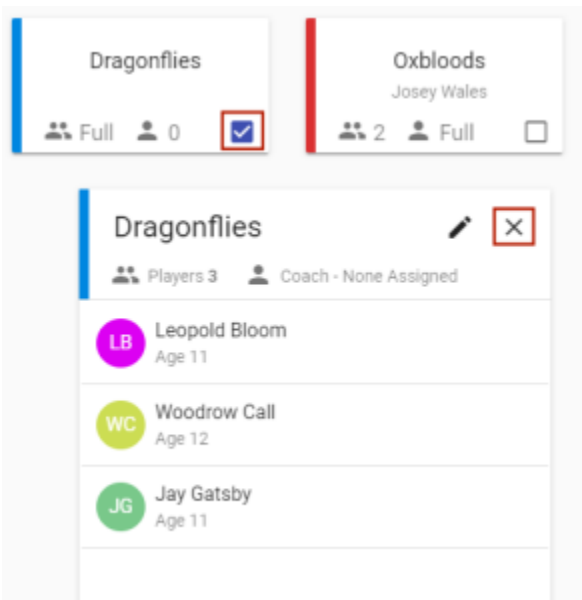
Note: To switch views between players and coaches on an expanded team card, select the corresponding **PLAYERS** or **COACHES** tab on the left side of the page.

As you assign players and coaches, the numbers next to their avatars increment:

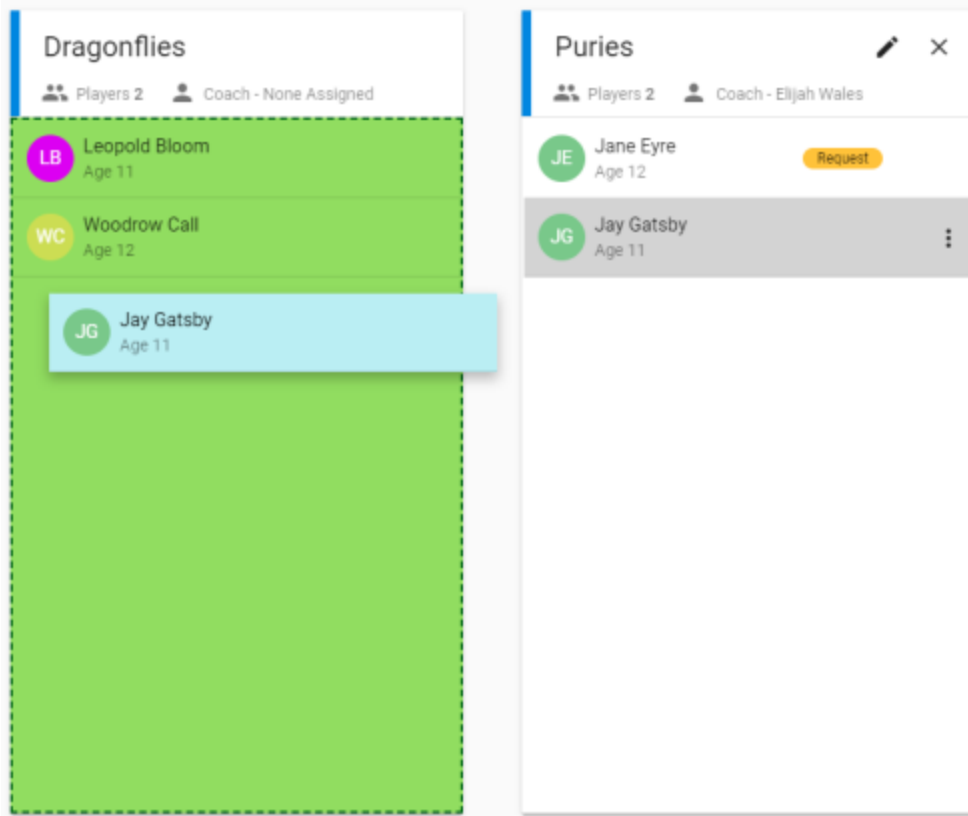


Note: Changes to team cards are saved automatically.

To close an expanded team card, deselect the check box in the bottom-right corner of the collapsed team card, or click the **X** in the top-right corner of the expanded card:

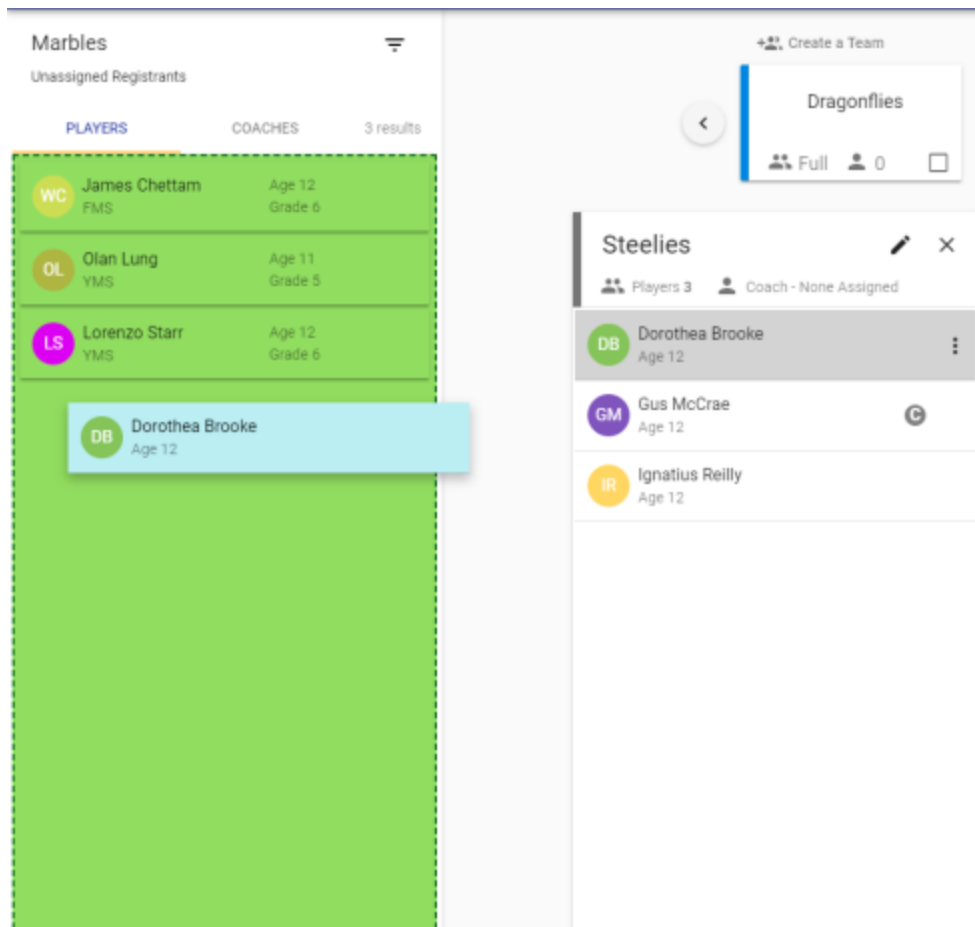


To move a player or coach from one team to another, select the two teams to expand their cards side-by-side, and drag and drop the player's or coach's card from the current team to the new team:

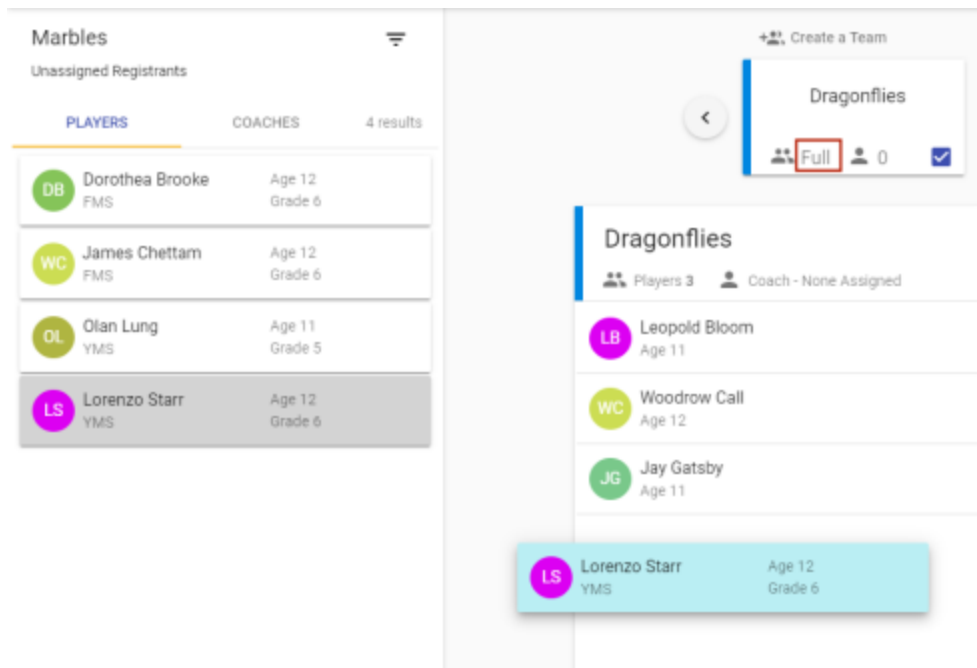


To remove a player or coach from a team, drag the card back to the appropriate tab on the left side of the page:

What's New in Tyler Parks and Recreation 2019.3

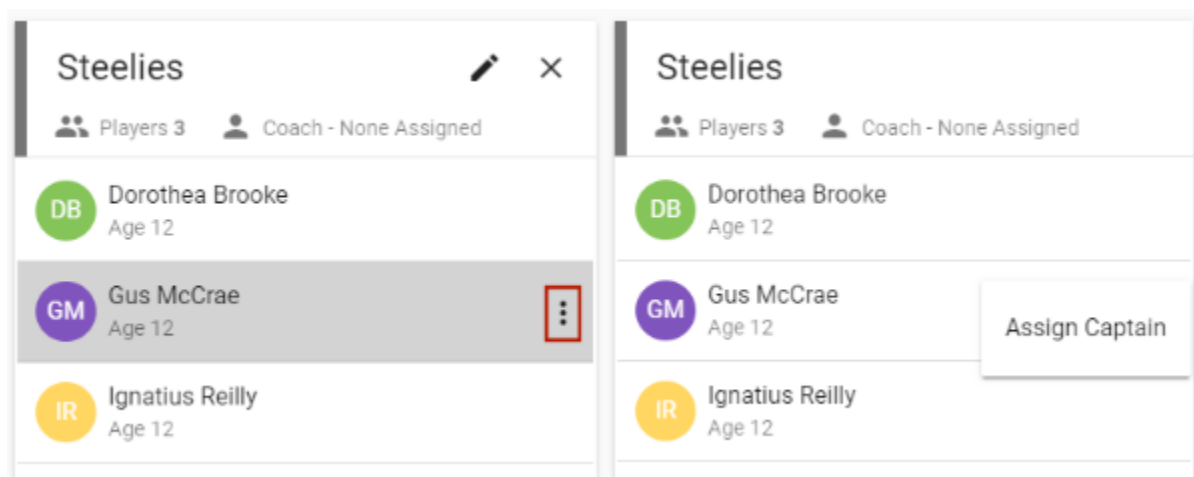


In building a team, if the maximum number of players or coaches is reached according to the *Maximum Players per Team* or *Maximum Coaches per Team* value on the Class Details page, the word *Full* displays next to the player or coach avatar, and the drop zone for adding players or coaches is disabled (remains white):

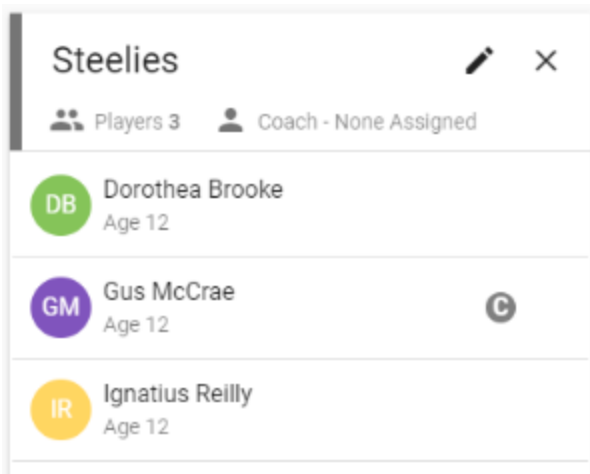


Designating Team Captains and Head Coaches

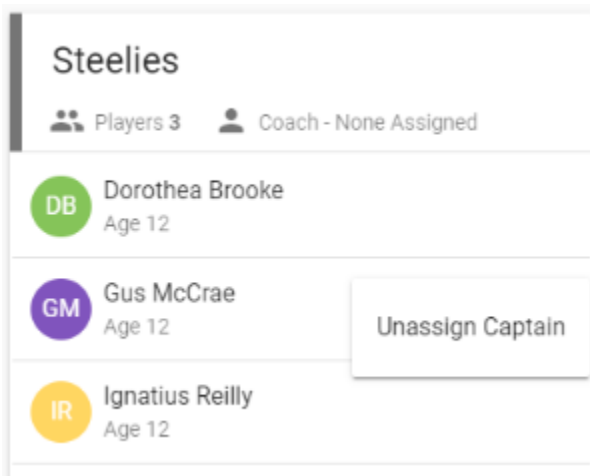
To designate one or more team captains, click the vertical ellipses on the right side of an assigned player's card, and select **Assign Captain**:



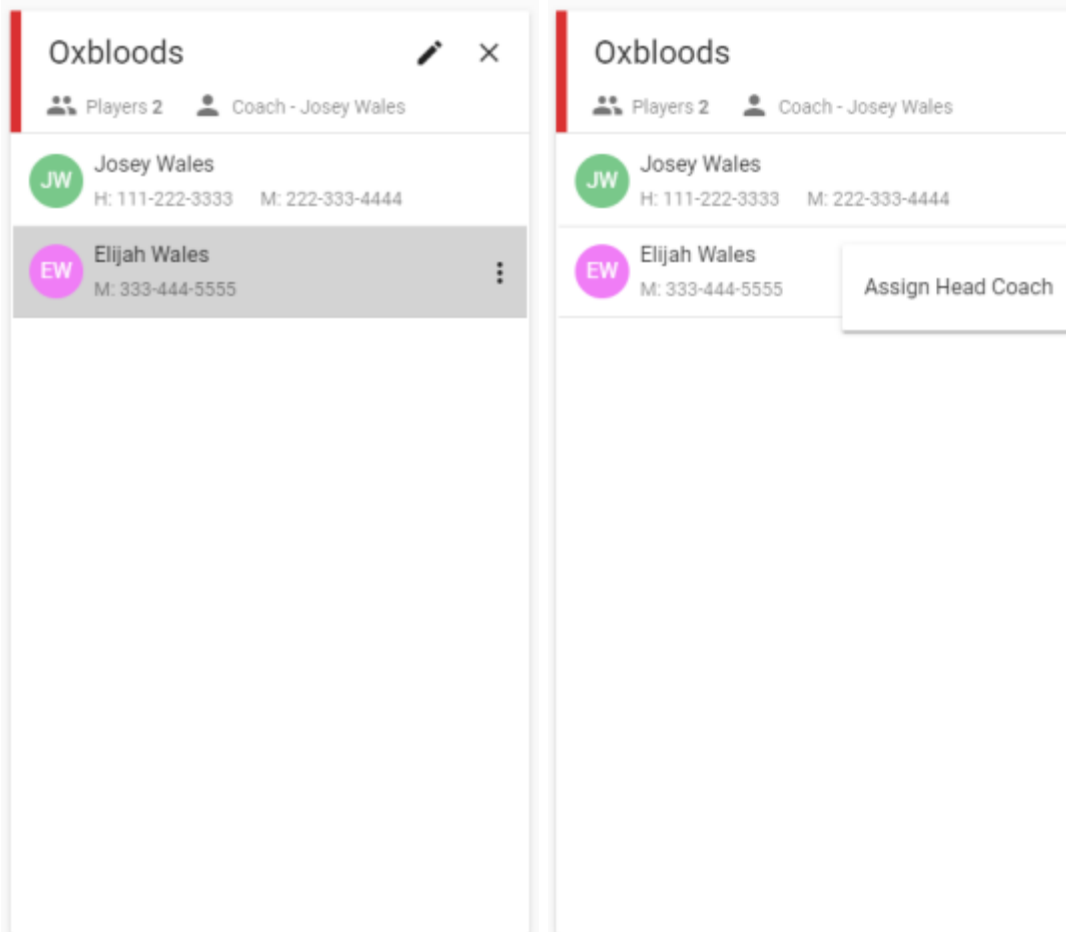
A captain icon  appears on the card:



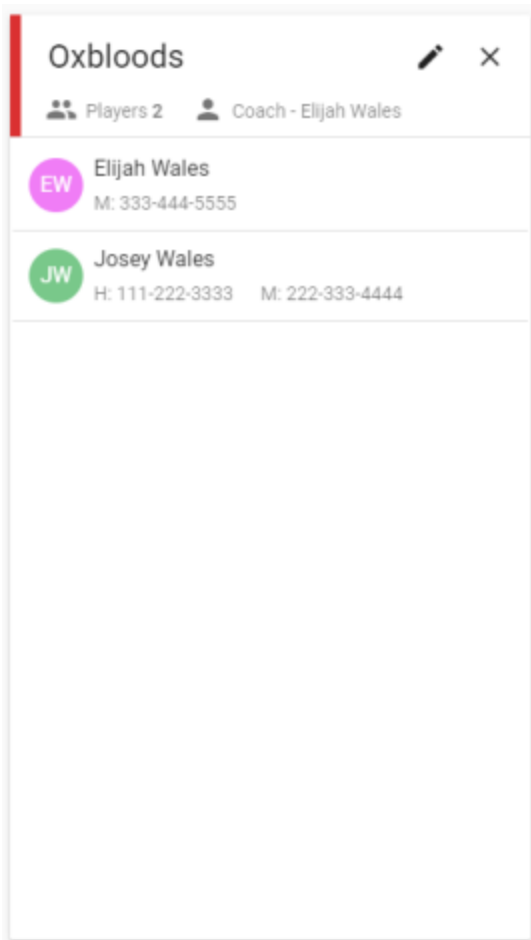
To remove a captain designation, click the vertical ellipses, and select ***Unassign Captain***:



When you drag and drop coach cards onto the expanded team card, the name you place at the top of the list becomes the head coach by default. To assign a different head coach, click the vertical ellipses on the right side of another coach's card. An option to assign as head coach appears:

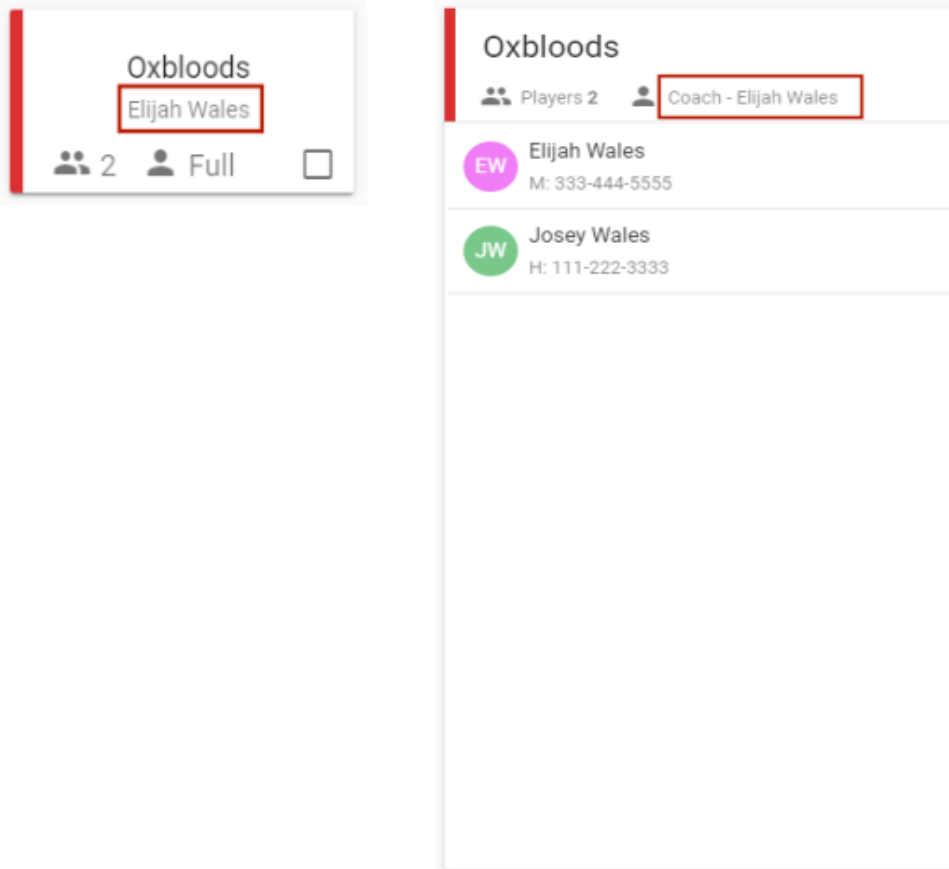


When assigned as head coach, the coach's card moves automatically to the top of the list:




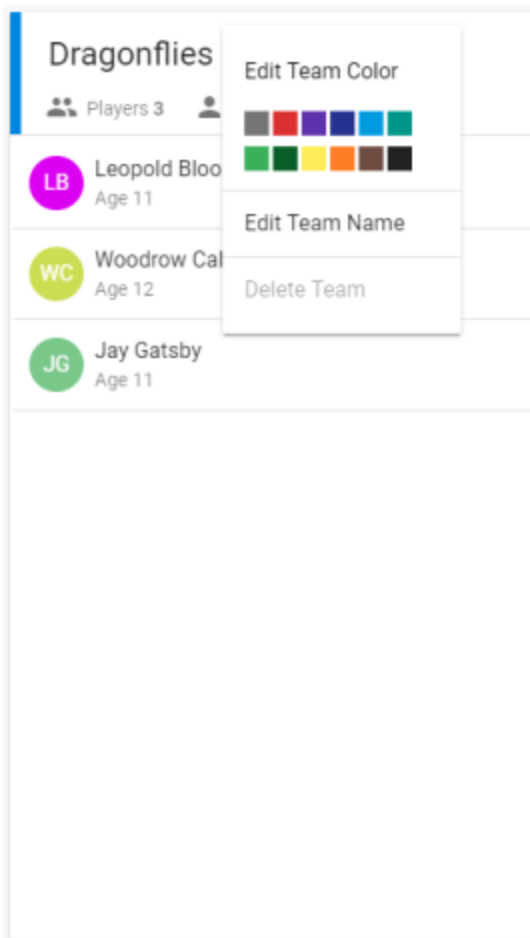
Note: The card of a head coach does not provide the vertical ellipses.

A head coach's name appears below the team name on the collapsed team card and in the header of the expanded team card:



Editing Team Color and Name and Deleting a Team

Clicking the pencil icon  in the top-right corner of an expanded team card gives you options to edit the color and name of the team and to delete the team:

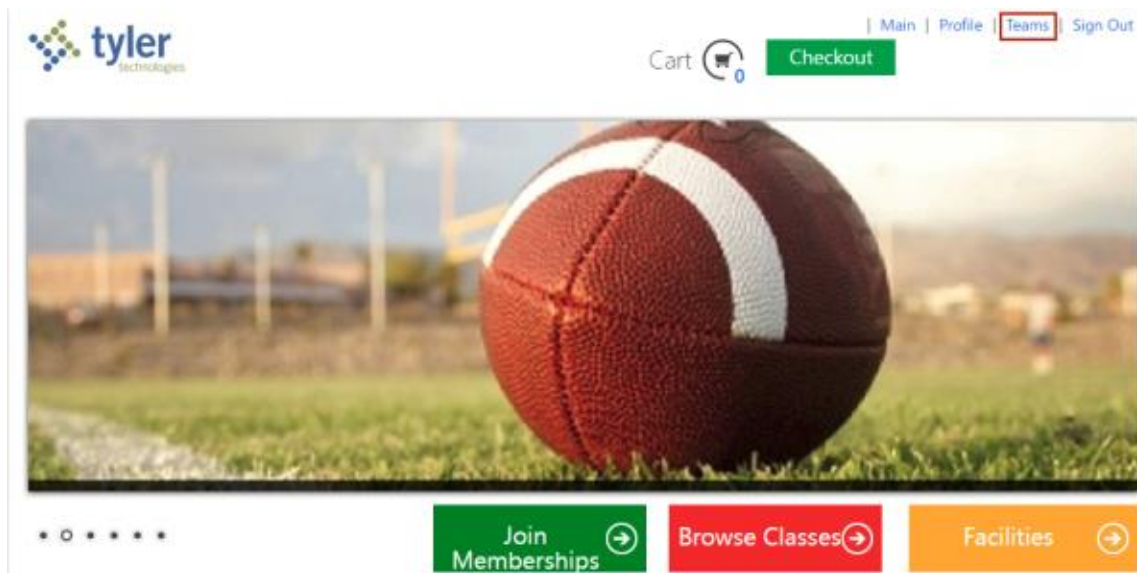


COACH'S CORNER

Citizen Portal > Sign In > Teams

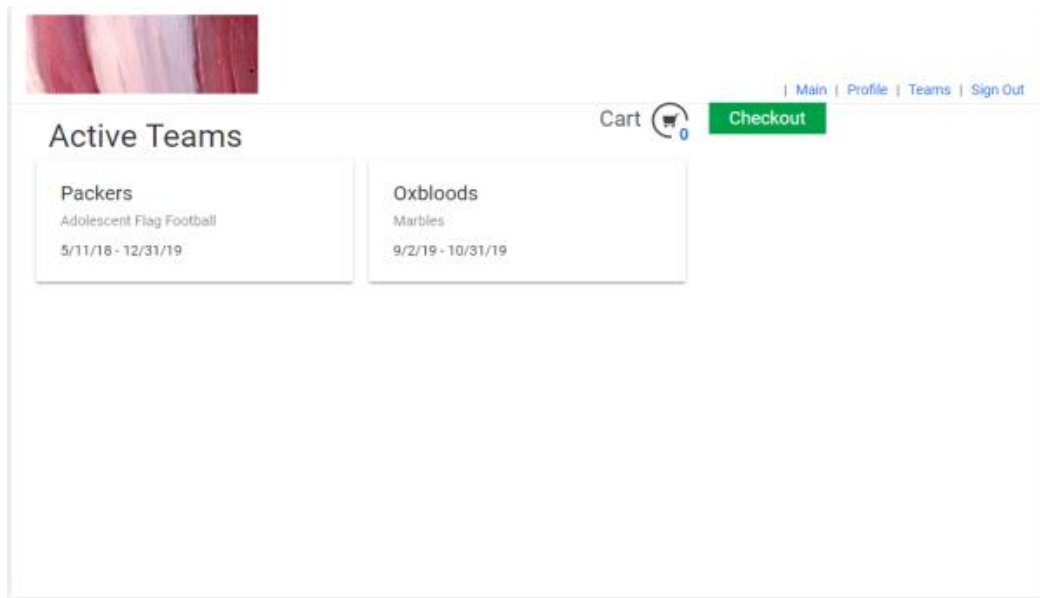
The new Coach's Corner lets coaches view their rosters online, set up and maintain game and practice calendars, send messages to team members, share documents and print and export information, all from the same location.

A registered coach who logs into the citizen portal will see a *Teams* link in the top-right corner of the page:

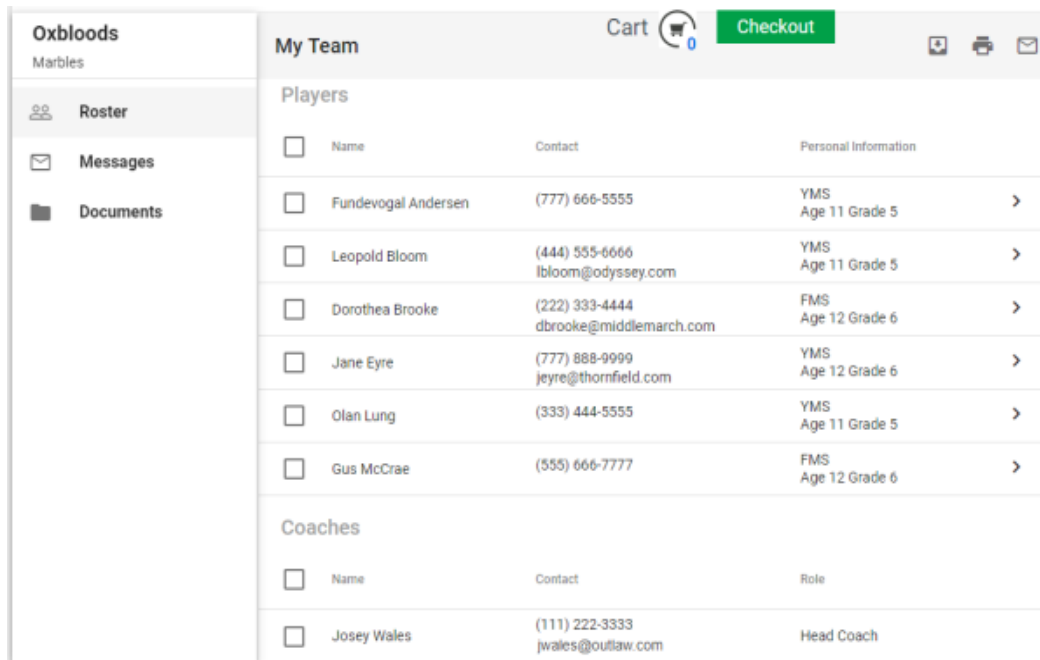


Clicking the link takes the coach to a page containing his or her roster, event calendar, email messages and documents. If the coach has more than one team, active or inactive, the names, leagues and team start and end dates appear on individual cards on an intermediate page:

What's New in Tyler Parks and Recreation 2019.3



Clicking a card takes the coach to the page for that team:



Each team page contains a left panel with the name of the team and league in the header and the following three tabs below it: **Roster** , **Messages** and **Documents** . Selecting a tab loads the right panel with the corresponding information.

Roster

Oxbloods


Marbles

Roster




Messages

Documents

My Team

Cart  0

Checkout


Players

<input type="checkbox"/>	Name	Contact	Personal Information	
<input type="checkbox"/>	Fundevoal Andersen	(777) 666-5555	YMS Age 11 Grade 5	>
<input type="checkbox"/>	Leopold Bloom	(444) 555-6666 lbloom@odyssey.com	YMS Age 11 Grade 5	>
<input type="checkbox"/>	Dorothea Brooke	(222) 333-4444 dbrooke@middlemarch.com	FMS Age 12 Grade 6	>
<input type="checkbox"/>	Jane Eyre	(777) 888-9999 jeyre@thornfield.com	YMS Age 12 Grade 6	>
<input type="checkbox"/>	Olan Lung	(333) 444-5555	YMS Age 11 Grade 5	>
<input type="checkbox"/>	Gus McCrae	(555) 666-7777	FMS Age 12 Grade 6	>

Coaches

<input type="checkbox"/>	Name	Contact	Role
<input type="checkbox"/>	Josey Wales	(111) 222-3333 jwales@outlaw.com	Head Coach

The **Roster** tab contains a **Players** grid and a **Coaches** grid. The **Players** grid contains the names of the players, their phone numbers, email addresses, schools, ages and grades. The **Coaches** grid contains the names of the coaches, their phone numbers, email addresses and roles.

Clicking the chevron  on the far-right side of a player's row displays additional information, such as gender, player status, notes and emergency contacts:

Leopold Bloom

Home: (444) 555-6666

Email: lbloom@odyssey.com

Gender: Male

Age: 11

School: YMS
Grade: 5

Active Player: ☒

Note:

Marinated in the language of marbles.

Emergency Contacts




Name	Phone	Email
Josey Wales	M: (222) 333-4444 H: (111) 222-3333	jwales@outlaw.com

Cancel

Save

The player's status as active or inactive may be updated, and notes may be added and edited.

Export, Print and Email

On the right side of the My Team header are options to export  and print  roster information and to email  players and coaches:

What's New in Tyler Parks and Recreation 2019.3

Oxbloods

Marbles

Roster

Messages

Documents

My Team

Cart

0

Checkout


Players


<input checked="" type="checkbox"/>	Name	Contact	Personal Information	
<input checked="" type="checkbox"/>	Fundevogal Andersen	(777) 666-5555	YMS Age 11 Grade 5	>
<input checked="" type="checkbox"/>	Leopold Bloom	(444) 555-6666 lbloom@odyssey.com	YMS Age 11 Grade 5	>
<input checked="" type="checkbox"/>	Dorothea Brooke	(222) 333-4444 dbrooke@middlemarch.com	FMS Age 12 Grade 6	>
<input checked="" type="checkbox"/>	Jane Eyre	(777) 888-9999 jeyre@thornfield.com	YMS Age 12 Grade 6	>
<input checked="" type="checkbox"/>	Olan Lung	(333) 444-5555	YMS Age 11 Grade 5	>
<input checked="" type="checkbox"/>	Gus McCrae	(555) 666-7777	FMS Age 12 Grade 6	>

Coaches

<input type="checkbox"/>	Name	Contact	Role	
<input type="checkbox"/>	Josey Wales	(111) 222-3333 jwales@outlaw.com	Head Coach	


The check boxes are for selecting players and coaches to be included in the export, print or email. The check box in the grid header selects and deselects all.

- **Export**  opens a menu with options to import player or coach information to an Excel file:


My Team Cart  0 Checkout			<div>Export All Players</div> <div>Export Selected Players</div> <div>Export All Coaches</div> <div>Export Selected Coaches</div>
<input checked="" type="checkbox"/>	Name	Contact	
<input checked="" type="checkbox"/>	Fundevogal Andersen	(777) 666-5555	
<input checked="" type="checkbox"/>	Leopold Bloom	(444) 555-6666 lbloom@odyssey.com	

What's New in Tyler Parks and Recreation 2019.3

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Email	Role	Home Phone	Mobile Phone	Age	School	Grade	Gender	Active	Note
2	Fundevoal	Andersen		Player	777-666-5555	222-333-4444	11	YMS	5	Male	TRUE	
3	Leopold	Bloom	lbloom@odyssey.com	Player	444-555-6666		13	YMS	5	Male	TRUE	
4	Ned	Devine		Player		999-888-7777	13	FMS	6	Male	TRUE	
5	Jane	Eyre	jwales@outlaw.com	Player	777-888-9999		12	YMS	6	Female	TRUE	
6	Olan	Lung		Player	333-444-5555		11	YMS	5	Female	TRUE	
7	Gus	McCrae		Player	555-666-7777		12	FMS	6	Male	TRUE	
8	Ignatius	Reilly		Player	555-666-7777	888-999-1111	12	FMS	6	Male	TRUE	
9												
10												
11												
12												
13												
14												
15												
16												

- **Print**  opens a menu with options to print information for all or selected players and coaches:

My Team

Cart  0

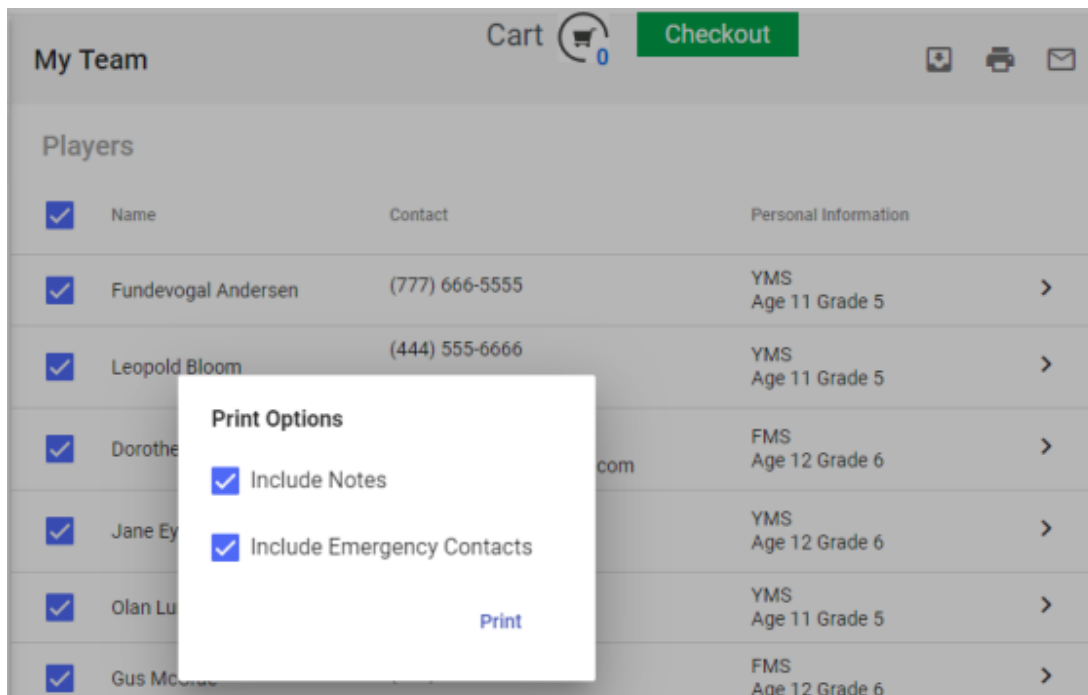
Checkout

<input checked="" type="checkbox"/>	Name	Contact	Personal Information
<input checked="" type="checkbox"/>	Fundevoal Andersen	(777) 666-5555	YMS Age 11 Grade 5 >
<input checked="" type="checkbox"/>	Leopold Bloom	(444) 555-6666 lbloom@odyssey.com	YMS Age 11 Grade 5 >

Print All

Print Selected

After making a selection, the coach has additional options to include emergency contacts and player notes in the printed output:

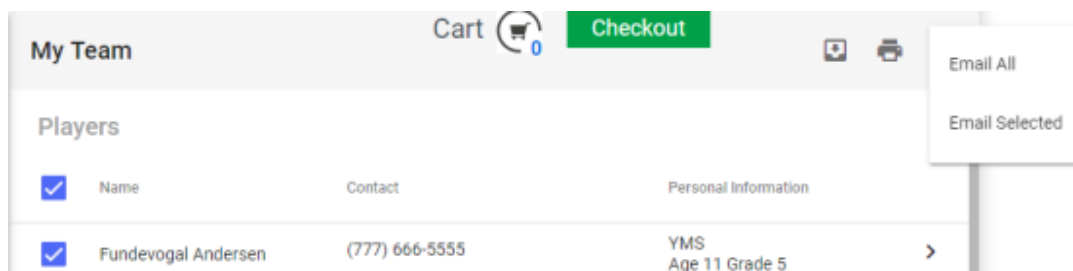


Clicking **Print** opens a preview of what will be printed:

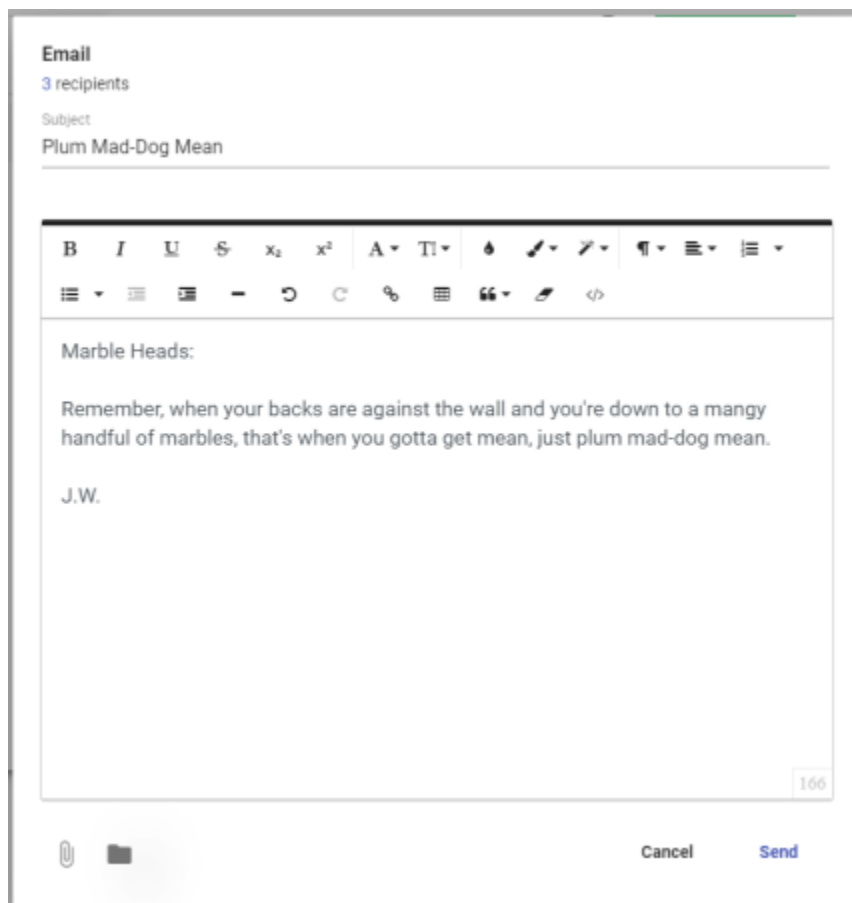


The left panel provides print settings and **Print** and **Cancel** buttons.

- **Email**  opens a menu with options to email all or selected players and coaches:



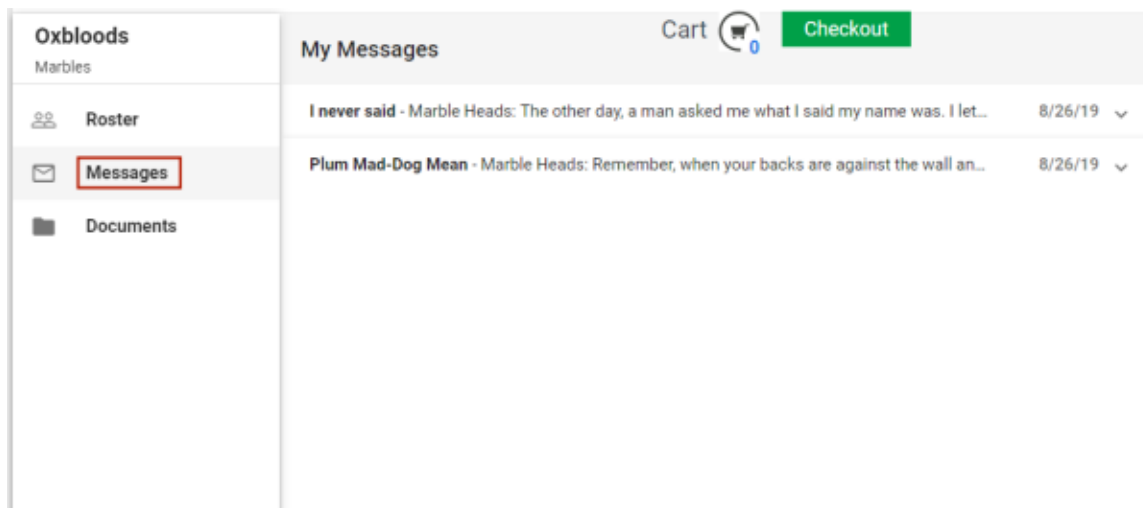
Once a selection is made, an email template opens, showing the number of recipients and providing a *Subject* field, body section and attachment and document links:



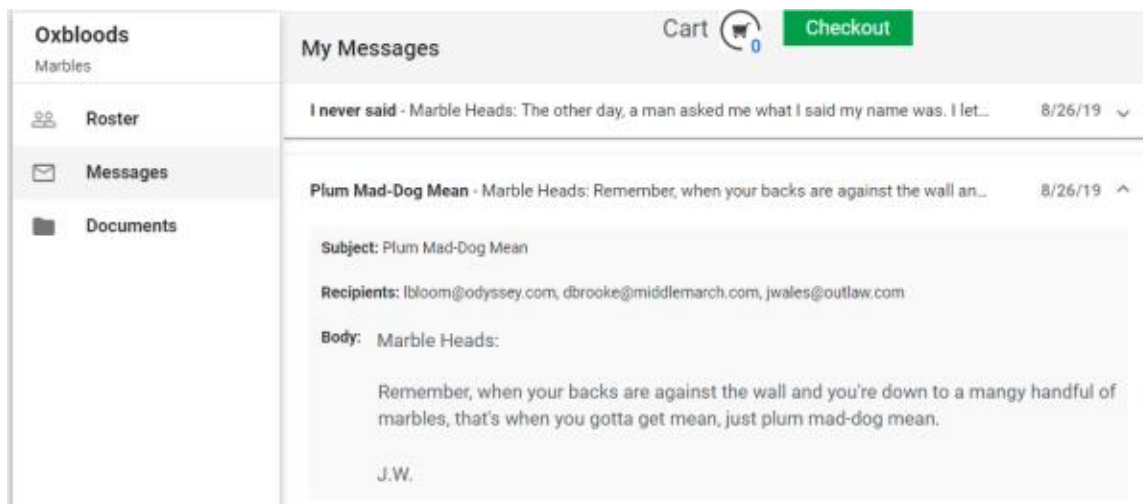
Messages

The **Messages** tab presents a list of all email messages that have been sent, including subjects, the first hundred characters of the body text and dates sent:

What's New in Tyler Parks and Recreation 2019.3

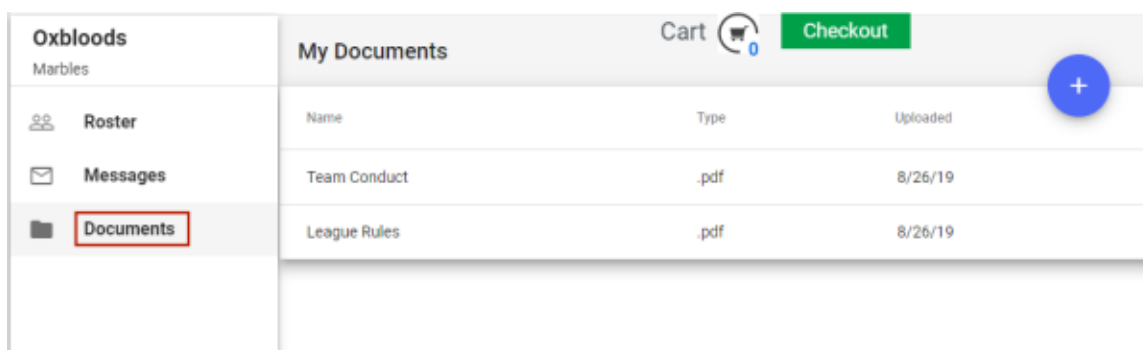


Expanding a message shows recipient email addresses, the complete body text and attachments:



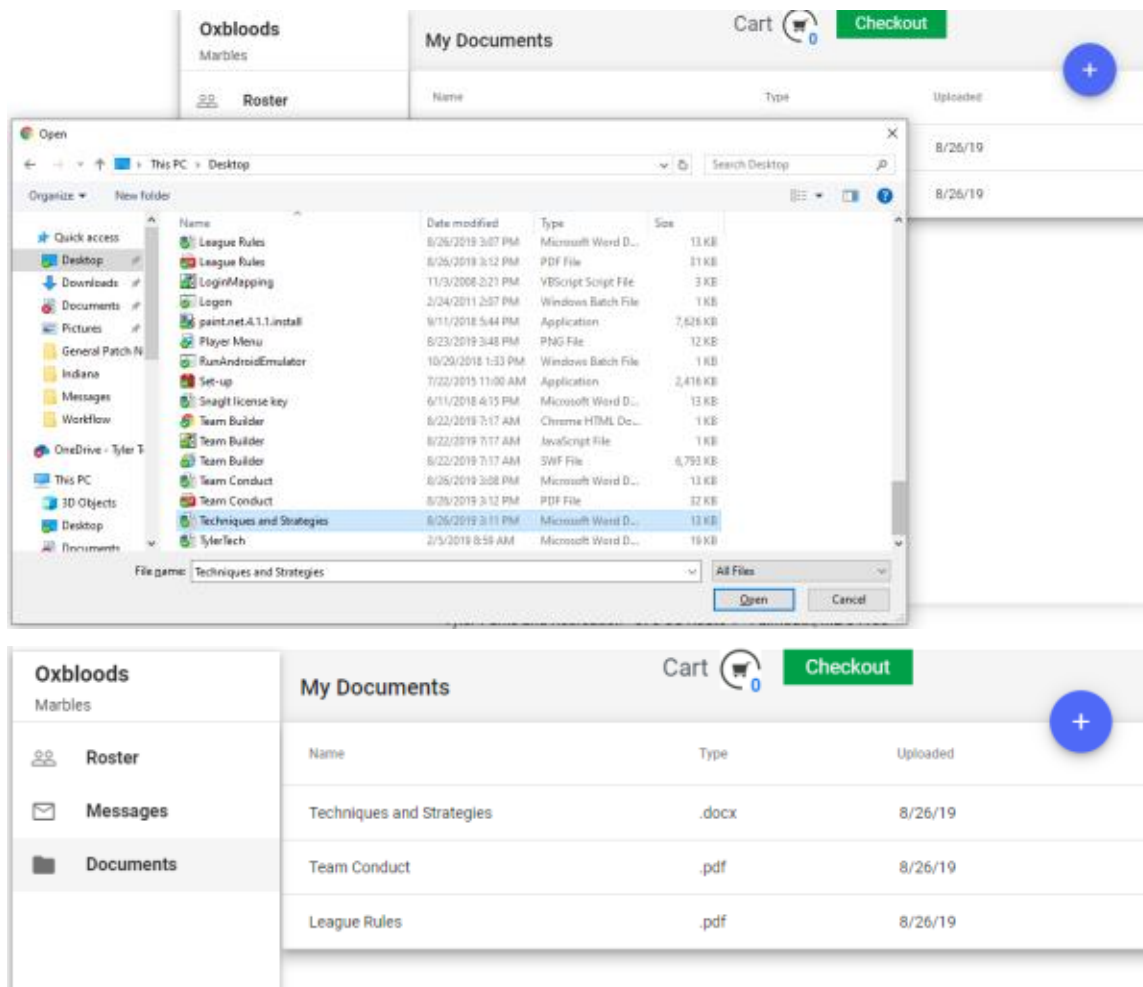
Documents

The **Documents** tab presents a list of documents that have been uploaded to Coach's Corner:



What's New in Tyler Parks and Recreation 2019.3


Documents may be uploaded by clicking the blue plus button  in the top-right corner of the right panel:



The screenshot illustrates the file upload process. A Windows File Explorer window is open, showing the 'Techniques and Strategies' file selected. The background shows the 'My Documents' panel with a blue plus button in the top right corner.

Oxbloods
Marbles

My Documents

Cart  **Checkout**

Uploaded

8/26/19

8/26/19

Open

← → ↑ ↓ This PC > Desktop Search Desktop

Organize New folder

Quick access

Desktop

Downloads

Documents

Pictures

General Patch N

Indiana

Messages

Workflow

OneDrive - Tyler T

This PC

3D Objects

Desktop

Documents

Name

Date modified

Type

Size

League Rules

8/26/2019 3:07 PM

Microsoft Word D...

13 KB

League Rules

8/26/2019 3:12 PM

PDF File

21 KB

LoginMapping

11/3/2008 2:21 PM

VBScript Script File

3 KB

Logon

2/24/2011 2:57 PM

Windows Batch File

1 KB

paint.net.4.1.1.install

9/11/2018 5:44 PM

Application

7,626 KB

Player Menu

8/23/2019 3:48 PM

PNG File

12 KB

RunAndroidEmulator

10/29/2018 1:33 PM

Windows Batch File

1 KB

Set-up

7/22/2019 11:00 AM

Application

2,416 KB

Snagit license key

6/11/2018 4:15 PM

Microsoft Word D...

13 KB

Team Builder

8/22/2019 7:17 AM

Chrome HTML Do...

1 KB

Team Builder

8/22/2019 7:17 AM

JavaScript File

1 KB

Team Builder

8/22/2019 7:17 AM

SWF File

6,793 KB

Team Conduct

8/26/2019 3:08 PM

Microsoft Word D...

13 KB

Team Conduct

8/26/2019 3:12 PM

PDF File

22 KB

Techniques and Strategies

8/26/2019 3:11 PM

Microsoft Word D...

13 KB

TylerTech

2/5/2019 8:58 AM

Microsoft Word D...

19 KB


File name: Techniques and Strategies

All Files

Open Cancel

Oxbloods
Marbles

My Documents

Cart  **Checkout**

Uploaded

8/26/19

8/26/19

Roster

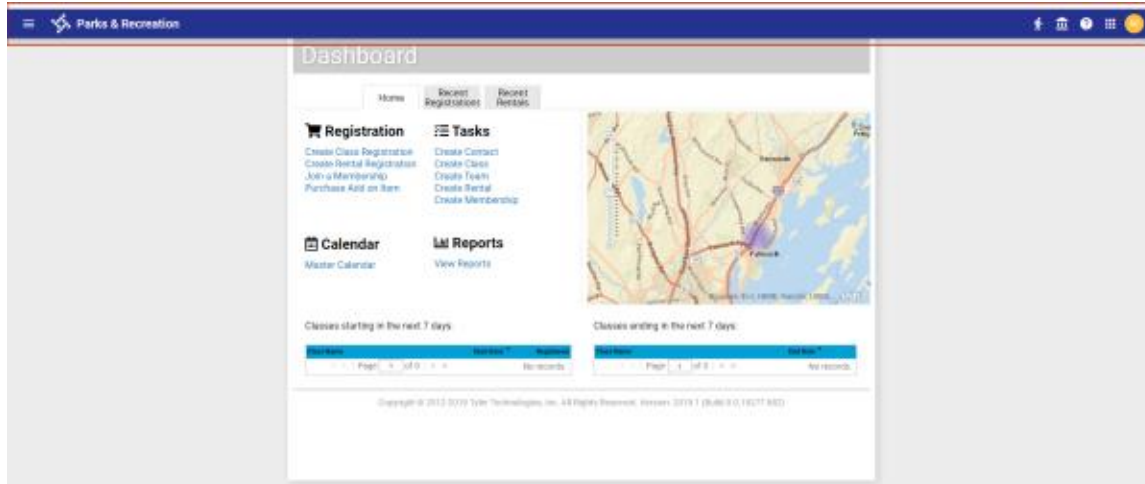
Messages

Documents


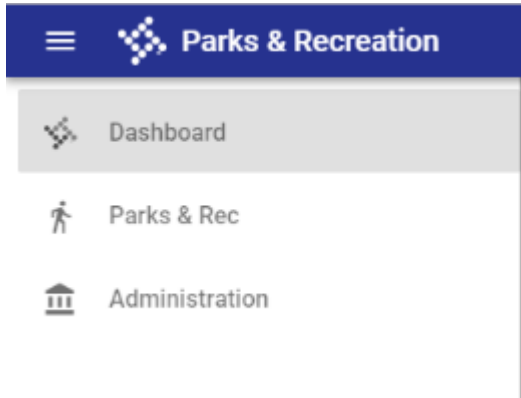

Name	Type	Uploaded
Techniques and Strategies	.docx	8/26/19
Team Conduct	.pdf	8/26/19
League Rules	.pdf	8/26/19

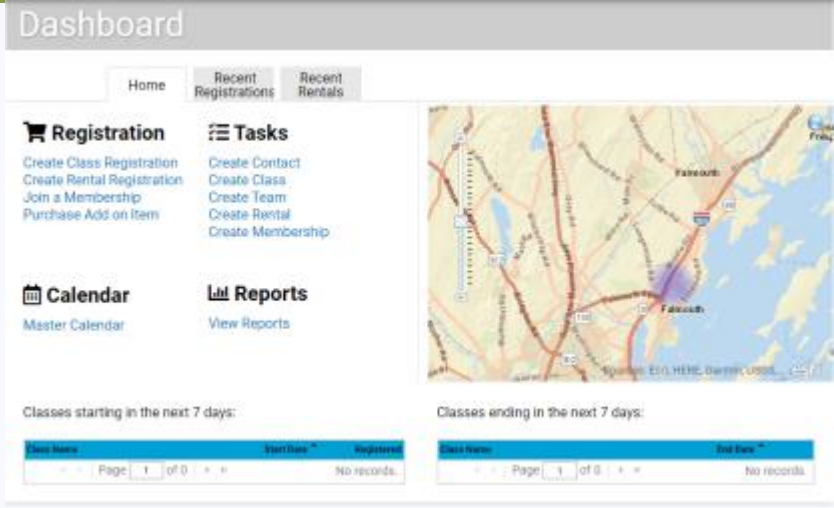

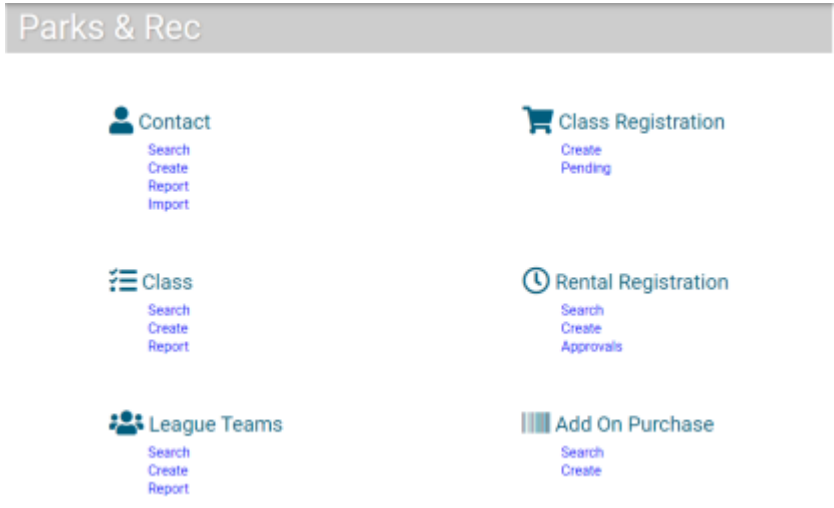

OMNIBAR

An omnibar has been implemented throughout the Tyler Parks and Recreation application:

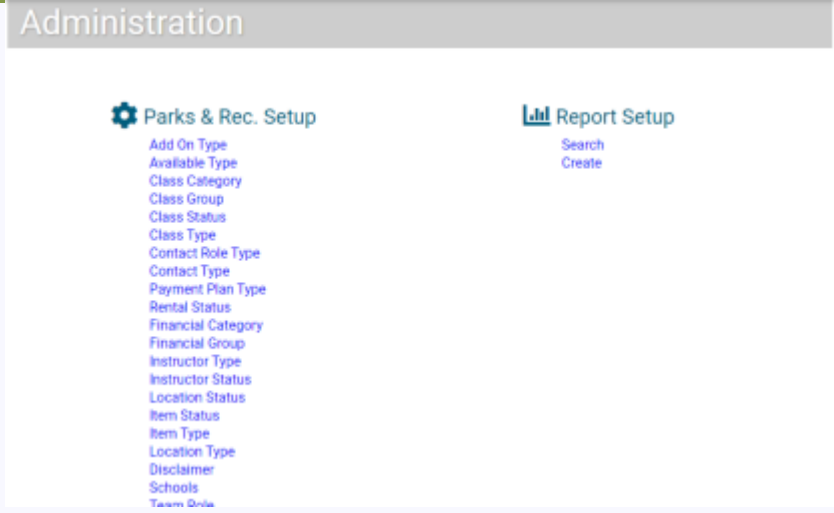

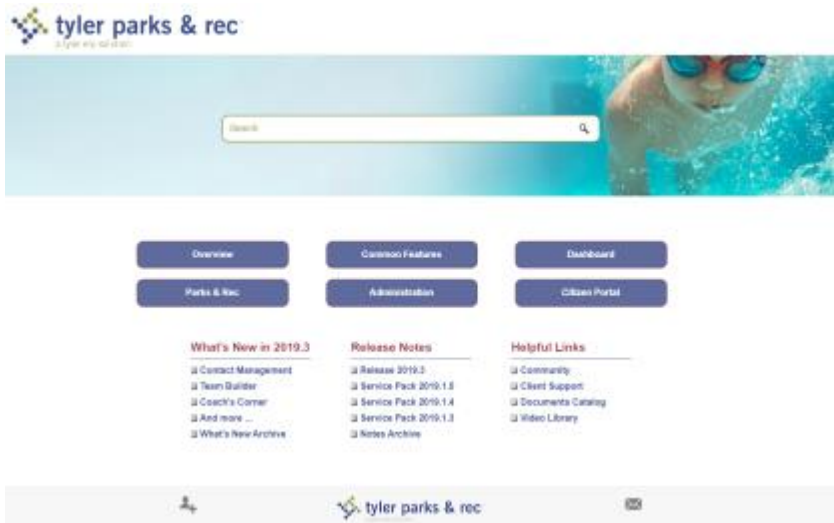



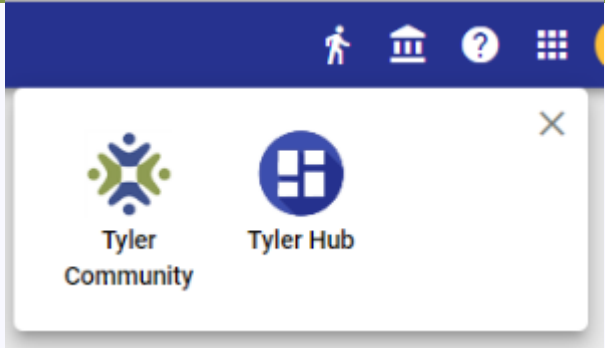

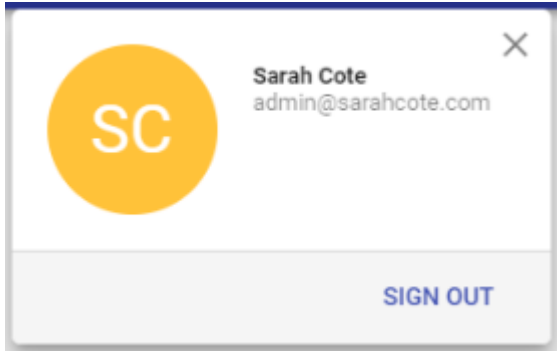
The omnibar replaces the previous page navigation header and contains the following items, from left to right:

Item	Name	When Clicked
	Hamburger icon	Opens a menu with options to navigate to the dashboard, the Parks & Rec menu and the Administration menu. 
	Company logo	Takes you to the dashboard.

Item	Name	When Clicked
		
	Parks & Rec icon	<p>Takes you to the Parks & Rec menu.</p> 
	Administration icon	Takes you to the Administration menu.

What's New in Tyler Parks and Recreation 2019.3

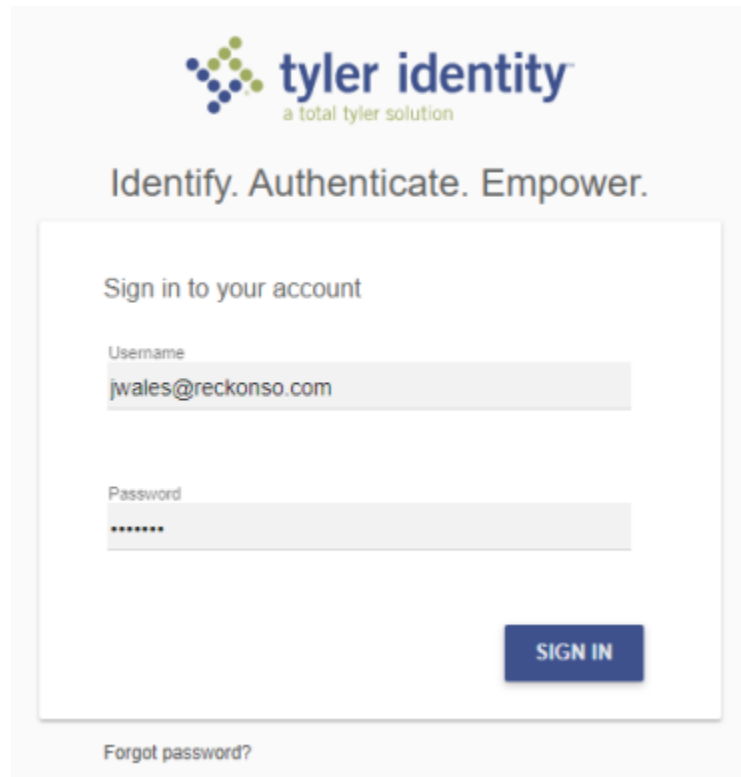
Item	Name	When Clicked
		 <p>The screenshot shows the 'Administration' section of the Tyler Parks & Rec system. It features a gear icon for 'Parks & Rec. Setup' and a bar chart icon for 'Report Setup'. Under 'Parks & Rec. Setup', there is a list of configuration options: Add On Type, Available Type, Class Category, Class Group, Class Status, Class Type, Contact Role Type, Contact Type, Payment Plan Type, Rental Status, Financial Category, Financial Group, Instructor Type, Instructor Status, Location Status, Item Status, Item Type, Location Type, Disclaimer, Schools, and Terms & Conditions. Under 'Report Setup', there are links for 'Search' and 'Create'.</p>
	Help icon	<p>Takes you to Tyler Parks & Rec Help Central.</p>  <p>The screenshot shows the Tyler Parks & Rec Help Central page. It has a header with the logo and a search bar. Below the header, there are six buttons arranged in a 2x3 grid: Overview, Custom Features, Dashboard, Parks & Rec, Administration, and Citizen Portal. At the bottom, there are three columns of links: 'What's New in 2019.3' (Contact Management, Team Builder, Coach's Corner, And more..., What's New Archive), 'Release Notes' (Release 2019.3, Service Pack 2019.1.5, Service Pack 2019.1.4, Service Pack 2019.1.3, Notes Archive), and 'Helpful Links' (Community, Client Support, Documents Catalog, Video Library). The footer includes a user icon, the Tyler Parks & Rec logo, and an email icon.</p>
	Nine-Box icon	<p>Opens a menu containing options to navigate to Tyler Community and, if installed, Tyler Hub.</p>

Item	Name	When Clicked
		 <p>A screenshot of a user interface showing a menu with two options: 'Tyler Community' with a green icon of people, and 'Tyler Hub' with a blue icon of a building. The menu is overlaid on a dark blue header with navigation icons.</p>
	User initials avatar	<p>Displays user name, email address and SIGN OUT option.</p>  <p>A screenshot of a user profile dropdown menu. It features a large orange circle with the initials 'SC' on the left. To the right, the user's name 'Sarah Cote' and email address 'admin@sarahcote.com' are displayed. At the bottom of the menu is a blue button labeled 'SIGN OUT'.</p>

TYLER IDENTITY

Tyler Parks and Recreation has been integrated with Tyler Identity (TID), allowing for a single sign-on (SSO) across all Tyler applications that are integrated with TID.

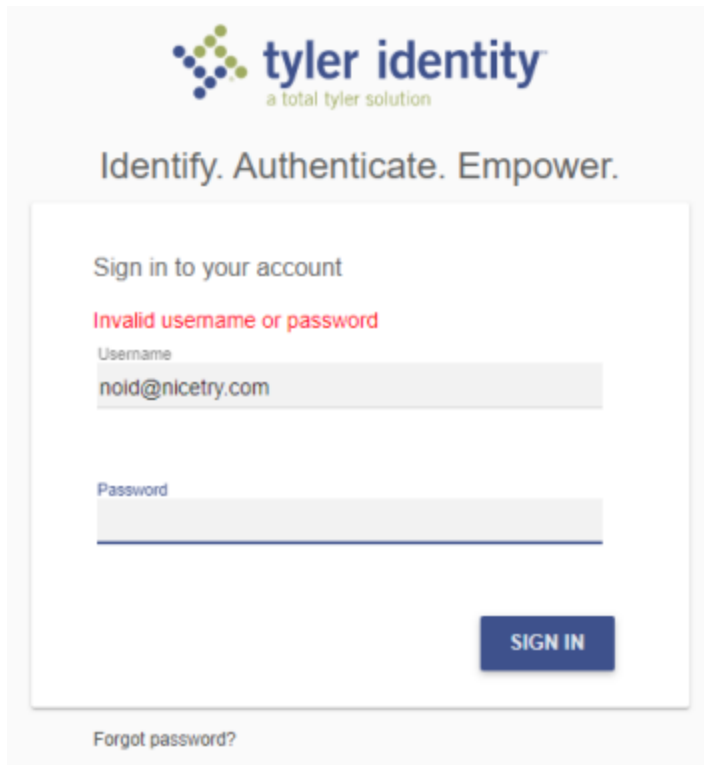
A new sign-in screen reflects this enhancement:

The image shows a web-based sign-in interface for Tyler Identity. At the top, there is a logo consisting of a cluster of green and blue dots to the left of the text "tyler identity" in a bold, sans-serif font, with "a total tyler solution" in a smaller font below it. Below the logo is the tagline "Identify. Authenticate. Empower." in a medium-sized font. The main content area is a white box with a light gray border. Inside this box, the text "Sign in to your account" is at the top. Below it are two input fields: "Username" with the value "jwales@reckonso.com" and "Password" with a masked value of "*****". A blue "SIGN IN" button is positioned to the right of the password field. At the bottom of the white box, there is a link that says "Forgot password?".

To sign in successfully, you need a valid Tyler ID and a linked Parks & Rec user account. After signing in once, you will not have to sign in again to access other applications that are integrated with TID.

TID Sign-In Scenarios

- Tyler ID does not exist ([error](#))



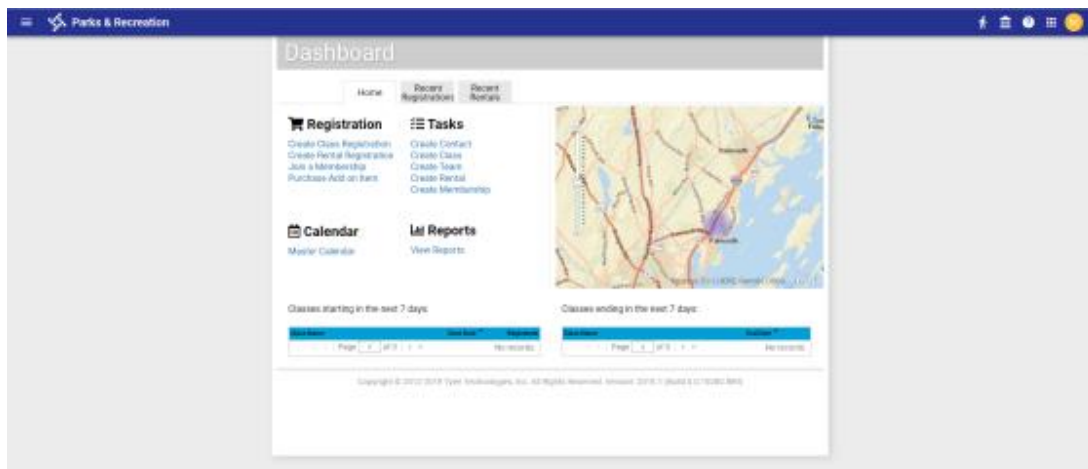
The image shows the Tyler Identity login interface. At the top is the Tyler Identity logo with the tagline 'a total tyler solution'. Below the logo is the slogan 'Identify. Authenticate. Empower.' The main section is titled 'Sign in to your account'. It displays an error message in red: 'Invalid username or password'. Below this, there are two input fields: 'Username' with the value 'noid@nicetry.com' and 'Password' which is empty. A blue 'SIGN IN' button is positioned to the right of the password field. At the bottom left, there is a link that says 'Forgot password?'.

- Tyler ID exists but Parks & Rec user does not (**error**)



- Tyler ID and Parks & Rec user exist (**success**)

What's New in Tyler Parks and Recreation 2019.3



Setup

Here are the setup requirements when a Tyler ID does not exist and when it does:

- Create Parks & Rec user who has a Tyler ID

Administration > System Setup > User > Create

User Details

email: stefan.zaryczny@tylertech.com **role:** Administrator **first name:** Stefan
last name: Zaryczny

User Info **Departments**

User Role <div>Administrator ▼</div>	Title <input type="text"/>
First Name <div>Stefan</div>	Email Address <div>stefan.zaryczny@tylertech.co</div>
Last Name <div>Zaryczny</div>	Tyler Identity User <div>stefan.zaryczny@tylertech.com ▼</div>
Middle Name <div></div>	<input checked="" type="checkbox"/> Active
Phone Number <div>999-999-9999</div>	

As soon as you enter the Parks & Rec user's email address, the system checks for a Tyler ID account associated with the same email address and, if it finds one, auto-fills the *Tyler Identity User* field with the email address.

Once you have made the required entries and saved them, the user is able to sign in.

- Create Parks & Rec user who does not have a Tyler ID

[Administration](#) > [System Setup](#) > [User](#) > [Create](#)

The screenshot shows the 'User' creation interface. At the top, there's a header 'User' with tabs for 'User Info' and 'Departments'. Below this, there are input fields for 'email:', 'role:', 'first name:', and 'last name:'. A 'Search' button is on the right. The main form area contains fields for 'User Role' (set to 'Administrator'), 'Title', 'First Name' (set to 'Josey'), 'Email Address' (set to 'jwales@reckonso.com'), 'Last Name' (set to 'Wales'), 'Tyler Identity User' (a dropdown menu with '--Create New TID User--' selected), 'Middle Name', 'Phone Number', and an 'Active' checkbox. At the bottom right, there are 'Save and New' and 'Save' buttons.

If the system does not find a Tyler ID account associated with the same email address you enter for a Parks & Rec user, select the **Create New TID User** option from the *Tyler Identity User* drop-down.

Note: Active Directory (AD) does not have a **Create New TID User** option. In an AD environment, the administrator creates the user and leaves the *Tyler Identity User* drop-down blank.

When you click **Save**, the user receives an email saying a new Tyler ID has been created for the user, who must click a link to confirm the email address. After confirming, the user receives another email confirming the TID account and requesting the user to set up a password for the associated email address.

Note: Emails are not sent for TID in an AD environment.

- Parks & Rec email address is different from the Tyler ID email address

In the rare case a Parks & Rec email address is different from the Tyler ID email address, you may select the correct email address from the *Tyler Identity User* drop-down:

User

email: role: first name:

last name:

User Info Departments

Search

User Role
Administrator

Title

First Name
Josey

Email Address
jwales@reckonso.com

Last Name
Wales

Middle Name

Phone Number

Tyler Identity User

--Create New TID User--

--Create New TID User--
admin@brianferry.com
admin@chrislaflamme.com
admin@documentation.com
admin@support.com
akshay.gandhi@tylertech.com
another@tylertech.com
arolin@hotmail.com
art@teacher.com
daniel.smith@tylertech.com
diane.stefanovicki@tylertech.com
dup@licate.com
emailaddress@emailaddress.com
example@tylertech.com

Save and New Save

Note: If you use Active Directory (AD), a Parks & Rec user still needs a Tyler ID but will use his or her AD credentials to sign in.

Note: In the migration process for release 2019.3, the software automatically links Parks & Rec users who already have TID accounts. For users who do not have TID accounts, TID accounts are created automatically, and those users receive emails to confirm their email addresses and set up their TID passwords.

MEMBERSHIP ENHANCEMENTS

Parks & Rec > Memberships

The following enhancements have been applied to the Memberships module:

Membership Details Column Titles

Parks and Rec > Memberships Sign-In > Location > Contact > SIGN IN > MEMBERSHIP DETAILS

Column titles in the **Membership Details** section within Membership Sign-In have been updated for usage-based and unlimited location access.

Usage-Based Access

The screenshot shows the 'Membership Details' page for a user named Freda Robison. The page is divided into two main sections: a user profile on the left and a list of memberships on the right. The user profile includes a placeholder image, the name 'Freda Robison', and three buttons: 'SIGN-IN', 'MEMBERSHIP DETAILS', and 'LINK NEW CARD'. The 'MEMBERSHIP DETAILS' section is titled 'Membership Details' and has two tabs: 'MEMBERSHIPS' (selected) and 'CARDS'. Under the 'MEMBERSHIPS' tab, there are three membership entries. The first entry is 'Park and Music' with an expiration date of 'Exp: 05/19/2018'. The second entry is 'Faust Park Access | Faust Park' with an expiration date of '05/19/2018', 'Uses Remaining: 5', 'Uses Logged: 0', and 'Last Usage: 06/10/2019'. The third entry is 'Faust Park Access Season | Faust Park'.

Unlimited Access

The screenshot shows the 'Membership Details' page for a user named Freda Robison. The page is divided into two main sections: a user profile on the left and a list of memberships on the right. The user profile includes a placeholder image, the name 'Freda Robison', and three buttons: 'SIGN-IN', 'MEMBERSHIP DETAILS', and 'LINK NEW CARD'. The 'MEMBERSHIP DETAILS' section is titled 'Membership Details' and has two tabs: 'MEMBERSHIPS' (selected) and 'CARDS'. Under the 'MEMBERSHIPS' tab, there are three membership entries. The first entry is 'Park and Music' with an expiration date of 'Exp: 05/19/2018'. The second entry is 'Faust Park Access | Faust Park'. The third entry is 'Faust Park Access Season | Faust Park' with an expiration date of '09/28/2019' and 'Last Usage: 06/10/2019'.

Sign-In Settings

Administration > System Setup > System Settings

A new **Sign-In Settings** section in System Settings lets you set up the Membership Sign-In page to track non-membership sign-ins, class attendance and activities.



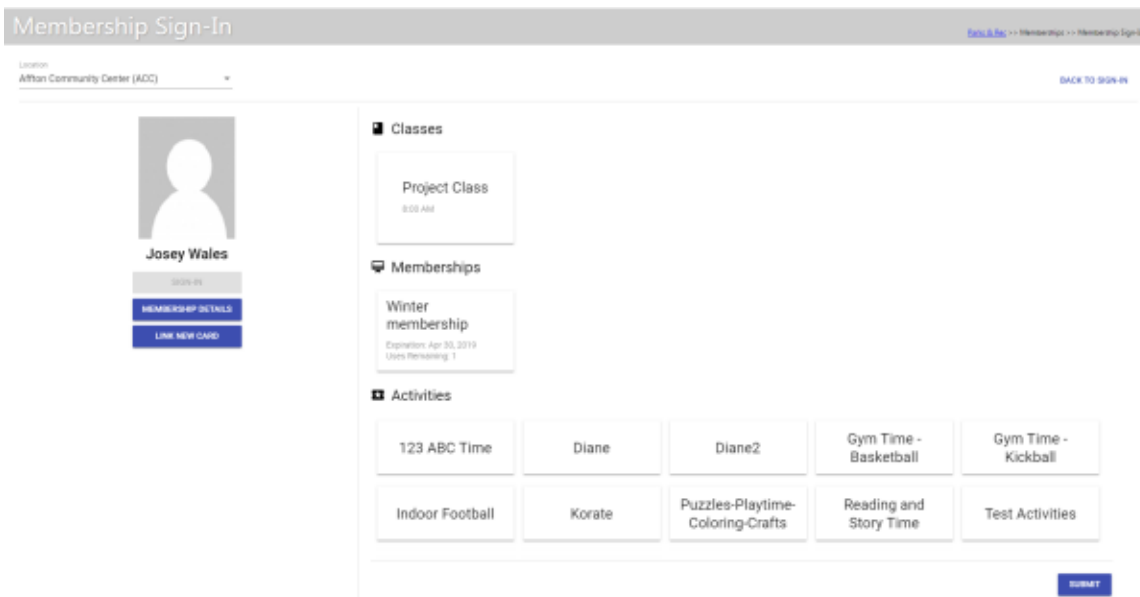
Sign-In Settings

- ☐ Allow Sign-In Without Membership
- ☒ Allow Class Attendance Tracking
- ☒ Allow Tracking Activities

Membership, Class, Activity Selection at Sign-In

Parks & Rec > Memberships > Sign-In > Location > Contact > Sign-In

If *Allow Sign-In Without Membership*, *Allow Class Attendance Tracking*, or *Allow Tracking Activities* is enabled in the **Sign-In Settings** section of System Settings, a new Membership Sign-In page displays, allowing the user to select the memberships, classes or activities for which a contact is visiting a location:



Membership Sign-In

Location: Athton Community Center (ACC)

BACK TO SIGN-IN

Josey Wales
SIGN IN
MEMBERSHIP DETAILS
LINK NEW CARD

Classes

Project Class
8:00 AM

Memberships

Winter membership
Expires: Apr 30, 2019
Users Remaining: 1

Activities

123 ABC Time	Diane	Diane2	Gym Time - Basketball	Gym Time - Kickball
Indoor Football	Korate	Puzzles-Playtime-Coloring-Crafts	Reading and Story Time	Test Activities

SUBMIT

Memberships, classes and activities appear on individual cards. Select the appropriate cards, and click **SUBMIT**:

What's New in Tyler Parks and Recreation 2019.3

Membership Sign-In

Location: Alton Community Center (ACC)

BACK TO SIGN-IN

Josey Wales

SIGN IN

MEMBERSHIP DETAILS

LINK NEW CARD

Classes

Project Class
8:00 AM

Memberships

Winter membership
Expiration: Apr 30, 2019
Units Remaining: 1

Activities

123 ABC Time	Diane	Diane2	Gym Time - Basketball	Gym Time - Kickball
Indoor Football	Korate	Puzzles-Playtime-Coloring-Crafts	Reading and Story Time	Test Activities

SUBMIT

A message displays to confirm the sign-in:

Activities

You are successfully Signed In

OK

123 ABC Time	Diane2	Gym Time - Basketball	Gym Time - Kickball	
Indoor Football	Korate	Puzzles-Playtime-Coloring-Crafts	Reading and Story Time	Test Activities

Activities

Administration > Parks & Rec. Setup > Activities

An **Activities** option has been added to the **Parks & Rec. Setup** section of the **Administration** tab:

Administration








Parks & Rec. Setup

- Add On Type
- Available Type
- Class Category
- Class Group
- Class Status
- Class Type
- Contact Role Type
- Contact Type
- Payment Plan Type
- Rental Status
- Financial Category
- Financial Group
- Instructor Type
- Instructor Status
- Location Status
- Item Status
- Location Type
- Item Type
- Disclaimer
- Schools
- Team Role
- Team Type
- Custom Fields
- Custom Field Layouts
- Module Settings
- Restrictions
- Activities**

Selecting this option opens a new Activities page, where you may create activities and, in turn, associate them with locations:

Activities

Create

Name ^	
Activity A	 
Activity B	 
Activity C	 
 Page 1 of 1 10 View 1 - 3 of 3	

Click the **Create** button to add an activity, the edit icon to edit one. In either instance, a dialog opens, containing a field for the *Activity Name*:

The screenshot shows the 'Activities' management interface. At the top is a grey header with the word 'Activities' in white. Below the header is a green 'Create' button. Underneath is a table with a blue header row labeled 'Name'. The table contains three rows: 'Activity A', 'Activity B', and 'Activity C'. To the right of each activity name are two icons: a pencil (edit) and a trash can (delete). Below the table is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '10'. To the right of the pagination bar is the text 'View 1 - 3 of 3'. Below the main interface is a modal dialog box. The dialog has a blue header bar. Inside, it says 'Activity Name:' followed by a text input field containing 'Activity D'. At the bottom right of the dialog are two buttons: 'Save' and 'Cancel'.

To associate one or more activities with a location, navigate to the Location Details page (Parks & Rec > Location > Search > Create/Edit), and scroll to the new **Activities** section:

The screenshot shows the 'Activities' section within a 'Location Details' page. The section has a grey header with the word 'Activities' and a minus icon on the right. Below the header is a green 'Add' button. Underneath is a table with a blue header row labeled 'Name'. The table contains three rows: 'Activity A', 'Activity B', and 'Activity C'. To the right of each activity name is a trash can icon. Below the table is a pagination bar showing 'Page 1 of 0' and a dropdown menu set to '10'. To the right of the pagination bar is the text 'View 1 - 3 of 3'.

Click the **Add** button. In the Add dialog that opens, select the activity or activities and click the **Add Selected** button:

The screenshot shows the 'Activities' page in the Tyler Parks and Recreation Administration system. A modal window titled 'Add' is open, displaying a list of activities. The modal has a blue header with the title 'Add' and a close button. Below the header is a table with a blue header row labeled 'Name ^'. The table contains four rows: 'Activity A', 'Activity B', 'Activity C', and 'Activity D'. Each row has a checkbox to its left. 'Activity D' is selected. At the bottom of the modal, there is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '10'. To the right of the pagination bar, it says 'View 1 - 4 of 4'. At the bottom right of the modal, there are two buttons: 'Add Selected' (highlighted with a red box) and 'Close'.

Name ^	
<input type="checkbox"/>	Activity A
<input type="checkbox"/>	Activity B
<input type="checkbox"/>	Activity C
<input checked="" type="checkbox"/>	Activity D

Page 1 of 1 10 View 1 - 4 of 4

Add Selected Close

Note: Once an activity has been associated with one or more locations, it cannot be deleted from the Activities page in Administration until it has been deleted from the location(s).

INTEGRATION SETTINGS ENHANCEMENTS

[Administration](#) > [System Setup](#) > [Integration Settings](#)

The following enhancements have been applied to Integration Settings:

Munis Financial System

For the Munis Financial System, an *Account Format* drop-down field has replaced the *Use Full Account* check box on the GL Export File card:

The screenshot shows the 'Integration Settings' page for the 'Munis' financial system. The 'GL Export' card is active. Under the 'File' section, the 'Allow Manual Export' checkbox is checked. The 'Include Refunds in Export' checkbox is unchecked. The 'Account Format' drop-down menu is open, showing options: 'Short Account', 'Long Account', 'Org-Object-Project Standard Multiple Journals', and 'Long Standard Multiple Journals'. The 'Service' section also has 'Allow Manual Export' checked. A 'SAVE' button is visible in the top right corner of the card.

In addition to options for **Short Account** and **Long Account**, the drop-down contains options for **Org-Object-Project Standard Multiple Journals** and **Long Standard Multiple Journals**:

This screenshot is similar to the previous one, but it highlights the new options in the 'Account Format' drop-down menu. The options 'Org-Object-Project Standard Multiple Journals' and 'Long Standard Multiple Journals' are now visible and highlighted with a red box. The 'Short Account' and 'Long Account' options are also visible. The 'SAVE' button and other settings remain the same.

The new formats allow tracking of transaction effective dates that span multiple days.

Incode 9 Financial System

A **Reimbursements Export** option has been added to Integration Settings for the Incode 9 Financial System. This option provides the ability to export in the AP and Reimbursement Export pages or through the Automation Scheduler:

Integration Settings

Reimbursements Export

Financial System: Incode 9

SAVE

File

☒ Allow Manual Export

Automation Schedule

☒ AP Export
☒ Reimbursement Export

Type: File

Event(s) Scheduled: Monday (1-11pm) at 12:00 PM

Download Location: C:\

VERIFY

If **Incode 9** is selected as the *Financial System* in Integration Settings, selecting the *Allow Manual Export* setting on the **Reimbursements Export** card will enable the display of the file export button on the AP Export and Reimbursement Export:

Integration Settings

Reimbursements Export

Financial System: Incode 9

SAVE

File

☒ Allow Manual Export

Automation Schedule

☒ AP Export
☒ Reimbursement Export

Type: File

Event(s) Scheduled: Wednesday at 4:00 PM

Download Location: C:\

VERIFY

Need Help?

AP Export

Parks & Rec > Transaction > AP Export

Transaction AP Export

AP Export

Start Date

8/22/2019 12:00 AM

End Date

8/23/2019 12:00 AM

Minimum Amount

Maximum Amount

Type

Refund

Status

Refunded

Receipt Number

Fee Name

Debit Account

Credit Account

Processed By

AP Export Status

Not Exported

Payment Method

All selected

Paid By

Invoice Number

Keyword

Registrant/Team

Reference Number

Department Name

All selected

☐ Include Zero Amount Transactions

Export

AP Export (File)

Receipt Number *	Type	Status	Debit Account	Credit Account	Amount	Date	Processed By
RECEIPT-08-2019-005593	Refund	Refunded	010-10100	1000-2800	9.99	8/22/2019 12:08:22 PM	admin@sarahcote.com

Page 1 of 1

75

View 1 - 1 of 1

Reimbursement Export

Parks & Rec > Reimbursement > Export

Reimbursement Export

Search Reimbursements

Start Date

End Date

Minimum Amount

Maximum Amount

Reimbursement Number

Status

Processed By

Payee Name

AP Export Status

Export

AP Export (File)

Invoice Number	Status Name	Name	Address 1	City	State	ZIP Code	Amount	Processed By
08-2019-000109	Reimbursed	Gadget, Instructor					50.00	stefan.zaryczny@
08-2019-000114	Reimbursed	Gadget, Instructor					50.00	admin@sarahcots
08-2019-000116	Reimbursed	Gadget, Instructor					50.00	admin@sarahcots
08-2019-000118	Reimbursed	Gadget, Instructor					0.83	admin@sarahcots

Page 1 of 1 75 View 1 - 4 of 4

Incode 10 Financial System

A **Reimbursements Export** option has been added to Integration Settings for the Incode 10 Financial System. This option provides the ability to export from the AP and Reimbursement Export pages or through the Automation Scheduler:

Integration Settings

← Reimbursements Export

Financial System
Incode 10

SAVE

File

☒ Allow Manual Export

Automation Schedule

☒ AP Export
☒ Reimbursement Export

Type
File

Day(s) Scheduled
Wednesday

Time
at 4:00 PM

Download Location
C:\

VERIFY

Need Help?

What's New in Tyler Parks and Recreation 2019.3

If **Incode 10** is selected as the *Financial System* in Integration Settings, selecting the *Allow Manual Export* setting on the **Reimbursements Export** card enables the display of the file export button on the AP Export and Reimbursement Export:

The screenshot shows the 'Integration Settings' page for 'Reimbursements Export'. At the top, there is a header bar with a back arrow, the title 'Reimbursements Export', and a dropdown menu for 'Financial System' set to 'Incode 10'. Below this is a 'File' section with a toggle switch and a checkbox labeled 'Allow Manual Export' which is checked. The 'Automation Schedule' section below it has a toggle switch and two checkboxes for 'AP Export' and 'Reimbursement Export', both of which are checked. Under these, there is a 'Type' dropdown set to 'File', a 'Days Scheduled' dropdown set to 'Wednesday', a 'Time' dropdown set to '4:00 PM', and a 'Weekend Location' dropdown set to 'OTL'. A 'VERIFY' button is located at the bottom right of the automation schedule section. A 'Need Help?' link with a question mark icon is in the bottom right corner of the page.

AP Export

Parks & Rec > Transaction > AP Export

Transaction AP Export

AP Export

Start Date

8/22/2019 12:00 AM

End Date

8/23/2019 12:00 AM

Minimum Amount

Maximum Amount

Type

Refund

Status

Refunded

Receipt Number

Fee Name

Debit Account

Credit Account

Processed By

AP Export Status

Not Exported

Payment Method

All selected

Paid By

Invoice Number

Keyword

Registrant/Team

Reference Number

Department Name

All selected

☐ Include Zero Amount Transactions

Export

AP Export (File)

Receipt Number	Type	Status	Debit Account	Credit Account	Amount	Date	Processed By
RECEIPT-08-2019-005503	Refund	Refunded	010-10100	1000-2800	9.99	8/22/2019 12:08:22 PM	admin@sarahcote.com

Page 1 of 1

75

View 1 - 1 of 1

Reimbursement Export

Parks & Rec > Reimbursement > Export

Reimbursement Export

Search Reimbursements

Start Date

End Date

Minimum Amount

Maximum Amount

08/05/2019

8/22/2019

Reimbursement Number

Status

Processed By

Payee Name

AP Export Status

All

Export

AP Export (File)

Invoice Number	Status Name	Name	Address 1	City	State	ZIP Code	Amount	Processed By
08-2019-000109	Reimbursed	Gadget, Instructor					50.00	stefan.zaryczny@
08-2019-000114	Reimbursed	Gadget, Instructor					50.00	admin@sarahcote
08-2019-000116	Reimbursed	Gadget, Instructor					50.00	admin@sarahcote
08-2019-000118	Reimbursed	Gadget, Instructor					0.83	admin@sarahcote

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Page 1 of 1

75

View 1 - 4 of 4

CREATE CONTACT

[Parks & Rec](#) > [Contact](#) > [Search](#) > [Create Contact](#)


A *Title* field, an *Address Line 2* field and a *Resident Override* check box have been added to the Create Contact dialog:

The 'Create Contact' dialog box is a form for adding a new contact. It features a header bar with the title 'Create Contact'. The form is organized into several sections, each with an icon on the left: a person icon for name fields, a telephone icon for contact preferences, an envelope icon for email, and a house icon for address and location fields. The 'Name' section includes 'First Name *', 'Middle Name', and 'Last Name *' text boxes, along with a 'Title' dropdown menu. The 'Contact' section includes 'Contact Preference *' (a dropdown), 'Gender' (a dropdown), and 'Date of Birth *' (a date picker). The 'Phone' section includes 'Mobile', 'Home', and 'Work' text boxes. The 'Email' section includes an 'Email' text box. The 'Address' section includes 'Address Line 1' and 'Address Line 2' text boxes. The 'Location' section includes 'City', 'State', 'Zip Code', and 'County' text boxes. The 'Resident Override' checkbox is located between the 'City' and 'State' fields. The 'School' section includes 'School' (a dropdown), 'Grade' (a dropdown), and an 'Employee' checkbox. The form has 'CANCEL' and 'NEXT' buttons at the bottom.

Clicking in the *Title* field opens a drop-down that gives you the option to select **Child**, **Guardian/Parent**, **Spouse** or **None**:

What's New in Tyler Parks and Recreation 2019.3

Create Contact




First Name *

First Name is Required

Middle Name

Last Name *




Contact Preference *

Unspecified


Gender

Date of Birth *

MM/DD/YYYY



Email



Address Line 1

Address Line 2

City

☐ Resident Override

State

Zip Code

County

School

Grade

☐ Employee

None

Child

Guardian/Parent

Spouse

CANCEL

NEXT