

**Table of Contents**

Log-In Instructions ..... 2

Resetting your Password ..... 3

Tyler HUB ..... 5

Hub Workflow ..... 6

Munis Ribbon ..... 7

Account Structure ..... 8

Update July 2020



# MUNIS: Overview

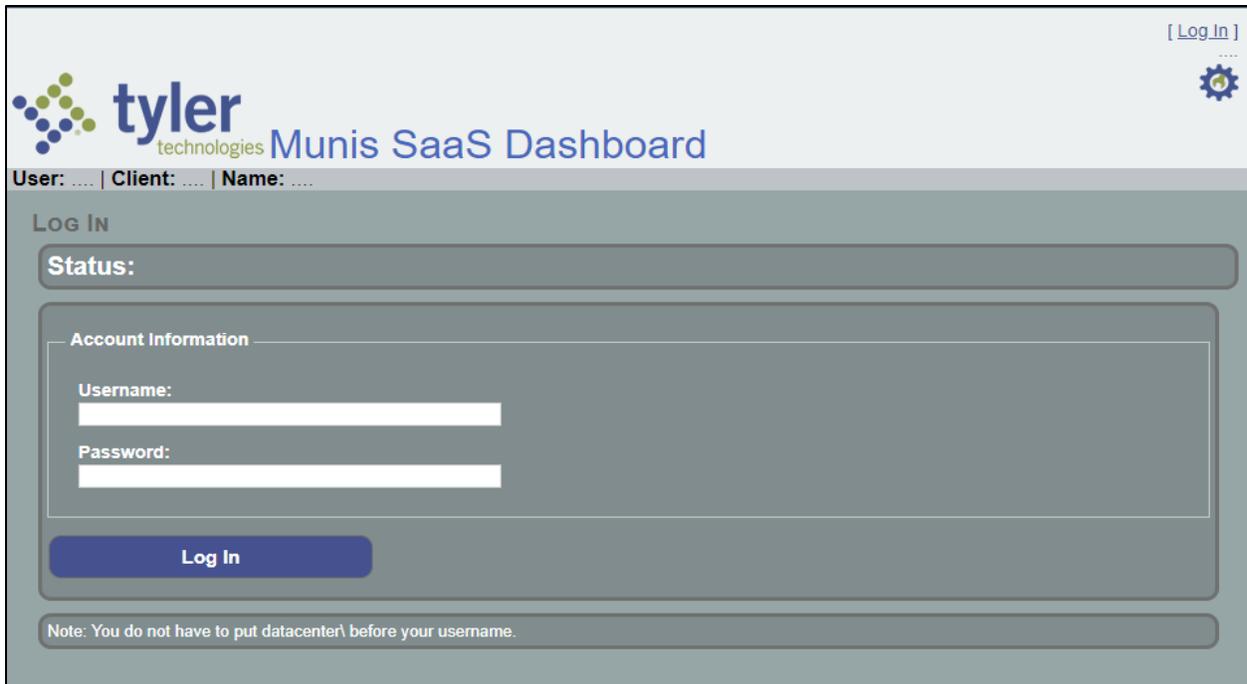
## Log-In Instructions

With the Munis 2019.1 upgrade, you will need to open Munis in Chrome. The link to Munis can be found in EmployeeNet with in the Quick Lind drop-down.



The Username always begins with our client number of 6455 and the first letter of your first name and the first 3 letters of your last name. Example: Bill Smith = 6455bsmi

When you log in for the **first** time, your Password is **NeedNew1**. You will then be prompted to change your password. The requirements are 1 capital letter, 1 special character and 8 characters long. Example: B\*sm1234



# MUNIS: Overview

Once logged in, the screen list when your password will expire, Username, City of Round Rock information and three Databases. **PROD v2019.1** for real time Request and information, use **Train v2019.1** for any training you want to perform.

Welcome **6455mhow!** [ [Log Out](#) ]  
Your Munis password expires in 72 days.

**tyler technologies** Munis SaaS Dashboard

User: 6455mhow | Client: MU6455 | Name: Round Rock (City Of), TX

Select an environment

Name	Description
<a href="#">Prod v2019.1</a>	Prod Database
<a href="#">Train v2019.1</a>	Train Database
<a href="#">Test v2019.1</a>	Test Database

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

You will need to re-enter your Username and Password in the Tyler Identity box. And click sign in.

**tyler identity**  
a Total tyler solution

Identify. Authenticate. Empower.

Sign in to your account

Username

Password

**SIGN IN**

## Resetting your Password

You will receive emails from the Munis Datacenter account Notification to reset your password prior to the expiration. Click the Cloud Admin Account link in the email.

MUNIS Datacenter account Notification

cloudadminnoreply@tylertech.com  
To: Renee Cortez

Reply Reply All Forward ...

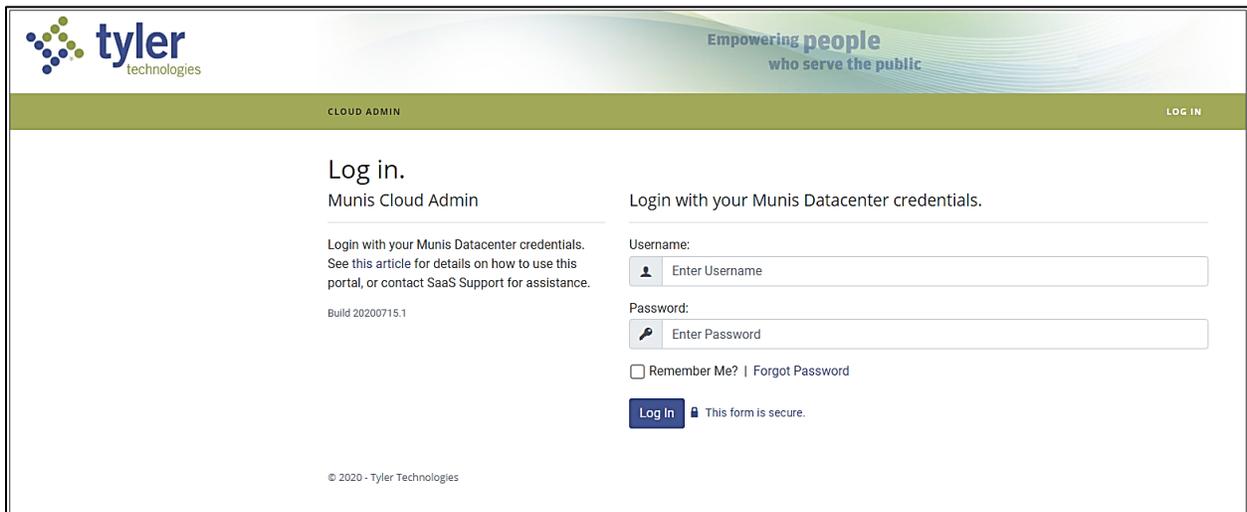
Thu 7/16/2020 6:30 AM

Renee Cortez,

Your DATACENTER\6455rcor password is going to expire in 7 days. Please login to your [Cloud Admin account](#) to change/reset your password.

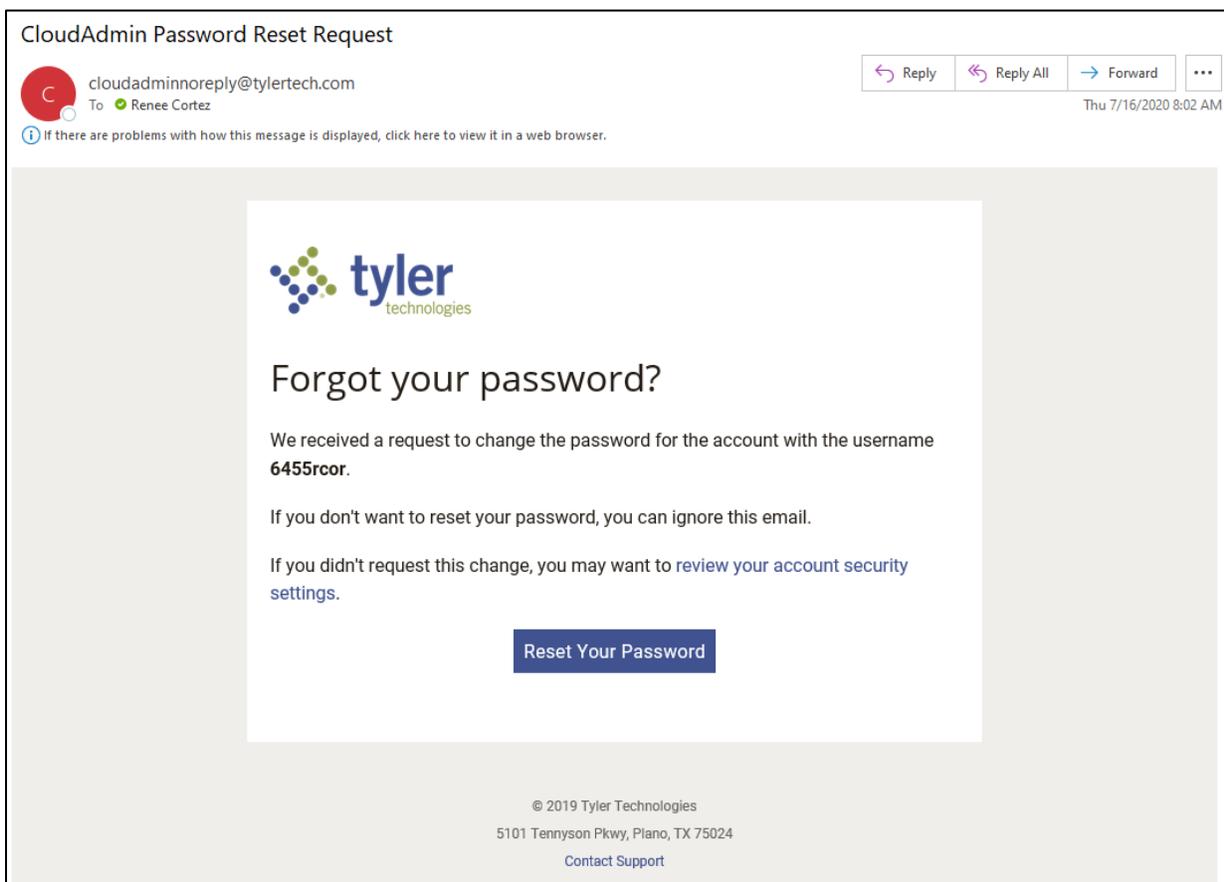
# MUNIS: Overview

Enter your User ID and old password. It will prompt you to click reset my password.



The screenshot shows the Tyler Technologies Cloud Admin login interface. At the top left is the Tyler Technologies logo with the tagline "Empowering people who serve the public". Below the logo, it says "CLOUD ADMIN" and "LOG IN". The main heading is "Log in. Munis Cloud Admin". There are two columns of text. The left column says "Login with your Munis Datacenter credentials. See this article for details on how to use this portal, or contact SaaS Support for assistance. Build 20200715.1". The right column says "Login with your Munis Datacenter credentials." and contains a "Username:" field with a person icon and "Enter Username", a "Password:" field with a key icon and "Enter Password", and a "Remember Me? | Forgot Password" checkbox. At the bottom of the right column is a blue "Log In" button and a lock icon with the text "This form is secure." At the very bottom of the page is the copyright notice "© 2020 - Tyler Technologies".

You will receive an email to reset your password.

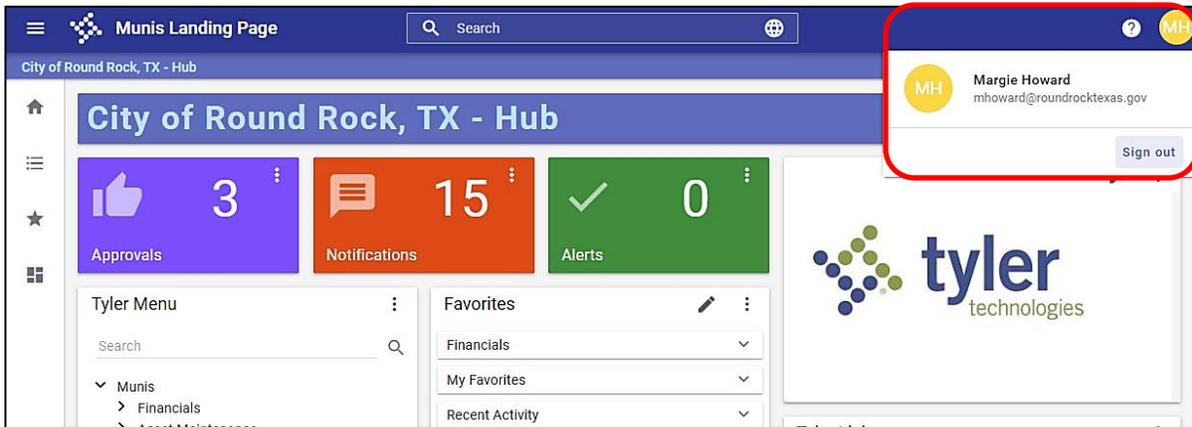


The screenshot shows an email titled "CloudAdmin Password Reset Request". The sender is "cloudadminnoreply@tylertech.com" and the recipient is "Renee Cortez". The email body contains the Tyler Technologies logo and the heading "Forgot your password?". The text reads: "We received a request to change the password for the account with the username **6455rcor**. If you don't want to reset your password, you can ignore this email. If you didn't request this change, you may want to [review your account security settings](#)." Below this text is a blue button that says "Reset Your Password". At the bottom of the email is the copyright notice "© 2019 Tyler Technologies", the address "5101 Tennyson Pkwy, Plano, TX 75024", and a "Contact Support" link. The email interface also shows "Reply", "Reply All", and "Forward" buttons, and the date "Thu 7/16/2020 8:02 AM".

\*You can change your password at any time using this link: <https://cloudadmin.tylertech.com>

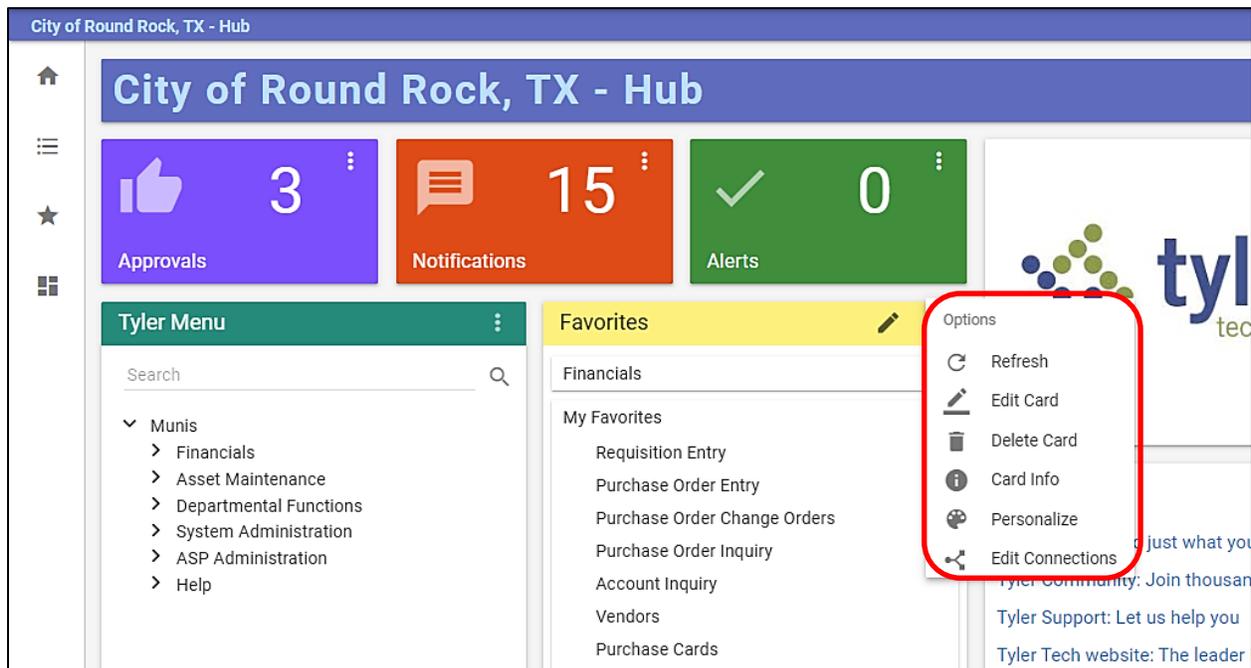
## Tyler HUB

The Tyler Hub has the basic user setup. Approver, Notification and Alert Cards, Tyler menu, Favorites and Recent Activity. The User sign out is located on the top right.



Add programs to your Favorites by right clicking on the program name in the Tyler Menu lookup, select "Add to My Favorites".

Click the 3 dots (ellipsis) on any tile, menu or favorites to edit or personalize.



## Hub Workflow

Workflow approvals, notifications and alerts.

City of Round Rock, TX - Hub

- Approvals: 3
- Notifications: 15
- Alerts: 0

**Approvals** – These items required attention, such as approval for requisitions and budget transfers. Click on each item to open to see details and take action. A summary shows to the right. It is best to go into the requisition and view the order and attachments before approving.

Click Settings to setup forwarding of your approvals. (See Forwarding Approval instructions)

Approvals

Process Codes	All Dates	REQ: Requisitions pending approvals
<input checked="" type="checkbox"/>	REQ: Requisitions pending approvals \$5,000.00 - TEST	7/9/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$13,112.00 - NeoGOV Insight Annual 2020	6/30/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals	7/20/2018

Created: Thu Jul 9 2020  
Reason: amount of this requisition is greater than the threshold 3,000.01  
Requisition Header  
Fiscal year: 2020  
Requisition number: 202422  
General description: TEST  
Contract:  
Total amount: \$5,000.00

APPROVE REJECT FORWARD HOLD CLOSE **SETTINGS**

**Notifications** – These are system-generated notices about requisition conversion to a PO, requisition rejected, or budget transfer is denied. Checking the box will show a summary of that notification to the right.

These notifications will need to be manually checked and dismissed to clear from this tile.

Notifications

Process Codes	All Dates	RCP: Requisitions converted to purchase orders
<input checked="" type="checkbox"/>	RCP: Requisitions converted to purchase orders \$.05 - TEST ORDER FOR FORMS	4/6/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$450.00 - CHPG Elevator Sump Pump	7/1/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$20,712.26 - FS3 Networking Hardware	6/29/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$26,820.00 - Iteris Signal Communication Upgrades	6/24/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$59,961.00 - Dell PowerEdge R740	6/22/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$32,360.00 - PARD Improvements for Gym Floor Damage & Racquetb	6/17/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals \$8,667.20 - Sony Camera and GoPro	6/17/2020
<input type="checkbox"/>	REQ: Requisitions pending approvals	

Created: Mon Apr 6 2020  
Reason: Not available  
Requisition Header  
Fiscal year: 2020  
Requisition number: 201854  
General description: TEST ORDER FOR FORMS  
Contract:  
Total amount:

DISMISS CLOSE SETTINGS

**Alerts** – This area is not regularly used; it is mostly used with due dates on contracts

## Munis Ribbon

All Munis screens will have an area at the top called the Ribbon. Below is a list of the *most commonly used* features of the Ribbon. The icons that are highlighted are the only ones available for use depending on the Munis Program you are in and your user access.

**Back** – will go back a page/screen, if you are on a main screen this will close the page.

**Accept** - Click this to accept the data entered on the screen

**Search** – To Search available fields on the screen

**Browse** – To view search results

**Add** – To Add the next record

**Update** – To Update an existing record

**Delete** – To Delete a record

**Cancel** - Click to Cancel an action

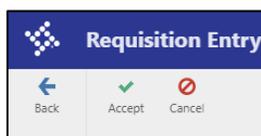
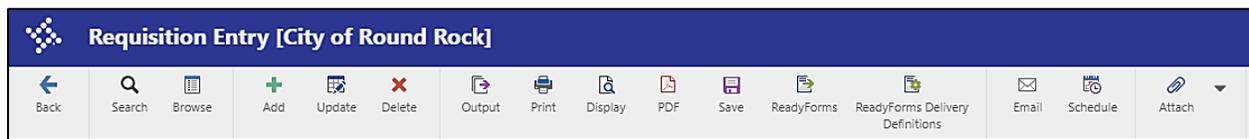
**Output** – Use these icons to determine how you receive the requested information

**Office** – Most Munis searches can be exported to Excel, Word, or Email

**Paperclip** – The camera icon will used when attaching documentation to a record

**Menu** – This area changes depending on the module you are using in Munis

Icon samples in the Munis Ribbon:



**Account Structure**

**Below is an example of what an account looks like in Munis**

*Finance Administration is charging an expense to Supplies-Office*

100 = Fund

17000 = Department

5316 = Account

The Fund and Department are merged and are called ORG Code. The Account is the Object Code.

**10017000 = ORG**

**5316 = Object**

Example coding on a requisition line:

Seq	Org	Obj	Project	Description
01	10017000	5316		Supplies - Office