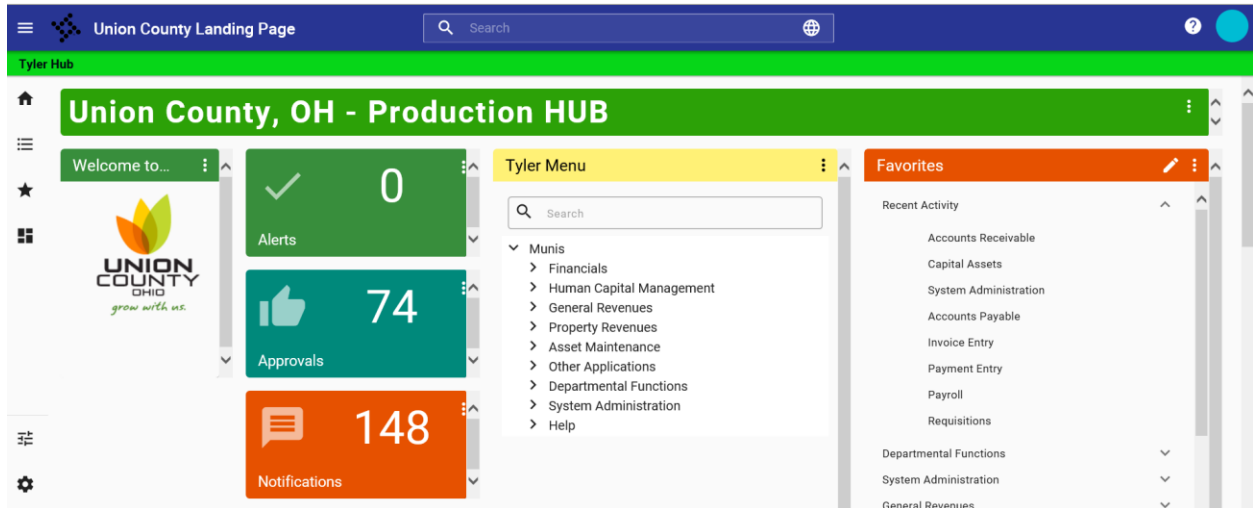


THE HUB - MUNIS Version 2019.1

This is the new MUNIS landing page for Munis Version 2019.1. It is referred to as the HUB.



The HUB offers a search function – Global Search or “Google for MUNIS”



Expands the Tyler menu



Double T's will take you back to the landing page



THE HUB - MUNIS Version 2019.1



Brings up Tyler Community, Tyler University, Tyler Support and Tyler About

Tyler Community - is available for any Munis user to use. You must register the first time you log in. Tyler offers, free of charge, how to webinars for multiple processes/products. Most of the training & webinars are around 1 hour. They are easy to sign up for and very beneficial. This is a great resource center for all levels of user knowledge.

Tyler University - Walks you through “how to do” various processes in Munis

Tyler Support – Client support is where you can get live assistance or file a case with Tyler Technologies

Tyler About – System Versions for Hub, Munis

Tyler Links - You may customize what links you use/need to your own liking

Union County Website

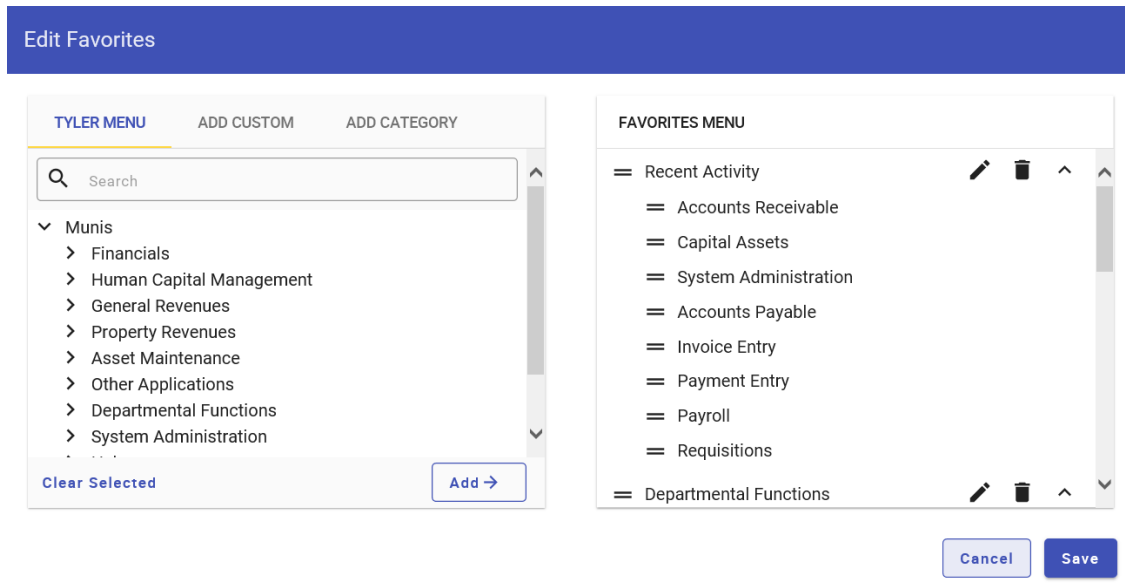
ESS (Employee Self-Serve)

Budgetary Resources Page

There are other links to explore

Tyler menu – Can be accessed two places on the front page of the Hub. The menu has not changed, and you will find it just as before. However, some of the processes have been renamed. Human Resources/Payroll is now called Human Capital Management and Fixed Assets are called Capital Assets.

Favorites – You may edit and save your favorites in this section. Click on the pencil to add, delete, or relocate. The menu comes up and you may select multiple favorites to add to your menu.



Edit Favorites

TYLER MENU ADD CUSTOM ADD CATEGORY

Search

- ✓ Munis
 - > Financials
 - > Human Capital Management
 - > General Revenues
 - > Property Revenues
 - > Asset Maintenance
 - > Other Applications
 - > Departmental Functions
 - > System Administration


Clear Selected Add →


FAVORITES MENU

- Recent Activity
- Accounts Receivable
- Capital Assets
- System Administration
- Accounts Payable
- Invoice Entry
- Payment Entry
- Payroll
- Requisitions
- Departmental Functions

Cancel Save

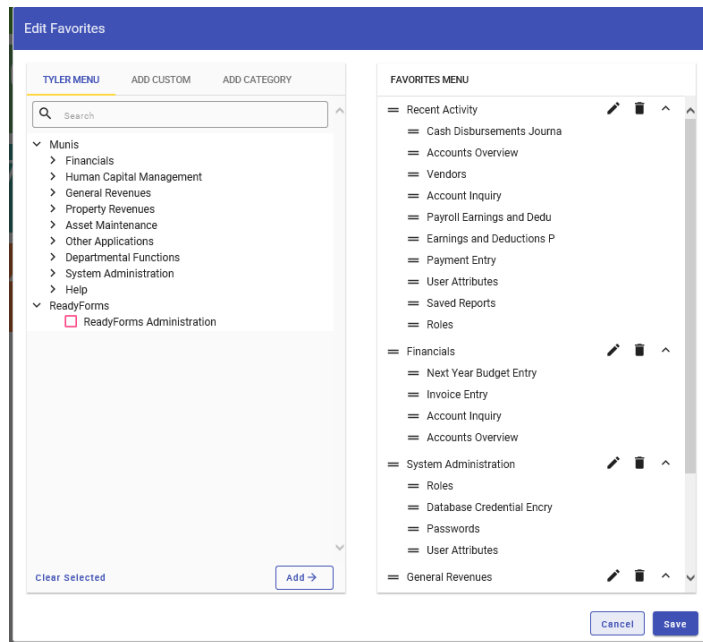
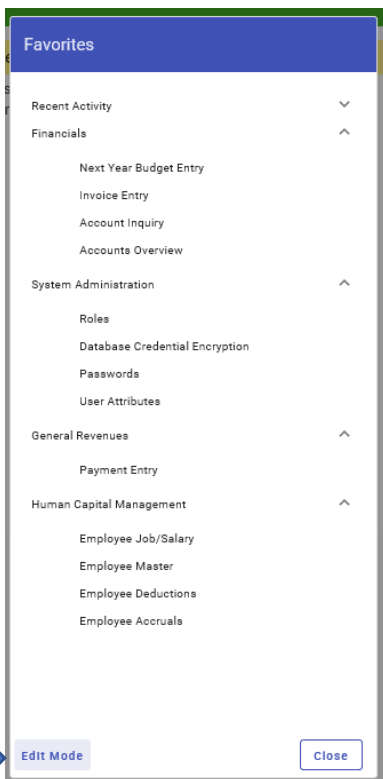
Make your selections then click  and 

 Brings you back to the home screen

 Displays the Tyler Munis Menu



Displays your favorites and is the site to add more favorites or make changes or deletions to your favorites menu. You can either right click and save one at a time or select several at once. In the edit mode you may move your favorites around.





THE HUB - MUNIS Version 2019.1



Edit content of your HUB screen

- Add Card
- Add Page
- Browse Content
- Page Layout
- Connection Builder

MUNIS Help Tab – Gives you step by step instructions how to do various processes

- ▼ Munis
 - > Financials
 - > Human Capital Management
 - > General Revenues
 - > Property Revenues
 - > Asset Maintenance
 - > Other Applications
 - > Departmental Functions
 - > System Administration
 - > **Help**

The screenshot shows the MUNIS Help interface. On the left is a navigation tree with categories like Resources, Programs, and Requisitions. The 'Requisition Entry' page is selected, showing a title bar, a description of the program, and a list of tasks such as 'Adding a requisition', 'Adding a requisition with tax', and 'Allocating the requisition'. Below the list are sections for 'Additional Program Options' and 'Field Descriptions'. At the bottom, there is a 'Resources' section with links for 'Getting Started with Munis' and 'Contacting Munis Technical Support'.

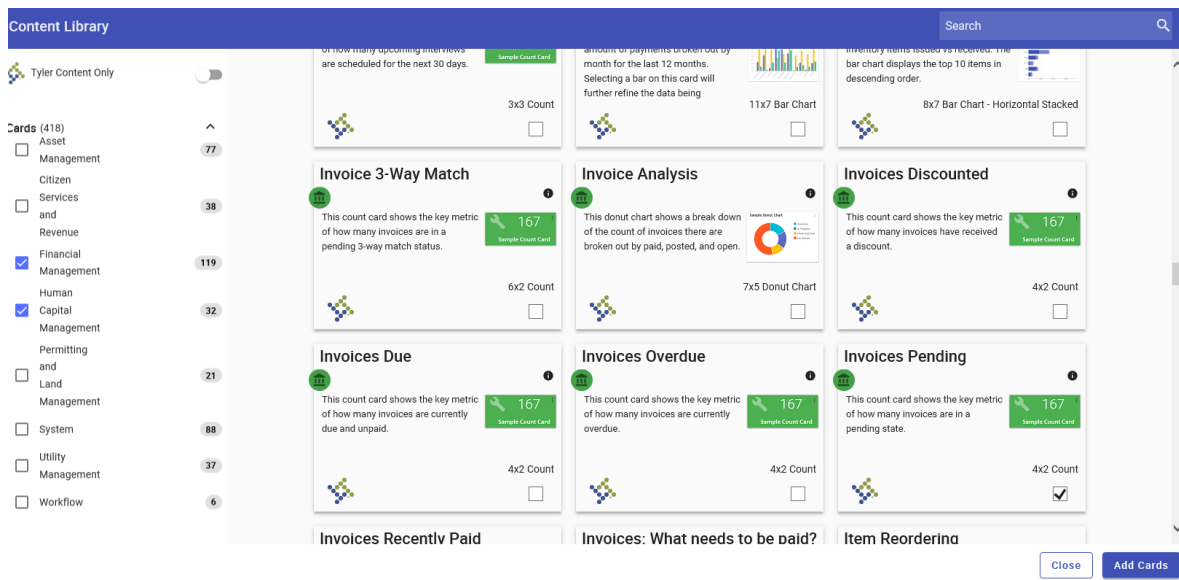
Add a card – Cards give you quick access to contents such as alerts, approvals, and notification. There are several other cards which may be added for your use. Cards contain customizable data easily displayed on a page for quick reference or deeper analysis.



Edit content of the hub

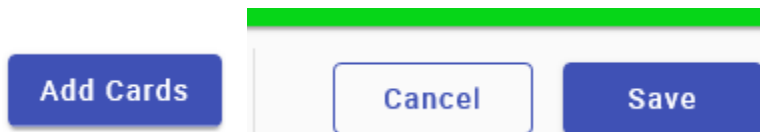
Add Card

Select “Add a card from the card library”

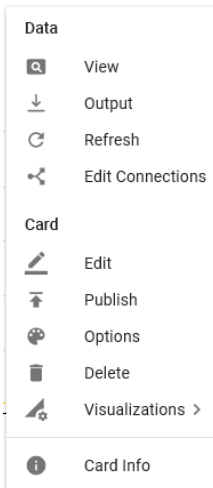


The screenshot shows the 'Content Library' interface. On the left is a sidebar with a search bar and a list of categories: Tyler Content Only, Cards (418), Asset Management (77), Citizen Services and Revenue (38), Financial Management (119), Human Capital Management (32), Permitting and Land Management (21), System (88), Utility Management (37), and Workflow (6). The main area displays a grid of cards. Each card includes a title, a brief description, a key metric value (e.g., 167), a 'Sample Count Card' icon, and a size specification (e.g., 3x3 Count, 6x2 Count, 4x2 Count). Cards include 'Invoice 3-Way Match', 'Invoice Analysis', 'Invoices Discounted', 'Invoices Due', 'Invoices Overdue', 'Invoices Pending', 'Invoices Recently Paid', 'Invoices: What needs to be paid?', and 'Item Reordering'. At the bottom right of the grid are 'Close' and 'Add Cards' buttons.

Once selected click on Add Cards and Save (or Cancel) - the card will appear on your Hub screen



To refresh data or change a card simply click on the three dots for the info to come up.



While you will always have the Union County Landing page, you can customize your hub to meet your needs and preferences. You may create pages and add cards to suite your needs.

