Newsletter
August 2012

ADG
American Data Group, Inc.
Enterprise Financial and
Utility Billing Software Solutions
for Government

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GREETINGS!

Thank you for taking the time to look into ADG activities and news. Topics within this newsletter include:

- *ADG IP Change*
- *USPS Barcode Announcement*
- *% of Organizations Converted to Web by Application*
- *2012 Rocky Mountain Users Group*
- *Building Permit System*
- *Tips for Users*

Friday, August 24th ADG is changing it's IP and phone service provider at the Centennial office. The phones may not be available that afternoon.
Important: If your firewall restricts ADG access from a select IP range – our new IP range will be:
    50.194.143.1 → 13

% of Clients Converted to the Web Version

Overall, the majority of users are making great strides to get converted to the Web version. We understand it can be a difficult transition. Should you desire in depth training on any of the Web version products, please send a request to support. Training is affordable at the current rate of $120 per hour to help boost your confidence and ease-of-use with the applications. On-site training is also available by request and utilizes the same fee plus travel and per diem expenses.

% Converted to	Application
82	Run at least one Web application
88	Web Fixed Assets System
34	Web Fund Management System – excluding Payroll
86	Web Utility Billing System
72	Web Sales Tax & Business Licensing System
23	Web Building Permit System
100	Web Global Work Order System
75	Cemetery Plot Tracking System
60	Web Money Track System
0	Web Special Assessments System

USPS Barcode

The United States Postal Office is retiring the POSTNET barcode in favor of the Intelligent Mail barcode (IMb) starting January 28, 2013. **Important:** The Progress software version does NOT support the new Intelligent Mail barcode. Only the Web version will support this change. Please visit their website for more information.

2012 Rocky Mountain Users Group Conference

Please join us for this year's ADG Rocky Mountain region Users Group Conference. We look forward to reconnecting with many of you as we dive into Web version application features and discover key differences from Progress applications to the Web. Mark Ruis, from Point & Pay, will be joining us 9/11 & 12, for a special meet and greet opportunity.

When: September 10 − 12
Where: DoubleTree Hilton Hotel
            13696 E. Iliff Place
            Aurora, CO 80014

Room Accommodations:
        May be made online here, and please Add special neighborhood rate code 560038852, OR call Eryn Schatz at (303) 614-0788. The current room rate is $119 per weekday night and $79 per weekend night with this code.

Cost: $120 for a full day session or $65 for any half day. Lunch will be provided for either option. ADG will bill your organization AFTER the conference.

How to register:
        Open the schedule and registration form, mark appropriate sessions and lunches for planned attendance, and return via email to saj@adginc.net or fax to (303) 741-4966. **Deadline: 8/31/12**
***If you run Adobe Reader X, you can click the Adobe icon to open the full menu, then click the Sign document icon, save a copy, and enter your information to return to Stephanie Jost without having to print out the form.

Building Permit System

With ADG's Building Permit System (BPS), a municipality or county may conveniently track and store the important operations occurring within a Community Development or Building Department all electronically. The system has proven effective in reducing time and labor spent on efforts to organize and manage:

- Permit Applications
- Valuations and Fees
- Permits
- Land Parcel Data
- Legal Documents
- Contractor Licensing
- Inspections
- Reports

Code Enforcement System

The Code Enforcement System is an excellent companion to BPS. Track complaints and violation information from the first call to a compliancy. Maintain and record:

- Code Violations with Standard Responses
- Complaint reporter, date, time and description
- Parcel the complaint is against which uses the same Parcel as BPS
- Unlimited Notes with Attachments per complaint and inspection
- Inspections with Calendar and Scheduling
- Standard Letters created and edited through a letter writer program to send to owners and other interested parties.
- Money Received
- Reports -
  - Statistics   - Open Inspections
  - Hearing Docket   - Aging A/R
  - Financial Summary for Violations
  - And More

A few unique features Include:

- Applications and Permits are the same record, known as a single document ID.
- As new permit applications are submitted and entered into the system:
  - Required approvals are created, based on permit type, and emails may be sent to the appropriate department(s), requesting the approver log-in and review it before it may be converted to a permit.
  - Default valuations and fees are automatically created based on permit type.
- When a permit is created or an application is converted to a permit:
  - Default valuations and fees are automatically created based on permit type.
  - Required inspections are automatically created based on permit type and the valuation/fee records.
- Parcel and location information are integrated with Sales Tax & Business Licensing, Special Assessments, Utility Billing, and Code Enforcement Systems.
- When entering inspections, contractor's information and expiration dates are displayed and the inspector's schedule for a requested date may be viewed so as to not overbook.
- Over 35+ various Reports are available to supply a variety of information to concerned parties.
- What's Next?
  - Citizen Link is in development! This will show permit information, inspection requests, and contractor registrations renewals.
  - Field accessibility. Because the system is Web Browser Based and with the help of smart device technology, inspectors have direct access to the system to quickly and efficiently make notes and upload photos while at a site.

TIPS

GoTo Meeting Support Tip

When speaking with support, if you are asked to join a GoTo Meeting, it is helpful to **open a new window or tab** on your browser for the GTM to begin that is separate from your current ADG Financials tab. By doing this, you will not loose your current work place within the ADG application you are receiving support for.
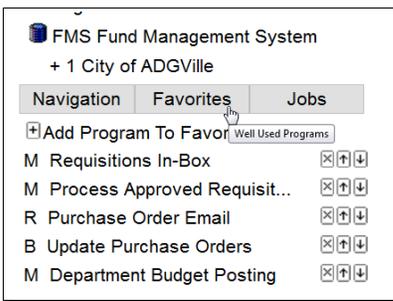
Customize Default Settings

Did you know on your welcome screen, under the **Preferences & Support** tab, you can customize your own ADG Application experience?
Specifically within <u>Change Default Settings</u> a user may select which

- Application to appear upon log-in, if you have access to multiple applications.

- Time Format to be displayed in standard 12 hour AM/PM or Military 24 hour.

- Color Scheme you would like the applications to display as. Check out the new 2012 Style Sheet 1!

- Number of Grid Rows to display per page. Following the guidelines, if you have a larger resolution monitor screen you may have up to 30 grid rows display on a page.
  *Reminder – the grid is a Data Grid, in the form of a table, that displays your records of information.

Also, you may change your password and default printer through this tab.

Don't forget about the **Favorites** tab on the left side of the screen to add your most commonly accessed programs/report or possibly the ones you don't enjoy searching for.
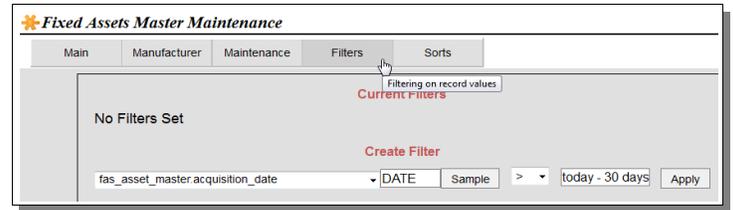

M is for Master file

R is for Report

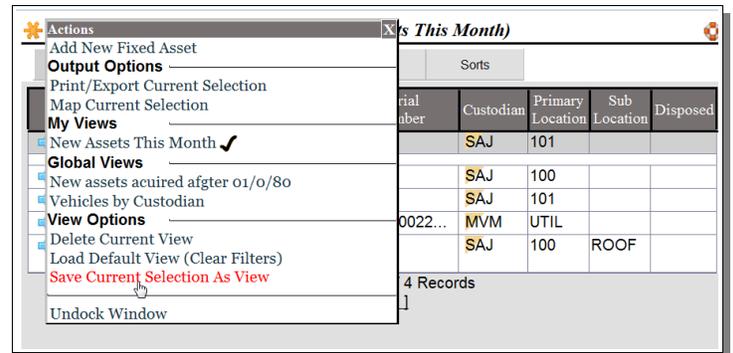B is for Batch

Inquiries may not be saved as favorites

Using Filters

One unique feature about using the filters tab is the ability to enter **"today" +/- an amount of time** when filtering records by date. This filter can then be saved as a view so each time a user would like to access it, the system will automatically refresh to the current date and display the correct information.

An example could be assets by acquisition date. Say, for instance, I want the Grid to show assets acquired within the month. To achieve this, click the Filters tab, select fas_asset_mater.acquisition_date, then > (greater than), "today – 30 days" and click Apply or hit enter.

Now the Grid will display assets containing an acquisition date for the current month. Furthermore, I can **Save Current Selection As View** from the yellow asterisk (Global Option/Actions) icon, give it a title and viola, it is saved as a view under My Views.

This is a universal capability that may be utilized for any data grid within any application system. Try it for vendors, utility customers, business license customers, asset warranties, contractor expirations etc. The software is smart enough to know the terms days, weeks, months, and years as well. Can you think of how this might be helpful for filtering other types of data?