

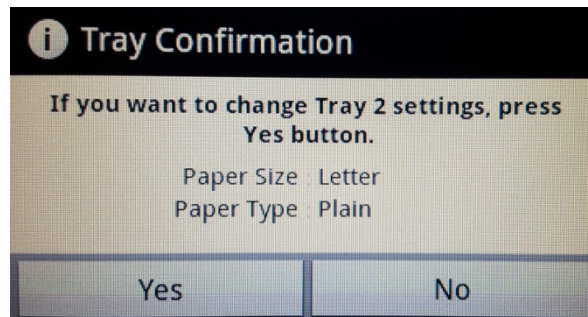


# Dave Yost • Auditor of State

**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** May 2, 2016  
**SUBJECT:** UAN User Notes

## DELL MULTIFUNCTION 2375DNF PRINTER

The Dell multifunction B2375dnf printer has a new paper size verification feature that has raised a few questions from some clients. If the printer is on and the printer tray is opened (which is a routine event when loading and unloading warrants), the printer will want to verify that the same size paper is being loaded into the printer tray. When the following message appears on the printer's LCD screen, select '**No**' if you didn't change the paper size:



## CEMETERY APPLICATION ENHANCEMENTS

UAN has completed several enhancements to the UAN Cemetery application which was initially released last year. If you are currently using the UAN cemetery application, please contact UAN Support to request a copy of the update.

The following enhancements have been added to the cemetery application:

- A **column for Owner** has been added to the Deeds & Transactions screen as well as to the Plot pick list on the Add Burials screen.

88 E. Broad St. Columbus, OH 43215  
Telephone: (800)833-8261 Fax: (877)727-0088  
Email: UAN\_Support@ohioauditor.gov

- **Autocomplete** is now functional in the Purchaser field of the Sell and Transfer screens.
- **Deed and Blank Deed printing functionality** has been expanded. Defaults have been added to the Entity Setup/Deed Format screen for the number of signature lines to include on the right and left side of the deed. Also, an option to include or exclude the page numbers has been added to the screen. The defaults can be overridden at the time of printing.

**Additional Note:** The reporting error that occurs due to a Structure name beginning with a character followed by a number will no longer occur after updating to Cemetery 2.0.

**Reminder:** *The cemetery application is available as a standalone product.*


## UAN BUDGET TRAINING

UAN will be conducting online budget (webinar) training on Friday, May 13, 2016 from 11:00 AM to 1:00 PM. The class is intended for individuals who want to review the budget application and gain a better understanding of the budgeting process. The attached PDF document to this email is the class materials. The budget training class is open to all UAN clients and there is no additional fee for attending any UAN training courses.

There is no preregistration required to attend the class. Online login will open at 10:30 AM on Friday, May 13, 2016. Admission will be first come first served. Our online training license has a maximum capacity for 200 connected devices (computers, tablets, smartphone, etc.), so we request if you are attending the class with a group that only one device is used to access the online training course. If you are unable to attend, the class will be recorded and posted on our website approximately one week after the event.

**Reminder:** *The device used to attend the online training class needs to have a high speed internet connection.*

## HOW TO LOGIN

1. From 10:30 AM to 11:00 AM on Friday, May 13, 2016 select the following link:  
<http://www.gotomeeting.com/training>
2. Select 'JOIN A TRAINING'.
3. Next enter the nine digit training ID #. The training ID for this Budget online training class is: **613603228**.
4. Next enter your email address.
5. Click on the arrow to the right of the email address field e.g. . The webpage will automatically refresh.
6. Enter your 'First Name' and 'Last Name' into the required fields.
7. Click the 'Join Training In Progress' field (the field below the 'First Name' and 'Last Name' fields).

8. After clicking the 'Join Training In Progress' field, your access to the online training will begin. There could be up to a sixty second delay before accessing the online training class.
9. Before accessing the online training class, you will see on your device's screen our welcome slide. Please read the slide because it provides important information about the GoToTraining control panel. Also, you should hear music coming from your device's speakers, headset or ear buds. If you have not previously attended a UAN online training and/or are unfamiliar with your device's audio settings, please test your device's audio settings before accessing the online training class. UAN has created a document to provide guidance on testing your device's audio settings. A copy of our 'Sound Check Quick Tips' document is located on our website (UANLink) at: [https://uanlink.ohioauditor.gov/hardware/computer/Sound\\_Check\\_Quick\\_Tips.pdf](https://uanlink.ohioauditor.gov/hardware/computer/Sound_Check_Quick_Tips.pdf).

***Please Note:*** The training class will begin promptly at 11:00 AM on Friday, May 13, 2016.