Are you Ready for Go-live?

The Countdown is On!

by
FMIS Team

With less than one week until Munis Go-Live, the FMIS Team is working to get our current years AS/400 data into the new system. Today, our Tyler Implementation Consultant, Randy Arcevido, arrived to kick off our implementation. Randy has a busy schedule for the next 2 weeks - and for the most part, will be making Courthouse Rm 433 his temporary office.

By January 28th, all departments and key users will complete training. In the next installment of this newsletter, Randy will be sharing common problems he has seen in other implementations - things that might help us when we Go Live next week.

In addition, look forward to new material on the website including "how-to"
guides, covering the basics.

So please continue to prepare for Jan. 28th. The FMIS Team will work diligently to create useful resources and help will always be available to provide the best Munis experience possible.

1. **Ready, Steady, Test!**
The FMIS Team's group training sessions have kicked off, and we are excited to show you all of the amazing capabilities of Munis. However, if you are practicing using the system on your own and you run into a problem, the FMIS Team always has your back! All you have to do is:

1. Go to the County's IT Help Desk (found on the Blount County website), or click here to go directly to the portal.
2. Fill out the ticket; but make sure the Summary box says "Tyler Munis."
3. Submit the ticket and check your email for replies to the issue or status updates.

2. **FMIS Frequently Asked Questions - Anytime, Anywhere**
The FAQ will stay open for questions even after go-live, so click here to be taken to the FMIS FAQ page where you can ask questions - ANY question - about ANY thing related to FMIS. The link can also be found on the website under FMIS Help.

3. **"Party" in Room 433**
Starting today (Tuesday, Jan. 22) through Thursday, Jan. 31, Tyler Munis is available at the Courthouse in Room 433 for additional training and preparation for your first week on the new FMIS system. If you run into any issues while you’re training or even if you just have a question, bring your laptop to get advice and training directly from the vendor!
4. Missing Munis Vendors
So you're about to create a Req. for that much needed, often overlooked, box of tissues. And you get to the part where you're supposed to select a vendor... but your vendor is not there!! There might be a problem.

The first thing you should try is a wildcard search. The best way to search for a vendor in Munis is not to type in the vendor's entire name, instead type part of the company name and include an asterisk (*) after. You could also include the asterisk before.

If your Vendor's name is ABC Construction, search for ABC* or *Construction. This will help you to better find your vendor!

If all other search methods fail and you can't find your vendor, just email the Purchasing Dept. and include "Missing Munis Vendor" as the subject line. They will double check to make sure that your vendor is in Munis!

5. Weekly Challenge
This "challenge" is the easiest of all, and maybe even the most important when it comes to getting ready for training and go-live. Of course, you can't use what you can't access, and you can only access Munis through the Chrome browser. If you're currently using Internet Explorer, Safari, Microsoft Edge, etc. then there's no better time to switch than now! Just click here and follow the 4 easy steps, then you're all ready to start Munis-ing.
Download & install Google Chrome

Google Chrome is a fast, free web browser. Before you download, you can check if Chrome supports your operating system and you have all the other system requirements.

Install Chrome on Windows
1. Download the installation file.
2. If prompted, click Run or Save.
3. If you chose Save, double-click the download to start installing.
4. Start Chrome:
   - Windows 7: A Chrome window opens once everything is done.
   - Windows 8 & 8.1: A welcome dialog appears. Click Next to select your default browser.
   - Windows 10: A Chrome window opens after everything is done. You can make Chrome your default browser.

   If you’ve used a different browser, like Internet Explorer or Safari, you can import your settings into Chrome.

Install Chrome offline

Install Chrome on Mac
1. Download the installation file.

Instructions for setting Chrome as your default browser

Thanks for Reading!

Remember to check your inbox for FMIS updates, how-to's, handy tips, and more in the next newsletter.

Happy Munis-ing!

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Our mailing address is:
Avero Advisors
512 W Broadway Ave
Maryville, TN 37801-4712

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