



SUMNER COUNTY GOVERNMENT
Tyler Munis Hub:
Onboarding and Navigation

Section 1 General Requirements

- Employees who already have or who will gain access to Munis will go through the onboarding process during the upgrade to Munis version 2021.2.
- Tyler Hub is the central location that brings all the user's accessible information into one area.
 - This will be the home page for each user, and it will appear when the user has successfully logged into Munis.
 - The Tyler Menu will be accessed from here.

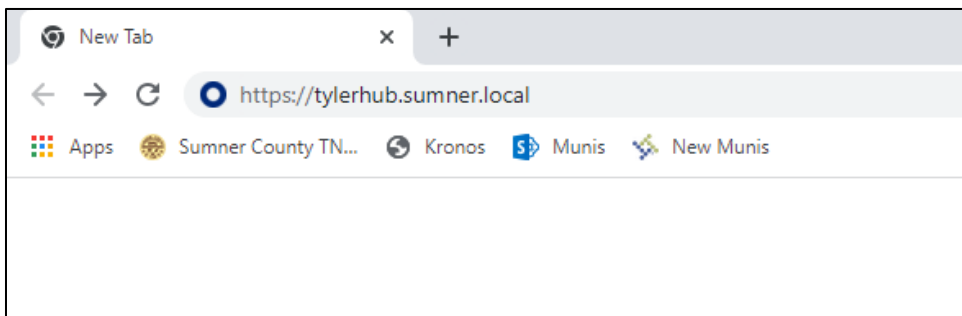
Section 2 Procedures

I. Onboarding

***** If Munis is accessed through a VPN, that process will not change. Log in to the VPN before proceeding with the steps below.*****

***** The Google Chrome web browser must be used to access Munis. *****

1. In the Google Chrome web browser, type in the URL (<https://tylerhub.sumner.local>) as shown below.



2. Type email address into the "Username" box.
3. Check the "Remember me" box to prevent having to type in the username at every log in.
4. Click next.

The image shows the Okta Sign In page. At the top is the Okta logo. Below it is a circular profile picture of a sunflower. The text "Sign In" is centered. There is a "Username" label above a text input field containing "bhalliburton@sumnercountytn.gov". Below the input field is a checked checkbox labeled "Remember me". A blue button labeled "Next" is positioned below the checkbox. At the bottom left, there is a link that says "Need help signing in?".

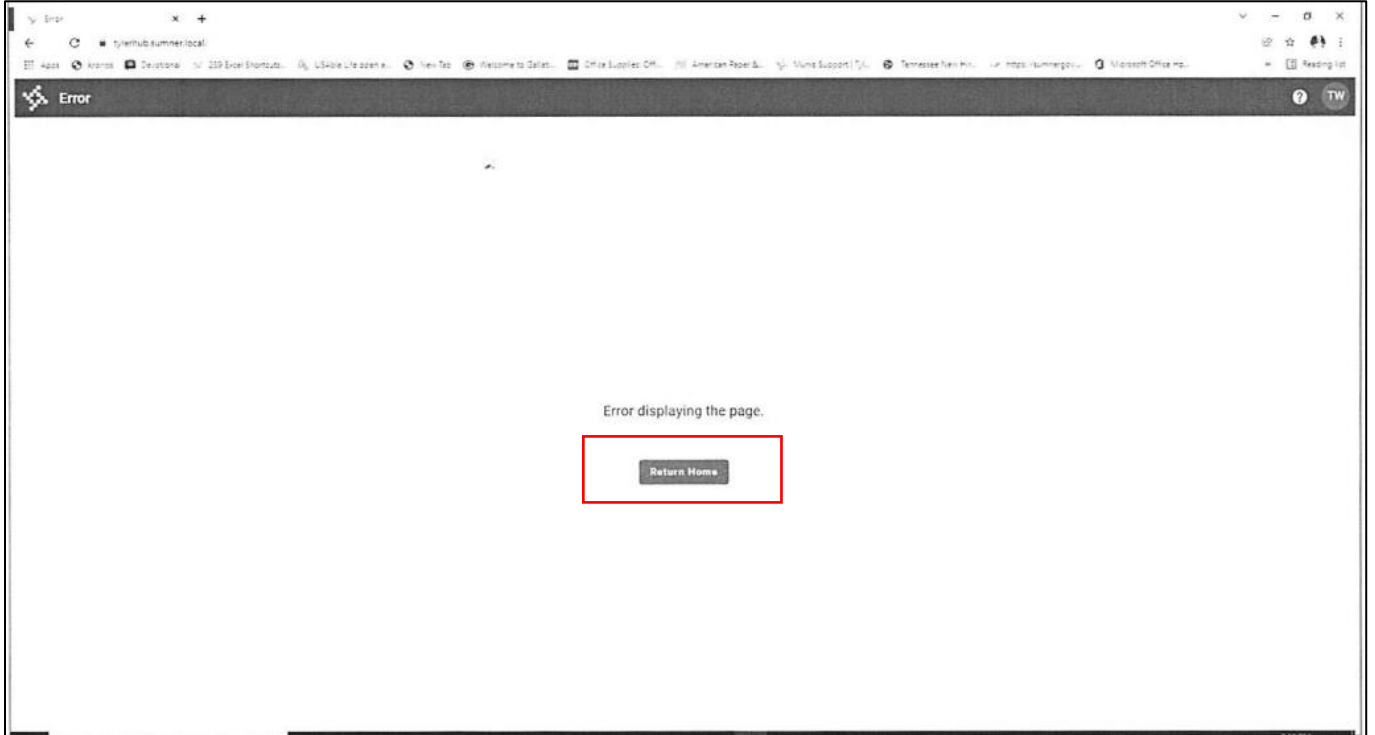
5. Type password into the “Password” box. This password will be the one used to log into the email account.
6. Click “Sign In”.

The image shows the Okta Sign In page, similar to the first one but with the password field filled. The "Username" field still contains "bhalliburton@sumnercountytn.gov". The "Password" field is now filled with ten black dots. The blue button is now labeled "Sign In". The "Remember me" checkbox is still checked. The "Need help signing in?" link is at the bottom left.

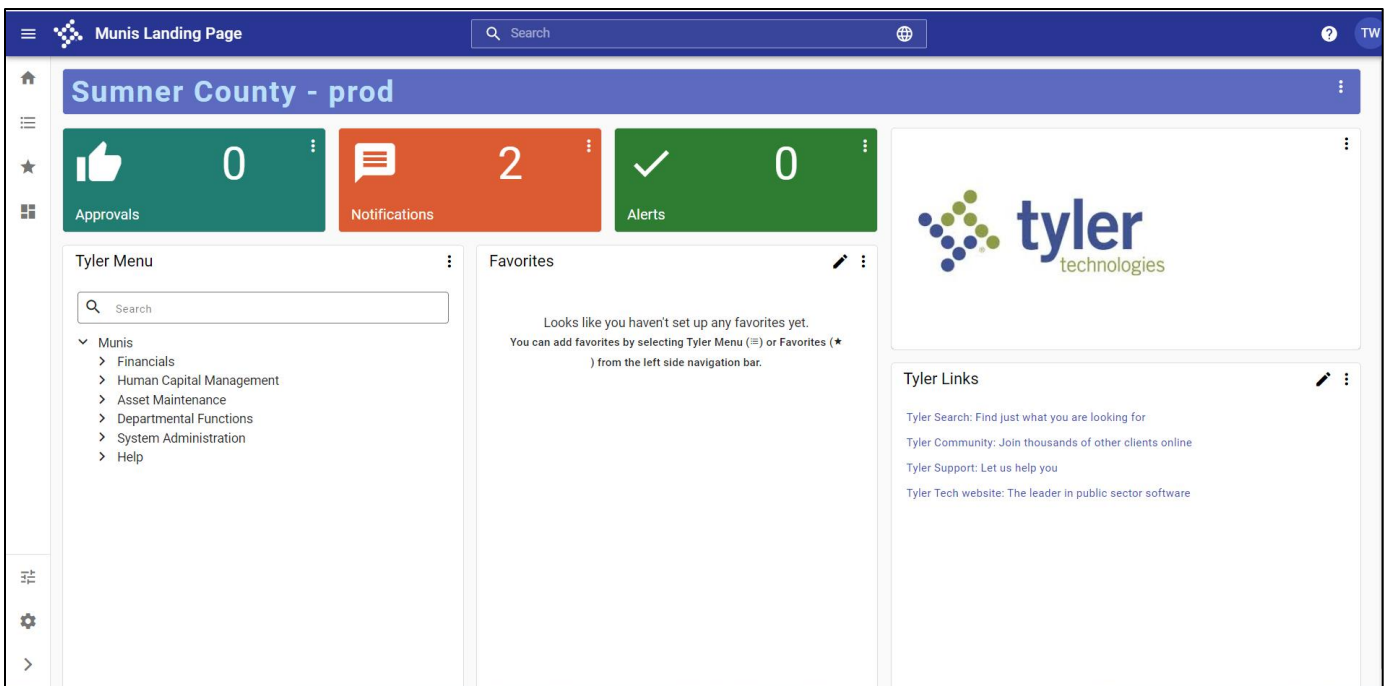
***Note: A user may be prompted to select a profile image. If so, an image should be selected. However, not every user will be prompted to do this, so do not be alarmed if not prompted to select a profile image. ***

7. After the page loads, click “Return Home”.

Disregard the error message. This message is normal.



8. The home page (Tyler Hub) will load.

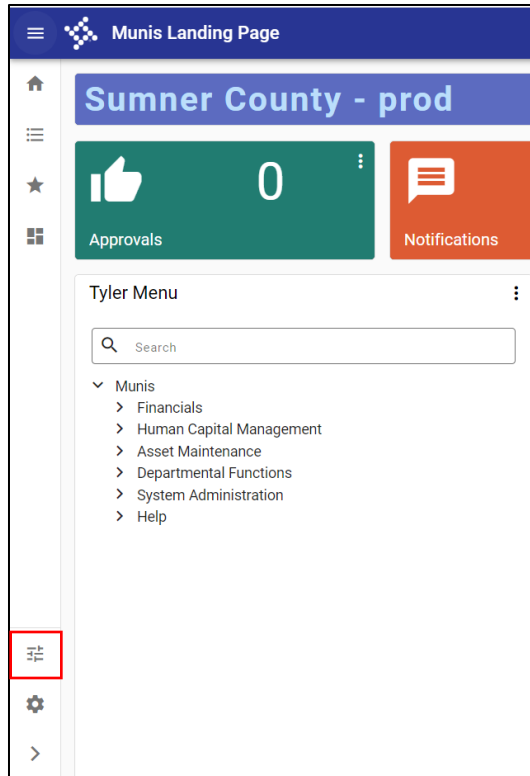


II. Navigating the Home Page

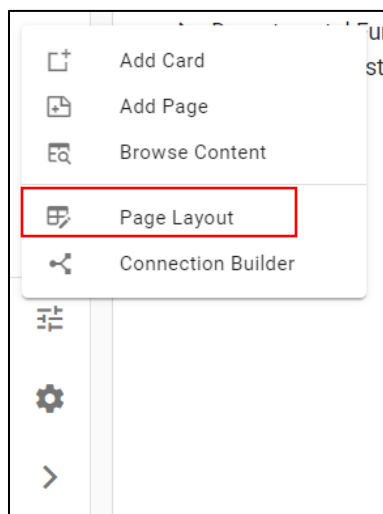
Various items (called cards) are now available, at quick access, from the home page. The cards (i.e., Tyler Menu, Favorites, Approvals, Notifications, and Alerts) can be rearranged or deleted, if desired.

A. Rearranging and Deleting Cards on the Home Page

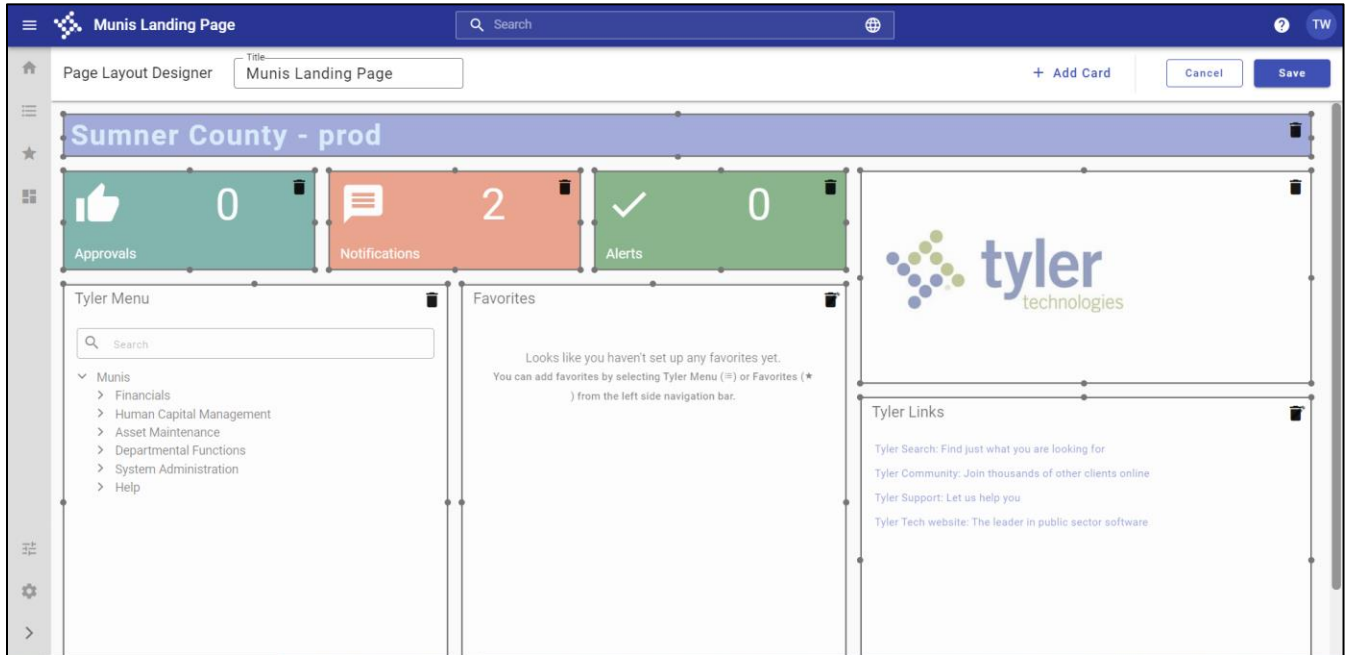
1. From the bottom left corner of the home page, click the edit content icon.



2. Click "Page Layout" from the options listed.



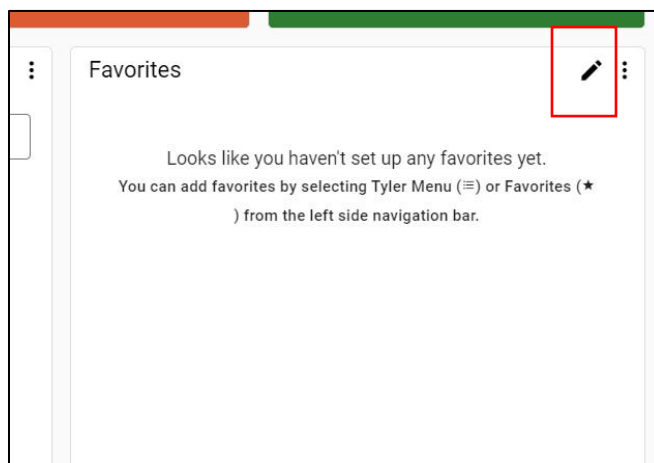
3. The home page will then go into edit mode allowing the user to move, alter the size, and/or delete the cards.
 - a. To move a card, drag the card into the desired location.
 - b. To alter the size of a card, click on any of the dots surrounding the outer edges of the card, and drag the edge to the desired size.
 - c. To delete a card, click the trash can in the upper right corner of the card.



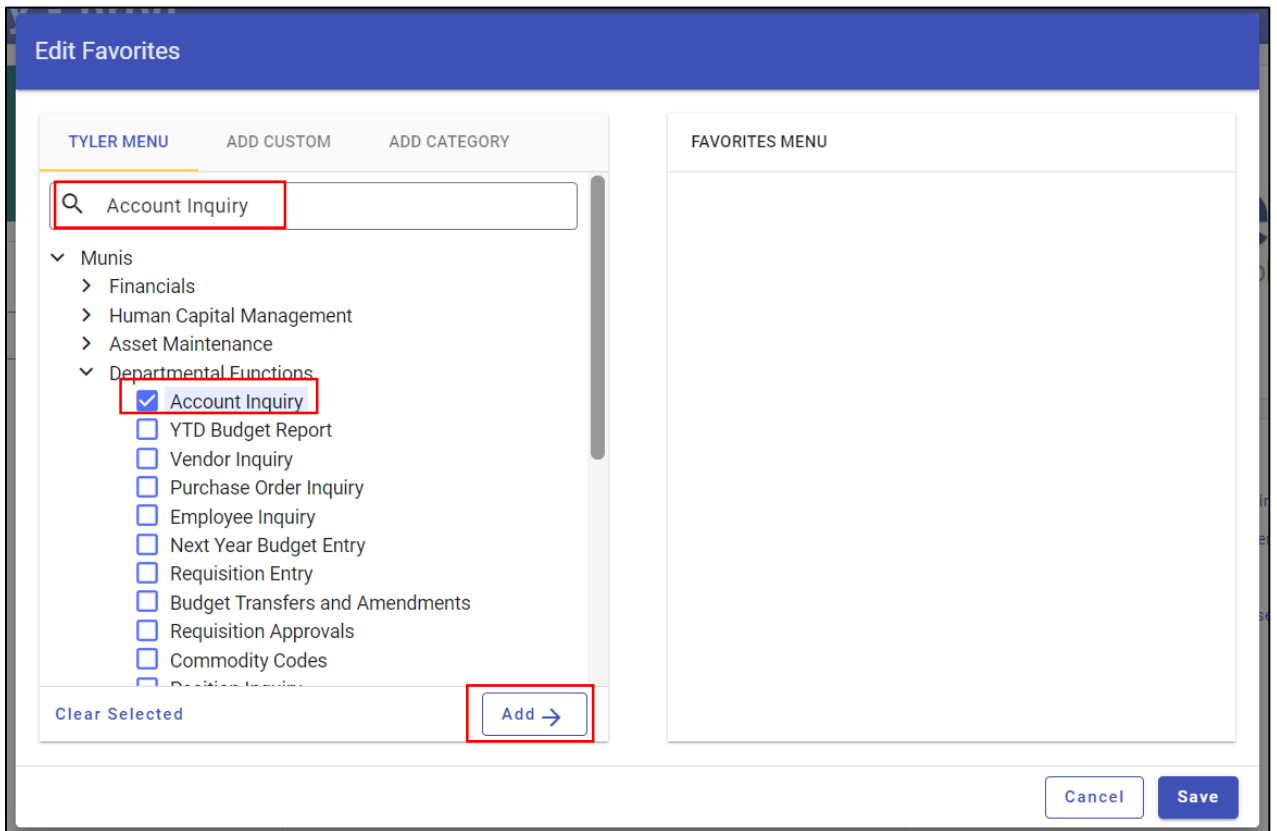
B. Adding Favorites to the Favorites Card

Favorites are the modules that are accessed the most by the user. By adding favorites to the favorite card, it saves time by not having to go through the Tyler Menu to access the modules.

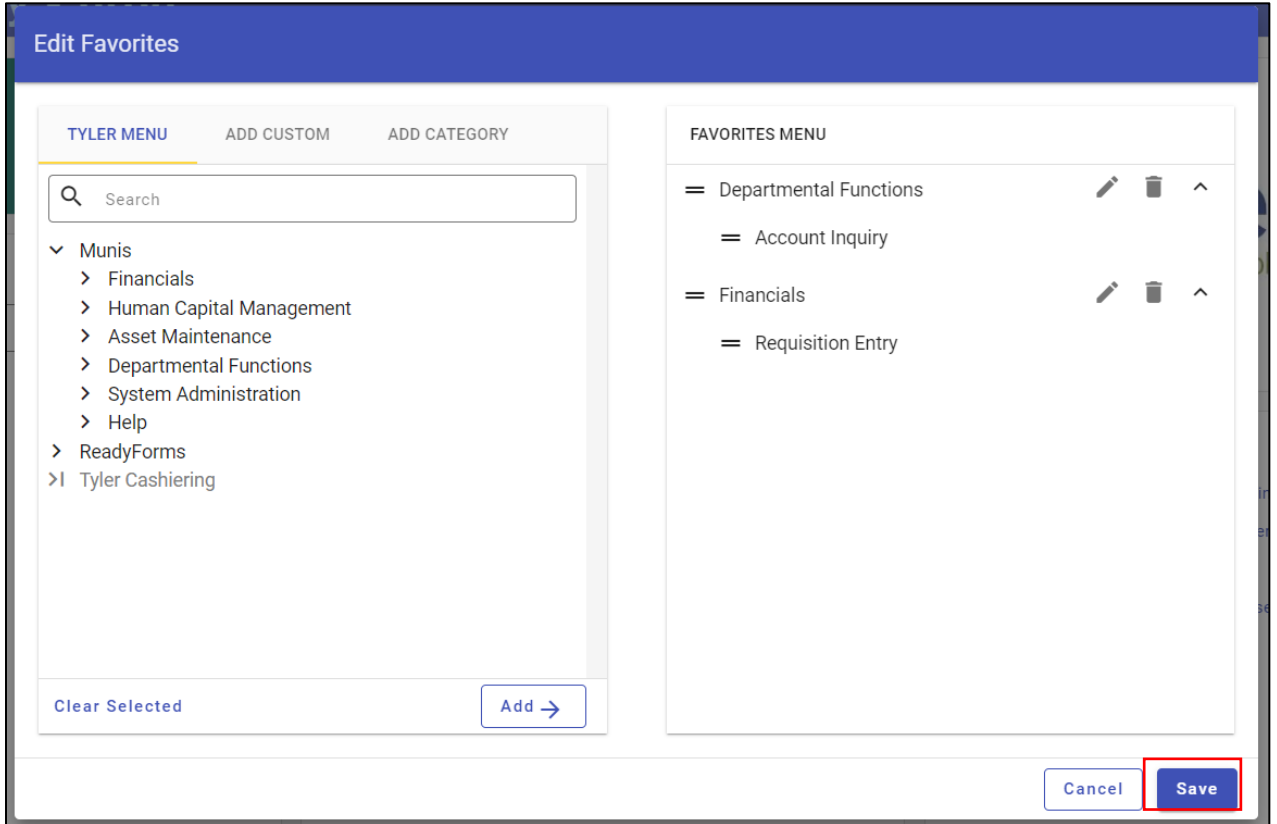
1. Click the pencil in the top right corner of the Favorites card.



2. On the “Edit Favorites” page, locate the module to be added to the “Favorites Menu” by searching for it from the search box for the “Tyler Menu”.
3. Check the box beside the module name to be added.
4. Click “Add”.



5. After all the desired modules have been added to the “Favorites Menu”, click save.



6. The modules are now available on the home page in the “Favorites” card.

