



NetFirm CS, NetStaff CS, and NetClient CS, v. 2013.2.0 User Bulletin 7974: Update

June 19, 2013

TO

All NetFirm CS™ and NetStaff CS® users.

This user bulletin explains enhancements and changes that are available in this release of NetFirm CS, NetStaff CS, and NetClient CS.®

CHANGE

On May 14, 2013, we sent an email message to NetFirm CS administrators whose firms had NetClient CS portals that were still using the classic interface. This message stated that we will automatically switch all portals that use the classic interface to the next-generation interface on June 19, 2013. With the passing of that date, the classic interface is no longer available for NetClient CS and Web Employee portals; we have enabled next-generation features for these portals.

ENHANCEMENTS

Resetting passwords

Your primary NetFirm CS administrator and NetStaff CS users who have access to NetClient CS, NetStaff CS, or Web Employee administration can now reset the password for a NetClient CS, NetStaff CS, or Web Employee portal to a password that has previously been used for the portal.

Note: It is possible to reuse passwords only when they are updated through NetFirm CS administration. When NetClient CS, NetStaff CS, or Web Employee users are prompted to change their passwords, NetFirm CS will not allow them to reuse passwords.

Notifying users when new Document Presentation files, new File Exchange files, or Web Employee W-4 changes are available

In previous releases, NetFirm CS administrators and NetStaff CS users who have access to Utilities had to select specific users to receive notifications about new Document Presentation files, new File Exchange files, or Web Employee W-4 changes. Administrators can now set up NetFirm CS to send notification messages to all NetClient CS or all NetStaff CS users when a file is uploaded to a folder to which they have access or when W-4 changes are available for a Web Employee user that they can access.

To do this, follow these steps.

1. Log in to NetStaff CS and click the Admin tab.
2. Click the **Notification** link in the Utilities section of navigation pane and select the appropriate alert type.
3. To send notifications to all NetStaff CS users, click the Select All button under Notifications.
4. To send notifications to all NetClient CS users, click the NetClient CS button and then click the Select All button under Notifications.
5. Click Enter.

Web Employee administration

With this release, you can limit a NetStaff CS user's administrative access to Web Employee clients. NetStaff CS users who already have administrative access to Web Employee clients and users still have access to all clients and users.

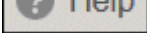
To limit access to Web Employee clients and users, follow these steps.

1. Log in to NetStaff CS and click the Admin tab.
2. Click the **Users** link in the NetStaff CS section of navigation pane and select the appropriate NetStaff CS user.
3. Click the Administration button in the Permissions section.
4. Click **Web Employee** in the Modules for Administration list.
5. Click the Selected button under Access Permissions, and mark the checkboxes for the Web Employee clients that this NetStaff CS user needs to access.
6. Click Enter.

HELP & SUPPORT

Help & How-To Center

For answers to questions on using NetFirm CS, NetStaff CS, or NetClient CS, access the Help & How-To

Center by clicking the  button and selecting a topic. You can also use the field at the top of the Help menu to search for topics. For more information, including sample searches, see [Finding answers in the Help & How-To Center](#).

Product support

From the [Support Contact Information page on our website](#), you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call (800) 968-0600, press **2** for Product Support, and listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#).

Website resources and email subscriptions

Visit [our website](#) to access the ARNE Community (an online user forum), to learn about training courses, to view blogs and articles, and more.

We issue software update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.