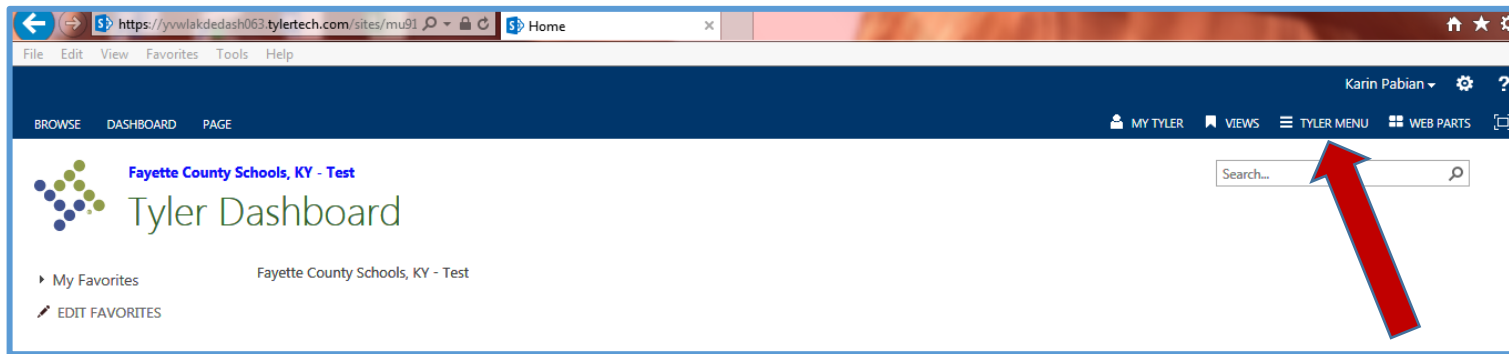


# WELCOME TO MUNIS

The MUNIS dashboard opens as a blank page.

Your Munis User ID will appear in the right hand corner of the dashboard home page. To change the dashboard identification to your name:

- Click the arrow next to your ID
- Click My Settings
- Select Edit item (center of the page)
- Change the Name field to your name
- Click Close to return to the home dashboard page



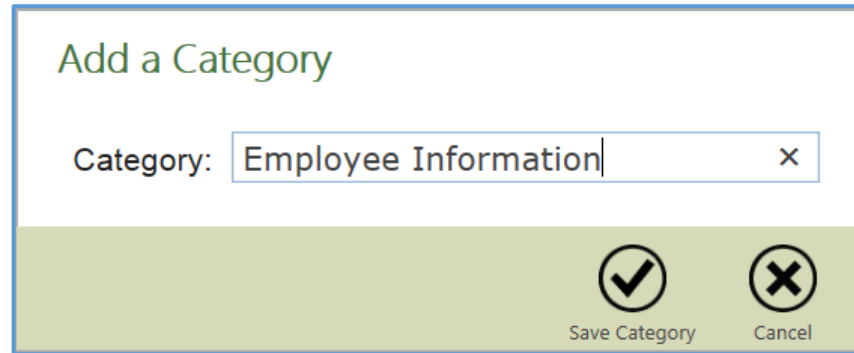
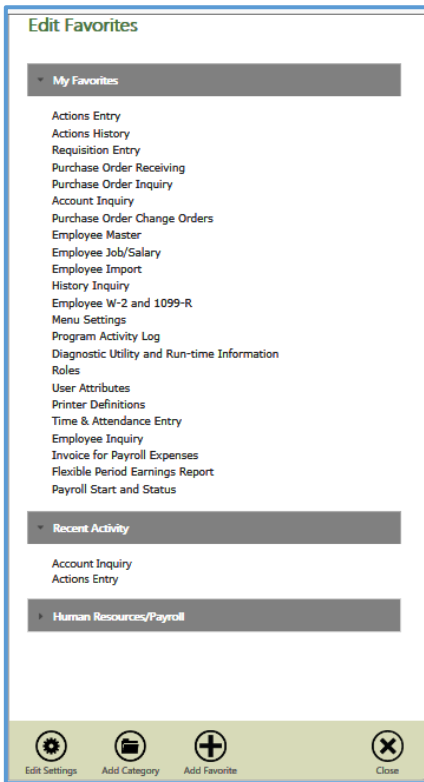
The Munis menu drops down on the right side of the screen. Open programs each time from the Tyler Menu, or create Favorites to add frequently used programs to the left side of your screen by following the steps below.

- Open the Tyler Menu
- Right click on each program you want to add to your menu.
- Click Add to My Programs to transfer the **MUNIS** category for that program to your list.
- Repeat this process.

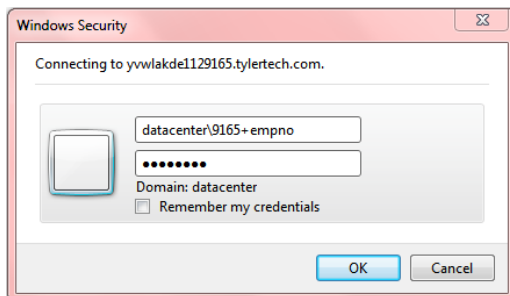
### To Create Your Own Category Names

- Click Edit Favorites and then Add Category
- Enter the Title of the category and Save Category
- Drag programs in your favorites list to any category

# WELCOME TO MUNIS




Open a program with a click. The Windows security box will appear. Enter your log in information as shown below.

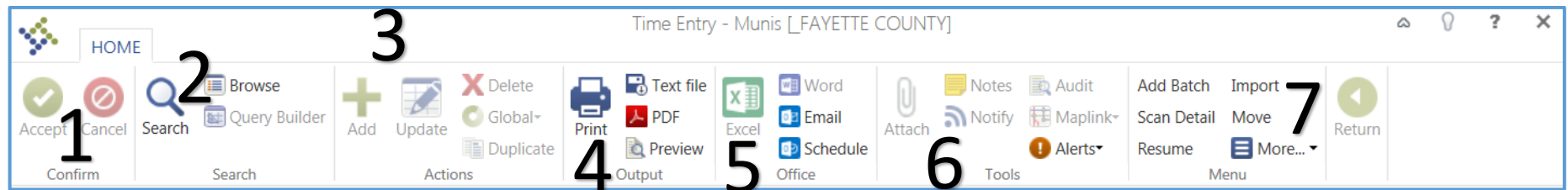


# WELCOME TO MUNIS

Program screens are internet tabs and have a ribbon at the top with the icons in groupings. Each icon is identified for you. A few of the

names have changed but the icons are the same. The  is now Search.

## Ribbon Breakdown



1. The Confirm section is used to Accept or Cancel changes to Munis records. (After you click Search, Accept and Cancel will be active.)
2. Use the Search section to look for specific records.
3. The Actions section contains the commands to add, update, and delete records.
4. View and save reports, create PDF's, and print from the Output section.
5. Use the Office section to export to Excel, create mail-merges in Word, or email a record to someone.
6. View attachments via the Tools section by using the paperclip icon. View audit information in Tools as well.
7. The Menu section varies depending on what program is open. This is the area you will find the commands you use to have as buttons on the left side of the Munis program screen. Click on More to see additional commands.



In the upper right corner of the ribbon the arrow allows you to collapse the ribbon to give you more viewing space on your screen. The collapsed ribbon allows you to access program features via a row of small icons. When you select an action from the minimized ribbon,

# WELCOME TO MUNIS

the accept and cancel icons will appear.



They will then be added to the minimized ribbon. Click the arrow again to

expand the ribbon back onto the screen.

If you like to use keyboard shortcuts, hover over an icon to see the keyboard shortcut for that action. Available keyboard shortcuts are listed below.

Available Shortcuts	
Shortcut	Action
Enter	Saves the active record.
Esc	Cancel changes to the active record.
Tab	Moves forward to the next available field; press <b>Shift+Tab</b> to move back to a previous field.
Space Bar	<ul style="list-style-type: none"><li>• Clears or selects check boxes.</li><li>• Displays available options in a list field. Use the up and down arrows to move through the options; press <b>Enter</b> to select an option.</li></ul>
Ctrl+U	Initiates Update mode for the current record.
Ctrl+Alt+P	Prints the active record or active set of records.
Ctrl+I	Initiates Add mode in an active program.
Ctrl+F	Initiates the Search process.
Ctrl+D	Deletes the active record.
Ctrl+B	Provides a browse screen of the active set of records.
Ctrl+Down Arrow	Move to the next record in an active set.
Ctrl+Up Arrow	Move to the previous record in an active set.
Ctrl+Right Arrow	Move to the last record in the active set.
Ctrl+Left Arrow	Move to the first record in the active set.

# WELCOME TO MUNIS

Employee Master File Inquiry - Munis [FAYETTE COUNTY]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global- Duplicate Print Text file PDF Excel Word Email Schedule Attach Notify Maplink- Alerts- Detail Org Chart Missing Ded Text G/L Acct Find More... Return

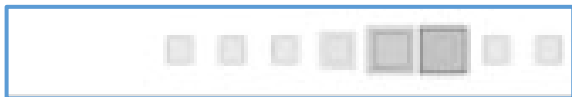
Employee SSN Last Name First Name Middle Name MI Suffix Status

Preferred Name

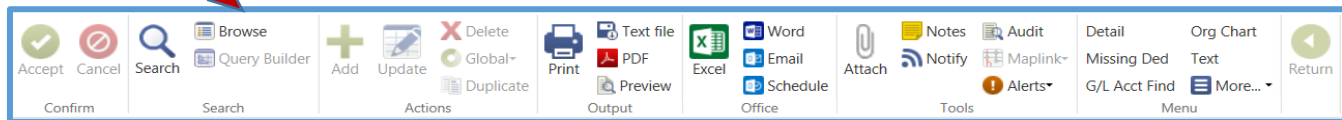
Main Dates Demographics Address Base Pay Emp Group User Defined Benefit FTEs Quick History Photo

Job Class Location Group/BU Pay Frequency Org/Obj/Proj Department Personnel Status Check Location Supervisor State ID

Click Search and enter your location code and active status. Record processing is indicated by a scrolling light bar



in the upper right corner rather than a spinning circle.



Select Browse on the ribbon.

# WELCOME TO MUNIS

Emp #	Last Name	First Name	Minit	Suffix	Act Stat	Org	Object
2C	MA	JAN	A		A	0005101	0130
2C	SE	DIAI	G		A	0005101	0130
2C	RE	PAT	P		A	0005101	0130
2C	DA	REC	L		A	0005101	0130
3C	CO	MEL	L		A	0005101	0130
3C	FA	JUL	A		A	0005101	0130
3C	MIL	SHA	D		A	0005101	0130
3C	CO	MIC	S		A	0005101	0130
31	HO	KAT	M		A	0005101	0130
31	SM	ALB	L		A	0005101	0130
31	FR	JAIN	S		A	0005101	0130
31	GIE	JOE	L		A	0005101	0130
31	RO	LEIK	D		A	0005101	0130
31	LAI	TIA	M		A	0005101	0130
32	GO	TOL	A		A	0005101	0130
32	YO	WEI	H		A	0005101	0130
32	MC	MAF	A		A	0005101	0130
32	WI	JES	A		A	0005101	0130
32	NA	VOI	K		A	0005101	0130
32	RE	IMI	W		A	0005101	0130


From the Browse screen:

1. Order the columns alphabetically or numerically by clicking in the header row on the column of choice
2. Move the order of the columns by dragging and dropping
3. Add/remove columns with the Show/Hide Cols command
4. Export Browse to Excel
5. Use Text file to Display from Saved Reports

## Closing and Returns

To close the screen click on the X at the right corner of the program screen.

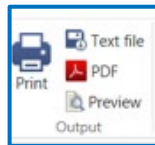


Return  to the previous screen if you have opened another program from a program rather than the menu. The back arrow on the internet browser will not work.

# WELCOME TO MUNIS

## Printing in 11.2

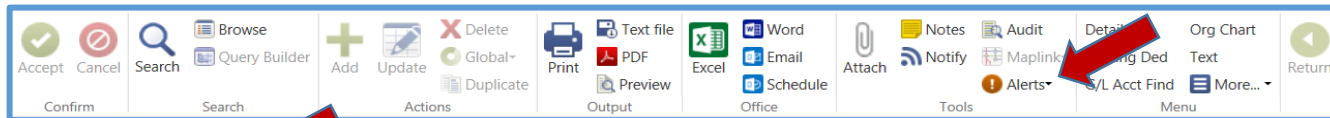
File>>Output no longer exists from the menu bar and Ouput-Post is generated by selecting the following icons in the printer section.



- Select the printer icon when printing for Tyler Forms
- Select Text File to print to SAVED REPORTS
- Select PDF for all other printing and Zebra labels. All ouput must be printed via PDF and then print Adobe.

## Other Features and Enhancements

For programs that have a copy feature use the **Duplicate** command in the Actions section of the ribbon. Many programs now have an Alert feature. Click on **Alerts**. Click **Add** and enter a code or note to remind yourself that the record needs to be addressed.



This reminder alert is tied to the current Munis record.

Alert code:

Send alert to:  Munis user ID  Employee number  MSS user ID  E-mail address

Days in advance:

Reminder Date:

Message:

User entering the reminder alert:

Entry Date:

Entry Time:

# WELCOME TO MUNIS

## Other Changes and Enhancements

Central programs are available on the menu for the applicable products. For example, the Financials Request for Check program is now available on the Financials > Accounts Payable > Invoice Processing menu.

The following table provides the menu location for the updated programs.

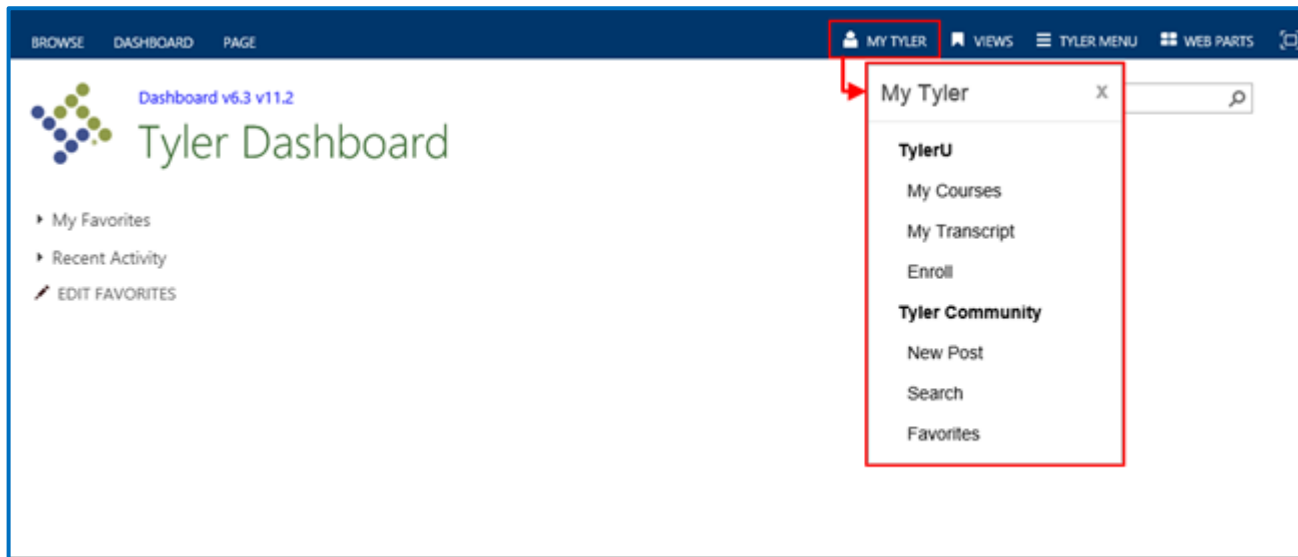
Program	Menu
<b>Financials</b>	
Account Central	General Ledger > Inquiry and Reports
Budget Command Center	Budget Processing
Budget Scenarios	Budget Processing
Expenditure Central	Purchasing > Purchase Order Inquiry and Reports
Expenditure Command Center	Financials
Financial Command Center	Financials
Invoice Central	Accounts Payable > Invoice Inquiry and Reports
Purchase Order Central	Purchasing > Purchase Order Inquiry and Reports
Purchase Order Receiving	Renamed Purchase Order Quick Receipt Purchasing > Purchase Order Processing
Request for Check	Accounts Payable > Invoice Processing
Work Order Central	Work Orders > [Category] > Work Orders
Vendor Central	Accounts Payable > Vendor Processing
<b>HR/Payroll</b>	
Applicant Central	Human Resources > Applicant Processing
Benefit Enrollment Monitor	Human Resources > Benefits Administration > Benefits Enrollment
Employee Add	<ul style="list-style-type: none"> <li>• Human Resources &gt; Personnel Actions</li> <li>• Payroll &gt; Employee Maintenance</li> </ul>
Employee Central	Human Resources > Employee Job/Pay Classification



# WELCOME TO MUNIS

Program	Menu
	Payroll > Employee Maintenance
Employee Changes	<ul style="list-style-type: none"> <li>• Human Resources &gt; Personnel Actions</li> <li>• Payroll &gt; Employee Maintenance</li> </ul>
Employee Directory	Obsolete
Employee Leave	<ul style="list-style-type: none"> <li>• Human Resources &gt; Personnel Actions</li> <li>• Payroll &gt; Accrual Processing</li> </ul>
Employee Termination	<ul style="list-style-type: none"> <li>• Human Resources &gt; Personnel Actions</li> <li>• Payroll &gt; Employee Maintenance</li> </ul>
Exception Builder	Payroll > Administration
Hiring Central	Human Resources > Applicant Processing
HR Command Center	Human Resources
Payroll Calendars	Human Resources > Personnel Setup
Position Central	Human Resources > Position Control and Budgeting
Workforce Central	Human Resources > Employee Job/Pay Classification Payroll > Employee Maintenance
<b>Revenues</b>	
Contractor Central	Property Revenues > Permits and Code Enforcement > Processing > Permitting
Customer Central	<ul style="list-style-type: none"> <li>• General Revenues &gt; Accounts Receivable &gt; Setup</li> <li>• General Revenues &gt; Animal Licenses</li> <li>• General Revenues &gt; General Billing &gt; Setup</li> <li>• General Revenues &gt; Parking Tickets &gt; Setup</li> <li>• Property Revenues &gt; Accounts Receivable &gt; Setup</li> <li>• Property Revenues &gt; Business Licenses &gt; Setup</li> <li>• Property Revenues &gt; Permits and Code Enforcement &gt; Setup &gt; Accounts Receivable</li> <li>• Property Revenues &gt; Processing</li> <li>• Property Revenues &gt; Utility Billing &gt; Inquiries and Reports</li> </ul>

# WELCOME TO MUNIS



- The My Tyler menu on the main Dashboard page provides quick access to Tyler University and the Tyler Community.
- Tyler U-Provides access to your Tyler University courses and course transcripts, and includes a link that you can use to enroll in new courses.
- Tyler Community-Provides Access to Tyler’s user-driven support community.