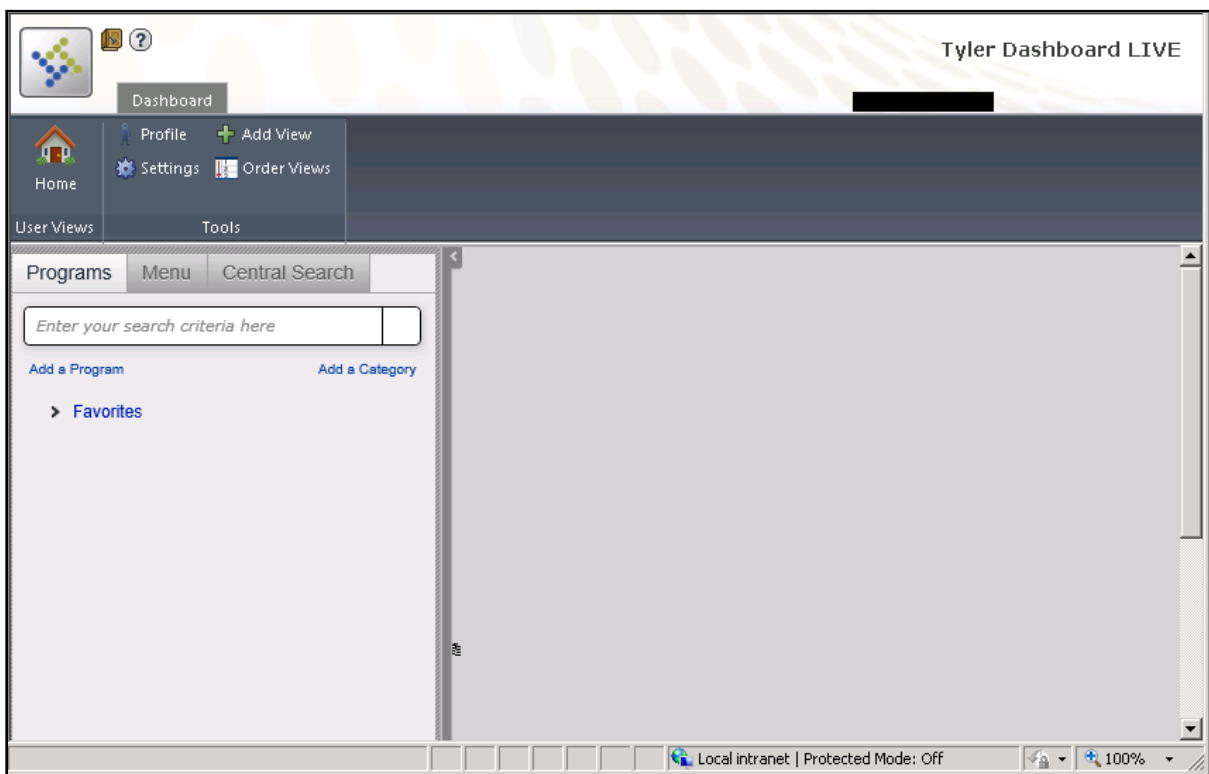




Tyler Dashboard Overview/Navigation

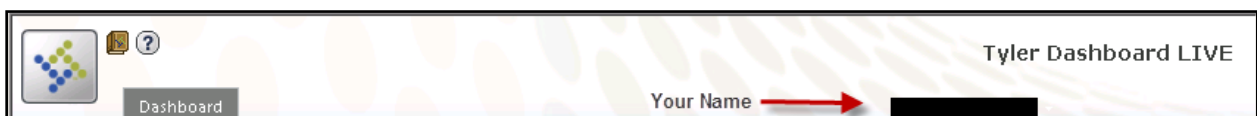
The upgrade to MUNIS 9.3 provides users with a new and better approach for accessing and managing the MUNIS applications. The following provides an overview of the Tyler Dashboard and some of the features delivered.

1. Dashboard Overview – Main

The Dashboard is consists of several sections, each providing access or management of MUNIS specific applications and functions.

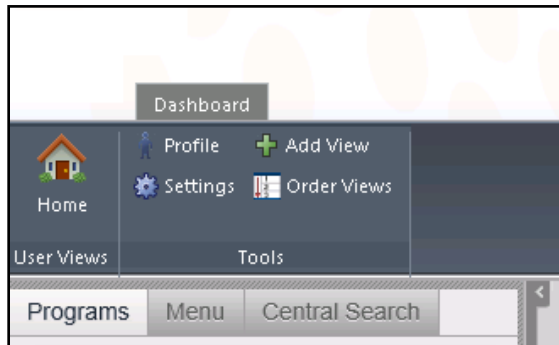


The Dashboard header provides access to the MUNIS Knowledge Base by click on  and provides a help function  for assistance with any MUNIS screen. In addition the Dashboard header will display the user's name and the system they are logged into.



2. Dashboard Overview – Dashboard Sections

The Dashboard tab provides access to User Views and tools for the user to modify and personalize their dashboard view. **NOTE: It is recommended that employees not make any modifications in the Tools area of the dashboard at this time. Documentation for each of the tools and their capabilities for modifying the dashboard view will be sent out at a later date.**

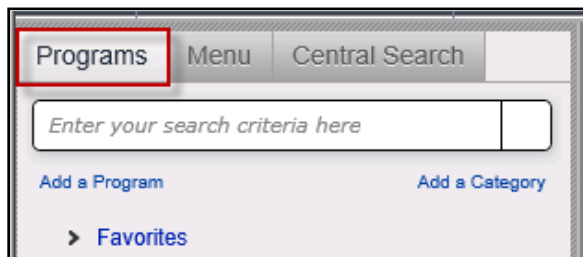


3. Dashboard Overview – User Views

The User Views section of the dashboard provides a series of tabs for accessing MUNIS applications and processes.

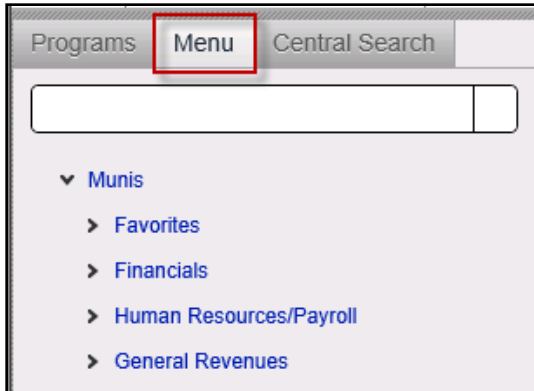
Program Tab

The Programs tab provides a listing of any Favorites the user has created within the system. Steps for creating a Favorite will be provided later in this document.

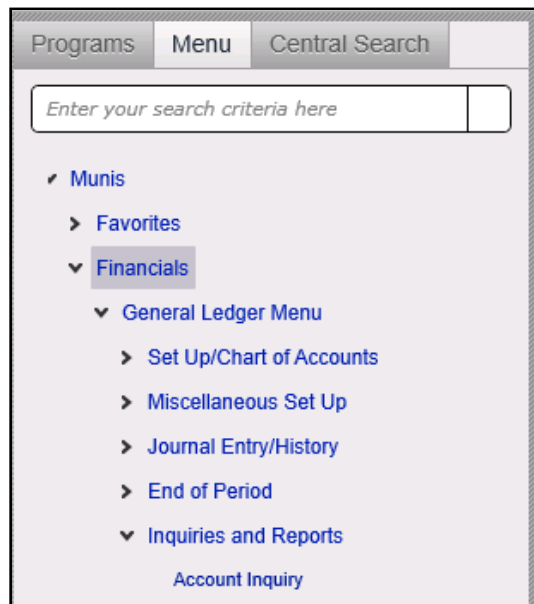


Menu Tab

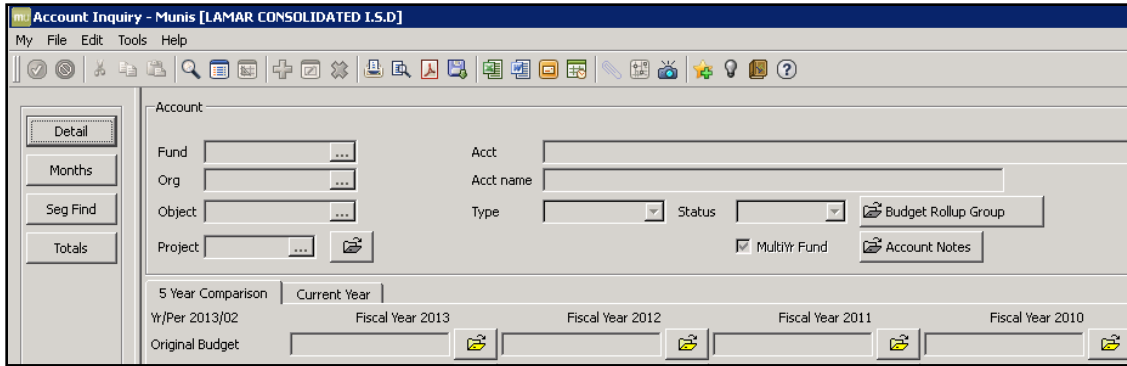
The Menu tab provides access to MUNIS applications based on the permissions established in the user's role and account security. The Menu tab is the primary area for accessing and launching MUNIS applications.



From the main Menu area, click on any of the listed MUNIS products to access the specific applications. In this example the Accounts Inquiry application was accessed by selecting the MUNIS Product “Financials”, then “General Ledger”, “Inquires and Reports”.

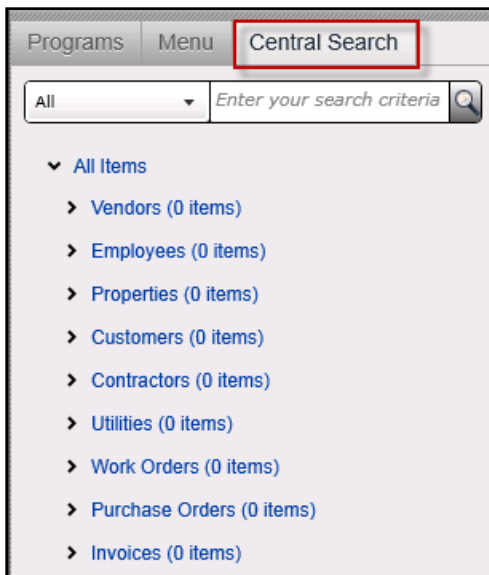


Access to the Account Inquiry program/screen is done by clicking on the menu item. The Account Inquiry screen will appear. **NOTE: You will notice that the MUNIS screens have not changed from the previous version.**

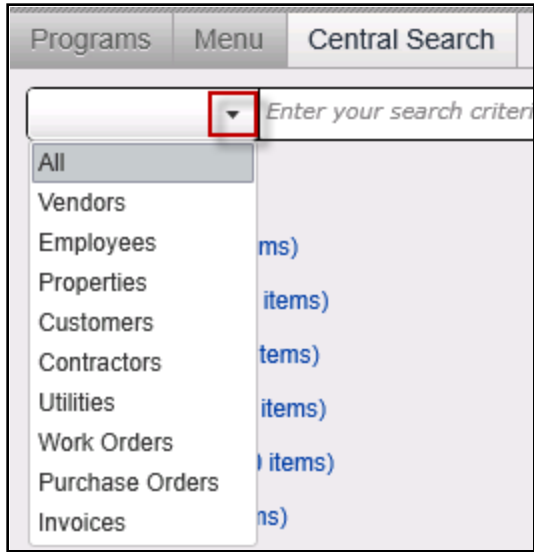



Central Search Tab

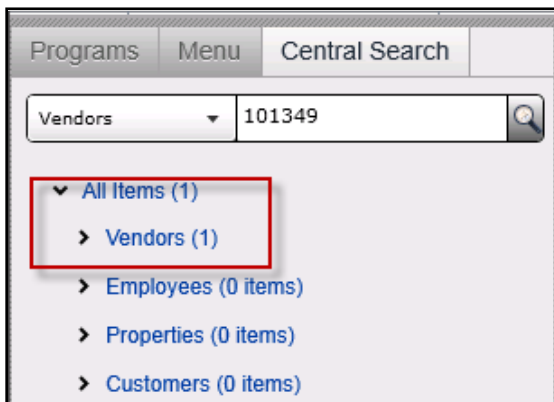
The Central Search tab provides an easy way to search for specific MUNIS records in any of the application areas. The application items presented in the Central Search window are based on the permissions and security for the user.



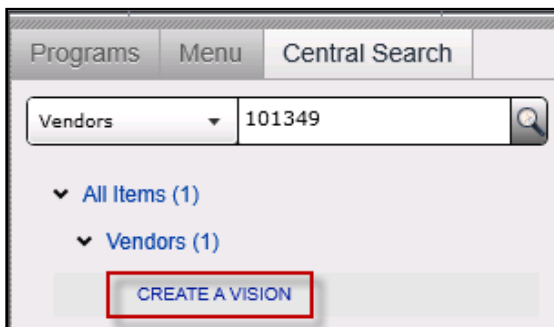
A central search can be performed across all of the application areas, or within a specific application area. To select a specific application area, click on the pull down arrow to select the area for the search.



Select the application area for the central search and enter the search criteria in the search box and click on the search icon . The number of records found will be displayed.

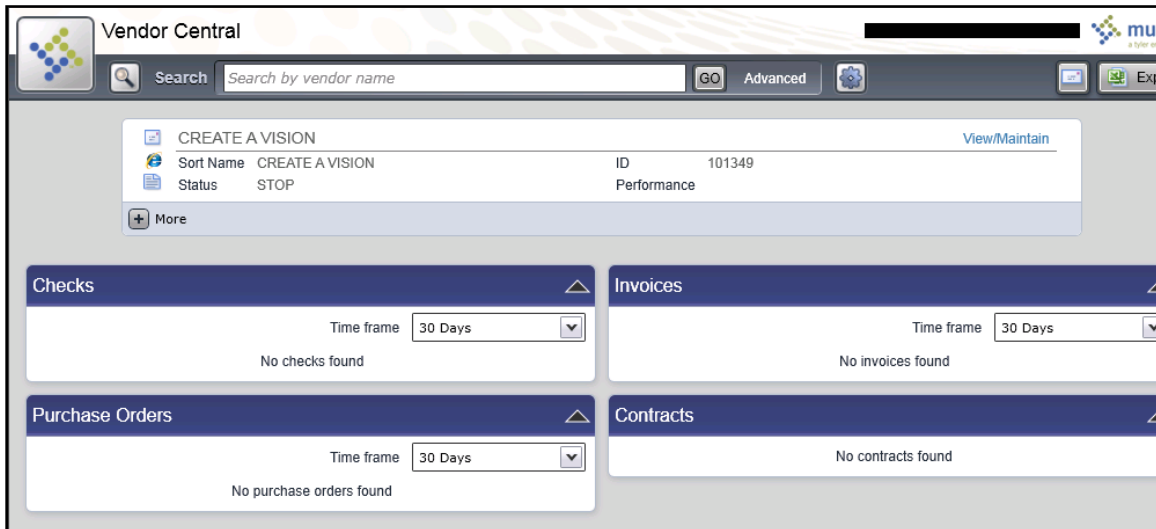


Click on the arrow next to the central search category and the system will display the search results.

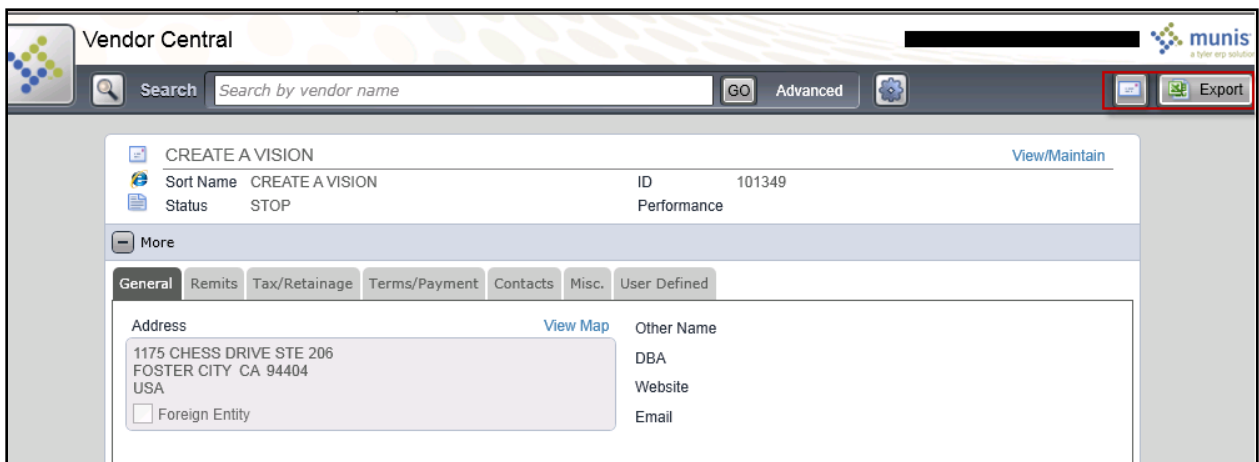


To see the actual record resulting from the search, click on the central search result(s).


The system will return a summary of the record selected. In this example summary information specific to the vendor is displayed.

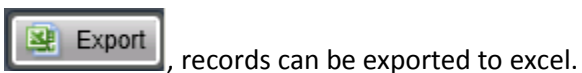


Additional information regarding the search record can be displayed by clicking on the more icon



Any of the highlighted tabs can also be selected to access additional detail for the selected record(s).

In addition, using the email icon , the record(s) can be emailed or using the Export icon

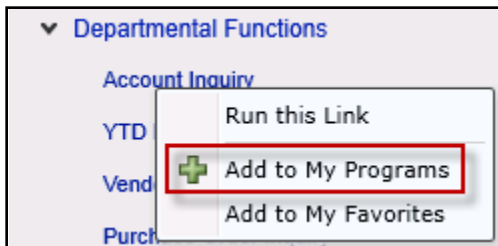


4. Dashboard Overview – Creating Program Favorites

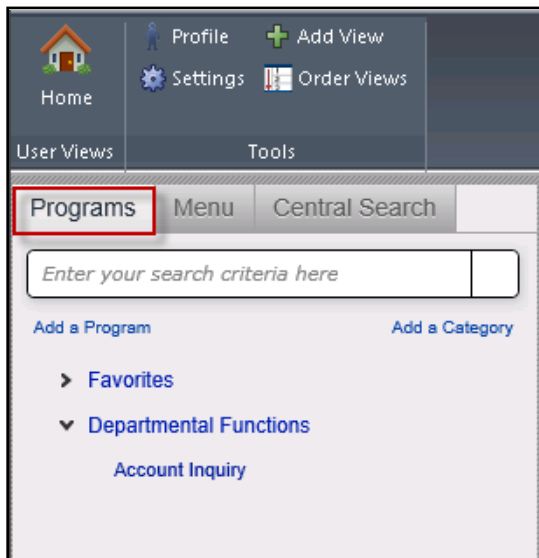
As part of the Dashboard functionality, favorites (both MUNIS Programs and other websites) can be created and accessed through the Dashboard.

Program Favorites

When the need to constantly access a MUNIS application or function is required, a Favorite can be established to eliminate the need for navigating through the application Menu. From the Menu screen, select either the Program area or specific application to create a program favorite. Right click on the Menu item and select “Add to Programs”.



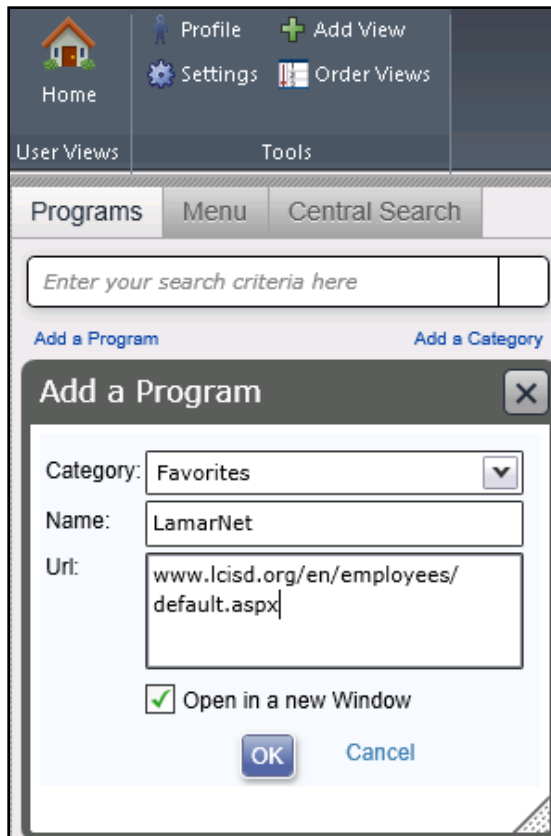
Click on the Program tab to see that the Program Favorite was created. In the future the user can go directly to the Program Favorites and select a MUNIS application instead of navigating the entire application menu structure.



Other Favorites

Websites often accessed by employees can also be established as Favorites and accessed through the Dashboard. Categories of favorites can be created to easily manage and organize them.

For example, the employee might want to access the LamarNet from their Dashboard by establishing LamarNet as a favorite. Right click on Favorites and select "Add a Program". Enter the Favorite name and the URL for LamarNet. Click OK.



From the Programs tab within the Favorites section, click on LamarNet to navigate to the website.

5. Dashboard Overview – Logging Off Dashboard

To log out of the dashboard, click on the name listed on the dashboard screen and select Sign Out.

The screenshot displays the Tyler Dashboard LIVE interface. At the top right, the text "Tyler Dashboard LIVE" is visible. Below it, the user's name "Your Name" is shown with a red arrow pointing to a dropdown menu. The dropdown menu contains the following options:

- [My Settings](#)
Update your user information, regional settings, and alerts.
- [Sign in as Different User](#)
Login with a different account.
- [Sign Out](#)
Logout of this site. (This option is highlighted with a red box.)
- [Personalize this Page](#)
Add, remove, or update Web Parts on this page.
- [Show Shared View](#)
Displays this page with default web parts and web part properties
- [Reset Page Content](#)
Reset web parts on this page to their default values.
- [Apply Template](#)
Apply a template
- [Clear User-Added Dashboard Content](#)
Clear your user-added Dashboard content

The left sidebar contains a search bar with the placeholder text "Enter your search criteria here" and a list of navigation items under the "Munis" category:

- ▼ **Munis**
 - > Favorites
 - > Financials
 - > Human Resources/Payroll
 - > General Revenues
 - > Property Revenues
 - > Other Applications
 - > Departmental Functions
 - > System Administration