Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
7101	FMVIEW User Manual, MAGIC-SPAHRS	Revision Date: 4/28/2015
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Welcome to

FMVIEW

FMVIEW is a repository for **SPAHRS** and **MAGIC** reports. FMVIEW allows users to view or print reports online for their agency. Reports are stored in FMVIEW for three months.

Logging into FMVIEW

Before attempting to log into FMVIEW, users should determine if they have FMVIEW access and, if so, for what areas access has been granted. Users can check their TPX menu screen and verify that they have a session entitled "FMVIEW."

Instead of checking for "FMVIEW," users may choose to ask their agency security contacts if access has been requested. Access for MAGIC-SPAHRS FMVIEW is requested by the agency's SPAHRS security contact.

Once the user has determined that access to FMVIEW has been granted and the user has successfully connected to the screen displaying the user's session names, the user will select the 'FMVIEW' session. Once selected, the following screen will appear.

```
  CA-View  ------------------ User Definition Panel ----------------------------
  Command ===>

           User ID ===> ▌
          Password ===>
     New password ===>
  Verify password ===>


     When changing your password, New password and Verify password
     must be entered to confirm that New password was typed correctly.



```

The user will then enter their TPX "User ID" and his password and press the Enter key.

The user will then be presented with the following screen, after which he will press the Enter key to clear the screen and continue in FMVIEW.

```
              COMPUTER ASSOCIATES INTERNATIONAL, INC. (R)

            .                    Unicenter
       .                 .
  cccc      aaaaa      .       **        **  **  ****** **              **
  cc  cc   aa   aa            **       **  **  ****** **               **
  cc .        aa      .       **     **  **  **        **              **
  cc         aaaaaa           **    **  **  ****       **    **    **
  cc  .     aa   aa     .     **   **  **  ****        **   ***   **
   cc  cc   aa   aa           ** **  **  **            ** **** **
    cccc.    aaaaa      .     **** **  ******          **** ****
         .          .        ***  **  ******          ***  ***

                   Output Archival and Viewing


                              ▉
```

Function Keys

Users may also use the following function keys within FMVIEW:
- PF3 – displays the previous screen
- PF5 – displays the next instance (can be used when in "Find" mode)
- PF7 – moves back
- PF8 – moves forward
- PF10 – moves left
- PF11 – moves right

The function keys - PF7, PF8, PF10, and PF11 - are used within a document.

```
CA-View EXP -- Primary Selection for FM.VIEW ----------------------------------
Command ===>

Distribution ID ---> DWFNC01

Report ID       ===> *
Select By       ===> R                    (R, I, IL, or IR)
Index Name      ===>              Value ===>
                ===>                    ===>
                ===>                    ===>
                ===>                    ===>

Selection By Copy:
   Previous Copy No. ===> *                (Enter 0 or blank for
                                            most recent copy, 1 for next
                                            most recent copy, etc., or
                                            ALL  for all copies.)

Selection By Date:
   From             ===>                ( mm/dd/yyyy )
   To / No. of Days ===>                ( mm/dd/yyyy or nnn )

            Enter END command to terminate this CA-View session.  ■
```

Viewing and Printing Reports

- User enters the desired report ID. Report IDs can be found in the following FMVIEW Job Aid:
  - 7001 - FMVIEW SPAHRS/MAGIC Reports
- User enters an "R" for report in the "Select By" field.
- In order to see all occurrences of a report in FMVIEW, an asterisk (*) must appear in the "Previous Copy No." field. If the Previous Copy No. field is left blank, only the most recent job(s) will be selected to appear.
- User then presses the Enter key.

The Report Selection List screen appears and is populated based on the "Report ID" entered by the user, as well as the reports available in FMVIEW.

```
CA-View EXP --------------- Report Selection List ----------------------------
Command ===> █                                              Scroll ===> PAGE

Sel   Report ID                         Arch Date  Time  Loc      Lines   Pages
==>   FMA640-001                         *          *     *    *           *
      FMA640-001                         06/29/2007 23:19 TAPE        67       3
      FMA640-001                         05/31/2007 23:19 TAPE        64       3
      FMA640-001                         04/27/2007 23:23 TAPE        72       3
****************************** Bottom of Data ********************************
```

At this point the user can either view the report or print the report. In the example above, there are three instances of the report in FMVIEW.

- To view the report, the user will determine which instance of the report they want to view and then enter an "S" under the SEL (Select) column and press the Enter key.
  o When the user is <u>viewing</u> the report on the screen, he can use a "find" option to look for a specific word or phrase in the report.
  o To locate a specific word, on the Command line the user would enter an "F," enter a space, enter the key word, and press the Enter key.
  o The cursor will then appear on the first instance of the key word in the report. The user can use the PF5 key to scroll thru the next instances of this word throughout the report.
  o If the user would like to search for a phrase, the process is the same with the following difference: the key phrase must be contained in quote marks, either single or double will work (*e.g.*, 'office products').
- To print a report without viewing it, the user will determine which instance of the report they want to print and enter a "P" under the SEL column beside the desired report and press the Enter key.

Under the "Loc" column several designations may appear:
- DISK means that the report has not yet been transferred to TAPE.
- TAPE means that the report has been transferred to TAPE, and it will take several minutes for your report to appear on screen.
- TEMP means another user has accessed the tape the report is loaded on, or it means that you have accessed a TAPE that is temporarily available for viewing or printing.

If a user selects to print a report, the following screen will appear.

```
CA-View EXP ----------- CA-Deliver Reprint Attributes ------------------------
Command ===>

  ID      ---> FMEPP3-001
  Job     ---> FMPOPV      Jobid  ---> JOB14672

  *------------- Primary -------------*
  |                                   |
  |   BANNER  ===> █                  |   BANNER  ===>
  |   CLASS   ===>                    |   CLASS   ===> D
  |   DEST    ===>                    |   DEST    ===> R10
  |                                   |
  *-----------------------------------*

Enter optional page/record range(s):
   PAGE    ===>
   RECORD ===>


            Press ENTER to confirm or enter END command to cancel
```

The report will automatically be sent to the default printer established for that report. All reports/documents are automatically set to either print landscape or portrait and this cannot be changed by the user. To print the report at the default printer the user will press the Enter key.

- To print only specific pages of the report, at the "PAGE" line the user will enter the page numbers needed. For example, for Pages 1-10, the user will enter 1:10 and then press the Enter key; or for pages 3-6, the user will enter 3:6 and press the Enter key.

Portrait prints 8 ½ x 11.   Landscape prints 11 x 8 ½.

To resend reports from FMVIEW to an alternate printer follow these directions:

- Enter the report ID. Press Enter.
- Place a P beside the report you want to print. Press Enter.
- On the command type "SAR." Press Enter.
- In the "CLASS" field and "DEST" field type the printer ID. Press Enter. See below.

```
CA-View ALL -------------- Print Attribute Panel ---------------------------
Command ===> █

  ID      ---> FMEPP3-201
  Job     ---> FMPOPV     Jobid  ---> JOB17815

Print Attributes:
  BANNER ===> DEFAULT    CLASS  ===>           DEST    ===>
  COPIES ===> 1          BURST  ===> N         FORM    ===>
  FCB    ===>            OPTCDJ ===> N         FLASH   ===> (      ,     )
  UCS    ===>            HOLD   ===>           MODIFY ===> (      ,   )
  FORMDF ===>            PAGEDF ===>           PRMODE ===>
  LINECT ===>            VIEW   ===>           PRTY    ===>
  CHARS  ===> (      ,      ,      ,      )    WRITER ===>
  COPYG  ===> (      ,     ,     ,     ,     ,     ,     ,     )
  PAGE   ===>
  RECORD ===>

          Press ENTER to confirm or enter END command to cancel
```

- If a user does not know the printer ID, they will need to check with their agency IT or MIS staff. MMRS staff does not have access to this information.

Sample of a SPAHRS report in "VIEW" mode:

```
SARPAGE 1            DS=CMPRT01 .R1333S20.                    /0000140
PH130030 R133   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
PHTRSU1T                                                    05/25/2007
.                                                            12:24 AM
.                        Official Travel Voucher Summary
.
. *Agency: XXXX    *SSN: XXXXXXXXX    Date to Pay: 05 29 2007    Pay Freq: T
. Pay Date: 05/29/2007    Empl Type: W PIN/WIN:____6          Run#: 2862
.
.            NORVILLE DC, SMITH ANYONE
.
. Warrant/EFT Number: 850153813        Transaction Number: TR070533312
.
.
.                    Advance  Advance   PTE      PTE      Sub
.          Expenses  Issued  Repayment Issued  Repayment Total
.   In-State:
. Out-of-State:  680.85                                       680.85
Out-of-Country:
.            ---------  ---------  ---------  ---------  ---------  -------
.   Total:   680.85                                          680.85
```