

# **Vista Plus 5.5 Web View**

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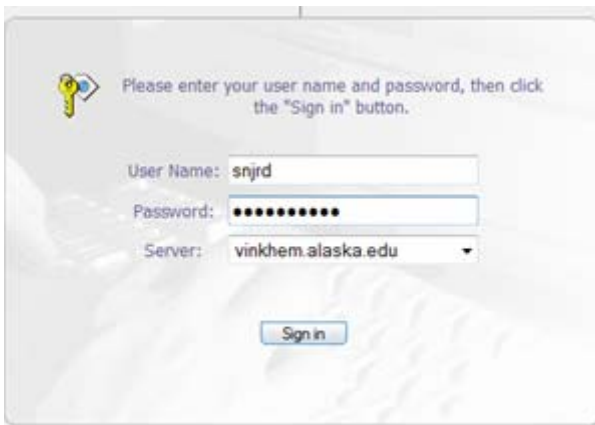
## Vista Plus 5.5 Web View

### Logging On

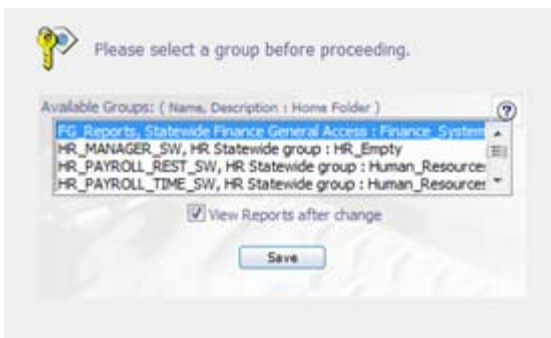
We recommend using the Web browser Internet Explorer (IE) to access Vista Plus 5.5. In your Web browser, go to the Web View URL: <http://reports.alaska.edu>



Type your Vista Plus **User Name** and **Password** (both are case-sensitive), then click **Sign In**.



After logging in, you will see the Welcome screen, Browse view, or My Vista view, depending on your option settings. This is the Welcome screen. Select the Group that you wish to connect to. Then click Save. Note that the **View Reports after change** box is checked by default. This will take you to **Browse** view. Un-checking this box will take you to **My Vista** view (see page 7 for more information on the **My Vista** view).



## Changing Groups

Once you are logged in and you would like to change your group, you can do so by clicking **Options** on the top menu bar. Click **Change Group**. Select the group and click **Save**.



## Changing Your Password

To change your password, click **Options** on the top menu bar. Click **Change Password**. Type your current password, then your new password twice. Click **Save**.



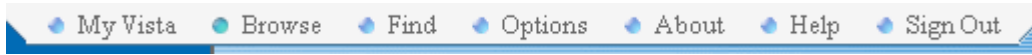
## Logging Off



When you want to log out of Vista Plus, click **Sign Out** on the top menu bar.

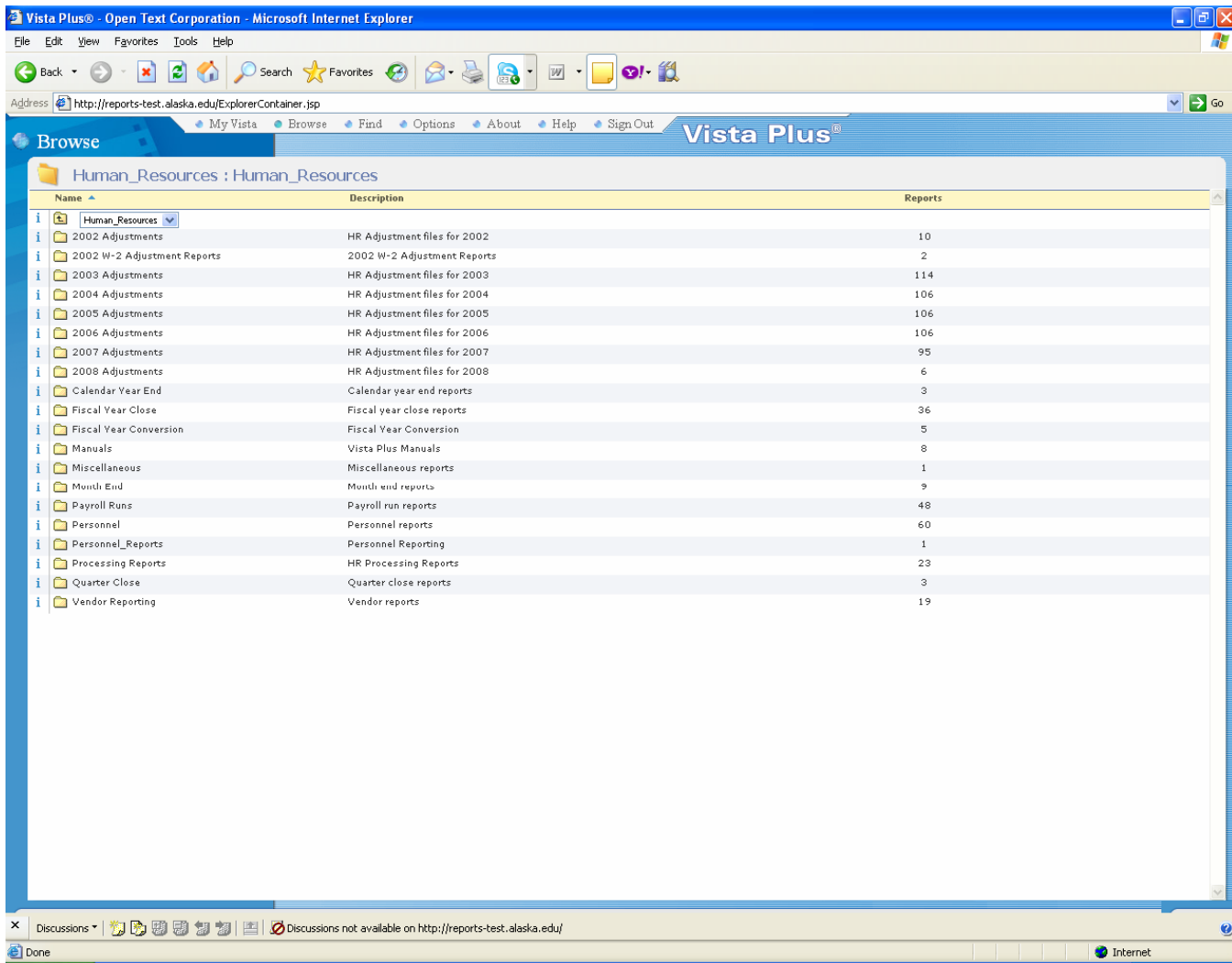
## Selecting a View or Function

The top menu bar displays at the top of all Web View windows, except for the Welcome screen and report viewer. Use the menu to select the function or view you want.



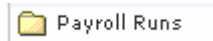
## Using Browse View

**Browse** view displays the folders, bundles, and reports contained in your Home folder.



In the 5.5 version of Vista Plus, click on the folder to see the reports stored within that folder. Click on the sub-heading to sort based on that sub-heading.

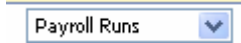
The following section notes how to display or open folders, reports, bundles, and generations:



To open a listed folder, click its icon or name. This displays the folders contents.



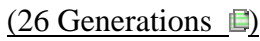
To return to a parent folder or bundle, click on this icon located at the top of the folder list.



To return to a recently visited folder, select it from the list box at the top of the folder list. This list resets whenever you return to a previous folder; then you can select a new folder.



To open the most recent generation of a report, click the report icon or name.




To list a report's generations, click inside the parentheses following the report name.



To open a report generation from a generations list, click its icon or name.

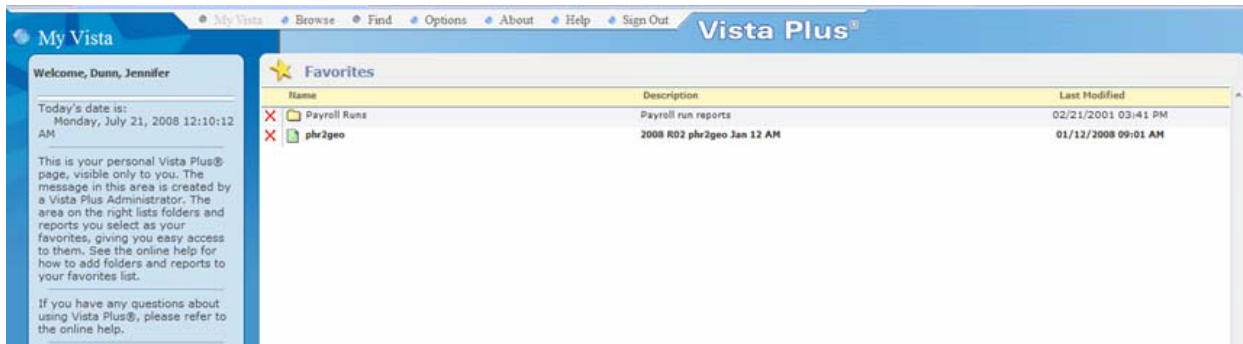
## Displaying Information

To display information about any folder, report, bundle, or bundle instance, click the Information icon  next to the name.




## Using My Vista View

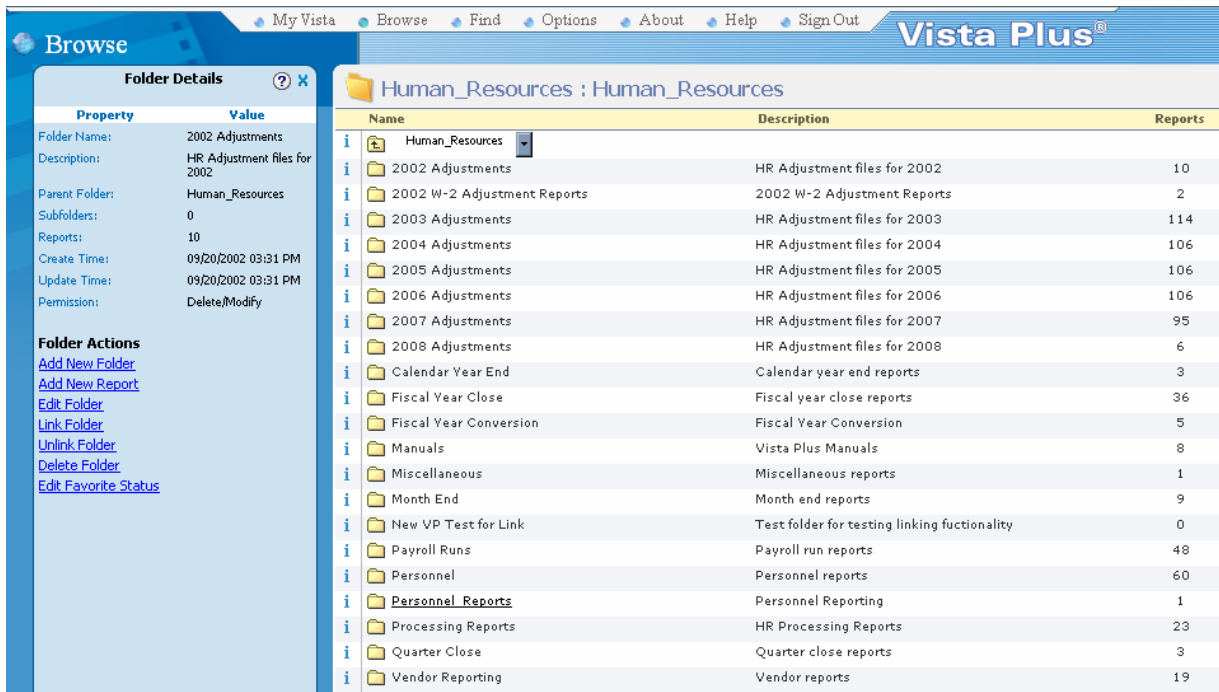
The right side of **My Vista** displays your report and folder favorites. Click on a report to open its most recent generation. Click on a folder to switch to **Browse** view, with that folder as your Home folder.



The left side of **My Vista** is unique to your installation. Ask your Administrator if you have questions.

## Adding Reports or Folders to Favorites

In **Browse** view, click the Information icon  for the folder or report. Select **Edit Favorite Status**.

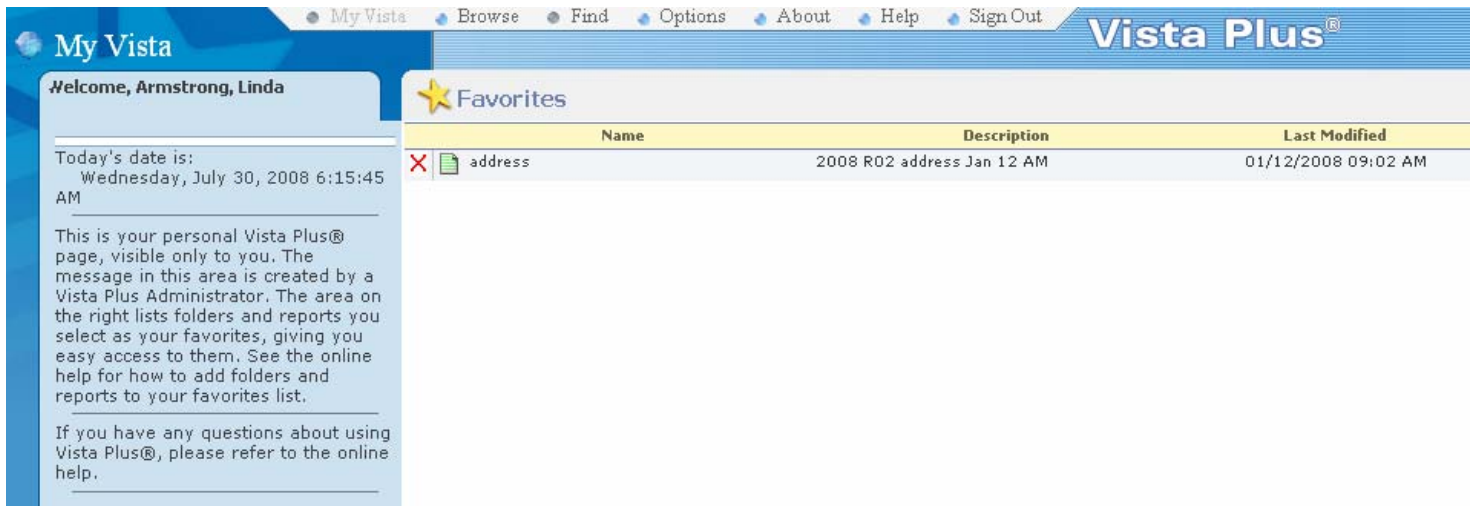


To add a report or a folder to the **My Vista** favorites list, check **List on My Vista**. Click **OK**.



## Removing Reports or Folders From Favorites ❌

To remove a report or a folder from the **My Vista** list, click the **Remove** ❌ button in **My Vista** view.



## Finding Report Generations

To find a report generation, select the **Name** tab. Web View offers two more ways of finding a report generation; however, the others are more advanced and require the set up of indexes. To start any of these methods, click **Find** in the top menu bar.





## Searching by Report Name

After selecting the **Name** tab, type all or part of the name of the report (you may use the "\*" and "?" wildcard characters to broaden your search). To search only one folder, click **Browse** and then select the folder. To search only generations captured on certain dates, click **Which Generations?** and select the date range. Click **Find**.

The screenshot shows the 'Find Generations by...' search interface. The search criteria panel on the left includes fields for 'Report Name', 'Report Description', a 'Case Sensitive' checkbox, and a 'Look in Folder' field with a 'Browse >>' button. A 'Find' button is at the bottom of the search panel. The 'Results' panel on the right shows a table with columns: Report Name, Description, File Name, Folder Name, and Created Time. The table is currently empty.





*Results:*

The screenshot shows the search results for the criteria '\*2geo\*' between 10/21/2007 and 07/21/2008. The search criteria panel on the left shows 'Report Name' as '\*2geo\*', 'Case Sensitive' is unchecked, and 'Which Generations?' is set to 'Generations Created: between: 10/21/2007 and 07/21/2008 during the previous 9 months'. The 'Results' panel shows 12 matching generations in a table.

| Name    | Description                | File Name   | Folder Name      | Created Time        |
|---------|----------------------------|-------------|------------------|---------------------|
| phr2geo | 2008 R02 phr2geo Jan 12 AM | phr2geo.lis | Payroll Runs     | 01/12/2008 09:01 AM |
| phr2geo | 2008 R01 phr2geo Dec 29 AM | phr2geo.lis | Payroll Runs     | 12/29/2007 07:45 AM |
| phr2geo | 2007 R26 phr2geo Dec 15 AM | phr2geo.lis | Payroll Runs     | 12/15/2007 08:54 AM |
| phr2geo | 2007 R25 phr2geo Dec 1 AM  | phr2geo.lis | Payroll Runs     | 12/01/2007 08:52 AM |
| phr2geo | 2007 R24 phr2geo Nov 17 AM | phr2geo.lis | Payroll Runs     | 11/17/2007 10:07 AM |
| phr2geo | 2007 R23 phr2geo Nov 3 AM  | phr2geo.lis | Payroll Runs     | 11/03/2007 07:14 AM |
| phr2geo | 2008 R02 phr2geo Jan 12 AM | phr2geo.lis | Vendor Reporting | 01/12/2008 09:01 AM |
| phr2geo | 2008 R01 phr2geo Dec 29 AM | phr2geo.lis | Vendor Reporting | 12/29/2007 07:45 AM |
| phr2geo | 2007 R26 phr2geo Dec 15 AM | phr2geo.lis | Vendor Reporting | 12/15/2007 08:54 AM |
| phr2geo | 2007 R25 phr2geo Dec 1 AM  | phr2geo.lis | Vendor Reporting | 12/01/2007 08:52 AM |
| phr2geo | 2007 R24 phr2geo Nov 17 AM | phr2geo.lis | Vendor Reporting | 11/17/2007 10:07 AM |
| phr2geo | 2007 R23 phr2geo Nov 3 AM  | phr2geo.lis | Vendor Reporting | 11/03/2007 07:14 AM |

## Viewing Reports

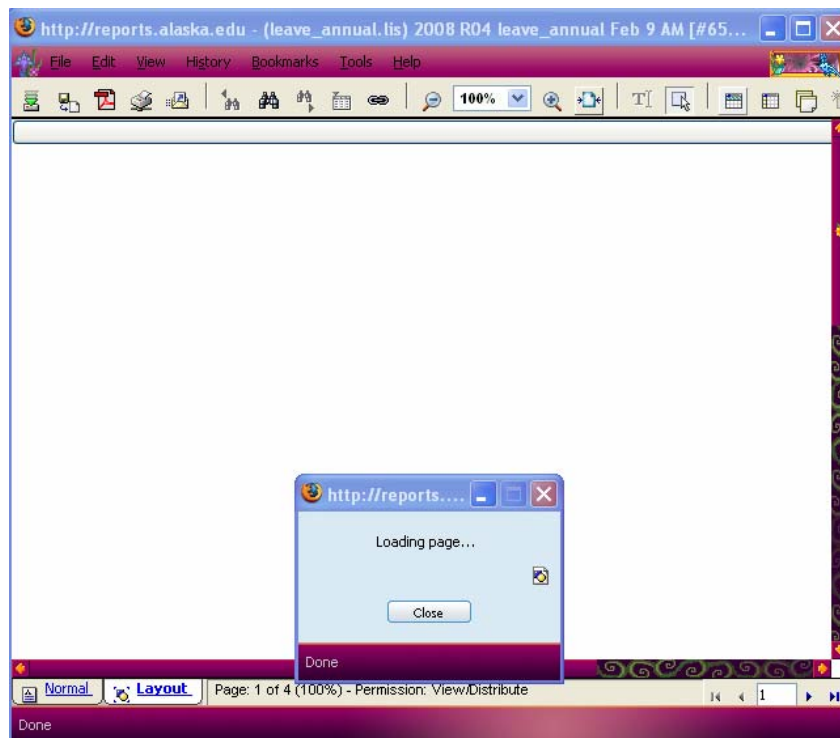
To see other parts of the current report page, use the vertical and horizontal scroll bars or change the zoom setting. To move to other pages in the report, use the buttons and field at the bottom-right of the report viewer window:

-  Displays the first page of the report.
-  Displays the previous page.
- Moves to a particular page; type the page number in the field and press Enter.
-  Displays the following page.
-  Displays the last page of the report.

To change between Normal view and Layout view, click the appropriate tab at the lower left of the report viewer.



Layout view takes longer to display but sometimes gives a more accurate representation of the original report. It is recommended that you use layout view when creating columns; you must be in layout view to define an index or a hyperlink. Note: If a page of the report is blank when **Layout** view is selected, the page may not load properly. If so, select the "Close Report" button and select "Normal" view.



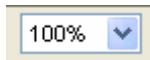
## Changing the Display Size



Increases the magnification of the display by 20%.



Decreases the magnification of the display by 20%.



Sets magnification to the percentage you select.



Sets the width of the report page to equal the width of the report viewer window. If you change the size of the window, click this button twice (to turn the option off, then back on) to change the report magnification to match the window size.

When the **Fit to Screen** option is on, the zoom buttons and field will not function. Click the **Fit to Screen** button again to turn this option off.

## Creating a Header



Select at least part of the line of text on the report that you want to be at the bottom of the header area. Click **Create Header**.



To lock or unlock a header, move the mouse pointer into the header, then click the **Header Lock** icon. The dot in the center of the icon is green when the header is unlocked.

To remove the header, click **Create Header** again.

| Lbr_Yr | Lbr_Pay | Lbr_TKL | Lbr_Seq | Lbr_Posn | Lbr_Suf | Lbr_Earn | Lbr_Shft | Lbr_Fund | Lbr_Orgn | Lbr_Acct | Lbr_Prgm | Lbr_Actv | Lbr_Per | Lbr_Hrs | Earn_Yr | Earn_Hrs | Earn_Upd_Hrs | Earn_Rate | Earn_Sp_Rate | Earn_Amt | ID | Name |
|--------|---------|---------|---------|----------|---------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|----------|--------------|-----------|--------------|----------|----|------|
| 2008   | 2       | T906    | 0       | 880526   | 00      | 300      | 1        | 105010   | 76103    | 1651     | 6163GA   | 100      | 7       | 2008    | 7       |          |              |           |              |          |    |      |

## Printing Reports: Local Printing

A report cannot be printed directly from Web View; instead, the report must be down-loaded as a PDF file before printing. To local print:



Click the **Print** button. Select **All** to download the whole report, or select **Pages** and enter the pages to download.

REPORT : NHFFIN2  
University of Alaska- Prep  
Finance Interface Report

S U M M A R Y

COAS CODE: B FISCAL YR: 2008 CATEGORY: HR Payroll 2008 BW 16 1 RULE CLASS: HGRB 1

| FUND   | ORGN  | ACCT | PROG   | ACTV | LOCN | PAY DOC  | POS DOC | TRANSACTION DATE  |
|--------|-------|------|--------|------|------|----------|---------|-------------------|
| 101010 | 89015 | 1970 | 0166GA |      |      | F0601852 |         | 11-JUN-2008       |
| 101010 | 89015 | 1970 | 0166GA |      |      |          |         | P R O G T O T A L |
| 101010 | 89015 | 1970 |        |      |      |          |         | A C C T T O T A L |
| 101010 | 89015 |      |        |      |      |          |         | O R G N T O T A L |
| 101010 |       |      |        |      |      |          |         | F U N D T O T A L |
| 101010 |       |      |        |      |      |          |         | R U L E T O T A L |

Print dialog options:  
Page range:  All  Pages:   
Options:  
 Include Page Breaks  
 Include Blank Lines  
 Headers on first page  
 Provide Link  
 Include notes:  
As Acrobat Comments   
OK Cancel

You may select whether to have the browser create a link to the file rather than open it immediately in another window. For .pdf files, choose whether to include online notes in what format to include them. Click **OK**.

If you requested a link, you can now click the link to open the file or right-click the link and select **Print Target** to print it.

If you did not request a link, the file will open in a separate browser window (depends on your browser and operating system settings). You can then print the report.

http://reports-test.alaska.edu/DownloadReport.d?fold\_seq=14&rpt\_seq=140&gen\_se...


REPORT : NHFFIN2  
University of Alaska- Prep  
Finance Interface Report

S U M M A R Y

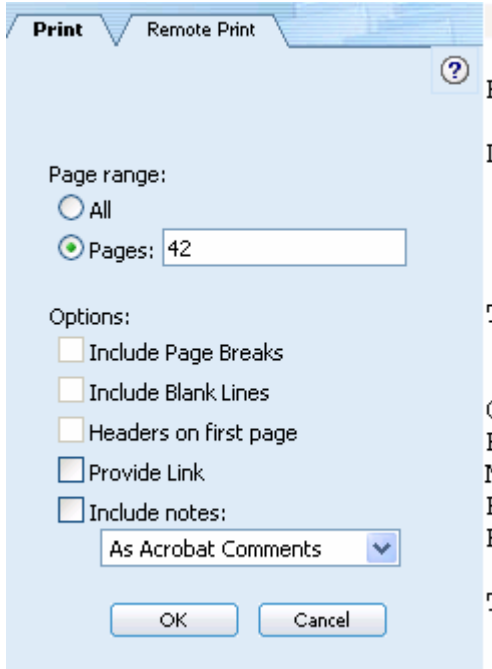
COAS CODE: B FISCAL YR: 2008 CATEGORY: HR Payroll 2008 BW 16 1 RULE CLASS: HGRB Payroll - Gross Benefit Expense

| FUND   | ORGN  | ACCT | PROG   | ACTV | LOCN | PAY DOC  | POS DOC | TRANSACTION DATE  | AMOUNT    |
|--------|-------|------|--------|------|------|----------|---------|-------------------|-----------|
| 101010 | 89015 | 1970 | 0166GA |      |      | F0601852 |         | 11-JUN-2008       | 443.15 Dr |
| 101010 | 89015 | 1970 | 0166GA |      |      |          |         | P R O G T O T A L | 443.15 Dr |
| 101010 | 89015 | 1970 |        |      |      |          |         | A C C T T O T A L | 443.15 Dr |
| 101010 | 89015 |      |        |      |      |          |         | O R G N T O T A L | 443.15 Dr |
| 101010 |       |      |        |      |      |          |         | F U N D T O T A L | 443.15 Dr |
| 101010 |       |      |        |      |      |          |         | R U L E T O T A L | 443.15 Dr |

## Printing a Section of a Report

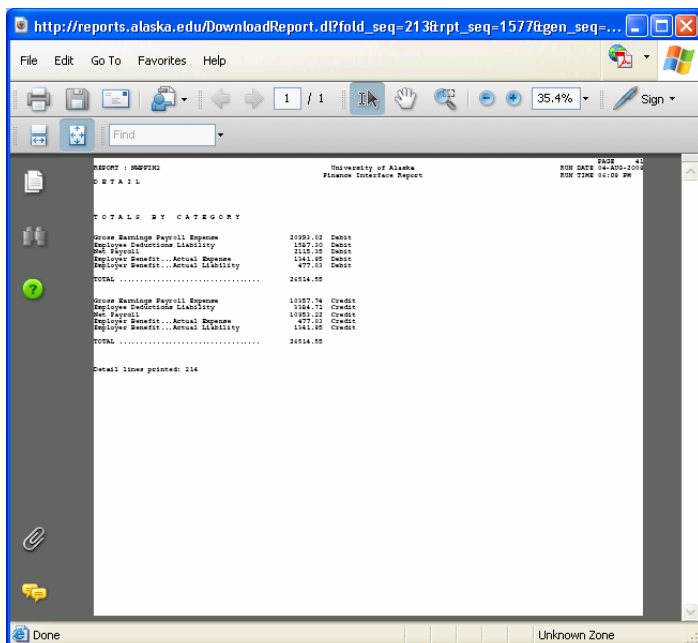
To print just a few pages of a report, open the report from which you want to print. Click the **Print** icon .

The following menu will appear on the left-hand side of your screen:



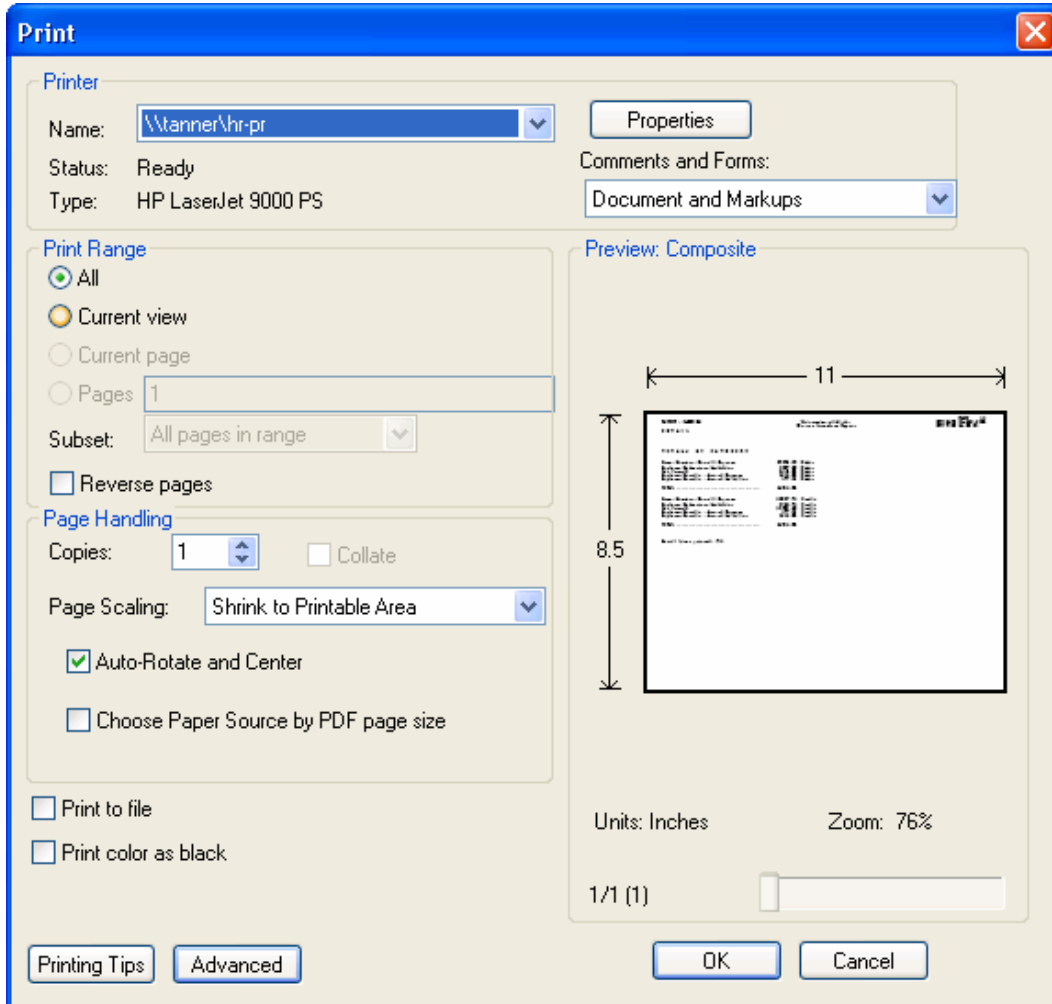
Select "**All**" to print the entire report. To print certain pages from the report, select "**Pages**" and enter the pages you wish to print. If you select "**Pages**," separate individual pages with commas and page ranges with a dash. For example, 1,4-7,11,15-20. Do not include spaces. Click **OK**.

Another window will open with pages of the report that you selected.





In the upper left-hand corner, click on the **Print** icon to print without saving. Your standard pop up box for printing will appear. Select your preferred printer and printing properties before clicking "ok."




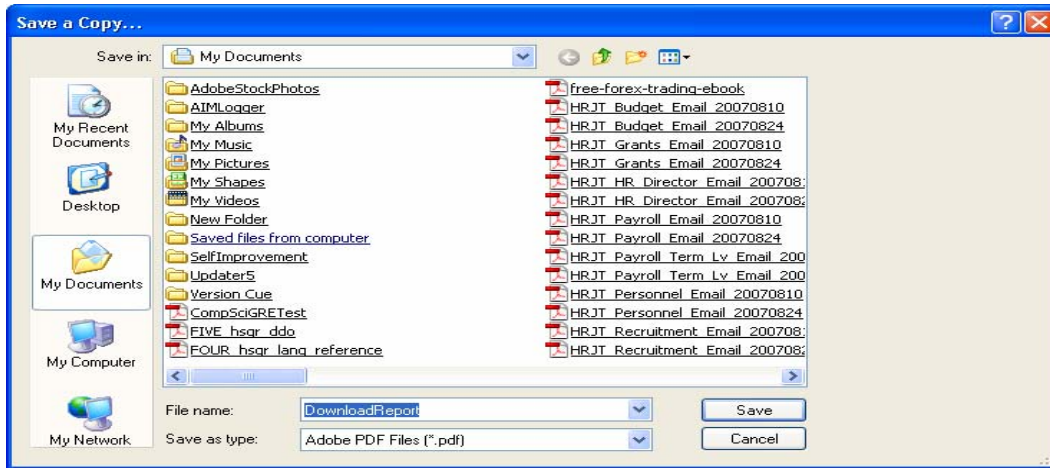
The image shows a Windows-style 'Print' dialog box. The title bar is blue with a close button (X) in the top right corner. The main area is light beige and contains several sections:

- Printer:** A dropdown menu shows '\\tanner\hr-pr'. To its right is a 'Properties' button. Below the name, the status is 'Ready' and the type is 'HP LaserJet 9000 PS'. To the right of this is a 'Comments and Forms:' dropdown menu set to 'Document and Markups'.
- Print Range:** Includes radio buttons for 'All' (selected), 'Current view', 'Current page', and 'Pages'. Below 'Pages' is a text box containing '1'. A 'Subset:' dropdown is set to 'All pages in range'. There is also a checkbox for 'Reverse pages'.
- Page Handling:** Includes a 'Copies:' spinner set to '1' and a 'Collate' checkbox. 'Page Scaling:' is set to 'Shrink to Printable Area'. There is a checked checkbox for 'Auto-Rotate and Center' and an unchecked checkbox for 'Choose Paper Source by PDF page size'.
- Preview:** A section titled 'Preview: Composite' shows a small thumbnail of a document page. Dimension lines indicate a width of 11 and a height of 8.5. Below the preview, it says 'Units: Inches' and 'Zoom: 76%'. At the bottom of the preview area is a page indicator '1/1 (1)' and a horizontal slider.
- Buttons:** At the bottom left are 'Printing Tips' and 'Advanced' buttons. At the bottom center are 'OK' and 'Cancel' buttons.

## Saving a Report



To save a report to your desktop or a directory, click the  save icon. A pop-up box will appear. In the "Save in" box, select where you would like to save the file. Under "File name" at the bottom of the pop-up window, change the name of the file from "Download Report" to a more appropriate name. Leave the "Save as type" as "Adobe PDF Files (\*.pdf)."



Once the file is saved, you will be able to print the file as any other PDF file.

## Downloading Reports



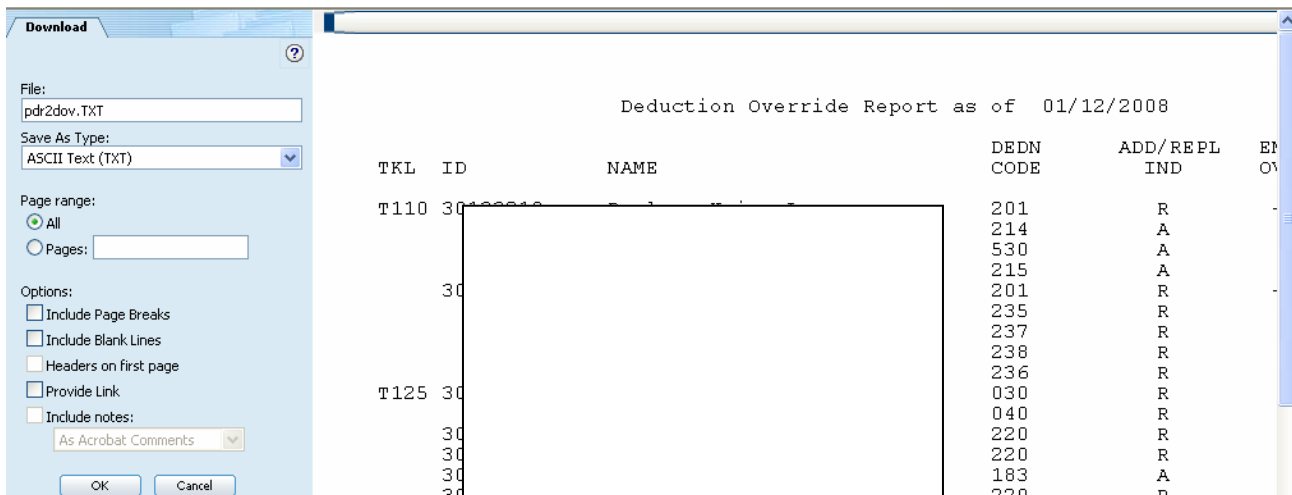
Downloading saves a report in a format that can be used in other applications. Click the

## Download Report



button to download a report.

Type the file name to give the report into the "File:" field. Select the file type.



**NOTE:** Be sure to define columns (see the "Creating Columns" section below) before downloading to the .csv, .dif, or .slk format.


Select **All** to download the whole report or select **Pages** and enter the pages to download. Select whether to include page breaks (for .txt files only) and blank lines.

You may select whether to have the browser create a link to the file rather than open it immediately in another window. For .pdf files, choose whether to include online notes in what format to include them. Click **OK**.

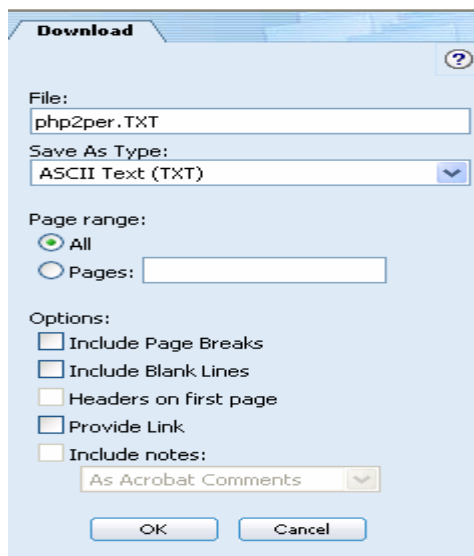
If you requested a link, you can now click the link to open the file or right-click the link and select **Save Target As** to save it.

If you did not request a link, the file will open in a separate browser window (depends on your browser and operating system settings).

### **Downloading a File in ASCII Format (for Electronic Submission)**

Files that will be transmitted electronically must be downloaded in ASCII format. Open the report you want to download in ASCII format. Click the download report icon  located in the top left corner.

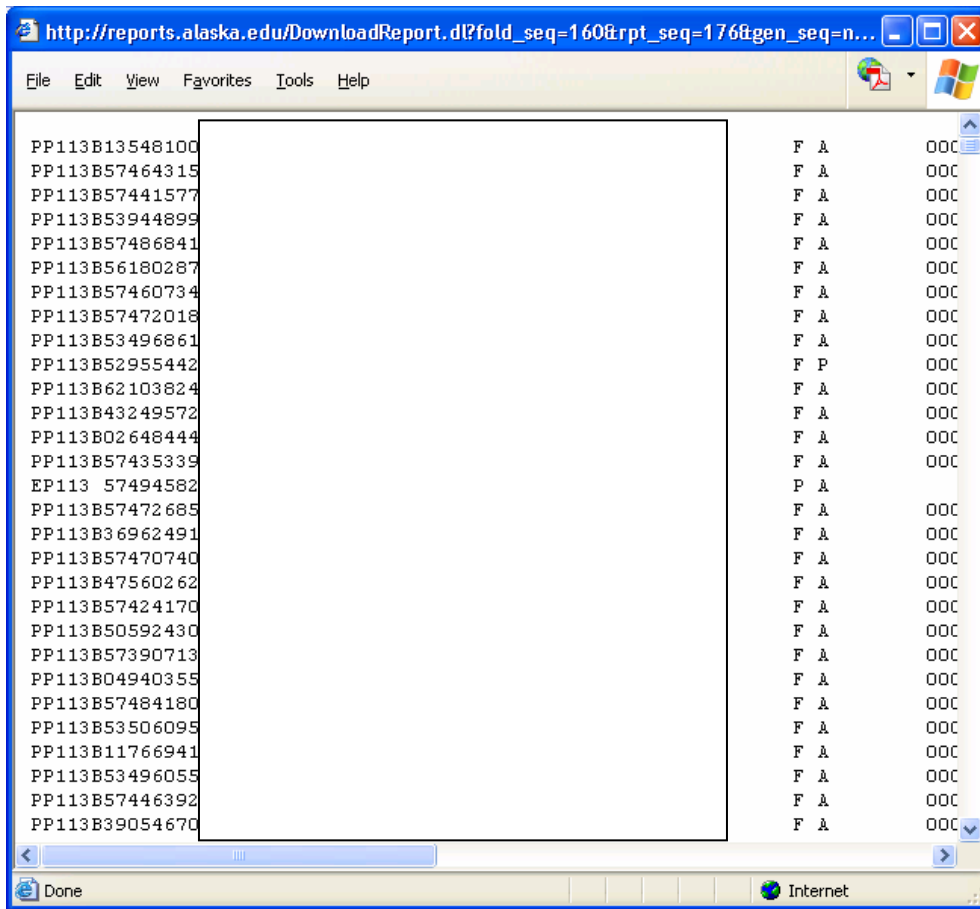
The following menu will appear on the left-hand side of your screen:



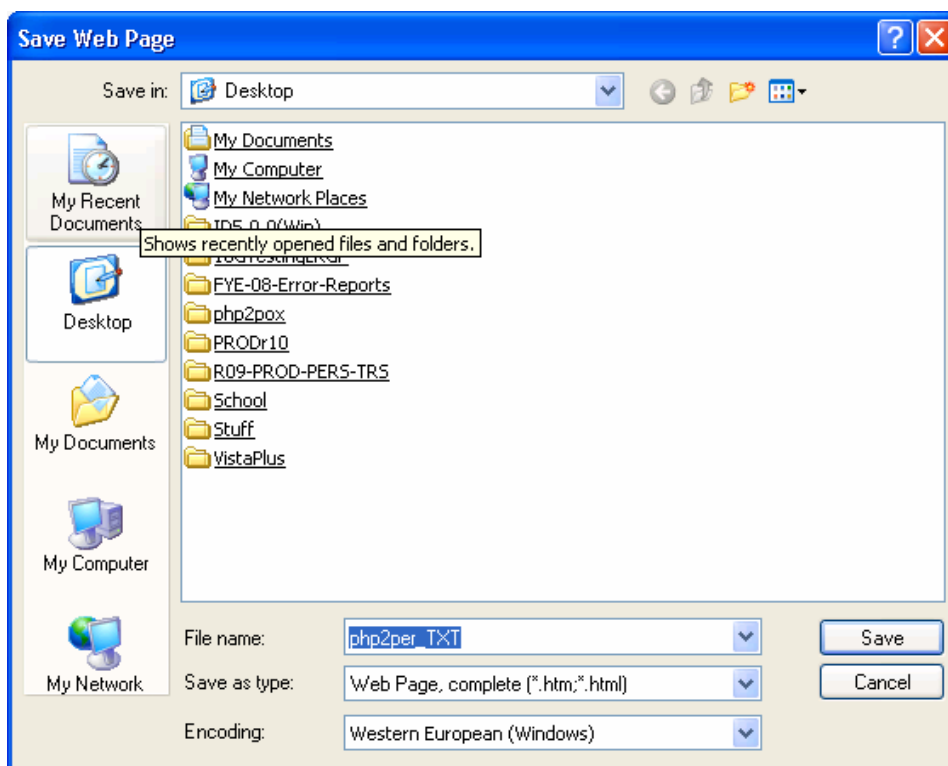
In the "File" box, change the extension of the file name from .TXT to .lis (ex. from php2per.TXT to php2per.lis). Leave the "Save As Type" as ASCII Text (TXT). Select either "All" or select "Pages" and key in those pages that you wish to download. Click OK.

NOTE: Selecting either "Include Page Breaks" or "Include Blank Lines" does not work when saving as a .TXT file; choosing these options will not affect how the report is downloaded.

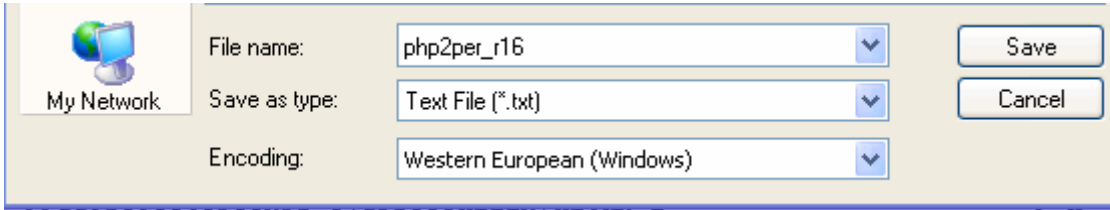




Another pop-up window will open with the report in it. From the "File" menu, select "Save as." The following window will open.



Under "Save in," select the directory where you want to save the file. You can leave the "File name" the same or change it to something more appropriate. Be sure to change the "Save as type" to "Text File (\*.txt)." The default is html and is not appropriate for ASCII files.



Once you make your changes, click "Save."

**Confidentiality Notice:**

UA employee/student data is private and must only be used for the legitimate business of the University of Alaska. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. Sensitive data submitted electronically must first be secured through encryption, password protection, or other suitable means.

**Creating Columns**

To create columns, make sure the text to use (generally the report column headings) is displayed. Switch to Layout view and set zoom to 100%. Click and drag your mouse to outline the text from which to base the columns; the top line of this area will be used.

| REPORT : NHFFIN2   |       |      |        |      |      |          |         |                  |           | University of Alaska- Prep                 |    | RUN DATE 19--  |  |
|--|-------|------|--------|------|------|----------|---------|------------------|-----------|--|----|----------------|--|
| S U M M A R Y  |       |      |        |      |      |          |         |                  |           | Finance Interface Report                   |    | RUN TIME 01:.. |  |
| COAS CODE: B FISCAL YR: 2008 CATEGORY: HR Payroll 2008 BW 16 1 |       |      |        |      |      |          |         |                  |           | RULE CLASS: HGRB Payroll - Gross Benefit : |    |                |  |
| FUND   | ORGN  | ACCT | PROG   | ACTV | LOCN | PAY DOC  | POS DOC | TRANSACTION DATE | AMOUNT    |  |    |                |  |
| 101010   | 89015 | 1970 | 0166GA |      |      | F0601852 |         | 11-JUN-2008      | 443.15    | Dr   |    |                |  |
| 101010   | 89015 | 1970 | 0166GA |      |      |          |         | P R O G          | T O T A L | 443.15                                     | Dr |                |  |
| 101010   | 89015 | 1970 |        |      |      |          |         | A C C T          | T O T A L | 443.15                                     | Dr |                |  |
| 101010   | 89015 |      |        |      |      |          |         | O R G N          | T O T A L | 443.15                                     | Dr |                |  |
| 101010   |       |      |        |      |      |          |         | F U N D          | T O T A L | 443.15                                     | Dr |                |  |
| 101010   |       |      |        |      |      |          |         | R U L E          | T O T A L | 443.15                                     | Dr |                |  |



Click the **Create Columns** button. To make these columns the report's default format, check the **Set as Default....** box. Click **Set**.



HINT: You may create columns and store them by making the appropriate selections.

Set as Default for the report

Set Delete Cancel

## Results:

| A  | B     | C    | D      | E    | F    | G        | H       | I                 | J | K      | L  | M |               |
|--|-------|------|--------|------|------|----------|---------|-------------------|---|--------|--|---|---------------|
| REPORT : NHFFIN2   |       |      |        |      |      |          |         |                   |   |        | University of Alaska- Prep                 |   | PAGE          |
| S U M M A R Y  |       |      |        |      |      |          |         |                   |   |        | Finance Interface Report                   |   | RUN DATE 19-J |
| COAS CODE: B FISCAL YR: 2008 CATEGORY: HR Payroll 2008 BW 16 1 |       |      |        |      |      |          |         |                   |   |        | RULE CLASS: HGRB Payroll - Gross Benefit E |   | RUN TIME 01:5 |
| FUND   | ORGN  | ACCT | PROG   | ACTV | LOCN | PAY DOC  | POS DOC | TRANSACTION DATE  |   | AMOUNT |  |   |               |
| 101010   | 89015 | 1970 | 0166GA |      |      | F0601852 |         | 11-JUN-2008       |   | 443.15 | Dr   |   |               |
| 101010   | 89015 | 1970 | 0166GA |      |      |          |         | P R O G T O T A L |   | 443.15 | Dr   |   |               |
| 101010   | 89015 | 1970 |        |      |      |          |         | A C C T T O T A L |   | 443.15 | Dr   |   |               |
| 101010   | 89015 |      |        |      |      |          |         | O R G N T O T A L |   | 443.15 | Dr   |   |               |
| 101010   |       |      |        |      |      |          |         | F U N D T O T A L |   | 443.15 | Dr   |   |               |
| 101010   |       |      |        |      |      |          |         | R U L E T O T A L |   | 443.15 | Dr   |   |               |

## To modify columns:

Switch to Layout view and set zoom to 100%. Hold down the **Shift** key and select the heading of the column you wish to modify. You can modify the width of the column, delete the column, or split one column into two. Repeat for each column you wish to modify.

Name:

Width:    Numeric

Set as Default for the report

To remove all columns, click the **Create Columns** button and click **Delete**.


HINT: You may create columns and store them by making the appropriate selections.

Set as Default for the report

## Searching Reports

The interaction of search entries and options can be very flexible. Please see the online help for complete information by selecting **Help** from the top menu bar.

### Simple Search

Click the **Search**  button. To search a certain part, or region, of the report, view the report in **Layout** view. Select the area of the report in which you want to search.

Select whether to search the entire report (**Text**), or just an **Index** or **Region** (the selected area). For an index search, select the "Index" radio button. If it's a numeric index, the search will be for a numeric value match. Type the text or number to include in your search. For text, you can use the "\*" and "?" wildcard characters to broaden your search. For an index or region search, select an option to use from the "Operator" drop-down menu. To set search options, click **Options**.

## Options

**Forward Search** – Searches forward from the current page. If cleared, searches backward from the current page.

**Case Sensitive** – Finds only text in the same case (upper and/or lower) as the search characters.

**Whole Words** – Skips matches that include the search text as part of a larger word. (In an index search, the text must match the entire index).

**Extract Sub-report** – Creates a sub-report containing the search values. Select **By Pages** to have the sub-report include each page that contains a match or **By Lines** to have it include only lines containing matches. If using **By Lines**, select whether to include the report header in the sub-report.

**Show Match List** – Displays search matches in a separate window, from which you can select the match to display.

Click **Search** to start the search.

## Viewing Search Matches



If **Show Match List** is not selected, the first page with matches is displayed, with the matches highlighted. Use the **Search Previous** or **Search Next** button to continue searching the report.



If **Show Match List** is selected, you see a list of the first several matches found. Click a match to display that report page, or click **More** to display more matches.

If **Extract Sub-report** is selected, the sub-report opens.

## Advanced Search

An advanced search can look for multiple text and/or numeric values, values within a range, and more. For complete instructions, please refer to the online help by selecting **Help** from the top menu bar.

## Online Help

The online help can be accessed by clicking **Help** on the top menu bar.

http://reports-test.alaska.edu - Vista Plus Web View Help - Microsoft Internet Explorer

Contents Index Search

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### Using Browse View

To start Browse view, click **Browse** in the [top menu bar](#).

When you first enter [Browse view](#), it displays the folders, bundles, and reports contained in your [Home folder](#), a page at a time (you can [set the page size](#)). To open the report generation you want, you may need to open subfolders and/or bundles to display the report, and you may want to list the generations of the report before opening one. Use the methods below to navigate through Browse view and to open report generations.

 Admin's New Rpts To open a listed folder, click its icon or name. This displays the first page of the folder's contents: other folders, bundles, and/or reports.

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