

Vista Plus 5.5 Web View

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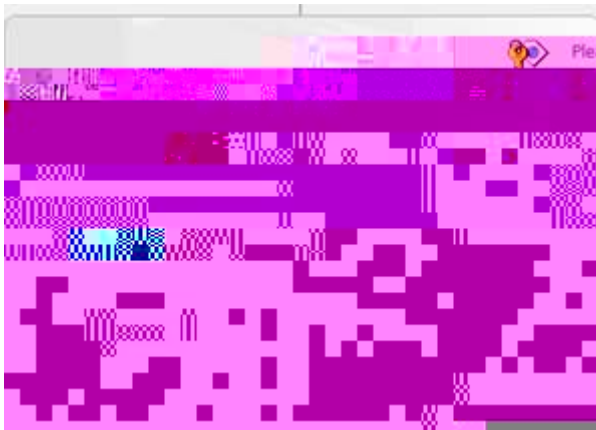
Logging On

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>

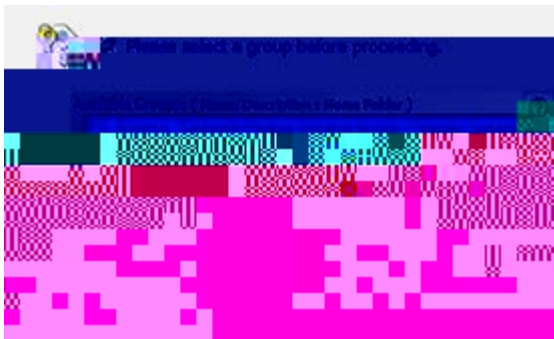


A screenshot of the Vista Plus 5.5 login interface. At the top left is a key icon. The text reads: "Please enter your user name and password, then click the 'Sign in' button." Below this are three input fields: "User Name:" (empty), "Password:" (with masked characters 'x'), and "Server:" (a dropdown menu showing "vinkhem.alaska.edu"). A "Sign in" button is located at the bottom center.

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

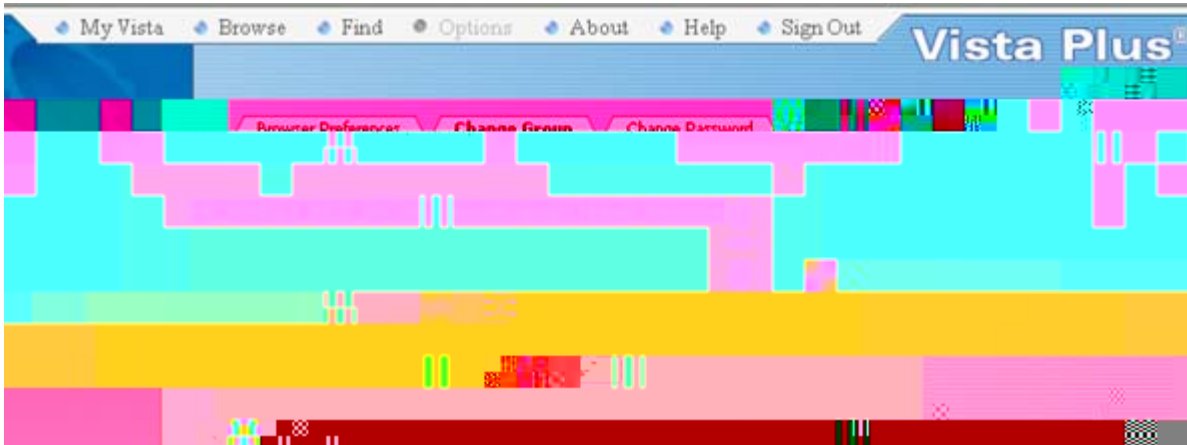


After logging in, you will see the Welcome screen, Browse view, or My Vista view, depending on your option settings. This is the Welcome screen. Select the Group that you wish to connect to. Then click Save. Note that the **View Reports after change** box is checked by default. This will take you to **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**.

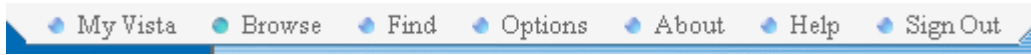


Changing Your Password

To change your password, click **Options**

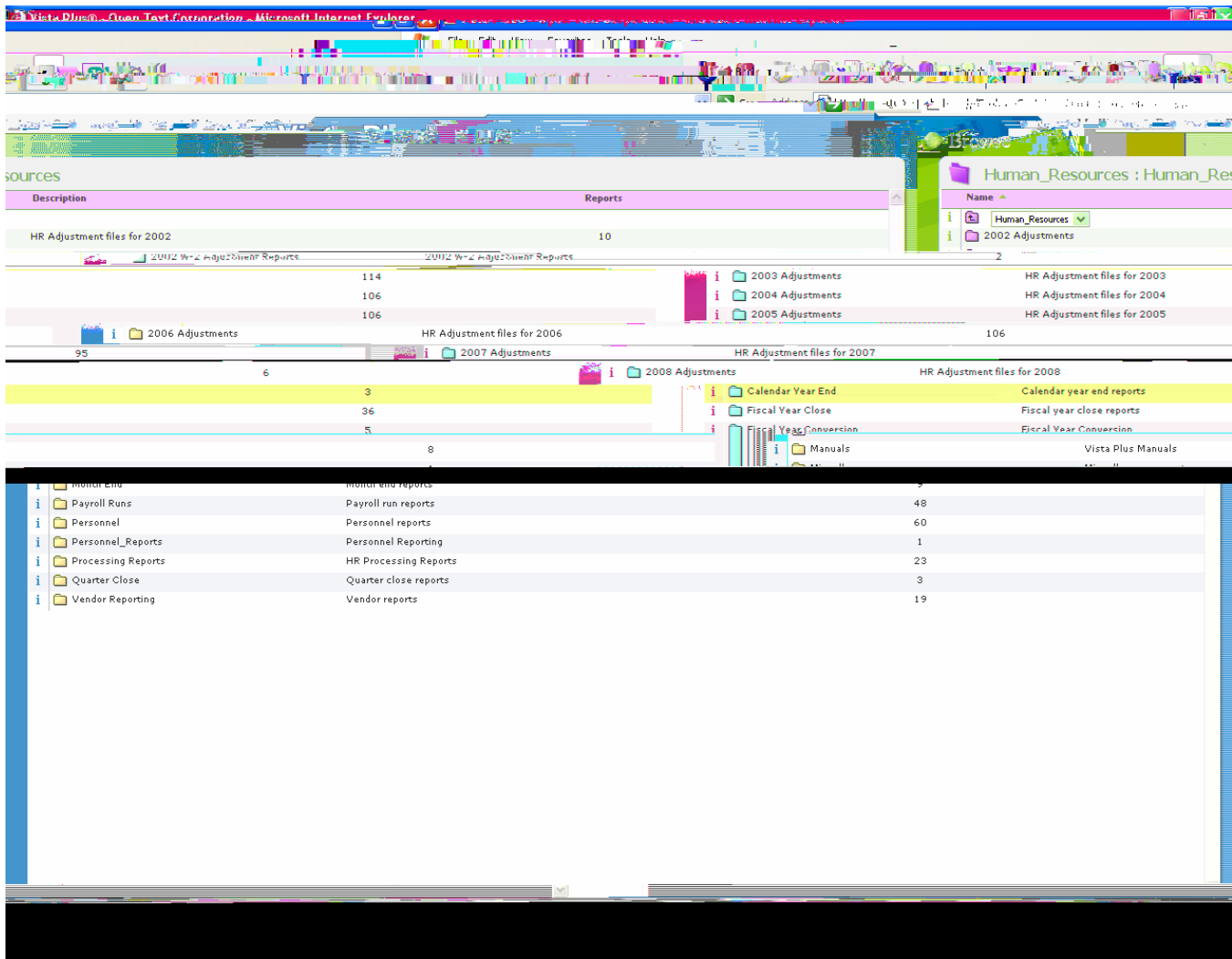
Selecting a View or Function

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.



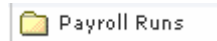
Using Browse View

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:



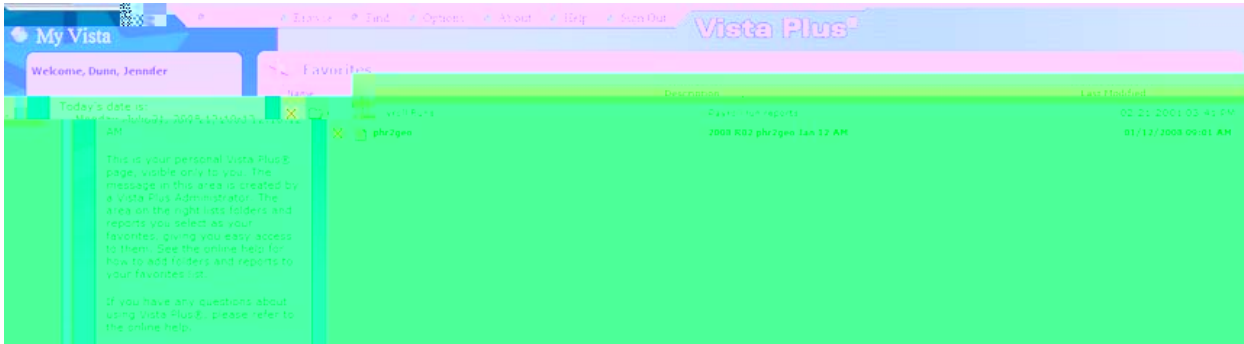
To open a listed folder, click its icon or name. This displays the folders contents.



To return to a parent folder or bundle, click on this icon located at


Using My Vista View

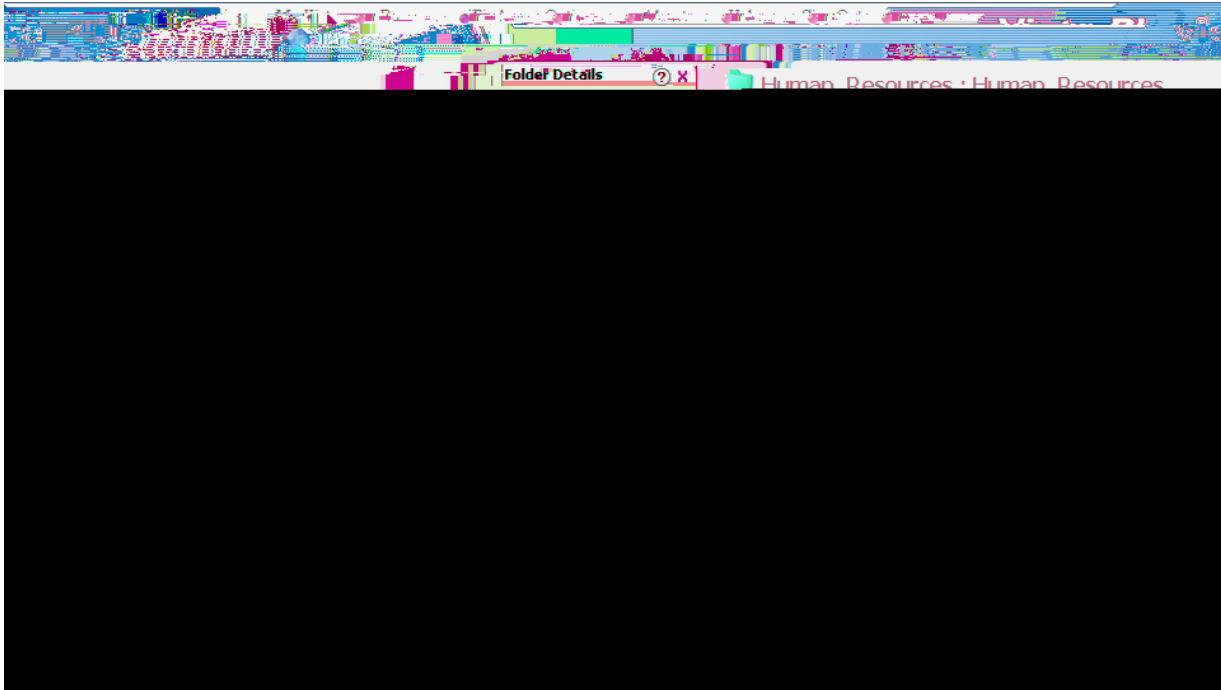
The right side of **My Vista** displays your report and folder favorites. Click on a report to open its most recent generation. Click on a folder to switch to **Browse** view, with that folder as your Home folder.



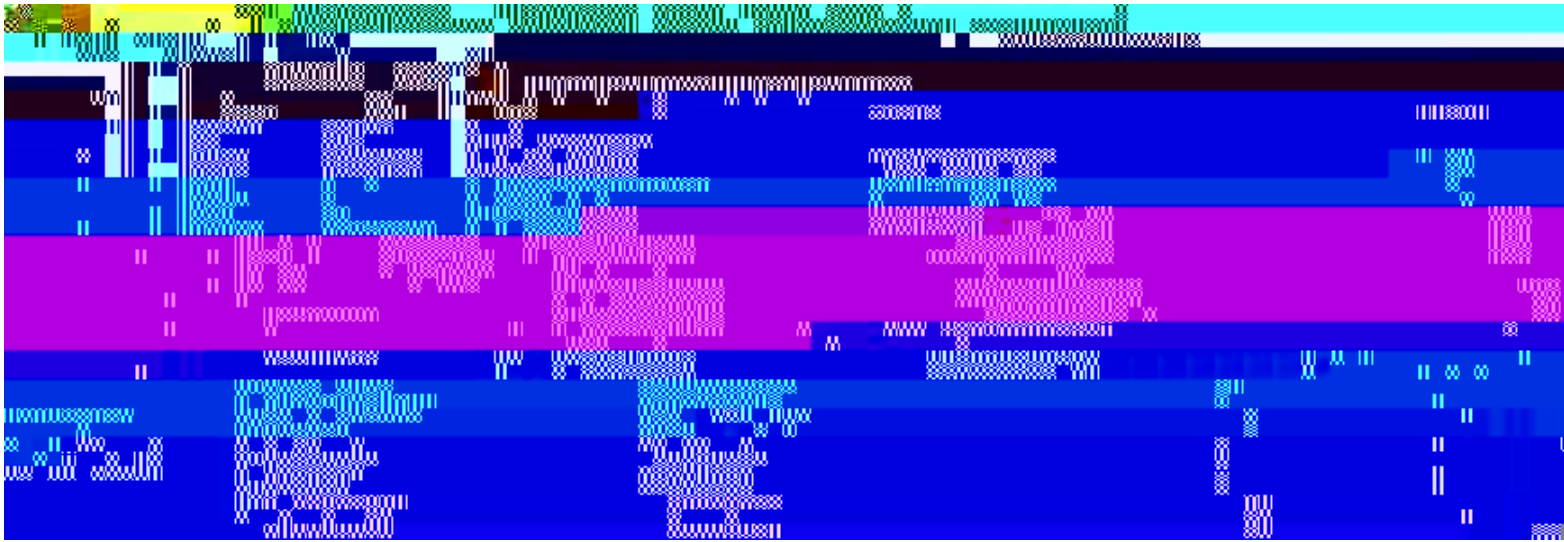
The left side of **My Vista** is unique to your installation. Ask your Administrator if you have questions.

Adding Reports or Folders to Favorites

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

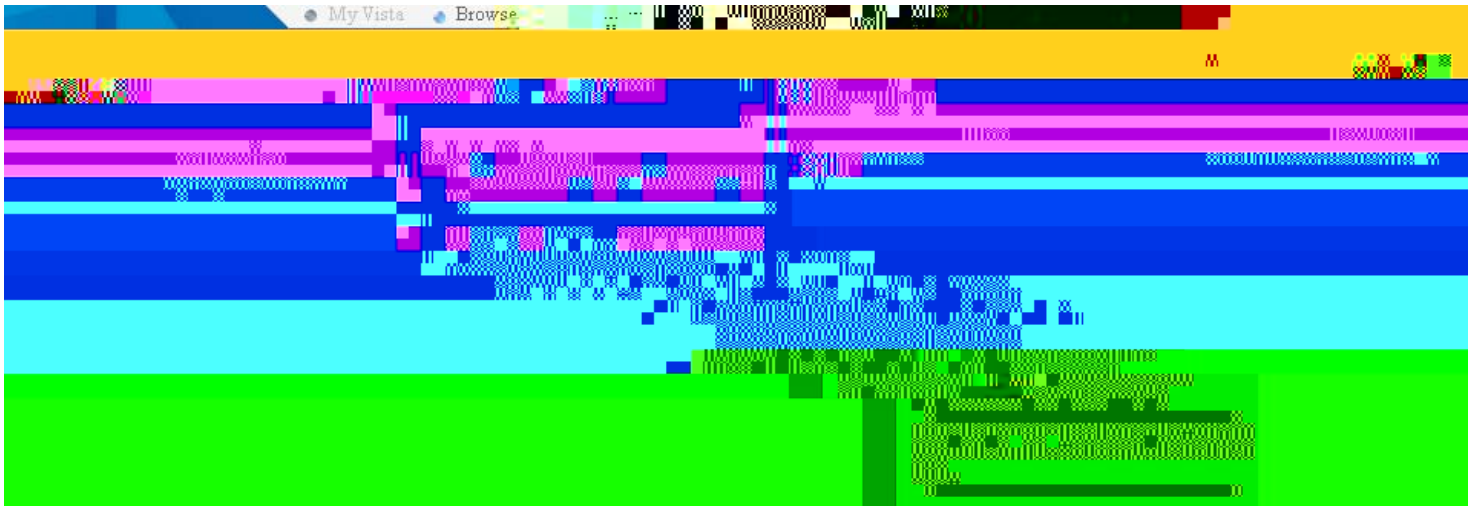


To add a report or a folder to the **My Vista** favorites list, check **List on My Vista**. Click **OK**.



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.



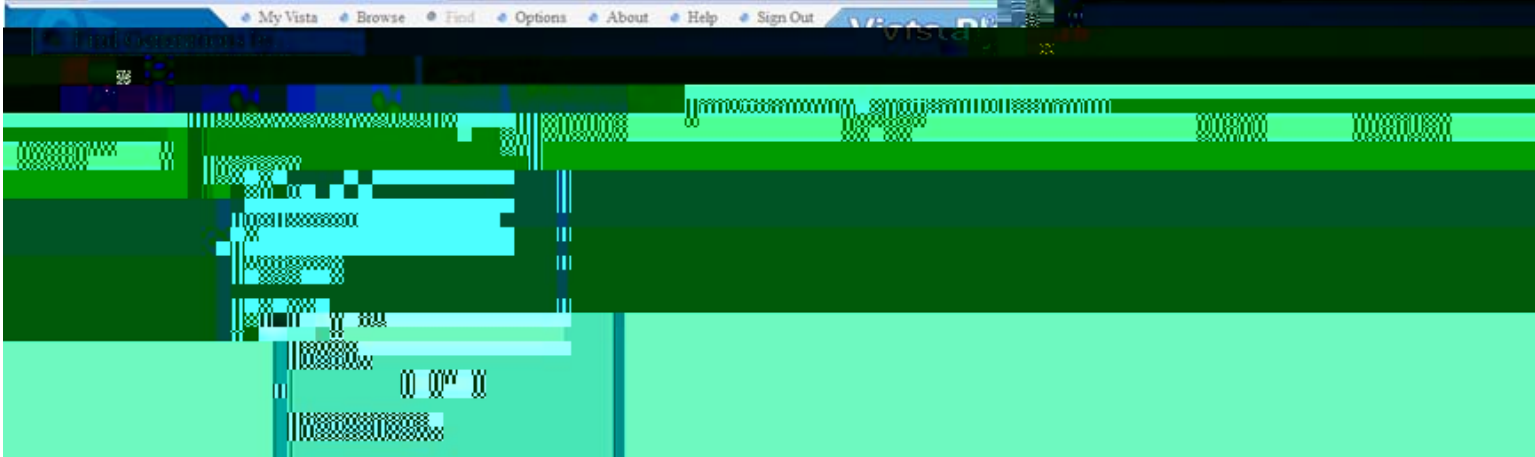
Finding Report Generations

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.

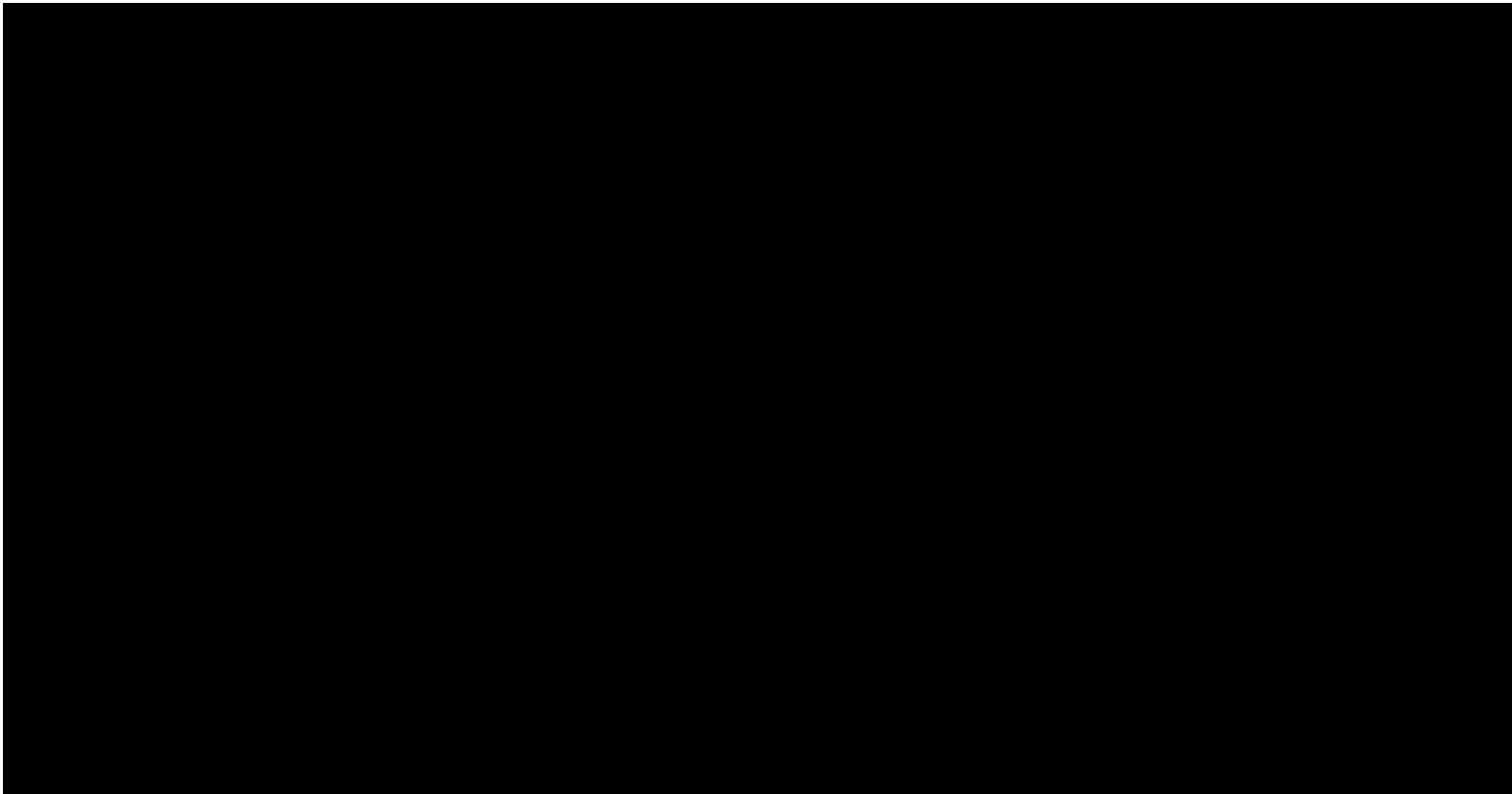


Searching by Report Name

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**.







Results:



Viewing Reports

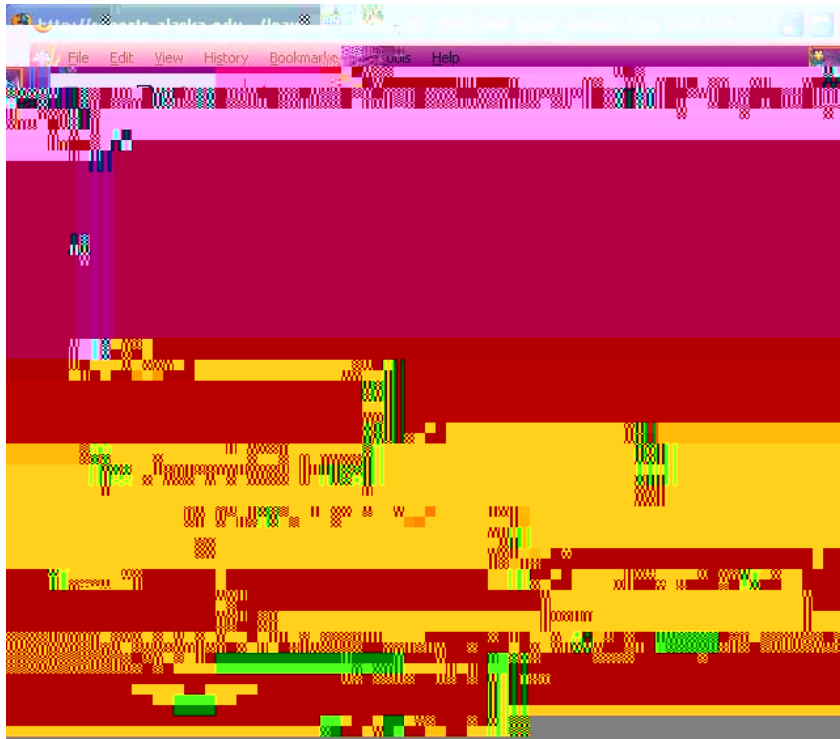
To see other parts of the current report page, use the vertical and horizontal scroll bars or change the zoom setting. To move to other pages in the report, use the buttons and field at the bottom-right of the report viewer window:

-  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




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:



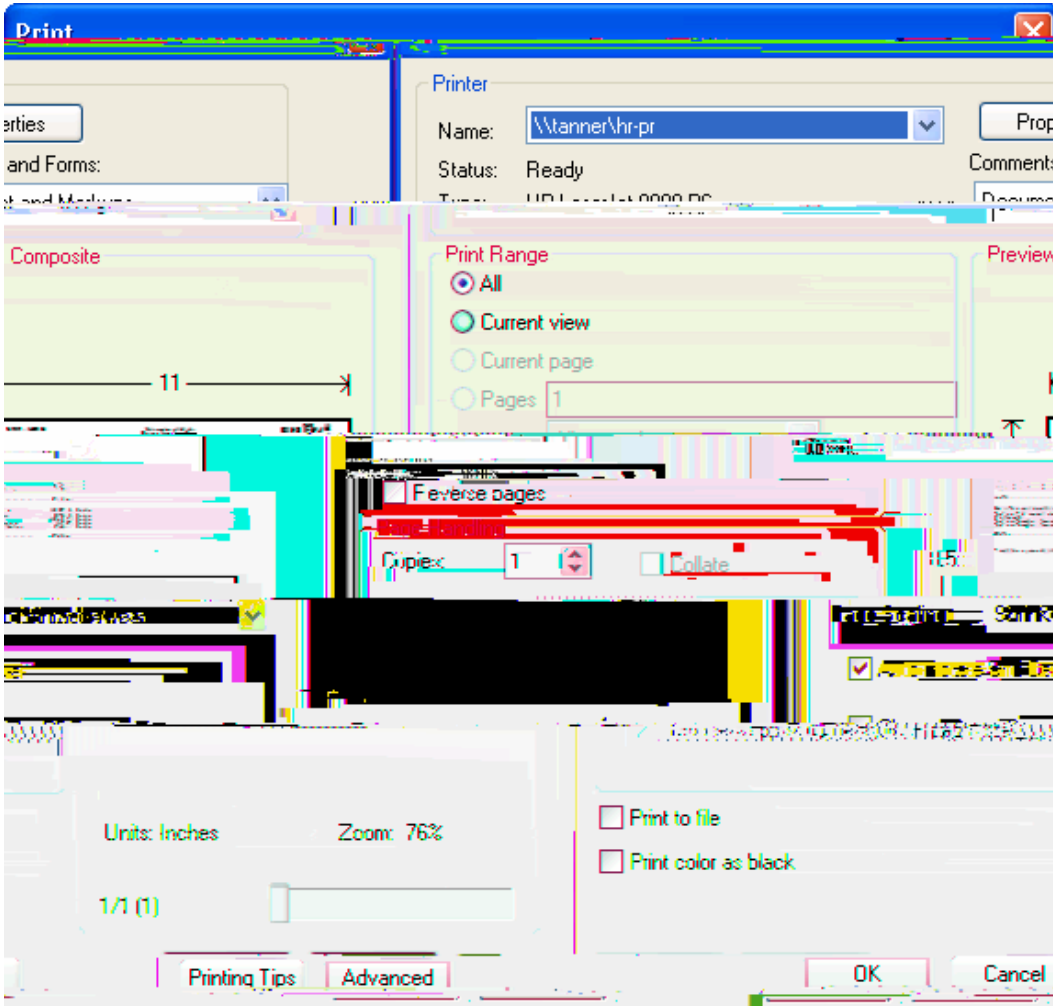
Printing a Section of a Report

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

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


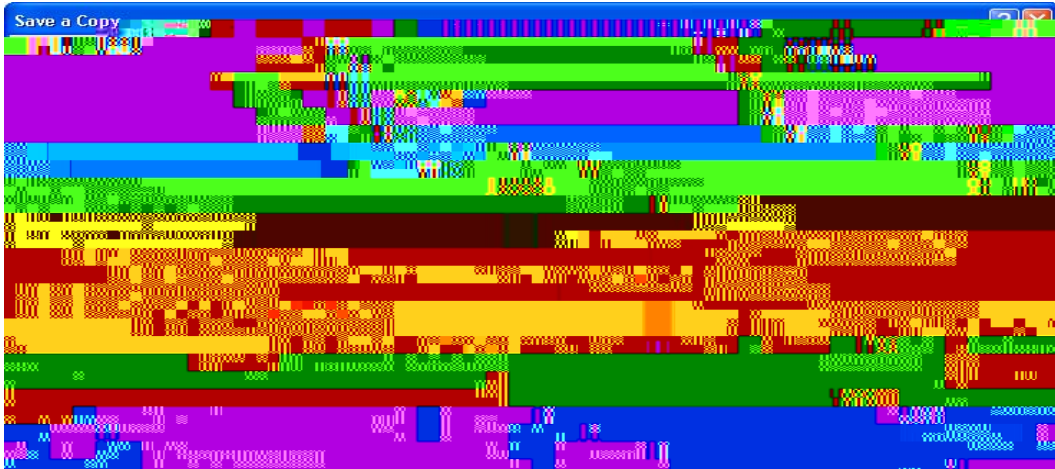
In the upper left-hand corner, click on the **Print** icon to print without saving. Your standard pop up box for printing will appear. Select your preferred printer and printing properties before clicking "ok."



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



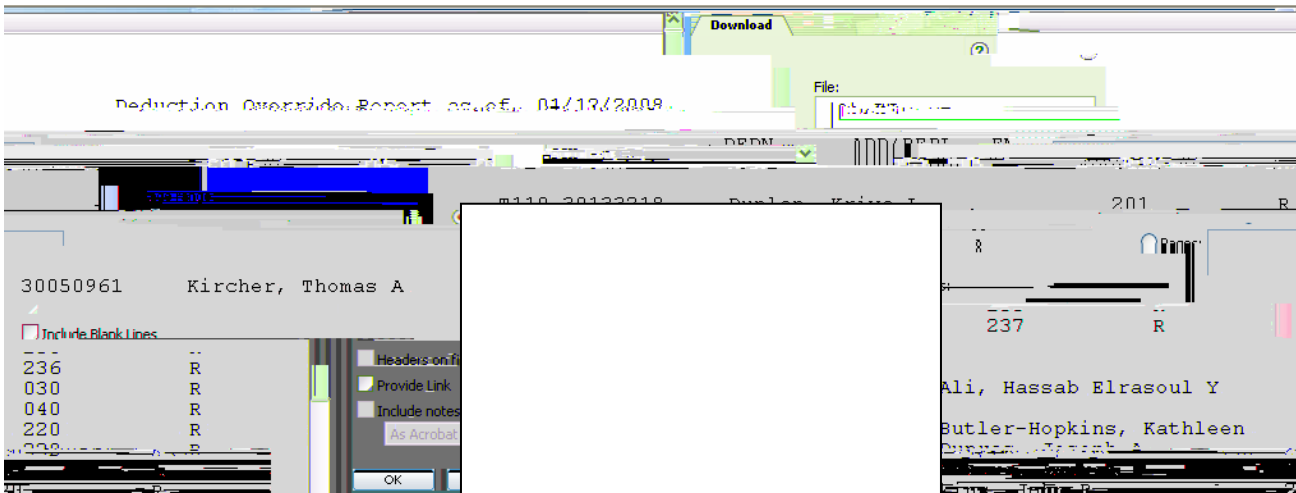
Downloading saves a report in a format that can be used in other applications. Click the

Download Report

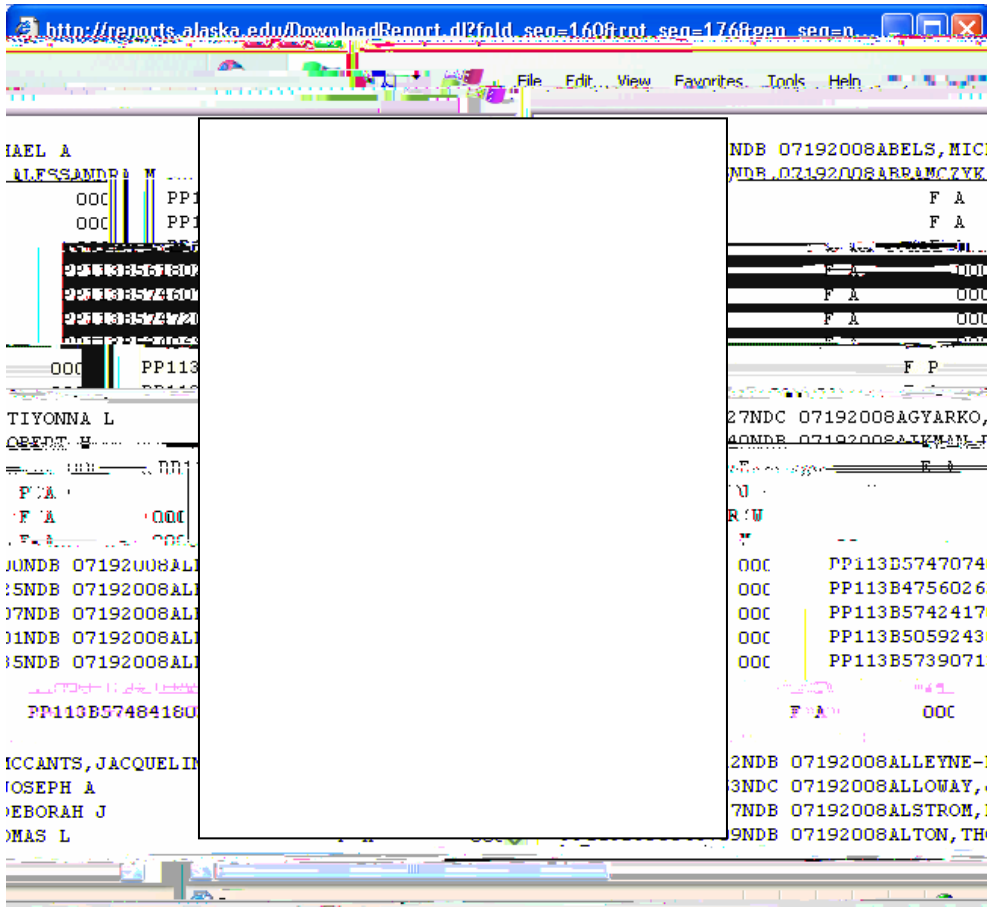


button to download a report.

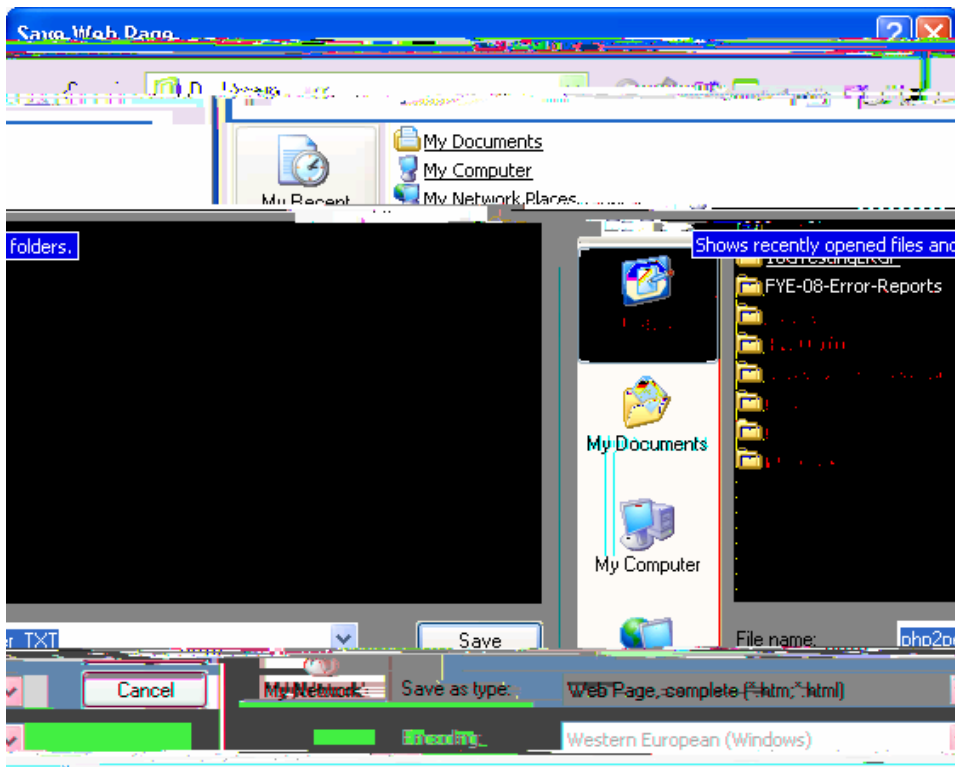
Type the file name to give the report into the "File:" field. Select the file type.



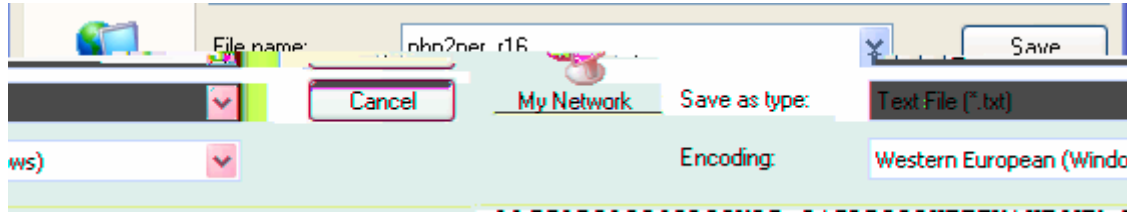
NOTE: Be sure to define columns (see the "Creating Columns" section below) before downloading to the .csv, .dif, or .slk format.



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.



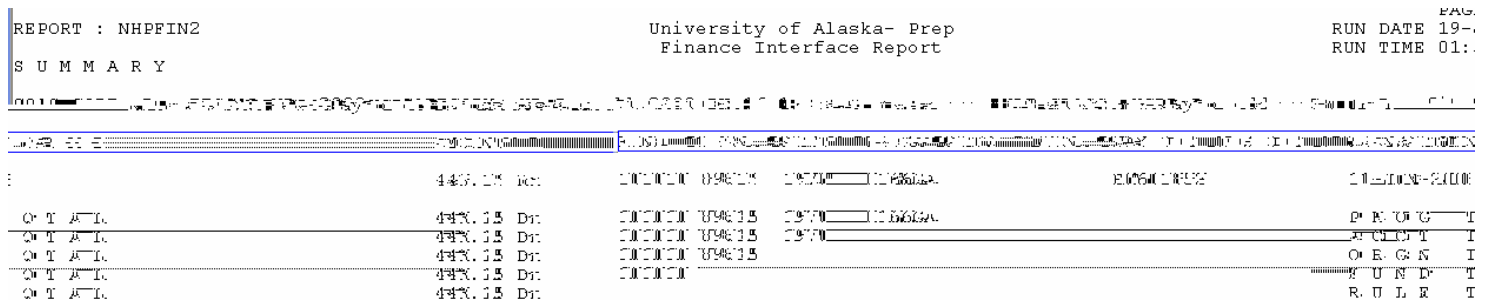
Once you make your changes, click "Save."

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.



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

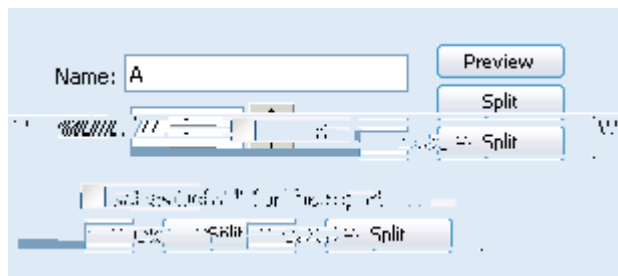
Set Delete Cancel

Results:

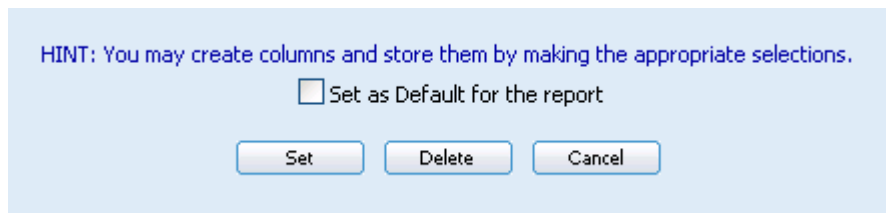
TRANSACTION DATE	AMOUNT	EUND	ORGN	ACCT	PROG	ACTV	LOCN	PAY DOC	POS DOC
11-JUN-2008	443.15 Dr	101010	89015	1970	0166GA			F0601852	
PROG TOTAL	443.15 Dr	101010	89015	1970	0166GA				
ACCT TOTAL	443.15 Dr	101010	89015	1970					

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.




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



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, 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 cleared, searches backward from the current page.

Case Sensitive – Finds only text in the same case (upper/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. By Page to have the sub-report include each page that contains a match. 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 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.

