

# DocumentDirect/Mobius on the Web

Log into Web Applications and select

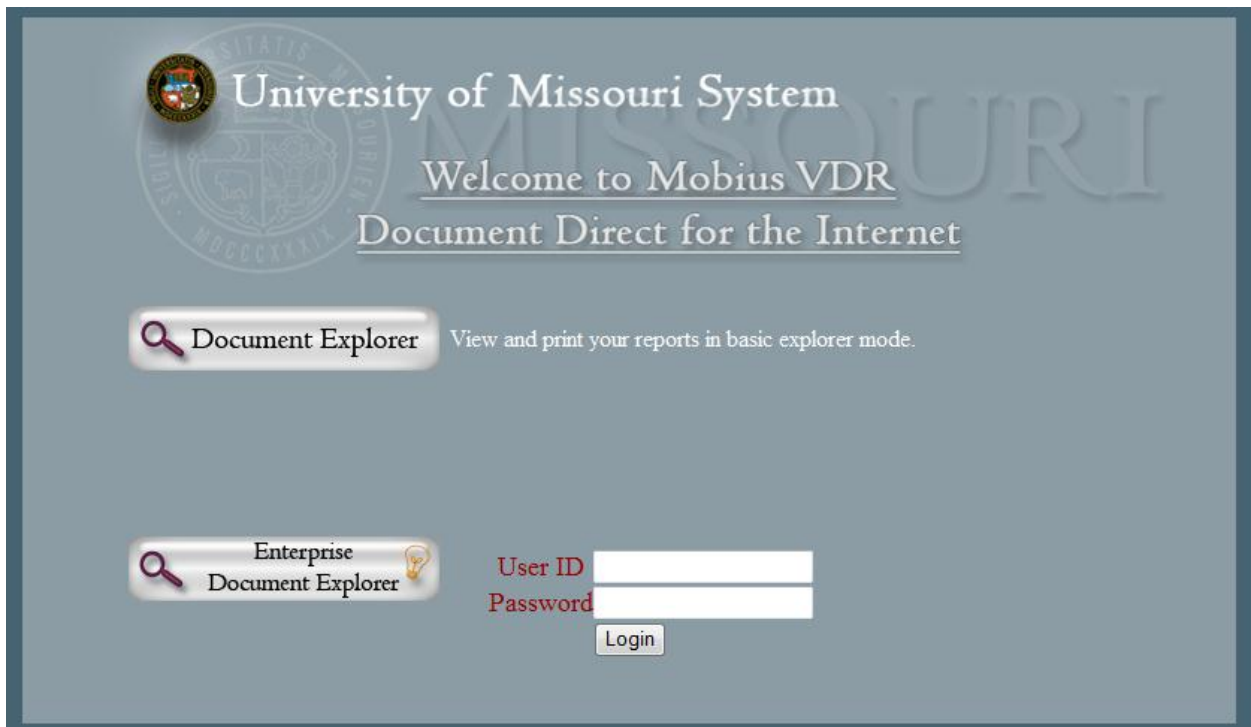


1) **Welcome** screen. Click on

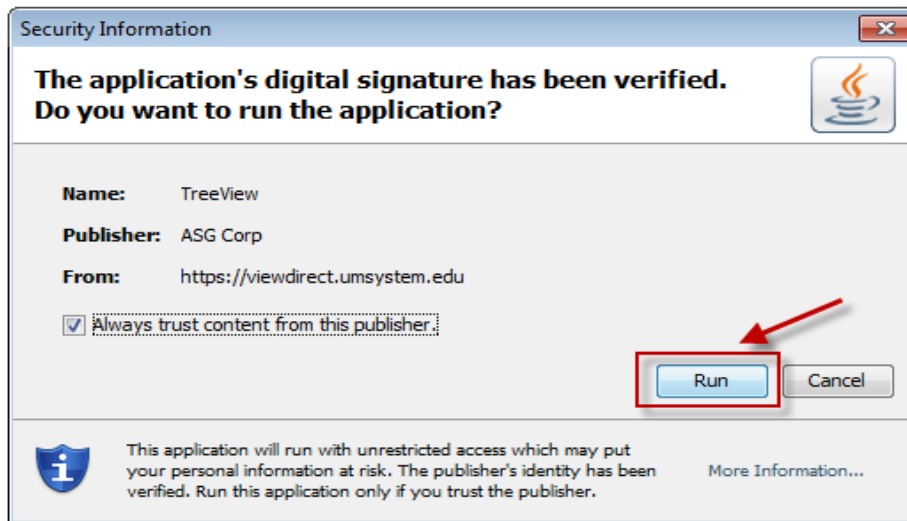


to enter. Key in username

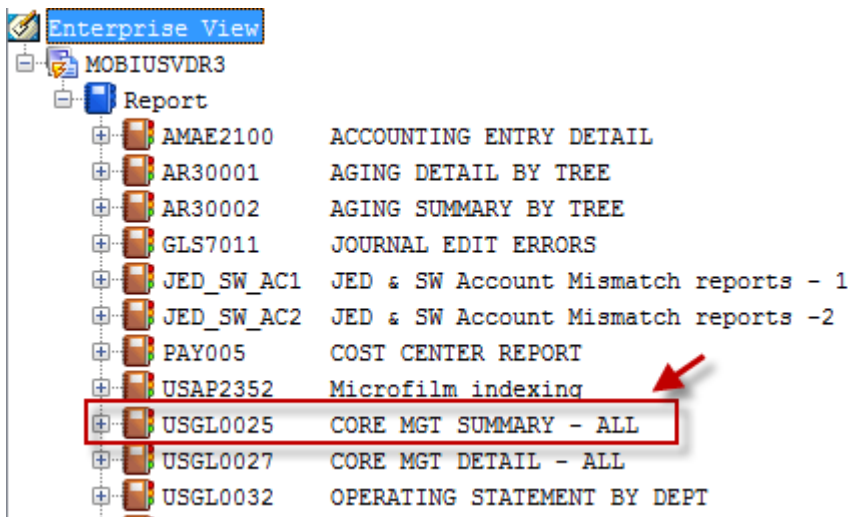
and password.



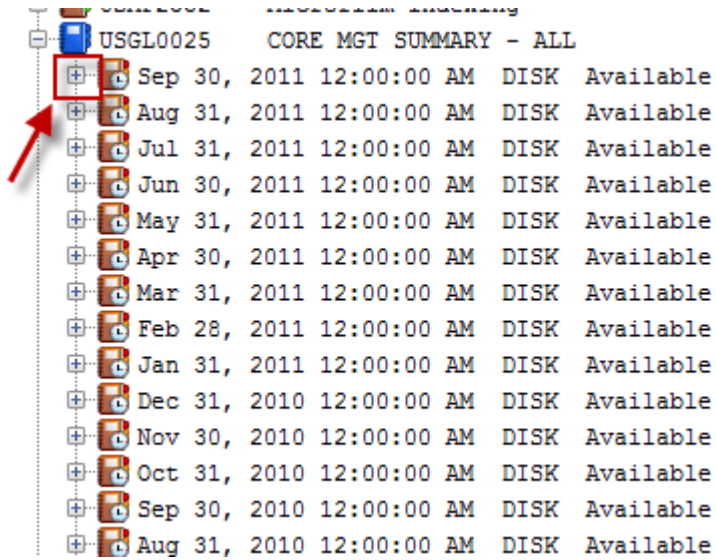
2) When asked the message below, select **Run**.



3) Report choices are displayed in Document Direct. Open the report, to get the report dates found, by hitting the + sign on the left of the report.

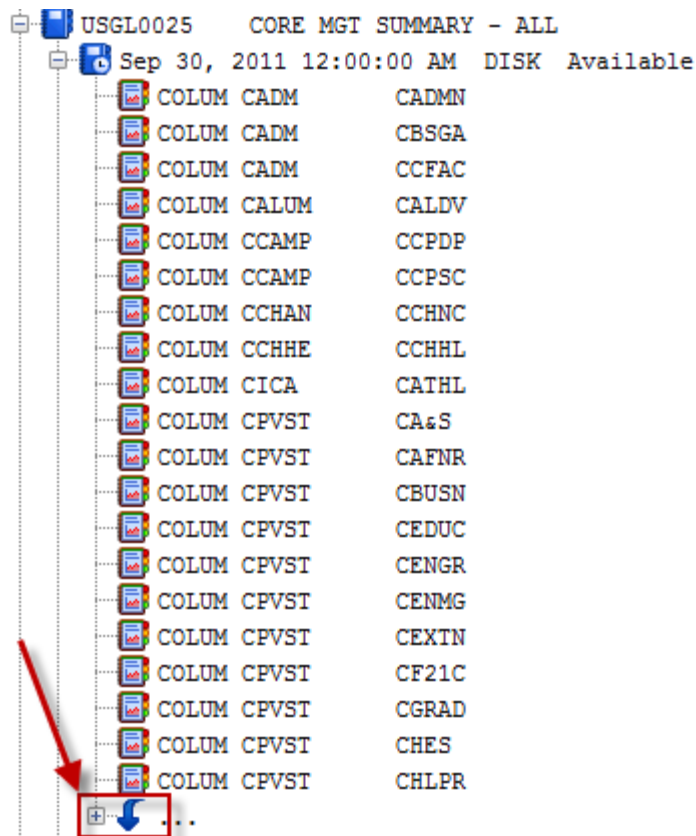


4) Open the date selected, by clicking the + on the left side.



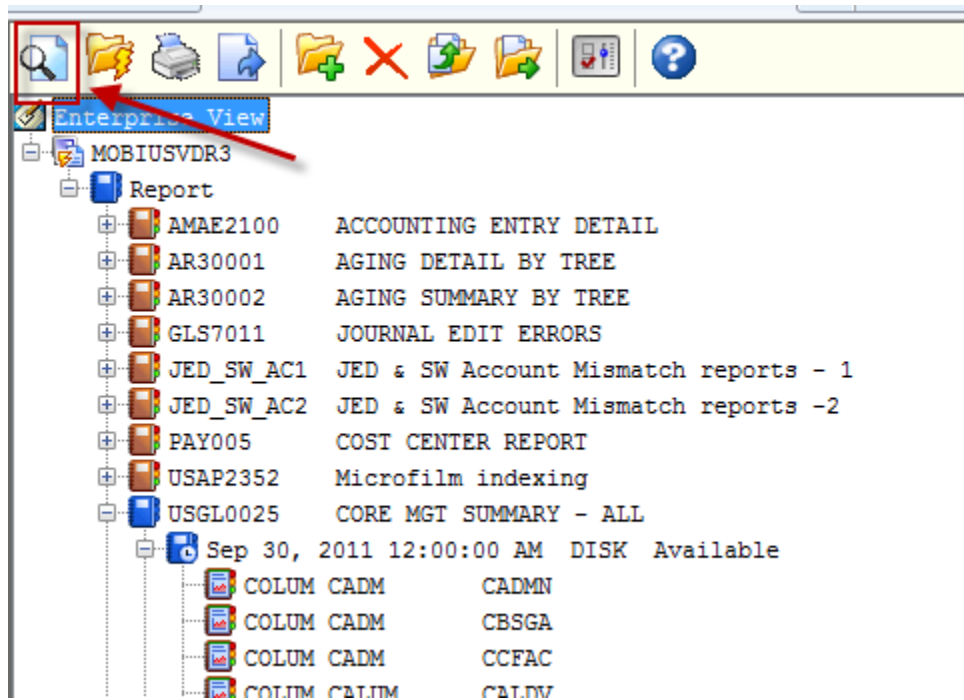
USGL0025		CORE MGT SUMMARY - ALL			
+	Ⓢ	Sep 30, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Aug 31, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Jul 31, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Jun 30, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	May 31, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Apr 30, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Mar 31, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Feb 28, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Jan 31, 2011	12:00:00 AM	DISK	Available
+	Ⓢ	Dec 31, 2010	12:00:00 AM	DISK	Available
+	Ⓢ	Nov 30, 2010	12:00:00 AM	DISK	Available
+	Ⓢ	Oct 31, 2010	12:00:00 AM	DISK	Available
+	Ⓢ	Sep 30, 2010	12:00:00 AM	DISK	Available
+	Ⓢ	Aug 31, 2010	12:00:00 AM	DISK	Available

5) The arrow at the bottom can be used to see the next set of VC/VP choices.

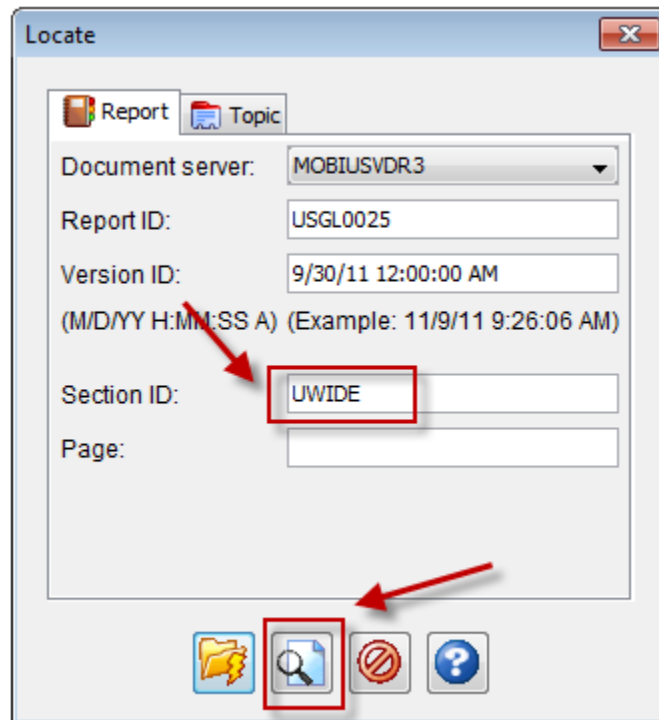


USGL0025		CORE MGT SUMMARY - ALL			
+	Ⓢ	Sep 30, 2011	12:00:00 AM	DISK	Available
	Ⓢ	COLUM CADM		CADMN	
	Ⓢ	COLUM CADM		CBSGA	
	Ⓢ	COLUM CADM		CCFAC	
	Ⓢ	COLUM CALUM		CALDV	
	Ⓢ	COLUM CCAMP		CCPDP	
	Ⓢ	COLUM CCAMP		CCPSC	
	Ⓢ	COLUM CCHAN		CCHNC	
	Ⓢ	COLUM CCHHE		CCHHL	
	Ⓢ	COLUM CICA		CATHL	
	Ⓢ	COLUM CPVST		CA&S	
	Ⓢ	COLUM CPVST		CAFNR	
	Ⓢ	COLUM CPVST		CBUSN	
	Ⓢ	COLUM CPVST		CEduc	
	Ⓢ	COLUM CPVST		CENGR	
	Ⓢ	COLUM CPVST		CENMG	
	Ⓢ	COLUM CPVST		CEXTN	
	Ⓢ	COLUM CPVST		CF21C	
	Ⓢ	COLUM CPVST		CGRAD	
	Ⓢ	COLUM CPVST		CHES	
	Ⓢ	COLUM CPVST		CHLPR	
	+				...

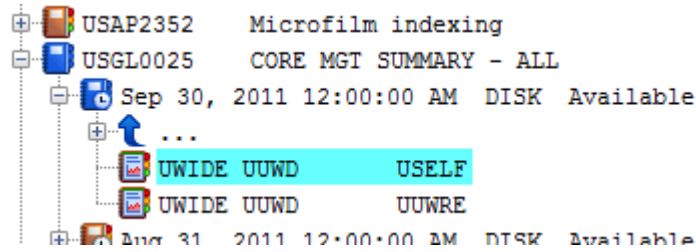
6) The Locate box can be used to find a specific business unit, VC/VP, and Division node.



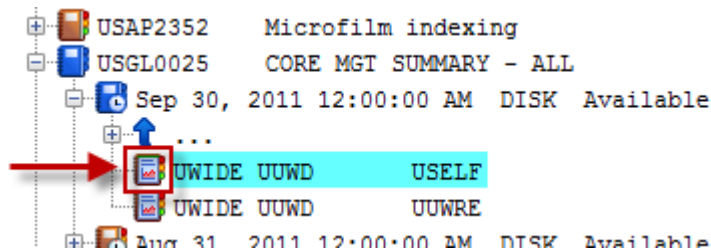
Key in business unit (VC/VP and Division, if desired) and hit the magnifying glass at the bottom of the box.



The UWIDE business unit is available for selection now.



















7) Click the icon , to open the report.



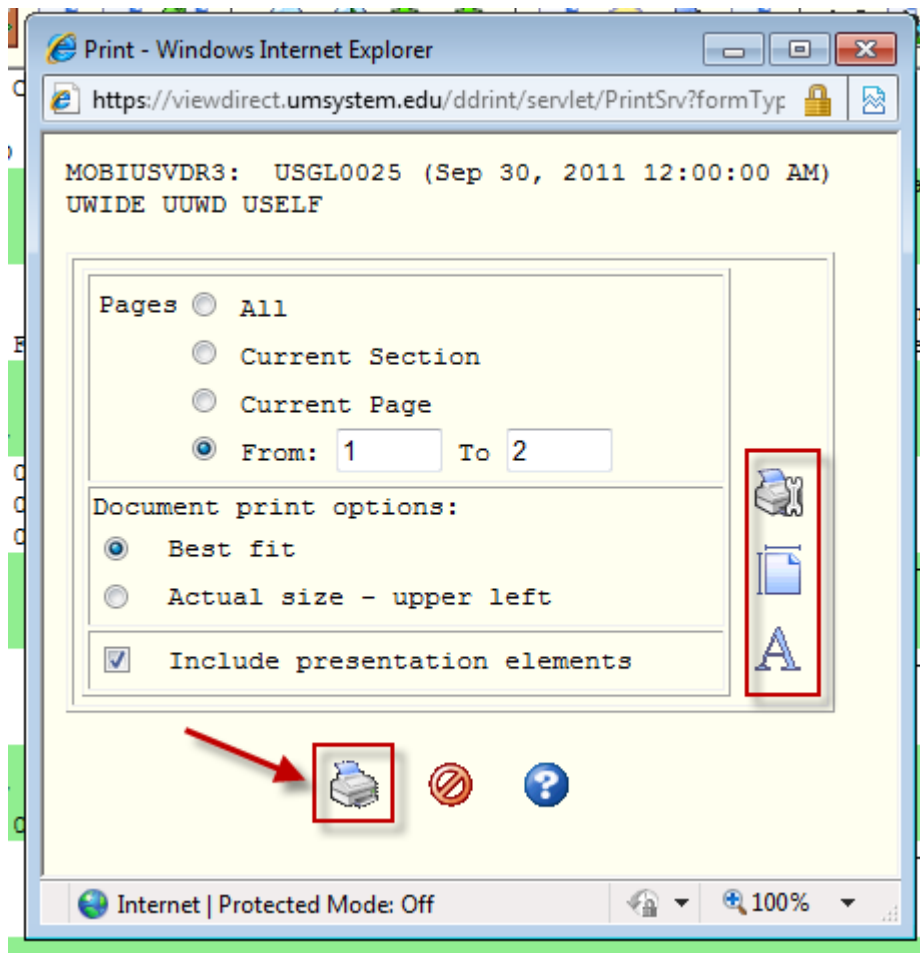
8) The tool bar options, for the report, are explained below.

Report : Core Management Report USGL0025										
University of Missouri University Wide Resources (UWIDE)										
Summary Operating Statement by Fund as of 09/30/2011										
DeptID	Fund	Project	Program	DPTID/PGM/PROJ Name	Beginning Fund Balance	Revenue Budget	Revenue This Month	Revenue FY to Date	Expenditures Budget	Expenditures This Month
***** RETIREMENT *****										
U1602049	0090	00	0	Retirement Fund Cl	0	0	0	406,830	0	20,716
U1602050	0090	00	0	Retirement Benefit	0	0	1,342,755	18,497,458	0	1,260,240
U1602054	0090	00	U8722	Employee Benefits	0	0	0	0	0	0
UWWD	USELF		URETIRE		0	0	1,342,755	18,904,288	0	1,280,956
Total Clearing Accounts					0	0	1,342,755	18,904,288	0	1,280,956

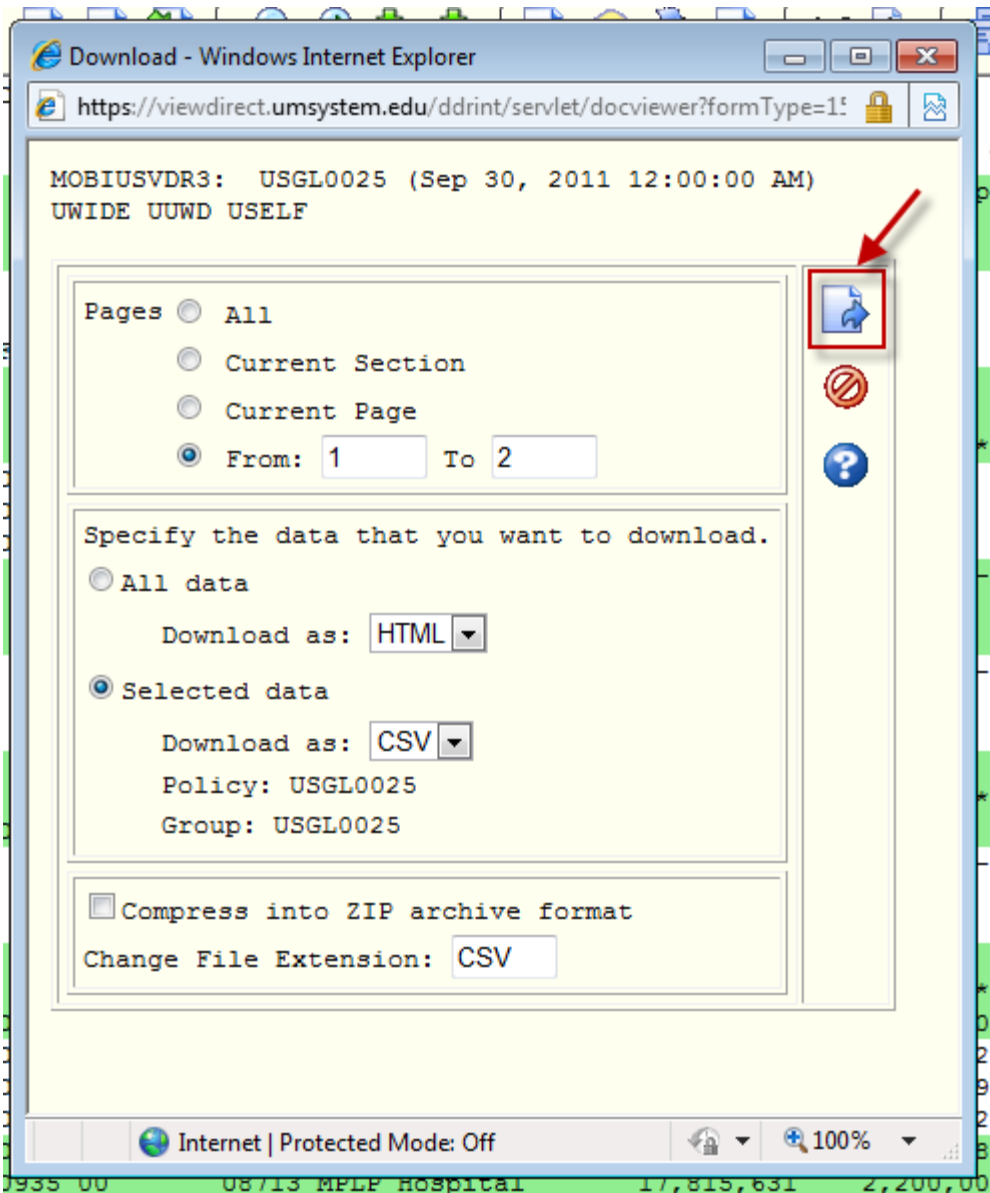
	Go to the previous document.
	Go to the next document.
	Go to the previous page.
	Go to the next page.
	Go to the specified page. Refer to " <a href="#">Navigating to a Specific Page Number.</a> "
	Find specific text within the document. Refer to " <a href="#">Navigating to a Page Containing Specific Text</a> "
	Search for next occurrence of text.
	Specify criteria for displaying a filtered view of the document based on predefined fields.
	Specify criteria for displaying a filtered view of the document based on text in the document.
	Download.
	Go to the previous result. This is available only if Enterprise Query or a filter is enabled.
	Go to the next result. This is available only if Enterprise Query or a filter is enabled.
	Sends the document to another recipient in an e-mail message.
	Print the document.
	Print the current page only.
	Change the rotation, size, and quality of the displayed image.


	Display online help.
	Close the document.

9) To print pages – Use the icons on the right to make printer adjustments, landscape vs. portrait, and font changes. Printer icon on bottom of page is to initiate print.



10) To download the report. Select CSV as download choice. Policies are already established to help with downloading. USGL0025, 27 and 32. Click download icon.



11) Document Direct has help pages, behind each screen. Use the help icon  , to access this feature.