

Logging on and Dashboard Overview – Munis 2019.3

Logging on / Signing Out

1. From your desktop, double click the Munis icon.

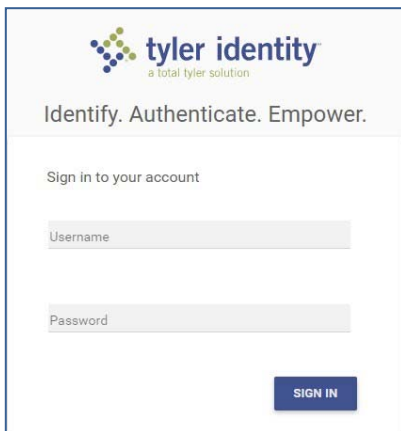
It is recommended that you save the URL as a favorite in your preferred internet browser.

Please also note that there will be a separate URL for:

- Live
- Test
- Train

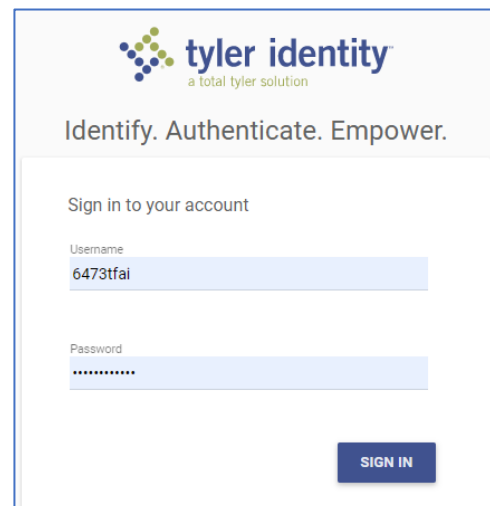


2. A Sign-In Box will appear on the browser window

A screenshot of the Tyler Identity sign-in interface. At the top left is the Tyler Identity logo (a cluster of colored dots) and the text 'tyler identity a total tyler solution'. Below the logo is the tagline 'Identify. Authenticate. Empower.'. Underneath is the instruction 'Sign in to your account'. There are two input fields: 'Username' and 'Password'. A blue 'SIGN IN' button is located at the bottom right.

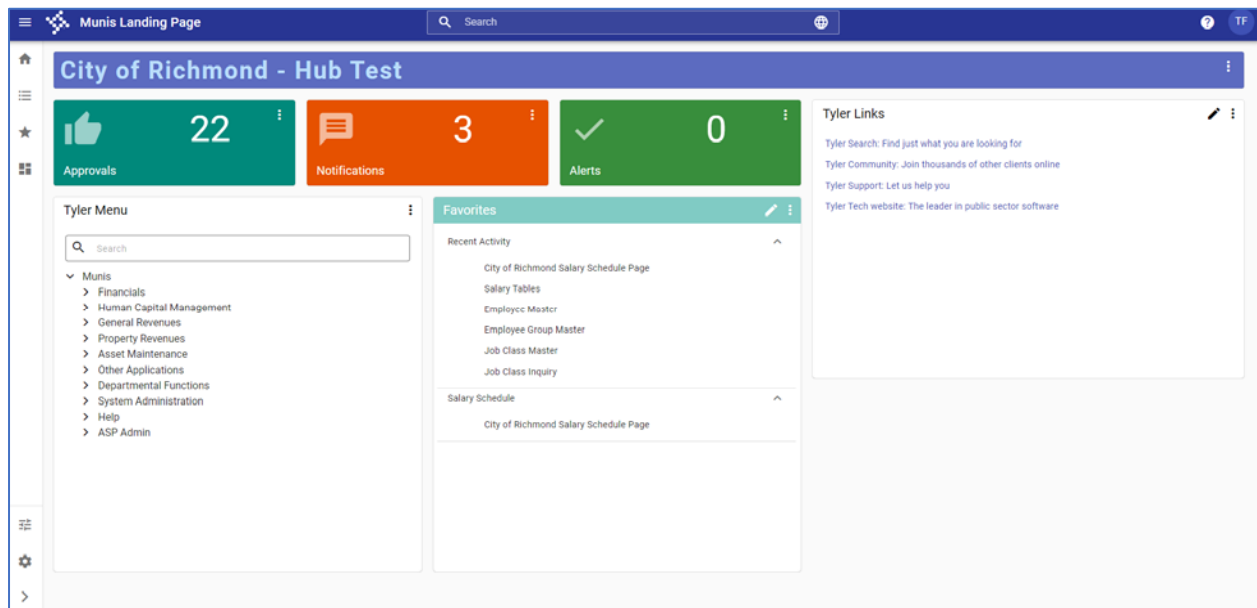
3. Enter your Username 6473 plus your first initial of your first name and first three letters of your last name, example: 6473tfai. Then enter your Password.

Click Sign In

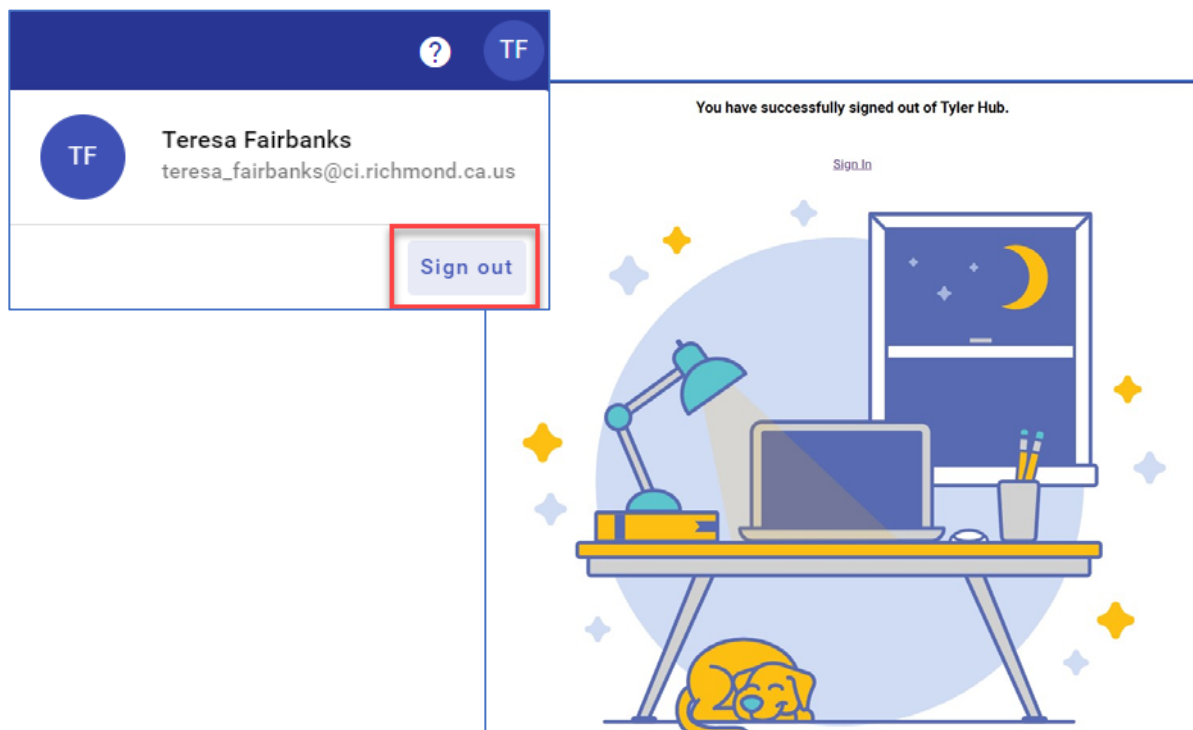
A screenshot of the Tyler Identity sign-in interface, similar to the previous one, but with the 'Username' field containing the text '6473tfai' and the 'Password' field filled with dots. The 'SIGN IN' button is still visible at the bottom right.

Logging on and Dashboard Overview – Munis 2019.3

- The Munis Dashboard will open and load

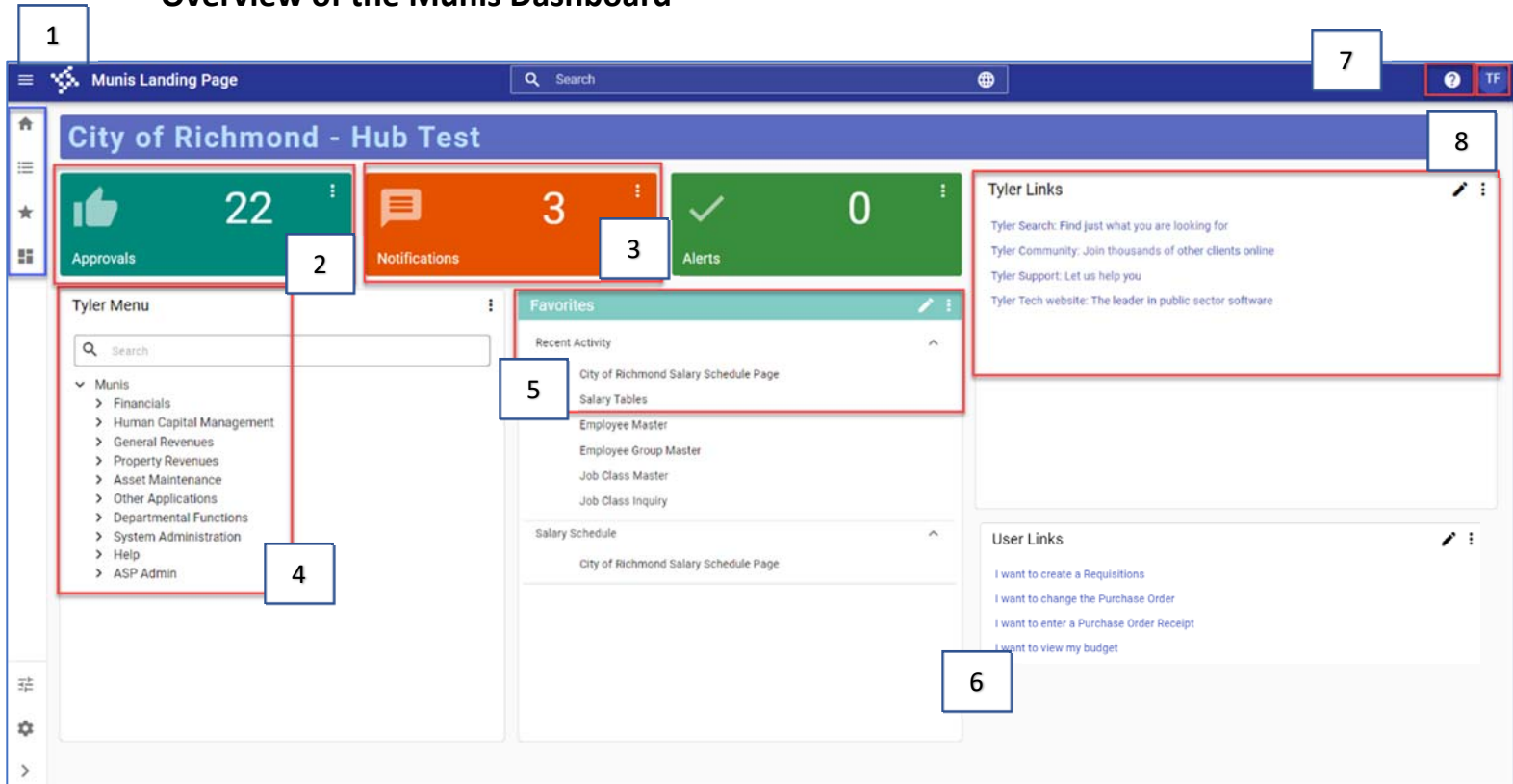


- To sign out, in the upper right hand corner, click on your initials. A pop up box will appear, and simply click, Sign Out.



Logging on and Dashboard Overview – Munis 2019.3

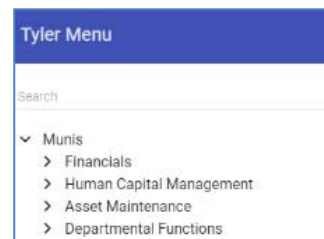
Overview of the Munis Dashboard



1. Side Menu



- Home: Will take you to the home page, or refresh the page if you are already on it
- Tyler Menu: Opens the Tyler Menu where you can find all options you have access to
- Favorites: Shows your recent activity and favorites
- Pages: Will allow you to modify your dashboard

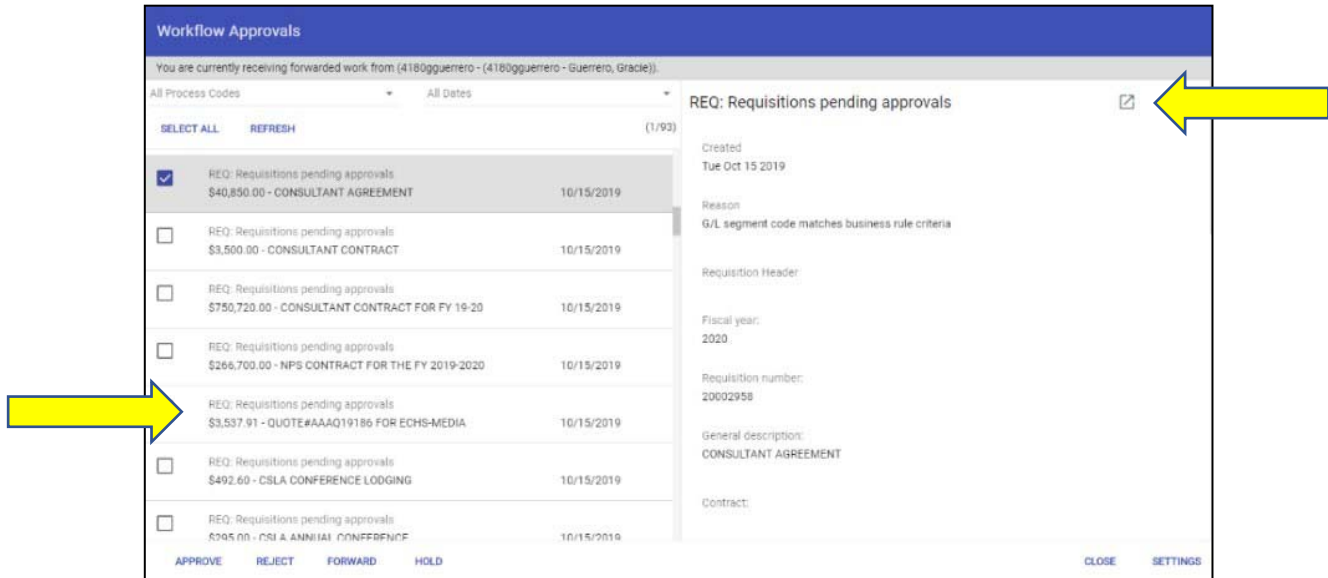


2. Approvals

- When you click the Approvals tile, it will open the Approvals Window where you can see any approvals you may need to take action on.

Logging on and Dashboard Overview – Munis 2019.3

- This box will take you to the entry screen where you can view additional information. This is the detail information for the item selected from the left panel.
- On the left hand side, this is a list of items pending with you.



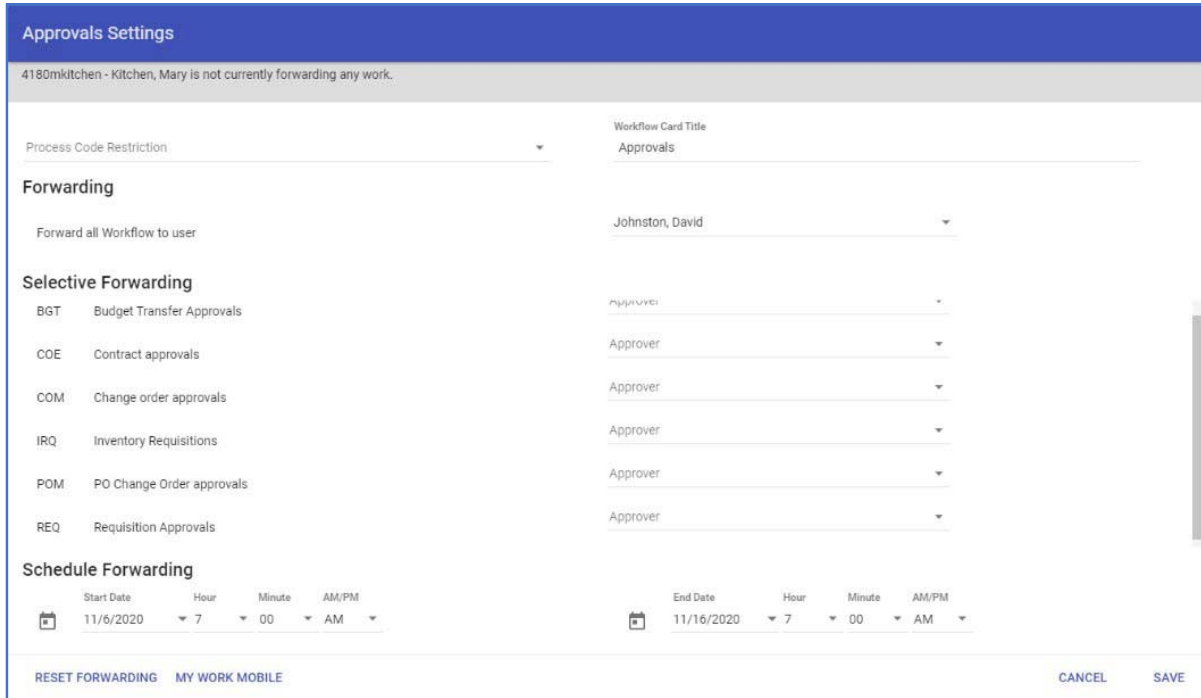
- When you place a checkmark in a box beside an item, the action options are available at the bottom of the screen.



- Approve: Will approve the requisition and send it on in workflow.
- Reject: Will return the requisition to the originator and disencumber the money.
- Forward: Allows you to select who to forward this item to.
- Hold: Will place the requisition on a short hold.
- Close: Will close the Approval screen.
- Settings: Allows you to forward to another user.

Logging on and Dashboard Overview – Munis 2019.3

- When you click on the Settings option the Approvals Settings box will open.



Here you can select to forward all of your approvals to your supervisor or send to several different people depending on the item selected.

Schedule your time away so that forwarding will be removed when you return.

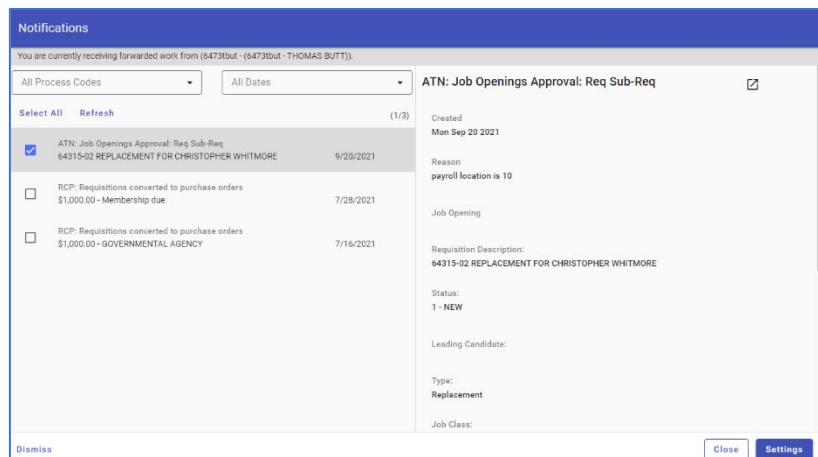
3. Notifications

- When you click on the Notification tile it will open the Notification Window where you can see any items created that have been processed.

A box will open up.

This is the list of items you are being notified about. After checking a box, select Dismiss to remove the notification.

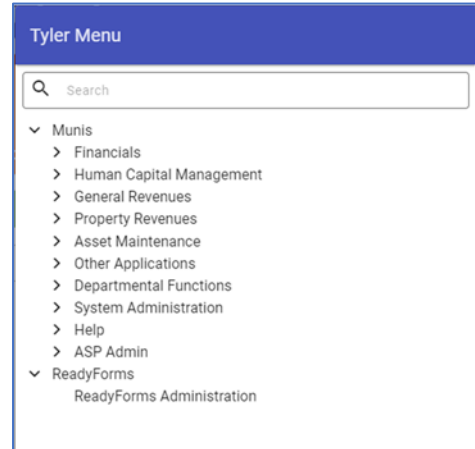
Click Close to close the box.



Logging on and Dashboard Overview – Munis 2019.3

4. Tyler Menu

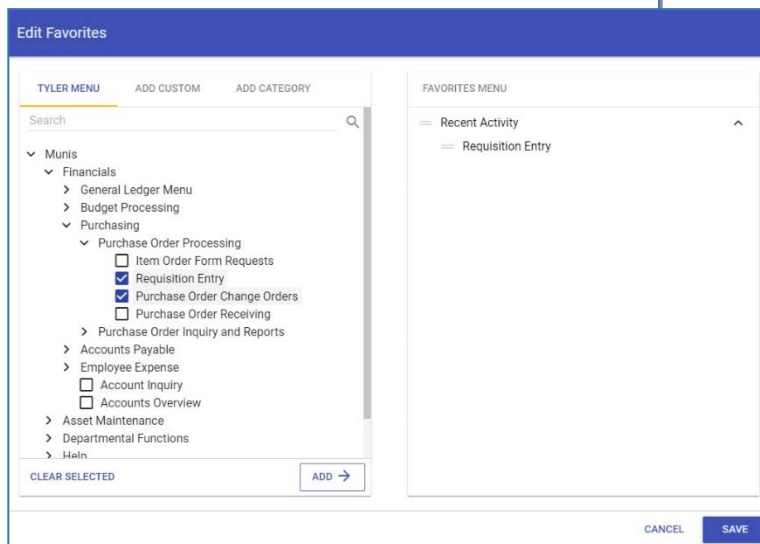
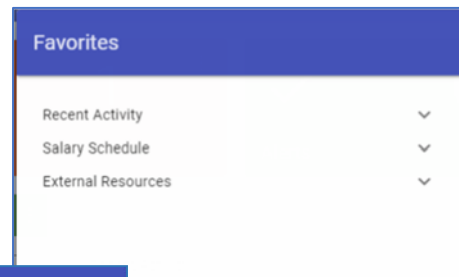
- This is where you can find all the options you have access to. Click the arrows to expand the sections and see the submenu's.



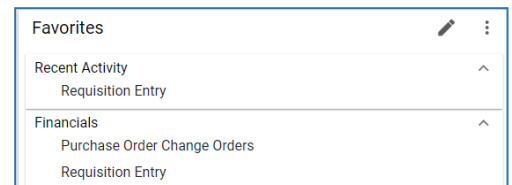
5. Favorites and Recent Activity

- As you use the program, your recent activity will show here.

You will also be able to edit favorites, that will allow you to add any item from the Tyler Menu to your Favorites menu for quick access.

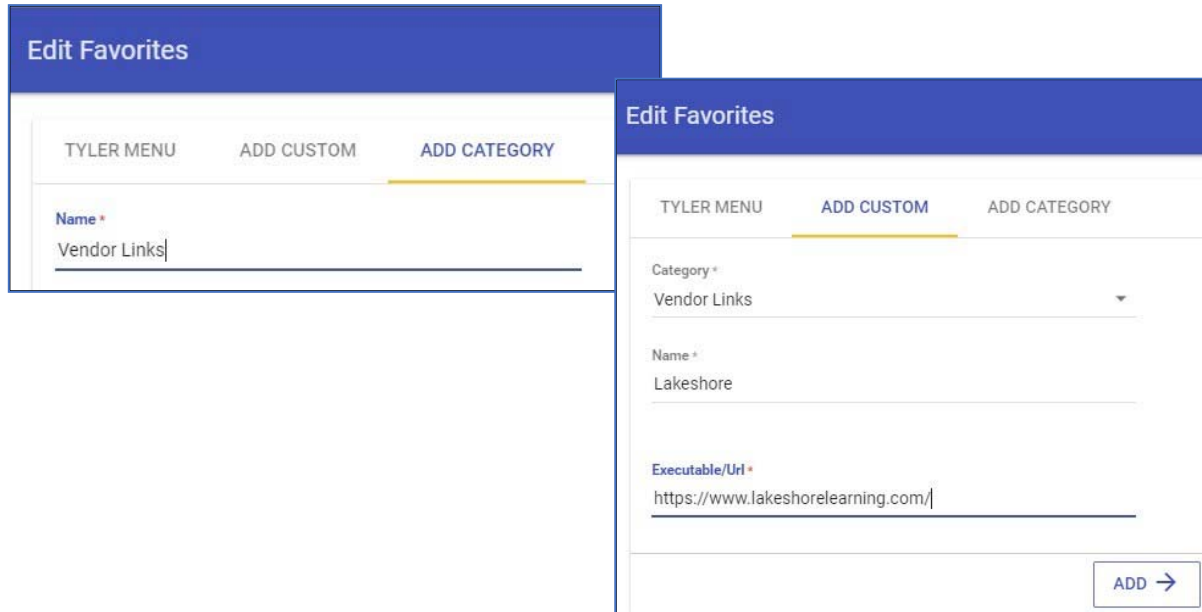


- In the example above, I selected Requisition Entry and Purchase Order Change Orders. When I click Add, both will be added below my Recent Activity. Click Save to return to the Dashboard. A new section will be added showing the favorites selected.



Logging on and Dashboard Overview – Munis 2019.3

- You can also add custom categories and custom links to websites.



6. User Links

- This module provides links to the most used Munis applications as well as links to websites and other City applications commonly used.

User Links

- [I want to create a Requisitions](#)
- [I want to change the Purchase Order](#)
- [I want to enter a Purchase Order Receipt](#)
- [I want to view my budget](#)

7. Help

- This takes you to the help screen. This option is available on all Munis pages.

8. Sign Out: Your Initial

- This is where you will find the sign out option.