Transcripts

Title: MacViP Online Training	
Objective: Navigation	Playing Time: 13 mins 9 secs

Logging On

To access MacViP directly you must go through the VPN connection

Note: You must have a MacID and password in order to be able to access MacViP. If not contact your supervisor.

Double click on the VPN icon on your desktop

Highlight Admin VPN and click on Connect and the VPN client login appears

Enter your MacID and password

Click Continue on the banner screen to complete the connection

To logon to the MacViP system, double click on the VIP icon, on your desktop

The login to VIP prompt displays. Because we are using the Training environment for demonstration purposes, we have to change the dropdown from VIP Development to VIP Training.

Now we enter our user id and password. Click ok.

When you enter this information in Production, you will enter your User ID and Password that is provided to you.

Remember – never share your password. You should keep it personal and secure at all times

Main Screen

We are now in the MacViP application, maximize your window. You will notice that the current view displays just VIP Modules

Click on the plus sign beside VIP Modules. The Human Resources, Payroll, Scheduling and Time Capture modules appear.

These are the modules that you will have access to in the MacViP Production environment.

We are going to open up one of the Human Resources screens in order to describe the various menu bars and tool bars that are available to you

Let's start with the Employee Directory Screen. It's under Human Resources>Demographic>Employee Directory

Clicking on "Go" will bring back all of the employee records that we have access to.

In this case, it brings back 143 records. This screen only displays information for active employees, so we know that there are 143 active employees that we have access to.

Menu Bar

The title bar – it shows that the environment that we are in is Training (when you're actually in the real system – you will see Production here), the Userid is Time Capture (again in production, this would be your Userid) and finally the screen that you are on is displayed (in this case – Employee Directory)

On the Application Menu

- We'll only talk about the menu paths that you may use when in the MacViP application

First let's look under File

This is where you will log off when you are ending a session

If you choose you can also change your password here

You can print either your active window (you'll get just what appears on your screen) or the active window data (you'll get all of the information from that screen, even what you can't see) from this menu.

The Export data menu allows you to export information from MacViP to an excel spreadsheet. There is also an icon to perform this function.

Tool Menu

Now lets look under the **Tools Menu**

If you click on Calendar, a calendar will appear at the bottom left hand side of your screen.

In order to demonstrate the next function, we will open up several other windows.

Too Many Windows

In MacViP, each window opens up on top of the window that you already have open. Eventually the application will give you a message that you have too many windows open. You will be forced to close some. You can do this one of a couple of ways – you can go to Window, Close all and the system will automatically close all of the windows.

However, if you are in the middle of entering time for an employee and you get this message, and you don't want to lose what you've already entered, you can use Window, Cascade. All of your open windows will be displayed so that you can view them all and close the ones you no longer want to have open.

The Help menu provides "generic" help for the application. It has not been customized for McMaster. You can also access help via an icon on the Tool Bar.

In MacViP, each time you want to look up information for an employee, you will have to tell the system the employee that you are looking for (we'll talk about searching shortly) The cut, copy, paste and discard icons can be very useful in reducing the amount of keying that you have to do.

For example, you can simply highlight the ID of the employee that you have up on the screen click on the copy icon. Go to a different screen, where you also want to look at information for that employee. You can paste the ID on the screen and the employee's information will appear.

The printer icon allows you to print the active window (what you are viewing on your screen)

The export icon allows you to export to Excel from MacViP

The two green arrows allow you to scroll back and forth between previous and next window

The key on the Application Tool Bar is used for Quick Access. When we click on it, the Quick Access disappears at the bottom left hand side of the screen. If we click on it again it appears.

We can add favourites to the Quick Access box, simply by clicking on Add to Favourites. This will be useful if you work with the same employees all the time. Now, we can simply open up a new screen, double click on the employee ID within Quick Access and the employee's information will appear.

The Recent tab tracks the last 20 employees that you have been working with.

Beside the Quick Access Icon is the Calendar icon.

These are Cascade and Tile Horizontally
The question mark is the Help function. Again, this help is generic, so will not provide you with McMaster specific information

Searching

Now we're going to learn how to search for information in MacViP
Let's clear our search – using the Clear button. It's important to note that every time you do a search on a screen and you want to do a new search on that same screen, you should clear the original search.
Now let's look for information for only one employee

You'll notice that the default in the search field is ID, which refers to the employee ID. If we do a drop down in this field, we will see that we could create a search against any field on the screen. For our purposes, we'll just leave the search to be by employee ID.

If you do a drop down using the black arrow beside Equal to, you will see that you can search using different conditions. For our purposes, we'll just leave the equal to.

In the blank field beside the equal to, we will enter the value for which we are searching. In this case, we'll enter an employee ID – 6004484. Then we click on Go, or we can use the enter key.

The system will return the information for Employee ID – 6004484.

Binoculars Search

Now let's look at how to do a search when we don't know all of the information. For example, let's say that the employee ID begins with 600, but we don't know their entire employee ID.

Let's clear our previous search result. Click on the Search button (Binoculars). Our screen turns blue and we are now able to key information into the screen. When the screen was grey, we could not enter any data into the various fields.

Let's enter 600 in the ID field. Once we do that, we right click in the field. The word Conditions appears. We follow the drop down and choose Beginning with.

The field will now say LIKE600%. We click on the Go (Binoculars). The system returns 143 employees. We can see this in the scroll bar at the top right hand side of the screen.

Since this search is not very helpful, let's use the first letter of the surname that begins with M, to see if that will help us to find them. We clear our search that brought us back

the 143 records. Then we click on the Search (Binoculars) button again. This time we enter M in the Surname field. Right click and choose Conditions/Beginning with

We click on the Go/Binoculars. This time the system returns 12 employees, whose surname begins with M. This should make it easier for us to find the employee that we are looking for.

We can scroll through the scroll bar to find our employee

We could also search on two fields at one time, using any of the conditions that appear under the Conditions list.

Advanced Search

MacViP also provides you with the ability to write simple queries. This is done using a tool called Advanced Search.

Click on the Search (Binoculars) button again. This time we click on the Advanced Search button and a query screen appears

Let's look for both criteria- that is an employee whose ID begins with 600 and whose surname begins with M

Using the drop down under field we choose INDIV ID. Then using the drop down under Operator we scroll down and click on Beginning with. In the value field we enter 600 and click on the Insert button. We've now written the first part of our query.

To add our second line of our query, we need to choose a Connector. We use the drop down under Connector and choose AND. Then under field, we choose Surname. We change the operator to beginning with. We enter M in the Value field. We click on insert. Now we've got the second line of our query.

We click on the execute button. A message window appears to which we say OK. The results of the query appear. The search returns the 12 employees whose Ids begin with 600 and whose last name starts with M.

Working with Tables

If you don't want to have to use the scroll bar to look at each employee, there is a feature in MacViP that is called Multiple Record Mode. Right now we're using Single Record Mode – that is we're viewing one employee at a time. To use Multi-Record Mode, we click on the small blue button that sits between the list of menus and the screen. When we click on this, the system displays all of the results of the search. In this case, all 12 employees are displayed at once. The fields are displayed as columns.

To return to single record mode, we simply click on the blue button again.

You can change your view of this table.

If we want to remove a column we can right click on the blue bar at the top of the screen in the field that we want to remove. In this case, we're going to remove Fax. We right click, choose Hide Column and the Fax column is gone.

If we want to resize columns, you can right click anywhere on the blue bar, choose Resize columns. An additional blue bar appears with the system field names. We put our cursor anywhere on one of the white vertical lines and a double-ended black arrow appears, which allows you to resize the columns. We right click on the top blue bar to remove the additional blue bar.

If we want to change the order of the view – e.g. we'd rather see Surname before ID, we right click again and this time we'll choose Arrange Columns and a screen appears.

We see under Hide these Columns that Fax is there because we already removed it. If we wanted to add a column back that is hidden we simply highlight it and click on the Add button. Similarly if we wanted to remove another field, we can choose the field from the list that appears under the column and click on the Remove button.

If we want to have Surname before ID, we highlight Surname, click on the MoveUP button, say ok and the view is now changed so that ID appears first.

Note that any of these changes that you make stay in effect only as long as you are logged onto the application.

To end this session we will Log off the system.

Select File, Log off and then we close the with by clicking on the red X. You should always log off first.