

Section 1

Navigation in Mac ViP



Inspiring Innovation and Discovery

SECTION OVERVIEW

This section contains information about how to access and navigate through the MacViP HR/Payroll system.



MacViP Access and Navigation

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MacViP Security Profile Guidelines

- One Security Profile will be assigned to one individual
- Access will be granted based on functional role
- Specific activities will remain discreet under separate roles

Examples:

- Create Job & Position
- Hire New Individual / Rehire an Individual / Position Change / Reactivate Employee Status
- Generate schedule & capture time
- Authorize & Submit time

2

MacViP Levels of Security

- Screens (Windows / Tables / Objects)
- Read or Write
- Employee Population
- Position Group for Time Capture
- Time Capture activity (Generate Schedule & Edit, Release, Interpret, Authorize & Submit)

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Logging on to VPN Client

Logon on to the VPN (Virtual Private Network)

From your Desktop:

1. Double click on the VPN icon

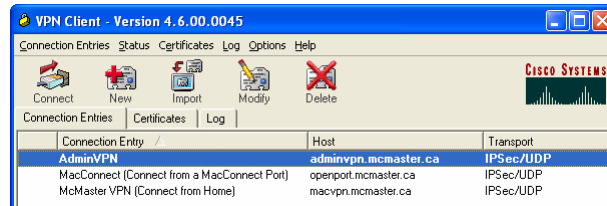


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Logging on to VPN Client, Con't

When the **VPN Client** window displays,

1. Highlight **AdminVPN**
2. Click on **Connect** or double click on **AdminVPN**



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Logging on to VPN Client, Con't

1. Enter your **Username** (Mac ID)
2. Enter your **Password** (Mac Psword)



Important Note:

Remember to keep your password personal and secure at all times

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Logging on to VPN Client, Con't



Click on **Continue**.

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Logging on to MacViP

Logon on to MacViP, from your Desktop:

1. Double click on the **ViP** icon

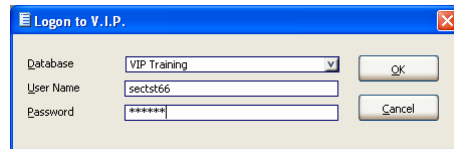


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Logging on to MacViP, Con't

The **Logon to ViP** prompt displays.

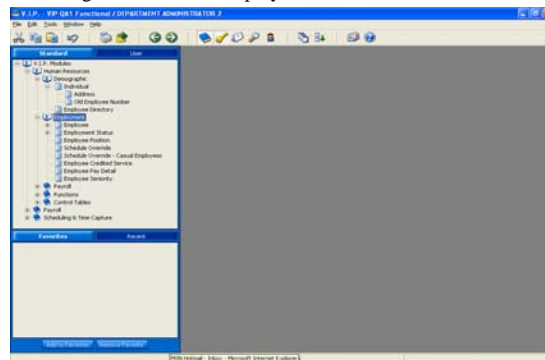
1. Enter your **User Name**
2. Enter your **Password**.
3. Click **OK**



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Logging on to MacViP Con't

The **ViP Navigation Window** displays:



To expand the Side Navigation Menu:

1. Click on the **ViP Modules** directory.
The ViP Navigation Window expands.

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MacViP Application Window Functionalities

The MacViP application window includes various functionality, such as:

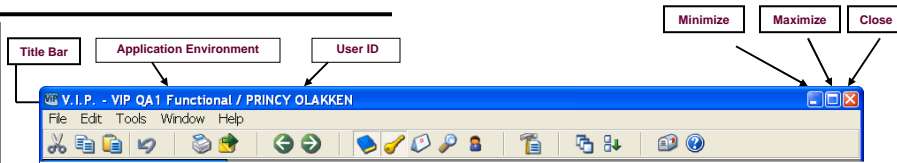
- Application Title Bar
- Application Menu
- Application Menu Options
- Application Tool Bar
- Application Tool Bar Icons

MacViP Application Window

The screenshot shows the MacViP application window with the following labeled components:

- Title Bar:** Located at the top of the window, displaying the application name and user information.
- Application Menu:** A menu bar at the top containing standard application options like File, Edit, View, Window, and Help.
- Application Tool Bar (Icon Bar):** A horizontal bar below the menu bar containing various icons for application functions.
- Window Bar:** A bar below the icon bar showing the current window title and standard window controls (minimize, maximize, close).
- Menu Panel:** A vertical sidebar on the left side of the window containing a tree view of application options.
- Quick Access Panel:** A panel below the menu panel showing a list of frequently used items.
- Status Bar:** A bar at the bottom of the window displaying the current status or context.
- Expanded Block:** The main content area of the window, which is currently expanded to show a form for an individual's address details.

Title Bar



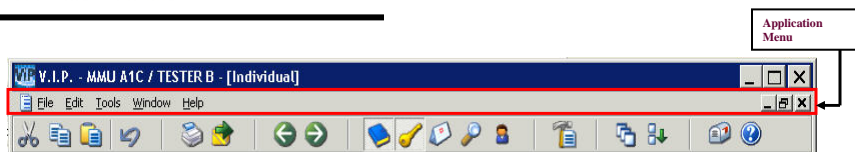
The Title Bar explains the: Application Environment you are working within and the User ID that is presently logged on.

At the right-hand side there are 3 buttons:

- a) Minimize – minimizes the window to the System Tray
- b) Maximize – maximizes the window to the screen
- c) Close – Closes the window

Note: Only use **Close** to close a Child Window, NOT to **Log Off** from the application.

Application Menu



The Application Menu:

Displays the available **Pull Down Menus**

- File
- Edit
- Tools
- Window
- Help

Application Tool Bar





















The Application Tool Bar:

Displays the application icons – the global navigation functionality available throughout MacViP.














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Application Tool Bar, con't

- | | |
|---|---|
|  Cut |  Calendar |
|  Copy |  Zoom |
|  Paste |  Preferences |
|  Discard Changes |  Query Tool Set |
|  Print Active Window |  Cascade |
|  Export Data |  Tile Horizontally |
|  Previous Window |  MacViP Messages |
|  Next Window |  Help |
|  Menu | |
|  Quick Access | |

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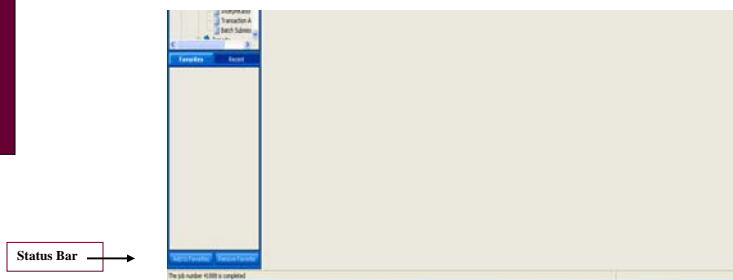
Working with MacViP Icons

	New Record		Multi / Single Record Mode
	Duplicate Record		Next Record
	Save		Last Record
	Delete		Go To a Record
	Search Record		Clear a Record
	First Record		Advanced Search
	Previous Record		

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Status Bar

The placement of the **Number of Records Returned** and the **Window Status** is located at the lower left corner of the MacViP Application Window.



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Standard/User Menu

MacViP allows for a Standard and/or User menu.

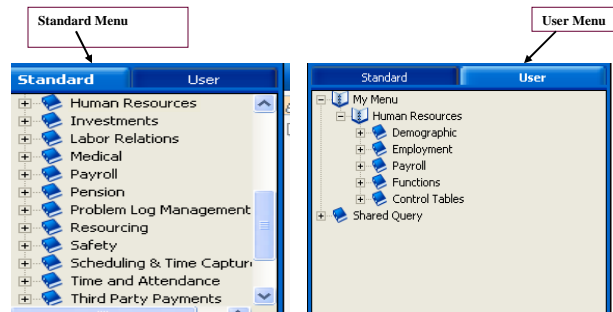
The Standard Menu displays all the Standard Parent/Child Directories.

For easier access MacVip allows you to copy Parent/Child Directories that you refer to frequently under your own User Menu.

To access the **User Menu**, click on **User**.

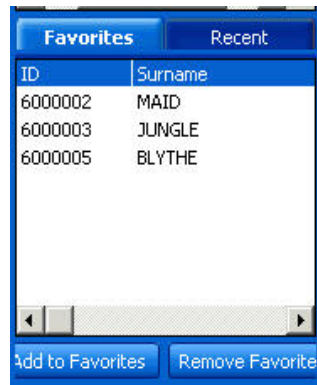
To copy Directories:

1. From the **Standard Menu**:
Highlight the **Parent/Child Directories**.
2. From the User Menu:
Highlight **My Menu**.
3. Paste the **Directories**.



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Quick Access



Favorites

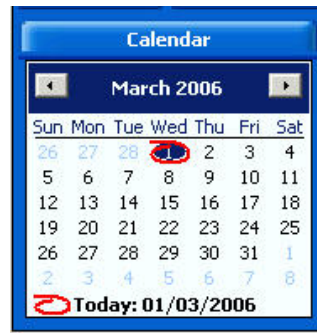
Quick Access Allows you to define and to select the ID(s) you wish to work with. If you often work with a particular employee or group of employees and want to be able to access their information quickly, when you are in a screen containing their information (e.g. Demographic) you can click on the **Add to Favorites** button. They will remain in your **Favorites**, until you remove them.

Recent

The application automatically keeps track of the 20 most recently used ID(s). You can also select the ID you wish to work with from here.

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Calendar



The Calendar functionality is available as part of the MacViP Application Window or is activated upon the execution of the **Drop-down List** on a date field.

Note: You can also use **Ctrl-T** to enter today's date in the date field.

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Date Format

Date format in all MacViP reports is MM/DD/YYYY. However, for data entry, the date format is: DD/MM/YYYY We recommend that the desktop PC have the same date format to ensure consistent entry of data.

The date format setting is based on the desktop setting. To change:

1. Go to Start > Settings > Control Panel > Regional and Language Options
2. Select "Customize" button and "Date" tab
3. Select date format from the "Short date format" drop down list.
4. Click "Apply" button and then "OK" button

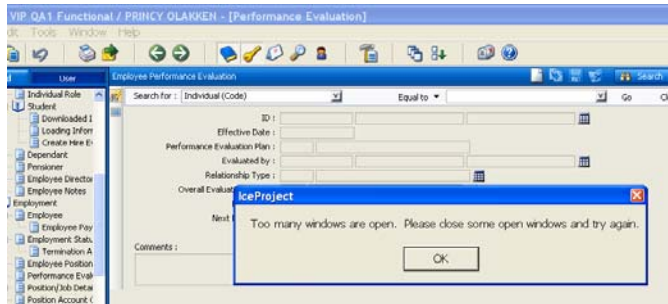
Note: To ensure that you're using the correct format based on the PC that you're at you can also right click on the date field/field properties and the format will be displayed. You can also enter the date using the month name rather than number e.g. Jan.2, 2007

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Multiple Windows

Within MacViP, because you are able to open many windows, the application will reach the maximum number of Windows opened.

The following message displays:



Click on **OK**, to close this message.


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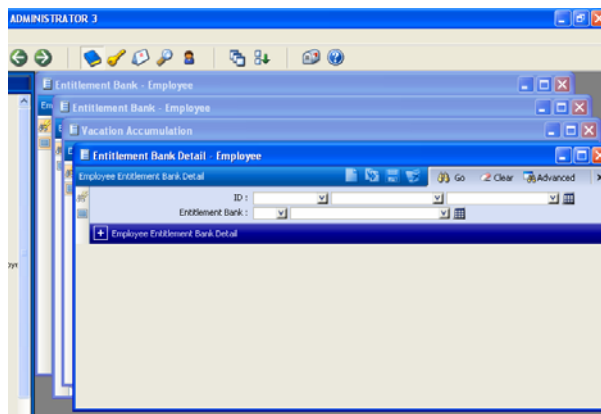
Multiple Windows, con't

At times you may want to close Windows individually.

From the Window menu choose **Cascade** to display all open Windows.

To close each window:

1. Click on the  on each open screen. The screens will close one at a time.



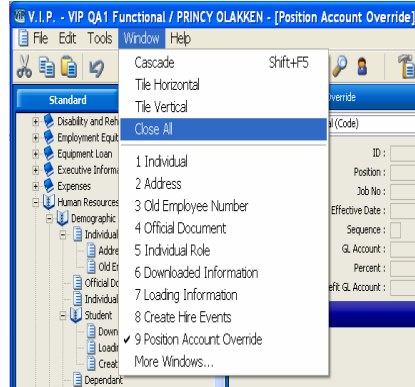
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Multiple Windows, con't

To close all your windows:

1. Click on the **Window** Pull Down menu and choose **Close All**.
- All the open Windows will close.
 - Open the Original window you started from again.

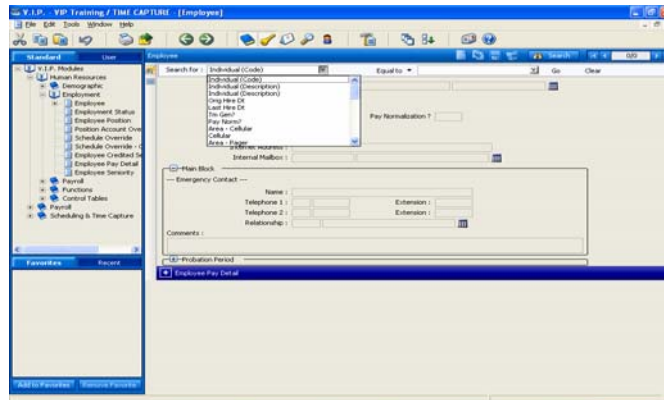
Note: As long as your work was saved before choosing **Close All**, no data is lost.



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How to Search in MacViP

You can use the 'Search for' bar on any screen. You are able to choose to search against any field on that screen. You can also change the "equal to" to other conditions such as beginning with, less than, greater than etc. You must enter the applicable search criteria in the white box beside the condition. E.G. if you are searching for an employee ID that you know you would just enter the employee ID beside equal to.

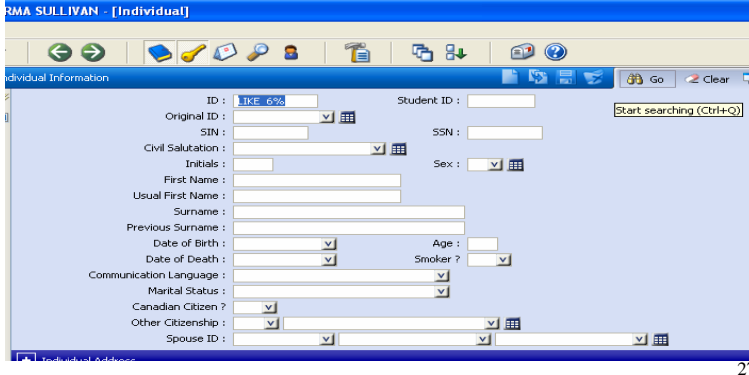


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How to Search in MacViP

Click on the  to enter Search mode

Note: The screen is 'blue coloured' to indicate that it is in Search Mode



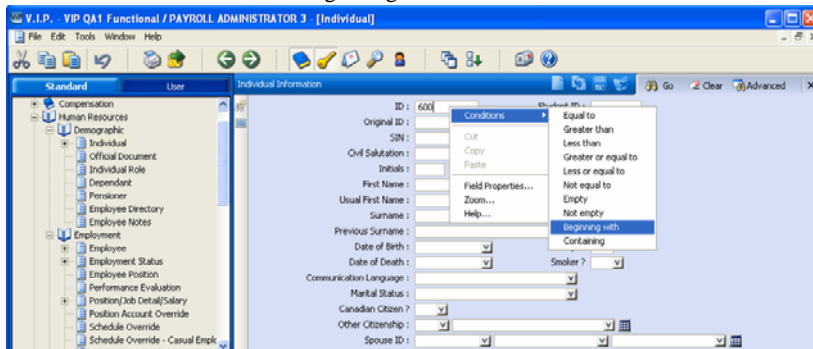
The screenshot shows the 'Individual Information' form in MacViP. The form is titled 'RMA SULLIVAN - [Individual]' and has a blue header. The form contains various fields for personal and identification information, including ID, Original ID, SIN, Civil Salutation, Initials, First Name, Usual First Name, Surname, Previous Surname, Date of Birth, Date of Death, Communication Language, Marital Status, Canadian Citizen?, Other Citizenship, Spouse ID, Student ID, SSN, Sex, and Smoker?. A 'Start searching (Ctrl+Q)' button is visible in the top right corner of the form area.

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How to Search in MacViP, con't


To narrow your search you can enter partial information into any of the fields on the screen. For example if you want to find a list of employees whose Ids begin with 600 you do the following:

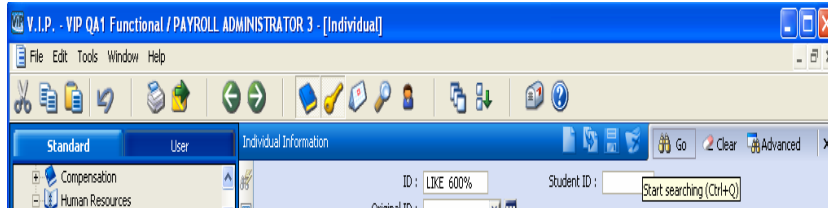
1. Type **600** in the **ID field**. Right Click within that field to display a Conditions menu.
2. Choose a condition; i.e. Beginning with.



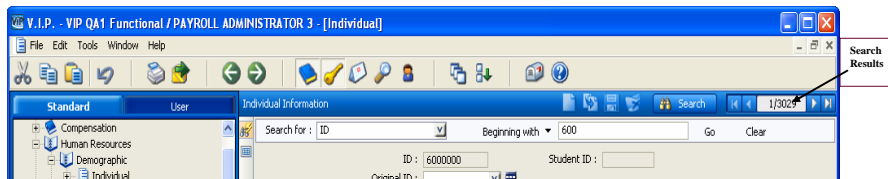
The screenshot shows the 'Individual Information' form in MacViP. The 'ID' field contains the text '600'. A right-click context menu is open over the 'ID' field, displaying a 'Conditions' menu. The 'Beginning with' option is selected in the menu. The form also shows a tree view on the left side with categories like Compensation, Human Resources, Demographic, and Employment.

How to Search in MacViP, con't

3. Click on  Go



4. The search results will display how many records were found.



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How to Search in MacViP, con't

The list below lists the meanings of each condition available:

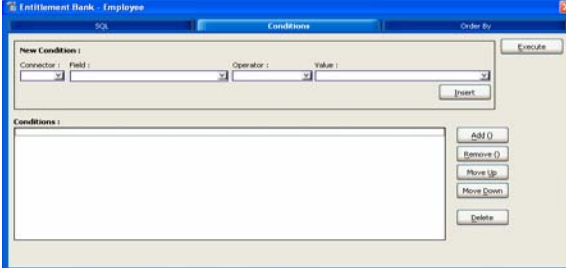
ID :	<input type="text"/>	<ul style="list-style-type: none"> Conditions Cut Copy Paste Field Properties... Zoom... Help... 	Equal to	Equal to a numeric value
Original ID :	<input type="text"/>		Greater than	Greater than a numeric value
SIN :	<input type="text"/>		Less than	Less than a numeric value
Civil Salutation :	<input type="text"/>		Greater or equal to	Greater or equal to a numeric value
Initials :	<input type="text"/>		Less or equal to	Less or equal to numeric value
First Name :	<input type="text"/>		Not equal to	Not equal to a numeric value
Usual First Name :	<input type="text"/>		Empty	An empty field return
Surname :	<input type="text"/>		Not empty	Not an empty field
Previous Surname :	<input type="text"/>		Beginning with	A value beginning with an alpha/numeric value
Date of Birth :	<input type="text"/>		Containing	A value containing an alpha/numeric value

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Advanced Search

If you want to refine your search, you can use the “Advanced Search” functionality.

- Click on 
- The following screen will appear:



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Advanced Search (cont.)

- Select from the “field” drop down list the field that needs to be searched on
- Move to the “**Operator**” and select from the drop down list
- Move to the “**Value**” and type or select from the drop down list
- Click “**Insert**”
- Repeat steps to add additional search criteria
- Once completed click “**Execute**”
- The query is executed and the results will be displayed
- You can also use the Order By tab to change a sort order to alphabetical

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Single Record Mode Features & Functions

SRM – Single Record Mode

Is used to insert, update, delete and review data, one record at a time. Data is displayed in a single record format (i.e. window)

V.I.P. Functional / NORMA SULLIVAN (Individual)

Individual Information

Search for: ID Beginning with: 600

ID: 6000000 Student ID: []

Original ID: [] SSN: []

Civil Status: [] Sex: []

Initials: []

First Name: SECURITY Usual First Name: SECURITY

Surname: OFFICER III Previous Surname: []

Date of Birth: 5/31/1977 Age: 29

Date of Death: [] Smoker? No

Communication Language: ENGLISH

Marital Status: SINGLE


Canadian Citizen? Yes

Other Citizenship: [] Spouse ID: []

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Multiple Record Mode

To display a Multiple Record Mode table:

Click on the Multiple Record mode icon 

A Multiple Record table displays.

Individual Information

Search for: ID Equal to: [] Go Clear

ID	Student ID	Orig ID	SSN	SOB	Civil Status	INI	Sex	First Name	Usual First Name	Surname	Previous Surname	Dt of Birth
2000009			416 342 954	A	MRL	DT	M	DAVID	DAVID	LAWRENCE		5/26/1922
2000010			416 399 094	A	MRL	ET	M	EARL THEODORE	EARL THEODORE	COSTEIN		5/18/1923
2000027			405 573 094	A	MRL	T	M	TRAGAN	TRAGAN	SADIA		4/27/1918
2000029			438 890 675	B	MRS	EE	F	ENID EVELYN	ENID EVELYN	MIDDLETON		9/7/1929
2000031			417 593 639	A	MRL	CR	M	CHARLES RICHARD	CHARLES RICHARD	CROGDON		11/13/192
2000035			422 501 002	A	MRL	R	M	RUDOLPH	RUDOLPH	RITTER		6/12/1908
2000038			416 241 287	A	MRL	J	M	JOHN	JOHN	TALVNER		10/1/1909
2000046			409 543 022	B	MRS	E	F	ELENA	ELENA	SADIA		5/29/1921
2000047			416 340 941	A	MRL	TW	M	THOMAS	THOMAS	FERRIE		1/11/1922
2000050			416 341 063	A	MRL	D	M	DANIEL	DANIEL	IVAN		2/19/1923
2000061			416 391 290	A	MRL	RP	M	ROBERT	ROBERT	SMITH		2/6/1919
2000062			408 712 852	A	MRL	GH	M	GEORGE	GEORGE	WATERS		4/28/1911
2000066			416 341 188	A	MRL	V	M	VINCENT	VINCENT	SMYTHUK		9/22/1906
2000075			416 340 836	A	MRL	V	M	VICTOR	VICTOR	BERESTECKI		11/7/1922

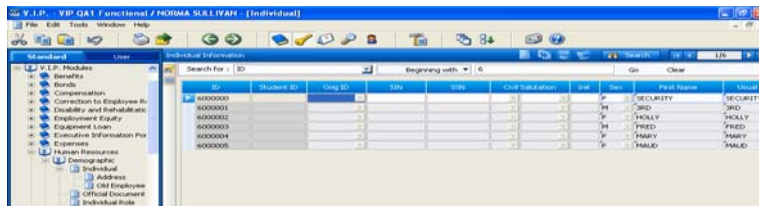
Individual Address
Photo
Old Employee Number

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Multiple Record Mode

Multiple Record Mode features include:

- Ability to insert, update, delete and query multiple records
- Drop-down List
- Customize Appearance of MRM Grids to:
 - Arrange Columns
 - Resize Columns to better view data
 - Remove Columns not necessary to display



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Working with Columns in Multiple Record Mode

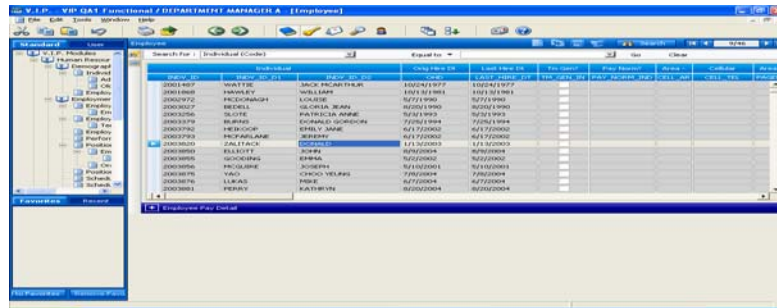
To arrange, resize or remove a column you right click on the column that you want to change. The choice of arrange columns, resize columns or hide column will appear.



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Working with Columns in Multiple Record Mode (cont.)

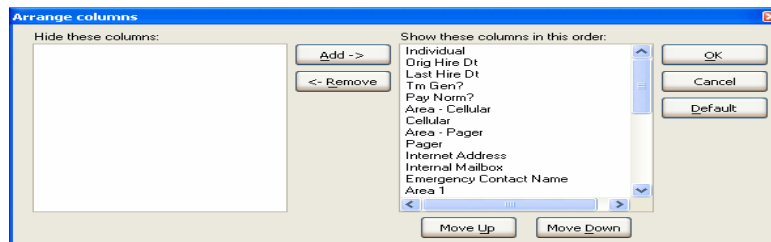
If you choose **resize** the field descriptions will appear below the column names. You can then resize any of the columns by putting your cursor on the dividing line between columns and moving the arrow as required.



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Working with Columns in Multiple Record Mode (cont.)

If you choose **arrange** or **hide** a column the following screen will appear. To arrange a column, just highlight it and click on the move up or move down button. To remove a column, click on the remove button. You can also click on add to put a column back into the view.
Note: When you close the screen, the view will go back to the default.



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Logging Off MacViP

Logoff of MacViP, from your Desktop:

1. From the File pull down menu:
2. Choose **Log off**. This will log off your instance of MacViP
OR choose **Exit**. This will close down MacViP

