

## Accessing Mobius Reports in the HR Application

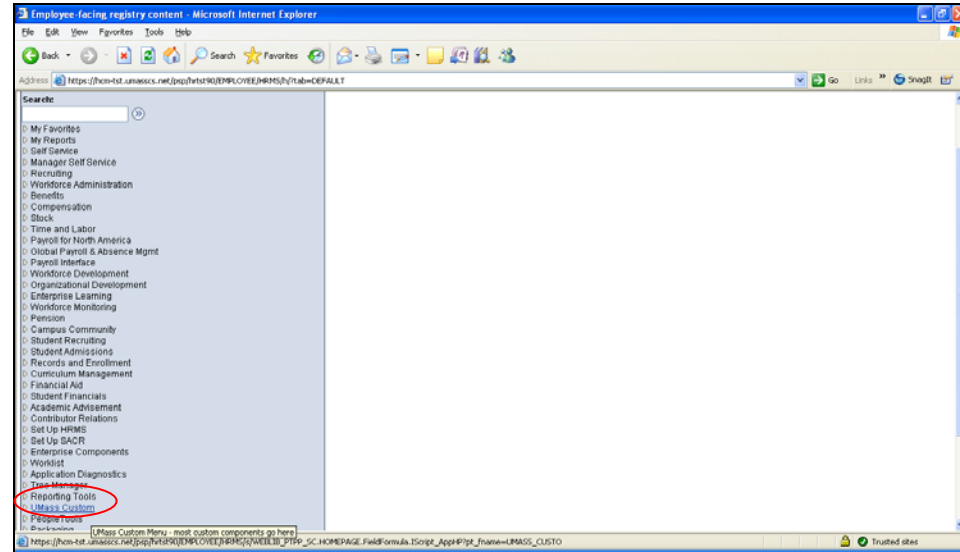


You can access all Mobius Reports through the HR Application. Follow the steps below to access and view a Mobius Report

### Step 1.

**Login to the HR application.**

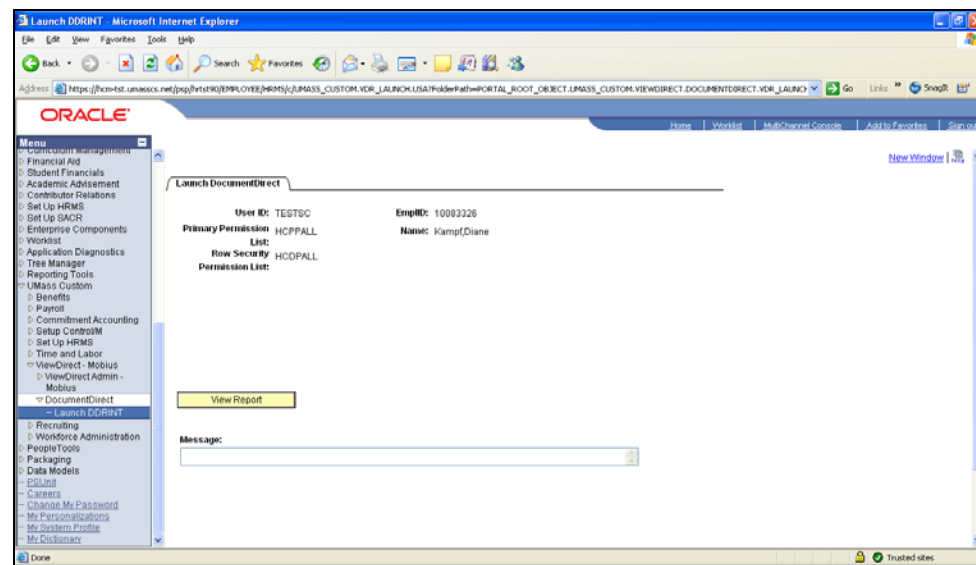
The **HR Direct Application** opens.


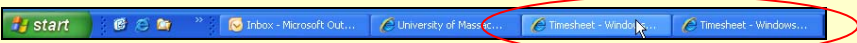
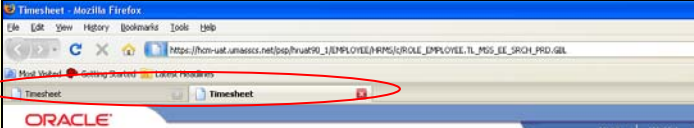


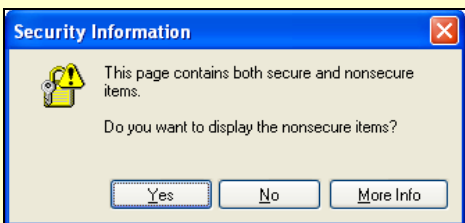


**Navigate to the following path:**

**UMass Custom → ViewDirect Mobius → DocumentDirect → Launch DDRINT**

The **Launch DocumentDirect** page opens.



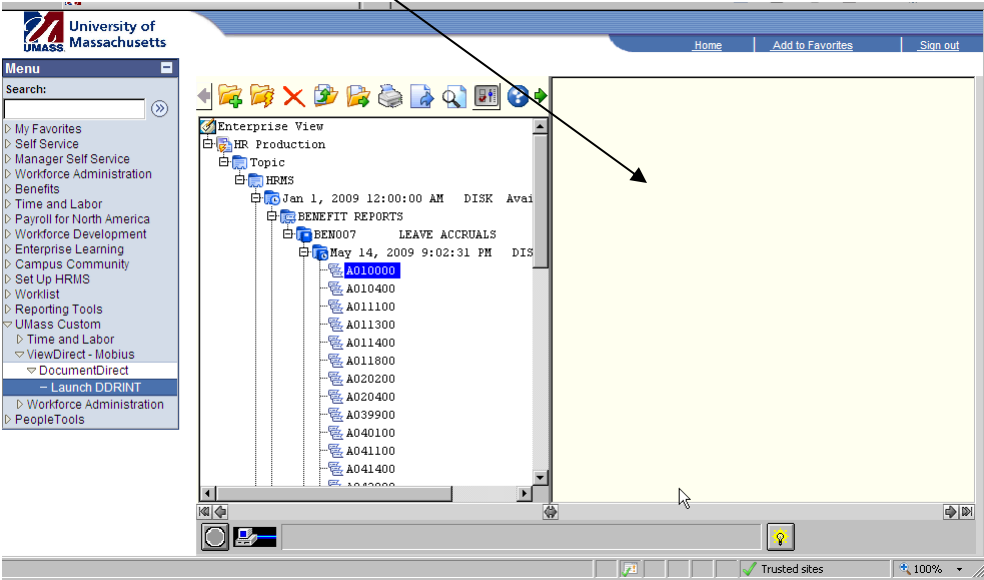


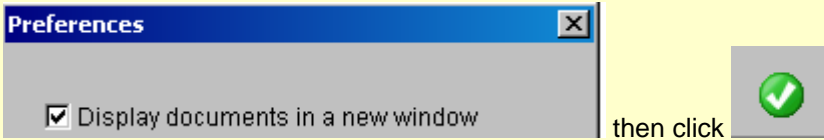


	<p>Before accessing Mobius, it is recommended that you open a new window in the HR application in order to complete other transactions. Please click the <a href="#">New Window</a> link on the top right corner of the page to open a new window. A new window will appear.</p> <ul style="list-style-type: none"> <li>• If you are using Internet Explorer, it will open in a separate browser window. You can then switch back to the other window by using your desktop menu bar.</li> </ul>  <ul style="list-style-type: none"> <li>• If you are using Firefox, the new window will open as a second tab. You can switch back and forth by clicking on the appropriate tab.</li> </ul> 
<p><b>Step 2.</b></p>	<p>Click the  button.</p>
	<p>You may be asked to authorize software or if this is the first time you are signing on you may be asked to “Run” software. Authorize all prompts such as identified below.</p> 
	<p>The <b>Launch DDRINT</b> page opens.</p>





Reports will be archived by year and then by module.

**Step 3.**

Access your reports by clicking the 'plus' signs to get to the module, then the report, then the date, then the list you have access to

<p><b>Step 4.</b></p>	<p>Click on the department you wish to view. The report will open in the window on the right</p> 
	<p>If you would rather have your report launch in a separate window, click the preferences button at the top</p>  <p>Enterprise View</p>  <p>And choose <input checked="" type="checkbox"/> Display documents in a new window then click </p>
<p><b>Step 5.</b></p>	<p>Alternatively, you can find a report by searching for it.</p> <p>To find a report, <b>Highlight</b> the appropriate year and <b>Click the Magnifying Glass</b> icon (  <b>Locate</b> ) to Locate a report.</p> <p>The <b>Locate</b> window opens.</p>

<p><b>Step 6.</b></p>	<p><b>Type</b> the name of your report in the Report ID field and Section (this is optional).</p>
<p><b>Step 7.</b></p>	<p>Click the <b>Lighting Bolt</b> icon (  ).</p> <p>The <b>Launch DDRINT</b> page reopens.</p>
	<p>You will be brought to the most recent day/time the report was run and the first Mobius Report in your list will display in the section on the right.</p>

## A Note About Running Mobius Reports



When running a report that needs to go to Mobius, a user should always select the "Mobius" option in the **Type** dropdown list on the Process Scheduler Request page.

The screenshot shows the Oracle Process Scheduler Request interface. The 'Process List' table is as follows:

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	Schedules Needed Report	UMTL702	SQR Report	Mobius	LP	/mobius/hrts190/

A callout box states: "Changes were made to allow the end user to select an output type of Mobius. When selected the appropriate format and output destination are set for the user."

**End of Procedure**