

Navigating NIS
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Navigating NIS

Navigating Nebraska Information System Overview

NIS's menu hierarchy is an easy-to-use navigation tool that displays menus that show you where you are in the system.

Choice of application suites can differ between departments or user groups within an enterprise. NIS's suites include elements to support:

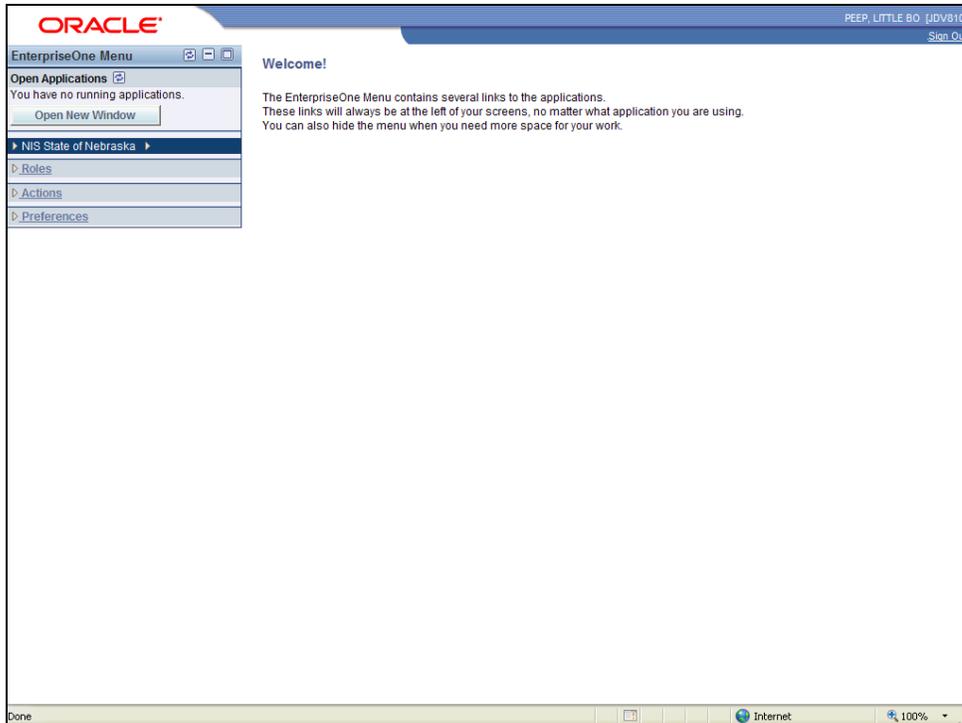
- Address Book
- Budget Office
- Accounting – State Accounting
- Accounting – Agencies
- Grants and Projects
- Inter-agency Billing
- Payables
- Receivables
- Purchasing
- Human Resources
- Payroll

Navigating Nebraska Information System Lesson

Procedure

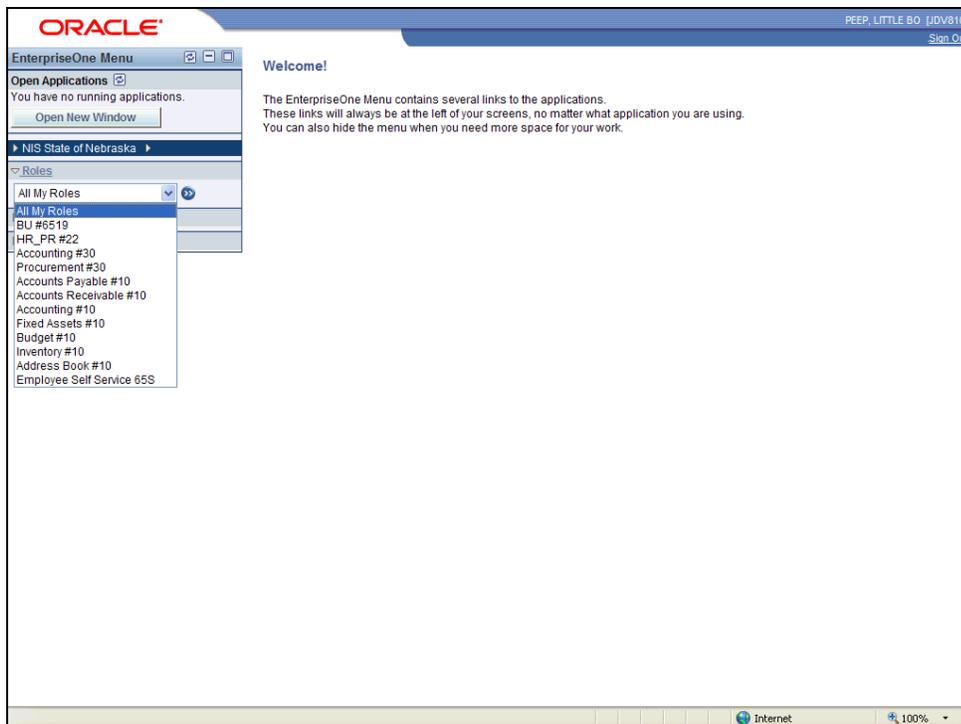
In this lesson you will learn some basics about navigating through NIS.

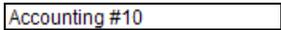
Step	Action
1.	<p>As you navigate through NIS do not use your forward or back buttons on your browser. Always use the buttons within NIS to navigate.</p> <p>In addition, when signing out be sure to use the Sign Out button in the upper right hand corner. Do Not use the X in the upper right hand corner of your browser.</p>

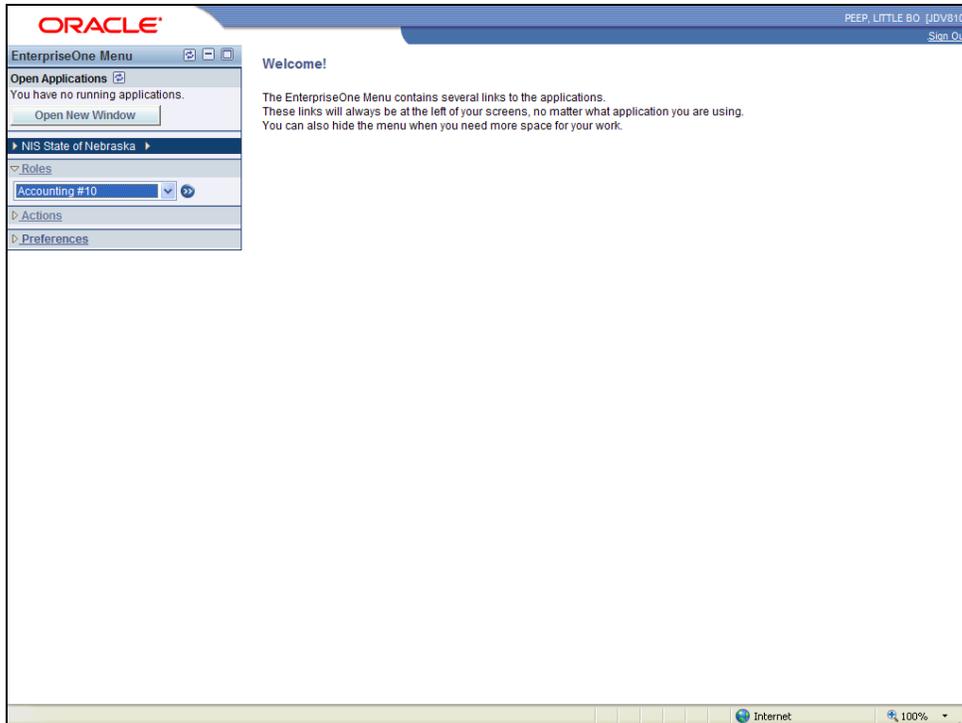


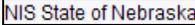
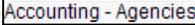
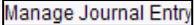
Step	Action
2.	You can minimize the menu. Click the Minimize (Alt+M) button. 
3.	To restore the menu click the Restore (Alt+M) button. 
4.	You can also maximize the menu. Click the Maximize (Alt+X) button. 
5.	To restore the menu click the Restore (Alt+X) button. 
6.	Click the NIS State of Nebraska link. 
7.	This will display everything you have access to. Please be aware that your actual menu may differ from this example or from what your co-workers have. It all depends on your level of access.
8.	To collapse your menu back down click the NIS State of Nebraska link. 

Step	Action
9.	You have Roles assigned to your profile which determine what you have access to. Though you do not have to select a specific Role, by doing so you can narrow down what you see in your menu.
10.	Click the Roles link. 
11.	Click the Role list. 

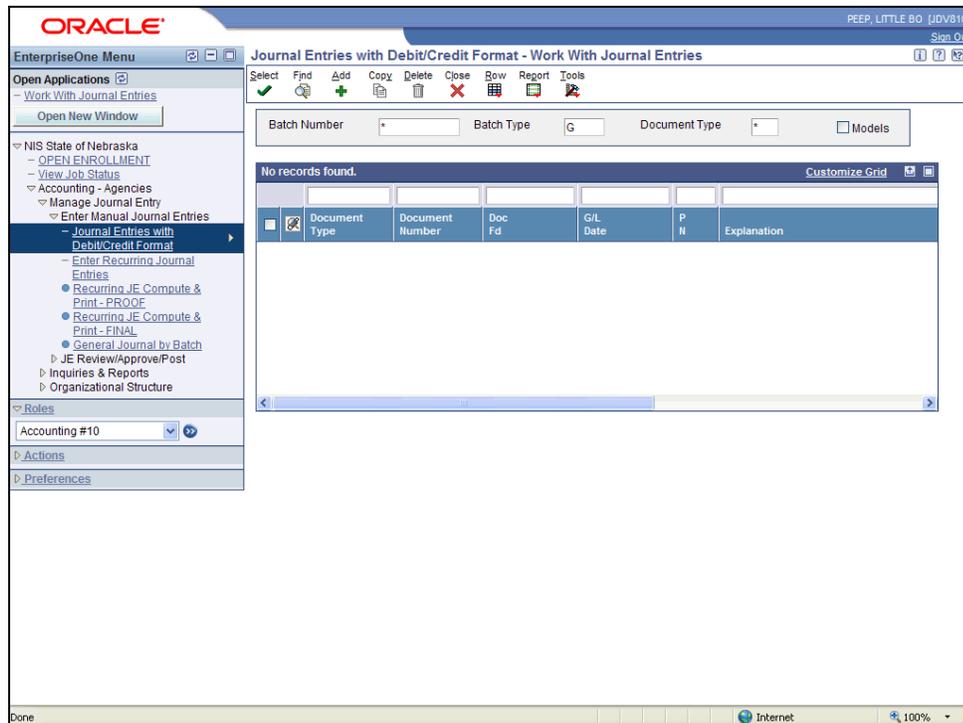


Step	Action
12.	Click the Accounting #10 list item. 

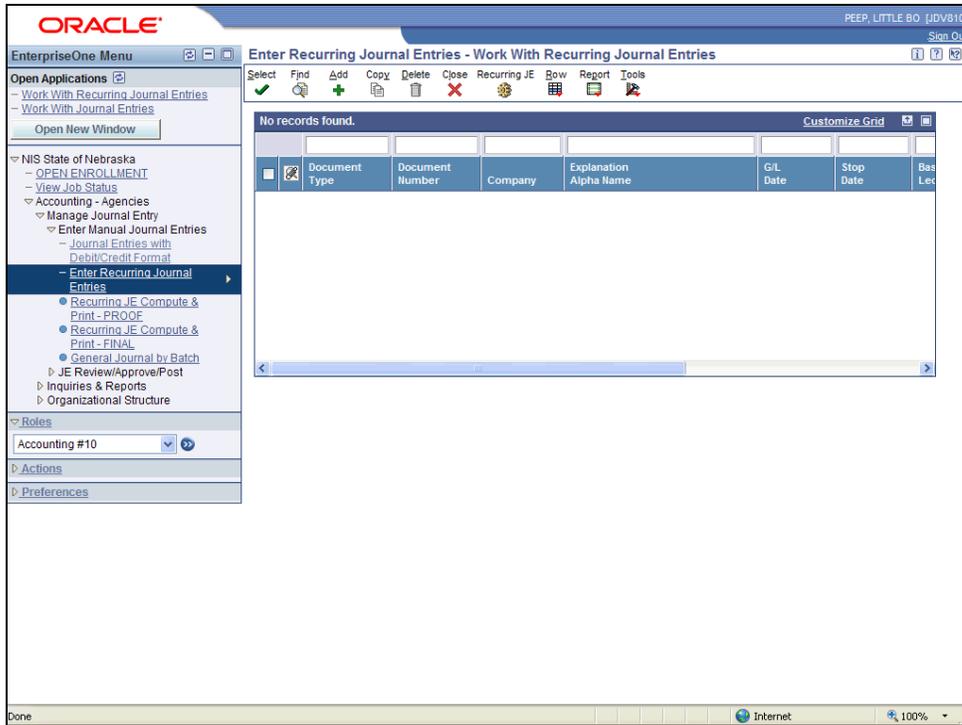


Step	Action
13.	Click the Double Arrow button. This loads your Role. 
14.	Click the NIS State of Nebraska link. 
15.	Notice how you now only see Accounting - Agencies on your menu where before you saw everything you have access to. This is because you selected the Accounting #10 Role .
16.	Click the Accounting - Agencies link. 
17.	Click the Manage Journal Entry link. 
18.	Click the Enter Manual Journal Entries link. 
19.	Reports can be identified in the menu with a blue dot.
20.	All other applications are identified in the menu with a blue dash.

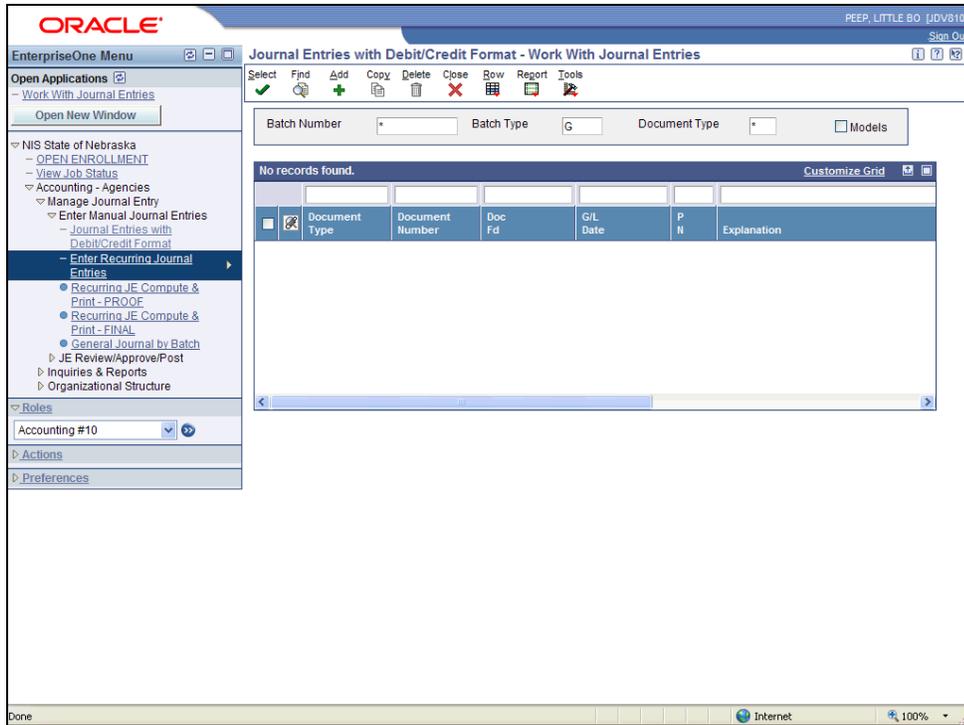
Step	Action
21.	Click the Journal Entries with Debit/Credit Format link. Journal Entries with Debit/Credit Format
22.	The application window opens and the application also is listed under the Open Applications .



Step	Action
23.	Click the Enter Recurring Journal Entries link. Enter Recurring Journal Entries
24.	The second application window opens and is also listed under the Open Applications . You can have up to five applications open at a time.



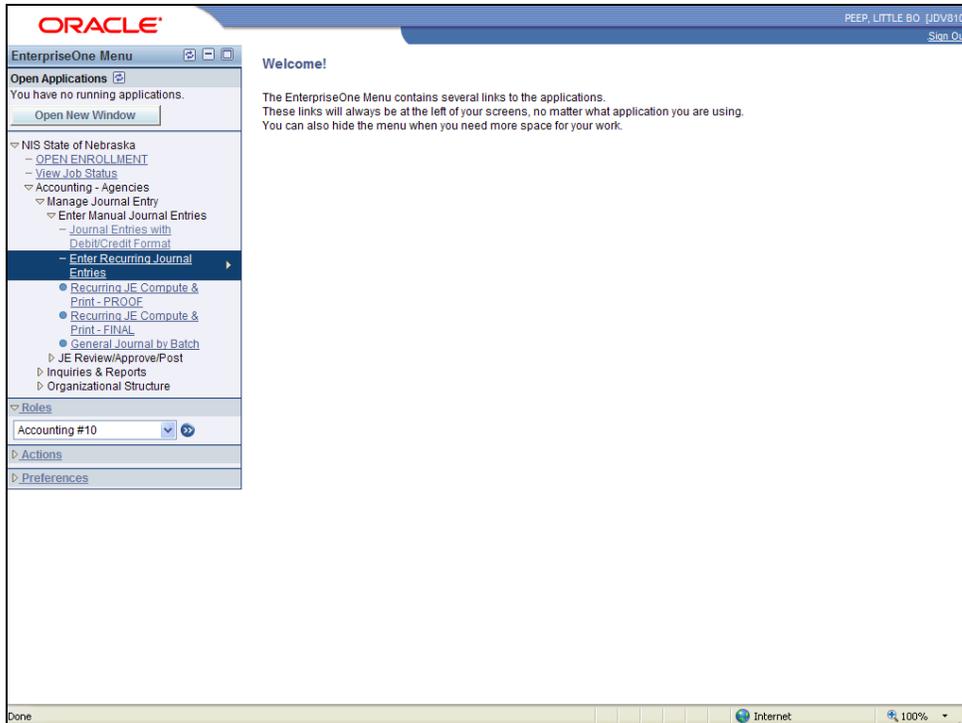
Step	Action
25.	Click the Close (Ctrl+Alt+L) button. 

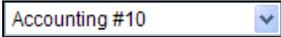


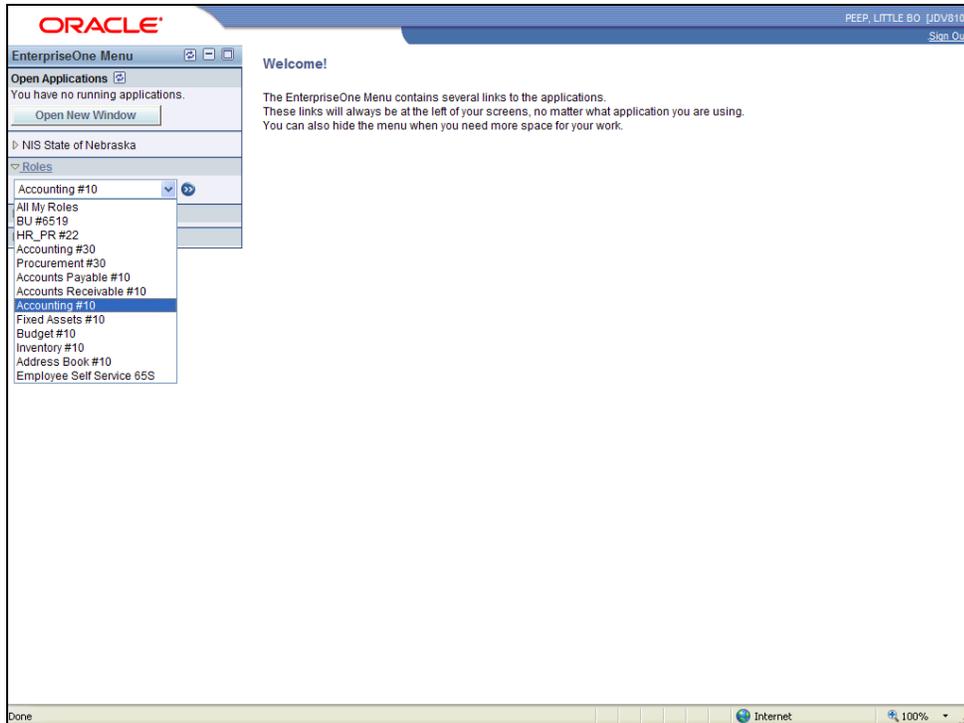
Step	Action
26.	Click the Close (Ctrl+Alt+L) button. 
27.	You can refresh your menu which will collapse the menu back down.

Training Guide

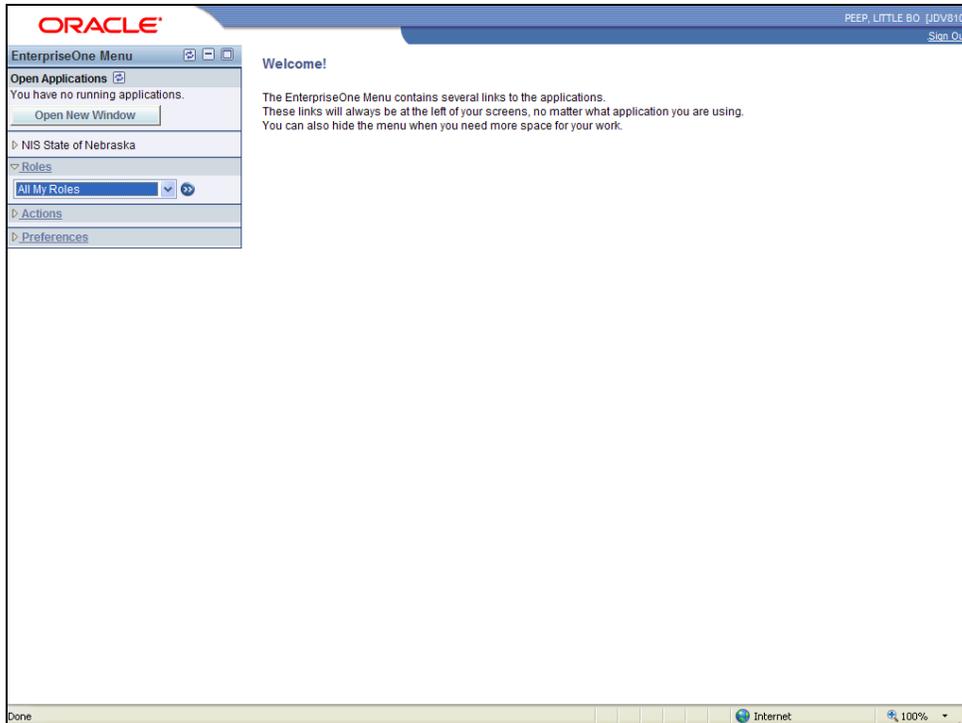
Navigating NIS



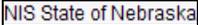
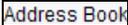
Step	Action
28.	Click the Refresh EnterpriseOne Menu button. 
29.	You can reload all of your Roles so your menu will display everything you have access to.
30.	Click the Role list. 

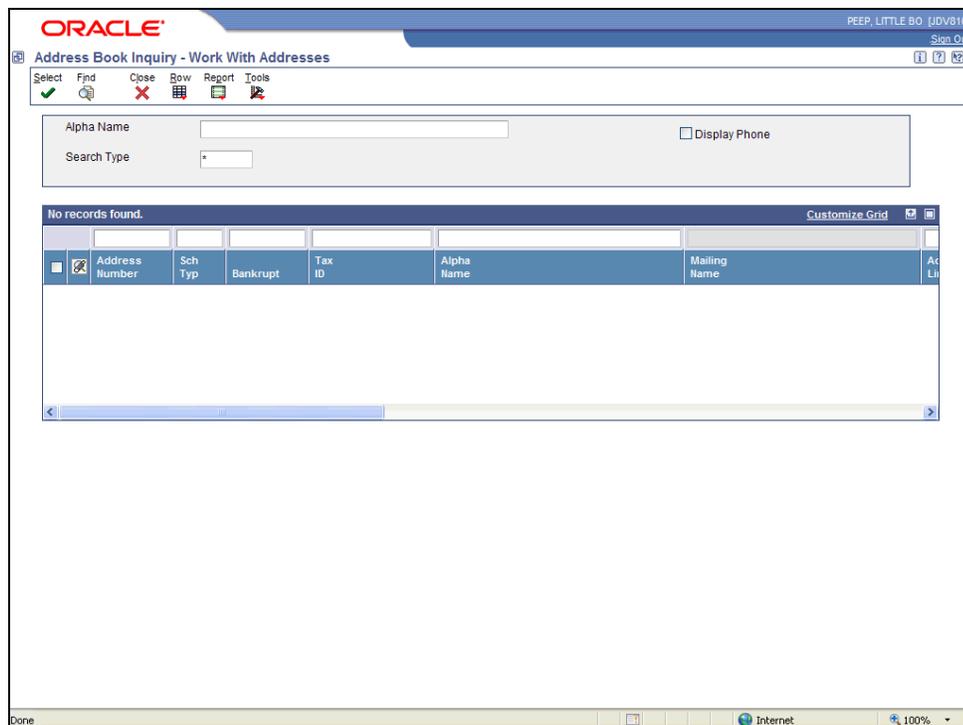


Step	Action
31.	<p>Click the All My Roles list item.</p> <p><input type="text" value="All My Roles"/></p>



Step	Action
32.	Click the Double Arrows button. 
33.	You can open a separate window as well. This allows you to work on multiple applications within separate windows.
34.	Click the Open New Window button. 
35.	A second window has opened on top of the original window. Notice how the second window does not have a Sign Out button. Instead it has a Close Window button.
36.	You can go back and forth between the windows by selecting them from the tool bar at the bottom of the screen.
37.	Click the Close Window link. 
38.	There is an option to have the menu automatically minimize every time you open an application.
39.	Click the Preferences link. 

Step	Action
40.	Click the Minimize menu on app launch option. 
41.	Click the NIS State of Nebraska link. 
42.	Click the Address Book link. 
43.	Click the Address Book Inquiry link. 
44.	Notice how the menu minimized automatically. You can restore the menu at anytime.



Step	Action
45.	Click the Restore (Alt+M) button. 

Training Guide

Navigating NIS

Step	Action
46.	Click the Minimize (Alt+M) button. 
47.	Click the Close (Ctrl+Alt+L) button. 
48.	You have successfully completed some of the navigation basics of NIS. End of Procedure.