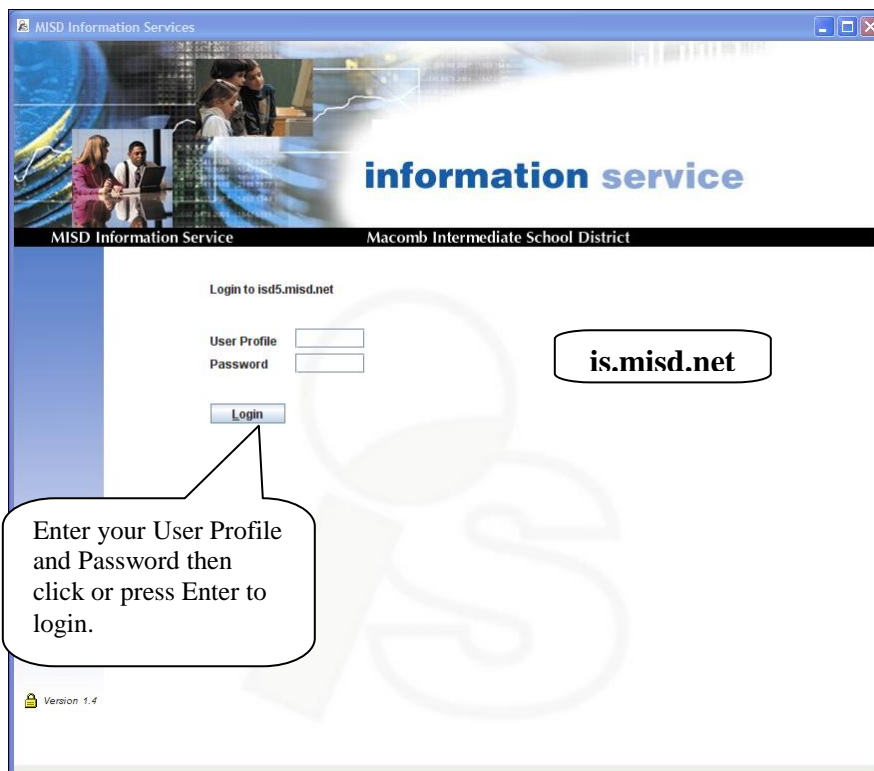# Graphical User Interface (GUI): is.misd.net

Security

Login

- Access the Login at is.misd.net.
- If the application does not load or if the application is very slow, contact your technology department.
- User access from the web requires the appropriate "Web" menu option.

Login – Password Expires

This screen is displayed if your password is set to expire within 7 days.

Login to isd5.misd.net

User Profile: demoisd1
Password: •••••••• Your password expires in 4 days. Would you like to change it now?
Yes   No

Login

Advances to the password change screen.

Continues logging in *without* changing your password.

Version 1.4

Login – Change Password

This screen is displayed if your password is expired and *must* be changed or you selected to change your password.

Login to isd5.misd.net

User Profile: demoisd1
Password: •••••••• Your password is expired and must be changed. New password ____ Confirm password ____
Password is expired.
Login   OK   Cancel

Enter your New password and Confirm password.

Changes your password and continues logging in.

Returns to Login.

Version 1.4
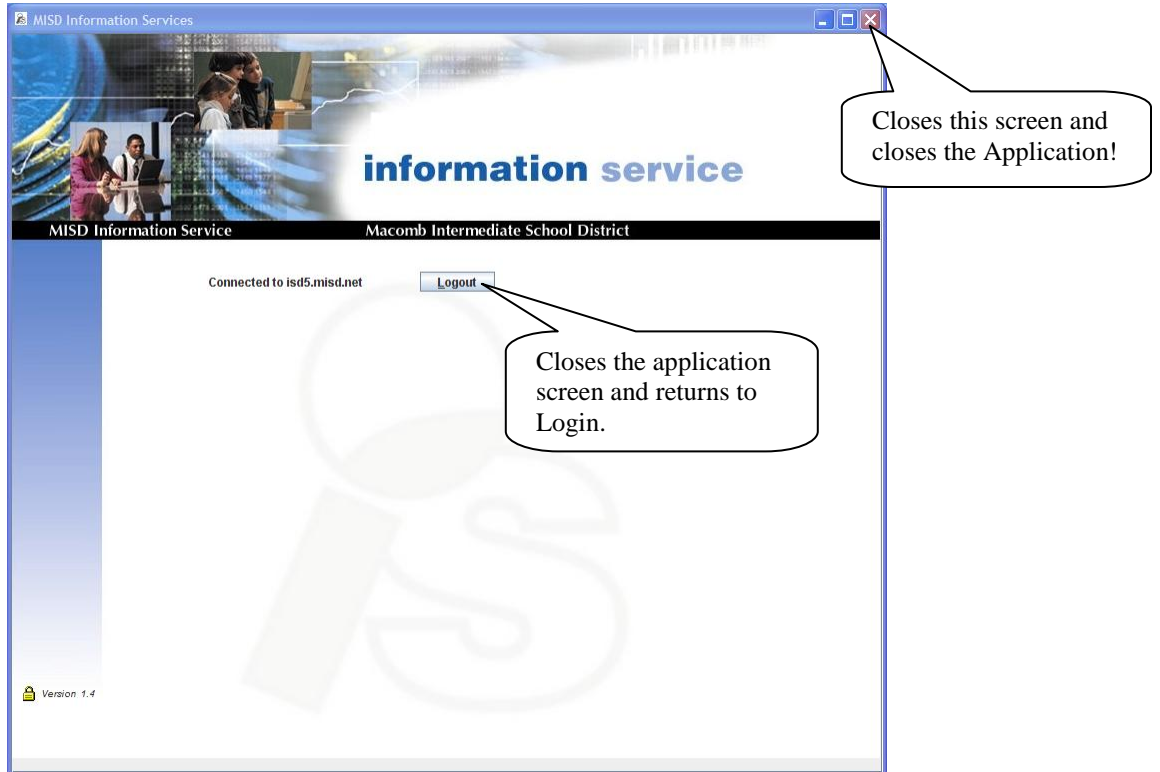
Logout

- The Login screen is changed to Logout after successfully logging in.
- The Application is displayed in a new window.
- Closing the Logout screen also closes the Application screen.

Menu/Application

Closes the application screen and returns to Login.

Click chapter header to expand.

Closes the application screen and returns to Login.

Click for specific program option; menu is automatically hidden.

Selected program option loads here.

Separator bar can be moved to increase (or decrease) the width of the menu.

Click the Menu button to hide (or show) the Menu.

Horizontal scroll bar used to view additional information.

- A chapter header is defined with the 🗀 icon.
- A program option is defined with the 🗋 icon.

<u>Selecting a program option</u>
- Expand the chapter header(s) to locate the selected option.
- Click the selected option name or icon.
- The menu is automatically hidden.
- The selected option is loaded to the right side of the form.
- Click the Menu button to display the Menu.

Menu/Application – Exit

This screen is displayed if a menu option is selected *prior* to saving the current information.

Confirms the exit *without* saving the current information.

Cancels the exit and returns to the current screen.

Navigation

- Login – use your AS/400 ID and password. Your password will expire every 45 days and can be changed in GUI or on the AS/400.
- Menu options are in the left hand pane of the application window.
- Click the icon or name to expand the menu choices.
- The menu pane is hidden after selecting a program option.
- To re-display the menu, click the menu button on the left side of the screen.
- The program option may be displayed with multiple panes; a pane can be maximized by clicking the maximize icon. If maximized, the icon is changed to restore down to return to the prior view.
- Panes can be dragged and dropped to another location by using the hand icon if applicable.
- Panes can be resized by moving the separator bar up/down or left/right.
- Vertical and/or horizontal scroll bars may be visible and are used to view additional information that can't be seen due to the size of the pane.
- The application window can be resized.
- Use the Lookup feature if available to determine a field value.
- Use the tab key or mouse to move from field to field.
- Date fields all have a calendar lookup feature.
- Table columns can be moved and resized if needed and may be sort-able.
- Buttons or tabs that are not available are "grayed" out and cannot be clicked.
- Use the mouse to "hover" over a tab, button or icon to view help or additional information for that tab, button or icon. (This is referred to as a "tool tip.")

Icons

- Click column header to sort ascending (or descending).
- Date selection.
- Table drill down option(s).
- Lookup value.
- Maximize this pane.
- Restore this pane.
- Close drill down pane.
- Drag and drop this pane.
- Override Ship To address exists; press to view.
- Indicates a favorite.
- Captures the screen image into a new browser window.

Lookup

Sort by options are based on the lookup field.

Selection includes Start list at, Contains, *All and may include Favorites.

Start list at or Contains value.

Loads the list if using Start list at or Contains.

Vertical scroll bar used to view additional information.

Selects the highlighted lookup entry.

Cancels the lookup selection.

- Lookup ( ) features are similar for the different lookup fields.
- Sort by options and the sort default vary depending on the lookup field. The sort options may include name, description, ASN or code.
- Selection options and the selection default vary depending on the lookup field. The options may include:
  - o Favorites – where available.
  - o Start list at – enter the starting value to position the list.
  - o Contains – enter a value that all entries in the list will contain somewhere.
  - o *All – displays all entries for the lookup field.
- The value for Start list at and Contains is dependent on the sort selection. The value may be case-sensitive depending on the lookup field and sort selection. A case-sensitive value is identified with ⓘ Value is case-sensitive.
- If a value is present in the field being looked up, the Selection defaults to Start list at and the value defaults to the value in the lookup field. Ex: If looking up a vendor and the Vendor field contains "office," the lookup list is automatically loaded starting at "office."
- Page Down is available if more the 25 result entries are found for the selection.
- Select an entry by double clicking or by selecting and clicking Select or pressing Enter.

Available Options

MISD Information Services for Macomb Test - ISD800   isd4.misd.net

Macomb Intermediate School District
information service

Menu   Logout

- Information Service Main
  - Budget/Finance
    - Accounts Payable
      - Vendor Inquiry
    - Finance
      - Finance Inquiry
    - Purchase Order
      - P.O. Inquiry
      - P.O. Inquiry - By User
      - P.O. Processing
        - P.O. Entry
        - P.O. Entry (WH)
        - P.O. Change
        - P.O. Change - By User
        - P.O. Maintenance In Authorization File
        - P.O. Print
        - P.O. Print By User
        - P.O. Authorization Maintenance
      - P.O. Receiver
        - P.O. Receiver Maintenance
  - Human Resources
    - Personnel
      - Personnel Inquiry
      - Personnel Maintenance
        - REP
  - General Systems
    - Change Password
    - Work With Spooled Files
    - User Settings
  - Core Business System Documentation
    - Budget/Finance
      - Accounts Payable Doc
      - Finance Doc
      - Purchase Order Doc
      - Accounts Receivable Doc
    - Human Resources
      - Payroll Doc
      - Personnel Doc
      - Personnel Attendance Doc
    - Warehouse Doc
    - Fixed Assets Doc
    - Food Service Doc
    - Query Doc
    - General Systems Doc

information service

MISD Information Service   **Macomb Intermediate School District**