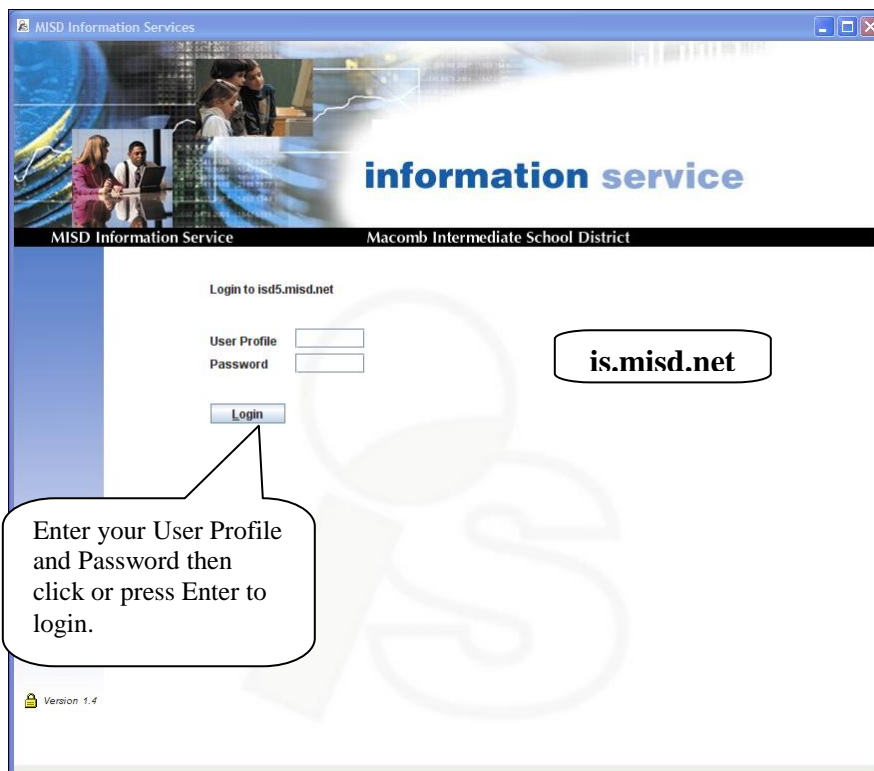


# Graphical User Interface (GUI): is.misd.net

## 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.

Advances to the password change screen.

Continues logging in *without* changing your password.

MISD Information Services  
Macomb Intermediate School District

Login to isd5.misd.net

User Profile: demoisd1  
Password: [masked]

Your password expires in 4 days. Would you like to change it now?

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.

Enter your New password and Confirm password.

Changes your password and continues logging in.

Returns to Login.

MISD Information Services  
Macomb Intermediate School District

Login to isd5.misd.net

User Profile: demoisd1  
Password: [masked]

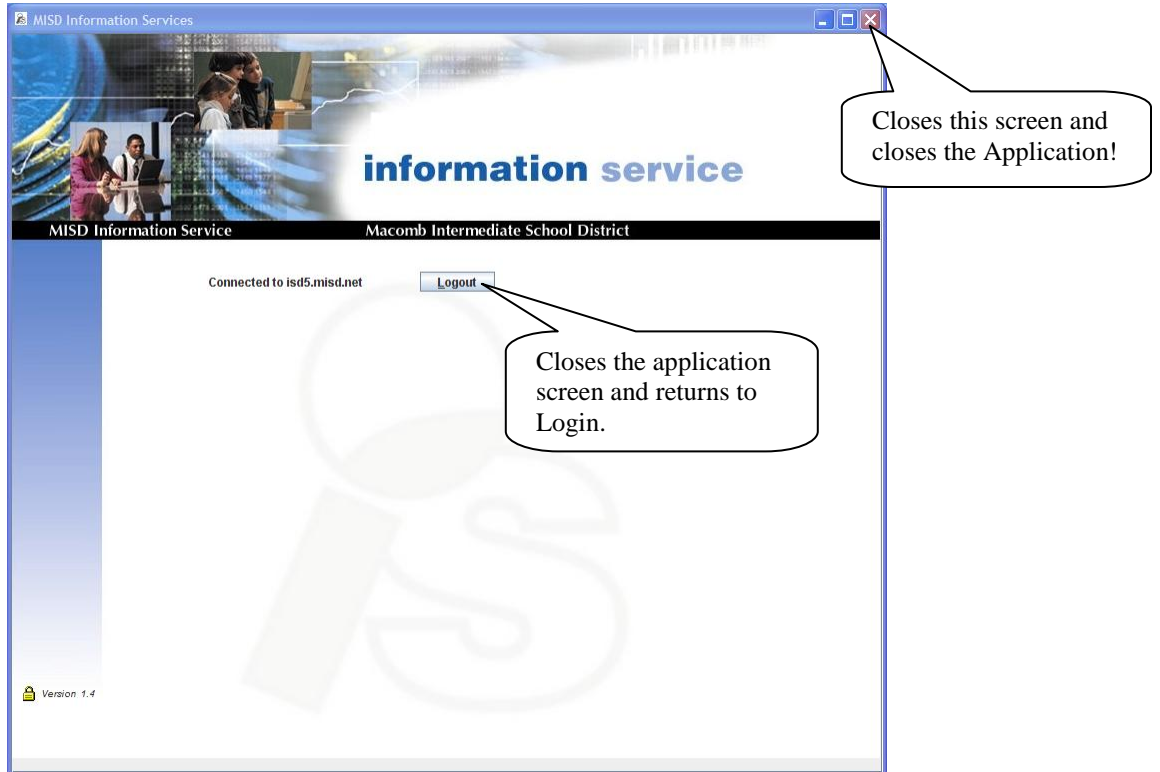
Your password is expired and must be changed.

New password: [input] Confirm password: [input]

⚠ Password is expired.

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

The screenshot shows the MISD Information Service application window. The title bar reads "MISD Information Service for MACOMB ISD DEMO - DEMOISD1". The application header includes "Macomb Intermediate School District" and "information service". A "Menu" button and a "Logout" button are visible in the top left. A tree view on the left lists categories like "Information Service Main", "Budget/Finance", "Finance", "Purchase Order", "P.O. Inquiry", "P.O. Processing", "P.O. Entry", "P.O. Entry V", "P.O. Mainten", "P.O. Authoriz", "General Systems", "Work With Spooled f", and "User Settings". The main content area displays "information service" and "MISD Information Service Macomb Intermediate School District". A horizontal scroll bar is at the bottom of the menu tree.

Callout boxes provide the following instructions:

- 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.
- Separator bar can be moved to increase (or decrease) the width of the menu.
- Click the Menu button to hide (or show) the Menu.
- Selected program option loads here.
- Horizontal scroll bar used to view additional information.

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

### Selecting a program option

- 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.

Cancel the exit and returns to the current screen.

**Macomb Intermediate School District**  
**budget/finance**

**P.O. Entry**

Menu | Logout

Information Service Main  
Budget/Finance  
Finance  
Purchase Order  
P.O. Inquiry  
P.O. Processing  
P.O. Entry  
P.O. Entry (WH)  
P.O. Maintenance In Aut  
P.O. Authorization Maint

Header | Comments (...) | Override Ship To | Preview

Apply PO

PO Date: 10/30/2008 | Fiscal Year: 2000 | Print | Encumber Disc | Attachments | Fax

Location: 0003 | Requested By: JOHN SMITH | Change Order #

Avery Elementary  
JOHN SMITH  
5552 MAIN STREET  
CLINTON TWP, MI 48038

Amount: 1,152.16 | Blanket Exp: \*None | <Exp Date>

Deliver Date

Misc Code

Discount % (10 1/2% = 10.5)

Exit P.O. Entry has been selected.  
Press Confirm Exit to continue or press Cancel to return.

Confirm Exit | Cancel

Changes: The form will NOT be saved if confirming exit.

Cancel | Copy | Duplicate | Delete

ASN | Fixed Asset












extended description> | Quantity | Unit \$ | UM | Amount | Discount % (10 1/2% = 10.5) | Item #

Line	Status	POSTURE C	Quantity	Unit \$	UM	Amount	Disc %	Net Amount	Item #	FA
1	Open	POSTURE C	1	525.3600		525.36		525.36		
2	Open	PHOTO PAPER	5	25.3600	CS	126.80		126.80		
3	Open	MISCELLANEOUS SUPPLIES				250.00		250.00		
4	Open	Additional supplies				250.00		250.00		

## 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

The screenshot shows the 'Lookup Vendor' window with the following callouts:

- Sort by options are based on the lookup field.** (points to the 'Sort by' dropdown menu)
- Selection includes Start list at, Contains, \*All and may include Favorites.** (points to the 'Selection' dropdown menu)
- Start list at or Contains value.** (points to the 'Start list at' text box)
- Loads the list if using Start list at or Contains.** (points to the 'Load List' button)
- Vertical scroll bar used to view additional information.** (points to the scroll bar on the right side of the table)
- Selects the highlighted lookup entry.** (points to the 'Select' button)
- Cancel the lookup selection.** (points to the 'Cancel' button)

Vendor #	Vendor Name	Sort	Type
27530	OFFICE SUPPLY SUPERSTORE ★	OFFICE	Active
4003	OHEP CENTER FOR MEDICAL EDUCATION	OHEP C	Active
68135	OKLAHOMA SCORING SERVICE	OKLAHO	Active
3356	OLD CARS WEEKLY	OLD CA	Active
1810	OLD KENT BANK	OLD KE	Active
3440	OLYMPIA ENTERTAINMENT	OLYMPI	Active
592	OMNI COMPUTER PRODUCTS	OMNI C	Active
68290	OMNIGRAPHICS, INC.	OMNIGR	Active
805	ONE ON ONE COMPUTER TRAINING	ONE ON	Active
2796	OPRY LAND HOTEL	OPRY L	Active
554	OPTION CARE	OPTION	Active
3965	ORAL SURGERY SPECIALISTS-ROMEO	ORAL S	Active
2265	ORCHARDS GOLF LIMITED PARTNERS	ORCHAR	Active
68447	OREFICE, LTD.VISUAL ENTERPRIZE	OREFIC	Active

- 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:
  - Favorites – where available.
  - Start list at – enter the starting value to position the list.
  - Contains – enter a value that all entries in the list will contain somewhere.
  - \*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

The screenshot displays the web application interface for MISD Information Services. The browser title bar shows "MISD Information Services for Macomb Test - ISD800" and the URL "isd4.misd.net". The header features the Macomb Intermediate School District logo and the text "information service". A "Menu" button and a "Logout" button are visible in the top left. The main content area is divided into a left-hand navigation menu and a right-hand main display area.

**Navigation Menu:**

- 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

**Main Display Area:**

The main display area features a large graphic with the text "information service" in blue. Below the graphic, a black banner contains the text "MISD Information Service" and "Macomb Intermediate School District". A large, faint watermark of the letters "IS" is visible in the background of the main display area.