MetaViewer 8.7

LMU LA Loyola Marymount University

Human Resources/ Learning & Development

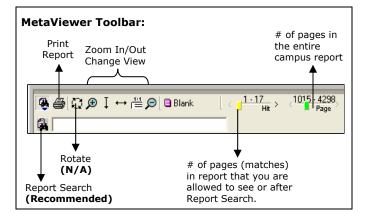
Quick Reference Guide

Overview:

- MetaViewer is a report viewing application that allows users to view report on-screen. No data inputting or editing.
- Live data data changes daily.
- Account reconciliation Verify right dollar amounts are allocated to the right accounts.
- LMU fiscal year June, 1st. Each department submits budget in May for Controller's approval. In July, data will be posted on MetaViewer.

NOTE: Use Print or Export to track historical data.

MetaViewer Window: | South | South | South | Fororties | Meda | South | South



Open a Report:

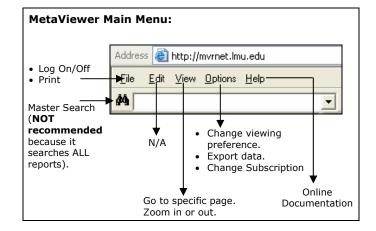
- From the Folder Pane, double-click on the year folder to expand the list.
- Select the report you want to view. If there is more than one report in the folder, you will see the list in the Document pane.

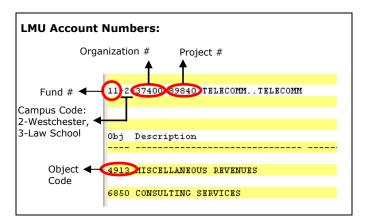


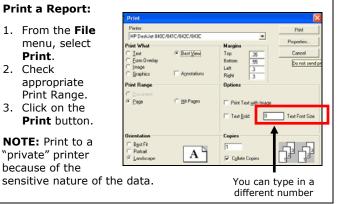
Login:

- Direct URL http://metaviewer.lmu.edu/; or
- From LMU Home page, select Logins + E-Mail in the Quick Link box, and select MetaViewer link.
- Enter User Name and Password.
- Click Continue.

NOTE: MetaViewer remote requires the installation of an IE ActiveX control. This control will install the **first time** you access the Web site.







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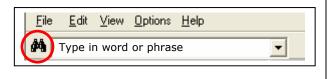
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Master Search (NOT Recommended):

- To search ALL reports for a specific word or phrase, enter the sequence into the Search field at the top of the MetaViewer window. Press Enter key.
- Using Master Search is **NOT** recommended due to the large size of the reports.



Greenbar:

You can change the color and the height of the greenbar from 1 to 9.

- From the Options menu, select Workstation
 Preferences.
- 2. Select the height number and color.

NOTE: Yellow is not a good color to choose because the search matches are highlighted in yellow.



Common Printing Problem - Wavy Printouts:

- From the Options menu, select Workstation Preferences.
- In the Print Font box, select Courier type font.

NOTE: For DeskJet users, choose OCR or OCR A Extended font.

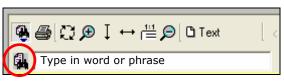


Log off Internet Explorer (not recommended) 2. Select Log Off. | Milk Carries | Tension | Support Middle can 41 M | Milk | Mil

Report Search (Recommended):

- This function restricts the search only to the open report.
- 2. Click the Report Search On-Off button.
- 3. Enter the text and press Enter key

NOTE: Search text is **not case sensitive**. Matches will be highlighted in yellow.



Export to Excel:

- 1. From Options, select Export Data.
- 2. Select the following options:
 - Export Set (default is Current Page)
 - Destination (leave **ASCII File** box checked)
 - Click on Lookup file button to select the directory and file name (default file type is .txt)
 - Template (default is Full Page)
 - Field Surrounded by Character (leave at ")
 - Export Field Names (leave the box checked)
- 3. Click the **Export** button.
- Open Excel, open the exported file. (Remember to change the Files of type to All type because the exported file is in .txt format.)

ext Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format

Advanced...

Date: MDY ▼

- 5. Original Data Type (Fixed width box checked)
- 6. Click Next.
- Adjust break lines accordingly.
- 8. Click Next.
- 9. Leave Step 3 of 3 at defaults.
- 10. Click Finish.
- 11. Save the file in Excel format (File,

in Excel format (File, Save, under Save as type, select Excel Workbook).

About Your MetaViewer Password:

- It is NOT recommended that you change the password that is assigned to you. If you forget your password, please contact ITS Help Desk at 8-7777 or helpdesk@lmu.edu.
- Do NOT share your password as each person has different security clearance level and can view different types of reports.