

TeamWorks HCM

Report Manager Webinar

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Presenters

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Who Should Attend?

TeamWorks users who use and retrieve reports from the Mobius/Luminist/View Direct System.

What's Changing?

- The Mobius/Luminist/ViewDirect System will be retired by the end of this year.
- The TeamWorks Report Manager will become the Report Repository for all Budget, Payroll, and HR Reports in mid-November 2019.
- <https://sao.georgia.gov/teamworks-report-manager>

Overview

This demo will provide an overview on how to:

- Navigate to Report Manager
- Search for reports in Report Manager
- Review, print, and/or save reports and files

Mobius vs Report Manager

	Mobius	Report Manager
Report Groups	Budget, HR, Payroll	Budget, HR, Payroll
User Accounts	One Account per Report Group; multiple users share one Recipient ID	Report Group access is assigned to each individual User's ID in TW
Batch Reports	Mobius Only	Report Manager Only
Report Name	PYXXX0018	XXX00-PY018
Ad-Hoc Reports	Run Type is optional – users can run and retrieve on-line in TW or send to Mobius	Run Type is restricted to on-line retrieval only – but will work the same as today.
Report Format	Reports <i>Default</i> to .PDF	Produced in .PDF (only option)
Text Files	Download as .TXT	Download as .CSV

Mobius vs Report Manager

Mobius

The screenshot shows a web browser window with the address bar displaying `ebill.ga.gov/mobius/view#/brow...`. The page title is "Mobius View". The interface features a dark sidebar on the left with navigation icons for home, folders, search, favorites, and documents. The main content area is titled "Browse" and shows the path "INFOSSS-PROD > Reports". Below the path are icons for "Favorite", "Collect", "Print", and "Download". A search bar contains the text "PY407". Below the search bar, it says "Displaying 200 items, more items exist". Two folders are listed: "PY4070001 DEDUCTION REGISTER" and "PY4070002 PAYROLL REGISTER".

Teamworks - Report Manager

The screenshot shows the "TeamWorks" interface for "HCMTEST". The breadcrumb navigation is "Favorites > Main Menu > Reporting Tools > Report Manager". Below the header are tabs for "List", "Explorer", "Administration", and "Archives". The "View Reports For" section includes a "Folder" dropdown set to "40700_PY", an "Instance" field, a "Name" field set to "PAY", and a "Created On" field with a calendar icon. Below this is a "Reports" table with columns for "Report", "Report Description", and "Folder Name".

Report	Report Description	Folder Name
1 PAY001X	40700 - PY001 - DEDUCTION REGISTER	40700_PY
2 PAY001X	40700 - PY001 - DEDUCTION REGISTER	40700_PY
3 PAY002X	40700 - PY002 - PAYROLL REGISTER	40700_PY
4 PAY002X	40700 - PY002 - PAYROLL REGISTER	40700_PY

Live Demo

Contact Us

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Thank you!