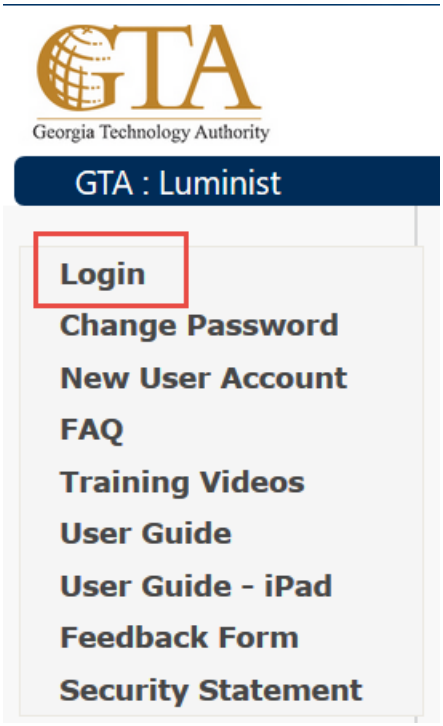
What is happening?

- Luminist is replacing the local copy of Document Direct as of **Monday, May 2, 2016**
- The link below will direct the customer to the GTA landing page that will contain help / information / adobe reader / zip file app / associated information to assist in searching and printing reports from TeamWorks

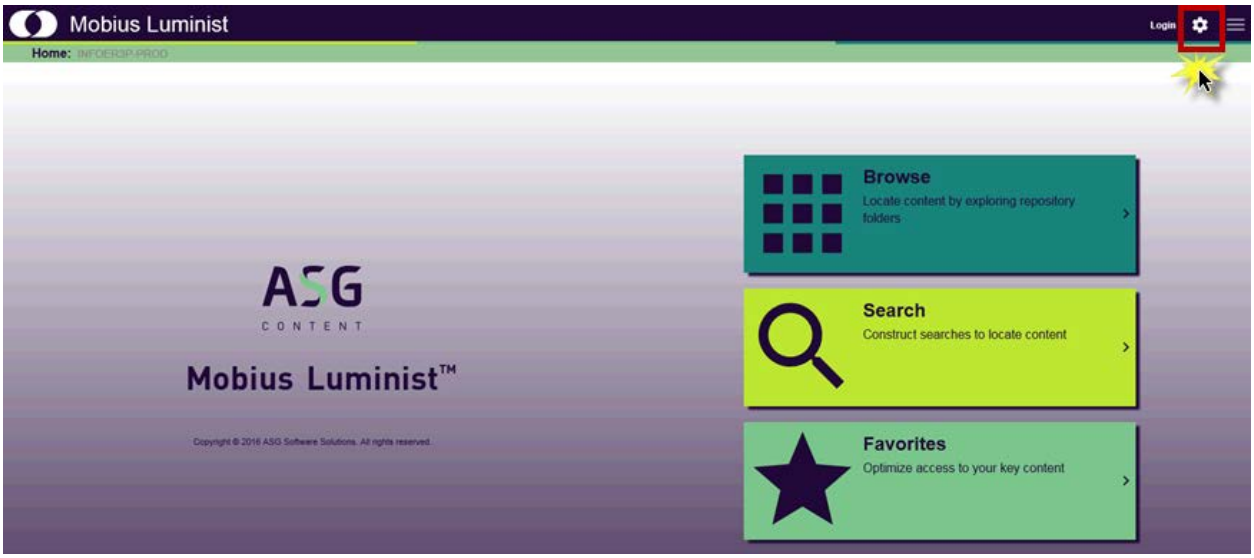
  https://ebill.ga.gov

What do agencies need to do?

- To launch Luminist, go to: https://ebill.ga.gov
  Click on "Login" on Left to start



- A default repository will need to be set up
  - On top right click the wheel – a drop down will be displayed to choose the repository named INFOSSS-PROD
  - Note: If your agency does not use INFOSSS-PROD, please contact GTA for assistance


Mobius Luminist
Login
Home:
Browse
Locate content by exploring repository folders
Search
Construct searches to locate content
Favorites
Optimize access to your key content
ASG
CONTENT
Mobius Luminist™
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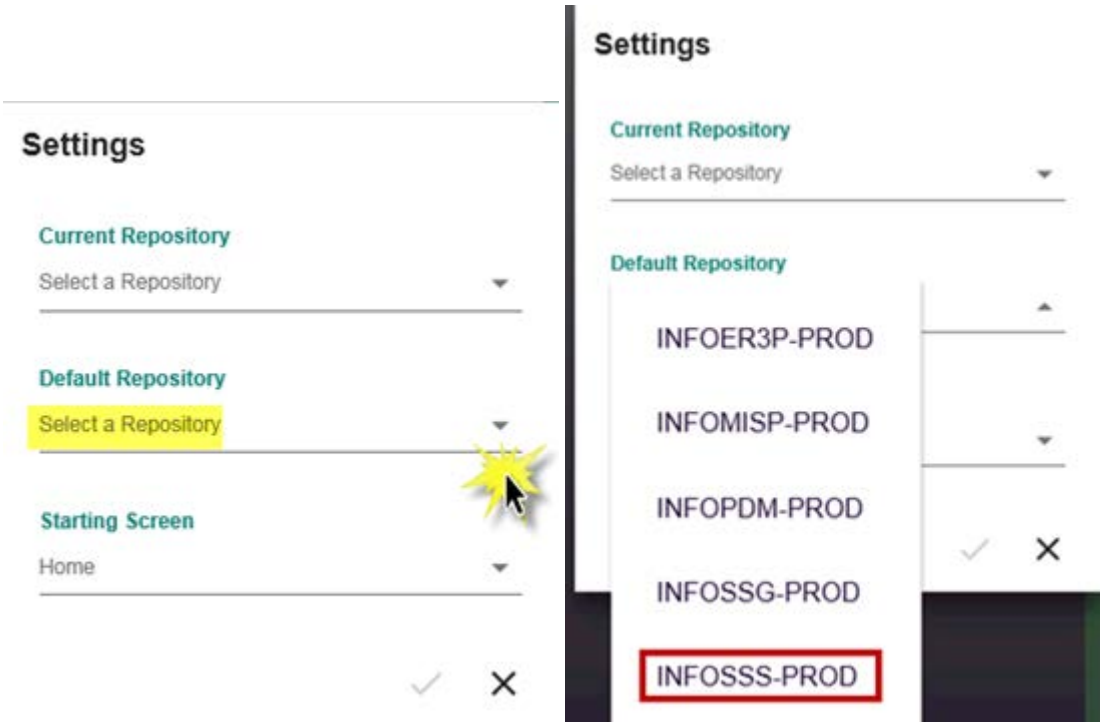
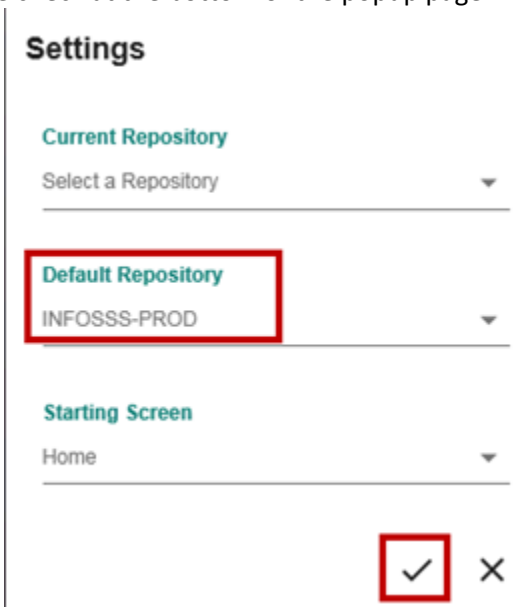

Settings
Current Repository
Select a Repository
Default Repository
Select a Repository
Starting Screen
Home
Settings
Current Repository
Select a Repository
Default Repository
INFOER3P-PROD
INFOMISP-PROD
INFOPDM-PROD
INFOSSG-PROD
INFOSSS-PROD

- Click the check at the bottom of the popup page



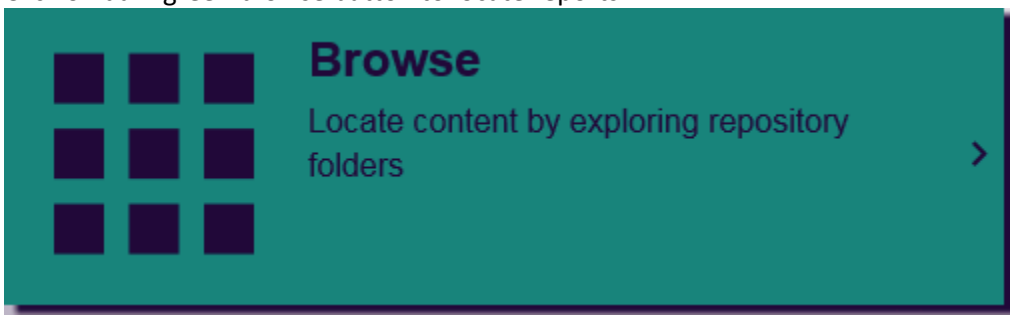
- Note the selected default repository will now display at the top left

How do I launch and access Luminist?

- Click login located top right

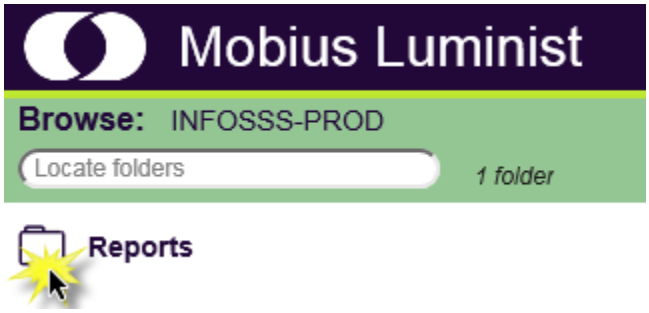
- Popup window – enter userid/password – click login

- Click on dark green browse button to locate reports



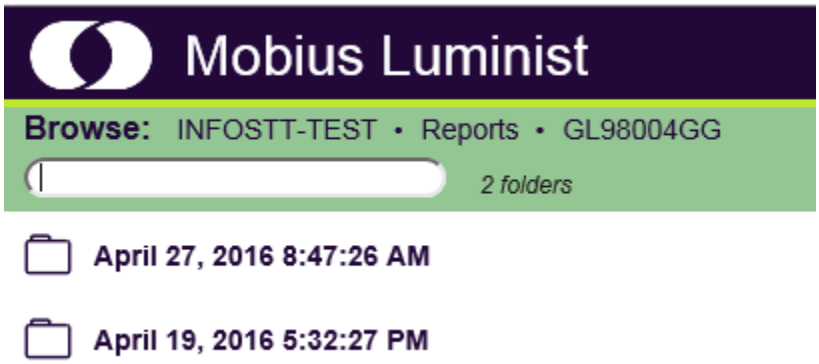
How do I locate reports in Luminist?

- On left side – the Browse: INFOSSS-PROD should appear
- On left side – the Reports folder should be visible
- Click on Reports folder

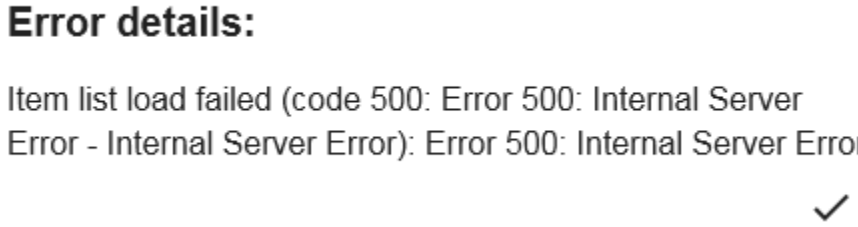


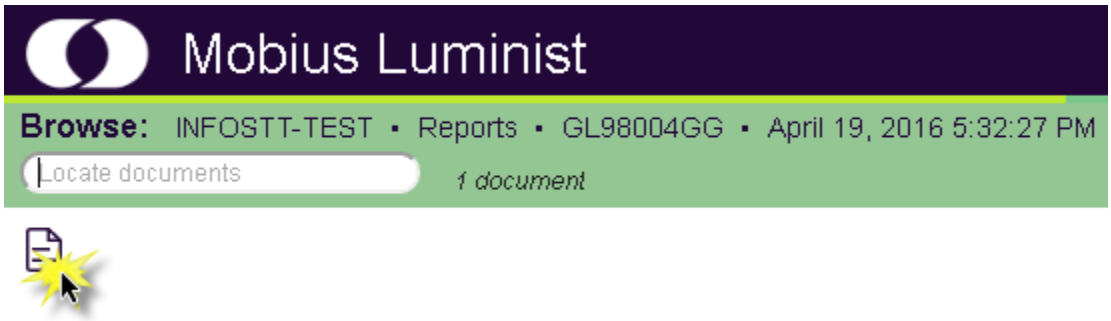
- Enter 2 digit module + 3 digit BU (GLXXX) in the Locate Folder field to locate report by module
  (Note: The following screen shots are from the Luminist test environment for instruction purposes only)
- Select report

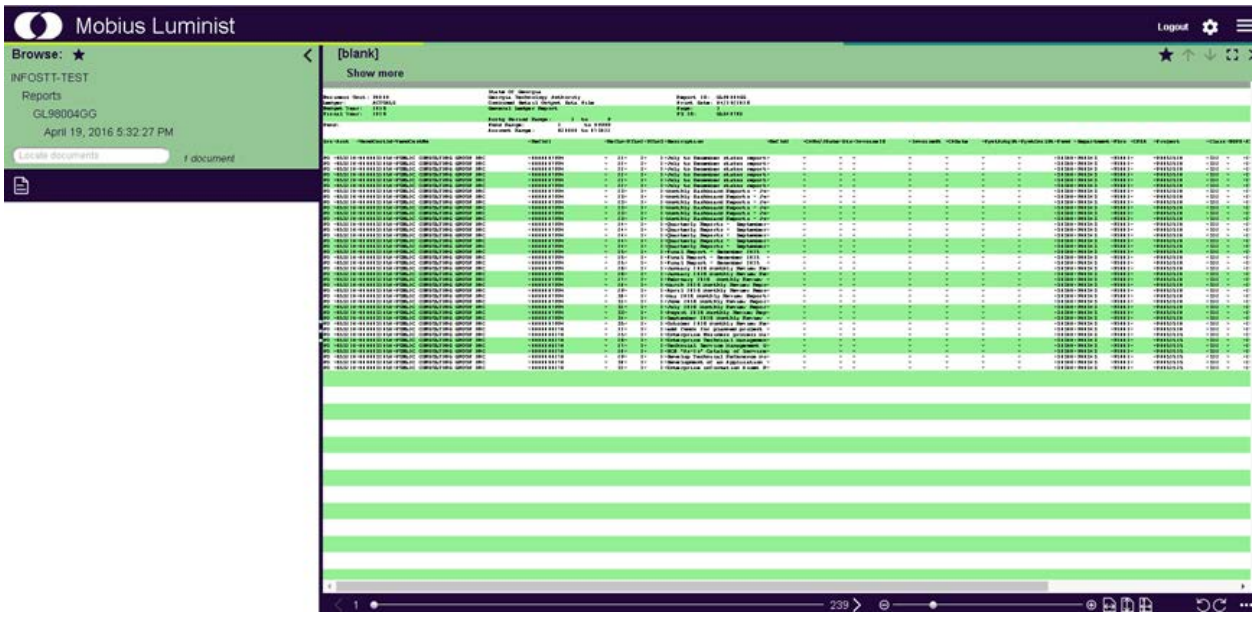
- The versions (report run date) of the report will be displayed



- Choose a version – if you receive a 500 error – the report has been archived ...click again it should display in a few secs/mins

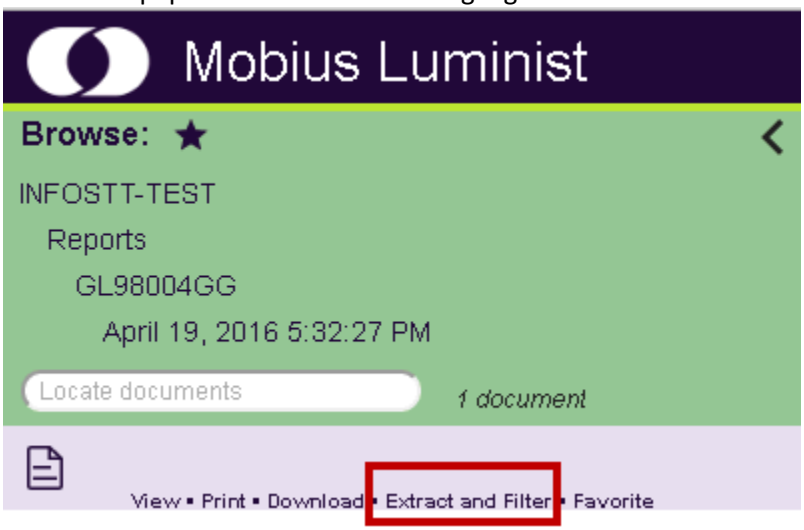




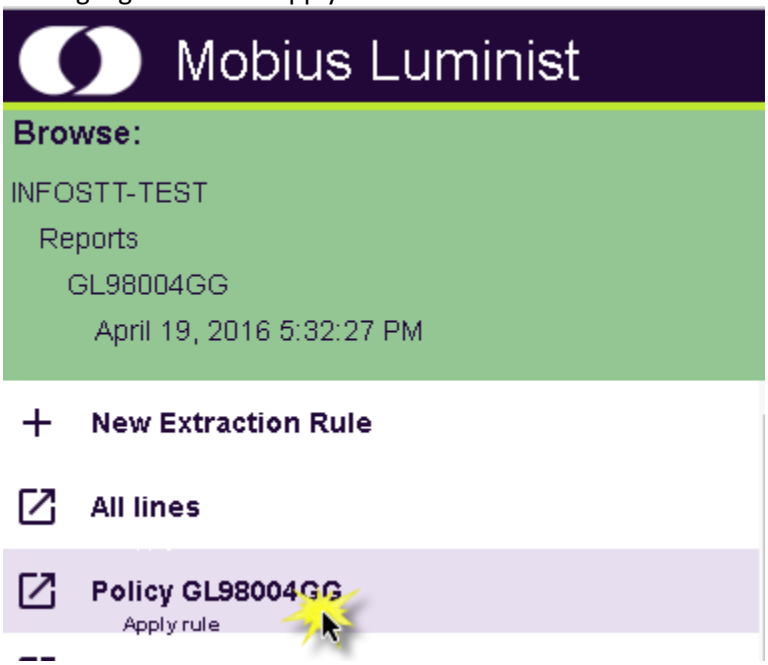


How do I run the GG report and download it to Excel?

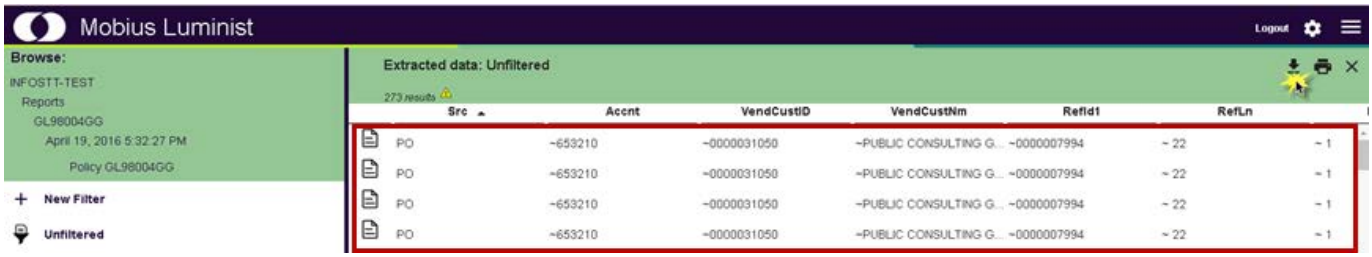
- On top left a piece of paper icon displays – highlight this area
  - Beside are several options – choose View
  - The report displays on right side of screen
  - On the paper icon on left side – highlight and choose extract and filter



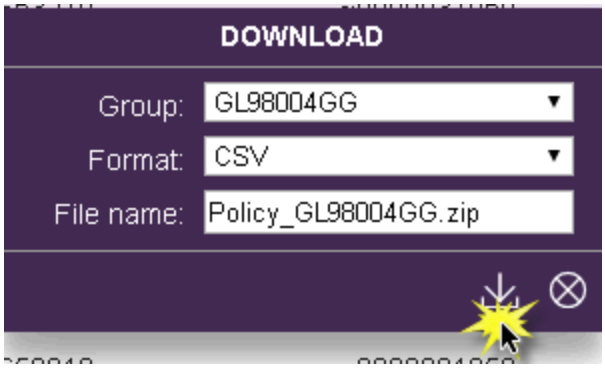
  - On the left side – the Policy GLXXX04GG is displayed
  - Highlight and click apply rule



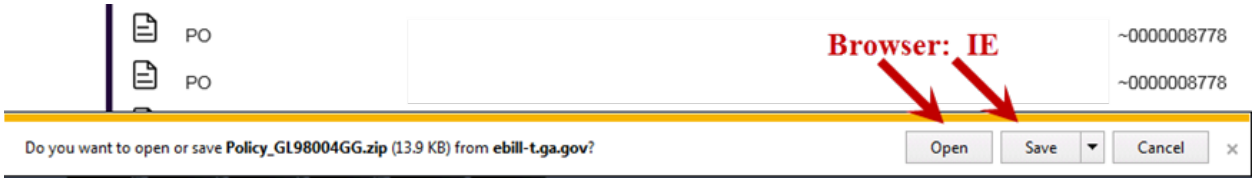
  - On right side of screen the report displays in the extracted format
  - At top right click down arrow to download report

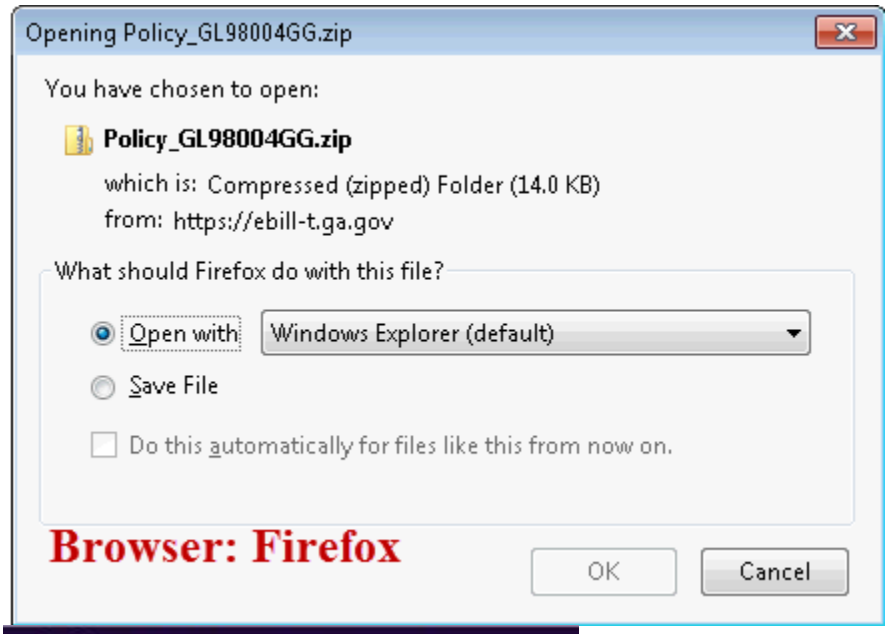


- Popup box will appear – download – will list group/format/file name – keep as is for now and click down arrow
- The csv file will be downloaded in zip format – if a zip product is needed there is a recommendation listed on the Luminist landing website
- Click on the file – it may say open / save as…but mostly open file



- A popup window will appear with the name of the csv file

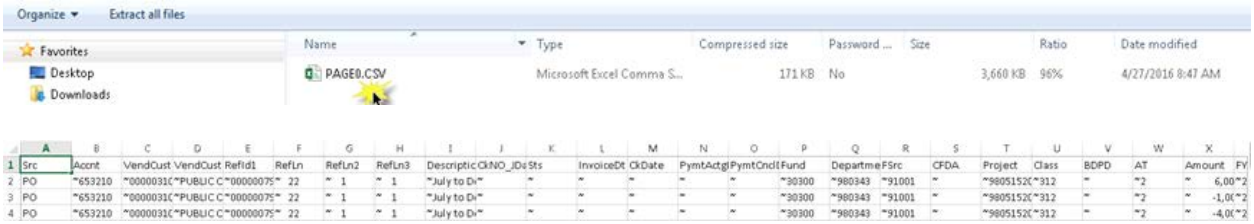



Opening Policy_GL98004GG.zip
You have chosen to open:
Policy_GL98004GG.zip
which is: Compressed (zipped) Folder (14.0 KB)
from: https://ebill-t.ga.gov
What should Firefox do with this file?
Open with
Windows Explorer (default)
Save File
Do this automatically for files like this from now on.
Browser: Firefox
OK
Cancel

Mobius Luminist
Browse:
INFOSTT-TEST
Reports
GL98004GG
April 19, 2016 5:32:27 PM
Policy GL98004GG
New Filter
Unfiltered

Browser: Chrome
Policy_GL98004GG (1).zip

- Click on the file name or open/save – the file will appear in Excel ready to be utilized/saved where needed



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Src	Accnt	VendCust	VendCust	RefId1	RefLn	RefLn2	RefLn3	Descriptic	CkNO_JDa	Sts	InvoiceDt	CkDate	PymtActgl	PymtCncl	Fund	Departme	FSrc	CFDA	Project	Class	BDPD	AT	Amount FY
2	PO	~653210	~0000031(	~PUBLIC C	~0000007	22	~ 1	~ 1	~July to Di	~	~	~	~	~	~	~30300	~980343	~91001	~	~9805152(	~312	~	~2	~ 6,00~2
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4	PO	~653210	~0000031(	~PUBLIC C	~0000007	22	~ 1	~ 1	~July to Di	~	~	~	~	~	~	~30300	~980343	~91001	~	~9805152(	~312	~	~2	~ -4,0(~2