



ViewDirect

Report Viewing via the Intranet

<https://jhmcis.jhmi.edu/myreports/login.cfm>

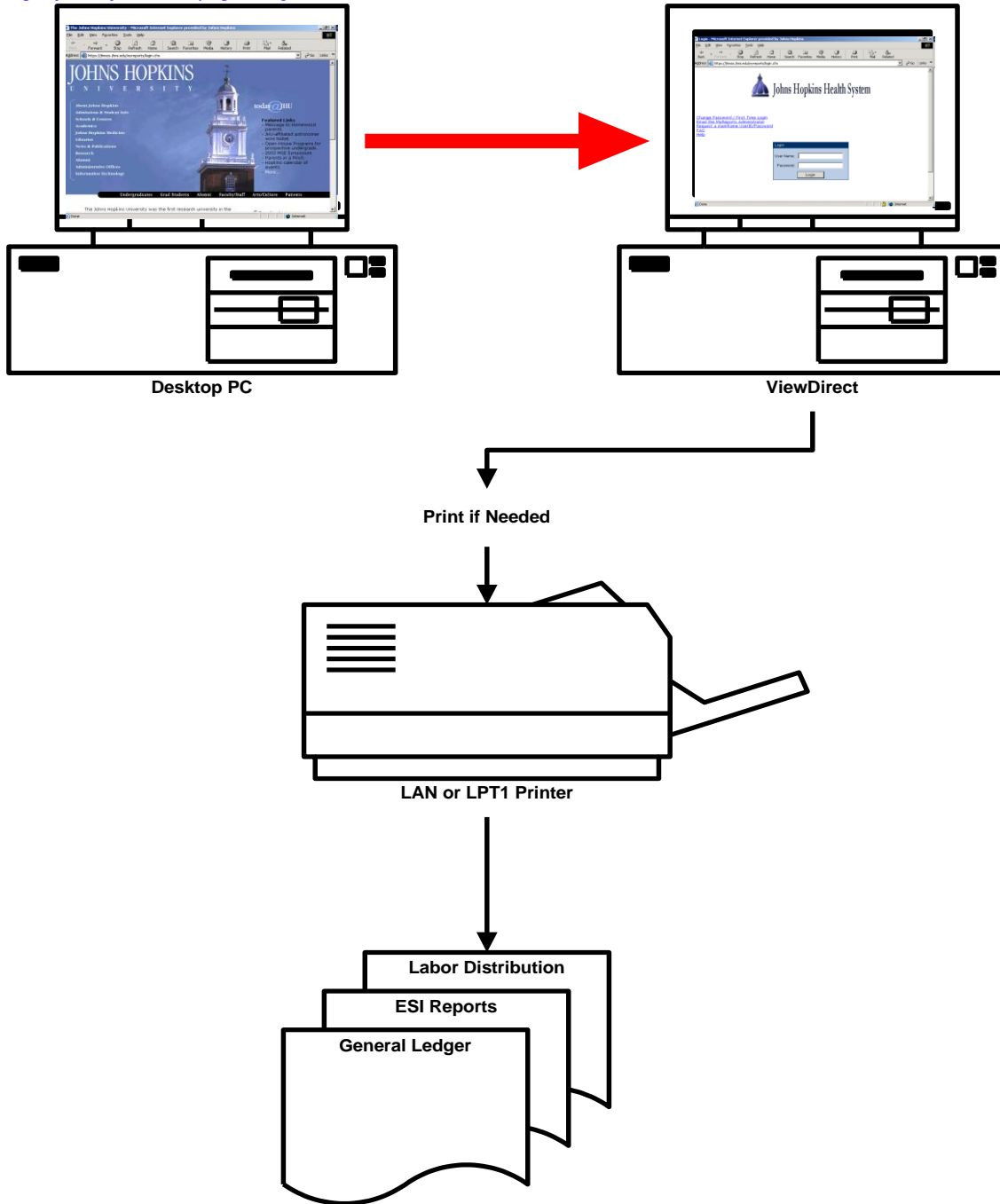


Table of Contents

General Information	3
Accessing the ViewDirect website	4
Logging in ViewDirect Web	4
MyReports Options	6
Home	6
View MyReports	8
Add / Delete MyReports Request	11
MyReports Settings (Favorites and Addresses)	13
FAQ (Frequently Asked Questions)	17
Logout	17
Viewing Options	17
Previous Page	18
Next Page	18
Print	18
Print - Current Page	19
Download	20
Search	22
Search Again	22
Go To	23
Help / Contact Information	24
Appendix	27
Changing Print Properties	
Changing Display Properties	

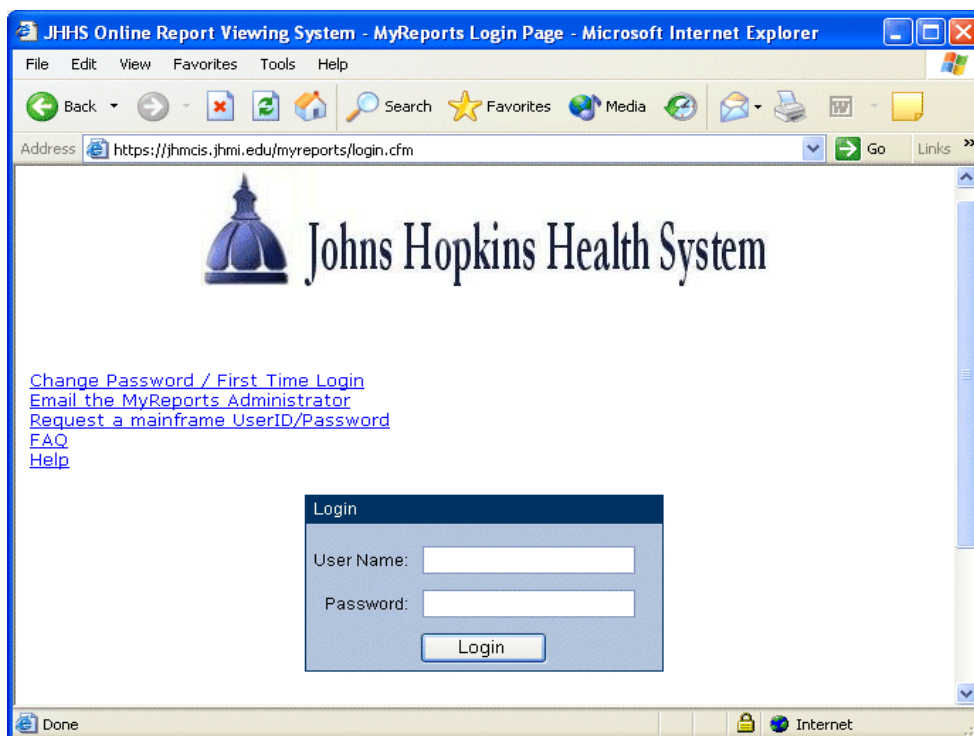
General Information

- Product Name: **Document Direct for the Intranet (ViewDirect)**
- The new Web address of this application is <https://jhmcis.jhmi.edu/myreports/login.cfm>
- This web site is continually being updated with new features, additional HELP information, and any new FAQ.
- Problems: Report to JHMCIS/ETSO Helpdesk (5-Help), and have your issue escalated to Ned Fields (efields@jhmi.edu).
- One of the benefits in using viewdirect is the capability of viewing the report 100% left to right. The printscreens of the reports only show about 85% left to right.
- This document is not intended to be complete documentation on ViewDirect, but just to be used as an aid within ViewDirect.

Accessing the ViewDirect website

The ViewDirect web site can be accessed via the Hopkins Intranet. To visit the site, you must use the **Internet Explorer** or **Netscape** web browser.

1. Click the **Internet Explorer** or **Netscape** icon.
2. Type the following URL in the Address / Location field:
<https://jhmcis.jhmi.edu/myreports/login.cfm>
3. Press the **Enter** key.
 - The ViewDirect start page will display:



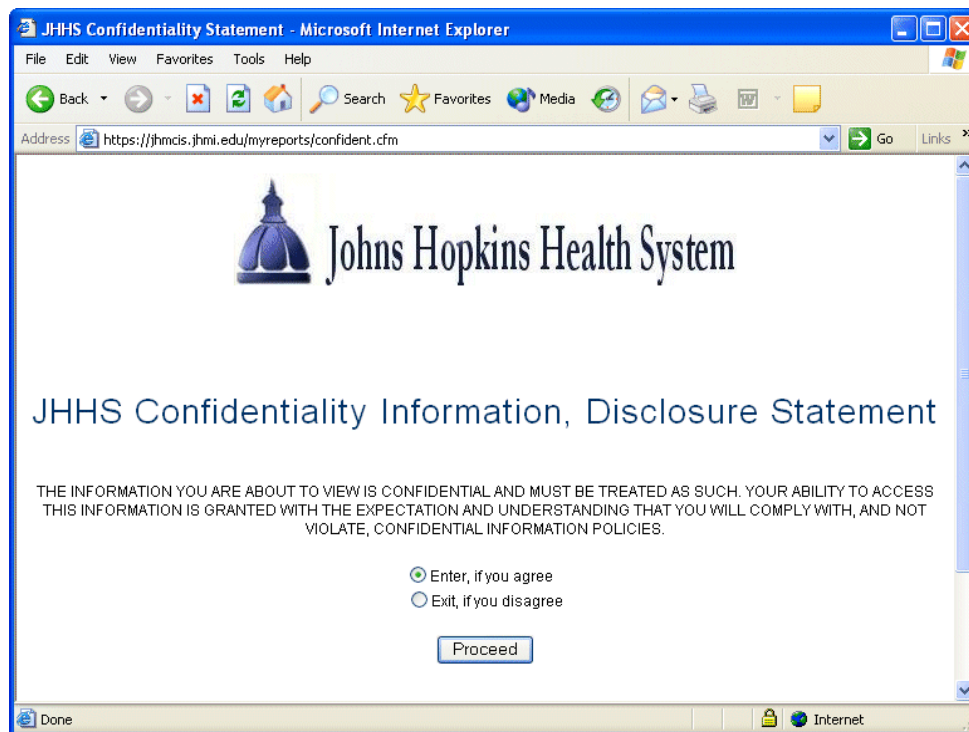
Logging in ViewDirect Web

If you do not have a **userid** and **password** for ViewDirect web, or if your password has expired, please see the Help/Contact section of this document. To login the ViewDirect web site, please complete the following steps:

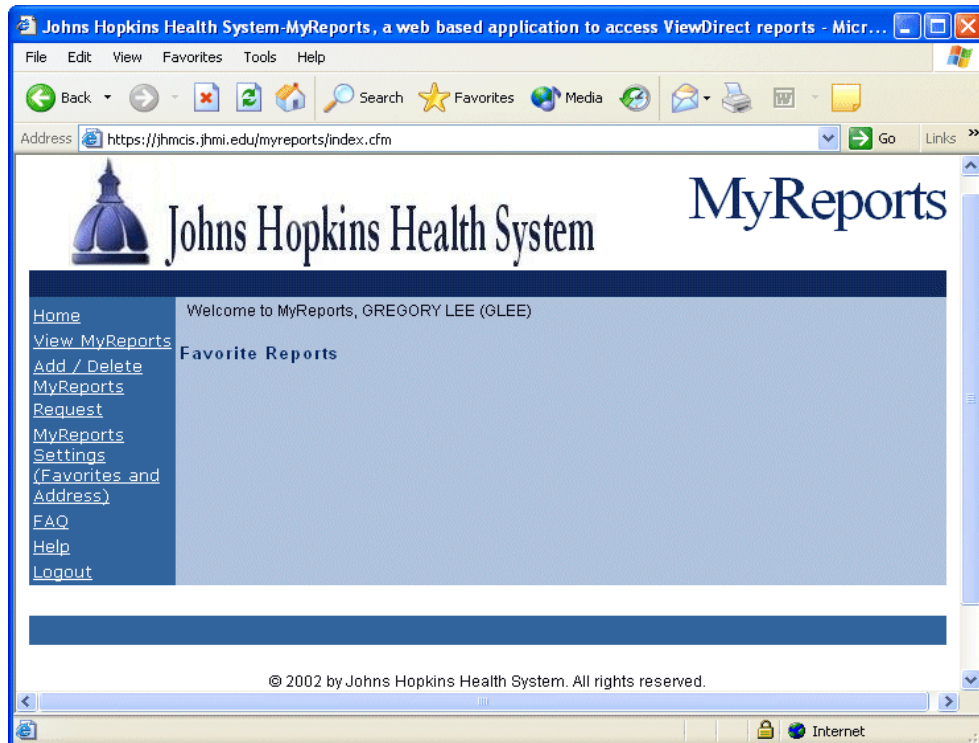
1. Type your **User Name** in the User Name field, and press the **Tab** key.
2. Type your **Password** in the Password field and left-click once on the **Login** button.

A login form with a dark blue header containing the word "Login". Below the header, there are two white input fields: "User Name:" and "Password:". Below the "Password:" field is a button labeled "Login".

- The Confidentiality screen will display.



3. Left-click on the **Proceed** button to continue.
 - The *MyReports* screen will display.

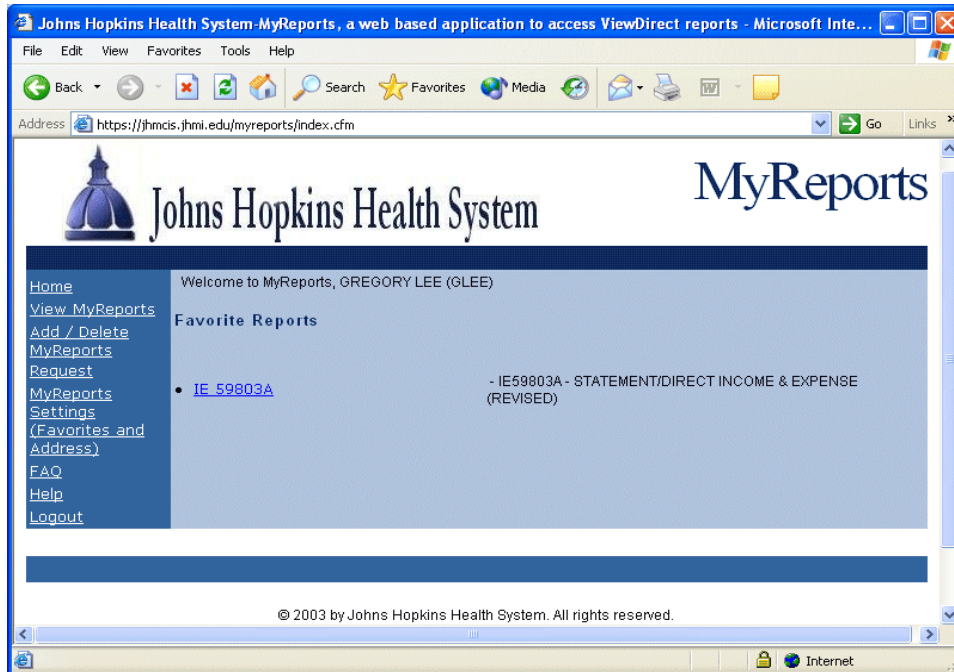


MyReports Options

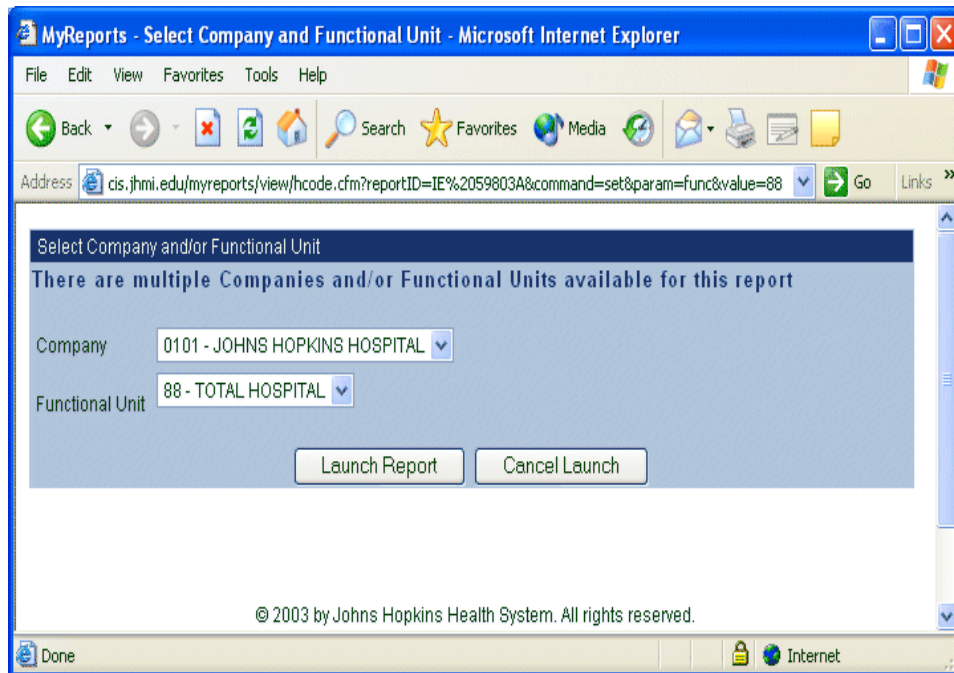
The options for the MyReports display are located on the left side of the screen. The following instructions will explain how to use each of these options.

Home

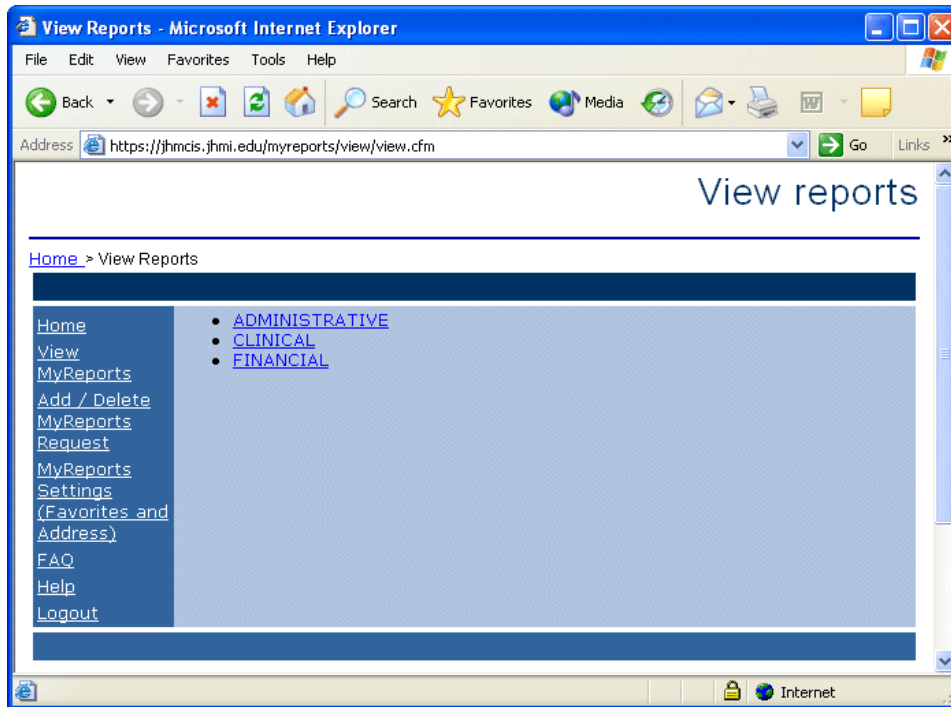
The *Home* display is used to add Favorite Reports for quick and easy access. You can use the *MyReports Settings (Favorites and Address)* option to add reports to this window.



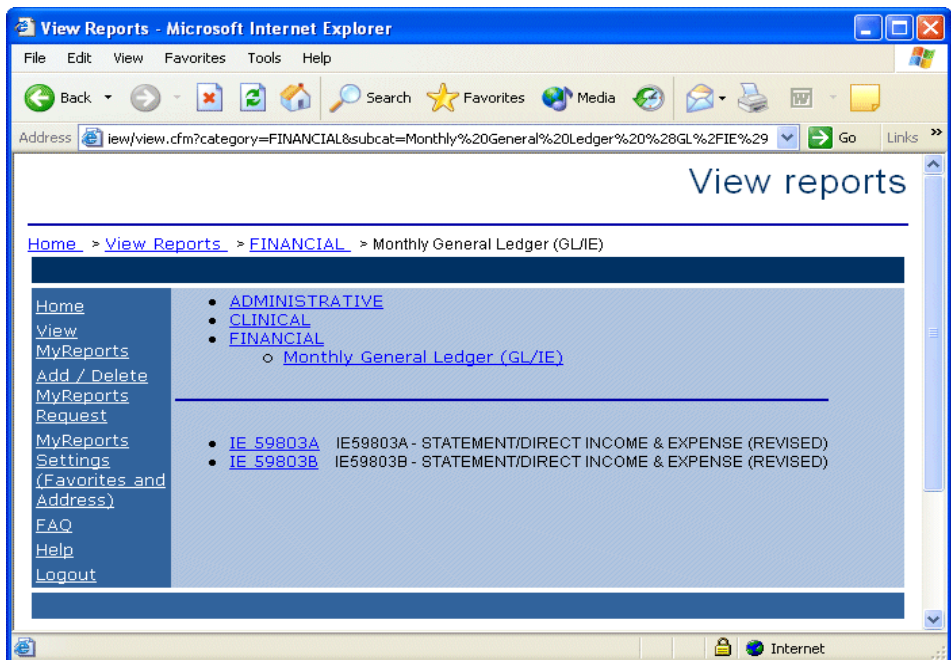
1. *Left-click* once on the favorite report of your choice.
 - The following screen will display.



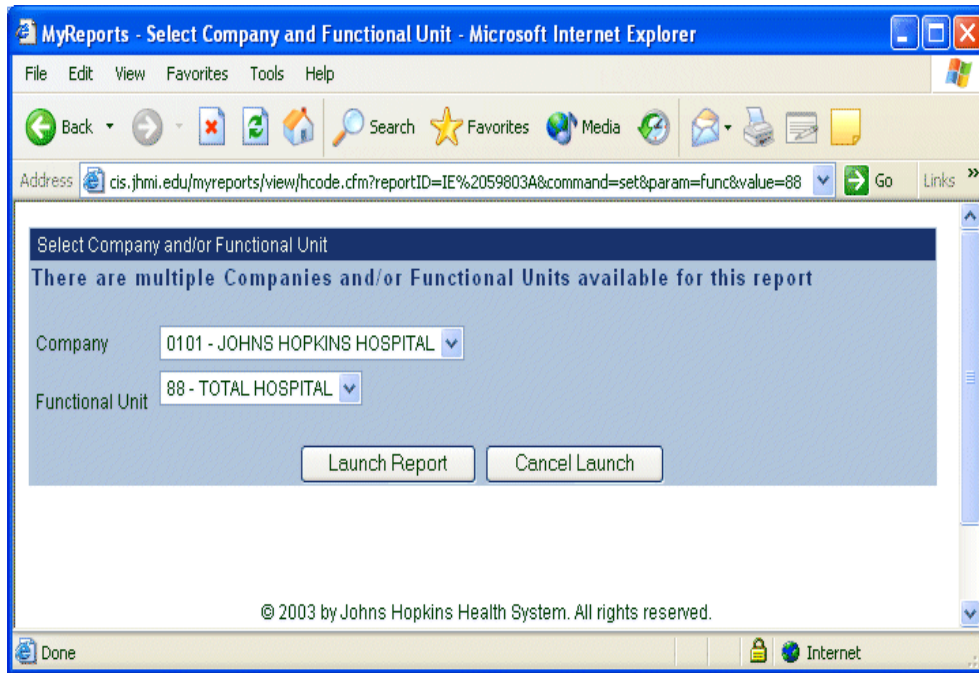
2. Choose the **Company** and **Function Unit** by selecting the down-arrow to the right of the field.
3. *Left-click* on the **Launch Report** button.
 - The following screen will display.



- The available reports from the selected category will display. Your category and report list may differ depending on your access level.



3. When the report list displays, you can *left-click on the **Report** you wish to view*. In this example, we selected *IE59803A - STATEMENT/DIRECT INCOME & EXPENSE (REVISED)*.
 - The following screen will display.



4. Choose a **Company** and **Functional Unit**.
5. Left-click on the **Launch Report** button
 - The following screen will display.

CUR YR ACTUAL		CUR YR BUDGET		CUR VAR BUD-ACT		LST YR ACTUAL		ACT VAR LST-CUR	
INCOME									
INPATIENT ROUTINE									
2544	0	2544-	5577	3033	4314000	O/P VISIT CHARGES	28227	0	28227-
16047	5008	11039-	19362	3315	4315000	O/P VISIT CHARGES	113139	30048	83091-
520	0	520-	945	425	4316000	O/P VISIT CHARGE	2128	0	2128-
25712377	25506379	205998-	19082660	6629717-	4401000	DAILY HOSPITAL C&R	146616090	154483757	7867667
3367	0	3367-	2195	1172-	4403000	GUEST TRAY	15187	0	15187-
599575	551024	48551-	526060	73515-	4406000	ADMISSION FEE	3457016	3295431	161585-
420	0	420-	529	109	4412000	EMERG ROOM IV SOLU	4505	0	4505-
1004606	946598	58008-	839024	165582-	4414000	OUTPATIENT VISIT C	6310114	6013942	296172-
1797	0	1797-	665	1132-	4418000	EMERG ROOM EKG	12918	0	12918-
707	20300	19593	3565	2858	4430000	MED & SURG SUP-NOT	3411	121800	118389
500085	2511842	2011757	392577	107508-	4431000	MED & SURG SUP-COV	2920449	15071052	12150603
9507	0	9507-	9711	204	4432000	DRUGS AND SOLUTION	65978	0	65978-
145608	97804	47804-	18761	126847-	4433000	MED/SURG SUPPLIES	564228	586824	22596-
0	0	0	0	0	4477000	SPECIAL ORDER DRUG	512	0	512-
38689	0	38689-	37118	1571-	4478000	SPECIAL ORDER IV S	240165	0	240165-
9119	0	9119-	3819	5300-	4501000	ONCOLOGY SPECIAL P	64697	0	64697-
0	0	0	0	0	4506000	CLINIC LAB SERVICE	0	0	0
191	0	191-	82	109-	4510000	CASTS & PROCEDURES	1352	0	1352-
0	0	0	13	13	4517000	TONOGRAPHY & REL P	13	0	13-
80843	2146	78697-	60428	20415-	4518000	SPECIAL PROCEDURES	550373	12876	537497-
325	590	265	84-	409-	4539000	O/P NONHSCRC REG R	1673	3540	1867
56578	74173	17595	39560	17018-	4574000	MARBURG PAVILION	335280	445038	109758

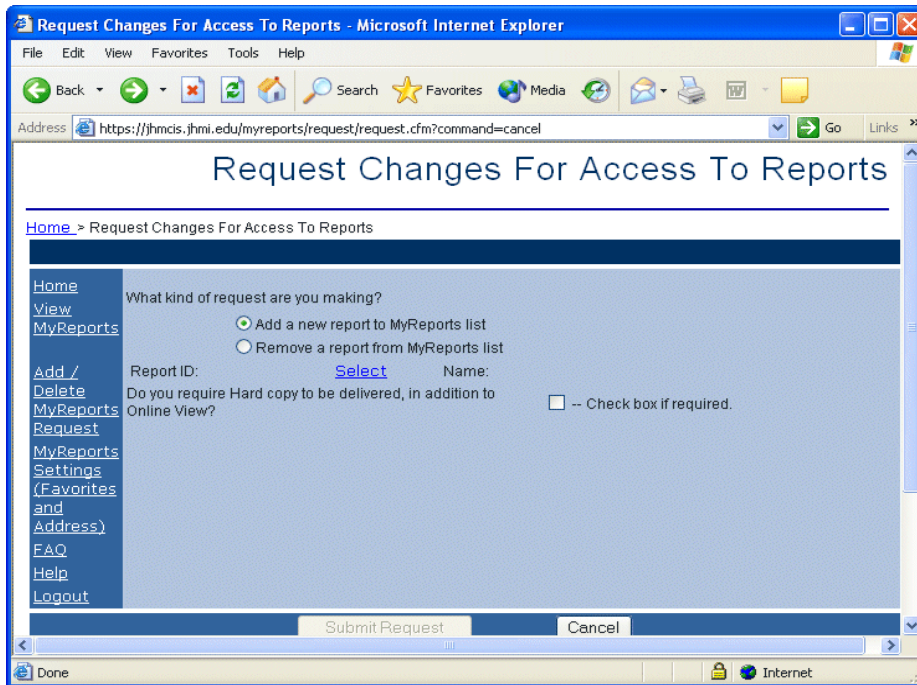
- After selecting your report, please use the *viewing options section* of this document to learn how to use the report viewing options at the top of this report.

Add / Delete MyReports Request

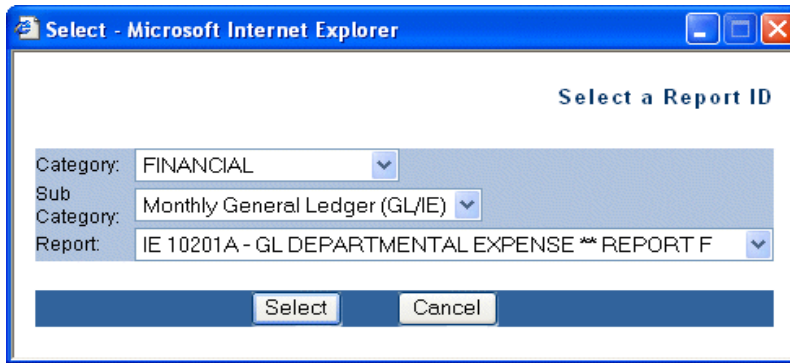
The *Add / Delete MyReports Request* option gives you the option to request access to view specific reports on-line. Or you can remove reports from your list.

To Add / Delete a Report:

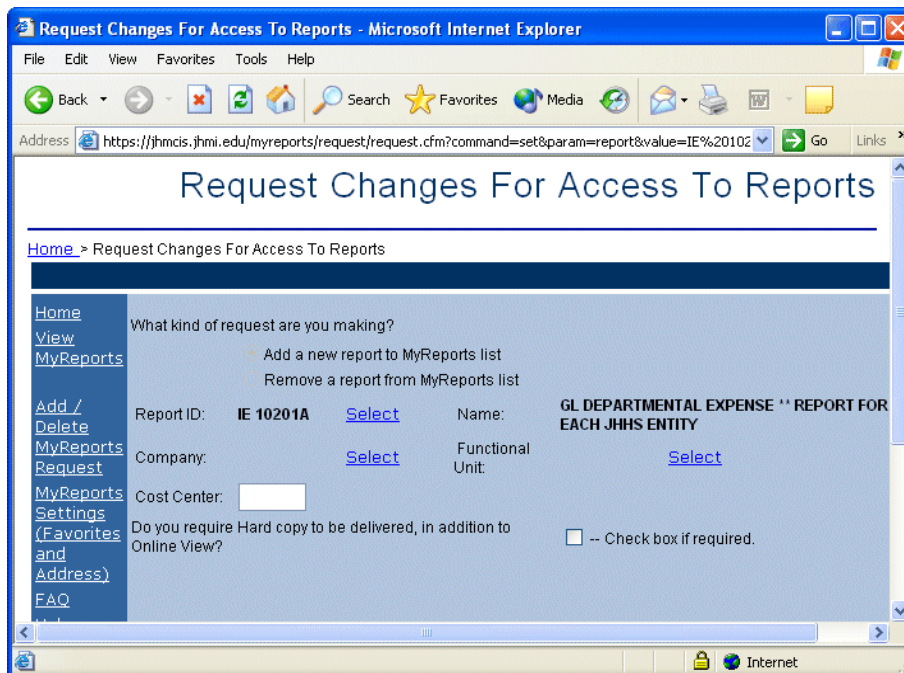
1. *Left-click* once on the *Add / Delete MyReports Request* option.
 - The follow screen will display.



2. **To Add a report**, *Left-click* the *Radio/Option button* to the right of *Add a new report to MyReports list*
To Remove a report, *Left-click* the *Radio/Option button* to the right of *Remove a report from MyReports list*.
3. *Left-click* on *Select*.
 - The following dialog box will display.

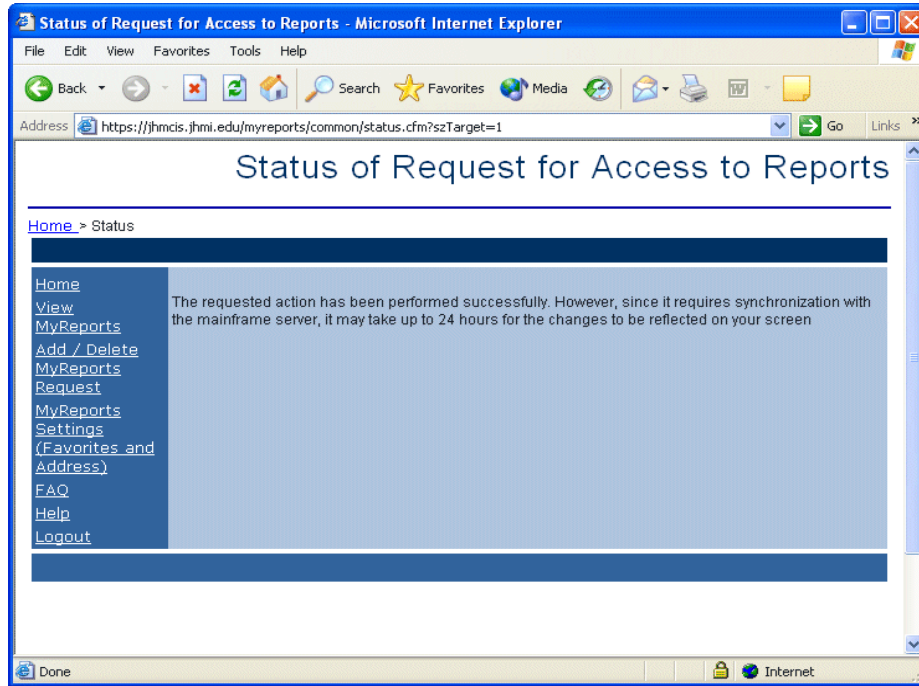


4. Choose the **Category**, **Sub Category**, and the **Report**. (In this example, the GL DEPARTMENTAL EXPENSE ** REPORT FOR EACH JHHS ENTITY will be used)
5. *Left-click* the **Select** button.
 - The following screen will display.



6. *Left-click* the **Select** button to the right of **Company** and select a **Company**. (For this example, 0101 – JOHNS HOPKINS HOSPITAL was selected)
7. *Left-click* the **Select** button to the right of **Functional Unit** and select a **Functional Unit**. (For this example, 81 – JOHNS HOPKINS HOSPITAL was selected)
8. *Left-click* the **Submit Request** button.
 - The following screen will display.

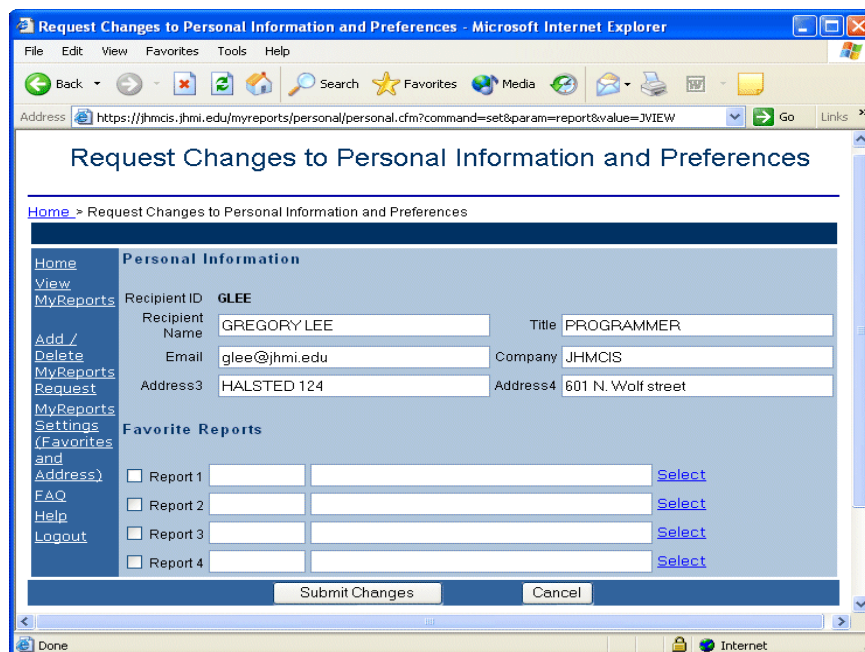
- Report requests are electronically emailed to the central Finance for review and approval. Once the request is approved, the request is forwarded to JHMCIS for set up. If the request is disapproved, you will be notified by email.



- The request has been sent successfully, but it may take up to 24 hours to reflect the changes on your screen.

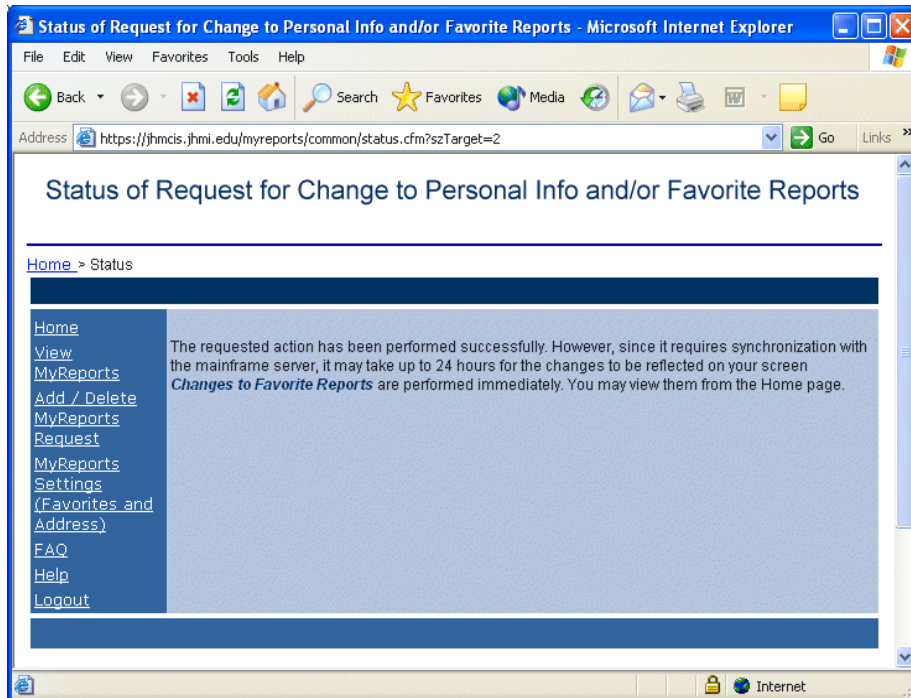
MyReports Settings (Favorites and Addresses)

The *MyReports Settings (Favorites and Addresses)* option is used to request changes to Personal Information and Preferences.



To Update Personal Information:

1. Verify personal information, if incorrect, *left-click* in the appropriate field(s) and make the necessary changes. Your email address is a mandatory entry that must be entered.
2. After updates are completed, *left-click* the **Submit Changes** button.
 - The following screen will display. You cannot request changes in your report access until the database is updated.

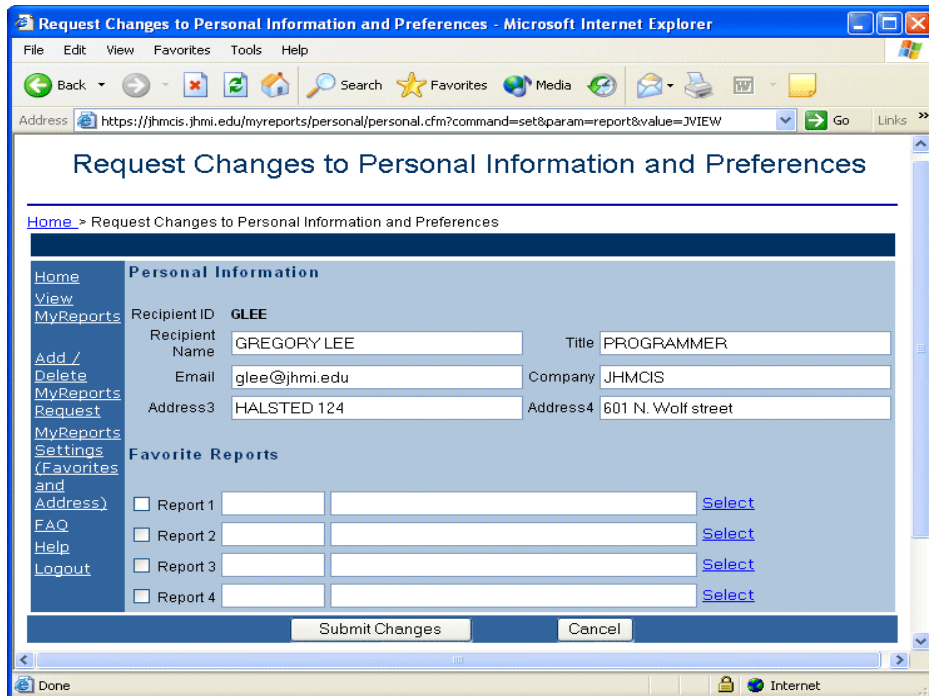


- The request has been sent successfully, but it may take up to 24 hours to reflect the changes on your screen.

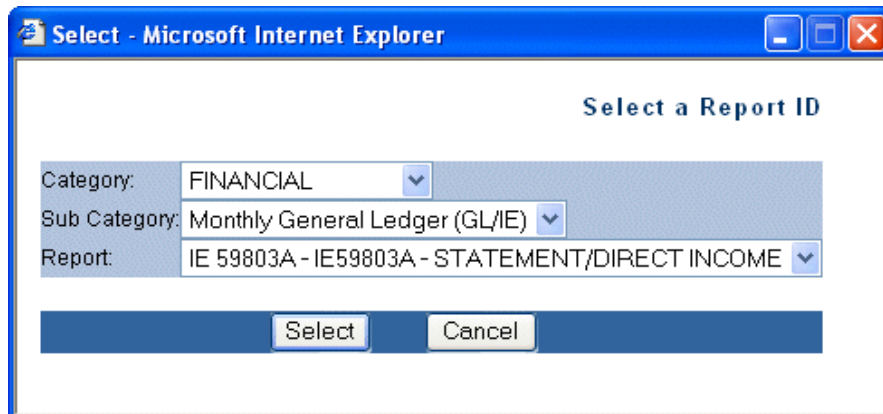
To Update Favorite Reports:

Reports that are selected as Favorites by the user will display on the user's MyReports / Home page.

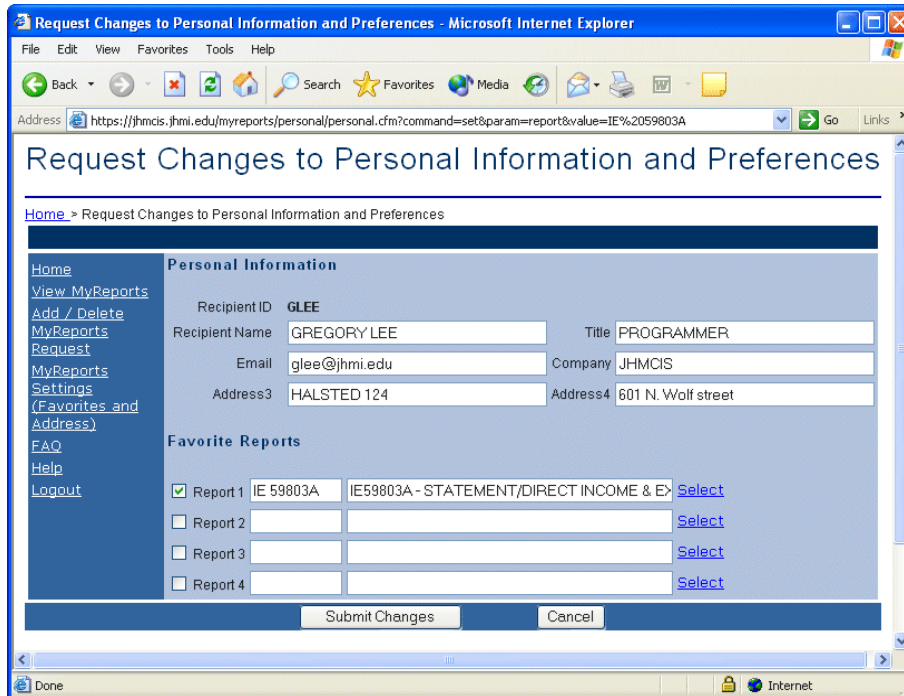
1. *Left-click* in the **Square Box** next to Report #
2. *Left-click* the **Select** option to the right of the field order you wish to update.



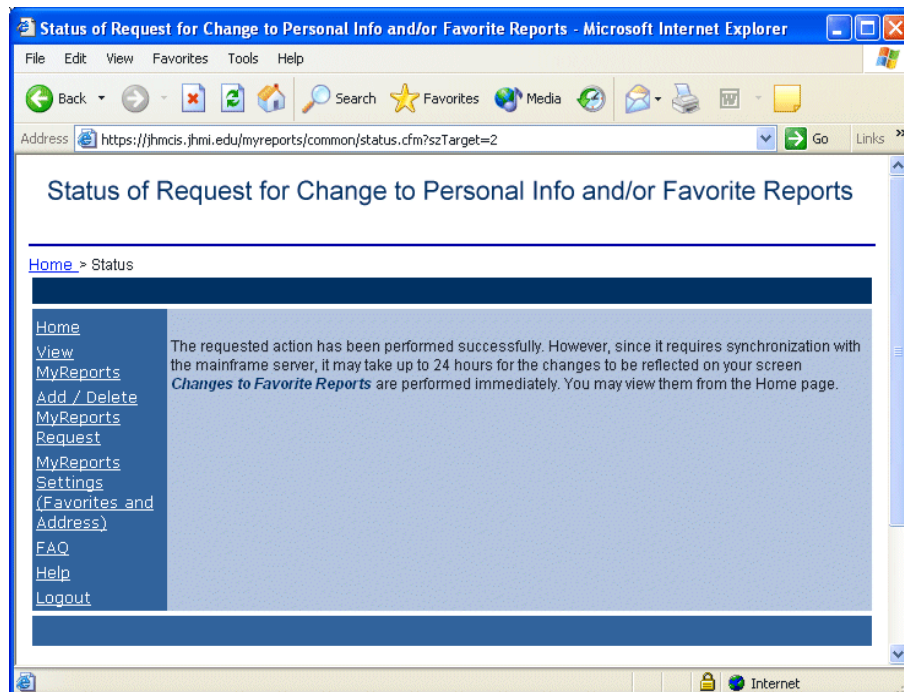
- The following dialog box will display.



3. Choose the **Category**, **Sub Category**, and the **Report**.
4. *Left-click* the **Select** button.
 - The following screen will display.



5. After updates are complete, *Left-click* the **Submit Changes** button.
 - The following screen will display.



6. The request has been sent successfully, but it may take up to 24 hours to reflect the changes on your screen.
 - If the request is successful, the link to the report will display on your *Home* page for easy access.

FAQ (Frequently Asked Questions):

The *FAQ* option is a list of the most Frequently Asked Questions and Answers. You may find the answers to question you may have. If the FAQ's does not answer your question, contact Ned Fields (efields@jhmi.edu). He will review your question and respond.

Logout

The *Logout* option is last, but in no way the least. This will prevent anyone from accessing your reports and personal information. Logging out should be preformed each time the workstations / PC is left unattended in a public area, or when your task has been completed.

Viewing Options

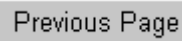
The following topics explain how to use the Options on the viewing window. The *Viewing Options* will display in the top area of the document window. These options will help users utilize reports with convenience and ease. All options are explained in detail in the order displayed on the viewer window.

CURRENT MONTH		YEAR TO DATE									
CUR YR ACTUAL	CUR YR BUDGET	CUR YR BUD-ACT	LST YR ACTUAL	ACT VAR LST-CUR	CUR YR ACTUAL	CUR YR BUDGET	CUR YR BUD-ACT	LST YR ACTUAL	ACT VAR LST-CUR		
INCOME											
INPATIENT ROUTINE											
2544	0	2544-	5577	3033	4314000	O/P VISIT CHARGES	28227	0	28227-	23536	4691-
16047	5008	11039-	19362	3315	4315000	O/P VISIT CHARGES	113139	30048	83091-	105804	7335-
520	0	520-	945	425	4316000	O/P VISIT CHARGE	2128	0	2128-	2116	12-
25712377	25506379	205998-19082660	6629717-	4401000	DAILY HOSPITAL CAR146616090	154483757	7867667	120751786	25864304-308		
3367	0	3367-	2195	1172-	4403000	GUEST TRAY	15187	0	15187-	20990	5803
599575	551024	48551-	526080	73515-	4406000	ADMISSION FEE	3457016	3295431	161585-	3146723	310293-
420	0	420-	529	109	4412000	EMERG ROOM IV SOLU	4505	0	4505-	4368	137-
1004606	946598	58008-	839024	165582-	4414000	OUTPATIENT VISIT C	6310114	6013942	296172-	5157478	1152636-
1797	0	1797-	665	1132-	4418000	EMERG ROOM EKG	12918	0	12918-	5620	7298-
707	20300	19593	3565	2858	4430000	MED & SURG SUP-NOT	3411	121800	118389	133529	130118
500085	2511842	2011757	392577	107508-	4431000	MED & SURG SUP-COV	2920449	15071052	12150603	4248267	1327818
9507	0	9507-	9711	204	4432000	DRUGS AND SOLUTION	65978	0	65978-	58131	7847-
145608	97804	47804-	18761	126847-	4433000	MED/SURG SUPPLIES-	564228	586824	22596	668307	104079
0	0	0	0	0	4477000	SPECIAL ORDER DRUG	512	0	512-	0	512-
38689	0	38689-	37118	1571-	4478000	SPECIAL ORDER IV S	240165	0	240165-	214372	25793-
9119	0	9119-	3819	5300-	4501000	ONCOLOGY SPECIAL P	64697	0	64697-	31734	32963-
0	0	0	0	0	4506000	CLINIC LAB SERVICE	0	0	0	12	12
191	0	191-	82	109-	4510000	CASTS & PROCEDURES	1352	0	1352-	1135	217-
0	0	0	13	13	4517000	TONOGRAPHY & REL P	13	0	13-	76	63
80843	2146	78697-	60428	20415-	4518000	SPECIAL PROCEDURES	550373	12876	537497-	371961	178412-
325	590	265	84-	409-	4539000	O/P NONHSCRC REG R	1673	3540	1867	1880	207
56578	74173	17595	39560	17018-	4574000	MARBURG PAVILION	335280	445038	109758	457913	122633

Previous Page

The *Previous Page* option gives users the ability to move backward one page each time the button is clicked. To use the Previous Page option, do the following:

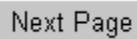
1. *Left-click* on the ***Previous Page*** button:

A rectangular button with a light gray background and a thin black border, containing the text "Previous Page" in a standard sans-serif font.

Next Page

The *Next Page* option gives users the ability to move forward one page each time the button is clicked. To use the Next Page option, do the following:

1. *Left-click* on the ***Next Page*** button:

A rectangular button with a light gray background and a thin black border, containing the text "Next Page" in a standard sans-serif font.

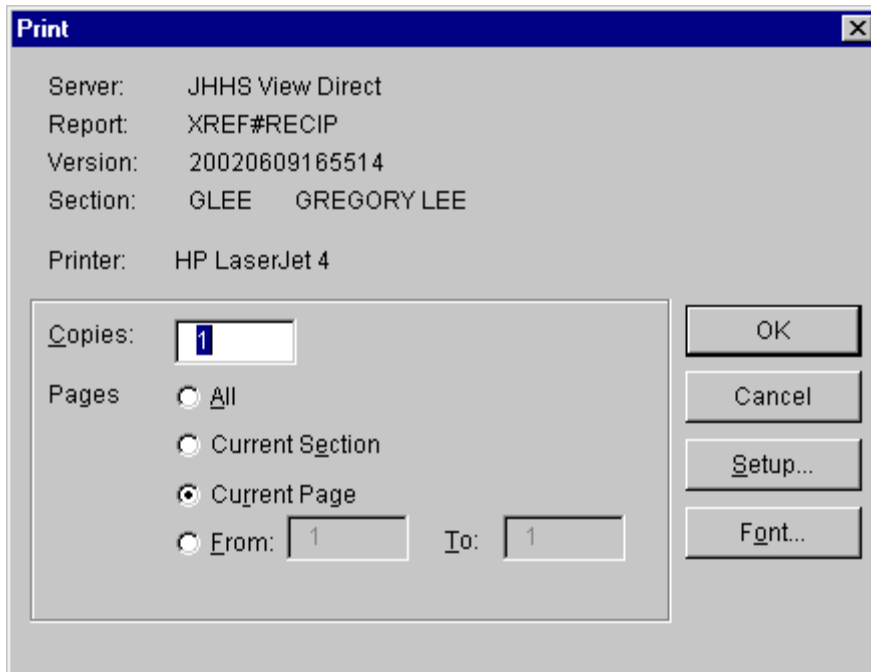
Print (The default paper size is landscape)

The *Print* option gives users the ability to print a complete section or a single page of the chosen report. To print a section, do the following steps:

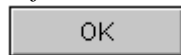
1. *Left-click* the ***Print*** button:

A rectangular button with a light gray background and a thin black border, containing the text "Print" in a standard sans-serif font.

- The Print dialog window will display:



2. *Left-click* the **OK** button to send the report to the printer:



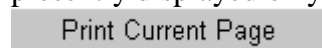
Or. You can alter the following options before *left-clicking* the **OK** button:

- Copies (Click number of copies)
- Pages (Click start and end page)
- Setup (Click printer, paper size, network)
- Font (Click font type)

Print - Current Page (The default paper size is portrait. It is recommended that this option not be used, since you will only print 60 % of the report – left to right. However, if you chose to use this option, you must change the printer's Page Setup to Landscape. If you need assistance to change the Page Setup, turn to the Appendix on page 27).

The *Print Current Page* option gives users the ability to print the page currently being displayed on the desktop. To Print the Current Page does the following:

1. *Left-click* the **Print Current Page** button to print the page presently displayed on your screen:



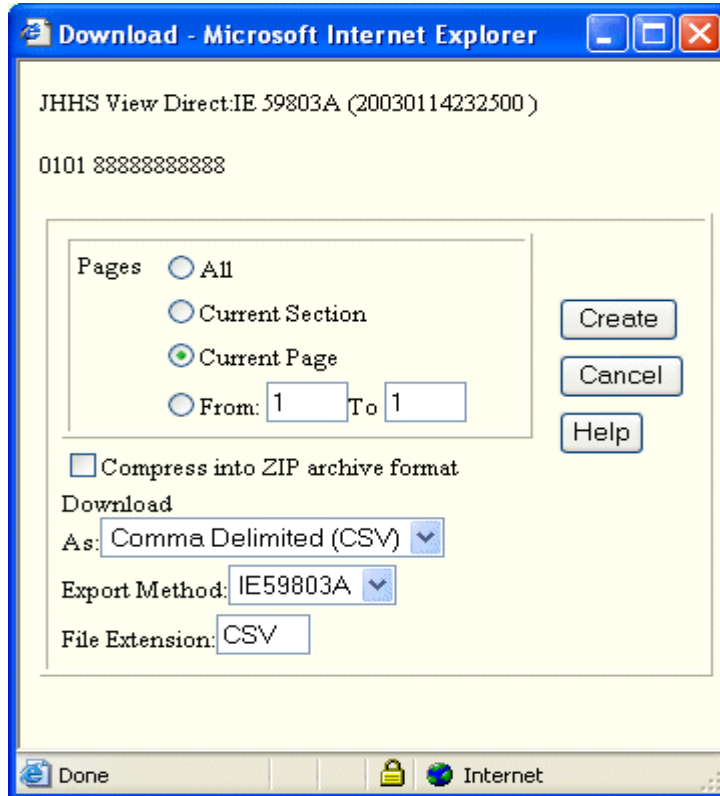
Download

The *Download* option gives users the ability to move files from another computer to the one you're currently working on. You have a choice of three formats in which to download the reports. To download reports, do the following steps:

1. *Left-click* the **Download** button to retrieve and save a Report, Section, or Page:



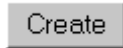
- The Download dialog box will appear.



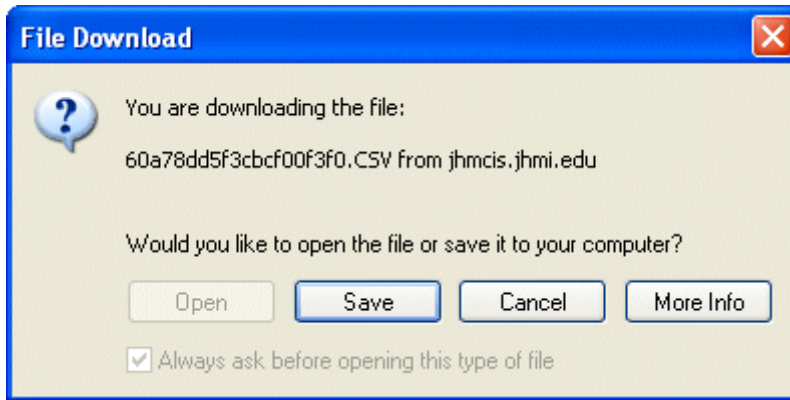
2. You have the option to change the following before left-clicking the Create button:
 - Pages
 - Compress into ZIP archive format
 - Download format
 - Comma Delimited (CSV) – finance documents
 - TEXT – other documents

- Export Method
 - Select the report name for the list.
- File Extension
 - CSV- finance documents (can be viewed in MS Excel)
 - TEXT - other documents (can be viewed in MS word)

3. *Left-click* the **Create** button to display the *Save As* dialog box:

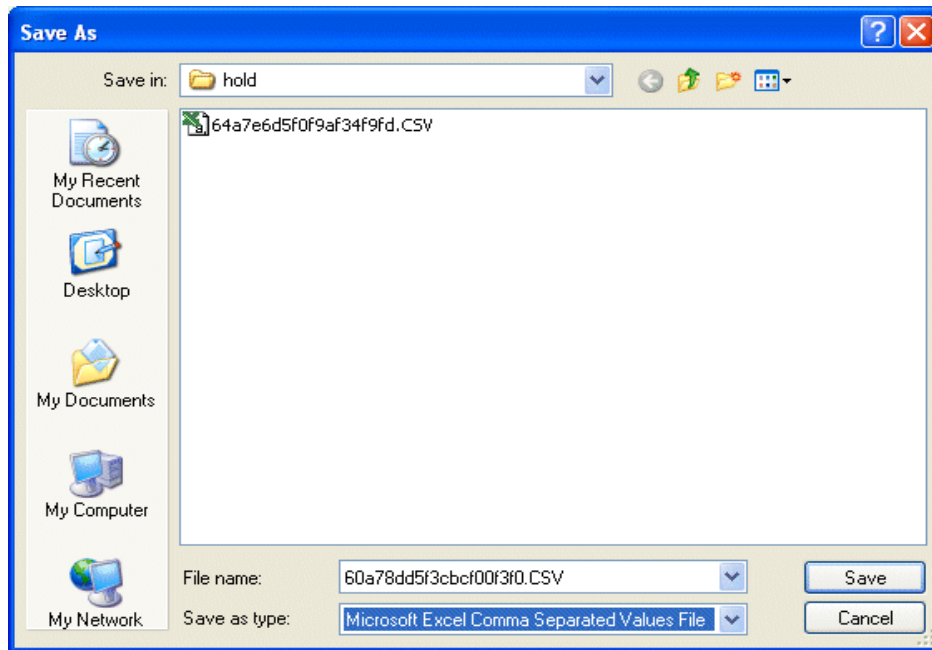


- The File Download dialog box displays.



4. *Left-click* the **Save** button.

- The *Save As* dialog box displays.



5. *Left-click* the down arrow in the **Save in field**, and choose the location you wish to save your file.

- Note the location where you save your file.
6. *Left-click* the **Save** button.
 - Download is complete.
 - If the Download complete window appears *left-click* the **OK** button.

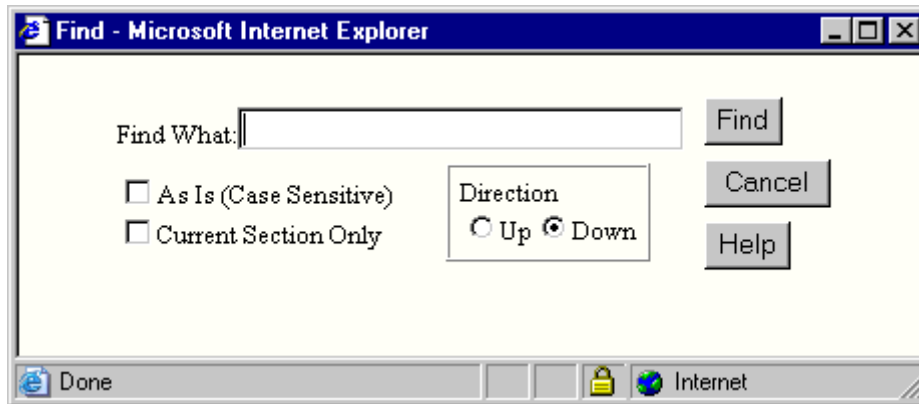
Search

The Search option is used to find one or more words in a report.

1. *Left-click* the **Search** button to open the Search dialog box:

Search

- The Search dialog box will display.



2. In the Find What field, type the word(s) that you wish to locate.
3. Click the search options in the dialog box that fits your search criteria.
 - As Is (Case Sensitive) It is recommended that this criteria not be used.
 - Current Section Only
 - Direction
4. *Left-click* the **Find** button to start the search:

Find

- If the search is successful, the targeted word(s) will be highlighted.

Search Again

The Search Again option is used to find the next instance of the word(s) previously typed in the Search option field.

1. *Left-click* the **Search Again** button to locate the next occurrence of the original search word(s):

Search Again

- If the Search Again option is successful, the next occurrence will be highlighted.

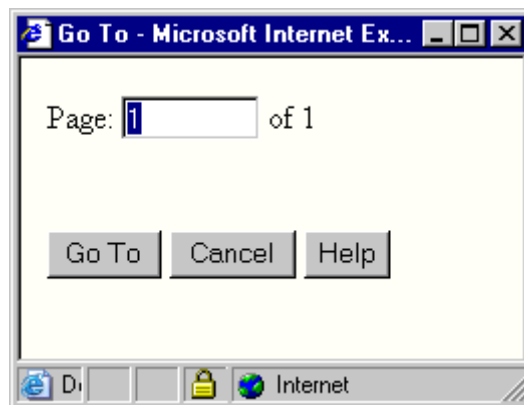
Go To

The Go To option is used to go to and display another page within a section of the report.

1. *Left-click* the **Go To** button to quickly display a specific page of the report:

Go To...

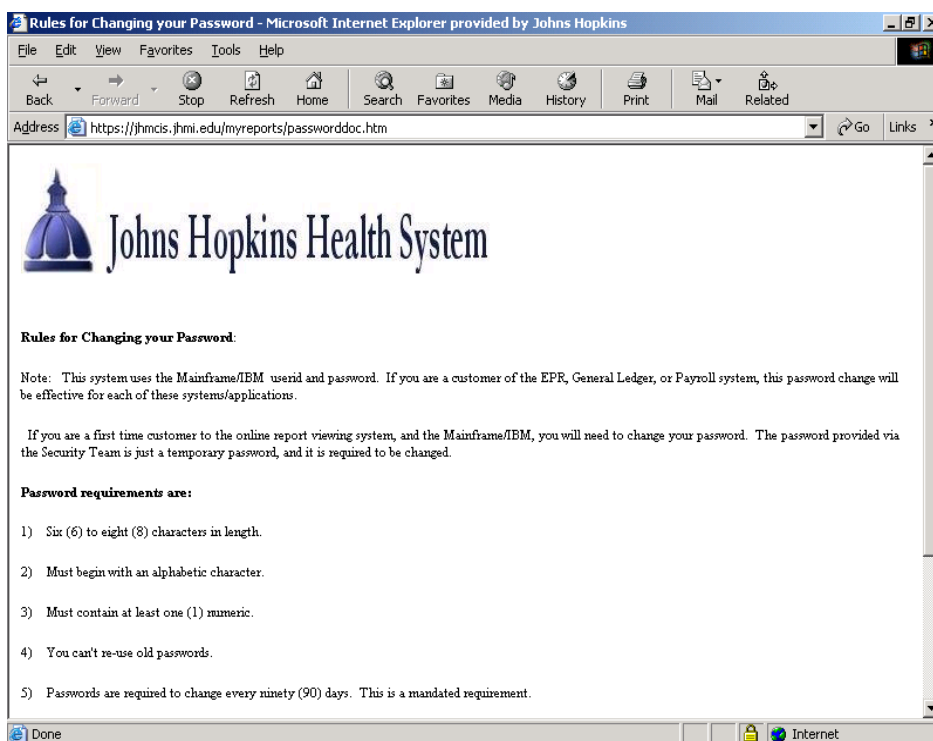
- The Go To dialog box will display.

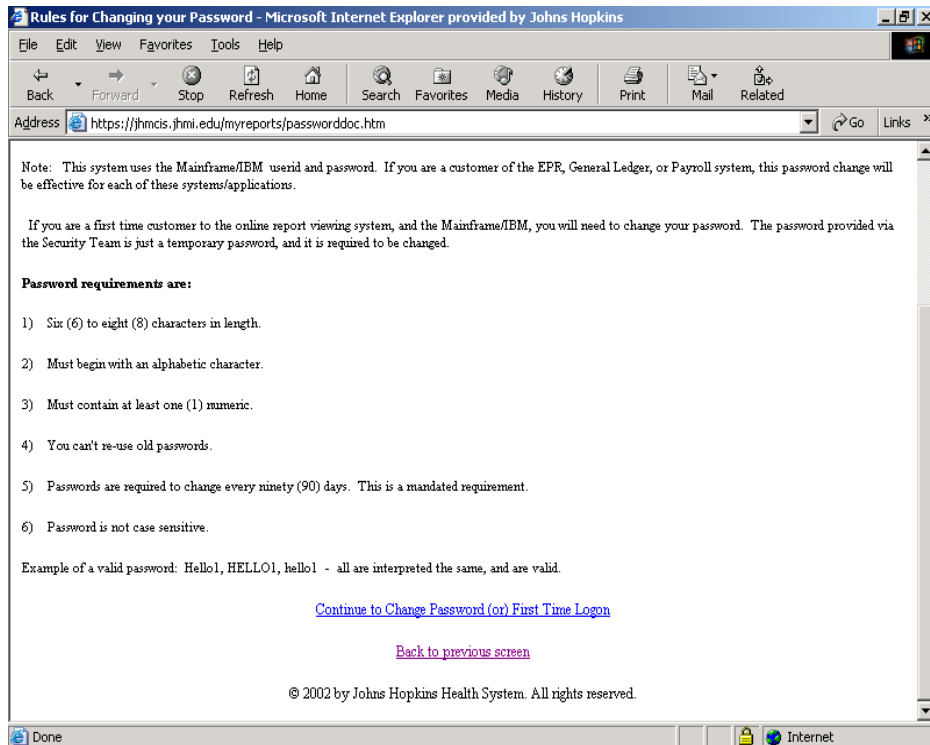


2. In the Page field, type the number of the page your wish to display.
3. *Left-click* the **Go To** button.
 - If the requested page number exists, the page will display.

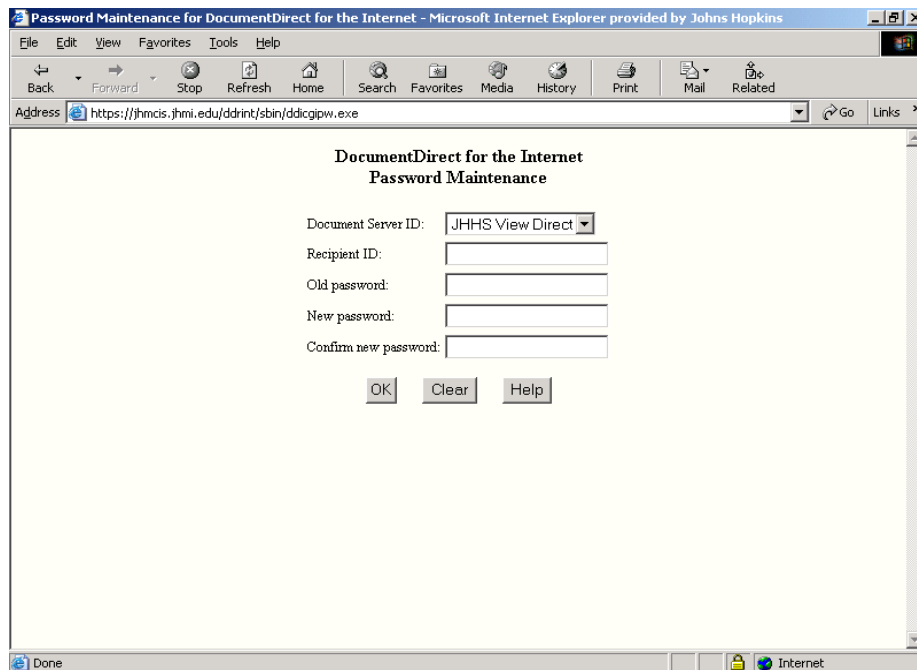
Help / Contact Information

When your password expires, note [Change Password / First Time Login](#) on the screen. You can change your own password - minimum 6 characters, one of which must be numeric. If you have any problems, such as a revoked password (The System will block out signon attempts after 3 unsuccessful attempts to log in), contact the HELP Desk (5-HELP) and they should be able to assist you. The following screen displays rules and hints:

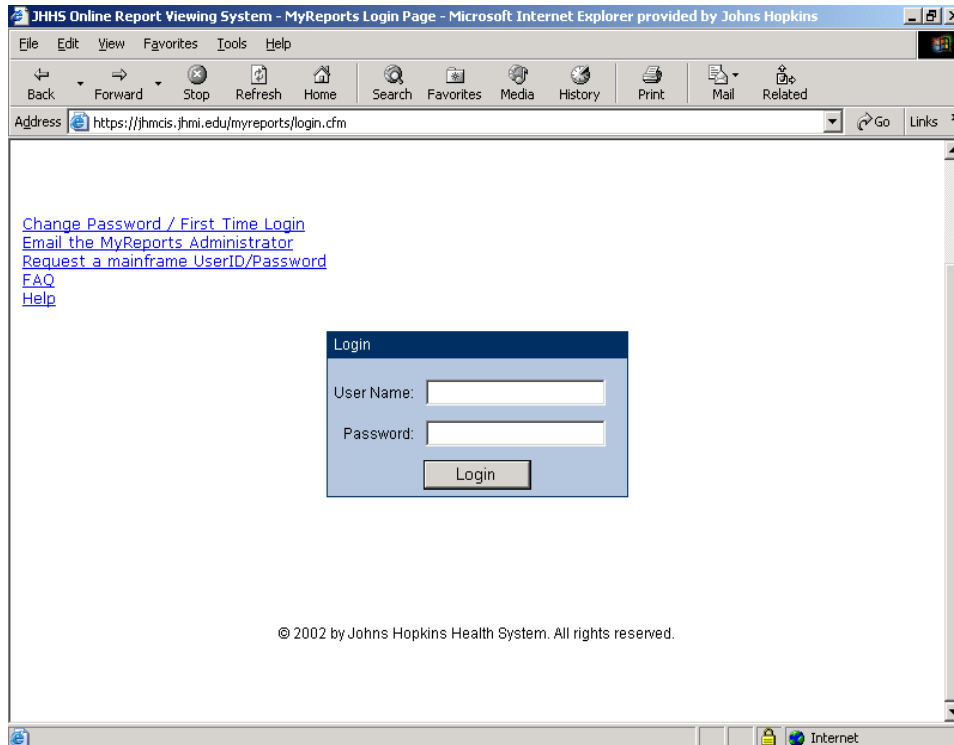




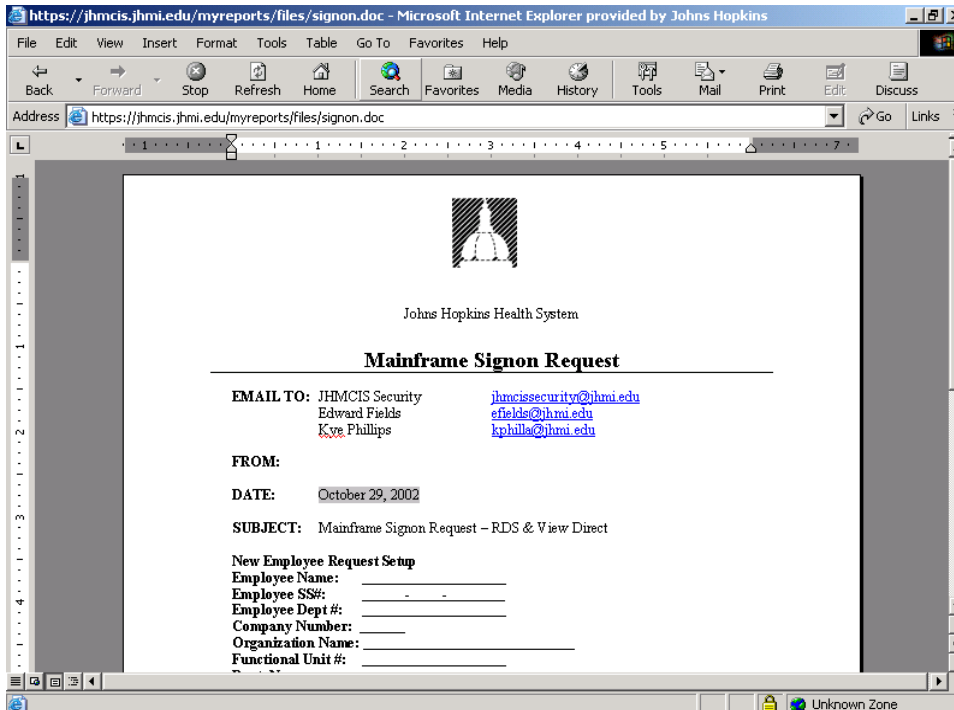
Click on: [Continue to Change Password \(or\) First Time Logon](#)



Enter information, and click [OK]



If you do not have a mainframe User ID, click on [Request a mainframe UserID/Password](#) and the following form appears:



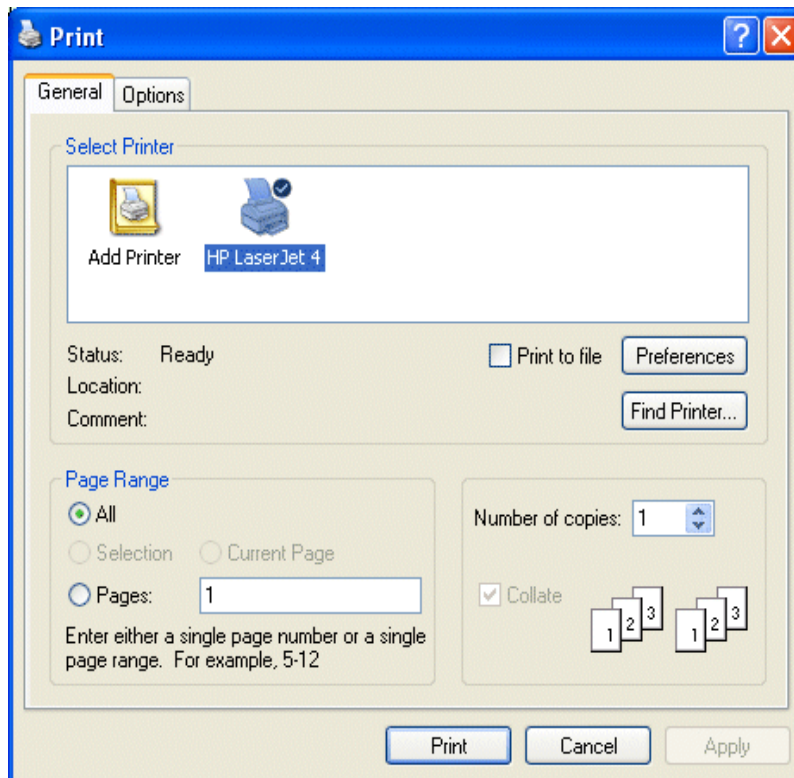
Save it on your PC, bring it up in WORD, fill it out, and attach to an email and forward to jhmcissecurity@jhmi.edu.

Appendix

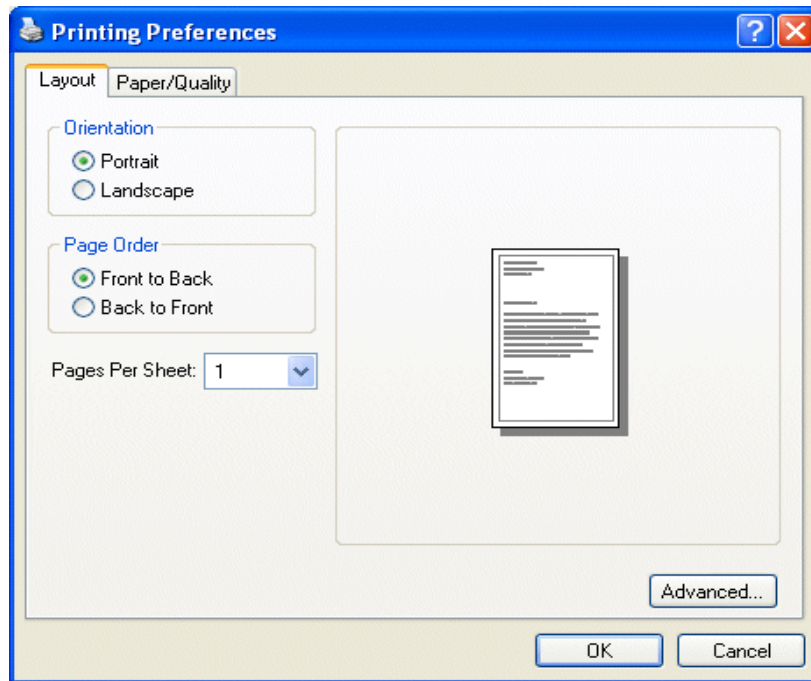
Changing Print Properties

Portrait/Landscape:

1. *Right-click* on the report and *Left-click* on the **Print** option from the list.
 - The following dialog window should display.



2. *Left-click* the **Preferences** option.

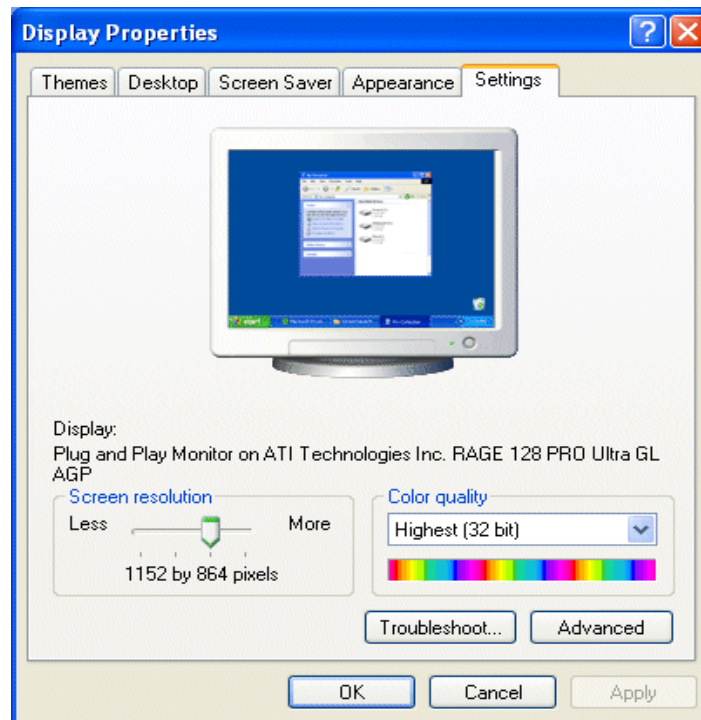


3. Under the *Orientation* group, chose ***Landscape***.
4. *Left-click* on the ***OK*** button to complete the process.
 - Remember to reverse the process after printing is completed.

Changing Display Properties

Increase/Decrease Desktop Pixel size:

1. *Left-click* the **Start** option in the lower left corner of your screen.
2. *Left-click* on **Control Panel**.
3. *Double-click* on **Display**.
 - The following screen will display.



4. *Left-click* the **Settings** tab.
5. In the *Screen Resolution* section, *Left-click* the right side of the **Slide Bar** and increase the size to 1152 by 864 pixels.
6. *Left-click* on the **Apply** button.
 - The screen will flash.
7. *Left-click* the **OK** button to complete the process.