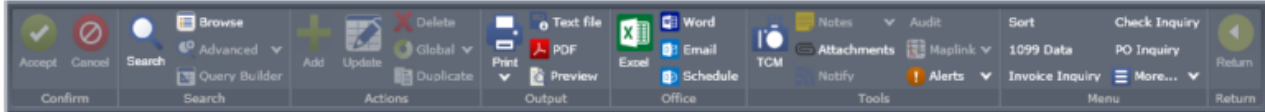


# Munis Ribbon

## TOOLBAR RIBBON



The toolbar ribbon places functions in a ribbon style presentation and logically groups the icons. Each grouping of icons is called a “group” and the icons are referred to as “commands”.

In various programs and at various points in time, you will notice the commands on the ribbon may appear sharp and colorful (in focus) or faded (out of focus). The in focus commands are available for use and the out of focus commands are not.

### *Confirm group:*



Accept: accept selection criteria in a find, update or define



Cancel: cancel a find, update or define

### *Search group:*

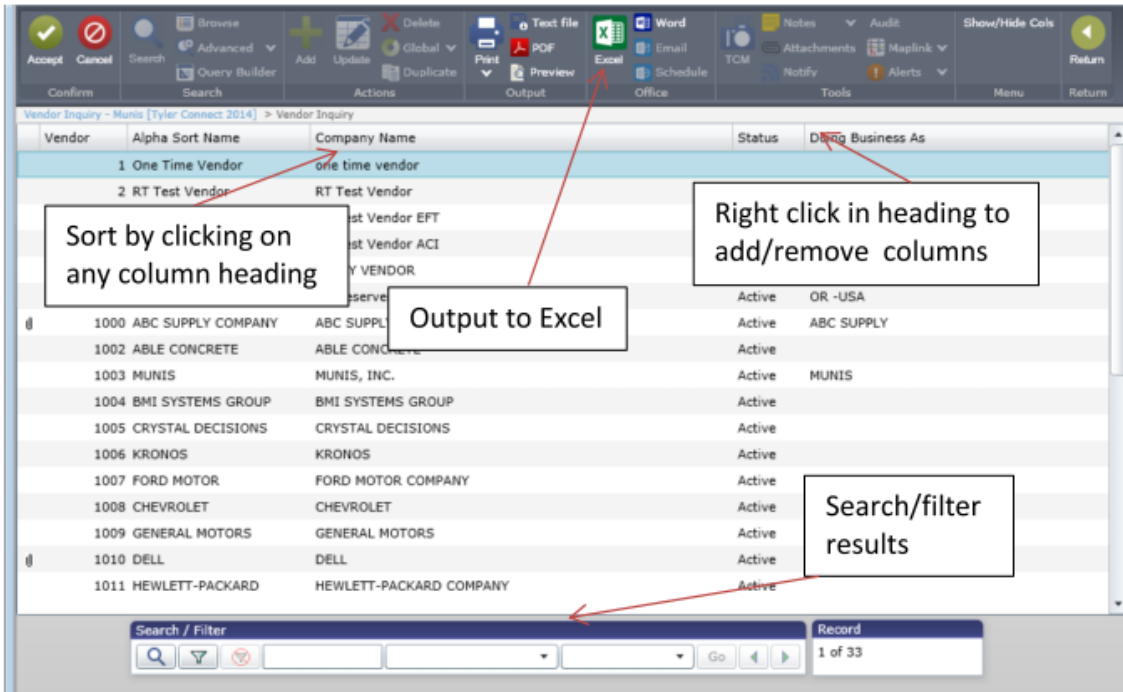


Search: select data records with user entered criteria. Criteria entered depends on the type of field:

- “\*” represents any number of characters and can be used at the beginning, end or middle of a string. e.g. “A\*”, “A\* Co.” or “\*Industries”. Only valid for character fields.
- “?” represents a single character and can be used anywhere in the string. e.g. “001?075”, “370?”, “????075”. Each “?” represents one character. Only valid for character fields.
- “<” locates character strings or numbers less than a value. e.g. “<1000”, “<R”
- “<=” locates character strings or numbers less than or equal to a value.
- “>” locates character strings or numbers greater than a value. e.g. “>80”, “>ME”
- “>=” locates character strings or numbers greater than or equal to a value.
- “<>” or “!=” locates a string or numbers not equal to a particular value. e.g. “<>0”, “!=A”
- “:” or “..” allows entry of a range of values to locate. e.g. “1:100” or “A..FZZZ”
- “|” allows a search for multiple entries in a field. e.g. “10|20|34”, “A|I”



**Browse:** Allows a user to view records in the data set in a one line per record format. The browse screen is used to select a record, review info in summary, export data to Excel and can be customized to each user's desire.



**Query Builder:** Function used to build and save queries that may be run later by author or other users



**Advanced Query:** Available in select programs. Presents an alternate query screen.

**Actions group:**



**Add:** Add a new record



**Update:** Update the current record in the find set



**Delete:** Deletes the current record only. Note: If a program includes the ability to mass delete it will be represented as a command in the Menu category.



**Global:** Global change certain predefined fields. Available in select programs



**Duplicate:** Creates a duplicate of the current record. Available in select programs.

### Output group:



Print: Prints report to a user designated or the user's "default" printer. A user's default printer is established in System Administration > Security > User Attributes.



Text File: Saves a text output file of a report to the server where it can be archived, printed, displayed etc. Text files are accessible from the menu Departmental Functions > Saved Reports.



PDF: Creates the report in Adobe Reader (pdf) format. Improved report quality includes an ornate heading, bolded column headings etc. Also allows flexibility in saving and distributing the report. Once generated you have Adobe options to print or email to others a better quality report.



Print Preview: Displays one or more reports in a pane on the user screen

### Office group:



Excel: Opens an Excel spreadsheet with the data in the current set. (Select programs)



Word: Create a mail merge with data in current set. (Select programs)



Email: Email a link to the current data record. Users with appropriate Munis access can open the link and view the data. (Select programs)



Schedule: Schedule processing and report generation. (Select programs)

### Tools group:

The commands in the Tools group are available in select programs



TCM: Retrieve documents linked to information stored in Tyler Content Manager



Notes: Enter notes associated with a data record



Attachment: Attach a document, picture, etc. to a data record



Audit: Lists audit records associated with a data record




Maplink: Retrieves a map associated with a data record




Alerts: Establish an alert associated with a data record

### Menu group:

Menu group contains options specific to managing data in the program. If  appears, click the down arrow adjacent to More to select additional options. The options available vary from program to program.

### Return group:

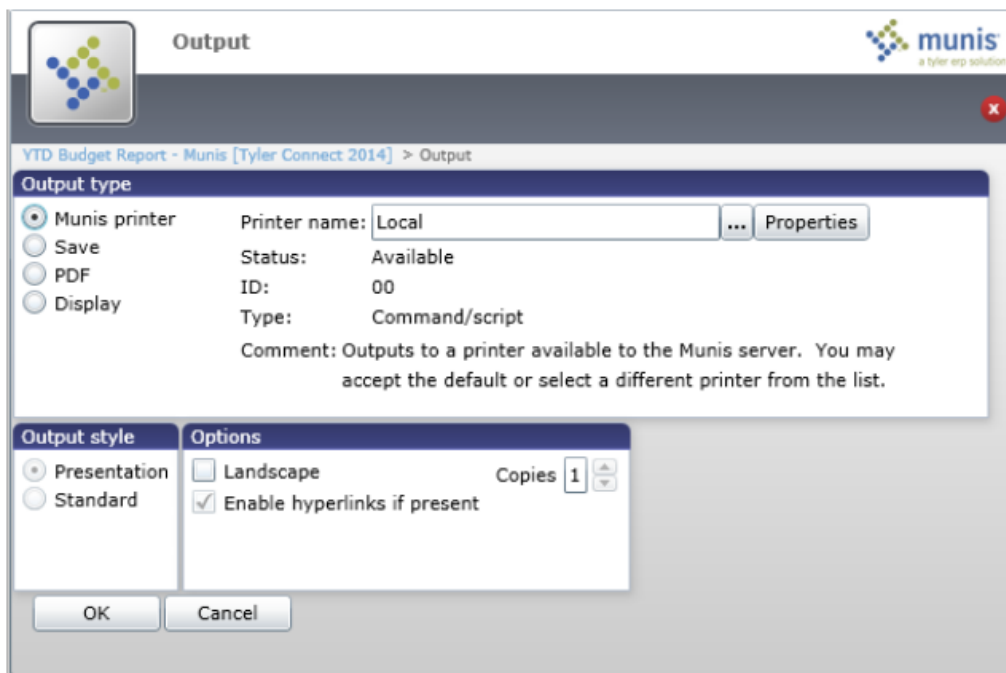
The  icon is available if a user selects an option within a program which results in opening a new screen. The Return option closes the current screen and returns to the previous screen.

## OUTPUT

Munis provides the ability to generate output several different ways as noted in the Output group. Each of the options warrants some review to explain the breadth of the capabilities.



Print – The print command dropdown provides the option to print to your default printer (as defined in User Attribute for your ID) or present an output panel with output choices. Clicking the print command (no dropdown) also presents the output panel.



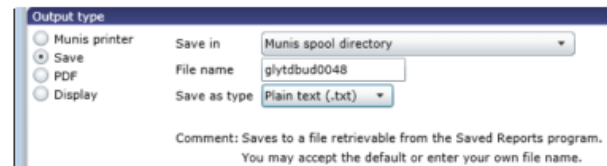
## Output types

Munis Printer – This option allows you to select a designated printer. Printers are defined in Munis typically by Tyler/Munis or your Munis Administrator.

- Landscape output in Options allows you to create the output in Landscape format

Save - allows saving the output to a file

- Save in: allows saving report on server, TCM or both
- File name: default appears but you may change it
- Save as type: Plain text or PDF
- Enable hyperlinks is available if the Save as type is PDF



PDF – generates a report in PDF format and displays it in Adobe Acrobat

- Enable hyperlinks is the only option available
- Once Adobe Acrobat opens you can save, print, share, email and do various other functions from this application.

Display – opens a separate window and displays the report to the screen. You may scroll through the report to view it or move the cursor to the bottom of the window to select various navigation/output options.

