

## Using Mobius View

This job aid provides information about using Mobius View. The following sections are in this job aid:

Accessing Reports .....	1
Navigating .....	2
Searching .....	2
Tips.....	3
Printing .....	3
Downloading .....	3
Support and Help Information .....	4

### Accessing Reports

Step	Task
1.	Go to the following URL: <a href="https://mobiusview.apps.uillinois.edu/mobius/view#/">https://mobiusview.apps.uillinois.edu/mobius/view#/</a>
2.	Select <b>Document Direct and UI2 Report</b> in the <b>Login to Repository</b> window.
3.	Click the <b>Ok</b> button.
4.	Enter your ID and password.
5.	Click the <b>OK</b> button.
6.	Click the file folder icon on the left side. This opens the reports available to your ID. <b>NOTE:</b> The top-level display shows all your available report folders. If you don't see the report you're looking for, check the <b>Reports</b> folder.
7.	Click the report folder you would like to view. <b>NOTE:</b> A list of report sub-folders organized by Organization or Fund codes will display. For Asset/Liability reports (FIGL), select the appropriate Fund code. For Revenue/Expense reports (FIOP), select the appropriate Organization code.
8.	Click the appropriate report sub-folder.
9.	Click the appropriate report ID.
10.	Click the report date.
11.	Click the report section, if needed.
12.	The report displays. <b>NOTE:</b> You can expand the report size or enter full-screen mode by clicking the <b>Full Screen</b> or <b>Expand</b> icons in the top right corner.

**NOTE:** Mobius View times out after one hour of inactivity.

Recommended browsers for Mobius View include:

- Chrome
- Firefox
- Microsoft Edge

Internet Explorer is **not** a recommended browser for Mobius View.

## Navigating

After opening a report, your browser will appear similar to the picture below. The right pane displays the report that you have selected.

The screenshot shows the MOBIUS application interface. The top navigation bar includes a home icon, a 'Browse' section with the path 'FIFGRLOCH → May 2, 2018 11:31:54 PM', and a 'Sign Out' button. Below the navigation bar are icons for 'Favorite', 'Collect', and 'Print'. A search bar labeled 'Find' is located in the top right corner of the main content area.

The main content area is split into two panes. The left pane shows a 'Jump to document' field with '1 items' and a list of documents, including one with a '9' icon. The right pane displays a report titled 'University of Illinois Location Research Report AS OF 03-MAY-2018'. The report includes a table with the following columns: LOCATION, DESCRIPTION, STATUS, RFF, DATES, and NEXT CHANGE. The table contains 100 rows of data, with the first row being the header and the subsequent rows listing various locations and their details.

LOCATION	DESCRIPTION	STATUS	RFF	DATES	NEXT CHANGE
100001	UIUC Buildings - Archibus	A		01-JUL-1950	31-DEC-2099
114036	0001 0000109A Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114037	0001 0000109B Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114038	0001 0000109C Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114039	0001 0000109D Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114040	0001 0000109E Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114041	0001 0000109F Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114042	0001 0000109G Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114043	0001 00000110 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114044	0001 00000111 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114045	0001 00000112 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114046	0001 00000113 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114047	0001 00000114 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114048	0001 00000115 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114049	0001 00000116 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114050	0001 00000117 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114051	0001 00000118 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114052	0001 00000119 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114053	0001 00000120 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114054	0001 00000121 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114055	0001 00000122 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114056	0001 00000123 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114057	0001 00000124 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114058	0001 00000125 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114059	0001 00000126 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114060	0001 00000127 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114061	0001 00000128 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114062	0001 00000129 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114063	0001 00000130 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114064	0001 00000131 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114065	0001 00000132 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114066	0001 00000133 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114067	0001 00000134 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114068	0001 00000135 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114069	0001 00000136 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114070	0001 00000137 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114071	0001 00000138 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114072	0001 00000139 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114073	0001 00000140 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114074	0001 00000141 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114075	0001 00000142 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114076	0001 00000143 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114077	0001 00000144 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114078	0001 00000145 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114079	0001 00000146 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114080	0001 00000147 Davanpost Hall	A		01-JUL-1950	31-DEC-2099
114081	0001 00000148 Davanpost Hall	A		01-JUL-1950	31-DEC-2099

The bottom of the interface shows a page navigation bar with 'Page 1 of 1788' and a search icon.

Use directory links at the top of either the left pane or the right pane to navigate to previous locations. Click the three dots to view the entire navigation path.

This close-up screenshot shows the navigation path in the MOBIUS application. The left pane shows the path '1 → FIFGRLOCH → May 4, 2018 12:20:54 AM'. The right pane shows the path '1 → FOAPALRPTS → 1 → FIFGRLOCH → May 4, 2018 12:20:54 AM'. A red arrow points to the '1' in the right pane's path, indicating the current location.

## Searching

**For a report:** Enter search criteria in the **Jump to folder** field to quickly search for a specific report folder, report ID, and/or report section. You can also click the **Search** icon on the left side to create and save a search.

**Within a report:** Use the **Find** field in the top right corner to search for information within a report.

## Tips

- Look in the heading of the report to make sure that the criteria of the report matches what you need (such as date range or Organization code).
- While viewing a report, click the **Full Screen** or **Expand** icons in the top right corner to make the report bigger. You can also click the **Zoom In** or **Zoom Out** (magnifying glass) icons as needed to zoom in or out on report details.
- To display each page one at a time, click the **Next Page** and **Previous Page** (arrow) icons below the report, or enter a page number in the **Page** field to go directly to that page of the report.

## Printing

Follow these steps to print a report.

Step	Task
1.	Open the report.
2.	Click the <b>Print</b> icon on the top right.
3.	Select either the <b>Entire Document</b> or the <b>Page Range</b> option. If you select <b>Page Range</b> , enter the page numbers to print.
4.	Click the <b>Print</b> button. <b>NOTE:</b> You may need to turn off pop-up blockers in your browser to print the report. Follow your browser's prompts if needed.

## Downloading

Follow these steps to download a report.

Step	Task
1.	Open the report.
2.	Click the <b>Download</b> icon on the top right.
3.	Enter the pages to download in the <b>Page Range</b> field.
4.	Enter a file name in the <b>Download File Name</b> field.
5.	Select a file type in the <b>Download Format</b> field. <b>NOTE:</b> The <i>Default</i> format is <i>.ZIP</i> .
6.	Click the <b>More...</b> link for additional options, such as downloading as text or image.
7.	Click the <b>Download</b> button.
8.	Save the file to the location of your choice. If the file was zipped, you will first need to unzip it to use it.



## Support and Help Information

If you have problems logging into Mobius View, please contact the AITS Service Desk.

Chicago: 312-996-4806

Springfield & Urbana: 217-333-3102

E-mail: [servicedeskait@uillinois.edu](mailto:servicedeskait@uillinois.edu)

If you have questions about the Finance or Payroll reports in Mobius View, contact the Office of University Accounting and Financial Reporting at 217-333-9134 or send e-mail to [jdaily@uillinois.edu](mailto:jdaily@uillinois.edu).