

4. ACCESSING THE HUMAN RESOURCES DATA SYSTEM

Using a 128 bit encrypted Web browser (such as Internet Explorer - version 5.0 or higher or Netscape Navigator - version 4.7 or higher), users may access HRDSweb using the World Wide Web. The HRDSweb user can access the system through any Internet connection available as long as access “through the Department’s secure firewall” is accomplished. For more information on this action, please see your HRDSweb Systems Administrator.

To establish an icon for system access on your desktop, follow these simple steps:

Right click anywhere on your desktop, select “new” and then “shortcut,” type in the https:// address in the command field and then click “next,” enter a name for the application, and then click “finish.” You may go back and select an icon of your choosing by using the “change icon” and “browse” features.

Note: The URL for HRDSweb is subject to change and the most current address is available from your System Administrator.

When you reach HRDSweb , the following login screen is provided:



Screen 4-1. Log On Screen



When you login to HRDSweb the first time, you should immediately change your password.

Entering a New Password

1. You may change your password on the HRDSweb login page. Enter your current user id

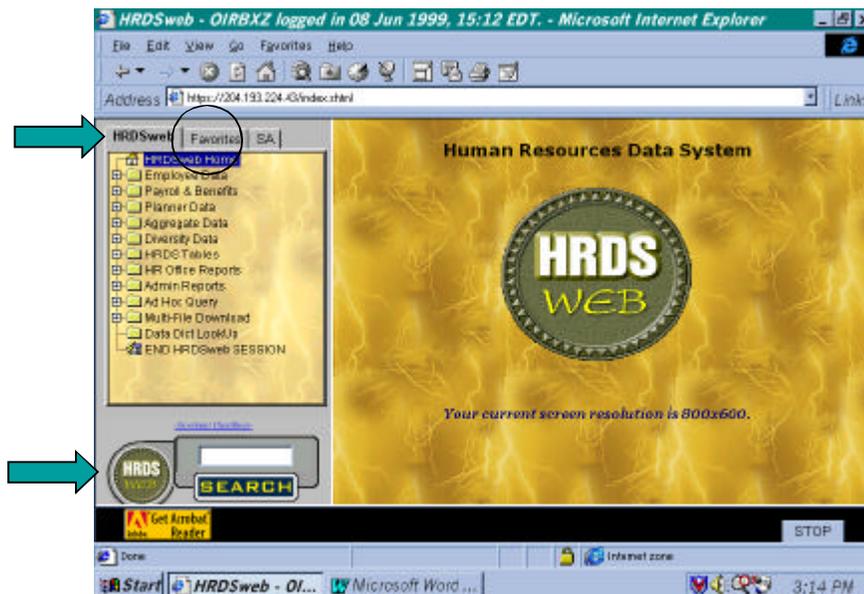
- and password and choose the “Change Password” option button.
2. A pop up box will appear. In that box enter your userid and old password. Enter your new password twice to ensure proper entry of the new password.
 3. Choose the “Okay” button and the new password will automatically go into effect.

Once you have successfully logged in, you are ready to begin using HRDSweb.

Selecting a Report

There are three methods to access HRDSweb reports. These methods are:

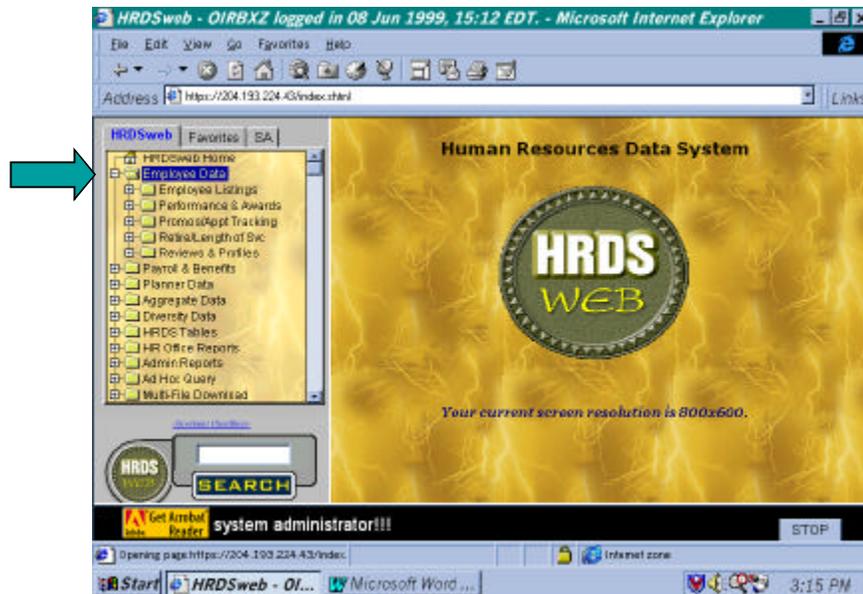
1. Select the menu tab (this is the default selection) in the menu frame which is always displayed on the left side of the HRDSweb page. To expand the menu tree, select the desired report and click the “+” sign to move onto the processing for that report. See Screen 4-3. Expanded Menu Tree. For the first five categories on the menu, there are sub-groupings of reports (which are grouped by subject matter) under each main heading.
2. Select the “Favorites” Tab in the left frame on the HRDSweb page. This tab shows a list of the 15 reports used frequently by the user.
3. Select “Search” to search the system for applicable reports. Using the search capability the user can select reports by entering a word or phrase in field provided. When you click on “search” other search options are provided.



Screen 4-2. Main HRDSweb Menu



In the Screen 4-3 below, the report heading for Employee Data has been expanded to show the reports that are available under that heading. Note that there are “+” signs in front of the five headings under Employee Data. This means that there is additional data under each of these sub-heading. When the actual reports are listed, the symbol in front of the heading will change from a folder icon to a report icon.



Screen 4-3. Expanded Menu Tree

Printing a report from HRDSweb

Printed reports in the HRDSweb environment are implemented using the Adobe Acrobat “PDF” format or by using “browser print.” The Acrobat reader and associated web plug-in are available over the web for free. A link to the site where the package can be retrieved is provided on the initial HRDSweb page in the lower left hand corner (near the Windows “Start” button) - see Screen 4-4. Reports can be printed by clicking on the “Print” button found on each report, using the print function of the web browser found under the “File” pull down menu, or clicking on the print icon on the browser menu bar.

****Note on Browser Limitation****

If using Netscape browser, you may see a white screen instead a report. This will occur if the report is too large for Netscape to cache. Netscape has a limit of 9999 kbytes for its memory and disk cache. If this happens and you’d like to view and print the formatted report, you may do one of the following:

First,

- Go to ‘Edit’ on Netscape Toolbar

- Click the '+' next to 'Advanced'
 - Click 'Cache'
 - Type 0 in the box where it reads memory cache.
 - Type 0 in the box where it reads disk cache.
 - Hit 'Ok'.
 - Try again to hit the print button. You should see the report and can print it.
 - *****Please note these set of changes will not allow you to use the 'Back' browser button successfully because there is nothing in the cache; therefore you will get an error message. You may change the memory and disk cache settings by following the same instructions above. Instead of entering 0, enter the original number or any number up to 9999.
- Second,
- Use Internet Explorer instead of Netscape and rerun the report. Internet Explorer allows you to use up to as much free space as provided on your hard drive



Screen 4-4. Adobe Acrobat Reader

Once the reader is installed, choosing the Print Report button from the top of the report frame for any HRDSweb report will allow the user to save the report to their hard drive or immediately view and subsequently print the formatted report. This button will either prompt you to save the report to file for later viewing or allow you to view the file in the reader during your web session. The printed report will come out on the printer that you have selected to be the default printer for your web browser.

Moving Around Within A Report

To move around IN a report in the HRDSweb environment, normal browser features are used. Slide bars to the right and bottom of the report allow the user to maneuver up and down report contents. The user can also use the Find feature of the browser, available from the “Edit” selection of the top menu.

To Exit HRDSweb

There are four ways to exit the HRDSweb application:

1. From the menu tab on the left of the screen, choose the “END HRDSweb SESSION.”
2. Close your web browser.
3. Go to another web page outside of the HRDSweb application.
4. Be inactive for 15 minutes.

After any of these actions when HRDSweb is chosen, the user must logon to HRDSweb again.



Screen 4-5. Exiting HRDSweb

Saving a file in HRDSweb

Note: Use of the PDF files in HRDSweb can only be used with a software product that is fully compatible with PDF files. This would include an product that is compatible with Adobe Acrobat. PDF files may not be saved in used in such products as LOTUS, EXCEL, or Wordperfect. We hope to improve the file save feature in future versions of HRDSweb. For now, the following options are available to the user.

Netscape Communicator: Using the table report and the browser, select “file” and then “save as.” Select a file name and location. This will provide an HTML file. To obtain a text document, select “file” and then “save as.” Add .txt to the file name. Then save the document with the directory location. You will obtain a useable text document of the report in your directory that can be emailed or used in a word processing software.

Internet Explorer: Using the table report, right click on the mouse. Select “view source.” Left click on “file” and then select “save as.” Name the file (.txt is ok) with the location of the file in your directory. Open the file as an HTML file. You may make changes to this file and send this file to others via email.