

# VIEW DIRECT EASY STEPS

## VIEW DIRECT LOGIN INSTRUCTIONS

TYPE	FMIS	-THIS LOGS INTO FMIS SYSTEM
PRESS	ENTER	-THIS TAKES YOU TO THE LOG ON SCREEN
TYPE	LOGON ID	-ALLOWS ACCESS TO FMIS SYSTEM
PRESS	TAB	-TAKES YOU TO PASSWORD FIELD
TYPE	PASSWORD	-GIVES ACCESS TO LOGON ID
PRESS	ENTER	-TAKES YOU TO USER ID VERIFICATION SCREEN
TYPE	FMST	- THIS TAKES YOU TO THE FMIS MASTER SCREEN
PRESS	F6	-THIS TAKES YOU TO THE INFOPAC VIEW MENU

## VIEW DIRECT REPORT SELECTION INSTRUCTIONS

TYPE	RECIPIENT ID	-THIS IDENTIFIES YOUR AGENCY SECURITY
PRESS	TAB	-TAKES YOU TO THE PASSWORD
TYPE	PASSWORD	-THIS ALLOWS ACCESS TO THE REPORTS
PRESS	TAB (7X'S)	-TO DISPLAY LIST OF REPORTS FIELD
TYPE	YES	-IN DISPLAY LIST OF REPORTS FIELD
PRESS	ENTER	-THIS TAKES YOU TO THE REPORTS SCREEN
PRESS	F8/F7	-THIS PAGE(S) UP OR DOWN TO REPORT DESIRED
TYPE	S	-IN OPTION FIELD
PRESS	ENTER	-THIS TAKES YOU TO REPORT DATES MENU
TYPE	S	-IN OPTION FIELD
PRESS	ENTER	-THIS TAKES YOU TO THE AGENCY SELECT MENU
TYPE	S	-IN OPTION FIELD
PRESS	ENTER	-THIS TAKES YOU INTO THE ACTUAL REPORT
TYPE	MARK S	-THIS MARKS A FULL SECTION OF A REPORT (ENTIRE AGY WILL PRINT)
OR		
TYPE	MARK B	-THIS MARKS BLOCKS OF A REPORT (PARTICULAR PART OF REPORT)
*When using the Mark B function you must re-enter at the end of report to specify closure.		
PRESS	F2	-THIS TAKES YOU TO THE PRINT SCREEN OPTION
PRESS	ENTER	-THIS SUBMITS YOUR REPORT TO YOUR PRINTER
PRESS	F3	-THIS TAKES YOU BACK TO PREVIOUS SCREEN(S)

**NOTE: TO PRINT WHOLE REPORT**

**TYPE "S" IN OPTION FIELD (AGENCY SELECT SCREEN) PRESS F2, HIT ENTER & THIS WILL PRINT THE ENTIRE AGENCY.**