

Accessing IUIE Documentation

October 10, 2005

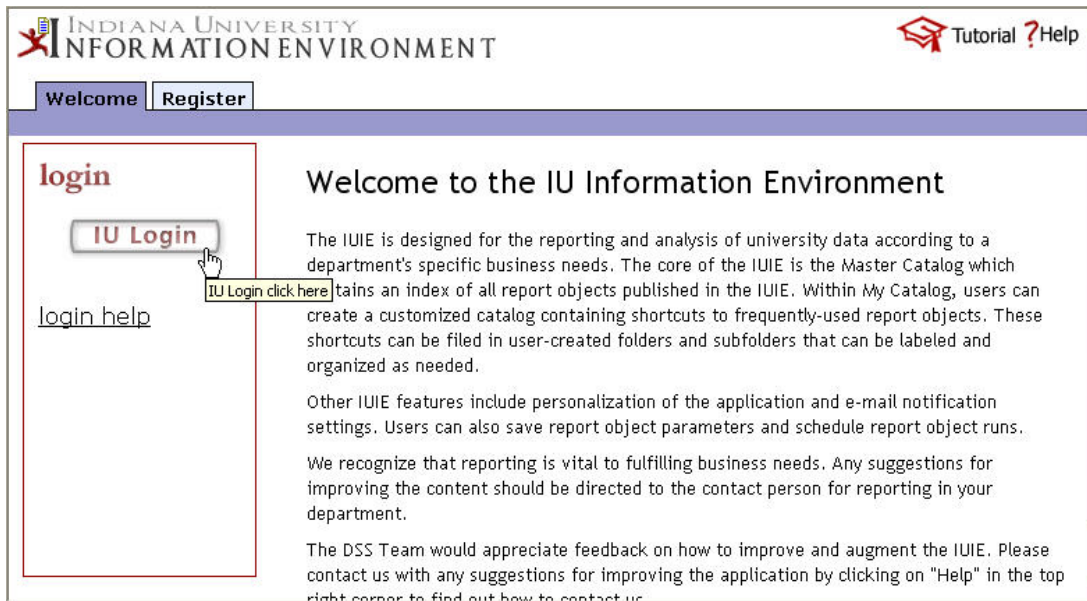
TABLE OF CONTENTS

1. IU Login.....	1
2. User Authentication	2
3. Welcome to the IUIE Home!	2
4. Select Catalog	3
5. Select Master Catalog	3
6. Select Financial Folder	3
7. Select EPIC – Purchasing and Accounts Payable.....	4

This document guides the user in accessing the Master Catalog directory in IUIE, Indiana University Information Environment, which houses reporting templates.

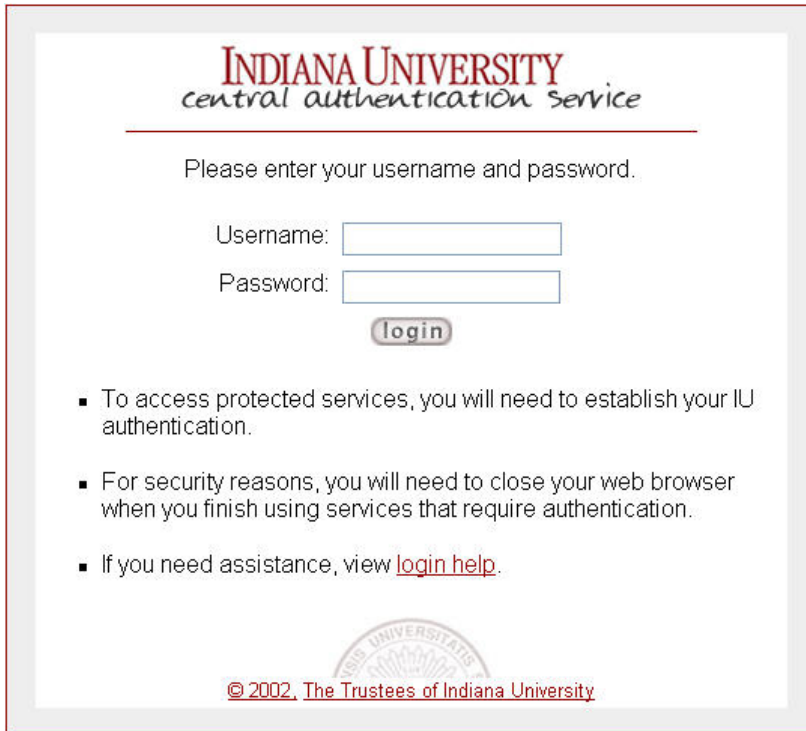
1. IU Login

The user logs into IUIE via the web address: <https://www.indiana.edu/~iuie/prod/IuieWelcome.html>



2. User Authentication

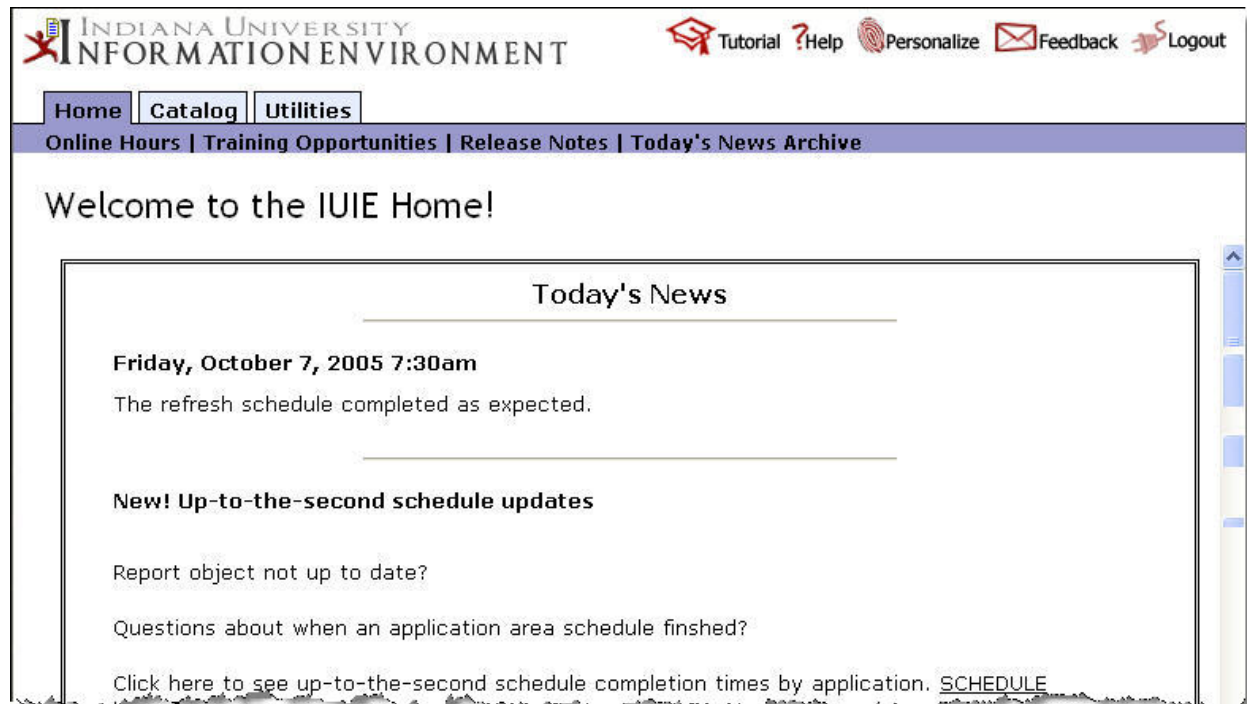
If the user is not currently authenticated to the Indiana University system, then user name and password are required.



The screenshot shows the login page for the Indiana University central authentication service. At the top, the text reads "INDIANA UNIVERSITY central authentication service". Below this, a message says "Please enter your username and password." There are two input fields: "Username:" and "Password:". A "login" button is positioned below the password field. A list of instructions follows: "To access protected services, you will need to establish your IU authentication.", "For security reasons, you will need to close your web browser when you finish using services that require authentication.", and "If you need assistance, view [login help](#)." At the bottom, there is a small circular logo and the copyright notice "© 2002, The Trustees of Indiana University".

3. Welcome to the IUIE Home!

The IUIE Welcome Screen returns after login authentication.



The screenshot displays the IUIE Home page. The header includes the "INDIANA UNIVERSITY INFORMATION ENVIRONMENT" logo and navigation links for "Tutorial", "Help", "Personalize", "Feedback", and "Logout". Below the header are tabs for "Home", "Catalog", and "Utilities". A purple banner contains links for "Online Hours", "Training Opportunities", "Release Notes", and "Today's News Archive". The main content area features a "Welcome to the IUIE Home!" message and a "Today's News" section. The news section includes a timestamp "Friday, October 7, 2005 7:30am" and a message: "The refresh schedule completed as expected." Below this is a "New! Up-to-the-second schedule updates" section with the text "Report object not up to date?" and "Questions about when an application area schedule finished?". At the bottom of the news section, there is a link: "Click here to see up-to-the-second schedule completion times by application. [SCHEDULE](#)".

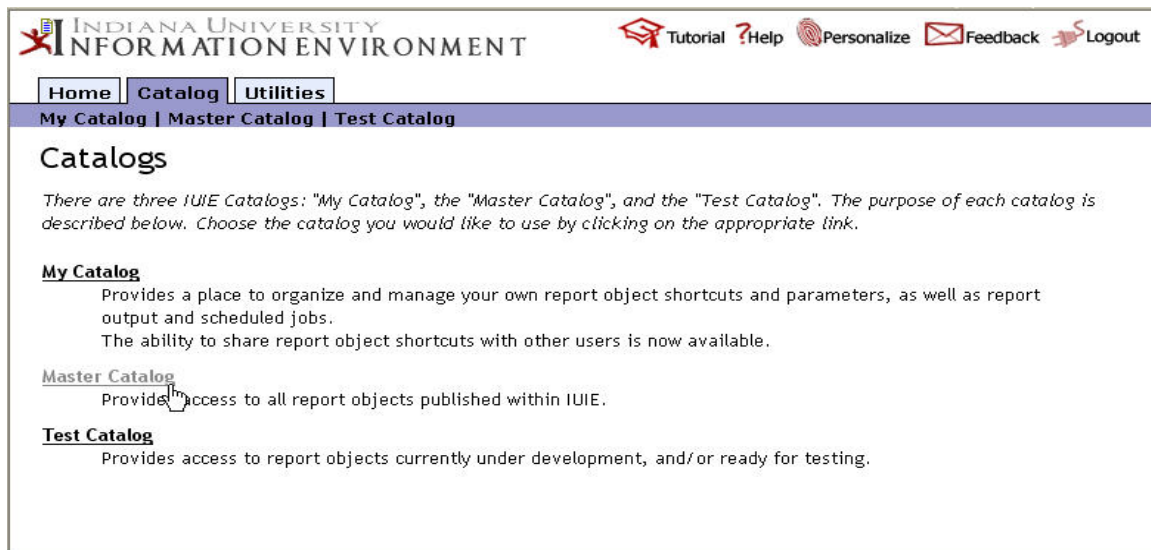
4. Select Catalog

Catalog is selected on the Welcome screen to return the choices of My Catalog, Master Catalog, and Test Catalog.



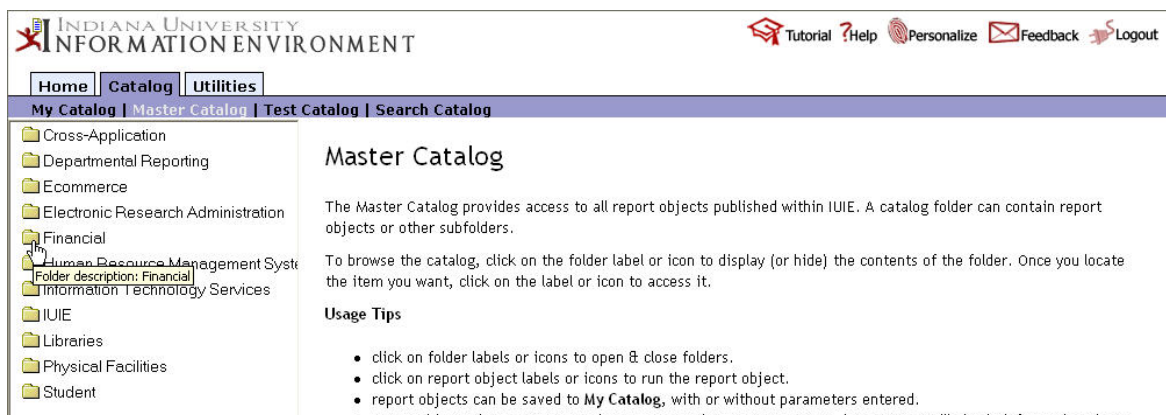
5. Select Master Catalog

The production report templates are contained in the Master Catalog,



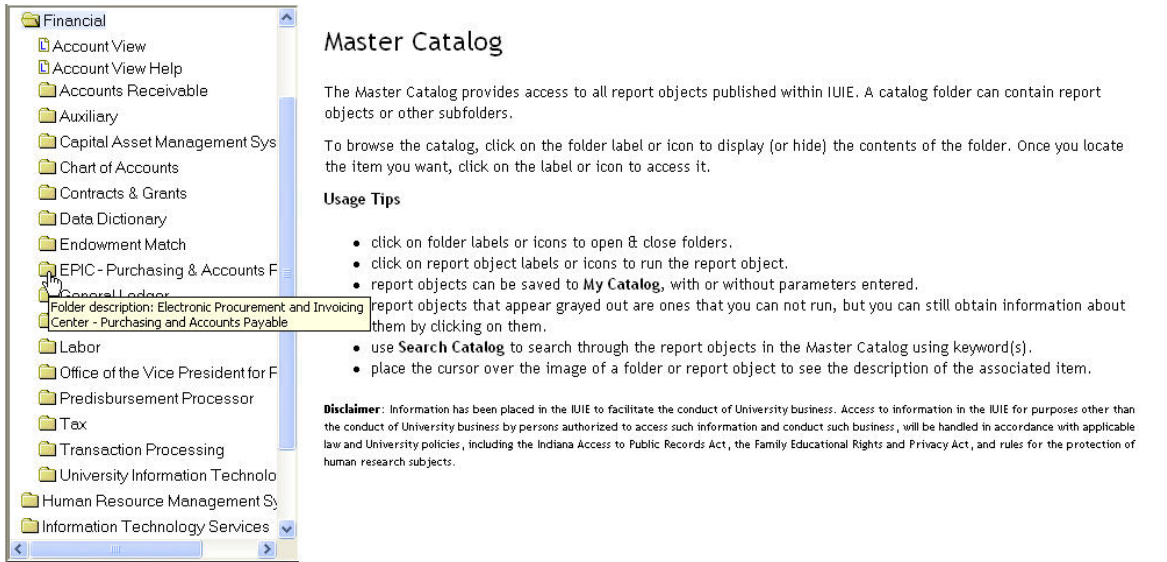
6. Select Financial Folder

Within the Master Catalog, the Financial Folder holds the EPIC reports.



7. Select EPIC – Purchasing and Accounts Payable

The report templates reside in the EPIC – Purchasing and Accounts Payable folder under the Financial folder.



Master Catalog

The Master Catalog provides access to all report objects published within IUIE. A catalog folder can contain report objects or other subfolders.

To browse the catalog, click on the folder label or icon to display (or hide) the contents of the folder. Once you locate the item you want, click on the label or icon to access it.

Usage Tips

- click on folder labels or icons to open & close folders.
- click on report object labels or icons to run the report object.
- report objects can be saved to **My Catalog**, with or without parameters entered.
- report objects that appear grayed out are ones that you can not run, but you can still obtain information about them by clicking on them.
- use **Search Catalog** to search through the report objects in the Master Catalog using keyword(s).
- place the cursor over the image of a folder or report object to see the description of the associated item.

Disclaimer: Information has been placed in the IUIE to facilitate the conduct of University business. Access to information in the IUIE for purposes other than the conduct of University business by persons authorized to access such information and conduct such business, will be handled in accordance with applicable law and University policies, including the Indiana Access to Public Records Act, the Family Educational Rights and Privacy Act, and rules for the protection of human research subjects.