

Themis Epistle

May 2008, Issue 5

Welcome to the May issue of the Themis Epistle. This newsletter provides Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis.

Themis news and developments

Themis Website Redesign

Enterprise Applications will be redesigning the Themis website over the next few months. This site was created at the time Themis was implemented and it is now time for a facelift.

I'm interested in receiving any feedback you have on improving the site to ensure it is user-friendly and beneficial for Themis users. In particular we would appreciate your thoughts on the following:

- The 3 most important things you would expect to find on the Themis Website (with easy and straight-forward navigation).
- What is missing from the website, what should be there but currently isn't?

Please forward any feedback or suggestions to Marlena Axel (axelm@unimelb.edu.au) by Friday 13 June.

Themis Business Calendar

You may already have noticed that a Themis Business Calendar is now available on the website (under the **Business Area Links** section).

This Calendar contains all major milestones for system related activities, closing dates, major business processes and other dates that are pertinent to Themis related work. http://www.themis.unimelb.edu.au/bus_areas/calendar.html

Themis Hardware Upgrade - Success

The Themis Renewal Project, which consists of a new hardware platform, operating system and database upgrade took place during an extended weekend starting close of business on Thursday 8 May. The upgrade was smooth and successful with only minor bumps along the way. Themis was made available almost a full day ahead of schedule, Tuesday 13 May at noon, rather than on Wednesday 14 May at 8:00am.

Themis users are experiencing some significant gains in performance with positive feedback received through the Service Desk. During the testing phases of the project we have been gathering data on performance before, and during the upgrade. We are currently gathering data on performance after the upgrade to compare results. Once complete we will communicate via the next issue. Additionally, the project will be conducting a survey in the next week or so to get your thoughts and feedback, you will be asked to voluntarily participate via the Themis Login page.

The success of the upgrade is the culmination of a 14 months project where approximately 100 people, across multiple teams from both Information Services and Business have been involved. Some contributors deserve a special mention due to their extraordinary efforts and dedication throughout this project: *Janelle Warby*, *Barry Smith* and *Jason Snell* from the Project Team, *Niels Endres*, *Michael Beeching* and *Chris Whitelegg* from the DBA team, *Duncan Oakley* from Networks, *Mike Battersby* and *Rob Sturrock* from System Infrastructure, *Nicki Mitchell* from the development team, and our major business stakeholders *Jacinta Savage* (Financial Operations), *Damien Pearson* (Human Resources) and *Merren Cliff* (Research Office) and their teams, and last but not least *Marlena Axel* who kept us all honest.



Updates:

- Themis website redesign
- Themis Business Calendar
- Themis Hardware upgrade

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Subscribe/Unsubscribe to Themis-Managers E-mail List

A new, simplified method to subscribe/unsubscribe to Themis-Managers e-mail list is now available. To subscribe/unsubscribe:

1. Go to <http://www.unimelb.edu.au/cgi-bin/MailServ/pmdf>.
2. Enter your e-mail address.
3. Click the **Subscribe** or **Unsubscribe** button.

Themis Research - Department/Faculty View Access (Grants and Contracts)

Themis Research (Grants & Contracts) enables users to view any submission, proposal and/or agreement records on which they are named. If your position requires you to view all submission, proposal and agreement records within your department or faculty you will need to apply for the appropriate research delegation level.

A new Quick Reference Card (QRC) outlining how you may apply for department/faculty view access for Themis Research (Grants and Contracts) is now available on the Themis website. The QRC is available from the following two pages on the website:

- Themis Essentials QRC: http://www.themis.unimelb.edu.au/support/help/ref_cards_essentials.html
- Themis Research QRC: http://www.themis.unimelb.edu.au/support/help/ref_cards_research.html

Themis End User Representation

The Themis End User Forum was formed with 13 representatives from the various faculties. The group decided to meet on a monthly basis. The first module we decided to review is HR, and we are now working through a large number of proposed improvements to see what is feasible to implement and what will incur major benefits for the users.

Below is the list of representatives, feel free to assist this forum with constructive feedback and improvement suggestions. **Note:** the focus of the forum is enhancements to Themis. It does not replace the Service Desk. Any issues related to functionality not performing as it should, are still to be directed to the Themis Service Desk.

Faculty	HR/Payroll/TTA/EHS	Financials	Research
Architecture, Building & Planning	*	*	*
Arts	Rita DeAmicis	Rita DeAmicis	#
Economics & Commerce	Lisa Dougherty	Lisa Dougherty	Lisa Dougherty
Education	Andrew Beart	Andrew Beart	Andrew Beart
Engineering	Brian Shirrifs	Nancy Palamara	Nancy Palamara
Land and Food Resources	Claire Blake	Claire Blake	Claire Blake
Law	Mike Murray	Mike Murray	#
Medicine, Dentistry and Health Sciences	Alida Scholtes	Alida Scholtes	Rozanne Blok
Music	Kathy Palmer	Kathy Palmer	Kathy Palmer
Melbourne School of Graduate Research	*	*	*
Science	Russell Walsh, Joanna Buckingham	Russell Walsh, Joanna Buckingham	Russell Walsh, Joanna Buckingham
Veterinary Science	#	#	#
The Victorian College of Arts	*	*	*
Melbourne Business Schools	*	*	*
Academic Enrichment Services	Pauline Brown	Pauline Brown	#
	Key	# Representative yet to be appointed	
		* Have chosen passive representation (will be informed, but not actively participating)	

EHS Incident Reporting - New Support Documentation Available

The Environment Health and Safety Unit is pleased to announce the release of a new suite of Themis Quick Reference Cards (QRC).

The following QRCs are now available:

- Overview of Themis EHS Incident Reporting
- Monitoring and Reviewing EHS Incident Reports
- Entering an EHS Incident Report
- Acknowledging and Finalising EHS Incident Reports

The new QRCs provide attractive and concise help with all key user tasks in EHS Incident Reporting, and provide links to procedural and other background information.

The QRCs are available from: <http://www.pb.unimelb.edu.au/ehs/ehs/incidentreporting/help.php3>

Documentation and Training Services update

Introduction to Themis Training

New training dates for Introduction to Themis Staff Self Service and Introduction to Themis Research training have been scheduled for June, July and August 2008 (for specific dates see the Forthcoming Themis Training section below). Please note that the **Introduction to Themis Staff Self Service** class now runs for 1 hour and 15 minutes. The **Introduction to Themis Research** remains as a 1 hour class.

- **Introduction to Themis Self Service** will focus on the functionality available in Staff Self Service. This is suitable for new staff who have had limited or no exposure to Themis.
- **Introduction to Themis Research** provides an overview of functions in the Themis Research module, and is suitable for academic staff and research administrators who are not yet familiar with Themis Research.

Training will be held at the ITC Labs, Level 1, 780 Elizabeth Street

Themis Training Administrator (TTA) Course Update

The Documentation and Training Services (D&TS) team has recently run a pilot training/feedback session for the revised **Themis Training Administrator** course.

Once edits have been finalised, this training will be available in the following formats:

- Themis Training Administrator for new users (4 hour group class to be scheduled twice yearly or on demand – enrol via Themis Staff Self Service)
- Themis Training Administrator One-on-One training (for staff members who require immediate training contact Jane Kiddell elissa@unimelb.edu.au in the D&TS team)
- Themis Training Administrator update class (2 hour group class designed for current users who wish to revise their skills – scheduled twice yearly)

The offerings for new users and the update class will be scheduled in the later part of 2008.

Proposed Course - Introduction to Themis Supervisor Self Service

Currently the D&TS team are developing a training session for **Introduction to Themis Supervisor Self Service**. As part of this process a focus group will be scheduled for Thursday 26 June 2008 (10am – 11:30am).

Current supervisors wishing to participate in the group or provide written suggestions for the content of this session please contact Jane Kiddell elissa@unimelb.edu.au in the D&TS team)

New Course - Cash Receipting

The Themis Service Desk is offering a new Cash Receipting course, run once a month, to teach participants how to receipt and bank money paid to the University.

In this 3.5 hour lab session, staff will be given an overview of the chart of Accounts and the GST before learning to receipt cash, money orders, cheques, credit cards and EFTPOS payments. Participants will also become familiar with the end of day reconciliation procedure. Training is delivered via demonstration followed by practical exercises in Themis.

Refer to the Themis website for further details: http://www.themis.unimelb.edu.au/training/courses/financials_training.html

Forthcoming Themis training

The following Themis Training has been scheduled (unless otherwise indicated, enrolment is via **Themis Self Service > Training and Development**):

Introduction to Themis Self Service: contact ea-training-doco@unimelb.edu.au to register

- 12 June 2008 – 1.45pm
- 22 July 2008 – 9.45am
- 7 August 2008 – 1.45pm
- 26 August 2008 – 9.45am

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au to register

- 12 June 2008 – 3pm
- 22 July 2008 – 11am
- 7 August 2008 – 3pm
- 26 August 2008 – 11am

How to Apply for Animal Ethics: register via www.research.unimelb.edu.au/infosessions/

- 2 June 2008 – 10am

Grants and Contracts for Administrators – Submissions and Proposals (Grants)

- 4 June 2008 – 10am

Grants and Contracts for Administrators – Agreements

- 6 June 2008 – 9.30am

Themis Timekeeper (OTL)

- 3 June 2008 – 9.30am
- 18 July 2008 – 9.30am
- 5 August 2008 – 9.30am

Introduction to Themis Financials

- 14, 15, 16 & 17 July 2008 – 9.30am
- 11, 12, 13 & 14 August 2008 – 9.30am

Themis Cash Receipting

- 16 June 2008 – 9.30am
- 21 July 2008 – 9.30am
- 18 August 2008 – 9.30am

EHS Roles and Responsibilities for Supervisors and Managers

- 5 June 2008 – 10am
- 10 July 2008 – 10am
- 17 July 2008 – 10am
- 5 August 2008 – 10am

EHS Roles and Responsibilities for Non-Supervisory Staff

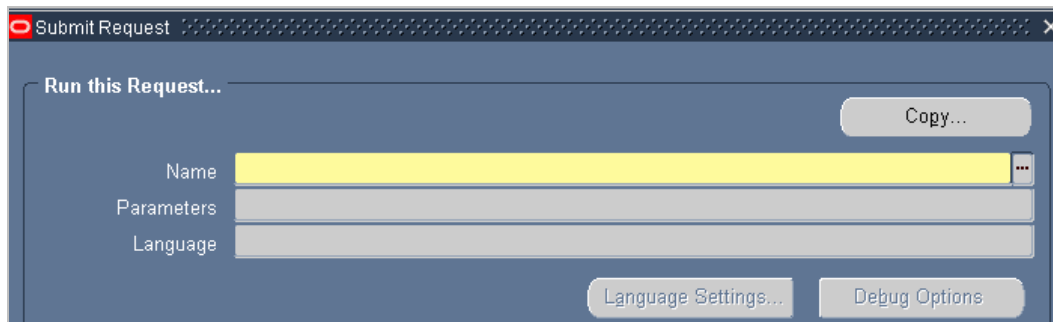
- 5 June 2008 – 2pm
- 10 July 2008 – 2pm
- 17 July 2008 – 2pm
- 5 August 2008 – 2pm

Themis hints and tips

Printing a Duplicate Purchase Order

Following approval, the original version of a purchase order you have created will automatically print to your default Themis printer. If you need to, you may print a copy of the purchase order via the reports function in Themis.

1. Ensure you have logged in as either **UOM Date Entry Dept XXX** or **UOM Manager Dept XXX** responsibility.
2. In the Navigator screen, select **View > Requests** from the Menu bar.
 - Alternatively you may select **Reports > Run** from the Navigator and specify *Single Request* (go to step 5).
3. Click on the **Submit a New Request** button.
The Submit a New Request Screen will display.
4. Ensure *Single Request* is specified and click the **OK** button.
The Submit Request screen will display.



5. In the Name field, select *UOM Purchase Order Report* from the list of values.
A Parameters screen will display.
6. In the Purchase Order Numbers From and To fields enter the number of the purchase order you wish to reprint.
7. Click on the **Submit** button to run your request.
Once your request has been completed the duplicate purchase order will print to your default printer, marked as copy.

Viewing Staff Information via Themis Administrator Responsibilities

The Themis Administrator responsibilities (**UOM Dept Access**, **UOM Dept & Below Access**, and **UOM Location Access**) enable appropriate staff (e.g.: Department Managers, Faculty General Managers, Finance/Research Officers) to view and input Self Service information on behalf of Department/Faculty employees who may not be direct reports.

In addition to viewing self service details, these responsibilities enable you to run the suite of HR Discoverer reports, including: Absences; Continuing and Fixed Term Staff Listings; Employee Terminations; General Faculty and Clinical Loadings Listing; HR113 Position charging Report; Increment Details Report; Increments Overdue Report; PDF Details Reports; Qualifications.

If you wish to obtain one of these responsibilities please complete the *System Access* form available under the **Forms** section on the Themis website.

Contributions and feedback

The closing date for contributions to the next edition of the Themis Epistle is Monday **July 14**. Please direct any queries or feedback to Marlena Axel: axelm@unimelb.edu.au

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Quick Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/help/ref_cards.html