

Themis Foundation

Introduction to the Oracle Application

Training Reference Guide

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About this Training Workbook

Distribution

Data Entry Users (Finance, Human Resources and Research)

Training objectives for this workbook

After attending the training and completing exercises in this workbook, the student will:

- Have access to instructions and resources required to activate a Themis account
- Recognise the key navigation principles and components of the Themis Navigator and Personal Home Page
- Develop an understanding of the Worklist
- Create and maintain a Top Ten List
- Competently use the common navigation and screen elements in Themis Oracle forms
- Recognise and apply the terminology for elements in Themis Oracle forms
- Search for information
- Set User Profiles
- Apply the knowledge and skills learned, in conjunction with further training, to effectively use Themis in the workplace

Introduction to Themis Foundation

The Themis Foundation training workbook is designed for all staff who will need to use the data-entry and reporting functions within the Themis Oracle Forms. This workbook is recommended as a pre-requisite for all Themis Oracle Forms-based application training.

Activate your Themis account (set/reset your Themis password)

To activate your Themis account you will need to set (or reset) your themisprod password in the **Account Registration System (ARS)**. Please note this password must be different to your E-mail password.

In order to set your Themis password you must have a valid staff email account (i.e. mail/popmail).

To activate your staff email account

- 1 Navigate to the ARS web site: <http://accounts.unimelb.edu.au>.
- 2 Click on the **Staff** button under the Login to the Accounts Registration System section. The Staff Login screen will display.

Staff Login

In this first step you simply supply your details so the Account Registration System can verify your identity. In subsequent steps you will be presented with a list of existing accounts (if any) and options to activate new accounts as well as reset passwords on existing accounts. For security and administrative reasons not all functions are available on all accounts and the documentation that referred you to this page is the best guide in this respect.

Name : *(Enter all given names followed by family name)*

Staff ID : *(Numeric component only)*

Birthdate :

Postcode :

Pin : *(as set in Themis, or last 4 digits of primary bank account)*

- 3 Complete the fields on the Staff Login screen and click on the **Login** button. The New/Existing Accounts screen will display. **Note:** If setting your password for the first time your screen will be divided into two sections: **New Accounts available for Activation** and **Existing accounts**.
- 4 Click the **Create** button for *mail/popmail*.

	Host	Description	Username	Group
Create	mail	Staff Central E-mail Service	bcattle	popmail

- 5 Follow the prompts to set your password.

Note: Activating your staff email account it is an overnight process and you will not be able to create your Themis account until this process is complete.

To set/reset your Themis password

- 1 Navigate to the ARS web site: <http://accounts.unimelb.edu.au>.
- 2 Click on the **Staff** button under the Login to the Accounts Registration System section.
The Staff Login screen will display.
- 3 Complete the fields on the form and click on the **Login** button.
The Existing Accounts screen will display. **Note:** If setting your password for the first time your screen will be divided into two sections: **New Accounts available for Activation** and **Existing accounts**.
- 4 Click on the **Create** (or **Reset**) button for *themisprod*.

	Host	Description	Username	Group
Reset	themisprod	Themis Service	bcattle	users

- 5 Enter and confirm your new Themis password and click the **Submit** button.
If your change has been successful, the phrase "**Password changed on themisprod**" will appear in red.

Applying for Themis access (Themis responsibilities)

In Themis areas and levels of systems access are called Themis Responsibilities. All University staff are automatically granted access to **Staff Self Service** and **Research Self Service** when they activate their Themis account via the Account Registration System (ARS). Staff commencing in a supervisory role are also granted access to **Supervisor Self Service**.

To obtain responsibilities in other areas of Themis (such as managerial, financial or training administration) an approved application must be made, and in some cases, training undertaken. University staff will need to apply for the appropriate Themis responsibility using the **Themis Responsibility Application Form**. Systems access is usually granted once relevant training has been completed.

To apply for access

- 1 Navigate to the Themis web site: www.themis.unimelb.edu.au.
- 2 Click on the **Themis Responsibility Application Form** link under the Getting Started section.
The Themis Responsibility Application Form will display.
- 3 Complete the Personal Details and Department & Budget Unit Details sections of the form.
- 4 Select the responsibility/ies that you require from the drop-down list.
- 5 Complete the Authorisation by Supervisor section and click **Continue**.
A print friendly version of the form will display.
- 6 Print the form, read and sign the Declaration section then have the form authorised by your approver.
- 7 Send or fax the form to the Themis Service Desk.

Note: If you are applying for overall system access (i.e.: you do not currently have access to any system) send the form to IT Operations. It will then be forwarded to the Themis Service Desk for allocation of the appropriate Themis responsibility/ies.

The requested responsibility/ies will usually be assigned to your Themis account within 24 hours of the form being received by the Themis Service Desk.

Getting started

To access your Themis account

- 1 Navigate to the Themis web site: www.themis.unimelb.edu.au.



- 2 Click on the **Themis Login** button.

The Themis login screen will display.



- 3 Enter your Themis username and password.

The Personal Home Page screen will display, listing all your Themis responsibilities.



Introduction to your Themis Personal Home Page

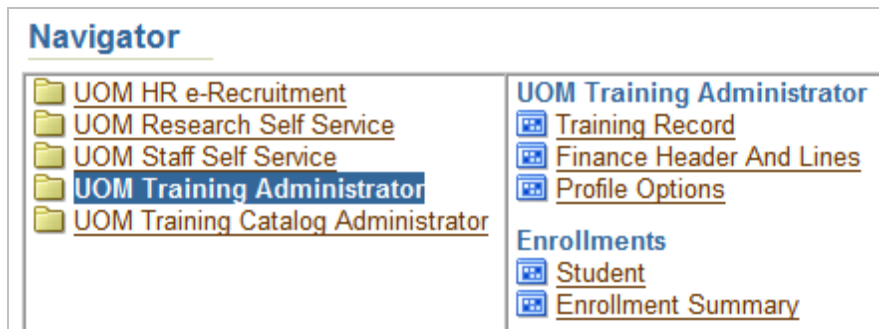
Your Personal Home Page (PHP) will display when you log in to Themis.

The PHP is divided into three segments: Navigator, Favourites and Worklist.

Navigator

The Navigator displays a list of responsibilities (access) available to individual users and the functions available within a selected responsibility.

The list on the left column of the Navigator screen displays all Themis responsibilities available to you. Click on a responsibility to see available functions. The list on the right column displays all functions available within that responsibility. To access a function, click on the associated link in the right column.



Favourites

The Favourites section displays links (URLs) to websites related to Themis that are useful to University staff. The default list of favourites is set by the Systems Administrator. You may also add personal favourites for Themis screens. This list may be modified or new links added by clicking on the **Edit Favourites** button.

For detailed instructions on updating the favourites list refer to the following reference card:

Customising your Personal Home Page Favourites

http://www.themis.unimelb.edu.au/resources/RC_Custom_Fav.pdf

Worklist

Notifications will appear in the Worklist segment of your Personal Home Page. Notifications are used in Themis to advise users of items that require their attention/action (for example an application for leave of absence that requires approval), or to advise a user that an application has been sent to their supervisor for action.

For detailed instructions on Worklist functions refer to the following reference cards:

Worklist and Notifications

http://www.themis.unimelb.edu.au/resources/RC_Notifications.pdf

Using your worklist

http://www.themis.unimelb.edu.au/resources/RC_Custom_Worklist.pdf

Time out

For security reasons your session on Themis will expire after a period of non-activity.

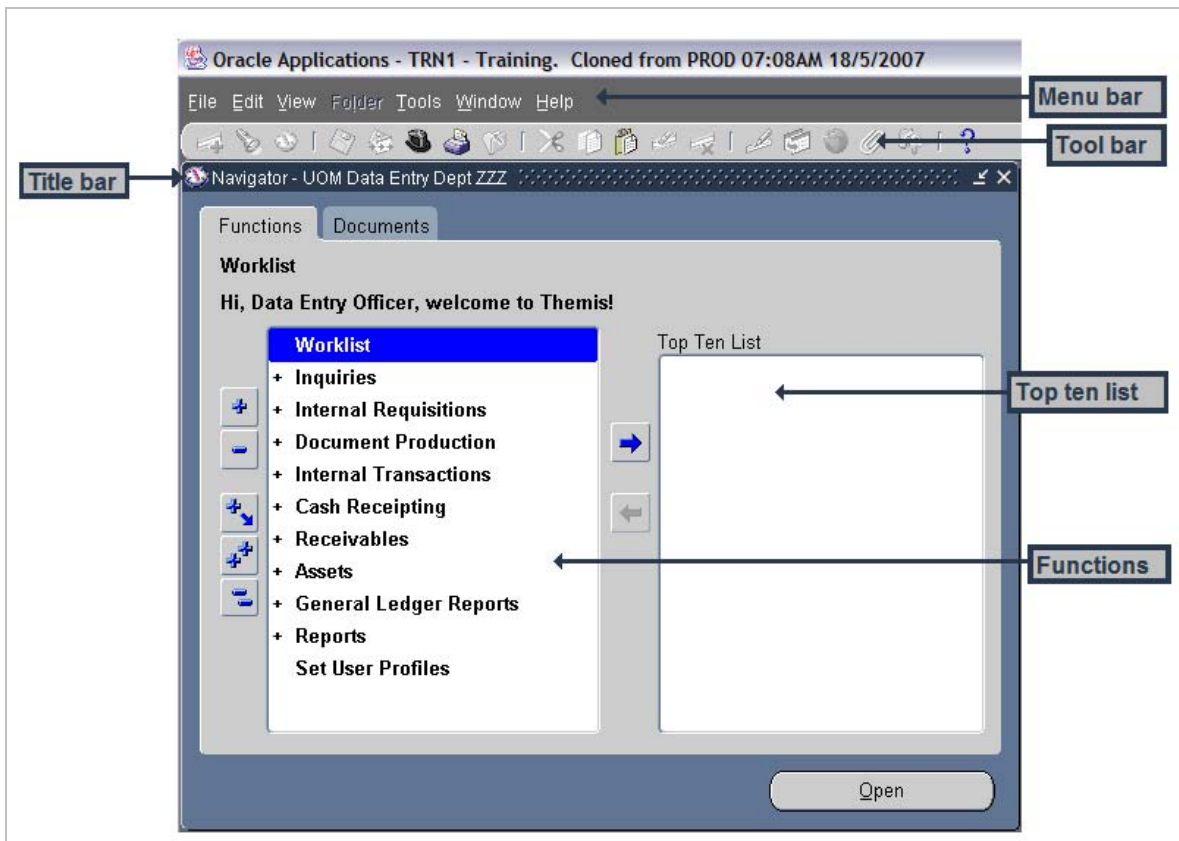
Introduction to the Themis Oracle Navigator

The **Themis Oracle Navigator** is the starting point for accessing functions in the core Oracle application.


The Oracle Navigator screen is made up of the following regions:

- **Menu bar & Tool bar** – allow you to select actions within the active screen/record (e.g.: save the record, delete a record, switch responsibility, etc). **Note:** many functions displayed are context-sensitive and will only be active if they are available within the screen you are using.
- **Title bar** – displays the name of the active screen.
- **Functions tab** – comprised of two areas: a Function List and the Top Ten List. The **Functions** list displays all available functions and screens for the current responsibility. The **Top Ten List** provides quick access to the screens/forms you use most often (the use of the Top Ten List is optional).

Please note the **Documents** tab is not in use.








The Navigator screen is used to access the functions available under your selected responsibility.















If, at any time during your Themis session, you wish to return to the navigator, click on the  icon in the Tool bar.

Navigator function buttons

The buttons on the left of the Navigator Functions List allow you to expand and collapse the items that display in the list.

Button	Function
	Expand the list for a selected individual list item
	Collapse the list for a selected individual list item
	Expand All children – expands all listed under a sub-heading
	Expand All items – display all items/levels in the list
	Collapse All items – closes all items/levels in the list (returns to the original Navigator view)

Tool bar functions

Icon	Name	Use
	New Record	Inserts a new record to allow input of another data record
	Find	Activates the Find screen associated with the current form
	Navigator	Activate the navigator screen
	Save	Saves all changes made since the last time you saved
	Switch Responsibility	Allows a user to switch between their responsibilities without returning to the PHP
	Print	Prints the current screen
	Close Form	Closes all screens for the current form
	Cut	Cuts the current selection to the clipboard
	Copy	Copies the current selection into the clipboard
	Paste	Pastes from the clipboard in to the active field
	Clear Record	Clears the current record
	Delete	Deletes the current record
	Attachments	Opens the Attachments screen to view or add attachments
	Help	Displays Help for the active screen


Keyboard shortcuts (hot keys)


F4	F5	Shift+F5	F6	Shift+F6	F7	F8	F11	Ctrl+F11
Exit	Clear Field	Duplicate Field	Clear Record	Duplicate Record	Clear Block	Clear Form	Enter Query	Execute Query

F12	Tab	Ctrl+↑	Ctrl+↓	Ctrl+E	Ctrl+K	Ctrl+L	Ctrl+P	Ctrl+S
Count Query	Next Field	Delete Record	Insert Record	Edit	Show Keys	List of Values	Print	Commit/ Save

Using the Top Ten List

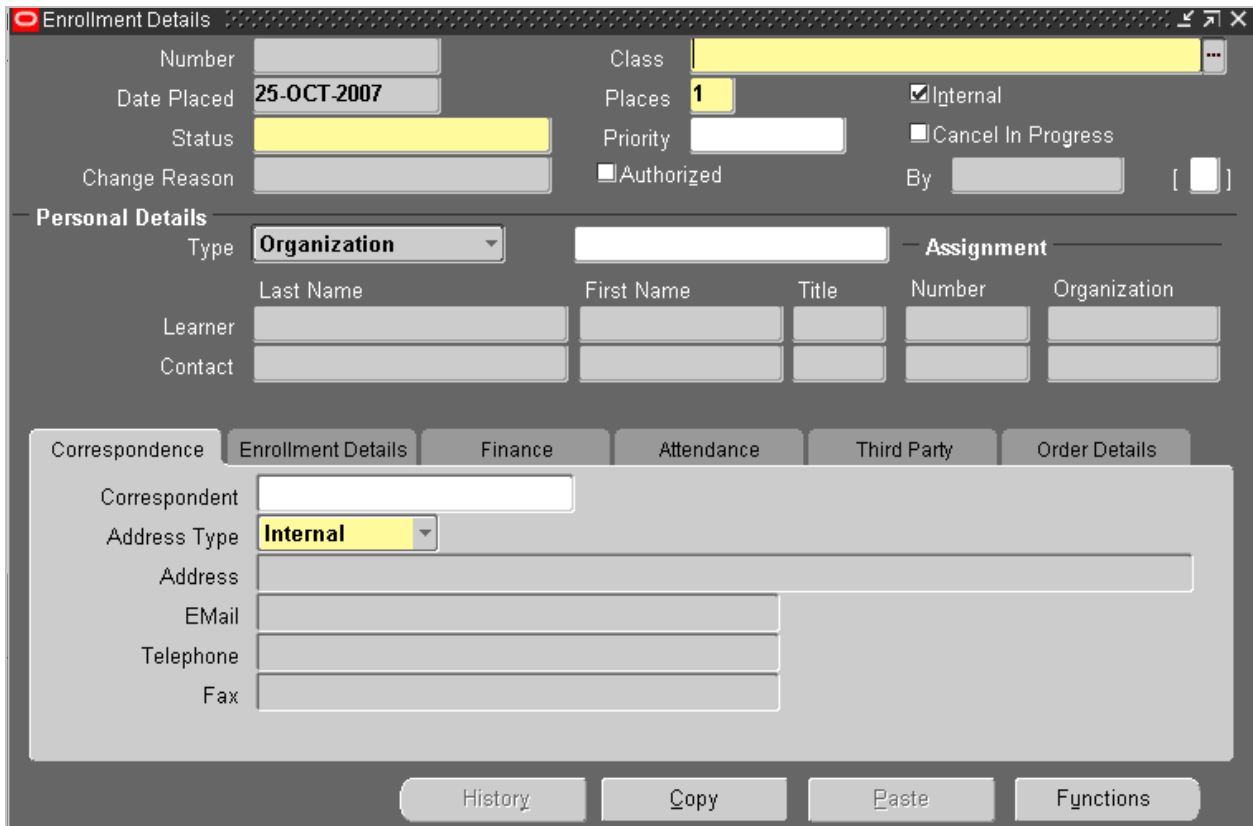
Top Ten List is an optional function that allows you to customise a quick access list for the screens/forms you use most often.



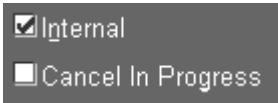

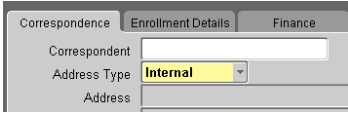

- 1 Select the desired function from the Functions list.
- 2 Click on the  arrow.
Note: you can only add functions to the list, not menu headers or sub-headings.
- 3 To access the function once it is in the **Top Ten List** segment double-click the function name or type the corresponding number on the keyboard.

To remove items from the list, select the item from the Top Ten List and click on the  button.

Common elements of Themis Oracle forms

Many Themis Oracle forms have specific navigation and data-entry elements. The image below shows a screen from the Themis Training Administrator responsibility; however, all modules use the same elements. The elements described in the table can be seen in context in this screen.

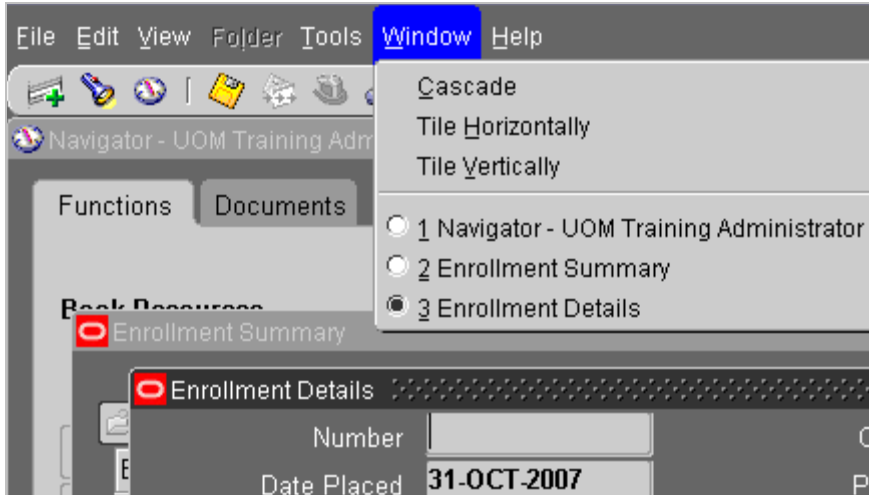


Elements in Oracle forms	Function
	List of Values (LOV) – Click on this icon to view a pop-up screen containing a list of defined values. If you know the correct value you may enter the value and press the Tab button on your keyboard.
	Descriptive Flex Field (DFF) – Click on this icon to view a pop-up screen containing fields relevant to users from the University of Melbourne. DFF often require mandatory information.
	Check box – Click in a check box to select or de-select the option.
	Drop-down list – Click on the down arrow icon to display a list of options for the field.
	Tab region – Click on the tabs to display relevant regions/fields. Mandatory fields are colour coded in yellow.
	Current record indicator – the current/active record will appear as a highlighted field (on the left) in any multi-record form.

Navigating in Themis Oracle forms

Navigating between current screens


The **Window** option on the **menu bar** can be used to manage multiple open screens in Themis. This option contains a list of all open screens. To select an open screen, select the corresponding radio button.



There are three view options available from the **Windows** option:

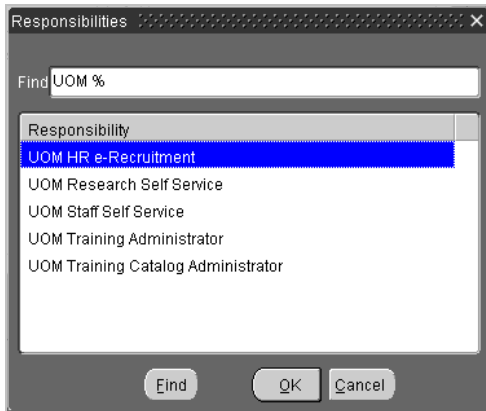
View options	Function
	<p>Cascade Screens will overlap with the title bar displayed.</p>
	<p>Tile Horizontally (left) or Tile Vertically Open screens will display across the Themis desktop in the configuration selected.</p>

Switch responsibilities

The **Top Hat** icon  on the tool bar allows you to switch between available Themis responsibilities from within the Oracle application.

- 1 Click on the **Top Hat** icon in the tool bar.

The Responsibilities screen will display all your Themis responsibilities.



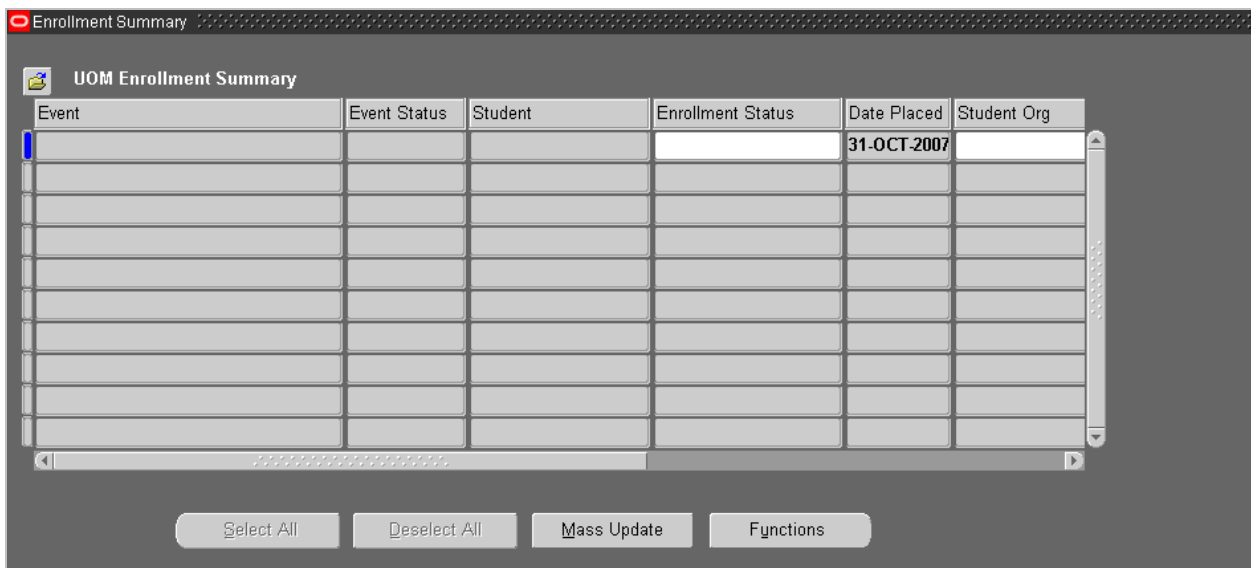
- 2 Select a responsibility and click the **OK** button.

The new responsibility will open.

Note: A new browser window will open if you are switching from an Oracle application responsibility to a Themis Self Service responsibility.

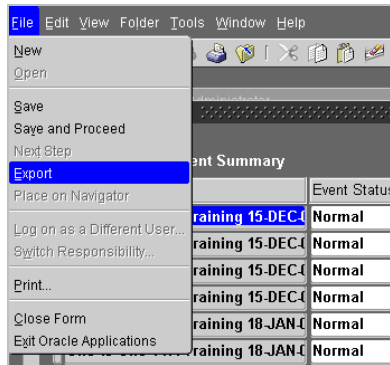
Using multi-record tables

Multi-record tables can be manipulated to best view the information that you have retrieved.



- The first three columns of the table can be sorted. Click on the column header to sort data by that column.
- The column order can be changed. Drop and drag the column header to the position you require in the table (see **Using Folders** below for more information).
- In some screens the table can be enlarged for easier viewing. First, drag the bottom right corner of the screen to enlarge the screen. Then select the edge of the top right column and drag the table to fill the new screen width.

- Data can be exported from a multi-record table. Select **File>Export** from the Menu bar and follow the download prompts (these may differ depending on your computer set up). Save the file to the format of your choice e.g.: Excel.



Using Folders

The **Folder** in Themis is a flexible display summary screen in which you can choose the fields you want to view and the order in which they appear. The **Folder** icon is located next to the screen name in the multi-record table. **Note:** this feature may not be used in all modules.



Three ways to customise your folder

- Use the Folder Tools tool bar (navigate to **Folder > Folder Tools** on the menu bar or click on the icon on the tool bar)
- Use the Folder menu on the menu bar
- Drag and drop columns to reorder, then click on the title bar to sort/resort a column (**Note:** only the first 3 columns are sortable)

Icon	Function	Icon	Function	Folder Menu
	Open List of Folders		Show Field	
	Save Folder		Hide Field	
	New Folder		Move Field Left	
	Delete Folder		Move Field Right	
	Widen Field	n/a	Change Prompt (change the title of a field)	
	Shrink Field	n/a	Folder Tools	

To save your folder

- Select **Folder > Save As** from the menu bar.
- Enter a unique name in the Folder field.
Ticking the **Open As Default** checkbox will prompt Themis to open your new folder as the system default.
Ticking the **Public** checkbox will allow the folder to be viewed and modified by all users.
- Click on the **OK** button.

Searching for information in Themis

Themis presents several methods to retrieve data and complete forms in the system: Query, Find and List of Values (LOV).

Performing a query in Themis

The **Query** function allows you to search for information within an active screen. This function is sometimes called an **F11 Search**. This function is useful where you are searching for multiple data within specific parameters (e.g.: all invoices you have processed within a week or all students enrolled in a class).

When performing a query you use the active screen to enter your search criteria.

- 1 Enter query mode by pressing **F11** or selecting **View > Query by Example > Enter** on the Menu bar.
- 2 Specify your search criteria using the % wildcard and auto reduction to refine your search.

Note: In the query mode, search criteria ARE case sensitive.


Important: It is recommended that you use auto reduction to limit the query. Running an unlimited wildcard search (i.e.: running a query with just a %) will take a long time to perform and may affect the overall performance of Themis for other users. Refer below for details on using the auto-reduction feature.

- 3 Run the query by pressing **Ctrl + F11** or selecting **View > Query by Example > Run** on the Menu bar.
- 4 Review the records retrieved.

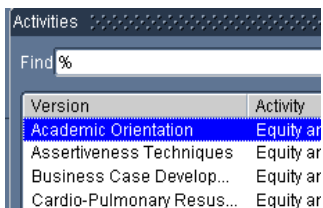
If your query returns no rows, you can continue entering criteria and running the search until you get results. If you wish to cancel the query, press **F4** or select **View > Query by Example > Cancel** on the Menu bar.

MacUser note: you can reprogram your **F11** key via **System Preferences > Keyboard & Mouse > Keyboard Shortcuts**.

List of values (LOV)

If a field has an ellipse  icon, click on the icon to access a list of data-entry options. The pop-up list will display in one of two formats: a list with all possible values displayed or a Find screen that requires you to search for options.

It is recommended that you use parameters to limit the results of the LOV Find.

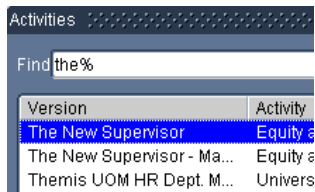


If an LOV potentially contains a very long list of possible values, you will need to enter some form of reduction criteria to shorten the list. To reduce the list you may enter a partial value and % wildcard symbol (e.g.: if searching for Themis, you may type *Them%* to return only values beginning with Them, or type *%Them%* to return all values that contain Them anywhere in the entry).

Warning: While it is possible to return all values by simply entering the % character, it is not recommended, as some lists are quite large and this may cause the system to slow noticeably.

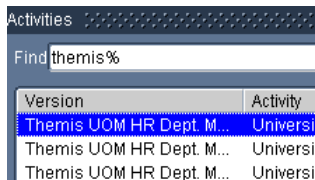
Using auto reduction in Themis

Use **Auto Reduction** to help you shorten a list so that you only have to scan a subset of values before choosing a final value.



Type the first character or characters of the subset you want into the list window. If there are several values that match, **Auto Reduction** will shorten the list to just those matching the value you entered (e.g.: type *T* to view all values in the list beginning with *T*, type *Th* to return all values beginning with *Th*, and so on).

Note: Do not click into the LOV list window, once you do this the Auto Reduction feature will be replaced by the search function listed above.



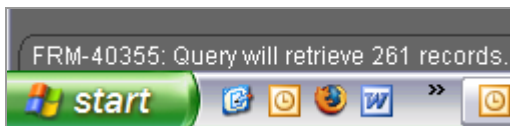
To expand a reduced list of choices in the list window, press **Backspace**. Just as Auto Reduction incrementally reduces a LOV as you enter additional character(s), using Backspace incrementally expands a list.

Any time you reduce the list to a single entry the **Auto Selection** feature selects the entry, enters it into the appropriate field and closes the LOV list window for you.

Query – count matching records

In query mode, you can check to see how many records match your criteria before retrieving the data.


- 1 Enter query mode by pressing **F11** or selecting **View > Query by Example > Enter** on the Menu bar.
- 2 Specify your search criteria using the % wildcard and auto reduction to refine your search.
- 3 Press **F12** or select **View > Query by Example > Count Matching Records** on the Menu bar. A result line containing the number of records will appear along the bottom left of the Themis screen.



- 4 Amend the criteria if required and/or run the query.

Performing a find in Themis

The **Find** function is useful when you are searching for something specific (e.g.: a reference number or a supplier name) within the Themis database. When performing a find you use the Find screen to enter the search criteria.

- 1 Click on the **Torch** icon  in the Tool bar to enter the Find screen.
- 2 Specify your search criteria using the List of Values (LOV) where available to refine your search. **Note:** in the find mode, search criteria are NOT case sensitive.
- 3 Click the **Find** button on the screen or press the **Enter** key.
- 4 Review the records retrieved.


Note: it is possible to **type and tab** in some fields that use the **Find** function. If you know the correct value you may enter the value and press the **tab** key to progress through the field (without opening the LOV screen). In some self service screens you may need to press the **tab** key twice for type and tab to progress.

Setting user profile options

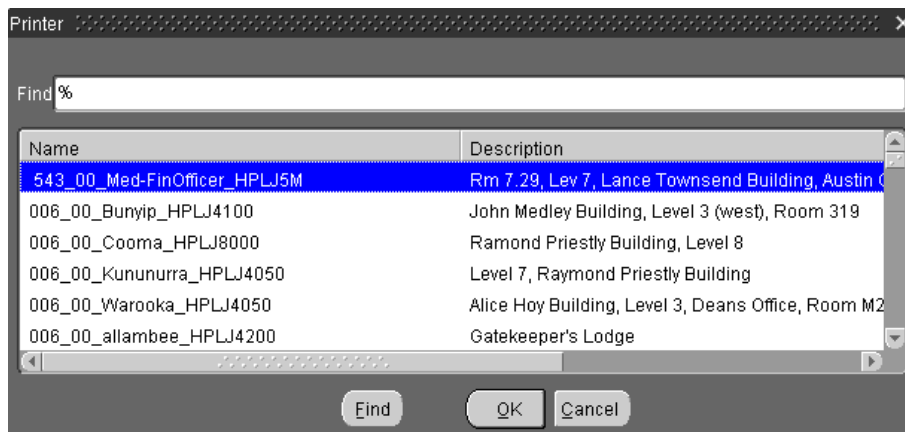
Profile options are a collection of system options that can be set to suit your own preferences. Some of these options affect all Themis components and some are specific to particular modules. Although you may override these settings during document production in Themis, it is recommended that you set your defaults the first time you log in as a Themis user.


Setting your Themis printer

All Themis users will need to set their Themis printer using the **Profile Options** function. This is the printer that all documents and reports from Themis will print to.

- 1 From the Navigator, select **Set User Profiles**.
Alternatively, select **Edit > Preferences > Profiles** on the Menu bar.
- 2 Press the **F11** key or select **View > Query by Example > Enter**.
- 3 Enter *Printer%* in the highlighted Profile name field.
- 4 Press **Ctrl + F11** to retrieve the required data or select **View > Query by Example > Run**.
- 5 Click on the **LOV** icon  in the User Value field.

The Printer Find screen will display.



- 6 Enter a search criteria based on your physical location in the Find field.
For example, if you are located in the Alice Hoy Building enter *%Alice Hoy%* in the Find field. The list will return all registered printers that meet the criteria.
- 7 Select your required printer and click on the **OK** button.
- 8 Click on the **Save** icon  to save your printer setting.

Important: Themis uses networked printing. If your printer is not on the available list you may need to apply to have your printer registered with Themis. For information and access to a form to register your printer refer to the site:

<http://www.themis.unimelb.edu.au/support/technical/printing.html>

Themis Financials user profiles

Themis Finance users are required to set up the following preferences:


- 1 From the Navigator, select **Set User Profiles**.
Alternatively, select **Edit > Preferences > Profiles** on the Menu bar.
- 2 Press the **F11** key or select **View > Query by Example > Enter**.
- 3 Press **Ctrl + F11** to retrieve the required data or select **View > Query by Example > Run**.
- 4 Complete the following profile information:

Field	Comments
Concurrent: Show Requests Summary	Leave as default (Yes)
Concurrent Report Copies	Set the report copies to either 1 or 0 – this will depend on your responsibility. If you frequently enter or print purchase orders, then it is recommended you set this to 1. If you regularly prepare reports, please set this to 0. If you are unsure of your printing requirements set this to 0.
Printer	Select the default for your Themis printer (see detailed instructions above)
UOM CC – Cash Receipt Printer	Select your local Themis printer as a default (valid for printing cash receipts only)
UOM: CC – Cash Drawer Location	This field is mandatory IF you are a cash receipting user (search by Department Number)
UOM: CC – Receipting EFTPOS	This field is only used if you receive EFTPOS payments in your department (search by Department Number or Name)
UOM: Default Activity	Select the primary activity of your department. This field is not mandatory, the values will default in charge code distributions
UOM: Default Company	Select your default company name. Most users should default to 01:University of Melbourne
UOM: Default Department	Select your department number. You must select and save your default department before you set your default group and/or location code
UOM: Default Group	Select the group you generally use. Although this is not mandatory, it is recommended that you set it to GEN
UOM: Default Location	Select your physical work location (campus) from the List of Values (LOV)
UOM: Default Section	Select your department section code from the LOV
UOM: Financial Approver	Select your financial approval supervisor from the LOV. Your default supervisor will receive all notifications for approval in Themis
UOM: Internal Orders DEPT-SECTION	Select your department code and section from the LOV (format is: xxx-xx). This is a mandatory field IF you are an Internal Transaction user

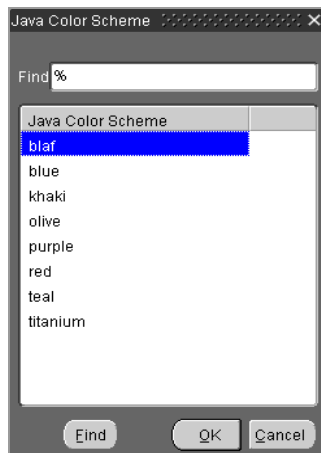
- 5 Click on the **Save** icon to save your profiles.


Change the colour of your screen

It is possible to change the colour of your Themis screen.

- 1 From the Navigator, select **Set User Profiles**.
Alternatively, select **Edit > Preferences > Profiles** on the Menu bar.
- 2 Press the **F11** key or select **View > Query by Example > Enter**.
- 3 Enter *Java%* in the highlighted Profile name field.
- 4 Press **Ctrl + F11** to retrieve the required data or select **View > Query by Example > Run**.
- 5 Click on the **LOV** icon  in the User Value field.

The Java Color Scheme screen will display



- 6 Select a colour and click on the **OK** button.
- 7 Click on the **Save** icon  to save your colour setting.

Note: to view a changed colour scheme you must log out of Themis and log back in.

Using the reporting function in Themis

Every Themis module contains reports that are specific to that module. The reports to which you have access are defined by the Themis responsibilities you have (e.g.: **UOM Data Entry** enables you to run Financial reports, while **UOM Training Administrator** provides access to reports relating to the Themis Training module).

Running a report

Submit a request is the term used in Themis when you run a report.

The navigation path for the Report/Request function will vary depending on the responsibility you have selected. For example: if you log in via the UOM Data Entry responsibility you can select **Reports > Run**, where as if you log in via UOM Training Administrator you can select **Processes and Reports > Submit Reports**.

Regardless of the navigation path you have used, the sections and fields that display on the Submit Request screen will be consistent.

- 1 Navigate to the Report/Requests function.
The Submit a New Request screen will display.
- 2 Ensure the Single Request option is selected, and click the **OK** button.
The Submit Request screen will display.
- 3 In the Name field, select the report you wish to run from the List of Values.
Alternatively, if you know the name of the report, you may type a portion of the report name and press **Tab** to display a list of reports beginning with the value you typed (e.g.: if you type *UOM* and press **Tab**, all reports beginning with *UOM* will display).
- 4 Enter the appropriate parameters for the selected report and click the **OK** button.
Note: The parameters displayed will vary depending on the report you have selected. Compulsory fields will be highlighted in yellow.
- 5 Click on the **Schedule** and/or **Options** buttons and enter appropriate details, if required.
- 6 Click on the **Submit** button to run the report.
The View Request screen should display automatically to show the progress of your request. If not, select **View > Requests** from the Menu bar.



- Click on the **Refresh Data** button to update the progress of your report.

Viewing your report results

Once you have submitted your request/report, the view screen should display automatically. You may also navigate to this screen at any time if you wish during your Themis session to retrieve previous report results.

- 1 Select **View > Requests** from the Menu bar.

The Find Request screen will display.

- 2 Ensure the *All My Requests* option is selected, and specify the number of days for which you wish to retrieve requests.

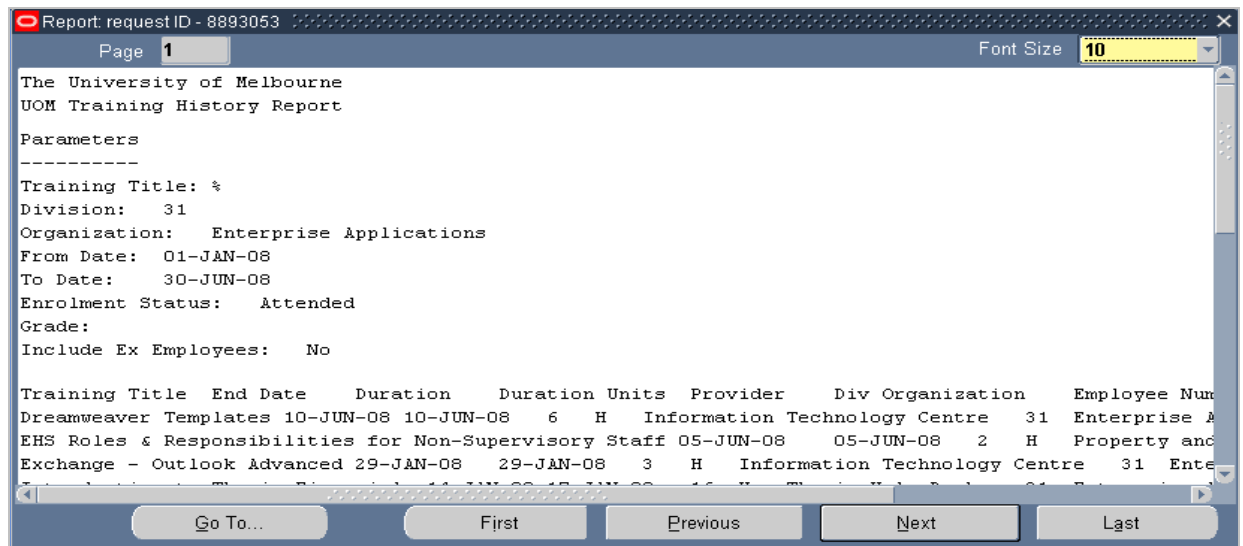
Note: Themis will default to retrieve the last 7 days of your requests unless you specify otherwise.

- 3 Click on the **Find** button to retrieve the requests for the specified period.

The Requests screen will display all reports you have run for the period specified and their status (e.g.: completed, error, etc).

- 4 Select the report you would like to view, then click on the **View Output** button.

The report results/output will display.



Note: only one results page will display at a time:

- Use the scroll bars located on the right and bottom of the screen to scroll through the information displayed in the active page.
- Use the buttons located at the bottom of the screen to progress through the available pages (e.g.: **Next**, **Previous**, **Last**, etc).

Exporting your report results

All report/request results and data in Themis may be exported to Excel.

- 1 Navigate to your report results/output screen.
- 2 Select **Tools > Copy File** from the Menu bar.
- 3 Ensure *MS Excel* format is specified and click the **OK** button.
A File Download dialog box will display, asking whether you wish to Open or Save the results.
- 4 Select **Open** to view the report/request results in an Excel worksheet.

Printing your report results

The report/request results will print to your default Themis printer automatically if you have set your **Concurrent Report Copies** to 1 in your Themis profile/preferences (refer to *Setting user profile options* above for further details).

However, if your print preferences are set to 0, or you wish to print an additional copy of your report results, you can use the **Reprint** function in Themis.

- 1 Navigate to the Requests screen and click on the report you wish to reprint.
- 2 Select **Tools > Reprint/Republish** from the Menu bar.
A Republish and Reprint screen will display.

- 3 Check the printer and number of copies, and update them if required.
Note: these fields will default from your profile settings. If you need to enter or update your printer, click on the torch icon to search for and select the appropriate printer from the list of values.
- 4 Click on the **Apply** button.
A confirmation message will display and your results will be sent to your nominated printer.

- 5 Click **OK** to close this message.

Scheduling a report

The report scheduling feature in Themis allows you to program reports to run automatically when required (e.g.: weekly, monthly, every Tuesday, on the last day of the month, etc).

Important: when scheduling a report to run automatically, you should only schedule them to run outside of peak usage hours (i.e.: between 8pm and 6am nightly or alternatively, on weekends where possible).

- 1 Navigate to the Report/Requests function.
The Submit a New Request screen will display.
- 2 Ensure the *Single Request* option is selected, and click the **OK** button.
The Submit Request screen will display.
- 3 In the Name field, select the report you wish to schedule.
- 4 Enter the appropriate parameters for the selected report and click the **OK** button.
Note: the parameters displayed will vary depending on the report you have selected. Compulsory fields will be highlighted in yellow.
- 5 Click on the **Schedule** button, located in the *At these Times* section.
The Schedule screen will display. The default schedule will be *As Soon as Possible*.
- 6 Specify the report schedule required in the *Run the Job* section of the screen and click **OK**.

Schedule option	Action	Comment
Once	Run the report one time only at the date/time specified.	<ul style="list-style-type: none"> Ensure the date/time in the <i>Run At</i> field is outside peak hours.
Periodically	Schedule the report to repeat at selected intervals (e.g.: every 5 days, 1 week, or 1 month) from the nominated start date and time.	<ul style="list-style-type: none"> Ensure the date/time in the <i>Start At</i> field is outside peak hours. Enter an end date/time in the <i>End At</i> field – do not leave this field blank as the report will run indefinitely. Specify the interval you wish the report to be re-run.
Specific	Schedule the report to repeat on the day of the month specified (e.g.: 1st, 5th, last day, etc) or on the day of the week specified (e.g.: Monday, Thursday, etc).	<ul style="list-style-type: none"> Ensure the date/time in the <i>Start At</i> field is outside peak hours. Enter an end date/time in the <i>End At</i> field – do not leave this field blank as the report will run indefinitely. Use the calendar to select the date or day you wish the report to run.

- 7 Click on the **Options** button, located in the *Upon Completion* section and set your output options.

Field	Action	Comment
Name	Enter your name if you would like to receive a Worklist Notification when the report has been run.	
Printer	Select your Themis printer from the List of Values.	This field will default from your profile settings but may be updated if required.
Copies	Enter 1 if you would like a hardcopy of your report to print automatically.	

- 8 Click on the **Submit** button to queue the report for the scheduled run time.

Themis support and contacts

Getting help

The Themis website (www.themis.unimelb.edu.au) provides written support in a variety of formats:

- Reference cards (step-by-step instructions for specific tasks)
http://www.themis.unimelb.edu.au/support/ref_cards.html
- Information sheets (overview of specific module, function or responsibility)
http://www.themis.unimelb.edu.au/support/documentation/info_sheets.html
- Frequently Asked Questions <http://www.themis.unimelb.edu.au/support/faq.html>

Themis Service Desk

The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

Online: <http://servicedesk.unimelb.edu.au/itsc/themis>

By email: ea-help@unimelb.edu.au

By phone: 8344 9500

Themis User Group (TUG)

The Themis Service Desk sends out regular email bulletins to Themis users with updates about the status of Themis, system issues or items of interest as well as upcoming training and other events for users.

In addition, the Themis Users Group holds periodic meetings during the year. These meetings provide an opportunity to learn about the Themis developments, raise issues and discuss system improvement options with other users. Check the Themis website for meeting dates:

http://www.themis.unimelb.edu.au/community/themis_user_group.html.