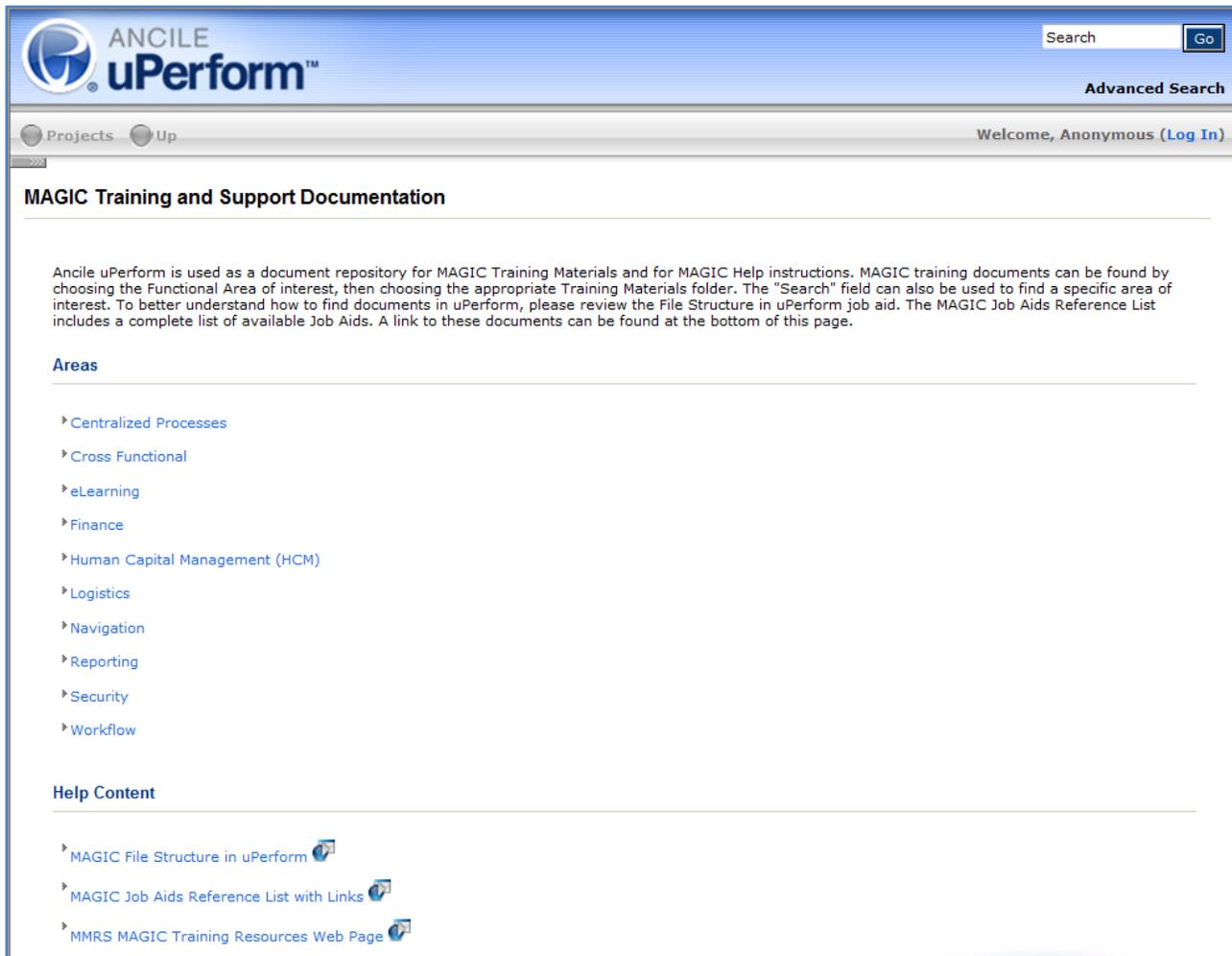


uPerform End User Website

What is uPerform?

<http://uperform.magic.ms.gov>



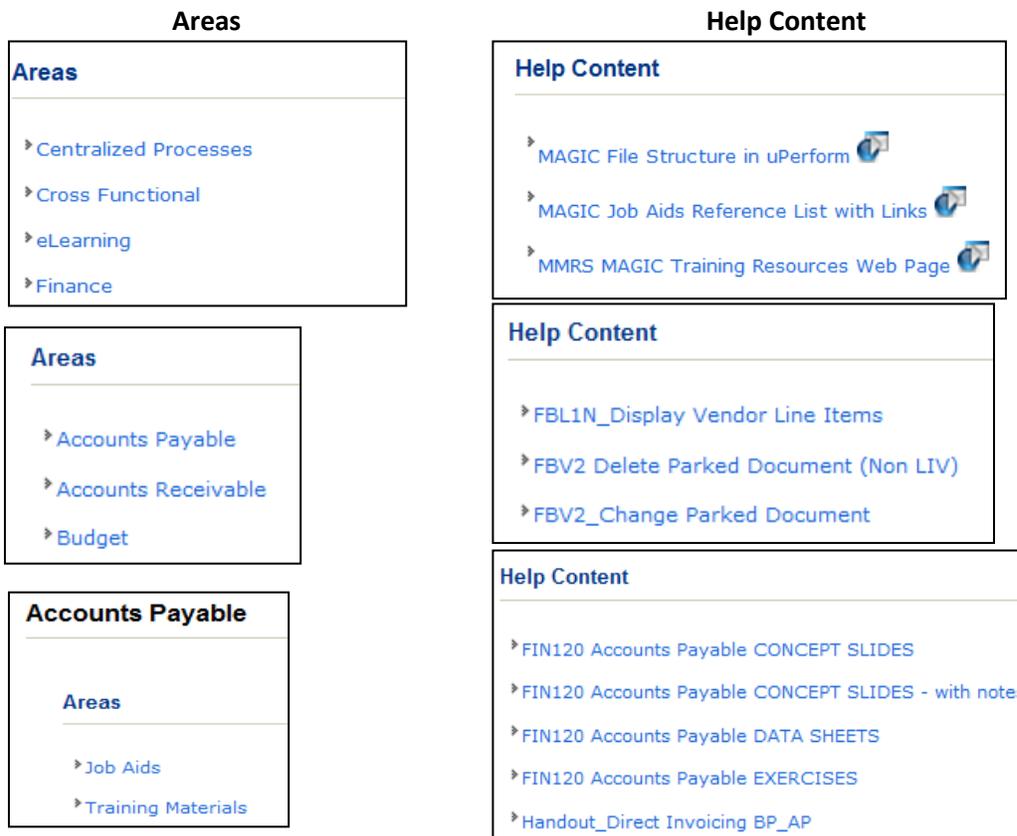
The screenshot shows the Ancile uPerform website interface. At the top, there is a blue header with the Ancile uPerform logo on the left and a search bar with a 'Go' button on the right. Below the header, there is a navigation bar with 'Projects' and 'Up' buttons, and a 'Welcome, Anonymous (Log In)' link. The main content area is titled 'MAGIC Training and Support Documentation'. It contains a paragraph explaining that Ancile uPerform is used as a document repository for MAGIC Training Materials and for MAGIC Help instructions. Below this, there are two sections: 'Areas' and 'Help Content'. The 'Areas' section lists various functional areas with expandable arrows: Centralized Processes, Cross Functional, eLearning, Finance, Human Capital Management (HCM), Logistics, Navigation, Reporting, Security, and Workflow. The 'Help Content' section lists three links: 'MAGIC File Structure in uPerform', 'MAGIC Job Aids Reference List with Links', and 'MMRS MAGIC Training Resources Web Page'.

Ancile uPerform™ is an online document repository used to store MAGIC Training and Support documentation including:

- Work Instructions
- Cue Cards
- Simulations
- eLearning Courses
- Training Materials including
 - Concept Slides
 - Data Sheets
 - Exercise Sheets
 - class handouts
 - job aids

uPerform End User Website

The uPerform website includes Areas and Help Content. Areas contain folders -- Help Content contains documents or links.

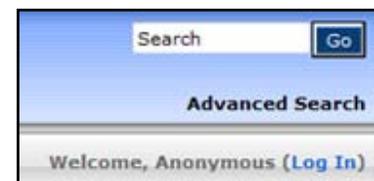


Do I have to log in to uPerform?

No, end users do not have to log in to uPerform to view content.

Can I Search for documents?

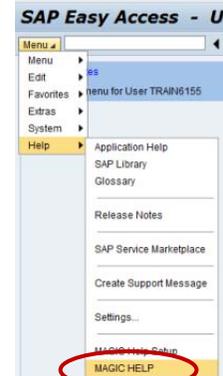
Yes, uPerform contains a context-sensitive Search feature, which allows end users to search by T-Code or document description. Search can be found in the upper right hand corner of uPerform website.



uPerform End User Website

What are Work Instructions and Format Outputs?

Work Instructions present a sequence of steps to execute a task or activity. Work Instructions can be accessed via the uPerform website, or within MAGIC by choosing Menu > Help > MAGIC HELP.

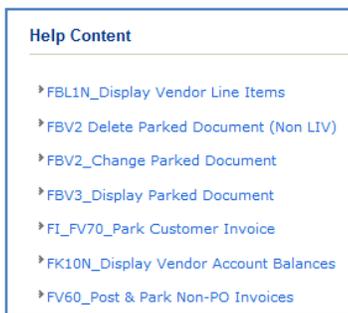


Work Instruction output formats include:

- Cue Card – xhtml (Steps only)
- Work Instruction – xhtml (Steps and a graphic representation of the transaction page)
- Work Instruction – PDF (For printing)
- Simulation (HTML) –
 - Show Me – allows the user to view the transaction simulation
 - Let Me Try – requires the user to participate with the transaction simulation

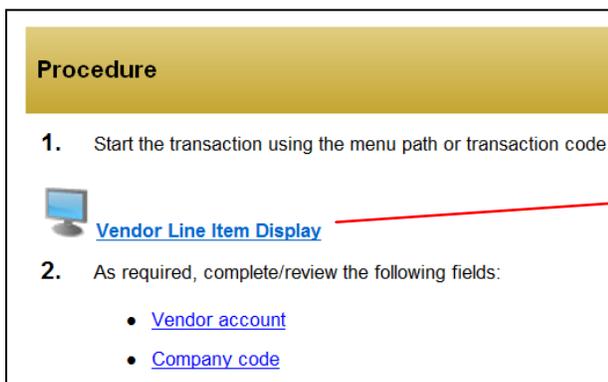
Work Instructions

Use the dropdown menu to choose an output.

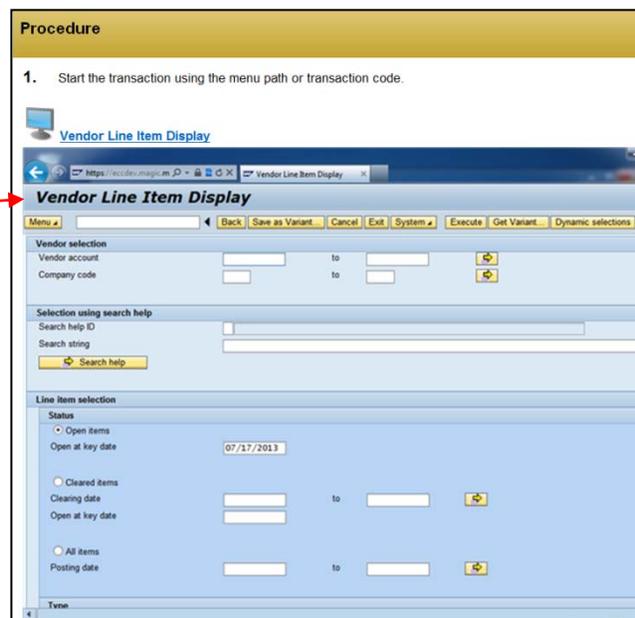


The following are examples of work instruction outputs.

Cue Card - xhtml

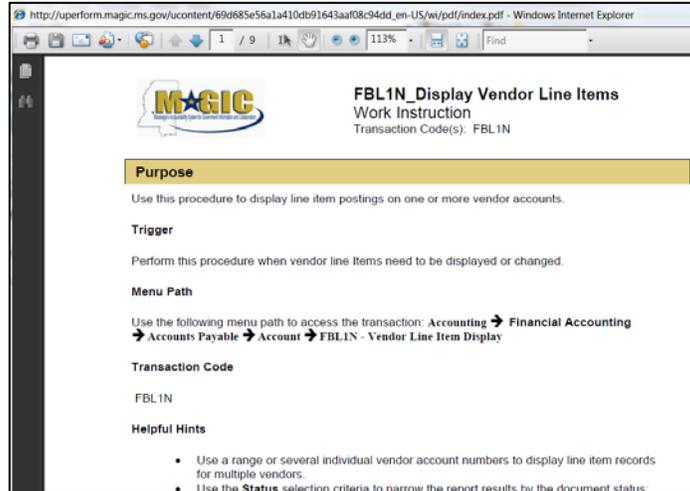


Work Instruction - xhtml



uPerform End User Website

Work Instruction – PDF



FBL1N_Display Vendor Line Items
Work Instruction
Transaction Code(s): FBL1N

Purpose
Use this procedure to display line item postings on one or more vendor accounts.

Trigger
Perform this procedure when vendor line items need to be displayed or changed.

Menu Path
Use the following menu path to access the transaction: Accounting → Financial Accounting → Accounts Payable → Account → FBL1N - Vendor Line Item Display

Transaction Code
FBL1N

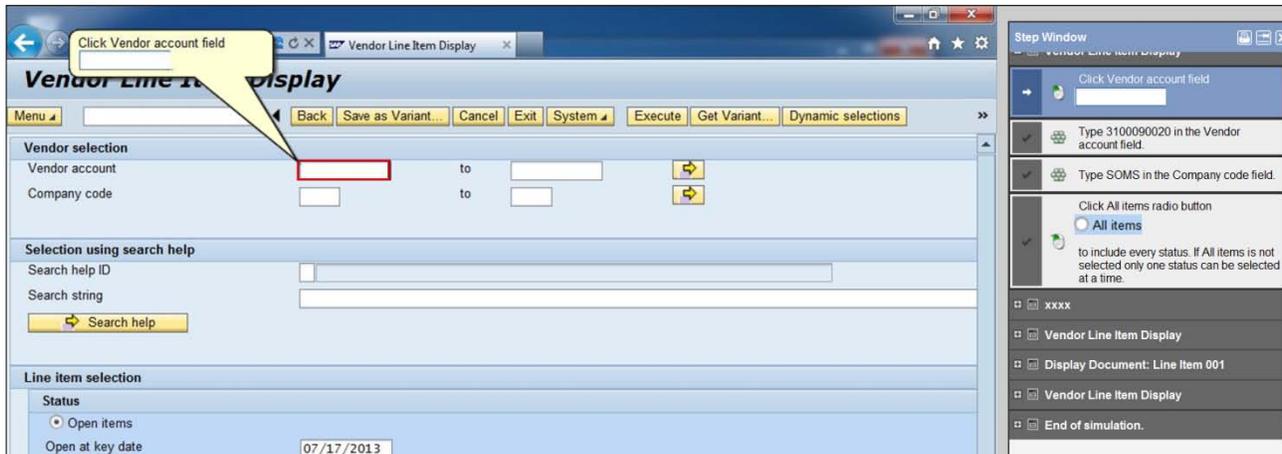
Helpful Hints

- Use a range or several individual vendor account numbers to display line item records for multiple vendors.
- Use the **Status** selection criteria to narrow the report results by the document status.

Simulation – html Show Me the Simulation/Let Me Try the Simulation

FBL1N_Display Vendor Line Items

[Click here to Show Me the Simulation](#)
[Click here to Let Me Try the Simulation](#)



The screenshot shows the 'Vendor Line Item Display' simulation interface. A yellow callout bubble points to the 'Vendor account' field with the text 'Click Vendor account field'. The interface includes a menu bar with options like 'Back', 'Save as Variant...', 'Cancel', 'Exit', 'System', 'Execute', and 'Get Variant...'. Below the menu are sections for 'Vendor selection' (with fields for Vendor account and Company code), 'Selection using search help' (with Search help ID and Search string fields), and 'Line item selection' (with a Status dropdown set to 'Open items' and an 'Open at key date' field set to '07/17/2013'). On the right side, a 'Step Window' displays the simulation steps: 'Click Vendor account field', 'Type 3100090020 in the Vendor account field.', 'Type SOMS in the Company code field.', 'Click All items radio button', and 'All items'. A note below the steps states: 'to include every status. If All items is not selected only one status can be selected at a time.' The step window also shows a list of items: 'xxxx', 'Vendor Line Item Display', 'Display Document: Line Item 001', 'Vendor Line Item Display', and 'End of simulation.'

uPerform End User Website

What are eLearning Courses?

APP802 Approval Using Workflow - eLearning

[Launch Course](#)

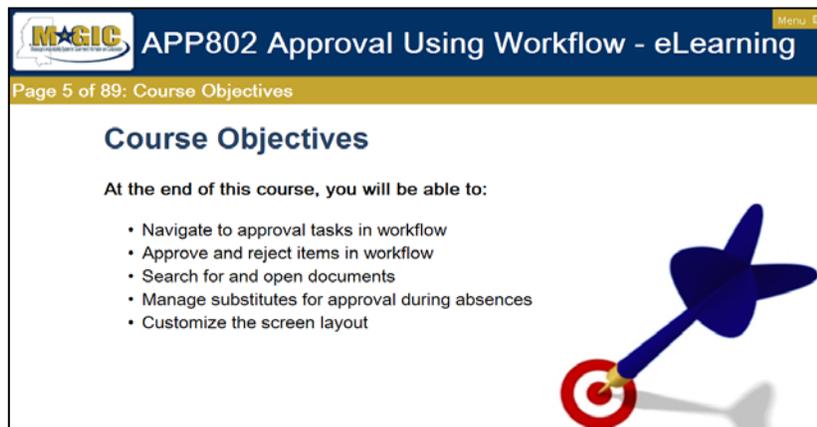
eLearning courses offer MAGIC learning in a self-paced, web-based format. Courses contain a purpose, objectives, lessons, knowledge checks and simulations. End Users can earn MELMS credit by either completing the course via the MELMS Student Center, or calling the MMRS Call Center and choosing MAGIC Training option.

Knowledge Check Course Purpose

Lesson 1: Introduction to Workflow

Now It's Your Turn - Exercise

Course Objectives



MAGIC APP802 Approval Using Workflow - eLearning Menu

Page 5 of 89: Course Objectives

Course Objectives

At the end of this course, you will be able to:

- Navigate to approval tasks in workflow
- Approve and reject items in workflow
- Search for and open documents
- Manage substitutes for approval during absences
- Customize the screen layout



uPerform End User Website

MAGIC Training Documents

MAGIC training documents can be found in uPerform by choosing the Functional Area of interest, then choosing the appropriate Training Materials folder. The "Search" field can also be used to find a specific area of interest. To better understand how to find documents in uPerform, please review the [File Structure in uPerform](#) job aid. The MAGIC Job Aids Reference List includes a complete list of available Job Aids.

How to find Training Materials using the uPerform menu structure.

