



Bridges Advisory #78

September 23, 2005

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit www.bridges.ufl.edu/advisory.

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

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ENTERPRISE REPORTING INITIATIVES. Bridges continues to focus on the area of *reliability and stability* with Web server upgrades and software upgrades from our vendors, as well as improvements in business practices at Bridges. There are several steps in this process and we're working with Cognos to complete the recommended last steps. Bridges anticipates improvements in performance (including fewer 2022 errors) in the coming weeks.

Feedback regarding the standing alert for some of the more popular reports, "Enterprise Reporting – Daily Status Report," has been very positive. If you have other reports you would like added, or have comments or ideas about the existing alert notice or in the area of *communication and outreach* more generally, please let us know via the myUFL Suggestion Box in the portal.

Campus will see progress in the area of *report improvements and additions* over the next several weeks. In addition, a completely revised and updated data dictionary will be available in November. Revisions will be made with input we have received from campus end-users, and all resulting work reviewed by the Senior Vice Presidents' task force and appropriate work groups.

In the area of *usability*, Bridges is making several improvements that will ultimately result in the update of warehouse data on a nightly basis. The goal is to have a daily refresh of data later this fall.

myUFL ENHANCEMENTS LAST WEEK. This past week, Bridges implemented more than 30 "fixes" or enhancements to the myUFL systems. The upgrade resolved several specific problems as well as improved general system performance. Many improvements come from portal users who send in suggestions to the myUFL Suggestion Box. Some of the more noticeable changes include:

- The removal of the duplicative menu items in the portal, specifically 'Jobs at UF' from the Local Interest folder and the entire 'Student Self Service' folder. Most users use the My Self Service area to access job or student-related items.
- A new link has been added in the portal under My Self Service for '[Other UF Training Providers](#)'. This link along with the Training and Development link will enhance the training experience for users.
- The addition of an 'Alerts' link in the portal near the Sign Out link in the upper right-hand corner. The Alerts link is also located in the Help folder in the myUFL Menu. Both links now open in a new window to allow users to continue their work in the portal while monitoring the alert notices.

- **Best practice** is to add a direct link to the Alerts as a browser favorite or on your computer desktop for use when the portal is inaccessible. The direct link is <http://www.at.ufl.edu/~hdweb/status.cgi>. To save as a browser favorite in Internet Explorer, click on that link, then click on Favorites in the tool bar and then Add to Favorites. To save to your desktop, click on the link above, then right click your mouse and select 'Create Shortcut' (or 'Save to Desktop', 'Save Shortcut', or the like).
- Department Security Administrators will be pleased to note that a direct link to the Bridges [Security Roles](#) Web site is now located in the Access Request System folder in myUFL.

OPEN LABS TEMPORARILY SUSPENDED. Bridges staff will be relocating to the former DOT site located on Waldo Road during the week of September 26 through September 30. During the transition week, the open labs will be suspended while the conference rooms are configured and readied. Normal Bridges Help Desk services will be available for assistance and guidance.

ENHANCEMENTS TO THE DEPOSIT TRANSMITTAL FORM (DTF). Beginning September 23, a new field has been added to the payment page. Another important change is that DTF's will now only print when the deposit is completed. If you are not able to print your DTF, or you have questions about DTF's, please contact the Treasury Management Staff at 392-9057.

NEW INSTRUCTION GUIDES. Three new instruction guides are available this week on the Bridges Web site:

- Directory > Add a New Address (New)
- Time and Labor > Using Time Reporting Codes (Updated)
- Vouchers > Expense to Revenue Vouchering

NEW RESOURCES. One new resource is available this week on the Bridges Web site for the following services:

- Hiring and Job Actions > [Job Code-Salary Plan Code Crosswalk](#) (Updated)

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- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.