GTA MOBIUS VIEW
Mobius View interface has replaced the Luminist web interface for viewing reports:

- This short guideline will concentrate on logging in to view reports and download data using a policy into MSExcel
- There are more processes available such as bulk downloading ...searching ....collections ...setting favorites....for both reports and report versions...creating adhoc policy rules to pull data from a report...the short video explain these processes in an easy and quick manner

This is the new landing page for https://ebill.ga.gov : IE/Chrome/Firefox internet browsers can be utilized

GTA landing webpage provides helpful links and hints:

- Login
- Change Password
- FAQ
- User Guide
- Feedback Form
- Security Statement
- Training Videos
- Link to the zoho ticketing webpage to enter requests http://portal.georgia.gov
On the landing page – click on Login on the left side of the page

It will display the Login screen for Mobius View:

- There is a box named Login to Repository in the middle of the screen
- Under the word Repository – there is a drop down area...click on the drip down arrow
- The repositories are listed:

- Click on the repository needed

- The drop down box is populated with your selection
• Click the OK button
• Sign In popup box is displayed – enter the recipient id (userid) and password and click Sign in
• In the internet IE browser the popup window will look like:

Note: After logging in the next window will display the word Browse and under that the repository is listed

Please note this window will vary in display depending on what browser is used: IE/CHROME/FIREFOX

• Click Reports - enter the username and password

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Next will display the area where there are several blocks of information – choose Browse Reports – the link is at the bottom of the block.
• Then the Browse for reports is displayed

![Image](https://example.com/image1.png)

• Closer detail: Click on the reports folder

![Image](https://example.com/image2.png)

A list of available reports is displayed

- There may be hundreds of reports displayed and the locate folders area can assist – type in the report id and the selection will change and display that report id selection first

In this view there are several items of interest: these are the most used

- There is a **blank square** that will select all the reports below – more details to follow
- There is a blank text box area that will display the verbiage of **Jump to Folder** – in this area the report id can be typed in and Mobius will display that report first in the list
- Please note the reports will display in a horizontal view
Click on the folder next to the Report ID

- The versions of the report will display horizontally
- Sometimes a version will be archived and an hourglass will be shown on the folder...

Click on the folder and the report should be retrieved within minutes...if it takes longer please contact us.

- The location of policy and print is located to the right of the version.

- The Star – sets the report version as a favorite
- The Report – sets the report version to Collection
- The ... - indicates several options are available....

- More detail on the ... option:

- On the Extract > area: if there is a policy it will be displayed if not the Create Policy will be available.
- If a policy is available.....click the policy and the data from the policy will be displayed:

- The Export is visible – click the Export button
- Then the Export window is displayed on the right:

- On this window
  - The page range can now be edited to select just one page or 2 pages or the entire report
  - Under the Options portion of the window
    - The Export File Name can be renamed
    - Choose to uncheck the Exclude Column Headers
    - Do choose to click the Don’t ZIP Export File
  - Then choose the Export button at the bottom of the popup window
    - If the button is selected the file is downloaded to the local PC/laptop as .zip file
    - If the button is not selected the file is downloaded to the local PC/laptop as .csv file
    - The file is now ready and displays at the bottom of the webpage

- Please save the .zip or .csv file to the local drive and this can be opened MSExcel ...if wish to import and keep the leading zeroes ...the steps will be in available in another FAQ link
There are more processes available such as bulk downloading, searching, collections, setting favorites, for both reports and report versions, creating adhoc policy rules to pull data from a report. The short video explains these processes in an easy and quick manner.

Possible issues:

- If receive a 500 error – let us know!
- It might be that a relogon is needed to view the report
- If you receive a 500 error

Error details:

Item list load failed (code 500: Error 500: Internal Server Error - Internal Server Error): Error 500: Internal Server Error

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