



Effective June 6, 2021, OHIO will begin using an upgraded version of EBIZ. This document details the changes that users will see in the new 12.2 version of EBIZ/My Personal Information (MPI).

## Browser Compatibility Enhancements

After this update, you will be able to use any of the following browsers to access EBIZ and MPI:

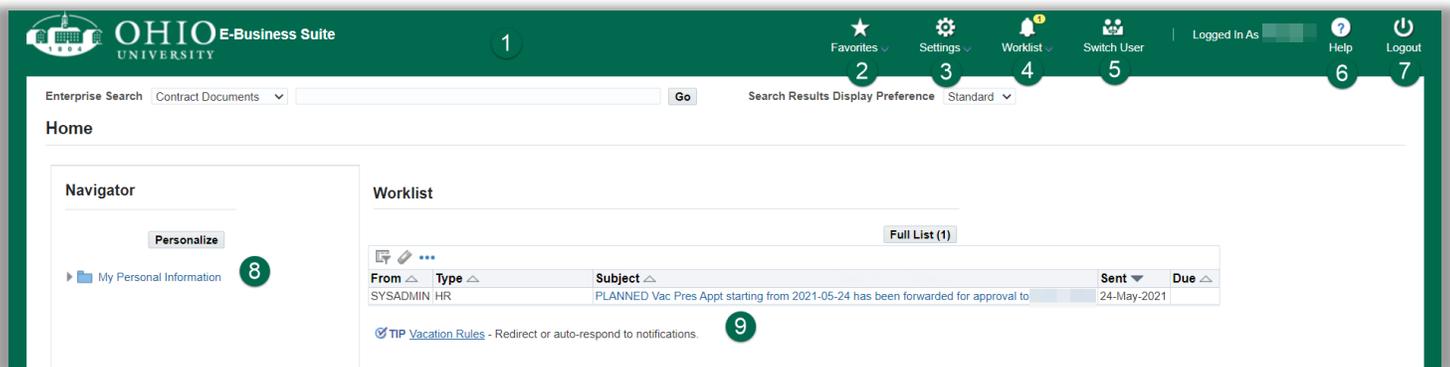
- Apple Safari
- Google Chrome
- Microsoft Internet Explorer
- Microsoft Edge
- Mozilla Firefox Extended Support Release (ESR)

Please see the [Connection Requirements & Supported Browsers](#) Quick Reference Guide as well as the [Configuring Java Exception Site List](#) Quick Reference Guide for more information.

Note: if you have not updated your browser version in a while, you may be required to update to a more recent version. If you need assistance with software updates, please contact the OIT Service Desk.

## Look and Feel Enhancements

The screen below is the default view of the new EBIZ/MPI home page.



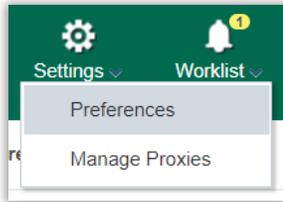
1. Screens are all now wrapped in OHIO green.
2. Favorites have been moved toward the center of the screen. NOTE: if you do not have any favorites saved, you will not see anything in this menu. Click the pencil at the bottom of this menu if you would like to set up your favorites.
3. The Settings drop-down menu is new. Here you can manage your global settings and preferences and manage proxy access to your worklist. In the previous version, the Preferences menu was a top right navigation menu and Worklist Access was a link available in the worklist section (you can read more about this below).
4. The Worklist drop-down menu contains the same information as the worklist on the home screen and allows you to view or respond to your open Worklist notifications. This button is available from any screen.
5. Switch Users is a new button that can be utilized by anyone who has been set up as a proxy to someone else's worklist.
6. Help is a screen specific help feature embedded on each page directly from Oracle. Please note this is not OHIO specific help and all features explained in this menu may not be applicable to OHIO users.

# EBIZ 12.2 Changes

7. Logout has been moved and is in a more prominent location at the top right of the screen.
8. To access your responsibilities/menus in EBIZ or MPI, select from the Navigation window on the left side of the screen.
9. Vacation Rules link is still available for giving temporary approval access to others while out of the office. Review the [Worklist Delegation Quick Reference Guide](#) to learn more.

## New Settings Menu

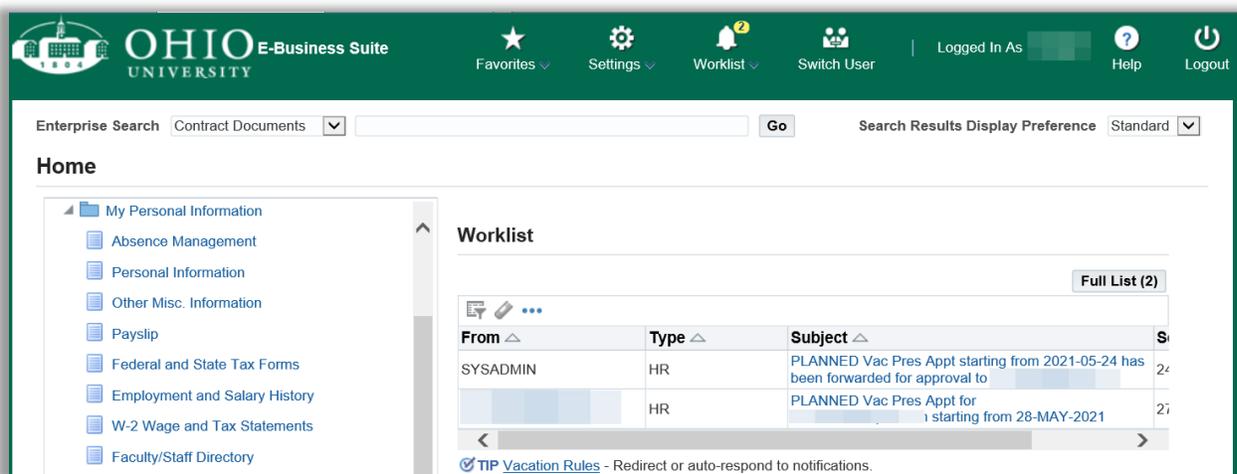
The Settings icon is new and contains menus for preferences and manage proxies.



## Preferences Menu

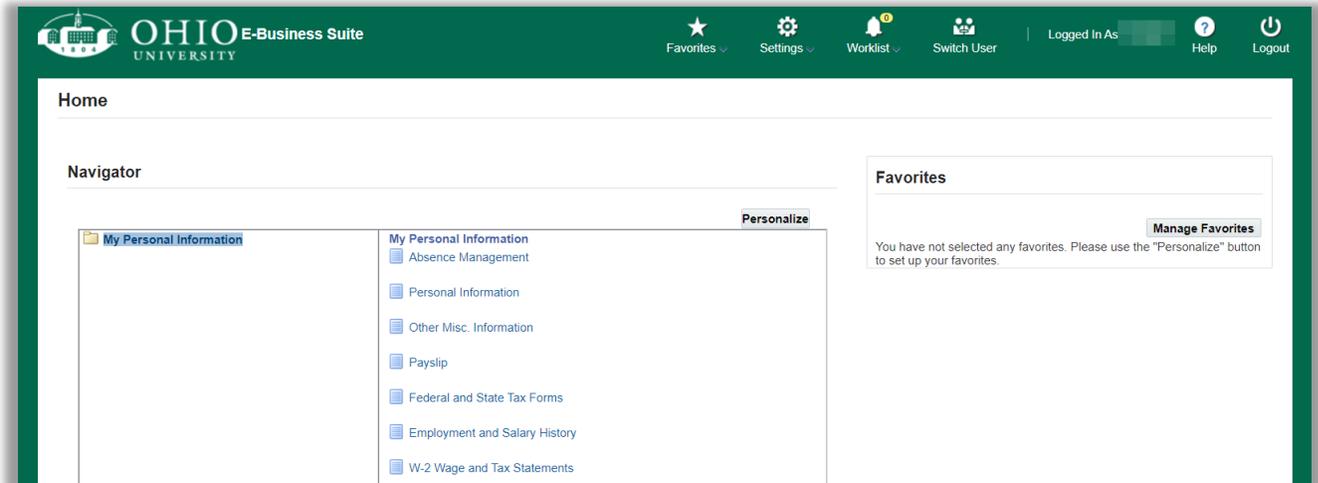
In the Preferences menu, all the preference options that you had in the previous version still exist, plus a few new accessibility features have been added. The biggest change is that you may now select one of three look and feel options for your home page:

1. **Framework Tree** – This view is set by default. It closely resembles the homepage that we had in the previous version of EBIZ. The navigation menus are shown on the left side of the homepage and expand and collapse as you select menu items. Your open worklist items are displayed in the center of the homepage with this view in addition to being available on the page header. Favorites are not displayed on the homepage and are accessed only through the favorites icon on the page header.

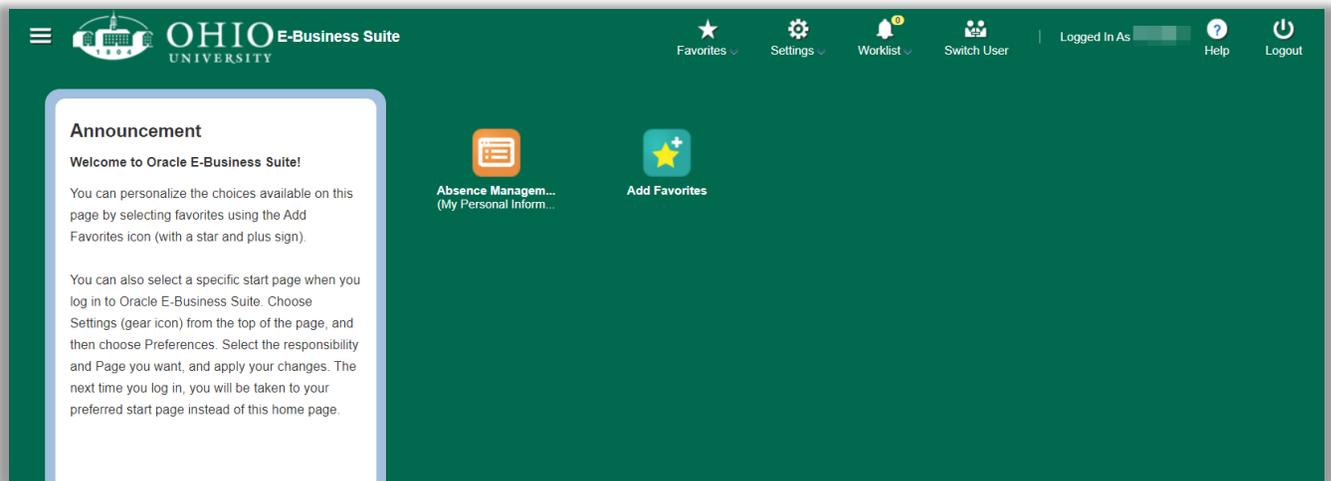


# EBIZ 12.2 Changes

- Framework Only** – Navigation menus are also on the left side of the homepage with this view, but they do not expand and collapse. Instead, as you select menus, all sub-menus are displayed in the center of the screen. Open worklist items are not displayed in the center of the screen and must be accessed through the worklist icon on the page header. Favorites are displayed on the right side of the page in addition to being available on the page header.



- Framework Simplified** – This view is drastically different than the other two views. The homepage only displays favorites that you have set up. Menus/responsibilities that you have not marked as favorite are accessed through the hamburger (three lines) icon at the top left side of the page. (See navigation enhancements documentation below for more information about this navigation feature.) Open worklist items are not displayed in the center of the screen and must be accessed through the worklist icon on the page header.



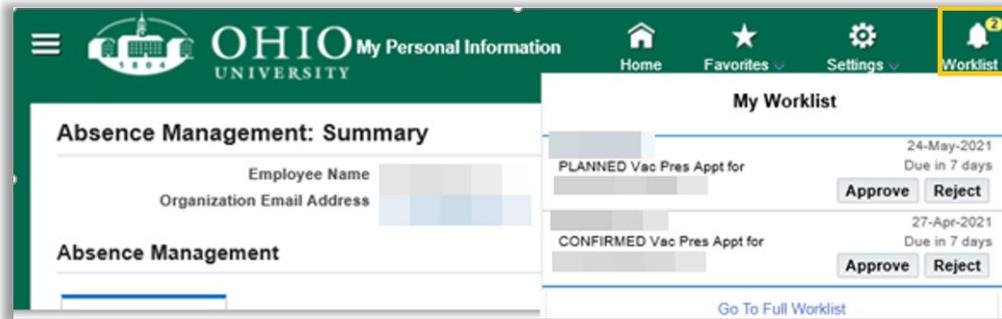
You may also change your page/menu header styles to show only links or icons if you would like (both are displayed by default). If you are someone who has access to core EBIZ forms, you may also choose to disable access keys, which are shortcut commands. This is not applicable to web-based screens like MPI, ICD, etc. that are used by most users.

## Manage Proxies Menu

A Manage Proxies page has also been added under the settings menu. This page allows you to set proxies who can access your worklist and approve worklist transactions on your behalf. This worklist access feature is not new. It operates the same way it did in the previous version; it has simply been moved to a new location. Review the [Worklist Delegation Quick Reference Guide](#) to learn more.

## New Worklist Button

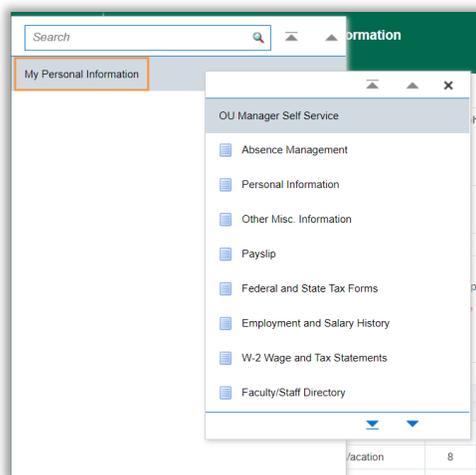
A worklist button has been added to the page header.



By clicking on a notification, you can open and view the complete notification. Optionally, you can select the **Approve** or **reject** button from the dropdown if you are ready to take action on the notice.

## Navigation Enhancements

When navigating within EBIZ/MPI, you can now easily move between menu options without going back to



the home page by selecting the hamburger (three lines) icon at the top left of the screen. For instance, if you are viewing absence information, you can now click the three bars to select another responsibility or menu option. Note – when using the default homepage style, you only see this icon after you have navigated away from the home page.

The menu within the hamburger opens in a collapsed folder view, to see all options, click a responsibility to further open the menu.

## Table Enhancements

You can now manage the information seen in tables on web-based pages by selecting the ellipsis (three dots) directly under the table name. If you make any changes to the table, it is a one-time change. When you navigate away, the table will revert to its original format.

Start Date	End Date	Absence Category	Dur... Hours	FM...	FMLA Reason	Approval Status	Absc
26-Apr-2021	26-Apr-2021	Sickness	2.5	N		Approved	
23-Apr-2021	23-Apr-2021	Vacation	8	N		Approved	
19-Apr-2021	19-Apr-2021	Sickness	2	N		Approved	
09-Apr-2021	09-Apr-2021	Sickness	3	N		Approved	
02-Apr-2021	02-Apr-2021	Personal Leave	3	N		Approved	

**Refresh:** This option will refresh the data in the table.

**Detach:** This option will open the table in a new window, which may be helpful when you are reviewing many rows of data and want to view it in a larger window. After you've detached a table, click the ellipsis (three dots) again and select Attach to return to the original screen. Unfortunately, Oracle did not include an option to export this table to Excel/CSV in this enhancement.

**Columns:** This option allows you to reorder the columns in the table. Use the up arrow to move a column to the left and the down arrow to move a column to the right.

**Advanced Sort:** This option allows you to sort data by multiple columns. (NOTE: you can sort a single column on the screen by clicking the column header.)

**Freeze:** This option allows you to freeze columns if the table exceeds width of your browser page (the freeze option will be grayed out if the table is not wider than your browser page).

**Reset:** This option will reset all the changes you've made to the report. When it is grayed out, no changes have been made. Remember these are one time only changes.

## Re-login Screen Changes

The initial login screens look the same when you first open EBIZ/MPI; however, if your login session expires, you'll notice that the re-login screen looks different.

Previous Login Screen

You are logging into Enterprise Business System. Please log in with your OHIO ID credentials. If you continue experiencing any difficulties in logging in to the site, please contact the OIT Service Desk for help.

OHIO ID or Username:

Password:

[LOGIN](#) [CLEAR](#)

[\[ Forgot your password? \]](#)

For help, please call (740) 593-1222 or visit [the service desk](#).

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

We recommend using the most current version of your Web browser. Older versions may not work with some services such as Catmail. OIT may be unable to provide help if you use an older browser.

© 2016 OHIO University [Home](#) | [Help](#)

New Login Screen

User Name

Not the same user?

Password

[Log In](#) [Cancel](#)

[Login Assistance](#)

[Register Here](#)

Accessibility

None

Language

English

Your session has expired.

This new login screen allows you to select your preferred accessibility feature directly on the login screen. Note: You may also set your accessibility preferences in the Settings > Preferences menu if you're already logged into EBIZ.

- **Standard Accessibility** - Renders the pages accessible for users using assistive technology.
- **Screen Reader Optimized** - Optimizes the pages for screen readers. This may degrade the output for sighted users.
- **None** - The pages may include behaviors that are not accessible.

Questions? Contact the OIT Help Desk at (740) 593-1222 or [servicedesk@ohio.edu](mailto:servicedesk@ohio.edu).