**What is happening?**

* Luminist is replacing the local copy of Document Direct as of Monday, May 2, 2016
* The link below will direct the customer to the GTA landing page that will contain help / information / adobe reader / zip file app / associated information to assist in searching and printing reports from TeamWorks

<https://ebill.ga.gov/>

**What do agencies need to do?**

* To launch Luminist, go to: [https://ebill.ga.gov/luminist/index.jsp#](https://ebill.ga.gov/luminist/index.jsp)
* A default repository will need to be set up
	+ On top right click the wheel – a drop down will be displayed to choose the repository, for the purposes of this example we are using INFOSSG, yours may be different.

 

* Click the check at the bottom of the popup page



* Note the selected default repository will now display at the top left



**How do I launch and access Luminist?**

* Click login located top right



* Popup window – enter userid/password – click login



* Click on dark green browse button to locate reports



**How do I locate reports in Luminist?**

* On left side – the Browse: INFOSSG-PROD/INFOMISP-PROD should appear
* On left side – the Reports folder should be visible
* Click on Reports folder



The following examples/screenshots are from the INFOSTT repository in the TEST environment, but all repositories in production work exactly the same.

* Enter 2 digit module + 3 digit BU (GLXXX) in the Locate Folder field to locate report by module
* Select report



* The versions (report run date) of the report will be displayed



* Choose a version – if you receive a 500 error – the report has been archived ...click again it should display in a few secs/mins, as it has to retrieve it from the archived location.







**How do I run the GG report and download it to Excel?**

* On top left a piece of paper icon displays – highlight this area
	+ Beside are several options – choose View
	+ There report displays on right side of screen
	+ On the piece of paper icon on  left side – highlight and choose extract and filter



* + On the left side – the Policy GL46704GG is displayed
	+ Highlight and click apply rule



* + On right side of screen the report displays but is in a different format.
	+ At top right click down arrow



* + Popup box will appear – download – will list group/format/file name – keep as is for now…and click down arrow
	+ The csv file will be downloaded in zip format – if a zip product is needed we have a recommendation listed on the Luminist landing test website listed at top of email
	+ Click on the file – it may say open / save as…but mostly open file



* + A popup window will appear with the name of the csv file







* + Click on the file name or open/save – the file will appear in Excel ready to be utilized where needed



