



Printing MAGIC Training Materials for Overview and Hands-On Classes

Purpose

Use these instructions to print and/or save training materials for your overview and hands-on classes.

Training materials include:

Training Material for Printing	Required or Optional for Class	Additional Information
Concept Slides with and without Notes	Optional	<p>It is recommended, but not required, that you print the concept slides <u>with notes</u> and take them to class to assist you in note-taking.</p> <p>However, please be aware that the content of some slides may appear too small to see in the notes pages format.</p> <p>The full size version of the slides can help with viewing slides containing screen prints or process flows.</p>
Exercise Guides	Required	<p>It is important that you print exercise guides and take them to class.</p> <p>Overview classes do not have exercise guides.</p>
Data Sheets	Required	<p>It is important that you print data sheets and take them to class.</p> <p>Please note that some classes do not have data sheets.</p>
Handouts	Required	<p>It is important that you print all course handouts and take them to class.</p> <p>Please note that some classes do not have handouts.</p>

You should print the training materials no sooner than one or two business days before your scheduled class.



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Procedures for Accessing the Training Materials

You can access training materials in two ways:

1. Click the link in the **Course Name** column of the [MAGIC Training Course Detail](#) link on the MAGIC Training webpage of the MAGIC Project website as shown in the screen shot below.

Course Code	Course Name	Course Description	Prerequisite(s)	Delivery Method	Duration (hrs)	Security Roles
NAV101	MAGIC Overview & Navigation - WebGUI	At the end of this course, you will be able to describe MAGIC and its use at State of Mississippi, Explain areas of MAGIC Portal, log on to and log off of MAGIC, identify areas of the SAP Easy Access screen in the WebGUI, navigate to transactions in the WebGI, manage Favorite transactions, search for data in MAGIC, use multiple sessions of MAGIC, identify differences between MAGIC WebGUI and SAPGUI, and access and use many help options.		Hands-on	4	All Roles except for SRM Roles

Note: If you want to access training materials for courses that that you are not enrolled in, but that you would like to review independently, you must use this option to access the material.

2. To access training materials for classes you have already registered for in MELMS, log into MELMS and follow the steps below.
 - a) On the blue Navigation bar on the left of the screen, click **My Training Calendar**.





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- b) You will see the training classes you have registered for on your training calendar. Click on the course link in the calendar.

Training Calendar

Here is your training schedule. Click the course name to see additional detail, including your status in the class.

June 2014

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			MAGNAV101 MAGIC OVERVIEW & NAVIGATION - WEBGUI (CENTRAL) Session 1, 08:30 AM-12:00 PM			
8	9	10	11	12	13	14

- c) This will take you to the **Class Details** screen. Click on the class name link in the middle of the screen to go to the uPerform location for training materials.

MAGIC OVERVIEW & NAVIGATION - WEBGUI (CENTRAL)

Here is more information about this class:

Status in class: **Enrolled**

[Class Schedule](#)

[Class Detail](#) | [Class Roster](#)

Course Description
At the end of this course , you will be able to describe MAGIC and its use at State of Mississippi, Explain areas of MAGIC Portal, log on to and log off of MAGIC, identify areas of the SAP Easy Access screen in the WebGUI, navigate to transactions in the WebGI, manage Favorite transactions, search for data in MAGIC, use multiple sessions in MAGIC, identify differences between MAGIC WebGUI and SAPGUI, and access and use many help options.

****IMPORTANT**** PRINTED TRAINING MATERIALS WILL NOT BE PROVIDED IN CLASS!****

Please print the following documents one or two business days before class and bring with you: Exercise Documents, Data Sheets, and Handouts. Concept Slides are optional for printing, but recommended for note taking. The materials can be accessed from the MAGIC uPerform website by clicking on the following link:

[MAGNAV101 MAGIC Overview & Navigation - WEBGUI](#)

Prerequisite Info
Prerequisites are not required for this course.

Class Data
Course Code: MAGNAV101
Class Name: MAGIC OVERVIEW & NAVIGATION - WEBGUI (CENTRAL)
Start Date: 06/04/2014
Start Time: 8:30 AM
End Date: 06/04/2014
End Time: 12:00 PM



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Procedures for Printing the Training Materials

1. Both options for accessing the training materials take you to Ancile uPerform, where MAGIC Training Materials and Help Content are stored. Training documentation is stored by **Area**. Click on the link to the specific course for which you want to print materials.

Training Materials

Areas

- › [NAV101 MAGIC Overview and Navigation - WebGUI](#)
- › [NAV801 MAGIC Overview and Navigation - WebGUI eLearning](#)
- › [NAV810 MAGIC Overview and Navigation - SAP GUI - eLearning](#)

Help Content

- › [Create and Apply Report Variant](#)
- › [Define Selection Criteria](#)

2. You will see links for the following training material PDF documents for your specific class under the **Help Content** heading:
 - a) HANDOUTS (if applicable)
 - b) CONCEPT SLIDES
 - c) CONCEPT SLIDES – with notes
 - d) EXERCISES
 - e) DATA



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- Click on the specific training PDF document you want to print/save. In the example below, we are selecting the CONCEPT SLIDES document.

NAV101 MAGIC Overview and Navigation - WebGUI

At the end of this course , you will be able to describe MAGIC and its use at State of Mississippi, Explain areas of MAGIC Portal, log on to and log off of MAGIC WebGI, manage Favorite transactions, search for data in MAGIC, use multiple sessions in MAGIC, identify differences between MAGIC WebGUI and SAPGUI, a

Areas

None

Help Content

› NAV101 - Wildcard Placement HANDOUT 2

› **NAV101 MAGIC Overview and Navigation for WebGUI CONCEPT SLIDES**

› NAV101 MAGIC Overview and Navigation for WebGUI CONCEPT SLIDES - with notes

› NAV101 MAGIC Overview and Navigation for WebGUI EXERCISES.pdf

Context: [uPerform Group Memory](#) › [MAGIC Training & Support](#) › [Navigation](#) › [Training Materials](#) › [NAV101 MAGIC Overview and Navigation - V](#)

- You can choose to print and/or save the training material. Refer to the chart on page one for materials that must be printed and taken to class. If the Adobe toolbar disappears, move your mouse over the bottom portion of the screen to make the toolbar visible.

Use the print icon  in the Adobe toolbar (at the bottom of the screen) to print the document.



Use the save icon  to save the document.

- Once you have printed/saved and closed the document, you will see the following screen:

NAV101 MAGIC Overview and Navigation for WebGUI CONCEPT SLIDES

PDF document opens in a separate window.

[Reopen document](#)

- Use the back button of your browser to get back to the list of training materials to print additional training materials for that class.



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Training Support

If you have questions or concerns about these steps, please call the MMRS Call Center at 601-359-1343, select option 6 and then option 1 to reach MAGIC Training or via email at mash@dfa.ms.gov with "MAGIC Training" in the subject line.