DEPARTMENT OF DEFENSE

DCPAS

Defense Civilian Personnel Advisory Service

MyBiz+

Manage My Views
User Guide

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Introduction

Purpose The purpose of this user guide is to provide employees [information](#) and details about managing the [Views](#) area on the MyBiz+ homepage. MyBiz+ is accessed through the Defense Civilian Personnel Data System (DCPDS) Portal using the link: https://compo.dcpds.cpms.osd.mil.

Who Should Use This Guide DoD Appropriated Fund, Non-Appropriated Fund (NAF) and Local National (LN) employees

Background The Defense Civilian Personnel Advisory Service (DCPAS) and its technical development organization, Enterprise Human Resources Information Systems (EHRIS), championed the replacement of the legacy My Biz application to allow employees to manage personnel data more easily. MyBiz+ is part of the Defense Civilian Personnel Data System (DCPDS) and access to employee data is protected by authenticated login.

Who to Call For Help? If you have a question regarding your HR data in MyBiz+, please contact your servicing Human Resources office.

If you have a question regarding your login or access to other applications within MyBiz+ pages or system functionality, please contact your Component Help Desk. The Component Help Desk list is located at the bottom of the DCPDS Portal page at https://compo.dcpds.cpms.osd.mil.

Navigation Tips Use Control and mouse click (Ctrl + Click) on the hyperlinked words to view associated screenshots or move throughout the document. Use the keyboard shortcut alt and left arrow (Alt + left arrow) to go back to where you were.

Manage My Views

Manage My Views is a design tool that allows you to personalize the look and feel of the Views area and make it your own. The Views are located in the middle of the MyBiz+ homepage. Figure 1 depicts the default layout for the six (6) views (Key Services, Leave, Pay, Insurance, Professional Development and Last Personnel Action) most employees will see upon initial log in.

Figure 1 MyBiz+ Default Views

What You Need to Know

Use the **Manage My Views** link to access the edit mode. The link is located in the upper right corner of the Views area depicted in figure 1. Your screen will refresh to reflect the edit mode and the following action links will appear where the Manage My Views link once was: *Add, Reset* and *Done* (*Add* is only available if there are five (5) or fewer Views on the page).

The edit mode also activates the following three (3) interactive functions available on the colored headers of each View: *Reposition, Exchange and Hide.*

Action or function changes are done one at a time. Once all changes are completed, select the *Done* link to save all changes.

There are *eight (8) Views available*, but only six (6) Views can display on the homepage at this time.

A minimum of one (1) View must remain on the homepage – such as Key Services. Key Services looks like the other Views, but it does not contain personal information.
> Tip: If all of the Views are hidden except for one, and if you try to hide the last one, then the default Views will populate back onto the homepage and you will have to start all over again hiding each View.

Select the orange "TIP" to the right of *Manage My Views* for a quick reference drop down.

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Manage My Views - Edit Mode

Select the *Manage My Views* link located on the upper right corner of the Views area and the screen will reset into edit mode. The edit mode allows you to make the following changes:

- Reposition a View within the Views area
- Exchange a View out for another
- Hide a View
- Add a View
- Reset the Views back to the default layout (Figure 1)
- Save a new layout (*Done*)

In Edit mode, three (3) action links appear on the right side; *Add, Reset* and *Done*. Remember, the *Add* link appears only because five (5) or fewer Views are on the page as depicted in figure 2.

Add – brings up a table of additional Views to select from and adds the View to the homepage
Reset - resets the Views back to the original six (6) default Views layout as shown in figure 1.
Done – saves your changes

The edit mode is defined by each View outlined with red dotted lines and at the bottom of each column there is a grey line. Depending on your computer's screen resolution, the red dotted lines and grey column lines may appear lighter in color.

The remaining images in this user guide were graphically enhanced for illustration purposes as follows:
- Pay View was hidden;
- Dotted red lines for the edit mode Views were outlined with solid red lines (red arrows in figure 2 point to the solid red lines);
- Grey lines were darkened (grey arrows depicted in figure 2 point to the darkened grey lines).

Figure 2 Views in Edit Mode

Reposition a View

Select the *Manage My Views* link. Use the mouse to drag the View by the colored tab; drag it, position it and drop the View. When dragging a View, you must drag it above the gray column line to position it and drop it; otherwise the View will not move.

Drag the View into the desired column (figure 3) and position the View above the gray column line.
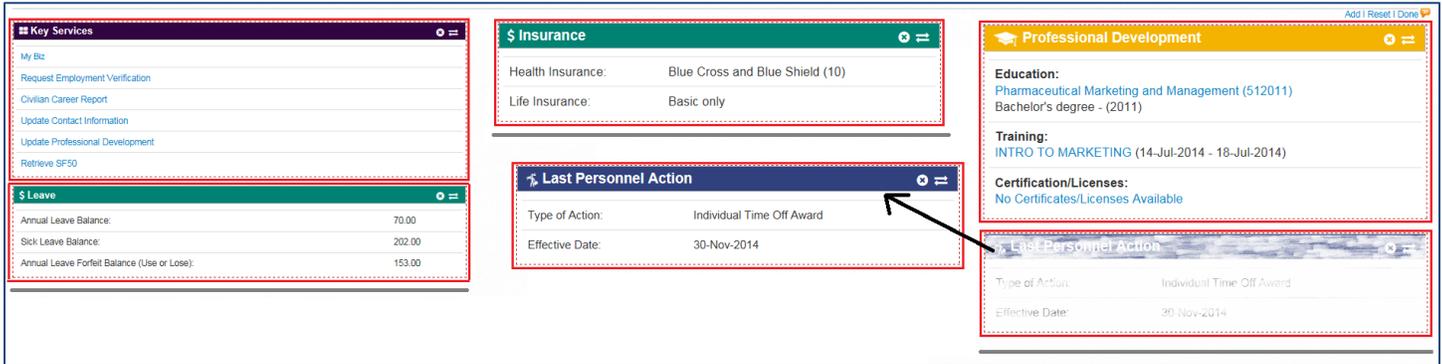
Figure 3 Dragging a View

While dragging, notice the blank, (dotted line) section in between the Views in figure 4. Position the View above the gray column line and within the blank section. This is where the View is positioned and dropped.
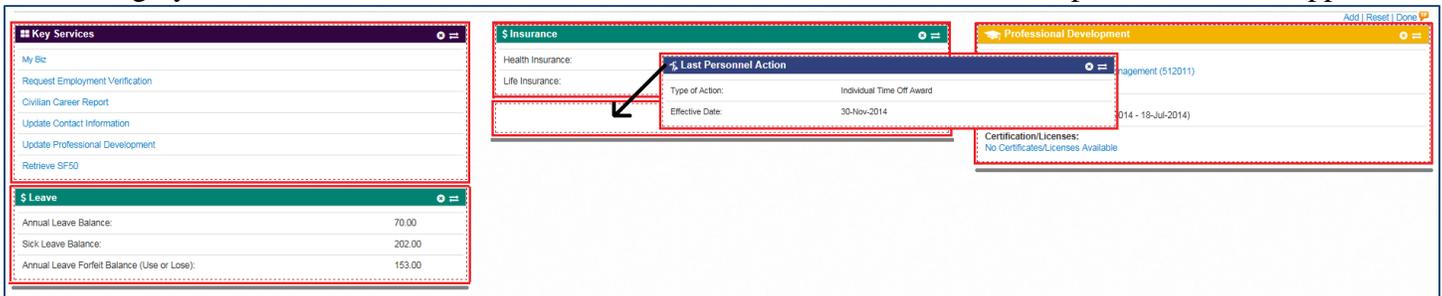
Figure 4 Positioning a View

Drop the View into the blank section above the gray line.
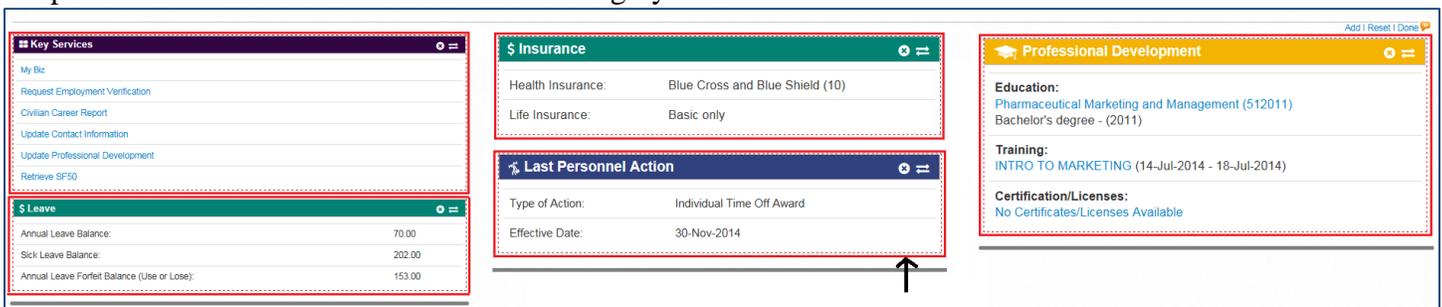
Figure 5 Dropping a View

Exchange a View

Select the *Manage My Views* link. Select the bi-directional arrows ⇄ on the right of the tab strip to show the Available Views table to make a selection.

The hover over for the bi-directional arrows explains that the View will be exchanged for a different View. Make your selection and save your changes by selecting the *Done* link. The exchange function is a one-for-one swap as depicted in figured 6 and 7 – the Retirement View is selected from the table and will replace the Insurance View.
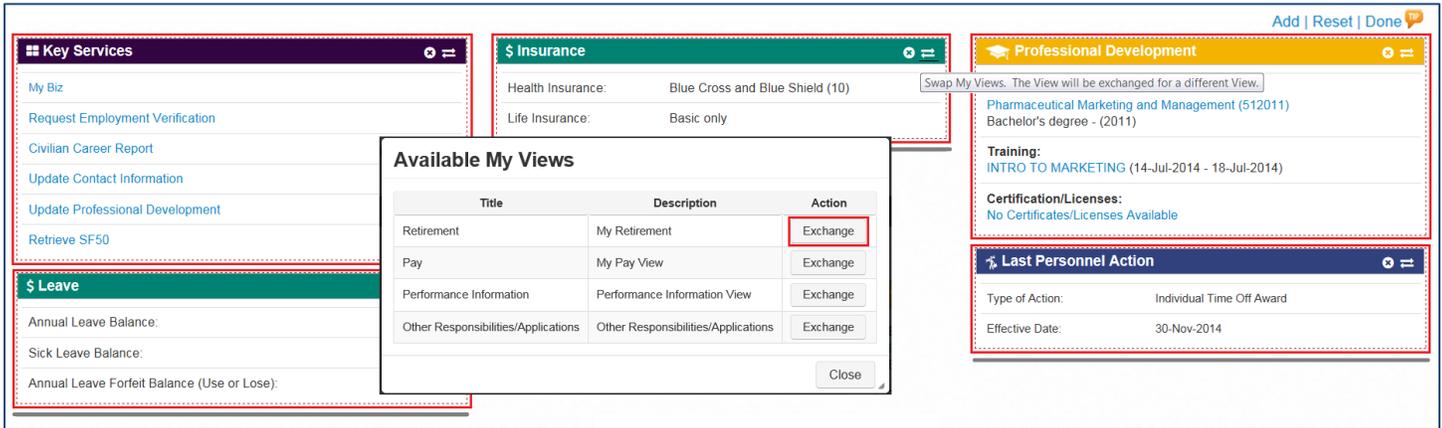
Figure 6 Exchange a View Function

The Insurance View was exchanged for the Retirement View.
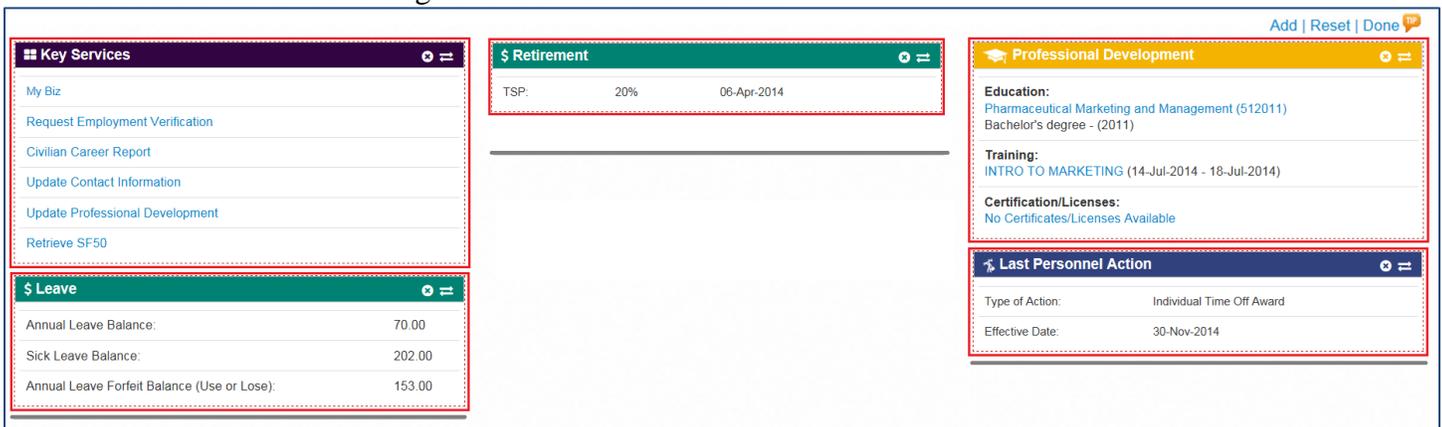
Figure 7 Exchange a View Completed

Hide a View

Select the *Manage My Views* link. Select the circled X ⊗ on the right of the tab strip to *Hide* a View. The hover over explains that the View will be removed from the layout. The *Hide* function moves the selected View to the Available My Views table in the background. Select OK on the Confirmation screen to proceed. Save your changes by selecting the *Done* link.

To bring a hidden View back on the homepage, use the Exchange or Add function to bring up the table of Available Views and make a selection. Remember - the Add function is only available if there are fewer than five (5) Views on the page.

Figure 8 Hide a View

The Retirement View is hidden.

Figure 9 A View is hidden

Add a View

Select the *Manage My Views* link. The *Add* function is available <u>only</u> if there are five (5) or fewer Views on the homepage - as depicted in figures 10 and 11. The hover over explains that another View will be added to the layout. Select the *Add* link at the top right of the Views area which brings up the table of Available Views. Make your selection and save your changes by selecting the *Done* link.

A View added to the layout is positioned automatically at the bottom of the shortest column. After the View is added, you can reposition it using the drag and drop functionality.

If the *Add* link is not available and you would like to make a change to the Views, use the Exchange function to make a one-for-one swap from the table of Available Views, or Hide a View first, then Add a View from the table of Available Views.

Figure 10 Add a View to the homepage

The Retirement View was added back to the Views layout.
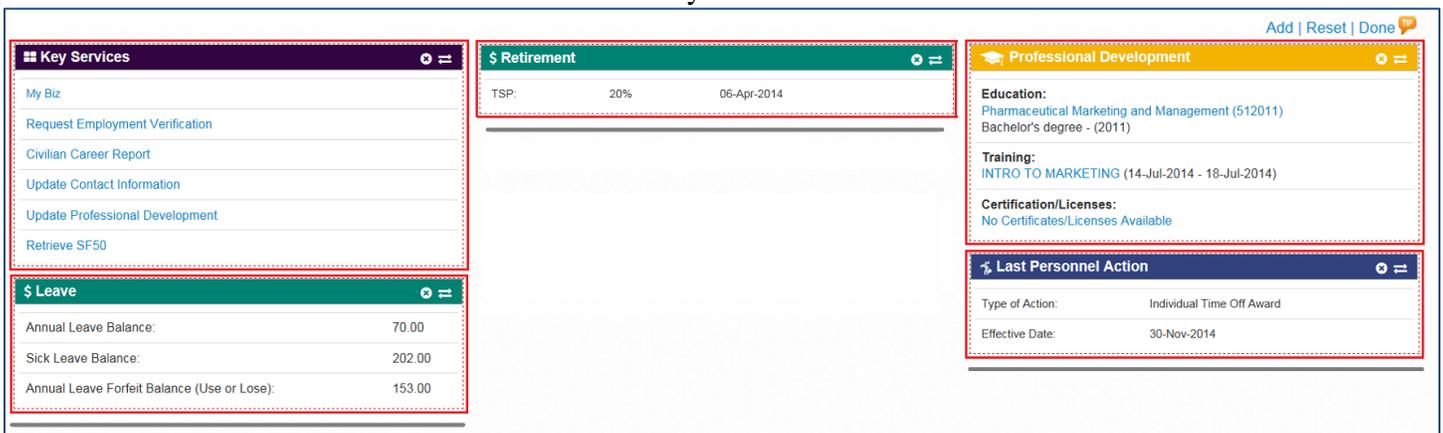
Figure 11 View Added and Changes Saved

Reset the View

To reset the View layout back to the default, select the *Reset* link on the right and the Views area resets to the original six (6) default views.

Figure 12 Reset Link

Save Your Changes

To save any changes to the layout, select the *Done* link which saves your changes and the screen refreshes to the MyBiz+ homepage.
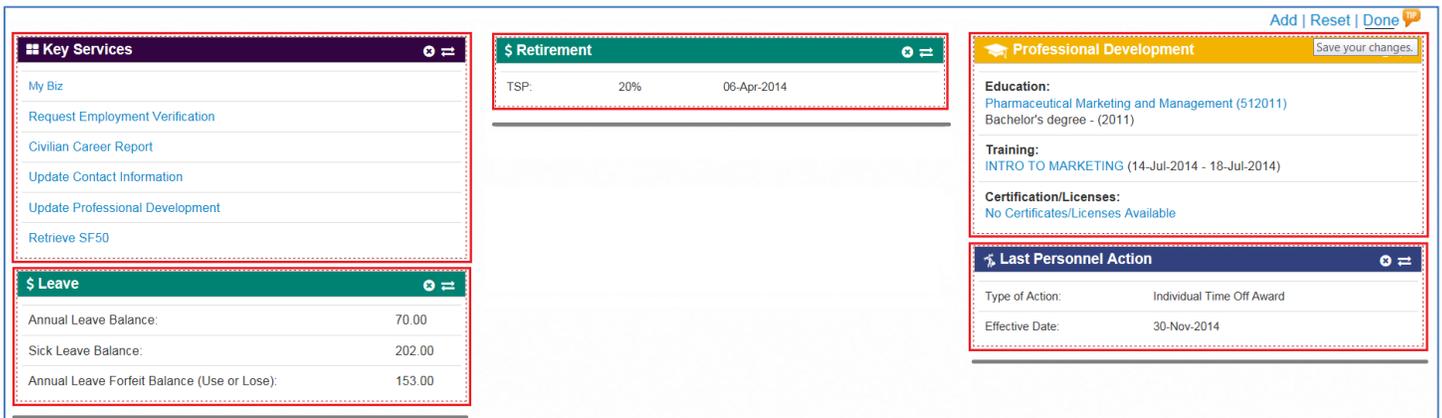
Figure 13 Done Link

Additional References

Quick Tip

The **Manage My Views Link** allows employees to:
   Add up to six Views for display
   Arrange the order in which the Views display
By selecting this link, the screen resets displaying a red, dotted line around each View

Use the Add, Reset and Done action links to manage your Views
   Add link displays if there are less than six Views displaying
   Reset restores My Views to the original settings
   Done resets the display saving your View layout

In addition, you can rearrange, hide or swap Views
   To rearrange Views; simply click in the colored My View header and drag the header to another area. You must drag the header above the grey lines otherwise the View will bounce back to the original position.
   To hide a View, select the circled x on the right of the View name, then select OK to confirm. This will save your View layout.
   To swap one View out with another, select the switch arrows; and then select the Exchange button from the available list of Views. This will automatically save your View layout.

Figure 14 Quick Tip Text

Available My Views

Available My Views

My Views will be added at the bottom of the shortest column.

Title	Description
Key Services	My Key Services
Retirement	My Retirement
Insurance	My Insurance View
Last Personnel Action	My Last Personnel Action View
Performance Information	Performance Information View
Professional Development	Professional Development
Leave	My Leave View
Pay	My Pay View
Other Responsibilities/Applications	Other Responsibilities/Applications

Figure 15 List of Available Views

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