



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service



Manage My Views User Guide



<http://www.cpms.osd.mil/>

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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.

The screenshot shows the MyBiz+ homepage with a navigation bar at the top containing 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below the navigation bar is a 'Notifications' section with a table of unread notifications. The main content area is divided into six views: Key Services, Leave, Pay, Insurance, Professional Development, and Last Personnel Action. Each view has a colored header and contains specific information. A 'Manage My Views' link is located in the top right corner of the views area. At the bottom of the page, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.

Read/Unread	Title	Start Date
*	An Individual Time Off Award action has been processed on your record. NPA Action is processed in DCPDS and is expected to be available in eOFF within the next 48 hours.	30-Nov-2014

\$ Pay	
Gross Pay:	654.85
Net Pay:	392.91
Pay Period End Date:	01-Mar-2014

\$ Insurance	
Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic only

\$ Leave	
Annual Leave Balance:	70.00
Sick Leave Balance:	202.00
Annual Leave Forfeit Balance (Use or Lose):	153.00

Professional Development	
Education:	Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011)
Training:	INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)
Certification/Licenses:	No Certificates/Licenses Available

Last Personnel Action	
Type of Action:	Individual Time Off Award
Effective Date:	30-Nov-2014

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.

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).

The screenshot shows a user interface in edit mode. It features four view panels arranged in a grid. Each panel is outlined with a solid red border, and red arrows point to these borders. At the bottom of each column, a grey arrow points to a darkened grey line. In the top right corner, the text 'Add | Reset | Done' is visible.

View	Content
Key Services	My Biz Request Employment Verification Civilian Career Report Update Contact Information Update Professional Development Retrieve SF50
\$ Insurance	Health Insurance: Blue Cross and Blue Shield (10) Life Insurance: Basic only
\$ Leave	Annual Leave Balance: 70.00 Sick Leave Balance: 202.00 Annual Leave Forfeit Balance (Use or Lose): 153.00
Professional Development	Education: Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011) Training: INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014) Certification/Licenses: No Certificates/Licenses Available
Last Personnel Action	Type of Action: Individual Time Off Award Effective Date: 30-Nov-2014

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.

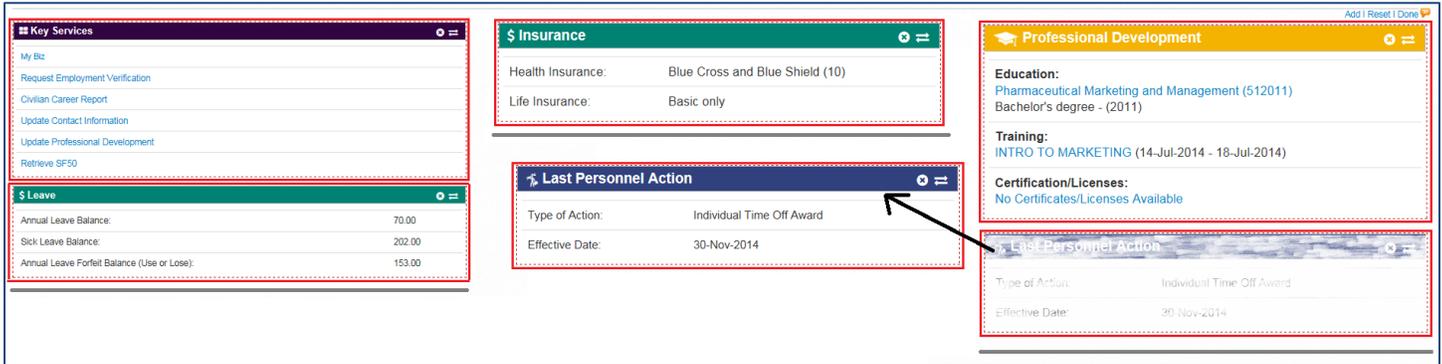


Figure 3 Dragging a View

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.

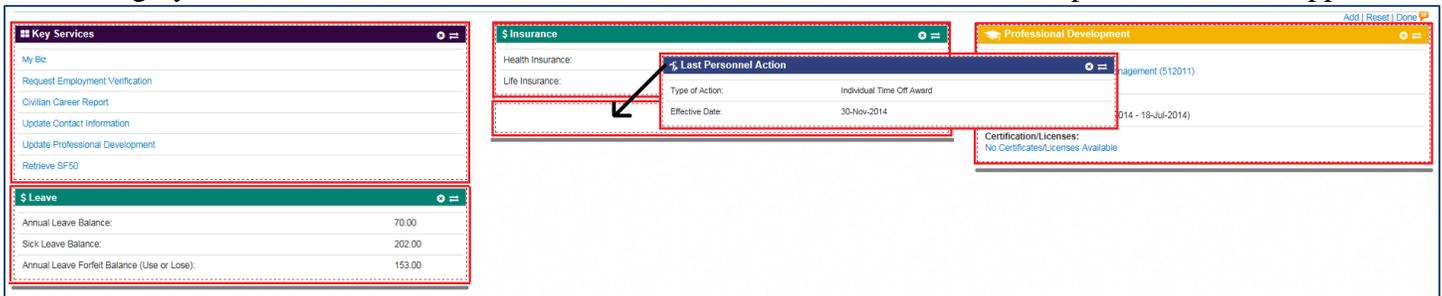


Figure 4 Positioning a View

Drop the View into the blank section above the gray line.

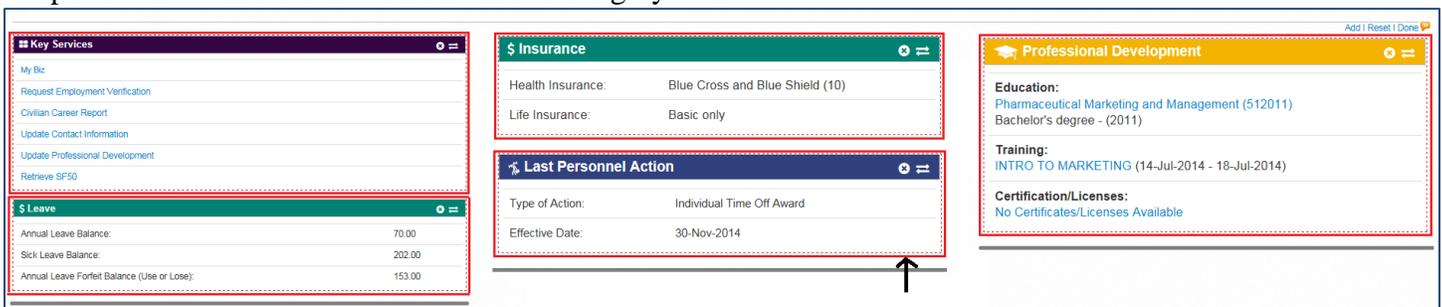
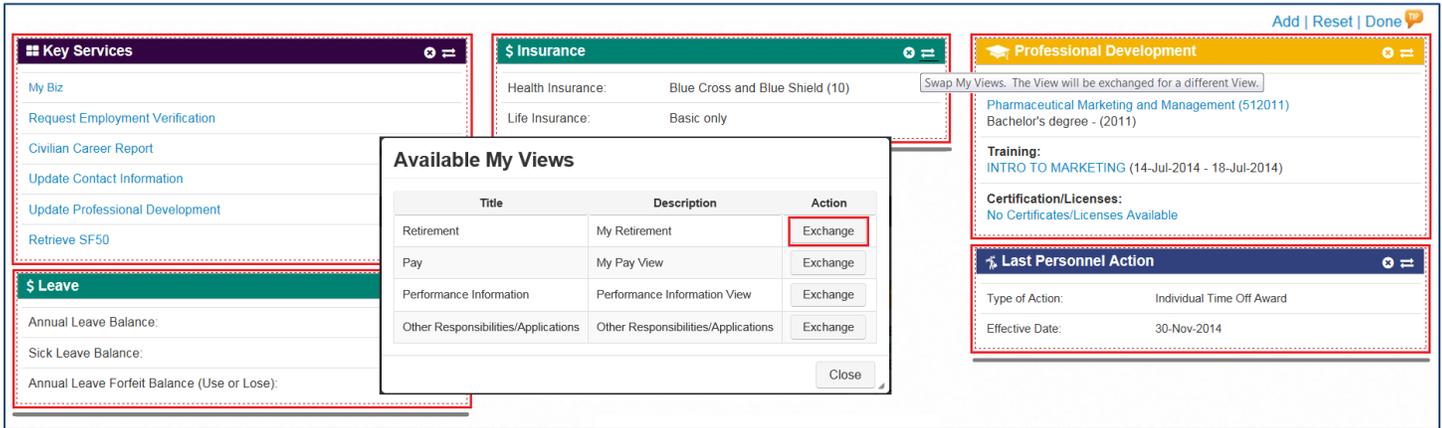


Figure 5 Dropping a View

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.



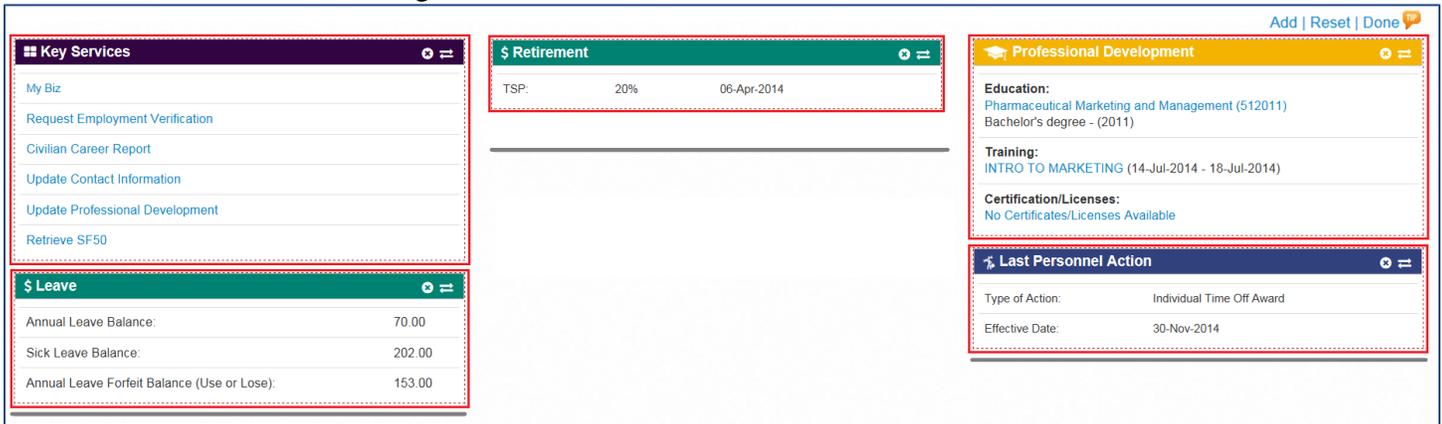
The screenshot shows a user interface with three main panels: 'Key Services', '\$ Insurance', and 'Professional Development'. The '\$ Insurance' panel is active, displaying 'Health Insurance: Blue Cross and Blue Shield (10)' and 'Life Insurance: Basic only'. A 'Swap My Views' tooltip is visible over the bi-directional arrows icon. An 'Available My Views' dialog box is open in the center, containing a table with the following data:

Title	Description	Action
Retirement	My Retirement	Exchange
Pay	My Pay View	Exchange
Performance Information	Performance Information View	Exchange
Other Responsibilities/Applications	Other Responsibilities/Applications	Exchange

The 'Retirement' row's 'Exchange' button is highlighted with a red box. A 'Close' button is at the bottom right of the dialog. The 'Professional Development' panel on the right shows details for 'Pharmaceutical Marketing and Management (512011)' and 'INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)'. The 'Last Personnel Action' panel shows 'Type of Action: Individual Time Off Award' and 'Effective Date: 30-Nov-2014'.

Figure 6 Exchange a View Function

The Insurance View was exchanged for the Retirement View.



The screenshot shows the same user interface as Figure 6, but now the '\$ Retirement' panel is active. It displays 'TSP: 20%' and '06-Apr-2014'. The 'Available My Views' dialog is no longer present. The 'Key Services' panel on the left shows a list of links including 'My Biz', 'Request Employment Verification', 'Civilian Career Report', 'Update Contact Information', 'Update Professional Development', and 'Retrieve SF50'. The '\$ Leave' panel shows the following data:

Annual Leave Balance:	70.00
Sick Leave Balance:	202.00
Annual Leave Forfeit Balance (Use or Lose):	153.00

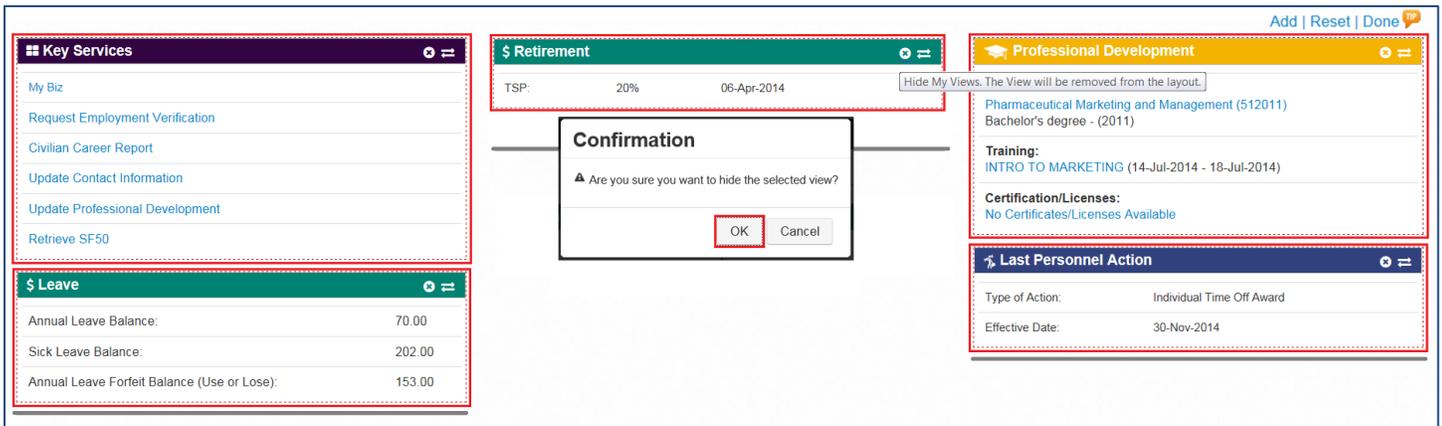
The 'Professional Development' and 'Last Personnel Action' panels remain the same as in Figure 6.

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.



The screenshot shows a user interface with three main view panels: Key Services, Retirement, and Professional Development. The Retirement view is currently selected and displays TSP information: 20% and 06-Apr-2014. A confirmation dialog box is overlaid on the Retirement view, asking "Are you sure you want to hide the selected view?". The dialog has "OK" and "Cancel" buttons. A tooltip above the Retirement view's close button reads "Hide My Views. The View will be removed from the layout." The Professional Development view shows education and training details. The Last Personnel Action view shows an Individual Time Off Award effective 30-Nov-2014. The top right corner has "Add | Reset | Done" buttons.

Figure 8 Hide a View

The Retirement View is hidden.



The screenshot shows the same user interface as Figure 8, but the Retirement view is no longer visible. The Key Services and Professional Development views remain. The Last Personnel Action view is also visible. The top right corner still has "Add | Reset | Done" buttons.

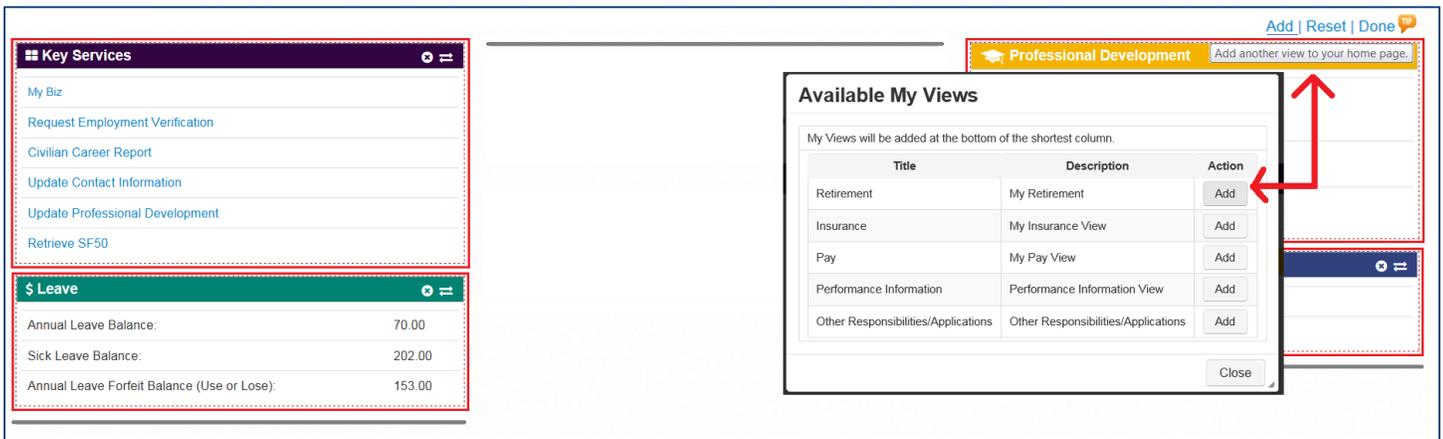
Figure 9 A View is hidden

Add a View

Select the *Manage My Views* link. The *Add* function is available only 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.

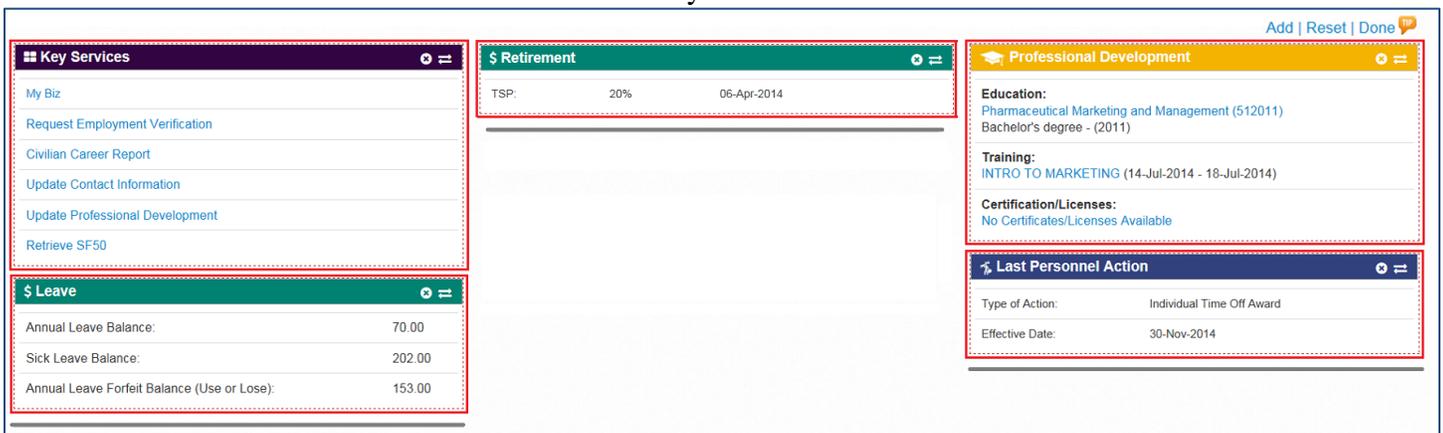


The screenshot shows a user interface with three main view panels: 'Key Services', '\$ Leave', and 'Professional Development'. A modal dialog titled 'Available My Views' is open, displaying a table of available views. A red arrow points to the 'Add' button in the 'Action' column of the table.

Title	Description	Action
Retirement	My Retirement	Add
Insurance	My Insurance View	Add
Pay	My Pay View	Add
Performance Information	Performance Information View	Add
Other Responsibilities/Applications	Other Responsibilities/Applications	Add

Figure 10 Add a View to the homepage

The Retirement View was added back to the Views layout.



The screenshot shows the same user interface as Figure 10, but now the 'Retirement' view has been added to the layout. It is positioned in the middle column, below the 'Key Services' panel and above the '\$ Leave' panel. The 'Retirement' view displays the following information:

TSP:	20%	06-Apr-2014
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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](#).

The screenshot shows a dashboard with four main sections: Key Services, Retirement, Professional Development, and Last Personnel Action. The Professional Development section is highlighted with a red dashed border and contains a 'Reset to Default Layout...' link. The top right corner of the dashboard has 'Add | Reset | Done' links.

Key Services	
My Biz	
Request Employment Verification	
Civilian Career Report	
Update Contact Information	
Update Professional Development	
Retrieve SF50	

\$ Retirement	
TSP:	20% 06-Apr-2014

Professional Development	
Education:	Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011)
Training:	INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)
Certification/Licenses:	No Certificates/Licenses Available

\$ Last Personnel Action	
Type of Action:	Individual Time Off Award
Effective Date:	30-Nov-2014

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.

The screenshot shows the same dashboard as Figure 12, but the 'Done' link in the top right corner of the Professional Development section is highlighted with a red dashed border. The 'Done' link is accompanied by a speech bubble icon and the text 'Save your changes.' The top right corner of the dashboard has 'Add | Reset | Done' links.

Key Services	
My Biz	
Request Employment Verification	
Civilian Career Report	
Update Contact Information	
Update Professional Development	
Retrieve SF50	

\$ Retirement	
TSP:	20% 06-Apr-2014

Professional Development	
Education:	Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011)
Training:	INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)
Certification/Licenses:	No Certificates/Licenses Available

\$ Last Personnel Action	
Type of Action:	Individual Time Off Award
Effective Date:	30-Nov-2014

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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