



Texas Skyward User Group Conference

Qmlativ General Navigation Tips & Tricks

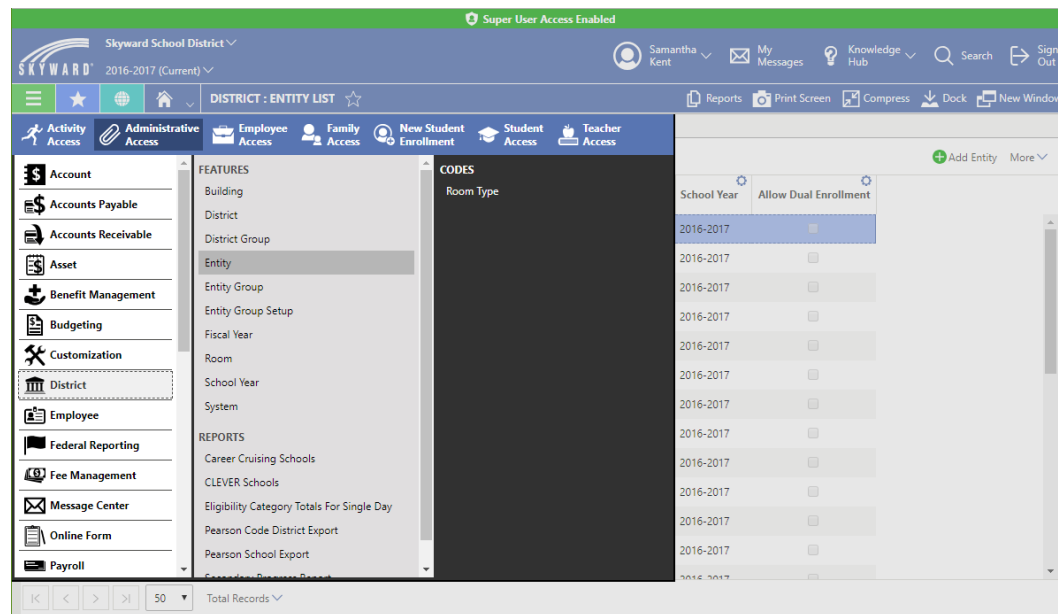
Samantha Kollman



Navigating your way through the Qmlativ software is a simple, user-friendly process that anyone can master whether you want to move smoothly throughout the software or adjust how information is displayed.

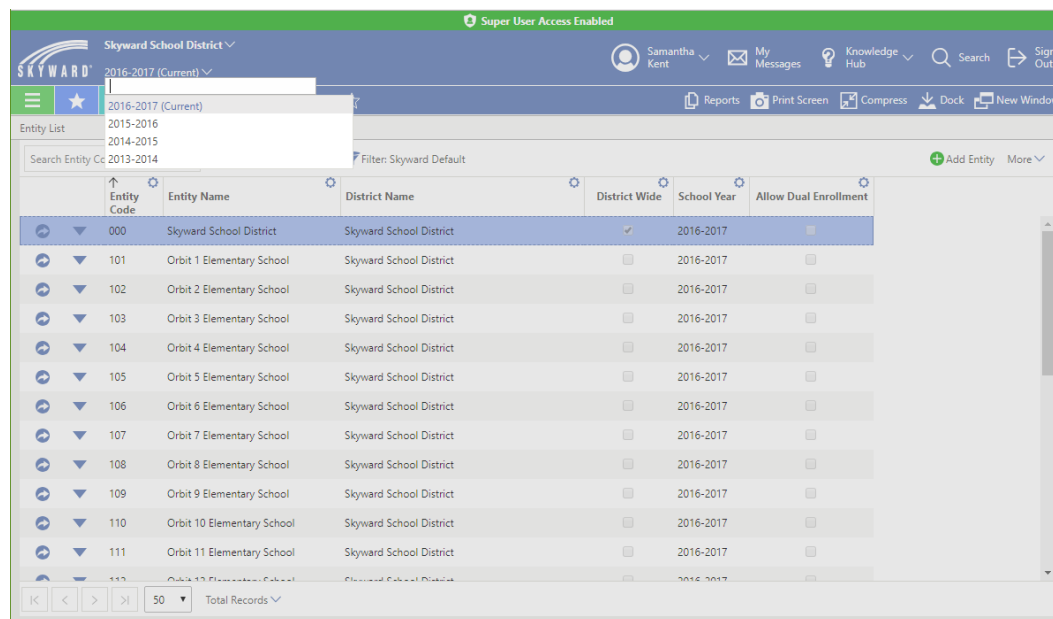
- General Overview
- District/Entity and Year Selection
- Core Functions
- Shortcuts
- Browse Screens
- Filter Options
- Employee Inquiry Options

District, Entity and Fiscal Year setup are all under the District Module.



The screenshot shows the Skyward School District software interface. The top navigation bar includes the Skyward logo, the current district name 'Skyward School District', the current school year '2016-2017 (Current)', and user information for 'Samantha Kent'. The main navigation menu on the left lists various modules, with 'District' highlighted. The central pane displays the 'DISTRICT : ENTITY LIST' screen, which is divided into 'FEATURES' and 'CODES' sections. The 'FEATURES' section includes options like Building, District, District Group, Entity, Entity Group, Entity Group Setup, Fiscal Year, Room, School Year, and System. The 'CODES' section includes Room Type. The right pane shows a table with columns for 'School Year' and 'Allow Dual Enrollment', with a list of school years from 2016-2017. The bottom of the interface shows a pagination control with '50' records per page and 'Total Records'.

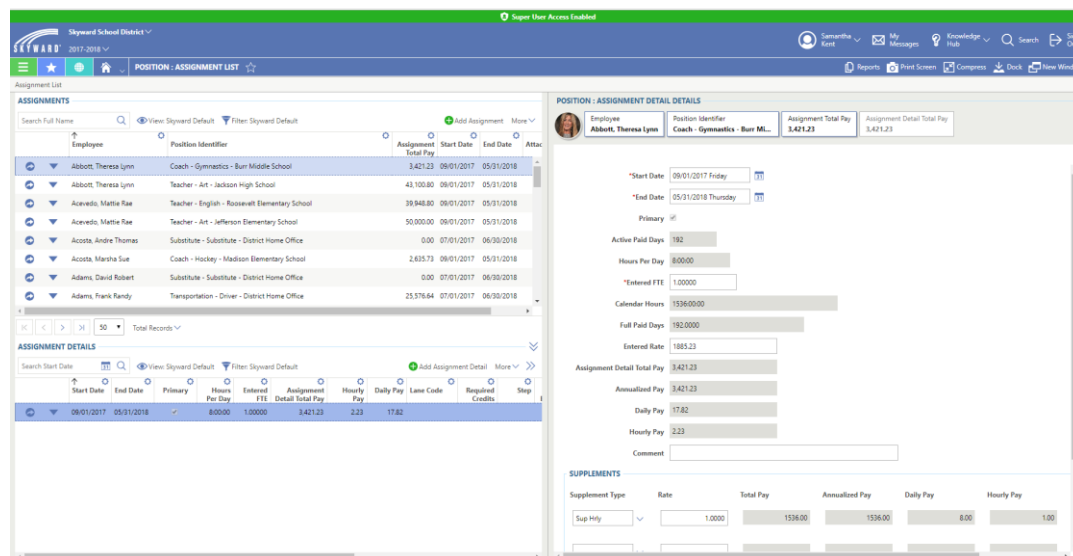
Drop down menus at the top allow the user to change between fiscal years and entities.



The screenshot shows the Skyward School District software interface. At the top, there is a navigation bar with the Skyward logo, the text "Skyward School District", and a dropdown menu for the fiscal year "2016-2017 (Current)". Other navigation options include "Samantha Kent", "My Messages", "Knowledge Hub", "Search", and "Sign Out". Below the navigation bar, there is a search bar and a filter dropdown set to "Skyward Default". The main area displays a table of entities with the following columns: Entity Code, Entity Name, District Name, District Wide, School Year, and Allow Dual Enrollment. The table lists various elementary schools and the district itself. A dropdown menu is open over the "2016-2017 (Current)" header, showing options for "2015-2016", "2014-2015", and "2013-2014".

Entity Code	Entity Name	District Name	District Wide	School Year	Allow Dual Enrollment
000	Skyward School District	Skyward School District	<input checked="" type="checkbox"/>	2016-2017	<input type="checkbox"/>
101	Orbit 1 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
102	Orbit 2 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
103	Orbit 3 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
104	Orbit 4 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
105	Orbit 5 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
106	Orbit 6 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
107	Orbit 7 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
108	Orbit 8 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
109	Orbit 9 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
110	Orbit 10 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>
111	Orbit 11 Elementary School	Skyward School District	<input type="checkbox"/>	2016-2017	<input type="checkbox"/>

Users can expand and shrink display areas as needed.



The screenshot displays the Skyward HR system interface. The top navigation bar includes the Skyward logo, the year '2017-2018', and user options like 'Samantha', 'My Messages', 'Knowledge Hub', 'Search', and 'Sign Out'. The main content area is divided into two sections: 'ASSIGNMENTS' and 'ASSIGNMENT DETAIL DETAILS'.

ASSIGNMENTS Table:

Employee	Position Identifier	Assignment Total Pay	Start Date	End Date	Attac
Abbott, Theresa Lynn	Coach - Gymnastics - Burn Middle School	3,421.23	08/01/2017	05/31/2018	
Abbott, Theresa Lynn	Teacher - Art - Jackson High School	43,100.80	08/01/2017	05/31/2018	
Acevedo, Mattie Rae	Teacher - English - Roosevelt Elementary School	39,948.80	08/01/2017	05/31/2018	
Acevedo, Mattie Rae	Teacher - Art - Jefferson Elementary School	50,000.00	08/01/2017	05/31/2018	
Acosta, Andre Thomas	Substitute - Substitute - District Home Office	0.00	07/01/2017	06/30/2018	
Acosta, Marsha Sue	Coach - Hockey - Madison Elementary School	2,635.73	08/01/2017	05/31/2018	
Adams, David Robert	Substitute - Substitute - District Home Office	0.00	07/01/2017	06/30/2018	
Adams, Frank Randy	Transportation - Driver - District Home Office	23,576.84	07/01/2017	06/30/2018	

ASSIGNMENT DETAIL DETAILS:

Employee: Abbott, Theresa Lynn
 Position Identifier: Coach - Gymnastics - Burn ML...
 Assignment Total Pay: 3,421.23
 Assignment Detail Total Pay: 3,421.23

*Start Date: 08/01/2017 Friday
 *End Date: 05/31/2018 Thursday

Primary:

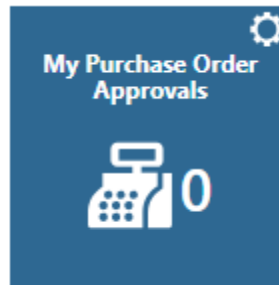
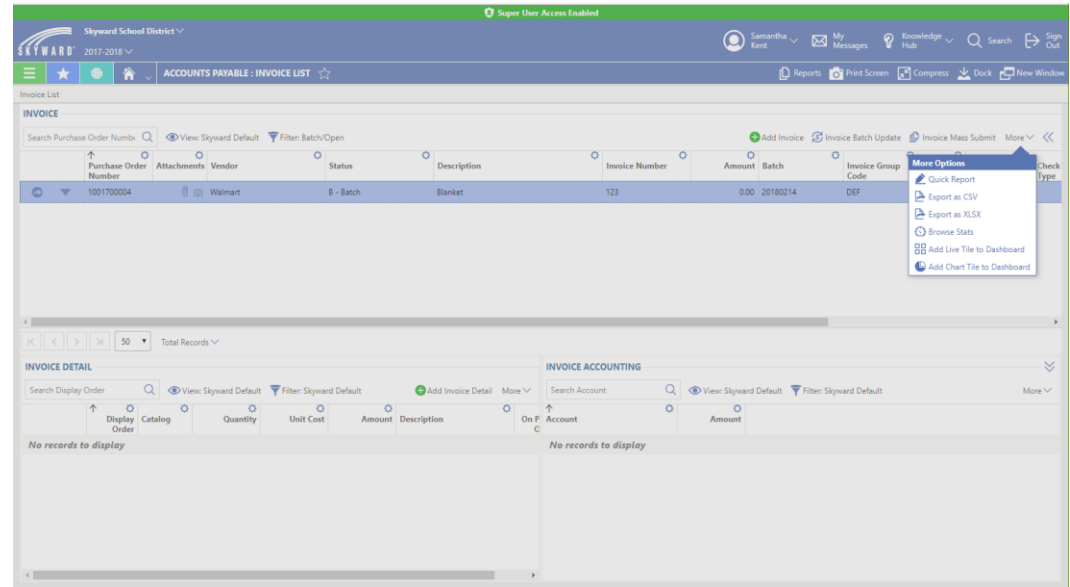
Active Paid Days: 192
 Hours Per Day: 8.0000
 *Entered FTE: 1.00000
 Calendar Hours: 1536.0000
 Full Paid Days: 192.0000
 Entered Rate: 185.23
 Assignment Detail Total Pay: 3,421.23
 Annualized Pay: 3,421.23
 Daily Pay: 17.82
 Hourly Pay: 2.23

Comment:

SUPPLEMENTS Table:

Supplement Type	Rate	Total Pay	Annualized Pay	Daily Pay	Hourly Pay
Sup Inly	1.0000	1536.00	1536.00	8.00	1.00

Live tiles also provide a short cut to the screen as well as a real-time count of the records on that screen.



Browse screens can be modified by inserting additional columns or customizing existing columns.

Column Options

 Insert Column  Delete Column

Name

Width



Locked

Wrap Data

Sort By None
 Ascending
 Descending

Filter By None
 Range
 Selection

Data Path

 Save  Cancel

Example of additional columns available on a browse screens. The original browse screen determines what additional columns are available to be added.

Insert Column

Assignment
🔍

- # Active Paid Day Count*
- T Assignment Code Identifier*
- T Assignment Distributions Assignment Type Codes*
- T Assignment Distributions Assignment Type Descriptions*
- T Assignment Distributions Building Codes*
- T Assignment Distributions Building Descriptions*
- T Assignment Distributions Position Type Codes*
- T Assignment Distributions Position Type Descriptions*
- # Assignment ID
- T Assignment Identifier*
- # Assignment Time Tracking Group
- # Assignment Total Dock Pay*
- # Assignment Total Pay*
- # Assignment Total Retro Pay*
- # Attachment Count*
- # Attachments*
- T Calendar Hours*
- # Calendar Seconds*
- 31 Created Time
- 🕒 Current Scheduled Paid Hours*
- 31 End Date*
- 31 Modified Time
- # Percent Employed*
- # Salary Balance*
- # Salary Paid to Date*
- 31 Start Date*
- # Total Stipend Amount*
- # User ID Creator
- # User ID Modifier
- 📁 Assignment Time Tracking Group
- 📁 Calendar
- 📁 Closing Assignment Detail
- 📁 Current Assignment Detail

💾 Save
🚫 Cancel

Additional Resources available in the Help Center.



SKYWARD **HELPCENTER** System Wide
Search Skyward Help **SEARCH**

[Home](#) > [Documentation](#) > [General Navigation](#)

General Navigation

GENERAL NAVIGATION OVERVIEW

[Video - General Navigation Overview](#)

SYSTEM INTRODUCTION

[District/Entity and Year Selection](#)

[Core Functions](#)

[Shortcuts](#)

BROWSE AND FILTERS

[Browse Screens](#)

[Filter Options](#)

STUDENT INQUIRY OPTIONS

[Managing Student Inquiries](#)

[Viewing Students via Student List](#)

[Viewing Students via Student Profile](#)

[Viewing Tabs in Student Profile](#)

[Viewing Student Information](#)

EMPLOYEE INQUIRY OPTIONS

[Managing Employee Inquiries](#)

[Viewing Employees via Employee List](#)

[Viewing Employees via Employee Profile](#)

[Viewing Tabs in Employee Profile](#)

GENERAL NAVIGATION ADDITIONAL RESOURCES

[Icon Guide](#)

[Keyboard Shortcuts](#)

[Accessing Skyward Mobile Access App](#)



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THANK YOU FOR ATTENDING!

