



Texas Skyward User Group Conference

# Qmlativ General Navigation Tips & Tricks

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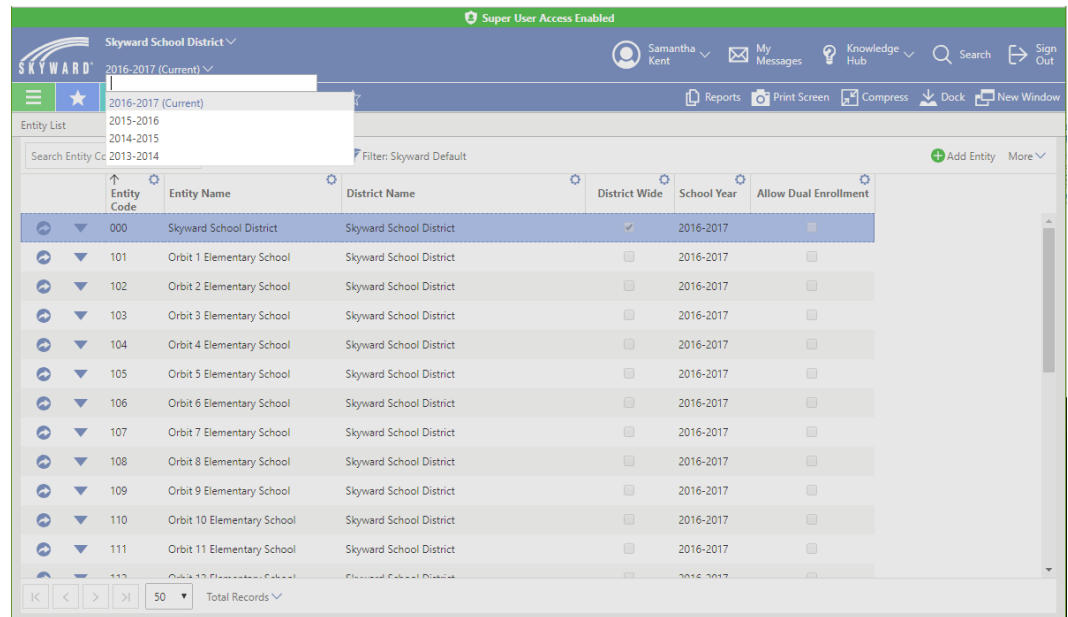


Navigating your way through the Qmlativ software is a simple, user-friendly process that anyone can master whether you want to move smoothly throughout the software or adjust how information is displayed.

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



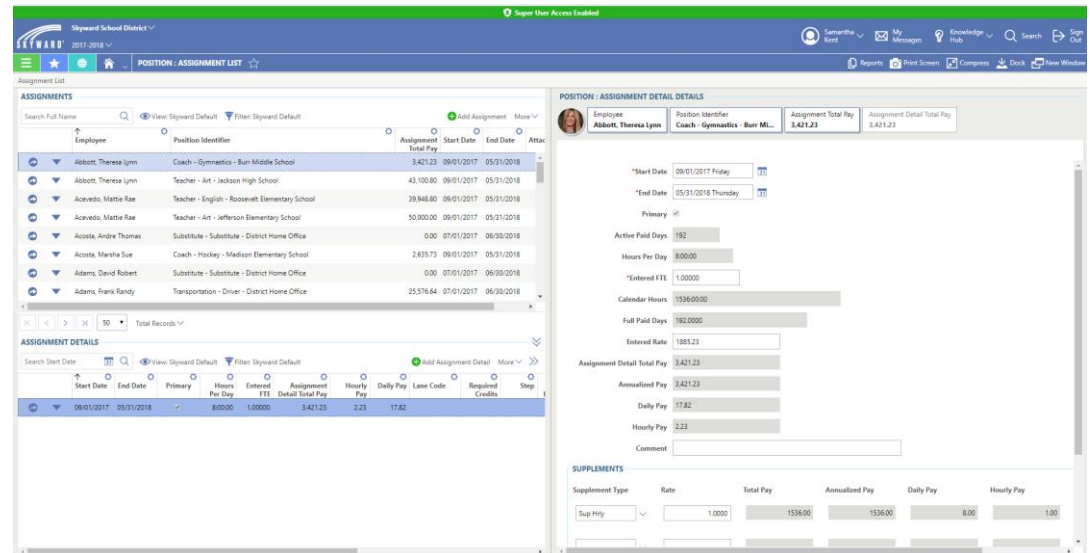
Drop down menus at the top allow the user to change between fiscal years and entities.



The screenshot displays 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)". A secondary dropdown menu is open, showing options for "2015-2016", "2014-2015", and "2013-2014". The main content area features a table with the following columns: Entity Code, Entity Name, District Name, District Wide, School Year, and Allow Dual Enrollment. The table lists various entities, including the Skyward School District and several Orbit Elementary Schools. The interface also includes a search bar, a filter dropdown set to "Skyward Default", and a "Total Records" indicator at the bottom.

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.



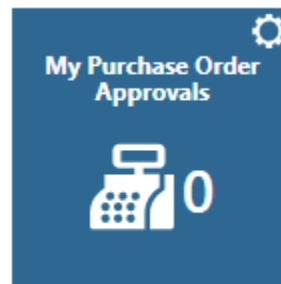
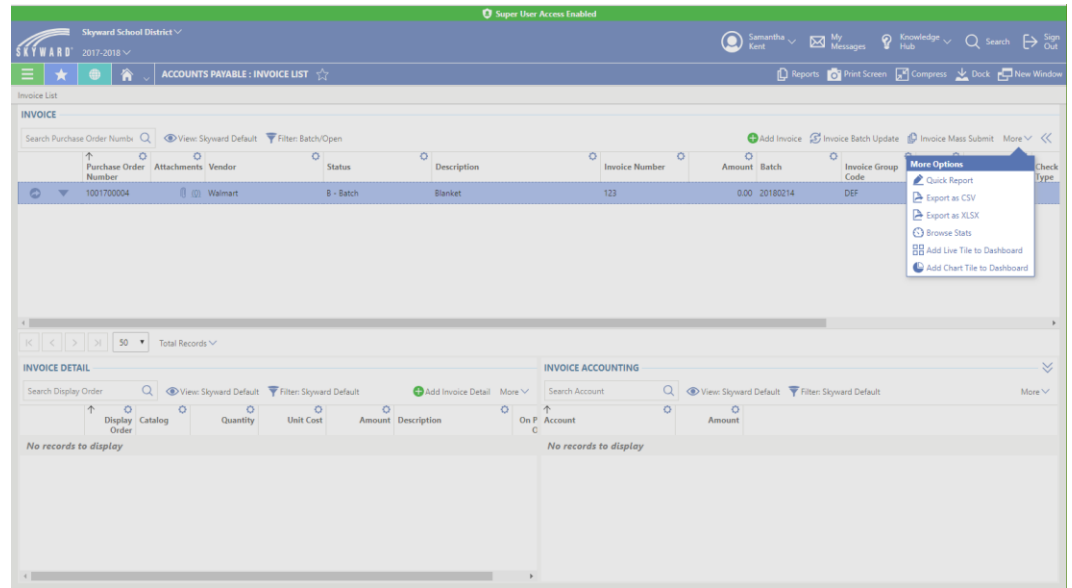
The screenshot displays the Skyward HR system interface for Skyward School District. The main window is titled "POSITION: ASSIGNMENT LIST" and shows a table of assignments. The table has columns for Employee, Position Identifier, Assignment Total Pay, Start Date, and End Date. The first row shows Abbott, Theresa Lynn as a Coach at Burn Middle School with an assignment total pay of 3,421.23 from 09/01/2017 to 05/31/2018.

Below the table is an "ASSIGNMENT DETAILS" section with a search bar and a table showing details for the selected assignment. The table has columns for Start Date, End Date, Primary, Hours Per Day, Entered FTE, Assignment Detail Total Pay, Hourly Pay, Daily Pay, and Required Step. The first row shows details for the assignment from 09/01/2017 to 05/31/2018, with a primary status, 8.0000 hours per day, 1.00000 FTE, and a total pay of 3,421.23.

On the right side, there is a "POSITION: ASSIGNMENT DETAIL DETAILS" section. It shows the employee's name (Abbott, Theresa Lynn), position identifier (Coach - Gymnastics - Burn ML...), and assignment total pay (3,421.23). Below this, there are various fields for assignment details, including Start Date (09/01/2017 Friday), End Date (05/31/2018 Thursday), Primary status, Active Paid Days (192), Hours Per Day (8.0000), Entered FTE (1.00000), Calendar Hours (1536.0000), Full Paid Days (192.0000), Entered Rate (1885.23), Assignment Detail Total Pay (3,421.23), Annualized Pay (3,421.23), Daily Pay (17.82), and Hourly Pay (2.23). There is also a "SUPPLEMENTS" section with a table showing Supplement Type, Rate, Total Pay, Annualized Pay, Daily Pay, and Hourly Pay. The first row shows a supplement type of "Sup Hly" with a rate of 1.0000, a total pay of 1536.00, an annualized pay of 1536.00, a daily pay of 6.00, and an hourly pay of 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.

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**Column Options**

+ Insert Column
 ✖ Delete Column
 

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**Name**

**Width**

**Locked**

**Wrap Data**

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**Sort By**

- ✖ None
- ↑ Ascending
- ↓ Descending

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**Filter By**

- ✖ None
- ▼ Range
- ▼ Selection

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**Data Path**

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Save
Cancel



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

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**Insert Column**

Assignment
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- # 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
- [31] Assignment Time Tracking Group
- [31] Calendar
- [31] Closing Assignment Detail
- [31] Current Assignment Detail

Save
 Cancel

Additional Resources available in the Help Center.



System Wide  
Search Skyward Help  **SEARCH**

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

## General Navigation

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### 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!**

