



## Memo

**Date:** July 25, 2023

**To:** Agency Payroll, HR, and Accounting Staff

**From:** Mary Muellner, Director, Statewide Payroll Services

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### **RE: DocumentDirect Upgrade to Mobius Standard Report Viewer**

On July 27, 2023, SEMA4 will be upgraded with the new Standard Report Viewer application: Mobius View. Mobius View replaces DocumentDirect for the Internet as the tool to view Standard Reports. The new Standard Report Viewer tool has a similar feel to DocumentDirect for the Internet (DDI) and uses the same login as DDI.

Standard Report Viewer (Mobius View) will provide additional capabilities not available in DDI and will be hosted on supported software which will provide additional security protections. It also does not require Java to be installed on a user's computer.

Users can access Mobius View in SEMA4 by navigating tiles SEMA4 > On-Demand Reports > Standard Report Viewer or directly from the **new URL** located in SEMA4 Help on the [View and Print InfoPac Reports Using Standard Report Viewer - Steps](#) page.

**NOTE:** This change does not affect the "On-Demand" reports provided behind the *Human Resources Reports* and *Payroll Reports* tiles.

Agency staff who currently have access to DocumentDirect will automatically have access to the new Standard Report Viewer. Agency staff who do not currently have access to DocumentDirect or would like access to Standard Report viewer in the future, will need to request access by filling out the [Request for Access to Standard Report Viewer](#) form.

#### **Resources**

[Standard Report Viewer QRG](#) - instructions on accessing and printing reports.

#### **Questions?**

Questions on security and access to the Standard Report Viewer (Mobius View) should be emailed to: [infopac.finance@state.mn.us](mailto:infopac.finance@state.mn.us).

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**