



MUNIS My Work

MUNIS My Work Use

The MUNIS My Work app allows workflow approvers to approve purchase orders, requisitions, time off requests, hours, or basically anything that has an approval workflow set-up in MUNIS.

The app allows end users to not have to be tied a desktop to approve or reject various items.

Accessing MUNIS My Work

- 1) Download the app from either the Apple Store or the Android Store
- 2) Once you open the app you will have to fill in three items
 - a. Service Location: [PLEASE NOTE: You must type this URL, EXACTLY as it is typed here. If you are using an Apple Device it really, really, really wants to autocorrect workflowservice to workflow service. If you see the red spelling error line under workflowservice then you know it is correct. If you don't see the red spelling error line, it has autocorrected and will not connect.]

<https://mobile.tylertech.com/mu2068Mobile/WorkFlowService.svc>
 - b. Username: This is your MUNIS log-in name; however, you must put datacenter\username EXAMPLE: datacenter\2068jput
 - c. Password: The same password you are using to login MUNIS.

Any MUNIS user has the ability to download and utilize the MUNIS My Work application.