


How to Set up Tyler Munis Mobile App

This app is mainly beneficial for approvers in Munis who would like to be able to approve items from their phone or tablet. Users may also like to receive notifications here as well.

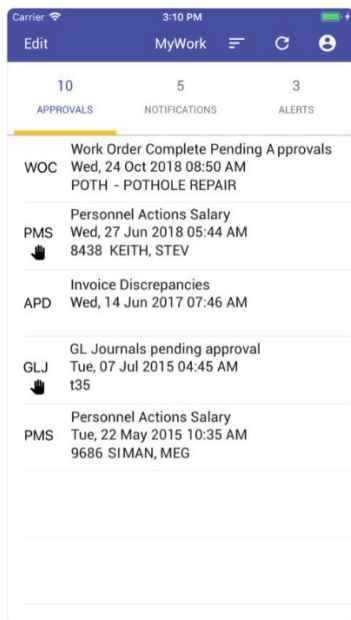
Download the Munis MyWork app from your device's app store. It will look like the one shown below.




Munis MyWork
Tyler Technologies, Inc

2.6 ★★★★★
9 Ratings

4+
Age







The first time opening the app you will be prompted to enter the server name (Service Location).


<https://51798mobile.tylerhost.net/workflowservice.svc>.

Make sure you enter this URL exactly (check for accidental spaces, periods, etc.).

< MyWork

Service Location

https://51798mobile.tylerhost.net/workflowservice.svc



SAVE

The form is a mobile application screen with a dark blue header bar containing a white back arrow and the text "MyWork". Below the header, the text "Service Location" is displayed. Underneath is a white text input field with a thin grey border, containing the URL "https://51798mobile.tylerhost.net/workflowservice.svc". To the right of the input field is a small blue QR code icon. At the bottom center of the screen is a dark blue rectangular button with the word "SAVE" in white capital letters.



Enter your Munis username and password.

Ex.

5179lastname

Munis password



Username

Password

Remember Me

SIGN IN



From the main screen you will see a count of all Approvals, Notifications, and Alerts you currently have.

The screenshot shows a mobile application interface. At the top, there is a status bar with "Verizon" and "9:31 AM". Below that is a navigation bar with "Edit", "MyWork", and icons for a menu, refresh, and user profile. The main content area displays three summary cards: "2 APPROVALS", "0 NOTIFICATIONS", and "0 ALERTS". Below these is a list of items with horizontal dividers. The first item is "REQ Requisitions pending approvals Wed, 09 Oct 2019 05:23 AM \$62.99 - SFP MGBSX1 Transceiver Ci...". The second item is "API Invoices pending approval XXX Fri, 04 Oct 2019 10:58 AM \$100.68 - Monthly Canon copier usa...". There are several empty rows below these items, suggesting a scrollable list.



Tap on the item you would like to act on or to see more details.

You can swipe up and down to look through the details then choose your action along the bottom.

A screenshot of a mobile application interface. At the top, the status bar shows "Verizon" with signal strength, Wi-Fi, and battery icons, and the time "9:32 AM". Below the status bar is a blue header with a white back arrow and the text "MyWork". The main content area has a title "API - Invoices pending approval XXX" followed by a horizontal separator. Below the separator, the text "Created:" is followed by "Fri, 04 Oct 2019 10:58 AM". Then "Hold Approver:" and "Hold Date:" are listed. A "Summary:" section contains "\$100.68 - Monthly Canon copier usage charge". Below that is a "Comment:" label and a large empty text input box. A blue "SAVE" button is positioned to the right of the input box. A horizontal separator follows. The "Details" section begins with "Invoice Header" and "Vendor Number: 773". At the bottom, a light gray bar contains four action buttons: "Approve" with a checkmark icon, "Forward" with a right-pointing arrow icon, "Hold" with a hand icon, and "Reject" with an 'X' icon.




If there are attachments, you will see a blue paperclip in the top right corner of the screen. Tap to see a list and open if needed.

Verizon 9:37 AM

< MyWork

REQ - Requisitions pending approvals

Created: 

Wed, 09 Oct 2019 05:23 AM

Hold Approver:

Hold Date:

Summary:

\$62.99 - SFP MGBSX1 Transceiver Cisco

Comment:

SAVE

Details

Requisition Header

Fiscal year: 2020

✓ Approve➔ Forward✋ Hold✕ Reject



You can enter your comments then touch “Submit” at the bottom of the screen.

A screenshot of a mobile application interface. At the top, the status bar shows "Verizon" with signal strength, Wi-Fi, and battery icons, and the time "9:33 AM". Below the status bar is a blue header with a white left-pointing arrow and the text "Back". The main content area has a white background. At the top of this area is the text "Approve Comment [Optional]" above a large, empty white rectangular input field. Below the input field, the text "API - Invoices pending approval XXX" is displayed, followed by "Created: Fri, 04 Oct 2019 14:58:12 GMT". At the bottom of the screen is a light gray bar with the word "Submit" in blue text.