

## Web MOBIUS Instructions State Fleet Information System Standard Reports

These reports may be accessed from the State Fleet Management Website at:  
<http://www.oa.mo.gov/gs/fm/systemreports.htm>.

### STEP BY STEP INSTRUCTIONS

1. Click on the Logon to WebMOBIUS link.
2. A turquoise screen will appear with the MOBIUS logo.
3. Click on the hand icon to start the MOBIUS session.
4. Click on "OA Reports" and the log-in screen will appear.
5. Enter your mainframe (SAMII) ID and password. If you are denied access please contact your agency fleet coordinator to request access to the Mobius fleet reports.
6. Click on the + next to "Reports" to expand a listing of reports that the user has access to. OR if you know the report number you may select it by clicking the locate button at the top left of your screen and entering the report number in the report id field.
7. Click on the icon with the + next to the Report Id to expand the listing to view the version of the report. The Version Id is the report run date. Select the version of the report you want to view. Check the report status at the end of the version id (after the date). Reports with an available status can be view immediately. If your version id indicates a recall is required, double click on the version id to issue a recall. A pop up notification message will appear that your recall request has been issued. Wait about a minute and try to access the report again by double clicking on the version id. (Reports not viewed in a 3 day period will go to a Recall Status.)
8. A list of Section Id will appear underneath the version id. This will be a list of SAM II agency numbers or a combination of the SAM II agency/organization codes. .
9. To go straight to your section of the report select the section id. You may also page down until you find your data.

### Print Options:

All Fleet System reports will print in a landscape orientation.  
Select "Setup" to change your printer and the page orientation to landscape.  
Then select your print option (print entire document, current page, current section (all pages for the section id)).

### Features:

**Search:** Allows you to search within the document for specific phrases.

**Go:** Allows you to choose other pages within the report.

**Download:** This feature is not recommended as the entire report include report layout such as headers, spacing, is downloaded. If you are in need of adhoc reports than can be manipulated for your own data analysis, contact the State Fleet Manager for details.