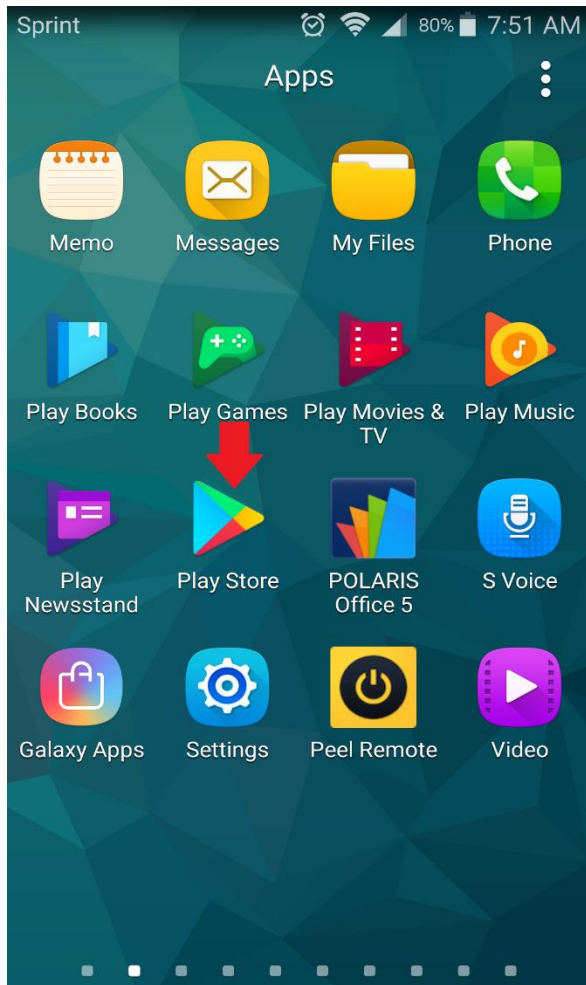
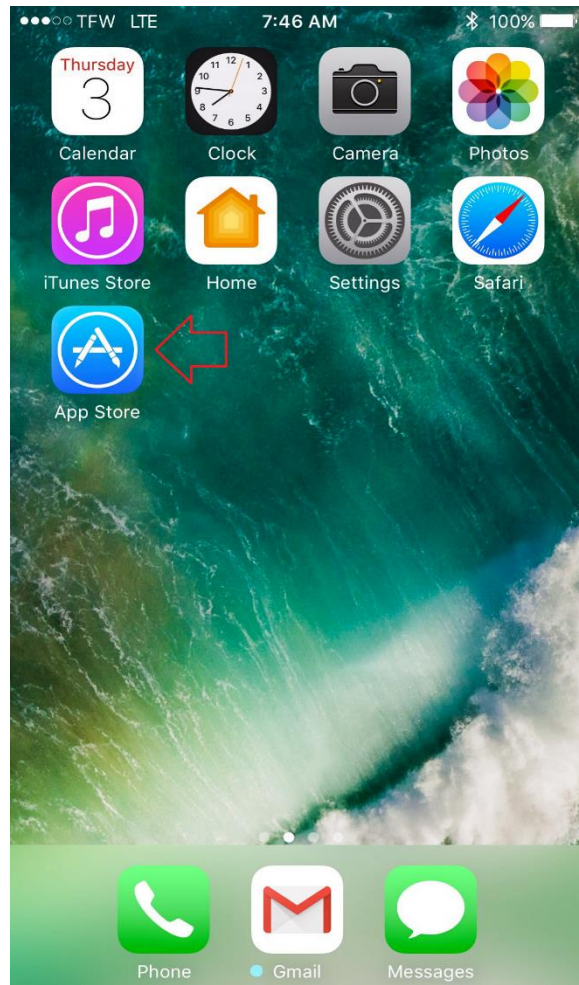


Munis MyWork mobile app – (You can do your approvals from your phone)

1. Install the Munis MyWork app from the your Play Store (Android) or App Store (Apple iOS)



1. Android




2. Apple iOS


2. Search for the Munis MyWork app and install it.




Munis MyWork
Tyler Technologies, Inc
E Everyone

3. Once installed open it and manually enter <https://selfservice.co.weber.ut.us/MunisMobile/WorkFlowService.svc> in the Service Location and your username and password (windows login and password).




Service Location 

<https://selfservice.co.weber.ut.us/MunisMobile/WorkFlowService.svc>

Use QR Code 

[Reset to Default](#)

mywindowsusername 

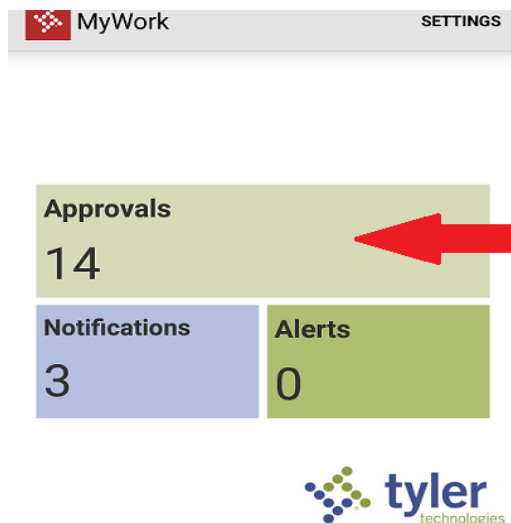
Password

[Login](#)

1 Your login is your Windows login and password

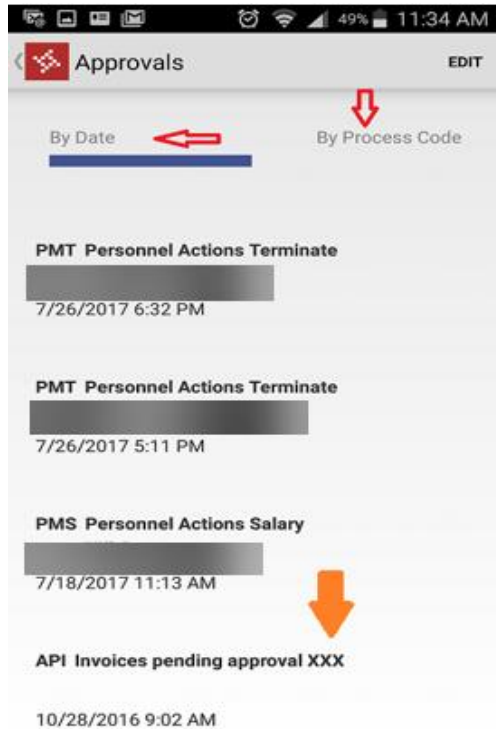
***To use the QR Code see step 9*

4. You will have a screen like this, you can click on the Approvals tile.

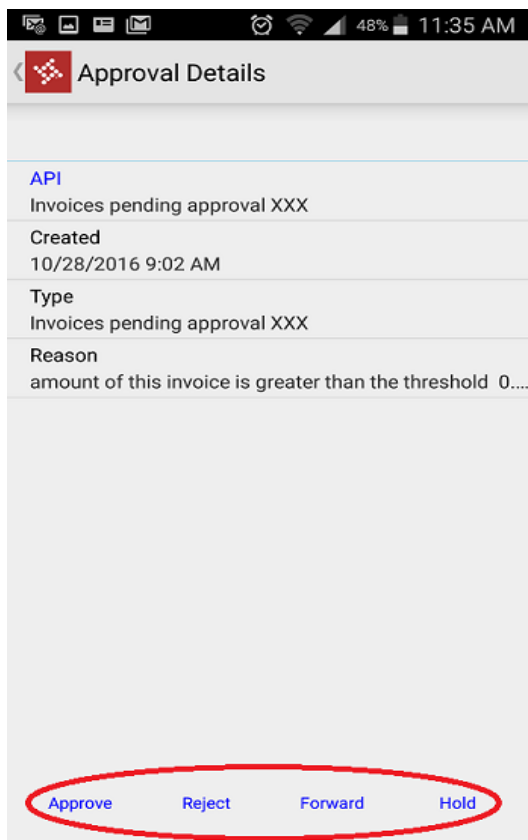


2 Select API Invoices pending approval XXX to see individually and approve

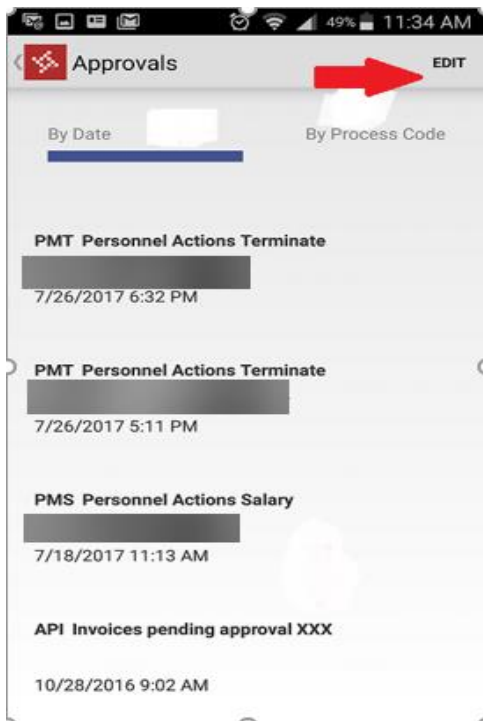
5. Once in the Approvals tab you will be able sort “By Date” or “By Process Code”, you can click on each one individually.



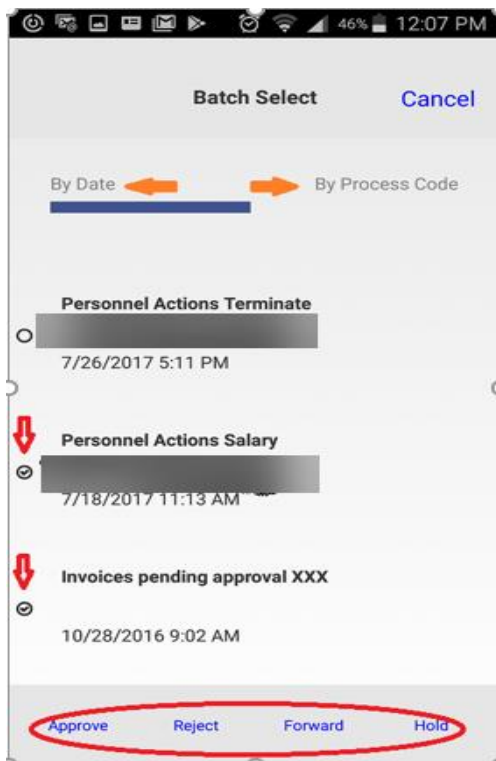
6. You can now see the individual details and can Approve, Reject, Forward, or Hold.



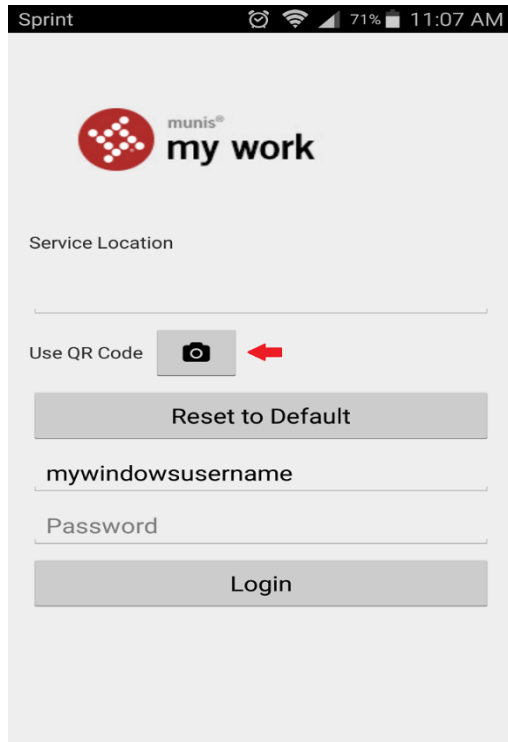
7. Or to approve multiple items at one time click on the EDIT tab.



8. You can then sort "By Date" or "Process Code". Also, you may select as many Actions as you would like and then Approve, Reject, Forward or Hold them.

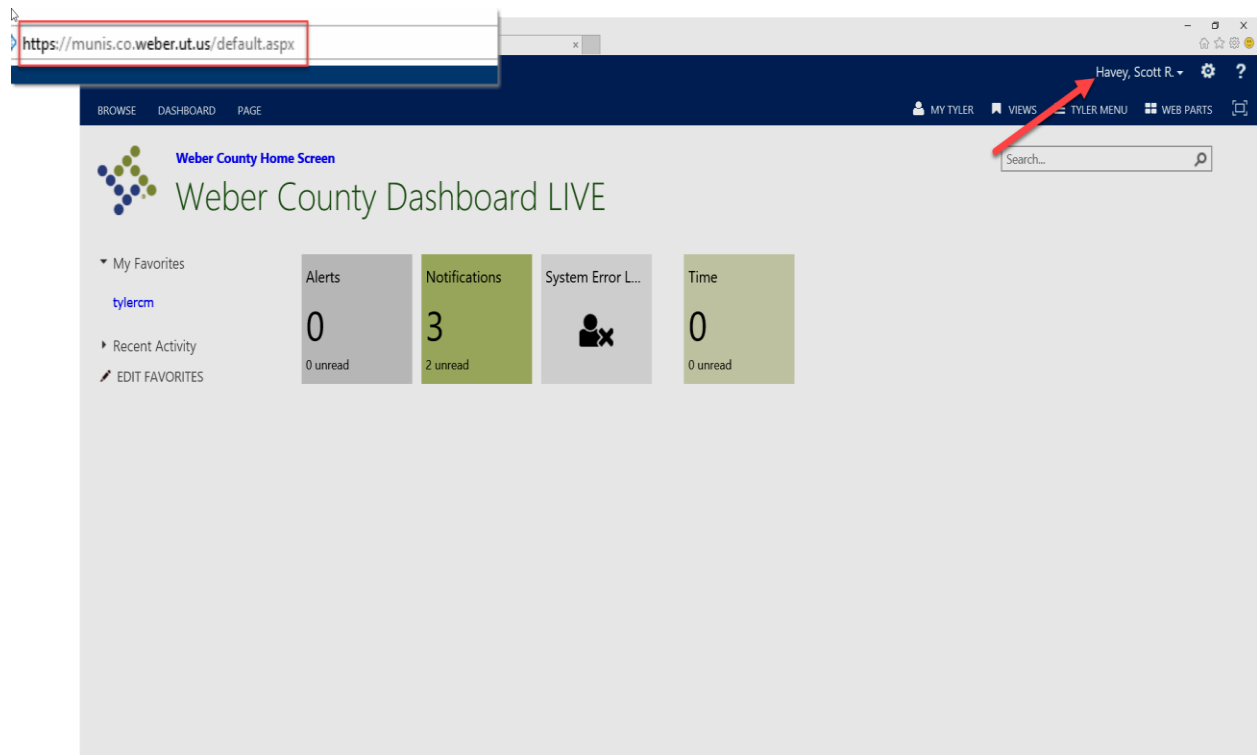


9. To use the QR Code select the icon next to “Use QR Code”.



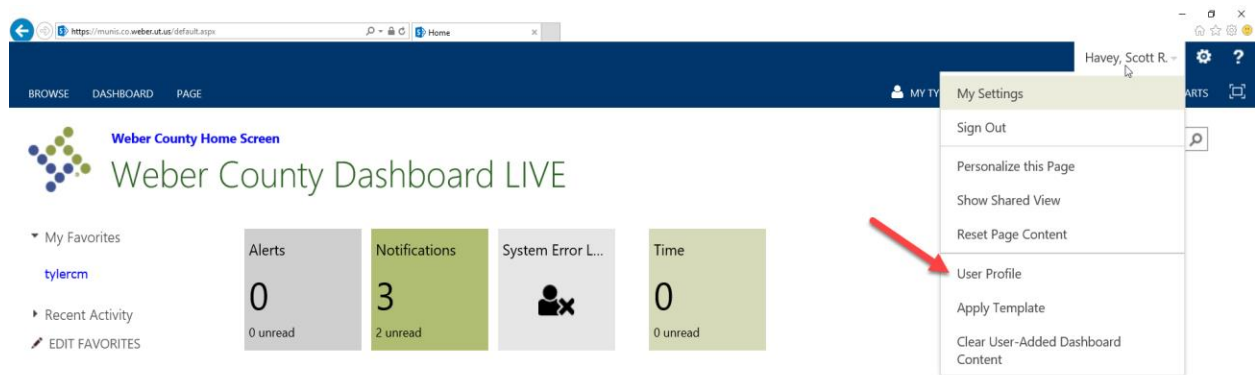
The screenshot shows the 'munis my work' mobile app interface. At the top, the status bar shows 'Sprint' and battery level at 71%. The app header includes the 'munis my work' logo. Below the logo is a 'Service Location' input field. Underneath is the 'Use QR Code' section, which contains a camera icon and a red arrow pointing left towards it. Below this is a 'Reset to Default' button. Further down are input fields for 'mywindowsusername' and 'Password', followed by a 'Login' button.

10. Logon to Munis in your browser. And in the right hand corner select your name.



The screenshot shows a web browser displaying the 'Weber County Dashboard LIVE'. The address bar shows the URL 'https://munis.co.weber.ut.us/default.aspx'. The dashboard has a dark blue header with navigation links: 'BROWSE', 'DASHBOARD', and 'PAGE'. On the right side of the header, there is a user profile section showing 'Havey, Scott R.' with a dropdown arrow, a settings gear icon, and a help icon. Below the header, the main content area includes a 'My Favorites' section on the left with a link to 'tylercm'. The central part of the dashboard features four summary cards: 'Alerts' (0 unread), 'Notifications' (3 unread), 'System Error L...' (with an icon of two people), and 'Time' (0 unread).

11. In the window that pops up select “User Profile”.



12. Now scan the QR Code with your mobile device and you should be able to use your windows username and password to login. (see step 3)

