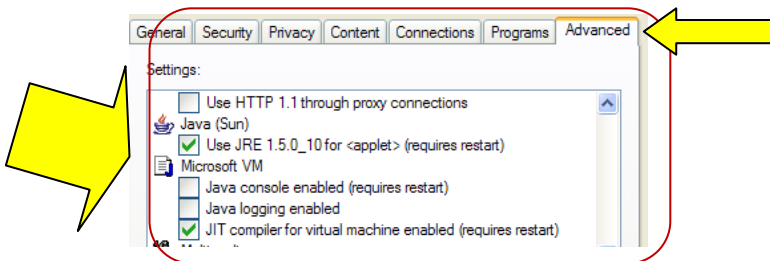


## Job Aid - Hummingbird DM

This does not apply to MAC OS users. If you are using a MAC computer to access CyberDOCS, please continue to access it from <https://cyberdocs.fsu.edu/cyberdocs/cyberdocs.asp>.

CyberDOCS for Purchasing, Payables and Travel has been redesigned/updated to a new web based version named Hummingbird DM. The new version is available for use immediately and we ask that you take the time to familiarize yourself with it - <https://dm.oti.fsu.edu/cyberdocs.asp>. The use is similar to the previous version of CyberDOCS, but there is a new look to the screens and some added ability to navigate around the program.

Before accessing Hummingbird, go to Internet Explorer 6.0 / 7.0, Tools, Options, Advanced tab, make sure the JAVA plug-in is installed (can be downloaded from <http://java.com>) and make sure it has a check mark beside it. If Microsoft VM is installed, leave the JIT compiler option checked.



For technical help, please contact [imaging@ais.fsu.edu](mailto:imaging@ais.fsu.edu).

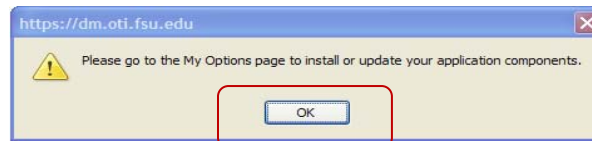
### ***Instruction:***

From the main DM page: <https://dm.oti.fsu.edu/cyberdocs.asp>

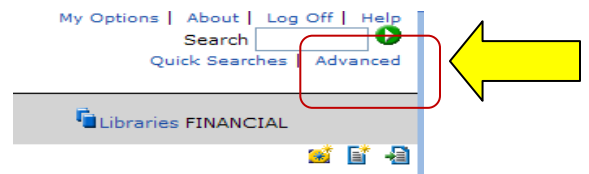
Step 1: Login with your **FSUID** and **password**



Step 2: After you've successfully logged in, Hummingbird DM will ask you to go to **MY OPTIONS** – this step is not necessary so you may **click OK** and continue.

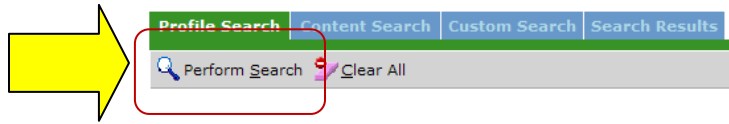


Step 3: Click on the "Advanced" link to begin your search. Note: the word "ADVANCED" has moved to **RIGHT SIDE** of the screen.



## Job Aid - Hummingbird DM

There are no longer two SEARCH buttons. It has been replaced by a Magnifying glass / Search button in the top left corner of the search screen.

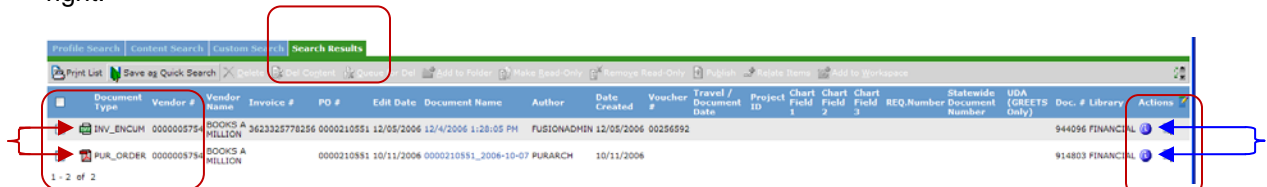


Step 4: Put in your search criteria on the search profile. For AP and Travel search profile, select the "FSU AP / Travel Search Form" {beneath the "FSU Purchasing Info Search" profile} then click on the **Switch Forms** button.

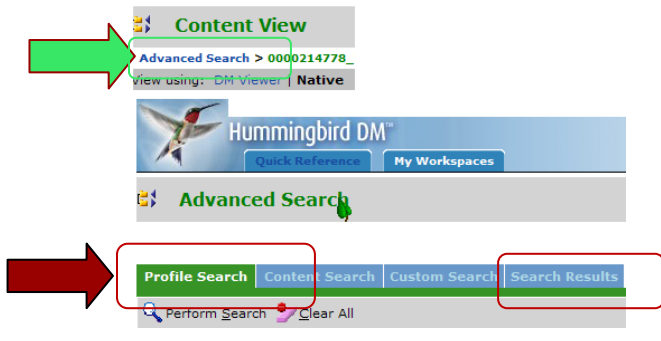
The image shows the 'FSU Purchasing Info Search' form. It contains several input fields for search criteria: Vendor Name, Vendor # (10 characters), Fiscal Year (20002001), PO # (10 characters), Bid Contract Quote, UDA (GREETs Only), Dept ID (6 characters), Voucher # (8 characters), Document Type, Project ID (6 characters), Chart Field 1 (10 characters), Chart Field 2 (10 characters), Chart Field 3 (10 characters), and Date Created (mm/dd/yyyy).

Search Form Type: **FSU AP / Travel Search Form** **Switch Forms**

Step 5: When the **SEARCH RESULTS** screen appears, there are several icons that you will see to the far left and far right on each line of results. To view the documents, click the document **PDF / TIFF** icon on the far left. To view the PO or invoice profile, click the "i" icon on the far right.



Step 6: To go back to the initial search screen, simply click on "Advanced Search" in the top left corner of the search results then click "Profile Search" tab to begin your search again.



Likewise, if you desired to go back to the search results, just click on the "Search Results" tab (see above image).

End