Browser-based Access to HuRMan:
Manually View, Download or Upload Files

Through its **agency web portal**, DHRM provides agencies a variety of secure browser-based web tools and access to its file repository. The tools require authorization to access. A complete list of the secure web tools can be found on the "DHRM Computer Applications Access Request Form". Access to one or more tools on the list is requested by submitting a completed form to DHRM.

The following instructions and guidance focus on the browser-based repository tools.

There are two secure web tools to access the DHRM HuRMan file repository.

- **The (HuRMan) File Repository** is the secure browser-based web tool for agencies to *manually view or download* reports or data files. DHRM provides numerous reports and data files for agencies use. See the Data Dictionary section below for details.

- **The DHRM File Upload Utility** is the secure browser-based web tool for agencies to *manually upload* reports or data files into the HuRMan file repository. It is recommended that users of the File Upload Utility tool also request access to the **File Repository** tool to be able to view their uploaded files as needed.

Browser-based access is the default standard method for agencies to **manually** access HuRMan.

Refer to the Data Dictionaries to Identify Reports and Data Files in HuRMan

Follow these step-by-step instructions to access the data dictionaries for the DHRM reports and data files in the HuRMan repository.

1. From the DHRM Home page (www.dhrm.virginia.gov), click on "Information Technology" in the left panel of the page. The DHRM-ITECH "Broadcast Message" page will be displayed. Click on "Documentation" in the left blue panel of the page. The white center panel of the page will change.

2. In the "Dictionaries" section, the "Files Data Dictionary" shows ongoing data files in HuRMan, listed by file name, file description, periodicity, intended audience, and system.

3. In the "Dictionaries" section, the "Reports Data Dictionary" lists ongoing reports in HuRMan, listed by report-id, report description, periodicity, and system.

How to Request Access to the HuRMan File Repository and/or the File Upload Utility

Follow these step-by-step instructions to request access:

1. From the DHRM Home page (www.dhrm.virginia.gov), click on "Information Technology" in the left panel of the page. The [DHRM-ITECH "Broadcast Message" page](#) will be displayed. Click on "Request Access" in the upper-left blue panel of the page. The white center panel of the page will change.

2. In the white center panel of the page, click on the "[DHRM Computer Applications Access Request Form](#)" to call up the online (PDF) web form. The form is fill-able online or can be printed off and filled in by hand. Either way, the completed form must be submitted as a signed hard-copy.

3. On the left side of the form is an alphabetized list of the DHRM secure web tools ("web applications"). Check the selection boxes for the tool or tools you require.
   - **Agency Repository (HuRMan portal)** Select (left-click) the "Agency Repository" checkbox on the form for access to this tool. The tool allows you to manually view or download files and reports from the HuRMan repository to your local workstation or network.

   - **File Upload Utility** Select (left-click) the "File Upload Utility" checkbox on the form for access to this tool. The tool allows you to manually upload files and reports from your local workstation or network to the HuRMan repository.

4. Complete the personal and agency information on the right side of the form. Be sure the following items are correct and complete:
   - Your agency number and agency name
   - Your PMIS "Employee Id" number and your position number
   - Your email, office phone and fax numbers
   - The agency number(s) for the agency folder(s) you are requesting to access
   - A brief justification for you to have access to the requested web tool(s)

5. Print a hard copy of the completed form. Obtain your agency's authorizations. The submitted form must be approved and signed by the agency PMIS Security Officer (PSO) and the agency HR Director (AHRD).

6. Follow the submission instructions at the bottom of the form to fax or mail the form to DHRM.

7. Upon receipt, DHRM will review the form, authenticate the required signatures, and complete the security administration for the request. Upon DHRM approval, you will be notified by email of your assigned agency web portal user name, password and list of authorized web tools.
   - "First-time" users will be assigned their new DHRM agency web portal user name and password.

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- Existing users will retain their current agency web portal user name and password. The additional, approved web tool(s) will be added to their existing application drop-down list.

How to Access and Use the Agency (HuRMan) File Repository Tool: Step-by-Step Example

To view and/or download reports or data files in HuRMan:

1. From the DHRM Home page (www.dhrm.virginia.gov), click on "Information Technology" in the left panel of the page. The DHRM-ITECH "Broadcast Message" page will be displayed. Click on the "Agency Web Portal Login" in the upper-left blue panel of the page.

2. After the "Agency Web Portal Login" page appears, enter your agency web portal user name and password. The user name and password are case sensitive.

3. After you successfully log on, the agency web portal "Welcome" page appears. Select the "Agency Repository" from the *"Select an Application" drop-down list* in the upper-left portion of the page. The agency repository web tool will load and the "File Repository Interface" page will be displayed.

4. View the reports and/or data files you want. Left-click on the report or file of interest. A "file download" window will be displayed showing the file's full name. Click the "Open" button to view the file or the "Save" button to download it.

   Below are navigation tips to help familiarize yourself with the File Repository web tool. Once you have used the tool a few times, it will become fairly intuitive.
   - **The "Select a Folder" control:** If you have access to more than one agency, this control allows you to choose which agency data to display. The agencies you are authorized to access will appear in the drop-down list. (If you only have access to one agency, then only one agency will be in the drop-down list.) Select the agency that you would like to view. The selected agency's reports and data files will automatically be displayed.

   - **The File Name "Search Filter" control:** This "toggle-on/toggle-off"" control allows you to search for a specific report or data file by name. To search for a file by name, select it from the *"File Name"* drop down list. Click "Apply Filter" to execute the search. All files with the selected name will be displayed. To turn the file name filter off, select the blank line in the "File Name" drop down list and click "Apply Filter". (Remember, you must click the "Apply Filter" button to turn the filter on or turn it off.)

   - **The File Date "Search Filter" control:** This "toggle-on/toggle-off" control allows you to search for files by a specific calendar date. To search by a date, click on the *"File Date"* calendar. Select the target date you wish to search for; then click "Apply Filter". All files with that date suffix will be displayed.

To remove the date filter, blank out the selected filter date and then click "Apply Filter". (Remember, you must click the "Apply Filter" button to turn the filter on or turn it off.)

- **Displaying More Items per Page:** By default, the web tool displays only 10 items per. You may want to increase this setting to show more items. To increase the page display setting, scroll to the bottom of the page. Change the "Result Lines per page" to 25, 50, 75 or 100. The tool will automatically readjust its display using the value you select.

- **Re-sorting by Columns:** Reports and data files are displayed in column format. Most of the blue column headings are sort-able. If you click on the column heading, the tool will automatically re-sort the agency's repository by that column. The "Date" column will sort "descending" to show the most recent files first. The "Name", "Type" and "Size" columns will sort in ascending order.

- **"Contact Us" With Feedback:** At the bottom of the page is a "Submit a comment or suggestion" link. Clicking this link presents a dynamic email page. Please use this automatic email function to send DHRM your comments or suggestions about the File Repository web tool.

5. To end your File Repository session and exit the Agency Web Portal, click the "Sign Off" link in the upper right corner of the page.

How to Access and Use the File Upload Utility Tool: Step-by-Step Example

To upload a local agency report or file to HuRMan:

1. From the DHRM Home page (www.dhrm.virginia.gov), click on "Information Technology" in the left panel of the page. The DHRM-ITECH "Broadcast Message" page will be displayed. Click on the "Agency Web Portal Login" in the upper-left blue panel of the page.

2. After the "Agency Web Portal Login" page appears, enter your agency web portal user name and password that have been assigned to you. Please note that the user name and password are case sensitive.

3. After you successfully log on, the agency web portal "Welcome" page appears. Select the "File Upload Utility" from the *"Select an Application" drop-down list* in the upper-left portion of the page. The file upload utility agency repository web tool will load.
    - If you have access to more than one agency, an interim page is first displayed with an agency list-box. In this event, select the agency where the data should be uploaded in the HuRMan file repository. (If you have access to only one agency, this interim page is not displayed.)

    The "File Upload Utility" page is displayed.

4. Click the "Browse" button to locate the local agency file that should be uploaded to your selected HuRMan folder. Highlight the file; and click the "Open" button.

5. Next, click the "Upload File" button to upload the file to your agency folder.
   - Upon completion, the web tool will display the message, "Status: File uploaded successfully".
   - The uploaded file in the HuRMan repository will have a suffix added to its file name: **-UPL-*00nnn-mmddyyyy***, where "nnn" is the agency number and mmddyyyy is the date of the upload.
   - At this point, the upload is complete.

6. After successfully uploading a file, you may want to verify or view the uploaded file in the HuRMan file repository. To do so, select the "Agency Repository" from the Application drop-down list in the upper-left portion of the page.

7. To end your session and exit the Agency Web Portal, click the "Sign Off" link in the upper right corner of the page.