

## **Before you begin notes:**

**Preferred Web Browser is Chrome or Microsoft Edge.** Other browsers may work, but at random, have small screen anomalies.

### **Note if MiCIL hangs or doesn't load:**

MiCIL is a web-based system loaded in your cache.

1. Close ALL browser windows and reopen your browser or use the other browser- if in Chrome switch to Edge and vice versa.
2. Press Ctrl key + F5 to reload your session or follow browser instructions to clear your cache.

Browsers will update from time to time, you may need to click a Update button in the upper right corner.

### **Multiple Screens Allowed:**

MiCIL is a web-based system loaded in your browser, you can open MiCIL in multiple windows and thus have Reports open in one browser tab, People Search in another, and Staff Center in a third tab for example.

### **Note on Saving Fields in MCIL Envision:**

MiCIL automatically saves a field once you take focus off that field. Examples:

- Press TAB key to save and move to the next field.
- Press Enter key in a Dropdown to save selection, while you are on that field.

Note: You will only find a save button in the Administrator's Manage Staff area where you must click save. Otherwise, there are no save buttons because MiCIL saves when you leave the fields.

Pop up windows/screens are closed by clicking:

- a Close button in the bottom right corner or the X in the upper right corner.
- pressing Alt key + B is the shortcut for BACK and it will close the window for you.

### **Spell Check:**

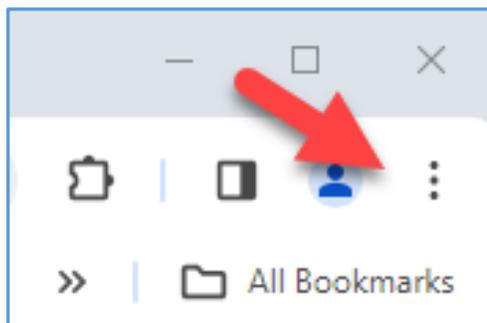
MiCIL is a web-based application and will use the web browsers spell check functionality.

### **Drop down Fields:**

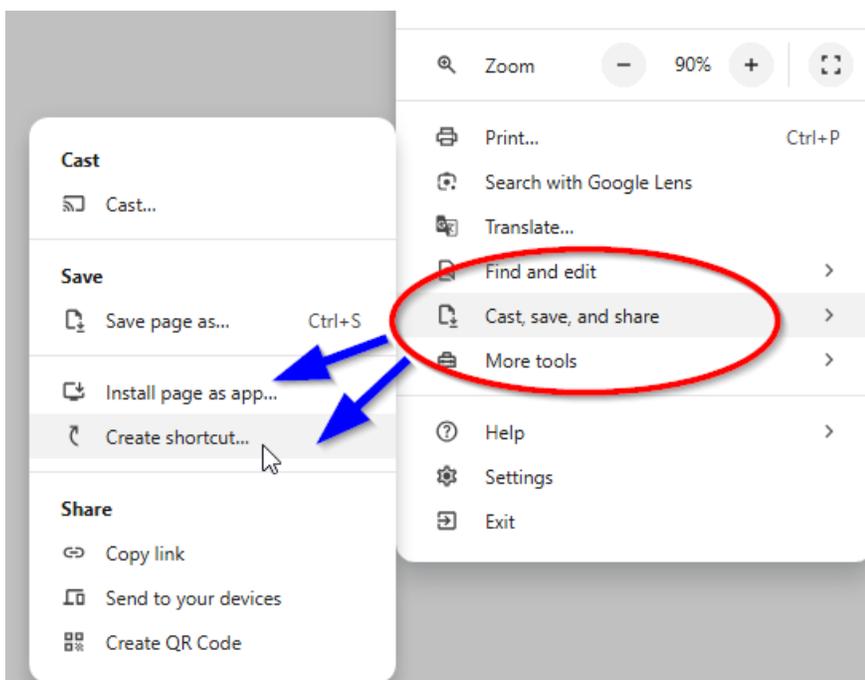
90% of your lists are configurable by your Administrator using the 'Manage Lists' menu option from the ADMIN Menu bar.

## How to Create Shortcut and set up Spell Check settings in Google Chrome

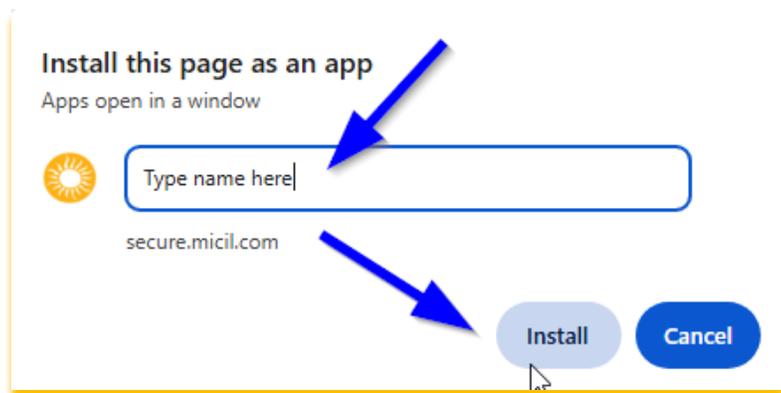
Click the three little dots in the top right corner of Chrome and...



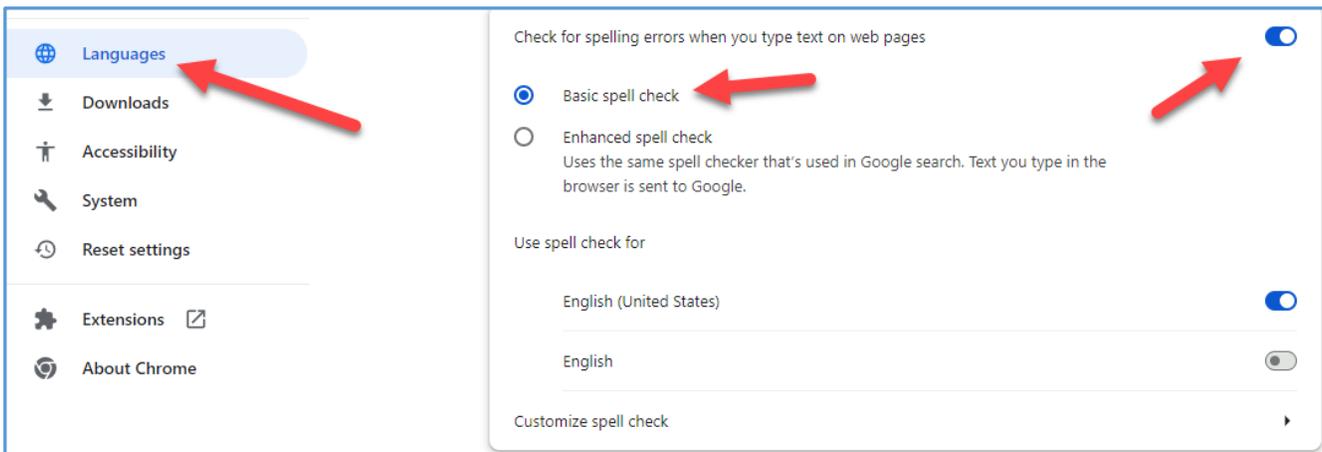
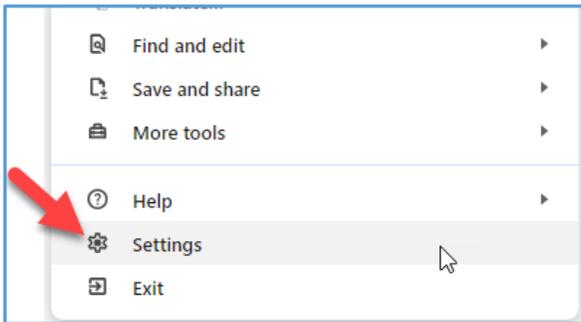
Next, click 'Save and share' to Create a shortcut...



Install page as app... will create a shortcut to open MiCIL in its own window: This is preferable for JAWS

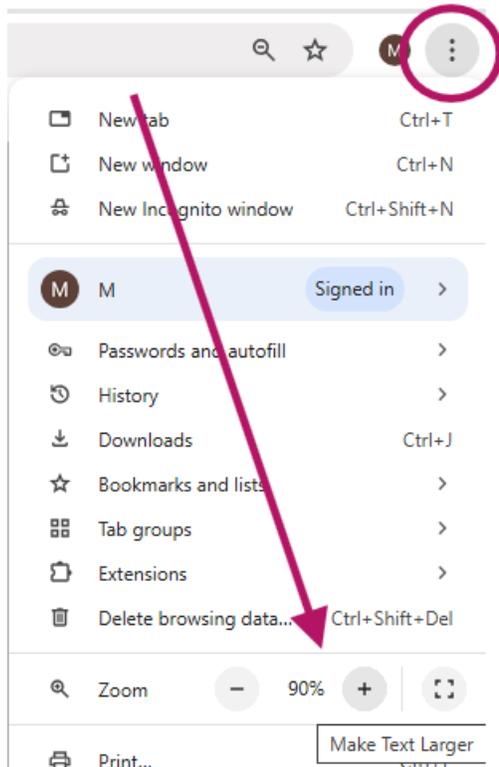


Click the three little dots in the top right corner of Chrome and...  
Click Settings for Spell Check... Choose Languages and make sure Basic Spell check is on.



## How to Zoom and make screen larger: Use settings in Google Chrome

Click the three little dots in the top right corner of Chrome and increase or decrease your zoom.



## In MiCIL the “Themes” menu offers several color options

