

# Vista Plus

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<b>Overview:</b>	
<b>Background:</b>	

## Welcome:

**Narrator:** Welcome to Vista Plus training for BANA Membership. In this training, you will learn how to use Vista Plus to pull reports needed for updating member information.

## What is Vista Plus?:

**Narrator:** Vista Plus is a client-server application that is used for viewing, distributing, and managing reports.

## How to Access Vista Plus:

**Narrator:** Let's learn how to access the Vista Plus system. From the Internal Operations Knowledge Base, hover over the More navigation tab. From the drop-down menu, click the Systems link.

Next, click the BlueAdvantage link next to Vista Plus.

Once on the log-in screen, enter your username and password.

Before signing in, it's important to verify that SOLON is entered in Host and 7980 is entered in Port.

Now, click sign-in.

## Homepage Options:

**Narrator:** Notice there are four options on the Vista Plus homepage:

- My Vista
- Browse
- Options
- Help

Let's review each one.

### My Vista

The My Vista option allows you to go to a personalized Vista Plus browser for each user.

## Browse

The Browse option takes you to your main Vista Plus browser. This will be based on your permissions, group membership, and home folder. This will be the main option you use as it contains the information you need to process membership for Tyson and Walmart accounts.

## Options

The Options option allows you to change what group you are working in, your passwords, or other browser preferences.

## Help

The Help option brings up additional online help.

Now, let's click Browse to access the reports we will need to update member information.

## Accessing Walmart Raw Data:

**Narrator:** To access Walmart raw data, find the BAWM834 folder from the list of folder names. The description should read: WAL\*MART 834 Membership Reports.

Click the folder icon next to the report.

Notice that the first column shows the official name of the report and the number of Generations, located in parenthesis. If you click on the official name of a report, you will be able to view the most recent file. To view the current and past files of a report, you will click the Generations link. The second column shows the description of the report.

Now that we are in the BAWM834 folder, locate the report named BA\_WMOKE40A. When locating the report, verify that the description reads: Raw Data Report.

Click the Generations link beside the report name. Notice that you are directed to the list of Raw Data Reports. Pay close attention to the date and size of each file as this will help you determine which file you need to view.

Once you locate the file you wish to view, click on the file name.

Next, we will learn how to access raw data for Tyson.

## Accessing Tyson Raw Data:

**Narrator:** Starting from the homepage, click the Browse option.

From the list of folder names, find the one named (omitted). The description should read: TYSON Membership Reports.

Click the folder icon.

Once in the (omitted) folder, find the report named (omitted). The description should read: TYSON Raw Data Report

Next, click the Generations link. Now, you will see the list of Raw Data Reports for Tyson. Simply click the file name to view the desired report.

## Adding Folders to My Vista

**Narrator:** Folders that are used frequently can be saved under the My Vista tab for easy access.

From the top navigation menu, click Browse. Locate the the folder you want to save and click the “i” icon beside it. Notice that a Folder Details box appears on the left side of the screen.

Under Folder Actions, click the Edit Favorite Status link. Verify that the ‘List on My Vista’ box is checked, and click OK to save.

## Conclusion

**Narrator:** Thank you for completing this training. For additional help, select the Help option on the page you are viewing in the Vista Plus system. You can also refer to the Vista Plus quick reference guide on InsideBlue.