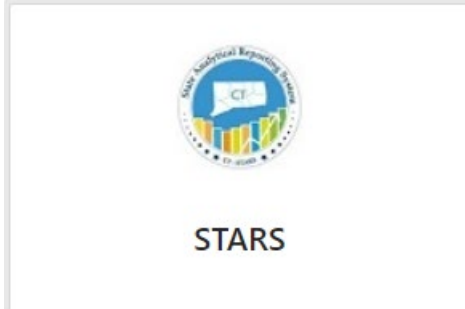


Fiscal Health Monitoring System STARS Tile Job Aid

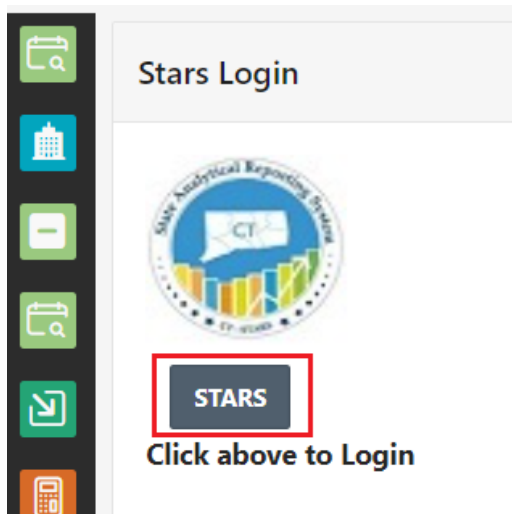


1. At the Main Menu – Select STARS Tile:



STARS Login page displays

2. Select the STARS button:



A new browser will open to the STARS home page

*If you are having issues with logging in, see "Troubleshooting Login" on page 4

Fiscal Health Monitoring System STARS Tile Job Aid



3. Select on the “Dashboards” drop down at the top of the page and click on “FHMS – Entity Report”:

See the red arrows on the screen shot below

The screenshot shows the Oracle Business Intelligence interface. At the top, there is a navigation bar with 'Dashboards' highlighted. A dropdown menu is open, showing various dashboard options. The 'FHMS - Entity Report' option is highlighted with a red arrow. Another red arrow points to the 'Dashboards' dropdown button. The main content area shows a dashboard with a 'YEAR' dropdown menu and an 'Analysis_Summary_L1' section.

4. Select the tab of the report you want to see at the top of page:

See the red box on the screen shot below

The screenshot shows the Oracle Business Intelligence interface for the 'FHMS - Entity Report' dashboard. The 'Financial Indicators' tab is highlighted with a red box. Below the dashboard, there are filters for 'Fiscal Year End' (2020) and 'Name of Municipality' (TOWN OF ABC). The dashboard content shows a table with the following data:

Name of Municipality	TOWN OF ABC
Fiscal Year End	2020

Fiscal Health Monitoring System STARS Tile Job Aid



5. Select the Year:

In each report tab, you can use the dropdown (see the red box in the screen shot below) to chose which year you want to see data for


* Fiscal Year End: 2020

* Name of Municipality: TOWN OF ABC

Apply Reset

Name of Municipality	TOWN OF ABC
Fiscal Year End	2020

6. Click :

The information for the year you chose will display. To Print or Export the data to an Excel spreadsheet, click  on the top right of the page (see the red arrow and box on the screenshot below).

* Fiscal Year End: 2020

* Name of Municipality: TOWN OF A

Name of Municipality: TOWN OF A


Fiscal Year End: 2020

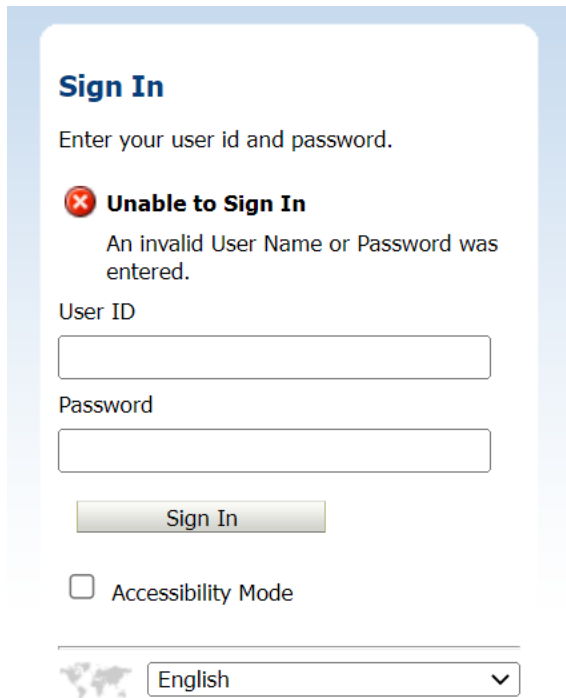
FINANCIAL STATEMENT INFORMATION

Fiscal Health Monitoring System
STARS Tile
Job Aid



7. Troubleshooting Login:

If you get the message in screenshot below when the new browser opens, close out of that window and try logging in again by clicking  in the STARS Tile

A screenshot of a web-based sign-in form. The form has a light blue border and contains the following elements:

- Sign In** (Section Header)
- Enter your user id and password.
- Unable to Sign In** (Error Message with red X icon): An invalid User Name or Password was entered.
- User ID (Text label above an empty input field)
- Password (Text label above an empty input field)
- Sign In (Button)
- Accessibility Mode
- Language selection: A globe icon followed by a dropdown menu showing "English" and a downward arrow.