

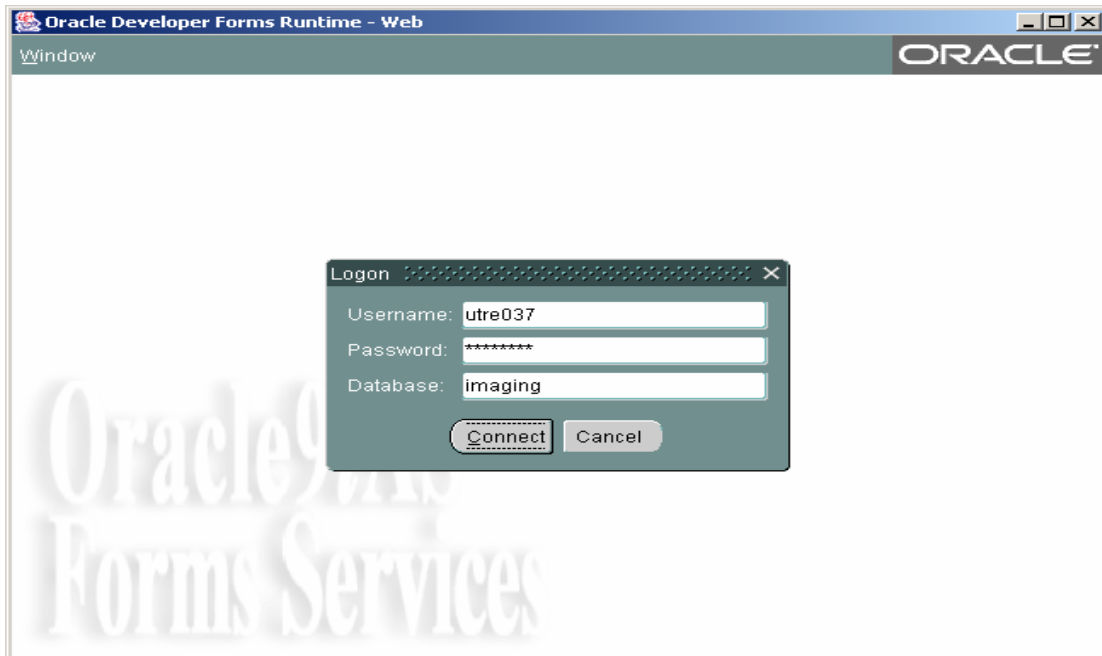


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**Procedures to Retrieve Agency Check Register**

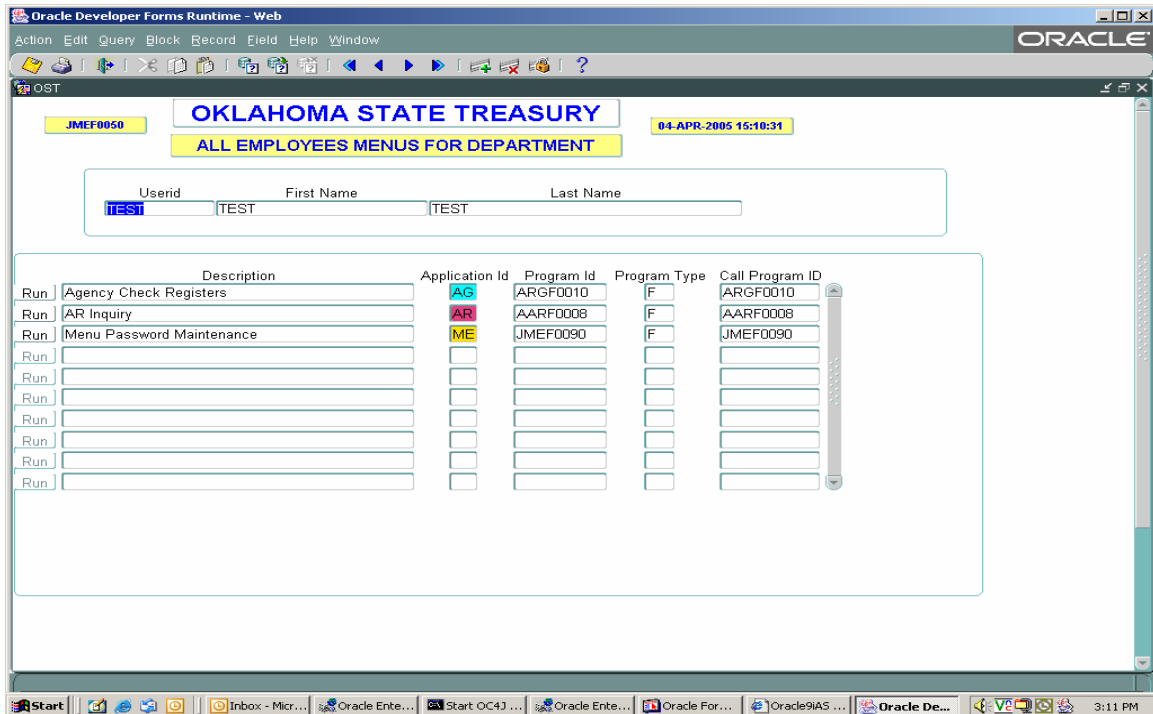
- 1. System Requirements:**
  - a. The web site and application will be accessible via the internet using Microsoft i.e. browser 5.0 and higher.
- 2. Signing on the web site:**
  - a. The web address for the Agency Check Register is

<https://oas2.ost.state.ok.us/forms/frmservlet>



- b. Enter your ID, password and the name "Imaging" in the Database field then click on the indicator connect.

### 3. After sign on is complete, the following screen will display:



#### Icon descriptions from left to right

- Yellow diskette - Save changes.
- Printer - Print Screen.
- Exit door - Return to previous Oracle screen or log off of the main menu.
- Scissors - Cuts data from a selected field.
- Copy pages - Copies data from a selected field.
- Paste pages - Paste data into a designated field.
- Inquiry – Allows user to access a new search.
- Enter Inquiry – Displays information requested by inquiry.
- Exit Inquiry – Completes previous inquiry.
- Double Blue Left Arrows - Allows user to move between fields.
- Single Blue Left Arrow - Allows user to return to previous fields. Up and down arrows also moves user from one field to another.
- Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.
- Double Blue Right Arrows - Allows user to move between fields.
- Green Plus - Allows user to insert a new record
- Red X - Allows user to delete the current record.
- Lock - Prevents record from being updated by another user.

**4. Select the “Green Run” button by Agency Check Register. The following screen will Display:**

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar indicates the application is running in a web browser. The main window displays the following information:

- OST
- ARGF0010
- OKLAHOMA STATE TREASURY
- DAILY CHECK REGISTERS
- 04-11-05 03:02 PM

Below this information, there is a date field labeled "Date" with a placeholder "mm/dd/yy". Below the date field is a table of account numbers and buttons:

Account Number	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
2183008	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
7000025	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
9340815	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER
	CMIA DETAIL REGISTER	CMIA SUMMARY REGISTER	MISC REGISTER

The bottom of the screen shows the Oracle Developer Forms Services logo and a taskbar with the following items:

- Record: 1/3
- Start
- In the corporate wo...
- Oracle9iAS Forms Se...
- Oracle Developer ...
- Procedures
- Agency Check Regis...
- 3:06 PM

- Enter the Month, Day and Year. For example; January 4, 2005 enter 010405.
- Select the “CMIA or MISC Register” button by the selected account highlighted. Report Information will appear in Acrobat Adobe PDF format.
- Select the “CMIA Summary Register” button for totals only.
- Select the “Yellow Diskette” button for saving options or press the “Printer” button for a paper copy.
- Exit the program by selecting the “Green” door.
- This will bring the agency back to the main menu options.



## **Contact Information**

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