

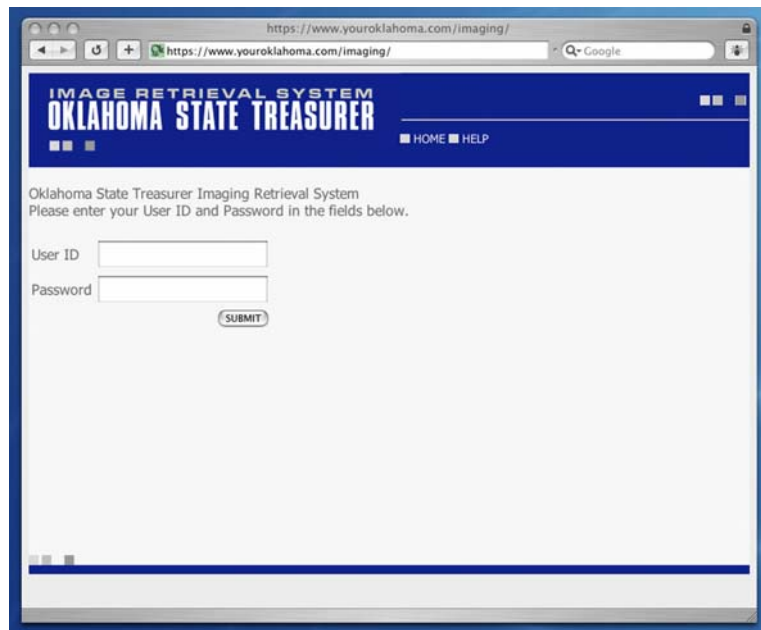


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### **Procedures for Agency Security Administrators Warrant Image View System**

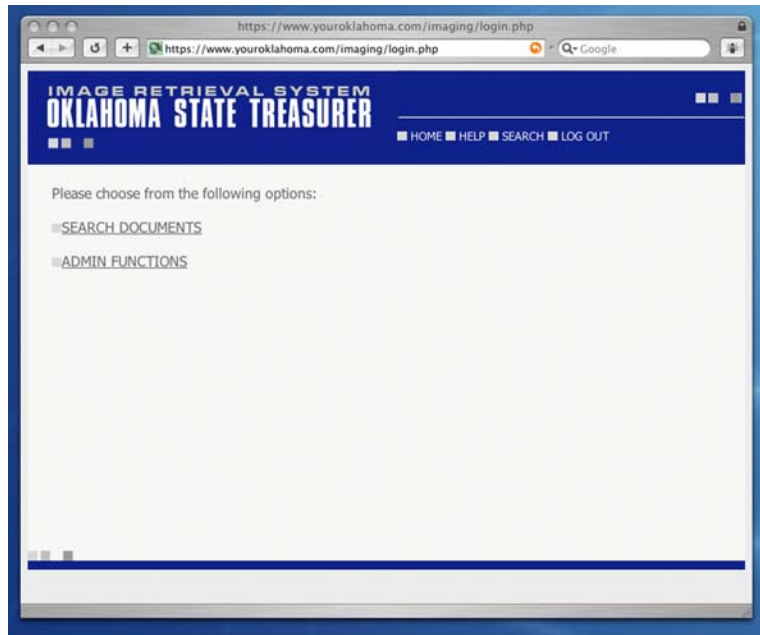
1. System Requirements:
  - a. The web site and applications are accessible via the internet using either Netscape 4.0 and higher or Microsoft browsers 4.0 and higher
2. Signing on to the Web site:
  - a. The web address for the Treasurer=s Warrant Image View Site is

<http://youroklahoma.com/imaging/ost>



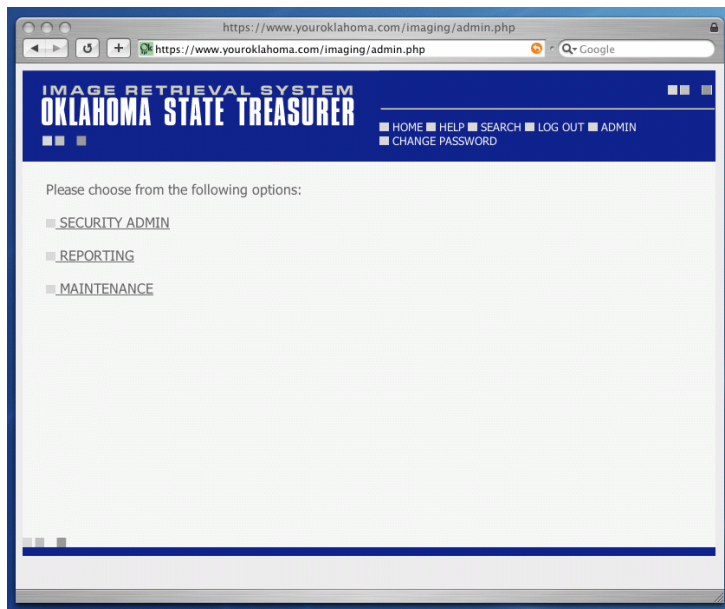
- b. Enter your ID and password where indicated & click on submit.

3. After logging in, the following web page will be shown:



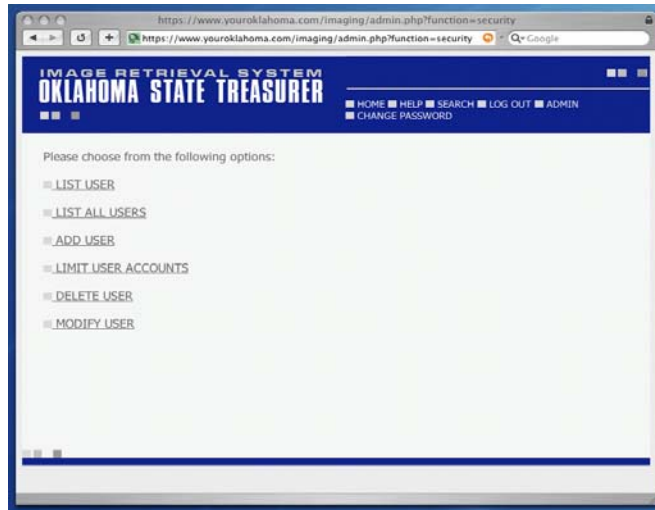
- a. Choose ADMIN FUNCTIONS and click.

4. The following screen will appear:



- a. Click on SECURITY ADMIN.

5. The following Screen will appear:



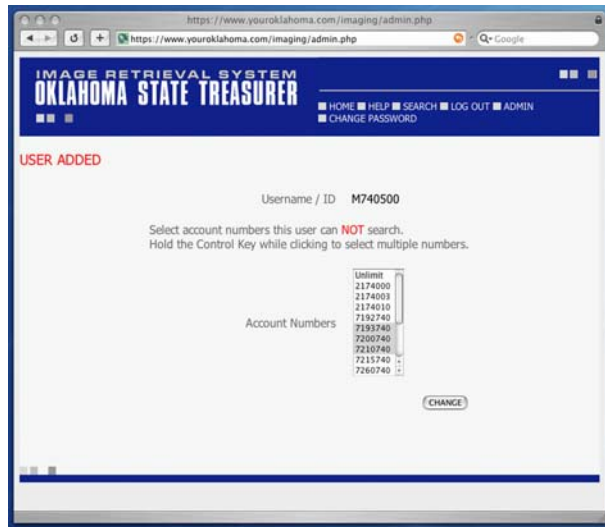
- a. Click on ADD USER.

6. The following Screen will appear:

A screenshot of the 'ADD USER' form within the 'IMAGE RETRIEVAL SYSTEM OKLAHOMA STATE TREASURER' interface. The form is titled 'ADD USER' and contains several input fields: 'Username/ID', 'Password', 'First Name', 'Last Name', and 'Agency Number' (a dropdown menu currently showing '760'). There is an 'ADD' button below the Agency Number field. To the right of the form, there is a section titled 'Allowed Functions' with two checkboxes: 'Search' and 'Annotate', both of which are currently unchecked. Below the form, there are two paragraphs of instructions: 'Username/ID should be 7 characters. It should begin with M followed by your 3 digit agency code, followed by a 3 digit numeric code. example: M234001' and 'Password should be 8 characters, and at least three of: Upper and Lower Case, Numbers and Special Characters.'

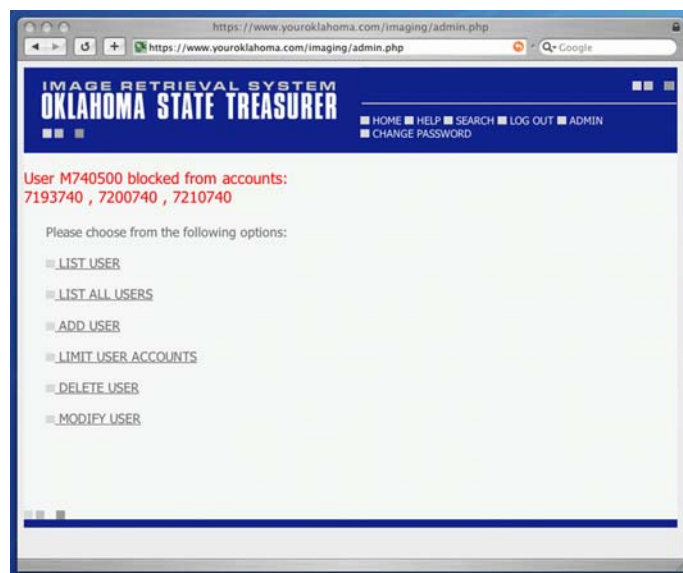
- a. Type in the user ID in the box titled (User Name /ID).
- b. Next type in a start up password in the password box.
- c. Type the user's first name in the First Name Box.
- d. Type the user's last in the last name box.

- e. Check Search under the allowed functions.  
(You will not be able to authorize anything except search.)
- f. Click on ADD.
- g. The screen shown below will appear

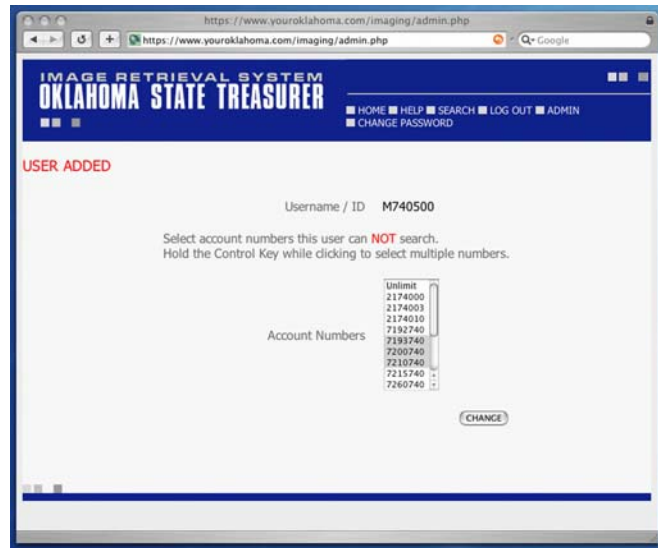


(The numbers shown are for demonstration purposes only. Your agency numbers will be shown.)

- h. At this point, if you want to limit access on certain accounts scroll down and click on the appropriate account or accounts. Then click on change.
- i. The screen shown below will appear:



- j. If you are through with this person, you can click on log out to end session or click on back to start another set-up.
- k. If you want to add a limited account back to where the user can view that account you will click on (Limit User Accounts) and you will get the screen shown below.



- l. You will click on unlimit to add the account back to the active list. If you have more than one account limited the unlimit will release all accounts and it will be necessary to reset the limit on the accounts you want to leave limited.

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## Contact Information

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