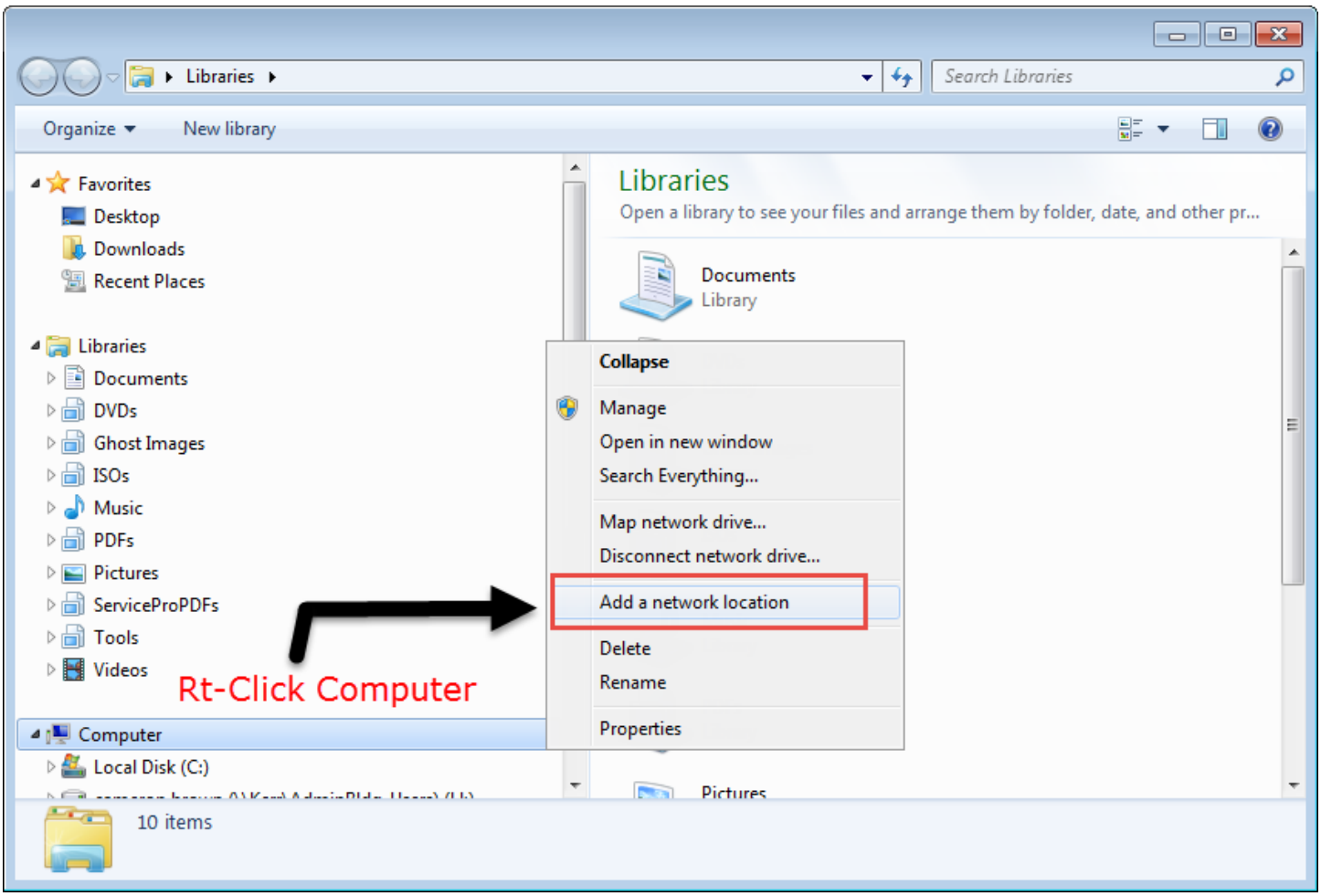
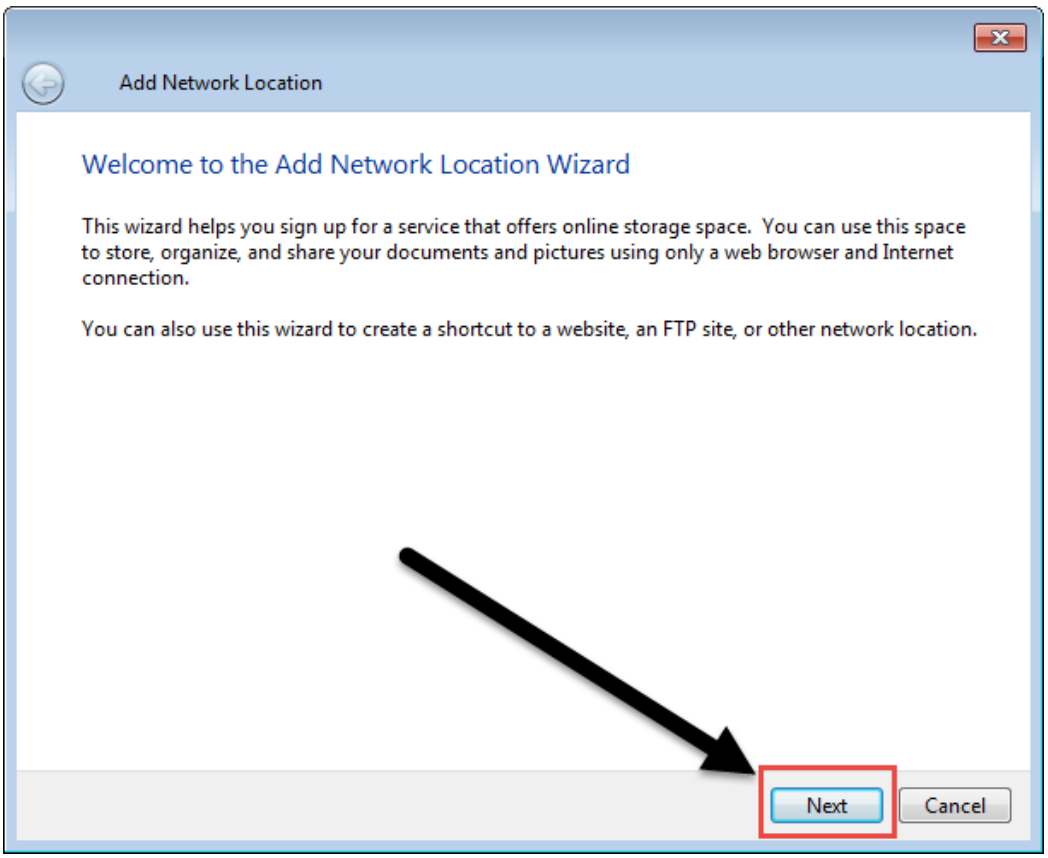
VISITOR ALERT SHORTCUT

WRITTEN BY
DARLENE SEVEDGE & HOLLY IVIE

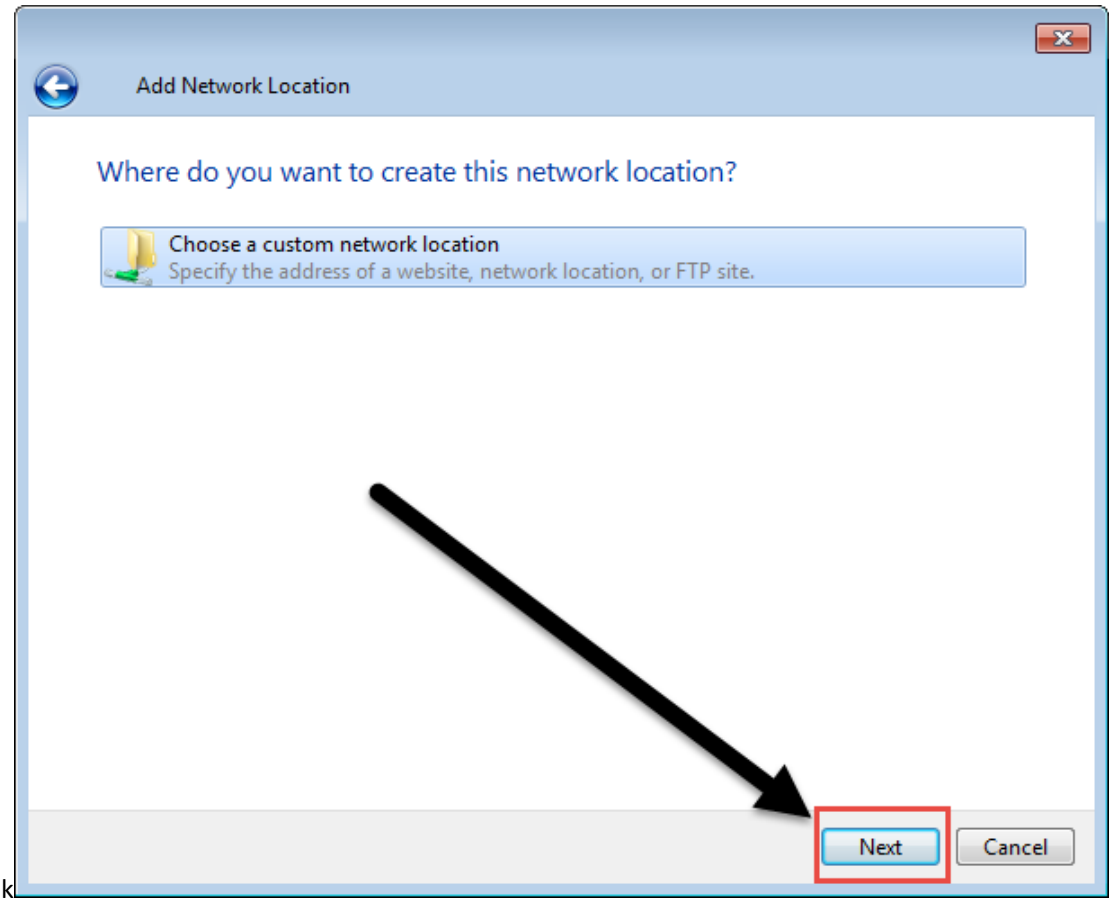
This is a step-by-step tutorial on adding the Visitor Alert Bulletin as a Network Location in Windows 7

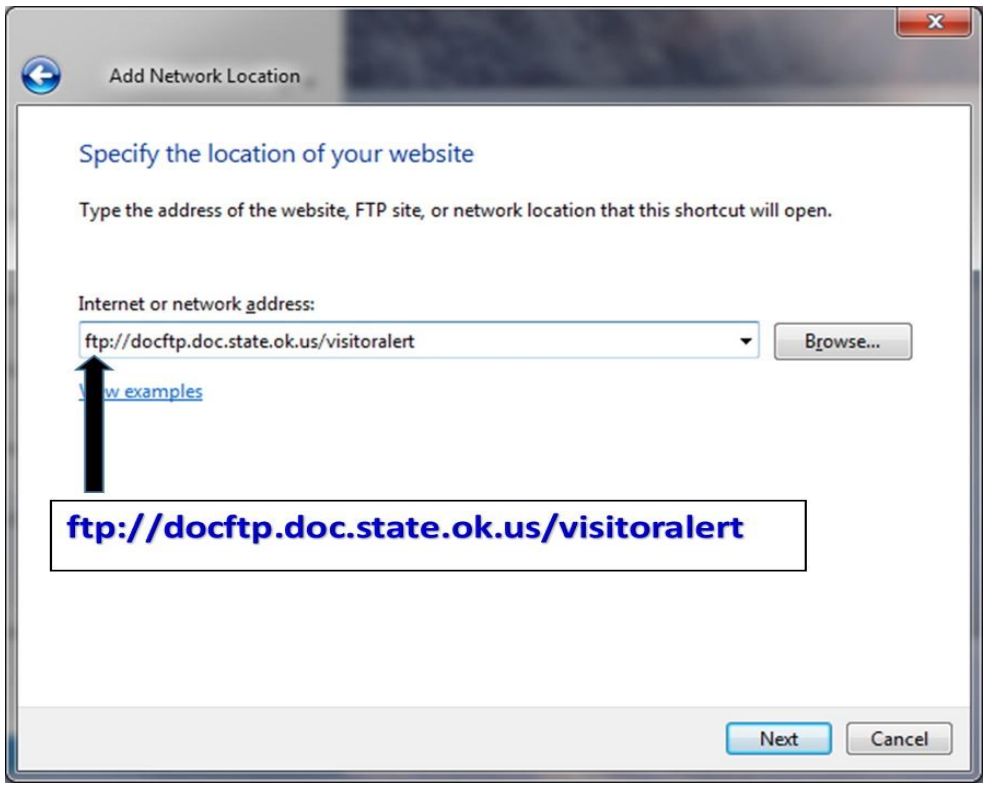
Note: "Rt-Click" means right click on your mouse.

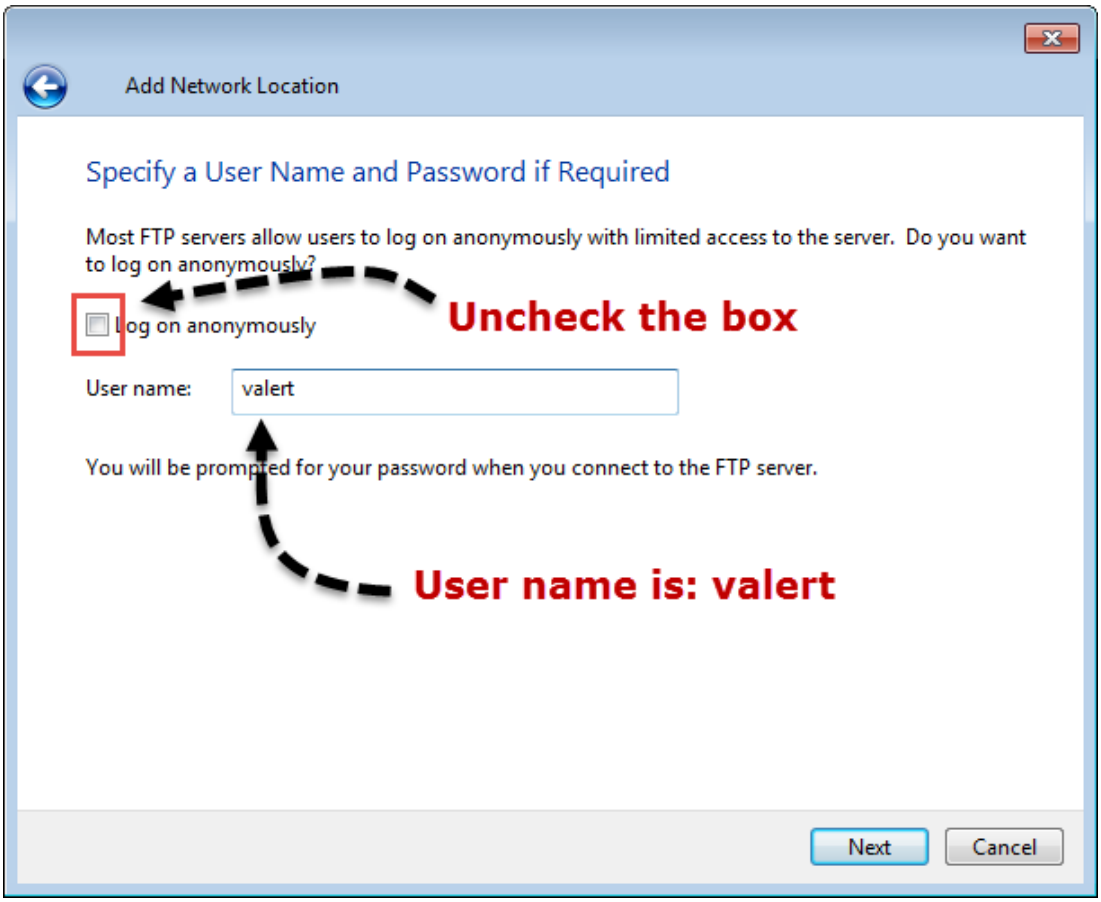


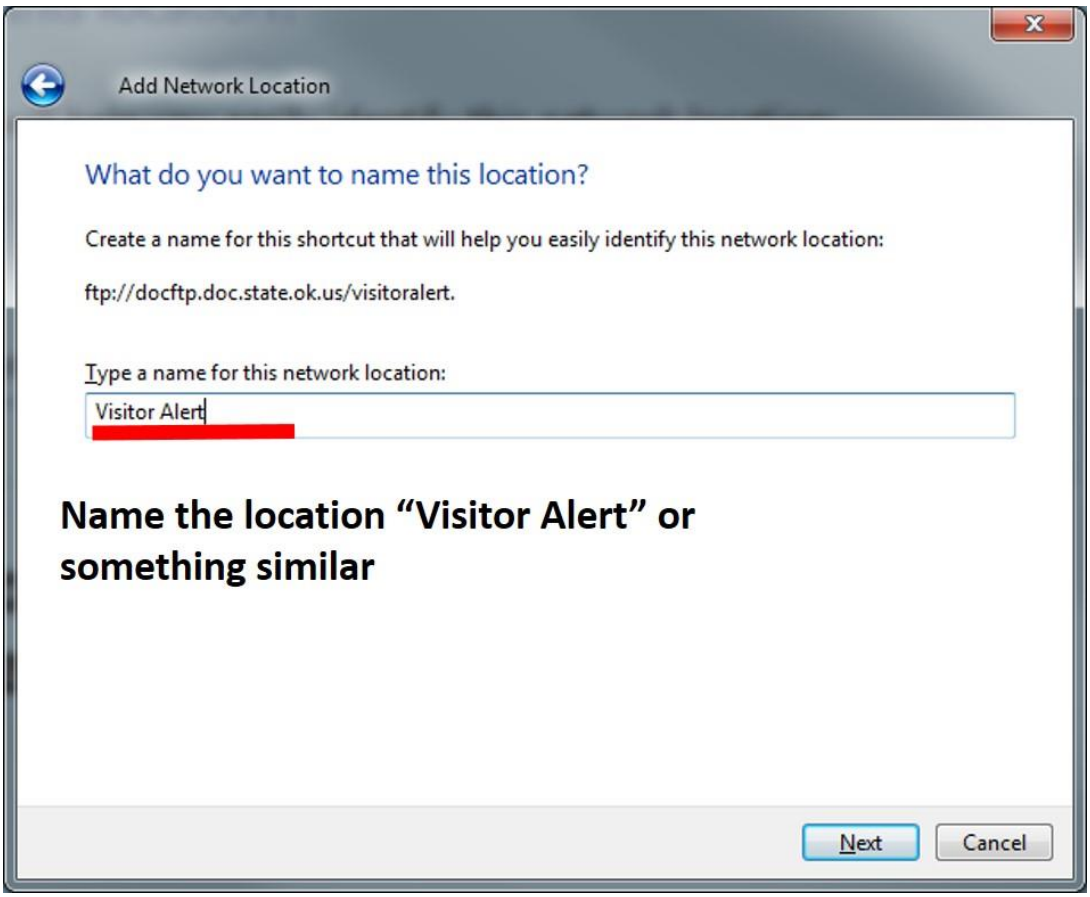

Add Network Location
Welcome to the Add Network Location Wizard
This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a web browser and Internet connection.
You can also use this wizard to create a shortcut to a website, an FTP site, or other network location.
Next
Cancel

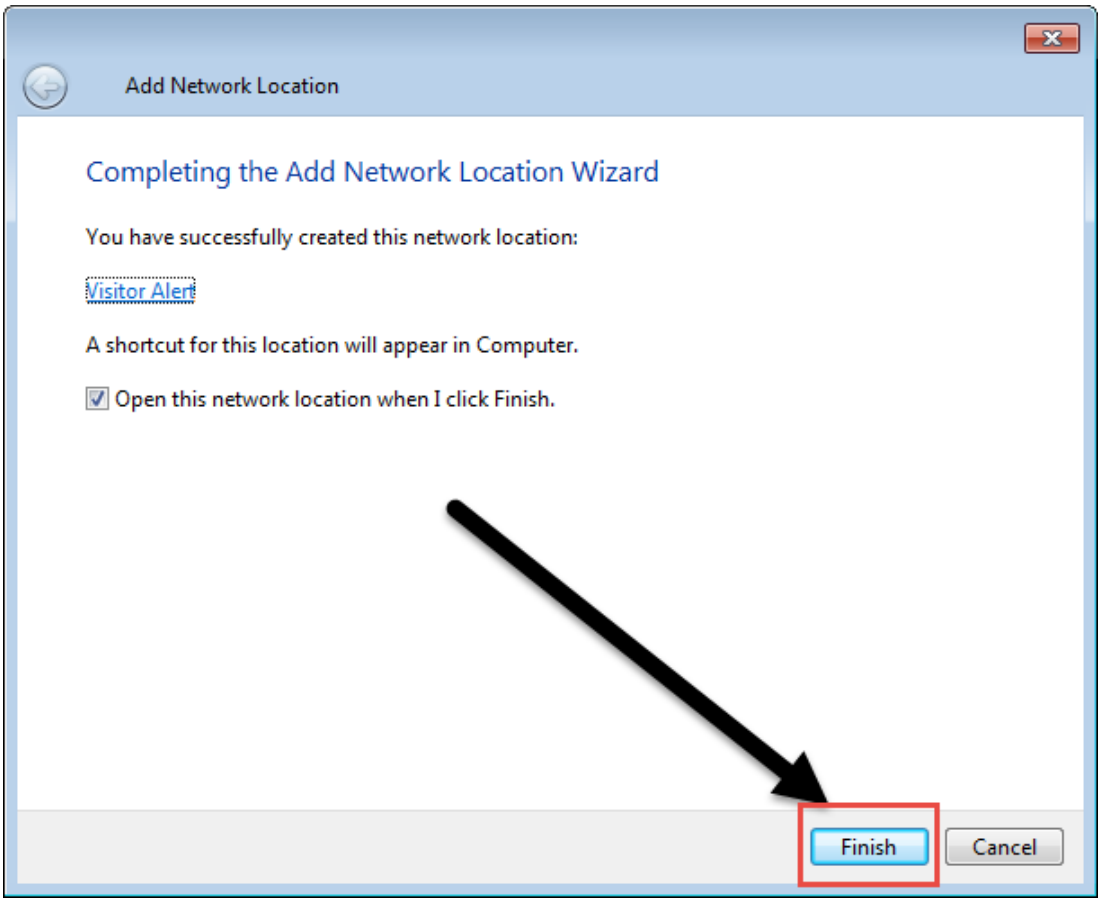
k

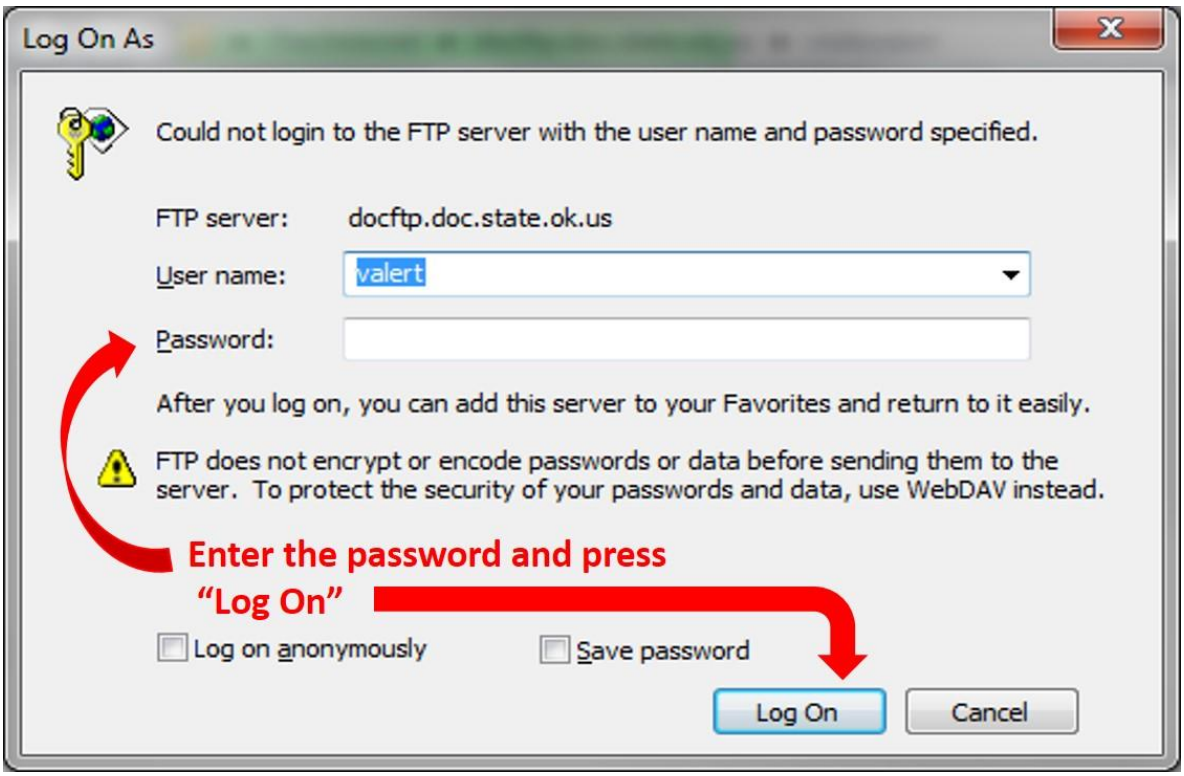

Add Network Location
Where do you want to create this network location?
Choose a custom network location
Specify the address of a website, network location, or FTP site.
Next
Cancel

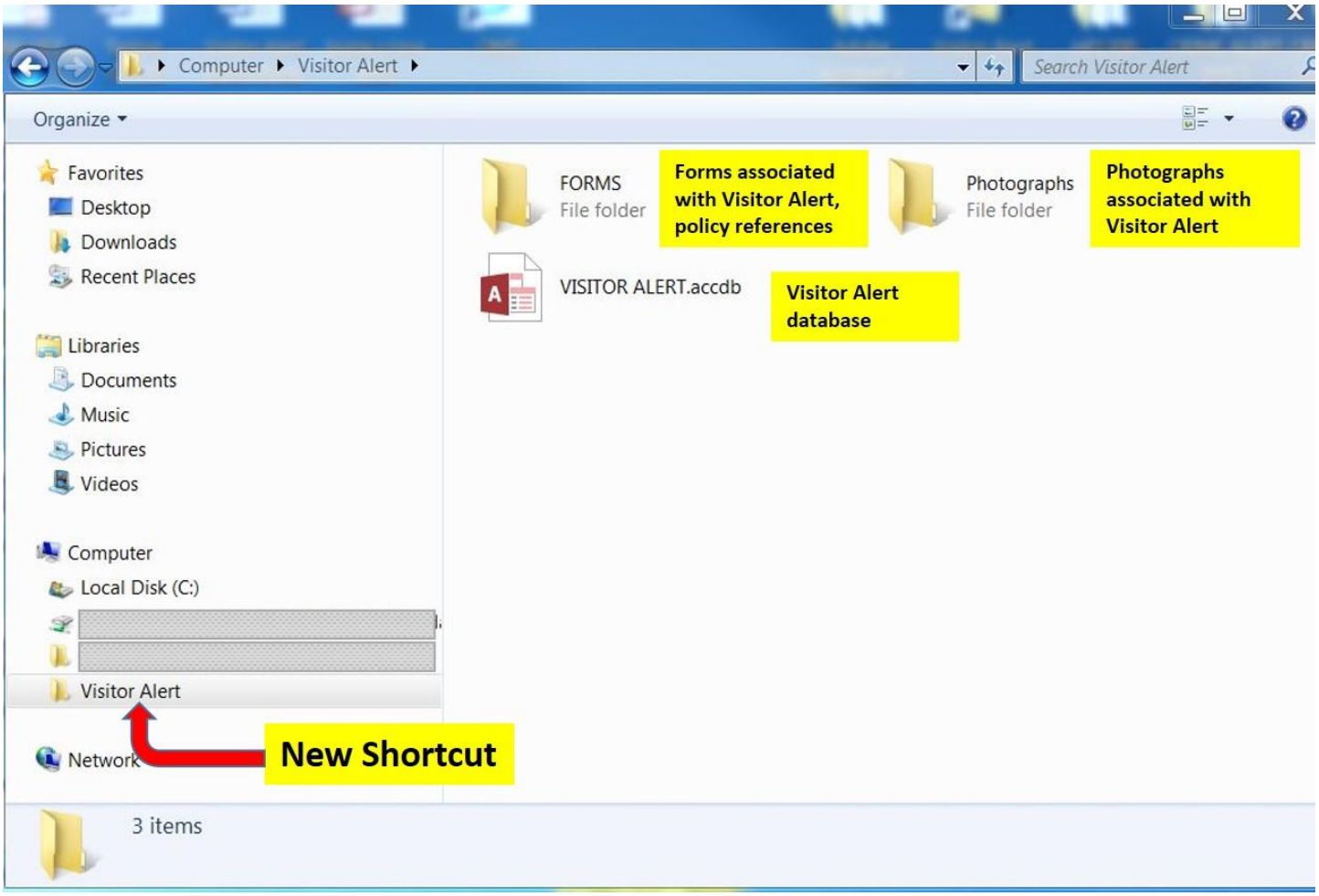

Add Network Location
Specify the location of your website
Type the address of the website, FTP site, or network location that this shortcut will open.
Internet or network address:
ftp://docftp.doc.state.ok.us/visitoralert
Browse...
w examples
ftp://docftp.doc.state.ok.us/visitoralert
Next
Cancel

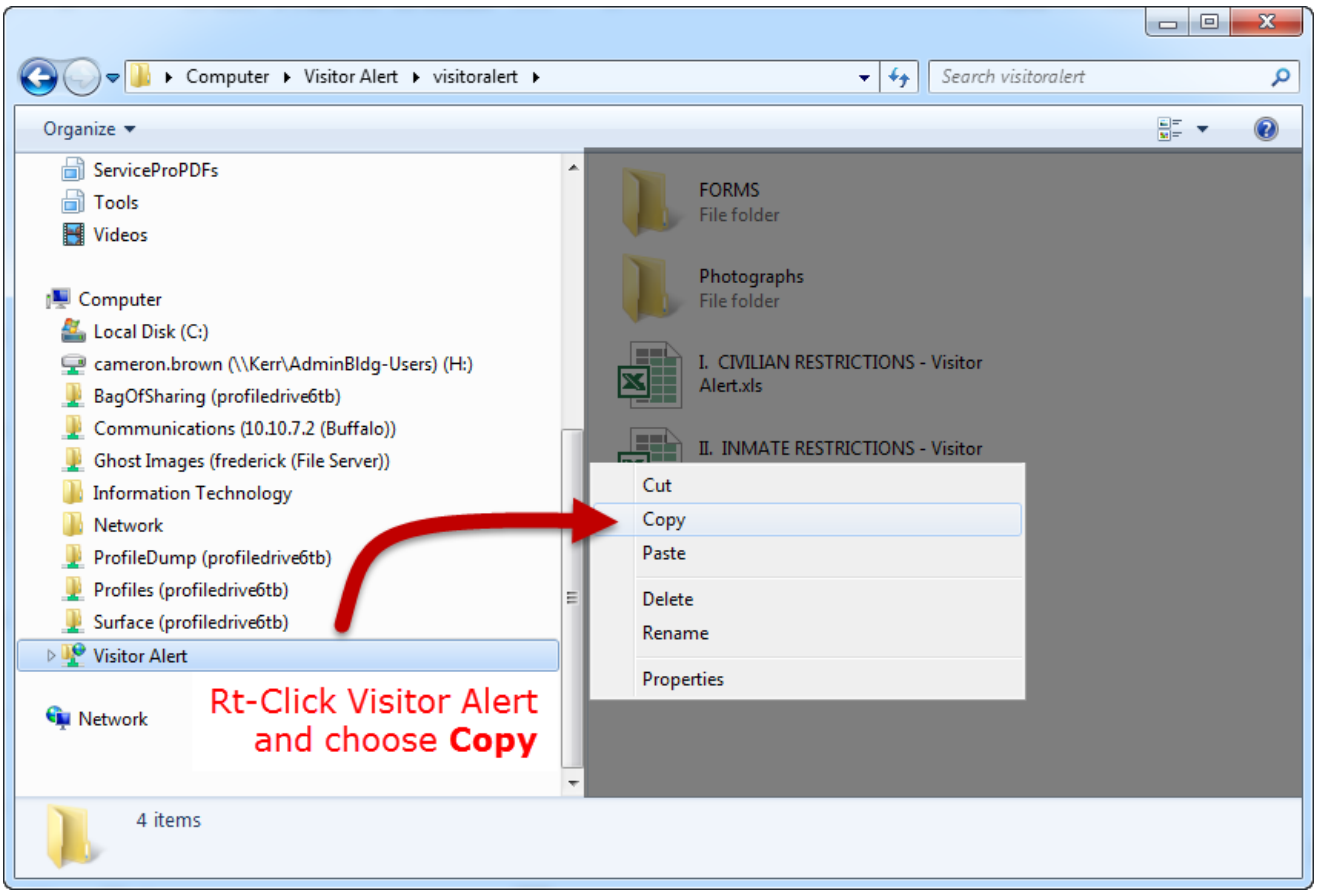

Add Network Location
Specify a User Name and Password if Required
Most FTP servers allow users to log on anonymously with limited access to the server. Do you want to log on anonymously?
Log on anonymously
Uncheck the box
User name:
valert
You will be prompted for your password when you connect to the FTP server.
User name is: valert
Next
Cancel

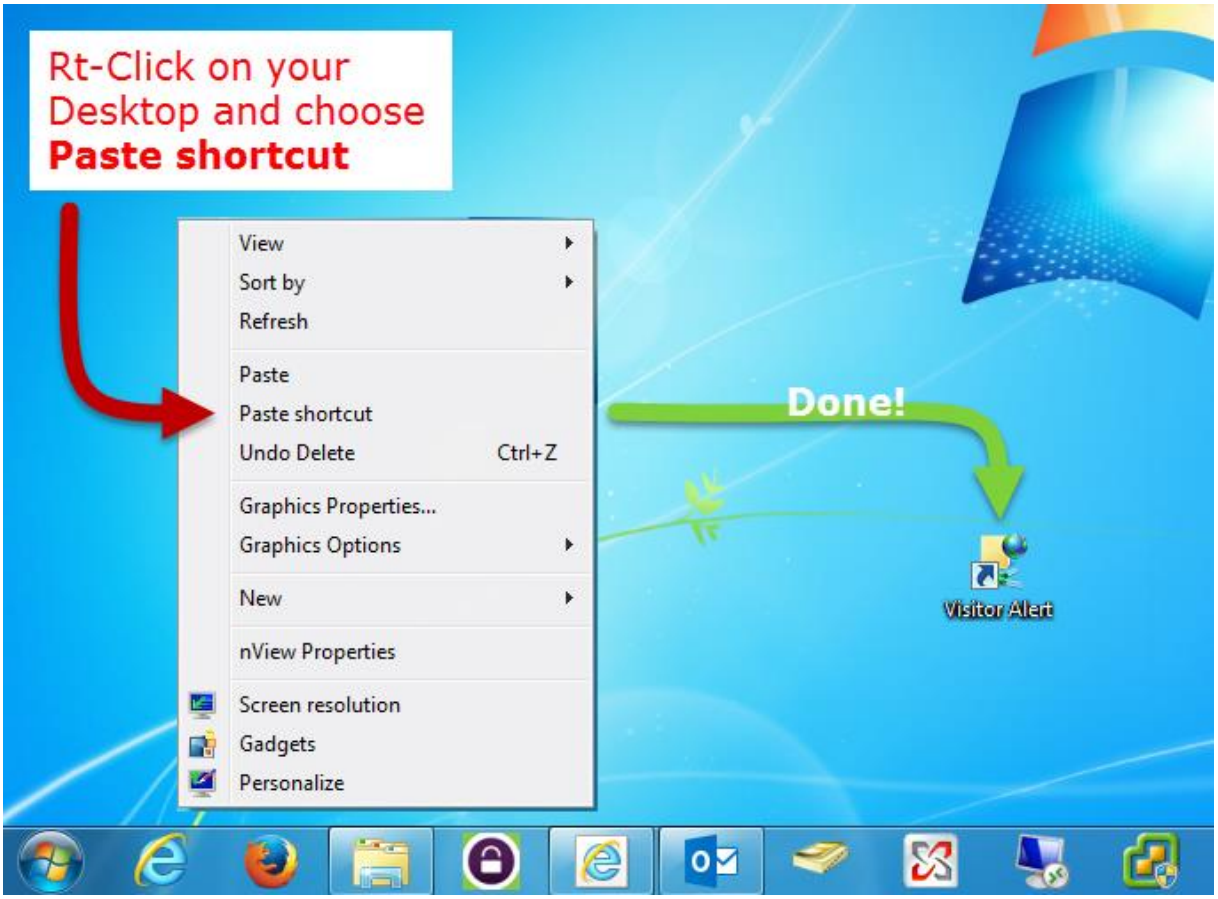

Add Network Location
What do you want to name this location?
Create a name for this shortcut that will help you easily identify this network location:
ftp://docftp.doc.state.ok.us/visitoralert.
Type a name for this network location:
Visitor Alert
Name the location “Visitor Alert” or something similar
Next
Cancel


Add Network Location
Completing the Add Network Location Wizard
You have successfully created this network location:
Visitor Alert
A shortcut for this location will appear in Computer.
Open this network location when I click Finish.
Finish
Cancel


Log On As
Could not login to the FTP server with the user name and password specified.
FTP server: docftp.doc.state.ok.us
User name: valert
Password:
After you log on, you can add this server to your Favorites and return to it easily.
FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.
Enter the password and press "Log On"
Log on anonymously
Save password
Log On
Cancel

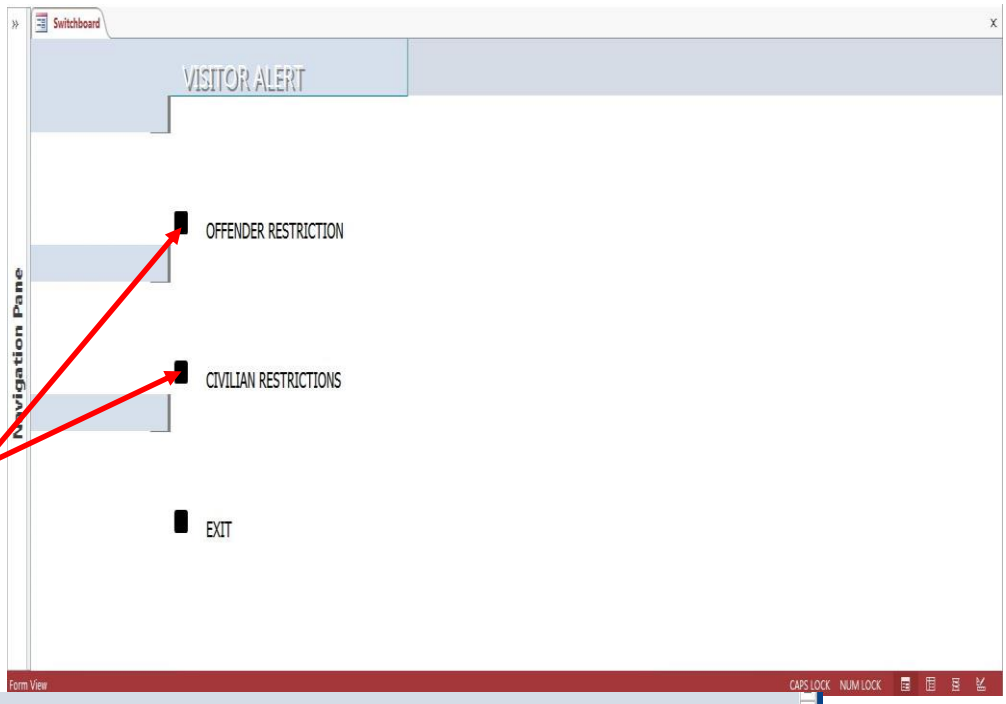

Computer ▸ Visitor Alert ▸
Search Visitor Alert
Organize
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Visitor Alert
Network
FORMS
File folder
Forms associated with Visitor Alert, policy references
Photographs
File folder
Photographs associated with Visitor Alert
VISITOR ALERT.accdb
Visitor Alert database
New Shortcut
3 items

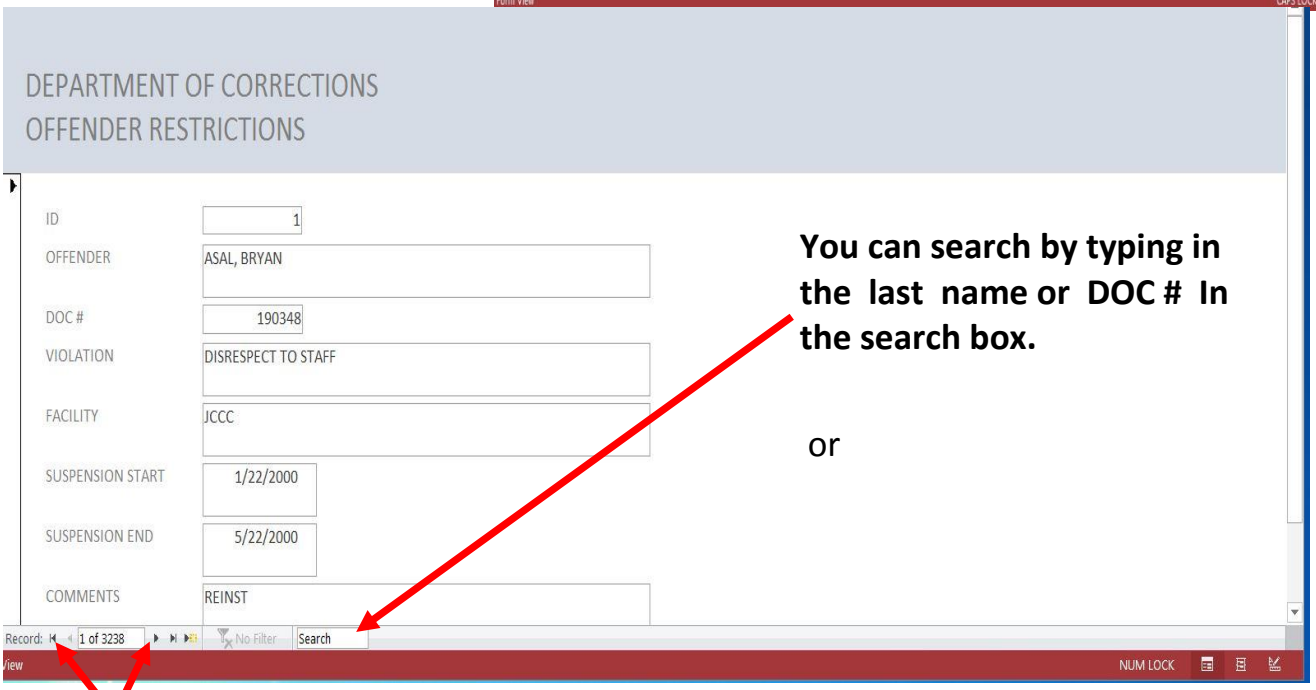

Computer ▸ Visitor Alert ▸ visitoralert ▸
Search visitoralert
Organize
ServiceProPDFs
Tools
Videos
Computer
Local Disk (C:)
cameron.brown (\\Kerr\AdminBldg-Users) (H:)
BagOfSharing (profiledrive6tb)
Communications (10.10.7.2 (Buffalo))
Ghost Images (frederick (File Server))
Information Technology
Network
ProfileDump (profiledrive6tb)
Profiles (profiledrive6tb)
Surface (profiledrive6tb)
Visitor Alert
Network
FORMS
File folder
Photographs
File folder
I. CIVILIAN RESTRICTIONS - Visitor Alert.xls
II. INMATE RESTRICTIONS - Visitor
Cut
Copy
Paste
Delete
Rename
Properties
Rt-Click Visitor Alert and choose Copy
4 items


Rt-Click on your Desktop and choose Paste shortcut
View
Sort by
Refresh
Paste
Paste shortcut
Undo Delete Ctrl+Z
Graphics Properties...
Graphics Options
New
nView Properties
Screen resolution
Gadgets
Personalize
Done!
Visitor Alert

Click on the Visitor Alert icon

From the navigation pane choose the list you would like to access

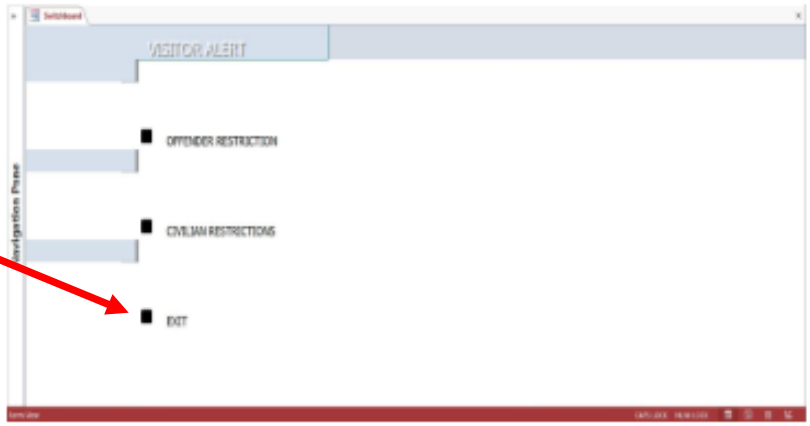




You can search by typing in the last name or DOC # In the search box.

or

You can scroll thru each record by using the arrows.

Click the switchboard tab located in the top left hand corner to take you back to the main menu

You can now choose another list or exit the program.