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.
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.

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.
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

Uncheck the box

User name is: valert
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

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
Enter the password and press “Log On”.
Rt-Click Visitor Alert and choose **Copy**

Rt-Click on your Desktop and choose **Paste shortcut**
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.

**Photo Caption:**

You can now choose another list or exit the program.