



OGX: Staffing & Role Changes

Kelli Bruemmer, HTSP
Program Manager

OGX Roles & Responsibilities

Grantee Agency Roles:

- Authorized Official
- Agency Administrator
- Project Director
- Financial Officer

Outside Agency Roles:

- Viewer
- Writer

OHSO Roles:

- OHSO Accountant
- OHSO Assistant Director
- OHSO Chief of Resources
- OHSO Data Analyst
- OHSO Director
- OHSO Program Manager
- OHSO Viewer

Authorized Official

- Controls Access to Grant
- Can Certify Agreements
- View Any Information
- Edit Any Information
- Initiate Applications
- Submit Applications
- Cancel Applications

Agency Administrator

- Controls Access to Org
- Controls Access to Grant
- View Any Information
- Edit Any Information
- Initiate Applications
- Submit Applications
- Cancel Applications

Project Director

- View Any Information
- Edit Any Information

Financial Officer

- View Any Information
- Edit Any Information

POP QUIZ!

What role assignments in OGX have the ability to add or edit users?

Adding New Users

New users will need to be added to OGX as staffing or assignments change. If you are designated as an Agency Administrator, pay attention to the next steps to add new users to the system.

STEP 1: Creating the User

Applications

- Search Documents

Document Search

Document Name

Type

Organization

Year


Status

Person

Clear

Search

Documents

Number of Results: 1 

Name	Organization	Type	Status	Sub Code	Status Date
OHSO-FFY2023-ATOKA CI-00056	Atoka, City of	OHSO Highway Safety Application FFY2023	Grant Executed	2023	9/8/2022 4:33:25 PM



Organization Information

▼ Atoka, City of

Organization Information

Organization Members

Organization Categories

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

Members Search

Name

Role

Active

Clear

Search



▼ Members

Add Person



Instructions:

- Enter new Person information and Save.
- New Person will be added to Organization currently being viewed.

General Information

First Name

Prefix

Middle Name

Last Name

Suffix

Title

Add Person



Contact Information

Address

Address 2

City

State

Zip Code

County

Primary Phone

Email

Fax

WebSite

Cell

Assign Roles

Role

Active Date

Inactive Date



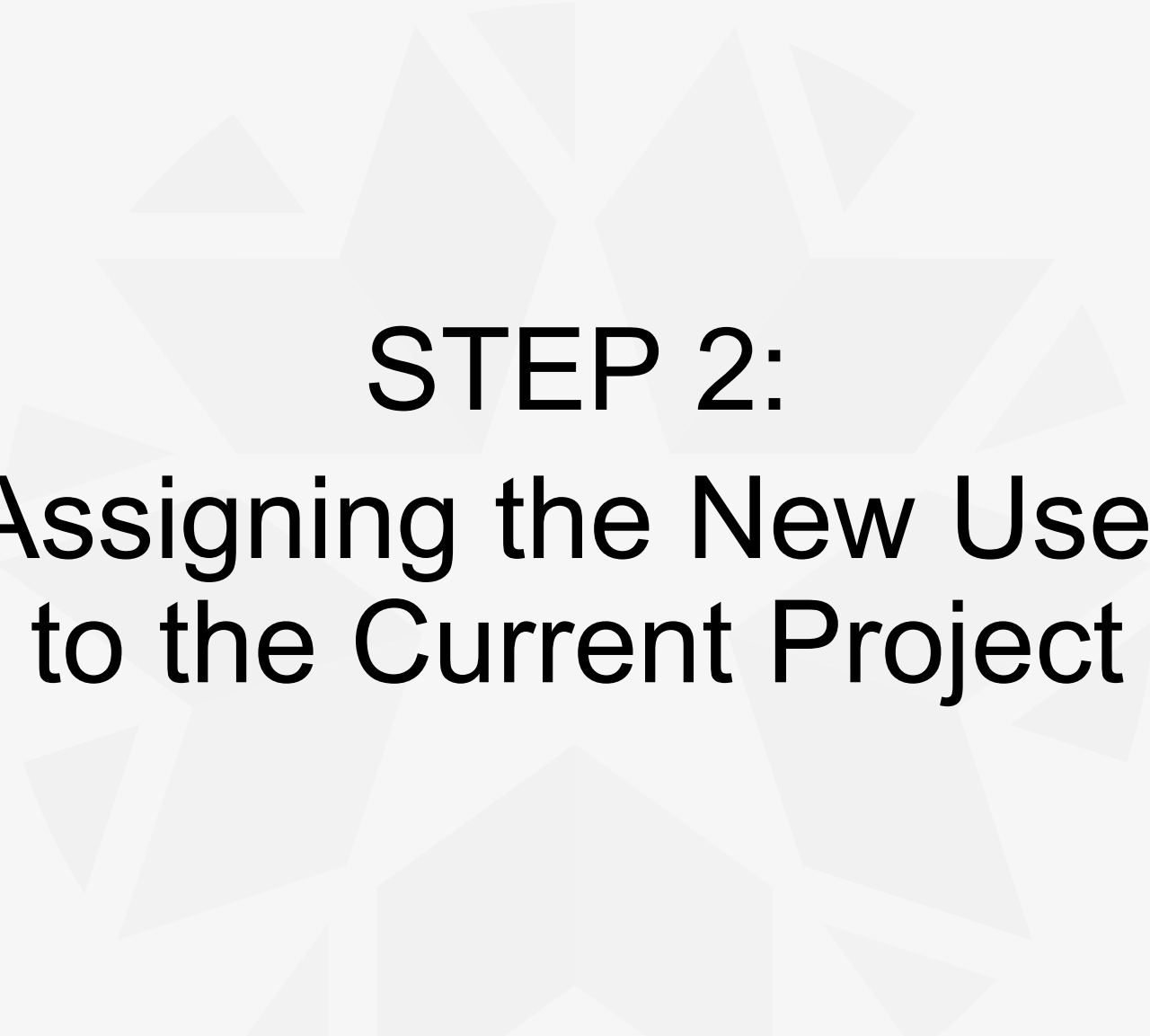
Security Information

Username

Password

Confirm Password

Save



STEP 2: Assigning the New User to the Current Project



Applications

• Search Documents

Document Search

Document Name

Type

Organization

Year


Status

Person

Clear


Search

Documents

Number of Results: 1 

Name	Organization	Type	Status	Sub Code	Status Date
OHSO-FFY2023-ATOKA CI-00056	Atoka, City of	OHSO Highway Safety Application FFY2023	Grant Executed	2023	9/8/2022 4:33:25 PM

< 1 >

OHSO-FFY2023-ATOKA
CI-00056Tracking Form 

Other Documentation

Uploads Process Flow Snapshot 

Tools

Landing Page

Add/Edit People

Status History

Date Modification

Attachment Repository

Modification Summary

Document Validation

Notes 

Print Document

Document Add/Edit People

Add or Edit people assigned to the document.

Template

OHSO Highway Safety Application FFY2023

Instance

OHSO Highway Safety Application FFY2023

Process

OHSO Application

Document Name

OHSO-FFY2023-ATOKA CI-00056

Document Status

Grant Executed

Organization

Atoka, City of

Your Role




OHSO Program Manager

Period Date

10/1/2022 12:01:00 AM

9/30/2023 11:59:00 PM

People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
Alexander, Lateka	Oklahoma Highway Safety Office	OHSO Viewer	09/15/22 -	OHSO Sr Program Manager	
Bray, Mike	Oklahoma Highway Safety Office	OHSO Chief of Resources	02/08/22 -	Grant System	
Bruemmer, Kelli	Oklahoma Highway Safety Office	OHSO Program Manager	02/08/22 -	Grant System	
Copeland, Kenneth	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	
Delay, Danny	Atoka, City of	Authorized Official	06/20/22 -	Kelli Bruemmer	
Director, OHSO	Oklahoma Highway Safety Office	OHSO Director	02/08/22 -	Grant System	
Director, OHSO Deputy	Oklahoma Highway Safety Office	OHSO Assistant Director	02/08/22 -	Grant System	
Gaymon, DeAngela	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	
Harcrow, Samantha	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	

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Changing User Permissions

- Resignation/Retirement
- Reassignment
- New Authorized Official
- New Project Director
- New Finance Officer



New Note

- OHSO-FFY2023-ATOKA CI-00056
- Tracking Form
- Other Documentation
- Uploads
- Process Flow Snapshot
- Tools
- Landing Page
- Add/Edit People
- Status History
- Date Modification
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document

Document Add/Edit People

Add or Edit people assigned to the document.

Template OHSO Highway Safety Application FFY2023	Instance OHSO Highway Safety Application FFY2023	Process OHSO Application
Document Name OHSO-FFY2023-ATOKA CI-00056	Document Status Grant Executed	
Organization Atoka, City of	Your Role OHSO Program Manager	Period Date 10/1/2022 12:01:00 AM 9/30/2023 11:59:00 PM

People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
Alexander, Lateka	Oklahoma Highway Safety Office	OHSO Viewer	09/15/22 -	OHSO Sr Program Manager	
Bray, Mike	Oklahoma Highway Safety Office	OHSO Chief of Resources	02/08/22 -	Grant System	
Bruemmer, Kelli	Oklahoma Highway Safety Office	OHSO Program Manager	02/08/22 -	Grant System	
Copeland, Kenneth	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	
Delay, Danny	Atoka, City of	Authorized Official	06/20/22 -	Kelli Bruemmer	
Director, OHSO	Oklahoma Highway Safety Office	OHSO Director	02/08/22 -	Grant System	
Director, OHSO Deputy	Oklahoma Highway Safety Office	OHSO Assistant Director	02/08/22 -	Grant System	
Gaymon, DeAngela	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	
Harcrow, Samantha	Oklahoma Highway Safety Office	OHSO Viewer	02/08/22 -	Grant System	

OHSO-FFY2023-
ATOKA CI-
00056

New Note

Document Person

Person
Bray, Mike

Role

Active Date

Inactive Date

Save

Person	Role	Active Date	Inactive Date	By
Alexander, La				
Bray, Mike	OHSO Chief of Resources	2/08/2022		
Bruemmer, K				
Copeland, Ke				
Delay, Danny	Atoka, City of		06/20/22 -	Kelli Bruemmer
Director, OHSO	Oklahoma Highway Safety Office		02/08/22 -	Grant System
Director, OHSO Deputy	Oklahoma Highway Safety Office		02/08/22 -	Grant System
Gaymon, DeAngela	Oklahoma Highway		02/08/22 -	Grant System

Changing the Agency Administrator

Occasionally, your Agency Administrator will resign or retire and needs to be changed in OGX. Since they are the only person with access to make that change, you'll need to contact your Program Manager for assistance.

Editing the Applicant Info Page

Once you make changes to the Authorized Official, Project Director, or Financial Officer, the last step will be editing your Applicant Info Page.

OHSO-FFY2023-ATOKA
CI-00056


Applicant Info

New Note | Print | Save

Last Saved 2/15/2022 10:10 AM

Forms

Narrative

Pre-application Guidelines Applicant Info Project info Countermeasures and
Performance Measures 

Budget

Personnel Services Operating Costs Equipment Travel In-State 

Instructions:

Please complete this page, then click the **Save** button.

Required fields are marked with *

Applicant Organization Name *

Organization Mailing Address *

City *

State *

Zip *

Area Code/Phone Number *

Area Code/Fax Number

POP QUIZ!

When should you delete a user from the system?

Communicate your Changes

When you make changes, we don't necessarily get an official notification that you've done so.

Always communicate changes you're making with your Program Manager via email.

Questions?

Contact your Program Manager.