December 5, 2007



Ken Miller Oklahoma State Treasurer 2300 North Lincoln Blvd, Room 217 Oklahoma City, OK 73105

Procedures for Agency Security Administrators Warrant Image View System

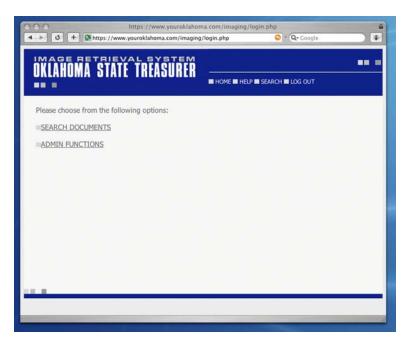
- 1. System Requirements:
 - a. The web site and applications are accessible via the internet using either Netscape 4.0 and higher or Microsoft browsers 4.0 and higher
- 2. Signing on to the Web site:
 - a. The web address for the Treasurer=s Warrant Image View Site is

https://www.ok.gov/imaging/ost/index.php

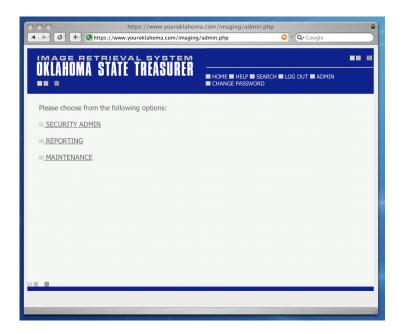
000	https://www.youroklahoma.com/ir	naging/	e)
◄ ► 0 + 0 https://w	ww.youroklahoma.com/imaging/	* Q-Google	
OKLAHOMA STA		IELP	
Oklahoma State Treasurer Ima	iging Retrieval System Password in the fields below.		
User ID			
Password			
	SUBMIT		
10.0			
			1

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

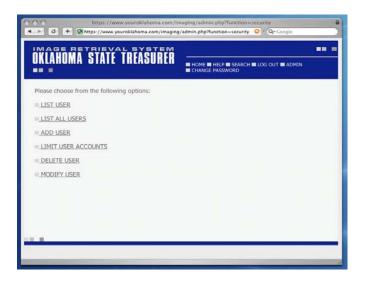
3. After logging in, the following web page will be shown:



- a. Choose ADMIN FUNCTIONS and click.
- 4. The following screen will appear:



- a. Click on SECURITY ADMIN.
- 5. The following Screen will appear:

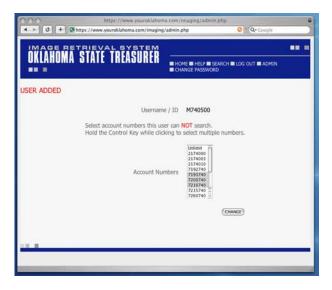


- a. Click on ADD USER.
- 6. The following Screen will appear:

DESCRIPTION STATE TREASURER	
ADD USER Username/ID Password First Name Allowed Functions Search Annotate 760 Annotate ADD Username/ID should be 7 characters. It should begin with M followed by our 3 digit agency code, followed by a 3 digit numeric code. example: M234001 Password should be 8 characters, and at least three of: Upper and Lower Case, Numbers and Special Characters.	

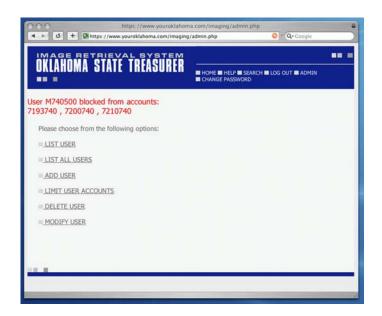
- a. Type in the user ID in the box titled (User Name /ID).
- b. Next type in a start up password in the password box.
- c. Type the user's first name in the First Name Box.
- d. Type the user's last in the last name box.

- e. Check Search under the allowed functions. (You will not 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. You 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.

OKLAHOMA STATE	TREASURER ;	HOME III HELP III SEAR	CH I LOG OUT ADMIN	
	10000000000000000000000000000000000000	CHANGE PASSWORD		
SER ADDED				
	Username /	ID M740500		
	count numbers this user Control Key while clickin		iumbers.	
	Account Numb	Unlimit 2174000 2174010 7192740 7200740 7210740 7210740 7210740 7210740		
		(CHANCE	

1. 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.



Contact Information

Betty Pearson, Treasury Services Manager Phone (405) 521-6070 Fax: (405) 521-4176 E-Mail Address: <u>betty.pearson@treasurer.ok.gov</u>

Help Desk Information Services: Phone: (405) 522-4245 Fax: (405) 522-1838

E-Mail Address: <u>helpdesk@treasurer.ok.gov</u>