

## AGENCY COORDINATOR PERMISSIONS

The screenshot shows a web browser window titled "Annual Performance Progress Report - Windows Internet Explorer". The address bar displays "http://dasapp.state.or.us/agencyperformance/appr.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page features a dark red header with the "OREGON.gov" logo and a search bar. Below the header is a dark blue banner for the "Department of Administrative Services". The main content area is white and contains the following text:

**Annual Performance Progress Report**

**Welcome!**

Please select an item from the menu on the left to continue.

The left sidebar contains a "Main Menu" with the following items:

- Reports
- Change Password
- Home

Below the main menu are several sections:

- APPR**
  - Edit APPR
- KPM**
  - Edit KPM
- Agency**
  - View/Edit Agency
- User**
  - Add New User
  - Edit a User
  - Reset User Password
- Log Off

At the bottom of the sidebar, it says "Version v1.0 kpmTest". The browser's status bar at the bottom shows "Trusted sites" and "100%".

### Agency Coordinator Access Features:

- **Reports** - may view and print APPR and Agency Management reports from this screen (PDF, MS Word, Rich Text, and Excel).Change Password
- **Edit APPR** - ability to edit the APPR including: Executive Summary, Key Measure Analysis, and Using Performance data sections.
- **Edit KPM's** - ability to View/Edit/and or Delete KPM's as part of the Legislative process. Occurs every two years.
- **View and Edit Agency Information** – may only edit the agency “Mission” statement from this screen.
- **Add new user** – add a new user from your agency to access the system. May only provide “Read-only Access” or “Standard Access,” elevated access such as Agency Coordinator or Analyst may only be updated by the System Administrator.
- **Edit a User** – edit an existing user’s information.
- **Reset User Password** – reset an existing users password in your agency

## USER

Under “User” the Agency Coordinator may add new users, edit existing users or reset passwords for individuals within the agency with access.

### Add New User

Annual Performance Progress Report - Windows Internet Explorer

http://dasapp.state.or.us/agencyperformance/user\_add.asp

File Edit View Favorites Tools Help

Annual Performance Progress Report

OREGON.gov Find

Text Size: A+ A- A Text Only Site Accessibility

Department of Administrative Services

Main Menu

- Reports
- Change Password
- Home

APPR

- Edit APPR

KPM

- Edit KPM

Agency

- View/Edit Agency

User

- Add New User
- Edit a User
- Reset User Password

- Log Off

Version v1.0  
kpmTest

User Add Screen

User Information	
UserName	<input type="text"/>
Password	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone #	<input type="text"/>
Email	<input type="text"/>
Security Level	<input type="radio"/> Read-only Access <input checked="" type="radio"/> Standard Access
Active?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments	<input type="text"/>

http://dasapp.state.or.us/agencyperformance/user\_add.asp Trusted sites 100%

The screen above will open when you click on “Add New User.” The following fields should be filled in as follows:

**UserName:** User name should be entered with the user’s first initial and their last name (no spaces in between). Example: For June Starkey the user name would be jstarkey.

**Password:** Enter a password initially for the user and provide it to them once you have them set up, let them know to change it once they log into the system.

**First Name:** Enter the user’s first name.

**Last Name:** Enter the user's last name.

**Phone #:** Enter the work phone number of the individual.

**Email:** Enter the work email of the user.

**Security Level:** There are two choices available "Read Only" which only provides the user the ability to view KPM's and Reports or "Standard Access" which provides the individual with the ability to make modifications to the KPM's, but not make changes and or add or delete KPM's.

**Active?:** select "yes" or "no." Active means they are an active user of the system, inactive means they are not and cannot access it any longer,

**Comments:** provides the ability to put in comments about the individual, their access, etc.

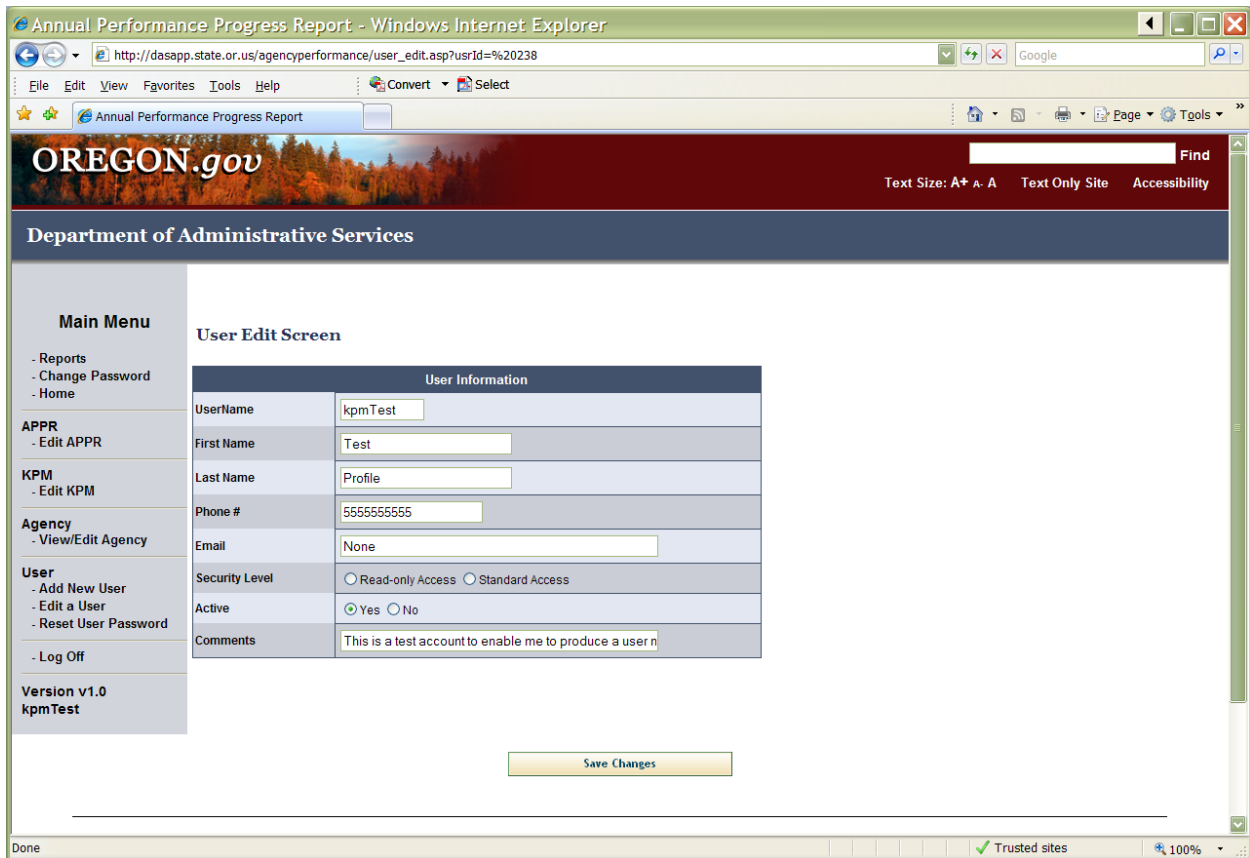
## Edit a User

Click on "Edit a User"

User Name	First Name	Last Name	Phone #	Agency	Email	Sec Level	Comments
<a href="#">Edit</a> mbrown	Monica	Brown	503-986-1839	LEGISLATIVE FISCAL OFFICE		Analyst Access	
<a href="#">Edit</a> lbyerly	Laurie	Byerly	503-986-1833	LEGISLATIVE FISCAL OFFICE	laurie.byerly@state.or.us	Analyst Access	
<a href="#">Edit</a> tmchugh	Theresa	McHugh		LEGISLATIVE FISCAL OFFICE		Analyst Access	
<a href="#">Edit</a> kpmTest	Test	Profile	5555555555	LEGISLATIVE FISCAL OFFICE	None	Agency Coordinator Access	This is a test account to enable me to produce a user ma
<a href="#">Edit</a> bstoffmacher	Bruce	Stoffmacher		LEGISLATIVE FISCAL OFFICE		Analyst Access	
<a href="#">Edit</a> kto	Kim	To		LEGISLATIVE FISCAL OFFICE	kim.to@state.or.us	Analyst Access	

The screen above will open with the information on the users your agency has permitted to use the system.

Click on "Edit" beside the user you wish to update information for.



The “User Edit Screen” will open; modify the information that has changed.

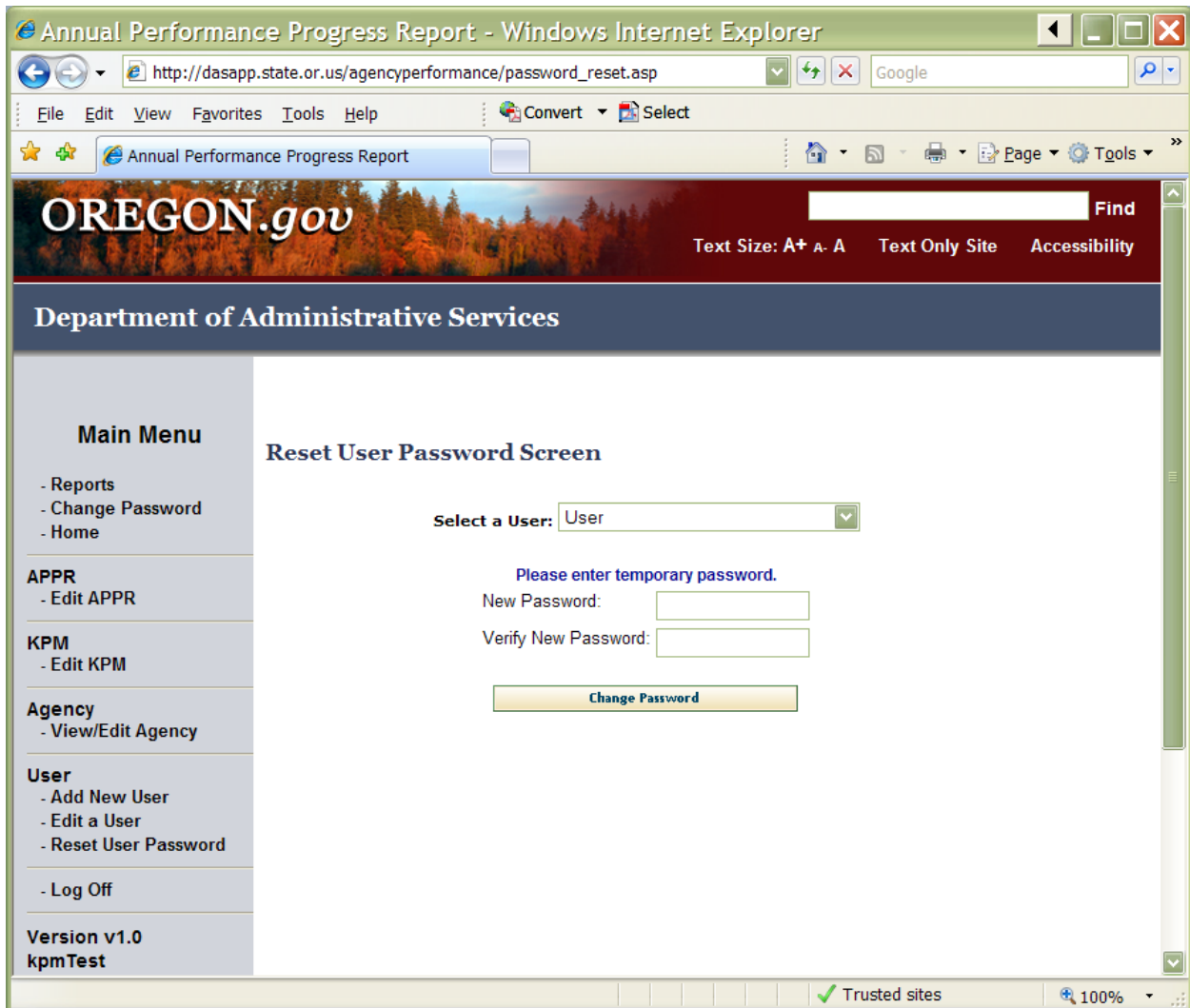
Click the “Save Changes” button to save the information.

# Reset User Password Screen

Click “Reset User Password”



Select the user from the “Select a User” drop down.



Enter the temporary password.

Click “Change Password” button.

Notify the user you rest the password for and make sure to let them know to update the password upon entering the system.

If you need to have the Agency Coordinator changed, please contact June Starkey at 503-986-1272 ([june.starkey@state.or.us](mailto:june.starkey@state.or.us)). The Agency Coordinator may only be updated by an administrator.