

Guidelines for Updating KPM System Users

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

The screenshot shows a web browser window displaying the 'User Add Screen' for the 'Annual Performance Progress Report' system. The browser's address bar shows the URL 'http://dasapp.state.or.us/agencyperformance/user_add.asp'. The page features a header with the 'OREGON.gov' logo and a search bar. A left sidebar menu is visible, with the 'User' section expanded and 'Add New User' highlighted. The main content area is titled 'User Add Screen' and contains a form with the following fields:

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"/>

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"

The screenshot shows a web browser window displaying the 'User Display Screen' for the Oregon Department of Administrative Services. The page has a header with the Oregon.gov logo and a navigation menu. The main content area contains a table of users with the following data:

User Name	First Name	Last Name	Phone #	Agency	Email	Sec Level	Comments
Edit mbrown	Monica	Brown	503-986-1839	LEGISLATIVE FISCAL OFFICE		Analyst Access	
Edit lbyerly	Laurie	Byerly	503-986-1833	LEGISLATIVE FISCAL OFFICE	laurie.byerly@state.or.us	Analyst Access	
Edit tmchugh	Theresa	McHugh		LEGISLATIVE FISCAL OFFICE		Analyst Access	
Edit kpmTest	Test	Profile	5555555555	LEGISLATIVE FISCAL OFFICE	None	Agency Coordinator Access	This is a test account to enable me to produce a user ma
Edit bstoffmacher	Bruce	Stoffmacher		LEGISLATIVE FISCAL OFFICE		Analyst Access	
Edit 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 screenshot shows a web browser window titled "Annual Performance Progress Report - Windows Internet Explorer". The address bar shows the URL "http://dasapp.state.or.us/agencyperformance/user_edit.asp?usrId=%20238". The page header features the "OREGON.gov" logo and navigation links for "Text Size", "Text Only Site", and "Accessibility". Below the header is a dark blue bar with the text "Department of Administrative Services".

The main content area is titled "User Edit Screen" and contains a form for editing user information. The form is organized into a table with the following fields:

User Information	
UserName	kpmTest
First Name	Test
Last Name	Profile
Phone #	5555555555
Email	None
Security Level	<input type="radio"/> Read-only Access <input type="radio"/> Standard Access
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments	This is a test account to enable me to produce a user n

At the bottom of the form is a yellow "Save Changes" button. A left-hand navigation menu includes sections for "Main Menu", "APPR", "KPM", "Agency", "User", and "Version v1.0 kpmTest".

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

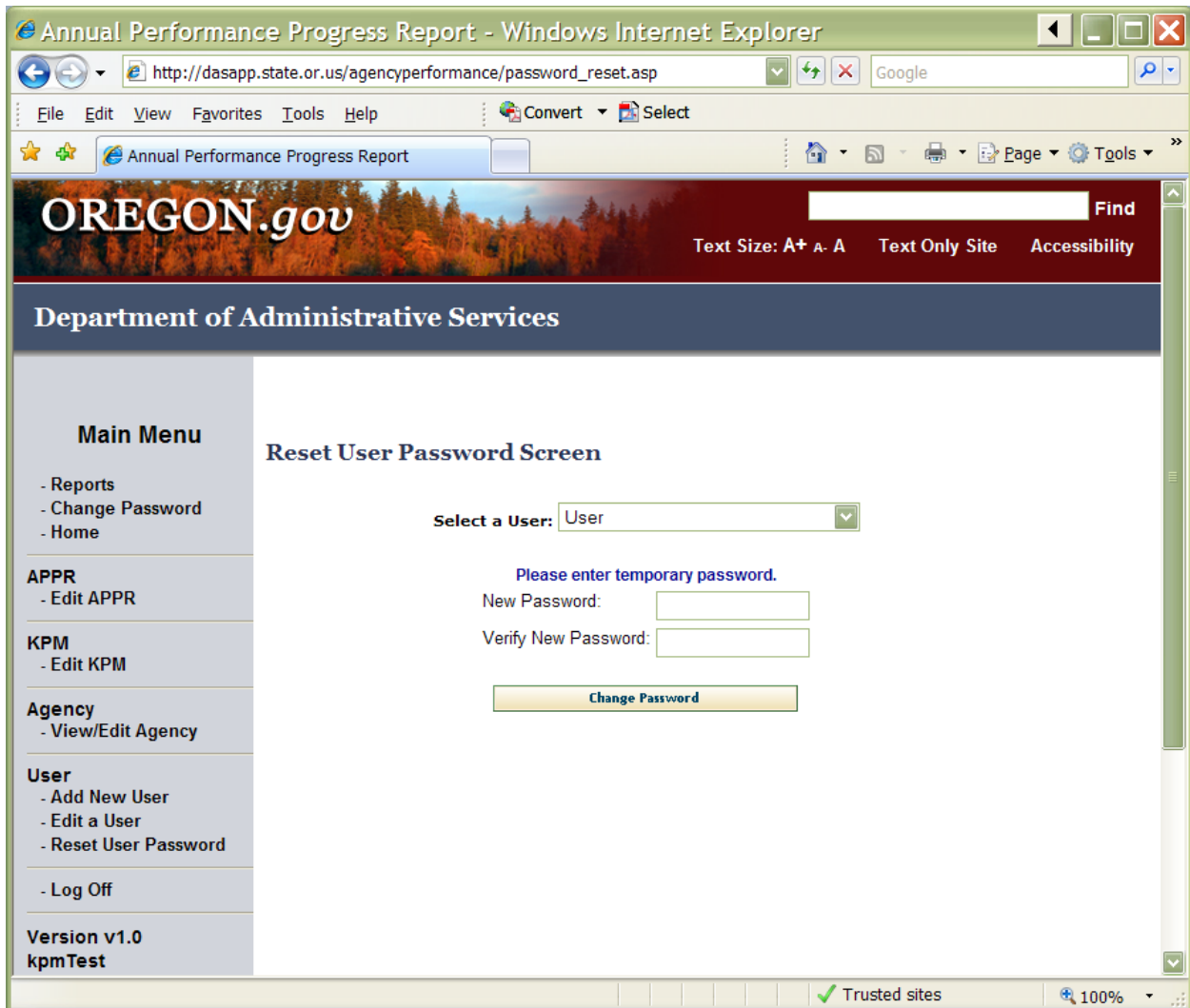
Click the "Save Changes" button to save the information. Information will be lost if you do not click save.

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.

Changing KPM Coordinator Information

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