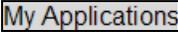
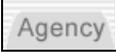
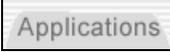
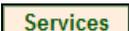
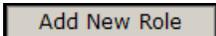
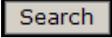


Argus Setup

1.	<p>Enter the your Nebraska Directory Services User ID into the UserID field.</p> <p>Enter "" or leave blank.</p>
2.	<p>Press [Tab].</p>
3.	<p>Enter the desired information into the Password: field. Enter a valid value e.g. "Password".</p>
4.	<p>Click the Login button.</p> 
5.	<p>Click the My Applications link.</p> 
6.	<p>Click the Argus link.</p> 
7.	<p>To ensure you are working on DAS items, click the Agency button.</p> 
8.	<p>Once Agency DAS is identified in Select Agency field, click the Applications button.</p> 
9.	<p>Click the NIS Print Shop link.</p> 
10.	<p>You need to associate the Services & Roles that an end user will have when entering their Printing Requisition. Once this is set up, you will only need to update it as Agencies change.</p> <p>AgencyId_# = The agency that a User ID is associated with (it is possible to be associated with multiple agencies.) Allows end user to work with/submit only requisitions they create</p> <p>ReviewAgency_# = The agency that a User ID is associated with. Allows end user to work with/submit all requisitions created within the agency</p> <p>Superuser = Print Shop employees only - allows you to view all requisitions and update Printing Requisition application</p>
11.	<p>Click the Services button.</p> 

12.	Click the Edit link. 
13.	To associate the end user with the appropriate agency, you need to set up the "Service" *Code . The *Code must be entered in the following format: reviewAgency_# (where # represents the agency number - no leading zeros should be used.) <i>Note:</i> *Code must match this format exactly.
14.	Press [Tab].
15.	Enter the Agency Description into the *Name field.
16.	Click the Add button. 
17.	Repeat steps to continue entering all Agencies.
18.	Click the Roles button. 
19.	Click the Edit link. 
20.	Click in the *Code field. 
21.	To associate the end user with the appropriate agency, you need to set up the "Roles" *Code . The *Code must be entered in the following format: agencyId_# (where # represents the agency number - no leading zeros should be used.) <i>Note:</i> *Code must match this format exactly. Enter a valid value e.g. " AgencyId_3 ".
22.	Press [Tab].
23.	Enter the Agency Description into the *Name field.
24.	Click the Add New Role button. 
25.	Click in the *Code field. 

26.	<p>To associate the end user with ability to review all requisitions pending submission for their agency, you need to set up the "Roles" *Code.</p> <p>The *Code must be entered in the following format: ReviewAgency_# (where # represents the agency number - no leading zeros should be used.)</p>
27.	<p>Press [Tab].</p>
28.	<p>Enter the Agency Description into the *Name field.</p>
29.	<p>Repeat steps to continue entering all Agencies.</p>
30.	<p>Once all Services & Roles are created in Argus, an individual from the OCIO must make the Services & Roles available to assign to individual users.</p>
31.	<p>Click the Users button.</p> 
32.	<p>Find User that requires Service & Role assignment by conducting a search by Last Name and First Name.</p> <p>Enter the user's last name into the Last Name: field.</p>
33.	<p>Click in the First Name: field.</p> 
34.	<p>Enter the user's first name into the First Name: field.</p>
35.	<p>Click the Search button.</p> 
36.	<p>Click on the appropriate User ID.</p> 
37.	<p>User Roles Screens to be added.</p>
38.	<p>End of Procedure.</p>