



Documents.OK.Gov

How to Use the Documents Uploader

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Communications Department



Table of Contents

Introduction	3
Create an Account	3
Legend	6
Log in	7
Upload Documents	8
Appendix A – Information Formats	10

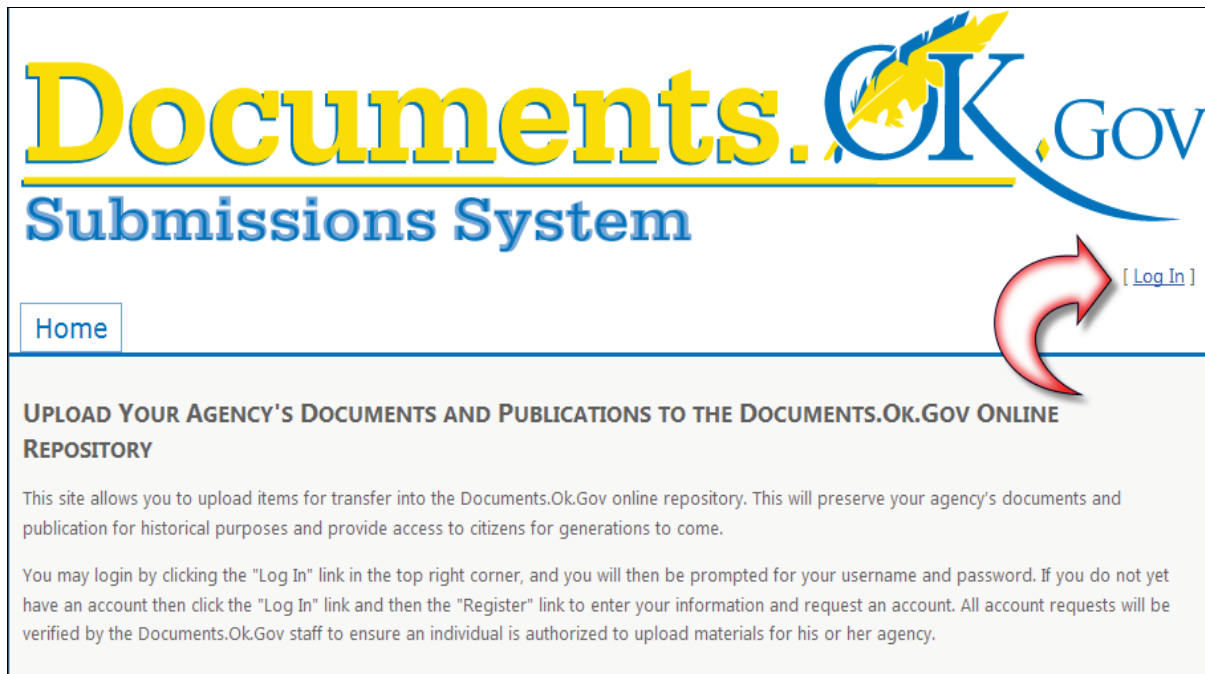


Introduction

House Bill 1086 (2011), also known as the Transparency, Accountability and Innovation in Oklahoma State Government 2.0 Act of 2011, requires state entities to submit their documents in a searchable electronic format so they may be maintained on a website, which allows public access. All publications required by law to be submitted to either the Oklahoma Publications Clearinghouse of the Department of Libraries, the Governor, the Speaker of the House of Representatives or the President Pro Tempore of the Senate must be uploaded to this site. This manual is designed to guide you through that submission process.

Create an Account

Type <http://uploads.odl.ok.gov> into your navigation bar and **press** Enter.

A screenshot of the Documents.OK.Gov Submissions System website. The main heading reads "Documents.OK.GOV" in large yellow and blue letters, with "Submissions System" below it in blue. A red arrow points to a "[Log In]" link in the top right corner. A "Home" button is visible on the left. Below the heading, the text reads "UPLOAD YOUR AGENCY'S DOCUMENTS AND PUBLICATIONS TO THE DOCUMENTS.OK.GOV ONLINE REPOSITORY". A paragraph explains that the site allows users to upload items for transfer into the Documents.Ok.Gov online repository, preserving documents for historical purposes and providing access to citizens. Another paragraph states that users can login by clicking the "Log In" link, and if they do not have an account, they can click the "Log In" link and then the "Register" link to enter their information and request an account. All account requests will be verified by the Documents.Ok.Gov staff to ensure an individual is authorized to upload materials for his or her agency.

Click [\[Log In\]](#)



Documents.OK.GOV

Submissions System

[[Log In](#)]

[Home](#)

LOG IN

Please enter your username and password. [Register](#) if you do not have an account.
If you have forgotten your password then click [Recover Password](#).

Account Information

Username:

Password:

Keep me logged in

Click the [Register](#) link.



CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

Account Information

1 User Name/E-mail:

2 Password:

3 Confirm Password:

4 First Name:

5 Last Name:

6 Phone:

Agency:

--Choose Agency--



Enter the code shown:

8

Create User





Legend

1. **Type** in your e-mail address which will be your user name.
2. **Type** in a password you wish to use with your account. It must be a minimum of 6 characters.
3. **Re-type** the password you used in No. 2.
4. **Type** in your first name.
5. **Type** in your last name.
6. **Type** in your telephone number including area code.
7. Use the down arrow to find your agency name.
8. **Type** in the code as it appears at the left of the form field. Note: the code expires after 90 seconds. If this happens you will be required to re-type in your password and the new code.

Click

The screenshot shows the home screen of the Documents.OK.Gov Submissions System. At the top, the logo "Documents.OK.GOV" is displayed in yellow and blue, with "Submissions System" below it. A "[Log In]" link is visible on the right. A blue "Home" button is on the left. The main content area contains the text "Complete" and "Your account has been created and is now waiting for final approval. You will receive an email once it has been approved." Below this text is a "Continue" button, which is highlighted with a red arrow pointing to it.

Click

This will return you to the home screen.



Log in

Documents.OK.Gov
Submissions System

[Home](#)

[\[Log In \]](#)

UPLOAD YOUR AGENCY'S DOCUMENTS AND PUBLICATIONS TO THE DOCUMENTS.OK.GOV ONLINE REPOSITORY

This site allows you to upload items for transfer into the Documents.Ok.Gov online repository. This will preserve your agency's documents and publication for historical purposes and provide access to citizens for generations to come.

You may login by clicking the "Log In" link in the top right corner, and you will then be prompted for your username and password. If you do not yet have an account then click the "Log In" link and then the "Register" link to enter your information and request an account. All account requests will be verified by the Documents.Ok.Gov staff to ensure an individual is authorized to upload materials for his or her agency.

Once you have received approval from the system administrator, **click** [\[Log In \]](#) on the Documents OK.Gov home page.

Documents.OK.Gov
Submissions System

[Home](#)

[\[Log In \]](#)

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

If you have forgotten your password then click [Recover Password](#).

Account Information

Username:

Password:

Keep me logged in

[Log In](#)

On the log-in page type in (1) Username and (2) Password, then **click** [Log In](#).



Upload Documents

Documents.OK.Gov
Submissions System

Welcome **User@osf.ok.gov!**
[Log Out]
[Change Password](#)

Document Upload | Upload History | Help

UPLOAD YOUR AGENCY'S DOCUMENTS AND PUBLICATIONS TO THE DOCUMENTS.OK.GOV ONLINE REPOSITORY

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Document Upload

To upload a form, click

Document Information:

Submitter: Your name and department will appear here

Items marked with an asterisk(*) are required.

Item Title: * ①

Publish Date: * ②

Frequency: * --Select One-- ③

Document Contact First Name: ④

Document Contact Last Name: ⑤

Document Contact Email: ⑥

Document Contact Phone: ⑦

Item Division/Department/Branch: ⑧

Form Number: ⑨

Document to upload: ⑩

⑪



Legend

1. Type in the title of the form to be uploaded. This field is required.
2. Type in the date the form was published. This field is required.
3. Use the down arrow to find the frequency of the published form. This field is required.
4. Type in the first name of the contact person for the form. This field is optional.
5. Type in the last name of the contact person for the form. This field is optional.
6. Type in the email of the contact person for the form. This field is optional.
7. Type in the phone number of the contact person for the form. This field is optional.
- 8.. Type in the name of the Division, Department or Branch submitting the form. This field is optional.
9. Type in the number of the uploaded form. This field is optional.
10. **Click** to find the form to be uploaded on your hard drive or network drive.
11. **Click** .

For additional information on Document Upload, Upload History and Change Password, **click** .



Appendix A – Information Formats

File all reports required to be submitted to the Governor, Senate President Pro Tem, or House Speaker (62 O.S. § 34.11.3.C). Required reports may be submitted as Excel files if customary.

DO FILE THESE INFORMATION FORMATS: (62 O.S. § 34.11.3.C)

- Annual reports; Research reports/studies; Survey results; Task Force reports
- Executive summaries of reports
- Newsletters, magazines, journals
- Planning documents (other than drafts)
- Affirmative action plans
- Strategic plans
- Guides, handbooks, manuals; Curriculum guides
- Brochures, pamphlets, fact sheets (other than for dated events)
- Directories (file only once a year, do not file each change during the year)
- Histories
- Statistics (but do not file Excel spreadsheets; these should be added to Data.OK.gov)
- Laws/Rules with cover or title page if compiled by your agency from various sections of the laws/rules for convenience of your clients
- Posters (other than for dated events)
- Rules Interpretations; Rules Guidelines; AG Opinions

DO NOT FILE THESE INFORMATION FORMATS:

- News releases
- Unofficial laws/rules; rule changes; rule change impacts
- Meeting notices, agendas, handouts, minutes
- Budgets, budget requests, and all related information
- Websites; web pages
- Grant announcements, forms, memos
- Fliers/posters for dated events; training event registrations/brochures
- Internal policies and procedures and policies and procedure manuals
- Board and staff directories, photographs, biographies
- Inventories; Links; Lists of Resources
- Drafts of plans
- Federal publications or publications posted from non-profit agencies or companies
- Legal decisions, legal memos (except AG Opinions)

If the publication is for sale by your agency you do not have to submit an electronic file; send print copies to Oklahoma Publications Clearinghouse.