Documents.OK.Gov

How to Use the Documents Uploader

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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.

Click [Log 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:

7. Agency:
   --Choose Agency--

8. Enter the code shown:

[Image showing a code field with the text ARV3D]

[Button to submit: 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 **Create User**.

Click **Continue**

This will return you to the home screen.
Log in

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

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

To upload a form, click

Document Upload
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 Help.
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.