

SECURITY MAINTENANCE: DEMO SUGGESTIONS

Adding/Editing Unit Detail:

- **Data:** Use the security maintenance user id and password account provided to you to create a new unit. Prepare ahead of time to ensure that you are adding a unit that does not already exist in the system.

- **Things to Point Out:**
 - Creating a new unit requires the security officer to complete unit registration information (unit details) as well as unit contact information.
 - Having unit contact information in the system provides users with a primary contact and phone number for each unit.

Conducting a Unit Search:

- **Data:** Conduct a search to list all of the units within one of these regions: 12, 15, 20.

- **Things to Point Out:**
 - There are several parameters a user can enter to conduct a search.

Viewing/Sorting Unit Search Results:

- **Data:** View the search results, and then sort by various parameters.

 - **Things to Point Out:**
 - Results can be sorted by all parameters listed (Region ID, County ID, Unit ID, Unit Name, Unit Type, Primary Contact, Phone, Zip).
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Conducting a User Search:

- **Data:** Conduct a search to list all users within one of these regions: 12, 15, 20.

Adding a User:

- **Data:** Select a participant from the class (or use yourself) and add a new user to the system.

Adding/Editing a User's Security Profile:

- **Data:** Continue the example from adding a user to the system.

Resetting a User's password:

- **Data:** Enter your security officer account information (user id and password) into the OSST login screen. Click 'Change Password'. Change the password of one of the case manager training accounts.
- **Things to Point Out:**
 - After a security officer resets a user password, the user should change the password upon logging into the system.