

ARTS System Access Job Aid – County Requests

MVD Learning & Development

The ARTS System Access Wizard will enable County Treasurers, and any other designated administrators, to submit ARTS system access requests for new employees, as well as modify and terminate existing employee access. For assistance, please contact <u>system.access@iowadot.us</u>.

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Accessing the	The System Access Wizard can be accessed through:
System Access Wizard in ARTS	 ARTS → Tools → System Access Request → ARTS Access Request Or users can type "AAR" in Fast Path field available near the menu bar to launch the application.
ARTS User Groups	 DL Issuance - For users that will be performing Drivers Licensing (DL) functions.
Denned	 VRT - For users that will be performing Vehicle Registration and Titling (VRT) functions.
	 Both DL & VRT- For users that will be performing both DL and VRT functions.
Changing	User Groups may change:
User Groups	• To add a user group to an employee's access profile, a <u>Modify</u> <u>Employee Request</u> should be submitted.
	 To remove a user group from an employee's access profile, or if an employee retires, or is terminated, a <u>Terminate</u> <u>Employee Request</u> should be submitted.

New (Add Employees) Requests

- 1. Access the System Access (SA) Wizard in ARTS.
 - a. Access ARTS and Log In



b. From the menu on the home screen select:

$\textbf{Tools} \rightarrow \textbf{System Access Request} \rightarrow \textbf{ARTS Access Request}$
(Fast Path "AAR")





- 2. Input the employee's name and email addresses for employee and supervisor.
- 3. Select "Next" (not available until all required fields have been populated).

SA Request - Landing Page	- Please provide Employee	Name and Email Address - [Decen	nber 24, 2015]		83
	Welcome This wizard allows you to	create new system access request.			
	Please provide employ then Supervisor name	yee name, then an email addre e, then an email address	ISS		
	First Name:	Middle Name:	Last Name	¢	
	Steven		Greg		
	Email Address of employe	ee:			
	Steven.Greg@gmail.com				
	Supervisor/Treasurer Na	ame Submitting this Request:			
	Abbasali Trunkwala				
	Supervisor/Treasurer En	nail Address:			
	abbas trunkwala@gmail.c	com			
	Click on "Next" to Contin	106			
		< Back	K Next >	Cancel	

Users will be taken to the Type and Categories screen.



- **4.** Select the request type "**Add Employee**" and choose the desired category. See <u>ARTS</u> <u>User Groups Defined</u> for assistance with selecting the desired category.
- 5. Select "Next".
 - Note: The "Next" button will only enable if User performs above action.

SA Request - Please select Type	ຄະ Category for: Steven Greg	- [December 24, 2015]	- 8 2
	Please select a Reque	est type and its category	
닏	Request Type:	Add Employee Modify Employee Terminate Employee	
	Type Categories:	DL Issuance VRT Both(DL&VRT)	
	Click on "Next" to Continu	<u>.</u>	
			_
		< Back Next	Cancel



6. Depending on the category selected, users will be taken to the DL Issuance, VRT, or Both (DL&VRT) access screens. See below for required fields that need to be completed before proceeding to Step 7.

ef Hire: red Actions: kground Check Finger Printing or access Add to LMS Group werent.
red Actions: kground Check I Finger Printing for access I Add to LMS Group
nement. A
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r 1 0 Al 0 Arkeny DL Staten Addir Rouge Staten

Mandatory Fields:

- Date of Hire This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- Select at least one **location**.
- Select at least one **CD/Vaults** option.
- County employee issuing driver's license?:
 - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
 - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** Should specify if ERMS access and drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.

VRT: (Vehicle Registration and Titling)

Supervisor Name: Abbasali Trunkwala Employee Email: Steven.Greg@gmail.com Supervisor Email: abbas.trunkwala@gmail.com County Name: Adair Date of Hire: 12/24/2015 Required Actions: Image: County Name: V SA for Access Add to LMS Group Comments: This is a test for Add Employee - VRT workflow in development environment. Locations/CD/CG County Acceunt County	
Supervisor Email: abbas.trunkwala@gmail.com County Name: Adair Date of Hire: 12/24/2015 Paquired Actions: Image: SA for Access Image: Add to LMS Group Comments: This is a test for Add Employee - VRT workflow in development environment. Locations/CD/CG Locations:	1
Date of Hire: 12/24/2015 Image: State of Add to LMS Group Comments: This is a test for Add Employee - VRT workflow in development environment. Locations/CD/CG Locations: Comments:	5
Comments: This is a test for Add Employee - VRT workflow in development environment.	5
Comments: This is a test for Add Employee - VRT workflow in development environment.	5
Locations/CD/CG	
Locations/CD/CG	
Locations/CD/CG	
Locations/CD/CG	
Adair Issuance Station	_
Adair Issuance Station Cash Drav	

Mandatory Fields:

- Date of Hire This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- Location
- **CD/Vaults** (Cash Drawer)
- Account Groups
- **Comments** Specify what existing user the new user should mirror and if the user will need access to order inventory.



Both (DL&VRT)

Request Type: Add E Supervisor Name: Abbas Supervisor Email: abbas	mployee - DLVRT sali Trunkwala .trunkwala@gmail.com	Employee Name: Employee Email: County Name:	Steven Greg Steven,Greg@gmail.c Adair	om		
Applicable Changes:	ng driver's license?	Date of Hire: 12/24/2015				
CDL Drive Giver? Car Drive Giver?	g driver's license?	Required Actions:	[] Finger Printing			
And the second second second						
Motorcycle Drive Giver Comments: This is a test for a	? Add Employee - Both Workflo	[V] SA for access w in development environment.	[√] Add to LMS Gr	oup		
Motorcycle Drive Giver Comments: This is a test for J Locations/CD/CG	? Idd Employee - Both Workfic	SA for access	[v] Add to LMS Gr	oup		4
Motorcycle Drive Giver Comments: This is a test for J Lecations/CD/CG Locations:	? idd Employee - Both Workdic CD/Vaults	W in development environment.	Consolidation Group	oup S:	1	4
Motorcycle Drive Giver Comments: This is a test for J Locations/CD/CG Locations: Adair - Primary; Adair - Special	? Idd Employee - Both Workfic CD/Vaults All OVMCS OVMCS OVMCS	Cash Drawer 1 Cash Drawer 2 Cash Drawer 3	Add to LMS Gr Consolidation Group None Al Al Ader Issuence Stats Maker Issuence Stats	s:		

Mandatory Fields:

- Date of Hire This can be in the past as well as in the future.
- **Required Actions** (Fingerprinting, Background Check, SA for Access, Add to LMS group) are mandatory on this workflow and will be required by default.
- Location
- **CD/Vaults** (Cash Drawer)
- County employee issuing driver's license?
 - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
 - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** Should specify if ERMS access and drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.



- 7. Once all items have been selected/requested, select "Next".
 - Note: All mandatory information must be selected before "Next" will become available.

Users will be taken to the Summary Page. This is a confirmation page and last chance for users to make any modification to the system access request.

- 8. Review the summary page and confirm it is accurate.
 - a. If accurate- Select "Next".
 - b. If inaccurate- Select "Back" and make the necessary corrections.

Request Type: Supervisor Name: Supervisor Email:	ChangeEmployee-Both Abbasali Trunkwala	Employee Name: Employee Email:	Steven Greing	
Supervisor Name: Supervisor Email:	Abbasali Trunkwala	Employee Email:	steven@amail.com	
Supervisor Email:	abbas truskurala@amail.com		acconegnation	
	abbas.uunkwala@ginaii.com	County Name:	Adair	
You are about to cr for category : Both Please Press "Nex	reate System Access Request for :Steven t' to Continue	Greing		



9. Select "Finish" to close out.



Note: If there is an error while creating the system access request, the page will be displayed as below:

Final Completion of Request fo	r: Steven Greing - [November 12, 2015]	
	Error Occured! Unexpected error occured while creating your system access request for Ster Please contact your System Administrator!	en Greing
	< Back Finish	Cancel

If you receive this error, please send a screenshot to <u>system.access@iowadot.us</u>.

The system access request process is now complete.



Modify Employee Requests

County Employees: For changes to email address, username, and/or sub-affiliation for the user's Workday Learning account, also send an email to mvd.learninganddevelopment@iowadot.us.

- 1. Access the System Access (SA) Wizard in ARTS.
 - a. Access ARTS and Log In



b. From the menu on the home screen select:



Tools \rightarrow System Access Request \rightarrow ARTS Access Request



- 2. Input the employee's name and email addresses for employee and supervisor.
- 3. Select "Next" (not available until all required fields have been populated).

Welcome			
This wizard allows you t	to create new system access reques	st.	
Please provide empl then Supervisor nam	loyee name, then an email add ne, then an email address	Iress	
First Name:	Middle Name:	Last Name:	
Steven		Greg	
 Email Address of emplo	yee:		
Steven.Greg@gmail.com	n		
Supervisor/Treasurer N	Name Submitting this Request:		
Abbasali Trunkwala			
Supervisor/Treasurer B	Email Address:		
abbas trunkwala@gmail	l.com		
Click on "Next" to Cont	Grue		
		\bigcap	

Users will be taken to the Type and Categories screen.

- **4.** Select the request type "**Modify Employee**" and choose the desired category. See <u>ARTS</u> <u>User Groups Defined</u> for assistance with selecting the desired category.
- 5. Select "Next".

SA Request - Please select Type	e & Category for: Steven Greig	g - [December 10, 2015]	
	Please select a Reque Request Type:	Add Employee Modify Employee Terminate Employee	<u>(</u>
	Type Categories:	DL Issuance VRT Both(DL&VRT)	
	Click on "Next" to Continu	£	
		< Back Next	Cancel



6. Users should select the desired changes (available on this screen). Options on this screen will vary based on the category chosen.

Note: The "Next" button will appear once all mandatory fields have been completed.

See below for samples of the screen; as well as possible required fields (based on modify reason) that need to be completed before proceeding to Step 7.

DL Issuance:

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Potential Mandatory Fields: The following fields may be required, depending on the type of modify request being submitted:

- **County of Employment Changed**?"- it is mandatory to select current "**From Location**" and new "**To Location**" information.
- Name Changed?"- it is mandatory to provide "New Name" information.
- Current VRT only add DL? Or Current DOT employee non-DL add DL? Background Check and Fingerprinting task/action items will become mandatory for this workflow and will be selected.
- Select at least one **CD/Vaults** option.
- County employee issuing driver's license?:
 - If User selects this option, by default All Locations Cash Drawers & Consolidation Groups will be available for selection for all available locations.
 - **Consolidation Groups** will become visible and it is mandatory to select consolidation groups.
- **Comments** Should specify if drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.



VRT: (Vehicle	Registration	and Titling)
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lequest Type:	Modify Employee	- VRT	Employee Name:	Steven Greg	
upervisor Nam	e: Abbasali Trunkwa	ala	Employee Email:	Steven.Greg@gmail.com	
upervisor Emai	il: abbas.trunkwala@	⊇gmail.com	County Name:	Adair	
Employee Updat	es:		Department Updates:		
County of En	nployment Changed?		Current DL only - add VF	KT?	
From Location:	Adams - Special Proces	ssing 🔻	Current both VRT and DL	remove DL?	
To Location: Adair - Primary -		•	Required Actions:		
V Name Chang	ed?				
New Name	VRT Modify		Comments: This is a test for M	Nodify employee - VRT workflow in	
			development env	-	
Locations/CD/C	G				
Locations:		CD/Vaults:		Account Groups:	
Ankeny DL Stati	on 🔻	All		None	
		Ankeny D	L Station Cash Draw	Ankeny DL Station	
		Ankeny D	L Station Vault 1		
		4			

Potential Mandatory Fields: The following fields may be required, depending on the type of modify request being submitted:

- **County of Employment Changed?** it is mandatory to select current "From Location" and new "To Location" information.
- Name Changed? it is mandatory to provide "New Name" information.
- **Required Actions** (SA for Access, Add to LMS group) are mandatory on this workflow and will be selected by default and disabled.
- Locations, CD/Vaults (Cash Drawer), and Account Groups Available locations will populate based on the access of the individual submitting the request.
- **CD/Vaults** (Cash Drawer)
- Account Groups
- **Comments** Identify what existing user the new user should mirror. Also advise if access to inventory will be needed.



Both (DL&VRT)

equest Type:	Modify Employee - DLVR	T Employee Name:	Steven Greg
pervisor Name:	Abbasali Trunkwala	Employee Email:	Steven.Greg@gmail.com
pervisor Email:	abbas.trunkwala@gmail.e	com County Name:	Adair
mployee Updates: County of Employ wurrent Location: Ar wurrent Location: Ar wurrent Location: Ar we Location: Ar New Name Br hepartment Updates Current VRT only Current DL only - Current both VRT Current both VRT Current both VRT Current DOT em	yment Changed? ppanoose Issuance Station dair - Primary oth Modify : / - add DL? - add VRT? f and DL - remove DL? f and DL - remove VRT? ployee non-DL - add DL?	Applicable Changes: County employee issuing dr Add CDL Drive Giver? Add CDL Drive Giver? Add Car Driver Giver? Add Motorcycle Drive Giv Required Actions: Background Check IF SA for Access IA Comments: This is a test for Mod development envior	driver's license? iver's license? Remove CDL Drive Giver? Remove Car Driver Giver? er? Remove Motorcycle Drive Giver? inger Printing dd to LMS Group Ify Employee - Both workflow in mert
ocations/CD/CG			Ŧ
ocations:	CD	/Vaults:	Consolidation Groups:
dair - Primary; Adai	r - Special V	All OVMCS - Cash Drawer 1 OVMCS - Cash Drawer 2 OVMCS - Cash Drawer 3 OVMCS - Cash Drawer 3	None All All Ankeny DL Station Adair Issuance Station

Potential Mandatory Fields: The following fields may be required, depending on the type of modify request being submitted:

- **County of Employment Changed?** it is mandatory to select current "From Location" and new "To Location" information.
- Name Changed? it is mandatory to provide "New Name" information.
- **Required Actions** (SA for Access, Add to LMS group) are mandatory on this workflow and will be selected by default and disabled.
- If *County employee issuing driver's license?* is selected, by default all locations will be selected. Users can then select Cash drawer and Consolidation Group information.
- If User selects *Current VRT only add DL*? or Current DOT employee non-DL add DL? the options Background Check and Fingerprinting task/action items will become mandatory for this workflow and will be selected.
- **Comments** Should specify if drive tablet access is needed, the default location, indicate what existing user this new user should mirror. Also specify if user will need access to inventory.



- Once all items have been selected/requested, select "Next".
 Note: All mandatory information must be selected before "Next" will become available.
- 8. Review the summary page and confirm it is accurate.
 - a. If accurate- Select "Next".
 - b. If inaccurate- Select "Back" and make the necessary corrections.

Summary of Request	for: Steven Greing - [November 12, 2015]			
Request Type:	ChangeEmployee-Both	Employee Name:	Steven Greing	
Supervisor Name:	Abbasali Trunkwala	Employee Email:	steven@gmail.com	
Supervisor Email:	abbas.trunkwala@gmail.com	County Name:	Adair	
You are about to ci for category : Both Please Press "New	reate System Access Request for :Steven (1° to Continue	Greing		
		<	Back Next >	Cancel

9. Select "Finish" to close out.



The modification request process is now complete.



Terminate Employee Requests

A Terminate Employee request can be used to remove all or a portion of an employee's system access.

- 1. Access the System Access (SA) Wizard in ARTS.
 - a. Access ARTS and Log In



b. From the menu on the home screen select:

Tools \rightarrow System Access Request \rightarrow ARTS Access Request (Fast Path "AAR")





- 2. Input the employee's name and email addresses for employee and supervisor.
- 3. Select "Next" (not available until all required fields have been populated).

A Request - Landing Page -	Please provide Employee	Name and Email Address - [[December 24, 2015]	
	Welcome This wizard allows you to	create new system access rec	quest.	
	Please provide emplo then Supervisor name	yee name, then an email e, then an email address	address	
	First Name:	Middle Name:	Last Name:	
	Steven		Greg	
	Email Address of employ	ee:		
	Steven.Greg@gmail.com			
	Supervisor/Treasurer Na	ame Submitting this Request:		
	Abbasali Trunkwala			
	Supervisor/Treasurer Er	mail Address:		
	abbas trunkwala@gmail.c	com		
	Click on "Next" to Contin	nue		
			\bigcap	
			< Back Next >	Cancel

- Select the request type "Terminate Employee" and choose the desired category. See <u>ARTS User Groups Defined</u> in the document's <u>overview</u> section for assistance with selecting the desired category.
- 5. Select "Next".
 - Note: The "Next" button will only enable if User performs above action.

SA Request - Please select Type	e & Category for: Steven Grei	g - [December 10, 2015]	
	Please select a Requi	est type and its category	
	Request Type:	Add Employee Modify Employee Terminate Employee	
	Type Categories:	DL Issuance VRT Both(DL&VRT)	
	Click on "Next" to Continu	Je	
		< Back Next	Cancel



6. Input the "Date of Termination".

Note: Remove SA Access and Remove from LMS Group are required actions and will be selected by default.

7. Select "Next".



- 8. Review the summary page and confirm it is accurate.
 - a. If accurate- Select "Next".
 - b. If inaccurate- Select "Back" and make the necessary corrections.





9. Select "Finish" to close out.

Final Completion of Request fo	or: Steven Greing - [November 12, 2015]	
	Congratulations You have successfully created system access request for "Steven Greing"	
	< Back Finish	Cancel

The termination request process is now complete.