ODA Forms --- Help Page

Access of Forms by a New User:

1. A New User needs to register through the "New Users" registration link on the User Login Page.

2. This registration process will provide the ODA Dept. with a profile of the User and at the same time the User creating a UserId and Password for access to the Application. Please note the Preparer and Approver options. The Preparer can only prepare a record. The Approver will be able to prepare a record as well as approve it.

3. All nodes in the TreeView in the Navigation frame will be disabled at this point.

4. Even though the User is registered, access will not be allowed until an OwnerId has been issued to the User by the ODA Dept.

5. Once an OwnerId is issued to the User and the User logs into the Application once more, the Application for Outdoor Advertising Permit form will be made available (The nodes for all the other forms will be disabled).

6. A record has to be created in the Application for Outdoor Advertising Permit form before the remainder of the forms become available.

Multiple Transfer option in ODA Application Permit form:

1. If the Multiple Transfer option is checked in a new record, after that record is saved, the User will be re-directed to the Transfer of Permitted Signs (TPS) form to create an associated record. The County information & RecId from the ODA Application Permit record will be carried forward to the Transfer of Permitted Signs form.

2. If the User fails to create an associated TPS record at this time, it may be done later by creating a new record in the TPS form dialog. The User will need to provide the RecId of the record in the ODA Application Permit with which the TPS record is being associated.

3. If an Application Permit record is deleted then all associated TPS records will be automatically deleted from the database.

4. If the Transfer Multiple checkbox is cleared on the Application Permit form, then all associated TPS records will be deleted.

5. If a TPS record is deleted, then only that one association will be removed from the associated Application Permit record.

6. In the Application Permit form the associated record Ids (if any) of the TPS orm are displayed next to the Transfer Multiple checkbox.

7. In the TPS form, the associated record Id of the Application Permit record is displayed to the left of the RecId.

Data Entry and Navigation in ODA Forms

Create a Record:

1. Click the NewRec Button. This button click event may pre-fill some fields in the Form.

2. Enter the required fields first and then click the Save button to save the new record to the database.

3. During the data entry process, try to Click the Save button periodically.

4. This would help prevent any data loss due to unforeseen circumstances. Notice that the record count has increased by 1.

Update a Record:

1. Navigate to the record to be edited.

2. Make the necessary changes and try to Click the Save button periodically.

3. This would help prevent any data loss due to unforeseen circumstances.

Delete a Record:

1. Navigate to the record that is to be deleted.

2. Click the Delete button to delete the record.

3. Notice that the record count has decreased by 1.

Copy a Record:

1. Navigate to the record that is to be copied.

2. Click the Copy Record button to copy the record.

3. Notice that the record count has increased by 1.

4. The copy function really creates a new record with the data from the original record.(Notice the new RecId).

5. For forms with multiple pages, Record creation & copy will only be allowed from the first page. These two functions (NewRec & Copy) will be disabled on the other pages.

Search for a record:

1. There are two options in the Search routine:

   (a) Search by RecId.

   (b) Search by a date range in the Create Date.

2. Only the RecId Search Type will be available when a Form is being displayed.

3. However, both will be available when List of Record is being displayed..

4. First select the option button to indicate the Search Type.

5. Enter search criteria in the relevant text box next to the Find button.

6. Click the Find Button.

7. If a Form is being displayed, the new record will be displayed in the Form.

8. If the List is being displayed, the resulting record(s) will be displayed in a Grid.

9. In the resulting Grid click the Display link to display the associated record.

10. You may click on another Node in the TreeView to display another Form.

Navigation Buttons:

1. The Navigation buttons allow you to move sequentially through the set of records in both directions as well as directly to the First & Last record.

2. Avoid using the Browser Back or Forward buttons to navigate to previous or next pages. Always use the Navigation buttons provided in the Application.

Record Count Display:

1. The Record# x Of y gives the position of the current record, (x), in the Record count, (y).

**Go To a Record in the Sequence (Record 1 To y (Record Count)):**

1. Type in a number (say, j) in the text box adjacent to the Go To Rec button and then click the button.

2. The jth record in the sequence should display.

3. If j is less than 1, then the first record will be displayed.

4. If j is greater than y, then the last record will be displayed.

Locked Records:

1. Only Locked records may be submitted to the Outdoor Advertising Dept., SCDOT.

2. To Lock a record:

   (a) Check the Loc Rec indicator checkbox and Click the Loc Rec button to lock the record.

   (b) Click the PrintPreview button. (See Printing ODA Forms below for more details).

   (c) The printed copy should display the Lock indicator ("Locked") at the top right side of the page.

   (d) For the OdaApplicationPermit form, the printed copy should also display the Application Nbr (eg W7xxxxxx) at the top left of the page.

   (e) This is the official copy that needs to be submitted to the ODA Dept.

   (f) All fields in the form will be disabled and no further editing of the record is allowed.

   (g) If an error is discovered after the record is locked, that record would have to be re-created.

   (h) For forms with multiple pages, locking may be done from any page.
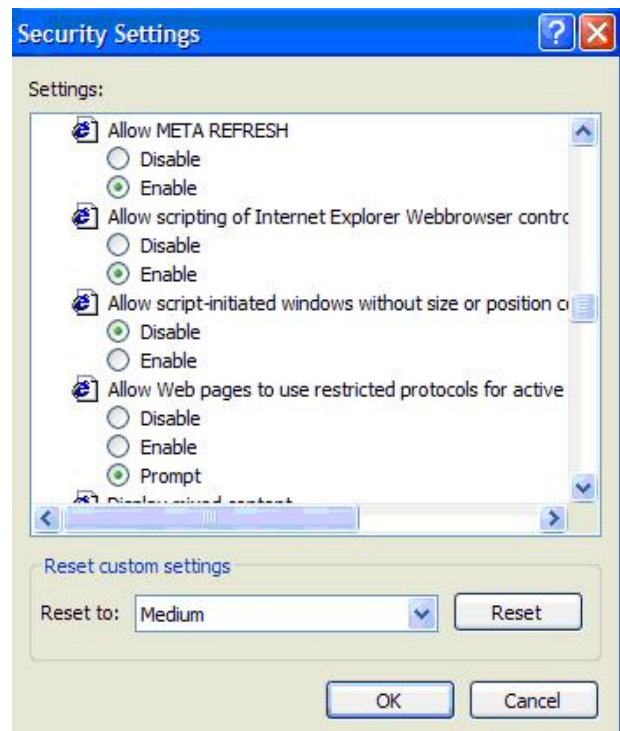
Browser Security

From the Tools Menu, select Internet Options/Security Tab /Internet Icon. Click the Customs Level Bttn to display the Security Settings dialog. (See picture of Security Tab below and some suggested Browser Settings)
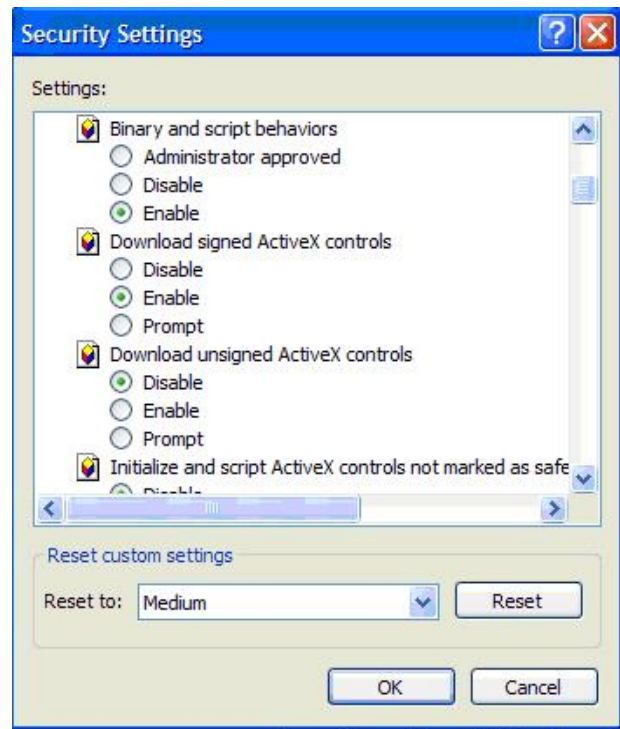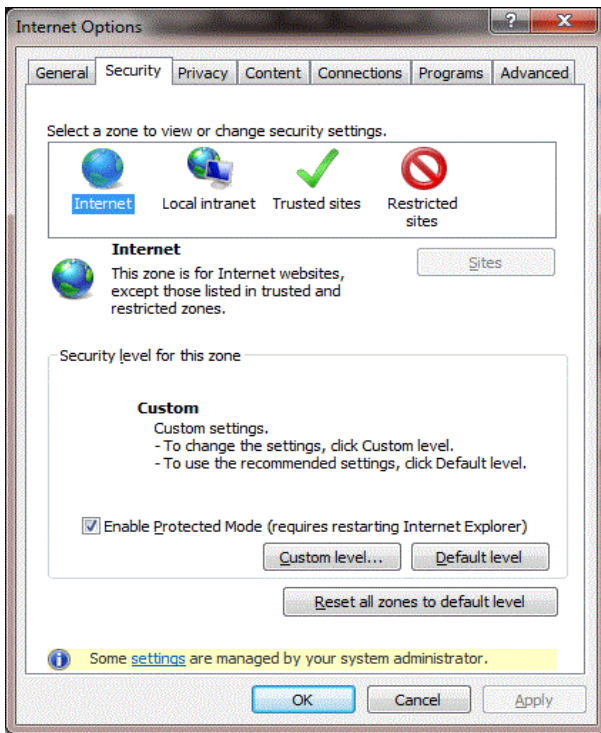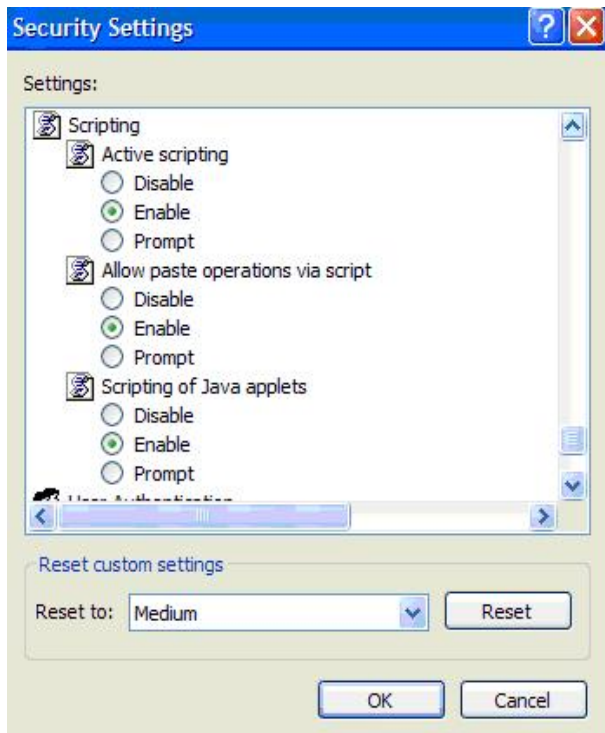
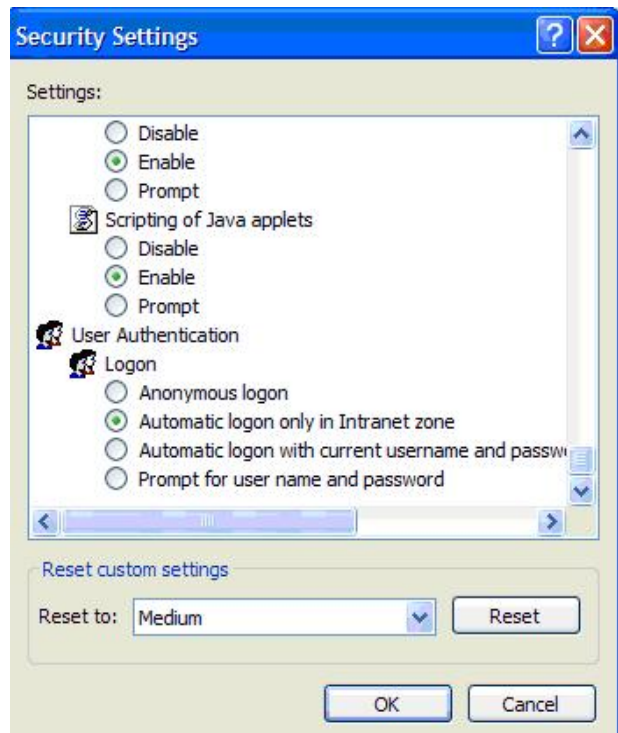Download signed ActiveX controls -- Select Enable.

Script ActiveX controls marked safe for scripting -- Select Enable.

Allow scripting of IE Webbrowser controls -- Select Enable.

Active scripting -- Select Enable.

User Authentication, Logon -- Select Automatic logon only in Intranet zone.

Listing Of All Records In A Form:

1. Click on a Form Node in the TreeView in the Navigation panel on the left to display the Form in the Rt. bottom frame.
2. Click on the ListRecs Bttn in the Miscellaneous Section in the top frame to display all the records.
3. If the User level is Preparer, then only the records created by the User will be in the List.
4. If the User level is Approver, then all records for this Office (for a particular OwnerId) will be in the List.
5. Click the Display Bttn in any Row to display the record in the Form.
6. Notice that the most recent record is at the top of the List.

Printing ODA forms:

1. Display the Form to be printed.
2. To print a record, click the PreviewPrint button in the Miscellaneous Section to preview the record in the lower right frame of the dialog.
3. Select the Export icon in the toolbar and export the record to an excel, pdf or word document. Save or Open it and then Print it if needed.
4. In the Print dialog, Page orientation and margins may be set.
5. If a record is NOT LOCKED, the title bar in the printed form will display "Incomplete Record.".
6. Please submit only LOCKED records to the Oda Office.

Contact Information:

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