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IMSO Web User Administration Instructions

Note: The following instructions are intended for SAN Web **User Group administrators** who need to set **IMSO Web** accesses. All User Group administrators must first register the user in the appropriate Army, Navy, or Air Force Training user group on the SAN. Make sure that the user's account is active and don't forget to provide them, in a secure manner, their Username and Password. The **Standardized Training List** function *will not* be used (as we did in the past) to set access for IMSOs. Instead, you will use the **Manage IMSO** function in the IMSO Web. Please do the following:

Log on the **SAN**.

Click on **Continue** on the **Special Notice** screen.

Click on **Training** on the **SAN Web** screen.

Click on **IMSO & SAO Training Web** on the **Main Training Menu**.

Click on **IMSO Management** in the menu on the left under **Admin Tools**.

Type in the **last name** of the desired user and **click** on **GO**. Or, *scroll* down to the **desired user** in your User Group.

A user who *does not* have the **X** appearing in front of their name (background is displayed in **yellow**) has not been granted access to the IMSO Web.

Click on the **Finger** button on the left of your screen.

Note: If a screen that allows you to select **User Type and Agency** appears, simply select **Army**, **Navy** or **Air Force** as appropriate. This screen will only appear the first time you are setting IMSO Web access for a user.

This brings up the **EDIT IMSO Web User** screen for that person. It allows you to see much of their **SAN Web** user information. The following screen has been scrolled so that their Username and Password cannot be seen. The IMSO Accesses that you are going to set are at the bottom.

Click on the drop down menus as follows:

Roles—Select **IMSO** for the IMSO office personnel.

Agency—Select **Army, Navy, or Air Force** as appropriate.

Authorized Activity Access—Select **Yes** so that the user can see his data.

Modify Activity Info—We normally select **Yes** for all IMSO office personnel. Say **No** if the IMSO Chief does not want someone to be able to change their data.

If access to the user's **Location Code** has been set, it will appear in **Currently Selected Activities**. Example: **BCY (US Army Armor School)**.

If you need to set access for one or more **training locations**, scroll down to the applicable **location code** and click on the **selection box**.

Then click on **Save**.

The **entire list** of your managed users reappears. Scrolling down to Ms. Atcher's entry, reveals the following.

User Name:	ATCHER, MRS. DIANNE
Job Title:	IMSO
Email:	fkimso@knox.army.mil
Phone:	(502) 624-7426/3055
DSN Phone:	464-7426/3055
Fax:	502-624-4069
Organization: FT KNOX-IMSO	
Job Title:	CHIEF, IMSO
Office Code:	ATSB-IM
Phys Address: USA ARMOR SCHOOL/ATSB-IM	
Address 1:	BLDG 2350 OLD IRONSIDES AVENUE
Address 2:	
City:	FORT KNOX
State:	KY
Zip:	40121-5234
Roles:	IMSO
Agency:	Army
Authorized Activity Access:	Yes
Modify Activity Info:	Yes
Administrator Privileges: (use sparingly)	No

	ATCHER, MRS. DIANNE	FT KNOX-IMSO	IMSO
	Last IMSO Login was 5/22/02 1:55:06 PM	IMSO	(BCY) US Army Armor School
	Authorized IMSO access		(BIM) USA ARMY ARMOR CEN FT
	Last SAN Login was 5/22/02		

The **X** in front of the name indicates that IMSO access *has been set*. You also see the **activity** for the **IMSO** and the **Location Code w/ training location**. You can also see when the **IMSO Web** was last accessed.

Note: If you are going to *delete* a user from the **SAN**, you should click on the **X** here in the **Manage IMSO** function to first *delete* the user from the **IMSO Web**. You then, must go to the **SAN User Administration** function and *delete* the user from the **SAN Web**.

When you are finished setting **IMSO Web** accesses, you can *close* that screen by *clicking* on the **X** in the upper right corner. This will return you to the **IMSO Web** screen.