

OLAS Newsletter

November 2018 3rd Edition

OLAS Helpdesk

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OLAS UPGRADE

IMPORTANT NAVIGATION INFORMATION

Following on from last week's Newsletter that was sent out Monday 29th October, this week's newsletter is a short guide to general navigation around the new release of OLAS.

1. LOGGING ONTO OLAS

Open OLAS by double clicking on the desktop shortcut icon:



Sign into OLAS

The screenshot shows the 'E5.5 Olas Sign On' window. It has a title bar with 'Exit', 'Password', and 'Sessions'. Below the title bar are 'Exit' and 'Cancel' buttons. The main content area has tabs for 'E5.5 Sign On', 'Change Password', and 'Contact Us'. There are input fields for 'User:' and 'Password:', followed by 'OK' and 'Retrieve & Clear' buttons. Below these are sections for 'Changing Your Password' and 'Forgotten your Password?' with a 'Reset Password' button. A 'Messages' section at the bottom contains a note about message display. Callouts point to the 'OK' button (1.2), the 'User' and 'Password' fields (1.1), the 'Retrieve & Clear' button (1.3), and the 'Reset Password' button (1.4).

1.1 Type in your User ID and Password

1.2 Click on OK

1.3 This Macro Button has not changed. If you are already signed on you will need to click here to enter Olas.

1.4 If you have set up your Self-Serve Password (SSPR), this Macro button will take you to a set of reset questions.

If you have any problems logging into OLAS, or need your password reset please contact the OLAS Helpdesk ☎ 01443 863103

2. THE SELF SERVE PASSWORD RESET QUESTIONS

If you have already set these questions, the answers will have carried over from the previous release of OLAS(5.3)

MZAC - Password Reset Questions

To reset your password please answer the questions below

Reset Password
Cancel

What was the name of your first school?

What is the middle name of your youngest child?

Who was the artist of the first concert you attended?

2.1 The answers to all 3 questions must match exactly to those originally entered when setting up your Password Reset Questions

You can reset the answers to your questions or even select new reset questions by clicking on the Change menu at the top of your main screen, or the Password Reset Macro Button

MZAC - e3 Menu - QMAIN Home - 1

Change

Reset Answers

Corporate Finance Quick Links

- Accountancy OLAS - Forms
- Accountancy OLAS - Training Manuals
- Accountancy Services - Manuals
- Audit Services - Forms
- Audit Services - General Information & Schools Audit Bulletins
- Audit Services - Guidelines & Best Practice
- General Information
- Income & Sundry Debtors
- Publications
- Useful Websites
- Wales Audit Office Reports

Command: [] image.png

User: DAVIERJ

Contact details

If you require any assistance, please contact the OLAS Helpdesk.

Telephone: 01443 863103

Fax: 01443 863226

Email: olas@helpdesk@ceerphilly.gov.uk

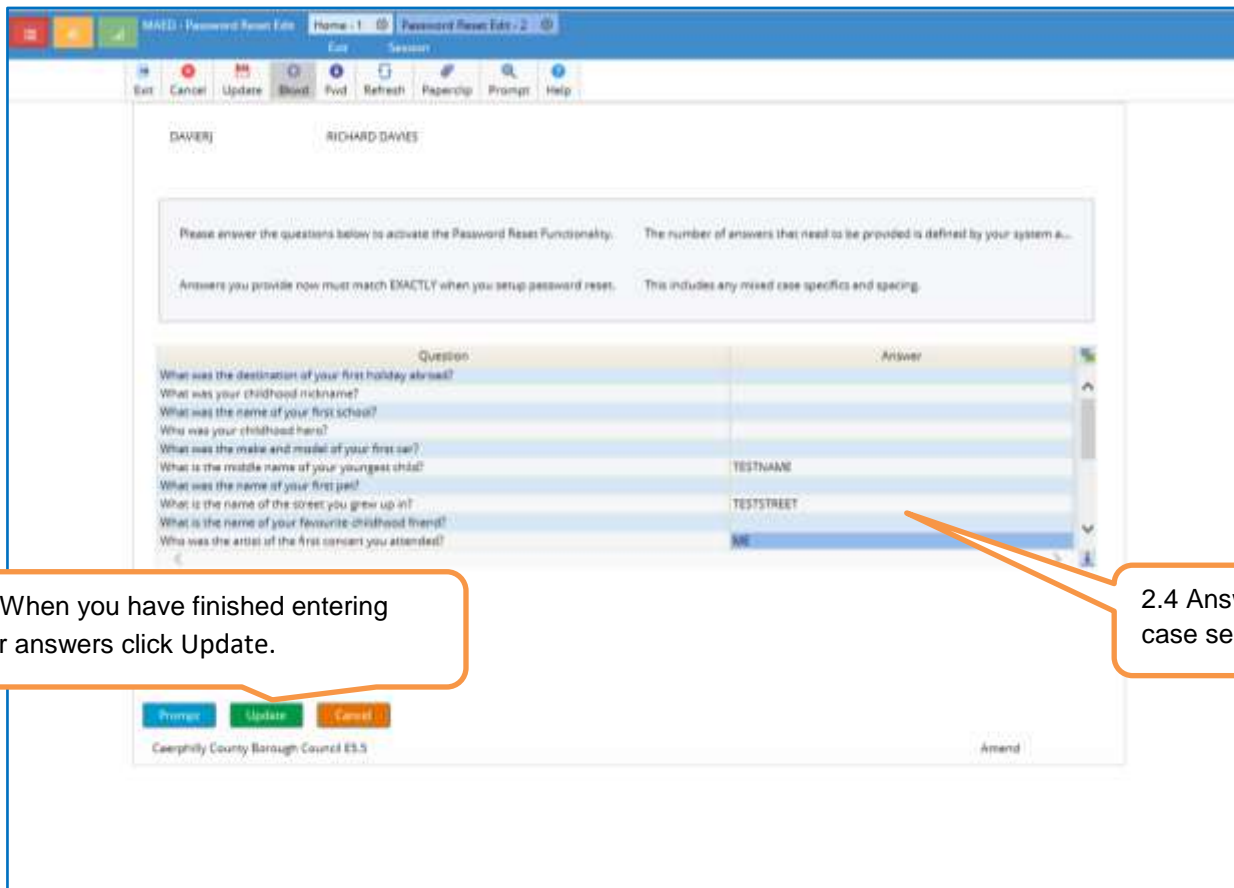
OK Prompt Change Company / Role Password Reset Answers

CeerpHilly County Borough Council ES.5 Session: 1 Level: 1

2.2 Click here to reset your SSPR questions.

2.3 or if you have set up SSPR you can reset your answers here.

You will be taken to the screen below where you can then make your changes and update accordingly. Please note that when you use this function the answers you enter must match EXACTLY those set on this screen.



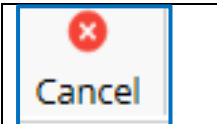

2.5 When you have finished entering your answers click Update.

2.4 Answers are case sensitive

3. THE MENU SCREEN

This screen should look familiar, but some noticeable changes include:

The appearance of existing familiar Icons - all icons are now named.

	<p>The cancel Icon can still be used to move back a level within a session.</p>
	<p>The appearance of the Exit Icon has changed and can still be used to exit OLAS</p>

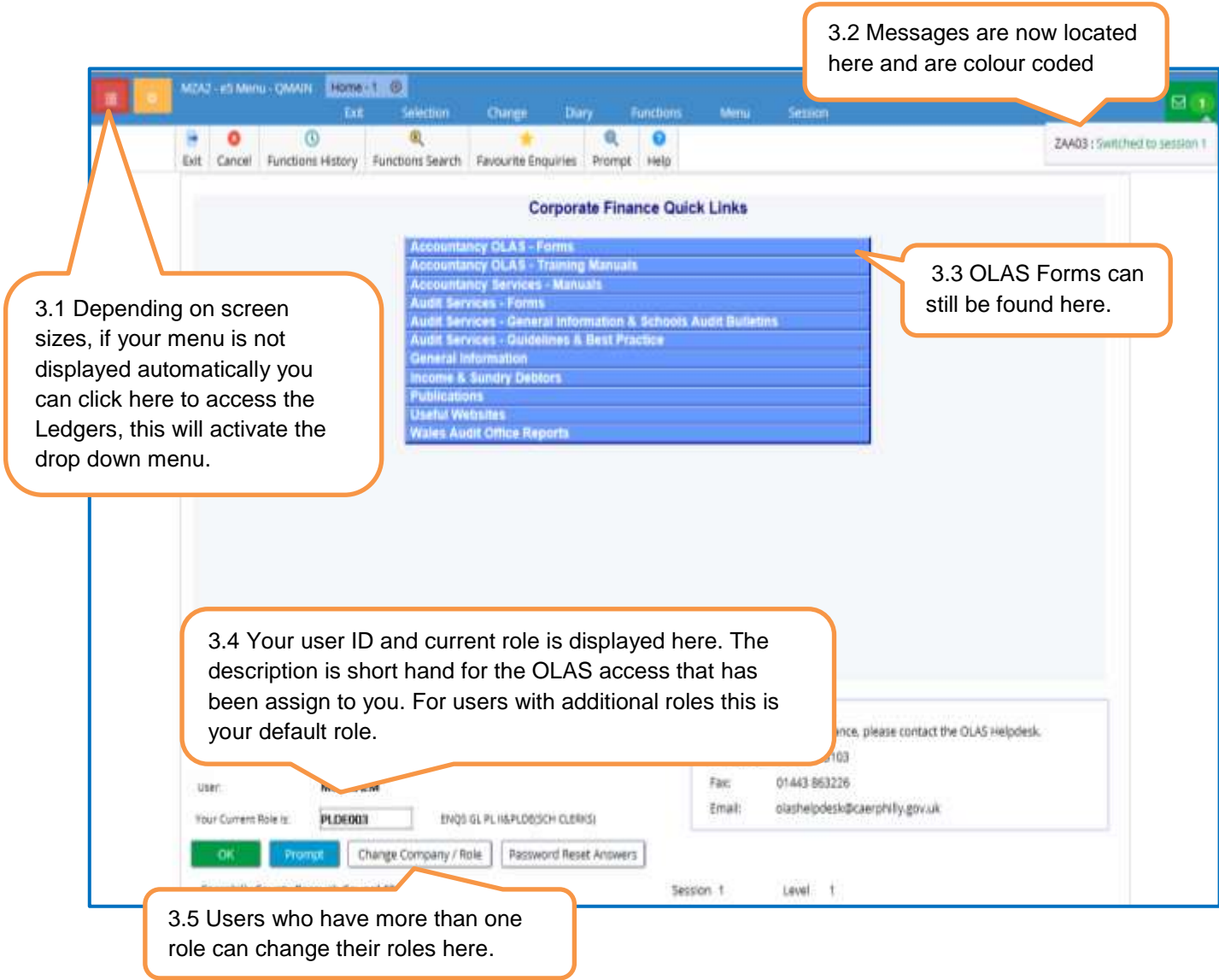
Location of warnings - The location of OLAS messages has moved from the bottom of the screen to right hand side of the screen below the message bar. The colour coding scheme still consists of the following;

Error - Red

Warning – Yellow

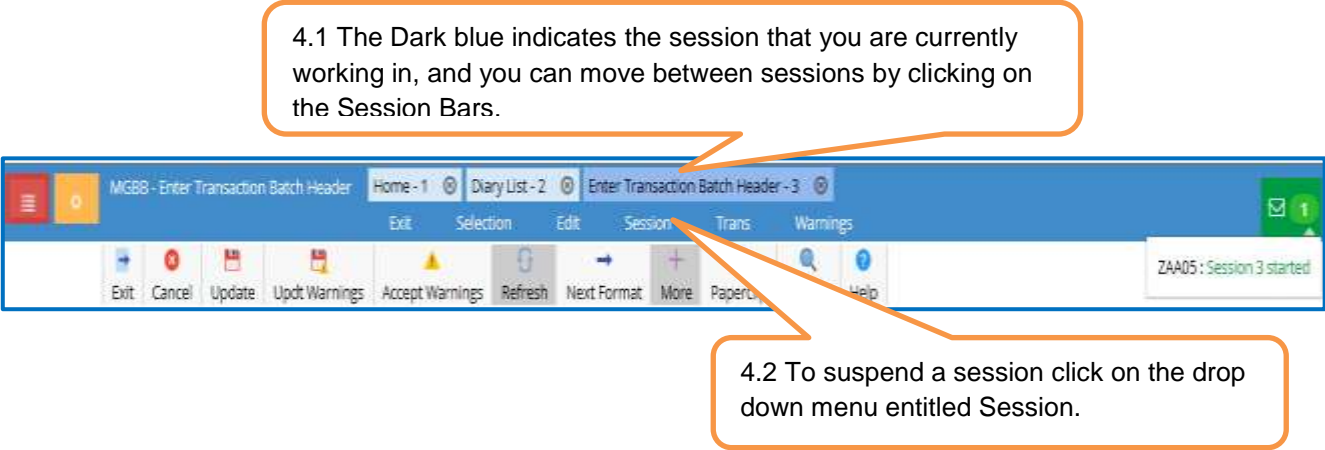
Information – Green

Formatting Error – Blue




4. THE TITLE BAR

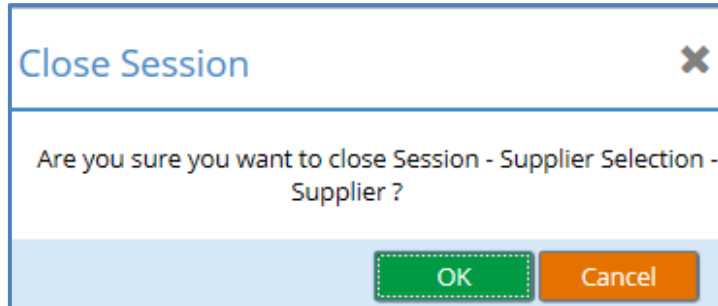
The Title Bar lists the session that you have open. Each session is numbered and maximum of 5 sessions can be opened. Drop down menus can still be found under Heading Titles and replicate the functionality of the Icons or Macro Buttons.



5. EXITING AND LOGGING OUT OF OLAS

It is still good practice to close all sessions before exiting OLAS, and not recommended to suspend sessions for long periods of time or overnight.

To close a session click on the close icon within the Session Bar . The Close Session window now displays the title of the session you are about to close. Click on ok and the session will close - If you have multiple sessions open, you will have to repeat this process.



When all the sessions are closed the final window changes slightly

