



<https://reportline.doa.virginia.gov>

Reportline Security Officer Manual

—How to Add Reportline Users Starts on Page 28—

Updated: June 23, 2015

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Reportline Overview

Introduction The Department of Accounts (DOA) has developed a web-based system to provide access to digital reports generated by the accounting and financial management systems operated by DOA and for which Statewide users key data transactions into.

Authorized users may access **Reportline** using the internet at

<https://reportline.doa.virginia.gov>

Reportline is user-friendly and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and it has developed this administrative manual to guide system users.

REPORTLINE Features **Reportline** provides Commonwealth of Virginia agency personnel, as well as Treasurer and Clerk of the Court locality personnel, with the means to:

- View reports **not printed remotely onsite** for **3 years** past the report run date.
 - Download multiple reports simultaneously to view, print, and/or store.
 - Store electronic versions of these reports on an agency-based server or individual personal computer.
 - Perform searches for specific verbiage found in the electronic reports.
 - Maintain agency user access internally.
 - View Help pages associated with each **Reportline** online screen.
-

Database Security State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security**—requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to Commonwealth data.
 - **Secure Socket Layer (SSL)**—uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
 - **Encrypted File System (EFS)**—is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.
-

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Reportline Overview, Continued

Access Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
 - ***Internet Explorer*** browser, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is recommended.
-

Security Enhancements

Reportline's enhanced security protects sensitive information and to conform to VITA/NG security regulations. Enhanced security includes the following:

1. Requires a password phrase when making a temporary password request.
 2. Passwords are case sensitive.
 3. Passwords have new criteria.
 4. Ability for a user to reset his password instead of requesting a temporary password—AFTER 24 HOURS.
 5. Requires answering *Challenge Questions* for certain changes.
-

Web Address

<https://reportline.doa.virginia.gov/>

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Reportline Security

Security Levels **Reportline** has four levels of application security.

- *Application Administrator*—DOA Database Administration personnel who establish Systems Administrator security.
- *Systems Administrator*—DOA application specific (i.e., CARS, CIPPS, FAACS) personnel who establish line agency Reportline Security Officer security.
- **Reportline Security Officer**—Line agency security officer who establishes Individual User security.
- Individual User—Line agency personnel who utilizes Reportline to access electronic reports. **Reportline Users ARE able to change passwords within 24 hours to maintain agency and locality report access.** Details are covered below in the following topics of the **REPORTLINE USER MANUAL**:
 - **How to Update an Expired Password**
 - **Forgot Your Password**

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Reportline Security, Continued

Agency Security Officer Each agency is required to identify one or more Reportline Security Officers. The Reportline Security Officer is responsible for adding, deleting, and modifying Individual User security profiles. Security access for Reportline Security Officers must be requested by completing the **Reportline Request Form [NON-LOCALITY FORM FOR AGENCIES]** found on DOA's **Reportline** website. **This form is used also for individual user security setup.**

THE FORM'S ACCESS LINK FOLLOWS THE FORM SAMPLE BELOW.

The *Reportline Request Form* must include information identifying both the agencies and the Report Families for which security will be performed.

Reportline Security Officers may be established to provide security to reports from all report families or only selected report families. (Click on the Available Reports button from the Main Menu to determine which reports are found in each "family.")

Once a Reportline Security Officer has access to provide individual security, the Reportline Security Officer also has security to view the data on these reports. Therefore, careful consideration should be given to the identification of the Reportline Security Officer based upon the information available in that Report Family.

The form must be signed by the Fiscal Officer or Agency Head identified on the Authorized Signatory card, Form DA04-121.

Route the *Request Form* via e-mail, fax, or mail to:

Rudy Burgess, MBA
Reportline Security Officer
Finance and Administration Division
Virginia Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971
Rudy.Burgess@doa.virginia.gov
FAX: (804) 371-8587
Voice: (804) 225-3051

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Reportline Security, Continued

Reportline Request Form You can access a PDF copy of the **Reportline Request Form** for Reportline Agency Security Officer and Agency Individual Users. This PDF form is located at DOA's **Reportline** website.



Reportline Request Form (Agency Use)

Date	/ /		User Type <i>(check one)</i>	<input type="checkbox"/> Agency User
Logon ID <i>(5 to 8-Character/Alpha-Numeric)</i>				<input type="checkbox"/> Agency Security Officer
Your Agency Number			Action <i>(check one)</i>	<input type="checkbox"/> New
				<input type="checkbox"/> Change
				<input type="checkbox"/> Delete
Name				
	<i>First</i>	<i>Middle</i>	<i>Last</i>	
Signature				
E-mail Address				
Telephone				

Approved Agencies—List individual agency numbers

<p>_____</p> <p>_____</p>

—Reportline Access—

Report Families: BENEFITS, CARS, CIPPS, FAACS, HEALTHCARE, LEAVE, VRS

Report Family <i>(See List Above)</i>	Level of Security <i>(Choose only one)</i>	List Reports Here For Security Levels C or D
_____	<input type="checkbox"/> A. No reports for system <input type="checkbox"/> B. All reports for system <input type="checkbox"/> C. ONLY listed reports for system <i>Use next column to list reports</i> <input type="checkbox"/> D. All reports for system EXCEPT listed <i>Use next column to list reports</i>	<p>_____</p> <p>_____</p> <p>_____</p>
_____	<input type="checkbox"/> A. No reports for system <input type="checkbox"/> B. All reports for system <input type="checkbox"/> C. ONLY listed reports for system <i>Use next column to list reports</i> <input type="checkbox"/> D. All reports for system EXCEPT listed <i>Use next column to list reports</i>	<p>_____</p> <p>_____</p> <p>_____</p>
Authorized by:	_____	_____
	<i>Signature</i>	<i>Date</i>
Entered by:	_____	_____
	<i>Signature</i>	<i>Date</i>

Continuation Page Attached? ___ No ___ Yes

Reportline Security, Continued

Security Officer and User Request Form Sample The agency Reportline Request Form is located as follows:
http://www.doa.virginia.gov/Admin_Services/Reportline/ReportlineRequestForm.pdf

Individual Security

Using the Report Family Table, identify:

- the Report Family,
- level of security,
- and if necessary, the specific reports to which access should be granted/excepted.

Each agency is responsible for determining who is deemed appropriate to authorize requested access by Report Family. As one individual may have reason for access to more than one Report Family, *authorization* may be required by multiple employees. Similarly, as Reportline Security Officers may be limited to specific Report Families, establishment of requested security access may require *establishment* by multiple employees.

Accessing Reportline: AFTER Receiving Your Permanent Password from the DOA Reportline Administrator

Web Address <https://reportline.doa.virginia.gov>

From the DOA Home Page If you use the Department of Accounts Internet Home Page, click the **REPORTLINE** button located under *LINKS....*

Logon Perform the following steps to logon.

Step	Action
1	<p>Access the Reportline web site: https://reportline.doa.virginia.gov</p> <p>This will take you to the Reportline Home Page.</p> <p>At this point, <u>you can set a Reportline DESKTOP ICON to log in for future sessions without going through the DOA web site.</u></p> <p>To do this—at this Logon screen, right click your mouse; select SET AS DESKTOP ITEM.</p>
	Enter Logon ID.
2	Enter your password.
3	Click the Logon button.

If a correct password is entered, the *Broadcast Messages* page displays.



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Accessing Reportline: AFTER Receiving Your Permanent Password from the DOA Reportline Administrator, Continued

Navigation

Navigation buttons located in the left-hand margin of the page AND the upper, right-hand corner of the screen, link you to other **Reportline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Access Files	Links you to the Access Files screen to obtain your DOA-generated systems' reports.
Broadcast Messages	Links you to the Broadcast Messages screen.
Available Reports	Opens a new window which shows all available reports in the Reportline application. Some reports will not be available to all users due to security requirements. Also, some reports may not be turned on and you have to request that a specific report is turned on. To do this, contact your Reportline Report Family Coordinator listed at the Broadcast screen when you log in.
Help	Opens a new window containing information about the <u>Reportline - Login - Help</u> page.
Contact Us	(Located in the top, right corner of the screen) Links to the <u>Contact Us</u> page and allows you to submit questions or information to the DOA Reportline staff.
Log Off	Allows you to exit the system.

You are linked to the **Broadcast Messages** page for messages and other menu selection items.

Broadcast Messages

WELCOME TO REPORTLINE

CARS—Hope.Broughman@doa.virginia.gov / (804) 692-0218

FAACS & LAS—[Sandra Muir] Sandra.Muir@doa.virginia.gov / (804) 786-0072

CIPPS & Leave—Cathy.McGill@doa.virginia.gov / (804) 371-7800

Courts & Treasurers CARS Reports—Donna.Rabender@doa.virginia.gov / (804) 225-3063

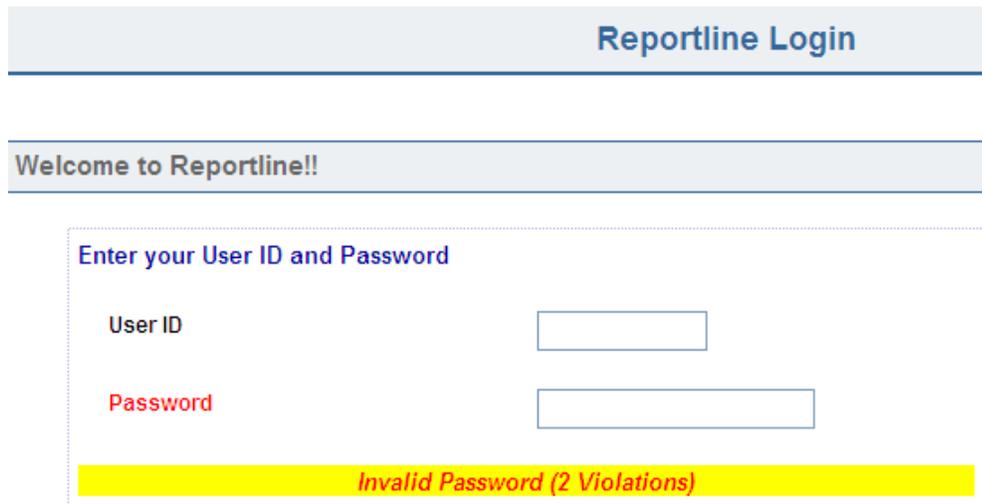
DOA Contact—Reportline@doa.virginia.gov—Rudy Burgess (804) 225-3051

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Accessing Reportline: AFTER Receiving Your Permanent Password from the DOA Reportline Administrator, Continued

Invalid Log On When you enter an invalid Logon ID, you will see the error message in red ink:

Suspended Account After 5 (five) failed logon attempts, the following message is displayed:



The screenshot shows the Reportline Login interface. At the top is a blue button labeled "Reportline Login". Below it is a grey box with the text "Welcome to Reportline!!". Underneath is a dashed-line box containing the login form. The form has the heading "Enter your User ID and Password" and two input fields: "User ID" and "Password". Below the "Password" field is a yellow error message: "Invalid Password (2 Violations)".

Violations are cleared in one of three ways—

- 1) During overnight computer processing
- 2) **For AGENCY USERS, during the day by the Agency Reportline Security Officer**
- 3) For LOCALITY USERS, during the day by a DOA Systems Administrator

To contact DOA, use the **Contact Us** button in the upper, right-hand corner of the screen to request the violations be cleared.

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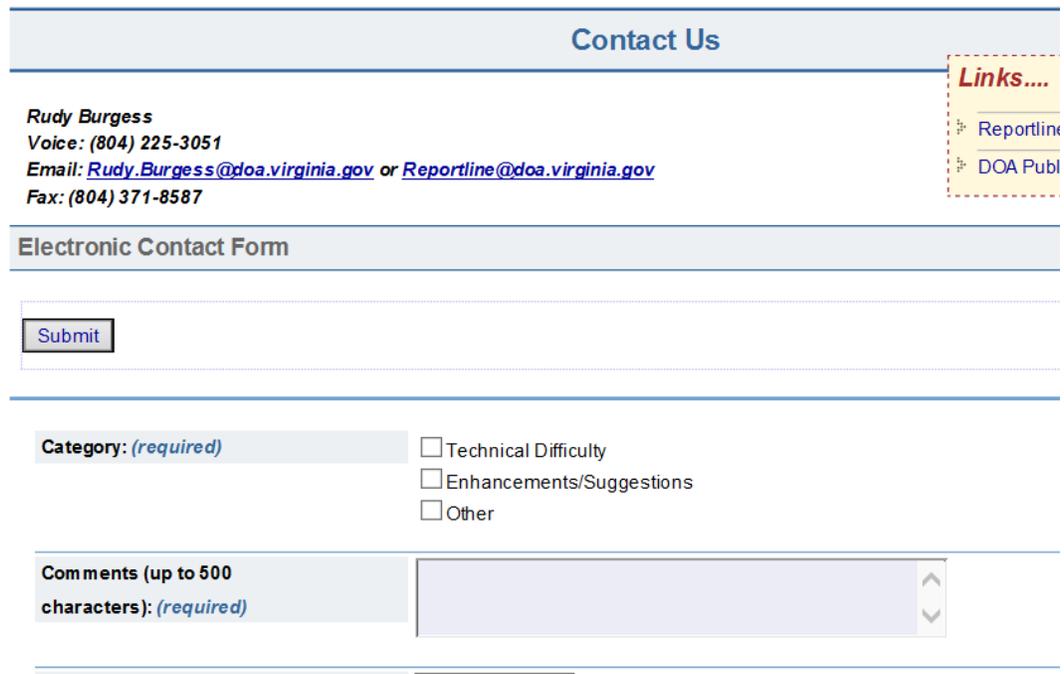
Accessing Reportline: AFTER Receiving Your Permanent Password from the DOA Reportline Administrator, Continued

Contact Us Screen

Your **CONTACT US** button—located in the upper, right-hand corner of the Reportline system screens—generates an E-mail directly to DOA.

Use this button during your workday when your Agency Reportline Security Officer is not available and for a DOA Administrator to clear your five, logon attempt violations during the business day.

You can use the CONTACT US button screen for all DOA-related, Reportline questions you encounter.



Contact Us

Rudy Burgess
 Voice: (804) 225-3051
 Email: Rudy.Burgess@doa.virginia.gov or Reportline@doa.virginia.gov
 Fax: (804) 371-8587

Links...
 Reportline
 DOA Publ

Electronic Contact Form

Category: (required) Technical Difficulty
 Enhancements/Suggestions
 Other

Comments (up to 500 characters): (required)

Set Up Your Two Challenge Questions

Before you use Reportline either **as an individual user or as the agency security officer**, ensure you access your **PERSONAL OPTIONS** record to establish answers to two **Challenge Questions**.

Validate Your E-mail Address

Ensure your e-mail address is correct in your PERSONAL OPTIONS. If this e-mail address is not present or if it is inaccurate, the system will not be able to generate automatically a temporary password to you if you request one during the **FORGOT PASSWORD** process.

Forgot Your Password?

Password Change Rule

You can change your Password within 24 hours of it having been just added or changed by the DOA Reportline Administrator.

Reportline - Forgot Password

Enter new personal information. Key email address(es) and new password twice for verification.

Challenge Questions and Answers (if already completed) do not have to be re-keyed.

PASSWORD must meet the following six requirements:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1) be at least eight characters in length 2) utilize at least <u>three</u> of the following four: <ul style="list-style-type: none"> • special characters (\$! @ { } & ~ + ? []) • upper case alphabetical characters (A - Z) • lower case alphabetical characters (a - z) • numerical characters (0-9) | <ul style="list-style-type: none"> 3) contain no spaces 4) cannot match last 24 passwords 5) cannot match assigned temporary password 6) cannot be changed more than once per day. <p>NOTE: if needed, contact the Reportline Security Officer who added you; request that your password be reset.</p> |
|---|--|



In Reportline, when you forget your password, do the following—

1. **Contact your DOA Reportline Administrator.** Locate the contact information above under **Reportline User Security -- Agency Security Officer.**
2. After you re-log into Reportline with the password the Administrator has used to reset you, you will get a message indicating that you have to create a new password. You will be prompted to do this immediately in order to continue using Reportline because the system is programmed to give you an Expired Password error message.
3. To change the password after you are reactivated by a security officer, you can use one of methods shown as separate topics in this manual as follows:
 - c FORGOT PASSWORD (procedures follow directly below)
 - d HOW TO UPDATE AN EXPIRED PASSWORD (procedures shown in a separate topic previously)

Continued on next page

Forgot Your Password?, Continued

Forgot Password Button After 24 Hours Have Passed If you forget your password AFTER 24 HOURS of it being established, go to the Login screen. You can also use this screen if your password has **expired**. Click **Forgot Password**. You will go to the *Forgot Password* page.



At the FORGOT PASSWORD screen, enter your logon ID and press SUBMIT.



Continued on next page

Forgot Your Password?, Continued

Submit Challenge Questions

You are asked to submit answers to your previously-stored CHALLENGE QUESTIONS.

When you complete keying, click **SUBMIT CHALLENGE ANSWERS**.

Reportline - Forgot Password

Your Previously Stored Hint is:

I would like to answer 2 previously stored security questions and reset my password now: Mother's maiden name:

City in which you were born:

OR

Send TEMPORARY password to my email address:

(Must match previously entered email address)

Create New Password

Here, create a **NEW PASSWORD**.

Reportline - Forgot Password

Enter new personal information. Key email address(es) and new password twice for verification.

Challenge Questions and Answers (if already completed) do not have to be re-keyed.

PASSWORD must meet the following six requirements:

1) be at least eight characters in length

2) utilize at least three of the following four:

- special characters (\$! @ () & ~ + ? [])
- upper case alphabetical characters (A - Z)
- lower case alphabetical characters (a - z)
- numerical characters (0-9)

3) contain no spaces

4) cannot match last 24 passwords

5) cannot match assigned temporary password

6) cannot be changed more than once per day.

NOTE: if needed, contact the Reportline Security who added you; request that your password be reset.

Email Address 1:

Verify Email Address 1:

Alternate Email Address: Not Required

Verify Alternate Email Address: Not Required

Password: ? Required Password is case sensitive.

Verify Password: Required Password is case sensitive.

Password Hint:

Challenge Question 1: Required

Challenge Question 2: Required

Continued on next page

Forgot Your Password?, Continued

Error Message Appears If Less Than 24 Hours

If you forget your password in less than 24 hours, you get the following error message highlighted that indicates FAIL beside Item # 6. You cannot proceed with the system. (However, see below...there's a way around this within the 24-hour period.)

Reportline - Forgot Password

Enter new personal information. Key email address(es) and new password twice for verification.

Challenge Questions and Answers (if already completed) do not have to be re-keyed.

PASSWORD must meet the following six requirements:

1) be at least eight characters in length

2) utilize at least three of the following four:

- special characters (\$! @ { } & ~ + ? [])
- upper case alphabetical characters (A - Z)
- lower case alphabetical characters (a - z)
- numerical characters (0-9)

3) contain no spaces

4) cannot match last 24 passwords

5) cannot match assigned temporary password

6) cannot be changed more than once per day.

NOTE: if needed, contact the Reportline Security Officer who added you; request that your password be reset.



To continue using Reportline within 24 hours of having just created a new Password, perform the following to have your Password reset.

If you are ...	Then contact your ...
Agency User	Agency Reportline Security Officer
Locality User	DOA Reportline Locality Coordinator
Reportline Security Officer	DOA Reportline System Administrator

Continued on next page

Forgot Your Password?, Continued

If No 24-Hour Error Message

Proceed to establish a new password. You go through the same process as you did when you created your permanent password to use Reportline.

Click **SUBMIT** when all requirements are met.

Reportline - Forgot Password

Enter new personal information. Key email address(es) and new password twice for verification.

Challenge Questions and Answers (if already completed) do not have to be re-keyed.

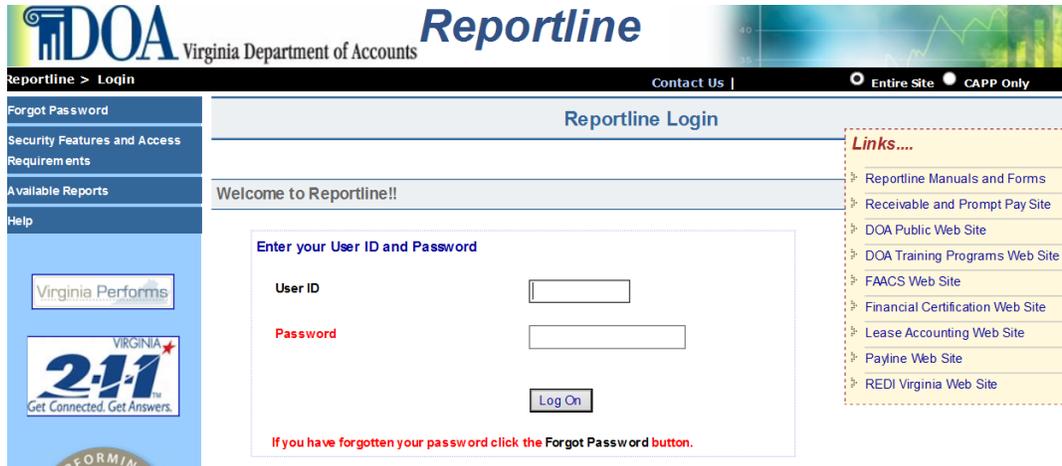
PASSWORD must meet the following six requirements:

<p>1) be at least eight characters in length</p> <p>2) utilize at least <u>three</u> of the following four:</p> <ul style="list-style-type: none"> special characters (\$! @ { } & ~ + ? []) upper case alphabetical characters (A - Z) lower case alphabetical characters (a - z) numerical characters (0-9) 	<p>3) contain no spaces</p> <p>4) cannot match last 24 passwords</p> <p>5) cannot match assigned temporary password</p> <p>6) cannot be changed more than once per day.</p> <p style="font-size: x-small;">NOTE: If needed, contact the Reportline Security Office who added you; request that your password be reset.</p>
---	--

Email Address 1:	<input type="text" value="rudy.burgess@doa.virginia.gov"/>	
Verify Email Address 1:	<input type="text"/>	
Alternate Email Address:	<input type="text"/>	Not Required
Verify Alternate Email Address:	<input type="text"/>	Not Required
Password:	<input type="password"/>	? Required Password is case sensitive.
Verify Password:	<input type="password"/>	Required Password is case sensitive.
Password Hint:	<input type="text"/>	
Challenge Question 1:	Please Select ▼	<input type="text"/>
Challenge Question 2:	Please Select ▼	<input type="text"/>

Accessing Reportline

Logon



Step	Action
1	<p>Access the Reportline web site:</p> <p>https://reportline.doa.virginia.gov</p> <p>This will take you to the Reportline Home Page.</p> <p>At this point, <u>you can set a Reportline DESKTOP ICON to log in for future sessions without going through the DOA web site.</u></p> <p>To do this—at this Logon screen, right click your mouse; select SET AS DESKTOP ITEM.</p> <p>Enter Logon ID.</p>
2	Enter your password.
3	Click the Logon button.
If a correct password is entered, the <i>Broadcast Messages</i> page displays.	

Continued on next page

Accessing Reportline, Continued

Navigation

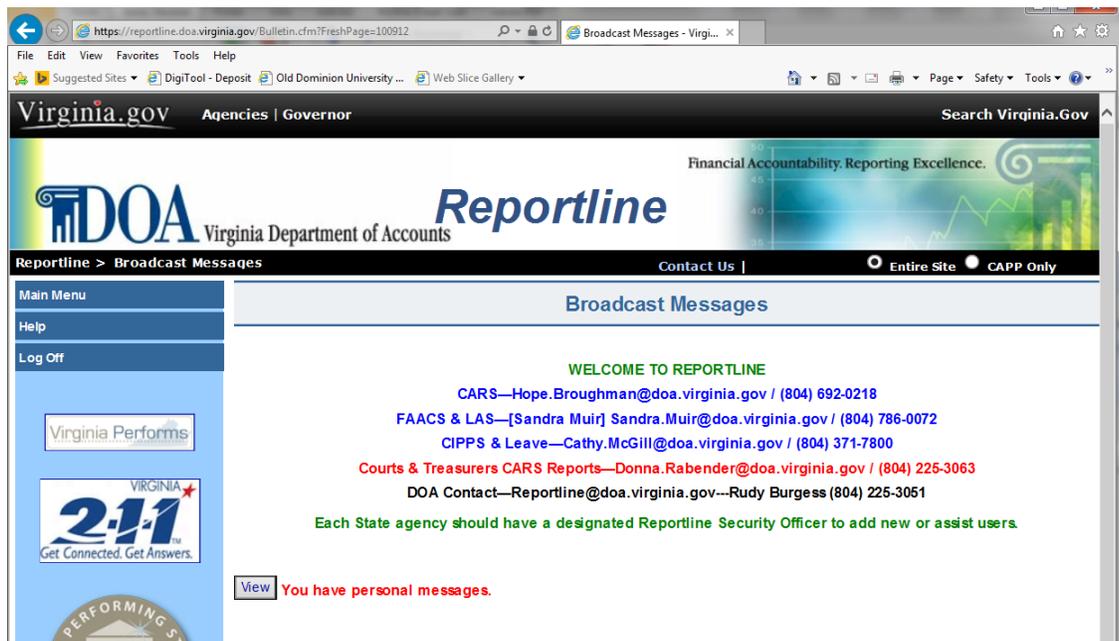
Navigation buttons located in the left-hand margin of the page AND the upper, right-hand corner of the screen link you to other **Reportline** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Forgot Password	Links to the <u>Forgot Password</u> page where you can receive a ‘hint’ that you previously entered to help you remember your password, or an email containing your password.
Security Features and Access Requirements	Links to information on application security and access requirements that support Reportline .
Available Reports	Opens a new window which shows all available reports in the Reportline application. Some reports will not be available to all users due to security requirements.
Help	Opens a new window containing information about the <u>Reportline - Login - Help</u> page.
Contact Us	(Located in the top, right corner of the screen) Links to the <u>Contact Us</u> page and allows you to submit questions or information to the DOA Reportline staff.
Log Off	(Located in the top, right corner of the screen) Allows you to exit the system.

Continued on next page

Accessing Reportline, Continued

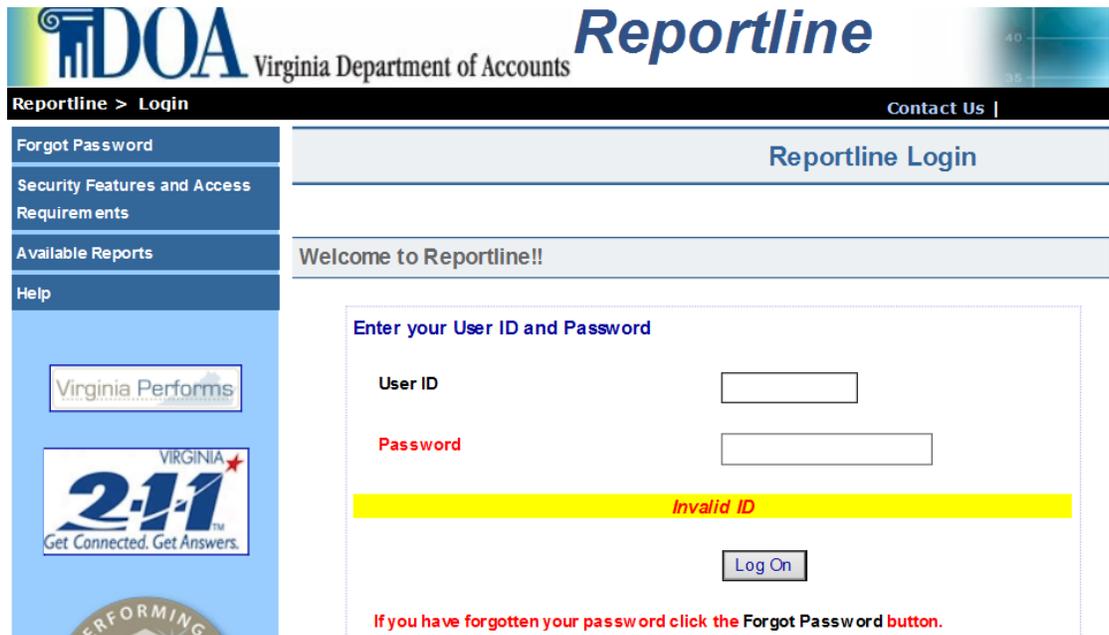
You are linked to the **Broadcast Messages** page for messages and a link on the left-hand side to the MAIN MENU.



Continued on next page

Accessing Reportline, Continued

Invalid Log On When you enter an invalid Logon ID, you will see the error message in red ink as follows:



The screenshot shows the Reportline Login interface. On the left is a navigation menu with links: "Forgot Password", "Security Features and Access Requirements", "Available Reports", and "Help". Below the menu are logos for "Virginia Performs" and "2-1-1 VIRGINIA Get Connected. Get Answers.". The main content area has a header "Reportline > Login" and a "Contact Us" link. A "Reportline Login" section contains a "Welcome to Reportline!!" message. Below this is a form titled "Enter your User ID and Password" with input fields for "User ID" and "Password". A yellow error bar displays "Invalid ID" in red text. A "Log On" button is positioned below the error bar. At the bottom of the form, a red message reads: "If you have forgotten your password click the **Forgot Password** button."

Continued on next page

Accessing Reportline, Continued

Suspended Account

After 5 (five) failed logon attempts, the following message is displayed:

ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS

Agency logon/password violations created by you and your individual agency Reportline users are cleared in one of three ways—

- 4) During overnight computer processing
- 5) During the day by YOU, the Agency Reportline Security Officer**
- 6) During the day by a DOA Systems Administrator

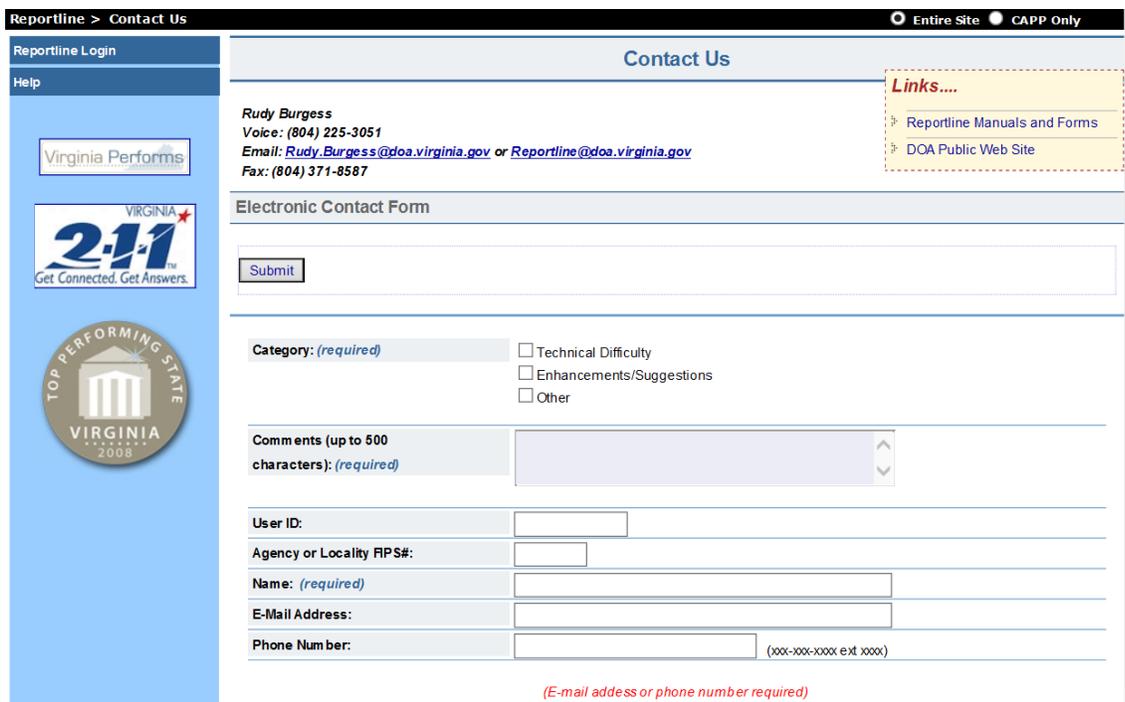
Forgot Your Password?

Reference this topic in the Reportline User's Manual for guidance.

Contact Us Screen

Your **CONTACT US** button—located at the bottom of the Reportline system screens—generates an E-mail directly to DOA.

You can use the CONTACT US button screen for all DOA-related, Reportline questions you encounter.



The screenshot shows the 'Reportline > Contact Us' page. On the left is a sidebar with 'Reportline Login', 'Help', and logos for 'Virginia Performs', '211 VIRGINIA Get Connected. Get Answers.', and 'TOP PERFORMING STATE VIRGINIA 2008'. The main content area is titled 'Contact Us' and includes contact information for Rudy Burgess: Voice: (804) 225-3051, Email: Rudy.Burgess@doa.virginia.gov or Reportline@doa.virginia.gov, Fax: (804) 371-8587. There is a 'Links...' box with 'Reportline Manuals and Forms' and 'DOA Public Web Site'. Below is an 'Electronic Contact Form' with a 'Submit' button. The form fields include: Category (required) with checkboxes for 'Technical Difficulty', 'Enhancements/Suggestions', and 'Other'; Comments (up to 500 characters) (required); User ID; Agency or Locality RPS#; Name (required); E-Mail Address; and Phone Number (with a mask xxx-xxx-xxxx ext. xxxx). A red note at the bottom states '(E-mail address or phone number required)'.

Broadcast Messages

Broadcast
Screen

Broadcast Messages

WELCOME TO REPORTLINE

CARS—Hope.Broughman@doa.virginia.gov / (804) 692-0218

FAACS & LAS—[Sandra Muir] Sandra.Muir@doa.virginia.gov / (804) 786-0072

CIPPS & Leave—Cathy.McGill@doa.virginia.gov / (804) 371-7800

Courts & Treasurers CARS Reports—Donna.Rabender@doa.virginia.gov / (804) 225-3063

DOA Contact—Reportline@doa.virginia.gov--Rudy Burgess (804) 225-3051

The *Broadcast Messages* screen welcomes you to **Reportline**. It is used to communicate messages both globally and individually to the **Reportline** user population.

In the center of the screen is a global message intended for all **Reportline** users.

For specific Report Families you use, the DOA Contact's name, E-mail, and phone number are displayed. The DOA Reportline System Manager Contact data is also available.

Continued on next page

Broadcast Messages, Continued

Personal Message—Use VIEW BUTTON

Whenever DOA posts Reportline-related personal (individual) or special messages, you will find a [VIEW](#) button only when these messages have been posted. Click this button to view the message.

Broadcast Messages

WELCOME TO REPORTLINE

CARS—Hope.Broughman@doa.virginia.gov / (804) 692-0218

FAACS & LAS—[Sandra Muir] Sandra.Muir@doa.virginia.gov / (804) 786-0072

CIPPS & Leave—Cathy.McGill@doa.virginia.gov / (804) 371-7800

Courts & Treasurers CARS Reports—Donna.Rabender@doa.virginia.gov / (804) 225-3063

DOA Contact—Reportline@doa.virginia.gov--Rudy Burgess (804) 225-3051

Each State agency should have a designated Reportline Security Officer to add new or assist users.



[View](#) You have personal messages.

Informational messages may appear in the bottom, left-hand corner to provide feedback regarding actions which you have been taken such as login successful or you have special messages pending to be read.

Continued on next page

Broadcast Messages, Continued

Navigation

Navigation buttons located at the Broadcast Messages screen link you to other Reportline screens or perform requested functions as described below.

BUTTON	DESCRIPTION
VIEW Special Announcements	If a special announcement is available for viewing, this button displays. Additionally, the informational message "There is a Special Announcement" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Special Announcement</i> page and displays additional global announcements directed to all
Personal Messages	If a personal announcement is available for viewing, this button displays. Additionally, the informational message "You have personal messages" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Personal Messages</i> page and displays notices solely for the individual Reportline
Main Menu	Links the Main Menu page.
Log Off	Returns the to the <i>Logon</i> page and signs you out of Reportline.
Help	Links you to the Help screen.

Special Announcements & Personal Messages from DOA

**Special
Announcement**

The *Special Announcements* page communicates global messages to the **Reportline** user population.

Read the announcement by clicking **VIEW** to the left of the message. After reading the message, click **DELETE** to remove the message.

Broadcast Messages

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Each State agency should have a designated Reportline Security Officer to add new or assist users.



[View](#) You have personal messages.

Continued on next page

Special Announcements & Personal Messages from DOA, Continued

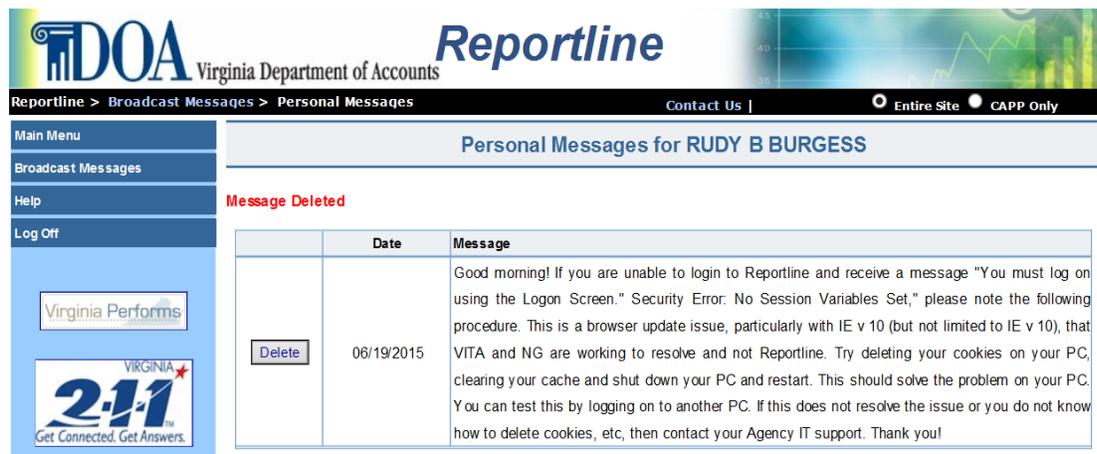
Personal Messages

The *Personal Messages* page communicates messages intended solely for the individual **Reportline** user logged on.

Remove a message by clicking **DELETE** shown to the left of the Date.

An informational message displays stating the message has been deleted.

Undeleted messages are deleted automatically within thirty days.



Reportline > Broadcast Messages > Personal Messages

Personal Messages for RUDY B BURGESS

Message Deleted

	Date	Message
Delete	06/19/2015	Good morning! If you are unable to login to Reportline and receive a message "You must log on using the Logon Screen." Security Error: No Session Variables Set," please note the following procedure. This is a browser update issue, particularly with IE v 10 (but not limited to IE v 10), that VITA and NG are working to resolve and not Reportline. Try deleting your cookies on your PC, clearing your cache and shut down your PC and restart. This should solve the problem on your PC. You can test this by logging on to another PC. If this does not resolve the issue or you do not know how to delete cookies, etc, then contact your Agency IT support. Thank you!

Establishing Individual Security

**Successful
Login**

A successful Logon brings the you to the **Broadcast Message** page.

Broadcast Messages

WELCOME TO REPORTLINE

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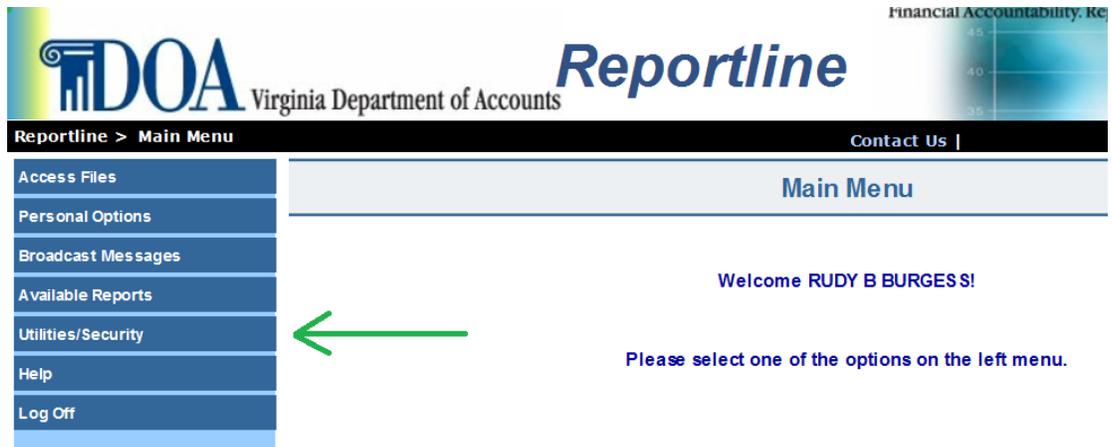
From here, click on **Main Menu**.

Continued on next page

Establishing Individual Security, Continued

Main Menu Screen

Your Main Menu Screen gives you **all** Individual User screen capabilities, **PLUS** the **Utilities/Security** button.



Financial Accountability. Reporting Excellence.

DOA Virginia Department of Accounts **Reportline**

Reportline > Main Menu Contact Us |

- Access Files
- Personal Options
- Broadcast Messages
- Available Reports
- Utilities/Security
- Help
- Log Off

Main Menu

Welcome RUDY B BURGESS!

Please select one of the options on the left menu.

Continued on next page

Establishing Individual Security, Continued

Utilities/Security Button & Screen Functions

As a Security Officer, the **Utilities/Security** button is available to you at the Main Menu screen.

As a Reportline Security Officer, you can do three things:

- 1) **Add, update, and delete individual agency user record security;** this is the agency's responsibility.
- 2) Use the **Administrative Reporting** screen to view your agency **security records** to review who has what Report Family access, along with security data for all of your agency individual users.
- 3) **Delete your agency user logon violations during the workday** instead of waiting for overnight processing for violations to clear or contacting DOA personnel during normal working hours to delete password violations.

REPORTLINE

UTILITIES /SECURITY Screen Functions

ADD / UPDATE / DELETE SECURITY

ADMINISTRATIVE REPORTING

VIEW / DELETE LOGON VIOLATIONS

Continued on next page

Establishing Individual Security, Continued

How To Add a New Security Record

At the Utilities/Security screen, click **ADD / UPDATE SECURITY**.

Initially, your security record is the default and displays.

User ID:	BURGESS2	User Agency:	151	Account Suspended:	No
User Name:	Rudy Burgess	Login Violations:	0		
Password:	*****	Hint:			
Security Level:	Individual User				
Email Address 1:	rudy.burgess@doa.virginia.gov				
Email Address 2:					

To add a new security record, click the **Add New Record** button.

Continued on next page

Establishing Individual Security, Continued

The ADD NEW RECORD-SECURITY screen displays for you to fill in.

The screenshot shows a web interface for adding a security record. On the left is a navigation menu with 'Main Menu', 'Utilities/Security', 'Help', and 'Log Off'. Below the menu are logos for 'Virginia Performs', '2-1-1 VIRGINIA Get Connected. Get Answers.', and 'TOP PERFORMING STATE VIRGINIA 2008'. The main content area is titled 'Add Reportline Security Record' and contains a 'New Security Record' form. The form has the following fields: 'User ID' (text), 'User Agency' (dropdown menu showing '151'), 'Account Suspended' (dropdown menu showing 'No'), 'First Name' (text), 'Middle Initial' (text), 'Last Name' (text), 'Password' (text with a '?' icon), 'Security Level' (dropdown menu showing 'Individual User'), 'Email Address 1' (text), 'Email Address 2' (text), 'Challenge Question 1' (dropdown menu showing 'Please Select'), and 'Challenge Question 2' (dropdown menu showing 'Please Select'). Several fields are circled in blue: User ID, User Agency, First Name, Middle Initial, Last Name, Password, Security Level, Email Address 1, and both Challenge Question dropdowns.

Complete the Individual Security Profile

Complete the individual user's security profile by providing the following:

- User ID (must be 5 to 8 character)
- User Agency
- First Name, Middle Initial, and Last Name
- Password (must be 5 to 9 characters)
- Security Level (Individual User)
- Security Agencies [LOCATED AT THE BOTTOM OF THE SCREEN]
Check all agency numbers for which the Individual user has been authorized.

Note: Other fields display, but are uneditable by the Agency Security Officer.

Review your entries to proofread your keyboarded entries. Revise if needed and then click **ACCEPT**.

Continued on next page

Establishing Individual Security, Continued

Establishing the User's Password

Here's a suggestion to establish a User's Password: key the User ID in mixed punctuation and connect it to the User's Agency Number with the @ symbol.

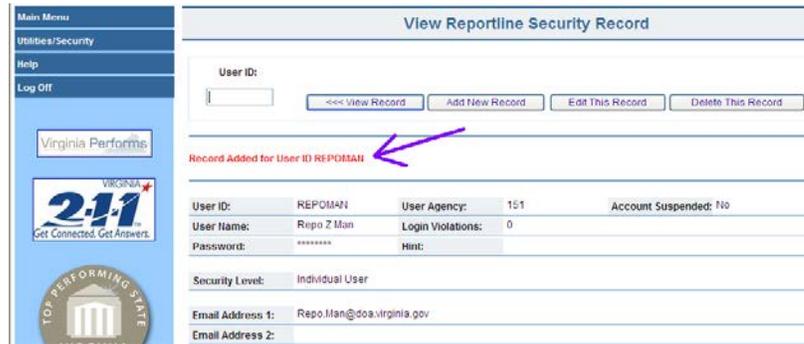
Password Example: Repoman@151

Ensure the first letter is capitalized. This set-up meets security standards for Reportline. If you goof, the system will let you know what you did correctly and what needs attention.

Report Security Screen Gives Employee Report Access

The message "Record Added" displays.

However, the employee has not been granted access to reports.



When you scroll down the User's security screen, you will now see it has expanded to include REPORT SECURITY.

For EACH **Report Family** you are to give security access, click **EDIT** next to the appropriate Report Family name. A sub-screen will load in with the Report Family name, along with radio buttons for the action you need to take.

User ID - REPOMAN		
	Report Family	Security Type
Edit	BENEFITS	No BENEFITS Reports
Edit	CARS	No CARS Reports
Edit	CIPPS	No CIPPS Reports
Edit	CIPPS_RECON	No CIPPS_RECON Reports
Edit	EDI	No EDI Reports
Edit	FAACS	No FAACS Reports
Edit	HEALTH-CARE	No HEALTH-CARE Reports
Edit	LEAVE	No LEAVE Reports
Edit	VRS	No VRS Reports

Establishing Individual Security, Continued

Report Family Screens for

Here is an example of the CARS Report Security screen:

Selected	Report ID	Report Name
<input type="checkbox"/>	ACT1495B	DETAIL ACCOUNTS PAYABLE REPO 962

Access Setup Level of Security

Only REPORT FAMILIES for which the Security Officer has been granted access are available for choosing.

Click **EDIT** next to the respective REPORT FAMILY that the individual user is to access. The Report Family screen appears.

At the **Report Security** screen, click the radio button that applies to the level of the security requested for the individual. For **ONLY** and **EXCEPTION** reports, scroll down to the Report Family list and place a check mark beside the Report ID and Name.

Click **Accept**.

Continued on next page

Establishing Individual Security, Continued

Adding Report Families The message "Record Updated" displays.
The SECURITY TYPE field updates.

Repeat the Report Family EDIT step for each Report Family requested.

	Report Family	Security Type
<input type="button" value="Edit"/>	BENEFITS	No BENEFITS Reports
<input type="button" value="Edit"/>	CARS	All CARS reports
<input type="button" value="Edit"/>	CIPPS	No CIPPS Reports
<input type="button" value="Edit"/>	CIPPS_RECON	No CIPPS_RECON Reports
<input type="button" value="Edit"/>	EDI	No EDI Reports
<input type="button" value="Edit"/>	FAACS	No FAACS Reports
<input type="button" value="Edit"/>	HEALTH-CARE	No HEALTH-CARE Reports
<input type="button" value="Edit"/>	LEAVE	No LEAVE Reports
<input type="button" value="Edit"/>	VRS	No VRS Reports

Contact Your Reportline Agency User After you have set up the user record, you can verify its accuracy by using the ADMINISTRATIVE REPORTING screen within UTILITIES/SECURITY.

See USING THE ADMINISTRATIVE REPORTING SCREEN section that follows for instructions on how to access a preview of who has what at your agency.

Communicate the **Logon ID** and **Password** to the user, informing him of the *Reportline User Manual* located at DOA's Reportline Home Page as follows:

http://www.doa.virginia.gov/Admin_Services/Reportline/Reportline_Main.cfm

Let the user know this manual is used to learn how to

- 1) access reports and
- 2) navigate screens.

Using the Administrative Reporting Screen

Introduction You have access to an administrative reporting feature to assist you.

This screen gives you a quick snapshot of your agency's Reportline profile.

Agency or Locality	Logon ID	Name	Last Accessed	App Security Level	Authorized Agencies/Reports
--------------------	----------	------	---------------	--------------------	-----------------------------

Access the Administrative Reporting Screen

From **Main Menu**, click **UTILITIES / SECURITY**.

Click **ADMINISTRATIVE REPORTING**.



Reportline > Main Menu > Utilities/Security Contact Us | Search DOA

Main Menu Utilities/Security

Help

Log Off

Security

[Add/Update/Delete Security Administrative Reporting](#) ← [View/Delete Logon Violations](#)

Use the pull down menus for **AGENCY** and **REPORT FAMILY** to make your selection. To show everyone, let it default to **ALL** for both fields.



Main Menu Administrative Reporting

Utilities/Security

Help

Log Off

Agency: 100 Report Family: ALL [<<< View](#)

Total users for agency 100 , all report families : 18

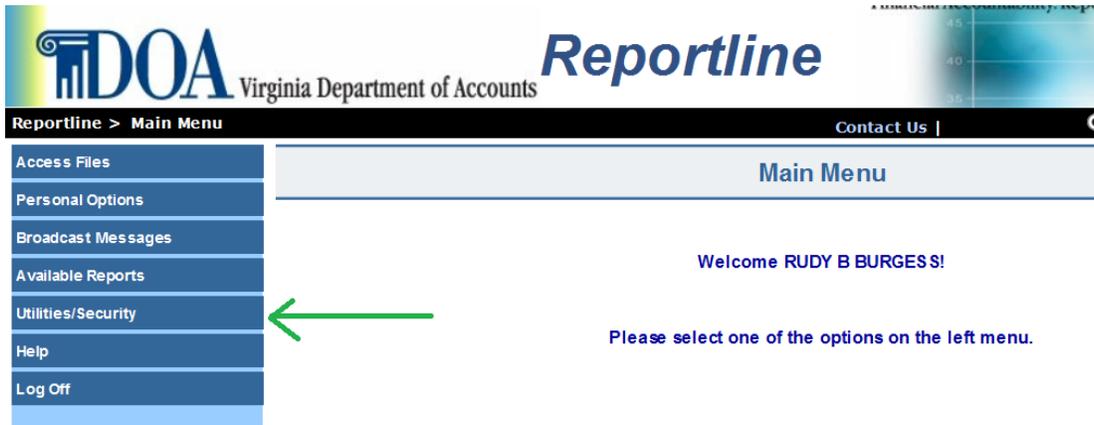
Agency or Locality	Logon ID	Name	Last Accessed	App Security Level	Authorized Agencies/Reports
--------------------	----------	------	---------------	--------------------	-----------------------------

Click **VIEW**.

How to Update or Delete an Individual User's Security Record

Introduction

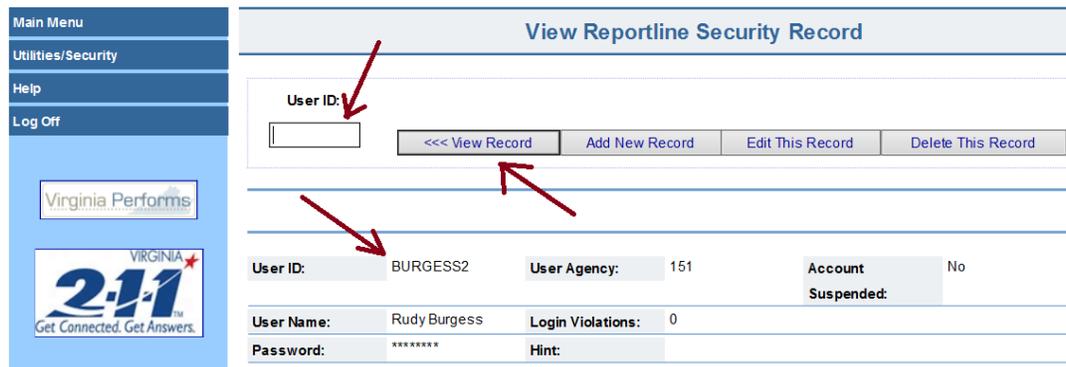
You can **revise or delete** your agency's Reportline users if you have the Report Family security. These functions are located at the UTILITIES/SECURITY screen.



Update/Edit a User Record

When you open the UTILITIES/SECURITY screen, the record defaults to YOURS.

Thus, the first thing you need to do is to enter the USER ID and then click VIEW RECORD.



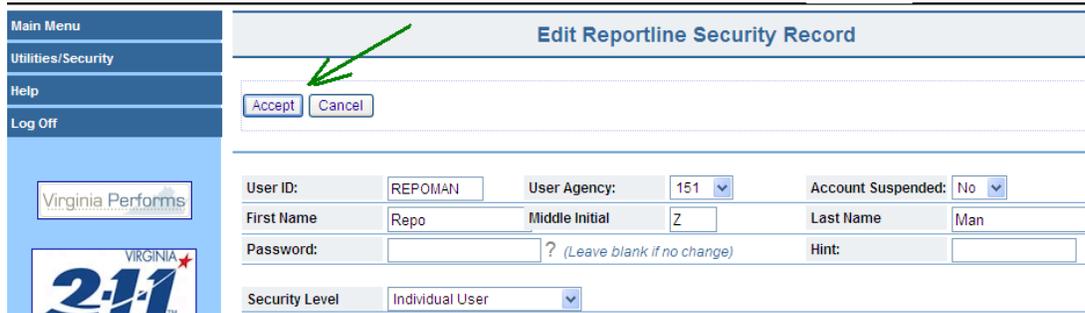
When the User record appears, click EDIT THIS RECORD.



**Accept or
Cancel the Edit**

Once you have made your changes, if you decide to retain the revisions, click **ACCEPT**.

Click **CANCEL** if you do not want to activate the edit you entered.



Main Menu			
Utilities/Security			
Help			
Log Off			
Virginia Performs			
VIRGINIA 2-1-1			

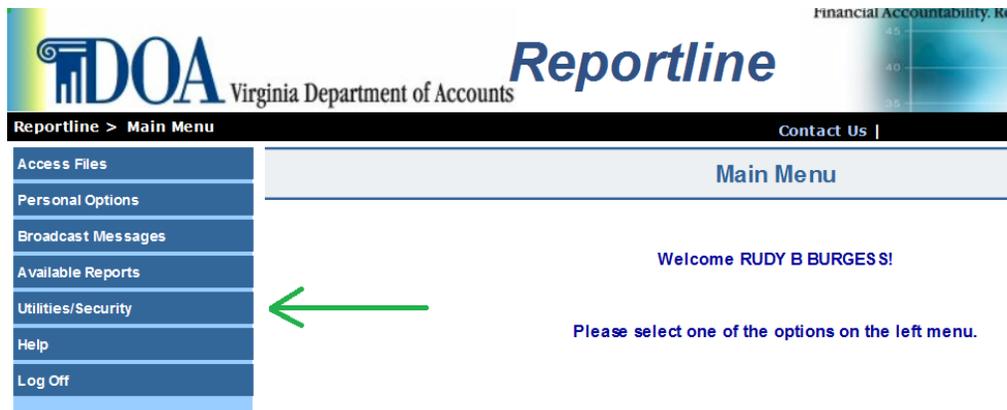
Edit Reportline Security Record			
<input type="button" value="Accept"/>		<input type="button" value="Cancel"/>	
User ID:	<input type="text" value="REPOMAN"/>	User Agency:	<input type="text" value="151"/>
Account Suspended:	<input type="text" value="No"/>		
First Name	<input type="text" value="Repo"/>	Middle Initial	<input type="text" value="Z"/>
Last Name	<input type="text" value="Man"/>		
Password:	<input type="text"/>		<input type="text" value="?(Leave blank if no change)"/>
Hint:	<input type="text"/>		
Security Level	<input type="text" value="Individual User"/>		

Continued on next page

How to Update or Delete an Individual User's Security Record, Continued

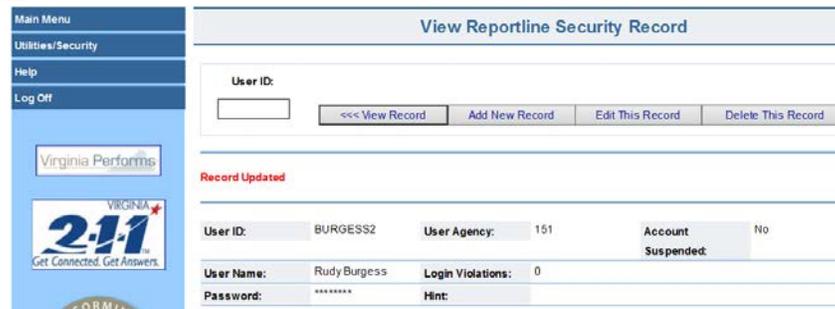
Delete a User Record

It is necessary to delete a Reportline User record especially when the employee has terminated with your agency. This is a simple process.



From the MAIN MENU, select UTILITIES/SECURITY:

When you open the UTILITIES/SECURITY screen, the record defaults to YOURS. Thus, the first thing you need to do is to enter the **USER ID** and then click **VIEW RECORD**.



When the User record appears, click **DELETE THIS RECORD**.



Continued on next page

How to Update or Delete an Individual User's Security Record, Continued

Delete Warning Screen Appears You receive a warning to ensure the record you are about to delete is the correct record to be deleted.

Delete Reportline Security Record

Are you sure you want to delete the following record?

User ID:	BURGESS2	User Agency:	151
Password:	*****	Hint:	
User Name:	Rudy Burgess		
Email Address 1:	rudy.burgess@doa.virginia.gov		
Email Address 2:			

Accept or Cancel the DELETE Action

Verify the record on the screen is the correct record you want to delete.

Click **ACCEPT** or **CANCEL**.

If you **ACCEPT** the deletion, the system will give you a message stating that the record has been deleted. This message appears atop YOUR record information when the system returns after deleting the record.

How To Delete Logon Violations

The Steps As a Reportline Security Officer, you can delete logon violations for both you AND your users. Although logon violations (five in one day knock you out of the system) are reset overnight, these can be cleared by an agency Reportline Security Officer or by a DOA Reportline Administrator.

From MAIN MENU, select UTILITIES/SECURITY.

Click VIEW/DELETE LOGON VIOLATIONS.

A list of your agency's user logon violations appears.

Click DELETE ALL VIOLATIONS.

Click ACCEPT.

The system returns with zero records showing for logon violations.

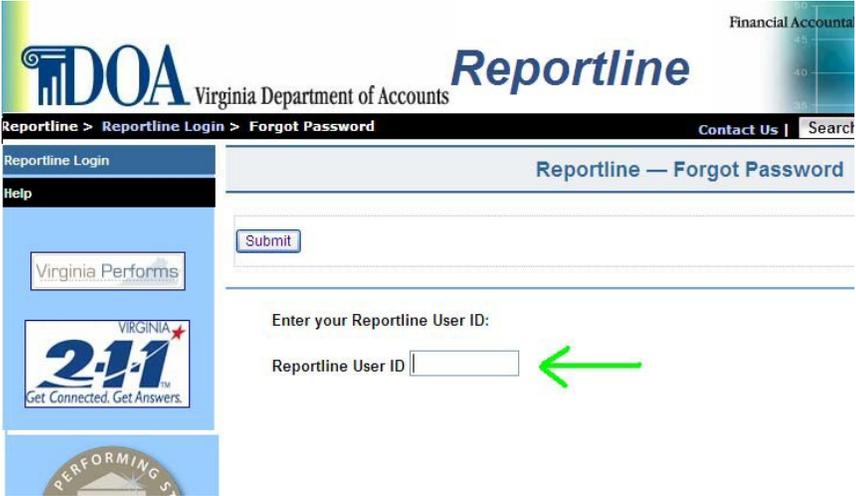
User ID	Violations
No Records Found	

How To Request a TEMPORARY Password to Establish Your Permanent Password

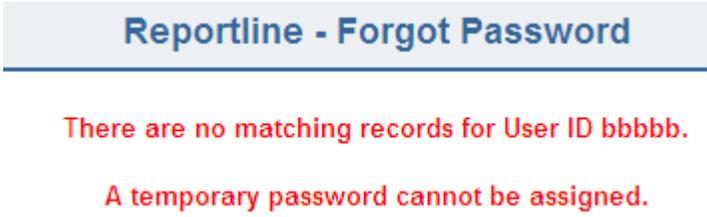
Request Your Temporary Password Perform the following steps to receive a **TEMPORARY** password. To do this, you will NOT log in; INSTEAD, you will click **FORGOT PASSWORD**.

Step	Action
1	<p>Access the Reportline website (see above).</p> <p>At the Login screen, you can set a Reportline DESKTOP ICON to log on for future sessions without going through the DOA web site. To do this, right click your mouse; select SET AS DESKTOP ITEM or CREATE SHORTCUT.</p>
2	<p>You have to receive a TEMPORARY password from the Reportline system E-mailed so you can create your PERMANENT password.</p> <p>IMPORTANT</p> <ul style="list-style-type: none"> □ Do NOT enter data in USER ID or PASSWORD fields. □ Instead, click FORGOT PASSWORD. 

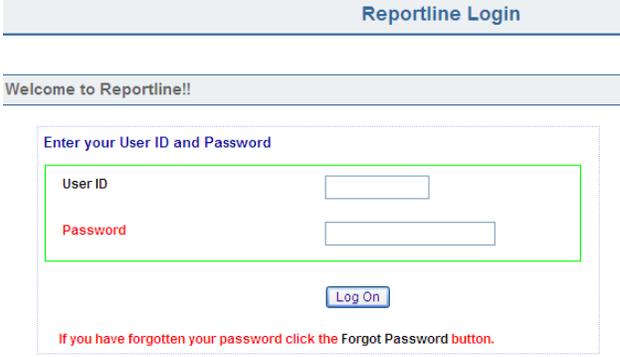
How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

Step	Action
3	<p>At the FORGOT PASSWORD screen, enter your USER ID and click SUBMIT.</p> 
4	<p>Next, enter your E-Mail Address; click SEND.</p> 

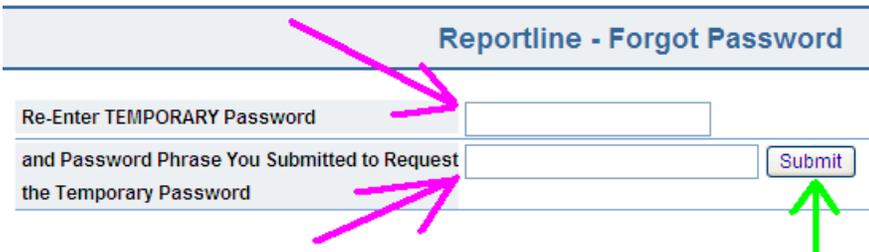
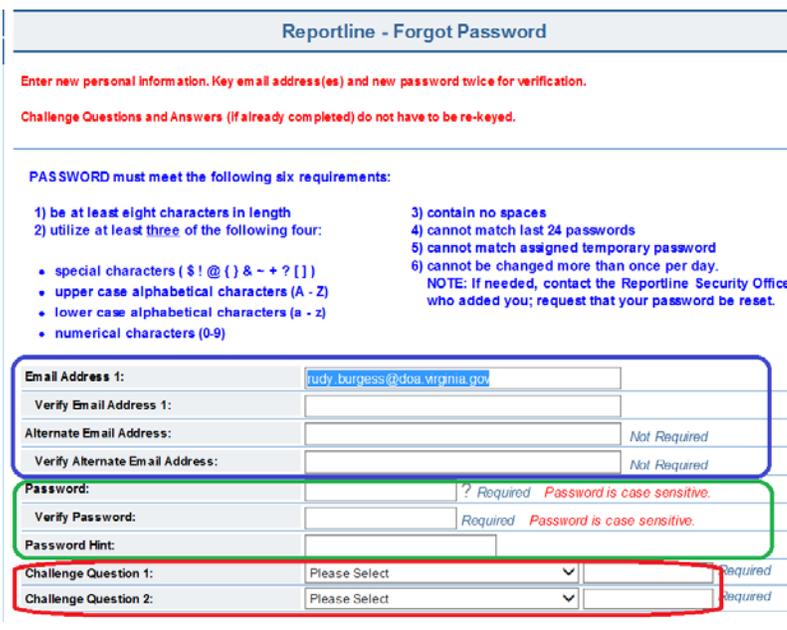
How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

Step	Action
5	<p>Enter a TEMPORARY PASSWORD PHRASE (no special characters required). <u>Remember this phrase or make a note because you need it later.</u></p> 
6	<p>NOTE</p> <p>Reportline uses the E-mail address in your Reportline security record. If you do NOT receive an E-mail message with the temporary password, have your REPORTLINE AGENCY SECURITY OFFICER verify your E-mail address for accuracy in your security record.</p> <p>The following message is for a User ID <u>not</u> in Reportline. See your REPORTLINE AGENCY SECURITY OFFICER.</p> 
7	<p>The system-generated, E-mail is sent to your In-Box and contains a unique, temporary password.</p> 

How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

8	<p><u>Once you receive the temporary password and you have NOT timed out of Reportline</u>, you can remain at this Reportline screen and click REPORTLINE LOGON to re-enter Reportline.</p> <p><u>Otherwise</u>, you need to access the Reportline logon screen.</p> 
9	<p>Note</p> <p>You can COPY the temporary password from your E-mail and PASTE it directly into the Password field at the Reportline Login screen. This helps prevent making a keying error.</p> <p>At the Reportline Login screen, enter USER ID and the TEMPORARY PASSWORD which is <u>case sensitive</u>. <u>It has to be entered exactly as it appears in the E-mail.</u></p>  <p>Click Log On.</p>

How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

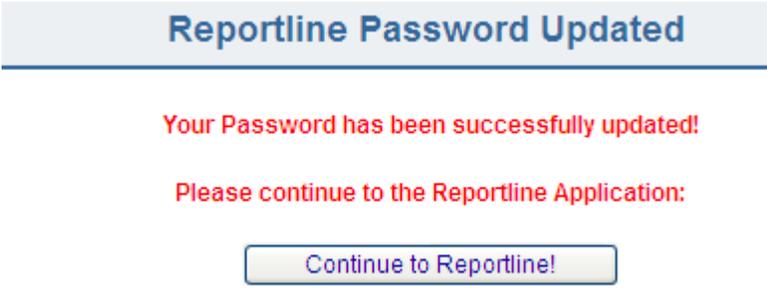
<p>10</p>	<p>At the <u>following screen</u>—</p> <ol style="list-style-type: none"> Re-enter the TEMPORARY PASSWORD E-mailed to you. Enter the Password Phrase you keyed earlier when you requested the temporary password. Click SUBMIT. 
<p>11</p>	<p>The next setup screen is organized into <u>three</u> areas as follows:</p> <ol style="list-style-type: none"> E-mail Address verification Password Challenge Questions  <p>Enter new personal information. Key em ail address(es) and new password twice for verification.</p> <p>Challenge Questions and Answers (if already completed) do not have to be re-keyed.</p> <p>PASSWORD must meet the following six requirements:</p> <ol style="list-style-type: none"> be at least eight characters in length utilize at least three of the following four: <ul style="list-style-type: none"> special characters (\$! @ { } & - + ? []) upper case alphabetical characters (A - Z) lower case alphabetical characters (a - z) numerical characters (0-9) contain no spaces cannot match last 24 passwords cannot match assigned temporary password <p>NOTE: If needed, contact the Reportline Security Office who added you; request that your password be reset.</p> <p>Email Address 1: <input type="text" value="rudy_burgess@doa.virginia.gov"/></p> <p>Verify Email Address 1: <input type="text"/></p> <p>Alternate Email Address: <input type="text"/> <i>Not Required</i></p> <p>Verify Alternate Email Address: <input type="text"/> <i>Not Required</i></p> <p>Password: <input type="password"/> <i>? Required Password is case sensitive.</i></p> <p>Verify Password: <input type="password"/> <i>Required Password is case sensitive.</i></p> <p>Password Hint: <input type="text"/></p> <p>Challenge Question 1: Please Select <input type="text"/> <i>Required</i></p> <p>Challenge Question 2: Please Select <input type="text"/> <i>Required</i></p>

Continued on next page

How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

12	<p>E-Mail Verification</p> <p>Your E-mail address appears in the first field. If this entry is <u>not</u> correct, delete it and key your correct E-mail address.</p> <p>In VERIFY EMAIL ADDRESS 1 field, rekey your E-mail address.</p>
12	<p>Password</p> <p>For your convenience, the RULES for a Reportline Password are provided on this screen.</p> <p><u>First, familiarize yourself with the six requirements.</u></p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Password is case sensitive. <input type="checkbox"/> Password cannot be changed BY YOU more than once per 24 hours (Rule # 6) <u>unless it is reset by the Agency Security Officer or a DOA Administrator.</u> <input type="checkbox"/> Password expires every 90 days. <p>Enter a password. Verify the password by keying it again in the VERIFY PASSWORD field. Key a PASSWORD HINT.</p>
13	<p>Challenge Questions</p> <p>Use the drop-down boxes to select both Challenge Questions and key your response beside each question.</p> <p><u>Responses are case sensitive. Please remember this.</u></p>
14	<p><u>Review your entries for—</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> E-mail <input type="checkbox"/> Password <input type="checkbox"/> Challenge Questions <p>Click SUBMIT.</p>
15	<p>The PASSWORD REQUIREMENTS STATUS screen appears and shows what Password Requirements you meet (OK) and what requirements you did not (FAILED).</p>

How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

16	<p>If you did NOT meet some requirements, correct your entry in the field directly on the PASSWORD REQUIREMENTS STATUS screen.</p> <p>Click SUBMIT when you have finished.</p>
17	<p>When you meet all password requirements, you do NOT see a Password Requirements Status screen. Click SUBMIT.</p>
18	<p>The following screen asks you to CONTINUE TO REPORTLINE!</p> <div style="text-align: center;">  <p>Reportline Password Updated</p> <p>Your Password has been successfully updated!</p> <p>Please continue to the Reportline Application:</p> <p>Continue to Reportline!</p> </div>
19	<p>The Broadcast Screen appears. Click MAIN MENU to continue using Reportline.</p> <div style="text-align: center;">  <p>Broadcast Messages</p> <p>WELCOME TO REPORTLINE</p> <p>CARS—Hope.Broughman@doa.virginia.gov / (804) 692-0218</p> <p>FAACS & LAS—[Sandra Muir] Sandra.Muir@doa.virginia.gov / (804) 786-0072</p> <p>CIPPS & Leave—Cathy.McGill@doa.virginia.gov / (804) 371-7800</p> <p>Courts & Treasurers CARS Reports—Donna.Rabender@doa.virginia.gov / (804) 225-3063</p> <p>DOA Contact—Reportline@doa.virginia.gov---Rudy Burgess (804) 225-3051</p> </div>

How To Request a TEMPORARY Password to Establish Your Permanent Password, Continued

20	<p>Instead, Click LOG ON button on the left-hand menu. This takes you to the login screen. <u>Remember to enter your NEW password this time.</u> Dots appear to guard password security; key it carefully.</p> <p>Click LOG ON.</p> <div data-bbox="500 646 1331 1155" style="border: 1px solid #ccc; padding: 10px;"><div style="text-align: center; border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Reportline Login</div><div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Welcome to Reportline!!</div><div style="border: 1px dashed #ccc; padding: 10px;"><p>Enter your User ID and Password</p><table style="width: 100%;"><tr><td style="width: 40%;">User ID</td><td><input type="text" value="BURGESS1"/></td></tr><tr><td>Password</td><td><input type="password" value="....."/></td></tr><tr><td></td><td style="text-align: center;"><input type="button" value="Log On"/></td></tr></table><p style="color: red; font-size: small;">If you have forgotten your password click the Forgot Password button.</p></div></div>	User ID	<input type="text" value="BURGESS1"/>	Password	<input type="password" value="....."/>		<input type="button" value="Log On"/>
User ID	<input type="text" value="BURGESS1"/>						
Password	<input type="password" value="....."/>						
	<input type="button" value="Log On"/>						

How to Update an Expired Password

Password Expires Every 90 Days

Your password is valid for 90 days. When it expires, the system generates the screen so you can enter a new password, along with a password hint.

Password Expires When Reset by a Security Officer

If YOU forget your password and request a DOA Reportline Security Officer to change your password, you receive an expired password message the first time you use the reset password. This is designed so **you** create a new password *immediately* to begin using Reportline.

If YOU reset an expired password for an agency user, the user receives an expired password message the first time he uses the reset password set up by you.

When YOU Reset a User's Password

You access a user record via the **UTILITIES/SECURITIES** screen and you will EDIT the record. Before you edit the record, you have to enter the USER ID and click VIEW. Now, you are ready to click EDIT.

Here's a suggestion to establish a User's Password: key the User ID in mixed punctuation and connect it to the User's Agency Number with the @ symbol.

Password Example: Repoman@151

Ensure the first letter is capitalized. This set-up meets security standards for Reportline. If you goof, the system will let you know what you did correctly and what needs attention.

Continued on next page

How to Update an Expired Password, Continued

Screen

The EXPIRED PASSWORD screen lists the Password rules to establish your password which has six (6) requirements.

Once you complete the three fields, click **SUBMIT** in the upper, left-hand corner.

Expired Password

Submit

Your password has expired. Please enter a new password twice for verification.

PASSWORD must meet the following six requirements:

<ul style="list-style-type: none"> 1) be at least eight characters in length 2) utilize at least <u>three</u> of the following four: <ul style="list-style-type: none"> • special characters (\$! @ { } & ~ + ? []) • upper case alphabetical characters (A - Z) • lower case alphabetical characters (a - z) • numerical characters (0-9) 	<ul style="list-style-type: none"> 3) contain no spaces 4) cannot match last 24 passwords 5) cannot match assigned temporary password 6) cannot be changed more than once per day. <p style="font-size: x-small; margin-top: 5px;">NOTE: if needed, contact the Reportline Security Officer who added you; request that your password be reset. Provide the <u>most-recent password</u> you need re-keyed.</p>
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Password:	<input type="text"/>	?	
Verify Password:	<input type="text"/>		
Hint:	<input type="text"/>		

Continued on next page

How to Update an Expired Password, Continued

Password Is Correct or Not Correct

The system lets you know if you succeeded or not to create a permanent password to satisfy the six (6) requirements.

PASSWORD and VERIFY PASSWORD fields are blank should you need to try it again.

If you need to try again, enter the password and verify it. Click SUBMIT again.

PASSWORD must meet the following six requirements:

- | | |
|---|--|
| 1) be at least eight characters in length | 3) contain no spaces |
| 2) utilize at least three of the following four: | 4) cannot match last 24 passwords |
| <ul style="list-style-type: none"> • special characters (\$! @ { } & ~ + ? []) • upper case alphabetical characters (A - Z) • lower case alphabetical characters (a - z) • numerical characters (0-9) | 5) cannot match assigned temporary password |
| | 6) cannot be changed more than once per day. |
| | NOTE: If needed, contact the Reportline Security who added you; request that your password be re |

Email Address 1:	<input type="text" value="rudy.burgess@doa.virginia.gov"/>	
Verify Email Address 1:	<input type="text"/>	
Alternate Email Address:	<input type="text"/>	Not Required
Verify Alternate Email Address:	<input type="text"/>	Not Required
Password:	<input type="text"/>	? Required Password is case sensitive.
Verify Password:	<input type="text"/>	Required Password is case sensitive.
Password Hint:	<input type="text"/>	
Challenge Question 1:	Please Select	Required
Challenge Question 2:	Please Select	Required

Password Updated

The following screen confirms you have a correct password and you are ready to resume in Reportline.

Reportline Password Updated

Your Password has been successfully updated!

Please continue to the Reportline Application:

[Continue to Reportline!](#)

Continued on next page

How to Update an Expired Password, Continued

Broadcast Screen Appears Next The Broadcast Screen appears. Click MAIN MENU to continue using Reportline.

Broadcast Messages

WELCOME TO REPORTLINE

CARS—Hope.Broughman@doa.virginia.gov / (804) 692-0218

FAACS & LAS—[[Sandra Muir](mailto:Sandra.Muir@doa.virginia.gov)] Sandra.Muir@doa.virginia.gov / (804) 786-0072

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DOA Contact

Contact Us Button Use Reportline’s **Contact Us** button for assistance.

DOA Staff After you log in, reference your Broadcast screen for names of DOA staff members who can assist you with Reportline.

(ReportlineSecurityOfficerManual (June 23, 2015).doc)