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Latest Version:	1.0	Revision Date:	06/24/14
Effective Date:	08/11/2014	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annually
Reviewed By:	Fonda Logston	Reviewing Unit:	PMO
Title:	Updating the OMES IS Glossary SOP		
Description:	This document is the operating standard for updating the OMES IS Glossary.		

Updating the OMES IS Glossary

Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this standard is to show the PMO staff how to update the OMES IS Glossary and to show OMES IS employees how to request changes to the OMES IS Glossary.
2. Scope
 - 2.1. Only PMO staff members have the authority to edit the OMES IS Glossary.
3. Discipline
 - 3.1. General Standards
4. Instructions
 - 4.1. OMES IS Glossary – PDF version for OMES IS employee access.
 - 4.1.1. A PDF version of the OMES IS Glossary is located at the following location:
J: Drive < Function < ISD Operating Standards
 - 4.1.2. A PDF version is also located on the OMES IS Process Library website on the introduction page at: <http://eclipse.omes.ok.gov/>
 - 4.2. ISD Glossary – Excel spreadsheet for PMO updating.
 - 4.2.1. The Microsoft Excel version of the OMES IS Glossary, for the PMO staff to edit, is located at: **J: Drive < Function < ISD Operating Standards < Originals**
 - 4.3. Only the PMO staff has the authority to update the OMES IS Glossary. If a state employee wishes to make a change to the OMES IS Glossary, they must first contact the OMES Service Desk. The Service Desk will then create a case and assign it to the PMO.
 - 4.3.1. In order to make changes to the glossary, the PMO staff member must first open the spreadsheet.
 - 4.3.2. Then click the **File** tab. With **Info** highlighted on the left side of the screen, click the **Unprotect** link under “Permissions”.
 - 4.3.3. In the small window that pops up, type in the password and click **OK**.
 - 4.3.4. Make the necessary changes and save the spreadsheet.
 - 4.3.5. Once the changes have been made and the list saved, click the **File** tab and then click the **Protect Workbook** button.
 - 4.3.6. Click **Protect Current Sheet**.

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- 4.3.7. In the small window that pops up, make sure the box next to **Protect worksheet and contents of locked cells** is checked. In the “Allow all users of this worksheet to:” section, make sure only **Select locked cells** and **Select unlocked cells** are checked. Type in your password in the appropriate field (the same password you used to unprotect the spreadsheet). Then click **OK**. You will have to confirm the password.
- 4.3.8. The spreadsheet is now protected again. Be sure to save before exiting.
- 4.3.9. Save the spreadsheet as a PDF to be published to the OMES IS Process Library, by clicking on **File < Save As**. Then select **PDF** in the Save as type dropdown box.
- 4.3.10. Go to the OMES IS Process Library website: <http://eclipse.omes.ok.gov/>, then select the Feedback link in the upper right hand corner of the webpage, in the subject link put; please update OMES IS Glossary, and attach the PDF version of the Glossary to the email and click send.

5. Roles and Responsibilities

- 5.1. Project Management Office (PMO) – Updating the OMES IS Glossary.

6. Limitation or Implementation Notes

- 6.1. The PMO staff must know the password to update the OMES IS Glossary.

7. References:

- 7.1. OMES IS Glossary