

ONGARD Web Reporting Supplement

Supplemental Document to Online Web Reporting User Manual

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Report Menu – Not Logged In

IF you are accessing the ONGARD web Reports from an unknown PC on an unknown network you will have limited access to ONGARD Web Reports. You can get complete access to the ONGARD Web Reports if you login using the Login Screen.



Login Screen

To access the login screen navigate to the “ONGARD Reporting Secured Access” in the report menu at “State Land Office Inquiries” -> “Royalty Management Division” -> “Royalty Audit Reports” -> “ONGARD Reporting Secured Access”.

The login screen will allow you to authenticate with the ONGARD Service Center and access protected agency reports. You must have an ONGARD Web Account to use this application (uses your email address as your username). You must be an employee of the New Mexico State Land Office to receive an account. Please contact the ONGARD Service Center for more information.



From this screen you can Login in, return the report menu or reset your password.

Reset Password

To reset your password go to the login screen and enter your email address in the textbox provided and click the “Rest Password” link below the “Go” button. An email will be sent to you with instructions to update your password.



Use the email and link to access the reset screen.



Enter your new password, and confirm it by typing it a second time in the textbox provided. When complete, click the “Save” button. A new password must have a number, lower case letter and uppercase letter. You will be directed to the login screen. Enter your email address and password to enter the ONGARD Web Reporting.



Menu Options

After logging in you will be directed to the report menu with additional reports. You also have a new Menu Options list at the top right of the page.



Menu Options – Report Menu

This menu option will take you to the report menu. Use this to return to a starting point to select a new report. Please refer to the user manual available on the footer of the page for direction on how to use the reporting menu’s links.

Menu Options – Manage Users

Use this menu option to add, edit or remove user account. You need to have administrative account to access this feature.



New User Account

Use the “Add New Application User” link above the user list on the right to add new user account.

Edit Account

To edit an existing account, click the account name. This will open the account in edit mode.



The screenshot displays the 'ONGARD Reporting' web application interface. At the top, there is a header for the 'State of New Mexico Oil and Natural Gas Administration and Revenue Database'. A 'Menu Options' dropdown is visible on the right, containing 'Report Menu', 'Manage Users', and 'Logout'. The main content area is titled 'Application Account' and contains the following fields and controls:

- Access Level:** A dropdown menu set to 'Application Administrator'.
- Email Address:** A text input field containing 'richard.byma@state.nm.us'.
- First Name:** A text input field containing 'Richard'.
- Middle Name:** A text input field containing 'V'.
- Last Name:** A text input field containing 'Byrna'.
- Password Expires:** A text input field containing '2/7/2016' and a 'Reset Password' button.
- Last Updated:** A text input field containing 'Updated By: Web Base! on 8/11/2015 2:11:34 PM' and a 'View Account History (click here)' link.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

Delete Account

To remove access from the account click the “Delete” link next to the access role in the user list. This will not actually delete the user account; it will only remove access to this application.

Menu Options – Logout

Use this menu option to log out of the application. Please do this every time you are finished with your session. If you do not it could expose confidential reports to the public.



The screenshot displays the 'New Mexico ONGARD Reporting Login' page. At the top, it says 'State of New Mexico Oil and Natural Gas Administration and Revenue Database'. Below that, it says 'ONGARD Reporting'. The main content area is titled 'Login - Secured Access to ONGARD Reporting' and includes a message: 'You have been logged out on 8/11/2015 2:31:17 PM.' The login form has two input fields: 'Email Address:' and 'Password:'. Below the fields is a 'Go' button. To the right of the form, it says 'Ver. 08.10.2015'. At the bottom of the form area, there are two links: '[Reset Password - Reset your ONGARD Application Account password \(click here\)](#)' and '[Return to the Report Menu \(click here\)](#)'. At the very bottom of the page, there are links for 'FAQ' and 'User Manual'. The browser's address bar shows 'https://dev.ongard.state.nm.gov/' and the page title is 'ONGARD Reporting - Fa...'. The browser's status bar at the bottom right shows '100%' zoom.

User Manual Notice

This is a supplemental document for the ONGARD Web Reporting User Manual. Please refer to the ONGARD Web Reporting user manual for instructions on using the web reports.