



TRAINING BULLETIN #2

PASSWORDS

If an SRMS user would like to change their password to a complex password please note the following characters are **NOT** useable in the system application: **& < >**. Also note that the system does not alert the user at the time of changing their password that they have utilized an unusable character. Instead, when the user first attempts to log back in, their login will fail and they will have to contact a system administrator to have their password reset.

PROPERTY - DRUGS

When entering a drug quantity into the property section of SRMS, MICR only allows for numbers in this field. When the report is submitted to MICR, if any letter or character, including a decimal point is utilized in this field a MICR error will be initiated. We will be changing the field to only accept numbers. If you receive an error message on the right hand side of your screen about an 'integer error', this is indicating that you used something other than a number in this field.

A screenshot of a web-based form titled "Property" under the "Administrative" tab. The form contains several fields: "Status" (dropdown menu), "Count" (text input with "1" entered), "Value" (text input with a yellow highlight), "Manufacturer", "Model", "Serial Number\VIN", "Owner Applied Number", "Finish", "Condition", "Identifying Marks", and "Color". Below these is a "Drug Information" section with "Drug Type", "Drug Quantity", and "Drug Measure" (all dropdown menus), and "Recovered Date" and "Owner" (text inputs). A blue callout box with a white background and a blue border points to the "Drug Quantity" field, containing the text "Only use numbers in this field." The "Drug Quantity" field is currently empty.

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV