## **Oregon Vital Events Registration System (OVERS)**

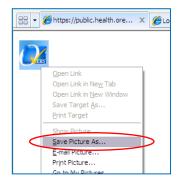
Using the OVERS Icon for your Desktop Shortcut

- **Step 1:** Create a shortcut for OVERS on your desktop. Instructions are available on this webpage: https://bit.ly/OVERSstateuser.
- Step 2: Click on this link: <u>http://bit.ly/OVERSicon</u>.



Step 3: On the webpage, you will see the blue OVERS icon.

With your mouse, right click on the icon and left click Save Picture As...



**Step 4:** The **Save Picture** box will appear. Find your personal drive on your network then click **Save**. Note: Clicking on **My Computer** may help you find your personal drive.

Save Picture								?	
Save in:	OVERS			•	0	<b>1</b>	🤊 🔛	•	
My Recent Documents									
Desktop									
My Documents									
My Computer									
									4
My Network Places	File <u>n</u> ame:	Overs_icon2_4	48X48.ico				- (	<u>S</u> ave	
	Save as type:	Bitmap (*.bmp)	)				•	Cancel	

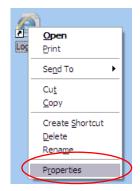
The location of the personal drive will be different for each person or agency.

If you save the file on your personal network drive, these instructions will help the icon appear on the desktop of other computers you use on the network.

## **Oregon Vital Events Registration System (OVERS)**

Using the OVERS Icon for your Desktop Shortcut

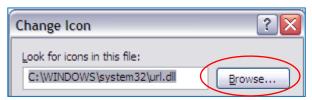
**Step 5:** Go to your Desktop. Right click your mouse on the shortcut to OVERS. In the menu that appears, choose **Properties**.



Step 6: The Properties box appears. Click Change Icon, located on the Web Document tab.

OVERS Properties					
General Web [	Document Security				
OVER:	S				
URL:	r-vitalevents.hr.state.or.us/OVERS/Logon.aspx				
Shortcut <u>k</u> ey:	None				
Visits:	Unknown				
	Change Icon				

Step 7: The Change Icon box appears. Click Browse.



**Step 8:** Navigate to the folder where you saved the icon. Double click on the icon.

If you do not see the icon when you get to the correct folder, choose **All Files** under **Files of Type**. Then choose the icon.

File <u>n</u> ame:	~	<u>O</u> pen
Files of type:	Icon Files 💌	Cancel
	Icon Files Programs Libraries <del>Joens</del> Al Files	

## **Oregon Vital Events Registration System (OVERS)**

Using the OVERS Icon for your Desktop Shortcut

**Step 9:** The icon will appear in the **Change Icon** box. Click **OK**.

Change Icon 🔹 🕄
Look for icons in this file:
H:\OVERS\OVERS\Overs_icon2_48X Browse
Select an icon from the list below:
<
OK Cancel
On Cancer

Step 10: In the Properties box, click OK.

OVERS Propert	OVERS Properties			
General Web	Document Security			
OVER	S			
URL:	r-vitalevents.hr.state.or.us/OVERS/Logon.aspx			
Shortcut key:	None			
Visits:	Unknown			
	Ghange loon			
	OK Cancel Apply			

**Step 11:** The OVERS icon on your desktop will change to this:

