

Memo

To: CONNECTIONS Implementation Coordinators
CONNECTIONS LAN Administrators

From: CONNECTIONS Communications Team

Date: 9/4/2002

Re: CONNECTIONS Build 15.1 Distribution

Build 15.1 of CONNECTIONS is scheduled for release the evening of Friday September 6, 2002. CONNECTIONS will be brought down on Friday evening September 6th at 6:00pm. Local staff will not be able to access the CONNECTIONS Application between 6:00 pm and 11:30 pm. During this time CONNECTIONS downtime procedures will be implemented for the transmission of CPS Reports between the SCR, Local Districts and ECS. Network Exchange/Outlook Email will be available during this time period.

It is anticipated that the CONNECTIONS Build 15.1 application will be available on Friday September 6th at 11:30 pm.

Please note that new business function profiles will be added to support some of the processes in Build 15.1. Recommendations for assignment of these Business Function Profiles were issued on August 2,2002 and are being redistributed for you reference along with this mailing.

Please review the sections below regarding steps to take should you experience difficulty accessing the CONNECTIONS Application after Build 15.1 becomes "live" on Friday night.

Accessing CONNECTIONS Build 15.1

The following information applies to all CONNECTIONS computers (Desktop PCs, Laptops, and CIABs).

CONNECTIONS users should follow regular log-on procedures. If you try to access the CONNECTIONS Application and you receive a "**version mismatch**" error, or "**no server found to match request**" error, you will need to contact the CONNECTIONS Help Desk immediately (1-800-697-1323).

Verification of Distribution

For all CONNECTIONS devices (Desktop PCs, CIABs, and Laptops), to verify that you are working with the Build 15 version of CONNECTIONS Software, you can determine the version number by performing the following steps:

- From the **Toolbar**, select the **Help Menu**
- Select the “**About CONNECTIONS**” option. A window will be displayed which contains the following information: **CONNECTIONS Ver 3.0, Build 15.1** This indicates that you have the proper version.