

# Memo

**To:** CONNECTIONS Implementation Coordinators and LAN Administrators

**From:** CONNECTIONS Communication Team

**Date:** April 23, 2002

**Re:** CONNECTIONS Build 15 Preview Application

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This memo is to inform you of the availability of the CONNECTIONS Build 15 Preview Application in all local districts and voluntary agencies effective Tuesday, April 30, 2002. The Preview Application will remain available until the Build 15 “live” date over the weekend of May 18<sup>th</sup>. The Preview Application provides local staff an opportunity to review the Build 15 version of CONNECTIONS in advance of the Build, and practice using the Application in the context of their own case data.

In using the Preview Application, please consider the following:

- During the time the Preview Application is available (04/30/02-05/18/02), all workstations on the CONNECTIONS Network can be used to access the Build 15 Preview Application (using individual production logon IDs) or the CONNECTIONS Training Database (using a training logon ID).
- The Preview Application is a “snapshot” of the production database as of 04/04/02, with the Build 15 modifications applied.
- Information that is entered on the Preview Application will **not** carry over to the CONNECTIONS Production Database.

We encourage you to use the Preview Application in conjunction with Lab-Based training, the Build 15 Job Aids, and training videos. The job aids are now available on the CONNECTIONS Intranet Site (<http://sdssnet5/ocfs/connect>) and in the CONNECTIONS Public Folders (Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 15 Implementation). Also attached in this mailing is a copy of the Build 15 Overview Memo and the Build 15 Training Plan. If you have any questions related to this memo, please contact the CONNECTIONS Communication Team. For any technical problems or questions related to the Build 15

Preview Application after April 30th, please contact the CONNECTIONS Help Desk (1-800-NYS-1323).

To access the Build 15 Preview Application, take the following steps:

### **WORKSTATIONS WITH 3.51 OPERATING SYSTEM**

1. From the Program Manager, click on the **CONNECTIONS Icon**. This will access the CONNECTIONS Logon Group with three Icons.
2. From the CONNECTIONS Logon Group, click on the **Logon for CONNECTIONS Training/Preview Icon**. This will open the CITRIX Logon window for CONNECTIONS Training/Preview.
3. On the CONNECTIONS Logon Window, enter your USER ID and Password. Click on the **Logon button** to open the Preview Application.
4. From within the Citrix session, click on the **CONNECTIONS Preview Application Icon** to access the Preview Application.
5. The words "CONNECTIONS Preview" appear on the CONNECTIONS Toolbar indicating that you have accessed the Build 15 Preview Application.

### **WORKSTATIONS WITH NT 4.0 AND WINDOWS 2000**

1. Click on the **Logon for CONNECTIONS Training/Preview Icon** that appears directly on the Desktop. This will open the CITRIX Logon window for CONNECTIONS Training/Preview.
2. On the CONNECTIONS Logon Window, enter your USER ID and Password. Click on the **Logon button** to open the Preview Application.
3. From within the Citrix session, click on the **CONNECTIONS Preview Application Icon** to access the Preview Application.
4. The words "CONNECTIONS Preview" appear on the CONNECTIONS Toolbar indicating that you have accessed the Build 15 Preview Application.