

Memo

To: CONNECTIONS Implementation Coordinators
CONNECTIONS LAN Administrators

From: CONNECTIONS Communications Team

Date: 8/4/2003

Re: CONNECTIONS Build 15.4 Distribution

CONNECTIONS Build 15.4 is scheduled for release the evening of Friday, August 8th, 2003. The CONNECTIONS Application will be brought down on Friday evening August 8th beginning at 6:00pm. In advance of the Build, we recommend all CONNECTIONS users being logged off the CONNECTIONS Application by 5:45pm. Local staff will **not** be able to access the CONNECTIONS Application between 6:00 pm and 12:00 pm. During this time frame, CONNECTIONS downtime procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and Local Districts. Network Exchange/Outlook Email will be available during this time period.

We anticipate the CONNECTIONS Build 15.4 application being available around midnight, Friday, August 8th, 2003.

Please review the sections below regarding steps to take should you experience difficulty accessing the CONNECTIONS Application after Build 15.4 becomes "live" on Friday night/Saturday morning.

Accessing CONNECTIONS Build 15.4

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 15.4 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 15.4**. This indicates that you have the proper version.