

Memo

To: CONNECTIONS Implementation Coordinators

From: CONNECTIONS Communications Team

Date: 11/17/03

Re: Build 16 Preview Application

This memo is to inform you of the availability of the CONNECTIONS Build 16 Preview Application for all local districts the morning of November 18, 2003. The Preview Application provides local district staff with an opportunity to practice using the Build 16 application with test cases that have been entered into the Preview database. Due to the nature of Build 16, in which only intakes that are received after Build 16 implementation will have the new functionality, cases that are currently on the user's workload will appear in Preview as pre-implemented investigations containing the pre-Build 16 functionality. On 11/7/03, the CONNECTIONS Communication Team sent a memo to LDSS Directors of Services, Implementation Coordinators and Staff Development Coordinators informing them of the uniqueness of Build 16 Preview and the need to request test cases for their staff that want to utilize Preview for practicing with the new Build 16 functionality. Implementation of Build 16 is scheduled for Monday December 15, 2003.

In using the Preview Application, please note the following:

- The Preview Application is a “snapshot” of the production database as of Friday evening November 7, 2003
- 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 16 Job Aids, and training videos. The job aids are available on the CONNECTIONS Intranet Site (<http://sdssnet5/ocfs/connect>) and in the CONNECTIONS Public Folders (Public Folders > All Public Folders > Statewide > CONNECTIONS > Build 16 Implementation). If you have any questions related to this memo, please contact your Regional CONNECTIONS Field Support Representative. For any technical problems or questions related to the Build 16 Preview Application after November 18, please contact the CONNECTIONS Helpdesk (1-800-697-1323).

To access the Build 16 Preview Application, take the following steps:

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 16 Preview Application.