

## **~ The CONNECTIONS WEEKLY ~**



*December 29, 2006 ~ January 5, 2007*



### ***A New Resource Tool for Users...***

#### ***The CONNECTIONS User Resource Document...***

As we are all aware, there have been a number of tools created to aid the user in their quest to work with the various application Builds. We have now compiled all of the various resource aids into one “cheat sheet” of sorts, and posted this document to the CONNECTIONS intranet site. This tool summarizes where to locate on-line and staff resources (within the CONNECTIONS team), as well as defines resources within the CONNECTIONS application itself, for both upstate and New York City users. We hope that you find this document helpful. The User Resource document is currently posted to the CONNECTIONS Home page, but will also be located on the Step-by-Step/Job Aids/Tips page.

### ***UPDATES to the Questions & Answers from the Build 18.9 Forums...***

As we identified in previous Weekly's, many very insightful questions were asked at the Build 18.9 Forums and, for your reference, both the questions and answers have been posted, in a categorized format, to the CONNECTIONS intranet (this document is currently posted to the Home page under the December 8<sup>th</sup> posting date). Just as life is fluid, so are these questions! Therefore, in order to accommodate, as new questions/topics are posed, we will update this document. In an effort to maintain ease of use, we will identify, directly within the document, the date of the new questions, and we will also let you know, through the Weekly, when we have updated the Q & A's.

### ***CIN/PID Interface Application...***

We are doing an inventory of the users that access the CINPID application. This application is accessed through signing onto CITRIX ~ when you sign on you have the option of accessing either CONNECTIONS production, the Policy Library, or CINPID. We ask that if you currently access this application you let your CONNECTIONS Implementation Field representative know. If the outcome of this inventory is that this application is accessed on a limited basis, we would like to archive it and remove the Icon from the CITRIX logon page early in 2007.

## ***The Office for Technology Info ~ or, Stuff You Need to Know About Your PC...***

***Please note that the information in the following notification was distributed by OFT, statewide, in a notification dated December 19, 2006. The number of this notification is 06-CNS-007.***

Beginning Friday, January 5th and continuing through the month of January, OFT will be distributing an updated version of antivirus software (Symantec AntiVirus v10.1) to HSEN workstations, in order to further secure our network computing environment from virus and spyware threats. These activities will be done "off hours" to minimize any disruptions. Please note that the upgrade will force each workstation to reboot once.

As always, workers are reminded log off the network, but leave their PCs powered on.

In addition, you are reminded to bring state owned laptops into the office regularly, to allow them to receive the patches, antivirus definitions, and other required updates. Client VPN users will receive this upgrade when they do their weekly remote sign-on to the network. It should be noted that the HSEN *Critical Sites* will be contacted separately and independent of this distribution, to determine when they can best be scheduled, and if there are additional precautions that need to be taken.

### ***New Postings to the CONNECTIONS Intranet...***

The following document(s) were recently posted to the CONNECTIONS intranet website:

- The CONNECTIONS Weekly
- The CONNECTIONS User Resource document

### ***Weekly System Maintenance...***

#### ***CONNECTIONS Application Downtime...***

- ***Friday, 12/29/06*** from 5:00 AM – 7:00 AM
- ***Wednesday, 1/3/07*** from 5:00 AM – 7:00 AM
- ***Friday 1/5/07*** from 5:00 AM – 7:00 AM