

CONNECTIONS WEEKLY

July 8 – 15, 2005



Build 18.3.5...

Build 18.3.5 was successfully released on July 6th. For info on the content of the Build see the CONNECTIONS Build 18.3.5 document on the Home or Implementation page of the intranet site.

Save the Dates...

Just a reminder that the Preview environment will not be available for use on **Friday, July 8th** in order to set it up for Waves 11 and 12 and refresh it for Waves 8, 9 and 10. But Waves 8 through 12 will be back in business using Preview on Monday, July 11th!

We ask that you print all documentation that you have recorded in the Preview environment and intend to file in the actual case record by COB on July 7, 2005. That data will not be available after the Preview refresh on July 8th.

On **Monday, July 11th** the Preview environment will be available for use by Waves 11 and 12 and will be refreshed for Waves 8, 9 and 10.

Monday, July 18th is Day 1 implementation of Build 18 for Waves 8 and 9.

Just a Note....

Some users have reported that when they print from the CONNECTIONS application their documents are not printing to the printer that they are mapped to. We ask that if any users are experience this issue they phone the NYS OFT Enterprise Help Desk (1.800.NYS.1323). We thank you, in advance, for your cooperation in this matter!

“Quick Tips”...

Directions on “How To” Open an Open Case Inquiry (OCI) Report by Worker for Supervisors

- Go to Unit Summary drop down box; click Search
- Highlight Worker; click Workload
- Use Reports dropdown box (Toolbar in Unit Summary screen); click appropriate Report:
 - OCI (CPS) by Worker,
 - Family Service OCI by Worker
- (You will be told: " The Report has been launched. Check Report List Window."); click OK

- Go to Reports (RPRTS) drop down box; click report, it will open up as a MS Word printable document

Did You Know...

That you can review a series of Progress Notes on line without having to open each individual note?

To do this, you would search for the set of notes you want to review, choose Select All and then choose Print. This will generate a Print Preview view of the set of notes. Closing the Print preview window will cancel the print request. In addition, users can select the notes they want to read by holding down the 'Control' button and clicking on each note individually (either before or after searching) and view the notes through Print Preview.

CONNECTIONS Printer Replacement Project...

OCFS is pleased to announce that the existing HP/5si and IBM/4312 CONNECTIONS baseline network printers will be replaced. The replacement will begin July 11, 2005 and will continue through September 30, 2005. Please note that the NYS Office for Technology, CNS Equipment Installation Unit has contacted each local district and agency and has completed a site survey. As such, each district and agency will receive a letter from the NYS Office for Technology, CNS Equipment Installation Unit with the date of the installation and the instructions that the technician will be using to install the printers.

An Update on Job Aids...

Please note that the *CONNECTIONS System Build 18 Job Aid on Interfaces and the identified revisions document*, the *CONNECTIONS System Build 18 Job Aid on Conversion Issues* and the *CONNECTIONS Supervisory Functions System Build 18 Job Aid* are posted on the intranet site on the Desk/Job Aids page.

Dragon Naturally Speaking Training...

Just a note, that a communication was forwarded on July 1st, from Bill Travis, regarding training on Dragon Naturally Speaking. For more info on this training you may contact Boris Rabovsky, CONNECTIONS Training, at 1.518.474.8899.

When CONNECTIONS Will Not Be Available...

- Friday, 7/8/05 from 5:00 AM - 7:00 AM
- Wednesday, 7/13/05 from 5:00 AM – 7:00 AM
- Friday, 7/15/05 from 5:00 AM – 7:00 AM