

CONNECTIONS WEEKLY SYSTEM UPDATE



Memo

To: CONNECTIONS Implementation Coordinators
From: CONNECTIONS Communications
CC: LAN Administrators/Security Coordinators, Keyusers, OCFS -Directors of Services, CONNECTIONS Project Team
Date: April 17, 2003
Re: Activities for the week of April 18, 2003 – April 25, 2003

1. **FAD “Did You Know... “ Tip on the Website**

All foster children over the age of 18 who reside in foster boarding homes are to be entered into the household composition of the foster family (FAD) record. This will generate a person ID for them. The dates of fingerprints sent and results received should also be entered. The FAD course instructions include this information.

For this tip and others please visit the CONNECTIONS Intranet Website <http://sdsnet5/ocfs/connect/> - For FAD Workers Page under the “Did You Know...” section.

2. **95% Citrix Screen Resolution**

We are pleased to announce that the date for implementing the 95% Citrix screen resolution initiative has been scheduled for Friday, April 25th, 2003 during the regularly scheduled Network and CONNECTIONS System downtime.

Beginning Friday, April 25th, when CONNECTIONS users navigate to the CONNECTIONS logon page, the web browser will dynamically select the correct Citrix display mode, depending upon the users local screen resolution. If the local screen resolution is set to 800x600 or lower, the display mode will remain full screen (100%), hence, there will be no change or impact. If the local screen resolution is set to 1024x768 or higher, the display mode will be set at 95%. The prime benefit of the 95% Screen Resolution is that users will no longer need to navigate between

the Citrix session and other desktop functions using the **Alt +Tab** hot key combination or the **Ctrl + Esc** method. Users will see two separate tool bars, one for Citrix and one to access other desktop programs.

For additional information regarding the 95% Screen Resolution, please visit the CONNECTIONS Intranet Website Home Page (What's New section) <http://sdssnet5/ocfs/connect/default.htm>

3. Pearl Street Data Center Powerdown

A powerdown at the Pearl Street Data Center (Ten Eyck Building at 40 N. Pearl Street, Albany, NY) has been scheduled for the weekend of May 3rd and May 4th, 2003. This powerdown is necessary to bring the Data Center's new UPS system online. The time estimate to complete this activity is approximately 24 hours. Preceding the powerdown it will be necessary to bring down all applications, all equipment, and the network in a controlled and orchestrated fashion. Following the restoration of power it will be necessary to bring everything backup in an organized fashion. Final details will be provided prior to the actual powerdown.

Staff will not be able to access the CONNECTIONS Application during this time. CONNECTIONS Downtime Procedures will be implemented for the transmission of CPS Reports between the SCR, ECS and Local Districts during this timeframe.

The use of computers for Exchange/Outlook E-mail will become limited as the Exchange and other Servers are powered down.

4. PC Best Practice Guideline

As a "best practice" guideline, please make sure to alert staff to leave their CONNECTIONS workstations "powered on" so the workstations can receive any Network WinInstall packages. Do not "power off" or shut down your workstation. When users "log off" they should do so in the following manner: After selecting, "shut down" from the Start menu, users should select "log off". This ends your session leaving the computer running on full power. The "ctrl+alt+delete" message will be visible on the monitor.

On **Monday 4/21/03** CONNECTIONS Windows 2000 Workstations will be receiving a WinInstall package. So that CONNECTIONS workstations can receive this package, we ask that LAN Admins make sure that all CONNECTIONS Desktop Workstations at their sites are powered on.

5. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 04/18/2003 from 5:00 am - 7:00 am
Friday, 04/25/2003 from 3:00 am - 7:00 am

6. Microsoft Exchange Servers

Due to regularly scheduled maintenance on MS Exchange E-mail 5.0 servers, all Exchange E-mail 5.0 servers will be unavailable on:

Sunday, 04/20/2003 from 1:00 am - 6:00 am
Sunday, 04/27/2003 from 1:00 am - 6:00 am