

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: December 5, 2002

Re: Activities for the week of 12/06/02 – 12/13/02

1. Citrix Upgrade – Auto Client Reconnect

As referenced in our October-November - 2002 correspondence regarding upcoming CONNECTIONS Project initiatives, we are pleased to announce that the Citrix Upgrade (Auto Client Reconnect) for CONNECTIONS Windows 2000 desktop workstation has been scheduled for distribution this upcoming weekend beginning December 6th. All CONNECTIONS Windows 2000 Workstations will receive an upgrade to the current ICA Citrix Client to ICA Citrix Client version 6.30.1050. This distribution will be completed via a WinInstall package distribution. Reference materials regarding the Citrix Upgrade ~ Auto Client Reconnect feature are posted on the CONNECTIONS Intranet Website on the Home page under the "What's New section", October 22nd posting, and in the Public Folders: Statewide > CONNECTIONS > Alerts and Notices > Upcoming CONNECTIONS Project Initiatives. The schedule for this distribution is as follows:

- ❑ CONNECTIONS Windows 2000 Workstation distribution begins Friday evening, December 6th at 6pm.
- ❑ ICA Citrix Client version 6.30.1050 will be in production beginning Monday, December 8th at 8am.

*****Important***** Please make sure to alert staff to leave their workstations "powered on" so the workstations can receive the WinInstall package

distribution. Users should log off the system with the “ctrl+alt+delete” message visible on the monitor. **Do not “power off” or shut down your workstation.** **Note:** For any “after hours” staff, The CONNECTIONS Application will be available during the distribution of this WinInstall package. The distribution of the WinInstall package will be transparent to any users who are working within the CONNECTIONS Application at the time of the distribution.

Please Note: This distribution only applies to the CONNECTIONS Windows 2000 75% Replacement Computers that were distributed over the last year. The *state image* for the new CONNECTIONS Windows 2000 25% replacement computers **includes** the upgraded ICA Citrix Client version 6.30.1050.

Due to technical constraints, the upgraded Citrix Client ~ Auto Client Reconnect feature does not apply to CONNECTIONS NT 3.51 and 4.0 workstations. NT 3.51 and 4.0 users will continue to see the “**Citrix Server Unavailable**” message when there are Network outages or Citrix server disconnects. Users will have to login to a new Citrix session by re-entering their credentials (as they always have in the past).

If you have any questions regarding this communication, please contact your CONNECTIONS Regional Implementation Coordinator or the CONNECTIONS Communications Team.

2. **Desktop PC Replacement Project (the remaining 25%)**

***All districts/agencies in **Region 5 (Yonkers) and Region 6 (NYC)** should send in their site reconciliation spreadsheets immediately. These must be submitted electronically to David Kislowksi at David.Kislowksi@dfa.state.ny.us. All completed reconciliation spreadsheets must be in Excel format. When completing district/agency spreadsheets, please do not send the entire regional spreadsheet. Please copy and paste your district/agency information into a new Excel spreadsheet. Reconciliation spreadsheets in any other format will not be accepted.

PC Roll-Out Schedule

- ❑ Region 4 (Albany) November 15 - November 22, 2002 (Completed)
- ❑ Region 3 (Syracuse) December 2 - December 6, 2002 (In Process)
- ❑ Region 2 (Rochester) December 9 - December 13, 2002
- ❑ Region 1 (Buffalo) December 16 – December 20, 2002
- ❑ Region 5 (Yonkers) – PC Rollout is scheduled for early January, 2003
- ❑ Region 6 (NYC) – PC Rollout is scheduled for mid January, 2003

****Important Note**:** As referenced above, we expect the PC Rollout to be completed in Regions 1-4 by December 20, 2002. Any districts or voluntary agencies in Regions 1-4 that have not submitted their Site

Desktop PC Replacement Spreadsheets will not be scheduled for the CONNECTIONS 25% Desktop PC Replacement and Installation in the 1st round of dates listed above. Sites that don't send in the completed spreadsheets will be pushed to the end of the schedule after December 20th.

****Reminder to Regions 1-4 LAN Admins**** To prepare for the delivery of the new PC's, we would like to remind LAN Administrators that there are several tasks and best practice guidelines that local district and voluntary agency LAN Administrators and Information Technology Staff should follow to facilitate the desktop PC replacement process. These tasks and best practices are outlined in the Desktop PC Replacement Preparation Materials located on the CONNECTIONS Intranet Website on the Implementation Page and in the Public Folders: All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement Project.

In addition to the "Best Practices" and "Desktop PC Replacement" materials, there are several companion reference documents, which provide either, helpful information and recommended time frames for preparing to migrate to your new CONNECTIONS workstation, or specific procedures for copying data from your current CONNECTIONS workstations to your new CONNECTIONS workstations. These procedures have been developed to assist a variety of staff with different skill sets, however, depending on local practice, they may be used primarily by LAN Administrators or IT Staff.

If you need to take action on any of these preparatory activities, we urge you to do so as soon as possible. Old computers will be removed and the files purged on the day of installation.

The Command Center will contact Districts/Agencies involved in the desktop PC rollout approximately two weeks prior to your scheduled implementation date. At that time, the Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. The stickers should be placed on the upper left hand corner of the monitor connected to the device being replaced.

Please Note: The above referenced Desktop PC Replacement Project does not include supplemental equipment, CIABs, laptops, printers or servers.

3. CONNECTIONS System Down Time

Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 12/06/2002 from 5:00 am - 7:00 am

Friday, 12/13/2002 from 5:00 am - 7:00 am

Please note additional System maintenance has been scheduled for **Saturday, 12/14/2002 from 7:00 pm – 12:00 am**. The CONNECTIONS Application will not be available during this time. All CONNECTIONS users must be logged off the CONNECTIONS Application by **6:45 pm**.

4. 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, 12/08/2002 from 1:00 am - 6:00 am

Sunday, 12/15/2002 from 1:00 am - 6:00 am