

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN 06-115-SYS

(This Policy Bulletin Replaces Policy Bulletin #06-96-SYS)

NEW PAPERLESS OFFICE SYSTEM SIGN ON SITE

Date: August 17, 2006	Subtopic(s): Paperless Office System
☐ This procedure can now be accessed on the FIAweb.	Revisions to the Original Policy Bulletin: This policy bulletin is being revised to reflect changes in Attachment A of The New POS Sign On-Site Presentation. Purpose:
	The purpose of this policy bulletin is to inform all staff members of the recent changes to the Paperless Office System (POS) sign on site. The two primary changes include the addition of a "Support Information" section on the main page and a "Message Center" popup screen.
Support Information	 The Support Information section contains the following information: User ID IP address PC name POS Help Desk telephone number WMS Help Desk telephone number Network Control telephone number
Message Center	The Message Center allows the user to check the status of the site being selected. Status messages are classified as either "normal" designated by the color green, "warning" designated by the color dark amber, or "critical" designated by the color red.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call (718) 557-1313 then press 2 at the prompt followed by 765 or send an e-mail to *FIA Call Center*

Information in the message center is updated every 30 seconds.

A section for Support Information is included within the Message Center popup, which contains telephone numbers for the following help desks:

- POS
- WMS
- Network Control
- MIS
- Autotime
- Imaging

For instructions on logging onto POS visit ttp://posweb/signon to view the POS Sign On Site power point presentation. In addition, the screenshots from the power point presentation are attached for your convenience.

Effective Immediately

Revised

of forms.

■ Please use Print on Demand to obtain copies

Attachment:

Attachment A The New POS Sign On Site Presentation



Main Page Overview







🤵 GOOD AFTERNOON! IT'S MONDAY, HAVE A GREAT WEEK!



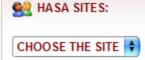
INSTRUCTIONS:

- 1. Choose your site from the dropdown lists below according to the site's function.
- 2. Read the message(s) in the Message Center window that will open up on top left.
- 3. Check if you chose the right site in the "Confirm Selection" panel which will appear.
- 4. Connect to the selected site (green button), or choose another site (red button).





CHOOSE THE SITE |





SUPPORT INFORMATION:

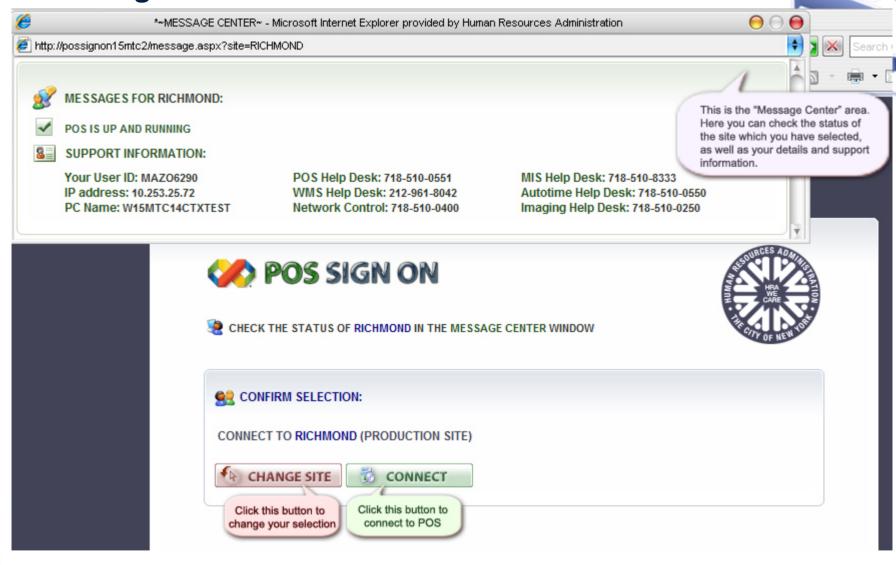
Your User ID is: USER1234 Your IP address is: 10,253,25,72 Your PC name is: W15MTC14CTXTEST

POS Help Desk: 718-510-0551 WMS Help Desk: 212-961-8042 Network Control: 718-510-0400

Please email your local LAN Admin and Help Desk - POS if you have any problems

MONDAY, JULY 17, 2006

Confirm Page Overview



Message Key



NORMAL LEVEL [all functions are available]



WARNING LEVEL [some functions are unavailable]



CRITICAL LEVEL [all functions are unavailable]

Citrix Server Log In Prompt

After the site's selection is confirmed, and the "Connect" button is clicked, the
users are presented with the Citrix Server Log In Prompt. Here they have
to type their Network User ID and Password. After that, they will be taken
to the POS Log In Screen where they have to type their WMS User ID and
Password.



Benefits Overview

- Additions of new centers and changes to existing centers do not require a page refresh or cache deletion on the clients' side
- Support information is programmatically added, so the users can quickly lookup their User ID, PC Name, IP address etc.
- The new "Message Center" window shows the most current status of the selected site (POS HELP DESK or Local Administrator's message is displayed). The "Message Center" is updated automatically every 30 seconds so the most current status is displayed for the user. It also contains support information and different Help Desk numbers for the users.
- Since all sites' information is Database Driven, any changes made to the sites propagate to all POS Sign On pages instantly (POS Primary, POS Secondary, Thin Client Access page). That solves the problem with data inconsistency.



Diagram

