

FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #09-102-SYS

## NYCWAY UPDATES – WORKLIST AND ROSTER NOTEPAD PRINT OPTIONS

<b>Date:</b> August 28, 2009	Subtopic(s): NYCWAY							
His procedure can now be accessed on the FIAweb.	<ul> <li>The purpose of this policy bulletin is to inform Job Center staff of the new NYCWAY notepad print option used to print Worklists and Rosters. The instructions on how to use the new print option are as follows:</li> <li>Worklist Print Option</li> <li>Select Worklist Processing from the NYCWAY Master Menu and Transmit. The Update from Worklist screen will appear.</li> </ul>							
Update from Worklist	File Edit Functions Scripts Session Release Help Row: 8 Col: 65							
screen	WORK, ACCOUNTABILITY, AND YOU (WAY)       PIW040.010         Update from Worklist       Enter Worklist and other data for selection of cases:         Iry the new SELECT function (Founction Key 4)         Worklist Name:       CALLD]         Act Office:       ]         WMS Office OR Region []       WMS Worker:         Future Action Date:       [ / / ]         If action Date:       [ / / ]         Create Date:       [ / / ]         If action Code:       [ ]         Flank = FA & SN)         Number of Cases:       [0200]         Transmit []							
Workers may still use <b>Print (F7</b> ) for the regular MAPPER print.	• Enter the necessary criteria and press <b>NtPrnt</b> (Notepad Print) ( <b>F5</b> ) for the new Worklist notepad print option. The <b>Worklist Print</b> screen will appear.							

HAVE QUESTIONS ABOUT THIS PROCEDURE? Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center* 



Page Setup window	File Edit Functions Scripts Session Release Help Row: 8 Col: 39
File	WORK, HOCOUNTHBILITY, HND YOU (WHY) PIW940.010 Update from Worklist
	ACTworkIst0728 - Notepad       File Edit Format View Help
Format	Paper     Count: 200       Size:     Letter 8 ½ x 11 in       Source:     Auto Select       Directation     Maxing Social
Landscape	Uneritation         Margine (inches)           Portrait         Left:         0.5           Bight:         0.5           Bottom:         0.5           Header:         Af           Footer:         Page &p           OK         Cancel           Printer
	• Select Landscape and set all margins to <b>.5</b> and click on <b>OK</b> . Click <b>File</b> and select <b>Print</b> from the Toolbar. Click <b>Print</b> and the list will print.
	<ul> <li>If a larger font size is needed, click on Format, select Font and assign a new font size.</li> </ul>
	Roster Print Option
	• Select <b>Reporting</b> from the <b>NYCWAY Master Menu</b> and Transmit. The <b>Reporting Menu</b> will appear. Select <b>Reports</b> and Transmit. The <b>Scheduling Report Choices</b> screen will appear.
Scheduling Report	File Edit Functions Scripts Session Release Help Row: 8 Col: 17
Choices screen Print Roster for Appointments	P       WORK, ACCOUNTABILITY, AND YOU (WAY)       (PIW269.315)         SCHEDULING REPORT CHOICES       Tab to your choice and transmit         Image: Print Appointment Inventory       PRINT ROSTER FOR APPOINTMENTS         Image: Print Appointment Inventory       PRINT WEEKLY FINGER IMAGE REPORT - FOOD STAMPS         Image: Print WEEKLY FINGER IMAGE REPORT - 18 YEAR OLDS       CHECK APPOINTMENT SLOTS         Image: Print Applicant OFFICE SEARCH       TIME LIMITS SEARCH         Image: Print Applicant Print Dide: Print Applicant Print       Print State         Image: Print Applicant Print SLOTS       TIME LIMITS SEARCH         Image: Print Applicant Print       SUBSTANCE ABUSE/VESID TIMELIMITS         Image: Print       Print Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       Print         Image: Print       <
	<ul> <li>Click Print Roster for Appointments and Transmit. The Scheduling Roster – Online screen will appear.</li> </ul>





• Enter the sort criteria and Transmit. The **NYCWAY Appointment Roster** screen will appear.

## NYCWAY Appointment Roster screen

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Workers may still use **Print (F9)** for the regular MAPPER print. • Press **SV2PC** (Save to PC) (**F8**) for the new Roster notepad print option, and NYCWAY will assign a file name to the Roster and transfer the data to the TEMP file on the Worker's PC.



Page Setup	С МАРЕКZ-A (99997) File Edit Functions Scripts Session Release Help	Row: 1 Col: 81
File	WORK, ACCOUNTABILITY, AND YOU (WAY)	(PIW311.320)
	D Timerost 3-11.txt - Notepad	
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Page Setup File Select Format	File Edit Functions Stripts Session Release Help           Image: Session Release	Rev: 1 Col: 8 (PIV311.320) (NES RL LOC Case NA CD OF TYPE PA CD OF TYPE PA O 01 066 SNCA 03 O 01 066 SNCA 03 O 01 066 SNCA 07 O 01 070 SNCA 0