FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-102-SYS

NYCWAY UPDATES – WORKLIST AND ROSTER NOTEPAD PRINT OPTIONS

Date: August 28, 2009	**Subtopic(s):** NYCWAY

🖥 This procedure can now be accessed on the FIAweb.	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: **Worklist Print Option** • Select **Worklist Processing** from the **NYCWAY Master Menu** and Transmit. The **Update from Worklist** screen will appear.
Update from Worklist screen	
Workers may still use **Print** (**F7**) for the regular MAPPER print.	• Enter the necessary criteria and press **NtPrnt** (Notepad Print) (**F5**) for the new Worklist notepad print option. The **Worklist Print** 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*

Distribution: X

Worklist Print screen
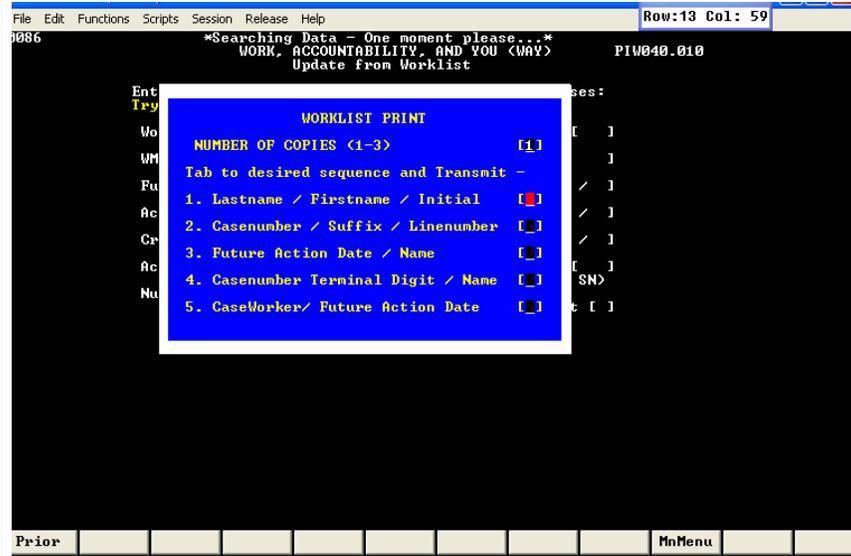
- After **NtPrint** (**F5**) is selected from the **Update from Worklist** screen, enter the Sort options and Transmit. The **Notepad** window displaying the Worklist will appear.

Notepad window with Worklist

Click on File and select Page Setup
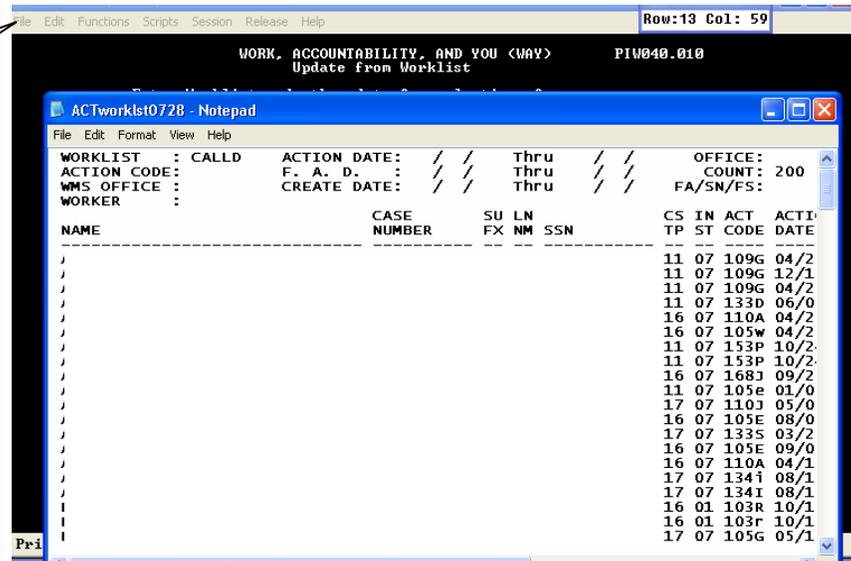
- Click on **File**, and select **Page Setup**. The **Page Setup** window will appear.

Page Setup window

File

Format

Landscape
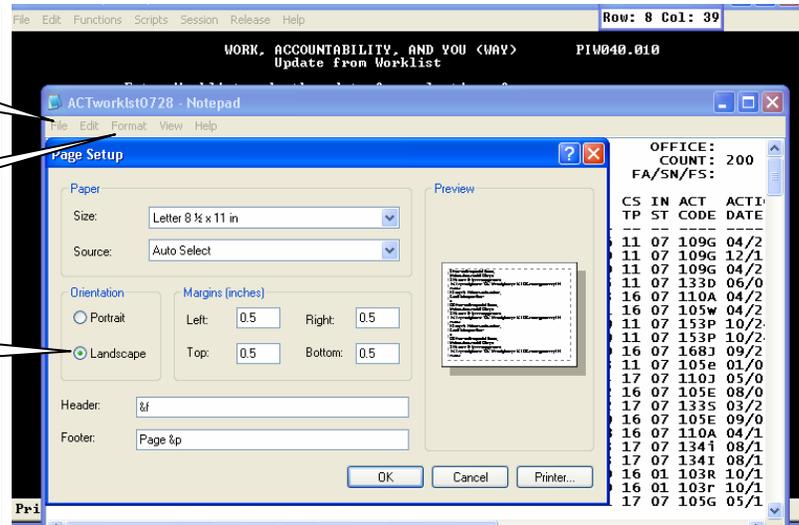
- Select Landscape and set all margins to **.5** and click on **OK**. Click **File** and select **Print** from the Toolbar. Click **Print** and the list will print.

  - If a larger font size is needed, click on **Format**, select Font and assign a new font size.

Roster Print Option

- Select **Reporting** from the **NYCWAY Master Menu** and Transmit. The **Reporting Menu** will appear. Select **Reports** and Transmit. The **Scheduling Report Choices** screen will appear.

Scheduling Report Choices screen

Print Roster for Appointments
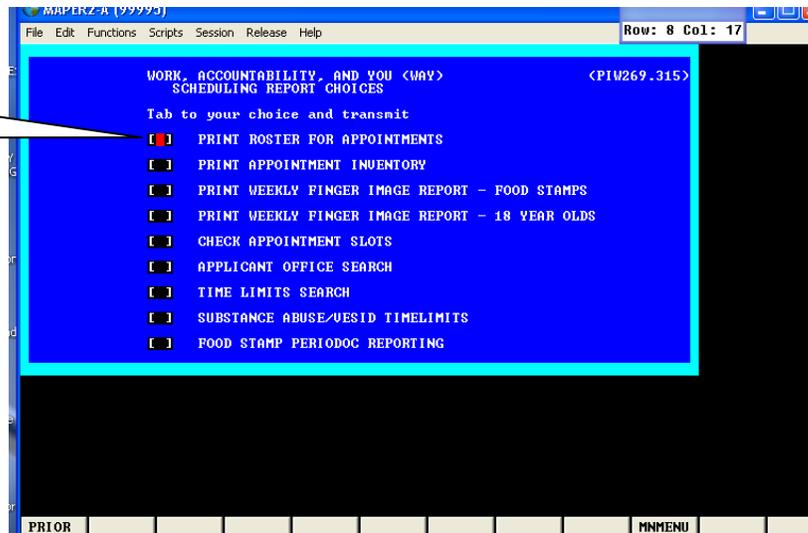
- Click **Print Roster for Appointments** and Transmit. The **Scheduling Roster – Online** screen will appear.

**Scheduling Roster –
Online** screen
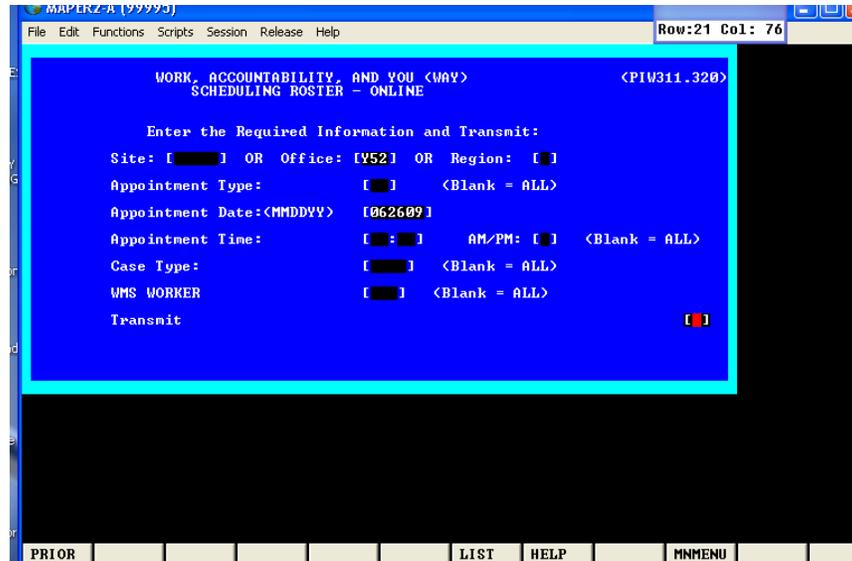
- Enter the sort criteria and Transmit. The **NYCWAY Appointment
  Roster** screen will appear.

**NYCWAY Appointment
Roster** screen
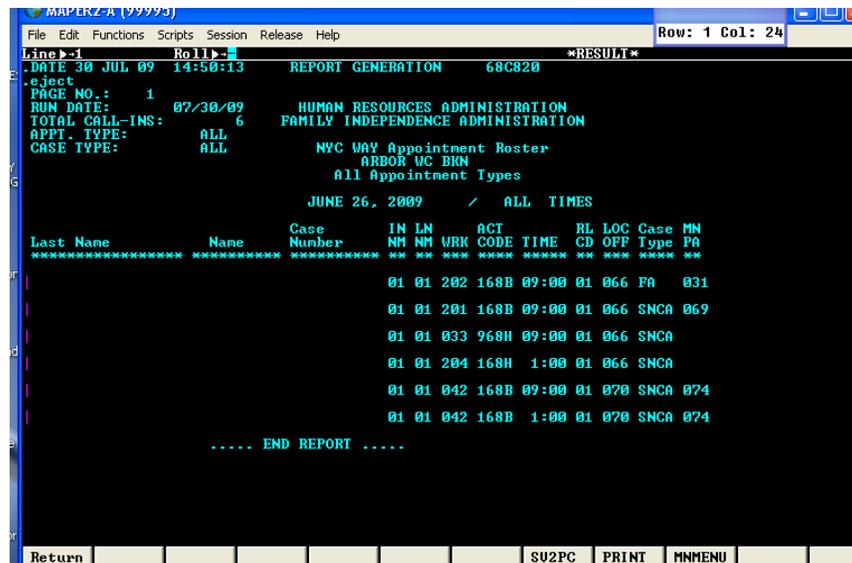
Workers may still use
Print (**F9**) for the regular
MAPPER print.

- 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.

File is transferred to the TEMP file on the Worker's PC.
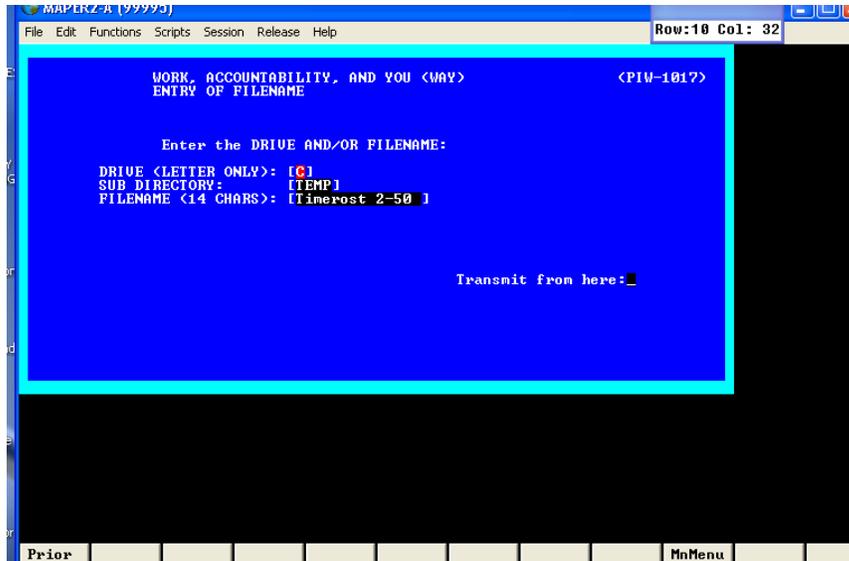
- Transmit and the **Notepad** window will appear.

Notepad window with Roster of appointments

Click on File and select Page
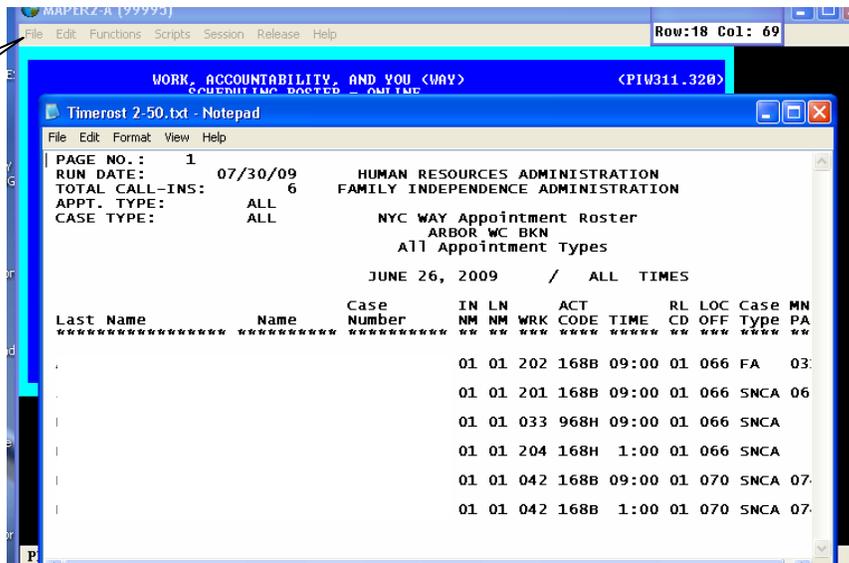
- Click on **File** and select **Page Setup**. The **Page Setup** window will appear.

Page Setup

File

Select Format
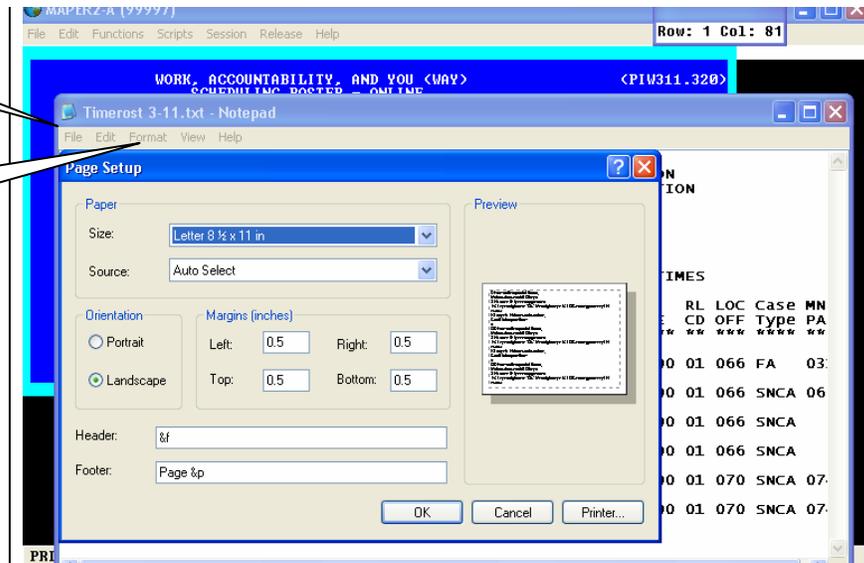
- Select **Landscape** and set all margins to **.5** and click on **OK**. Click **File** and select **Print** from the Toolbar. Click **Print** and the list will print.

    - If larger font size is needed, click on **Format**, select Font and assign a new font size.

Effective Immediately