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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-32

Date: February 19, 1992

Division: Commissioner's
Office

TO: Local District Commissioners

SUBJECT: OFIS LINK USER-IDS

ATTACHMENTS: None

The Department is in the process of expanding the Electronic Office Automation System (OAS) to all local districts. Seventeen local districts are now connected to the system and an additional eight are in the implementation process.

As part of our effort to support your use of the system, OFIS LINK USER-IDS will now be included along with the telephone numbers of Department contact persons listed in Administrative Directives, Local Commissioners Memoranda, Informational Letters, and other communications sent to your agencies. Once your agency is connected to the system, your staff will be able to electronically communicate with staff of this Department and other local districts by utilizing the appropriate OFIS LINK USER-IDS.

The following steps describe how to access the USER-ID Master Directory (i.e., the list of all NYSDSS and local district employees who have been issued (User-IDs) through OAS:

To Locate a User-ID on the Master Directory:

1. Press [SHIFT] and [COMND/F1].
2. The DIRECT COMMAND screen appears. Type DRSU, press [SKIP FWD/+] and type the last name of the individual you wish to locate and press ENTER.

3. The Master Directory will appear. The first name on the list should be the name of the user associated with the name you entered on the DIRECT COMMAND screen. However, if there are multiple users with the same last name it may be necessary to scroll the directory forward or backward to locate the individual sought. To exit the Master Directory, press [ESC].

To Locate a Name on the Master Directory:

1. Press [SHIFT] and [COMND/F1].
2. The DIRECT COMMAND screen appears. Type DRSU, press [SKIP FWD/+], type the "USER-ID" of the individual you wish to locate and press enter.
3. The Master Directory will appear. The first name on the list is the name of the user associated with the User-ID you entered on the DIRECT COMMAND screen. Press [ESC] to exit the Master Directory.

The local districts that are on the Office Automation System are in the NYSDSS file drawer in the Electronic Library (ELIB), in the Local Social Services District (LSSD) file. This file contains:

1. A list of counties that are on the Office Automation System.
2. Instructions explaining how to identify LSSD staff OFIS Link User-IDs.

To access this file, type [SHIFT] and [COMND/F1]. When the DIRECT COMMAND screen appears, type ELIB, press [SKIP FWD/+], type NYSDSS/LSSD and press Enter. The file will then appear.

The OAS will enhance communication between our agencies and offers opportunities for reducing costs associated with postage and paperflow. We encourage both you and your staff to use OAS when it becomes available to your agency. Any questions regarding the system should be referred to the OAS Hot-line in Albany: 1-800-242-0723.

Gregory M. Kaladjian
Acting Commissioner