STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
THE STATE CAMPUS
ALBANY, NEW YORK 12239

NY01-50
PE01-39
PA01-21

TO: Agency Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Upgrade of Citrix WinFrame Server used to Access NYBEAS
Conversion of NYBEAS to PeopleSoft 7.5

DATE: October 30, 2001

The Department of Civil Service will be upgrading its computer systems over the next couple of weeks.

**<u>UPGRADE OF CITRIX WINFRAME SERVERS</u>**

Effective the week of November 5, 2001, the Department of Civil Service will upgrade our Citrix Winframe Servers to the newer, more efficient, Citrix Metaframe system. This will result in a slight change in what DCS systems users will see when they sign onto Citrix to access our systems. The appearance and behavior of NYBEAS will remain exactly the same.

<u>Instructions for Clients Using the *DCS Apps* selection in Remote Application Manager:</u>
   (Note: Dial-up clients see page 3 before logging in.)

The process for logging on to Citrix has not changed, but the logon screen is a bit different.

2. The first time you sign on, you will have to complete a second logon. Enter your user ID, password and CIVIL in the "Domain" field. Once you have logged on successfully, you should only be asked for a single logon in the future.

Enter CIVIL here
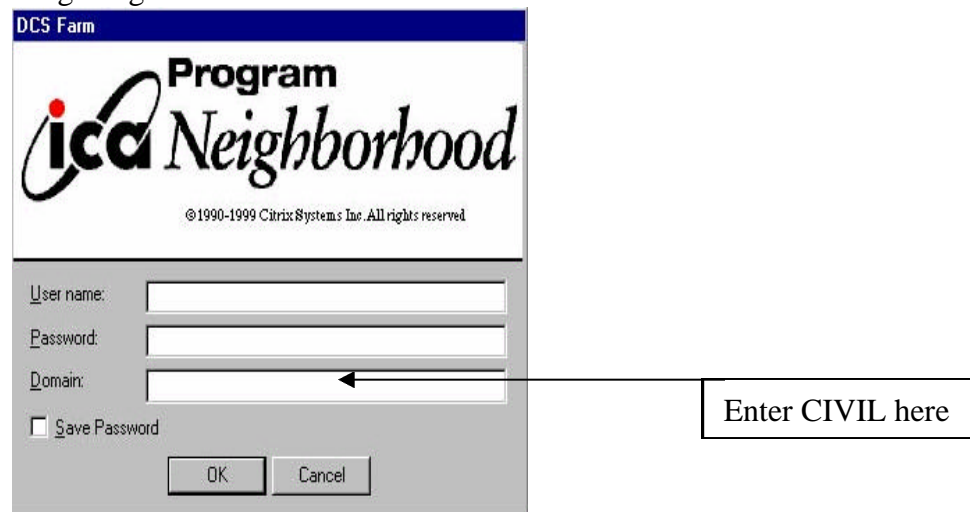
3. Signing on will bring you to the *Citrix Program Neighborhood - DCS Farm* panel. The icons appearing on the panel will depend on which DCS programs the user has access to.
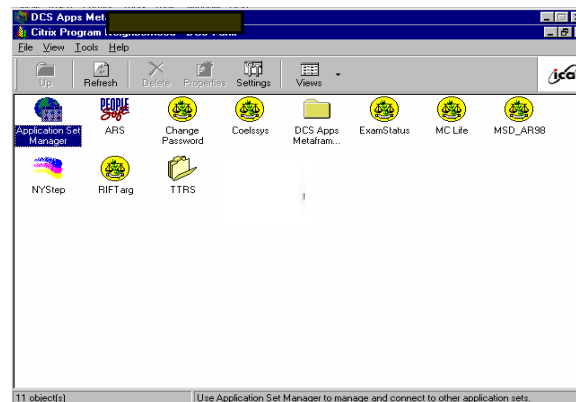

4. To sign off, first close the application you are using, then click the "**X**" in the upper right hand corner of the *Citrix Program Neighborhood - DCS Farm* panel, or click on "File" and select "Close" from the drop down box.
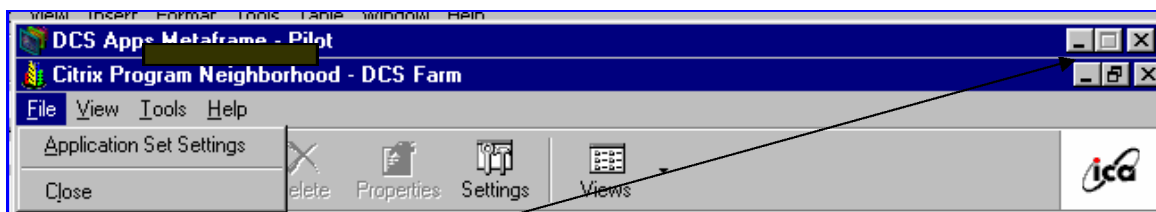

To log off, click here   or here.

 Once the *Citrix Program Neighborhood - DCS Farm* panel closes, the *DCS Apps* panel will close automatically within a few seconds.

PW
Change Cit
Passwor

5. To change your Citrix Server password, click on the _____ ico icon and follow the instructions.

Instructions for Clients Using the *Local or Long Distance Dial-Up to DCS* Selections in Remote Application Manager :

Clients using the Local or Long Distance Dial-Up to DCS will need to make a simple one-time modification before attempting to connect.
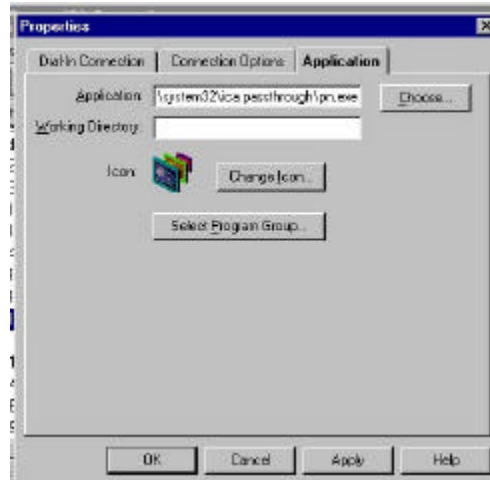
1. Open the Remote Application Manager.

2. Highlight the **Dial-Up to DCS** line that you ordinarily use (either the local or long distance number).
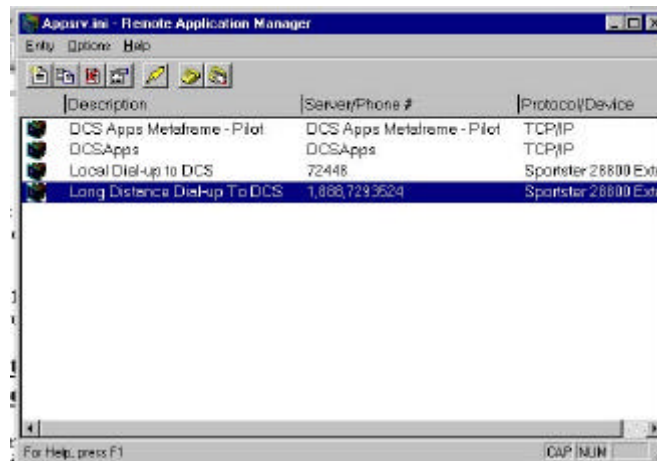
3. On the top line menu, click on **Entry**, then select **Properties** from the drop-down list.
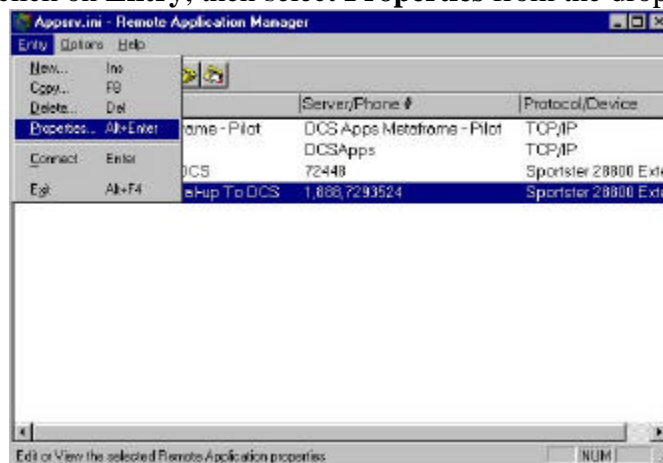
4. In the Properties dialog box, click on the **Application** tab.

5. Within the **Application** box, type in the following):

c:\wtsrv\system32\ica passthrough\pn.exe

(Note: Be sure to include the space between **ica** and **passthrough**)

6. Click on OK to close the **Properties** dialog box. Your entry is now setup for use with the new Metaframe system.

Refer to instructions on page 1 for details of the logon procedure.

If you have any questions, please contact the Civil Service Help Desk at (518) 457-5406, 1-800-422-3671 or email us at "HelpDesk@

UPGRADE TO PEOPLESOFT 7.5 FOR NYBEAS

Effective the week of November 13, 2001, the Department of Civil Service will upgrade its NYBEAS system to PeopleSoft 7.5. Many of you are probably already familiar with PeopleSoft 7.5 from using PAYSR. The "look" of NYBEAS will be slightly different in places but the processing and reporting of transactions will work just the same.

The changes are as follows:

1. Currently NYBEAS uses a "Start" menu to access "Administer NYBEAS Updates" and "Administer Workforce" windows. PeopleSoft 7.5 version of NYBEAS will use a "Go" menu instead of a "Start" menu.
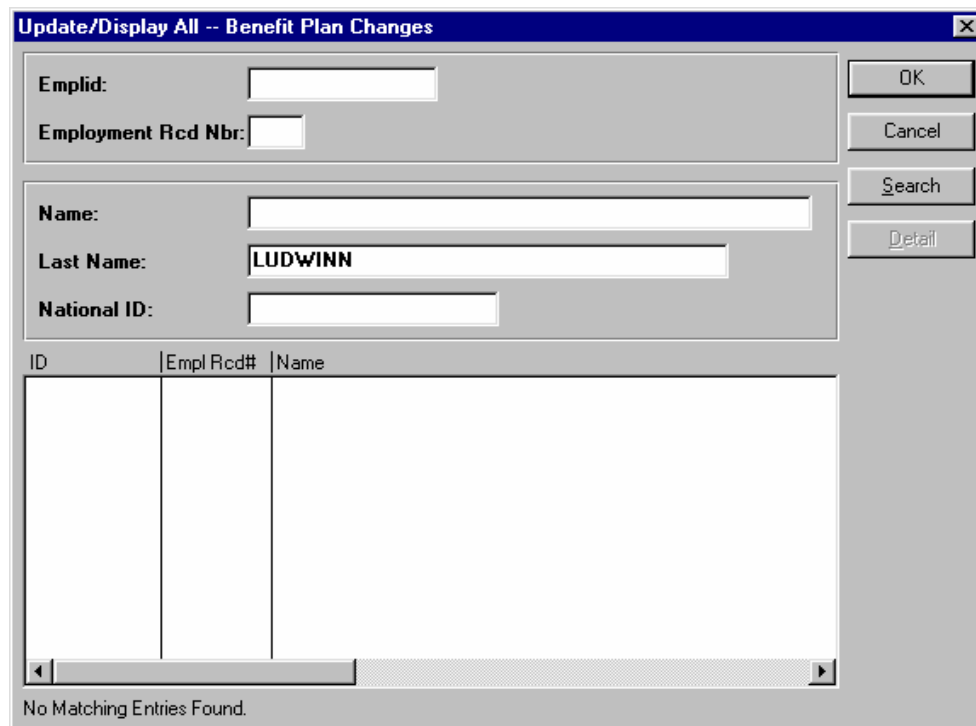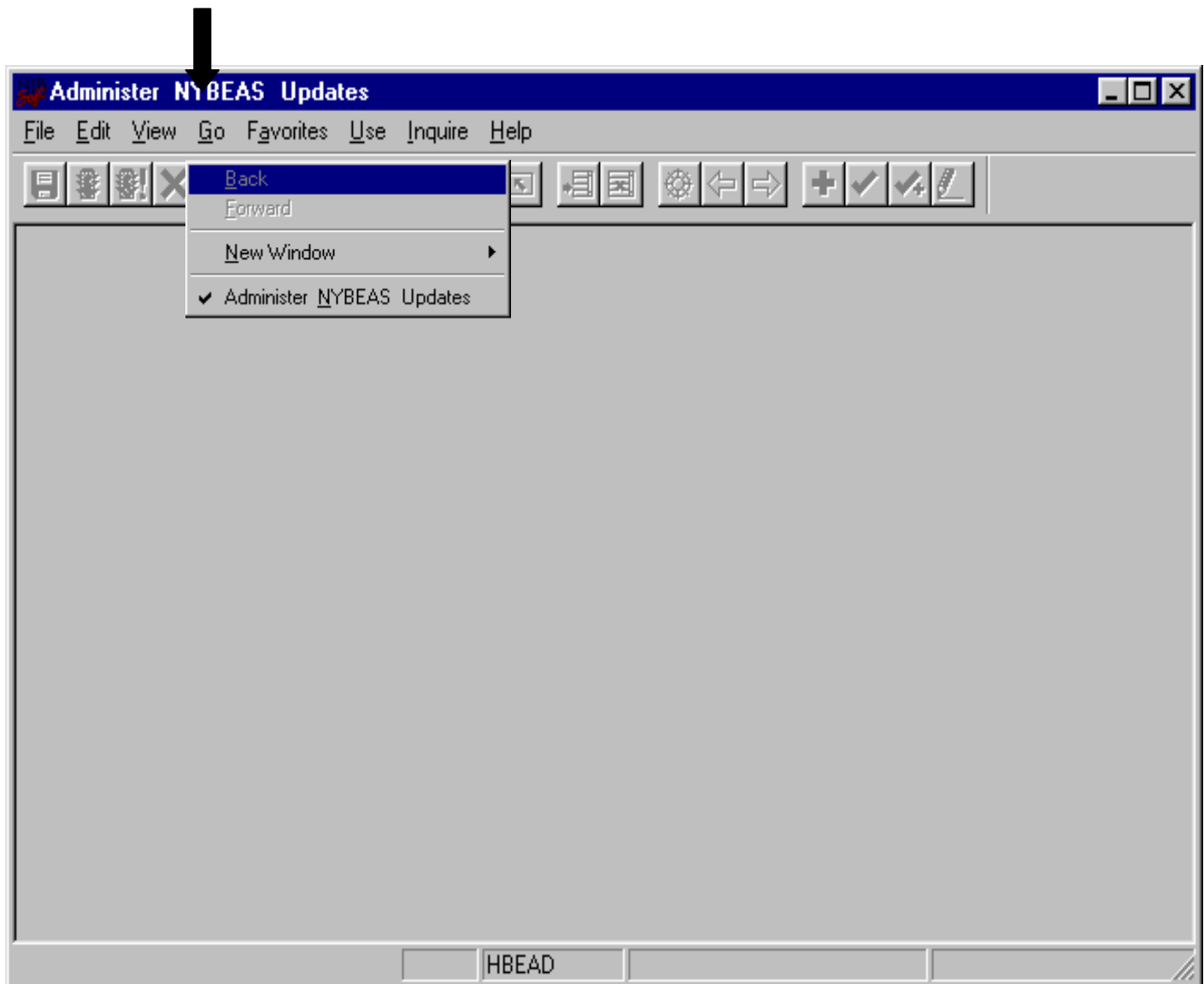
2. The "Recent" menu group will record the last 10 panels viewed. "Back" and "Forward" allow you to easily move between these recorded panels.
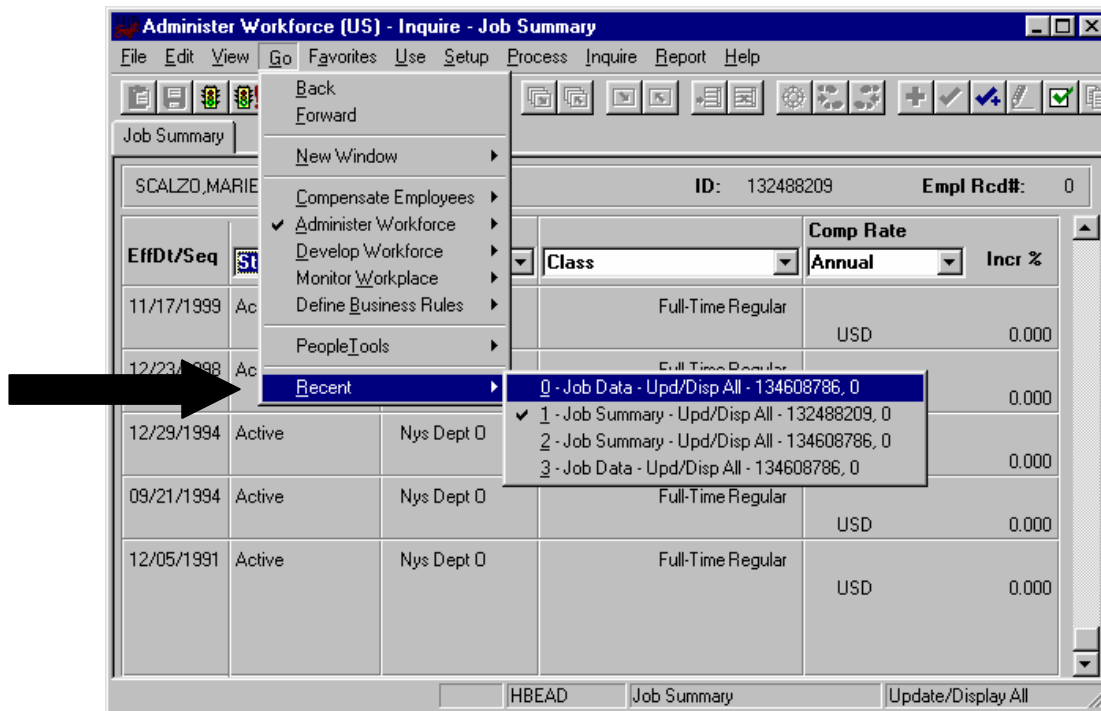
3. The "Favorites" menu bar allows you to create a quicker way to enter a panel you access regularly.
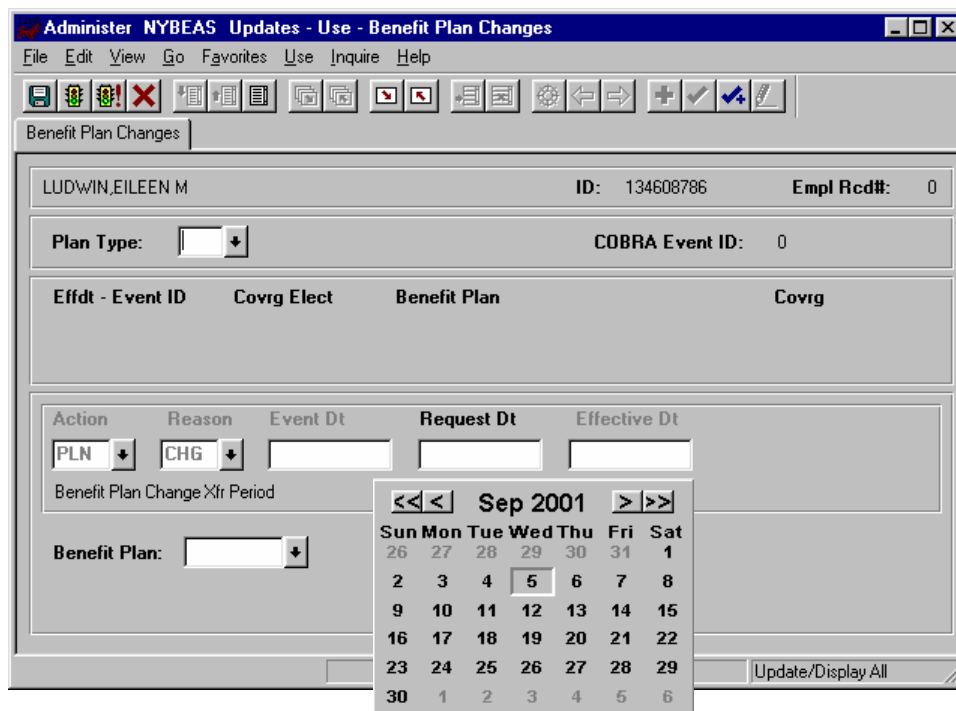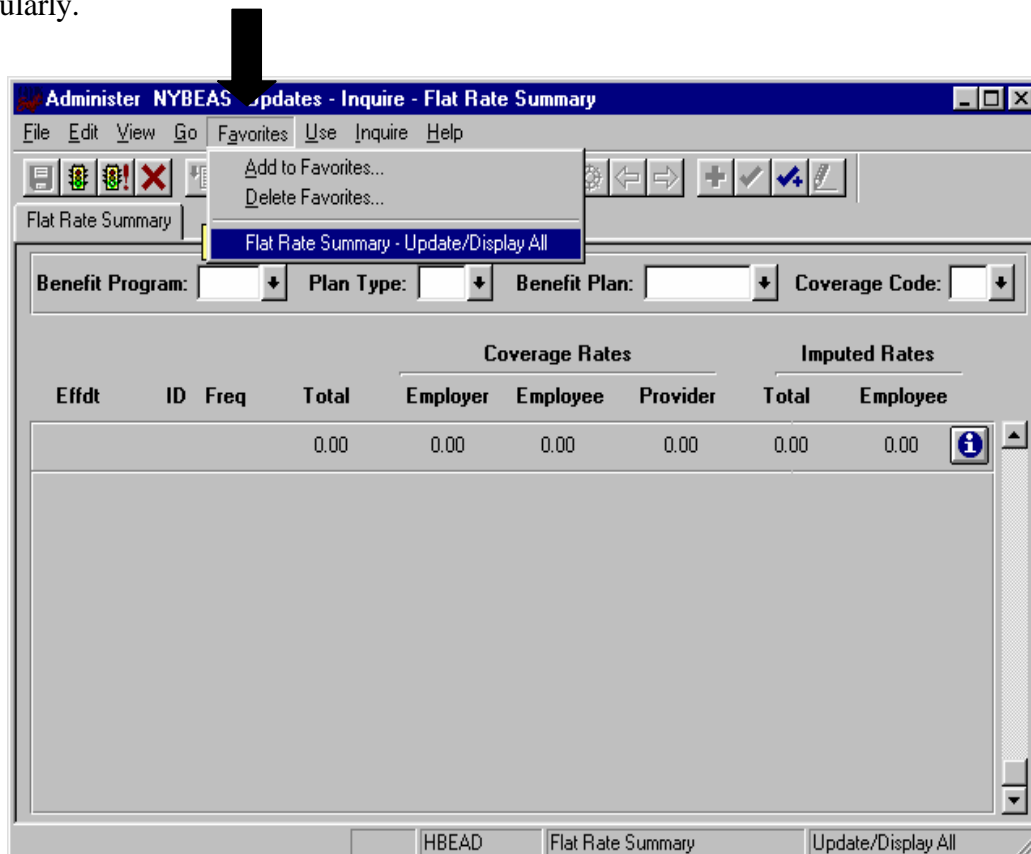
4. The employee's SS# will be entered in the "Emplid" box when selecting a panel. Notice that when selecting an employee by name, both the list (or no list) of choices and your entry show. You can check for keying entries.

5. Select a date box (for example – "Request Date"), press F4 and a calendar for the current month will appear. Arrow buttons on the calendar scroll through months and years to select the calendar you need.

If you have any questions regarding how to use NYBEAS, please contact your processor.