

**Turn Off Software**

**May 6, 2011 Session 1**

This document contains instructions for turning RDS software systems off & on. The purpose for this would be to lock users out of a system for the purpose of doing a software update.

**IMPORTANT:**

There must be at least one user, two are recommended, that must be setup in F24-1 (System Security - System Access), with a 'Y' in the 'System Administrator' field. This will allow only these users, with the 'Y', access to the process 'Turn System Access On/Off' (F20 -24 on the Administrators Master Menu). In addition, the user must also be setup in F24 -1 with 'S' access to the Administrators Master Menu. Only users with 'S' access will be allowed to use the F24 function to turn systems off & on.

**Turn System Access On/Off:**

To turn system access on or off, press F24 from the Administrators Master Menu. The Turn On/Off Screen below will be displayed.

This is the screen for School Corporations:

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<u>System</u>	<u>On/Off (Blank=On, F=Off)</u>
Financial Master Menu	-
Payroll Master Menu	-
Personnel Master Menu	-
Certificate Master Menu	-
Contract Master Menu	-
Con. Projection Master Menu	-
Student Records Master Menu	-
Work Order Master Menu	-
Forecast & Prep Master Menu	-
Food Service Master Menu	-
ECA Master Menu	-
Human Resources Master Menu	-
Inventory Master Menu	-
Unified Athletics Master Menu	-
Administrators Master Menu	-
User Report Dev. Menu	-
Security Menu	-

Off Message: Systems will be down May 5, 2011 starting at 4:45 pm for maintenance. They will be back up for use approximately 6:00 pm that same evening.

**ENTER=Val, F4=All On, F8=All Off, F12=Users Logged In, F24=Help, F16=Exit**

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**Turn System Access On/Off (continued):**

This is the screen for Cities, Towns & Counties:

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<u>System</u>	<u>On/Off (Blank=On, F=Off)</u>
Financial Master Menu	-
Payroll Master Menu	-
Personnel Master Menu	-
Utility Billing	-
Work Order Master Menu	-
Forecast & Prep Master Menu	-
Human Resources Master Menu	-
Inventory Master Menu	-
Administrators Master Menu	-
User Report Dev. Menu	-
Security Menu	-

Off Message: Systems will be down May 5, 2011 starting at 4:45 pm for  
maintenance. They will be back up for use approximately 6:00 pm  
that same evening.

**ENTER=Val, F4=All On, F8=All Off, F12=Users Logged In, F24=Help, F16=Exit**

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To turn a system off, enter an 'F' under the On/Off column. To turn a system on, enter a space under the On/Off column. The bottom area of the screen allows for indicating a message that should be displayed to users when they attempt to log into a system that is off. For example, the message could indicate why the systems are down and when they could be expected to be back up.

Once the necessary entries have been made, press ENTER. The system will validate the entries made and if any errors are detected, the field in error will flash in red with a message displayed at the bottom of the screen. Correct any errors, as needed, and press ENTER again. Once no errors exist, the screen will be redisplayed, protected from modification, for final review. Any systems that have been marked as 'off' will be identified with the message '\* Access is Off \*' to the right of the system. Verify the screen. If any corrections are needed, simply press F16 and the screen will reopen for entry. If the screen is correct, press ENTER a second time and the entries will be recorded.

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**Turn System Access On/Off (continued):**

F4 allows for turning all systems 'on'. When F4 is pressed, any systems that are 'off' ('F') will be cleared to 'on' (blank).

F8 allows for turning all systems 'off'. When F8 is pressed, any systems that are 'on' (blank) will be set to 'off' ('F').

Once a system has been turned off, when users attempt to log into a system that is off, they will get the following screen.

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System Access Off

Access to this system is currently not available.

**Systems will be down May 5, 2011 at 4:45 p.m. for maintenance.  
They will be back up for use approximately 6:00 p.m. that same evening.**

Contact your local site's support if you have any questions.

Please press ENTER or F16 to acknowledge & exit.

**ENTER=Acknowledge & Exit, F16=Acknowledge & Exit**

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Based upon the screen above, you can see how important it can be to communicate to the end users by letting them know at least why the system access is off.

**Check for Users Logged into Systems:**

To assist in making sure all users are logged off of the systems scheduled for maintenance, again, use F24 on the Administrators Master Menu (F20). From the first screen displayed, press F12 to display a list of users logged into the RDS application systems. When F12 is pressed, the following screen will be displayed.

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**Check for Users Logged into Systems (continued):**

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Display Users Logged In

Indicate System(s) to Check:                                        

- MST = Main Master
- FAR = Financial
- PAY = Payroll
- PER = Personnel
- LIC = Certificate
- CON = Contracts
- PRO = Con. Projection
- K12 = Student Records
- WOR = Work Orders
- BUD = Budget Forecast
- FSS = Food Service
- ECA = ECA
- HUM = Human Resources
- WHI = Warehouse Inventory
- UNI = Unified Athletics
- ADM = System Administrators
- REP = User Report Dev.
- SEC = Security
- ALL = All Systems

**ENTER=Continue, F24=Help, F16=Exit**

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The RDS application software will keep track of each user that logs into the RDS application systems. A user can have one or more entries logged at a time. The first entry for every user will be 'Main Master'. This indicates that the user has logged into the RDS application software. If that is the only entry for a user, that indicates that they are simply sitting on their master menu. All master menus are stored in the LOG0000 application library. If a user has any other entries, they indicate the specific systems the user is logged into.

Indicate the system(s) to be viewed based upon the chart displayed below the entry fields. From 1 -8 systems can be viewed or you can enter 'ALL' to see all users in all systems. After indicating the system(s), press ENTER and the following screen will be displayed.

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**Check for Users Logged into Systems (continued):**

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Current Users Logged In

<u>Phone ##</u>	<u>Extension</u>	<u>User ID</u>	<u>User Name</u>	<u>System Log In</u>
661_3200	27	JLH	JENNA VASAITIS	Main Master
661_3200	27	JLH	JENNA VASAITIS	Financial
661_3200	28	LJJ	LYNDA JONES	Administrator
661_3200	28	LJJ	LYNDA JONES	Main Master
661_3200	24	NCW	NANCY WEDIG	Main Master
661_3200	24	NCW	NANCY WEDIG	K-12

**No more users found to be logged into systems!**  
**ENTER=Next, F24=Help, F16=Exit**

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The list displayed will show any users that are currently logged into an RDS system and the system they are logged into will be displayed to the right of their name. This list can be used as a contact list to get users to log off of the system they are currently logged into. The phone ## and Extension displayed on this screen are those that are recorded in the users system security screen (F24-1).

Again, once a user logs out, when they attempt to log back into a system that is currently 'off', they will get the screen that indicates it's off.

**Special RDS Menu Access:**

Users that log into special RDS menus (i.e ., MAINLOG9, MAINLOG9GY, etc.) can be identified as being logged into multiple systems. The reason for this is because these special menus provide access to functionality that can be located in multiple RDS systems. In using MAINLOG9 as an example, when logged into MAINLOG9, the following menu is displayed to the user.

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Check for Users Logged into Systems (continued):

RDS COMMUNITY SCHOOLS  
Special Authority Access Menu

Thursday 04/28/11

Budget Account Inquiry ..... F1    ECA Master Menu ..... F12  
Print Budget Account Detail ... F2    Internal Master Menu ..... F13  
Print Budget Account Summary .. F3  
Purchase Requisition Menu ..... F4  
  
Appropriation Transfer Menu ... F5  
Stock Requisition Menu ..... F6  
Personnel Requisition Menu .... F7  
Daily Time/Attendance Menu .... F8  
  
ECA Bus Trips Menu ..... F10  
  
Display Print Files ..... F15    Exit ..... F16

As you can see, on this menu, the user has access to the Financial System (F1, F2, F3, F4 & F5), the Inventory System (F6), the Personnel System (F7), the Payroll System (F8 & F10) and the ECA System (F12). The Internal Master Menu is independent by site and represents functions defined by each individual site.

When a user is logged into this menu, when you display users logged in, F20 - 24-12, their logins would appear as follows.

Current Users Logged In

<u>Phone ##</u>	<u>Extension</u>	<u>User ID</u>	<u>User Name</u>	<u>System Log In</u>
661_3200	27	LJJ	LYNDA JONES	Main Master
661_3200	27	LJJ	LYNDA JONES	Financial
661_3200	28	LJJ	LYNDA JONES	ECA
661_3200	28	LJJ	LYNDA JONES	Payroll
661_3200	28	LJJ	LYNDA JONES	Inventory
661_3200	28	LJJ	LYNDA JONES	Personnel

No more users found to be logged into systems!  
ENTER=Next, F24=Help, F16=Exit