

To: <Dept_Head>
From: Rosi Kloberdanz & Jean Ostrom-Blonigen,
Administrative Print Committee Co-Chairs
Date: January 27, 2000
Subject: ***Our goal is the elimination of administrative paper reports
and we need your help***

The Higher Education Computer Network (HECN) has recently acquired new software called "PageCenter" to aid in the delivery of HECN administrative batch reports to end-users. Paper HECN reports your department currently receives from NDSU's administrative offices, will soon be available in a special departmental mailbox on the web.

At this point we need your help to determine who should have access to the HECN reports that are currently distributed to departments by NDSU's administrative offices. To setup access to your department's mailbox, we need the information requested on the attached Security Access Form. Please complete and return the form to the Accounting Office by February 11th.

The new web software decollates the existing reports, placing just your department's information in your assigned mailbox. Once an HECN report is setup on the PageCenter software, and tested for a month or two, the report will no longer be printed on the green bar paper. PageCenter allows for the automatic archival of reports in the web mailboxes, so departments will not need to have a paper copy for record retention or other management requirements. Examples of reports that will be delivered to your department's web mailbox are listed on the backside of the attached form.

The following mailbox(s) will be setup for your department:

Although these reports are open records, you may not want or need all of the individuals in your department to access the reports. To access these reports, individuals must have a CICS or TSO mainframe sign-on. The security system is not cumbersome, as it requires the same user-id and first password that is required to log onto CICS or TSO.

Once we receive your form, a web mailbox will be setup for your department. As a result, certain HECN departmental reports will be delivered to this mailbox, giving you the following options for processing the information:

- View the information on your monitor (recommended),
- Print any pages of interest to a laser printer in your department,
- Cut and paste the output to another Windows application,
- Save the output on your PC or network and email it or take it with you,
- Print the entire report at the Document Publishing Center (there will be a cost associated with this option - currently about 4 cents per page).

To use PageCenter you must have either Netscape Navigator (version 4.07 or higher), Netscape Communicator (version 4.7 or higher), or Microsoft Internet Explorer (version 5.0 or higher).

To allow as many as possible to attend, two forums introducing the PageCenter software have been scheduled. The dates and times are as follows: February 9th at 2 pm (University Chambers Room, Memorial Union) and February 10th at 10 am (Room 319, FLC Building). As a part of the forums, a schedule of training dates will be available and we will answer any questions you have on the Security Access Form.