

PREPARING FOR THE IAD CHANGES – OCTOBER 2008 – Communication 4

INTRODUCTION

This communication briefly recaps on what has been done to date and on what needs to be done during September. Predominantly it focuses on two functionality changes that Users will see from 13th October and also notification of the planned IAD system outage.

THINGS COMPLETED

27th August	LSO Managed Organisation template sent out in Communication 2
1st September	xoserve have registered all interested parties who have let us know that they wish to be an LSO Managed Organisation
5th September	Lists of all IAD accounts have been sent to those organisations who have chosen to be an 'LSO Managed Organisation'
5th September	Dedicated area created on the www.xoserve.com/IAD_Home.asp site to access information relating to IAD Changes
5th September	Message placed on the IAD Menu screen to alert Users to forthcoming changes

THINGS TO BE DONE

If you have missed the deadline, to inform us that you wish to be an LSO Managed Organisation, then contact xoserve.userpays@xoserve.com	by 8th September
LSO Managed Organisations need to return their completed Template	15th - 22nd September
User Guides covering the functionality changes – including one specifically for LSOs - are presently being drafted and will be published and circulated	by 19th September
xoserve to carry out validation of the returned LSO Managed Organisation templates	by 26th September
Undertaking system testing, performance testing and user acceptance testing	by 3rd October

ACTIONS during the next two weeks

2908.05	8th -12th September - LSO Managed Organisations to reconcile the list of accounts submitted on their Template with the list of accounts that was sent by xoserve on 5 th September. (see Communication 2 - dated 27 th August)
0509.06	8th September – Final opportunity to let us know if your organisation wishes to be an LSO Managed Organisation. Note: The default position is that Users will be required to enter their Security Profile details individually and to change their password with effect from 13 th Oct.

TIME OUT

One of the new features that is to be introduced in October is a 'Time Out' function. After 30 minutes of inactivity, the system will log the User off and display a message to say "You have been logged out of your IAD session. Please click on [OK] button to navigate back to the IAD service login screen".

CHANGES TO THE SCREENS

Users will notice a slight change in the look of the IAD screens. Not only will they see some new error messages appearing and options in the menus, they will also see that the Toolbar icons have been replaced with words. Particular emphasis should be made as to the method of logging out. The traditional method of clicking on the X in

the top right hand corner of the screen will no longer work. From mid October, the revised way to exit the system is to click on [Logout](#). The new User guide will make reference to this.

PRESENT



FUTURE



DATES FOR THE DIARY

In order to implement the changes to the IAD system it is required to take the system down. The following dates and times are reserved for this.

- Proposed Outage – Friday 10th October (22.00) – Monday 13th Oct (06.00)
- Contingency Outage – Friday 17th October (22.00) – Monday 20th Oct (06.00)