

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources**

December 9, 1996

HUMAN RESOURCES MEMORANDUM 16-96

TO: MFASIS Human Resource System Users

SUBJECT: MFASIS Human Resource System

Effective 12/16/96 a new version of the MFASIS Human Resource System will be made available to system users.

Dunn and Bradstreet Software has released a new version of Millennium, the on-line environment for the MFASIS Human Resource System. The purpose of this memo is to explain those changes which will affect the way you use the MFASIS HR System. They are listed below.

You will not be able to log on to the MFASIS HR System in the same way you do today, so please pay particular attention to the 'Initial Sign On' and 'Millennium Sign On' sections. If you experience problems logging on, please call the B.I.S. Help Desk at 624-7700.

- **Initial Sign On**
- **Millennium Sign On**
- **Function Keys Display**
- **GDH Command**
- **Missing Subcommand Warning Message**
- **Sign Off**

The following is a more detailed explanation of these changes.

- **Initial Sign On**

Please type '**CCM3PROD**' instead of '**CCM1PROD**' and press **ENTER**. The following screen will appear:

CICS Sign-on

Type your userid and password:

Userid ==>

Password ==>

Language ==>

New Password ==>

PF 3=End

DFHCE3520 Please type your userid.

In the Userid field please type your CICS Userid the same as you do now. Likewise, in the Password field please type your CICS Password the same as you do now. When it is time for you to change your CICS Password, please type your new password in the New Password field the same as you do now. When you press **ENTER** the following screen will appear:

DFHCE3549 Sign-on is complete (Language E).

On this screen please type 'M3LL' and press **ENTER**. This will take you to the Millennium 3.0 sign on screen.

- **Millennium Sign On**

The Millennium 3.0 sign on screen is shown below:

```

M  M  MMM  M  M  MMM  M  M  M  M  MMM  M  M  M  M
MM MM  M  M  M  M  MM  M  MM  M  M  M  M  MM MM
M M M  M  M  M  MMM  M M M  M M M  M  M  M  M M M
M  M  M  M  M  M  M  M MM  M  MM  M  M  M  M  M
M  M  MMM  MMM  MMM  MMM  M  M  M  M  MMM  MM  M  M

          333333          0000
        33    33    00    00
          33    00    00
        3333    00    00
          33    00    00
        33    33    00    00
        333333  ##    0000

          DUN & BRADSTREET SOFTWARE
          DBS PRODUCTS AVAILABLE
HR:M 11.10.37          M:SDT          M:EDIT

ENTER  TERM/GROUP--> $013          OPERATOR--> _____ PASSWORD-->
          NEW PASSWORD-->          VERIFY NEW PASSWORD-->

                                11/15/96  16:27:37  M3LL CCM3 _____

```

In the ENTER TERM/GROUP field please enter 'HRMD' the same as you do now. In the OPERATOR field please enter your Operator ID the same as you do now. In the PASSWORD field please enter your password the same as you do now. **However, you will now be required to change your Millennium password at least every thirty (30) days.**

You may change your Millennium password more often than every thirty (30) days, but if you receive the following message:

A522-PASSWORD EXPIRED

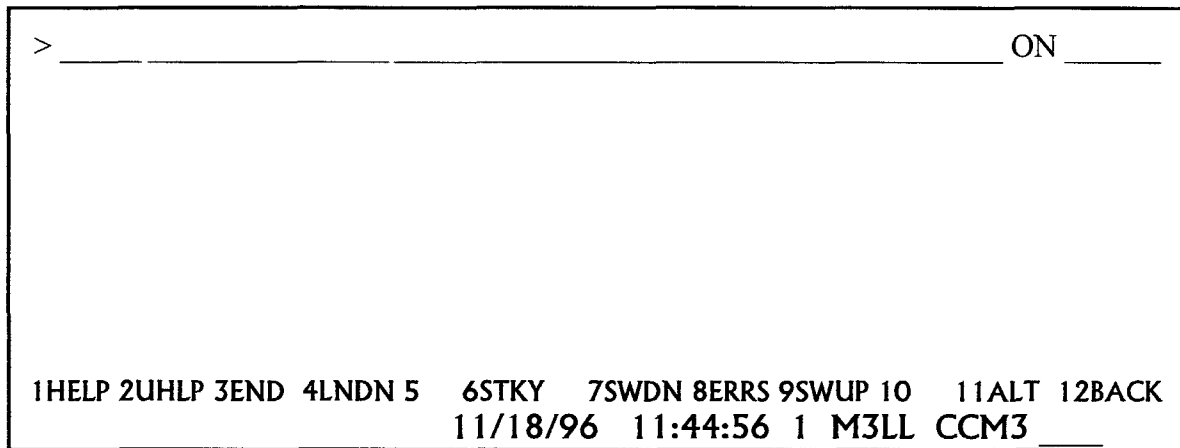
you must change the Millennium password to proceed. To change your Millennium password:

- enter a new password in the NEW PASSWORD field,
- re-enter the new password in the VERIFY NEW PASSWORD field,
- press **ENTER**.

Please note: A password cannot be changed more than once in the same day, and it cannot equal any one of the four previous passwords. If you forget your password, contact MFASIS HR Security Coordinator George Willard at 287-3631 or the BIS Help Desk at 624-7700. **Once having completed the Millennium Sign On process the online screens will function the same as they do today.**

- **Function Keys Display**

Millennium 3.0 utilizes the same PF (function) keys as the previous release. Additionally, the function keys are now displayed at the bottom of most screens as in the following example:



The only exception to this is the addition of PF11. Millennium 3.0 can potentially have up to thirty-six (36) function keys. Since only twelve (12) function keys can be displayed at the bottom of a screen, three sets of function keys can be defined and displayed in succession by pressing PF11. The MFASIS Technical Team has defined all three sets of function keys exactly the same. Therefore, pressing PF11 will always display the same set of function keys. The current function keys are as follows:

- PF1 HELP DBS HELP
- PF2 UHLP State of Maine MFASIS HELP
- PF3 END Cancel
- PF4 LNDN Link Down To Another Screen
- PF6 STKY Sticky Cursor
- PF7 SWDN Swap/Return
- PF8 ERRS Display More Messages
- PF9 SWUP Swap/Save
- PF11 ALT Alternate Set Of PF Keys
- PF12 BACK Browse Backwards

For a more detailed explanation of function keys, please see the System Introduction in your MFASIS HR Line Agency Manual Volume 1.

- **GDH Command**

The **Get for Display and Hold** command (**GDH**) enables you to keep displaying the same data every time you press **ENTER**. The GDH command functions similarly to the GUH command.

- **Missing Subcommand Warning Message**

Millennium 3.0 will display the following warning message if you change data on a screen but fail to enter an 'R' in the subcommand field:

A510W - FIELDS CHANGED - UPDATE?

If you do want to update the record, you may type an 'R' in the subcommand field and press **ENTER**. If you do not want to update the record, simply press **ENTER** again.

- **Sign Off**

To sign off from Millennium you will follow the following procedure:

- type '**SO**' in the ACTION field in the lower right-hand corner of any Millennium screen and press **ENTER**,
- after the Millennium sign on screen appears press the CLEAR key (or its equivalent),
- type '**CESF LOGOFF**' instead of '**CSSF LOGOFF**' and press **ENTER**.



Donald A. Wills, Acting Director
BUREAU OF HUMAN RESOURCES