

## **Budget Request System Basic System Requirements and Application Connection Determination** (rev. 05/04/2006)

### **General Overview**

The following instructions will aid you in determining which type of connection you may use to access the Budget Request Application.

There will be a single point of entry to the application, which will be through a web/internet connection using a browser. How to get to this entry point will depend on whether you are within or outside the State network (Backbone). For instance, if a user is within the State network the process should be nothing more than using your browser and going to the address/URL. If a user's workstation is outside the State network, the user will require Internet Virtual Private Network (VPN) software, which is available from the DAS-Information Technology (IT) Services Network Support unit, to gain access to the State network.

#### Basic System Requirements:

- Windows 98, NT4, 2000, or XP
- Desktop screen resolution set to 800x600 or greater
- Internet access
- State network (Backbone) access

#### Additional Installed Software Requirements:

- Java enabled web browser (Microsoft Internet Explorer v5.5 or better)
- Citrix ICA client installed
- If using VPN, will also require the Avaya VPNremote client software, or other IT Services supported VPN software

**NOTE** - Please have your IT support staff contact the DAS-Information Technology Services HelpDesk if your Agency/Division has its own network firewall. Technology Services personnel will work with your IT staff to configure the network firewall to allow the necessary connections and traffic.

You will not be able to access the Budget Request System if your workstation does not have the basic system requirements or the connection types described above are not feasible. You may arrange for use of a PC in the DAS-Budget Office (Capitol) if necessary.

### **Determining If Basic System Requirements Are Met**

#### **Step 1. Operating System Verification**

To verify the operating system:

1. **Left-click** the **Start** button in the lower left corner of your desktop.
2. On the left side of the Start menu you will see "Windows 98"; "Windows NT", "Windows 2000" or "Windows XP".
3. If you do not see the operating system in step 2, **right-click** on the **Start** button.
4. Select **Explore** to open Windows Explorer.
5. On the Menu Bar select **Help** and click on **About Windows**. The window that opens should state the Windows version. In the event you are not using one of these supported operating systems, contact the DAS-Budget Division to arrange for use of a PC in the DAS-Budget Office in the Capitol.

If you still are not sure, contact the DAS-IT Services HelpDesk for additional assistance.

## Step 2. Screen Resolution Verification

To verify screen resolution:

1. **Right click** on any point on the Desktop not occupied by an icon.
2. Click **Properties**. This will open the **Display Properties** window.
3. Click the **Settings** tab.
4. The **Color Palette**, or **Color Quality**, setting should be set to **256 Colors, 16 bit, or greater** and the **Desktop Area**, or **Screen Resolution**, should be set to **800 by 600 or greater**.

To Change Settings:

Color Quality: Click on the down arrow and select **16 bit** or **32 bit** (any selection greater than **256 Colors**).

Screen Resolution: Click and hold down the left mouse button on the slider to move the slider to a resolution of 800 by 600 or greater.

If using **Windows 98** click on the **Apply** button.

If using **Windows NT** click on the **Test** button, follow the instructions, then click on the **Apply** button.

If using **Windows 2000 or XP** click on the **Apply** button.

Click OK to close the dialogue box.

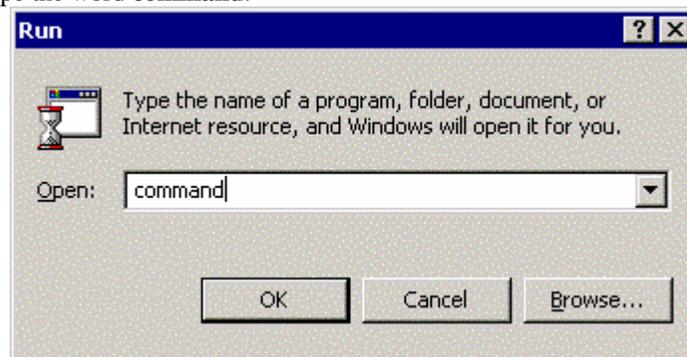
If you are not able to make necessary changes or have any problems, please call the DAS-IT Services HelpDesk for additional assistance.

## Determining Which Connection Type Is Available

If you use a dial-up modem to get to your Internet Service Provider (ISP) you will require a VPN account and software from DAS-IT Services. You can skip the remainder of these instructions and use the "DAS-Budget Application Client Software Instructions."

Please follow these instructions if you do not use a dial-up modem to connect to the Internet. These instructions will help determine whether you are within the State Network and whether your workstation is behind a "firewall".

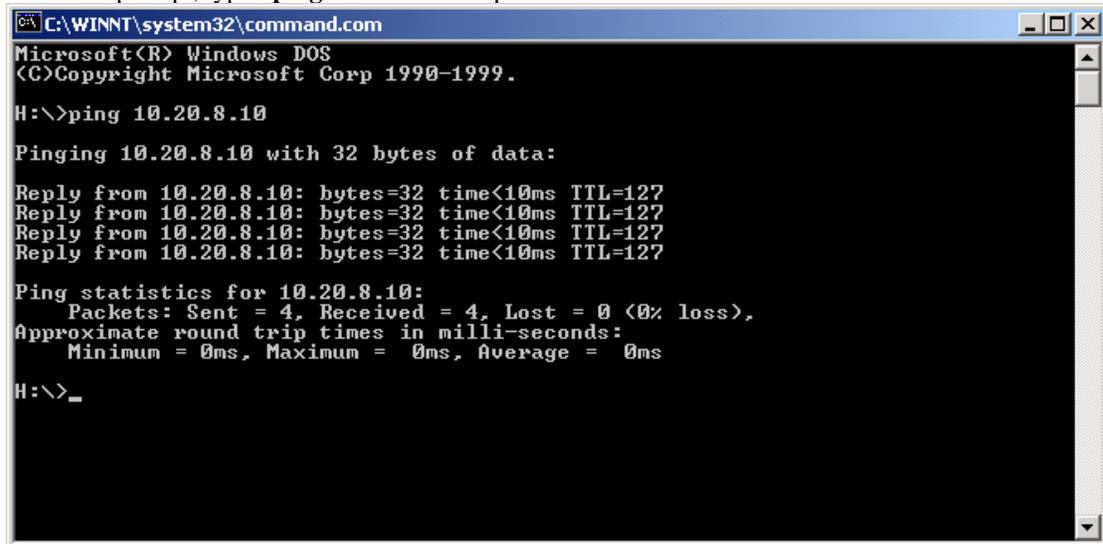
1. Click on the **Start** button in the lower left corner of your desktop.
2. Click **Run** to open the dialog box shown in step 3.
3. In the **Open** field, type the word **command**.



4. Click **OK**, this will cause a DOS window to open.



5. At the DOS prompt, type: **ping 10.20.8.10** and press **Enter**.



6. If you get the "Reply from" responses as shown above you are within the State Network. Continue with the "DAS-Budget Application Client Software Instructions."
7. If you get "Request Timed Out" messages you are either outside the State Network and require a VPN account or you are behind a firewall. Continue with the "DAS-Budget Application Client Software Instructions". If you know you are behind a firewall or are unsure, please have your agency IT support staff contact the DAS-IT Services HelpDesk to resolve firewall configuration issues.
8. Type "**exit**" at the dos prompt and press **Enter** to close the window.

If you receive other responses/messages or know you have a certain type of connection but the above tests do not confirm it, contact the IT Services HelpDesk at 471-4636 or 800-982-2468 for additional assistance.

**Alternative State Network access test:**

1. Open your browser.
2. In the Address window enter **http://10.20.8.10** and press **Enter**.
3. If you are within the State Network you will go to the "**DAS-DOC Citrix/TSE**" Home Page.
4. Click on the "**DAS-Budget Fiscal Application**" link in the middle of the page.
5. This will open the "**DAS-Budget**" page. You may bookmark this page for future access.