

User Guide

SuperSession Overview

For the past six years a computer system called NET-PASS has been used to access mainframe computer applications. For a variety of reasons NET-PASS is being replaced by a product called SuperSession.

The operations and functions of mainframe computer applications, such as CARE, APICS, and BPS, are not effected by the implementation of SuperSession. The only thing that will change is the way you get to the applications – through SuperSession.

Like NET-PASS, SuperSession is a menu driven environment that provides access to all of the mainframe computer applications. You will find that SuperSession has a look and feel similar to NET-PASS and that you can carry out the same type of functions in accessing computer applications, such as having multiple applications active at one time, switching from one active application to another, and screen printing.

Moving around SuperSession is accomplished using the Tab and Shift+Tab features of the keyboard, function keys F1 through F12, and shortcut keystrokes called triggers.

This User Guide contains a description of these SuperSession features:

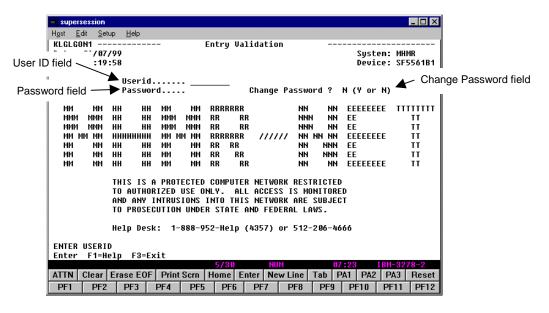
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SuperSession Screen Descriptions

<u>Note</u>: The computer screen images displayed in this document are for demonstration purposes only. The screens displayed when you access SuperSession may vary from the screen images used in this document.

The MHMR-NET Logon Screen

The first screen displayed when you access the mainframe computer using a product such as QWS3270 is shown below.

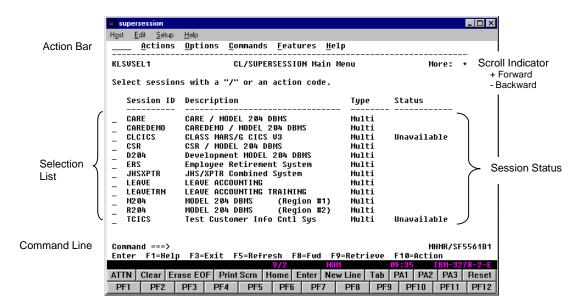


There are three entry fields that are used:

Field	Description
USERID	Key the QWS3270 User Identification number of the
	person accessing SuperSession.
PASSWORD	Key the QWS3270 password of the person accessing
	SuperSession.
CHANGE PASSWORD	Key the indicator that designates if the password is
	changing as part of the logon activity. Possible values
	are Y (yes) or N (no). The default value is N.

SuperSession Main Menu

The <u>SuperSession Main Menu</u> lists all of the mainframe computer applications to which you have access. Parts of the SuperSession panel are described below.



Screen Section	Description		
Action Bar	The action bar can be used to access SuperSession functions.		
Scroll Indicator	The scroll indicator, when followed by a plus sign (+) or a minus sign (-), indicates that more information can be displayed by scrolling forward (F8) or backward (F7).		
Selection List	The Session IDs or applications you are authorized to access.		
Status	A display of the state or activity of a session. Possible statuses include:		
	Blank	The application is available.	
	Active	You have established a session with this application.	
	Current	You have established a session with this application and it the session you most currently used.	

SuperSession Screen Descriptions, Continued

SuperSession Main Menu, continued

Screen Section		Description
Status, continued	Quiesced	The application is preparing to shut down and is not accepting logons.
	Unavailable	The application is not accepting logons.
	Undefined	The session ID is on the menu but the application is not known to the network; perhaps the application has not been started.
	Unknown	The application has not yet indicated whether it is available for use.
	Setup	The VSM resources have been allocated but the logon is delayed.
	Stopped	The application is momentarily not accepting applications.
	Takedown	The session with the application was ended and is in the process of termination.

SuperSession Task Keys

Function Keys

Function keys are used to perform many tasks in SuperSession. For most personal computer systems the function keys are physically located along the top of the computer's keyboard and are labeled F1 through F12. The function keys available for use are displayed on the bottom of each SuperSession panel. The following function keys are available from most SuperSession panels:

Key	Action
Enter	Causes SuperSession to process the current panel and save the data keyed in all fields.
F1	Displays help for the current panel, window or field.
F2	In help screens, gives in-depth information.
F3	Exits the current panel.
F4	Displays a list of valid selections for a SuperSession input field.
F5	Refreshes the current panel by clearing and updating it.
F7	Scrolls backward if more lines exist than can be displayed on the current panel.
F8	Scrolls forward if more lines exist than can be displayed on the current panel.
F9	Retrieves the last command issued and re-enters it on the command line. By pressing F9 repeatedly you can retrieve up to ten previous commands.
F10	Moves the cursor to the home position on the Action bar.
F12	Cancels the current panel and erases all changes and additions made in any of the fields since you last pressed Enter.

SuperSession Task Keys, Continued

Triggers

Triggers are used to carry out functions within the SuperSession panels. The following basic triggers are available for use:

Trigger	Action
\g	Key \g followed by the Session ID to go to the session named.
\1	Lock the terminal.
\m	Display the SuperSession Main Menu.
\n	Move to the next active session according to the order the sessions were started.
\p	Move to the previous active session according to the order the sessions were started.
\q	Key \q followed by X (terminate sessions) or R (resume operating).
@p	Print the screen of the foreground session.

Password Requirements

Based on risk analysis, the Information Security group has determined it is in the best interest of the agency to set the following Security Policy:

Password Length and Character

Passwords should be a minimum of six (6) alpha-numeric characters. You are encouraged to use at least four (4) alpha and two (2) numeric characters for your passwords. No specific order is required. Only the mainframe computer doesn't like repeated characters. If you want to synchronize your passwords across multiple computer platforms, we recommend you do not repeat characters or numbers in your password.

Password Aging

Passwords must be changed at least once every 90 days. Some systems, such as USAS and ERS, still require passwords be changed every 30 days. If you have access to a system that requires you to change your passwords every 30 days, Information Security recommends you change all of your passwords at the same time to keep the passwords synchronized.

Password History

The mainframe computer MVS/TSS operating system, the AIX/UNIX operating system, and the Windows NT operating system all maintain a password history for your last five (5) passwords. The system will remember five (5) passwords. You can reuse the first password on the sixth password change.

Account Lockout

You will be locked out from logging on to your computer after three (3) failed password attempts within 15 minutes. If you are locked out from logging on to your computer because of three failed attempts, the Windows NT operating system prevents you from logging on for 30 minutes. The mainframe computer MVS/TSS operating system and the AIX/UNIX operating systems prevent you from logging on until an Information Services Security Administrator lifts the suspension.

Password Management

The Information Services Security Administrators are responsible for assigning temporary passwords and resetting passwords for the mainframe computer MVS/TSS operating continued on the next page

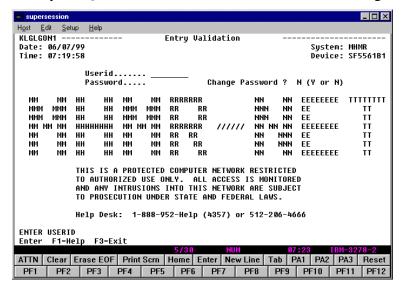
Password Requirements, Continued Password Management, Continued system and the AIX/UNIX operating system. Statewide Information Services (SIS) assigns temporary Windows NT passwords. The Central Help Desk resets passwords for Windows NT systems. If you have any trouble with your passwords please call the Central Help Desk at

888/952-4357 or 512/206-4666 to report the problem.

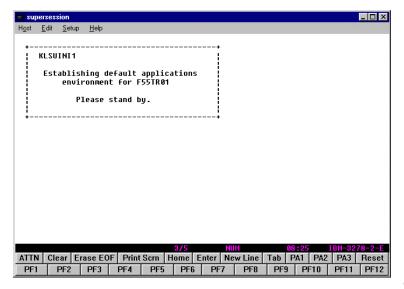
Logging On For the First Time

<u>Note</u>: The first time you log on to SuperSession the <u>Update Personal Information</u> window is displayed. Your name, work location, and work telephone number are keyed in this window and stored as reference information. You can not complete the log on process until this information is entered into the system.

1. Start your QWS3270 mainframe software. The following screen is displayed.

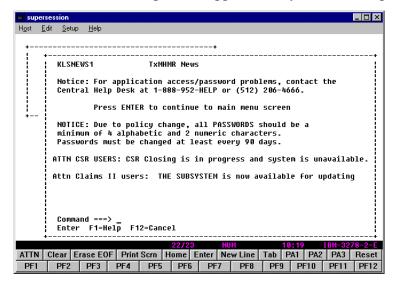


- 2. Key your User ID in the USERID field.
- 3. Key your password in the PASSWORD field.
- 4. Press Enter.
- 5. The following screen is displayed. No action is needed on your part.

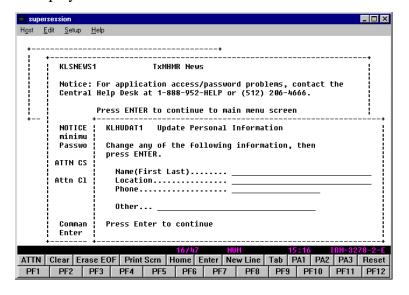


Logging On For the First Time, Continued

6. The SuperSession message window is displayed. Messages concerning the operations of the mainframe computer or application systems are displayed on this screen.



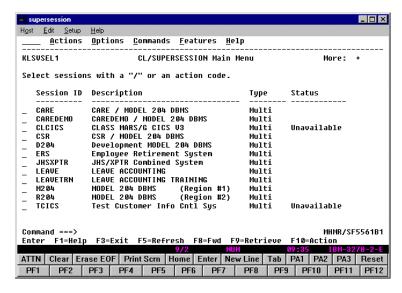
- 7. Read the messages.
- 8. Press **Enter** to continue the log on process. The <u>Update Personal Information</u> window is displayed.



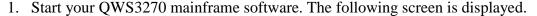
- 9. Key your name in the NAME (FIRST LAST) field.
- 10. Key your work location in the LOCATION field.
- 11. Key your work telephone number in the PHONE field.

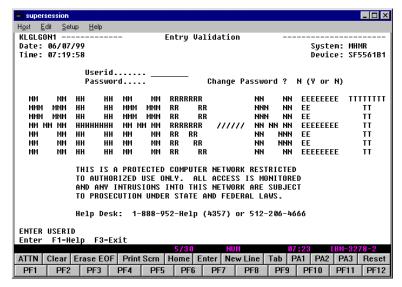
Logging On For the First Time, Continued

- 12. Press Enter.
- 13. The <u>SuperSession Main Menu</u> is displayed showing those mainframe computer applications to which you have access.

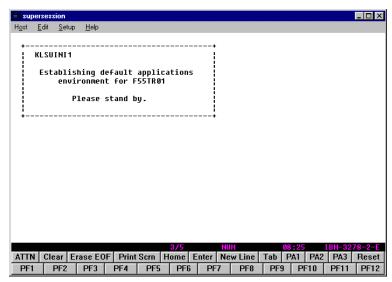


Logging On to SuperSession



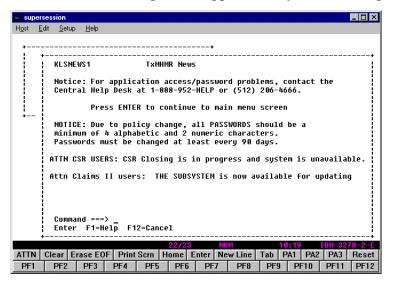


- 2. Key your User ID in the USERID field.
- 3. Key your Password in the PASSWORD field.
- 4. Press Enter.
- 5. The following screen is displayed as SuperSession builds your personal main menu. No action is needed on your part.

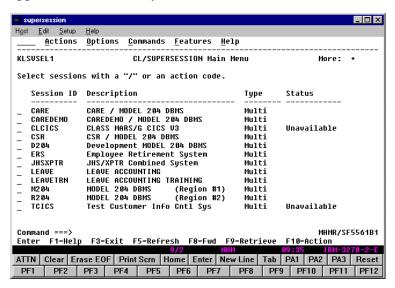


Logging On to SuperSession, Continued

6. The SuperSession message window is displayed. Messages concerning the operations of the mainframe computer or application systems are displayed on this screen.



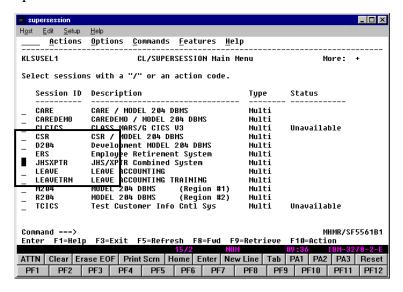
- 7. Read the messages.
- 8. Press **Enter** to continue the log on process.
- 9. The <u>SuperSession Main Menu</u> is displayed showing those mainframe computer applications to which you have access.



Starting an Application

From the **SuperSession Main Menu**:

1. Press **Tab** to move the cursor to the space just to the left of the Session ID you want to open.



2. Press **Enter** to open the application.

Notes:

- After you start a session the System Status on the <u>SuperSession Main Menu</u> is shown as Active.
- This method is used to open as many as 10 applications.
- This method is also used to return to an active session.

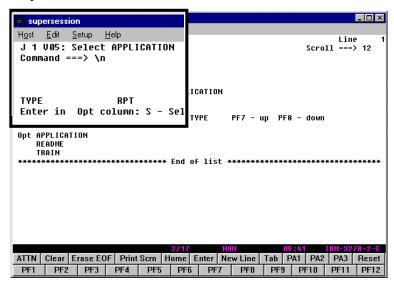
Switching From One Application Session to Another

You are allowed to have as many as 10 sessions open at one time. For example, you can have CARE and JHSXPTR open at the same time and switch back and forth between the two applications. There are several ways to switch from one session to another. When using the Next and Previous commands, SuperSession will cycle through the sessions in the order in which you opened them. When using the Go command, SuperSession takes you to the session you request.

Using the Next (\n) Command

From within a session:

- 1. Tab to a data entry field that is at least two characters long.
- 2. Key **n**.



3. Press Enter.

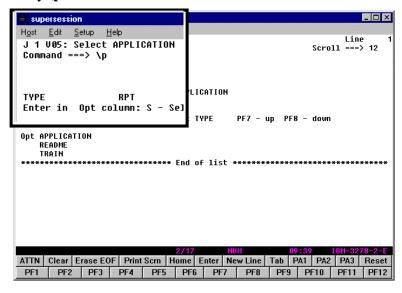
Result: SuperSession displays the current screen of the next session in sequence.

Switching from one Application Session to Another, Continued

Using the Previous (\p) Command

From within a session:

- 1. Tab to a data entry field that is at least two characters long.
- 2. Key **p**.



3. Press Enter.

Result: SuperSession displays the current screen of the previous session in sequence.

Switching from one Application Session to Another, Continued

Using the Go (\g) Command

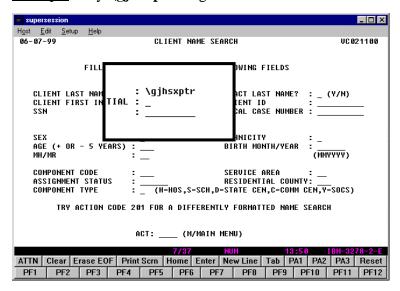
From within a session:

1. Tab to a data entry field that is long enough to accept the Go command and the name of the session to which you will go.

<u>Example</u>: To use the Go command and switch to JHSXPTR there must be a data entry field at least nine (9) characters long.

2. Key \gsessionid, where sessionid is the name of the session you want to access.

Example: Key \gjhsxptr to go to the JHSXPTR session.



<u>Note</u>: If the data entry field is larger than the Go command, there could be underscores or invisible characters left in the field that must be erased so that they are not included as part of the command.

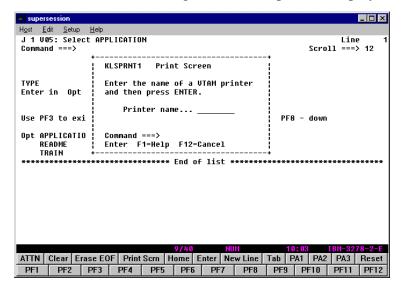
- 3. After keying the last character of the Go command, Click the **Erase EOF** button at the bottom of the QWS3270 screen to delete any characters from the end of the command to the end of the data entry field, or press the **Delete** key until all extra characters in the data entry field are deleted.
- 4. Press Enter.

<u>Result</u>: SuperSession displays the current screen of the session requested.

Printing a Screen Image

From within any session:

- 1. Tab to a data entry field that is at least two characters long.
- 2. Key @p.
- 3. Press **Enter**. The following <u>Print Screen</u> panel is displayed.

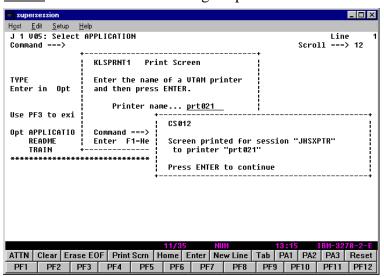


4. Key the printer name.

Example: PRT999

5. Press Enter.

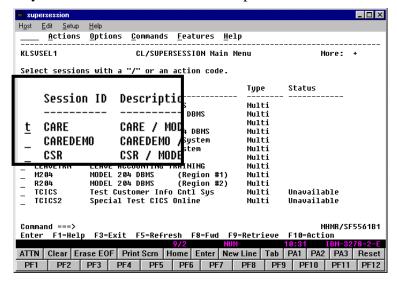
Result: The session screen image is printed and a confirmation screen is displayed.



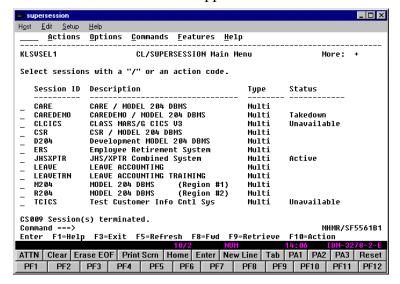
6. Press **Enter** to return to the session.

Closing an Application

- 1. Return to the <u>SuperSession Main Menu</u>.
- 2. Press **Tab** to move the cursor to the space just to the left of the Session ID you want to close, or terminate.
- 3. Key t next to the Session ID. A sample screen is shown below.



4. Press **Enter** to terminate the application.



Result: The session has a status of Takedown.

<u>Note</u>: You can close the application using the application's logoff process or you can close an application from the <u>SuperSession Main Menu</u>. If you exit SuperSession with active sessions, the system will close the active sessions.

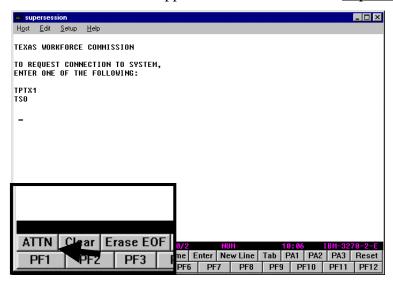
Closing the Texas Workforce Commission and the Texas Legislative Council Applications

Exiting the Texas Workforce Commission and the Texas Legislative Council computer applications and then logging off of the TDMHMR computer system will not terminate the connection between the agencies. The following procedure must be followed to terminate the TDMHMR computer connection with the TEC and TLC applications.

<u>Note</u>: The Texas Workforce Commission was once known as the Texas Employment Commission (TEC). The old naming convention is still used on the SuperSession Main Menu. Access to the Texas Workforce Commission computer application is made through the TEC Session ID.

<u>Note</u>: The process used to break the connection between TDMHMR and either TEC or TLC is the same. For the following examples screen images from TEC are used.

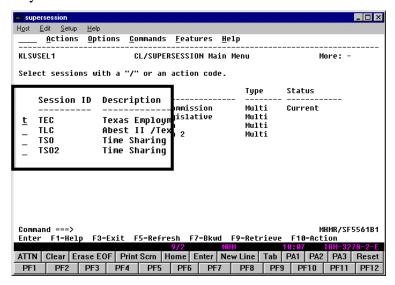
1. At the Texas Workforce Commission or the Texas Legislative Council access screen click **ATTN** to exit the application and return to the <u>SuperSession Main Menu</u>.



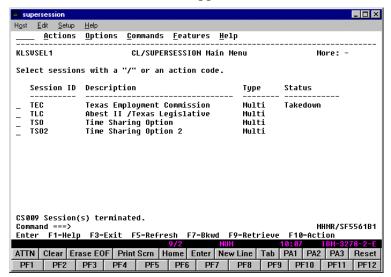
2. Press **Tab** to move the cursor to the entry space just to the left of the Session ID in the SuperSession Main Menu Selection List.

Closing the Texas Workforce Commission and the Texas Legislative Council Applications, Continued

3. Key **t** next to the Session ID.



4. Press **Enter** to terminate the application.

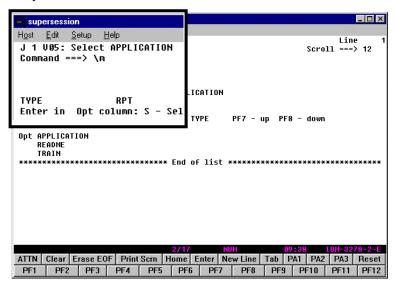


Result: The session has a status of Takedown.

Return to the SuperSession Main Menu

From within a session:

- 1. Tab to a data entry field that is at least two characters long.
- 2. Key **m**.



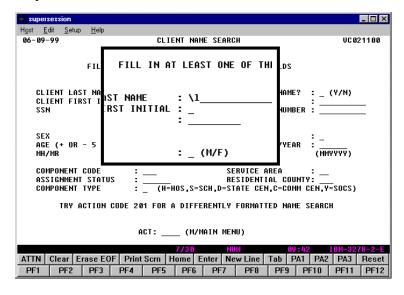
3. Press Enter.

Result: SuperSession displays the SuperSession Main Menu.

Locking/Unlocking Your Mainframe Application

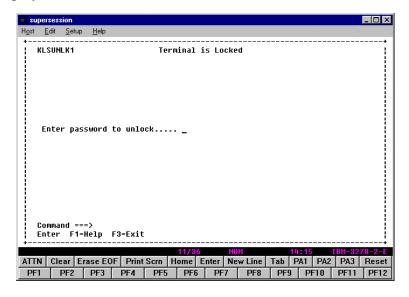
Locking Your Mainframe Application From Within a Session

- 1. Tab to a data entry field that is at least two characters long.
- 2. Key \l.



3. Press Enter.

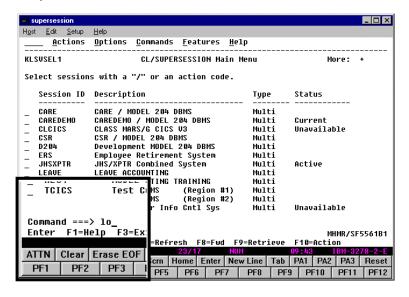
<u>Result</u>: The QWS3270 terminal session is locked and the <u>Terminal is Locked</u> screen is displayed.



Locking/Unlocking Your Mainframe Application

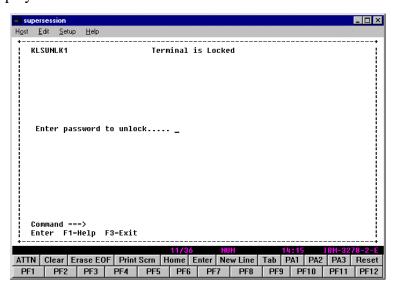
Locking Your Mainframe Application From the SuperSession Main Menu

- 1. Tab to the COMMAND line.
- 2. Key **lo**.



3. Press Enter.

<u>Result</u>: The QWS3270 terminal session is locked and the <u>Terminal Is Locked</u> screen is displayed.



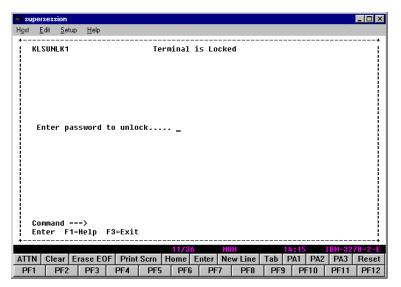
Locking/Unlocking Your Mainframe Application

Unlocking The QWS3270 Session

From the <u>Terminal is Locked</u> screen:

- 1. Make sure the cursor is at the beginning of the Enter password to unlock field.
- 2. Key your QWS3270 mainframe session password.

<u>Note</u>: Do not use your NT Desktop password or a password used to access an application.

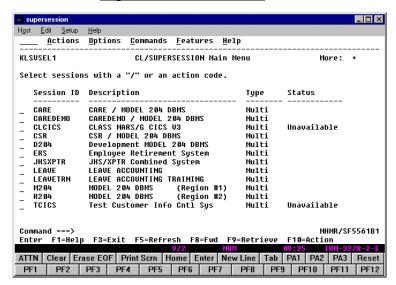


3. Press Enter.

Result: The QWS3270 terminal session is unlocked and the current session is displayed.

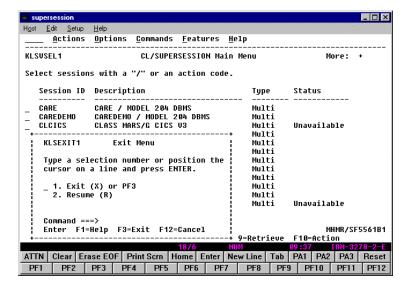
Logging Off

1. Return to the SuperSession Main Menu.



2. Press **F3**.

<u>Result</u>: The <u>Exit Menu</u> is displayed in the lower left portion of the <u>SuperSession Main</u> Menu.

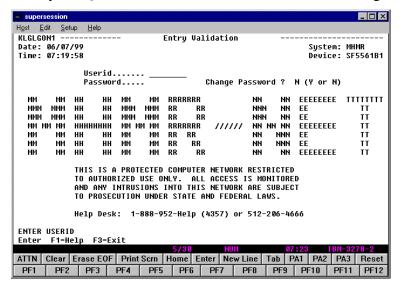


3. Press **F3** a second time.

Result: SuperSession will shut down.

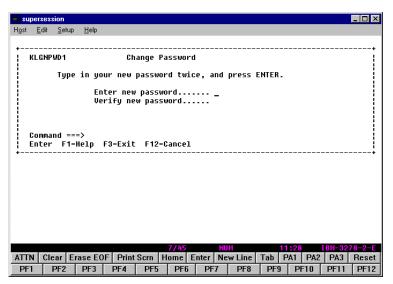
Changing Your Password

1. Start your QWS3270 mainframe software. The following screen is displayed.



- 2. Key your User ID in the USERID field.
- 3. Key your old password in the PASSWORD field.
- 4. Key Y in the CHANGE PASSWORD field.
- 5. Press Enter.

Result: The following Change Password screen is displayed.

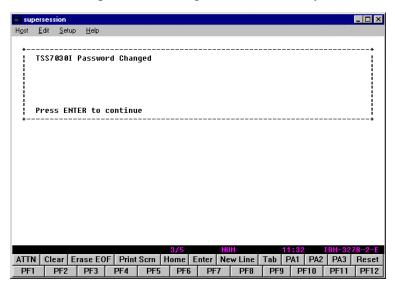


- 6. Key your new password in the ENTER NEW PASSWORD field.
- 7. Key your new password a second time in the VERIFY NEW PASSWORD field.

Changing Your Password, Continued

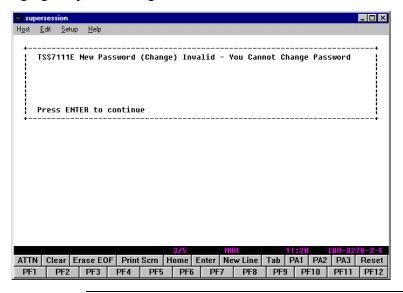
8. Press Enter.

Result: If the password change worked correctly the following screen is displayed:



9. Press **Enter** to continue with the logon process.

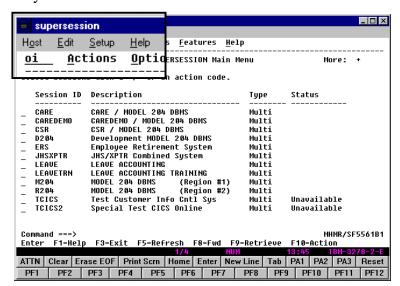
<u>Note</u>: If the password change did not work correctly the following screen is displayed. Take appropriate action to determine why the password change did not work and try changing the password again.



Updating Personal Information

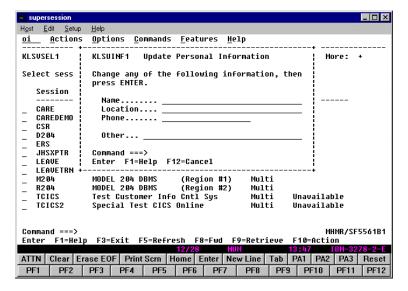
From the SuperSession Main Menu:

- 1. Press **F10** to move the cursor to the home position of the Action Bar.
- 2. Key oi on the Action Bar line.



3. Press Enter.

Result: The Update Personal Information window is displayed.



- 4. Key any changes to NAME, LOCATION, PHONE, or OTHER.
- 5. Press Enter.

Result: The SuperSession Main Menu is displayed.

SuperSession Security and Help

Security

You are responsible for any activity performed under your User ID and password. Do not share or publicly display your password. It is very possible for employees who cannot maintain confidentiality to be terminated. Purposeful falsification of data records is grounds for termination. Violating data security or allowing unauthorized access by another party is a Class A misdemeanor.

Help

For additional help in using the Candle SuperSession system press the F1 key to receive information concerning the panel you are viewing. Help is for SuperSession and not for the business application. Access the Help option on the Action line to receive an overview of the help system.

For help concerning the improper operation of SuperSession on your computer please telephone the Central Help Desk at 888/952-4357 or 512/206-4666.