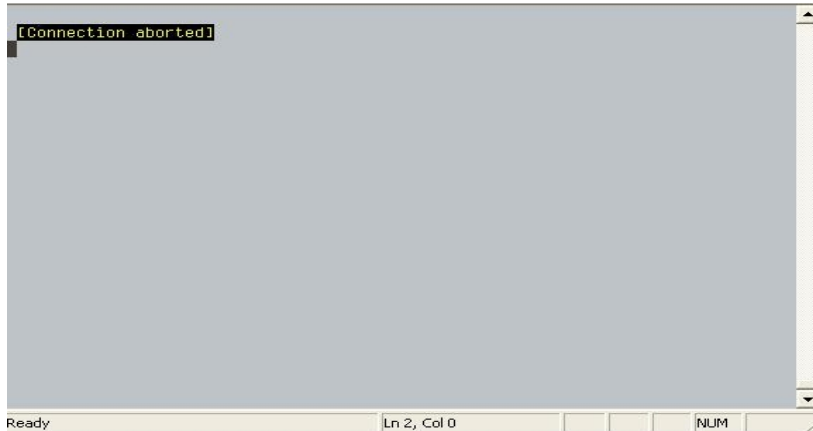


# USER INTERFACE MESSAGES

## INACTIVE TIMEOUT

If your User Interface session is inactive for 1 hour, your session will timeout. After you try doing something (accessing a screen or typing), the following message is displayed:



Click on the X in the upper right corner to close the SHEL screen.

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## INCORRECT PASSWORD

If you enter the wrong password the following message is displayed:



Click OK and you will receive the login dialog box. Login in with the correct password. If you continue to receive this message, you can call IT Services Operations, x4146, to have your password reset.

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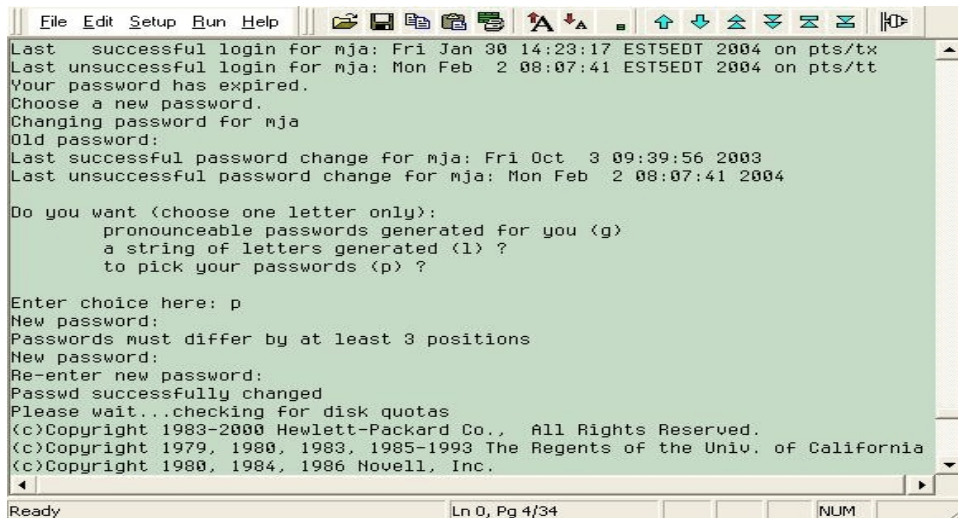
# USER INTERFACE MESSAGES

## PASSWORD EXPIRATION

Colleague passwords expire every 120 days. Colleague passwords do not change with the web based password synchronization routine. When your Colleague password expires, the following message is displayed:



Click OK. This box will close and the following SHELL (gray) screen will be displayed:



You will be prompted to enter your old password, a 'p' to pick your password, new password and to re-enter your new password. Colleague passwords must be at least 6 characters (letters and/or numbers) and contain at least one number.

## ACCOUNT DISABLED

After three invalid login attempts, your login ID will become locked/disabled. When your login ID is disabled and you then enter the correct password the following message is displayed:



Click OK and you will receive the login dialog box. **Before trying to login again**, call IT Services Operations, x4146, and tell them your account is disabled. Please give the operator your login ID and they will unlock it. After you are unlocked, you can login with the password that gave you this message. Your password will not need to be reset.

## USER INTERFACE MESSAGES

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### SYSTEM UNAVAILABLE

The Colleague access times are Monday through Friday 5:00 a.m. - 6:30 p.m. Weekend access is available as requested. For weekend access, please call Mary Aumann, x7135. When the Colleague system is unavailable, the following message is displayed:

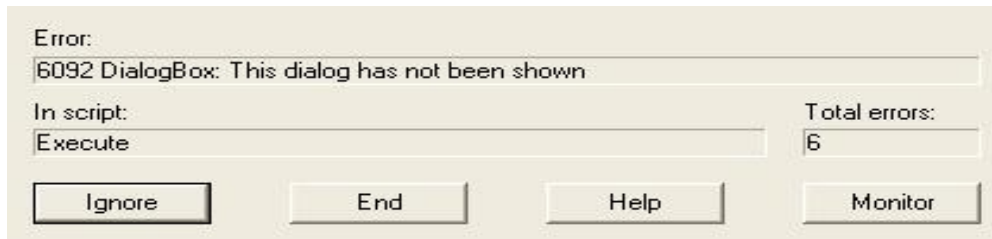


Click OK and try again during available hours.

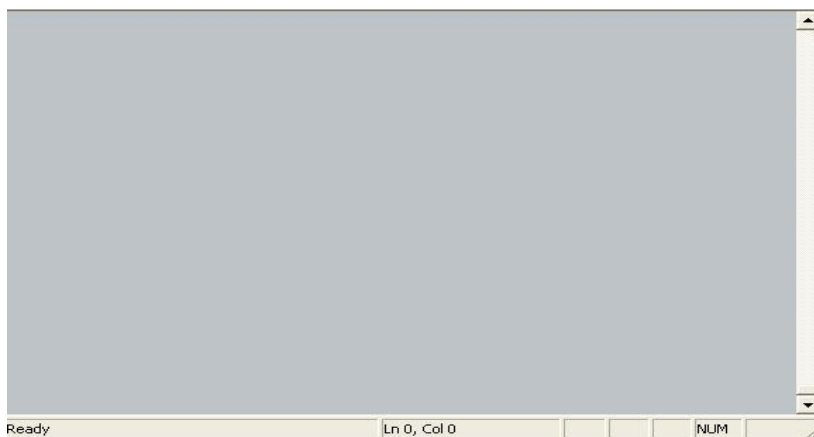
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### FORCE LOGGED OUT

Occasionally someone will need to be force logged out by IT Services. When this happens, the following message is displayed:



Click on End once for each number of Total errors. This box will close and the following SHEL (gray) screen will be displayed:



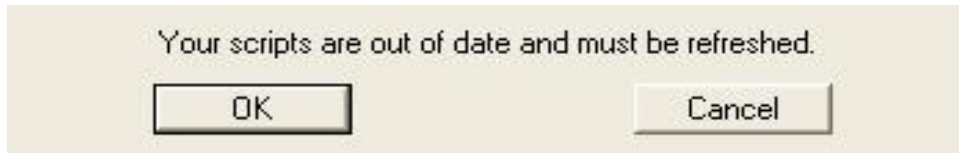
Click on the X in the upper right corner to close the SHEL screen. If the SHEL screen does not appear, it is because it is minimized. You may need to maximize the screen by clicking on it in your Windows task bar.

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## USER INTERFACE MESSAGES

### UPDATE SCRIPTS

When changes are made to User Interface or Colleague, you may need to update the User Interface scripts. When this happens the following message is displayed:



Click OK. The updating will take a couple minutes. You may receive an error box. It is ok to ignore this. After the scripts are updated, the following message is displayed:



Click OK. Then click on the Datatel icon to open User Interface and proceed with logging in. You do not need to restart your computer.