



General Information System (GIS) Message

Section 1

Transmittal:	24DC059 Upstate
Date:	September 16, 2024
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, HEAP Coordinators, Employment Coordinators, Staff Development Coordinators, WMS Coordinators, Medical Assistance Directors, LDSS LAN Administrators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	On-Site Imaging (OSI) Upgrade
Effective Date:	Immediately
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Attachments:	OSI Quick Reference Guide (QRG) 2024

Section 2

The purpose of this GIS message is to provide information regarding the scheduled upgrade to the On-Site Imaging (OSI). OSI has been combined with Imaging and Enterprise Document Repository (IEDR) and On-Site Scanning (OSS) to form one URL and will reside on the same servers as IEDR 7, utilizing the platform as IEDR and OSS in preparation for the eventual merging of the three applications functions into one single application. Users will notice a change to the look and feel to be a more modern and provide a more user friendly experience with improvements to search functionality. Prior versions of OSI required users to access the application from Internet Explorer, or Edge with Internet Explorer mode enabled, but Chrome will now be the default browser supported for the OSI application. The use of Java for OSI has also been discontinued, and Java will no longer be required to be installed on client machines to utilize OSI.

The OSI system will no longer be accessible at the current link but instead be made available on the same landing page as IEDR 7. Directories such as my.ny.gov and Centraport will be updated when On-Site Imaging goes live. Please see Section 3 below for the updated link.

A Training overview video showing OSI changes has been created by OTDA training staff and will be made available on TrainingSpace to County and OTDA staff upon release of these updates.

No operating system or software changes are required for successful use of OSI, though the use of the old link may be required for organization and/or staff-specific changes such as updating bookmarks/shortcuts, and/or local county pages.

Section 3

Links

Old Location: <https://osi.otda.ny.gov/OSI/>

New Location: <https://iedr.otda.ny.gov>