

## Downtime Announcement From Informatics

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<b>Sites Affected</b>	<ul style="list-style-type: none"><li>• St. Joseph's Hospital</li><li>• Thunder Bay Regional Health Sciences Centre</li></ul>
<b>Services Impacted</b>	<ul style="list-style-type: none"><li>• All Web based applications including;</li><li>• 411 directory, Payroll Adjustment Forms, Central Equipment Requisition Forms (SJCG only)</li><li>• Any other web application with low impact on users will follow</li></ul>
<b>When</b>	Date: Wednesday, September 27 <sup>th</sup> , 2023 Start Time: 19:00 hrs EST End Time: 24:00 hrs EST
<b>Action Required</b>	<p><b>Prior to Downtime:</b></p> <ul style="list-style-type: none"><li>• Close your web browser.</li><li>• Each application will take 15 minutes to migrate, so if you cannot access a specific application, wait for a small amount of time and try again.</li><li>• The 411 application (SJCG and TBRHSC) will be migrated first at 19:00 hrs, followed by Payroll Adjustment Forms (SJCG and TBRHSC) then Central Equipment Requisition Forms (SJCG).</li><li>• All other web applications that have lower impact will follow.</li></ul> <p><b>Following Downtime:</b></p> <ul style="list-style-type: none"><li>• Open a web browser to connect to the desired web application.</li></ul>
<b>Why</b>	<ul style="list-style-type: none"><li>• To migrate web applications and associated databases to new server versions.</li></ul>

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**Ensure this information is distributed / posted for all affected staff.**

**Questions or comments?** Contact TBRHSC IT Service Desk.

(807) 684-6411 | 1-888-291-9636 | [help@tbh.net](mailto:help@tbh.net)