

August 17, 2007

## To All County Employees:

The new RICO C.A.F.E. (Rock Island County - County Access For Employees) website has now been up and running for about a month. We still have a large number of employees that have not signed up and would like to encourage them to do so. If concerned about your password, you may now change it once you've logged in. If you have not received a sign-up form please contact Sue Adams at 558-3761 or by e-mail at [webadmin@co.rock-island.il.us](mailto:webadmin@co.rock-island.il.us) .

**Usernames for all employees are the employee's last name followed by their first initial (unless we have a duplicate, then adjustments will be made and they will be notified). Passwords will be set up in all lowercase unless it is specifically stated otherwise.**

The address to access the County Employee Website is **<https://ricocafe.org>** - this address should be entered exactly as seen here or the site will not be available and if anyone has problems accessing the site, please let me know.

If an e-mail address is provided at the time of sign up, an e-mail will be sent out to the employee notifying them that they are set up and able to log in. Employees may sign up using their work or personal e-mail address (work address preferred, but not necessary). If an e-mail address is not provided I try to call the individual at their office if feasible otherwise I will try to send out an inner office mailing to notify them they are set up.

**Once an employee has logged in to the C.A.F.E. they can click on the "Change Password" link to change their password if they wish. This feature will always be available and as long as the employee knows their current password they will be able to change to a different password at anytime.** If an employee cannot remember their password they may contact me by e-mail at [webadmin@co.rock-island.il.us](mailto:webadmin@co.rock-island.il.us), by phone at (309) 558-3761 or just dial the extension of 3761, or by inner office mail and I can reset their password. If an employee attempts to login more than 3 times unsuccessfully, their account will be locked and it will be necessary for them to contact me to reset their account for access.



I wanted to bring everyone up-to-date regarding the valuable information available via the C.A.F.E. (with more to come).

### **Current Features and Information Available on C.A.F.E.**

- Announcements
- Change Password
- County Documents:
  - Employee Newsletters
  - Education Reimbursement Policy and Form
  - Employee Manual
  - Employment Applications
  - FMLA Policy
  - Procedure Manual
  - Safety Manual
  - Telephone Directory
  - Committee Reporting Relationships
  - Credit Card Transaction Log
  - Direct Deposit Form and Instructions
  - Education Reimbursement Policy and Form
  - Mileage Form
  - Parking Ordinances for County Building, Courthouse, Justice Center and Jail

- Request to Hire Form
- Sheriff's Department: E-mail Listing
- Signature Required Mail Procedure
- Treasurer's Disbursement (TD) Request Form
- All County Union Contracts
- County Holidays
- Employee Benefits
- Secure section for Health Department Employees only
- Secure section for County Board members only
- Secure section for specific Sheriff's Department Employees
- **Discussion Forum**

**The Discussion Forum** has multiple sections where employees may ask questions as well as answer questions regarding many subjects: **All sections are available to all employees and with (currently) only two exceptions**, any employee should **feel free to post a question or answer** to any of the forums **during work hours** or from home. The **two exceptions** are under the Miscellaneous section and should be limited to off work hours when posting questions or responses to questions: 1) The Recipe Exchange and 2) Tips and Tricks (helpful tips or tricks for household, life, etc.).

When you first go to the Discussion Forum page you may notice a small icon like this . If you provided an e-mail address upon sign up you may click the icon to subscribe to notifications by e-mail whenever any posts are made to any of the forums, simply choose "All Posts". Or choose "Replies to me" if you only wish to receive notifications by e-mail when someone replies to an item you posted in any of the forums. You may also choose to only be notified if someone posts to a particular forum (all posts or just replies to your posts) by clicking on the forum name (ex: Inside News) and then clicking on the  icon and making the appropriate choice from the dropdown.

If you did not provide an e-mail address upon sign up you can call me at (309) 558-3761 or click the "Web Administrator" link which is located at the bottom of every page to send me an e-mail and I'll be happy to set that up for you. If you do not have a County e-mail address, a \*personal e-mail address would be just fine. \*(Personal e-mail addresses will not be given out).

Other than the Miscellaneous Section, as described above, the remaining sections (**which can be used during work hours**) are:

- **Benefits**
  - Dental Insurance - Questions regarding Dental Insurance
  - Health Insurance – Questions regarding Health Insurance
  - IMRF – Questions regarding Illinois Municipal Retirement Fund
  - ING – Questions regarding deductions for Investment Plan
  - Prescription Plan – Questions regarding Prescription Plan
  - Vision – Questions regarding Vision Insurance
- **County Newsroom**
  - Did You Know... - Information you may not know about working for Rock Island County
  - Employee Recognition – Give kudos to a County Employee, Co-worker or Manager!
  - Inside News – News or Events to Inform Employees about what's happening within RI County. (Provides a place where internal news can be displayed that will let employees know about different things that are going on internally within Rock Island County Offices/Departments, such as the zoo getting giraffes.)
  - Notices – Information Important to Other Offices
- **Help Desk**
  - Desktop Computers - Questions regarding Desktop computers
  - Groupwise – Questions regarding Groupwise
  - Microsoft Access – Microsoft Access Questions (Please be sure to specify which version of Access you're asking about)

- Microsoft Excel – Microsoft Excel Questions (Please be sure to specify which version of Excel you're asking about)
- Microsoft Word – Microsoft Word Questions (Please be sure to specify which version of Microsoft Word you're asking about)
- Phone System – Questions regarding the County Phone System
- **Office Swap Meet**
  - County Office Equipment – Topics regarding available or needed Office Equipment (maybe another office has what you need and are no longer using it?)
  - County Office Furniture – Topics regarding available or needed Office Furniture (maybe another office has what you need and are no longer using it?)
- **RICO C.A.F.E.**
  - Message from the Web Administrator – Notes and Announcements regarding the RICO C.A.F.E.
  - Questions – Questions regarding the RICO C.A.F.E. Website
  - Suggestions or Content Requests – Make suggestions or request information you would like to see added to the RICO C.A.F.E. website.

We would like to encourage **all employees** and **management** to use this forum as a valuable tool. It can dramatically increase and encourage more open communications within the County.

We hope to add more content to the site as time permits or suggestions filter in and appreciate and encourage suggestions for additional content! If there are any forms or documents you would like to see on the C.A.F.E. website, if you have ideas regarding information you'd like to see on the site or if you would like your own "Departmental Access Only Section", you may post a request in the RICO C.A.F.E. section of the forum via the "Suggestions or Content Request" forum.

Note: The e-mail addresses set up in association with the RICO C.A.F.E. website will not be used for anything other than notifications – regarding RICO C.A.F.E.

If you know of an employee in your office who does not have a computer or internet access either in the office or at home, please let me know and their name will be added to a list. The Human Resources Department and I will be working together to determine how we can get some or all of the C.A.F.E. information to these employees.

Please call or e-mail me with any questions, comments, suggestions or problems. Thanks!

Sue Adams, Web Administrator  
[selaine@co.rock-island.il.us](mailto:selaine@co.rock-island.il.us)  
 (309) 558-3761



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