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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 18.02.00 – 2018 Fiscal Year-End Updates, VerraDyne Print Manager and Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for Release 18.02.00.

PCGenesis supporting documentation is provided at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

June, 2018 Payroll Completion Instructions

Install this release after completing the June 2018 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the July 2018 payroll.

Please import the FY 2019 CPI Salary Schedule into PCGenesis. The 2019 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please follow the instructions for completing the fiscal year end closing in the order provided.

For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) for ALL Leave Types first, and 2) Run the Advance Leave (F3, F4, F2, F10) second. The Create Original Leave of Absence File (F4, F9, F6) step can be run at any time since the leave data is pulled from the Leave History File.

For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) first in order to capture FY 2018 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) second in order to clear the FY 2018 Fiscal Year leave totals.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

Table of Contents

SECTION A: OVERVIEW OF RELEASE	5
A1. PCGENESIS VERRADYNE PRINT QUEUE UPGRADE	5
A1.1. VerraDyne Print Queue Overview	5
A1.2. VerraDyne Print Directories	8
A1.3. Sorting Entries in the VerraDyne Print Queue	9
A1.4. Display Print Queue Reports in PDF Format	10
A1.5. Spool PCGenesis Report	12
A1.6. Display Detail Info	13
A1.7. E-mail PCGenesis Reports	14
A1.8. Archive PCGenesis Reports	16
A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue'	21
A1.10. New Printer Icons for Server/Workstation Desktop	22
A1.11. Full Backup of K:\ for PCGenesis	22
A1.12. Update for the Microsoft® Word Print Queue (QWORD)	23
A1.13. Print Queue Components Added to Current Release Number Screen	25
A2. PAYROLL SYSTEM	26
A2.1. New Teachers Retirement System (TRS) Rates for FY 2019	26
A1.2. New Employees' Retirement System (ERS) Rates for FY 2019	26
A3. FINANCIAL ACCOUNTING AND REPORTING (FAR) SYSTEM	27
A3.1. Expand Purchase Order Account Lines to 20	27
A3.2. Expand Claim Account Lines to 20	28
A3.3. Allow Purchase Order to Print Up to 20 Account Lines	28
A3.4. PCG Server Name and Server Version Added to System Control Information	29
A5. CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI) SYSTEM	30
A5.1. Upload the 2019 CPI State Salary Schedule	30
SECTION B: INSTALLATION INSTRUCTIONS FOR RELEASE 18.02.00 SOFTWARE	31
B1. VERIFY SPECIAL RELEASE 18.S.12 OR 18.S.16 INSTALLED	31
B2. PERFORM A PCGENESIS FULL BACKUP	33
B3. INSTALL PCGENESIS RELEASE 18.02.00	34
B4. VERIFY RELEASE 18.02.00 WAS SUCCESSFULLY INSTALLED	41
SECTION C: INSTALLATION INSTRUCTIONS FOR VERRADYNE PRINT MANAGER SOFTWARE	42
C1. INSTALL VERRADYNE PRINT MANAGER SOFTWARE 03.02.00	42
C2. VERIFY VQUEUE SERVICE IS RUNNING	46
C3. REMOVE PCGSPPOOL FROM "ALL USERS STARTUP"	48
C4. ADD REQUIRED PCG SHORTCUTS TO SERVER/WORKSTATION DESKTOP	48
C5. PROVIDE PCGENESIS FINANCIAL DIRECTOR WITH ADMINISTRATIVE ACCESS TO THE PRINT MANAGER	49
C6. CHECK PRINTER DEFINITION	55
C7. SETUP E-MAIL SERVER INFORMATION FOR PRINT MANAGER	59
C8. VERIFY PRINT MANAGER ACCESS FROM WORKSTATIONS	62
C9. CLEAN UP K:\SECOND\#XXXPRT	71

SECTION D: AFTER PCGENESIS RELEASE 18.02.00 HAS BEEN INSTALLED.....72

D1. PERFORM A PCGENESIS FULL BACKUP AFTER RELEASE 18.02.00 IS INSTALLED72

Section A: Overview of Release

A1. PCGenesis VerraDyne Print Queue Upgrade

A1.1. VerraDyne Print Queue Overview

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Print Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Print Manager* has much in common with the existing PCGenesis print queue because the same company created both systems.

Features of the VerraDyne Print Manager

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print job is running in the background under *Windows Local Services*. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

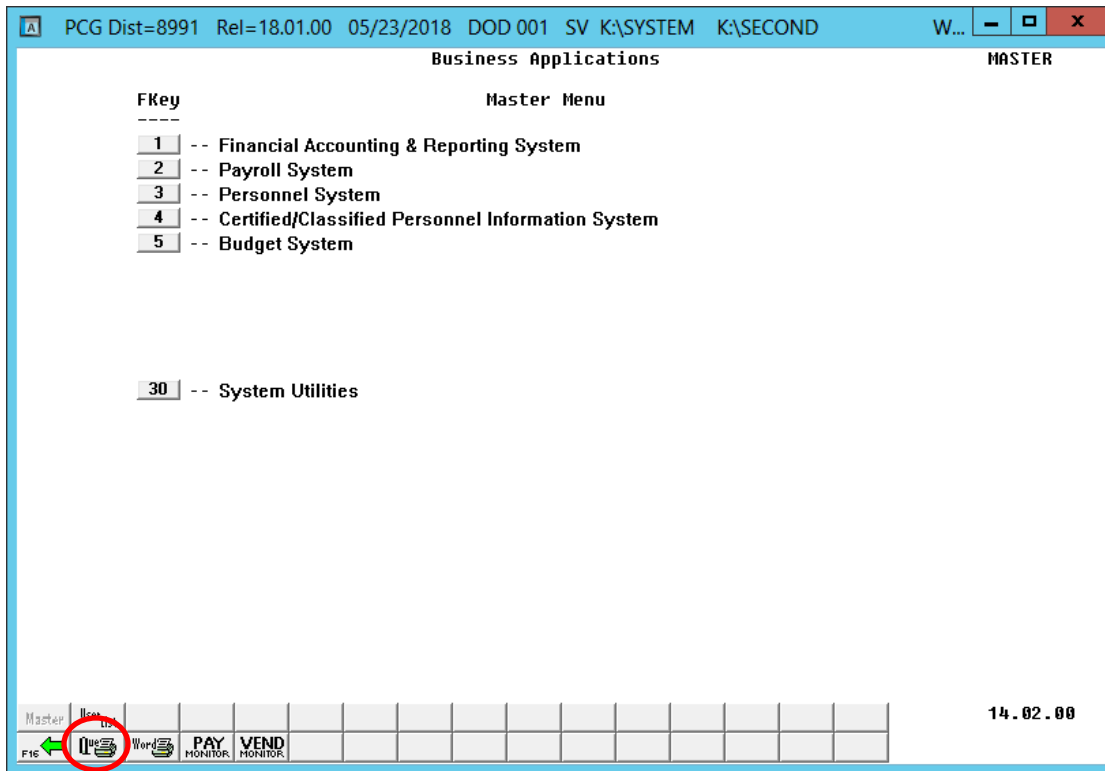
Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Print Manager* system include:

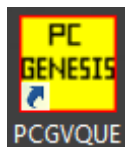
- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to a specific user, or group of users
- The ability to print reports to a specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

Accessing the VerraDyne Print Manager

There are two ways to access the *VerraDyne Print Manager*. The user can select  (Uqueue) from a PCGenesis menu to enter the *VerraDyne Print Manager*, as shown below.



The user can also access the *VerraDyne Print Manager* from the desktop icon. From the user's workstation double-click the PCGVQUE icon:



The *VerraDyne Print Queue Manager* allows the user to delete and remove print files from the queue, to display audit logs for PCGenesis reports, to e-mail PCGenesis reports to other users, and to permanently archive PCGenesis reports to an archive directory. Right-click on the **File Name** to see the options available, as shown below.

Release 18.02.00 – 2018 Fiscal Year-End Updates, VerraDyne Print Manager and Miscellaneous Changes / Installation Instructions

The screenshot shows the VerraDyne Queue Manager application window. The title bar reads "VerraDyne Queue Manager" and the menu bar includes "Settings", "Refresh", "File", "Archive Files", "Exit", and "About". The main window displays a table of 39 queued files. A context menu is open over the first few rows, listing actions: "Delete", "Remove", "Detail Info", "Email", and "Archive". A secondary menu is also visible, showing "HOLD" and "SPOOL" options. A callout box points to the "File Name" column with the following text:

Right-click on the **File Name** allows the user to:

- Delete (delete file and remove from queue)
- Remove (remove file from queue)
- Detail Info (audit log information)
- E-mail (e-mail PCG report to another user)
- Archive

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG		IALA	001	A	1	SCRATCH	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\DODPRT\PSCN0000	2702	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

A1.2. VerraDyne Print Directories

The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past. Before, all PCGenesis reports were stored in the K:\SECOND\#nnnPRT directories. Now, the *VerraDyne Print Queue* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.

- ◆ The **Spool Directory** is where PCGenesis creates the reports:
 - K:\SECOND\#DODPRT
- ◆ The **Print Directory** is the directory where the Print Manager stores the reports in the print queue:
 - For example, the **Print Directory** may be K:\UCTPRINT\#DODPRT
 - The *VerraDyne Print Queue* will **MOVE** the PCG reports from the **Spool Directory** located in K:\SECOND to the **Print Directory** located in K:\UCTPRINT
 - If there is an existing print file with the same name as a new print file, the *VerraDyne Print Queue* will rename the file and append a date/time stamp

New Volume (K:) > UCTPRINT > #DODPRT

Name	Date modified	Type	Size
PRNT0000@@@171025_0940025	10/25/2017 9:40 AM	File	31 KB
PRNT0000@@@170830_1503056	8/30/2017 3:03 PM	File	6 KB
PRNT0000@@@170830_1453015	8/30/2017 9:21 AM	File	14 KB
XFER0000@@@170825_1435011	8/25/2017 2:35 PM	File	2 KB
XFER0000	8/25/2017 2:07 PM	File	2 KB
PRNT0000@@@170825_0912036	8/25/2017 9:12 AM	File	2 KB
PRNT0000@@@170825_0905036			
PRNT0000			
PRNT0003@@@170824_1142010.PDF			
PRNT0003@@@170824_1142010			
PRNT0003@@@170824_1137006			
PRNT0003@@@170824_0946019	8/24/2017 9:46 AM	File	2 KB
PRNT0003	8/24/2017 9:29 AM	File	14 KB
PRNT0002	8/24/2017 9:28 AM	File	14 KB

Print Directory:

- Notice the print files will reside in **UCTPRINT**
- Notice the file name may be changed and the date/time stamp may be appended to the name

IMPORTANT NOTE: Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. (xxx is the three character PCGenesis user ID.) This causes problems with the *VerraDyne Print Spooler*. Therefore, advise all PCGenesis users to not save any miscellaneous files to the K:\SECOND\#xxxPRT directories. The print spool directories are used by the system to temporarily contain PCGenesis reports created by the system and should be used for no other purpose.

A1.3. Sorting Entries in the VerraDyne Print Queue

The data in the print queue can be sorted by any column at the top of the print queue screen. Click on the column heading to sort the report entries in ascending / descending order.

The screenshot shows the VerraDyne Queue Manager interface with a table of 123 queued files. The columns are: File Name, Size, User, Device, Class, Copies, Disp, Form, Status, Date, Information, and Output. The 'Date' column header is highlighted in yellow, and a callout box points to it with the following text:

The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order

- File Name
- Size
- User
- Device
- Class
- Copies
- Disposition
- Form
- Date
- Status

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\SPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\DODPRT\PRNT000...	13989	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	993	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	10578	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	8331	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2758	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2491	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\VUTILLOG...	15923	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\DODPRT\PRNT000...	31682	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1						
K:\UCTPRINT#\SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

A1.4. Display Print Queue Reports in PDF Format

The VerraDyne Print Queue Manager allows reports in the print queue to be displayed in PDF format.

The screenshot shows the VerraDyne Queue Manager interface. The title bar reads 'VerraDyne Queue Manager'. Below the title bar is a menu bar with 'Settings', 'Refresh', 'File', 'Exit', and 'About'. The main area contains a table with 123 queued files. The table has columns for File Name, Size, User, Device, Class, Copies, Disp, Form, Status, Date, Information, and Output. A callout box points to the 'File Name' column with the text: 'Double-click File Name: • Allows the PCGenesis report to be displayed in PDF format'.

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\SPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG000...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\DODPRT\PRNT000...	13989	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	ERROR	10/30/17(09:40)	Email Error K\UCTQUE...	E
K:\UCTPRINT#\SPLPRT\VUTILLOG...	593	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/28/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	10576	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	8331	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2758	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2491	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	15923	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\DODPRT\PRNT000...	31682	DIANE.OCHALA	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1	QUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

The screenshot shows the Adobe Acrobat Reader DC interface. The title bar reads "PRNT0001@@@180622_0933000.PDF - Adobe Acrobat Reader DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows various navigation and editing tools. The main content area displays a report with the following header information:

REPORT DATE: 06/22/2018 09:32:50
 PROGRAM: PAY0000
 PAYROLL ALPHA DESCRIPTION FILE
 DIRECT DEPOSIT BANK
 PAGE 3

TYPE	CODE	DESCRIPTION	ROUTING
DDEK	01	ALLY BANK	900000019
DDEK	02	BB & T	900000029
DDEK	03	GEORGIA FEDERAL CREDIT UNION	900000039
DDEK	04	WELLS FARGO	900000049
DDEK	05	REGIONS BANK	900000059
DDEK	06	REGIONS BANK 4	900000069
DDEK	07	NORTH GEORGIA CREDIT UNION	900000079
DDEK	08	COMMONWEALTH BANK & TRUST	900000089
DDEK	09	HALLOO COMMUNITY CREDIT UNION	900000099
DDEK	10	WELLS FARGO 2	900000109
DDEK	11	REGIONS 3	900000119
DDEK	12	SUNTRUST BANK, NE GEORGIA	900000129
DDEK	13	SCHOOLS FIRST FEDERAL CREDIT UNION	900000139
DDEK	14	SUNCOAST	900000149
DDEK	15	RENASANT BANK	900000159
DDEK	16	WELLS FARGO-FLORIDA	900000169
DDEK	17	BANK OF AMERICA	900000179
DDEK	18	UNITED COMMUNITY BANK	900000189
DDEK	19	WELLS FARGO BANK, NA	900000199
DDEK	20	CDC CREDIT UNION	900000209
DDEK	21	PNC BANK	900000219
DDEK	22	BANK OF THE OCEANS	900000229
DDEK	23	CREDIT UNION OF GEORGIA	900000239
DDEK	24	BANK OF NORTH GEORGIA	900000249
DDEK	25	GE CAPITAL RETAIL BANK	900000259
DDEK	26	HARBERSHAM BANK	900000269
DDEK	27	PINNACLE BANK	900000279
DDEK	28	UNITED COMMUNITY BANK 2	900000289
DDEK	29	MOUNTAIN VALLEY BANK	900000299
DDEK	30	ASSOCIATED FED EMP CRED UNION	900000309
DDEK	31	ATHENS FIRST BANK AND TRUST	900000319
DDEK	32	FARMER'S STATE BANK	900000329
DDEK	33	HUDSON VALLEY FEDERAL CREDIT UNION	900000339
DDEK	34	RENASANT	900000349
DDEK	35	SOUTH 36	900000359
DDEK	36	NAVY FED	900000369
DDEK	37	USAA FED	900000379
DDEK	38	BBIT 2	900000389
DDEK	39	DIGITAL	900000399
DDEK	40	IRON ST	900000409
DDEK	41	BANK OF	900000419
DDEK	42	CAPITAL	900000429
DDEK	43	GEORGIA	900000439
DDEK	44	COMMONW	900000449
DDEK	45	ROBINS B	900000459
DDEK	46	SOUTHERN	900000469
DDEK	47	BRAND B	900000479
DDEK	48	BB & T - ALABAMA	900000489
DDEK	49	SOUTH TRUST BANK	900000499
DDEK	50	DELTA EMPLOYEES CREDIT UNION	900000509
DDEK	51	BANK OF AMERICA-VA	900000519
DDEK	52	CAPITAL ONE 360	900000529
DDEK	53	FULLON TEACHERS CREDIT UNION	900000539
DDEK	54	SUNTRUST	900000549
DDEK	55	WELLS FARGO 3	900000559

A callout box with a blue border and white background is overlaid on the table, containing the following text:

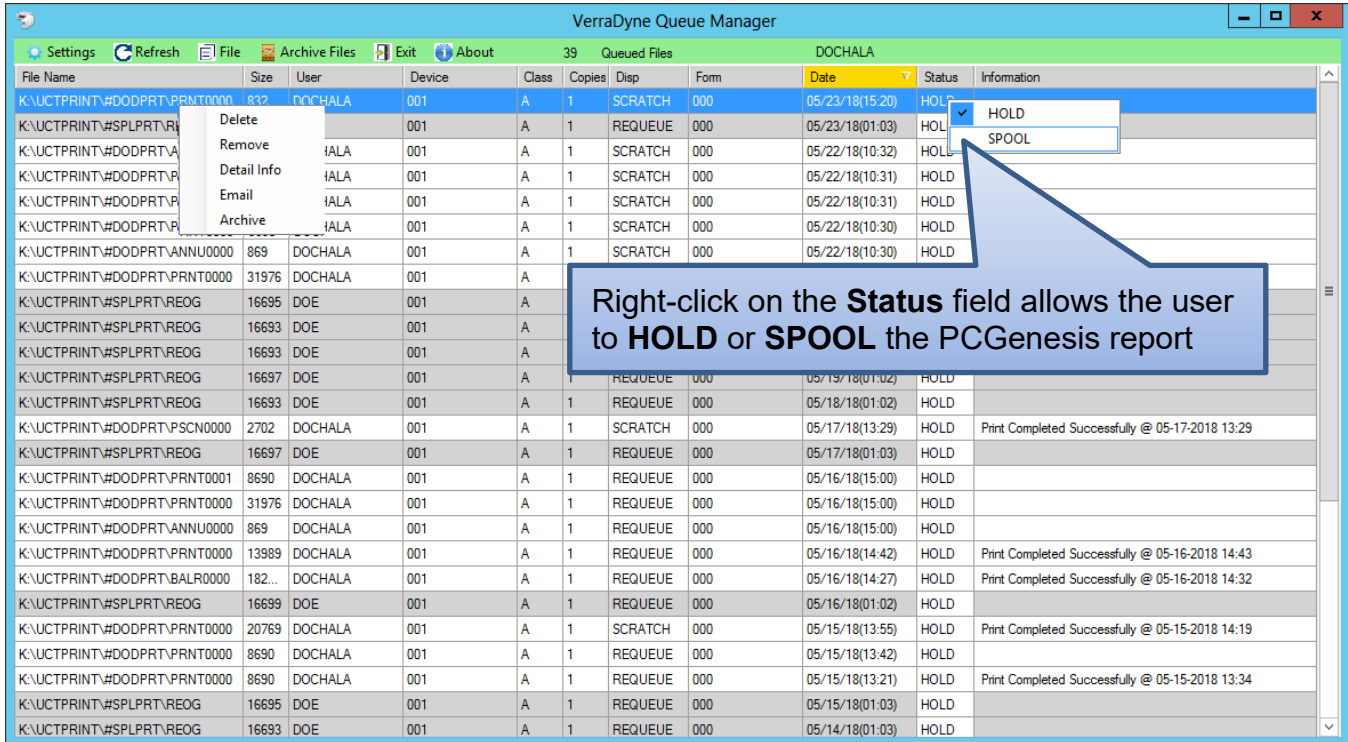
Double-click File Name:

- Allows the PCGenesis report to be displayed in PDF format

A1.5. Spool PCGenesis Report

PCGenesis reports will be created in the VerraDyne Print Queue Manager in **HOLD** status.

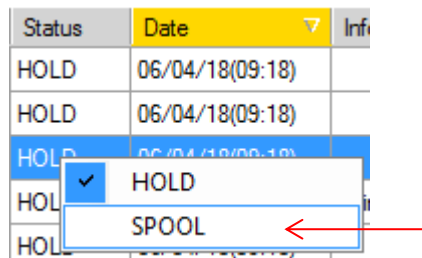
To Spool a print file:



STATUS: This field displays the status of the print file.

Valid values are:

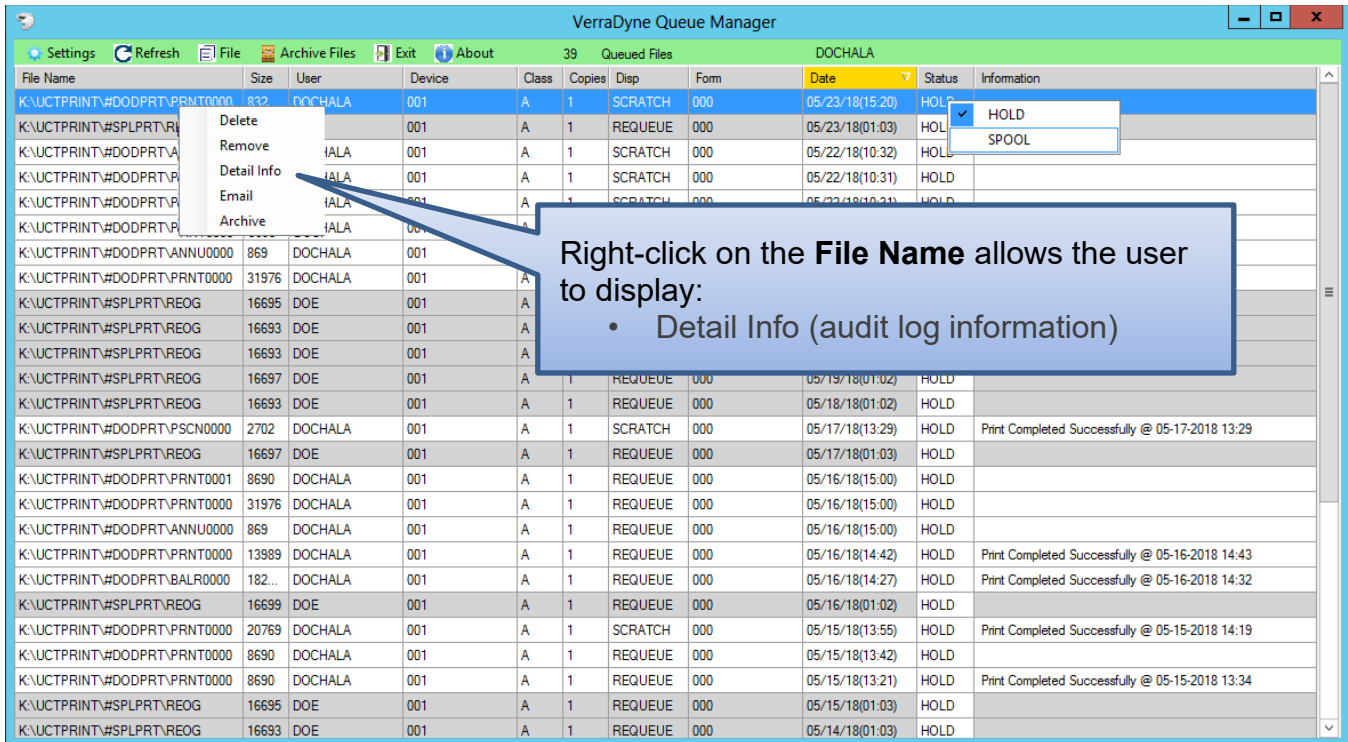
HOLD - Document is on hold and will not be printed or emailed until it is released. To release the document, **right click** on the **Status** field for the print file and select the **SPOOL** option.



SPOOL - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on **HOLD** by right clicking on status field.

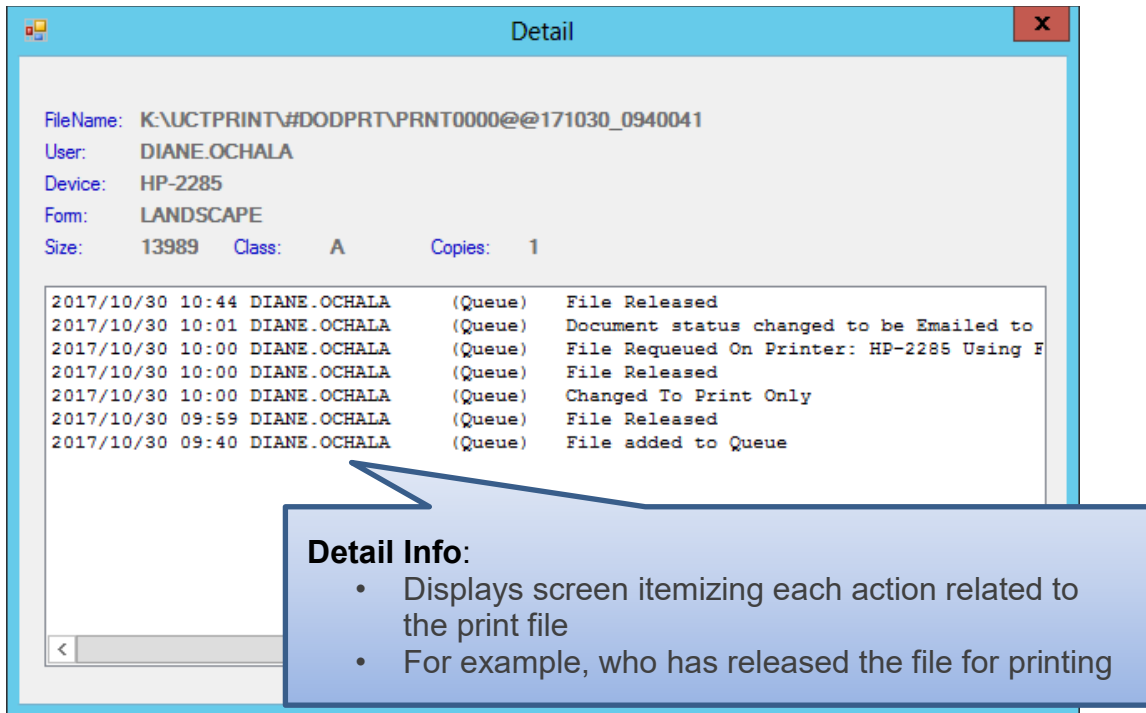
A1.6. Display Detail Info

The VerraDyne Print Queue Manager keeps a detail log for every entry in the print queue.



VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG		DOCHALA	001	A	1	SCRATCH	000	05/23/18(10:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		DOCHALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		DOCHALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		DOCHALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	SCRATCH	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	SCRATCH	000	05/17/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	SCRATCH	000	05/17/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	SCRATCH	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	SCRATCH	000	05/17/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	SCRATCH	000	05/17/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PSCN0000	2702	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	SCRATCH	000	05/17/18(01:03)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\DODPRT\PRNT0001	8690	DOCHALA	001	A	1	SCRATCH	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	SCRATCH	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	SCRATCH	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	SCRATCH	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	SCRATCH	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	SCRATCH	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	SCRATCH	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	SCRATCH	000	05/14/18(01:03)	HOLD	



Detail

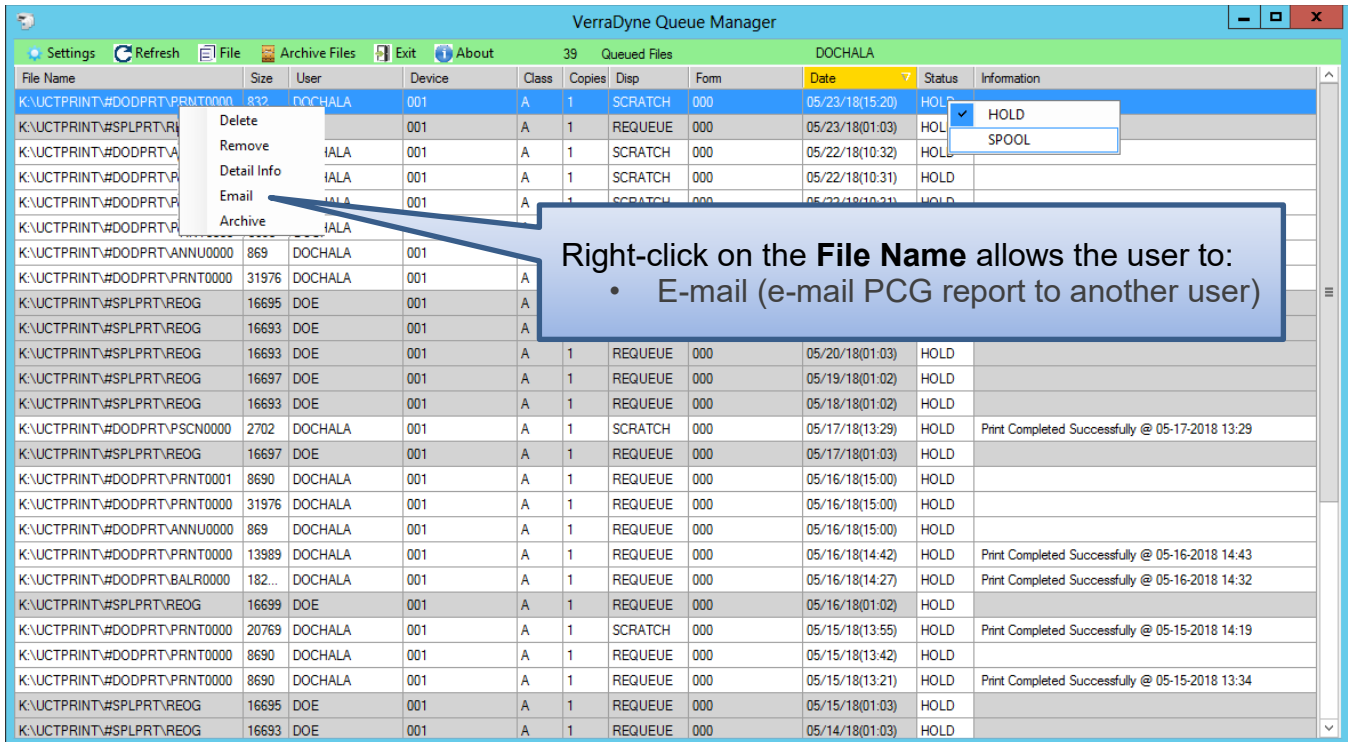
FileName: K:\UCTPRINT#\DODPRT\PRNT0000@@171030_0940041
 User: DIANE.OCHALA
 Device: HP-2285
 Form: LANDSCAPE
 Size: 13989 Class: A Copies: 1

```

2017/10/30 10:44 DIANE.OCHALA (Queue) File Released
2017/10/30 10:01 DIANE.OCHALA (Queue) Document status changed to be Emailed to
2017/10/30 10:00 DIANE.OCHALA (Queue) File Requeued On Printer: HP-2285 Using F
2017/10/30 10:00 DIANE.OCHALA (Queue) File Released
2017/10/30 10:00 DIANE.OCHALA (Queue) Changed To Print Only
2017/10/30 09:59 DIANE.OCHALA (Queue) File Released
2017/10/30 09:40 DIANE.OCHALA (Queue) File added to Queue
  
```

A1.7. E-mail PCGenesis Reports

The VerraDyne Print Queue Manager allows reports in the print queue to be e-mailed in PDF format.

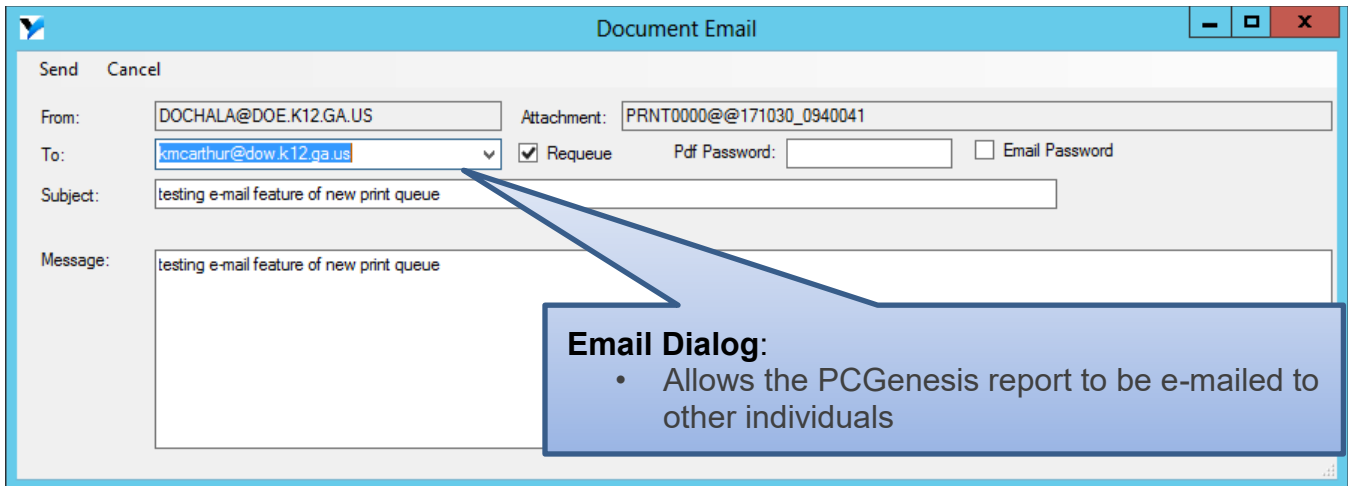


VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG			001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/20/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/19/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PSCN0000	2702	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0001	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Right-click on the **File Name** allows the user to:

- E-mail (e-mail PCG report to another user)



Document Email

Send Cancel

From: DOCHALA@DOE.K12.GA.US Attachment: PRNT0000@171030_0940041

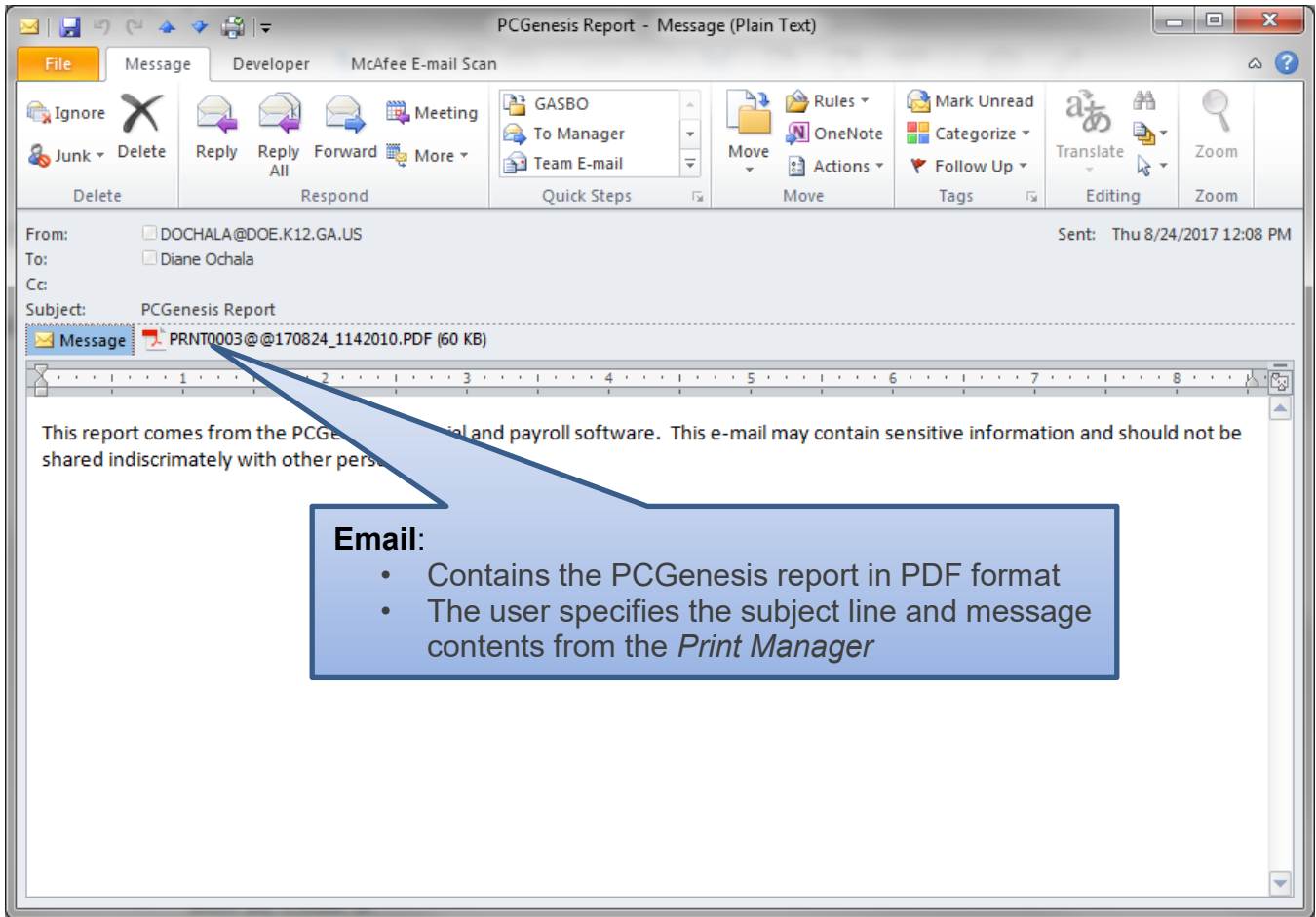
To: xmcarthur@dow.k12.ga.us Queue Pdf Password: Email Password

Subject: testing e-mail feature of new print queue

Message: testing e-mail feature of new print queue

Email Dialog:

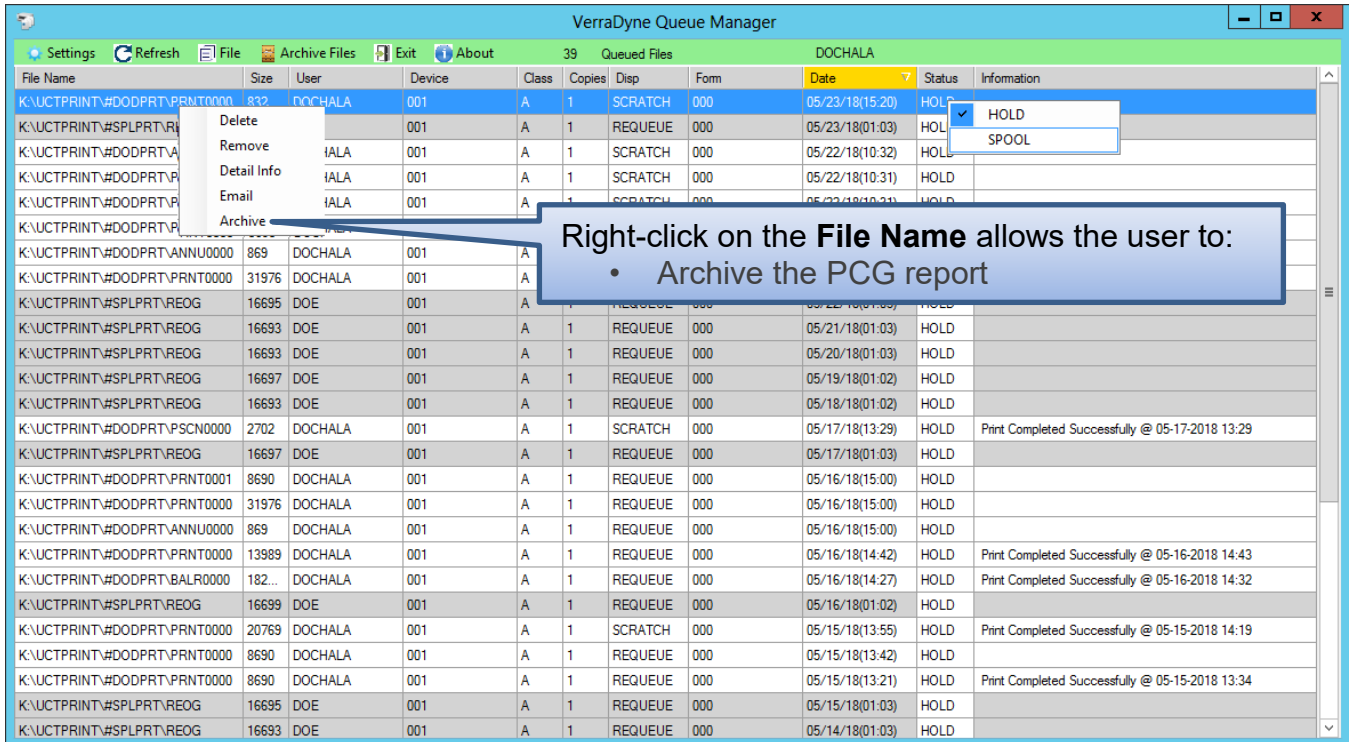
- Allows the PCGenesis report to be e-mailed to other individuals



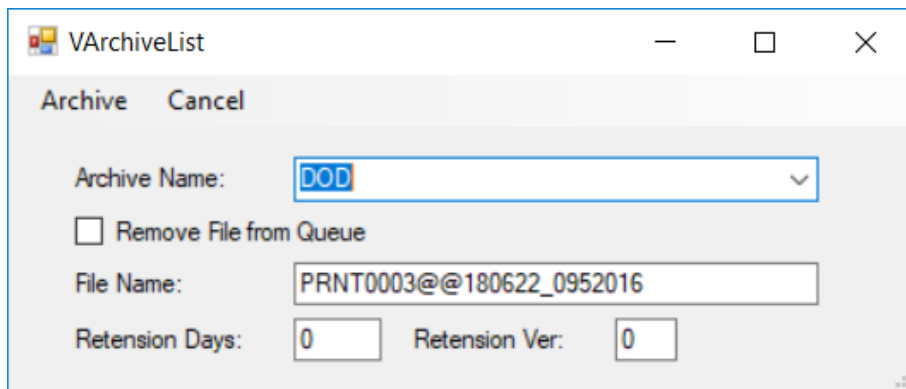
A1.8. Archive PCGenesis Reports

The VerraDyne Print Manager allows users to permanently archive their PCGenesis report files. The VerraDyne Print Manager archives PCGenesis reports to the **Archive Directory**. The user will be able to archive reports to specific archive directories, based on individual users or file types. The user will be able to view, rename, or requeue the archived files. A full audit tracking log of each archived PCGenesis report will be available, detailing when the report was viewed, requeued, renamed, e-mailed, and/or printed.

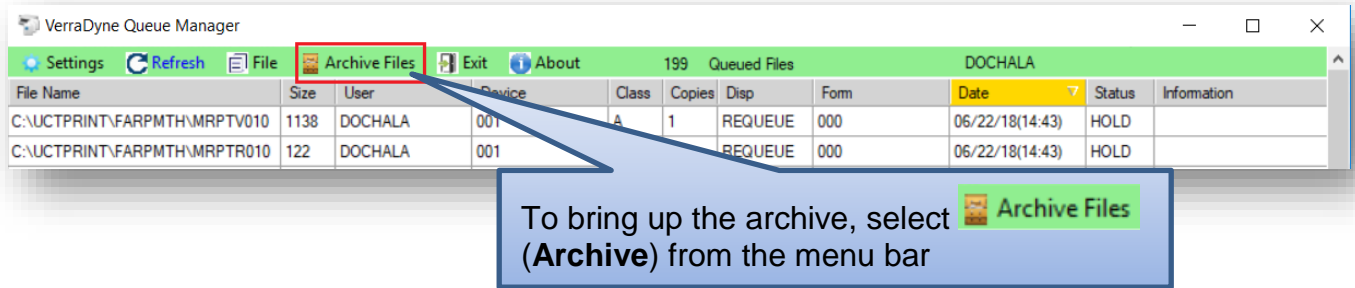
The VerraDyne Print Queue Manager allows reports in the print queue to be archived in PDF format.



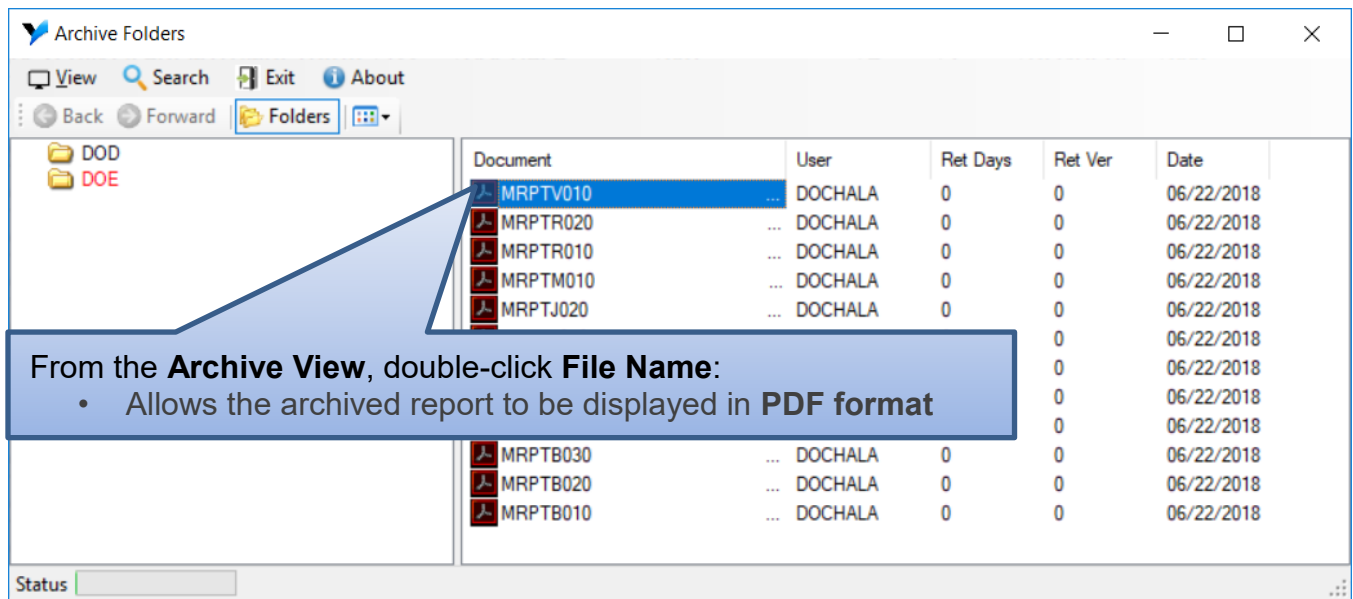
The PCGenesis report file will be archived to the **Archive Name** selected in the dialog box. The **Archive Name** will default to the user’s archive directory.



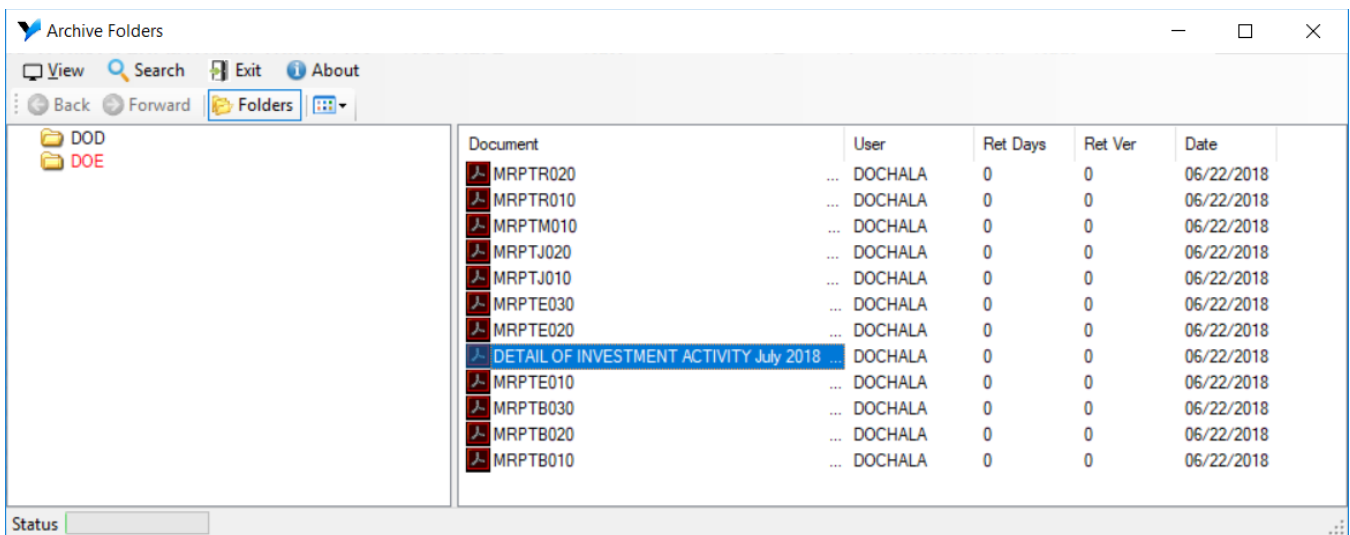
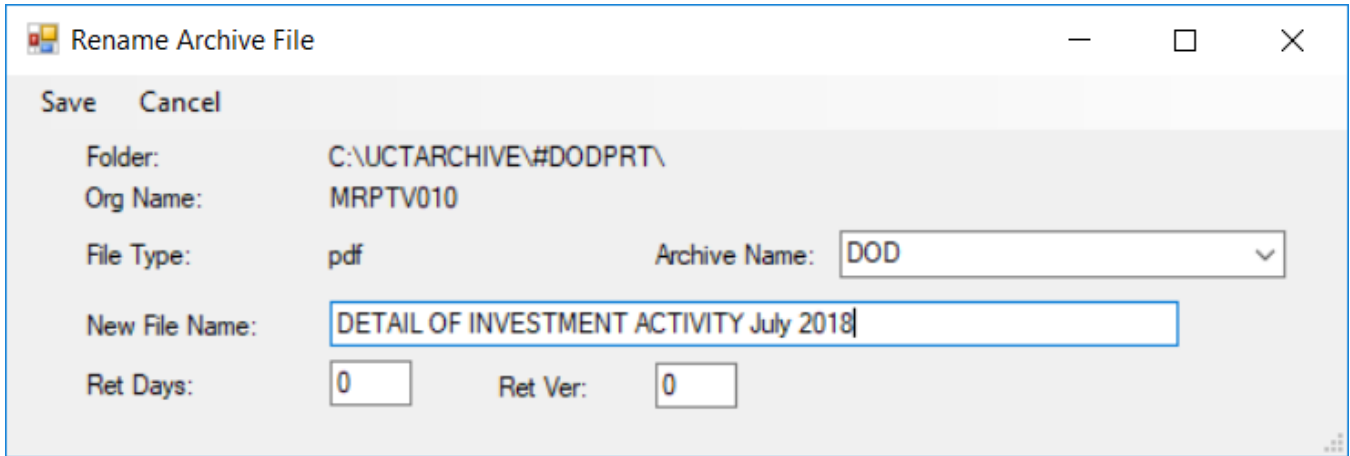
- ◆ The **Archive Directory** is where the *VerraDyne Print Manager* permanently saves the reports:
 - K:\UCTARCHIVE\#DODPRT



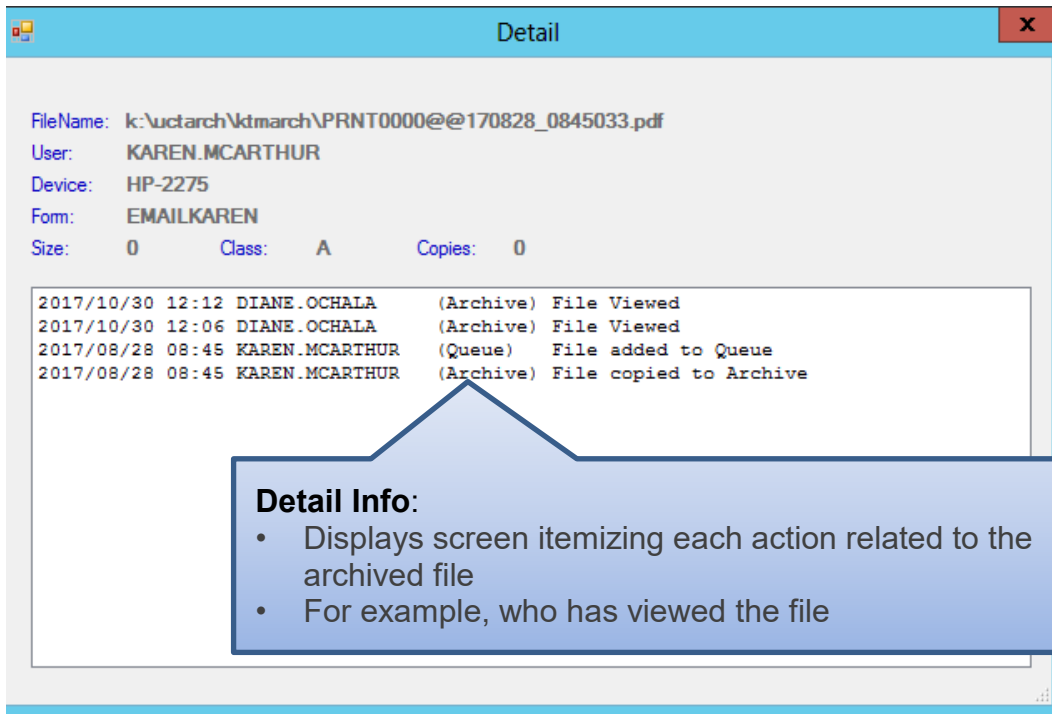
The *VerraDyne Print Queue Manager* allows reports in the archive to be displayed in PDF format.



The VerraDyne Print Queue Manager allows reports in the archive to be renamed to a title that is more meaningful to the user.



The VerraDyne Print Queue Manager keeps track of a detail log for every entry in the archive.



A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to ‘Requeue’

Successful printing of payroll, vendor check reports, and financial monthly reports is imperative to PCGenesis. The old process created these reports with a disposition of ‘SCRATCH’ and automatically deleted these reports from the print queue after printing. With the old system, if there was a network hiccup and the reports were spooled but never printed for some reason, the reports couldn’t be recovered.

An enhancement has been made to payroll reports, vendor check reports, and financial monthly reports so that these reports are not automatically deleted from the print queue after being spooled to the printer. Since it is very important to print these reports successfully, now these reports will be created in the *VerraDyne Print Queue* with the disposition ‘REQUEUE’, allowing the reports to be spooled and respoiled numerous times, if necessary. All other PCGenesis reports will continue to be created with a disposition of ‘SCRATCH’.

It is possible for the user to change the disposition of any PCGenesis report to be what the user desires by right-clicking on the disposition field for a report and selecting either **SCRATCH**, **KEEP**, or **REQUEUE**.

To change the Disposition of a print file:

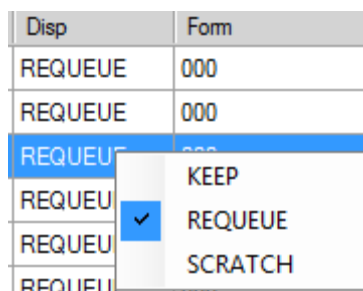
The disposition of a print file can be changed by **right clicking** on the disposition (**Disp**) field for the print file and selecting the desired option.

Disposition, valid values are:

SCRATCH - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be scratched.

KEEP - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will not be scratched.

REQUEUE - After printing or emailing, the document entry will remain in the print queue in HOLD status and the file on the disk will be not be scratched. The entry status will be set back to HOLD after printing or emailing.



Disp	Form
REQUEUE	000
REQUEUE	000
REQUEUE	000
REQUEUE	000
REQUEUE	000
REQUEUE	000



The screenshot shows a table with two columns: 'Disp' and 'Form'. The 'Disp' column contains the word 'REQUEUE' repeated six times. The 'Form' column contains the number '000' repeated six times. A context menu is open over the third row, showing three options: 'KEEP', 'REQUEUE', and 'SCRATCH'. The 'REQUEUE' option is selected, indicated by a checkmark in a blue box.

NOTE: Even though the selected reports will be sent to the *VerraDyne Print Manager* with a disposition of ‘REQUEUE’, the reports will only remain in the print queue for **30 days** before being permanently deleted. The *VerraDyne Print Manager* constantly cleans up old files and will delete files from the print queue after 30 days regardless of the disposition of the file.


A1.10. New Printer Icons for Server/Workstation Desktop

Release 18.02.00 adds two new shortcuts in the **K:\PCGIcon** directory that can be copied to the server desktop and workstation desktop. The **PCGVADMIN** icon brings up the *VerraDyne Print Manager* administration module. The **PCGVQUE** icon brings up the *Verra Dyne Print Queue*. Both shortcuts will require the user to logon using their PCGenesis logon credentials.

Add **required** PCG shortcuts to **server** desktop:

- ▶ PCGenesis print spooler administration: **K:\PCGIcon\  PCGVADMIN**
- ▶ PCGenesis print queue: **K:\PCGIcon\  PCGVQUE**

Add **required** PCG shortcuts to **workstation** desktop:

- ▶ PCGenesis print queue: **K:\PCGIcon\  PCGVQUE**

A1.11. Full Backup of K:\ for PCGenesis

Because the *VerraDyne Print Manager* utilizes *SQL Server Express* for the print queue database, school districts must stop the *VerraDyne Queue Service* and the *SQL Express* service prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion. If the *VerraDyne Queue Service* and the *SQL Express* service are not stopped before running the backup of the **K:** drive, the backup will abort because files will be open in *SQL Server Express*. To solve this problem, the following commands need to be entered in the command prompt for Windows or added to the backup bat file to stop the services:

NET STOP VQueueService


NET STOP MSSQL\$SQLEXPRESSPCG

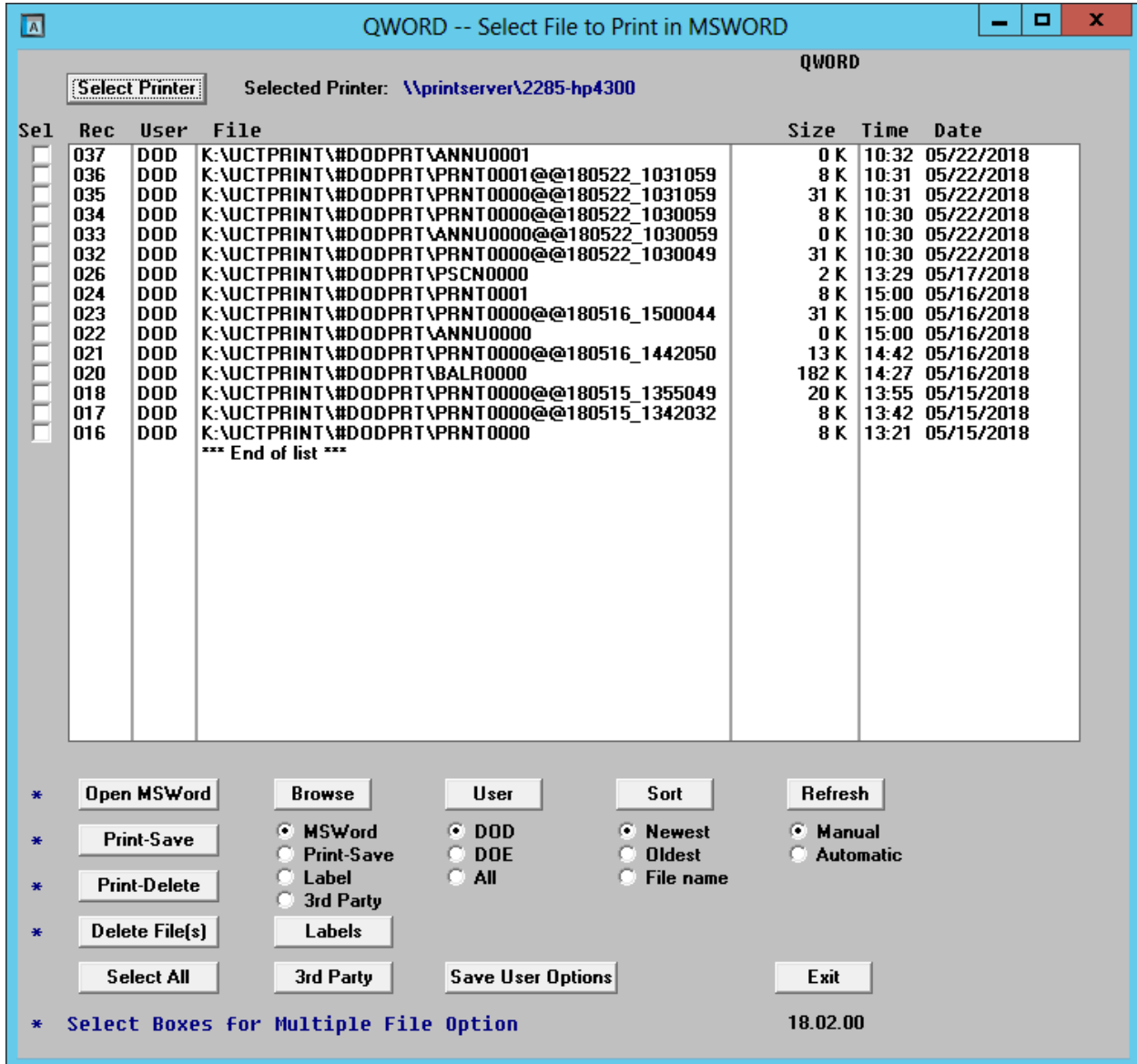
After the backup has completed, the following commands can be entered in the command prompt for Windows or added to the backup bat file to restart the services:

NET START MSSQL\$SQLEXPRESSPCG

NET START VQueueService

A1.12. Update for the Microsoft® Word Print Queue (QWORD)

The PCGenesis Microsoft® Word Print Queue (accessed via the  button from any PCGenesis menu) has been updated to be compatible with the new VerraDyne Print Manager software. The new VerraDyne Print Manager software creates print file names that are much longer than before and QWORD has been updated to display the longer names. QWORD has also been updated to read the SQL Server database which contains the print files names queued for printing.



The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window displays a list of print files with columns for selection, record number, user, file name, size, time, and date. Below the list are various control buttons and options.

Sel	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	037	DOD	K:\UCTPRINT\#DODPRT\ANNU0001	0 K	10:32	05/22/2018
<input type="checkbox"/>	036	DOD	K:\UCTPRINT\#DODPRT\PRNT0001@@@180522_1031059	8 K	10:31	05/22/2018
<input type="checkbox"/>	035	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180522_1031059	31 K	10:31	05/22/2018
<input type="checkbox"/>	034	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180522_1030059	8 K	10:30	05/22/2018
<input type="checkbox"/>	033	DOD	K:\UCTPRINT\#DODPRT\ANNU0000@@@180522_1030059	0 K	10:30	05/22/2018
<input type="checkbox"/>	032	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180522_1030049	31 K	10:30	05/22/2018
<input type="checkbox"/>	026	DOD	K:\UCTPRINT\#DODPRT\PSCN0000	2 K	13:29	05/17/2018
<input type="checkbox"/>	024	DOD	K:\UCTPRINT\#DODPRT\PRNT0001	8 K	15:00	05/16/2018
<input type="checkbox"/>	023	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180516_1500044	31 K	15:00	05/16/2018
<input type="checkbox"/>	022	DOD	K:\UCTPRINT\#DODPRT\ANNU0000	0 K	15:00	05/16/2018
<input type="checkbox"/>	021	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180516_1442050	13 K	14:42	05/16/2018
<input type="checkbox"/>	020	DOD	K:\UCTPRINT\#DODPRT\BALR0000	182 K	14:27	05/16/2018
<input type="checkbox"/>	018	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180515_1355049	20 K	13:55	05/15/2018
<input type="checkbox"/>	017	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@@180515_1342032	8 K	13:42	05/15/2018
<input type="checkbox"/>	016	DOD	K:\UCTPRINT\#DODPRT\PRNT0000	8 K	13:21	05/15/2018
			*** End of list ***			

Control buttons and options at the bottom of the window:

- * Open MSWord
- * Print-Save
- * Print-Delete
- * Delete File(s)
- Select All
- Browse
- Labels
- 3rd Party
- User: DOD (selected), DOE, All
- Sort: Newest (selected), Oldest, File name
- Refresh: Manual (selected), Automatic
- Save User Options
- Exit

* Select Boxes for Multiple File Option

18.02.00

The updated *PCGenesis Microsoft® Word Print Queue* allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Open MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete File(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time. A new *Select All* button (**Select All**) will allow all print files to be selected or deselected at once.

To select a print file or files for deletion or printing, the check box to the left of the print file(s) must be selected. When selected, the check box displays a check () to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other recent new features include:

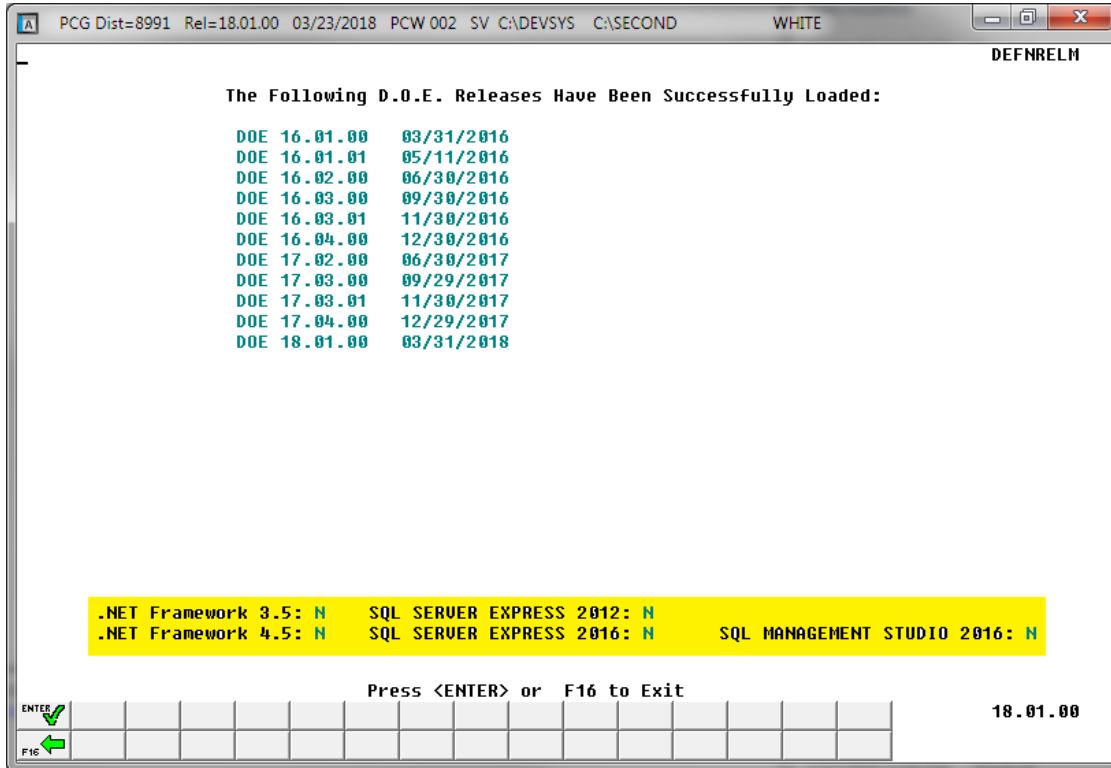
- The *Select All* button (**Select All**) allows all print files to be selected or deselected at once.
- The *Open MSWORD* button (* **Open MSWord**) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (* **Delete File(s)**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *3rd Party* button (**3rd Party**) allows the user to print the document for use by a 3rd party without any PCL (printer control language) codes.
- The *Labels* button (**Labels**) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf

A1.13. Print Queue Components Added to Current Release Number Screen

The print queue component fields, highlighted below, have been added to the *Display Current Release Number* screen (F30, F17). These fields are needed for the new *VerraDyne Print Manager* software to access the *SQL Server* database. The print queue component fields on the *Display Current Release Number* screen are available for informational purposes only.



Display Current Release Number

A2. Payroll System

A2.1. New Teachers Retirement System (TRS) Rates for FY 2019

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2018.

Fiscal Year 2019	
TRS	
Employer Rate:	20.90%
Employee Rate:	6.00%

This release automatically updates the TRS rates into PCGenesis.

A1.2. New Employees' Retirement System (ERS) Rates for FY 2019

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2018.

Fiscal Year 2019	
Old ERS	
Employer contribution:	20.03%
Pickup:	05.00 %
Total Employer Rate:	25.03%
Employee Rate:	1.5%

Fiscal Year 2019	
New ERS	
Employer Rate:	24.78%
Employee Rate:	1.5%

This release automatically updates the ERS rates into PCGenesis.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Expand Purchase Order Account Lines to 20

The number of General Ledger accounts on vendor purchase orders has been increased from 10 accounts to 20 accounts. This enhancement will facilitate entering vendor purchase orders by allowing more general ledger data to be entered per purchase order.

PCG Dist=8991 Rel=18.01.00 05/23/2018 DOD 003 SV CADEVSY5 CASECOND WHITE																
P.O. Inquiry		PO #:	165	Vendor:	65	HOME DEPOT INC 0055 VENDOR STREET			PURC 0200 OPEN							
Req #:	PO Output: 0=Other				SMITH, GA		33333									
Bill to - Fcty:	195	Building:	1	SMITH SCHOOL 0195			Attn: Jamie Builder									
Ship to - Fcty:	201	Building:	1	SMITH SCHOOL 0201			Desc: FINANCE - TEST PO									
C-FWD:	C-FWD/R-OPN Date:				Date:		4/05/2018	Amt:	5355.81							
Liquidated																
Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Amount							
18	100		1011	1000	43200	195	1		5336.81							
18	100		1011	1000	44222	195	1		1.00							
18	100		1011	1000	44300	195	1		1.00							
18	100		1011	1000	61000	195	1	1	1.00							
18	100		1011	1000	61041	195	1		1.00							
18	100		1011	1000	61100	195	1		1.00							
18	100		1011	1000	61500	195	1		1.00							
18	100		1011	1000	61600	195	1		1.00							
18	100		1021	1000	43200	195	1		1.00							
18	100		1021	1000	44222	195	1		1.00							
18	100		1041	1000	81000	108	1		1.00							
18	100		1021	1000	61000	195	1	1	1.00							
18	100		1021	1000	61041	195	1		1.00							
18	100		1041	1000	64100	108	1		1.00							
18	100		1041	1000	61600	108	1		1.00							
18	100		1041	1000	61500	201	1		1.00							
18	100		1041	1000	61500	108	1		1.00							
18	100		1051	1000	44222	100	1		1.00							
18	100		1051	1000	43200	100	1		1.00							
18	100		1041	1000	81000	108	1	1	1.00							
P.O. balance:				5,355.81												
End of File Reached																
F1=Oldest F2=Next F3=Prev F4=Newest F14=Examine Claim F17=Print Screen F16=Reenter/Exit																
ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F16	18.02.00
F16												F28	F29			

A3.2. Expand Claim Account Lines to 20

The number of General Ledger accounts on vendor claims has been increased from 10 accounts to 20 accounts. This enhancement will facilitate entering vendor claims by allowing more general ledger data to be entered per claim.

The screenshot shows a software window titled "Expense/Inquiry-Vendor" with the following details:

- Vendor: 000055, 1 WEST FIRST STREET, ATLANTA, GA
- Expense/Inquiry-Vendor: (Remit To:) P.O. BOX 1244, ATLANTA, GA
- Purchase Order No: 000160, Seq: 9997, Claim Dt: 4/13/2018, Claim Amt: 1007.16
- Desc: FINANCE - TEST PO, Xref Seq: , Disc Dt: , Disc Amt: , Payment: , Amount: 1099
- Ref: VENDOR REFERENCE FOR DESK, A/P Blnc: 421, Bank: , Check#: , Amount: 1099

Charge to:	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Amount
	18	100		1011	1000	43200	195	1		1000.00
	18	100		1011	1000	44222	195	1		.50
	18	100		1011	1000	44300	195	1		.50
	18	100		1011	1000	61000	195	1	1	.50
	18	100		1011	1000	61041	195	1		.50
	18	100		1011	1000	61100	195	1		.50
	18	100		1011	1000	61500	195	1		.50
	18	100		1011	1000	61600	195	1		.50
	18	100		1021	1000	43200	195	1		.25
	18	100		1021	1000	44222	195	1		.26
	18	100		1041	1000	44222	108	1		.27
	18	100		1021	1000	61000	195	1	1	.28
	18	100		1021	1000	61041	195	1		.29
	18	100		1041	1000	44300	108	1		.30
	18	100		1041	1000	58000	108	1		.31
	18	100		1021	1000	61600	195	1		.32
	18	100		1041	1000	61000	108	1		.33
	18	100		1021	1000	64100	195	1		.34
	18	100		1041	1000	43200	108	1		.35
	18	100		1041	1000	61000	108	1	1	.36

Navigation: F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScr, F16=Reenter/Exit

A3.3. Allow Purchase Order to Print Up to 20 Account Lines

The number of General Ledger accounts on a vendor purchase order has been increased from 10 accounts to 20 accounts. Because up to 20 account lines may now be entered per purchase order, there is a slight change in the way purchase orders are printed.

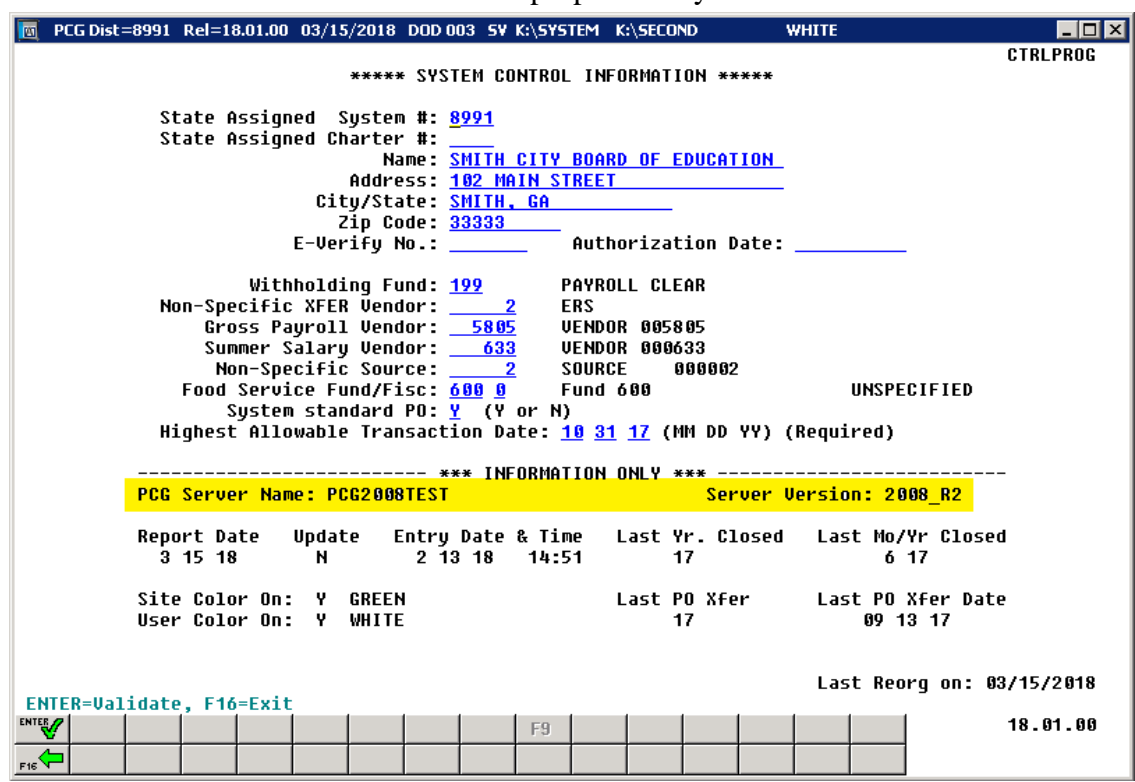
Today, PCGenesis always prints the general ledger account lines on the last page of the purchase order. Now, to include all 20 account lines, some accounts may be printed on the next-to-last page of the purchase order. The way the purchase order prints depends on the number of inventory lines and the number of account lines as detailed below:

- If there are 10 account lines or less, all accounts will be printed on the last page of the purchase order.
- If there are 10 account lines or more, the accounts will print on the next-to-last page and the last page of the purchase order.
- If there are more than 20 accounts lines, but less than 27 inventory lines, then the remaining accounts lines will be printed on the second page of the purchase order even though no inventory lines are left to be printed on the second page.

NOTE: For school districts using *Softdocs* software to print purchase orders, the changes detailed above require modifications to the *Softdocs* interface. Contact *Softdocs* before installing release 18.02.00 to coordinate software updates. *Softdocs* is aware of the changes to the PCGenesis purchase order print process and will be ready with the required changes to their software.

A3.4. PCG Server Name and Server Version Added to System Control Information

The **PCG Server Name** and **Server Version** fields have been added to the *System Control Information* screen (F1, F13, F12). The **PCG Server Name** and **Server Version** fields are updated after installing a PCGenesis release. The **PCG Server Name** field is needed for the new *VerraDyne Print Manager* software to access the SQL Server database. The **Server Version** field on the *System Control Information* screen is available for informational purposes only.



System Control Information

A5. Certified/Classified Personnel Information (CPI) System

A5.1. Upload the 2019 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2019*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

Step	Action
6	Select Enter .
7	Log off the PCGenesis server.
8	Verify users remain logged out of PCGenesis.

B2. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 18.02.00* before performing any work in PCGenesis for the day, proceed to B3. *Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/USB as “**Data Backup Prior to Release 18.02.00**”. Continue to use the backup CD/DVD/USB in the normal backup rotation.

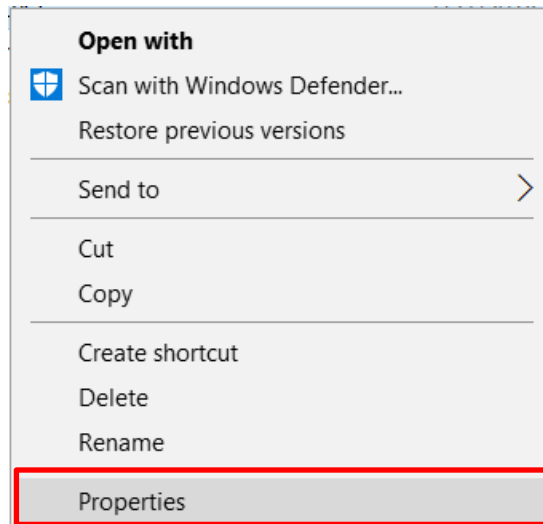
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup Prior to Release 18.02.00 ”.
5	Proceed to B3. <i>Install PCGenesis Release 18.02.00</i> .

B3. Install PCGenesis Release 18.02.00

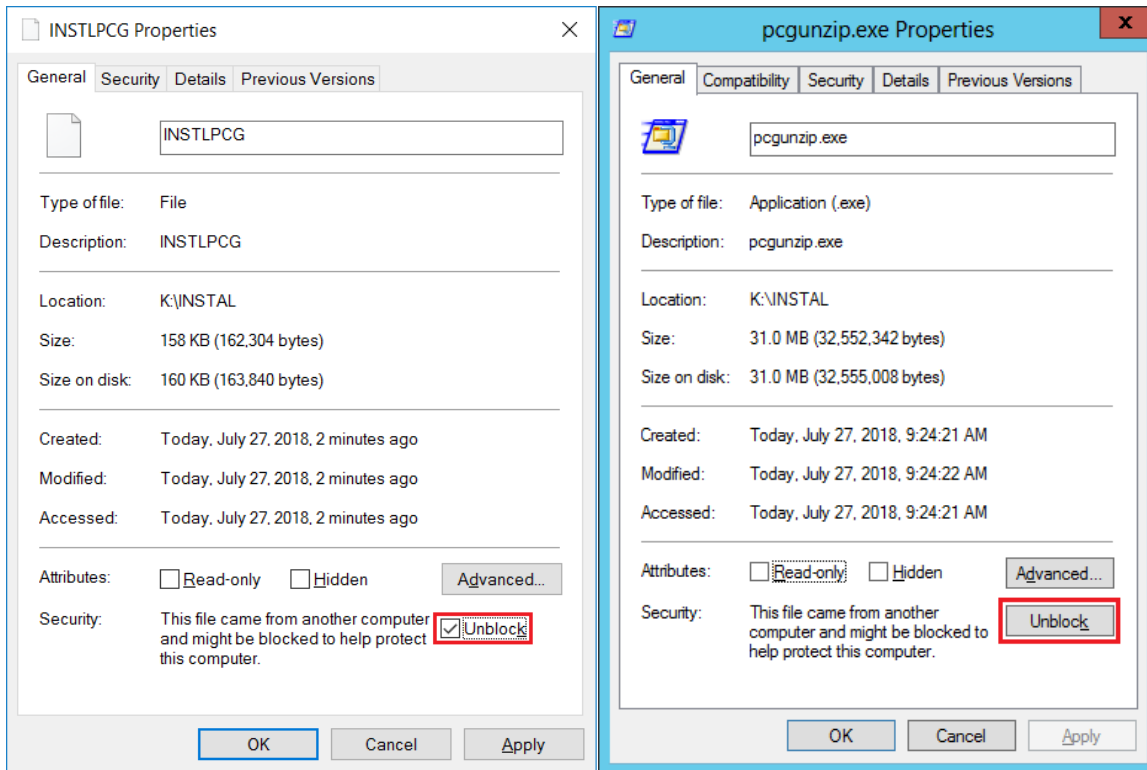
FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	<p style="text-align: center;">*** ALERT ***</p> <p>After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 operating system.</p> <p>To check whether the files have been blocked, right-click on each of the downloaded files and select Properties. If you see a security message at the bottom, as shown below, you will need to click the 'Unblock' button. This is a very important step!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select '<i>Properties</i>'.</p>

After right-clicking on each file, select the ‘Properties’ option:



Depending on the version of the Windows operating system, the following screen displays:



Step	Action
6	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p>“<i>This file came from another computer and might be blocked to help protect this computer.</i>”</p> <p>If the option is presented, select <input type="button" value="Unblock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p>
7	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p> <p><i>A status screen will display showing the release steps as they are completed.</i></p>

A screen will display showing the progress of the installation:



For PCGenesis Release 18.02.00 successful installations, the following message displays:



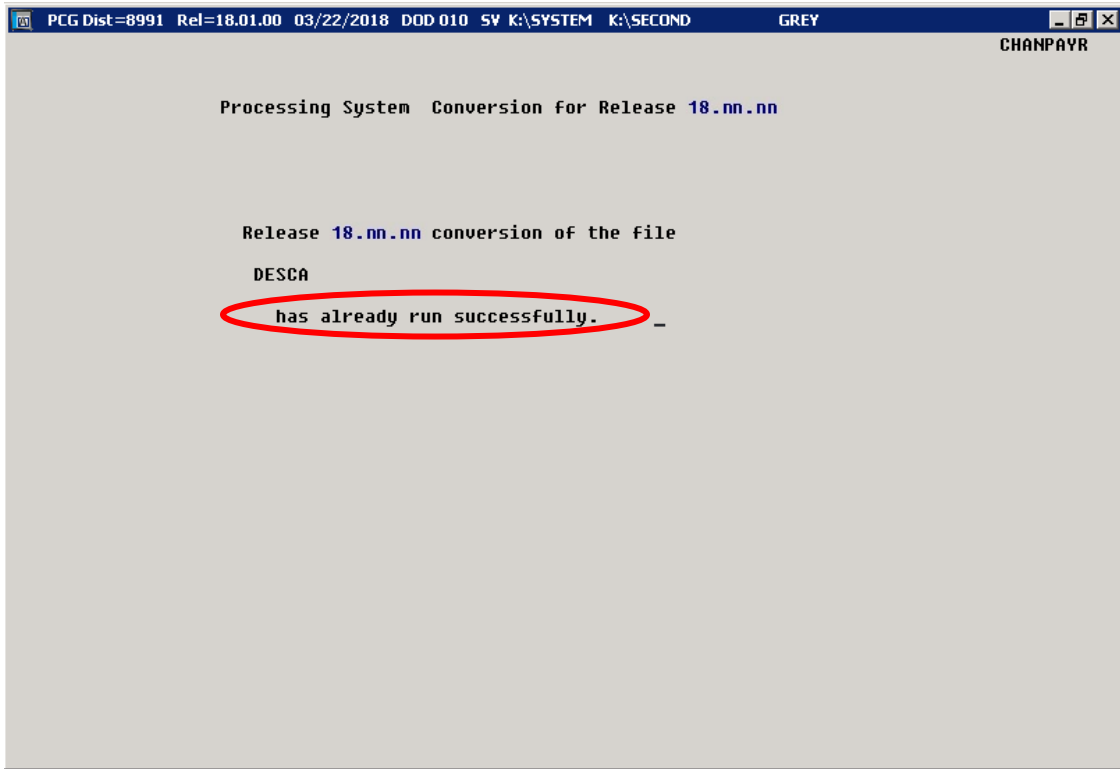
Step	Action
8	Select Enter to close the window.
9	<p>If the installation was successful: Proceed to B4. <i>Verify Release 18.02.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 10.</p>

A problem message displays if an error occurred:



Step	Action
10	Select F16 to close the window.
11	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
12	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

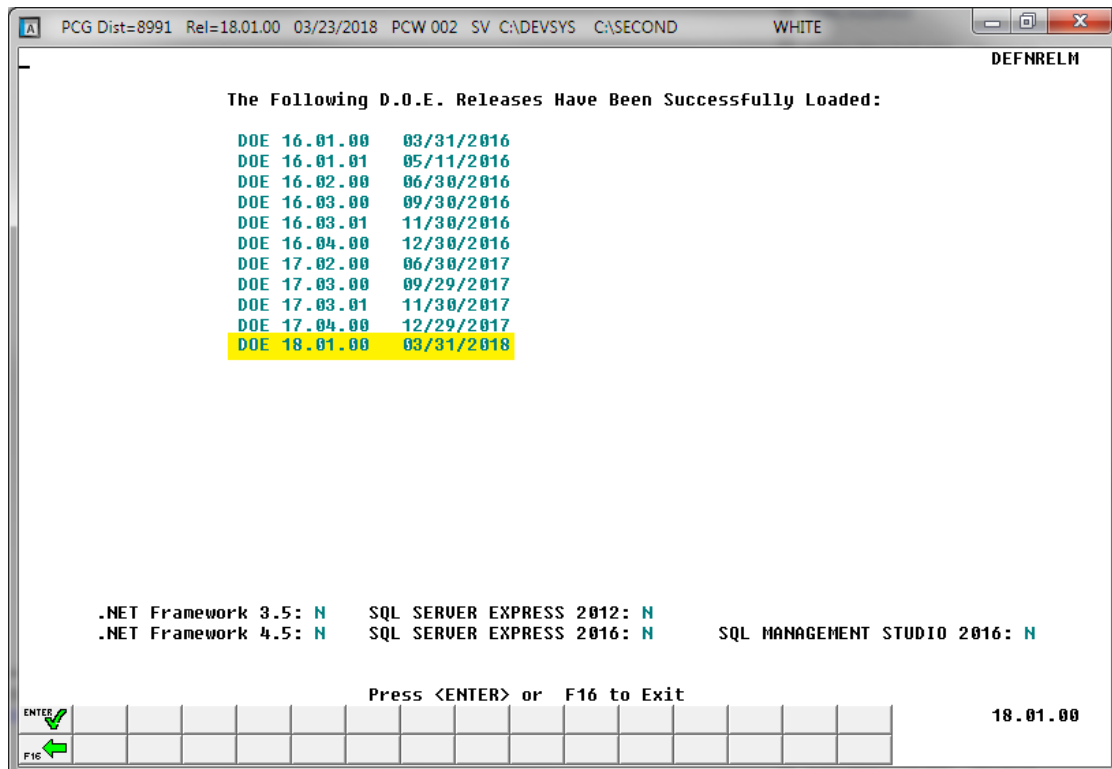


Step	Action
13	Proceed to B4. <i>Verify Release 18.02.00 Was Successfully Installed.</i>

B4. Verify Release 18.02.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:



Step	Action
4	Verify Release 18.02.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 18.02.00 displays. If Release 18.02.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

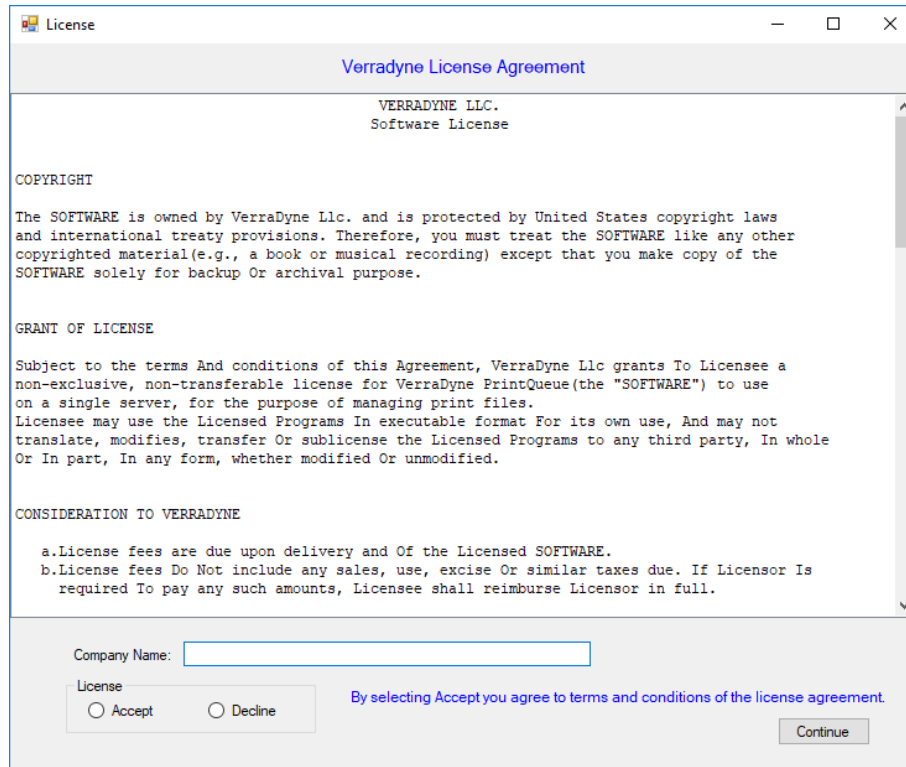
Section C: Installation Instructions for VerraDyne Print Manager Software

C1. Install VerraDyne Print Manager Software 03.02.00

FROM THE PCGENESIS SERVER

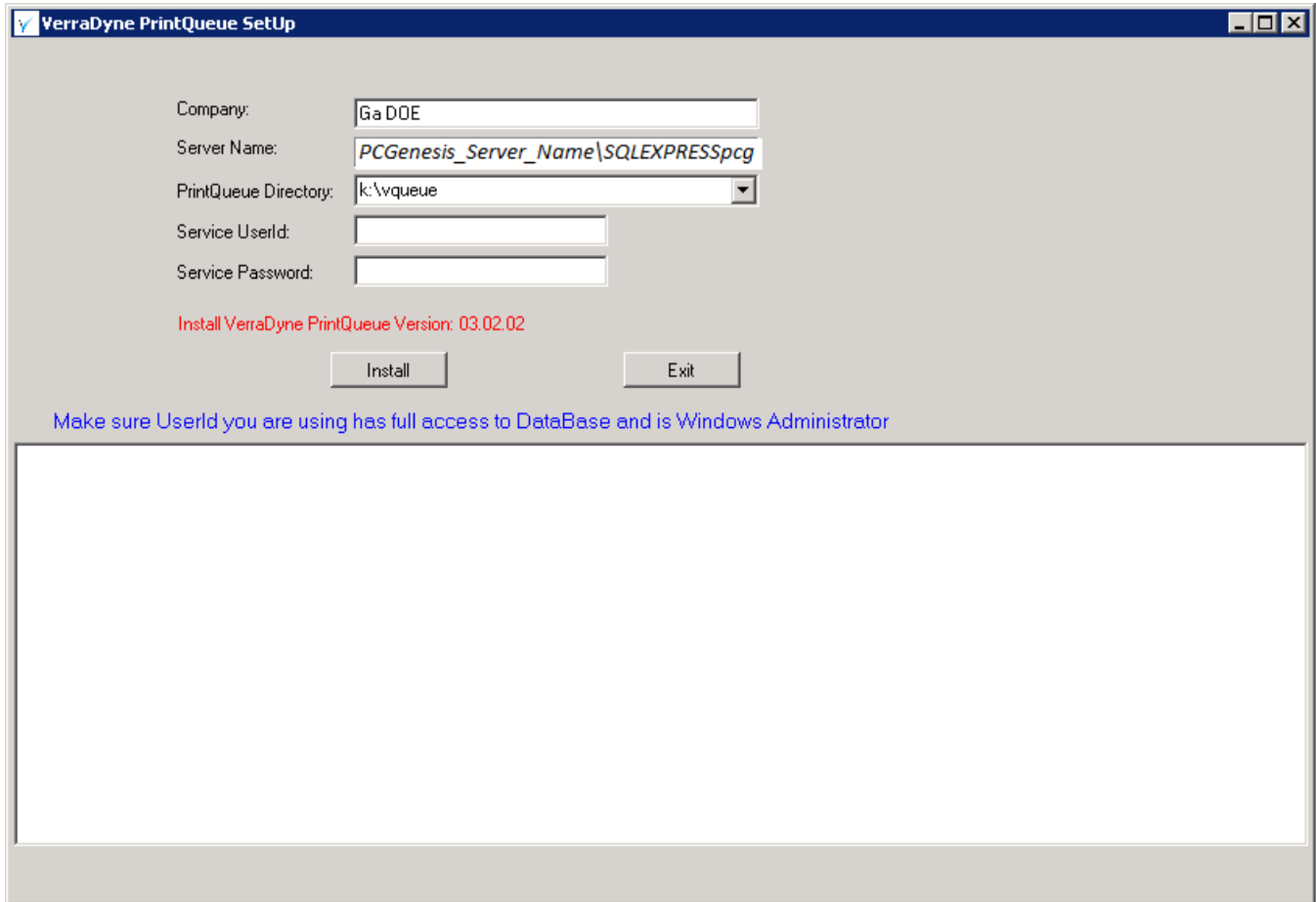
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\VQUEUE03 directory.
4	Locate the file QueueSetup.bat in the K:\VQUEUE03 directory.
5	Right-click QueueSetup.bat and select <i>Run as administrator</i> to perform the installation.

The following screen displays:



Step	Action
6	Enter the Company Name as Ga DOE .
7	<u>Accept the terms of the license agreement:</u> Select the <input type="radio"/> (radio button) to the left of ‘ Accept ’.
8	Select <input type="button" value="Continue"/> (Continue) to continue the installation.

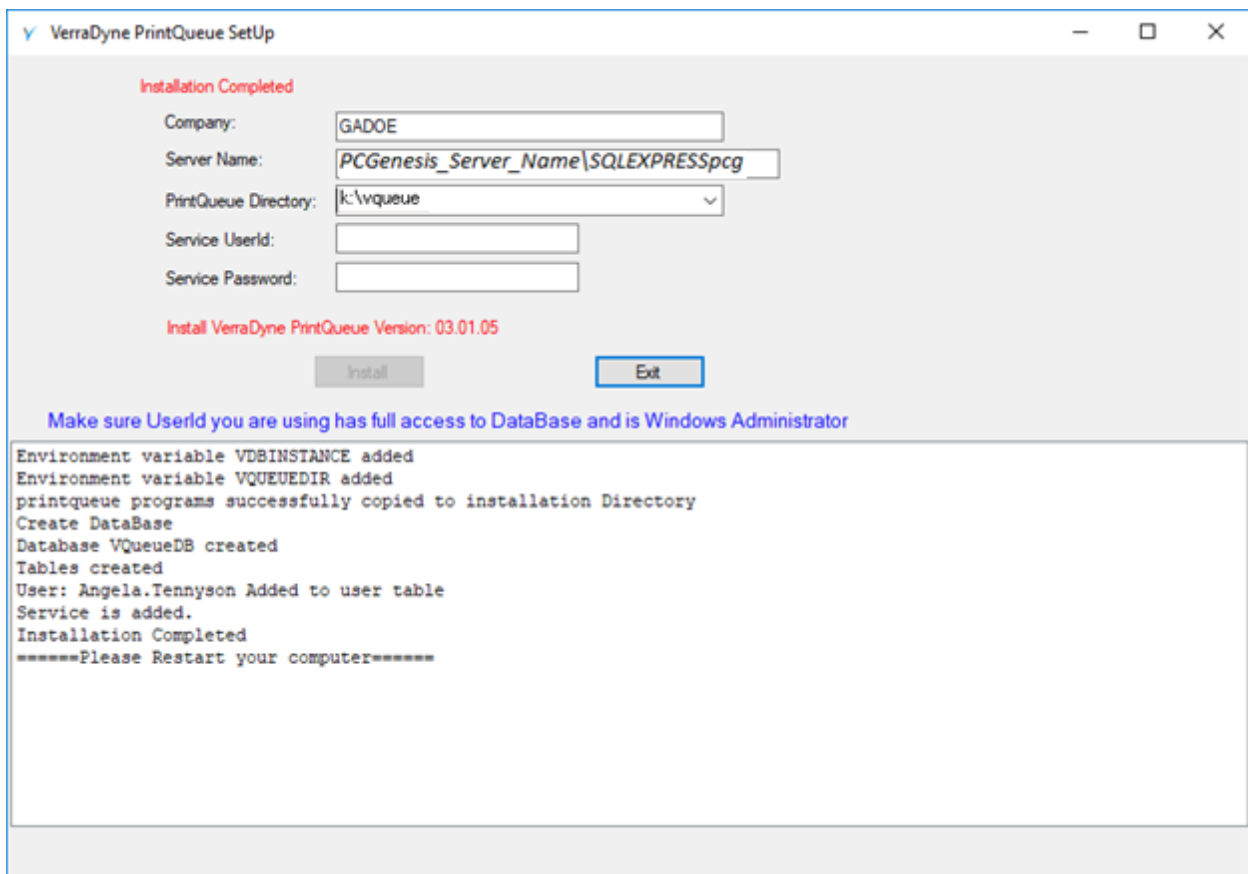
The following screen displays:



Step	Action
9	Verify the Company as Ga DOE .
10	<u>Verify the Server Name.</u> The server name should default to the name of the PCGenesis server followed by \SQLEXPRESSpcg . For example, <i>PCGenesis_Server_Name\SQLEXPRESSpcg</i>

Step	Action
11	<p><u>Verify the PrintQueue Directory.</u></p> <p>The PrintQueue Directory should default to K:\VQUEUE.</p>
12	<p><u>Verify the Service UserId and the Service Password.</u></p> <p>Both the Service UserId and the Service Password should be blank.</p>
13	Select <input type="button" value="Install"/> (Install) to continue the installation.

The following screen displays:



Step	Action
14	<p>Verify that “<i>Installation Completed</i>” and “<i>Please Restart your computer</i>” are displayed in the window.</p> <p><i>If “Installation Completed” is <u>not</u> displayed, contact the Technology Management Customer Support Center for additional assistance. Obtain a screenshot of the above screen to send to the help desk to facilitate troubleshooting issues.</i></p>
15	Select <input type="button" value="Exit"/> (Exit) to exit the installation procedure.

The following screen displays:

```

Select C:\WINDOWS\System32\cmd.exe
C:\VQUEUE03>SET MYVARSQLEXP=\SQLEXPRESSPCG
C:\VQUEUE03>SET VARHOSTNAMESQL=DOE-ATENN-W10\SQLEXPRESSPCG
C:\VQUEUE03>ECHO DOE-ATENN-W10\SQLEXPRESSPCG
DOE-ATENN-W10\SQLEXPRESSPCG
SQLCMD -S DOE-ATENN-W10\SQLEXPRESSPCG -i AddPCGUsersPermission.sql
Changed database context to 'master'.
Changed database context to 'VQueueDB'.

Deleted 1 rule(s).
Ok.

Deleted 1 rule(s).
Ok.


Ok.

Ok.

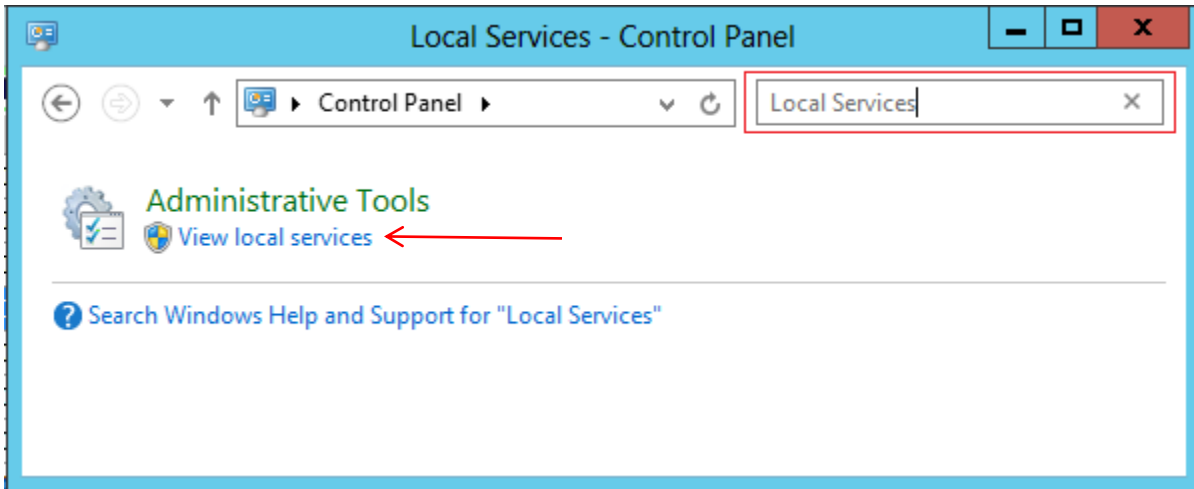
LOAD VIEW FOR VQUEUE TABLE - NEEDED FOR QWORDS SQL TO WORK
C:
CD\
CD\VQUEUE03
DOE-ATENN-W10\SQLEXPRESSPCG
SQLCMD -S DOE-ATENN-W10\SQLEXPRESSPCG -i V_QWORD.sql
Changed database context to 'VQueueDB'.
Press any key to continue . . .
    
```


Step	Action
16	A black Command Prompt screen will display. The final message on the screen will be “ <i>Press any key to continue</i> ”. Enter to complete the installation.
17	Now, REBOOT the PCGenesis server.
18	Proceed to C2. <i>Verify VQueue Service is Running.</i>

C2. Verify VQueue Service is Running

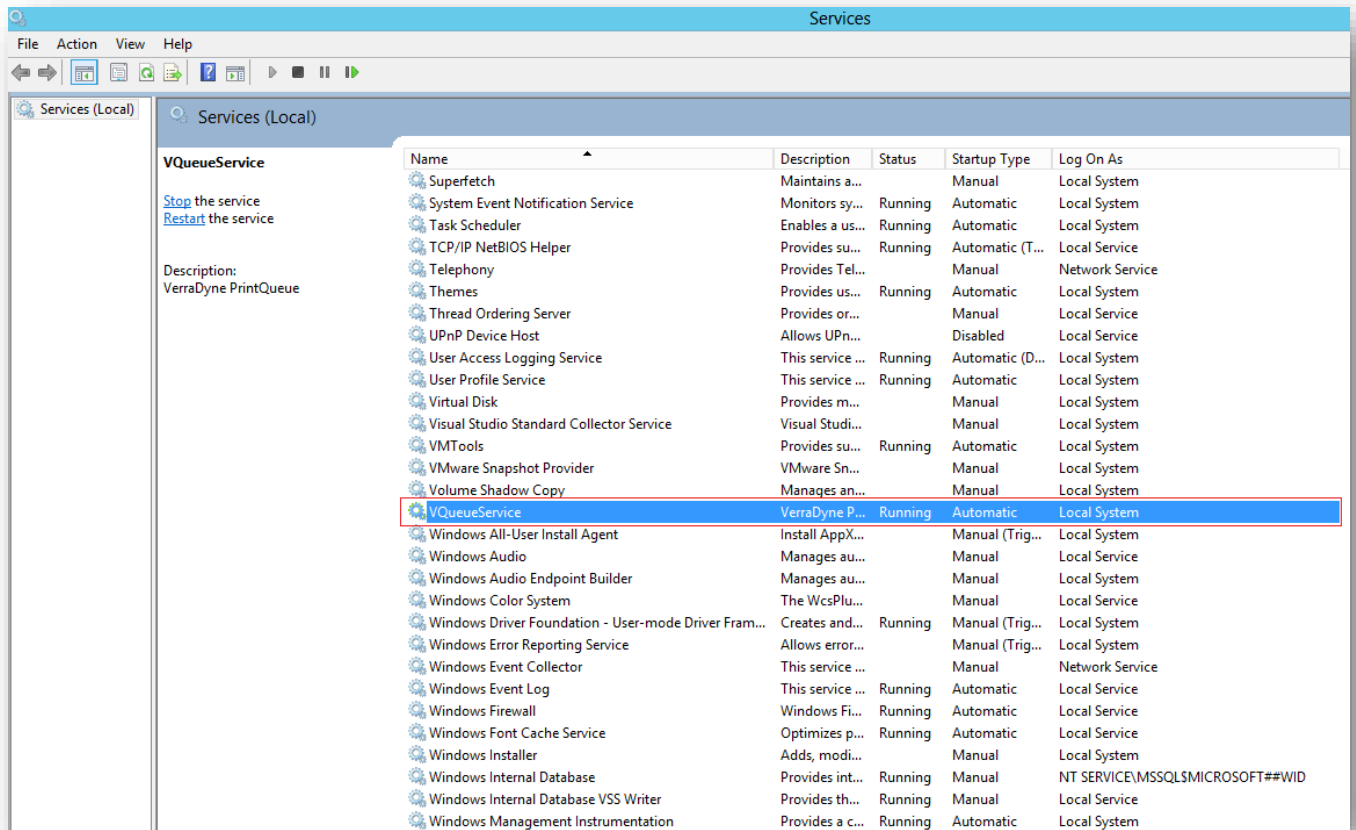
Step	Action
1	Bring up the Control Panel of your PCGeensis server.  Select Settings (Settings). Then select Control Panel (Control Panel).

The following screen displays:



Step	Action
2	Locate the “ <i>Search Control Panel</i> ” input box in the upper right-hand corner of the screen. Enter Local Services in the input box.
3	Click  View local services (View local services).

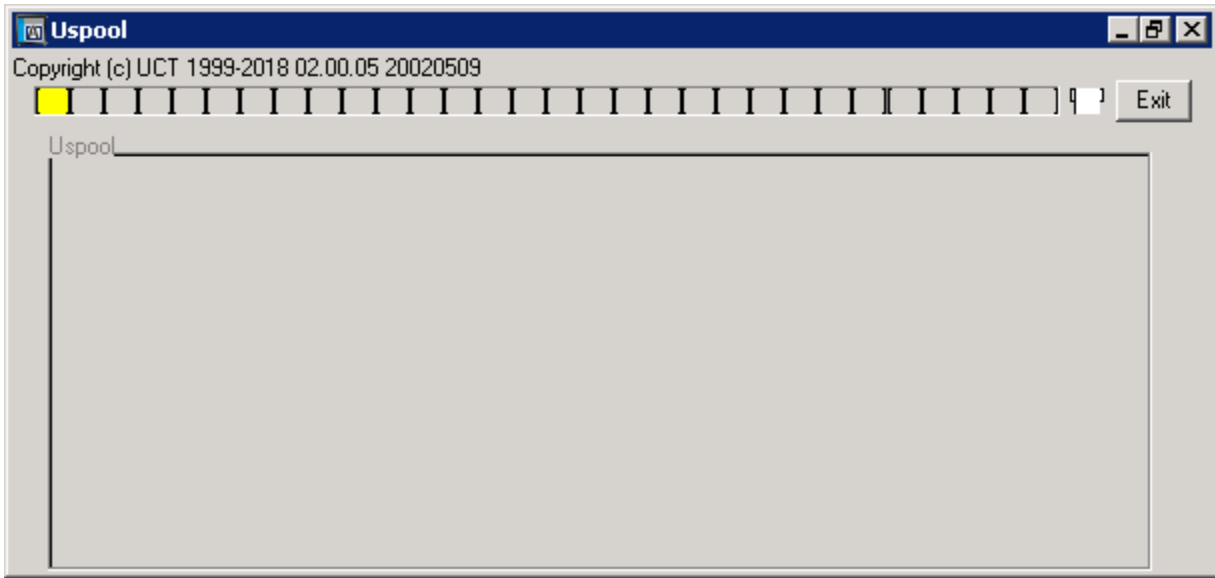
The following screen displays:






Step	Action
4	Locate the VQueueService . Verify the status of the VQueueService is Running .
5	If the VQueueService is not displayed or is not running, reboot the PCGenesis Server. Then, repeat these steps starting at <i>Step 1</i> . <i>If after rebooting the PCGenesis Server, the VQueueService still does not display “Running”, contact the Technology Management Customer Support Center for additional assistance.</i>

C3. Remove PCGSPOOL From “All Users Startup”


Step	Action
1	Remove K:\PCGICON\PCGSPOOL shortcut from “All Users Startup”.
2	Remove the PCGenensis print spooler job scheduler (UQUCTL) from scheduled tasks, if present.
3	After completing the steps above, the old USPOOL program should no longer run automatically.



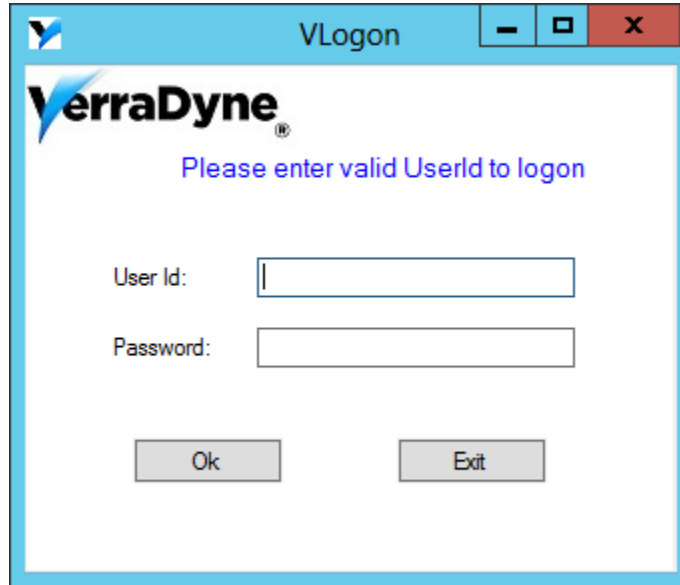
C4. Add Required PCG Shortcuts to Server/Workstation Desktop

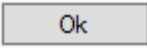
Step	Action
1	Add required PCG shortcuts to server desktop: <ul style="list-style-type: none"> ▶ PCGenensis print spooler administration: K:\PCGIcon\  PCGVADMIN ▶ PCGenensis print queue: K:\PCGIcon\  PCGVQUE
2	Add required PCG shortcuts to workstation desktop: <ul style="list-style-type: none"> ▶ PCGenensis print queue: K:\PCGIcon\  PCGVQUE

C5. Provide PCGenesis Financial Director with Administrative Access to the Print Manager

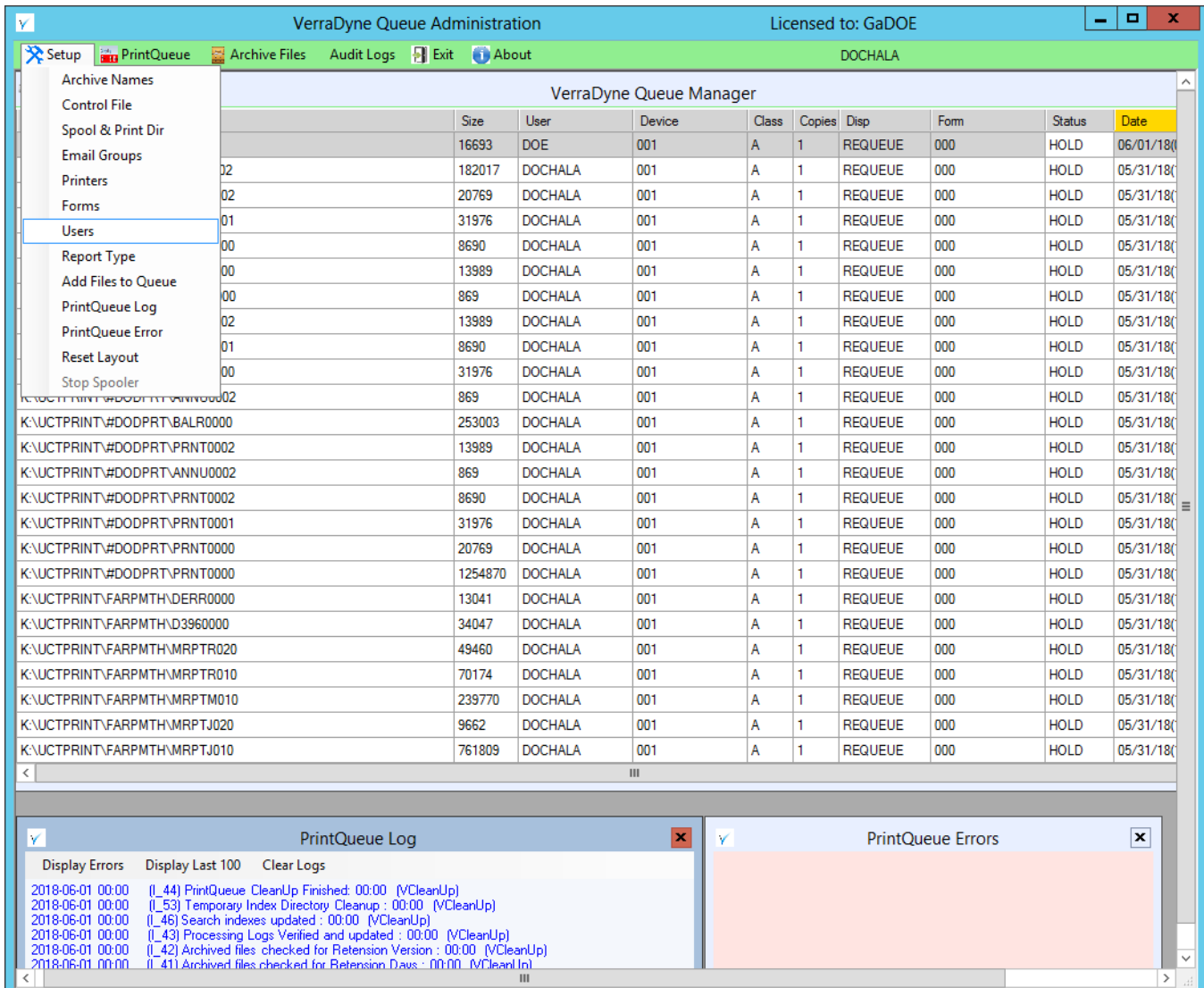
Step	Action
1	From the <u>server</u> double-click the PCGVADMIN icon: 


The following screen displays:



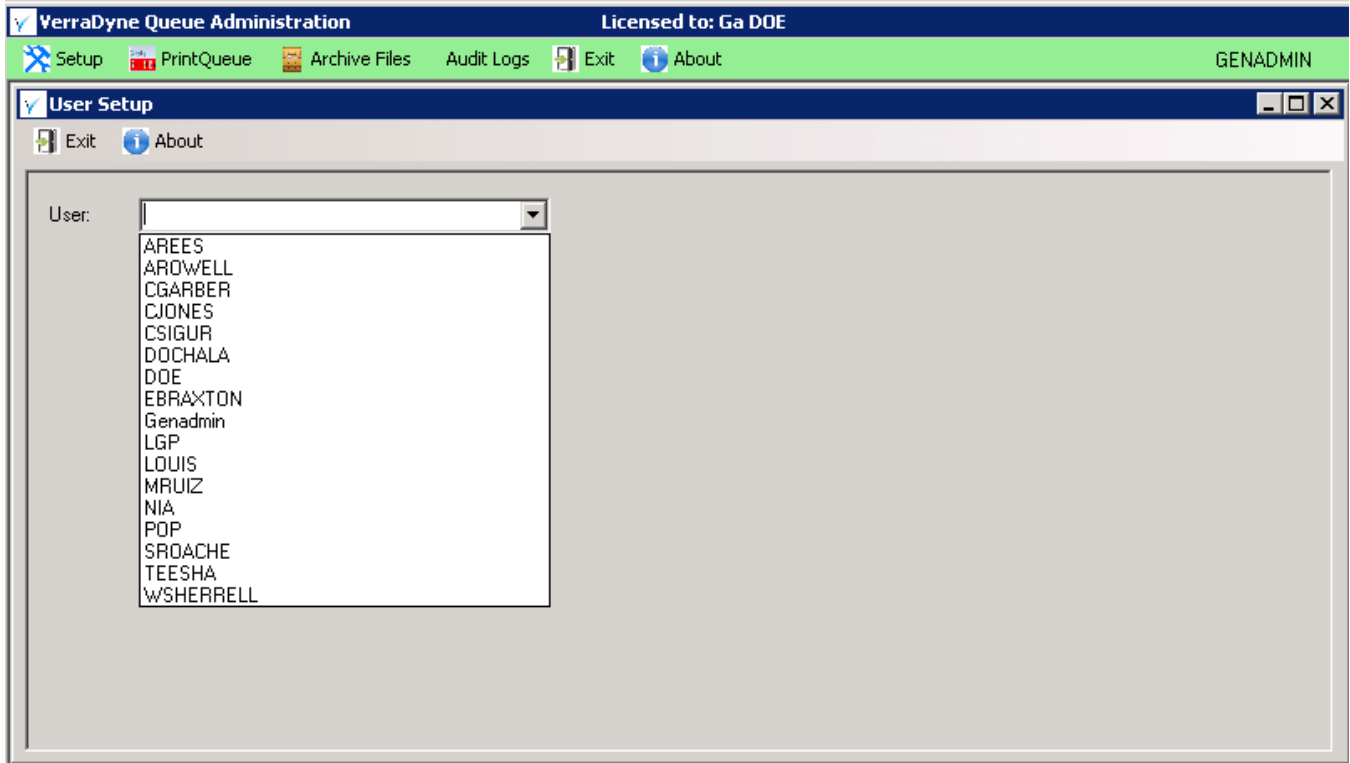
Step	Action
2	Enter the Windows User ID of the technology specialist who installed the software. If the Windows User ID of the technology specialist who installed the software is <u>the same</u> as a PCGenesis User ID , enter the PCGenesis password that matches the user Id, otherwise do <u>not</u> enter a Password .
3	Select  (OK).

The following screen displays:



Step	Action
4	Select  (Setup).
5	Select <input type="text" value="Users"/> (Users) from the drop-down box.

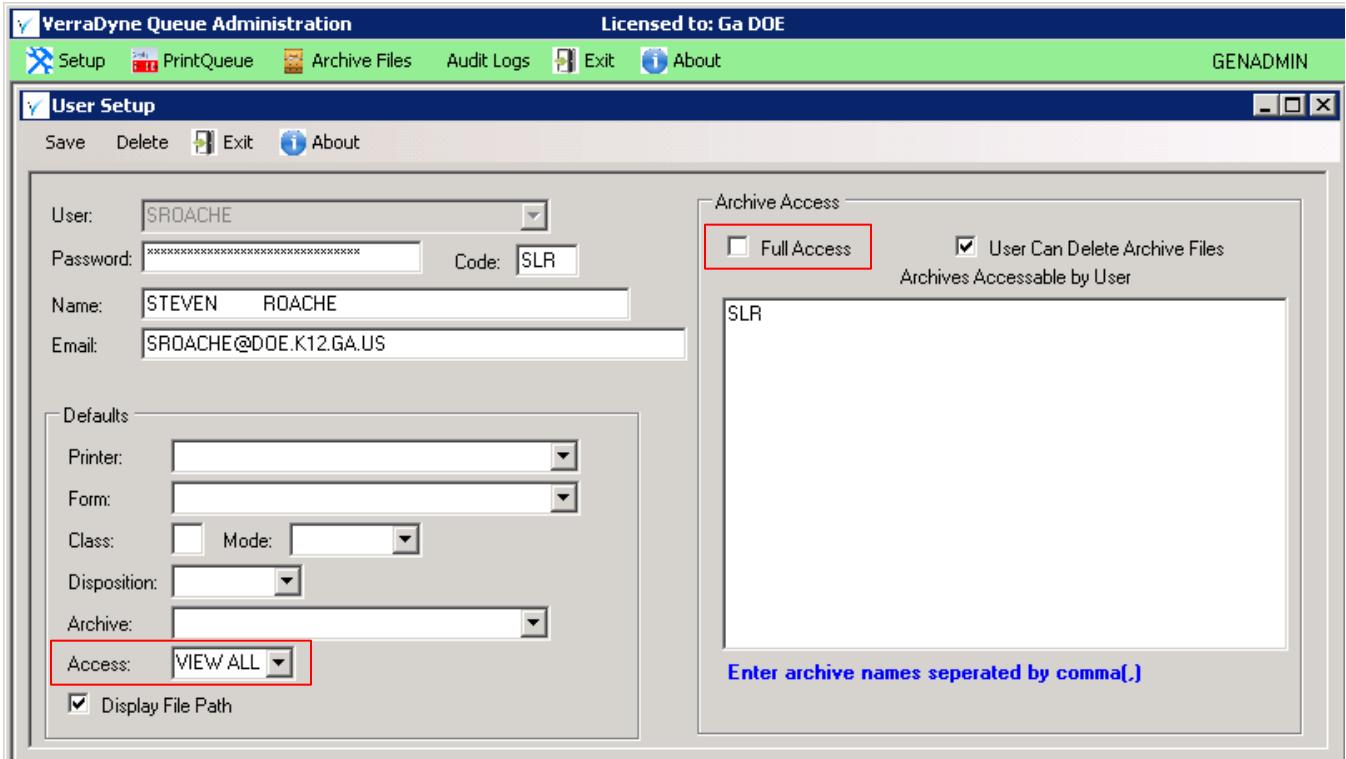
The following window displays:




*The list of **User Ids** displayed in the drop-down box will be system specific.*

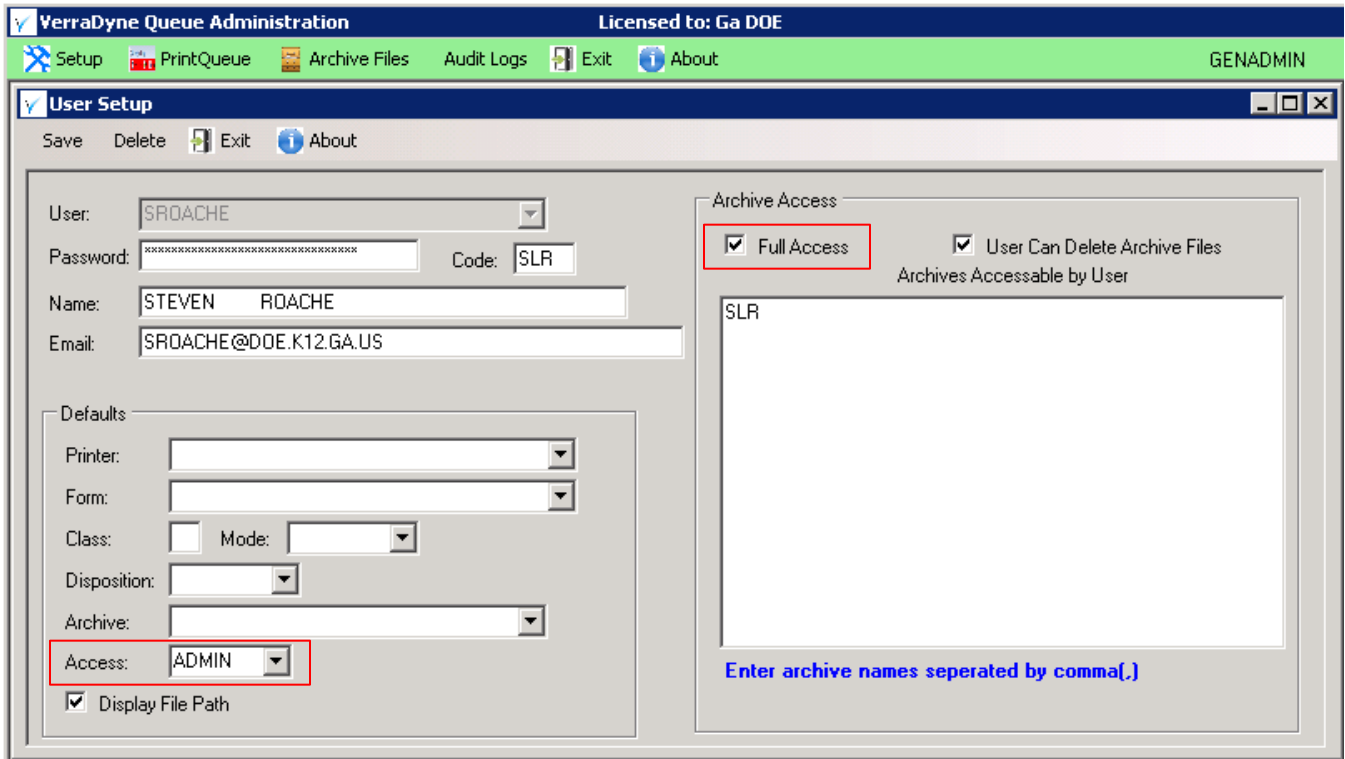
Step	Action
6	Select the drop-down icon (▼) to display the list of PCGenesis users.
7	Find the user id of the PCGenesis Financial Director or the PCGenesis user id that should have <u>full access to all files in the print queue and archive</u> .
8	After selecting the correct user id, Enter to proceed to the next screen.


The following window displays:



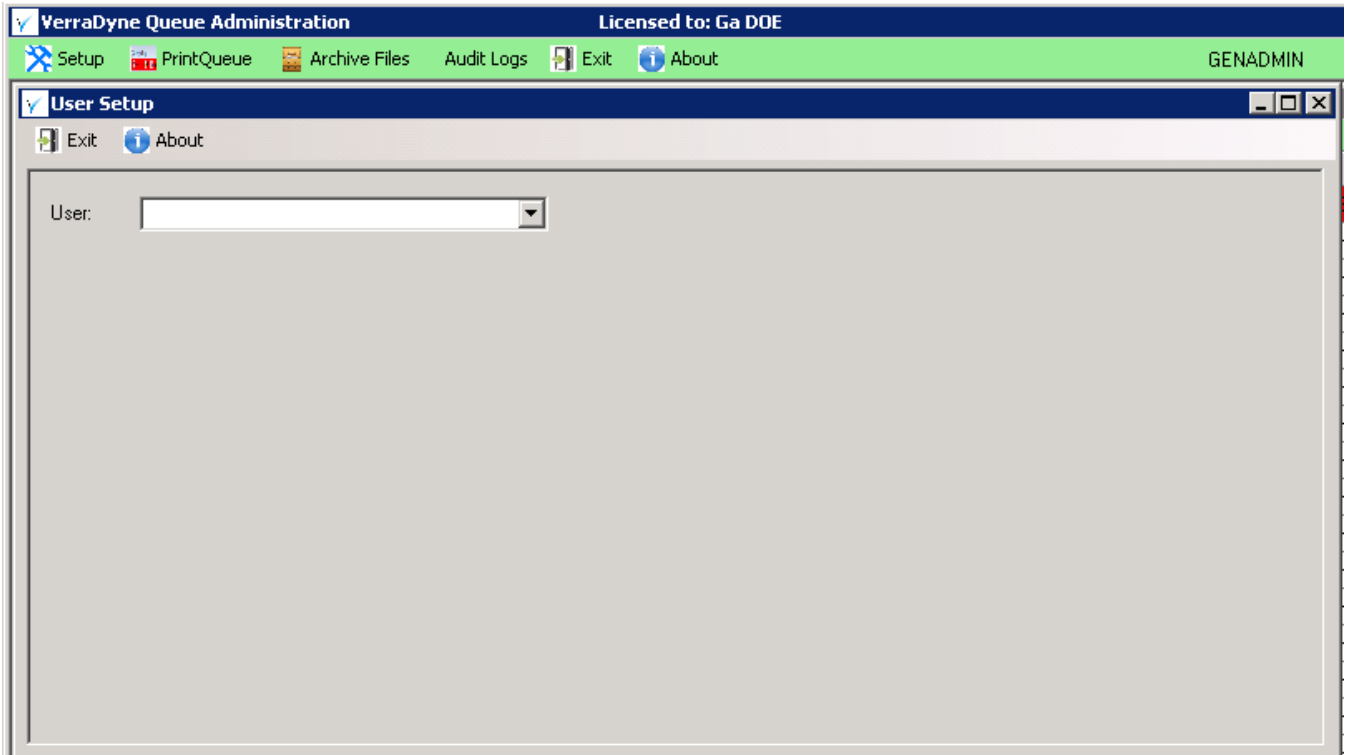
Step	Action
9	<p>In the Defaults section of the screen, change the Access field to ADMIN.</p> <p>Select the drop-down icon (▼) for the Access field.</p>  <p>Select a value of ADMIN</p>
10	<p>In the Archive Access section of the screen, check (☑) the box for the Full Access field.</p>


The following window displays:



Step	Action
11	Select  (Save) to update the record.

The following window displays:



Step	Action
12	If any other PCGenesis user should have <u>administrative access to all files in the print queue and archive</u> , repeat <i>Steps 6 – 12</i> as necessary.
13	Select  (Exit) to exit the <i>User Setup</i> module.

C6. Check Printer Definition


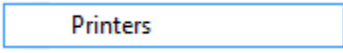
The following screen displays:

The screenshot shows the VerraDyne Queue Administration interface. The main window displays a table of 115 queued files. A dropdown menu is open over the 'Printers' option, listing various printer paths. Below the main window, there are two smaller windows: 'PrintQueue Log' and 'PrintQueue Errors'.

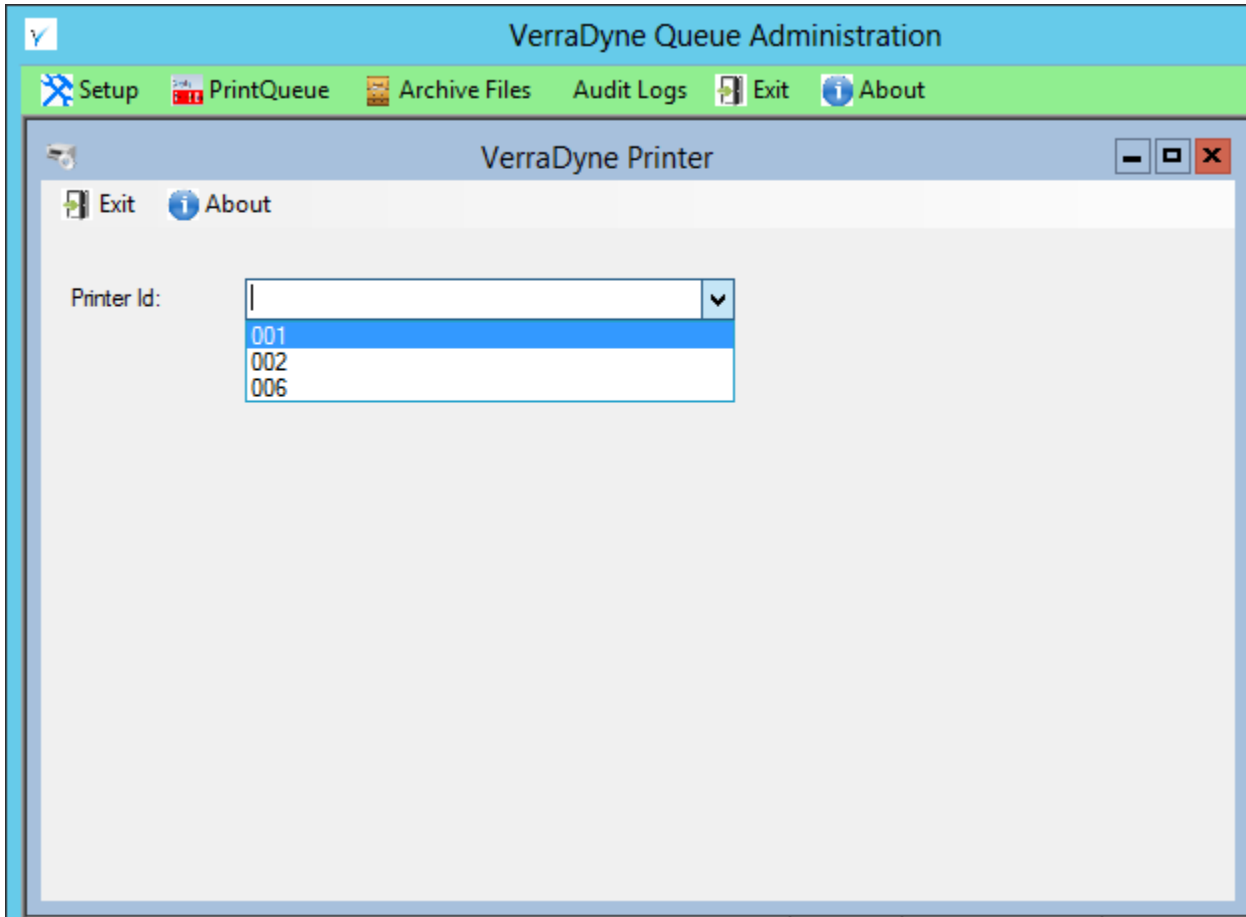
File	Size	User	Device	Class	Copies	Disp	Form	Status	Date
010	239770	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
20	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
10	1138	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
20	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
10	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
10	761809	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
30	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
20	207790	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
10	639930	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
30	66253	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
20	78721	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
10	232919	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PRNT0003	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PRNT0003	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PSCN0003	1635	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PSCN0003	1616	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PSCN0003	1645	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\#DODPRT\PRNT0003	64139	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTM010	239770	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTJ010	761809	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTE020	207790	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18
K:\UCTPRINT\FARPMTH\MRPTE010	639930	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18

PrintQueue Log

Time	Message
2018-06-01 13:42	File copied to Archive test1 [K:\UCTPRINT\#DODPRT\PSCN0003@@@180601_1337025]
2018-06-01 13:36	File copied to Archive test1 [K:\UCTPRINT\#DODPRT\PSCN0003@@@180601_1336035]
2018-06-01 13:34	File copied to Archive test [K:\UCTPRINT\#DODPRT\PSCN0003]
2018-06-01 13:33	File copied to Archive test [K:\UCTPRINT\#DODPRT\PRNT0003@@@180601_1333025]
2018-06-01 13:32	File copied to Archive test [K:\UCTPRINT\FARPMTH\MRPTJ010@@@180601_1329025]
2018-06-01 13:31	File copied to Archive Multiple Files Selected [K:\UCTPRINT\FARPMTH\MRPTR010@@@180601_1329025]

Step	Action
1	Select  (Setup).
2	Select  (Printers) from the drop-down box.

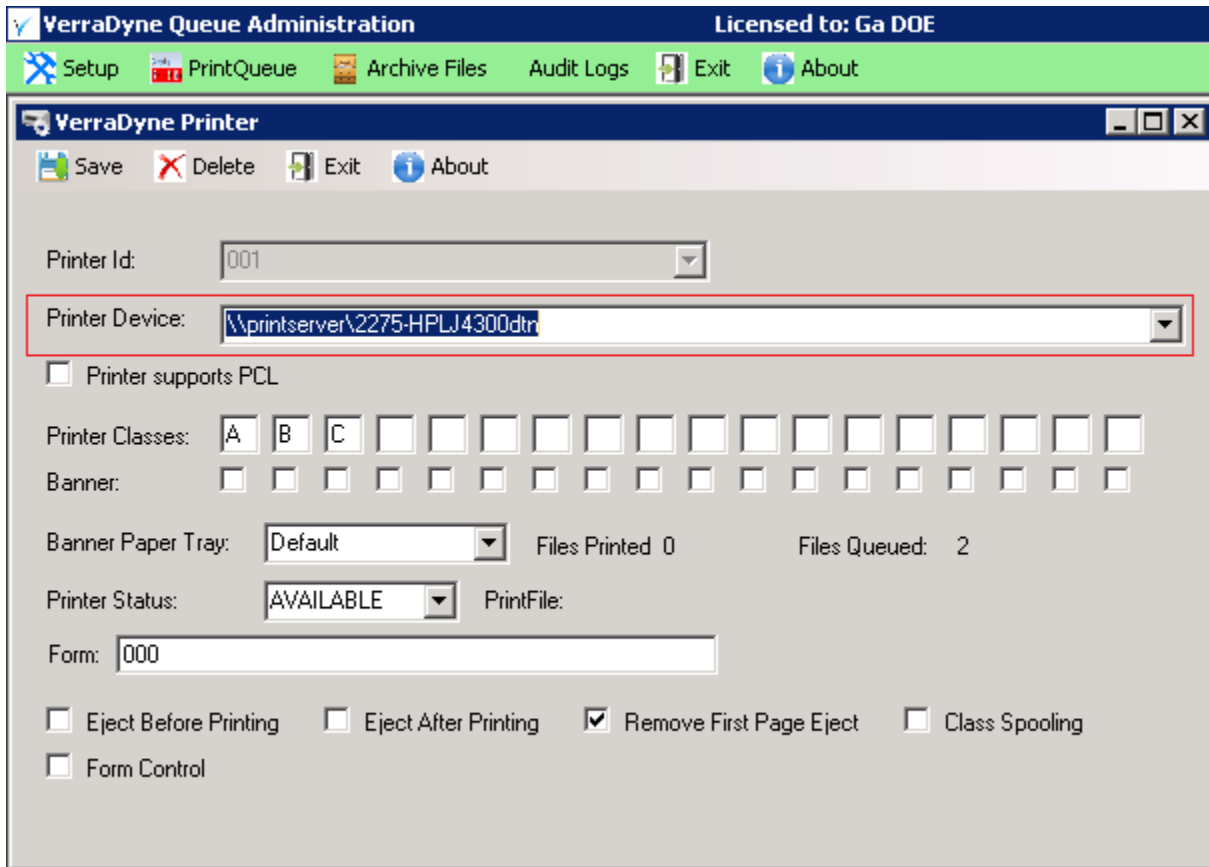
The following window displays:

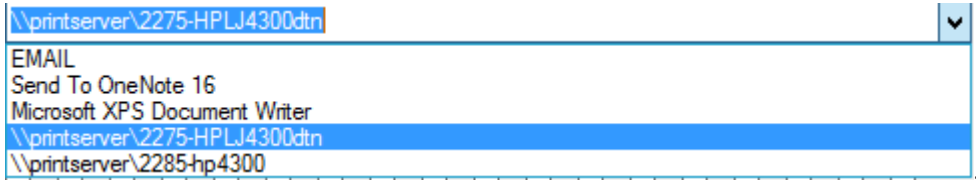



The list of **Printer Ids** displayed in the drop-down box will be system specific.

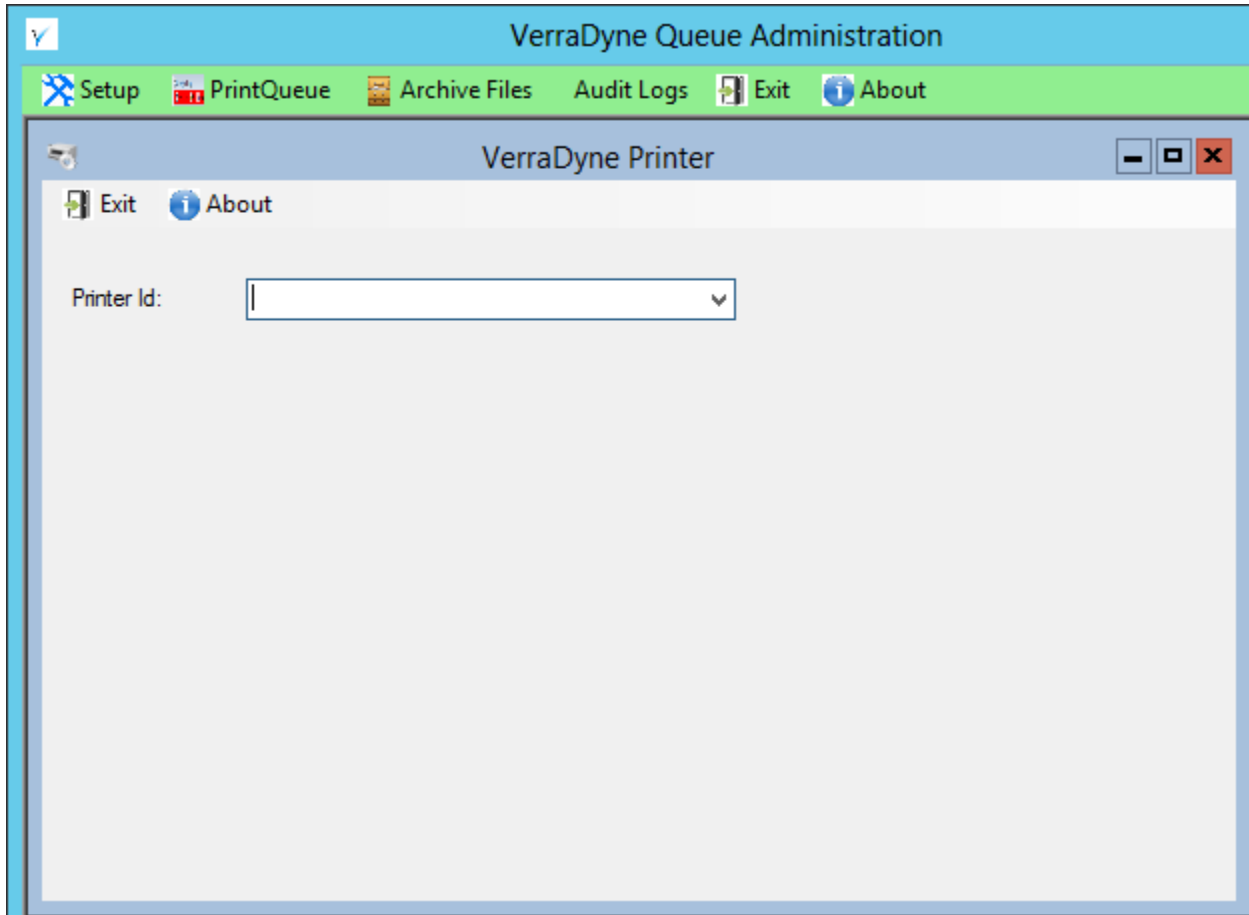
Step	Action
3	Select the drop-down icon (▼) to display the list of PCGenesis printer ids. Highlight and select printer id 001 .
4	After selecting the correct printer id, Enter to proceed to the next screen.

The following window displays:



Step	Action
5	<p>Verify the Printer Device selection. Verify that the PCGenesis report printer is defined. If not, select the drop-down icon (▾) for the Printer Device field and select the correct PCGenesis report printer from the drop-down box.</p>  <p><i>The printers displayed in the drop-down box will be specific to each individual school system.</i></p>
6	<p>Verify that 'Remove First Page Eject' is checked (☑).</p>
7	<p>Select  (Save) to update the record.</p>

The following window displays:



Step	Action
8	Select  (Exit) to exit the <i>VerraDyne Printer Setup</i> module.

C7. Setup E-mail Server Information for Print Manager


NOTE: Using the E-mail capability available in the VerraDyne Print Manager is **OPTIONAL**.

The PCGenesis Help Desk will not be able to assist in setting up the E-mail server information for school systems. Each school system will have a unique configuration for their e-mail which the Ga DOE would have no knowledge about.

The following screen displays:

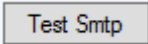

The screenshot shows the VerraDyne Queue Administration interface. The main window displays a table of print queues with columns for Control File, Size, User, Device, Class, Copies, Disp, Form, Status, and Date. A 'Setup' menu is open on the left, with 'Control File' selected. Below the table, there are two windows: 'PrintQueue Log' and 'PrintQueue Errors'. The 'PrintQueue Log' window shows a list of system events with timestamps and descriptions.

Control File	Size	User	Device	Class	Copies	Disp	Form	Status	Date
K:\UCTPRINT\#DODPRT\BALR0000	16693	DOE	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPRT\PRNT0002	182017	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0001	20769	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\ANNU0002	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0002	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0001	869	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	20769	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRNT0000	1254870	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\DERR0000	13041	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\D3960000	34047	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MRPTM010	239770	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MRPTJ010	761809	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(

Step	Action
1	Select  (Setup).
2	Select <input type="text" value="Control File"/> (Control File) from the drop-down box.

The following window displays:

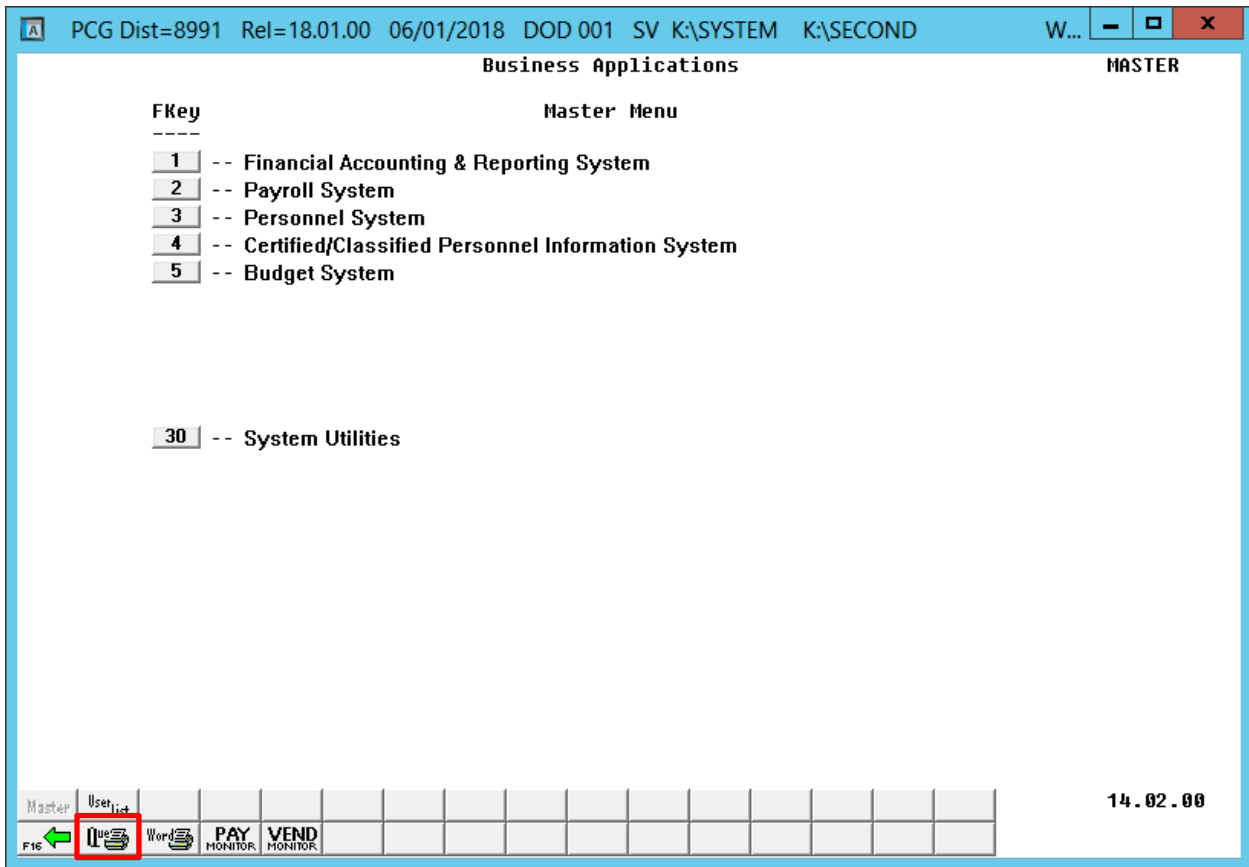
Step	Action
3	In the Email Settings section of the screen, enter the outgoing SMTP mail server in the Smtp Host Name field.

Step	Action
4	<p>Use Default Credentials:</p> <p>If checked (<input checked="" type="checkbox"/>), when sending email, the system will <u>not</u> use the User Name and Password field on the screen for SMTP authentication. Instead, the system will authenticate using the default credentials of the currently logged on user.</p> <p>If not checked, when sending email, the system will use the User Name field and Password field entered on the screen for SMTP authentication.</p> <p><i>Some SMTP servers require that the client be authenticated before the server sends e-mail on its behalf. Check (<input checked="" type="checkbox"/>) this box when this SmtpClient object should, if requested by the server, authenticate using the default credentials of the currently logged on user. For client applications, this is the desired behavior in most scenarios.</i></p>
5	<p>Use SSL:</p> <p>When sending emails, the print manager will use Secure Sockets Layer. Your SMTP Server must support SSL.</p>
6	<p>PORT:</p> <p>Port used by SmtP Server. If the port is left as spaces, the system will default to port 80.</p>
7	<p>UserName and Password:</p> <p>This is the username and password for SMTP authentications. If Use Default Credentials is checked, you do <u>not</u> need to enter the username and password.</p>
8	<p>Email From:</p> <p>Enter the default email address. This email address will be used when emailing documents.</p>
9	<p>Subject:</p> <p>Enter the subject line for all outgoing emails.</p>
10	<p>Body:</p> <p>Enter the message body of the email for all outgoing emails.</p>
11	<p>Email Errors:</p> <p>If this box is checked, the system will email all the errors to a specified email address. On this release of the product this function is not activated, and is for future use.</p>
12	<p>Make the necessary entries on the screen. To test the E-mail server setup, select  (Test SmtP) to generate a test e-mail. Verify that a test e-mail was sent and received.</p>
13	<p>Once the E-mail server setup has been tested and verified, select  (Save) to update the record.</p>

C8. Verify Print Manager Access from Workstations

Step	Action
1	Log into PCGenesis from a user workstation. NOTE: Adobe Reader must be installed on each individual workstation for PCGenesis reports to display correctly from the <i>VerraDyne Print Manager</i> . If Adobe Reader hasn't been installed on the workstation, install the software from the internet before continuing.
2	Generate a PCGenesis report. Note: It is preferable to generate a <i>short</i> report so that paper is not wasted.
3	After creating a PCGenesis report, return to a menu.

The following screen displays:


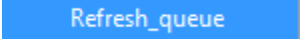
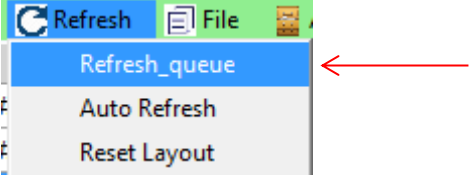




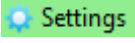
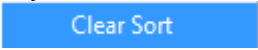
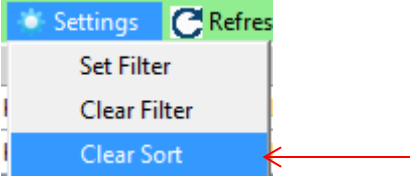
Step	Action
4	Select  (Uqueue) to enter the <i>VerraDyne Print Manager</i> .

The following screen displays:

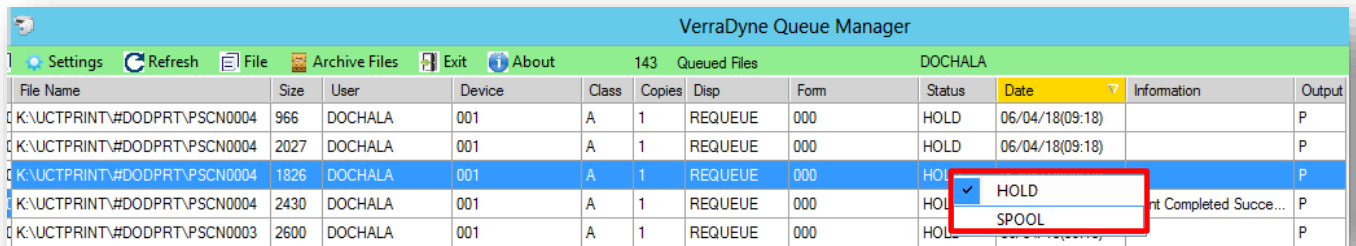
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTM010	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTM020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTM010	639...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB010	232...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT#\DODPRT\PRNT0003	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:55)	
K:\UCTPRINT#\DODPRT\PRNT0003	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Successf
K:\UCTPRINT#\DODPRT\PSCN0003	1635	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:37)	
K:\UCTPRINT#\DODPRT\PSCN0003	1616	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:36)	
K:\UCTPRINT#\DODPRT\PSCN0003	1645	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:34)	
K:\UCTPRINT#\DODPRT\PRNT0003	64139	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:33)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM010	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	

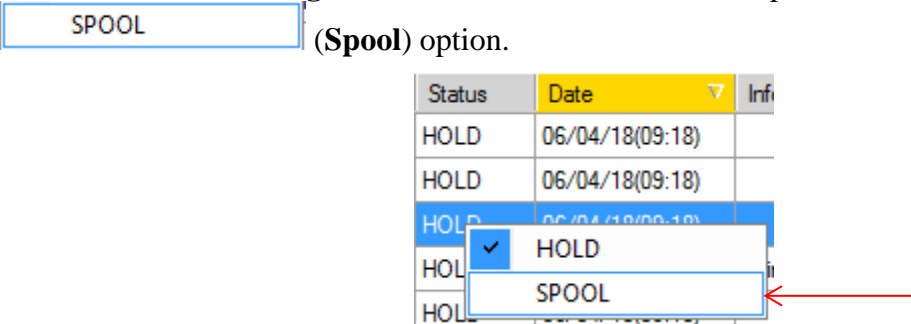
The items in the print queue will be system specific.

Step	Action
5	<p><u>To Refresh the Print Queue:</u></p> <p>To refresh the print queue, click on the  Refresh (Refresh) field and select the  Refresh_queue (Refresh queue) option.</p>  <p>Refresh Queue: When selected, print queue will be redisplayed and refreshed.</p>

Step	Action
6	<p><u>Sorting Columns:</u></p> <p>You can sort columns in the <i>VerraDyne Print Manager</i> by clicking on the column heading. When a sort is selected, the <i>VerraDyne Print Manager</i> will display the column heading in an orange color. For example, in the screen shown above, the print files are shown in order by date  (Creation Date).</p> <p>The Sort option is saved <u>by user id</u> when  (Exit) is selected on the menu bar.</p> <p>If you wish to <u>reset</u> the column sort, click  (Settings) on menu bar, and select the  (Clear Sort) option, as shown below.</p> 

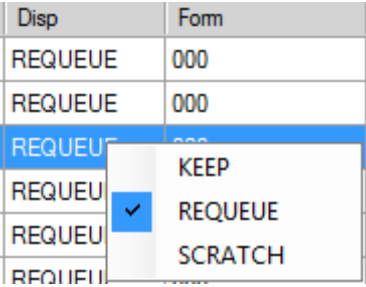
The following screen displays:



Step	Action
7	<p><u>To Spool a print file:</u></p> <p>STATUS: This field displays the status of the print file.</p> <p>Valid values are:</p> <p>HOLD - Document is on hold and will not be printed or emailed until it is released. To release the document, right click on the Status field for the print file and select the SPOOL (Spool) option.</p>  <p>SPOOL - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on HOLD by right clicking on status field.</p>
8	Verify that the PCGenesis report was spooled to the printer.

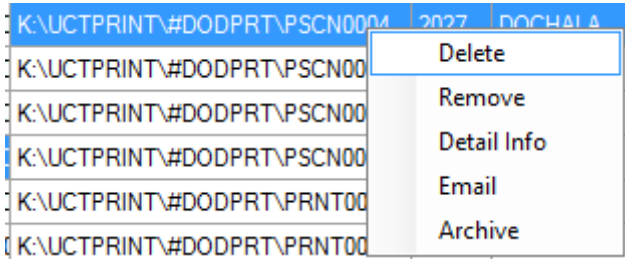
The following screen displays:

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\DODPRT\PSCN0004	966	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	1826	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	2430	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)	Print Completed Succe...	P
K:\UCTPRINT#\DODPRT\PSCN0003	2600	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PRNT0003	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)		P

Step	Action
9	<p><u>To change the Disposition of a print file:</u></p> <p>The disposition of a print file can be changed by right clicking on the disposition (Disp) field for the print file and selecting the desired option.</p> <p>Disposition, valid values are:</p> <p>SCRATCH - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be <u>scratched</u>.</p> <p>KEEP - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will <u>not be scratched</u>.</p> <p>REQUEUE - After printing or emailing, the document entry will <u>remain</u> in the print queue in HOLD status and the file on the disk will be <u>not be scratched</u>. The entry status will be set back to HOLD after printing or emailing.</p> 

The following screen displays:

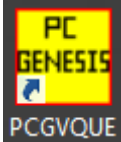
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)	Print Completed Succe...	P
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PRNT0003	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)		P
K:\UCTPRINT#\DODPRT\PRNT0003	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)	Print Completed Succe...	P

Step	Action
<p>10</p>	<p><u>File options:</u></p> <p>The file options can be selected by right clicking on the file name (File Name) field for the print file and selecting the desired option.</p> <p>Valid options are:</p> <p>DELETE - You can delete a print file from the queue by right clicking on the filename and selecting Delete. If you select Delete, the entry will be removed from the queue and the file is deleted from the disk.</p> <p>REMOVE - You can remove a print file from the queue by right clicking on the filename and selecting Remove. If you select Remove, the entry will be removed from the queue, and the file is <u>not</u> deleted from the disk.</p> <p>DETAIL INFO - You can view a detail log of the print file by right clicking on the filename and selecting Detail Info. By selecting the Detail Info option, you can view the detailed log regarding the selected file.</p> <p>EMAIL - You can email a print file from the queue by right clicking on the filename and selecting Email. You can email the document(s) directly from queue or <i>Archive Folders</i> by selecting the Email option. The sender’s email address is automatically defaulted to the user’s email address defined in <i>User</i> maintenance. The print file will be emailed in PDF format. You can enter the email address of recipient or select from the list of groups previously defined. If no subject or message is entered, the program will default to standard subject and message defined in the control file. If the Requeue option is checked, the program will requeue the document after emailing. If Email Password is checked, the program will send a separate email with the password to all recipients.</p> <p>ARCHIVE - You can archive a print file from the queue by right clicking on the filename and selecting Archive. You can modify the filename for the archive, retention days and retention version. Also, you can select to remove the file from print queue after archiving.</p> <p>If multiple files are selected for archiving, program will display <i>Multiple Files Selected</i>. To select <u>multiple</u> files to archive from the print queue, select the files you wish to archive, right click, and select Archive. The maximum number of files which can be selected for archiving is 100.</p> 
<p>11</p>	<p><u>Displaying the Print File:</u></p> <p>You can display the PCGenesis reports in the print queue by double clicking on the filename. The <i>VerraDyne Print Manager</i> will display the file in pdf format as shown below.</p>

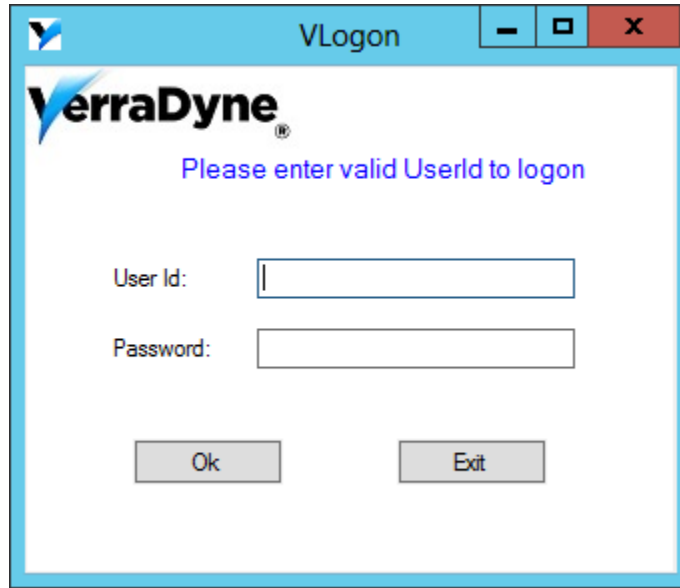
The following screen displays:

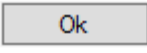
CODE	DESCRIPTION	PERCENT	SORT	TYPE	VENDOR	FUND	PRGM	FUNC	BLNC	EMPLR IND	PROC TYPES SDHABXYQP	EMPLR AMT/PCT	EMPLR OBJ	EMPLR BLNC
00	FRINGE	00.000000	99		000000	000	0000	0000	0000	0		0.000000	00000	0000
01	EMPLOYEE ANNUITY	00.000000	00	A	000000	199	9990	9000	0479	0		0.000000	00000	0000
02	EMPLOYEE 2ND ANNUITY	00.000000	00	A	000000	199	9990	9000	0479	0		0.000000	00000	0000
03	FED W/H TAX	00.000000	03		004727	199	9990	9000	0471	0		0.000000	00000	0000
04	GA INCOME TAX	00.000000	04		000009	199	9990	9000	0472	0		0.000000	00000	0000
08	NONCERTIFIED MERIT	00.000000	08	I	004863	199	9990	9000	0475	0		0.000000	00000	0000
09	CERTIFIED MERIT	00.000000	09	I	000004	199	9990	9000	0475	0		0.000000	00000	0000
10	VENDOR 002488	00.000000	10		002488	199	9990	9000	0479	0		0.000000	00000	0000
11	VENDOR 000999	00.000000	11		000999	199	9990	9000	0479	0		0.000000	00000	0000
12	I-VNDR 000005	00.000000	23	I	000005	199	9990	9000	0475	0		0.000000	00000	0000
13	I-VNDR 000006	00.000000	12	I	000006	199	9990	9000	0475	0		0.000000	00000	0000
14	I-VNDR 004603	00.000000	13	I	004603	199	9990	9000	0475	0		0.000000	00000	0000
15	VENDOR 004373	00.000000	14		004373	199	9990	9000	0479	0		0.000000	00000	0000
16	VENDOR 000012	00.000000	42		000012	199	9990	9000	0479	0		0.000000	00000	0000
17	VENDOR 000016	00.000000	43		000016	199	9990	9000	0479	0		0.000000	00000	0000
18	COURT W/H	00.000000	18	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
19	COURT W/H	00.000000	19	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
20	COURT W/H	00.000000	20	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
21	COURT W/H	00.000000	21	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
22	VENDOR 000005	00.000000	22		000005	199	9990	9000	0475	0		0.000000	00000	0000
23	CUNTON 001001	00.000000	00	C	001001	199	9990	9000	0479	0		0.000000	00000	0000
24	VENDOR 003960	00.000000	24		003960	199	9990	9000	0479	0		0.000000	00000	0000
25	VENDOR 003702	00.000000	25		003702	199	9990	9000	0475	0		0.000000	00000	0000
26	COURT W/H	00.000000	26	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
27	I-VNDR 003702	00.000000	27	I	003702	199	9990	9000	0475	0		0.000000	00000	0000
28	COURT W/H	00.000000	28	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
29	COURT W/H	00.000000	29	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
30	COURT W/H	00.000000	30	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
31	VENDOR 000110	00.000000	31		000110	199	9990	9000	0475	0		0.000000	00000	0000
32	COURT W/H	00.000000	32	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
33	VENDOR 004085	00.000000	33		004085	199	9990	9000	0479	0		0.000000	00000	0000
34	VENDOR 001975	00.000000	34		001975	199	9990	9000	0479	0		0.000000	00000	0000
35	VENDOR 004894	00.000000	44		004894	199	9990	9000	0479	0		0.000000	00000	0000
36	VENDOR 005347	00.000000	45		005347	199	9990	9000	0479	0		0.000000	00000	0000
37	COURT W/H	00.000000	37	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
38	COURT W/H	00.000000	38	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
39	COURT W/H	00.000000	39	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
40	VENDOR 003909	00.000000	46		003909	199	9990	9000	0479	0		0.000000	00000	0000
41	COURT W/H	00.000000	41	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
42	BOARD MEMBER MERIT	00.000000	07	I	005673	199	9990	9000	0475	0		0.000000	00000	0000
43	COURT W/H	00.000000	43	G	000000	199	9990	9000	0479	0		0.000000	00000	0000
44	I-VNDR 005945	00.000000	50	I	005945	199	9990	9000	0475	0		0.000000	00000	0000
45	I-VNDR 005945	00.000000	55	I	005945	199	9990	9000	0475	0		0.000000	00000	0000
46	I-VNDR 005945	00.000000	56	I	005945	199	9990	9000	0475	0		0.000000	00000	0000
47	I-VNDR 005946	00.000000	57	I	005946	199	9990	9000	0475	0		0.000000	00000	0000
48	I-VNDR 005947	00.000000	58	I	005947	199	9990	9000	0475	0		0.000000	00000	0000
49	VENDOR 005948	00.000000	59		005948	199	9990	9000	0475	0		0.000000	00000	0000
50	VENDOR 005949	00.000000	60		005949	199	9990	9000	0475	0		0.000000	00000	0000
51	VENDOR 005949	00.000000	61		005949	199	9990	9000	0475	0		0.000000	00000	0000
52	VENDOR 005949	00.000000	62		005949	199	9990	9000	0475	0		0.000000	00000	0000

PCGenesis Report Displayed in PDF Format

Step	Action
12	Exit the PCGenesis application.
13	<p><u>Verify the PCGVQUE shortcut on the desktop:</u> Access the <i>VerraDyne Print Manager</i> from the desktop icon.</p>  <p>From the user's workstation double-click the PCGVQUE icon:</p>

The following screen displays:



Step	Action
14	The PCGenesis user should enter their PCGenesis credentials. Enter the PCGenesis User Id and Password .
15	Select  (OK).

The following screen displays:

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTE020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTE010	639...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB010	232...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT#\DODPRT\PRNT0003	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:55)	
K:\UCTPRINT#\DODPRT\PRNT0003	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Successf
K:\UCTPRINT#\DODPRT\PSCN0003	1635	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:37)	
K:\UCTPRINT#\DODPRT\PSCN0003	1616	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:36)	
K:\UCTPRINT#\DODPRT\PSCN0003	1645	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:34)	
K:\UCTPRINT#\DODPRT\PRNT0003	64139	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:33)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTE020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	

The items in the print queue will be system specific.

Step	Action
16	Repeat Steps 5 – 10 to ensure access to the <i>VerraDyne Print Manager</i> from the desktop icon.

C9. Clean Up K:\SECOND\#xxxPRT

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\SECOND directory.
4	<p><u>Remove miscellaneous files in the K:\SECOND\#xxxPRT directories that are not actually PCGenesis reports.</u> (xxx is the three-character PCGenesis user ID.)</p> <p>Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. This causes problems with the <i>VerraDyne Print Spooler</i>. Therefore, <u>remove</u> ALL #xxxPRT directories that are currently present in K:\SECOND. Copy these directories somewhere outside of K:\SECOND so that they do not interfere with the <i>VerraDyne Print Spooler</i>. As users create new PCGenesis reports, the #xxxPRT directories will be recreated automatically with only valid PCG reports, and then the <i>VerraDyne Print Spooler</i> will run smoothly.</p>
5	Advise all PCGenesis users to <u>not</u> save any miscellaneous files to the K:\SECOND\#xxxPRT directories.

Section D: After PCGenesis Release 18.02.00 Has Been Installed

D1. Perform a PCGenesis Full Backup After Release 18.02.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup After Release 18.02.00 ”.