

PCGENESIS CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI) SYSTEM OPERATIONS GUIDE

9/25/2020

Section H: CPI Description Code Maintenance, V2.5

Revision History

Date	Version	Description	Author
9/25/2020	2.5	20.03.00 – Delete outdated link to Data Collections web page.	D. Ochala
02/02/2018	2.4	15.04.00 - Updated menu screenshots.	D. Ochala
02/04/2016	2.3	15.04.00 - Updated Topic 6: Uploading Description Codes.	D. Ochala
06/13/2013	2.2	13.02.00 - Added Topic 6: Uploading Description Codes.	D. Ochala
03/31/2009	2.1	Section title changed to "Section H".	C. W. Jones
08/01/2008	2.0	08.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

Table of Contents

Overview	1
Topic 1: Adding a Description Code	2
Topic 2: Updating a Description Code	7
Topic 3: Displaying a Description Code	14
Topic 4: Printing Description Codes	20
4.1. CPI Description File - (Certificate Type Codes) Report - Example	23
Topic 5: Deleting a Description Code	24
Topic 6: Uploading Description Codes	
Procedure A: View/Download Code Tables from the GaDOE Data Collections Website	32
Procedure B: Upload Description Codes to PCGenesis	
6B.1. CPI Code Import Report - Example	44

Overview

Maintaining CPI description codes includes adding, updating, uploading, and displaying the *Description* codes, and printing the *CPI Description File Listing*.

PCGenesis contains the following types of description codes:

• Certificate Type

As the Professional Standards Commission (PSC) no longer issues Provisional certifications, but instead bases employee pay on Professional-Renewable and Non Renewable certifications, PCGenesis no longer requires the description code's final character to be 'B' (Provisional) or 'T' (Teaching). The agency bases Professional-Renewable certificate salaries on the Professional salary scale, and bases Nonrenewable certificate salaries on the Provisional salary scale.

- Job
- Certificate Field
- Secondary Fund
- Infield Status
- Subject Matter
- Certificate Level

Although the screenshot examples apply to Certificate Type codes, these instructions also apply to the remaining description codes.

Topic 1: Adding a Description Code

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

A	PCG Dist=8991 R	el=17.04.00 02/02/201	8 PCW 003 SV C:\DEVS	S C:\SECOND	WHITE	
		Certifie	d/Classified Perso	nnel Informat	ion System:	CPIMENU
	FKey		Master	Menu		
	1 2 3	Display/Update I Display/Update 1 Display/Update F	ndividual Employee Ir Third Party Contractors Personnel Data	formation		
	5 7	CPI Salary Sched CPI Reporting Me	lule enu			
	<u>9</u> 11	Create CPI Repor CPI Assignment I	t & Transmission File File Maintenance			
	<u>13</u> 15	Certificate File M CPI Description (aintenance Menu Code Menu			
	31	CPI Special Func	tions Menu			
	20	File Reorganizat	ion			
Mast F16	er ^{User} list U er Words _M	PAY VEND				17.04.00
	Action					
	Select 15	i (F15 - CPI	Description Co	de Menu).		

🔲 PCG Dist=8991 R	el=13.02.00 06/19/2013 PCW 003 5V C:\DE	SYS C:\SECOND WHITE	<u>_ 8 ×</u>						
	CPI Sys	tem	CPICP15X						
FKey	CPI Descripti	on Codes							
1	1 Certificate Type Codes								
2	2 Job Codes								
3	3 Certificate Field Codes								
4	- Secondary Fund codes								
7	Infield Status Codes								
9	- Subject Matter Codes								
10	- Certificate Level Codes								
Master Userlist	PAY VEND		13.02.00						
Master Userlist F16 DES World r	PAY VEND		13.02.00						
Master Userlist Nor雲,	PAY VEND		13.02.00						
Master Userlist FIG THE WORD F	e appropriate Function key :		13.02.00						
Master Userlist	PATER MENDE appropriate Function key : 1 F1 – Certificate	Type Codes	13.02.00						
Master Userlist Pic ₽ ₽ ₩or ↓ Action Select the	e appropriate Function key: 1 F1 - Certificate 2 F2 - Job Codes	Type Codes	13.02.00						
Master Userlist Ure Work p	e appropriate Function key : 1 F1 – Certificate 2 F2 – Job Codes 3 F3 – Certificate	Type Codes Field Codes	13.02.00						
Master Userlist	e appropriate Function key : 1 F1 – Certificate 2 F2 – Job Codes 3 F3 – Certificate 4 F4 – Secondary	Type Codes Field Codes Fund Codes	13.02.00						
Master Userlist Userlist Nor語,	e appropriate Function key : 1 F1 – Certificate 2 F2 – Job Codes 3 F3 – Certificate 4 F4 – Secondary 7 F7 – Infield Sta	Type Codes Field Codes Fund Codes tus Codes	13.02.00						
Master Userlist Ure Vore r	e appropriate Function key : 1 F1 – Certificate 2 F2 – Job Codes 3 F3 – Certificate 4 F4 – Secondary 7 F7 – Infield Sta 9 F9 – Subject M	Type Codes Field Codes Fund Codes tus Codes atter Codes	13.02.00						

E PCG Dist=8991	l Rel=13.02.00 06/	19/2013 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	_ & ×
		CPI System			CPICP15X
FKe	'Y	CPI Certificate Type	Codes		
1	Add Certi	icate Type Codes			
_2	🗌 Update Cer	tificate Type Codes			
3	🗌 Display Cer	tificate Type Codes			
4	Print All De	escription Codes			
5	Delete Cert	ificate Type Codes			
6	Upload Cer	tificate Type Codes			
Master ^{User} list F16 🕶 🕮 Word					13.02.00
p Action					
Select	1 (F1 - A	dd Certificate Type C	odes).		

For *Step 3* - **F1** selections, the following screen displays:

	PCG Dist=8991	Rel=13.02.00 06/19/2013	PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
		CPI	DESCRIPTION CODE MA Add Certificate Type	AINTENANCE e Codes		CPICM15A
		Code: Description:				
		•				
ENTE		ENTER to Verify	F16 =	EXIT		13 82 88
	♥ F1 F2	F3 F4 F5 F6	F7 F8 F9 F10	Help	13 +14 +15	13.02.00
F16	F17 HY F18 H			non		

Step	Action
5	Enter the description code in the Code field.
	Subject Matter codes may contain alphanumeric entries.
6	Enter the code's description, up to thirty (30) characters, in the Description field.
	<u>For Job Codes:</u> In the thirtieth (30^{th}) position of the "Description" field, enter Y (Certificate required) or N (Certificate not required) to define the certification requirements.
7	Select (Enter) twice.
	The CPI Description Code Menu redisplays.
8	For additional Description code entries: Repeat this procedure beginning at <i>Step 5</i> .
	If there are no additional Description code entries: Select FIG (F16 - Exit) to return to the <i>CPI Certificate Type Codes Menu</i> .

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	FKey CPI Certificate Type Codes	
	 1 Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master Userlist	13.02.00
Step	Action	
9	Select FIG (F16 - Exit) to return to the <i>CPI Description Field Cod</i>	es Menu, or select
	Master (Master) to return to the Business Applications Master Menu.	

Topic 2: Updating a Description Code

A	PCG Dist=8991	Rel=17.04.00 02/02/201	3 PCW 003 SV C:\DEV	SYS C:\SECOND	WHITE	
		Certifie	1/Classified Pers	onnel Informat	ion System	CPIMENU
	FKey		Master	. Menu		
	1 2 3	Display/Update II Display/Update T Display/Update F	ndividual Employee hird Party Contracto Personnel Data	Information rs		
	5	CPI Salary Sched CPI Reporting Me	ule nu			
	<u>9</u> 11	Create CPI Repor CPI Assignment F	t & Transmission Fil file Maintenance	e		
	13 15	Certificate File M CPI Description C	aintenance Menu ode Menu			
	31	CPI Special Func	tions Menu			
	20	File Reorganizati	on			
Mas F16	ter ^{User} list P PS Word	PAY VEND				17.04.00
	Action					
	Select 1	5 (F15 - CPI	Description C	ode Menu).		

	PCG Dist=8991 Rel=13.02.00 0	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×					
		CPI System		CPICP15X					
	FKey 	CPI Description Codes							
	1 Certificate Type Codes								
	2 Job Codes								
	3 Certificate Field Codes								
	_4 Secondar	y Fund codes							
	_7 Infield Sta	atus Codes							
	9 Subject M	latter Codes							
	10 Certificate	e Level Codes							
				10 80 88					
Mast F16	er Userlist PAY MEND			13.02.00					
	Action								
	Select the appropr	iate Function key:							
	1	F1 Certificate Type Codes							
	2	F2 Job Codes							
	3	$\mathbf{F3} = \mathbf{Certificate Field Codes}$							
	4	F4 Secondary Fund Codes							
	7	F7 Infield Status Codes							
	9	FO Subject Matter Codes							
	7	F7 Infield Status Codes							

🗐 PO	G Dist=8991 Rel=13.02.	00 06/19/2013 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	<u>_ & ×</u>
		CPI System			CPICP15X
	FKey	CPI Certificate Type	Codes		
	Add	Certificate Type Codes			
	<u>2</u> Upda	e Certificate Type Codes			
	<u>3</u> Displ	ay Certificate Type Codes			
	_4 Print	All Description Codes			
	<u>5</u> Delet	e Certificate Type Codes			
	<u> 6 </u> Uploa	d Certificate Type Codes			
Master F16	User _{List} PAY VER				13.02.00
)	Action				
	Select 2 (F2	2 - Update Certificate Type	e Codes).		

For *Step 2* - **F1** selections, the following screen displays:

CODE : Description : Code : Description : ENTER to Continue ENTER to Continue F16 = EXIT F17 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 13.82.88		PCG Dist=8991	Rel=13	3.02.00	06/19	/2013	PCW 0	03 S ¥	C:\DEV	SYS C	:\SECO	ND	N.	VHITE			<u>_ 8 ×</u>
Code : Description:						CP I Up	DESCR date	IPTIC Certi	IN COD Ficat	E MAI e Typ	NTENA e Cod	INCE les					CPICM15A
ENTER to Continue F16 = EXIT ™™ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 13.02.00				Descr:	Cod iptio	e: n:											
ENTER to Continue F16 = EXIT F ^{MTEN} F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 13.02.00																	
	ENTER	F1 F2	F3	NTER F4	to Co F5	ntinu F6	e F7	F8	F9	F16 F10	= E F11	XIT F12	F13	F14	F15		13.02.00
		Enter th	e des Matt	cript	tion	code	e in t	the (field	d and	d sel	ect		(E)	nter).	
Enter the description code in the Code field and select (Enter).		Subject Matter codes may contain alphanumeric entries.															

🗐 Р	CG Dist	-8991	Rel=1	3.02.00	06/19	/2013	PCW 0	03 SV	C:\DEV	SYS C	:\SECO	ND	Ň	HITE			_ & ×	
						CP I UI	DESCF odate	Certi	DN COD Lficat	E MAI e Typ	NTENA De Coc	ANCE les					CPICH15A	
				Descr	Cod iptio	e: n:	001 <u>TEST</u>											
			E	NTER	to Ve	rify			F16	= R	le-Ent	ter Co	de					
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		13.02.00	
F16	F17	F18										Help						
	Act	ion_																
	Mał	ce th	e ap	prop	riate	mo	dific	atior	ns in	the I	Desc	ripti	i on f	ïeld,	and	select	ENTER (Ent	er)



Master

	E PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\DEVSY5 C:\SECOND WHITE	
	CPI System	CPICP15X
	FREY CPI CEPTIFICATE Type Codes	
	1 Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master User,	13.02.00
Step	Action	
-sp		
7	Select F16 (F16 - Exit) to return to the <i>CPI Description Field Code</i>	s Menu, or selec
	(Master) to return to the <i>Business Applications Master Menu</i> .	

Topic 3: Displaying a Description Code

PCG Dist=8991 Rel=17.04	4.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	Certified/Classified Personnel Inform	nation System	CPIMENU
FKey 	Master Menu		
1 Dis 2 Dis 3 Dis	play/Update Individual Employee Information play/Update Third Party Contractors play/Update Personnel Data		
5 CPI 7 CPI	Salary Schedule Reporting Menu		
9 Cre 11 CPI	ate CPI Report & Transmission File Assignment File Maintenance		
<u>13</u> Cer <u>15</u> CPI	lificate File Maintenance Menu Description Code Menu		
<u>31</u> CPI	Special Functions Menu		
_20 File	Reorganization		
Master Userlist	ENDR		17.04.00
Action			
Select 15 (F	15 - CPI Description Code Menu).	

🔲 PCG	Dist=8991 Rel=13.02.0	00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
		CPI System		CPICP15X
	FKey 	CPI Description Codes		
	<u> </u>	cate Type Codes		
	Job Co	odes		
	<u>3</u> Certific	cate Field Codes		
	4 Second	dary Fund codes		
	7 Infield	Status Codes		
	9 Subjec	ct Matter Codes		
	10 Certific	cate Level Codes		
Master Us	serlist	DR		13.02.00
Master Us F16	serlist PAY MONITOR MONITOR	DR 100 100 100 100 100 100 100 100 100 10		13.02.00
Master Us Fie D	serlist PATER MONTOR MONTO War Monton Monton	DR		13.02.00
Master Us Fie D A S	seriust PARK MENN Select the appro	priate Function key :		13.02.00
Master Us Fie Tu	اندز کردtion Select the appro	priate Function key : 1 F1 – Certificate Type Codes		13.02.00
Master Us Fis D D A S	Select the appro	Periode Function key: 1 F1 – Certificate Type Codes 2 F2 – Job Codes		13.02.00
Master IIs Fie D A S	Select the appro	priate Function key : 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes		13.02.00
Master Us Fie D A S	Select the appro	priate Function key : 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes		13.02.00
Master Us rie 11 D S	Select the appro	Periode Function key: 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 7 F7 – Infield Status Codes		13.02.00
Master IIs Fie D A S	Select the appro	priate Function key: 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 7 F7 – Infield Status Codes 9 F9 – Subject Matter Codes		13.02.00

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\	DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	CPI S	ystem		CPICP15X
	FKey CPI Certificat	e Type Codes		
	1 Add Certificate Type Codes			
	2 Update Certificate Type Codes			
	3 Display Certificate Type Codes			
	4 Print All Description Codes			
	5 Delete Certificate Type Codes			
	_6 Upload Certificate Type Codes			
Mas	ster Userlist			13.02.00
F16				
	Action			

For *Step 2* - **F1** selections, the following screen displays:

🗎 PCG Dist=8991 Rel=13.02.00	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECO CPI DESCRIPTION CODE MENU Display Certificate Type Co	ND WHITE	_ 문 × CP I CM15C
Code	Description		
ENTER = Display F16	= EXIT	F12 = Search By	Description 12.02.00

Step	Action
4	Enter the code in the Code field, and select Enter.
	<u>To Search by Description</u> : If the Description Code is unknown, press F12 (Search by Description). The entries will display in order by the description field. On the <i>Display Codes</i> screen, select F11 (Next) until the correct record displays.
	<u>To Search by Code</u> : When displaying entries in order by the description field, select F12 (Search by Code) to search by Description Code. The entries will display in order by the Description Code field. Select F11 (Next) until the correct record displays. <i>Subject Matter codes may contain alphanumeric entries.</i>

🔲 PCG Dist=8991	Rel=13.02.00	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
		CPI DESCRIPTION CODE MENU Display Certificate Type Code		CPICM15C
	Code	Description		
	<u>B</u>	PROVISIONAL		
	D G	leacher Librarian Level 5		
	Ĵ	Adjunct License		
	L	LEADERSHIP		
	P	PERMIT		
	S T	TEACHING		
	ů .	TECHNICAL SPECIALIST		
	AS	Administration & Supervision		
F11 = NEXT	F16 = EXI	T F12 -	= Search By Desci	iption 12.02.00
Action				
Select F	16 (Exit)	to return to the CPI System - Certific	cate Type Cod	es Menu.

🔲 РСС	5 Dist=8991	Rel=13.02.00	06/19/2013 PCW 003 9	V C:\DEVSYS	C:\SECOND) w	HITE	<u>_8×</u>
			CI	PI System				CPICP15X
	FKey 		CPI Certif:	icate Type	Codes			
	1	Add	Certificate Type Codes					
	2	Update	Certificate Type Code	S				
	3	Display	Certificate Type Code	S				
	4	Print /	All Description Codes					
	5	Delete	Certificate Type Codes	;				
	6	Upload	Certificate Type Code	s				
Master	^{User} list Nuezza Wordzza	PAY VEND						13.02.00
F16 1		MONITOR MONITOR						1
l	Action							
	Select 🗗	₁₅ ← (F1	6 - Exit) to retu	rn to the	CPI D	escriptic	on Field	Codes Menu, or se
(Master) to retur	m to the Busines	s Applic	ations I	Master N	Лепи.	

Topic 4: Printing Description Codes

PCG Dist=8991	Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSY	S C:\SECOND	WHITE	- 0 ×
	Certified/Classified Perso	nnel Information	System	CPIMENU
FKe	y Master	Menu		
1 2 3] Display/Update Individual Employee In] Display/Update Third Party Contractors] Display/Update Personnel Data	formation		
5	」 CPI Salary Schedule 」 CPI Reporting Menu			
9 11] Create CPI Report & Transmission File] CPI Assignment File Maintenance			
13 15	」 Certificate File Maintenance Menu 」 CPI Description Code Menu			
31	CPI Special Functions Menu			
20	File Reorganization			
Master ^{User} list F15 10 10 Word	PAY WEND HONTOR			17.04.00
Action				
Select	15 (F15 - CPI Description Co	de Menu).		

PCG DISC-	=8991 Rel=13.02.00 06/1	9/2013 PCW 003 SV C:\DEVSYS C:\SECOND WH	ITE	_ 8 ×
		CPI System		CPICP15X
	FKey 	CPI Description Codes		
	1 Certificate Ty	pe Codes		
	2 Job Codes			
	3 Certificate Fie	eld Codes		
	4 Secondary Fu	und codes		
	7 Infield Status	Codes		
	9 Subject Matte	r Codes		
	10 Certificate Lev	vel Codes		
				10 00 00
				10.02.00
Master ^{User} list F16 P	Words PAY MEND MONITOR			
Master Userlist	Words PAY VEND			
Master User _{list}		e Function key:		
Master User _{list} rs ← IP → Sele	The appropriate	e Function key:		
Master Userlist res Ites Sele	ton tot the appropriate 1 2	e Function key: F1 – Certificate Type Codes F2 – Job Codes		
Master Userlist Fre IPS	ton	e Function key: F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes		
Master User _{list}	ion ict the appropriate 2 3 4	e Function key: F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes		
Master Userlist Fre USE Sele	Vor PAY HEND	e Function key: F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes F7 – Infield Status Codes		
Acti	The appropriate of the appropria	e Function key: F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes F7 – Infield Status Codes F9 Subject Matter Codes		

-		
	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE CPI Sustem CPI Sustem	
	FKeu CPI Certificate Tune Codes	101 155
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
		3 82 88
Step	Action	
3	Salast 4 (E4 Print All Description Codes)	
5	Select (F4 - Finit An Description Codes).	
	The CPI System – CPI Certificate Type Codes Menu redisplays.	
4	To print the report via the Uqueue Print Manager. Select 🕮 (Uqu	ielle)
		icuc).
	To print the report via Microsoft® Word: Select (MS WORD)	
	Follow the instructions provided in the <i>Technical System Operations C</i>	<u>Guide</u> , U
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Rep	ort Prin
	the macro necessary to use the feature where appropriate	
5	Salaat sister (F16 Exit) to notion to the CDI Sustain CDI D	
	Select FIG - EXIL) to return to the CPT System - CPT Description F	iela Coa

For *Step 2* - **F1** selections, the following screen displays:

4.1. CPI Description File - (Certificate Type Codes) Report - Example

ODE-TD	CODE	DESCRIPTION	
005-10	CODE	DESCRIPTION	
01	в	PROVISIONAL	
01	D	Teacher	
01	G	Librarian Level 5	
01	J	Adjunct License	
01	L	LEADERSHIP	
01	P	PERMIT	
01	S	SERVICE	
01	т	TEACHING	
01	v	TECHNICAL SPECIALIST	
01	AS	Administration & Supervision	
01	AT	Advanced Degree Alternative Ce	
01	BL	PROVISIONAL L	
01	BS	PROVISIONAL S	
01	BT	PROVISIONAL T	
01	BV	Provisional	
01	CL	CONDITIONAL LEADERSHIP	
01	CS	CONDITIONAL SERVICE	
01	CT	CONDITIONAL TEACHER	
01	DA	Life	
01	DD	Life	
01	DL	LIFE L	
01	DP	Life - Permit	
01	DS	LIFE S	
01	DT	LIFE T	
01	ES	EMERGENCY S	
01	ET	EMERGENCY T	

Topic 5: Deleting a Description Code

Step	Action
1	Refer to the <u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section A: Displaying/Updating Individual Employee Information for the instructions to remove the Description Code from the employees' CPI record.

	Certified/Classified Personnel Information System	CPIMENU		
FKey	Master Menu			
1 2 3	Display/Update Individual Employee Information Display/Update Third Party Contractors Display/Update Personnel Data			
5	CPI Salary Schedule CPI Reporting Menu			
9 11	Create CPI Report & Transmission File CPI Assignment File Maintenance			
13 15	Certificate File Maintenance Menu CPI Description Code Menu			
31	31 CPI Special Functions Menu			
20	File Reorganization			
Master ^{User} list		17.04.00		
F16 🗭 🖓 🖓 Vorda				
Action				
Select 1	5 (F15 - CPI Description Code Menu).			

PCG	Dist=8991 Rel=13.02.0	00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE			
		CPI System		CPICP15X		
	FKey 	CPI Description Codes				
	<u>1</u> Certific	cate Type Codes				
	2 Job Codes					
	3 Certificate Field Codes					
	4 Secondary Fund codes					
	7 Infield	Status Codes				
	9 Subjec	ct Matter Codes				
	10 Certific	cate Level Codes				
Master Us	serlist			13.02.00		
Master Us Fie D	ser _{list} vor PAY	ID 06 00 00 00 00 00 00 00 00 00 00 00 00		13.02.00		
Master Us F16 T	setlist ING MONITOR MONITOR Action			13.02.00		
Master IIs ric 11	Setuat Month	ppriate Function key :		13.02.00		
Master II F16 T	Serlist	ppriate Function key : 1 F1 – Certificate Type Code	s	13.02.00		
Master Us ret D	Select the appro	ppriate Function key : 1 F1 – Certificate Type Code 2 F2 – Job Codes	s	13.02.00		
Master Us Fie D A	Settian	<pre>ppriate Function key: 1 F1 – Certificate Type Code 2 F2 – Job Codes 3 F3 – Certificate Field Code</pre>	s S	13.02.00		
Master Us ric 1	Select the appro	ppriate Function key : 1 F1 – Certificate Type Code 2 F2 – Job Codes 3 F3 – Certificate Field Code 4 F4 – Secondary Fund Code	s s s s	13.02.00		
Master Us ric 1	Select the appro	ppriate Function key : 1 F1 – Certificate Type Code 2 F2 – Job Codes 3 F3 – Certificate Field Code 4 F4 – Secondary Fund Code 7 F7 – Infield Status Codes	s s s s	13.02.00		
Master Us ric 1	Select the appro	ppriate Function key : 1 F1 – Certificate Type Code 2 F2 – Job Codes 3 F3 – Certificate Field Code 4 F4 – Secondary Fund Code 7 F7 – Infield Status Codes 9 F9 – Subject Matter Codes	S S S S	13.02.00		

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	CPI System	CPICP15X
	FKey CPI Certificate Type Codes	
	Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master Userlist	13.02.00
ep	Action	

For *Step 3* - **F1** selections, the following screen displays:

PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE CPI DESCRIPTION CODE MENU Delete Certificate Type Codes	_ 문 × CPICM15B
Code: Description:	
ENTER = Display Description PF16 = EXIT	12.02.00
Action	
Enter the description code in the Code field, and select Enter . <i>Subject Matter codes may contain alphanumeric entries</i> .	

🔲 PCG Dist=89	91 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS	C:\SECOND WHITE	
_	CPI DESCRIPTION COU Delete Certificate 1 Code: 001	DE MENU ſype Codes	CPICM15B
	Description: TEST		
1	F <mark>1 = To Delete Code & Description</mark> ENTER = Bypass Deletion PF1	16 = EXIT	12.02.00
Actio	n		
Verify If the	the information is correct, and select information is incorrect, select Enter	ect F1 (To Delete Cod er to exit the procedur	e & Description). <i>e</i> .

		13 PCW 003 ST C:\DETSTS C:\SECURD	WHITE	그러스
		CPI DESCRIPTION CODE MENU Delete Certificate Type Codes		CPICM15B
	Code :	001 7507		
	Description:	IESI		
	Dunge 500 to Confirm Dalation			
	Press F28 to Confirm Deletion	F16 to Continue		
•	Press F28 to Confirm Deletion	F16 to Continue		12.02.00
1	Press F28 to Confirm Deletion	F16 to Continue		12.02.00
,	Press F28 to Confirm Deletion Action	F16 to Continue		12.02.00

PCG Dist=8991	Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND CPI DESCRIPTION CODE MENU Delete Certificate Type Codes Code: Description:	WHITE EN X
	ENTER = Display Description PF16 = EXIT	12.02.00
p Action		
For add	litional Description code entries: Repeat this	procedure beginning at Step
If there	are no additional Description code entries:	Select F16 (Exit) to the <i>CPI</i>

CPI Certificate Type Codes Menu.

🔲 🛛 PCG D)ist=8991 Rel=13.0	02.00 06/19/2013 PCW 003 5V C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
		CPI System			CPICP15X
	FKey 	CPI Certificate Type	Codes		
	<u>1</u> Add	I Certificate Type Codes			
	2 Upo	date Certificate Type Codes			
	<u>3</u> Dis	play Certificate Type Codes			
	_4 Prir	nt All Description Codes			
	<u>5</u> Del	ete Certificate Type Codes			
	<u>6</u> Upl	oad Certificate Type Codes			
Marakan User	h.				13.02.00
F16	S Word PAY MONITOR	/END ONITIOR			
A	ction				
0			CDIG		
Se		(F10 - Exit) to return to the	CPI System	- CPI Descriptio	n Field Codes
se		(Master) to return to the <i>Bu</i>	siness Applic	cations Master M	enu.

Topic 6: Uploading Description Codes

Procedure A: View/Download Code Tables from the GaDOE Data Collections Website

Step	Action
1	From the GaDOE website, go to Data Collections Documentation link as shown below:
	https://www.gadoe.org/Pages/Home.aspx

aeneral Information	FY2021 Data Collections and Reporting	
Data Collections Documentation		
ata Collections Overview		Contact Information
aDOE Guidelines for Extracting Names	Data Collection Documentation	
Records Retention	Certified/Classified Personnel Information (CPI)	Nicholas L. Handville
ichool Count by Type	 Data Collection Survey End of Pathway Assessment (EOPA) Free/Reduced Price Meal Eligibility Full-Time Equivalent (FTE) GUIDE (Georgia Unique Identifier for Education) 	Director of Data Collections, Analysis, and Reporting Technology Services Phone: (678) 551-4617 nhandville@doe.k12.ga.us https://www.gadoe.org
	Pre-ID LabelsPrivate SchoolStudent Class	Technology Management Customer Support Center (Helpdesk) Georgia Department of Education
	 Student Record 	Fibile. (600) 663-1011
	 'New Coordinator' Documentation 	
	 Presentations, Webinars, and Miscellaneous Documentation 	
	 FY2021 Summary of Transmission Dates 	

Step	Action
2	Follow the link to Certified/Classified Personnel Information (CPI).
3	On the page that is displayed, verify the page heading as <i>FYccyy CPI Resources</i> (where ' <i>ccyy</i> ' represents the current fiscal year). Select the link to <i>View/Download Code Tables</i> .

+ https://app3.doe.k12.ga.us/ows-bin/owa/cpi_pack_code	menu.entry_form		
😨 Georgia Department of Educati 🔃 Data Collections and Reporting	😢 FY2018 CPI Resources 🔰 GADOE - Office of Technol 🗴		
File Edit View Favorites Tools Help			
	Georgia Department of Ed	lucatio	n
	Richard Woods		
	State Superintendent of Schoo	ls	
	CPI Code Menu		
Data Collection System			
	Office of Technology Services		
		ര	Subject Matter Codes
	Certificate Type Codes	G	Certificate Field Codes
	Secondary Fund Codes	G	Termination Codes

Step	Action	
4	Select the appropriate code table:	
	Job Codes	
	Certificate Type Codes	
	Secondary Fund Codes	
	Subject Matter Codes	
	Certificate Field Codes	
	<u>NOTE</u> : The Termination Code table does <u>not</u> support an upload feature in PCGenesis.	
5	From the code table display screen, select the Download Codes function.	



The following screen is displayed:

Select the

Step 6

Save As	×
Computer ► Windows7_OS (C:) ► PCG	✓ 4y Search PCG
Organize 🔻 New folder	!≡ ▾ 🔞
etc Name	Date modified Type
EXPORT EXPORT GENWRK GROSSDAT Intel JOURNAL ENTRIES KIX mfg New_Hires_CWJ	No items match your search.
PCG PCG	
File name: cpi_pack_codes03.certcode Save as type: CERTCODE File (*.certcode)	
) Hide Folders	<u>Save</u> Cancel

Step	Action				
7	Within the Save in: field, select C:\PCG as the location to which the file will be saved.				
8	Change the File name to the following:				
	For Job Codes:	For Job Codes: Change cpi_pack_codes01.jobcodes to cpi_pack_codes01jobcodes.csv			
	For Subject Matter Codes:	Change cpi_pack_codes02.subcodes to cpi_pack_codes02subcodes.csv			
	For Certificate Type Codes:	Change cpi_pack_codes03.certcode to cpi_pack_codes03certcode.csv			
	For Certificate Field Codes:	Change cpi_pack_codes04.fieldcode to cpi_pack_codes04fieldcode.csv			
	For Secondary Fund Codes:	Change cpi_pack_codes05.fundcode to cpi_pack_codes05fundcode.csv			

🛃 Save As					×
	omputer 🕨 Windows7_	OS (C:) 🕨 PCG	▼ 4 9	Search PCG	٩
Organize 🔻 Ne	w folder				:= • 🕡
EXPORT	•	Name		Date modified	Туре
EXPORT1			No Secondado		
GENWRK			No items match your	search.	
GROSSDAT					
lintel					
JOURNAL EI	NTRIES				
L KIX					
🃗 mfg					
New_Hires_	CWJ				
PCG					
PCGIcon		1			
PCGNewEm	plovee				
File <u>n</u> ame:	cpi_pack_codes03certc	ode.csv			-
Save as <u>t</u> ype:	CERTCODE File (*.certc	ode)			
Aide Folders				Save	Cancel

Step	Action
9	Change the Save as Type to All Files.

etc EXPORT EXPORT EXPORT1	Name SHDAUPDT_67912_20151208.txt	Date modified 2/1/2016 10:01 AM	Type
GENWRK GROSSDAT Intel JOURNAL ENTRIES KIX Mfg New_Hires_CWJ PCG	SHDAUPDT_67912_20151208.txt.bak DEDUCTEXP.CSV REVCHARTLOAD.CSV BUDCHARTLOADDi.csv BUDCHARTLOADDi.csv BUDCHARTLOADDi.csv DUDCHARTLOADD.CSV DUDCHARTLOAD.CSV LegacyLeaveImport.csv	2/1/2016 9:55 AM 1/25/2016 10:27 AM 9/3/2015 2:08 PM 9/3/2015 8:39 AM 9/2/2015 3:01 PM 8/28/2015 11:27 AM 6/18/2015 3:23 PM 4/6/2015 8:26 AM	BAK File Microso Microso Microso Microso Microso Microso Microso
PCGIcon File <u>n</u> ame: cpi_pack_codes0: Save as type: All Files (*.*) Hide Folders	ertcode.csv	Save Car	

Download complete	
Download Complete	
cpi_pack_codes03.certcode from app3.doe.k12.ga.us	
Downloaded: 4.87/R in 1 cer	
Download to: C:\PCG\cpi_pack_codes03certcode.csv	
Transfer rate: 4.87KB/Sec	
Close this dialog box when download completes	
<u>O</u> pen Open <u>F</u> older	Close

Step	Action
11	Note the location and name of the downloaded file.
	This File/Pathname of the download file will also be entered in Procedure B: Upload Description Codes to PCGenesis, Step 5.
12	<u>NOTE</u> : Do <u>NOT</u> edit the download file using Microsoft Excel. Editing the download file using Microsoft Excel may cause some data fields to become corrupted. The download file may be reviewed by using the Notepad utility.

Procedure B: Upload Description Codes to PCGenesis

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

A	PCG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003 9	SV C:\DEVSYS	C:\SECOND		WHITE	
			Certified/	Classifi	ed Person	nel Infor	mation 3	System	CPIMENU
	FKey 	l			Master M	enu			
	1 2 3	Display Display Display	//Update Ind //Update Thi //Update Pe	lividual En ird Party C rsonnel Da	nployee Info contractors ata	ormation			
	5	CPI Sa CPI Re	ary Schedu porting Men	le u					
	<u>9</u> 11	Create CPI As:	CPI Report & signment Fil	& Transmi e Mainten	ssion File ance				
	<u>13</u> 15	Certific CPI De	ate File Mai scription Co	ntenance l de Menu	Menu				
	<u>31</u> 20	CPI Sp File Re	ecial Functio organization	ons Menu n					
Mast F16	ter ^{User} list D (Des Vor	PAY VENI							 17.04.00
	Action								
	Select 1	5 (F15	- CPI D	Descript	tion Cod	le Menu).		

	PCG DISC=6991 Re	l=13.02.00 06/19/2013	B PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
			CPI System		CPICP15X
	FKey 		CPI Description Codes		
	1 -	- Certificate Type Coo	des		
	2 -	- Job Codes			
	3 -	- Certificate Field Coo	des		
	4	- Secondary Fund co	des		
	7 -	- Infield Status Codes	S		
	9 -	- Subject Matter Code	es		
	10 -	- Certificate Level Co	des		
м	Master Userlist				13.02.00
M	Master ^{User} list Voris P	AY VEND NORIDA			13.02.00
N F1	Master Userlist The Des Words Program	AY VEND			13.02.00
M F1	Master User _{list}	AY VEND AITOR MORING	Inction key:		13.02.00
Pri la constante da la constan	Master User _{list}	AY VEND appropriate Fu	Inction key:		13.02.00
F	Master Userlist I I I I I I I I I I I I I I I I I I I	appropriate Fu 1 F1 2 F2	Inction key: – Certificate Type Codes – Job Codes		13.02.00
	Master Userlist World Port Port Port Port Port Port Port Port	appropriate Fu 1 F1 2 F2 3 F3	Inction key: – Certificate Type Codes – Job Codes – Certificate Field Codes		13.02.00
F	Master Userlist I I I I I I I I I I I I I I I I I I I	appropriate Fu 1 F1 2 F2 3 F3 4 F4	Inction key: – Certificate Type Codes – Job Codes – Certificate Field Codes – Secondary Fund Codes		13.02.00
P P	Master Userlist I I	appropriate Fu 1 F1 2 F2 3 F3 4 F4 9 F9	Inction key: – Certificate Type Codes – Job Codes – Certificate Field Codes – Secondary Fund Codes – Subject Matter Codes		13.02.00
	Master Userlist Action Action Select the NOTE: Th	appropriate Fu 1 F1 2 F2 3 F3 4 F4 9 F9 he functions	Inction key: – Certificate Type Codes – Job Codes – Certificate Field Codes – Secondary Fund Codes – Subject Matter Codes – Subject Matter Codes	Codes) and 10	13.02.00 F10 – Certificate

	PCG Dist=8991 Rel=13.02	.00 06/19/2013 PCW 003 5V <u>C:\DEV5Y5</u>	C:\SECOND	WHITE	_ [2] × [
		CPI System			CPICP15X
	FKey	CPI Certificate Typ	e Codes		
	Add	Certificate Type Codes			
	_2 Upda	te Certificate Type Codes			
	<u>3</u> Disp	lay Certificate Type Codes			
	_4 Print	All Description Codes			
	<u>5</u> Dele	te Certificate Type Codes			
	<u>6</u> Uplo	ad Certificate Type Codes			
Mas	tter ^{User} list PAY VE				13.02.00
<u>F16</u>					
ep	Action				
1	Select 6 (F	6 - Upload Certificate Typ	e Codes).		

For *Step 3* - **F1** selections, the following screen displays:

		3.02.00 06/19	0/2013 PCW 0	U3 SY LIVEYS		WHITE	
			Upload	Certificate	Type Codes		CPICMISH
	Enter the	e upload fi	le path an.	d name (e.g	. C:\PCG\CPICO	DES.CSV)	
	<u>C:\PCG\CP</u>	PICODES.CSU			540.0	<i>c c t t</i>	
					F10=Br0	wse tor tile	
	R=Validate,	F16=Exit		50 50	F10 F14 F10		13 82 88
	F2 F3	F16=Exit F4 F5	F6 F7	F8 F9	F10 F11 F12 Help	F13 F14 F15	13.02.00
	R=Ualidate, F2 F3 ₽ F10 1111111111111111111111111111111111	F16=Exit F4 F5	F6 F7	F8 F9	F10 F11 F12 Help	F13 F14 F15	13.02.00
ENTER F15 F15 F15 F17 F17 F17 F17 F17 F17 F17 F17 F17 F17	FR=Validate, F2 F3 ₽ F® 部 tion	F16=Exit F4 F5	F6 F7	F8 F9	F10 F11 F12 Help	F13 F14 F15	13.02.00
ENTE FIE FIE FIE FIE FIE FIE FIE FIE FIE FI	R=Ualidate, F2 F3 Pre ∰ tion ect F10	F16=Exit	F6 F7	F8 F9	F10 F11 F12 Help	F13 F14 F15	13.82.88
ENTE F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1 F1	FR=Ualidate, F2 F3 Fr®™ tion lect F10 pw/Downl	F16=Exit F4 F5 (F10 - E oad Code	F6 F7 Browse fo	F8 F9 or file), and	F10 F11 F12 Help d navigate to GaDOE Data	F13 F14 F15 Image: state states	13.82.88 aved in <i>Procedure</i> Vebsite.
ENTER FIE FIE AC Sel Vie	ER=Ualidate, F2 F3 PTB T tion lect F10 ew/Downlo	F16=Exit F4 F5 (F10 - E oad Code	F6 F7 Browse fo e Tables j	FB F9 Dr file), and	F10 F11 F12 Help d navigate to GaDOE Data	F13 F14 F15 the .csv file s Collections V	13.02.00 aved in <i>Procedure</i> Vebsite.
ENTE FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FI FIC FI FI FIC FI FI FIC FI FI FIC FI FIC FI FIC FIC	F2 F3 F10 F10	F16=Exit F4 F5 (F10 - E oad Code F10 - Bro	F6 F7 Browse fc e Tables j	F8 F9 or file), an from the (file) selec	F10 F11 F12 Help d navigate to GaDOE Data tions, PCGer	the .csv file s Collections V	13.02.00 aved in <i>Procedure</i> <i>Vebsite</i> . <i>the Browse window</i>
ENTER FIE FIE FIE FIE FIE FIE FIE FIE FIE FIE	F2 F3 F2 F3 F5 F3 F5 F3 Ition F10 lect F10 ew/Downlow r F10 v file type	F16=Exit F4 F5 (F10 - E oad Code F10 - Bro where ap	F6 F7 Browse for e Tables j owse for ppropriat	FB F9 or file), an from the of file) selecte. PCGe	F10 F11 F12 Help d navigate to GaDOE Data tions, PCGer nesis users m	F13 F14 F15 the .csv file s Collections V thesis defaults is they select either	13.82.88 aved in Procedure Vebsite. the Browse window er the CSV (Comm
ENTE FI FI FI FI FI FI FI FI FI FI	R=Ualidate, F2 F3 ▶ re Image: Second sec	F16=Exit F4 F5 (F10 - E oad Code F10 - Bro where ap Scsv) or t	F6 F7 Browse fo e Tables j owse for ppropriation	FB F9 or file), an from the (file) selecte. PCGe iles (*.*)	F10 F11 F12 d navigate to GaDOE Data tions, PCGen nesis users m options from	F13 F14 F15 the .csv file s Collections V the sis defaults to the drop-down	13.82.88 aved in Procedure Vebsite. the Browse window er the CSV (Comm n file listing for Fi
ENTE FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FIC FI FI FI FI FI FI FI FI FI FI FI FI FI	F2 F3 F2 F3 F10 F10 F10 (H	F16=Exit F4 F5 (F10 - E oad Code F10 - Bro where ap c.csv) or t n. PCGet	F6 F7 Browse for e Tables j owse for ppropriation the All Fi nesis disp	FB F9 or file), and from the of file) select te. PCGe iles (*.*) of plays a wo	F10 F11 F12 Help d navigate to GaDOE Data tions, PCGer nesis users mo options from urning messa	F13 F14 F15 the .csv file s Collections V pesis defaults is pay select either the drop-down ge dialog box	13.62.00 aved in Procedure Vebsite. the Browse window er the CSV (Comm 1 file listing for Fi when an import fi
ENTE FI FI FI FI FI FI FI FI FI FI	R=Ualidate, F2 F3 F10 F10 r F10 (H v file type v v file type v v	F16=Exit F4 F5 (F10 - E oad Code F10 - Bro where ap c.csv) or t n. PCGen tain the .	F6 F7 Browse for e Tables j owse for ppropriat the All Fi nesis disp csv file e	FB F9 or file), an from the of file) selecte. PCGe iles (*.*) of plays a way	F10 F11 F12 d navigate to GaDOE Data tions, PCGer nesis users m options from urning messa	F13 F14 F15 the .csv file s Collections V pesis defaults is pay select either the drop-down ge dialog box	13.02.00 aved in Procedure Vebsite. the Browse window er the CSV (Comm 1 file listing for Fi when an import fi

bit me errors, the following is an example of an import i	ne choi sele	CII.
PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SY C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
CPI Description Code Maintenance Upload Certificate Type Codes		CPICM15A
UPLOAD CERTIFICATE TYPE CODES Input data does not match requested		
PRESS ENTER KEY TO CONTINUE PROGRAM		13.02.00

For **import file errors**, the following is an example of an import file error screen:

For **successful file imports**, the following screen displays:

	CC D: 1 -0001	D -1-4		05/40	10010	DCIII 0	00 611	C A D C U	cue e	\ crco	10				
= P	CG DISC=8991	Rel=1	3.02.00	06/19	72013 CPT	DESCR	03-5V 19110		515 L F MAT	NTENA	NCE	- V	VHITLE		
					Up	load	Certi	ficat	е Тур	e Cod	es				01 10/11/1
					•				5.						
						1	lo Err	ors i	n Imp	ort F	ile				
						P	lease	Revi	ew Pr	int f	ile				
						Prec	C FNT	FR to	load	Impo	rt Fi	10			
						1162	5 ENI		TOGO	Tuho	1	TC			
						P	ress	F16 t	o STO	P Pro	cess				
TER V	F1 F2	F3	F4	F5	F6	- F7	F8	F9	F10	F11	F12	F13	F14	F15	13.02.00
م	F17 - F18 - F18 - F18 - F1										Help				

Step	Action
7	For successful file imports: Select (Enter) to continue. Review the <i>CPI Code Import Report</i> after a successful file import.
	For import file errors: Select Enter to cancel the import process, make the appropriate corrections to the <i>.csv</i> file, and repeat this procedure beginning at <i>Step 3</i> . Make sure the correct <i>.csv</i> file was selected in <i>Step 5</i> .

🔲 PCG Dist=8991 Rel=13.02.00	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	CPI System		CPICP15X
FKey	CPI Certificate Type Codes		
Add	Certificate Type Codes		
_2 Update	Certificate Type Codes		
<u>3</u> Display	 Certificate Type Codes 		
4 Print #	All Description Codes		
<u>5</u> Delete	Certificate Type Codes		
<u> 6 </u> Upload	Certificate Type Codes		
			10 80 88
Master overlist			13.02.00

Step	Action
8	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
9	Select FIG - Exit) to return to the CPI Description Field Codes Menu, or select Master (Master) to return to the Business Applications Master Menu.

6B.1. CPI Code Import Report - Example

<u>Note</u>: The warning message '*Description code already on file – bypass update*' will be printed if the description code value is already present in PCGenesis. Any code value which displays this warning message will NOT be updated. This message represents a warning only, and will not prevent the rest of the code values in the .*csv* import file from being uploaded into PCGenesis.

REP	PORT ID: CPICM15A DATE: 06/27/2013	CPI CODE IMPORT REPORT UPIOAD CERTIFICATE TYPE CODES	Page	1
Code	Description	Error Message		
в	Provisional			
D	Teacher			
G	Librarian Level 5			
J	Adjunct License			
L	Leadership	Description code already on file - bypass update		
P	Permit	Description code already on file - bypass update		
s	Service	Description code already on file - bypass update		
Т	Teaching	Description code already on file - bypass update		
v	Technical Specialist			
AS	Administration & Supervisio	on de la contra de		
AT	Advanced Degree Alternative	e Ce Description code already on file - bypass update		
BL	Provisional			
BS	Provisional			
BT	Provisional			
BV	Provisional			
CL	Conditional			
CS	Conditional			
T	Conditional			
DA	Life			
DD	Life			
DL	Life	Description code already on file - bypass update		
DP	Life - Permit	Description code already on file - bypass update		
DS	Life	Description code already on file - bypass update		
DT	Life	Description code already on file - bypass update		
ES .	Emergency			
εT	Emergency			
A	Librarian Level 2			
GB	Librarian Level 5			