PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

9/22/2017

User Interface Procedures

[System Message Administration, V 2.2]

Revision History

| Date	Version	Description	Author
9/22/2017	2.2	17.03.00 – Updated DOE logos.	D. Ochala
07/02/2014	2.1	14.02.00 – Updated cover page.	D. Ochala
09/27/2007	2.0	07.03.00 – Created document for new procedure.	C. Jones

Table of Contents

Overview

PCGenesis users may send broadcast messages via the PCGenesis *System Message Administration* feature. When a broadcast message is sent, as a user refreshes a PCGenesis menu, that is, enters a new menu, the system message displays. If the PCGenesis user is already on a menu as the sender transmits the broadcast message, the system message displays when the user exits to a different PCGenesis menu. The system message continues to display on each PCGenesis menu until the message reaches its expiration time. When the expiration time occurs and when the PCGenesis user exits a menu, the system message discontinues.

When entering the *System Control Message Administration* screen, the most recent system message displays where appropriate. If the message has not already expired, the message may be immediately expired by selecting the *(F14 – Expire Message)* option. Users may make the appropriate modifications to the existing message before broadcasting the message again. Selecting *(F13 – Create Message)* clears the *System Control Message Administration* screen and allows the user to type in a new system message.
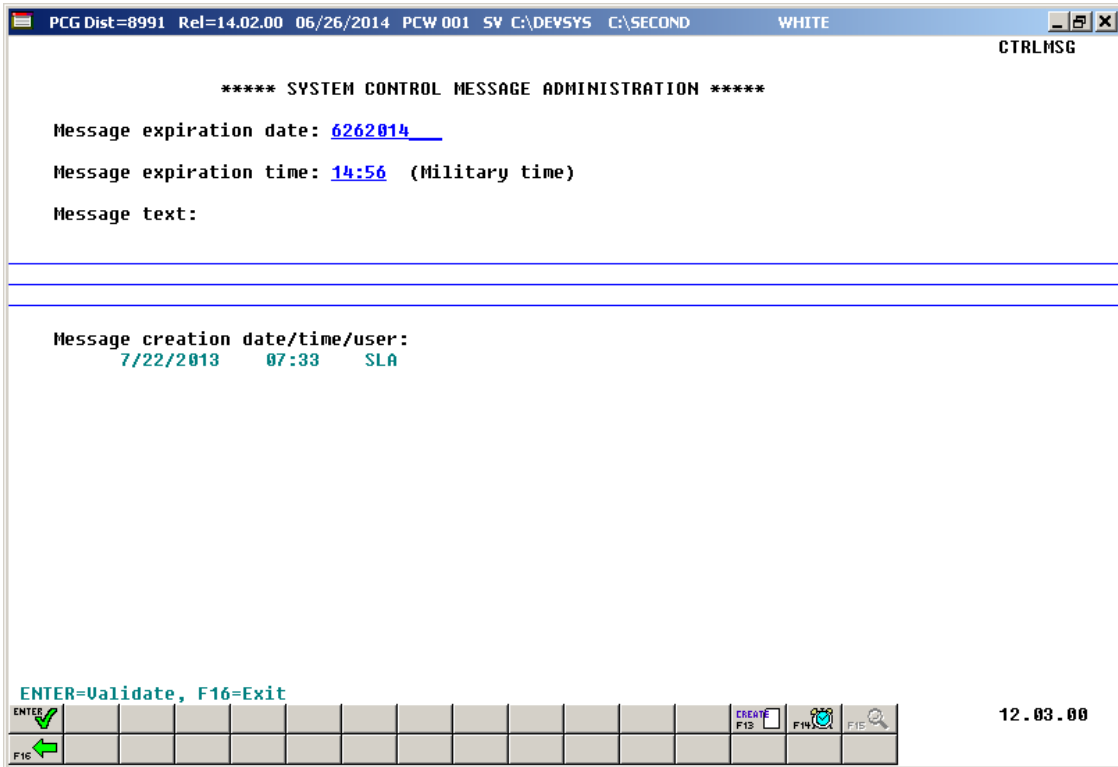
Procedure A: System Message Administration

Step	Action
1	From the *Business Applications Master Menu,* select **30** (**F30** - System Utilities).

The following screen displays:
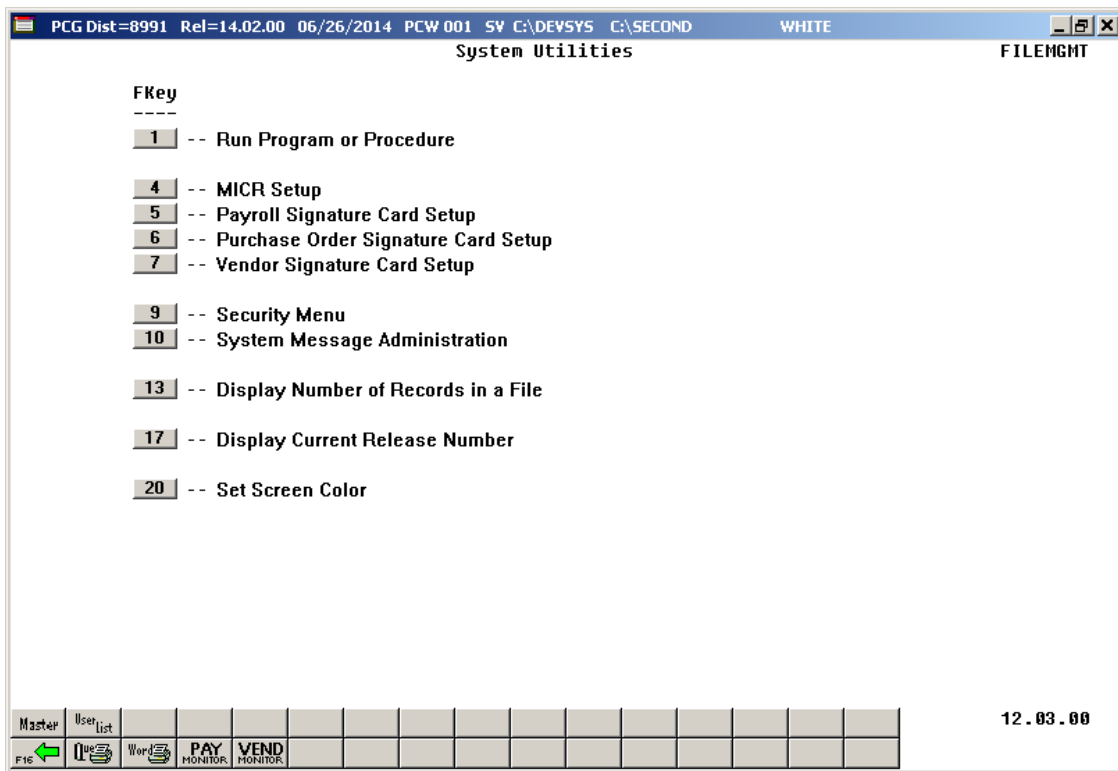
Step	Action
2	Select **10** (**F10** – System Message Administration).

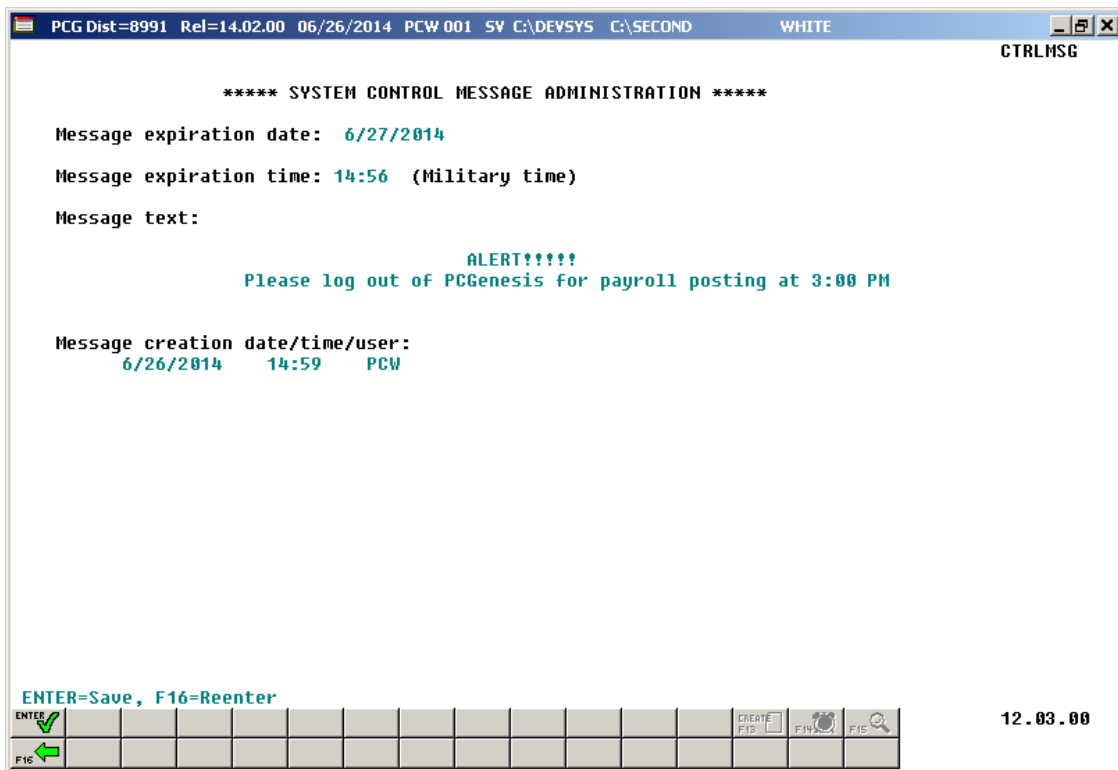The following screen displays for new messages:

The following screen displays for existing messages:
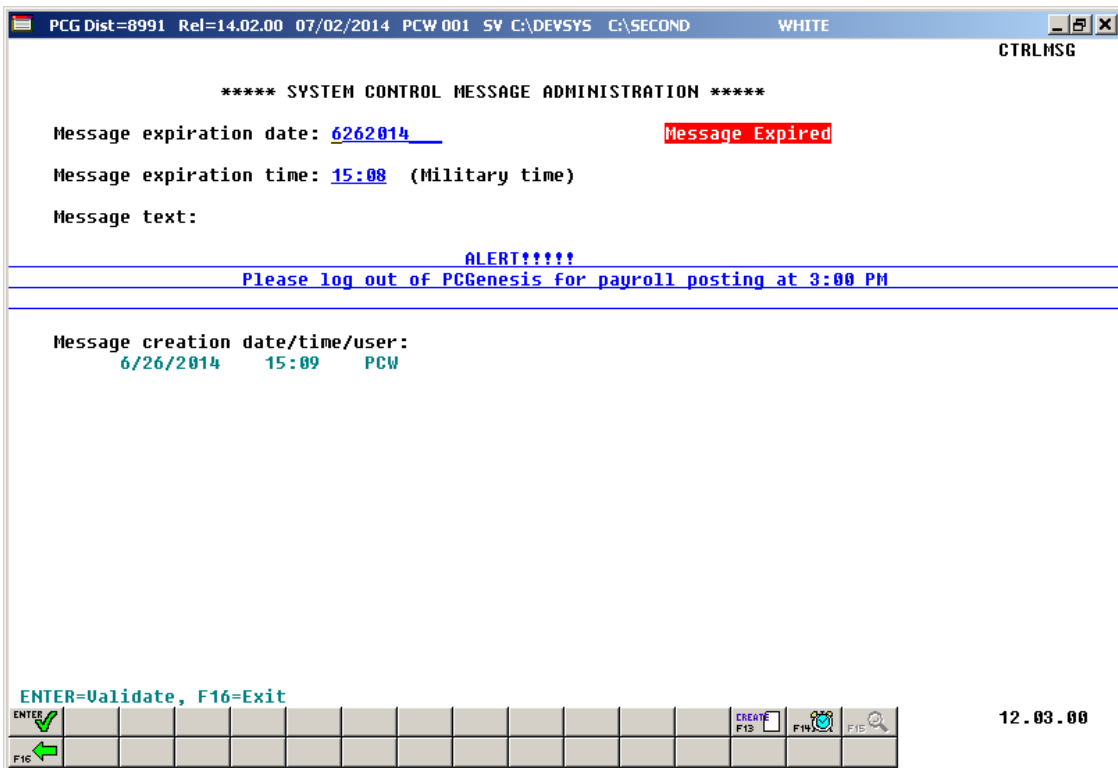
PCGenesis identifies expired messages as indicated in the screenshot example, where appropriate.
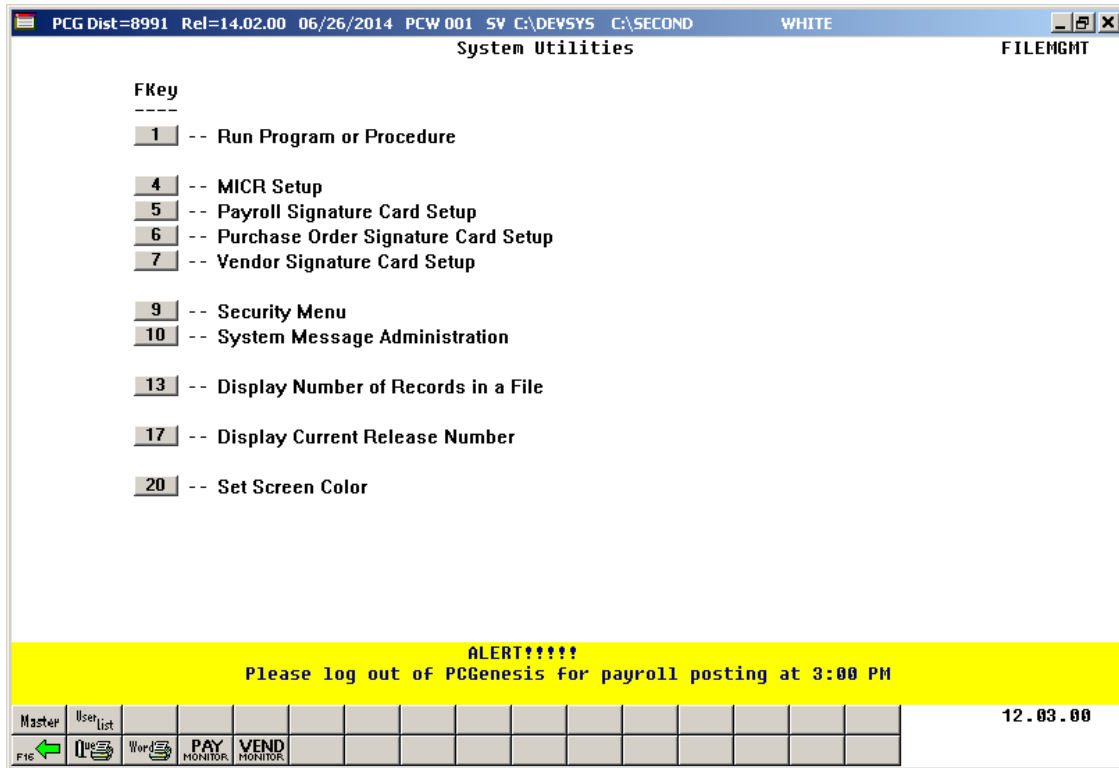
Step	Action
3	**To create a new message:** Select [CREATE F13] (**F13** – Create). **To terminate/remove an existing message:** Select [F14] (**F14** – Expire Message). *When selecting **F14**, PCGenesis automatically changes the expiration date to the current date, and changes the time to one minute before the current time.*
4	Enter the date (MM/DD/CCYY) that the message will expire in the **Message expiration date** field. *PCGenesis defaults to the current date.*
5	Enter the time (HH:MM), in military time format, that the message will expire in the **Message expiration time** field.
6	Enter the message within the **Message text** field, up to 350 characters and spaces.
7	After verifying the message, select [ENTER] (**Enter**).

The following screen displays:


```
PCG Dist=8991 Rel=14.02.00 06/26/2014 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE                    _ |B| X|
                                                                                            CTRLMSG

                    ***** SYSTEM CONTROL MESSAGE ADMINISTRATION *****

        Message expiration date:  6/27/2014

        Message expiration time: 14:56  (Military time)

        Message text:

                                    ALERT!!!!!
                        Please log out of PCGenesis for payroll posting at 3:00 PM


        Message creation date/time/user:
              6/26/2014    14:59    PCW








        ENTER=Save, F16=Reenter
      [ENTER]                                                    [CREATE][F14][F15]        12.03.00
      [F16]
```

Step	Action
8	Select (**Enter**) to save the message.

The following screen displays:

Message display

Step	Action
9	Select (**F16 -**Exit) to return to the *System Utilities Menu* or select (**Master**) to return to the *Business Applications Master Menu.*