



# PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

9/22/2017

User Interface Procedures

*[Set Site Color Option, V1.1]*

## *Revision History*

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
9/22/2017	1.1	17.03.00 – Updated DOE logos.	D. Ochala
11/14/2012	1.0	12.03.00 – Create new document.	D. Ochala

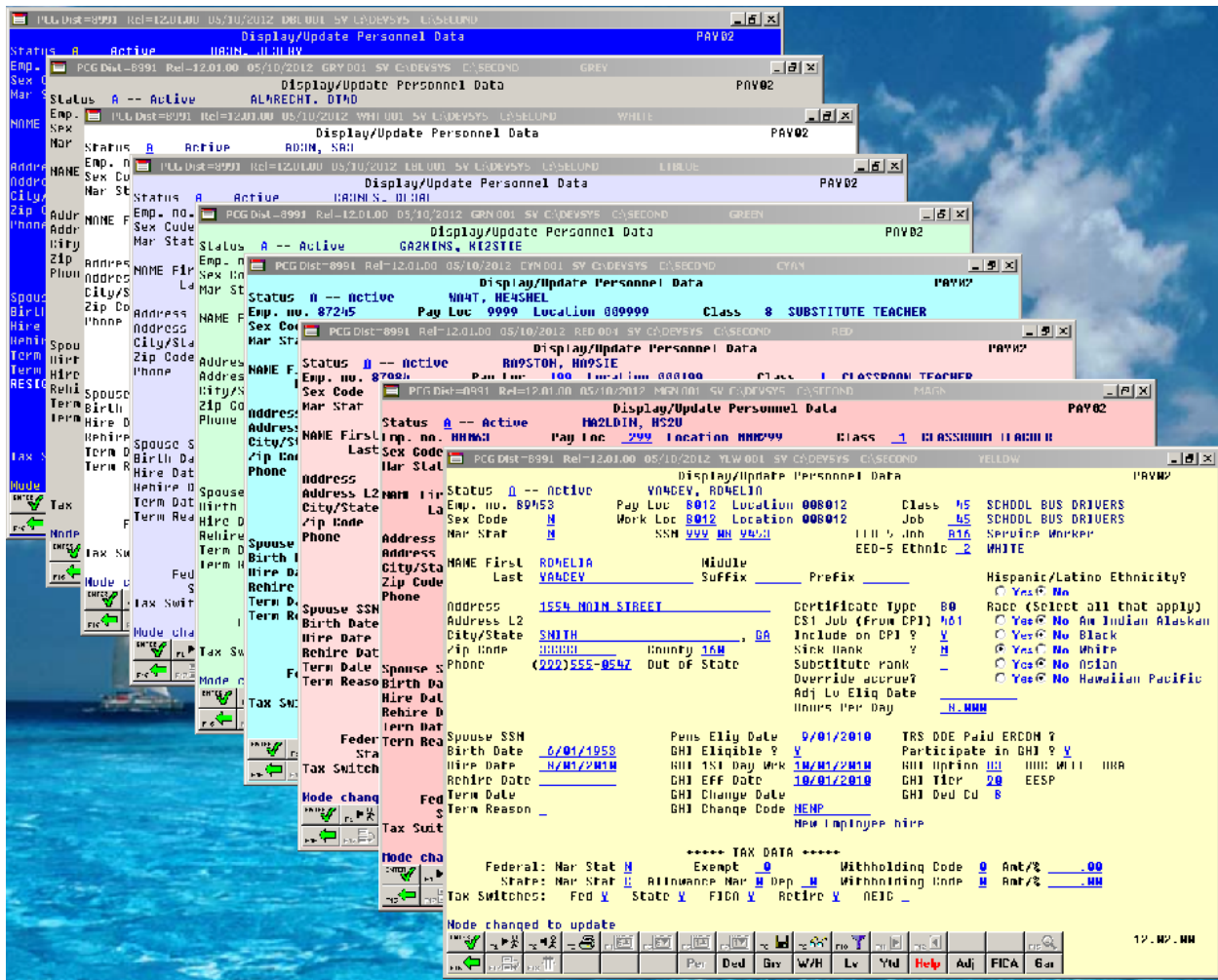
# *Table of Contents*

OVERVIEW.....	1
PROCEDURE A: SET SITE SCREEN COLOR .....	2
PROCEDURE B: COPY THE PCG COLOR ICON TO DESKTOP .....	10
PROCEDURE C: SET INDIVIDUAL USER SCREEN COLOR .....	12

# Overview

Each PCGenesis site now has the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the default background color to one of the colors shown below. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color.

The various background color options are shown below:



## Procedure A: Set Site Screen Color

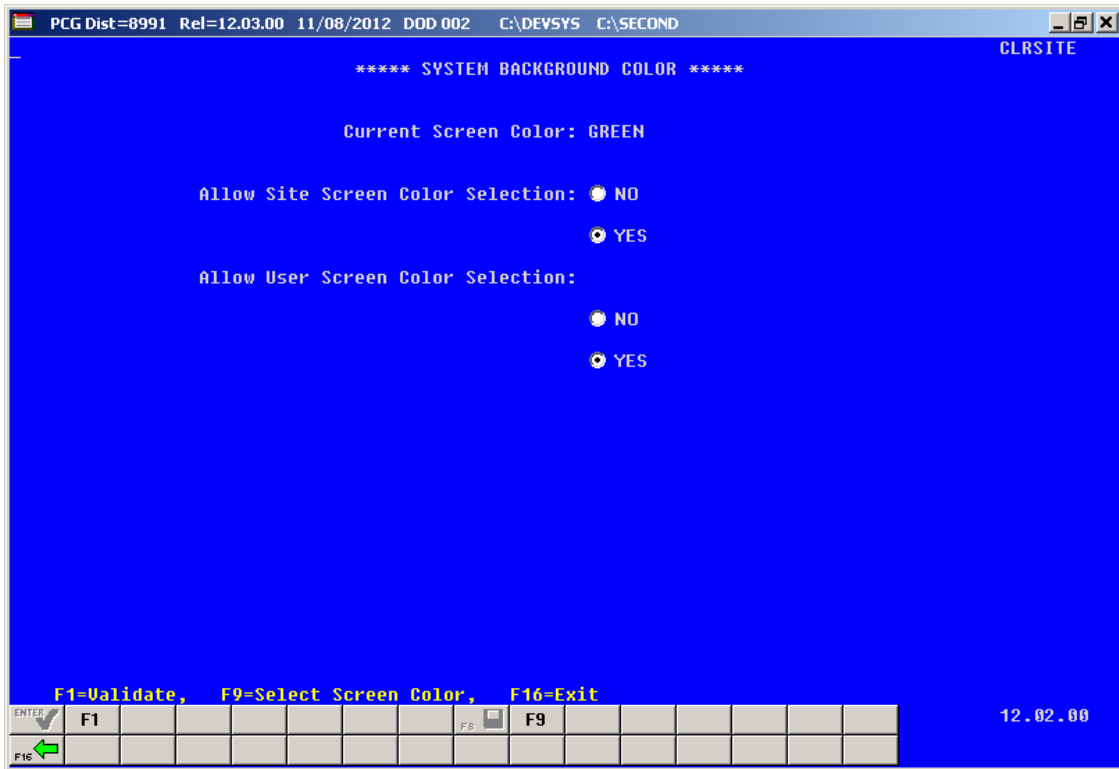
Step	Action
1	<b>PLEASE NOTE:</b> To set the site screen color option, the <b>site system administrator</b> must logon to PCGenesis and execute the following steps.
2	From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 – System Utilities).

The following screen displays:



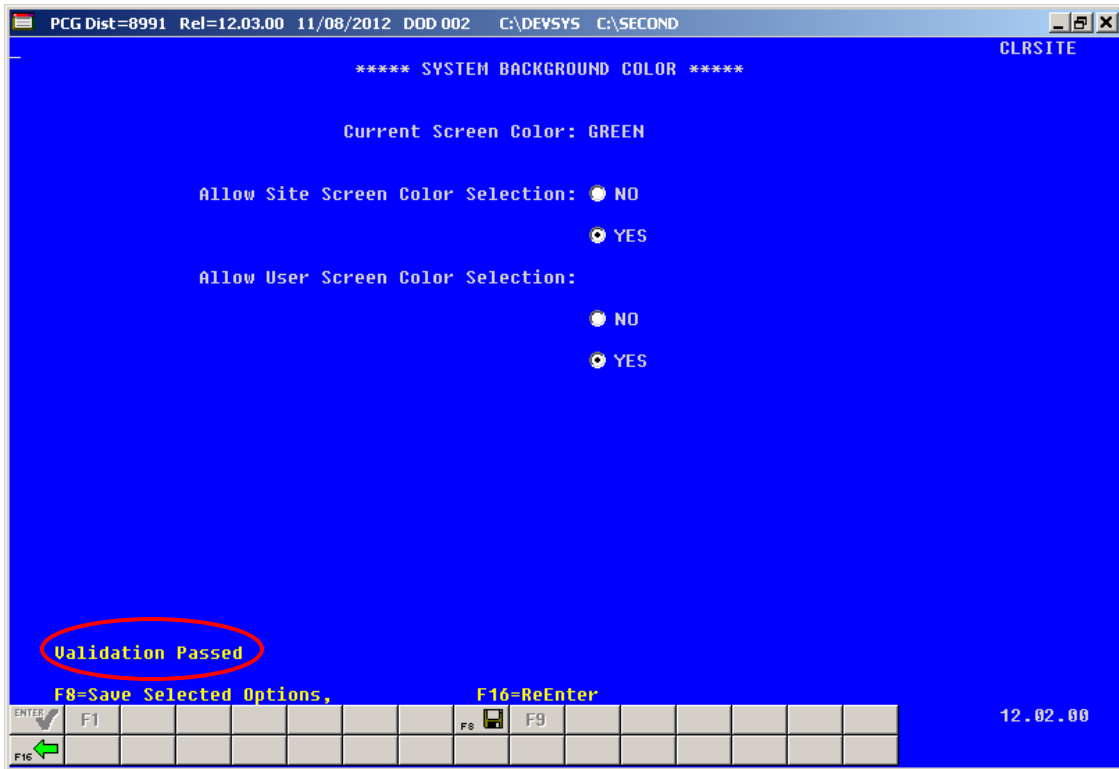
Step	Action
3	Select <b>20</b> (F20 – Set Screen Color).


The following screen displays:



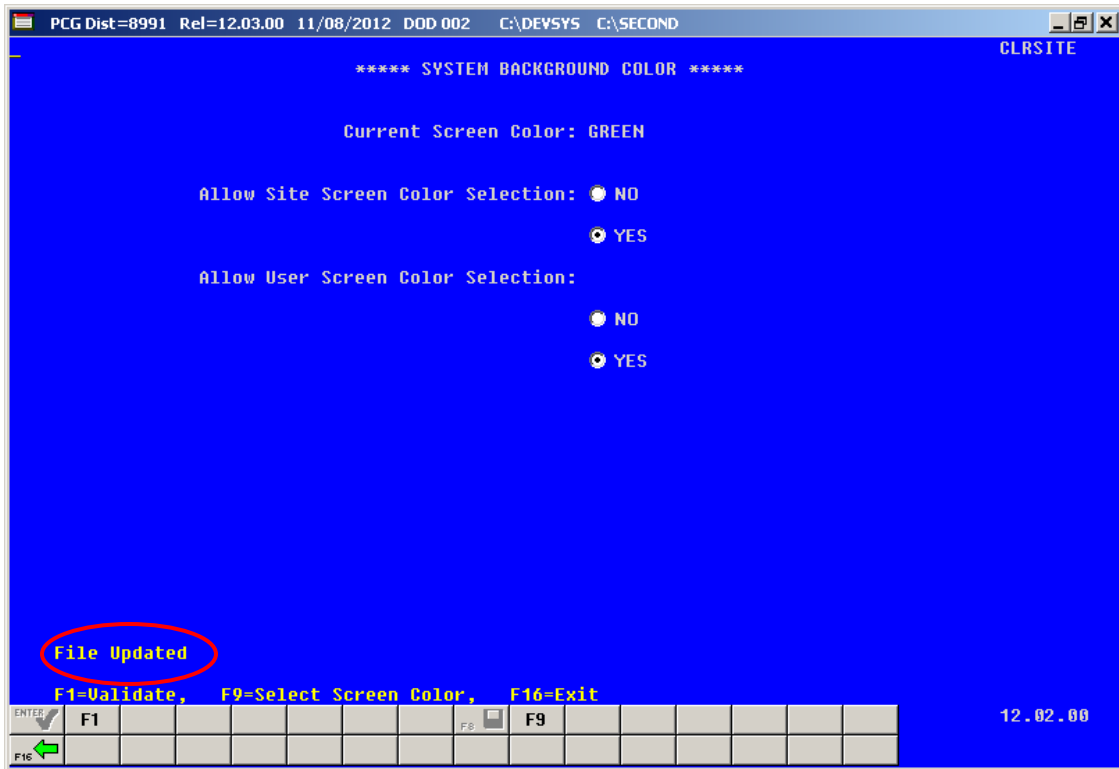
Step	Action
4	<p>Select the radio button <input type="radio"/> to the left of the desired <b>Allow Site Screen Color Selection</b> option to indicate whether a special screen color will be selected as the default for all PCGenesis screens for all users of the system.</p> <p>Selecting <b>No</b> will cause the PCGenesis screens to remain dark blue.</p> <p>Selecting <b>Yes</b> will allow the PCGenesis system administrator to select a different color for all PCGenesis screens for all users.</p>
5	<p>Select the radio button <input type="radio"/> to the left of the desired <b>Allow User Screen Color Selection</b> option to indicate whether or not individual users of PCGenesis will be allowed to override the system default screen color, with the individual's choice of a special screen color.</p> <p>Selecting <b>No</b> will cause all PCGenesis screens to be displayed with the default site screen color selection.</p> <p>Selecting <b>Yes</b> will allow individual users of PCGenesis to override the default site screen color with an individual choice of a special screen color.</p> <p><i>The <b>Allow Site Screen Color Selection</b> must be set to <b>Yes</b> in order for the <b>Allow User Screen Color Selection</b> to be set to <b>Yes</b>. If the <b>Allow Site Screen Color Selection</b> is set to <b>No</b>, then the <b>Allow User Screen Color Selection</b> must be set to <b>No</b> as well.</i></p>
6	<p>Select <b>F1</b> (<b>F1</b> – to validate).</p>

The following screen is displayed:



Step	Action
7	Verify "Validation Passed" displays, and select  (F8 – Save Selected Options) to save the record.

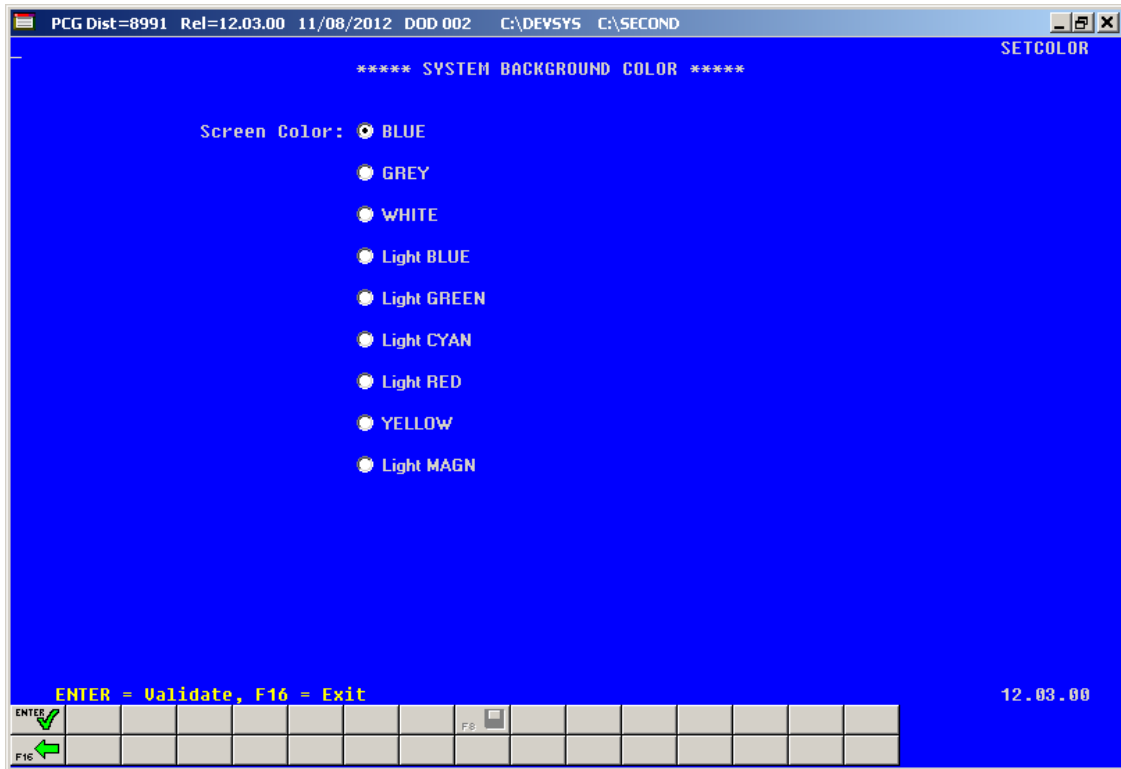
The following screen displays:




Step	Action
8	Verify “File Updated” displays, and select <b>F9</b> ( <b>F9</b> – Select Screen Color) to set the default PCGenesis screen color for all screens for all users of the system.



The following screen displays:



Step	Action
9	Select the desired <b>Screen Color</b> for the default PCGenesis screen color for the site, and select  ( <b>Enter</b> - validate) to display an example screen with the selected screen color.

A sample screen displays with the selected background color:



```

GREY R-000 G-000 B-000
Sample Screen Using Selected Colors
SCRNDISP
Status A -- ACTIVE          TEACHER, NEW
Emp. no. 99876          Pay Loc 198 Location 0198          Class 8 SUBSTITUTE
Sex Code E              Work Loc 198 Location 0198          Job 8 SUBSTITUTE
Mar Stat S              SSN 999 90 9876          EEO-5 Job A12 Other Desc
EEO-5 Ethnic 9 INVALID ETHNIC CODE


NAME First NEW          Middle _____
Last TEACHER          Suffix _____ Prefix _____
Hispanic/Latino Ethnicity?
   Yes  No
Address 123 MAIN STREET          Certificate Type 00
Address L2 _____          CS1 Job (from CPI) 398
City/State SMITH _____, GA          Include on CPI ? Y
Zip Code _____          County 160          Sick Bank ? N
Phone (999)555-8888          Substitute rank _____
Override accrue? _____
Adj Lv Elig Date _____
Hours Per Day 8.000          LOW          HIGH

Spouse SSN _____          Pens Elig Date _____          TRS DOE Paid ERCON ?  
Birth Date 4/29/1985          GHI Eligible ? N          Participate in GHI ?  
Hire Date 8/13/2004          GHI 1ST Day Wrk _____          GHI Option NE
Rehire Date _____          GHI Eff Date _____          GHI Tier 00
Term Date _____          GHI Change Date _____          GHI Ded Cd  
Term Reason            GHI Change Code NEMP
New Employee hire

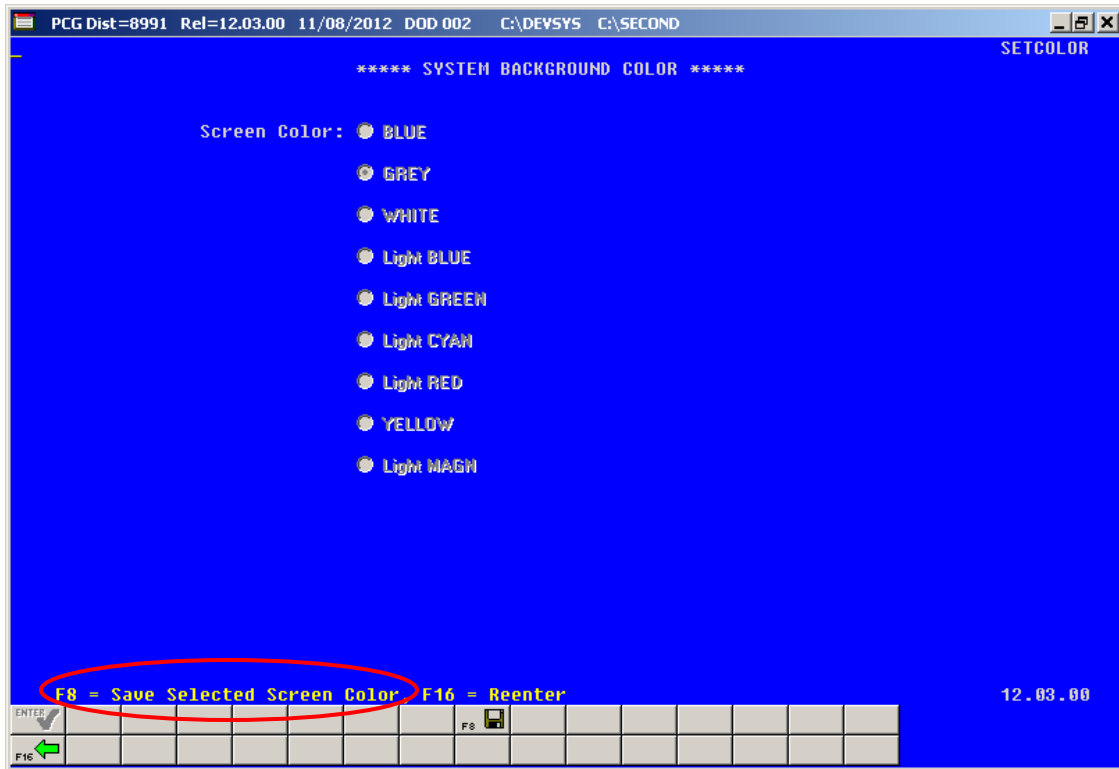
***** TAX DATA *****
Federal: Mar Stat H          Exempt 1          Withholding Code 0 Amt/% .00
State: Mar Stat D          Allowance Mar 1 Dep 1          Withholding Code 1 Amt/% .00
Tax Switches: Fed Y State Y FICA   Retire N AEIC  



Any Key to Return CAUTION MESSAGE INFORMATION MESSAGE
ENTER 
F16 
12.03.00
    
```


Note that the screen color will vary depending on the **Screen Color** option selected by the user.

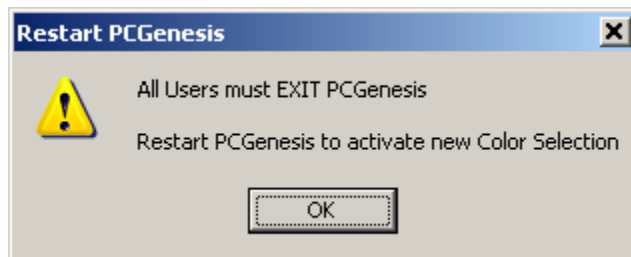
Step	Action
10	Select  (Enter – to return) to exit the sample screen.


The following screen displays:



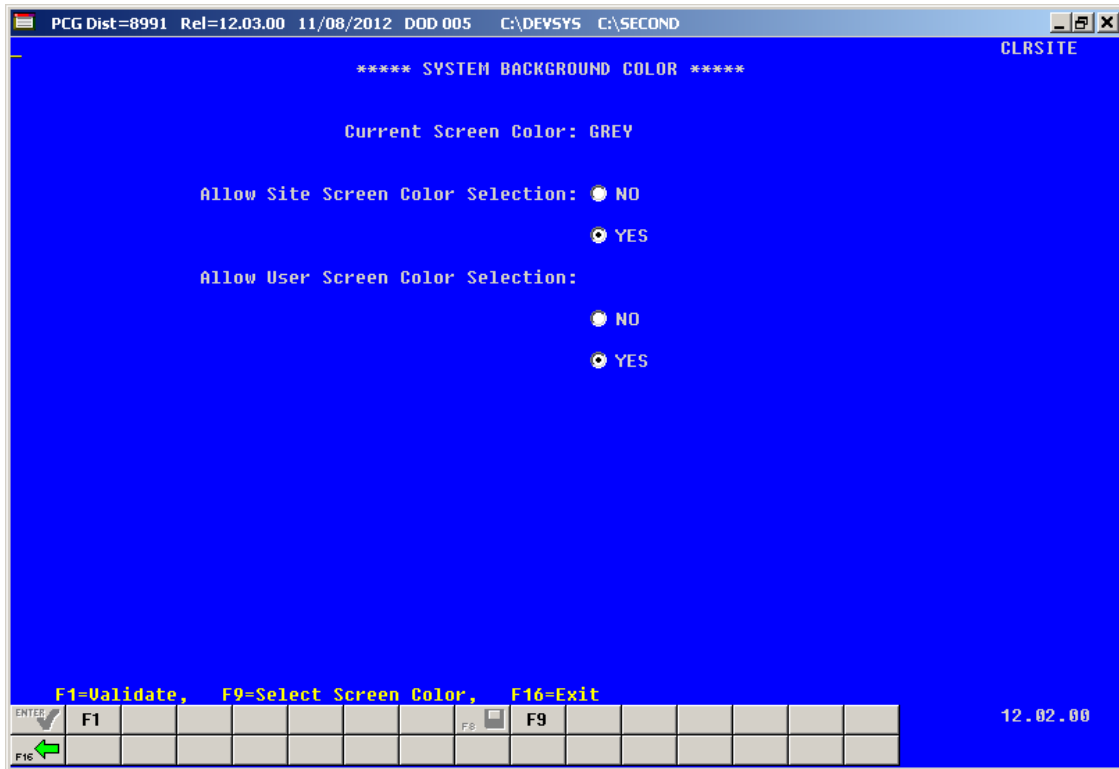
Step	Action
11	<p>Verify “F8 – Save Selected Screen Color” displays, and select  (F8 – Save screen color) to save the selected screen color.</p> <p>Select  (F16 – ReEnter) to select a different screen color.</p>



Once  (F8 – Save screen color) has been selected, the following dialog box displays:






Step	Action
12	<p>Select  (OK) to continue.</p>

The following screen displays:

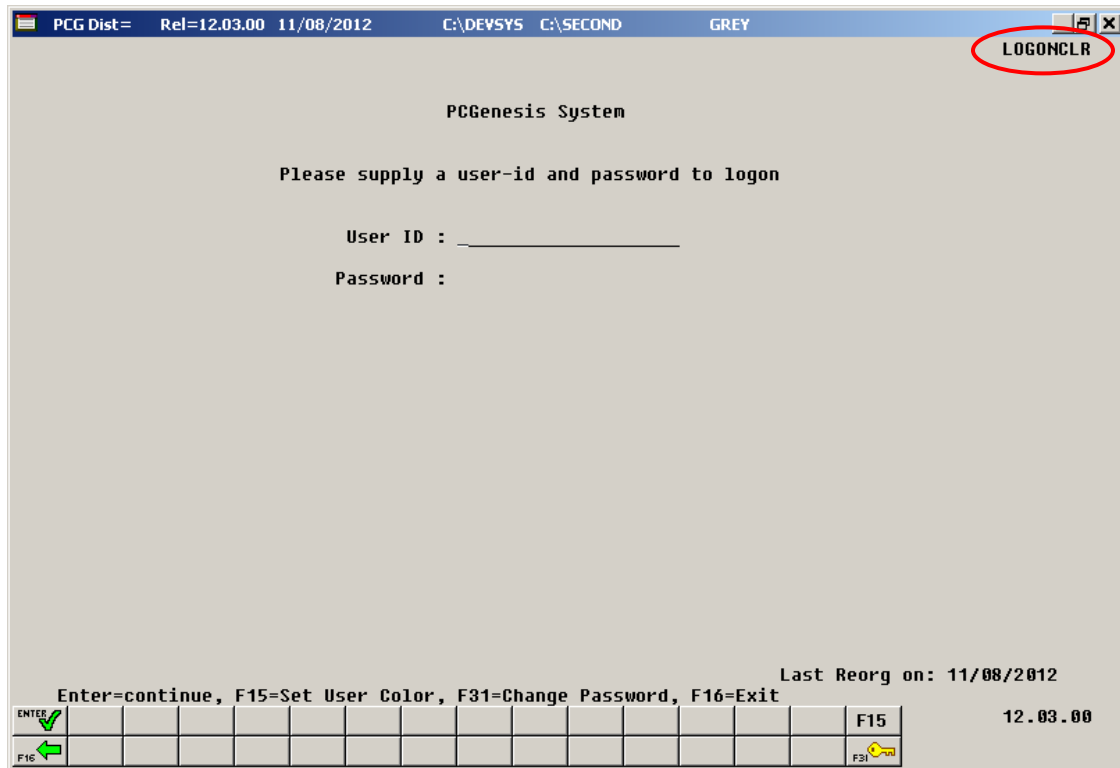


Step	Action
13	Select  (F16 – Exit) to return to the <i>System Utilities Menu</i> screen.
14	Have <u>all</u> users exit PCGenesis.
15	To activate the new site screen color, initiate a new PCGenesis session using the  (PCG Color Icon) button.

## Procedure B: Copy the PCG Color Icon to Desktop


Step	Action
1	<p><b>PLEASE NOTE:</b> In order for PCGenesis users to be able to use the new screen color options, the  PCG Color Icon must be available on the computer desktop, and the <b>Allow Site Screen Color Selection</b> must be set to <b>Yes</b> on the <i>Set Screen Color</i> screen.</p>
2	<p>Copy shortcut <b>K:\PCGIcon\PCGclr</b> to each user's desktop.</p> <p>The  (PCG Color Icon) brings up the <i>PCGenesis Logon Screen</i> and uses the color options.</p>
3	<p>Use the  (PCG Color Icon) to bring up the <i>PCGenesis Logon Screen</i>.</p> <p><i>If LOGONCLR displays in the upper righthand corner of the logon screen, the user is using the correct PCG Color Icon. If LOGONCLR does NOT display in the upper righthand corner of the logon screen, call the PCGenesis Help Desk for assistance.</i></p>

The following screen displays:

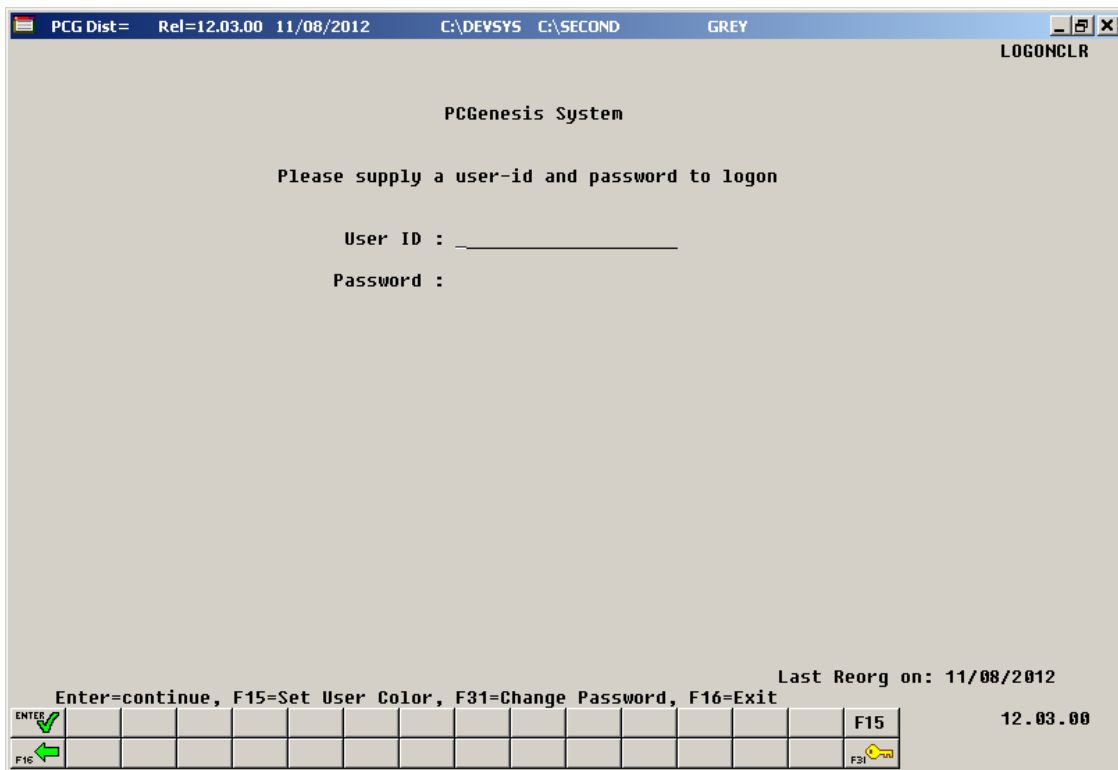


Step	Action
4	<p>Verify that <b>LOGONCLR</b> displays in the upper righthand corner of the logon screen, and then enter a valid <b>User ID</b> and <b>Password</b> on the <i>PCGenesis Logon Screen</i>.</p> <p><i>If LOGONCLR does NOT display in the upper righthand corner of the logon screen, call the PCGenesis Help Desk for assistance.</i></p>

## Procedure C: Set Individual User Screen Color

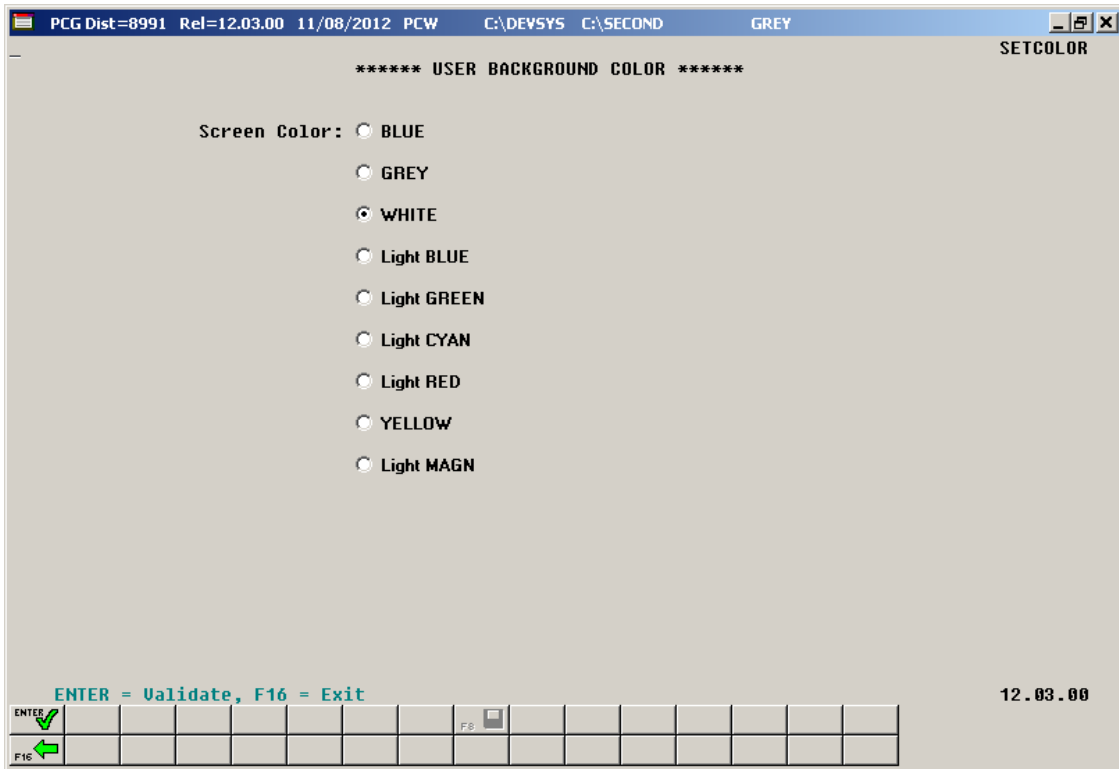
Step	Action
1	<b>PLEASE NOTE:</b> In order for PCGenesis users to be able to set their screens to the color of their choice, the <b>Allow Site Screen Color Selection</b> must be set to <b>Yes</b> and the <b>Allow User Screen Color Selection</b> must be set to <b>Yes</b> .
2	Use the  (PCG Color Icon) to bring up the <i>PCGenesis Logon Screen</i> .


The following screen displays:



Step	Action
3	On the <i>PCGenesis Logon Screen</i> , enter a valid <b>User ID</b> and <b>Password</b> .
4	Select <b>F15</b> ( <b>F15</b> – Change User Color).

The following screen displays:



Step	Action
5	Select the radio button <input checked="" type="radio"/> to the left of the desired <b>Screen Color</b> option to indicate the background screen color for this user ID.
6	Select  ( <b>Enter</b> - validate) to display an example screen with the selected screen color.



A sample screen displays with the selected background color:

```

PCG Dist=8991 Rel=12.03.00 11/08/2012 PCW C:\DEV5YS C:\SECOND WHITE R-255 G-255 B-255
Sample Screen Using Selected Colors SCRNDISP
Status A -- ACTIVE TEACHER, NEW
Emp. no. 99876 Pay Loc 198 Location 0198 Class 8 SUBSTITUTE
Sex Code E Work Loc 198 Location 0198 Job 8 SUBSTITUTE
Mar Stat S SSN 999 90 9876 EEO-5 Job A12 Other Desc
EEO-5 Ethnic 9 INVALID ETHNIC CODE

NAME First NEW Middle Suffix Prefix
Last TEACHER


Address 123 MAIN STREET Certificate Type 00 Race (Select all that apply)
Address L2 CS1 Job (from CPI) 398
City/State SMITH, GA Include on CPI ? Y
Zip Code County 160 Sick Bank ? N
Phone (999)555-8888 Substitute rank -
Override accrue? -
Adj Lv Elig Date Hours Per Day 8.000 LOW HIGH

Spouse SSN Pens Elig Date TRS DOE Paid ERCON ? 1-BLACK 9-BLACK
Birth Date 4/29/1985 GHI Eligible ? N Participate in GHI ? 2-BLUE 10-BLUE
Hire Date 8/13/2004 GHI 1ST Day Wrk GHI Option NE 3-GREEN 11-GREEN
Rehire Date GHI Eff Date GHI Tier 00 4-CYAN 12-CYAN
Term Date GHI Change Date GHI Ded Cd 5-RED 13-RED
Term Reason NEMP GHI Change Code NEMP 6-MAGN
New Employee hire 7-BROWN 15-BROWN
8-WHITE

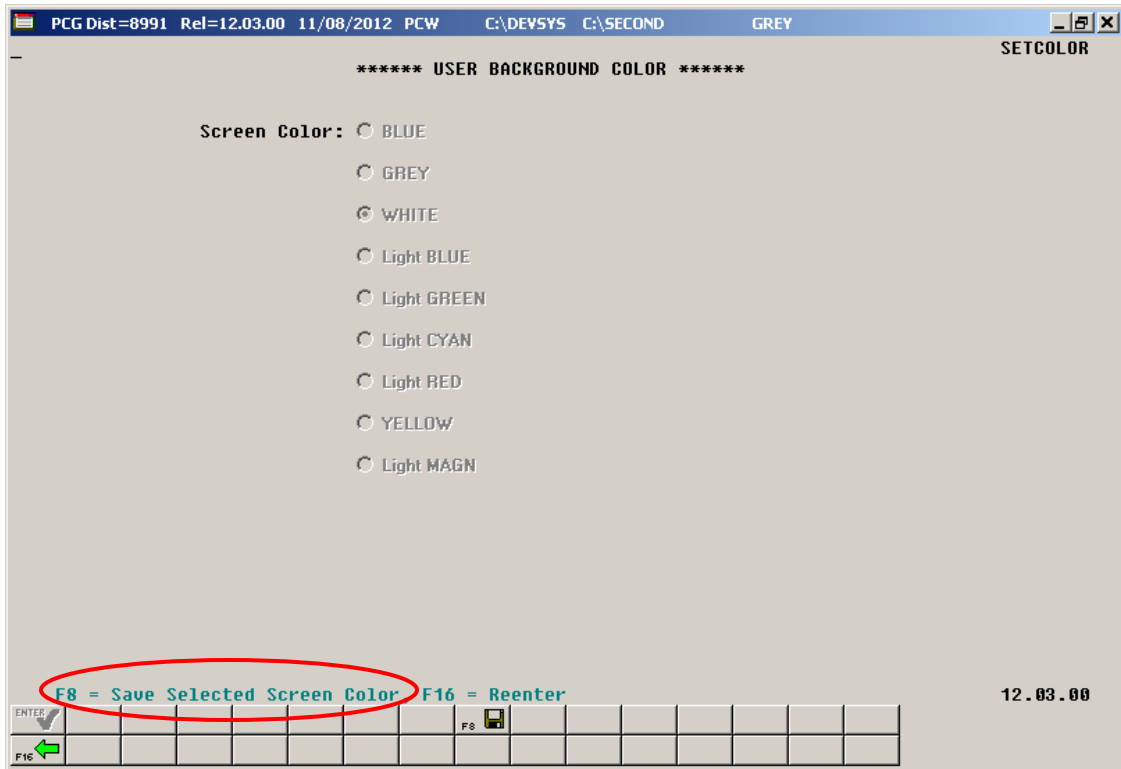
***** TAX DATA *****
Federal: Mar Stat H Exempt 1 Withholding Code 0 Amt/% .00
State: Mar Stat D Allowance Mar 1 Dep 1 Withholding Code 1 Amt/% .00
Tax Switches: Fed Y State Y FICA _ Retire N AEIC _



Any Key to Return CAUTION MESSAGE INFORMATION MESSAGE
ENTER ✓
F16 ←
12.03.00
    
```


Note that the screen color will vary depending on the **Screen Color** option selected by the user.

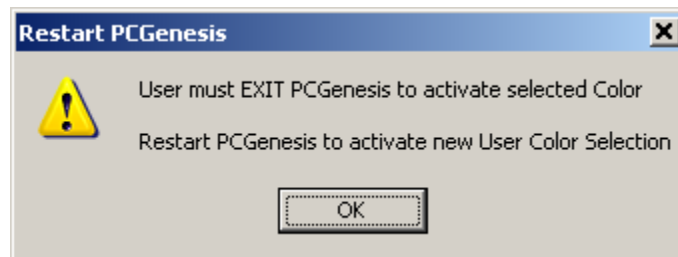
Step	Action
7	Select  (Enter – to return) to exit the sample screen.


The following screen displays:



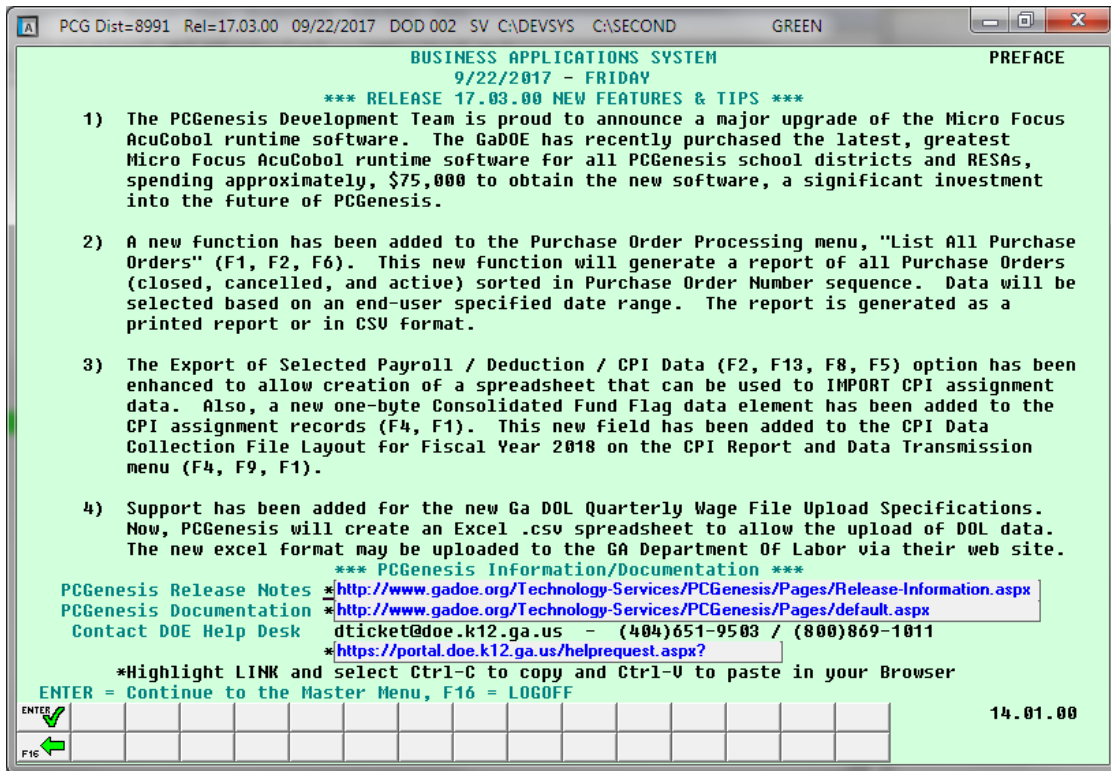
Step	Action
8	<p>Verify “F8 – Save Selected Screen Color” displays, and select  (F8 – Save screen color) to save the selected screen color.</p> <p>Select  (F16 – ReEnter) to select a different screen color.</p>



Once  (F8 – Save screen color) has been selected, the following dialog box displays:



Step	Action
9	<p>Select  (OK) to continue.</p>

The following screen displays:



Step	Action
10	Select  (F16 – Exit) to log off.
11	To activate the new screen color, initiate a new PCGenesis session using the  (PCG Color Icon) to bring up the <i>PCGenesis Logon Screen</i> .