



## *Topic 2: New Workstation Installation Checklist*

| CONFIGURATION GUIDELINES |      |  |
|--------------------------|------|--|
| ✓                        | Step | Action   |
|                          | 1    | <b>NOTE: Workstation Windows 8 and Windows 10 are supported.</b>   |
|                          | 2    | PCGenesis supports a maximum of 4 Client Access Licenses.<br><b>NOTE: Due to Micro Focus licensing limitations, districts are allowed to set up a maximum of 4 workstations with access to PCGenesis.</b>  |
|                          | 3    | Verify PCGenesis Server has a shared <b>K:</b> as PCGENESIS\$ <b>(Required)</b> <ul style="list-style-type: none"> <li>▶ Create GENUSERS user group with full access (Read/Write)</li> <li>▶ Include all PCG users in this group</li> </ul>  |
|                          | 4    | At the workstation, map <b>K</b> = \\NewServer\PCGenesis\$   |
|                          | 5    | Add <b>required</b> PCG shortcuts to <b>workstation</b> desktop: <ul style="list-style-type: none"> <li>▶ PCGenesis login screen: <b>K:\PCGIcon\</b>  PCGclr</li> </ul> Add <b>optional</b> PCG shortcuts to <b>workstation</b> desktop: <ul style="list-style-type: none"> <li>▶ PCGenensis print queue: <b>K:\PCGIcon\</b>  PCGVQUE</li> <li>▶ PCGenensis QWord print queue: <b>K:\PCGIcon\</b>  QWord</li> </ul> |
|                          | 6    | <b>Adobe Reader must be installed on each individual workstation</b> for PCGenesis reports to display correctly from the <i>VerraDyne Print Manager</i> . If <b>Adobe Reader</b> hasn't been installed on the workstation, install the software from the internet.   |

| CONFIGURATION GUIDELINES |      |   |
|--------------------------|------|---|
| ✓                        | Step | Action  |
|                          | 7    | <p><b>Remote Desktop Connection</b> is the preferred method for all users accessing PCGenesis.</p> <ul style="list-style-type: none"> <li>▶ More secure</li> <li>▶ Much faster processing</li> <li>▶ More reliable data integrity</li> </ul> <p><b>NOTE:</b> The GA DOE is currently working with a security consultation company to explore how security can be improved for the PCGenesis server and data. Specifically, the GA DOE is exploring how to provide better protection against ransomware and mal-ware from infecting the PCGenesis server. After an initial consultation, the security experts advised that PCGenesis' greatest vulnerability was the way individual workstations map the <b>K:</b> drive as \\PCGServer\PCGenesis\$. Mapping a drive to the PCGenesis server from each individual workstation may provide an access point for ransomware and mal-ware to infect the server by way of an individual user who has inadvertently downloaded a virus.</p> <p>As an answer to this problem, the security consultants recommend that the PCGenesis application be accessed using a <b>Remote Desktop Connection</b>. The recommendation is to utilize <b>Remote Desktop Connection</b> <u>instead of</u> mapping the PCGenesis server as a drive on individual workstations. This would add a level of obfuscation and complexity that would help prevent mal-ware from infecting the PCGenesis server.</p> <p>Therefore, the GA DOE would like to recommend <b>Remote Desktop Connection</b> as the preferred method for all users accessing PCGenesis. <b>Remote Desktop Connection</b> has several advantages in addition to providing better protection for the PCGenesis server and data. It allows the PCGenesis application to run much faster, and because the application will continue to run even if the network connection goes down, data reliability is also improved.</p> |
|                          | 8    | <p>If access to <b>QWord</b> is desired, follow the instructions provided in the <i>Technical System Operations Guide, Section D: User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> <ul style="list-style-type: none"> <li>▶ Install PCGenesis QWord print queue shortcut: <b>K:\PCGIcon\  QWord</b></li> <li>▶ <b>QWord</b> provides access to Microsoft® Word for all report printing.</li> </ul>   |

## Revision History

| Date       | Version | Description  | Author    |
|------------|---------|--|-----------|
| 12/6/2018  | 1.4     | 18.03.01 – Update with <i>VerraDyne Print Manager</i> installation instructions. | D. Ochala |
| 04/02/2018 | 1.3     | 18.01.00 – Update to specify four workstations per installation.                 | D. Ochala |
| 11/16/2016 | 1.2     | 16.03.00 – Updated operating system requirements.                                | D. Ochala |
| 09/02/2015 | 1.1     | 15.03.00 – Updated operating system requirements.                                | D. Ochala |
| 09/22/2014 | 1.0     | 14.02.00 – New document.   | D. Ochala |