PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

[System Message Administration, V 2.2]
## Revision History

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

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<td>1</td>
<td>From the <em>Business Applications Master Menu</em>, select <strong>30</strong> <em>(F30 - System Utilities)</em>. The following screen displays:</td>
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![System Utilities Screen](image)

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<td>2</td>
<td>Select <strong>10</strong> <em>(F10 – System Message Administration)</em>.</td>
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</table>
The following screen displays for new messages:

```
***** SYSTEM CONTROL MESSAGE ADMINISTRATION *****
Message expiration date: 6/26/2014
Message expiration time: 14:56 (Military time)
Message text:
```

![Image of new message screen]

The following screen displays for existing messages:

```
***** SYSTEM CONTROL MESSAGE ADMINISTRATION *****
Message expiration date: 6/26/2014
Message expiration time: 15:00 (Military time)
Message text:
ALERT!!!!!
Please log out of PCGenesis for payroll posting at 5:00 PM
```

![Image of existing message screen]

PCGenesis identifies expired messages as indicated in the screenshot example, where appropriate.
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| 3    | **To create a new message:** Select **CREATE** (F13 – Create).  
**To terminate/remove an existing message:** Select **EXP** (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:

```
***** SYSTEM CONTROL MESSAGE ADMINISTRATION *****
Message expiration date:  06/27/2014
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:
       06/26/2014   14:59   CDW
```
Step | Action
-----|-----
8 | Select **Enter** to save the message.

The following screen displays:

![System Utilities Menu](image)

- **FKey**
- 1 - Run Program or Procedure
- 4 - MICR Setup
- 5 - Payroll Signature Card Setup
- 6 - Purchase Order Signature Card Setup
- 7 - Vendor Signature Card Setup
- 9 - Security Menu
- 10 - System Message Administration
- 13 - Display Number of Records in a File
- 17 - Display Current Release Number
- 20 - Set Screen Color

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