

Richard Woods, Georgia's School Superintendent "Educating Georgia's Future"

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#### **MEMORANDUM**

TO: PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

# SUBJECT: Release 18.02.00 – 2018 Fiscal Year-End Updates, VerraDyne Print Manager and Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.02.00*.

PCGenesis supporting documentation is provided at:

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

#### June, 2018 Payroll Completion Instructions

Install this release <u>after</u> completing the June 2018 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the July 2018 payroll.

Please import the FY 2019 CPI Salary Schedule into PCGenesis. The 2019 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please follow the instructions for completing the fiscal year end closing in the order provided.

For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) for ALL Leave Types <u>first</u>, and 2) Run the Advance Leave (F3, F4, F2, F10) <u>second</u>. The Create Original Leave of Absence File (F4, F9, F6) step can be run at any time since the leave data is pulled from the Leave History File.

For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) <u>first</u> in order to capture FY 2018 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) <u>second</u> in order to clear the FY 2018 Fiscal Year leave totals.

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#### <mark>A PCGenesis E-mail User List Is Available</mark>

The Georgia Department of Education has created an e-mail user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

#### join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

#### pcgenesis@list.doe.k12.ga.us

An e-mail sent to <u>pcgenesis@list.doe.k12.ga.us</u> will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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# Section A: Overview of Release

## A1. PCGenesis VerraDyne Print Queue Upgrade

## A1.1. VerraDyne Print Queue Overview

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Print Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Print Manager* has much in common with the existing PCGenesis print queue because the same company created both systems.

### Features of the VerraDyne Print Manager

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print job is running in the background under *Windows Local Services*. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new VerraDyne Print Manager system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to a specific user, or group of users
- The ability to print reports to a specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

#### Accessing the VerraDyne Print Manager

There are two ways to access the *VerraDyne Print Manager*. The user can select (Uqueue) from a PCGenesis menu to enter the *VerraDyne Print Manager*, as shown below.

А	PCG Dist=8991	Rel=18.01.00	05/23/2018	DOD 001	SV K:\SYSTEM	K:\SECOND	W 🗆 🗙
			Bus	siness App	olications		MASTER
	FKey			Master	Menu		
	1 2 3 4 5	- Financial Acce - Payroll Syste - Personnel Sy - Certified/Clas - Budget Syste	ounting & Rep m stem sified Person m	orting Syst nel Informa	em tion System		
	_30	- System Utiliti	es				
Maste F16	P User USE Word P/						14.02.00

The user can also access the *VerraDyne Print Manager* from the desktop icon. From the user's workstation double-click the PCGVQUE icon:



The *VerraDyne Print Queue Manager* allows the user to delete and remove print files from the queue, to display audit logs for PCGenesis reports, to e-mail PCGenesis reports to other users, and to permanently archive PCGenesis reports to an archive directory. Right-click on the **File Name** to see the options available, as shown below.

9					Verr	aDyne Que	eue Manager			_ <b>D</b> ×
🔅 Settings 🛛 🔁 Refresh 🗉 Fi	le 🔛	Archive Files 🛛 🔒	Exit 🗻 About		39	Queued Files		DOCHALA		
File Name	Size	User	Device	Class	Copies	s Disp	Form	Date 🗸 🗸	Status	Information
K:\UCTPRINT\#DODPRT\P.RMT0000	832	DOCHALA	001			SCRATCH	000	05/23/18(15:20)	HOL	
K:\UCTPRINT\#SPLPRT\R	elete		001	А	1	REQUEUE	000	05/23/18(01:03)	HOL	HOLD
K:\UCTPRINT\#DODPRT\A	emove	IALA	001	А	1	SCRATCH	000	05/22/18(10:32)	HOLL	SPOOL
K:\UCTPRINT\#DODPRT\P	tail Info	IALA	001	А	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT\#DODPRT\P	nail	170	001	A	1	SCRATCH	000	05/22/19/10-21\	HOLD	
K:\UCTPRINT\#DODPRT\P	chive	IALA		Α	Rio	ht_clic	k on the	Filo Na	mo	allows the user to:
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001		ing				ine	
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001			• De	elete (de	elete file	and	remove from queue)
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	A		• R(	emove (i	remove	file fi	rom queue)
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	A						
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	A		• De	etali into	(audit id	bg in	formation)
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	A		• F-	mail (e-i	mail PC	G re	port to another user)
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	Α		. ^.			0.01	
K:\UCTPRINT\#DODPRT\PSCN0000	2702	DOCHALA	001	Α		• AI	cnive			
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT0001	8690	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT0000	13989	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT\#DODPRT\BALR0000	182	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT\#SPLPRT\REOG	16699	DOE	001	Α	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT0000	20769	DOCHALA	001	Α	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	Α	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	Α	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	А	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/14/18(01:03)	HOLD	×

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## A1.2. VerraDyne Print Directories

The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past. Before, all PCGenesis reports were stored in the K:\SECOND\#nnnPRT directories. Now, the *VerraDyne Print Queue* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.

- The **Spool Directory** is where PCGenesis creates the reports:
  - K:\SECOND\#DODPRT
- The **Print Directory** is the directory where the Print Manager stores the reports in the print queue:
  - For example, the **Print Directory** may be K:\**UCTPRINT**\#DODPRT
  - The *VerraDyne Print Queue* will **MOVE** the PCG reports from the **Spool Directory** located in K:\SECOND to the **Print Directory** located in K:\UCTPRINT
  - If there is an existing print file with the same name as a new print file, the *VerraDyne Print Queue* will rename the file and append a date/time stamp

Name	Date modified	Туре	Size
PRNT0000@@171025_0940025	10/25/2017 9:40 AM	File	31 KB
PRNT0000@@170830_1503056	8/30/2017 3:03 PM	File	6 KB
PRNT0000@@170830_1453015	8/30/2017 9:21 AM	File	14 KB
XFER0000@@170825_1435011	8/25/2017 2:35 PM	File	2 KB
XFER0000	8/25/2017 2:07 PM	File	2 KB
PRNT0000@@170825_0912036	112 AM	File	2 KB
PRNT0000@@170825_0905036	Print Directory:		
DRNIT0000		المعالية المعالم	
PRIVIOUU	<ul> <li>Notice the print fill</li> </ul>	ies will res	ide in <b>UCTPRII</b>
PRNT0003@@170824_1142010.PDF	<ul> <li>Notice the print file</li> <li>Notice the file nai</li> </ul>	me may be	changed and
PRNT0000 PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010	<ul> <li>Notice the print fill</li> <li>Notice the file naid date/time stamp in</li> </ul>	me may be may be ap	changed and bended to the
PRNT0000 PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010 PRNT0003@@170824_1137006	<ul> <li>Notice the print fill</li> <li>Notice the file naid date/time stamp in name</li> </ul>	me may be may be ap	changed and conded to the
PRNT0000 PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010 PRNT0003@@170824_1137006 PRNT0003@@170824_0946019	<ul> <li>Notice the print file</li> <li>Notice the file naid date/time stamp in name</li> </ul>	me may be may be ap	changed and bended to the
<ul> <li>PRNT0000</li> <li>PRNT0003@@170824_1142010.PDF</li> <li>PRNT0003@@170824_1142010</li> <li>PRNT0003@@170824_1137006</li> <li>PRNT0003@@170824_0946019</li> <li>PRNT0003</li> </ul>	<ul> <li>Notice the print file</li> <li>Notice the file naidate/time stamp in name</li> <li>8/24/2017 9:40 AM</li> <li>8/24/2017 9:29 AM</li> </ul>	nes will res me may be may be app File	changed and bended to the 14 KB

**IMPORTANT NOTE:** Before, users would sometimes store personal spreadsheets, etc in their print spool directory in **K:\SECOND\#xxxPRT.** (*xxx* is the three character PCGenesis user ID.) This causes problems with the *VerraDyne Print Spooler*. Therefore, advise all PCGenesis users to <u>not</u> save any miscellaneous files to the **K:\SECOND\#xxxPRT** directories. The print spool directories are used by the system to temporarily contain PCGenesis reports created by the system and should be used for no other purpose.

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## A1.3. Sorting Entries in the VerraDyne Print Queue

The data in the print queue can be sorted by any column at the top of the print queue screen. Click on the column heading to sort the report entries in ascending / descending order.

5					Ve	rraDyne Que	eue Manager				L-	
🔅 Settings 🛛 🤁 Refresh 🗐 File	- <del></del>	Exit 🗻 About			123 0	ueued Files						
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output	~
K:\UCTPRINT\#SPLPRT\VUTILLOG	38674	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10 17(09:40)		P	
K:\UCTPRINT\#SPLPRT\REOG000	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLE	(09:40)		P	
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE		9:40)		P	=
K:\UCTPRINT\#DODPRT\PRNT000	13989	DIANE.OCHALA	HP-2285	Α	1							
K:\UCTPRINT\#SPLPRT\VUTILLOG	993	DIANE.OCHALA	HP-2285	А	1	The	data in t	tha r	vrint aug	ue can h	a sorted by	anv
K:\UCTPRINT\#SPLPRT\VUTILLOG	10578	DIANE.OCHALA	HP-2285	A	1			unc h				any
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	А	1	colu	mn at th	e to	o of the	screen. (	Jick on the	e columi
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHALA	HP-2285	Α	1	head	ding to s	ort a	scendin	a / desce	nding orde	r
K:\UCTPRINT\#SPLPRT\VUTILLOG	8331	DIANE.OCHALA	HP-2285	A	1	nead			Sechan	g / ucsec	inding orde	1
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	Α	1	•	File N	lame	È			
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	A	1	1.	Size					
K:\UCTPRINT\#SPLPRT\VUTILLOG	2758	DIANE.OCHALA	HP-2285	Α	1		012C					
K:\UCTPRINT\#SPLPRT\VUTILLOG	2491	DIANE.OCHALA	HP-2285	A	1	•	User					
K:\UCTPRINT\#SPLPRT\VUTILLOG	15923	DIANE.OCHALA	HP-2285	A	1	1.	Devic	<b>•</b>				
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHALA	HP-2285	A	1		Devie					
K:\UCTPRINT\#DODPRT\PRNT000	31682	DIANE.OCHALA	HP-2285	Α	1	•	Class	5				
K:\UCTPRINT\#DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1	1.	Conie	ac a				
K:\UCTPRINT\#DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	А	1		Copie					
K:\UCTPRINT\#DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	•	Dispo	ositio	n			
K:\UCTPRINT\#DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	А	1	1.	Form					
K:\UCTPRINT\#DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1							
K:\UCTPRINT\#DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1	•	Date					
K:\UCTPRINT\#SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1		Statu	c				
K:\UCTPRINT\#SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1		otatu	3				
K:\UCTPRINT\#SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P	
		1	1	1	1		-		-	1		

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## A1.4. Display Print Queue Reports in PDF Format

The VerraDyne Print Queue Manager allows reports in the print queue to be displayed in PDF format.

5					Ve	rraDyne Que	eue Manager					- •	x
🔅 Settings 🛛 🤁 Refresh 🗐 File	- 🔒 E	xit 🝈 About			123 0	ueued Files							
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date 7	Information	Output		
K:\UCTPRINT\#SPLPRT\VUTILLOG	38674	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		Р		
K:\UCTPRINT\#SPLPRT\REOG000	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P		
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P		=
K:\UCTPRINT\#DODPRT\PRNT000	13989	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	ERROR	10/30/17(09:40)	Email Error K:\UCTQUE	E		
K:\UCTPRINT\#SPLPRT\VUTILLS	003	DIANE.OCHALA	HP-2285	А	1	REQUEUE	LANDSCAPE	HOLD	10/28/17(01-02)		P		
K:\UCTPRINT\#SPLPRT\VUTILLOG	10578		~										
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCH	Jouble-d		( + I	le Nar	ne:						
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHA		s th	ne F	PCGer	nesis rer	ort to	h he disi	played in <b>F</b>	DF for	nat	
K:\UCTPRINT\#SPLPRT\VUTILLOG	8331	DIANE.OCHA	7 110 11	0 11		0001				playoa III I	Di lon	mat	
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P		
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P		
K:\UCTPRINT\#SPLPRT\VUTILLOG	2758	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P		
K:\UCTPRINT\#SPLPRT\VUTILLOG	2491	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P		
K:\UCTPRINT\#SPLPRT\VUTILLOG	15923	DIANE.OCHALA	HP-2285	А	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P		
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHALA	HP-2285	А	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P		
K:\UCTPRINT\#DODPRT\PRNT000	31682	DIANE.OCHALA	HP-2285	А	1	REQUEUE		HOLD	10/25/17(09:40)		P		
K:\UCTPRINT\#DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	Α	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	А	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	Α	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	Α	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	Α	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	Α	1	REQUEUE		HOLD	10/25/17(09:37)		P		
K:\UCTPRINT\#SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P		
K:\UCTPRINT\#SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P		
K:\UCTPRINT\#SPLPRT\REOG0017	16998	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		Ρ		$\neg$

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					Double-click File Nar Double-click File Nar Allows the PDF forma	<b>ne</b> : PCGenesis r at	eport to be d	isplayed	d in	
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## A1.5. Spool PCGenesis Report

PCGenesis reports will be created in the VerraDyne Print Queue Manager in HOLD status.

#### To Spool a print file:

5					Verr	aDyne Que	eue Manager				¢
🔅 Settings 🛛 🤁 Refresh 🗐 Fil	e 🔛 4	Archive Files 🛛 🔒	Exit 🚺 About		39 (	Queued Files		DOCHALA			
File Name	Size	User	Device	Class	Copies	s Disp	Form	Date 7	Status	Information	
K:\UCTPRINT\#DODPRT\P.RNT0000	832	DOCHALA				SCRATCH		05/23/18(15:20)	HOL		
K:\UCTPRINT\#SPLPRT\R	lete		001	А	1	REQUEUE	000	05/23/18(01:03)	HOL	HOLD	
K:\UCTPRINT\#DODPRT\A	move	IALA	001	А	1	SCRATCH	000	05/22/18(10:32)	HOLL	SPOOL	
K:\UCTPRINT\#DODPRT\P	tail Info	IALA	001	А	1	SCRATCH	000	05/22/18(10:31)	HOLD		
K:\UCTPRINT\#DODPRT\P	nail	IALA	001	А	1	SCRATCH	000	05/22/18(10:31)	HOLD		
K:\UCTPRINT\#DODPRT\P	chive	IALA	001	А	1	SCRATCH	000	05/22/18(10:30)	HOLD		
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	А	1	SCRATCH	000	05/22/18(10:30)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	А							
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	А	l F	Right-o	click on t	the <b>Stat</b> i	us fi	eld allows the user	=
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	t t	പ്പ				Conesis report	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А					ert		
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	А		REQUEUE	000	05/19/18(01:02)	HOLD		
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/18/18(01:02)	HOLD		
K:\UCTPRINT\#DODPRT\PSCN0000	2702	DOCHALA	001	А	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29	
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	А	1	REQUEUE	000	05/17/18(01:03)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0001	8690	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0000	13989	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43	
K:\UCTPRINT\#DODPRT\BALR0000	182	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32	
K:\UCTPRINT\#SPLPRT\REOG	16699	DOE	001	А	1	REQUEUE	000	05/16/18(01:02)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0000	20769	DOCHALA	001	А	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19	
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:42)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34	
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	А	1	REQUEUE	000	05/15/18(01:03)	HOLD		
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/14/18(01:03)	HOLD		~

**STATUS:** This field displays the status of the print file.

#### Valid values are:

HOLD - Document is on hold and will not be printed or emailed until it is released. To release the

document, **right click** on the **Status** field for the print file and select the **SPOOL** (Spool) option.

State	US	Date	V	Infe
HOL	D	06/04/18(09:18)		
HOL	D	06/04/18(09:18)		
HOL	n	DC/D4/10/D0.10		
101	× .	HOLD		
HUL		SPOOL «	/	_
HOL	_		<u> </u>	

*SPOOL* - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on **HOLD** by right clicking on status field.

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## A1.6. Display Detail Info

The VerraDyne Print Queue Manager keeps a detail log for every entry in the print queue.

9					Verr	aDyne Que	eue Manager				_ <b>D</b> X
🔅 Settings  🤁 Refresh 🗐 F	ile 🔛	Archive Files 🛛 🔒	Exit 🚺 About		39 (	Queued Files		DOCHALA			
File Name	Size	User	Device	Class	Copies	s Disp	Form	Date 7	Status	Information	^
K:\UCTPRINT\#DODPRT\P.RNT000	n 832	DOCHALA				SCRATCH		05/23/18(15:20)	HOL	HOLD	
K:\UCTPRINT\#SPLPRT\R	elete		001	А	1	REQUEUE	000	05/23/18(01:03)	HOL	HOLD	
K:\UCTPRINT\#DODPRT\A	emove	IALA	001	А	1	SCRATCH	000	05/22/18(10:32)	HOLL	SPOOL	
K:\UCTPRINT\#DODPRT\P	etail Info	JALA	001	Α	1	SCRATCH	000	05/22/18(10:31)	HOLD		
K:\UCTPRINT\#DODPRT\P	mail	IALA	-001	A	1	SCRATCH	000	05/22/10/10-21	HOLD		
K:\UCTPRINT\#DODPRT\P	rchive	IALA	001								
K:\UCTPRINT\#DODPRT\ANNU000	0 869	DOCHALA	001		Rig	ht-clio	ck on the	e File Na	Ime	allows the user	
K:\UCTPRINT\#DODPRT\PRNT000	D 31976	DOCHALA	001	A	to	, tionlay					_
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	A		lispia	y.				=
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А		• De	etail Info	(audit lo	og in	formation)	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А				`	U	,	
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/19/18(01:02)	HOLD		-
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	Α	1	REQUEUE	000	05/18/18(01:02)	HOLD		
K:\UCTPRINT\#DODPRT\PSCN000	) 2702	DOCHALA	001	Α	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018	13:29
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	Α	1	REQUEUE	000	05/17/18(01:03)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT000	1 8690	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT000	D 31976	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\ANNU000	0 869	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT000	0 13989	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018	14:43
K:\UCTPRINT\#DODPRT\BALR000	) 182	DOCHALA	001	Α	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018	14:32
K:\UCTPRINT\#SPLPRT\REOG	16699	DOE	001	Α	1	REQUEUE	000	05/16/18(01:02)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT000	0 20769	DOCHALA	001	А	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018	14:19
K:\UCTPRINT\#DODPRT\PRNT000	0 8690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:42)	HOLD		
K:\UCTPRINT\#DODPRT\PRNT000	0 8690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018	13:34
K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	А	1	REQUEUE	000	05/15/18(01:03)	HOLD		
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•	C	Detail X
FileName:         K:\UCTPRINTY           User:         DIANE.OCHAL           Device:         HP-2285           Form:         LANDSCAPE           Size:         13989           Class:           2017/10/30         10:44           2017/10/30         10:00           2017/10/30         10:00           2017/10/30         10:00           2017/10/30         10:00           2017/10/30         10:00           2017/10/30         09:59           2017/10/30         09:40	#DODPRT\PRNT0000@ A A DODPRT\PRNT0000@ A A Copies: NE.OCHALA (Queue) NE.OCHALA (Queue) NE.OCHALA (Queue) NE.OCHALA (Queue) NE.OCHALA (Queue) NE.OCHALA (Queue)	<pre>@171030_0940041 1</pre>
۲	Detail Info: Displays the print For exar	screen itemizing each action related to file nple, who has released the file for printir

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## A1.7. E-mail PCGenesis Reports

The VerraDyne Print Queue Manager allows reports in the print queue to be e-mailed in PDF format.

9					Verr	aDyne Que	eue Manager			
🔅 Settings 🛛 🔁 Refresh 🗐 I	File 🔛	Archive Files 🛛 🔒	Exit 🚺 About		39	Queued Files		DOCHALA		
File Name	Size	User	Device	Class	Copies	s Disp	Form	Date 7	Status	Information
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K:\UCTPRINT\#SPLPRT\R	Delete		001	А	1	REQUEUE	000	05/23/18(01:03)	HOL	HOLD
K:\UCTPRINT\#DODPRT\A	Remove	IALA	001	А	1	SCRATCH	000	05/22/18(10:32)	HOLL	SPOOL
K:\UCTPRINT\#DODPRT\P	Detail Info	IALA	001	А	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT\#DODPRT\P	Email 🗨		001	A	1	SCRATCH	000	05/22/10/10-21)	HOLD	
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K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	A						
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/20/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	А	1	REQUEUE	000	05/19/18(01:02)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PSCN000	0 2702	DOCHALA	001	А	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	А	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT000	01 8690	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT000	0 31976	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\ANNU00	00 869	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT000	0 13989	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT\#DODPRT\BALR000	0 182	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT\#SPLPRT\REOG	16699	DOE	001	А	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT00	0 20769	DOCHALA	001	А	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT\#DODPRT\PRNT00	00 8690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:42)	HOLD	
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K:\UCTPRINT\#SPLPRT\REOG	16695	DOE	001	А	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А	1	REQUEUE	000	05/14/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	





## A1.8. Archive PCGenesis Reports

The *VerraDyne Print Manager* allows users to permanently archive their PCGenesis report files. The *VerraDyne Print Manager* archives PCGenesis reports to the **Archive Directory**. The user will be able to archive reports to specific archive directories, based on individual users or file types. The user will be able to to view, rename, or requeue the archived files. A full audit tracking log of each archived PCGenesis report will be available, detailing when the report was viewed, requeued, renamed, e-mailed, and/or printed.

The VerraDyne Print Queue Manager allows reports in the print queue to be archived in PDF format.

9							Verra	aDyne Que	eue Manager			<b>_</b> ×
🔅 Settings 🛛 🤁 Refresh 📄	File	Δ	rchive Files	📲 Exit	🚺 About		39 C	Queued Files		DOCHALA		
File Name		Size	User	Der	/ice	Class	Copies	Disp	Form	Date 7	Status	Information
K:\UCTPRINT\#DODPRT\P.RNT(	nnnn	832	DOCHALA					SCRATCH		05/23/18(15:20)	HOL	
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K:\UCTPRINT\#DODPRT\A	Rem	iove	IALA	001		А	1	SCRATCH	000	05/22/18(10:32)	HOLL	SPOOL
K:\UCTPRINT\#DODPRT\P	Deta	il Info	IALA	001		А	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT\#DODPRT\P	Ema	il	IALA	001		Α	1	SCRATCH	000	05/22/10/10-21)	HOLD	
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K:\UCTPRINT\#DODPRT\PRNTC	0000	31976	DOCHALA	001		А		• AI	rchive th	e PCG r	epo	rt 📃
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K:\UCTPRINT\#SPLPRT\REOG		16693	DOE	001		А	1	REQUEUE	000	05/21/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG		16693	DOE	001		А	1	REQUEUE	000	05/20/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG		16697	DOE	001		А	1	REQUEUE	000	05/19/18(01:02)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG		16693	DOE	001		А	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PSCN0	0000	2702	DOCHALA	001		А	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT\#SPLPRT\REOG		16697	DOE	001		А	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0001	8690	DOCHALA	001		А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0000	31976	DOCHALA	001		А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\ANNU	0000	869	DOCHALA	001		А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT(	0000	13989	DOCHALA	001		А	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT\#DODPRT\BALR0	0000	182	DOCHALA	001		A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT\#SPLPRT\REOG		16699	DOE	001		A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0000	20769	DOCHALA	001		A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT\#DODPRT\PRNTC	0000	8690	DOCHALA	001		A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0000	8690	DOCHALA	001		A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT\#SPLPRT\REOG		16695	DOE	001		A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG		16693	DOE	001		A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

The PCGenesis report file will be archived to the **Archive Name** selected in the dialog box. The **Archive Name** will default to the user's archive directory.

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Archive Cancel				
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Retension Days:	0 Retension Ver:	0		

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• The Archive Directory is where the *VerraDyne Print Manager* permanently saves the reports:

#### • K:\UCTARCHIVE\#DODPRT

Settings Crefresh	🔤 A	rchive Files 🛛 🔒	Exit 📑 Ab	oout	199 G	ueued Files		DOCHALA			
File Name	Size	User	Device	Class	Copies	Disp	Form	Date 7	Status	Information	
UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	00T	A	1	REQUEUE	000	06/22/18(14:43)	HOLD		
:\UCTPRINT\FARPMTH\MRPTR010	122	DOCHALA	001			REQUEUE	000	06/22/18(14:43)	HOLD		

The VerraDyne Print Queue Manager allows reports in the archive to be displayed in PDF format.

Y Archive Folders					- 🗆	×
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The *VerraDyne Print Queue Manager* allows reports in the archive to be renamed to a title that is more meaningful to the user.

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The VerraDyne Print Queue Manager keeps track of a detail log for every entry in the archive.



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## A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue'

Successful printing of payroll, vendor check reports, and financial monthly reports is imperative to PCGenesis. The old process created these reports with a disposition of '**SCRATCH**' and automatically deleted these reports from the print queue after printing. With the old system, if there was a network hiccup and the reports were spooled but never printed for some reason, the reports couldn't be recovered.

An enhancement has been made to payroll reports, vendor check reports, and financial monthly reports so that these reports are <u>not</u> automatically deleted from the print queue after being spooled to the printer. Since it is very important to print these reports successfully, now these reports will be created in the *VerraDyne Print Queue* with the disposition '**REQUEUE**', allowing the reports to be spooled and respooled numerous times, if necessary. All other PCGenesis reports will continue to be created with a disposition of '**SCRATCH**'.

It is possible for the user to change the disposition of any PCGenesis report to be what the user desires by right-clicking on the disposition field for a report and selecting either **SCRATCH**, **KEEP**, or **REQUEUE**.

### To change the Disposition of a print file:

The disposition of a print file can be changed by **right clicking** on the disposition (**Disp**) field for the print file and selecting the desired option.

Disposition, valid values are:

*SCRATCH* - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be <u>scratched</u>.

*KEEP* - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will <u>not be scratched</u>.

**REQUEUE** - After printing or emailing, the document entry will <u>remain</u> in the print queue in HOLD status and the file on the disk will be <u>not be scratched</u>. The entry status will be set back to HOLD after printing or emailing.

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**NOTE:** Even though the selected reports will be sent to the *VerraDyne Print Manager* with a disposition of **'REQUEUE'**, the reports will only remain in the print queue for <u>30 days</u> before being permanently deleted. The *VerraDyne Print Manager* constantly cleans up old files and will delete files from the print queue after 30 days regardless of the disposition of the file.

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## A1.10. New Printer Icons for Server/Workstation Desktop

Release 18.02.00 adds two new shortcuts in the **K:\PCGIcon** directory that can be copied to the server desktop and workstation desktop. The **PCGVADMIN** icon brings up the *VerraDyne Print Manager* administration module. The **PCGVQUE** icon brings up the *Verra Dyne Print Queue*. Both shortcuts will require the user to logon using their PCGenesis logon credentials.

Add required PCG shortcuts to server desktop:

- ► PCGenensis print spooler administration: *K*:\*PCGIcon*\
- ► PCGenensis print queue: *K*:\*PCGIcon*\

Add required PCG shortcuts to workstation desktop:

► PCGenensis print queue: *K*:\*PCGIcon*\

## A1.11. Full Backup of K:\ for PCGenesis

Because the *VerraDyne Print Manager* utilizes *SQL Server Express* for the print queue database, school districts must <u>stop</u> the *VerraDyne Queue Service* and the*SQL Express* service prior to running a full backup of the **K**:\ PCGenesis disk drive or else the backup will not run to completion. If the *VerraDyne Queue Service* and the *SQL Express* service are not stopped before running the backup of the **K**: drive, the backup will abort because files will be open in *SQL Server Express*. To solve this problem, the following commands need to be entered in the command prompt for Windows or added to the backup bat file to stop the services:

#### NET STOP VQueueService

#### NET STOP MSSQL\$SQLEXPRESSPCG

After the backup has completed, the following commands can be entered in the command prompt for Windows or added to the backup bat file to restart the services:

#### NET START MSSQL\$SQLEXPRESSPCG

NET START VQueueService

## A1.12. Update for the Microsoft<sup>®</sup> Word Print Queue (QWORD)

The *PCGenesis Microsoft*® *Word Print Queue* (accessed via the button from any PCGenesis menu) has been updated to be compatible with the new *VerraDyne Print Manager* software. The new *VerraDyne Print Manager* software creates print file names that are much longer than before and QWORD has been updated to display the longer names. QWORD has also been updated to read the *SQL Server* database which contains the print files names queued for printing.

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Georgia Department of Education Richard Woods, State School Superintendent July 27, 2018 • 11:33 AM • Page 23 of 72 All Rights Reserved. The updated *PCGenesis Microsoft*® *Word Print Queue* allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Dpen MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete Files(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time. A new *Select All* button (**Select All**) will allow <u>all</u> print files to be selected or deselected at once.

To select a print file or files for deletion or printing, the check box  $\Box$  to the left of the print file(s) must be selected. When selected, the check box displays a check ( $\blacksquare$ ) to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other recent new features include:

- The *Select All* button (<u>Select All</u>) allows <u>all</u> print files to be selected or deselected at once.
- The *Open MSWORD* button (\* Open MSWord) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (\* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (\* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (\* **Delete File(s)**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *3<sup>rd</sup> Party* button ( **3rd Party**) allows the user to print the document for use by a 3<sup>rd</sup> party without any PCL (printer control language) codes.
- The *Labels* button ( Labels ) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft*® *Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1\_QWordMacro2010.pdf

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# A1.13. Print Queue Components Added to Current Release Number Screen

The print queue component fields, highlighted below, have been added to the *Display Current Release Number* screen (F30, F17). These fields are needed for the new *VerraDyne Print Manager* software to access the *SQL Server* database. The print queue component fields on the *Display Current Release Number* screen are available for informational purposes only.

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Display Current Release Number

## A2. Payroll System

## A2.1. New Teachers Retirement System (TRS) Rates for FY 2019

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2018.

Fiscal Year 20	)19									
TRS										
Employer Rate:	20.90%									
Employee Rate:	6.00%									

This release automatically updates the TRS rates into PCGenesis.

## A1.2. New Employees' Retirement System (ERS) Rates for FY 2019

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2018.

Fiscal Year 2019	
Old ERS	
Employer contribution:	20.03%
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I otal Employer Kate:	25.03%
Employee Rate:	1.5%
Fiscal Vear 2019	I

Fiscal Year 2019	1
New ERS	
Employer Rate:	24.78%
Employee Rate:	1.5%

This release automatically updates the ERS rates into PCGenesis.

# **A3. Financial Accounting and Reporting (FAR) System** A3.1. Expand Purchase Order Account Lines to 20

The number of General Ledger accounts on vendor purchase orders has been increased from 10 accounts to 20 accounts. This enhancement will facilitate entering vendor purchase orders by allowing more general ledger data to be entered per purchase order.

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## A3.2. Expand Claim Account Lines to 20

The number of General Ledger accounts on vendor claims has been increased from 10 accounts to 20 accounts. This enhancement will facilitate entering vendor claims by allowing more general ledger data to be entered per claim.

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			18	100	1011	1000	01500	195	1			.50	
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			18	100	1021	1000	61041	195	1			.29	
			18	100	1041	1000	44300	108	1			.30	
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## A3.3. Allow Purchase Order to Print Up to 20 Account Lines

The number of General Ledger accounts on a vendor purchase order has been increased from 10 accounts to 20 accounts. Because up to 20 account lines may now be entered per purchase order, there is a slight change in the way purchase orders are printed.

Today, PCGenesis always prints the general ledger account lines on the last page of the purchase order. Now, to include all 20 account lines, some accounts may be printed on the next-to-last page of the purchase order. The way the purchase order prints depends on the number of inventory lines and the number of account lines as detailed below:

- If there are 10 account lines or less, all accounts will be printed on the last page of the purchase order.
- If there are 10 account lines or more, the accounts will print on the next-to-last page and the last page of the purchase order.
- If there are more than 20 accounts lines, but less than 27 inventory lines, then the remaining accounts lines will be printed on the second page of the purchase order even though no inventory lines are left to be printed on the second page.

Georgia Department of Education Richard Woods, State School Superintendent July 27, 2018 • 11:33 AM • Page 28 of 72 All Rights Reserved. **NOTE:** For school districts using *Softdocs* software to print purchase orders, the changes detailed above require modifications to the *Softdocs* interface. Contact *Softdocs* before installing release 18.02.00 to coordinate software updates. *Softdocs* is aware of the changes to the PCGenesis purchase order print process and will be ready with the required changes to their software.

## A3.4. PCG Server Name and Server Version Added to System Control Information

The **PCG Server Name** and **Server Version** fields have been added to the *System Control Information* screen (F1, F13, F12). The **PCG Server Name** and **Server Version** fields are updated after installing a PCGenesis release. The **PCG Server Name** field is needed for the new *VerraDyne Print Manager* software to access the SQL Server database. The **Server Version** field on the *System Control Information* screen is available for informational purposes only.

🔟 PCG Dist=	8991 Rel=18.0	1.00 03/15,	/2018 DOD 00	3 5V K:\5Y9	TEM K:\SECO	IND	WHITE	
			1700 XXXXX					CTRLPROG
			***** 2121	LII CUNIKU		10M *****		
	State Ass	igned S	ystem <b>#: <u>8</u></b>	<u>791</u>				
	State HSS	signea ch	arter #: Name: SI		BOARD OF	FDUCATION		
		1	Address: 1	02 MAIN S	TREET			
		Cit	y/State: <mark>S</mark>	<u>AITH, GA</u>				
		Z:	ip Code: <u>3</u>	3333	A	+ D-+		
		E-ver.	1+y NU.: _		HUCHUFIZA	CION DACE:		
	6	lithholdi	ng Fund: <u>1</u>	<u>79</u>	PAYROLL CL	EAR		
	Non-Speci	.fic XFER	Vendor: _	2	ERS			
	Gross	; Payroll	Vendor: _	5805	VENDUR 005 UENDOD 000	805		
	Non-	Specific	Source:	2	SOURCE	000002		
	Food Se	rvice Fu	nd/Fisc: 🧕	<u> 0 0</u>	Fund 600		UNSPECIFIE	D
	Sy≤	tem stan	dard PO: Y	(Y or N	)		<i>(</i> <b>a 1 )</b>	
	Highest A	illowable	Iransacti	on Date:	<u>10 31 17</u> (	MM DD YY)	(Required)	
			**	∗ INFORMA	TION ONLY	***		
	PCG Server	Name: PC	G2008TEST			Server	Version: 2008_R2	
	Report Date 3 15 18	e Updat N	e Entry I 213	)ate & Ti 18 14:	me Last 51	Yr. Closed 17	Last Mo/Yr Cl 6 17	osed
	Site Color User Color	On: Y On: Y	GREEN WHITE		Last	PO Xfer 17	Last PO Xfer 09 13 17	Date
							Last Reorg on	: 03/15/2018
ENTER=Val	idate, F16=E	xit		50		1 1	1 1 1	10 01 00
<b>V</b>				F9				10.01.00
F16								

System Control Information

# **A5. Certified/Classified Personnel Information (CPI) System** A5.1. Upload the 2019 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File* – 2019. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

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# Section B: Installation Instructions for Release 18.02.00 Software

## B1. Verify Special Release 18.S.12 or 18.S.16 Installed

**NOTE:** Before **Release 18.02.00** can be installed, the special **Release 18.5.12** or **Release 18.5.16** must be installed.

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select <b>30</b> ( <b>F30</b> - System Utilities).
3	From the <i>System Utilities Menu</i> , select <b>17</b> ( <b>F17</b> - Display Current Release Number).

The following screen displays for Windows Server 2008 or 2008 R2:

	PCG Dist=89	91 R	el=18	.02.00	06/15	/2018	DOD 00	2 <b>SV</b>	K:\SYS	TEM	K:\SEC	DND	۷	VHITE			_ 🗆	×
																	DEFNRELM	
Γ.																		
			T	he Fo	llowi	ng D.	.0.E.	Relea	ases I	lave	Been	Succes	sfull	y Loa	ded:			
									_									
				DUE 1	6.01.	មម	04/01	(201)	6									
				DUE 1	0.02.	<b>UU</b>	00/27	2010	0									
				DUE 1	0.03.	00 04	49/20	/2010	0 6									
				DOE 1	0.03. 6 0h	01 00	01/02	/2011	7									
				DOF 1	7 01	66	04/03	/201	7									
			i	DOE 1	7.02.	ดด	06/30	/201	7									
				DOE 1	7.03.	00	09/25	/201	7									
			1	DOE 1	7.03.	01	11/29	/201	7									
			1	DOE 1	7.04.	00	12/22	/201	7									
			I	DOE 1	8.01.	00	03/05	/201	8									
	.NET	Fram	eworl	k 3.5	: Y	SQL	SERV	ER EX	XPRES:	s 201	2: Y							
	.NET	Frame	eworl	k 4.5	: Y	SQL	L SERV	ER EX	XPRES	S 201	6: N	S	QL MA	NAGEM	IENT S	STUDIO	2016: N	
						<b>D</b>	/5			<b>F 4 7</b>	<b>.</b>							
ENTER						Pre		HIER.	> ur	F 10	LO EX					1	10 01 00	
																1	10.01.00	
F16																		

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A	PCG Dist=8991 Rel=18.02.00 06/15/2018 DFO 003 SV K:\SYSTEM K:\SECOND WHITE - X DEFNRELM
	The Following D.O.E. Releases Have Been Successfully Loaded:
	DOE 16.01.00 03/31/2016 DOE 16.01.01 05/15/2016 DOE 16.02.00 06/30/2016
	DOE 16.03.00 09/30/2016 DOE 16.03.01 11/30/2016
	DOE 16.04.00 12/31/2016 DOE 17.01.00 03/31/2017
	DOE 17.02.00 06/30/2017 DOE 17.03.00 09/25/2017
	DOE 17.03.01 12/01/2017 DOE 17.04.00 12/22/2017
	DOE 18.01.00 03/26/2018
	.NET Framework 3.5: N    SQL SERUER EXPRESS 2012: N .NET Framework 4.5: Y   SQL SERUER EXPRESS 2016: Y    SQL MANAGEMENT STUDIO 2016: Y
	Proce (ENTED) or E16 to Evit
ENTE	
F16	
	Action
	For Windows Server 2008 or 2008 R2 PCGenesis servers, verify Release 18.S.12 has binstalled
	Verify the necessary components are installed. Check that a $\mathbf{Y}$ is displayed next to each the following components
	the following components.
	.NET Framework 3.5: Y
	.NET Framework 4.5: Y
	SQL SERVER EXPRESS 2012: I
	If the above components do not display a 'Y', contact the Technology Management
	Customer Support Center <i>for assistance</i> .
	For Windows Server 2012, 2012 R2, or 2016 PCGenesis servers, verify Release 18.S.16
	been installed.
	Verify the necessary components are installed. Check that a ' <b>Y</b> ' is displayed next to each the following components
	NET E LA C
	.NET Framework 4.5: Y
	SQL SEKVEK EXPRESS 2016: Y
	SUL IVIAINAGEIVIENT STUDIO 2010: Y
	If the above components do not display a 'Y', contact the Technology Management Customer Support Center for assistance

The following screen displays for Windows Server 2012, 2012 R2, or 2016:

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Step	Action
6	Select Enter.
7	Log off the PCGenesis server.
8	Verify users remain logged out of PCGenesis.

## **B2.** Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 18.02.00* before performing any work in PCGenesis for the day, proceed to *B3. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening's backup CD/DVD/USB as **"Data Backup Prior to Release 18.02.00**". Continue to use the backup CD/DVD/USB in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB <b>"Full System Backup Prior to Release 18.02.00</b> ".
5	Proceed to B3. Install PCGenesis Release 18.02.00.

## **B3. Install PCGenesis Release 18.02.00**

## FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display.
	<i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return</i> to the <i>MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	*** ALERT ***
	After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 operating system.
	To check whether the files have been blocked, <b>right-click</b> on each of the downloaded files and select <b>Properties</b> . If you see a security message at the bottom, as shown below, you will need to click the ' <b>Unblock</b> ' button. This is a very important step!
	For each of the downloaded files in K:\INSTAL, right-click on the filename and select 'Properties'.

After right-clicking on each file, select the '*Properties*' option:

Open with Scan with Windows Defender Restore previous versions Send to Cut Copy Create shortcut Delete Rename
Properties

Depending on the version of the Windows operating system, the following screen displays:

INSTLPCG Properties		Z	<u>.</u>	pcgunzip.exe Properties	
General Security Details Previous Versions			General Compatibility Security Details Previous Versions		
	INSTLPCG			pcgunzip.exe	
Type of file:	File		Type of file:	Application (.exe)	
Description:	INSTLPCG		Description:	pcgunzip.exe	
Location:	K:\INSTAL		Location:	K:\INSTAL	
Size:	158 KB (162,304 bytes)		Size:	31.0 MB (32,552,342 bytes)	
Size on disk:	160 KB (163,840 bytes)		Size on disk:	31.0 MB (32,555,008 bytes)	
Created:	Today, July 27, 2018, 2 minutes ago		Created:	Today, July 27, 2018, 9:24:21 AM	
Modified:	Today, July 27, 2018, 2 minutes ago		Modified:	Today, July 27, 2018, 9:24:22 AM	
Accessed:	Today, July 27, 2018, 2 minutes ago		Accessed:	Today, July 27, 2018, 9:24:21 AM	
Attributes:	<u>R</u> ead-only <u>H</u> idden A <u>d</u> vanced		Attributes:	Read-only Hidden Advanced	
Security:	This file came from another computer Unblock and might be blocked to help protect this computer.		Security:	This file came from another computer and might be blocked to help protect this computer.	
	OK Cancel Apply	]		OK Cancel Apply	

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Step	Action				
6	Check the bottom of the ' <i>Properties</i> ' dialog box to see if the following <b>security</b> warning displayed: "This file came from another computer and might be blocked to help protect this computer."				
	If the option is presented, select $\begin{tabular}{ l l l l l l l l l l l l l l l l l l l$				
	Do this for each of the files in the K:\INSTAL directory.				
7	Right-click <b>RELINSTL.BAT</b> and select <i>Run as administrator</i> to perform the installation.				
	A status screen will display showing the release steps as they are completed.				

A screen will display showing the progress of the installation:

📷 PCG Dist=8991 Current Release 17.04.00 0 03/22,	/2018 <b>SV</b> 8991	K:\SECOND					
			Inst1PCG				
Install PCGenesis Release							
18.nn.nn							
Installation Action		Status					
PCGOS		2K 2008					
PCGTYPE		SU US					
Check Previous Install	L	Continue Installation					
PCGenesis Status		No Active User					
PCGUnzip	WinZip Self-Extract	or - pcgunzip.exe 🛛 🗙	I I				
Copy Files	To unzip all files in po folder press the Unzip	cgunzip.exe to the specified Unzip					
Conversion	Unzip to folder:	Run WinZip					
Finish Installation	KINISTAL	Browse Close					
	Overwrite files wit	thout prompting About					
		Help					
		Unzipping LOGONCLR					
_ Any Key to Continue			18.nn.nn				

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🔟 PCG Dist=8991 Current Release 17.04.00 0 03/22/2018	5¥ 8991	K:\SECOND	
Install PC	Genesis Re	lease	Inst1PCG
18.	nn . nn		
Installation Action		Status	
PCGOS		2K 2008	
PCGTYPE		SU	
Check Previous Install		Continue Installation	
PCGenesis Status		No Active User	
PCGUnzip		Files Unzipped	
Copy Files		Files Copied	
Conversion		Conversion Completed	
Finish Installation	•	Installation Successful	
_ Any Key to Continue			18.nn.nn

For PCGenesis *Release 18.02.00* successful installations, the following message displays:

Step	Action
8	Select Enter to close the window.
9	If the installation was successful: Proceed to B4. Verify Release 18.02.00 Was Successfully Installed.
	If the installtion was unsuccessful: Proceed to Step 10.

A problem message displays if an error occurred:

🔟 PCG Dist=8991	Current Release 18.01.00 0 03/22/2018	<b>5V</b> 8991	K:\SECOND	
				Inst1PCG
	Install PC	Genesis Kel	lease	
	18.	nn.nn		
	Installation Action		Status	
	PCGOS		2K 2008	
	PCGTYPE		UZ	
	Check Provinus Install		Continue Installation	
	Sheek Trevious Install		continue installation	
	PCGenesis Status		No Active User	
	PCGUnzip	•	Problem with PCGUNZIP.EXE	
	Copy Files			
	Conversion			
	Finish Installation			
Problem wi	th UNZIP Process!! Call	Help Desk	>	
_ F16 = Exit				18.nn.nn

Step	Action
10	Select <b>F16</b> to close the window.
11	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
12	Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.

A warning message will display if the release installation is repeated:

PCG Dist=8991         Rel=18.01.00         03/22/2018         DOD 010         SY K:\SYSTEM         K:\SECOND         GREY	
	CHANPAYR
Processing Sustem Conversion for Release 18.np.np	
······································	
Release 18.nn.nn conversion of the file	
DESCO	
DESCH	
has already run successfully.	

A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

	PCG Dist=8991	Current Release 18.01.00 0 03/22/2018	<b>5V</b> 8991	K:\SECOND	_ 8 ×
		Install PC	Genesis Re	lease	Inst1PCG
		18.	nn - nn		
		Installation Action		Status	
		PCGOS		2K 2008	
		PCGTYPE		SU	
		Check Previous Install		Continue Installation	
		PCGenesis Status		No Active User	
		PCGUnzip		Files Unzipped	
		Copy Files		Files Copied	
		Conversion		Conversion Completed	
		Finish Installation		Installation Successful	>
<	Release Ta	ble Already Updated			
_	Any Key to	Continue			18.nn.nn

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Step	Action
13	Proceed to B4. Verify Release 18.02.00 Was Successfully Installed.

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### B4. Verify Release 18.02.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select <b>30</b> ( <b>F30</b> - System Utilities).
3	From the System Utilities Menu, select <b>17</b> (F17 - Display Current Release Number).

### The following screen displays:

	PCG Dist=8991	Rel=18.01.00	03/23/2018	PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE	
F							DEFNRELM
		The Fo	llowing C	).O.E. Releases Hau	e Been Succ	essfully Loaded:	
						-	
		DUE 1	6.01.00 6 01 01	03/31/2016			
		DOE 1	6.02.00	06/30/2016			
		DOE 1	6.03.00	09/30/2016			
÷		DOE 1	6.03.01	11/30/2016			
		DUE 1	6.04.00 7 02 00	12/30/2016 06/30/2017			
		DOE 1	7.03.00	09/29/2017			
		DOE 1	7.03.01	11/30/2017			
		DOE 1	7.04.00	12/29/2017			
		DUE 1	8.01.00	03/31/2018			
	.NET Fra	amework 3.5	: N S(	L SERVER EXPRESS 2	2012: N		0.044 · N
	.NET Fre	amework 4.5	.n 30	IL SENVEN ENFRESS 2	. 010. N	SQL PHANGEMENT STODIO	2010. 1
ENTE			Pr	ess <enter> or F1</enter>	6 to Exit		40 04 00
	<b>V</b>						18.01.00
F16							

Step	Action
4	Verify Release 18.02.00 displays.
	The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as <b>DOE 18.02.00</b> displays. If Release 18.02.00 does not display, contact the Technology Management Customer Support Center for assistance.
5	Select Enter.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

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## Section C: Installation Instructions for VerraDyne Print Manager Software

# C1. Install VerraDyne Print Manager Software 03.02.00

### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the <b>K:\VQUEUE03</b> directory.
4	Locate the file QueueSetup.bat in the K:\VQUEUE03 directory.
5	Right-click QueueSetup.bat and select Run as administrator to perform the installation.

The following screen displays:

🗟 License —	D X
Verradyne License Agreement	
VERRADYNE LLC. Software License	, ,
COPYRIGHT	
The SOFTWARE is owned by VerraDyne LLC. and is protected by United States copyright laws and international treaty provisions. Therefore, you must treat the SOFTWARE like any other copyrighted material(e.g., a book or musical recording) except that you make copy of the SOFTWARE solely for backup Or archival purpose.	
GRANT OF LICENSE	
Subject to the terms And conditions of this Agreement, VerraDyne Llc grants To Licensee a non-exclusive, non-transferable license for VerraDyne PrintQueue(the "SOFTWARE") to use on a single server, for the purpose of managing print files. Licensee may use the Licensed Programs In executable format For its own use, And may not translate, modifies, transfer Or sublicense the Licensed Programs to any third party, In whole Or In part, In any form, whether modified Or unmodified.	e
CONSIDERATION TO VERRADYNE a.License fees are due upon delivery and Of the Licensed SOFTWARE. b.License fees Do Not include any sales, use, excise Or similar taxes due. If Licensor Is required To pay any such amounts, Licensee shall reimburse Licensor in full.	
Company Name: License Accept Decline By selecting Accept you agree to terms and conditions of the license ag Cont	ireement.

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Step	Action		
6	Enter the <b>Company Name</b> as <b>Ga DOE</b> .		
7	Accept the terms of the license agreement:		
	Select the 💽 (radio button) to the left of 'Accept'.		
8	Select Continue (Continue) to continue the installation.		

### The following screen displays:

🖌 VerraDyne PrintQue	eue SetUp		×
Com	npany:	GaDOE	
Serv	ver Name:	PCGenesis_Server_Name\SQLEXPRESSpcg	
Print	tQueue Directory:	k:\vqueue	
Serv	vice UserId:		
Serv	vice Password:		
Insta	all VerraDyne PrintQ	Queue Version: 03.02.02	
		Install Exit	
Make sure Userli	d you are using l	has full access to DataBase and is Windows Administrator	
	<u> </u>		

Step	Action
9	Verify the <b>Company</b> as <b>Ga DOE</b> .
10	Verify the Server Name.
	The server name should default to the name of the PCGenesis server followed by <b>\SQLEXPRESSpcg</b> .
	For example, <i>PCGenesis_Server_Name\SQLEXPRESSpcg</i>

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Step	Action
11	Verify the <b>PrintQueue Directory</b> .
	The <b>PrintQueue Directory</b> should default to <b>K:\VQUEUE</b> .
12	Verify the Service UserId and the Service Password.
	Both the Service UserId and the Service Password should be blank.
13	Select Install) to continue the installation.

#### The following screen displays:

VerraDyne PrintQueue SetUp	-	$\times$
Installation Completed		
Company: GADOE		
Server Name: PCGenesis_Server_Name\SQLEXPRESSpcg		
PrintQueue Directory: k:/wqueue V		
Service UserId:		
Service Password:		
Install VerraDyne PrintQueue Version: 03.01.05		
Install		
Make sure UserId you are using has full access to DataBase and is Windows Administrator		
Environment variable VDBINSTANCE added Environment variable VQUEUEDIR added printqueue programs successfully copied to installation Directory Create DataBase Database VQueueDB created Tables created User: Angela.Tennyson Added to user table Service is added. Installation Completed ======Flease Restart your computer======		

Step	Action
14	Verify that "Installation Completed" and "Please Restart your computer" are displayed in the window.
	If "Installation Completed" is <u>not</u> displayed, contact the Technology Management Customer Support Center for additional assistance. Obtain a screenshot of the above screen to send to the help desk to facilitate troubleshooting issues.
15	Select <b>Exit</b> ) to exit the installation procedure.

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The following screen displays:



Step	Action
16	A black Command Prompt screen will display. The final message on the screen will be "Press any key to continue".
	Enter to complete the installation.
17	Now, <b>REBOOT</b> the PCGenesis server.
18	Proceed to C2. Verify VQueue Service is Running.

### C2. Verify VQueue Service is Running

Step	Action
1	Bring up the Control Panel of your PCGeensis server.
	₩. A
	Select Settings (Settings). Then select Control Panel (Control Panel).

The following screen displays:

9	Local Services - Control Panel – 🗖 🗙					
۲	S ▼ ↑ Sontrol Panel ► ▼ C Local Services ×					
1	Administrative Tools					
•	② Search Windows Help and Support for "Local Services"					
Step	Action					
2	Locate the "Search Control Panel" input box in the upper right-hand corner of the scree Enter Local Services in the input box.					

3	Click <sup>(i)</sup> View local services (View local services).

The following screen displays:

			Services	;		
le Action View	Help					
• 🔿 🔲 🖬 🏟	) 📑 🛛 🖬 🕨 🔲 🚺 🕨					
Services (Local)						
Services (Local)	Services (Local)					
	VOueueService	Name	Description	Status	Startup Type	Log On As
		🔍 Superfetch	Maintains a		Manual	Local System
	Stop the service	System Event Notification Service	Monitors sy	Running	Automatic	Local System
	Restart the service	🔍 Task Scheduler	Enables a us	Running	Automatic	Local System
		TCP/IP NetBIOS Helper	Provides su	Running	Automatic (T	Local Service
	Description:	Carlephony	Provides Tel	-	Manual	Network Service
	VerraDyne PrintQueue	C Themes	Provides us	Running	Automatic	Local System
		🔍 Thread Ordering Server	Provides or		Manual	Local Service
		LUPnP Device Host	Allows UPn		Disabled	Local Service
		🔍 User Access Logging Service	This service	Running	Automatic (D.,,	Local System
		G User Profile Service	This service	Running	Automatic	Local System
		🔍 Virtual Disk	Provides m		Manual	Local System
		🔍 Visual Studio Standard Collector Service	Visual Studi		Manual	Local System
		Q VMTools	Provides su	Running	Automatic	Local System
		🔍 VMware Snapshot Provider	VMware Sn		Manual	Local System
		🔍 Volume Shadow Copy	Manages an		Manual	Local System
		OueueService	VerraDyne P	Running	Automatic	Local System
		G Windows All-User Install Agent	Install AppX		Manual (Trig	Local System
		G Windows Audio	Manages au		Manual	Local Service
		Windows Audio Endpoint Builder	Manages au		Manual	Local System
		Windows Color System	The WcsPlu		Manual	Local Service
		Windows Driver Foundation - User-mode Driver Fram	Creates and	Running	Manual (Trig	Local System
		Windows Error Reporting Service	Allows error	nannig	Manual (Trig	Local System
		Windows Event Collector	This service		Manual	Network Service
		Windows Event Log	This service	Running	Automatic	Local Service
		Windows Eirewall	Windows Fi	Running	Automatic	Local Service
		Windows Font Cache Service	Ontimizes n	Running	Automatic	Local Service
		Windows Installer	Adds modi		Manual	Local System
		Windows Internal Database	Provides int	Running	Manual	NT SERVICE\MSSOL\$MICROSOFT##\//ID
		Windows Internal Database	Provides th	Running	Manual	Local Service
		Windows Management Instrumentation	Provides a c	Rupping	Automatic	
	1	windows Management Instrumentation	Provides a C	Kunning	Automatic	Local System

Step	Action
4	Locate the <b>VQueueService</b> . Verify the status of the <b>VQueueService</b> is <i>Running</i> .
5	If the <b>VQueueService</b> is not displayed or is not running, <u>reboot</u> the PCGenesis Server. Then, repeat these steps starting at <i>Step 1</i> .
	If after rebooting the PCGenesis Server, the <b>VQueueService</b> still does not display "Running", contact the Technology Management Customer Support Center for additional assistance.

### C3. Remove PCGSPOOL From "All Users Startup"

Step	Action
1	Remove <i>K:\PCGICON\PCGSPOOL</i> shortcut from "All Users Startup".
2	Remove the PCGenensis print spooler job scheduler (UQUCTL) from scheduled tasks, if present.
3	After completing the steps above, the old <b>USPOOL</b> program should no longer run automatically.

Image: Uspool         Copyright (c) UCT 1999-2018 02.00.05 20020509         Image: Uspool         Image:	_ <b>₽</b> ×

# C4. Add Required PCG Shortcuts to Server/Workstation Desktop

Step	Action
1	Add required PCG shortcuts to server desktop:
	<ul> <li>PCGenensis print spooler administration: K:\PCGIcon\ PCGVADMIN</li> <li>PCGenensis print queue: K:\PCGIcon\ PCGVQUE</li> </ul>
2	Add required PCG shortcuts to workstation desktop:
	• PCGenensis print queue: $K: PCGIcon $ $\mathbb{P}^{CGVQUE}$

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### **C5.** Provide PCGenesis Financial Director with Administrative Access to the Print Manager

Step	Action
1	From the <u>server</u> double-click the PCGVADMIN icon:

The following screen displays:

Please enter valid UserId to logon User Id: Password:	<b>y</b>	VLogon	_ □	x
Please enter valid Userld to logon User Id: Password:	verraDyr	ıe.		
User Id:	Plea	se enter valid Us	erld to logon	
Password:	User Id:			
	Password:			
Ok Exit	Ok		Exit	

Step	Action
2	Enter the Windows User ID of the technology specialist who installed the software.
	If the <b>Windows User ID</b> of the technology specialist who installed the software is <u>the same</u> as a <b>PCGenesis User ID</b> , enter the <b>PCGenesis password</b> that matches the user Id, otherwise do <u>not</u> enter a <b>Password</b> .
3	Select Ok (OK).

### The following screen displays:

Y	Ver	raDyne Queue Administra	ation		Lic	ensed t	o: GaDOE		-	. 🗆 🗙
🔆 Setup 🛛 🛅 Print	tQueue 🛛 📓 Archive Files	Audit Logs 📲 Exit 🕕 Al	oout			I	DOCHALA			
Archive Names VerraDyne Queue Manager										
Control File		Size	User	Device	Class	Copies	Disp	Form	Status	Date
Spool & Print I	Dir	16693	DOE	001	A	1	REQUEUE	000	HOLD	06/01/18((
Email Groups	02	182017	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Printers	02	20769	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Forms	01	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Disers	00	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Add Files to O	00	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Add Flies to Qi	00	869	DOCHALA	001	Α	1	REQUEUE	000	HOLD	05/31/18(
PrintQueue Er	02 02	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Reset Layout	01	8690	DOCHALA	001	Α	1	REQUEUE	000	HOLD	05/31/18(
Ston Spooler	00	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
	TTT VINITOOD 02	869	DOCHALA	001	Α	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\BALR0000	253003	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\PRNT0002	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\ANNU0002	869	DOCHALA	001	Α	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\PRNT0002	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\PRNT0001	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	RT\PRNT0000	20769	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODP	PRT\PRNT0000	1254870	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\DERR0000	13041	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\D3960000	34047	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\MRPTM010	239770	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPM	TH\MRPTJ010	761809	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
<			_		_	_	_	_	_	
Y	Pr	intQueue Log		×	Y		PrintQ	ueue Errors		×
Display Errors [	Display Last 100 Clear Log	js								
2018-06-01 00:00 2018-06-01 00:00 2018-06-01 00:00 2018-06-01 00:00 2018-06-01 00:00 2018-06-01 00:00 2018-06-01 00:00	(L44) PrintQueue CleanUp Fir (L53) Temporary Index Direct (L46) Search indexes updated (L43) Processing Logs Verifier (L42) Archived files checked f (L41) Archived files checked f	ished: 00:00 (VCleanUp) vy Cleanup: 00:00 (VCleanUp) : 00:00 (VCleanUp) f and updated : 00:00 (VCleanUp f and updated : 00:00 (VCleanUp for Retension Daws : 00:00 (VCleanUp) or Retension Daws : 00:00 (VCleanUp)	l eanUp) hIIn) III							
Step	Action									
4	Select Setu	(Setup).								
5	Select U	sers		e <b>rs</b> ) from	the dro	op-do	own bo	DX.		

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The following window displays:

\min VerraDy	ne Queue Admir	istration		Lic	ensed to: Ga DOE	
🔀 Setup	🛅 PrintQueue	📓 Archive Files	Audit Logs	📲 Exit	🚺 About	GENADMIN
VUser S	etup					
🛃 Exit	🕕 About					
User:	AREES AROWELL CGARBER CJONES CSIGUR DOCHALA DOE EBRAXTON Genadmin LGP LOUIS MRUIZ NIA POP SROACHE TEESHA WSHERRELL					

The list of User Ids displayed in the drop-down box will be system specific.

Step	Action
6	Select the drop-down icon (I) to display the list of PCGenesis users.
7	Find the user id of the PCGenesis Financial Director or the PCGenesis user id that should have <u>full access to all files in the print queue and archive</u> .
8	After selecting the correct user id, <b>Enter</b> to proceed to the next screen.

The following window displays:

🏏 VerraDyne Q	Queue Administration Licensed to: Ga DOE	
🗙 Setup 🛛 🛅	PrintQueue 📓 Archive Files 🛛 Audit Logs 丹 Exit 🕕 About	GENADMIN
🖌 User Setup		
Save Delet	te 🚽 Exit 🕕 About	
User: S Password: ** Name: S Email: S	SROACHE     Image: Code: SLR     Archive Access       STEVEN     ROACHE     Image: Code: SLR       SROACHE@DOE.K12.GA.US     SLR	n Delete Archive Files le by User
Defaults Printer: Form: Class: Disposition: Archive:		
Display	y File Path	comma(,)
Step	Action	
9	In the <b>Defaults</b> section of the screen, change the <b>Access</b> field to <b>AD</b>	MIN.
	Select the drop-down icon ( ) for the Access field.	
	Select a value of ADMIN	
10	In the Archive Access section of the screen, check ( $\blacksquare$ ) the box for	the Full Access field.

YerraDyne Queue Administration Licensed to: Ga DOE 🔆 Setup 🛛 📷 PrintQueue 📓 Archive Files Audit Logs 📲 Exit 🕕 About GENADMIN 🖌 User Setup \_ 🗆 🗵 Delete 📲 Exit Save 🚺 About Archive Access User: SROACHE -Full Access 🔽 User Can Delete Archive Files Password: Code: SLR Archives Accessable by User STEVEN ROACHE Name: SLR SROACHE@DOE.K12.GA.US Email: Defaults Printer: • • Form: Mode: • Class: Disposition: • Archive: -ADMIN • Access: Enter archive names seperated by comma(,) 🔽 Display File Path Step Action Save

(Save) to update the record.

The following window displays:

11

Select

The following window displays:

\min VerraDy	ne Queue Administration	Licensed to: Ga DOE	
🔀 Setup	📲 PrintQueue 🛛 📓 Archive Files	Audit Logs 🎒 Exit 🕕 About	GENADMIN
Vuser Se	etup		
🛃 Exit	🚺 About		
User:		Y	
Step	Action		
12	If any other PCGe and archive, repea	enesis user should have <u>administrati</u> t <i>Steps 6 – 12</i> as necessary.	ive access to all files in the print queue
13	Select Exit (Ex	it) to exit the User Setup module.	

### **C6.** Check Printer Definition

Select

#### The following screen displays:

VerraDyne Queue Administration					Lic	ensed	to: GaDOE		_	D X
🔆 Setup  🛅 Print	Queue 📓 Archive Files 🛛 Audit Logs	🛃 Exit 🛛 🚺 About					DOCHALA			
Archive Names	File 🧧 Archive Files 📲 Ex	it 🕕 About	115 Que	eued Files		DO	CHALA			^
Control File		Size U	lser	Device	Class	Copies	Disp	Form	Status	Date
Spool & Print D	Dir D10	239770 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
Email Groups	20	9662 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
Printers	10	1138 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
Forms	120	49460 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
Users	10	70174 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
Report Type	10	761809 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
Email Template	<sup>25</sup> 30	67010 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
Add Files to Qu	eue 20	207790 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
PrintQueue Log	10	639930 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
PrintQueue Erro	or 30	66253 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
Reset Layout	20	78721 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
Stop Spooler	10	232919 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PRNT0003	31976 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PRNT0003	13989 D	OCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PSCN0003	1635 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PSCN0003	1616 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PSCN0003	1645 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\#DODPF	RT\PRNT0003	64139 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPMT	TH\MRPTR020	49460 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPMT	TH\MRPTR010	70174 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPMT	TH\MRPTM010	239770 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPMT	TH\MRPTJ020	9662 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPM1	TH\MRPTJ010	761809 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPM1	TH\MRPTE030	67010 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPM1	TH\MRPTE020	207790 D	OCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(
K:\UCTPRINT\FARPMT	TH\MRPTE010	639930 D	OCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(
Y	PrintQueue Loo	3		×			PrintQu	eue Errors		x
Display Errors D	- isplay Last 100 Clear Logs									
<ul> <li>2018-06-01 13:42</li> <li>2018-06-01 13:36</li> <li>2018-06-01 13:34</li> <li>2018-06-01 13:33</li> </ul>	File copied to Archive test1 (K:\UCTPRINT File copied to Archive test1 (K:\UCTPRINT File copied to Archive test (K:\UCTPRINT\# File copied to Archive test (K:\UCTPRINT\#	A#DODPRTAPSCN00 A#DODPRTAPSCN00 DODPRTAPSCN0003 DODPRTAPRNT0003	03@@180601_1; 03@@180601_1; ) 8@@180601_13;	337025) 336035) 33025)						
2018-06-01 13:32 2018-06-01 13:31	File copied to Archive test (K:\UCTPRINT\ File copied to Archive Multiple Files Selecte	ARPMTH\MRPTJ01	0@@180601_13 BPMTH\MBPTB	29025) n1n@@180						×
*										
Step	Action									
1	Select Setup (Setu	<b>p</b> ).								
2	Printers				.1	1				

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(**Printers**) from the drop-down box.

The following window displays:

Y	VerraDyne Queue Administration									
🔀 Setup	PrintQueue	🗧 Archive Files	Audit Logs	🛃 Exit	🚺 About					
-73		Verra	Dyne Printe	r			<b>— — ×</b>			
🛃 Exit	🚺 About									
Printer la	t:   001 002 006									

The list of **Printer Ids** displayed in the drop-down box will be system specific.

Step	Action
3	Select the drop-down icon ( ) to display the list of PCGenesis printer ids. Highlight and select printer id <b>001</b> .
4	After selecting the correct printer id, Enter to proceed to the next screen.

🎸 Verral	Dyne Queue Administration Licensed to: Ga DOE							
😤 Setur	p 📷 PrintQueue 🗧 Archive Files 🛛 Audit Logs 丹 Exit 🕕 About							
🖏 Verra	aDyne Printer							
📙 Sav	'e 📉 Delete 📲 Exit 🕕 About							
Printer	Id: 001							
Printer	Device: Mprintserver\2275-HPLJ4300dtn							
🗆 Pri	inter supports PCL							
Printer								
Banne	r Paper Trav: Default T Files Printed 0 Files Queued: 2							
Printer								
r nincei								
Form:								
🗖 Eje	ect Before Printing 🔲 Eject After Printing 🔽 Remove First Page Eject 🔲 Class Spooling							
🗆 Fo	rm Control							
p j	Action							
	Verify the <b>Printer Device</b> selection. Verify that the PCGenesis report printer is defin							
	If not, select the drop-down icon ( ) for the <b>Printer Device</b> field and select the corre							
	If not, select the drop-down icon ( ) for the <b>Printer Device</b> field and select the correspondence of the drop-down box.							
	Verify the <b>Printer Device</b> selection. Verify that the PCGenesis report printer is defined in the drop-down icon (☑) for the <b>Printer Device</b> field and select the correspondence is the drop-down box.							
	Verify the <b>Printer Device</b> selection. Verify that the PCGenesis report printer is defined and select the drop-down icon (I) for the <b>Printer Device</b> field and select the correst <b>PCGenesis report printer</b> from the drop-down box.							

The following window displays:

	recentsis report printer noin the drop-down box.									
	\\printserver\2275-HPLJ4300dtn									
	EMAIL									
	Send To OneNote 16									
	Microsoft XPS Document Writer									
	\printserver\2275-HPLJ4300dtn									
	\printserver\2285-hp4300									
	The printers displayed in the drop-down box will be specific to each individu system.									
6	Verify that 'Remove First Page Eject' is checked (.).									
7	Select Save (Save) to update the record.									

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The following window displays:

Y	VerraDyne Queue Administration									
🔀 Setu	ip 📑 PrintQueue	📓 Archive Files	Audit Logs	🛃 Exit	🚺 About					
-75		Verra	Dyne Printe	er		-	×			
🛃 Exi	it 🕕 About						_			
Printe	rld:			~						
tep	Action									
8	Select Exit (F	Exit) to exit the V	/erraDyne I	Printer S	etup module	).				

### **C7.** Setup E-mail Server Information for Print Manager

**<u>NOTE</u>**: Using the E-mail capability available in the VerraDyne Print Manager is **<u>OPTIONAL</u>**.

The PCGenesis Help Desk will not be able to assist in setting up the E-mail server information for school systems. Each school system will have a unique configuration for their e-mail which the Ga DOE would have no knowledge about.

#### The following screen displays:

V	VerraDyne Queue A		Lio	ensed	to: GaDOE		-	. 🗆 🗙		
🔆 Setup 📷 PrintQueue	📓 Archive Files 🛛 Audit Logs 📲 E	kit 🗻 Abo	out				DOCHALA			
Archive Names VerraDyne Queue Manager										
Control File		Size	User	Device	Class	Copies	Disp	Form	Status	Date
Spool & Print Dir		16693	DOE	001	A	1	REQUEUE	000	HOLD	06/01/18(
Email Groups	02	182017	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Printers	02	20769	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Forms	01	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Users	00	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Report Type	00	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Add Files to Queue	00	869	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
PrintQueue Log	02	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
PrintQueue Error	01	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Reset Layout	00	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
Stop Spooler	 voud02	869	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/180
K:\UCTPRINT\#DODPRT\BAL	.80000	253003	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/180
K·\UCTPRINT\#DODPRT\PRI	NT0002	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K·\UCTPRINT\#DODPRT\ANI	NU0002	869	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\#DODPRT\PRI	NT0002	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
			DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
			DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
			DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K·\UCTPRINT\FARPMTH\DFF	380000	13041	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\D39	96000	34047	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
	PTB020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
K:\UCTPRINT\FARPMTH\MR	PTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
	PTM010	239770	DOCHALA	001	Δ	1	REQUEUE	000	HOLD	05/31/18(
	PT.1020	9662	DOCHALA	001	Δ	1	REQUEUE	000	HOLD	05/31/18(
	PT.I010	761809	DOCHALA	001	A	1	REQUEUE	000	HOLD	05/31/18(
<		701000	DOGINER		~		THE GOLDE	000	HOLD	00/01/10(
V	PrintQueue Log	_		x	v	_	PrintOu	aua Errore	_	x
Display Errors Display	Last 100 Clear Logs						rinicqu	eue Enois		
Display Errors         Display Last 100         Clear Logs           2018-06-01         00:00         [L-44] PrintQueue CleanUp Finished: 00:00 (VCleanUp)           2018-06-01         00:00         [L-53] Temporary Index Directory Cleanup : 00:00 (VCleanUp)           2018-06-01         00:00         [L-43] Processing Logs Verified and updated : 00:00 (VCleanUp)           2018-06-01         00:00         [L-43] Processing Logs Verified and updated : 00:00 (VCleanUp)           2018-06-01         00:00         [L-43] Processing Logs Verified and updated : 00:00 (VCleanUp)           2018-06-01         00:00         [L-43] Processing Logs Verified and updated : 00:00 (VCleanUp)           2018-06-01         00:00         [L-43] Processing Logs Checked for Retension Version : 00:00 (VCleanUp)           2018-06-01         [L-43] Processing Logs Checked for Retension Daws : 00:00 (VCleanUp)           2018-06-01         [L-43] Processing Logs Checked for Retension Daws : 00:00 (VCleanUp)										
Step Ac	tion									
1	Setup									

Step	Action
1	Select Setup (Setup).
2	Select Control File (Control File) from the drop-down box.

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The following window displays:

Host Name field.

Step	Action								
4	Use Default Credentials:								
	If checked ( $\blacksquare$ ), when sending email, the system will <u>not</u> use the User Name and Password field on the screen for SMTP authentication. Instead, the system will authenticate using the default credentials of the currently logged on user.								
	If not checked, when sending email, the system will use the <b>User Name</b> field and <b>Password</b> field entered on the screen for SMTP authentication.								
	Some SMTP servers require that the client be authenticated before the server sends e-mail on its behalf. Check ( $\square$ ) this box when this <u>SmtpClient</u> object should, if requested by the server, authenticate using the default credentials of the currently logged on user. For client applications, this is the desired behavior in most scenarios.								
5	Use SSL:								
	When sending emails, the print manager will use Secure Sockets Layer. Your SMTP Server must support SSL.								
6	PORT:								
	Port used by Smtp Server. If the port is left as spaces, the system will default to port 80.								
7	UserName and Password:								
	This is the username and password for SMTP authentications. If <b>Use Default Credentials</b> is checked, you do <u>not</u> need to enter the username and password.								
8	Email From:								
	Enter the default email address. This email address will be used when emailing documents.								
9	Subject:								
	Enter the subject line for all outgoing emails.								
10	Body:								
	Enter the message body of the email for all outgoing emails.								
11	Email Errors:								
	If this box is checked, the system will email all the errors to a specified email address. On this release of the product this function is not activated, and is for future use.								
12	Make the necessary entries on the screen. To test the E-mail server setup, select. Test Smtp (Test Smtp) to generate a test e-mail. Verify that a test e-mail was sent and received.								
13	Once the E-mail server setup has been tested and verified, select <sup>Save</sup> (Save) to update the record.								

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### **C8.** Verify Print Manager Access from Workstations

Step	Action
1	Log into PCGenesis from a user workstation.
	<b><u>NOTE</u>:</b> Adobe Reader must be installed on each individual workstation for PCGenesis reports to display correctly from the <i>VerraDyne Print Manager</i> . If Adobe Reader hasn't been installed on the workstation, install the software from the internet before continuing.
2	Generate a PCGenesis report. <u>Note</u> : It is preferable to generate a <u>short</u> report so that paper is not wasted.
3	After creating a PCGenesis report, return to a menu.

#### The following screen displays:

A P	CG Dist=8991	Rel=18.01.00	06/01/2018	DOD 001	SV K:\SYSTEM	K:\SECOND	W		x			
		Business Applications MASTER										
	FKey 			Master	Menu							
	1 2 3 4 5	Financial Acco Payroll Syster Personnel Syster Certified/Class Budget Syster	ounting & Rep m stem sified Personi m	orting Syst nel Informa	em tion System							
	_ 30	System Utilitie	es									
Master	User <sub>lict</sub> Ures Words P/	AY VEND INTOR MONITOR						14.02.	. 00			
tep _	Action											
4	Select	Uque (Uque	eue) to ent	ter the $Ve$	erraDyne Pr	int Manager.						

Georgia Department of Education Richard Woods, State School Superintendent July 27, 2018 • 11:33 AM • Page 62 of 72 All Rights Reserved. The following screen displays:

5			Verral	Dyne (	Jueue	Manager				_ □	x
🔅 Settings  🤁 Refresh 🗉 File	A 🔤	Archive Files 🛛 🔠 E	xit 🗻 About		115 G	ueued Files		DOCHA	ALA		^
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date 7	Information	
K:\UCTPRINT\FARPMTH\MRPTM010	239	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTJ010	761	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTE020	207	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTE010	639	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\FARPMTH\MRPTB010	232	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)		
K:\UCTPRINT\#DODPRT\PRNT0003	31976	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:55)		
K:\UCTPRINT\#DODPRT\PRNT0003	13989	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Succe	ssf
K:\UCTPRINT\#DODPRT\PSCN0003	1635	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:37)		
K:\UCTPRINT\#DODPRT\PSCN0003	1616	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:36)		
K:\UCTPRINT\#DODPRT\PSCN0003	1645	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:34)		
K:\UCTPRINT\#DODPRT\PRNT0003	64139	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:33)		
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTM010	239	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTJ010	761	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)		
K:\UCTPRINT\FARPMTH\MRPTE020	207	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)		~
<			Ш								>

### The items in the print queue will be system specific.

Step	Action							
5	To Refresh the Print Queue:							
	To refresh the print queue, click on the <b>C</b> Refresh (Refresh) field and select the							
	Refresh_queue (Refresh queue) option.							
	C Refresh 🗐 File 🧱 🖉							
	Refresh_queue							
	Auto Refresh							
	¢ Reset Layout							
	Refresh Queue: When selected, print queue will be redisplayed and refreshed.							

Step	Action								
6	Sorting Columns:								
	You can sort columns in the <i>VerraDyne Print Manager</i> by clicking on the column heading. When a sort is selected, the <i>VerraDyne Print Manager</i> will display the column heading in an orange color. For example, in the screen shown above, the print files are shown in order by date Date 7 (Creation Date).								
	The <b>Sort</b> option is saved by user id when Exit (Exit) is selected on the menu bar.								
	If you wish to reset the column sort, click <b>Settings</b> (Settings) on menu bar, and select the								
	Clear Sort (Clear Sort) option, as shown below.								
	😻 Settings 🔀 Refres								
	Set Filter								
	Clear Filter								
	Clear Sort								

The following screen displays:

VerraDyne Queue Manager														
] 🗴 Settings 🔀 Refresh 📄 File 🧧 Archive Files 📲 Exit 🕕 About 🛛						143 (	Queued Files		DOCHALA	DOCHALA				
File Name		Size	User	Device	Class	Copies	Disp	Form	Status	Date 🗸 🗸	Information	Output		
K:\UCTPRINT\#	DODPRT\PSCN0004	966	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/04/18(09:18)		Р		
K:\UCTPRINT\#	DODPRT\PSCN0004	2027	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/04/18(09:18)		Р		
K:\UCTPRINT\#	DODPRT\PSCN0004	1826	DOCHALA	001	А	1	REQUEUE	000	ног			Р		
K:\UCTPRINT\#	DODPRT\PSCN0004	2430	DOCHALA	001	А	1	REQUEUE	000	ног	HOLD	nt Completed Succe	Ρ		
K:\UCTPRINT\#	DODPRT\PSCN0003	2600	DOCHALA	001	Α	1	REQUEUE	000	HOL	SPOOL		Р		

Step	Action											
7	<u>To Spool a print file:</u>											
	<b>STATUS:</b> This field displays the status of the print file.											
	Valid values are:											
	HOLD - Document is on hold and will not be printed or emailed until it is released. To release the document, <b>right click</b> on the <b>Status</b> field for the print file and select the <b>SPOOL</b> (Spool) option.											
	Status Date 7 Info											
	HOLD 06/04/18(09:18)											
	HOLD 06/04/18(09:18)											
	HOLD HOL HOL											
	<i>SPOOL</i> - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on <b>HOLD</b> by right clicking on status field.											
8	Verify that the PCGenesis report was spooled to the printer.											

The following screen displays:

🕤 VerraDyne Queue Mana													
🔅 Settings 🛛 🤁 Refresh 🗐 File	Archive Files	📲 Exit	🚺 About	ut 143 Queued Files					DOCHALA				
File Name		User	Dev	vice	Class Co		Disp	Form	Status	Date 🗸 🗸	Information	Output	
K:\UCTPRINT\#DODPRT\PSCN0004	966	DOCHALA	001		А	1	REQUEUE	000	HOLD	06/04/18(09:18)		Р	
K:\UCTPRINT\#DODPRT\PSCN0004	2027	DOCHALA	001		A	1	REQUEUE	000	HOLD	06/04/18(09:18)		Р	
K:\UCTPRINT\#DODPRT\PSCN0004	1826	DOCHALA	001				REQUEU	NEED NEED	HOLD	06/04/18(09:18)		Р	
K:\UCTPRINT\#DODPRT\PSCN0004	2430	DOCHALA	001		A	1	REQUEU	RECHEUE	HOLD	06/04/18(09:18)	Print Completed Succe	Р	
K:\UCTPRINT\#DODPRT\PSCN0003	2600	DOCHALA	001		А	1	REQUEU	SCRATCH	HOLD	06/04/18(09:18)		Р	
K:\UCTPRINT\#DODPRT\PRNT0003	8690	DOCHALA	001		A	1	REQUEU	OUD	HOLD	06/04/18(08:59)		Ρ	

Step	Action										
9	To change the Disposition of a	print file:									
	<ul> <li>The disposition of a print file can be changed by right clicking on the disposition (Disp) field for the print file and selecting the desired option.</li> <li>Disposition, valid values are:</li> <li>SCRATCH - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be <u>scratched</u>.</li> </ul>										
	<ul> <li><i>KEEP</i> - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will <u>not be scratched</u>.</li> <li><i>REQUEUE</i> - After printing or emailing, the document entry will <u>remain</u> in the print queu in HOLD status and the file on the disk will be <u>not be scratched</u>. The entry status will be back to HOLD after printing or emailing.</li> </ul>										
		Disp	Form								
		REQUEUE	000								
		REQUEUE	000								
		REQUEU REQUEU REQUEU REQUEU	KEEP REQUEUE SCRATCH								

### The following screen displays:

9			VerraDyne Queue Manager										
l 🔅 Settings  🤁 Refresh 📄 File	📓 Archive Files 🛛	引 Exit 🛛 🕕 About	Exit 🚺 About 142 Queued Files						DOCHALA				
File Name	Size User	Device	Class	Copies	Disp	Form	Status	Date 7	Information	Output			
K:\UCTPRINT\#DODPRT\PSCN0014	2027 DOCHALA				REQUEUE		HOLD	06/04/18(09:18)					
K:\UCTPRINT\#DODPRT\PSCN00	Delete	001	А	1	REQUEUE	000	HOLD	06/04/18(09:18)		P			
K:\UCTPRINT\#DODPRT\PSCN00	Remove	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)	Print Completed Succe	P			
K:\UCTPRINT\#DODPRT\PSCN00	Detail Info	001	Α	1	REQUEUE	000	HOLD	06/04/18(09:18)		P			
K:\UCTPRINT\#DODPRT\PRNT00	Email	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)		P			
K:\UCTPRINT\#DODPRT\PRNT00	Archive	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)	Print Completed Succe	P			

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Step	Action											
10	<u>File options</u> : The file options can be selected by <b>right clicking</b> on the file name ( <b>File Name</b> ) field for the											
	print file and selecting the desired option.											
	Valid options are:											
	<b>DELETE</b> - You can delete a print file from the queue by <b>right clicking</b> on the filename and selecting <b>Delete</b> . If you select <b>Delete</b> , the entry will be removed from the queue and the file is deleted from the disk.											
	<b>REMOVE</b> - You can remove a print file from the queue by <b>right clicking</b> on the filename and selecting <b>Remove</b> . If you select <b>Remove</b> , the entry will be removed from the queue, and the file is <u>not</u> deleted from the disk.											
	<b>DETAIL INFO</b> - You can view a detail log of the print file by <b>right clicking</b> on the filename and selecting <b>Detail Info</b> . By selecting the <b>Detail Info</b> option, you can view the detailed log regarding the selected file.											
	<i>EMAIL</i> - You can email a print file from the queue by <b>right clicking</b> on the filename and selecting <i>Email</i> . You can email the document(s) directly from queue or <i>Archive Folders</i> by selecting the <i>Email</i> option. The sender's email address is automatically defaulted to the user's email address defined in <i>User</i> maintenance. The print file will be emailed in PDF format. You can enter the email address of recipient or select from the list of groups previously defined. If no subject or message is entered, the program will default to standard subject and message defined in the control file. If the <i>Requeue</i> option is checked, the program will send a separate email with the password to all recipients.											
	<i>ARCHIVE</i> - You can archive a print file from the queue by <b>right clicking</b> on the filename and selecting <i>Archive</i> . You can modify the filename for the archive, retention days and retention version. Also, you can select to remove the file from print queue after archiving.											
	If multiple files are selected for archiving, program will display <i>Multiple Files Selected</i> . To select <u>multiple</u> files to archive from the print queue, select the files you wish to archive, <b>right click</b> , and select <i>Archive</i> . The maximum number of files which can be selected for archiving is 100											
	K:\UCTPRINT\#DODPRT\PSCN00 Delete											
	K:\UCTPRINT\#DODPRT\PSCN00 Remove											
	K:\UCTPRINT\#DODPRT\PSCN00											
	K:\UCTPRINT\#DODPRT\PRNT00											
	K:\UCTPRINT\#DODPRT\PRNT00 Archive											
11	Displaying the Print File:											
	You can display the PCGenesis reports in the print queue by <b>double clicking</b> on the filename. The <i>VerraDyne Print Manager</i> will display the file in pdf format as shown below.											

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The following screen displays:

2	PRNT0003@@180604_0859037.PDF - Adobe Acrobat Reader DC
File Edit View Window Help	
Home Tools PRNT0003@@180 ×	
🖺 🏟 🖶 🖾 Q 🗇 🕒 1	/ 2 🕨 \ominus 🕂 78.4% 🕶 📙 📴 🐺 🤛 🖉
REPORT DATE 06/04/18	DEDUCTION CODE LISTING PAGE 1
CODE DESCRIPTION	EMPLR PROC TYPES EMPLR EMPLR EMPLR PERCENT SORT TYPE VENDOR FUND PRGM FUNC BLNC IND SDHABXYQP AMT/PCT OBJ BLNC
00         FRINE           01         FRELOWEE INNUITY           02         EMPLOYEE IND ANNUITY           03         FED WH TAX           04         GA INCOME TAX           05         GED WH TAX           06         GA INCOME TAX           07         GED WH TAX           08         CENTIFIED MERIT           10         VENDOR 000268           11         VENDOR 000065           13         I-VNDR 000006           14         I-VNDR 000012           15         VENDOR 000012           16         VENDOR 000012           17         VENDOR 000012           18         COURT WH           20         COURT WH           21         COURT WH           22         VENDOR 000005           23         CUNICN 001001           24         VENDOR 000005           25         VENDOR 0000005           26         COURT WH           21         COURT WH           22         VENDOR 000100           24         VENDOR 000175           35         VENDOR 000175           36         VENDOR 000175           36         VE	00.0000         99         000000         000         0000         0000         000

### PCGenesis Report Displayed in PDF Format

Step	Action
12	Exit the PCGenesis application.
13	Verify the PCGVQUE shortcut on the desktop:
	Access the VerraDyne Print Manager from the desktop icon.
	From the user's workstation double-click the PCGVQUE icon:

The following screen displays:

М	VLogon 🗕 🗖 🗙								
VerraDyne									
Please enter valid UserId to logon									
User Id:									
Password:									
0	c Exit								

Step	Action
14	The PCGenesis user should enter their PCGenesis credentials. Enter the PCGenesis User Id and Password.
15	Select Ok (OK).

The following screen displays:

5			Verra	Dyne (	Jueue	Manager				_ □ >	×	
🔅 Settings 📿 Refresh 🗐 File 🧧 Archive Files 📲 Exit 🕤 Abc					115 G	ueued Files		DOCH/	DOCHALA			
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date 🗸	Information		
K:\UCTPRINT\FARPMTH\MRPTM010	239	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTJ010	761	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTE020	207	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTE010	639	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:58)			
K:\UCTPRINT\FARPMTH\MRPTB010	232	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:58)		]≡	
K:\UCTPRINT\#DODPRT\PRNT0003	31976	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:55)			
K:\UCTPRINT\#DODPRT\PRNT0003	13989	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Success	sf	
K:\UCTPRINT\#DODPRT\PSCN0003	1635	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:37)			
K:\UCTPRINT\#DODPRT\PSCN0003	1616	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:36)			
K:\UCTPRINT\#DODPRT\PSCN0003	1645	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:34)			
K:\UCTPRINT\#DODPRT\PRNT0003	64139	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:33)			
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTM010	239	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTJ010	761	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	А	1	REQUEUE	000	HOLD	06/01/18(13:29)			
K:\UCTPRINT\FARPMTH\MRPTE020	207	DOCHALA	001	Α	1	REQUEUE	000	HOLD	06/01/18(13:29)		~	
<					·					>	i	

#### The items in the print queue will be system specific.

Step	Action
16	Repeat Steps $5 - 10$ to ensure access to the VerraDyne Print Manager from the desktop icon.

### C9. Clean Up K:\SECOND\#xxxPRT

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\SECOND directory.
4	Remove miscellaneous files in the K:\SECOND\#xxxPRT directories that are not actually PCGenesis reports. (xxx is the three-character PCGenesis user ID.) Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. This causes problems with the VerraDyne Print Spooler. Therefore, remove ALL #xxxPRT directories that are currently present in K:\SECOND. Copy these directories somewhere outside of K:\SECOND so that they do not interfere with the VerraDyne Print Spooler. As users create new PCGenesis reports, the #xxxPRT directories will be recreated automatically with only valid PCG reports, and then the VerraDyne Print Spooler will run smoothly.
5	Advise all PCGenesis users to <u>not</u> save any miscellaneous files to the <b>K:\SECOND\#xxxPRT</b> directories.

## Section D: After PCGenesis Release 18.02.00 Has Been Installed

# D1. Perform a PCGenesis Full Backup After Release 18.02.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB <b>"Full System Backup After Release 18.02.00</b> ".