

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 18.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.03.00*.

PCGenesis supporting documentation is provided at:

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

September, 2018 Payroll Completion Instructions

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

A PCGenesis E-mail User List Is Available

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!

Mark Your Calendars!

PCGenesis Sessions and Training at GASBO 2018

The Georgia Department of Education is pleased to announce that PCGenesis will be offering two full days of sessions and training at this year's GASBO conference in November 2018. PCGenesis will have a dedicated room and will be offering eight sessions with four different presenters. Gary Jenkins of Jasper County will be returning this year to offer four classes on the *PCGenesis Budget System* and *Gross Data Export/Import*. Contact GASBO for information about conference registration.

The tentative GASBO sessions are as follows:

Date	Session Name	Presenter
Wed 7, 2018 – Session 1	PC Genesis Current Status and Future Plans	Diane Ochala
Wed 7, 2018 – Session 2	PC Genesis Recent Enhancements and the New VerraDyne Print Queue	Diane Ochala
Wed 7, 2018 – Session 3	PC Genesis Future: Migration to a Relational Database	Angela Tennyson
Wed 7, 2018 – Session 4	PCGenesis and the CPI Process	Katie Green
Wed 7, 2018 – Session 5	PCGenesis Budget System: Overview and Setup	Gary Jenkins
Date	Session Name	Presenter
Thurs 8, 2018 – Session 1	PCGenesis Budget System: Gross Data Export/Import; Budget flags; Salary Tables	Gary Jenkins
Thurs 8, 2018 – Session 2	PCGenesis Budget System: Sandbox Process	Gary Jenkins
Thurs 8, 2018 – Session 3	PCGenesis Budget System: Create and Finalize Budget	Gary Jenkins

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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 Queue Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Queue Manager* has much in common with the existing PCGenesis print queue because the same company created both systems.

PCGenesis release 18.03.00 delivers an upgrade to the *VerraDyne Queue Manager*. *VerraDyne* version 03.02.10 is now available as shown below.



VerraDyne Queue Administration – Form Maintenance

VerraDyne version 03.02.10 fixes a problem with displaying PCGenesis reports in PDF format when the *Form* definition did not have a font defined. Now, the *VerraDyne* software will automatically default to COURIER if the font is not defined correctly on the *Form* definition. In addition to the software correction, PCGenesis release 18.03.00 also updates the *VerraDyne Form* definitions to ensure that all forms use the COURIER font.

VerraDyne Queue Administration – Spool and Print Directories

VerraDyne version 03.02.10 fixes a problem with the VSPOOL crashing when the **UserId** field for *Spool and Print Directories* was not set correctly. Now the program will default based on the **UserId** of user who created the report.

VerraDyne Queue Administration – Control File Maintenance

PCGenesis release 18.03.00 also updates the *VerraDyne Control File* for the field **Remove Non-Existing Files After**. Before, non-existing files were removed after 3 days. Now, non-existing files are removed after 1 day. This facilitates clean up of the print queue.

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Features of the VerraDyne Queue Manager

The *VerraDyne Queue 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 Queue Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Queue Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new VerraDyne Queue 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 Queue Manager



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

Α	PCG Dist=8991	Rel=18.01.00	05/23/2018	DOD 001	SV K:\SYSTEM	K:\SECOND	۷	V – 🗖 🗙
			Bu	siness App	plications			MASTER
	FKey			Master	Menu			
	1 2 3 4 5	Financial Acco 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					
Mast.	ur Uran Words Mar							14.02.00

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



The *VerraDyne 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.

5					Verr	aDyne Que	ue Manager			
🔅 Settings 🛛 🔁 Refresh 📄 File	e 🔛 4	Archive Files 🛛 🔒 I	Exit 🗻 About		39 (Queued Files		DOCHALA		
File Name	Size	User	Device	Class	Copies	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	170	001	A	1	SCRATCH	000	05/22/10/10-21\		
K:\UCTPRINT\#DODPRT\P	chive	IALA		Α	Ria	ht_clic	k on the	Filo Na	mo	allows the user to:
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	001		ing				ine	allows the user to.
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	А						
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А		• De	etail Info	(audit lo	og in	formation)
K:\UCTPRINT\#SPLPRT\REOG	16697	DOE	001	А		• F-	mail (e-i	mail PC(G rei	port to another user)
K:\UCTPRINT\#SPLPRT\REOG	16693	DOE	001	А						
K:\UCTPRINT\#DODPRT\PSCN0000	2702	DOCHALA	001	Α		• Ar	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	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	×

<u>IMPORTANT NOTE</u>: Multiple files can be selected at the same time by right-clicking and then holding the *Shift* or *Control* key while selecting the relevant files. For example, this allows multiple files to be deleted or spooled to the printer at the same time.

Also, the **Remove** option is <u>not</u> recommended since this option does not delete the report file from the disk drive. It is recommended to always use the **Delete** option to permanently delete the report entry from the print queue <u>and</u> from the disk drive.

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 Service* 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 Service* 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 KI
PRNT0000@@170830_1503056	8/30/2017 3:03 PM	File	6 KI
PRNT0000@@170830_1453015	8/30/2017 9:21 AM	File	14 K
XFER0000@@170825_1435011	8/25/2017 2:35 PM	File	2 K
XFER0000	8/25/2017 2:07 PM	File	2 K
PRNT0000@@170825_0912036	212 AM	File	2 K
PRNT0000@@170825_0905036	Print Directory:	les will res	ide in UCTPRI
PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010 PRNT0003@@170824_1137006	 Notice the print in date/time stamp r name 	me may be may be ap	e changed and pended to the
 PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010 PRNT0003@@170824_1137006 PRNT0003@@170824_0946019 	Notice the file name date/time stamp r name 0/24/2017 9:40 AM	me may be may be ap	e changed and bended to the
 PRNT0003@@170824_1142010.PDF PRNT0003@@170824_1142010 PRNT0003@@170824_1137006 PRNT0003@@170824_0946019 PRNT0003 	Notice the file nar date/time stamp r name <u>8/24/2017 9:40 AM</u>	me may be may be app File	e changed and bended to the 2 Ki 14 Ki

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							_ □	x
🗴 Settings 🛛 🔁 Refresh 📄 File		Exit 🗻 About			123 (Queued Files									
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	7	Information	Ou	rtput		<u>^</u>
K:\UCTPRINT\#SPLPRT\VUTILLOG	38674	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOLD	1	17(09:40)		P			
K:\UCTPRINT\#SPLPRT\REOG000	16409	DIANE.OCHALA	HP-2285	Α	1	REQUEUE	LANDSCAPE	HOL		(09:40)		P			
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	А	1	REQUEUE	LANDSCAPE			9:40)		P			≡
K:\UCTPRINT\#DODPRT\PRNT000	13989	DIANE.OCHALA	HP-2285	А	1										
K:\UCTPRINT\#SPLPRT\VUTILLOG	993	DIANE.OCHALA	HP-2285	А	1	The	data in	the i	orint	ane	ue can	he sc	orted h	nv anv	,
K:\UCTPRINT\#SPLPRT\VUTILLOG	10578	DIANE.OCHALA	HP-2285	А	1		uata iri			que	uc can	00 30		by any	/
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	Α	1	colu	mn at th	ie to	p of	the	screen.	Clic	k on ti	ne col	lumr
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHALA	HP-2285	А	1	head	dina to s	ort a	asce	ndin	a / des	cendi	na ora	ler	
K:\UCTPRINT\#SPLPRT\VUTILLOG	8331	DIANE.OCHALA	HP-2285	А	1	nea			1000	/I GIII	ig / uco	oonai	ing on		
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	А	1	•	File N	lam	е						
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	А	1		Size								
K:\UCTPRINT\#SPLPRT\VUTILLOG	2758	DIANE.OCHALA	HP-2285	А	1	1	0120								
K:\UCTPRINT\#SPLPRT\VUTILLOG	2491	DIANE.OCHALA	HP-2285	А	1	•	User								
K:\UCTPRINT\#SPLPRT\VUTILLOG	15923	DIANE.OCHALA	HP-2285	А	1	1.	Devic								
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHALA	HP-2285	А	1	1									
K:\UCTPRINT\#DODPRT\PRNT000	31682	DIANE.OCHALA	HP-2285	Α	1	•	Class	5							
K:\UCTPRINT\#DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1		Conie	20							
K:\UCTPRINT\#DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1		Copic								
K:\UCTPRINT\#DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	•	Dispo	ositic	n						
K:\UCTPRINT\#DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	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	1			

The selected **Sort** option is saved and remembered <u>by user id</u> when **Exit** (**Exit**) is selected on the menu bar. The system will remember the user's sort settings every time the user logs into the system.

If you wish to reset the column sort, click Settings (Settings) on menu bar, and select the

Clear Sort

(Clear Sort) option, as shown below.

	🛎 Settings	CRefres	
ĺ	Set Filt	er 🛛	
	Clear F	ilter	
I	Clear S	ort	←

If the PCGenesis reports do not appear to be sorted correctly, always start by selecting the **Clear Sort** option before clicking on a column heading to sort the entries. The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order.

A1.4. Display Print Queue Reports in PDF Format

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

					Verr	raDvne Oue	eue Manager				-	D X
Settings CRefresh Elle		vit 📅 About			123 00	unuad Files						
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date 7	Information	Output	
K:\UCTPRINT\#SPLPRT\VUTILLOG	38674	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P	
K:\UCTPRINT\#SPLPRT\REOG000	16409	DIANE.OCHALA	HP-2285	А	1 F	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P	
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P	=
K:\UCTPRINT\#DODPRT\PRNT000	13989	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	ERROR	10/30/17(09:40)	Email Error K:\UCTQUE	E	
K:\UCTPRINT\#SPLPRT\VUTILLS	003	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/28/17(01-02)		P	
K:\UCTPRINT\#SPLPRT\VUTILLOG	10578											
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCH	Double-	-clicł	k Fil	e Nan	ne:					
K:\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE.OCHA		Ne th	he P	CGar	nacie ra	nort t	o ha disi	nlaved in F	DE form	at
K:\UCTPRINT\#SPLPRT\VUTILLOG	8331	DIANE.OCHA	Allow	// 3 เเ		COEI	1031310	porti	o be uis	played in r		αι
K:\UCTPRINT\#SPLPRT\REOG@@	16409	DIANE.OCHALA	HP-2285	А	1 F	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P	_
K:\UCTPRINT\#SPLPRT\VUTILLOG	4276	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P	
K:\UCTPRINT\#SPLPRT\VUTILLOG	2758	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		Р	
K:\UCTPRINT\#SPLPRT\VUTILLOG	2491	DIANE.OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P	
K:\UCTPRINT\#SPLPRT\VUTILLOG	15923	DIANE OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P	
K-\UCTPRINT\#SPLPRT\REOG@@	16413	DIANE OCHALA	HP-2285	A	1 F	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P	
K-UCTPRINT/#DODPRT/PRNT000	31682	DIANE OCHALA	HP-2285	A	1 F	REQUEUE	211200112	HOLD	10/25/17(09:40)		P	
K:\UCTPRINT\#DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1 F	REQUEUE		HOLD	10/25/17(09:37)		P	
K:UCTPRINT #DOEPRT PRNT0000	31692		HP-2285	Δ	1 5	REQUEUE		HOLD	10/25/17(09:37)		P	
K-UCTPRINT/#DOEPRT\ARPT0003	1559		HP-2285	Δ	1 5	REQUEUE		HOLD	10/25/17(09:37)		P	
KULCTRRINT #DOERRT ARRT0001	1559		HP-2205	Δ	1 5			HOLD	10/25/17(09:37)		P	
K-UCTPRINT/#DOEPRT\ARPT0000	371		HP-2205	Δ	1 5	REQUEUE		HOLD	10/25/17(09:37)		P	_
KULCTRRINT #DOERTY ARRT0002	1559		LID-2205	A	1 0			HOLD	10/25/17(09:37)		, D	_
KALICTERINT #SPI RET RECOMME	1000		LID 2205	^	1 5			HOLD	10/25/17(03:37)		P	_
KAUCTERINT #SPLERT (REGG0046	10411	DIANE OCHALA	HF-220J	^	1 6		LANDSCAPE	HOLD	10/25/17(05.36)		r D	
KAUCTERINT #SPLERT REGGI023	10000	DIANE OCHALA	HF-2200	~	1 6		LANDSCAFE	HOLD	10/25/17(05.36)		r D	
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A1.5. Spool PCGenesis Report

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

To Spool a print file:

5					Verr	aDyne Que	ue Manager			_ _ ×
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K:\UCTPRINT\#DODPRT\P	rchive	IALA	001	А	1	SCRATCH	000	05/22/18(10:30)	HOLD	
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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.

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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.

Refer to Section A1.9. Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue' for a discussion of the disposition of a printed file.

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A1.6. Display Detail Info

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

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A1.7. E-mail PCGenesis Reports

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

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K:\UCTPRINT\#DODPRT\P	RNT0001	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD			
K:\UCTPRINT\#DODPRT\P	RNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD			
K:\UCTPRINT\#DODPRT\A	NNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD			
K:\UCTPRINT\#DODPRT\P	RNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43		
K:\UCTPRINT\#DODPRT\B	ALR0000	182	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32		
K:\UCTPRINT\#SPLPRT\R	EOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD			
K:\UCTPRINT\#DODPRT\P	RNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19		
K:\UCTPRINT\#DODPRT\P	RNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD			
K:\UCTPRINT\#DODPRT\P	RNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34		
K:\UCTPRINT\#SPLPRT\R	EOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD			
K:\UCTPRINT\#SPLPRT\R	EOG	16693	DOE	001	Α	1	REQUEUE	000	05/14/18(01:03)	HOLD	✓		
7						[Documer	nt Email					
Send Cancel													
From: DC	CHALA	@DOE	.K12.GA.U	S	Attac	hment	: PRNTO	000@@171030	_0940041				
To: km	carthur(⊇dow.k	:12.ga.us	~	✓ R	lequeu	ie P	df Password:			Email Password		
Subject: tes	ting e-m	ail featu	ure of new r	print queue									
,													
Managan													
wessage. tes	ting e-m	ail featu	ure of new p	print queue									
	Allows the PCGenesis report to be e-mailed to												
	ather individuals												
							0		ividuals				



A1.8. Archive PCGenesis Reports

The *VerraDyne Queue Manager* allows users to permanently archive their PCGenesis report files. The *VerraDyne Queue 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 Queue Manager allows reports in the print queue to be archived in PDF format.

7)						Verr	aDyne Que	eue Manag	er		
🔅 Settings 🤁 Refresh 📋	File	A 🔤	rchive Files	🔒 Exit 🛛 🚺 About		39	Queued Files		DOCHALA		
File Name	S	bize	User	Device	Class	Copie	s Disp	Form	Date 🔽	Status	Information
K:\UCTPRINT\#DODPRT\P.RNT(nnn la	32	DOCHALA				SCRATCH		05/23/18(15:20)	HOL	
K:\UCTPRINT\#SPLPRT\R	Delete	2		001	A	1	REQUEUE	000	05/23/18(01:03)	HOL	HOLD
K:\UCTPRINT\#DODPRT\A	Remo	ve	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		IALA	001	A	1	CODATON	000	05/00/10/10.01)	HOLD	
K:\UCTPRINT\#DODPRT\P	Archiv	/e 🥌	U NEW Y			Ric	ht_cli	ck on	the File N a	mo	allows the user to:
K:\UCTPRINT\#DODPRT\ANNU(0000 8	69	DOCHALA	001	А	i viç	jint-on				
K:\UCTPRINT\#DODPRT\PRNT(0000 3	1976	DOCHALA	001	Α		• A	rchive	the PCG r	еро	rt
K:\UCTPRINT\#SPLPRT\REOG	10	6695	DOE	001	A		THE ROLDE	000	03/22/10(01.03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	10	6693	DOE	001	А	1	REQUEUE	000	05/21/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	10	6693	DOE	001	А	1	REQUEUE	000	05/20/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	10	6697	DOE	001	А	1	REQUEUE	000	05/19/18(01:02)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	10	6693	DOE	001	А	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PSCN0	0000 2	702	DOCHALA	001	А	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT\#SPLPRT\REOG	10	6697	DOE	001	А	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0001 8	690	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT(0000 3	1976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\ANNU(0000 8	69	DOCHALA	001	А	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT(0000 13	3989	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT\#DODPRT\BALR0	000 1	82	DOCHALA	001	А	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT\#SPLPRT\REOG	10	6699	DOE	001	А	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT\#DODPRT\PRNTC	0000 20	0769	DOCHALA	001	А	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT\#DODPRT\PRNT(0000 8	690	DOCHALA	001	А	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT\#DODPRT\PRNT(0000 8	690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT\#SPLPRT\REOG	10	6695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT\#SPLPRT\REOG	10	6693	DOE	001	А	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.

🖳 VArchiveList	_		×
Archive Cancel			
Archive Name:	DOD Queue	~	
File Name: Retension Days:	PRNT0003@@180622_0952016 0 Retension Ver: 0		

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- The Archive Directory is where the *VerraDyne Queue Manager* permanently saves the reports:
 - K:\UCTARCHIVE\#DODPRT

^



Y Archive Folders					- 🗆	×
🖵 View 🔍 Search 📲 Exit 🕕 About						
🗄 🕲 Back 🔘 Forward 🔯 Folders 🛄 🕶						
DOD DOD	Document	User	Ret Days	Ret Ver	Date	
DOE	A MRPTV010	DOCHALA	0	0	06/22/2018	
	MRPTR020	DOCHALA	0	0	06/22/2018	
	MRPTR010 .	. DOCHALA	0	0	06/22/2018	
	- мпртм010 .	DOCHALA	0	0	06/22/2018	
	MRPTJ020 .	. DOCHALA	0	0	06/22/2018	
				0	06/22/2018	
From the Archive View, doub	ole-click File Name:			0	06/22/2018	
 Allows the archived ren 	port to be displayed in F	DF forma	it 👘	0	06/22/2018	
		Britonna		0	06/22/2018	
	MRPTB030	. DOCHALA	0	0	06/22/2018	
	MRPTB020	. DOCHALA	0	0	06/22/2018	
	икртво10	. DOCHALA	0	0	06/22/2018	
Status						.::





Georgia Department of Education Richard Woods, State School Superintendent September 28, 2018 • 8:48 AM • Page 17 of 44 All Rights Reserved. The *VerraDyne Queue Manager* allows reports in the archive to be renamed to a title that is more meaningful to the user.

🖳 Rename Archive File					_		×
Save Cancel							
Folder: Org Name:	C:\UCTARCHIVE\#DODPR MRPTV010	T					
File Type:	pdf	Archive Name:	DOD				~
New File Name:	DETAIL OF INVESTMENT	ACTIVITY July 20	18				
Ret Days:	0 Ret Ver:	0					
Y Archive Folders						- 🗆	×
Uiew Q Search III Exit III : ③ Back ③ Forward IIII Folders IIII	About						
DOD DOE	Document MRPTR020 MRPTR010 MRPTN010 MRPTJ020 MRPTJ010 MRPTE030 MRPTE030 MRPTE020 MRPTE010 MRPTB030 MRPTB020 MRPTB010	IENT ACTIVITY July 2018	User DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA DOCHALA	Ret Days 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Ret Ver 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Date 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201 06/22/201	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
Status							.:

The VerraDyne 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. Also, with this release, the *Final Check Register* for *Manual Checks/Wire Transfers* (F1, F4, F9) will also be created with a disposition of REQUEUE.

Since it is very important to print these reports successfully, now these reports will be created in the *VerraDyne 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.

Disp	Form
REQUEUE	000
REQUEUE	000
DEQUEUE	000
REQUEU	VEED
DEOLIEU	NEEP
REQUEU	PEOLIEUE
PEOUEU	REQUEUE
REQUEU	SCRATCH
REQUEU	SCIATCH

<u>NOTE</u>: Even though the selected reports will be sent to the *VerraDyne Queue 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 Queue 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 Queue 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*\ [►] PCGVADMIN
- ► PCGenensis print queue: *K*:*PCGIcon*\ [™] PCGVQUE

Add required PCG shortcuts to workstation desktop:

▶ PCGenensis print queue: *K*:*PCGIcon*\ [™] PCGVQUE

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

Because the *VerraDyne Queue 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

IMPORTANT NOTE: The *VerraDyne Queue Manager* automatically runs a clean-up process every night at **midnight** which should take approximately 15 minutes to run. Since this process runs at midnight, please make sure that the PCGenesis backups and reorganizations are not scheduled to overlap this timeframe. Overlapping processes may cause problems with the clean-up and backups.

A1.12. VQueueService

Some school districts have a timing issue with starting the *VerraDyne Queue Service* **VQueueService**. In some instances, **VQueueService** is not started correctly because *SQL Express* service (**MSSQL\$SQLEXPRESSPCG**) hasn't had time to start first. To avoid issues with starting the **VQueueService**, the Ga DOE recommends setting the **VQueueService** property to *Automatic (Delayed Start)* as shown below.

VQueueS	ervice Pro	operties (Lo	ocal Compute	er)		×
General	Log On	Recovery	Dependencie	s		
Service	name:	VQueueSe	ervice			
Display	name:	VQueueSe	ervice			
Descript	tion:	VerraDyne	PrintQueue		\$	
Path to C:\vque	executabl eue\bin\VC	e: lueueService	e.exe			
Startup	typ <u>e</u> :	Automatic	;		~	
		Automatic Automatic Manual Disabled	: (Delayed Sta	rt)		
Service	status:	Running				
5	Start	Stop	b	Pause	Resume	
You car from he Start pa	n specify ti re. ara <u>m</u> eters:	he start para	meters that ap	ply when you	start the service	
			OK	Cance	Apply	

A1.13. Update for the Microsoft[®] Word Print Queue (QWORD)

The *PCGenesis Microsoft*® *Word Print Queue* (accessed via the wordshift) button from any PCGenesis menu) has been updated to be compatible with the new *VerraDyne Queue Manager* software. The new *VerraDyne Queue 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.

This release corrects several problems with QWORD. Before, when the **Print-Delete** (**Print-Delete**) button or **Delete File(s)** (**Delete File(s)**) button was selected, the PCGenesis report would be deleted from the disk, but the entry was <u>not</u> deleted from the *VerraDyne print queue* list. This caused inconsistent behavior in the *VerraDyne* print processes. For example, because reports were not properly deleted from the *VerraDyne print queue* list, old files would reappear and file names would be duplicated in the print queue list. This problem has been corrected.

Georgia Department of Education Richard Woods, State School Superintendent September 28, 2018 • 8:48 AM • Page 22 of 44 All Rights Reserved. Also, a problem has been corrected with the SORT (**Sort**) feature. Before, the entries in the QWORD report list were not sorted correctly according to the radio button for **Newest**, **Oldest**, and **File name**. This problem has been corrected, and now the QWORD report list will be sorted correctly.

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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A2. Payroll System

A2.1. Expand FICA Gross and Pension Gross Input Fields

Before, several modules within Payroll would not accommodate amounts greater than \$100,000.00 in the **FICA Gross** and **Pension Gross** fields. Now, the following programs have been modified to allow entry up to \$999,999.00 for **FICA Gross** and **Pension Gross**:

٠	Calculate and Display an Employee's Pay	(F2, F2, F14)
•	Enter Manual Check/Direct Deposit	(F2, F3, F9, F9)
٠	Display/Delete Manual Check/Direct Deposit	(F2, F3, F9, F10)
٠	Enter Voided Check/Direct Deposit	(F2, F3, F9, F11)
•	Display/Delete Voided Check/Direct Deposit	(F2, F3, F9, F10)
•	Update/Display Earnings History Record	(F2, F10, F2)

A2.2. Georgia Department of Labor Announcement

Did you hear that Georgia Department of Labor (GDOL) will no longer mail out tax rate notices? Employers will have to obtain their tax rate notices through Ga DOL's employer portal. Registering in the portal is simple.

- 1. Employers go to https://dol.georgia.gov/
- 2. Select Employer \rightarrow "Employer Portal"
- 3. Select "Establish Administrator Access" at the bottom of page

Additionally, the Ga DOL would like to remind schools to utilize file upload option in PCGenesis instead of mailing in magnetic media. Refer to the <u>Payroll System Operations Guide</u>, Section D: <u>Monthly/Quarterly/Annual/Fiscal Report Processing</u>, Topic 2: Processing Quarterly Reports for more information.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Expand Claims Against a Purchase Order to 24

The number of claims that can be processed against a purchase order has been increased from 12 claims to 24 claims. This enhancement will reduce the number of purchase orders that need to be entered when more than 12 claims must be processed against the same purchase order. This saves data entry time and effort and improves reliability by not requiring duplicate entry of purchase order information.

This release automatically converts the *Purchase Order File* to increase the number of claims against a purchase order from 12 to 24 claims.

P.O. Inquiry Vendor: 6654 P.O. Number: 40432 1 HOME DEPOT INC P.O. Number: 40432 1 HOME DEPOT LANE ATLANTA, GA 30000 Bill to - Facility: 103 Building: 2 SMITH SCHOOL 0103 PO Output: 0=Other Ship to - Facility: 106 Building: SMITH SCHOOL 0103 Attn of: Jamie Builder Requisition #: Date: 4/05/2018 Carry fwd/reopen date: Amount: 5355.81 Carry fwd: 	PCG Dist=8991 Rel=18.03.00 09/21/2018 DOD 004	C:\DEVSYS C:\SECOND	WHITE -	
ATLANTA, GA 30000 Bill to - Facility: 103 Building: 2 SMITH SCHOOL 0103 P0 Output: 0=Other Ship to - Facility: 106 Building: SMITH SCHOOL 0103 P0 Output: 0=Other Attn of: Jamie Builder Date: 4/05/2018 Carry fwd/reopen date: Requisition #: Date: 4/05/2018 Carry fwd/reopen date:	.O. Inquiry Vendor: 6654 P.O. Number: 40432	HOME DEPOT INC 1 Home depot lane	CLOSE	0
Bill to - Facility: 103 Building: 2 SMITH SCHOOL 0103 P0 Output: 0=Other Ship to - Facility: 106 Building: SMITH SCHOOL 0103 P0 Output: 0=Other Attn of: Jamie Builder Description: FINANCE - TEST PO Requisition #: Date: 4/05/2018 Carry fwd/reopen date: Amount: 5355.81 Carry fwd: 		ATLANTA, GA	30000	
Requisition #:Date: Amount: $4/05/2018$ 5355.81Carry fwd/reopen date: Carry fwd:	ill to - Facility: 103 Building: 2 hip to - Facility: 106 Building: ttn of: Jamie Builder	SMITH SCHOOL 0103 SMITH SCHOOL 0106 Description: FINANCE	PO Output: - TEST PO	0=Other
CLAIM INFORMATION ('St.' indicates STATUS, (0) = Open, (P) = Paid, & (S) = Selected) Seq Date Amount St. Seq Date Amount St. 1. 9999 4/06/2018 101.90 (0) 2. 9998 4/05/2018 .20 (0) 3. 9997 4/05/2018 .40 (0) 4. 9996 4/05/2018 .21 (0) 5. 9995 4/05/2018 125.00 (0) 8. 9992 4/07/2018 100.00 (P) 7. 9993 4/07/2018 125.00 (0) 10. 9990 4/09/2018 175.00 (0) 11. 9989 4/10/2018 200.00 (0) 12. 9988 4/11/2018 225.00 (0) 13. 9987 4/11/2018 209 (P) 14. 9986 4/12/2018 250.00 (P) 15. 9985 4/13/2018 275.00 (0) 16. 9984 4/13/2018 275.00 (0) 17. 9983 4/12/2018 300.00 (0) 18. 9982 4/14/2018 325.00 (D) 17. 9983 4/12/2018 300.00 (0) 18. 9982 4/14/2018 325.00 (D) 17. 9983 4/12/2018 300.00 (0) 20. 9980 4/16/2018 325.00 (D) 12. 9979 4/17/2018 350.00 (C) 22. 9975 4/07/2018 100.00 (P) 23. 9977 4/19/2018 375.00 (C) 24. 9976 4/20/2018 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit MIN F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 FE 18.03.00 (B. 63.00	equisition #: Date: Amount	4/05/2018 5355.81	Carry fwd/reopen date: Carry fwd:	
SeqDateAmountSt.SeqDateAmountSt.1. 9999 $4/06/2018$ 101.90 (0)2. 9998 $4/05/2018$.20(0)3. 9997 $4/05/2018$.40(0)4. 9996 $4/05/2018$.21(0)5. 9995 $4/05/2018$.20(0)6. 9994 $4/07/2018$ 100.00(P)7. 9993 $4/07/2018$ 125.00(0)8. 9992 $4/07/2018$ 150.00(0)9. 9991 $4/08/2018$ 125.00(0)10. 9990 $4/09/2018$ 175.00(0)11. 9989 $4/10/2018$ 200.00(0)12. 9988 $4/11/2018$ 225.00(0)13. 9987 $4/11/2018$.29(P)14. 9986 $4/12/2018$ 205.00(P)15. 9985 $4/13/2018$ 275.00(0)16. 9984 $4/13/2018$ 275.00(0)17. 9983 $4/12/2018$ 300.00(0)18. 9982 $4/14/2018$ 325.00(0)19. 9981 $4/15/2018$ 325.00(0)22. 9975 $4/07/2018$ 300.00(C)23. 9977 $4/19/2018$ 375.00(C)24. 9976 $4/20/2018$ 400.00(C)F1-F12=Clains 1-12, F18-F29=Clains 13-24, F17=PrintF16=Reenter/ExitImage: F1F2F3F4F5F6F7F8F9F10F11F12F13F14 r_{10} 18.03.00	CLAIM INF(('St.' indicates STATUS, (0) = Oper	DRMATION n, (P) = Paid, & (S) =	Selected)	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Seq Date Amount St.	Seq Date	Amount St.	
5. 9995 $4/05/2018$.20 (0) 6. 9994 $4/07/2018$ 100.00 (P) 7. 9993 $4/07/2018$ 125.00 (O) 8. 9992 $4/07/2018$ 150.00 (O) 9. 9991 $4/08/2018$ 150.00 (O) 10. 9990 $4/09/2018$ 175.00 (O) 1. 9989 $4/10/2018$ 200.00 (O) 12. 9988 $4/11/2018$ 225.00 (O) 3. 9987 $4/11/2018$.29 (P) 14. 9986 $4/12/2018$ 255.00 (P) 5. 9985 $4/13/2018$ 275.00 (O) 16. 9984 $4/13/2018$ 275.00 (O) 7. 9983 $4/12/2018$ 300.00 (O) 18. 9982 $4/14/2018$ 325.00 (O) 9. 9981 $4/15/2018$ 325.00 (O) 20. 9980 $4/16/2018$ 325.00 (O) 9. 9981 $4/15/2018$ 325.00 (O) 22. 9975 $4/07/2018$ 100.00 (P) 3. 9977 $4/19/2018$ 375.00 (C) 24. 9976 $4/20/2018$ 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 pre 18.03.00 4 5 F10 F11 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 pre 18.03.00	3. 9997 4/05/2018 .40 (0)	4. 9996 4/05/2018	.20 (0)	
7. 9993 4/87/2018 125.00 (0) 8. 9992 4/87/2018 150.00 (0) 9. 9991 4/08/2018 150.00 (0) 10. 9990 4/09/2018 175.00 (0) 1. 9989 4/10/2018 200.00 (0) 12. 9988 4/11/2018 225.00 (0) 3. 9987 4/11/2018 275.00 (0) 16. 9984 4/13/2018 275.00 (0) 5. 9985 4/13/2018 275.00 (0) 16. 9984 4/13/2018 275.00 (0) 7. 9983 4/12/2018 309.00 (0) 18. 9982 4/14/2018 325.00 (0) 9. 9981 4/15/2018 325.00 (0) 20. 9980 4/16/2018 325.00 (0) 9. 9981 4/15/2018 350.00 (0) 22. 9975 4/07/2018 100.00 (P) 3. 9977 4/19/2018 375.00 (C) 24. 9976 4/20/2018 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{FE}$ 18.03.00	5. 9995 4/05/2018 .20 (0)	6. 9994 4/07/2018	100.00 (P)	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	7.9993 4/0//2018 125.00 (U) 9.9091 4/08/2018 150.00 (D)	8.9992 4/0//2018 10.0000 1/00/2018	150.00 (U) 175.00 (D)	
3. 9987 4/11/2018 .29 (P) 14. 9986 4/12/2018 250.00 (P) 5. 9985 4/13/2018 275.00 (D) 16. 9984 4/13/2018 275.00 (D) 7. 9983 4/12/2018 300.00 (D) 18. 9982 4/14/2018 325.00 (D) 9. 9981 4/15/2018 325.00 (D) 20. 9980 4/16/2018 325.00 (D) 1. 9979 4/17/2018 350.00 (D) 22. 9975 4/07/2018 100.00 (P) 3. 9977 4/19/2018 375.00 (C) 24. 9976 4/20/2018 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{FE}$ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{FE}$ 18.03.00	1. 9989 4/10/2018 200.00 (0)	12. 9988 4/11/2018	225.00 (0)	
5. 9985 4/13/2018 275.00 (0) 16. 9984 4/13/2018 275.00 (0) 7. 9983 4/12/2018 300.00 (0) 18. 9982 4/14/2018 325.00 (0) 9. 9981 4/15/2018 325.00 (0) 20. 9980 4/16/2018 325.00 (0) 1. 9979 4/17/2018 350.00 (0) 22. 9975 4/07/2018 100.00 (P) 3. 9977 4/19/2018 375.00 (C) 24. 9976 4/20/2018 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit $F1$ F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{PE}$ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 $_{PE}$ 18.03.00	3. 9987 4/11/2018 .29 (P)	14. 9986 4/12/2018	250.00 (P)	
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	5. 9985 4/13/2018 275.00 (0) 1 7 0092 4/12/2018 200 00 (0)	16.9984 4/13/2018	275.00 (0)	
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	9. 9981 4/15/2018 325.00 (0)	20. 9980 4/16/2018	325.00 (0)	
23. 9977 4/19/2018 375.00 (C) 24. 9976 4/20/2018 400.00 (C) F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 prsQ 18.03.00 ← ← F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 prsQ 18.03.00	1. 9979 4/17/2018 350.00 (0)	22. 9975 4/07/2018	100.00 (P)	
F1-F12=Claims 1-12, F18-F29=Claims 13-24, F17=Print F16=Reenter/Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F14 F15 F18.03.00 F1 F5 F19 F19 F20 F21 F22 F22 F24 F25 F26 F27 F29 F29	3.9977 4/19/2018 375.00 (C) 2	24.9976 4/20/2018	400.00 (C)	
ENTE F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 F18 F19 F10 F11 F12 F13 F14 F16 F16 F17 F23 F24 F25 F26 F27 F29 F29 F39 F30 F30	F1-F12=Claims 1-12, F18-F29=Claims 13-24	4, F17=Print F16=Reen	ter/Exit	
	MTER F1 F2 F3 F4 F5 F6 F7	F8 F9 F10 F11 F	12 F13 F14 FIS	18.03.00
F18 🔽 😅 F10 F13 F20 F21 F22 F23 F24 F23 F20 F27 F20 F27	🐅 🚑 F18 F19 F20 F21 F22 F23	F24 F25 F26 F27 F	28 F29	

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A4. Certified/Classified Personnel Information (CPI) System

A4.1. Infield/Outfield Status Removed from CPI Assignments

The **Infield/Outfield Status** field is no longer needed on *CPI assignments* and has been removed from the data entry screen (F4, F1) as shown below. The **Overall Infield Status** field has also been removed from the *CPI Biographical Information* screen.



A4.2. Infield/Outfield Status Removed from CPI Transmission File

The **Infield/Outfield Status** field is no longer included on the 'C' record in the *CPI Transmission File* (F4, F9, F1). Position **30** on the 'C' record layout has been changed to **FILLER** and is no longer populated on the transmission file.

A4.3. Export/Import Selected Payroll / Deduction / CPI Information

The *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F6) for the export/import of CPI assignment fields has been modified. The **Infield/Outfield Status** field is no longer needed on *CPI assignments* and has been removed from both the export and import for CPI assignments. As a result, the import file layout for CPI assignments has been changed.

Georgia Department of Education Richard Woods, State School Superintendent September 28, 2018 • 8:48 AM • Page 26 of 44 All Rights Reserved. Selecting the **Export File Type** of '**I**' (Create File to Modify and Import) during the export process allows the user to create an export file which, after user modifications to the data have been made, can then be imported back into the *CPI File* data.

A	PCG Dist=899	1 Rel=18	8.01.00	03/16/	2018 F	CW 00	1 SV C	:\DEVSY	S C:\{	SECOND)	v	VHITE		-		
Γ			Evr	ort s	alact	od D		/ Do	ducti	on /	<u>срт</u> т	DÉORE	ation				PAY17EXT
			с.vł	or ca	erect	eu ra	91 011	, 7 Dei	JUC (1	.011 7	UFI I	IITUII					
							Sele	ct CP	I Fie	lds							
	Enter	'X' fa	or the	e item	to b	e rep	orted	I					Se	lect	only	one	item
	CERT	PAY STE	EP	ASS	IGNME	NT 1	DATA										
	EMPL BA	SIS CEF	RT	ASS	IGNME	NT 2	DATA										
	SUM INFIEL	D STATI	12	ASS	IGNME	NT 3	DATA	_									
	ANNUAL CO	NTR DAY	/S	ASS	IGNME	NT 4	DATA	_									
	ADVANCE	INHIB	IT	ASS	IGNME	NT 5	DATA	_									
	CERT Y	EARS E	SP ST	ASS	IGNME	NT 6	DATA	-									
	NHIIU	NHL CEN	-														
	HIGHESI CE	KI LEVE	:L 10														
	EMPL BOS	15 CLAS	22														
		ORK DAY	25														
	LOCAL Y	EARS E	KP														
	ANNUAL C	LASS SE	AL														
		CERT 1	[D														
	CASE	OPEN S	SW														
	LONG	TERM SU	JB														
		0-7		411.0													
ľ	PI Employe	es onig	بر 1	All Sel	ected		Inches										
			6	Only 6	mploye	es with es with	Includ	le on CF	ד = ד אי = יץ	with a	or with	ut evie	ting CPI	l data			
				Unity C	mpioye	os miti	mende			, mult		at unio		auta			
F	'-Return, F ¤⊿	16=Exit	1 54	- EE	FC	F 7	1		-	124.4	510				1		18 81 88
	♥		14	15	16	F7			F10	-11	F12				-		10.01.00
F16																	

The following data is extracted for each CPI assignment:

- Assignment Type
- School/Work Location
- Job Code
- Subject Matter Code
- Field Code
- Certification Type
- Secondary Fund Code
- Consolidated Fund Flag
- Assignment Percentage
- Space Holder (**Infield Status** is no longer extracted)

Section B: Installation Instructions for Release 18.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 18.03.00* before performing any work in PCGenesis for the day, proceed to *B2. 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 18.03.00**". 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	Follow the instructions in Section A1.11. Full Backup of K:\ for PCGenesis so that the VerraDyne Queue Manager is stopped prior to performing a full system backup of the K:\ drive.
	If the <i>Uspool</i> background task has not yet been removed from the from "All Users Startup", close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on 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 "Full System Backup Prior to Release 18.03.00 ".
5	Proceed to B2. Install PCGenesis Release 18.03.00.

B2. Install PCGenesis Release 18.03.00

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 to the 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, right-click on each of the downloaded files and select Properties . If you see a security message at the bottom, as shown below, you will need to click the ' Unblock ' 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
	Сору
	Create shortcut
	Delete
	Rename
	Properties

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

INSTLPCG Properties ×		2	97	pcgunzip.exe Properties
General Security Details Previous Versions			General Comp	patibility 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:	Read-only Hidden Advanced		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 security warning is displayed:
	"This file came from another computer and might be blocked to help protect this computer."
	If the option is presented, select Unblock (Unblock) or check $\mathbf{\overline{U}}$ the box to the left of Unblock.
	Do this for each of the files in the K:\INSTAL directory.
7	Right-click RELINSTL.BAT 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	SV 8991	K:\SECOND		_ 8 ×
	Install PC	Genesis Rel	ease		Inst1PCG
	40				
	18.	. 101 . 1111			
Installation Act	ion		Status		
PCGOS			2K 2008		
PCGTYPE			SU		
Check Previous In	nstall		Continue Installat	ion	
PCGenesis Status			No Active User		
PCGUnzip	W	/inZip Self-Extrac	tor - pcgunzip.exe	×	
Copy Files	1 f	To unzip all files in p folder press the Unzi	cgunzip.exe to the specified	Unzip	
Conversion				Run WinZip	
Finish Installati	ion 1	K:\INSTAL	Browse	Close	
	F	 Overwrite files with the second second	ithout prompting	About	
				Help	
	1		Unzipping LOGONCLR		
_ Any Key to Continue					18.nn.nn

Georgia Department of Education Richard Woods, State School Superintendent September 28, 2018 • 8:48 AM • Page 31 of 44 All Rights Reserved. For PCGenesis *Release 18.03.00* successful installations, the following message displays:

	PCG Dist=8991	Current Release 17.04.00 0 03/22/2018	SV 8991	K:\SECOND	
		T	oi- o-		Inst1PCG
		INSTALL PC	Genesis Ke	lease	
		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

Step	Action
8	Select Enter to close the window.
9	If the installation was successful: Proceed to B3. Verify Release 18.03.00 Was Successfully Installed.
	If the installtion was unsuccessful: Proceed to Step 10.

A problem message displays if an error occurred:

🔟 PCG Dist=899	01 Current Release 18.01.00 0 03/22/2018	S¥ 8991	K:\SECOND	
	V			Inst1PCG
	Install PC	Genesis Ke.	lease	
	18.	nn.nn		
	Installation Action		Status	
	PCGOS		2K 2008	
	PCGTYPE		SN	
	Check Previous Install		Continue Installation	
	PCGenesis Status		No Active User	
	PCGUnzip		Problem with PCGUNZIP.EXE	
	Copy Files			
	Conversion			
	Finish Installation			
Problem w	ith UNZIP Process!! Call	Help Desk	>	
_ F16 = Exi	t			18.nn.nn

Step	Action
10	Select F16 to close the window.
11	Return to the MyGaDOE 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:



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	5V 8991	K:\SECOND	
		Install DC	Conocic Do	10000	Inst1PCG
INSTALL PUGENESIS Release					
		18.	nn.nn		
		Installation Action		Status	
		PCGOS		2K 2008	
		PCGTYPE		UZ	
		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 B3. Verify Release 18.03.00 Was Successfully Installed.

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B3. Verify Release 18.03.00 Was Successfully Installed

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

The following screen displays:

A	PCG Dist=2011	Rel=18.03.00	09/24/2018	DOE 001	C:\DEVSYS	C:\SECOND	GREY	- 0	×
								DEFN	RELM
		The Fo	llowing D	.O.E. R	eleases Ha	ive Been S	uccessfully Loaded:		
		DOF 1	6_91_99	03/31/3	2016				
		DOE 1	6.01.01	05/11/	2016				
		DOE 1	6.02.00	06/30/3	2016				
		DOE 1	6.03.00	09/30/	2016				
		DOE 1	6.03.01	11/30/3	2016				
		DOE 1	7.02.00	06/30/	2010				
		DOE 1	7.03.00	09/29/	2017				
		DOE 1	7.03.01	11/30/	2017				
		DOE 1	7.04.00	12/29/3	2017				
		DOE 1	8.01.00	03/31/3	2018				
			8.02.00	00/29// 09/21/	2018 2018				
	NET Fra	mework 3.5	: N SI	I SERUEI	R FXPRFSS	2012: N			
	.NET Fra	mework 4.5	: Y SQ	L SERVE	R EXPRESS	2016: N	SQL MANAGEMENT S	TUDIO 2016: N	1
			Du		TED) ou [44 to Fui			
	8		Pr			IU LU EXI		18.6	1.00
F16	-								

Step	Action
4	Verify Release 18.03.00 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 DOE 18.03.00 displays. If Release 18.03.00 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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Step	Action
8	Proceed to C1. Verify VQueue Service is Running.

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Section C: After PCGenesis Release 18.03.00 Has Been Installed

C1. Verify VQueue Service is Running

Step	Action
1	After finishing <i>Section B</i> , wait approximately 5 minutes to give the VQueueService time to restart after installing the release. The final step of the release installation process automatically restarted the VQueueService and it generally takes a few minutes for the service to start up again.
2	Bring up the Control Panel of your PCGeensis server.

The following screen displays:

9	Local Services - Control Panel – 🗖 🗙
۲	⊘ ▼ ↑ Image: Control Panel → ↓ ♥ ♥ Local Services ×
÷,	Administrative Tools
0	Search Windows Help and Support for "Local Services"
Step	Action
3	Locate the "Search Control Panel" input box in the upper right-hand corner of the scree Enter Local Services in the input box.
4	Click View local services (View local services).

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Q.			Services	1		
File Action View	Help					
(+ +) 🖬 🗐 (È 🗟 🚺 🖬 🕨 🖬 🕪					
🎡 Services (Local)	Services (Local)					
	VQueueService	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:	强 Telephony	Provides Tel		Manual	Network Service
	VerraDyne PrintQueue	强 Themes	Provides us	Running	Automatic	Local System
		🌼 Thread Ordering Server	Provides or		Manual	Local Service
		🔍 UPnP Device Host	Allows UPn		Disabled	Local Service
		🔍 User Access Logging Service	This service	Running	Automatic (D	Local System
		强 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
		🔍 VMTools	Provides su	Running	Automatic	Local System
		🔍 VMware Snapshot Provider	VMware Sn	-	Manual	Local System
		🔍 Volume Shadow Copy	Manages an		Manual	Local System
		QueueService	VerraDyne P	Running	Automatic	Local System
		🥋 Windows All-User Install Agent	Install AppX		Manual (Trig	Local System
		强 Windows Audio	Manages au		Manual	Local Service
		🔍 Windows Audio Endpoint Builder	Manages au		Manual	Local System
		强 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	-	Manual (Trig	Local System
		🔍 Windows Event Collector	This service		Manual	Network Service
		🔍 Windows Event Log	This service	Running	Automatic	Local Service
		🔍 Windows Firewall	Windows Fi	Running	Automatic	Local Service
		🔍 Windows Font Cache Service	Optimizes p	Running	Automatic	Local Service
		🔍 Windows Installer	Adds, modi		Manual	Local System
		Windows Internal Database	Provides int	Running	Manual	NT SERVICE\MSSOL\$MICROSOFT##WID
		Windows Internal Database VSS Writer	Provides th	Running	Manual	Local Service
		Windows Management Instrumentation	Provides a c	Running	Automatic	Local System
1				y		

Step	Action
5	Locate the VQueueService . Verify the status of the VQueueService is <i>Running</i> or <i>Started</i> .
6	If the VQueueService is not displayed or is not running or started, <u>reboot</u> the PCGenesis Server. Then, repeat these steps starting at <i>Step 1</i> .
	If after rebooting the PCGenesis Server, the VQueueService still does not display "Running" or "Started", contact the Technology Management Customer Support Center for additional assistance.
7	Proceed to C2. Clean Up K:\SECOND\#xxxPRT.

C2. 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 <u>PCGenesis reports</u> . (<i>xxx</i> 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 <i>VerraDyne Print</i> <i>Spooler</i> . Therefore, <u>remove</u> ALL miscellaneous files in the #xxxPRT directories that are currently present. Copy these files somewhere outside of K:\SECOND so that they do not interfere with the <i>VerraDyne Print Spooler</i> . As users create new PCGenesis reports, the #xxxPRT directories will be recreated automatically with only valid PCG reports, and then the <i>VerraDyne Print Spooler</i> will run smoothly.
5	Advise all PCGenesis users to <u>not</u> save any miscellaneous files to the K:\SECOND\#xxxPRT directories.
6	Proceed to C3. Clean Up VerraDyne Print Queue Entries.

C3. Clean Up VerraDyne Print Queue Entries

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

The following screen displays:

Step

2

	VLogon – 🗖 🗙	
	erraDyne	
	Please enter valid UserId to logon	
	User Id: Password:	
	Ok Exit	
Action		
Enter the Wi	dows User ID of the technology specialist who installed the softwar	e.
If the Wind.	ra Ugor ID of the technology angeiglist who installed the software is	4 1-

If the Windows User ID of the technology specialist who installed the software is the sen

3

The following screen displays:

V VerraDyne Queue Admir									
🔆 Setup 📷 PrintQueue 🧱 Archive Files Audit Logs 📲 Exit 🕕 About DIANE.OCHALA						.A			
🧅 Settings 🤁 Refresh 🗐 Pat	🗧 🤁 Refresh 📄 Path 📓 Archive Files 📲 Exit 🕕 About 29 Queued Files				DIANE.OCHALA				
File Name	Size	User	Device	Class	Copies	Disp	Form	Date 🗸	Status
MANL0000	2324	DOCHALA	001	Α	1	SCRATCH	000	09/21/18(08:17)	HOLD
ANNU0000	869	DOCHALA	001	Α	1	SCRATCH	000	09/21/18(08:07)	HOLD
REOG	16791	DOE	001	А	1	SCRATCH	000	09/21/18(01:02)	HOLD
PURC0000	854	DOCHALA	001	А	1	SCRATCH	000	09/20/18(16:05)	HOLD
PAYR	185	DOE	001	А	1	REQUEUE	000	09/20/18(16:03)	HOLD
PRNT0000	8690	DOCHALA	001	А	1	SCRATCH	000	09/20/18(14:55)	HOLD
ANNU0000	869	DOCHALA	001	А	1	SCRATCH	000	09/20/18(10:10)	HOLD
PRNT0000	31976	DOCHALA	001	А	1	SCRATCH	000	09/20/18(08:53)	HOLD
PRNT0000	8690	DOCHALA	001	А	1	SCRATCH	000	09/20/18(08:51)	HOLD
PRNT0000	13989	DOCHALA	001	А	1	SCRATCH	000	09/20/18(08:48)	HOLD
REOG	16748	DOE	001	А	1	SCRATCH	000	09/20/18(01:02)	HOLD
PRNT0000	2143	DOCHALA	001	А	1	SCRATCH	000	09/19/18(12:32)	HOLD
ANNU0000	869	DOCHALA	001	А	1	SCRATCH	000	09/19/18(12:20)	HOLD
REOG	16797	DOE	001	А	1	SCRATCH	000	09/19/18(01:03)	HOLD
REOG	16793	DOE	001	А	1	SCRATCH	000	09/18/18(01:02)	HOLD
REOG	16791	DOE	001	А	1	SCRATCH	000	09/17/18(01:04)	HOLD
REOG	16791	DOE	001	А	1	SCRATCH	000	09/16/18(01:08)	HOLD
REOG	16795	DOE	001	А	1	SCRATCH	000	09/15/18(01:06)	HOLD

Step	Action
4	Review the contents of the print queue.
5	If very old PCGenesis reports exist on the print queue, ask the individual users to delete old reports that are no longer needed.
6	The <i>REORG</i> reports, highlighted above, are generated every day after the <i>PCGenesis Reorganization Process</i> is run in the middle of the night. If these reports are accumulating, they can be deleted. Highlight the old <i>REORG</i> reports as shown below. Multiple reports can be highlighted at
	the same time.

🔅 Settings 🛛 🤁 Refresh 🗐 File	🔤 A	rchive Files 🛛 🕴	Exi	Exit 🕕 About 29 Queued Files DOCHALA						
File Name	Size	User	1	Device	Class	Copies	Disp	Form	Date 🔻	Status
K:\UCTPRINT\#DODPRT\MANL0000	2324	DOCHALA	0	01	Α	1	SCRATCH	000	09/21/18(08:17)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	0	01	Α	1	SCRATCH	000	09/21/18(08:07)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16791	DOE	0	01	Α	1	SCRATCH	000	09/21/18(01:02)	HOLD
K:\UCTPRINT\#DODPRT\PURC0000	854	DOCHALA	0	01	Α	1	SCRATCH	000	09/20/18(16:05)	HOLD
K:\UCTPRINT\#SPLPRT\PAYR	185	DOE	0	01	Α	1	REQUEUE	000	09/20/18(16:03)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	0	01	А	1	SCRATCH	000	09/20/18(14:55)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	0	01	А	1	SCRATCH	000	09/20/18(10:10)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	31976	DOCHALA	0	01	А	1	SCRATCH	000	09/20/18(08:53)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	8690	DOCHALA	0	01	А	1	SCRATCH	000	09/20/18(08:51)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	13989	DOCHALA	0	01	А	1	SCRATCH	000	09/20/18(08:48)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16748	DOE	0	01	А	1	SCRATCH	000	09/20/18(01:02)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	2143	DOCHALA	0	01	А	1	SCRATCH	000	09/19/18(12:32)	HOLD
K:\UCTPRINT\#DODPRT\ANNU0000	869	DOCHALA	0	01	А	1	SCRATCH	000	09/19/18(12:20)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	10707	DOF	0	01	А	1	SCRATCH	000	09/19/18(01:03)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	De	lete	0	01	А	1	SCRATCH	000	09/18/18(01:02)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	Re	move	0	01	А	1	SCRATCH	000	09/17/18(01:04)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	De	tail Info	0	01	А	1	SCRATCH	000	09/16/18(01:08)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	En	nail	0	01	А	1	SCRATCH	000	09/15/18(01:06)	HOLD
K:\UCTPRINT\#DODPRT\PRNT000C	Ar	chive	0	01	А	1	SCRATCH	000	09/14/18(15:15)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	344	DOCHALA	0	01	А	1	SCRATCH	000	09/14/18(15:04)	HOLD
K:\UCTPRINT\#SPLPRT\REOG	16791	DOE	0	01	А	1	SCRATCH	000	09/14/18(01:03)	HOLD
K:\UCTPRINT\#DODPRT\PRNT0000	37925	DOCHALA	0	01	А	1	SCRATCH	000	09/13/18(09:39)	HOLD
K:\UCTPRINT\#DOEPRT\BANK0001	2076	DOE	0	01	A	1	SCRATCH	000	08/21/18(11:30)	HOLD
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	0	01	A	1	REQUEUE	000	08/13/18(12:05)	HOLD
K:\UCTPRINT\FARPMTH\MRPTV010		DOCHALA		01	A	1	REQUEUE	000	08/13/18(11:54)	HOLD

Step 7

Once the report(s) are highlighted, **right-click** on the first filename and select the **Delete** option.

The following screen will be displayed:

Action

Delete Records X
Are you sure?
Yes <u>N</u> o

Step	Action
8	Select ' Yes ' to delete the report(s).

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Step	Action
9	Tell your PCGenesis users to keep the <i>VerraDyne Print Queue</i> cleaned up so that extremely old reports are not kept on the queue.
10	Proceed to C4. Perform a PCGenesis Full Backup After Release 18.03.00 is Installed.

C4. Perform a PCGenesis Full Backup After Release 18.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Follow the instructions in Section A1.11. Full Backup of K :\ for PCGenesis so that the VerraDyne Queue Manager is stopped prior to performing a full system backup of the K:\ drive.
	If the <i>Uspool</i> background task has not yet been removed from the from "All Users Startup", close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on 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 "Full System Backup After Release 18.03.00 ".
5	Restart the VQueueService in View local services (View local services).