

PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

| 1/7/2019 Section C: The VerraDyne Print Mana |
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Topic 1: Configuring the VerraDyne Print Manager, V1.1

Revision History

| Date | Version | Description | Author |
|------------|---------|---|-----------|
| 1/7/2019 | 1.1 | 18.04.00 – Provide additional printing information. | D. Ochala |
| 12/06/2018 | 1.0 | 18.03.01 – Create document. | D. Ochala |

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Overview

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Print Manager*. *VerraDyne* version 03.02.11 is available as shown below.



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 PCGenesis report 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

Printing Payroll/Vendor Checks Versus PCGenesis Reports

While PCGenesis reports will appear in the *VerraDyne Print Manager*, payroll and vendor checks and W-2 and 1099-MISC forms <u>spool directly to a printer</u> and never pass through the *VerraDyne Print Manager*. This is an important distinction. Payroll and vendor checks and W-2 and 1099-MISC forms do not show up in the *VerraDyne Print Manager* but are instead sent directly to the Microsoft Windows print queue and are printed immediately. Therefore, problems with the *VerraDyne Print Manager* will not impact check printing.

Methods for Printing PCGenesis Reports

Three methods exist for printing PCGenesis Reports. Each of these methods uses different mechanisms for printing.

- <u>VerraDyne Print Manager</u> The **SPOOL** option can be selected from within the *VerraDyne Print Manager* to print a PCGenesis report. This method uses the *VerraDyne Print Manager* for printing the report.
- <u>Adobe Acrobat Reader</u> A PCGenesis report can be printed from within *Adobe Acrobat Reader*. This method uses the *Adobe Acrobat Reader* for printing the report and does not utilize the *VerraDyne Print Manager*. Once a PCGenesis report is displayed in *Adobe Acrobat Reader*, the report file has been converted to a **pdf** file and is no longer under the control of the *VerraDyne Print Manager*. *Adobe Acrobat Reader* controls printing of the report at this point.
- <u>**Oword</u>** A PCGenesis report can be printed from within **Qword**. This method uses *Microsoft Word* for printing the report and does not utilize the *VerraDyne Print Manager*.</u>

Adding New PCGenesis Users

New PCGenesis users are added from within the PCGenesis application using the *User Security Maintenance* module. When new user records are added or existing user records are modified, PCGenesis automatically creates or modifies the corresponding user records within the *VerraDyne Print Manager*. The following screen is an example of the *User Security Maintenance* screen within PCGenesis for user *Jane.Smith*.

| PCG Dist=8991 Rel=18.04.00 12/20/2018 PCG 001 SV C:\DEVSYS C:\SECOND WHITE User Password Maintenance Vertice Vertice | - | □ × Menuuser |
|--|---|-----------------|
| Logon user ID JANE.SMITH PCG user ID JJS | | |
| User first name <u>JANE</u> User last name <u>SHITH</u> | | |
| E-mail address <u>JANE.SMITH@DOE.K12.GA.US</u> | | |
| Active or inactive A User Screen Color N User locked out <u>N</u> | | |
| User's last logon date 00/00/0000 Password last update date 00/00/0000 User's last logon time 00:00:00 | | |
| Reset Password | | |
| User record last updated date 12/20/2018 | | |
| | | |
| | | |
| | | |
| | | |
| | | 18.02.00 |

The following information is sent to the VerraDyne Print Manager:

- The Logon user ID defined in PCGenesis is the same User ID used within the *VerraDyne Print Manager*.
- The user's **password** is synchronized with the *VerraDyne Print Manager*. The password will automatically be synchronized with the *VerraDyne Print Manager* anytime the user changes their password from within PCGenesis.
- The **E-mail address** is an optional field within the security module of PCGenesis. However, the **E-mail address** must be defined if the user wants to utilize the e-mail features of the *VerraDyne Print Manager*. E-mail will be available only if the e-mail feature has been enabled by the System Administrator within the *VerraDyne Print Manager*.

Refer to *Procedure G: Setup E-mail Server Information for Print Manager* within this document for a full discussion configuring the e-mail feature.

• The three-character **PCG user ID** defined within the security module of PCGenesis is used to determine the **Archive name** and **Archive directory** for the user within the *VerraDyne Print Manager*. The three-character **PCG user ID** also determines the name of the **Spool directory** and **Print directory** within the *VerraDyne Print Manager*.

In the example above, the **Archive name** for Jane Smith is *JJS* and the **Archive directory** is defaulted to *K:\UCTARCHIVE\#JJSPRT*. The **Spool directory** is defaulted to *K:\SECOND\#JJSPRT*, and the **Print directory** is defaulted to *K:\UCTPRINT\#JJSPRT*.

• The user's Access field is defaulted to View All on the User Setup screen of the VerraDyne Print Manager.

Refer to *Procedure E: Provide PCGenesis Financial Director with Administrative Access to the Print Manager* within this document for a full discussion of the **Access** field values.

• The user is <u>not</u> given **Full Access** for **Archive Access** on the *User Setup* screen of the *VerraDyne Print Manager*.

IMPORTANT NOTE: After a new user has been added to PCGenesis, the **VQueueService** must be stopped and then restarted for the *VerraDyne Print Manager* to start picking up reports generated by the new user. Restarting the **VQueueService** allows the service to recognize the **Spool directory** and **Print directory** defined for the new user.

The following screen is an example of the *User Setup* screen within the *VerraDyne Print Manager* for user *Jane.Smith*. The *User Setup* screen can be accessed by using the **PCGVADMIN** icon, then selecting

| $\overset{\times}{\overset{\text{Setup}}}{\overset{\text{Setup}}{\overset{\text{Setup}}{\overset{\text{Setup}}}{\overset{\text{Setup}}{\overset{\text{Setup}}{\overset{\text{Setup}}{\overset{\text{Setup}}}{\overset{\text{Setup}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}{\overset{\text{Setup}}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}{\overset{\text{Setup}}}}{\overset{\text{Setup}}}}{\overset{Setup}}}{\overset{Setup}}}}}$ | Users | (Users) from the drop-down box. |
|--|-------|--|
|--|-------|--|

| 🗸 VerraDy | ne Queue Admini | istration | | ed to: GA Doe | | | |
|-----------|--|-----------------|------------|---------------|-----------------|---|-----------|
| 🗙 Setup | PrintQueue | 📓 Archive Files | Audit Logs | 🛃 Exit | 🕕 About | | DOCHALA |
| 🖌 User Se | tup | | | | | | |
| Save | Delete 📲 Exit | 🚺 About | | | | | |
| User: | JANE.SMITH | | ~ | | Archive Access | | |
| Passwor | d: [************************************ | ••••• | Code: JJS | | Full Access | User Can Delete Arch Archives Accessable by User | ive Files |
| Name: | JANE SMITH | | | | JJS | | |
| Email: | JANE.SMITH@ | DOE.K12.GA.US | | | | | |
| Default | s | | | | | | |
| Form: | | | | | | | |
| Class: | Mode | . ~ | | _ | | | |
| Dispos | sition: | ~ | | | | | |
| Archiv | e: | | ~ | | | | |
| Acces | s: VIEW ALL | ~ | | | Enter archive n | ames seperated by comma(.) | |
| Di Di | splay File Path | | | | | | |
| | | | | | | | |
| | | | | | | | |

The following screen is an example of the Archive Directories Maintenance screen within the VerraDyne Print Manager for user Jane.Smith. The Archive Directories screen can be accessed by using the

PCGVADMIN icon, then selecting (Setup), and then selecting (Archive Names) from the drop-down box.

| é l | | VerraDyne Queue Administration | | | | | | | | |
|------|---------------------------------|--------------------------------------|----------------|---------------|--|--|--|--|--|--|
| 🛠 Se | etup 📷 PrintQueue 🛛 📓 Archi | ve Files 🛛 Audit Logs 📲 Exit 🕕 About | DOC | HALA | | | | | | |
| • | Archive Directories Maintenance | | | | | | | | | |
| Sa | ve & Exit Cancel & Exit Abou | ıt | | | | | | | | |
| | Archive Name | Archive Directory | Archived Files | ~ | | | | | | |
| • | AST | K:\UCTARCHIVE\#ASTPRT | 0 | | | | | | | |
| | DDD | K:\UCTARCHIVE\#DDDPRT | 0 | | | | | | | |
| | DOD | K:\UCTARCHIVE\#DODPRT | 3 | | | | | | | |
| | DOE | K:\UCTARCHIVE\#DOEPRT | 0 | | | | | | | |
| | JJS | K:\UCTARCHIVE\#JJSPRT | 0 | | | | | | | |
| | KCG | K:\UCTARCHIVE\#KCGPRT | 0 | | | | | | | |
| | KTM | K:\UCTARCHIVE\#KTMPRT | 0 | ≡ | | | | | | |
| | MAS | K:\UCTARCHIVE\#MASPRT | 0 | | | | | | | |
| | NEW | K:\UCTARCHIVE\#NEWPRT | 0 | | | | | | | |
| | PCG | K:\UCTARCHIVE\#PCGPRT | 0 | | | | | | | |
| | PCW | K:\UCTARCHIVE\#PCWPRT | 0 | | | | | | | |
| | QBF | K:\UCTARCHIVE\#QBFPRT | 0 | | | | | | | |
| | RRM | K:\UCTARCHIVE\#RRMPRT | 0 | | | | | | | |
| | TST | K:\UCTARCHIVE\#TSTPRT | 0 | | | | | | | |
| | TTT | K:\UCTARCHIVE\#TTTPRT | 0 | $\overline{}$ | | | | | | |

The following screen is an example of the *Spool and Print Directory Maintenance* screen within the *VerraDyne Print Manager* for user *Jane.Smith*. The *Spool and Print Directory Maintenance* screen can

be accessed by using the **PCGVADMIN** icon, then selecting (Setup), and then selecting

Spool & Print Dir

(**Spool & Print Dir**) from the drop-down box.

| V VerraDyne Queue Administration Licensed to: Ga DOE | | | | | | | | | | | |
|--|---------------------------|-------------------------|----------------|-------|------|-----|--|--|--|--|--|
| 🔆 Setup 📷 PrintQueue 📓 Archive Files 🖌 | Audit Logs 📲 Exit 🕕 About | DOC | CHALA | | | | | | | | |
| Y | | Spool And Print Directo | ry Maintenance | | | | | | | | |
| Save & Exit Cancel & Exit About | | | | | | | | | | | |
| Spool Dir | Print Dir | User Id | Disposition | Class | Mode | | | | | | |
| K:\SECOND\#ASTPRT | K:\UCTPRINT\#ASTPRT | ATENNYSON | ¥ | ~ | | × | | | | | |
| K:\SECOND\#DDDPRT | K:\UCTPRINT\#DDDPRT | DIANE.OCHALA123456 | ~ | ~ | | ~ | | | | | |
| K:\SECOND\#DODPRT | K:\UCTPRINT\#DODPRT | DOCHALA | ¥ | ~ | | ~ | | | | | |
| K:\SECOND\#DOEPRT | K:\UCTPRINT\#DOEPRT | DOE | ~ | ~ | | ~ | | | | | |
| K:\SECOND\#JJSPRT | K:\UCTPRINT\#JJSPRT | JANE.SMITH | ~ | ~ | | ~ | | | | | |
| K:\SECOND\#KCGPRT | K:\UCTPRINT\#KCGPRT | KCG | ¥ | ~ | | ~ | | | | | |
| K:\SECOND\#KTMPRT | K:\UCTPRINT\#KTMPRT | KAREN.MCARTHUR | × | ~ | | ~ | | | | | |
| K:\SECOND\#NEWPRT | K:\UCTPRINT\#NEWPRT | NEW | ¥ | ~ | | ~ | | | | | |
| K:\SECOND\#PCGPRT | K:\UCTPRINT\#PCGPRT | PCGUSER1 | ¥ | ~ | | ~ | | | | | |
| K:\SECOND\#PCWPRT | K:\UCTPRINT\#PCWPRT | PCGWHITE | ~ | ~ | | ~ | | | | | |
| K:\SECOND\#QBFPRT | K:\UCTPRINT\#QBFPRT | THEQUICKBROWNFOX | ~ | ~ | | ~ | | | | | |
| K:\SECOND\#RRMPRT | K:\UCTPRINT\#RRMPRT | RMETTS | ~ | ~ | | ~ | | | | | |
| K-\SECOND\#SPLPRT | K-\UCTPRINT\#SPLPRT | DOF | ¥ | V | | - V | | | | | |
| < | | | | | | | | | | | |

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 | I K:∖SECO | ND | w – | |
|-------|-----------------------|---|--|----------------------------|-------------------|-----------|----|-----|-----------|
| | | | Bus | siness App | plications | | | MAS | STER |
| | 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 | | | | | | |
| | | | | | | | | | |
| Marit | | 1 1 | | | 1 1 1 | 1 1 | | 14 | . 82 . 89 |
| F16 | US Words P/ | | | | | | | | |

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.

| 5 | | | | | Verr | aDyne Que | eue Manager | | | _ _ × |
|-------------------------------|--|-------------------|--------------|-------|--------|--------------|-------------|-----------------|---------|---|
| 🔅 Settings 🛛 🔁 Refresh 🗐 Fi | le 🔛 | 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 | 1 832 | 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 | Α | 1 | SCRATCH | 000 | 05/22/18(10:32) | HOLL | SPOOL |
| K:\UCTPRINT\#DODPRT\P | etail Info | IALA | 001 | Α | 1 | SCRATCH | 000 | 05/22/18(10:31) | HOLD | |
| K:\UCTPRINT\#DODPRT\P | mail | 1m | 001 | A | 1 | SCRATCH | 000 | 05/22/19/10-21) | HOLD | |
| K:\UCTPRINT\#DODPRT\P | rchive | IALA | | Α | Dio | ubt clic | k on the | | mo | allows the user to: |
| | | | | | | | | | | |
| K:\UCTPRINT\#DODPRT\PRNT0000 | «UCTPRINT\#DODPRT\PRNT0000 31976 DOCHALA 001 | | | | | | | | | |
| K:\UCTPRINT\#SPLPRT\REOG | 16695 | DOE | 001 | | | • D | alata (de | alata fila | and | remove from queue) |
| K:\UCTPRINT\#SPLPRT\REOG | 16693 | DOE | 001 | A | | | | | | |
| K:\UCTPRINT\#SPLPRT\REOG | 16693 | DOE | 001 | A | | • R | emove (I | remove | tile ti | rom queue) |
| K:\UCTPRINT\#SPLPRT\REOG | 16697 | DOE | 001 | A | | • D | etail Info | (audit lo | na in | formation) |
| K:\UCTPRINT\#SPLPRT\REOG | 16693 | DOE | 001 | A | | | | | bg in | |
| K:\UCTPRINT\#DODPRT\PSCN0000 | 2702 | DOCHALA | 001 | Α | | • E- | ·mail (e-∣ | mail PC | re ز | port to another user) |
| K:\UCTPRINT\#SPLPRT\REOG | 16697 | DOE | 001 | А | | • Ar | chive | | | |
| K:\UCTPRINT\#DODPRT\PRNT0001 | 8690 | DOCHALA | 001 | A | | 7 11 | onnvo | | | |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 31976 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | 05/16/18(15:00) | HOLD | |
| K:\UCTPRINT\#DODPRT\ANNU000 | 869 | DOCHALA | 001 | А | 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 | A | 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 | 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.

Procedure A: Print Queue Components Added to Current Release Number Screen

The print queue component fields, highlighted below, are available on the *Display Current Release Number* screen (F30, F17). These components are needed for the *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.

For Windows Server 2008 R2, the following components must be set to 'Y' (Yes):

- .Net Framework 3.5
- .Net Framework 4.5
- SQL Server Express 2012

For **Windows Server 2012** or **Windows Server 2016**, the following components must be set to '**Y**' (Yes):

- .Net Framework 3.5
- .Net Framework 4.5
- SQL Server Express 2016
- SQL Management Studio 2016



Display Current Release Number

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Procedure B: Verify VQueue Services Are Running

| Step | Action |
|------|---|
| 1 | Bring up the Control Panel of your PCGenesis server. |
| | Select (Settings). Then select Control Panel (Control Panel). |

The following screen displays:

| 9 | Local Services - | Control Panel | _ | |
|--------------------------|---------------------------------|---------------|--------|---|
| ⋲ ⊚ ▾ ↑ 🖳 ኑ Contr | rol Panel 🕨 | ✓ C Local Se | rvices | × |
| Administrative Televices | ools Cupport for "Local Serv | rices" | | |
| | | | | |
| | | | | |

| Step | Action |
|------|--|
| 2 | Locate the "Search Control Panel" input box in the upper right-hand corner of the screen. Enter Local Services in the input box. |
| 3 | Click ^(S) View local services (View local services). |
| 4 | Locate SQL Server (SQLEXPRESSPCG). |

The following screen displays:

| VQueueService | Name | Description | Status |
|----------------------|---|---|---------|
| 2010/2010/201 | Character Software Protection | Enables the download, installation and enforc | Running |
| Stop the service | Spatial Data Service | This service is used for Spatial Perception sce | |
| Mestals the service | Spot Verifier | Verifies potential file system corruptions. | |
| | CAL SQL Active Directory Helper Service | Enables integration with Active Directories | |
| Description: | SQL Server (SQLEXPRESS) | Provides storage, processing and controlled a | Running |
| VerraDyne PrintQueue | SQL Server (SQLEXPRESSPCG) | Provides storage, processing and controlled a | Running |
| | SQL Server Agent (SQLEXPRESS) | Executes jobs, monitors SQL Server, fires alert | |
| | SQL Server Agent (SQLEXPRESSPCG) | Executes jobs, monitors SQL Server, fires alert | |
| | C SOI Server Browser | Provides SOL Server connection information t | Running |

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| Step | Action |
|------|--|
| 5 | Verify the Status of the SQLEXPRESSPCG is <i>Running</i> or <i>Started</i> . |
| 6 | If the SQLEXPRESSPCG 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 SQLEXPRESSPCG still does not display "Running", contact the Technology Management Customer Support Center for additional assistance. |

| | | | Services | 5 | | | | | |
|--------------------|--------------------------|---|--------------|---------|--------------|----------------------------------|--|--|--|
| File Action View | Help | | | | | | | | |
| | Q 📑 🛛 🖬 🕨 🔲 🕪 | | | | | | | | |
| 🎑 Services (Local) | (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 | | | |
| | | CP/IP NetBIOS Helper | Provides su | Running | Automatic (T | Local Service | | | |
| | Description: | 🔅 Telephony | Provides Tel | | Manual | Network Service | | | |
| | VerraDyne PrintQueue | 🔅 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 | | | |
| | | 🔍 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 | | | |
| | | 😳 VQueueService | VerraDyne P | Running | Automatic | Local System | | | |
| | | 🤹 Windows All-User Install Agent | Install AppX | | Manual (Trig | Local System | | | |
| | | 🔍 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 | | 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\MSSQL\$MICROSOFT##WID | | | |
| | | 🍓 Windows Internal Database VSS Writer | Provides th | Running | Manual | Local Service | | | |
| | | 🌼 Windows Management Instrumentation | Provides a c | Running | Automatic | Local System | | | |

| Step | Action |
|------|--|
| 7 | Locate the VQueueService. |
| 8 | Verify the Status of the VQueueService is <i>Running</i> or <i>Started</i> . |

| Step | Action |
|------|--|
| 9 | If the VQueueService 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 VQueueService still does not display "Running", contact the Technology Management Customer Support Center for additional assistance. |

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 | cal Compu | uter) | | | | \times |
|--------------------|-------------------------|----------------------------------|-------------|--------------|---------|-----------|---------|----------|
| General | Log On | Recovery | Dependen | cies | | | | |
| Service | name: | VQueueSe | rvice | | | | | |
| Display | name: | VQueueSe | rvice | | | | | |
| Descrip | tion: | VerraDyne | PrintQueue | 1 | | | < > | |
| Path to C:\vque | executabl eue\bin\VC | e: JueueService | e.exe | | | | | |
| Startup | typ <u>e</u> : | Automatic | : | | | | × | |
| | | Automatic Automatic Manual | (Delayed S | Start) | | | | |
| Service | status: | Disabled | | | | | | 1 |
| 5 | Start | Stop |) | <u>P</u> aus | е | Re | sume | |
| You car from he | n specify tl re. | he start para | meters that | apply w | hen you | start the | service | |
| Start pa | ara <u>m</u> eters: | | | | | | | |
| | | | | | | | | |
| | | | OK | | Cance | I | Apply | |

Procedure C: 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. Make sure to wait at least 2 minutes for **SQLEXPRESSPCG** to start before trying to start **VQueueService**.

NET START MSSQL\$SQLEXPRESSPCG

(Make sure to wait at least 2 minutes for SQLEXPRESSPCG to start before trying to start VQueueService)

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.

Procedure D: Add Required PCG Shortcuts to Server/Workstation Desktop

Two shortcuts are available in the **K:\PCGIcon** directory that can be copied to the server desktop and workstation desktop to allow access to the *VerraDyne Queue Manager*. The **PCGVADMIN** icon brings up the *VerraDyne Queue Manager* administration module. The **PCGVQUE** icon brings up the *VerraDyne Print Queue*. Both shortcuts will require the user to logon using their PCGenesis logon credentials.

| Step | Action |
|------|---|
| 1 | Add required PCG shortcuts to server desktop: |
| | PCGenensis print spooler administration: K:\PCGIcon\ PCGVADMIN PCGenensis print queue: K:\PCGIcon\ PCGVQUE |
| 2 | Add required PCG shortcuts to workstation desktop: |
| | ► PCGenensis print queue: <i>K</i> :\ <i>PCGIcon</i> \ |

Procedure E: Provide PCGenesis Financial Director with Administrative Access to the Print Manager

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

| ¥ | VLogon 🗕 🗖 🗙 |
|----------|------------------------------------|
| VerraD |)yne _e |
| · | Please enter valid UserId to logon |
| User Id | i: [|
| Passwo | ord: |
| | Ok Exit |
| | |

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

| VerraDyne Queue Administration Licensed t | | | | | | | to: GaDOE | | Ŀ | . 🗆 x | |
|---|--|---|-------------|---------|--------|------------|-----------|-----------|------------|---------|-----------|
| 🔆 Setup 🛅 Print | Queue 🛛 🧧 Archive Files | 🗧 Audit Logs 🛛 📲 Exit | 🚺 Abo | out | | | | DOCHALA | | | |
| Archive Names | | | | | | | | | | | |
| Control File | | | Cine | Uber | Device | Class | Conico | Dian | Fam | Ctature | Data |
| Spool & Print D |)ir | | 312e | DOF | 001 | Liass A | Lopies | REQUEUE | 000 | HOLD | 06/01/18/ |
| Email Groups | 12 | · · · | 182017 | DOCHALA | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| Printers | 02 | | 20769 | | 001 | Δ | 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 Qu | ieue 00 | | 869 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| PrintQueue Log |) 00 | | 12929 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| PrintQueue Erro | or 02 | | 8690 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| Reset Layout | 00 | | 31976 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| Stop Spooler | 02 | | 869 | | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| | | | 253003 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/21/10 |
| | | | 12000 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| | | | 000 | | 001 | | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| | | | 000 | | 001 | A | 1 | DECHEUE | 000 | HOLD | 05/31/10 |
| | | | 21076 | | 001 | ^ | 1 | DECHEUE | 000 | HOLD | 05/31/10 |
| | | | 20769 | | 001 | | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| | | | 125/970 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/10 |
| | | | 1204070 | | 001 | Δ | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| | FH\D3960000 | | 34047 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| | | | 49460 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18 |
| | | | 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 |
| | 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 |
| < | | [] | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | D.L. I.C. | - | | |
| Y | ł | rintQueue Log | | | × | Y | | PrintQu | eue Errors | | × |
| Display Errors D | isplay Last 100 Clear L | ogs | | | | | | | | | |
| 2018-06-01 00:00 (2018-06-01 00:00 (| I_44) PrintQueue CleanUp I I 53) Temporary Index Dire | Finished: 00:00 (VCleanUp) story Cleanup : 00:00 (VCle | eanUp) | | | | | | | | |
| 2018-06-01 00:00 () | 46) Search indexes update 42) Processing Logs Verifi | ed:00:00(VCleanUp) ed and undated:00:00_0/ | CleanUp) | | | | | | | | |
| 2018-06-01 00:00 (| _42) Archived files checke | d for Retension Version : 00: | :00 (VCle | anUp) | | | | | | | |
| < | 411 Archived files checker | 1 for Betension Days 100100 | I IVI.leani | | | | | | | | > |
| | | | | | | | | | | | |
| Step | Action | | | | | | | | | | |
| | 220 | | | | | | | | | | |
| 4 | Salaat Set | (Sotur) | | | | | | | | | |
| | | (Setup). | | | | | | | | | |
| | I | | | | | | | | | | |
| 5 | | Users | | | | | | | | | |

Users (Users) from the drop-down box. Select

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| VerraDyne Queue Administration | | | | Lio | ensed to: Ga DOE | | |
|--------------------------------|--|-----------------|------------|--------|------------------|------|-------|
| 🔆 🔀 Setup |) 📩 PrintQueue | 📓 Archive Files | Audit Logs | 🛃 Exit | 🕕 About | GEN/ | ADMIN |
| ү User | Setup | | | | | | _ 🗆 🗵 |
| 🛃 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 (\blacksquare) 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, Enter to proceed to the next screen. |

| 🏏 VerraDyne Qu | ueue Admir | nistration | | Lic | ensed to: Ga DOE | | |
|---|---------------------|------------------------|------------|--------|--|--|----------|
| 🔆 🔆 Setup 🛛 📷 | PrintQueue | 📓 Archive Files | Audit Logs | 🛃 Exit | 🕕 About | | GENADMIN |
| 🔽 User Setup | | | | | | | |
| Save Delete | e 🛃 Exit | 🚺 About | | | | | |
| User: SF Password: *** Name: ST Email: SF Defaults Printer: Form: Class: Disposition: Archive: Access: Display f | ROACHE ROACHE @D | ROACHE DE.K12.GA.US | Code: SL |] R | Archive Access Full Access SLR Enter archive r | User Can Delete Archive F Archives Accessable by User | iles |

| Step | Action |
|------|---|
| 9 | In the Defaults section of the screen, change the Access field to ADMIN . |
| | Select the drop-down icon (I) for the Access field. |
| | Select a value of ADMIN |
| | Valid values are: |
| | ADMIN - User will be granted full access to the print queue. Print queue will display all the files, and the user will have full access to all the files in the print queue. |
| | FULL - User will have full access to the print queue. Print queue will display all the files, and the user will have full access to all the files in the print queue. |
| | Note: Currently there is no difference between options ADMIN and FULL. |
| | USER - User will have full access only to the files created by user. |
| | VIEW ALL - User will have full access to files created by user. User will be able to <u>see</u> all other files in the print queue, but cannot display, change, or release all other files not created by this user. |
| 10 | In the Archive Access section of the screen, check (\square) the box for the Full Access field. |

| 🍸 VerraDyne Qu | ieue Administration | Lic | ensed to: Ga DOE | | | | |
|-----------------|---|---------------------------|------------------|-------------------------------|--|--|--|
| 🔆 🗙 Setup 🛛 🛅 F | PrintQueue 🛛 📓 Archive Files | Audit Logs 🛛 🚪 Exit | 🕕 About | GENADMIN | | | |
| 🖌 User Setup | | | | | | | |
| Save Delete | 🗧 🛃 Exit 🕕 About | | | | | | |
| | 0.10115 | | Archive Access | | | | |
| User: JSH | UALHE | | | User Can Delete Archive Files | | | |
| Password: | | Code: SLR | | Archives Accessable by User | | | |
| Name: ST | EVEN ROACHE | | SLR | | | | |
| Email: SF | IOACHE@DOE.K12.GA.US | | | | | | |
| Defaults | | | | | | | |
| Printer: | | • | | | | | |
| Form: | , | | | | | | |
| Class: | Mode: | _ | | | | | |
| Disposition: | - <u>-</u> | | | | | | |
| Archive: | | - | | | | | |
| Access: | Access: ADMIN Fater archive names separated by commo() | | | | | | |
| Display F | ✓ Display File Path | | | | | | |
| | | | | | | | |
| Sten | Action | | | | | | |
| Bitch | Salo | | | | | | |
| | Select Save (Sav | (ve) to update the | e record. | | | | |

| 🗸 VerraDyne Queue Administration | | | | Lic | ensed to: Ga DOE | | |
|----------------------------------|-----------------------|-------------------------------------|-------------------------------|----------------|------------------------------------|----------------------------------|-------------------|
| 🔀 Setup | 📷 PrintQueue | 📓 Archive Files | Audit Logs | 🛃 Exit | 🚺 About | | GENADMIN |
| 🖌 User Se | tup | | | | | | |
| 🛃 Exit | 🕕 About | | | | | | |
| User: | | | T | [| | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| , | | | | | | | |
| Step | Action | | | | | | |
| 12 | If any <u>and arc</u> | other PCGen <u>hive</u> , repeat | esis user <i>Steps 6</i> – | shoul 12 as | d have <u>admini</u> necessary. | istrative access to all files in | n the print queue |
| 13 | Select | Exit (Exit |) to exit t | the Use | <i>er Setup</i> modu | ıle. | |

Procedure F: Assigning PCGenesis Printers at the Server

| Y | VerraDyne Queue A | | Licensed to: GaDOE | | | | | | | |
|---|---|------------------------|--------------------------|---------|-------|---------|---------|------------|--------|----------|
| 🔆 Setup 🛛 📷 PrintQueue | 🧱 Archive Files 🛛 Audit Logs 🛛 🛃 E | | DOCHALA | | | | | | | |
| Archive Names | File 🗧 Archive Files 📲 Exit 🛛 | 🚺 About | About 115 Queued Files | | | DOCHALA | | | | |
| Control File | | Size | User | Device | Class | Copies | Disp | Form | Status | Date |
| Spool & Print Dir | 010 | 239770 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Email Groups | 20 | 9662 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Printers | 10 | 1138 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Forms | 120 | 49460 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Users | 10 | 70174 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Report Type | 10 | 761809 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Email Templates | 30 | 67010 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Add Files to Queue | 20 | 207790 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| PrintQueue Log | 10 | 639930 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| PrintQueue Error | 30 | 66253 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Reset Layout | 20 | 78721 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| Stop Spooler | 10 | 232919 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\#DODPRT\PRNT(| 0003 | 31976 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\#DODPRT\PRNT(| 0003 | 13989 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\#DODPRT\PSCN | 0003 | 1635 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\#DODPRT\PSCN | 0003 | 1616 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| C:\UCTPRINT\#DODPRT\PSCN | 0003 | 1645 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\#DODPRT\PRNT(| 0003 | 64139 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | R020 | 49460 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | R010 | 70174 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | 4010 | 239770 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPT | 1020 | 9662 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPT | 1010 | 761809 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | E030 | 67010 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | E020 | 207790 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| K:\UCTPRINT\FARPMTH\MRPTI | E010 | 639930 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18 |
| | | | | | | | | | | |
| | D: 10 | | | | | | B : 10 | - | | |
| Pierley Freeze Dia 1 | + 100 Class Lans | | | | | | PrintQu | eue Errors | | |
| Display Errors Display Las | ic tool Clear Logs | DEDTUDOO | 100020001-00001-01 | 22025) | | | | | | |
| 2018-06-01 13:36 File cop | ied to Archive test1 (K:\UCTPRINT\#D0 | DPRT\PSC | 10003@@180601_1 | 336035) | | | | | | |
| 2018-06-01 13:34 File copi 2018-06-01 13:33 File cop | ed to Archive test (K:\UCTPRINT\#D0D) ed to Archive test (K:\UCTPRINT\#D0D | PRT\PSCN0 PRT\PRNT(| 003) 0003@@180601_133 | 33025) | | | | | | |
| 2018-06-01 13:32 File copied to Archive test (K-VUCTPRINT\FARPMTH\MRPTJ010@@180601_1329025) | | | | | | | | | | |
| | IGGE OF AUGUVE WOULDE FUES ARECTED IN: | | S SOCIAL DIMORTS | | | | | | | > |
| | | | | | | | | | | |
| Step Acti | on | | | | | | | | | |
| | | | | | | | | | | |

| 1 | Select Setup (Setup). |
|---|--|
| 2 | Select Printers (Printers) from the drop-down box. |

| Y | | Ver | raDyne Que | eue Adm | ninistration |
|------------|----------------------|---------------|-------------|---------|--------------|
| 🔀 Setup | PrintQueue | Archive Files | Audit Logs | 🛃 Exit | 🕕 About |
| 70 | | Verra | Dyne Printe | r | × |
| 🛃 Exit | 🚺 About | | | | |
| Printer lo | I: 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 001 . |
| 4 | After selecting the correct printer id, Enter to proceed to the next screen. |

| \min Verra | aDyne Queue | Administra | tion | | Lic | ensed to: Ga | DOE | |
|------------|-------------------|---------------|--------------------|---------------|--------------|--------------|---------------|-------------------|
| 🔀 Seti | up 🛛 📷 PrintQ |)ueue 🛛 🔛 | Archive Files | Audit Logs | 🛃 Exit | 🕕 About | | |
| 🔫 Verr | aDyne Printe | er - | | | | | | |
| 📑 Sa | ve 🛛 🗙 Delet | e 📲 Exit | 🚺 About | | | | | |
| Printe | rld: 🔽 | 01 | | | Ŧ | | | |
| Printe | r Device: 🚺 | printserver\2 | 275-HPLJ4300c | ltn | | | | • |
| □ P | rinter supports f | PCL | | | | | | |
| Printe | r Classes: 🛛 🗚 | BC | | | | | | |
| Banne | er: | | | | | | | |
| Banne | er Paper Tray: | Default | • | Files Printed | d 0 | Files Que | eued: 2 | |
| Printe | r Status: | AVAILABI | .E 💌 Prir | tFile: | | | | |
| Form: | 000 | | | | | | | |
| ΓF | iect Before Prin | ting 🗖 | Fiect After Printi | na 🔽 Bi | emove First | Page Fiect | | ooling |
| | orm Control | ang , | | | 011107011130 | | | Johning |
| | | | | | | | | |
| | | | | | | | | |
| tep | Action | | | | | | | |
| 5 | Verify the | Printer | Device selec | ction. Ver | ify that | the PCGen | esis report p | orinter is define |

| Step | Action |
|------|--|
| 5 | Verify the Printer Device selection. Verify that the PCGenesis report printer is defined. |
| | If not, select the drop-down icon () for the Printer Device field and select the correct PCGenesis report printer from the drop-down box. |
| | Nprintserver\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 individual school system. |
| 6 | Verify that ' <i>Remove First Page Eject</i> ' is checked (.). |
| 7 | Select Save (Save) to update the record. |

| Y | | Ver | rraDyne Que | eue Adn | ninistration | |
|---------|----------------|-----------------------------|-------------|-----------|---------------------|---|
| 🔀 Setu | p 📸 PrintQueue | 📓 Archive Files | Audit Logs | 🛃 Exit | 🚺 About | |
| -75 | | Verra | Dyne Printe | r | | × |
| 🛃 Exit | t 🕕 About | | | | | |
| Printer | ld: | | | ~ | | |
| | Action | | | | | |
| 8 | Action | | | | | |
| 0 | Select CE (E | Exit) to exit the V | /erraDyne F | Printer S | <i>etup</i> module. | |

Procedure G: 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.

| VerraDyne Queue Administration Licensed to: GaDOE | | | | | | – – X | | | | |
|---|--|---|--------------|------------|--------|--------------|---------|------------|--------|-------------|
| 🔆 Setup 🛅 PrintQueue | 🧧 Archive Files 🛛 Audit Logs 📲 Exi | t 🚺 Abi | out | | | | DOCHALA | | | |
| Archive Names | | | VerraDyne | e Queue Ma | anager | | | | | ^ |
| 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 | 12 | 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(|
| Add Electe Over | 00 | 13989 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| Add Flies 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(|
| Step Secolar | 00 | 31976 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| | JUU 02 | 869 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\BALF | 0000 | 253003 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\PRN1 | 0002 | 13989 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\ANNI | J0002 | 869 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\PRN1 | 0002 | 8690 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(= |
| K:\UCTPRINT\#DODPRT\PRN1 | F0001 | 31976 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\PRN | F0000 | 20769 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\#DODPRT\PRN1 | F0000 | 1254870 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\DERF | R0000 | 13041 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\D396 | 0000 | 34047 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\MRP | FR020 | 49460 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\MRP | FR010 | 70174 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\MRP | FM010 | 239770 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\MRP | ГЈ020 | 9662 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| K:\UCTPRINT\FARPMTH\MRP | ГЈ010 | 761809 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | HOLD | 05/31/18(|
| < | | | | Ш | | | | | | |
| | | | | | | | | | | |
| Y | PrintQueue Log | | | × | Y | | PrintQu | eue Errors | | x |
| Display Errors Display La | ast 100 Clear Logs | | | | | | | | | |
| 2018-06-01 00:00 ([_44) Prir 2018-06-01 00:00 ([_53) Ter 2018-06-01 00:00 ([_46] Sea 2018-06-01 00:00 ([_43) Pro 2018-06-01 00:00 ([_42] Arcl 2018-06-01 00:00 ([_42] Arcl | Mueue CleanUp Finished: 00:00 (VCleanU nporary Index Directory Cleanup : 00:00 (VC rch indexes updated : 00:00 (VCleanUp) cessing Logs Verified and updated : 00:00 nived files checked for Retension Version : invert files checked for Retension Daws : 00: | p) CleanUp) (VCleanUp) 00:00 (VCle 00_VClean) | anUp) Uni | | | | | | | ~ |
| S | | | III | | | | | | | ≥ |

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

| VerraDyne Queue Administration | License | d to: Ga DOE | |
|---|--|--------------|------------|
| 🔆 Setup 📷 PrintQueue 🔤 Archive Files Audi | t Logs 🛛 🔒 Exit | 🚺 About | DOCHALA |
| | | | |
| 📑 Save 📲 Exit 🕕 About | | | |
| Spool Directory: K:\VQUEUE\SPOOL | | |] |
| Print Directory: K:\VQUEUE\PRINT | | | |
| Archive Name: NONE | | ~ | |
| UCTQueue install Directory: K:\VQUEUE | | | |
| Defaults Printer 001 | ~ Form | : 000 | ✓ Class: A |
| Disposition: REQUEUE V Mode: | HOLD ~ | | |
| ☑ Refresh Admin: 30 Queue: 30 ☑ Detail Log □ Debug Mode ☑ User Logon ☑ Remove Non-Existing Files After: 1 Days ☑ Archive In Pdf Format Clear Detail Logs After: 2 Days ☑ Delete files From Queue After: 30 Days □ Do not add Duplicate files to Queue □ Delete Dup Retention Days: 0 Retention Ver: 0 | Email Settings Smtp Host Nan Use SSL User Name: Email From: SubJect: Body: | ne: | |
| | | s tu. | |
| | | | |

| Step | Action |
|------|---|
| 3 | In the Email Settings section of the screen, enter the outgoing SMTP mail server in the Smtp 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 User Name field and Password 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 Use Default Credentials 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 Save (Save) to update the record. |

Procedure H: Verify Print Manager Access from Workstations

H1: Local Resources From Remote Desktop Connection

PCGenesis <u>does not support</u> printers as local resources when using the *Remote Desktop Connection*. When printers are configured to be local resources during a *Remote Desktop Connection*, those printers will be displayed as "*redirected*" in the *Windows* printer lists. "*Redirected*" printers will not work with the PCGenesis application. Typically, when a "*redirected*" printer is selected from within PCGenesis, the report will not print to the local printer.

Below is an example of the printer drop-down list in *Windows* displaying "*redirected*" printers. These "*redirected*" printers are displayed when using a *Remote Desktop Connection* configured to allow printers as local resources.

| | Print Setup | | × |
|----------------------------|--|---------|-------------|
| Printer | | | |
| Name: | Microsoft XPS Document Writer | ~ | Properties |
| Status: Type: Where: | Abila MIP Internal Driver Abila MIP Internal Driver (redirected 32) Fax (redirected 32) Foxit Reader PDF Printer (redirected 32) Microsoft XPS Document Writer | | |
| Comment: | TXA_EAST on svrfp01 (redirected 32) TXA_WEST on svrfp01 (redirected 32) | | |
| Paper | TXA3RD01 on svrfp01 (redirected 32) | onentat | ion |
| Size: | Letter v | | Portrait |
| Source: | Automatically Select 🗸 🗸 | A | ◯ Landscape |
| Network | | ОК | Cancel |

Follow the steps below to remove printers as local resources.

| Step | Action |
|------|---|
| 1 | If not using Remote Desktop Connection: Proceed to the section H2: Install Adobe Reader on the Workstation. |
| 2 | If using Remote Desktop Connection: Select the Remote Desktop Connection application. |

| | Semote Desktop Connection - X | |
|------|---|--|
| | Remote Desktop Connection | |
| | <u>C</u> omputer: pcg2016test ✓ User name: doe∖diane.ochala | |
| | Saved credentials will be used to connect to this computer. You can <u>edit</u> or <u>delete</u> these credentials. | |
| | Show Options Connect Help | |
| Step | Action | |
| 3 | Select Show Options (Show Options). | |

The following screen displays:

| 駶 Remote | Desktop Connecti | on | | — | | × |
|--------------|---|---|----------------|-----------|--------------|---|
| | Remote De Connec | esktop tion | | | | |
| General Di | splay Local Resou | rces Experience | e Advance | d | | |
| -Logon setti | ngs Enter the name of t | a romoto comput | tor | | | |
| | | le remote compu | | | | |
| | Computer: po | g2016test | | | \sim | |
| | User name: do | e\diane.ochala | | | | |
| | Saved credentials can <u>edit</u> or <u>delete</u> t | will be used to co hese credentials. | nnect to this | compute | er. You | |
| | Always <u>a</u> sk for o | credentials | | | | |
| Connection | settings | | | | | |
| | Save the current co saved connection. | onnection settings | to an RDP f | ile or op | en a | |
| | <u>S</u> ave | Sa <u>v</u> e A | \S | O | o <u>e</u> n | |
| | | | | | | |
| Alide Opt | tions | | Co <u>n</u> ne | ect | <u>H</u> elp | D |

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| S | tep | Action | | |
|---|-----|--------------------|-----------------|--------------------|
| | 4 | Select the tab for | Local Resources | (Local Resources). |

Step

5

6

Connect

Select

| | 🌄 Remote Desktop Connection — | × | l |
|------------|---|-----|---|
| | Remote Desktop Connection | | |
| | General Display Local Resources Experience Advanced | | l |
| | Remote audio | | 1 |
| | Configure remote audio settings. | | |
| | Keyboard | | 1 |
| | Apply Windows <u>k</u> ey combinations: | | 1 |
| | Only when using the full screen $$ | | l |
| | Example: ALT+TAB | | l |
| | Local devices and resources | | l |
| | Choose the devices and resources that you want to use in your remote session. | | |
| | Printers ✓ Clipboard | | |
| | | | 1 |
| | Hide Options Connect | elp | I |
| Action | | | |
| | | | |
| Uncheck th | he box \Box to the left of Printers . | | |
| | | | |

(Connect) to connect to the PCGenesis server.

| Step | Action |
|------|---|
| 1 | Log into the Windows workstation. |
| 2 | Adobe Acrobat Reader DC must be installed on each individual workstation for PCGenesis reports to display correctly from the <i>VerraDyne Print Manager</i> . |
| | If Adobe Acrobat Reader DC hasn't been installed on the workstation, install the software from the internet before continuing. |
| 3 | Adobe Acrobat Reader DC must be set as the default application for PDF files on the <i>Windows</i> workstation. |
| | On Windows 10 workstations, enter 'Default app setting' in the search bar of the Start menu. |

H2: Install Adobe Reader on the Workstation

| ≡ | Ē | \square | \oplus | | Filters 🗸 |
|--------|--------------|-------------------------|-----------------------------|------------------------|------------|
| ώ | Best ma | itch | | | |
| 0 | : <u>_</u> ↑ | Defaul System | t app se settings | ttings | |
| (IIII) | Settings | 5 | | | |
| | ⊟r Ch | oose a | default | app for each ty | pe of file |
| | ⊟r Ch | oose a | default | app for each pr | otocol |
| | 🖬 Ch | oose a | default | app for each w | ebsite |
| | Search | suggest | ions | | |
| | ,∕⊂ de | fault ap | op - See | web results | > |
| | | | | | |
| | | | | | |
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| 2 | | | | | |
| | ,∕⊃ de | fault ap | ор | | |
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| | | | | | |

| Step | Action | 1 | | |
|------|--------|-------|----------------------|-------------------------|
| 4 | | : | Default app settings | |
| | Select | • — I | System settings | (Default app settings). |

| Settings | | - 0 |
|-----------------------------------|---|---|
| 命 Home | Default apps | |
| Find a setting | Choose default apps | Choose your default apps |
| Apps | Email | Select which apps to use to listen t music, look at pictures, check mail, watch videos, and more. |
| E Apps & features | Outlook | Use Reset when you want to go back to the default apps that |
| i⇒ Default apps Щ Offline maps | Maps | Microsoft recommends. Get info about changing default programs |
| Apps for websites | Aps Maps | Have a question? |
| □ Video playback | Music player | Get help |
| Ţ Startup | Groove Music | Make Windows better |
| | Photo viewer | |
| | Photos | |
| | Reset to the Microsoft recommended defaults | |
| | Reset | |
| | Choose default apps by file type | |
| | Choose default apps by protocol | |
| | Set defaults by app | |

| Step | Action |
|------|---|
| 5 | Scroll to the bottom of the <i>Default apps</i> screen until the option for Choose default apps by file type displays. |
| 6 | Select Choose default apps by file type (Choose default apps by file type). |



| Step | Action |
|------|--|
| 7 | Scroll down through the file types until .pdf is displayed. |
| 8 | If Adobe Acrobat Reader DC already displaysnothing further needs to be done. Proceedto the section H3: Accessing the Print Manager From the Workstation.If Adobe Acrobat Reader DC does not display: Click on the application currentlydisplayed next to .pdf. |







| Step | Action |
|------|--|
| 10 | Verify that Adobe Acrobat Reader DC displays next to the file type .pdf. |
| 11 | Exit the module. |
| 12 | Proceed to the section H3: Accessing the Print Manager From the Workstation. |

H3: Accessing the Print Manager From the Workstation

| Step | Action |
|------|---|
| 1 | Log into PCGenesis from a user workstation. |
| 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. |

| DCG | 6 Dist=8991 | Rel=18.01.00 | 06/01/2018 | DOD 001 | SV K:\SYSTEM | K:\SECOND | W | | x |
|------------------------|-----------------------|---|---|----------------------------|-------------------|-------------|---|---------|----|
| | | | Bus | 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 Personi m | orting Syst nel Informa | em tion System | | | | |
| | 30 | · System Utiliti | es | | | | | | |
| | | | | | | | | | |
| Master User F16 🕶 🔐 | liat Worl P/ | AY VEND | | | | | | 14.02.0 | 90 |
| tep | Action | | | | | | | | |
| 4 | Select | Ugu (Uqu | eue) to ent | er the Ve | erraDyne Pri | nt Manager. | | | |

| 9 | | | Verra | Dyne (| Queue | Manager | | | | | x |
|-------------------------------|-------|-------------------|--------------|--------|--------|-------------|------|--------|-----------------|-----------------------|-----|
| 🔅 Settings 🛛 🤁 Refresh 🗐 File | 🔤 A | Archive Files 🛛 🔒 | Exit 🗻 About | | 115 0 | ueued Files | | DOCH/ | ALA | | ^ |
| File Name | Size | User | Device | Class | Copies | Disp | Form | Status | Date 🗸 | 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 | Α | 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 | 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 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18(13:58) | | |
| K:\UCTPRINT\FARPMTH\MRPTE020 | 207 | DOCHALA | 001 | Α | 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 | А | 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 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 | Α | 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 | Α | 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 | Α | 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 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18(13:29) | | |
| K:\UCTPRINT\FARPMTH\MRPTJ010 | 761 | DOCHALA | 001 | А | 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 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18(13:29) | | ~ |
| < | | | III | | | | | | | | > |

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 CRefresh (Refresh) field and select the | | | | | | | | |
| | Refresh_queue (Refresh queue) option. | | | | | | | | |
| | C Refresh 🗊 File 🔛 | | | | | | | | |
| | Refresh_queue < | | | | | | | | |
| | ź 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 Creation Date). | | | | | | |
| | The Sort option is saved by user id when Exit (Exit) is selected on the menu bar. | | | | | | |
| | 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 🔀 Refres | | | | | | |
| | Set Filter | | | | | | |
| | l Clear Filter | | | | | | |
| | Clear Sort | | | | | | |

| 5 | | | | | ١ | VerraDyne C | Queue Manag | ger | | | |
|-----------------------------------|-------|-------------------|------------------|-------|--------|--------------|-------------|---------|-----------------|--------------------|--------|
| 🛿 🔅 Settings 🛛 🔁 Refresh 🛛 🗐 File | - 🔛 A | Archive Files 🛛 🖁 | 引 Exit 🛛 🕕 About | | 143 0 | Queued Files | | 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) | | Ρ |
| 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 | HOL | | | Р |
| K:\UCTPRINT\#DODPRT\PSCN0004 | 2430 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | ноц | HOLD | nt Completed Succe | Ρ |
| K:\UCTPRINT\#DODPRT\PSCN0003 | 2600 | DOCHALA | 001 | А | 1 | REQUEUE | 000 | HOL | SPOOL | | Р |

| Step | Action | | | | | | | | | |
|------|---|--|--|--|--|--|--|--|--|--|
| 7 | <u>To Spool a print file</u> : | | | | | | | | | |
| | 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. | | | | | | | | | |
| | Status Date 7 Infe | | | | | | | | | |
| | HOLD 06/04/18(09:18) | | | | | | | | | |
| | HOLD 06/04/18(09:18) | | | | | | | | | |
| | HOLD HOLD IN SPOOL | | | | | | | | | |
| | <i>SPOOL</i> - 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. | | | | | | | | | |
| 8 | Verify that the PCGenesis report was spooled to the printer. | | | | | | | | | |

| 9 | | VerraDyne Queue Manager | | | | | | | | | | |
|--|------|-------------------------|---|--------|-------|--------|-------------|---------|---------|-----------------|-----------------------|--------|
| 🔹 Settings 🔀 Refresh 🗊 File 🧧 Archive Files 📲 Exit 🕕 About 🛛 | | | | | | 143 0 | ueued Files | | DOCHALA | | | |
| File Name | Size | User | 0 | Device | Class | Copies | Disp | Form | Status | Date 🗸 | Information | Output |
| K:\UCTPRINT\#DODPRT\PSCN0004 | 966 | DOCHALA | 0 | 01 | Α | 1 | REQUEUE | 000 | HOLD | 06/04/18(09:18) | | Р |
| K:\UCTPRINT\#DODPRT\PSCN0004 | 2027 | DOCHALA | 0 | 01 | Α | 1 | REQUEUE | 000 | HOLD | 06/04/18(09:18) | | Р |
| K:\UCTPRINT\#DODPRT\PSCN0004 | 1826 | DOCHALA | 0 | 01 | | | REQUEU | KEED | HOLD | 06/04/18(09:18) | | Р |
| K:\UCTPRINT\#DODPRT\PSCN0004 | 2430 | DOCHALA | 0 | 01 | А | 1 | REQUEU | RECUENE | HOLD | 06/04/18(09:18) | Print Completed Succe | Р |
| K:\UCTPRINT\#DODPRT\PSCN0003 | 2600 | DOCHALA | 0 | 01 | Α | 1 | REQUEU | REQUEUE | HOLD | 06/04/18(09:18) | | Р |
| K:\UCTPRINT\#DODPRT\PRNT0003 | 8690 | DOCHALA | 0 | 01 | Α | 1 | REQUEU | JUNATCH | HOLD | 06/04/18(08:59) | | P |
| | | | | | | | 1 | | | | | |

| Step | Action | | | | | | | | | |
|------|---|---|--|---|--|--|--|--|--|--|
| 9 | 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: | | | | | | | | | |
| | <i>SCRATCH</i> - 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> . | | | | | | | | | |
| | <i>KEEP</i> - After printing or emailing queue. The document on the disk | ng, the docun will <u>not be s</u> | nent entry will b scratched. | e removed from the print | | | | | | |
| | REQUEUE - After printing or end in HOLD status and the file on the back to HOLD after printing or end | mailing, the one disk will b be mailing. | document entry be <u>not be scratch</u> | will <u>remain</u> in the print queue <u>ed</u> . The entry status will be set | | | | | | |
| | | Disp | Form | | | | | | | |
| | | REQUEUE | 000 | | | | | | | |
| | | REQUEUE | 000 | | | | | | | |
| | | REQUEU REQUEU REQUEU | KEEP REQUEUE SCRATCH | | | | | | | |

| 70 | | | | | | | ١ | /erraDyne Q | ueue Manager | | | | | |
|----------------------------|--------|-------------------------------------|---------|--|--------|-------|--------|-------------|--------------|---------|-----------------|-----------------------|--------|--|
| 🕴 🗯 Settings 🛛 🔁 Refresh 📋 | File | File 🗧 Archive Files 📲 Exit 🕕 About | | | | | 142 G | ueued Files | | DOCHALA | | | | |
| File Name | 1 | Size | User | | Device | Class | Copies | Disp | Form | Status | Date 🗸 | Information | Output | |
| K:\UCTPRINT\#DODPRT\PSCN0 | 0014 2 | 0027 | | | | | | REQUEUE | | HOLD | 06/04/18(09:18) | | P | |
| K:\UCTPRINT\#DODPRT\PSCN0 | 0 | Delet | te | | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/04/18(09:18) | | Р | |
| K:\UCTPRINT\#DODPRT\PSCN0 | 00 | Rem | ove | | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/04/18(09:18) | Print Completed Succe | Р | |
| K:\UCTPRINT\#DODPRT\PSCN0 | 00 | Deta | il Info | | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/04/18(09:18) | | Р | |
| K:\UCTPRINT\#DODPRT\PRNT | 00 | Emai | 1 | | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/04/18(08:59) | | Р | |
| K:\UCTPRINT\#DODPRT\PRNT | | Archive | | | 001 | A | 1 | REQUEUE | 000 | HOLD | 06/04/18(08:59) | Print Completed Succe | Р | |

| Step | Action |
|------|---|
| 10 | File options: |
| | The file options can be selected by right clicking on the file name (File Name) field for the print file and selecting the desired option. |
| | Valid options are: |
| | DELETE - You can delete a print file from the queue by right clicking on the filename and selecting Delete . If you select Delete , the entry will be removed from the queue and the file is deleted from the disk. |
| | REMOVE - You can remove a print file from the queue by right clicking on the filename and selecting Remove . If you select Remove , the entry will be removed from the queue, and the file is <u>not</u> deleted from the disk. |
| | DETAIL INFO - You can view a detail log of the print file by right clicking on the filename and selecting Detail Info . By selecting the Detail Info option, you can view the detailed log regarding the selected file. |
| | <i>EMAIL</i> - You can email a print file from the queue by right clicking 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 right clicking 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, right click , and select <i>Archive</i> . The maximum number of files which can be selected for archiving is 100. |
| | K:\UCTPRINT\#DODPRT\PSCN0014 2027 DOCHALA |
| | K:\UCTPRINT\#DODPRT\PSCN00 |
| | K:\UCTPRINT\#DODPRT\PSCN00 Detail Info |
| | K:\UCTPRINT\#DODPRT\PSCN00 Email |
| | K:\UCTPRINT\#DODPRT\PRNT00 Archive |
| 11 | Displaying the Print File. |
| 11 | You can display the PCGenesis reports in the print queue by double clicking on the filename. The <i>VerraDyne Print Manager</i> will display the file in pdf format as shown below. |

| 7 | PRNT0003@@180604_0859037.PDF - Adobe Acrobat Reader DC |
|--|--|
| File Edit View Window Help | |
| Home Tools PRNT0003@@180 × | |
| 🖺 🖓 🖶 🖂 Q 🗇 🕒 | 1 / 2 🕨 🗇 () 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 SDHABKYQP AMI/PCT OBJ BLNC |
| 00 FFINCE 01 FRUCE ANNUITY 02 EMPLOYEE ANNUITY 03 EMPLOYEE ANNUITY 04 GR INCOME TAX 04 GR INCOME TAX 05 DED WH TAX 06 MONEENTIFLED MERIT 10 VENDOR 002486 11 VENDOR 002486 12 -VNDR 000006 13 I-VNDR 000006 14 I-VNDR 000012 15 VENDOR 000146 15 VENDOR 000016 16 COURT WH 17 VENDOR 000012 18 VENDOR 000012 19 COURT WH 10 COURT WH 11 COURT WH 12 COURT WH 14 VENDOR 0003702 15 VENDOR 003702 16 COURT WH 11 VENDOR 000175 13 VENDOR 000175 14 VENDOR 000175 15 VENDOR 003909 11 <th>Y 00.0000 99 00000 00000 000000 00000 00000 <th< th=""></th<></th> | Y 00.0000 99 00000 00000 000000 00000 00000 <th< th=""></th<> |

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: |

| ¥ | VLogon – 🗖 🗙 |
|-----------|----------------------------------|
| VerraDy | /ne |
| PI | ease enter valid Userld to logon |
| | |
| User Id: | |
| Password: | |
| | |
| 0 | k Exit |
| | |
| | |

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

| 9 | | | Verra | Dyne (| Queue | Manager | | | | | x |
|-------------------------------|-------|-------------------|--------------|--------|--------|-------------|------|--------|-----------------|-----------------------|-----|
| 🔅 Settings 🛛 🤁 Refresh 📄 File | - 🔛 A | Archive Files 🛛 🔒 | Exit 🝈 About | | 115 0 | ueued Files | | DOCH. | ALA | | ^ |
| 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 | Α | 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 | Α | 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 | А | 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 Succe | ssf |
| K:\UCTPRINT\#DODPRT\PSCN0003 | 1635 | DOCHALA | 001 | Α | 1 | REQUEUE | 000 | HOLD | 06/01/18(13:37) | | |
| K:\UCTPRINT\#DODPRT\PSCN0003 | 1616 | DOCHALA | 001 | Α | 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 | Α | 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 | Α | 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 | А | 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 | А | 1 | REQUEUE | 000 | HOLD | 06/01/18(13:29) | | ~ |
| < | | | ш | | | | | | | | > |

The items in the print queue will be system specific.

| Step | Action |
|------|--|
| 16 | Repeat Steps $5 - 11$ to ensure access to the VerraDyne Print Manager from the desktop icon. |

Procedure I: VerraDyne Spool and 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



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.

Procedure J: 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 K:\SECOND\#xxxPRT directories. |

Procedure K: Clean Up VerraDyne Print Queue Entries

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

| ¥ | VLogon 🗕 🗖 🗙 |
|----------|------------------------------------|
| VerraD | yne _® |
| Γ F | Please enter valid UserId to logon |
| User Id: | [] |
| Passwor | d: |
| | Ok Exit |

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

| Y | | | | | | | ١ | /erraDyne Queu | ie Adm |
|-------------------------------|----------|-------------------|----------------|-------|--------|-------------|------|-----------------|--------|
| 🔆 Setup 🛛 📷 PrintQueue 🖉 Ar | chive Fi | les Audit Logs | 📲 Exit 🛛 🚺 Abo | ut | | | | DIANE.OCHAL | A |
| 🧅 Settings 🛛 🤁 Refresh 📄 Path | n 📓. | Archive Files 🛛 🔒 | Exit 🕕 About | | 29 G | ueued 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 | Α | 1 | SCRATCH | 000 | 09/21/18(01:02) | HOLD |
| PURC0000 | 854 | DOCHALA | 001 | Α | 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 | Α | 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 | A | 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 REORG 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 📓 Archive Files 🚽 Exit 🕕 About 29 Queued Files DOCHALA | | | | | | | | | |
|--|-------|-----------|--------|-------|--------|---------|------|-----------------|--------|
| File Name | Size | User | Device | Class | Copies | Disp | Form | Date 🔻 | Status |
| K:\UCTPRINT\#DODPRT\MANL0000 | 2324 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/21/18(08:17) | HOLD |
| K:\UCTPRINT\#DODPRT\ANNU0000 | 869 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/21/18(08:07) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | 16791 | DOE | 001 | А | 1 | SCRATCH | 000 | 09/21/18(01:02) | HOLD |
| K:\UCTPRINT\#DODPRT\PURC0000 | 854 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(16:05) | HOLD |
| K:\UCTPRINT\#SPLPRT\PAYR | 185 | DOE | 001 | А | 1 | REQUEUE | 000 | 09/20/18(16:03) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 8690 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(14:55) | HOLD |
| K:\UCTPRINT\#DODPRT\ANNU0000 | 869 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(10:10) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 31976 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(08:53) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 8690 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(08:51) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 13989 | DOCHALA | 001 | А | 1 | SCRATCH | 000 | 09/20/18(08:48) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | 16748 | DOE | 001 | Α | 1 | SCRATCH | 000 | 09/20/18(01:02) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 2143 | DOCHALA | 001 | Α | 1 | SCRATCH | 000 | 09/19/18(12:32) | HOLD |
| K:\UCTPRINT\#DODPRT\ANNU0000 | 869 | DOCHALA | 001 | Α | 1 | SCRATCH | 000 | 09/19/18(12:20) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | 16707 | DOF | 001 | А | 1 | SCRATCH | 000 | 09/19/18(01:03) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | De | lete | 001 | Α | 1 | SCRATCH | 000 | 09/18/18(01:02) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | Re | move | 001 | Α | 1 | SCRATCH | 000 | 09/17/18(01:04) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | De | tail Info | 001 | Α | 1 | SCRATCH | 000 | 09/16/18(01:08) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | En | nail | 001 | A | 1 | SCRATCH | 000 | 09/15/18(01:06) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT000C | Ar | chive | 001 | Α | 1 | SCRATCH | 000 | 09/14/18(15:15) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 344 | DOCHALA | 001 | Α | 1 | SCRATCH | 000 | 09/14/18(15:04) | HOLD |
| K:\UCTPRINT\#SPLPRT\REOG | 16791 | DOE | 001 | Α | 1 | SCRATCH | 000 | 09/14/18(01:03) | HOLD |
| K:\UCTPRINT\#DODPRT\PRNT0000 | 37925 | DOCHALA | 001 | A | 1 | SCRATCH | 000 | 09/13/18(09:39) | HOLD |
| K:\UCTPRINT\#DOEPRT\BANK0001 | 2076 | DOE | 001 | A | 1 | SCRATCH | 000 | 08/21/18(11:30) | HOLD |
| K:\UCTPRINT\FARPMTH\MRPTV010 | 1138 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | 08/13/18(12:05) | HOLD |
| K:\UCTPRINT\FARPMTH\MRPTV010 | 1138 | DOCHALA | 001 | A | 1 | REQUEUE | 000 | 08/13/18(11:54) | HOLD |
| | | | | | | 1 | | | |

| Step | Action |
|------|---|
| 7 | Once the report(s) are highlighted, right-click on the first filename and select the Delete option. |

The following screen will be displayed:

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

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

Procedure L: Configuring HP Printers in Microsoft Windows

PCGenesis experiences problems printing to HP printers that are configured with the default print driver software for the printer. If checks and direct deposits do <u>not</u> print on an HP printer, the problem is typically with the print driver. If it is an HP printer, make sure that the printer is configured with an **HP Universal Printing PCL6** print driver. Follow the instructions below.

| Step | Action |
|------|--|
| 1 | If an HP printer has been configured with the default print driver for the printer, a screen similar to the one shown below will be displayed. |

| | | × |
|------------------|--|--------|
| ← | | |
| You've succe | essfully added 8800-HPLJM608 on printserver | |
| Printer name: | 8800-HPLJM608 on printserver | |
| This printer has | been installed with the HP LaserJet M607 M608 M609 PCL 6 driver. | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Next | Cancel |

| Step | Action |
|------|---|
| 2 | HP printers must be configured using the "HP Universal Printing PCL6" driver. |
| 3 | From the Windows Control Panel, select View devices and printers (View devices and printers). |

The results on this screen will be system specific.



The following screen displays:



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| Step | Action | 1 | |
|------|--------|--------------------|-----------------------|
| 5 | Select | Printer properties | (Printer properties). |

Step

6

| | B800-HPLJM608 on printserver Properties Color Management Security Device Settings About |
|----------------|---|
| | 8800-HPLJM608 |
| | Location: 19th Floor |
| | |
| | Model: HP LaserJet M607 M608 M609 PCL 6 Features Color: No Paper available: |
| | Double-sided: Yes Letter Staple: Yes Speed: 54 ppm Maximum resolution: 1200 dpi |
| | Pr <u>e</u> ferences Print <u>T</u> est Page |
| | |
| | |
| | OK Cancel Apply |
| Action | |
| Select the Adv | anced (Advanced) tab. |

| 👼 8800-HPLJM608 on printserver Proper | ties | × |
|---|---|---|
| General Sharing Ports Advanced Colo | r Management Security Device Settings About | |
| Always available Available from Priority: 1 Driver: HP LaserJet M607 M608 N | To 12:00 AM 12:00 PCL 6 V | |
| Spool print documents so program Start printing after last page is s Start printing immediately | finishes printing faster booled | |
| Print <u>d</u> irectly to the printer | | |
| ✓ Print spooled documents first | | |
| □ <u>keep printed documents</u> □ <u>Enable advanced printing features</u> | | |
| Printing Defaults Print Proce | ssor Separat <u>o</u> r Page | |
| | OK Cancel Apply | r |
| Step Action | | |
| 7 Select the New Driver (New Driver | ·) button. | |

Select the "HP Universal Printing PCL6" driver from the list of drivers.

The following screen displays:

8

| 🖶 8802-HPLJM608 on pri | ntserver Properties | | × |
|--|---|----------------------------------|-------------|
| General Sharing Ports Always available Available from Priority: 1 * | Advanced Color Management | Security Device Set | tings About |
| Dri⊻er: HP Universa Spool print documen Start printing afte Start printing imm Print directly to the p | al Printing PCL 6 (v6.4.1) ts so program finishes printin r last page is spooled hediately rinter | Ne <u>w</u> Driver g faster | |
| <u>H</u>old mismatched do ✓ P<u>r</u>int spooled docume <u>K</u>eep printed docume <u>K</u>nable advanced printed | cuments ents first ents nting features | | |
| Printing Defaults | Pri <u>n</u> t Processor S | eparat <u>o</u> r Page Cancel | Apply |
| | | | |

| 9 | Verify that "HP Universal Printing PCL6" displays as the driver for the printer. |
|----|--|
| 10 | Select OK (OK) to exit the module. |