

PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

9/22/2017 User Interface Procedures

[System Message Administration, V 2.2]

Revision History

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

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Overview

PCGenesis users may send broadcast messages via the PCGenesis *System Message Administration* feature. When a broadcast message is sent, as a user refreshes a PCGenesis menu, that is, enters a new menu, the system message displays. If the PCGenesis user is already on a menu as the sender transmits the broadcast message, the system message displays when the user exits to a different PCGenesis menu. The system message continues to display on each PCGenesis menu until the message reaches its expiration time. When the expiration time occurs and when the PCGenesis user exits a menu, the system message discontinues.

When entering the *System Control Message Administration* screen, the most recent system message displays where appropriate. If the message has not already expired, the message may be immediately expired by selecting the (F14 - Expire Message) option. Users may make the appropriate modifications to the existing message before broadcasting the message again. Selecting (F13 - Create Message) clears the *System Control Message Administration* screen and allows the user to type in a new system message.

Procedure A: System Message Administration

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).

The following screen displays:

	E PCG Dist=8991 Rel=14.02.00 06/26/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE	<u>_8×</u>
	System Utilities	FILEMGMT
	FKey	
	 1 Run Program or Procedure	
	 4 MICR Setup 5 Payroll Signature Card Setup 6 Purchase Order Signature Card Setup 7 Vendor Signature Card Setup 	
	9 Security Menu 10 System Message Administration	
	13 Display Number of Records in a File	
	17 Display Current Release Number	
	20 Set Screen Color	
		12 83 86
		12100100
Step	Action	
2	Select 10 (F10 – System Message Administration).	

The following screen displays for new messages:



The following screen displays for existing messages:

E PCG Dist=8991 Rel=14.02.00 07/02/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
	CTRLMSG
***** SYSTEM CONTROL MESSAGE ADMINISTRATION *****	
Message expiration date: <u>6262014</u> Message Expired	
Message evolution time: 15:00 (Military time)	
Message expiration time. 15.00 (Military time)	
Message text:	
ALERT !!!!!	
Please log out of PCGenesis for payroll posting at 3:00 PM	
Message creation date/time/user: 6/26/2014 15:09 PCW	
ENTER=Validate, F16=Exit	12.03.00

PCGenesis identifies expired messages as indicated in the screenshot example, where appropriate.

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Step	Action					
3	To create a new message: Select $(F13 - Create)$.					
	To terminate/remove an existing message: Select [F14] (F14 – Expire Message).					
	When selecting F14 , PCGenesis automatically changes the expiration date to the current date, and changes the time to one minute before the current time.					
4	Enter the date (MM/DD/CCYY) that the message will expire in the Message expiration date field.					
	PCGenesis defaults to the current date.					
5	Enter the time (HH:MM), in military time format, that the message will expire in the Message expiration time field.					
6	Enter the message within the Message text field, up to 350 characters and spaces.					
7	After verifying the message, select (Enter).					

The following screen displays:

🔲 P	CG Dist	-8991	Rel=1	4.02.00	06/26	/2014	PCW 0	01 SV	C:\DEVS\	/S C	\SECON	D	V	VHITE		_ & ×
																CTRLMSG
			÷	****	SYSTE	м сон	TROL	MESSA	GE ADM	INIS	TRATI	0N **	***			
I	lessag	e exp	irati	on da	ite:	6/27/	2014									
1	nessag	e exp	irati	on ti	.me: 1	4:56	(Mil	itary	time)							
I	nessag	e tex	:t:													
								ALER								
				Plea	ise lo	g out	of P	CGene	sis fo	r pa	yroll	post	ing a	t 3:00	PM	
	lessag	e cre 6/26/	ation 2014	ı date 14	e∕time ⊧:59	/user PCW	=									
ENTI	ER=Sav	e, F1	6=Ree	nter												
													F1B	F19 F15	2	12.03.00
F16																

Step	Action
8	Select (Enter) to save the message.

The following screen displays:

G Dist=8991 Rel=14.02.00 06/26/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE	_ 8 ×
System Utilities	FILEMGMT
EKou	
1 Bun Program or Procedure	
4 MICR Setup	
5 Payroll Signature Card Setup	
6 Purchase Order Signature Card Setup	
7 Vendor Signature Card Setup	
9 Security Menu	
10 System Message Administration	
13 Display Number of Records in a File	
17 Display Current Release Number	
Set Screen Color	
ALERT	
Please log out of PCGenesis for payroll posting at 3:00 PM	
User, J	12.03.00

Action
Select F16 (F16 -Exit) to return to the <i>System Utilities Menu</i> or select Master (Master) to return to the <i>Business Applications Master Menu</i> .