

PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

9/22/2017

User Interface Procedures

[Set Site Color Option, V1.1]

Revision History

Date	Version	Description	Author
9/22/2017	1.1	17.03.00 – Updated DOE logos.	D. Ochala
11/14/2012	1.0	12.03.00 – Create new document.	D. Ochala

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Overview

Each PCGenesis site now has the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the <u>default</u> background color to one of the colors shown below. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color.

The various background color options are shown below:

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11 m - 1	-			- 20	Contractor of			N. A FINISH	FIG:11							

Procedure A: Set Site Screen Color

Step	Action
1	<u>PLEASE NOTE</u> : To set the site screen color option, the site system administrator must logon to PCGenesis and execute the following steps.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 – System Utilities).

PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND	<u>_8×</u>
System Utilities	FILEMGMT
FKey	
4 MICR Setup	
5 Payroll Signature Card Setup	
7 Vendor Signature Card Setup	
9 Security Menu	
10 System Message Administration	
13 Display Number of Becords in a File	
17 Display Current Release Number	
20 Set Screen Color	
	40 00 00
	12.00.00
Action	
Select 20 (F20 – Set Screen Color).	

PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND	<u>_8×</u>
	CLRSITE
Current Screen Color: GREEN	
Allow Site Screen Polor Selection: 🖨 NO	
Allow User Screen Color Selection:	
© NO	
O YES	
E4-Uslidsta E0-Solact Seven Color E44-Evit	
FI F9 F9	12.02.00

Step	Action
4	Select the radio button • to the left of the desired Allow Site Screen Color Selection option to indicate whether a special screen color will be selected as the default for all PCGenesis screens for all users of the system.
	Selecting No will cause the PCGenesis screens to remain dark blue.
	Selecting Yes will allow the PCGenesis system administrator to select a different color for all PCGenesis screens for all users.
5	Select the radio button • to the left of the desired Allow User Screen Color Selection option to indicate whether or not individual users of PCGenesis will be allowed to override the system default screen color, with the individual's choice of a special screen color.
	Selecting No will cause all PCGenesis screens to be displayed with the default site screen color selection.
	Selecting Yes will allow individual users of PCGenesis to override the default site screen color with an individual choice of a special screen color.
	The Allow Site Screen Color Selection must be set to Yes in order for the Allow User Screen Color Selection to be set to Yes. If the Allow Site Screen Color Selection is set to No, then the Allow User Screen Color Selection must be set to No as well.
6	Select F1 (F1 – to validate).

PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND	_ 8 ×
- ***** SYSTEM BACKGROUND COLOR *****	CLRSITE
Current Screen Color: GREEN	
Allow Site Screen Color Selection: 🔵 NO	
• YES	
Allow User Screen Color Selection:	
● NO	
• YES	
Validation Passed	
F8=Save Selected Options, F16=ReEnter	
ENTER F1 F9 F9	12.02.00
Action	
Verify "Validation Passed" displays, and select F8 – Sav	ve Selected Options
the record.	

E PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND _ 8 × CLRSITE ***** SYSTEM BACKGROUND COLOR ***** Current Screen Color: GREEN Allow Site Screen Color Selection: 🔘 NO • YES Allow User Screen Color Selection: O NO • YES File Updated F1=Validate F9=Select Screen Color, F16=Exit 12.02.00 F1 F9 Step Action Verify *"File Updated"* displays, and select **F9** (**F9** – Select Screen Color) to set the 8 default PCGenesis screen color for all screens for all users of the system.

i i	PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND	_ <u>8</u> ×
	***** SYSTEM BACKGROUND COLOR *****	SETCOLOR
	Screen Color: 🔍 BLUE	
	O GREY	
	• WHITE	
	Light BLUE	
	C Light GREEN	
	Light CYAN	
	Light RED	
	YELLOW	
	Light MAGN	
	ENTER = Validate, F16 = Exit	12.03.00
E		
_	716	
	Action	
	Select the desired Screen Color for the default PCGenesis screen color	for the site and
	calact ENTER (Entar validate) to display an axample screen with the sc	lastad corear a
	select (Enter - vandale) to display an example screen with the se	siected screen c

GREY R-000 G-000 B-000	
Sample Screen Using Selected Colors	SCRNDISP
Status A ACTIVE TEACHER, NEW	
Emp. no. 998/6 Pay Loc 198 Location 0198 Class 8 SUBSITIOTE	
Sex Code F Work Loc 198 Location 0198 Job 8 SUBSITUTE	
Mar Stat <u>5</u> SSM <u>999 90 9870</u> EEU-5 JOD <u>H12</u> Utiler Desc	
NOME First NEW Middle	INIC CODE
Last TEACHER Suffix Profix Hispanic/la	atino Ethnicitu?
	o cominicately.
Address 123 MAIN STREET Certificate Tupe B0 Race (Selec	t all that applu)
Address L2 CS1 Job (from CPI) 398 C Yes N	o Am Indian Alaskan
City/State SMITH , GA Include on CPI ? Y © Yes 🕅 N	o Black
Zip Code County 160 Sick Bank ? N 🔿 Yes 🖓 N	o White
Phone (999)555-88888 Substitute rank _ C Yes N	o Asian
Override accrue? _ C Yes 🛚 N	o Hawaiian Pacific
Adj Lv Elig Date	
Hours Per Day <u>8.000</u>	LOW HIGH
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Hire Date 4/13/2004 GHI 1ST Day Wrk GHI Ontion NF	3-GREEN 11-GREEN
Rehire Date GHI Eff Date GHI Tier 80	4-CYAN 12-CYAN
Term Date GHI Change Date GHI Ded Cd	5-RED 13-RED
Term Reason GHI Change Code NEMP	6-MAGN 14-MAGN
New Employee hire	7-BROWN 15-BROWN
***** TAX DATA *****	
Federal: Mar Stat M Exempt <u>1</u> Withholding Code <u>0</u> Amt/%	
State: Mar Stat D Allowance Mar 1 Dep <u>1</u> Withholding Code 1 Amt/%	
TAX SWITCHES: FEG Y STATE Y FIGH _ RETIPE N HEIG _	
ADU KAU TO RATURA CONTRACT ADOZEM KOTTUDA CONTRACT	
	12 83 88
	12.00.00
F16	

A sample screen displays with the selected background color:

Note that the screen color will vary depending on the Screen Color option selected by the user.

Step	Action
10	Select Enter – to return) to exit the sample screen.

. 1

	■ PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 002 C:\DEVSYS C:\SECOND	
	SETCOLOR ***** SYSTEM BACKGROUND COLOR *****	
	Screen Color: 🔿 BLUE	
	© GREY	
	WHITE	
	Light BLUE	
	Light GREEN	
	CYAN	
	🔍 Light RED	
	YELLOW	
	Light NAGN	
	$\mathbf{F}_{0} = \mathbf{S}_{0} \mathbf{v}_{0} \mathbf{S}_{0} $	
	ENTER 12.03.00	
ep	Action	
1	Varify "E? Save Selected Senson Color" displays and select E [(E? Sever	oroon
	Verify $F_0 - Save Selected Screen Color ulsplays, and select r_0 - Save s$	creen
	color) to save the selected screen color.	
	Select F16 – ReEnter) to select a different screen color	
е 🕫	EXAMPLE (F8 – Save screen color) has been selected, the following dialog box displays:	
	Kestart PLGenesis	
	All Users must EXIT PCGenesis	
	Destant DCC-services extincted and Color Color Selection	
	Restart Pugenesis to activate new Color Selection	
p	Action	

The following screen displays:

12

OK

Select

(OK) to continue.

1	PCG Dist=8991 Rel=12.03.00 11/08/2012 DOD 005 C:\DEVSYS C:\SECOND	_ & ×
	***** SYSTEM BACKGROUND COLOR *****	CLRSITE
	Current Screen Color: GREY	
	Allow Site Sereen Poler Selection. 🔿 NO	
	• YES	
	Allow User Screen Color Selection:	
	🗢 NO	
	© YES	
E	F1=Validate, F9=Select Screen Color, F16=Exit	12.02.00
F		
)	Action	
	Select $\mathbf{F16} - \mathrm{Exit}$ (F16 – Exit) to return to the <i>System Utilities Menu</i> screen.	
	Have <u>all</u> users exit PCGenesis.	
		Pre
	To activate the new site screen color, initiate a new PCGenesis session u	sing the 📶 (

Color Icon) button.

Procedure B: Copy the PCG Color Icon to Desktop

Step	Action
1	PLEASE NOTE: In order for PCGenesis users to be able to use the new screen color options, the PCG Color Icon must be available on the computer desktop, and the Allow Site Screen Color Selection must be set to Yes on the <i>Set Screen Color</i> screen.
2	Copy shortcut K:\PCGIcon\PCGclr to each user's desktop. The CG (PCG Color Icon) brings up the <i>PCGenesis Logon Screen</i> and uses the color options.
3	Use the \widehat{PCG} (PCG Color Icon) to bring up the PCGenesis Logon Screen. If LOGONCLR displays in the upper righthand corner of the logon screen, the user is using the correct PCG Color Icon. If LOGONCLR does NOT display in the upper righthand corner of the logon screen, call the PCGenesis Help Desk for assistance.

	PCG Dist=	= Re	el=12.0	3.00 1	1/08/2	012	C	\DEVSY	5 C:\9	SECOND		GRI	Ε¥						۳×
																		OGONCLI	
							Р	CGene	sis S	ystem	I								
				P	lease	supp	ly a	user-	id an	d pas	sword	to 1	ogon						
						User	ID :												
					P	asswo	rd :												
	Enter=	conti	niie .	F15=S	et lls	er Co	lor.	F31=C	hanne	Pass	word.	F16=	L Fxit	ast R	eorg	on: 1	1/08/	2012	
	7						,								F15		1	2.03.00	0
F16															F31				

Step	Action
4	Verify that LOGONCLR displays in the upper righthand corner of the logon screen, and then enter a valid User ID and Password on the <i>PCGenesis Logon Screen</i> .
	If LOGONCLR does NOT display in the upper righthand corner of the logon screen, call the PCGenesis Help Desk for assistance.

Procedure C: Set Individual User Screen Color

Step	Action
1	PLEASE NOTE : In order for PCGenesis users to be able to set their screens to the color of their choice, the Allow Site Screen Color Selection must be set to Yes and the Allow User Screen Color Selection must be set to Yes .
2	Use the PCG Color Icon) to bring up the PCGenesis Logon Screen.

	PCG Dist = Rel=12.03.00 11/08/2012	C:\DEVSYS C:\SECOND	GREY	
				LOGONCLR
		PCGenesis System		
	Please supply) a user-1d and passwoi	rd to logon	
	User II):	_	
	Password	1:		
	Enter=continue, E15=Set User Colo	ur. E31=Change Password	Last Reon d. E16=Exit	rg on: 11/08/2012
		, i or onange russword		12.03.00
	<u></u>		F3I	<mark>€</mark>
tep	Action			
3	On the PCGenesis Logon Sc	reen, enter a valid	User ID and Pas	ssword.
	-			
4	Select F15 (F15 – Change	User Color).		

	PCG Dist=8991 Rel=12.03.00 11/08/2012 PCW C:\DEVSYS C:\SECOND GREY	
-	****** USER BACKGROUND COLOR ******	SETCOLOR
	Screen Color: O BLUE	
	C GREY	
	© WHITE	
	C Light BLUE	
	C Light GREEN	
	C Light CYAN	
	C Light RED	
	C YELLOW	
	C Light MAGN	
E	ENTER = Validate, F16 = Exit	12.03.00
F		
tep	Action	
5	Select the radio button • to the left of the desired Screen Color option to	o indicate the
-	background screen color for this user ID.	
6		
U	Select (Enter - validate) to display an example screen with the sel	ected screen

PCG Dist=8991 Rel=12.03.00 11/08/	2012 PCW C:\DE	VSYS C:\SECOND	WHITE	R-255 G-255 B-2	55
	Sample Screen	Using Selected C	olors		SCRNDISP
Status <u>A</u> ACTIVE TE	ACHER, NEW				
Emp. no. 99876 Pay Lo	: <u>198</u> Locatio	n 0198 Cl.	ass <u>8</u>	SUBSTITUTE	
Sex Code <u>F</u> Work Lo	oc <u>198</u> Locatio	n 0198 Jol	b <u>8</u>	SUBSTITUTE	
Mar Stat <u>S</u> Si	SN <u>999</u> <u>90</u> <u>9876</u>	EEO-5 Jo	b <u>A12</u>	Other Desc	
		EEO-5 Et	hnic 9	INVALID ETHN	IC CODE
NAME First <u>NEW</u>	Middle				
Last <u>TEACHER</u>	Suffix	Prefix		Hispanic/Lat: ○ Yes⊙ No	ino Ethnicity?
Address <u>123 MAIN STREET</u>		Certificate Type	<u>B 0</u>	Race (Select	all that apply)
Address L2		CS1 Job (from CP	I) <u>398</u>	O Yes⊙ No	Am Indian Alaskan
City/State <u>SMITH</u>	, <u>GA</u>	Include on CPI ?	Y .	⊙ Yes⊖ No	Black
Zip Code Co	ınty <u>160</u>	Sick Bank ?	N	O Yes⊙ No	White
Phone (<u>999)555</u> - <u>8888</u>		Substitute rank	_	O Yes⊙ No	Asian
		Override accrue?	_	⊖ Yes⊙ No	Hawaiian Pacific
		Adj Lv Elig Date			
		Hours Per Day	8.000	2	LOW HIGH
Spouse SSN	Pens Eliq Date	TR	S DOE Pai	d ERCON ? _	1-BLACK 9-BLACK
Birth Date <u>4/29/1985</u>	GHI Eligible ?	<u>N</u> Pa	rticipate	e in GHI ? _	2-BLUE 10-BLUE
Hire Date <u>8/13/2004</u>	GHI 1ST Day Wrk	GH	I Option	<u>NE</u>	3-GREEN 11-GREEN
Rehire Date	GHI Eff Date	GH	I Tier	<u>00</u>	4-CYAN 12-CYAN
Term Date	GHI Change Date	GH	I Ded Cd	_	5-RED 13-RED
Term Reason _	GHI Change Code	NEMP			6-MAGN
	_	New Employee hir	e		7-BROWN 15-BROWN 8-WHITE
	**** TAX DAT	A ****			
Federal: Mar Stat M	Exempt 1	Withholdin	g Code 🛛	Amt/%	. 99
State: Mar Stat D All	Lowance Mar <u>1</u> Dej	p <u>1</u> Withholdin	q Code 1	Amt/%	. 99
Tax Switches: Fed Y State	e y FICA R	etire N AEIC _	-		
Any Key to Return CAUTION	MESSAGE INFOR	MATION MESSAGE			
ENTER					12.03.00
F16					

A sample screen displays with the selected background color:

Note that the screen color will vary depending on the Screen Color option selected by the user.

Step	Action
7	Select Enter – to return) to exit the sample screen.

	PCG Dist=8991 Rel=12.03.00 1	1/06/2012 PLW L:\DEVSTS L:\SELUND GREY	
	-	****** USER BACKGROUND COLOR *****	SETCOLOR
	Screen Col	Lor: O BLUE	
		C GREY	
		© WHITE	
		O Light BLUE	
		C Light GREEN	
		C Light CYAN	
		C Light RED	
		C YELLOW	
		C Light MAGN	
	F8 = Save Selected Scre	en Color F16 = Reenter	12.03.00
	ENTER		
	F16		
	Action		
	$rac{1}{1}$ verify $F\delta - Save S$	elected screen color displays, and select	$\mathbf{F} \mathbf{\delta} - \mathbf{S} \mathbf{a} \mathbf{v} \mathbf{e} \mathbf{s} \mathbf{c} \mathbf{r}$
	Select F16 (F16 –	- ReEnter) to select a different screen color	
F8	(F8 – Save screen c	color) has been selected, the following dialo	og box displays:
	Destav	DCC apacia	
	Restar	r Pugenesis	
		User must EXIT PCGenesis to activate selected Color	
	_ <u></u> `		
		Restart PCGenesis to activate new User Color Selecti	ion
		Restart PCGenesis to activate new User Color Selecti	ion
		Restart PCGenesis to activate new User Color Selecti	ion
		Restart PCGenesis to activate new User Color Selecti	
	Action	Restart PCGenesis to activate new User Color Select	
	Action	Restart PCGenesis to activate new User Color Selecti OK	

Step

10

11

] P	PCG Di	st=8991	Rel=17.03.00	09/22/2017	DOD 002 S	V C:\DEVSYS	C:\SECONE		GREEN	
	1)	The AcuC Micr spen into	PCGenesis obol runti o Focus Ad ding appro the futu	*** RE Developmen me softwar cuCobol run pximately, re of PCGen	BUSINES 9/2 LEASE 17 It Team is te. The (itime soft \$75,000 1 esis.	SS APPLIC 22/2017 - .03.00 NE 5 proud t GaDOE has tware for to obtain	ATIONS SY FRIDAY W FEATURE o announc recently all PCGe the new	STEM S & TIPS e a major purchased nesis schu software,	*** upgrade of d the lates ool distric a signific	PREFACE the Micro Focus t, greatest ts and RESAs, ant investment
	2)	A ne Orde (clo sele prin	w function rs" (F1, I sed, cance cted based ted report	has been 2, F6). T elled, and 1 on an end 2 or in CSU	added to his new f active) s -user spe format.	the Purc Function sorted in ecified d	hase Orde will gene Purchase ate range	r Process: rate a rej Order Nui . The rej	ing menu, " port of all mber sequen port is gen	List All Purchase Purchase Orders ce. Data will be erated as a
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To activate the new screen color, initiate a new PCGenesis session using the CG (PCG Color Icon) to bring up the *PCGenesis Logon Screen*.