



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-117-SYS

### PAGECENTER ONLINE SYSTEM FOR ACCESSING WINRO REPORTS

<b>Date:</b> December 1, 2010	<b>Subtopic(s):</b> WINRO Reports
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center/Non-Cash Assistance Food Stamp Center (NCA FS) staff of a new web based report retrieval tool, PageCenter, that allows staff to access WINRO reports generated by Management Information Systems (MIS) and the Office of Temporary Disability Assistance (OTDA) online, instead of printing them via the DEPCON printers.</p> <p><b>Attachment A</b> (PageCenter Training End User Guide) provides the details of how to access, set-up, and use PageCenter.</p> <p><b>Note:</b> Currently PageCenter is being implemented in the Manhattan region Job Centers and NCA FS Centers only. It will be implemented citywide at a future date.</p> <p>PageCenter reports are available for one year, and will remain on the System Archival Report (SAR) for five years. PageCenter reports are automatically moved after 30 days from archive storage to its vault storage. These reports in vault storage can be restored back to archive storage where they can be viewed and printed. Some of PageCenter's features include:</p> <ul style="list-style-type: none"> <li>• Online access to reports that designated personnel are responsible for;</li> <li>• A search feature that allows the Worker to locate specific information on a report, copy and paste, and then view it;</li> <li>• Viewing the history of a report;</li> <li>• Restoring a report from vault storage to archive storage so that it can be viewed;</li> <li>• A "page browse" feature which allows the Worker to select which pages to view;</li> <li>• A "Notes" feature which allows the Worker to enter notes about a report that other Workers can view and edit; and</li> </ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

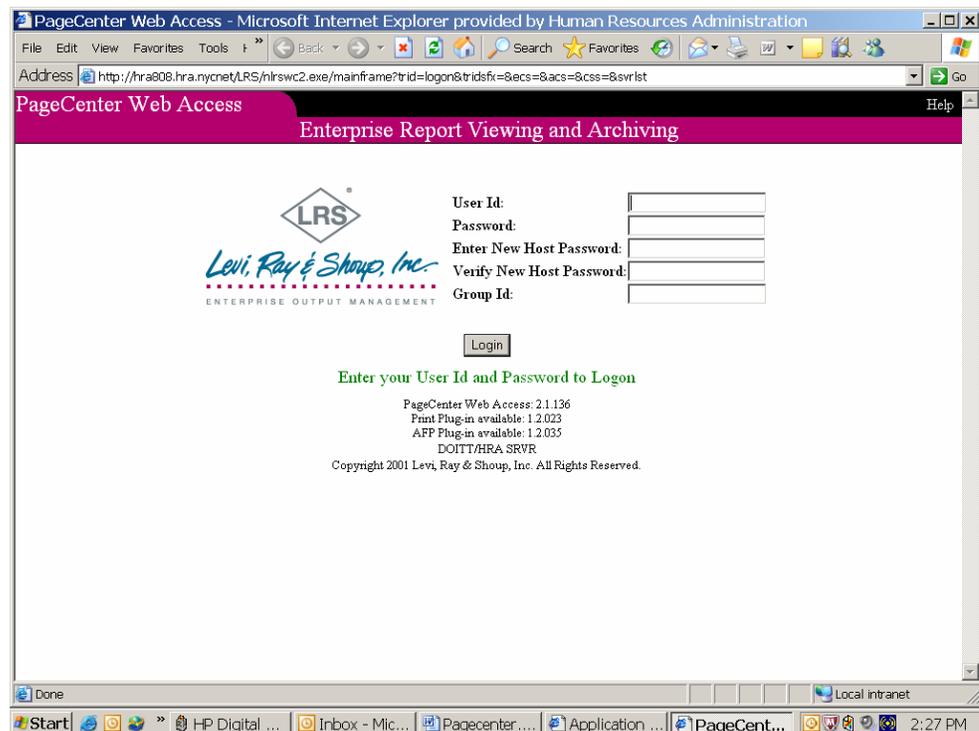
## Accessing and using PageCenter

- A zoom feature that allows the Worker to adjust the size of the on-line data.

Refer to **Attachment A** for instructions on how to access and set up passwords and how to use PageCenter, (e.g., viewing reports that have been archived or placed in vault status, or using the note or range browse features).

To access PageCenter:

- Click on Internet Explorer on the Desktop.
- Click on **Program Applications** on the HRA Website then select **PageCenter Logon**, and the **Enterprise Viewing and Report Writing** logon screen appears (see below).



- Enter the User ID and Password, and click **Login**. (Refer to **Attachment A** for details on using the system).

*Effective Immediately*

**Attachment:**

**Attachment A** PageCenter Training End User Guide

## ATTACHMENT A

### *Setting/Changing Your Password*

After logging-in to PageCenter with your temporary password, this message is displayed: *Password expired. Please enter and verify a new password.*

Set/change your PageCenter password as follows: (PageCenter passwords must be at least four characters and not more than eight characters and are not case-sensitive. You can, if desired, set your **User Network ID** password as your PageCenter password; however, to do so both passwords must be eight characters; or, you can use the first eight characters of your User Network ID password.)

1. Type your **User Id**
2. Type your old password in the **Password:** box
3. Type your new password in the **Enter New Host Password:** box
4. Re-type your new password in the **Verify New Host Password:** box
4. Click **Login**

Your new PageCenter password will expire 90 days after you set it.

When you change your **User Network ID** password, you should also change your PageCenter password to keep them synchronized.

If you type your password incorrectly, the following message is displayed: *Invalid Password. Please reenter*

If you make three (3) consecutive unsuccessful attempts to log-in, your PageCenter User Id will be “**revoked**”. Contact the Office of Data Security Management (ODSM) to reinstate it. Tell ODSM you need to have your PageCenter password reset and that your PageCenter password resides in RACF.

When your PageCenter account is reinstated, your **temporary PageCenter password** is reset to your **User Network ID**. Follow the instructions above to log-in and then set/change it.

Upon logging-in successfully, PageCenter’s **Mailbox List** is displayed, showing all PageCenter mailboxes to which you have authorization. Use PageCenter’s **Find** feature to locate a specific mailbox.

	Description	Messages	Pagesets	Date	Time	New Arrival
✖	ACSCRIM FOSTER HOME CARE ACCTS	2847	23	2008-02-22	22:30	2870
✖	ACSEHQM FOSTER HOME CARE REPORTS	136	12	2007-10-10	09:46	148
✖	AIRBILL AIRS BILLING SYSTEM REPORTS	0	2	2007-08-13	17:42	2
✖	ASCU SUPPORT COLLECTION UNIT RPTS	273	72	2008-02-15	16:28	345
✖	CIP CENTRAL INSURANCE PROGRAM	97	14	2008-02-07	16:51	111
✖	CMC0 MAILBOX FOR TECHSERVICES	0	5	2008-02-04	17:32	5
✖	CRM COMPOSITE ROLLS	0	2	2007-08-17	16:08	2
✖	CRM100 CRM100	141	2	2008-02-05	12:12	143
✖	DARB DARB PROGRAMMERS	0	0	---	---	0
✖	DISTMAIL MAILBOX FOR DIST. SERVICES	92	108	2008-02-27	00:19	200

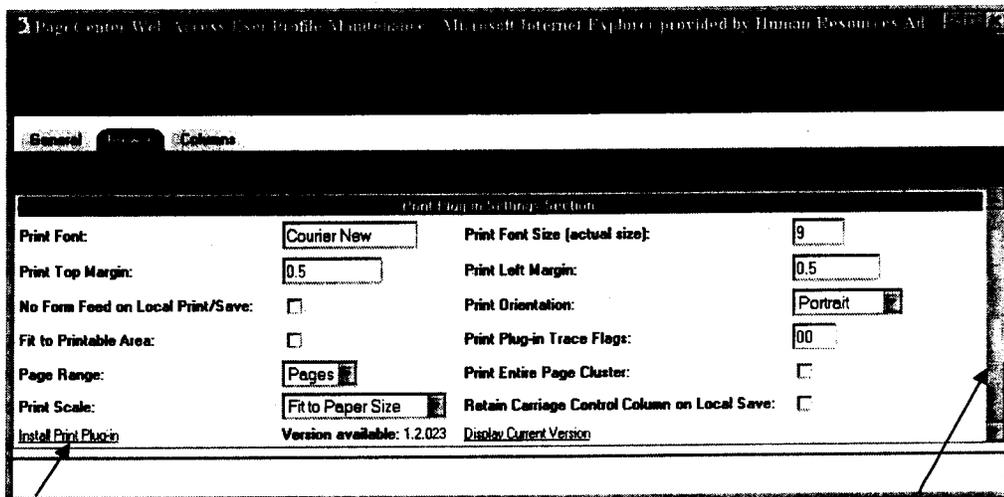
## ATTACHMENT A

If you are logged-in to PageCenter too long (usually 15 minutes) without entering a PageCenter command, the following message is displayed: *You have timed out or been disconnected.* To resume your PageCenter session, type your password in the **Password:** box and click **Login**.

### *Installing the Print Plug-In*

To print a PageCenter report from your PC, you must install the PageCenter print plug-in as follows:

1. On PageCenter's Mailbox List, click **Preferences** on the upper black toolbar to display the User Profile Maintenance screen
2. On the User Profile Maintenance screen, click the **Browse** tab
3. On the Browse tab, scroll down and click **Install print plug-in** (lower left) to display the File Download – Security Warning box



4. In the File Download – Security Warning box, click **Run** to display the Internet Explorer – Security Warning box
5. In the Internet – Security Warning box, click **Run** to access the **LRS Web Print Plug-in – InstallShield Wizard**
6. Follow the wizard's instructions to complete the installation

## ATTACHMENT A

### PageCenter Mailboxes, Applications, and Pagesets

PageCenter is organized into mailboxes, such as ASCU, CIP, DARB, F14, 032, MAP, and OCSE. Each food stamps center and job center has its own mailbox. PageCenter mailboxes contain PageCenter applications. MIS User reports are stored as pagesets inside the PageCenter applications.

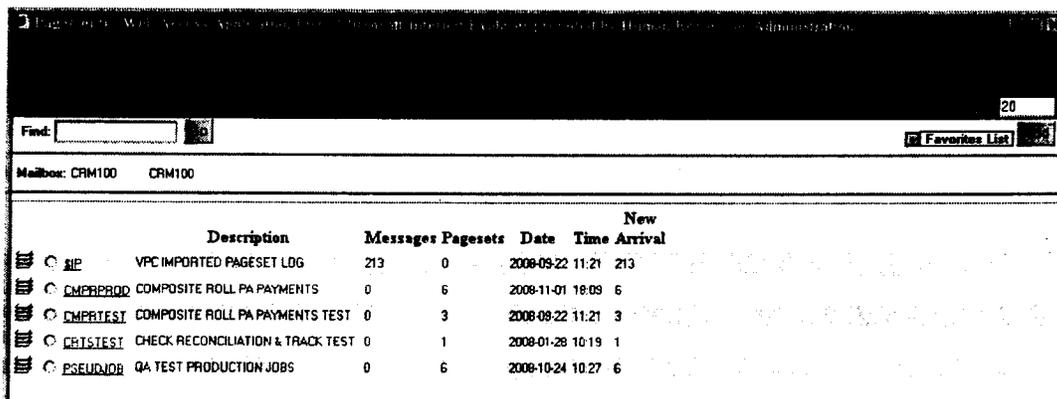
Each PageCenter User is assigned to at least one PageCenter group such as OFM1, OFM2, OCSE, and OLA. Each PageCenter group has one or more members who are given authorization to one or more PageCenter mailboxes.

Each PageCenter User can view the reports in the PageCenter mailboxes and PageCenter applications to which he/she has authorization. Each PageCenter User should know: a) which PageCenter group/s he/she belongs to, b) which PageCenter mailboxes and PageCenter applications he/she has access to, and c) which reports are in these PageCenter mailboxes and PageCenter applications.

The PageCenter Administrator places PageCenter applications inside the appropriate PageCenter mailboxes and grants authorization to the PageCenter applications to designated PageCenter Users. Examples of PageCenter application names at HRA are: CMRPROD, FHCSPROD, and LDIQPROD

MIS User reports, which are known as pagesets in PageCenter, are defined to PageCenter and routed to specific PageCenter applications. An MIS User report's Report ID and PageCenter pageset name are usually identical. Examples of PageCenter reports (pagesets) at HRA are: APL920P2, CRT130R1, and UIS725R1.

Upon selecting a PageCenter mailbox from the Mailbox List, a PageCenter **Application List** is displayed, showing only the PageCenter applications inside the selected mailbox that contain pagesets; that is, MIS User reports that were produced, routed to a PageCenter application inside the selected mailbox, and fall within the report retention period. Use PageCenter's **Find** feature to locate a specific PageCenter application.



The screenshot shows a web application window titled "PageCenter - Web Access Application List". The interface includes a search bar labeled "Find:" with a magnifying glass icon and a "Favorites List" button. Below the search bar, the mailbox is identified as "Mailbox: CRM100 CRM100". The main content area displays a table of applications with the following columns: Description, Messages, Pagesets, Date, Time, and New Arrival. The table lists five applications:

	Description	Messages	Pagesets	Date	Time	New Arrival
  CIP	VPC IMPORTED PAGESET LOG	213	0	2008-09-22	11:21	213
  CMRPROD	COMPOSITE ROLL PA PAYMENTS	0	6	2008-11-01	18:09	6
  CMRTEST	COMPOSITE ROLL PA PAYMENTS TEST	0	3	2008-09-22	11:21	3
  CRTSTEST	CHECK RECONCILIATION & TRACK TEST	0	1	2008-01-28	10:19	1
  PSEUDJOB	QA TEST PRODUCTION JOBS	0	6	2008-10-24	10:27	6

A PageCenter User can view all pagesets within an application that his/her group(s) have access to and were routed to a mailbox to which his/her group has authorization.

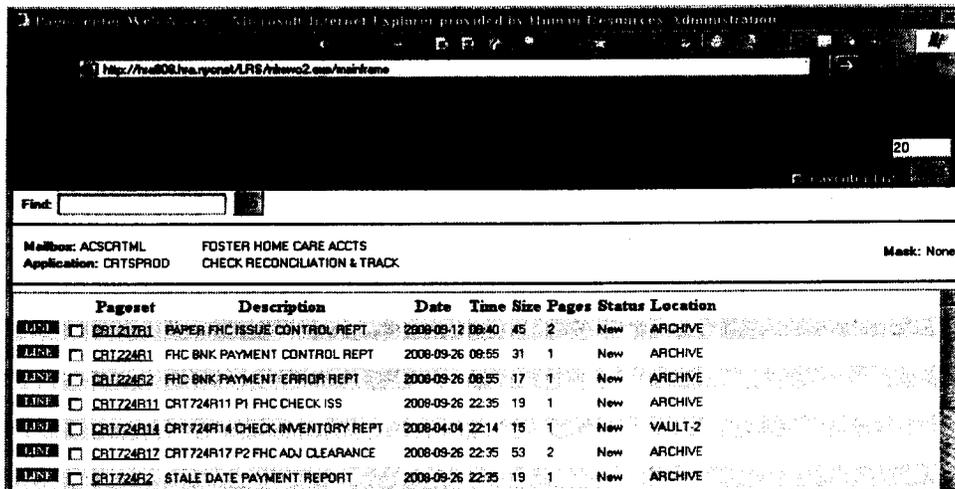
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Upon selecting a PageCenter application from the **Application List** to which you do not have authorization, this message is displayed:

### *Invalid Action – Authorization Check*

When an MIS User report defined to PageCenter is produced, PageCenter sends the report to its PageCenter mailbox/es, updating the pageset's date on the **Notice List**, if that report has run previously.

Upon selecting a PageCenter application from the **Application List** to which you do have authorization, its **Notice List** is displayed, showing a list of PageCenter reports (pagesets) available for viewing. Scroll down or use PageCenter's **Find** feature to locate a specific pageset.



The screenshot shows a web browser window displaying the PageCenter Notice List. The browser address bar shows the URL: <http://real08.lha.rpsnet.LRS/rdwwo2.com/mainframe>. Below the browser window, there is a search bar labeled "Find:" and a list of report pagesets. The list includes columns for Mailbox, Application, Pageset, Description, Date, Time, Size, Pages, Status, and Location. The Mailbox is ACSRTML and the Application is CRTSPROD. The Mailbox List is FOSTER HOME CARE ACCTS and the Application List is CHECK RECONCILIATION & TRACK. The Mailbox is None.

Pageset	Description	Date	Time	Size	Pages	Status	Location
<u>CRT217R1</u>	PAPER FHC ISSUE CONTROL REPT	2008-09-12	08:40	45	2	New	ARCHIVE
<u>CRT224R1</u>	FHC BNK PAYMENT CONTROL REPT	2008-09-26	08:55	31	1	New	ARCHIVE
<u>CRT224R2</u>	FHC BNK PAYMENT ERROR REPT	2008-09-26	08:55	17	1	New	ARCHIVE
<u>CRT224R11</u>	CRT724R11 P1 FHC CHECK ISS	2008-09-26	22:35	19	1	New	ARCHIVE
<u>CRT224R14</u>	CRT724R14 CHECK INVENTORY REPT	2008-04-04	22:14	15	1	New	VAULT-2
<u>CRT224R17</u>	CRT724R17 P2 FHC ADJ CLEARANCE	2008-09-26	22:35	53	2	New	ARCHIVE
<u>CRT224R2</u>	STALE DATE PAYMENT REPORT	2008-09-26	22:35	19	1	New	ARCHIVE

All PageCenter mailbox, application, and pageset names appear underlined and serve as **hot links** to the PageCenter reports. The entry in the **Date** column on the **Mailbox List**, **Application List**, and **Notice List** indicate the date the report was sent to PageCenter, not the date the report was produced.

Each PageCenter User can set a **Home Mailbox** and **Home Application** in the **Preferences** command, which is accessed from the upper black toolbar. Use the **General** tab to set your Home Mailbox and Home Application and set viewing preferences. Use the **Browse** tab to set printing preferences.

Each PageCenter User can place frequently used mailboxes, applications, and pagesets in the **Favorites** list.

Each PageCenter User can use the **New Window** command, which is accessed from the upper black toolbar, to open the current PageCenter screen in a new window. You can open and utilize multiple PageCenter windows simultaneously. Use this feature for Mailbox Lists, Application Lists, and Notice Lists and Pageset History and PageCenter reports.

## ATTACHMENT A

### *PageCenter Test Reports*

When an MIS User report is new to PageCenter, its PageCenter output is tested until approved and put into production.

The retention time for all PageCenter test reports is one month; that is, Daily reports, Weekly reports, Monthly reports, Quarterly reports, Semi-Annual reports, and Annual reports, etc.

After a PageCenter test occurs, the report's test output is accessed and viewed by the PageCenter User from their PageCenter mailbox within PageCenter's PSEUDJOB application.

### **Viewing Your PageCenter Report (Pageset)**

PageCenter has three (3) storage levels: **Level-0 Archive**, **Level-1 Vault**, and **Level-2 Vault**.

When a report runs and goes to PageCenter, generally, it stays on ARCHIVE for 30 days, after which it goes to VAULT-1. A report on VAULT-1 may be consolidated and go to VAULT-2. A report located on VAULT-1 or VAULT-2 is a **vaulted** pageset and must be restored to **ARCHIVE** to be viewed.

Each pageset's storage location appears in the **Location** column on its **Notice List**.

Click forward through the appropriate **Mailbox List** and **Application List** hot links to display a pageset's **Notice List** as follows: (Type search data in the **Find** box and click **Go**. Adjust the Scroll Line Amount.)

1. On the **Mailbox List**, click the desired **mailbox name** to display its **Application List**
2. On the **Application List**, click the desired **application name** to display its **Notice List**

The **Notice List** displays only the most recent run date of a pageset. Earlier generations of a pageset that are available on PageCenter appear on that pageset's **Pageset History** screen, which is accessed by checking the box to the left of the pageset's **Notice List** hotlink and then clicking **History**.



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- a. If you want to view a different generation (run date) of the pageset, follow the instructions in 5.3.1.1
- b. If your pageset is located on VAULT-1 or VAULT-2, follow the instructions in 5.3.2 to view it

When attempting to view a VAULTED pageset to which you do have authorization, this message is displayed:

*Invalid Action – Dataset Unavailable – Generation in vault*

### *Locating and Viewing a Specific Pageset Generation (Report Run Date)*

Locate and view a specific pageset generation as follows:

1. With the desired pageset **hot link** displayed on its **Notice List**, click the box to the left of the desired pageset to check it and then click **History** on the upper pink toolbar to display its **Pageset History** screen

Pageset	Description	Date	Time	Size	Pages	Status	Location
<input checked="" type="checkbox"/> <a href="#">CRT217R1</a>	PAPER FHC ISSUE CONTROL REPT	2008-10-10 09:14	45	2	New	ARCHIVE	
<input type="checkbox"/> <a href="#">CRT224R1</a>	FHC BNK PAYMENT CONTROL REPT	2008-09-26 08:55	31	1	New	VAULT-1	
<input type="checkbox"/> <a href="#">CRT224R2</a>	FHC BNK PAYMENT ERROR REPT	2008-09-26 08:55	17	1	New	VAULT-1	

2. On the **Pageset History** screen, verify that the selected pageset is correct and then do a or b as appropriate:

Generation	Pages	Size	Location	Type	Retention Begins	Retention Expires	Status	Jobname	Count	Notes
<input checked="" type="checkbox"/> 2008-10-10 09:14:17.72	2	45	ARCHIVE	ARCHIVE	2008-10-10 09:14	2008-11-10 OK		CRT8KINW	1	No
<input type="checkbox"/> 2008-09-12 08:40:20.08	2	45	VAULT-1	VAULT	2008-10-12 08:40	2009-10-12 OK		CRT8KINW	1	No
<input type="checkbox"/> 2008-08-08 08:31:41.32	2	45	VAULT-2	VAULT	2008-09-08 08:31	2009-09-08 OK		CRT8KINW	1	No
<input type="checkbox"/> 2008-07-11 08:39:04.39	2	45	VAULT-2	VAULT	2008-08-11 08:39	2009-08-11 OK		CRT8KINW	1	No

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- a. If your desired pageset generation is stored on ARCHIVE, click its **hot link** to display your report
- b. If your desired pageset generation is stored on VAULT-1 or VAULT-2, follow the instructions in 5.3.2 (starting with item 2) to restore it and then view it.

### Restoring and Viewing a VAULTED Pageset

Restore and view a vaulted pageset as follows:

1. With the vaulted pageset's **hot link** displayed on its **Notice List**, click into the box to the left of the desired pageset to check it and then click **History** on the upper pink toolbar to display its **Pageset History** screen

LINE	Description	Date	Time	Size	Pages	Status	Location
<input type="checkbox"/>	CIP160P1 CIP160P1	2008-05-16	16:47	13660	320	New	ARCHIVE
<input type="checkbox"/>	CIP170P1 CIP170P1	2008-05-16	16:47	67750	1600	New	ARCHIVE
<input type="checkbox"/>	CIP175P1 CIP175P1	2008-05-16	16:47	63	5	New	ARCHIVE
<input type="checkbox"/>	CIP240P1 CIP240P1	2008-06-18	12:25	243	6	New	ARCHIVE
<input checked="" type="checkbox"/>	CIP260P1 CIP260P1	2008-06-18	12:25	17326	860	New	VAULT-2
<input type="checkbox"/>	CIP270P1 CIP270P1	2008-06-18	12:25	3388	63	New	VAULT-2
<input type="checkbox"/>	CIP280P1 CIP280P1	2008-06-18	12:25	4476	156	New	VAULT-2

2. On the **Pageset History** screen, verify that the vaulted pageset is correct, then click into the box to the left of the desired pageset generation's hot link to check it, and then click **Restore** on the upper pink toolbar to display the **Restore Command** screen

LINE	Generation	Pages	Size	Location	Retention Type	Retention Begins	Retention Expires	Status	Jobname	Count	Notes
<input type="checkbox"/>	2008-06-18 12:25:21.29	860	17326	VAULT-2	VAULT	2008-07-18 12:25	2009-07-18	OK	CIPSTEST	1	No
<input checked="" type="checkbox"/>	2008-05-16 16:47:04.48	840	17112	VAULT-2	VAULT	2008-06-16 16:47	2009-06-16	OK	CIPSTEST	1	No
<input type="checkbox"/>	2008-02-04 17:02:41.91	844	17092	VAULT-2	VAULT	2008-03-05 01:00	2009-03-05	OK	CIPSTEST	1	No
<input type="checkbox"/>	2008-01-08 18:07:05.36	840	17064	VAULT-2	VAULT	2008-02-09 01:00	2009-02-09	OK	CIPSTEST	1	No
<input type="checkbox"/>	2007-12-04 15:41:10.53	840	17066	VAULT-2	VAULT	2008-01-05 01:00	2009-01-05	OK	CIPSTEST	1	No
<input type="checkbox"/>	2007-11-05 17:00:37.93	836	17028	VAULT-2	VAULT	2007-12-05 01:00	2008-12-05	OK	CIPSTEST	1	No
<input type="checkbox"/>	2007-08-15 16:46:45.37	422	8666	VAULT-2	VAULT	2007-11-06 01:00	2008-11-06	OK	CIP260P1	1	No

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- On the **Restore Command** screen, verify that the selected pageset generation (report run date) is correct and then click **Restore** on the pink toolbar to re-display the **Pageset History** screen with the selected pageset generation restored

Application	Pageset	Generation	Size	Location	Last Stored	DDGroup	Pages
CIP	CIP260P1	2008-05-16 16:47:04.48	17112	VAULT-2	2008-06-16 16:47:04.48	\$VPC	840

- On the re-displayed **Pageset History** screen, click the restored pageset generation's hot link to view your restored report (Click **Refresh** until the **Retention Type** shows as ARCHIVE)

Generation	Pages	Size	Location	Retention Type	Retention Begins	Retention Expires	Status	Jobname	Count	Notes
2008-06-18 12:25:21.28	860	17326	VAULT-2	VAULT	2008-07-18 12:25	2008-07-18	OK	CIPSTEST	1	No
2008-05-16 16:47:04.48	840	17112	ARCHIVE	ARCHIVE	2008-10-28 16:46	2008-11-28	OK	CIPSTEST	1	No
2008-02-04 17:02:41.91	844	17092	VAULT-2	VAULT	2008-03-05 01:00	2008-03-05	REST	CIPSTEST	1	No
2008-01-09 18:07:05.36	840	17064	VAULT-2	VAULT	2008-02-09 01:00	2008-02-09	OK	CIPSTEST	1	No
2007-12-04 15:41:10.53	840	17066	VAULT-2	VAULT	2008-01-05 01:00	2008-01-05	OK	CIPSTEST	1	No
2007-11-05 17:00:37.93	836	17028	VAULT-2	VAULT	2007-12-05 01:00	2008-12-05	OK	CIPSTEST	1	No
2007-09-15 16:46:45.37	422	8666	VAULT-2	VAULT	2007-11-06 01:00	2008-11-06	OK	CIP260P1	1	No

Here is an example of a restored report:

SOC NUMBER	SEC NUMBER	LAST NAME	FIRST NAME	DATE OF HIRE	DATE OF TERM	DATE OF ELIG	DATE OF CANCEL	COV ELIG	HLTH INS	SPEC STATUS	HOURS WORKED

Multiple PageCenter reports can be open for viewing simultaneously.

Use **New Window** on the black toolbar to open additional PageCenter report windows. Each new report window remains open until it is closed.

Minimize your PageCenter report by clicking the minimize button.

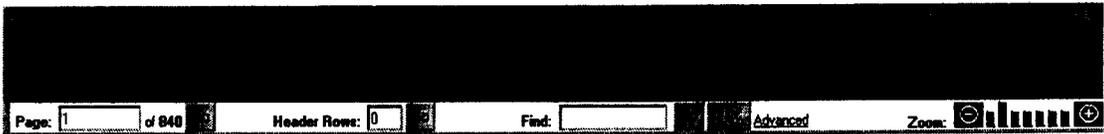


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When finished viewing your PageCenter report, click **Close** on the black toolbar to close it or click **X** in the upper right corner of the report to close  it.

### Navigating Your PageCenter Report

A PageCenter report (pageset) is viewed one page at a time. Use the scrollbars and arrows as needed to navigate it.



Use the tool buttons listed below as needed: (upper pink toolbar)

- Click **Refresh** to refresh the current screen or report page
- Click **Top** to go the first page of the report
- Click **Page Up** go to the previous page of the report
- Click **Page Down** to go to the next page of the report
- Click **Bottom** to go to the last page of the report

Use the tool buttons listed below as needed: (upper black toolbar)

- Click **Preferences** to set PageCenter User viewer preferences
- Click **Close** to close the current window
- Click **Help** to access localized Help

### *Page Numbers*



**Page:** The page box appears directly above your report at its left. Page shows the page number displayed and the total number of pages in your report. To view a specific report page, type its page number in the **Page:** box and click **Go**.

### *Header Rows*



**Header Rows:** appears directly above your report in the center. It indicates the number of lines at the top of each page that will be frozen while viewing your report. To set an the header rows, type the required number of rows in the **Header Rows:** box and click **Go**.

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### *Find text*



**Find:** appears directly above your report in the center. Find allows you to locate a character string in your report as follows: (PageCenter searches 5,000 lines at a time)

1. Type the desired character string in the **Find** box and click **Go**
2. Click **Next** to go to the next occurrence of that character string

### *Zoom*



**Zoom:** appears directly above your report at its right. Use **Zoom** to increase or decrease your report's font size.

Click the minus button ⊖ to decrease the font size. This makes the data appear smaller, displaying more of your report.

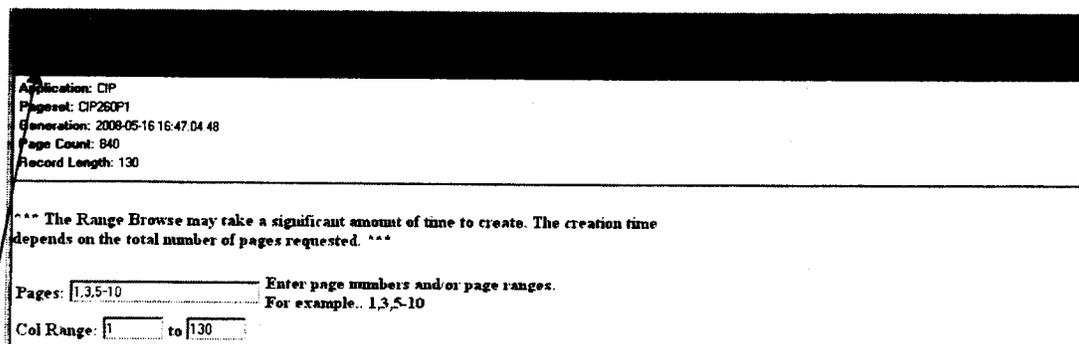
Click the plus button ⊕ to increase the font size. This makes the data appear larger, displaying less of your report.

### *Range Browse*



The **Range Browse** command appears on the lower pink toolbar. Range Browse allows you to retrieve specific report pages and/or a range of contiguous report pages and view them as follows:

1. Click **Range Browse** to display the **Range Browse Page Retrieval** screen
2. On the **Range Browse Page Retrieval** screen, enter the page numbers and/or page range/s (for example 1,3,5-10) and then click **Retrieve** to view the requested pages (Do not enter a space after a comma separation and do not use a comma when entering page numbers greater than 999) (The Range Browse command retrieves up to 50 pages)



Application: CIP  
Pageset: CIP250P1  
Generation: 2008-05-16 16:47:04.48  
Page Count: 840  
Record Length: 130

\*\*\* The Range Browse may take a significant amount of time to create. The creation time depends on the total number of pages requested. \*\*\*

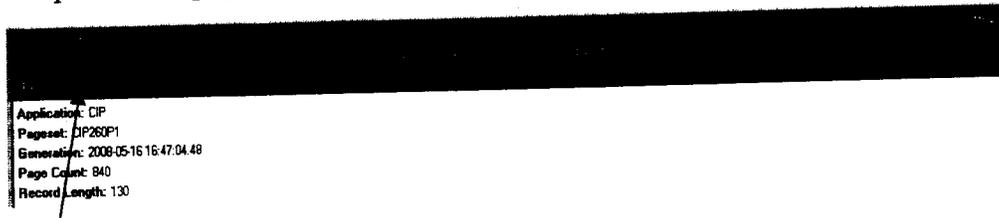
Pages:  Enter page numbers and/or page ranges.  
For example.. 1,3,5-10

Col Range:  to

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After the range browse is displayed, remove it as follows:

1. On the pink toolbar, click **Return** to return to the **Range Browse Page Retrieval** screen
2. On the **Range Browse Page Retrieval** screen, click **Cancel** to return your report to the page viewed prior to invoking the **Range Browse** command



### Annotating Your PageCenter Report

Use **Notes** to annotate your report. Be aware that you cannot use **Notes** while your report is in **Range Browse** mode.

#### *Adding a Note*

Add a note as follows: (After adding a note, the **Note** icon appears in the upper right of the report page) 

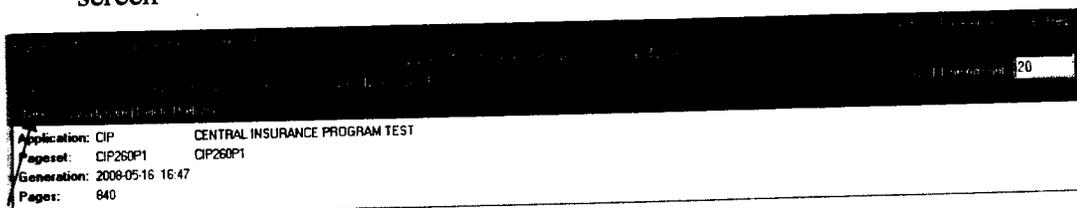
1. With the report page you want to annotate being viewed, click **Notes** on the lower pink toolbar to display the **Application/Pageset Gen Browse Notes** screen

Page: 1 of 840 Header Rows: 0 Find: Advanced Zoom: 

CIP260P1 CENTRAL INSURANCE PROGRAM HUMAN RESOURCES ADMINISTRATION DATE: 05/01/08 PAGE:  
EMPLOYEE DEPENDENTS IN ERROR REPORT

GROUP NUMBER 01	CENTER NUMBER 03500	SUFFIX	DATE OF	DATE OF	DATE OF	COV	HLTR	SPEC	HOURS	
SOC SEC NUMBER	LAST NAME	FIRST NAME	HIRES	TERM	ELIG	CANCEL	ELIG	INS	STATUS	WORKED

2. On the **Application/Pageset Gen Browse Notes** screen, click **New** on the lower pink toolbar to display the **Add Application/Pageset Note** screen



## ATTACHMENT A

3. On the **Add Application/Pageset Note** screen, verify the report generation and page you are annotating and then indicate the access level of your note via the drop-down list: (**Public-View Only**, **Public-Update**, or **Private**)
  - a. Type the subject line for your note in the **Subject:** box
  - b. Type the text of your note in the text area box
  - c. Review your typed note for accuracy, correcting it if necessary

- Indicates a Required Field

Application: CIP CENTRAL INSURANCE PROGRAM TEST  
 Pageset: CIP260P1 CIP260P1  
 Generation: 2008-05-16 16:47  
 Datasets: 1 Pages: 840

---

Page No: - 1

Access: - Public-View Only

Subject: My Note

This report contains important data.

### *Updating Your Note*

Update a note as follows:

1. With the report containing the note to be updated being viewed, click **Notes** on the lower pink toolbar to display the **Application/Pageset Gen Browse Notes** screen for that pageset
2. On the **Application/Pageset Gen Browse Notes** screen for that pageset, click into the box in the **PageRef** column to the left of the identifying information for your note to check it, and then click **Update** on the pink toolbar to display the **Update Application/Page Note** screen for that pageset

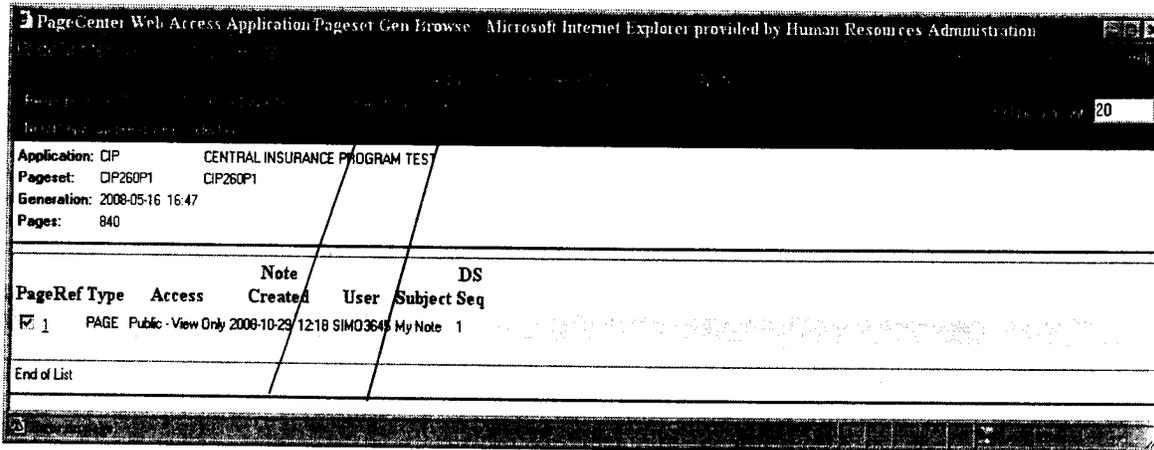
PageRef	Type	Access	Note	Created	User	Subject	DS
1	PAGE	Public-View Only	2008-10-29 12:18	SIM03645	My Note	1	

End of List

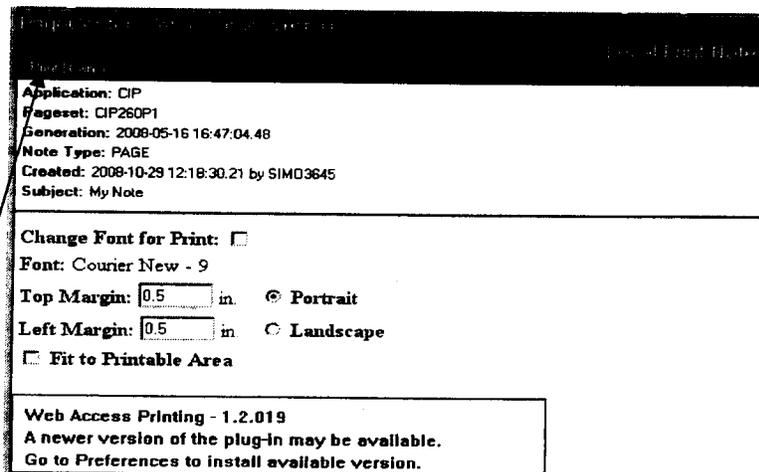


## ATTACHMENT A

2. On the **Application/Pageset Gen Browse Notes** screen, click the box to the left of the note you want to view to check it, and then click **View Note** on the upper pink toolbar to display the note



3. Print the displayed note as follows:
  - a. Click **Local Print** on the pink toolbar to display the **Local Print Note** screen
  - b. On the **Local Print Note** screen, check the settings then click **Print** to access the **Print Setup** box
  - c. In the **Print Setup** box, verify the printer name, orientation, and settings and then click **OK** to print the note
4. After viewing and printing the note, click **Return** to return to the **Application/Pageset Gen Browse Notes** screen
5. On the **Application/Pageset Gen Browse Notes** screen, click **Return** to return to your report



## ATTACHMENT A

### *Deleting Your Note*

Delete your note as follows:

1. While the report containing the note to be deleted is being viewed, click **Notes** on the lower pink toolbar to display the **Application/Pageset Gen Browse Notes** screen for that pageset

GROUP NUMBER	CENTER NUMBER	SUFFIX	SOC NUMBER	SEC NUMBER	LAST NAME	FIRST NAME	DATE OF HIRE	DATE OF TERM	DATE OF ELIG	DATE OF CANCEL	COV ELIG	HLTH INS	SPEC STATUS	HOURS WORKED
CIP260P1														

2. On the **Application/Pageset Gen Browse Notes** screen for that pageset, click into the box in the **PageRef** column to the left of the note's identifying information to check it, and then click **Delete** on the lower pink toolbar to display the **Delete Items** screen

PageRef	Type	Access	Note	Created	User	Subject	DS
<input checked="" type="checkbox"/> 1	PAGE	Public - View Only		2008-10-29 12:18	SIM03645	My Note	1

End of List

3. On the **Delete Items** screen, verify the information listed for your note and then click **Yes** to delete it or click **No** not to delete it (Either action returns you to the **Application/Pageset Gen Browse Notes** screen)

Type	Date	Time	Subject
PAGE	2008-10-29	12:18:30.21	My Note

## ATTACHMENT A

4. On the **Application/Pageset Gen Browse Notes** screen, click **Return** to return to your report

### Printing Your PageCenter Report Locally

Print your PageCenter report or selected report pages locally as follows:

1. While viewing your report, click **Local Print** on the lower pink toolbar to display the **Local Print** box

The screenshot shows the top portion of a report. At the top, it displays 'Page: 1 of 840', 'Header Rows: 0', and 'Print: Advanced'. Below this, the report title is 'CIP260P1 CENTRAL INSURANCE PROGRAM HUMAN RESOURCES ADMINISTRATION EMPLOYEE/DEPENDENTS IN ERROR REPORT' with a date of '05/01/08' and 'PAGE:'. A table header is visible with columns: 'GROUP NUMBER 01', 'CENTER NUMBER 03500', 'SUFFIX', 'SOC SEC NUMBER', 'LAST NAME', 'FIRST NAME', 'DATE OF HIRE', 'DATE OF TERM', 'DATE OF ELIG', 'DATE OF CANCEL', 'COV ELIG', 'HLTH INS', 'SPEC STATUS', and 'HOURS WORK'.

2. In the **Local Print** box, indicate **All**, **Current**, or **Pages** to be printed (this example shows pages 98 and 99 as pages to be printed) and select your desired print options including **Font Size**, **Margins**, and **Orientation** and then click **Print** to display the **Print Setup** box

The screenshot shows the 'Local Print' dialog box. It contains the following information: 'Application: CIP', 'Pageset: CIP260P1', 'Generation: 2008-05-16 16:47:04.48', 'Page Count: 840', and 'Record Length: 130'. A warning message states: '\*\*\* The Local Print may take a significant amount of time to create. The creation time depends on the total number of pages requested. \*\*\*'. There are three radio button options: 'All', 'Current Page (1)', and 'Pages: 98-99'. Below the 'Pages' option, it says 'Enter page numbers and/or page ranges. For example.. 1,3,5-10'. There are input fields for 'Col Range: 1 to 130', 'Change Font for Print: [ ]', 'Font: Courier New - 9', 'Top Margin: 0.5 in', 'Left Margin: 0.5 in', and 'Fit to Printable Area [ ]'. There are also radio buttons for 'Portrait' (selected) and 'Landscape', and a checkbox for 'No Form Feed'.

3. In the **Print Setup** box, verify the printer name and settings then click **Print** to send your report to the printer

The screenshot shows the 'Print Setup' dialog box. It displays the printer name as '\\print015mtc\Lex15prt08'. Below this, there are fields for 'Letter 8 1/2 x 11 in' and 'Auto Select'. There are also radio buttons for 'Portrait' and 'Landscape', and a checkbox for 'Fit to Printable Area'. At the bottom, there are 'OK' and 'Cancel' buttons.

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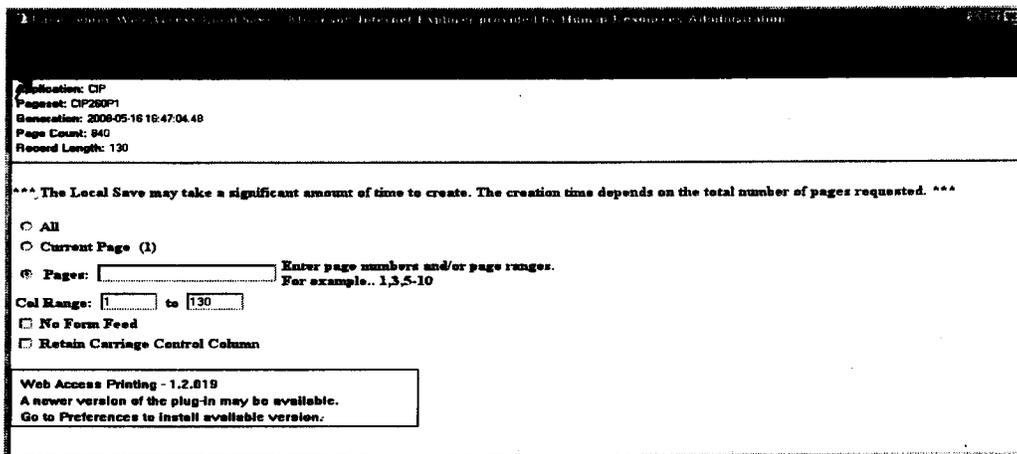
### Saving Your PageCenter Report on Your PC

**Save to File** saves your PageCenter report on your PC as follows: (PageCenter's print plug-in must be installed to utilize **Save to File**)

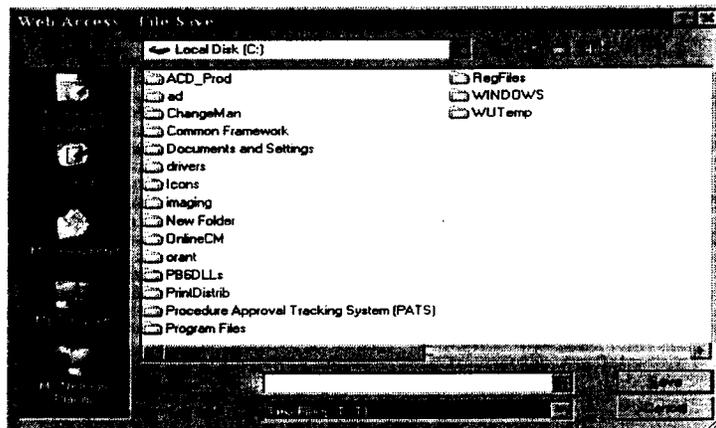
1. With your report displayed on your PC, click **Save to File** on the lower pink toolbar to display the **Local Save** screen



2. On the **Local Save** screen, select how much of the report you want to save **All** – to save the entire report; **Current Page (1)** – to save only the current page; **Pages:** to save specific report pages, entering the desired pages in the **Pages:** box



3. After entering how much of the report you want to save, click **Save** on the pink toolbar to display the **Web Access – File Save** box



4. In the **Web Access – File Save** box, select the file location to which you will save your report from the **Save in:** drop-down list, then type the file name for the report in the **File name:** box (you must save the file as a Notepad text file with a .txt extension), and then click **Save** to save your PageCenter report

## **ATTACHMENT A**

Your group can setup one or more shared folders to which you can save your reports.

### **Converting Your Saved PageCenter Report to Word, Excel, or Access**

Convert your saved PageCenter report to a Word document, Excel spreadsheet, or Access database as follows:

1. Before opening your saved report's file, open the software into which you want to convert the report
2. On the menu bar, click **F**ile and select **O**pen to display the **O**pen box
3. In the **O**pen box, locate the saved .txt PageCenter report text file and double-click it to open it in the desired software
  - a. After opening your PageCenter report file in Word, you can save it as a Word document
  - b. After opening your PageCenter report file in Excel, you can use Excel's **T**ext **I**mport **W**izard to adjust the report's columns before saving it as an Excel spreadsheet (the wizard pops-up automatically)
  - c. After opening your PageCenter report in Access, you can use Access's **L**ink **T**ext **W**izard to create a database table, before saving data from your report as an Access database (the wizard pops-up automatically)

Save your PageCenter report's new file in its converted format as follows:

1. With your report being viewed in its converted format, click **F**ile on the menu bar and select **S**ave **A**s... to display the **S**ave **A**s box
2. In the **S**ave **A**s box, do the following:
  - a. Click the **S**ave-**i**n: drop-down list and select where you will save your file
  - b. Type the desired file name in the **F**ile **n**ame: box
  - c. Click the **S**ave **a**s **t**ype: drop-down list and select the desired file type
  - d. Click **S**ave

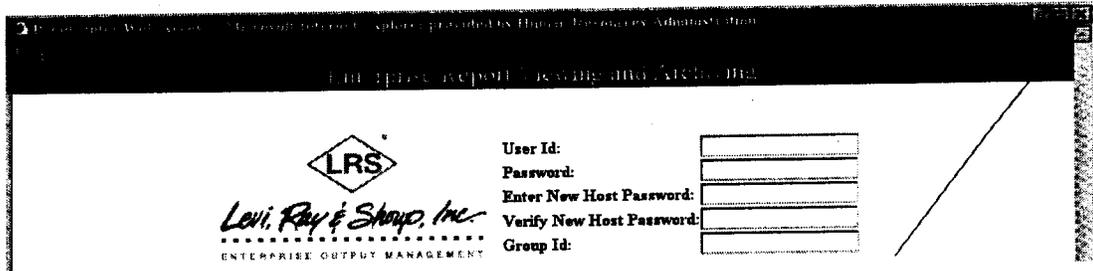
### **Logging-Off**

Log-off PageCenter as follows:

1. Close all open PageCenter reports and Pageset History windows, if applicable
2. Return to the Mailbox List to access the **L**ogoff command
3. Click **L**ogoff on the upper black toolbar of the Mailbox List, returning you to the **P**ageCenter **W**eb **A**ccess – **E**nterprise **R**eport **V**iewing and **A**rchiving screen

## ATTACHMENT A

4. On the PageCenter Web Access – Enterprise Report Viewing and Archiving screen, click the X close button to close PageCenter; and then, if applicable, close any remaining PageCenter windows



## REQUESTING CESSATION OF PAPER REPORTS

When the User is satisfied the PageCenter reports meet staff needs and staff is competent utilizing the on-line PageCenter reports, generally, soon after the PageCenter reports have been put into production, the User submits a USR for cessation of paper reports.

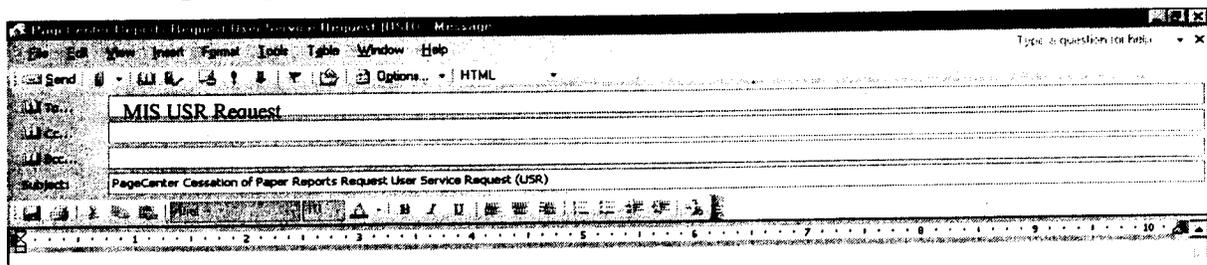
A separate cessation of paper reports request is needed for each JOB with reports that will stop being printed. This request must include the **Job Name ID** and **Report IDs** of the reports that will cease being printed. A cessation of paper reports request stops the reports from being printed; however, the reports will remain available on PageCenter and SAR.

PageCenter Users are encouraged to give up their paper reports, as doing so is both a sound ecological decision and a sound financial decision for the Agency.

### The User

A User Service Request (USR) is needed to stop the paper reports from being printed. The User makes the cessation of paper reports request in writing, usually by sending an e-mail to the Project Control Specialist. This e-mail must include the **Job Name ID** and **Report IDs** of the reports that will cease being printed. Address your e-mail to the e-mail account called *MIS USR Request*.

Here is a sample PageCenter cessation of paper reports request e-mail:



As the PageCenter reports listed below are now in production and staff is comfortable utilizing them, this e-mail is a User Service Request (USR) to cease printing and distributing paper reports for the job and reports listed below:

## **ATTACHMENT A**

**Requester Name:** Ellen Enders  
**Program Area:** Office of Staff Resources (OSR)  
**Address:** 180 Water Street - 4<sup>th</sup> Floor, New York, NY 10038  
**Telephone #:** 212-331-9999

**Job Name ID:** STUVWXYZ  
**Reports: Report Title and Report ID (Printout ID)**  
Classifications Report (XYZ001P1)  
Locator Report by Name (XYZ002P2)  
Unfound Title Code Report (XYZ003R1)

These reports reside on PageCenter in Mailbox ORS, Application HPSS, and are represented as Pagesets XYZ001P1, XYZ002P2, and XYZ003R1.

Please call me if you have any questions. Thank you.

Ellen Enders  
Office of Staff Resources  
180 Water Street – 4<sup>th</sup> Floor

### **Project Control**

The Project Control Specialist assigns a USR number to the cessation of paper reports request, generates a USR form, and then gives it to the Systems Development programmer.

### **Systems Development**

All change requests for cessation of paper reports require changes to the proceduralized JCL and distribution sections of the documentation. The Systems Development programmer makes the necessary changes to the executable JCL and to the documentation of the application which produces the reports utilizing the \$NOJ statement, still sending the reports to SAR.

The Systems Development programmer completes an M-222r PRODUCTION AUTHORIZATION form and gathers the paperwork to complete the change package. The completed change package is hand-delivered to Change Management by the Systems Development programmer.

## **PROCESSING A CESSATION OF PAPER REPORTS REQUEST**

Quality Assurance (QA) staff processes a cessation of paper reports request as follows:

### **The Change Management Specialist**

The Change Management Specialist receives and reviews the change package. The Change Management Specialist gives the M-221u CHANGE PENDING tickler and M-2241 DOCUMENTATION TURNOVER form to the Documentation Specialist and, when appropriate, copies of the documentation.

## **ATTACHMENT A**

### **The Documentation Specialist**

The Documentation Specialist reviews the documentation and, when correct, moves the approved documentation changes to the production documentation library. The Documentation Specialist signs-off on the M-2241 DOCUMENTATION TURNOVER and returns it with the M221u CHANGE PENDING tickler to the Change Management Specialist, where he/she signs and dates the M-222r PRODUCTION AUTHORIZATION.

The Documentation Specialist e-mails Distribution Services to inform them of the cessation of paper change so it can be entered into the Print Distribution Control System, making sure to include the **Report IDs** of the reports that will no longer be printed and the change implementation date of the cessation of paper change; that is, the **Stop Paper Date** in the text of the e-mail.

### **The Change Management Specialist**

When Change Management has completed its tasks and obtained sign-off from the Documentation Specialist for the change request, the approved cessation of paper change request is forwarded to Production Control for production implementation.

Production Control staff processes the cessation of paper reports request as follows:

### **Production Services**

After receiving the approved cessation of paper change request from Change Management, the Product Manager copies the appropriate members into the production libraries and then notifies Change Management by giving them a signed copy of the M-222r PRODUCTION AUTHORIZATION.