

FAMILY INDEPENDENCE ADMINISTRATION

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# POLICY BULLETIN #10-117-SYS

## PAGECENTER ONLINE SYSTEM FOR ACCESSING WINRO REPORTS

Date: December 1, 2010	Subtopic(s): WINRO Reports
This procedure can now be accessed on the FIAweb.	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.
	Attachment A (PageCenter Training End User Guide) provides the details of how to access, set-up, and use PageCenter.
	<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.
	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:
	<ul> <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?

Distribution: X

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A** for instructions on how to access and set up passwords and how to use PageCenter, (e.g., viewing reports that have been archived or placed in vault status, or using the note or range browse features).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

Accessing and using

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).

PageCenter Web Access - Microsoft Internet Explorer provided by Human Resources Administration
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<ul> <li>Enter the User ID and Password, and click Login. (Refer to Attachment A for details on using the system).</li> </ul>
Effective Immediately
Attachment:
Attachment A PageCenter Training End User Guide

#### 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 casesensitive. You <u>can</u>, 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 login 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.

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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 <u>Install print plug-in</u> (lower left) to display the File Download Security Warning box

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- 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

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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: CMPRPROD, FHCSPROD, and LDIQPROD

MIS User reports, which are known as pagesets in PageCenter, are defined to PageCenter and routed to specific PageCenter applications. <u>An MIS User report's Report ID and</u> <u>PageCenter pageset name are usually identical</u>. 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.

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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.

Upon selecting a PageCenter application from the **Application List** to which you do <u>not</u> 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.

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All PageCenter mailbox, application, and pageset names appear <u>underlined</u> 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.

#### **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 <u>mailbox name</u> to display its Application List
- 2. On the Application List, click the desired <u>application name</u> 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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When your pageset is located on ARCHIVE, follow the instructions in the "<u>Viewing and</u> <u>PageCenter Report Location on Archive</u>" section to view it. To view a specific generation of a pageset located on ARCHIVE, follow the instructions in the "<u>Locating and Viewing a Specific</u> <u>Pageset Generation (Report Run Date)</u>" section.

When your pageset is located on VAULT-1 or VAULT-2, follow the instructions in section 5.3.2 to restore and then view a specific generation of that pageset.

To re-display the **Mailbox List** from any PageCenter screen, you can either click **Mailbox** List on the lower black toolbar or click **Return** on the upper pink toolbar as many times as necessary, going back through as many screens as required.

#### Viewing a PageCenter Report Located on ARCHIVE

A PageCenter report located on ARCHIVE is readily available for viewing. View your PageCenter report located on ARCHIVE as follows:

1. With your desired pageset generation displayed on its Notice List, verify the pageset is located on ARCHIVE and then click its <u>hot link</u> to display your report (Click Close on the black toolbar to remove the report from the screen)

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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 <u>do</u> 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 <u>hot link</u> 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

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CRI224B1 FHC BNK PAYMENT CONTROL REPT	2008-09-26 08:55 31 1 New VAULT-1 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:

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- a. If your desired pageset generation is stored on ARCHIVE, click its <u>hot</u> <u>link</u> to display your report
- b. If your <u>desired pageset generation</u> 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 <u>hot link</u> 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

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

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Application: Pageset: Retention:	CIP CIP260P1 Archive - 001MO Va	aulit - 001Y	CENTRA CIP260P R \$VPC DD	L INSURANCE Group	PROGRAM TEST						
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<b>E</b> 2	009-05-16 16:47:04 48	840 1	7112 VAULT-2	VAULT	2008-06-16 16:47	2009-06-16 OK	CIPSTEST	1	No		
LLNE [] 2	008-02-04 17:02-41.91	844 1	7052 Vault-2	VAULT	2008-03-05 01:00	2009-03-05 DK	OPSTEST	1	No		
	008-01-08 18:07:05.36	840 17	7064 VAULT-2	VAULT	2008-02-09 01:00	2009-02-09 OK	CIPSTEST	1	No		
LINE 🖸 2	007-12-04 15:41:10:53	840 17	7066 VAULT-2	VAULT	2008-01-05 01:00	2009-01-05 OK	<b>D</b> PSTEST	1 .	No		
11.5C C 2	007-11-05 17:00:37.93	836 17	7028 VAULT-2	VAULT	2007-12-05 01:00	2008-12-05 OK	<b>OPSTEST</b>	1	No		
<u> 10</u> 2	007-08-15 16:46:45:37	422 86	566 VAULT-2	VAULT	2007-11-06 01:00	2008-11-06 DK	CIP260P1	1	No		

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

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

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<ul> <li>The state of the s</li></ul>		E Lovente, List Frank
Application: CIP	CENTRAL INSURANCE PROGRAM TEST	
Pageset: CIP260P1 Retention: Archive, 001M0 March 101MD	CIP260P1	
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AND C 2006-06-18 12:25:21.28 660 17326 V	ULT-2 VAULT 2008-07-18 12:25 2009-07-18 OK	CIPSTEST 1 No
LINE 2009-05-16 16:47:04.49 840 17112 A	CHIVE ARCHIVE 2008-10-28 16:46 2008-11-28 OK	CIPSTEST 1 No
17092 V	ULT-2 VAULT 2009-03-05 01:00 2009-03-05 REST	CIPSTEST   No
2008-01-08 18:07:05:36 840 17064 V	ULT-2 VAULT 2008-02-09 01:00 2009-02-09 OK	CIPSTEST 1 No
2007-12-04 15:41:10.53 840 17066 V	ULT-2 VAULT 2008-01-05 01:00 2009-01-05 OK	OPSTEST 1
AND 2007-11-05 17:00:37.93 836 17028 V	ULT-2 VAULT 2007-12-05 01:00 2009-12-05 0K	CIPSTEST 1 No
TINE 2007-08-15 16 46 45 37 422 8666 V	ULT-2 VAULT 2007-11-06 01:00 2008-11-06 DK	CIP260P1 1 No

Here is an example of a restored report:

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Pege: 1 of 840	Ac Header	Rows: 0	06	Find:	Advanced	Zoom:	Mal man &
CIP260P1		CENTRA	L INSURANCE EMPLOYEE/DI	PROGRAM HUNAN EPENDENTS IN E	RESOURCES ADMINISTRATIC	ON DATE: 05/01/	198 PAGE:
GROUP NUMBER 01	CENTER NUMBER	03500 9	SUFFIX				
SOC SEC NUMBER	LAST	FIRST	DATE OF HIRE	DATE OF TERM	DATE OF DATE OF ELIG CANCEL	COV HLTH ELIG DYS	SPEC HOURS
	STREET STREET STREET						
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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.

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 **i**.

## 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.

Page: 1	of 840	Header Bows: 0	Find:	
				()

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: 4

**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**.

# 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  $\Theta$  to decrease the font size. This makes the data appear smaller, displaying more of your report.

Click the plus button  $\oplus$  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	
Physics: CIP260P1	
Generation: 2008-05-16 16:47.04.48	
grape Lound SHU	
^ ** The Range Browse may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***	
Pages: 1.3.5-10 Enter page numbers and/or page ranges. For example., 1,3,5-10	
Col Range: 1 to 130	

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

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age: 1 of 840	iç Heade	Rows: 0		Find:		Advanced		Zoom		
CIP2 6DP 1		CENTR	ENPLOYEE D	PROGRAM HUMI EPENDENTS IN	IN RESOURCES	ADMINISTRATIC I	ON DAT	ng: 05/01	/06 - 7.	
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							<u>a na di</u> ta	11401203	2003 d	2000 B

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



- 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

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	7						
10000	/* - Indicates	a Required Fie	łd				
Contract of the second	Application:	QP	CENTRAL INSURANC	E PROGRAM TEST			
A	Pageset:	CIP250P1	CIP260P1				
/	Generation:	2008-05-16 16:47	7				
10121	Datasets:	1	Pages:	840			
	Page No: =[ Access: =[	1 Public - View C	Dnly				
s isteres	Subject: N	ty Note			]		
Contraction of the second s	This rep	ort contain	is important dan	ta.			

#### 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

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Approximation of the instantial formation of the instantia	
Note DS PrgeRef Type Access Created User Subject Seq F 1 PAGE Public - View Only 2008/10:29 12:18 SIM 03645 My Note 1	

3. On the Update Application/Page Note screen for that pageset, modify your note as desired, and then click Update to update your note; or, click Cancel to cancel the update, leaving your note in its unmodified form. (Either action returns you to the Application/Pageset Gen Browse Notes screen)

Lest Changed 2008-10-29 at 12:18 by SIMD 36 Indicates a Required Field Application: CIP CENTRAL INSURANCE PROGRAM TEST Propest: CIP260P1 CIP260P1 Detest: 1 Peges: 940 Created: 2008-10-29 12:18 by SIMD 3645 Type: PAGE NOTE Dataset No: •1 Pege No: •1 Access: • Public - View Only # Subject: •My Note This report contains important data. I am updating this note.					_
Lest Changed 2008-10-29 at 12:18 by SIM036					
Lest Changed 2008-10-29 at 12:18 by SIM036 - Indicates a Required Field Application: CIP CENTRAL INSURANCE PROGRAM TEST Pagesest: CIP260P1 CENTRAL INSURANCE PROGRAM TEST Pagesest: 1 Pagese: 840 Created: 2008-10-29 12:18 by SIM03645 Type: PAGE NOTE Dataset No:  1 Page No:  1 Page No:  1 Access:  Public-View Only Subject:  My Note This report contains important data. I am updating this note.]					
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Project:     CIP260P1     CIP260P1       Peneration:     2008-05-16 16:47       Dataset:     1     Page::     840       Created:     2008-10-29 12:18 by SIM03645 Type:     PAGE NOTE       Dataset No:     1       Page No:     1       Page No:     1       Access:     •       Public-View Only       Subject:     •       My Note       This report contains important data. I am updating this note.	Application:	CIP	CENTRAL INSU	JRANCE PROGRAM TEST	
Seneration: 2008-05-16 16:47         Dateset: 1       Pages: 840         Created: 2008-10-29 12:18 by SIM03645 Type: PAGE NOTE         Dataset No: • 1         Page No: • 1         Access: • Public-View Only *         Subject: • My Note         This report contains important data. I am updating this note.	Pageset:	CIP260P1	CIP260P1		
O atasett:     1     Pages:     940       Created:     2000-10-29 12:18 by SIM03645 Type:     PAGE NOTE       D ataset No:     1       Page No:     1       Access:     •       Public-View Only       Subject:     •       My Note       This report contains important data. I am updating this note.	feneration:	2009-05-16 16:47	_	<b>A</b> 10	
Created:     2008-10-29 12:18 by SIMU3245 Type:     PALE NUTE       Dataset No: •     1       Page No: •     1       Access: •     Public - View Only *       Subject: •     My Note       This report contains important data. I am updating this note.	Datasets:	1	Pages:		
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This report contains important data. I am updating this note.	Subject: - N	Ay Note			
	This rep	ort contains importe	nt data. I	I am updating this note.	-
					***
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4. On the Application/Pageset Gen Browse Notes screen, click Return to return to your report

## Viewing and Printing a Note

View and print a note as follows:

1. While viewing the report containing the note to be printed, click Notes on the lower pink toolbar to display the Application/Pageset Gen Browse Notes screen

Page: 1	of 840	D Header F	lows: 0	ç Fiyat			anced		Zoon:	Θnhu	un C
C1P2 6(	DP1		CENTRI	LL INSURANCE PE EMPLOYEE/DEP	ROGRAM HUMAN ENDENTS IN EF	RESOURCES A	DEINISTRATION	DATE	: 05/01/0	B PAGI	E:
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						947 (). <b>4</b> 106/531	(		N. C. R. M. M. M.		<u></u>

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

PageCenter Web Access Appli	cation Pages et Gen Brow	vse Microsoft Internet )	xplorer provided by Human	Resources Administration
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An end they are present and the edge of a				т «Карликана <mark>20</mark>
Application: CIP CENTRAL I Pageset: CIP260P1 CIP260P1 Generation: 2008-05-16 16:47 Pages: 840	NSURANCE PROGRAM TES			
PageRef Type Access Cr	Note reated User Subject	DS t Seq		
TRA _ FACE FUDIC-VIEW UNIV 2006-1	0-29 12 18 SIMU 3645 My Note	1 section of the first		en el señen sexen de la senera d La senera de la sener
End of List	/ /			
January (1997)			Satsoon Contactor	

- 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

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Application: CIP Separate: CIP260P1 Separation: 2009:05-16 16:47:04.48 Note Type: PAGE Created: 2008:10-29 12:18:30.21 by SIMD3645 Subject: My Note	
Change Font for Print: Font: Courier New - 9	
Top Margin: 0.5 in @ Portrait	
Left Margin: 0.5 in C Landscape	
📑 Fit to Printable Area	
Web Access Printing - 1.2.019 A newer version of the plug-in may be available. Go to Preferences to install available version.	

#### **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

Page: 1 of 840	Header Rows: 0	Fife	Advanced		Z.0081	lunnel
CIP260P1		SURENCE PROGRAM	HUHAN RESOURCES ADMINISTR IN ERROR REPORT	ATION DATE:	05/01/08	PAGE:
SOC SEC LAST	FIRST DA	TE OF DATE O	F DATE OF DATE OF	COV E	LTH SPEC	HOURS

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

	· · · · · ·			the second se
				о на техника <mark>20</mark>
Application: CIP	CENTRAL INSURANC	E PROGRAM TEST		
Pagaset: CIP260P1	CIP260P1			
Generation: 2008-05-1	16 16 47			
Pagas: 640				
	Note	DS		
PageRef Type	Access Created	User Subject Seq		
17 PAGE DA	in - View Only 2008-10-29, 12:16	SIM03645 My Note 1		
18.1				
			the second se	

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)



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

Page: 1 7 of 940	Header Rows: 0	Find:	Advanced	Zoon: Calarara
CIP2 60P1	CENTRAL	INSURANCE PROGRAE HUMAN EMPLOYEE/DEPENDENTS IN 1	RESOURCES ADDINISTRATION	DATE: 05/01/08 PAGE:
GROUP NUMBER DI	CENTER NURBER 03500 SI	<b>DFFIX</b>	eeste teres uit in teres.	u di balan karanga da sanapat saka 🕯
NURBER N	AST FIRST ARE NAME	DATE OF DATE OF HIRE TERM	DATE OF DATE OF C ELIG CANCEL 1	COV HLTH SPEC HOURS ELIG INS STATUS WORKE

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

2 Page (marine Wellins) - C. Fossard	n en 1817 e colo angener page en en el Charles Programa Antaga per margo	 [2]
Addication: CIP Pageset: CIP260P1		
Generation: 2008-05-16 16:47:04.48 Page Count: 840		3
Record Longth: 130		
*** The Local Brint way take a si-		12
The Local Time may take a sig	mit ant antoint of the to treate. The treation time depends on the total number of pages requested.	2
○ AII		1
Current Page (1)	<b>F</b> _{(	4
Pages: 98-99	For example 1,3,5-10	
Col Range: 1 to 130		The first second se
Change Font for Print: 🗔		
Font: Courier New - 9		
Top Margin: 0.5 in	Portrait	
Left Margin: 0.5 in	O Landscape	
🗔 Fit to Printable Area		
🗔 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



## Saving Your PageCenter Report on Your PC

Save to File saves your PageCenter report on your PC as follows: (PageCenter's print plugin 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



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

Dense contro Web Accord Space	Conception and Internet Explorer provided to Human Lexoneces Adultization.
(Pplication: CIP Pagaset: CIP250P1 Beneration: 2009-05-16 (6:47:04.48 Page Count: 840 Record Length: 130	
***, The Local Save may take a :	rignificant amount of time to create. The creation time depends on the total number of pages requested. ***
○ Current Page (1)	
@ Pages:	Enter page numbers and/or page ranges.
Col Range: 1 to 130	
C No Form Feed	and the second se
🗇 Retain Carriage Control Col	uran .
Web Access Printing - 1.2.019 A newer version of the plug-in m Go to Preferences to install avai	ny bo available. Iable version:

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

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 File and select **Open** to display the **Open** box
- 3. In the **Open** 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 **Text Import Wizard** 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 Link Text Wizard 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 **File** on the menu bar and select **Save As...** to display the **Save As** box
- 2. In the Save As box, do the following:
  - a. Click the Save-in: drop-down list and select where you will save your file
  - b. Type the desired file name in the File name: box
  - c. Click the Save as type: drop-down list and select the desired file type
  - d. Click Save

#### 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 Logoff command
- 3. Click Logoff on the upper black toolbar of the Mailbox List, returning you to the PageCenter Web Access Enterprise Report Viewing and Archiving screen

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:

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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:

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.

# 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.