



PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

12/6/2018

Section C: The VerraDyne Print Manager

***[Topic 2: Using the VerraDyne Print
Manager, V1.0]***

Revision History

Date	Version	Description	Author
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Overview

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Print Manager*. *VerraDyne* version 03.02.10 is available as shown below.



Features of the VerraDyne Print Manager

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print job is running in the background under *Windows Local Services*. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

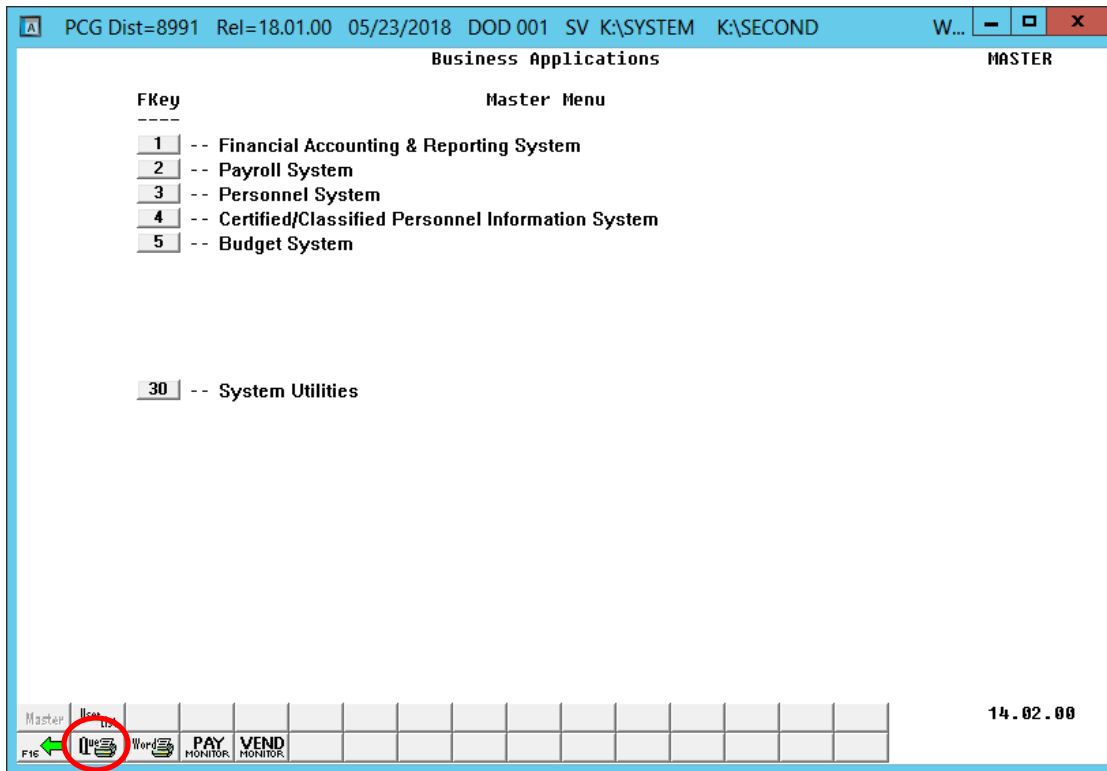
Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Print Manager* system include:

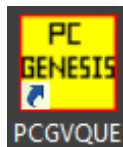
- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to a specific user, or group of users
- The ability to print reports to a specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

Accessing the VerraDyne Print Manager

There are two ways to access the *VerraDyne Print Manager*. The user can select  (Queue) from a PCGenesis menu to enter the *VerraDyne Print Manager*, as shown below.



The user can also access the *VerraDyne Print Manager* from the desktop icon. From the user's workstation double-click the PCGVQUE icon:



The *VerraDyne Print Queue Manager* allows the user to delete and remove print files from the queue, to display audit logs for PCGenesis reports, to e-mail PCGenesis reports to other users, and to permanently archive PCGenesis reports to an archive directory. Right-click on the **File Name** to see the options available, as shown below.

VerraDyne Queue Manager

39 Queued Files DOCHALA

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG		DOCHALA	001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Right-click on the File Name allows the user to:

- Delete (delete file and remove from queue)
- Remove (remove file from queue)
- Detail Info (audit log information)
- E-mail (e-mail PCG report to another user)

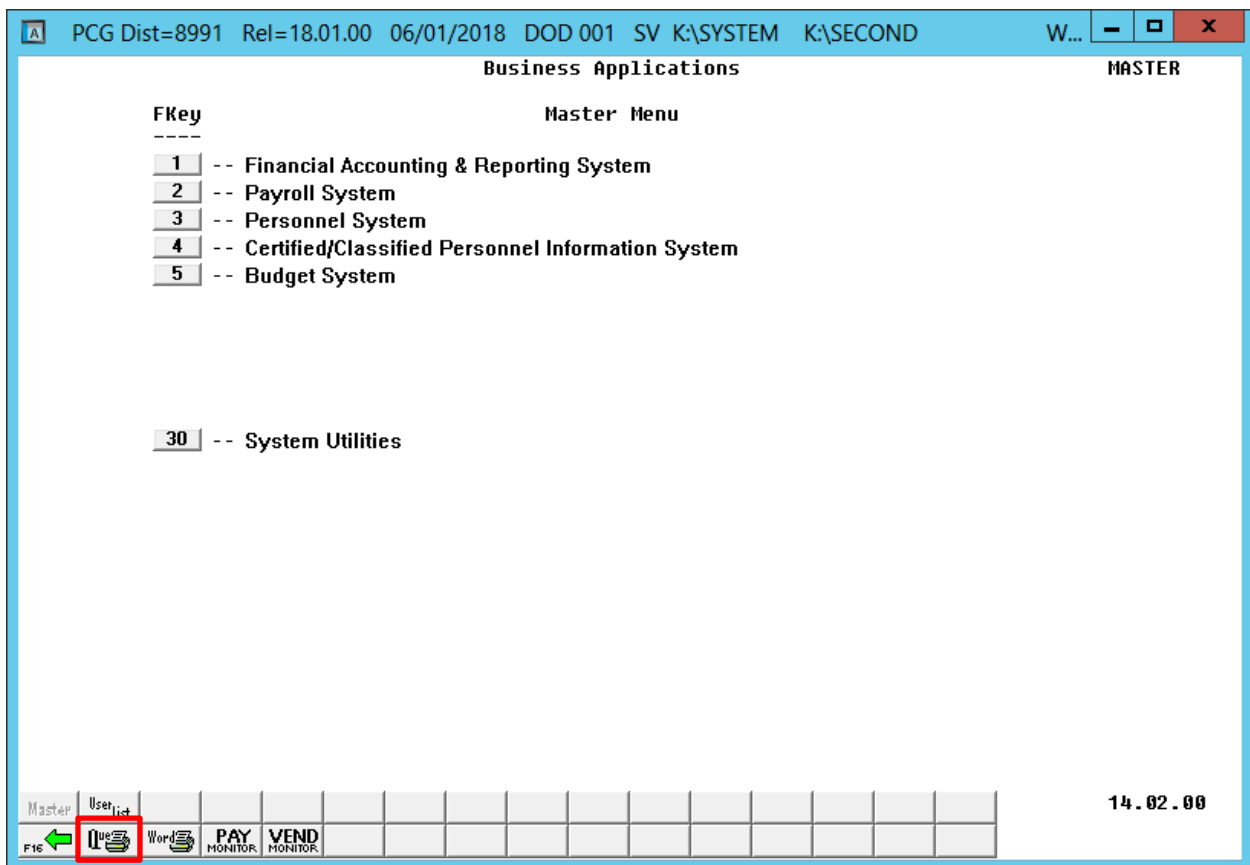
IMPORTANT NOTE: Multiple files can be selected at the same time by right-clicking and then holding the *Shift* or *Control* key while selecting the relevant files. For example, this allows multiple files to be deleted or spooled to the printer at the same time.

Also, the **Remove** option is not recommended since this option does not delete the report file from the disk drive. It is recommended to always use the **Delete** option to permanently delete the report entry from the print queue and from the disk drive.

Procedure A: Verify Print Manager Access from Workstations

Step	Action
1	Log into PCGenesis from a user workstation. NOTE: Adobe Reader must be installed on each individual workstation for PCGenesis reports to display correctly from the <i>VerraDyne Print Manager</i> . If Adobe Reader hasn't been installed on the workstation, install the software from the internet before continuing.
2	Generate a PCGenesis report. Note: It is preferable to generate a <u>short</u> report so that paper is not wasted.
3	After creating a PCGenesis report, return to a menu.

The following screen displays:


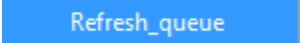
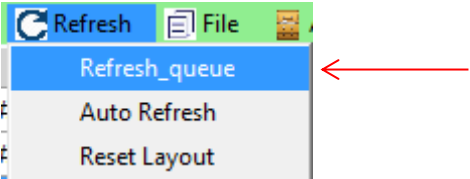


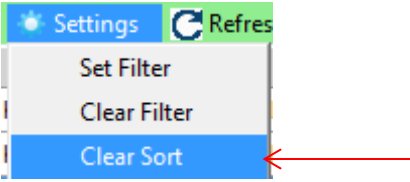
Step	Action
4	Select  (Uqueue) to enter the <i>VerraDyne Print Manager</i> .

The following screen displays:

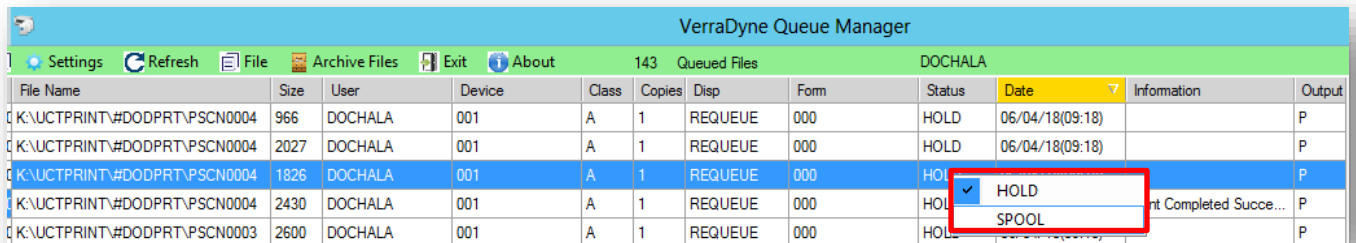
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTE020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ003	639...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB010	232...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT#\DODPRT\PRNT0003	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:55)	
K:\UCTPRINT#\DODPRT\PRNT0003	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Successf
K:\UCTPRINT#\DODPRT\PSCN0003	1635	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:37)	
K:\UCTPRINT#\DODPRT\PSCN0003	1616	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:36)	
K:\UCTPRINT#\DODPRT\PSCN0003	1645	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:34)	
K:\UCTPRINT#\DODPRT\PRNT0003	64139	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:33)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTE030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTE020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	

The items in the print queue will be system specific.

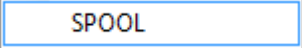
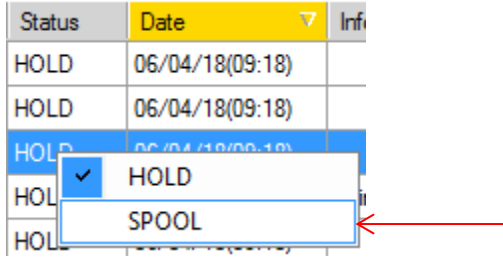
Step	Action
5	<p><u>To Refresh the Print Queue:</u></p> <p>To refresh the print queue, click on the  Refresh (Refresh) field and select the  Refresh_queue (Refresh queue) option.</p>  <p>Refresh Queue: When selected, print queue will be redisplayed and refreshed.</p>

Step	Action
6	<p><u>Sorting Columns:</u></p> <p>You can sort columns in the <i>VerraDyne Print Manager</i> by clicking on the column heading. When a sort is selected, the <i>VerraDyne Print Manager</i> will display the column heading in an orange color. For example, in the screen shown above, the print files are shown in order by date Date (Creation Date).</p> <p>The Sort option is saved by user id when Exit (Exit) is selected on the menu bar.</p> <p>If you wish to <u>reset</u> the column sort, click Settings (Settings) on menu bar, and select the Clear Sort (Clear Sort) option, as shown below.</p> 

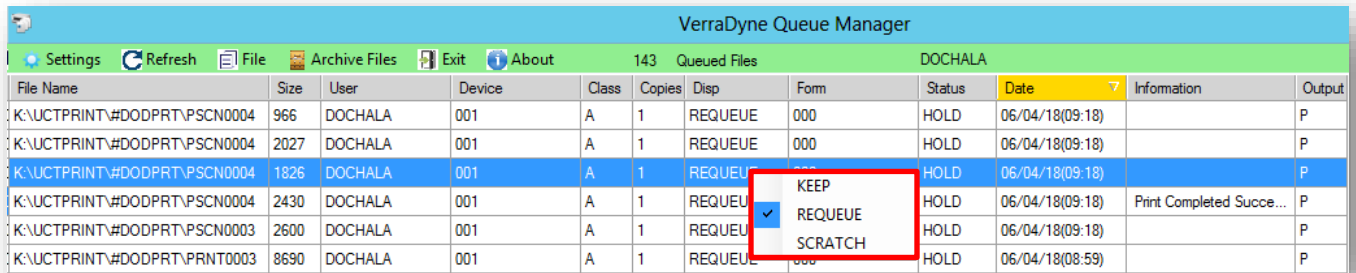
The following screen displays:



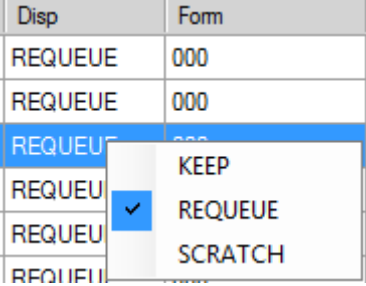
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\DODPRT\PSCN0004	966	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P
K:\UCTPRINT#\DODPRT\PSCN0004	1826	DOCHALA	001	A	1	REQUEUE	000	HOLD			P
K:\UCTPRINT#\DODPRT\PSCN0004	2430	DOCHALA	001	A	1	REQUEUE	000	HOLD		Print Completed Succe...	P
K:\UCTPRINT#\DODPRT\PSCN0003	2600	DOCHALA	001	A	1	REQUEUE	000	HOLD			P

Step	Action
7	<p>To Spool a print file:</p> <p>STATUS: This field displays the status of the print file.</p> <p>Valid values are:</p> <p>HOLD - Document is on hold and will not be printed or emailed until it is released. To release the document, right click on the Status field for the print file and select the  (Spool) option.</p>  <p>SPOOL - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on HOLD by right clicking on status field.</p>
8	Verify that the PCGenesis report was spooled to the printer.

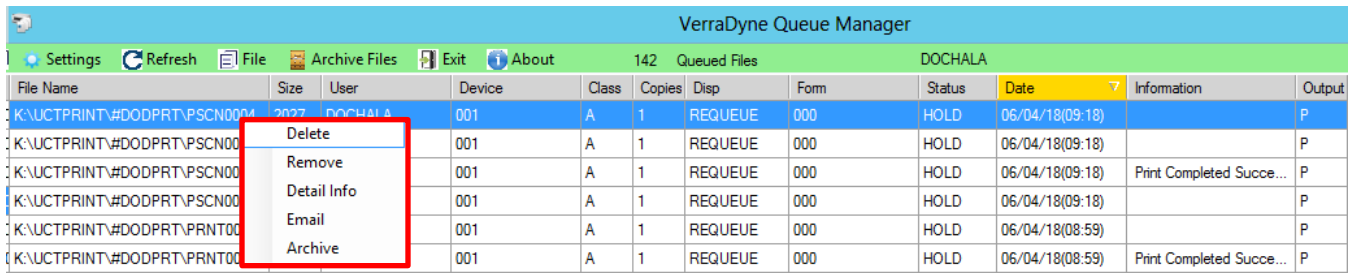
The following screen displays:



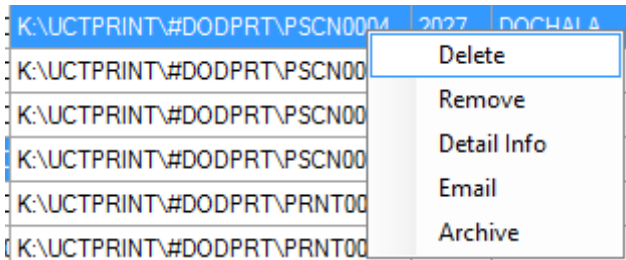
VerraDyne Queue Manager												
143 Queued Files											DOCHALA	
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output	
K:\UCTPRINT\#DODPRT\PSCN0004	966	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT\#DODPRT\PSCN0004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT\#DODPRT\PSCN0004	1826	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT\#DODPRT\PSCN0004	2430	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)	Print Completed Succ...	P	
K:\UCTPRINT\#DODPRT\PSCN0003	2600	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT\#DODPRT\PRNT0003	8690	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)		P	

Step	Action
9	<p><u>To change the Disposition of a print file:</u></p> <p>The disposition of a print file can be changed by right clicking on the disposition (Disp) field for the print file and selecting the desired option.</p> <p>Disposition, valid values are:</p> <p>SCRATCH - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be <u>scratched</u>.</p> <p>KEEP - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will <u>not be scratched</u>.</p> <p>REQUEUE - After printing or emailing, the document entry will <u>remain</u> in the print queue in HOLD status and the file on the disk will be <u>not be scratched</u>. The entry status will be set back to HOLD after printing or emailing.</p> <div style="text-align: center;">  </div>

The following screen displays:





VerraDyne Queue Manager												
142 Queued Files											DOCHALA	
File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output	
K:\UCTPRINT#\DODPRT\PSCN004	2027	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT#\DODPRT\PSCN004			001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT#\DODPRT\PSCN004			001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)	Print Completed Succe...	P	
K:\UCTPRINT#\DODPRT\PSCN004			001	A	1	REQUEUE	000	HOLD	06/04/18(09:18)		P	
K:\UCTPRINT#\DODPRT\PRNT004			001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)		P	
K:\UCTPRINT#\DODPRT\PRNT004			001	A	1	REQUEUE	000	HOLD	06/04/18(08:59)	Print Completed Succe...	P	

Step	Action
<p>10</p>	<p><u>File options:</u></p> <p>The file options can be selected by right clicking on the file name (File Name) field for the print file and selecting the desired option.</p> <p>Valid options are:</p> <p>DELETE - You can delete a print file from the queue by right clicking on the filename and selecting Delete. If you select Delete, the entry will be removed from the queue and the file is deleted from the disk.</p> <p>REMOVE - You can remove a print file from the queue by right clicking on the filename and selecting Remove. If you select Remove, the entry will be removed from the queue, and the file is <u>not</u> deleted from the disk.</p> <p>DETAIL INFO - You can view a detail log of the print file by right clicking on the filename and selecting Detail Info. By selecting the Detail Info option, you can view the detailed log regarding the selected file.</p> <p>EMAIL - You can email a print file from the queue by right clicking on the filename and selecting Email. You can email the document(s) directly from queue or <i>Archive Folders</i> by selecting the Email option. The sender's email address is automatically defaulted to the user's email address defined in <i>User</i> maintenance. The print file will be emailed in PDF format. You can enter the email address of recipient or select from the list of groups previously defined. If no subject or message is entered, the program will default to standard subject and message defined in the control file. If the Requeue option is checked, the program will requeue the document after emailing. If Email Password is checked, the program will send a separate email with the password to all recipients.</p> <p>ARCHIVE - You can archive a print file from the queue by right clicking on the filename and selecting Archive. You can modify the filename for the archive, retention days and retention version. Also, you can select to remove the file from print queue after archiving.</p> <p>If multiple files are selected for archiving, program will display <i>Multiple Files Selected</i>. To select <u>multiple</u> files to archive from the print queue, select the files you wish to archive, right click, and select Archive. The maximum number of files which can be selected for archiving is 100.</p>  <p>The screenshot shows a list of print jobs in a queue. The selected job is 'K:\UCTPRINT\#DODPRT\PRNT00'. A context menu is open over it, listing the following actions: Delete, Remove, Detail Info, Email, and Archive.</p>
<p>11</p>	<p><u>Displaying the Print File:</u></p> <p>You can display the PCGenesis reports in the print queue by double clicking on the filename. The <i>VerraDyne Print Manager</i> will display the file in pdf format as shown below.</p>

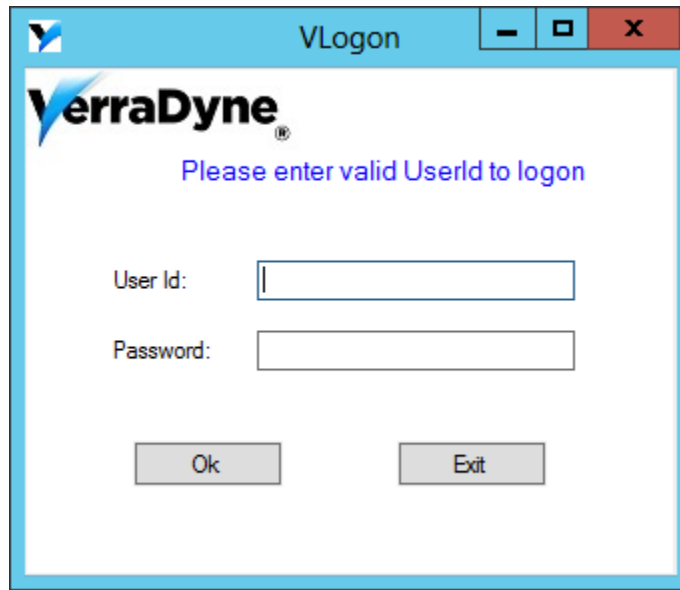
The following screen displays:

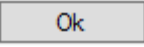
CODE	DESCRIPTION	PERCENT	SORT	TYPE	VENDOR	FUND	PRGM	FUNC	BLNC	EMPLR IND	PROC TYPES SDHABXYQP	EMPLR AMT/PCT	EMPLR OBJ	EMPLR BLNC
00	FRINGE	00.00000	99		000000	000	0000	0000	0000	0		0.00000	00000	0000
01	EMPLOYEE ANNUITY	00.00000	00	A	000000	199	9990	9000	0479	0		0.00000	00000	0000
02	EMPLOYEE 2ND ANNUITY	00.00000	00	A	000000	199	9990	9000	0479	0		0.00000	00000	0000
03	FED W/H TAX	00.00000	03		004727	199	9990	9000	0471	0		0.00000	00000	0000
04	GA INCOME TAX	00.00000	04		000009	199	9990	9000	0472	0		0.00000	00000	0000
08	NONCERTIFIED MERIT	00.00000	08	I	004863	199	9990	9000	0475	0		0.00000	00000	0000
09	CERTIFIED MERIT	00.00000	09	I	000004	199	9990	9000	0475	0		0.00000	00000	0000
10	VENDOR 002488	00.00000	10		002488	199	9990	9000	0479	0		0.00000	00000	0000
11	VENDOR 000999	00.00000	11		000999	199	9990	9000	0479	0		0.00000	00000	0000
12	I-VNDR 000005	00.00000	23	I	000005	199	9990	9000	0475	0		0.00000	00000	0000
13	I-VNDR 000006	00.00000	12	I	000006	199	9990	9000	0475	0		0.00000	00000	0000
14	I-VNDR 004603	00.00000	13	I	004603	199	9990	9000	0475	0		0.00000	00000	0000
15	VENDOR 004373	00.00000	14		004373	199	9990	9000	0475	0		0.00000	00000	0000
16	VENDOR 000012	00.00000	42		000012	199	9990	9000	0479	0		0.00000	00000	0000
17	VENDOR 000016	00.00000	43		000016	199	9990	9000	0479	0		0.00000	00000	0000
18	COURT W/H	00.00000	18	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
19	COURT W/H	00.00000	19	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
20	COURT W/H	00.00000	20	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
21	COURT W/H	00.00000	21	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
22	VENDOR 000005	00.00000	22		000005	199	9990	9000	0475	0		0.00000	00000	0000
23	UNION 001001	00.00000	00	C	001001	199	9990	9000	0479	0		0.00000	00000	0000
24	VENDOR 003960	00.00000	24		003960	199	9990	9000	0479	0		0.00000	00000	0000
25	VENDOR 003702	00.00000	25		003702	199	9990	9000	0475	0		0.00000	00000	0000
26	COURT W/H	00.00000	26	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
27	I-VNDR 003702	00.00000	27	I	003702	199	9990	9000	0475	0		0.00000	00000	0000
28	COURT W/H	00.00000	28	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
29	COURT W/H	00.00000	29	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
30	COURT W/H	00.00000	30	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
31	VENDOR 000110	00.00000	31		000110	199	9990	9000	0475	0		0.00000	00000	0000
32	COURT W/H	00.00000	32	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
33	VENDOR 004085	00.00000	33		004085	199	9990	9000	0479	0		0.00000	00000	0000
34	VENDOR 001975	00.00000	34		001975	199	9990	9000	0479	0		0.00000	00000	0000
35	VENDOR 004894	00.00000	44		004894	199	9990	9000	0479	0		0.00000	00000	0000
36	VENDOR 005347	00.00000	45		005347	199	9990	9000	0479	0		0.00000	00000	0000
37	COURT W/H	00.00000	37	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
38	COURT W/H	00.00000	38	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
39	COURT W/H	00.00000	39	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
40	VENDOR 003909	00.00000	46		003909	199	9990	9000	0479	0		0.00000	00000	0000
41	COURT W/H	00.00000	41	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
42	BOARD MEMBER MERIT	00.00000	07	I	005673	199	9990	9000	0475	0		0.00000	00000	0000
43	COURT W/H	00.00000	43	G	000000	199	9990	9000	0479	0		0.00000	00000	0000
44	I-VNDR 005945	00.00000	50	I	005945	199	9990	9000	0475	0		0.00000	00000	0000
45	I-VNDR 005945	00.00000	55	I	005945	199	9990	9000	0475	0		0.00000	00000	0000
46	I-VNDR 005945	00.00000	56	I	005945	199	9990	9000	0475	0		0.00000	00000	0000
47	I-VNDR 005946	00.00000	57	I	005946	199	9990	9000	0475	0		0.00000	00000	0000
48	I-VNDR 005947	00.00000	58	I	005947	199	9990	9000	0475	0		0.00000	00000	0000
49	VENDOR 005948	00.00000	59		005948	199	9990	9000	0475	0		0.00000	00000	0000
50	VENDOR 005949	00.00000	60		005949	199	9990	9000	0475	0		0.00000	00000	0000
51	VENDOR 005949	00.00000	61		005949	199	9990	9000	0475	0		0.00000	00000	0000
52	VENDOR 005949	00.00000	62		005949	199	9990	9000	0475	0		0.00000	00000	0000

PCGenesis Report Displayed in PDF Format

Step	Action
12	Exit the PCGenesis application.
13	<p><u>Verify the PCGVQUE shortcut on the desktop:</u></p> <p>Access the <i>VerraDyne Print Manager</i> from the desktop icon.</p>  <p>From the user's workstation double-click the PCGVQUE icon:</p> 

The following screen displays:



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

The following screen displays:

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTV010	1138	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPT030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPT020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPT010	639...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB030	66253	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB020	78721	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT\FARPMTH\MRPTB010	232...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:58)	
K:\UCTPRINT#\DODPRT\PRNT0003	31976	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:55)	
K:\UCTPRINT#\DODPRT\PRNT0003	13989	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:47)	Print Completed Successf
K:\UCTPRINT#\DODPRT\PSCN0003	1635	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:37)	
K:\UCTPRINT#\DODPRT\PSCN0003	1616	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:36)	
K:\UCTPRINT#\DODPRT\PSCN0003	1645	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:34)	
K:\UCTPRINT#\DODPRT\PRNT0003	64139	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:33)	
K:\UCTPRINT\FARPMTH\MRPTR020	49460	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTR010	70174	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTM010	239...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ020	9662	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPTJ010	761...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPT030	67010	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	
K:\UCTPRINT\FARPMTH\MRPT020	207...	DOCHALA	001	A	1	REQUEUE	000	HOLD	06/01/18(13:29)	

The items in the print queue will be system specific.

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

Procedure B: VerraDyne Print Directories

The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past. Before, all PCGenesis reports were stored in the K:\SECOND\#nnnPRT directories. Now, the *VerraDyne Print Queue* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.

- ◆ The **Spool Directory** is where PCGenesis creates the reports:
 - K:\SECOND\#DODPRT
- ◆ The **Print Directory** is the directory where the Print Manager stores the reports in the print queue:
 - For example, the **Print Directory** may be K:\UCTPRINT\#DODPRT
 - The *VerraDyne Print Queue Service* will **MOVE** the PCG reports from the **Spool Directory** located in K:\SECOND to the **Print Directory** located in K:\UCTPRINT
 - If there is an existing print file with the same name as a new print file, the *VerraDyne Print Queue Service* will rename the file and append a date/time stamp

New Volume (K:) > UCTPRINT > #DODPRT

Name	Date modified	Type	Size
PRNT0000@@@171025_0940025	10/25/2017 9:40 AM	File	31 KB
PRNT0000@@@170830_1503056	8/30/2017 3:03 PM	File	6 KB
PRNT0000@@@170830_1453015	8/30/2017 9:21 AM	File	14 KB
XFER0000@@@170825_1435011	8/25/2017 2:35 PM	File	2 KB
XFER0000	8/25/2017 2:07 PM	File	2 KB
PRNT0000@@@170825_0912036	8/25/2017 9:12 AM	File	2 KB
PRNT0000@@@170825_0905036			
PRNT0000			
PRNT0003@@@170824_1142010.PDF			
PRNT0003@@@170824_1142010			
PRNT0003@@@170824_1137006			
PRNT0003@@@170824_0946019			
PRNT0003	8/24/2017 9:29 AM	File	14 KB
PRNT0002	8/24/2017 9:28 AM	File	14 KB

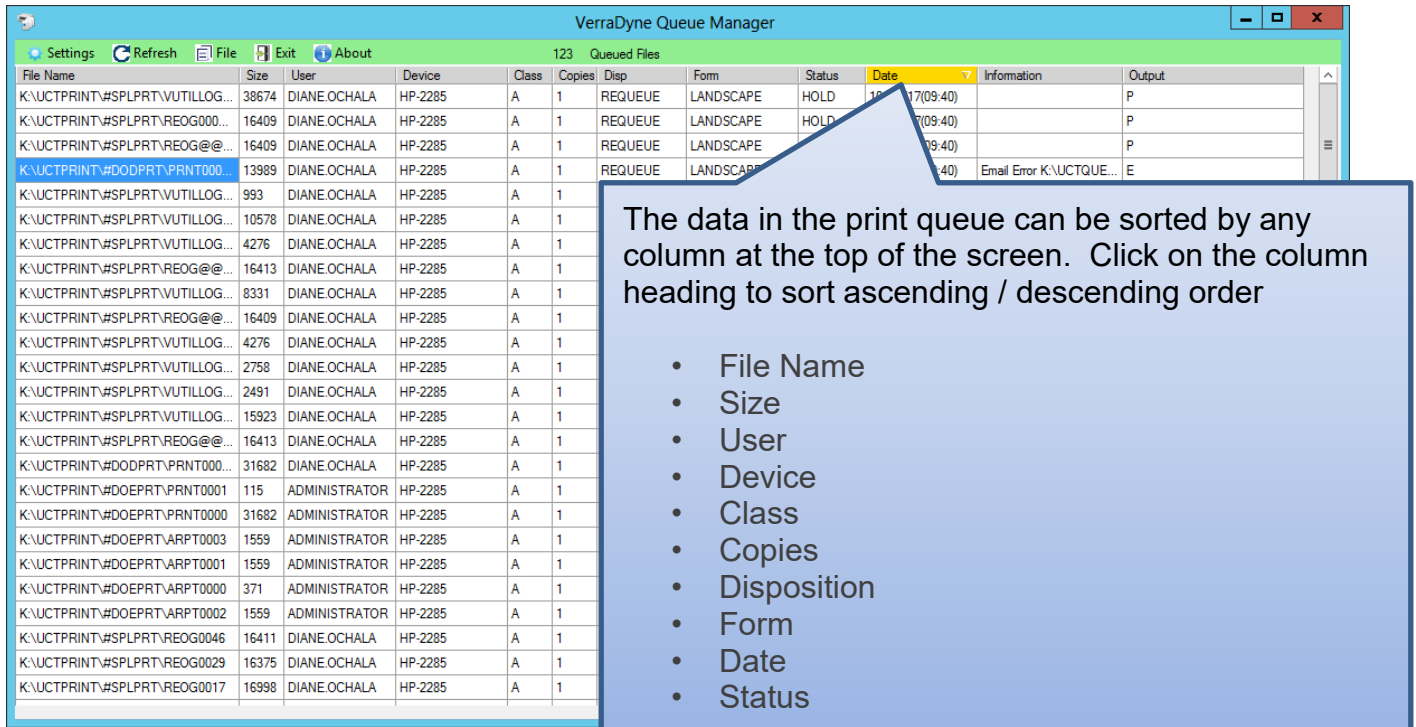
Print Directory:

- Notice the print files will reside in **UCTPRINT**
- Notice the file name may be changed and the date/time stamp may be appended to the name

IMPORTANT NOTE: Before, users would sometimes store personal spreadsheets, etc in their print spool directory in K:\SECOND\#xxxPRT. (xxx is the three character PCGenesis user ID.) This causes problems with the *VerraDyne Print Spooler*. Therefore, advise all PCGenesis users to not save any miscellaneous files to the K:\SECOND\#xxxPRT directories. The print spool directories are used by the system to temporarily contain PCGenesis reports created by the system and should be used for no other purpose.


Procedure C: Sorting Entries in the VerraDyne Print Queue

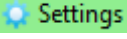
The data in the print queue can be sorted by any column at the top of the print queue screen. Click on the column heading to sort the report entries in ascending / descending order.



The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order

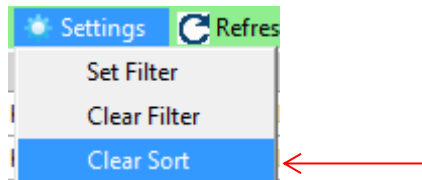
- File Name
- Size
- User
- Device
- Class
- Copies
- Disposition
- Form
- Date
- Status

The selected **Sort** option is saved and remembered by user id when  **(Exit)** is selected on the menu bar. The system will remember the user's sort settings every time the user logs into the system.

If you wish to reset the column sort, click  **(Settings)** on menu bar, and select the

Clear Sort

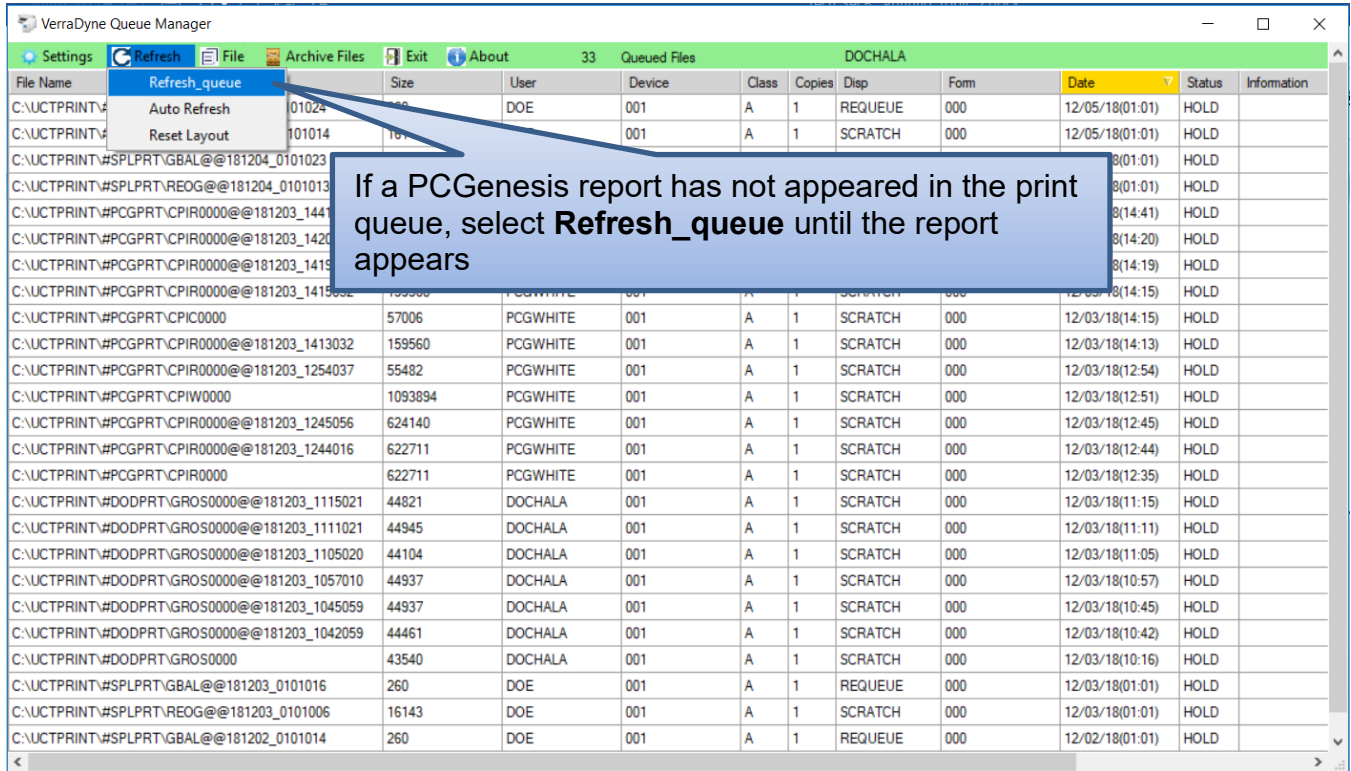
(Clear Sort) option, as shown below.

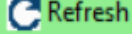
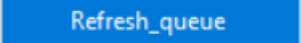


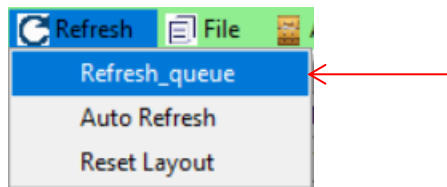
If the PCGenesis reports do not appear to be sorted correctly, always start by selecting the **Clear Sort** option before clicking on a column heading to sort the entries. The data in the print queue can be sorted by any column at the top of the screen. Click on the column heading to sort ascending / descending order.

Procedure D: Refreshing the VerraDyne Print Queue

The print queue can be refreshed on demand by selecting the **Refresh_queue** option.



If you wish to refresh the contents of the print queue, click  **Refresh** (Refresh) on menu bar, and select the  **Refresh_queue** (Refresh_queue) option, as shown below.



Procedure E: Display Print Queue Reports in PDF Format

The VerraDyne Queue Manager allows reports in the print queue to be displayed in PDF format.

The screenshot shows the VerraDyne Queue Manager interface. The title bar reads 'VerraDyne Queue Manager'. Below the title bar is a menu bar with 'Settings', 'Refresh', 'File', 'Exit', and 'About'. The main area displays a table of 123 queued files. A callout box points to the 'File Name' column with the following text:

Double-click File Name:

- Allows the PCGenesis report to be displayed in PDF format

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT#\SPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG000...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT#\DODPRT\PRNT000...	993	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	10578	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	8331	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16409	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	4276	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2758	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	2491	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\VUTILLOG...	15923	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\SPLPRT\REOG@@@...	16413	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT#\DODPRT\PRNT000...	31682	DIANE.OCHALA	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:40)		P
K:\UCTPRINT#\DOEPRT\PRNT0001	115	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\PRNT0000	31682	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\DOEPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1	QUEUEUE		HOLD	10/25/17(09:37)		P
K:\UCTPRINT#\SPLPRT\REOG0046	16411	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0029	16375	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT#\SPLPRT\REOG0017	16398	DIANE.OCHALA	HP-2285	A	1	QUEUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

PRNT0001@@180622_0933000.PDF - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools PRNT0001@@180... x Sign In

3 / 8 65.7%

REPORT DATE: 06/22/2018 09:32:50
 PROGRAM: PAY0200

PAYROLL ALPHA DESCRIPTION FILE
 DIRECT DEPOSIT BANK

TYPE CODE	DESCRIPTION	ROUTING
DDEK 01	ALLY BANK	900000019
DDEK 02	BB & T	900000029
DDEK 03	GEORGIA FEDERAL CREDIT UNION	900000039
DDEK 04	WELLS FARGO	900000049
DDEK 05	REGIONS BANK	900000059
DDEK 06	REGIONS BANK 4	900000069
DDEK 07	NORTH GEORGIA CREDIT UNION	900000079
DDEK 08	COMMUNITY BANK & TRUST	900000089
DDEK 09	HALCO COMMUNITY CREDIT UNION	900000099
DDEK 10	WELLS FARGO 2	900000109
DDEK 11	REGIONS 3	900000119
DDEK 12	SUNTRUST BANK, NE GEORGIA	900000129
DDEK 13	SCHOOLS FIRST FEDERAL CREDIT UNION	900000139
DDEK 14	SUNCOAST	900000149
DDEK 15	RENAISSANCE BANK	900000159
DDEK 16	WELLS FARGO-FLORIDA	900000169
DDEK 17	BANK OF AMERICA	900000179
DDEK 18	UNITED COMMUNITY BANK	900000189
DDEK 19	WELLS FARGO BANK, NA	900000199
DDEK 20	CDC CREDIT UNION	900000209
DDEK 21	FBC BANK	900000219
DDEK 22	BANK OF THE OCEANS	900000229
DDEK 23	CREDIT UNION OF GEORGIA	900000239
DDEK 24	BANK OF NORTH GEORGIA	900000249
DDEK 25	GE CAPITAL RETAIL BANK	900000259
DDEK 26	HARPSHAM BANK	900000269
DDEK 27	FINNACLE BANK	900000279
DDEK 28	UNITED COMMUNITY BANK 2	900000289
DDEK 29	MOUNTAIN VALLEY BANK	900000299
DDEK 30	ASSOCIATED FED EMP CRED UNION	900000309
DDEK 31	ATHENS FIRST BANK AND TRUST	900000319
DDEK 32	FARMERS STATE BANK	900000329
DDEK 33	WILSON VALLEY FEDERAL CREDIT UNION	900000339
DDEK 34	RENASANCE	900000349
DDEK 35	SOUTH ST	900000359
DDEK 36	NAVY FED	900000369
DDEK 37	USAA FED	900000379
DDEK 38	BB&T 2	900000389
DDEK 39	DIGITAL	900000399
DDEK 40	IRON ST	900000409
DDEK 41	BANK OF	900000419
DDEK 42	CAPITAL	900000429
DDEK 43	GEORGIA	900000439
DDEK 44	COMMONWEALTH	900000449
DDEK 45	FOREINS	900000459
DDEK 46	SOUTHERN	900000469
DDEK 47	BEARD ST	900000479
DDEK 48	BB & T	900000489
DDEK 49	SOUTH ST	900000499
DDEK 50	DELTA ST	900000509
DDEK 51	BANK OF AMERICA-VA	900000519
DDEK 52	CAPITAL ONE 360	900000529
DDEK 53	FULTON TEACHERS CREDIT UNION	900000539
DDEK 54	SUNTRUST	900000549
DDEK 55	WELLS FARGO 3	900000559

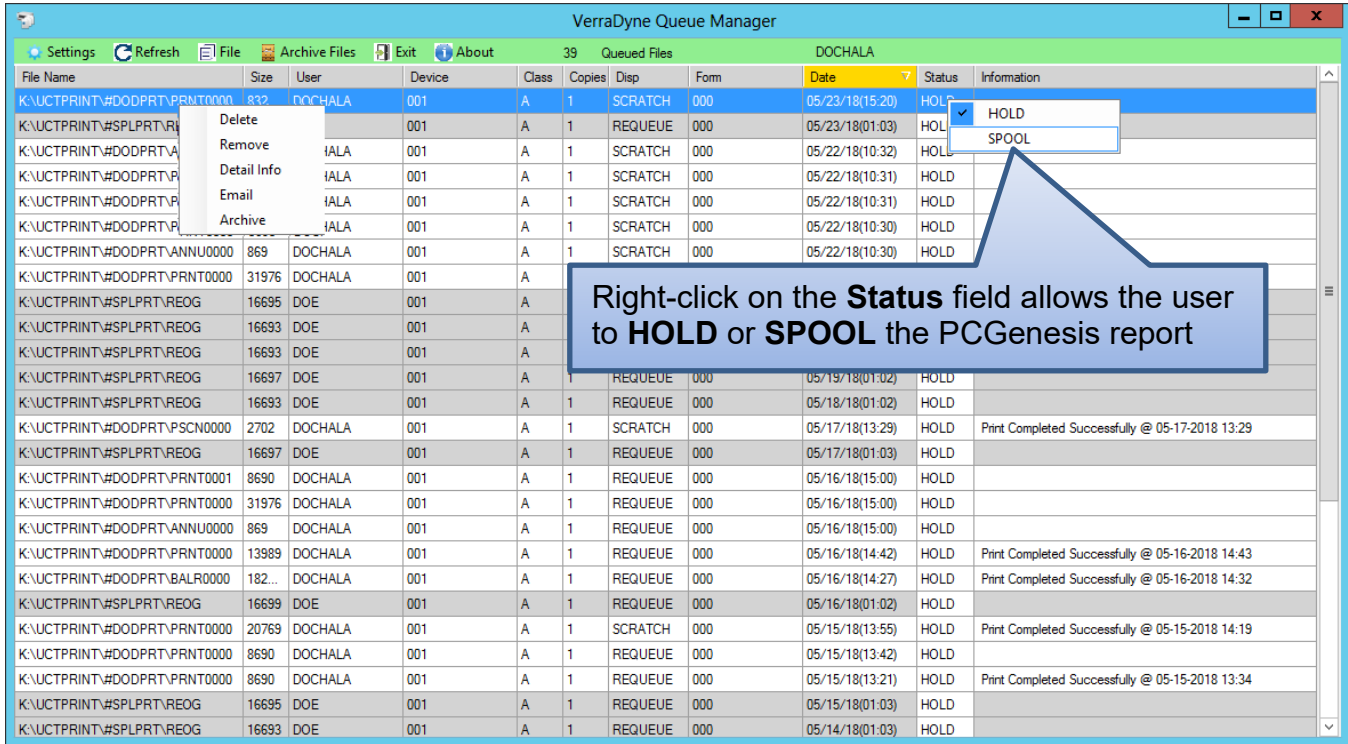
Double-click File Name:

- Allows the PCGenesis report to be displayed in PDF format

Procedure F: Spool PCGenesis Reports

PCGenesis reports will be created in the *VerraDyne Queue Manager* in **HOLD** status.

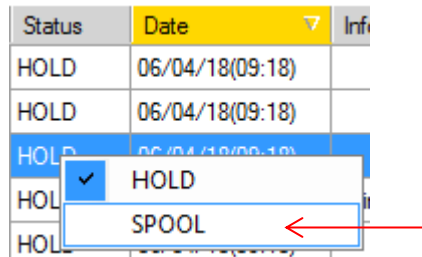
To Spool a print file:



STATUS: This field displays the status of the print file.

Valid values are:

HOLD - Document is on hold and will not be printed or emailed until it is released. To release the document, **right click** on the **Status** field for the print file and select the **SPOOL** option.



SPOOL - Document is spooled for processing and will process as soon as a device is available. An entry can be placed on **HOLD** by right clicking on status field.

Refer to *Procedure J: Automatically Set Payroll Reports, Vendor Check Reports and Monthly Financial Reports to 'Requeue'* for a discussion of the disposition of a printed file.

Procedure G: Display Detail Information

The VerraDyne Queue Manager keeps a detail log for every entry in the print queue.

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG			001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PR		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PR		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PR		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/17/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PCSN0000	2702	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0001	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Detail

FileName: K:\UCTPRINT#\DODPRT\PRNT0000@@171030_0940041
 User: DIANE.OCHALA
 Device: HP-2285
 Form: LANDSCAPE
 Size: 13989 Class: A Copies: 1

```

2017/10/30 10:44 DIANE.OCHALA (Queue) File Released
2017/10/30 10:01 DIANE.OCHALA (Queue) Document status changed to be Emailed to
2017/10/30 10:00 DIANE.OCHALA (Queue) File Requeued On Printer: HP-2285 Using F
2017/10/30 10:00 DIANE.OCHALA (Queue) File Released
2017/10/30 10:00 DIANE.OCHALA (Queue) Changed To Print Only
2017/10/30 09:59 DIANE.OCHALA (Queue) File Released
2017/10/30 09:40 DIANE.OCHALA (Queue) File added to Queue
  
```

Detail Info:

- Displays screen itemizing each action related to the print file
- For example, who has released the file for printing

Procedure H: E-mail PCGenesis Reports

The VerraDyne Queue Manager allows reports in the print queue to be e-mailed in PDF format.

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\PRNT0000	832	DOCHALA	001	A	1	SCRATCH	000	05/23/18(15:20)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG			001	A	1	REQUEUE	000	05/23/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\VA		IALA	001	A	1	SCRATCH	000	05/22/18(10:32)	HOLD	
K:\UCTPRINT#\DODPRT\PR		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\PR		IALA	001	A	1	SCRATCH	000	05/22/18(10:31)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/20/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/19/18(01:02)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/18/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PCSN0000	2702	DOCHALA	001	A	1	SCRATCH	000	05/17/18(13:29)	HOLD	Print Completed Successfully @ 05-17-2018 13:29
K:\UCTPRINT#\SPLPRT\REOG	16697	DOE	001	A	1	REQUEUE	000	05/17/18(01:03)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0001	8690	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	31976	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\ANNU0000	869	DOCHALA	001	A	1	REQUEUE	000	05/16/18(15:00)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	13989	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:42)	HOLD	Print Completed Successfully @ 05-16-2018 14:43
K:\UCTPRINT#\DODPRT\BALR0000	182...	DOCHALA	001	A	1	REQUEUE	000	05/16/18(14:27)	HOLD	Print Completed Successfully @ 05-16-2018 14:32
K:\UCTPRINT#\SPLPRT\REOG	16699	DOE	001	A	1	REQUEUE	000	05/16/18(01:02)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	20769	DOCHALA	001	A	1	SCRATCH	000	05/15/18(13:55)	HOLD	Print Completed Successfully @ 05-15-2018 14:19
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:42)	HOLD	
K:\UCTPRINT#\DODPRT\PRNT0000	8690	DOCHALA	001	A	1	REQUEUE	000	05/15/18(13:21)	HOLD	Print Completed Successfully @ 05-15-2018 13:34
K:\UCTPRINT#\SPLPRT\REOG	16695	DOE	001	A	1	REQUEUE	000	05/15/18(01:03)	HOLD	
K:\UCTPRINT#\SPLPRT\REOG	16693	DOE	001	A	1	REQUEUE	000	05/14/18(01:03)	HOLD	

Right-click on the **File Name** allows the user to:

- E-mail (e-mail PCG report to another user)

Document Email

Send Cancel

From: DOCHALA@DOE.K12.GA.US Attachment: PRNT0000@171030_0940041

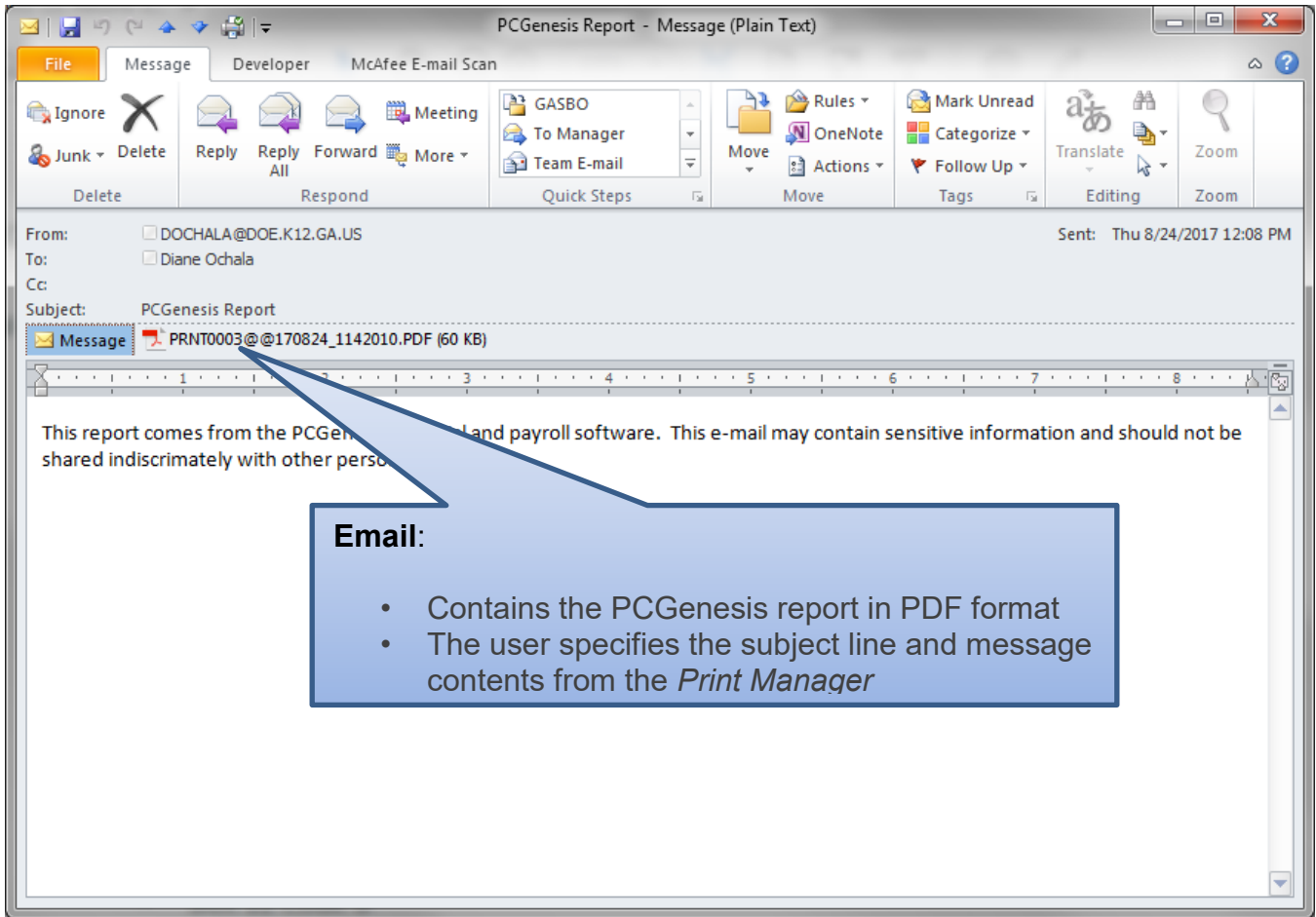
To: kmcarthur@dow.k12.ga.us Requeue Pdf Password: Email Password

Subject: testing e-mail feature of new print queue

Message: testing e-mail feature of new print queue

Email Dialog:

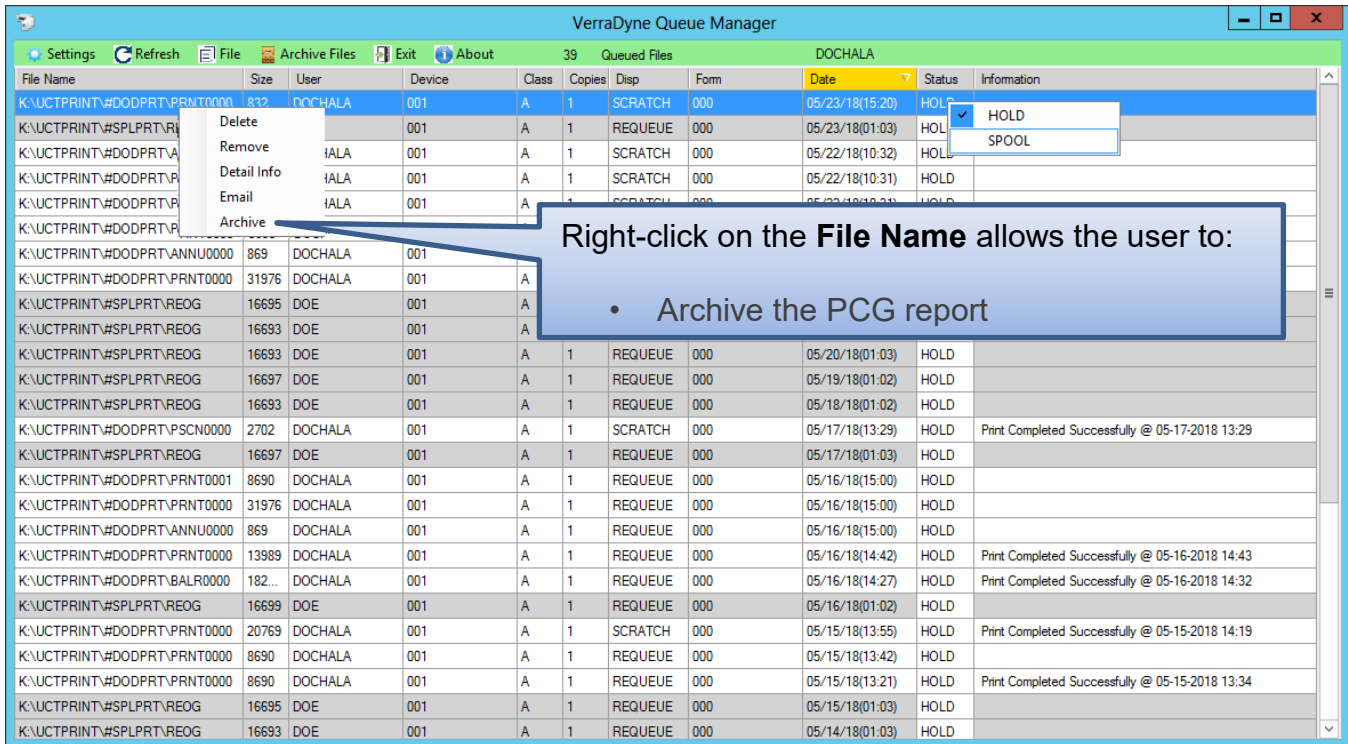
- Allows the PCGenesis report to be e-mailed to other individuals



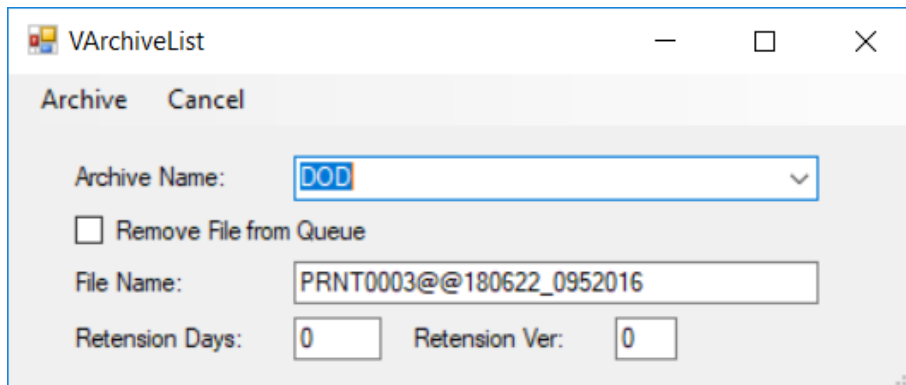
Procedure I: Archive PCGenesis Reports

The *VerraDyne Queue Manager* allows users to permanently archive their PCGenesis report files. The *VerraDyne Queue Manager* archives PCGenesis reports to the **Archive Directory**. The user will be able to archive reports to specific archive directories, based on individual users or file types. The user will be able to view, rename, or requeue the archived files. A full audit tracking log of each archived PCGenesis report will be available, detailing when the report was viewed, requeued, renamed, e-mailed, and/or printed.

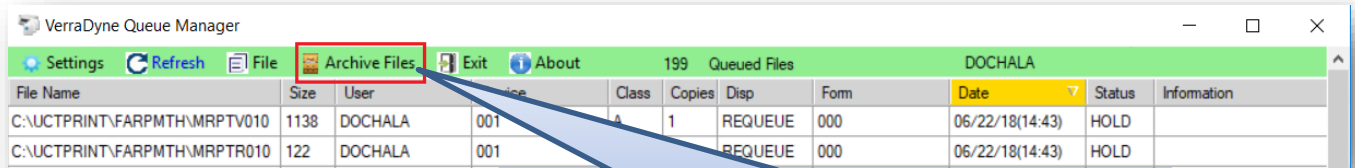
The *VerraDyne Queue Manager* allows reports in the print queue to be archived in PDF format.



The PCGenesis report file will be archived to the **Archive Name** selected in the dialog box. The **Archive Name** will default to the user's archive directory.

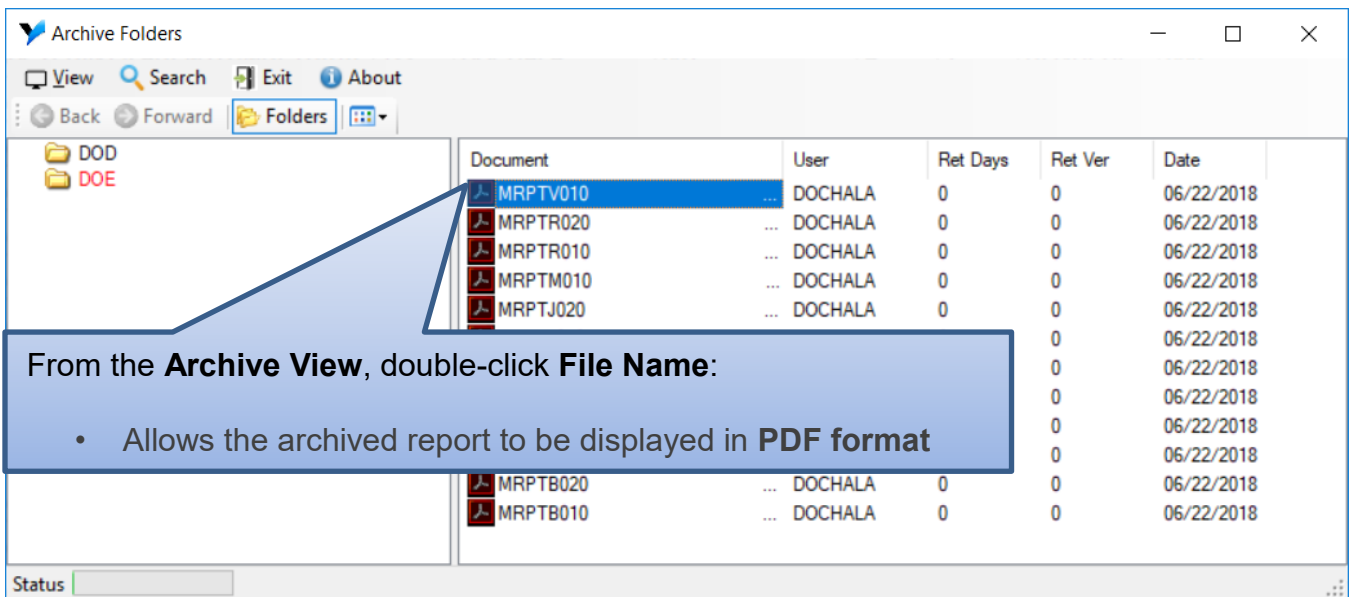


- ◆ The **Archive Directory** is where the *VerraDyne Queue Manager* permanently saves the reports:
 - K:\UCTARCHIVE\#DODPRT



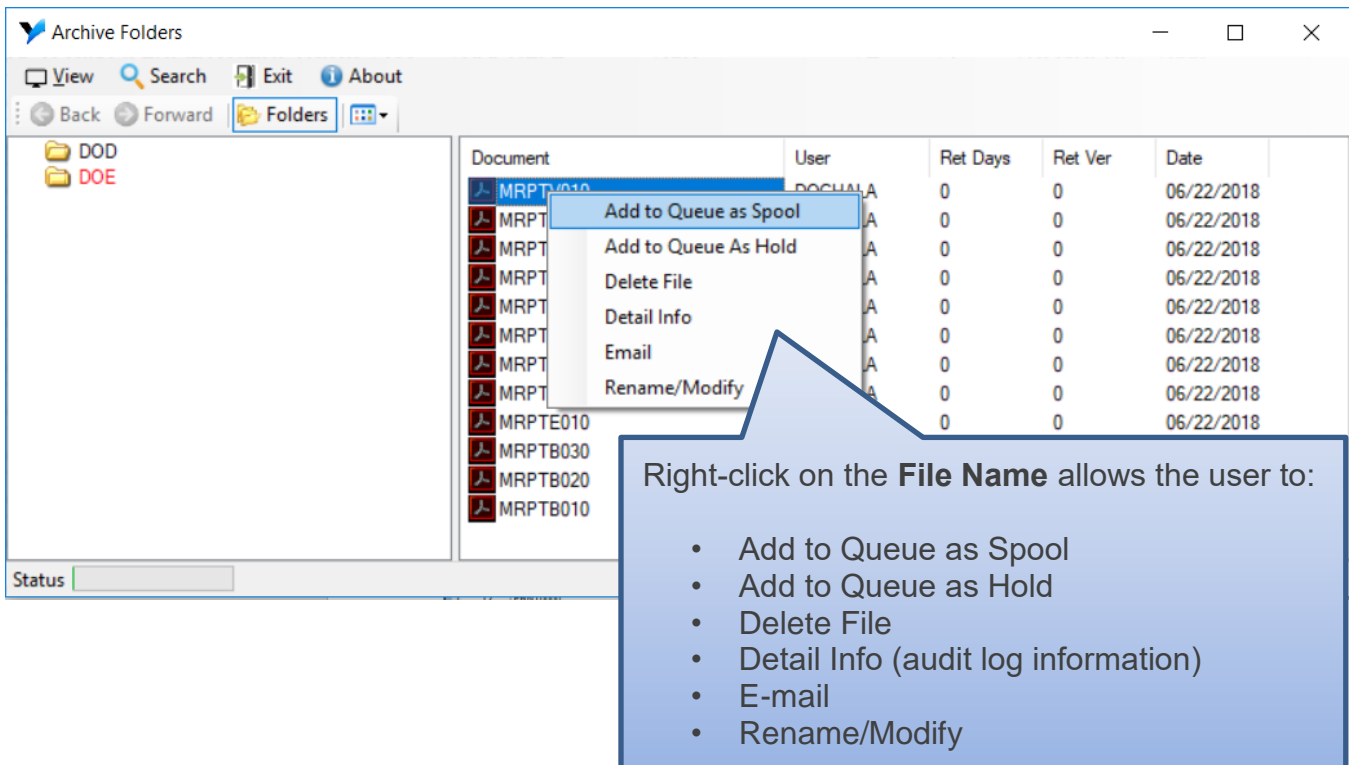
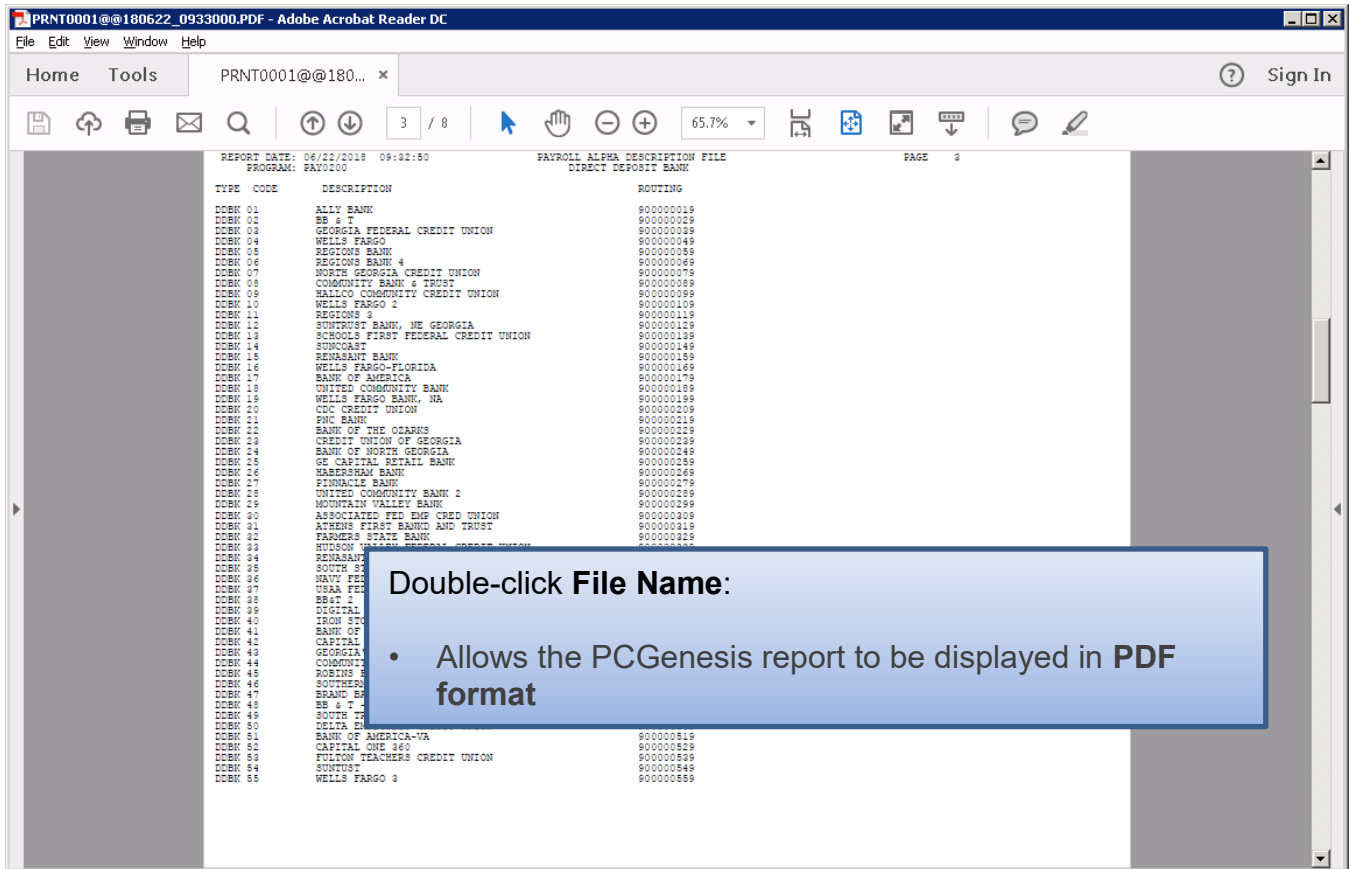
To bring up the archive, select **Archive Files** (Archive) from the menu bar

The *VerraDyne Queue Manager* allows reports in the archive to be displayed in PDF format.

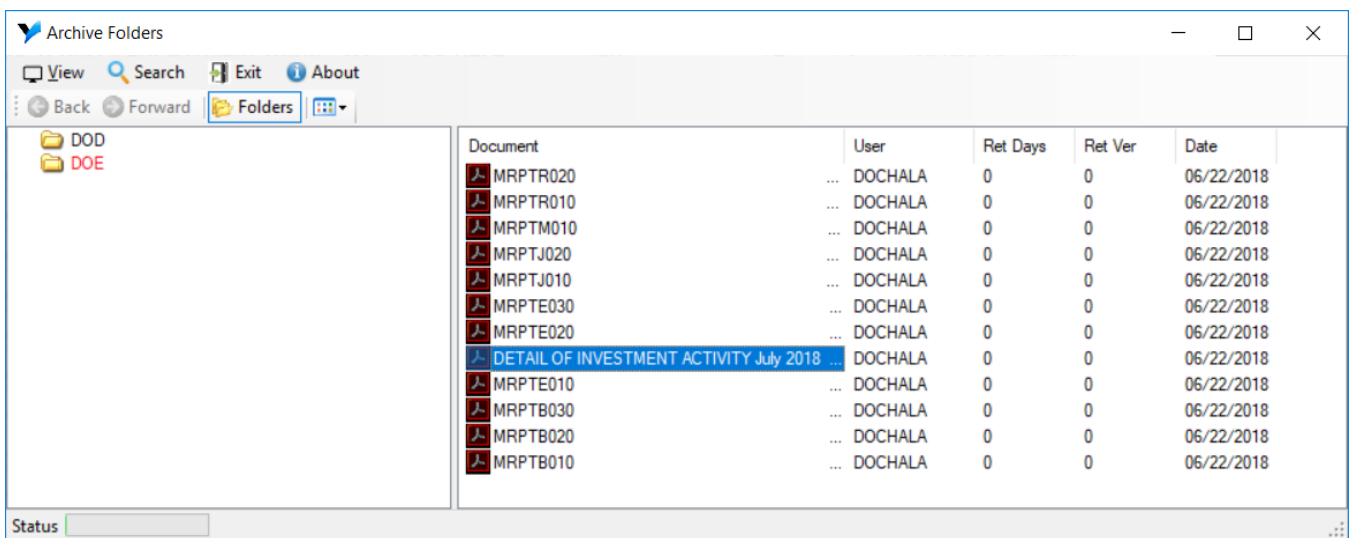
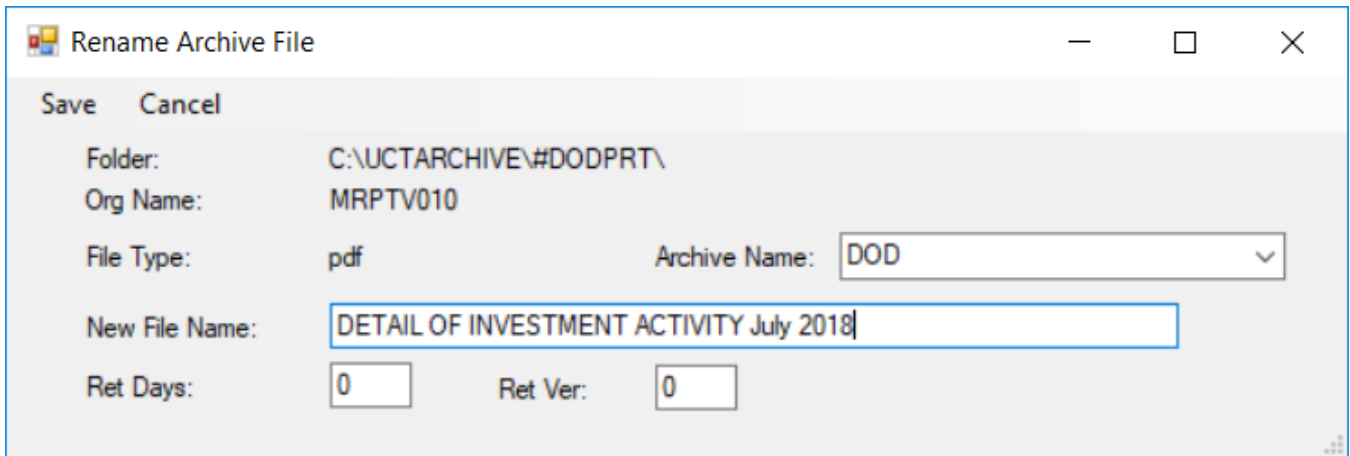


From the **Archive View**, double-click **File Name**:

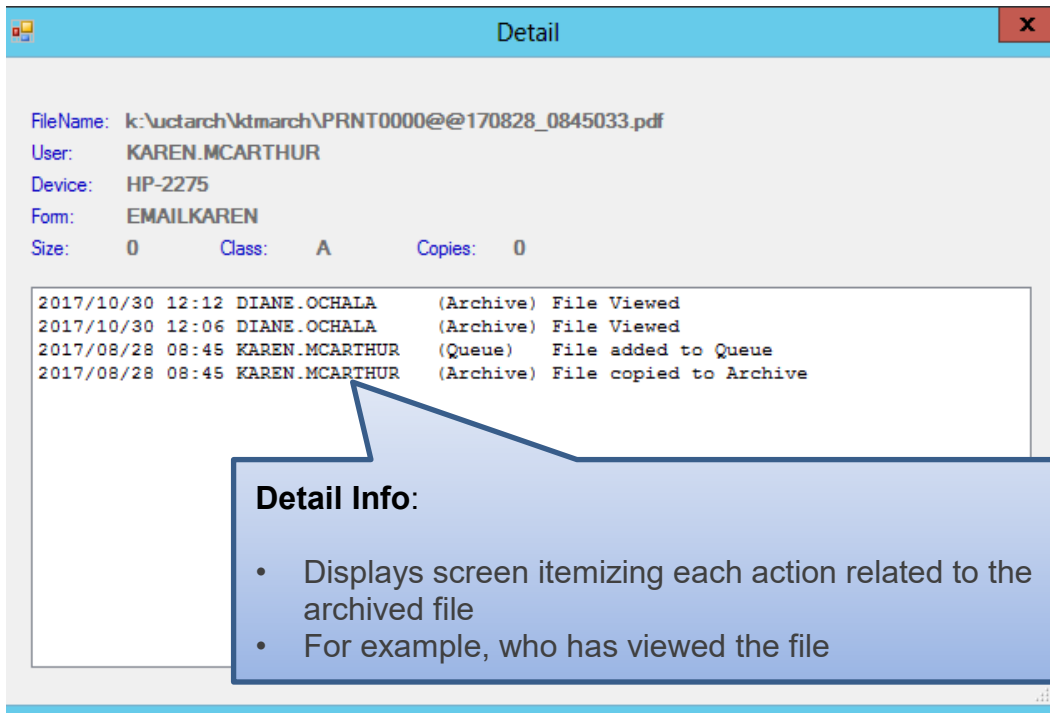
- Allows the archived report to be displayed in **PDF format**



The *VerraDyne Queue Manager* allows reports in the archive to be renamed to a title that is more meaningful to the user.



The *VerraDyne Queue Manager* keeps track of a detail log for every entry in the archive.



The screenshot shows a window titled "Detail" with a light blue header. Below the header, the following file information is displayed:

FileName: k:\uctarch\ktmarch\PRNT0000@@170828_0845033.pdf
User: KAREN.MCARTHUR
Device: HP-2275
Form: EMAILKAREN
Size: 0 Class: A Copies: 0

Below this information is a log of actions:

```
2017/10/30 12:12 DIANE.OCHALA      (Archive) File Viewed
2017/10/30 12:06 DIANE.OCHALA      (Archive) File Viewed
2017/08/28 08:45 KAREN.MCARTHUR    (Queue)  File added to Queue
2017/08/28 08:45 KAREN.MCARTHUR    (Archive) File copied to Archive
```

A blue callout box with a white background and a blue border points to the log. It contains the following text:

Detail Info:

- Displays screen itemizing each action related to the archived file
- For example, who has viewed the file

Procedure J: Disposition of PCGenesis Reports

Successful printing of payroll, vendor check reports, and financial monthly reports is imperative to PCGenesis. Most PCGenesis reports are created with a disposition of ‘**SCRATCH**’ and are automatically deleted from the print queue after printing.

Payroll reports, vendor check reports, and financial monthly reports are created with a disposition of ‘**REQUEUE**’ and are not automatically deleted from the print queue after being spooled to the printer. Also, the *Final Check Register for Manual Checks/Wire Transfers* (F1, F4, F9) reports are also created with a disposition of ‘**REQUEUE**’.

Since it is very important to print these reports successfully, these reports will be created in the *VerraDyne Queue* with the disposition ‘**REQUEUE**’, allowing the reports to be spooled and respooled numerous times, if necessary. All other PCGenesis reports will continue to be created with a disposition of ‘**SCRATCH**’.

It is possible for the user to change the disposition of any PCGenesis report to be what the user desires by right-clicking on the disposition field for a report and selecting either **SCRATCH**, **KEEP**, or **REQUEUE**.

To change the Disposition of a print file:

The disposition of a print file can be changed by **right clicking** on the disposition (**Disp**) field for the print file and selecting the desired option.

Disposition, valid values are:

SCRATCH - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be scratched.

KEEP - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will not be scratched.




REQUEUE - After printing or emailing, the document entry will remain in the print queue in HOLD status and the file on the disk will be not be scratched. The entry status will be set back to HOLD after printing or emailing.

Disp	Form
REQUEUE	000
REQUEUE	000
REQUEUE	000
REQUEUE	KEEP
REQUEUE	REQUEUE
REQUEUE	SCRATCH
REQUIRE	...


NOTE: Even though the selected reports will be sent to the *VerraDyne Queue Manager* with a disposition of ‘**REQUEUE**’, the reports will only remain in the print queue for **30 days** before being permanently deleted. The *VerraDyne Queue Manager* constantly cleans up old files and will delete files from the print queue after 30 days regardless of the disposition of the file.

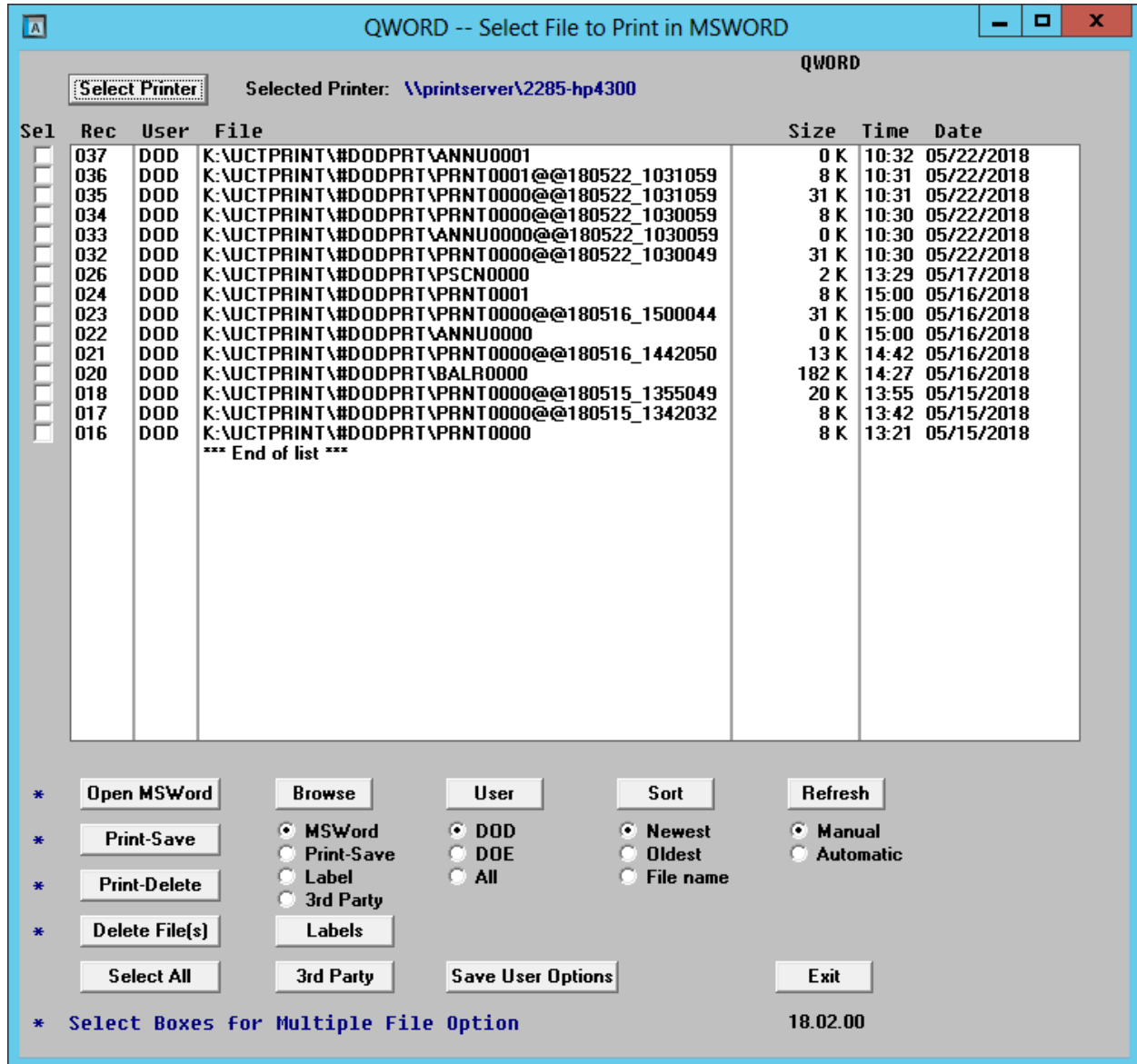
Procedure K: Printer Icons for Server/Workstation Desktop

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

Step	Action
1	Add required PCG shortcuts to server desktop: <ul style="list-style-type: none"> ▶ PCGenesis print spooler administration: K:\PCGIcon\  PCGVADMIN ▶ PCGenesis print queue: K:\PCGIcon\  PCGVQUE
2	Add required PCG shortcuts to workstation desktop: <ul style="list-style-type: none"> ▶ PCGenesis print queue: K:\PCGIcon\  PCGVQUE

Procedure L: Microsoft® Word Print Queue (QWORD)

The PCGenesis Microsoft® Word Print Queue (accessed via the  button from any PCGenesis menu) is compatible with the VerraDyne Print Manager software. The VerraDyne Print Manager software creates print file names that are long and QWORD has been updated to display the longer names. QWORD reads the SQL Server database which contains the print files names queued for printing.



The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window displays a list of print jobs with the following columns: Sel, Rec, User, File, Size, Time, and Date. The "Selected Printer" is set to "\\printserver\2285-hp4300".

Sel	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	037	DOD	K:\UCTPRINT\#DODPRT\ANNU0001	0 K	10:32	05/22/2018
<input type="checkbox"/>	036	DOD	K:\UCTPRINT\#DODPRT\PRNT0001@@180522_1031059	8 K	10:31	05/22/2018
<input type="checkbox"/>	035	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180522_1031059	31 K	10:31	05/22/2018
<input type="checkbox"/>	034	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180522_1030059	8 K	10:30	05/22/2018
<input type="checkbox"/>	033	DOD	K:\UCTPRINT\#DODPRT\ANNU0000@@180522_1030059	0 K	10:30	05/22/2018
<input type="checkbox"/>	032	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180522_1030049	31 K	10:30	05/22/2018
<input type="checkbox"/>	026	DOD	K:\UCTPRINT\#DODPRT\PSCN0000	2 K	13:29	05/17/2018
<input type="checkbox"/>	024	DOD	K:\UCTPRINT\#DODPRT\PRNT0001	8 K	15:00	05/16/2018
<input type="checkbox"/>	023	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180516_1500044	31 K	15:00	05/16/2018
<input type="checkbox"/>	022	DOD	K:\UCTPRINT\#DODPRT\ANNU0000	0 K	15:00	05/16/2018
<input type="checkbox"/>	021	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180516_1442050	13 K	14:42	05/16/2018
<input type="checkbox"/>	020	DOD	K:\UCTPRINT\#DODPRT\BALR0000	182 K	14:27	05/16/2018
<input type="checkbox"/>	018	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180515_1355049	20 K	13:55	05/15/2018
<input type="checkbox"/>	017	DOD	K:\UCTPRINT\#DODPRT\PRNT0000@@180515_1342032	8 K	13:42	05/15/2018
<input type="checkbox"/>	016	DOD	K:\UCTPRINT\#DODPRT\PRNT0000	8 K	13:21	05/15/2018
			*** End of list ***			

At the bottom of the window, there are several control buttons and options:

- * Open MSWord
- * Print-Save
- * Print-Delete
- * Delete File(s)
- Select All
- Select Boxes for Multiple File Option
- Browse
- User: MSWord, Print-Save, Label, 3rd Party
- Labels
- 3rd Party
- User: DOD, DOE, All
- Save User Options
- Sort: Newest, Oldest, File name
- Refresh: Manual, Automatic
- Exit

18.02.00

The updated *PCGenesis Microsoft® Word Print Queue* allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Open MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete File(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time. A new *Select All* button (**Select All**) will allow all print files to be selected or deselected at once.

To select a print file or files for deletion or printing, the check box to the left of the print file(s) must be selected. When selected, the check box displays a check () to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other features include:

- The *Select All* button (**Select All**) allows all print files to be selected or deselected at once.
- The *Open MSWORD* button (* **Open MSWord**) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (* **Delete File(s)**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *3rd Party* button (**3rd Party**) allows the user to print the document for use by a 3rd party without any PCL (printer control language) codes.
- The *Labels* button (**Labels**) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in *Microsoft® Word*. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf