

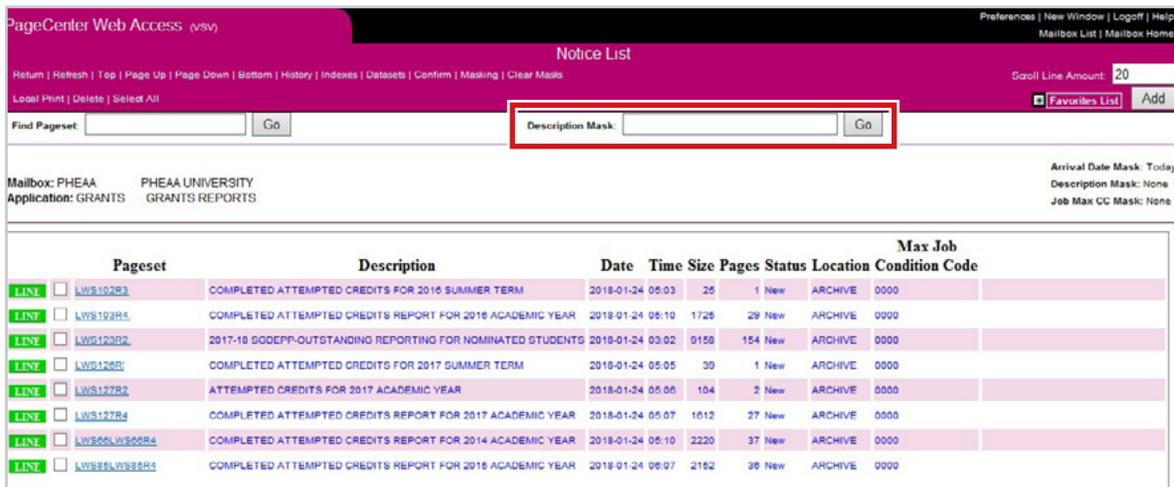
PAGECENTER MASKING INSTRUCTIONS

The PageCenter Masking Instructions are designed to explain the steps you should take to use the masking function within PageCenter. Reports generated to PageCenter are organized in alphabetical order by Pageset name. Masking allows you to filter the Pagesets based on: the date the Pageset was last generated, the description of the Pageset, or a combination of the date and description. Follow the below instructions to define the Pageset masking criteria.

Please note, masked viewing is unique to the user and will not display for other users. The filters will automatically reset when you log out of PageCenter.

Masking Pagesets:

1. Access the list of Pagesets within the desired Application of your **PageCenter mailbox**.
 - a. To filter by Pageset description from this display, type the criteria in the Description Mask field and click “Go.”
Example: Type “GPAD” in the field to display only GPAD reports.



The screenshot shows the PageCenter Web Access interface. At the top, there is a navigation bar with links like 'Return', 'Refresh', 'Top', 'Page Up', 'Page Down', 'Bottom', 'History', 'Indexes', 'Datasets', 'Confirm', 'Masking', and 'Clear Masks'. Below this is a 'Find Pageset:' field and a 'Go' button. A red box highlights the 'Description Mask:' field and its 'Go' button. Below the search fields, there is a table with columns: 'Pageset', 'Description', 'Date', 'Time', 'Size', 'Pages', 'Status', 'Location', and 'Max Job Condition Code'. The table contains several rows of data, each with a checkbox in the 'LINE' column.

LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Max Job Condition Code
<input type="checkbox"/>	LWS102R3	COMPLETED ATTEMPTED CREDITS FOR 2016 SUMMER TERM	2018-01-24	05:03	25	1	New	ARCHIVE	0000
<input type="checkbox"/>	LWS102R5	COMPLETED ATTEMPTED CREDITS REPORT FOR 2016 ACADEMIC YEAR	2018-01-24	06:10	1725	29	New	ARCHIVE	0000
<input type="checkbox"/>	LWS120R2	2017-18 GODEPP-OUTSTANDING REPORTING FOR NOMINATED STUDENTS	2018-01-24	03:02	9158	154	New	ARCHIVE	0000
<input type="checkbox"/>	LWS120R1	COMPLETED ATTEMPTED CREDITS FOR 2017 SUMMER TERM	2018-01-24	05:05	30	1	New	ARCHIVE	0000
<input type="checkbox"/>	LWS127R2	ATTEMPTED CREDITS FOR 2017 ACADEMIC YEAR	2018-01-24	05:06	104	2	New	ARCHIVE	0000
<input type="checkbox"/>	LWS127R4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2017 ACADEMIC YEAR	2018-01-24	05:07	1612	27	New	ARCHIVE	0000
<input type="checkbox"/>	LWS60LWS00R4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2014 ACADEMIC YEAR	2018-01-24	05:10	2220	37	New	ARCHIVE	0000
<input type="checkbox"/>	LWS86LWS88R4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2016 ACADEMIC YEAR	2018-01-24	06:07	2162	36	New	ARCHIVE	0000

2. To access all available masking criteria, from the list of Pagesets, click the “**Masking**” link on the menu (purple).



3. The Masking page displays. Use the masking criteria to filter the Pageset list. To remove masking criteria already defined in the sections, select “**None.**”

- a. To **Mask by Arrival Date** (the date the Pageset was last generated), either select a date range using the drop-downs in the “From Date/To Date” fields or use the drop-downs beside the “Predefined” field.

Example: To display Pagesets generated during the current month, input the appropriate date range for the current month using the YYYY, MM, and DD drop-downs or select “Month” from the “Predefined” drop-down menu.

Note: When using the “From Date/To Date” fields for masking, submission of a year is required.

- b. To **Mask by Description**, select “Include” from the drop-down menu and enter a description in the field to the right of the list.

Example: Select “Include” and type “17” to view reports with “17” in the description (e.g., *2016-17 PA TIP DISBURSEMENT ROSTER, 17 VALIDATION/OTHER RWV*, etc.).

- c. To combine masking criteria, select options from the **Mask by Arrival Date** and **Mask by Description** fields. Be sure to select non-conflicting criteria; otherwise, an error may occur and not all Pagesets will display. Example: Selecting “Last Month” from the “Predefined” date criteria and “IAG” as the Description criteria will produce no results if there were no IAG reports generated last month.

Note: The Mask by Job Max Condition Code is generally not useful and should be disregarded.

4. Select “**Update**” to save the masking filters and return to the Pageset list. Selecting “**Return**” will display the list without updating masking criteria.



5. After selecting “**Update**,” the Pageset list will display with the masking criteria applied.

LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Max Job Condition Code
	LWS102B3	COMPLETED ATTEMPTED CREDITS FOR 2016 SUMMER TERM	2018-01-24	00:03	25	1	New	ARCHIVE	0000
	LWS103R5	COMPLETED ATTEMPTED CREDITS REPORT FOR 2016 ACADEMIC YEAR	2018-01-24	06:10	1726	29	New	ARCHIVE	0000
	LWS120B2	2017-18 GODEPP-OUTSTANDING REPORTING FOR NOMINATED STUDENTS	2018-01-24	03:02	9158	154	New	ARCHIVE	0000
	LWS126R1	COMPLETED ATTEMPTED CREDITS FOR 2017 SUMMER TERM	2018-01-24	05:05	39	1	New	ARCHIVE	0000
	LWS127B2	ATTEMPTED CREDITS FOR 2017 ACADEMIC YEAR	2018-01-24	05:06	104	2	New	ARCHIVE	0000
	LWS127R4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2017 ACADEMIC YEAR	2018-01-24	05:07	1612	27	New	ARCHIVE	0000
	LWS05LWS05B4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2014 ACADEMIC YEAR	2018-01-24	05:10	2220	37	New	ARCHIVE	0000
	LWS05LWS05R4	COMPLETED ATTEMPTED CREDITS REPORT FOR 2016 ACADEMIC YEAR	2018-01-24	06:07	2162	36	New	ARCHIVE	0000

6. To clear the masking criteria select “**Clear Masks**” from the PageCenter toolbar.



Note: The “**Clear Masks**” link will clear all masking criteria, including the list Description Mask criteria mentioned in Step 1.a.

If you need additional assistance with PageCenter, please contact State Grant and Special Programs staff at **1.800.443.0646**.