# Change Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
<th>Responsible Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1.0</td>
<td>August 29, 2009</td>
<td>Initial Publication</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.1</td>
<td>December 15, 2009</td>
<td>Updates for new template standards</td>
<td>Melissa Leshko</td>
</tr>
<tr>
<td>Version 1.2</td>
<td>August 23, 2013</td>
<td>Updates to system requirements</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.3</td>
<td>September 19, 2013</td>
<td>Updates for CR 015119-01</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.4</td>
<td>February 21, 2014</td>
<td>Updates to system requirements</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.5</td>
<td>October 16, 2015</td>
<td>New Select All pagesets feature</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.6</td>
<td>October 5, 2017</td>
<td>Reorganized content, updated Support Configurations section and included new fields added since last review.</td>
<td>Barb Shoop</td>
</tr>
<tr>
<td>Version 1.7</td>
<td>November 12, 2017</td>
<td>Added note to Mac users</td>
<td>Barb Shoop</td>
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<tr>
<td>Version 1.8</td>
<td>May 2021</td>
<td>IAM-2228. Added new Getting Started section and URL; removed Access section.</td>
<td>Barb Shoop</td>
</tr>
</tbody>
</table>
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Introduction

PageCenter is a licensed web product used by schools and lenders to access reports, called pagesets, via a secure Web server.

Benefits of using PageCenter include:

- Allows users to view, print and save pagesets electronically
- Reduces or eliminates the need for paper copies of pagesets
- Provides security so pagesets are accessible only to authorized personnel
- Lowers distribution costs and increases the timeliness of pageset information
- Offers greater flexibility by allowing pageset information to be emailed or exported to other applications

PageCenter displays several types of pagesets. Most are text pagesets; however; some pagesets are setup to print on customized electronic forms, such as letterhead. These pagesets are referred to as AFP pagesets. Pagesets may also be formatted as a spreadsheet, PDF, or Microsoft Word document. Only text and AFP pagesets are documented in this user guide.

Because PageCenter is a Web-based application, only a Web browser is needed to access it. It is available to any user with a valid mainframe User ID and Password. Refer to the Appendix A - Support Configurations section of this user guide for system configurations required for best results.

NOTE TO MAC USERS: Some of the printing and saving options provided by the PageCenter plugin, such as fit to width, form feed, or carriage control, are not available to Mac users on an Intel CPU.

Getting Started

Use the following URL to access this application: https://am.partners.aessuccess.org/partnersB2Bssologin.htm. Refer to the Web Login and Authentication user guide on Content Connection for additional instructions on logging in to the application, managing your personal profile and security information, and resetting your password.
PageCenter

The **Mailbox List** displays when the user logs into PageCenter on a web browser.

Refer to the [Accessing Pagesets from the Mailbox List](#) section for more information about accessing pagesets from a mailbox list when logging into PageCenter from the Alec portal.
A pageset displays when the user logs into PageCenter from a notification email link. A text pageset displays in this example.

Refer to the Working with Pagesets section for more information about the tasks users commonly perform when viewing pagesets.
About the PageCenter Interface

PageCenter contains three toolbars with links to navigate the interface and perform other actions in the PageCenter tool: the Main Commands toolbar, the Output Commands toolbar and the Pageset toolbar. All toolbar options are described briefly in this section of the user guide. Some options are described in more detail in the remaining sections of this user guide.

Refer the following sections for more information about these toolbars:

- Main Commands Toolbar
- Output Menu Toolbar
- Pageset Toolbar
Main Commands Toolbar

The Main Commands toolbar (black), displayed at the top of the screen, is the same regardless of the PageCenter screen.

<table>
<thead>
<tr>
<th>Description</th>
<th>Pagecache</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>2</td>
<td>2016-11-13</td>
<td>16:16</td>
</tr>
<tr>
<td>Document</td>
<td>55</td>
<td>2016-11-14</td>
<td>20:41</td>
</tr>
<tr>
<td>Document</td>
<td>3</td>
<td>2016-11-01</td>
<td>03:43</td>
</tr>
<tr>
<td>Document</td>
<td>55</td>
<td>2016-11-14</td>
<td>05:54</td>
</tr>
<tr>
<td>Document</td>
<td>14</td>
<td>2016-11-14</td>
<td>02:50</td>
</tr>
<tr>
<td>Document</td>
<td>10</td>
<td>2016-11-14</td>
<td>04:07</td>
</tr>
<tr>
<td>Document</td>
<td>8</td>
<td>2016-11-14</td>
<td>05:12</td>
</tr>
<tr>
<td>Document</td>
<td>50</td>
<td>2016-11-14</td>
<td>05:23</td>
</tr>
<tr>
<td>Document</td>
<td>13</td>
<td>2016-11-14</td>
<td>06:00</td>
</tr>
<tr>
<td>Document</td>
<td>3</td>
<td>2016-11-12</td>
<td>09:13</td>
</tr>
<tr>
<td>Document</td>
<td>9</td>
<td>2016-11-12</td>
<td>10:38</td>
</tr>
<tr>
<td>Document</td>
<td>10</td>
<td>2016-11-15</td>
<td>05:00</td>
</tr>
<tr>
<td>Document</td>
<td>10</td>
<td>2015-12-01</td>
<td>20:37</td>
</tr>
</tbody>
</table>

The following items display on the Main Commands toolbar:

- **Preferences** - Displays the User Profile Maintenance screen. Refer to the Defining User Preferences section for more information defining a user’s PageCenter preferences.
- **New Window** - Opens the current screen in a new window
- **Logoff** - Logs the user off PageCenter, closes the current session and clears all temporary AFP cache files. Refer to the Logging out of PageCenter section of this user guide for more information.
- **Help** - Displays PageCenter’s online Help screen.
- **Close** - Closes the current window. *This option is available only if viewing a page in a new window.*
- **Mailbox List** - Returns to the Mailbox List screen.
- **Mailbox Home** - Displays the user’s home mailbox if one is defined on the User Profile Maintenance screen. Refer to the Setting up a Home Mailbox section for more information.
Output Menu Toolbar

The Output Menu toolbar (purple), displayed below the Main Commands toolbar (black), changes depending on which PageCenter screen is displayed.

The following items may display on the Output Menu toolbar:

- **Bottom**: Displays the last page of data. If viewing a mailbox, application, or notice list, this option displays the last page in the list. If viewing a pageset, this option displays the last page of the pageset.
- **Cancel**: Returns to the previous screen without saving changes.
- **Clear Cache**: Removes AFP cache files from the user’s PC. Refer to the Working with Pagesets section of this user guide for more information.
- **Close**: Used to close the current active window. Selecting this feature does not log the user off PageCenter.
- **Confirm**: Used to confirm a pageset has been reviewed. Refer to the Working with Pagesets section of this user guide for more information.
- **Copy as Bitmap**: Copies the AFP pageset as a bitmap image to the clipboard. Refer to the Working with Pagesets section of this user guide for more information.
- **Copy as Text**: Copies the AFP pageset as text to the clipboard. Refer to the Working with Pagesets section of this user guide for more information.
- **Copy Grp**: Indicates which modified copy of the page is currently being displayed when the copy group defines multiple modified copies. It also states how many copies are defined for the page and allows the user to access a specific modified copy of the page. This option is displayed only if the View Copy Groups option is checked on the User Preferences screen. This field is not typically used.
• **Datasets**: Used to display the generation datasets after a pageset generation has been selected. *This feature is used only by administrators for troubleshooting purposes.*
• **Defaults**: Restores the user’s settings to the default settings
• **Delete**: Deletes the notice, pageset generation, etc. that is currently selected. *This option is available only for administrators. Contact the Help Desk at (877) 398-4237 for delete requests.*
• **Find**: Allows users to search the page for specific data. This search is done by entering the search criteria and clicking **Go**. Click the **Advanced** link to further define the search criteria.
• **Favorites**: Displays the **Favorites List** screen so that personal favorites may be added, deleted and reorganized. Refer to the *Saving and Searching Favorites* section of this user guide for more information.
• **Gen Info**: Access generation information about the pageset. *This option is used by administrators for troubleshooting purposes.* Refer to the *Working with Pagesets* section of this user guide for more information.
• **History**: Used to access previous generations of a selected pageset
• **Hold/Release**: Places the selected generation on hold. If already on hold, the generation is released. *This option is available only to administrators. Contact the Help Desk at (877) 398-4237 for hold/release requests.*
• **Host Print**: Used by in-house staff to issue a Host print request for a hardcopy of a pageset.
• **Indexes**: Allows the user to go to a specific section in a pageset. This feature is not currently being used.
• **List**: Displays the characteristics of a generation (i.e. how it is set up) and allows set up of Job Entry Subsystem (JES) print parameters. *This feature is used only by administrators for print requests.*
• **Local Print**: Used to perform a Local print request for a hard copy of a pageset. Refer to the *Working with Pagesets* section of this user guide for more information.
• **Masking**: Displays the **Notice List Masking** screen, which is used to limit the pagesets that are displayed on the Notice List window. Refer to the *Setting up Pageset Masking* section of this user guide for more information.
• **New**: Used to create a new favorite
• **Page Down**: Used to scroll to the next page of data
• **Page Up**: Used to scroll to the previous available page of data
• **Range Browse**: Displays the **Range Browse Page Retrieval** screen, which is used to display only certain pages or columns in a pageset
• **Refresh**: Refreshes the screen
• **Restore**: Displays the **Restore Command** screen to request the restoration of a pageset to Archive so it can be viewed
• **Retrieve**: Displays a specified range of pages within a pageset
• **Return**: Returns user to the previous level, like the Back button on a Web browser
• **Rotate Left**: Rotate the displayed AFP document 90 degrees to the left
• **Rotate Right**: Rotate the displayed AFP document 90 degrees to the right
• **Save to File**: Saves pageset to file
• **Save**: Saves pageset to file or brings up Save As dialog box
- **Scroll Line Amount**: Displays the number of lines displayed per page
- **Select All**: Selects all items in the list
- **Top**: Displays the first page of data. If viewing a mailbox, application, or notice list, the Top feature displays the first page in the list. If viewing a pageset, this option displays the first page of the pageset.
- **Update**: Saves the current changes and returns the user to the previous screen
**Pageset Toolbar**

View and search features display at the top of the screen for both AFP and Text pagesets. The options that display depend on the pageset type. An AFP pageset displays in this example.

The following items may display on the Pageset toolbar:

- **Page**: Allows users to enter the specific page number to view in the pageset. Enter the page number and click **Go**.

- **Copy Grp**: Indicates which modified copy of the page is currently being displayed when the copy group defines multiple modified copies. It also states how many copies are defined for the page and allows the user to access a specific modified copy of the page. This option is displayed only if the **View Copy Groups** option is checked on the **User Preferences** screen. *This field is not typically used.*

- **Header Rows**: When saving a report to file, this field allows users to define which rows should be skipped when creating a spreadsheet, for example.

- **Find**: Allows users to search the report for specific data. This search is done by entering the search criteria and clicking **Go**. Click the **Advanced** link to further define the search criteria. Refer to the **Working with Pagesets** section of this user guide for more information.

- **Favorites**: Allows users to select an item from a list of user-defined favorites for direct access to an application or notice list. Users can also add the displayed pageset to the list of favorites by clicking Add. Refer to the **Saving and Searching Favorites** section of this user guide for more information.

- **Zoom**: Allows users to enlarge (+) or reduce (-) the view of the pageset.
Accessing Pagesets from the Mailbox List

PageCenter organization is similar to a typical file management system with a hierarchy of directories. PageCenter reports, or pagesets, are organized by mailbox and application.

The **Mailbox List** is the first screen to display when the user logs in to PageCenter from the Alec portal; however, if the user has defined a home mailbox or application on the **User Profile** screen, the **Application List** or **Notice List** display instead. Refer to the Setting up a Home Mailbox section of this user guide for more information.

The mailboxes that display in the list are based on the user group(s) to which the user is assigned. Mailboxes are the broadest category, or main directory, used to group pagesets.

The following fields displays for each mailbox:

- **Mailbox Name** - displays at the far left of the screen.
- **Description** - displays a description of the mailbox.
- **Messages** - displays the number of messages related to the mailbox entry. *This field does not display for all mailbox lists.*
- **Pagesets** - displays the number of pagesets in the mailbox.
- **Date** - displays the date a pageset became available in the mailbox.
- **Time** - displays the time a pageset became available in the mailbox.
• **New Arrival** - displays the number of pagesets in the mailbox that are not yet confirmed as of the date in the **Date** field.

1. Click **MORE** at the bottom of the **Mailbox List** to view more mailboxes.

2. Click the link in the mailbox name field to go to the **Application List**.
The **Application List** displays a list of all applications, or subdirectories, contained in the selected mailbox. If the user has defined a home mailbox on the **User Profile** screen, the **Application List** is the first screen to display when the user logs in to PageCenter from the Alec portal. Refer to the **Setting up a Home Mailbox** section of this user guide for more information.

The mailbox name displays above the list of applications.

The following fields display for each application:

- **Application Name** - displays at the far left of the screen.
- **Description** - displays a description of the application.
- **Pagesets** - displays the number of pagesets in the application.
- **Date** - displays the date the pageset became available in the application.
- **Time** - displays the time the pageset became available in the application.
- **New Arrival** - displays the number of pagesets in the application that are not yet confirmed as of the date in the **Date** field.

3. Click **MORE** at the bottom of the **Application List** to view more applications.

4. Click the link in the application name field to go to the **Notice List**—the list where pagesets display.
The Notice List displays a list of pagesets contained in the selected application. If the user has defined a home application on the User Profile screen, the Notice List is the first screen to display when the user logs in to PageCenter from the Alec portal. Refer to the Setting up a Home Mailbox section of this user guide for more information.

The pagsets that display on the Notice List may be filtered, or masked, if the user has defined masking criteria. Refer to the Setting up Pageset Masking section of this user guide for more information.

The mailbox and application names display above the list of pagesets.

An icon displays to the left of each pageset, indicating the pageset type. The green “LINE” icon indicates a Text pageset. The pink “AFP” icon indicates an AFP pageset. Different icons display for Excel spreadsheets, PDFs or Microsoft Word documents, which are not included in this user guide.

The following fields display for each pageset:

- Pageset - displays the name of the pageset.
- Description - displays a description of the pageset.
- Date - displays the date the pageset was generated.
- Time - displays the time the pageset was generated.
- Size - displays the number of lines for Text pagesets or the number of bytes for AFP pagesets, if known.
- Pages - displays the number of pages in the pageset.
- Status - displays the status of the pageset, which is either New or Confirmed.
• **Location** - displays where the pageset generation is stored. If **ARCHIVE** is displayed in this field, the generation is still available to view. If **VAULT1** or **VAULT2** is displayed in this field, the generation must be restored from the disk (Vault 1) or tape (Vault 2) location before it can be viewed. Refer to the Viewing Generation Information section for more information.

• **Max Job Condition Code** - Displays 0 when the batch job, which sends data to PageCenter, runs successfully.

5. Click **MORE** at the bottom of the **Notice List** to view more pagesets.

When a pageset is first created, it is stored in Archive. Pagesets in Archive are available for immediate access in the **Notice List**, which displays only the most recent generation of the pageset. Previous generations of archived pagesets are available on the **Pageset History**. After the archive retention period expires, pagesets are moved to a Vault (tape or disk) until permanently deleted. Pagesets move to a Vault must be restored to Archive for viewing.

Refer to the following sections for more information about accessing and restoring pagesets:

• [Accessing the Most Recent Pageset Generation](#)
• [Accessing Previous Pageset Generations](#)
• [Restoring a Pageset from the Vault](#)
**Accessing the Most Recent Pageset Generation**

1. On the **Notice List**, click the link in the **Pageset** field to view a pageset.
A text pageset displays when the user selects a pageset with a green “LINE” icon.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
Accessing Previous Pageset Generations

1. On the **Notice List**, check the box to the left of the pageset.

2. Click **History** in the Output Menu toolbar (purple).
The **Pageset History** displays.

<table>
<thead>
<tr>
<th>Application</th>
<th>Pageset</th>
<th>Retention: Archive</th>
<th>Retention: Vault</th>
<th>Jobname Mask</th>
<th>Job Max CC Mask</th>
<th>Generation Date Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the application to which the pageset belongs.</td>
<td>Displays the pageset name.</td>
<td>Displays the amount of time the pageset is available in Archive. If <strong>065DA</strong> is displayed in this field, for example, the pageset is available in archive for 65 days. The retention period is determined by the business unit and is set up by PageCenter administrators.</td>
<td>Displays the maximum amount of time that a pageset can be stored in Vault. If <strong>008YR</strong> is displayed in this field, for example, the pageset can be stored in Vault 1 and Vault 2 for a total of eight years. The maximum amount of time a pageset can be stored in Vault is eight years.</td>
<td>Displays the jobname mask, if one was defined. This allows the user to display only those pagesets that were generated from a specific batch job.</td>
<td>Displays the job max condition code mask, if one was defined. This allows the user to display only the pagesets that received a specific condition code.</td>
<td>Displays the generation date mask, if one was defined. This allows the user to display pagesets that were generated on a specific date or a range of dates.</td>
</tr>
</tbody>
</table>
NOTE: Refer to the Setting up Pageset Masking section of this user guide for more information about masking.

The following fields display for each version of the pageset:

- **Generation**: Date and time that the pageset was created (generated). This data is displayed as a link so that the user can access the specific pageset version.
- **Pages**: Number of pages in the pageset.
- **Size**: For Text pagesets, this field displays the number of lines in the pageset. For AFP pagesets, this field displays the number of bytes, if known.
- **Location**: Location where the pageset is stored. If **ARCHIVE** displays in this field, the generation is still available to view. If **VAULT1** or **VAULT2** displays in this field, the generation must be restored to Archive before it can be viewed. Refer to the Restoring a Pageset from Vault section of this user guide for more information.
- **Retention Begins**: Date the pageset was created.
- **Expires**: Date that the pageset generation will be removed from the Archive or Vault location.
- **Status**: Status of the generation.
- **Jobname**: Batch production job that created the pageset.
- **SYSOUT Count**: Total number of SYSOUT (System Output) datasets in the generation. This field always displays 1, because AES systems only use one dataset in each pageset.
- **Max Job Condition Code**: Displays 0 when the batch job, which sends data to PageCenter, runs successfully.
- **Stats**: Displays statistics about the pageset, such as jobname, AFP information and pages.
- **UCD (User Control Data)**: This field is for administrator use only.

3. Click the link in the **Generation** field to view an older version of a pageset.
A text pageset displays when the user selects a pageset with a green “LINE” icon.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
**Restoring a Pageset from the Vault**

Follow the steps in this section to restore pagesets stored in Vault 1, or contact AES support staff to restore pagesets stored in Vault 2.

1. On the **Pageset History**, check the box to the left of the pageset to be restored.

2. Click **Restore** in the Output Menu toolbar (purple).
The **Restore Command** page displays.

![Restore Command Page](image)

This page displays data identifying the pageset. The following fields are system-populated and protected:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Size**: For Text pagesets, this field displays the number of lines. For AFP pagesets, this field displays the number of bytes, if known.
- **Location**: Vault location–**Vault-1** if saved on disk or **Vault-2** if saved on tape.
- **Last Stored**: Date and time that the pageset was stored in its current Vault location
- **DD Group**: Archive DD Group. This data is used for administrative purposes only.
- **Pages**: Number of pages contained in the pageset.

3. Check **Send Email** to receive an email when the pageset is restored and available for viewing.

4. Check **Include Document Link** to include a link to the pageset in the email.

5. In the **Address** field, enter the ID of the user who should receive the email. *This is a required field.*

6. In the **Name** field, enter the name of the user who should receive the email.

The **Expand** checkbox is not used.

7. Click **Restore** in the Output Menu toolbar (purple).
The **Pageset History** redisplay.

8. Click **Refresh** in the Output Menu toolbar (purple) to refresh the screen.

**NOTE:** Users may need to refresh the page more than once and wait a few minutes for the screen to redisplay.
The **Pageset History** redisplay.

<table>
<thead>
<tr>
<th>Generation</th>
<th>Pages</th>
<th>View</th>
<th>Location</th>
<th>Revision Region</th>
<th>Expires Status</th>
<th>Status</th>
<th>Location</th>
<th>Status Code</th>
<th>Conditions Code</th>
<th>Status Code</th>
<th>Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-05-05</td>
<td>1</td>
<td>13</td>
<td>ARCHIVE</td>
<td>2021-05-05</td>
<td>OK</td>
<td>OK</td>
<td>ARCHIVE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The **Status** field displays **OK** and the **Location** field displays **ARCHIVE**. The pageset is now ready to be viewed.

9. Click the link in the **Generation** field to view the restored pageset.

**NOTE:** The **Generation** field displays the date that the pageset was created, not the date that the pageset was restored.
A text pageset displays when the user selects a pageset with a green “LINE” icon.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

Refer to the Working with Pagesets section for information about the tasks users commonly perform when viewing pagesets.
Working with Pagesets

This section describes the tasks users commonly perform when viewing pagesets. Refer to the following sections for more information:

- Searching a Pageset
- Viewing a Specific Range of Text Pages
- Printing Pagesets
- Saving Pagesets to File
- Copying AFP Pagesets as Text or Bitmap
- Emailing Pagesets
- Confirming a Pageset
- Clearing the Cache for AFP Pagesets
- Viewing Generation Information
Searching a Pageset

The **Find** feature, located in the Output Menu toolbar (purple), allows users to search the data in a pageset. The steps below describe how to customize the **Find** feature. The default **Find** settings are defined on the **Preferences** screens. Refer to **Defining User Preferences** section of this user guide for more information about defining the default **Find** settings. The steps for searching text and AFP pagesets are the same except where noted.

1. Access the desired pageset as described in the **Accessing Pagesets from the Mailbox List** section of this user guide.

2. In the Output Menu toolbar (purple), click **Advanced** to the right of the **Find** field.
The **Pageset Text Find** page displays.

Below are examples of how the **Pageset Text Find** page displays for AFP and text pagesets. The fields are similar; however, text pageset searches are performed by line number and column, while AFP pageset searches are performed by page.

### AFP

![AFP Page Display](image)

### Text

![Text Page Display](image)

The following fields, displayed at the top of the screen, are system-populated and protected:

- **Application**: Identifies the application to which the pageset belongs.
- **Pageset**: Displays the pageset name.
- **Line Count**: Displays the number of lines in the pageset. This field applies to Text pagesets only, since the data is organized by lines (rows).
- **Page Count**: Displays the number of pages in the pageset. This field applies to AFP pagesets only, since the data is displayed on formatted pages.

The remaining fields are used to search the pageset:

- **Find**: Enter the keyword or phrase to search. Be as specific as possible to reduce the number of matches found. *This is a required field.*
- **Direction**: Check **Forward** or **Backward** to indicate which direction to search the pageset. The default is **Forward**.
• **Search From**: Check the location where the search should be started. Users can search from either the *Top* or *Bottom* of the pageset, from the user’s *Current Location* on the pageset, or from a specific *Line* (Text) or *Page* (AFP) number on the pageset. For Text pagesets, if *Line* is selected, enter the line number from where the search should start, or the search will automatically start from the first line. For AFP pagesets, if *Page* is selected, enter the page number from where the search should start, or the search will automatically start from the first page. The default is *Top*.

• **Options**: Check *Case Sensitive* to indicate if the search is case-sensitive. Click *Save Settings* to save the current search settings for future searches. The *Options* settings are optional. **NOTE**: If accessing this screen simply to change the search settings using the *Save Settings* option, perform an actual search for real data, otherwise the settings will not be saved.

• **Max Search Lines**: This field is displayed only for Text pagesets. Enter the number of lines that should be searched at a time. The default is *5000* and the maximum number of lines that can be searched is *999999*. *This is a required field.*

• **Max allowed**: This field is displayed only for Text pagesets. It indicates the maximum number of lines that can be searched, which is *999999*.

• **Max Search Pages**: This field is displayed only for AFP pagesets. Enter the number of pages that should be searched at a time. The default is *100* and the maximum number of pages that can be searched is *99999*. *This is a required field.*

• **Start Column**: This field is displayed only for Text pagesets. Enter the text column number where the search should begin. The default is *1*.

• **Search Columns**: This field is displayed only for Text pagesets. Enter the text column range indicating where the search should begin and end. The default is the first and last column of the pageset.

3. Enter search criteria and click **Find** in the Output Menu toolbar (purple).

**NOTE**: If the search data is not found, an error message displays. This message varies depending on the number of lines or pages being searched. Refer to the [Appendix B - PageCenter Errors and Messages](#) section of this user guide for more information.
If the data is found, the first page of the pageset containing the search data is displayed.

The first match found is highlighted on the pageset. Users may need to use the scroll bar to scroll down the page and view the highlighted data.

4. To view other instances where this data is displayed on the pageset, click **Next** in the Output Menu toolbar (purple) until no more instances are highlighted.
Viewing a Specific Range of Text Pages

The **Range Browse** feature, located in the Output Menu toolbar (purple) at the top of test pagesets, allows users to browse a range of pages, reducing the number of pages through which users must scroll. It is available only for text pagesets.

1. Access the desired pageset as described in the [Accessing Pagesets from the Mailbox List](#) section of this user guide.

2. In the Output Menu toolbar (purple), click **Range Browse**.
The **Range Browse Page Retrieval** screen displays in a new window.

![Range Browse Page Retrieval Screen](image)

This screen is used to indicate which pages or columns to display.

The following fields are system-populated and protected:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Page Count**: Number of pages within the pageset
- **Record Length**: Length of each line of the pageset

The remaining fields are used to indicate the pages and columns to be displayed.

3. To specify a specific page number or range of pages, enter the page numbers in the **Pages** field. Separate pages by commas (ex: 1, 8) and use dashes to indicate a range of pages (12-16). If the page number is greater than 999, do not use a comma. For example, if the page number is 1,800, enter **1800**. The default page number is **1**.

4. To indicate a column range, enter the column numbers in the **Col Range** field. The system default values for the **Col Range** fields are set up to display all columns within the pageset.

5. Click **Retrieve** in the Output Menu toolbar (purple).
The **Viewing Page Range** screen displays the range of pages and columns that were selected on the previous screen.

6. To view additional pages in the page range, scroll through the pages using the scroll bar on the right side of the window.

The end of each page is delineated by a line and the following message: **Bottom of Page X**. **X** indicates the page number.

Print and save options are available in the Output Menu toolbar (purple). These options allow users to print a hard copy of the pages displayed or to save those pages to file on their PC. Refer to the [Printing Pagesets](#) and [Saving Pagesets to File](#) sections of this user guide for more information.

7. Click **Close** in the Main Commands toolbar (black) to close the **Viewing Page Range** screen and return to the pageset.
The pageset redisplay.
Printing Pagesets

This section describes how to print hard copies of PageCenter pagesets to a local printer. These steps vary depending on whether a Text pageset or an AFP pageset is being printed.

Refer to the following sections for more information about printing pagesets:

- Printing Text Pagesets
- Printing AFP Pagesets
Printing Text Pagesets

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. Click Local Print in the Output Menu toolbar (purple).
The **Local Print** page displays.

![Local Print Screen](image)

The following fields display at the top of the screen. *These fields are protected and cannot be updated by the user.*

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Page Count**: Number of pages within the pageset
- **Record Length**: Length of each line of the pageset

3. Select one of the following options to indicate which pages to print:

- **All**: Used to print all pages within the pageset
- **Current Page (X)**: Used to print only the page that is currently displayed, where X represents the page number
- **Pages**: Used to specify a specific page number or range of pages, enter the page numbers in the **Pages** field. Separate pages by commas (ex: 1, 8) and use dashes to indicate a range of pages (12-16). If the page number is greater than 999, do not use a comma. For example, if the page number is 1,800, enter **1800**. **Pages** is selected by default. If users click one of the other options, they must reseselect the **Pages** radio button before entering the page numbers.
4. To indicate a column range, enter the column numbers in the Col Range field. The system default values for the Col Range fields are set up to display all columns within the pageset.

5. Check Change Font for Print to change the font that will be used for printing. If this is selected, the Font dialog opens in a new window, not shown, when the user clicks Print to change the font selections.

The Font field displays the font name and size to be used to print the pageset. For example, New Courier – 9 is displayed in the screenshot.

6. To change the top and left margins of the printed pageset, enter the number of inches in the Top Margin and Left Margin fields.

7. Check Portrait or Landscape to select the orientation of the printed pageset. The default is Portrait.

   NOTE: The default page orientation can be changed on the User Profile Maintenance window.

8. To reduce pageset so it fits within the printable area set up on the printer, check Fit to Printable Area.

The No Form Feed field is not used when printing pagesets.

If the most current version of the Print plug-in is not stored on the PC, the following message displays at the bottom of the page: A newer version of the plug-in may be available. Go to Preferences to install available version. If the plug-in is not installed, an X displays. Before printing, users must install the most recent version of the plug-in. Refer to the Appendix C: Managing PageCenter Plug-ins section for more information.

9. Click Print in the Output Menu toolbar (purple).
The **Print Setup** dialog displays when the user clicks **Print** on the **Local Print** page or after changing the font on the **Font** dialog.

10. Verify the printer name in the **Name** field, or click the down arrow to select a different printer.

11. Click **OK**.

**NOTE:** The **Print Plug-in** dialog displays a confirmation message indicating the pageset has been printed. Click **OK**.
The pageset redisplay and is printed.

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>SELECT</th>
<th>INCOMPLETE ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>T Student:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent:</td>
</tr>
</tbody>
</table>
1. Access the desired pageset as described in the [Accessing Pagesets from the Mailbox List] section of this user guide.

2. Click **Local Print** in the Output Menu toolbar (purple).
The **AFP Print** page displays.

![AFP Print Page](image)

The **AFP Print Information** section displays the following fields. *These fields are protected and cannot be updated by the user.*

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Page Count**: Number of pages within the pageset
- **Use Host Fonts if Available**: Displays TRUE indicating that host fonts are being used for better printing results

3. In the **Page Range** fields, enter the page range that should be printed. 1 is the default in both fields.

4. In the **Print Scale** field, select the print scale. DEFAULT is selected. This option may cause the pageset information to be cutoff when printed. To reduce the printed size, click the down arrow in the **Print Scale** field select one of the following from the drop-down list:

   - **Fit to Paper Size**: Reduces pageset to fit the paper.
   - **Fit to Printable Area**: Reduces pageset to fit within the printable area set up on the printer.

   **NOTE**: The **Print Entire Page Cluster** field is not currently being used.

5. Check **Save Settings** to save the changes to the default print settings.
6. The **Shifting Option** fields allow users to set up the position of the printed text on the paper. In the **Top Margin** field, enter the number of inches down on the paper where printing should begin. In the **Left Margin** field, enter the number of inches to the left of the paper where printing should begin.

If the most current version of the Print plug-in is not stored on the PC, the following message displays at the bottom of the page: **A newer version of the plug-in may be available. Go to Preferences to install available version.** If the plug-in is not installed, an X displays. Before printing, users must install the most recent version of the plug-in. Refer to the **Appendix C: Managing PageCenter Plug-ins** section for more information.

7. Click **Print**.
The **Print Setup** dialog displays.

![Print Setup Dialog](image)

8. Verify the printer name in the **Name** field, or click the down arrow to select a different printer.

9. Click **OK**.
The **AFP Print** page redisplay and the pageset is printed.
**Saving Pagesets to File**

PageCenter’s Save to File feature allows users to save pagesets to their PCs. After a file is created, depending on the file type, users can change the data, import the data into other applications such as Excel, and attach the file to an email message. Steps vary for Text and AFP pagesets. Both are documented in this section.

Refer to the following sections for more information about printing pagesets:

- [Saving Text Pagesets](#)
- [Saving AFP Pagesets](#)
Saving Text Pagesets

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Save to File.
The **Local Save** page displays in a new window.

![Local Save Page](image)

The following fields display at the top of the page and identify the pageset:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Page Count**: Number of pages within the pageset
- **Record Length**: Length of each line of the pageset

3. Select one of the following options to indicate the pages to be saved:

- **All**: Used to save all pages within the pageset.
- **Current Page (X)**: Used to save only the page that is currently displayed, where “X” represents the page number
- **Pages**: Used to save only select pages. Enter page numbers, separated by commas (ex: 1, 3), and/or a range of pages (5-10). If the page number is greater than 999, do not use a comma in the number. For example, if the page number is 1,800, enter 1800.
4. To indicate a column range, enter the column numbers in the **Col Range** field. The system default values for the **Col Range** fields are set up to display all columns within the pageset.

5. Select one or more of the following options:
   - **No Form Feed**: used to prevent form feed breaks (spaces) from occurring in the file.
   - **Retain Carriage Control Column**: used to include the first column on the pageset, which is not typically included in a pageset because it is used for paging and is not part of the data.
   - **Only Save Page Header on First Page**: used to save the page header only of the first page of the pageset when saving the pageset to file.

6. Click **Save** in the Output Menu toolbar (purple).
The **File Save** screen displays in a new window. Depending on the version of Windows, this screen display differently than the example below.

7. Select a location to save the file.

8. Enter the name for the file in the **File name** field.

   **NOTE:** For text pagesets, the file format is always a straight Text file (*.TXT), as shown in the **Save as type** field.

9. Click **Save** to save the file.

The file is saved on the PC as a simple Text file. It can be opened to view, change, or export data or attached to an email message.
Saving AFP Pagesets

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Save to File.
The **AFP Save** page displays.

![ AFP Save page ](image)

The following fields display at the top of the page and identify the pageset:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Page Count**: Number of pages within the pageset
- **Use Host Fonts if Available**: Displays TRUE, indicating that host fonts are being used for better printing results

3. In the **Page Range** fields, enter the range of pages to be saved. Page 1 displays in both fields by default.

4. In the **Process as** field, select one of the following options:
- **AFP**: Saves pages selected in the **Page Range** fields as an AFP file so that it can be viewed using AFP Viewer software. *This option is not currently being used, because it requires AFP Viewer software to be loaded on the PC.*

- **Bitmap**: Saves the page selected in the first **Page Range** field as an image. Only the page indicated in the first **Page Range** field will be saved as an image because only one page can be displayed in a Bitmap file.

- **Text**: Saves pages selected in the **Page Range** fields as an unformatted, simple text. After the pageset is saved, the data can be viewed, changed, and exported into other applications.

5. Click **Save** in the Output Menu toolbar (purple).
A **Save File As** screen displays in a new window. Depending on the version of Windows, this screen display differently than the example below.

6. Select a location to save the file.

7. Enter the name for the file in the **File name** field.

   **NOTE:** The Save as type field displays the file format: Text (*.TXT) or Bitmap (*.BMP) only when text or bitmap were selected in the Process as field on the PageCenter Web Access – AFP Save window.

8. Click **Save** to save the file.

   The file is saved on the PC as either a simple Text file (shown below) or a Bitmap file.
Copying AFP Pagesets as Text or Bitmap

PageCenter’ Copy as Text and Copy as Bitmap features are used to copy a pageset as text or a bitmap image so it can be pasted into other applications.

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Copy as Bitmap or Copy as Text.
When a pageset is copied as text, all pages are copied, not just the first page. Once copied, the text can be pasted into other programs. In this example, the pageset is pasted into Microsoft Word.
When a pageset is copied as a bitmap image, only the page that is displayed in PageCenter is copied. Once copied, the image can be pasted into other programs. In this example, the pageset image is pasted into Microsoft Word.
Emailing Pagesets

This section describes how to email PageCenter pagesets. The steps are the same for Text and AFP pagesets. A text pageset is used in this example.

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Email.
The **Ad Hoc Email Option** page displays.

The following fields display at the top of the page and identify the pageset:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation**: Date and time that the pageset was created
- **Datasets**: Number of data generations contained in a pageset. This should always be 1.
- **Pages**: Number of pages in the pageset

The **Dataset No** field displays the dataset number. This is used only by administrators.

The **Page No** field displays the page number being emailed.

3. Click **User List** or **Group List** in the **Selection List Links** field to select a user or group recipient. The **User List** is used in this example.
The **User List Selection** screen displays a list of user who may be the recipients of the email. The users displayed on this list depend on the sending user’s access.

4. Click the link in the **User ID** field to select a recipient.
The **Ad Hoc Email Options** page redisplay.

The **Dist Code** field is system-populated with the user selected on the **User List Selection** screen or group list selected on the **Group List Selection** screen.

5. In the **Subject** field, enter the subject of the email. This will be used in the subject line of the email.

6. In the text area, enter the message text, if necessary. This will be used in the body of the email.

7. Click **Send** in the Output Menu toolbar (purple).
The pageset redisplays and the email is sent.
Confirming a Pageset

When a pageset is first generated, the status is “New” on the Notice List. The Confirm feature, located in the Output Menu toolbar, allows users to confirm that a new pageset has been reviewed. The steps are the same for Text and AFP pagesets. A text pageset is used in this example.

**NOTE**: Be sure to review all data on the pageset before confirming. Once the pageset has been confirmed, the status cannot be returned to “New” until a new generation is created.

1. On the **Notice List**, select the pageset to be confirmed.

2. Click **Confirm** in the Output Menu toolbar (purple).
The **Confirm Notice** displays.

![Confirm Notice Screen](image)

This screen is used to verify that the correct pageset is being confirmed. The following information is displayed:

- **Mailbox**: Mailbox to which the pageset is assigned
- **Application**: Application to which the pageset is assigned
- **Pageset**: Pageset name
- **Notice Date**: Date and time that the pageset was created
- **Confirm Date**: Displays a series of asterisks (*), indicating that the pageset has not yet been confirmed
- **Pages**: Number of pages in the pageset
- **Status**: Status of the pageset. The status is **New** before the pageset is confirmed.
- **Location**: Location where the pageset generation is stored. If ARCHIVE is displayed in this field, the generation is still available to view. If VAULT1 or VAULT2 is displayed in this field, the generation must be restored from disk (Vault 1) or tape (Vault 2) location before it can be viewed.

3. Click **Confirm**.
The **Notice List** redisplay.

![Notice List](image)

The **Status** field displays **Confirmed** indicating the pageset has been reviewed.
Clearing the Cache for AFP Pagesets

The Clear Cache feature allows users to remove all temporary AFP cache files related to AFP pagesets. This is done to increase memory when the user’s PC is running slow. PageCenter clears all cache files automatically when users log off their PCs.

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Clear Cache. A confirmation dialog displays, not shown. Click Yes to confirm the deletion.
Viewing Generation Information

The Gen Info feature is used to assist with troubleshooting. It displays basic information about the generation, such as the mailbox and application, generation date and time, number of pages and lines, and job name and ID.

1. Access the desired pageset as described in the Accessing Pagesets from the Mailbox List section of this user guide.

2. In the Output Menu toolbar (purple), click Gen Info.
The following example of the **Generation Information** page is for a Text pageset.

![Generation Information Page](image)

The following information displays about the Text generation for informational purposes:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation Date**: Date that the pageset was created
- **Generation Time**: Time that the pageset was created
- **Job Name**: Name of job that created the generation
- **Job ID**: Batch ID number for the job that created the generation
- **Dataset Count**: Number of datasets in the generation. This field always displays 1, because AES systems only use one dataset in each pageset.
- **Line Count**: Number of lines contained in the pageset. For AFP pagesets, this field displays 0, because the pageset is not set up by line numbers.
- **Page Count**: Number of pages contained in the pageset
- **Header Rows**: Number of rows in the header to be displayed when scrolling
- **Header Columns**: Number of columns from the left of the page to be displayed when scrolling
- **LRS/MVS Server**: Name of the network server where the pageset resides. For AES, this field always displays **VSV** as the server.

3. Click **OK** in the Output Menu toolbar (purple) to close the **Generation Information** page.
The following example of the **Generation Information** page is for an AFP pageset.

![Generation Information Page](image)

The following information displays about the AFP generation for informational purposes:

- **Application**: Application to which the pageset belongs
- **Pageset**: Pageset name
- **Generation Date**: Date that the pageset was created
- **Generation Time**: Time that the pageset was created
- **SYSOUT Number**: Total number of SYSOUT (System Output) datasets in the generation. This field always displays 1, because AES’ systems only use one dataset in each pageset.
- **Resource Count**: Number of AFP resources used to create the pageset
- **Page Clusters**: Number of page groupings
- **Page Count**: Number of pages contained in the pageset
- **VCSB Count**: Internal storage count
- **Archive Blocks**: Total number of PageCenter storage blocks that this document occupies
- **LRS/MVS Server**: Name of the network server where the pageset resides. For AES, this field always displays VSV as the server.
Additional information about each resource displays at the bottom of the screen:

- **Resource Name**: Name of the AFP resource used to create the pageset. This information is used by administrative staff to determine which resource should be updated when requesting a change through the AFP department.
- **Date**: Date that the AFP resource was last updated
- **Time**: Time that the AFP resource was last updated
- **Resource Type**: Type of AFP resource. The resource types primarily affected by AFP changes are the Form and Page Definition types.

4. Click **OK** in the Output Menu toolbar (purple) to close the **Generation Information** page.
Setting up User Preferences and other Custom Options

Refer to the following sections for more information:

- Setting up a Home Mailbox
- Setting up Pageset Masking
- Saving and Searching Favorites
- Defining User Preferences
Setting up a Home Mailbox

The Mailbox Home feature, located in the Main Commands toolbar (black), allows quick and easy access to a specific mailbox. It helps to reduce the number of screens through which users must navigate to access the desired application list. Once a “home” mailbox is set up, PageCenter will open this mailbox upon login. The Application Home feature—also described in this section—works the same as the Mailbox Home feature. Once set up, PageCenter will open the application and display a list of pagesets.

1. On any PageCenter screen, click the Preferences link on the Main Commands toolbar (black).
The User Profile Maintenance screen displays in a new window.

2. To set up the home mailbox, enter the name of the mailbox in the Home Mailbox field. If this field is populated, the mailbox list will open upon login or when Mailbox Home is selected on the Main Commands toolbar (black) and display a list of applications.

3. To set up the home application, enter the name of the application in the Home Application field. If this field is populated, the application list will open upon login or when Mailbox Home is selected on the Main Commands toolbar (black) and display a list of pagesets.

4. To open the mailbox or application upon login, check Use Home Mailbox/Application after Login. If this field is selected, the home mailbox or application displays upon login. Otherwise, the home mailbox or application displays only when Mailbox Home is selected on the Main Commands toolbar (black).

5. Click Update to save the home mailbox and application preferences and close the User Profile Maintenance screen.
The PageCenter window from which the user selected Preferences redispaly.

6. To verify the home mailbox or application has been saved, click Mailbox Home on the Main Commands toolbar (black).
The home mailbox or application displays. In this example, both a home mailbox and application were setup. The application list opens, displaying a list of pagesets.
Setting up Pageset Masking

Masking allows users to filter the pagesets that display on the **Notice List** based on the date the pageset was last generated, the description of the pageset, the job max condition code, or by any combination of the three. Follow the instructions in this section to define the pageset masking criteria. Be sure to select non-conflicting criteria; otherwise, an error may occur and not pagesets will display.

1. On the **Notice List**, click the **Masking** link on the Output Menu toolbar (purple).
The Notice List Masking page displays.

The Mask by Arrival Date section displays options for filtering pagesets based on the date the pageset was last generated.

1. To remove masking criteria already defined in the Mask by Arrival Date section, select None.

2. To display pagesets generated during a specific date range, select From Date/To Date. Use the YYYY, MM and DD drop-down menus to define the range of dates for which the pagesets will display.

3. To display pagesets generated during a predefined time-period, select Predefined. Use the Predefined drop-down menu define the time-period for which the pagesets will display. For example, select Month to display pagesets generated during the current month, or select Last Month to display pagesets generated during the previous month.

The Mask by Description section displays options for filtering pagesets based on the pageset description.

4. To remove masking criteria already defined in the Mask by Description section, select None.
5. To display pagesets based on the pageset description, select **Description Mask**. Select **Include** from the drop-down list and enter a description in the field to the right of the drop-down list.

The **Mask by Job Max Condition Code** section displays options for filtering pagesets based on the job max condition code mask.

6. To remove masking criteria already defined in the **Mask by Job Max Condition Code** section, select **None**.

7. To display pagesets based on the job max condition code, select **Job Max CC Mask**. Select **Equals** from the first drop-down list and the condition code from the second.

8. Click **Update** to save the masking filters and return to the Notice List.
The **Notice List** displays.

The **Notice List** displays only those pagesets defined on the **Notice List Masking** screen. If no masking criteria were selected, the **Notice List** displays all pagesets.
Saving and Searching Favorites

Favorites allows users to save up to 99 frequently viewed application lists, notice lists or pagesets for quick access. Users can save the screen they are viewing, manage favorites using Preferences on the Main Commands toolbar (black), and access items already saved to Favorites.

Refer to the following sections for more informations:

- Save an Item to Favorites
- Manage Favorites Using Preferences
- Access Favorite Items
Save an Item to Favorites

This option is the quickest and easiest way to add an item to a favorites list; however, it does not provide the ability to organize or delete favorites. See the next section for more information on using these features. Although favorites are available from many different PageCenter windows, this section uses the **Application List** window as an example.

1. Access the application list, notice list or pageset to be saved.
2. Click **Add** to the right of the **Favorites List** to save the page as a favorite.
3. To view the saved page on the favorites list, click **Favorites List**.
The **Favorites List** expands to display a list of favorites.
Manage Favorites Using Preferences

This option allows users add, organize and delete the items from their **Favorites List**.

1. To manage the **Favorites List**, click **Preferences** in the Main Commands toolbar (black).
The **User Profile Maintenance** screen displays.

2. Click **Favorites** in the Output Menu toolbar (purple).
The **Favorites List** displays.

Refer to the following sections for more information about managing the **Favorites List**:

- **Add Favorites**
- **Organize Favorites**
- **Delete Favorites**
Add Favorites

1. To add to the favorites list, click **New** in the Output Menu toolbar (purple).
The **Modify Favorite** page displays.

2. In the **Mailbox** field, enter the name of the mailbox. *This is a required field.*

3. In the **Application** field, enter the name of the application. *This is a required field if the Pageset field is populated.*

4. In the **Pageset** field, enter the name of the pageset.

5. In the **Display Type** field, select one of the following options:
   - **None**: to open the last generation of the pageset
   - **History**: to open the **Pageset History** page when the favorite item is selected
   - **Index**: this is not used.

6. Click **Update** in the Output Menu toolbar (purple).
The **Favorites List** redisplay.

The saved item displays at the bottom of the **Favorites List**.
Organize Favorites

1. On the **Favorites List** window, check the box to the left of the item to be moved to a new location on the list.

2. In the **Move After** field, enter the number after which the item should be moved on the list. For example, if the item should display after the fourth item listed, enter 4 in the **Move After** field.

3. Click **Move**.
The **Favorites List** redisplay. In this example, mailbox1 was moved after mailbox2.
Delete Favorites

1. On the Favorites List window, check the box to the left of the item to be deleted.

2. Click Delete in the Output Menu toolbar (purple).
The **Favorites List** redispays. In this example, mailbox2 was deleted.
Access Favorite Items

Once favorites are saved, users can access them on the **Favorites List**.

1. To access favorite items, click **Favorites List**.
The **Favorites List** displays.

2. Click the item name.
The saved item displays. In this case, a notice list displays.

<table>
<thead>
<tr>
<th>PageSet</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Size</th>
<th>Status</th>
<th>Location Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>P12</td>
<td>PageSet1:English1</td>
<td>3/14/16</td>
<td>18:15</td>
<td>236</td>
<td>New</td>
<td>COME</td>
</tr>
<tr>
<td>P13</td>
<td>PageSet2:English2</td>
<td>3/14/16</td>
<td>19:14</td>
<td>236</td>
<td>New</td>
<td>COME</td>
</tr>
<tr>
<td>P14</td>
<td>PageSet3:English3</td>
<td>3/15/16</td>
<td>18:15</td>
<td>236</td>
<td>New</td>
<td>COME</td>
</tr>
<tr>
<td>P15</td>
<td>PageSet4:English4</td>
<td>3/15/16</td>
<td>19:14</td>
<td>236</td>
<td>New</td>
<td>COME</td>
</tr>
</tbody>
</table>
Defining User Preferences

The **User Profile Maintenance** screen allows the user to customize the look of PageCenter and select other browse and display options.

1. To access the **User Profile Maintenance** screen, click **Preferences** in the Main Commands toolbar (black).
The **User Profile Maintenance** screen displays.

The **User Profile Maintenance** screen displays information on three tabs: **General**, **Browse** and **Columns**.

2. Select a tab and make changes to the PageCenter profile. The options that display on the tabs vary depending on the user’s setup at the administrative level.

3. If changes have been made to the settings on the **User Profile Maintenance** screen, click **Update** in the Output Menu toolbar (purple), or click **Defaults** to return the PageCenter profile to its original settings.

Refer to the following sections for more information about the fields that display on each tab:

- **General**
- **Browse**
- **Columns**
General

The **General** tab is used to select general settings for viewing the PageCenter screens, such as the font type and size, date format, page color schemes, and home mailboxes and applications.

The following fields display at the top of the **General** tab.

- **UserID**: Displays the ID of the user logged into PageCenter. *This field is protected and cannot be updated by the user.*
- **Description**: This field is not used at this time.
- **Last Accessed**: Displays the date and time the user last logged into PageCenter. *This field is protected and cannot be updated by the user.*
The following fields display in the **General Setting Section**:

- **Current LRS/MVS Server**: Displays the PageCenter web access server. *This field is protected and cannot be updated by the user.*
- **Date Format**: Allows users to select the format for displaying dates on PageCenter screens.
- **Date Delimiter**: Allows users to select a character or space to separate the month, day and year in the date fields.
- **Table Item Count**: Allows users to customize the number of lines displayed on the PageCenter screens.
- **Table Font**: Allows users to select the font used to display the PageCenter screens.
- **Table Font Size (1-7)**: Enter 1 (smallest) to 7 (largest) to change the size of the font displayed on the table. This does not change the size of the font displayed in the pageset–only the size of the font displayed on the PageCenter screens.
- **New Notice Color**: Allows users to customize the color of new notices.
- **Confirmed Notice Color**: Allows users to customize the color of confirmed notices.
- **Show Host Print Confirmation**: Check this box to indicate whether a confirmation page should display when printing to a host printer. This functionality applies to users who have host print capability. This field is not used at this time.
- **Alternate Scheme**: This field is not used at this time.
- **Use Home Mailbox/Application after Login**: Check this box to open the mailbox and application list, entered in the **Home Mailbox** and **Home Application** fields, upon login.
- **Home Mailbox**: Enter the name of the mailbox that will open upon login, displaying a list of applications.
- **Home Application**: Enter the name of the application that will open upon login, displaying a list of pagesets. This application must exist in the mailbox entered in the **Home Mailbox** field.
Browse

The **Browse** tab is used to set browse, find and plug-in settings.

The following fields display at the top of the **Browse** tab.

- **UserID**: Displays the ID of the user logged into PageCenter. *This field is protected and cannot be updated by the user.*
- **Description**: This field is not used at this time.
- **Last Accessed**: Displays the date and time the user last logged into PageCenter. *This field is protected and cannot be updated by the user.*
The following fields display in the **Browse Options** section:

- **Pageset Font**: Allows users to select the font type used to display the pageset.
- **Greenbar Count**: Allows users to choose the number of alternating lines of greenbar displayed in a pageset.
- **Pageset Font Size (1-7)**: Allows users to change the size of the font displayed in a pageset. Enter 1 (smallest) or 7 (largest) to change the font size.
- **Greenbar Color**: Allows users to select the color of the alternating lines of greenbar. Select White to display the pageset without alternating lines of greenbar.
- **Browse in New Window**: When selected, the pageset will display in a new window.
- **Range Browse Page Limit**: Limits the number of pages of a pageset that can be displayed when using Range Browse. Refer to the [Viewing a Specific Range of Text Pages](#) section of this user guide for information on using the Range Browse feature.
- **Show Extended Display Options**: Use this to select all of the following extended display options: Display Carriage Control, Show Ruler and Display Hex.
- **Display Carriage Control**: This field is used only by programmers.
- **Show Ruler**: When selected, a horizontal rule and line numbers display on the pageset.
- **Display in Hex**: This field is used only by programmers.

The following fields display in the **Pageset Text Find Section**:

- **Direction**: Allows users to select the direction in which the system will search for text.
- **Search From**: Allows users to choose where the search begins. Users can choose to begin the search from the top or bottom of the pageset, from the current location in the pageset or from a specific line and page.
- **Max Search Lines (Line data only)**: Displays the maximum number of lines searched for text pagesets. The default is 999999.
- **Max Search Pages (AFP only)**: Displays the maximum number of lines searched for AFP pagesets. The default is 99999.
- **Case Sensitive**: This field should never be checked.
- **Search ASCII Text (Case Sensitive) (AFP only)**: This field should never be checked.

The following fields display in the **AFP Settings Section**:

- **Use Host Fonts if available**: This field should always be checked.
- **View Copy Groups**: This field is not used at this time.
- **Undefined Code Point**: This field is not used at this time.
- **AFP Zoom Level**: Allows users to choose at what zoom level the AFP pageset is displayed. From the drop-down menu, select a number from 10 (smallest) to 100 (largest).
- **AFP Rotation**: Allows users to choose at what angle the AFP pageset is displayed. The default for this field is 0; however, for landscape pagesets, users may change this to 90.
- **AFP Image Color**: This field should always be set to **BLACK**.
- **AFP Trace Flags**: This field should always be 0.
• **Install Print Plug-in**: downloads the most recent AFP plug-in.
• **Version available**: displays the most recent versions available for the AFP plug-in.
• **Display Current Version**: displays plug-in information

The following fields display in the **Print Plug-in Settings Section**:

- **Print Font**: Displays the font type used when printing a pageset.
- **Print Font Size (actual size)**: Displays the point size of the font used when printing pagesets.
- **Print Top Margin**: Displays the size of the top margin on the printed page.
- **Print Left Margin**: Displays the size of the left margin on the printed page.
- **No Form Feed on Local Print/Save**: Click the selection box to prevent form feed breaks (spaces) from occurring in the file. This is used for saving a pageset to a file—not for printing.
- **Print Orientation**: Choose **Portrait** (vertical) or **Landscape** (horizontal).
- **Fit to Printable Area**: Use this feature to print to one page. However, the best choice is to select the default option in the **Print Scale** field. This is usually the best fit.
- **Print Plug-In Trace Flags**: Should always be 0.
- **Page Range**: Select **All** or **Pages**. When using pages, users must identify the page numbers to be printed.
- **Print Entire Page Cluster**: Should always be checked.
- **Print Scale**: Should always be set to **Default**, which is usually the best fit.
- **Install Print Plug-in**: downloads the most recent print plug-in.
- **Version available**: displays the most recent versions available for the print plug-in.
- **Display Current Version**: displays plug-in information
Columns

The **Columns** tab is used to select the column headings that should be displayed on the PageCenter screens and pagesets.

The following fields display at the top of the **Columns** tab.

- **UserID**: Displays the ID of the user logged into PageCenter. *This field is protected and cannot be updated by the user.*
- **Description**: This field is not used at this time.
- **Last Accessed**: Displays the date and time the user last logged into PageCenter. *This field is protected and cannot be updated by the user.*

1. Check one or more column headings that should display on the Mailbox List, Application List, Notice List and Pageset History screens.

OR

Use the **Select All** and **Deselect All** drop-down lists to select or deselect all column headings at once. To use the drop-down lists, select the PageCenter screen on which all of the available column headings will be displayed or hidden, or use **All Settings** to display or hide all column headings for all PageCenter screens. Click **Go** to save the changes.

Refer to the [Accessing Pagesets from the Mailbox List](#) section of this user guide for more information about the fields that display on these screens.
NOTE: The Messages heading should not be displayed on the Mailbox List or Application List–do not select it here.

NOTE: The Dataset History Settings, Index Names Settings, Index Documents Settings, Printer List Settings, and Recipient List Settings screens are not used at this time.
Appendix A: Support Configurations

Below is a list of the tested and supported operating systems and Web browsers for the version of PageCenter currently being used (PageCenter 2.1.131). Any other combination of operating system and/or browser could cause unpredictable results and could cause PageCenter to not function as expected.

Operating System

- Windows 2003
- Windows Vista
- Windows 2008
- Windows 7
- Windows 8.x
- Windows 10

Web Browsers

- Microsoft Internet Explorer 8.x
- Microsoft Internet Explorer 9.x
- Microsoft Internet Explorer 10.x
- Microsoft Internet Explorer 11.x
Appendix B: PageCenter Error Messages

This section describes some common errors that may occur when using PageCenter. Each error includes a description of the error, its cause and recovery.

Click one of the links below to skip ahead to an error message:

- [Invalid User ID/Password](#)
- [User ID Revoked](#)
- [Password Expired](#)
- [User ID Has Not Been Added to PageCenter](#)
- [Pageset Stored in Vault](#)
- [Unauthorized User Attempted to Restore from Vault 2](#)
- [Older Version of Print Plug-in Downloaded](#)
- [Older Version of AFP Plug-in Downloaded](#)
- [Plug-ins Not Downloaded for Text Pageset](#)
- [User Not Authorized](#)
- [Data Not Found – Entire Pageset Searched](#)
- [Data Not Found – Search by Line Numbers](#)
- [Data Not Found – Search by Pages](#)
Invalid User ID/Password

**Description:** The following message displays when attempting to log into PageCenter: *User-rid/password combination is incorrect.*

**Cause:** The user entered an incorrect User ID or password.

**Recovery:** Correct the User ID and/or the password and click Login.

User ID Revoked

**Description:** The following message displays when attempting to log into PageCenter: *User-rid revoked.*

**Cause:** The system has revoked the User ID. For example, this occurs if an incorrect User ID or password is entered more than three times.

**Recovery:** Contact an AES representative to have the User ID reinstated.

Password Expired

**Description:** The following message displays when attempting to log into PageCenter: *Password expired. Please enter and verify a new password.*

**Cause:** The entered password has expired on the system.

**Recovery:** Enter the old password in the Host Password field and the new password in the Enter New Password and Verify New Password fields. Click Login to accept the new password.

User ID Has Not Been Added to PageCenter

**Description:** The Mailbox List displays no items and the following message displays at the bottom of the screen: *No Items were found to display in list.*

**Cause:** The User ID entered on the login window is valid, but it has not been added to PageCenter.

**Recovery:** Contact an AES representative to request the User ID be added to PageCenter.
Pageset Stored in Vault

**Description:** The following message displays when attempting to view a historic version of a pageset: **Invalid Action – Pageset is in the Vault, a RESTORE is Needed. You must use Restore to move the document to archive.**

**Cause:** The selected pageset has been moved to either Vault 1 or Vault 2 and must be restored back to Archive in order to view.

**Recovery:** Click **Return** and use the steps described in the [View Generation Information](#) section of this user guide to restore the pageset. If the pageset is in Vault 2, contact AES support staff to request that the pageset be restored to Archive.

Unauthorized User Attempted to Restore from Vault 2

**Description:** The following message displays when the user attempts to restore a Vault 2 pageset to Archive: **Invalid Action – You are not authorized for this action, please contact an AES/PHEAA customer support representative.**

**Cause:** The user is not authorized to restore Vault 2 pagesets.

**Recovery:** Contact an AES representative to request that the pageset be restored.

Older Version of Print Plug-in Downloaded

**Description:** When attempting to print or save to file, the following message displays at the bottom of the screen: **A newer version of the plug-in may be available. Go to Preferences to install available version.**

**Cause:** The plug-ins stored on the user’s PC are not current. Newer versions are available.

**Recovery:** Delete the old plug-ins and download the new plug-ins using the steps described in the [Appendix C: Managing PageCenter Plug-ins](#) section of this user guide.

Older Version of AFP Plug-in Downloaded

**Description:** When attempting to print or save to file, the following message displays at the bottom of the screen: **A newer version of the plug-in may be available. Go to Preferences to install available version.**

**Cause:** The plug-ins stored on the user’s PC are not current. Newer versions are available.
Recovery: Delete the old plug-ins and download the new plug-ins using the steps described in the Appendix C: Managing PageCenter Plug-ins section of this user guide.

Plug-ins Not Downloaded for Text Pageset

Description: A dialog box displays the following message: A newer version of the plug-in may be available. Go to Preferences to install available version.

Cause: The Print and AFP plug-ins have not been downloaded onto the user’s PC.

Recovery: Download plug-ins using the steps described in the Appendix C: Managing PageCenter Plug-ins section of this user guide.

Plug-ins Not Downloaded for AFP Pageset

Description: An X displays on the AFP pageset window, instead of the pageset data.

Cause: The AFP plug-in has not been downloaded onto the user’s PC.

Recovery: Download the plug-in using the steps described in the Appendix C: Managing PageCenter Plug-ins section of this user guide.

User Not Authorized

Description: The following message displays when the user attempts to access a pageset or application: Invalid Action – You are not authorized for this action, please contact an AES/PHEAA customer support representative.

Cause: The user is not assigned access to the selected pageset or application.

Recovery: Contact AES support staff to request access to the pageset or application.

Data Not Found – Entire Pageset Searched

Description: The following message displays when performing a data search on a pageset: Value XX not found in document. In the example, XX represents the specific search data.

Cause: The user was searching the entire pageset not just specific line numbers or pages, and no matches were found. This message may display for either Text or AFP pagesets.

Recovery: Click Return to return to the pageset and perform a new search using different search criteria.
Data Not Found – Search by Line Numbers

**Description:** The following message is displayed when performing a data search on a Text pageset: *Lines X to X searched, value XX not found. Do you wish to continue searching?* In the example, *X* represents the starting and ending line numbers for the search, and *XX* is the specific search data.

**Cause:** The user was searching a specified range of lines in a Text pageset, and no matches were found.

**Recovery:** Click **Yes** to continue searching the pageset, or **No** to stop searching and return to the pageset.

Data Not Found – Search by Pages

**Description:** The following message is displayed when performing a data search on a Text pageset: *Pages X to X searched, value XX not found. Do you wish to continue searching?* In the example, *X* represents the starting and ending page numbers for the search, and *XX* is the specific search data.

**Cause:** The user was searching a specified range of pages in an AFP pageset, and no matches were found.

**Recovery:** Click **Yes** to continue searching the pageset, or **No** to stop searching and return to the pageset.
Appendix C: Managing PageCenter Plug-ins

To print pagesets, the most recent versions of the AFP and Printer Support plug-ins must be installed on the user’s PC. Users must download and install these plug-ins if they are using PCs that have never run PageCenter or if an older version of either plug-in is installed. Follow the steps in this section to verify the most recent versions of the plug-ins are installed or to download and install them.

**NOTE:** In-house staff cannot install plug-ins unless they have Administrator rights.

1. Click **Preferences** in the Main Commands toolbar (black).
The **User Profile Maintenance** page displays. The **General** tab is the first tab to display.

2. Click **Browse** to view the **Browse** tab.
The **Browse** tab displays.

3. In the **AFP Settings Section**, click **Display Current Version** to display the versions currently installed.
The **PageCenter Web Access Plug-in Information** page displays.

Information about each plug-in displays in the **AFP Plug-in Information** and **Print Plug-in Information** sections. The **Version available** and **Current Version Installed** fields display in both sections.

The **Version available** field displays the most recent versions available for each plug-in.

The **Current Version Installed** field displays the version currently installed on the user’s PC.

4. Click **Close** to close the **PageCenter Web Access Plug-in Information** screen and return to the **User Profile Maintenance** screen.
The **User Profile Maintenance** screen redisplay.

5. Click **Install AFP Plug-in** in the **AFP Settings Section** or **Install Print Plug-in** in the **Print Plug-in Settings Section**.

**NOTE:** The steps for installing both plug-ins are the same. The AFP plug-in is used in this example.
A file download message displays at the bottom of the **User Profile Maintenance** screen.

6. Click **Save** to save the plug-in.
A message displays when the download is complete.

7. Click **Open Folder** to open the folder where the plug-in was saved.
The folder where the plug-in was saved displays.

8. Double-click the **afpplg12.exe** file to install the AFP plug-in.

The **InstallShield Wizard** pop-up displays.

9. Click **Next >** to start the wizard.
The **InstallShield Wizard License Agreement** pop-up displays.

10. Check **I accept the terms in the license agreement**.

11. Click **Next>**.

The **InstallShield Wizard Location to Save Files** pop-up displays.

12. Click **Change** to change the location where the plug-in will be saved, or click **Next>** to save the plug-in to the default location. The plug-in is saved to the default location in this example.
The **Support Plug-in Install** pop-up displays.

13. Click **OK**.

The **Plugin Install** pop-up displays indicating the plug-in was installed.

14. Click **OK**.
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The Pennsylvania Higher Education Assistance Agency (PHEAA) conducts its student loan servicing activities nationally as AES and FedLoan Servicing.

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