

PAGECENTER USER GUIDE



NOTES:



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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.

Accessing PageCenter

Users can access PageCenter from an Internet browser or from a notification email link.

Using an Internet browser, users access the **Mailbox List** or other saved “home” mailbox or application.

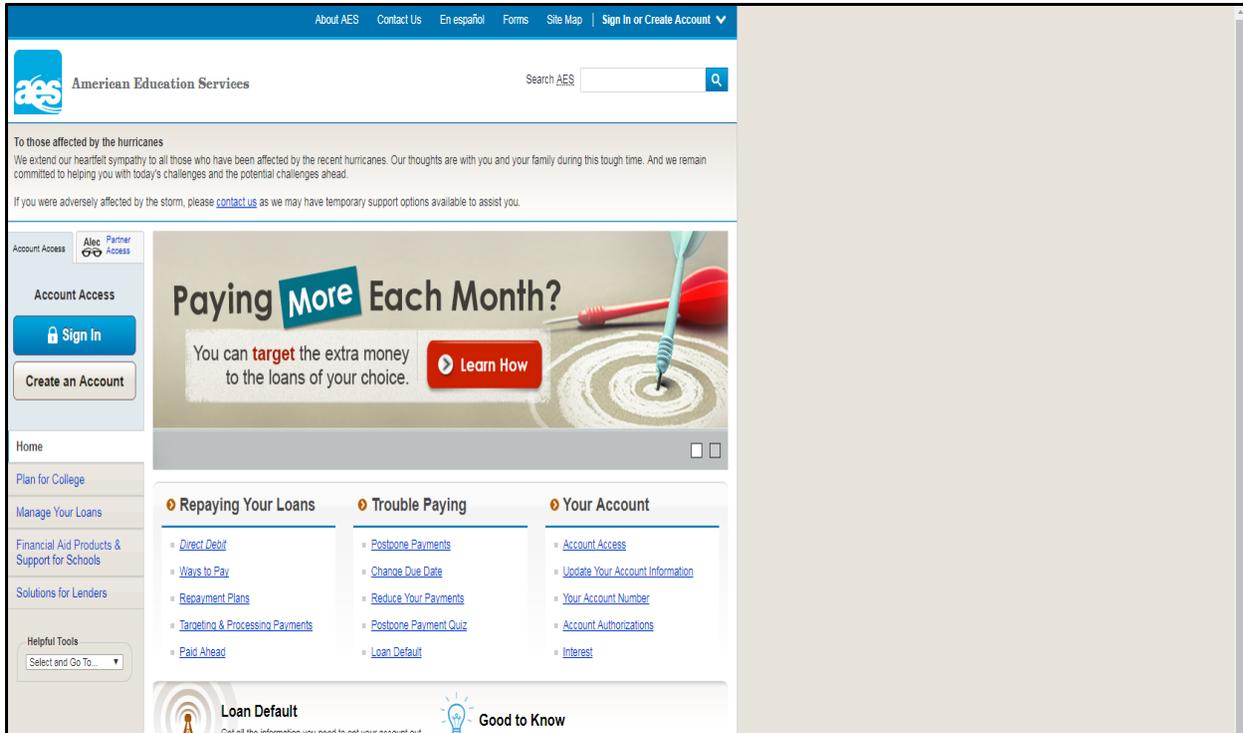
Users may be setup to receive email notifications each time a pageset is generated. These emails contain links to the pageset for which they were sent. Users can use these links to access PageCenter and go directly to the pageset without searching for it.

To access PageCenter using an Internet browser, refer to the [Using an Internet Browser](#) section for step-by-step instructions.

To access PageCenter using a notification email link, refer to the [Using a Notification Email Link](#) section for step-by-step instructions.



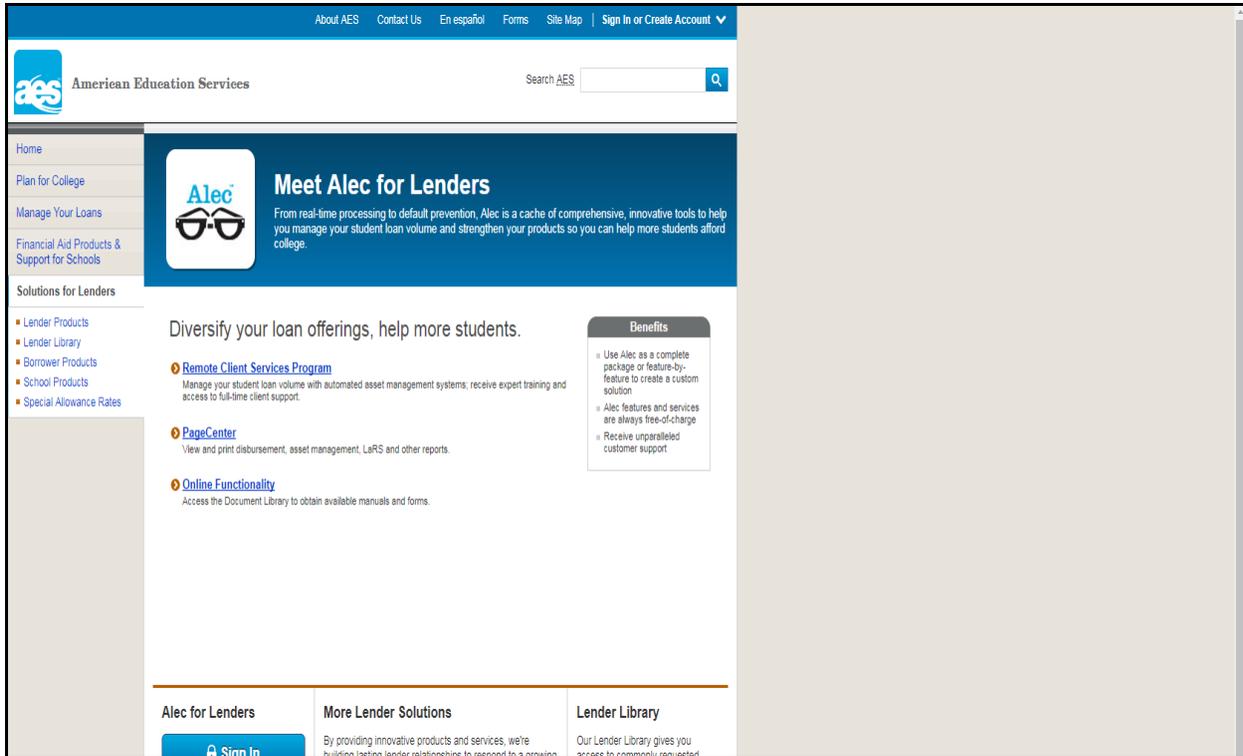
Using an Internet Browser



1. On the AES homepage, click **Solutions for Lenders**.



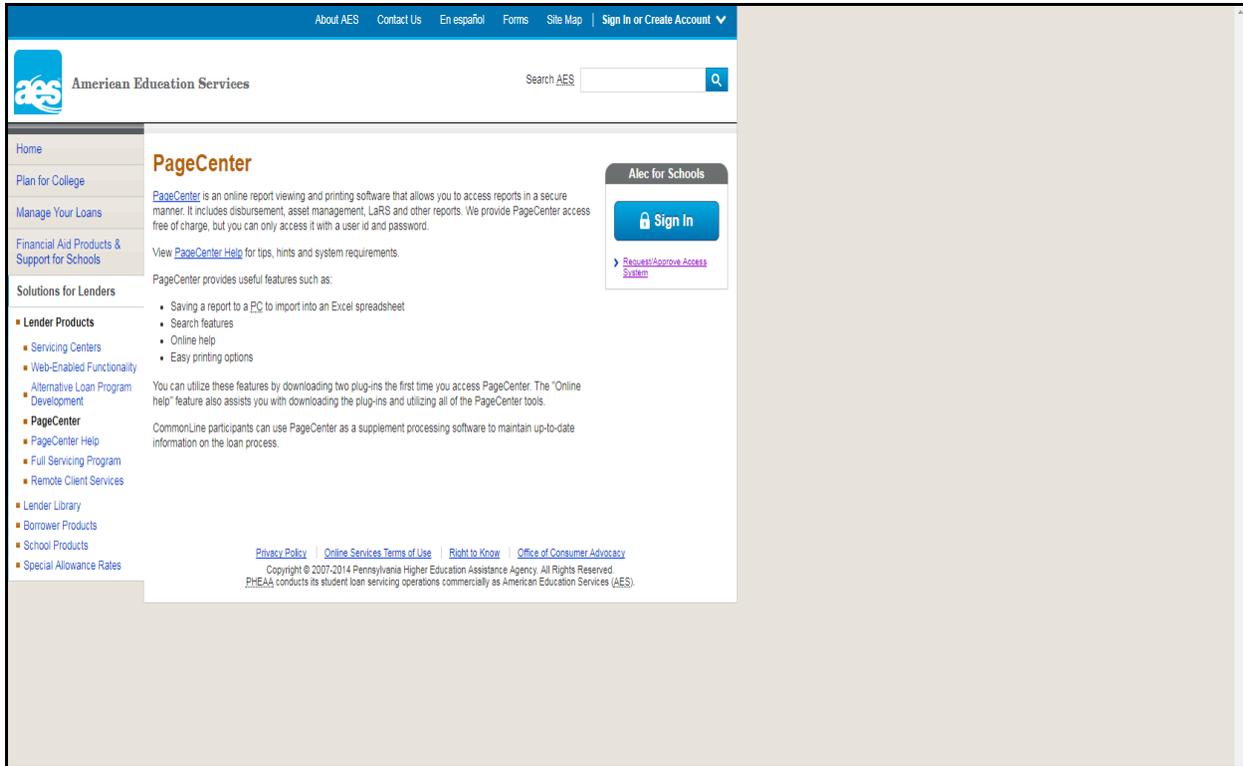
The **Solutions for Lenders** page displays.



2. Click the **PageCenter** link in the middle of the page.

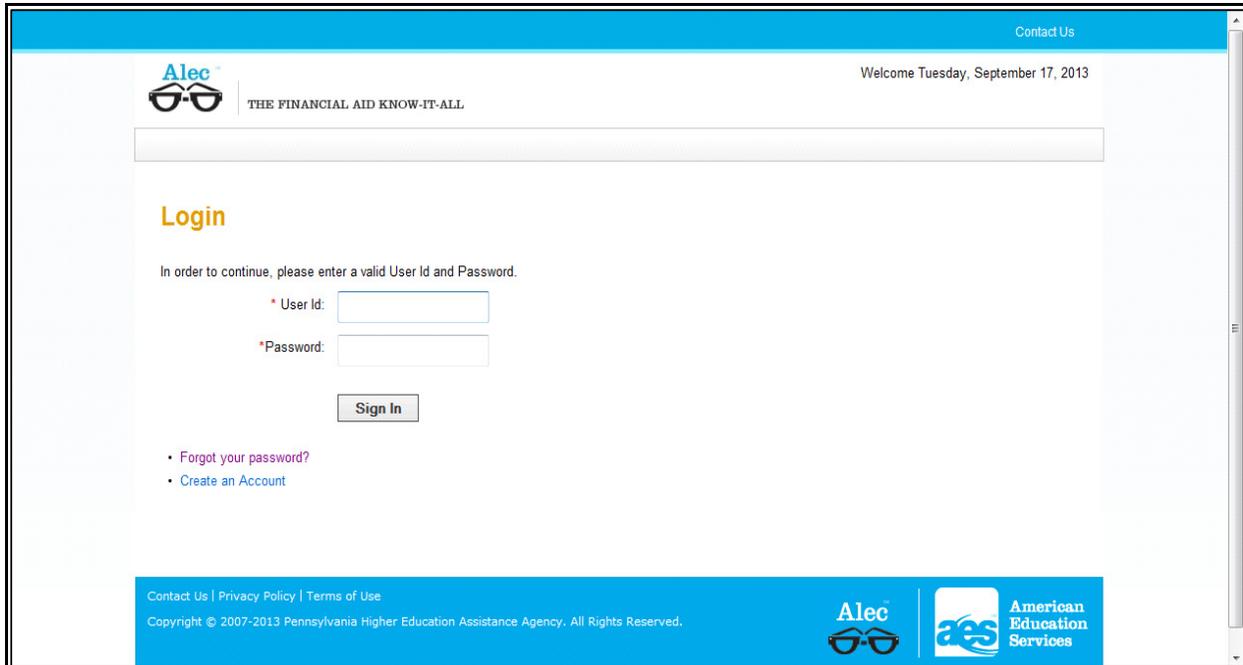


The **PageCenter** page displays.



3. Click the **PageCenter** link at the top of the page.

The **Login** page displays.

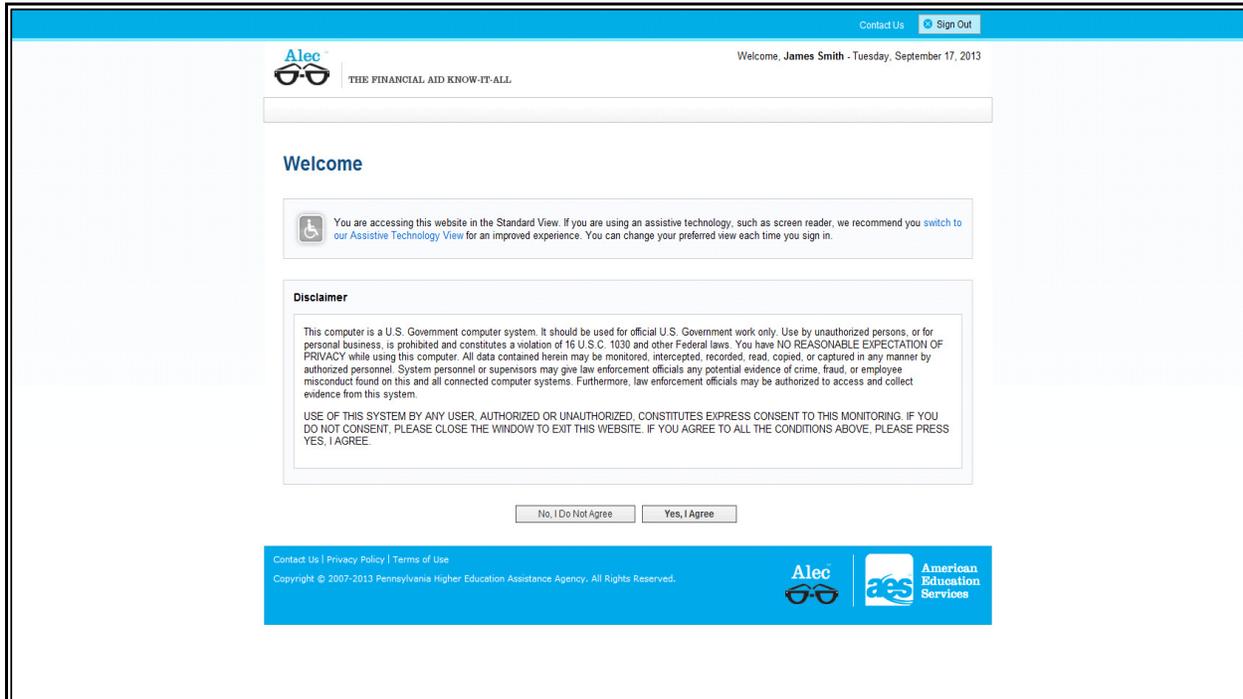


1. In the **User ID** field, enter a valid RACF ID.
2. In the **Password** field, enter a valid RACF password.
3. Click **Sign In**.

NOTE: Click **Forgot your password?** to reset a password or **Create an Account** to set up an account profile. Refer to user procedure **WB0120- Web Login & Authentication for Partners_User Guide_AES** for step-by-step instructions.

The **Welcome** page displays.

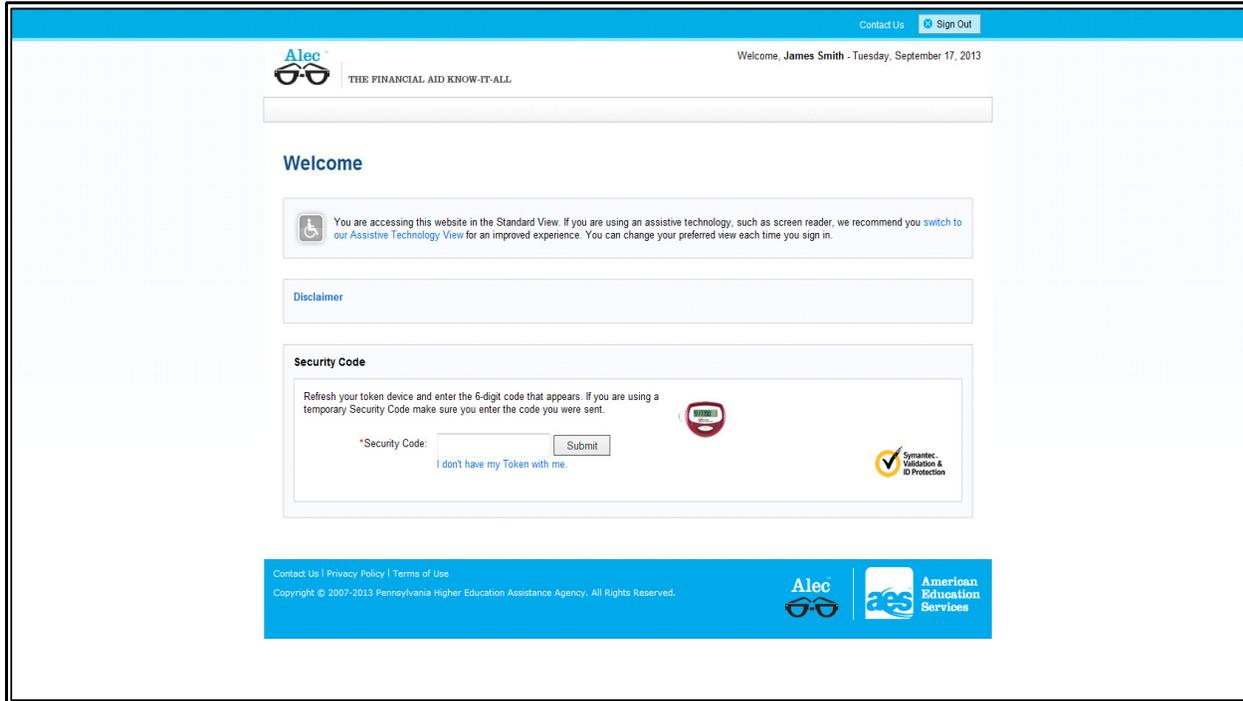
Users are required to agree to the terms of use each time they sign in.



4. Click **Yes, I Agree** to continue.

The **Welcome** page redisplay.

Once the user has created an account and activated a token, he or she must always log in using a security code.



5. Refresh the token device.
6. In the **Security Code** field, enter the six-digit security code that was generated by the token device.

NOTE: Users who have registered a token but do not have it available can request a temporary security code. Click **I don't have my Token with me**. Refer to user procedure **WB0120- Web Login & Authentication for Partners_User Guide_AES** for more information.

7. Click **Submit**.



The **Mailbox List** displays when the user logs in to PageCenter from the Alec portal.

PageCenter Web Access (nsv) Preferences | New Window | Logoff | Help
Mailbox List | Mailbox Home

Mailbox List

Refresh | Top | Page Up | Page Down | Bottom | List Scroll Line Amount:

Find:

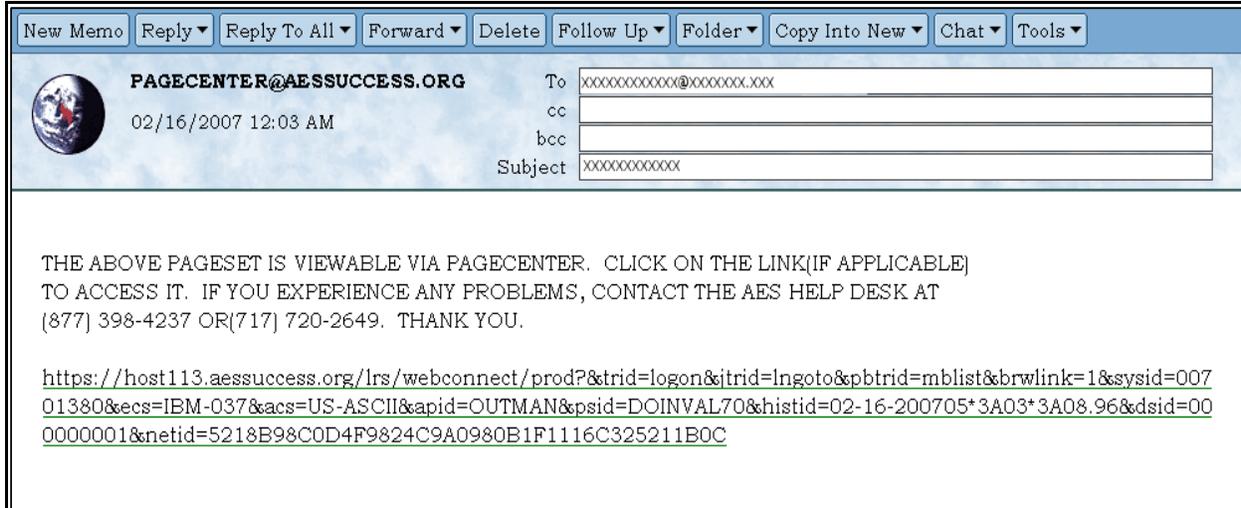
	Description	Pagesets	Date	Time
C XXXXXX	XXXXXX XXXXXX	2	2006-11-13	16:16
C XXXXXX	XXXXXX XXXXXX	55	2006-11-14	05:41
C XXXXXX	XXXXXX XXXXXX	3	2006-06-03	03:40
C XXXXXX	XXXXXX XXXXXX	59	2006-11-14	05:54
C XXXXXX	XXXXXX XXXXXX	14	2006-11-14	03:50
C XXXXXX	XXXXXX XXXXXX	49	2006-11-14	04:37
C XXXXXX	XXXXXX XXXXXX	869	2006-11-14	09:12
C XXXXXX	XXXXXX XXXXXX	59	2006-11-14	05:23
C XXXXXX	XXXXXX XXXXXX	13	2006-11-14	06:00
C XXXXXX	XXXXXX XXXXXX	9	2006-11-12	08:33
C XXXXXX	XXXXXX XXXXXX	9	2006-11-12	08:33
C XXXXXX	XXXXXX XXXXXX	10	2006-11-13	15:30
C XXXXXX	XXXXXX XXXXXX	19	2006-11-14	05:27
C XXXXXX	XXXXXX XXXXXX	75	2006-11-14	04:37
C XXXXXX	XXXXXX XXXXXX	3	2006-10-20	23:03
C XXXXXX	XXXXXX XXXXXX	1	2006-11-06	17:55
C XXXXXX	XXXXXX XXXXXX	12	2006-11-14	07:39
C XXXXXX		1	2006-08-07	17:23

[MORE](#)

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.



Using a Notification Email Link

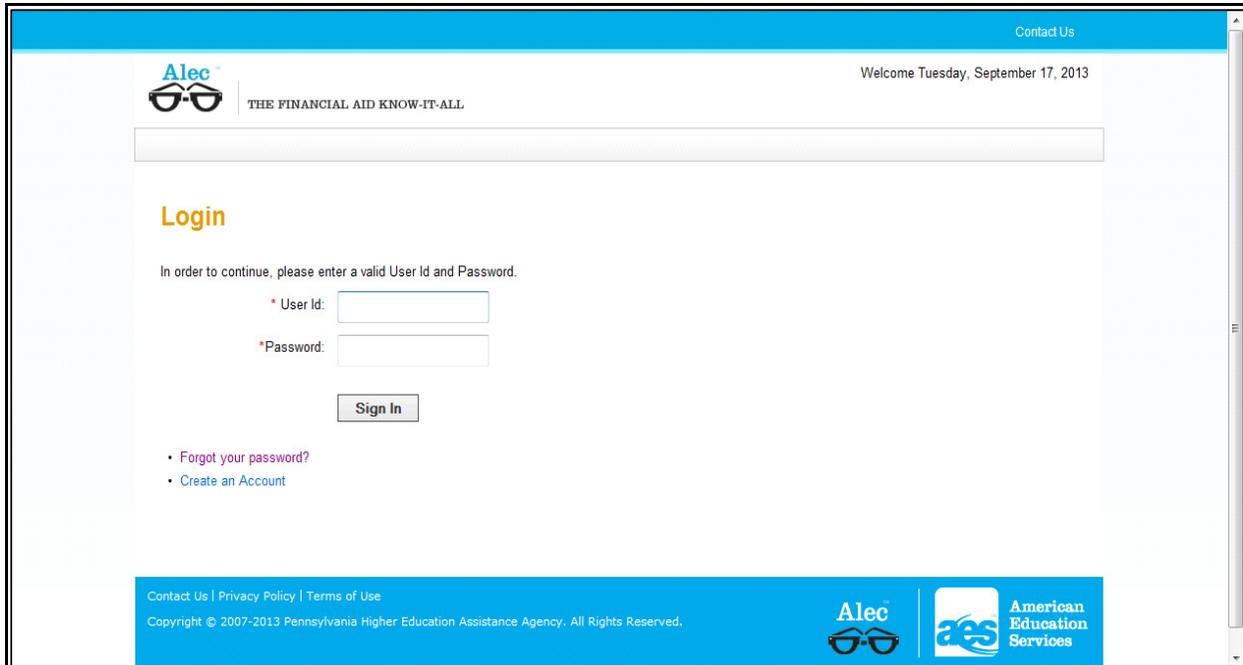


1. Open the email application and select the PageCenter email from the inbox.

NOTE: The sender's name in the email inbox is **PAGECENTER**.

2. Click the link in the body of the email.

The **Login** page displays.

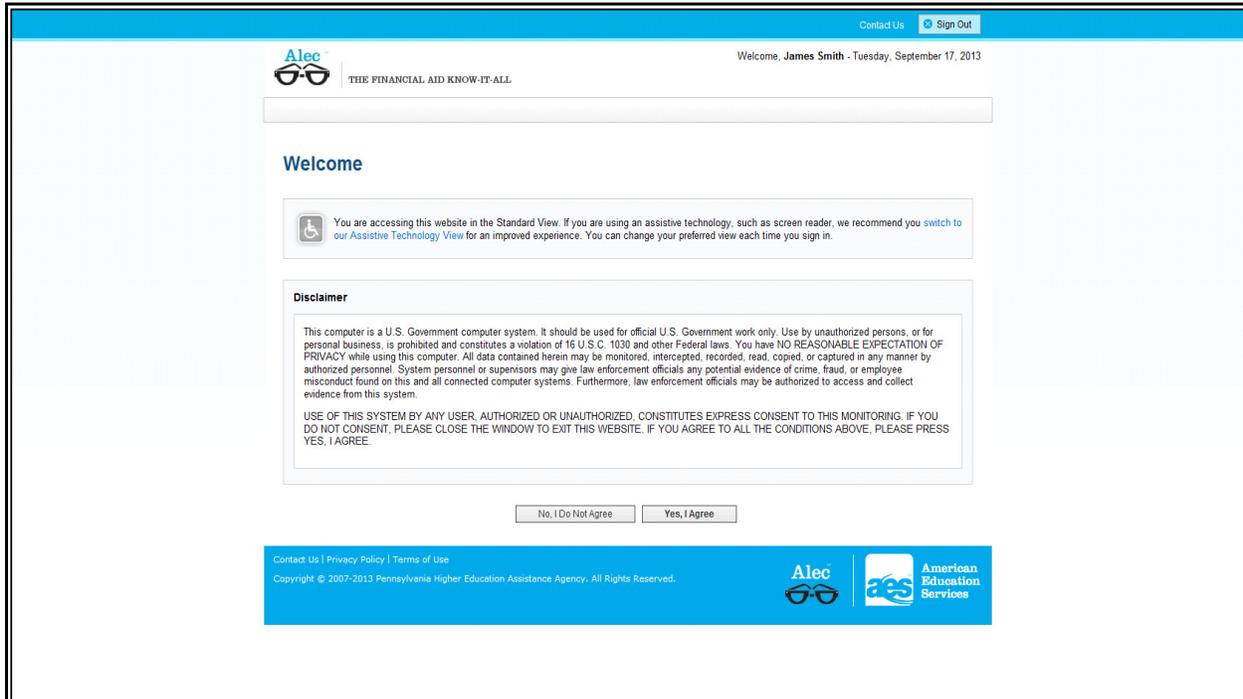


1. In the **User ID** field, enter a valid RACF ID.
2. In the **Password** field, enter a valid RACF password.
3. Click **Sign In**.

NOTE: Click **Forgot your password?** to reset a password or **Create an Account** to set up an account profile. Refer to user procedure **WB0120- Web Login & Authentication for Partners_User Guide_AES** for step-by-step instructions.

The **Welcome** page displays.

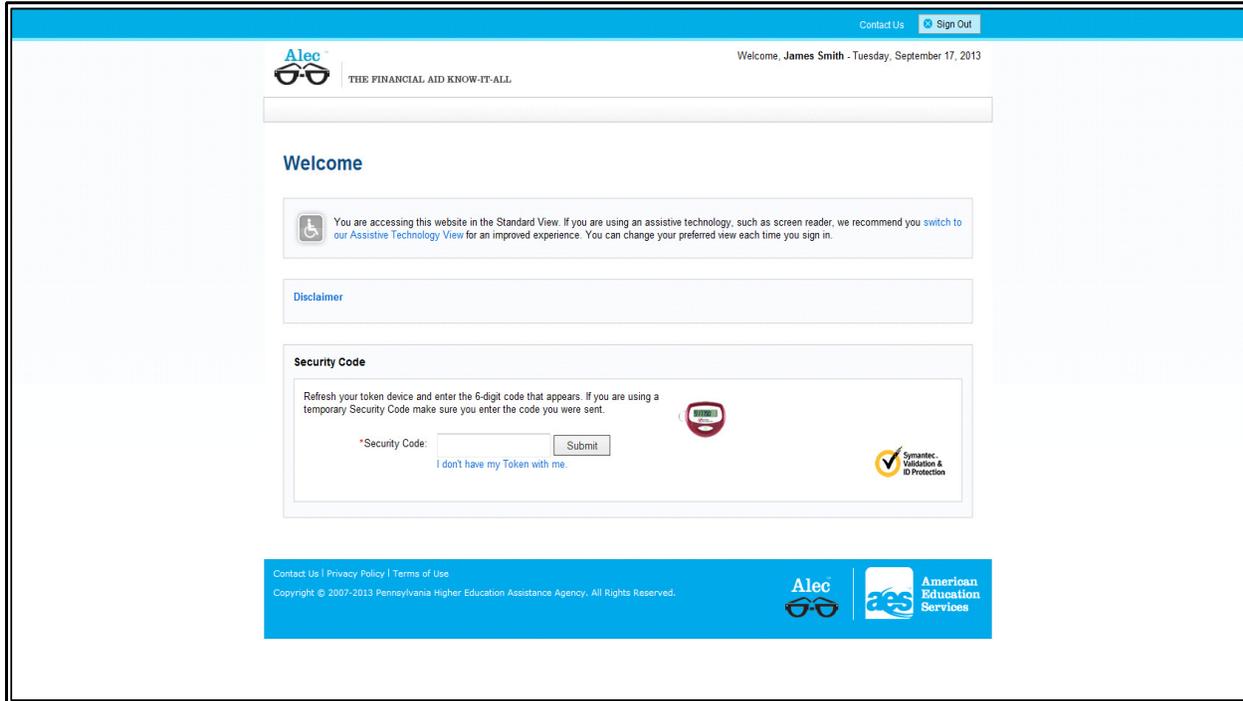
Users are required to agree to the terms of use each time they sign in.



4. Click **Yes, I Agree** to continue.

The **Welcome** page redisplay.

Once the user has created an account and activated a token, he or she must always log in using a security code.



The screenshot shows the Alec website's login interface. At the top, there is a navigation bar with "Contact Us" and "Sign Out" links. Below this, the Alec logo and tagline "THE FINANCIAL AID KNOW-IT-ALL" are displayed on the left, and a personalized greeting "Welcome, James Smith - Tuesday, September 17, 2013" is on the right. The main content area features a "Welcome" heading, an accessibility notice, a "Disclaimer" link, and a "Security Code" section. The "Security Code" section contains instructions to refresh the token device and enter a 6-digit code, a "Security Code:" input field, a "Submit" button, and a link for "I don't have my Token with me." A "Symantec Validation & ID Protection" logo is also present. The footer includes contact information, privacy policy, and terms of use, along with the Alec and AES logos.

5. Refresh the token device.
6. In the **Security Code** field, enter the six-digit security code that was generated by the token device.

NOTE: Users who have registered a token but do not have it available can request a temporary security code. Click **I don't have my Token with me**. Refer to user procedure **WB0120- Web Login & Authentication for Partners_User Guide_AES** for more information.

7. Click **Submit**.



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 Page-set 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.



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



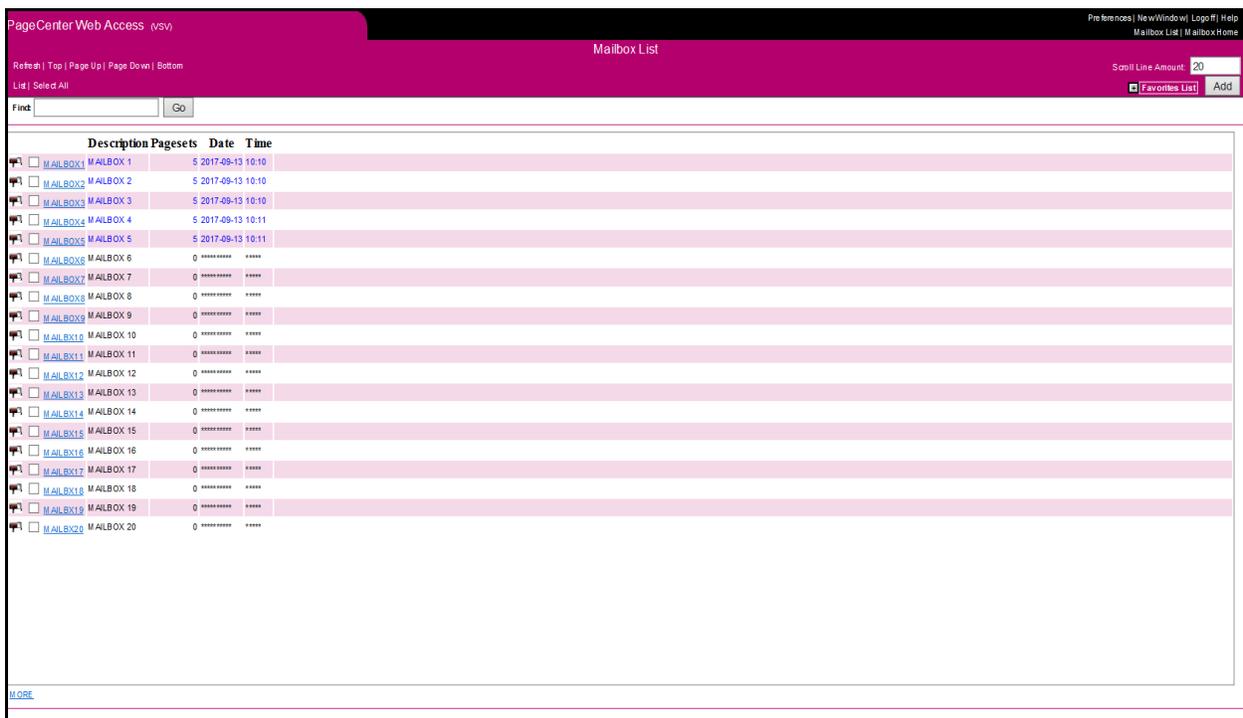
- **Scroll Line Amount:** Displays the number of lines displayed per page
- **Select All:** Selects all items in the list
- **Top:** Displays the first page of data. If viewing a mailbox, application, or notice list, the Top feature displays the first page in the list. If viewing a pageset, this option displays the first page of the pageset.
- **Update:** Saves the current changes and returns the user to the previous screen



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:

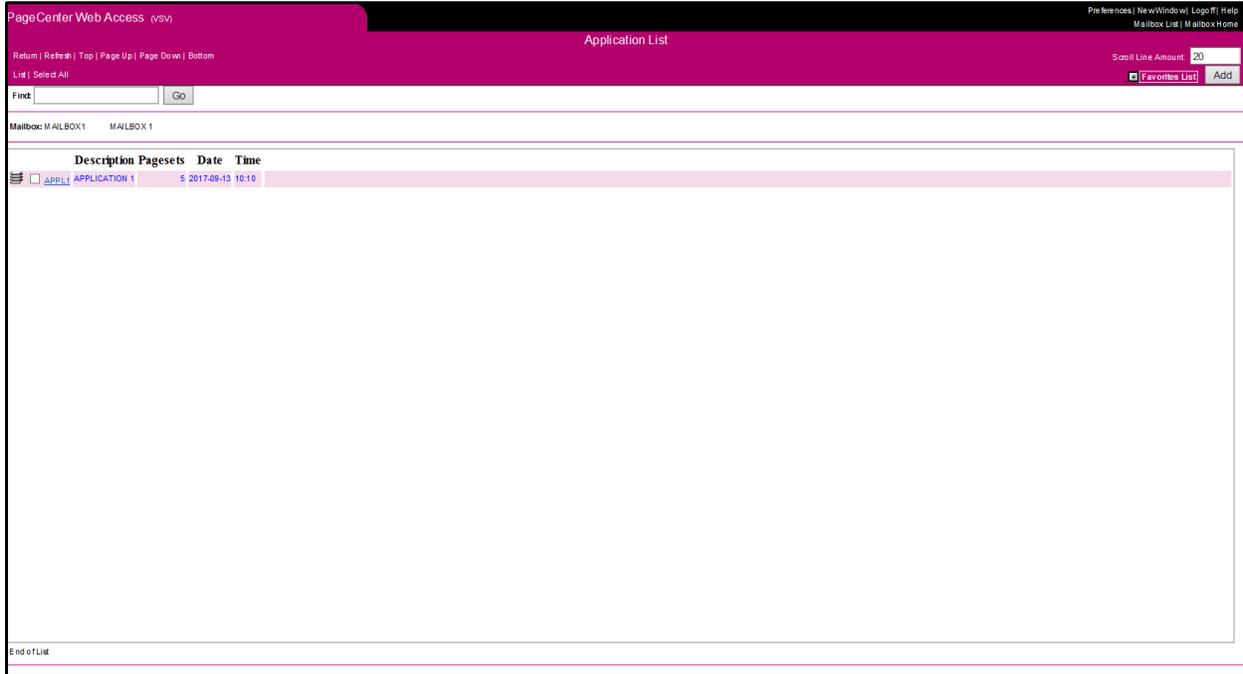
- Mailbox Name - displays at the far left of the screen.
- **Description** - displays a description of the mailbox.
- **Messages** - displays the number of messages related to the mailbox entry. *This field does not display for all mailbox lists.*
- **Pagesets** - displays the number of pagesets in the 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.



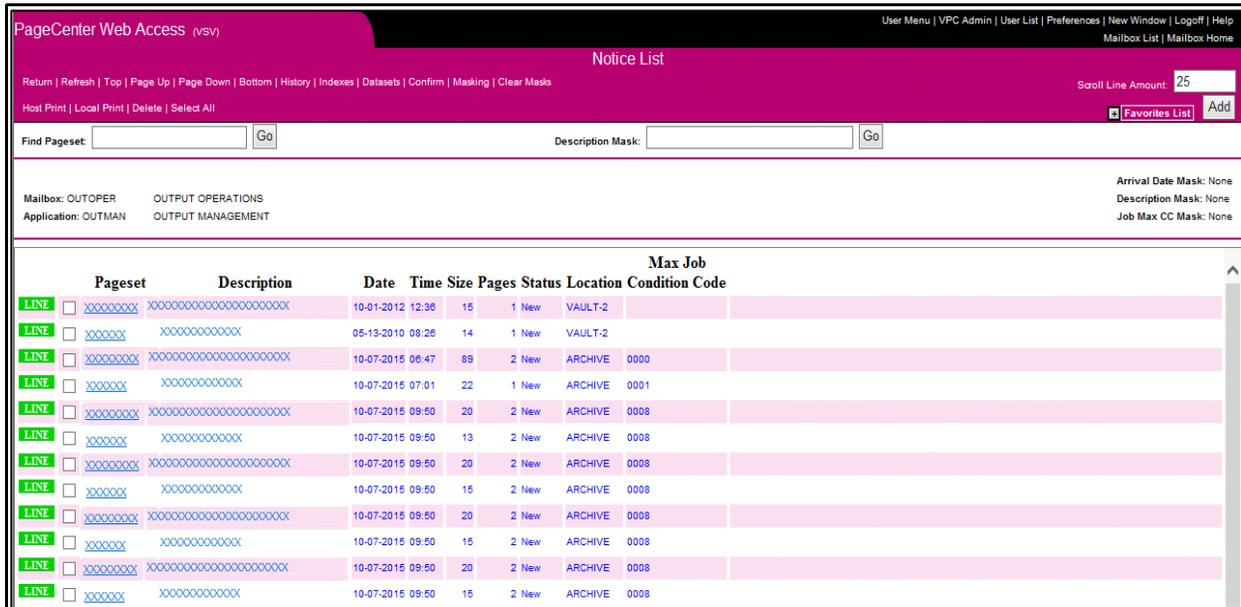
The mailbox name displays above the list of applications.

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.



LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition	Code
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-01-2012	12:36	15	1	New	VAULT-2		
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	05-13-2010	08:26	14	1	New	VAULT-2		
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	06:47	89	2	New	ARCHIVE	0000	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	07:01	22	1	New	ARCHIVE	0001	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	13	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	

The pagesets 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

PageCenter Web Access (vsv) User Menu | VPC Admin | User List | Preferences | New Window | Logout | Help
Mailbox List | Mailbox Home

Notice List

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks Scroll Line Amount: 25

Host Print | Local Print | Delete | Select All Favorites List Add

Find Pageset: Go Description Mask: Go

Mailbox: OUTOPER OUTPUT OPERATIONS Arrival Date Mask: None
Application: OUTMAN OUTPUT MANAGEMENT Description Mask: None
Job Max CC Mask: None

Max Job										
LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition	Code
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-01-2012	12:36	15	1	New	VAULT-2		
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	05-13-2010	08:26	14	1	New	VAULT-2		
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	06:47	89	2	New	ARCHIVE	0000	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	07:01	22	1	New	ARCHIVE	0001	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	13	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
LINE	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	

1. On the **Notice List**, click the link in the **Pageset** field to view a pageset.



An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

PageCenter Web Access (vsv) APPL1 / PAGESET21 (2017-09-06 10:49:18.52)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | Email

Page: 1 of 9128 Go Find: Go Next Advance Zoom: [Icons]

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXX	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TEB	PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$12,569.44

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROMISSORY NOTE.

Refer to the [Working with Pagesets](#) section for information about the tasks users commonly perform when viewing pagesets.



The **Pageset History** displays.

PageCenter Web Access (vsv) Pageset History

Application: APPL1 APPLICATION 1
 Pageset: PAGESET11 PAGESET 1 APPL 1
 Retention: Archive - 003DA Vault - 010DA SVPC DDGroup

LINE	Generation	Pages	Size	Location	Retention Begins	Expires	Status	Jobname	Count	Condition Code	Max Job
1	2017-09-13 10:10:59.69	5	208	ARCHIVE	2017-09-13 10:10	2017-09-16 OK	DOTESTPC		1	0000	None

End of List

The following fields display at the top of the screen:

- **Application:** Identifies the application to which the pageset belongs.
- **Pageset:** Displays the pageset name.
- **Retention: Archive:** displays the amount of time the pageset is available in Archive. If **065DA** 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.
- **Retention: Vault:** displays the maximum amount of time that a pageset can be stored in Vault. If **008YR** 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.
- **Jobname Mask:** 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.
- **Job Max CC Mask:** 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.
- **Generation Date Mask:** 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.



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.



An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

PageCenter Web Access (rsvv) APPL1 / PAGESET21 (2017-09-06 10:49:18.52)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | Email

Page: 1 of 9128 Go Find: Go Next Advance Zoom: [Icons]

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXX	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TEB	PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$12,569.44

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROMISSORY NOTE.

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.

PageCenter Web Access (vsv) Preferences | New Window | Logo | Help
Mailbox List | Mailbox Home

Pageset History

Return | Refresh | Top | Page Up | Page Down | Bottom | Datasets | Restore | Masking | Clear Masks Sort Line Amount: 20

Local Print | Delete | Move | Notify | Hold/Release | Gen Stats | Import | External | List | Select All Favorites List | Add

Jobname Mask:

Application: MISTEST 1234567890123456789012345678901234567890123456789012345678901234567890 Jobname Mask: None
 Pageset: A0ZCHK TEST Job Max CC Mask: None
 Retention: Archive - 005DA Vault - 001YR SVPC DDGroup Generation Date Mask: None

LINE	Generation	Pages	Size	Location	Retention		Status	Jobname	Count	Condition	Code	Stats	UCD
					Begins	Expires							
<input type="checkbox"/>	2017-08-21 09:11:34.85	1	10	ARCHIVE	2017-08-21 09:11	2017-08-26	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-08-16 12:53:30.91	1	10	ARCHIVE	2017-08-16 12:53	2017-08-21	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-08-16 07:55:32.81	1	10	ARCHIVE	2017-08-16 07:55	2017-08-21	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-08-02 15:04:34.66	1	10	ARCHIVE	2017-08-02 15:04	2017-08-07	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-08-01 15:38:25.12	1	10	ARCHIVE	2017-08-01 15:38	2017-08-06	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-31 15:16:50.29	1	10	ARCHIVE	2017-07-31 15:16	2017-08-05	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-31 11:49:11.02	1	10	ARCHIVE	2017-07-31 11:49	2017-08-05	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-31 11:46:58.58	1	10	ARCHIVE	2017-07-31 11:46	2017-08-05	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-31 10:59:32.86	1	10	ARCHIVE	2017-07-31 10:59	2017-08-05	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-31 08:42:44.20	1	10	ARCHIVE	2017-07-31 08:42	2017-08-05	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-28 10:20:12.93	1	10	VAULT-1	2017-08-02 10:20	2018-08-02	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-28 10:02:49.64	1	10	VAULT-1	2017-08-02 10:02	2018-08-02	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-20 14:28:39.68	1	UNKNOWN	ARCHIVE	2017-07-25 14:28	2018-07-25	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-20 14:27:28.68	1	UNKNOWN	VAULT-2	2017-07-25 14:27	2018-07-25	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-20 14:25:49.77	1	10	VAULT-2	2017-07-25 14:25	2018-07-25	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-07-19 13:08:24.63	2579	170160	VAULT-2	2017-07-24 13:06	2018-07-24	OK	A0ZTEST	1	0000	None		
<input type="checkbox"/>	2017-07-19 11:01:37.40	24361	1461529	VAULT-2	2017-07-24 11:01	2018-07-24	OK	A0ZTEST	1	0000	None		
<input type="checkbox"/>	2017-06-14 15:35:23.61	1	10	VAULT-2	2017-06-19 15:35	2018-06-19	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-06-09 11:08:42.89	1	10	VAULT-2	2017-06-14 11:08	2018-06-14	OK	A0ZCHK	1	0000	None		
<input type="checkbox"/>	2017-06-07 10:48:00.40	1	84	VAULT-2	2017-06-12 10:48	2018-06-12	OK	A0ZCHK	1	0000	None		

End of List

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.

PageCenter Web Access (vsv) Restore Command

Mailbox: MAILBOX1

Application	Pageset	Generation	Size	Location	Last Stored	DD Group	Pages
MISTEST	AGZCHK	2017-07-28 10:20:12.93 10		VAULT-1	2017-08-02 10:20:12.93 SVPC		1

Send Email: To enable fields below and send email notification, check this box.

Include Document Link:

TO:

Address: * P503349

Name:

Expand:

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.

PageCenter Web Access (vsv) Preferences | New Window | Logo | Help | Mailbox List | Mailbox Home

Pageset History Sort Line Amount: 20

Return | Refresh | Top | Page Up | Page Down | Bottom | DataSets | Restore | Masking | Clear Mask
 Local | Print | Delete | Move | Notify | Hold/Release | Gen Stats | Import | Export | List | Select All Favorites List | Add

Jobname Mask:

Application: M ISTEEST 12345678901234567890123456789012345678901234901234901234567890 Jobname Mask: None
 Pageset: AQZCHK TEST Job Max CC Mask: None
 Retention: Archive - 005DA Vault - 001YR SVPC DDGroup Generation Date Mask: None

Generation	Pages	Site	Location	Retention Begins	Expires	Status	Jobname	SYSOUT Count	Max Job Condition	Code	Stats	UCD
LINE	2017-06-21 09:11:34.85	1	10	ARCHIVE	2017-06-21 09:11	2017-06-26	OK	AQZCHK	1	0000	None	
LINE	2017-06-16 12:53:30.91	1	10	ARCHIVE	2017-06-16 12:53	2017-06-21	OK	AQZCHK	1	0000	None	
LINE	2017-06-16 07:55:32.81	1	10	ARCHIVE	2017-06-16 07:55	2017-06-21	OK	AQZCHK	1	0000	None	
LINE	2017-06-02 15:04:34.66	1	10	ARCHIVE	2017-06-02 15:04	2017-06-07	OK	AQZCHK	1	0000	None	
LINE	2017-06-01 15:38:25.12	1	10	ARCHIVE	2017-06-01 15:38	2017-06-06	OK	AQZCHK	1	0000	None	
LINE	2017-07-31 15:16:50.29	1	10	ARCHIVE	2017-07-31 15:16	2017-08-05	OK	AQZCHK	1	0000	None	
LINE	2017-07-31 11:49:11.02	1	10	ARCHIVE	2017-07-31 11:49	2017-08-05	OK	AQZCHK	1	0000	None	
LINE	2017-07-31 11:46:58.53	1	10	ARCHIVE	2017-07-31 11:46	2017-08-05	OK	AQZCHK	1	0000	None	
LINE	2017-07-31 10:59:32.86	1	10	ARCHIVE	2017-07-31 10:59	2017-08-05	OK	AQZCHK	1	0000	None	
LINE	2017-07-31 08:42:44.20	1	10	ARCHIVE	2017-07-31 08:42	2017-08-05	OK	AQZCHK	1	0000	None	
LINE	2017-07-28 10:20:32.93	1	10	ARCHIVE	2017-08-02 10:20	2018-08-02	OK	AQZCHK	1	0000	None	
LINE	2017-07-28 10:03:49.64	1	10	ARCHIVE	2017-08-02 10:03	2018-08-02	OK	AQZCHK	1	0000	None	
ADP	2017-07-25 14:28:39.66	1	UNKNOWN	ARCHIVE	2017-07-25 14:28	2018-07-25	OK	AQZCHK	1	0000	None	
ADP	2017-07-25 14:27:28.68	1	UNKNOWN	VAULT-2	2017-07-25 14:27	2018-07-25	REST	AQZCHK	1	0000	None	
LINE	2017-07-25 14:25:49.77	1	10	VAULT-2	2017-07-25 14:25	2018-07-25	OK	AQZCHK	1	0000	None	
LINE	2017-07-19 13:06:24.63	2579	170160	VAULT-2	2017-07-24 13:06	2018-07-24	OK	AQZTEST	1	0000	None	
LINE	2017-07-18 11:01:37.40	24361	1461528	VAULT-2	2017-07-24 11:01	2018-07-24	OK	AQZTEST	1	0000	None	
LINE	2017-06-14 15:35:23.61	1	10	VAULT-2	2017-06-19 15:35	2018-06-19	OK	AQZCHK	1	0000	None	
LINE	2017-06-09 11:08:42.89	1	10	VAULT-2	2017-06-14 11:08	2018-06-14	OK	AQZCHK	1	0000	None	
LINE	2017-06-07 10:48:00.40	1	84	VAULT-2	2017-06-12 10:48	2018-06-12	OK	AQZCHK	1	0000	None	

End of Line

The **Status** field displays **REST** (Restored).

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** redisplays.

PageCenter Web Access (vsv) Preferences | New Window | Login | Help | Mailbox List | Home

Return | Refresh | Top | Page Up | Page Down | Bottom | Datasets | Restore | Masking | Clear Mask

Local Print | Delete | Move | Notify | Hold/Release | Gen Stats | Import | External | Link | Select All Sort Line Amount: 20 | Favorites List | Add

Jobname Mask:

Application: M1STEST 123456789012345678901234567890123456789012345678901234567890 Jobname Mask: None
 Pageset: A0ZCHK TEST Job Max CC Mask: None
 Retention: Archive - 005DA Vault - 001YR SVPC DDGroup Generation Date Mask: None

	Generation	Pages	Skc	Location	Retention	Begins	Expires	Status	Jobname	SYSOUT	Count	Max Job	Condition	Code	Stats	UCD
LINK	2017-08-21 09:11:34.85	1	10	ARCHIVE		2017-08-21 09:11	2017-08-26	OK	A0ZCHK		1 0000	None				
LINK	2017-08-16 12:53:30.91	1	10	ARCHIVE		2017-08-16 12:53	2017-08-21	OK	A0ZCHK		1 0000	None				
LINK	2017-08-16 07:55:32.81	1	10	ARCHIVE		2017-08-16 07:55	2017-08-21	OK	A0ZCHK		1 0000	None				
LINK	2017-08-02 15:04:34.66	1	10	ARCHIVE		2017-08-02 15:04	2017-08-07	OK	A0ZCHK		1 0000	None				
LINK	2017-08-01 15:38:25.12	1	10	ARCHIVE		2017-08-01 15:38	2017-08-06	OK	A0ZCHK		1 0000	None				
LINK	2017-07-31 15:16:50.22	1	10	ARCHIVE		2017-07-31 15:16	2017-08-05	OK	A0ZCHK		1 0000	None				
LINK	2017-07-31 11:49:11.02	1	10	ARCHIVE		2017-07-31 11:49	2017-08-05	OK	A0ZCHK		1 0000	None				
LINK	2017-07-31 11:48:58.58	1	10	ARCHIVE		2017-07-31 11:48	2017-08-05	OK	A0ZCHK		1 0000	None				
LINK	2017-07-31 10:59:30.68	1	10	ARCHIVE		2017-07-31 10:59	2017-08-05	OK	A0ZCHK		1 0000	None				
LINK	2017-07-31 09:42:44.20	1	10	ARCHIVE		2017-07-31 09:42	2017-08-05	OK	A0ZCHK		1 0000	None				
LINK	2017-08-02 10:20:12.63	1	10	ARCHIVE		2017-08-02 10:20	2018-08-02	OK	A0ZCHK		1 0000	None				
LINK	2017-07-28 10:03:40.64	1	10	ARCHIVE		2017-08-02 10:03	2018-08-02	OK	A0ZCHK		1 0000	None				
LINK	2017-07-28 14:08:38.69	1	UNKNOWN	ARCHIVE		2017-07-28 14:08	2018-07-28	OK	A0ZCHK		1 0000	None				
LINK	2017-07-28 14:07:28.68	1	UNKNOWN	ARCHIVE		2017-07-28 14:07	2018-07-28	OK	A0ZCHK		1 0000	None				
LINK	2017-07-28 14:25:49.77	1	10	VAULT-3		2017-07-28 14:25	2018-07-28	OK	A0ZCHK		1 0000	None				
LINK	2017-07-18 13:06:24.63	2579	170160	VAULT-2		2017-07-24 13:06	2018-07-24	OK	A0ZTEST		1 0000	None				
LINK	2017-07-18 11:01:37.49	24361	1461629	VAULT-2		2017-07-24 11:01	2018-07-24	OK	A0ZTEST		1 0000	None				
LINK	2017-06-14 15:35:23.61	1	10	VAULT-2		2017-06-19 15:35	2018-06-19	OK	A0ZCHK		1 0000	None				
LINK	2017-06-09 11:08:42.89	1	10	VAULT-2		2017-06-14 11:08	2018-06-14	OK	A0ZCHK		1 0000	None				
LINK	2017-06-07 10:48:00.49	1	84	VAULT-2		2017-06-12 10:48	2018-06-12	OK	A0ZCHK		1 0000	None				

End of List

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.



An AFP pageset displays when the user selects a pageset with a pink “AFP” icon to the left.

PageCenter Web Access (rsvv) APPL1 / PAGESET21 (2017-09-06 10:49:18.52)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
 Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | Email

Page: 1 of 9128 Go Find: Go Next Advance Zoom: [Icons]

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXX	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TEB	PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$12,569.44

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROMISSORY NOTE.

Refer to the [Working with Pagesets](#) section for information about the tasks users commonly perform when viewing pagesets.



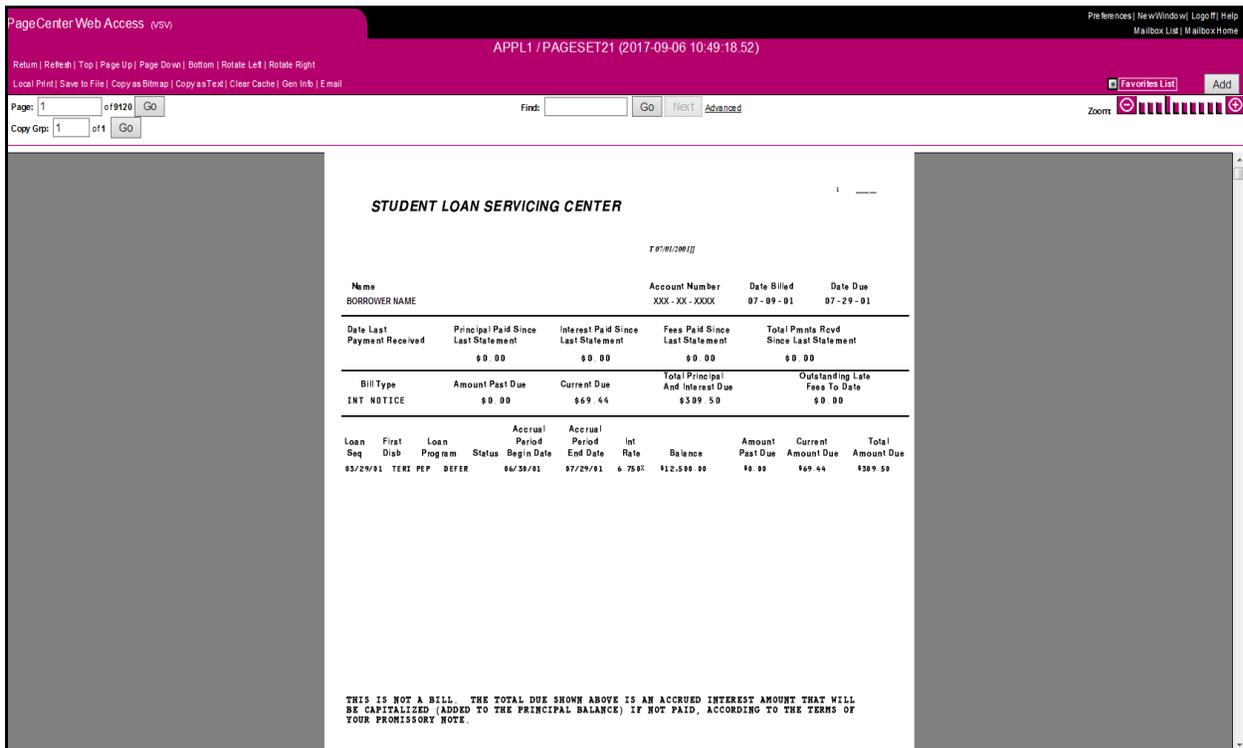
Working with Pagesets

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.



The screenshot shows the PageCenter Web Access interface. At the top, there is a navigation bar with options like 'Return', 'Refresh', 'Page Up', 'Page Down', etc. Below this is a search bar with a 'Find' field and 'Go' and 'Next' buttons. The main content area displays a report titled 'STUDENT LOAN SERVICING CENTER'. The report includes several tables with financial data.

Name	Account Number	Date Billed	Date Due
BORROWER NAME	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TERM	PEP DEFER		06/30/01	07/29/01	6.750%	\$12,500.00	\$0.00	\$69.44	\$12,569.50

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROMISSORY NOTE.

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

PageCenter Web Access (vsv) Pageset Text Find

Find | Cancel

Application: APPL1
 Pageset: PAGE SET 41
 Page Count: 9120

Find:

Direction: Search From: Options:

Forward Top Case Sensitive
 Backward Bottom Search ASCII Text (Case Sensitive)
 Current Location Save Settings
 Page:

Max Search Pages:

Text

PageCenter Web Access (vsv) Pageset Text Find

Find | Cancel

Application: APPL1
 Pageset: PAGESET51
 Line Count: 208

Find:

Direction: Search From: Options:

Forward Top Case Sensitive
 Backward Bottom Find Text in Headers
 Current Location Save Settings
 Line:

Max Search Lines: Max allowed: 9999999
 Start Column:
 Search Column: to

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.

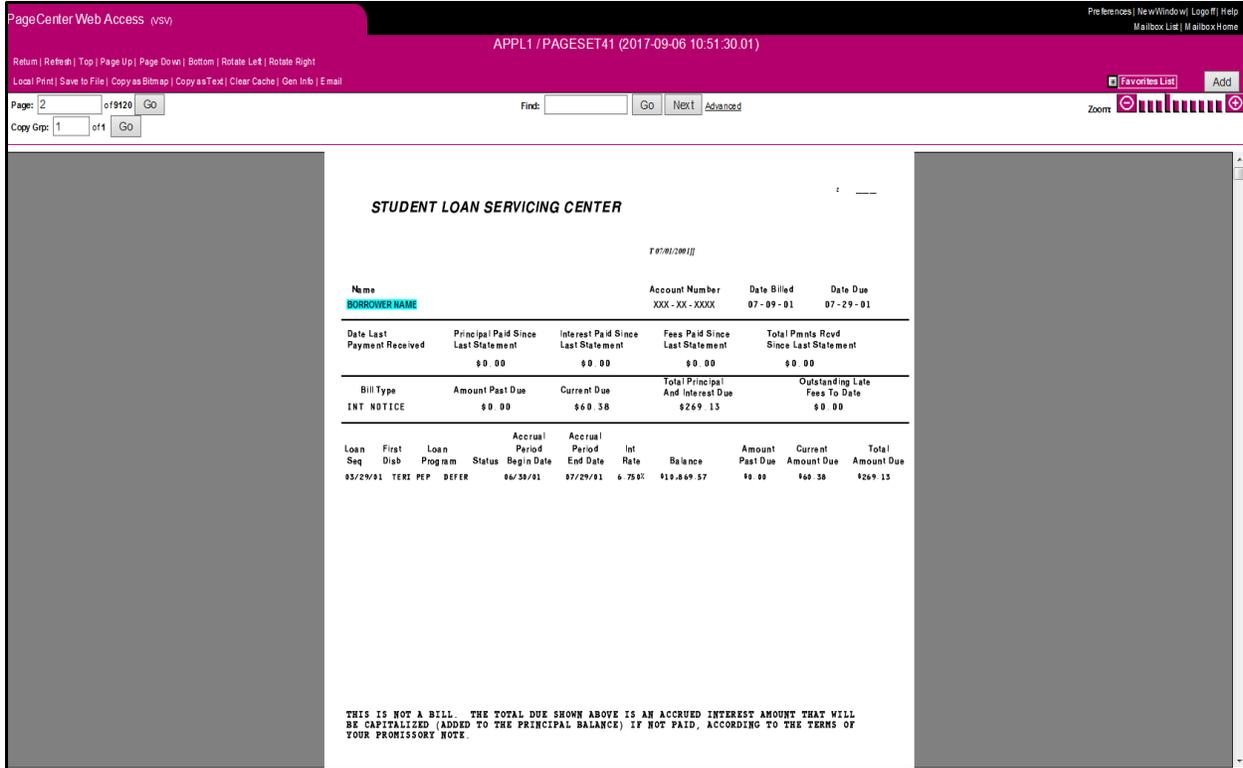
- **Find:** Enter the keyword or phrase to search. Be as specific as possible to reduce the number of matches found. *This is a required field.*
- **Direction:** Check **Forward** or **Backward** to indicate which direction to search the pageset. The default is **Forward**.



- **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.



PageCenter Web Access (vsv) APPL1 / PAGESET41 (2017-09-06 10:51:30.01)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
 Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Inf | Email

Page: 2 of 19120 Go Find: Go Next Advanced Zoom: [Slider]

Copy Grp: 1 off Go

STUDENT LOAN SERVICING CENTER

T 07/01/2011

Name	Account Number	Date Billed	Date Due
BORROWER NAME	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 60.38	\$ 269.13	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Begin Date	Accrual Period End Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TERI	PEP DEFER		06/30/01	07/29/01	07/29/01	6.75%	\$18,869.57	\$ 0.00	\$ 60.38	\$ 269.13

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROFESSORS NOTE.

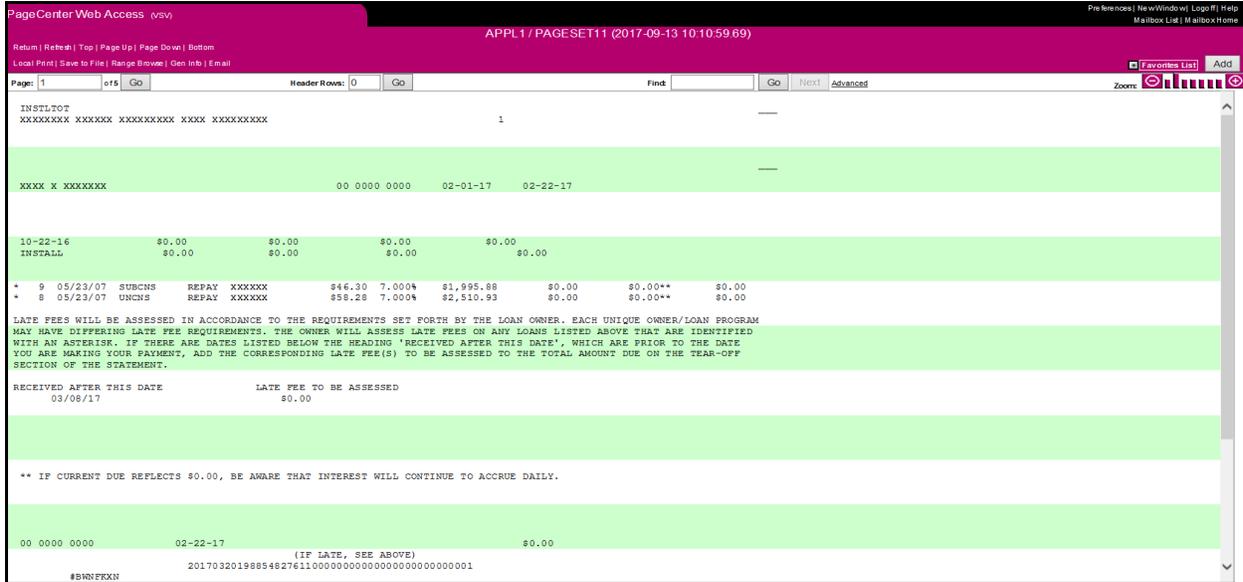
The first match found is highlighted on the pageset. Users may need to use the scroll bar to scroll down the page and view the highlighted data.

- 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

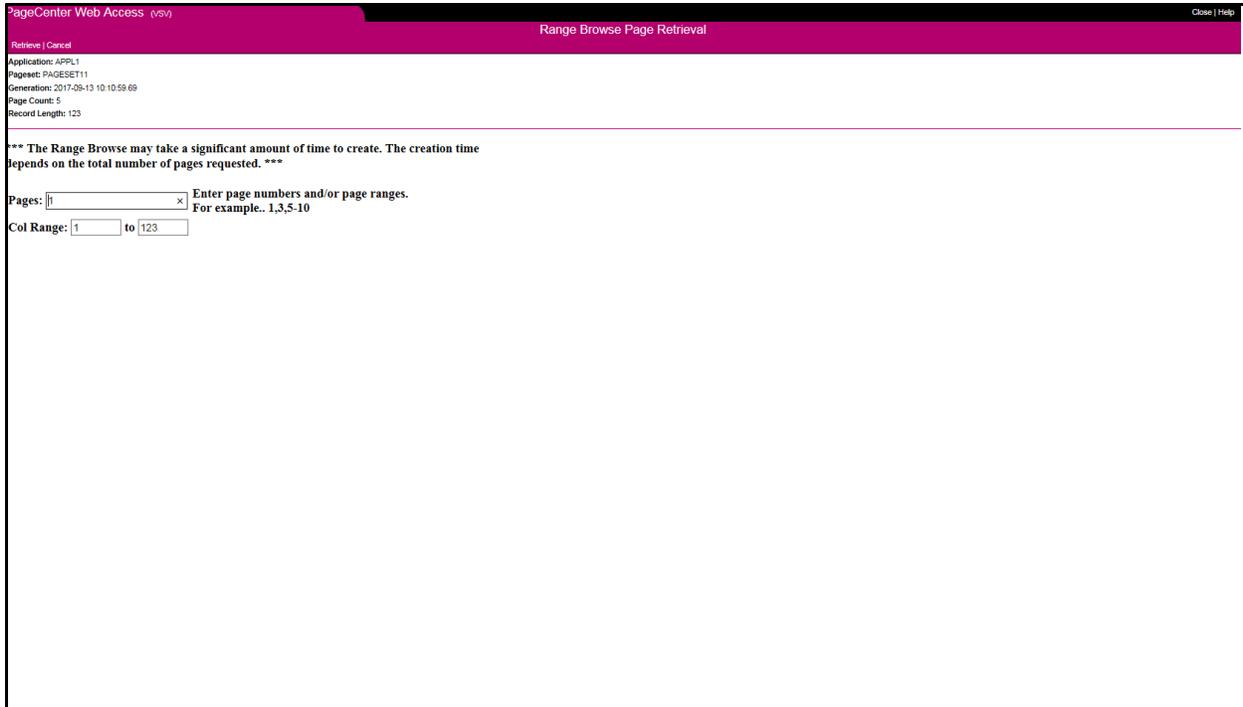
The **Range Browse** feature, located in the Output Menu toolbar (purple) at the top of test pagesets, allows users to browse a range of pages, reducing the number of pages through which users must scroll. It is available only for text pagesets.



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.



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

The following fields are system-populated and protected:

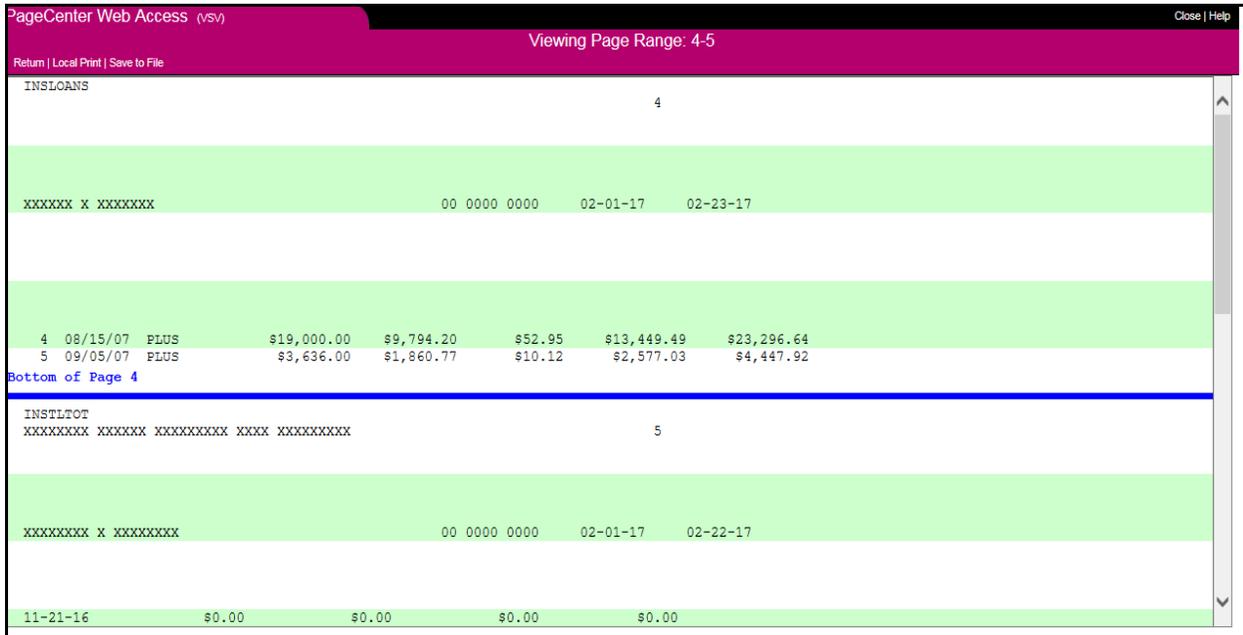
- **Application:** Application to which the pageset belongs
- **Pageset:** Pageset name
- **Generation:** Date and time that the pageset was created
- **Page Count:** Number of pages within the pageset
- **Record Length:** Length of each line of the pageset

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.



- 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.

- Click **Close** in the Main Commands toolbar (black) to close the **Viewing Page Range** screen and return to the pageset.



The pageset redisplay.

PageCenter Web Access (vsv) Preferences | New Window | Login | Help
Mailbox List | Mailbox Home

APPL1 / PAGESET11 (2017-09-13 10:10:59.69)

Return | Refresh | Top | Page Up | Page Down | Bottom
Local Print | Save to File | Range Browser | Gen Info | Email Favorites List | Add

Page: 2 of 15 Go Header Rows: 0 Go Find: Go Next Advanced zoom:

INSLOANS 2

XXXX X XXXXXXXX 00 0000 0000 02-01-17 02-22-17

9	05/23/07	SUBCNS	\$4,788.65	\$2,393.77	\$43.51	\$2,908.48	\$5,345.76
8	05/23/07	UNCNS	\$6,026.91	\$3,012.55	\$54.66	\$3,661.62	\$6,728.83



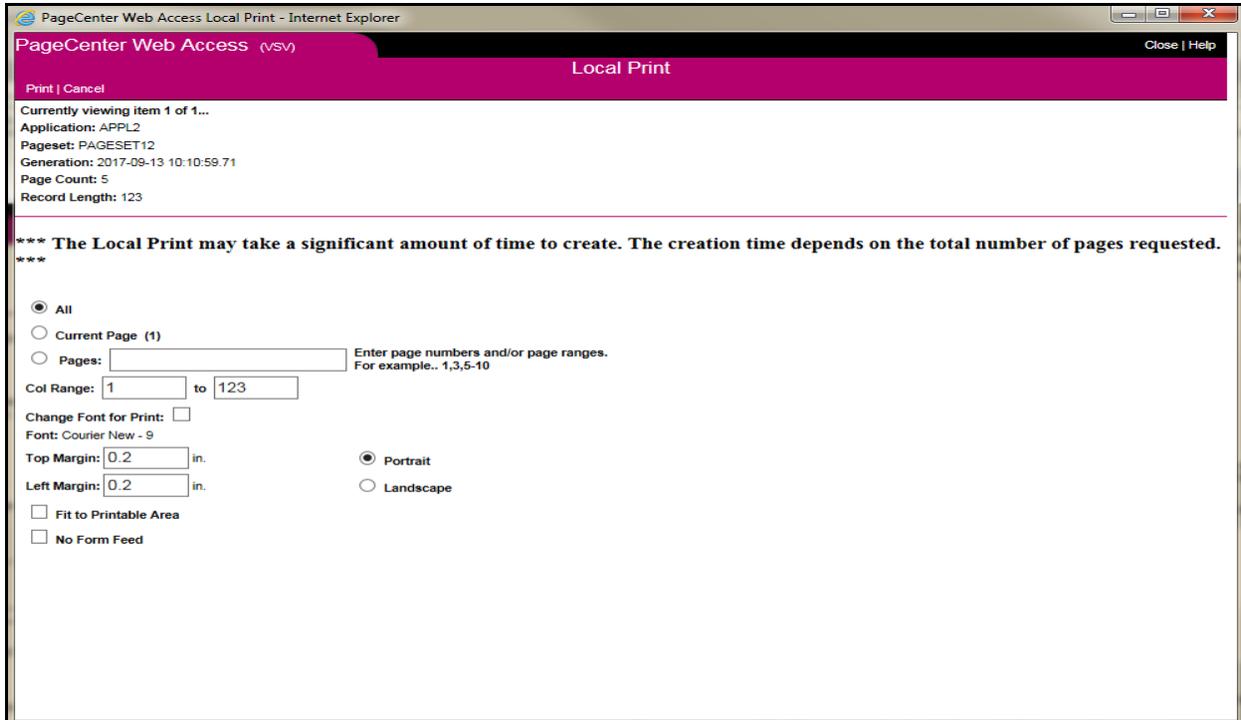
Printing Pagesets

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](#)

The **Local Print** page displays.



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 reselect 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**.

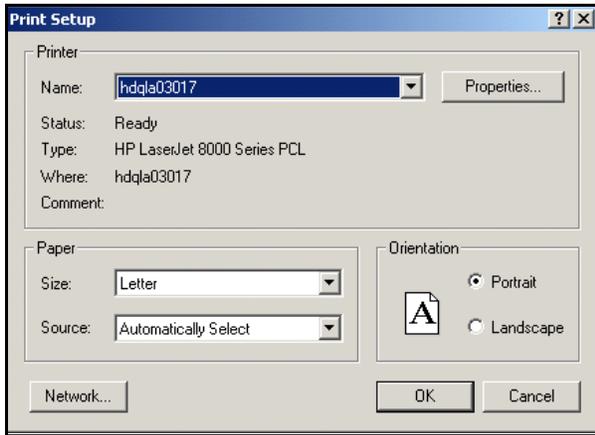
The **No Form Feed** field is not used when printing pagesets.

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.

PageCenter Web Access (vsv) Preferences | New Window | Logout | Help
Mailbox List | Mailbox Home

GRANTS / G09GAPC.UNIV (2009-05-23 08:03:32.65)

Return | Refresh | Top | Page Up | Page Down | Bottom
Local Print | Save to File | Range Browse | Gen Info Favorites List Add

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

0012340012 2009-10 PHEAA STATE GRANT APPLICANT STATUS

DATE: 05/23/2009 PAGE: 1

STATUS - INCOMPLETE/REJECT

UNIV 123400

The status of students listed is as of 05/23/2009. Both the incomplete Grant item number (number in parenthesis) and the corresponding Status Notice number are displayed. An asterisk (*) to the left of student name indicates updated records. The listing does not include nonstate Grant applicants or those undergoing PHEAA staff review.

STUDENT	REJECT	INCOMPLETE ITEMS
	T	Student: (1833)37 , (401)7, (410)24 Parent: (184P)37 , (411)25, (412)26



Printing AFP Pagesets

PageCenter Web Access (vsv)

APPL1 / PAGESET21 (2017-09-06 10:49:18.52)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right

Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | Email

Page: 1 of 9128 Go

Copy Grp: 1 off Go

Find: Go Next Advance

Zoom: [Icons]

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXXX	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal Amt. Interest Due	Outstanding Late Fees to Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 309.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TEB	PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$12,569.44

THIS IS NOT A BILL. THE TOTAL DUE SHOWN ABOVE IS AN ACCRUED INTEREST AMOUNT THAT WILL BE CAPITALIZED (ADDED TO THE PRINCIPAL BALANCE) IF NOT PAID, ACCORDING TO THE TERMS OF YOUR PROMISSORY NOTE.

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.

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.

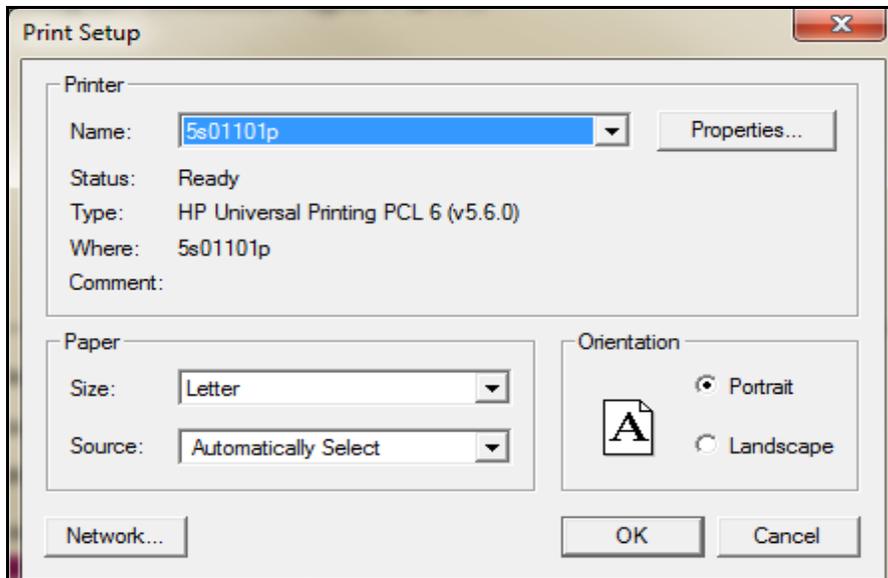
If the most current version of the Print plug-in is not stored on the PC, the following message displays at the bottom of the page: **A newer version of the plug-in may be available. Go to Preferences to install available version.** If the plug-in is not installed, an **X** displays.

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.



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.

PageCenter Web Access (vsv) Preferences | New Window | Login | Help
Mailbox List | Mailbox Home

APPL1 / PAGESET21 (2017-09-06 10:49:18.52)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | Email

Page: 1 of 9128 Find:

Copy Grp: 1 off Zoom:

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXXX	XXX-XX-XXXX	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TERI	PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$12,569.44

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Saving Pagesets to File

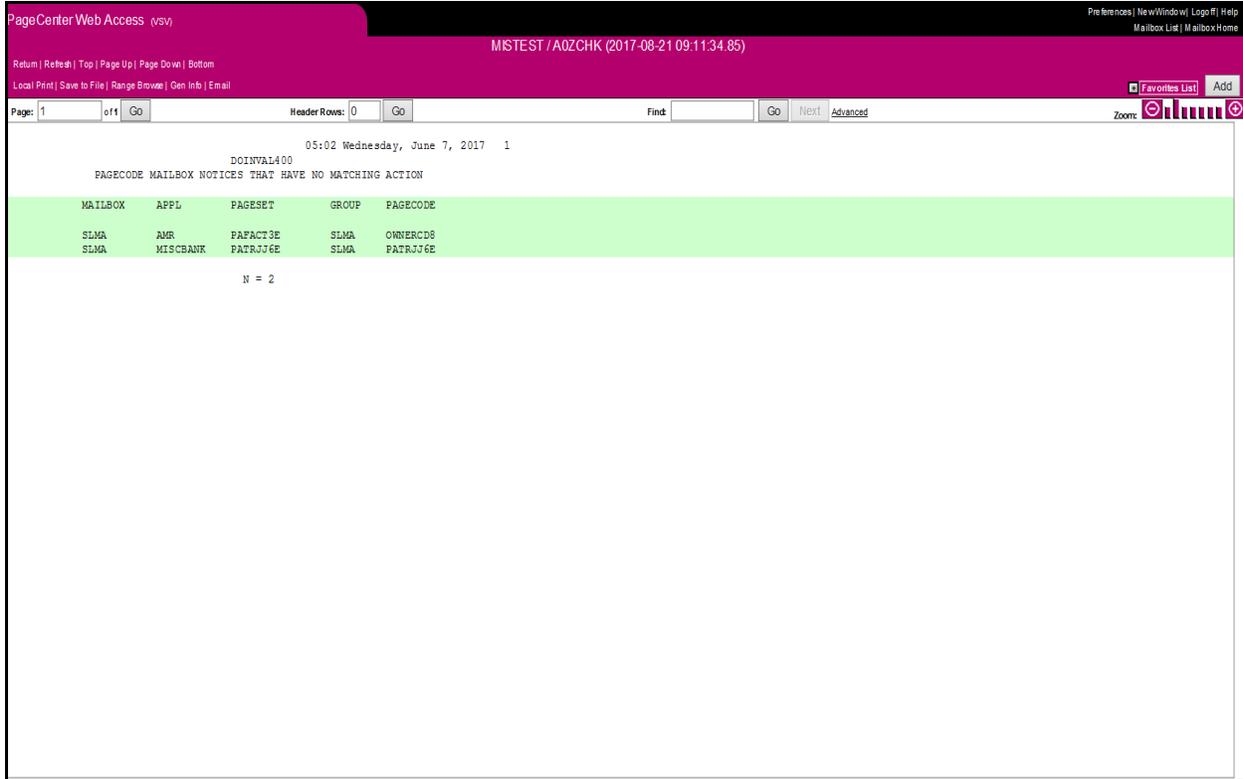
PageCenter's Save to File feature allows users to save pagesets to their PCs. After a file is created, depending on the file type, users can change the data, import the data into other applications such as Excel, and attach the file to an email message. Steps vary for Text and AFP pagesets. Both are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

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

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



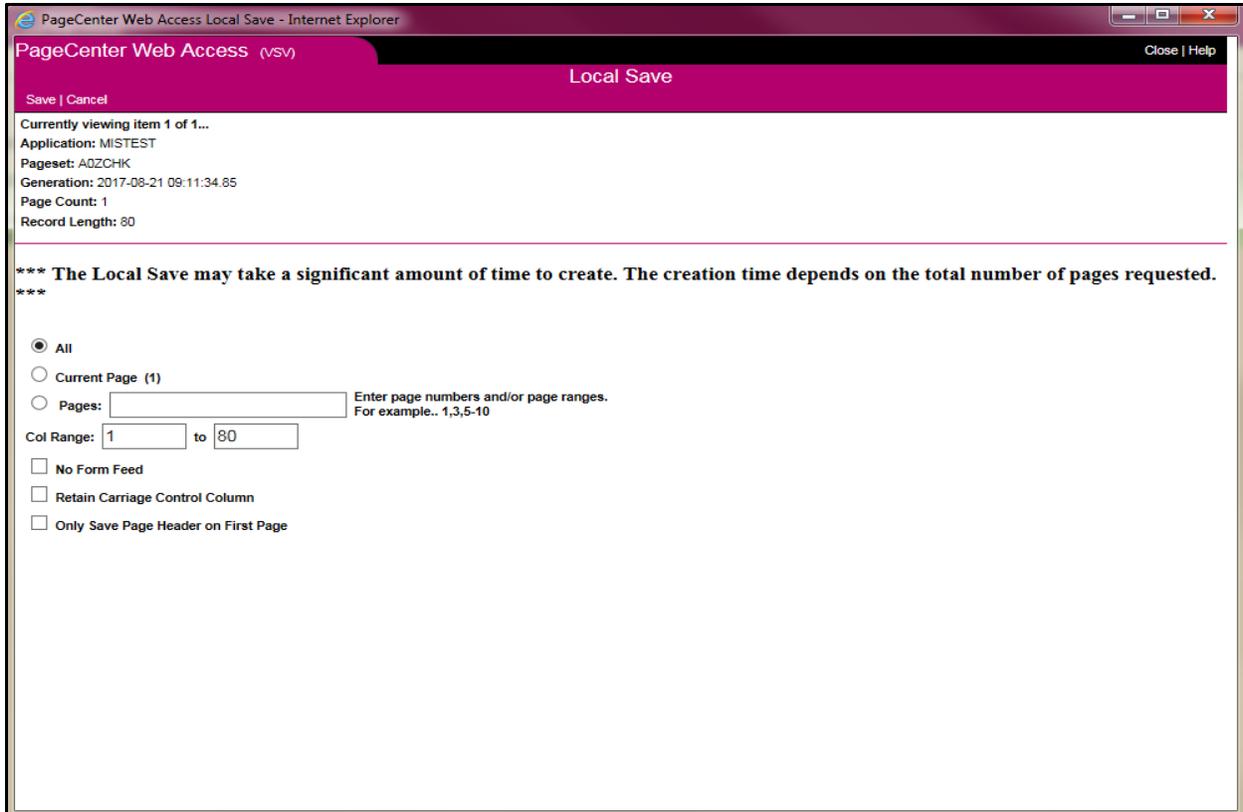
Saving Text Pagesets



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.



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

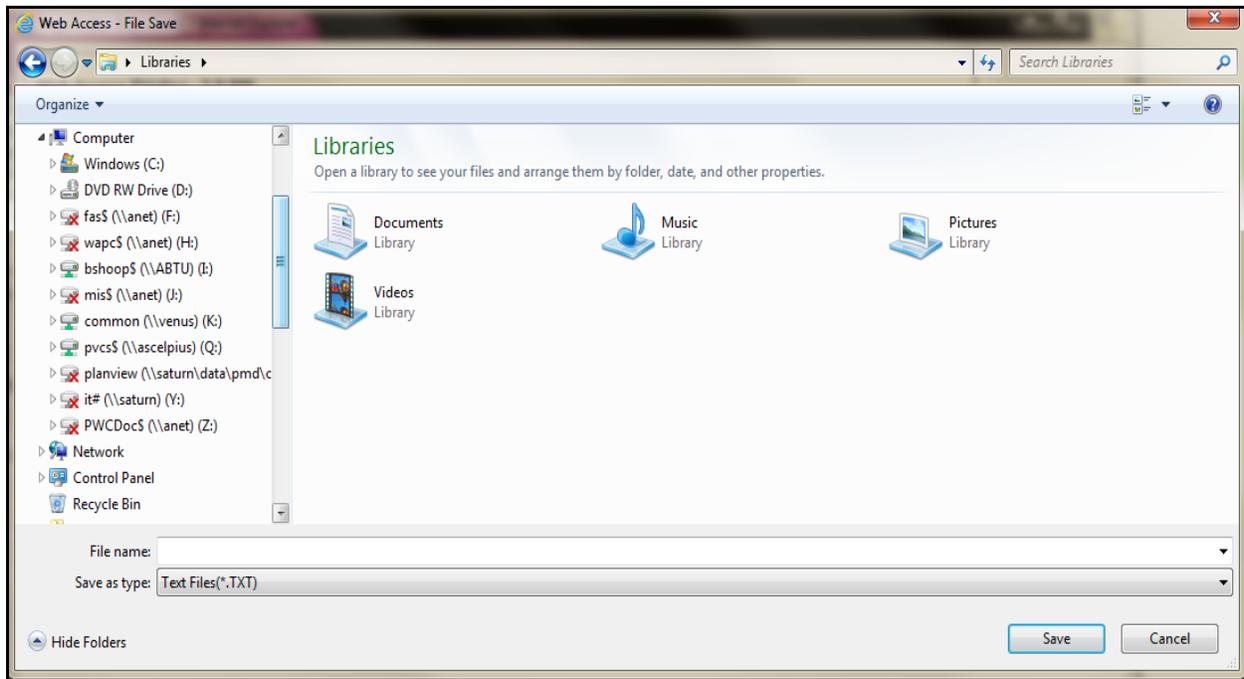
3. Select one of the following options to indicate the pages to be saved:

- **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

PageCenter Web Access (vsv) Preferences | New Window | Log Off | Help
Mailbox List | Mailbox Home

APPL2 / PAGESET22 (2017-09-06 10:51:39.03)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right

Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Inb | Email Favorites List Add

Page: of 9120 Find: Zoom:

Copy Gps: of 1

STUDENT LOAN SERVICING CENTER

T 07/01/2001

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXX	XXX-47-4704	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmnts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.50	\$ 0.00

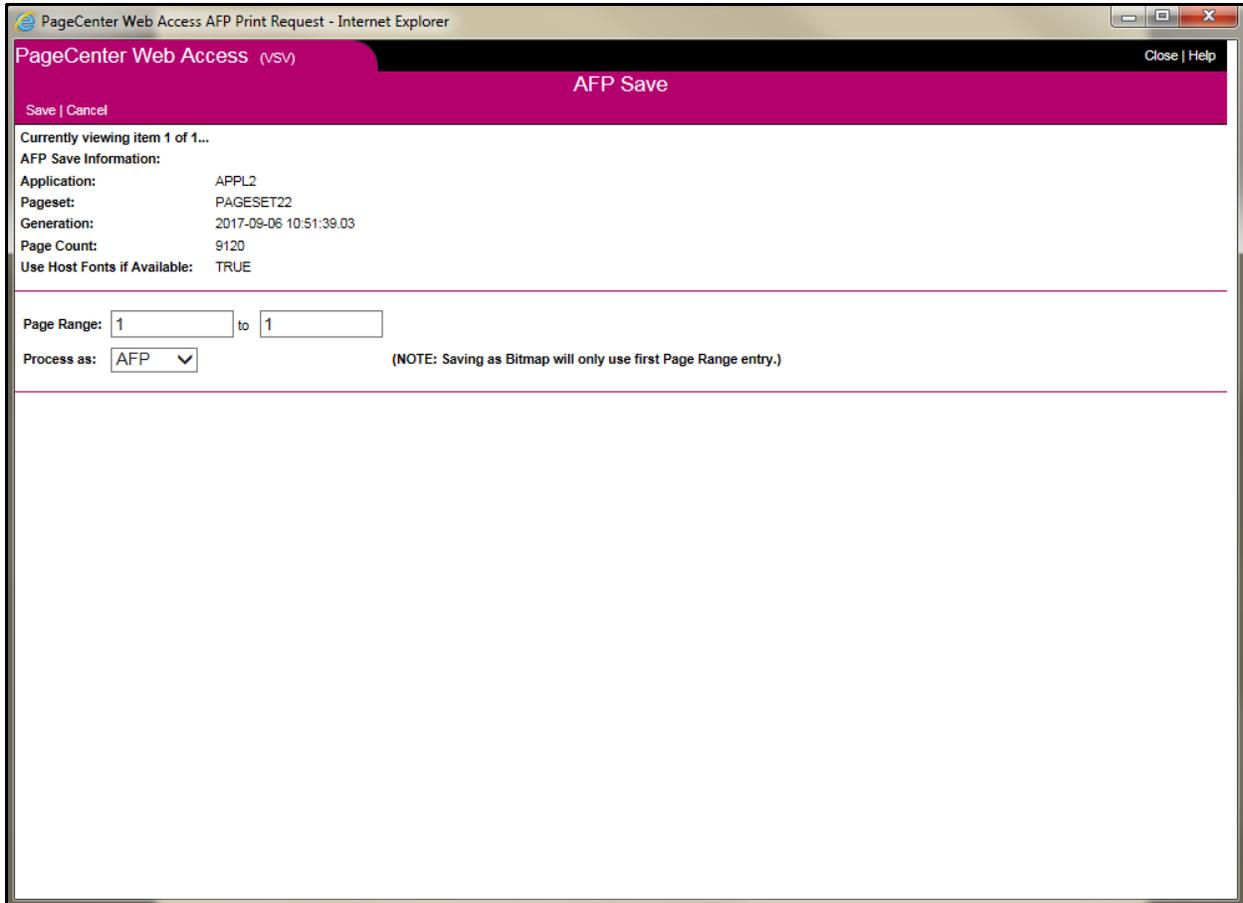
Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
03/29/01	TERI	PEP DEFER		06/30/01	07/29/01	6.75%	\$12,540.00	\$ 0.00	\$ 69.44	\$ 12,609.44

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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.



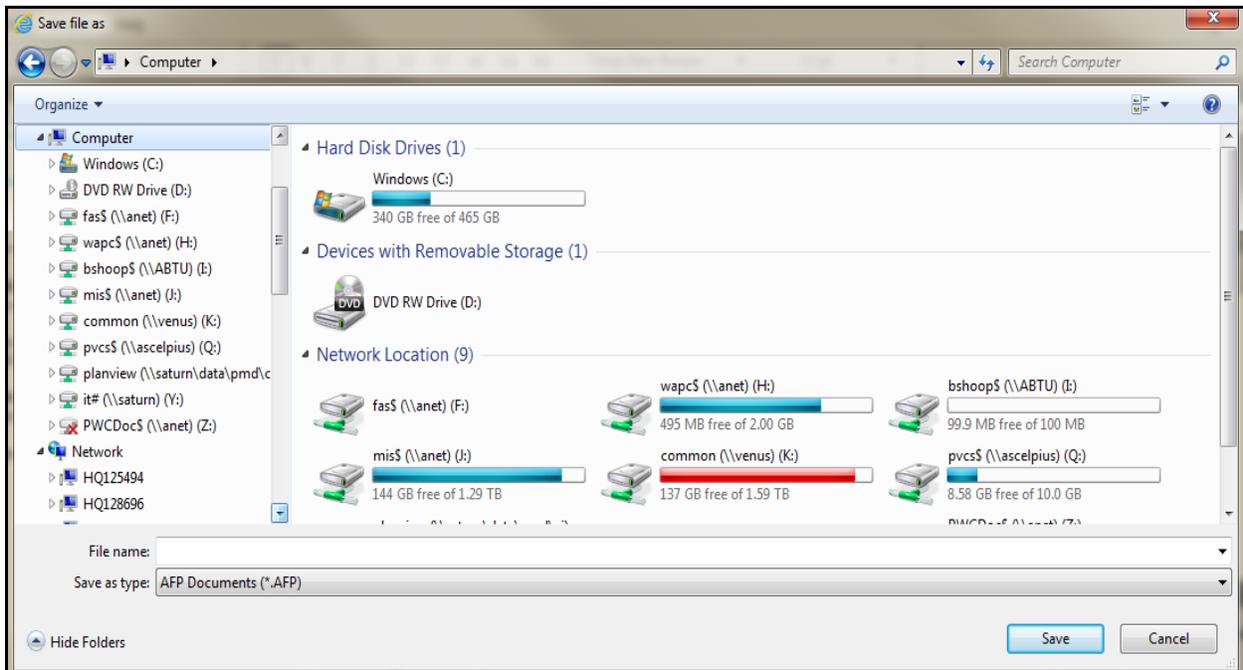
The following fields display at the top of the page and identify the pageset:

- **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's Copy as Text and Copy as Bitmap features are used to copy a pageset as text or a bit-map image so it can be pasted into other applications.

PageCenter Web Access (vsv) APPL2 / PAGESET22 (2017-09-06 10:51:39.03)

Return | Refresh | Top | Page Up | Page Down | Bottom | Rotate Left | Rotate Right
Local Print | Save to File | Copy as Bitmap | Copy as Text | Clear Cache | Gen Info | E-mail

Page: 1 of 19129 Go
Copy Grp: 1 off Go

Print: Go

Zoom:

Preferences | New Window | Logo | Help
Mailbox List | Mailbox Home

STUDENT LOAN SERVICING CENTER

T 07/01/2011

Name	Account Number	Date Billed	Date Due
FREDDIE XXXXXX	XXX-47-4704	07-09-01	07-29-01

Date Last Payment Received	Principal Paid Since Last Statement	Interest Paid Since Last Statement	Fees Paid Since Last Statement	Total Pmts Rcvd Since Last Statement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Bill Type	Amount Past Due	Current Due	Total Principal And Interest Due	Outstanding Late Fees To Date
INT NOTICE	\$ 0.00	\$ 69.44	\$ 69.44	\$ 0.00

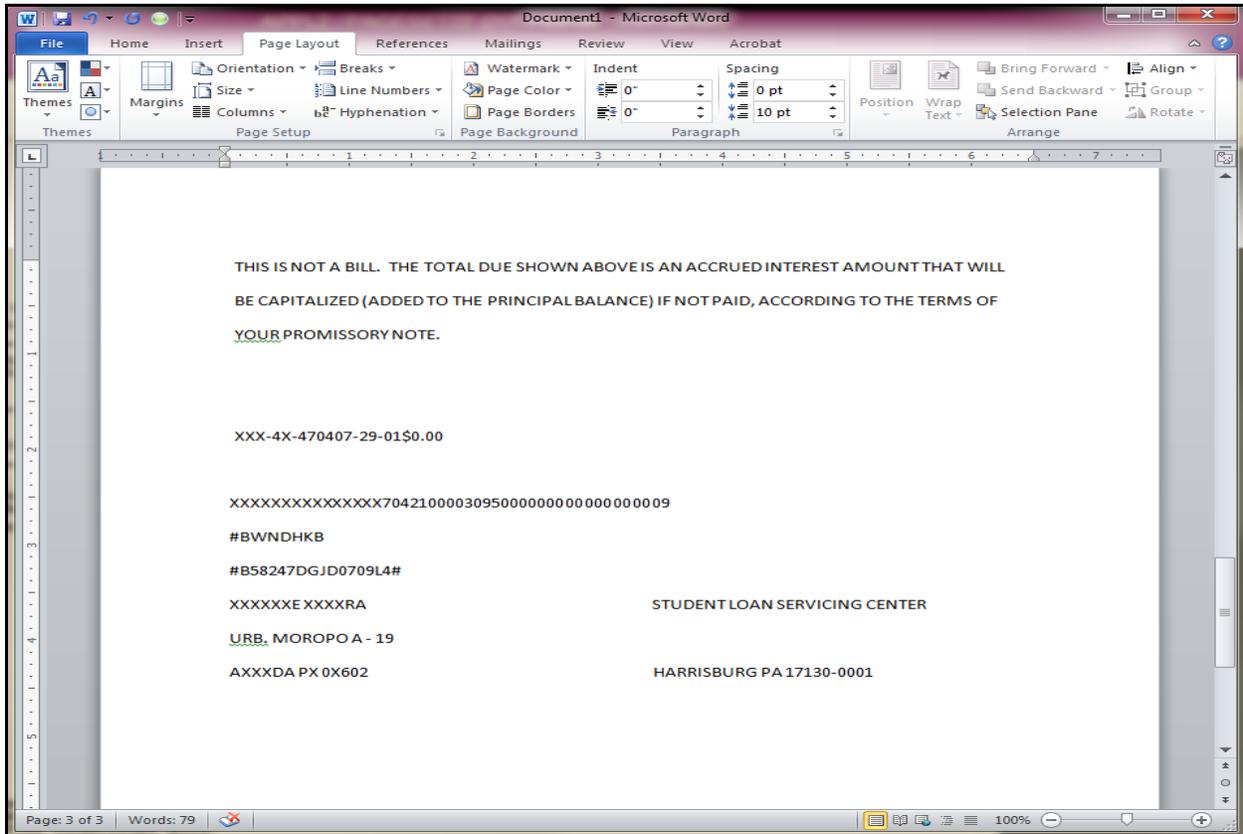
Loan Seq	First Disb	Loan Program	Status	Accrual Period Begin Date	Accrual Period End Date	Int Rate	Balance	Amount Past Due	Current Amount Due	Total Amount Due
02/29/01		TERI PEP	DEFER	06/30/01	07/29/01	6.75%	\$12,500.00	\$0.00	\$69.44	\$209.50

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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**.

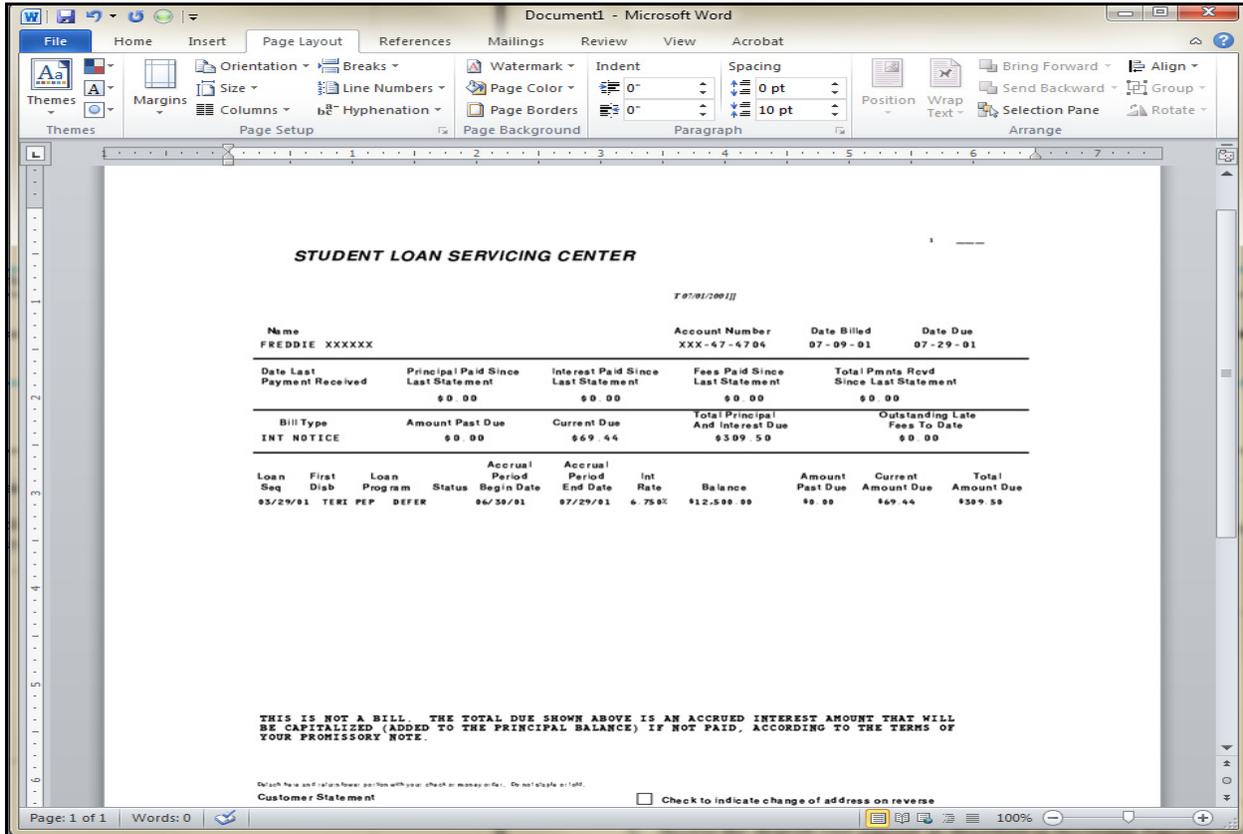


When a pageset is copied as text, all pages are copied, not just the first page. Once copied, the text can be pasted into other programs. In this example, the pageset is pasted into Microsoft Word.





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.





The **Ad Hoc Email Option** page displays.

PageCenter Web Access (v5v) Preferences | Logo | Help
Mailbox List | Mailbox Home

Send | Cancel Ad Hoc Email Options

* - Indicates a Required Field

Application: APPL5 APPLICATION 5
Pageset: PAGESET15 PAGESET1 APPL5
Generation: 2017-09-13 10:10
Datasets: 1 Pages: 5

Dataset No: 0
Page No: 1

Selection List Links: [User List](#) [Group List](#)

Dist Code:

Subject:

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

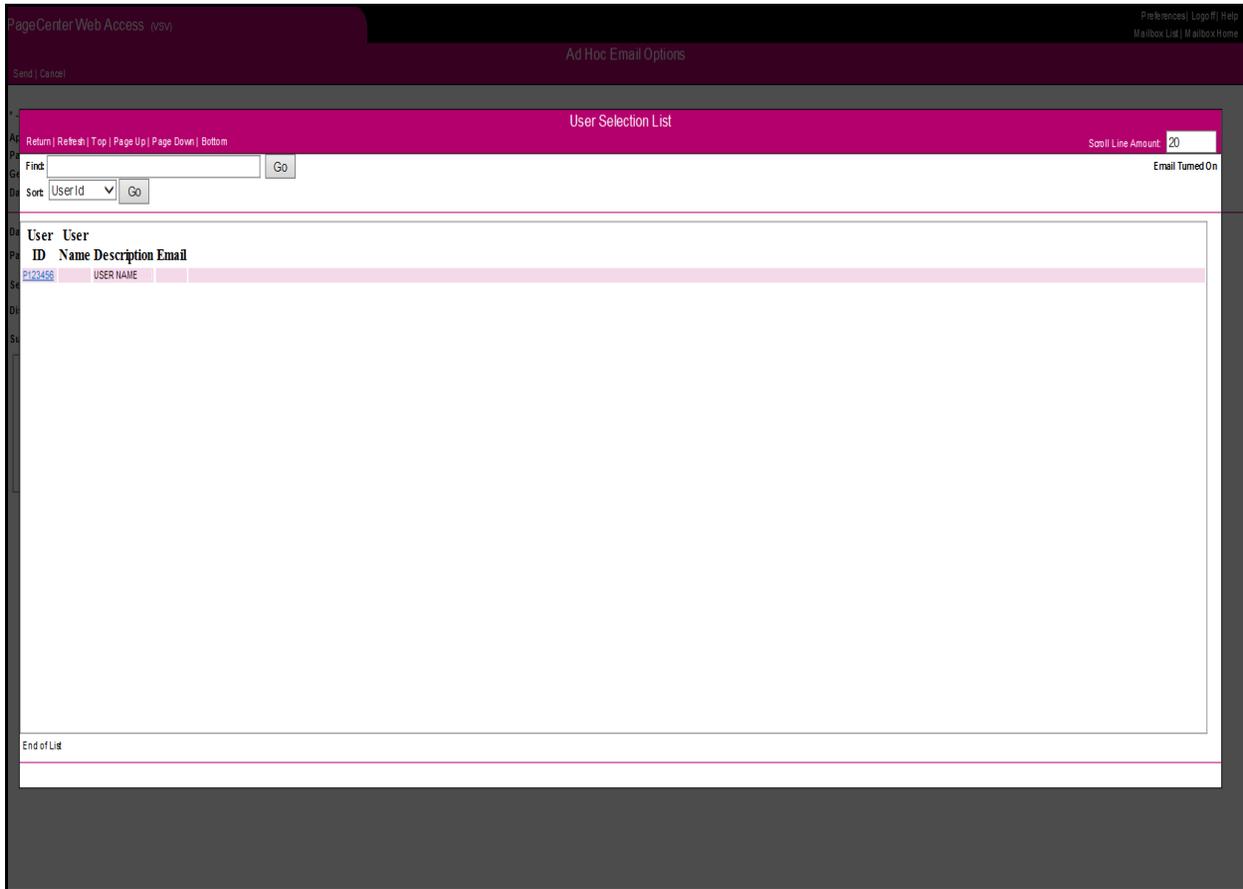
The **Dataset No** field displays the dataset number. This is used only by administrators.

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.

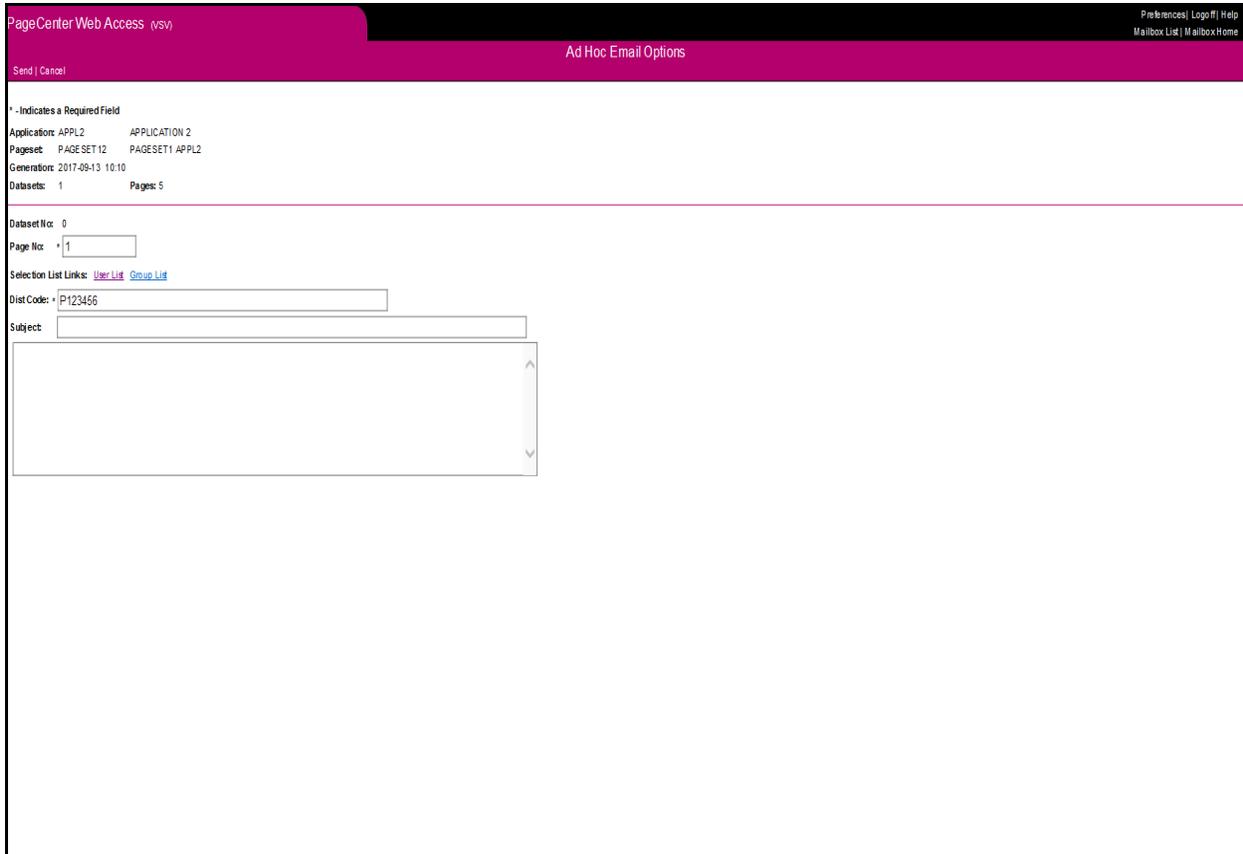


The **User List Selection** screen displays a list of user who may be the recipients of the email. The users displayed on this list depend on the sending user's access.



4. Click the link in the **User ID** field to select a recipient.

The **Ad Hoc Email Options** page redisplay.

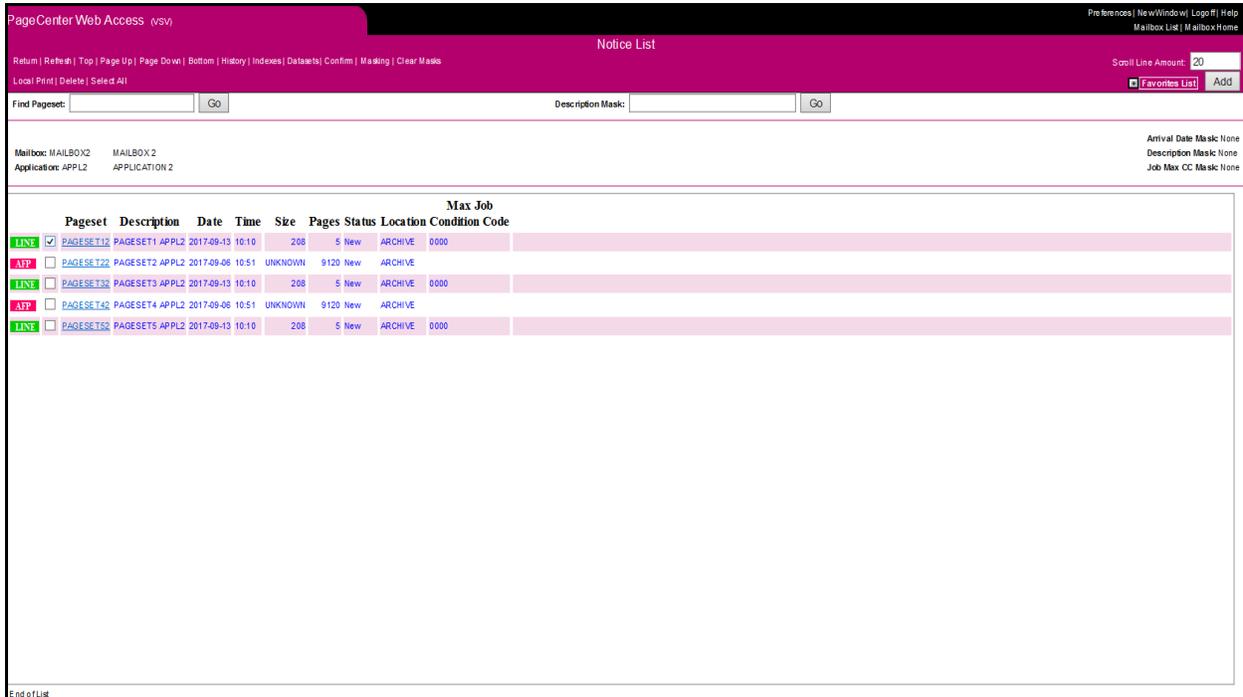


The **Dist Code** field is system-populated with the user selected on the **User List Selection** screen or group list selected on the **Group List Selection** screen.

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).

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.



PageCenter Web Access (vsv) Notice List

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks

Local Print | Delete | Select All

Sort Line Amount: 20

Find Pageset: [] Go Description Mask: [] Go

Mailbox: MAILBOX2 MAILBOX2 Application: APPL2 APPLICATION2

Arrival Date Mask None Description Mask None Job Max CC Mask None

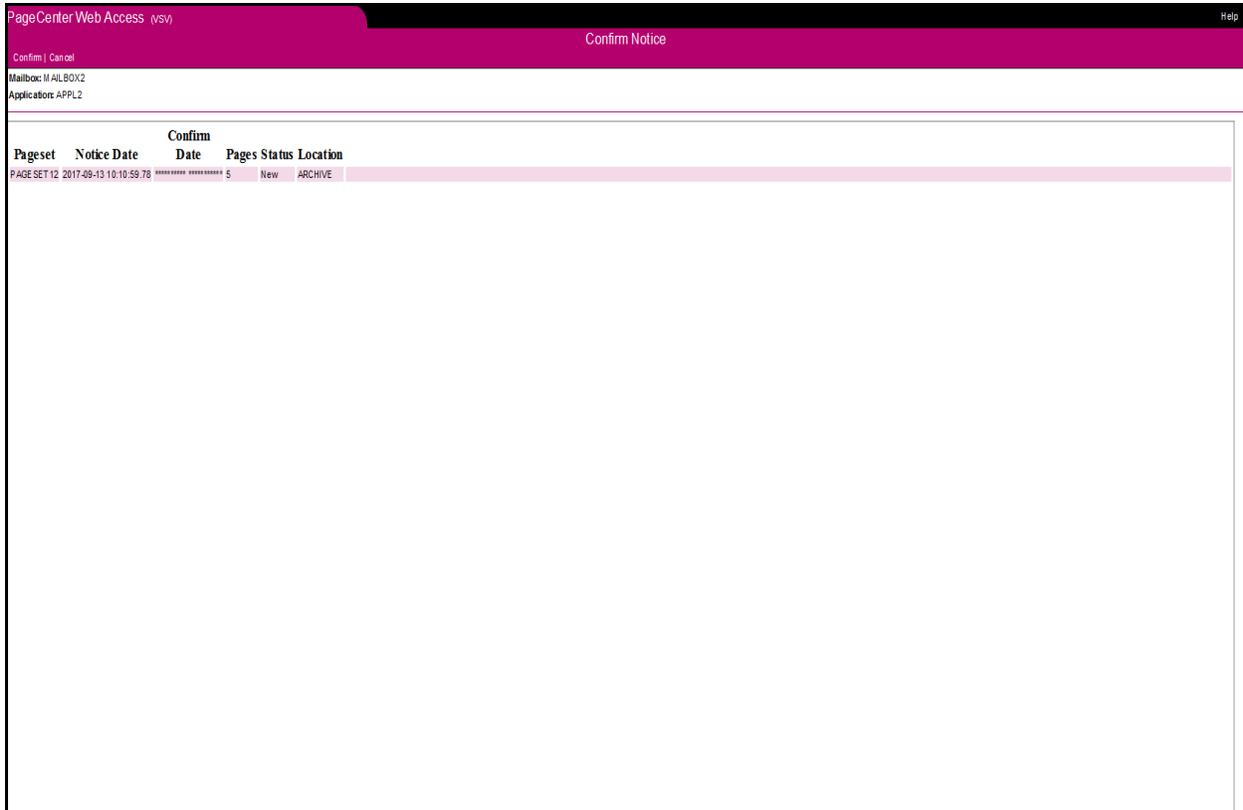
	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition Code
<input checked="" type="checkbox"/>	PAGESET12	PAGESET1 APPL2	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET22	PAGESET2 APPL2	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET32	PAGESET3 APPL2	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET42	PAGESET4 APPL2	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET52	PAGESET5 APPL2	2017-09-13	10:10	208	5	New	ARCHIVE	0000

End of List

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.



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** redispays.

PageCenter Web Access (vsv) Preferences | New Window | Logout | Help

Notice List Mailbox List | Mailbox Home

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks Scroll Line Amount: 20

Local Print | Delete | Select All Favorites List | Add

Find Pageset: Go Description Mask: Go

Mailbox: MAILBOX2 MAILBOX 2 Arrival Date Mask: None
 Application: APPL2 APPLICATION 2 Description Mask: None
Job Max CC Mask: None

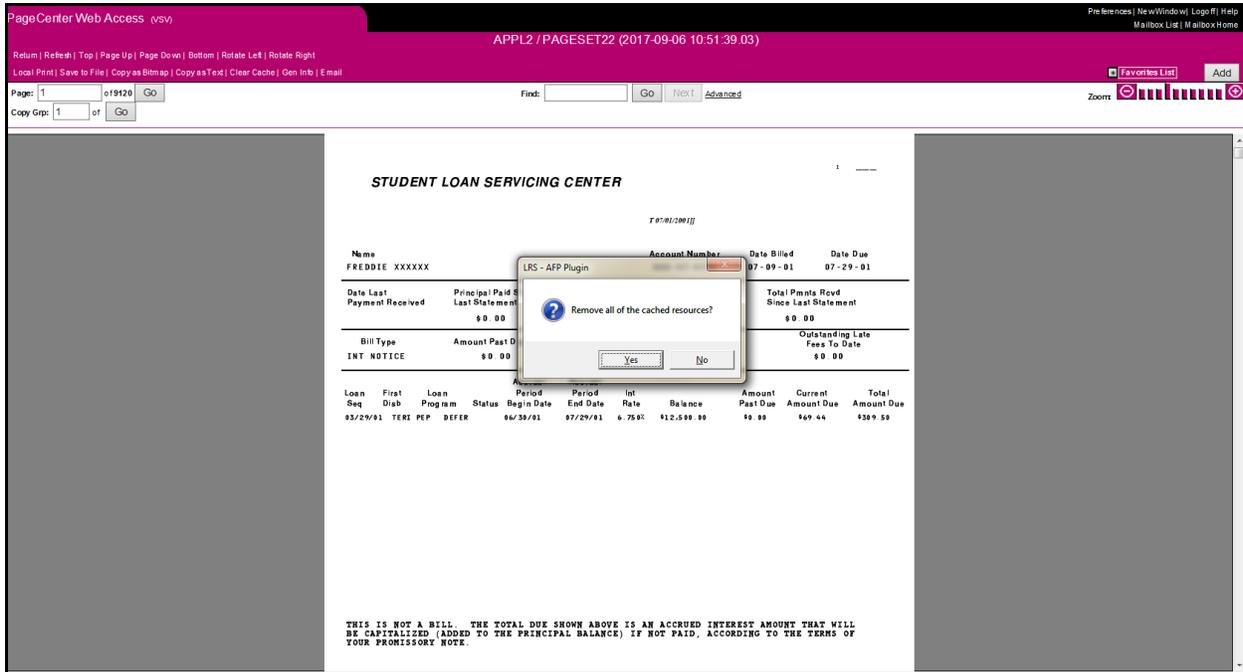
Max Job									
Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition	Code
<input type="checkbox"/> PAGESET12	PAGESET1 APPL2	2017-09-13	10:10	208	5	Confirmed	ARCHIVE	0000	
<input type="checkbox"/> PAGESET22	PAGESET2 APPL2	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE		
<input type="checkbox"/> PAGESET32	PAGESET3 APPL2	2017-09-13	10:10	208	5	New	ARCHIVE	0000	
<input type="checkbox"/> PAGESET42	PAGESET4 APPL2	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE		
<input type="checkbox"/> PAGESET52	PAGESET5 APPL2	2017-09-13	10:10	208	5	New	ARCHIVE	0000	

The **Status** field displays **Confirmed** indicating the pageset has been reviewed.



Clearing the Cache for AFP Pagesets

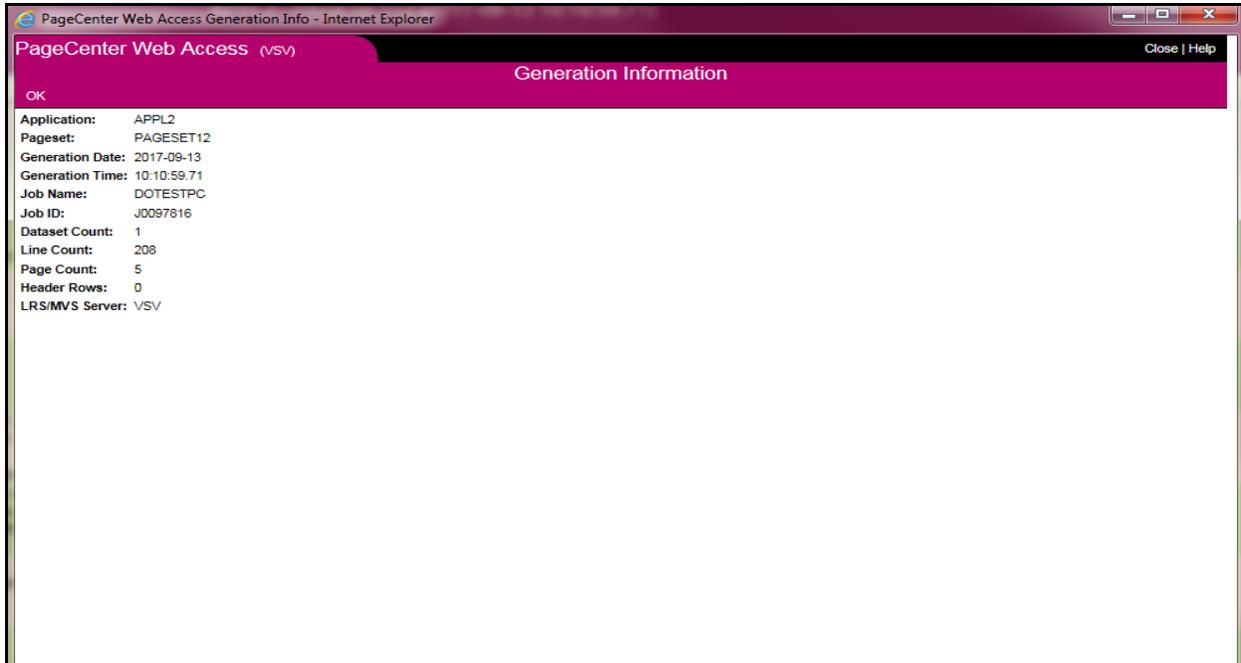
The Clear Cache feature allows users to remove all temporary AFP cache files related to AFP pagesets. This is done to increase memory when the user's PC is running slow. PageCenter clears all cache files automatically when users log off their PCs.



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.



The following example of the **Generation Information** page is for a Text pageset.



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.

PageCenter Web Access (VSV) Generation Information

Application: APPL2
 Pageset: PAGESET22
 Generation Date: 2017-09-06
 Generation Time: 10:51:39.03
 SYSOUT Number: 1
 Resource Count: 16
 Page Clusters: 9120
 Page Count: 9120
 VCSB Count: 18244
 Archive Blocks: 2653
 LRS/MVS Server: VSV

Resource Name	Date	Time	Resource Type
F1FBILL1	2016-02-06	11:50:40.17	Form Definition
T1DDBASE	2004-11-02	12:45:08.52	Font Code Page
C0DDGT10	2004-11-03	09:53:12.21	Font Character Set
T1V10500	2004-11-02	12:45:09.10	Font Code Page
C0H500D0	2004-11-03	09:53:11.65	Font Character Set
C0DDGT18	2004-11-03	09:53:12.04	Font Character Set
T1000870	2004-11-02	12:45:09.73	Font Code Page
C0N50280	2016-02-02	13:33:29.75	Font Character Set
C0DDGT12	2004-11-03	09:53:11.86	Font Character Set
C0DDGC15	2004-11-03	09:53:11.95	Font Character Set
C0S0CB12	2004-11-03	09:53:12.29	Font Character Set
T1L0OCR2	2004-11-03	09:38:21.95	Font Code Page
C0L00A0N	2004-11-03	09:53:12.12	Font Character Set
C0H40090	2004-11-03	09:53:12.69	Font Character Set
C0H20060	2004-11-03	09:53:12.84	Font Character Set
O1NEWBIL	2017-09-06	10:51:29.99	Overlay

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

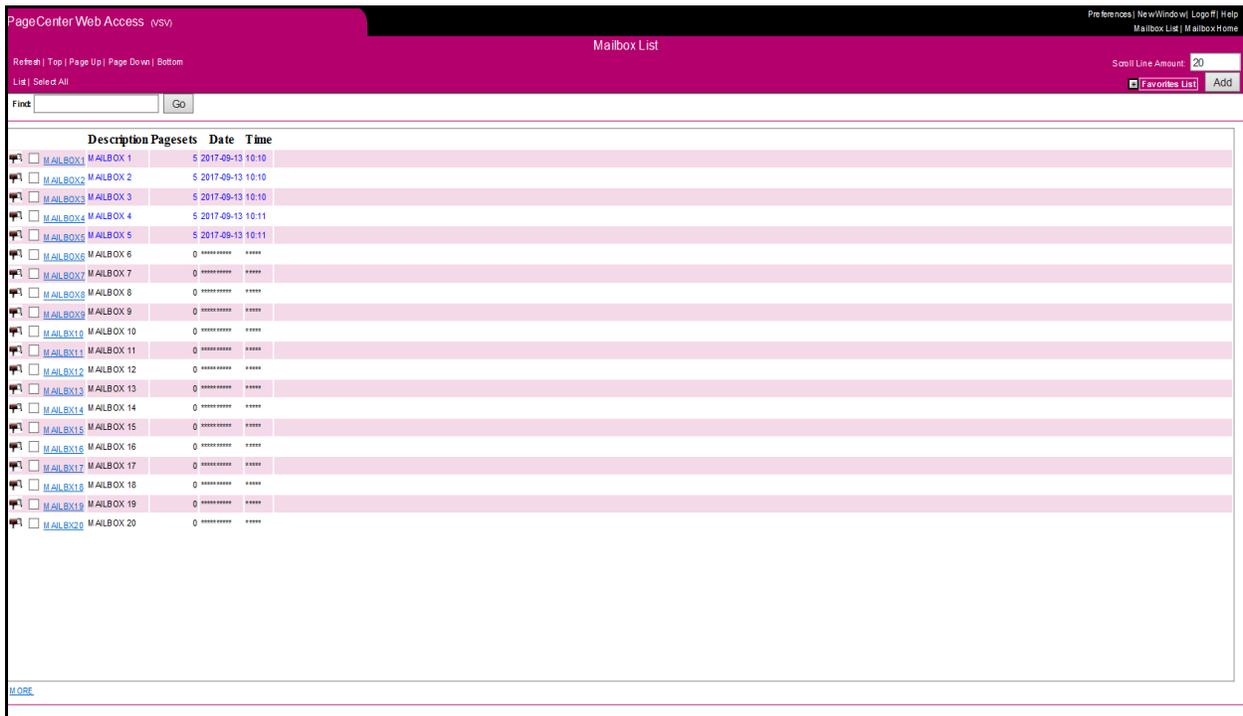
Refer to the following sections for more information:

- [Setting up a Home Mailbox](#)
- [Setting up Pageset Masking](#)
- [Saving and Searching Favorites](#)
- [Defining User Preferences](#)



Setting up a Home Mailbox

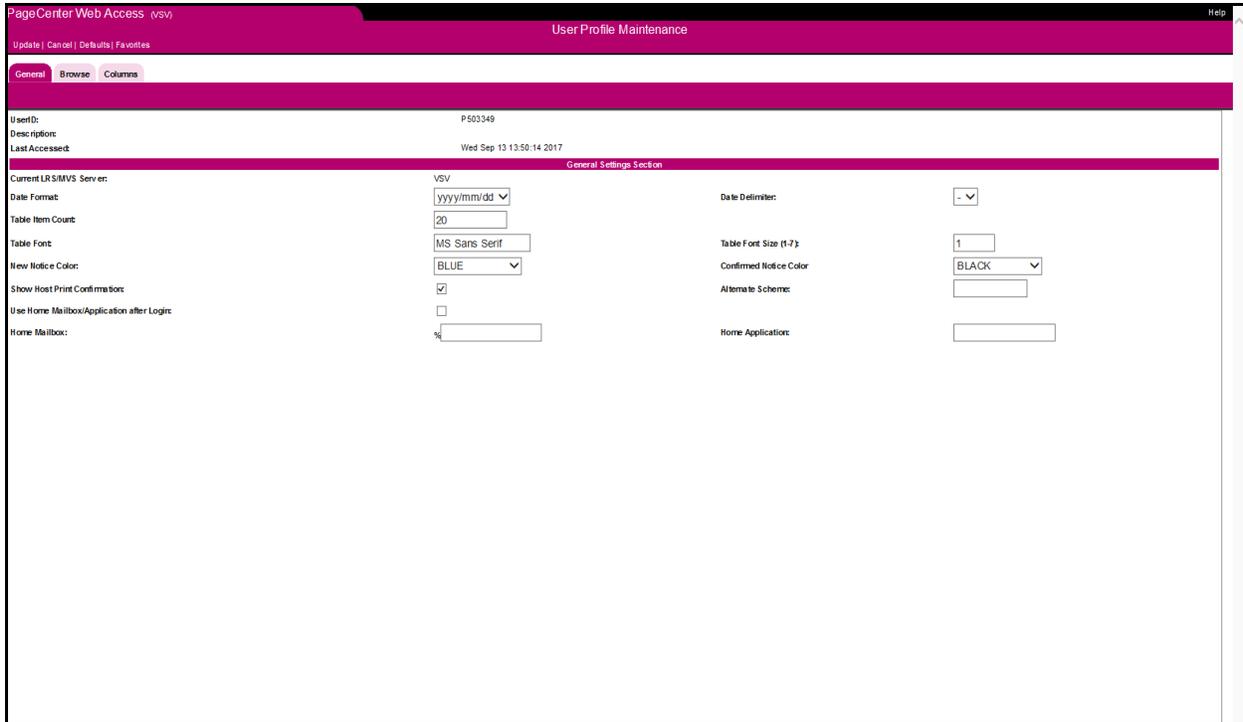
The **Mailbox Home** feature, located in the Main Commands toolbar (black), allows quick and easy access to a specific mailbox. It helps to reduce the number of screens through which users must navigate to access the desired application list. Once a “home” mailbox is set up, PageCenter will open this 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 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 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 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 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.

PageCenter Web Access (vsv) Preferences | New Window | Logo | Help

Notice List Mailbox List | Mailbox Home

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks Scroll Line Amount: 20

Local Print | Delete | Select All Favorites List | Add

Find Pageset: Go Description Mask: Go

Mailbox: MAILBOX1 MAILBOX 1 Arrival Date Mask None
 Application: APPL1 APPLICATION 1 Description Mask None
Job Max CC Mask None

										Max Job	
Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition	Code		
<input type="checkbox"/> PAGESET11	PAGESET 1 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000			
<input type="checkbox"/> PAGESET21	PAGESET 2 APPL 1	2017-09-06	10:49	UNKNOWN	9120	New	ARCHIVE				
<input type="checkbox"/> PAGESET31	PAGESET 3 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000			
<input type="checkbox"/> PAGESET41	PAGESET 4 APPL 1	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE				
<input type="checkbox"/> PAGESET51	PAGESET 5 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000			

End of List



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.

PageCenter Web Access (vsv) User Menu | VPC Admin | User List | Preferences | New Window | Logout | Help
Mailbox List | Mailbox Home

Notice List

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks Scroll Line Amount: 25
Favorites List Add

Host Print | Local Print | Delete | Select All

Find Pageset: Go Description Mask: Go

Mailbox: OUTOPER OUTPUT OPERATIONS Arrival Date Mask: None
Description Mask: None
Job Max CC Mask: None
Application: OUTMAN OUTPUT MANAGEMENT

		Pageset	Description	Date	Time	Size	Pages	Status	Location	Max Job Condition Code
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-01-2012	12:36	15	1	New	VAULT-2	
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	05-13-2010	08:26	14	1	New	VAULT-2	
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	06:47	89	2	New	ARCHIVE	0000
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	07:01	22	1	New	ARCHIVE	0001
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	13	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008
LINE	<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008

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**.

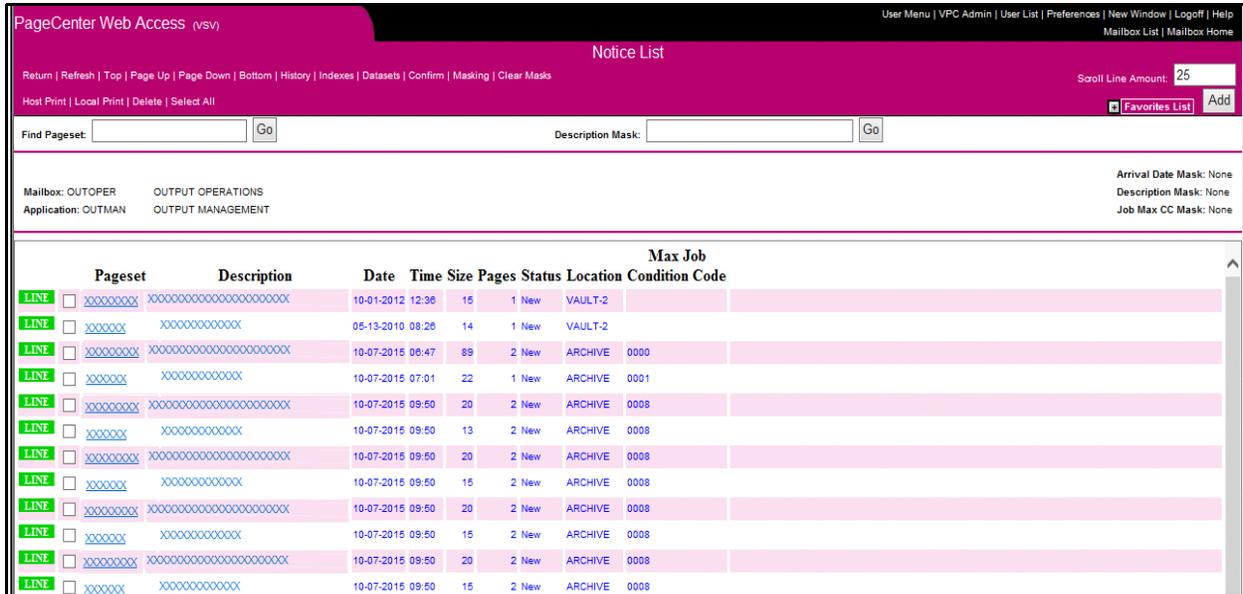


5. To display pagesets based on the pageset description, select **Description Mask**. Select **Include** from the drop-down list and enter a description in the field to the right of the drop-down list.

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.



PageCenter Web Access (vsv) User Menu | VPC Admin | User List | Preferences | New Window | Logout | Help
Mailbox List | Mailbox Home

Notice List

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks Scroll Line Amount: 25
Favorites List Add

Host Print | Local Print | Delete | Select All

Find Pageset: Go Description Mask: Go

Mailbox: OUTOPER OUTPUT OPERATIONS Arrival Date Mask: None
Application: OUTMAN OUTPUT MANAGEMENT Description Mask: None
Job Max CC Mask: None

LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition Code	Max Job
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-01-2012	12:36	15	1	New	VAULT-2		
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	05-13-2010	09:26	14	1	New	VAULT-2		
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	06:47	89	2	New	ARCHIVE	0000	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	07:01	22	1	New	ARCHIVE	0001	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	13	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	20	2	New	ARCHIVE	0008	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2015	09:50	15	2	New	ARCHIVE	0008	

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.

PageCenter Web Access (vsv) Notice List

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks

Local Print | Delete | Select All

Find Pageset: Go Description Mask: Go

Mailbox: MAILBOX1 MAILBOX 1 Application: APPL1 APPLICATION 1

Scroll Line Amount: 20

Arrival Date Mask None Description Mask None Job Max CC Mask None

Line	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition Code
<input type="checkbox"/>	PAGESET11	PAGESET 1 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET21	PAGESET 2 APPL 1	2017-09-08	10:49	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET31	PAGESET 3 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET41	PAGESET 4 APPL 1	2017-09-08	10:51	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET51	PAGESET 5 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000

End of List

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.

PageCenter Web Access (vsv) Preferences | New Window | Logoff | Help

Notice List Mailbox List | Mailbox Home

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Datasets | Confirm | Masking | Clear Masks

Local | Print | Delete | Select All Close Favorites

MAILBOX1/APPL1

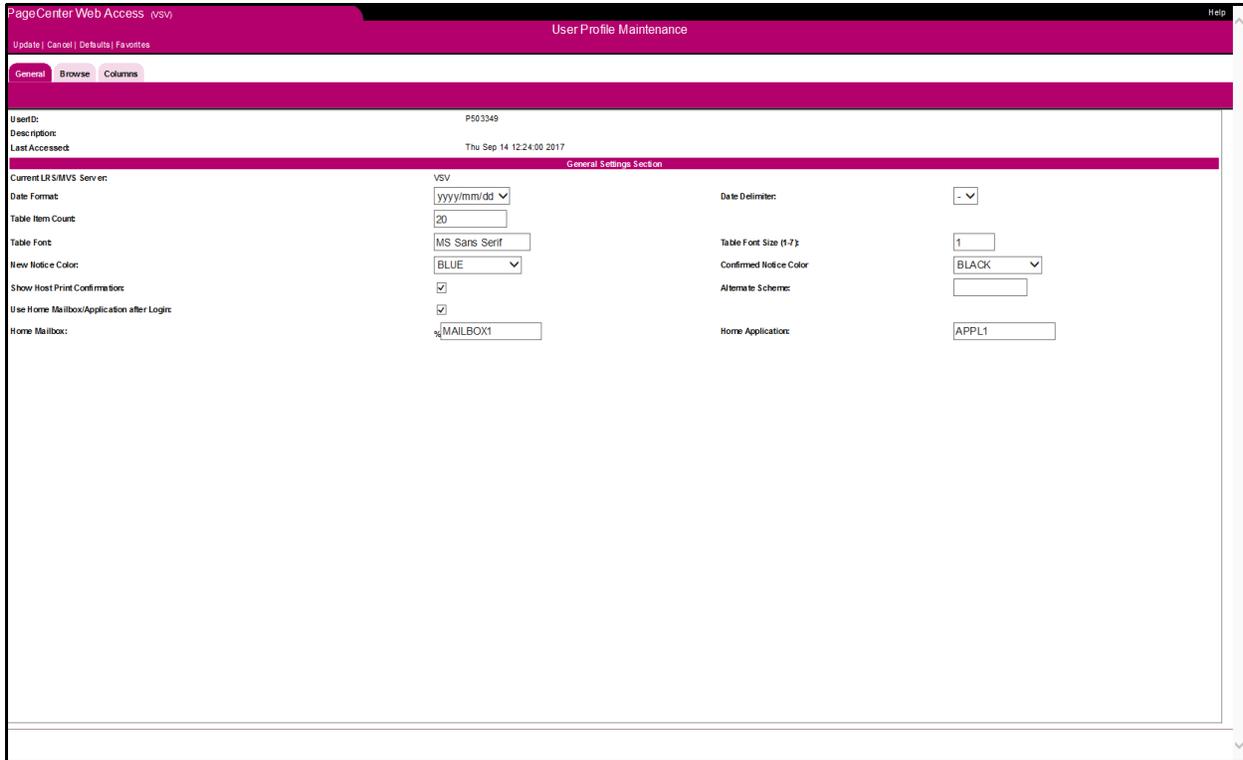
Find Pageset: Go Description Mask: Go

Mailbox: MAILBOX1 MAILBOX.1 Description Mask: None
 Application: APPL1 APPLICATION.1 Job Mail CC Mask: None

Max Job									
Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition	Code
<input type="checkbox"/> PAGESET11	PAGESET 1 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000	
<input type="checkbox"/> PAGESET21	PAGESET 2 APPL 1	2017-09-08	10:49	UNKNOWN	9120	New	ARCHIVE		
<input type="checkbox"/> PAGESET31	PAGESET 3 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000	
<input type="checkbox"/> PAGESET41	PAGESET 4 APPL 1	2017-09-08	10:51	UNKNOWN	9120	New	ARCHIVE		
<input type="checkbox"/> PAGESET51	PAGESET 5 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000	

End of List

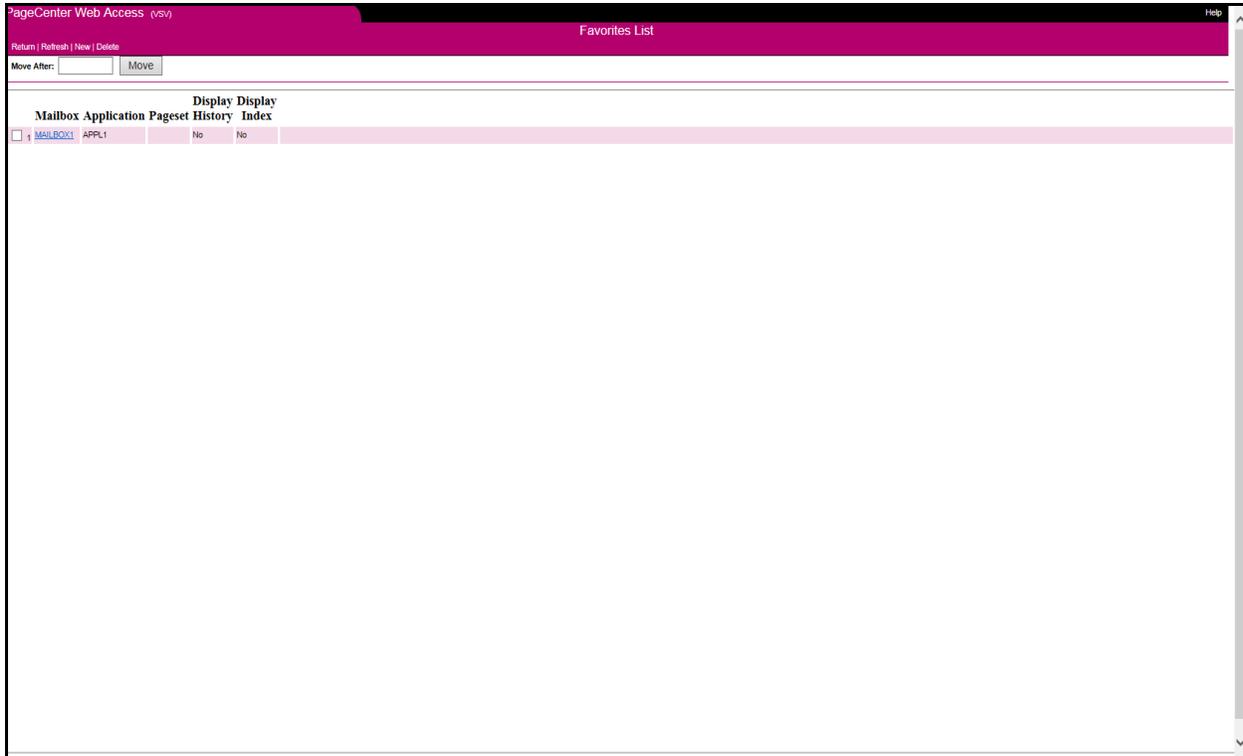
The **User Profile Maintenance** screen displays.



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



The **Favorites List** displays.

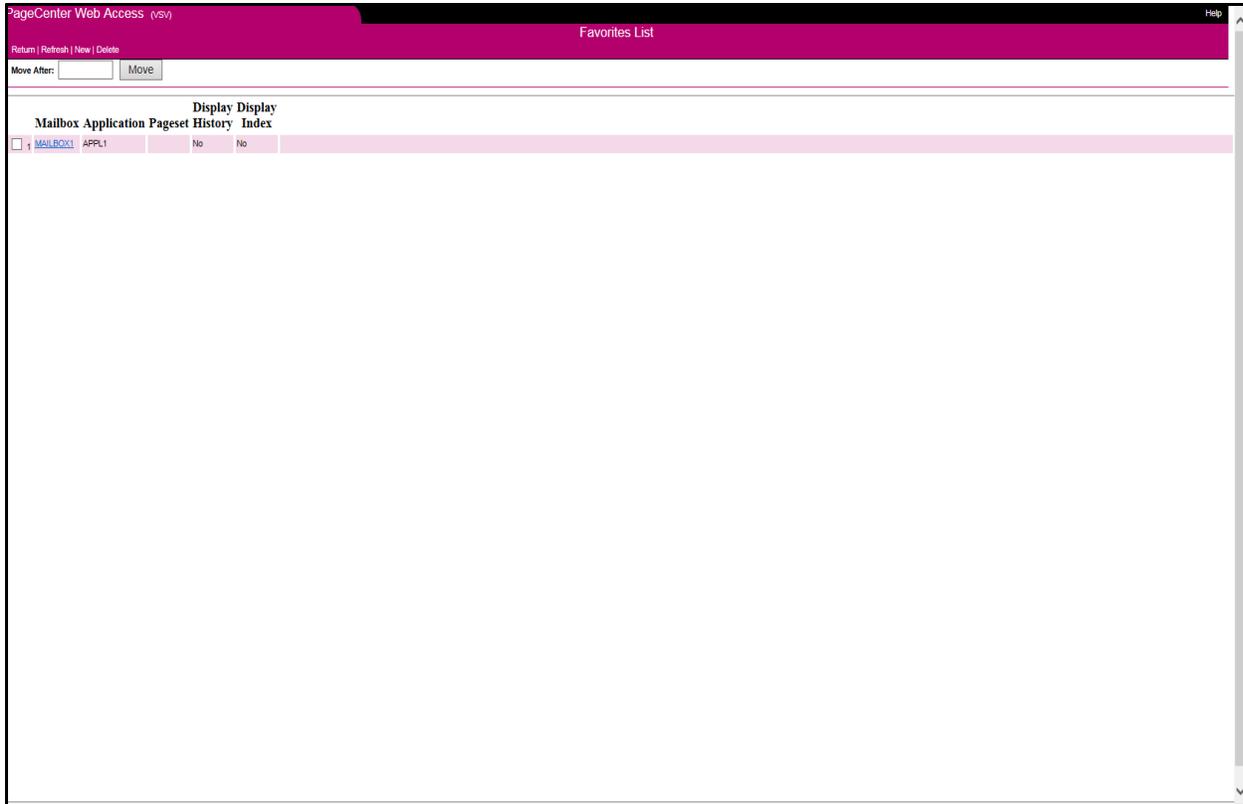


Refer to the following sections for more information about managing the **Favorites List**:

- [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.

PageCenter Web Access (v5v) Modify Favorite

Update | Cancel Close | Help

Mailbox: %

Application:

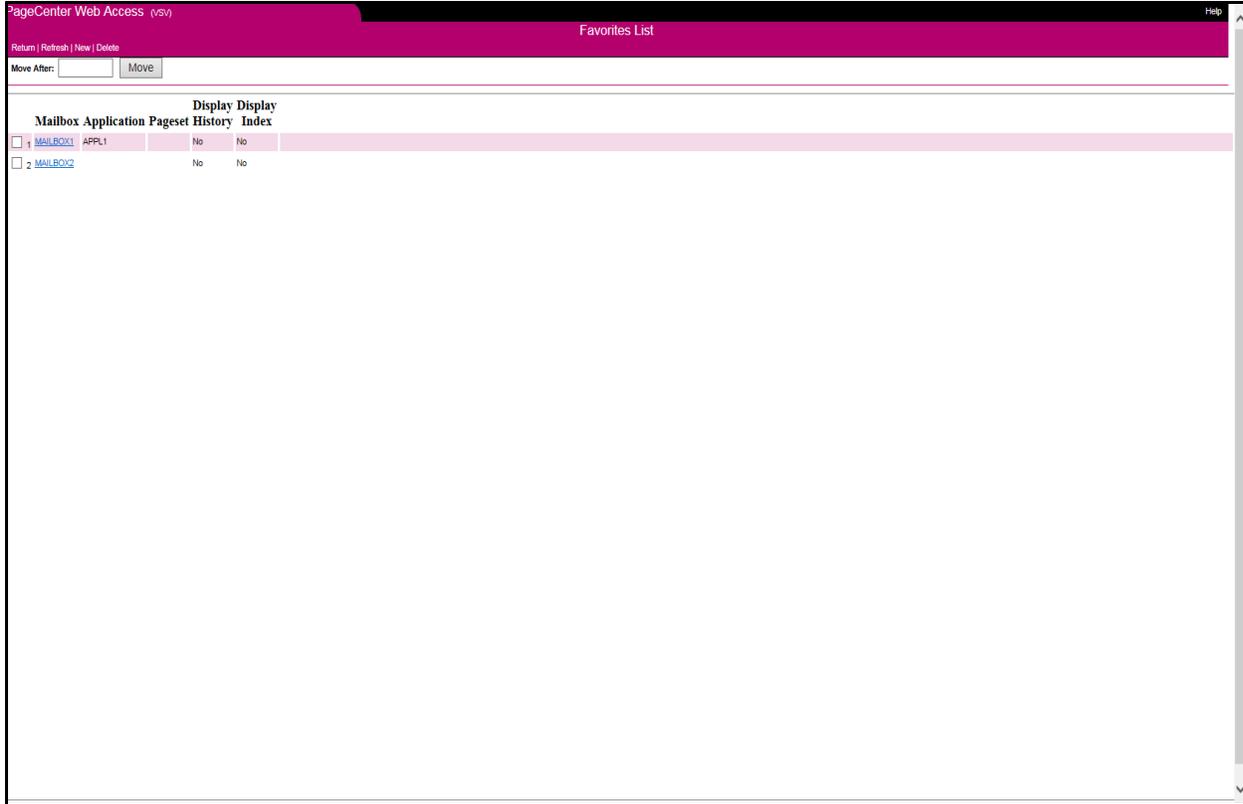
Pageset:

Display Type:

- None
- History
- Index

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).

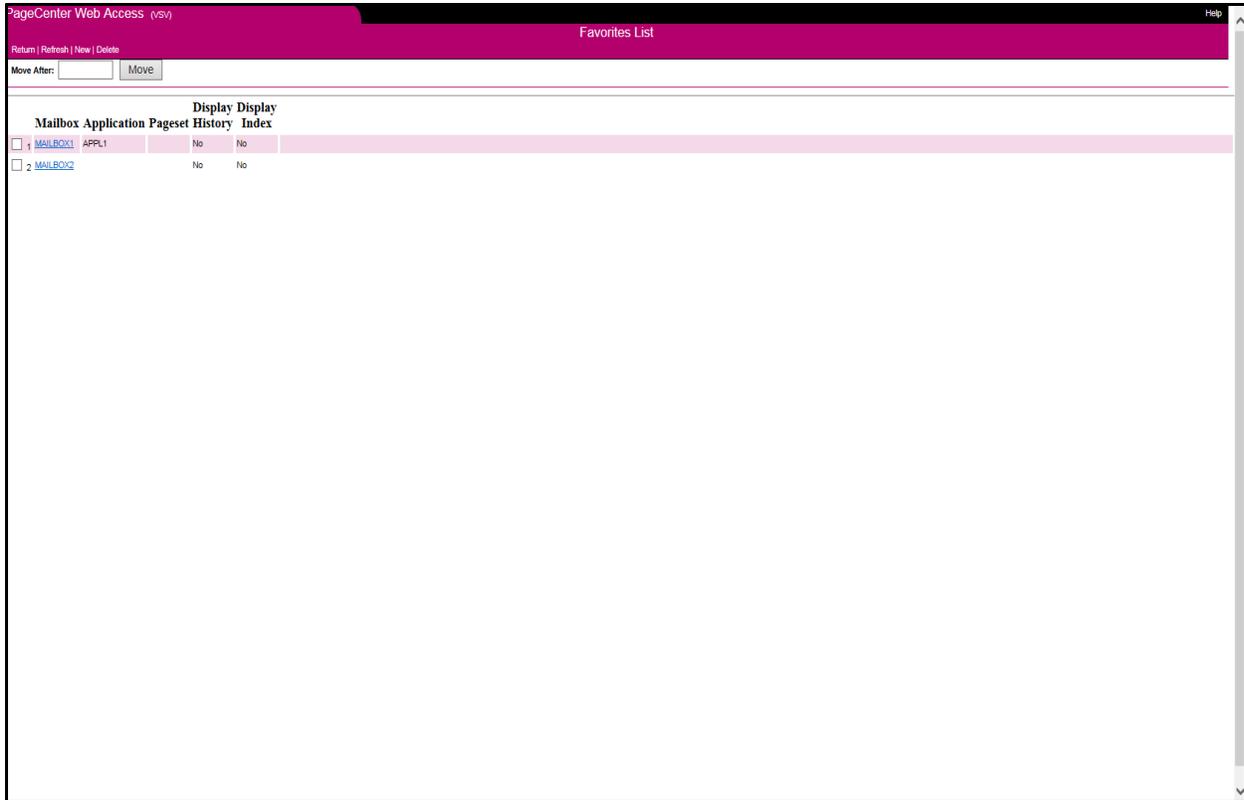
The **Favorites List** redisplay.



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**.

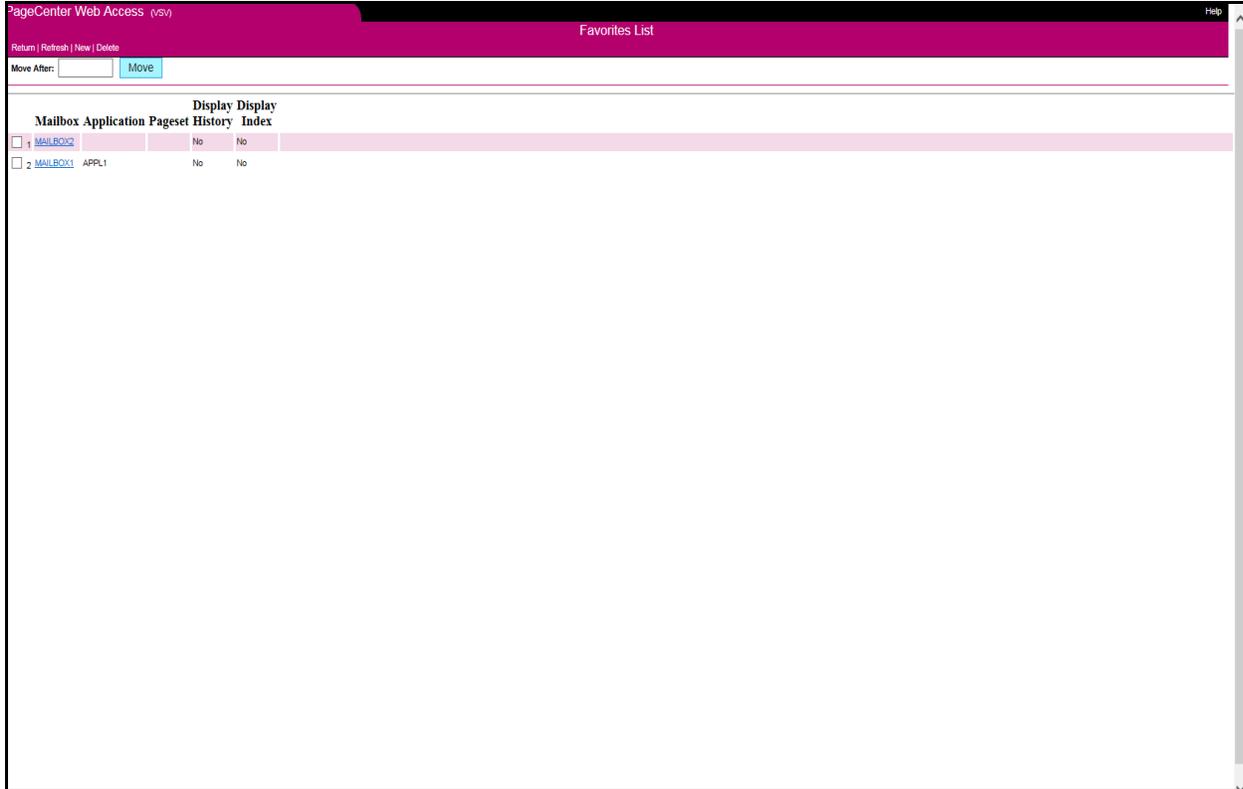


The **Favorites List** redisplay. In this example, mailbox1 was moved after mailbox2.

The screenshot shows the 'Favorites List' interface in PageCenter Web Access. At the top, there is a navigation bar with 'Return | Refresh | New | Delete' and a 'Move After:' field with a 'Move' button. Below this is a table with the following structure:

	Mailbox	Application	Pageset	History	Index	Display	Display
<input type="checkbox"/>	1 MAILBOX2			No	No		
<input type="checkbox"/>	2 MAILBOX1	APPL1		No	No		

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** redisplay. In this example, mailbox2 was deleted.

PageCenter Web Access (v5.0) Favorites List Help

Return | Refresh | New | Delete

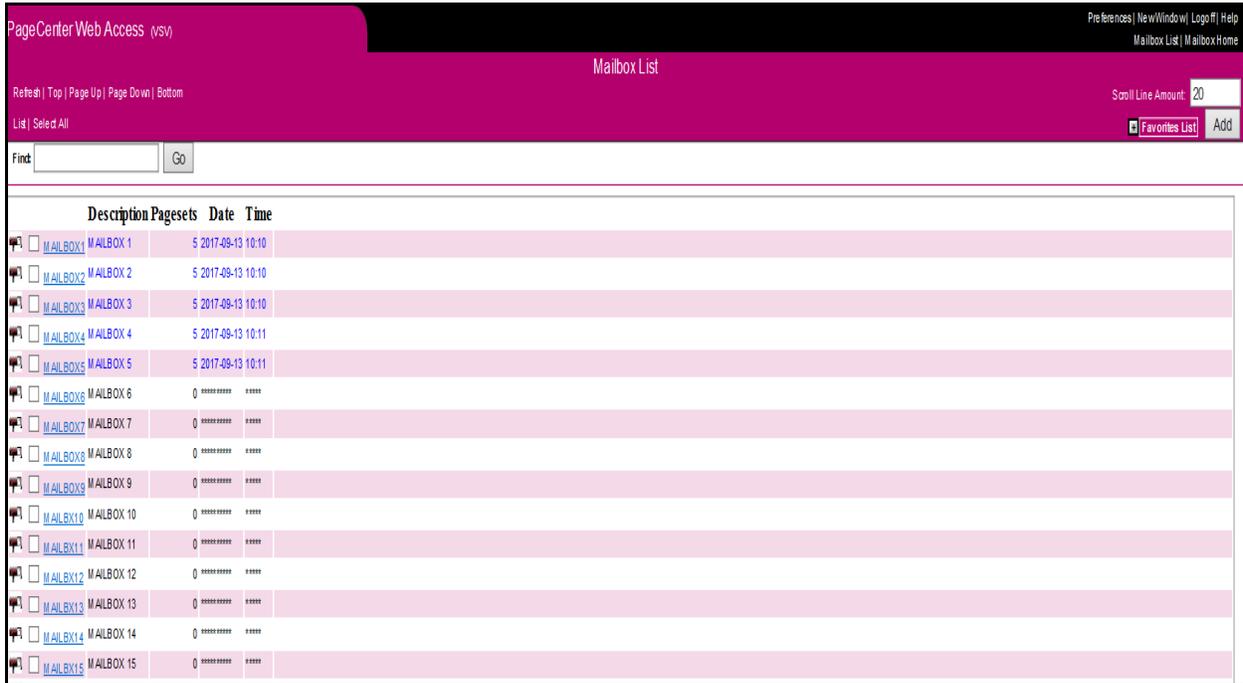
Move After: Move

Display Display
Mailbox Application Pageset History Index

<input type="checkbox"/>	MAILBOX1	APPL1	No	No
--------------------------	----------	-------	----	----

Access Favorite Items

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



The screenshot shows the 'Mailbox List' interface in PageCenter. At the top, there is a navigation bar with 'PageCenter Web Access (vsv)' on the left and 'Preferences | New Window | Logout | Help' on the right. Below this is a sub-header 'Mailbox List' with 'Mailbox List | Mailbox Home' on the right. A toolbar contains 'Refresh | Top | Page Up | Page Down | Bottom' and 'Scroll Line Amount: 20'. A 'List | Select All' menu is on the left, and a 'Favorites List | Add' button is on the right. A search bar with 'Find:' and a 'Go' button is located below the toolbar. The main content is a table with the following columns: 'Description', 'Pagesets', 'Date', and 'Time'. The table lists 15 mailbox items, each with a checkbox, a link to the mailbox, and its details. Items 1-5 have a date of '5 2017-09-13 10:10', while items 6-15 have a date of '0 ***** *****'.

	Description	Pagesets	Date	Time
<input type="checkbox"/>	MAILBOX1	MAILBOX 1	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX2	MAILBOX 2	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX3	MAILBOX 3	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX4	MAILBOX 4	5	2017-09-13 10:11
<input type="checkbox"/>	MAILBOX5	MAILBOX 5	5	2017-09-13 10:11
<input type="checkbox"/>	MAILBOX6	MAILBOX 6	0	***** *****
<input type="checkbox"/>	MAILBOX7	MAILBOX 7	0	***** *****
<input type="checkbox"/>	MAILBOX8	MAILBOX 8	0	***** *****
<input type="checkbox"/>	MAILBOX9	MAILBOX 9	0	***** *****
<input type="checkbox"/>	MAILBOX10	MAILBOX 10	0	***** *****
<input type="checkbox"/>	MAILBOX11	MAILBOX 11	0	***** *****
<input type="checkbox"/>	MAILBOX12	MAILBOX 12	0	***** *****
<input type="checkbox"/>	MAILBOX13	MAILBOX 13	0	***** *****
<input type="checkbox"/>	MAILBOX14	MAILBOX 14	0	***** *****
<input type="checkbox"/>	MAILBOX15	MAILBOX 15	0	***** *****

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

The **Favorites List** displays.



PageCenter Web Access (vsv) Preferences | New Window | Logo | Help

Mailbox List Mailbox List | Mailbox Home

Refresh | Top | Page Up | Page Down | Bottom Close Favorites

List | Select All MAILBOX1/APPL1

Find: Go

	Description	Pagesets	Date	Time
<input type="checkbox"/>	MAILBOX1	MAILBOX 1	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX2	MAILBOX 2	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX3	MAILBOX 3	5	2017-09-13 10:10
<input type="checkbox"/>	MAILBOX4	MAILBOX 4	5	2017-09-13 10:11
<input type="checkbox"/>	MAILBOX5	MAILBOX 5	5	2017-09-13 10:11
<input type="checkbox"/>	MAILBOX6	MAILBOX 6	0	*****
<input type="checkbox"/>	MAILBOX7	MAILBOX 7	0	*****
<input type="checkbox"/>	MAILBOX8	MAILBOX 8	0	*****
<input type="checkbox"/>	MAILBOX9	MAILBOX 9	0	*****
<input type="checkbox"/>	MAILBOX10	MAILBOX 10	0	*****
<input type="checkbox"/>	MAILBOX11	MAILBOX 11	0	*****
<input type="checkbox"/>	MAILBOX12	MAILBOX 12	0	*****
<input type="checkbox"/>	MAILBOX13	MAILBOX 13	0	*****
<input type="checkbox"/>	MAILBOX14	MAILBOX 14	0	*****
<input type="checkbox"/>	MAILBOX15	MAILBOX 15	0	*****
<input type="checkbox"/>	MAILBOX16	MAILBOX 16	0	*****
<input type="checkbox"/>	MAILBOX17	MAILBOX 17	0	*****
<input type="checkbox"/>	MAILBOX18	MAILBOX 18	0	*****
<input type="checkbox"/>	MAILBOX19	MAILBOX 19	0	*****

2. Click the item name.



The saved item displays. In this case, a notice list displays.

PageCenter Web Access (vsv) Preferences | New Window | Logo | Help

Notice List Mailbox List | Mailbox Home

Return | Refresh | Top | Page Up | Page Down | Bottom | History | Indexes | Databases | Confirm | Masking | Clear Masks Scroll Line Amount: 20

Local Print | Delete | Select All Favorites List | Add

Find Pageset: Go Description Mask: Go

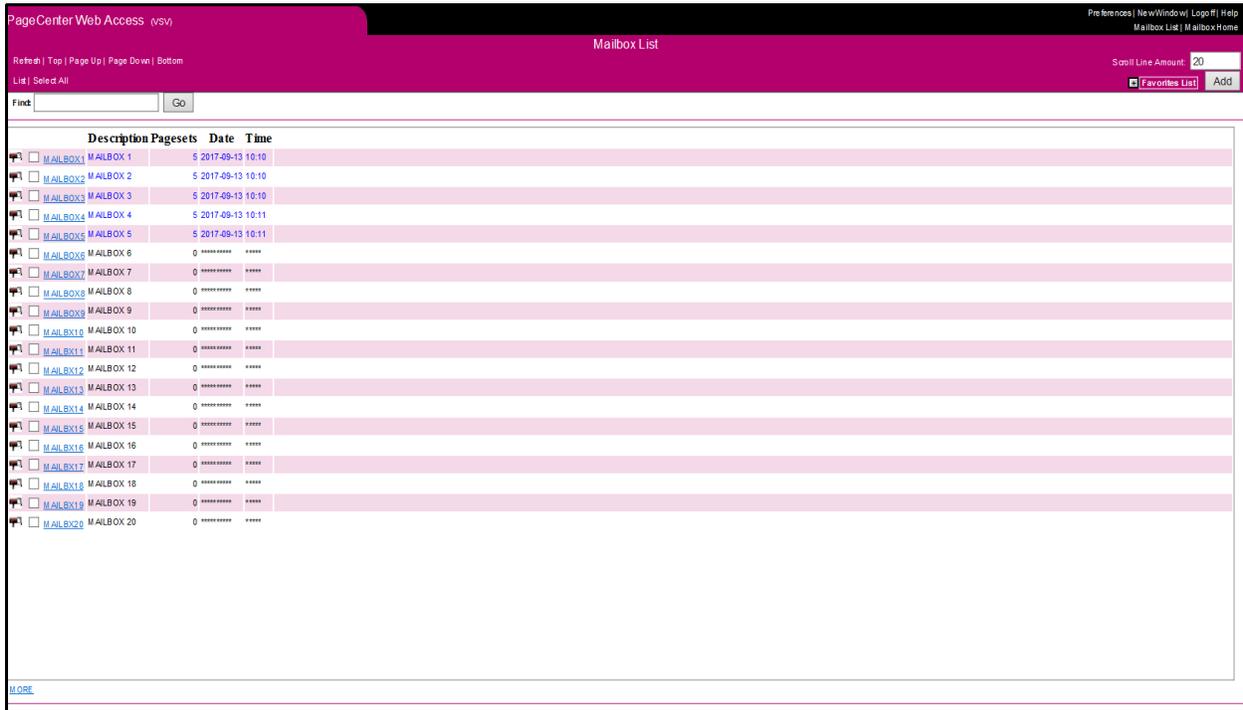
Mailbox: MAILBOX1 MAILBOX 1 Arrival Date Mask: None
 Application: APPL1 APPLICATION 1 Description Mask: None
Job Max CC Mask: None

Max Job									
LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location	Condition Code
<input type="checkbox"/>	PAGESET11	PAGESET 1 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET21	PAGESET 2 APPL 1	2017-09-06	10:49	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET31	PAGESET 3 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000
<input type="checkbox"/>	PAGESET41	PAGESET 4 APPL 1	2017-09-06	10:51	UNKNOWN	9120	New	ARCHIVE	
<input type="checkbox"/>	PAGESET51	PAGESET 5 APPL 1	2017-09-13	10:10	208	5	New	ARCHIVE	0000

End of List

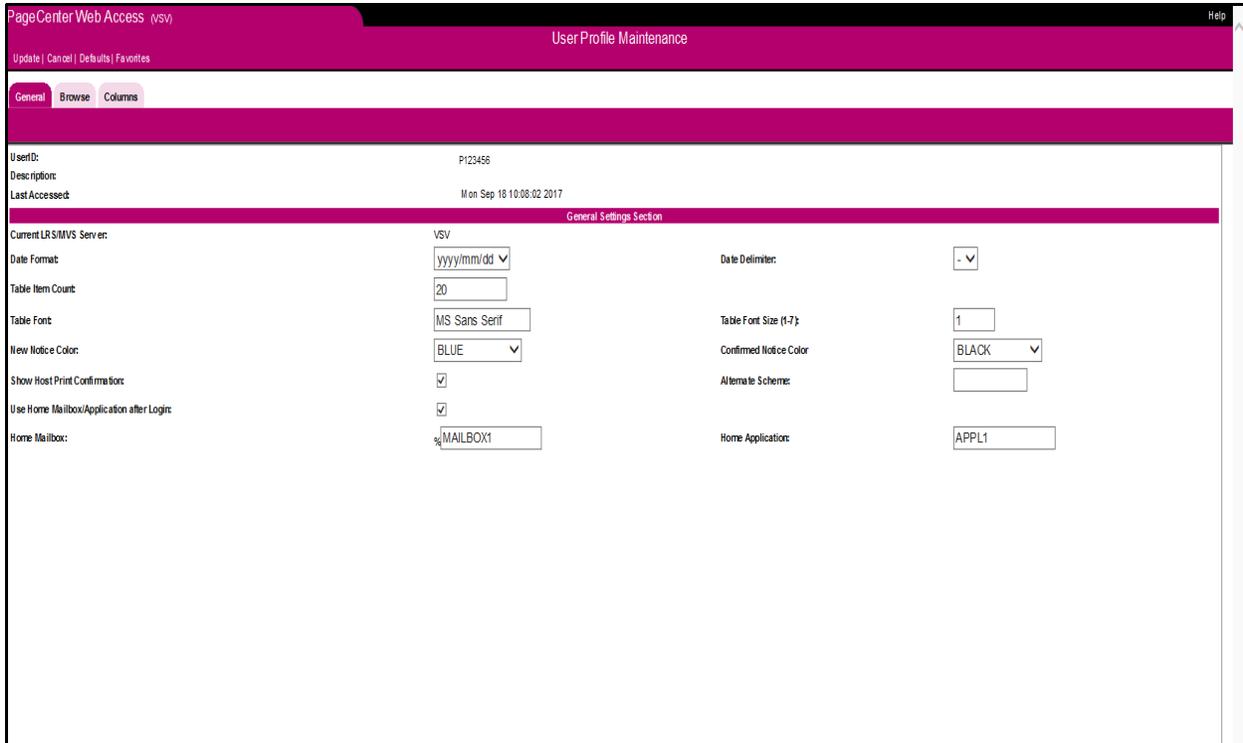
Defining User Preferences

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 screenshot shows the 'User Profile Maintenance' interface. At the top, there's a purple header with 'PageCenter Web Access (VSV)' and 'User Profile Maintenance'. Below the header, there are three tabs: 'General', 'Browse', and 'Columns'. The 'General' tab is active. The main content area is divided into two sections. The top section shows user details: 'User ID: P123456', 'Description:', and 'Last Accessed: Mon Sep 18 10:08:02 2017'. The bottom section is titled 'General Settings Section' and contains various configuration options. On the left side, there are labels for 'Current LRS/MVS Server:', 'Date Format:', 'Table Item Count:', 'Table Font:', 'New Notice Color:', 'Show Host Print Confirmation:', 'Use Home Mailbox/Application after Login:', and 'Home Mailbox:'. On the right side, there are labels for 'Date Delimiter:', 'Table Font Size (1-7):', 'Confirmed Notice Color:', 'Alternate Scheme:', and 'Home Application:'. Each label is followed by a corresponding input field, such as a dropdown menu, a text box, or a checkbox.

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

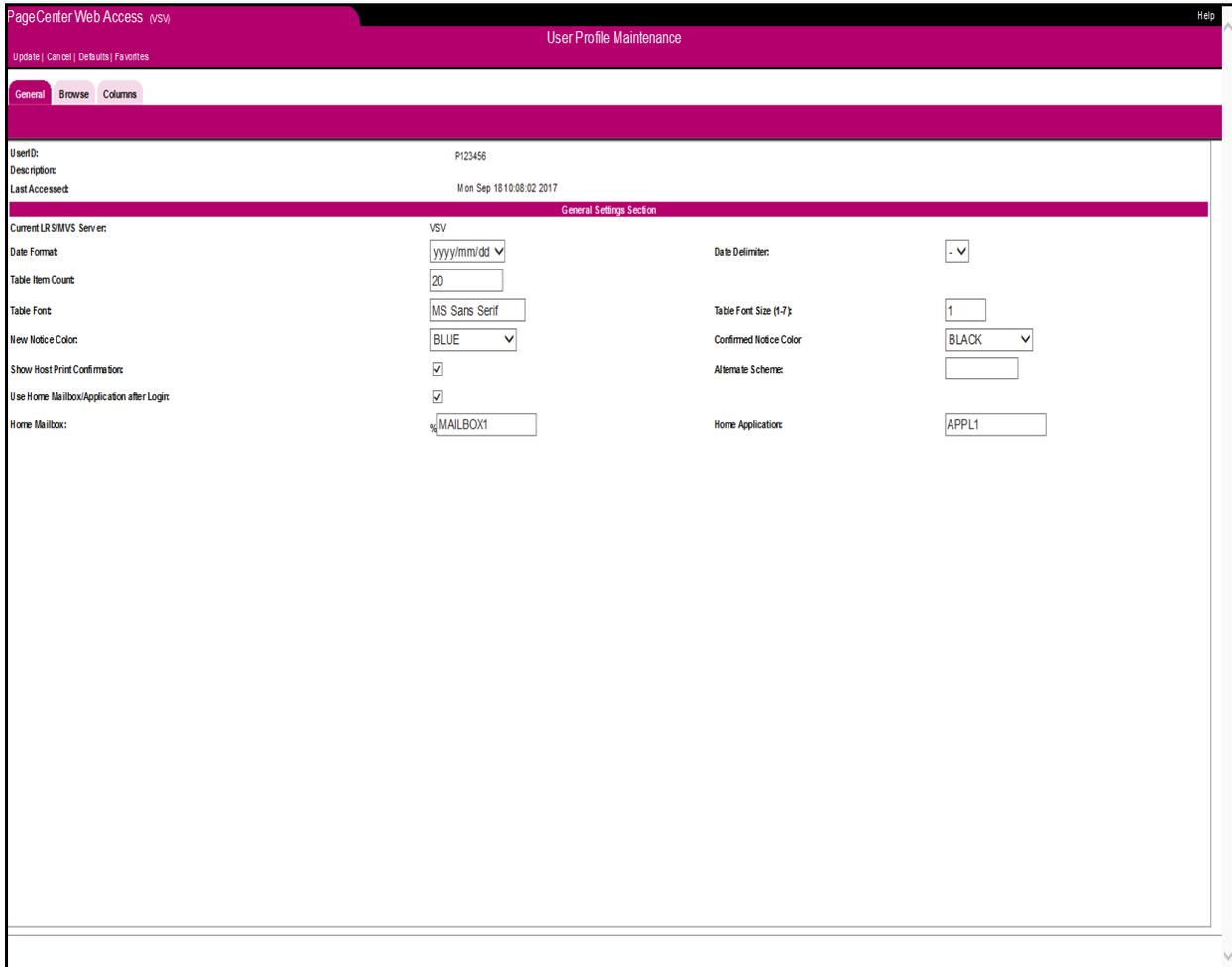
2. Select a tab and make changes to the PageCenter profile. The options that display on the tabs vary depending on the user's setup at the administrative level.
3. If changes have been made to the settings on the **User Profile Maintenance** screen, click **Update** in the Output Menu toolbar (purple), 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 screenshot shows the 'User Profile Maintenance' interface. At the top, there are navigation links: 'Update', 'Cancel', 'Defaults', 'Favorites', and 'Help'. Below this is a tabbed interface with 'General', 'Browse', and 'Columns' tabs. The 'General' tab is active, displaying the following information:

- UserID:** P123456
- Description:**
- Last Accessed:** Mon Sep 18 10:08:02 2017

Below this is the 'General Settings Section' with the following fields:

- Current LRSIMVS Server:** VSV
- Date Format:** yyyy/mm/dd
- Date Delimiter:** -
- Table Item Count:** 20
- Table Font:** MS Sans Serif
- Table Font Size (1-7):** 1
- New Notice Color:** BLUE
- Confirmed Notice Color:** BLACK
- Show Host Print Confirmation:**
- Alternate Scheme:**
- Use Home Mailbox/Application after Login:**
- Home Mailbox:** %MAILBOX1
- Home Application:** APPL1

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

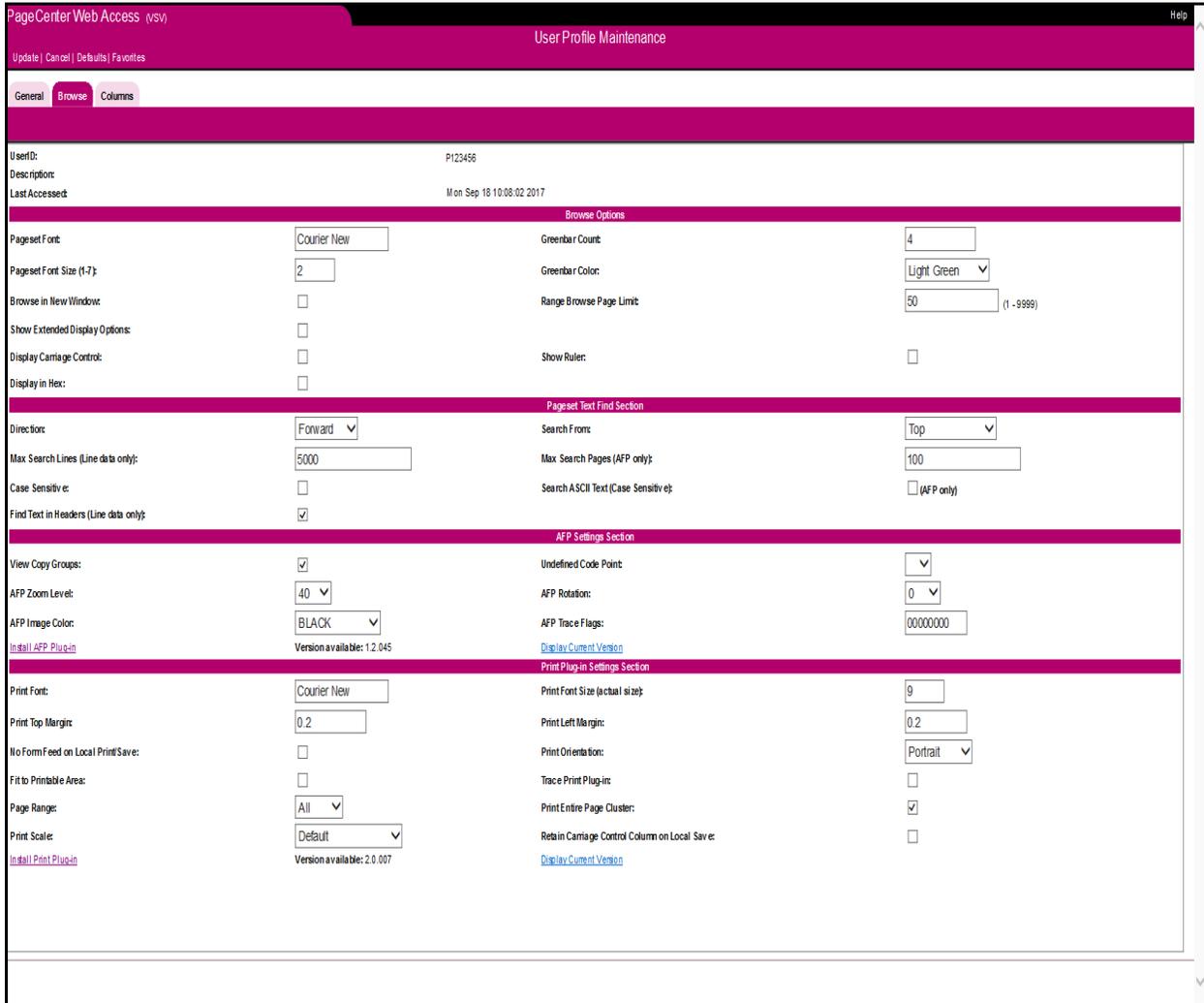
- **UserID:** Displays the ID of the user logged into PageCenter. *This field is protected and cannot be updated by the user.*
- **Description:** This field is not used at this time.
- **Last Accessed:** Displays the date and time the user last logged into PageCenter. *This field is protected and cannot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



PageCenter Web Access (vsv) User Profile Maintenance

Update | Cancel | Defaults | Favorites

General **Browse** Columns

User ID: P123456
 Description:
 Last Accessed: Mon Sep 18 10:08:02 2017

Browse Options

Pageset Font: Courier New Greenbar Count: 4
 Pageset Font Size (1-7): 2 Greenbar Color: Light Green
 Browse in New Window: Range Browse Page Limit: 50 (1 - 9999)
 Show Extended Display Options:
 Display Carriage Control: Show Ruler:
 Display in Hex:

Pageset Text Find Section

Direction: Forward Search From: Top
 Max Search Lines (Line data only): 5000 Max Search Pages (AFP only): 100
 Case Sensitive: Search ASCII Text (Case Sensitive): (AFP only)
 Find Text in Headers (Line data only):

AFP Settings Section

View Copy Groups: Undefined Code Point:
 AFP Zoom Level: 40 AFP Rotation: 0
 AFP Image Color: BLACK AFP Trace Flags: 00000000
[Install AFP Plug-in](#) Version available: 1.2.045 [Display Current Version](#)

Print Plug-in Settings Section

Print Font: Courier New Print Font Size (actual size): 9
 Print Top Margin: 0.2 Print Left Margin: 0.2
 No Form Feed on Local Print Save: Print Orientation: Portrait
 Fit to Printable Area: Trace Print Plug-in:
 Page Range: All Print Entire Page Cluster:
 Print Scale: Default Retain Carriage Control Column on Local Save:
[Install Print Plug-in](#) Version available: 2.0.007 [Display Current Version](#)

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**.

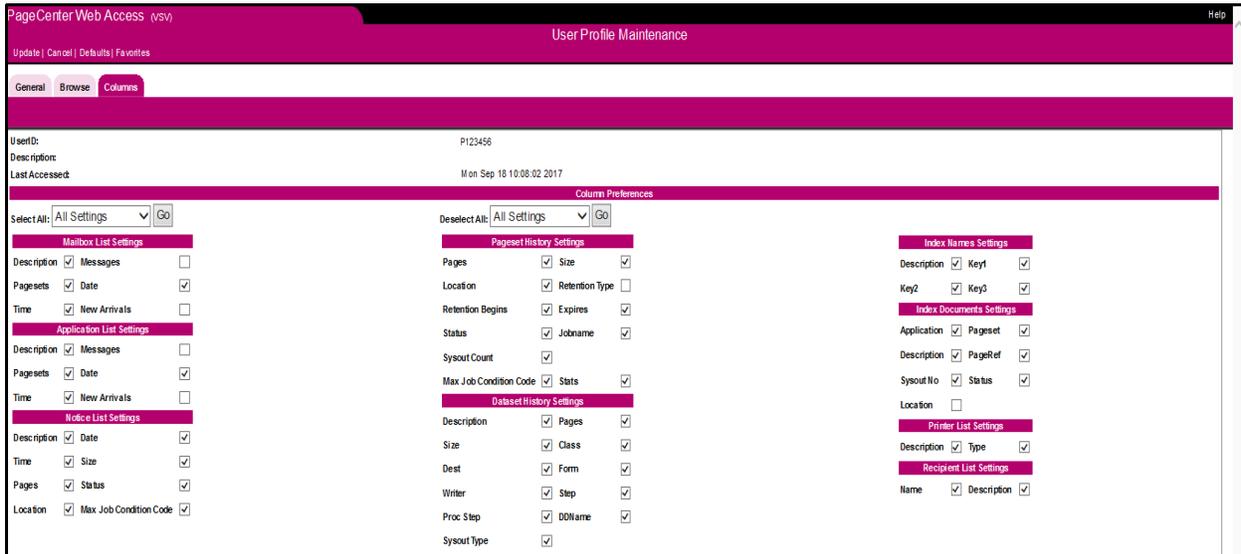
- **Install Print Plug-in:** downloads the most recent AFP plug-in.
- **Version available:** displays the most recent versions available for the AFP plug-in.
- **Display Current Version:** displays plug-in information

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 screenshot shows the 'User Profile Maintenance' interface. At the top, there are tabs for 'General', 'Browse', and 'Columns'. The 'Columns' tab is active. Below the tabs, user information is displayed: 'User ID: P123456', 'Description:', and 'Last Accessed: Mon Sep 18 10:08:02 2017'. The main area is titled 'Column Preferences' and contains several sections, each with a 'Select All' or 'Deselect All' dropdown set to 'All Settings' and a 'Go' button. The sections include:

- Mailbox List Settings:** Description (checked), Messages (unchecked), Pagesets (checked), Date (checked), Time (checked), New Arrivals (unchecked).
- Application List Settings:** Description (checked), Messages (unchecked), Pagesets (checked), Date (checked), Time (checked), New Arrivals (unchecked).
- Notice List Settings:** Description (checked), Date (checked), Time (checked), Size (checked), Pages (checked), Status (checked), Location (checked), Max Job Condition Code (checked).
- Pageset History Settings:** Pages (checked), Size (checked), Location (checked), Retention Type (unchecked), Retention Begins (checked), Expires (checked), Status (checked), Jobname (checked), Sysout Count (checked), Max Job Condition Code (checked), Stats (checked).
- Dataset History Settings:** Description (checked), Pages (checked), Size (checked), Class (checked), Dest (checked), Form (checked), Writer (checked), Step (checked), Proc Step (checked), DDName (checked), Sysout Type (checked).
- Index Names Settings:** Description (checked), Key1 (checked), Key2 (checked), Key3 (checked).
- Index Documents Settings:** Application (checked), Pageset (checked), Description (checked), PageRef (checked), Sysout No (checked), Status (checked), Location (unchecked).
- Printer List Settings:** Description (checked), Type (checked).
- Recipient List Settings:** Name (checked), Description (checked).

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 ID/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 ID 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.

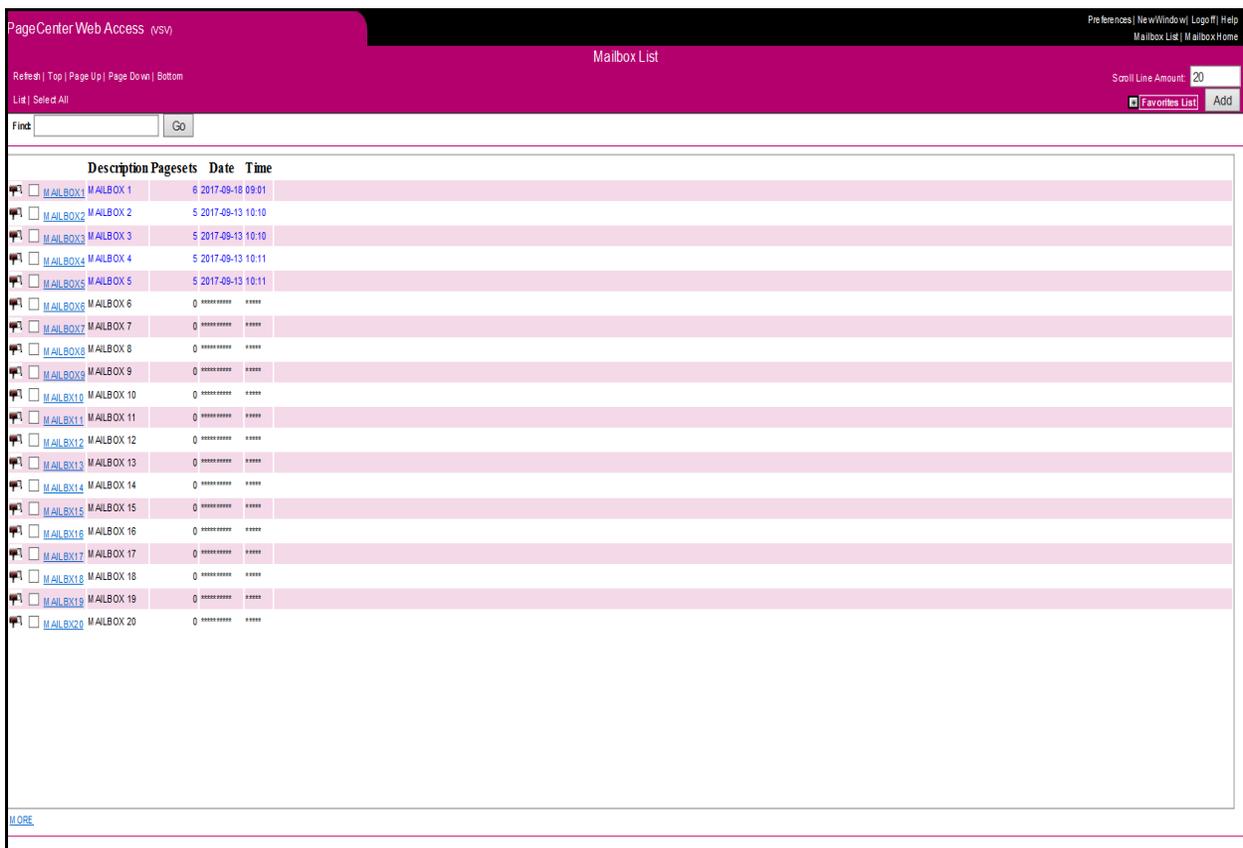
Cause: The user was searching a specified range of pages in an AFP pageset, and no matches were found.

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.



Description	Pagesets	Date	Time
MAILBOX 1	6	2017-09-18	09:01
MAILBOX 2	5	2017-09-13	10:10
MAILBOX 3	5	2017-09-13	10:10
MAILBOX 4	5	2017-09-13	10:11
MAILBOX 5	5	2017-09-13	10:11
MAILBOX 6	0	*****	*****
MAILBOX 7	0	*****	*****
MAILBOX 8	0	*****	*****
MAILBOX 9	0	*****	*****
MAILBOX 10	0	*****	*****
MAILBOX 11	0	*****	*****
MAILBOX 12	0	*****	*****
MAILBOX 13	0	*****	*****
MAILBOX 14	0	*****	*****
MAILBOX 15	0	*****	*****
MAILBOX 16	0	*****	*****
MAILBOX 17	0	*****	*****
MAILBOX 18	0	*****	*****
MAILBOX 19	0	*****	*****
MAILBOX 20	0	*****	*****

1. Click **Preferences** in the Main Commands toolbar (black).



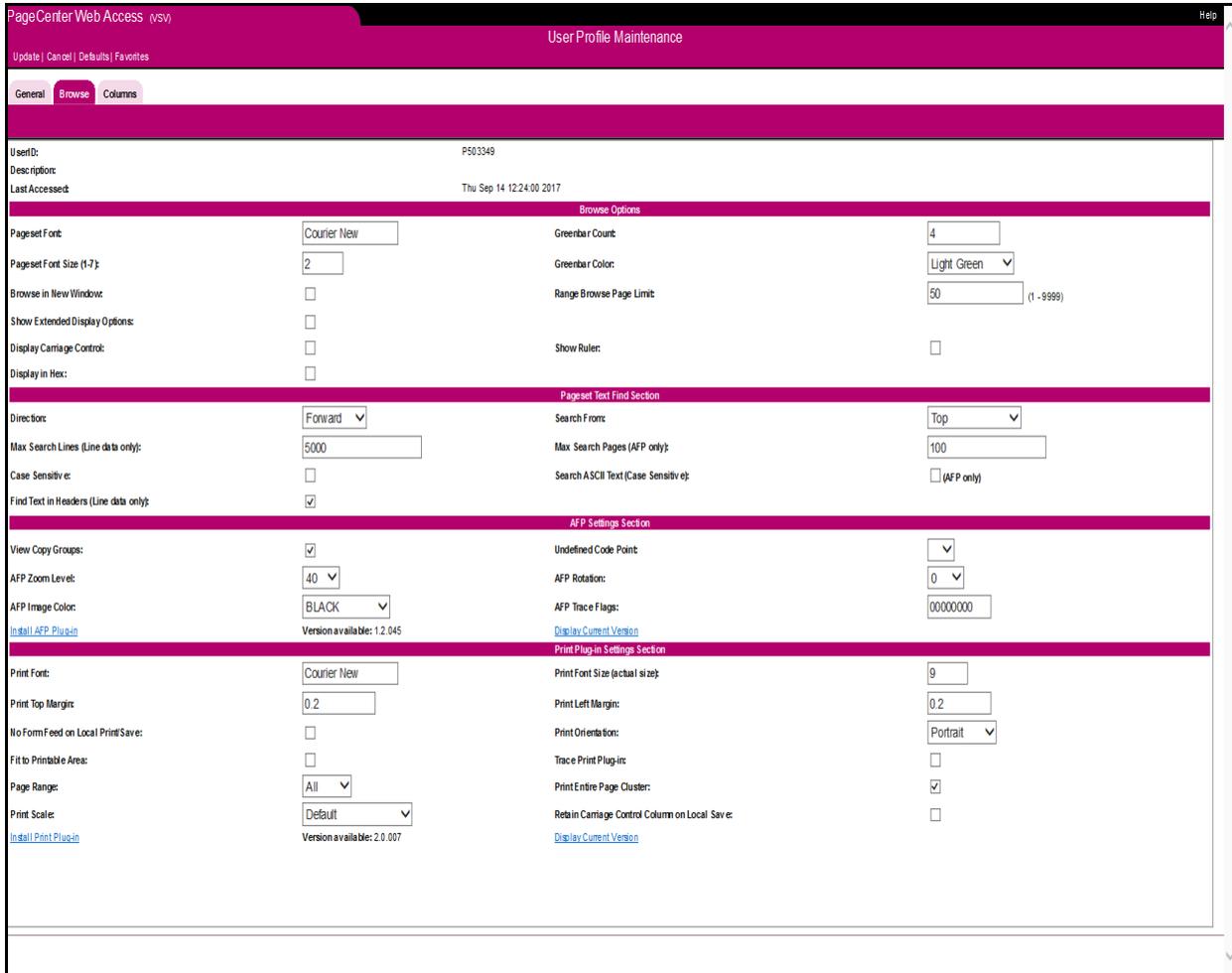
The **User Profile Maintenance** page displays. The **General** tab is the first tab to display.

The screenshot shows the 'User Profile Maintenance' page in PageCenter Web Access. The page has a purple header with 'PageCenter Web Access (vsv)' and 'User Profile Maintenance'. Below the header are navigation tabs for 'General', 'Browse', and 'Columns'. The 'General' tab is active. The page displays user information: UserID: P123456, Description: (blank), Last Accessed: Thu Sep 14 12:24:00 2017. Below this is the 'General Settings Section' with various configuration options:

Current LRS/MVS Server:	VSV	Date Delimiter:	-
Date Format:	yyyy/mm/dd	Table Font Size (1-7):	1
Table Item Count:	20	Confirmed Notice Color:	BLACK
Table Font:	MS Sans Serif	Alternate Scheme:	
New Notice Color:	BLUE	Home Application:	APPL1
Show Host Print Confirmation:	<input checked="" type="checkbox"/>		
Use Home Mailbox/Application after Login:	<input checked="" type="checkbox"/>		
Home Mailbox:	%MAILBOX1		

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

The **Browse** tab displays.



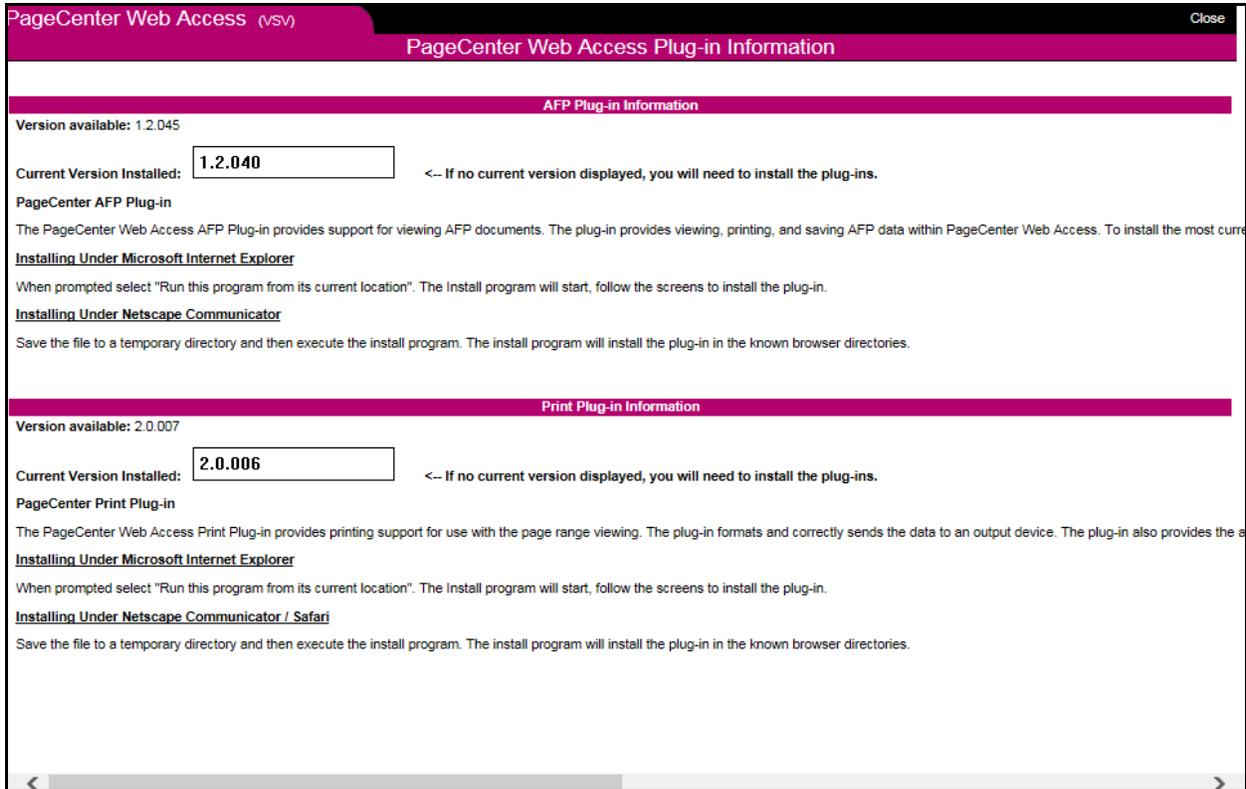
The screenshot shows the 'User Profile Maintenance' page in the 'Browse' tab. The page is divided into several sections for configuring user preferences:

- General Information:** UserID: P503349, Description: , Last Accessed: Thu Sep 14 12:24:00 2017.
- Browse Options:**
 - Pageset Font: Courier New
 - Pageset Font Size (1-7): 2
 - Browse in New Window:
 - Show Extended Display Options:
 - Display Carriage Control:
 - Display in Hex:
 - Greenbar Count: 4
 - Greenbar Color: Light Green
 - Range Browse Page Limit: 50 (1 - 9999)
 - Show Ruler:
- Pageset Text Find Section:**
 - Direction: Forward
 - Max Search Lines (Line data only): 5000
 - Case Sensitive:
 - Find Text in Headers (Line data only):
 - Search From: Top
 - Max Search Pages (AFP only): 100
 - Search ASCII Text (Case Sensitive): (AFP only)
- AFP Settings Section:**
 - View Copy Groups:
 - AFP Zoom Level: 40
 - AFP Image Color: BLACK
 - Undefined Code Point: [Dropdown]
 - AFP Rotation: 0
 - AFP Trace Flags: 00000000
- Print Plug-in Settings Section:**
 - Print Font: Courier New
 - Print Top Margin: 0.2
 - No Form Feed on Local Print/Save:
 - Fit to Printable Area:
 - Page Range: All
 - Print Scale: Default
 - Print Font Size (actual size): 9
 - Print Left Margin: 0.2
 - Print Orientation: Portrait
 - Trace Print Plug-in:
 - Print Entire Page Cluster:
 - Retain Carriage Control Column on Local Save:

- In the **AFP Settings Section**, click **Display Current Version** to display the versions currently installed.



The **PageCenter Web Access Plug-in Information** page displays.



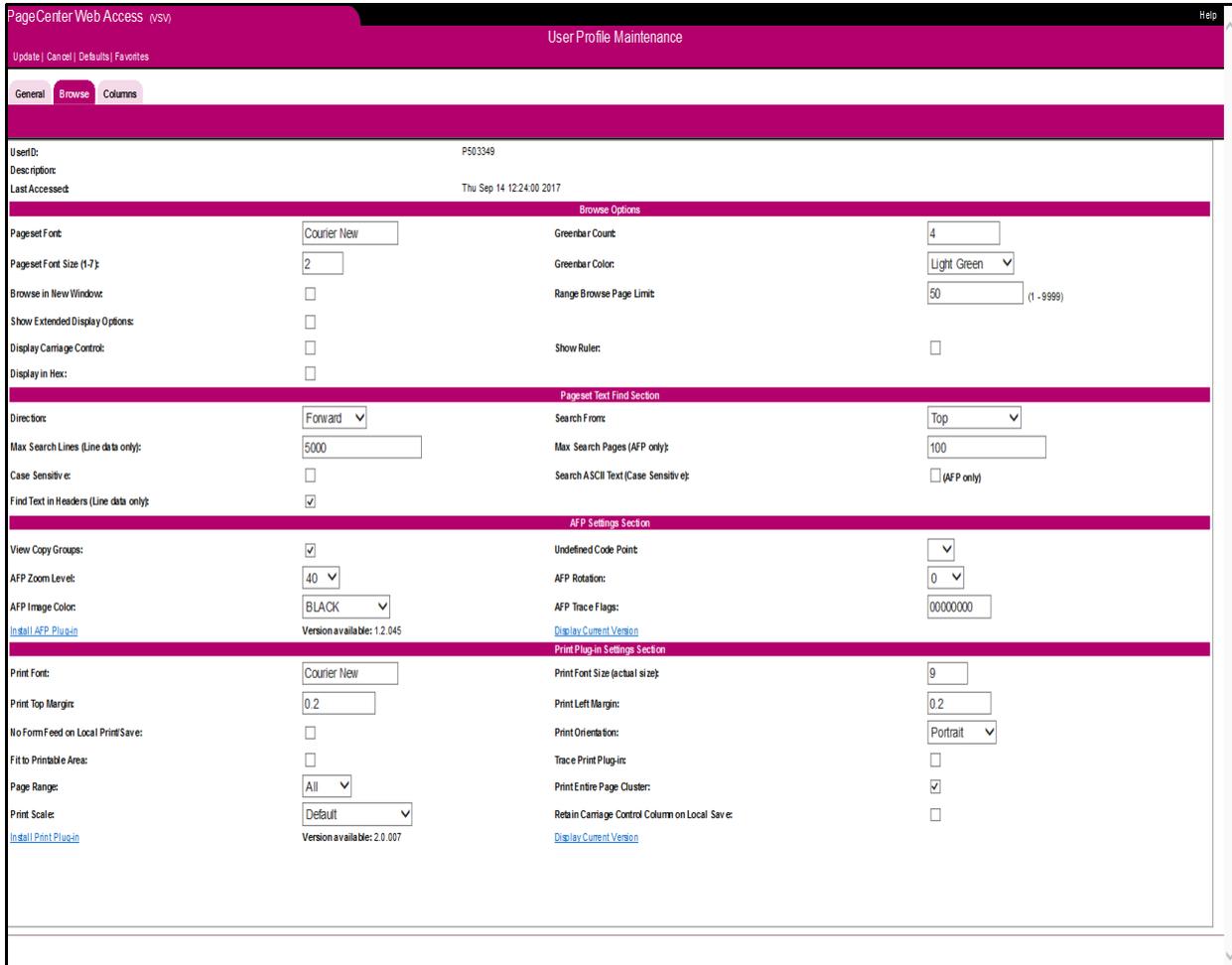
Information about each plug-in displays in the **AFP Plug-in Information** and **Print Plug-in Information** sections. The **Version available** and **Current Version Installed** fields display in both sections.

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.



User Profile Maintenance

Update | Cancel | Defaults | Favorites

General | **Browse** | Columns

User ID: P503349
 Description:
 Last Accessed: Thu Sep 14 12:24:00 2017

Browse Options

Pageset Font: Courier New
 Pageset Font Size (1-7): 2
 Browse in New Window:
 Show Extended Display Options:
 Display Carriage Control:
 Display in Hex:

Greenbar Count: 4
 Greenbar Color: Light Green
 Range Browse Page Limit: 50 (1 - 9999)
 Show Ruler:

Pageset Text Find Section

Direction: Forward
 Max Search Lines (Line data only): 5000
 Case Sensitive:
 Find Text in Headers (Line data only):

Search From: Top
 Max Search Pages (AFP only): 100
 Search ASCII Text (Case Sensitive): (AFP only)

AFP Settings Section

View Copy Groups:
 AFP Zoom Level: 40
 AFP Image Color: BLACK
[Install AFP Plug-in](#)
 Version available: 1.2.045

Undefined Code Point:
 AFP Rotation: 0
 AFP Trace Flags: 00000000
[Display Current Version](#)

Print Plug-in Settings Section

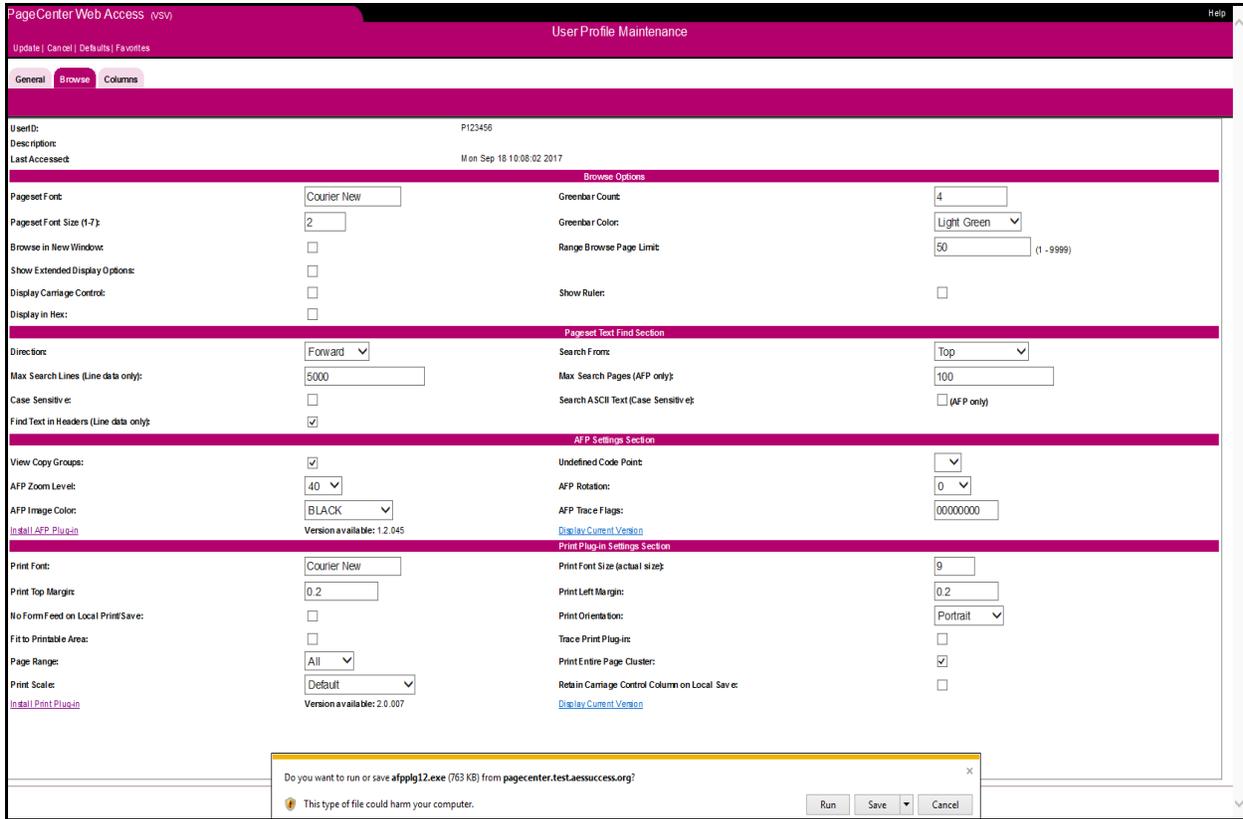
Print Font: Courier New
 Print Top Margin: 0.2
 No Form Feed on Local Print/Save:
 Fit to Printable Area:
 Page Range: All
 Print Scale: Default
[Install Print Plug-in](#)
 Version available: 2.0.007

Print Font Size (actual size): 9
 Print Left Margin: 0.2
 Print Orientation: Portrait
 Trace Print Plug-in:
 Print Entire Page Cluster:
 Retain Carriage Control Column on Local Save:
[Display Current Version](#)

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

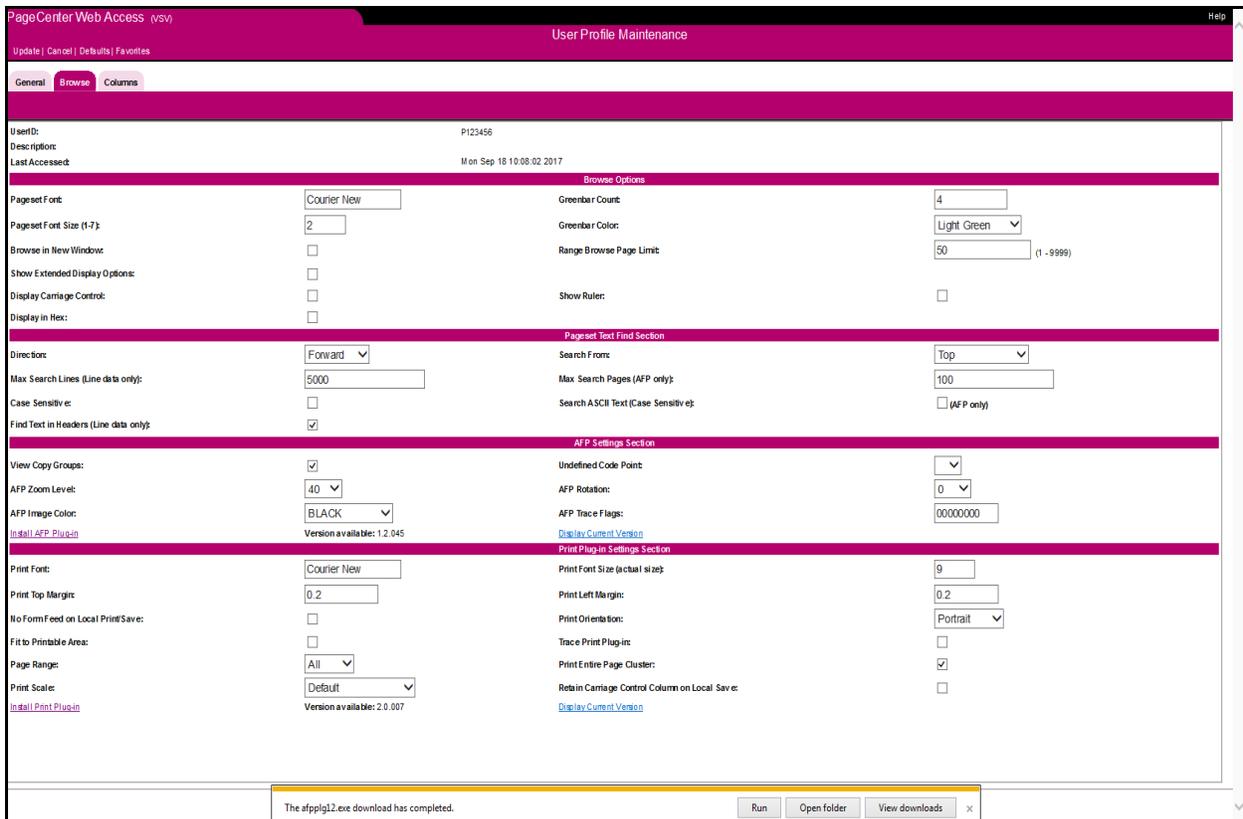
NOTE: The steps for installing both plug-ins are the same. The AFP plug-in is used in this example.

A file download message displays at the bottom of the **User Profile Maintenance** screen.



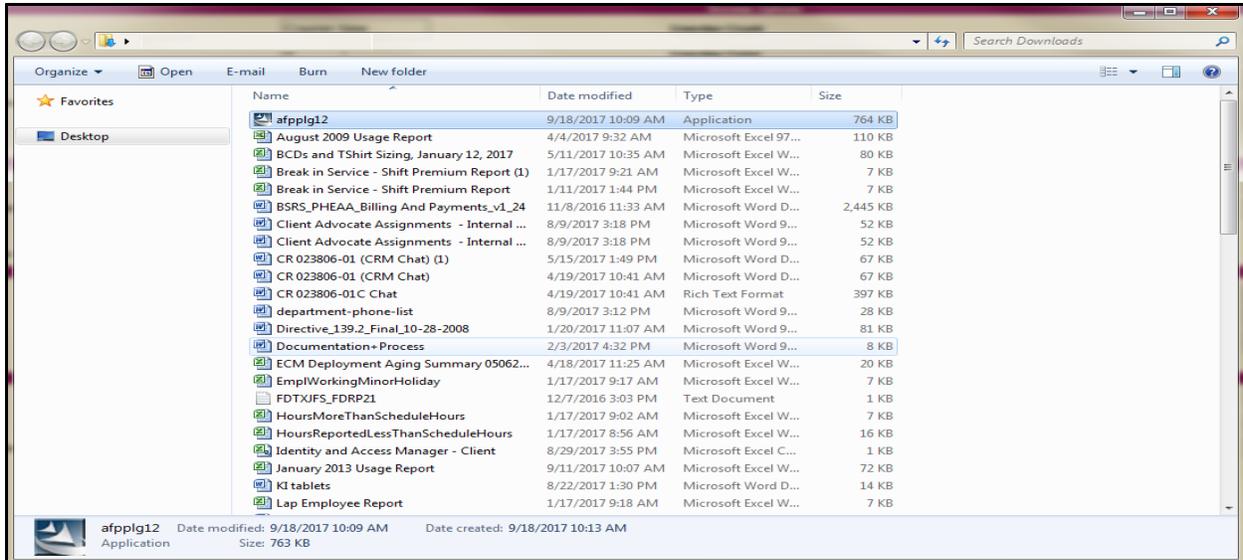
6. Click **Save** to save the plug-in.

A message displays when the download is complete.



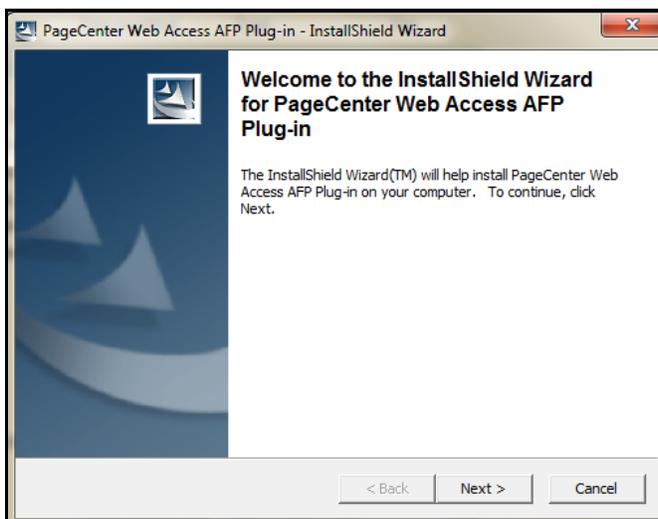
7. Click **Open Folder** to open the folder where the plug-in was saved.

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.



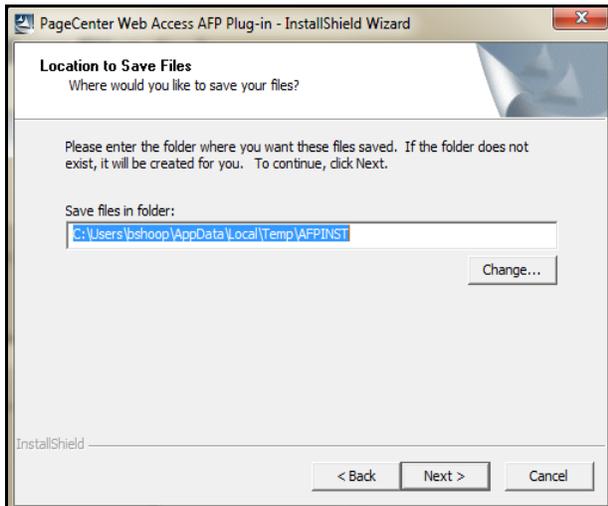
The **InstallShield Wizard License Agreement** pop-up displays.



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

11. Click **Next>**.

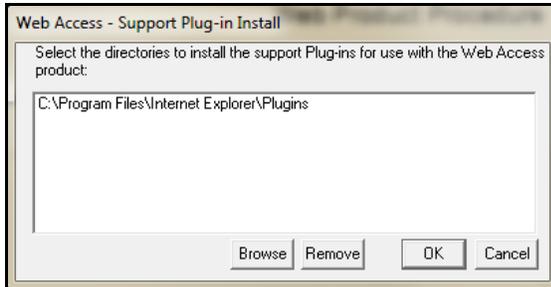
The **InstallShield Wizard Location to Save Files** pop-up displays.



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.

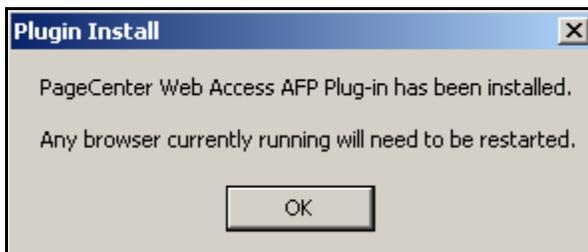


The **Support Plug-in Install** pop-up displays.



13. Click **OK**.

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



14. Click **OK**.

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