

Quick Guide to Using PageCenter with Focus

(These instructions are intended for those who know how to use PageCenter. Refer to the BGSU PageCenter Web Access documentation for complete directions on using most features of PageCenter. See note to MAC users at the bottom of this page.)

1. Go to the Focus mailbox in the Mailbox List page
2. Click on your department code in the Application List page
3. Click inside the check box next to the pageset you want to view in the Notice List page
They will be listed by userid followed by the program name
4. Click on History option at the top of the page
5. Click inside the check box next to the pageset you want to view in the Pageset History page
This page displays the list of all generations of a pageset with a date and timestamp
6. Click on Datasets on the top of the page in the Pageset History page

Each report and file is assigned a "SYSOUT" number and a Unique DD name. For Focus reports, there will be a SYSOUT No. 1 for reports; the DD Name will be "REPORTS".

To View Focus reports

7. Click on a number in the SYSOUT No. column that has the DD Name of REPORTS in the Dataset History page
8. Use the navigation buttons at the top of the page to view your report

Local printing

Local printing is the same for Focus reports. Click on the Print option at the top of the page to continue the local print process. You have options of printing the whole report or just certain pages.

Most reports are LANDSCAPE but some are not. Check the Event Log in Focus if you do not know whether your report is formatted PORTRAIT or LANDSCAPE.

Local print differs from choosing a networked printer in Focus in that you will print to the printer you have selected in the Print Setup Box. This may be a different printer than the networked printer selected in Focus.

To Send SAVE files to your Personal Computer

There will be one SYSOUT number for each SAVE file created. The DD Name for files is the same as the SAVE name in FOCUS. If you don't know the SAVE name of your file, look in the EVENT LOG in Focus.

9. Click on a number in the SYSOUT No. column to see the file in the Dataset History page

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10. Click on the Save to File option at the top of the page
11. Click on the Save option at the top of the page in the Local Save to continue the process
12. Change the "Save in:" folder to the destination where you want to save your file. Use the same process as when saving any other file to your Personal Computer. If you are saving a spreadsheet (comma separated file - FORMAT COMT, COM or LOTUS), name the file with a .csv extension

Caution: If you submit a program that contains a SAVE file (See step 3)

If you were to click on the link, rather than clicking in the check box and navigating to the Dataset History page, you will view (print, and save to file) the report PLUS all the records in your SAVE file or SAVE files. If you do not know if the program you are running has SAVE files, look in the EVENT LOG in MSO. It will list the SAVE file names created in the program.

Note to Mac Users:

Regrettably, the capability to Save a File or print a report to your local printer does not work on a Mac because the company that owns PageCenter does not provide the necessary plug-ins that work with a Mac. Your alternatives are:

1. Continue to use Focus in the way you currently do.
2. Use a Windows pc in your area to print reports or save your files on a removable medium (CD, zip disk, etc.)
3. Use a Windows pc in an ITS lab to print reports or save your files on a removable medium (CD, zip disk, etc.)