

AFIN Reports on PageCenter

Frequently Asked Questions

For further support contact Auditor – Accounting & Operations,
Diane Amsler – Sr. Accountant x3790 or DAmsler@slco.org

How do I gain initial access to PageCenter?

Call Diane Amsler (468-3790) or Margo Spencer (468-2597)

How do I get into PageCenter?

Click on the PageCenter link on the Intranet Home Page.

What Account (User ID and password) do I use?

Use your Mainframe account (X9999)

How far back do the reports go?

Most reports go back to 1983. If you click on a report the most current version will be displayed. To bring up a list of all versions of the report check the box next to the report and click on “History” on the tool bar.

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

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

Find: Go

Mailbox: ALL-AFIN COMPLETE AFIN REPORTS Mask: Nc
Application: EXPENDIT EXPENDITURES

LINE	Pageset	Description	Date	Time	Size	Pages	Status	Location
<input checked="" type="checkbox"/>	AFINDR05	DETAIL EXPENDITURE LISTING	2008-11-13	07:56	430073	7587	New	ARCHIVE

Are the reports indexed?

Most of the reports in the ALL-AFIN group are indexed by either Fund or Organization. You look for indexes by clicking the box next to the report then click “Indexes” in the tool bar.

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

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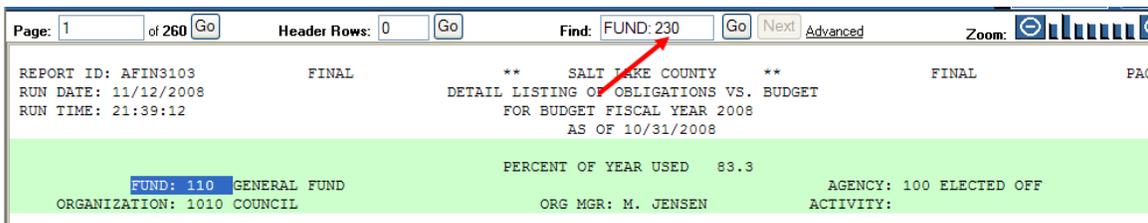
A list of indexes will be displayed. From there you can do one of two things:

1. Click on the index item to display the most current report
2. If you want to display a prior report, click the circle next to the report then click “History” in the tool bar. Click the appropriate report.

In both cases the report will be displayed and positioned at the point of the index.

Are there other ways to search the reports?

The reports can be searched with the “Find” feature. This is an exact text search so you may need to enter more than just the text you are looking for. For example if you search on a Fund 230 and just enter 230, the search will take you to the first occurrence of 230 which might be something other the fund (e.g. an amount containing 230). Since it is difficult to tell how many blank characters are in a text segment and easy way to construct your search is to copy and paste a sample into the Find box and change it to the search you want.



If you are searching for an amount you will need to include the coma and decimal point.

Why can't I print?

Most likely it is because the print driver has not been installed. To install the driver:

1. Click on preferences (upper right tool bar)
2. Click on the Browse tab
3. Scroll to the bottom of the page
4. Click the “Install print plug-in” link
5. Click ‘Run’
6. Click ‘Run’
7. Click Next
8. Choose “I accept ...” and click Next
9. Click Next
10. Click OK
11. Click OK

You will need to exit all the browsers you have up restart PageCenter for the changes to take affect.

Can I save the report to a PDF file?

Yes, if you have a PDF conversion product installed on the computer. You will select the Local Print option on the tool bar and choose the PDF converter as the printer.

Can I save the report to a text file?

Select the Save to File option on tool bar and follow the prompts. The file will be saved as text with no paging attributes.