

## Purpose/scope

This document provides General Ledger/Fixed Assets (GL/FA) users and their Technical Support Providers (TSPs) with the information needed to install and configure PCLink32 and log in and out of the Millennium GL/FA system.

(Note: For information on the process for requesting access to GL/FA, contact users should contact their security liaison; Mary Robinson for Medical Center (MC) users, Michelle Vazin for Office of Contract & Grant Accounting users, or Matthew McGlasson for all other users.)

*Document effective period:* October 1, 2008 until further notice

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## Installing PCLink32 1.10.01

1. If you are upgrading to version 1.10.01 from 1.00.00 or 1.10.00, you will first need to uninstall the older version as follows:
  - a. The uninstall process typically deletes your PCLink32 user files (Program Files\Geac\PCLink32), including those in the Downloads, Log Files, Profiles, Scripts & Script Work File, UDX and Uploads subfolders. To avoid potentially losing these files if you want to keep them, copy the subfolders containing the files to be retained to a temporary location **before performing the uninstall**. You will copy them to the new PCLink subfolders in step 9.
  - b. If you have modified your PCLink keyboard mapping and want to save it to use with version 1.10.01, you must save the mapping file to a temporary location **before performing the uninstall**. To save the mapping file, start PCLink, select *Preferences – Keyboard* and click the *Files* tab. If you see a file listed in the Name box, click *Save As* and save the file to the temporary location. You will copy this file to the new PCLink location in the section on configuring PCLink.
  - c. **For version 1.00.00:** Go to *Start → All Programs → Geac Applications → PCLink32 → Uninstall PCLink 32* and follow the prompts to uninstall 1.00.00.
  - d. **For version 1.10.00:** Go to *Start → Control Panel* and click *Switch to Classic View* (if needed) in the panel on the left. Double click *Add or Remove Programs*. Select *PCLink32* and click *Change/Remove*. Follow the prompts to uninstall 1.10.00.
2. To begin the installation of version 1.10.01, map a drive to <\\celerra1\pclink32>:
  - a. Open *Windows Explorer*
  - b. Click **Tools – Map Network Drive**
  - c. Select a drive letter
  - d. In the *Folder* text box type: <\\celerra1\pclink32>
  - e. Click **OK**
3. Double-click the *PCLink32 VSSL Software* folder to open it, then double-click the *setup.exe* file.

4. Once the InstallShield Wizard starts, click *Next* to continue.
5. On the *Customer Information* page, enter the User Name and Company Name in the boxes provided. Leave the radio button at its default setting. Click *Next*.
6. Enter **pc2007** in the Password box and click *Next*.
7. Click *Next* to accept the default destination folder and begin the installation.
8. Click *Finish* at the PCLink32 Local Installation window to complete the installation.
  - a. **Note:** If you are performing the installation on a PC running the Vista operating system, log off of Vista before you run PCLink32; otherwise, you might receive the following message when you start PCLink32: **Failure to Create Empty Document**.
9. If you saved any of your old user files in step 1a, copy those files (not the subfolders) from the temporary location to the corresponding subfolders in c:\Program Files\Infor\PCLink32.
10. To create a desktop shortcut, click *Start* → *All Programs* → *Infor Applications*. Right-click on the PCLink list item and select *Send To – Desktop*. Then delete the old shortcut for PCLink32 1.10.00.

*Troubleshooting install issues:* You may receive an error that prevents PCLink 1.10.01 from installing. This error usually means that the old PCLink did not uninstall cleanly. Users should contact their TSP, and TSPs should contact the MC Help Desk at 3-4357, for assistance in resolving installation issues.

## Accessing the MC mainframe

There are two methods for connecting to the GL/FA system, both of which must be configured by the user in PCLink. The first method uses a Device Name, which takes the user to a CICS log-in screen. The second method uses an IP address, which accesses a TPX log-in screen and menu. The choice of method depends on the user's preference for the CICS or TPX screens, and/or their need to perform multiple GL/FA tasks concurrently. Additional information about configuring PCLink for multiple MC sessions and log-ins is provided in a subsequent section.

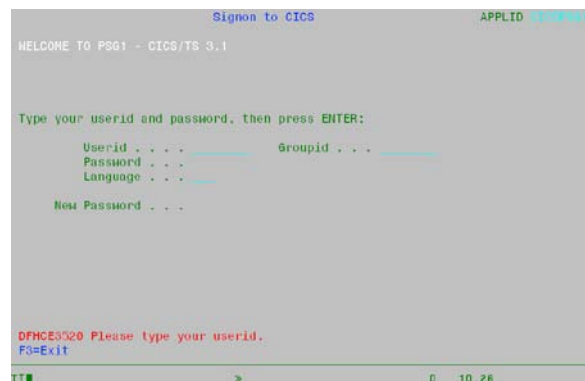
PCLink attempts to connect first to the Device Name, if one exists, and then to the IP address. To obtain access to the MC mainframe, or alter the order in which PCLink attempts to connect when needed, users must configure PCLink as follows.

1. Start PCLink.
2. Select *Preferences – Connection*.
3. On the *General* tab;
  - a. Click the Auto Connect box to turn this option on.
  - b. If the Auto Disconnect box is checked, click it to turn this option off.
  - c. In Installed Interfaces, click on TN3270.
4. On the *TN3270* tab:
  - a. To add the Device Name, enter **LUGLFAP** in the Device Name box. When a Device Name exists, PCLink will always connect to it first.
  - b. To add the IP address, click *Insert*, enter **160.129.51.200** and click *OK*. Click *User Defined* and enter **23** on Telenet port.
  - c. *Tip:* Changes to these settings will not affect the current connection but will be reflected in your next PCLink connection. To connect immediately after a change on the TN3270 tab, click the *Disconnect/Connect* button once to disconnect from the current session and then click *Disconnect/Connect* again to connect using the current settings.
  - d. Click to check the Auto Reconnect Session box to turn this option on.
  - e. Enter '1' in the Interval and Attempts boxes.
5. On the *TN3270 Advanced* tab:

- a. Click the Security button and select *SSL* under *Active security protocols*.
  - b. Click the box next to *User interactive mode* to deselect this option (i.e. the box should be unchecked).
  - c. Click *OK* and click *Connect*.
6. If you upgraded from version 1.00.00 or 1.10.00 to 1.10.01 and saved your previous keyboard map file, restore it now by completing the following steps.
- a. Copy your old mapping file from the temporary location to *My Documents\NetManage\RUMBA\MFrame* (created during the install and the default location where PCLink 1.10.01 looks for user mapping files).
  - b. In PCLink, select *Preferences – Keyboard*.
  - c. Click the *Files* tab.
  - d. Make sure your old mapping file is listed in the Name box. If not, double-click it in the Files box to place it there. If you do not see it in the Files box, click *Browse*, navigate to the file and double-click to place in the Files box.
  - e. Click *Apply* and *OK*. Your old keyboard mappings should now be in place.

## Using CICS to access GL/FA (i.e., via Device Name)

Users who access the GL/FA system using CICS (i.e., via the Device Name) will be presented with the log-in screen shown to the right.



To log on to the MC mainframe: Type your RACF ID in the Userid field, tab to the Password field, type in your password and then press Enter. This will take you to the blank “Sign-on is complete” screen.

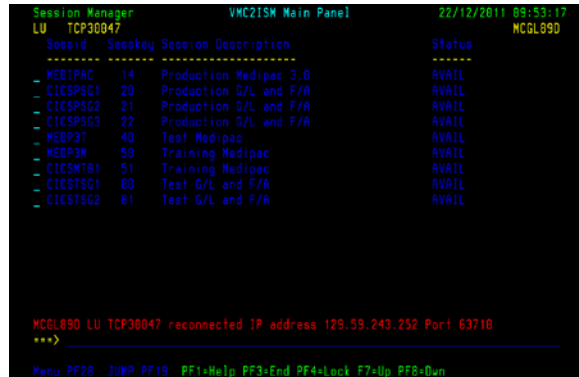
To access GL/FA Production or Prior Year: On the blank “Sign-on is complete” screen, and without moving the cursor from its initial position, type **M3LL** to access Production or **MZLL** to access Prior Year and press Enter to retrieve the Millennium blank command line screen. If you accidentally move the cursor from its initial position on the screen and receive a “Transaction ‘ ‘ is unrecognized” error message when you press Enter, reposition the cursor in the first position of the first row, type **M3LL** and press Enter.

*Note:* A GL/FA Test region also exists that will be accessible only by those users participating in user testing efforts. If you need Test access, please contact your security liaison; Mary Robinson for MC users, Michelle Vazin for OCGA users or Matthew McGlasson for all other users.

To log out: Press the key(s) to which the Clear function is mapped in your PCLink keyboard setup, type **CESF LOGOFF** and press Enter on the “Millennium Session Terminated” screen to log out of Millennium and return to the CICS log-in screen. Close PCLink.

## Using TPX to access GL/FA (i.e., via IP address)

Users that access the GL/FA system using the TPX screens (i.e., via the IP address) will be presented with TPX log-in and menu screens similar to those shown below. (*Note:* Medical Center users may see additional sessions on their TPX menus for other MC applications.)



To log on to the MC mainframe: Type your RACF ID in the Userid field, tab to the Password field, type in your password and then press Enter to access the TPX menu.

To access the GL/FA Production Region: At the TPX menu, put your cursor in the field immediately to the left of Sessid item CICSPSG1 or CICSPSG2 and press Enter to access the blank “Sign-on is complete” screen. (Note: Additional information is included in the next section about using both Sessids concurrently.)

On the blank “Sign-on is complete” screen, and without moving the cursor from its initial position, type **M3LL** and press Enter to access the Millennium blank command line screen in the Production (current year) region. If you accidentally move the cursor from its initial position on the screen and receive a “Transaction ‘ ‘ is unrecognized” error message when you press Enter, reposition the cursor in the first position of the first row, type **M3LL** and press Enter.

To access the GL/FA Prior Year Region: At the TPX menu, put your cursor in the field immediately to the left of Sessid item CICSPSG3 and press Enter. This will take you directly to the Millennium blank command line screen in the Prior Year region. *Alternate method:* At the TPX menu, put your cursor in the field immediately to the left of Sessid items CICSPSG1 or CICSPSG2 and press Enter to access the blank “Sign-on is complete” screen. On the blank screen, type **MZLL** and press Enter to access the Millennium blank command line screen in the Prior Year region.

To access the GL/FA Test Region: Only users participating in GL/FA testing efforts will be given access to the Test region. If you need such access, please contact your security liaison; Mary Robinson for MC users, Michelle Vazin for OCGA users or Matthew McGlasson for all other users.

To access the Test region from the TPX menu if you have security, put your cursor in the field immediately to the left of Sessid items CICSTSG1 or CICSTSG2 and press Enter to access the blank “Sign-on is complete” screen. On the blank “Sign-on is complete” screen, type **M3LL** and press Enter to access the Millennium blank command line screen in the Test region.

To log out: Press the key(s) to which the Clear function is mapped in your PCLink keyboard setup, type **CESF LOGOFF** and press Enter on the “Millennium Session Terminated” screen to log out of Millennium. Press **F3** to return to the TPX log-in screen and then close PCLink.

## Performing concurrent GL/FA tasks (multiple sessions/log-ins)

There are two methods for enabling concurrent tasks on the MC mainframe. In the first method, the user employs the multiple-session feature of TPX to initiate two concurrent sessions within the same window. In the second method, the user employs the Device Name to connect to CICS and log in multiple times (multiple log-ins, which are not allowed by TPX). The method used depends on the needs of the user, and switching between them requires configuration changes each time the need arises.

### Enabling multiple sessions with TPX

1. Start PCLink.
2. If it automatically connects using the Device Name;
  - a. Select *Preferences – Connection* and click on the *TN3270* tab.
  - b. Delete the Device Name.
  - c. If the MC IP address is not listed, click *Insert*, enter **160.129.51.200**.
  - d. Click *OK*.
  - e. Click *Disconnect/Connect* once to disconnect from the current session and click *Disconnect/Connect* again to reconnect using the MC IP address.
3. Log in at the TPX log-in screen.
4. On the TPX menu, tab to the single underscore immediately to the left of the **CICSPSG1** Sessid and then press Enter. This will take you to the blank “Sign-on is complete” screen.
5. Type **M3LL** and press Enter to open the first (CICSPSG1) Production session.
6. Press *Shift-F8* to return to the TPX menu.
7. On the TPX menu, tab to the single underscore immediately to the left of the **CICSPSG2** Sessid and then press Enter. This will take you to the blank “Sign-on is complete” screen.
8. Type **M3LL** and press Enter to open the second (CICSPSG2) Production session.
9. Use *Shift-F7* to toggle between the two sessions and *Shift-F8* to toggle between the current session and the TPX menu.
10. *Tip:* Unless you have changed the default display colors, the session(s) that you are logged into will show in white text on the TPX menu, while the available sessions will show in blue text.

Advantage: Using the TPX multiple-session feature is fairly straightforward and works well if you only need to view different production data or screens in each session.

Disadvantage: If you start a PCLink upload or download in a TPX session, you cannot toggle out of it until the upload or download is complete. In addition, you cannot literally view both sessions at the same time since they use the same window.

### Enabling multiple log-ins with Device Name

1. Create the first log-in by starting PCLink.
2. If it automatically connects to the MC TPX menu;
  - a. Select *Preferences – Connection* and click on the *TN3270* tab.
  - b. Enter **LUGLFAP** in the Device Name box and click *OK*. You do not need to delete the IP address if it exists since PCLink always connects to the Device Name first.
  - c. Click *Disconnect/Connect* once to disconnect from the current IP session then click *Disconnect/Connect* again to reconnect using Device Name.
3. At the CICS log-in screen, enter your Userid and Password and press Enter.
4. At the blank “Sign-on is complete” screen, type **M3LL** and press Enter to retrieve the blank Millennium command line screen.

5. Create the second log-in by starting another instance of PCLink. It should already be set to connect to the Device Name after step 2.
6. At the CICS log-in screen, enter your Userid and Password and press Enter.
7. At the blank "Sign-on is complete" screen, type **M3LL** and press Enter to retrieve the blank Millennium command line screen.
8. Use standard Windows processes (e.g., *Alt-F4*) to switch between the two PCLink windows.
9. *Tip:* Even though you can run multiple instances of PCLink, a single set of configuration settings is maintained by the software that is shared by all instances. This explains why you cannot create one desktop shortcut that automatically logs in using Device Name and one that automatically logs in using the IP address.

Advantages: This method allows for multiple GL/FA log-ins and windows for uploading, downloading, editing and/or viewing, with the ability to toggle between them regardless of the activity being performed in any of the PCLink windows. In addition, using Device Name makes it possible to actually view multiple windows at the same time within the limitations of your monitor or screen.

Disadvantages: None noted.

## Password changes

Users may change their RACF ID passwords as often as they like, but RACF ID password changes are required every 90 days. At the next log-in after a user's password becomes 90-days old, the system will generate a "password has expired" message and prompt the user to create a new password.

To change the RACF ID password on either the TPX or CICS log-in screens, the user should enter type their RACF ID in the Userid field, tab to the Password field, type in the expired password, tab to the New Password field, enter the new password, and then re-enter it when prompted. Passwords must be five (5) to eight (8) characters in length and must have at least one alphabetic character (A-Z) and one numeric character (0-9).

A user who needs to have a forgotten RACF ID password reset should call the MC Help Desk at 3-4357.

## System timeouts

There are two system timeouts when using the GL/FA system; a 5-minute timeout and a 30-minute timeout.

The 5-minute timeout applies only when accessing the GL/FA system using TPX (via the IP address). After approximately 5 minutes of inactivity, a "TERMINAL LOCKED" screen will automatically appear. To return to the previous screen, the user should enter his/her password where indicated and press Enter.

The 30-minute timeout applies regardless of which method is used to access GL/FA. After approximately 30 minutes of inactivity, the system will log out of GL/FA and return the user to either the CICS or TPX log-in screens, depending on the access method used.

## Remote access to GL/FA

Access to the GL/FA system from a location outside the Vanderbilt network requires either the ITS VPN or the MC VPN. For assistance with installation and use of either VPN client, users should contact their TSP.

## **Special note about WRQ Reflection**

In addition to PCLink, WRQ Reflection for IBM software was previously used and supported for accessing the GL/FA system. Effective October 22, 2007, WRQ Reflection for IBM is no longer required or institutionally supported for accessing the GL/FA system on the MC mainframe. GL/FA users and/or their TSPs who choose to continue to use WRQ Reflection for IBM to access the GL/FA system on the MC mainframe will be responsible for troubleshooting and resolving any installation, configuration or access issues related to using Reflection for GL/FA access.

This change in the use and support of WRQ Reflection for IBM relates only to the GL/FA system. Use and support of WRQ Reflection for IBM to access other systems on the MC mainframe are not affected.