



Installing PCSQ Tech Tip

PCSchool has developed an application to address an issue when bulk emailing and printing to Document Management from within Back Office. The “PCSQ” is currently able to email Payslips, Statements and Voluntary Letters as well as sending documents to “Document Manager.” PCSQ will continue to be implemented throughout Back Office. Before installing, ensure your IT staff are able to run the scripts on your SQL Server (Please call PCSchool if uncertain about this requirement)

Requirements:

SQL Version of PCSchool – if you do not have Spider you will need additional scripts to run.
 PCSchool Data Version 2014.7
 PCSchool Curric Version 2014.7.0.535

Installation:

This program needs to be run on each client machine wishing to send out bulk emails or do bulk printing.

Download from the following link <http://www.pcschool.net/download/pcsq.zip> on to the computer you wish to run PCSQ from:

1. Extract the file directly onto the client computer, the scripts are included within here
2. Run the file “pcsq.exe”
 (this will open automatically – you will need to select NEXT and scroll down on licence file and then select NEXT until FINISH)

(If PCSQ is not found on a local computer, the previous printing method will be used)

3. Execute the SQL Scripts (a copy in is the PCSchool\program files directory) if this is the first install of this version of PCSQ.

To Enable PCSQ

Select the checkbox as shown below (Utilities->System File Maintenance).

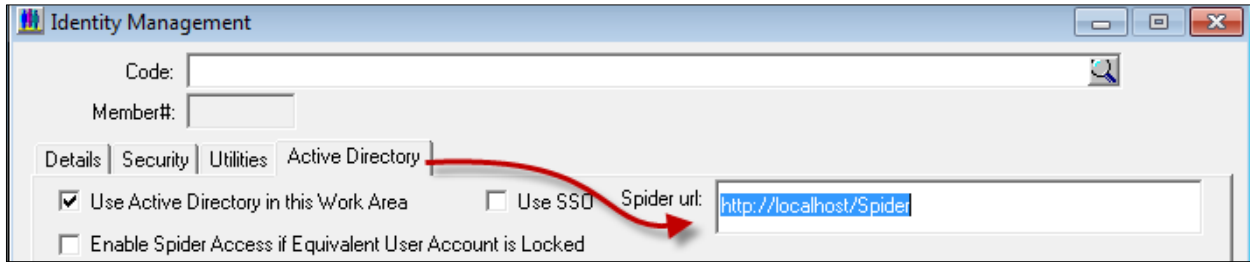
This is a school wide setting and can be used to disable Print Tray if required by unselecting.

The screenshot shows the 'System File' dialog box with the following fields and settings:

- Company Name: School Name
- Address 1: School Road
- Address 2: (empty)
- Town: Rockhampton
- Postcode: 4700
- Headmaster: Mr John Smith
- School Number: 4108
- DEEWR School ID#: 0111
- ACN or ARBN: 11-111-111
- ABN: 11-111-111
- Navigation: 1 Financial System Defaults | 2 Non Financial Defaults | 3 Assessment Defaults | 4 Other Address Detail | 5 Settings
- Mail/Printing Scheduling Service is Running: (circled in red)
- Alumni Title Construct: Miss M. J. Smith (Given Initial)
- SRT File Name: (empty)
- Calculate Years of Schooling as Years at This School:
- Buttons: Velly Counters, Save, F2, Exit/View, Esc

Payment Gateway users:

If you are using the Payment Gateway and wish to add the link for parents to click on to immediately pay their accounts, the Spider URL also needs to be set up Utilities->Identity Management.

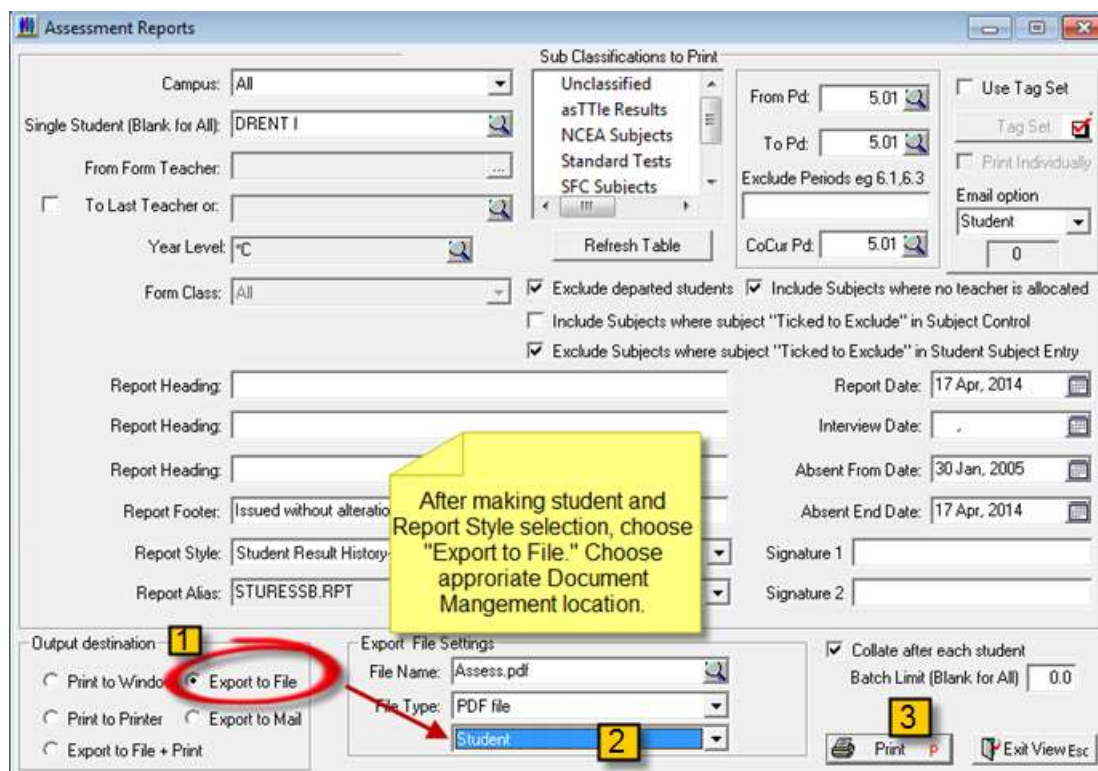


How to use PCSQ:

Important – this uses real time data – so if you close out of the screen and make changes this will change your print out.

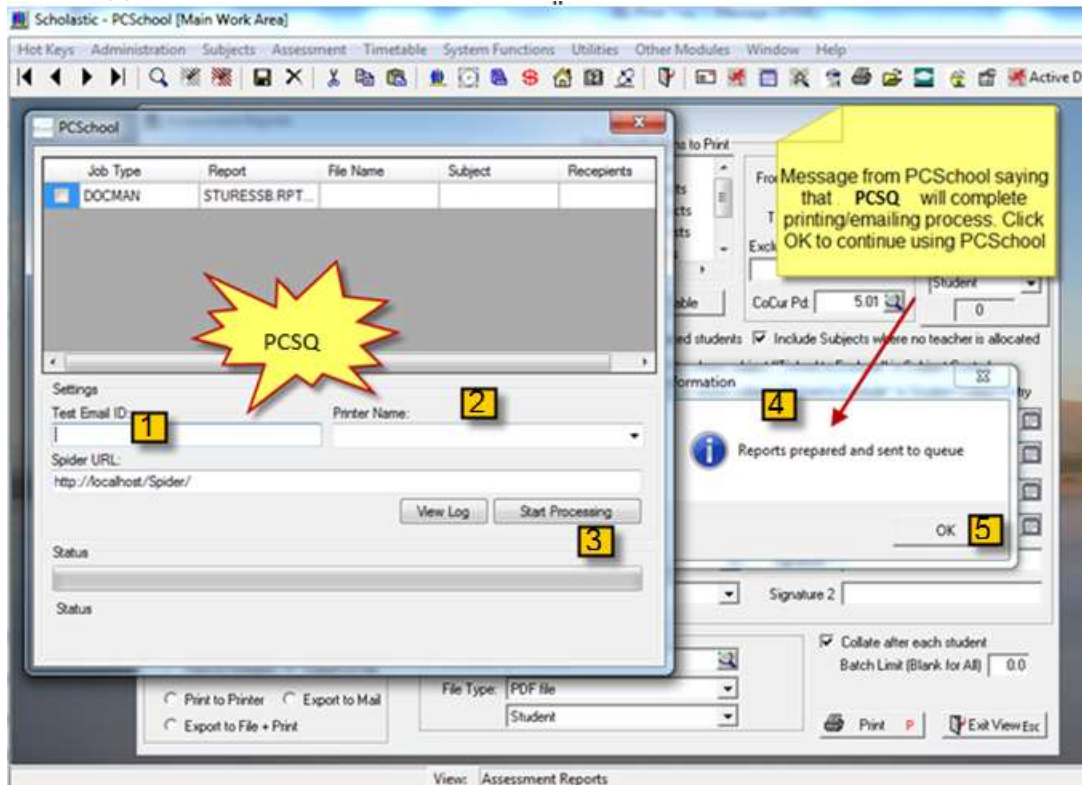
For Payroll – **when issuing Payslips DO NOT CLOSE OUT OF THE “PRE ISSUE REPORT SCREEN”** otherwise blank payslips will be sent

To Print:



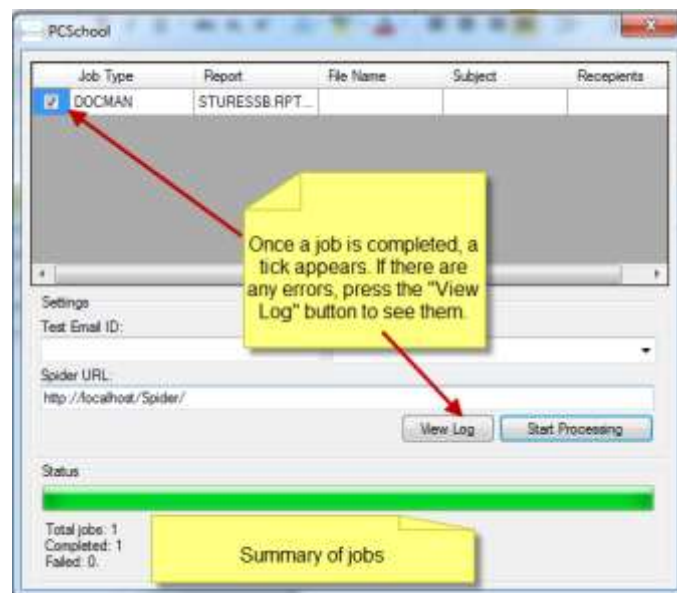
1.	Select – Export to File
2.	Select – appropriate – Document Management Location
3.	PRINT

A new screen appear:



1.	You can do a test email by putting in your own email address – then Start Processing – check you test email and when correct
2.	Printer Name: Select your printer from the drop down box
3.	Start Processing – this will send all the print jobs
4.	A Message will come up with “Reports prepared and sent to queue”.
5.	Select – OK

To View the log file:



- Once a Tick appears in the correct Job Type
- Select - View Log
- A summary will list the jobs

To Turn off Print Tray for a specific print out

Under Schedule Email – remove Tick

