PageCenter on the IBM Mainframe
For the PC Using Internet Explorer 6.0
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Overview

PageCenter is the software used to display reports from various UH administrative applications e.g. Accounts Payable System (APS), the Financial Accounting System (FAS), or SCOPIS printing. You’ll need a web browser (it has mainly been tested with Internet Explorer 6.0 on the PC) and an Internet connection.

Installing the security certificate

1. Go to URL http://prodmvs.its.hawaii.edu/its/

2. If you have not downloaded the certificate, go thru steps 3 thru 19.
   If you already have the certificate, go to section Using PageCenter which is step 14.
3. Click “here” to download the certificate.

4. Click on **OK**.
   Note: This window may not appear, if so continue to the next step.
5. Click on **Yes**.

![Security Alert]

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
- The security certificate date is valid.
- The security certificate has a valid name matching the name of the page you are trying to view.

Do you want to proceed?

- Yes
- No
- View Certificate

6. Click on **Open**.

![File Download]

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

- File name: certauth.cer
- File type: Security Certificate
- From: prodmv.sites.hawaii.edu

⚠️ This type of file could harm your computer if it contains malicious code.

Would you like to open the file or save it to your computer?

- Open
- Save
- Cancel
- More Info

✔️ Always ask before opening this type of file.
7. Click on **Install Certificate**.

![Certificate Information](image1)

**Certificate Information**

This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.

- **Issued to**: ITS Certificate Authority
- **Issued by**: ITS Certificate Authority
- **Valid from**: 12/15/2003 to 12/31/2009

![Install Certificate Button](image2)

8. Click on **Next >**

![Certificate Import Wizard](image3)

**Welcome to the Certificate Import Wizard**

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

To continue, click Next.
9. Click on **Next >**

### Certificate Import Wizard

**Certificate Store**
Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for:
- Automatically select the certificate store based on the type of certificate
- Place all certificates in the following store

Certificate store: [ ]
Browse...

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10. Click on **Finish**.

### Certificate Import Wizard

**Completing the Certificate Import Wizard**

You have successfully completed the Certificate Import wizard.

You have specified the following settings:

<table>
<thead>
<tr>
<th>Certificate Store Selected</th>
<th>Automatically determined by</th>
<th>Certificate Content</th>
</tr>
</thead>
</table>

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11. Click on **Yes**.

12. Click on **OK**.

13. Click on **OK**.
14. Click on the **PageCenter** link.
15. Enter your **RACF ID** and **password** and click on the **Login** button.
16. Click on the mailbox that you want to see.

![Mailbox List]

17. Click on the application that you want to see.

![Application List]
18. Click on the report that you want to view.

![Image of PageCenter Web Access interface with a notice list]

<table>
<thead>
<tr>
<th>Report Set</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Size</th>
<th>Pages</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANM1624 2004 05 04 12:30</td>
<td>05</td>
<td>2</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMH1624 2004 05 04 12:10</td>
<td>150</td>
<td>3</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End of List
19. Once in the report, you can do the following:
   a. Click on the **Zoom bars** to increase or decrease the font size
   b. **Find** specific text in your report
   c. **Print** your report
   d. **Page forward and backward** through your report
   e. **Save** your report to a file
20. In order to print or save your report, you need to install the print plug-ins. To do so, click on the Preferences link at the top right corner of any page.

Note: not all browsers support plug-ins e.g. a Mac browser. In this event, you could go to the File Menu of the browser and Print the page you need. The output will be formatted as a web page printout.
21. Click on the **Browse** tab.
22. Scroll down until you see the **Print Plug-in Settings Section**. Click on **Install Print Plug-ins**.

23. Click on **Open** and select the defaults.
24. To view another report within the same application, click on **Return** to go back to your report list (Notice List).

25. To switch to another application, click **Return** again to get the Application List.
26. Click on **Logoff** when done.

Getting Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to help@hawaii.edu, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at www.hawaii.edu/help
The ITS walk-in Help Desks are located in Keller 105, Keller 213, and the ITS CLIC Lab on the UH Mānoa Campus.

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