

Active Reports in an Active Bundle

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Listing All Active Reports in an Active Bundle

 **To list active reports in an active bundle:**

1. Select an active bundle in the object workspace or in the active bundle list.
2. Invoke the context menu and choose the **Active in Bundle** command.

The Active Report List in Bundle is displayed. The fields of the list are explained below.

For information on all operations which can be performed on active reports, see *Available Commands for Active Reports* and *Active Reports*.

Fields: Active Report List in Bundle

Field	Explanation
Report	Active report name.
Run Number	Unique number identifying the active report.
Group	The name of the group in which the report is to be printed. Groups of reports in a bundle are printed in alphabetical order.
Sequence Number	The sequential number of the active report in the bundle. The reports are printed in this sequence within the same group.
Lines	Number of lines in the active report.
Kbytes	The size of the report in KB (for binary reports only).
Form	Corresponds to the FORM JCL parameter.
Fcb	Corresponds to the FCB JCL parameter.
Chars	Corresponds to the CHARS JCL parameter.
Flash	Corresponds to the FLASH JCL parameter.

Listing Selected Active Reports in an Active Bundle

▶ To list the active reports in an active bundle according to selection criteria:

1. Select an active bundle in the object workspace or in the active bundle list.
2. Invoke the context menu and choose **Select Subobject**.

The **Select Active Reports in Bundle** dialog appears, containing the input fields **Grouping Name** and **Report**.

3. Enter your selection criteria for the active reports and choose the **OK** button to display the list.

Available Commands for Active Report List in Bundle

▶ To list all available commands for active reports in a bundle:

- Select an active report in the **Active Report List in Bundle** and invoke the context menu.

A list of available command appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Browse	Ctrl+B	Browse the contents of the active report.
Delete	Del	Delete an active report. If you are the owner of this active report, the contents of the active report are deleted. Otherwise, only the pointer from the active report to your user ID is deleted.
Display	Ctrl+D	Display characteristics of active report.
Filter	F3	Use selection criteria to list active reports.
Open	Ctrl+O	Modify characteristics of active report.
Print	Ctrl+P	Print an active report.

Listing Selected Active Reports in an Active Bundle

 **To list active reports according to selection criteria:**

1. Select an active report in the active report in folder list.
2. Invoke the context menu and choose **Filter**:

The **Select Active Reports** dialog appears. It provides the following input fields:

Field	Explanation	
Keyword	Reports can be identified by up to 3 keywords. See the field descriptions for <i>General Attributes</i> under <i>Components of a Report Definition</i> .	
Report	Enter selection criteria for the report name.	
Mail date	Indicate whether the active report was mailed to your inbasket on (=), before (<) or after (>) a certain date.	
Expiration date	Enter the expiration date of the active report.	
Archive	Select the archive status of the active report:	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Select the revive status of the active report:	
	Revived	Active report has been revived.
	Revive in Con-nect	Active report is marked to be revived to Con-nect.
	Revive in NOM DB	Active report is marked to be revived to the Entire Output Management database.
	Revive in JES-Spool	Active report is marked to be revived to the JES Spool.
Location	Select the storage location of the active report: Con-nect, NOM database, JES-Spool, or Archive.	

3. Enter selection criteria for the active reports.
4. Choose the **OK** button.

Now only active reports which satisfy the selection criteria appear in the active report list.

Modifying Active Report Characteristics

To modify the characteristics of an active report:

1. Select an active report in the **Active Report List in Bundle** and invoke the context menu.
2. Choose the **Open** command.

A dialog similar to the following appears:

AAAAWS 23898 UKSJU-SEP-1 23896

Bundle

Name : AAAAWS

Run number : 23898

Report

Name : UKSJU-SEP-1

Run number : 23896

Characteristics

Form : STD

Fcb :

Chars : SJU1

Flash :

Copies : 1

Pagedef : SJUP

Formdef : SJUF

Separator info

Start :

End :

Copies : 1

Logical printer :

OK Cancel Help

3. Enter or change data. The fields are explained below.

Fields: Active Report Characteristics

Field	Explanation	
Characteristics	Form	Enter name of form on which to print. This corresponds to the FORM JCL parameter (system printers only).
	Fcb	Enter the forms control buffer. This corresponds to the FCB JCL parameter (system printers only).
	Chars	Enter one or more 4-byte character-set names. This corresponds to the CHARS JCL parameter (system printers only).
	Flash	This corresponds to the FLASH JCL parameter.
	Copies	Enter the number of copies to print.
	Pagedef	If printing on an IPDS system printer, enter the PAGEDEF JCL parameter.
	Formdef	If printing on an IPDS system printer, enter the FORMDEF JCL parameter.
Separator info	Start	Use the list box to select a separator to be printed at the beginning of the report.
	End	Use the list box to select a separator to be printed at the end of the report.
	Copies	Enter the number of separator copies to be printed.
Logical printer	Use the list box to select the name of a logical printer.	

Displaying Active Report Characteristics

► To display characteristics for an active report:

1. Select the desired active report in the **Active Report List in Bundle**.
2. Invoke the context menu and choose **Display**.

The characteristics of the active report are displayed. The fields are explained under *Modifying Active Report Characteristics*.

Deleting an Active Report in a Bundle

► To delete an active report in a bundle:

1. Select the desired active report in the **Active Report List in Bundle**.
2. Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3. Choose **Yes** to delete the active report, or **No** to cancel the operation.

Printing an Active Report in a Bundle

▶ To print an active report:

1. Select a non-archived active report in the list of active reports.
2. Invoke the context menu and choose the **Print** command.

The **Print Active Report** dialog appears.

3. Choose the **Select** button to the right of the **Printer** field to display a list of printers.
4. Select a printer from the list, and choose the **OK** button.

The name of the selected printer is written into the **Printer** field of the **Print Active Report** dialog.

5. Choose the **Print** button to print the active report to the selected printer.

A message confirms that the report has been queued for printing.

Browsing an Active Report in a Bundle

▶ To browse an active report:

1. Select an active report in the active report list.
2. Invoke the context menu and choose **Browse**:

The selected active report is displayed for browsing.

3. Invoke the context menu to display a list of available commands.