Active Reports

- What is an Active Report?

- Available Commands for Active Reports

- Browsing an Active Report

- Modifying an Active Report

- Displaying an Active Report

- Deleting an Active Report

- Archiving an Active Report

- Reviving an Active Report

- Printing an Active Report

- Confirming Printing of an Active Report

- Displaying Definition of an Active Report

- Distributing an Active Report

- Putting an Active Report in a Bundle

- Displaying Spool Attributes of an Active Report

- Displaying Users Connected to an Active Report

- Displaying Cross-Reference Information for an Active Report

What is an Active Report?

An active report:

- is the output that an addressee receives;

- can be sent to Entire Output Management users either automatically, when the active report is created and the user ID is defined in the **User/List** field on the **Report Definition** >**Distribution Attributes** screen, or manually by any authorized user ID at any time;

- is generated by the report definition from all or part of a spool dataset that satisfies the criteria set in the identification attributes of the report definition;

- can be printed automatically on up to 20 predefined logical printers.

Available Commands for Active Reports

To list all available commands for active reports:

1. Select an active report in the active report list for a report definition or in the active reports in folder list.

2. Invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Archive	---	Mark an active report for archiving or reset archive flag. The next time the archiving task is active, it copies the active report contents to a magnetic media, which can be restored later.
Browse	Ctrl+B	Browse the contents of the active report. This function invokes the Software AG Editor.
Confirm print	---	Confirm printing of the active report. It is printed only when all target users confirm printing.
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 general attributes of an active report.
Displays definition	Ctrl+Alt+D	Display the full report definition for the active report.
Display users	---	List users connected to active report (users on distribution list and additional users).
Distribute	---	Distribute an active report to an additional user. The user ID receives the active report in its #Inbasket folder. A window opens requesting the user ID.
Filter	F3	Use selection criteria to list active reports.
List Active	Ctrl+F8	List active reports for the selected report definition or folder.
Open	Ctrl+O	Modify definition for an active report.
Print	Ctrl+P	Print an active report.
Put in bundle	---	Add the active report to an active bundle that is in "Opened" status.
Revive	---	Mark an archived active report for reviving or reset the revive flag. The active report is restored from the magnetic media to its original location the next time the reviver is active.
Spool	---	Display spool attributes for the active report.
XREF	Ctrl+Alt+X	Cross-reference. Displays all bundles that contain the report.

Browsing an Active Report

▶ **To browse an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose **Browse**.

   The browse window opens for the selected active report.

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

Modifying an Active Report

- General Attributes

- Archive/Revive Attributes

- Spool Attributes

▶ **To modify an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose **Open**.

3. The active report is displayed. It consists of: General Attributes, Archive/Revive Attributes and Spool Attributes.

4. To change the desired attributes, choose the appropriate tab: **General**, **Archive/Revive** or **Spool**.

5. The corresponding window is displayed, and you can change the data. The individual attributes are described below.

6. When you have finished, choose the **OK** button to save your changes.

General Attributes

Field	Explanation
Report	Report name. (not modifiable)
Run number	Unique internal identifier for active report. (not modifiable)
Description	A short description for the report. (not modifiable)
Location	The current storage location for the active report. (not modifiable)
Style	URL for style sheet, if an XML printer is defined. (not modifiable)
Keywords	Enter up to 3 keywords which will later help you select reports.
Master Owner	The monitor takes the user ID of the master owner to submit print jobs for reports to be scheduled for automatic printing. This field is initialized with the user ID of the person who added the report. Use the **Select** button to the right of this field to select a different master owner.

Field	Explanation	
Retention	The report retention period determines how long the active report is available online for browsing and printing. If this retention period expires, the active report is marked for either archiving or purging (see the field **Action**).	
	Number	Enter the number of working days, absolute days, weeks or months the report should be available online. When you specify "Working days", you must enter the name of a calendar in the **Calendar** field to include only working days. The default is the system-wide period defined by the system administrator.
	Unit	Choose a unit for the number. Possible values: ● (none) ● Working days ● Absolute days ● Weeks ● Months
	Calendar	If you have specified "Working days" as the unit for the retention period, choose a calendar from the drop-down list box.
	Action	Possible values: ● Choose "Archive" to archive the report when the retention period expires. When an active report is archived, its contents are no longer available online. ● Choose "Purge" to purge the report when the retention period expires.
Contents	Number of lines / Size	The number of lines contained in the active report; or, for a binary report, its size in KB. (not modifiable)
	CC Type	Either ASA or MACHINE. (not modifiable)
	Record length	Maximum number of bytes in record. (not modifiable)
Expiration date	Contents of active report are available online until the date you enter here.	

Archive/Revive Attributes

Field	Explanation	
Archive Retention	Enter the length of time the active report is to be kept in the archive. When this period expires, the active report is deleted from the archive dataset. An active report can be archived no matter where it is stored.	
	Number	Enter the number of days, weeks, months or years the active report is to be kept in the archive.
	Unit	Choose a unit for the number. Possible values: ● (none) ● Days ● Weeks ● Months ● Years
Revive Retention	Enter the length of time the contents of a revived active report are to be available online for browsing and printing. When this period expires, this "copy" of the archived report is purged automatically.	
	Number	Enter the number of working days, absolute days, weeks or months the report should be available online. When you specify "Working days", you must enter the name of a calendar in the **Calendar** field to include only working days. The default is the system-wide period defined by the system administrator.
	Unit	Choose a unit for the number. Possible values: ● (none) ● Working days ● Absolute days ● Weeks ● Months
	Calendar	If you have specified "Working days" as the unit for the retention period, choose a calendar from the drop-down list box. (not modifiable)

Field	Explanation	
Archive	Date	Date on which active report was archived. (not modifiable)
	Time	Time at which active report was archived. (not modifiable)
	Expiration date	Active report is retained in the archive until this date. (not modifiable)
	Expiration orig.	Original expiration date. If the expiration date has been modified, the original date appears here. (not modifiable)
	Type	If the report is to be archived to a user-defined archive, the number of the required archive type appears here. If this field is empty or if "0" appears here, the report is archived to a standard Entire Output Management archive file. (not modifiable)
Revive	Date	Date on which active report was revived. (not modifiable)
	Time	Time at which active report was revived. (not modifiable)
	Expiration date	The revived copy of the active report contents is available until this date.
Dataset	The name of the dataset to which the active report was archived.	
Volser(s)	The VOLSER of the archive containing the active report.	

Spool Attributes

See the field descriptions under *Components of a Report Definition*.

Displaying an Active Report

▶ **To display an active report:**

1. Select the desired active report in the active report list.

2. Invoke the context menu and choose **Display**.

   The actice report is displayed. For an explanation of the attributes and their fields, see *Modifying an Active Report*.

Deleting an Active Report

▶ **To delete an active report:**

1. Select an active report in the active report list

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.

Archiving an Active Report

This function marks an active report for archiving or cancels the archiving mark. An active report marked for archiving is archived the next time the archiving task is active.

▶ **To mark an active report for archiving:**

1. Select an active report in the active report list that has not been archived.

2. Invoke the context menu and choose the **Archive** command.

   The selected active report appears in the active report list with "Marked" in the **Archive** column, indicating that it is marked for archiving.

▶ **To remove the archive mark from an active report:**

1. Select an active report in the active report list that has been marked for archiving.

2. Invoke the context menu and choose the **Archive** command.

   The word "Marked" no longer appears in the **Archive** column of the active report list for the selected active report.

Reviving an Active Report

This function marks an archived active report for reviving or cancels the reviving mark. An active report marked for reviving is revived the next time the reviving task is active. The report is restored to the active report list.

▶ **To mark an active report for reviving:**

1. Select an archived active report in the active report list.

2. Invoke the context menu and choose the **Revive** command.

   The **Revive Active Report From Archive** dialog appears.

3. Use the list box to the right of the **Revive to** field to select a location for the revived report: Con-nect, NOM database, or JES Spool.

4. Use the list box to the right of the **Bundle** field to select an active bundle to contain the report.

5. Choose **OK** to mark the active report for reviving.

    The revive location appears in the **Revive** column of the active report list for the selected active report.

▶ **To remove the revive mark from an active report:**

1. Select an active report marked for reviving in the active report list.

2. Invoke the context menu and choose the **Revive** command.

    The revive location no longer appears in the **Revive** column of the active report list for the selected active report.

Printing an Active Report

▶ **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 to 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.

Confirming Printing of an Active Report

This function releases an active report for printing. The report is printed only when all target users have confirmed by issuing this command. The report must be defined with the "All users confirm" option in the **Hold Logic** field of the Printing Attributes for the report definition.
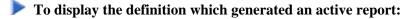
▶ **To confirm printing for an active report:**

1. In the active report list, select the appropriate active report.

2. Invoke the context menu and choose the **Confirm Print** command.

When all users have confirmed, the report will be printed.

Displaying Definition of an Active Report

This function displays the report definition which generated the active report.

▶ **To display the definition which generated an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **Displays Definition** command.

   The general attributes of the report definition are displayed. The individual fields are described under *Components of a Report Definition*.

Distributing an Active Report

This function distributes an active report to a user or distribution list that is not defined in the Distribution Attributes for the report.

▶ **To distribute an active report to a user or distribution list:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **Distribute** command.

   The **Distribute Report to User** dialog appears.

3. Use the **Select** button to the right of the field **User / Distribution list** to select from a list of users and distribution lists.

   When you have made your selection, the user ID or name of the distribution list is written to the **User / Distribution list** field.

4. Choose the **OK** button to distribute the active report to the selected user or distribution list.

Putting an Active Report in a Bundle

This function adds an active report to an open active bundle for one distribution only.

▶ **To put an active report in an open active bundle:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **Put in Bundle** command.

   The **Put Report in Bundle** dialog appears.

3. Use the list box to the right of the bundle **Name** field to select an active bundle.

4. When you have made your selection, choose the **OK** button.

The selected active report is added to the selected active bundle.

Displaying Spool Attributes of an Active Report

▶ **To display the spool attributes of an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **Spool** command.

A window is displayed showing the spool attributes of the active report. The individual attributes are described in under *Components of a Report Definition*.

Displaying Users Connected to an Active Report

This function lists all users to whom an active report is distributed.

▶ **To list all users connected to an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **Display Users** command.

A list of all users who receive the active report is displayed.

Displaying Cross-Reference Information for an Active Report

This function displays a list of all active bundles in which the active report is contained.

▶ **To display cross-reference information for an active report:**

1. Select an active report in the active report list.

2. Invoke the context menu and choose the **XREF** command.

A list of bundles appears. For each bundle, the following information is displayed:

Field	Explanation
Bundle	Name of active bundle in which active report is contained.
Run Number	Internal report identification.
Group	Group identifier assigned to the report in the bundle.
Sequence Number	Sequence number assigned to the report in the bundle.
Status	Bundle status.
Printer	Logical Printer assigned to the report in the bundle.