

# Folders

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## What is a Folder?

A folder is a container in which active reports can be grouped and to which users can be granted access.

## Available Commands for Folders

 **To list all available commands for folders:**

1. In the object workspace, expand the **Folders** folder.
2. Select a folder and invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Authorization	F9	Authorize all users (PUBLIC), a user group (Distribution List) or a specified user ID to access Active Reports filed in the Folder. Only Users with owner authorization for the Report can perform this function.
Copy	Ctrl+C	Copy a folder definition.
Delete	Del	Delete a folder definition. Folder containing Active Reports cannot be deleted.
Display	Ctrl+D	Display a folder definition.
Filter	F3	Use selection criteria to list folder definitions.
Link	---	Link a folder to another user.
List	F8	List all folder definitions.
New	Ctrl+N	Add a new folder definition.
Open	Ctrl+O	Modify a folder definition.
Rename	F2	Rename a folder definition.

## Listing All Folders

### ▶ To list all folders:

1. In the object workspace, select **Folders**.
2. Invoke the context menu and choose the **List** command.

All existing folders are listed in the content pane.

### ▶ To invoke a list of available commands:

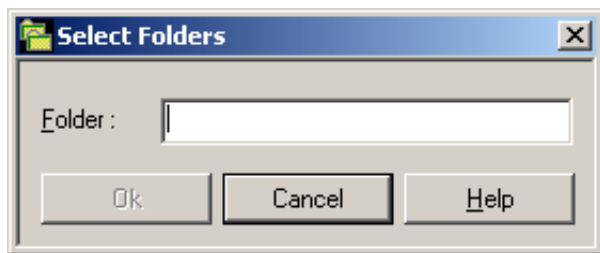
- Select an active report and invoke the context menu.

## Listing Selected Folders

### ▶ To list folders according to selection criteria:

1. In the object workspace, select **Folders**.
2. Invoke the context menu and choose **Filter**.

The following dialog appears in the content pane:



3. Enter selection criteria for the folders.
4. Choose **OK**.

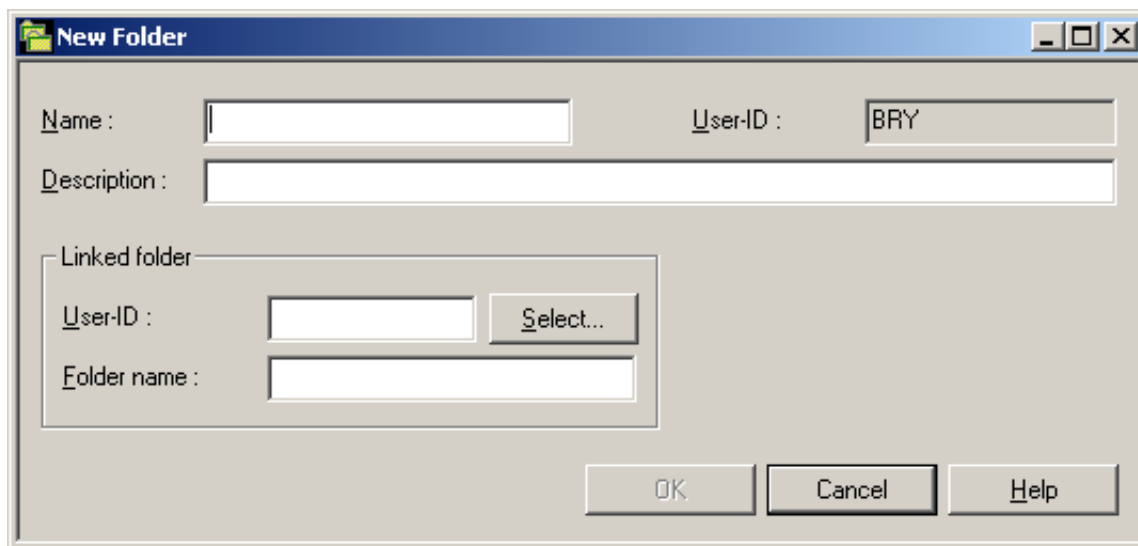
Now only folders which satisfy the selection criteria appear in the expanded **Folders** directory in the object workspace.

## Adding a New Folder

### ▶ To create a new folder:

1. Select the **Folders** in the object workspace or in the folder list and invoke the context menu.
2. Choose **New**.

The **New Folder** window opens in the content pane:



3. Enter your data. The fields are described below.
4. When you have finished, choose the **OK** button to save your data.

### Fields: New Folder

Field	Explanation	
Name	Enter a folder name.	
Description	Enter a description for the folder.	
Linked folder	User-ID	Use the <b>Select</b> button on the right to select a user ID for the linked folder. (optional)
	Folder name	If another user ID allows you to use its folder(s) by defining grants, you can link one of your folders to it (folder must be empty). Now you are authorized to use all filed active reports for browsing and printing. (optional)

## Modifying a Folder

### To modify a folder:

1. Select the desired folder in the object workspace or in the folder list.
2. Invoke the context menu and choose **Open**.

The folder definition is displayed, and you can change it. The individual fields are described below.

### Fields: Open Folder

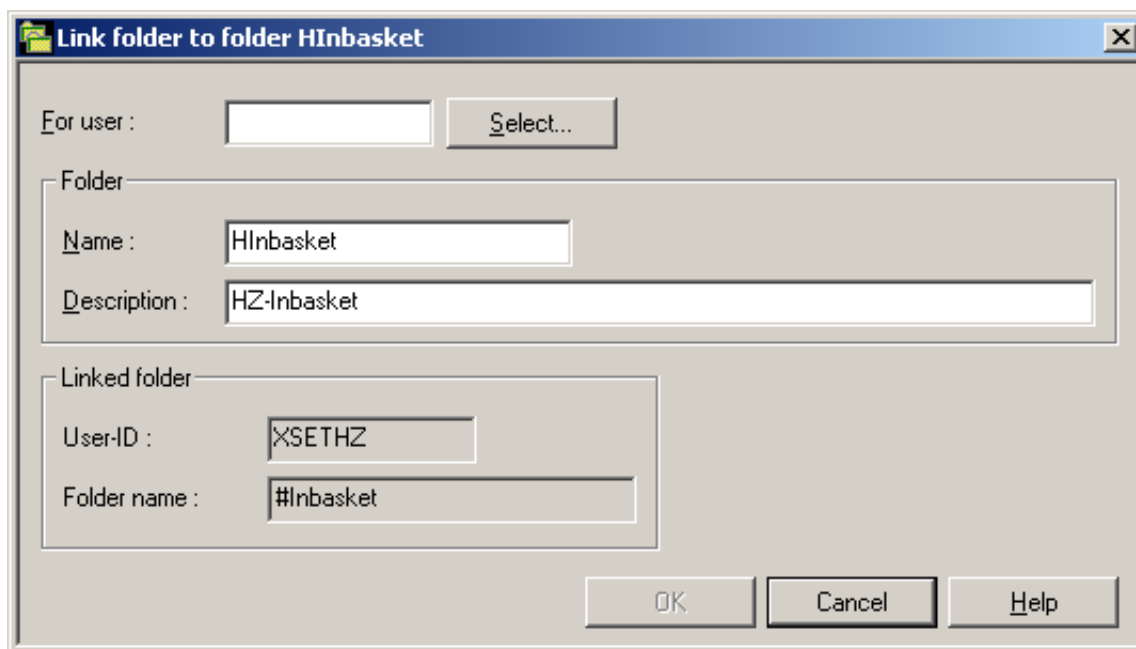
Field	Explanation	
Name	Enter a folder name.	
Description	Enter a description for the folder.	
Linked folder	User-ID	If another user is linked to this folder, the user ID appears here.
	Folder name	If another folder is linked to this folder, its name appears here. For information on linking a user to a folder after the folder has been created, see <i>Linking a New User to a Folder Definition</i> .

## Linking a New User to a Folder Definition

### To link a new user to a folder definition:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose the **Link** command.

A dialog similar to the following opens:



3. Use the **Select** button to the right of the **For user** field to select a new user ID to link to the folder
4. When you are finished, choose the **OK** button to save your data.

## Displaying a Folder Definition

### ▶ To display a folder definition:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose the **Display** command.

The folder definition is displayed. The fields are described under *Adding a Folder Definition*.

## Copying a Folder Definition

### ▶ To copy a folder definition:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu.

A dialog appears.

3. Enter the name of the target folder definition in the **To Folder** field, and choose **OK**.

The new folder appears in the folder list.

## Renaming a Folder

### ▶ To rename a folder:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose **Rename**.
3. Change the name of the selected folder, and press ENTER.

## Deleting a Folder Definition

### ▶ To delete a folder:

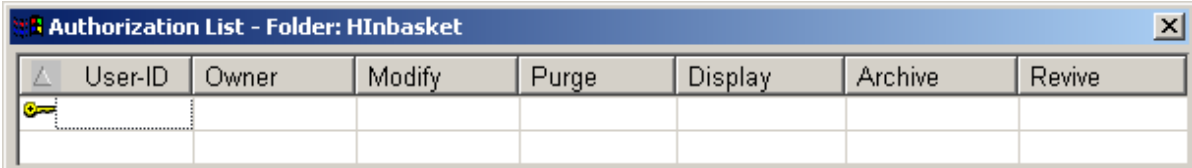
1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose **Delete**.  
A dialog appears, asking you to confirm the deletion.
3. Choose **Yes** to delete the folder, or **No** to cancel the operation.

## Authorizing User Access to a Folder Definition

### ▶ To authorize user access to a folder definition:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose **Authorization**.

The **Authorization List** appears:

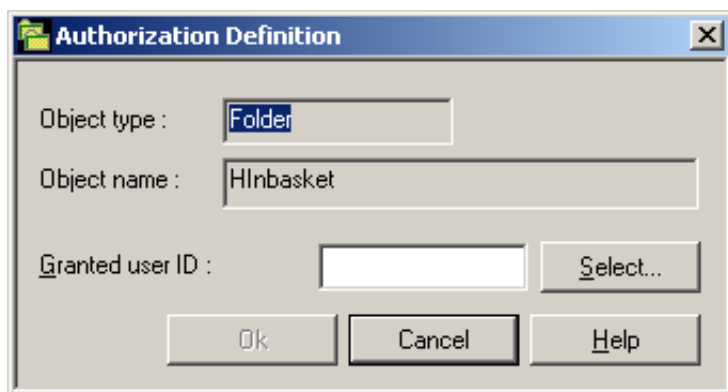


△	User-ID	Owner	Modify	Purge	Display	Archive	Revive
🔑	.....						

It lists all users and user groups on distribution lists who are authorized for the folder. It also displays their authorization level.

3. Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4. Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.
5. When you are finished, choose **OK** to save your data.

## Active Reports (summary)

### ▶ To list the active reports summary:

1. Select and expand a folder (under **Folders**) in the object workspace.  
Two subfolders appear.
2. Select and expand the **Active Reports (summary)** folder.  
A list of report name folders appear.
3. You can expand a report name folder to show all its active reports.

## Available Commands: Active Reports (summary)

### ▶ To list all available commands for Active Reports (summary):

1. Select one of the report name folders.
2. Invoke the context menu.  
A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Displays Definition	Ctrl+Alt+D	Displays the report definition. Attributes cannot be modified. They are described under <i>Components of a Report Definition</i> .
Filter	F3	List report name folders according to selection criteria.
List	F8	List report name folders.
List Active	---	List active reports for the selected report name folder. For available commands, see <i>Available Commands for Active Reports</i> .
Select Subobject	Ctrl+F3	List active reports for the selected report name folder according to selection criteria.

## Listing Active Reports in Folder

### ▶ To list the active reports in a folder:

1. Select and expand a folder (under **Folders**) in the object workspace.

Six nodes are displayed for the folder, containing the following:

Node	Contents
Summary	Active reports sent to the user, grouped under their report names.
All	Active reports sent to the user.
Archived	Active reports which are already archived.
Browsable	Active reports located in Spool, Entire Output Management database, or Con-nect.
Nom	Active reports located in the Entire Output Management database.
Spool	Active reports located in Spool.

2. Select the desired node and invoke the context menu.
3. Choose the **List Active** command.

A list of the active reports - corresponding to the selection criterion of the selected node - is displayed. The fields of the list are explained below.

### ▶ To invoke a list of available commands:

- Select an active report and invoke the context menu.

For further information on these commands and all operations which can be performed on active reports, see *Available Commands for Active Reports* and *Active Reports*. The **Filter** command is explained in *Listing Selected Active Reports in Folder*, below.



## Fields: Active Reports in Folder

Field	Explanation	
Report	Report name.	
Run Number	Internal sequence number of the active report.	
Mail Date/Time	Date and time the active report was mailed to user's folder.	
Creation	Date and time active report was created.	
Lines	Number of lines in active report.	
Kbytes	Size of a binary report in KB.	
Archive	Archive status of active report:	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Revive status of 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	Storage location of active report: Con-nect, NOM database, JES-Spool, or Archive.	
Rep.Expiration	Report expiration date. The active report is available online until this date.	
Arch.Expiration	Archive expiration date. The active report is kept in the archive until this date.	
Rev.Expiration	Revive expiration date. If the active report has been revived from the archive, the copy created is available online until this date.	
Message	Confirm	Printing of the active report must still be confirmed.
	Confirmed	Printing of the active report has been confirmed.
Description	Short description of the active report.	

## Listing Selected Active Reports in Folder

 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 in the content pane.

3. Enter selection criteria for the active reports. The fields are described below.
4. Choose the **OK** button.

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

### Fields: Select Active Reports

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.
Revive	Marked	Active report is marked to be archived.
	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 NOM 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.	