


# Printout Queue

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## What is a Printout?

A printout is an active report or an active bundle which has been queued for printing either upon user request or automatically by the monitor.

## Available Commands for Printouts

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

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

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Active in Bundle	---	Lists the active reports in the printout.
Browse	Ctrl+B	Displays the content of a printout (only possible for reports).
Delete	Del	Deletes a printout.
Display	Ctrl+D	Displays the printout definition.
Filter	F3	Lists printouts according to selection criteria.
Hold	---	Puts a printout in hold status.
List	F8	Lists printouts.
Open	Ctrl+O	Modifies a printout definition.
Release	---	Releases a printout from hold status so that it can be printed.
Resume	---	Resumes failed printing of a printout.

## Listing All Printouts

### To list all printouts:

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

All printouts are listed in the content pane. For each printout, the following information is displayed.

### Fields: Printout List

Field	Explanation
Object	Name of report or bundle to be printed.
Printout ID	Internal unique identifier for the printout.
Type	Report or bundle.
Printer	Logical printer to be used.
Lines	Number of lines already printed.
Kbytes	Size of the printout in KB (for binary printouts only).
Status	Status of the printout.
User ID	ID of user printing or of report owner or bundle coordinator.
Job Name	Job name of the printout in the job queue, if printing with a batch job.
Job Number	Job number of the printout in the job queue, if printing with a batch job.
Scheduled Date/Time	Date and time printout is scheduled.
Printed Date/Time	Date and time printout was printed.

## Listing Selected Printouts

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

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

The **Select Printout** dialog appears. It provides four input fields: **Object Name**, **User ID**, **Printer** and **Status**.

3. Use the list boxes to the right of the fields **User ID**, **Printer** and **Status** to enter selection criteria.
4. When you are finished, choose **OK**.

Now only printouts which satisfy the selection criteria appear in the expanded **Printout Queue** folder in the object workspace.

## Modifying a Printout Definition

- General Attributes
- Printer Attributes
- Special Attributes

### Note:

Only the definitions of printouts in hold status can be modified.

### ▶ To modify a printout definition:

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

The printout definition is displayed. It consists of: General Attributes, Printer Attributes and Special Attributes.

3. To change the desired attributes, choose the appropriate tab: **General**, **Printer** or **Special Attributes**.
4. The corresponding window is displayed, and you can change the data. The individual attributes are described below.
5. When you have finished, choose the **OK** button to save your changes.

### General Attributes

Only the fields **Copies** and **Priority** can be modified.

Field	Explanation	
User	User ID of user printing, or of report owner or of bundle coordinator.	
ESY User ID	Entire System Server user ID.	
Bundle	Name	Name of the bundle to be printed.
	Run number	Internal run number.
Date/Time	Created	Date and time the printout was created.
	Scheduled	Date and time the printout is scheduled.
	Printed	Date and time the printout was printed.
Status	Status of the printout.	
Total lines / Total size	Total number of lines in printout, or total size of binary printout in KB.	
Lines printed / Printed size	Number of lines already printed, or portion of binary printout already printed in KB.	
Language	The language to be used in the report/bundle separators.	
Copies	Enter the number of copies to be printed.	
Priority	Enter the print priority. This is passed to JES when using system printers.	

## Printer Attributes

Field	Explanation	
Logical printer	Name	Name of logical printer.
	Description	Short description of logical printer.
Physical printer	Name	Name of physical printer.
	Location	Location of physical printer.
Printer exit	Member	Name of the exit to be executed for each line before it is printed.
	Library	Name of the library containing the member.
Job parameters	JCL skeleton	Enter or change name of the Natural member containing the JCL skeleton to be used when submitting a print job.
	Escape character	Enter or change special character used as a prefix to identify substitution variables.
	Jobcards	Enter or change jobcards to be used when printing in batch mode. If you leave these lines blank, the specifications from the Logical Printer Profile are taken.

## Special Attributes

You cannot enter or change any special attributes. For further information, see the *Special Attributes* under *Adding a New Logical Printer*

## Displaying a Printout Definition

### ▶ To display a printout definition:

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

The printout definition is displayed. The attributes and their fields are explained under *Modifying a Printout Definition*.

## Deleting a Printout

### ▶ To delete a printout:

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

A dialog appears, asking you to confirm the deletion.

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

## Putting a Printout in Hold Status

This function places a printout in hold to prevent printing. Printout definitions can be modified only when the printout is in hold status.

### ▶ To put a printout in hold status:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Hold** command.

"hold" appears in the **Status** column for the selected printout.

## Releasing a Printout from Hold Status

This function releases a printout from hold status and queues it for printing.

### ▶ To release a printout from hold status:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Release** command.

"ready for printing" appears in the **Status** column for the selected printout.

## Resuming a Failed Printout

Print tasks and batch jobs periodically record the number of lines printed so far. If a printout fails, it can be restarted from the last recorded printed line number.

### ▶ To resume printing failed a printout:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Resume** command.  
"ready for printing" appears in the **Status** column for the selected printout.

## Browsing a Printout

This function is only available for printouts of type "report".

### ▶ The display the content of a printout:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Browse** command.  
The content of the printout is displayed in the editor screen.

## Listing Active Reports in a Printout

This function lists the active reports contained in the printout.

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

1. Select a printout in the object workspace or in the printout list.
2. Invoke the context menu and choose the **Active in Bundle** command.

The **Active Report List in Bundle (Printout)** is displayed. The fields are the same as described under *Listing Active Reports in an Active Bundle*.