

# Reports

This section explains reports and the operations you can perform on them. It covers the following topics:

- What is a Report?
  - Available Commands for Reports
  - Listing All Report Definitions
  - Listing Selected Report Definitions
  - Creating a New Report Definition
  - Modifying a Report Definition
  - Displaying a Report Definition
  - Renaming a Report Definition
  - Copying a Report Definition
  - Deleting a Report Definition
  - Authorizing User Access to a Report Definition
  - Displaying Log Information for a Report Definition
  - Listing Active Reports for a Report Definition
  - List Selected Active Reports
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## What is a Report?

- Spool Dataset and Report
- Identification Attributes

A report is the basic object processed by Entire Output Management and refers to a spool dataset in a job or to part of it. Defining a report involves:

- creating a report definition that can identify the jobs where the spool dataset can be found;
- creating user routines or using standard routines to extract the important data from the spool dataset;
- defining report processing: storage, distribution and printing of the report you have produced;
- creating individual layouts for addressees.

## Spool Dataset and Report

A spool dataset is identified as containing a report if its spool attributes match the identification attributes of one or more report definitions. One complete spool dataset can constitute a report or it can be separated into smaller reports.

To separate a spool dataset into several reports, you can use your own Natural user routines or one of the Entire Output Management standard separation routines. For more information on user routines, see the section *Printer Exits, User Routines and Separator Pages* in the *System Administration* documentation.

## Identification Attributes

Entire Output Management processes the spool dataset one time for each report definition as identified by its attributes. Each report can have its own:

- General Attributes
- Identification Attributes for:
  - JES
  - 3GL Interface
  - SAP-Spool
  - CMA-Spool
  - UNIX
  - Natural
- Printing Attributes
- Distribution Attributes
- Report Layout Attributes
- Separation Attributes
  - User Routines
  - Standard Separation Routines

## Available Commands for Reports

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

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
Authorization	F9	Authorize other users to process the report. Only users with owner authorization for the report can perform this function.
Copy	Ctrl+C	Copy report definition (including report processing).
Delete	Del	Delete report definition.
Display	Ctrl+D	Display report definition.
Display Log	F10	Display log information about maintenance activity on this report, such as who last modified it and who created it.
Filter	F3	Select reports with selection criteria.
List	F8	List report definitions.
List Active	Ctrl+F8	List active reports for a report definition.
New	Ctrl+N	Add report definition.
Open	Ctrl+O	Modify report definition.
Rename	F2	Rename report definition.
Select Subobject	Ctrl+F3	Select active reports of a report definition with selection criteria.

## Listing All Report Definitions

### To list all report definitions:

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

All existing report definitions are listed in the content pane. The fields of the report list are explained below.

### Fields: Report List

Field	Explanation	
Report	Report name.	
Authorization	Authorization used to access the report. Possible values:	
	ADMIN	Indicates that you are defined as administrator with owner authorization for the listed reports.
	PUBLIC	All users are authorized for the report.
	(User ID or name of distribution list)	This user or the members of the distribution list are authorized for the report.
Type	Possible values: Created, Default, Master, Suspended.	
Description	A short description of the report.	

## Listing Selected Report Definitions

▶ **To list report definitions according to selection criteria:**

1. In the object workspace or in the report list, select the **Reports** folder.
2. Invoke the context menu and choose **Filter**.

The **Select Reports** dialog appears. You can specify the following selection criteria:

Field / List Box	Explanation	
Report	Selection criteria for the name of the report definition.	
Authorization	Authorization for access to the report:	
	ADMIN	Access authorization for you as defined administrator.
	PUBLIC	Access authorization for all users.
	<i>user ID or name of distribution list</i>	Access authorization for this user or the members of this distribution list.
Type	Possible values: Created, Default, Master, Suspended.	

3. Enter your selection criteria for the report definitions, and then choose **OK**.

Now only report definitions which satisfy the selection criteria appear in the expanded **Reports** folder in the object workspace.

## Creating a New Report Definition

▶ **To create a new report definition:**

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

The **New Report** window opens in the content pane.

3. Enter your data. The individual fields are described under *Components of a Report Definition*.
4. When you have finished, choose the **OK** button to save your data.

All attributes in this and the subsequent tabs are explained below.

## Modifying a Report Definition

### To modify a report definition:

1. In the object workspace or in the report list, select the desired report definition.
2. Invoke the context menu and choose **Open**.
3. The report definition is displayed, and you can make changes to it. The individual fields are described under *Components of a Report Definition*.
4. When you have finished making changes, choose the **OK** button to save them.

## Displaying a Report Definition

### To display a report definition:

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

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

## Renaming a Report Definition

### To rename a report definition:

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

## Copying a Report Definition

### ▶ To copy a report definition:

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

A dialog appears.

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

The new report definition appears in the Report List.

## Deleting a Report Definition

### ▶ To delete a report definition:

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

A dialog appears, asking you to confirm the deletion.

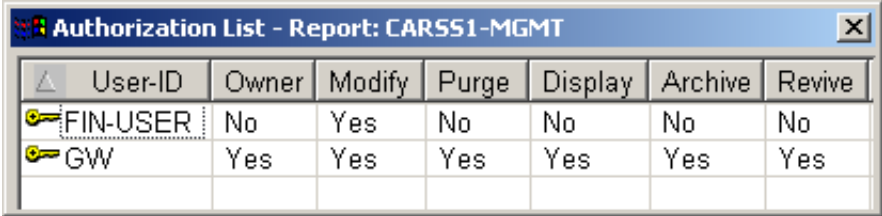
3. Choose **Yes** to delete the definition, or **No** to cancel the operation.

## Authorizing User Access to a Report Definition

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

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

The **Authorization List** appears:



△	User-ID	Owner	Modify	Purge	Display	Archive	Revive
🔑	FIN-USER	No	Yes	No	No	No	No
🔑	GW	Yes	Yes	Yes	Yes	Yes	Yes

It lists all users and user groups on distribution lists who are authorized for the report definition. 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 below.
5. When you are finished, choose **OK** to save your data.

### Fields: Authorization Definition

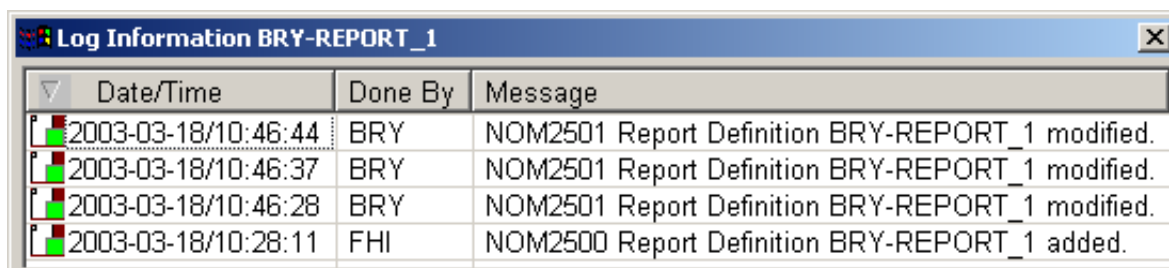
Field	Explanation
Object type	Report, bundle, printer or distribution list.
Object name	The name of the object for which you are granting authorization.
Granted user ID	The user ID or name of distribution list to authorize. Choose the <b>Select</b> button to display a selection list.
Grant options	Check the following items to grant user authorization.
Owner	User can perform all functions and authorize other users for this object.
Modify	User can display and modify this object.
Purge	User can display, modify and delete this object, but cannot authorize other users.
Display	User can only display this object.
Archive	User can archive this object.
Revive	User can revive this object from the archive.

## Displaying Log Information for a Report Definition

### ▶ To display log information for a report definition:

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

The following dialog appears:



Date/Time	Done By	Message
2003-03-18/10:46:44	BRY	NOM2501 Report Definition BRY-REPORT_1 modified.
2003-03-18/10:46:37	BRY	NOM2501 Report Definition BRY-REPORT_1 modified.
2003-03-18/10:46:28	BRY	NOM2501 Report Definition BRY-REPORT_1 modified.
2003-03-18/10:28:11	FHI	NOM2500 Report Definition BRY-REPORT_1 added.

### ▶ To display more detailed log information:

1. Select an entry from the log information dialog and invoke the context menu.
2. Choose **Info**.

Detailed information on the selected entry is displayed.

## Listing Active Reports for a Report Definition

### ▶ To list active reports for a report definition:

1. In the **Reports** folder in the object workspace, select a report that can be expanded (preceded by a plus sign +) .
2. Invoke the context menu and choose **List Active**.

The active reports are listed in the content pane. The fields of the active report 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*.

## Fields: Active Report List



Field	Explanation	
Creation	Date and time active report was created.	
Run number	Internal sequence number of the active report.	
Lines	Number of lines in active report.	
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	Indicates the following:	
	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.	

## List Selected Active Reports

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

1. In the **Reports** folder in the object workspace, select a report that can be expanded (preceded by a plus sign +) .
2. Invoke the context menu and choose **Select Subject**.  
The **Select Active Reports** dialog appears.
3. Enter your selection criteria for the active reports. The fields are described below.
4. Choose **OK**.

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> .	
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.	