

# Folders

You can define folders in which to group active reports.

The following functions are available for folders:

- Listing Folders
- Adding a Folder
- Linking a Folder
- Other Folder Maintenance Functions

## Listing Folders

 **To select folders defined for your user ID:**

1. Enter 5 in the command line of the "Main Menu".

The "Active Reports > Folder Maintenance" screen appears:

```

11:28:00          **** ENTIRE OUTPUT MANAGEMENT ****          2008-11-15
User ID MRS      - Active Reports>Folder Maintenance -

Cmd Folder      Description
-----
#Inbasket
#Migration
ADABAS          Lists created by ADABAS Utilities
Employees       Lists of the Personnel Department
MSE-Public      Lists authorized by MSE
NOM-Catall      Catall error lists
NOM-Lists       ARCHIVER/REVIVER/MONITOR Lists
Public          PUBLIC Reports

All
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +          Clr  Menu
    
```

This screen lists all folders defined for your user ID.

2. The folder #Inbasket is automatically created when a user ID is defined and can be renamed but not deleted.

- The folder #Migration is automatically created only when migrating from previous versions of Entire Output Management (formerly Natural Output Management). It contains all active reports which are available during migration time.

## Special PF Keys

Key	Name	Function
PF2	Add	Add a folder definition.
PF11	Clr	Reset active report selection criteria. Use this key if you do not want the active report list to be filtered according to the selection criteria last used.

## Line Commands

Command	Function
AU	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. See <i>Authorizing User Access to a Folder</i> and the section <i>Authorizing User Access to Objects</i> .
CO	See <i>Copying a Folder Definition</i> .
DE	See <i>Deleting a Folder Definition</i> . A folder containing active reports cannot be deleted.
DI	See <i>Displaying a Folder Definition</i> .
LF	See <i>Linking a Folder to Another User</i> .
LI	See <i>Listing Active Reports Filed in a Folder</i> .
LK	List active reports filed in a folder, using keyword selection. See <i>Listing Active Reports in a Folder &gt; Listing Active Reports Filed in a Folder</i> .
MO	See <i>Modifying a Folder Definition</i> .
RN	See <i>Renaming a Folder Definition</i> .

## Fields

Fields	Explanation
Folder (*)	Folder name. You can enter a folder prefix followed by an asterisk (*) in the field immediately below the column heading to list all folders beginning with the prefix.
Description	A short description of the respective folder.

## Adding a Folder

 **To add a folder definition for your user ID:**

1. Press PF2 (Add) on the "Active Reports > Folder Maintenance" screen.

The "Folder Definition > General Attributes" screen appears:

```

12:46:26          **** ENTIRE OUTPUT MANAGEMENT ****          2008-01-17
User ID XYZ      - Folder Definition >General Attributes-

Folder
  Name ..... #Inbasket_____
  Description ..... _____

List Layout ..... 2    1 = Active Report summary
                       2 = Active Report list (descriptive attributes)
                       3 = Active Report list (technical attributes)

Default Location ..... B    (use ? for valid values)

Linked Folder
  User ID ..... _____
  Folder Name ..... _____

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip Do   Undo                               Menu
    
```

### Special PF Keys

Key	Name	Function
PF2	Add	Add another folder definition.

### Fields

Field	Explanation
Folder	
- Name	You must first enter the folder name when creating a new folder. This field is protected when modifying an existing folder.
- Description	Enter a short description for the folder.
- Internal Name	This name is created automatically by Entire Output Management. This name is a unique identifier within the whole system.
List Layout	You can define how active reports are listed in the folder.
Default Location	You can define a location of the active reports which will be displayed when you list the active reports in a folder. Possible values are: <ul style="list-style-type: none"> <li>● * or blank = All active reports, regardless of the location.</li> <li>● A = active reports currently archived.</li> <li>● B = active reports currently available for online viewing.</li> <li>● C = active reports located in Con-nect.</li> <li>● D = active reports currently stored in the Entire Output Management database.</li> <li>● S = active reports currently stored in the spool or in a copy file.</li> </ul>
Linked Folder	If another user ID authorizes you to use one (or more) of its folders, you can link one of your folders to the authorized folder. Now you can browse, print and file all active reports filed in the authorized folder.
- User ID	Enter the user ID which has given you authorization to use its folder(s).
- Folder Name	Enter a valid folder name for the user ID above.

## Linking a Folder

There are two ways to link folders:

1. The owner of the original folder uses the function LF to define a new folder for another user.
2. The owner of the original folder uses the function AU to grant permission to another user; the user with permission defines a new folder with the field Linked Folder filled.

### To make a folder that belongs to your user ID available to other users:

1. On the "Active Reports > Folder Maintenance" screen, enter the line command LF next to the folder to be linked. The "Folder Definition > Link Folder to Folder" screen appears:

```

09:44:39          **** ENTIRE OUTPUT MANAGEMENT ****          2008-11-15
User ID XYZ      - Folder Definition >General Attributes-

For User ..... _____

Folder
  Name ..... Summary_____
  Description ..... _____

List Layout ..... 1    1 = Active Report summary
                       2 = Active Report list (descriptive attributes)
                       3 = Active Report list (technical attributes)

Linked Folder
  User ID ..... XYZ
  Folder Name ..... Summary

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do    Undo                               Menu
    
```

**Special PF Keys**

Key	Name	Function
PF2	Add	Link another folder.

**Fields**

Field	Explanation
For User	Enter the user ID for which you want to create a folder.
Folder	
- Name	Enter the name of the folder you want to create.
- Description	Enter a short description for folder.
List Layout	You can define how active reports are listed in the folder.
Linked Folder	
- User ID	The user ID of the current folder.
- Folder Name	The name of the current folder.

**Other Folder Maintenance Functions**

This section covers the following topics:

- Modifying a Folder Definition
- Authorizing User Access to a Folder
- Copying a Folder Definition
- Deleting a Folder Definition
- Displaying a Folder Definition
- Renaming a Folder Definition

## Modifying a Folder Definition

### To modify a folder definition:

1. On the "Folder Maintenance" screen, enter the line command MO next to the folder you want to modify.

The "Folder Definition > General Attributes" screen appears for the folder you have selected.

2. You can modify the data displayed by entering new data in the input fields. For explanations of the input fields, see *Adding a Folder*.

When you have finished modifying the folder definition, press ENTER to save your modifications.

A message confirms the modification.

3. If COMMIT is set to OFF, press PF5 (Do) to save your modifications before exiting. If you do not, a window opens which asks you to commit the modifications. To do so, enter "Y".

A message confirms the modifications.

## Authorizing User Access to a Folder

### To authorize user access to a folder:

1. On the "Folder Maintenance" screen, enter the line command AU next to the folder for which you want to grant authorization.

The "Authorization List" window for folders opens.

2. To grant authorization to a new user, proceed as described in the section *Authorizing User Access to Objects*.

## Copying a Folder Definition

### To copy a folder definition:

1. On the "Folder Maintenance" screen, enter the line command CO next to the folder you want to copy.

A window is displayed.

2. Enter the name of the target folder in the input field provided.

A message confirms the copying.

## Deleting a Folder Definition

### To delete a folder definition:

1. On the "Folder Maintenance" screen, enter the line command DE next to the folder you want to delete.

If CONFIRM is set to ON, a window opens asking you to confirm the deletion.

2. To do so, enter the folder name in the input field provided.

A message confirms the deletion.

## Displaying a Folder Definition

### To display a folder definition:

- On the "Folder Maintenance" screen, enter the line command DI next to the folder you want to display.

The folder definition of the selected folder is displayed.

For explanations of the fields, see *Fields: Folder Definition - General Attributes*.

## Renaming a Folder Definition

### To rename a folder definition:

1. On the "Folder Maintenance" screen, enter the line command RN next to the folder you want to rename.

The "Rename Folder" window opens.

2. Enter the new folder name in the input field provided.