Browsing an Active Report with the Software AG Editor

The Software AG Editor allows you to:

- scroll within the display of an active report;

- search for text;

- modify the layout of the active report;

- print part or all of the active report;

- export all or part of an active report to a Con-nect document or to a PC file.

The corresponding functions are described in the following sections:

- Invoking the Software AG Editor

- Scrolling an Active Report

- Finding a Specific Character String

- Modifying the Layout of an Active Report

- Printing an Entire Active Report

- Printing a Block of Lines

- Exporting an Active Report to Con-nect

- Exporting an Active Report to a PC File

- Exporting a Block of Lines

Invoking the Software AG Editor

▶ To invoke the Software AG Editor:

- On the "Active Report List" screen, enter BR in the command field preceding the report to be browsed.

  The selected active report appears on the Software AG Editor screen:

```
 14:29:52              **** ENTIRE OUTPUT MANAGEMENT ****              2008-11-15
Report UEX-INSL-ADDP(21086)     L 000000 T 000232 ----------Columns 001 072
====>                                                  SCROLL===> CSR
****** **************************** top of data ****************************
000001  Page:   1                           Employee List sorted by Department
000002
000003                                     EMPLOYEES
000004  DEPARTMENT          NAME                 FIRST-NAME       PERSONNEL   DATE
000005    CODE                                                      ID        OF
000006                                                                       BIRTH
000007  ---------- -------------------- -------------------- --------- --------
000008  FINA01     ANTLIFF              JANET                30021001  53/10/12
000009  FINA01     ANTLIFF              JANET                30021001  53/10/12
000010  FINA01     EAVES                TREVOR               30034544  48/09/23
000011  FINA01     GOMEZ                ISABEL               60000544  58/10/23
000012  FINA01     GOMEZ                MARIO                60000012  45/12/12
000013  FINA01     JAMES                SHARON               30034217  63/05/26
000014  FINA01     JAMES                SHARON               30034217  63/05/26
000015  FINA01     JAMIESON             SUSAN                30000217  64/02/29
000016  FINA01     JOHNSON              HELEN                30000544  58/10/23
000017  FINA01     JOHNSTON             JOHN                 30016001  35/10/12
000018  FINA01     JOUSSELIN            DANIEL               50003800  49/02/28
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Notes End   Layot Rfind Fi:C   -     +         <     >    Menu
```

ISPF-like commands enable you to browse the active report.

PF Keys

Key	Name	Function
PF2	Notes	Invokes NOMEX008, if active, to allow user-defined processing to be integrated with active report browsing. See the section *NOM User Exits* for a description of NOMEX008.
PF3	Exit	Return to previous screen.
PF4	Layou	Modify active report layout.
PF5	Rfind	Find a string again.
PF6	Fi:C	Find character string at cursor.
PF7	Up	Scroll up.
PF8	Down	Scroll down.
PF10	Left	Shift screen to the left.
PF11	Right	Shift screen to the right.

Scrolling an Active Report

- PF Keys

- Settings for the SCROLL Field

● Main Commands for Scrolling

PF Keys

On the Editor screen, you can use the following PF keys to scroll an active report:

Key	Name	Main Command	Function
PF7	Up	UP	Scroll toward top of data.
PF8	Down	DOWN	Scroll toward bottom of data.
PF10	Left	LEFT	Scroll data to the left.
PF11	Right	RIGHT	Scroll data to the right.

Settings for the SCROLL Field

In the SCROLL field at the top right of the Editor screen, you can enter scroll settings. These settings are used to set the scroll amount for the above-mentioned PF keys, and some are also used with the scrolling main commands described below.

Possible settings for the SCROLL field are:

Value	Explanation
<number>	Scroll up or down a specified number of lines. Scroll to the right or left (up to 8 columns).
CSR (default)	Scroll down to cursor position, if cursor is on a line of text. Cursor line becomes first line of text. When scrolling up, cursor line becomes last line of text. Scroll a page length if cursor is in COMMAND line. Scroll left 8 columns. Scroll right to cursor position (up to 8 columns).
DATA	Scroll a page length minus one line. When scrolling down, the last line of text becomes the first line. When scrolling up, the first line of text becomes the last line. Scroll 8 columns to left or right.
HALF	Scroll up or down half a page. Scroll 8 columns to left or right.
MAX	Scroll to top or bottom of data. Scroll 8 columns to left or right.
PAGE	Scroll up or down a page length. Scroll 8 columns to left or right.

Example:

If the SCROLL setting is HALF and you press PF8 (Down), the next half page of the active report appears.

Main Commands for Scrolling

Several main commands are available for vertical and horizontal scrolling. Enter these commands in the command line ====> at the top left of the Editor screen.

The following table shows all possible scrolling commands and their functions:

Main Command	Function
BL	Block commands, which can be used under UNIX, where a report is organized in blocks of 10,000 lines. The following command options are available: • `BL TOP` or `BL --` scrolls to the beginning of the current block. • `BL BOT` or `BL ++` scrolls to the end of the current block. • `BL +` scrolls to the next block. • `BL -` scrolls to the previous block. • `BL nnnnn` scrolls to block number *nnnnn*.
BOTTOM	Scrolls down to the last page of data.
++	Same as BOTTOM.
COLS ON/OFF	COLS ON displays a line at the top of the editing section showing column positions. COLS OFF turns the display off.
DOWN	DOWN scrolls down by the amount specified in the SCROLL field. DOWN *n* scolls down *n* lines.
+*n*	Same as DOWN *n*.
FIX *n*	Fixes the first *n* number of columns to display when scrolling left or right.
KEYS ON/OFF	Shows or hides the PF-key line.
LEFT	LEFT scrolls left by the amount specified in the SCROLL field (up to 8 columns). LEFT *n* scrolls left *n* columns.
PREFIX ON/OFF	Shows or hides the column containing the line numbers.
RIGHT	RIGHT scrolls right by the amount specified in the SCROLL field (up to 8 columns). RIGHT *n* scrolls right *n* columns.
TOP	Scrolls up to the first page of data.

Main Command	Function
--	Same as TOP.
UP	UP scrolls up by the amount specified in the SCROLL field.
	UP *n* scolls up *n* lines.
-*n*	Same as UP *n*.

Finding a Specific Character String

- FIND Command

- Search for Character String at Cursor Position

FIND Command

Use the main command `FIND` to locate a specific character string.

▶ **To locate a specific character string - example:**

1. Enter `FIND 'KENT'` in the command line ====> at the top left of the Editor screen:

```
  11:31:30              **** ENTIRE OUTPUT MANAGEMENT ****            2008-11-15
 Report UEX-INSL-ADDP(21086)      L 000000 T 000232 -----------Columns 001 072
 ====>  FIND 'KENT'                                       SCROLL===> CSR
 ****** **************************** top of data ****************************
 000001  Page:   1                         Employee List sorted by Department
 000002
 000003                                  EMPLOYEES
 000004  DEPARTMENT          NAME              FIRST-NAME      PERSONNEL    DATE
 000005    CODE                                                 ID          OF
 000006                                                                   BIRTH
 000007  ---------- -------------------- -------------------- --------- --------
 000008  FINA01    ANTLIFF              JANET               30021001 53/10/12
```

2. The cursor is placed on the first character of the *highlighted* string. If the line containing the string does not appear on the screen, the data is scrolled to that line.

   This becomes the second line of data on the screen (line 210 below):

```
  11:33:39              **** ENTIRE OUTPUT MANAGEMENT ****            2008-11-15
 Report UEX-INSL-ADDP(21086)      L 000209 T 000232 --------Char  'KENT' found
 ====>                                                    SCROLL===> CSR
 000209  MGMT01    GARCIA               ENDIKA              60000311 37/06/22
 000210  MGMT01    KENT                 HELEN               30021427 36/01/21
 000211  MGMT01    O'CONNOR             MICHAEL             30016311 47/03/06
 000212  MGMT01    PERKINS              NEVILLE             30008312 53/08/21
 000213  MGMT01    SMITH                GERALD              30000311 37/06/22
 000214  MGMT01    SMITH-MANSON         FIONA               30021233 47/07/21
 000215  MGMT01    TORRES               FRANCISCO           60008312 53/08/21
 000216  MGMT01    WOOD                 MARIAN              30034125 56/06/02
```

Search for Character String at Cursor Position

▶ **To search for any character string that appears on the screen:**

1. Place the cursor on the string to be searched for and press PF6 (Fi:C).

   The search begins at the top of the report.

2. To find the same string again, press PF5 (Rfind).

   A message indicates whether the string was found, or whether the bottom of the data was reached.

Modifying the Layout of an Active Report

The Software AG Editor allows you to change the column layout of an active report.

Our example active report appears as follows:

```
 15:29:52              **** ENTIRE OUTPUT MANAGEMENT ****          2008-11-15
Report UEX-INSL-ADDP(21086)      L 000000 T 000232 ----------Columns 001 072
====>                                               SCROLL===> CSR
****** **************************** top of data ****************************
000001  Page:   1                        Employee List sorted by Department
000002
000003                                 EMPLOYEES
000004  DEPARTMENT        NAME              FIRST-NAME      PERSONNEL    DATE
000005     CODE                                               ID        OF
000006                                                                 BIRTH
000007  ---------- -------------------- -------------------- --------- --------
000008  FINA01     ANTLIFF              JANET                30021001  53/10/12
000009  FINA01     ANTLIFF              JANET                30021001  53/10/12
000010  FINA01     EAVES                TREVOR               30034544  48/09/23
000011  FINA01     GOMEZ                ISABEL               60000544  58/10/23
000012  FINA01     GOMEZ                MARIO                60000012  45/12/12
000013  FINA01     JAMES                SHARON               30034217  63/05/26
000014  FINA01     JAMES                SHARON               30034217  63/05/26
000015  FINA01     JAMIESON             SUSAN                30000217  64/02/29
000016  FINA01     JOHNSON              HELEN                30000544  58/10/23
000017  FINA01     JOHNSTON             JOHN                 30016001  35/10/12
000018  FINA01     JOUSSELIN            DANIEL               50003800  49/02/28
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        End   Layou Rfind Fi:C   -     +          <     >    Menu
```

▶ **To select the columns to be displayed and their order on the screen:**

1. Place the cursor on a line of data and press PF4 (Layou). The selected line (here Line 8) is included in a layout window:

```
 15:31:37                **** ENTIRE OUTPUT MANAGEMENT ****           2008-11-15
 +------------------------------------------------------------------------------+
 !                                                                              !
 !      1 ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
 ! Layout                                                                       !
 !        FINA01     ANTLIFF            JANET                30021001  53  !
 !                                                                              !
 !       PF3 = Exit            PF4  = Define Layout     PF5  = Delete Layout  !
 !       PF6 = Saved Layout    PF10 = Left              PF11 = Right          !
 +------------------------------------------------------------------------------+
 000007  ----------  -------------------  -------------------- ---------  --------
 000008  FINA01     ANTLIFF            JANET                30021001  53/10/12
```

▶ To define the layout:

1. Enter an "X" in the Layout line in each column that is to appear in the report.

   Columns 1 to 65 are displayed. For example:

```
 15:34:41                **** ENTIRE OUTPUT MANAGEMENT ****           2008-11-15
 +------------------------------------------------------------------------------+
 !                                                                              !
 !      1 ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
 ! Layout              XXXXXXXXXXXXXX        XXXXXXXXXXXXXXX     XXXXXXXXXX XX  !
 !        FINA01     ANTLIFF            JANET                30021001  53  !
 !                                                                              !
 !       PF3 = Exit            PF4  = Define Layout     PF5  = Delete Layout  !
 !       PF6 = Saved Layout    PF10 = Left              PF11 = Right          !
 +------------------------------------------------------------------------------+
 000007  ----------  -------------------  -------------------- ---------  --------
 000008  FINA01     ANTLIFF            JANET                30021001  53/10/12
```

2. Press PF11 (Right) to view the rest of the data on the right. Columns 66 to 130 are displayed:

```
 15:34:41                **** ENTIRE OUTPUT MANAGEMENT ****           2008-11-15
 +------------------------------------------------------------------------------+
 !                                                                              !
 !     66 ----7----+----8----+----9----+----0----+----1----+----2----+----3  !*
 ! Layout                                                                       !
 !        /10/12 BCH 472X         MORRIS               MINOR 1000           !
 !                                                                              !
 !       PF3 = Exit            PF4  = Define Layout     PF5  = Delete Layout  !
 !       PF6 = Saved Layout    PF10 = Left              PF11 = Right          !
 +------------------------------------------------------------------------------+
 000007  ----------  -------------------  -------------------- ---------  --------
 000008  FINA01     ANTLIFF            JANET                30021001  53/10/12
```

3. Enter X in the Layout line in each column that is to appear in the report.

   For example:

```
 15:34:41                  **** ENTIRE OUTPUT MANAGEMENT ****              2008-11-15
 +-------------------------------------------------------------------------------+
 !                                                                               !
 !      66 ----7----+----8----+----9----+----0----+----1----+----2----+----3  !*
 ! Layout XXXXXXX                                                                !
 !        /10/12 BCH 472X         MORRIS               MINOR 1000                !
 !                                                                               !
 !       PF3 = Exit            PF4  = Define Layout    PF5  = Delete Layout  !
 !       PF6 = Saved Layout     PF10 = Left            PF11 = Right          !
 +-------------------------------------------------------------------------------+
 000007  ----------  ------------------- ------------------- --------- --------
 000008  FINA01    ANTLIFF              JANET                30021001  53/10/12
```

4. Press PF10 (Left) and PF4 (Define Layout).

The Define Report Layout window opens:

```
 15:34:41                  **** ENTIRE OUTPUT MANAGEMENT ****              2008-11-15
 +-------------------------------------------------------------------------------+
 !                                                                               !
 !      1 ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
 ! Layout            XXXX +-----------------------------+   XXXXXXXXXX XX  !
 !       FINA01     ANT !                               !      30021001  53  !
 !                      !        Define Report Layout   !                    !
 !       PF3 = Exit     !                               !  = Delete Layout  !
 !       PF6 = Saved Lay !    From-Column To-Column      !  = Right          !
 +--------------------- ! 1_  11_          24_           !------------------+
 000007  ---------- ----- ! 2_  32_          47_           !- --------- --------
 000008  FINA01    ANTLI ! 3_  53_          62_           !  30021001  53/10/12
 000009  FINA01    ANTLI ! 4_  64_          72_           !  30021001  53/10/12
 000010  FINA01    EAVES ! __  ___          ___           !  30034544  48/09/23
 000011  FINA01    GOMEZ ! __  ___          ___           !  60000544  58/10/23
 000012  FINA01    GOMEZ ! __  ___          ___           !  60000012  45/12/12
 000013  FINA01    JAMES ! __  ___          ___           !  30034217  63/05/26
 000014  FINA01    JAMES ! __  ___          ___           !  30034217  63/05/26
 000015  FINA01    JAMIE ! __  ___          ___           !  30000217  64/02/29
 000016  FINA01    JOHNS !                               !  30000544  58/10/23
 000017  FINA01    JOHNS !    Header Lines  3__           !  30016001  35/10/12
 000018  FINA01    JOUSS !                               !  50003800  49/02/28
 Enter-PF1---PF2---PF3--- ! PF1 Help  PF3 Exit PF4 Save  !-PF10--PF11--PF12---
      Help       End     +-----------------------------+ <      >    Menu
```

This window lists the columns you have marked in the order they appear on the screen. The number you enter for Header Lines determines the number of lines from the top of the report which are excluded from your layout. In our example, above, we have entered 3 to exclude the first 3 lines of the report from the layout. You can change the order of the columns you have marked by entering a new sequence. In our example, below, we have changed the order of column groups 1 and 2:

Editor - Define Report Layout, Column Sequence

```
 15:34:41              **** ENTIRE OUTPUT MANAGEMENT ****            2008-11-15
 +--------------------------------------------------------------------------+
 !                                                                          !
 !      1 ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
 ! Layout          XXXX +------------------------------+   XXXXXXXXXX XX   !
 !      FINA01     ANT !                                  !    30021001  53   !
 !                     !         Define Report Layout     !                   !
 !      PF3 = Exit     !                                  ! = Delete Layout  !
 !      PF6 = Saved Lay !    From-Column To-Column        ! = Right          !
 +--------------------- !  2_  11_         24_            !------------------+
 000007 ---------- ----- !  1_  32_         47_            !- --------- --------
 000008  FINA01    ANTLI !  3_  53_         62_            !   30021001  53/10/12
 000009  FINA01    ANTLI !  4_  64_         72_            !   30021001  53/10/12
 000010  FINA01    EAVES !  __  ___         ___            !   30034544  48/09/23
 000011  FINA01    GOMEZ !  __  ___         ___            !   60000544  58/10/23
```

5. Press ENTER.

    Columns 32 to 47 now appear first, followed by columns 11 to 24, etc.:

```
 15:34:41              **** ENTIRE OUTPUT MANAGEMENT ****            2008-11-15
 +--------------------------------------------------------------------------+
 !                                                                          !
 !      1 ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
 ! Layout          XXXX +------------------------------+   XXXXXXXXXX XX   !
 !      FINA01     ANT !                                  !    30021001  53   !
 !                     !         Define Report Layout     !                   !
 !      PF3 = Exit     !                                  ! = Delete Layout  !
 !      PF6 = Saved Lay !    From-Column To-Column        ! = Right          !
 +--------------------- !  1_  32_         47_            !------------------+
 000007 ---------- ----- !  2_  11_         24_            !- --------- --------
 000008  FINA01    ANTLI !  3_  53_         62_            !   30021001  53/10/12
 000009  FINA01    ANTLI !  4_  64_         72_            !   30021001  53/10/12
 000010  FINA01    EAVES !  __  ___         ___            !   30034544  48/09/23
 000011  FINA01    GOMEZ !  __  ___         ___            !   60000544  58/10/23
```

6. Press PF4 (Save) and PF3 (Exit).

    The report now appears as follows:

```
  15:38:20                **** ENTIRE OUTPUT MANAGEMENT ****                2008-11-15
 Report UEX-INSL-ADDP(21086)      L 000000 T 000232 ----------Columns 001 072
 ====>                                                 SCROLL===> CSR
 ****** ***************************** top of data ****************************
 000001  Page:   1                          Employee List sorted by Department
 000002
 000003                                   EMPLOYEES
 000004       FIRST-NAME            NAME    PERSONNEL    DATE
 000005                                       ID         OF
 000006                                                 BIRTH
 000007   ---------------   -------------   ---------  --------
 000008   JANET             ANTLIFF         30021001   53/10/12
 000009   JANET             ANTLIFF         30021001   53/10/12
 000010   TREVOR            EAVES           30034544   48/09/23
 000011   ISABEL            GOMEZ           60000544   58/10/23
 000012   MARIO             GOMEZ           60000012   45/12/12
 000013   SHARON            JAMES           30034217   63/05/26
 000014   SHARON            JAMES           30034217   63/05/26
 000015   SUSAN             JAMIESON        30000217   64/02/29
 000016   HELEN             JOHNSON         30000544   58/10/23
 000017   JOHN              JOHNSTON        30016001   35/10/12
 000018   DANIEL            JOUSSELIN       50003800   49/02/28
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        End   Layou Rfind Fi:C   -     +           <     >    Menu
```

Printing an Entire Active Report

▶ To print an entire active report:

1. Enter the main command PRINT in the command line ====> at the top left of the Editor screen from any page in the report.

   A printer selection list will be displayed.

   With PF7 (Up) and PF8 (Down), you can scroll the list.

2. Select a printer from the list by marking it with any character.

   The entire report is printed to the selected printer with the layout displayed on the Editor screen. A corresponding confirmation message will be displayed.

▶ To hold the printout in the printout queue:

1. Enter "Y" in the Hold Printout field.

Printing a Block of Lines

▶ To print a block of lines from an active report:

1. Type over the line number of the *first* line to be printed with PP:

```
 18:07:54                **** ENTIRE OUTPUT MANAGEMENT ****            2008-11-15
 Report UEX-INSL-ADDP(21086)     L 000008 T 000232 ---------Block is pending
 ====>                                               SCROLL===> CSR
 PP        JANET          ANTLIFF         30021001  53/10/12
 000009    JANET          ANTLIFF         30021001  53/10/12
 000010    TREVOR         EAVES           30034544  48/09/23
 000011    ISABEL         GOMEZ           60000544  58/10/23
 000012    MARIO          GOMEZ           60000012  45/12/12
 000013    SHARON         JAMES           30034217  63/05/26
 000014    SHARON         JAMES           30034217  63/05/26
 000015    SUSAN          JAMIESON        30000217  64/02/29
 000016    HELEN          JOHNSON         30000544  58/10/23
```

2. Scroll to the *last* line to be printed, and type over the line number with a second PP:

```
 000044    PERCIVAL       JAMES           30000512  33/08/02
 000045    KEPA           MILLAN          60000410  62/10/15
 000046    GWYNFOR        MORGAN          30034602  50/11/12
 000047    NIGEL          PALING          30034651  46/03/14
 000048    VITORIANO      TEBAR           60000112  28/04/01
 PP0049    FELIPE         YNCLAN          60000651  44/02/14
 000050  Page:   3                    Employee List sorted by Department
 000051
 000052                               EMPLOYEES
 000053      FIRST-NAME          NAME    PERSONNEL    DATE
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         End   Layou Rfind Fi:C   -     +          <     >    Menu
```

A printer selection list will be displayed.

3. Select a printer from the list by marking it with any character.

The block of lines is printed to the selected printer with the layout displayed on the Editor screen. A message confirms that the lines have been sent to the printer.

To hold the printout in the printout queue:

- Enter "Y" in the Hold Printout field.

Exporting an Active Report to Con-nect

▶ **To export an active report to a Con-nect document:**

1. Enter the main command EXPORT CONNECT in the command line ====> at the top left of the Editor screen.

2. A window is displayed in which you can specify the following:

Fields

Field	Explanation
Cabinet	Enter the ID of the Con-nect cabinet.
Password	Enter the password for the cabinet if necessary.
Document Name	Enter the name of the Con-nect document to which the active report is to be exported.
Document Format	0 = Print as presently formatted. 1 = ASA or machine code are translated into CON-FORM commands.
Subject	Enter a short description of the document subject.
Keywords	Enter keywords to help you locate the document in Con-nect.

The active report is written to the specified Con-nect document.

Exporting an Active Report to a PC File

This function is only available if Entire Connection is installed.

▶ **To export an active report to a PC file:**

1. Enter the main command EXPORT PC in the command line ====> at the top left of the Editor screen. A window opens in which you can enter the file name to which the active report is to be written.

2. Enter the file name. The active report is downloaded to the file on the PC.

Exporting a Block of Lines

▶ **To export a block of lines from an active report:**

1. Type over the line number of the *first* line to be exported with CC:

```
 18:07:54                **** ENTIRE OUTPUT MANAGEMENT ****                2008-11-15
 Report UEX-INSL-ADDP(21086)      L 000008 T 000232 ----------Block is pending
 ====>                                                    SCROLL===> CSR
 CC      JANET            ANTLIFF         30021001  53/10/12
 000009  JANET            ANTLIFF         30021001  53/10/12
 000010  TREVOR           EAVES           30034544  48/09/23
 000011  ISABEL           GOMEZ           60000544  58/10/23
 000012  MARIO            GOMEZ           60000012  45/12/12
 000013  SHARON           JAMES           30034217  63/05/26
 000014  SHARON           JAMES           30034217  63/05/26
 000015  SUSAN            JAMIESON        30000217  64/02/29
 000016  HELEN            JOHNSON         30000544  58/10/23
```

2. Scroll to the *last* line to be exported, and type over the line number with a second CC:

```
 000044   PERCIVAL          JAMES             30000512  33/08/02
 000045   KEPA              MILLAN            60000410  62/10/15
 000046   GWYNFOR           MORGAN            30034602  50/11/12
 000047   NIGEL             PALING            30034651  46/03/14
 000048   VITORIANO         TEBAR             60000112  28/04/01
 CC0049   FELIPE            YNCLAN            60000651  44/02/14
 000050  Page:   3                    Employee List sorted by Department
 000051
 000052                                   EMPLOYEES
 000053      FIRST-NAME           NAME    PERSONNEL   DATE
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        End   Layou Rfind Fi:C   -     +           <     >    Menu
```

3. Enter the main command EXPORT CONNECT or EXPORT PC in the command line ====> at the top left of the Editor screen.

4. Proceed as described in the section *Exporting an Active Report to Con-nect* or *Exporting an Active Report to a PC File*.