Listing Active Reports

▶ **To list active reports filed in a folder:**

1. On the "Active Reports > Folder Maintenance" screen, enter the line command `LI` next to the appropriate folder.

   The "Active Report" screen appears in the defined layout (selected in the List Layout field - on the "Folder Definition > General Attributes" screen).

▶ **To select active reports by keyword:**

1. Enter the line command `LK` next to the appropriate folder.

   A window will be displayed in which you enter the keyword to be used for active report selection, or press PF3 to return to the folder list. See the section *Adding Report Definitions* for more information about keywords.

This section covers the following topics:

- Listing Active Reports Summary in Folder

- List Active Reports for Selected Report Definition

- Listing Active Reports in a Folder

Listing Active Reports Summary in Folder

▶ **To list a summary of active reports filed in a folder:**

1. The List Layout field on the "Folder Definition > General Attributes" screen must be defined as `1` (summary).

2. On the "Active Reports > Folder Maintenance" screen, enter the line command `LI` next to the appropriate folder.

   If long report and bundle names are displayed by the system (see settings in System Defaults and Adding a User Profile), the "Active Reports > Summary" screen will take the following form:

```
  12:37:01                **** ENTIRE OUTPUT MANAGEMENT ****          2008-01-17
 User ID XYZ                - Active Reports>Summary -                 Loc: B

 Cmd Report                   Description                                  NumRp
 ___ _____   _____    _____
  __  FHILINES                Get Output From SB NJ(FHILINES)                 23
  __  XSETGGR-LINES           test report from SB JL FHILINES                 15
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Flip                -     +    Ext   <     >    Menu
```

The screen lists the reports filed in the folder.

To display the complete description, you can use PF10 (<) and PF11(>) to shift the display to the left and right respectively, or you can toggle to short names display by using PF9 (Ext).

Line Commands

Command	Function
DD	Display active report definition.
LI	List active reports for selected report definition.

Fields

Field	Explanation
Report (*)	The report name appears in this column. You can enter a report prefix followed by an asterisk (*) to list only selected reports.
Description	A short description for the report.
NumRp	The number of active reports filed in this folder for the respective report definition. If a default location is specified in the folder definition (see *Adding a Folder*), the number refers only to the active reports of this location. The field "Loc" in the top right corner of the screen indicates the default location.

List Active Reports for Selected Report Definition

▶ **To list active reports for a selected report definition:**

1. On the "Active Reports > Summary" screen (or on the "Report Maintenance" screen), enter the line command `LI` next to the appropriate report definition.

   The following screen is displayed:

```
  12:39:35              **** ENTIRE OUTPUT MANAGEMENT ****              2008-01-17
 User ID XYZ                  - Active Report List -

 Report ........ XSETGGR-LINES
 Description ... test report from SB JL FHILINES

 Cmd Creation         RunNmbr       Lines    A R L  Rep.Exp. Arc.Exp. Rev.Exp.
 ___ _____ __ _____ _____ _ _ B _____ _____ _____
  __ 20071219 12:35        10995        50 I   S 20080219
  __ 20071218 19:59        10994        50 I   S 20080218
  __ 20071218 19:59        10993        50 I   S 20080218
  __ 20071218 18:16        10991        50 I   S 20080218
  __ 20071218 18:05        10989        50 I   S 20080218
  __ 20071212 08:56        10908        50 I   S 20080212
  __ 20071212 08:54        10906        50 I   S 20080212
  __ 20071211 19:55        10902        20     S 20080211
  __ 20071211 19:55        10901        40     S 20080211
  __ 20071211 19:55        10900       100     S 20080211
  __ 20071204 19:02        10313       100     S 20080204
  __ 20071204 18:57        10310       100     S 20080204
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip               -     +    Ext    <     >    Menu
```

All Active Reports in Folder

If you invoke this function from the "Active Reports > Summary" screen, all active reports for the selected report definition in the folder are listed.

All Active Reports Mailed to User ID

If you invoke this function from the "Report Maintenance" screen, and you are defined as a General User, all active reports mailed to your user ID for the selected report definition are listed.

All Active Reports for Report Definition

If you invoke this function from the "Report Maintenance" screen, and you are defined as Administrator, all active reports for the selected report definition are listed.

Line Commands

Command	Function
AR	Mark an active report for archiving or reset archive flag. The next time the archiving task is active, it copies the active report contents to a magnetic media, which can be restored later.
BR	Browse the contents of the active report. This function invokes the Software AG Editor.
BU	Add the active report to an active bundle that is in Opened status. A window opens requesting the bundle name.
CP	Confirm print of an active report. (Available when a report is defined with the CONFIRM option.) The active report is printed only when all target users confirm printing.
DE	Delete an active report . If you are the owner of this active report, the contents of the active report are deleted. Otherwise, only the pointer from the active report to your user ID is deleted.
DI	Display general attributes of an active report.
DD	Display a report definition.
DS	Distribute an active report to an additional user. The user ID receives the active report in its #Inbasket folder. A window opens requesting the user ID.
FI	File an active report in a folder. A window opens requesting the folder name.
MO	Modify an active report.
PR	Print an active report.
RV	Mark an archived active report for reviving or reset the revive flag. The active report is restored from the magnetic media to its original location the next time the reviver is active.
SP	Spool Attributes active reports.
US	List users connected to active report (users on distribution list and additional users).
XB	Cross reference. Displays all bundles that contain the report.

Fields

Field	Explanation
Mail Date/Time	Date and time when the active report was mailed to your user ID. Enter: ● <(date in system format) to display all active reports mailed *before* the date; ● =(date in system format) to display all active reports mailed *on* the date; ● >(date in system format) to display all active reports mailed *after* the date.
RunNmbr	Internal sequence number of the active report.
Lines	The number of lines in the active report. For binary active reports, their size is displayed in KB (indicated by a "K" after the number).

Field	Explanation
A *	This is the "Archive" flag. You can enter the following values as selection criteria to display: • * - Active reports which have been successfully archived. • A - Active reports which are marked for archiving. They are archived when the archiving task is started. • I - Active reports which are marked for archiving but which should be retained for on-line viewing until their retention period expires. • R - Active reports which have been archived and retained for on-line viewing until their retention period expires. • blank - Leave blank to display all active reports regardless of archive status.
R *	This is the "Revive from Archive" flag. You can enter the following values as selection criteria to display: • * - Active reports which have been successfully revived. • C - Active reports which are marked for reviving from archive to Con-nect. • D - Active reports which are marked for reviving from archive to Entire Output Management database. • S - Active reports which are marked for reviving from archive to spool. • blank - Leave blank to display all active reports regardless of revive status.
L *	This is the "Location" flag. It indicates the current storage location for the active report. You can enter the following values as selection criteria to display: • * - All active reports, regardless of storage location. • A - Active reports currently archived. • B - Active reports currently available for online viewing. • C - Active reports currently stored in Con-nect. • D - Active reports currently stored in the Entire Output Management database. • S - Active reports currently stored in the spool or in a copy file. • blank - Leave blank to display all active reports regardless of revive status.
Rep.Exp.	Report expiration date. The active report is available online until this date.
Arc.Exp.	Archive expiration date. The active report is kept in the archive until this date.
Rev.Exp.	Revive expiration date. If the active report has been revived from the archive, the copy created is available online until this date.

Field	Explanation
Message	Indicates whether the printing of the active report must still be confirmed, or whether it is already confirmed. CONFIRM appears in this field when the active report printing must still be confirmed. CONFIRMED appears when the active report printing has been confirmed. If NOMEX008 is in use (see the section *NOM User Exits*), the Message field contains return data from NOMEX008.

Listing Active Reports in a Folder

▶ **To list active reports filed in a folder:**

1. The List Layout field on the "Folder Definition > General Attributes" screen must be defined as 2 (descriptive attributes) or 3 (technical attributes).

2. On the "Active Reports > Folder Maintenance" screen, enter the line command LI next to the appropriate folder.

   If long report and bundle names are displayed by the system (see settings in *System Defaults* and *Adding a User Profile*), the "Active Report List > Folder" screen will take the following form:

```
   12:40:45               **** ENTIRE OUTPUT MANAGEMENT ****               2008-01-17
  User ID XYZ          - Active Report List >Folder #Inbasket        -       Loc: B

  Cmd Report                     Mail Date/Time Description

  ___ _____   _____ __ _____
   __  FHILINES                  20080117 10:56 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080115 18:56 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080115 18:54 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080114 08:34 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:41 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:41 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:41 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:29 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:29 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080111 16:29 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20080103 16:30 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20071220 15:52 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20071220 15:50 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20071220 14:53 Get Output From SB NJ(FHILINES)
   __  FHILINES                  20071220 14:42 Get Output From SB NJ(FHILINES)
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip               -     +    Ext    <     >    Menu
```

3. With PF9 (Ext), you can toggle to short names display.

Descriptive Attributes

If you defined List Layout as 2, the above screen, containing *descriptive attributes* of the active reports, appears when you invoke the LI command. The screen lists the active reports in the selected folder which are currently located in the default location (as specified in the folder definition). The reports are listed in descending order of mailing dates.

Technical Attributes

The descriptive attributes section is actually the left half of the complete "Active Report List > Folder" screen.

1. You can display the *technical attributes* for the active reports, which are contained on the right half of the "Active Report List > Folder" screen, by pressing PF11 (>): If long report and bundle names are displayed by the system (see settings in *System Defaults* and *Adding a User Profile*), the "Active Report List > Folder" screen (technical attributes) will take the following form:

```
  17:32:42              **** ENTIRE OUTPUT MANAGEMENT ****              2008-01-17
  User ID XYZ        - Active Report List >Folder #Inbasket        -

  Cmd Report                    created       RunNmbr      Lines     A R L
                                                                     _ _ B
  ___ _____   _____ _____ _____  _____
  __  DIRECT-INPUT             20080116 15:05      11242        74K       S
  __  DIRECT-INPUT             20080116 15:05      11241        52K       S
  __  DIRECT-INPUT             20080116 15:05      11239      1141K       S
  __  DIRECT-INPUT             20080116 15:05      11245         6K       S
  __  FHILINES                 20080117 10:56      11246         1        S
  __  FHILINES                 20080115 18:56      11237        33        S
  __  FHILINES                 20080115 18:54      11236        33        S
  __  FHILINES                 20080114 08:34      11235        33        S
  __  FHILINES                 20080111 16:41      11232        33        S
  __  FHILINES                 20080111 16:41      11233        33        S
  __  FHILINES                 20080111 16:41      11234        33        S
  __  FHILINES                 20080111 16:29      11230        33        S
  __  FHILINES                 20080111 16:29      11231        33        S
  __  FHILINES                 20080111 16:29      11229        33        S
  __  FHILINES                 20080103 16:30      11011        33        S
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip              -     +    Ext    <     >    Menu
```

2. If you defined List Layout as 3, the above screen, containing *technical attributes* of the active reports, appears when you invoke the LI command. The screen lists active reports in the selected folder in descending order of creation dates. The information displayed in explained below.

   With PF11 (>) you can display further technical attributes. With PF9 (Ext) you can toggle to short names display.

Special PF Keys

Key	Name	Function
PF10	<	Display descriptive attributes.
PF11	>	Display technical attributes.

Line Commands

See *Line Commands: Active Report List*.

Fields

Field	Explanation
Report (*)	Report name. Enter selection criteria for the active report name.
Mail Date/Time	Date and time the active report was mailed to your user ID. Enter: • <(date in system format) to display all active reports mailed *before* the date; =(date in system format) to display all active reports mailed *on* the date; >(date in system format) to display all active reports mailed *after* the date.
Description	A short description of the report appears here.
Created	The date on which the active report was created.
RunNmbr	Internal sequence number.
Lines	The number of lines in active report. For binary active reports, their size is displayed in KB (indicated by a "K" after the number).
A, R, L	See *Column Headings: Active Reports List*.
Expires	The active report is available online until this date.
Message	Indicates whether the printing of the active report must still be confirmed, or whether it is already confirmed. CONFIRM appears in this field when the active report printing must still be confirmed. CONFIRMED appears when the active report printing has been confirmed. If NOMEX008 is in use (see the section *NOM User Exits*), the Message field contains return data from NOMEX008.