

# Other Report Maintenance Functions

This section covers the following topics:

- Use Selection Criteria to List Reports
- Modifying a Report Definition
- Authorizing User Access to a Report
- Copying a Report Definition
- Deleting a Report Definition
- Displaying a Report Definition
- Displaying Log Info for a Report Definition
- Listing Active Reports
- Renaming a Report Definition

## Use Selection Criteria to List Reports

▶ To list only those reports on the Report Maintenance screen which satisfy certain criteria:

1. Press PF9 (Selct).

The "Find Report Definitions" window opens:

```

+-----+-----+-----+-----+
!                                     !
!                                     !
!               - Find Report Definitions -               !
!                                     !
! Report                                               !
!   Name ..... 0 _____ (*)                       !
!   Master Report 0 _____ (*)                     !
!                                     !
! Keywords ..... 0 _____                       !
!                                     !
! Distribute to ... 0 _____ (*)                   !
! Printer ..... 0 _____ (*)                       !
!                                     !
! Identification      JES          POWER          BS2000/OSD !
!   Jobname ..... 0 _____ (*)  0 _____ (*)  0 _____ (*) !
!   Writer ..... 0 _____ (*)                       !
!   Destination .. 0 _____ (*)  0 _____ (*)     !
!   Form ..... 0 _____ (*)  0 _____ (*)  0 _____ (*) !
!   User ID ..... 0 _____ (*)                       !
!                                     !
! Total ..... 0                                       !
! PF3 Exit                                           !
+-----+-----+-----+-----+

```

In this window, you can enter the report attributes to be used for finding reports to be listed on the "Report Maintenance" screen.

## Fields

In all fields marked with an asterisk (\*) below, you can enter selection criteria, as described for the field Report Name.

### Report

Field	Explanation
Name *	Enter a report name or selection criteria for a report prefix.  For example: <ul style="list-style-type: none"> <li>● ADA* - Lists all reports beginning with ADA.</li> <li>● ADA-01 - Lists only the report ADA-01.</li> </ul>
Master Report *	Enter the name of a master report or selection criteria for a master report prefix. The Master Report field is used to find <i>created</i> reports only. Since these <i>created</i> reports have no identification, specifying a master report and jobname identification will result in nothing found.
Keywords	Enter up to 4 keywords.
Distribute to *	Enter a user ID or distribution list name, as defined in the User/List field on the "Report Definition > Distribution Attributes" screen, or enter selection criteria for a User ID/List prefix.
Printer *	Enter a Printer name, as defined in the Printers field on the "Report Definition > Printing Attributes" screen, or enter selection criteria for a Printer name prefix.

### Identification

Field	Explanation
<b>JES</b>	
Jobname *	Enter a job name, as defined in the Jobname field on the Report Definition > JES Identification screen, or enter selection criteria for a job name prefix.
Writer *	Enter a writer name, as defined in the Or Writer field on the Report Definition > JES Identification screen, or enter selection criteria for a writer name prefix.
Destination *	Enter a destination value, as defined in the Or Destination field on the Report Definition > JES Identification screen, or enter selection criteria for a destination prefix.
Form *	Enter a FORMS value, as defined in the Or Form field on the Report Definition > JES Identification screen, or enter selection criteria for a form prefix.
<b>POWER</b>	
Jobname *	Enter a job name, as defined in the Jobname field on the Report Definition > POWER Identification screen, or enter selection criteria for a job name prefix.
Destination *	Enter a destination value, as defined in the Or Destination field on the Report Definition > POWER Identification screen, or enter selection criteria for a destination prefix.
Form *	Enter a FORM value, as defined in the Or Form field on the Report Definition > POWER Identification screen, or enter selection criteria for a form prefix.
<b>BS2000/OSD</b>	
Jobname *	Enter a PNAME, as defined in the Pname field on the Report Definition > BS2000/OSD Identification screen, or enter selection criteria for a PNAME prefix.
Form *	Enter a FORM value, as defined in the Or Form field on the Report Definition > BS2000/OSD Identification screen, or enter selection criteria for a form prefix.
User ID *	Enter a user ID, as defined in the Or User ID field on the Report Definition > BS2000/OSD Identification screen , or enter selection criteria for an ID prefix.
Total	(output field) The total number of reports, that satisfy all selection criteria, appears here.

When you have finished entering selection criteria, as described in section Fields, above, press ENTER.

The number of reports found, which satisfy the selection criteria entered, is displayed in the numeric fields immediately preceding the corresponding input fields. The total number of reports, which satisfy all selection criteria, is displayed in the Total field at the bottom of the screen:

```

+-----+
!
!           - Find Report Definitions -
!
! Report
!   Name ..... 6 ADA*_____ (*)
!   Master Report 0 _____ (*)
!
! Keywords ..... 10 STANDARD_____
!
! Distribute to ... 182 MSE_____ (*)
! Printer ..... 0 _____ (*)
!
! Identification      JES           POWER           BS2000/OSD
!   Jobname ..... 0 _____ (*) 0 _____ (*) 0 _____ (*)
!   Writer ..... 0 _____ (*)
!   Destination .. 0 _____ (*) 0 _____ (*)
!   Form ..... 0 _____ (*) 0 _____ (*) 0 _____ (*)
!   User ID ..... 0 _____ (*)
!
! Total ..... 5
! PF3 Exit
!
+-----+

```

In the example above, we are looking for all reports which begin with ADA, have the keyword STANDARD and are distributed to the User ID MSE.

Entire Output Management has located 6 reports beginning with ADA, 10 reports with the keyword STANDARD and 182 reports distributed to the User ID MSE. There are 5 reports which satisfy all these criteria.

Press ENTER again. A security check is performed, and all reports found for which the user is authorized are listed on the "Report Maintenance" screen.

If the user is not authorized for some reports, a message indicates the number of reports rejected for this reason.

## Modifying a Report Definition

### To modify a report definition:

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

The "Report Definition" screen appears for the report you have selected.

2. You can modify the data displayed by entering new data in the input fields. When you have finished modifying the report definition, press ENTER to save your modifications.

A message confirms that the report definition has modified.

3. If COMMIT is set to OFF, press PF5 (Do) to save your modifications before exiting. Otherwise, a window opens which asks you to commit your modifications. To do so, enter a "Y".

A message confirms that all modifications have been committed.

For explanations of the input fields, see Fields: Report Definition - General Attributes.

## Authorizing User Access to a Report

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

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

The "Authorization List" window for reports opens.

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

## Copying a Report Definition

### ▶ To copy a report definition:

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

A window is displayed.

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

A message confirms the copying.

## Deleting a Report Definition

### ▶ To delete a report definition:

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

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

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

A message confirms the deletion.

## Displaying a Report Definition

### ▶ To display a report definition:

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

The definition of the selected report will be displayed.

## Displaying Log Info for a Report Definition

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

1. On the "Report Maintenance" screen, enter the line command `LO` next to the report for which you want to display log information.

The "Log Display" screen appears for the report selected.

2. You can display more information about a log entry by marking it with the line command `IN`.

For further details, see the section *Displaying Log Information for an Object* and the *Log Display screen*.

## Listing Active Reports

### ▶ To list active reports:

- On the "Report Maintenance" screen, enter the line command `LI` to list active reports created for this master report.

## Renaming a Report Definition

### ▶ To rename a report definition:

1. On the "Report Maintenance" screen, enter the line command `RN` next to the report you want to rename.

A window will be displayed.

2. In the window, enter the new report name in the appropriate input field.