

Using Entire Output Management

Entire Output Management provides you with several different methods for navigating within the system and performing functions. You can move from one screen to another by pressing PF keys or by issuing line commands or direct commands. You are free to choose the method which suits you best.

This section provides information on how to navigate within Entire Output Management and perform functions. It covers the following topics:

- Screen Types
 - PF Keys
 - Line Commands
 - Direct Commands
 - Online Help
-

Screen Types

Entire Output Management provides several types of screens:

- Menu Screens
- Object Maintenance Screens
- Object Definition Screens

Menu Screens

On a menu screen, you select an item by entering its number in the command line.

Example:

```

14:13:28          **** ENTIRE OUTPUT MANAGEMENT ****          2008-10-14
User ID XYZ              - Main Menu -

Maintenance Functions          DC Solutions

  1 Reports                   20 ENTIRE Operations (V321)
  2 Bundles                   21 NATURAL ISPF (V245)
  3 Printers
  4 Distribution Lists

Control Functions

  5 Active Reports
  6 Active Bundles
  7 Printout Queue
  8 System Administration
  9 Archive Administration

 10 Help

Please select option.
Command => 1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Flip

```

In the example above, the function "Reports" has been selected.

Object Maintenance Screens

An Object Maintenance screen displays a list of objects (reports, bundles, printers, etc.).

For example, if you have selected Option "1" from the Main Menu as shown above, the "Report Maintenance" screen is displayed:

```

14:15:12          **** ENTIRE OUTPUT MANAGEMENT ****          2008-10-14
User ID XYZ              - Report Maintenance -

Cmd Report          Authoriz T Description
-----
__ A1234             ADMIN    M
__ A12345            ADMIN    M
__ BRY-EMPL-STD1     ADMIN    M Employee List sorted by Departments
__ CARSS1-FINA       ADMIN    C ( STD1 ) Standard Exit 1 example
__ CARSS1-MARK       ADMIN    C ( STD1 ) Standard Exit 1 example
__ CARSS1-MASK       ADMIN    C ( STD1 ) Standard Exit 1 example
__ CARSS1-MGMT       ADMIN    C ( STD1 ) Standard Exit 1 example
__ CATALL-ERROR-LIST ADMIN    S Catall Error List
__ CHECK_DEVELOPMENT ADMIN    M Output of Check Routines for Developm
__ DEPT-ADMA         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
__ DEPT-COMP         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
__ DEPT-FINA         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
__ DEPT-MARK         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
__ DEPT-MASK         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
__ DEPT-MGMT         ADMIN    C ( UEXAOP ) Exit ADDFP/OPEN separate s
More ...
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add  Exit  Flip          -      +      Selct  <      >      Menu

```

To select an object from an "Object Maintenance" screen, you mark it with a line command in the "Cmd" command field preceding the object name. The use of line commands is explained under *Line Commands* below.

Selection Criteria Fields

These fields appear on list screens above the first line of data. In these fields, you can enter search criteria for the records to be displayed on the screen.

Use an asterisk (*) as a wildcard for entering selection criteria.

If you enter selection criteria in more than one field, they are connected by logical AND.

Cmd	Report	Authoriz	T	Description
___	UEX*		M	
___	UEX-ADDFP-OPEN	ADMIN	M	Exit ADDFP/OPEN separate sysout into
___	UEX-CARS-STD1	ADMIN	M	Standard Exit 1 example
___	UEX-CREATE	ADMIN	M	Exit CREATE report
___	UEX-EMPL-STD1-ASA	ADMIN	M	Standard Exit 1 Example
___	UEX-EMPL-STD2-ASA	ADMIN	M	Standard Exit 2 example
___	UEX-EMPL-STD31ASA	ADMIN	M	Standard Exit 3 example
___	UEX-EMPL-STD32ASA	ADMIN	M	Standard Exit 3 example
___	UEX-EMPL-STD33ASA	ADMIN	M	Standard exit 3 example
___	UEX-INSL-ADDP	ADMIN	M	Exit INSL/ADDP change first line of e

Object Definition Screens

An object definition screen allows you to define or modify parameters for the various objects.

For example, if you mark a report on the "Report Maintenance" screen with the line command MO (Modify), the "Report Definition > General Attributes" screen for that report will be displayed:

```

14:16:33          **** ENTIRE OUTPUT MANAGEMENT ****          2008-10-14
User ID XYZ      - Report Definition >General Attributes -

Report
  Name ..... UEX-DEFAULT_____
  Description ..... Report definition for undefined SYSOUT_____
  Type ..... D

Keywords ..... _____

Master Owner ..... FHI_____
Store in NOM DB ..... N

Archive directly ..... N
Archive type ..... _

Retention          Report      Archive      Revive
  Number ..... 1_____
  Unit ..... A          -          -
  Calendar ..... _____
  Action ..... P

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

```

You can enter or overwrite data in the input fields provided.

PF Keys

PF keys can be used to jump quickly to a specific point in the application.

The last two lines on the screens display the PF keys available:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Add Exit Flip - + Selct < > Menu

These lines display either the PF keys 1 to 12 or 13 to 24, or the available line commands. By pressing PF4 (Flip) or entering the direct command FLIP, you can switch between the three displays.

Some PF keys are used consistently throughout the system. Other PF keys can only be used on certain screens. Only the relevant PF-key names are displayed.

The functions assigned to PF keys 13 to 24 are equivalent to the functions assigned to PF keys 1 to 12. Exception: PF9/PF21 (see below).

PF-Key Assignments

The following PF keys appear on all screens:

Key	Name	Function
PF1	Help	Display screen-sensitive Help.
PF3	Exit	Exit current screen and go to previous one.
PF4	Flip	Switch between display of PF1 to PF12, PF13 to PF24, and line commands.
PF12	Menu	Display the Main Menu.

The following PF keys appear on object maintenance screens:

Key	Name	Function
PF2	Add	Add an object.
PF5	Do	Commit all modifications.
PF6	Undo	Back out all modifications.
PF9	Ext	Switch between long or short report/bundle names display.

The following PF keys appear on list screens:

Key	Name	Function
PF7	Up	Scroll one screen backward.
PF8	Down	Scroll one screen forward.
PF9	Ext	Switch between long or short report/bundle names display.
PF10	Left	Shift screen to the left.
PF11	Right	Shift screen to the right.

Note:

If a separate local function is assigned to PF9, the "Ext" function can only be invoked with PF21.

Line Commands

- Using Line Commands
- Commonly Used Line Commands

Using Line Commands

Line commands are available whenever a list of objects is displayed on a screen. You can use them to perform a specific action on an object.

The available line commands are displayed at the bottom of the screen. If the PF keys are currently displayed there, press PF4 (Flip) to display the line commands.

To issue a line command for an object, you enter the command in the "Cmd" column to the left of the object name.

If you enter a question mark (?) in the "Cmd" column, a window listing the available command will be displayed, and you can select the desired command.

This window is also displayed if you have entered an invalid line command.

See *Online Help* below for an example of this kind of selection window.

You can enter more than one line command on a screen. They are executed in the following order:

1. local commands such as DELETE, COPY or PRINT;
2. external functions such as MODIFY that involve additional screen processing.

Once control has been passed to the external function, you can return to the list by pressing PF3 (Exit). If you invoke a direct command in the external function, you do not return to the list.

Commonly Used Line Commands

There are the following commonly used line commands:

Command	Function
AU	Authorize user access to an object.
CO	Copy an object.
DE	Delete an object.
DI	Display an object.
LI	List active reports.
LO	Display Log Information for an object.
MO	Modify an object.
RN	Rename an object.

They are explained below.

AU - Authorize User Access to an Object

This line command is used to grant authorization to other users to display, modify and delete an object of which you are the *owner*. For further information see the section *Authorizing User Access to Objects*.

CO - Copy an Object

This command is used to copy an object and its Authorization List of users.

▶ Example: To copy a report definition:

1. Enter CO in the command field preceding the report to be copied. The "Copy Report Definition" window opens:

```

14:20:05          **** ENTIRE OUTPUT MANAGEMENT ****          2008-10-14
User ID XYZ              - Report Maintenance -

Cmd Report              Authoriz T Description
-----
__ STD22-VENT90         ADMIN      C ( STD2 ) Standard Exit 2 example
__ STD22-VENT94         ADMIN      C ( STD2 ) Standard Exit 2 example
__ STD22-VENT96         ADMIN      C ( STD2 ) Standard Exit 2 example
__ TLLINES-COPY-NO      ADMIN      M Test Report, Don't Care (M)
__ UEX-ADDFP-OPEN       ADMIN      M Exit ADDFP/OPEN separate sysout into
__ UEX-CARS-STD1        ADMIN      M Standard Exit 1 example
__ UEX-CREATE           ADMIN      M Exit CREATE report
co UEX-DEFAULT          ADMIN      D Report definition for undefined SYSOU
__ UEX-EMPL-STD1-ASA    ADMIN      M Standard Exit 1 Example
__ UEX-EMPL-STD1-MCC    ADMIN      S Standard Exit 1 Example
__ UEX-EMPL-STD2-ASA    ADMIN      M Standard Exit 2 example
__ UEX-EMPL-STD2-MCC    ADMIN      S Standard Exit 2 example
__ UEX-EMPL-STD31ASA    ADMIN      M Standard Exit 3 example
__ UEX-EMPL-STD31MCC    ADMIN      S Standard Exit 3 example
__ UEX-EMPL-STD32ASA    ADMIN      M Standard Exit 3 example
More ...
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +      Selct <      >      Menu

```

2. Type the name of the target report in the To Report field, enter "Y" or "N" to copy authorization
A message confirms that the report has been copied.
3. Press PF3 to return to the "Report Maintenance" screen.

DE - Delete an Object

This line command is used to delete an object.

▶ Example: To delete a report definition:

1. Enter DE in the command field preceding the report definition.

If CONFIRM is set to OFF, the report definition is deleted immediately.

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

```

14:24:38          **** ENTIRE OUTPUT MANAGEMENT ****          2008-10-14
User ID XYZ              - Report Maintenance -

Cmd Report              Authoriz T Description
-----
__ STD22-VENT90         ADMIN    C ( STD2 ) Standard Exit 2 example
__ STD22-VENT94         ADMIN    C ( STD2 ) Standard Exit 2 example
__ STD22-VENT96         ADMIN    C ( STD2 ) Standard Exit 2 example
__ TLLINES-COPY-NO      ADMIN    M Test Report, Don't Care (M)
__ UEX-ADDFP-OPEN       ADMIN    M Exit ADDFP/OPEN separate sysout into
-
_+-----+
d!  Please confirm the deletion of ... UEX-DEFAULT              !YSOU
_!  by entering its name again .....                          !
_!                                     !
_!  PF3 Exit                                                    !
_!                                     !
_+-----+
__ UEX-EMPL-STD31MCC    ADMIN    S Standard Exit 3 example
__ UEX-EMPL-STD32ASA    ADMIN    M Standard Exit 3 example
More ...
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +      Selct < >      Menu

```

2. To do so, you enter the name of the report in the input field provided.
A message then confirms that the report definition has been deleted.

DI - Display an Object Definition

This line command is used to display an object definition.

▶ To display an object definition:

1. On an object maintenance screen, enter DI in the command field preceding the name of the object to be displayed.

The object definition screen appears for the object you selected. In display mode, you can only view the object definition, but not modify them.

2. Press PF3 to return to the object maintenance screen.

LO - Display Log Information for an Object

This line command is used to display log information for an object. This includes information on which function was performed on the object, when and by whom.

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

1. On the "Report Maintenance" screen, enter LO in the command field preceding the report for which you wish to display log information:

The "Log Display - Report" screen appears for the selected report:

```

15:39:27          **** ENTIRE OUTPUT MANAGEMENT ****          2008-05-15
User ID XYZ          - Log Display Report ADAREP-DB088 -

Cmd Date      Time      Done By  Message
-----
__ 11/10/02  10:36:45  XYZ      REPORT DEFINITION UPDATED__
__
__
__
__
__
__
__
__
__
__
__
__
__
__
__
__
All
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Flip          -      +          <      >      Menu

```

2. You can scroll up and down with PF7 (-) and PF8 (+).

You can shift the display to the left and to the right with PF10 (<) and PF11 (>).

3. To display more information about a log entry, enter IN in the command field preceding the log entry.
4. Press PF3 to return to the previous screen.

MO - Modify an Object

This line command is used to modify object parameters.

► Example: To modify a report definition:

1. On the "Report Maintenance" screen, enter MO in the command field preceding the report to be modified.

The "Report Definition > General Attributes" screen for that report is displayed:

```

15:45:19          **** ENTIRE OUTPUT MANAGEMENT ****          2008-05-15
User ID XYZ      - Report Definition >General Attributes -

Report
  Name ..... UEX-DEFAULT_____
  Description ..... Report definition for undefined SYSOUT_____
  Type ..... D

Keywords ..... _____

Master Owner ..... FHI_____
Store in NOM DB ..... N

Archive directly ..... N
Archive type ..... _

Retention          Report      Archive      Revive
  Number ..... 1__          _____
  Unit ..... A              -              -
  Calendar ..... _____
  Action ..... P

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

```

2. Place the cursor on the field to be modified and type in the new data.

Modifications with COMMIT ON

► To perform modifications with COMMIT ON:

1. If COMMIT is set to ON, all modifications are automatically committed when you press ENTER or PF5 (Do).

A message confirms the modification.

Note:

With COMMIT set to ON, *modifications are committed and original data are lost*:

2. When you press ENTER and then PF3 (Exit), or when you press PF5 (Do) and then PF3 (Exit).

If COMMIT is set to OFF, when you have made modifications and press ENTER or PF5 (Do), a message confirms that the modifications have been made.

However, you have three alternatives:

1. Before leaving the record with PF3 (Exit), you can press PF6 (Undo) to cancel any updates made. This restores the previous contents to the modified or created record. A message indicated that the modifications were not made.
2. Before leaving the record with PF3 (Exit), you can press PF5 (Do) to commit your updates. A message confirms the modifications.
3. You can press PF3 (Exit). A window opens requesting you to explicitly confirm or undo the updates you have made:

```

+-----+
! Enter Y to COMMIT N to BACKOUT modifications ==>  _  !
+-----+

```

4. Enter Y to commit your updates, or N to undo them. A message confirms your action.

RN - Rename an Object

This line command is used to change the name of an object.

▶ Example: To rename a report definition:

1. Enter RN in the "Cmd" field preceding the report to be renamed. The "Rename Report" window opens:

```

15:57:50          **** ENTIRE OUTPUT MANAGEMENT ****          2008-05-15
User ID XYZ          - Report Maintenance -

Cmd Report          Authoriz T Description
___ U*
___ UEX-ADDFP-OPEN   ADMIN      M Exit ADDFP/OPEN separate sysout into
___ UEX-CARS-STD1 +-----+
___ UEX-CREATE      !
rn UEX-DEFAULT      !          - Rename Report -          ! SYSOU
___ UEX-EMPL-STD1   !
___ UEX-EMPL-STD1   !          Old name ..... UEX-DEFAULT          !
___ UEX-EMPL-STD2   !
___ UEX-EMPL-STD2   !          New name .....
___ UEX-EMPL-STD3   !
___ UEX-EMPL-STD3   !   PF3 Exit          !
___ UEX-EMPL-STD3   !
___ UEX-EMPL-STD3 +-----+
___ UEX-EMPL-STD33ASA ADMIN      M Standard exit 3 example
___ UEX-EMPL-STD33MCC ADMIN      S Standard exit 3 example
___ UEX-FORW-BACKW  ADMIN      S Exit FORW/BACKW/TOPP example

Top Of Data
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip          -      +      Selct  <      >      Menu

```

2. In the window, enter the new name in the New name field.

The report definition appears on the screen with its new name.

Direct Commands

With direct commands you can invoke functions directly without going through the functional screen hierarchy.

This section describes the use of direct commands and covers the following topics:

- The Command Line
- Syntax for Direct Commands
- Help for Direct Commands
- Commonly Used Direct Commands

The Command Line

You can enter direct commands in the *command line*, which is displayed in the bottom section of Entire Output Management screens (above the PF-key lines):

Command => _____

Syntax for Direct Commands

Direct commands have the following syntax:

```
command object-type [parameter-1] [parameter-2]
```

- A command may or may not have parameters.
- All parameters are positional, that means that they must be entered in a specific order.
- Optional parameters are noted as [parameter] in the Help.
- Mandatory parameters are noted as *parameter* in the Help.
- A command or object-type can be abbreviated to a unique abbreviation. For example: LIST USERS is equivalent to LI U

For a description of all direct commands available in Entire Output Management and their syntax, see *Direct Commands* in the *Commands* documentation.

Help for Direct Commands

- **Incorrect command:**
When a *command* is *incorrect*, a window listing valid commands opens. You can then select a command by marking it with any character. To make no selection and return to the screen from which the direct command was invoked, you press PF3 (Exit).

If a non-unique abbreviation was specified for a command, the window lists only those commands starting with the specified abbreviation.

- **Incorrect object type:**

When the specified *object type* is *incorrect*, a window opens which lists all object types valid for the specified command. You can then select an object type by marking it with any character. To make no selection and return to the screen from which the direct command was issued, you press PF3 (Exit).

Some commands have a mandatory parameter: if this is not supplied with the command, a window opens in which you can enter the parameter.

- **Incorrect parameter:**

If the *parameter* is *incorrect*, this is detected only after the command has been executed, so the appropriate list screen for the command is always displayed.

For example, if you enter the command `MODIFY REPORT FICTION` and a report with the name "FICTION" cannot be found, the Report Maintenance screen automatically appears.

Commonly Used Direct Commands

This section describes the most important direct commands:

- ADD Command
- COPY Command
- DELETE Command
- DISPLAY Command
- LIST Command
- MODIFY Command
- SET Command

ADD Command

The direct command ADD is used to add object definitions for various Entire Output Management object types.

Object definitions can be added for the following object types:

Object Type	Object to be Added
BUNDLES	Bundle definition
CALENDARS	Calendar
FOLDER	Folder definition
LISTS	Distribution list
PHYSICAL	Physical printer definition
PRINTERS	Logical printer definition
REPORTS	Report definition
USERS	User definition

Use the following syntax:

```
ADD [object-type]
```

For example:

```
ADD REPORT
```

invokes the Report Definition screen for adding a new report definition.

COPY Command

The direct command COPY is used to copy objects of various Entire Output Management object types.

Objects of the following object types can be copied:

Object Type	Object to be Copied
BUNDLES	Bundle definition
PHYSICAL	Physical printer definition
PRINTERS	Logical printer definition
REPORTS	Report definition
SECURITY	Natural Security user definition
USERS	User definition

Use the following syntax:

```
COPY [object-type] [object-name]
```

For example:

```
COPY REPORT ADAREP-DB088
```

copies the report definition for the report ADAREP-DB088.

If you enter only the *object-type* parameter, you will be prompted for an object name. If the object does not exist, all objects of that type will be listed, and you can select the object to be copied.

DELETE Command

The direct command DELETE is used to delete objects of various Entire Output Management object types.

Objects of the following object types can be deleted:

Object Type	Object to be Deleted
BUNDLES	Bundle definition
CALENDARS	Calendar
LISTS	Distribution list
PHYSICAL	Physical printer definition
PRINTERS	Logical printer definition
REPORTS	Report definition
USERS	User definition

Use the following syntax:

```
DELETE [object-type] [object-name]
```

For example:

```
DELETE REPORT ADAREP-DB09
```

deletes the report definition for the report ADAREP-DB09.

If you enter only the *object-type* parameter, you will be prompted for an object name. If the object does not exist, all objects of that type will be listed, and you can select the object to be deleted.

DISPLAY Command

The direct command DISPLAY is used to display objects of various Entire Output Management object types.

Objects of the following object types can be displayed:

Object Type	Object to be Displayed
BUNDLES	Bundle definition
CALENDARS	Calendar
LISTS	Distribution list
PHYSICAL	Physical printer definition
PRINTERS	Logical printer definition
PROCESS	Report processing parameters
PROFILE	User profile
REPORTS	Report definition
USERS	User definition

Use the following syntax:

```
DISPLAY object-type [object-name]
```

For example:

```
DISPLAY REPORT ADAREP-DB09
```

invokes the Report Definition screen for the report ADAREP-DB09.

If you try to display a non-existing object, or if you enter only the *object-type* parameter, all objects of that type will be listed, and you can select the object to be displayed.

LIST Command

The direct command LIST is used to invoke the Object Maintenance screens for various Entire Output Management object types.

Objects of the following object types can be listed:

Object Type	Objects to be Listed
ABUNDLES	Active bundles
ARCHIVE	Archive datasets
AREPORTS	Active reports
BUNDLES	Bundle definitions
CALENDARS	Calendars
LISTS	Distribution lists
PHYSICAL	Physical printer definitions
PRINTERS	Logical printer definitions
PRINTOUTS	Queued printouts
REPORTS	Report definitions
USERS	User definitions

Use the following syntax:

```
LIST [object-type][object-name]
```

For example:

```
LIST REPORT ADA*
```

invokes the Report Maintenance screen which lists all reports with names beginning with ADA.

MODIFY Command

The direct command MODIFY is used to modify objects of various Entire Output Management object types.

Objects of the following object types can be modified:

Object Type	Object to be Modified
BUNDLES	Bundle definition
CALENDARS	Calendar
LISTS	Distribution list
MONITOR	Monitor definition
PHYSICAL	Physical printer definition
PRINTERS	Logical printer definition
PROCESS	Report processing parameters
PROFILE	User profile
REPORTS	Report definition
USERS	User definition

Use the following syntax:

```
MODIFY [object-type] [object-name]
```

For example:

```
MODIFY REPORT ADAREP-DB09
```

invokes the Report Definition screen for the report ADAREP-DB09.

If you try to modify a non-existing object, or if you enter only the *object-type* parameter, all objects of that type will be listed, and you can select the object to be modified.

SET Command

The direct command SET is used to set various Entire Output Management session parameters.

The following SET commands are available:

Command	Function
SET COMMIT ON/OFF	<ul style="list-style-type: none"> ● SET COMMIT OFF When you have modified an object and exit without pressing PF5 (Do) to commit your changes, a window opens and you have to enter "Y" or "N". This is the default setting. ● SET COMMIT ON In this case, the confirmation window does not open, and modifications are committed by pressing ENTER or PF5. <p>For details, see the section <i>MO - Modify an Object</i>.</p>
SET CONFIRM ON/OFF	<ul style="list-style-type: none"> ● SET CONFIRM ON When you delete an object, a window opens requesting you to confirm the deletion by typing the object name. This is the default setting. ● SET CONFIRM OFF In this case, the object is deleted immediately without your being prompted for a confirmation. <p>For details, see the section <i>DE - Delete an Object</i>.</p>
SET LANGUAGE 1	Display the user interface in English.
SET LANGUAGE 2	Display the user interface in German.

Online Help

Entire Output Management provides two types of online Help:

- **Screen-Sensitive Help:**

For this kind of Help you press PF1 or enter the direct command `HELP` in the command line. This displays a Help screen with explanations related to the current screen or window.

- **Field-Sensitive Help:**

If you do not know what to enter in an input field, you enter a question mark (?) in an input field. This opens a window related to the input field. Field-sensitive Help can take two forms:

- Passive Help explains the field and its relationship to other fields on the screen. This Help can also be followed by an active Help.
- Active Help (selection window) is usually a selection list, displaying a list of items, from which you can select one. The selected item is then automatically written into the field from which the Help was invoked.

Example of Selection Window:

To invoke line-command help for the "Report Maintenance" screen, you enter a question mark (?) in the "Cmd" column next to a report name.

A window is displayed listing the line commands available:

```

+-----+ NAGEMENT ****           2008-05-15
!
!              Line Commands           !
!
! DE Delete Report                       !
! MO Modify Report                       !
! DI Display Report                     !
! CO Copy Report                        !
! AU Authorization definition            !
! LO Display log information              !
! RN Rename Report                      !
! LI List active Reports                 !
! LK List active Reports by Keyword      !
!
!                                     !
!                                     !
!                                     !
!                                     !
!
!              Select ==> __           !
!
+-----+ it FORW/BACKW/TOPP example
Top Of Data
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip           -   +   Selct  <   >   Menu

```

To select a line command, you enter its two-character code in the window after the `Select ==>` prompt.

The line command selected is written into the "Cmd" field of the "Report Maintenance" screen next to the report name where you had entered the question mark.