Output Management GUI Client

Version 3.2.1

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Output Management GUI Client

This document applies to Output Management GUI Client Version 3.2.1 and to all subsequent releases.

Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

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1 Output Management GUI Client

This document describes the Output Management GUI Client and covers the following topics:

General Information		
•	**Release Notes**	Describes the changes and enhancements introduced with the current version.
•	**Installation**	Describes the installation of the Output Management GUI Client.
•	Elements of the Main Application Window	Explains the terminology and features of the Output Management GUI Client.
Maintenance Functions		
•	Reports	Creating and modifying a report definition to extract data, distribute, store and print it.
•	Bundles	Creating and modifying a bundle of reports.
•	Logical Printers	Defining a logical printer to print on a physical printer with its own set of characteristics.
•	Distribution Lists	Creating lists of users to receive a report.
Control Functions		
•	Folders	Using your inbasket and creating others.
•	Active Reports	Using the data produced by the report definition.
•	Active Bundles	Distributing, printing, and storing bundles of active reports.
•	Printout Queue	Printing active reports and active bundles.
•	Log Information	Displaying log information for the monitor, printouts and users.
System Administration		
•	**System**	Setting system-wide defaults for the system.
•	**Monitor**	Setting system-wide defaults for the monitor.

•	Report	Setting system-wide defaults for reports.
•	Bundle	Setting system-wide defaults for bundles.
•	Archiving	Setting system-wide defaults for archiving.
•	Reviving	Setting system-wide defaults for reviving.
•	Cleanup	Setting system-wide defaults for cleanup.
•	CMA Spool	Setting system-wide defaults for the CMA spool.
•	NAF	Setting system-wide defaults for Natural Advanced Facilities.
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•	Users	Managing users
•	Copy NSC Users	Copying Natural Security users
•	Calendars	Managing calendars
•	Physical Printers	Managing printers
•	Monitor Management	Managing the monitor
•	Archiving Task	Archiving reports
•	Reviving Task	Reviving archived reports.
•	Condense Task	Condensing archive datasets.
•	Transfer Entity	Transferring objects to another environment.
Archive Administration		
•	Archive Administration	Managing the archive

2 General Information

This section covers the following topics:

•	**Release Notes**
•	**Installation**
•	Elements of the Main Application Window

3 Release Notes

These Release Notes inform you of the new features that are provided with Version 3.2.1 of Output Management GUI Client (NGC). This version will run on any Windows platform on which Natural Version 6.3.4 (or above) for Windows runs.

These Release Notes cover the following topics:

Introduction

Via the Entire Output Management GUI Client, PC users can access Entire Output Management functions on a mainframe from a native PC application. The calls are passed to Entire Output Management mainframe via Remote Procedure Call (RPC) and return the desired information: output can be browsed, definitions edited and log information viewed. Intelligent traffic management enables the user to view millions of output lines without passing everything across the network. Together with Software AG's mainframe navigation as a part of Natural for Windows, the Entire Output Management GUI Client allows you to create reports without using a mainframe emulation by editing and submitting mainframe jobs on the PC.

Prerequisites

Output Management GUI Client Version 3.2.1 requires the following products:

- Natural for Windows Version 6.3.4 or above; you can use either the Development version or the Runtime version.
- EntireX Version 7.3.4 or above.
- Entire Output Management on Mainframes, Version 3.2.1, Service Pack 1, or above.

Enhancements and New Features

Version 3.2.1 of the Output Management GUI Client supports all enhancements that have been introduced with Version 3.2.1 of Entire Output Management. These enhancements are described in the *Entire Output Management Release Notes*.

In addition, binary reports can be browsed if they contain a registered file type, such as ".pdf". In this case the browse function of the Output Management GUI Client downloads the binary file and opens it with the associated Windows application which is able to handle the ".pdf" format.

4 Installation

Refer to the *Natural* documentation for information on how to start the installation; then follow the instructions of the installation program.

Installation Notes

Ensure that your desired broker is accessible. This means that your installation requires:

- additional broker parameters like definition of an RPC server.
- a suitable middleware installation, for example: TCP/IP parameters like entries in files *...\etc\hosts* and/or *...\etc\services*
- the correct RPC server (SRVNAME) and broker (SRVNODE) names to be entered in your Natural parameter module (usually NATPARM).

Notes:

1. Some errors at start time are caused by an incomplete registration of NGC's OCX controls. Ensure that the DLL files located in directory *...\FUSER\SYSNOM\RES\OCX* are registered. If not, use the command `REGSRV32 filename.DLL` for registration.
2. If `application definitions not found` is issued towards the end of the installation, start program NOINIT-P in order to load the definitions.
3. You can find the installation log file *NGC111Inst.log* in your installation directory.

Caution: Ensure that your RPC server has got the definitions for logical files 206 and 91. LFILE 206 must point to your Entire Output Management system file, LFILE 91 must point to your Entire Output Management active data file. If you did not split the Entire Output Management system file, both, LFILEs 206 and 91 will point to your Entire Output Management system file, because in this case Entire Output Management system file and active data file are one and the same file.

The Output Management GUI Client has been optimized for small fonts and a resolution of 1024 x 768 pixels. We recommend using these parameters.

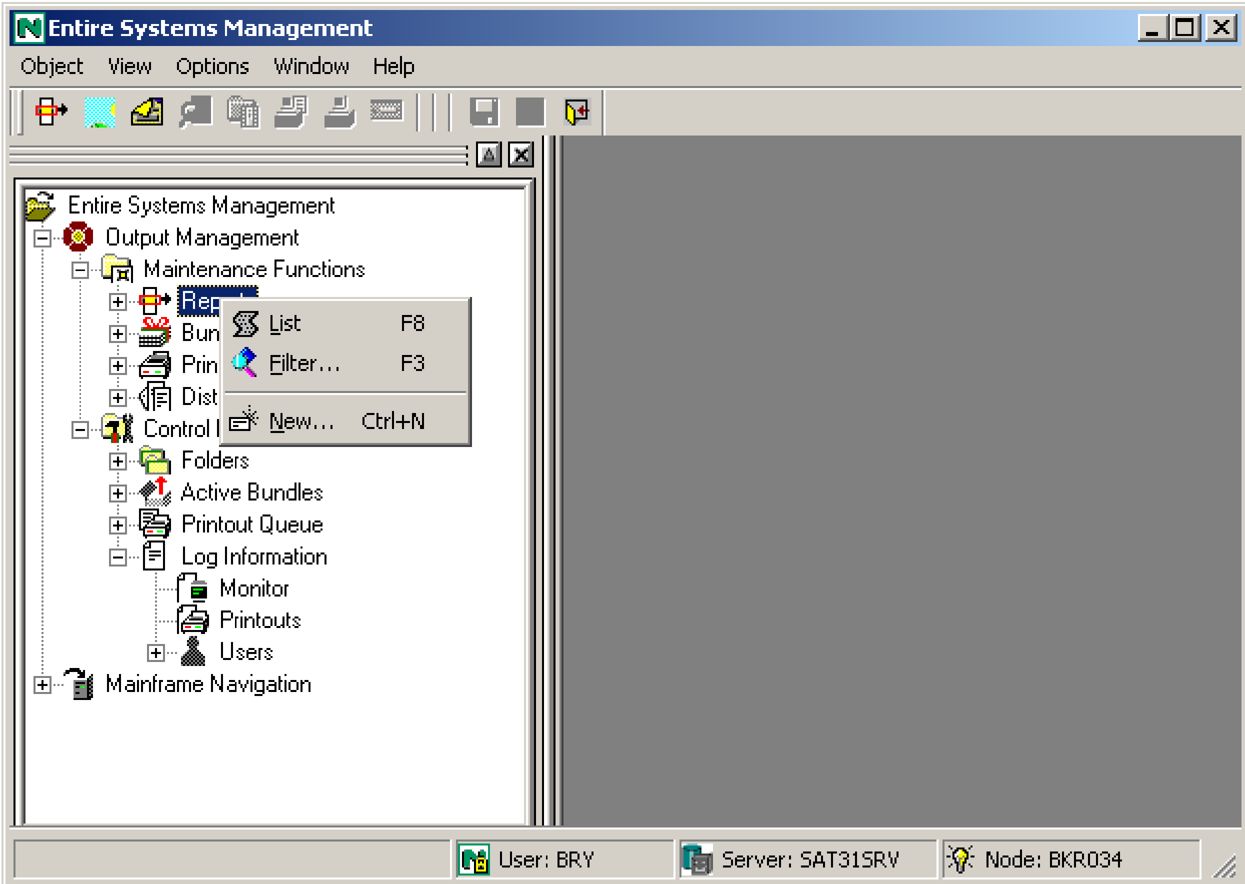
Starting Output Management GUI Client

A desktop icon for the Output Management GUI Client (NGC) is generated automatically by the installation procedure.

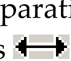
To start NGC, double-click this icon.

5 Elements of the Main Application Window

When you start the Output Management GUI Client, its main application window appears:



This window contains the **object workspace** on the left and the **content pane** on the right.

To modify the size of a pane, move the mouse pointer over the border separating the panes until the pointer changes, showing two arrows pointing in opposite directions . Then drag the border using the mouse until the panes have the desired size.

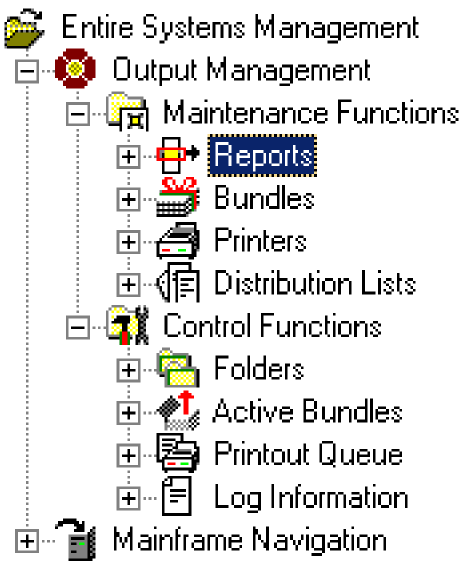
In addition, to the object workspace and the content pane, the main application window also contains the **menu bar** and **tool bar**, just above the object workspace, and the **status bar**, just below it. From a list of objects in the object workspace or content pane you can also invoke a **context menu**, containing a list of commands for a selected object.

The navigation with F-keys and other function keys corresponds in essence to that of the Windows Explorer.

The individual components are explained below:

Object Workspace

The object workspace is on the left side of the main window:

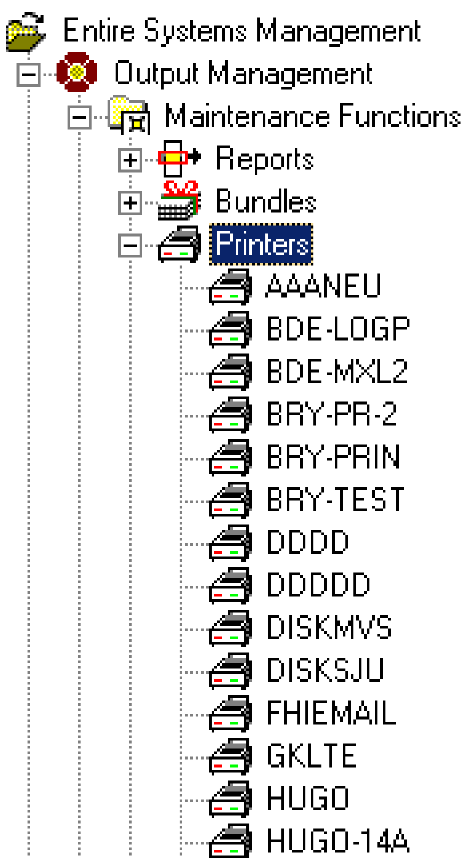


In the object workspace you can list existing objects, create new ones and perform various operations on them by invoking a **context menu**.

To expand a branch in the object workspace and list the objects contained in it:

- With the left mouse button, click on the plus sign preceding the object.

  In the following example, all defined printers are listed:



An object preceded by a minus sign ⊟ has been fully expanded.

Use the View options in the menu bar to toggle the object workspace on or off.

Context Menu

A context menu provides a list of operations. It enables you to perform one of the listed operations on the selected object.

To invoke a context menu and choose a command:

1. Select an object - either in the object workspace or in the content pane.
2. Click the right mouse button, or press SHIFT+F10.

The context menu appears, showing the commands available - for example:

3 Choose the desired command.

Commands that are greyed-out are not available for the selected object.

Key Shortcuts

As an alternative to invoking commands by selecting them from the context menu, you can also invoke most commands by pressing a key or a combination of keys. In the context menu, the corresponding key or key combination is shown after the command.

In the example above, instead of selecting the command **List** from the context menu, you can invoke it by pressing the key F8.

Content Pane

The content pane takes up the right side of the main application window. The appropriate list, window or dialog appears here, when you invoke a command for an object.

The display and the options to change it correspond in essence to those of the Windows Explorer.

Menu Bar

The menu bar is at the top of the main application window on the left:

Choosing a Command from the Menu Bar

To choose a command from the menu bar:

1. Select the appropriate menu.

   A drop-down menu of options appears.

2. From the drop-down menu, choose the desired command and object options.

The following menus are available:

Menu	Use the commands in this menu to ...
Object	... list, create, modify, display or perform other functions on the selected objects. Exit the Output Management GUI Client.
View	... toggle the object workspace and status bar on and off.
Options	... select either German or English.
Window	... select the next, previous or desired content pane. Close all panes.
Help	... display the contents of the help system.

Tool Bar

The tool bar is just below the menu bar at the top of the screen:

To invoke a command from the tool bar:

- Choose the appropriate command icon.

  If an icon is greyed-out, the command is not available for the selected object.

Status Bar

The status bar is on the bottom left of the main application window, just below the object workspace:

Use the View options in the menu bar to toggle the status bar on or off.

6 Maintenance Functions

This section describes the maintenance functions for the following objects:

•	Reports
•	Bundles
•	Printers
•	Distribution Lists

7 Reports

This section explains reports and the operations you can perform on them. It covers the following topics:

What is a Report?

- Spool Dataset and Report
- Identification Attributes

A report is the basic object processed by Entire Output Management and refers to a spool dataset in a job or to part of it. Defining a report involves:

- creating a report definition that can identify the jobs where the spool dataset can be found;
- creating user routines or using standard routines to extract the important data from the spool dataset;
- defining report processing: storage, distribution and printing of the report you have produced;
- creating individual layouts for addressees.

Spool Dataset and Report

A spool dataset is identified as containing a report if its spool attributes match the identification attributes of one or more report definitions. One complete spool dataset can constitute a report or it can be separated into smaller reports.

To separate a spool dataset into several reports, you can use your own Natural user routines or one of the Entire Output Management standard separation routines. For more information on user routines, see the section *Printer Exits, User Routines and Separator Pages* in the *System Administration* documentation.

Identification Attributes

Entire Output Management processes the spool dataset one time for each report definition as identified by its attributes. Each report can have its own:

- **General Attributes**
- Identification Attributes for:
  - **JES**
  - **3GL Interface**
  - **SAP-Spool**
  - **CMA-Spool**
  - **UNIX**

- Natural
- Printing Attributes
- Distribution Attributes
- Report Layout Attributes
- Separation Attributes
  - User Routines
  - Standard Separation Routines

Available Commands for Reports

To list all available commands for reports:

1 In the object workspace, expand the **Reports** folder.

2 Select a report and invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Authorization	F9	Authorize other users to process the report. Only users with owner authorization for the report can perform this function.
Copy	Ctrl+C	Copy report definition (including report processing).
Delete	Del	Delete report definition.
Display	Ctrl+D	Display report definition.
Display Log	F10	Display log information about maintenance activity on this report, such as who last modified it and who created it.
Filter	F3	Select reports with selection criteria.
List	F8	List report definitions.
List Active	Ctrl+F8	List active reports for a report definition.
New	Ctrl+N	Add report definition.
Open	Ctrl+O	Modify report definition.
Rename	F2	Rename report definition.
Select Subobject	Ctrl+F3	Select active reports of a report definition with selection criteria.

Listing All Report Definitions

To list all report definitions:

1 In the object workspace, select the **Reports** folder.

2 Invoke the context menu and choose **List**.

All existing report definitions are listed in the content pane. The fields of the report list are explained below.

Fields: Report List

Field	Explanation	
Report	Report name.	
Authorization	Authorization used to access the report. Possible values:	
	ADMIN	Indicates that you are defined as administrator with owner authorization for the listed reports.
	PUBLIC	All users are authorized for the report.
	(User ID or name of distribution list)	This user or the members of the distribution list are authorized for the report.
Type	Possible values: Created, Default, Master, Suspended.	
Description	A short description of the report.	

To invoke a list of available commands

- Select a report definition and invoke the context menu.

Listing Selected Report Definitions

To list report definitions according to selection criteria:

1 In the object workspace or in the report list, select the **Reports** folder.

2 Invoke the context menu and choose **Filter**.

The **Select Reports** dialog appears. You can specify the following selection criteria:

<table>
<tr><th>Field / List Box</th><th colspan="2">Explanation</th></tr>
<tr><td>Report</td><td colspan="2">Selection criteria for the name of the report definition.</td></tr>
<tr><td rowspan="4">Authorization</td><td colspan="2">Authorization for access to the report:</td></tr>
<tr><td>ADMIN</td><td>Access authorization for you as defined administrator.</td></tr>
<tr><td>PUBLIC</td><td>Access authorization for all users.</td></tr>
<tr><td>user ID or name of distribution list</td><td>Access authorization for this user or the members of this distribution list.</td></tr>
<tr><td>Type</td><td colspan="2">Possible values: Created, Default, Master, Suspended.</td></tr>
</table>

3 Enter your selection criteria for the report definitions, and then choose **OK**.

Now only report definitions which satisfy the selection criteria appear in the expanded **Reports** folder in the object workspace.

Creating a New Report Definition

To create a new report definition:

1 Select the **Reports** folder in the object workspace and invoke the context menu.

2 Choose **New**.

The **New Report** window opens in the content pane.

3 Enter your data. The individual fields are described under *Components of a Report Definition*.

4 When you have finished, choose the **OK** button to save your data.

All attributes in this and the subsequent tabs are explained below.

Modifying a Report Definition

To modify a report definition:

1 In the object workspace or in the report list, select the desired report definition.

2 Invoke the context menu and choose **Open**.

3 The report definition is displayed, and you can make changes to it. The individual fields are described under *Components of a Report Definition*.

4 When you have finished making changes, choose the **OK** button to save them.

Displaying a Report Definition

To display a report definition:

1 In the object workspace or in the report list, select the desired report definition.

2 Invoke the context menu and choose **Display**.

The report definition is displayed. The individual fields are described under *Components of a Report Definition*.

Renaming a Report Definition

To rename a report definition:

1 In the object workspace or in the report list, select the desired definition.

2 Invoke the context menu and choose **Rename**.

3 Change the name of the selected definition, and press ENTER.

Copying a Report Definition

To copy a report definition:

1 In the object workspace or in the report list, select the desired report definition.

2 Invoke the context menu.

A dialog appears.

3 Enter the name of the target report definition in the **To Report** field, and choose **OK**.

The new report definition appears in the Report List.

Deleting a Report Definition

To delete a report definition:

1 In the object workspace or in the report list, select the desired definition.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the definition, or **No** to cancel the operation.

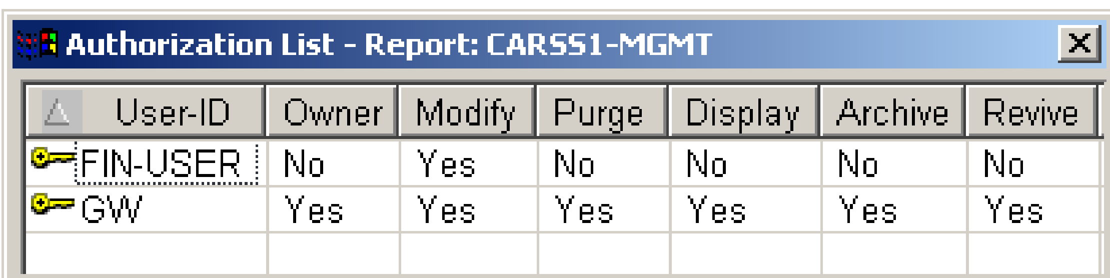
Authorizing User Access to a Report Definition

To authorize user access to a report definition:

1 In the object workspace or in the report list, select the desired report definition.

2 Invoke the context menu and choose **Authorization**.

The **Authorization List** appears:

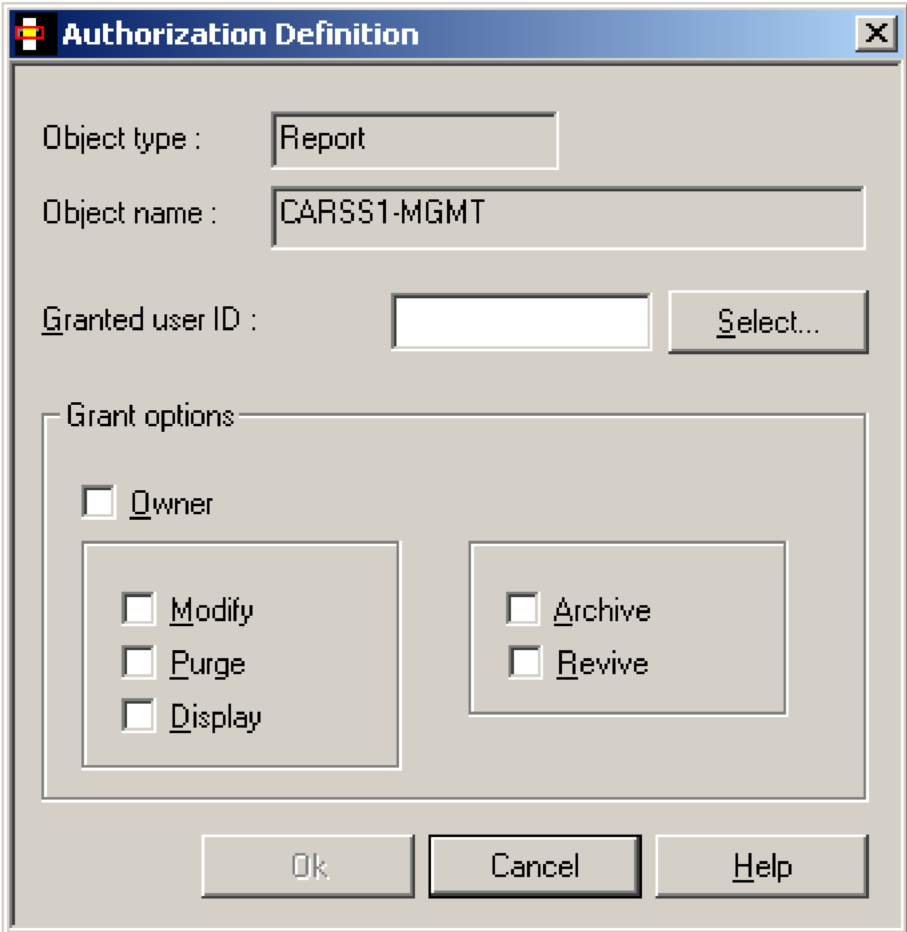

Authorization List - Report: CARSS1-MGMT

User-ID	Owner	Modify	Purge	Display	Archive	Revive
FIN-USER	No	Yes	No	No	No	No
GW	Yes	Yes	Yes	Yes	Yes	Yes

It lists all users and user groups on distribution lists who are authorized for the report definition. It also displays their authorization level.

3 Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4 Enter data for the authorization. The fields are described below.

5 When you are finished, choose **OK** to save your data.

Fields: Authorization Definition

Field	Explanation	
Object type	Report, bundle, printer or distribution list.	
Object name	The name of the object for which you are granting authorization.	
Granted user ID	The user ID or name of distribution list to authorize. Choose the **Select** button to display a selection list.	
Grant options	Check the following items to grant user authorization.	
	Owner	User can perform all functions and authorize other users for this object.
	Modify	User can display and modify this object.

Field	Explanation	
	Purge	User can display, modify and delete this object, but cannot authorize other users.
	Display	User can only display this object.
	Archive	User can archive this object.
	Revive	User can revive this object from the archive.

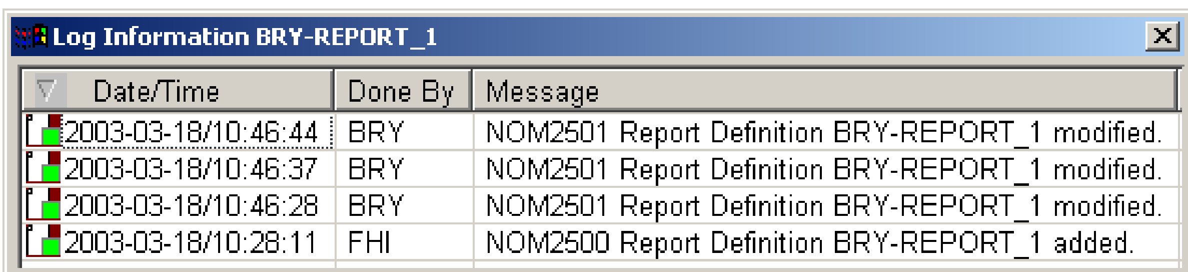
Displaying Log Information for a Report Definition

To display log information for a report definition:

1 In the object workspace or in the report list, select the desired definition.

2 Invoke the context menu and choose **Display Log**.

The following dialog appears:



To display more detailed log information:

1 Select an entry from the log information dialog and invoke the context menu.

2 Choose **Info**.

Detailed information on the selected entry is displayed.

Listing Active Reports for a Report Definition

To list active reports for a report definition:

1. In the **Reports** folder in the object workspace, select a report that can be expanded (preceded by a plus sign +) .
2. Invoke the context menu and choose **List Active**.

   The active reports are listed in the content pane. The fields of the active report list are explained below.

To invoke a list of available commands:

- Select an active report and invoke the context menu.

For further information on these commands and all operations which can be performed on active reports, see *Available Commands* (for active reports) and *Active Reports*.

Fields: Active Report List

Field	Explanation	
Creation	Date and time active report was created.	
Run number	Internal sequence number of the active report.	
Lines	Number of lines in active report.	
Archive	Archive status of active report:	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Revive status of active report:	
	Revived	Active report has been revived.
	Revive in Con-nect	Active report is marked to be revived to Con-nect.
	Revive in NOM DB	Active report is marked to be revived to the Entire Output Management database.
	Revive in JES-Spool	Active report is marked to be revived to the JES Spool.
Location	Storage location of active report: Con-nect, NOM database, JES-Spool, or Archive.	
Rep.Expiration	Report expiration date. The active report is available online until this date.	
Arch.Expiration	Archive expiration date. The active report is kept in the archive until this date.	
Rev.Expiration	Revive expiration date. If the active report has been revived from the archive, the copy created is available online until this date.	

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td rowspan="3">Message</td><td colspan="2">Indicates the following:</td></tr>
<tr><td>Confirm</td><td>Printing of the active report must still be confirmed.</td></tr>
<tr><td>Confirmed</td><td>Printing of the active report has been confirmed.</td></tr>
<tr><td>Description</td><td colspan="2">Short description of the active report.</td></tr>
</table>

List Selected Active Reports

To list active reports according to selection criteria:

1 In the **Reports** folder in the object workspace, select a report that can be expanded (preceded by a plus sign +) .

2 Invoke the context menu and choose **Select Subobject**.

The **Select Active Reports** dialog appears.

3 Enter your selection criteria for the active reports. The fields are described below.

4 Choose **OK**.

Now only active reports which satisfy the selection criteria appear in the active report list.

Fields: Select Active Reports

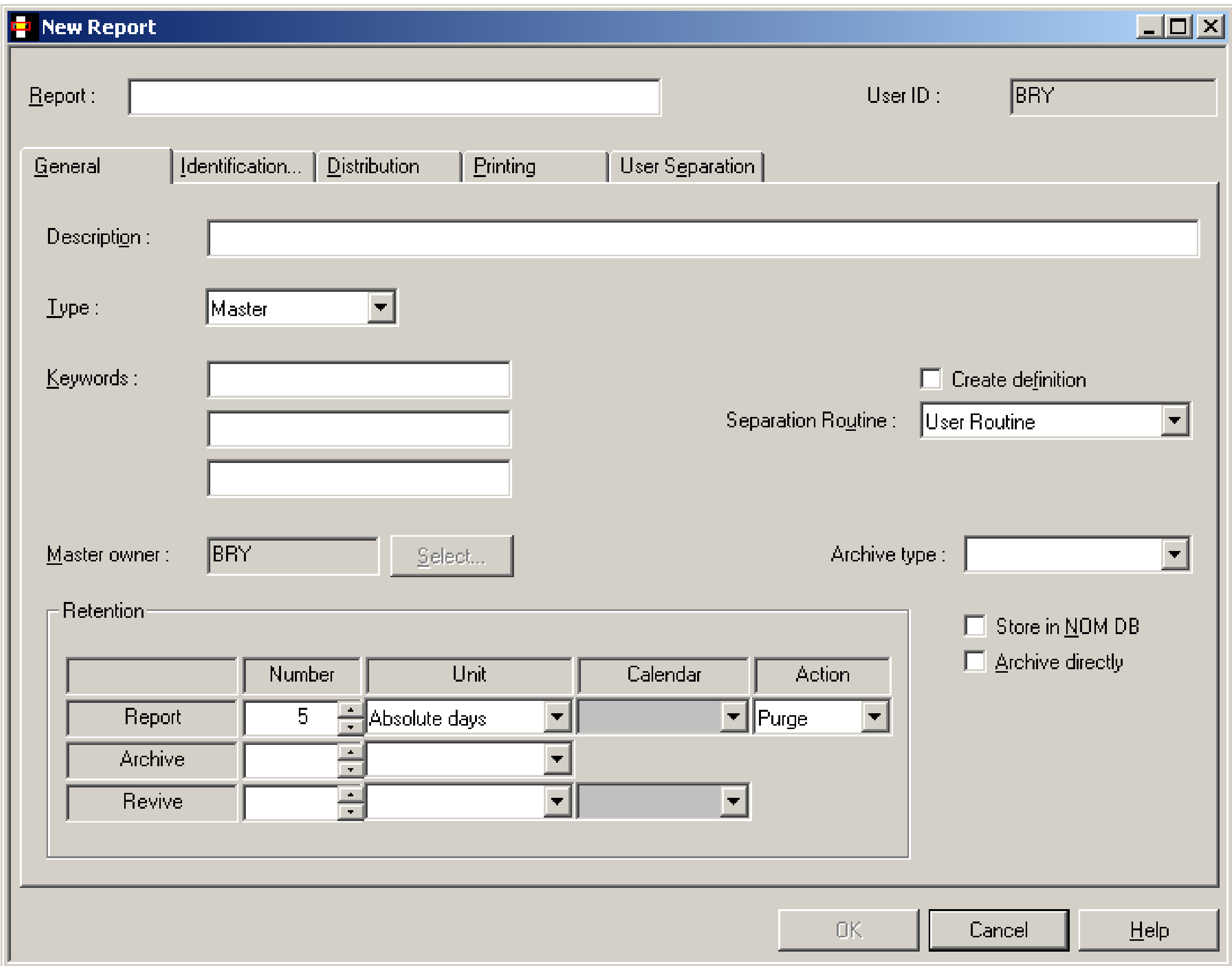
<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td>Keyword</td><td colspan="2">Reports can be identified by up to 3 keywords. See the field descriptions for General Attributes under Components of a Report Definition.</td></tr>
<tr><td>Expiration date</td><td colspan="2">Enter the expiration date of the active report.</td></tr>
<tr><td rowspan="3">Archive</td><td colspan="2">Select the archive status of the active report:</td></tr>
<tr><td>Archived</td><td>Active report has been archived.</td></tr>
<tr><td>Marked</td><td>Active report is marked to be archived.</td></tr>
<tr><td rowspan="5">Revive</td><td colspan="2">Select the revive status of the active report:</td></tr>
<tr><td>Revived</td><td>Active report has been revived.</td></tr>
<tr><td>Revive in Con-nect</td><td>Active report is marked to be revived to Con-nect.</td></tr>
<tr><td>Revive in NOM DB</td><td>Active report is marked to be revived to the Entire Output Management database.</td></tr>
<tr><td>Revive in JES-Spool</td><td>Active report is marked to be revived to the JES Spool.</td></tr>
</table>

Field	Explanation
Location	Select the storage location of the active report: Con-nect, NOM database, JES-Spool, or Archive.

8 Components of a Report Definition

This section describes the individual components of a report definition:

General Attributes



Fields: General Attributes

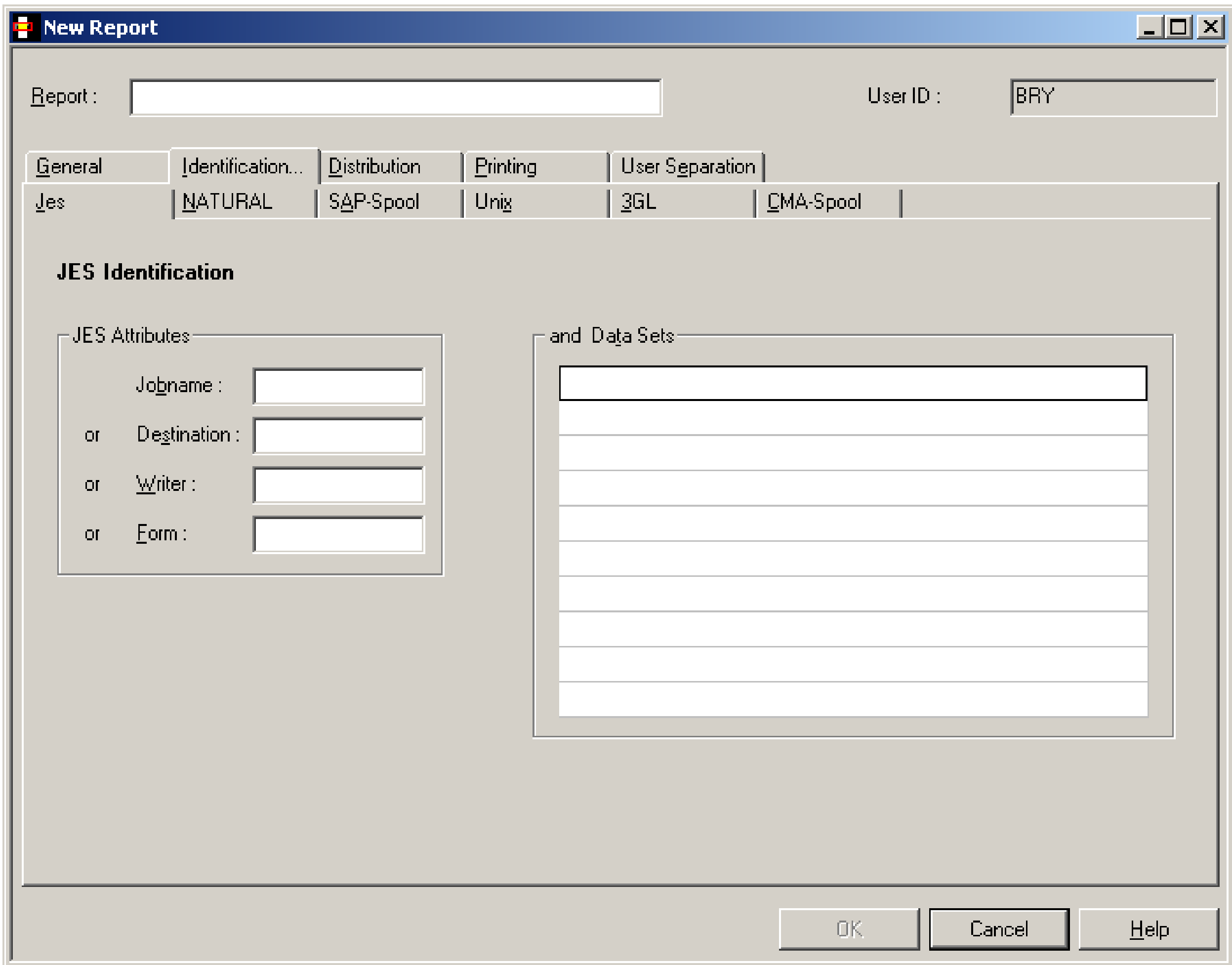
Field	Explanation	
Report	You must enter a report name before any other data when creating a new report. This field is protected when modifying an existing report.	
User ID	User ID of the owner of the report.	
Description	Enter a short description for the report.	
Type	Created	A definition created automatically during processing of a master report or default definition or copied from another created definition. You cannot define a report as type "Created".

Field	Explanation	
	Default	A definition containing identification and processing rules used to process spool data not identified by a suitable master report definition. For example: ADAREP* - all jobs whose names begin with ADAREP and which have no suitable master report definition.
	Master	A definition containing identification and processing rules used to process one or more spool files.For example: ADAREP20 - all ADAREP20 jobs.
	Suspended	A definition that is not currently being used.
Keywords	Enter up to 3 keywords which will later help you select reports.	
Master Owner	The monitor takes the user ID of the master owner to submit print jobs for reports to be scheduled for automatic printing. This field is initialized with the ID of the user adding the report.	
Create Definition	When active reports are dynamically created during a standard separation or user separation process, the corresponding report definitions are usually created automatically. To suppress automatic creation check this box. This is useful when creating *unique* active reports.	
Separation Routine	Select how reports are separated with user routines or standard routines. A standard separation routine is a method supplied by Software AG for separating or filtering spool datasets. When you use such a routine, you must supply parameters which tailor further processing. For further information, see: ■ **User Separation Attributes** ■ **Standard Separation 1 Attributes** ■ **Standard Separation 2 Attributes** ■ **Standard Separation 3 Attributes** **Note:** If no user routine or standard routine is specified, the whole identified spool dataset is contained in the report.	
Archive Type	If the report is to be archived to a user-defined archive, enter the number of the required archive type. Leave empty (or enter 0) to archive the report on a standard Entire Output Management archive file. Use the list box on the right to select a user-defined archive.	
Retention: Report	The report retention period determines how long the active report is available online for browsing and printing. If this retention period expires, the active report is either marked for archiving or purged (see the field **Action**).	
	Number	Enter the number of working days, absolute days, weeks or months the report should be available online. When you specify "Working days", you must enter the name of a calendar in the `Calendar` field to include only working days. The default is the system-wide period defined by the system administrator.
	Unit	Choose a unit for the number. Possible values: ■ (none) ■ Working days ■ Absolute days ■ Weeks

Field	Explanation	
		■ Months
	Calendar	If you have specified "Working days" as the unit for the retention period, choose a calendar from the drop-down list box.
	Action	Possible values: ■ Choose "Archive" to archive the report when the retention period expires. When an active report is archived, its contents are no longer available online. ■ Choose "Purge" to purge the report when the retention period expires.
Retention: Archive	Enter the length of time the active report is to be kept in the archive. When this period expires, the active report is deleted from the archive dataset. An active report can be archived no matter where it is stored.	
	Number	Enter the number of days, weeks, months or years the active report is to be kept in the archive.
	Unit	Choose a unit for the number. Possible values: ■ (none) ■ Days ■ Weeks ■ Months ■ Years
Retention: Revive	Enter the length of time the contents of a revived active report are to be available online for browsing and printing. When this period expires, this "copy" of the archived report is purged automatically. Enter values for Number, Unit and Calendar fields as described for Report above.	
Store in NOM DB	Check this box to take report contents from the spool and store them in the Entire Output Management database for later viewing or archiving. **Note:** If you do not specify a storage location (Entire Output Management / Con-nect), the report stays in the spool.	
Archive Directly	Check this box to archive a report automatically after creating it and when processing is completed. The contents of an active report are then no longer available online, when archived using this option. The active report is archived the next time the archive job runs, but its contents are still available for online viewing until it reaches its expiry date. After this, the report contents exist only in the archive dataset. The active report must be revived before it can be viewed or printed again.	

JES Identification Attributes

- Fields: JES Attributes
- Fields: and Datasets



On this screen you define how reports are identified in the JES spool. The report can be identified by job name, destination, writer or form and a spool dataset qualification.

Fields: JES Attributes

You must enter a value for *at least one* of the following four JES attributes. These attributes are the primary selection criteria for report definitions. A report definition is considered identified, if at least one primary selection criterion is found.

The number of the identified definitions is limited by the primary selection criteria. Use the file names to make a secondary selection.

Field	Explanation
Jobname	To identify the report by the name of the originating job, enter a job name here. You can also use an asterisk (*) to enter selection criteria for the job name. For example, for all jobs beginning with IEE, enter "IEE*". You can select the spool datasets in this job to be assigned to the report by filling in the "and Datasets" fields.
or Destination	To identify the spool dataset by the `Destination` parameter of the originating job, enter the destination here.
or Writer	To identify the spool dataset by the `External Writer` parameter of the dataset, enter the writer name. This links the report to the spool dataset assigned to this writer name. If you use an external writer similar to the report name, it makes identification easier.
or Form	To identify the report by the `FORMS` parameter of the originating job, enter the form here.

Fields: and Datasets

- Spool Datasets
- Sequential Files

Spool Datasets

To specify the spool datasets in the selected jobs which identify the report(s)

- Either enter: *<file type> <file sequence number>*
  File type can be:

  JL JCL statements

  SI System input.

  SM System messages

  SO System output

  For example, enter `SO 1` for the first SYSOUT dataset or `SO 1:2` for the first and second SYSOUT datasets.

  Or:

Enter a list of full DDNAME qualifiers in the format:

<PROCNAME>.<STEPNAME>.<DDNAME>

For example:

```
PROC1.STEP1.DDN1
```

`PROCNAME` and `STEPNAME` are not mandatory, and when missing are assumed to be * (any). You can use an asterisk (*) to enter selection criteria for the dataset names, for example:

```
*.STEP1.DDN1
```

This refers to a spool dataset with `STEPNAME=STEP1`, `DDNAME=DDN1` and any procedure name.

`*.*.DDN1`, `*.DDN1` or `DDN1`, for example, are equivalent and they refer to a spool dataset with `DDNAME=DDN1` in any procedure name or step name in the job.

Note: If more than one JES2 spool dataset of a job is to be processed by Entire Output Management, then the job's spool datasets, which are to be processed, must all have the same group ID and all be together in a class reserved for Entire Output Management. If this is not achieved by the DD statements, but by a program via Entire System Server functions, for example, then the view SPOOL-UPDATE should be used as follows:

```
PROCESS SPOOL-UPDATE
        USING  FUNCTION   = 'CHANGE'
        USING  JOB-NAME   = #JOB-NAME
        USING  JOB-NUMBER = #JOB-NUMBER
        USING  GROUP-ID   = #GROUP-ID
        USING  CLASS      = #NOM-CLASS
        USING  NODE       = #NODE
        GIVING ERROR-CODE
               ERROR-TEXT
```

Sequential Files

If spool data reside in a sequential file, enter the dataset name. The dataset name is preceded by "DSN=". The following special characters are supported as placeholders:

Character	Explanation
? (question mark)	Indicates a single position that is not to be checked.
_ (underline)	Same as question mark.
* (asterisk)	Indicates any number of positions not to be checked. Example: `DSN=*EMPL_YEE*`

Note: Processing of sequential files is also triggered by spool queue entries. The corresponding spool file does not contain print data, but points to the sequential file. The pointer can be created with any utility and must have the following attributes:

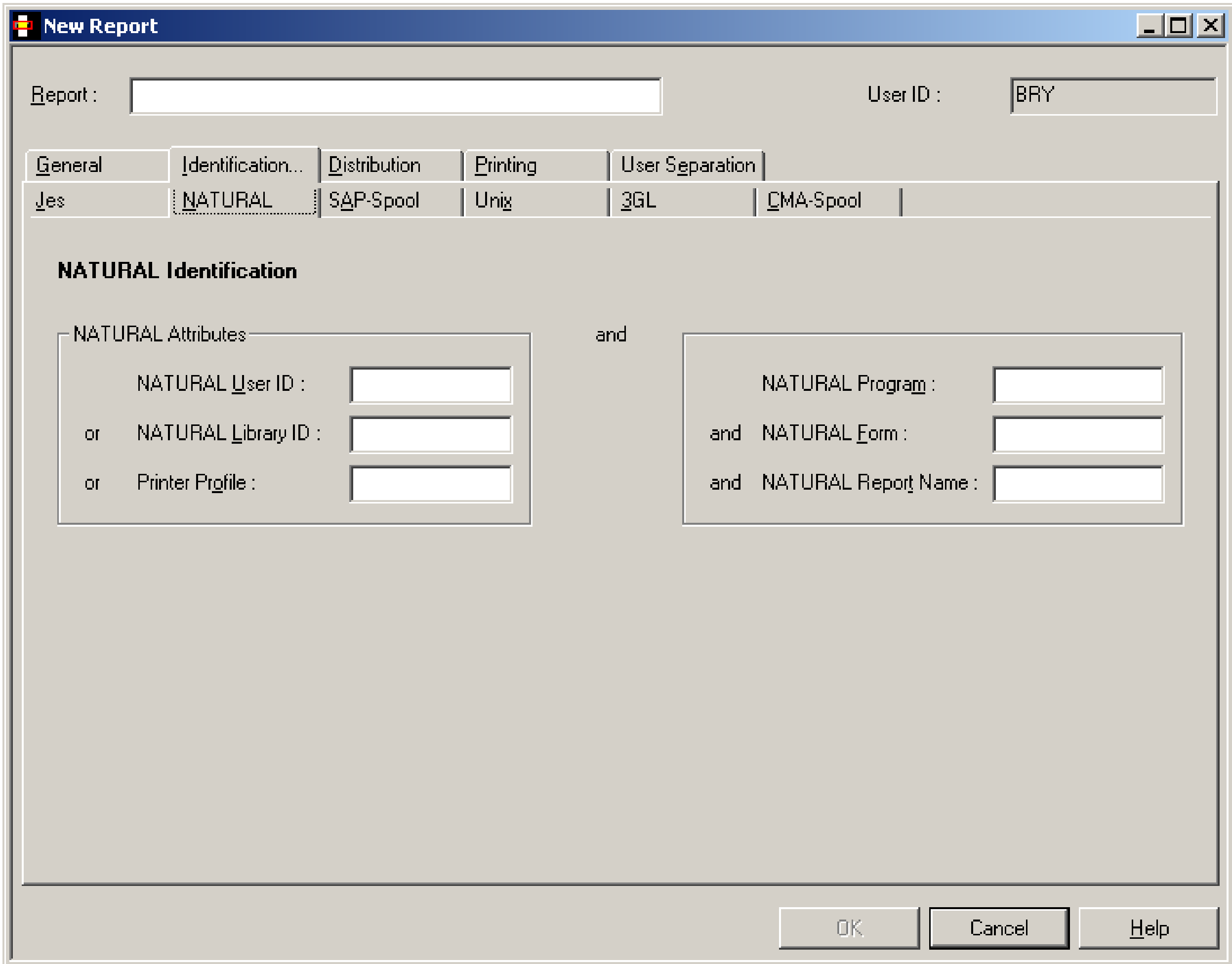
```
NOM DSN=<dataset-name>
```

- Maximum length of the DSN pattern to identify the dataset is 22.
- Maximum length of the input dataset name is 26.
- The STEPNAME to create the spool dataset must be NOMDSN.

Example:

```
//JOB 1          JOB...
......
//NOMDSN       EXEC       PGM=IEBGENER
//SYSPRINT      DD          SYSOUT=*
//SYSUT2         DD          SYSOUT=3
//SYSIN            DD          DUMMY
//SYSUT1         DD *
NOM  DSN=OUTPUT.LISTING
/*
```

Natural Identification Attributes



On this screen you define how reports are identified in Natural Advanced Facilities. The report is identified by Natural user ID, library ID or logical printer name and can also be identified by program, form and name.

Output from Natural is produced during the processing of a specific program. This program is stored in a Natural library and executed by a Natural user. The output can have various attributes defined in the DEFINE PRINTER statement. To identify this output, specify one or more identification attributes:

Fields: Natural Identification

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td rowspan="4">Natural Attributes</td><td colspan="2">*USER or *LIBRARY ID or Printer Profile must be specified:</td></tr>
<tr><td>Natural User ID</td><td>Enter Natural user ID. Use an asterisk (*) to enter selection criteria for the ID, for example, MRS* for all IDs that begin with MRS.</td></tr>
<tr><td>or Natural Library ID</td><td>Enter a Natural library ID.</td></tr>
<tr><td>or Printer Profile</td><td>Enter the name as defined in the Output '....' option of the DEFINE PRINTER statement.</td></tr>
<tr><td rowspan="3">(These parameters are optional.)</td><td>Natural Program</td><td>Enter a Natural program.</td></tr>
<tr><td>Natural Form</td><td>Enter form as defined in the DEFINE PRINTER statement.</td></tr>
<tr><td>Natural Report Name</td><td>Enter name as defined in the DEFINE PRINTER statement.</td></tr>
</table>

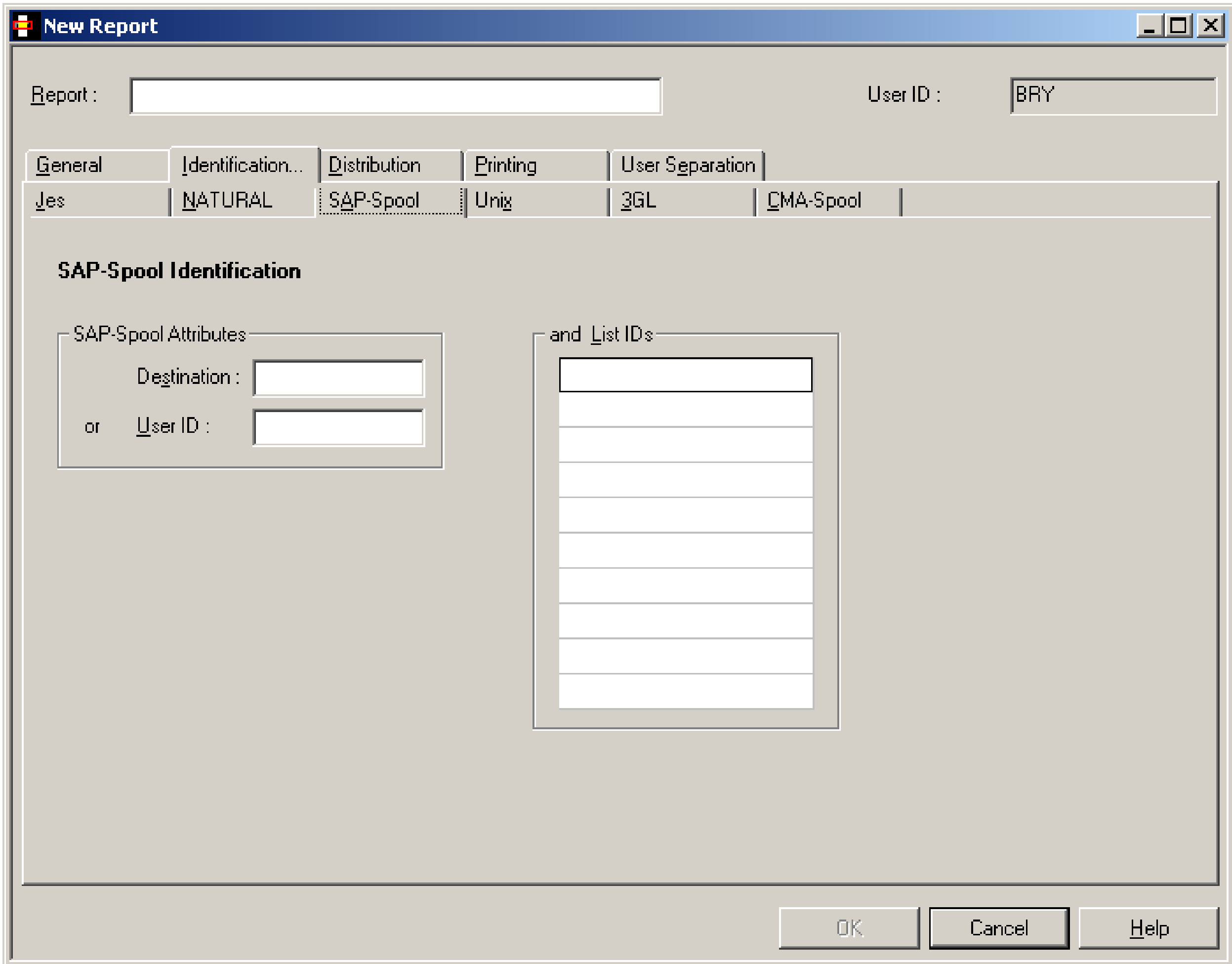
Notes:

1. *USER, *LIBRARY ID and Printer Profile are used as primary selection criteria. The remaining parameters are used to make a secondary selection.
2. The number of definitions is considerably reduced by the primary selection criteria. A definition is applied to the print file, if at least one primary selection criterion is fulfilled. In addition, all secondary selection criteria must be fulfilled (if you have entered values for them).

Example:

If you enter the value EBU for *USER and the value SYSNOM for LIBRARY ID, all print files are identified, which were either created by user ID EBU or created in the library SYSNOM. You can use wildcard notation (*) for the fields Library, Program, Form and Name.

SAP-Spool Identification Attributes



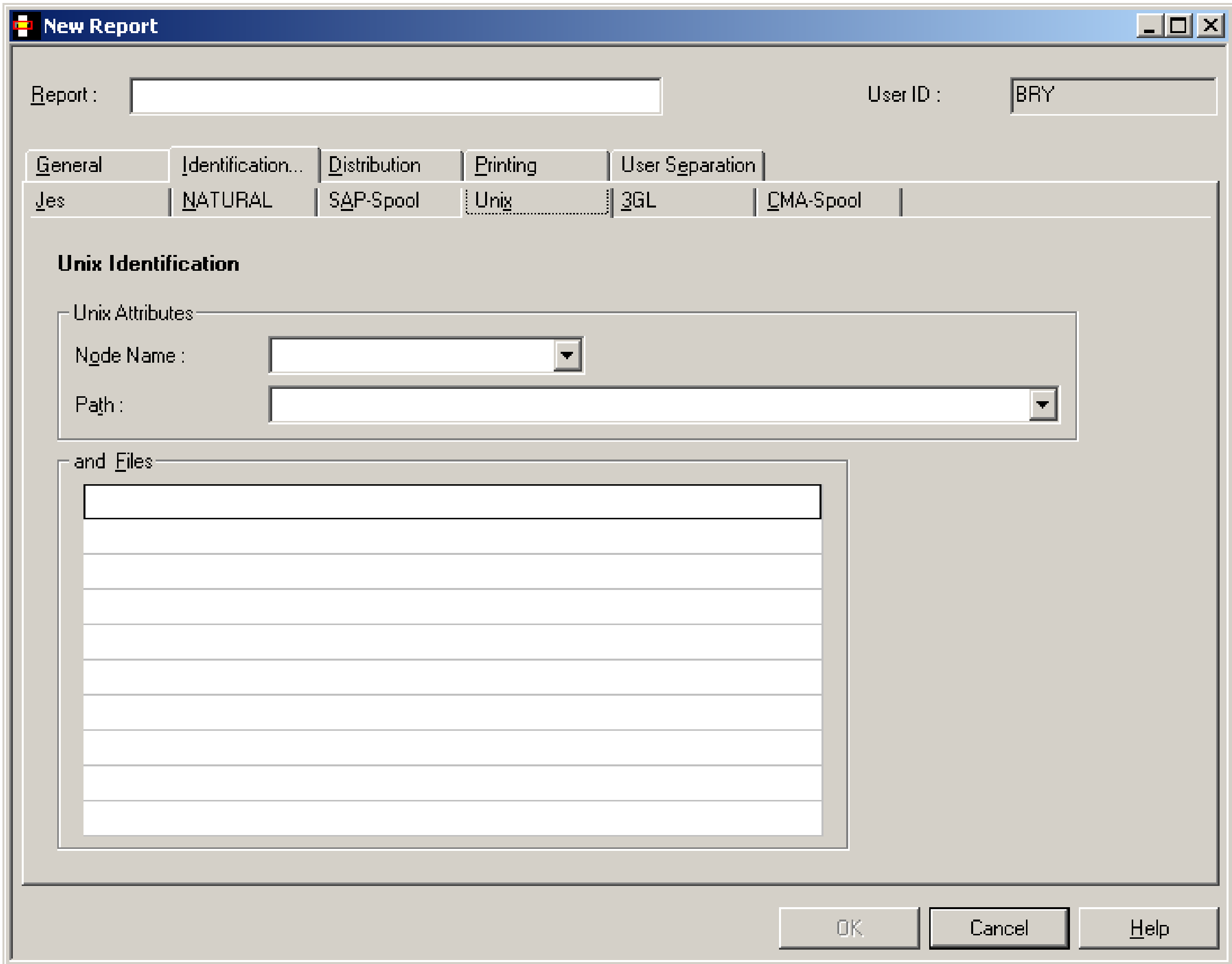
On this screen you define how reports are identified in the SAP-Spool. The report can be identified by the SAP-Spool attributes: Destination or User ID and List ID.

Fields: SAP-Spool Identification

Field	Explanation	
SAP-Spool Attributes	Destination	If the report is to be identified by its destination, enter the destination.
	or User ID	If the report is to be identified by the user ID, enter the user ID.
	You must enter a value for at least one of the above SAP-Spool Attributes. These attributes are the primary selection criteria for report definitions. A report definition is considered identified, if at least one primary selection criterion is found.	

Field	Explanation
	The number of the identified definitions is limited by the primary selection criteria. Use the file names to make a secondary selection.
and List IDs	Enter a fully or partially qualified list name that identifies the report (secondary selection). A report definition is considered identified, if a list ID from this group is found in addition to one of the primary selection criteria.

UNIX Identification Attributes



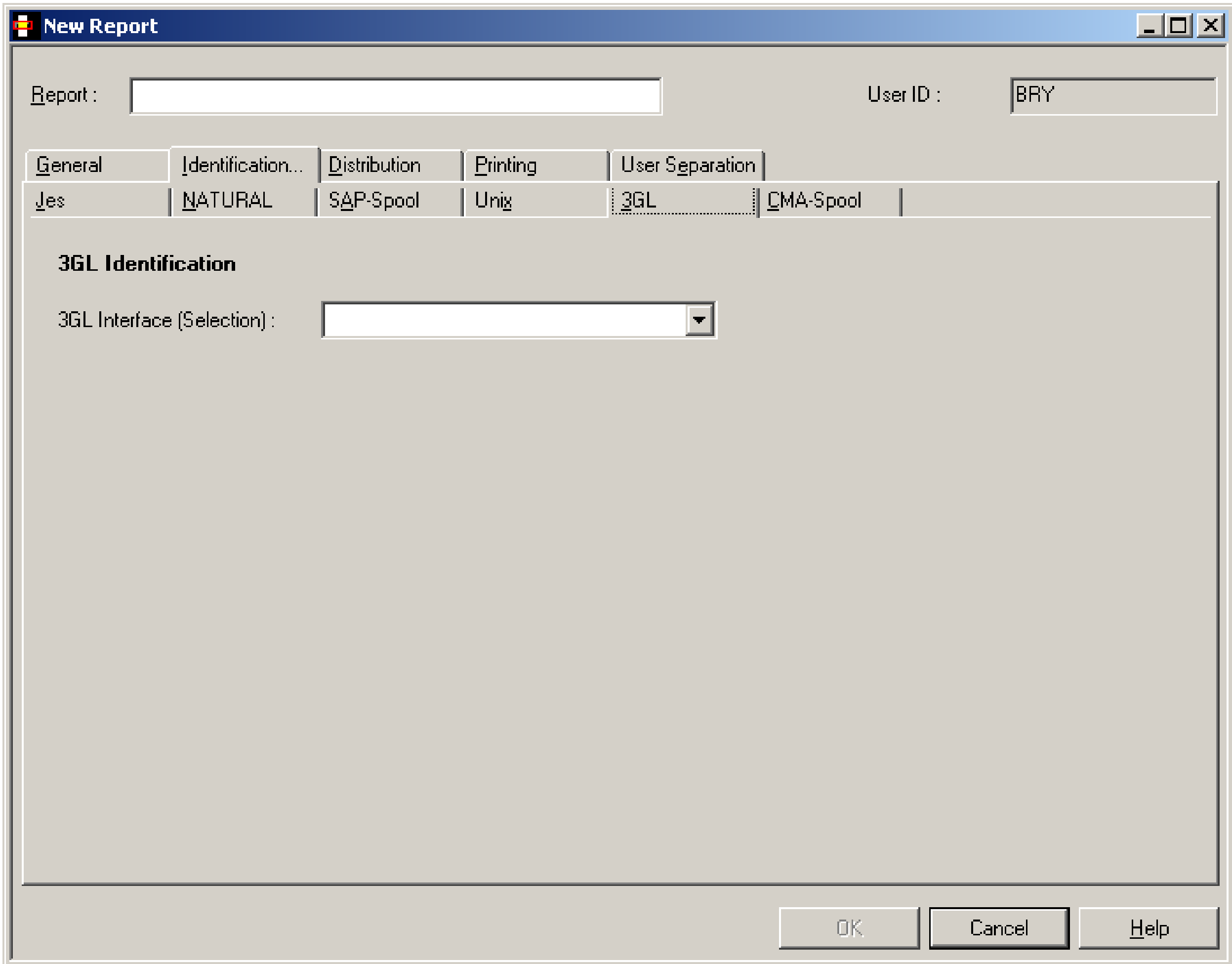
On this screen you define how reports are identified on UNIX or Windows nodes. Identification is done using node name, path, and file pattern, see below. ASCII files are scanned in the specified directory and matched to the file pattern specified here. These files are moved to an Entire Output Management container file and can be processed as usual. An ASCII file can contain line feeds and form feeds; any other kind of control character will be ignored and set to blank.

Output from a UNIX or Windows application is stored as a sequential ASCII file in a directory defined here. The monitor will move (not copy!) this file to an Entire Output Management container file and create active reports. If no report definition matches the file name pattern and no default report was found, the file cannot be processed and will be moved to a temp directory that has been defined for this node by the administrator function **UNIX Defaults**. File and path names are case sensitive; node name and path have to be defined in UNIX Defaults first, as well as logon data for this node. For more detailed information, see field descriptions below.

Fields: UNIX Identification

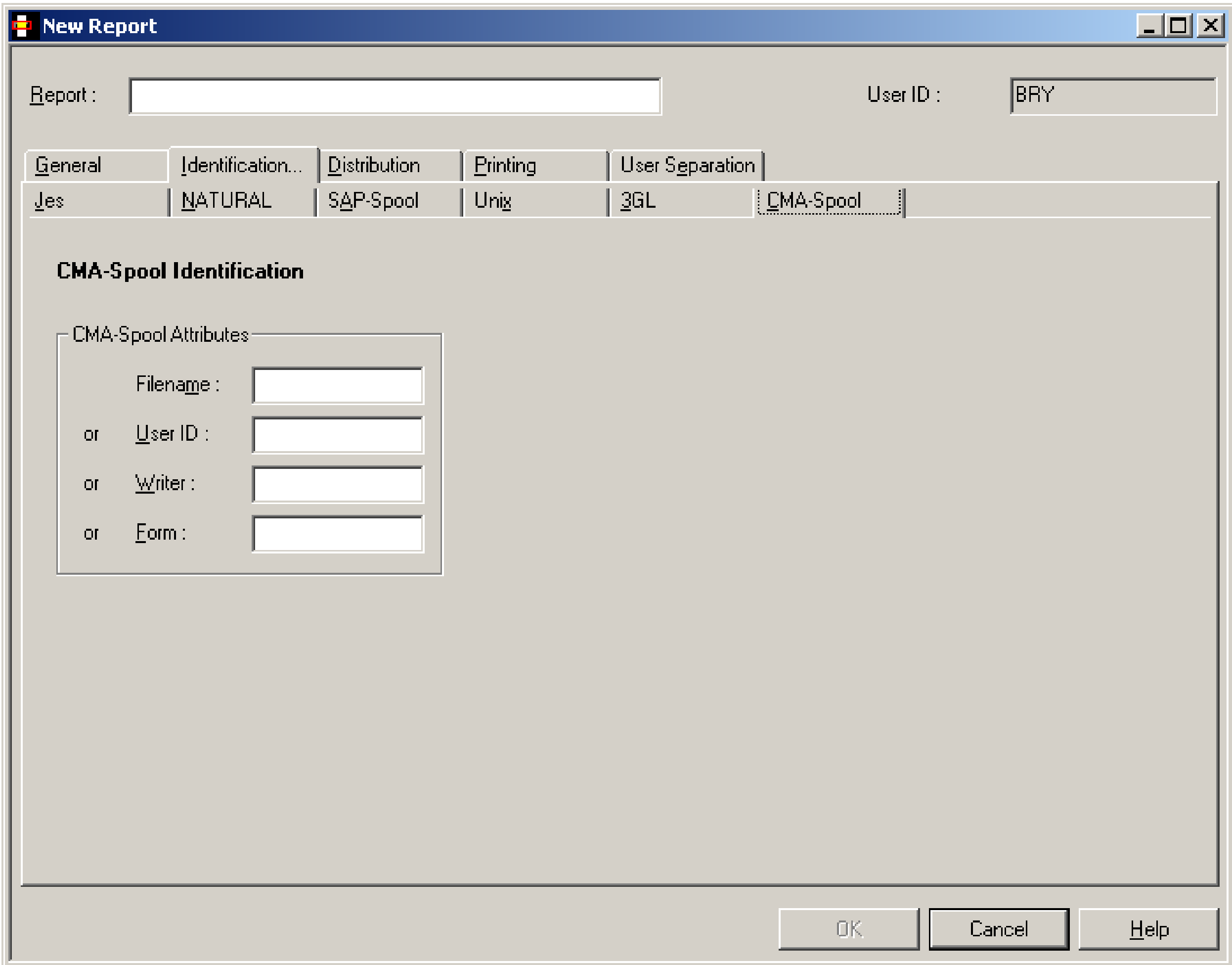
Field	Explanation
Node Name	Select a node name that has been predefined by the administrator using function UNIX Defaults.
Path	Select a path from the default definition entered with administrator using function UNIX Defaults. The defined path is owned by Entire Output Management. The monitor will process any file found in this path. Directories are not processed. If a file is found in this directory which cannot be processed, it will be moved to the Temp directory (see explanation above).
and Files	Enter up to 10 files or file patterns without path entries. Use an asterisk (*) as placeholder for many characters and a question mark (?) for a single character in the file name. For each file matching the pattern, an active report will be created. However, the file contents will be copied to the container file for each path only once. After the file has been processed, it will be deleted on the UNIX or Windows node. File names are case-sensitive.

3GL Identification Attributes



On this screen you can define reports that rely on a general, user-defined 3GL interface. All identifying attributes can be freely chosen.

CMA-Spool Identification Attributes



On this screen you define how reports are identified in the CMA-SPOOL. The report can be identified by CMA-SPOOL attributes: File Name, User ID, Writer or Form.

Fields: CMA-Spool Identification

Field	Explanation
File Name	Enter the file name here as it appears on the CMA-screen (Display Files panel). The file name can contain the user ID of the file creator, the job name or a parameter entered in the OWN field in an OPEN request. Refer to the CMA-SPOOL documentation for more details. To identify the report by the file name, enter the file name here. You can also use an asterisk * to enter selection criteria for the file name. For example, for all files beginning with ADA, enter ADA*.

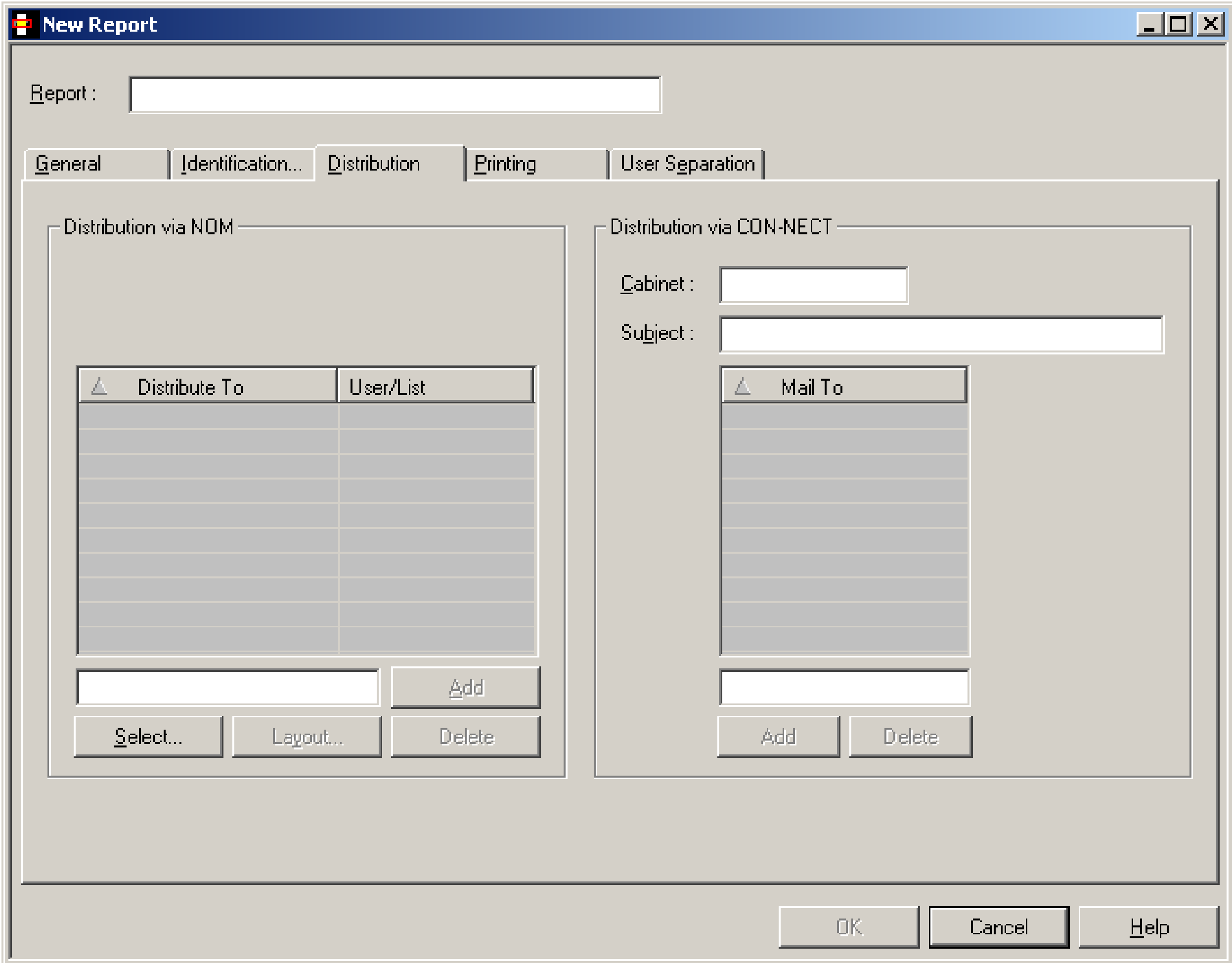
Field	Explanation
or User ID	User ID which created the list. If you want to identify the report with this ID, enter it here (UID field in OPEN request).
or Writer	To identify the report by the `Writer` parameter, enter the writer name here (WTR field in OPEN request).
or Form	To identify the Report by the `FORM` parameter, enter the form here (FOR field in OPEN request).

Example:

If you enter the value `MRS*` for Filename and the value `MRS` for User ID, all print files are identified whose file name begins with MRS or which were created by the user ID MRS.

Distribution Attributes

- Distribution via NOM
- Defining a Layout for a User or Distribution List
- Distribution via Con-nect



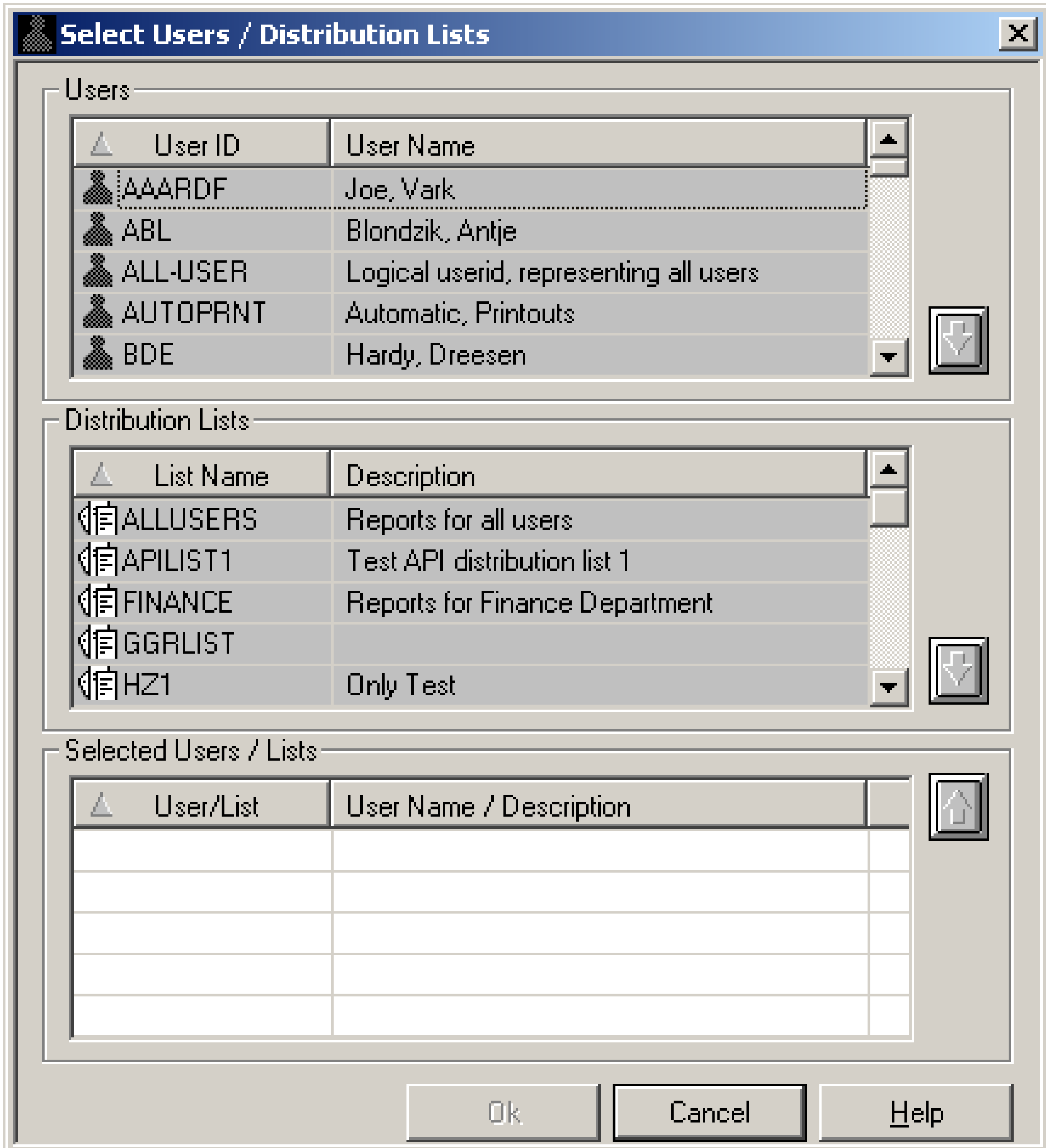
On this screen you can define the recipients of a report and the facilities used for distribution.

Distribution via NOM

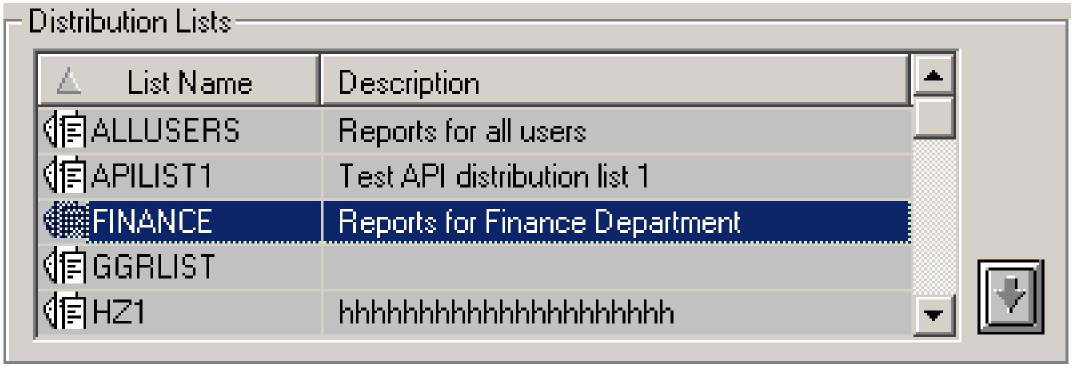
To select a user or distribution list for receiving a report:

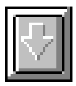
1 Choose the **Select** button under **Distribution via NOM**.

The **Select Users / Distribution Lists** dialog opens in the content pane:

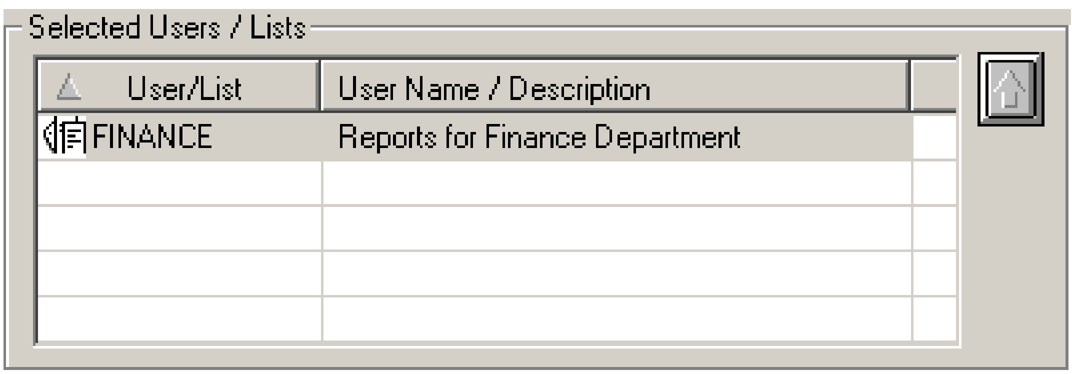


2 Select a user ID or list name; for example:



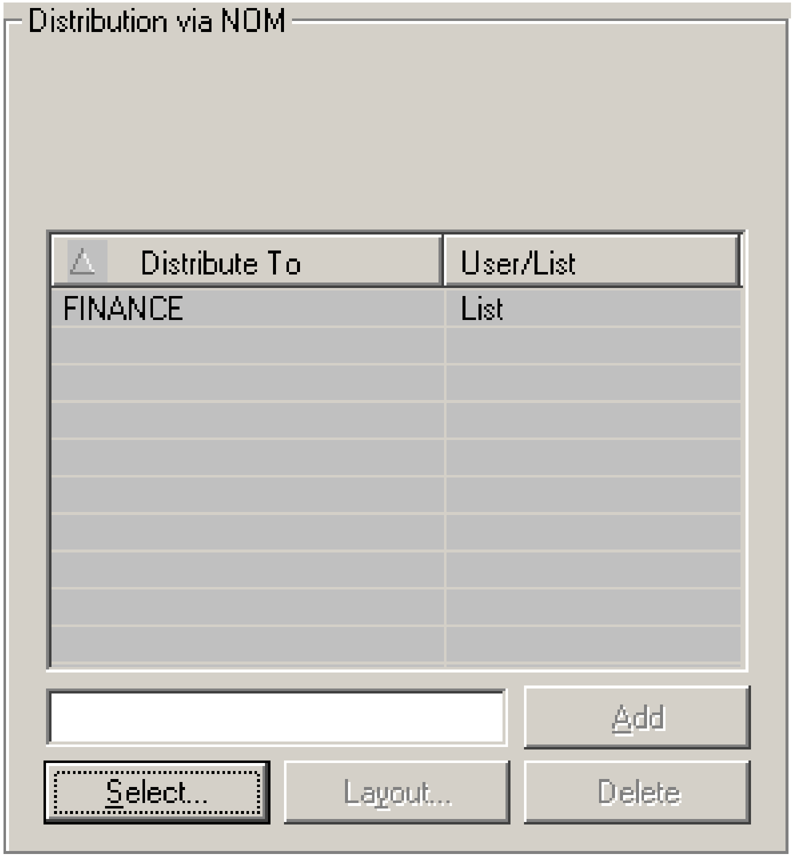
3 Choose the down arrow  on the right.

The selected user ID or list name appears in the **Selected Users / Lists** section at the bottom of the dialog:



4 Choose the **OK** button.

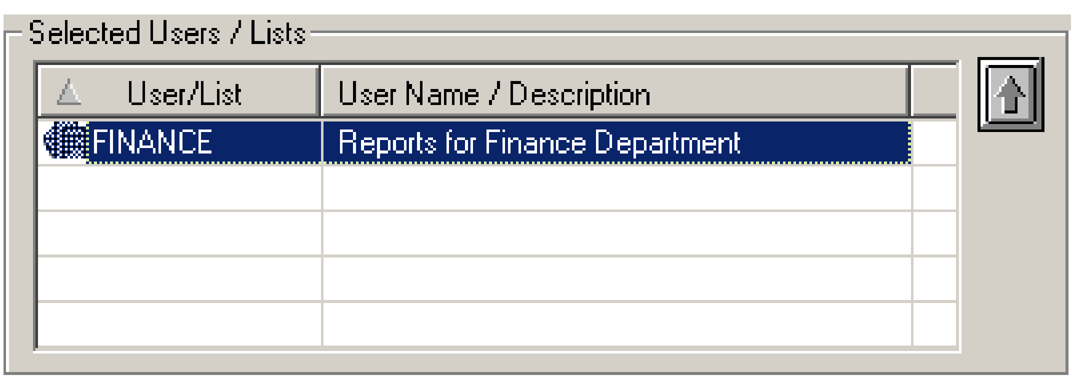
The selected user ID or list name now appears in the **Distribution via NOM** section of the Distribution dialog:



You can select up to 10 user IDs or list names. When the report is created it is distributed to the Inbasket of the selected users. All users connected to IDs or or lists entered here can browse and print the report.

To remove a user or distribution list from the Distribute To list:

1 In the **Selected Users / Lists** section at the bottom of the **Select Users / Distribution Lists** dialog, select the user or list to be removed; for example:



2 Choose the up arrow on the right.

The selected user or list is removed from the **Selected Users / Lists** section.

You can also restrict the user's view of the report by defining an individual report layout. For more information, see the section *Defining a Layout for a User or Distribution List* below.

Defining a Layout for a User or Distribution List

- Fields: Layout for User
- Automatic Print with Special Layout

A layout can be defined for each addressee in Entire Output Management. If the addressee is a distribution list, all members in this list see the defined layout.

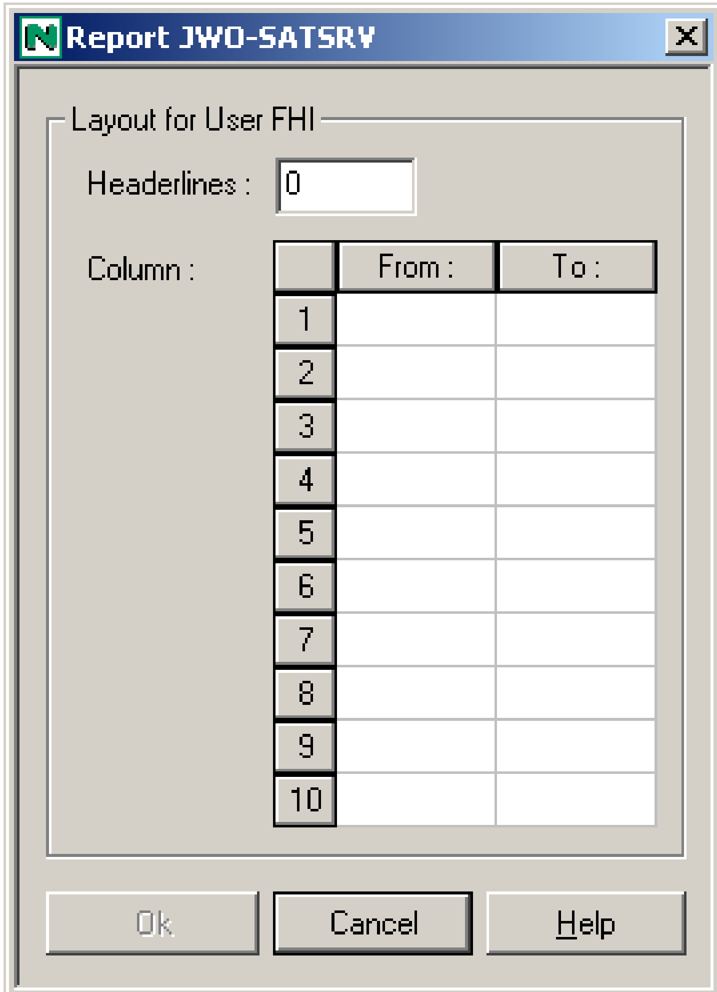
Note: These layouts are only for addressees in Entire Output Management. Addressees in Con-nect see the entire report.

To define a layout for a user or distribution list:

1 Select the desired user or list.

2 Choose the **Layout** button.

The following dialog appears:



3 You can define up to 10 different layouts for each report to be distributed to different addressees.

A report layout consists of up to 10 pairs of offsets starting from the beginning of a report line (not including ASA/machine codes).

4 When you are finished, choose the **OK** button.

Fields: Layout for User

Field	Explanation
Headerlines	Enter the number of lines (counting from top of page) that are to remain in their original format.
Column From	Enter the first column position to be displayed.
Column To	Enter the last column position to be displayed.

Automatic Print with Special Layout

If a report is to be automatically printed with a special layout, define AUTOPRNT as an addressee and attach the special layout to that addressee (the report will not be distributed to AUTOPRNT). To use this facility, you must also define a user AUTOPRNT.

Distribution via Con-nect

- Creating Report as Document in Con-nect Cabinet (optional)
- Distributing a Report directly to Con-nect Users

Creating Report as Document in Con-nect Cabinet (optional)

To create a report as a document in a Con-nect cabinet:

1. In the `Cabinet` field in the Distribution via Con-nect section of the dialog, enter the name of a cabinet.
2. In the `Subject` field, enter a description to appear with the Con-nect document.
3. When you are finished, choose the **OK** button.

   If you do not want to create a document in a user cabinet, but wish to distribute it to Con-nect users directly, you should leave this field empty and fill in only the `Mail To` fields, as described below.

Distributing a Report directly to Con-nect Users

To distibute a report directly to Con-nect users:

1. In the field at the bottom of the `Mail To` list, enter a Con-nect user ID.
2. Choose the **Add** button.

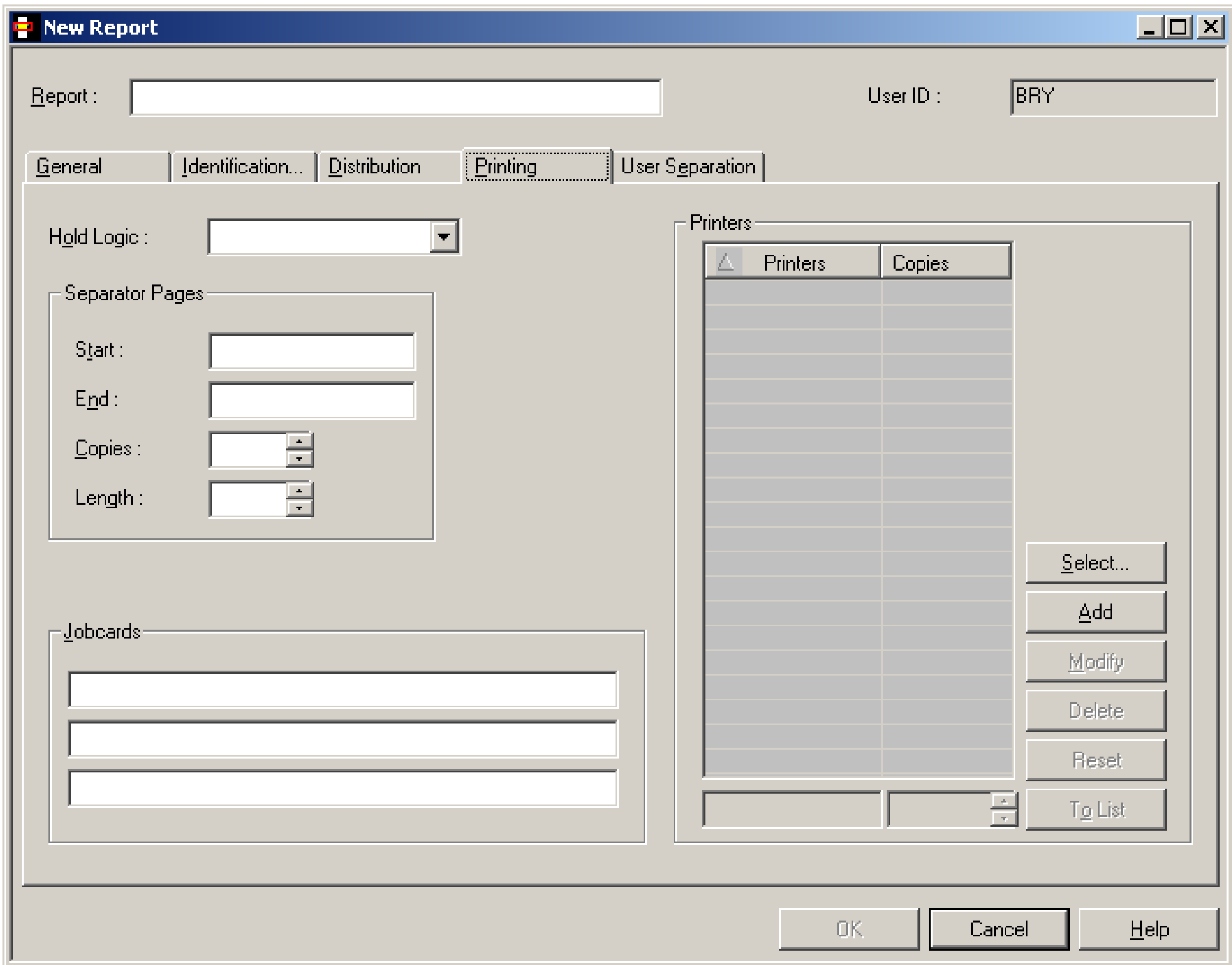
   The user ID is written to the `Mail To` list.

   You can enter up to 10 Con-nect user IDs. One copy of the report is created in the Con-nect stand-alone cabinet named SYSNOMC.

   Entire Output Management uses Con-nect to send the report to all Con-nect users defined in these fields.

Printing Attributes

- Fields: Printing Attributes
- Selecting Printers for a Report



On this screen you can define how reports are printed automatically.

Fields: Printing Attributes

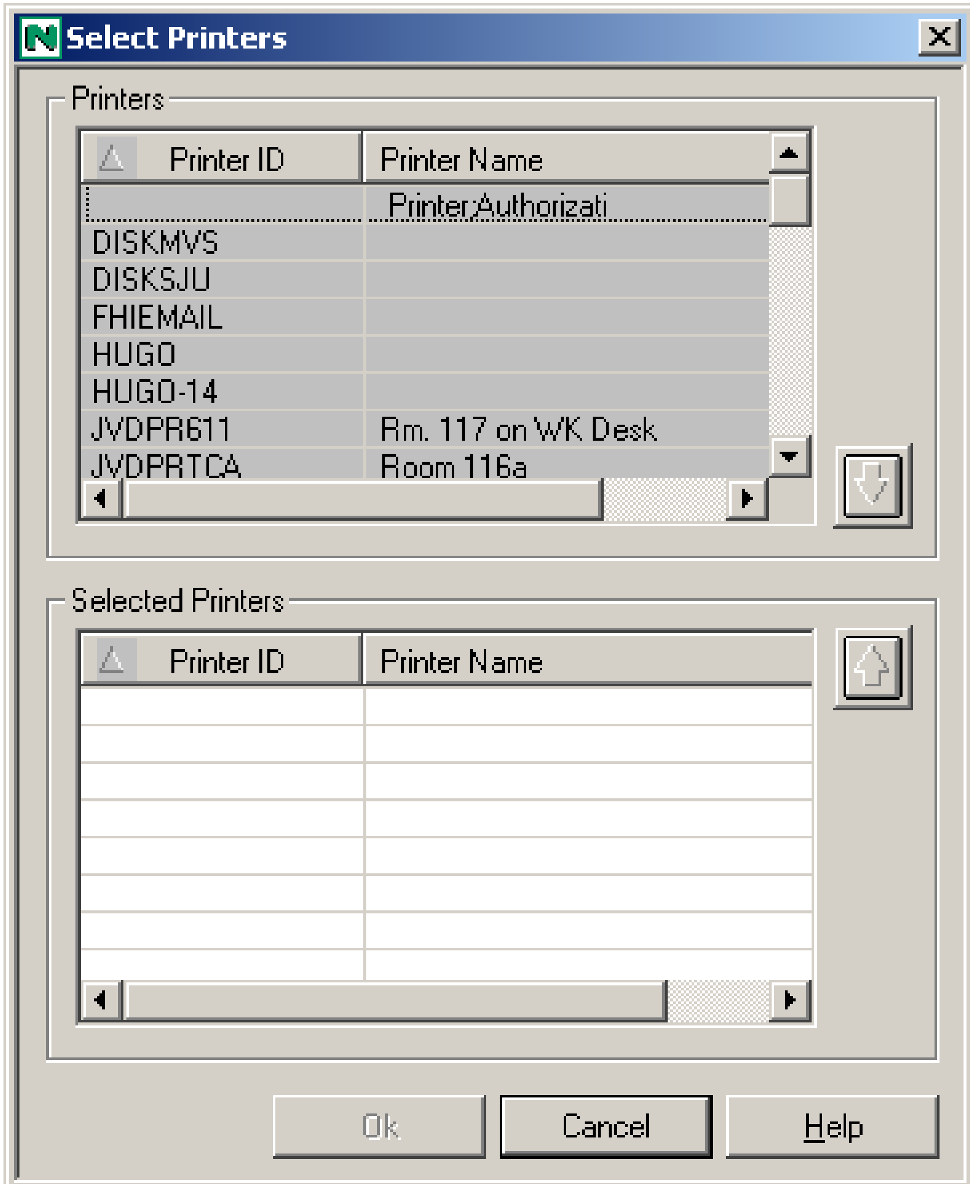
Field	Explanation	
Hold Logic	This field controls how the report is queued for printing. Choose one of the following values from the drop-down list box:	
	(none)	
	Release manually	The report is held in the printout queue until released manually.
	All users confirm	The report is held in the printout queue until manually confirmed by all recipients. A message requesting printing confirmation is displayed to each user in the distribution list. When all users have confirmed, the report is automatically released for printing.
	Release immediately	The report is printed immediately.
Separator Pages	Start	Enter the name of the separator to be used for printing at the *beginning* of the report.
	End	Enter the name of the separator to be used for printing at the *end* of the report.
	Copies	Enter the number of times each separator page is to be printed.
	Length	Enter a separator line length, if your separator line length is greater than your report length. Default length is report length.
Jobcards	Enter the job cards for printing with batch jobs. The following substitution variables can be used: §USER §REPORT §JOBNAME If you leave this field blank, the `Jobcards` specifications from the logical printer definition are used.	
Printers	See *Selecting Printers for a Report* below.	

Selecting Printers for a Report

To select one or more printers for a report:

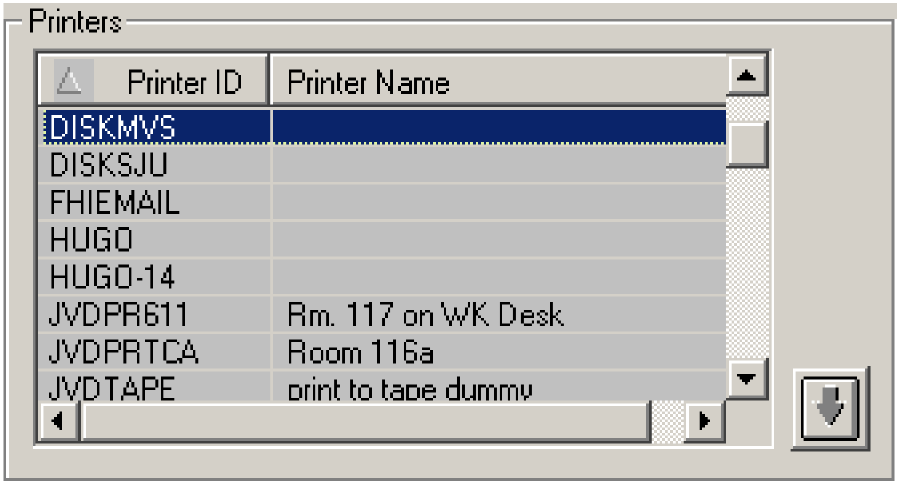
1 In the `Printers` section of the Printing attributes dialog, choose the **Select** button.

The **Select Printers** dialog appears:



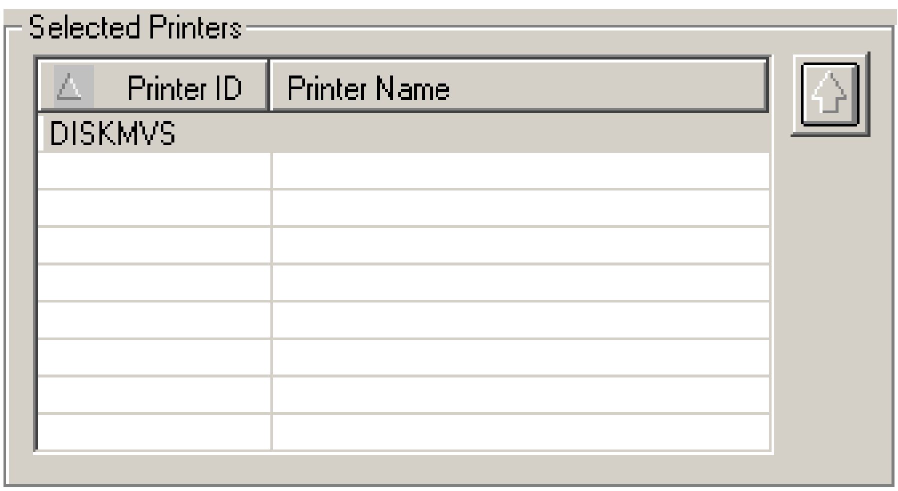
2 In the `Printers` section at the top, select a printer ID.

In our example, we have chosen DISKMVS:



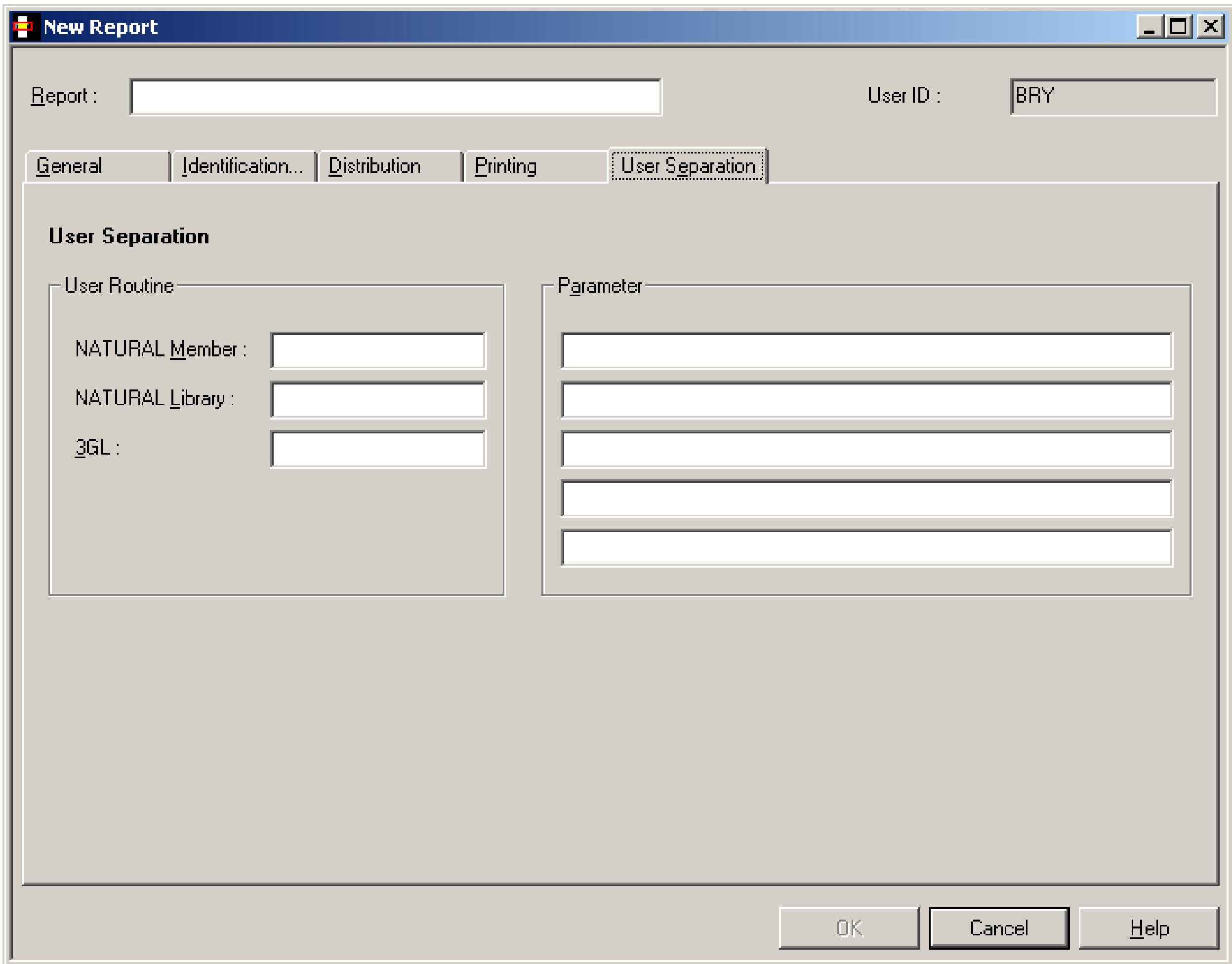
3 Choose the down arrow on the right.

The printer ID is written to the list of `Selected Printers` in the bottom half of the dialog:



User Separation Attributes

The spool dataset records can be filtered on a record-to-record basis by a supplied user routine. With various action codes, the user routine can control the separation process and positioning within the output and can determine the contents of the created reports.



Fields: User Separation

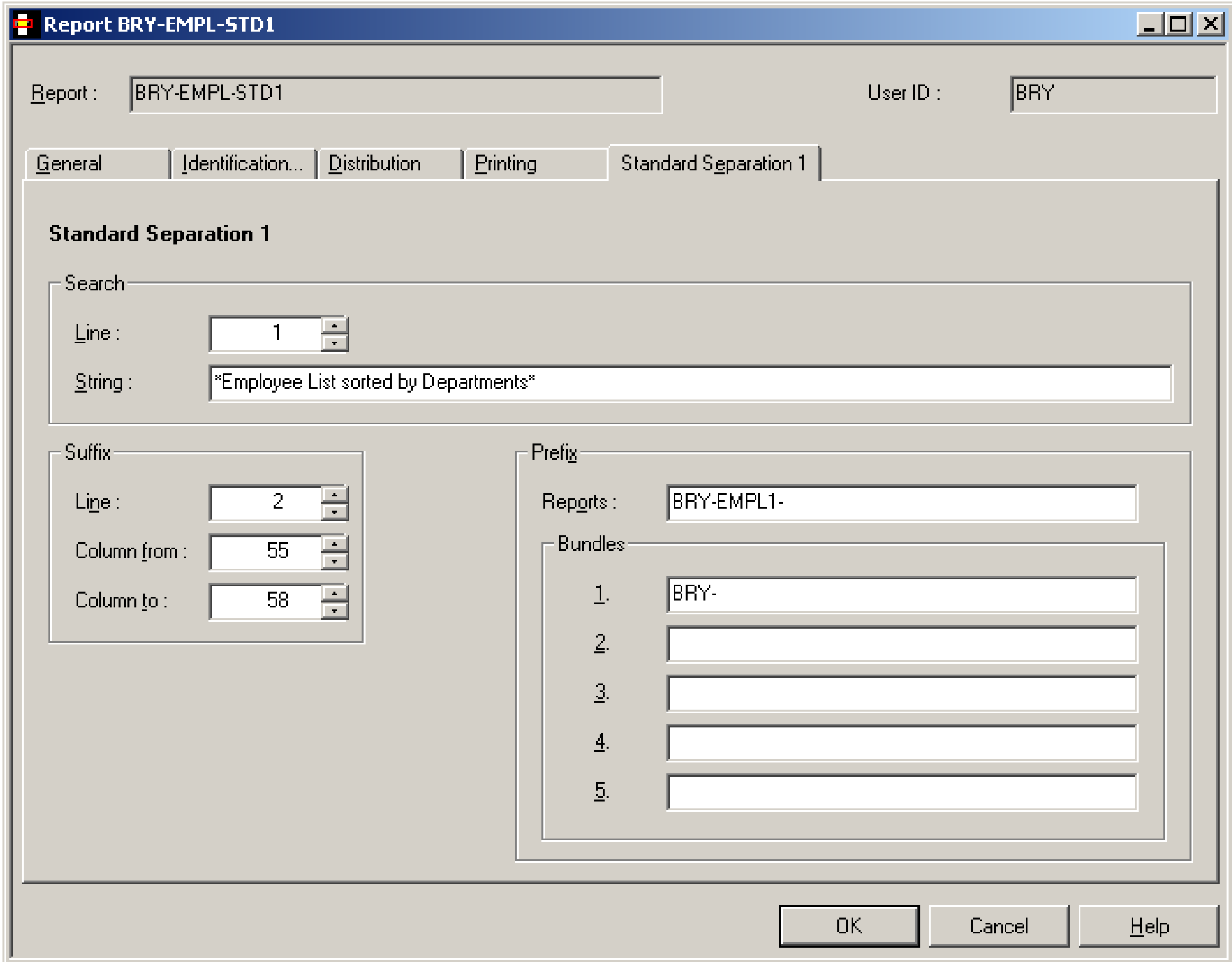
Field	Explanation	
User Routine	The following three fields are used to define the user routine which determines the report contents:	
	Natural Member	Enter the name of the Natural member containing the user routine.
	Natural Library	The user routine can be a Natural subprogram. You can enter the Natural library name containing the user routine or leave

Field	Explanation	
		this field blank. The library name cannot begin with SYS unless it is SYSNOMU.
	3GL	If the user routine is written in a language other than Natural, enter the name of the routine. This user routine is invoked by a CALL statement.
Parameter	Enter up to 5 parameters which are passed to the user routine at the start of report processing.	

Standard Separation 1 Attributes

- Fields: Standard Separation 1
- Example: Standard Separation 1 - Salary Report

Standard Separation 1 separates spool data into several reports depending on the break of the specified suffix. The suffix need not appear in sorted order. This separation searches for a defined string in a defined line or anywhere on a page. If the string appears on a page, a suffix is evaluated (at break of the suffix value, a new report is opened). If the string is not found, the page is added to the currently open report. If no report is open, the page is rejected.



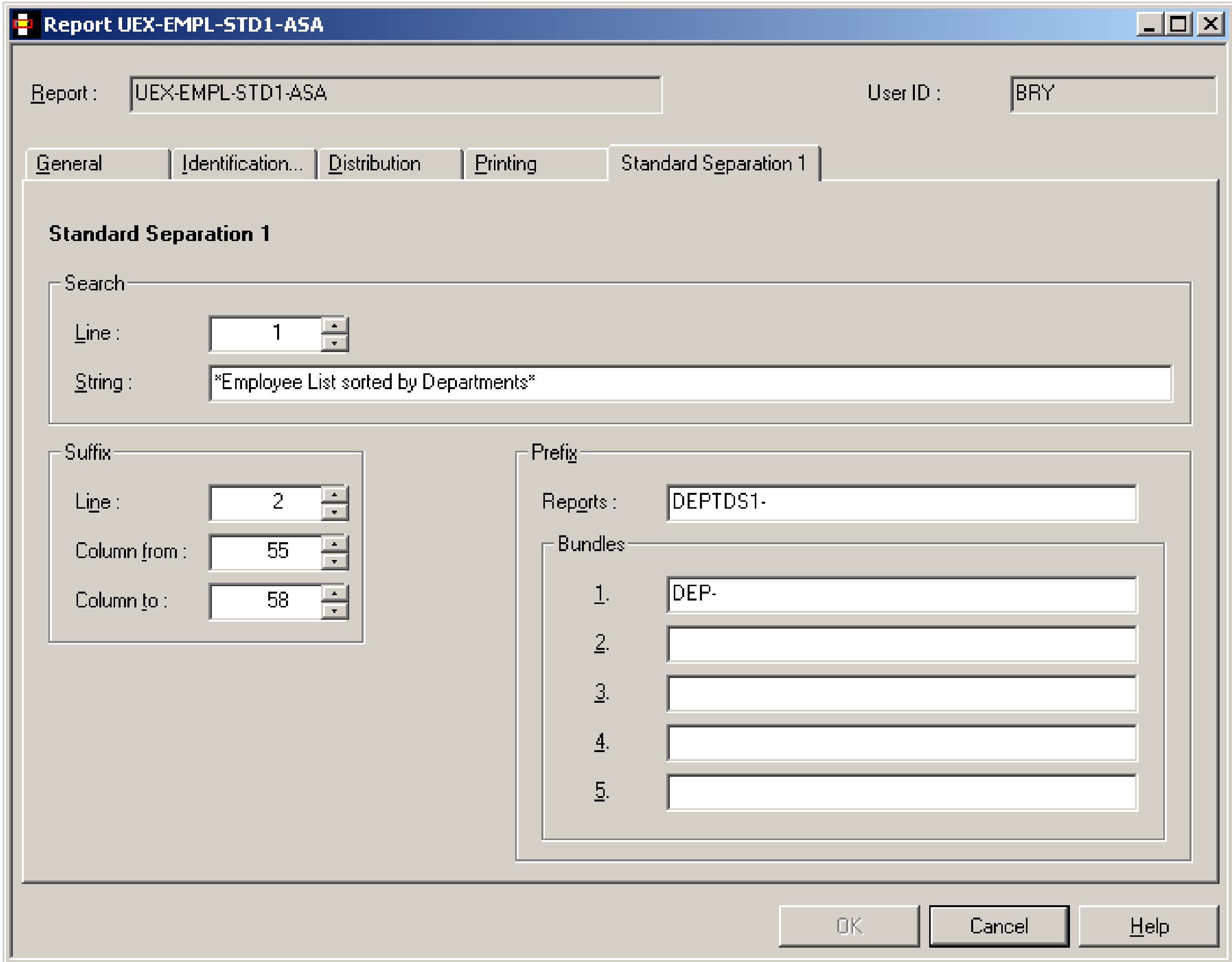
Fields: Standard Separation 1

Item	Explanation	
Search	Line	Enter the line number, starting from the top of the page, where the string must appear. To determine this line number, you must also count lines containing only carriage control characters. If you do not specify `Search Line`, then the search string can appear anywhere on the page.
	String	Enter the string to be searched for. If this string appears on a page, the suffix is evaluated (at break of the suffix value, a new report is opened). If the string is not found, the page is added to the currently open report. If no report is open, the page is rejected. You can specify a search pattern like: *`*STRING1*STRING2*`* or: *`*STRING1%STRING2*`*

Item	Explanation	
		where * stands for any string and % stands for any character. **Note:** You must bracket the string with * (for example: *string*) if it can occur anywhere within a line.
Suffix	Line	Enter the line number, starting from the top of the page, where the report suffix appears. To determine this line number, you must also count lines containing only carriage control characters. If you leave this field empty, Entire Output Management assumes that the suffix is located in the `Search Line`.
	Column from	Enter the position in the line where the report suffix starts (value from 1 to 251). To determine position, you must also count carriage control codes and/or table reference characters.
	Column to	Enter the position in the line where the report suffix ends (value from 1 to 251). To determine position, you must also count carriage control codes and/or table reference characters.
Prefix	Reports	Enter the report prefix which is concatenated to the suffix to determine the report name. The suffix is concatenated suppressing leading and trailing blanks.
	Bundles	(Optional) Enter the bundle prefix which is concatenated to the suffix to determine the bundle name. The suffix is concatenated suppressing leading and trailing blanks. Up to 5 bundles can be specified. To generate bundles with fixed names, fill in this field *completely*. No suffix is then appended.

Example: Standard Separation 1 - Salary Report

We have a salary report sorted by department number and want to separate it into the various departments. A standard routine could be defined as follows to perform an automatic separation:



Note: The bundle prefix is optional.

This standard routine separates the spool dataset on a page basis and creates reports whose names begin with DEPTS1-. The report name is created by adding the prefix DEPTS1- to the suffix found in the spool dataset in the positions defined in the example above, for example: DEPTS1-FINA.

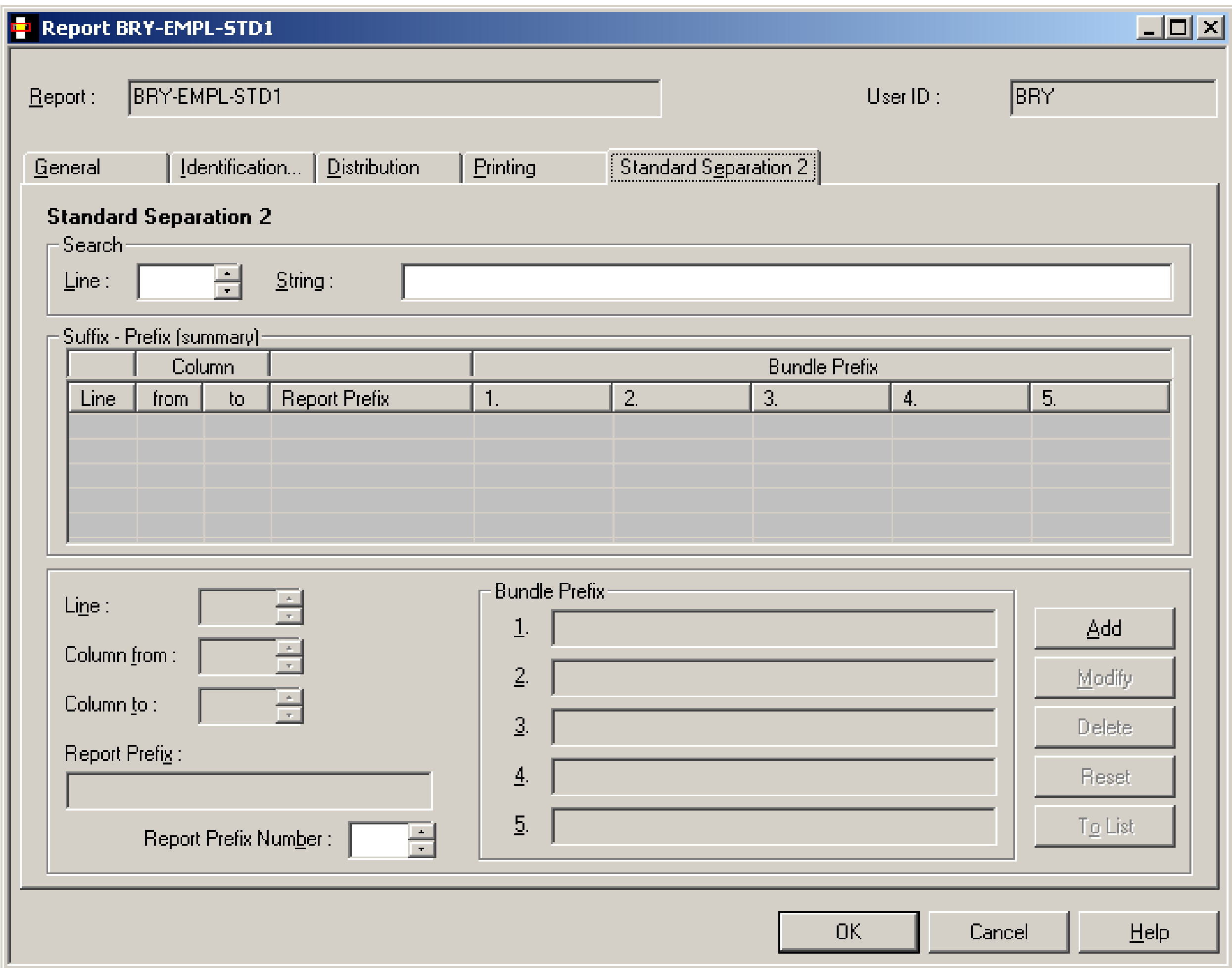
Optionally, the report can be directed to a bundle with the prefix DEP-. The bundle name is created by adding the DEP- prefix to the suffix found in the spool dataset, for example: DEP-FINA.

Note: When the suffix and the identifier string are not on the same line, the line parameters must be used. Enter the line numbers where the identifier string and suffix are found. This must be the *absolute* line number as counted from the *top* of the page.

Standard Separation 2 Attributes

- Fields: Standard Separation 2
- Example: Standard Separation 2 - Salary Report

Standard Separation 2 separates spool data into several reports depending on up to 5 break conditions. It searches for a defined string in a defined line or anywhere on a page. If the string appears on a page, up to 5 suffixes are evaluated (at break of a suffix value, a new report is opened for that suffix). If no string is found, the page is added to the currently opened reports. If no report is opened, the page is rejected.

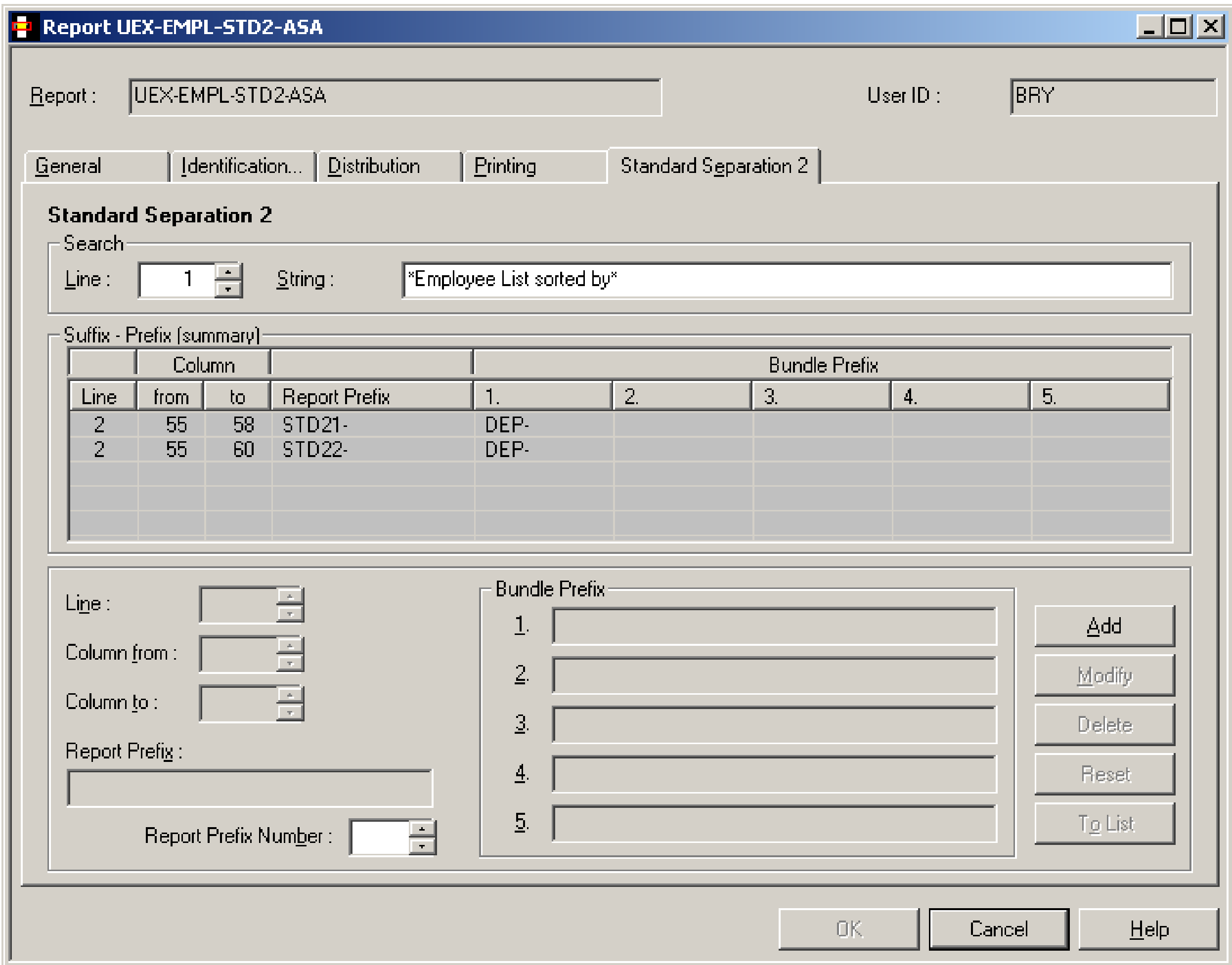


Fields: Standard Separation 2

Field	Explanation	
Search	Line	Enter the line number, starting from the top of the page, where the string must appear. To determine this line number, you must also count lines containing only carriage control characters. If you do not specify `Search Line`, then the search string can appear anywhere on the page.
	String	Enter the string to be searched for. If this string appears on a page, the suffix is evaluated (at break of the suffix value, a new report is opened). If no string is found, the page is added to the currently opened reports. If no report is opened, the page is rejected. You can specify a search pattern like: *`*STRING1*STRING2*`* or: *`*STRING1%STRING2*`* where ***** stands for any string and **%** stands for any character. **Note:** You must bracket the string with * (for example: *string*) if it can occur anywhere within a line.
(Suffix) (You can define parameters for up to 5 suffixes in these three fields.)	Line	Enter the line number, starting from the top of the page, where the report suffix appears. To determine this line number, you must also count lines containing only carriage control characters. If you leave this field empty, Entire Output Management assumes that the suffix is located in the `Search Line`.
	Column from	Enter the position in the line where the report suffix starts (value from 1 to 251). To determine position, you must also count carriage control codes and/or table reference characters.
	Column to	Enter the position in the line where the report suffix ends (value from 1 to 251). To determine position, you must also count carriage control codes and/or table reference characters.
Report Prefix	Enter the report prefix which is concatenated to the suffix to determine the report name. The suffix is concatenated suppressing leading and trailing blanks.	
Report Prefix Number	?	
Bundle Prefix	Enter the bundle prefix which is concatenated to the suffix to determine the bundle name. The suffix is concatenated suppressing leading and trailing blanks. Up to 5 bundle prefixes can be specified for each suffix. To generate bundles with fixed names, fill in this field *completely*. No suffix is then appended. The number of the currently displayed prefix appears after the title `Bundle Prefix`.	

Example: Standard Separation 2 - Salary Report

We have a salary report sorted by department number and want to separate it into the various main departments and sub-departments. A standard routine could be defined as follows to perform an automatic separation:



Note: The bundle prefix is optional.

This standard routine separates the spool dataset on a page basis and creates reports whose names begin with STD21- for the main departments and STD22- for the sub-departments. The report name is created by adding the prefix STD21- to the department name (columns 55-58 in line 2) or by adding the prefix STD22- to the sub-department name (columns 55-60 in line 2) found in the spool data.

Optionally, the report can be directed to a bundle with the prefix DEP-. The bundle name is created by adding the DEP- prefix to the department or sub-department name.

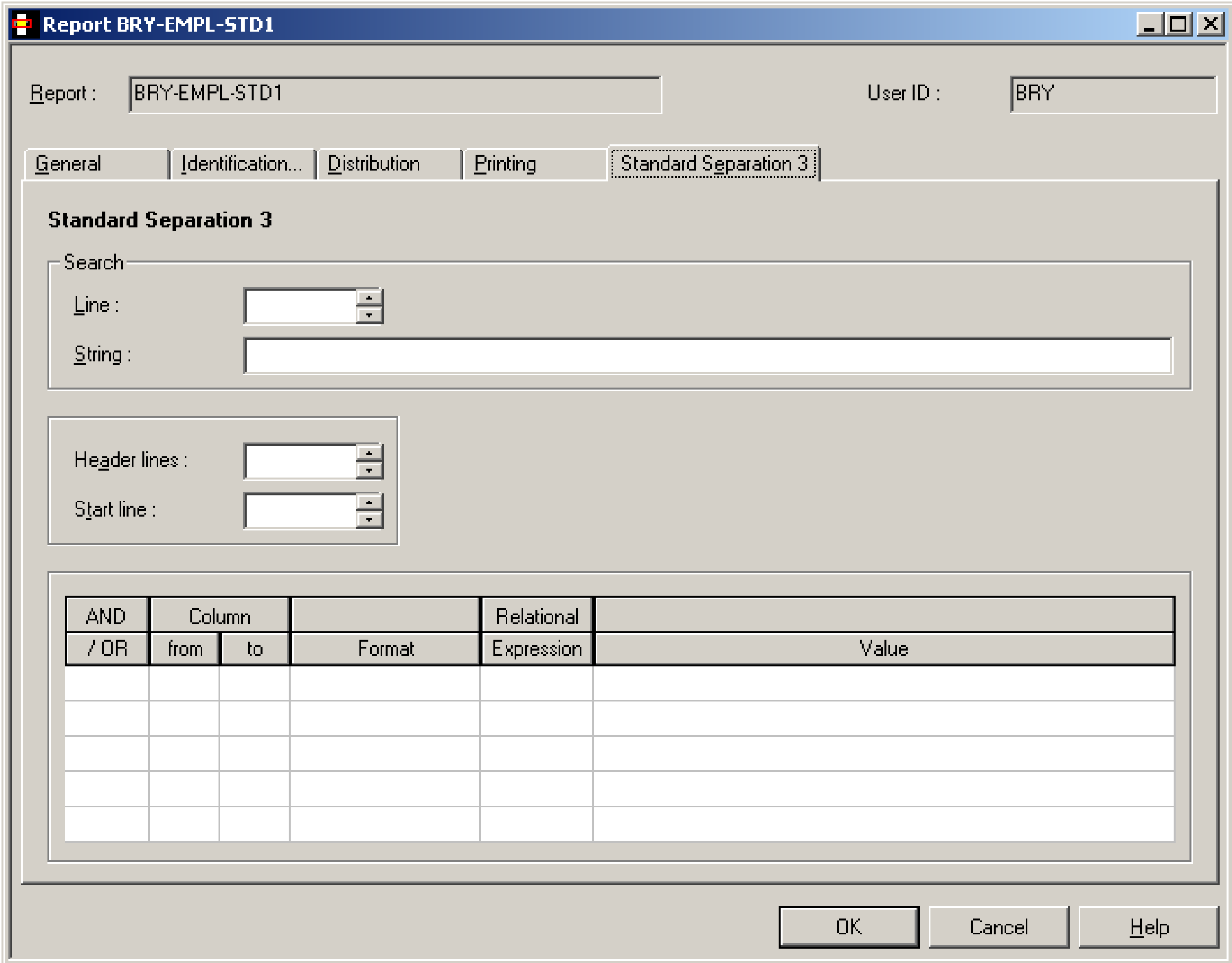
Note: When the suffix and the identifier string are not on the same line, the line parameters must be used. Enter the line numbers where the identifier string and suffix are found. This must be the *absolute* line number as counted from the *top* of the page.

Standard Separation 3 Attributes

- Fields: Standard Separation 3
- Example: Standard Separation 3 - Salary Report
- Example: Standard Separation 3 - Natural CATALL Report

Standard Separation 3 searches for a defined string in a defined line. If the string appears on a page, the lines of the page are analyzed regarding the defined logical expression. If not, the whole page is rejected.

From the `Start line` until end of page, the lines are added to the report, if they match the defined logical expression. Lines before the `Start line` are also rejected unless they are defined as `Header lines`.



Fields: Standard Separation 3

Field	Explanation	
Search	Line	Enter the line number, starting from the top of the page, where the string must appear. To determine this line number, you must also count lines containing only carriage control characters.

	String	Enter the string to be searched for. If this string appears on a page, the page is processed. If no string is found, the page is rejected.
		
		You can specify a search pattern like:
		`*STRING1*STRING2*`
		
		or:
		`*STRING1%STRING2*`
		
		where * stands for any string and % stands for any character.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td></td><td>Note: You must bracket the string with * (for example: *string*) if it can occur anywhere within a line.</td></tr>
<tr><td>Header lines</td><td>Enter the number of lines (0-20), starting from the top of the page, which are used as header lines. To determine this line number, you must also count lines containing only carriage control.

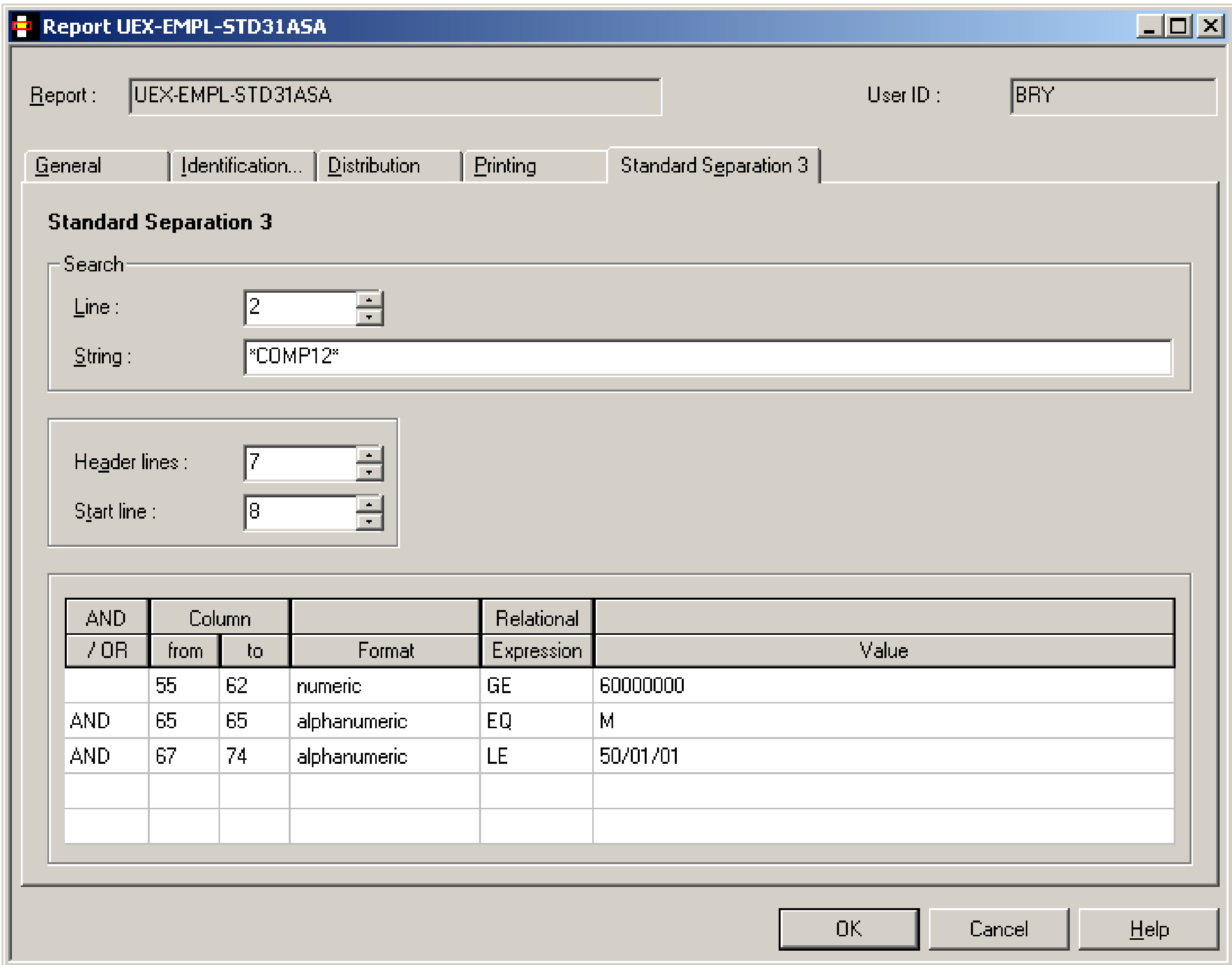
If Header lines = 0, no header lines are added. Otherwise, if there is at least one line on a page, which matches the separation's logical expression, the header lines are added.</td></tr>
<tr><td>Start line</td><td>Enter the line, starting from the top of the page, from which filter processing starts. The lines preceding the <code>Start line</code> are automatically excluded from the report, unless they are defined as <code>Header lines</code>. To determine this line number, you must also count lines containing only carriage control characters.</td></tr>
<tr><td>AND/OR</td><td>Concatenates two conditions. Possible values:
<table>
<tr><th>Operator</th><th>Meaning</th></tr>
<tr><td>AND</td><td>Concatenates with logical AND.</td></tr>
<tr><td>OR</td><td>Concatenates with logical OR.</td></tr>
<tr><td>(blank)</td><td>Concatenates the same variable with OR=.</td></tr>
</table></td></tr>
<tr><td>Column from</td><td rowspan="2">Indicate the position of the operand. Enter positions in column from which to start and at which to end filter processing (value from 1 to 251).</td></tr>
<tr><td>Column to</td></tr>
<tr><td>Format</td><td>Variable type:

■ A = Alphanumeric.
■ M = Mask (as described in the Natural Reference documentation).
■ N = Numeric.</td></tr>
<tr><td>Relational Expression</td><td>Possible values:
<table>
<tr><th>Operator</th><th>Meaning</th></tr>
<tr><td>EQ, =</td><td>Equal to.</td></tr>
<tr><td>GE, >=</td><td>Greater than or equal to.</td></tr>
<tr><td>GT, ></td><td>Greater than.</td></tr>
<tr><td>LE, <=</td><td>Less than or equal to.</td></tr>
<tr><td>LT, <</td><td>Less than.</td></tr>
<tr><td>NE, !</td><td>Not equal to.</td></tr>
</table></td></tr>
<tr><td>Value</td><td>Enter a numeric or alphanumeric value or a mask definition.

Note: If most of these lines are rejected, set Store in NOM DB=Y (in the New Report: General Attributes dialog). The selected lines are copied to the Entire Output Management database and the spool dataset can be deleted.</td></tr>
</table>

Example: Standard Separation 3 - Salary Report

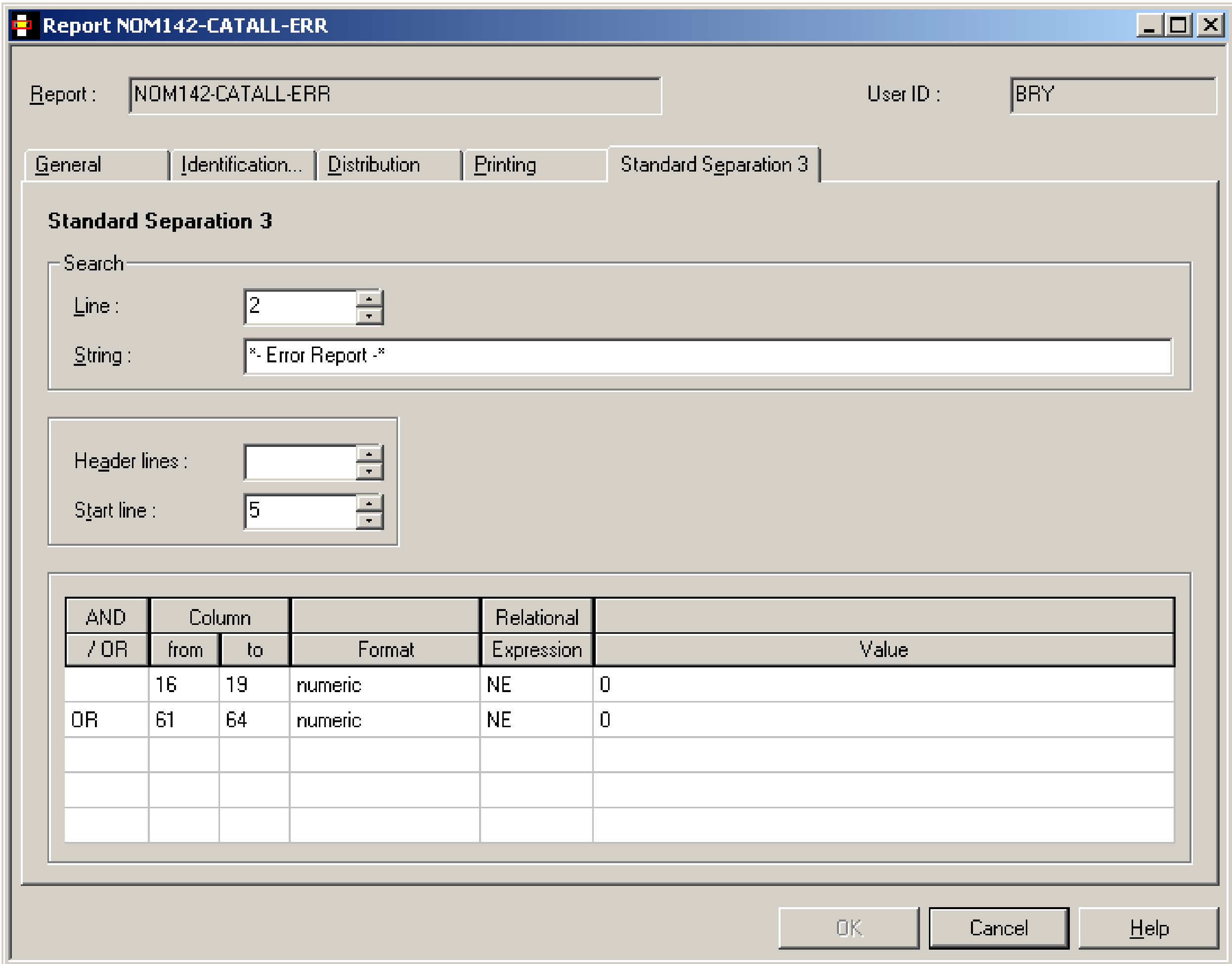
We have a salary report sorted by department number and want to extract all employees with sex = M, personnel ID number >= 6000000 and birthday <= 50/01/01 (sub-department COMP12):



Lines 1 to 7 are taken as header lines. The filter starts in line 8.

Example: Standard Separation 3 - Natural CATALL Report

We have a CATALL list and want to extract all lines with error number unequal to 0:



No header lines are added. The filter starts in line 5 on pages with the string "- Error Report -" in line 2.

9 Bundles

This section explains bundles and the operations you can perform on them. It covers the following topics:

For functions concerning reports in a bundle, see *Reports in Bundle*.

What is a Bundle?

A bundle is a group of reports collected from different jobs or SYSOUT datasets. A bundle is printed and distributed as a unit. The reports in a bundle can be browsed with the Software AG Editor.

Defining a bundle involves:

- **creating the bundle;**
- **defining print parameters;**
- **defining the retention period;**
- **defining the reports in the bundle** and the **reports that trigger printing**;
- authorizing user access to the bundle;
- **modifying all parameters.**

Available Commands for Bundles

To list all available commands for bundles:

1. In the object workspace, expand the **Bundles** folder.
2. Select a bundle and invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Add report	---	Add a report to the bundle.
Authorization	F9	Authorize other users to process the bundle. Only users with owner authorization for the bundle can perform this function.
Copy	Ctrl+C	Copy bundle definition (including reports contained in the bundle).
Delete	Del	Delete bundle definition.
Display	Ctrl+D	Display bundle definition.

Command	Shortcut	Explanation
Display Log	F10	Display log information about maintenance activity on this bundle, such as who last modified it and who created it.
Filter	F3	Use selection criteria to list bundles.
List	F8	List bundle definitions.
New	Ctrl+N	Add a bundle definition.
Open	Ctrl+O	Modify bundle definition.
Rename	F2	Rename bundle definition.
Reports in bundle	---	List the report definitions contained in the bundle.
Select Subobject	Ctrl+F3	Use selection criteria to list the report definitions contained in the bundle.

Listing All Bundle Definitions

To list all bundle definitions:

1. In the object workspace, select the **Bundles** folder.
2. Invoke the context menu and choose **List**.

   All existing bundles are listed in the content pane. The fields of the bundle list are explained below.

Fields: Bundle List

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td>Bundle</td><td colspan="2">Bundle name.</td></tr>
<tr><td rowspan="4">Authorization</td><td colspan="2">Authorization used to access the bundle. Possible values:</td></tr>
<tr><td>ADMIN</td><td>Indicates that you are defined as administrator with owner authorization for the listed objects.</td></tr>
<tr><td>PUBLIC</td><td>All users are authorized for the bundle.</td></tr>
<tr><td>user ID or name of distribution list</td><td>This user or the members of the distribution list are authorized for the bundle.</td></tr>
<tr><td>Description</td><td colspan="2">Short description of the bundle.</td></tr>
<tr><td>Number of Reports</td><td colspan="2">Number of reports in the bundle.</td></tr>
</table>

To invoke a list of available commands

- Select a bundle definition and invoke the context menu.

Listing Selected Bundle Definitions

To list bundle definitions according to selection criteria:

1. In the object workspace, select the Bundles folder.
2. Invoke the context menu and choose **Filter**.

   The **Select Bundles** dialog appears, providing the following input fields:

Field	Explanation	
Bundle	Enter selection criteria for the bundle prefix.	
Authorization	ADMIN	Indicates that you are defined as administrator with owner authorization for the listed objects.
	`user ID`	This user is authorized for the bundle.
Containing reports	Enter selection criteria for the prefix of the report(s) contained in the bundles.	
Created by master	Enter selection criteria for the prefix of the master report definition(s) that automatically created the bundle(s).	
For coordinator	Enter the coordinator ID of the bundles to be listed.	

3. Enter your selection criteria for the bundle definitions.
4. Then choose **OK**.

   Now only bundle definitions which satisfy the selection criteria appear in the expanded **Bundles** folder in the object workspace.

Creating a New Bundle Definition

To create a new bundle definition:

1. Select the **Bundles** folder in the object workspace and invoke the context menu.
2. Choose **New**.

   The **New Bundle** window opens in the content pane.
3. A bundle definition consists of general attributes, schedule attributes and printing attributes, which you define by selecting the appropriate tab: **General**, **Schedule** or **Printing**.
4. Select the desired tab, and enter your data. The individual fields are described under *Components of a Bundle Definition*.

5 When you have finished, choose the **OK** button to save your data.

Modifying a Bundle Definition

To modify a bundle definition:

1 Select the desired bundle definition in the object workspace or in the bundle list.

2 Invoke the context menu and choose **Open**.

3 The selected bundle is displayed, and you can make changes to it. The individual fields are described under *Components of a Bundle Definition*.

4 When you have finished making changes, choose the **OK** button to save your data.

Displaying a Bundle Definition

To display a bundle definition:

1 Select the desired bundle definition.

2 Invoke the context menu and choose **Display**.

The bundle definition is displayed. The individual fields are described under *Components of a Bundle Definition*.

Renaming a Bundle Definition

To rename a bundle definition:

1 In the object workspace or in the bundle list, select the desired definition.

2 Invoke the context menu and choose **Rename**.

3 Change the name of the selected definition, and press ENTER.

Copying a Bundle Definition

To copy a bundle definition:

1 In the object workspace or in the bundle list, select the desired bundle definition.

2 Invoke the context menu.

The **Copy Bundle Definition** dialog appears.

3 Enter the name of the target bundle definition in the **To Bundle** field provided and choose **OK**.

The new bundle definition appears in the bundle list.

Deleting a Bundle Definition

To delete a bundle definition:

1 In the object workspace or in the bundle list, select the desired definition.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the definition, or **No** to cancel the operation.

Authorizing User Access to a Bundle Definition

To authorize user access to a bundle definition:

1 In the object workspace or in the bundle list, select the desired bundle definition.

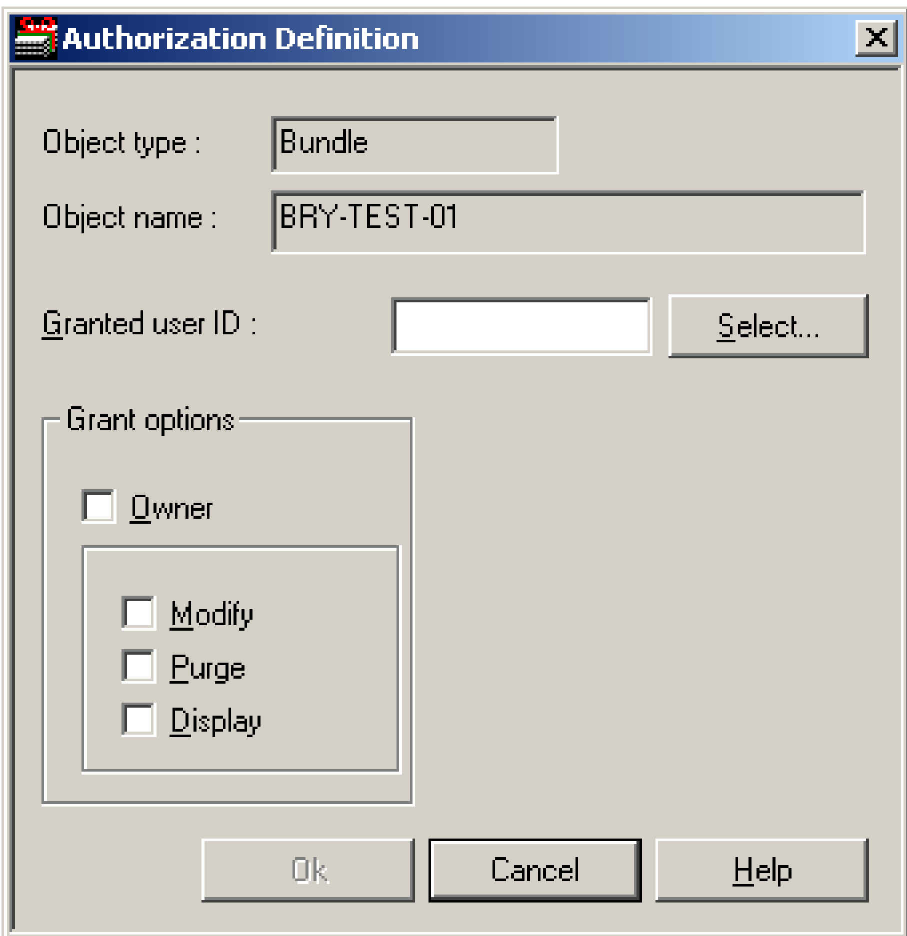
2 Invoke the context menu and choose **Authorization**.

The **Authorization List** appears:

It lists all users and user groups on distribution lists who are authorized for the bundle definition. It also displays their authorization level.

3 Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4 Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.

5 When you are finished, choose **OK** to save your data.

Displaying Log Information for a Bundle Definition

To display log information for a bundle definition:

1 In the object workspace or in the bundle list, select the desired definition.

2 Invoke the context menu and choose **Display Log**.

The following dialog appears:

To display more detailed log information:

1 Select an entry from the log information dialog and invoke the context menu.

2 Choose **Info**.

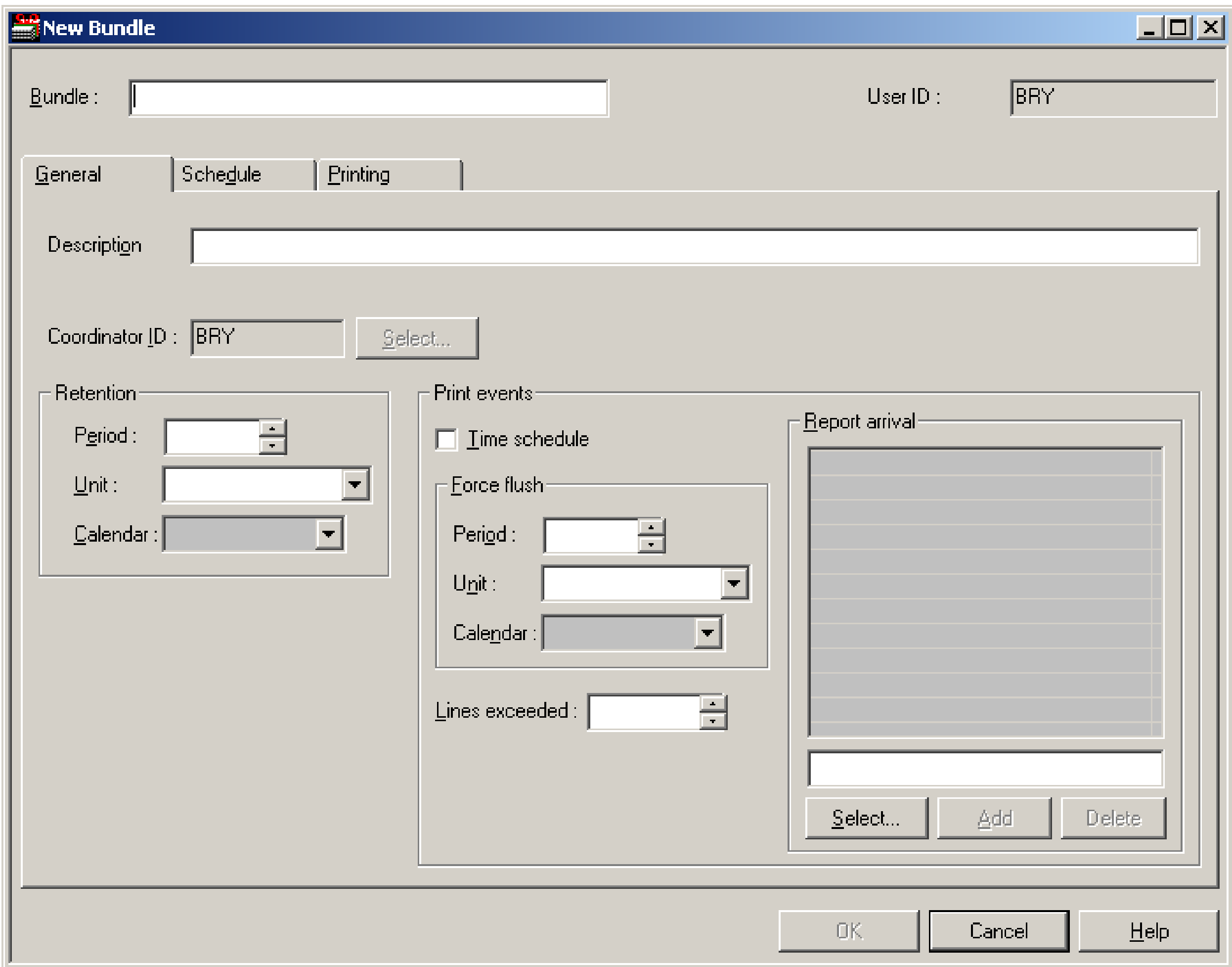
A detailed log message for the selected entry will be displayed.

10 Components of a Bundle Definition

This section describes the components of a bundle definition:

General Attributes

- Fields: General Attributes
- Selecting a Bundle Coordinator



Fields: General Attributes

<table>
<tr><th>Field</th><th colspan="3">Explanation</th></tr>
<tr><td>Bundle</td><td colspan="3">You must enter a unique name for the bundle when you are creating a new bundle. This field is protected when modifying an existing bundle.</td></tr>
<tr><td>Description</td><td colspan="3">Enter a short description for the bundle.</td></tr>
<tr><td>Coordinator ID</td><td colspan="3">Enter the user ID of the person who is responsible for this bundle. See Selecting a Bundle Coordinator below. If you make no entry here, your user ID is automatically written to this field. (The coordinator's name, address and telephone number can be printed at the top of the front page of the bundle separator, if so desired.)</td></tr>
<tr><td rowspan="4">Retention</td><td colspan="3">A closed bundle is kept in the Entire Output Management database until its retention period has expired. A closed bundle can accept no more reports and a new version of the bundle is opened for additional reports.</td></tr>
<tr><td>Period</td><td colspan="2">Enter the number of working days, absolute days, weeks or months the bundle should be kept in the Entire Output Management database, after it has been closed. When you specify working days, you must enter the name of a calendar in the Calendar field to include only working days. The default is the system-wide period defined by the system administrator.</td></tr>
<tr><td>Unit</td><td colspan="2">Possible values:
- Working days
- Absolute days
- Weeks
- Months</td></tr>
<tr><td>Calendar</td><td colspan="2">Select a calendar, if Working days is the unit for the retention period. For example, assume you have defined a calendar in which Saturday and Sunday are marked as holidays: if you enter 2 in the <code>Period</code> field, Working days in the <code>Unit</code> field and the bundle is created on Friday evening, then it will be retained until Tuesday evening.</td></tr>
<tr><td rowspan="5">Print events</td><td>Time schedule</td><td colspan="2">The bundle can be printed at specified times on specified days. Check this box to activate the time schedule which you can define in the Schedule Attributes.</td></tr>
<tr><td rowspan="4">Force flush</td><td colspan="2">If none of the other print events occurs before the period entered here has expired, bundle closing and printing is forced.</td></tr>
<tr><td>Period</td><td>Enter the number of working days, absolute days, weeks or months the bundle should remain open. When you specify working days, you can enter the name of a calendar in the <code>Calendar</code> field to include only working days.</td></tr>
<tr><td>Unit</td><td>As for <code>Unit</code> under <code>Retention</code>, above.</td></tr>
<tr><td>Calendar</td><td>If W, working days, is the unit, select a calendar.</td></tr>
</table>

Field	Explanation	
	Lines exceeded	When the report that causes this line number to be exceeded has been written to the bundle, the bundle is closed and scheduled for printing.
	Report arrival	Enter up to 10 report names here. The bundle is printed when all these reports arrive.

Selecting a Bundle Coordinator

To select a coordinator from a list of users:

1 Choose the **Select** button next to the **Coordinator ID** field.

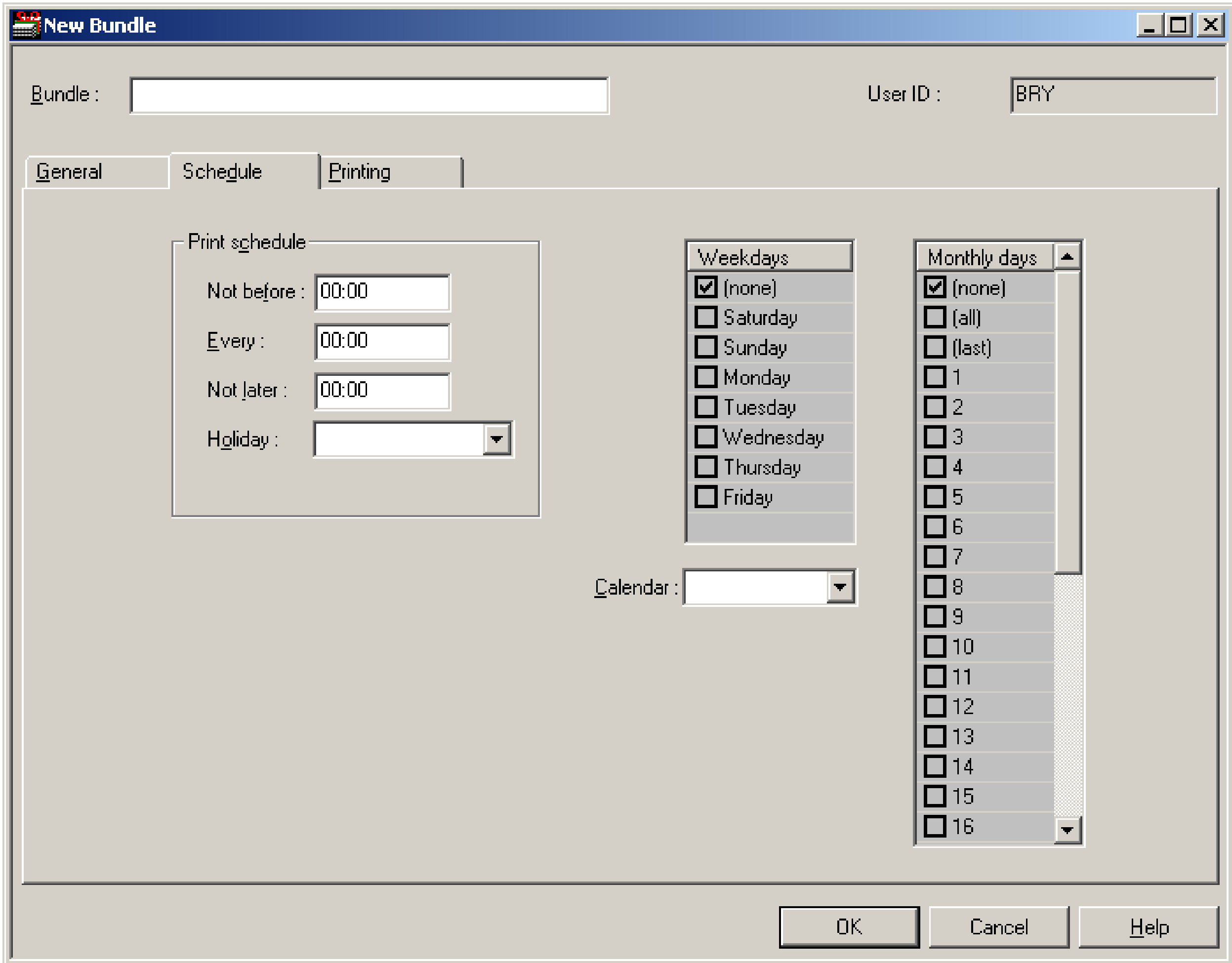
The **Select User** dialog appears with a list of users.

2 Select a user as coordinator and choose the **OK** button.

The selected user ID is written into the **Coordinator ID** field.

Schedule Attributes

- Fields: Schedule Attributes
- Print Schedule Examples



Fields: Schedule Attributes

Field	Explanation	
Print schedule	Not before	The bundle will not be printed before the time you enter here.
	Every	Enter a time interval here. For example, if you enter 8:00 in `Not before`, above and 01:00 in `Every` and the bundle arrives at 8:36, it will be printed at 9:00. If the bundle arrives between 9:00 and 10:00, it will be printed at 10:00, and so forth. See ***Print Schedule Examples***.
	Not later	The bundle will not be printed after the time you enter here.
	Holiday	Should a printing date fall on a calendar holiday, you can select `After holiday` from the list box to print on the first workday after the holiday. Select `Before holiday` to print on the last workday before the holiday.

Field	Explanation
Weekdays	Select the appropriate checkboxes to print the bundle on the same days every week. **Note:** You cannot specify both weekdays and monthly days in parallel.
Monthly days	Select the appropriate checkboxes to print the bundle on the same days every month. Select "all" to print every day or "last" for the last day of the month.
Calendar	You can select a defined calendar from the list box. If you specify a calendar here, the bundle is only printed on days defined as workdays in the calendar. The bundle is not printed on days defined as holidays.

Print Schedule Examples

- Example 1 - Print at a fixed time on fixed weekdays - also on holidays
- Example 2 - Print at a fixed time on fixed monthly dates - on day before holiday
- Example 3 - Print daily between fixed times - on day after holiday
- Example 4 - Print on workdays at fixed times - on day after holiday

Example 1 - Print at a fixed time on fixed weekdays - also on holidays

To print a bundle at 2 p.m. on all Mondays, Wednesdays and Fridays whether or not they are holidays, you define these fields as follows:

Not before	14:00
Every	00:00
Not later	14:00
Weekdays	Monday, Wednesday, Friday

Example 2 - Print at a fixed time on fixed monthly dates - on day before holiday

To print a bundle at 7 p.m. on the 15th and on the last day of the month or, if these days are holidays, on the last workday before the holiday, you define these fields as follows:

Not before	19:00
Every	00:00
Not later	19:00
Monthly	15, last
Calendar	MRS
Holiday	Before holiday

Example 3 - Print daily between fixed times - on day after holiday

To print a bundle daily when it arrives between 8 a.m. and 7 p.m. or, if the day is a holiday, on the first workday after the holiday, you define these fields as follows:

Not before	08:00
Every	00:00
Not later	19:00
Monthly	all
Calendar	MRS
Holiday	After holiday

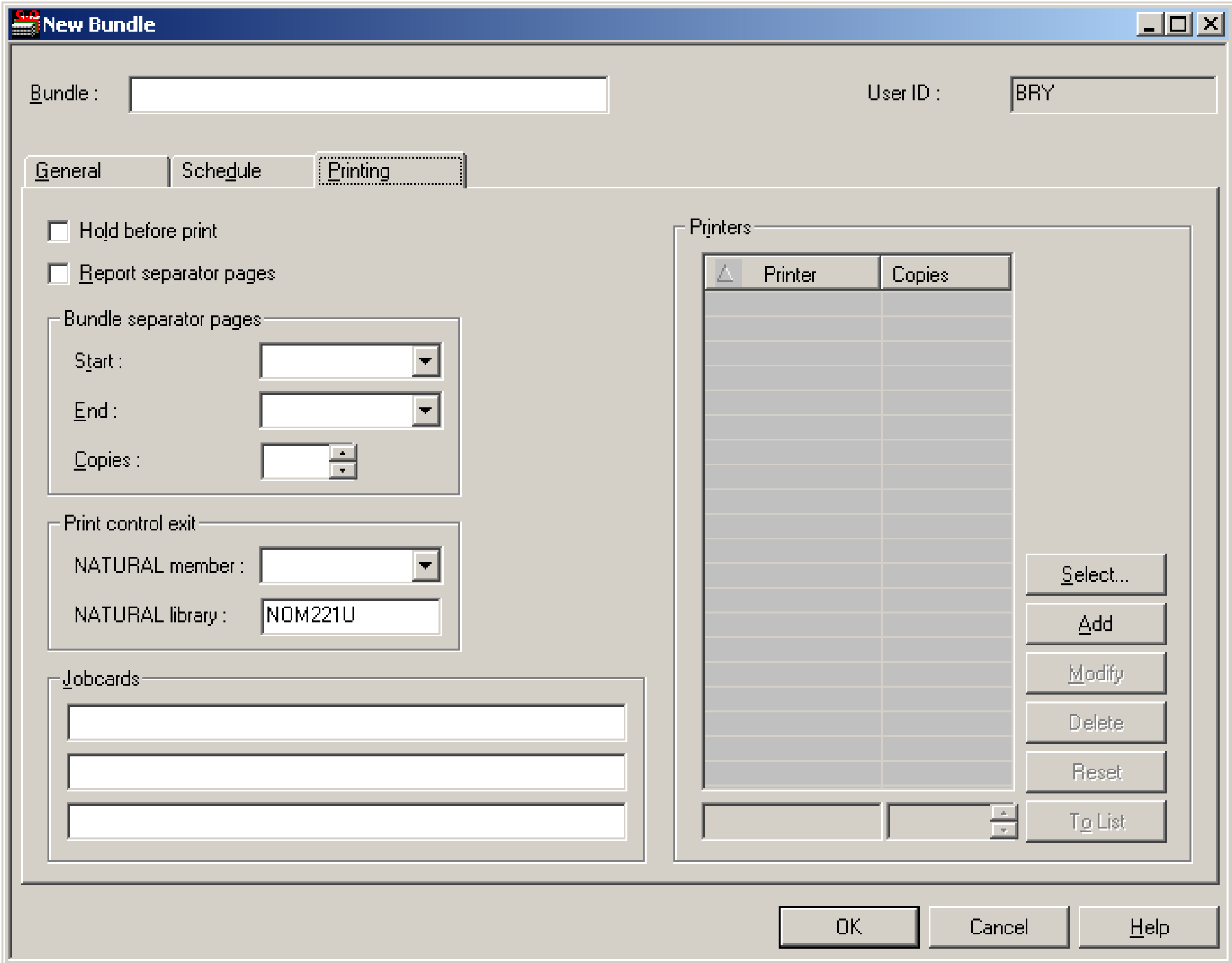
Example 4 - Print on workdays at fixed times - on day after holiday

To print a bundle daily when it arrives between 8 a.m. and 7 p.m. or, if the day is a holiday, on the first workday after the holiday, you define these fields as follows:

Not before	07:00
Every	06:00
Not later	19:00
Weekdays	Monday; Tuesday; Wednesday, Thursday; Friday
Calendar	MRS
Holiday	After holiday

Printing Attributes

- Fields: Printing Attributes
- Selecting Printers for a Bundle
- Setting the Number of Copies for a Printer



Fields: Printing Attributes

Field	Explanation	
Hold before print	Mark the checkbox to hold bundle printing until released manually, otherwise the bundle is printed immediately.	
Report separator pages	Mark the checkbox to print the separator page(s). The number of separator pages can be defined for each report in the bundle; see *Adding a Report to a Bundle Definition*.	
Bundle separator pages	Start	Enter the name of the separator member to be printed at the beginning of the bundle. If this field is omitted, the standard separator is used.
	End	Enter the name of the separator member to be printed at the end of the bundle. If this field is omitted, the standard separator is used.
	Copies	Enter the number of separator pages to be printed for the bundle.

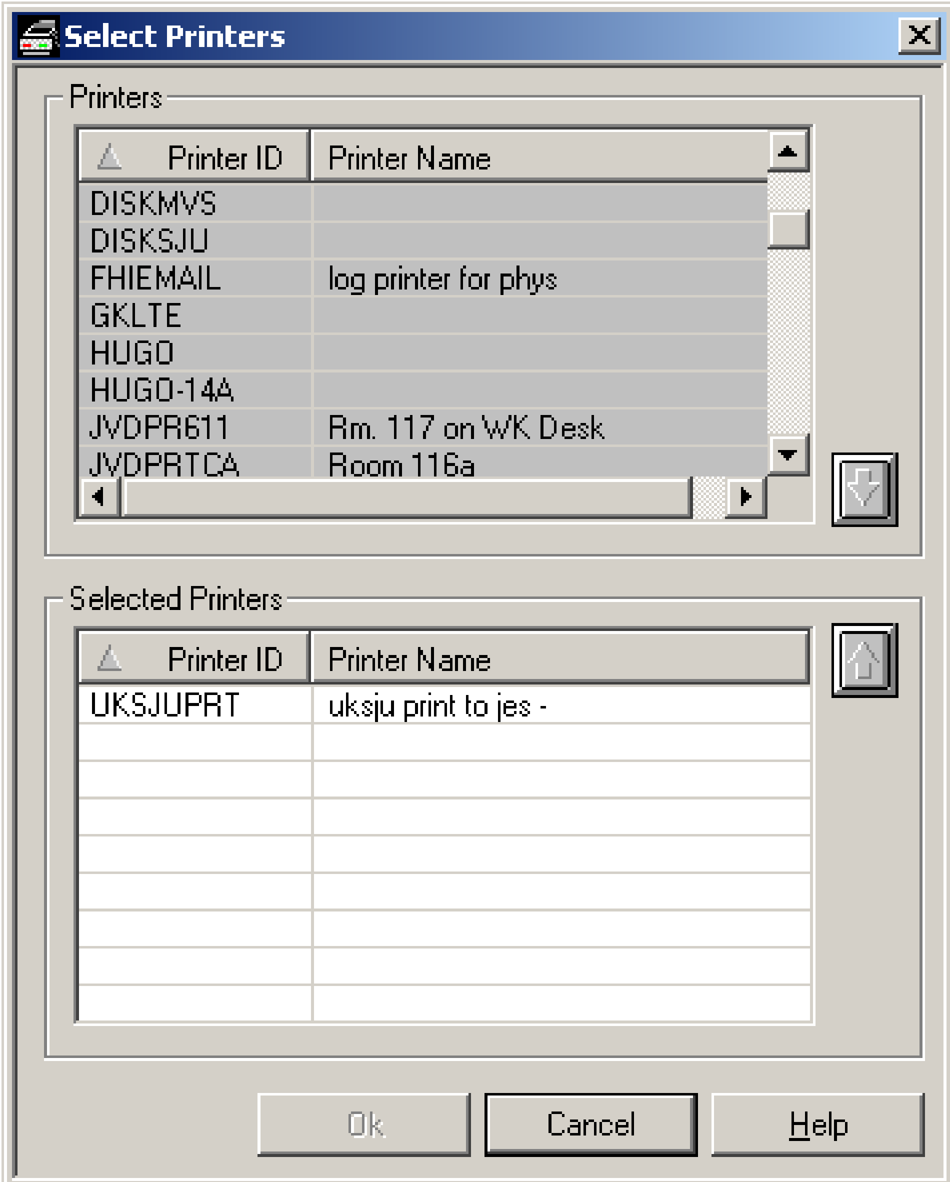
Field	Explanation	
Print control exit	A printer control exit can be used to decide whether or not a bundle is actually printed after it has been sent to the printout queue. For example, you may not want to print bundles which only contain one report. A sample exit is supplied in UEXBUNPR in library SYSNOMS.	
	Natural Member	Name of user exit.
	Natural Library	Library containing the user exit.
Jobcards	Enter the job cards used when bundle printing is performed with batch jobs. The following substitution variables can be used: §USER, §BUNDLE. If you leave this field blank, the Jobcards specification for the logical printer is used instead. See the **Jobcards** field under *General Attributes* in *Adding a New Logical Printer*.	
Printers	Printer	Use the **Select** button on the right to select a logical printer. For further information, see *Selecting Printers for a Bundle*.
	Copies	Enter the number of copies to be printed. For further information, see *Setting the Number of Copies for a Printer*.

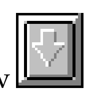
Selecting Printers for a Bundle

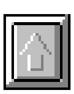
To select a logical printer from a list of defined printers:

1. Choose the **Select** button to the right of the **Printers/Copies** list.

   The following dialog appears:



2 Select a printer from the **Printers** list at the top of the dialog and choose the down arrow  on the right.

The selected printer is written to the **Selected Printers** list in the lower part of the dialog. (To remove a printer from the **Selected Printers** list, select the printer and choose the up arrow  on the right.)

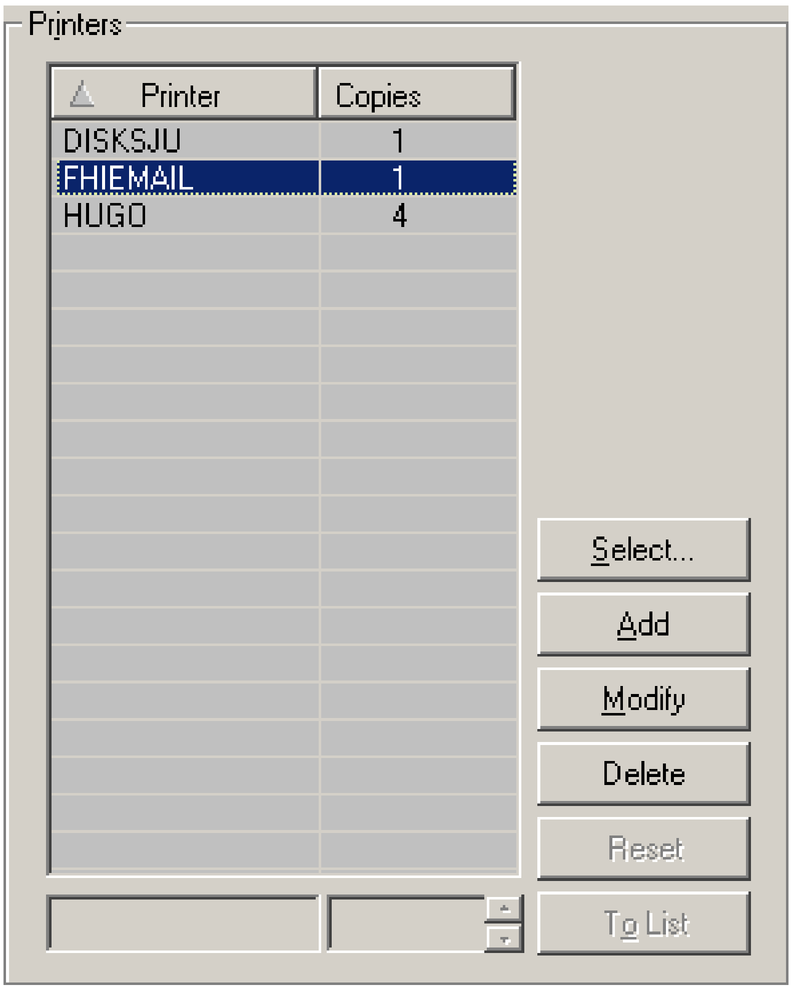
3 When you have finished selecting printers, choose the **OK** button at the bottom of the dialog.

The selected printers now appear in the **Printers/Copies** list.

Setting the Number of Copies for a Printer

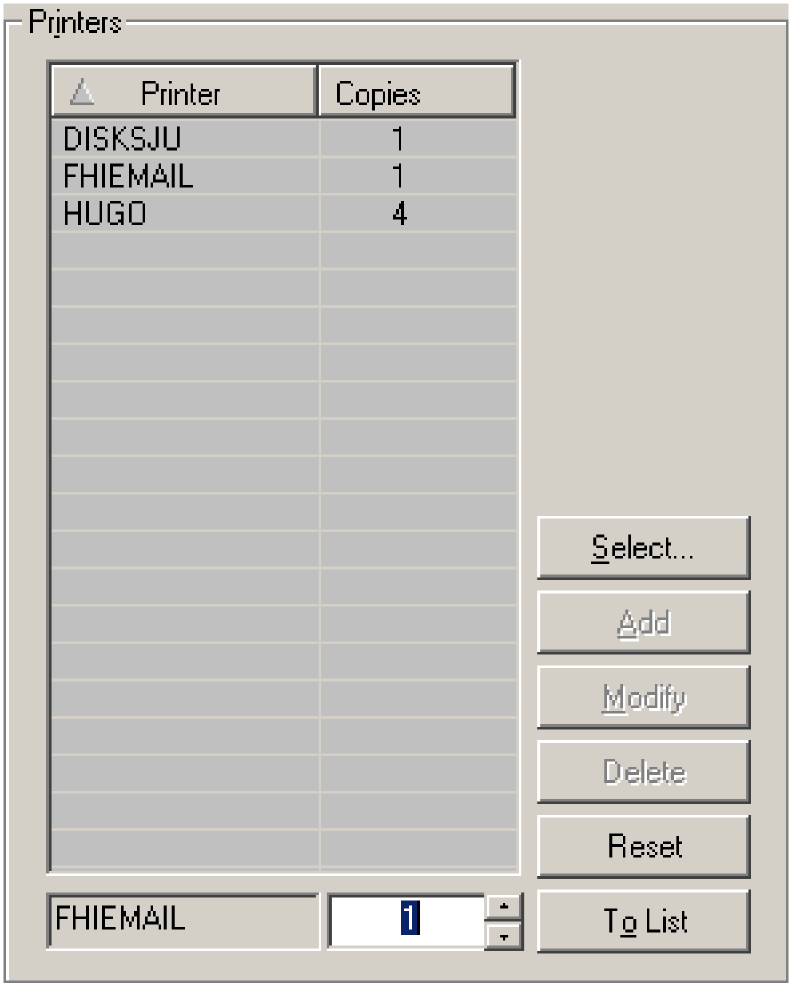
To set the number of copies for a printer:

1 In the **Printers/Copies** list, select the desired printer. For example we have selected FHIEMAIL with one copy:



2 Choose the **Modify** button on the right.

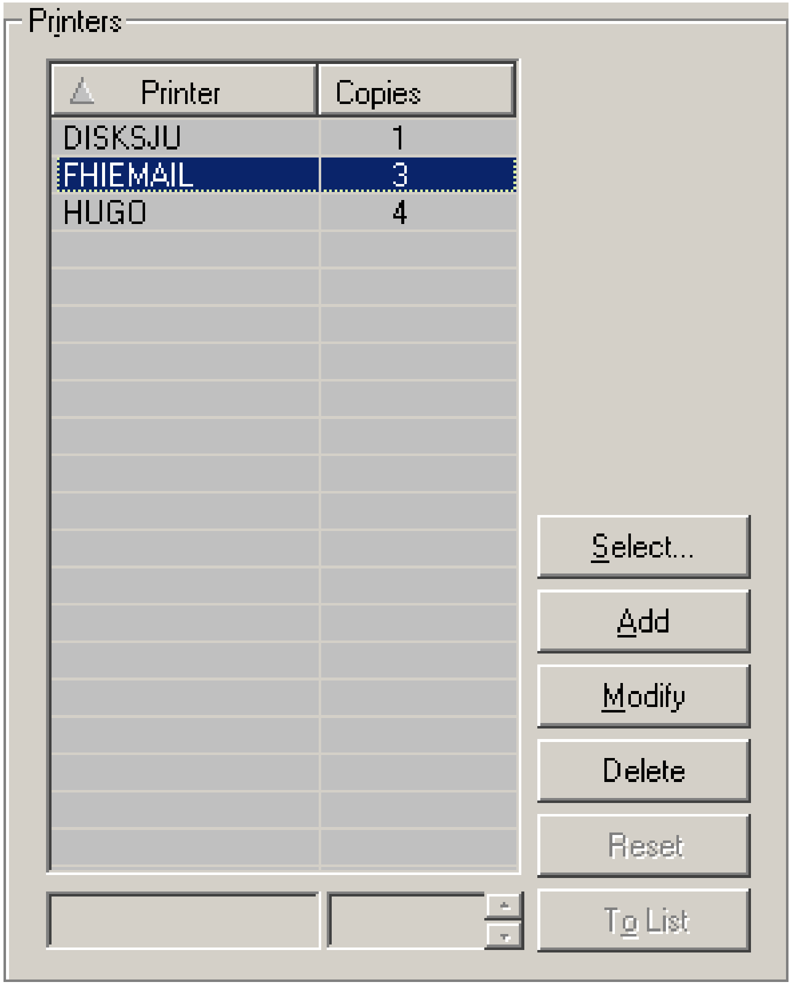
The selected printer, in this case FHIEMAIL, appears in the box at the bottom of the **Printers/Copies** list.



3 In the box on the right, enter the number of copies you would like.

4 Choose the **To List** button on the right.

The number of copies has been changed for the printer (here FHIEMAIL) in the **Printers/Copies** list:


Printers
Printer
Copies
DISKSJU
1
FHIEMAIL
3
HUGO
4
Select...
Add
Modify
Delete
Reset
To List

11 Reports in Bundle

Listing All Reports in a Bundle

To list all reports in a bundle definition:

1. In the **Bundle List**, select the desired bundle definition.
2. Invoke the context menu and choose the **Reports in Bundle** command.

   A list of all reports in the bundle is displayed.

To invoke a list of available commands

- Select a report definition and invoke the context menu.

Listing Selected Reports in a Bundle

To list the reports in a bundle definition according to selection criteria:

1. In the **Reports in Bundle** list, select the desired bundle definition.
2. Invoke the context menu and choose the **Filter** command.

   The **Select Reports in Bundle** dialog appears. It provides the following input fields:

Field	Explanation
Grouping name	Enter the grouping name of the report definition.
Report	Enter selection criteria for the name of the report definition.

3. Enter your selection criteria for the reports.
4. Choose the **OK** button.

   Only those reports in the bundle will be listed, which satisfy the selection criteria.

To invoke a list of available commands:

- Select a report definition and invoke the context menu.

Adding a Report to a Bundle

To add a report to a bundle definition:

1. In the **Bundle List**, select a bundle.
2. Invoke the context menu and choose the **Add Report** command.

   The **New Report in Bundle** dialog appears.
3. Enter data. The fields are described below.
4. When you have finished, choose the **OK** button.

   The new report will now appear in the bundle.

Fields: New Report in Bundle

Field	Explanation
Report name	Use the list box to select a report name. When you are modifying printing parameters, the name of the report appears here and the field is protected.
Grouping name	To subdivide the bundle, enter a group name for this report. All reports in the bundle with the same group name are printed together in their group according to their sequence numbers.
Sequence number	Enter the sequential number of the report in the bundle. Reports are printed in this sequence within their group in the bundle. Reports with the same sequence number within a group are printed in the sequence in which they appear in the Reports in Bundle list.
Number of copies	Enter the number of copies of the report to be printed.
Number of separators	Enter the number of times the report separator page is to be printed in the bundle. The default is 1.
Pagedef	To print report on an IPDS printer, enter the PAGEDEF JCL parameter to be used.
Formdef	To print report on an IPDS printer, enter the FORMDEF JCL parameter to be used.
Logical printer	Use the list box to select the name of a logical printer to be used for the report.

Modifying a Report in a Bundle

To modify a report in a bundle:

1 In the **Reports in Bundle** list, select a report.

2 Invoke the context menu and choose **Open**.

3 The report is displayed, and you can make changes to it

The individual fields are described under *Adding a Report to a Bundle Definition*.

4 When you have finished, choose the **OK** button to save your changes.

Displaying a Report in a Bundle

To display a report in a bundle:

1 In the **Reports in Bundle** list, select a report.

2 Invoke the context menu and choose **Display**.

The report is displayed. The individual fields are described under *Adding a Report to a Bundle Definition*.

Deleting a Report in a Bundle

To delete a report in a bundle:

1 Select the report to be deleted in the **Reports in Bundle** list.

2 Invoke the context menu and choose the **Delete** command.

A dialog appears asking you to confirm the deletion.

3 Choose the **Yes** button to delete the report definition, or **No** to cancel the operation.

12 Logical Printers

This section explains logical printers and the operations that can be performed on them. It covers the following topics:

What is a Logical Printer?

Logical printers are used to print reports or bundles. A logical printer refers to printing on a physical printer such as a VTAM printer, a system printer or a DASD sequential dataset by applying a set of printing characteristics, such as FORM, CHARS, FCB, etc. Different logical printers can print on the same physical printer but with different characteristics.

Prerequisite

To define logical printers, you must first have defined at least one physical printer for your system. For information on physical printers, see the section *Defining a Physical Printer* in the *System Administration* documentation.

Available Commands for Logical Printers

To list all available commands for logical printers:

1. In the object workspace, expand the **Printers** folder.
2. Select a printer and invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Authorization	F9	Authorize other users to process the logical printer.
Copy	Ctrl+C	Copy a logical printer. (*)
Delete	Del	Delete a logical printer. (*)
Display	Ctrl+D	Display a logical printer.
Display Log	F10	Display log information about maintenance activity on this printer.
Filter	F3	List selected logical printers.
List	F8	List all logical printers.
New	Ctrl+N	Add a new logical printer.
Open	Ctrl+O	Modify a logical printer.
Rename	F2	Rename a logical printer. (*)

(*) These commands cannot be used for DEFAULT printers.

Listing All Logical Printers

To list all defined logical printers:

1 In the object workspace, select the **Printers** folder.

2 Invoke the context menu and choose **List**.

All defined logical printers are listed in the content pane.

For each printer, the following information is displayed:

Fields: Printer List

Field	Explanation
Printer	Name of the logical printer.
Authorization	Authorization used to access the logical printer. Possible values: ■ ADMIN - Indicates that you are defined as administrator with owner authorization for the listed printers. ■ PUBLIC - All users are authorized for the printer. ■ `user ID` or `name of distribution list` - This user or the members of the distribution list are authorized for the printer.
Description	Short description of the logical printer.
Physical	The name of the physical printer.
Status	The status of the physical printer: S = printer stopped; *blank* = printer started and active for printing.
Location	The location of the physical printer.

Listing Selected Logical Printers

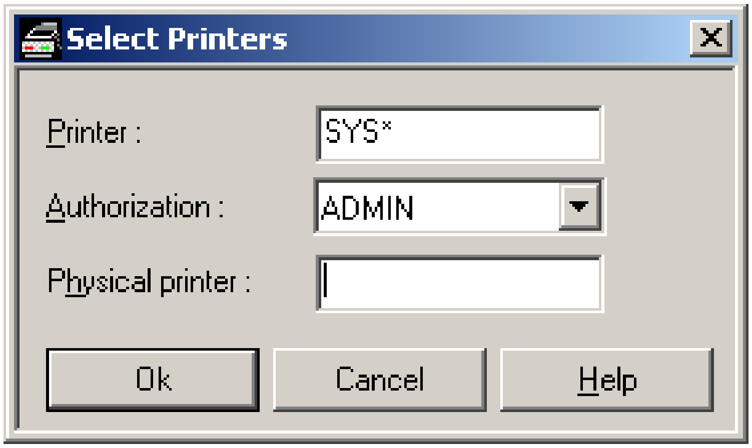
To list defined logical printers according to selection criteria:

1 In the object workspace or in the printer list, select the **Printers** folder.

2 Invoke the context menu and choose **Filter**.

The **Select Printers** dialog appears in the content pane.

3 Enter selection criteria for the printers, for example:



4 Choose **OK**.

Now only defined logical printers which satisfy the selection criteria appear in the expanded **Printers** folder in the object workspace.

Adding a New Logical Printer

- General Attributes
- Special Attributes

To define a new logical printer:

1 Select the **Printers** folder in the object workspace and invoke the context menu.

2 Choose **New**.

The **New Logical Printer** window opens in the content pane. The **General Attributes** tab is displayed.

3 Enter your data as desired. The general attributes are described below.

4 To define special attributes for the printer, you select the **Special Attributes** tab. The special attributes are described below.

5 When you have finished , choose the **OK** button to save your data.

General Attributes

Field	Explanation	
Name	If you are adding a logical printer, you must enter its ID before proceeding. If you are modifying an existing printer, this field is protected. The ID must be unique.	
Description	Enter a short description for the logical printer.	
Physical Printer	Name	Use the list box to select the ID for the physical printer where reports are to be printed.
	Location	The location of the physical printer appears here, when a printer has been selected. (output field)
Copies	Enter the number of copies to be printed.	
Priority	Enter the print priority. This is passed to the spooling system when using system printers, or used internally when referring to VTAM printers.	
Printer Exit	Member	Use the list box to select the name of the exit to be executed for each line before it is printed.
	Library	The name of the library where the printer exit is located. (output field)
Jobcards	Enter the job cards used when printing with a batch job. If you leave these lines blank, the specifications made for the Monitor Standard Definitions are used for printing with a batch job.	

Special Attributes

Depending on the type of the physical printer, as determined by the Physical Printer specifications under *General Attributes* (see above), you can set the following special attributes for a logical printer:

- CMA-SPOOL Attributes
- Con-nect Attributes
- DISKMVS Attributes
- ECL 2.1.1 Attributes
- E-Mail Attributes
- NAF Attributes
- SYSPRBS2 Attributes
- SYSPRJES Attributes
- SYSPRPWR Attributes
- TAPEMVS Attributes
- TAPEVSE Attributes
- VTAM Attributes

- WINPM Attributes

CMA-SPOOL Attributes

Attribute	Explanation
Account	Enter the account number to be used.
Chars	Enter the character table to be used.
Class	Enter the output class to be used for system printers.
System ID	Enter system affinity.
Fcb	Enter the FCB image that describes the length (and width - optional) of a page.
Formdef	Enter the name of the FORMDEF to be used.
Form	Enter the name of the form to be used.
Hold	Should the printout be held by CMA-SPOOL? Enter YES/NO).
Linect	Enter the maximum number of lines to be printed on a page.
Limit	Enter the maximum number of lines allowed.
Filename	Enter the name of the output file.
Pagedef	Enter the name of the PAGEDEF to be used.
Programmer	Enter the programmer's name.
Prmode	Enter PAGE to use page mode as PRMODE.
Retention	How long should the print file be retained after printing? Enter the retention period (in hours).
Room number	Enter the room number.
Trc	TRC (table reference characters). Enter YES/NO.
Writer	Enter the name of the NJE writer.

Con-nect Attributes

Attribute	Explanation
DBID	Database ID of the Con-nect system file.
FNR	File number of the Con-nect system file.
Cabinet	Name of the Con-nect cabinet. You can leave this field blank. In this case, the document is created in the cabinet of the user who issued the printout.
Document name	Name of the Con-nect document. In this case, the document name is constructed from the report/bundle name, the run number of the object to be printed and the run number of the printout.
Document format	Enter the document format to be used: 0 = text document; 1 = Con-form document (default).
Description	Enter up to four lines of document description.
Keywords	Enter up to six keywords for the document.

DISKMVS Attributes

Attribute	Explanation
Dataset	Enter the dataset name to be used.
Member	Enter the member name to be used.
Dataclas	Enter the DATACLAS parameter. This corresponds to the DATACLAS JCL parameter.
Dcb	Enter the DCB parameter. This corresponds to the DCB JCL parameter.
Disp	Enter the Disposition parameter.
Expdt	Enter the EXPDT parameter. This corresponds to the EXPDT JCL parameter.
Like	Enter the LIKE parameter. This corresponds to the LIKE JCL parameter.
Lrecl	Enter the record length to be used (for records of variable length, this is the maximum record length + record length field).
Mgmtclas	Enter the MGMTCLAS parameter. This corresponds to the MGMTCLAS JCL parameter.
Msvgp	Enter the MSVGP parameter. This corresponds to the MSVGP JCL parameter.
Recfm	Enter the record format to be used. In addition, this entry determines whether the data are printed with ASA/machine code or without carriage control characters.
Retpd	Enter the RETPD parameter. This corresponds to the RETPD JCL parameter.
Space	Enter the SPACE parameter. This corresponds to the SPACE JCL parameter.
Storclas	Enter the STORCLAS parameter. This corresponds to the STORCLAS JCL parameter.
Unit	Enter the Unit type.
Volser	Enter the Volser where the dataset is located.
Work file	This entry is made automatically according to the record format (RECFM) used.

ECL 2.1.1 Attributes

Attribute	Explanation	
Service	Enter the name of the label in member SATSRV in library SYSSATU which identifies the set of attributes needed for client/server communication with the print server running under z/OS or Windows. To use different members specify <member.label>.	
Barcode	Enter the name of the BARCODE resource to be used.	
Cond. processing	Specifies the maximum nesting level for conditional processing. If it is AFP, this value is always 1. With PFM, the maximum value is 32767.	
Destination	Name of a logical destination as defined in ECL.	
Disposition	Hold	Hold before print.
	Keep	Keep after print.
	Delete	Delete after print.
Formdef	Enter the name of the FORMDEF resource if the output is to be formatted.	
Pagedef	Enter the name of the PAGEDEF resource if the output is to be formatted.	
Trc	Enter YES if your print file contains font indices.	

Attribute	Explanation
Trace	Enter YES to activate the trace facility. The trace output will be written to the ESY log.

E-Mail Attributes

Attribute	Explanation
Recipient	Enter up to 10 e-mail addresses to which to send the report. Enter the “at” sign “@” as “(a)”.
Recipient-CC	Enter up to 10 e-mail addresses to which to send the report as “CC” (carbon copy). Enter the “at” sign “@” as “(a)”.
From	This is the name which will appear as the sender of the e-mail.
Node	This Entire System Server node will be used for sending. It can be different from the node the Entire Output Management monitor uses. **Note:** 1. If this field is left blank, the node number of the Entire Output Management monitor will be used. In this case, the monitor user ID (usually "NOMMON") must be enabled for "UNIX Services" in your security system (like RACF or ACF2). 2. If the node number is different from the Entire Output Management monitor's number, any user ID that sends an e-mail is used for sending and must be enabled accordingly.
Encrypt	In an NPR version above 321 you will be able to encrypt the e-mail message, if you enter “Y” here.
Subject	The subject of the e-mail to be sent.

NAF Attributes

Attribute	Explanation
Printer Profile	Enter the name of a Natural Advanced Facilities Logical Printer Profile (LPF). The LPF determines which printer is used. For further information, see the *Natural Advanced Facilities* documentation.
CC Table	Enter the PROFILE parameter. For further information, see the *Natural Advanced Facilities* documentation.
Forms	Enter the FORMS parameter. For further information, see the description of the DEFINE PRINTER statement in the *Natural* documentation.
Listname	Enter the NAME parameter. For further information, see the description of the DEFINE PRINTER statement in the *Natural* documentation.
Disposition	Enter the DISP parameter (DEL/HOLD/KEEP). For further information, see the description of the DEFINE PRINTER statement in the *Natural* documentation.

SYSPRBS2 Attributes

Attribute	Explanation
Orig. attributes	Should original print attributes be used? Enter YES/NO.
Chars-modification	Should all character set characteristics be used or only certain ones? Enter YES/NO.
Chars	Enter one or several character sets to be used for printing.
Class	Enter job class to be used for the SPOOLOUT job.
Control	Determines whether control characters specific to laser printers should be used.
Destination	Determines logical printer to be used.
Dia	Enter the Formulardia to be used.
Document-format	Specifies the type of the document contents.
Fob	Enter the Forms Overlay Buffer (FOB) for overlaying printed pages with text and pictures.
Form	Enter the type of form to be used.
Header	Determines whether a header line should be printed on each page.
Image	Enter the name of a parameter file containing LOOP-, FOB- and CHARS-POOL sets.
Lines	Enter the number of lines to be printed on a page.
Loop	Enter the name of the LOOP set to be loaded in the carriage information buffer of the printer.
Pagecc	Determines whether control characters should be evaluated.
Pname	Job name for the SPOOLOUT job.
Rotation	Allows page rotation for output on laser printers.
Rotation-loop	Enter the name of loop for output in landscape format.
Shift	Enter the number of columns by which the output text should be indented.
Space	Determines the number of line feeds or the type of carriage control characters contained.
Text	This is stored in the SPOOL Control Block (SCB) for the processing of system exits.
Transl.Table	Enter the code translation table to be activated.
Tray	Enter the number of the tray from which to extract paper for printing.

SYSPRJES Attributes

Attribute	Explanation
Burst	Enter the BURST parameter. This corresponds to the BURST JCL parameter.
Chars	Enter one or more 4-byte character set names as in JCL.
Ckptline	Enter the maximum lines in a logical page. This corresponds to the CKPTLINE JCL parameter.
Ckptpage	Enter the number of logical pages to be printed before JES takes a checkpoint. This corresponds to the CKPTPAGE JCL parameter.

Attribute	Explanation
Ckptsec	Specify how many seconds of printing are to elapse between each checkpoint for the SYSOUT dataset. This corresponds to the CKPTSEC JCL parameter.
Class	Enter a one-character JES output class for the printout.
Compact	Enter the COMPACT parameter. This corresponds to the COMPACT JCL parameter.
Datack	Enter the DATACK parameter. This corresponds to the DATACK JCL parameter.
Dcb	Enter the DCB parameter. This corresponds to the DCB JCL parameter.
Destination	Enter the JES destination parameter.
Fcb	Enter the Forms Control Buffer. This corresponds to the FCB JCL parameter.
Flash	Enter the FLASH parameter. This corresponds to the FLASH JCL parameter.
Formdef	Enter the name of the library member that PSF uses in printing on a page-mode printer.
Forms	Enter the name of the form. This corresponds to the FORMS JCL parameter.
Index	Enter the INDEX parameter. This corresponds to the INDEX JCL parameter.
Lindex	Enter the LINDEX parameter. This corresponds to the LINDEX JCL parameter.
Lrecl	Enter the LRECL parameter. This corresponds to the LRECL JCL parameter.
Modify	Enter the MODIFY parameter. This corresponds to the MODIFY JCL parameter.
Pagedef	Enter the name of the library member that PSF uses in printing on a page-mode printer.
Prmode	Enter the PRMODE parameter. This corresponds to the PRMODE JCL parameter.
Recfm	Enter the RECFM parameter. This corresponds to the RECFM JCL parameter.
Trc	Enter the TRC parameter. This corresponds to the TRC JCL parameter.
Ucs	Enter the UCS parameter. This corresponds to the UCS JCL parameter.
Work file	This entry is made automatically according to the record format (RECFM) used.

SYSPRPWR Attributes

Attribute	Explanation
Burst	Enter the BURST parameter. This corresponds to the BURST JCS parameter.
Chars	Enter one or more 4-byte character set names as in JCS.
Class	Enter a one-character POWER output class for the printout.
Cmpact	Enter the CMPACT parameter. This corresponds to the CMPACT JCS parameter.
Destination	Enter the POWER destination parameter.
Delt	Enter the DELT parameter. This corresponds to the DELT JCS parameter.
Disp	Enter the DISP parameter. This corresponds to the DISP JCS parameter.
Fcb	Enter the Forms Control Buffer. This corresponds to the FCB JCS parameter.
Flash	Enter the FLASH parameter. This corresponds to the FLASH JCS parameter.
Form	Enter the name of the form on which the Report or Bundle is to be printed. This corresponds to the FORM JCS parameter.
Jsep	Enter the JSEP parameter. This corresponds to the JSEP JCS parameter.

Attribute	Explanation
Modify	Enter the MODIFY parameter. This corresponds to the MODIFY JCS parameter.
Password	Enter the PWD parameter. This corresponds to the PWD JCS parameter.
Rbc	Enter the RBC parameter. This corresponds to the RBC JCS parameter.
Rbm	Enter the RBM parameter. This corresponds to the RBM JCS parameter.
Rbs	Enter the RBS parameter. This corresponds to the RBS JCS parameter.
Remote	Enter the REMOTE parameter. This corresponds to the REMOTE JCS parameter.
Sysid	Enter the SYSID parameter. This corresponds to the SYSID JCS parameter.
Ucs	Enter the UCS parameter. This corresponds to the UCS JCS parameter.
User	Enter the USER parameter. This corresponds to the USER JCS parameter.

TAPEMVS Attributes

Attribute	Explanation
Dataset	Enter the dataset name to be used.
Disp	Enter the Disposition parameter.
Blksize	Enter the block size to be used.
Recfm	Enter the RECFM parameter. This corresponds to the RECFM JCL parameter.
Lrecl	Enter the record length to be used.
Dcb	Enter the DCB parameter. This corresponds to the DCB JCL parameter.
Label	Enter the LABEL parameter. This corresponds to the LABEL JCL parameter.
Unit	Enter the Unit type.
Volser	Enter the Volser where the dataset is located.
Work file	This entry is made automatically according to the record format (RECFM) used.
Expiration	Enter the retention period for the dataset.

TAPEVSE Attributes

Attribute	Explanation
Dataset	Enter the dataset name to be used.
Volser	Enter the Volser where the dataset is located.
Unit	Enter the Unit type.
Disp	Enter the Disposition parameter.
Recfm	Enter the RECFM parameter. This corresponds to the RECFM JCL parameter.
Work file	This entry is made automatically according to the record format (RECFM) used.
Blksize	Enter the block size to be used.
Carriage control	Enter YES, if printing is to be done with carriage control. Enter NO, if not.
Expiration	Enter the retention period for the dataset.

VTAM Attributes

Attribute	Explanation
Carriage control	Enter YES, if printing is to be done with carriage control. Enter NO, if not.
Form feed before	Enter the number of form feeds to be performed at the beginning of a printout.
Form feed after	Enter the number of form feeds to be performed at the end of a printout.
Trace	Enter YES, if you want a trace to be written by Entire System Server.
Logmode	Enter a special log mode, if desired.

WINPM Attributes

<table>
<tr><th>Attribute</th><th colspan="2">Explanation</th></tr>
<tr><td>Service</td><td colspan="2">Enter the name of the label in member SATSRV in library SYSSATU which identifies the set of attributes needed for client/server communication with the print server running under z/OS. To use different members, specify <member.label>.</td></tr>
<tr><td>Barcode</td><td colspan="2">Enter the name of the BARCODE resource to be used.</td></tr>
<tr><td>Cond. processing</td><td colspan="2">Specifies the maximum nesting level for conditional processing. If it is AFP, this value is always 1. With PFM, the maximum value is 32767.</td></tr>
<tr><td>CR-Sequence</td><td colspan="2">Enter the carriage return sequence.</td></tr>
<tr><td>Destination</td><td colspan="2">Enter the name of the destination spool queue.</td></tr>
<tr><td>Device type</td><td colspan="2">Enter the printer languages of your printer, for example, PCL4/PCL5.</td></tr>
<tr><td rowspan="3">Disposition</td><td>Hold</td><td>Hold before print.</td></tr>
<tr><td>Keep</td><td>Keep after print.</td></tr>
<tr><td>Delet</td><td>Delete after print.</td></tr>
<tr><td>Form feed after</td><td colspan="2">Enter the number of form feeds to be performed at the end of the output.</td></tr>
<tr><td>Form feed before</td><td colspan="2">Enter the number of form feeds to be performed at the beginning of the output.</td></tr>
<tr><td>FF-Sequence</td><td colspan="2">Enter the sequence for form feed.</td></tr>
<tr><td>Frame</td><td colspan="2">Enter the number of pages that make up a frame. Under Windows it is possible to divide a printout into several portions, so that the print manager can start printing while remaining portions are still being created. Control is also yielded to other tasks between each portion.</td></tr>
<tr><td>LF-Sequence</td><td colspan="2">Enter the sequence for line feed.</td></tr>
<tr><td>Formdef</td><td colspan="2">Enter the name of the FORMDEF resource, if the output is to be formatted.</td></tr>
<tr><td>Pagedef</td><td colspan="2">Enter the name of the PAGEDEF resource, if the output is to be formatted.</td></tr>
<tr><td>Trc</td><td colspan="2">Enter YES, if your print file contains font indices.</td></tr>
<tr><td>Trace</td><td colspan="2">Enter YES to activate the trace facility. The trace output will be written to the ESY log.</td></tr>
</table>

Modifying a Logical Printer

To modify a defined logical printer:

1 Select the desired printer in the object workspace or in the bundle list.

2 Invoke the context menu and choose **Open**.

3 The logical printer definition is displayed, and you can make changes to it. The individual fields are described under *Adding a New Logical Printer*.

4 When you have finished making changes, choose the **OK** button to save your data.

Displaying a Logical Printer

To display a defined logical printer:

1 In the object workspace or in the printer list, select the desired printer.

2 Invoke the context menu and choose **Display**.

The definition of the logical printer is displayed. The individual fields are described under *Adding a New Logical Printer*.

Renaming a Logical Printer

To rename a logical printer:

1 In the object workspace or in the report list, select the desired printer.

2 Invoke the context menu and choose **Rename**.

3 Change the name of the selected printer, and press ENTER.

Copying a Logical Printer

To copy a logical printer:

1 In the object workspace or in the printers list, select the desired logical printer.

2 Invoke the context menu.

The **Copy** dialog appears.

3 Type the name of the target logical printer in the **To Printer** field provided and choose **OK**.

The new logical printer appears in the printers list.

Deleting a Logical Printer

To delete a logical printer:

1 In the object workspace or in the printer list, select the desired printer.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the printer, or **No** to cancel the operation.

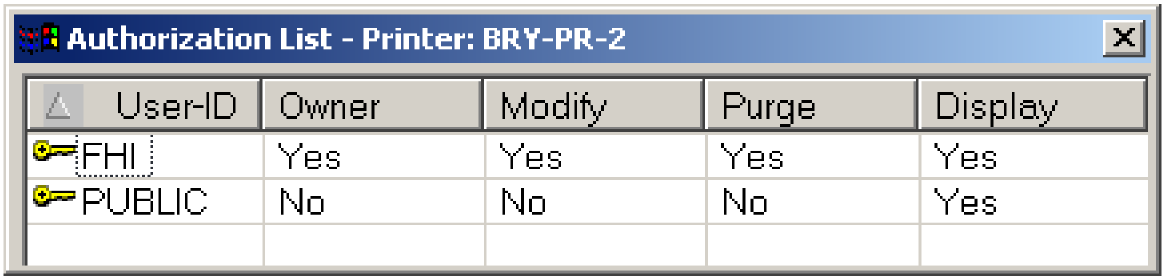
Authorizing User Access to a Logical Printer

To authorize user access to a logical printer:

1 In the object workspace or in the printer list, select the desired printer.

2 Invoke the context menu and choose **Authorization**.

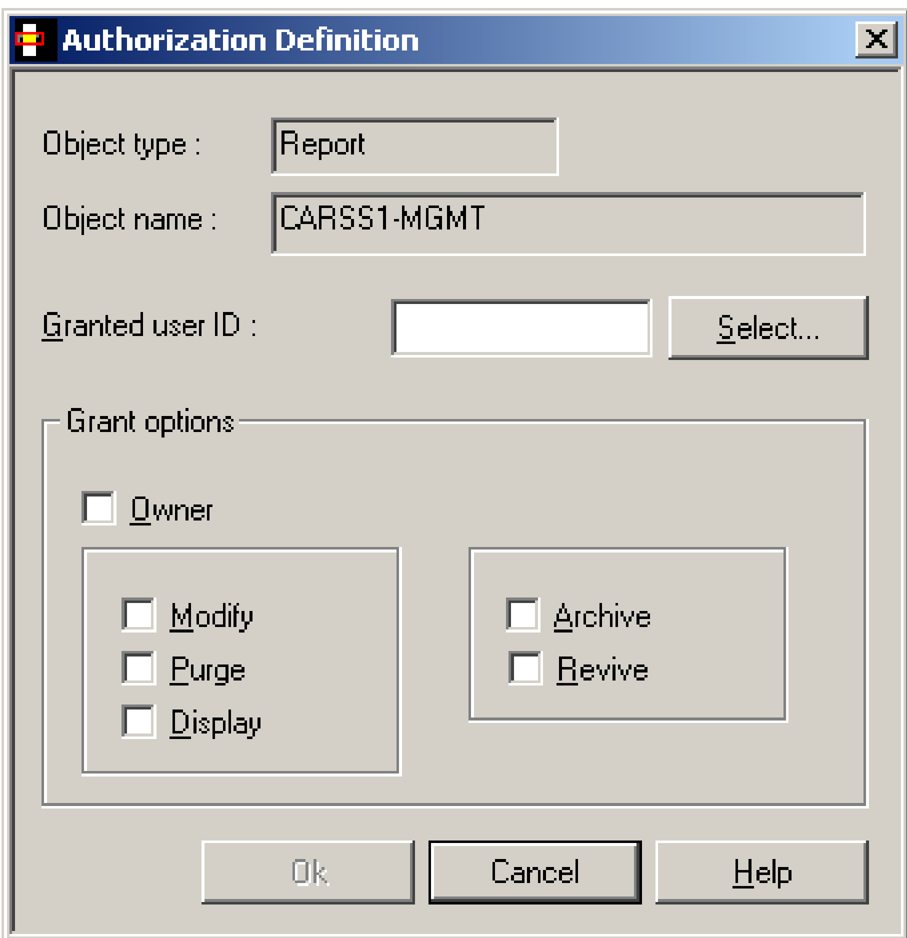
The **Authorization List** appears:



It lists all users and user groups on distribution lists who are authorized for the printer. It also displays their authorization level.

3 Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4 Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.

5 When you are finished, choose **OK** to save your data.

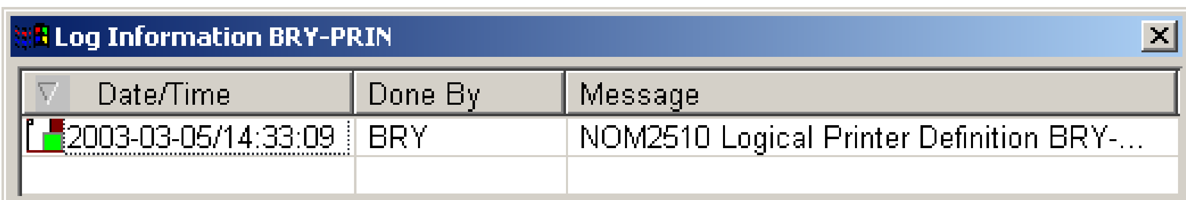
Displaying Log Information for a Logical Printer

To display log information for a defined logical printer:

1 In the object workspace or in the printer list, select the desired printer.

2 Invoke the context menu and choose **Display Log**.

The following dialog appears:



To display more detailed log information:

1 Select an entry from the log information dialog and invoke the context menu.

2 Choose **Info**.

A detailed log message for the selected entry will be displayed.

XML Printers

- Stylesheet in Report Definition
- Stylesheet Stored in SYSNOMU
- Combined Method

Physical (and logical) printers of type XML allow XML stylesheets to be merged with XML documents at print time. The output of an XML printer is always a dataset. On z/OS and compatible systems it is a disk file; on VSE it is a tape file; on OSD it is a print file. An XML printer has the same attributes as its equivalent dataset printer (DISKMVS, TAPEVSE or SYSPRBS2).

Stylesheet in Report Definition

The stylesheet is resolved at print time as follows. If the document contains:

```
<?xml-stylesheet href="[file://EOM/*]"...>
```

the default stylesheet is taken from the definition of the report being printed. For example, if the report is defined with a stylesheet of `HTTP://SERVER1/MYSTYLE.XLS`, the document is adjusted at print time to contain:

```
<?xml-stylesheet href="[HTTP://SERVER1/MYSTYLE.XLS]"...>
```

Stylesheet Stored in SYSNOMU

Stylesheets can also be stored as source members in SYSNOMU. In this case the document (or report definition) may specify something like:

```
<?xml-stylesheet href="[file://EOM/SYSNOMU/MYSTYLE]"...>
```

This print line is suppressed and the contents of MYSTYLE from library SYSNOMU are inserted in its place. This implies that, for this method of inserting a stylesheet, the `<?xml-stylesheet...>` must be on a line of its own.

Combined Method

The two methods can be combined, so that the document itself refers to `file://EOM/*`, which instructs the print task to take the stylesheet URL from the report definition. The report definition then specifies `FILE://EOM/SYSNOMU/MYSTYLE`, which instructs the print task to suppress the `<?xml-stylesheet...>` and insert the contents of MYSTYLE.

Additionally, a printer exit can specify the stylesheet by inserting a record containing the URL of the stylesheet to be used. The printer exit may not specify `file://EOM/*` but it can specify `FILE://EOM/SYSNOMU/MYSTYLE`. The contents of any inserted stylesheet are not passed to the printer exit. No stylesheet interpretation is performed.

13 Distribution Lists

This section explains distribution lists and the operations that can be performed on them.

What is a Distribution List?

Basically, a distribution list is a list of users who are to be sent a particular report.

A distribution list can also be made up of other distribution lists.

Users and lists can be grouped into one distribution list to create a distribution hierarchy that reflects your organization's structure. You can then use a distribution list as an addressee when defining report processing by entering the list name in a **Distribute To** field.

Any modifications in the contents of a distribution list are automatically reflected in all reports using this list.

Available Commands for Distribution Lists

To list all available commands for distribution lists:

1 In the object workspace, expand the **Distribution Lists** folder.

2 Select a list and invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Add member	---	Add a new member to a distribution list.
Authorization	F9	Authorize a user to access a distribution list definition.
Delete	Del	Delete a distribution list definition.
Display	Ctrl+D	Display a distribution list definition.
Display Log	F10	Display log information for a distribution list.
Filter	F3	List selected distribution lists.
List	F8	List all distribution lists.
List members	---	List members of a distribution list.
New	Ctrl+N	Add a new distribution list.
Open	Ctrl+O	Modify a distribution list.
Rename	F2	Rename a distribution list.

Command	Shortcut	Explanation
XREF	Ctrl+Alt+X	Display cross-reference information for a distribution list.

Listing All Distribution Lists

To list all distribution lists:

1. In the object workspace, select the **Distribution Lists** folder.
2. Invoke the context menu and choose **List**.

   All existing distribution lists are listed in the content pane.

   For each distribution list, the following information is displayed:

Fields: List of Distribution Lists

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td>List</td><td colspan="2">Name of the distribution list.</td></tr>
<tr><td rowspan="4">Authorization</td><td colspan="2">Authorization used to access the distribution list. Possible values:</td></tr>
<tr><td>ADMIN</td><td>Indicates that you are defined as administrator with owner authorization.</td></tr>
<tr><td>PUBLIC</td><td>All users are authorized for the distribution list.</td></tr>
<tr><td>(User ID or name of distribution list)</td><td>This user or the members of the distribution list are authorized for the list.</td></tr>
<tr><td>Members</td><td colspan="2">Number of members in the distribution list.</td></tr>
<tr><td>Part of</td><td colspan="2">"Yes" means the destribution list is part of another distribution list, "No" that it is not.</td></tr>
<tr><td>Description</td><td colspan="2">A short description of the distribution list.</td></tr>
</table>

Listing Selected Distribution Lists

To list distribution lists according to selection criteria:

1. In the object workspace, select the **Distribution Lists** folder.
2. Invoke the context menu and choose **Filter**.

   The **Select Distribution Lists** dialog appears in the content pane. It contains the fields **Distribution list** and **Authorization**.

3 Enter your selection criteria for the distribution lists.

4 Choose **OK**.

Now only distribution lists which satisfy the selection criteria appear in the expanded **Distribution Lists** folder in the object workspace.

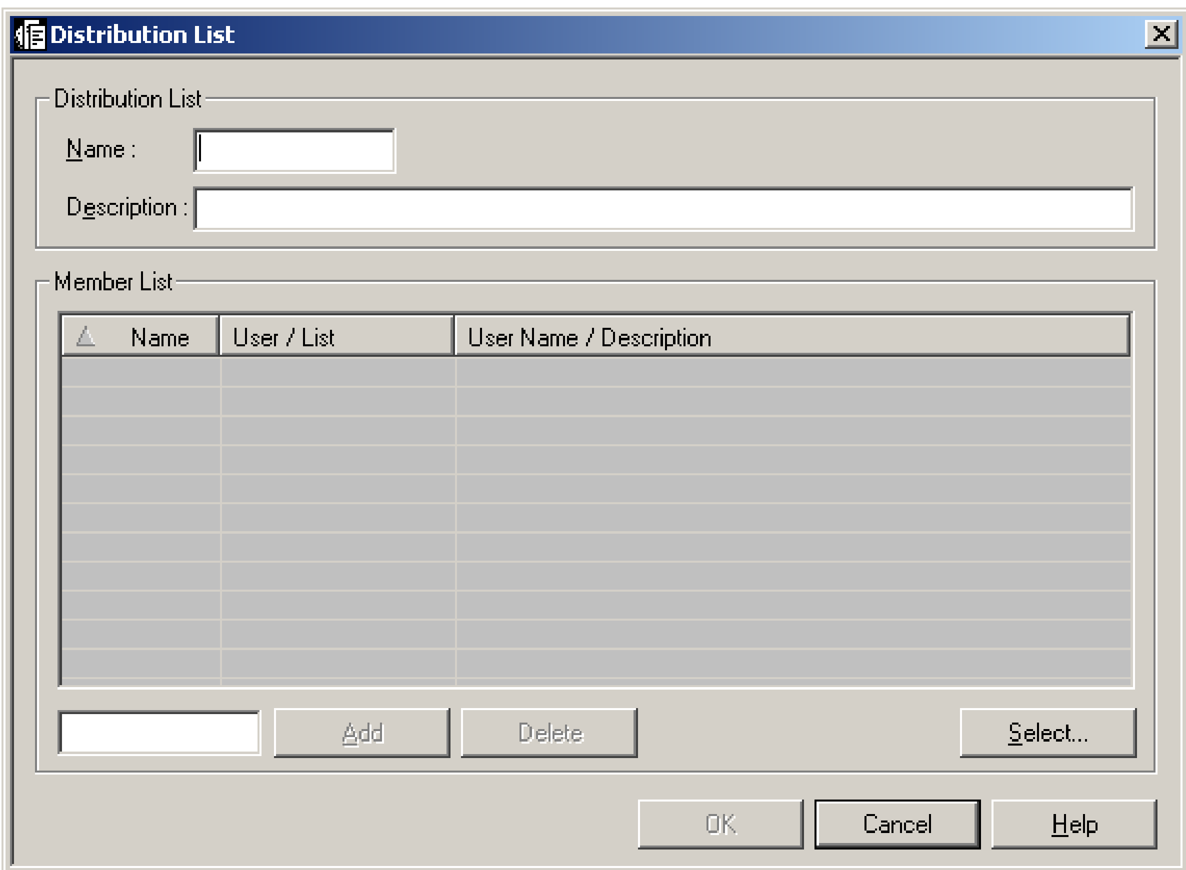
Adding a Distribution List

To create a new distribution list:

1 Select the **Distribution List** folder in the object workspace and invoke the context menu.

2 Choose **New**.

The **New Distribution List** window opens in the content pane:



3 Enter your data. The fields are described below.

4 When you have finished, choose the **OK** button to save your data.

Fields: Distribution List

Field	Explanation
Name	Enter a name for the list.
Description	Enter a short description for the list.
Member List	Use the **Select** button to add users to the list. See *Adding a User or List to a Distribution List* below.

Adding a User or List to a Distribution List

To add a user or distribution list to a distribution list:

1 Choose the **Select** button on the right under **Member List**.

2 Then proceed as described under *Adding a Member to a Distribution List*.

Deleting a User or List from a Distribution List

To remove a user or distribution list from the **Member List**, proceed as described under *Deleting a Member from a Distribution List*.

Modifying a Distribution List

To modify a distribution list:

1 Select the desired list in the object workspace or in the list of distribution lists.

2 Invoke the context menu and choose **Open**.

3 The distribution list is displayed, and you can modify it. The individual fields are described under *Adding a Distribution List* above.

You can add a user or list to the distribution list, or delete a user or list from it, as described under *Adding a Distribution List* above.

Displaying a Distribution List

To display a distribution list:

1. Select the desired list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Display**.

   The distribution list is displayed. For an explanation of the fields, see ***Adding a Distribution List***.

Renaming a Distribution List

To rename a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose **Rename**.
3. Change the name of the selected list, and press ENTER.

Deleting a Distribution List

To delete a distribution list:

1. Select the desired list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Delete**.

   A dialog appears, asking you to confirm the deletion.
3. Choose **Yes** to delete the list, or **No** to cancel the operation.

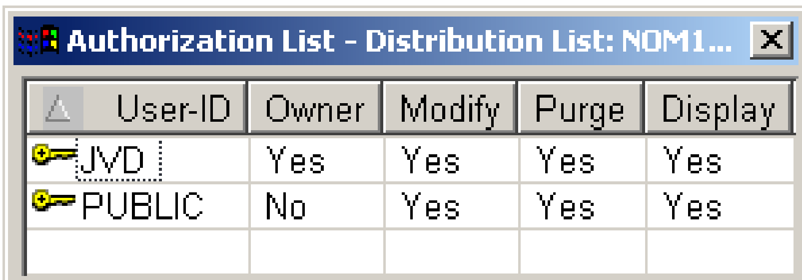
Authorizing User Access to a Distribution List

To authorize user access to a distribution list:

1 In the object workspace or in the list of distribution lists, select the desired list.

2 Invoke the context menu and choose **Authorization**.

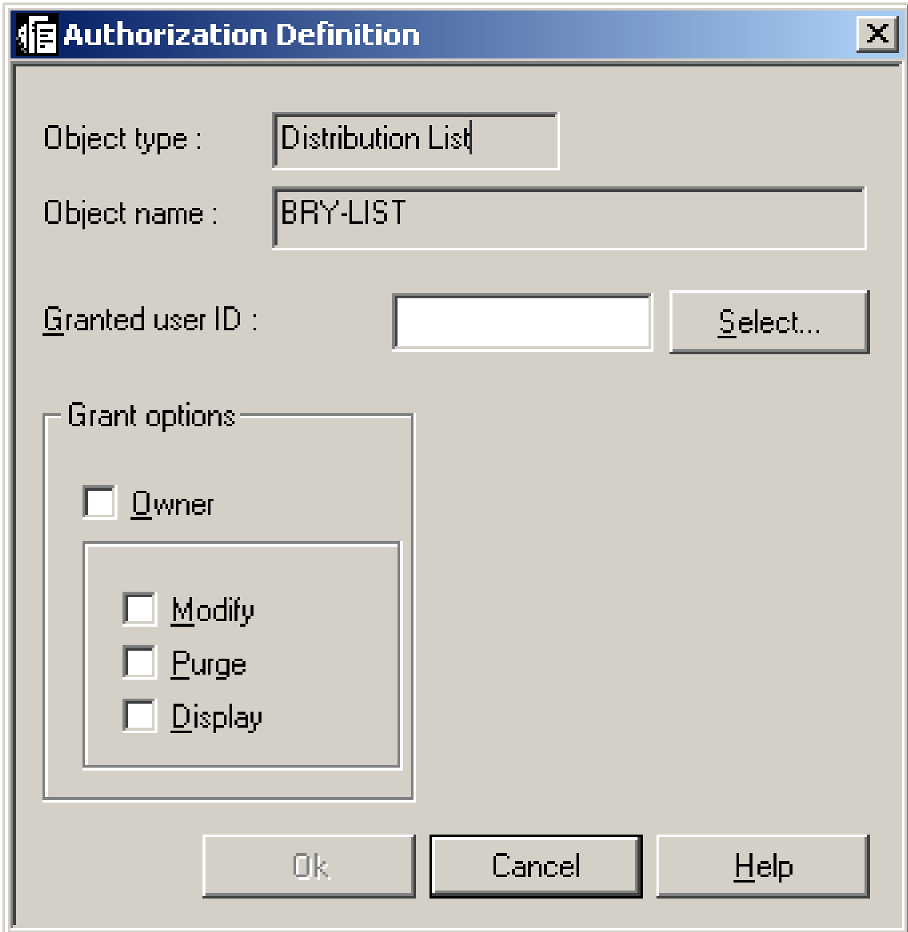
The **Authorization List** appears:



It lists all users and user groups on distribution lists who are authorized for the distribution list. It also displays their authorization level.

3 Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4 Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.

5 When you are finished, choose **OK** to save your data.

Displaying Log Information for a Distribution List

To display log information for a distribution list:

1 In the object workspace or in the list of distribution lists, select the desired list.

2 Invoke the context menu and choose **Display Log**.

A dialog appears.

To display more detailed log information:

1. Select an entry from the log information dialog and invoke the context menu.
2. Choose **Info**.

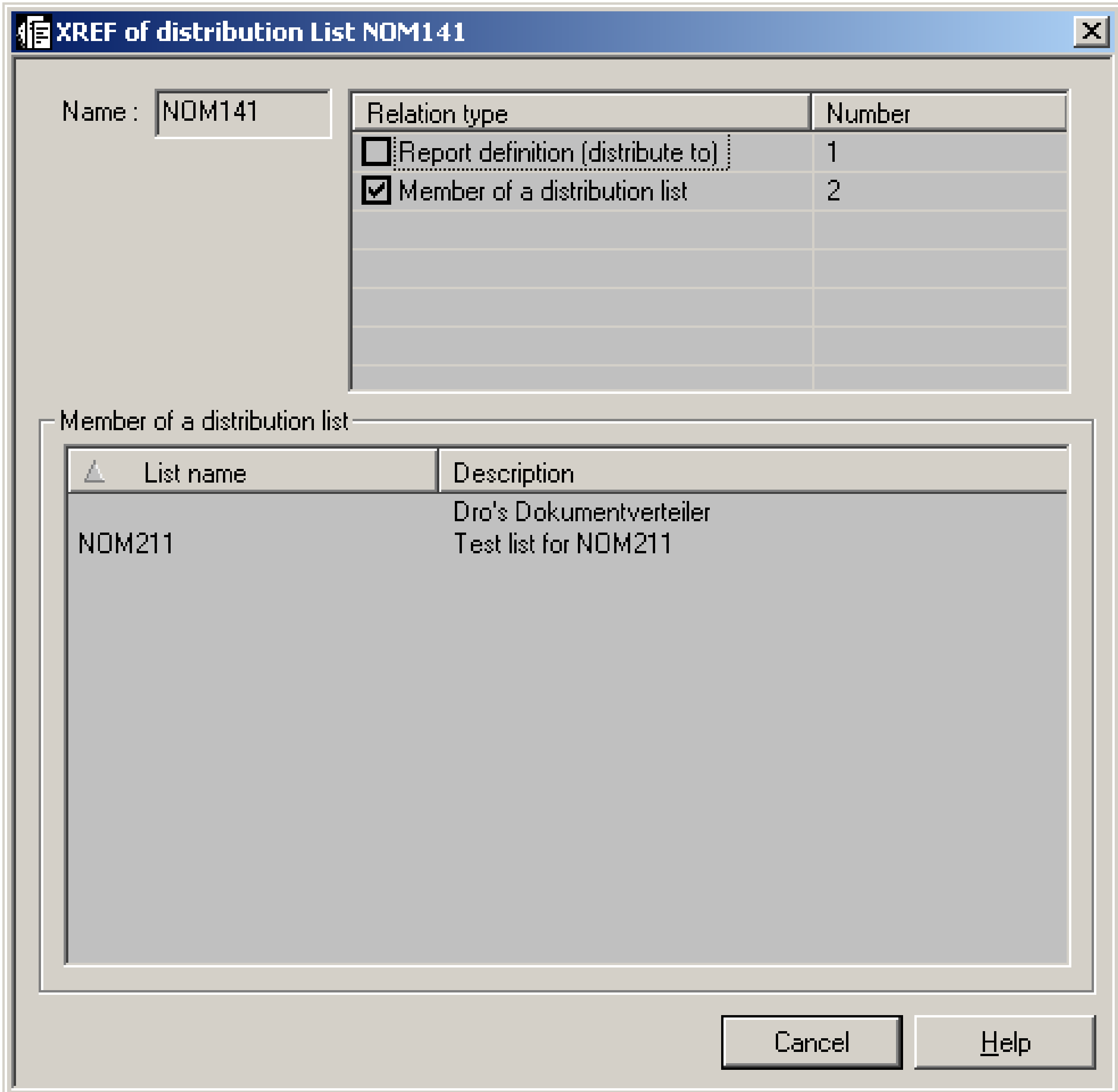
   Detailed log information on the selected entry is displayed.

Displaying Cross-Reference Information for a Distribution List

To display cross-reference information for a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose the **XREF** command.

   A dialog similar to the following appears:



To display more information on a relation type:

- Check a box preceding a relation type to display more information in the area in bottom half of the dialog.

Listing Members of a Distribution List

To list members of a distribution list:

1 In the object workspace or in the list of distribution lists, select the desired list.

2 Invoke the context menu and choose the **List Members** command.

A list of the members of the distribution list appears.

To invoke a list of available commands:

- Select a member and invoke the context menu.

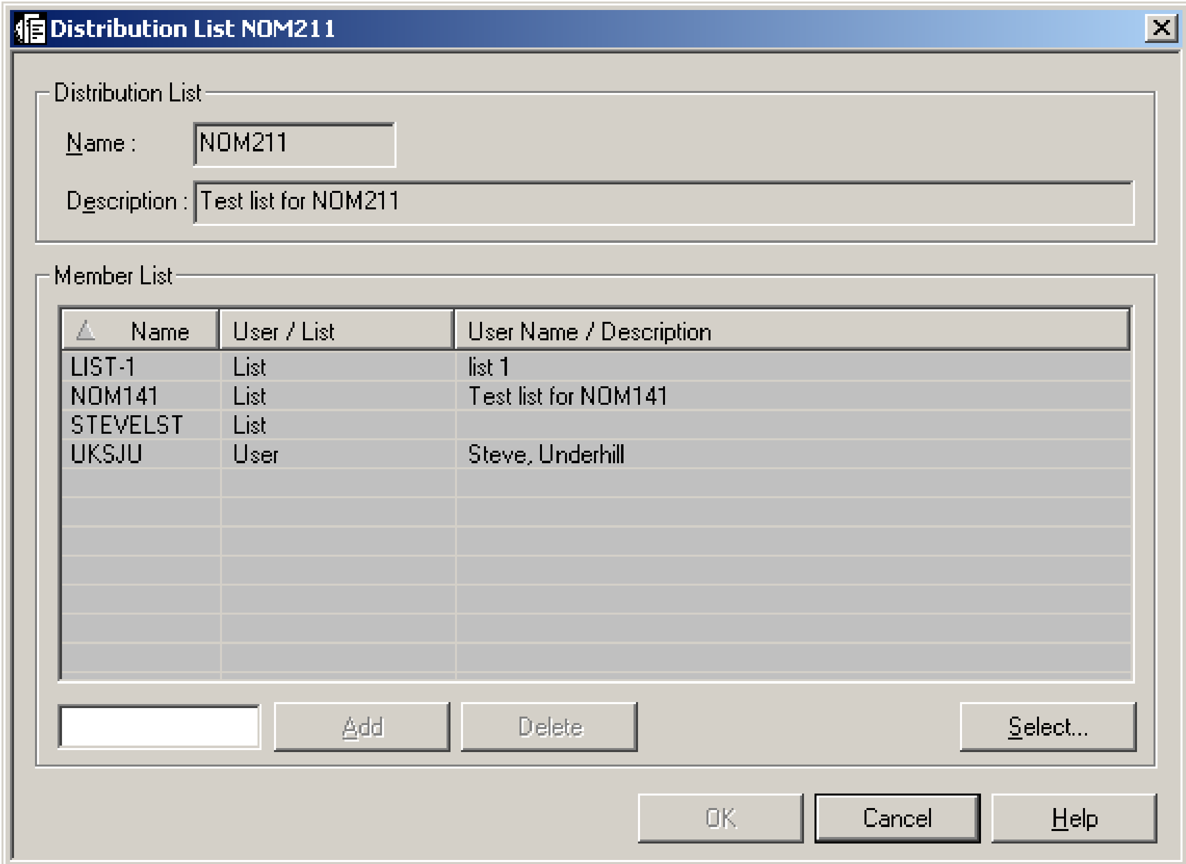
Adding a Member to a Distribution List

To access the distribution list window:

1 Select the appropriate distribution list in the object workspace or in the list of distribution lists.

2 Invoke the context menu and choose **Add Member**.

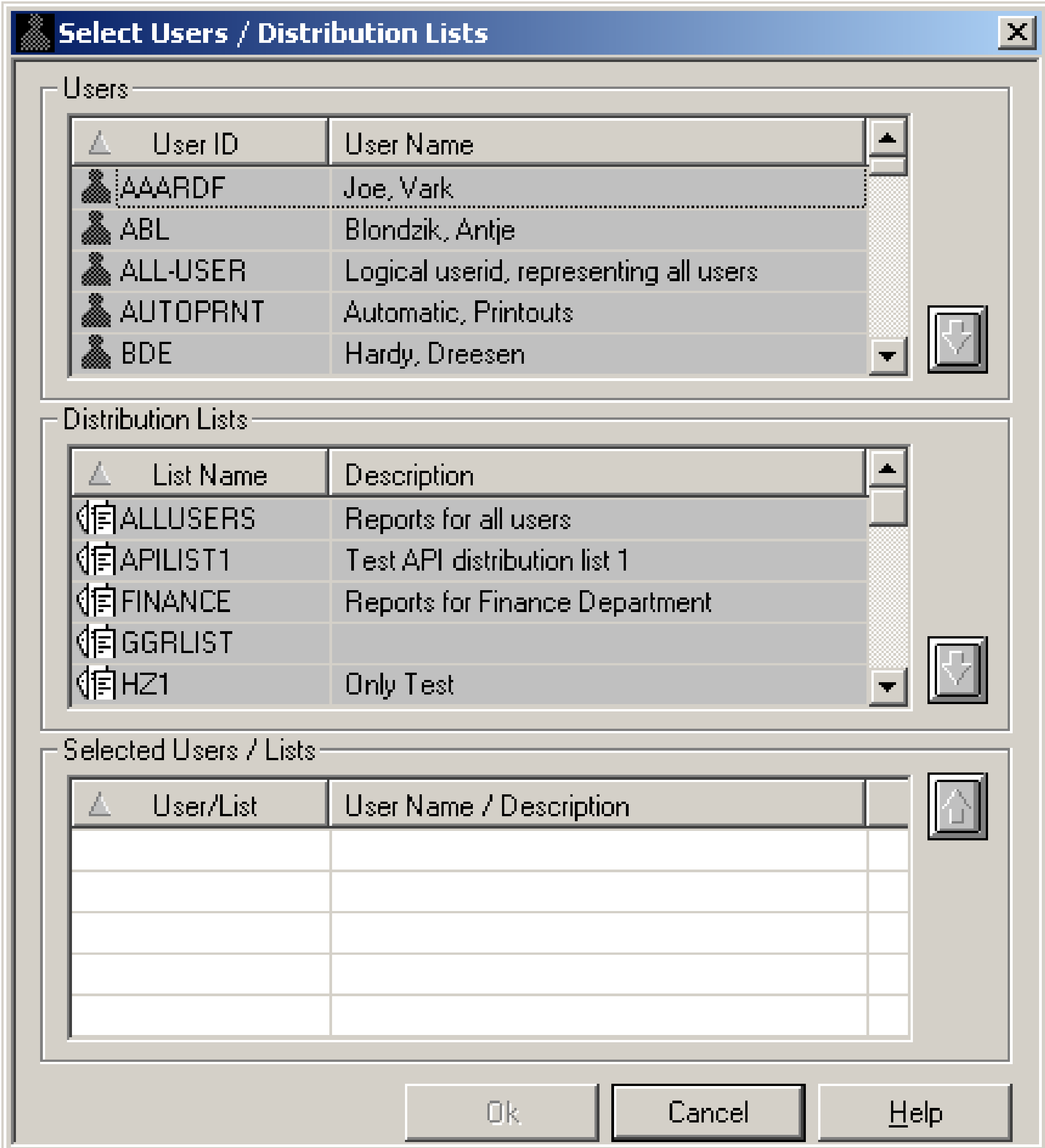
A window similar to the following appears:



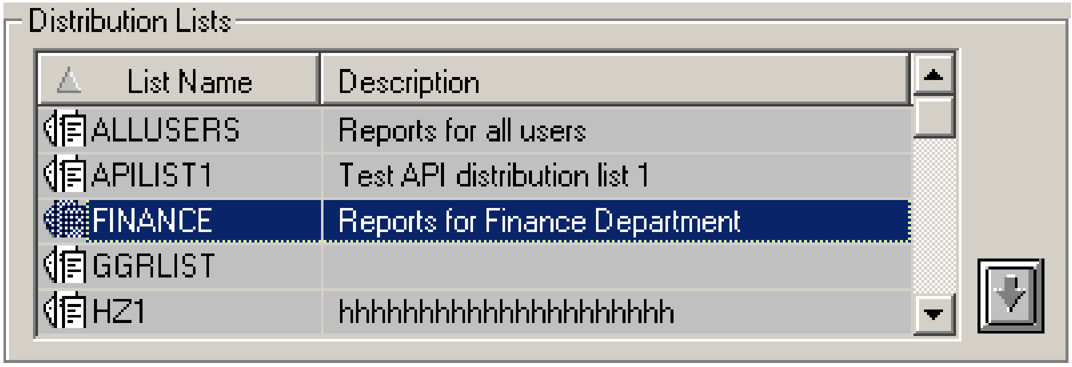
To add a user or distribution list to a distribution list:

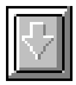
1 Choose the **Select** button on the right under **Member List**.

The **Select Users / Distribution Lists** dialog opens in the content pane:

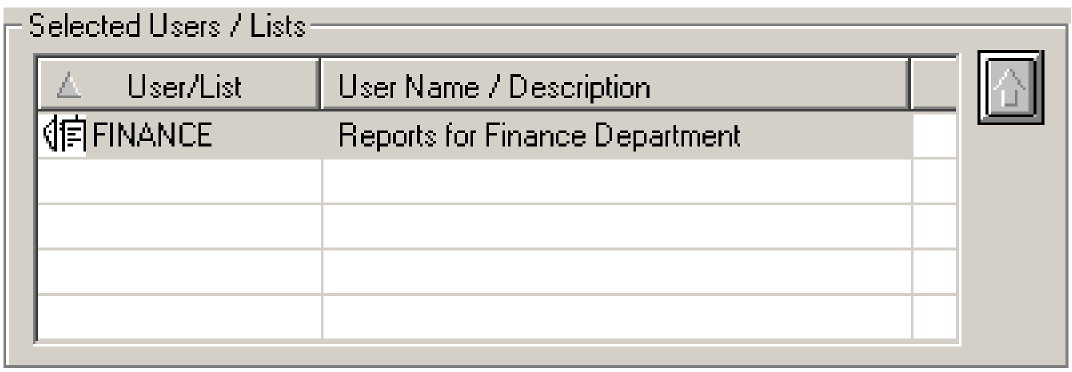


2 Select a user ID or list name; for example:



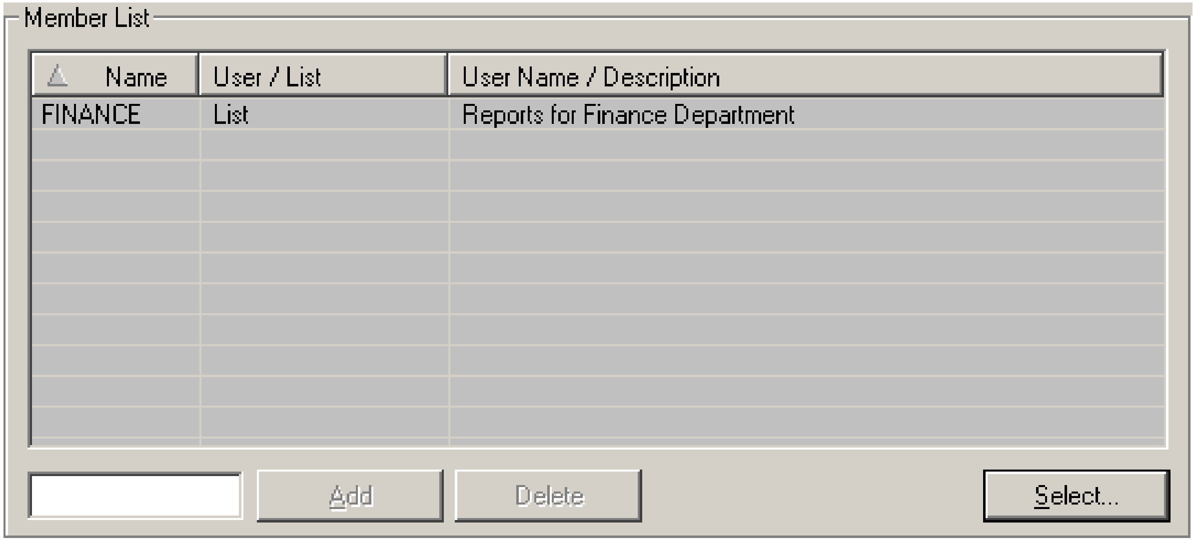
3 Choose the down arrow  on the right.

The selected user ID or list name appears in the **Selected Users / Lists** section at the bottom of the dialog:



4 Choose the **OK** button.

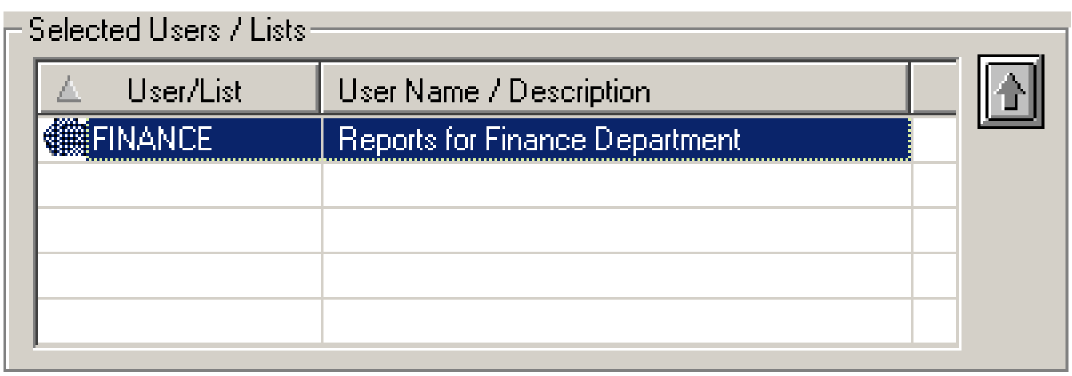
The selected user ID or list name now appears in the **Distribution via NOM** section of the Distribution dialog:

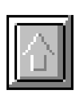


Deleting a Member from a Distribution List

To remove a user or distribution list from the Member List:

1 In the **Selected Users / Lists** section at the bottom of the **Select Users / Distribution Lists** dialog, select the user or list to be removed:



2 Choose the up arrow  on the right.

The selected user or list is removed from the **Selected Users / Lists** section and is removed from the Member List.

14 Control Functions

This section covers the following topics:

•	Folders
•	Active Reports
•	Active Bundles
•	Printout Queue
•	Log Information

15 Folders

What is a Folder?

A folder is a container in which active reports can be grouped and to which users can be granted access.

Available Commands for Folders

To list all available commands for folders:

1. In the object workspace, expand the **Folders** folder.
2. Select a folder and invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Authorization	F9	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.
Copy	Ctrl+C	Copy a folder definition.
Delete	Del	Delete a folder definition. Folder containing Active Reports cannot be deleted.
Display	Ctrl+D	Display a folder definition.
Filter	F3	Use selection criteria to list folder definitions.
Link	---	Link a folder to another user.
List	F8	List all folder definitions.
New	Ctrl+N	Add a new folder definition.
Open	Ctrl+O	Modify a folder definition.
Rename	F2	Rename a folder definition.

Listing All Folders

To list all folders:

1. In the object workspace, select **Folders**.
2. Invoke the context menu and choose the **List** command.

   All existing folders are listed in the content pane.

To invoke a list of available commands:

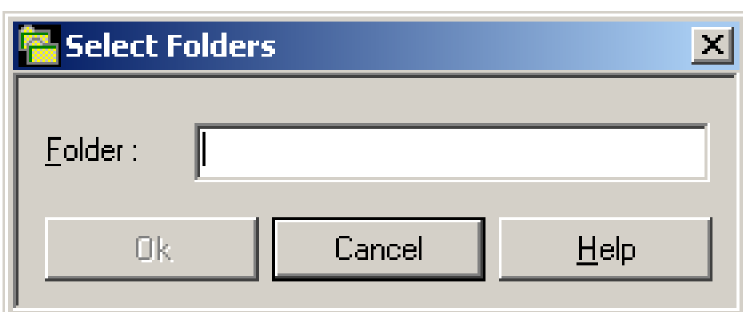
- Select an active report and invoke the context menu.

Listing Selected Folders

To list folders according to selection criteria:

1. In the object workspace, select **Folders**.
2. Invoke the context menu and choose **Filter**.

   The following dialog appears in the content pane:



3. Enter selection criteria for the folders.
4. Choose **OK**.

   Now only folders which satisfy the selection criteria appear in the expanded **Folders** directory in the object workspace.

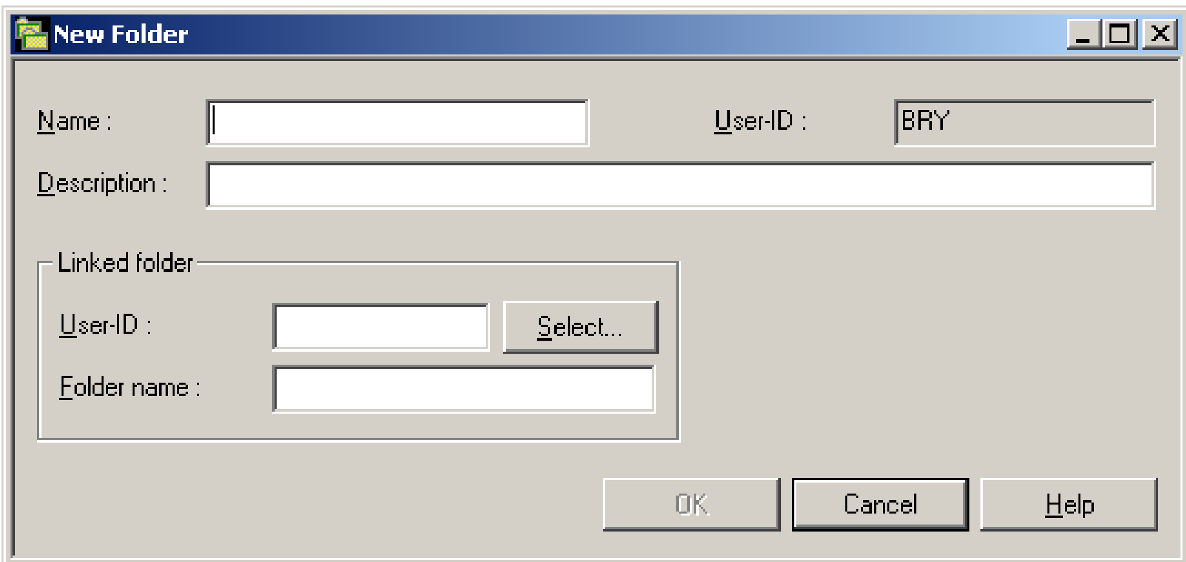
Adding a New Folder

To create a new folder:

1 Select the **Folders** in the object workspace or in the folder list and invoke the context menu.

2 Choose **New**.

The **New Folder** window opens in the content pane:



3 Enter your data. The fields are described below.

4 When you have finished, choose the **OK** button to save your data.

Fields: New Folder

Field	Explanation	
Name	Enter a folder name.	
Description	Enter a description for the folder.	
Linked folder	User-ID	Use the **Select** button on the right to select a user ID for the linked folder. (optional)
	Folder name	If another user ID allows you to use its folder(s) by defining grants, you can link one of your folders to it (folder must be empty). Now you are authorized to use all filed active reports for browsing and printing. (optional)

Modifying a Folder

To modify a folder:

1. Select the desired folder in the object workspace or in the folder list.
2. Invoke the context menu and choose **Open**.

   The folder definition is displayed, and you can change it. The individual fields are described below.

Fields: Open Folder

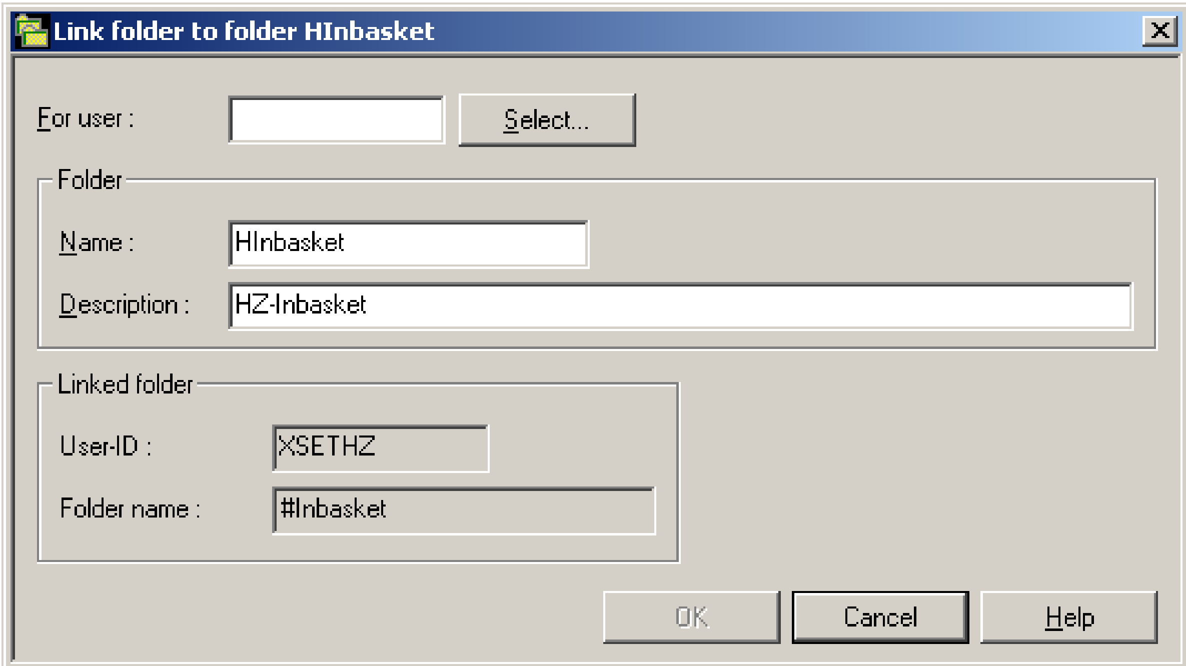
Field	Explanation	
Name	Enter a folder name.	
Description	Enter a description for the folder.	
Linked folder	User-ID	If another user is linked to this folder, the user ID appears here.
	Folder name	If another folder is linked to this folder, its name appears here. For information on linking a user to a folder after the folder has been created, see *Linking a New User to a Folder Definition*.

Linking a New User to a Folder Definition

To link a new user to a folder definition:

1. In the object workspace or in the folder list, select the desired folder.
2. Invoke the context menu and choose the **Link** command.

   A dialog similar to the following opens:



3 Use the **Select** button to the right of the **For user** field to select a new user ID to link to the folder

4 When you are finished, choose the **OK** button to save your data.

Displaying a Folder Definition

To display a folder definition:

1 In the object workspace or in the folder list, select the desired folder.

2 Invoke the context menu and choose the **Display** command.

The folder definition is displayed. The fields are described under *Adding a Folder Definition*.

Copying a Folder Definition

To copy a folder definition:

1 In the object workspace or in the folder list, select the desired folder.

2 Invoke the context menu.

A dialog appears.

3 Enter the name of the target folder definition in the **To Folder** field, and choose **OK**.

The new folder appears in the folder list.

Renaming a Folder

To rename a folder:

1 In the object workspace or in the folder list, select the desired folder.

2 Invoke the context menu and choose **Rename**.

3 Change the name of the selected folder, and press ENTER.

Deleting a Folder Definition

To delete a folder:

1 In the object workspace or in the folder list, select the desired folder.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the folder, or **No** to cancel the operation.

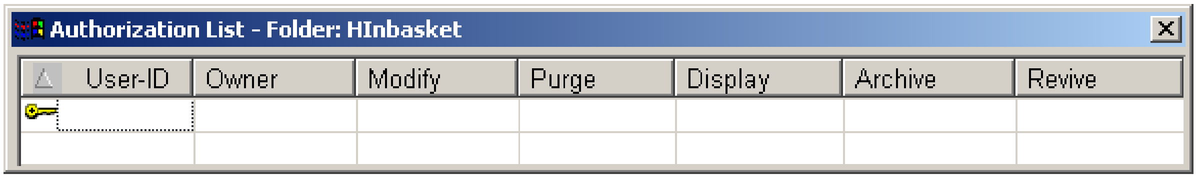
Authorizing User Access to a Folder Definition

To authorize user access to a folder definition:

1 In the object workspace or in the folder list, select the desired folder.

2 Invoke the context menu and choose **Authorization**.

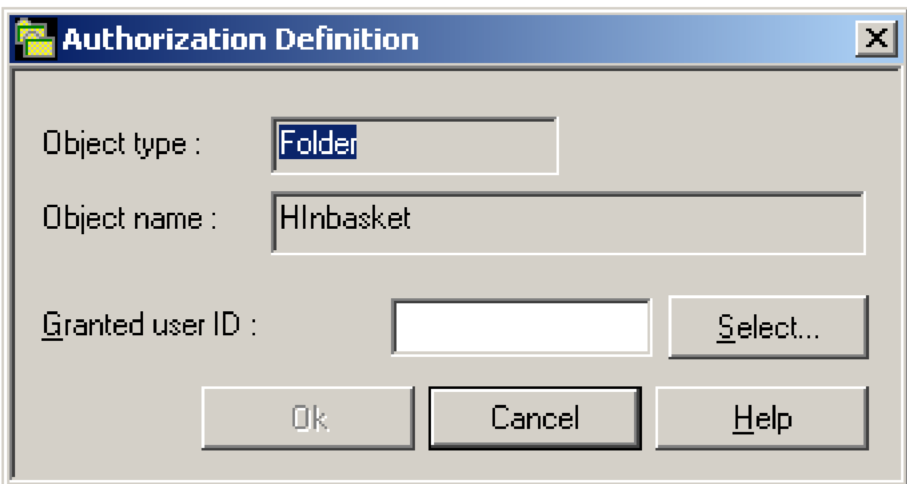
The **Authorization List** appears:



It lists all users and user groups on distribution lists who are authorized for the folder. It also displays their authorization level.

3 Invoke the context menu for the dialog and select **New**.

The following dialog appears:



4 Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.

5 When you are finished, choose **OK** to save your data.

Active Reports (summary)

To list the active reports summary:

1 Select and expand a folder (under **Folders**) in the object workspace.

Two subfolders appear.

2 Select and expand the **Active Reports (summary)** folder.

A list of report name folders appear.

3 You can expand a report name folder to show all its active reports.

Available Commands: Active Reports (summary)

To list all available commands for Active Reports (summary):

1 Select one of the report name folders.

2 Invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Displays Definition	Ctrl+Alt+D	Displays the report definition. Attributes cannot be modified. They are described under *Components of a Report Definition*.
Filter	F3	List report name folders according to selection criteria.
List	F8	List report name folders.
List Active	---	List active reports for the selected report name folder. For available commands, see *Available Commands for Active Reports*.
Select Subobject	Ctrl+F3	List active reports for the selected report name folder according to selection criteria.

Listing Active Reports in Folder

To list the active reports in a folder:

1 Select and expand a folder (under **Folders**) in the object workspace.

Six nodes are displayed for the folder, containing the following:

Node	Contents
Summary	Active reports sent to the user, grouped under their report names.
All	Active reports sent to the user.
Archived	Active reports which are already archived.
Browsable	Active reports located in Spool, Entire Output Management database, or Con-nect.
Nom	Active reports located in the Entire Output Management database.
Spool	Active reports located in Spool.

2 Select the desired node and invoke the context menu.

3 Choose the **List Active** command.

A list of the active reports - corresponding to the selection criterion of the selected node - is diplayed. The fields of the list are explained below.

To invoke a list of available commands:

- Select an active report and invoke the context menu.

For further information on these commands and all operations which can be performed on active reports, see *Available Commands for Active Reports* and *Active Reports*. The **Filter** command is explained in *Listing Selected Active Reports in Folder*, below.

Fields: Active Reports in Folder

Field	Explanation	
Report	Report name.	
Run Number	Internal sequence number of the active report.	
Mail Date/Time	Date and time the active report was mailed to user's folder.	
Creation	Date and time active report was created.	
Lines	Number of lines in active report.	
Kbytes	Size of a binary report in KB.	
Archive	Archive status of active report:	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Revive status of active report:	
	Revived	Active report has been revived.
	Revive in Con-nect	Active report is marked to be revived to Con-nect.

Field	Explanation	
	Revive in NOM DB	Active report is marked to be revived to the Entire Output Management database.
	Revive in JES-Spool	Active report is marked to be revived to the JES Spool.
Location	Storage location of active report: Con-nect, NOM database, JES-Spool, or Archive.	
Rep.Expiration	Report expiration date. The active report is available online until this date.	
Arch.Expiration	Archive expiration date. The active report is kept in the archive until this date.	
Rev.Expiration	Revive expiration date. If the active report has been revived from the archive, the copy created is available online until this date.	
Message	Confirm	Printing of the active report must still be confirmed.
	Confirmed	Printing of the active report has been confirmed.
Description	Short description of the active report.	

Listing Selected Active Reports in Folder

To list active reports according to selection criteria:

1 Select an active report in the active report in folder list.

2 Invoke the context menu and choose **Filter**:

The **Select Active Reports** dialog appears in the content pane.

3 Enter selection criteria for the active reports. The fields are described below.

4 Choose the **OK** button.

Now only active reports which satisfy the selection criteria appear in the active report list.

Fields: Select Active Reports

Field	Explanation
Keyword	Reports can be identified by up to 3 keywords. See the field descriptions for ***General Attributes*** under *Components of a Report Definition*.
Report	Enter selection criteria for the report name.
Mail date	Indicate whether the active report was mailed to your inbasket on (=), before (<) or after (>) a certain date.
Expiration date	Enter the expiration date of the active report.
Archive	Select the archive status of the active report:

Field	Explanation	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Select the revive status of the active report:	
	Revived	Active report has been revived.
	Revive in Con-nect	Active report is marked to be revived to Con-nect.
	Revive in NOM DB	Active report is marked to be revived to the NOM database.
	Revive in JES-Spool	Active report is marked to be revived to the JES Spool.
Location	Select the storage location of the active report: Con-nect, NOM database, JES-Spool, or Archive.	

16 Active Reports

What is an Active Report?

An active report:

- is the output that an addressee receives;
- can be sent to Entire Output Management users either automatically, when the active report is created and the user ID is defined in the **User/List** field on the **Report Definition** >**Distribution Attributes** screen, or manually by any authorized user ID at any time;
- is generated by the report definition from all or part of a spool dataset that satisfies the criteria set in the identification attributes of the report definition;
- can be printed automatically on up to 20 predefined logical printers.

Available Commands for Active Reports

To list all available commands for active reports:

1 Select an active report in the **active report list for a report definition** or in the **active reports in folder list**.

2 Invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Archive	---	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.
Browse	Ctrl+B	Browse the contents of the active report. This function invokes the Software AG Editor.
Confirm print	---	Confirm printing of the active report. It is printed only when all target users confirm printing.
Delete	Del	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.
Display	Ctrl+D	Display general attributes of an active report.
Displays definition	Ctrl+Alt+D	Display the full report definition for the active report.

Command	Shortcut	Explanation
Display users	---	List users connected to active report (users on distribution list and additional users).
Distribute	---	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.
Filter	F3	Use selection criteria to list active reports.
List Active	Ctrl+F8	List active reports for the selected report definition or folder.
Open	Ctrl+O	Modify definition for an active report.
Print	Ctrl+P	Print an active report.
Put in bundle	---	Add the active report to an active bundle that is in "Opened" status.
Revive	---	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.
Spool	---	Display spool attributes for the active report.
XREF	Ctrl+Alt+X	Cross-reference. Displays all bundles that contain the report.

Browsing an Active Report

To browse an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose **Browse**.

The browse window opens for the selected active report.

3 Invoke the context menu to display a list of available commands.

Modifying an Active Report

- General Attributes
- Archive/Revive Attributes
- Spool Attributes

To modify an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose **Open**.

3 The active report is displayed. It consists of: General Attributes, Archive/Revive Attributes and Spool Attributes.

4 To change the desired attributes, choose the appropriate tab: **General**, **Archive/Revive** or **Spool**.

5 The corresponding window is displayed, and you can change the data. The individual attributes are described below.

6 When you have finished, choose the **OK** button to save your changes.

General Attributes

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td>Report</td><td colspan="2">Report name. (not modifiable)</td></tr>
<tr><td>Run number</td><td colspan="2">Unique internal identifier for active report. (not modifiable)</td></tr>
<tr><td>Description</td><td colspan="2">A short description for the report. (not modifiable)</td></tr>
<tr><td>Location</td><td colspan="2">The current storage location for the active report. (not modifiable)</td></tr>
<tr><td>Style</td><td colspan="2">URL for style sheet, if an XML printer is defined. (not modifiable)</td></tr>
<tr><td>Keywords</td><td colspan="2">Enter up to 3 keywords which will later help you select reports.</td></tr>
<tr><td>Master Owner</td><td colspan="2">The monitor takes the user ID of the master owner to submit print jobs for reports to be scheduled for automatic printing. This field is initialized with the user ID of the person who added the report. Use the Select button to the right of this field to select a different master owner.</td></tr>
<tr><td rowspan="4">Retention</td><td colspan="2">The report retention period determines how long the active report is available online for browsing and printing. If this retention period expires, the active report is marked for either archiving or purging (see the field Action).</td></tr>
<tr><td>Number</td><td>Enter the number of working days, absolute days, weeks or months the report should be available online. When you specify "Working days", you must enter the name of a calendar in the Calendar field to include only working days.
The default is the system-wide period defined by the system administrator.</td></tr>
<tr><td>Unit</td><td>Choose a unit for the number. Possible values:
■ (none)
■ Working days
■ Absolute days
■ Weeks
■ Months</td></tr>
<tr><td>Calendar</td><td>If you have specified "Working days" as the unit for the retention period, choose a calendar from the drop-down list box.</td></tr>
</table>

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td></td><td>Action</td><td>Possible values:
■ Choose "Archive" to archive the report when the retention period expires. When an active report is archived, its contents are no longer available online.
■ Choose "Purge" to purge the report when the retention period expires.</td></tr>
<tr><td rowspan="3">Contents</td><td>Number of lines / Size</td><td>The number of lines contained in the active report; or, for a binary report, its size in KB. (not modifiable)</td></tr>
<tr><td>CC Type</td><td>Either ASA or MACHINE. (not modifiable)</td></tr>
<tr><td>Record length</td><td>Maximum number of bytes in record. (not modifiable)</td></tr>
<tr><td>Expiration date</td><td colspan="2">Contents of active report are available online until the date you enter here.</td></tr>
</table>

Archive/Revive Attributes

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td rowspan="3">Archive Retention</td><td colspan="2">Enter the length of time the active report is to be kept in the archive. When this period expires, the active report is deleted from the archive dataset. An active report can be archived no matter where it is stored.</td></tr>
<tr><td>Number</td><td>Enter the number of days, weeks, months or years the active report is to be kept in the archive.</td></tr>
<tr><td>Unit</td><td>Choose a unit for the number. Possible values:
■ (none)
■ Days
■ Weeks
■ Months
■ Years</td></tr>
<tr><td rowspan="3">Revive Retention</td><td colspan="2">Enter the length of time the contents of a revived active report are to be available online for browsing and printing. When this period expires, this "copy" of the archived report is purged automatically.</td></tr>
<tr><td>Number</td><td>Enter the number of working days, absolute days, weeks or months the report should be available online. When you specify "Working days", you must enter the name of a calendar in the Calendar field to include only working days. The default is the system-wide period defined by the system administrator.</td></tr>
<tr><td>Unit</td><td>Choose a unit for the number. Possible values:
■ (none)
■ Working days
■ Absolute days</td></tr>
</table>

Field	Explanation	
		■ Weeks ■ Months
	Calendar	If you have specified "Working days" as the unit for the retention period, choose a calendar from the drop-down list box. (not modifiable)
Archive	Date	Date on which active report was archived. (not modifiable)
	Time	Time at which active report was archived. (not modifiable)
	Expiration date	Active report is retained in the archive until this date. (not modifiable)
	Expiration orig.	Original expiration date. If the expiration date has been modified, the original date appears here. (not modifiable)
	Type	If the report is to be archived to a user-defined archive, the number of the required archive type appears here. If this field is empty or if "0" appears here, the report is archived to a standard Entire Output Management archive file. (not modifiable)
Revive	Date	Date on which active report was revived. (not modifiable)
	Time	Time at which active report was revived. (not modifiable)
	Expiration date	The revived copy of the active report contents is available until this date.
Dataset	The name of the dataset to which the active report was archived.	
Volser(s)	The VOLSER of the archive containing the active report.	

Spool Attributes

See the field descriptions under *Components of a Report Definition*.

Displaying an Active Report

To display an active report:

1. Select the desired active report in the active report list.
2. Invoke the context menu and choose **Display**.

   The actice report is displayed. For an explanation of the attributes and their fields, see *Modifying an Active Report*.

Deleting an Active Report

To delete an active report:

1. Select an active report in the active report list
2. Invoke the context menu and choose **Delete**.

   A dialog appears, asking you to confirm the deletion.
3. Choose **Yes** to delete the active report, or **No** to cancel the operation.

Archiving an Active Report

This function marks an active report for archiving or cancels the archiving mark. An active report marked for archiving is archived the next time the archiving task is active.

To mark an active report for archiving:

1. Select an active report in the active report list that has not been archived.
2. Invoke the context menu and choose the **Archive** command.

   The selected active report appears in the active report list with "Marked" in the **Archive** column, indicating that it is marked for archiving.

To remove the archive mark from an active report:

1. Select an active report in the active report list that has been marked for archiving.
2. Invoke the context menu and choose the **Archive** command.

   The word "Marked" no longer appears in the **Archive** column of the active report list for the selected active report.

Reviving an Active Report

This function marks an archived active report for reviving or cancels the reviving mark. An active report marked for reviving is revived the next time the reviving task is active. The report is restored to the active report list.

To mark an active report for reviving:

1. Select an archived active report in the active report list.
2. Invoke the context menu and choose the **Revive** command.

   The **Revive Active Report From Archive** dialog appears.
3. Use the list box to the right of the **Revive to** field to select a location for the revived report: Con-nect, NOM database, or JES Spool.
4. Use the list box to the right of the **Bundle** field to select an active bundle to contain the report.
5. Choose **OK** to mark the active report for reviving.

   The revive location appears in the **Revive** column of the active report list for the selected active report.

To remove the revive mark from an active report:

1. Select an active report marked for reviving in the active report list.
2. Invoke the context menu and choose the **Revive** command.

   The revive location no longer appears in the **Revive** column of the active report list for the selected active report.

Printing an Active Report

To print an active report:

1. Select a non-archived active report in the list of active reports.
2. Invoke the context menu and choose the **Print** command.

   The **Print Active Report** dialog appears.
3. Choose the **Select** button to the right of the **Printer** field to display a list of printers.
4. Select a printer from the list, and choose the **OK** button.

The name of the selected printer is written to the **Printer** field of the **Print Active Report** dialog.

5 Choose the **Print** button to print the active report to the selected printer.

A message confirms that the report has been queued for printing.

Confirming Printing of an Active Report

This function releases an active report for printing. The report is printed only when all target users have confirmed by issuing this command. The report must be defined with the "All users confirm" option in the **Hold Logic** field of the **Printing Attributes** for the report definition.

To confirm printing for an active report:

1 In the active report list, select the appropriate active report.

2 Invoke the context menu and choose the **Confirm Print** command.

When all users have confirmed, the report will be printed.

Displaying Definition of an Active Report

This function displays the report definition which generated the active report.

To display the definition which generated an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose the **Displays Definition** command.

The general attributes of the report definition are displayed. The individual fields are described under ***Components of a Report Definition***.

Distributing an Active Report

This function distributes an active report to a user or distribution list that is not defined in the **Distribution Attributes** for the report.

To distribute an active report to a user or distribution list:

1. Select an active report in the active report list.
2. Invoke the context menu and choose the **Distribute** command.

   The **Distribute Report to User** dialog appears.
3. Use the **Select** button to the right of the field **User / Distribution list** to select from a list of users and distribution lists.

   When you have made your selection, the user ID or name of the distribution list is written to the **User / Distribution list** field.
4. Choose the **OK** button to distribute the active report to the selected user or distribution list.

Putting an Active Report in a Bundle

This function adds an active report to an open active bundle for one distribution only.

To put an active report in an open active bundle:

1. Select an active report in the active report list.
2. Invoke the context menu and choose the **Put in Bundle** command.

   The **Put Report in Bundle** dialog appears.
3. Use the list box to the right of the bundle **Name** field to select an active bundle.
4. When you have made your selection, choose the **OK** button.

   The selected active report is added to the selected active bundle.

Displaying Spool Attributes of an Active Report

To display the spool attributes of an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose the **Spool** command.

A window is displayed showing the spool attributes of the active report. The individual attributes are described in under *Components of a Report Definition*.

Displaying Users Connected to an Active Report

This function lists all users to whom an active report is distributed.

To list all users connected to an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose the **Display Users** command.

A list of all users who receive the active report is displayed.

Displaying Cross-Reference Information for an Active Report

This function displays a list of all active bundles in which the active report is contained.

To display cross-reference information for an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose the **XREF** command.

A list of bundles appears. For each bundle, the following information is displayed:

Field	Explanation
Bundle	Name of active bundle in which active report is contained.
Run Number	Internal report identification.
Group	Group identifier assigned to the report in the bundle.
Sequence Number	Sequence number assigned to the report in the bundle.
Status	Bundle status.
Printer	Logical Printer assigned to the report in the bundle.

17 Active Bundles

For further information, see also *Active Reports in an Active Bundle*.

What is an Active Bundle?

An active bundle is a group of active reports collected from different jobs or SYSOUT datasets and generated by the bundle definition. An active bundle is printed and distributed as one unit.

Available Commands for Active Bundles

To list all available commands for active bundles:

1. In the object workspace, expand the **Active Bundles** folder.
2. Select an active bundle and invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Active in Bundle	---	List reports contained in an active bundle. A list of reports is displayed to allow browsing of active reports or deletion of the active report from this bundle.
Archive	---	Mark all reports in an active bundle for archiving.
Close	---	Close an active bundle. The bundle can accept no more reports. A new version of the bundle is opened for additional reports.
Delete	Del	Delete an active bundle. Only control information is deleted. The active reports contained in the bundle are not deleted.
Display	Ctrl+D	Display active bundle parameters.
Display Log	F10	Display log information for an active bundle.
Filter	F3	Use selection criteria to list active bundles.
List Active	Ctrl+F8	List all active bundles.
Info	---	Display additional information on an active bundle.
Open	Ctrl+O	Modify active bundle. Note that modifications hold only for this current copy of the bundle and do not affect the bundle definition. Modifications can be performed only if bundle status = Opened.
Print	---	Print an active bundle. The bundle is forced to print no matter what was defined to control printing. This command can be entered only if bundle status = Opened.
Revive	---	Mark all reports in an active bundle for reviving.
Select Subobject	Ctrl+F3	Use selection criteria to list active reports.

Listing All Active Bundles

To list all active bundles:

1 In the object workspace, select the **Active Bundles** folder.

2 Invoke the context menu and choose **List Active**.

All active bundles are listed in the content pane.

The fields of the active bundle list are explained below.

Fields: Active Bundle List

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td>Bundle</td><td colspan="2">Bundle name.</td></tr>
<tr><td>Run Number</td><td colspan="2">Unique number identifying the active report.</td></tr>
<tr><td rowspan="9">Status</td><td colspan="2">Bundle status:</td></tr>
<tr><td>Closed</td><td>Bundle can accept no additional reports.</td></tr>
<tr><td>Empty</td><td>Bundle is empty.</td></tr>
<tr><td>Flushing</td><td>Bundle is being closed.</td></tr>
<tr><td>Forced</td><td>Bundle forced to print when retention period expires.</td></tr>
<tr><td>Opened</td><td>Bundle is open and contains reports.</td></tr>
<tr><td>Print</td><td>Bundle is being printed.</td></tr>
<tr><td>Printed</td><td>Bundle has been printed.</td></tr>
<tr><td>Processing</td><td>Bundle is being processed.</td></tr>
<tr><td>Number of Reports</td><td colspan="2">Number of reports in the bundle.</td></tr>
<tr><td>Coordinator ID</td><td colspan="2">User ID of the bundle coordinator.</td></tr>
<tr><td>Open Date/Time</td><td colspan="2">Date and time bundle was opened.</td></tr>
<tr><td>Close Date/Time</td><td colspan="2">Date and time bundle was closed.</td></tr>
<tr><td>Message</td><td colspan="2">Indicates why the bundle cannot be printed. For example, if no printer has been assigned, the message "No Printer" appears here.</td></tr>
<tr><td>Description</td><td colspan="2">Short description of bundle</td></tr>
</table>

To invoke a list of available commands:

- Select an active bundle and invoke the context menu.

Listing Selected Active Bundles

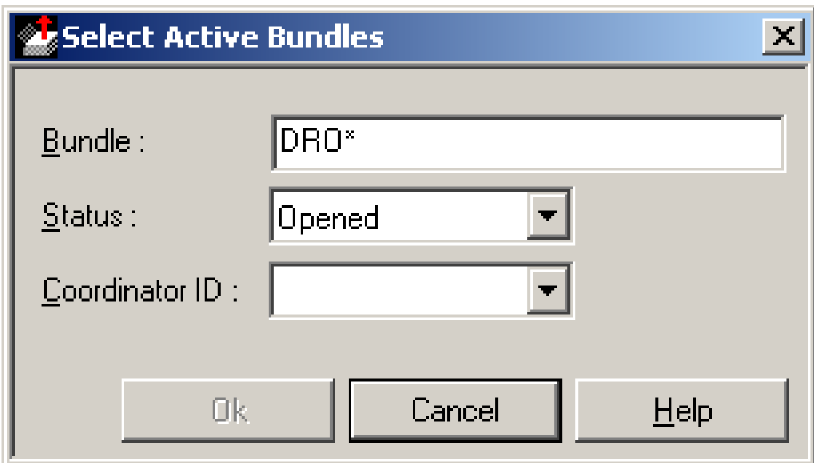
To list active bundles according to selection criteria:

1 In the object workspace, select the **Active Bundles** folder.

2 Invoke the context menu and choose **Filter**.

The following dialog appears in the content pane.

3 Enter selection criteria for the active bundles, for example:



4 Choose **OK**.

Now only active bundles which satisfy the selection criteria appear in the expanded **Active Bundles** folder in the object workspace.

Modifying an Active Bundle

- General Attributes
- Printing Attributes
- Selecting Printers for a Bundle

To modify the attributes of an active bundle:

1 Select the desired active bundle in the object workspace or in the report list.

2 Invoke the context menu and choose **Open**.

The active bundle is displayed. It consists of: General Attributes and Printing Attributes.

3 To change the desired attributes, choose the appropriate tab: **General** or **Printing**.

4 The corresponding window is displayed, and you can change the data. The individual attributes are described below.

5 When you have finished, choose the **OK** button to save your changes.

General Attributes

Field	Explanation	
Run Number	Internal sequence number (cannot be modified).	
Created	Date and time when first active report arrived for this bundle (cannot be modified).	
Coordinator ID	ID of the **bundle coordinator**.	
Print events	Time schedule	The print time is computed at an open time based on the defined time schedule. If 00-01-02 00:00 appears here, it means that no time trigger is in effect.
	Lines exceeded	When the report that causes this line number to be exceeded has been written to the active bundle, the bundle is closed and scheduled for printing.
	Report arrival	The bundle is printed when all these reports arrive.

Printing Attributes

Field	Explanation	
Hold before print	Mark the checkbox to hold bundle printing until released manually, otherwise the bundle is printed immediately.	
Bundle separator	Start	Enter the name of the separator member to be printed at the beginning of the bundle. If this field is omitted, then the standard separator is used.
	End	Enter the name of the separator member to be printed at the end of the bundle. If this field is omitted, then the standard separator is used.
	Copies	Enter the number of separator pages to be printed for the bundle.
Print control exit	Natural Member	Name of user exit.
	Natural Library	Library containing user exit.
Jobcards	Enter the job cards used when Bundle printing is performed with batch jobs. The following substitution variables can be used: §USER, §BUNDLE. If you leave this field blank, the Jobcards specification for the logical printer is used instead. See the **Jobcards** field under *General Attributes* in *Adding a New Logical Printer*.	

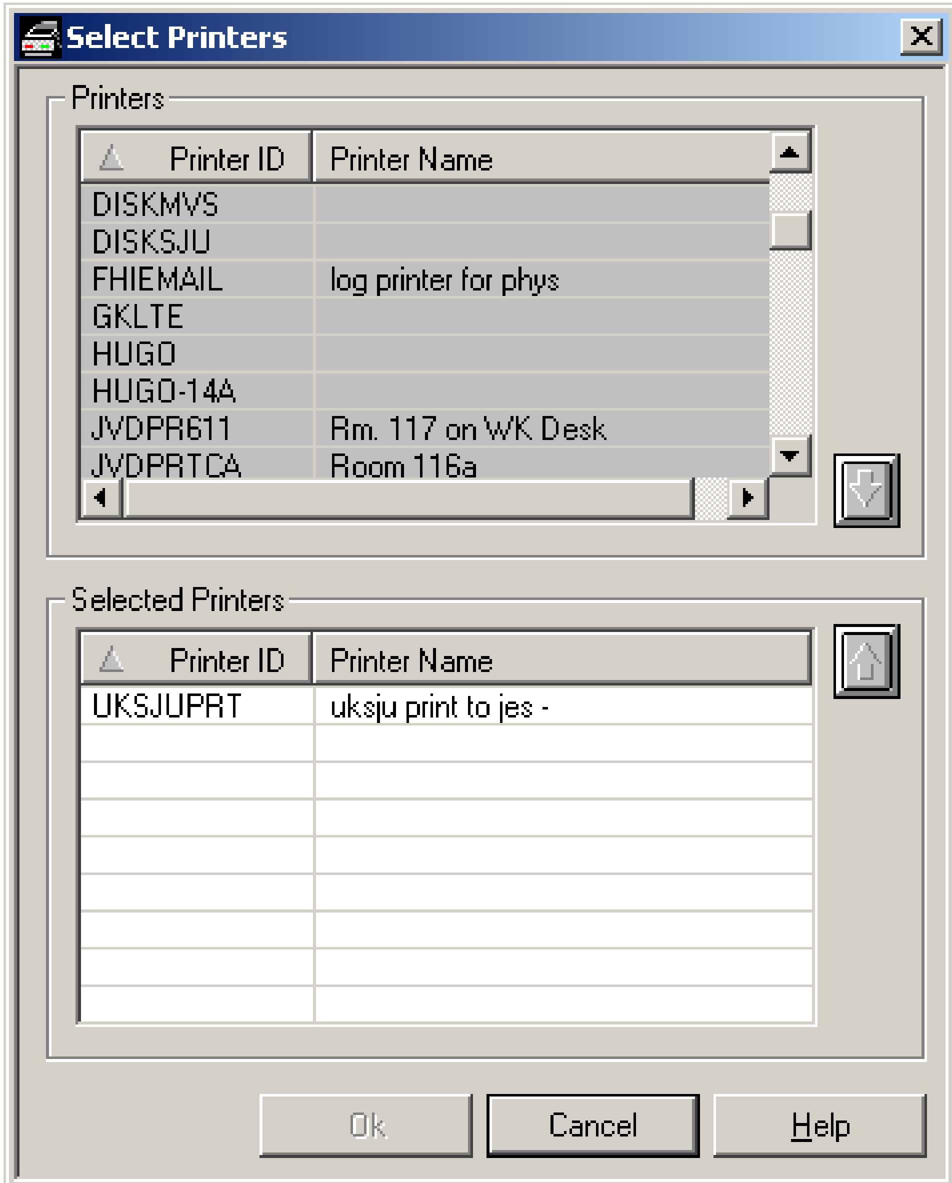
Field	Explanation	
Printers	Printer	Use the **Select** button to select one or more printers from a list of defined logical printers. See *Selecting Printers for a Bundle* below.
	Copies	Enter the number of times the bundle is to be printed on the respective printers.

Selecting Printers for a Bundle

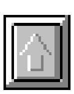
To select a logical printer from a list of defined printers:

1 Choose the **Select** button to the right of the **Printers/Copies** list.

The following dialog appears:



2 Select a printer from the **Printers** list at the top of the dialog and choose the down arrow  on the right.

The selected printer is written to the **Selected Printers** list in the lower part of the dialog. (To remove a printer from the **Selected Printers** list, select the printer and choose the up arrow  on the right.)

3 When you have finished selecting printers, choose the **OK** button at the bottom of the dialog.

The selected printers now appear in the **Printers/Copies** list.

Displaying an Active Bundle

To display the attributes for an active bundle:

1 In the object workspace or in the active bundle list, select the desired active bundle.

2 Invoke the context menu and choose **Display**.

The attributes of the active bundle are displayed. For an explanation of the attributes and their fields, see *Modifying an Active Bundle*.

Deleting an Active Bundle

To delete an active bundle:

1 In the object workspace or in the active bundle list, select the desired bundle.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the active bundle, or **No** to cancel the operation.

Printing an Active Bundle

To print an active bundle:

1 In the object workspace or in the active bundle list, select the desired active bundle.

2 Invoke the context menu and choose **Print**.

The **Print Active Bundle** dialog appears.

3 Choose the **Select** button to the right of the **Printer** field to display a list of printers.

4 Select a printer from the list, and choose the **OK** button.

The name of the selected printer is written into the **Printer** field of the **Print Active Bundle** dialog.

5 Choose the **Print** button to print the bundle and leave it open.

Or:

Choose the **Print and Close** button to print the bundle and close it.

A message confirms that the bundle has been queued for printing.

Closing an Active Bundle

This function closes an active bundle so that it can accept no additional reports. If additional reports arrive for the bundle, a new version of the bundle is opened to accept them.

To close an active bundle:

1 In the object workspace or in the active bundle list, select the desired active bundle.

2 Invoke the context menu and choose **Close**.

A dialog appears prompting you to confirm the function.

3 Choose the **Yes** button to close the active bundle.

Archiving an Active Bundle

This function marks an active bundle for archiving. The bundle is archived the next time the archiving task is active.

To mark an active bundle for archiving:

1 In the object workspace or in the active bundle list, select an active bundle that has not been archived.

2 Invoke the context menu and choose **Archive**.

A message confirms the number of reports marked for archiving.

Reviving an Active Bundle

This function marks all archived reports in an active bundle to be revived. The reports will be revived the next time the revive job runs.

To mark an active bundle for reviving:

1. In the object workspace or in the active bundle list, select an active bundle that has been archived.
2. Invoke the context menu and choose **Revive**.

   The **Revive Active Bundles From Archive** dialog appears.
3. Use the list box to the right of the **Revive to** field to select a destination for the revived active bundle: Con-nect, NOM database, JES Spool.
4. When you have made a selection, choose the **OK** button to confirm it.

   A message confirms the number of reports marked for reviving.

Displaying Information on an Active Bundle

This function displays additional information on an active bundle.

To display additional information on an active bundle:

1. In the object workspace or in the active bundle list, select the desired active bundle.
2. Invoke the context menu and choose **Info**.

   A window is displayed, providing the following information:

Fields: Active Bundle Info

Field	Explanation	
Bundle	Run number	Unique internal identifier of active bundle.
	Description	Short description of active bundle.
Number of	Reports	Number of active reports contained in active bundle.
	Lines	Number of lines contained in active bundle.
Coordinator	ID	ID of **bundle coordinator**.
	Name	Name of bundle coordinator.
	Phone	Phone number of bundle coordinator.
Date/Time of	Open	Date and time bundle was opened.
	Close	Date and time bundle was closed.
	Planned flush	When the bundle is opened, the print time is computed based on the defined time schedule. If 00-01-02 00:00 or nothing at all appears here, it means that no time trigger is in effect.

Field	Explanation	
Expiration date	Force	The day on which the closing and printing of the active bundle is to be forced. This date is computed when the active bundle is opened. It is computed using the **Force Flush** period defined in the corresponding bundle definition. See **Print events - Force Flush** in *Fields: General Attributes* (*Components of a Bundle Definition*).
	Purge	The day on which the active bundle is to be deleted. This data is computed when the active bundle is closed. It is computed using the **Retention Period** in the corresponding bundle definition. See **Retention - Period** in **Fields: General Attributes** (*Components of a Bundle Definition*).

Displaying the Active Bundle Log

To display the active bundle log:

1. In the object workspace or in the active bundle list, select the desired bundle.
2. Invoke the context menu and choose **Display Log**.

   A list of all events concerning the active bundle is displayed.

   For each event, the list contains the following information: the date and time when it occurred, the ID of the user or monitor causing it, and a message explaining the event.

To display more detailed log information for an entry in the active bundle log:

1. Select an entry from the log information dialog and invoke the context menu.
2. Choose **Info**.

   A dialog with detailed information on the selected entry is displayed.

18 Active Reports in an Active Bundle

Listing All Active Reports in an Active Bundle

To list active reports in an active bundle:

1. Select an active bundle in the object workspace or in the active bundle list.
2. Invoke the context menu and choose the **Active in Bundle** command.

   The Active Report List in Bundle is displayed. The fields of the list are explained below.

To invoke a list of available commands

- Select an active report and invoke the context menu. For information on operations which can be performed on active reports in bundle, see *Available Commands for Active Report List in Bundle* below.

For information on all operations which can be performed on active reports, see *Available Commands for Active Reports* and *Active Reports*.

Fields: Active Report List in Bundle

Field	Explanation
Report	Active report name.
Run Number	Unique number identifying the active report.
Group	The name of the group in which the report is to be printed. Groups of reports in a bundle are printed in alphabetical order.
Sequence Number	The sequential number of the active report in the bundle. The reports are printed in this sequence within the same group.
Lines	Number of lines in the active report.
Kbytes	The size of the report in KB (for binary reports only).
Form	Corresponds to the FORM JCL parameter.
Fcb	Corresponds to the FCB JCL parameter.
Chars	Corresponds to the CHARS JCL parameter.
Flash	Corresponds to the FLASH JCL parameter.

Listing Selected Active Reports in an Active Bundle

To list the active reports in an active bundle according to selection criteria:

1. Select an active bundle in the object workspace or in the active bundle list.
2. Invoke the context menu and choose **Select Subobject**.

   The **Select Active Reports in Bundle** dialog appears, containing the input fields **Grouping Name** and **Report**.
3. Enter your selection criteria for the active reports and choose the **OK** button to display the list.

Available Commands for Active Report List in Bundle

To list all available commands for active reports in a bundle:

- Select an active report in the **Active Report List in Bundle** and invoke the context menu.

  A list of available command appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Browse	Ctrl+B	Browse the contents of the active report.
Delete	Del	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.
Display	Ctrl+D	Display characteristics of active report.
Filter	F3	Use selection criteria to list active reports.
Open	Ctrl+O	Modify characteristics of active report.
Print	Ctrl+P	Print an active report.

Listing Selected Active Reports in an Active Bundle

To list active reports according to selection criteria:

1. Select an active report in the active report in folder list.
2. Invoke the context menu and choose **Filter**:

   The **Select Active Reports** dialog appears. It provides the following input fields:

Field	Explanation	
Keyword	Reports can be identified by up to 3 keywords. See the field descriptions for ***General Attributes*** under *Components of a Report Definition*.	
Report	Enter selection criteria for the report name.	
Mail date	Indicate whether the active report was mailed to your inbasket on (=), before (<) or after (>) a certain date.	
Expiration date	Enter the expiration date of the active report.	
Archive	Select the archive status of the active report:	
	Archived	Active report has been archived.
	Marked	Active report is marked to be archived.
Revive	Select the revive status of the active report:	
	Revived	Active report has been revived.
	Revive in Con-nect	Active report is marked to be revived to Con-nect.
	Revive in NOM DB	Active report is marked to be revived to the Entire Output Management database.
	Revive in JES-Spool	Active report is marked to be revived to the JES Spool.
Location	Select the storage location of the active report: Con-nect, NOM database, JES-Spool, or Archive.	

3. Enter selection criteria for the active reports.
4. Choose the **OK** button.

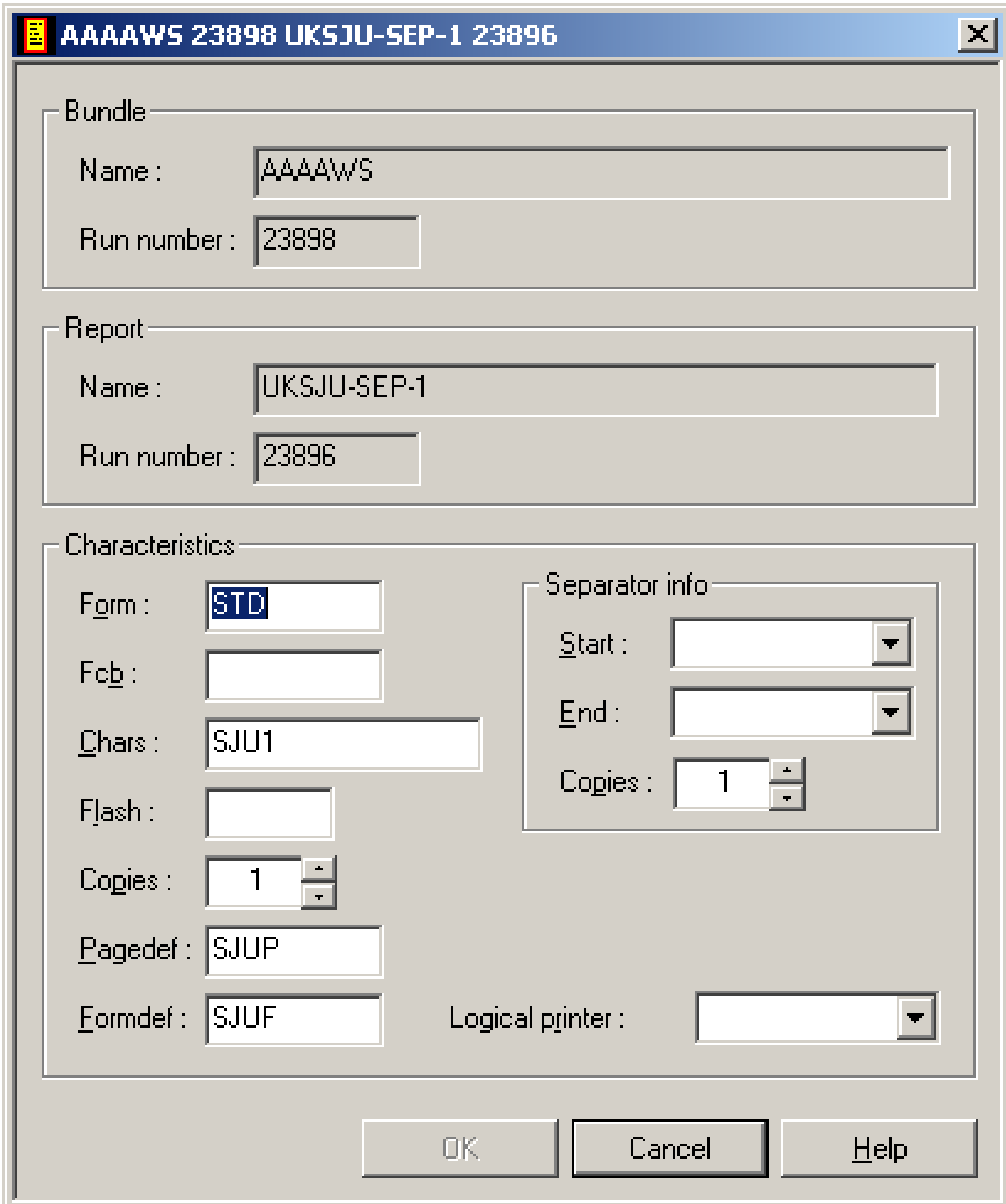
   Now only active reports which satisfy the selection criteria appear in the active report list.

Modifying Active Report Characteristics

To modify the characteristics of an active report:

1. Select an active report in the **Active Report List in Bundle** and invoke the context menu.
2. Choose the **Open** command.

   A dialog similar to the following appears:



3 Enter or change data. The fields are explained below.

Fields: Active Report Characteristics

Field	Explanation	
Characteristics	Form	Enter name of form on which to print. This corresponds to the FORM JCL parameter (system printers only).
	Fcb	Enter the forms control buffer. This corresponds to the FCB JCL parameter (system printers only).
	Chars	Enter one or more 4-byte character-set names. This corresponds to the CHARS JCL parameter (system printers only).
	Flash	This corresponds to the FLASH JCL parameter.
	Copies	Enter the number of copies to print.
	Pagedef	If printing on an IPDS system printer, enter the PAGEDEF JCL parameter.
	Formdef	If printing on an IPDS system printer, enter the FORMDEF JCL parameter.
Separator info	Start	Use the list box to select a separator to be printed at the beginning of the report.
	End	Use the list box to select a separator to be printed at the end of the report.
	Copies	Enter the number of separator copies to be printed.
Logical printer	Use the list box to select the name of a logical printer.	

Displaying Active Report Characteristics

To display characteristics for an active report:

1. Select the desired active report in the **Active Report List in Bundle**.
2. Invoke the context menu and choose **Display**.

   The characteristics of the active report are displayed. The fields are explained under *Modifying Active Report Characteristics*.

Deleting an Active Report in a Bundle

To delete an active report in a bundle:

1 Select the desired active report in the **Active Report List in Bundle**.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the active report, or **No** to cancel the operation.

Printing an Active Report in a Bundle

To print an active report:

1 Select a non-archived active report in the list of active reports.

2 Invoke the context menu and choose the **Print** command.

The **Print Active Report** dialog appears.

3 Choose the **Select** button to the right of the **Printer** field to display a list of printers.

4 Select a printer from the list, and choose the **OK** button.

The name of the selected printer is written into the **Printer** field of the **Print Active Report** dialog.

5 Choose the **Print** button to print the active report to the selected printer.

A message confirms that the report has been queued for printing.

Browsing an Active Report in a Bundle

To browse an active report:

1 Select an active report in the active report list.

2 Invoke the context menu and choose **Browse**:

The selected active report is displayed for browsing.

3 Invoke the context menu to display a list of available commands.

19 Printout Queue

What is a Printout?

A printout is an active report or an active bundle which has been queued for printing either upon user request or automatically by the monitor.

Available Commands for Printouts

To list all available commands for printouts:

1. In the object workspace, expand the Reports folder.
2. Select a report and invoke the context menu.

   A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Active in Bundle	---	Lists the active reports in the printout.
Browse	Ctrl+B	Displays the content of a printout (only possible for reports).
Delete	Del	Deletes a printout.
Display	Ctrl+D	Displays the printout definition.
Filter	F3	Lists printouts according to selection criteria.
Hold	---	Puts a printout in hold status.
List	F8	Lists printouts.
Open	Ctrl+O	Modifies a printout definition.
Release	---	Releases a printout from hold status so that it can be printed.
Resume	---	Resumes failed printing of a printout.

Listing All Printouts

To list all printouts:

1. In the object workspace, select the **Printout Queue** folder.
2. Invoke the context menu and choose the **List** command.

All printouts are listed in the content pane. For each printout, the following information is displayed.

Fields: Printout List

Field	Explanation
Object	Name of report or bundle to be printed.
Printout ID	Internal unique identifier for the printout.
Type	Report or bundle.
Printer	Logical printer to be used.
Lines	Number of lines already printed.
Kbytes	Size of the printout in KB (for binary printouts only).
Status	Status of the printout.
User ID	ID of user printing or of report owner or bundle coordinator.
Job Name	Job name of the printout in the job queue, if printing with a batch job.
Job Number	Job number of the printout in the job queue, if printing with a batch job.
Scheduled Date/Time	Date and time printout is scheduled.
Printed Date/Time	Date and time printout was printed.

Listing Selected Printouts

To list printouts according to selection criteria:

1. In the object workspace, select the **Printout Queue** folder.
2. Invoke the context menu and choose **Filter**.

   The **Select Printout** dialog appears. It provides four input fields: **Object Name**, **User ID**, **Printer** and **Status**.
3. Use the list boxes to the right of the fields **User ID**, **Printer** and **Status** to enter selection criteria.
4. When you are finished, choose **OK**.

   Now only printouts which satisfy the selection criteria appear in the expanded **Printout Queue** folder in the object workspace.

Modifying a Printout Definition

Note: Only the definitions of printouts in **hold** status can be modified.

To modify a printout definition:

1 Select the desired printout in the object workspace or in the printout list.

2 Invoke the context menu and choose **Open**.

The printout definition is displayed. It consists of: General Attributes, Printer Attributes and Special Attributes.

3 To change the desired attributes, choose the appropriate tab: **General**, **Printer** or **Special Attributes**.

4 The corresponding window is displayed, and you can change the data. The individual attributes are described below.

5 When you have finished, choose the **OK** button to save your changes.

General Attributes

Only the fields **Copies** and **Priority** can be modified.

Field	Explanation	
User	User ID of user printing, or of report owner or of bundle coordinator.	
ESY User ID	Entire System Server user ID.	
Bundle	Name	Name of the bundle to be printed.
	Run number	Internal run number.
Date/Time	Created	Date and time the printout was created.
	Scheduled	Date and time the printout is scheduled.
	Printed	Date and time the printout was printed.
Status	Status of the printout.	
Total lines / Total size	Total number of lines in printout, or total size of binary printout in KB.	
Lines printed / Printed size	Number of lines already printed, or portion of binary printout already printed in KB.	
Language	The language to be used in the report/bundle separators.	

Field	Explanation
Copies	Enter the number of copies to be printed.
Priority	Enter the print priority. This is passed to JES when using system printers.

Printer Attributes

<table>
<tr><th>Field</th><th colspan="2">Explanation</th></tr>
<tr><td rowspan="2">Logical printer</td><td>Name</td><td>Name of logical printer.</td></tr>
<tr><td>Description</td><td>Short description of logical printer.</td></tr>
<tr><td rowspan="2">Physical printer</td><td>Name</td><td>Name of physical printer.</td></tr>
<tr><td>Location</td><td>Location of physical printer.</td></tr>
<tr><td rowspan="2">Printer exit</td><td>Member</td><td>Name of the exit to be executed for each line before it is printed.</td></tr>
<tr><td>Library</td><td>Name of the library containing the member.</td></tr>
<tr><td rowspan="3">Job parameters</td><td>JCL skeleton</td><td>Enter or change name of the Natural member containing the JCL skeleton to be used when submitting a print job.</td></tr>
<tr><td>Escape character</td><td>Enter or change special character used as a prefix to identify substitution variables.</td></tr>
<tr><td>Jobcards</td><td>Enter or change jobcards to be used when printing in batch mode. If you leave these lines blank, the specifications from the Logical Printer Profile are taken.</td></tr>
</table>

Special Attributes

You cannot enter or change any special attributes. For further information, see the *Special Attributes* under *Adding a New Logical Printer*

Displaying a Printout Definition

To display a printout definition:

1. In the object workspace or in the printout list, select the desired printout.
2. Invoke the context menu and choose **Display**.

   The printout definition is displayed. The attributes and their fields are explained under *Modifying a Printout Definition*.

Deleting a Printout

To delete a printout:

1 In the object workspace or in the printout list, select the desired printout.

2 Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

3 Choose **Yes** to delete the printout, or **No** to cancel the operation.

Putting a Printout in Hold Status

This function places a printout in hold to prevent printing. Printout definitions can be modified only when the printout is in hold status.

To put a printout in hold status:

1 Select a printout in the printout list.

2 Invoke the context menu and choose the **Hold** command.

"hold" appears in the **Status** column for the selected printout.

Releasing a Printout from Hold Status

This function releases a printout from hold status and queues it for printing.

To release a printout from hold status:

1 Select a printout in the printout list.

2 Invoke the context menu and choose the **Release** command.

"ready for printing" appears in the **Status** column for the selected printout.

Resuming a Failed Printout

Print tasks and batch jobs periodically record the number of lines printed so far. If a printout fails, it can be restarted from the last recorded printed line number.

To resume printing failed a printout:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Resume** command.

   "ready for printing" appears in the **Status** column for the selected printout.

Browsing a Printout

This function is only available for printouts of type "report".

The display the content of a printout:

1. Select a printout in the printout list.
2. Invoke the context menu and choose the **Browse** command.

   The content of the printout is displayed in the editor screen.

Listing Active Reports in a Printout

This function lists the active reports contained in the printout.

To list the active reports in a printout:

1. Select a printout in the object workspace or in the printout list.
2. Invoke the context menu and choose the **Active in Bundle** command.

   The **Active Report List in Bundle (Printout)** is displayed. The fields are the same as described under *Listing Active Reports in an Active Bundle*.

To invoke a list of available commands:

- Select an active report and invoke the context menu.

For information on operations which can be performed on active reports, see ***Available Commands for Active Report List in Bundle*** and ***Active Reports***.

20 Log Information

This function allows you to display log information about the monitor, printouts and users.

Displaying the Monitor Log

To display the monitor log:

1 In the object workspace, select the **Monitor** subdirectory under **Log Information**.

2 Press F10.

The **Monitor Log** appears in the content pane.

For each event, it displays the date and time when it occurred, the user or monitor causing it, and a message explaining the event.

To display more detailed information for an entry in the monitor log:

1 Select an entry in the monitor log.

2 Invoke the context menu and choose **Info**.

The **Log Message** for the selected entry appears in the content pane.

Displaying the Printout Log

To display the printout log:

1 In the object workspace, select the **Printouts** subdirectory under **Log Information**.

2 Press F10.

The **Printout Log** appears in the content pane.

For each event, it displays the date and time when it occurred, the user or monitor causing it, and a message explaining the event.

To display more detailed information for an entry in the printout log:

1 Select an entry in the printout log.

2 Invoke the context menu and choose **Info**.

The **Log Message** for the selected entry appears in the content pane.

Displaying the User Log

To display a list of users:

1 In the object workspace, select the **Users** subdirectory under **Log Information**.

2 Press F8.

The **User List** appears in the content pane.

It contains the user IDs and names of all defined users (telephone number, optional). For more information, see *Displaying the User Log*, below.

To display the user log for a user:

1 Select a user from the user list.

2 Invoke the context menu and choose **Display User Log**.

The **User Log** for the selected user appears in the content pane:

For each event, it displays the date and time when it occurred, the user or monitor causing it, and a message explaining the event.

3 To display more detailed information for an entry, select the entry in the user log, and choose **Info** from the context menu.

The **Log Message** for the selected user entry is displayed.

21 System Administration > Defaults

The system defaults function enables the system administrator to set system-wide defaults for the following objects and functions:

22 Defaults > System

This section covers the following topics:

Modifying System Defaults

With this function, you can change the system default settings system-wide.

To change the system defaults:

1. Select the System Administration > Defaults > System node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **System Defaults** are displayed, and you can change them. The fields are described under *Defining System Defaults* in the *System Administration* documentation.

   You can integrate Natural applications into the Entire Output Management Main Menu by selecting the **Add** button in the System Defaults window. For further information, see *Integrating Natural Applications* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save hem.

Displaying System Defaults

With this function, you can view the system-wide default settings.

To display the system defaults:

1. Select the System Administration > Defaults > System node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The system defaults are displayed. The fields are described under *Defining System Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

23 Defaults > Monitor

This section covers the following topics:

Modifying Monitor Defaults

With this function, you can change the monitor default settings system-wide.

To change the monitor defaults:

1. Select the System Administration > Defaults > Monitor node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Monitor Defaults** are displayed, and you can change them.

   The fields are described under *Monitor Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

To define container files for the Entire Output Management monitor:

1. In the **Monitor Defaults** window, select the **Copy to DB Files** button.

   A window is displayed, in which you can add, modify, delete, reset or pass the container files to your selected destination.

   Container files should be used, if separation processing is defined for the SYSOUT, and/or if SYSOUT is to be browsed online. Data are compressed in the specified files. For further information, see *Defining Container Files* in the *System Administration* documentation.
2. When you have finished making changes in the window, choose the **OK** button to save them.

To modify the Monitor Task Profile:

1. In the **Monitor Defaults** window, select the **Monitor Task Profile** button.

   The **Monitor Task Profile** is displayed, allowing you to define subtask processing for the Entire Output Management Monitor.

   For further information, see *Subtask Processing* in the *System Administration* documentation.
2. Modify, reset or store the monitor tasks to a list.
3. When you have finished making changes, choose the **OK** button to save them.

Displaying Monitor Defaults

With this functions, you can view the system-wide monitor default settings.

To display the monitor defaults:

1 Select the System Administration > Defaults > Monitor node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 the monitor defaults are displayed. The fields are described under *Monitor Defaults* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

24 Defaults > Report

This section covers the following topics:

Modifying Report Defaults

With this function, you can change the report default settings system-wide.

To change the report defaults:

1. Select the System Administration > Defaults > Report node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Report Processing Default** are displayed, and you can change them.

   The fields are described under *Report Processing Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying Report Defaults

With this function, you can view the system-wide report default settings.

To display the report defaults:

1. Select the System Administration > Defaults > Report node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The report defaults are displayed. The fields are described under *Report Processing Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

25 Defaults > Bundle

This section covers the following topics:

Modifying Bundle Defaults

With this function, you can change the bundle default settings system-wide.

To change the bundle defaults:

1 Select the System Administration > Defaults > Bundle node in the object workspace.

2 Invoke the context menu and choose **Open**.

3 The Bundle Processing Defaults are displayed, and you can change them.

The fields are described under *Bundle Processing Defaults* in the *System Administration* documentation.

4 When you have finished making changes, choose the **OK** button to save them.

Displaying Bundle Defaults

With this function, you can view the system-wide bundle default settings.

To display the bundle defaults:

1 Select the System Administration > Defaults > Bundle node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 The bundle defaults are displayed. The fields are described under *Bundle Processing Defaults* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

26 Defaults > Archiving

This section covers the following topics:

Modifying an Archive

With this function, you can change your settings system-wide.

To change an archive:

1. Select an instance of the System Administration > Defaults > Archiving node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **User-Defined Archive Type** window for the selected instance is displayed, and you can enter or change the data as described in *Adding a User-Defined Archive* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying an Archive

With this function, you can view the system-wide default settings.

To display an archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The archive defaults are displayed. The fields are described under *Adding a User-Defined Archive* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Deleting an Archive

To delete an archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

Renaming an Archive

To rename an archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **Rename**.

   A window appears.
3. Enter the new name, and select **OK**.

Cross-Referencing an Archive

Allows a cross-reference list of separation or printer exit usage or report or bundle separator page usage to be displayed or printed to Printer 1.

To display cross-reference information for a user-defined archive:

1. Select an instance of the System Administration > Defaults > Archive node in the object workspace.
2. Invoke the context menu and choose **XREF**.

   The **XREF of Archive Type** window appears. It shows how many objects of each type reference this archive.
3. Select the relation type to display the object list.
4. Select **OK**.

Modifying Parameters for Archiving

With this function you can change the archiving parameters system-wide.

To change the archiving parameters:

1 Select the System Administration > Defaults > Archiving node in the object workspace.

2 Invoke the context menu and choose **Open Parameters**.

3 The **Archiving Parameters** window is displayed, and you change the data.

The fields are described under *Automatic Archiving Defaults* in the *System Administration* documentation.

4 When you have finished making changes, choose the **OK** button to save them.

Displaying Parameters for Archiving

With this function, you can view the system-wide archiving parameters defaults.

To display the archiving parameters defaults:

1 Select the System Administration > Defaults > Archiving node in the object workspace.

2 Invoke the context menu and choose **Display Parameters**.

3 The archiving defaults are displayed. The fields as described under *Automatic Archiving Defaults* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

Listing the Archives

To list the archives:

1 Select the System Administration > Defaults > Archiving node in the object workspace.

2 Invoke the context menu and choose **List**.

A list of all user-defined archives is displayed.

Creating a New Archive

You can define up to 9 custom archive types in addition to the standard archive. This enables you to:

- create multiple hierarchies for archived reports. For example, reports which need to be revived quickly can be archived to disk, with all other reports being archived to tape;
- archive to non-standard datasets (that is, datasets which cannot be accessed as a Natural work file) such as optical disks.

The Entire Output Management monitor submits an archive job for each type, which has active reports to be archived. It also submits a condense job for each type, which has archive datasets to be condensed. It submits a revive job for each dataset/volume containing reports to be revived.

To create a new archive:

1. Select the **Archive** folder in the object workspace and invoke the context menu.
2. Choose **New**.
3. The **New User-Defined Archive** window opens in the content pane, and you can enter data as described in *Adding a User-Defined Archive* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.

27 Defaults > Reviving

The reviving parameters enable the system administrator to schedule automatic reviving.

This section covers the following topics:

Modifying Reviving Defaults

With this function, you can change the system-wide reviving default settings.

To change the reviving parameters:

1. Select the System Administration > Defaults > Reviving node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Reviving Parameters** are displayed, and you can change them.

   The fields are described under *Automatic Reviving Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying Reviving Defaults

With this function, you can view the system-wide reviving default settings.

To display the reviving parameters:

1. Select the System Administration > Defaults > Reviving node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The reviving defaults are displayed. The fields are described under *Automatic Reviving Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

28 Defaults > Cleanup

The cleanup parameters enable the system administrator to schedule automatic cleanup.

This section covers the following topics:

Modifying Cleanup Defaults

With this function, you can change the system-wide cleanup default settings.

To change the cleanup parameters:

1. Select the System Administration > Defaults > Cleanup node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Cleanup Parameters** are displayed, and you can change them.

   The fields are described under *Automatic Cleanup Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying Cleanup Defaults

With this function, you can view the system-wide cleanup default settings.

To display the cleanup parameters defaults:

1. Select the System Administration > Defaults > Cleanup node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The cleanupd defaults are displayed. The fields are described under *Automatic Cleanup Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

29 Defaults > CMA Spool

CMA-SPOOL, among other spooling systems, can serve as source for the output data to be processed. Here you can define whether the CMA-SPOOL interface should be active or not.

Entire Output Management scans the specified destinations and moves the output into its own database container for further processing. The destinations to be scanned should be defined as virtual printers reserved for Entire Output Management. The destination is switched to the specified Temporary Destination (also a virtual printer) in order to avoid processing the same queue entry again.

This section covers the following topics:

Modifying CMA Spool Defaults

With this function, you can change the system-wide CMA Spool default settings.

To change the CMA Spool parameters:

1. Select the System Administration > Defaults > CMA Spool node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **CMA-SPOOL Defaults** are displayed, and you can change them.

   The fields are described under *CMA-SPOOL Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying CMA Spool Defaults

With this function, you can view the system-wide CMA Spool parameter default settings.

To display the CMA Spool parameters defaults:

1. Select the System Administration > Defaults > CMA Spool node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The CMA-Spool defaults are displayed. The settings are described under *CMA-SPOOL Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

30 Defaults > Natural Advanced Facilities

Instead of printing output from Natural programs in the Natural Advanced Facilities spool file (FSPOOL), you can route it to an Entire Output Management file (SYS2), from which it can be distributed, bundled or separated. Here you can define whether the NAF/NOM interface is active and from which Natural Advanced Facilities environments output is to be processed. A separate Entire Output Management file can be assigned to each FSPOOL file. However, you can also assign the same Entire Output Management file to all FSPOOL files.

This section covers the following topics:

Modifying Natural Advanced Facilities Defaults

With this function, you can change the system-wide Natural Advanced Facilities default settings.

To change the Natural Advanced Facilities parameters:

1. Select the System Administration > Defaults > NAF node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Natural Advanced Facilities Defaults** are displayed, and you can change them.

   The fields are described under *Natural Advanced Facilities Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying Natural Advanced Facilities Defaults

With this function, you can view the system-wide Natural Advanced Facilities parameter default settings.

To display the Natural Advanced Facilities parameters defaults:

1. Select the System Administration > Defaults > NAF node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The Natural Advanced Facilities defaults are displayed. The fields are described under *Natural Advanced Facilities Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

31 Defaults > API and User Exit

This section covers the following topics:

Modifying API and User Exit Defaults

With this function, you can change the system-wide API and user exit parameter default settings.

To change the API and user exit parameters:

1. Select the System Administration > Defaults > API and User Exit node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **API Defaults** are displayed, and you can change them.

   The fields are described under *NOM API and User-Exit Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying API and User Exit Defaults

With this function, you can view the system-wide API and user exit parameter default settings.

To display the API and User Exit defaults:

1. Select the System Administration > Defaults > API and User Exit node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The API and user exit defaults are displayed. The fields are described under *NOM API and User-Exit Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

32 Defaults > SAP Spool

SAP-Spool, among other spooling systems, can serve as source for the output data to be processed. Here you can define whether the SAP-Spool interface should be active or not. Reports can be transferred via SAP exits to Entire Output Management for further processing, instead of being printed by the SAP Spooling System. The data are stored in the specified Adabas file (Entire Output Management container file) and an entry is created for each Report in an internal queue. These jobs are run if SAP-Spool interface is activated.

This section covers the following topics:

Modifying SAP Spool Defaults

With this function, you can change the system-wide SAP Spool parameter default settings.

To change the SAP Spool parameters:

1. Select the System Administration > Defaults > SAP Spool node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **SAP-SPOOL Defaults** are displayed, and you can change them.

   The fields are described under *SAP-Spool Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying SAP Spool Defaults

With this function, you can view the system-wide SAP Spool default settings.

To display the SAP Spool defaults:

1. Select the System Administration > Defaults > SAP Spool node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The SAP Spool defaults are displayed. The fields are described under *SAP-Spool Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

33 Defaults > 3GL Interfaces

The 3GL interface can transfer output page by page to Entire Output Management for further processing. The interface consists of a control block, a data field and a work area. Several lists can be transferred to Entire Output Management at the same time, however each list must have its own control block and work area.

For further information, see *3GL Interface* in the *System Administration* documentation.

This section covers the following topics:

Modifying 3GL Interface Defaults

With this function, you can change the 3GL Interface defaults system-wide.

To change 3GL Interface defaults:

1. Select an instance of the System Administration > Defaults > 3GL Interface node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **3GL Interface Defaults** for the selected instance are displayed, and you can change them.

   The fields are described under *Modifying 3GL Interface Defaults* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save them.

Displaying 3GL Interface Defaults

With this function, you can view the system-wide 3GL Interface default settings.

To display 3GL Interface defaults:

1. Select an instance of the System Administration > Defaults > 3GL Interface node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The 3GL Interface defaults are displayed. The fields are described under *3GL Interface* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Deleting 3GL Interface Defaults

To delete 3GL Interface defaults:

1 Select an instance of the System Administration > Defaults > 3GL Interface node in the object workspace.

2 Invoke the context menu and choose **Delete**.

3 Confirm your choice.

For further information, see *3GL Interface Maintenance* in the *System Administration* documentation.

Creating New 3GL Interface Defaults

To create new 3GL Interface defaults:

1 Select the **3GL Interface** folder in the object workspace and invoke the context menu.

2 Choose **New**.

3 The **New 3GL Interface Defaults** window opens in the content pane, and you can enter data as described under *Defining Default Parameters for 3GL Interfaces* in the *System Administration* documentation.

4 When you have finished, choose the **OK** button to save your data.

Listing All 3GL Interfaces Defaults

To list all 3GL Interfaces:

1 Select the System Administration > Defaults > 3GL Interfaces node in the object workspace.

2 Invoke the context menu and choose **List**.

A window listing all user-defined interfaces is displayed.

34 Defaults > UNIX

You can treat any supported UNIX or Windows platform as a source of output data. So it is possible to get the output of any UNIX or Windows application to a container file and process it as usual, including archiving, distribution, printing on a mainframe printer, bundling, and so on.

This section covers the following topics:

Creating New UNIX Defaults

To create new UNIX defaults:

1. Select the **UNIX** folder in the object workspace and invoke the context menu.
2. Choose **New**.

   The **New UNIX Defaults** window opens in the content pane.
3. Enter data as described under *Defining UNIX Defaults* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.

Listing All UNIX Defaults

With this function, you can list all nodes defined for UNIX.

To list all UNIX nodes:

1. Select the System Administration > Defaults > UNIX node in the object workspace.
2. Invoke the context menu and choose **List**.

   A window listing all user-defined UNIX nodes is displayed.

Modifying UNIX Defaults

With this function, you can change the UNIX default settings system-wide.

To change the UNIX defaults:

1. Select an instance of the System Administration > Defaults > UNIX node in the object workspace.

2 Invoke the context menu and choose **Open**.

3 The **UNIX Node Definition** for the selected instance is displayed, and you can change it.

The fields are described under *Defining UNIX Defaults* in the *System Administration* documentation.

4 When you have finished making changes, choose the **OK** button to save them.

Displaying UNIX Defaults

With this function, you can view the system-wide UNIX default settings.

To display the UNIX defaults:

1 Select an instance of the System Administration > Defaults > UNIX node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 The UNIX defaults are displayed. The fields are described under *Defining UNIX Defaults* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

Deleting UNIX Defaults

To delete UNIX defaults:

1 Select an instance of the System Administration > Defaults > UNIX node in the object workspace.

2 Invoke the context menu and choose **Delete**.

3 Confirm your choice.

35 System Administration > Users

This section covers the following topics:

Listing All User Definitions

To list all user definitions:

1. Select the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **List**.

   A user list is displayed in the content pane. You can sort this list by User ID or Name.

Listing Selected User Definitions

To list selected user definitions:

1. Select the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **Filter**.

   The **Select Users** window opens.
3. Enter a part of a user ID in the input field, and select **OK**.

   Only user IDs that start with the specified string are listed under the **Users** node.

Creating a New User Definition

To create a new user definition:

1. Select the **User** folder in the object workspace and invoke the context menu.
2. Choose **New**.

   The **New User** window opens in the content pane.
3. Enter data as described under *Defining a User* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.

Modifying a User Definition

To modify a user definition:

1. Select an instance of the System Administration > Users in the object workspace.
2. Invoke the context menu and choose **Open**.

   The user definition is displayed.
3. Enter or change data as described under *User Function* in the *System Administration* documentation.
4. When you have finished making changes, choose the **OK** button to save your data.

Displaying a User Definition

To display a user definition:

1. Select an instance of the System Administration > User node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The user definition is displayed. The settings are described under *User Function* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

Copying a User Definition

To copy a user definition:

1. Select an instance of the System Administration > User node in the object workspace.
2. Invoke the context menu and choose **Copy**.

   A window opens.
3. Enter the name of the target user in the input field provided, and select **OK**.

   The user definition is copied and can be adapted to your requirements.

Deleting a User Definition

To delete a user definition:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

   The user has been deleted system-wide.

Displaying the Log

See DLOG in the *Commands* documentation.

Displaying the User Log

See *Displaying User Activity Log* in the *System Administration* documentation.

Cross-Referencing a User Definition

With this function, you can display user cross-reference information.

To display cross-reference information for a user:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **XREF**.

   A window is displayed, listing the numbers of objects related to the user, grouped by object type.
3. Select an object type.

   A list of all objects of the selected type which are related to the user is displayed.

   For further information, see *Display User Cross-Reference Information* in the *System Administration* documentation.

Listing Folders for a User

To list the folders for a user:

1. Select an instance of the System Administration > Users node in the object workspace.
2. Invoke the context menu and choose **List Folders**.

   All folders for the respective user are displayed.

36 Administration > Copy NSC Users

This function makes it easier for you to define users. Natural Security users can be copied to the Entire Output Management database. A default profile can be used for the users copied. The individual user profile can be defined directly on this window.

To copy users from Natural Security:

1. Select an instance of the System Administration > Copy NSC Users node in the object workspace.
2. Invoke the context menu and choose **Copy NSC**.
3. Confirm your selection.

   All Natural Security users are copied to Entire Output Management.

For further information, see *Copying Users from Natural Security* in the *System Administration* documentation.

37 System Administration > Calendars

Calendars are used to define retention periods for storage and archiving in terms of working days or absolute days.

This section describes the function available for calendars:

Listing All Calendars

To list all calendars:

1. Select the System Administration > Calendars node in the object workspace.
2. Invoke the context menu and choose **List**.

   A calendar list is displayed in the content pane. You can sort the list by calendar name or year.

Listing Selected Calendars

To list selected calendars:

1. Select the System Administration > Calendars node in the object workspace.
2. Invoke the context menu and choose **Filter**.

   The **Select Calendars** window with the input fields **Name** and **Year** is displayed.
3. Enter a part of a calendar name or a year as selection criterion in the appropriate input field, and select **OK**.

   Only calendars that start with the specified string or belong to the specified year are listed under the **Calendars** node.

Creating a New Calendar

To create a new calendar:

1. Select the **Calendar** folder in the object workspace and invoke the context menu.
2. Choose **New**.

   The **New Calendar** window opens in the content pane.

3 Enter data as described in *Adding a Calendar* in the *System Administration* documentation.

4 When you have finished, choose the **OK** button to save your data.

Modifying a Calendar

By opening a calendar, you can change your calendar settings.

To modify a calendar:

1 Select an instance of the System Administration > Calendar in the object workspace.

2 Invoke the context menu and choose **Open**.

The calendar is displayed.

Annual holidays and weekly holidays appear highlighted in the calendar; working days appear without highlight.

3 Enter or change the holiday settings as described in *Defining Weekly Holidays, Working Days, and Annual Holidays* in the *System Administration* documentation.

You can toggle between holiday mode and work mode by selecting the respective date.

4 When you have finished making changes, choose the **OK** button to save your data.

Displaying a Calendar

To display a calendar:

1 Select an instance of the System Administration > Calendar node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 The calendar is displayed. The settings are described under *Adding a Calendar* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

Deleting a Calendar

To delete a calendar:

1. Select an instance of the System Administration > Calendar node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

   The calendar will be deleted system-wide.

38 System Administration > Physical Printers

A physical printer is a VTAM printer, a system printer or a dataset, when printing to disk, to tape or to Con-nect.

This section describes the functions available for physical printers:

Listing All Physical Printers

To list all physical printers:

1 Select the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **List**.

All defined physical printers which can be used in the system are displayed in the content pane.

Listing Selected Physical Printers

To list selected physical printers:

1 Select the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **Filter**.

The **Select Physical Printer** window appears.

3 Enter a part of a printer name in the input field and select **OK**.

Only printers that start with the specified string are listed under the **Physical Printers** node.

Creating a New Physical Printer

To create a new physical printer:

1 Select the **Physical Printer** folder in the object workspace and invoke the context menu.

2 Choose **New**.

The **New Physical Printer** window opens in the content pane.

3 Enter data as described in *Adding Physical Printer* in the *System Administration* documentation.

4 When you have finished, choose the **OK** button to save your data.

Modifying a Physical Printer

To modify the settings of a physical printer:

1 Select an instance of the System Administration > Physical Printer in the object workspace.

2 Invoke the context menu and choose **Open**.

The settings for the selected physical printer are displayed.

3 Enter or change the settings as described under *Defining a Physical Printer* in the *System Administration* documentation.

4 When you have finished making changes, choose the **OK** button to save your changes.

Displaying a Physical Printer

To display a physical printer:

1 Select an instance of the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 The physical printer definition is displayed. The settings are described under *Defining a Physical Printer* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

Deleting a Physical Printer

To delete a physical printer:

1 Select an instance of the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **Delete**.

3 Confirm your choice.

The printer will be deleted system-wide.

Copying a Physical Printer

To copy the definitions for a physical printer:

1 Select an instance of the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **Copy**.

A window is displayed.

3 Enter the target destination for the printer definition in the input field provided.

4 Confirm your choice.

The printer definitions have been copied.

Stopping a Physical Printer

To stop a physical printer:

1 Select an instance of the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **Stop**.

Or:

Enter the direct command `STOP PHYSICAL` *`printer-name`*. You can specify the *`printer-name`* with asterisk selection (*) to stop a group of physical printers.

To stop a group of physical printers:

1 Select an instance of the System Administration > Physical Printers node in the object workspace.

2 Invoke the context menu and choose **List**.

3 Select the printers to be stopped.

4 Invoke the context menu and choose **Stop**.

The selected printer(s) will be stopped. All printouts which point to logical printers associated with the stopped physical printer(s) are put on hold.

Starting a Physical Printer

To start a physical printer which was stopped:

1. Select an instance of the System Administration > Physical Printers node in the object workspace.
2. Invoke the context menu and choose **Start**.

   Or:

   Enter the direct command `START PHYSICAL` *`printer-name`*. You can specify the *`printer-name`* with asterisk selection (*) to start a group of physical printers.

To start a group of physical printers which were stopped:

1. Select an instance of the System Administration > Physical Printers node in the object workspace.
2. Invoke the context menu and choose **List**.
3. Select the printers to be started.
4. Invoke the context menu and choose **Start**.

The printer(s) which were stopped are started again. All printouts that were put on hold when the printer(s) was/were stopped will get the status they had before they were put on hold.

39 System Administration > Monitor Management

This section covers the following topics:

Monitor

The Monitor runs as a Natural subtask under Entire System Server or as a batch job and does all the work of generating, printing and distributing Reports and Bundles.

This section covers the following topics:

Modifying the Monitor Parameters

To modify the monitor parameters:

1 Select an instance of the System Administration > Monitor Management > Monitor in the object workspace.

2 Invoke the context menu and choose **Open Parameters**.

A window showing the monitor parameter settings is displayed.

3 You can change the settings as described under *Monitor Management Screen* in the *System Administration* documentation.

4 When you have finished making changes, choose the **OK** button to save them.

Display the Monitor Parameters

To display the monitor parameters:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Display**.

3 The monitor parameters are displayed. They are described under *Monitor Management Screen* in the *System Administration* documentation.

4 Select **Cancel** to close the window.

Starting the Monitor

To start the Monitor, the Entire System Server Node specified for start must be active.

To start the monitor:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Start**.

The Monitor status changes and a message confirms.

Closing the Monitor

To close the monitor:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Close**.

The Monitor status changes to Shutdown In Progress. This means that the Monitor has not yet detected the close, since it is in wait status. The next time it is active, the Monitor detects the close and performs the normal close.

Waking the Monitor

To activate the Monitor before the next scheduled activity cycle, see Wait parameters.

To wake the monitor:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Wake**.

If there was any pending work, the Status changes. When the activity cycle is completed, Monitor status changes back to Idle.

Displaying the Monitor Status

To display the status of the monitor:

1. Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.
2. Invoke the context menu and choose **Status**.

   The status of the monitor is displayed:

   - Closed
   - Purge
   - Idle
   - Monitor not active
   - Process Bundles
   - Process JES Queue
   - Process Printouts
   - Purge expired Archive
   - Purge expired Bundles
   - Purge expired Logs
   - Purge expired Printouts
   - Purge expired Reports
   - Shutdown in progress

Purging the Monitor Buffer

To purge the monitor buffer:

1. Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.
2. Invoke the context menu and choose **Purge Buffer**.

   All entries in the Natural Buffer Pool are purged.

Purge a Single Buffer Pool Entry

To purge a single buffer pool entry:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Purge Single**.

3 Enter data for the object to be purged and select **OK**.

Only the object you specify here is purged from the Monitor Buffer Pool.

Displaying the Monitor Log

To display the monitor log:

1 Select an instance of the System Administration > Monitor Management > Monitor node in the object workspace.

2 Invoke the context menu and choose **Display Log**.

The monitor log is displayed.

You can sort the log entries ascending or descending concerning their date.

Tasks

Listing Monitor Subtasks

These monitor tasks show the current status of the monitor subtasks.

To list the monitor subtasks:

1 Select an instance of the System Administration > Monitor Management > Tasks node in the object workspace.

2 Invoke the context menu and choose **List**.

The monitor log is displayed.

You can sort the log entries ascending or descending concerning their date.

40 System Administration > Archiving Task

The automatic archiving defaults start archiving automatically, but the system administrator can also start archiving manually with this function.

Starting the Task

To start the archiving task:

1. Select an instance of the System Administration > Archiving Task node in the object workspace.
2. Invoke the context menu and choose **Start**.

   A window is displayed, showing the scheduled date and time, and input fields for you to specify a different date and time.
3. These input fields contain the present date and time. To reschedule the task, overwrite these values.

   All Reports marked for archiving are written to the archiving medium.

   Note: If the Report to be archived is in use, for example, if it is in the Printout queue or in an open Bundle, then it is not archived at this time, but only when printing is finished or the Bundle closed and the next Archiving session has begun. For further information on Archiving, see the sections *Automatic Archiving Defaults* and *Archive Administration*.

41 System Administration > Reviving Task

This function enables the system administrator to revive archived reports.

Starting the Task

To start the reviving task:

1 Select an instance of the System Administration > Reviving Task node in the object workspace.

2 Invoke the context menu and choose **Start**.

A window is displayed, showing the scheduled date and time, and input fields for you to specify a different date and time.

3 These input fields contain the present date and time. To reschedule the task, overwrite these values.

All Reports marked for reviving appear on the **Active Reports** screen.

42 System Administration > Condense Task

This function enables the system administrator to condense one or more marked archive datasets.

Starting the Task

To start the condense task:

1. Select an instance of the System Administration > Condense Task node in the object workspace.
2. Invoke the context menu and choose **Start**.

   A window is displayed, showing the scheduled date and time, and input fields for you to specify a different date and time.
3. These input fields contain the present date and time. To reschedule the task, overwrite these values.

43 Transfer Entity

This function enables the system administrator to copy objects to a target environment on another database, for example, to transfer objects from a test environment to a production environment.

You can use it for:

For further information, see *Transfer Object Facility* in the *System Administration* documentation.

Transferring Reports

To transfer reports:

1. Select an instance of the System Administration >Transfer Entity > Reports node in the object workspace.
2. Invoke the context menu and choose **Transfer**.

   The **Transfer Report to a Target Environment** window appears, listing all reports.
3. If you do not want to transfer all reports, select the reports to be transferred by choosing the **New selection** button.

   The **Select Reports** window opens.
4. Enter your selection criteria, and select **OK**.
5. Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.
6. Select the **Transfer** button.

   The previously selected reports are now copied to the defined target environment.

For further information, see *Transferring Reports* in the *System Administration* documentation.

Transferring Bundles

To transfer bundles:

1. Select an instance of the System Administration >Transfer Entity > Bundle node in the object workspace.
2. Invoke the context menu and choose **Transfer**.

   The **Transfer Bundle to a Target Environment** window appears, listing all bundles.

3 If you do not want to transfer all bundles, select the bundles to be transferred by choosing the **New selection** button.

The **Select Bundles** window opens.

4 Enter your selection criteria, and select **OK**.

5 Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.

6 Select the **Transfer** button.

The previously selected bundles are now copied to the defined target environment.

For further information, see *Transferring Bundles* in the *System Administration* documentation.

Transferring Logical Printers

To transfer logical printers:

1 Select an instance of the System Administration >Transfer Entity > Logical Printer node in the object workspace.

2 Invoke the context menu and choose **Transfer**.

The **Transfer Printer to a Target Environment** window appears, listing all logical printers.

3 If you do not want to transfer all printers, select the printers to be transferred by choosing the **New selection** button.

The **Select Printer** window opens.

4 Enter your selection criteria, and select **OK**.

5 Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.

6 Select the **Transfer** button.

The previously selected logical printers are now copied to the defined target environment.

For further information, see *Transferring Logical Printers* in the *System Administration* documentation.

Transferring Distribution Lists

To transfer distribution lists:

1. Select an instance of the System Administration >Transfer Entity > Distribution List node in the object workspace.
2. Invoke the context menu and choose **Transfer**.

   The **Transfer Distribution List to a Target Environment** window appears, listing all distribution lists.
3. If you do not want to transfer all distribution lists, select the printers to be transferred by choosing the **New selection** button.

   The **Select Distribution List** window opens.
4. Enter your selection criteria, and select **OK**.
5. Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.
6. Select the **Transfer** button.

   The previously selected distribution lists are now copied to the defined target environment.

For further information, see *Transferring Distribution Lists* in the *System Administration* documentation.

Transferring Users

To transfer users:

1. Select an instance of the System Administration >Transfer Entity > User node in the object workspace.
2. Invoke the context menu and choose **Transfer**.

   The **Transfer User to a Target Environment** window appears, listing all users.
3. If you do not want to transfer all users, select the printers to be transferred by choosing the **New selection** button.

   The **Select User** window opens.
4. Enter your selection criteria, and select **OK**.

5 Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.

6 Select the **Transfer** button.

The previously selected users are now copied to the defined target environment.

For further information, see *Transferring Users* in the *System Administration* documentation.

Transferring Calendars

To transfer calendars:

1 Select an instance of the System Administration >Transfer Entity > Calendar node in the object workspace.

2 Invoke the context menu and choose **Transfer**.

The **Transfer Calendar to a Target Environment** window appears, listing all calendars.

3 If you do not want to transfer all calendars, select the printers to be transferred by choosing the **New selection** button.

The **Select Calendar** window opens.

4 Enter your selection criteria, and select **OK**.

5 Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.

6 Select the **Transfer** button.

The previously selected calendars are now copied to the defined target environment.

For further information, see *Transferring Calendars* in the *System Administration* documentation.

Transferring Physical Printers

To transfer physical printers:

1 Select an instance of the System Administration >Transfer Entity > Physical Printer node in the object workspace.

2 Invoke the context menu and choose **Transfer**.

The **Transfer Printer to a Target Environment** window appears, listing all physical printers.

3 If you do not want to transfer all printers, select the printers to be transferred by choosing the **New selection** button.

The **Select Printers** window opens.

4 Enter your selection criteria, and select **OK**.

5 Enter the ID of the target database in the `Target (DBID)` field and the number of the target file in the `Target (FNR)` field.

6 Select the **Transfer** button.

The previously selected physical printers are now copied to the defined target environment.

For further information, see *Transferring Physical Printers* in the *System Administration* documentation.

44 System Administration > Archive Administration

Every time reports are archived to a tape, a dataset is created on the tape volume containing all the archived reports. This is called an *archive dataset*.

For each archive dataset, an entry is made on the Entire Output Management archive catalog, which contains control information regarding each archive process. This information includes the date and time of the operation, the VOLSER(s) on which the archive dataset has been catalogued, and an indication of whether the dataset still contains reports which must remain on archive.

When the reports contained in an archive dataset are no longer required, a message is displayed to the right of the dataset indicating that the VOLSERs can be reused for other purposes.

This section covers the following topics:

For further information, see *Archive Administration* in the *System Administration* documentation.

Listing All Archive Datasets

To list all archive datasets:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **List**.

All defined archive datasets are displayed in the content pane.

Listing Selected Archive Datasets

To list selected archive datasets:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Filter**.

The **Select Archive Dataset** window is displayed.

3 Enter a part of a dataset name in the input field and select **OK**.

Only datasets that start with the specified string are listed under the **Archive Datasets** node.

Condensing an Archive Dataset

Start Condense Task enables the system administrator to condense one or more marked archive datasets.

To condense an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Condense**.
3. Enter the schedule for condensing and select **OK**.

   For further information, see *Condensing an Archive Dataset* in the *System Administration* documentation.

Renaming an Archive Dataset

This function renames the selected archive dataset and updates all active reports contained on it so that they point to the new dataset. Summary information on the results of this function is written to the monitor log.

To rename an archive dataset:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Rename**.
3. A window is displayed in which you can specify the following:

Field	Explanation
To dataset name	Here you specify the new name of the dataset.
Log modifications of reports	Mark this field if you want messages about changed reports of the archive dataset to be written to the monitor log. Leave it empty if you do not want such messages to be written.

   Make your specifications, and confirm them by selecting **OK**.

Deleting an Archive Dataset

To delete an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Delete**.

3 Confirm by selecting **OK**.

Listing VOLSERs of an Archive Dataset

To list the VOLSERs spanned by an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **List VOLSERs**.

The VOLSERs are listed.

For further information, see *Listing VOLSERs Spanned by an Archive Dataset* in the *System Administration* documentation.

Modifying the VOLSER of an Archive Dataset

This function is used to change the volser of an archive dataset in and updates all active reports contained on it so that they point to the new volser.

This function can only be used for single-volume datasets. For multi-volume datasets, you condense the archive dataset to a new one; this which will also update the volsers.

To modify the VOLSER of an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Modify VOLSER**.

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

Field	Explanation
To volser	Here you specify the new volser.
Log modifications of reports	Mark this field if you want messages about changed reports of the archive dataset to be written to the monitor log. Leave it empty if you do not want such messages to be written.

Make your specifications, and confirm them by selecting **OK**.

Listing Archived Reports

To list the reports contained in an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **List Reports**.

A list of the reports contained in the archive dataset is displayed.

3 You can select a report and perform an action on it by invoking the context menu, which displays the commands available.

For further information, see *Listing Reports in an Archive Dataset* in the *System Administration* documentation.

Displaying an Archived Report

To display a report in an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Display**.

The report is displayed.

Deleting an Archived Report

To mark a report in an archive dataset for deletion:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Delete**.

Reports marked for deletion are automatically deleted on the following day.

Modifying the Expiration Date of an Archived Report

To modify the expiration date of a report in an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Open**.

3 Enter a new value in the **New Expiration Date** field, and select **OK**.

Resetting the Expiration Date of an Archived Report

To reset the expiration date of a report in an archive dataset:

1 Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.

2 Invoke the context menu and choose **Reset**.

The expiration date of the report is reset to the original expiration date.

Reviving an Archived Report

If an archived Report was deleted from Active Reports manually, but not deleted from the Archive, the Report is marked with a "D" on the **Reports in Archive Dataset** screen. Reports marked with "D" are automatically deleted on the following day.

To revive an archived report deleted from active reports:

1. Select the System Administration > Archive Administration > Archive Datasets node in the object workspace.
2. Invoke the context menu and choose **Revive**.

   For further information, see *Reviving a Report Deleted from Active Reports* in the *System Administration* documentation.