software AG

Entire Output Management

User's Guide

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ADABAS & NATURAL

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Preface

Using Entire Output Management	Describes general aspects of Entire Output Management's user interface and its functions. You should be familiar with the information in this section before you start using Entire Output Management.
Reports	Describes how to create and modify definitions for the reports you want to produce, and how to trace all the steps involved in report processing.
Active Reports	Describes the concept of active reports.
Bundles	Describes how to create and maintain a bundle.
Active Bundles	Describes the use of active bundles.
Folders	Describes the use of folders for the grouping of active reports.
Logical Printers	Describes the use of logical printers.
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Authorizing User Access to Objects	Describes how to grant users access authorization to objects.
Printouts	Describes the handling of a printouts in Entire Output Management.

1 About this Documentation

Document Conventions

Convention	Description
Bold	Identifies elements on a screen.
`Monospace font`	Identifies service names and locations in the format *`folder.subfolder.service`*, APIs, Java classes, methods, properties.
Italic	Identifies: Variables for which you must supply values specific to your own situation or environment. New terms the first time they occur in the text. References to other documentation sources.
`Monospace font`	Identifies: Text you must type in. Messages displayed by the system. Program code.
{ }	Indicates a set of choices from which you must choose one. Type only the information inside the curly braces. Do not type the { } symbols.
|	Separates two mutually exclusive choices in a syntax line. Type one of these choices. Do not type the | symbol.
[ ]	Indicates one or more options. Type only the information inside the square brackets. Do not type the [ ] symbols.
...	Indicates that you can type multiple options of the same type. Type only the information. Do not type the ellipsis (...).

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I Using Entire Output Management

2 Using Entire Output Management

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

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

- Menu Screens
- Object Maintenance Screens
- Object Definition Screens

Menu Screens

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

Example:

```
 14:13:28                **** ENTIRE OUTPUT MANAGEMENT ****              2015-07-14
User ID XYZ                        - Main Menu -

 Maintenance Functions                    DC Solutions

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

 Control Functions

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

  10 Help

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

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

Object Maintenance Screens

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

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

```
 14:15:12               **** ENTIRE OUTPUT MANAGEMENT ****            2015-07-14
User ID XYZ                    - Report Maintenance -

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

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

Selection Criteria Fields - Asterisk Notation

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

You can use an asterisk (*) as a wildcard for entering selection criteria.

Examples (referring to the above screen):

- To list only reports whose names begin with "U", you enter U* in the field above the report names.

- To list only reports whose names begin with "UEX", you enter UEX* in the field above the report names.

- To list all reports regardless of their names, you enter an asterisk * in the field above the report names.

This option of entering an asterisk, or a value of one or more characters followed by an asterisk, as selection criterion in a field is referred to as *asterisk notation* in the Entire Output Management documentation.

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

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

Scrolling a List

Once a list of objects is displayed, you can scroll it by entering the following commands in the **command line** or pressing the following keys:

To scroll ...	Command	Key
one page down	DOWN	PF8
one page up	UP	PF7
to the end of the list	BOT	-
to the beginning of the list	TOP	-

Object Definition Screens

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

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

```
 14:16:33                 **** ENTIRE OUTPUT MANAGEMENT ****                2015-07-14
User ID XYZ        - Report Definition >General Attributes -

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


Keywords ............ _____ _____ _____


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

Archive directly ..... N
Archive type ......... _
Retention                Report     Archive    Revive
   Number ............ 1__          ____       ___
   Unit .............. A            _          _
   Calendar .......... _____                _____
   Action ............ P

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

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

The ENTER Key

For Entire Output Management to perform a particular action, you enter the apropriate function code, command, etc and then press the ENTER key.

So, if this documentation tells you, for example, to "enter a line command", this means: "type in the line command and press ENTER".

If a function requires that you press another key, this will be explicitly mentioned in this documentation.

PF Keys

You can use PF keys to invoke certain functions.

Some PF keys are available throughout Entire Output Management. Other PF keys can only be used on certain screens.

The last two lines on a screen display the PF keys which are available to you on that screen:

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

These lines display either the PF keys 1 to 12 or the PF keys 13 to 24. They may also display the available line commands (only if no other lines on the screen are available to display them).

By pressing PF4 (Flip) or entering the direct command `FLIP`, you can switch between the three displays.

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

PF-Key Assignments

On most screens, the following functions are assigned to the following PF keys - where applicable, depending on the function:

Key	Name	Function
PF1	Help	Display online help.
PF2	Add	On an object maintenance screen: Add an object. On an object definition screen: Add another object.
PF3	Exit	Exit current screen and return to previous one.
PF4	Flip	Switch between display of PF1 to PF12, PF13 to PF24, and line commands.
PF5	Do	Commit all modifications.
PF6	Undo	Back out all modifications.
PF7	Up / -	Scroll one screen backward.
PF8	Down / +	Scroll one screen forward.
PF9	Ext	Switch between the display of long and short report/bundle names. On screens where a different function is assigned to PF9, the "Ext" function can be invoked with PF21
PF10	Left / <	Shift screen to the left.
PF11	Right / >	Shift screen to the right.

Key	Name	Function
PF12	Menu	Display the Main Menu.

Line Commands

- Using Line Commands
- Commonly Used Line Commands

Using Line Commands

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

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

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

If you enter a question mark (?) in the **Cmd** column, a window is displayed listing the available commands, and you can select the desired command. This window is also displayed if you have entered an invalid line command. An example of such a selection window is shown in the section *Online Help*.

Commonly Used Line Commands

These are the most commonly used line commands:

- AU - Authorize User Access to an Object
- CO - Copy an Object
- DE - Delete an Object
- DI - Display an Object Definition
- LO - Display Log Information for an Object
- MO - Modify an Object
- RN - Rename an Object

They are explained below.

AU - Authorize User Access to an Object

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

CO - Copy an Object

This line command is used to copy an object and its authorization list of users.

≫ **Example: To copy a report definition:**

1   On the **Report Maintenance** screen, enter `CO` in the **Cmd** field preceding the report to be copied.

The **Copy Report Definition** window is displayed:

```
 14:20:05              **** ENTIRE OUTPUT MANAGEMENT ****              2015-07-14
 User ID XYZ                   - Report Maintenance -

 Cmd Report                 Authoriz T Description

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

2   Enter the name of the target report in the **To Report** field, enter "Y" or "N" to copy authorization

A message confirms that the report has been copied.

3   Press PF3 to return to the **Report Maintenance** screen.

DE - Delete an Object

This line command is used to delete an object.

≫ **Example - To delete a report definition:**

1   On the **Report Maintenance** screen, enter DE in the **Cmd** field preceding the report definition.

If CONFIRM OFF is set (see *SET Command*), the report definition is deleted immediately.

If CONFIRM ON is set (this is the default) a window is displayed, prompting you to confirm the deletion:

```
 14:24:38               **** ENTIRE OUTPUT MANAGEMENT ****              2015-07-15
User ID XYZ                       - Report Maintenance -

Cmd Report                   Authoriz T Description
___ _____ _____ _ _____
 __ STD22-VENT90              ADMIN    C ( STD2 ) Standard Exit 2 example
 __ STD22-VENT94              ADMIN    C ( STD2 ) Standard Exit 2 example
 __ STD22-VENT96              ADMIN    C ( STD2 ) Standard Exit 2 example
 __ TLINES-COPY-NO            ADMIN    M Test Report, Don't Care (M)
 __ UEX-ADDFP-OPEN            ADMIN    M Exit ADDFP/OPEN separate sysout into

 _
 _+-------------------------------------------------------------------------+
 d!   Please confirm the deletion of ... UEX-DEFAULT                      !YSOU
 _!    by entering its name again ....... _____     !
 _!                                                                       !
 _!   PF3 Exit                                                            !
 _!                                                                       !
 _+-------------------------------------------------------------------------+
 __ UEX-EMPL-STD31MCC         ADMIN    S Standard Exit 3 example
 __ UEX-EMPL-STD32ASA         ADMIN    M Standard Exit 3 example
More ...
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip                -     +    Selct  <     >    Menu
```

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

A message then confirms that the report definition has been deleted.

DI - Display an Object Definition

This line command is used to display an object definition.

≫ **To display an object definition:**

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

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

2   Press PF3 to return to the object maintenance screen.

LO - Display Log Information for an Object

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

≫ **Example - To display log information for a report definition:**

1   On the **Report Maintenance** screen, enter `LO` in the **Cmd** field preceding the report for which you wish to display log information:

The **Log Display** screen is displayed for the selected report:

```
 15:39:27                **** ENTIRE OUTPUT MANAGEMENT ****              2015-12-15
User ID XYZ                  - Log Display Report ADAREP-DB088 -

Cmd Date      Time      Done By  Message
___ _____  _____  _____ _____
 __ 11/10/09 10:36:45 XYZ      REPORT DEFINITION UPDATED__
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
All
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip               -      +          <     >    Menu
```

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

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

3   To display more information about a log entry, enter `IN` in the **Cmd** field preceding the log
     entry.

4   Press PF3 to return to the previous screen.

MO - Modify an Object

This line command is used to modify the components of an object definition.

≫ **Example - To modify a report definition:**

1   On the **Report Maintenance** screen, enter `MO` in the **Cmd** field preceding the report to be
     modified.

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

```
 15:45:19              **** ENTIRE OUTPUT MANAGEMENT ****              2015-12-15
User ID XYZ        - Report Definition >General Attributes -

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

Keywords ............. _____ _____ _____

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

Archive directly ..... N
Archive type ......... _
Retention              Report      Archive     Revive
   Number ............ 1__         ____        ___
   Unit .............. A           _           _
   Calendar .......... _____                _____
   Action ............ P

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

2   Enter your data in the appropriate fields.

Modifications with COMMIT ON

≫ **To perform modifications with COMMIT ON:**

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

A message confirms the modification.

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

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

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

However, you have three alternatives:

1. Before leaving the record with PF3 (Exit), you can press PF6 (Undo) to cancel any updates made. This restores the previous contents to the modified or created record. A message indicated that the modifications were not made.

2. Before leaving the record with PF3 (Exit), you can press PF5 (Do) to commit your updates. A message confirms the modifications.

3. You can press PF3 (Exit). A window is displayed, requesting you to explicitly confirm or undo the updates you have made:

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

4. Enter Y to commit your updates, or N to undo them.

   A message confirms your action.

RN - Rename an Object

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

≫ **Example - To rename a report:**

1   On the **Report Maintenance** screen, enter RN in the **Cmd** field preceding the report to be re-named.

     The **Rename Report** window is displayed:

```
 15:57:50               **** ENTIRE OUTPUT MANAGEMENT ****              2015-12-15
 User ID XYZ                   - Report Maintenance -                          ↵


                                                                              ↵

 Cmd Report                      Authoriz T Description                       ↵

 ___ U*_____ _____ _ _____
 __ UEX-ADDFP-OPEN             ADMIN    M Exit ADDFP/OPEN separate sysout into
 __ UEX-CARS-STD1 +---------------------------------------------+             ↵

 __ UEX-CREATE    !                                             !             ↵

 RN UEX-DEFAULT   !                 - Rename Report -            ! SYSOU
 __ UEX-EMPL-STD1 !                                             !             ↵

 __ UEX-EMPL-STD1 !       Old name ...... UEX-DEFAULT           !             ↵

 __ UEX-EMPL-STD2 !                                             !             ↵

 __ UEX-EMPL-STD2 !       New name ...... _____   !             ↵

 __ UEX-EMPL-STD3 !                                             !             ↵

 __ UEX-EMPL-STD3 !  PF3 Exit                                   !             ↵

 __ UEX-EMPL-STD3 !                                             !             ↵

 __ UEX-EMPL-STD3 +---------------------------------------------+             ↵

 __ UEX-EMPL-STD33ASA          ADMIN    M Standard exit 3 example             ↵

 __ UEX-EMPL-STD33MCC          ADMIN    S Standard exit 3 example             ↵

 __ UEX-FORW-BACKW             ADMIN    S Exit FORW/BACKW/TOPP example         ↵
Top Of Data                                                                   ↵

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

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

The report is displayed on the **Report Maintenance** screen with its new name.

Direct Commands

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

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

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

The Command Line

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

```
Command =>  _____
```

Syntax for Direct Commands

Direct commands have the following syntax:

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

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

For a description of all direct commands, see *Direct Commands* in the *Commands* documentation.

Help for Direct Commands

■ **Incorrect command:**

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

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

■ **Incorrect object type:**

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

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

■ **Incorrect parameter:**

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

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

Commonly Used Direct Commands

This section describes the most important direct commands:

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

With most of these commands, you have to specify an *object type* and an *object name*. If you specify only the *object type*, but no *object name*, you will be prompted to specify a name. If the name you specify does not exist, all objects of the specified type will be listed, and you can select the object you want from the list.

ADD Command

The direct command `ADD` is used to add a new Entire Output Management object definition.

Use the following syntax:

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

For example, to add a new report definition, you enter the command:

```
ADD REPORT
```

This invokes the **Report Definition** screen.

For a list of possible object types, see **ADD** in the *Commands* documentation.

COPY Command

The direct command `COPY` is used to copy an Entire Output Management object.

Use the following syntax:

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

For example, to copy the report definition of a report named `ADAREP-DB09`, you enter the command:

```
COPY REPORT ADAREP-DB09
```

For a list of possible object types, see **COPY** in the *Commands* documentation.

DELETE Command

The direct command `DELETE` is used to delete an Entire Output Management object.

Use the following syntax:

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

For example, to delete the report definition of a report named `ADAREP-DB09`, you enter the command:

```
DELETE REPORT ADAREP-DB09
```

For a list of possible object types, see **DELETE** in the *Commands* documentation.

DISPLAY Command

The direct command `DISPLAY` is used to display an Entire Output Management object.

Use the following syntax:

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

For example, to display the report definition of a report named `ADAREP-DB09`, you enter the command:

```
DISPLAY REPORT ADAREP-DB09
```

This invokes the **Report Definition** screen for that report.

For a list of possible object types, see **DISPLAY** in the *Commands* documentation.

LIST Command

The direct command `LIST` is used to list Entire Output Management objects of a specific type.

Use the following syntax:

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

For example, to list all reports whose names begin with `ADA`, you enter the command:

```
LIST REPORT ADA*
```

For a list of possible object types, see **LIST** in the *Commands* documentation.

MODIFY Command

The direct command `MODIFY` is used to modify an Entire Output Management object.

Use the following syntax:

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

For example, the modify the report definition of a report named `ADAREP-DB09`, you enter the command:

```
MODIFY REPORT ADAREP-DB09
```

This invokes the **Report Definition** screen for that report.

For a list of possible object types, see **MODIFY** in the *Commands* documentation.

SET Command

The direct command `SET` is used to set various Entire Output Management session options:

- the handling of modify operations,

- the handling of delete operations,

- the language of the user interface.

For details, see **SET** in the *Commands* documentation.

Online Help

Entire Output Management provides two types of online Help:

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

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

  - Passive Help explains the field and its relationship to other fields on the screen. This Help can also be followed by an active Help.

  - Active Help (selection window) is usually a selection list, displaying a list of items, from which you can select one. The selected item is then automatically written into the field from which the Help was invoked.

Example of Selection Window:

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

A window is diplayed, listing the line commands available:

```
+----------------------------------------+ NAGEMENT ****              2015-12-15
!                                        ! nance -
!              Line Commands             !
!                                        ! scription
!  DE  Delete Report                     ! _____
!  MO  Modify Report                     ! it ADDFP/OPEN separate sysout into
!  DI  Display Report                    ! andard Exit 1 example
!  CO  Copy Report                       ! it CREATE report
!  AU  Authorization definition          ! port definition for undefined SYSOU
!  LO  Display log information           ! andard Exit 1 Example
!  RN  Rename Report                     ! andard Exit 1 Example
!  LI  List active Reports               ! andard Exit 2 example
!  LK  List active Reports by Keyword    ! andard Exit 2 example
!                                        ! andard Exit 3 example
!                                        ! andard Exit 3 example
!                                        ! andard Exit 3 example
!                                        ! andard Exit 3 example
!          Select ==> __                 ! andard exit 3 example
!                                        ! andard exit 3 example
+----------------------------------------+ it FORW/BACKW/TOPP example
Top Of Data
 Command =>  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Add   Exit  Flip             -     +    Selct  <     >    Menu
```

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

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

Option Codes

With option codes, you can invoke most screens directly, without having to go through the functional screen hierarchy.

An option code consists of a number preceded by a "greater than" sign (>).

You enter an option code in the `Command=>` line at the bottom of the screen.

The following option codes are available:

Option Code	Screen Invoked
>0	Main Menu
>1	Report Maintenance
>2	Bundle Maintenance
>3	Logical Printer Maintenance
>4	Distribution List Maintenance
>5	Active Reports - Folder Maintenance
>6	Active Bundles
>7	Printout List
>8.0	System Administration Menu
>8.1	Default Definition Menu
>8.2	User Maintenance
>8.3	Copy Natural Security Users (this function is only available if Natural Security is installed)
>8.4	Calendar Maintenance
>8.5	Physical Printer Maintenance
>8.6	Monitor Management
>8.7	Initiate Start of Archiver
>8.8	Initiate Start of Reviver
>9	Archive Data Sets

II Reports

This section describes how to create and modify definitions for the reports you want to produce, and how to trace the steps involved in report processing. It covers the following topics:

General Information on Reports

Attributes of a Report

Maintenance Functions for Reports

Tracing Report Processing

3 General Information on Reports

This section covers the following topics:

What is a Report?

A report is the basic object processed by Entire Output Management and refers to a spool data set in a job or to part of it.

Defining a report involves:

■ creating a report definition that can identify the jobs where the spool data set can be found;

■ creating user routines or using standard routines to extract the important data from the spool data set;

■ defining report processing: storage, distribution and printing of the report you have produced;

■ creating individual layouts for addressees.

Spool Data Set and Report

A spool data set is identified as containing a report if its spool attributes match the identification attributes of one or more report definitions.

One complete spool data set can constitute a report or it can be separated into smaller reports.

To separate a spool data set into several reports, you can use your own Natural user routines or one of the Entire Output Management standard separation routines. For more information, see *User Separation Routines* in the *System Administration* documentation.

Identification Attributes

Entire Output Management processes the spool data set one time for each report definition as identified by its attributes.

A report can have the following attributes:

■ general attributes,

■ spooling-system attributes,

■ printing attributes,

■ distribution attributes,

■ formatting attributes,

- separation attributes.

They are described under *Attributes of a Report*.

Life Cycles of Active Report/Attributes

Report Creation
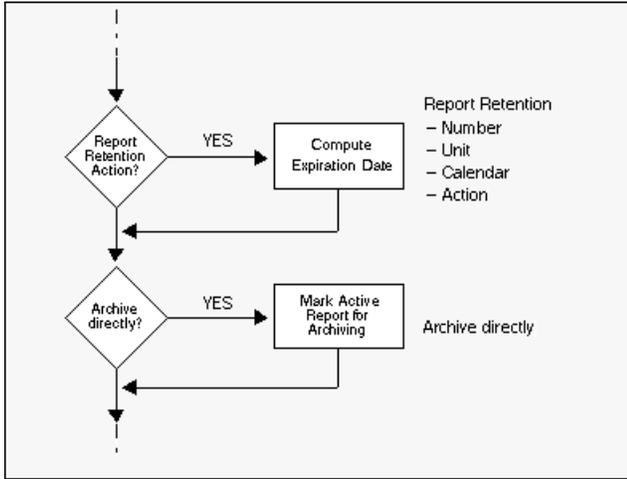
Daily Cleanup Processing
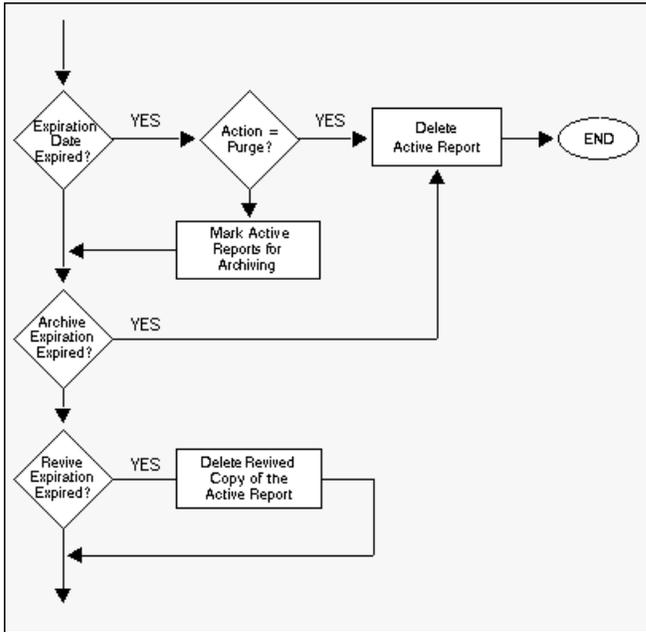
Archive Processing
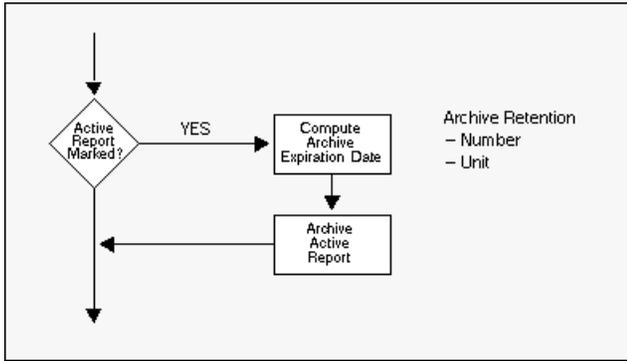
Revive Processing
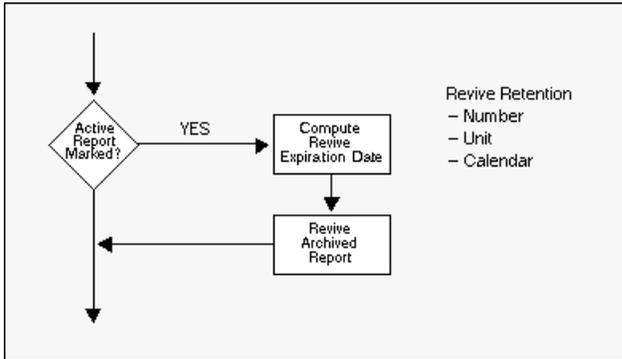
4   **Attributes of a Report**

This section describes the attributes which are part of a report definition:

Default values for report attributes can be set by the system administrator in *Report Defaults*.

General Attributes

≫ **To define the general attributes of a report:**

1   Press PF2 on the **Report Maintenance** screen.

The **Report Definition > General Attributes** screen is displayed:

```
 15:12:25              **** Entire Output Management ****           13/10/2015
 User ID XYZ      - Report Definition >General Attributes -
 Report
     Name ..............  _____
     Description .......  _____
     Type .............. M
 Keywords ............. _____ _____ _____
 Master Owner ......... _____
 Store in NOM DB ...... Y
 Archive directly ..... N
 Archive type ......... _
 Retention              Report      Archive     Revive
     Number ............ 1__         ____        ___
     Unit .............. A           _           _
     Calendar .......... _____                _____
     Action ............ P


 Command => _____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

       Help  Add   Exit  Flip                          Ext               Menu
```

2   On the **Report Definition > General Attributes** screen, you create a report by defining its general attributes.

Some fields are initialized with the values specified in the *Report Defaults*.

3   The following special PF keys are available:

Key	Name	Function
PF7	Ident	Define *Identification Attributes*, which determine how reports are identified in the spool (not possible for reports of Type "C"). .
PF8	Print	Define *Printing Attributes*.
PF9	Dist	Define *Distribution Attributes*.
PF10	Separ	Define *Separation Attributes*, which determine how reports are separated with user routines or standard routines (not possible for reports of Type "C").
PF21	Ext	Switch between the display of long and short report names.

> **Note:** Some of these PF-key assignments are displayed only after you have entered a report name.

General Attributes - Fields

Field	Explanation	
Name	You have to enter a report name before any other data when you create a new report. This field is write-protected when you modify an existing report.	
Description	Enter a short description for the report.	
Type	The type of report:	
	C = Created definition	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 C.
	D = Default definition	A definition containing identification and processing rules used to process spool data not identified by a suitable master report definition. Example: `ADAREP*` = all jobs whose names begin with ADAREP and which have no suitable master report definition.
	M = Master report definition	A definition containing identification and processing rules used to process one or more spool files. Example: `ADAREP20` = all ADAREP20 jobs.
	S = Suspended definition	A definition which 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 user ID of the person adding the report.	
Store In NOM DB	Enter "Y" to take report contents from the spool and store them in the Entire Output Management active-data file for later viewing or archiving.	

Field	Explanation	
	If you do not specify a storage location (Entire Output Management/ Con-nect), the report stays in the spool.	
Archive directly - Y/N/I	A report can be archived from the database or directly from the spool. Possible values: ■ Enter "Y" to archive the report automatically after creating it and when processing is completed. The contents of an active report are then no longer available online. ■ Enter "N" if you do not want automatic archiving. ■ Enter "I" for immediate archiving. 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 only exist in the archive data set and the active report must be revived before it can be viewed or printed again.	
Archive type	If the report is to be archived to a user-defined archive, enter the number of the archive type. Enter an asterisk (*) to select an archive type. Enter "0" or leave this field empty to archive the report on a standard Entire Output Management archive file.	
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" below).	
	Number	Enter the number of working days, absolute days, weeks or months the report is to be available online.
	Unit	■ W = working days. ■ A = absolute days. ■ V = weeks. ■ M = months. ■ G = generations (instances of the active report). If you select "working days", you also have to select a calendar which distinguishes between working and non-working days.
	Calendar	Select a calendar, if "working days" is the unit for the retention period. For more information on calendars, see *Calendars* in the *System Administration* documentation.
	Action	Enter "A" to archive the report when the retention period expires. Enter "P" to purge the report when the retention period expires.

Field	Explanation	
		When an active report is archived, its contents are no longer available online.
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 data set. An active report can be archived no matter where it is stored.	
	Number	Enter the number of days/weeks/months/years the active report is to be kept in the archive.
	Unit	■ D = days, ■ W = weeks, ■ M = months, ■ Y = years.
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 deleted automatically. Enter values for Number, Unit and Calendar fields as described for Report above.	

Identification Attributes

A report can be identified by one of the following:

- Report Identification for POWER
- Report Identification for BS2000/OSD
- Report Identification for JES
- Report Identification for 3GL Interface
- Report Identification for SAP Spool
- Report Identification for CA Spool
- Report Identification for Natural
- Report Identification for UNIX/Windows Nodes

The first three are invoked by pressing PF7 (Ident) on on the **Report Definition > General Attributes** screen.

The others are invoked by first pressing PF7 (Ident) on on the **Report Definition > General Attributes** screen, and then one of the following keys on the subsequent screen:.

Key	Name	Identification Attributes
PF7	UNIX	UNIX/Windows
PF8	3GL	3GL Interface
PF9	NAT	Natural
PF10	CA	CA Spool
PF11	SAP	SAP Spool

Report Identification for POWER

```
 15:27:59               **** ENTIRE OUTPUT MANAGEMENT ****            2015-10-02
 User ID XYZ        - Report Definition >POWER Identification -
 Report
    Name .............. ADABAS-DEFAULT_____
 POWER Attributes
    Jobname ........... ADA*____   or  Destination ......... _____
    or Form ........... ____
 and Data Sets ........ _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____


  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

       Help         Exit Flip  Do   Undo  UNIX  3GL   NAT         SAP   Menu
```

On the **Report Definition > POWER Identification** screen, you define how a report is identified in the POWER spool.

POWER Identification Attributes

The following attribute fields determine how a report is identified in the POWER spool.

Field	Explanation
You must enter a value for at least one of the following three attributes. They attributes are the primary selection criteria for report definitions. A report definition is considered identified if at least one primary selection criterion is found. Note that the number of the identified definitions is limited by the primary selection criteria. Use the file names to make a secondary selection.	
Jobname	If you want 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

Field	Explanation
	for the job name. For example, for all jobs beginning with IEE, enter IEE*. You can select the spool data sets in this job to be assigned to the report by filling in the "and Data Sets" fields.
Destination	If you want to identify the report by the DEST parameter of the originating job, enter the destination here.
Form	If you want to identify the report by the FORM parameter of the originating job, enter the form here.
and Data Sets	To specify the spool data sets in the selected jobs which identify the report(s), fill in these fields as follows: ■ LS (POWER List Queue) ■ Data set name, if spool data resides in a sequential file. The following special characters are supported as placeholders: ■ ? (question mark) or _ (underscore): Indicates a single position that is not to be checked. ■ * (asterisk): Indicates any number of positions not to be checked. Example: *EMPL_YEE* **Note:** Should this field be write-protected, remove the node name from the *Report Identification for UNIX/Windows Nodes*.

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 (for example, a Natural program) and must have the following attributes:

```
NOM DSN=<data-set-name> VOL=<volser>
NOM RECFM=<recform> RECSIZE=<record-length>
NOM BLKSIZE=<block-size> CC=<carriage-control>
```

■ Maximum length of the DSN pattern to identify the data set is 22.

■ Maximum length of the input data set name is 26.

■ Carriage control = ASA, MACHINE or NONE.

■ Data set is renamed before processing.

Report Identification for BS2000/OSD

```
 15:20:30                 **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-08
 User ID NOM      - Report Definition >BS2000/OSD Identification -
 Report
    Name ..............  ADAREP-DB063_____
 PRINT Attributes
    Pname ............  ADARE063   or  User ID .............  _____
    or Form ..........  _____
 and Files ...........  L.ADAREP.063*_____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____
                        _____

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit Flip  Do   Undo UNIX  3GL  NAT        SAP  Menu
```

On the **Report Definition > BS2000/OSD Identification** screen, you define how a report is identified in the BS2000/OSD spool.

BS2000/OSD Identification Atttributes

The following attribute fields determine how a report is identified in the BS2000/OSD spool.

Field	Explanation
The report can be identified by the PNAME option of the BS2000/OSD print command, by the BS2000/OSD user ID or the FORM option of the print command and by the completely or partially qualified file name. You must enter a value for at least one of the following three 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 **Files** field to make a secondary selection.	
Pname	If you want to identify the report by the PNAME option of the BS2000/OSD print command (/Print ...,PNAME=ADAREP), enter the PNAME here. You can also use an asterisk (*) to enter selection criteria for the job name. For example, for all jobs beginning with ADA, enter ADA*.

Field	Explanation
User ID	The BS2000/OSD user ID under which the print command was entered. If you want to identify the report with this ID, enter it here (for example: PROD01).
Form	If you want to identify the report by the `FORM` parameter of the originating job, enter the form here.
Files	Enter a completely or partially qualified file name which identifies the report (secondary selection). A report definition is considered identified if, in addition to one of the primary selection criteria, one of the files from the file list is selected. **Note:** Should this field be write-protected, remove the node name from the *Report Identification for UNIX/Windows Nodes*.

Example:

If you enter the value `ADA*` for **Pname** and the value `*L.ADAREP.*` for **and File**, all files are identified whose PNAME begins with `ADA` and whose file name contains the string `L.ADAREP.`.

The following special characters are supported as placeholders:

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

The `RECFORM` parameter of the file allows you to determine whether the print file contains carriage control characters and which ones:

- (F,A),(V,A),... contains ASA carriage control characters.

- (F,M),(V,M),... contains ENDIC carriage control characters.

- (F,N),(V,N),... contains no carriage control characters.

It is recommended that files with a fixed record length be used, because positioning within them is easier than within files with a variable record length.

Caution: Files with fixed record length that were expanded with OPEN-EXTENT are not supported.

Report Identification for JES

```
 16:00:46                **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-08
 User ID XYZ      - Report Definition >JES Identification -
 Report
    Name .............. A-SAP-DEFAULT_____
 JES Attributes
    Jobname ........... X_____    or   Destination ......... _____
    or Writer ........ _____     or   Form ............... _____
 and Data Sets ........ _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____


 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do    Undo  UNIX  3GL   NAT   CA    SAP   Menu
```

On the **Report Definition > JES Identification** screen, you define how a report is identified in the
JES spool.

JES Identification Attributes

Field	Explanation
The report can be identified by job name, destination, writer or form and a spool data set qualification. You must enter a value for at least one of the first four 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 **Data Sets** field to make a secondary selection.	
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 data sets in this job to be assigned to the report by filling in the **Data Sets** fields.
Destination	To identify the spool data set by the Destination parameter of the originating job, enter the destination here.

Field	Explanation
Writer	To identify the spool data set by the `External Writer` parameter of the data set, enter the writer name. This links the report to the spool data set assigned to this writer name. If you use an external writer similar to the report name, it makes identification easier.
Form	To identify the report by the `FORMS` parameter of the originating job, enter the form here.
Data Sets	See *Spool Data Sets* below. **Note:** Should this field be write-protected, remove the node name from the *Report Identification for UNIX/Windows Nodes*.

Spool Data Sets

≫ **To specify the spool data sets 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 data set or `SO 1:2` for the first and second SYSOUT data sets.

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 data set names, for example:

`*.STEP1.DDN1`

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

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

Or:

Enter `TYPE=AL` to create an active report containing all System Message and SYSOUT data sets for a job matching the specified JES attributes. The job must have at least one spool file

in one of Entire Output Management's managed classes. `TYPE=AL` must be the only data set criterion.

> **Note:** If more than one JES2 spool data set of a job is to be processed by Entire Output Management, then the job's spool data sets, 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 data set name. The data set 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=<data-set-name>
```

The maximum length of the DSN pattern to identify the data set is 22. The maximum length of the input data set name is 26. The STEPNAME to create the spool data set 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
/*
```

Report Identification for 3GL Interface

```
 14:44:29               **** ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
 User ID XYZ         - Report Definition >3GL Identification -
 Report
    Name .............. USR104-TEST_____
 3GL Interface 104 Attributes
    User ID ............ MRS*____   or    Terminal ID ........ _____   or
    Program ............ _____
 and
    List-Name .......... _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____
 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Flip  Do   Undo                Ext                Menu
```

On the **Report Definition > 3GL Identification** screen, you define a report that relies on a general, user-defined 3GL interface.

3GL Interface Identification Attributes

Field	Explanation
3GL Interface *nnn* Attributes	(Identifying Attributes) In this group, you can enter up to 4 attributes to be used as selection criteria for report definitions. You must specify at least one of the attributes. The Identifying Attributes of the 3GL Interface Defaults determine which attributes are displayed here and which attribute can be entered with an asterisk (*).
and	(File Identification) This attribute can be used as an additional selection criterion (secondary selection). In this case, the File Identification of the 3GL Interface Defaults determines which attribute can be entered here.

See also *3GL Interface Maintenance* in the *System Administration* documentation.

Report Identification for SAP Spool

```
 16:02:29                **** ENTIRE OUTPUT MANAGEMENT ****              2015-10-15
 User ID XYZ        - Report Definition >SAP-Spool Identification -
 Report
    Name .............. A-SAP-DEFAULT____
 SAP-Spool Attributes
    Destination ....... *___   or
    User ID ........... *___

 and List IDs ......... _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____
                       _____

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do    Undo                              Menu
 ↵
```

On the **Report Definition > SAP-Spool Identification** screen, you define how a report is identified in the SAP spool.

SAP-Spool Identification Attributes

Field	Explanation
Destination or User ID	If the report is to be identified by its destination, enter the destination.
	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 these fields. These attributes are the primary selection criteria for report definitions. A report definition is considered identified if at least one primary selection criterion is met.
	The number of the identified definitions is limited by the primary selection criteria. Use the **List IDs** field to make a secondary selection.
List IDs	To make a secondary selection, enter a fully or partially qualified list name that identifies the report. A report definition is considered identified if a list ID from this group is found in addition to one of the primary selection criteria.

Report Identification for CA Spool

```
  10:48:19                **** ENTIRE OUTPUT MANAGEMENT ****              2015-10-15
 User ID XYZ        - Report Definition >CA Spool Identification -
 Report
    Name ..............  ADAREP-DEFAULT_____

CA Spool Attributes
     Filename ..........  _____    or
     UserID ............  _____    or
     Writer ............  _____    or
     Form ..............  ____

 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Flip  Do    Undo                 Ext            Menu
```

On the **Report Definition > CA Spool Identification** screen, you define how a report is identified in the CA Spool.

CA Spool Identification Attributes

The report can be identified by one of the following attributes.

Field	Explanation
File name	To identify the report by the file name, enter the file name here as it appears on the CA 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. See the *CA Spool* documentation for more details.
User ID	The user ID which created the list. If you want to identify the report with this ID, enter it here (UID field in OPEN request).
Writer	To identify the report by the `Writer` parameter, enter the writer name here (WTR field in OPEN request).
Form	To identify the report by the `FORM` parameter, enter the form here (FOR field in OPEN request). **Note:** A definition is considered identified, if at least one CA Spool attribute is found.

You can also use wildcard notation (*). For example, to identify all files whose names begin with "ADA", enter `ADA*`. Or, to identify all files which were either created by the user "XYZ" or whose names begin with "ADA", enter the value `ADA*` for **File name** and the value `XYZ` for **User ID**.

Report Identification for Natural

```
  09:12:27              **** ENTIRE OUTPUT MANAGEMENT ****              2015-10-15
 User ID XYZ        - Report Definition >NATURAL Identification -
 Report
    Name .............. ADAREP-DEFAULT_____


 NATURAL Attributes
    *USER ............. _____   or
    *LIBRARY ID ....... _____   or
    Printer Profile ... _____


    and

    *PROGRAM .......... _____   and
    FORM .............. _____   and
    NAME .............. _____

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do    Undo              Ext               Menu
```

On the **Report Definition > Natural Identification** screen, you define how a report is identified which is created by Natural or its related products like Natural Advanced Facilities or Open Print Option.

Natural Identification Attributes

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:

Field	Explanation
Natural Attributes	Primary identification attributes (you must specify at least one of these):
*USER	Enter a Natural user ID.
*LIBRARY ID	Enter a Natural library ID.
Printer Profile	Enter the name as defined in the `OUTPUT` option of the `DEFINE PRINTER` statement.
Secondary identification attributes (optional):	
*PROGRAM	Enter a Natural program.
FORM	Enter form as defined in the `DEFINE PRINTER` statement.
NAME	Enter name as defined in the `DEFINE PRINTER` statement.

Notes:

1. Use an asterisk (*) to enter selection criteria for a field, for example, `MRS*` for all Natural user IDs that begin with MRS. You can use asterisk notation for all attributes except Printer Profile.

2. A first selection is made by the primary attributes, considerably reducing the number of definitions. A definition is applied to the print file, if at least one primary attribute is matched. All secondary attributes for which you have entered values *must* be matched.

For 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.

Report Identification for UNIX/Windows Nodes

```
11:37:40 ****              ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
 User ID XYZ             - Report Definition >UNIX Identification -
Report
    Name ................... Report_____

UNIX Attributes
    Node Name ................. node_name_____   Read-binary... _
    Path:
    e:/Nomdir/
    and Files ......... file*_pattern_____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____

 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help        Exit  Flip  Do   Undo                Ext           Node  Menu
```

On the **Report Definition > UNIX Identification** screen, you define how a report is identified on
UNIX or Windows nodes.

UNIX/Windows Identification Attributes

Identification is done using node name, path, and file pattern. ASCII files are scanned in the spe-
cified 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, form feeds and tabulators; any other kind of control character will be ignored and set to
blank.

Binary files can be of any format. Their format is converted to Base64 format and stored in a con-
tainer file. At the time of printing, the file is re-converted to binary format.

In addition to the files residing in the file system under UNIX or Windows, the Entire Output
Management identification process can process meta data. If a pair of files such as
file-name.extension and *file-name.extension*.nomxml is found, the nomxml file is treated as a
meta-data file in XML format. This format corresponds to the meta-data files processed by the
Open Print Option; see *Installing the Open Print Option*. This requires that the Monitor has to be
enabled to process XML files; see *Configuration of Entire Output Management on Mainframes*.

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.

Field	Explanation
Node name	Enter a node name that has been predefined by the administrator using the function **UNIX Defaults**. This field is case-sensitive.
Read binary	Possible values: ■ T = The report will be created from a UNIX file as text file. ■ B = The report will be created from a UNIX file as binary document. 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 administrator function **UNIX Defaults**. File and path names are case-sensitive, node name and path have to be defined in **UNIX Defaults** first, also logon data for this node. Details see below.
Path	Select a path from the default definition entered with administrator using the function **UNIX Defaults**. Use PF11 for selection. Path definitions must not contain wild characters. 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). If the path definition in **UNIX Defaults** is changed, the definition in this field will not change automatically. In this case, use PF11 to select a new path. This will ensure that an "old" report definition will still work, even if the defaults change.
Files	Enter up to 10 files or file patterns without path entries. Wild cards * and ? can be used to insert placeholders for many (*) or one single (?) character(s) 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.

Distribution Attributes

≫ **To define or modify the distribution attributes:**

1   Press PF9 on the **Report Definition > General Attributes** screen.

The **Report Definition > Distribution Attributes** screen is displayed:

```
 15:36:54              **** ENTIRE OUTPUT MANAGEMENT ****            2015-11-15
 User ID XYZ       - Report Definition >Distribution Attributes -
 Report
    Name ..............  FVSE-DB_____

 Distribution via NOM
    User/List .........  DC-GROUP _____ _____ _____ _____
                                  _____ _____ _____ _____ _____


 Distribution via CON-NECT
    Cabinet ...........  _____
    Subject ...........  _____
    Mail to ...........  _____ _____ _____ _____ _____
                         _____ _____ _____ _____ _____

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Flip  Do    Undo              Ext   Layot       Menu
```

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

3   You can use PF10 to specify different *Report Layout Attributes* for different addresses of the report.

Distribution Attributes - Fields

Field	Explanation
Distribution via NOM	
User/List	Enter up to 10 user IDs or distribution list names. When the report is created, all users connected to user IDs or distribution lists entered here can access this report, and can browse, print etc.
	A user ID selection window or a distribution list selection window can be opened by entering an asterisk * (or a selection criterion ending in an asterisk) in this field. For more information, see the section *Selecting Users to Receive a Report*.
	AUTOPRNT

Field	Explanation
	To automatically print a report with a special layout, you have to define an Entire Output Management user ID `AUTOPRNT`. Then add `AUTOPRNT` to the "Distribution via NOM" list of users and give it the required layout, which will then be applied to the printed report. However the report will not actually be distributed to the user `AUTOPRNT`, so it is not possible to log on as `AUTOPRNT` and view any active reports.
Distribution via Con-nect	
Cabinet	Enter the name of a Con-nect cabinet, where you want the report contents to be created as a Con-nect document (optional). If you do not want to create a document in a user cabinet, but wish to distribute it to Con-nect users directly, leave this field empty and only fill in the **Mail To** fields below. In this case, the report is created in a Con-nect stand-alone cabinet named `SYSNOMC`.
Subject	Enter a description to appear with the Con-nect document.
Mail To	Enter up to 10 Con-nect user IDs if you want to distribute the report directly to Con-nect users. 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.

Selecting Users to Receive a Report

≫ **To select a user or group of users on a distribution list:**

1 Enter an asterisk (*), or a selection criterion ending in an asterisk, in a User/List field on the **Report Definition > Distribution Attributes** screen.

The **Member Name** window is displayed.

2 Press:

■ PF4 to display a list of all users; or

■ PF5 to display a list of all distribution lists.

A selection window is displayed, listing all users / distribution lists defined for your Entire Output Management system.

3 Enter any character in the field preceding the desired user / distribution list.

The user ID / distribution list name is written to the User/List field.

When the report is produced, it is distributed to the "inbasket" of the user; in the case of a distribution list all users on the list receive the report. The user(s) can then browse and print the report.

You can also restrict users' view of the report by defining an individual report layout; see *Report Layout Attributes*.

Report Layout Attributes

You can restrict a user's view of the report by defining a user-specific report layout. In this layout, you specify the parts of the layout which are to be visible to the user.

You can define a different layout for each addressee of the report. If the addressee is a distribution list, all members of the list will see the specified layout.

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   On the **Report Definition > Distribution Attributes** screen, place the cursor on a **User/List** field containing a user ID or list name and press PF10 (Layot).

The **Report Definition > Layout Attributes** screen is displayed:

```
 15:40:42              **** ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
 User ID XYZ      - Report Definition >Layout Attributes -
 Report
    Name .............. FVSE-DB_____
    User/List ......... DC-GROUP

                          From   To
    Layout ............ ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
                        ___    ___
    Headerlines ....... ___
 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do    Undo   -     +    Ext               Menu
```

2   You can define up to 10 different layouts for each report to be distributed to different address-ees. A report layout consists of up to 10 pairs of offsets. The positions are counted from the beginning of a report line (not including ASA/machine codes).

Field	Explanation
From / To	For each column to be displayed, you the specify the first and last position to be displayed.
Header Lines	Here you specify the number of lines - counting from the top of the page - which are to remain in their original format.

For more information on layout, see the section *Modifying the Layout of an Active Report*.

Printing Attributes

≫ **To define or modify printing attributes:**

■   Press PF8 (Print) on the **Report Definition > General Attributes** screen.

The **Report Definition > Printing Attributes** screen is displayed:

```
 12:05:13              **** ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
 User ID XYZ         - Report Definition >Printing Attributes -               ↵

 Report                                                                       ↵

    Name .............. XYZ-XML_____                            ↵

 Hold Logic ........... _                                                     ↵

 Printers ............. _____ _____ _____ _____ _____              ↵

 Copies ............... ___     ___     ___     ___     ___                   ↵

 Separator Pages                                                              ↵

    Start ............. _____                                              ↵

    End ............... _____                                              ↵

    Copies ............ ___                                                   ↵

    Length ............ ___                                                   ↵

 Style.. _____
 Jobcards                                                                     ↵

       _____  ↵

       _____  ↵

       _____  ↵


 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit Flip Do    Undo              Ext   Edit  Prtr  Menu ↵
```

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

Printing Attributes - Fields

Field	Explanation		
Hold Logic	This field controls how the report is queued for printing. Enter one of the following values: ■ H (Hold) - The report is held in the printout queue until released manually. ■ C (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. ■ R (Release) - The report is printed immediately.		
Printers	Enter the names of up to 5 logical printers on which to print the report when it is created. For a selection list, enter an asterisk (*). To specify more than 5 printers, use PF11; see *Additional Printers* below.		
Copies	Enter the number of copies of the report to be printed on each printer.		
Separator Pages	Start	Enter the name of the separator page to be printed at the beginning of the report.	
	End	Enter the name of the separator page to be printed at the end of the report.	
	Copies	Specify how many 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. The default length is the report length.	
	See *Separator Pages* for further information. To edit a separator page, position the cursor on the **Start** or **End** field, and press PF10 (Edit).		
Style	If the report is being printed on an XML-type printer, you can specify the URL of a default stylesheet. This stylesheet will be used for XML documents, which specify `file://EOM/*` in the XML stylesheet `href`. For further information see XML Printers.		
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.		

Additional Printers

⟫ **To select additional printers:**

1   Press PF11 (Prtr) on the **Report Definition > Printing Attributes** screen.

    The **Report Definition > Additional Printers** screen is displayed.

2   You can specify up to 15 additional printers.

Field	Explanation
Printers	Enter the names of the logical printers on which to print the report. For a selection list, enter an asterisk (*).
Copies	Specify how many copies of the report are to be printed on each printer.

Formatting Attributes

> **Note:** The functionality described in this section is not yet available. It will be made available with the next version.

A report which has one of the formats text, PDF or PostScript can be converted to a common multimedia file when it is loaded. The target format is the one in which the data will be stored in Entire Output Management.

For general information on report conversion, see *Converting the Report Format* in the *Concepts and Facilities* documentation.

For this report conversion, you define formatting attributes.

⟫ **To define formatting attributes:**

■   Press PF11 on the **Report Definition > General Attributes** screen.

    The **Report Definition > Formatting Attributes** screen is displayed.

    On this screen, you specify the formatting attributes for the file conversion. The first three attributes are mandatory, the others are optional. The attribute fields are:

Field	Explanation
Report Format	The desired output format. Predefined formats are available, which correspond to the following Ghostscript devices:

Format	Ghostscript device
BMP	bmp16m
EPS	epswrite
FAX	faxg3
HTML	html
JPEG	jpeg
PCL	pxlcolor
PDF	pdfwrite
PNG	png16m
PS	ps2write
RTF	rtf
TIFF	tiff32nc

Field	Explanation
	Any other value in this field will be interpreted as the name of a Ghostscript device which may be present in the specific user environment. See the *Ghostscript* documentation for details. If this field is empty, no file conversion will be performed.
Conversion Node	The Entire System Server node name (as defined in the **UNIX Defaults**) to be used to convert the file to the desired format.
Conversion Path	The path to be used for temporary files during file conversion on the conversion node.
Enscript Attributes (optional)	
Header	The name of the Enscript "fancy-header". If this field is empty, no header will be generated. If this field contains DEFAULT, the Enscript default fancy-header will be used.
Header Font	The font name and font size of the header and footer.
Footer	The footer definition.
Font	The font name and font size of the text report.
Lines	The number of lines per page for a text report.
Landscape	If this field is empty, the pages will be created in portrait orientation. If you want landscape orientation, enter any character in this field.
Media	The paper size to be printed.
Mask File	The name of a PDF file which can overlay all pages of a report that is in PDF format. This file is treated as a "stamp" on each page: Only the parts of the mask file which are transparent will show the original report. In this way, logos can be integrated in a report. If the mask file contains more than one page, the corresponding pages of the report will be overlaid. The use of mask files requires that the package "pdftk (PDF Toolkit) is installed on the conversion node.

Field	Explanation
	A PDF file with transparent parts cannot be created with a Windows PDF printer; instead, you have to use the "export to PDF" function of a graphic application (e.g. Photoshop or Gimp).
Code Page	Specify the code page in which the text report is to be stored. If this field is empty, the code page "latin1" (ISO-8859-1) will be used by default.
Additional	In this field, you can specify any additional parameters.
For details on the above Enscript attributes, see the *Enscript* documentation (man page).	

Separation Attributes

≫ **To define or modify separation attributes:**

■ Press PF10 (Separ) on the **Report Definition > General Attributes** screen.

The **Report Definition > Separation Attributes** screen is displayed:

```
 15:41:21              **** ENTIRE OUTPUT MANAGEMENT ****          2015-11-15
 User ID XYZ        - Report Definition >Separation Attributes -


 Report
    Name .............. FVSE-DB_____


 Create Definition .... _


 Standard Routine ..... __


 User Routine
    NATURAL Member ..... _____
    NATURAL Library .... _____
    3GL ................ _____
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Flip  Do    Undo             Param Edit  Trace Menu
```

On this screen, you define whether a user routine or a standard routine is to be used.

Special PF Keys

Key	Name	Function
PF9	Param	Define parameters for the **user routine** or **standard routine**.
PF10	Edit	Edit Natural member for user routine.
PF11	Trace	Trace processing of a user routine. See *Tracing Report Processing*.

Separation Attributes - Fields

Field	Explanation
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, enter an "N" here. This is useful when creating unique active reports.
Standard Routine	Enter "1", "2" or "3" to indicate which standard routine is to be used. For more information on the standard routines, see *Using a Standard Separation Routine*.
User Routine	**Note:** If no user routine or standard routine is specified, the whole identified spool data set is contained in the report. If a user routine is required, enter the member name and the library name in the appropriate fields as described in the following. The spool data set 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. For more information, see *User Separation Routines* in the *System Administration* documentation. The following 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. Press PF10 (Edit) to edit this member.
Natural Library	The user routine can be a Natural subprogram. You can enter the Natural library name containing the user routine or leave this field blank. The library name must not 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.

Defining User Routine Parameters

≫ **To define or modify parameters for a user routine:**

1   Press PF9 (Param) on the **Report Definition > Separation Attributes** screen.

The **Report Definition > User Separation** window is displayed.

2   In this window, you can specify up to 5 parameters which are passed to the user routine at the start of report processing.

Using a Standard Separation Routine

A Standard Separation Routine is a method supplied by Software AG for separating or filtering spool data sets. When you use such a routine, you must supply parameters which tailor further processing.

Three standard separations are available:

- Standard Separation 1
- Standard Separation 2
- Standard Separation 3

Standard Separation 1

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.

Standard Separation 1 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.

> **Note:** When separating POWER spool data sets, make use of container files. The spool data set is compressed and copied into a database file before processing. For more information on container files, see *Monitor Defaults* in the *System Administration* documentation.

≫ **To define or modify the use of Standard Separation 1:**

1   Enter "1" in the Standard Routine field on the **Report Definition > Separation Attributes** screen and press PF9 (Param).

The **Report Definition > Standard Separation 1** screen is displayed.

2   On this screen, you define the attributes described below.

Fields

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 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*`
	where * stands for any string and % stands for any character.
	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 do not specify Suffix Line, Entire Output Management assumes that the suffix is located in the Search Line.
Start Column	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.
End Column	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 of Report Definition with 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:

```
  15:43:45                 **** ENTIRE OUTPUT MANAGEMENT ****               2015-11-15
 User ID XYZ       - Report Definition >Standard Separation 1 -
 Report
    Name .............. PWR-EMPL-STD1-S_____
 Search
    Line .............. 2__
    String ............ *Employee List sorted by Departments*_____
 Suffix
    Line .............. 3__
    Start Column ...... 55_
    End Column ........ 58_

 Prefix: Reports ...... DEPTS1-_____
         Bundles(1-2).. DEP-_____  _____
              (3-4).. _____  _____
              (5).... _____

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help       Exit  Flip  Do   Undo                Ext              Menu
```

> **Note:** The bundle prefix is *optional*.

This standard routine separates the spool data set 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 data set 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 data set, 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

Standard Separation 2 separates spool data into several reports depending on up to 5 break conditions.

Standard Separation 2 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.

> **Note:** When separating POWER spool data sets, make use of container files. The spool data set is compressed and copied into a database file before processing. For more information on container files, see the section *Monitor Defaults* in the *System Administration* documentation.

> **To define or modify the use of Standard Separation 2:**

1   Enter "2" in the Standard Routine field on the **Report Definition > Separation Attributes** screen and press PF9 (Param).

    The **Report Definition > Standard Separation 2** screen is displayed.

2   On this screen, you define the attributes described below.

Fields

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.

Suffix	You can define parameters for up to 5 suffixes in the following three fields.
Li	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 do not specify Suffix Li(ne), Entire Output Management assumes that the suffix is located in the Search Line.
CF	(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.
CT	(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.
Bundle Prefix	(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 bundle prefixes can be specified for each suffix. To generate bundles with fixed names, fill in this

Field	Explanation
	field completely . No suffix is then appended. If long report and bundles names are displayed, only 1 bundle prefix is displayed for each suffix. To process the other bundle prefixes, press PF10 or PF11. The number of the currently displayed prefix appears after the title *Bundle Prefix*.

Example of Report Definition with 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:

```
 19:00:10                **** ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
User ID XYZ      - Report Definition >Standard Separation 2 -
Report
   Name .............. PWR-EMPL-STD2-S_____
Search
   Line .............. 2__
   String ........... *Employee List sorted by*_____

SuffixLi/CF/CT  Report Prefix            Bundle Prefix 1
_____  _____      _____
 3__   55_  58_  STD21-_____      DEP-_____
 3__   55_  60_  STD22-_____      DEP-_____
 ___   ___  ___  _____         _____
 ___   ___  ___  _____         _____
 ___   ___  ___  _____         _____

 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help       Exit  Flip  Do   Undo              Ext    <     >    Menu
```

> **Note:** The bundle prefix is *optional*.

This standard routine separates the spool data set 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 3) or by adding the prefix STD22- to the sub-department name (Columns 55-60 in Line 3) 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

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.

> **To define or modify the use of Standard Separation 3:**

1   Enter "3" in the Standard Routine field on the **Report Definition > Separation Attributes** screen and press PF9 (Param).

    The **Report Definition > Standard Separation 3** screen is displayed.

2   On this screen, you define the attributes described below.

Fields

Feld	Erklärung
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.
Header Lines	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 on a page at least one line, which matches the separation's logical expression, the header lines are added.
Start Line	Enter the line, starting from the top of the page, from which filter processing starts. The lines preceding the Start Line are automatically excluded from the report, unless they are defined as Header Lines. To determine this line number, you must also count lines containing only carriage control characters.
and/or	Concatenates two conditions. Possible values: ■ AND - concatenates with logical AND.

Feld	Erklärung
	■ OR - concatenates with logical OR. ■ (blank) - concatenates the same variable with OR=. For an example, see below.
Col From/to	Indicates 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).
F	Format. Variable type (first column) and relational expression (second column). **Possible variable types:** ■ A = Alphanumeric. ■ M = Mask as described in the *Natural Reference* documentation. ■ N = Numeric. **Possible relational expressions:** <table><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>
Value	Enter a numeric or alphanumeric value or a mask definition.

Note: If most of these lines are rejected, set "**Store in NOM DB=Y**" (on the **Report Definition > General Attributes** screen). The selected lines are copied to the Entire Output Management database and the spool data set can be deleted.

Example 1 of Report Definition with 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):

```
 15:45:40                **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-15
 User ID XYZ         - Report Definition >Standard Separation 3 -
 Report
    Name .............. PWR-EMPL-STD3-D3_____
 Search
    Line ............. 3__
    String ........... *COMP12*_____
 Header Lines ........ 8_
 Start Line .......... 9__
    and/or Col From/to F    Value

    _____ _____ _ __ _____
           55_ 62_  N GE 6000000_____
     AND   65_ 65_  A EQ M_____
     AND   67_ 74_  A LE 50/01/01_____
     ___   ___ ___  _ __ _____
     ___   ___ ___  _ __ _____

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do   Undo              Ext              Menu
```

The lines 1 to 8 are taken as header lines. The filter starts in Line 9.

Example 2 of Report Definition with Standard Separation 3 - Natural CATALL Report:

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

```
 15:45:40                **** ENTIRE OUTPUT MANAGEMENT ****              2015-11-15
 User ID XYZ         - Report Definition >Standard Separation 3 -
 Report
    Name .............. NOM-CATALL-ERRORS_____
 Search
    Line ............. 3__
    String ........... *- Error Report -*_____
 Header Lines ........ __
 Start Line .......... 6__
    and/or Col From/to F    Value

    _____ _____ _ __ _____
           16_ 19_  N NE 0_____
     OR_   65_ 65_  N NE 0_____

     ___   ___ ___  _ __ _____
     ___   ___ ___  _ __ _____
     ___   ___ ___  _ __ _____
 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip  Do   Undo              Ext              Menu
```

No header lines are added. The filter starts in Line 6 on pages with the string - Error Report - in Line 3.

5   Maintenance Functions for Reports

This section describes the functions for the maintenance of reports:

Listing All Reports

≫ **To list all reports:**

1 Enter 1 in the command line of the **Main Menu**.

The **Report Maintenance** screen is displayed:

```
 16:21:24              **** ENTIRE OUTPUT MANAGEMENT ****           2015-11-15
 User ID XYZ                   - Report Maintenance -

 Cmd Report             Authoriz T Description
 ___ _____ _____ _ _____
  __ UEX-GO             ADMIN    S Exit GOTO/GOTOP/NEXTP example
  __ UEX-INSL-ADDP      ADMIN    M Exit INSL/ADDP change first line of e
  __ UKSJU-ABEND        ADMIN    M separation exit abends with a s0c7
  __ UKSJU-BIG-SEP      ADMIN    M A big report that gets separated
  __ UKSJU-COBOL        ADMIN    M Report created by COBOL program using
  __ UKSJU-DEST         ADMIN    M Should be copied to container file 9,
  __ UKSJU-DEST-SEP     ADMIN    M Should be copied to container file 9,
  __ UKSJU-FILE         ADMIN    M Create report from sequential file
  __ UKSJU-HANG         ADMIN    M separation exit issues a wtor
  __ UKSJU-IMMARC       ADMIN    M immediately archived
  __ UKSJU-INSL         ADMIN    S SEP EXIT INSERTS LINES
  __ UKSJU-NAF-ANYPROF  ADMIN    M create report for nomprt*
  __ UKSJU-NAF-NAME1    ADMIN    M
  __ UKSJU-NAF-NAME2    ADMIN    M
  __ UKSJU-NAF-NAME3    ADMIN    M
 More ...
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +    Selct  <     >     Menu
```

The screen lists in alphabetical order all reports which were defined by the user, created by someone else who authorized this user to process them, or generated automatically by a standard separation routine or a user routine.

With PF21 you can switch between the display of long and short report names.

2 From this screen, you can invoke the other functions for the maintenance of reports.

Line Commands

Command	Function
AU	Authorize other users to process the report. Only users with owner authorization for the report can perform this function. See *Authorizing User Access to Objects*.
CO	Copy report definition (including report processing).
DE	Delete report definition.
DI	Display report definition.
LI	**List active reports for a report definition**.
LK	List active reports by keyword. See the section *Active Reports*.
LO	Display log information about maintenance activity on this report, such as who last modified it and who created it.
MO	Modify report definition.
RN	Rename report definition.

Fields

If a field is marked with an asterisk (*) below, you can enter selection criteria with an asterisk in the field directly beneath the heading on the **Report Maintenance** screen.

Field	Explanation
Report *	Enter selection criteria for the report name.
Authoriz *	Authorization used to access the report. You can enter: PUBLIC, a user ID or the name of a distribution list to list selected reports. ADMIN indicates that you are defined as Administrator with Owner authorization for the listed reports. ADMIN cannot be used as selection criterion.
T *	Report type. Possible values: ■ C - Created definition ■ D - Default definition ■ M - Master definition. ■ S - Supended definition.
Description	A short description of the report.

Listing Selected Reports

≫ **To list only those reports which satisfy certain selection criteria:**

1   On the **Report Maintenance** screen, press PF9 (Selct).

The **Find Report Definitions** window is displayed:

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

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

In all fields marked with an asterisk (*) in the **Find Report Definitions** window, you can specify selection criteria using asterisk notation. For example, to list all reports whose names begin with "ADA", you would specify ADA* in the **Report Name** field.

Selection Criteria	Explanation
Report	
Name	Enter a report name.
Master Report	Enter the name of a master report or selection criteria for a master report prefix. This field is used to find *created* reports only. As these created reports have no identification, specifying a master report and job name identification will result in nothing found.
Keywords	Enter up to 4 keywords.
Distribute to	Enter a user ID or distribution list name, as defined in the **User/List** field (see *Distribution Attributes*).
Printer	Enter a printer name, as defined in the **Printers** field (see *Printing Attributes*).
Identification	
These fields correspond to the fields of the same names in the *Identification Attributes*.	

3   When you have finished entering selection criteria, press ENTER.

The number of reports found, which satisfy a selection criterion, is displayed for each criterion next to the corresponding input field. The total number of reports, which satisfy all selection criteria, is displayed in the **Total** field at the bottom of the screen:

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

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

.

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

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

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

Creating a New Report

≫ **To create a new report:**

1   Press PF2 on the **Report Maintenance** screen.

The **Report Definition > General Attributes** screen is displayed.

2   On this screen and subsequent screens, you create a report by defining its attributes. They are described under *Attributes of a Report*.

Copying a Report

≫ **To copy a report:**

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

A window is displayed.

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

A message confirms the copying.

Modifying a Report

≫ **To modify a report definition:**

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

    The **Report Definition** screen is displayed for the report you have selected.

2   Modify the report definition as desired. The fields are described under *Attributes of a Report*.

    Then press `PF5` (Do) or `ENTER` to save your modifications.

3   Depending on the `COMMIT` option (see SET command), you may be prompted to confirm the modifications.

Renaming a Report

≫ **To rename a report:**

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

2   A window is displayed in which you enter the new report name.

Displaying a Report

≫ **To display a report:**

■   On the **Report Maintenance** screen, enter the line command `DI` next to the report you want to display.

    The definition of the selected report will be displayed.

Deleting a Report

≫ **To delete a report:**

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

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

Displaying Log Information for a Report

≫ **To display log information for a report:**

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

The **Log Display** screen is displayed for the report selected.

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

For further details, see *Display Log Information for an Object*.

Authorizing User Access to a Report

≫ **To authorize user access to a report:**

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

The **Authorization List** window for reports is displayed.

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

Listing Active Reports for a Report

> **To list active reports for a report:**

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

6   Tracing Report Processing

The Trace Report Processing function enables you to monitor each step in the processing of user routines which create or separate a report.

This section covers the following topics:

Tracing Report Processing

≫ **To invoke this function:**

■ On the **Report Definition > Separation Attributes** screen of the report to be traced, press PF11 (Trace); or enter the direct command TRACE in the command line of any screen.

The **Trace Report Processing** screen is displayed:

```
 15:15:06                **** ENTIRE OUTPUT MANAGEMENT *****              2013-11-15
 User ID XYZ                 - Trace Report Processing POWER -

 Report _____  _____
                          Exit-Pgm         NatLib           Lang
 Class  _        Node  33_ Job name         Job no           Queue
 Trace  1_

 Cmd Step RC  RecNumb Action   Message
 ___ ____ ___ _____ _____ _____
   __
   __
   __
   __
   __
   __
   __
   __
   __
   __
 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip                            Procs Brows Selct Menu
   ↵
```

The information displayed differs depending on the spool system of the operating system. The fields are descibed below for each spool system.

Special PF Keys

Key	Name	Function
PF9	Procs	Begin or continue trace report processing for the specified number of trace steps.
PF10	Brows	**Browse a report**.
PF11	Selct	**Select spool data for trace**.

Line Commands

Command	Function
BR	**Browse a report**.
DI	**Display a record**.

≫ **To trace processing for a report:**

1   Enter the report name in the Report field, the class in the Class field (except for BS2000/OSD), and the number of steps to be traced in the Trace field.

A message indicates whether spool data (print files) exist in this class.

2   If spool data (print files) exist, press PF9 (Procs).

Report processing is traced for the number of steps entered in the Trace field.

Fields - POWER

Field	Explanation
Report	Enter the report definition to be used.
Class	Enter the spool class where the output to be used is located.
Trace	Enter the number of calls to the user routine that are to be processed without user interaction.
Node	Enter the number of the Entire System Server node on which the spool resides.
The following parameters are output fields and not modifiable. They are derived from parameters of the report definition:	
- Exit-Pgm	The name of the user routine program.
- Job name	The job name of the output being used.
- NatLib	The library where the user routine is located.
- Job no	The job number of the output being used.
- Lang	The language in which the user routine is written (Natural or other).
- Queue	The LS - POWER list queue.

Field	Explanation
Step	Identifying step number (number of times the exit has been called).
RC	Return code given by the user routine.
RecNumb	Record number being processed with this call to the user routine.
Action	Action code given by the user routine.
Message	Additional information.

Fields - JES

Field	Explanation
Report	Enter the report definition to be used.
Class	Enter the spool class where the output to be used is located.
Trace	Enter the number of calls to the user routine, which are to be processed without user interaction.
Node	Enter the number of the Entire System Server node on which the spool resides.
The following parameters cannot be modified. They are derived from parameters of the report definition:	
Exit-Pgm	The name of the user routine program.
Job no	The job number of the output being used.
Job name	The job name of the output being used.
NatLib	The library where the user routine is located.
Data set	The spool data set to be processed.
ProcName	The identifying PROCNAME.
Lang	The language in which the user routine is written (Natural or other).
Type	The data set type: JL, SI, SO etc.
Step	The identifying STEPNAME.
DDName	The identifying DDNAME.
Step	Identifying step number (number of times the exit has been called).
RC	Return code given by the user routine.
RecNumb	Record number being processed with this call to the user routine.
Action	Action code given by the user routine.
Message	Additional information.

Fields - BS2000/OSD

Field	Explanation
Report	Enter the report definition to be used.
Node	Enter the Entire System Server node number on which the print file resides.
Trace	Enter the number of calls to the user routine that are to be processed without user interaction.
Select File	Enter the completely or partially qualified name of the print file here.
Print File	The print file you have selected.
Step	Trace step number.
RC	Return code given by the user routine.
RecNumb	Record number being processed with this call to the user routine.
Action	Action code given by the user routine.
Message	Additional information.

Selecting Spool Data for Trace

If more than one spool data set or print file has been identified, you can select one to be traced.

≫ **To select spool data for Trace:**

1   A selection window is displayed automatically the first time you enter the spool type in the `Class` field (or for BS2000/OSD the selection criteria in the Select File field) or if you press PF11 (Select).

2   In the window, select the data set / print file to be traced by marking it with any character.

    The **Trace Report Processing** screen for the respective spool system will be displayed again.

3   Enter the class in the `Class` field and the number of steps to be traced in the `Trace` field and press PF9 (Procs).

    Report processing is traced for the number of steps entered.

Browsing a Report

≫ **To browse the contents of a report:**

1   On the **Trace Report Processing** screen, press PF10 (Brows).

     A selection window is displayed.

2   In the selection window, mark with "X" the report you wish to browse.

     The report is displayed. ISPF-like local commands enable you to browse the report.

Special PF Keys

PF Key	Function	Explanation
PF4	Layou	Modify report screen layout.
PF5	Rfind	Find a string again.

Displaying a Spool Record

≫ **To display a spool record:**

■   On the **Trace Report Processing** screen, enter the line command `DI` next to the record you want to display.

     A window is displayed, showing the selected spool record on the left-hand side of the screen and in hexadecimal form on the right-hand side.

III

7   Active Reports

This section covers the following topics:

What is an Active Report?

An active report is the output that an addressee receives.

- It 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.

- It is generated by the report definition from all or part of a spool data set that satisfies the criteria set in the identification attributes of the report definition.

- It can be printed automatically on up to 20 predefined logical printers.

Users can define folder in which they can store their active reports.

Active Report - Object relationship diagram
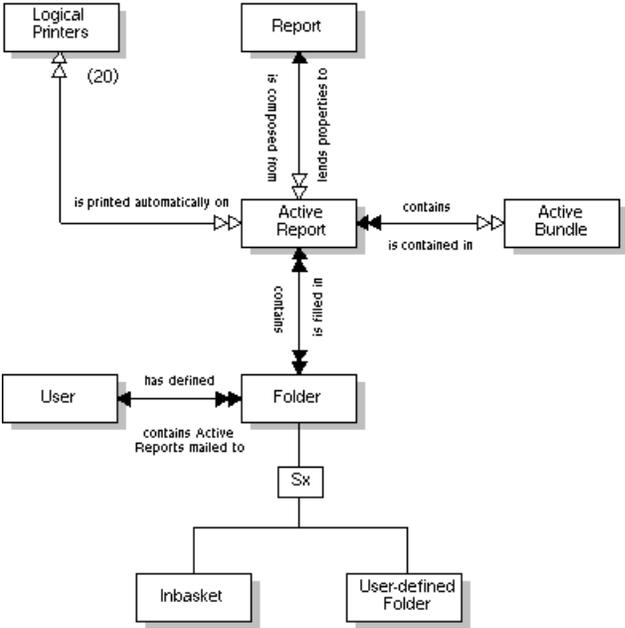
Status of an Active Report

Entire Output Management creates active reports according to the corresponding report definitions. An active report may be in one of the following states:

Status	Explanation
Browsable	The active report has not yet reached its expiry date. It can be viewed online, but has not yet been archived.
To be archived	The active report has passed its expiry date, but it has not yet been processed by the next run of the archive job. It can still be viewed online until the archive job has processed it. Bear in mind that active reports will not be archived, even if they have expired, as long as they are still in the printout queue waiting to be printed or in an open active bundle which is still open.
Browsable/Archived	The report has not yet reached its expiry date, it can be viewed online, and has already been copied to an archive (so that it is not lost when the spool queue is deleted).
Archived	The active report exists but has passed its expiry date. The only copy of it is in an archive. The report cannot be viewed online.
Revived	The active report exists, has passed its expiry date and been archived and has subsequently been revived from the archive so that it is again available for online viewing until its revive expiry date passes.

Processing of an Active Report

The availability of an active report is controlled by the following general attributes of the underlying report:

Attribute	Explanation	
Archive directly	This attribute determines whether or not an archive copy of the active report is to be taken immediately. Possible values are:	
	Y	As soon as the active report is created it is marked as "to be archived". The next time the archive job runs, the active report will be archived and will no longer be viewable online. If Y is specified, the report retention information is ignored.
	I	As soon as the active report is created it is marked as "to be archived and retained online". The next time the archive job runs, the active report is archived, but it is also retained for online viewing until the expiry of the report retention period.
	N	The active report is created and is viewable online until the expiry of its report retention.
Retention - Report	This attributes determines how long a report is retained for online viewing. In addition, you select the action to be performed when this period expires: either archive the report or delete it. (This action specification is ignored if you set **Archive directly** to "Y" or "I".) Alternatively, you can specify the number of generations, that is, the number of instances of the same active report.	
Retention - Archive	This attribute determines how long the active report is to be retained on archive. When this period expires, the active report is completely deleted and cannot be recovered.	
Retention - Revive	This attribute determines how long the contents of a revived active report will be available online for viewing and printing. When this period expires, the active report reverts to an archived state and can no longer be viewed online.	

The attributes are described in detail under *Attributes of a Report*.

Example of report retention:

Let us assume that a report is defined with a report retention period of 5 absolute days.

An active report is created on 1 August 2015. Its expiry date will be 6 August 2015.

This means that Entire Output Management will mark the report as "to be archived" on 7 August 2015. The next time the archive job is run, the active report contents will be copied to an archive data set.

If anyone needs to view the report after that, it has to be revived.

Attributes of an Active Report

An active report can have the following attributes:

- General Attributes
- Archive Attributes
- Revive Attributes

General Attributes

Field	Explanation	
Report	The report name.	
Run number	Unique internal identifier for active report.	
Description	A short description for the report.	
Location	The current storage location for the active report. As described for **column heading L**.	
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 user ID of the person who created the report. You can specify a different user ID.	
Retention	You can modify the four Retention fields. For an explanation, see the field descriptions under *Retention/Report*.	
Contents	Lines/Kbytes	The number of lines contained in the active report. For a binary report, its size in KB (as indicated by a "K" after the number).
	CC Type	Either `ASA` or `MACHINE`.
	Record length	The maximum number of bytes in the record.
Expiration date	The contents of the active report are available online until the date you specify here.	

Archive Attributes

Field	Explanation	
Retention	This is 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 data set. An active report can be archived no matter where it is stored. You can modify the Number and Unit fields, if the active report has not already been archived. For an explanation, see the field descriptions under **Retention/Archive**.	
Archive (display only)	Date/Time	The date and time the active report was archived.
	Expiration	Expiration date. The active report is retained in the archive until this date.
	Expiration Orig.	The original expiration date. If the expiration date has been modified, the original date is displayed here.
	Type	If the archive is user-defined, the type number is shown here.
Data set	The name of the data set where the active report was archived.	
Volser(s)	The VOLSER of the archive containing the active report.	

Revive Attributes

Field	Explanation	
Retention	This is 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. You can modify the Number, Unit and Calendar fields, if the active report has not already been revived. If the active report has been revived, you can modify the Expiration field below. For an explanation, see the field descriptions under **Retention/Report**.	
Revive	Date/Time	The date and time the active report was revived.
	Expiration	The revived "copy" of the active report contents is available until this date. You can modify this field if the active report has already been revived. If the active report has not been revived, you can modify the **Archive Attribute** fields Number, Unit and Calendar.

8 Maintenance Functions for Active Reports

This section covers the following topics:

Listing Summary of Active Reports in a Folder

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

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

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

The **Active Reports > Summary** screen will be displayed:

```
 12:37:01              **** ENTIRE OUTPUT MANAGEMENT ****              2015-01-17
 User ID XYZ              - Active Reports>Summary -                   Loc: B
                                                                           ↵

 Cmd Report                     Description                              NumRp
 ___ _____       _____  _____
  __  FHILINES                  Get Output From SB NJ(FHILINES)            23
  __  XSETGGR-LINES             test report from SB JL FHILINES           15
  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵

  __                                                                        ↵
 All                                                                        ↵

 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Flip                 -     +    Ext    <     >   Menu ↵
```

The screen lists the reports filed in the folder.

Line Commands

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

Fields

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

Listing Active Reports for a Report Definition

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

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

The following screen is displayed:

```
 12:39:35              **** ENTIRE OUTPUT MANAGEMENT ****              2015-01-17
 User ID XYZ                    - Active Report List -
                                                                              ↵

 Report ........ XSETGGR-LINES                                                ↵

 Description ... test report from SB JL FHILINES                              ↵

                                                                              ↵

 Cmd Creation        RunNmbr     Lines    A R L  Rep.Exp. Arc.Exp. Rev.Exp.   ↵

 ___ _____ __ _____ _____ _ _ _ B _____ _____ _____      ↵

  __ 20071219 12:35     10995       50 I   S 20080219                         ↵

  __ 20071218 19:59     10994       50 I   S 20080218                         ↵

  __ 20071218 19:59     10993       50 I   S 20080218                         ↵

  __ 20071218 18:16     10991       50 I   S 20080218                         ↵

  __ 20071218 18:05     10989       50 I   S 20080218                         ↵

  __ 20071212 08:56     10908       50 I   S 20080212                         ↵

  __ 20071212 08:54     10906       50 I   S 20080212                         ↵

  __ 20071211 19:55     10902       20     S 20080211                         ↵

  __ 20071211 19:55     10901       40     S 20080211                         ↵

  __ 20071211 19:55     10900      100     S 20080211                         ↵

  __ 20071204 19:02     10313      100     S 20080204                         ↵

  __ 20071204 18:57     10310      100     S 20080204                         ↵

 Top Of Data                                                                  ↵

  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip                -     +    Ext    <     >    Menu ↵
```

2   From this screen, you can perform maintenance functions on active reports by marking the
     desired report with the appropriate line command.

The following active reports are listed:

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

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

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

Line Commands

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

Fields

Field	Explanation
Mail Date/Time	Date and time when the active report was mailed to your user ID. Enter: ■ <(*date in system format*) to display all active reports mailed *before* the date; ■ =(*date in system format*) to display all active reports mailed *on* the date; ■ >(*date in system format*) to display all active reports mailed *after* the date.
RunNmbr	Internal sequence number of the active report.
Lines	The number of lines in the active report. For binary active reports, their size is displayed in KB (indicated by a "K" after the number).
A *	This is the "Archive" flag. You can enter the following values as selection criteria to display: ■ * - Active reports which have been successfully archived. ■ A - Active reports which are marked for archiving. They are archived when the archiving task is started. ■ I - Active reports which are marked for archiving but which should be retained for on-line viewing until their retention period expires. ■ R - Active reports which have been archived and retained for on-line viewing until their retention period expires. ■ P - Active reports which have been archived and for which the retention period has already expired. ■ blank - Leave blank to display all active reports regardless of archive status.
R *	This is the "Revive from Archive" flag. You can enter the following values as selection criteria to display: ■ * - Active reports which have been successfully revived. ■ C - Active reports which are marked for reviving from archive to Con-nect. ■ D - Active reports which are marked for reviving from archive to Entire Output Management active-data file. ■ S - Active reports which are marked for reviving from archive to spool. ■ blank - Leave blank to display all active reports regardless of revive status.
L *	This is the "Location" flag. It indicates the current storage location for the active report. You can enter the following values as selection criteria to display: ■ * - All active reports, regardless of storage location. ■ A - Active reports currently archived. ■ B - Active reports currently available for online viewing. ■ C - Active reports currently stored in Con-nect.

Field	Explanation
	■ D - Active reports currently stored in the Entire Output Management active-data file.
	■ S - Active reports currently stored in the spool or in a container file.
	■ blank - Leave blank to display all active reports regardless of revive status.
Rep.Exp.	Report expiration date. The active report is available online until this date.
Arc.Exp.	Archive expiration date. The active report is kept in the archive until this date.
Rev.Exp.	Revive expiration date. If the active report has been revived from the archive, the copy created is available online until this date.
Message	Indicates whether or not the printing of the active report must still be confirmed: `CONFIRM` means that it must still be confirmed, `CONFIRMED` means that it has been confirmed. If NOMEX008 is in use (see the section *NOM User Exits*), this field contains return data from NOMEX008.
Source/sender	The source and sender of OPO online reports. Source is the PC name of the OPO user; or, if the user is logged on to a domain, the domain name. Sender is the user ID of the OPO user.

Listing Active Reports in a Folder

≫ **To list the active reports filed in a folder:**

1 The folder attribute **List Layout** must be defined as `2` (descriptive attributes) or `3` (technical attributes).

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

The **Active Report List > Folder** screen will be displayed:

```
   12:40:45             **** ENTIRE OUTPUT MANAGEMENT ****            2015-01-17
  User ID XYZ        - Active Report List >Folder #Inbasket      -       Loc: B
                                                                               ↵

  Cmd Report                   Mail Date/Time Description                     ↵


  ___ _____     _____ __ _____
   __ FHILINES                 20080117 10:56 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080115 18:56 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080115 18:54 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080114 08:34 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:41 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:41 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:41 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:29 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:29 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080111 16:29 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20080103 16:30 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20071220 15:52 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20071220 15:50 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20071220 14:53 Get Output From SB NJ(FHILINES)
   __ FHILINES                 20071220 14:42 Get Output From SB NJ(FHILINES)
  Top Of Data                                                                  ↵


  Command => _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help        Exit  Flip                 -       +     Ext    <     >    Menu
```

Descriptive Attributes

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

Technical Attributes

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

1. You can display the *technical attributes* for the active reports, which are contained on the right half of the **Active Report List > Folder** screen, by pressing PF11 (>):

```
   17:32:42                **** ENTIRE OUTPUT MANAGEMENT ****                2015-01-17
   User ID XYZ          - Active Report List >Folder #Inbasket          -

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

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

   With PF11 (>) you can display further technical attributes.

Special PF Keys

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

Line Commands

See *Line Commands* under *Listing Active Reports for a Report Definition*.

Fields

Field	Explanation
Report (*)	Report name. Enter selection criteria for the active report name.
Mail Date/Time	Date and time the active report was mailed to your user ID. Enter: ■ <(date in system format) to display all active reports mailed *before* the date; =(date in system format) to display all active reports mailed *on* the date; >(date in system format) to display all active reports mailed *after* the date.
Description	A short description of the report is displayed here.
Created	The date on which the active report was created.
RunNmbr	Internal sequence number.
Lines	The number of lines in active report. For binary active reports, their size is displayed in KB (indicated by a "K" after the number).
A, R, L	See *Fields* under *Listing Active Reports for a Report Definition*.
Expires	The active report is available online until this date.
Message	Indicates whether or not the printing of the active report must still be confirmed: `CONFIRM` means that it must still be confirmed, `CONFIRMED` means that it has been confirmed. If NOMEX008 is in use (see the section *NOM User Exits*), this field contains return data from NOMEX008.
Source/sender	The source and sender of OPO online reports. Source is the PC name of the OPO user; or, if the user is logged on to a domain, the domain name. Sender is the user ID of the OPO user.

Listing Active Reports with a Keyword

≫ **To list active reports archived in a folder using a selected keyword:**

1   On the **Active Reports > Folder Maintenance** screen, enter the line command `LK` next to the desired folder.

    A window is displayed.

2   In the window, enter a keyword to list the active reports to which this keyword is assigned.

    Or:

Enter a prefix ending with an asterisk (*) to list the active reports to which the keyword with prefix entered is assigned.

The **Active Reports** screen is displayed (in the layout as specified with the **folder attribute List Layout**).

See *Attributes of a Report* for more information about keywords.

Modifying an Active Report

The attributes of an active report are initialized during report creation according to the rules defined in the respective report definition.

≫ **To modify the attributes of an active report:**

1   On the **Active Report List** or **Active Report List > Folder** screen, enter the line command `MO` next to the desired active report.

The **Active Report > General Attributes** screen is displayed, showing the general attributes of the active report:

```
 13:19:41            **** ENTIRE OUTPUT MANAGEMENT ****            2015-04-10
 User ID XYZ          - Active Report>General Attributes -

 Report
    Name .............. UKSJU-XML2
    Run number ........ 32530
    Description .......
    Location .......... S

 Keywords ............. _____  _____  _____
 Master Owner ......... UKSJU___

 Retention                       Contents
    Number ............ 5__          Number of Lines ... 1004
    Factor ............ A            CC Type ...........
    Calendar ......... _____      Record Length ..... 133
    Action ........... P

 Expiration Date ...... 2011-10-15


 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help       Exit  Flip                    Archv Reviv Spool          Menu
```

2   Change the attributes as desired. They are described under *Attributes of an Active Report*

3   For the other attibutes, use the following PF keys:

Key	Name	Function
PF8	Archv	Invoke the **archive attributes**.
PF9	Reviv	Invoke the **revive attributes**.
PF10	Spool	Invoke the **spool attributes**.

Displaying an Active Report

≫ **To display the general attributes of an active report:**

■   On the **Active Report List** or **Active Report List > Folder** screen, enter the line command `DI` next to the desired active report.

The **Active Report > General Attributes** screen is displayed. The attributes are described under *Attributes of an Active Report*

≫ **To display the spool attributes of an active report:**

■   On the **Active Report List** or **Active Report List > Folder** screen, enter the line command `SP` next to the desired active report.

Or:

After invoking the **Active Report > General Attributes** screen with the line command `DI` or `MO`, press PF10 (Spool).

The **Active Report > Spool Attributes** screen is displayed, showing the attributes of a spool data set. The attributes displayed may differ depending on the spool system of the operating system.

If the spool type is "Direct Input", you can display the meta data of the active report by pressing PF2.

Adding an Active Report to a Bundle

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

≫ **To add an active report to a bundle:**

1   On the **Active Report List** screen, enter the line command BU next to the active report to be added.

   A window is displayed.

2   In the window, enter the name of the bundle into which the active report is to be put.

   Depending on the setting of the user profile field **Restrict Abun**, you can either put the report in any bundle or only in a bundle to which you have access. Administrators can put the report in any bundle, regardless of the setting of **Restrict Abun**.

For more information on user profile settings, see the section *Users* in the *System Administration* documentation.

Printing an Active Report

≫ **To print an active report:**

1   On the **Active Report List** screen, enter the line command PR next to the report to be printed.

   A printer selection list will be displayed.

   Only those printers are listed which are PUBLIC or for which the user is authorized (see the section *Adding a User to an Authorization List*). The printers on which the active report is usually printed are *highlighted*.

2   To select a printer, enter any character in the input field preceding the appropriate printer. The report will be printed immediately on this printer.

   The window with the printer selection list also provides the field **Hold Printout**: Enter a "Y" in this field to place the printout in HOLD status.

Distributing an Active Report to Extra Users

This function distributes an active report to a user or group of users on a distribution list who are not defined in the *Distribution Attributes* for the report (see *Attributes of a Report*).

> ❯❯ **To distribute an active report to extra users:**

1 On the **Active Report List** screen, enter the line command `DS` next to the active report you want to distribute.

A window is displayed.

2 In the window, enter the user ID of the additional user to whom the active report is to be distributed.

To select a user or distribution list, enter a question mark (?) in the User ID field.

A window is displayed.

3 Press one of the following keys:

■ `PF4` to display a list of all users;

■ `PF5` to display a list of all distribution lists.

A window is displayed, listing all users / distribution lists defined for your Entire Output Management system.

4 Select a user / distribution list from the list by entering any character in the field preceding the user ID / distribution list name.

The ID/name is written into the User ID field of the **Distribute Report to User** window.

5 To distribute the active report to the `#Inbasket` folder of this user, or the users on this distribution list respectively, press `ENTER` again.

The user(s) can then browse and print the report.

You can also restrict the users' view of the report; see the section *Modifying the Layout of an Active Report*.

Listing Users Connected to an Active Report

≫ **To lists all users to whom an active report is distributed:**

■ On the **Active Report List** screen, enter US in the command field preceding the report for which users are to be listed.

A window is displayed, listing all users who receive the report, whether they are in the distribution list or have been selected with the line command DS.

Deleting an Active Report

≫ **To delete an active report:**

1 On the **Active Report List** screen, enter DE in the command field preceding the active report to be deleted.

2 Depending on the CONFIRM option (see SET command), you may be prompted to confirm the deletion.

If the active report is in the archive, this command marks it for deletion. The active report is deleted from the archive on the following day (owner only).

Archiving an Active Report

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

≫ **To archive an active report:**

■ On the **Active Report List** screen, enter AR in the command field preceding the report to be marked for archiving or whose archiving flag is to be cancelled. Press ENTER to mark the report or cancel the archiving flag.

Reviving an Archived Report

This function marks an active report for reviving or cancels the reviving flag. 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 revive an archived report:**

1   On the **Active Report List** screen, enter RV in the command field preceding the report to be marked for reviving or whose reviving flag is to be cancelled.

2   Press ENTER to mark the report or cancel the reviving flag. When reviving an active report, specify the location to which it should be revived (S = spool, D = database or C = Con-nect) and, optionally, a bundle to which the active report will be added when it is revived.

   If you enter the name of the bundle, the report is added to an open active bundle at revive time. If there is no open active bundle, one is created if a master bundle with the same name exists. If there is no master bundle with the given name, an error message will be displayed.

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 printing attribute "Hold Logic = C".

≫ **To confirm printing of an active report:**

■   On the **Active Report List** screen, enter CP in the command field preceding the report to be released for printing.

For more information, see **Hold Logic** under *Attributes of a Report - Printing Attributes*.

Filing an Active Report in Another Folder

This function is used to take an active report filed in your current folder and file it in another folder.

≫ **To file an active report in another folder:**

1   On the **Active Report List** screen, enter `FI` in the command field preceding the report to be filed.

A window is displayed.

2   In the window, enter the name of the folder in which the active report is to be filed in the **To Folder** field.

The active report now appears in the new folder. If the folder to which the active report is filed is a link to the folder of another user, the report is copied. If it is one of your own folders, the report is moved.

Displaying the Report Definition

≫ **To display the report definition which generated the active report:**

■   On the **Active Report List** screen, enter `DD` in the command field preceding the active report for which you want to display the report definition.

The **Report Definition > General Attributes** screen is displayed, showing the general attributes of the report.

They are described under *Attributes of a Report*.

Cross-Referencing an Active Report

≫ **To list all active bundles in which an active report is contained:**

■   On the **Active Report List** screen, enter `XB` in the command field preceding the report to be cross-referenced.

A list of all bundles in which the report is contained is displayed, providing the following information on the bundles:

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

9 Browsing an Active Report with the Software AG Editor

The Software AG Editor allows you to:

- scroll within the display of an active report;

- search for text;

- modify the layout of the active report;

- print part or all of the active report;

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

The corresponding functions are described in the following sections:

Invoking the Software AG Editor

≫ **To invoke the Software AG Editor:**

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

  The selected active report is displayed on the Software AG Editor screen:

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

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

PF Keys

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

Scrolling an Active Report

- PF Keys for Scrolling
- Settings for the SCROLL Field
- Main Commands for Scrolling

PF Keys for Scrolling

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

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

Settings for the SCROLL Field

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

Possible settings for the SCROLL field are:

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

Example:

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

Main Commands for Scrolling

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

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

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

Finding a Specific Character String

- FIND Command
- Search for Character String at Cursor Position

FIND Command

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

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

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

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

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

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

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

Search for Character String at Cursor Position

≫ **To search for any character string that is displayed on the screen:**

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

 The search begins at the top of the report.

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

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

Modifying the Layout of an Active Report

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

Our example active report appears as follows:

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

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

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

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

> **To define the layout:**

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

   Columns 1 to 65 are displayed. For example:

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

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

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

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

     For example:

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

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

     The Define Report Layout window is displayed:

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

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

Editor - Define Report Layout, Column Sequence

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

5   Press ENTER.

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

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

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

The report now appears as follows:

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

Printing an Entire Active Report

⟫ **To print an entire active report:**

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

     A printer selection list will be displayed.

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

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

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

⟫ **To hold the printout in the printout queue:**

■   Enter "Y" in the `Hold Printout` field.

Printing a Block of Lines

≫ **To print a block of lines from an active report:**

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

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

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

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

A printer selection list is displayed.

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

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

To hold the printout in the printout queue:

▪ Enter "Y" in the `Hold Printout` field.

Exporting an Active Report to Con-nect

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

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

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

Fields

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

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

Exporting an Active Report to a PC File

This function is only available if Entire Connection is installed.

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

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

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

Exporting a Block of Lines

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

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

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

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

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

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

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

IV

10 Bundles

This section describes the use of bundles and how to create and maintain them. It covers the following topics:

What is a Bundle?

Attributes of a Bundle

Maintenance Functions for Bundles

11 What is a Bundle?

A bundle is a group of reports collected from different jobs or SYSOUT data sets. A bundle is printed and distributed as a unit.

The reports in a bundle can be browsed with the Software AG Editor.

Bundles can be printed:

- manually by an operator,
- at a predefined time,
- when one or more defined reports have been processed,
- by an Entire Operations trigger,
- by an API trigger from an external application.

At the time of printing, separator pages are created at the start and at the end of a bundle. In addition, separator pages can be printed between the reports in the bundle.

A table of contents is printed at the end of the bundle, listing the reports it contains.

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.

Object relationship diagram
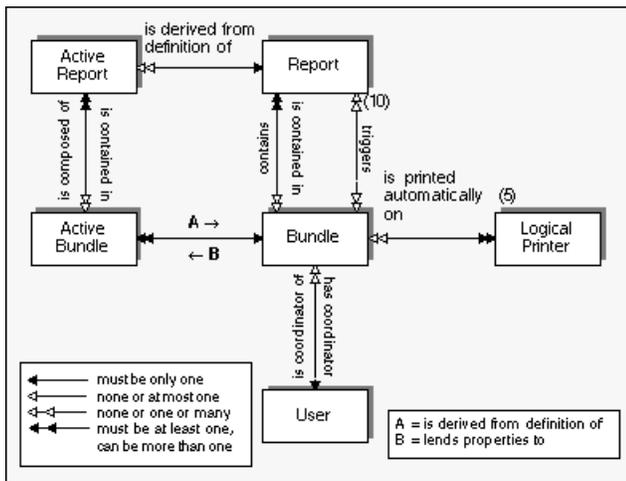
12   Attributes of a Bundle

This section describes the components of a bundle definition:

Default values for bundle attributes can be set by the system administrator in *Bundle Defaults*.

General Attributes

Field	Explanation		
Bundle Name	You have to enter a unique name for the bundle when you are creating a new bundle. This field is protected when you modify an existing bundle.		
Description	Enter a short description for the bundle.		
Coordinator ID	You can enter the user ID of the person who is responsible for this bundle. If you make no entry here, your user ID is automatically written into 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 desired. The coordinator's name, address and telephone number can be used as substitution variables for separator pages. To select a coordinator from a list of all authorized users, you enter a question mark (?) in this field.		
Type	The type of bundle: ■ Master definition `(M)`. ■ Suspended definition; that is, a definition that is currently not being used `(S)`.		
Retention	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. See also *Retention Period* in *Components of Bundle Defaults* in the *System Administration* documentation.		
	Period		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.
	Unit		Possible values: ■ Working days `(W)` ■ Absolute days `(A)` ■ Weeks `(V)` ■ Months `(M)`

Field	Explanation		
		If you select "working days", you have to select a calendar which distinguishes between working and non-working days.	
	Calendar	Select a calendar, if "working days" is the unit for the retention period. To do so, enter an asterisk (*) in this field. A list of all defined calendars will be displayed, from which you select one. For more information on calendars, see *Calendars* in the *System Administration* documentation.	
	Example: You have defined a calendar in which Saturday and Sunday are marked as holidays. If have specified "2" as the **Period**, and "working days" as the **Unit** and the bundle is created on Friday evening, it will be retained until Tuesday evening.		
Print events	Time schedule	The bundle can be printed at specified times on specified days. Enter "Y" to activate the time schedule, which you can define by pressing PF8 (Sched). See *Schedule Attributes*.	
	Force flush	If none of the other print events occurs before the period entered here has expired, bundle closing and printing is forced.	
		Period	Enter the number of working days, absolute days, weeks or months the bundle should remain open.
		Unit	Same as for Unit under Retention, above.
		Calendar	Same as for Calendar under Retention, above.
	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 the names of up to 10 reports which trigger the printing of the bundle. The bundle is printed when all these reports arrive. To select a trigger report from a list, you enter a question mark (?) in one of these fields. Trigger reports are automatically added to the list of reports to be included in the bundle (see *Functions for Reports in a Bundle*). However, they are not automatically deleted from Bundle Contents (**Report in Bundle** screen) when removed from report arrival. Other reports contained in a bundle will be printed but do no trigger printing.	

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.
	Not later	The bundle will not be printed after the time you enter here.
	before or after Holiday	Should a printing date fall on a calendar holiday, enter "A" here to print on the first working day *after* the holiday, or enter "B" to print on the last working day *before* the holiday.
Weekdays	To print the bundle on the same days every week, enter the two-letter code for the days: SA = Saturday, SU = Sunday, MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday, FR = Friday. **Note:** You cannot specify both weekdays and monthly days in parallel.	
Monthly days	If the bundle is to be printed on the same dates every month, enter the dates here in two-digit format: 01, 02, 03 ... etc.. Enter ALL for all days of the month or LD for the last day of the month.	
Calendar	You can specify a calendar here. Or you can select a calendar from a list by entering an asterisk (*) in this field. The bundle is then only printed on days defined as *working days* in the calendar, but not on days defined as *holidays.* For more information on calendars, see *Calendars* in the *System Administration* documentation.	

See also *Print Schedule Examples* below.

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 (MO, WE, FR)

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 (LD)
Calendar	MRS
Holiday (before/after)	Before holiday (B)

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 (before/after)	After holiday (A)

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

To print a bundle at 7 a.m., 1 p.m. and 7 p.m. from Monday to Friday or, if the day is a holiday, on the first workday after the holiday, define these fields as follows:

Not before	07:00
Every	06:00
Not later	19:00
Weekdays	Monday; Tuesday; Wednesday, Thursday; Friday (MO, TU, WE, TH, FR)
Calendar	MRS
Holiday (before/after)	After holiday (A)

Printing Attributes

Field	Explanation	
Hold before print	Enter "Y" to hold bundle printing until released manually. Enter "N" to print the bundle immediately.	
Report separator pages	"Y" - The report separator page is printed (this is the default). "N" - The report separator page is not printed. The number of separator pages can be defined for each report in the bundle; see *Adding a Report to a Bundle*.	
Bundle separator pages	Start	Enter the name of the separator page to be printed at the beginning of the bundle.
	End	Enter the name of the separator page to be printed at the end of the bundle.
	Copies	Specify how many times each separator page is to be printed for the bundle.
	See *Separator Pages* for further information. To edit a separator page, position the cursor on the **Start** or **End** field, and press PF10 (Edit).	
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 the library SYSNOMS.	
	Natural member	The name of the user exit.
	Natural library	The name of the library containing the user exit.

Field	Explanation	
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 specified for the logical printer are used instead. See *Adding a New Logical Printer*.	
Printers	Printer	You can enter the names of up to 5 logical printers on which to print the bundle. For a selection list of printers, enter an asterisk (*) in one of these fields. **Additional Printers** To specify more than 5 printers, you press PF11 (Prtr) on the **Bundle Definition > Printing Attributes** screen. The **Bundle Definition > Additional Printers** screen is displayed, on which you can specify up to 15 additional printers, and the number of copies to be printed on each of them. For a selection list of printers, enter an asterisk (*) in one of the **Printers** fields on that screen.
	Copies	Specify the number of copies of the bundle to be printed on the respective printer.

13 Maintenance Functions for Bundles

This section describes the functions for the creation and maintenance fo bundles:

Listing All Bundles

Bundle Maintenance Screen

≫ **To list all bundle definitions:**

■   Enter 2 in the command line of the **Main Menu**.

The **Bundle Maintenance** screen is displayed:

```
  17:08:18            **** ENTIRE OUTPUT MANAGEMENT ****            2015-07-25
 User ID XYZ          - Bundle Maintenance -  Report _____

 Cmd Bundle                  Authoriz T Description                    NumRep
 ___ _____ _____ _ _____ _____
  __ DEP-ADMA                 ADMIN   M Created by PWR-EMPL-STD1-S        ↵
6
  __ DEP-COMP                 ADMIN   M Created by PWR-EMPL-STD1-S        23
  __ DEP-DEPT                 ADMIN   M Created by DB-POWER-BIG1-S        21
  __ DEP-FINA                 ADMIN   M Created by PWR-EMPL-STD1-S        11
  __ DEP-HUGO                 ADMIN    M Created by PWR-EMPL-STD1-S
  __ DEP-MARK                 ADMIN   M Created by PWR-EMPL-STD1-S        11
  __ DEP-MASK                 ADMIN    M Created by PWR-EMPL-STD1-S       ↵
5
  __ DEP-MGMT                 ADMIN   M Created by PWR-EMPL-STD1-S        26
  __ DEP-PROD                 ADMIN   M Created by PWR-EMPL-STD1-S        10
  __ DEP-SALE                 ADMIN   M Created by PWR-EMPL-STD1-S        19
  __ DEP-SALG                 ADMIN    M Created by PWR-EMPL-STD1-S       ↵
5
  __ DEP-SYSA                 ADMIN    M Created by PWR-EMPL-STD1-S       ↵
9
  __ DEP-SYSU                 ADMIN    M Created by PWR-EMPL-STD1-S       ↵
5
  __ DEP-TECH                 ADMIN   M Created by PWR-EMPL-STD1-S        29
  __ DEP-VENT                 ADMIN   M Created by PWR-EMPL-STD1-S        61
Top Of Data
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip               -     +    Activ      Selct Menu
```

The screen lists all bundle definitions, in alphabetical order, which were created by the user or by someone else who authorized this user to process them.

Special PF Keys

Key	Name	Function
PF2	Add	**Create a new bundle**.
PF9	Activ	**Display active bundles**.
PF11	Selct	**List selected bundles**.
PF21	Ext	Switch between the display of long and short names.

Line Commands

Command	Function
AR	**Add a report to the bundle**.
AU	**Authorize other users to process the bundle**.
CO	**Copy bundle definition** (including reports contained in the bundle).
DE	**Delete bundle definition**.
DI	**Display bundle definition**.
LO	**Display log information about maintenance activities on a bundle**.
MO	**Modify bundle definition**.
RN	**Rename bundle definition**.
RP	**List the reports contained in the bundle**.

Selection Criteria

Use an asterisk (*) as wildcard to enter selection criteria in all fields marked with an asterisk. Only those bundles which satisfy the criteria are listed.

Field	Explanation
Report *	You can enter selection criteria for the report name(s). This is useful if you are looking for a bundle containing specific reports but do not know the bundle name.
Bundle *	Enter selection criteria for the bundle name.
Authorization *	Authorization used to access object. You can enter: ■ PUBLIC; ■ a *user ID* or the name of a distribution list to display selected bundles; ■ ADMIN indicates that you are defined as Administrator with Owner authorization for the listed objects. ADMIN cannot be used as selection criterion.
T	Type: ■ M = Master definition. ■ S = Suspended definition; that is, a definition that is currently not being used.

Field	Explanation
Description	A short description of the bundle.
NumRep	The number of reports in the bundle.

Listing Selected Bundles

> **To list only bundles which meet certain selection criteria:**

1   Press PF11 on the **Bundle Maintenance** screen.

The **Bundle Selection** window will be displayed.

2   In this window you can enter selection criteria for the bundles listed on the **Bundle Mainten-ance** screen. The fields are described below.

Only the bundles which satisfy the selection criteria will be listed.

Selection Criteria

Use an asterisk (*) as wildcard to enter selection criteria in the following fields:

Field	Explanation
Bundle	Enter selection criteria for the bundle prefix.
Type	Select the type of bundles to be listed: M = Master definitions or S = Suspended definitions.
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.

Creating a New Bundle

> **To create a new bundle:**

1   Press PF2 (Add) on the **Bundle Maintenance** screen.

The **Bundle Definition** screen is displayed:

```
 14:31:42              **** ENTIRE OUTPUT MANAGEMENT ****              2015-03-25
 User ID XYZ                   - Bundle Definition -

 Bundle
    Name .............. _____
    Description ....... _____
    Type .............. M
 Coordinator ID ....... _____
 Retention ............ ___ (Period)    _ (Unit)      _____ (Calendar)

 Print events
    Time schedule ..... N (Y/N)
    Force flush ....... ___ (Period)    _ (Unit)      _____ (Calendar)
    Lines exceeded .... _____
    Report arrival .... _____ _____
                        _____ _____
                        _____ _____
                        _____ _____
                        _____ _____


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

2   On this screen you define the general attributes of a bundle. The fields are described under
    General Attributes.

    With PF21 you can switch between the display of long and short names.

3   To define the printing attributes of the bundle, press PF9 (Print) on the **Bundle Definition**
    screen.

    The **Bundle Definition > Printing Attributes** screen is displayed. The fields are described
    under *Printing Attributes*.

4   To define a print schedule for a bundle, press PF8 (Sched) on the **Bundle Definition** screen.

    The **Print Schedule** window is displayed. The fields are described under *Schedule Attributes*.

    The print schedule is activated with the general attribute **Time schedule**.

Copying a Bundle

≫ **To copy a bundle:**

1 On the **Bundle Maintenance** screen, enter the line command `CO` next to the bundle you want to copy.

 The **Copy Bundle Definition** window is displayed.

2 Enter the name of the target bundle in the input field provided, and specify "Y" (yes) or "N" (no) to copy authorizations.

 A message confirms that the bundle has been copied.

Modifying a Bundle

≫ **To modify a bundle:**

1 On the **Bundle Maintenance** screen, enter the line command `MO` next to the bundle you want to modify.

 The **Bundle Definition** screen for the bundle is displayed.

2 The fields are described under *Attributes of a Bundle*. Modify the attributes as desired.

 Then press PF5 (Do) or ENTER to save your modifications.

3 Depending on the `COMMIT` option (see SET command), you may be prompted to confirm the modifications.

Renaming a Bundle

≫ **To rename a bundle:**

1 On the **Bundle Maintenance** screen, enter the line command `RN` next to the bundle you want to rename.

2 A window is displayed in which you enter the new name of the bundle.

Deleting a Bundle

≫ **To delete a bundle:**

1   On the **Bundle Maintenance** screen, enter the line command `DE` next to the bundle you want to delete.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

Displaying a Bundle

≫ **To display a bundle:**

■   On the **Bundle Maintenance** screen, enter the line command `DI` next to the bundle you want to display.

The bundle definition is displayed. The fields are described under *Attributes of a Bundle*.

Displaying Log Information for a Bundle

≫ **To display log information for a bundle:**

1   On the **Bundle Maintenance** screen, enter the line command `LO` next to the bundle for which you want to log information.

The **Log Display** screen for the bundle is displayed.

2   To display more information about a log entry, you enter the line command `IN` next to it.

For further details, see the section *LO - Display Log Information for an Object*.

Authorizing User Access to a Bundle

Only users with owner authorization for the bundle can perform this function.

≫ **To authorize user access to a bundle:**

1 On the **Bundle Maintenance** screen, enter the line command AU next to the bundle for which you want to grant authorization.

The **Authorization List** window for bundles is displayed.

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

Functions for Reports in a Bundle

- Listing All Reports in a Bundle
- Adding a Report to a Bundle
- Modifying a Report in a Bundle
- Deleting a Report from a Bundle

Listing All Reports in a Bundle

≫ **To list all reports in a bundle:**

1 On the **Bundle Maintenance** screen, enter the line command RP next to the appropriate bundle.

The **Report in Bundle** screen is displayed, listing all reports included in the bundle:

```
  14:48:15                 **** ENTIRE OUTPUT MANAGEMENT ****              2013-12-12
 User ID XYZ              - Report In Bundle -        UKSJUBU2

 Cmd Group      Sequence Report                        Copies  Separator NumSep
 ___ _____   _____  _____  _____ _____ _____
  __ SJUGRP1       1     UKSJU-SEP-1                            DEFAULT     1
  __ SJUGRP1       2     UKSJU-SEP-2                            DEFAULT     1
  __ SJUGRP1       3     UKSJU-SEP-3                            DEFAULT     1
  __ SJUGRP1       4     UKSJU-SEP-4                            DEFAULT     1
  __ SJUGRP1       5     UKSJU-SEP-5                            DEFAULT     1
  __ SJUGRP1       6     UKSJU-SEP-6                            DEFAULT     1
  __ SJUGRP1       7     UKSJU-SEP-7                            DEFAULT     1
  __ SJUGRP1       8     UKSJU-SEP-8                            DEFAULT     1
  __ SJUGRP1       9     UKSJU-SEP-9                            DEFAULT     1
  __ SJUGRP1      10     UKSJU-SEP-10                           DEFAULT     1
  __ SJUGRP1      11     UKSJU-SEP-11                           DEFAULT     1
  __ SJUGRP1      12     UKSJU-SEP-12                           DEFAULT     1
  __ SJUGRP1      13     UKSJU-SEP-13                           DEFAULT     1
  __ SJUGRP1      14     UKSJU-SEP-14                           DEFAULT     1
  __ SJUGRP1      15     UKSJU-SEP-15                           DEFAULT     1
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip                  -     +     Ext              Menu
```

With PF9 (Ext), you can switch between the display of long and short names.

The reports are listed in the order of their sequence in the bundle. For each report, the following information is displayed:

Field	Explanation
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	The sequential number of the report in the bundle. Within the same group, the reports are printed in this sequence.
Report	The name of the report.
Copies	The number of copies of this report printed in the bundle.
Separator	The name of the separator page used for this report in the bundle.
NumSep	The number of times the separator page is printed.

2   From this screen, you can **add reports** to the bundle, **delete reports** from the bundle, or **modify the report parameters**.

Adding a Report to a Bundle

≫ **To add a report to a bundle:**

1   Press PF2 (Add) on the **Report in Bundle** screen; or on the **Bundle Maintenance** screen, enter
     the line command AR next to the bundle to which you want to add the report.

     The **Bundle Contents** window is displayed:

```
+---------------------------------------------------+
!  - Bundle Contents - Of: UKSJUBU2                 !
!                                                   !
! Report name ......... _____    !
! Grouping Name ........ _____                   !
! Sequence Number ...... 1__                        !
! Number Of Copies ..... ___                        !
! Num Of Separators .... 0__                        !
! Pagedef .............. _____                   !
! Formdef .............. _____                   !
! Logical Printer ...... _____                   !
!                                                   !
!                                                   !
! PF3 Exit PF5 Do PF6 Undo PF9 Ext                  !
+---------------------------------------------------+
```

2   This window is used to add a report to the bundle, or modify the print parameters of a report
     already in the bundle. The fields are described below.

3   When you have finished entering data, press ENTER.

     A message confirms that the report parameters have been saved.

To add reports to a bundle that will trigger the printing of the bundle, see the general attribute
Report Arrival under *Attributes of a Bundle*.

New Report in Bundle - Fields

Field	Explanation
Report Name	Enter a report name. To select a report name from a list, enter a question mark (?).
	If you are modifying printing parameters, the name of the report cannot be changed here.
Grouping Name	If you want 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

Field	Explanation
	within a group are printed in the sequence in which they are listed on the list of reports in a bundle (see *Listing All Reports in a Bundle*).
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	If you want to print the report on an IPDS printer, enter the JCL parameter PAGEDEF to be used.
Formdef	If you want to print the report on an IPDS printer, enter the JCL parameter FORMDEF to be used.
Logical Printer	Enter the name of the logical printer to be used for the report.

Modifying a Report in a Bundle

> **To modify a report in a bundle:**

1 On the **Report in Bundle** screen, enter the line command `MO` next to the report you want to modify.

   The **Bundle Contents** window is displayed for the report selected.

2 Make your changes. Then press ENTER to save them.

   A message confirms the modification.

Deleting a Report from a Bundle

> **To delete a report from a bundle:**

1 On the **Report in Bundle** screen, enter the line command `DE` next to the report you want to delete.

2 Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

14   Active Bundles

This section covers the following topics:

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 data sets and generated by the bundle definition. An active bundle is printed and distributed as one unit.

Object relationship diagram
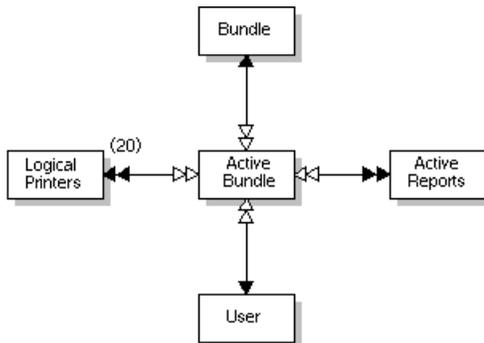
Invoking the Active Bundles Screen

≫ **To select active bundles:**

1   Enter 6 in the command line of the **Main Menu**.

The **Active Bundles** screen is displayed:

```
 13:54:38              **** ENTIRE OUTPUT MANAGEMENT ****              2015-05-16
User ID XYZ                    - Active Bundles -

  Cmd Bundle                      S Status      Reps Coord-ID
  ___ _____    _ _____  ____ _____
  __ UKSJUPCX                     O opened        6 UKSJU
  __ UKSJUBUN                     O opened        9 UKSJU
  __ UKSJUPCX                     C closed        2 UKSJU
  __ UKSJUBUN                     C closed        3 UKSJU
  __ VKA                          C closed        2 VKA
  __ VKA                          C closed        1 VKA
  __ UKSJU-BUNDLE-LONG-NAME       O opened       10 UKSJU
  __ XSETGGR-BU1                  C closed        1 XSETGGR
  __ UKSJU-TYPE-AL                C closed        1 UKSJU
  __ XSETGGR-BU1                  C closed        1 XSETGGR
  __ UKSJU-BUNDLE-LONG-NAME       C closed       21 UKSJU
  __ UKSJU-TYPE-AL                C closed          UKSJU
  __ UKSJU-TYPE-AL                C closed        1 UKSJU
  __ UKSJU-TYPE-AL                C closed        1 UKSJU
  __ UKSJU-TYPE-AL                C closed        1 UKSJU
Top Of Data
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip   <     >     -     +    Mastr Rfrsh SwLay Menu
```

The screen lists all bundles processed by Entire Output Management. They are listed in descending order of their creation dates.

2   From this screen, you can perform various functions on bundles.

Depending on the setting of the user profile field **Restrict Abun**, you will either see all bundles, with those to which you have access highlighted, or only those bundles to which you have access. You can only enter commands for bundles to which you have access. Administrators have access to all bundles, regardless of the **Restrict Abun** setting.

Special PF Keys

Key	Name	Function
PF5	<	Display right half of the screen.
PF6	>	Display left half of the screen.
PF9	Maste	List all master bundles (Bundle Maintenance screen)
PF10	Rfrsh	Refresh **Active Bundles** screen.
PF11	SwLay	**Switch between Administrator and General User layout.**
PF21	Ext	Switch between display of long and short report/bundle names.

Switching between Administrator and General User Layout

The **Active Bundles** screen can be displayed in two layouts:

- The Administrator Layout (see above) displays reports, coordinator ID, and Open and Close Date/Time information.

- The General User Layout (see below) displays a Description of the active bundles:

```
 16:25:10              **** ENTIRE OUTPUT MANAGEMENT ****           2015-08-16
 User ID XYZ                  - Active Bundles -

 Cmd Bundle                   S Status Reps Description                Message
 ___ _____ _ _____ ____ _____ _____
  __ UKSJUPCX                 O opened    6 STEVE'S BUNDLE - WITH
  __ UKSJUBUN                 O opened    9 STEVE'S BUNDLE
  __ UKSJUPCX                 C closed    2 STEVE'S BUNDLE - WITH
  __ UKSJUBUN                 C closed    3 STEVE'S BUNDLE
```

With PF11 (SwLay) you can switch between the two layouts.

Line Commands

Command	Function
AR	Mark all reports in an active bundle for archiving.
CL	Close an active bundle. The bundle can accept no more reports. A new version of the bundle is opened for additional reports.
DE	Delete an active bundle. Only control information is deleted. The active reports contained in the bundle are not deleted.
DI	Display active bundle parameters.
IN	Display additional information on an active bundle.
LO	Display log information for an active bundle.
MO	Modify active bundle. Note that modifications hold only for this current copy of the bundle and do not affect the bundle definition. Modification can be done only when bundle status = Opened.
PR	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.
RP	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.
RV	Mark all reports in an active bundle for reviving.

Fields

Field	Explanation
Bundle *	Bundle name. Enter selection criteria for the bundle name. The effect of selection by bundle name wildcard depends on the setting of the user profile field Abun List Format. If this is set to 1, wildcard bundle selection results in a window of matching bundle names, from which you can select one. If you are not an administrator, you may only select bundles to which you have access, or those with Public authorization. In the window, use PF10 to toggle between your own and Public authorization. If Abun List Format is set to 2, a list of all matching bundles is presented. An Abun List Format of 1 is likely to generate fewer database accesses.
Status *	Enter selection criteria for bundle status: ■ Closed - bundle can accept no additional reports. ■ Forced - bundle forced to print when retention period expires. ■ Opened - bundle is open and contains reports. ■ Printing - bundle is being printed.
Reps	Number of reports in the bundle.
Coord-ID *	User ID of the bundle coordinator..
Description	In General User Layout, a short description of the bundle is displayed here.
Open Date/Time	Date and time the bundle was opened.
Close Date/Time	Date and time the bundle was printed.

Field	Explanation
Message	Indicates why the bundle cannot be printed. For example, if no printer has been assigned, the message "No Printer" is displayed here.

Modifying an Active Bundle

You can define:

- General Attributes
- Printing Attributes

≫ **To modify an active bundle:**

1 On the **Active Bundles** screen, enter the line command MO next to the active bundle you want to modify.

The **Active Bundle > General Attributes** screen is displayed for the bundle you have selected:

```
 12:12:13              **** ENTIRE OUTPUT MANAGEMENT ****          2015-08-11
User ID XYZ           - Active Bundle>General Attributes -


Bundle
    Name .............. UKSJUPCX
    Run number ........ 32597


Created .............. 2008-10-10  14:31
Coordinator ID ....... XYZ_____


Print events
    Time schedule...... _____
    Lines exceeded .... 10000____
    Report arrival .... _____ _____
                        _____ _____
                        _____ _____
                        _____ _____
                        _____ _____




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

2   You can modify the data displayed by entering new data in the input fields. The fields are described below.

3   Modify the attributes as desired. Then press PF5 (Do) or ENTER to save your modifications.

4   Depending on the COMMIT option (see SET command), you may be prompted to confirm the modifications.

General Attributes

Field	Explanation
Bundle Name	Bundle name.
Run number	Internal sequence number (display only).
Created	Date and time when the first active report arrived for this bundle (display only).
Coordinator ID	Enter the user ID of the person who is responsible for this bundle. If you make no entry here, your user ID is automatically written to this field. For more information, see **Coordinator ID** under *General Attributes* of a bundle.
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 is displayed 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 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. For more information, see **Report Arrival** under *General Attributes* of a bundle.

Printing Attributes

≫ **To modify printing attributes of an active bundle:**

1   Press PF9 on the **Active Bundle > General Attributes** screen.

    The **Active Bundle > Printing Attributes** screen is displayed.

2   The printing attributes you can modify correspond to the fields of the same names in the bundle definition. See *Printing Attributes* in the section *Bundles*.

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:**

■ On the **Active Bundles** screen, enter the line command `CL` next to the bundle to be closed.

The message "Closed" is displayed in the Status column.

Printing an Active Bundle

≫ **To print an active bundle:**

1 On the **Active Bundles** screen, enter the line command `PR` next to the active bundle you want to print.

A printer selection list will be displayed.

2 Select a printer by entering any character in the input field before the appropriate printer.

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

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:**

■ On the **Active Bundles** screen, enter the line command `AR` next to the bundle to be 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 revive an active bundle:**

■   On the **Active Bundles** screen, enter the line command `RV` next to the bundle to be marked for reviving.

Deleting an Active Bundle

> **To delete an active bundle:**

1   On the **Active Bundles** screen, enter the line command `DE` next to the bundle to be deleted.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

Displaying Information on an Active Bundle

> **To display additional information on an active bundle:**

■   On the **Active Bundles** screen, enter the line command `IN` next to the bundle for which you want to display information.

The following information is displayed:

Fields

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	User ID of the bundle coordinator.
	Name	Name of bundle coordinator.
	Phone	Phone number of bundle coordinator.

Field	Explanation	
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.
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 general attribute **Force Flush** in the corresponding bundle definition; see *Attributes of a Bundle*.
	Purge	The day on which the active bundle is to be deleted. This date is computed when the active bundle is closed. It is computed using the general attribute **Retention Period** in the corresponding bundle definition; see *Attributes of a Bundle*.

Displaying Log Information for an Active Bundle

≫ **To display log information for an active bundle:**

■ On the **Active Bundles** screen, enter the line command L0 next to the bundle for which log information is to be displayed.

The **Log Display** screen is displayed for the bundle selected.

For further details, see *LO - Display Log Information for an Object*.

15   Active Reports in an Active Bundle

Listing All Active Reports in an Active Bundle

≫ **To list all active reports contained in an active bundle:**

1   On the **Active Bundles** screen, enter the line command RP next to the bundle for which active reports are to be listed.

The **Contents of Bundle** screen is displayed:

```
 17:45:40               **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-17
         - Contents of Bundle XSETGGRBU1 / 11012 -                         ↵

                                                                           ↵

Cmd Group     Seq Report                        Run-No      Lines          ↵


___ _____ ___ _____ _____ _____                    ↵

 __ XSETGGRB   1 FHILINES                        11229       33             ↵

 __ XSETGGRB   1 FHILINES                        11230       33             ↵

 __ XSETGGRB   1 FHILINES                        11231       33             ↵

 __ XSETGGRB   1 FHILINES                        11232       33             ↵

 __ XSETGGRB   1 FHILINES                        11233       33             ↵

 __ XSETGGRB   1 FHILINES                        11234       33             ↵

 __ XSETGGRB   1 FHILINES                        11235       33             ↵

 __ XSETGGRB   1 FHILINES                        11236       33             ↵

 __ XSETGGRB   1 FHILINES                        11011       33             ↵

 __ XSETGGRB 999 DIRECT-INPUT                    11242       74K            ↵

 __ XSETGGRB 999 DIRECT-INPUT                    11241       52K            ↵

 __ XSETGGRB 999 DIRECT-INPUT                    11239     1141K            ↵

 __                                                                         ↵

 __                                                                         ↵

 __                                                                         ↵
All                                                                         ↵

 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip              -     +    Ext   <     >    Menu ↵
```

The screen list all active reports contained in the bundle.

2   With PF11 (>) you can shift the display to the right (twice) to display further data of an active
    bundle. With PF10 (<) you can shift the display to the left again.

Line Commands

Command	Function
BR	Browse active report contents.
DE	Delete active report contents.
MO	Modify active report characteristics.

Fields

Field	Explanation
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.
Seq	The sequential number of the report in the bundle. The reports are printed in this sequence within the same Group.
Report	Name of the active report contained in the active bundle.
Run-No	Unique number identifying the active report.
Lines	The number of lines in the active report. For binary reports, the size in KB (as indicated by a "K" after the number).
Form	Corresponds to the JCL parameter FORM.
Fcb	Corresponds to the JCL parameter FCB.
Chars	Corresponds to the JCL parameter CHARS.
Flsh	Corresponds to the JCL parameter FLASH.

Modifying Characteristics of an Active Report in a Bundle

≫ **To modify the characteristics of an active report contained in a bundle:**

■ On the **Contents of Bundle** screen, enter the line command MO next to the active report whose characteristics are to be modified.

The **Report Characteristics in Bundle** window is displayed, where you can modify the report characteristics:

```
+-------------------------------------------------------------------+
!                   Report Characteristics In Bundle               !
!                   Bundle   UKSJUPCX                               !
!                   Report: UKSJU-TEST                             !
!                        In Bundle                                !
!  Form ..............: STD_____                                   !
!  Fcb ...............: _____                                   !
!  Chars .............: _____                      !
!  Flash .............: ____                                      !
!  Copies ...........: 1__                                        !
!  Pagedef ..........: _____                                   !
!  Formdef ..........: _____                                   !
!  Logical Printer ..: _____                                   !
!  Separator Info: Member Start: RS-SJUST End: RS-SJUEN           !
!                   Copies: 1__                                    !
!                                                                 !
!                                                                 !
!   PF1 Help PF3 Exit PF5 Do PF6 Undo PF9  Ext                    !
+-------------------------------------------------------------------+
```

Fields (z/OS only)

Field	Explanation
Form	Enter the name of the form on which you wish 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	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.
Logical Printer	Enter the name of the logical printer to be used.
Separator Info (Start, End, Copies)	These fields correspond to the fields of the same names in the bundle definition. See *Printing Attributes* in the section *Bundles*.

Deleting an Active Report from a Bundle

≫ **To delete an active report from a bundle:**

1   On the **Contents of Bundle** screen, enter the line command `DE` next to the active report to be deleted.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

   Note: A report deleted in an active bundle remains still available as an active report.

Browsing an Active Report in a Bundle

≫ **To browse an active report contained in a bundle:**

1   On the **Contents of Bundle** screen, enter the line command `BR` next to the active report to be browsed.

   The Software AG Editor is invoked and the active report you have selected is displayed on the screen.

2   ISPF-like local commands enable you to view the active report. For more information, see the section *Browsing an Active Report with the Software AG Editor*.

16   **Folders**

The section describes folders and covers the following topics:

What is a Folder?

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

Attributes of a Folder

Field	Explanation	
Name	You have to first enter the folder name when you create a new folder. This field is protected when you modify an existing folder.	
Description	Enter a short description for the folder.	
List Layout	You can define how active reports are listed in the folder.	
Default Location	You can define a location of the active reports which will be displayed when you list the active reports in a folder. Possible values are: ■ * or blank = All active reports, regardless of the location. ■ A = active reports currently archived. ■ B = active reports currently available for online viewing. ■ C = active reports located in Con-nect. ■ D = active reports currently stored in the Entire Output Management active-data file. ■ S = active reports currently stored in the spool or in a container file.	
Linked Folder	If another user authorizes you to use one or more of his/her folders, you can link one of your folders to the authorized folder. Then you can browse and print all active reports filed in the authorized folder. This is not applicable to the your #Inbasket folder.	
	User ID	Enter the user ID of the user who has given you authorization to use his/her folder(s).
	Folder Name	Enter the name of the other user's folder.

Listing Folders

> **To list the folders defined for your user ID:**

■ Enter 5 in the command line of the **Main Menu**.

The **Active Reports > Folder Maintenance** screen is displayed, listing all folders defined for your user ID:

```
 11:28:00              **** ENTIRE OUTPUT MANAGEMENT *****           2015-08-02
 User ID XYZ           - Active Reports>Folder Maintenance -

 Cmd Folder            Description

 ___ _____   _____
  __ #Inbasket
  __ ADABAS            Lists created by Adabas Utilities
  __ Employees         Lists of the Personnel Department
  __ MSE-Public        Lists authorized by MSE
  __ NOM-Catall        Catall error lists
  __ NOM-Lists         ARCHIVER/REVIVER/MONITOR Lists
  __ Public            PUBLIC Reports
  __
  __
  __
  __
  __
  __
  __
  __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip              -     +               Clr   Menu
```

Folder #Inbasket

The folder #Inbasket is created automatically when a user ID is defined. It cannot be renamed or deleted.

Special PF Keys

Key	Name	Function
PF2	Add	**Create a new folder**.
PF11	Clr	Reset active report selection criteria. Use this key if you do not want the active report list to be filtered according to the selection criteria last used.

Line Commands

Command	Function
AU	Authorize all users (PUBLIC), a user group (distribution list) or a specified user ID to access active reports filed in the folder. See *Authorizing User Access to a Folder*.
CO	**Copy a folder**.
DE	**Delete a folder**.
DI	**Display a folder**.
LF	**Link a folder to another user**.
LI	**List active reports in a folder**.
LK	**List active reports in a folder, using keyword selection.**.
MO	**Modify a folder**.
RN	**Rename a folder**.

Fields

Fields	Explanation
Folder (*)	Folder name. You can enter a folder prefix followed by an asterisk (*) in the field immediately below the column heading to list all folders beginning with the prefix.
Description	A short description of the respective folder.

Creating a New Folder

≫ **To create a new folder:**

1   Press PF2 (Add) on the **Active Reports > Folder Maintenance** screen.

     The **Folder Definition > General Attributes** screen is displayed:

```
 12:46:26                **** ENTIRE OUTPUT MANAGEMENT ****              2015-02-02
 User ID XYZ           - Folder Definition >General Attributes-                  ↵

                                                                                 ↵

                                                                                 ↵

 Folder                                                                          ↵

   Name .............. #Inbasket_____                                          ↵

   Description ....... _____           ↵

                                                                                 ↵

                                                                                 ↵

 List Layout .......... 2   1 = Active Report summary                            ↵

                            2 = Active Report list (descriptive attributes)      ↵

                            3 = Active Report list (technical attributes)         ↵

                                                                                 ↵

 Default Location ..... B   (use ? for valid values)                             ↵

                                                                                 ↵

 Linked Folder                                                                   ↵

    User ID ........... _____                                                 ↵

    Folder Name ....... _____                                         ↵

                                                                                 ↵

                                                                                 ↵

                                                                                 ↵

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

2   On this screen, you define the attributes of a folder. The fields are described under *Attributes of a Folder*.

Linking a Folder

There are to ways to link folders:

- The owner of the original folder uses the function `LF` to define a new folder for another user.

- The owner of the original folder uses the function `AU` to grant permisson to another user; the user with permission defines a new folder with the field `Linked Folder` filled.

≫ **To make a folder that belongs to your user ID available to other users:**

■ On the **Active Reports > Folder Maintenance** screen, enter the line command `LF` next to the folder to be linked. The **Folder Definition > Link Folder to Folder** screen is displayed:

```
 09:44:39              **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-02
User ID XYZ          - Folder Definition >General Attributes-


For User ............. _____

Folder
   Name .............. Summary_____
   Description ....... _____



List Layout .......... 1   1 = Active Report summary
                           2 = Active Report list (descriptive attributes)
                           3 = Active Report list (technical attributes)

Linked Folder
   User ID ........... XYZ
   Folder Name ....... Summary




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

Special PF Keys

Key	Name	Function
PF2	Add	Link another folder.

Fields

Field		Explanation
For User		Enter the user ID for which you want to create a folder.
Folder	Name	Enter the name of the folder you want to create.
	Description	Enter a short description for the folder.
List Layout		You can define how active reports are listed in the folder.
Linked Folder	User ID	The user ID of the current folderfor which the link is being created.
	Folder Name	The name of the current folder for which the link is being created.

Copying a Folder

≫ **To copy a folder definition:**

1 On the **Folder Maintenance** screen, enter the line command `CO` next to the folder you want to copy.

   A window is displayed.

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

   A message confirms the copying.

Modifying a Folder

≫ **To modify a folder definition:**

1 On the **Folder Maintenance** screen, enter the line command `MO` next to the folder you want to modify.

   The **Folder Definition > General Attributes** screen is displayed for the folder you have selected.

2 Modify the attributes as desired. The fields are described under *Attributes of a Folder*.

   Then press PF5 (Do) or ENTER to save your modifications.

3   Depending on the `COMMIT` option (see SET command), you may be prompted to confirm the modifications.

Renaming a Folder

≫ **To rename a folder:**

1   On the **Folder Maintenance** screen, enter the line command `RN` next to the folder you want to rename.

2   A window is displayed in which you enter the new name of the folder.

Displaying a Folder

≫ **To display a folder:**

■   On the **Folder Maintenance** screen, enter the line command `DI` next to the folder you want to display.

The folder definition of the selected folder is displayed.

The fields are described under *Attributes of a Folder*.

Deleting a Folder

≫ **To delete a folder:**

1   On the **Folder Maintenance** screen, enter the line command `DE` next to the folder you want to delete.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

A folder which contains active reports cannot be deleted.

Authorizing User Access to a Folder

You may only use this function if you have administrator status, or are owner of the folder, or have the appropriate authorization (for object type User) in your user profile.

> ≫ **To authorize user access to a folder:**

1   On the **Folder Maintenance** screen, enter the line command AU next to the folder for which you want to grant authorization.

    The **Authorization List** window for folders is displayed.

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

17   Logical Printers

This section explains the use of logical printers and how to define 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 data set 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.

The following figure illustrates the relation between logical printers and physical printers:
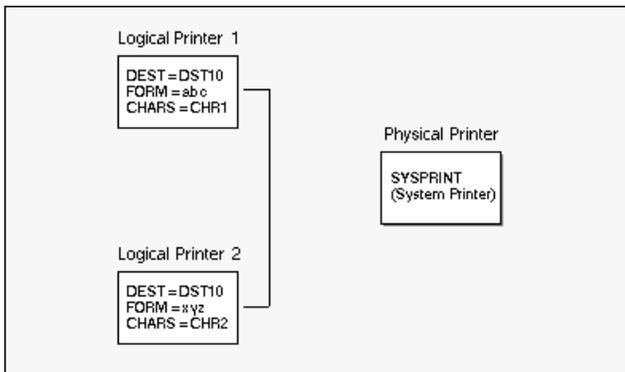
In this example, two logical printers with different parameters are assigned to the same physical printer: SYSPRINT, the system printer.

To define logical printers, you must first have defined at least one physical printer, as described under *Physical Printers* in the *System Administration* documentation.

Attributes of a Logical Printer

■ General Attributes

        ■ Special Attributes

General Attributes

Field	Explanation	
Logical Printer	Name	If you are adding a logical printer, you must enter its ID before proceeding. This ID must be unique. If you are modifying an existing printer, this field is write-protected.
	Description	Enter a short description for the logical printer.
Physical Printer	Name	Enter the ID for the physical printer on which the reports are to be printed. If you enter an asterisk (*) here, a selection window will be displayed from which you can select a physical printer by marking the field before the printer name with any character.
	Location	The location of the selected physical printer is displayed here when a printer has been selected.
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	Enter the name of the exit to be executed for each line before it is printed. You can edit the exit by pressing PF10 (Edit). For more information, see the section *Printer Exits* in the *System Administration* documentation.
	Library	This field displays the name of the library where the printer exit is located.
Restrict Usage	By default, a general user may select any logical printer for which the user or PUBLIC is authorized (even if all authorization options are set to "N"). Also, when printing an active report, the user may select any printer defined in the master report definition. If you specify "Y" here, only administrators and users with at least one authorization option set to "Y" may select this printer.	
Jobcards	Enter the jobcards to be used when printing in batch mode. SERIAL - If a jobcard contains the keyword SERIAL, Entire Output Management checks if the desired printer is already in use by another printer task. If so, the printout processing is delayed until the printer completes. This is useful if, instead of a printer spooler, a printer is addressed directly which cannot spool itself. SERIAL only applies to NATUNIX and UNIXLP printers. SKIP - The keyword "SKIP *nnnnnn*" is interpreted as SKIP *nnnnnn* pages and will suppress the output for *nnnnnn* pages. However, if a printout is resumed that begins with the line after an error occurred, SKIP will also suppress *nnnnnn* pages - which might not be intended. In this case the SKIP parameter has to be omitted. The SKIP function is not exact, it will start the printing shortly before the desired page, because the print data are passed to the print program with	

Field	Explanation

	internal blocking (for performance reasons). Other parameters of the jobcard fields are not affected. SKIP can be used for any printer type where jobcards are allowed.
	
	WAIT-PRINTER - If this keyword is contained in a jobcard of the printout queue or of the logical printer, it will be checked whether the physical printer name of the special printer attributes contains a pipe to the UNIX command `lp` or `lpr`. If so, the printer addressed with the "-P" parameter will be checked calling a user-defined script `nomchkpr.bsh`. A sample script is supplied in the Entire Output Management UNIX directory `INSTALL`; please refer to it for details. WAIT-PRINTER will be ignored on mainframes and on printer types other than NATUNIX.
	
	EXTERNAL-OK – If this keyword is contained in one of the jobcard fields, a printer task will print the output completely, but instead of status "D" (printed successfully) status "X" (wait for external confirmation) will be set. To change this status to "D", you execute a batch job which calls the Natural program `NOMEXOK`. You invoke `NOMEXOK` as follows (using the desired input delimiter):
	
	<pre>NOMEXOK
	printout-id1 message-number1 message1
	printout-id2 message-number2 message2
	printout-id3 message-number3 message3
	...
	printout-id-n message-number-n message-n
	END or FIN</pre>
	`printout-id` is the printout ID of the output; `message-number` is any user error number; `message` is any text to be written to the monitor log and to the status field of the printout.
	
	If the `message-number` is 0, the printout status will be set to "D". If it is greater than 0, the printout status will remain set to "X", and the `message-number` and `message` will be returned. If it is a negative value, the printout status will be set to "E" (error) with `message-number` and `message` being returned. If processing is not successful, `NOMEXOK` will issue return code "1".
	
	If you specify no jobcards here, the specifications made for the Monitor Standard Definitions will be used.

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 special attributes for a logical printer. They are the same as the special attributes of the corresponding physical printer type, which are described under *Attributes of Physical Printers* in the *System Administration* documentation.

Listing Logical Printers

> **To list all defined logical printers:**

1   Enter 3 in the command line of the **Main Menu**.

     The "Printer Maintenance" screen is displayed:

```
  12:32:12              **** ENTIRE OUTPUT MANAGEMENT ****           2015-07-17
  User ID XYZ                 - Printer Maintenance -                        ↵


                                                                             ↵

  Cmd Printer   Authoriz Description           Physical S  Location          ↵


 ___ _____  _____ _____ _____ _ _____
  __  AAAAAA    ADMIN    Aaaaaaaaaaaaaaaaaa    HUGO-14                        ↵

  __  AAANEU    ADMIN    AAAAAAAAAAAAAAAAAAAAA HUGO-14                        ↵

  __  BDE-LOGP  ADMIN    test of XML printer   UKSJUXML                       ↵

  __  BDE-MXL2  ADMIN    SS                    BDE-PXML                       ↵

  __  BHHHHH1   ADMIN                          HUGO-14                        ↵

  __  BRY-PRIN  ADMIN                          CON-NECT                       ↵

  __  BRY-TEST  ADMIN                          CON-NECT                       ↵

  __  DAEFPRO9  ADMIN    vka host printer      DAEFPRO9    VKA host printer   ↵

  __  DAUPRTED  ADMIN    u9 support            DAUPRTED                       ↵

  __  DDDDDD1   ADMIN    Test only             CON-NECT                       ↵

  __  DEFAULTA  ADMIN    Default values for S  SGGRLP1     test unixlp printer ↵

  __  DEFAULTB  ADMIN    Default values for S  SGGRLP2     test unixlp printer ↵

  __  DERBY     ADMIN                          CSG4100S    SagUK Development   ↵

  __  DISKGGR   ADMIN    xsetggr test disk pr  DISKGGR  S                     ↵

  __  DISKMVS   ADMIN                          DISKMVS                        ↵

 Top Of Data                                                                 ↵

  Command =>  _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip                -     +                      Menu
```

The screen lists (in alphabetical order) the logical printers defined to Entire Output Management.

2   From this screen, you invoke the functions for the maintenance of logical printers, as described below.

Fields

For all fields marked with an asterisk (*) below, you can enter selection criteria (prefix *) in the field directly beneath the heading.

Field	Explanation
Printer *	Enter the logical printer ID or selection criteria for the ID.
Authoriz *	Access to Entire Output Management objects can be granted to a user ID, a group of users or to all users. To list authorized objects enter a user ID, a distribution list or PUBLIC here.
Description	A short description of the logical printer.
Physical *	The name of the physical printer.
S	The status of the physical printer: ■ S = printer stopped (printouts are held). ■ blank = printer is active for printing.
Location	The physical location of the printer, taken from the definition of the physical printer.

Adding a New Logical Printer

> **To add a new logical printer:**

■   Press PF2 (Add) on the **Printer Maintenance** screen.

The **Logical Printer > General Attributes** screen is displayed:

```
 12:30:13              **** ENTIRE OUTPUT MANAGEMENT ****            28/03/2015
 User ID XYZ           - Logical Printer >General Attributes -

 Logical Printer
    Name ............. _____
    Description ...... _____
 Physical Printer
    Name ............. _____
    Location ........

 Copies ............. ___
 Priority ........... __
 Printer Exit
    Member ........... _____
    Library .......... _____                  Restrict Usage ......... _

 Jobcards
    _____
    _____
    _____


 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do    Undo              Attrb Edit         Menu
```

On this screen, you define a logical printer. The attributes are described under *Attributes of a Logical Printer*

Special PF Keys

Key	Name	Function
PF9	Attrib	Modify special printer attributes.
PF10	Edit	Edit printer exit.

≫ **To modify the special attributes of a logical printer:**

1 Press PF9 (Attrib) on the **Logical Printer > General Attributes** screen.

 The **Logical Printer > Special Attributes** screen is displayed.

2 The attributes as defined for the physical printer are displayed on this screen. You can modify them by entering new values.

 The fields are described under *Attributes of Physical Printers* in the *System Administration* documentation.

Copying a Logical Printer

≫ **To copy a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command `CO` next to the logical printer you want to copy.

The **Copy Printer Definition** window is displayed.

2   Enter the name of the target logical printer in the input field provided.

A message confirms that the Printer has been copied.

> **Note:** DEFAULT printers cannot be copied.

Modifying a Logical Printer

≫ **To modify a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command `MO` next to the logical printer you want to modify.

The **Logical Printer Definition** screen is displayed for the logical printer you have selected.

2   Modify the attributes as desired. The fields are described under *Attributes of a Logical Printer*.

Then press PF5 (Do) or ENTER to save your modifications.

3   Depending on the `COMMIT` option (see SET command), you may be prompted to confirm the modifications.

Renaming a Logical Printer

≫ **To rename a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command `RN` next to the logical printer you want to rename.

2   A window is displayed in which you enter the new name of the logical printer.

> **Note:** DEFAULT printers cannot be renamed.

Deleting a Logical Printer

> ≫ **To delete a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command `DE` next to the logical printer you want to delete.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

> **Note:** DEFAULT printers cannot be deleted.

Displaying a Logical Printer

> ≫ **To display a logical printer:**

■   On the **Logical Printer Maintenance** screen, enter the line command `DI` next to the logical printer you want to display.

The **Logical Printer Definition** screen is displayed for the logical printer you selected. The fields are described under *Attributes of a Logical Printer*.

Displaying Log Information for a Logical Printer

> ≫ **To display log information for a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command `LO` next the logical printer for which you want to display log information.

The **Log Display** screen is displayed for the logical printer selected.

2   To display more information about a log entry, enter the `IN` line command next to the entry.

Authorizing User Access to a Logical Printer

≫ **To authorize user access to a logical printer:**

1   On the **Logical Printer Maintenance** screen, enter the line command AU next to the logical printer for which you want to grant authorization.

The **Authorization List** window for logical printers is displayed.

2   Proceed as described in the section *Authorizing User Access to Objects*.

18 Distribution Lists

This section describes distribution lists and how to create and maintain them. It covers the following topics:

What is a Distribution List?

A distribution list is a list of users who are to receive a particular report. It allows easier report distribution.

A distribution list can contain individual users or other distribution lists.

Users and lists can be grouped into a 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 the **Distribute To** field.

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

A distribution list can also be used to grant authorization to a group of users. For more information on authorization, see the section *Authorizing User Access to Objects*.

Listing Distribution Lists

> **To list all defined distribution lists:**

1   Enter 4 in the command line of the **Main Menu**.

The **Distribution List Maintenance** screen is displayed, listing all available distribution lists (in alphabetical order).

```
 10:25:46                **** ENTIRE OUTPUT MANAGEMENT ****            2015-03-01
User ID XYZ             - Distribution List Maintenance -

Cmd List     Authoriz Description                               Members Part Of
___ _____ _____ _____ _____ _____
 __ ALLUSERS ADMIN    Reports for all users                        3
 __ DRO-MAIL ADMIN    Dro's Dokumentverteiler                      6
 __ FINANCE  ADMIN    Reports for Finance Department               3      *
 __ LIST-1   ADMIN    list 1                                       2      *
 __ LIST1    ADMIN    Only Test                                           *
 __ NOM141   ADMIN    Test list for NOM141                         5      *
 __ NOM211   ADMIN    Test list for NOM211                         4      *
 __ PERSONEL ADMIN    Reports for Personnel Department             5      *
 __ SAGBDL1  ADMIN    Test API distribution list 1                 5
 __ SAGBDL2  ADMIN    Test API distribution list 1
 __ SAGBDL3  ADMIN    Test API distribution list 1                 2
 __ SAGBLIS2 ADMIN    Test API distribution list 1
 __ SAGBLST1 ADMIN    Test API distribution list 1
 __ STEVELST ADMIN                                                        *
 __ TEST1    ADMIN    Test API distribution list 1
Top Of Data
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip                  -     +                      Menu
```

2   From this screen, you invoke the functions for the maintenance of distribution lists as described
     below.

Fields

Fields	Explanation
List Name	Enter selection criteria for the name of the list. You have the option to enter selection criteria ending with an asterisk (*).
Description	A short description of the list.
Members	The number of members in the list.
Part Of	An asterisk (*) in this field indicates that the list is part of another distribution list.

Creating a Distribution List

≫ **To create a new distribution list:**

1 Press PF2 (Add) on the **Distribution List Maintenance** screen.

The **Define Distribution List** window is displayed.

2 It contains the following fields:

Field	Explanation
List Name	Enter a name for the distribution list.
Description	Enter a short description for the distribution list.

3 After entering the data, press ENTER to validate the data.

4 Press PF5 (Do) to save your modifications.

Maintaining the Members of a Distribution List

A member in a distribution list can be either an individual user or another distribution list.

The following function are available:

- Listing the Members of a Distribution List
- Adding a Member to a Distribution List
- Deleting a Member from a Distribution List

Listing the Members of a Distribution List

≫ **To list the members of a distribution list:**

1 On the **Distribution List Maintenance** screen, enter the line command LI next to the distribution list.

The **Distribution List Members** screen is displayed, listing all members of the distribution list:

```
 10:40:16               **** ENTIRE OUTPUT MANAGEMENT ****              2015-08-01
 User ID XYZ               - Distribution List Members -
                             List Name PERSONEL

 Cmd  Member   List Description / User name
  __  DDE           Denise, Debbie
  __  DRI           Rio, Del
  __  RBE           Bear, Rastus
  __  VGE           Gemini, Vera
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip                -     +                      Menu
```

2   Members can be added to or deleted from the list as described below.

Adding a Member to a Distribution List

≫ **To add a member to a distribution list:**

1   On the **Distribution List Members** screen, press PF2 (Add).

Or:

On the **Distribution List Maintenance** screen, enter the the line command AD next to the list
to receive the new member.

The **Add a Member to a List** window is displayed.

2   Enter the ID of a user or the name of a distribution list.

Or:

To select an ID/name from a list, enter a question mark (?).

A window is displayed, prompting you to press a function key:

■ To select a *user*, press PF4 (User-list).

■ To select a *distribution list*, press PF5 (Dist-list).

A selection window is displayed, in which you mark the desired user/list with any character.

When you press ENTER, the user ID / distribution list name is written into the **Add A Member To A List** window.

3   Press ENTER again.

A message confirms that the user/distribution list has been added to the distribution list.

4   Press PF3.

Deleting a Member from a Distribution List

≫   **To delete a member from a distribution list:**

1   On the **Distribution List Members** screen, enter the line command DE next to the member you want to delete.

2   A window is displayed, prompting you to confirm the deletion.

Displaying Cross-Reference Information for a Distribution List

≫   **To display cross-reference information for a distribution list:**

1   On the **Distribution List Maintenance** screen, enter the line command XR next to the appropriate list.

The **XREF of Distribution List** window is displayed:

```
+-----------------------------------------------------+
!              - XREF of Distribution List -          !
!                     LIST-1                           !
!                                                      !
!   M   Relation Type                      Number      !
!   _   _____  _____     !
!   _   Authorization Report                           !
!   _   Authorization Bundle                           !
!   _   Authorization Printer                          !
!   _   Authorization Distribution List                !
!   _   Report Definition (Distribute to)      216     !
!   _   Member of a Distribution List            1     !
!                                                      !
!   PF3 = Exit                                         !
+-----------------------------------------------------+
```

2   To list the objects of the relation type, mark the input field in the "M" column preceding the appropriate type.

A window is displayed, listing all objects of the type selected.

Special PF Keys

Key	Name	Function
PF7	Top	Scroll to the top of the list.
PF8	Down	Scroll one screen forward.
PF9	Ext	Toggle between display of long and short report/bundle names.
PF11	Sort	Sort objects in alphabetical order.

Modifying a Distribution List

≫ **To modify a distribution list:**

1   On the **Distribution List Maintenance** screen, enter the line command `MO` next to the distribution list you want to modify.

The **Define Distribution List** window is displayed for the distribution list you have selected.

In this window, you can modify only the **Description** field.

2   Enter a new description. Then press PF5 (Do) or ENTER to save your modifications.

3   Depending on the `COMMIT` option (see SET command), you may be prompted to confirm the modifications.

4   To add or delete members, see *Maintaining the Members of a Distribution List*.

Renaming a Distribution List

≫ **To rename a distribution list:**

1   On the **Distribution List Maintenance** screen, enter the line command `RN` next to the distribution list you want to rename.

2   A window is displayed in which enter the new name of the distribution list.

Deleting a Distribution List

≫ **To delete a distribution list:**

1   On the **Distribution List Maintenance** screen, enter line command `DE` next to the distribution list you want to delete.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

Displaying a Distribution List

See *Listing the Members of a Distribution List*.

Displaying Log Information for a Distribution List

≫ **To display log information for a distribution list:**

1   On the **Distribution List Maintenance** screen, enter the line command `LO` next to the desired distribution list.

   The **Log Display** screen is displayed for the distribution list selected.

2   You can display more information about a log entry by entering the the line command `IN` next to the entry.

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

Authorizing User Access to a Distribution List

≫ **To authorize user access to a distribution list:**

1   On the **Distribution List Maintenance** screen, enter the line command `AU` next to the distribution list for which you want to grant authorization.

   The **Authorization List** window for distribution lists is displayed.

2   To grant authorization to a user, proceed as described under *Authorizing User Access to Objects*.

Using Virtual Users Instead of Distribution Lists

If in your organization large numbers of reports are sent to a large number of users, this may cause performance problems. In this case, "virtual" users can be used instead of distribution lists, as outlined in this section.

- General Information
- Original Scenario - Distribution List
- Alternative Scenario - Virtual User

General Information

When Entire Output Management creates an active report, it sends it to the `#Inbasket` folders of all users specified in the report's distribution attributes. With a large number of users, this may cause a considerable CPU workload for the Entire Output Management monitor and also require considerable space in the Adabas database containing the Entire Output Management system file, because a so-called "mail record" is created for every user. The same is true if an active report is not sent to a large number of individual users, but to a distribution list containing a large number of users.

If this causes performance problems in your environment, you may consider using a "virtual" user instead of a distribution list.

Original Scenario - Distribution List

Imagine the following scenario:

- A distribution list `FINANCE` is defined, which contains as users all staff members of the Finance department (defined users `USER01` to `USER50`).

- A report is defined with the distribution list `FINANCE` specified as the recipient of the report (in the **Distribution Attributes**).

As a result, the active report will be sent to every `#Inbasket` folder of every single user (`USER01` to `USER50`).

Another aspect is that a new employee joining the Finance department and added to the distribution list `FINANCE` can only see the active reports sent to the distribution list *after* he/she was added to the distribution list. However, it may be desirable that all employees in the department see all active reports, including older ones.

Alternative Scenario - Virtual User

The alternative scenario with a "virtual" user instead of a distribution list would be this:

- You define a user `UFINANCE`.

  In the **Authorization Definition** of this user, you specify `PUBLIC` as **Granted User ID**.

- In the **Distribution Attributes** of the report, you specify `UFINANCE` as the recipient of the report.
- You link all users to the `#Inbasket` folder of `UFINANCE`:

  For the user `USER01`, you create a folder, and in its **Folder Definition** you specify as **Linked Folder User ID** `UFINANCE` and **Folder Name** `#Inbasket`.

  Repeat this for the users `USER02` to `USER50`.

As a result, the active report will be sent only to the `#Inbasket` folder of `UFINANCE` (with only one "mail record" being created), and all users `USER01` to `USER50` can see it.

If a new employee joining the Finance department is later defined as `USER51` in the same manner, he/she can see also all active reports contained in `#Inbasket` folder of `UFINANCE`

19   Authorizing User Access to Objects

This section describes how to grant users access authorization to an object. It covers the following topics:

Authorization List

Every defined object in Entire Output Management is associated with an *authorization list* for that object. Authorization can be granted to an individual user or to a group of users in a distribution list.

The authorization list for an object contains user IDs and/or the names of distribution lists. Each user or distribution list can have a different access level to that object.

The authorization list can be modified by:

- the Owner of the object,
- a user who was granted the Owner option,
- a user in a distribution list that was granted the Owner option.

For more information on how to define users in Entire Output Management, see the section *Users* in the *System Administration* documentation.

> **To authorize user access to an object:**

1   On an object maintenance screen, enter the line command AU next to the object for which you want to authorize user access.

    The **Authorization List** window is displayed:

```
+------------------------------------------------------------+
!  Authorization List   Report - UEX-GO                      !
!                                                            !
!  Cmd      User ID     Own Mod Pur Dis Arc Rev              !
!   __       GW           Y   Y   Y   Y   Y   Y              !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!   __                                                       !
!                                                            !
! All                                                        !
!  Command => _____        !
!  DE Delete   MO Modify                                     !
! Enter-PF1---PF2---PF3---PF5---PF6---PF7---PF8---PF12-      !
!       Help  Add   End                 Up    Down   Menu    !
+------------------------------------------------------------+
```

It lists all users or user groups on distribution lists authorized for the object. It also displays their authorization level. The example above lists all users authorized for a report.

2   You can add users to the authorization list, delete them from the authorization list or modify the authorization level for a given user.

Field	Explanation
User ID	The user ID or the distribution list which is authorized to access the object.
Own, Mod, Pur, Dis, Arc, Rev	A Y or N here indicates whether the user is allowed to perform these functions with the object or not. For an explanation of the functions, see *Grant Options* below.

Adding a User to an Authorization List

Authorization to handle an object can be granted by the object owner to other users or to PUBLIC (all users).

≫   **To add a user or group of users to the authorization list for an object:**

1   Press PF2 (Add) in the **Authorization List** window.

The **Authorization Definition** window is displayed:

```
+------------------------------------------------+
!          - Authorization Definition -        !
!                                                !
! Object Type: Report                            !
! Object Name: UEX-GO                            !
! Granted User ID ....: _____                 !
! Grant Options:                                 !
!    Owner ....: _                               !
!    Modify ...: _                               !
!    Purge ....: _                               !
!    Display ..: _                               !
!    Archive ..: _                               !
!    Revive ...: _                               !
!                                                !
!  Command => _____       !
! Enter-PF1---PF2---PF3---PF5---PF9----PF12--    !
!      Help  Add   End   Do    Ext    Menu       !
+------------------------------------------------+
```

2   In this window, you can grant authorization to individual users or to groups of users on a distribution list. You can allow/disallow individual functions. The fields are described under *Authorization Options*.

Modifying a User Authorization

≫ **To modify a user authorization:**

1   In the **Authorization List** window, enter the line command M0 next to the user whose authorization you want to modify.

The **Authorization Definition** window is displayed.

2   In this window, you can grant authorization to the user. You can allow/disallow individual functions. The fields are described under *Authorization Options*.

Deleting a User from an Authorization List

≫ **To delete a user from an authorization list:**

1   In the **Authorization List** window, enter the line command `DE` next to the user for whom you want to delete authorization.

2   Depending on the `CONFIRM` option (see SET command), you may be prompted to confirm the deletion.

Authorization Options

In an **Authorization Definition**, you can specify the following:

Field	Explanation
Object type	The object type for which authorization is to be granted: 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 which authorization is granted. If you enter a question mark (?), a window will be displayed, in which you press `PF4` to display a selection list of users or `PF5` to display a selection list of distribution lists.
Grant options	Enter `Y` to allow a function, or `N` to disallow a function: ■ Owner - The user can perform all functions and authorize other users for this object. ■ Modify - The user can display and modify this object. ■ Purge - The user can display, modify and delete this object, but cannot authorize other users. ■ Display - The user can only display this object. ■ Archive - The user can archive this object. ■ Revive - The user can revive this object from the archive.

V Printouts

20 Printouts

This section covers the following topics:

What is a Printout?

A printout in Entire Output Management is a report or a bundle queued for printing either upon user request or automatically by the Monitor.

Listing Printouts

The printout list can be used to monitor the status of printouts.

≫ **To display the printout list:**

1 Enter 7 in the command line on the **Main Menu**.

The **Printout List** will be displayed, listing all printouts in descending order according to their creation date:

```
 14:56:49              **** ENTIRE OUTPUT MANAGEMENT ****              2015-03-15
User ID *_____            - Printout List -


Cmd Object                  T PrOutID Printer   Lines    S Status

___ _____ __  _ _____ _____ _____ _ _____
 __ UKSJUBUN                 B     553 UKSJUPRT     4633 D printed successful
 __ UKSJU-STD1-009           R     547 UKSJUVT2       52 D printed successful
 __ UKSJU-STD1-009           R     546 UKSJUVT2       52 D printed successful
 __ UKSJU-STD1-009           R     545 UKSJUVTX       52 E Print Task abended
 __ STEVEBUN                 B     544 UKSJUPRT     7996 E NOM0707 Bundle is
 __ UKSJUBUN                 B     543 UKSJUPRT     4004 H hold
 __ XSISZHA-TEST-1234567890  R     542 HUGO          103 E Lines exceeded
 __ XSISZHA-TEST-1234567890  R     541 HUGO          103 H hold
 __ XSISZHA-TEST-1234567890  R     540 HUGO          103 E Lines exceeded
 __ XSISZHA-TEST-1234567890  R     539 HUGO          103 E Lines exceeded
 __ XSISZHA-TEST-1234567890  R     535 HUGO          103 E Lines exceeded
 __ XSISZHA-TEST-1234567890  R     534 HUGO            3 D printed successful
 __ XSISZHA-TEST-1234567890  R     533 HUGO            7 E Lines exceeded
 __ UKSJUBUN                 B     532 UKSJUPRT     3786 H hold
 __ XSISZHA-TEST-1234567890  R     519 HUGO          103 E Lines exceeded
Top Of Data
 Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Flip              -     +    Ext    <     >    Menu
```

The fields are described below.

2   To display only certain printouts, you can enter selection criteria in the some fields as indicated below.

To remove a selection criterion again, you overwrite it with a blank or an asterisk (*).

Line Commands

Command	Function
BR	Browse a printout (only possible for reports).
DE	Delete a printout.
DI	Display printout attributes.
HL	Put printout in HOLD status.
MO	Modify printout attributes.
RE	Resume printing of a failed printout from the last checkpoint.
RL	Release printout from HOLD status and send to printer.
RP	List reports in bundled printout.

Fields

All fields marked with (*) can be used to enter selection criteria.

Left half:	
User ID	(system administrators only) Enter a question mark (?) to open a user selection window. Select a user to display the printout list for that user. Leave this field blank to display all printouts according to user ID and time. Enter an asterisk (*) to display all printouts according to time *only*.
Object (*)	Name of the report or bundle which is to be printed.
T	Object type: R = Report, B = Bundle.
PrOutID	Internal unique identifier for the printout.
Printer (*)	Logical printer.
Lines	Number of lines already printed (if Status=P); total number of lines (for any other Status).
S/Status (*)	Status of the printout:
	C = Awaiting confirmation.
	D = Printed successfully.
	E = Printing error.
	F = Printing failed.
	H = On hold (must be released).
	O = Physical printer still printing.
	P = Currently printing.
	R = Ready to print (if not on hold).

	S = Printer stopped (printout is on hold).
	T = Printer busy, trying again.
	X = Wait for external confirmation.
	U = Unsuccessfully printed = all printouts with status E, F, T, O or S. This no actual printer status, but for selection purposes only.
Right half:	
User ID	User ID of user printing, or of report owner or of bundle coordinator.
Jobname	The job name of the printout in the job queue if printing is done with a batch job.
Jobno	The job number of the printout in the job queue if printing is done with a batch job.
scheduled	Date and time the printout is scheduled.
printed	Date and time the printout was printed.

Printout Attributes

Printout attributes consist of:

- General Printout Attributes
- Printer Printout Attributes
- Special Printout Attributes

General Printout Attributes

Field	Explanation
Printout ID	The internal unique identifier of the printout.
Report name / Bundle name	The name of the report or bundle to be printed.
Run number	The internal run number of the report/bundle to be printed.
Status	The status of the printout.
Copies	Enter the number of copies to be printed.
Priority	Enter the print priority. This is passed to JES when system printers are used.
User	User ID of user printing, or of report owner, or of bundle coordinator.
Time (Created, Scheduled, Printed)	The date and time the printout was created/scheduled/printed.
Total (lines/size)	The total number of lines in the printout. For binary documents, its size in KB (as indicated by a "K" after the number).
Lines printed / Printed size	The number of lines currently printed. For binary documents, the portion already printed in KB.
Language	The language to be used in the report/bundle separators.

Printer Printout Attributes

Field	Explanation
Printout ID	The internal unique identifier of the printout.
Logical Printer	The name and description of the logical printer.
Physical Printer	The name and location of the physical printer.
Printer Exit	The member name of the exit to be executed for each line before it is printed, and the library containing the member.
Job Parameters	
JCL skeleton	The name of the Natural member containing the JCL skeleton to be used when submitting a print job.
Escape character	The special character used as a prefix to identify substitution variables.
Jobcards	The jobcards to be used when printing in batch mode. If you leave these lines blank, the specifications from the logical printer definition are used; see *Adding a New Logical Printer*.

Special Printout Attributes

The special printout attributes are printer-dependent. See *Attributes of Physical Printers* in the *System Administration* documentation for more information.

Modifying Printout Attributes

You can only modify printout attributes when the printout is in HOLD status.

≫ **To modify the general attributes of a printout:**

1   On the **Printout List** screen, enter the line command `MO` next to the printout to be modified.

The **Printout Definition > General Attributes** screen is displayed. See *General Printout Attributes*.

2   On this screen, you can modify the general attributes of a printout.

≫ **To modify the printer attributes of a printout:**

1   Press PF9 on the **Printout Definition > General Attributes** screen.

The **Printout Definition > Printer Attributes** screen is displayed.

2   On this screen, you can modify the printer attributes of a printout. See *Printer Printout Attributes*.

≫ **To modify the special attributes of a printout:**

1   Press PF10 on the **Printout Definition > General Attributes** screen.

    The **Printout Definition > Special Attributes** screen is displayed.

2   On this screen, you can modify the special attributes of a printout. See *Special Printout Attribues*.

Displaying Printout Attributes

≫ **To display the attributes of a printout:**

■   On the **Printout List** screen, enter the line command DI next to the printout for which you want to display information.

    The **Display Printout** screen is displayed for the printout you selected.

    The attributes are described under *Printout Attributes*.

Deleting a Printout

≫ **To delete a printout:**

1   On the **Printout List** screen, enter the line command DE next to the printout you want to delete.

2   Depending on the CONFIRM option (see SET command), you may be prompted to confirm the deletion.

Putting a Printout in HOLD Status

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

≫ **To put a printout in HOLD status:**

■   On the **Printout List** screen, enter the line command HL next to the printout you want to hold.

    The message "hold" is displayed in the Status column.

Releasing a Printout from HOLD Status

≫ **To release a printout from HOLD and queue it for printing:**

■ On the **Printout List** screen, enter the line command RL next to the printout you want to release for printing.

The message "ready to print" is displayed in the **Status** column.

Listing Reports in Bundled Printout

≫ **To list all reports contained in the printout:**

■ On the **Printout List** screen, enter the line command RP next to the printout for which you want to list reports.

A window is displayed, listing the reports contained in the bundled 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 of a failed printout:**

■ On the **Printout List** screen, enter the line command RE next to the printout you wish to resume.