

# Entire Output Management

## User's Guide

Version 3.5.1

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This document applies to Entire Output Management Version 3.5.1 and all subsequent releases.

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

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# Preface

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<b>Using Entire Output Management</b>	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.
<b>Reports</b>	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.
<b>Active Reports</b>	Describes the concept of active reports.
<b>Bundles</b>	Describes how to create and maintain a bundle.
<b>Active Bundles</b>	Describes the use of active bundles.
<b>Folders</b>	Describes the use of folders for the grouping of active reports.
<b>Logical Printers</b>	Describes the use of logical printers.
<b>Distribution Lists</b>	Describes the use of distribution lists.
<b>Authorizing User Access to Objects</b>	Describes how to grant users access authorization to objects.
<b>Printouts</b>	Describes the handling of a printouts in Entire Output Management.

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# 1 About this Documentation

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## Document Conventions

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Convention	Description
<b>Bold</b>	Identifies elements on a screen.
Monospace font	Identifies service names and locations in the format <i>folder.subfolder.service</i> , APIs, Java classes, methods, properties.
<i>Italic</i>	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 (...).

## Online Information and Support

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### Software AG Documentation Website

You can find documentation on the Software AG Documentation website at <http://documentation.softwareag.com>. The site requires credentials for Software AG's Product Support site Empower. If you do not have Empower credentials, you must use the TECHcommunity website.

### Software AG Empower Product Support Website

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- Use the online discussion forums, moderated by Software AG professionals, to ask questions, discuss best practices, and learn how other customers are using Software AG technology.
- Link to external websites that discuss open standards and web technology.

## **Data Protection**

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Software AG products provide functionality with respect to processing of personal data according to the EU General Data Protection Regulation (GDPR). Where applicable, appropriate steps are documented in the respective administration documentation.

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# 2 Using Entire Output Management

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

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

## Screen Types

---

Entire Output Management provides several types of screens:

- [Menu Screens](#)
- [Object Maintenance Screens](#)
- [Object Definition Screens](#)

### Menu Screens

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

Example:

```
14:13:28          **** ENTIRE OUTPUT MANAGEMENT ****          2018-07-14
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 ****          2018-07-14
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
__ CATAL-ERROR-LIST  ADMIN      S Catal 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 ****          2018-07-14
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 appropriate 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 ****          2018-06-06
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 ****          2018-06-06
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:



```

15:45:19          **** ENTIRE OUTPUT MANAGEMENT ****          2018-06-06
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 renamed.

The **Rename Report** window is displayed:

```

15:57:50          **** ENTIRE OUTPUT MANAGEMENT ****          2018-06-06
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 -              ! SYSDU
__ 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, to 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 displayed, listing the line commands available:

```

+-----+ NAGEMENT ****                2018-06-06
!
!           Line Commands          !
!
! DE  Delete Report                !
! MO  Modify Report                !
! DI  Display Report               !
! CO  Copy Report                  !
! AU  Authorization definition     !
! LO  Display log information      !
! RN  Rename Report               !
! LI  List active Reports          !
! LK  List active Reports by Keyword !
!
!                                     !
!                                     !
!                                     !
!           Select ==> ___         !
!                                     !
+-----+ it FORW/BACKW/TOPP example
Top Of Data
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add  Exit  Flip          -    +    Selct  <    >    Menu

```

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

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

## 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



# 3 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**



# 4 General Information on Reports

---

- What is a Report? ..... 30
- Report Attributes ..... 31
- Separation ..... 31

This section covers the following topics:

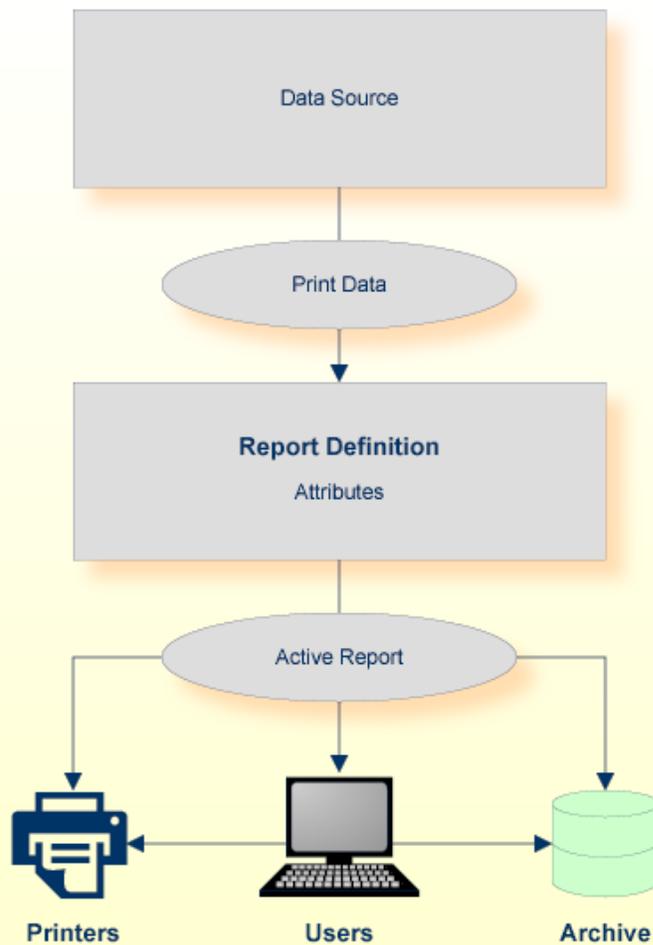
## What is a Report?

---

The print data processed by Entire Output Management are called *reports*.

To define a report, you create a *report definition*, consisting of various *attributes* which determine how the print data are processed.

The actual report which Entire Output Management creates from a report definition is called an *active report*.



## Report Attributes

---

A report can have the following attributes:

- *General attributes* determine how long the active report is available online, if and how it is archived, and miscellaneous other settings.
- *Identification attributes* determine how the data source of the print data for the report (for example, a spool file produced by a job) is identified.
- *Printing attributes* determine how and on which printer the active report is printed.
- *Distribution attributes* determine to which users the active report is distributed for further processing.
- *Separation attributes* determine which print data from the data source are used; see *Separation* below.

All report attributes are described under [Attributes of a Report](#).

## Separation

---

You can select the desired print data from a data source and process them in a single active report; or you can separate them and put them into multiple separate active reports, which will then be created from the same report definition.

For this selection and separation of print data, you use *separation routines*. You can use either one of the standard separation routines provided by Entire Output Management or your own Natural user routines.

For more information on user routines, see *User Separation Routines* in the *System Administration* documentation.



# 5 Attributes of a Report

---

▪ General Attributes .....	34
▪ Identification Attributes .....	37
▪ Distribution Attributes .....	47
▪ Printing Attributes .....	50
▪ Separation Attributes .....	53
▪ Using a Standard Separation Routine .....	55

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:

```

16:19:06          **** ENTIRE OUTPUT MANAGEMENT ****          2019-01-03
User ID XYZ      - Report Definition >General Attributes -

Report
  Name ..... ZZ-UEX1_____ Type .. S
  Description ..... must be suspended_____
  Node name ..... _____ Node number .. 40
  Ident. source ..... _____ Spool type ... JES2

Keywords ..... _____
Master Owner ..... _____
Store in NOM DB ..... Y

Archive directly ..... N
Archive type ..... _
Retention
  Report      Archive      Revive
  Number ..... 2__      10__      1__
  Unit ..... A          Y          A
  Calendar ..... _____
  Action ..... A

Command => _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          Ident Print Dist Separ      Ext  ←
          Menu
  
```

- 2 On this screen, you specify the general attributes of a report.

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 <i>Identification Attributes</i> , which determine how reports are identified in the spool (not possible for reports of Type "C"). .
PF8	Print	Define <i>Printing Attributes</i> .
PF9	Dist	Define <i>Distribution Attributes</i> .
PF10	Separ	Define <i>Separation Attributes</i> , 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.								
Type	The type of report: <table border="1" data-bbox="386 974 1477 1598"> <tbody> <tr> <td>C = Created definition</td> <td>A definition created automatically during the processing of a master report or default definition or copied from another created definition. You cannot define a report as type C.</td> </tr> <tr> <td>D = Default definition</td> <td>A definition containing identification and processing rules used to process spool data not identified by a suitable master report definition.  To have a default definition for all jobs for which no suitable master definition exists, you create a default definition with the name * (asterisk). For a default definition to apply to all jobs without master definition whose names begin with a certain character string, you can specify a name with asterisk notation.</td> </tr> <tr> <td>M = Master report definition</td> <td>A definition containing identification and processing rules used to process one or more spool files.</td> </tr> <tr> <td>S = Suspended definition</td> <td>A definition which is currently not to be used.</td> </tr> </tbody> </table>	C = Created definition	A definition created automatically during the 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.  To have a default definition for all jobs for which no suitable master definition exists, you create a default definition with the name * (asterisk). For a default definition to apply to all jobs without master definition whose names begin with a certain character string, you can specify a name with asterisk notation.	M = Master report definition	A definition containing identification and processing rules used to process one or more spool files.	S = Suspended definition	A definition which is currently not to be used.
C = Created definition	A definition created automatically during the 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.  To have a default definition for all jobs for which no suitable master definition exists, you create a default definition with the name * (asterisk). For a default definition to apply to all jobs without master definition whose names begin with a certain character string, you can specify a name with asterisk notation.								
M = Master report definition	A definition containing identification and processing rules used to process one or more spool files.								
S = Suspended definition	A definition which is currently not to be used.								
Description	Enter a short description for the report.								
Node name	Specify the node name the report definition is to be associated with. This node determines the environment in which the data source for the report is to be identified. Enter an asterisk (*) to select a node name. If the local node is to be used, leave this field empty.								
Ident. source	This field determines for which source <i>Identification Attributes</i> can be defined. Enter an asterisk (*) to select a source. The sources available for selection vary depending on the node used.								

Field	Explanation
Keywords	Enter up to 3 keywords which will later help you select reports.
Master Owner	The user ID specified here is used to initialize the <b>Master Owner</b> field in the <i>General Attributes</i> of the resulting active report. It determines who may delete the active report. The monitor also takes this user ID to submit print jobs for reports to be scheduled for automatic printing.  This field is initialized with the ID of the user who creates the report. If you wish, you can specify a different user ID.
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.  If you do not specify a storage location, 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:  <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Enter "N" if you do not want automatic archiving.</li> <li>■ Enter "I" for immediate archiving. The active report is archived the next time the archive job runs, but it is still available for online viewing until it reaches its expiration date. After this, the active report only exists in the archive data set and has to be revived before it can be viewed or printed again.</li> </ul>
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.
<b>Retention</b>	
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 deleted (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	<ul style="list-style-type: none"> <li>■ W = working days.</li> <li>■ A = absolute days.</li> <li>■ V = weeks.</li> <li>■ M = months.</li> <li>■ G = generations (instances of the active report).</li> </ul> <p>If you select "working days", you also have to select a calendar which distinguishes between working and non-working days.</p>

Field	Explanation	
	Calendar	Select a calendar, if "working days" is the unit for the retention period.  For more information on calendars, see <i>Calendars</i> in the <i>System Administration</i> documentation.
	Action	Enter "A" to archive the report when the retention period expires.  Enter "P" to purge (delete) the report when the retention period expires.  When an active report is archived, it is 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	<ul style="list-style-type: none"> <li>■ D = days,</li> <li>■ W = weeks,</li> <li>■ M = months,</li> <li>■ Y = years.</li> </ul>
Revive	Enter the length of time a revived active report is 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](#)
- [Report Identification for JES](#)
- [Report Identification for 3GL Interface](#)
- [Report Identification for CA Spool](#)
- [Report Identification for Natural](#)
- [Report Identification for UNIX/Windows Nodes](#)

Depending on the setting of the general attribute **Ident. source**, one of these is invoked by pressing PF7 (Ident) on on the **Report Definition > General Attributes** screen.

## Report Identification for POWER

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

### POWER Identification Attributes

The following attributes determine how a job in the POWER spool is identified by the report definition.

Field	Explanation
Identifying attributes	You have to enter a value for at least one of these three attributes. A job is considered identified if it matches at least one of the specified attributes.
	Job name  If you want to identify the job by its name, enter the job name here.  You can use an asterisk notation (*) for the job name. For example, to identify all jobs whose names begin with "IEE", you enter IEE*.
	Destination  If you want to identify the job by its DEST parameter, enter the destination here.
	Form  If you want to identify the job by its FORM parameter, enter the form here.
Data Sets	<p>Use these fields to select the files whose contents are to be used as print data for the active report. For an active report to be created, at least one file of the job has to match these filter criteria.</p> <p>You specify the spool files in the identified jobs which are to be assigned to the report.</p> <p>You specify them as follows:</p> <ul style="list-style-type: none"> <li>■ LS = POWER List Queue.</li> <li>■ DSN=<i>data-set-name</i>, if the spool data reside in a sequential file.</li> </ul> <p>The following special characters can be used to create a file-name pattern:</p> <ul style="list-style-type: none"> <li>■ ? (question mark) or _ (underscore) to indicate a single position not to be checked.</li> <li>■ * (asterisk) to indicate any number of positions not to be checked.</li> </ul> <p>Example: DSN=NATURAL.*EMPL_YEE*</p>
Code page	<p>By default, Entire Output Management uses the code page defined for the respective node and applies it to all report definitions associated with that node.</p> <p>If you want to use a different code page for a particular report, select the desired code page here.</p> <p>If you do not want to use a report-specific page, set this field to blanks.</p>

Field	Explanation
	For the definition of code pages, see <i>Default Code Pages</i> .



**Note:** The processing of sequential files is also triggered by spool queue entries. The corresponding spool file does not contain print data, but an entry with a link pointing to the sequential file. This entry 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
```

- *data-set-name* may have a maximum length of 22 characters.
- *carriage-control* may be ASA, MACHINE or NONE.

Before processing, the file name is extended with a time stamp to make it unique.

## Report Identification for BS2000

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

### BS2000 Identification Attributes

The following attributes determine how a job in the BS2000 spool is identified by the report definition.

Field	Explanation	
Identifying attributes	You have to enter a value for at least one of these three attributes. A job is considered identified if it matches at least one of the specified attributes.	
	Pname	If you want to identify the job by the PNAME option of the BS2000 print command (/Print . . . , PNAME=ADAREP), enter the PNAME here.  You can use asterisk notation (*) to for the job name. For example, to identify all jobs whose names begin with "ADA", you enter ADA*.
	User ID	If you want to identify the job by the BS2000 user ID under which the print command was entered, enter this user ID here (for example: PROD01).
	Form	If you want to identify the job by its FORM parameter, enter the form here.
Files	Use these fields to select the files whose contents are to be used as print data for the active report. For an active report to be created, at least one file of the job has to match these filter criteria.	

Field	Explanation
	<p>You specify a completely or partially qualified file name which identifies the report. A report definition is considered identified if, in addition to one of the identifying attributes, one of the files from the file list matches.</p> <p>The following special characters can be used to create a file name pattern:</p> <ul style="list-style-type: none"> <li>■ ? (question mark) or _ (underscore) to indicate a single position not to be checked.</li> <li>■ * (asterisk) to indicate any number of positions not to be checked.</li> </ul> <p>For example, if you enter ADA* in the <b>Pname</b> field and *L.ADAREP.* in this field, all files are identified whose PNAME begins with ADA and whose file name contains the string L.ADAREP..</p>
Code page	<p>By default, Entire Output Management uses the code page defined for the respective node and applies it to all report definitions associated with that node.</p> <p>If you want to use a different code page for a particular report, select the desired code page here.</p> <p>If you do not want to use a report-specific page, set this field to blanks.</p> <p>For the definition of code pages, see <i>Default Code Pages</i>.</p>

### Carriage Control Characters

The RECFORM parameter of the file allows you to determine whether the print file contains carriage control characters and which ones. It is specified as follows:

RECFORM=(x,y)

where:

- x = F for fixed record length, or V for variable record length.
- y determines the type of carriage control characters:
  - A = ASA carriage control characters,
  - M = machine-code carriage control characters,
  - N = 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.



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

## Report Identification for JES

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

### JES Identification Attributes

The following attributes determine how a job in the JES spool is identified by the report definition.

Field	Explanation								
Identifying attributes	<p>You have to enter a value for at least one of these four attributes. A job is considered identified if it matches at least one of the specified attributes.</p> <table border="1"> <tr> <td>Job name</td> <td> <p>To identify the job by its name, enter a job name here.</p> <p>You can use asterisk notation (*) for the job name. For example, to identify all jobs whose names begin with "IEE", you enter IEE*.</p> </td> </tr> <tr> <td>Destination</td> <td> <p>To identify the job by the <code>Destination</code> parameter, enter the destination here.</p> </td> </tr> <tr> <td>Writer</td> <td> <p>To identify the job by the <code>External Writer</code> parameter, enter the writer name. This links the report to the spool file assigned to this writer name. If you use an external writer similar to the report name, it makes identification easier.</p> </td> </tr> <tr> <td>Form</td> <td> <p>To identify the job by the <code>FORMS</code> parameter, enter the form here.</p> </td> </tr> </table>	Job name	<p>To identify the job by its name, enter a job name here.</p> <p>You can use asterisk notation (*) for the job name. For example, to identify all jobs whose names begin with "IEE", you enter IEE*.</p>	Destination	<p>To identify the job by the <code>Destination</code> parameter, enter the destination here.</p>	Writer	<p>To identify the job by the <code>External Writer</code> parameter, enter the writer name. This links the report to the spool file assigned to this writer name. If you use an external writer similar to the report name, it makes identification easier.</p>	Form	<p>To identify the job by the <code>FORMS</code> parameter, enter the form here.</p>
Job name	<p>To identify the job by its name, enter a job name here.</p> <p>You can use asterisk notation (*) for the job name. For example, to identify all jobs whose names begin with "IEE", you enter IEE*.</p>								
Destination	<p>To identify the job by the <code>Destination</code> parameter, enter the destination here.</p>								
Writer	<p>To identify the job by the <code>External Writer</code> parameter, enter the writer name. This links the report to the spool file assigned to this writer name. If you use an external writer similar to the report name, it makes identification easier.</p>								
Form	<p>To identify the job by the <code>FORMS</code> parameter, enter the form here.</p>								
Data Sets	<p>Use these fields to select the files whose contents are to be used as print data for the active report. For an active report to be created, at least one file of the job has to match these filter criteria.</p> <p>You can specify which spool files (data sets) in the identified jobs are to be assigned to the report.</p> <p>See <i>Spool Files</i> and <i>Sequential Files</i> below.</p>								
Code page	<p>By default, Entire Output Management uses the code page defined for the respective node and applies it to all report definitions associated with that node.</p> <p>If you want to use a different code page for a particular report, select the desired code page here.</p> <p>If you do not want to use a report-specific page, set this field to blanks.</p> <p>For the definition of code pages, see <i>Default Code Pages</i>.</p>								

## Spool Files

To specify the spool files in the selected jobs, you use one of the following three possibilities:

1. Specify: *file-type file-sequence-number*

where *file-type* can be: JL = JCL statements, SI = system input, SM = system messages, SO = system output.

Examples:

- Specify SO 1 for the first SYSOUT file.
- Specify SO 1:4 for the first to fourth SYSOUT files.

2. Specify a list of full DDNAME qualifiers in the format:

*proc-name.step-name.ddname*

*proc-name* and *step-name* are not mandatory, and if omitted are assumed to be \* (any). You can use an asterisk (\*) to enter selection criteria for the file names.

Examples:

- PROC1.STEP1.DDN1 is a full qualifier.
  - \*.STEP1.DDN1 refers to a spool file with STEPNAME=STEP1, DDNAME=DDN1 and any procedure name.
  - \*.\*.DDN1 or \*.DDN1 or DDN1 are equivalent and refer to a spool file with DDNAME=DDN1 in any step name or procedure name in the job.
3. Specify TYPE=AL to create an active report containing all System Message and SYSOUT files 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 file criterion.



**Note:** If more than one JES2 spool file of a job is to be processed by Entire Output Management, the job's spool files 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, for example, by a program via Entire System Server functions, 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 the report data reside in a sequential file, enter the file name in the form `DSN=filename`.

The following special characters can be used to create a file-name pattern:

- ? (question mark) or \_ (underscore) to indicate a single position not to be checked.
- \* (asterisk) to indicate any number of positions not to be checked.

**Example:** `DSN=NATURAL.*EMPL_YEE*`



**Note:** The 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
```

`data-set-name` may have a maximum length of 22 characters.

The `STEPNAME` to create the spool file 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

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

3GL Interface Identification Attributes	Explanation
3GL Interface <i>mm</i> Attributes	(Identifying Attributes) In this group, you can enter up to 4 attributes to be used as selection criteria for report definitions. You have to specify at least one attribute.  The <b>Identifying Attributes</b> of the <b>3GL Interface Defaults</b> determine which attributes are displayed here and which attribute can be entered with an asterisk (*).

3GL Interface Identification Attributes	Explanation
and	(File Identification) This attribute can be used as an additional selection criterion (secondary selection). In this case, the <b>File Identification</b> of the <b>3GL Interface Defaults</b> determines which attribute can be entered here.

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

### Report Identification for CA Spool

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

#### CA Spool Identification Attributes

These attributes determine how a job in the CA spool is identified by the report definition. A job can be identified by one of the following four attributes. You have to specify a value for at least one of these fields. A job is considered identified if it matches at least one of the specified attributes.

Field	Explanation
File name	To identify the job by the file name, enter the file name here as it appears on the CA screen. 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 <i>CA Spool</i> documentation for details.
User ID	To identify the job by the ID of the user who created the list, enter the user ID here (UID field in OPEN request).
Writer	To identify the job by the <code>Writer</code> parameter, enter the writer name here (WTR field in OPEN request).
Form	To identify the job by the <code>FORM</code> parameter, enter the form here (FOR field in OPEN request).

You can use asterisk notation (\*) for the file name. 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 ADA\* for **File name** and XYZ for **User ID**.

## Report Identification for Natural

```

09:12:27          **** ENTIRE OUTPUT MANAGEMENT ****          2019-11-11
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 Natural program, which is stored in a Natural library and executed by a Natural user. The output can have various attributes defined in the program's `DEFINE PRINTER` statement. To identify this output, you specify one or more identification attributes:

Field	Explanation
<b>Natural Attributes</b>	
*USER	Enter a Natural user ID or a Natural library ID (but not both).
*LIBRARY ID	
Printer Profile	Enter the name as defined in the <code>PROFILE</code> option of the <code>DEFINE PRINTER</code> statement.
<b>Secondary identification attributes (optional)</b>	
*PROGRAM	Enter the name of a Natural program.
FORM	Enter the form as defined in the <code>FORMS</code> option of the <code>DEFINE PRINTER</code> statement.
NAME	Enter the name as defined in the <code>NAME</code> option of the <code>DEFINE PRINTER</code> statement.

A first selection is made by the primary identification attributes (**Natural Attributes**), considerably reducing the number of definitions. You have to specify at least one of these. 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.

You can use asterisk notation (\*) for all attributes, except **Printer Profile**. For example, to select all programs executed by users whose IDs begin with "MRS", you specify MRS\* as the user ID. Or, if you enter the user ID value ABC and the printer profile value NOMPRT, all print files are identified which were created either by the user "ABC" or with the printer profile "NOMPRT".

### Report Identification for UNIX/Windows Nodes

```

11:37:40 ****          ENTIRE OUTPUT MANAGEMENT ****          2018-05-05
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

The identification is done using the node name and path, and a file-name pattern. Entire Output Management will process any file found in this path, if it matches one of the specified file names or file-name patterns. Directories are not processed (no recursion).

For every matching file, an active report will be created. For this purpose, the file contents will be copied to the Entire Output Management container file. Then the file will be deleted from the path.

For any file not matching one of the criteria, Entire Output Management checks if an appropriate default report exists. If none exists, the file cannot be processed and will be moved to a temporary directory defined for this node in the **Node Definitions** instead.

ASCII files 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. They are stored in the container file in Base64 format. At the time of printing, they are re-converted to binary format.

In addition to the identified files, associated meta-data files can be processed. 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.

Node names, path names and file names are case-sensitive. Node names and paths have to be defined in the **Node Definitions** first.

Field	Explanation
Node name	Enter a node name.
Path	Use PF11 to select a path.  Path definitions must not contain any wildcard characters.  If the path definition in <b>Node Definitions</b> 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 still works, even if the defaults change.
Files	Enter up to 10 files, or file-name patterns, without path entries.  File extensions are treated as part of the file name.  In a file-name pattern, you use an asterisk (*) as placeholder for several characters and a question mark (?) for a single character in the file name.
Read binary	<ul style="list-style-type: none"> <li>■ T = The report will be created from a UNIX file as a text file.</li> <li>■ A = The report will be created from a UNIX file already containing ASA control characters as a text file.</li> <li>■ B = The report will be created from a UNIX file as a binary document.</li> </ul>

## 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 ****          2018-05-05
User ID XYZ      - Report Definition >Distribution Attributes -
Report
  Name ..... FVSE-DB_____

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

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
User/List	<p>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.</p> <p>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 <i>Selecting Users to Receive a Report</i>.</p> <p><b>AUTOPRNT</b></p> <p>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.</p>

## Selecting Users to Receive a Report

### ➤ To select a user or group of users on a distribution list:

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

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` folder of the user; in the case of a distribution list all users on the list receive the report in their `#Inbasket` folders. The user(s) can then browse and print the report.

## Report Layout Attributes



**Note:** You cannot combine report layout attributes with [separation attributes](#). You can only use either one or the other.

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.

### ➤ 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 (Layout).

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

```

15:40:42          **** ENTIRE OUTPUT MANAGEMENT ****          2018-05-05
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 ****          2018-06-06
User ID XYZ      - Report Definition >Printing Attributes -
Report
  Name ..... XYZ-XML_____
Hold Logic ..... _
Printers      (1-5). _____
Copies      (1-5).  ___   ___   ___   ___   ___
with Sep. Pages (1-5). X     X     X     X     X
Separator Pages
  Start ..... _____
  End ..... _____
  Copies ..... _____
  Length ..... _____
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	<p>This field controls how the report is queued for printing. Enter one of the following values:</p> <ul style="list-style-type: none"> <li>■ H (Hold) - The report is held in the printout queue until released manually.</li> <li>■ 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.</li> <li>■ R (Release) - The report is printed immediately.</li> </ul>	
Printers	<p>Enter the names of up to 5 logical printers on which to print the report when it is created.</p> <p>For a selection list, enter an asterisk (*).</p> <p>To specify more than 5 printers, use PF11; see <i>Additional Printers</i> below.</p>	
Copies	Enter the number of copies of the report to be printed on each printer.	
with Sep. Pages	Determines whether or not the <b>Separator Pages</b> (see below) are printed on this printer. By default, they are printed on all printers specified, as indicated by an "X". If this is not desired, remove the "X" for an individual 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 <i>Separator Pages</i> for further information.	
Jobcards	To edit a separator page, position the cursor on the <b>Start</b> or <b>End</b> field, and press PF10 (Edit).	
	Enter the job cards for printing with batch jobs.	<p>The following substitution variables can be used: \$USER, \$REPORT, \$JOBNAME.</p> <p>If you leave this field blank, the <b>Jobcards</b> specifications from the logical printer definition are used.</p>

## 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. The printing attributes **Printers, Copies and with Sep. Pages** are the same as described above.

## Separation Attributes



**Note:** You cannot combine separation attributes with [report layout attributes](#). You can only use either one or the other.

### > 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 ****          2018-06-06
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 <a href="#">user routine</a> or <a href="#">standard routine</a> .
PF10	Edit	Edit the Natural subprogram containing the user routine.
PF11	Trace	Trace processing of a user routine. See <a href="#">Tracing Report Processing</a> .

## 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 <a href="#">Using a Standard Separation Routine</a> .						
User Routine	<p>If a user routine is to be used, specify it in the fields below.</p> <p>The spool file 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.</p> <p>For more information, see <i>User Separation Routines</i> in the <i>System Administration</i> documentation.</p> <table border="1"> <tbody> <tr> <td>Natural Member</td> <td>           Enter the name of the Natural subprogram containing the user routine.             Press PF10 (Edit) to edit the subprogram.         </td> </tr> <tr> <td>Natural Library</td> <td>           Enter the name of the Natural library name which contains the subprogram.             A library name beginning with SYS must not be specified, except SYSNOMU.         </td> </tr> <tr> <td>3GL</td> <td>           If the user routine is written in a language other than Natural, enter its name here. This user routine is invoked by a CALL statement.         </td> </tr> </tbody> </table>	Natural Member	Enter the name of the Natural subprogram containing the user routine.  Press PF10 (Edit) to edit the subprogram.	Natural Library	Enter the name of the Natural library name which contains the subprogram.  A library name beginning with SYS must not be specified, except SYSNOMU.	3GL	If the user routine is written in a language other than Natural, enter its name here. This user routine is invoked by a CALL statement.
Natural Member	Enter the name of the Natural subprogram containing the user routine.  Press PF10 (Edit) to edit the subprogram.						
Natural Library	Enter the name of the Natural library name which contains the subprogram.  A library name beginning with SYS must not be specified, except SYSNOMU.						
3GL	If the user routine is written in a language other than Natural, enter its name here. This user routine is invoked by a CALL statement.						

If no user routine or standard routine is specified, the whole identified spool file is contained in the report.

## 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 files. When you use such a routine, you have to 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. This separation searches for a defined string in a defined line or anywhere on a page. If the string appears on a page, a suffix is evaluated (at break of the suffix value, a new report is opened). If the string is not found, the page is added to the currently open report. If no report is open, the page is rejected.



**Note:** When separating POWER spool files, make use of container files. The spool file 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.

### Attributes of Standard Separation 1

Field	Explanation
<b>Search</b>	
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.
<b>Suffix</b>	
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.
<b>Prefix</b>	
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 <i>completely</i> . No suffix is then appended.

#### Example of 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 ****          2018-06-06
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

```

This standard routine separates the spool file 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 file 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 prefix DEP- to the suffix found in the spool file, 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. It searches for a defined string in a defined line or anywhere on a page. If the string appears on a page, up to 5 suffixes are evaluated (at break of a suffix value, a new report is opened for that suffix). If no string is found, the page is added to the currently opened reports. If no report is opened, the page is rejected.

 **Note:** When separating POWER spool files, make use of container files. The spool file 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.

**Attributes of Standard Separation 2**

Field	Explanation
<b>Search</b>	
Line	Same as described for <a href="#">Standard Separation 1</a> .
String	<p>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:</p> <p><code>*STRING1*STRING2*</code></p> <p>or</p> <p><code>*STRING1%STRING2*</code></p> <p>where * stands for any string and % stands for any character.</p>
<b>Suffix</b>	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 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 <i>Bundle Prefix</i> .

### Example of 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 ****          2018-06-06
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

```

This standard routine separates the spool file 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.

#### Attributes of Standard Separation 3

Feld	Erklärung
<b>Search</b>	
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: <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">*STRING1*STRING2*</div> or <div style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">*STRING1%STRING2*</div> 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:  <input type="checkbox"/> AND - concatenates with logical AND.

Feld	Erklärung												
	<ul style="list-style-type: none"> <li>■ OR - concatenates with logical OR.</li> <li>■ (blank) - concatenates the same variable with OR=.</li> </ul> <p>For an example, see below.</p>												
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	<p>Format. Variable type (first column) and relational expression (second column).</p> <p><b>Possible variable types:</b></p> <ul style="list-style-type: none"> <li>■ A = Alphanumeric.</li> <li>■ M = Mask as described in the <i>Natural Reference</i> documentation.</li> <li>■ N = Numeric.</li> </ul> <p><b>Possible relational expressions:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px;">EQ, =</td> <td style="padding: 2px;">Equal to</td> </tr> <tr> <td style="padding: 2px;">GE, &gt;=</td> <td style="padding: 2px;">Greater than or equal to</td> </tr> <tr> <td style="padding: 2px;">GT, &gt;</td> <td style="padding: 2px;">Greater than</td> </tr> <tr> <td style="padding: 2px;">LE, &lt;=</td> <td style="padding: 2px;">Less than or equal to</td> </tr> <tr> <td style="padding: 2px;">LT, &lt;</td> <td style="padding: 2px;">Less than</td> </tr> <tr> <td style="padding: 2px;">NE, !</td> <td style="padding: 2px;">Not equal to</td> </tr> </tbody> </table>	EQ, =	Equal to	GE, >=	Greater than or equal to	GT, >	Greater than	LE, <=	Less than or equal to	LT, <	Less than	NE, !	Not equal to
EQ, =	Equal to												
GE, >=	Greater than or equal to												
GT, >	Greater than												
LE, <=	Less than or equal to												
LT, <	Less than												
NE, !	Not equal to												
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 file can be deleted.

### Example 1 of 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 ****          2018-06-06
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 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 ****          2018-06-06
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.

# 6 Maintenance Functions for Reports

---

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- Listing Active Reports for a Report ..... 71

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 ****          2018-06-06
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 <a href="#">Authorizing User Access to Objects</a> .
CO	Copy report definition (including report processing).
DE	Delete report definition.
DI	Display report definition.
LI	<a href="#">List active reports for a report definition</a> .
LK	List active reports by keyword. See the section <a href="#">Active Reports</a> .
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: <ul style="list-style-type: none"> <li>■ C - Created definition</li> <li>■ D - Default definition</li> <li>■ M - Master definition.</li> <li>■ S - Supended definition.</li> </ul>
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 !
!   Jobname ..... 0 _____ (*) 0 _____ (*) 0 _____ (*) !
!   Writer ..... 0 _____ (*) !
!   Destination .. 0 _____ (*) 0 _____ (*) !
!   Form ..... 0 _____ (*) 0 _____ (*) 0 _____ (*) !
!   User ID ..... 0 _____ (*) !
! UNIX !
!   Node Name .... 0 _____ (*) !
!   Path ..... 0 _____ (*) !
!                                     !
!   Files ..... 0 _____ !
!   as Substring  N (instead of prefix) !
! 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
<b>Report</b>	
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 <i>created</i> 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 <b>User/List</b> field (see <a href="#">Distribution Attributes</a> ).
Printer	Enter a printer name, as defined in the <b>Printers</b> field (see <a href="#">Printing Attributes</a> ).
<b>Identification</b>	
These fields correspond to the fields of the same names in the <a href="#">Identification Attributes</a> .	
<b>UNIX</b>	
Node Name / Path / Files	These fields correspond to the fields of the same names in the <a href="#">UNIX/Windows Identification Attributes</a> .
as Substring (instead of prefix)	This field determines how the value in the <b>Files</b> field is interpreted:  N = The search will be for all file-name patterns which start with the <b>Files</b> value.  Y = The search will be for all file-name patterns which contain the <b>Files</b> value anywhere within them.

- 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
!   Jobname ..... 0 _____ (*)  0 _____ (*)  0 _____ (*)
!   Writer ..... 0 _____ (*)
!   Destination .. 0 _____ (*)  0 _____ (*)
!   Form ..... 0 _____ (*)  0 _____ (*)  0 _____ (*)
!   User ID ..... 0 _____ (*)
! UNIX
!   Node Name .... 0 _____ (*)
!   Path ..... 0 _____ (*)
!
!   Files ..... 0 _____
!   as Substring  N (instead of prefix)
! 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 C0 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 M0 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 `L0` 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.



# 7 Tracing Report Processing

---

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▪ Displaying a Spool Record .....	78



## Special PF Keys

Key	Name	Function
PF9	Procs	Begin or continue trace report processing for the specified number of trace steps.
PF10	Brows	<a href="#">Browse a report.</a>
PF11	Select	<a href="#">Select spool data for trace.</a>

## Line Commands

Command	Function
BR	<a href="#">Browse a report.</a>
DI	<a href="#">Display a record.</a>

### › To trace processing for a report:

- 1 Enter the report name in the Report field, the class in the Class field (except for BS2000), 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 file to be processed.
ProcName	The identifying PROCNAME.
Lang	The language in which the user routine is written (Natural or other).
Type	The file 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

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 file 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 the selection criteria in the `Select File` field) or if you press PF11 (Select).
- 2 In the window, select the 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.

# 8 Active Reports

---

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- Status of an Active Report ..... 80
- Availability of an Active Report ..... 81
- Attributes of an Active Report ..... 82

This section covers the following topics:

[What is an Active Report?](#)

[Status of an Active Report](#)

[Availability of an Active Report](#)

[Attributes of an Active Report](#)

[Maintenance Functions for Active Reports](#)

[Browsing an Active Report with the Software AG Editor](#)

---

## What is an Active Report?

---

Entire Output Management creates *active reports* according to the corresponding *report definition*.

An active report is generated from the print data of the data source which satisfy the criteria specified in the **Identification Attributes** of the report definition.

An active report is the output that users receive. When an active report is created, it is sent automatically to the users specified in the **Distribution Attributes** of the report definition. It can also be sent to users manually at any time by any authorized user. Users receive an active report in their `#Inbasket` folder.

An active report can be printed on the logical printers which are specified in the **Printing Attributes** of the report definition.

See also [General Information on Reports](#).

---

## Status of an Active Report

---

The status of an active report may be one of the following:

Status	Explanation
Browsable	The active report has not yet reached its expiration date. It can be viewed online, but has not yet been archived.
To be archived	The active report has passed its expiration 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.  Remember that an active report whose expiration date has passed will not be archived, as long as it is still in the printout queue waiting to be printed or in an open active bundle which is still open.

Status	Explanation
Browsable/Archived	The report has not yet reached its expiration date, it can be viewed online, and it has already been copied to an archive (so that it is not lost when the spool queue is deleted).
Archived	The active report has passed its expiration date. It cannot be viewed online. The only copy of it is in the archive.
Revived	The active report has passed its expiration date, was archived and has subsequently been revived from the archive so that it is again available for online viewing until its revive expiration date passes.

## Availability of an Active Report

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

Attribute	Explanation
Archive directly	<p>This attribute determines whether or not an archive copy of the active report is to be taken immediately. Possible values are:</p> <ul style="list-style-type: none"> <li>■ <b>Y</b> = 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.</li> <li>■ <b>I</b> = 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 expiration of the report retention period.</li> <li>■ <b>N</b> = The active report is created and is viewable online until the expiration of its report retention.</li> </ul>
Retention - Report	<p>This attribute determines how long the active report is available online for viewing and printing.</p> <p>In addition, you select the action to be performed when this period expires: either archive the active report or delete it. (This action specification is ignored if you set <b>Archive directly</b> to "Y" or "I".)</p> <p>Alternatively, you can specify the number of generations, that is, the number of instances of the same active report.</p>
Retention - Archive	<p>This attribute determines how long the active report is kept in the archive.</p> <p>When this period expires, the active report is deleted from the archive and cannot be recovered.</p>

Attribute	Explanation
Retention - Revive	This attribute determines how long the active report - after it has been revived - is available online again for viewing and printing.  When this period expires, the revived copy is deleted again, and only the archived copy remains (until the archive retention period expires).

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.

If an active report is created on 18th January, its expiration date will be 23rd January.

This means that Entire Output Management will mark the active report as "to be archived" on 24th January. The next time the archive job runs, the active report will be copied to an archive file.

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 <a href="#">column heading L</a> .
Keywords	Enter up to 3 keywords which will later help you select reports.
Master owner	The user specified here is the only one who can delete the active report; see <a href="#">Deleting an Active Report</a> .  The monitor also takes this user ID to submit print jobs for reports to be scheduled for automatic printing.  This field is initialized with the <b>Master owner</b> ID of the underlying report definition.

Field	Explanation	
	You can specify a different user ID.	
Retention	You can modify the four Retention fields. For an explanation, see the field descriptions under <a href="#">Retention/Report</a> .	
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 active report is available online until the date you specify here.	

### Archive Attributes

Field	Explanation	
Retention	<p>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.</p> <p>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 <a href="#">Retention/Archive</a>.</p>	
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	<p>This is the length of time a revived active report is to be available online for browsing and printing. When this period expires, this "copy" of the archived report is deleted automatically.</p> <p>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 <a href="#">Retention/Report</a>.</p>	
Revive	Date/Time	The date and time the active report was revived.
	Expiration	The revived "copy" of the active report is available until this date. You can modify this field if the active report

Field	Explanation
	has already been revived. If the active report has not been revived, you can modify the <a href="#">Archive Attribute</a> fields Number, Unit and Calendar.

# 9

## Maintenance Functions for Active Reports

---

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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:



## Line Commands

Command	Function
DD	<a href="#">Display active report definition.</a>
LI	<a href="#">List active reports for a report definition.</a>

## 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 <a href="#">Creating a New Folder</a> ), the number refers only to the active reports of this location. The field <b>Loc</b> 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 ****          2018-06-06
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	<b>Mark an active report for archiving</b> 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	<b>Browse the contents of the active report.</b> This function invokes the Software AG Editor.
BU	<b>Add the active report to an active bundle</b> that is in Opened status.
CP	<b>Confirm printing of an active report.</b> (Available when a report is defined with the CONFIRM option.) The active report is printed only when all target users confirm printing.
DE	<b>Delete an active report.</b>
DI	<b>Display general attributes of an active report.</b>
DD	<b>Display the underlying report definition.</b>
DS	<b>Distribute an active report to an additional user.</b>
FI	<b>File an active report in another folder.</b>
MO	<b>Modify an active report.</b>
PR	<b>Print an active report.</b>
RV	<b>Mark an archived active report for reviving</b> 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	<b>Display spool attributes of active report.</b>
US	<b>List users connected to active report.</b>
XB	<b>Cross-reference an active report</b> , 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: <ul style="list-style-type: none"> <li>■ &lt;(date in system format) to display all active reports mailed <i>before</i> the date;</li> <li>■ =(date in system format) to display all active reports mailed <i>on</i> the date;</li> <li>■ &gt;(date in system format) to display all active reports mailed <i>after</i> the date.</li> </ul>
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: <ul style="list-style-type: none"> <li>■ * - Active reports which have been successfully archived.</li> <li>■ A - Active reports which are marked for archiving. They are archived when the archiving task is started.</li> <li>■ I - Active reports which are marked for archiving but which should be retained for on-line viewing until their retention period expires.</li> <li>■ R - Active reports which have been archived and retained for on-line viewing until their retention period expires.</li> <li>■ P - Active reports which have been archived and for which the retention period has already expired.</li> <li>■ blank - Leave blank to display all active reports regardless of archive status.</li> </ul>
R *	This is the "Revive from Archive" flag. You can enter the following values as selection criteria to display: <ul style="list-style-type: none"> <li>■ * - Active reports which have been successfully revived.</li> <li>■ D - Active reports which are marked for reviving from archive to Entire Output Management active-data file.</li> <li>■ S - Active reports which are marked for reviving from archive to spool.</li> <li>■ blank - Leave blank to display all active reports regardless of revive status.</li> </ul>
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: <ul style="list-style-type: none"> <li>■ * - All active reports, regardless of storage location.</li> <li>■ A - Active reports currently archived.</li> <li>■ B - Active reports currently available for online viewing.</li> <li>■ D - Active reports currently stored in the Entire Output Management active-data file.</li> <li>■ S - Active reports currently stored in the spool or in a container file.</li> </ul>

Field	Explanation
	■ 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 <i>NOM User Exits</i> ), 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 ****          2018-06-06
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 ****          2018-06-06
User ID XYZ      - Active Report List >Folder #Inbasket      -

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

```

2. If you defined **List Layout** as 3, the above screen, containing *technical attributes* of the active reports, is displayed when you invoke the LI command. The screen lists active reports in the selected 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: <ul style="list-style-type: none"> <li>■ &lt;(date in system format) to display all active reports mailed <i>before</i> the date;</li> <li>=(date in system format) to display all active reports mailed <i>on</i> the date;</li> <li>&gt;(date in system format) to display all active reports mailed <i>after</i> the date.</li> </ul>
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 <a href="#">Fields</a> under <i>Listing Active Reports for a Report Definition</i> .
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 <i>NOM User Exits</i> ), 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 M0 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 ****          2018-06-06
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 attributes, use the following PF keys:

Key	Name	Function
PF8	Archv	Invoke the <a href="#">archive attributes</a> .
PF9	Reviv	Invoke the <a href="#">revive attributes</a> .
PF10	Spool	Invoke the <a href="#">spool attributes</a> .

## 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 file. 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 you are **Master owner** of the active report, the active report itself and all references to it are deleted. Otherwise, only the reference from the active report to your user ID is deleted.

If the active report is in the archive, it will not be deleted immediately, but only marked for deletion. It will be deleted from the archive on the following day.

## 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) 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 move an active report filed in your current folder to another of your own folders (but not to a linked 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 moved.  
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 is now filed in the specified folder.

## Displaying the Report Definition

---

➤ **To display the report definition which generated an 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.

Field	Explanation
Printer	Logical printer assigned to the report in the bundle.



# 10

## Browsing an Active Report with the Software AG Editor

---

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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 all or part of the active report;
- export all or part of an active report 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 ****          2018-11-15
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  Layout Rfind Fi:C  -  +  <  >  Menu
```

Various functions can be invoked via PF keys and commands, as described below.

### PF Keys

Key	Name	Function
PF2	Notes	Invoke the user exit NOMEX008, if active, to allow user-defined processing to be integrated with active report browsing. See the section <i>NOM User Exits</i> for a description of NOMEX008.
PF3	Exit	Return to previous screen.
PF4	Layou	<a href="#">Modify active report layout.</a>
PF5	Rfind	<a href="#">Find a string again.</a>
PF6	Fi:C	<a href="#">Find character string at cursor.</a>
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](#)
- [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	Function
PF7	Up	Scroll upwards.
PF8	Down	Scroll downwards.
PF10	Left	Scroll to the left.
PF11	Right	Scroll 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 PF keys listed above and some of the scrolling commands described below.

Possible settings for the **SCROLL** field are:

Value	Explanation
<i>number</i>	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.

### Commands for Scrolling

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

The available commands are:

Scrolling Command	Function
BOTTOM or ++	Scrolls down to the last page of data.
TOP or --	Scrolls up to the first page of data.
DOWN	DOWN scrolls down by the amount specified in the <b>SCROLL</b> field. DOWN <i>n</i> scrolls down <i>n</i> lines.
+ <i>n</i>	Same as DOWN <i>n</i> .
UP	UP scrolls up by the amount specified in the <b>SCROLL</b> field. UP <i>n</i> scrolls up <i>n</i> lines.
- <i>n</i>	Same as UP <i>n</i> .
LEFT	LEFT scrolls left by the amount specified in the <b>SCROLL</b> field (up to 8 columns). LEFT <i>n</i> scrolls left <i>n</i> columns.
RIGHT	RIGHT scrolls right by the amount specified in the <b>SCROLL</b> field (up to 8 columns). RIGHT <i>n</i> scrolls right <i>n</i> columns.
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: <ul style="list-style-type: none"> <li>■ BL TOP or BL -- scrolls to the beginning of the current block.</li> <li>■ BL BOT or BL ++ scrolls to the end of the current block.</li> <li>■ BL + scrolls to the next block.</li> <li>■ BL - scrolls to the previous block.</li> <li>■ BL <i>nnnnn</i> scrolls to block number <i>nnnnn</i>.</li> </ul>
FIX <i>n</i>	Fixes the first <i>n</i> number of columns to display when scrolling left or right.
<b>Other Commands</b>	
COLS ON/OFF	Displays a line at the top of the editing section showing column positions, or switches this display off.
KEYS ON/OFF	Shows or hides the PF-key lines.
PREFIX ON/OFF	Shows or hides the line numbers.

## Searching for a Specific Character String

➤ To search for a character string:

- 1 Either enter the command `FIND 'string'` in the command line `====>` at the top left of the Editor screen (in this example, the string is KENT):

```

11:31:30          **** ENTIRE OUTPUT MANAGEMENT ****          2018-11-15
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
    
```

Or, if the string is already shown on the part of the active report being displayed, place the cursor on the string and press PF6 (Fi:C).

The search begins at the top of the report.

- 2 The string, when found, will be *highlighted*, and the cursor placed on the first character of the string:

```

11:33:39          **** ENTIRE OUTPUT MANAGEMENT ****          2018-11-15
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
    
```

- 3 To search for 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 ****          2018-11-15
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 (Layout). The selected line (here Line 8) is displayed in a layout window:

```

15:31:37          **** ENTIRE OUTPUT MANAGEMENT ****          2018-11-15
+-----+
!
!   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 In the **Layout** line, enter an X in each column that is to appear in the report.

Columns 1 to 65 are displayed. For example:

```

15:34:41          **** ENTIRE OUTPUT MANAGEMENT ****          2018-11-15
+-----+
!
!   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
    
```

- 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 ****          2018-11-15
+-----+
!
!   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 ****          2018-11-15
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
!
!   66  ----7----+----8----+----9----+----0----+----1----+----2----+----3  !*
! Layout XXXXXXXX
!   /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 ****          2018-11-15
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
!
!   1  ----+----1----+----2----+----3----+----4----+----5----+----6----+  !*
! Layout          XXXX +-----+-----+-----+-----+-----+-----+ XX
!   FINA01      ANT !          Define Report Layout          !   30021001  53
!
!   PF3 = Exit          !          = Delete Layout
!   PF6 = Saved Lay !          From-Column To-Column          ! = Right
+-----+-----+-----+-----+-----+-----+-----+-----+
000007 ----- ! 1_ 11_          24_
000008 FINA01      ANTLI ! 2_ 32_          47_
000009 FINA01      ANTLI ! 3_ 53_          62_
000010 FINA01      EAVES ! 4_ 64_          72_
000011 FINA01      GOMEZ !  _  _          _
000012 FINA01      GOMEZ !  _  _          _
000013 FINA01      JAMES !  _  _          _
000014 FINA01      JAMES !  _  _          _
000015 FINA01      JAMIE !  _  _          _
000016 FINA01      JOHNS !  _  _          _
000017 FINA01      JOHNS ! Header Lines 3_
000018 FINA01      JOUSS !          ! 30016001  35/10/12
Enter-PF1---PF2---PF3--- ! PF1 Help  PF3 Exit PF4 Save  !-PF10--PF11--PF12---
      Help      End  +-----+-----+-----+-----+-----+ < > Menu
    
```

It 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 the first two column groups:

```

15:34:41          **** ENTIRE OUTPUT MANAGEMENT ****          2018-11-15
+-----+-----+-----+-----+-----+-----+-----+-----+
!
!   1  ----+----1----+----2----+----3----+----4----+----5----+----6----+ !*
! Layout          XXXX +-----+-----+-----+-----+ XXXXXXXXXXXX XX !
!   FINA01      ANT !                               !   30021001  53  !
!                               !   Define Report Layout   !                               !
!   PF3 = Exit   !                               ! = Delete Layout   !
!   PF6 = Saved Lay !   From-Column To-Column   ! = Right           !
+-----+-----+-----+-----+-----+-----+-----+-----+
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 ****          2018-11-15
+-----+-----+-----+-----+-----+-----+-----+-----+
!
!   1  ----+----1----+----2----+----3----+----4----+----5----+----6----+ !*
! Layout          XXXX +-----+-----+-----+-----+ XXXXXXXXXXXX XX !
!   FINA01      ANT !                               !   30021001  53  !
!                               !   Define Report Layout   !                               !
!   PF3 = Exit   !                               ! = Delete Layout   !
!   PF6 = Saved Lay !   From-Column To-Column   ! = Right           !
+-----+-----+-----+-----+-----+-----+-----+-----+
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 ****          2018-11-15
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 Active Report

You can print an entire active report or a part of it.

### ➤ To print an entire active report:

- 1 Enter the command `PRINT` in the command line `====>` at the top left of the Editor screen.

A printer selection list is displayed.

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

- 2 Optional: If you wish to keep the printout in the printout queue, enter "Y" in the **Hold Printout** field below the list.
- 3 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 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 ****          2018-06-06
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 another 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
000053
EMPLOYEES
FIRST-NAME      NAME  PERSONNEL  DATE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help      End  Layout Rfind Fi:C  -  +      <  >      Menu
    
```

A printer selection list is displayed.

- 3 Optional: If you wish to keep the printout in the printout queue, enter "Y" in the **Hold Printout** field below the list.
- 4 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 corresponding confirmation message will be displayed.

## Exporting an Active Report to a PC File

This function is only available if Entire Connection is installed.

You can export an active report, or a part of it, to a PC file.

### ➤ To export an entire active report:

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

The active report is downloaded to the file on the PC.

### ➤ 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 ****          2018-06-06
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 another `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 command `EXPORT PC` in the command line `====>` at the top left of the Editor screen.
- 4 A window is displayed. Enter the name of the file to which the block of lines is to be written.

The block of lines is downloaded to the file on the PC.

# 11 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**



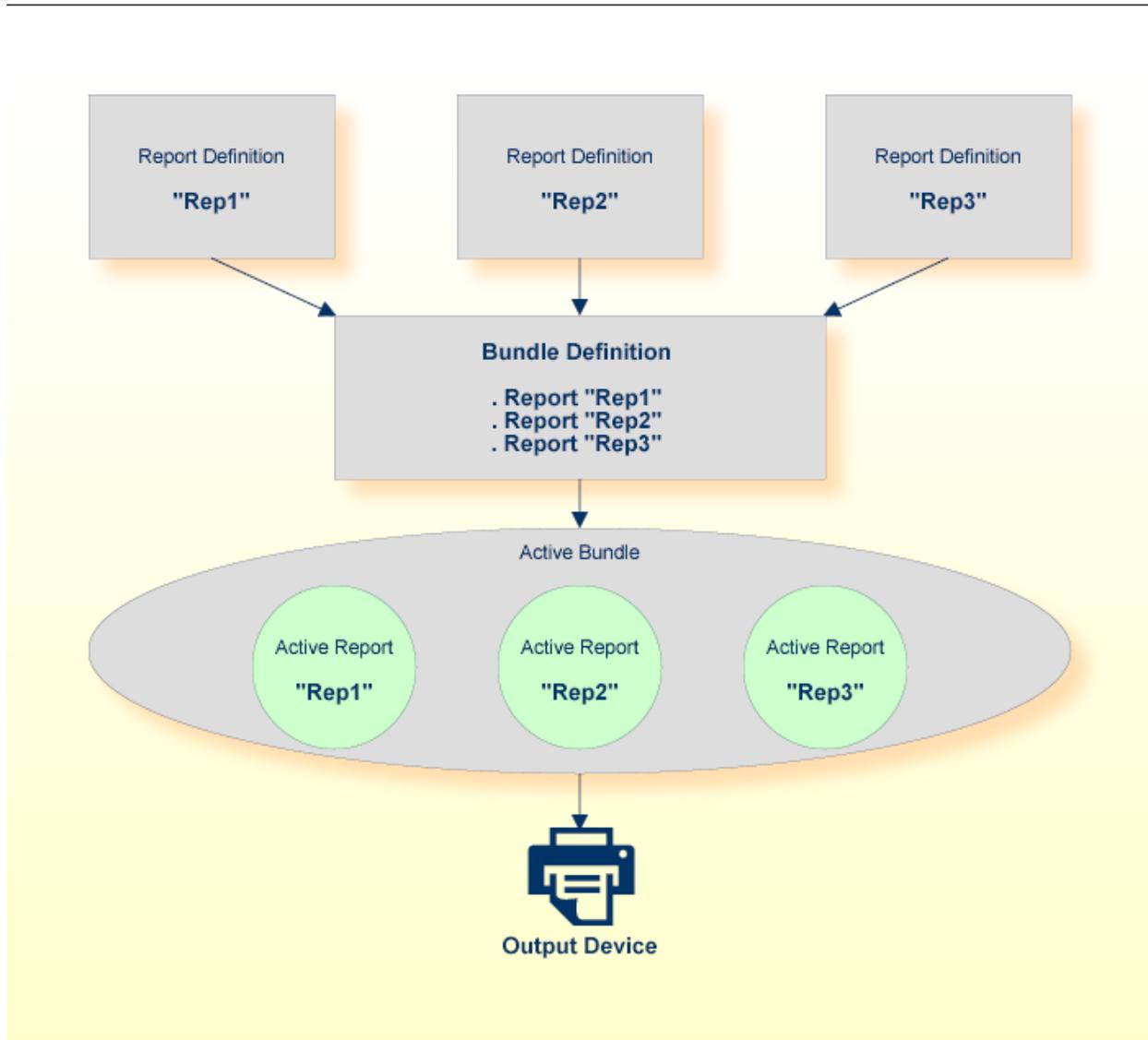
# 12

## What is a Bundle?

---

Reports can be combined to form larger packets, which are called *bundles*. This bundling is possible even if the reports come from different data sources. The reports grouped in a bundle are processed together as a unit.

In a *bundle definition*, you specify which reports are to be part of the bundle. When an active report assigned to a bundle is processed, Entire Output Management creates an *active bundle* based on the bundle definition.



To define a bundle, you create a *bundle definition*, consisting of various attributes which control the processing of the bundle:

- *General attributes* determine the retention period of the bundle, the reports which trigger the printing of the bundle, and a few other settings.
- *Schedule attributes* determine when the bundle is printed.
- *Printing attributes* determine on which output device the bundle is printed, and which separator pages are printed at the beginning and the end of the bundle, and between the reports in the bundle.

The printing of a bundle can be triggered:

- manually by an authorized user;
- automatically at a predefined time, as specified in the *schedule attributes*;
- by the creation of one or more active reports which are part of the bundle;

- by an Entire Operations trigger;
- by an API trigger from an external application.

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



# 13

## Attributes of a Bundle

---

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▪ Printing Attributes .....	130

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.
Type	The type of bundle: <ul style="list-style-type: none"> <li>■ Master definition (M).</li> <li>■ Suspended definition; that is, a definition that is currently not being used (S).</li> </ul>
Coordinator ID	You can enter the user ID of the person who is responsible for this bundle. <p>If you make no entry here, your user ID is automatically written into this field.</p> <p>The coordinator's name, address and telephone number can be printed at the top of the front page of the bundle separator, if desired.</p> <p>The coordinator's name, address and telephone number can be used as substitution variables for separator pages.</p> <p>To select a coordinator from a list of all authorized users, you enter a question mark (?) in this field.</p>
<b>Retention</b>	
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 <i>Retention Period</i> in <i>Components of Bundle Defaults</i> in the <i>System Administration</i> 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: <ul style="list-style-type: none"> <li>■ Working days (W)</li> <li>■ Absolute days (A)</li> <li>■ Weeks (V)</li> <li>■ Months (M)</li> </ul> <p>If you select "working days", you have to select a calendar which distinguishes between working and non-working days.</p>

Field	Explanation						
Calendar	<p>Select a calendar, if "working days" is the unit for the retention period.</p> <p>To do so, enter an asterisk (*) in this field. A list of all defined calendars will be displayed, from which you select one.</p> <p>For more information on calendars, see <i>Calendars</i> in the <i>System Administration</i> documentation.</p>						
<p>Example: You have defined a calendar in which Saturday and Sunday are marked as holidays. If have specified "2" as the <b>Period</b>, and "working days" as the <b>Unit</b> and the bundle is created on Friday evening, it will be retained until Tuesday evening.</p>							
<b>Print events</b>							
Time schedule	<p>The bundle can be printed at specified times on specified days.</p> <p>Enter "Y" to activate the time schedule, which you can define by pressing PF8 (Sched). See <a href="#">Schedule Attributes</a>.</p>						
Force flush	<p>If none of the other print events occurs before the period entered here has expired, bundle closing and printing is forced.</p> <table border="1"> <tr> <td>Period</td> <td>Enter the number of working days, absolute days, weeks or months the bundle should remain open.</td> </tr> <tr> <td>Unit</td> <td>Same as for Unit under Retention, above.</td> </tr> <tr> <td>Calendar</td> <td>Same as for Calendar under Retention, above.</td> </tr> </table>	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.
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	<p>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.</p>						
Report arrival	<p>Enter the names of up to 10 reports which trigger the printing of the bundle. The bundle is printed when all these reports arrive.</p> <p>To select a trigger report from a list, you enter a question mark (?) in one of these fields.</p> <p>Trigger reports are automatically added to the list of reports to be included in the bundle (see <a href="#">Functions for Reports in a Bundle</a>). However, they are not automatically deleted from Bundle Contents (<b>Report in Bundle</b> screen) when removed from report arrival. Other reports contained in a bundle will be printed but do no trigger printing.</p>						

## Schedule Attributes

Field	Explanation
Weekdays or Monthly days	<p>You can select printing of the bundle to be scheduled for every day or for certain days of the month or for certain week days:</p> <ul style="list-style-type: none"> <li>■ For week days, you specify their two-character abbreviations (SU = Sunday, MO = Monday, etc.).</li> <li>■ For days of the month, you specify their numbers (01 to 31).</li> </ul>

Field	Explanation
	For printing on every day of the month, you specify ALL; for printing on the last day of the month, you specify LD.
Not before	The bundle will not be printed before the time you specify here.
Every	You can specify a time interval here.
Not later	The bundle will not be printed after the time you specify here.
Calendar	<p>If you specify a calendar, the bundle is only printed on days defined as <i>working days</i> in that calendar, but not on days defined as <i>holidays</i>.</p> <p>To select a calendar from a list, enter an asterisk (*) in this field.</p> <p>For more information on calendars, see <i>Calendars</i> in the <i>System Administration</i> documentation.</p>
before or after Holiday	Should a printing date fall on a calendar holiday, enter "A" here to print on the first working day <i>after</i> the holiday, or enter "B" to print on the last working day <i>before</i> the holiday.

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	<p>"Y" - The report separator pages are printed (this is the default).</p> <p>"N" - The report separator pages are not printed.</p> <p>The number of separator pages can be defined for each report in the bundle; see <a href="#">Adding a Report to a Bundle</a>.</p>	
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.
	<p>See <i>Separator Pages</i> for further information.</p> <p>To edit a separator page, position the cursor on the <b>Start</b> or <b>End</b> field, and press PF10 (Edit).</p>	
Print control exit	<p>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.</p> <p>A sample exit is supplied in UEXBUNPR in the library SYSNOMS.</p>	
	Natural member	The name of the user exit.
	Natural library	The name of the library containing the user exit.
Jobcards	<p>Enter the job cards used when bundle printing is performed with batch jobs. The following substitution variables can be used: \$USER, \$BUNDLE.</p> <p>If you leave this field blank, the jobcards specified for the logical printer are used instead.</p> <p>See <a href="#">Adding a New Logical Printer</a>.</p>	
Printers	Printer	<p>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.</p> <p><b>Additional Printers</b></p> <p>To specify more than 5 printers, you press PF11 (Prtr) on the <b>Bundle Definition &gt; Printing Attributes</b> screen. The <b>Bundle Definition &gt; Additional Printers</b> screen is displayed, on which you can specify up to 15 additional printers, and the number of copies to be printed on each</p>

---

Field	Explanation	
		of them. For a selection list of printers, enter an asterisk (*) in one of the <b>Printers</b> fields on that screen.
	Copies	Specify the number of copies of the bundle to be printed on the respective printer.



# 14 Maintenance Functions for Bundles

---

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This section describes the functions for the creation and maintenance of 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 ****          2019-06-06
User ID XYZ      - Bundle Maintenance - Report _____

```

Cmd	Bundle	Authoriz	T	Description	NumRep
6	DEP-ADMA	ADMIN	M	Created by PWR-EMPL-STD1-S	↔
	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
5	DEP-MASK	ADMIN	M	Created by PWR-EMPL-STD1-S	↔
	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
5	DEP-SALG	ADMIN	M	Created by PWR-EMPL-STD1-S	↔
9	DEP-SYSA	ADMIN	M	Created by PWR-EMPL-STD1-S	↔
5	DEP-SYSU	ADMIN	M	Created by PWR-EMPL-STD1-S	↔
	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: <ul style="list-style-type: none"> <li>■ PUBLIC;</li> <li>■ a <i>user ID</i> or the name of a distribution list to display selected bundles;</li> <li>■ ADMIN indicates that you are defined as Administrator with Owner authorization for the listed objects. ADMIN cannot be used as selection criterion.</li> </ul>
T	Type: <ul style="list-style-type: none"> <li>■ M = Master definition.</li> <li>■ S = Suspended definition; that is, a definition that is currently not being used.</li> </ul>

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 Maintenance** 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.
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.
Type	Select the type of bundles to be listed: M = Master definitions or S = Suspended definitions.

## 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 ****          2019-06-06
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, mark the bundle with the line command C0.  
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, mark the bundle with the line command M0.  
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, mark the bundle with the line command RN.
- 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, mark the bundle with the line command `DE`.
- 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, mark the bundle with the line command `DI`.

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, mark the bundle with the line command `LO`.  
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.

- 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:

- 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:

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

14:48:15                      \*\*\*\* ENTIRE OUTPUT MANAGEMENT \*\*\*\*                      2019-12-12  
 User ID XYZ                      - Report In Bundle -                      UKSJUBU2

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.

- 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:

- 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    !
+-----+

```

- 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.
- 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 within a group are printed in the sequence in which they are listed on the list of reports in a bundle (see <i>Listing All Reports in a Bundle</i> ).
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, mark the report with the line command M0.

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, mark the report with the line command `DE`.
- 2 Depending on the `CONFIRM` option (see `SET` command), you may be prompted to confirm the deletion.



# 15 Active Bundles

---

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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*. It is created by Entire Output Management based on a *bundle definition*. The active reports in an active bundle are processed together as a unit.

See also [What is a Bundle?](#)

## 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 ****          2020-01-01
User ID XYZ          - Active Bundles -

  Cmd Bundle          S Status          Reps Coord-ID
  -----
  ___ UKSJUPCX          0 opened          6 UKSJU
  ___ UKSJUBUN          0 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 0 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.

- 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 <b>Active Bundles</b> screen.
PF11	SwLay	Switch between Administrator and General User layout.  The <b>Active Bundles</b> screen can be displayed in two layouts: The Administrator layout displays reports, coordinator ID, and Open and Close Date/Time information. The General User layout displays a Description of the active bundles. With PF11 you can switch between the two layouts.
PF21	Ext	Switch between display of long and short report/bundle names.

### Line Commands

Command	Function
AR	<a href="#">Archive an active bundle.</a>
CL	<a href="#">Close an active bundle.</a>
DE	<a href="#">Delete an active bundle.</a>
DI	<a href="#">Display active bundle attributes.</a>
IN	<a href="#">Display additional information on an active bundle.</a>
LO	<a href="#">Display log information for an active bundle.</a>
MO	<a href="#">Modify active bundle.</a>
PR	<a href="#">Print an active bundle.</a>
RP	<a href="#">List active reports contained in an active bundle.</a> On the list displayed, you can select reports for browsing or for deletion from the bundle.
RV	<a href="#">Revive an active bundle.</a>

## 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 <b>Abun List Format</b> . 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 <b>Abun List Format</b> is set to 2, a list of all matching bundles is presented. An <b>Abun List Format</b> of 1 is likely to generate fewer database accesses.
Status *	Enter selection criteria for bundle status: <ul style="list-style-type: none"> <li>■ Closed - bundle can accept no additional reports.</li> <li>■ Forced - bundle forced to print when retention period expires.</li> <li>■ Opened - bundle is open and contains reports.</li> <li>■ Printing - bundle is being printed.</li> </ul>
Reps	Number of reports in the bundle.
Coord-ID *	User ID of the bundle coordinator.
Description	In the 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.
Message	Indicates why the bundle cannot be printed. For example, if no printer has been assigned, "No Printer" is displayed here.

## Modifying an Active Bundle

You can modify:

- [General Attributes](#)
- [Printing Attributes](#)

Note that modifications hold only for the current copy of the bundle and do not affect the bundle definition. Modifications can be performed only if the bundle status is "Opened".

### > To modify an active bundle:

- 1 On the **Active Bundles** screen, enter the line command M0 next to the active bundle you want to modify.

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

- 2 The fields are described below. Modify the attributes as desired.
- 3 Then press PF5 (Do) or ENTER to save your modifications.

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

## General Attributes

The only general attributes you can change are the **Coordinator ID** and the **Print events**.

Field	Explanation
Name	Name of the bundle.
Run number	Internal sequence number.
Created	Date and time when the first active report arrived for this bundle.
Coordinator ID	Corresponds to the field of the same name in the <i>General Attributes</i> of the bundle definition.
<b>Print events</b>	
Time schedule	The values displayed here are derived from the <b>Print events</b> specified in the bundle definition. See <i>Attributes of a Bundle</i> .
Lines exceeded	
Report arrival	The print time is computed when the active bundle is opened, based on the defined time schedule. If 00-01-02 00:00 is displayed here, it means that no time trigger is in effect.

## 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*.

## Displaying an Active Bundle

### ➤ To display the attributes of an active bundle:

- On the **Active Bundles** screen, enter the line command DI next to the desired active bundle.  
The attributes of the active bundle are displayed. They are described under *Modifying an Active Bundle*.

## Closing an Active Bundle

---

This function closes an active bundle so that it can accept no further 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

---

This function forces the printing of a bundle, regardless of what was defined to control printing. This function can only be performed if the bundle status is "Opened".

➤ **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 all reports in an active bundle for archiving. The reports will be 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

With this function, only control information is deleted. The active reports contained in the bundle are not deleted.

### ➤ 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:

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 / Name / Phone	The user ID, name and phone number of the bundle coordinator.
Date/Time of	Open	Date and time the bundle was opened.

Field	Explanation	
	Close	Date and time the 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 is displayed 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 <b>Force Flush</b> in the corresponding bundle definition; see <a href="#">Attributes of a Bundle</a> .
	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 <b>Retention Period</b> in the corresponding bundle definition; see <a href="#">Attributes of a Bundle</a> .

## Displaying Log Information for an Active Bundle

➤ To display log information for an active bundle:

- On the **Active Bundles** screen, enter the line command `LO` 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](#).

# 16 Active Reports in an Active Bundle

---

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## 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 ****          2019-06-06
- 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 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	The name of the active report contained in the active bundle.
Run-No	A 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:

- 1 On the **Contents of Bundle** screen, enter the line command MO next to the active report whose characteristics are to be modified.
- 2 The **Report Characteristics in Bundle** window is displayed, where you can modify the following report characteristics:

Field	Explanation
Form	The name of the form on which you wish to print. This corresponds to the JCL parameter FORM (system printers only).
Fcb	The Forms Control Buffer. This corresponds to the JCL parameter FCB (system printers only).
Chars	Enter one or more 4-byte character set names. This corresponds to the JCL parameter CHARS (system printers only).

Field	Explanation
Flash	This corresponds to the JCL parameter FLASH.
Copies	The number of copies to print.
Pagedef	If printing on an IPDS system printer, enter the JCL parameter PAGEDEF.
Formdef	If printing on an IPDS system printer, enter the JCL parameter FORMDEF.
Logical Printer	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 <a href="#">Printing Attributes</a> in the section <i>Bundles</i> .

## 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](#).



# 17 Folders

---

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The section describes folders and covers the following topics:

## What is a Folder?

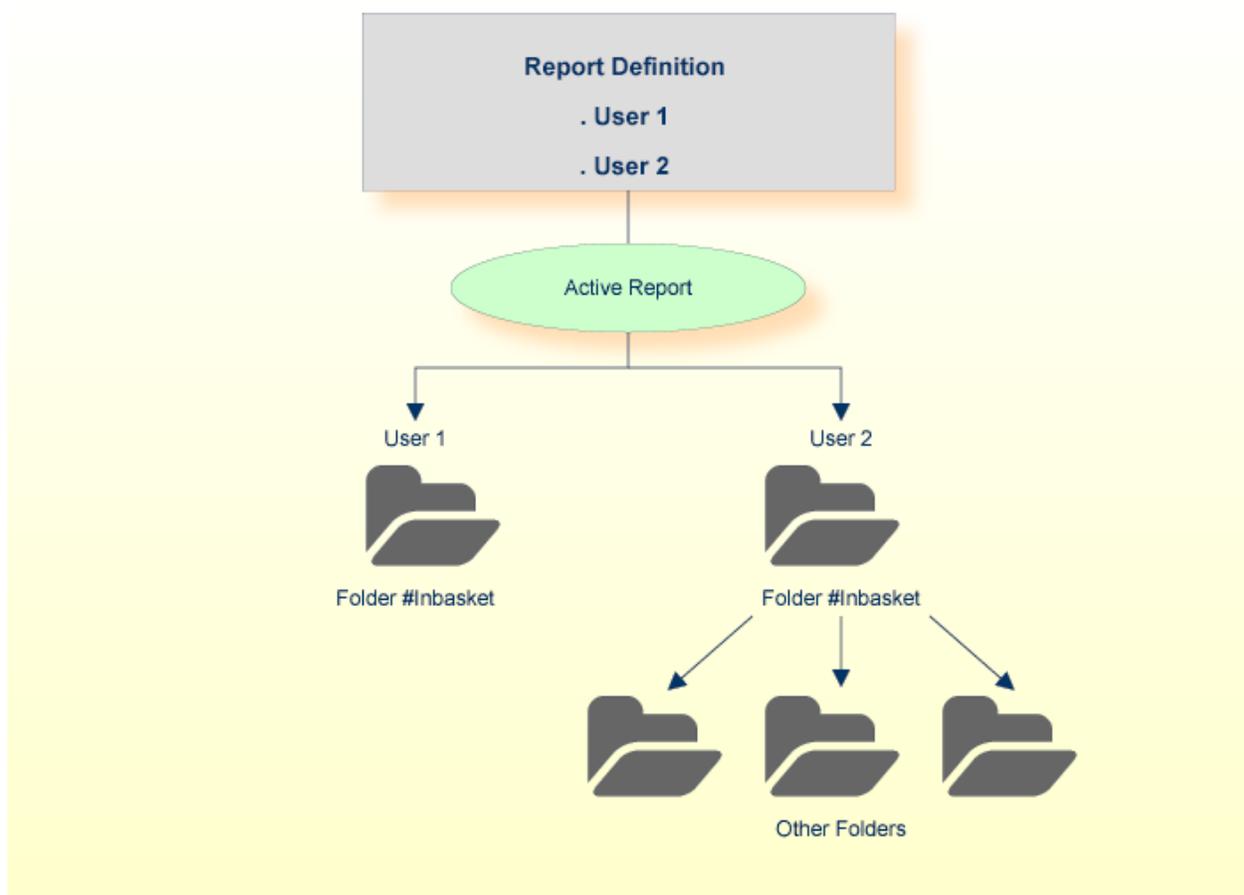
---

A *folder* is a container for active reports. When you define a report, you can assign to it the users who are to receive the resulting active report.

Every Entire Output Management user has a folder named #Inbasket. The active reports assigned to you will appear in this folder.

In addition to your #Inbasket folder, you can define other folders and transfer active reports from #Inbasket to them.

From the list of active reports in a folder, you can then select an active report for further processing.



In addition, you can allow other users access to one of your folders.



**Note:** The folder #Inbasket is created automatically when a user ID is defined. It cannot be renamed or deleted.

## Attributes of a Folder

Field	Explanation
Name	You have to first enter the folder name when you create a new folder.  To change the name of an existing folder, you use the <a href="#">Rename</a> function.
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: <ul style="list-style-type: none"> <li>■ * or blank = All active reports, regardless of the location.</li> <li>■ A = active reports currently archived.</li> <li>■ B = active reports currently available for online viewing.</li> <li>■ D = active reports currently stored in the Entire Output Management active-data file.</li> <li>■ S = active reports currently stored in the spool or in a container file.</li> </ul>
Linked Folder (User ID and Folder Name)	Another user can authorize you to use one of his/her folders (see <a href="#">Authorizing User Access to a Folder</a> ). To access that folder, you have to link it to one of your own folders. To do so, you specify the other user's ID and the other user's folder name here.

## 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 ****          2019-11-11
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    Cata11 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
    
```

### Special PF Keys

Key	Name	Function
PF2	Add	<a href="#">Create a new folder.</a>
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 <a href="#">Authorizing User Access to a Folder.</a>
CO	<a href="#">Copy a folder.</a>
DE	<a href="#">Delete a folder.</a>
DI	<a href="#">Display a folder.</a>
LI	<a href="#">List active reports in a folder.</a>
LK	<a href="#">List active reports in a folder, using keyword selection</a>
MO	<a href="#">Modify a folder.</a>

Command	Function
RN	<a href="#">Rename a folder.</a>

## 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 ****          2018-11-11
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*.

---

## Copying a Folder

---

➤ **To copy a folder definition:**

- 1 On the **Folder Maintenance** screen, enter the line command `C0` 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 `M0` 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.

The folder `#Inbasket` cannot be renamed.

## 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. The folder `#Inbasket` cannot be deleted either.

## Authorizing User Access to a Folder

---

This function is used to allow another user access to a folder. The authorization applies to the active reports contained in the folder (not to the folder definition).

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*.

The user who has been granted authorization for another user's folder then has to specify that folder as **Linked Folder** in one of his/own folder definitions; see [Attributes of a Folder](#).



# 18 Logical Printers

---

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This section explains the use of logical printers and how to define them. It covers the following topics:

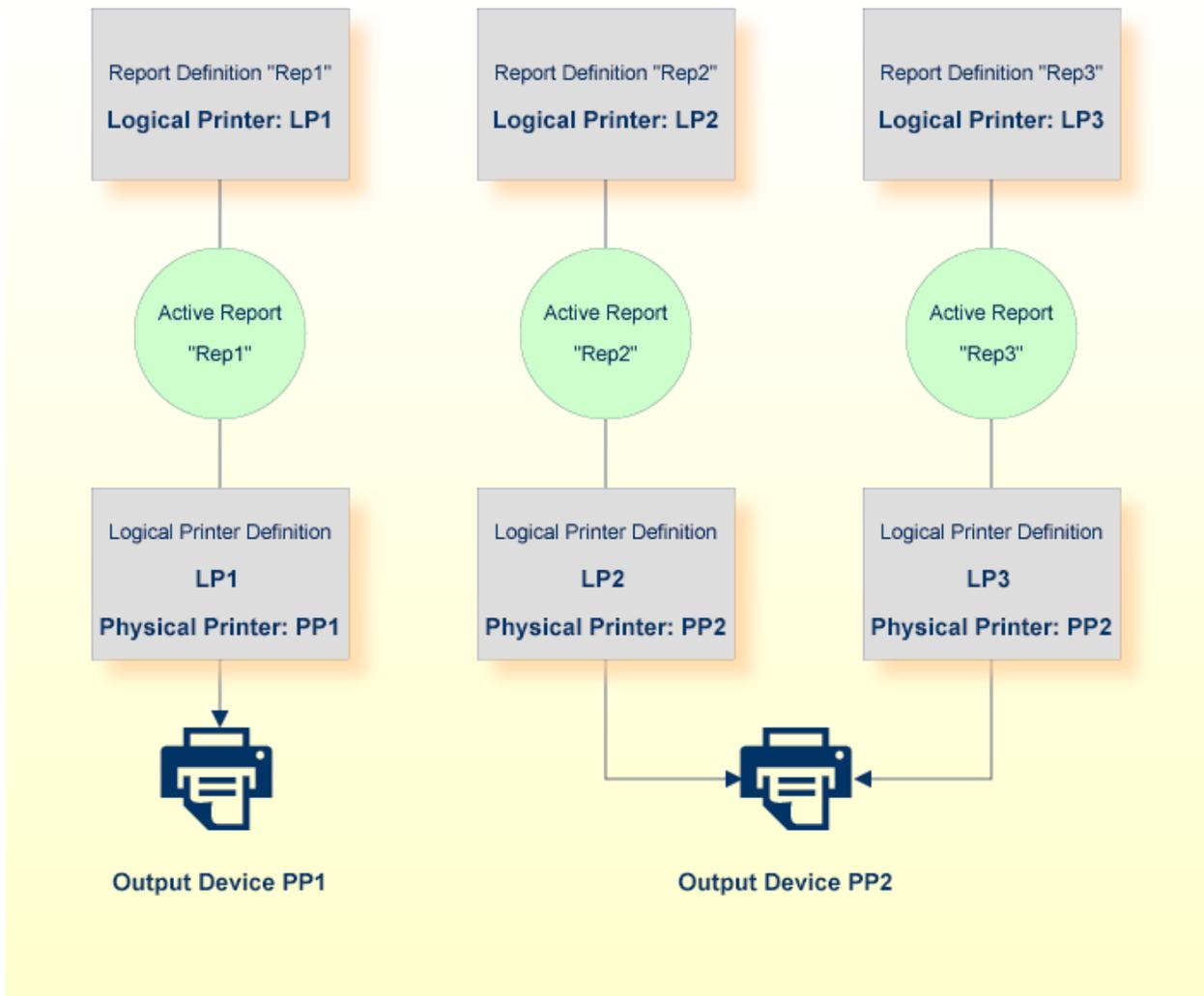
## What is a Logical Printer?

---

In the report definition, you specify on which printer the active report is to be printed. A printer assigned to a report is called a *logical printer*. In the definition of the logical printer you specify a set of attributes linked to an actual *physical printer*, which determine the printing characteristics and printing format of the report on the physical printer.

A physical printer can be: an actual printer, a file, or a follow-up process for further processing.

If all output to be printed on a physical printer is to be printed in the same way, you only need to define one logical printer referring to the physical printer. If you wish to print different reports differently on the same physical printer, you define multiple logical printers which refer to the same physical printer, but with different printing characteristics.



A physical printer has to be defined first (as described under *Physical Printers* in the *System Administration* documentation), before you can assign it to a logical printer.

A logical printer can be assigned to individual reports as well as bundles.

## 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 <i>Printer Exits</i> in the <i>System Administration</i> 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	<p>Enter the jobcards to be used when printing in batch mode.</p> <p>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.</p> <p>SKIP - The keyword "SKIP <i>nnnnnn</i>" is interpreted as SKIP <i>nnnnnn</i> pages and will suppress the output for <i>nnnnnn</i> pages. However, if a printout is resumed that begins with the line after an error occurred, SKIP will also suppress <i>nnnnnn</i> 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</p>	

Field	Explanation
	<p>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.</p> <p>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 <code>lp</code> or <code>lpr</code>. If so, the printer addressed with the "-P" parameter will be checked calling a user-defined script <code>nomchkpr.bsh</code>. A sample script is supplied in the Entire Output Management UNIX directory <code>INSTALL</code>; please refer to it for details. WAIT-PRINTER will be ignored on mainframes and on printer types other than NATUNIX.</p> <p>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 <code>NOMEXOK</code>. You invoke <code>NOMEXOK</code> as follows (using the desired input delimiter):</p> <pre data-bbox="355 783 1461 1045"> 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> <p><i>printout-id</i> is the printout ID of the output; <i>message-number</i> is any user error number; <i>message</i> is any text to be written to the monitor log and to the status field of the printout.</p> <p>If the <i>message-number</i> 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 <i>message-number</i> and <i>message</i> will be returned. If it is a negative value, the printout status will be set to "E" (error) with <i>message-number</i> and <i>message</i> being returned. If processing is not successful, <code>NOMEXOK</code> will issue return code "1".</p> <p>If you specify no jobcards here, the specifications made for the Monitor Standard Definitions will be used.</p>

## 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:



## 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: <ul style="list-style-type: none"> <li>■ S = printer stopped (printouts are held).</li> <li>■ blank = printer is active for printing.</li> </ul>
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 ****          2018-06-06
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          Attrib 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 `C0` 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 `M0` 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 `L0` next to 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](#).

# 19 Distribution Lists

---

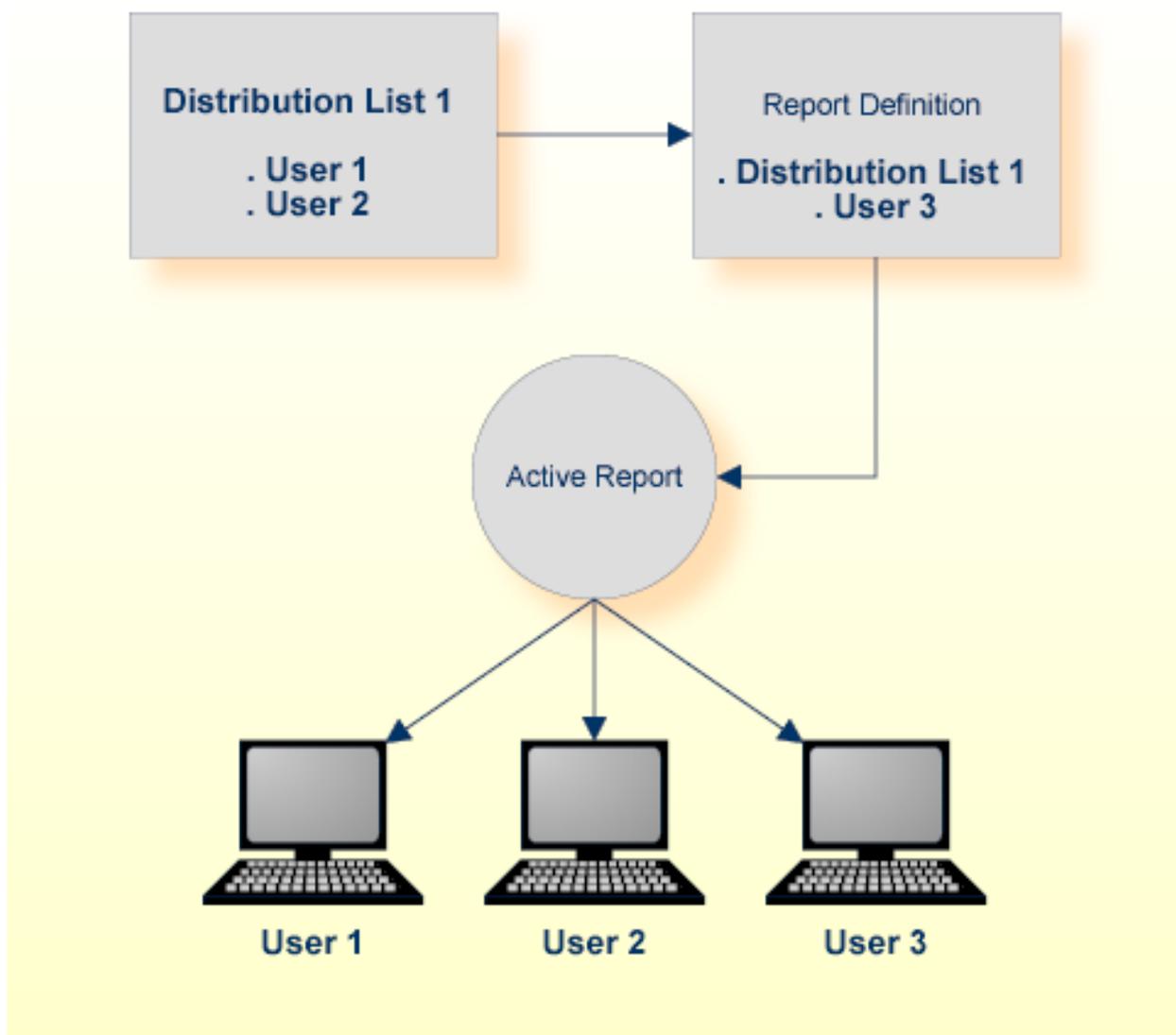
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This section describes distribution lists and how to create and maintain them. It covers the following topics:

## What is a Distribution List?

---

To make the distribution of reports to various users easier, you can create *distribution lists*. A distribution list can contain individual users, but you can also have distribution lists within distribution lists. Instead of assigning a report to multiple users, you assign it to a distribution list. It will then be distributed to all members of the distribution list.



The assignment of a distribution list to a report is done in the **Distribution Attributes** of the report definition.

Access authorization to objects can be granted to individual users or to a group of users contained in a distribution list; 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 ****          2020-02-29
User ID XYZ      - Distribution List Maintenance -

Cmd List      Authoriz Description                      Members Part Of
-----
___ ALLSAILS  ADMIN      Listing to starboard                      3
___ BUCKLIST  ADMIN      Don't fear the list                       5
___ GENEVA    ADMIN      List on the water                         5      *
___ HARRLIST  ADMIN      While my list gently weeps                4      *
___ LEDDED    ADMIN      Stairway to list                          4
___ LIVGREN   ADMIN      Point of know list                        6
___ LOAFLIST  ADMIN      List out of hell                          5
___ NEILIST   ADMIN      Cowgirl in the list                       4      *
___ PURPLIST  ADMIN      Strange kind of list                      5
___ ROYALIST  ADMIN      We will list you                          4      ←

___ SABLIST   ADMIN      List bloody list                          4      *
___ STEVLIST  ADMIN      Stop dragging my list around              2
___ SUPERLST  ADMIN      List of the century                       5      *
___ TULLIST   ADMIN      Thick as a list                           6
___ WISHLIST  ADMIN      Throw down the list                       4

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 member 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 Enter a name and a short description for the distribution list; then press ENTER to validate the data.
- 3 Press PF5 (Do) to save the list.

## Modifying a Distribution List

---

### ➤ To modify a distribution list:

- 1 On the **Distribution List Maintenance** screen, enter the line command M0 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](#).

## Maintaining the Members of a Distribution List

---

Members of a distribution list can be individual users or other distribution lists.

The following functions 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 ****          2020-02-29
User ID XYZ          - Distribution List Members -
                    List Name SONGFOLK

Cmd  Member  List Description / User name
___  BBA      Ballermann, Bodo
___  DDE      Denise, Debbie
___  DRI      Rio, Del
___  ERI      Rigby, Eleanor
___  HBR      Brown, Hollis
___  IWE      Wilde, Irene
___  JCO      Controlletti, Johnny
___  RBE      Bear, Rastus
___  RRA      Ratlos, Rudi
___  VGE      Gemini, Vera
___  VWA      Wahnwitz, Votan

___
___
___
___
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 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/list 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.

### 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 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 a relation type, mark it in the "M" column.

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.

---

## 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 **L0** next to the desired distribution list.

The **Log Display** screen is displayed for the distribution list selected.

- 2 To display more information about a log entry, you enter 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 the #Inbasket folder of UFINANCE



# 20 Authorizing User Access to Objects

---

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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:

- an Entire Output Management administrator,
- 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 <a href="#">Grant Options</a> 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
Granted user ID	<p>The user ID or name of distribution list to which authorization is granted.</p> <p>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.</p> <p>In an existing authorization definition, the value of this field cannot be changed.</p>
Grant options	<p>Enter Y to allow a function, or N to disallow a function:</p> <ul style="list-style-type: none"> <li>■ Owner - The user can perform all functions and authorize other users for this object.</li> <li>■ Modify - The user can display and modify this object.</li> <li>■ Purge - The user can display, modify and delete this object, but cannot authorize other users.</li> <li>■ Display - The user can only display this object.</li> </ul> <p>For folders only:</p> <ul style="list-style-type: none"> <li>■ Archive - The user can archive active reports contained in the folder.</li> <li>■ Revive - The user can revive the folder's active reports from the archive.</li> </ul>



# 21 Printouts

---

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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 ****          2018-06-06
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:	
<b>User ID</b>	(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 <i>only</i> .
<b>Object (*)</b>	Name of the report or bundle which is to be printed.
<b>T</b>	Object type: R = Report, B = Bundle.
<b>PrOutID</b>	Internal unique identifier for the printout.
<b>Printer (*)</b>	Logical printer.
<b>Lines</b>	Number of lines already printed (if Status=P); total number of lines (for any other Status).
<b>S/Status (*)</b>	Status of the printout: <ul style="list-style-type: none"> <li>■ C = Awaiting confirmation.</li> <li>■ D = Printed successfully.</li> <li>■ E = Printing error.</li> <li>■ F = Printing failed.</li> <li>■ H = On hold (must be released).</li> <li>■ O = Physical printer still printing.</li> <li>■ P = Currently printing.</li> <li>■ R = Ready to print (if not on hold).</li> </ul>

	<ul style="list-style-type: none"> <li>■ S = Printer stopped (printout is on hold).</li> <li>■ T = Printer busy, trying again.</li> <li>■ X = Wait for external confirmation.</li> <li>■ U = Unsuccessfully printed = all printouts with status E, F, T, O or S. This no actual printer status, but for selection purposes only.</li> </ul>
<b>Right half:</b>	
<b>User ID</b>	User ID of user printing, or of report owner or of bundle coordinator.
<b>Jobname</b>	The job name of the printout in the job queue if printing is done with a batch job.
<b>Jobno</b>	The job number of the printout in the job queue if printing is done with a batch job.
<b>scheduled</b>	Date and time the printout is scheduled.
<b>printed</b>	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/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.
<b>Job Parameters</b>	
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 <a href="#">Adding a New Logical Printer</a> .

## 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 M0 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 Attributes](#).

## Displaying Printout Attributes

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➤ **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

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➤ **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

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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

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➤ **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

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➤ **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

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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.

