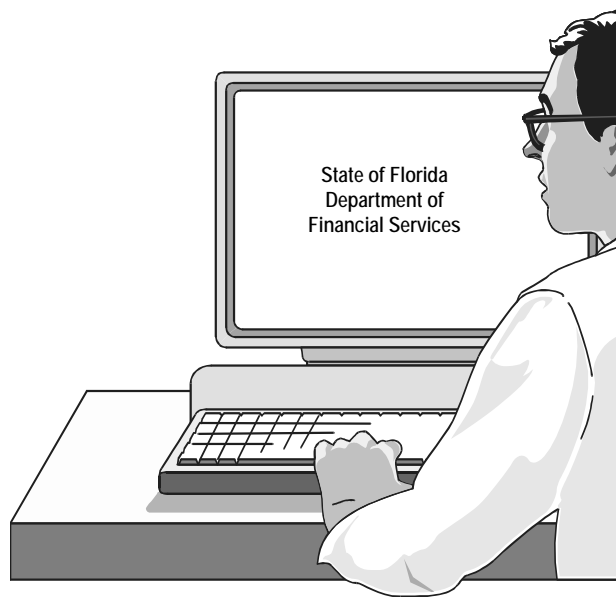


R D S

The Report Distribution System

Administrator's Guide



September, 2007

Florida Department of Financial Services
FLAIR Education & Training

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RDS General Information

RDS is an acronym for Report Distribution System. RDS allows users to access reports on-line, to print an entire report or part of a report on a local printer, to search for codes within a report and to “store” reports for later viewing. RDS was implemented in part to reduce the amount of paper required to print reports. Also, State of Florida employees through RDS, have quicker access to reports, and more flexibility in the use of information contained in the reports.

RDS is maintained by the Division of Information Systems within the Department of Financial Services. The DIS Help Desk is available to assist users with questions or problems related to RDS. The DIS Help Desk phone number is: (850) 410-9340 or (Suncom) 210-9340.

Many kinds of reports may be “sent to” and accessed through RDS. Some reports are only available in RDS. The following are some categories of reports that may be accessed through RDS:

FLAIR (SAMAS) Reports (from the state standard library or agency library)

Payroll Reports

Central Accounting Reports

Information Warehouse Reports

Each RDS Agency Administrator is given the authority within the system to facilitate which reports will be available to the users within his or her agency and to determine which employees will have access to what reports.

Sign-on Procedures

NASSAM

To access RDS, a user must sign-on to the Chief Financial Officer’s Financial Information Network. The screen may be accessed by typing NASSAM on a blank VTAM (FLAIR log-on) screen and depressing ENTER. Or, a user may access this screen from their agency’s data center menu.

RACF ID

Since this screen gives security clearance to the Department of Financial Services Network, (Screen A) a user name and password is required. On this screen the user will type his/her RACF ID (in the User field), his password, and depress ENTER (Screen A.)

Screen A

```
EMSP00                      HELP DESK: 413-3190 S/C: 293-3190 Terminal: SAMI327
                               Date . . : 09/06/07 Time . .: 14:08:1

                               State of Florida, Department of Financial Services

Formerly Department of Banking and Finance
New Name - Same Services !

                               Enter Logon Information:
                               User . . . . . (User ID/LOGOFF)
                               Password . . . . New Password . .
                               Application . .
                               Group . . . . .
                               Location . . . .
```

PF 1=Help 2=Language

Note: A user's RACF ID will consist of a three character prefix which has been determined by the Dept. of Financial Services identifying each agency and 3-4 characters unique to that person, assigned by the RACF Administrator in each agency. See Appendix A for a listing of RACF agency prefixes.

Passwords

A password is assigned by the user when first signing on to the Chief Financial Officer's screen. (Passwords must be made up of at least four and not more than eight alphanumeric characters.)

To assign himself a password (the first time a new user signs on) he will type in his RACF ID, the default password and depress ENTER. [The default password is DXXX, where XXX represents the three character prefix assigned to the agency.]

The system will then bring back the following message, "The password has expired; enter a new password." The user will then enter a new password in the New Password field and depress ENTER.

The message, "Reenter the new password for verification" will appear at the bottom of the screen. The new password must be typed

again in the New Password field and then ENTER is again depressed to log completely on the network

Note: This procedure is only necessary the first time a user signs on to this screen, or if the user's password has been reset (when expired or revoked.)

Once the user has established his own password, that password is "good" for 30 days.

ALL passwords expire every 30 days and cannot be reused for 15 cycles. To assign a new password at the end of a 30 day period, the user will simply type that new password in the appropriate field, depress ENTER, and verify it when prompted. This should be done every 30 days to prevent a user from being denied access to RDS.

If a user's password expires or is revoked, he should contact the RACF Administrator within his agency to have it reset. If the RACF Administrator needs her password reset and there is no one else with that authority within the agency, she will have to call the DIS Help Desk to have the password reset.

Once the user has cleared the security (with a correct user name and password), the Application Selection Menu will appear. (Screen B)

To access RDS from the Application Selection screen, the user will type 5 or RDS on the Command Line at the bottom of the screen and depress ENTER (Screen B.)

Screen B

```
EMSP01                Application Selection  Help: 413-3190 Term:    SAMI3277
                               S/C: 293-3190 Time:    14:13:44
                               Date: 09/06/07 Group:   NA
                               Broadcast:      User: DISCL15 Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢          Print key PA2

ID  Name                Jump Key Application Description
 1  PROD                 PA1    FLAIR Production System (DACA)
 2  NAT                 PA1    FLAIR Natural Reporting (DACN)
 3  IW                  PA1    FLAIR Information Warehouse
 4  NATTEST             PA1    FLAIR Natural Warehouse (NT)
 5  RDS                 PA1    FLAIR Report Distribution
 6  DSS                 PA1    RESERVED (use IW instead)
 7  SPURS               PA1    State Purchasing System(SPURS)
 8  PYRL                PA1    State Payroll System (PYRL)
 9  HOT                 PA1    Get Lean Hotline System
10  SECURITY            PA1    SECURITY ADMINISTRATION

COMMAND ==> _____
PF 1=Help  2=Language  3=Disc  4=Keys  7=Backw  8=Forward
```

After typing a command (see screen B) and depressing ENTER, the user will be given access to RDS. One of three possible RDS "home" screens will display for the user depending on how the agency has its users set up (Screens C1, C2 or C3.)

Screen C1 (Individual Report Directory)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-   USER-> VWN      TR-> 1593  TP-> 551268  TL-> 23492587
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
  DMAR01                BT04 07/14/02 22.10 07/19/02    102    3746  0  0
  DMAR051                BT03 07/14/02 22.10 07/19/02     87    2965  0  0
  DTHR02RG                BT07 07/14/02 22.10 07/19/02     77    3160  0  0
  DMAR052                BT08 07/14/02 22.10 07/29/02     86    2985  0  0
  DMAR062R                BT06 07/14/02 22.10 07/17/02    171    5456  0  0
  DMAR054                BT05 07/14/02 22.10 07/19/02    430   13063  0  0
  DTHR04                 BT02 07/14/02 22.10 07/29/02    703   31287  0  0
  CNPPBUDP                443F 07/15/02 21.49 07/15/02     1       7  0  0
  DMAR01                BT04 07/15/02 23.28 07/20/02    102    3746  0  0
  DMAR051                BT03 07/15/02 23.28 07/20/02     87    2966  0  0
  DTHR01                 BT01 07/15/02 23.28 07/25/02     55    2312  0  0
  DTHR02RG                BT07 07/15/02 23.29 07/20/02     79    3270  0  0
  DMAR052                BT08 07/15/02 23.29 07/30/02     87    2996  0  0
  DTHR04                 BT02 07/15/02 23.29 07/30/02    763   34042  0  0
***** END OF DIRECTORY *****
```

C2 (Environment Selection Menu)

```
PF 1/13 HELP-COMMAND ==>
-ENVIRONMENT SELECTION MENU-      (1 OF 1)      USER -> DISCL11  LU -> TSNA$369
SELECT ENVIRONMENT ==>
E      - ENTERPRISE OUTPUT SOLUTION - EOS VERSION 1.4
```

C3 (Global User Directory)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-   USERS-> 4885
A-USER NAME---REPORTS-----PAGES-----LINES-----F.REPORT DATE--L.REPORT DATE--
  DISCL01                127    5343    188111    03/19/00    07/15/02
  DISCL02                 27     343     88111    07/20/00    07/15/02
  DISCL03                 18     255     8321    05/19/00    07/15/02
  DISCL04                127    5343    188111    07/19/00    07/15/02
  DISCL05                125    5388    198113    04/19/00    07/21/02
  DISCL06                 59     753     8553    07/19/00    07/21/02
  DISCL07                 68     811    78145    06/19/00    07/21/02
  DISCL08                207    6745    258011    06/19/00    07/15/02
  DISCL09                 27    4343    188111    04/19/99    07/15/02
  DISCL10                 27    4343    188111    04/19/99    07/15/02
  DISCL11                 27    4343    188111    04/19/99    07/15/02
  DISCL12                 27    4343    188111    04/19/99    07/15/02
```

Help Screens

In RDS there are help screens available. To access a help screen the user will depress the PF1 key while viewing any RDS screen. Information related to the screen from which the user requested help will display, and information about the PF keys will also be described (Screens Example 1 and Example 2.)

Help Screen Example 1

```
PF 1/13 HELP-COMMAND ==>
-GLOBAL USER DIRECTORY - HELP (FRAME 1/3)

          ***** KEYS AND PFKS (commands) *****
PFK 1/13 (HELP)      = Help
PFK 4/16 (EXIT/END) = Exit from EOS
PFK 3/15 (RETURN)   = Process or return to the previous menu
PFK 8/20 (DOWN)     = Scroll FRWD/DOWN
PFK 7/19 (UP)       = Scroll BKWD/UP
PFK 2/14 = Split the screen at the position indicated with the cursor
PFK 9/21 = Swap the two halves of a previously split screen
ENTER           = Process
CLEAR          = Erase all input and redisplay

          ***** FUNCTIONS *****
Allows the user to:
- Scroll the directory, using the PFks, or a positioning command.
- Request action on one or more entries in the action column.

                                     - Press the HELP PFK for next page ../..
                                     - ENTER to return to the display in progress-
```

Help Screen Example 2

```
PF 1/13 HELP-COMMAND ==>
-REPORT DIRECTORY - HELP (FRAME 2/5)

          ***** COLUMN HEADING DESCRIPTIONS *****
A          Action Column
           This column allows the insertion of an action code next to
           the corresponding report entry.

C          Table Of Contents
blank No tables of contents(TOCs) are associated with this report.
Y One or more tables of contents(TOCs)are available on line
  for the report.
A One or more tables of contents(TOCs)are associated with
  the report, but they have been archived (and not restored).

A          Archive/Restore status of the report:
R The report has been restored.
S One ore more TOC sections are restored.
blank The report is active.

                                     - Press the HELP PFK for next page ../..
                                     - ENTER to return to the display in progress-
```

Setting Up a New User to Access RDS Reports

One of the responsibilities of the RDS administrator is to provide access to RDS to agency employees, to determine the levels of authority assigned to individual users within RDS and to decide which reports should be available to each user. The following is a check list of items that need to be accomplished for each user in order for that user to have access to reports in RDS.

- ✓ **RACF ID – as discussed on the previous pages, a RACF ID must be set up for a user as a first step in the process.**

- ✓ **Profile – a user profile is established for the user, which indicates the authority of the user, the print capabilities of the user, the users name and address and other items related to that user.**

- ✓ **Forms - Determine the forms (reports) to be accessed by the user. The user may have access to all agency reports or only reports specific to his/her job. This is determined by each agency and each RDS administrator.**

- ✓ **Add the new user (profile) to the appropriate forms.**

Twelve Easy Steps to Adding a User to RDS

- I. Have a RACF ID set up for the new user, through the agency RACF Administrator.**

- II. Type PROF (for profile) on the COMMAND line of any RDS screen and depress ENTER to get to the Profile Management Menu Screen (see next pages.)**

- III. Type 3 (for User Profile) in the Select Type field of the Profile Management screen and depress ENTER (see screen on next page.)**

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-PROFILE MANAGEMENT-                                     LOGGED ON-> DISCL11

                SELECT TYPE      ==> 3

                                3 - USER PROFILE
                                4 - FORM GROUP PROFILE

```

- IV. Type 2 in the Select Function field (to create a user profile), and in the Member Name field in the RACF ID of the new user and depress ENTER (see screen below.)**

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL11

                SELECT FUNCTION ==> 2
                                1 - USER DIRECTORY
                                2 - CREATE USER PROFILE
                                3 - EDIT USER PROFILE
                                4 - SELECT USER PROFILE
                                5 - DELETE USER PROFILE
                                6 - RENAME USER PROFILE

                MEMBER NAME      ==> DISCL500

```

- V. On the COMMAND line of the Create User Profile Screen (see the screen at the top of the next page) type: copy space one time with the space bar, type the RACF ID of an existing user and depress ENTER. [Note: When creating a profile, always copy another valid profile. Each agency has default profiles set up for purposes of copying for new users.]**

```

PF 1/13 HELP-COMMAND ==> copy DISCLOSE
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-CREATE USER PROFILE-                               MEMBER-> DISCL500 LOGGED ON-> DISCL11
-----
USE DEFAULT AUTHORIZATIONS ==> NO           AUTHORIZATION PROFILE ==>
GLOBAL AUTHORIZATIONS      ==> SPECIFIC

----- COMMON AUTHORIZATIONS -----

COMMON AUTHORIZATIONS ==> SPECIFIC

PFK UPDATE      ==> NO   VIRTUAL KEY UPDATE ==> YES   UNAME CHANGE    ==> NO
PRT/TR. QUEUE   ==> YES  PRINTER ONLY    ==> YES   USER ONLY      ==> YES
FILE PRINT      ==> NO   DYNAMIC ALLOCATION ==> NO   VERIFY QUEUE    ==> NO
SCREEN HARDCOPY ==> NO

```

The message “copy successful” will display (see screen below.)

```

PF 1/13 HELP-COMMAND ==> BOT                               COPY SUCCESSFUL *-*-*
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-CREATE USER PROFILE-                               MEMBER-> DISCL500 LOGGED ON-> DISCL11
-----
USE DEFAULT AUTHORIZATIONS ==> NO           AUTHORIZATION PROFILE ==> #CLSUSER
GLOBAL AUTHORIZATIONS      ==> SPECIFIC

----- COMMON AUTHORIZATIONS -----

COMMON AUTHORIZATIONS ==> SPECIFIC

PFK UPDATE      ==> NO   VIRTUAL KEY UPDATE ==> YES   UNAME CHANGE    ==> NO
PRT/TR. QUEUE   ==> YES  PRINTER ONLY    ==> YES   USER ONLY      ==> YES
FILE PRINT      ==> NO   DYNAMIC ALLOCATION ==> NO   VERIFY QUEUE    ==> NO
SCREEN HARDCOPY ==> NO

```

- VI. Type: BOT on the command line (from the copy successful screen) and depress ENTER to get to the last page of the user profile screens.**
- VII. Depress PF7 three times (to page back three screens from the bottom.) A screen like the one shown next will display. In the section under HEADER LINES, type in the new user’s name, office address, phone or bin number. This information identifies the correct user on print requests.**

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-CREATE USER PROFILE-          MEMBER-> DISCL500 LOGGED ON-> DISCL11
-----
PARTNER ==>
----- EOS MAIN PROCESSING OPTIONS (1 OF 2) -----
SKIP MENU NUMBER      ==> 01          RETURN TO TITLE      ==> NO
VERSION(S) TO SHOW   ==> 0          SHOW ARCHIVED ENTRIES ==> YES
SHOW PAGE SKIP LINES ==> YES       RET OF REPORTLESS NPAD ==> 7

REPORT DISTRIBUTION
TECHNIQUE (P/Q/L/T)  ==> P          BUNDLING OPTION      ==> USER

REPORT OUTPUT DESCRIPTION          HEADER LINES
NUMBER OF SEPARATORS              1 ==> ***DEPT 8500***
  USER (TOP/BOT)                  2 ==> DIVISION OF INFO SYSTEMS
  REPORT (TOP/BOT)                 3 ==> SALLY FLAIR
WITH PACKET INDEX                 4 ==> B100 FLETCHER BLDG
DELETE AFTER EXTRACT              5 ==> *****

LOCAL OUTPUT
HOLD PRINT REQUEST ==> NO          COPIES ==>          PRIORITY ==> 2
PRINT FORMAT (REPORT/SEPARATOR) ==>          /

```

VIII. From the screen shown above, depress PF8 one time to page forward one screen. The DEST field on this screen is where a specific local printer ID may be entered for this user (see screen below.) Note: the printer ID entered here must be a printer “recognized” by FLAIR (SAMAS). If there is a question as to whether a particular local printer may be used, the DIS Help Desk will be able to answer that question.

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-CREATE USER PROFILE-          MEMBER-> DISCL500 LOGGED ON-> DISCL11
----- EOS MAIN PROCESSING OPTIONS (2 OF 2) -----
JOB SUBMISSION
JCL MODEL ==> WERDJC00  JOBNAME ==> D850000  CLASS          ==>
ROOM      ==>          NOTIFY ==>          MSGCLASS      ==>
PGMR NAME ==> 'CLSRM'   EOSMUT00 LOG CLASS ==>
ACCOUNTING ==>

SYSTEM OUTPUT OPTIONS
PRINT FORMAT (REPORT/SEPARATOR) ==>          /

DEST      ==> T4416     COPIES ==>          OUTPUT CLASS (P/Q) ==> A / A
FORM      ==> STD      WRITER NAME ==>
OUTPUT REFERENCES ==>          /          /          /

DATA SET NAME ==>
VOLUME SERIAL ==>          SPACE (TYPE/PRIM/SEC) ==>          /          / 0
UNIT TYPE    ==>          DISPOSITION ==>          /          /
DCB BWD. REF. ==>          CARRIAGE CTL ==> YES

```

The new user’s profile is now established. Steps I – VIII above are the minimum steps needed to set up a user profile. However, an

individual agency may require steps in addition to the above to set up its user profiles.

IX. The next step in the set up process is to “attach” this user to a form (report.) This is done by retrieving the Primary Menu. Depressing PF3 multiple times will bring forward the Primary Menu. Once on the Primary Menu, type 6 (Form Index Management) in the Select Option field and depress ENTER (see screen below.)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SYS238 D.SYP.RSDEOS.DEVL.RINDX.UD001
-PRIMARY MENU-          USER-> DISCL11  TR-> 5      TP-> 26      TL-> 694

      SELECT OPTION ==> 6

                          1 - LATEST REPORT DIRECTORY
                          2 - OLDEST REPORT DIRECTORY
                          3 - DIRECTORY SELECTION
                          4 - REPORT EXTRACTION
                          5 - SPOOL MANAGEMENT
                          6 - FORM INDEX MANAGEMENT
                          7 - REPORT INDEX MANAGEMENT
```

X. On the Form Index Management Screen, type 4 (Edit Form) in the Select Function Field and the name of the form (report) to which this user needs access and depress ENTER (see screen below.) Note: the form used should be a form previously set up by the administrator.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS202 D.SYP.RSDEOS.DEVL.FINDX
-FORM INDEX MANAGEMENT-   FORM ENTRIES --> 1893  OCC --> 49 %

      SELECT FUNCTION ==> 4

                          1 - FORM DIRECTORY
                          2 - CREATE FORM
                          3 - SELECT FORM
                          4 - EDIT FORM
                          5 - FORM INDEX INFORMATION

FORM NAME      ==> 8501

REPORT NAME    ==>
```

XI. The Report General Information screen will display. (See next page.) Type BOT on the command line and depress ENTER to get to the end of the list of users attached to this form. Then depress PF12 to get to the screen where the new user is added.

```
PF 1/13 HELP-COMMAND ==> BOT
-FORM INDEX --> FINDX SYS202 D.SYP.RSDEOS.DEVL.FINDX
EDIT FORM --> 8501 USERS --> 15
----- REPORT GENERAL INFORMATION -----
FORM STATUS ==> ACTIVE IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPORT NAME ==> DMAR053
DESCRIPTION ==> SAB L3
PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==>
RET. PERIOD ==> +30 ARCHIVE RETENTION PERIOD ==>
FCB ==> PAGE LENGTH ==>
UCS ==>
REPORT MODE ==> STDLINE
LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3
```

XII. Type the new user's RACF ID in the User Name field and depress ENTER (see screen below.)

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX SYS202 D.SYP.RSDEOS.DEVL.FINDX
EDIT FORM --> 8501 - GENERAL AND LOCAL OPTIONS FOR USER --> 16 OF 16
-----
USER NAME ==> DISCL500
```

A screen like the one on the next page will display. Information from the user's profile will be "pulled" into the record. (See next page.)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS202 D.SYP.RSDEOS.DEVL.FINDX
  EDIT FORM --> 8501 - GENERAL AND LOCAL OPTIONS FOR USER --> 16 OF 16
-----
USER NAME      ==> DISCL500  REPORT NAME      ==> DMAR053
DESCRIPTION    ==> SAB L3          SPLIT REQUIRED ==> NO
PAGE FORMAT    ==>                NOMAIL REPORT ==> NO
DISTR. 1      ==> MANUAL      /      DISTR. 2 ==>                /
REFORMATTING  ==>

REPORT OUTPUT DESCRIPTION      ( FROM : PROFILE      )
HEADER LINES                    NUMBER OF SEPARATORS
  1 ==> ***DEPT 8500            USER (TOP/BOT)   ==> 1 /
  2 ==> DIV OF INFO SYSTEMS     REPORT (TOP/BOT) ==>   /
  3 ==> SALLY FLAIR
  4 ==> BIN 12 FLETCHER BLDG     WITH PACKET INDEX ==> YES
  5 ==> *****                OUTPUT LIMIT      ==>
                                  DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS           ( FROM : PROFILE      )
LOCAL PRINTER ID ==> LOCAL      EOS/PC USER      ==>
MAX LINES/PAGE   ==>           HOLD REQUEST   ==> NO  PRIORITY       ==> 2
COPIES           ==>           ALIGNMENT L/P  ==>     ALIGNMENTS     ==>
PRINT FORMAT (REP/SEP) ==>      /

```

The new user is now set up and has one report he/she may access. Repeat steps IX – XII as necessary to add this user to other forms (reports.)

The Profile Function

In RDS, profiles define authorizations, define processing options, define printing requirements and options, identify users, separate one agency’s users from another, separate one agency’s reports from another and more. The Profile Function is used to inquire into Form Group Profiles, and to set up and maintain User Profiles.

To access the Profile function, type PROF on the COMMAND line of any RDS screen and depress ENTER. The Profile Management Screen will display (screen D.) Two select types are available to agency administrators.

Screen D

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-PROFILE MANAGEMENT-                                     LOGGED ON-> DISVWN

                SELECT TYPE  ==>

                                3 - USER PROFILE
                                4 - FORM GROUP PROFILE
```

Select Type 3 (User Profile) retrieves the User Profile Management screen which lists 6 options for displaying, modifying and creating individual User Profiles within the system. (See next page.)

Select Type 4 (Form Group Profile) retrieves the Form Group Profile Management screen which lists 2 options. One option allows the user to inquire into the Form Group Profile Directory and list all form group profiles, the other allows the user to select just one particular profile. (See Form Group Profile section discussed later in this manual.)

Note: If a user does not have access to the Profile Function, a Syntax Error message will display on the command line.

Individual User Profiles

Type 3 in the Select Type field (on the Profile Management screen) and depress ENTER to display the User Profile Management screen see next screen. An RDS administrator may create a new profile, browse the list of users, and delete or update individual user profiles from this screen. Each user profile consists of 11 screens of information related to the agency, the system itself and the individual user. The “Edit User Profile” section of this manual describes in detail these 11 panels and defines the fields of the panels. (Refer to the Table of Contents to locate the Edit User Profile section of this manual.)

Screen E

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISVWN

                SELECT FUNCTION ==>
                    1 - USER DIRECTORY
                    2 - CREATE USER PROFILE
                    3 - EDIT USER PROFILE
                    4 - SELECT USER PROFILE
                    5 - DELETE USER PROFILE
                    6 - RENAME USER PROFILE

                MEMBER NAME      ==>
```

The User Profile Management Screen offers six options

1. **User Directory** - Lists of all users within your security clearance.
2. **Create User Profile** - To create a new user profile.
3. **Edit User Profile** - To change a user profile.
4. **Select User Profile** - To browse a user profile.
5. **Delete User Profile** - To delete a user profile.
6. **Rename User Profile** - To rename a user profile.

To access one of the function codes, the user will type an option number in the Select Function field, and depress ENTER. (For options 2 - 6, a User Profile Name is also required in the Member Name field.)

Option 1 – The User Directory

The User Directory allows the RDS administrator to view a list of all users (referred to as members) within his/her security clearance. To access this function, type 1 in the Select Function field and depress ENTER.

An alphabetical listing of users or members will display as shown on the next page (Screen F.)

If, when accessing this function, a member name is also entered in the Member Name field, the system will begin the list with that name.

Screen F

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-USER PROFILE DIRECTORY-          6924 ENTRIES LOGGED ON-> DISCL1
A-MEMBER---T-CREATED--LAST UPDATE---BY USER--COMMENTS-----
          ***** TOP OF DIRECTORY *****
DISCLMGR  01/13/98 01/13/98 08.37 JBK
DISCLUSE  02/03/97 06/28/99 15.09 JBK
DISCL01   02/03/97 07/21/00 09.17 JBK
DISCL02   02/03/97 07/21/00 09.18 JBK
DISCL03   02/03/97 04/17/02 08.41 JBK
DISCL04   02/03/97 01/14/98 13.03 JBK
DISCL05   04/17/02 04/17/02 08.46 JBK
DISCL06   02/03/97 01/14/98 13.03 JBK
DISCL07   02/03/97 03/08/98 12.55 JBK
DISCL08   02/03/97 01/14/98 13.04 JBK
DISCL09   02/03/97 01/14/98 13.04 JBK
DISCL10   02/03/97 01/14/98 13.04 JBK
DISCL11   01/11/99 01/11/99 08.16 JBK
DISCL12   02/03/97 01/14/98 13.04 JBK
DISCL13   02/03/97 01/14/98 13.05 JBK
DISCL14   02/03/97 01/14/98 13.05 JBK
DISCL15   02/03/97 01/14/98 13.05 JBK
DISCL500  09/09/03 09/09/03 14.11 DISCL11
```

Field descriptions of the User Profile Directory:

A – Action

Each of the following tasks may be performed by typing the given letter in the Action Field and depressing ENTER:

- S - To Select a particular user profile for inquiry only.
- D - To Delete a profile member.
- E - To Edit a profile member. (Update or change.)
- R - To Rename the profile member.

Member - the RACF ID (name) of an existing profile record.

T - Type of Group, not used. Should remain blank.

Created - The date and time a profile was created.

Last Update - The date and time the profile was last updated.

By User - The last user to update the profile.

Option 2 – Create User Profile

User profiles define the abilities and limitations of individual users within RDS. An individual user profile is comprised of 11 screens of information which identify technical, system information as well as unique information related to the specific user. (See screen descriptions in the “Edit” section.) Because of the number of screens and the many items of information necessary to complete a user profile, the RDS administrator (when setting up a new profile) SHOULD ALWAYS COPY AN EXISTING VALID USER PROFILE.

Copying a Profile

Copying a user profile has been discussed in the earlier section “Twelve Easy Steps to Setting Up a User in RDS” please refer to the Table of Contents to locate this section. The steps I – VIII describe in detail how to copy an existing user profile to create the new user profile. A short description of the process is also described below:

DFS has set up an Administrator profile (XXXMGR) and an End-User profile (XXXUSER) for each agency. (XXX = the agency RACF prefix.) These are provided for the agency to copy when creating new profiles. Any necessary changes may be made to the new user’s profile once the copy command is successfully completed.

To copy a profile, Type 2 in the Select Function of the User Profile Management screen and the New User RACF ID in the Member Name. Depress ENTER.

On the next screen go to the COMMAND LINE. Type COPY *single space one space* and type the name of the User Profile that you wish to copy. Depress ENTER. A message, “copy successful” will display.

The system will establish the new profile with the same authorizations as the one copied. If the newly created profile needs more or less authorization than the one copied, depress the PF 8 key to page forward through the CREATE USER PROFILE screens to the appropriate field and make the necessary change(s). (Changes can only be made within the administrator’s security clearance.)

Option 3 – Edit User Profile

As stated earlier, eleven screens make up the User Profile. (Note: Depressing the PF 8 key will page forward one screen at a time through the eleven screens.)

Once a profile has been copied (or created) it may be edited (updated). To edit an established User Profile, type 3 in the Select Function field on the User Profile Management screen, and type the User ID in the Member Name field, and depress ENTER.

The first Profile Screen will be displayed (Screen #1.)

Screen #1

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-                MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
-----
USE DEFAULT AUTHORIZATIONS ==> NO      AUTHORIZATION PROFILE ==> #DBFUSER
GLOBAL AUTHORIZATIONS      ==> SPECIFIC

----- COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC

PFK UPDATE          ==> NO  VIRTUAL KEY UPDATE ==> YES  UNAME CHANGE ==> NO
PRT/TR. QUEUE      ==> YES  PRINTER ONLY      ==> YES  USER ONLY     ==> YES
FILE PRINT          ==> NO  DYNAMIC ALLOCATION ==> NO  VERIFY QUEUE   ==> NO
SCREEN HARDCOPY    ==> NO
```

Many of the fields on the Profile screens have YES, NO or SPECIFIC displayed. These have different meanings depending on whether the profile displayed is set up for an RDS Administrator or for a “regular” user. See below for explanations.

RDS Manager (Administrator)

YES – If a function is displayed with YES in a field on a manager’s profile screen that manager (administrator) has the option of not only using this function, but also of assigning it to any existing or new User Profile that is created.

NO - If a function is displayed with NO, the RDS Administrator does not have the authority to use or to assign that function to a User Profile. NO will be the only option allowed.

SPECIFIC - If a function is displayed with SPECIFIC, it means that the User Profile that is displayed has access to some, but not all functions within that function group.

RDS Non-Administrator User

YES – This user has been given the authority for the specific authorization or function. The user, however, does not have the authority to delegate that authority to other users or to update his/her own profile.

NO – The authority for the particular option for this user is not allowed at the present time. If the RDS administrator has the ability (within his own profile) to allow this user to have access to this option. This could be changed to yes in the future.

SPECIFIC - If a function is displayed with SPECIFIC, it means that the User Profile that is displayed has access to some, but not all functions within that function group.

Screen #1

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
-----
USE DEFAULT AUTHORIZATIONS  ==> NO          AUTHORIZATION PROFILE ==> #DBFUSER
GLOBAL AUTHORIZATIONS       ==> SPECIFIC

----- COMMON AUTHORIZATIONS -----

COMMON AUTHORIZATIONS  ==> SPECIFIC

PFK UPDATE              ==> NO   VIRTUAL KEY UPDATE  ==> YES   UNAME CHANGE          ==> NO
PRT/TR. QUEUE           ==> YES  PRINTER ONLY        ==> YES   USER ONLY             ==> YES
FILE PRINT              ==> NO   DYNAMIC ALLOCATION   ==> NO   VERIFY QUEUE          ==> NO
SCREEN HARDCOPY         ==> NO
```

SCREEN #1 *The following fields are displayed:*

Use Default Authorizations - always set to NO by FLAIR. All Agency Report Distribution Administrators (ARDA) will be defined by FLAIR with SPECIFIC authorizations within RDS.

Authorization Profile – The format is #XXXMGR or #XXXUSER, where XXX = the Agency RACF prefix.

Global Authorizations - always set to SPECIFIC by FLAIR. Global Authorizations allow a user to access reports that are defined to all users within the established security clearance.

(User profile screen 1 field descriptions, continued.)

Common Authorizations:

Common Authorizations - represent authorizations that are common to all functions within RDS. It will be set to **SPECIFIC** by **FLAIR**.

PFK Update - Not available. Should be set to **NO**.

Virtual Key Update - should be set to **YES**, to allow users to set virtual keys within RDS.

Uname Change - Not available. Should be set to **NO**.

PRT/TR Queue – if **YES**, it allows access to the printer queue to cancel a print request. (This will be used in conjunction with **PRINTER ONLY** and **USER ONLY** to restrict users to their reports only.)

Printer Only – if **YES**, it allows access only to the user's printer.

User Only – if **YES**, it allows access only to the user's reports.

File Print - Not available, should be set to **NO**.

Dynamic Allocation - Not available, should be set to **NO**.

Verify Queue - Not available, should be set to **NO**.

Screen Hardcopy – Not Available, should be set to **NO**. (Use keyboard screen print keys or screen print through mainframe software “pull down” menu.)

To get to screen two of the Edit User Profile screens depress **PF 8** (from screen one.)

Screen #2

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
-----
USE DEFAULT PROCESSING OPTIONS ==> NO  REFERENCE PROFILE  ==>
FORM GROUP PROFILE  ==> çDBF          USER GROUP PROFILE  ==> UDBF
-----

----- COMMON PROCESSING OPTIONS -----

CAPS(FORCE UPPERCASE) ==> ON          NATIONAL LANGUAGE  ==> E
INDEXED SEARCH RESULT ==> YES        SEARCH/FIND LIMIT  ==> 5000
ENVIR. GROUP PROFILE  ==> &PGRDS     SKIP MENU CHARACTER ==> .
CMD CHAINING CHAR.    ==> ;          VIRT K CHARS (A/C) ==> / / \
BATCH ERROR MSGE TO   ==>

GENERAL OUTPUT OPTIONS
OUTPUT LIMIT          ==> 0

LOCAL OUTPUT
LOCAL PRINTER ID     ==> LOCAL        MAX LINES/PAGE     ==> 0
ALIGNMENT LINES/PAGES ==> 0          NUMBER OF ALIGNMENTS ==> 0
EOS/PC USER         ==> DBFVWN
```

SCREEN #2 *The following fields are displayed:*

Use Default Processing Options - set to NO. FLAIR has established agency level profiles.

Reference Profile - A user profile can act as a reference to supply all authorizations and processing options; any modifications must be made to the reference profile. The ID of the profile referenced to this user would be entered here. Left blank means no user is referenced.

Form Group Profile - Defines the forms' group for each agency and will be represented here as: çXXX (where XXX = an agency's RACF prefix.)

User Group Profile - Defines the user group for each agency and will be represented here as: UXXX (where XXX = the agency RACF prefix.)

Common Processing Options:

Caps - ON: displays all upper case letters on user screens. OFF: displays upper and lower case letters on user screens.

National Language - set to E for English.

Indexed Search Result - YES is the default setting, which means that line and page numbers will be displayed when using the Search Command within a report.

(User Profile Screen 2 field descriptions, continued.)

Search / Find Limit - the maximum number of report lines processed each time a Find or Search command is given. The default is 5000.

Envir. Group Profile - the name of the RDS working environment established by DBF and preset to &PGRDS for every agency.

Skip Menu Character – the character (.) inserted between menu item numbers in order to skip a menu and go directly to the desired screen. Example: 3.2.1 may typed on the COMMMAND line.

Cmd Chaining Char. - used to chain multiple commands together. A semi-colon (;) should be inserted between commands.

Virt K Char (A/C) – characters used to recall a recorded virtual key. The default for activate (A) is a forward slash (/). The default for conversational mode (C) is a back-slash (\).

Batch Error Msge To - Not available, should be left blank.

General Output Options:

Output Limit - Maximum output limit, should have a value of 0.

Local Output:

Local Printer ID – may read: LOCAL, may be blank or have a printer indicated. The system does not recognize the local printer from this field. Anything entered in this field is not relevant to local printing, because system printing is used for ALL printing within RDS. The user's local printer ID (where applicable) will be entered on screen 9 in the DEST field. (See screen 9.)

Max Lines/Page - Maximum number of lines per page should have a value of 0.

Alignment Lines / Pages - Number of lines or pages of local output to print in order to align the paper. Defaults to report JCL.

Number Of Alignments - Number of trial prints to process before actually producing output. Defaults to report JCL.

EOS/PC User – RACF User ID when EOS/PC is in use. (EOS/PC is software that allows downloading of RDS reports to an accounting spreadsheet.) Will be blank when user is not an EOS/PC user.

Depress PF 8 to display the third screen of the user profile screens.

Screen #3

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
----- EVT AUTHORIZATIONS -----

EVT ACCESS          ==> YES          ECS ACCESS          ==> NO
EPS ACCESS          ==> YES

AUTHORIZATIONS      ==> SPECIFIC

MASTER              ==> NO          MSGE SWITCHING      ==> NO
PRINTER ACTIVITY    ==> YES          DELETE PRINTER      ==> NO
PRINTER STATUS      ==> NO          PRINTER ONLY        ==> YES
SCREEN ACTIVITY      ==> NO          SPLIT/SWAP SCREEN   ==> NO
ECS ACTIVITY         ==> NO          START/STOP SERVER   ==> NO
EPS ACTIVITY         ==> YES          EPS AUTO TRANSFER    ==> YES
```

SCREEN #3 EVT Authorizations Screen

EVT Access - allows access to Report Distribution, should be set to YES.

EPS Access - allows access to EOS-PC, should be set to YES.

ECS Access – not available, should be set to NO.

Authorizations:

Printer Activity - enables a user to cancel his/her own print job, should be set to YES.

Printer Only - restricts the scope of printer activity management to the printer associated the present user, should be set to YES.

EPS Activity - allows the use of the EOS-PC activity when set to YES.

EPS Auto Transfer - allows initiation of EOS-PC automatic transfer.

The remaining functions on this screen are not available for updating by an agency RDS administrator.

Depress PF 8 to page forward to the fourth Profile screen.

SCREEN #4 One Option Only Displays on this screen.

Screen #4

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
----- SPOOL MANAGEMENT - AUTHORIZATIONS -----
MANAGER          ==> NO
```

Manager – set to NO by the Department of Financial Services for agency users.

Depress PF 8 to page forward to display the fifth Profile screen.

Screen #5

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-EDIT USER PROFILE-          MEMBER-> DISCL500 LOGGED ON-> DISCL11
----- EOS MAIN AUTHORIZATIONS (1 OF 3) -----
EOS ACCESS          ==> YES  AUTHORIZATIONS ==> SPECIFIC

FORM INDEX MANAGEMENT
MANAGER          ==> NO  INIT          ==> NO  LASER DEFAULTS ==> NO
CREATE FORM      ==> NO  EDIT FORM     ==> NO  DELETE FORM     ==> NO

REPORT INDEX MANAGEMENT
MANAGER          ==> NO  INIT          ==> NO  GLOBAL EXTRACT  ==> NO
GLOBAL SELECTION ==> NO  GLOBAL DELETE ==> NO  REPORT DISPLAY  ==> NO

REPORT ACTION AUTHORIZATIONS
COMMENTS/NOTEPAD ==> YES  DELETE          ==> YES  SINGLE EXTRACT  ==> YES
MAIL COMMENTS/NPAD ==> NO  ARCHIVE         ==> NO  MULTIPLE EXTR.  ==> NO
REPORTLESS NOTEPAD ==> YES  RESTORE         ==> YES  REFORMAT        ==> NO

DISTRIBUTION AND RESTORE TECHNIQUES
LOCAL PRINT      ==> NO  SYSTEM PRINT    ==> YES  DIRECT QUEUING  ==> NO
TRANSFER        ==> YES  TOTAL RESTORE   ==> NO  PRIVATE RESTORE ==> NO
IMMEDIATE RESTORE ==> NO  DIRECT RESTORE  ==> NO  SECTIONAL ONLY  ==> NO
```

SCREEN #5 The following fields are displayed:

EOS Main Authorizations:

EOS Access – should read YES, allows the user access Enterprise Output Solution (EOS).

(User Profile Screen 5 field descriptions, continued.)

Authorizations - SPECIFIC allows for customization of the functions in EOS.

Form Index Management:

Manager – Authorization for forms index management.

Init - Not available, should read NO.

Laser Defaults - Not available, should read NO.

Create Form - Authorization to create a form.

Edit Form - Allows update to an existing form.

Delete Form - Allows you to delete an existing form.

Report Index Management:

Manager - Authorization for report index management.

Init - Not Available, should read NO.

Global Extract - Not available, should read NO.

Global Selection – Allows the user to view the report index for all users within his/her security clearance

Global Delete - Not available, should read NO.

Report Display - Authorization to display reports from the Global Selection Function.

Report Action Authorizations:

Comments/Notepad - Allows a user to create a note within a report.

Delete - Allows a user to delete reports from his/her report directory.

Single Extract - Authorizes single print capability.

(User Profile Screen 5 field descriptions, continued.)

Mail Comments/Npad - Not available, should read NO.

Archive - Not available, should read NO.

Multiple Extract - Enables the user to print numerous reports at a time online.

Reportless Notepad – Allows the user to create a note that is not attached to a report, the note will appear in the list of reports in the report directory.

Restore – Allows the user to request that archived reports be restored to the Report Directory.

Reformat - Not available, should read NO.

Distribution and Restore Techniques:

Local Print - Should be set to NO.

System Print - Should be set to YES.

Direct Queuing - Authorization to print on a system printer or to send a report back online to EOS.

Transfer - Transfer to EOS/PC (as applicable.)

Total Restore – Should be set to NO

Private Restore – Should be set to No

Immediate Restore – Not Available, should be set to NO.

Direct Restore – Not Available, should be set to NO.

Sectional Only – Should be set to NO.

Depress PF8 to page forward to the next screen.

Screen #6

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE- MEMBER-> DBFMARY LOGGED ON-> DBFVWN
----- EOS MAIN AUTHORIZATIONS (2 OF 3) -----

OVERRIDE OUTPUT CHARACTERISTICS ==> SPECIFIC

OVERRIDE OUTPUT OPTIONS
HEADER LINES ==> NO NUMBER OF SEPARATORS ==> NO OUTPUT LIMIT ==> NO
LASER TYPE ==> NO LASER PARAMETERS ==> NO PACKET INDEX ==> NO

OVERRIDE LOCAL OUTPUT OPTIONS
LOCAL PRINTER ==> YES LOCAL STATUS ==> NO PRIORITY ==> NO
MAX LINES/PAGE ==> NO ALIGNMENT L/P ==> NO ALIGNMENTS ==> NO
PRINT FORMAT ==> NO COPIES ==> NO EOS/PC USER ==> YES
```

SCREEN #6 Most fields on this screen are not available for edit. The fields available for updating are below:

Local Printer – if YES, this user has the ability to print reports on his/her local printer.

EOS/PC User – if YES, this user is identified as set up to receive reports via EOS/PC. (EOS is software that may be installed to allow RDS users the ability to download reports to an accounting spreadsheet.)

Priority – YES or NO

Copies – YES, allows the user to indicate the number of copies of a report.

Depress PF8 to page forward to the next user profile screen.

Screen #7

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE- MEMBER-> DBFMARY LOGGED ON-> DBFVWN
----- EOS MAIN AUTHORIZATIONS (3 OF 3) -----

OVERRIDE SYSTEM OUTPUT JCL OPTIONS
JCL MODEL ==> NO JOBNAME ==> NO NOTIFY ==> NO
ROOM ==> NO JOB CLASS ==> NO MSGCLASS ==> NO
ACCOUNTING ==> NO PGMR NAME ==> NO EOSMUT00 LOG CLASS ==> NO

OVERRIDE SYSTEM OUTPUT OPTIONS
PRINT FORMAT ==> NO

DEST ==> YES COPIES ==> YES OUTPUT CLASS ==> NO
FORM ==> YES WRITER NAME ==> NO
FCB ==> YES UCS ==> NO OUTPUT REFERENCES ==> NO

DATA SET NAME ==> NO VOLUME SERIAL ==> NO UNIT TYPE ==> NO
SPACE ==> NO DATA SET DISP ==> NO
DCB BWD. REF. ==> NO CARRIAGE CTL ==> NO
```

SCREEN #7 *The following fields are the only fields available for update:*

Dest - Defines and allows override capability for Sysout destination and online queuing or printing. If YES, this user may indicate a local printer ID on print requests.

Form - Defines system output form name and allows this to be overridden for printing and online queuing.

FCB - Allows the user to set the Forms Control Block during printing.

Copies - Allows the user to specify the number of copies for printing.

The remaining fields are not available to the agency user.

On the next two screens, General Processing Options that are available in RDS are maintained. From screen 7 the user will depress PF 8 to page forward to display the first of the two screens (Screen 8.)

Screen #8

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
-----
PARTNER ==>
----- EOS MAIN PROCESSING OPTIONS (1 OF 2) -----
SKIP MENU NUMBER          ==> 01          RETURN TO TITLE          ==> NO
VERSION(S) TO SHOW        ==> 0          SHOW ARCHIVED ENTRIES   ==> YES
SHOW PAGE SKIP LINES      ==> YES        RET OF REPORTLESS NPAD  ==> 7

REPORT DISTRIBUTION
TECHNIQUE (P/Q/L/T)       ==> P          BUNDLING OPTION         ==> USER

REPORT OUTPUT DESCRIPTION          HEADER LINES
NUMBER OF SEPARATORS              1 ==> ****DEPT 4400*****
  USER (TOP/BOT)                  2 ==> DEPT OF BANKING & FINANCE
  REPORT (TOP/BOT)                 3 ==> MARY FLAIR
WITH PACKET INDEX                  4 ==> ROOM B100 FLETCHER
DELETE AFTER EXTRACT               5 ==> *****

LOCAL OUTPUT
HOLD PRINT REQUEST ==> NO          COPIES ==>          PRIORITY ==> 2
PRINT FORMAT (REPORT/SEPARATOR) ==>          /
```

SCREEN #8 *The following fields are displayed.*

Partner – defines another report owner whose reports must be made available to the current user as though they were his/her own. To update this field a user must have Report Index Management capabilities.

Skip Menu Number - This allows the user to bypass menu screens; specifies whether a skip menu is active at EOS.

Return To Title - Not available, should read NO.

Version(s) To Show – Should read 0. All reports are date managed.

Show Archived Entries - Specifies if the report directory should list reports that are archived. If not, restores cannot be requested by the user.

Show Page Skip Lines - Specifies whether the "page skip" lines of reports must be displayed. If the display of the lines is suppressed, the number of lines actually displayed will be inferior to the line count of the report.

Ret Of Reportless NPad – Establishes the length of time before reportless notepads are deleted from the report index. The maximum allowed is 7 days.

Report Distribution:

Technique (P/Q/L/T) - Specifies the method of report distribution used as the default for online print requests:

P - System Print (allows a local printer to be indicated)

L - Not available

Q - System print via direct queuing

T - EOS Transfer (if applicable)

Bundling - specifies how to bundle reports. USER is displayed in this field.

Report Output Description – Number of Separators:

User (Top/Bot) - specifies the number of banner pages to be produced at the top and bottom for output to a system print.

(User Profile Screen 8 field descriptions, continued.)

Report (Top/Bot) – Specifies the number of report separators to be produced at the top and bottom for output to a system print.

With Packet Index - Specifies whether a packet index must be produced during output of the report. This is a list of the reports printed for the user.

Delete After Extract - Specifies whether the user's report must be deleted from the Report Index after being printed in its entirety.

Header Lines - Defines the user address to be inserted in the message area of the report's top and end separator pages when a system print of the report is produced.

1==> DEPT OLO
2==> DEPT NAME
3==> NAME
4==> ADDRESS
5==> *****

Local Output:

Hold Print Request - Not available, should read NO.

Copies - Not available, should be blank.

Priority - Not available for update, should read 2.

Print Format (Report/Separator) - Not available, should be blank.

Once this screen is completed, depress PF 8 to page forward to Screen 9 which is the second of two screens dealing with EOS General Processing Options.

Screen #9

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON->  DBFVWN
----- EOS MAIN PROCESSING OPTIONS (2 OF 2) -----
JOB SUBMISSION
JCL MODEL  ==> WERDJC00   JOBNAME ==> D440000   CLASS           ==>
ROOM       ==>          NOTIFY ==>          MSGCLASS         ==>
PGMR NAME  ==> 'DBFMARY'   EOSMUT00 LOG CLASS ==>
ACCOUNTING ==>

SYSTEM OUTPUT OPTIONS
PRINT FORMAT (REPORT/SEPARATOR) ==>          /

DEST       ==> T4416      COPIES ==>          OUTPUT CLASS (P/Q) ==> A / A
FORM       ==> STD       WRITER NAME ==>          /
OUTPUT REFERENCES ==>          /          /          /

DATA SET NAME ==>
VOLUME SERIAL ==>          SPACE (TYPE/PRIM/SEC) ==>          /          / 0
UNIT TYPE    ==>          DISPOSITION ==>          /          /
DCB BWD. REF. ==>          CARRIAGE CTL ==> YES
```

SCREEN #9

ONLY FOUR FIELDS ON THIS SCREEN SHOULD BE ENTERED OR CHANGED ! REPORT LOSS COULD OCCUR!

1. **Jobname** - defines the job name. It must be defined as **DXXXXXX**, where **XXXXXX** equals the user's OLO for his/her Department.
2. **Pgmr Name** - Should be RACF User ID or initials
3. **Dest** - represents the Sysout destination. Should be the user's local VPS, FLAIR defined printer (where applicable.) Note: The word LOCAL may display here for global directory users. Global users will enter the correct local printer ID each time a print request is made via the Extract Command.
4. **Form** - preset to STD for standard 8.5 x 11 paper. May be set to 14 x 8.

THE REMAINING FIELDS SHOULD NOT BE ENTERED OR CHANGED

Depress PF 8 to page forward to display the next screen.

SCREEN #10

The agency user does not have update access to the one function (AREP) on this screen. It should read NO.

Screen #10

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> DBFVWN
----- AREP AUTHORIZATIONS -----
AREP ACCESS                    ==> NO
```

Depress PF 8 to page forward to the last screen of the User Profile screens (Screen 11A & B.) If the user profile shown is an RDS manager, the screen below will display with many fields visible. If the user profile shown is an “end-user” (not a manager) screen 11B will display with only one option visible.

Screen #11A (Manager example)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMGR  LOGGED ON-> DBFVWN
----- PROF AUTHORIZATIONS -----

PROF ACCESS -----> YES  AUTHORIZATIONS --> SPECIFIC

USER PROFILE ACCESS -----> YES          UPDATE ----> YES  DELETE ----> YES
AUTHORIZATION PROFILE ACCESS --> NO          UPDATE ----> NO  DELETE ----> NO
FORM GROUP PROFILE ACCESS -----> YES          UPDATE ----> NO  DELETE ----> NO
USER GROUP PROFILE ACCESS -----> NO          UPDATE ----> NO  DELETE ----> NO
SYSTEM PROFILE ACCESS -----> NO          UPDATE ----> NO  DELETE ----> NO
TELECOM. PROFILE ACCESS -----> NO          UPDATE ----> NO  DELETE ----> NO
LOGO PROFILE ACCESS -----> NO          UPDATE ----> NO  DELETE ----> NO
ENVIR. GROUP PROFILE ACCESS ---> NO          UPDATE ----> NO  DELETE ----> NO
CONTROL PROFILE ACCESS -----> NO          UPDATE ----> NO

----- PROF PROCESSING OPTIONS -----

SKIP MENU NUMBER -----> NONE
```

Screen #11B (Non-manager example)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-EDIT USER PROFILE-          MEMBER-> DBFMARY  LOGGED ON-> VWN
----- PROF AUTHORIZATIONS -----

PROF ACCESS -----> NO
```

SCREENS 11A/B The functions that are available to the user are described below:

- 1. Prof Access - Authorization to access the PROFILE auxiliary processor. (Profile Function.)**
- 2. User Profile Access - Authorization to manage user profile members.**

Update - Create, Edit, Rename, and Delete Profile members.

Delete - Delete profile members.

- 3. Form Group Profile Access - Inquiry only into form group directory.**

The user will depress PF3 to return to the User Profile Management screen in order to access the other items within the user profile management functions. The User Profile Management screen is again displayed below.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISVWN

                SELECT FUNCTION ==>
                                1 - USER DIRECTORY
                                2 - CREATE USER PROFILE
                                3 - EDIT USER PROFILE
                                4 - SELECT USER PROFILE
                                5 - DELETE USER PROFILE
                                6 - RENAME USER PROFILE

MEMBER NAME      ==>
```

**The User Profile Management Screen
Select Function Options Continued:**

Option 4 - Select User Profile

Option four allows a user to look through the information contained in a user profile, but no editing is possible through this function. To view a user profile, type 4 in the Select Function and a user ID in the Member Name field and depress ENTER. The PF 8 key is used to page forward through the user profile screens.

Option 5 - Delete User Profile

To delete a User Profile, type 5 in the Select Function field and the User ID in the Member Name field and depress ENTER. The following confirmation screen will display (Screen G.)

Screen G

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-DELETE USER PROFILE - CONFIRMATION-                LOGGED ON-> DISCL01
--MEMBER-----CREATED-----LAST UPDATE-----
  DISCL16      07/26/01 13.24.58    07/26/01 13.26.23
```

To confirm the deletion of a User Profile, type Y or YES on the Command Line at the top of the screen and depress ENTER. The User Profile will be deleted and the screen below will display (Screen H.)

Screen H

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-DELETE USER PROFILE - RESULT-                      USER --> DISCL01
--NAME-----CREATED-----LAST UPDATE-----ACTION-----
  DISCL16      07/26/01 13.24.58    07/26/01 13.26.23    DELETED
```

To cancel a request for deletion, type C or CANCEL on the Command line and the screen shown below will display (Screen I.)

Screen I

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-DELETE USER PROFILE - RESULT-                      USER --> DISCL01
--NAME-----CREATED-----LAST UPDATE-----ACTION-----
  DISCL02      02/03/97 15.42.36    04/09/98 11.48.56    DELETE BYPASSED
```

Option 6 - Rename User Profile

The last option available on the User Profile Management menu is to rename a User Profile. To do this type a 6 in the Select Function field, and a User ID in the Member Name field, and depress ENTER. The screen shown below will display (Screen J.)

Screen J

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL03
NEW NAME ==> DISCL03
```

The Old Name and the New Name will display the same. Type over the New Name with the name change desired and depress ENTER. The screen shown below will display (Screen K.)

Screen K

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL03
NEW NAME ==> DISCL16
***   ENTER Y/YES TO CONFIRM RENAME OPERATION   ***
```

Using the Command Line on the top of the screen, type Y or YES to confirm this change. Depress ENTER. The screen shown on the next page will display (Screen L.)

Screen L

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL03
NEW NAME ==> DISCL16
*****          RENAME SUCCESSFUL          *****
```

To cancel the rename request, type C, CANCEL, N, or NO on the Command line and depress ENTER and the screen shown below will display (Screen M.)

Screen M

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP62 D.SYP.RSDEOS.PROFILE
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL03
NEW NAME ==> DISCL03
*****          RENAME BYPASSED          *****
```

Form Group Profiles

Form Group Profiles have been pre-established by the Dept. of Financial Services for each agency. Form Group Profiles limit the form names that can be used by an agency, and by doing so, identify forms unique to each agency. Form group profiles are established to ensure that each agency receive its reports only via RDS. Agencies have the ability to inquire into form group profiles, but no update is possible.

To inquire, type PROF on the Command Line at the top of an RDS screen and depress ENTER. The Profile Management screen (Screen N1) will appear.

Screen N1

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-PROFILE MANAGEMENT-                               LOGGED ON-> DISVWN

                SELECT TYPE ==>

                                3 - USER PROFILE
                                4 - FORM GROUP PROFILE
```

Type 4 in the Select Function field and depress ENTER to access the Form Group Profile Management Screen (Screen N2.)

Screen N2

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP62 D.SYP.RSDEOS.PROFILE
-FORM GROUP PROFILE MANAGEMENT-                     LOGGED ON-> DISCL01

                SELECT FUNCTION ==>

                                1 - FORM GROUP PROFILE DIRECTORY

                                4 - SELECT FORM GROUP PROFILE

                MEMBER NAME ==>
```

Function 1 - Form Group Profile Directory

The Form Group Profile Directory provides a list of all of the form group members that have been assigned to each agency.

To access the Form Group Profile Directory Type 1 in the Select Function field and depress ENTER. A directory of form groups for all

state agencies will display, beginning with the first member name in alphabetical order. (See screen O.) Note: If a member name (i.e. ϕDFS) is entered on the first screen (see N2 on previous page), the directory will display the list from that member name forward.

Most agencies have one member per agency. The member name is represented by ϕXXX where XXX= the RACF ID prefix of an agency. For example, ϕDFS will list the form group profiles for the Department of Financial Services.

Screen O

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-FORM GROUP PROFILE DIRECTORY-          68 ENTRIES LOGGED ON-> DISCL11
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS-----
***** TOP OF DIRECTORY *****
ϕACS      I 03/08/95 03/05/96 13.26 MAR
ϕAHC      I 03/08/95 03/05/96 13.40 MAR
ϕBOR      I 02/07/96 03/05/96 13.29 MAR
ϕBPR      I 03/08/95 03/05/96 13.42 MAR
ϕBSP      I 06/17/97 06/17/97 13.53 JBK
ϕCENTRAL  I 03/04/95 06/21/99 08.58 SNM
ϕCIT      I 03/08/95 03/05/96 13.44 MAR
ϕCLS      I 02/03/97 02/11/98 09.28 JBK
ϕCOM      I 03/08/95 03/05/96 13.28 MAR
ϕCOR      I 03/04/95 03/05/96 13.40 MAR
ϕCOU      I 03/08/95 03/05/96 13.43 MAR
ϕDAA      I 03/08/95 06/17/97 13.55 JBK
```

To view the form group profile members for a particular agency, type S (for Select) in the Action (A) column beside the desired member, and depress ENTER. The Group Members for that agency will display (Screen P.)

When assigning a form name to a particular report, an agency is limited to the form group members assigned to that agency. (Screen P is an example of the form group members assigned to The Department of Financial Services.)

Note: The period (.) in the form name serves as a wild card.

Screen P

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS260 D.SYP.RSDEOS14.DEVL.PROFILE.MD001
-SELECT FORM GROUP PROFILE- TYPE-> INC  MEMBER-> ϕDAA  LOGGED ON-> DISCL11
----- LIST OF GROUP MEMBERS -----
  BM..  BN..  BO..  C...  LO..  LP..  L9..  RDAA  SW..  ZYL.  4A..  ____
  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
```

Function 4 - Select Form Group Profile

Function 4 of the Form Group Profile Management screen is used to go directly to the List of Group Members assigned to particular member agency); bypassing the list seen on screen O and going directly to a screen like screen P. To accomplish this, the user would type a 4 in the Select Function field on the Form Group Profile Management screen (see screen N2 page 38) and the Member ID: ¢XXX (where XXX is the Agency RACF ID) in the Member Name field and depress ENTER. The List of Group Members will display. (See screen P on the previous page.)

The Primary Option Menu

The Primary Option Menu may be retrieved by depressing the PF 3 key (sometimes repeatedly depending upon where the user is in RDS) until a screen like screen Q is displayed.

Screen Q

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-          USER-> DISCL01  TR-> 26      TP-> 4208    TL-> 182754

      SELECT OPTION ==>

                1 - LATEST REPORT DIRECTORY
                2 - OLDEST REPORT DIRECTORY
                3 - DIRECTORY SELECTION
                4 - REPORT EXTRACTION
                5 - SPOOL MANAGEMENT
                6 - FORM INDEX MANAGEMENT
                7 - REPORT INDEX MANAGEMENT
```

Seven options are available from this screen which will be described in detail in the following pages.

Option 1 - Latest Report Directory

The latest report directory option will bring the user to the bottom of the list of his/her reports. To do so, type 1 in the Select Option field on the Primary Menu (screen above) and depress ENTER. The Report Directory display as seen below will start with the latest reports (Screen R.)

Screen R

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-      USER-> DBFVWN      TR-> 1409      TP-> 526144      TL-> 22614997
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
CNPPBUDP                443F 07/15/02 21.11 08/15/02      1      13 0 1
DMAR01                  BT04 07/15/02 22.38 08/15/02     103    3787 0 0
DMAR051                 BT03 07/15/02 22.38 08/15/02      88    2987 0 0
DMAR062R               BT06 07/15/02 22.38 08/15/02     173    5507 0 0
DTHR02RG               BT07 07/15/02 22.38 08/15/02     126    5850 0 0
DMAR054                 BT05 07/15/02 22.38 08/15/02     437   13257 0 0
DTHR04                  BT02 07/15/02 22.38 08/15/02    1380   62028 0 0
DMAR051                 BT03 07/16/02 22.11 08/16/02      88    2987 0 0
DTHR01                  BT01 07/16/02 22.11 08/16/02      57    2299 0 0
DMAR052                 BT08 07/16/02 22.11 08/16/02      88    3018 0 0
DMAR062R               BT06 07/16/02 22.11 08/16/02     173    5508 0 0
DTHR02RG               BT07 07/16/02 22.12 08/16/02     133    6168 0 0
DMAR054                 BT05 07/16/02 22.12 08/16/02     437   13265 0 0
DTHR04                  BT02 07/16/02 22.12 08/16/02    1432   64377 0 0
***** END OF DIRECTORY *****
```

Option 2 - Oldest Report Directory

To access the top of the report list, or the oldest reports in his report directory, the user will use option 2 on the Primary Menu. To do so, he will type 2 in the Select Option field (on the Primary Menu) and depress ENTER. The report directory will display from the top (Screen S.)

Screen S

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-      USER-> DBFMARY      TR-> 113      TP-> 3887      TL-> 148675
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
***** TOP OF DIRECTORY *****
DMAR053                 TC20 07/01/02 04.28 07/30/02      5      188 0 0
DMAR052                 TC22 07/01/02 04.28 07/30/02      5      185 0 0
SAB082                  TC23 07/01/02 04.28 07/30/02      3      124 0 0
DTHR04                  TC01 07/01/02 04.28 07/30/02      9      346 0 0
DTHREZ3C                TC02 07/01/02 04.28 07/30/02      2      118 0 0
DTHR02                  TC15 07/01/02 04.28 07/30/02      5      172 0 0
DMAR051                 TC21 07/01/02 04.33 07/30/02     250   9386 0 0
DMAR053                 TC20 07/11/02 04.35 08/09/02      5      192 0 0
DMAR052                 TC22 07/11/02 04.35 08/09/02      5      189 0 0
SAB082                  TC23 07/11/02 04.35 08/09/02      3      124 0 0
DTHR04                  TC01 07/11/02 04.35 08/09/02      7      298 0 0
DTHREZ3C                TC02 07/11/02 04.35 08/09/02      2      118 0 0
DTHR02                  TC15 07/11/02 04.35 08/09/02      5      172 0 0
DMAR051                 TC21 07/11/02 04.38 08/09/02     258   9793 0 0
DTHR04                  TB01 07/12/02 03.46 08/10/02     40    1845 0 0
DTHREZ3C                TB02 07/12/02 03.46 08/10/02      2      118 0 0
DTHR02                  TB10 07/12/02 03.46 08/10/02     22    1105 0 0
DMAR04                  TB15 07/12/02 03.46 08/10/02      3      125 0 0
DTHR04                  TB01 07/12/02 22.57 08/10/02     40    1845 0 0
DTHREZ3C                TB02 07/12/02 22.57 08/10/02      2      118 0 0
DTHR02                  TB10 07/12/02 22.57 08/10/02     22    1105 0 0
DMAR04                  TB15 07/12/02 22.57 08/10/02      3      125 0 0
```

Option 3 - Directory Selection

Option 3 allows the user to “pull from” his/her list of reports a directory of instances of a particular report based on defined criteria. If, for instance, a user had a particular report run every week and wanted to retrieve the list of those weekly reports only, he could access the directory selection screen to enter that criteria.

To access the Directory Selection screen the user will type 3 in the Select Option field (from the Primary Menu) and depress ENTER. The screen shown below will display (Screen T1.)

Screen T1

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-DIRECTORY SELECTION- USER-> DISCL15   TR-> 26      TP-> 4208   TL-> 182754

FORM NAME          ==>                APPL. (JOBNAME) ==>
REPORT NAME        ==>                DEFERRED ONLY   ==> <- ENTER Y
REPORT ROOTNAME    ==>
NOTEPAD HEADER     ==>
REPORT VERSION     ==>                PRINTED REPORTS ==> <- ENTER Y/N
REPORT STATUS      ==>                DISPLAYED REPORTS ==> <- ENTER Y/N

FROM DATE AND TIME ==>                /           EXPIRATION DATE ==>
TO DATE AND TIME   ==>                /           ARCHIVAL DATE   ==>

DESTINATION        ==>                ROOM NUMBER     ==>
OUTPUT FORM        ==>                CLASS ==>       LOCAL PRIORITY   ==>

TOP SEARCH         ==> <- ENTER Y

WITH TOC ONLY      ==> <- ENTER Y     SELECTION ON TOC ==> <- ENTER Y
```

This screen (Screen T1) allows the user to request a directory of reports that meet the criteria as defined. For example, a user could type in a report name and depress ENTER and a directory of instances of that report only (pulled from his own directory list) will display.

See an example below of the result of a directory selection request for report DMAR053 (Screen T2.)

Screen T2

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SYS219 D.SYP.RSDEOS.DEVL.RINDX.UD001
-REPORT DIRECTORY-   USER-> DISCL15  TR-> 3      TP-> 14      TL-> 427
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
***** TOP OF DIRECTORY *****
  A DMAR053           8501 01/07/02 08.09 02/06/02      5      144 2 6
  A DMAR053           8501 02/01/02 11.45 03/02/02      7      195 0 1
  A DMAR053           8501 03/02/02 08.09 04/03/02      5      144 2 6
  A DMAR053           8501 04/07/02 08.09 05/06/02      5      144 2 6
  A DMAR053           8501 05/07/02 08.09 06/07/02      5      144 2 5
  A DMAR053           8501 06/06/02 08.09 07/06/02      5      144 2 4
  DMAR053             8501 07/01/02 08.09 08/01/02      5      144 2 3
  DMAR053             8501 07/11/02 08.09 08/10/02      5      144 2 6
***** END OF DIRECTORY *****
```

Option 4 - Report Extraction

To retrieve the Extraction Selection screen, type a 4 in the Select Option field on the Primary Menu (Screen Q) and depress ENTER. A screen like the one below will display (Screen U1.)

Screen U1

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-EXTRACT SELECTION-   USER-> DISCL11  TR-> 5      TP-> 26      TL-> 694

FORM NAME              ==>          APPL. (JOBNAME)      ==>
REPORT NAME            ==>          DEFERRED ONLY        ==> <- ENTER Y
REPORT ROOTNAME        ==>          ALL REPORTS          ==> <- ENTER Y
NOTEPAD HEADER         ==>

REPORT VERSION         ==>          PRINTED REPORTS     ==> <- ENTER Y/N
REPORT STATUS          ==>          DISPLAYED REPORTS  ==> <- ENTER Y/N

FROM DATE AND TIME    ==>          /                    EXPIRATION DATE     ==>
TO DATE AND TIME      ==>          /

DESTINATION            ==>          ROOM NUMBER         ==>
OUTPUT FORM            ==>          CLASS ==>          LOCAL PRIORITY      ==>

WITH TOC ONLY         ==> <- ENTER Y  SELECTION ON TOC    ==> <- ENTER Y
```

This screen allows the user to:

- 1. Define certain criteria, as to what reports need to be extracted to print.**
- 2. Print multiple copies of one form or report.**
- 3. Limit the extract to a listing of the reports selected (as opposed to printing the reports themselves).**

4. Sort the output in a specific sequence.

After defining the extraction criteria and depressing ENTER, a screen like the one below will display (Screen U2.)

Screen U2

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SYS238 D.SYP.RSDEOS.DEVL.RINDX.UD001
-EXTRACT OPTIONS-      USER-> DISCL11  TR-> 5      TP-> 26      TL-> 694

PRINT SCOPE
INDEX PRINT ONLY      ==>  <- ENTER Y
REPORT PRINT          ==>  Y <- ENTER Y(YES)/N(NO)
TOC PRINT             ==>  N <- ENTER Y(YES)/N(NO)

DISTRIBUTION TECHNIQUE      TARGET
TRANSFER                ==>  <- ENTER Y      EOS/PC USER      ==>

DYNAM OUTPUT            ==>  <- ENTER Y

SYSTEM PRINT OPTIONS
BUNDLING OPTION        ==>  USER
DATA SET OUTPUT        ==>  <- ENTER Y

SORT ==>

      APPL,CLASS,DATE,DESC,DEST,FDEF,FORM,NPAD,OFORM,PRTY,RNAME,ROOM,TIME,VERS
```

On screen U2, the user may define various extract options or leave this blank and depress ENTER and a third screen will display as shown below (Screen U3.)

Screen U3

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SYS238 D.SYP.RSDEOS.DEVL.RINDX.UD001
-MULTIPLE EXTRACT-      USER -> DISCL11

      **** EXTRACTION REQUEST CONCERNS MULTIPLE REPORTS ****

NUMBER OF REPORTS  --->  1
TOTAL PAGES       --->  6
TOTAL LINES       ---> 194
-----

MODEL USED FOR JCL  ==> WERDJC00

JOBNAME            ==> D850000      CLASS ==> Q      MSGCLASS      ==> D
NOTIFY             ==>              ROOM  ==>
ACCOUNTING ==> (B0100,134)
PGMR NAME          ==> 'CLSRM'      CLASS FOR LOG ==> A
WRITER NAME        ==>              OUTPUT CLASS ==> A
DESTINATION        ==> LOCAL

LASER PRINTER ASSIGNMENT ==>          ENTER -1- FOR 3800
                                          -3- FOR 3800-3
```

On this 3rd screen (U3) involving report extraction, the user may indicate a printer destination (in the DESTINATION field), specifying where the report is to be printed. Other information with regard to this request is contained on this screen, also. To confirm this print request, the user would type Y or Yes on the Command line and depress ENTER. Or to cancel this request, C or Cancel would be entered on the Command line. Whether confirmed or cancelled, a screen will follow informing the user of his/her print request or cancellation.

Option 5 – Spool Management

If an agency user chooses option 5 on the Primary Menu he will get a screen like the one below. This screen is informational only and is systems related information that is not relevant to agency users.

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SYS219 D.SYP.RSDEOS.DEVL.RINDX.UD001
-SPOOL MANAGEMENT - LIST OF SPOOLS-                               TOTAL -> 2
A-EOS SPOOL DATA SET NAME-----
                ***** TOP OF DIRECTORY *****
D.SYP.RSD.DEVL.SPOOL
D.SYP.RSDEOS.DEVL.SPOOL
                ***** END OF DIRECTORY *****
```

Option 6 - Form Index Management

The creation, update and maintenance of the Form Index is another crucial RDS administrative function. The smooth operation of RDS depends on the care and planning with which the Form Index is created and maintained. For each report that an agency wishes to access via RDS, a form definition must be created in the Form Index. This definition includes a description of the report, the form's general characteristics and its distribution requirements (who will have access to a report and what is the report called.)

To access the primary menu for Form Index Management, type 6 in the Select Option field from the Primary Menu (Screen Q) and depress ENTER. (This option is restricted to authorized users, as set up on the user profile.) The Form Index Management screen displays as shown next (screen V.)

Screen V

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS206 D.SYP.RSDEOS.DEVL.FINDX
-FORM INDEX MANAGEMENT-          FORM ENTRIES --> 1043  OCC --> 99 %

      SELECT FUNCTION ==>

                                1 - FORM DIRECTORY
                                2 - CREATE FORM
                                3 - SELECT FORM
                                4 - EDIT FORM
                                5 - FORM INDEX INFORMATION

FORM NAME      ==>

REPORT NAME    ==>
```

There are five functions available within the Form Index Management. These functions are described in detail in the following pages.

Function 1 - Form Directory

The Form Directory is a list of the forms established by the agency. To access the Form Directory, the user will type 1 in the Select Function field from the Form Index Management screen and depress ENTER. The Form Directory will display from the top (in alphabetical order) if no form was indicated in the Form Name field. If a form name is indicated, the directory will display from that form name forward (Screen W.)

Screen W

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP62 D.SYP.RSDEOS.FINDX
-FORM DIRECTORY-          FORM ENTRIES --> 19601  OCC --> 90 %
A--FORM--STAT--REPORT NAME-----USERS--VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
***** TOP OF DIRECTORY *****
BIBM      DMAR064B      2      +30      +3Y 05/28/96 13.56 ACS002
BIBN      DTHR02       2      +30      +3Y 12/30/98 14.34 ACS004
BIBO      DTHR04B      2      +30      +3Y 12/30/98 16.48 ACS004
BIBQ      DMAR053B     20      +30      +15M 05/15/00 14.23 ACS004
BIBV      DMAR064B      2      +30      +3Y 05/28/96 16.27 ACS002
BIBW      DMAR065B      2      +30      +3Y 02/12/98 15.34 ACS018
BIBX      DTHR04A      3      +30      +3Y 08/31/99 13.40 ACS004
BICF      DMAR062B      3      +30      +3Y 08/17/98 17.05 ACS006
BICH      DMAR064B      2      +30      +3Y 05/28/96 16.42 ACS002
BICJ      DTHR02       2      +30      +3Y 05/28/96 16.44 ACS002
BICK      DTHR04B      2      +30      +3Y 12/30/98 16.08 ACS004
BICL      DTHR02       7      +30      +2Y 02/02/00 10.30 ACS004
BICM      DTHR02NP     2      +30      +24M 03/19/99 11.20 ACS004
BICO      DPRR26       2      +30      +24M 03/19/99 10.37 ACS004
BICP      DPRR24Y      2      +30      +24M 03/19/99 10.35 ACS004
```

Descriptions of the fields on the Form Directory (screen W) are described beginning below:

A = ACTION – the following actions may be indicated in this column:

A = Activate – To release the form from “HOLD” status.

B = Bottom – To display the directory of users for this form from the bottom.

D = Delete – To delete the form entry.

E = Edit – Retrieves the menu to allow edit of the form entry.

H = Hold – Inactivates the form, placing it in HOLD status.

I = Information Display – Additional information about the form entry.

R = Reset – To reset the USE status of the form entry.

S = Select – To select the form entry for display only.

T = Top – Display the directory of users for this form from the top.

FORM – Form name, constituting an entry in the Form Index.

STAT – Indicates the status of the form entry. Options are:

HELD – Form is not active.

UPD – Form is currently accessed for update by another user, and it cannot be accessed again, except in Select mode.

USE – Form is currently consulted by the EOS writer or the batch utility program and it cannot be accessed again, except in Select mode.

Blank – The absence of any status indicates that the form entry is active.

REPORT NAME – Name of the report associated to the form entry.

USERS – Number of users currently associated to the form entry.

VN/RETPD – Retention period for the report on this form. Should read: +xx where xx = a number of days. The maximum is +30. This is the number of days the report will be in Active Status before changing to Archive Status.

A.RETPD – Retention period of archived reports for this form.

Should read: +xY where x = the number of years. (the maximum is +3Y), or xxM where xx = the number of months (the maximum is +36M), or xxD where xx = the number of days. This is the number of years, months or days that this report will stay in the directory in Archived Status and therefore can be restored to Active status for viewing.

LAST UPDATE – Date and time of the last update of the form entry.

BY USER – Name of the user who made the last update of this form entry.

Locate Commands

Locate commands allow the user to go directly to a specific form within the directory without having to scroll to find that form paging one page at a time. The locate commands are typed on the Command line, and may be activated by depressing the scroll keys (PF7 or PF8), or by depressing the ENTER key.

The following locate commands are available:

L *Form* – Used to locate the form name specified and display the Form Directory from that position. If not found, the directory is displayed from the previous/next entry in the alphabetical sequence. (Note: there is a space between L and Form.)

LD *Report Description* – Locates the form with the report description specified and displays the Form Directory from that position. If no match is found, the message *Criteria Not Found* will display. (Note: there is a space between LD and Report.)

LR *Report Name* – Locates the form with the report name specified and displays the Form Directory from that position. If no match is found, the message *Criteria Not Found* will display. (Note: there is a space between LR and Report.)

Function 2 – Create Form

A major function of an RDS administrator is to create forms that are “tied to” various reports so that those reports may be accessed through RDS. To create a form, the RDS administrator will choose Option 2 on the Form Index Management screen and depress ENTER (see page 46, Screen V.)

The first screen of the Create Form screens defines the general characteristics of the related report type (Screen X.)

Screen X

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
CREATE FORM --> LR25 USERS --> 0
----- REPORT GENERAL INFORMATION -----
FORM STATUS ==> HOLD IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPORT NAME ==>
DESCRIPTION ==>
PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==>
RET. PERIOD ==> ARCHIVE RETENTION PERIOD ==>
FCB ==> PAGE LENGTH ==>
UCS ==>
REPORT MODE ==> STDLINE
LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3
```

Descriptions of Create Form (Screen X) are described below. *Note: it is recommended that only the six fields described below should be entered or changed because report loss could occur.*

1. **FORM STATUS** – Processing status of this form entry. When creating a new form, the form is by default in **HOLD** status. **A form must be changed to ACTIVE status for the form to be ready for use in RDS.** Valid input in this field therefore is:

ACTIVE - This form is fully operational.

HOLD - This form is not active. (Default)

2. **REPORT NAME** – Specifies the name of the report -16 alphanumeric spaces. It is required. This is the name that will appear in the user's directory.
3. **DESCRIPTION** - Specifies the report description (32 alphanumeric spaces.) This is the description that will appear in the user's directory.
4. **RET. PERIOD** - Specifies the retention period of the report for immediate on line viewing [maximum = +30 (30 days).] Valid input is +nn where nn = the number of days from the date of creation of the report. (Examples: +1; +5; +30.) The error message "RETENTION EXCEEDS +00030" will display if a value greater than 30 is entered. At the end of this period, the report will be archived (if there is an Archive RETPD.) Reports without an archive retention period will be deleted.

5. **ARCHIVE/RESTORE GROUP NUMBER** - 1 is the only valid input.

6. **ARCHIVE RETENTION PERIOD** - Specifies the retention period of the archived reports for this form. Reports in archived status may be restored for up to the maximum of three years and therefore viewed by the user. The maximum archive retention period established by FLAIR is 3 years. After the specified retention period reports will be deleted from archival support. Valid input in this field is:

- +nnD = Number of days this report is to be archived.
- +nnM = Number of months this report is to be archived.
- +nY = Number of years this report is to be archived.

Some recommended retention periods for reports run at various times are shown below:

Daily	40 days	Weekly	60 days
Periodic	90 days	Monthly	15 months
Quarterly	18 months	Yearly	3 years

After completing Screen X, to continue the process of creating a new form, the user should depress PF 8 to page forward to the next screen in the process (Screen Y.) The second screen for a form entry defines the user(s) of the related report.

Screen Y

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
CREATE FORM --> LR25 - GENERAL AND LOCAL OPTIONS FOR USER --> 1 OF 1
-----
USER NAME ==>DBFMARY
```

On Screen Y, the RDS administrator will “attach” a user to the new form just created. This is done by entering in the USER NAME field a valid RACF ID and depressing ENTER.

The corresponding processing options and authorizations of that user are then retrieved from that user's profile and a screen like Screen Z will display. (Note: ALL is a special user name to define a public report available to all users.)

Screen Z

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX   RDSP62 D.SYP.RSDEOS.FINDX
  CREATE FORM --> LR25 - GENERAL AND LOCAL OPTIONS FOR USER --> 1 OF 1
-----
USER NAME      ==> DBFMARY   REPORT NAME    ==> DMAR01
DESCRIPTION    ==> TRIAL BALANCE BY FUND          SPLIT REQUIRED ==> NO
PAGE FORMAT    ==>                               NO MAIL REPORT ==> NO
DISTR. 1       ==> MANUAL   /          DISTR. 2 ==> /
REFORMATTING   ==>

REPORT OUTPUT DESCRIPTION      ( FROM : PROFILE )
HEADER LINES                   NUMBER OF SEPARATORS
 1 ==> ***DBF 4400 *****      USER (TOP/BOT) ==> 1 /
 2 ==> DEPT OF BANKING AND FINANCE REPORT (TOP/BOT) ==> /
 3 ==> MARY FLAIR
 4 ==> 250 FLETCHER             WITH PACKET INDEX ==> YES
 5 ==> *****                  OUTPUT LIMIT ==>
                                DELETE AFTER EXTRACT ==> NO

LOCAL OUTPUT OPTIONS          ( FROM : PROFILE )
LOCAL PRINTER ID ==> LOCAL     EOS/PC USER   ==> DBFMARY
MAX LINES/PAGE   ==>          HOLD REQUEST  ==> NO PRIORITY   ==> 2
COPIES           ==>          ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
```

The descriptions and recommendations for Screen Z begin below.

The four fields that may be entered or changed on Screen Z are described below. It is recommended that the other fields on this screen not be changed, as report loss could occur.

1. **DISTRIBUTION** – There are three choices of options and each user may have one or two distribution options:

MANUAL – No system print, but will be distributed to the user's report directory for on-line viewing.

DEFERRED / S – Will system print and be distributed to the user's report directory for on-line viewing.

AUTOMATIC/ S – When entering the user's directory the report will also print to the local printer specified in the user's profile.

2. **SPLIT REQUIRED** – Specifies whether this report will be split for this user, see below for specifics. Valid input in this field is:

YES - The report must be Split, as specified, for this user. Split report criteria must be defined to determine the report section(s). (The screens in which the split report criteria are defined are described later in this section.)

NO - The report must not be split and this user will receive the entire report.

BUCKET - This user must receive any report sections which have not been distributed to any other users of the form, due to unfulfilled split report criteria.

Notes: When this option is changed from yes to no or bucket, any existing split criteria will be deleted (after confirmation) for this user. The split bucket option causes a sizeable increase of space used by the EOS writer. For this reason, it is not advisable to use this option.

3. HEADER LINES – Specifies the user address in the message area of the banner page.

4. EOS-PC USER – This user's EOS-PC ID (where applicable.)

After completing Screen Z, the user will depress PF 8 to page forward to display the second user definition screen (Screen AA.)

Screen AA

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
CREATE FORM --> LR25 - SYSTEM OUTPUT OPTIONS FOR USER -----> 1 OF 1
-----
USER NAME -----> DISCL02 REPORT NAME -----> DMAR01

OUTPUT JOB SUBMISSION OPTIONS ( FROM : PROFILE )
JCL MODEL ==> WERDJC00 JOBNAME ==> DCLASRM NOTIFY ==>
ROOM ==> CLASS ==> MSGCLASS ==>
ACCOUNTING ==>
PGMR NAME ==> 'CLSRM' CLASS FOR LOG ==>

OTHER SYSTEM OUTPUT OPTIONS ( FROM : PROFILE )
DEST ==> T4416 COPIES ==> OUTPUT CLASS (P/Q) ==> A / A
FORM ==> STD WRITER NAME ==>
OUTPUT REFERENCES ==> / / /

PRINT FORMAT (REP/SEP) ==> /

DATA SET NAME ==>
VOLUME SERIAL ==> SPACE (TYPE/PRIM/SEC) ==> / / /
UNIT TYPE ==> DISPOSITION ==> / / /
DCB BWD. REF. ==> CARRIAGE CTL ==> YES
```

NOTE: No updates should be made to this screen. All of the information shown has been pulled from the user's profile. Changing it here, will not change the user's profile, but changing information on the user's profile will change the information here and on other reports for this user.

The create form process for the new form is complete. To add another user to this form, depress the PF 8 key and another screen will appear where the next user name may be entered. (See page 51, Screen Y.)

To exit the Create Form Function, depress PF 3.

Splitting Reports

In RDS, reports may be split (separated into parts) and the separated portions of the report sent to individual users. For example, instead of an entire report being sent to a particular user, the report may be split and only the portion relevant to a particular user's job would appear in his/her report directory. **Note: ONLY INFORMATION DISPLAYED IN A REPORT'S HEADER RECORD CAN BE USED TO DEFINE A SPLIT FOR THAT REPORT.** Each report will have different header information.

A split may be set up when creating a form record, or may be indicated by editing a form already created. To indicate in RDS that a report should be split, the **SPLIT REQUIRED** option should be set to **YES** on the General and Local Options for user screen (Screen AA1.)

Screen AA1

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP62 D.SYP.RSDEOS.FINDX
  CREATE FORM --> LR25 - GENERAL AND LOCAL OPTIONS FOR USER --> 1 OF 1
-----
USER NAME      ==> DISCL02   REPORT NAME      ==> DMAR01
DESCRIPTION    ==> TRIAL BALANCE BY FUND          SPLIT REQUIRED ==> YES
PAGE FORMAT    ==>
DISTR. 1      ==> MANUAL    /      DISTR. 2 ==>      /
REFORMATTING ==>

REPORT OUTPUT DESCRIPTION      ( FROM : PROFILE      )
HEADER LINES                   NUMBER OF SEPARATORS
  1 ==> ***DBF 4400 *****    USER (TOP/BOT)   ==> 1 /
  2 ==> DEPT OF BANKING AND FINANCE REPORT (TOP/BOT) ==> /
  3 ==> STANLEY STUDENT
  4 ==> 250 FLETCHER          WITH PACKET INDEX ==> YES
  5 ==> *****              OUTPUT LIMIT        ==>
                                DELETE AFTER EXTRACT ==> NO

LOCAL OUTPUT OPTIONS          ( FROM : PROFILE      )
LOCAL PRINTER ID ==> LOCAL    EOS/PC USER     ==> DISCL02
MAX LINES/PAGE   ==>         HOLD REQUEST        ==> NO   PRIORITY      ==> 2
COPIES          ==>         ALIGNMENT L/P        ==>     ALIGNMENTS    ==>
PRINT FORMAT (REP/SEP) ==>    /
```

Defining Split Criteria

1. **Great care and thought must be used when defining split criteria to ensure that the desired split result is achieved. RDS follows Boolean logic when processing split criteria. Remember, ONLY INFORMATION DISPLAYED IN A REPORT'S HEADER RECORD CAN BE USED TO DEFINE A SPLIT FOR THAT REPORT.**
2. **In order to program a split, it is necessary to set up the form and run the report once (an immediate report is fine) before defining the split criteria. The column and line position(s) of the split criteria may then be determined.**

(Splitting Reports, continued.)

- 3. In order to determine the exact record (line) and column where the split argument resides, display the report online.**
- 4. Once the report is displayed, type: DISP CC;HR on the Command line and place the cursor in the report below the line where the ruler needs to be displayed and depress ENTER.**

A columnar ruler will display across the page (for counting the columns) and a grid will display down the left side of the page (for determining the lines.) (See Screen BB.)

Screen BB

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DTHR04          FORM-> BT02          LINES-> 56803          PAGES-> 1259
S.F.      19          S.P.      01          S -> 001          E -> 077          L 0000000119 P 000000003
-----
8B|
09| DTHR04-19  AS OF 07/06/02                                44000000000
09|                                                    MERGED DETAIL JOURNAL BY FU
09|                                                    JULY 06, 2002
09| 440000  DEPARTMENT OF BANKING AND FINANCE
09| 4400  DEPARTMENT OF BANKING AND FINANCE
11| 80 9 000001  GENERAL FIXED ASSET ACCOUNT GROUP
C |-----+-----10-----+-----20-----+-----30-----+-----40-----+-----50-----+-----60-----+-----70-----+
09| TRDT          TR L3L5      EO GL      CAT      CF YR          AMOUNT  OBJ      PDN
09| FT AI BPIN      PID QTY          CKNO      CKDT          SDN          ODN
11| CNTRT CY PROJECT ID
09| 07/05/2002 02 0000000      27600 000000      00          3,012.00- 000000 DP
11| 0          00032184
09| 07/05/2002 16 0000000      27600 000000      00          0.01  000000 GINVPP
11| 0          00032744
09| 07/05/2002 16 0000000      27600 000000      00          0.01  000000 GINV01
11| 0          00032454
09| 07/05/2002 16 0000000      27600 000000      00          0.01  000000 GINV99
09| 0          00032446
09| 07/05/2002 16 0000000      27600 000000      00          5,409.00 000000 GINV99
```

- 5. Determine within the Header Information of the displayed report the item (a code, for example) that will be used in defining the split, and then determine, by counting, the column (across) and line number (down) where that item resides. *Note: the code 8B (page break), and C (ruler) should not be counted. All other codes should be counted as lines.***
- 6. Once completing step 5 above, the administrator should then retrieve the General and Local Options for User screen through the Form Index Management Function (Create User or Edit User) and make sure that the Split Required field reads: YES.**

(Splitting Reports, continued.)

If the General and Local Options for User screen has the Split Required option set to YES, the Report Criteria screen (below) will display when PF 8 is depressed (2 times.) On this screen (Screen CC) the administrator will define one split criteria argument for the desired report.

Screen CC

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX   RDSP62 D.SYP.RSDEOS.FINDX
  EDIT FORM --> LR25   - SPLIT REPORT CRITERIA FOR USER -----> 1 OF 1
-----
USER NAME -----> DISCL02   REPORT NAME -----> DTHR04
RECURSIVE      ==> YES                               SPLIT -> 1 OF 1
-----
| AND / OR | COND. | START ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> EQ ==> 80 9 000001_____ ==> 1 ==> 6 ==> P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
-----
| AND / OR | COND. | END ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> NE ==> 80 9 000001_____ ==> 1 ==> 6 ==> -1P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
```

In this example, 80 9 000001 is the FUND. This split would pull report information for this user beginning when 80 9 000001 is at column 1 and record (line) 6 of a report, and ending when 80 9 000001 is no longer at column 1 and record 6 of the report.

Split report criteria must be defined in the order in which it will occur in the report, from the top down. One frame defines the arguments for determining the start and end of a single report section. Up to 255 sets of split report criteria may be defined, each in its own frame.

The above screen will be completed as follows:

The RECURSIVE field needs to be set. The valid input options in this field are:

YES - The criteria for this split could recur throughout the report.

NO - The criteria will only occur once in the report. After the start/end sequence has processed one time, processing will cease.

AND / OR – **AND**: defines a compound proposition. **OR**: defines an alternative proposition.

COND. - Specifies the condition to use for the comparison of the report data with the search argument. *Valid input in this field is:*

LE	Less than or equal to
LT	Less than
EQ	Equal to
NE	Not equal to
GE	Greater than or equal to
GT	Greater than

START ARGUMENT and **END ARGUMENT** - Up to 24 characters indicating the item in the header record that will start or end a report section to be split for this user. The argument must be entered exactly as it appears in the report header, trailing spaces included.

AT COL. - Specifies a column number on the report for the comparison with the argument. To count columns accurately instructions are given in the section: Defining Split Criteria (see previous pages). Numeric value from 1 to XXX (where XXX = the last column of the particular report.)

AT REC. - Specifies a line number on the report for the comparison with the argument. To count records accurately instructions are given in the section Defining Split Criteria. Numeric value from 1 to XX (where XX = the last line in the header record.

OFFSET - Specifies the start/end of the report section the user is to receive. Valid input in this field is:

P - Section of the report for this user will start/end at the top of the page where the split argument is found.

nnP - Section of the report for this user will start/end at the bottom of the page where the split argument is no longer found plus the number of pages requested. (Note: nn = numeric value from 0 to 99.)

-nnP - Section of the report for this user will begin/end at the bottom of the page specified from where the split argument is no longer found minus the number of pages requested.

(Splitting Reports, continued.)

After completing screen BB depress ENTER to confirm the split definition. The following commands may also be used on the Split Report Criteria screens.

Commands

The following commands are supported from the split report criteria screens. To initiate a command, type the command on the Command line at the top of the screen and depress ENTER.

ADD - Add a split definition after the current one.

DDB - Add a split definition before the current one.

CAN - Cancel the modified data for this split and return to the form's general information menu.

DEL - Delete this split definition. The Split Deletion Confirmation screen will display (Screen DD.)

Screen DD

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
-SPLIT DELETION CONFIRMATION-

--USERNAME--REPORT NAME-----DELETE FROM/TO SPLIT-----
DISCL02 DMAR01 1 TO 1
```

Enter YES on the command line to confirm the deletion of the split criteria.

Enter CAN on the command line to cancel the request to delete the split criteria argument.

Function 3 - Select Form

The Select Form option allows the user to view characteristics of a particular form (without edit capabilities); similar to an inquiry function. To view a form via this function, type 3 in the Select Function field on the Form Index Management screen (Screen V) and the name of a form in the Form Name and depress ENTER. A screen like the one below will display.

Screen EE

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP62 D.SYP.RSDEOS.FINDX
  SELECT FORM --> I055                USERS --> 11
----- REPORT GENERAL INFORMATION -----
FORM STATUS -----> ACTIVE          IDENTIFICATION FOR VERIFY ----->
TOC DEFINITION ---->                ATTRIBUTION TECHNIQUE -----> STATIC
REPORT NAME -----> NACVCDBF
DESCRIPTION -----> VENDOR CLIENT ADD ERROR REPORT
PAGE FORMAT ----->                OUTPUT OPTIONS AT FORM LEVEL ---> NO
VERSIONS ----->                ARCHIVE/RESTORE GROUP NUMBER ---> 1
RETENTION PERIOD -> +7              ARCHIVE RETENTION PERIOD -----> +30D
FCB ----->                PAGE LENGTH ----->
UCS ----->
REPORT MODE -----> STDLINE
LASER PRINTER TYPE ---> 0
                        0 - NO LASER PARAMETERS
                        1 - IBM 3800
                        2 - XEROX L.P.S
                        3 - IBM 3800-3
```

By depressing the PF 8 key the user may page to the other screens of information contained on the form record.

Function 4 - Edit Form

The Edit Form function allows the RDS administrator to change various attributes of the form, add new users to the form and update various fields on the form record. Special care should be taken while in the Edit Form function to only update or change certain fields, or report loss could occur. Those “changeable” fields are described beginning on page 60.

To access the Edit Form screens of a particular form, type a 4 in the Select Function field and the desired form number in the Form Name field (from the Form Index Management screen and depress ENTER. A screen like the one on the next page (Screen FF) will display.

Screen FF

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS239 D.SYP.RSDEOS.FINDX
  EDIT FORM --> 8501                                USERS --> 18
----- REPORT GENERAL INFORMATION -----
FORM STATUS      ==> ACTIVE      IDENTIFICATION FOR VERIFY      ==>
TOC DEFINITION  ==>              ATTRIBUTION TECHNIQUE          ==> STATIC
REPORT NAME     ==> DMAR053
DESCRIPTION     ==> SCHEDULE OF ALLOT BALANCES L3
PAGE FORMAT     ==>              OUTPUT OPTIONS AT FORM LEVEL ==> NO

VERSIONS        ==>              ARCHIVE/RESTORE GROUP NUMBER ==>
RET. PERIOD     ==> +30          ARCHIVE RETENTION PERIOD      ==> +1Y

FCB             ==>              PAGE LENGTH                          ==>
UCS             ==>
REPORT MODE     ==> STDLINE

LASER PRINTER TYPE ==> 0
                    0 - NO LASER PARAMETERS
                    1 - IBM 3800
                    2 - XEROX L.P.S
                    3 - IBM 3800-3
```

On the Report General Information Screen (above) the RDS Administrator may change the following:

Form Status – Valid input is: **HOLD** or **ACTIVE**. When a form is first created, it will be in **HOLD** status, the user may come here to change that status, or she may put an active report into hold status here.

Report Name – The report name may be changed if incorrect or if the name shown is no longer valid for this form. The report named may be a **SAMAS/FLAIR** report name, a payroll report name, a Central Accounting report name or other report name.

Description – The description of this report may be added or changed. 32 character alpha/numeric field. This description will appear in the user's report directory.

Ret. Period – Specifies how long a report will appear in the user's directory for immediate viewing; maximum is 30 days (+30.) Could be changed to any number of days under 30 if desired.

Archive Retention Period – Specifies the archive retention period for this particular form; maximum is 3 years (+3Y.) This may be changed to a maximum of 3 years or to a number of days (+XX), or months (+XXM), [where XX = 1-36.] Also see page 50.

The remaining fields on this screen should not be entered or changed.

While viewing screen FF (page 60) the user would depress the PF 8 key to page to the first user attached to this report. Each user has two screens of information pulled from the user's profile (Screens GG and HH.)

Screen GG

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS239 D.SYP.RSDEOS.FINDX
  EDIT FORM --> 8501 - GENERAL AND LOCAL OPTIONS FOR USER --> 4 OF 18
-----
USER NAME      ==> DISCL02   REPORT NAME      ==> DMAR053
DESCRIPTION    ==> SAB L3           SPLIT REQUIRED ==> NO
PAGE FORMAT    ==>                               NO MAIL REPORT ==> NO
DISTR. 1      ==> MANUAL   /   DISTR. 2 ==>           /
REFORMATTING ==>

REPORT OUTPUT DESCRIPTION      ( FROM : PROFILE      )
HEADER LINES                    NUMBER OF SEPARATORS
  1 ==> ***DEPT 8500 *****   USER (TOP/BOT)   ==> 1 /
  2 ==> FLAIR EDUCATION        REPORT (TOP/BOT) ==>   /
  3 ==> 250 FLETCHER BLDG
  4 ==>
  5 ==> *****               WITH PACKET INDEX ==> YES
                                OUTPUT LIMIT           ==>
                                DELETE AFTER EXTRACT ==> NO

LOCAL OUTPUT OPTIONS            ( FROM : PROFILE      )
LOCAL PRINTER ID ==> LOCAL      EOS/PC USER     ==>
MAX LINES/PAGE   ==>           HOLD REQUEST        ==> NO  PRIORITY      ==> 2
COPIES          ==>           ALIGNMENT L/P        ==>   ALIGNMENTS    ==>
PRINT FORMAT (REP/SEP) ==>     /
```

Screen HH

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS239 D.SYP.RSDEOS.FINDX
  EDIT FORM --> 8501 - SYSTEM OUTPUT OPTIONS FOR USER -----> 4 OF 18
-----
USER NAME -----> DISCL02   REPORT NAME -----> DMAR053

OUTPUT JOB SUBMISSION OPTIONS    ( FROM : PROFILE      )
JCL MODEL ==> WERDJC00   JOBNAME ==> D850000  NOTIFY      ==>
ROOM      ==>           CLASS  ==>           MSGCLASS  ==>
ACCOUNTING ==>
PGMR NAME ==> 'CLSRM'           CLASS FOR LOG ==>

OTHER SYSTEM OUTPUT OPTIONS      ( FROM : PROFILE      )
DEST      ==> LOCAL      COPIES ==>           OUTPUT CLASS (P/Q) ==> A / A
FORM      ==> STD           WRITER NAME    ==>
OUTPUT REFERENCES ==>     /           /           /

PRINT FORMAT (REP/SEP) ==>     /

DATA SET NAME    ==>
VOLUME SERIAL    ==>           SPACE (TYPE/PRIM/SEC) ==>   /   /
UNIT TYPE        ==>           DISPOSITION        ==>   /   /
DCB BWD. REF.    ==>           CARRIAGE CTL        ==> YES
```

The information on Screens GG and HH above are pulled from the user's profile and should not be changed here. If the information needs to be changed, it is best to change the information on the user's profile and then that information will automatically be updated here and on every other form for this user. (See Edit User Profile in previous pages.)

Adding a New User to a Form

A new user may be added to a form by going to the bottom of the list of current users and adding the new user's RACF ID in the appropriate field. To get to the bottom of the list of users on a form, type **BOT** on the Command line while viewing any screen in the Edit Form function, and depress **ENTER**. The last user's profile data screen will display (like screen **HH**). From this screen depress **PF 12** and a screen like the one below will display (Screen II.)

Screen II

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      SYS239 D.SYP.RSDEOS.FINDX
  EDIT FORM --> 8501  - GENERAL AND LOCAL OPTIONS FOR USER -->  19 OF 19
-----
USER NAME      ==>
```

On the above screen, type in the valid RACF ID of the new user and depress **ENTER**. A screen like **GG** will display with the profile information "pulled in" from that new user's profile. The new user is now added to this form and the next time this report runs, this user will receive this report in his/her report directory.

To cancel any activity on this screen (before depressing **ENTER**) type **CAN** on the Command line and depress **ENTER**. The system will return to the Edit Form, Report General Information Screen.

Function 5 - Form Index Information

The Form Index Information screen describes the physical characteristics of the Form Index currently accessed, as well as statistical information of its contents. This function is authorized to any Forms Index manager. To access this screen type **5** in the Select Function field from the Form Index Management screen and depress **ENTER**. A screen like the one on the next page will display (Screen **JJ**.)

All fields on Screen JJ are protected and cannot be entered or changed, it is provided for informational purposes only.

Screen JJ

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP62 D.SYP.RSDEOS.FINDX
-FORM INDEX INFORMATION-

          - FORM INDEX CHARACTERISTICS -

DEVICE TYPE -----> 3390          NUMBER OF DATA BLOCKS --> 140595
BLOCKSIZE -----> 6144-2048/U     NUMBER OF USED BLOCKS --> 123680
ALLOCATION -----> 450 CYL         FORM INDEX OCCUPANCY --> 87 %
                                     SPACE THRESHOLD -----> 95 %

          - DIRECTORY CHARACTERISTICS -

MAX. NUMBER OF FORMS ---> 25536     DIRECTORY THRESHOLD ----> 95 %
NUMBER OF USED FORMS ---> 18001     DIRECTORY OCCUPANCY ----> 70 %

LAST INITIALIZATION --> 10/05/98 (97278) 06.58
LAST REORGANIZATION --> 08/06/00 (99340) 09.49      NO. OF REORG ---> 28
```

Descriptions of the fields on Screen GG begin below:

Device Type – The type of device on which the Forms Index resides.

Blocksize – Blocksize with which the Forms Index is allocated. This value corresponds to the record length used for this directory. Data Block Length, or record length used for the data area of the Forms Index.

Allocation – The space allocated to the Forms Index, in cylinders and/or tracks.

Number Of Data Blocks – The number of blocks initialized for the recording of the laser parameters, the forms, and their user definitions.

Number Of Used Blocks – The number of blocks currently occupied by the data.

Forms Index Occupancy – The percentage of Forms Index space used.

Space Threshold – The critical occupancy threshold for the Forms Index.

Max. Number Of Forms – The number of form entries assigned to the directory at initialization.

Number Of Used Forms – The number of form entries currently occupied in the directory.

Directory Threshold – The critical occupancy threshold for the directory of the Forms Index.

Directory Occupancy – The percentage of the directory currently occupied.

Last Initialization – The date and time at which the directory was last initialized.

Last Reorganization – The date and time at which the directory was last reorganized. Directory reorganizations take place automatically when there is no free entry left to add a form within a directory block.

No. Of Reorg – The number of directory reorganizations since the Forms Index was last initialized.

List of Users Attached to a Form

To retrieve a list of users that have been attached to a particular form, the administrator may type: LISTU on the Command line from any form General Information Screen, and depress ENTER, and a list of the users attached to that form will display (Screens KK and LL.)

Screen KK

```
PF 1/13 HELP-COMMAND ==> LISTU
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
  SELECT FORM --> AHX4                                USERS --> 23
----- REPORT GENERAL INFORMATION -----
FORM STATUS -----> ACTIVE      IDENTIFICATION FOR VERIFY ----->
TOC DEFINITION ---->              ATTRIBUTION TECHNIQUE -----> STATIC
REPORT NAME -----> DMARH65D
DESCRIPTION -----> MERGED DETAIL REPORT - HOUSE
PAGE FORMAT ----->              OUTPUT OPTIONS AT FORM LEVEL ---> NO
VERSIONS ----->                ARCHIVE/RESTORE GROUP NUMBER ---> 1
RETENTION PERIOD -> +7            ARCHIVE RETENTION PERIOD -----> +18M
FCB ----->                      PAGE LENGTH ----->
UCS ----->
REPORT MODE -----> STDLINE
LASER PRINTER TYPE ---> 0
                        0 - NO LASER PARAMETERS
                        1 - IBM 3800
                        2 - XEROX L.P.S
                        3 - IBM 3800-3
```

(User list of Form screen, continued)

Screen LL

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
USER LIST OF FORM --> AHX4 DMARH65D USERS --> 20
A-USERNAME--REPORT NAME-----DEST-----ROOM-CL-OFORM--COPIES-DISTR----SPLITS-
***** TOP OF DIRECTORY *****
LEGBP DMARH65D LOCAL A STD DEFER/S NONE
LEGFS DMARH65D U282 A STD DEFER/S 2
LEGJLMC DMARH65D AL7PS271 A STD MANUAL NONE
LEGJM DMARH65D LOCAL A STD DEFER/S NONE
LEGRK1 DMARH65D LOCAL A STD DEFER/S 2
LEGBAP DMARH65D LOCAL A STD DEFER/S 1
LEGMM1 DMARH65D LOCAL A STD DEFER/S 1
LEGBW1 DMARH65D LOCAL A STD DEFER/S 1
LEGBB1 DMARH65D LOCAL A STD DEFER/S 1
LEGBT DMARH65D LOCAL A STD DEFER/S 1
LEGPT DMARH65D LOCAL A STD DEFER/S 1
LEGSL DMARH65D LOCAL A STD DEFER/S 1
LEGDC DMARH65D LOCAL A STD DEFER/S 1
LEGCJB DMARH65D U133 A STD DEFER/S 1
LEGSJ DMARH65D LOCAL A STD DEFER/S 1
LEGJN DMARH65D LOCAL A STD DEFER/S 1
LEGES DMARH65D U133 A STD DEFER/S 1
LEGTT DMARH65D U133 A STD DEFER/S 1
LEGAC DMARH65D U133 A STD DEFER/S 1
LEGBK DMARH65D U133 A STD DEFER/S 1
***** END OF DIRECTORY *****
```

The following columns display on the User List of Form screen (Screen LL):

A (Action) – Actions that may be performed are:

S – Select or Display the General and Local Options for this user.

D – Delete this user from this form. A user can only be deleted when in Edit Form mode. A confirmation screen will display requesting that the deletion request be confirmed (Y or YES) or cancelled (C or CAN).

Delete User Confirmation Screen

```
PF 1/13 HELP-COMMAND ==> CAN
-FORM INDEX --> FINDX SYS239 D.SYP.RSDEOS.DEVL.FINDX
-USER DELETE CONFIRMATION-

A-USERNAME--REPORT NAME-----DEST-----ROOM-CL-OFORM--COPIES-DISTR----SPLITS-
DISCLBB DMAR053 MANUAL NONE
```

Screen LL descriptions continued:

User Name – The RACF ID of a user attached to this report.

Report Name – The name of the report.

Dest – Destination, printer destination should read LOCAL or the identification number of a local printer.

Class – Output class, should read A.

O Form – Output Form refers to paper size when printing. Values in this field may read STD for standard 8.5 X 11 paper or may read 14X 8.

Distr – Distribution method. Defer/S means that this will be printed as part of a batch job. Manual means that the report will be displayed on this user’s screen and may or may not be printed.

Splits – Indicates whether splits have been set up on this form for this user.

Deletion of Forms

The command to delete a form (report) results in the deletion of that form entry and all its user definitions (users attached to the form.)

The delete command can be issued from the Forms Directory by typing a ‘D’ in the Action (A) column and depressing ENTER (Screen MM.)

Screen MM

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP62 D.SYP.RSDEOS.FINDX
-FORM DIRECTORY-          FORM ENTRIES --> 19601  OCC --> 90 %
A--FORM--STAT--REPORT NAME-----USERS--VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
***** TOP OF DIRECTORY *****
D  BIBM          DMAR053          2      +30      +3Y 01/27/00 13.56 ACS002
   BIBN          DTHR02           2      +30      +3Y 12/30/98 14.34 ACS004
   BIBO          DTHR04B          2      +30      +3Y 12/30/98 16.48 ACS004
   BIBQ          DMAR053B         20     +30      +15M 05/15/00 14.23 ACS004
   BIBV          DMAR064B          2      +30      +3Y 05/28/96 16.27 ACS002
   BIBW          DMAR065B          2      +30      +3Y 02/12/98 15.34 ACS018
   BIBX          DTHR04A          3      +30      +3Y 08/31/99 13.40 ACS004
   BICF          DMAR062B          3      +30      +3Y 08/17/98 17.05 ACS006
   BICH          DMAR064B          2      +30      +3Y 05/28/96 16.42 ACS002
   BICJ          DTHR02           2      +30      +3Y 05/28/96 16.44 ACS002
   BICK          DTHR04B          2      +30      +3Y 12/30/98 16.08 ACS004
   BICL          DTHR02           7      +30      +2Y 02/02/00 10.30 ACS004
   BICM          DTHR02NP         2      +30      +24M 03/19/99 11.20 ACS004
   BICO          DPRR26           2      +30      +24M 03/19/99 10.37 ACS004
```

A form (report) may also be deleted while viewing the Report General Information screen (when in Edit Form mode) by typing DEL on the Command Line (Screen NN.)

(Deletion of Forms, continued.)

Screen NN

```
PF 1/13 HELP-COMMAND ==> DEL
-FORM INDEX --> FINDX SYS239 D.SYP.RSDEOS.FINDX
EDIT FORM --> 8501 USERS --> 18
----- REPORT GENERAL INFORMATION -----

FORM STATUS ==> ACTIVE IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPORT NAME ==> DMAR053
DESCRIPTION ==> SCHEDULE OF ALLOT BALANCES L3
PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO

VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==>
RET. PERIOD ==> +30 ARCHIVE RETENTION PERIOD ==> +1Y

FCB ==> PAGE LENGTH ==>
UCS ==>
REPORT MODE ==> STDLINE

LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3
```

When a deletion request is made, a confirmation menu is displayed to allow the user to confirm or bypass the action. The User Delete Confirmation screen will display (Screen OO.)

Screen OO

```
PF 1/13 HELP-COMMAND ==> YES
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
-FORM DELETE CONFIRMATION-

A--FORM--STAT--REPORT NAME-----USERS--VN/EXPDT--A.EXPDT-LAST UPDATE----BY USER-
8501 DMAR053 18 +30 +1Y 01/27/00 10.49 DISCL02
```

All deletion requests must be confirmed by the user. To confirm a form deletion request, the user will type YES or Y on the Command line on Screen OO and depress ENTER. To cancel the deletion request, the user must type CAN on the command line and depress ENTER.

When a deletion is confirmed, the Form Delete Result Screen will display (Screen PP.)

Screen PP

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP62 D.SYP.RSDEOS.FINDX
-FORM DELETE RESULT-

A--FORM--STAT--REPORT NAME-----USERS-----ACTION-----
8501 DMAR053 8 DELETED
```

If the confirmation had been cancelled, the same Form Delete Result screen will display with *Delete Bypassed* in the Action Column.

Option 7 - Report Index Management

The last option available from the Primary Option screen is the Report Index Management function. From this function, the RDS Administrator may view the list of all users within his/her security clearance, and from that list display a report from a user's directory. Also, a directory of reports may be requested as well. To access this function, type 7 in the Select Option field of the Primary Menu screen (see Screen Q) and depress ENTER. The following screen will display (Screen QQ.)

Screen QQ

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT INDEX MANAGEMENT-

      SELECT FUNCTION ==>
                                1 - GLOBAL USER DIRECTORY
                                3 - GLOBAL SELECTION
                                5 - REPORT INDEX INFORMATION
```

Function 1- Global User Directory

Type 1 in the Select Function and depress ENTER to display a directory of all users within the agency (user group.) The list will be sorted alphabetically (Screen RR.)

Screen RR

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-    USERS-> 4955
A-USER NAME---REPORTS-----PAGES-----LINES-----F.REPORT DATE--L.REPORT DATE-
DBF0371          510       14985       628748       04/05/99       07/13/02
DBF0374          45        557        15598       05/04/99       06/30/02
DBF0392          51        708        19687       05/04/99       07/01/02
DBF0395          728       27101      1157363     04/05/99       07/13/02
DBF0409          204       2881       101902     05/04/99       07/13/02
DBF0410          200       2134       69692      05/04/99       07/13/02
DBF0413          253       3851       132774     05/04/99       07/13/02
DBF0436          17        110        1832       05/04/99       07/01/02
DBF0444          809       71471     3129529     04/05/99       07/13/02
DBF0453          390       46997     2123852     04/05/99       07/01/02
DBF0454          204       2381       81640      05/04/99       07/13/02
DBF0458          253       3851       132774     05/04/99       07/13/02
DBF0464          15        254        6658       05/04/99       06/30/02
DBF0466          23        4775     139498     04/22/99       07/01/02
DBF0467          35        127        4354       05/04/99       07/01/02
DBF0468          200       2134       69692      05/04/99       07/13/02
DBF0475          13        223        6043       05/04/99       04/28/02
DBF0481          1530     137218     6043857     04/05/99       07/13/02
DBF0503          30        280        7932       05/04/99       06/30/02
```

The Global User Directory allows the user to view all of the users within his/her security clearance, and to display a user's report directory and from a report directory view individual reports. The fields on the Global User Directory are described below.

A - Action column. The following commands may be entered:

B - Display the user's directory of reports from the bottom of the list (newest reports).

T - Display the user's directory of reports from the top of the list (oldest reports).

S - Display the Directory Selection screen for the user.

User Name - Name (RACF ID) of the Report Index user.

Reports - Number of reports currently in the user's directory.

Pages - Number of total pages in the user's directory.

Lines - Number of total lines in the user's directory.

F. Report Date - Date of creation of the first (oldest) report for the user.

L. Report Date - Date of creation of the last (newest) report for the user.

Locate command

The Locate command may be used on the Global User Directory screen to quickly locate a user. The locate command is initiated by typing in the Command line at the top of the screen: *L space one space* and a user name (example: *L DBF123*) and Depressing Enter. The directory will then display from the user name requested. Note: PF 7 and PF 8 may be used to page forward and backward in the Global User Directory.

Function 3 - Global Selection

This function allows the user to request a directory of reports specific to the criteria indicated on the screen (see below). To access the Global Selection screen, type 3 in the Select Function field from the Report Index Management screen and depress ENTER. The following screen will display (Screen SS.)

Screen SS

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL SELECTION-          USERS-> 4525

FORM NAME          ==>          APPL. (JOBNAME) ==>
REPORT NAME        ==> DITRACT  DEFERRED ONLY  ==> <- ENTER Y
REPORT ROOTNAME    ==>          ALL REPORTS      ==> <- ENTER Y
NOTEPAD HEADER     ==>

USER/GROUP         ==>          PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION     ==>          DISPLAYED REPORTS ==> <- ENTER Y/N

REPORT STATUS      ==>

FROM DATE AND TIME ==>          /          EXPIRATION DATE ==>
TO DATE AND TIME   ==>          /          ARCHIVAL DATE   ==>

DESTINATION        ==>          ROOM NUMBER      ==>
OUTPUT FORM        ==>          CLASS ==>         LOCAL PRIORITY ==>

WITH TOC ONLY      ==> <- ENTER Y  SELECTION ON TOC ==> <- ENTER Y
```

On screen SS, above, the user may type in a report name, and depress ENTER, and a directory of instances of that report (pulled from all agency user's directories) will display (Screen TT.)

Screen TT

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL REPORT DIRECTORY-  USERS -> 4955
A-USERNAME-C-A-REPORT NAME-----T-FORM-C.DATE---TIME-V/E.DATE---PAGES-----LINES
***** TOP OF DIRECTORY *****
DOLBB      DITRACT      A374 07/12/02 0321 08/11/02      46      1997
DOLBB      DITRACT      A374 07/12/02 2215 08/11/02      46      1997
DOLBB      DITRACT      A374 07/13/02 2247 08/12/02      46      1997
DOLJK      DITRACT      A374 07/12/02 0321 08/11/02      46      1997
DOLJK      DITRACT      A374 07/12/02 2215 08/11/02      46      1997
DOLJK      DITRACT      A374 07/13/02 2247 08/12/02      46      1997
DOLKM      DITRACT      A374 07/12/02 0321 08/11/02      46      1997
DOLKM      DITRACT      A374 07/12/02 2215 08/11/02      46      1997
DOLKM      DITRACT      A374 07/13/02 2247 08/12/02      46      1997
DOLTW      DITRACT      A374 07/12/02 0321 08/11/02      46      1997
DOLTW      DITRACT      A374 07/12/02 2215 08/11/02      46      1997
DOLTW      DITRACT      A374 07/13/02 2247 08/12/02      46      1997
***** END OF DIRECTORY *****
```

Function 5 – Report Index Information

This function allows the user to view system related information. To access this screen, type 5 in the Select Function field on the Report Index Management screen and depress ENTER. A screen like the one below will display (Screen UU.) This screen is for informational purposes only.

Screen UU

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT INDEX INFORMATION (1/2)-

DSN PREFIX --> D.SYP.RSDEOS.RINDX

UD FILE :          CURRENT CI SIZE --> 10240 USER ENTRIES      --> 4525
                  SPACE ALLOCATED --> 50 REC                   OCC --> 76%

VM FILE :          CURRENT CI SIZE --> 10240 FORMS BY VERSION --> 0
                  SPACE ALLOCATED --> 10 REC                   OCC --> 40%

DD FILE(S)-> 1     DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 5000 REC
                  SPACE ALLOCATED --> 5025 REC                 OCC --> 65%

RD FILE(S)-> 1     DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 55000 REC
                  SPACE ALLOCATED --> 55050 REC                 OCC --> 73%

SN FILE(S)-> 1     DEFINED CI SIZE --> 4096  SPACE TO ALLOCATE --> 30000 REC
                  SPACE ALLOCATED --> 30060 REC                 OCC --> 72%

TC FILE(S)-> 1     DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 1 CYL
                  SPACE ALLOCATED --> 75 REC                    OCC --> 2%
```

Sign-off Procedures

In order to sign-off of RDS, type LOGOFF on the Command Line and depress ENTER or depress PF 3 several times until the Application Selection screen is displayed. On the Application Selection screen type EXIT on the COMMAND LINE and Depress Enter. Sign-off is now complete.

Appendix A – Agency RDS Prefixes-Sample

OLO	RDS PREFIX	AGENCY
110000	LEG	Legislative Branch
210000	JAC	Justice Administrative Commission
220000	SCS	State Courts System
310000	EOG	Executive Office of the Governor
360000	DOL	Dept. of the Lottery
370000	DEP	Dept. of Environmental Protection
410000	DLA	Dept. of Legal Affairs
420000	ACS	Dept. of Agriculture and Consumer Services
430000	DFS	Dept. of Financial Services
439000	DAA	Division of Accounting and Auditing
450000	DOS	Dept. of State
458000	RNG	Ringling Museum
480000	DOE	Dept. of Education
489000	SDB	Florida School for the Deaf and Blind
500000	DVA	Dept. of Veterans' Affairs
520000	DCA	Dept. of Community Affairs
540000	LES	Dept. of Labor and Employment Security
550000	DOT	Dept. of Transportation
570000	CIT	Dept. of Citrus
600000	HRS	Dept. of Children and Families
610000	PSC	Public Service Commission
620000	DMA	Dept. of Military Affairs
640000	DOH	Dept. of Health
650000	DEA	Dept. of Elder Affairs
680000	AHC	Agency for Health Care Administration
700000	COR	Dept of Corrections
710000	DLE	Dept. of Law Enforcement
720000	DMS	Dept. of Management Services
729700	DAH	Division of Administrative Hearings
729800	RET	Division of Retirement
750000	WFI	Agency for Workforce Innovation
730000	DOR	Dept. of Revenue
760000	DHS	Dept. of Highway Safety
770000	GFC	Fish and Wildlife Conservation Commission
780000	FPC	Florida Parole Commission
790000	BPR	Dept. of Business and Professional Regulation
800000	DJJ	Dept. of Juvenile Justice
810000	STO	State Technology Office
820000	COU	Commission on Uniformity of Legislation in the US
840000	SBA	State Board of Administration

Appendix B – Commands

Commands Used on the Report General Screen

From the Report General Information Screen, within the Forms Management functions the following Commands may be entered on the Command line at the top of the screen:

C user - (To Create a New User Definition). Up to 8 characters preceded by one blank. If no user name is provided, input will be cancelled.

CAN/CAN/C - Cancel the modifications made since the last save and exit from this form.

COPY form,ALL,SPL/SP,UALL, - Copy and save information from the form indicated. The following operands are optional. If used, they must be preceded by a comma:

ALL - Copy the form and its user definitions.

UALL - Copy the user definitions but not the form.

R- Replace identically named user definitions.

SPL/SP - Copy the split definitions as well as the basic user definitions.

DELETE/DEL/D - Deletes this form entry. Use in EDIT mode only.

L/U user - Display the user definition specified. (Up to 8 characters, preceded by one blank), or the first one if no user name is specified.

SAVE - Save the data entered on this menu.

SORTU – Sort the user's of this form alphabetically.

LISTUB - Display the form's user directory from the bottom.

LISTU - Display the form's user directory from the top.

SORTU - Sort the users of the form in ascending alphabetical sequence.

Commands Used on the General and Local Options Screens

Within the Forms Index Management functions, specifically on the General and Local Options screens the following commands may be typed on the Command line at the top of the screen:

Copy user,form,SPL/SP – Copy the user definition specified (except user name). If form is omitted, the current form is assumed. If SPL or SP is omitted, the splits are not copied.

AUTH - Skip to the first authorization panel for this user. No entry or change is allowed on authorization screens. Authorization screens are displayed below.

C user - Create the user definition specified. Up to 8 characters preceded by one blank.

CANCEL/CAN/C - Cancel the modifications from the last save and exit from this user definition.

DELETE/DEL/D - Delete this user definition from this form entry.

M + PF7 or PF8 - Display the first (PF7) or last (PF8) user definition.

L user - Display the user definition specified, or the first one if no name is specified.

SPL nnn - Move to the nnnth frame of split report criteria, or to the first one if no number is entered. (nnn = numeric value from 0 to 999, preceded by one blank.) Note: If the number specified exceeds the number of split definitions available, the last frame of split criteria is displayed.

Note: Other commands are available in RDS. To determine commands that may be used on a particular screen, depress the PF1 (help) key while viewing any RDS screen and the list of commands for that screen will appear.