

Reports Directory System (RDS) Access



The Report Distribution System (RDS) lists reports available to the user in a library. Access is granted by the agency RDS Administrator and is based on need determined by job duties.

To access RDS:

1. Open a FLAIR session per your agency's procedures.
2. The **FLAIR TCP/IP LOGON SCREEN** will appear. Type **Nassam**, below the Heading and press **Enter**.

```
FLAIR TCP/IP LOGON SCREEN IP ADDRESS: 172.17.50.146 PORT: 50894
nassam
```

3. On the **EMSP00** screen, enter your Resources Access Control Facility (RACF) ID and password in the User and Password fields, then press **Enter**.

```
EMSP00 HELP DESK: 850-413-3190 Terminal: SAME5367
Date . . . : 10/31/16 Time . . . : 10:48:57

state of Florida, Department of Financial Services

Effective 6/8/2009 - standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:
User . . . . . DISCL01 (User ID/LOGOFF)
Password . . . . . New Password . .

Application . .
Group . . . . .
Location . . . . .
```

4. The **EMSP01 Application Selection** screen will display. Enter **RDS or the ID number next to it** on the Command line at the bottom of the screen and select **Enter**.

```
EMSP01 Application selection Term: SAME5367
Help Desk: 850-413-3190 Time: 11:03:16
Date: 10/31/16 Group: NA
Broadcast: User: DISCL01 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 ==> 5
```

5. This opens the **Reports Directory** library to access report data. See below Example. Remember: Reports names will depend on security levels and Agency.

```

PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX _ RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- USER-> DISCL01 TR-> 7 TP-> 124726 TL-> 5813680
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
***** TOP OF DIRECTORY *****
A DMAR054 LR01 01/13/2016 13.03 02/12/16 22 553 0 6 SCHED/ALLOT/BAL-LEVEL 4
A DMAR01 LR02 01/13/2016 13.04 02/12/16 31 837 0 0 TRIAL BALANCE BY FUND
A DENR03 LR23 01/13/2016 13.04 02/12/16 6 124 2 15 LIST OF OUTSTANDING ENCUMBRANCES VIRTUAL KEY D WAS
A DMAR052 LR28 01/14/2016 13.12 02/13/16 261 9023 0 2 SCHEDULE OF ALL BAL
A DTHR04 BXF3 07/29/2016 22.06 08/28/16 37175 1732375 0 0 EXP DETAIL BY DIV THEN FUND
A DTHR04 BXF3 09/02/2016 01.21 10/02/16 42984 1999724 0 0 EXP DETAIL BY DIV THEN FUND
DTHR04 BXF3 09/30/2016 23.23 10/30/16 44247 2071044 0 0 EXP DETAIL BY DIV THEN FUND
***** END OF DIRECTORY *****

```

The report menu provides some helpful information. Columns available for input or viewing:

A	Action field is required to describe what is to be completed with the document. Commonly seen actions: S - Selects the report for viewing. E - Extracts all or a portion of the report for printing. P - Prints the report to a local printer. R - Restores an archived report.
A	Archived field indicates the viewing availability of the report.
REPORT NAME	Report Name is how the report is titled.
FORM	Form identification reference code assigned by the RDS Administrator.
C.DATE & TIME	Creation Date is the date report was sent to RDS system. Field shows the time that the report request was sent to RDS system and uses the 24 hour timeframe.
V/E.DATE	Version Number/Expiration Date field lists the date the report will go into archived status.
PAGES & LINES	Field displays the total number of pages and total number of lines in the report document.
NE	Number of Extractions shows the number of times a report has been printed by the user.
ND	Number of Displays indicates the number of times the report has been displayed by the user.
REPORT DESCRIPTION	Report description narrative created when the Form ID is established.
NOTEPAD HEADER	Report Attachment (Notepad) Header is the indicator that an attachment is included with the report.