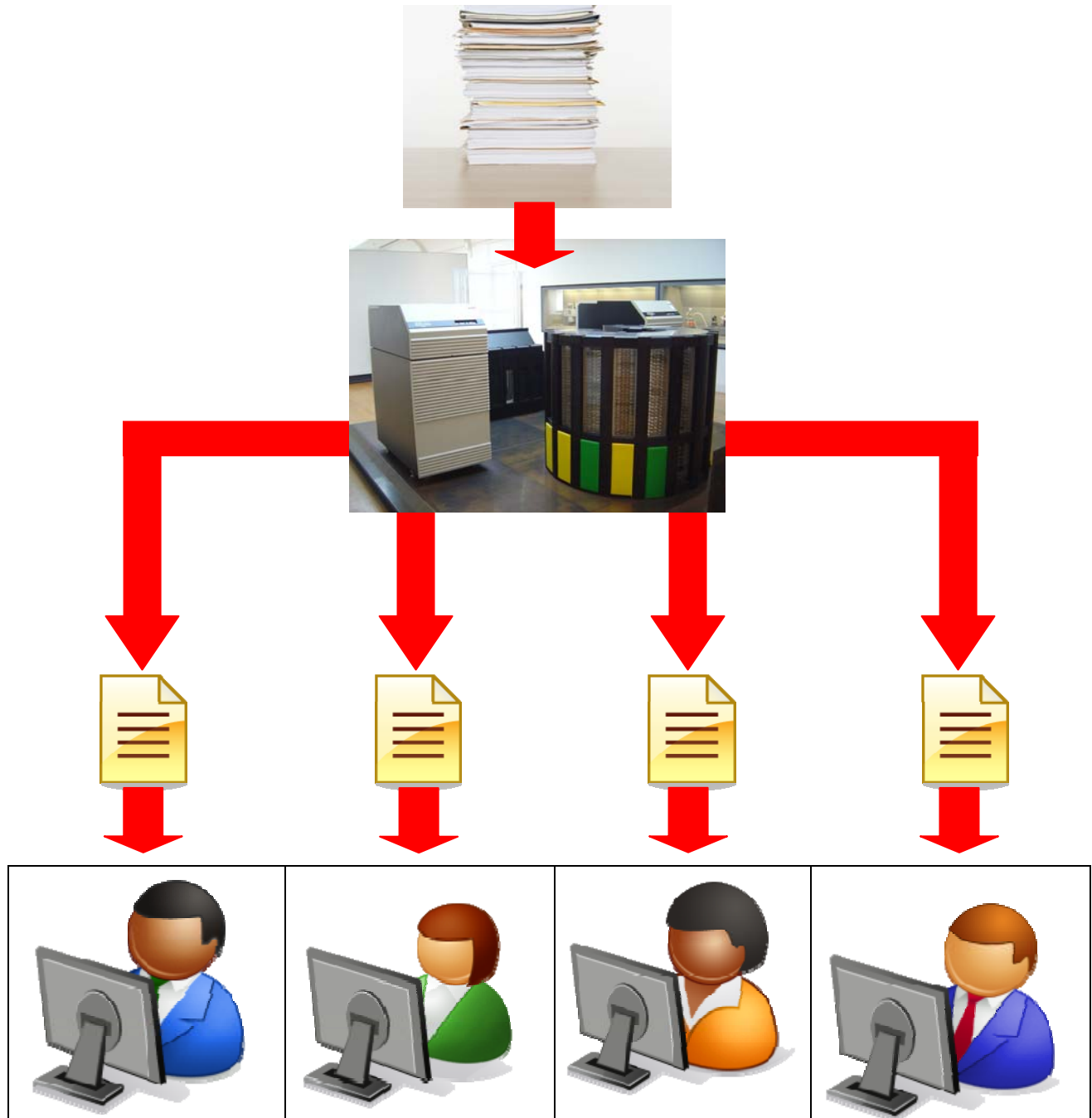# RDS

Report Distribution System

RDS Administrator Guide

The State of Florida Department of Financial Services
Enterprise Education   **Revised October 15, 2008**

Table of Contents

General Information

RDS is an acronym for Report Distribution System.
RDS was installed in SAMAS in 1994.

    RDS allows users to:
1. Access reports on-line
2. Print an entire report
3. Print parts of a report on a local printer
4. Search for codes within a report
5. "Store" reports for later viewing.

RDS was implemented in part to reduce the amount of paper required to print reports.

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) 413-3190.

Many kinds of reports may be "sent to" and accessed through RDS. Some reports are only available in RDS.

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:

1. Facilitate which reports will be available to the users within his or her agency
2. Determine which employees will have access to these reports.

Sign-on Procedures

NASSAM – Netview Access Services

To access RDS, a user must sign-on to the Chief Financial Officer's Financial Information Network.

The screen may be accessed by:

    1. Typing NASSAM on a blank VTAM (FLAIR log-on) screen
    2. Pressing ENTER.

```
 FLAIR TCP/IP   LOGON SCREEN           IP ADDRESS: 172.17.20.65   PORT: 01990

 NASSAM_








 4B                       :05.0                                        04/08
```
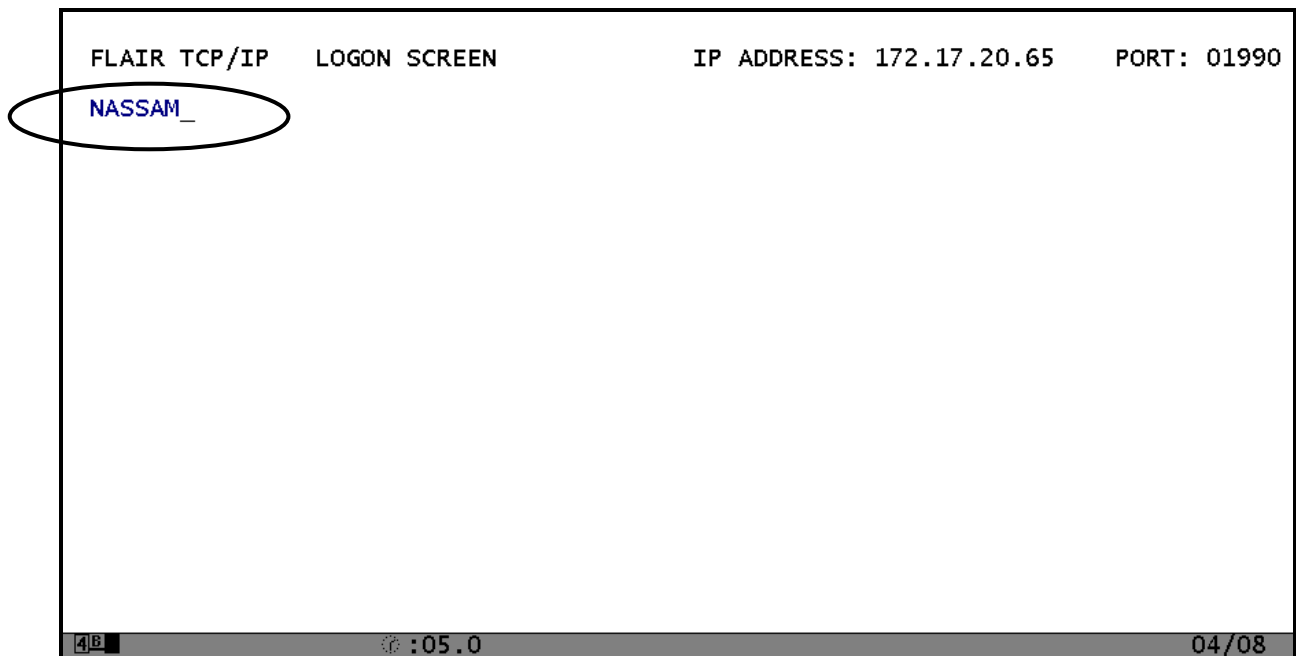
On the next screen:

> **3.** Enter a **RACF Userid** given to you by your RACF Administrator.
> **4.** Enter a **Password**.
> **5.** Press **Enter**.

```
EMSP00                 HELP DESK: 850-413-3190          Terminal: SAMI3415
                                  Date . . : 10/13/08  Time . .: 10:04:55


             State of Florida, Department of Financial Services





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

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


PF 1=Help 2=Language
 4B                      :00.1                                      17/36
```

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 <u>four</u>** and **not more than <u>eight</u> alphanumeric** characters.

If Signing on for the First Time

To assign himself a password (the first time a new user signs on) he will type in his:

1. **RACF ID**
2. The default password and
3. Depress **ENTER**.

[The default password is **D**XXX, where **XXX** represents the three character prefix assigned to the agency.]

Example: A user from **DFS** would use **DDFS** as the default.
A user from **Health** would **DDOH** as the default.

The system will 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 onto 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.)

RACF Passwords

*Once the user has established a new 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:

1. Type that new password in the appropriate field
2. Depress ENTER and
3. 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 his password reset and there is no one else with that authority within the agency, he will have to call the DIS Help Desk to have the password reset.

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

```
EMSP01                  Application Selection           Term:    SAMI3562
                                Help Desk: 850-413-3190 Time:     10:27:26
                                          Date: 10/13/08 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 ==>  RDS
PF 1=Help  2=Language  3=Disc  4=Keys  7=Backw  8=Forward
4B             :00.1                                          23/17
```

To access RDS from the Application Selection screen

4. Type either **5** or **RDS** on the Command Line at the bottom of the screen and **5.** Press ENTER.

Once given access to RDS, one of three possible RDS **"home"** screens will display depending on how the agency has its users set up.

Individual Report Directory

```
PF 1/13 HELP-COMMAND ==> _
 -REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-    USER-> DISCL01   TR-> 22      TP-> 7018    TL-> 296014
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
      R DMAR054            LR01 02/11/2008 14.49 03/12/08       7      274  0 10
      R DMAR01             LR02 02/11/2008 14.50 03/12/08      33      859  0  3
      R DMAR054            LR01 02/11/2008 16.12 03/12/08      17      676  0  6
      R DMAR01             LR02 02/11/2008 16.13 03/12/08      36     1006  0  4
      R DMAR054            LR01 02/11/2008 16.14 03/12/08     555    21622  0  1
      R POSTED JT'S DCF    LR05 03/03/2008 20.41 04/02/08      15      652  0  0
      R POSTED JT'S DCF    LR05 04/01/2008 20.19 05/01/08      11      447  0  1
      R DTHR04             LR03 04/15/2008 08.54 05/15/08     137     5390  0  0
      R DMAR054            LR01 04/15/2008 08.59 05/15/08     393    13026  0  3
      R DMAR01             LR02 04/15/2008 09.01 05/15/08      68     1856  0  0
      R DMAR054            LR01 04/23/2008 14.40 05/23/08       3       84  1  1
      R DMAR054            LR01 04/23/2008 14.42 05/23/08       3       84  1  1
      R POSTED JT'S DCF    LR05 05/01/2008 20.44 05/31/08      13      557  0  0
      R POSTED JT'S DCF    LR05 06/03/2008 20.37 07/03/08      12      550  0  0
      R POSTED JT'S DCF    LR05 07/01/2008 21.24 07/31/08      31     1366  0  0
      R POSTED JT'S DCF    LR05 08/05/2008 20.35 09/04/08      19      806  0  0
      R POSTED JT'S DCF    LR05 09/02/2008 20.19 10/02/08      10      432  0  1
        POSTED JT'S DCF    LR05 10/01/2008 20.46 10/31/08      15      597  0  1
        DTHR04             LR25 10/16/2008 16.47 11/15/08    4855   217655  0  1
                      ******** END  OF  DIRECTORY  ********
```

Environment Selection Menu

```
PF 1/13 HELP-COMMAND ==>

-ENVIRONMENT SELECTION MENU-       (1 OF 1)      USER -> DISCL01  LU -> TSNA$035

            SELECT ENVIRONMENT  ==> _

     E     - ENTERPRISE OUTPUT SOLUTION - EOS VERSION 1.4
```

Global User Directory

```
PF 1/13 HELP-COMMAND ==> _
 -REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-   USERS-> 8252
A-USER NAME---REPORTS------PAGES-------LINES-----F.REPORT DATE--L.REPORT DATE--
   DBFMARY         4        4906       219623      10/16/08        10/16/08
   DBF0SUE         0           0            0
   DBF0001      5451      392792     17839676      07/16/07        10/20/08
   DBF0002         4          16          512      12/12/07        07/24/08
   DBF0007        12        1055        44535      10/01/07        10/06/08
   DBF0008        12        1055        44535      10/01/07        10/06/08
   DBF001        322        2808       147168      07/17/07        10/20/08
   DBF0011         0           0            0
   DBF0020         5        2480       133924      08/03/07        08/28/07
   DBF0029       320         640        37760      07/16/07        10/17/08
   DBF0030         4       78306      3895526      08/15/07        08/13/08
   DBF0033       711       85454      4205148      07/16/07        10/17/08
   DBF0036       593        1279        39444      07/17/07        10/20/08
   DBF0038         8       84734      4200040      08/15/07        08/13/08
   DBF0039         0           0            0
   DBF0042       477       85557      4214063      07/16/07        10/18/08
```

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.
The information displayed will depend on the screen from where the user requested help from.
It will also show Information about the PF keys.
Keep pressing the **PF1** key to scroll through the **Help** screens.

Help Screen Example 1

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

                    ***** 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  5/17 (RCMD)     = Repeat last command
PFK  8/20 (DOWN)     = Scroll FRWD/DOWN frame
PFK  7/19 (UP)       = Scroll BKWD/UP frame
PFK 11/23 (RIGHT)    = Scroll right
PFK 10/22 (LEFT)     = Scroll left
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 reports in the action column.
                            - Press the HELP PFK for next page ../..
                            - ENTER to return to the display in progress-

4B                  :00.1                                        01/27
```

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-

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```

Setting Up a New User to Access RDS Reports

Responsibilities of the RDS Administrator:

- Provide access to RDS to agency employees
- Determine the levels of authority assigned to individual users within RDS
- Decide which reports should be available to which user.

The following is a list of items that need to be accomplished for each user in order for that user to have access to reports in RDS.

1. Make sure that each user has a **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.

2. Create a Profile – a user profile is established for the user, which indicates:

   a. The authority of the user
   b. The print capabilities of the user
   c. The users name and address and other items related to that user.

3. 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.

Steps to Adding a User to RDS

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

2. Type **PROF** (for profile) on the COMMAND line of any RDS screen and depress ENTER to get to the **Profile Management Menu**.

```
PF 1/13 HELP-COMMAND ==> PROF_
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -REPORT DIRECTORY-     USER-> ES2        TR-> 7       TP-> 3154    TL-> 166267
 A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
                  ******** TOP OF DIRECTORY ********
      A POSTED JT'S DCF     LR05 05/01/2008 20.44 05/31/08      13        557  0  0
      A POSTED JT'S DCF     LR05 06/03/2008 20.37 07/03/08      12        550  0  8
      A POSTED JT'S DCF     LR05 07/01/2008 21.24 07/31/08      31       1366  0  0
      A IMMEDIATE REPORT    BXES 07/18/2008 14.54 08/17/08    3054     161959  2  4
      A POSTED JT'S DCF     LR05 08/05/2008 20.35 09/04/08      19        806  0  2
      A POSTED JT'S DCF     LR05 09/02/2008 20.19 10/02/08      10        432  0  1
        POSTED JT'S DCF     LR05 10/01/2008 20.46 10/31/08      15        597  0  2
                  ******** END OF DIRECTORY ********




4B                   :00.1                                          01/31
```

3. Type **3** (for User Profile) in the Select Type field of the **Profile Management screen** and depress **ENTER**.

```
PF 1/13 HELP-COMMAND ==> _
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -PROFILE MANAGEMENT-                                LOGGED ON-> ES2


            SELECT TYPE    ==> 3

                            2 - AUTHORIZATION PROFILE
                            3 - USER PROFILE
                            4 - FORM GROUP PROFILE
                            5 - USER GROUP PROFILE




4B                   :00.1                                          01/27
```

4. Type **2** in the Select Function field (to create a user profile).
5. In the Member Name field type in the RACF ID of the new user.
6. Press ENTER.

```
 PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -USER PROFILE MANAGEMENT-                              LOGGED ON-> ES2


                 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  ⟵




 4B■              :00.1                                          01/27
```

Note: When creating a profile, **always copy another valid profile**. Each
agency has **default** profiles set up for purposes of copying for new users.

7. On the Command Line of the Create User Profile Screen type:

   COPY△(valid existing profile)

8. Press **Enter**.

> *** △ denotes a space ***

```
 PF 1/13 HELP-COMMAND ==> COPY DISCLUSE_
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -CREATE USER PROFILE-                    MEMBER-> DISCL500 LOGGED ON-> ES2
 ------------------------------------------------------------------------
 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
```

> This copies the profile already set up for
> agency use (DISCLUSE) and makes a copy
> to use for the new user DISCL500

```
 4B■              :00.1                                          01/40
```

The message "COPY SUCCESSFUL" will display.

```
PF 1/13 HELP-COMMAND ==>                                COPY SUCCESSFUL  *-*-*-*
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-CREATE USER PROFILE-                          MEMBER-> DISCL500 LOGGED ON-> ES2
-------------------------------------------------------------------------------
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




                4B     :00.1                                           05/34
```

The Profile that was copied will still contain the information of the prior user.

You will have to change the information in the **HEADER LINES** for the new user because it still identifies the "copied" user on print requests

9. From the COPY SUCCESSFUL screen, press the **PF8** key **seven** times to page to the **EOS MAIN PROCESSING OPTIONS (1 of 2)** screen.

10. 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  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-CREATE USER PROFILE-                       MEMBER-> DISCL500 LOGGED ON-> ES2
--------------------------------------------------------------------------------
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 ==> ***  CLASS *********
  USER (TOP/BOT)        ==> 1  / 0      2 ==> ACCOUNTING AND AUDITING
  REPORT (TOP/BOT)      ==> 0  / 0      3 ==> SALLY FLAIR
WITH PACKET INDEX        ==> YES         4 ==> RM 250 FLETCHER BLDG
DELETE AFTER EXTRACT     ==> NO          5 ==> ********************

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

 4B                  :00.1                                              05/14
```

Changed to SALLY FLAIR's information

11. Press **PF8** one time to page forward.

The **EOS MAIN PROCESSING OPTIONS (2 OF 2)** screen is where you will set up a default printer for your user to print his RDS reports. The **DEST** field on this screen is where a specific local printer ID may be entered for this user.

12. Enter a valid **Printer ID** in the **DEST** field.

Note: The printer ID entered here must be a printer "recognized" by FLAIR (SAMAS). The DIS Help Desk will be able to help you verify if a printer ID you have can be used for RDS printing.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF   SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                        MEMBER-> DISCL500 LOGGED ON-> ES2
-------------------- EOS MAIN PROCESSING OPTIONS (2 OF 2) --------------------
JOB SUBMISSION
JCL MODEL   ==> WERDJC00    JOBNAME ==> DCLASRM  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

4B                  :00.1                                             06/17
```

The new user's profile is now established.

The steps 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.

The set up process continues on the next page.

Attaching a User to a FORM

After you have established a user with a PROFILE in RDS, the next step in the set up process is to "**attach**" this new user to a **FORM** (report.).

This is done by retrieving the Primary Menu.

1. Depressing **PF3** multiple times will bring you to the **Primary Menu**.
2. Once on the **Primary Menu**, type a **6 (Form Index Management)** in the Select Option field.
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>  _
 -REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> ES2       TR-> 7       TP-> 3154     TL-> 166267

       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











 4B■              :00.1                                           01/27
```

4. On the **Form Index Management Screen**, type **4 (Edit Form)** in the Select Function Field.
5. Input the name of the **FORM** (report) to which this user needs access.
6. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
 -FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
 -FORM INDEX MANAGEMENT-                 FORM ENTRIES -->  26047   OCC -->  56 %

        SELECT FUNCTION ==> ( 4 )

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




        FORM NAME        ==> ( LR01 )

        REPORT NAME      ==> _



4B            :00.1                                          19/27
```

Note: The form used should be a form previously set up by the administrator.

The **Report General Information** screen will display.

7. Type **BOT** on the command line
8. Press **ENTER** to get to the end of the list of users attached to this form.

```
PF 1/13 HELP-COMMAND ==> BOT
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR01                                    USERS --> 16
-------------------------- REPORT GENERAL INFORMATION ------------------------

FORM STATUS      ==> ACTIVE      IDENTIFICATION FOR VERIFY    ==>
TOC DEFINITION   ==>             ATTRIBUTION TECHNIQUE        ==> STATIC
REPORT NAME      ==> DMAR054
DESCRIPTION      ==> SCHED/ALLOT/BAL-LEVEL 4
PAGE FORMAT      ==>             OUTPUT OPTIONS AT FORM LEVEL  ==> NO

VERSIONS         ==>             ARCHIVE/RESTORE GROUP NUMBER  ==> 1
RET. PERIOD      ==> +30         ARCHIVE RETENTION PERIOD      ==> +3Y

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

4B                 :00.1                                            01/30
```

This is the end of the list of user attached to this form. You can tell how many users are "attached" to this FORM by looking in the top right hand corner. This example has 16 users accessing this form and the user shown is the last one.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR01  - GENERAL AND LOCAL OPTIONS FOR USER --->    16 OF 16
------------------------------------------------------------------------------
USER NAME      ==> ES2         REPORT NAME    ==> DMAR054
DESCRIPTION    ==> SCHED/ALLOT/BAL-LEVEL 4            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 ==> ********************            USER (TOP/BOT)   ==> 1  /
    2 ==> * EDUARDO SANCHEZ              REPORT (TOP/BOT)  ==>    /
    3 ==> * FLAIR EDUCATION  *
    4 ==> * ROOM G2B         *           WITH PACKET INDEX   ==> YES
    5 ==> ********************            OUTPUT LIMIT        ==>
                                         DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS                ( FROM : PROFILE    )
LOCAL PRINTER ID ==> T4416      EOS/PC USER    ==>
MAX LINES/PAGE   ==>            HOLD REQUEST   ==> NO  PRIORITY      ==> 2
COPIES           ==>            ALIGNMENT L/P  ==>     ALIGNMENTS    ==>
PRINT FORMAT (REP/SEP) ==>              /

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```

9. Press **PF12** to get to the screen where the new user is added.
10. Type the new user's RACF ID in the USER NAME field.
11. Press **ENTER**

```
PF 1/13 HELP-COMMAND ==>  _
 -FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
     EDIT FORM --> LR01  - GENERAL AND LOCAL OPTIONS FOR USER -->   17 OF 17
-------------------------------------------------------------------------------
USER NAME      ==> DISCL500




















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```

The user is now added to the FORM and the information from his PROFILE is "pulled" into the record. Note also in the top right hand corner the addition of this user to this FORM.

12. Press **PF8** to continue through the additional screens.

```
PF 1/13 HELP-COMMAND ==>
 -FORM INDEX    --> FINDX     SYS245 D.SYP.RSDEOS.FINDX
     EDIT FORM --> LR01  - GENERAL AND LOCAL OPTIONS FOR USER -->   17 OF 17
-------------------------------------------------------------------------------
USER NAME     ==> DISCL500   REPORT NAME    ==> DMAR054
DESCRIPTION   ==> SCHED/ALLOT/BAL-LEVEL 4          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 ==> ***   CLASS *********          USER (TOP/BOT)    ==> 1  /
   2 ==> ACCOUNTING AND AUDITING        REPORT (TOP/BOT)  ==>    /
   3 ==> SALLY FLAIR
   4 ==> RM 250 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) ==>               /

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```

The Profile Function

Profiles:
1. Define Authorizations
2. Define Processing options
3. Define Printing requirements
4. Identify users
5. Separate one agency's users from another agency's users
6. Separate one agency's reports from another agency's reports

The Profile Function is also used to inquire into **Form Group Profiles**, and to set up and maintain User Profiles.

Accessing the Profile Function

1. Type **PROF** on the COMMAND Line of any RDS screen
2. Press **ENTER**.

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

The Profile Management Screen will display.

Two select types are available to agency administrators.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-                            LOGGED ON-> ES2


            SELECT TYPE   ==> _


                          3 - USER PROFILE
                          4 - FORM GROUP PROFILE




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```

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.

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.
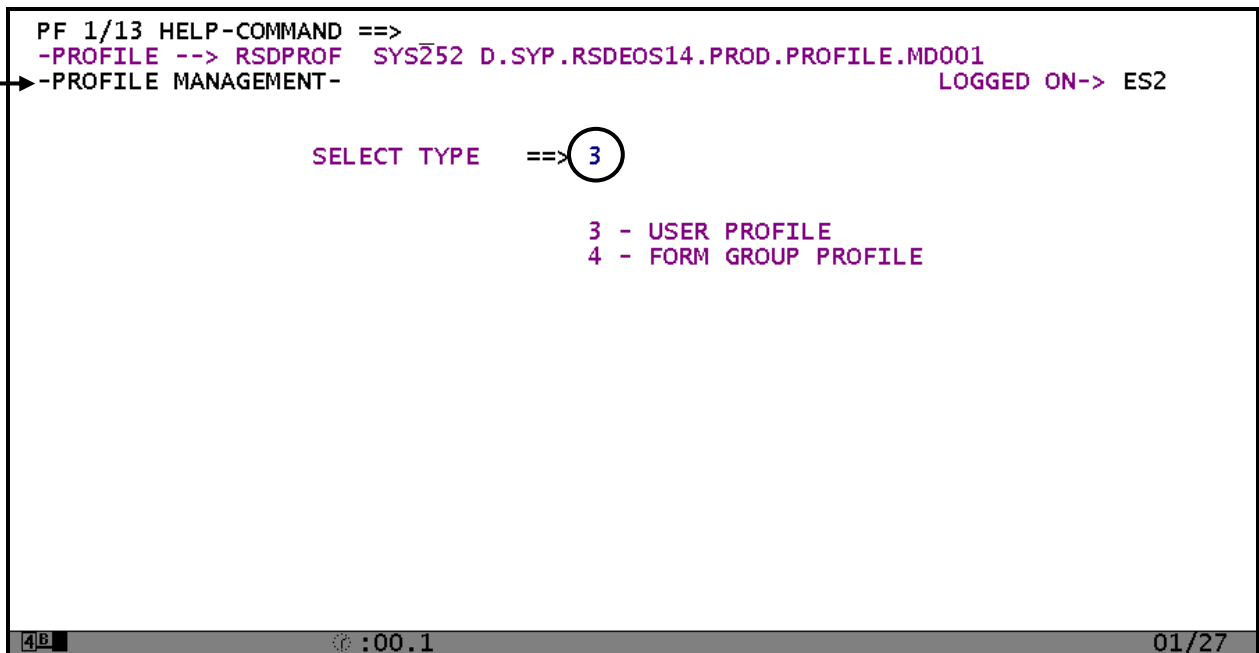
Select Type 3 - Individual User Profiles – Profile Management

From the **User Profile Management** screen, an RDS administrator may:

1. Create a new profile
2. Browse the list of users, and
3. Delete or Update individual user profiles

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.

1. Type a **3** in the Select Type field (on the **Profile Management** screen)
2. Press **ENTER**.

```
 PF 1/13 HELP-COMMAND ==>
  -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -PROFILE MANAGEMENT-                                    LOGGED ON-> ES2


                    SELECT TYPE    ==> ( 3 )


                                3 - USER PROFILE
                                4 - FORM GROUP PROFILE












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```

The **User Profile Management** screen is shown next.

```
 PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -USER PROFILE MANAGEMENT-                           LOGGED ON-> ES2


               SELECT FUNCTION ==> _
                               1 - USER DIRECTORY
                               2 - CREATE USER PROFILE ⎤    Member
                               3 - EDIT USER PROFILE   ⎬     Name
                               4 - SELECT USER PROFILE ⎨   Required
                               5 - DELETE USER PROFILE ⎪
                               6 - RENAME USER PROFILE ⎦

               MEMBER NAME     ==>




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```

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.

Note: If you use options 2 through 6, you must also input a user Profile Name in the **MEMBER NAME** field.

Option 1 – The User Directory- User Profile Management

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:

1. Type **1** in the Select Function field on the User Profile Management screen.
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                              LOGGED ON-> DISCL01


                SELECT FUNCTION ==>  1
                                     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      ==>  _
```
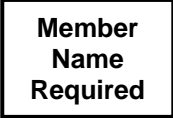
If, when accessing this function, a member name is also entered in the Member Name field, the system will begin the list with that name.

An alphabetical listing of users or members will display:

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-USER PROFILE DIRECTORY-                    15470 ENTRIES LOGGED ON-> DISCL01
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS-------------------------
                     ********  TOP  OF  DIRECTORY  ********
  DISCL01    02/03/97 10/13/08 17.17 ES2
  DISCL02    02/03/97 04/09/98 11.48 JBK
  DISCL03    02/03/97 10/02/00 10.03 JBK
  DISCL04    02/03/97 04/09/98 11.49 JBK
  DISCL05    02/03/97 04/09/98 11.49 JBK
  DISCL06    02/03/97 04/09/98 11.49 JBK
  DISCL07    02/03/97 04/09/98 11.49 JBK
  DISCL08    02/03/97 04/09/98 11.50 JBK
  DISCL09    02/03/97 04/09/98 11.50 JBK
  DISCL10    02/03/97 04/09/98 11.50 JBK
  DISCL11    02/03/97 04/09/98 11.50 JBK
  DISCL12    02/03/97 04/09/98 11.50 JBK
  DISCL13    02/03/97 04/09/98 11.51 JBK
  DISCL14    02/03/97 04/09/98 11.51 JBK
  DISCL15    02/03/97 04/09/98 11.51 JBK
                     ********  END  OF  DIRECTORY  ********



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```

Field descriptions of the User Profile Directory:

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-USER PROFILE DIRECTORY-                    15470 ENTRIES LOGGED ON-> DISCL
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS--------------------
                      ******** TOP OF DIRECTORY ********
  DISCL01    02/03/97 10/13/08 17.17 ES2
  DISCL02    02/03/97 04/09/98 11.48 JBK
  DISCL03    02/03/97 10/02/00 10.03 JBK
```

A - Action Column	Each of the following tasks may be performed by typing the given letter in the **Action Field** and depressing **ENTER** S **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. This 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 Profile Management

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. 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

There are **two profiles** that DFS has established for the RDS Administrator to use when setting up new users and for setting up of an additional or new RDS Administrators.

(XXXMGR) – Profile to copy for New or additional RDS Administrator.
(XXXUSER) – Profile to copy for new end user of the RDS system.

Note: **XXX** = the agency RACF prefix)

Any necessary changes may be made to the new user's profile once the copy command is successfully completed.

To copy a profile:

1. Type **2** in the Select Function of the User Profile Management screen
2. Type in the New User **RACF ID** in the Member Name.
3. Depress **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -USER PROFILE MANAGEMENT-                              LOGGED ON-> DISCL01


                 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     ==> DISCL16_
```

Enter the RACF ID of the new user.

```
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```

4. On the Command Line Type:

COPY△ (**valid existing profile**).

| △ - **Denotes a space.** |

5. Depress **ENTER**.

```
 PF 1/13 HELP-COMMAND ==> COPY DFSUSER_
  -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
  -CREATE USER PROFILE-                   MEMBER-> DISCL16  LOGGED ON-> DISCL01
 -----------------------------------------------------------------------------
 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




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```

A message, "**COPY SUCCESSFUL**" will display.

```
PF 1/13 HELP-COMMAND ==>                                      COPY SUCCESSFUL  *-*-*-*
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-CREATE USER PROFILE-                      MEMBER-> DISCL16  LOGGED ON-> DISCL01
--------------------------------------------------------------------------------
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




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```

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 – User Profile Management

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 <u>edit</u> an established User Profile:

1. Type **<u>3</u>** in the Select Function field on the User Profile Management screen.
2. Type the **RACF ID** in the Member Name field.
3. Press **ENTER**.

```
 PF 1/13 HELP-COMMAND ==>
  -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
  -USER PROFILE MANAGEMENT-                              LOGGED ON-> DISCL01


                  SELECT FUNCTION ==>  3
                                       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     ==> DISCL10
```

Profile record to be modified.

The first **EDIT USER PROFILE Screen** will be displayed.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                      MEMBER-> DISCL10  LOGGED ON-> DISCL01
-----------------------------------------------------------------------------
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




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```

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.

RDS Manager (Administrator)

YES	Can use this function. Can assign this function to any existing or new User Profile that is created.
NO	Does not have the authority to use this function. Can not assign the function to a User Profile. NO is the only option allowed.
SPECIFIC	The User Profile that is displayed has access to some, but not all functions within that function group.

Regular User

YES	User has been given the authority for the specific authorization or function. User 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	This User Profile has access to some, but not all functions within the function group.

SCREEN #1   - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                        MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------------------------------------------------------------------
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


                         Screen #1




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```

Use Default Authorizations	Always set to **NO** by FLAIR. All Agency Report Distribution Administrators 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

Common Authorizations:

Common Authorizations	Represents authorizations that are common to all functions within RDS. It will be set to **SPECIFIC** by FLAIR.
PFK Update	Should be set to **NO**. Not available
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.)

Press PF8 to advance to Screen #2

SCREEN #2 - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                       MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------------------------------------------------------------------
USE DEFAULT PROCESSING OPTIONS  ==> NO  REFERENCE PROFILE    ==>
FORM GROUP PROFILE     ==> ¢CLS         USER GROUP PROFILE    ==> UCLS
-------------------------------------------------------------------------------


----------------------- 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                    Screen #2
OUTPUT LIMIT          ==> 0

LOCAL OUTPUT
LOCAL PRINTER ID      ==> LOCAL     MAX LINES/PAGE       ==> 0
ALIGNMENT LINES/PAGES ==> 0         NUMBER OF ALIGNMENTS ==> 0
EOS/PC USER           ==> DISCL10

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```

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: ¢XXX (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
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	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. <u>The user's local printer ID (where applicable) will be entered on screen 9 in the DEST field</u>
Max Lines/Page	Maximum number of lines per page should have a value of **<u>0</u>**
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

Press PF8 to display the screen 3 of the user profile screens.

SCREEN #3   - FIELD DESCRIPTIONS

```
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   Screen #3  EPS AUTO TRANSFER   ==> YES
```

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:	Set to **SPECIFIC**
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.__

Press PF8 to display the fourth screen of the user profile screens.

SCREEN #4   - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                      MEMBER-> DISCL10  LOGGED ON-> DISCL01
------------------ SPOOL MANAGEMENT - AUTHORIZATIONS -----------------------

MANAGER        ==> NO




                              Screen #4




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```

Manager	Set to **NO** by the Department of Financial Services for all agency users.

Press PF8 to display the fifth screen of the user profile screens.

SCREEN #5   - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                    MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------- EOS MAIN AUTHORIZATIONS (1 OF 3) -------------------------
EOS ACCESS        ==> YES  AUTHORIZATIONS  ==> SPECIFIC      Screen #5

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

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

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   ==> YES  PRIVATE RESTORE ==> YES
IMMEDIATE RESTORE ==> NO   DIRECT RESTORE  ==> NO   SECTIONAL ONLY  ==> NO


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```

EOS Main Authorizations:

EOS Access	Should read **YES**, allows the user access Enterprise Output Solution (EOS)
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

SCREEN #5   - FIELD DESCRIPTIONS - continued

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
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**

Press PF8 to display the sixth screen of the user profile screens.

SCREEN #6   - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                        MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------- 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




4B                    :00.1                                          06/39
```

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

Press PF8 to display the seventh screen of the user profile screens.

SCREEN #7 - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                        MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------- 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


4B                  :00.1                                               07/20
```

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.

Press PF8 to display page 8 of the user profile screens.

SCREEN #8 - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                      MEMBER-> DISCL10  LOGGED ON-> DISCL01
------------------------------------------------------------------------------
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 ==> ***  CLASS *********
  USER (TOP/BOT)         ==> 1  / 0     2 ==> CLASSROOM
  REPORT (TOP/BOT)       ==> 0  / 0     3 ==>               Screen #8
WITH PACKET INDEX        ==> YES        4 ==>
DELETE AFTER EXTRACT     ==> NO         5 ==> ********************

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

4B                      :00.1                                        05/14
```

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 <u>list reports that are archived</u>. 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
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

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**.

Press PF8 to display page 9 of the user profile screens.

SCREEN #9 - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                      MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------- EOS MAIN PROCESSING OPTIONS (2 OF 2) --------------------
JOB SUBMISSION
JCL MODEL   ==> WERDJC00   JOBNAME ==> DCLASRM  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
```

Screen #9

```
4B                  :00.1                                              06/17
```

CAUTION:
Only the following four fields on this screen should be entered or changed. Report Loss could occur.

JOBNAME	Defines the job name. It must be defined as **DXXXXXX**, where XXXXXX equals the user's OLO for his/her Department
PGRM NAME	Should be RACF User ID or initials
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
FORM	Preset to **STD** for standard 8.5 x 11 paper. May be set to 14 x 8.

The Remaining Fields on this screen should not be Entered or Changed

Press PF8 to display page 10 of the user profile screens.

SCREEN #10 - FIELD DESCRIPTIONS

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -EDIT USER PROFILE-                      MEMBER-> DISCL10  LOGGED ON-> DISCL01




 -------------------------- AREP AUTHORIZATIONS ----------------------------
 AREP ACCESS              ==> NO




                              Screen #10


 ----------------------- AREP PROCESSING OPTIONS  ---------------------------

 4B                 :00.1                                            12/30
```

The agency user does not have update access to the one function (AREP) on this screen.

*It should read **NO**.*

Press PF8 to display page 11 of the user profile screens.

If the user profile shown is an **RDS manager**, the screen below will display with many fields visible.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                    MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------------- PROF AUTHORIZATIONS     --------------------------

PROF ACCESS                   ==> YES  AUTHORIZATIONS ==> NONE

USER PROFILE ACCESS           ==> NO          UPDATE   ==> NO    DELETE   ==> NO
AUTHORIZATION PROFILE ACCESS  ==> NO          UPDATE   ==> NO    DELETE   ==> NO
FORM GROUP PROFILE ACCESS     ==> NO          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 #11 – RDS Admin.

 4B               :00.1                                        06/35
```

If the user profile is an "**end-user**" (not a manager) you will see the following screen with only one option visible.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-EDIT USER PROFILE-                    MEMBER-> DISCL10  LOGGED ON-> DISCL01
-------------------------- PROF AUTHORIZATIONS     --------------------------

PROF ACCESS                   ==> NO











                                         Screen #11 – End User

 4B               :00.1                                        06/35
```

SCREEN #11   - FIELD DESCRIPTIONS

Prof Access	Authorization to access the PROFILE auxiliary processor. (Profile Function.)
User Profile Access	Authorization to manage user profile members. **Update** - Create, Edit, Rename, and Delete Profile members **Delete** - Delete profile members
Form Group Profile Access	**Inquiry** only into form group directory.

When you get to Screen #11, you cannot press PF8 to go any further. You have come to the end of all eleven screens.

Press the PF3 key to return to the User Profile Management screen for other options.

This concludes Option 3 – Edit User Profile – User Profile Management

Option 4 – Select User Profile – User Profile Management

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:

1. Type **4** in the Select Function
2. Input a **User ID** in the Member Name field
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -USER PROFILE MANAGEMENT-                          LOGGED ON-> DISCL01


              SELECT FUNCTION ==> 4
                                  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     ==> DISCL01_


                    ┌──────────────────────────────────┐
                    │  Profile record to be viewed.     │
                    └──────────────────────────────────┘




 4B               :00.1                                        14/45
```

4. The **PF8** key is used to page forward through the user profile screens.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -SELECT USER PROFILE-                MEMBER-> DISCL01  LOGGED ON-> DISCL01
 ----------------------------------------------------------------------------
 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




 4B               :00.1                                        01/27
```

Option 5 – Delete User Profile – User Profile Management

To delete a User Profile:

1. Type a **5** in the Select Function field
2. Input the **User ID** in the Member Name field
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -USER PROFILE MANAGEMENT-                           LOGGED ON-> DISCL01


               SELECT FUNCTION ==>  5
                                   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     ==> DISCL01_


                         ┌──────────────────────────────────┐
                         │  Profile Record to be Deleted    │
                         └──────────────────────────────────┘




 4B                     :00.1                                       14/45
```

The following confirmation screen will display.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -DELETE USER PROFILE- CONFIRMATION-                 LOGGED ON-> DISCL01
 --MEMBER-----CREATED-------------LAST UPDATE----------------------------
   DISCL01    02/03/97 00.00.00   10/13/08 17.17.22










 4B                     :00.1                                       01/27
```

To confirm the deletion of a User Profile:

4. Type a **Y** or **YES** on the Command Line at the top of the screen
5. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==>  Y
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-DELETE USER PROFILE - CONFIRMATION-                     LOGGED ON-> DISCL01
--MEMBER-----CREATED-------------LAST UPDATE--------------------------------
  DISCL01    02/03/97 00.00.00    10/13/08 17.17.22




4B                  :00.1                                          01/27
```

The **User Profile will be deleted** and the screen below will display

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-DELETE USER PROFILE - RESULT-                          USER --> DISCL01
--NAME-------CREATED-------------LAST UPDATE---------ACTION-----------------
  DISCL01    02/03/97 00.00.00    10/13/08 17.17.22    DELETED




4B                  :00.1                                          01/27
```
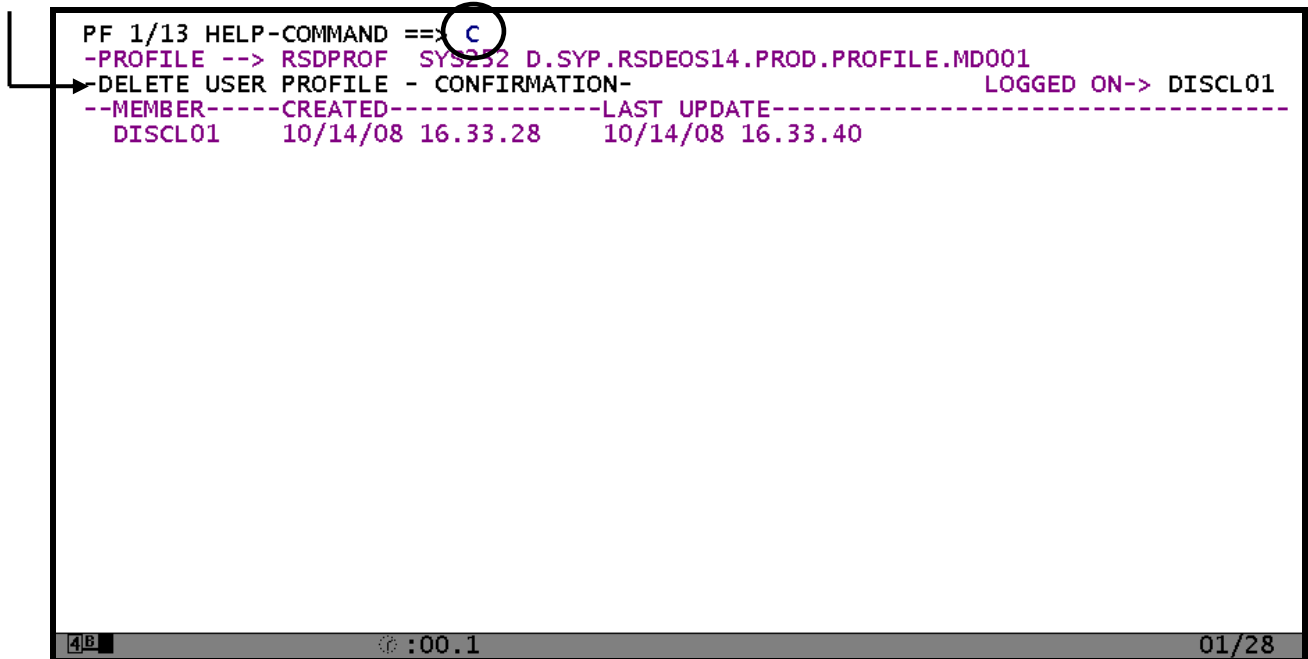
Press PF3 to return to the Profile Management Menu

Cancelling a Request for Deletion
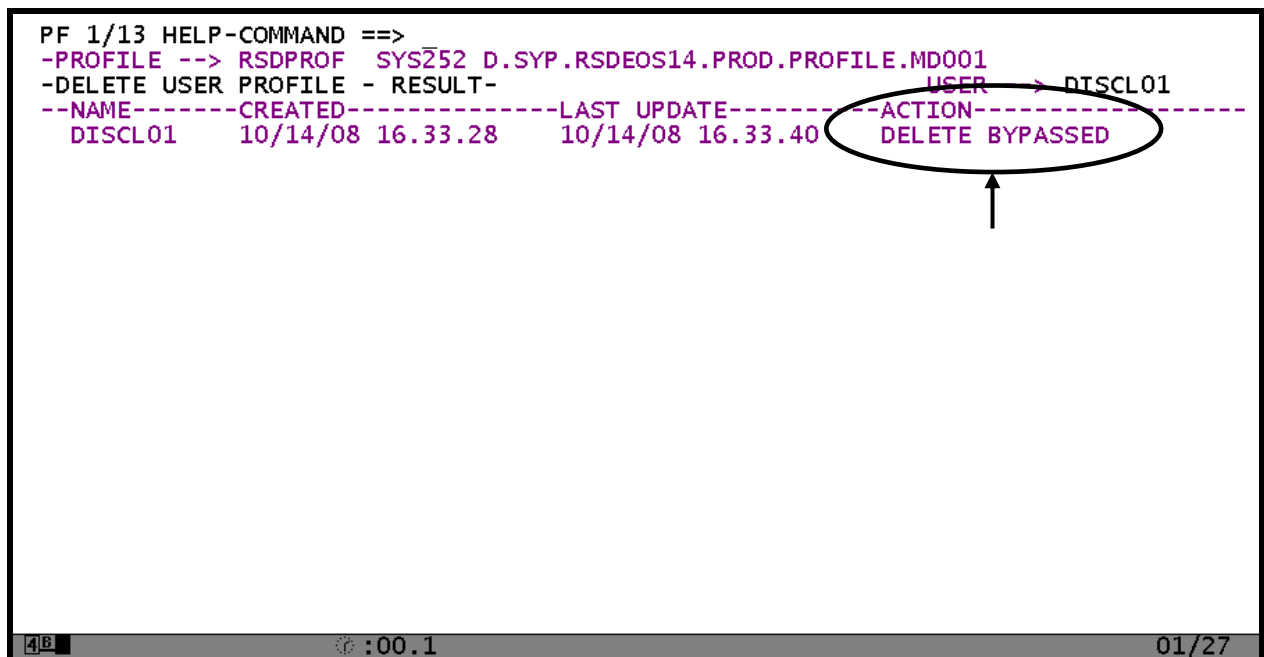
To cancel a request for deletion:

1. Type **C** or **CANCEL** on the Command line if you are on the **CONFIRMATION** screen.
2. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==>  C
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-DELETE USER PROFILE - CONFIRMATION-                        LOGGED ON-> DISCL01
 --MEMBER-----CREATED-------------LAST UPDATE--------------------------------
   DISCL01   10/14/08 16.33.28    10/14/08 16.33.40




 4B                    :00.1                                          01/28
```

If Cancelling a Deletion request, the screen shown below will display:

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -DELETE USER PROFILE - RESULT-                              USER   > DISCL01
 --NAME-------CREATED-------------LAST UPDATE-------  --ACTION----------------
   DISCL01   10/14/08 16.33.28    10/14/08 16.33.40   DELETE BYPASSED




 4B                    :00.1                                          01/27
```

Press PF3 to return to the Profile Management Menu.

Option 6 – Rename User Profile – User Profile Management

The last option available on the User Profile Management menu is to rename a User Profile.

1. Type a **6** in the Select Function field
2. Input a **User ID** in the Member Name field
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                              LOGGED ON-> DISCL01


                  SELECT FUNCTION ==> 6
                                    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    ==> DISCL10_
```

Profile Record to be Renamed

```
4B         :00.1                                              14/45
```

The **Old Name** and **New Name** will display as the same:

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-RENAME USER PROFILE-                                  LOGGED ON-> DISCL01
-----------------------------------------------------------------------------

OLD NAME ---> DISCL10

NEW NAME  ==> DISCL10
```

```
4B         :00.1                                              08/16
```

4. **Type over the New Name** with the name change desired.

5. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -RENAME USER PROFILE-                                 LOGGED ON-> DISCL01
 ------------------------------------------------------------------------------

 OLD NAME ---> DISCL10

 NEW NAME  ==> DISCL17_    ←——      Changed




 4B■                    ☼:00.1                                         08/23
```

The screen shown below will display requesting **confirmation**:

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -RENAME USER PROFILE-                                 LOGGED ON-> DISCL01
 ------------------------------------------------------------------------------

 OLD NAME ---> DISCL10

 NEW NAME  ==> DISCL17

        ***    ENTER Y/YES TO CONFIRM RENAME OPERATION   ***




 4B■                    ☼:00.1                                         01/27
```

6. Type a **Y** or **YES** on the Command to confirm the change.

7. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==> Y
-PROFILE --> RSDPROF   SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-RENAME USER PROFILE-                                  LOGGED ON-> DISCL01
--------------------------------------------------------------------------------

OLD NAME ---> DISCL10

NEW NAME  ==> DISCL17

         ***    ENTER Y/YES TO CONFIRM RENAME OPERATION    ***




 4B                       :00.1                                         01/28
```

You will see the following displayed if the **RENAME** is allowed.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF   SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-RENAME USER PROFILE-                                  LOGGED ON-> DISCL01
--------------------------------------------------------------------------------

OLD NAME ---> DISCL10

NEW NAME  ==> DISCL17

        **************    RENAME SUCCESSFUL    **************




 4B                       :00.1                                         01/27
```

Cancelling a Request for Rename

To cancel a request for Rename:

1. Type **C** or **CANCEL** on the Command line if you are on the **CONFIRMATION** screen.
2. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==> C
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -RENAME USER PROFILE-                            LOGGED ON-> DISCL01
--------------------------------------------------------------------------------

OLD NAME ---> DISCL10

NEW NAME  ==> DISCL17

        ***    ENTER Y/YES TO CONFIRM RENAME OPERATION    ***
```

Confirmation Screen

```
4B               :00.1                                     01/28
```

If **Cancelling a Rename** request, the screen shown below will display:

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -RENAME USER PROFILE-                            LOGGED ON-> DISCL01
--------------------------------------------------------------------------------

OLD NAME ---> DISCL10

NEW NAME  ==> DISCL17

        **************    RENAME BYPASSED    **************
```

```
4B               :00.1                                     01/27
```

Press PF3 to return to the Profile Management Menu.

Select Type 3 – Form Group Profiles – Profile Management

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

To inquire into FORM GROUP PROFILES:

1. Type **PROF** on the Command Line at the top of any RDS screen.
2. Press **ENTER**.

The **Profile Management screen** will appear:
Note: If a user <u>does not have access</u> to the Profile Function, a Syntax Error message will display on the command line.

```
 PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -PROFILE MANAGEMENT-                                 LOGGED ON-> DISCL01


                SELECT TYPE   ==>  _


                                3 - USER PROFILE
                     ───────▶   4 - FORM GROUP PROFILE








 4B                  :00.1                                          06/38
```

3. Type a **4** in the Select Type
4. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-                                LOGGED ON-> DISCL01


                    SELECT TYPE   ==> 4


                              3 - USER PROFILE
                              4 - FORM GROUP PROFILE












 4B              :00.1                                          01/27
```

The **FORM GROUP PROFILE MANAGEMENT** screen will display:

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-FORM GROUP PROFILE MANAGEMENT-                     LOGGED ON-> DISCL01


               SELECT FUNCTION ==>
                              1 - FORM GROUP PROFILE DIRECTORY

                              4 - SELECT FORM GROUP PROFILE


               MEMBER NAME    ==>




                              _


 4B              :00.1                                          22/41
```

Function 1 - Form Group Profile Directory – Form Group Profile Mgmt

The **FORM GROUP PROFILE DIRECTORY** provides a list for the RDS Administrator of all the form group members that have been assigned for every agency.

To access the Form Group Profile Directory:

1. Type **1** in the Select Function field.
2. Leave the Member Name blank to get a directory of form groups for all state agencies, or enter a Member Name to display a list from that member forward.
3. Press **ENTER.**

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -FORM GROUP PROFILE MANAGEMENT-                      LOGGED ON-> DISCL01


               SELECT FUNCTION ==> 1
                                   1 - FORM GROUP PROFILE DIRECTORY


                                   4 - SELECT FORM GROUP PROFILE



               MEMBER NAME    ==>
```

Enter a Member Name or not – it's optional

```
4B              ☼:00.1                                          09/47
```

A directory of form groups for all state agencies will display, beginning with the first member name in alphabetical order.

```
PF 1/13 HELP-COMMAND ==>
 -PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
 -FORM GROUP PROFILE DIRECTORY-             77 ENTRIES LOGGED ON-> DISCL01
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS-------------------
                     ********  TOP  OF  DIRECTORY  ********
  ¢ACS      I 03/08/95 12/15/04 11.34 LFY
  ¢AHC      I 03/08/95 08/06/01 10.09 JBK
  ¢APD      I 04/21/05 05/25/06 14.28 LFY
  ¢BOR      I 02/07/96 10/03/00 08.40 JBK
  ¢BPR      I 03/08/95 10/03/00 08.41 JBK
  ¢BSP      I 06/17/97 10/03/00 08.41 JBK
  ¢CENTRAL  I 03/04/95 11/15/96 10.57 MAR
  ¢CIT      I 03/08/95 10/03/00 08.41 JBK
  ¢CLS      I 02/03/97 09/18/98 07.52 JBK
```

Most agencies have one member per agency.

The member name is represented by **¢XXX** where **XXX= the RACF ID** prefix of an agency.

For example, **¢DFS** will list the form group profiles for the Department of Financial Services.

To view the form group profile members for a particular agency:

1. Type **S** (for Select) in the Action (A) column beside the desired member.
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-FORM GROUP PROFILE DIRECTORY-                  77 ENTRIES LOGGED ON-> DISCL01
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS-----------------------
                        ********  TOP  OF  DIRECTORY  ********
   ¢ACS      I 03/08/95 12/15/04 11.34 LFY
   ¢AHC      I 03/08/95 08/06/01 10.09 JBK
   ¢APD      I 04/21/05 05/25/06 14.28 LFY
   ¢BOR      I 02/07/96 10/03/00 08.40 JBK
   ¢BPR      I 03/08/95 10/03/00 08.41 JBK
   ¢BSP      I 06/17/97 10/03/00 08.41 JBK
   ¢CENTRAL  I 03/04/95 11/15/96 10.57 MAR
   ¢CIT      I 03/08/95 10/03/00 08.41 JBK
   ¢CLS      I 02/03/97 09/18/98 07.52 JBK
 S ¢COR      I 03/04/95 10/03/00 08.42 JBK
   ¢COU      I 03/08/95 01/16/03 09.51 JBK
   ¢DAA      I 03/08/95 10/03/00 08.42 JBK
   ¢DAH      I 03/08/95 10/03/00 08.42 JBK
   ¢DA1      I 06/17/97 06/17/97 13.56 JBK
   ¢DBF      I 03/04/95 10/03/00 08.43 JBK
   ¢DCA      I 03/08/95 10/03/00 08.43 JBK
   ¢DEA      I 03/08/95 10/03/00 08.43 JBK
   ¢DEP      I 03/08/95 10/03/00 08.43 JBK
   ¢DFS      I 12/02/02 07/02/03 13.24 JBK
4B                    :00.1                                        16/02
```

The group members for the agency selected, in this example, **Corrections**, will display:

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-SELECT FORM GROUP PROFILE- TYPE-> INC    MEMBER-> ¢COR     LOGGED ON-> DISCL01
-------------------------- LIST OF GROUP MEMBERS --------------------------
   AA..  AB..  AC..  AD..  AE..  A8..  A9..  P70.  Q70.  RCOR  R70.  T0..
   T1..  T2..  T3..  T4..  T5..  T6..  T7..  T8..  T9..  U70.  ZZD.  70..
```

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

When assigning a form names to reports, an agency RDS Administrator is limited to the Form Group Members assigned to that agency.

Function 4 – Select Form Group Profile – Form Group Profile Mgmt

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.

This essentially bypasses having to bring up the entire list for all agencies and then having to "Select" from the list to display that agencies Form Group Members.

To Go Directly to an Agency's Group Form Members:

1. Input a **4** in the Select Function field
2. Input the **Member ID**:   (**¢XXX** where **XXX** is the agency **RACF ID**).
3. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-FORM GROUP PROFILE MANAGEMENT-                        LOGGED ON-> DISCL01


              SELECT FUNCTION ==> ( 4 )
                              1 - FORM GROUP PROFILE DIRECTORY


                              4 - SELECT FORM GROUP PROFILE


              MEMBER NAME     ==> ( ¢DFS )




                              This time the Member
                              Name is required.




 4B                :00.1                                        01/27
```

The List of Group Members will display for that single agency.

In this example, for **DFS** – **Department of Financial Services**.

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  SYS252 D.SYP.RSDEOS14.PROD.PROFILE.MD001
-SELECT FORM GROUP PROFILE- TYPE-> INC   MEMBER-> ¢DFS    LOGGED ON-> DISCL01
---------------------------- LIST OF GROUP MEMBERS ----------------------------
   BT..  BU..  BW..  BX..  BY..  BZ..  BO..  E1..  E2..  E3..  E4..  IA..
   IB..  ID..  P43.  P44.  P46.  Q43.  Q44.  Q46.  RCN.  RDBF  RDFS  RDOI
   R43.  R44.  R46.  U43.  U44.  U46.  ZYK.  ZYO.  ZZU.  4P..  43..  44..
   46..  ___   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___
   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___
   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___   ___
```

The Primary Option Menu

You may access the Primary Option Menu by first entering RDS into your default Report Directory and then pressing **PF3** one time.
Should you be anywhere else in RDS, you can retrieve the Primary Option Menu by repeatedly pressing the PF3 key.

The Primary Option Menu

```
 PF 1/13 HELP-COMMAND ==>
  -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
►-PRIMARY MENU-         USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

          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




 4B               ☼:00.1                                        05/27
```

There are **seven (7) options** available from this screen.

Note: The menu options are reflective of what access and authorities have been granted in a user's Profile so your menu might differ.

Option 1 - Latest Report Directory

The Latest Report Directory option will bring the user to the **bottom** of the list of his/her reports in his own personal directory and show **the most recent** reports to have run.

1. Type **1** in the Select Option field on the Primary Option Menu.
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

        SELECT OPTION ==>  1

                      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




 4B               :00.1                                        01/27
```

The Report Directory display as seen below will start with the latest reports. Note the *****END OF DIRECTORY****** at the **bottom** of the display and the **C.DATE** in order of when the reports were created.

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-     USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
    A DTHR04              LR03 01/28/2008 16.13 02/27/08      279    12056  0 18
    A DMAR054             LR01 02/11/2008 14.49 03/12/08        7      274  0  9
    A DMAR01              LR02 02/11/2008 14.50 03/12/08       33      859  0  3
    A DMAR054             LR01 02/11/2008 16.12 03/12/08       17      676  0  6
    A DMAR01              LR02 02/11/2008 16.13 03/12/08       36     1006  0  4
    A DMAR054             LR01 02/11/2008 16.14 03/12/08      555    21622  0  1
    A POSTED JT'S DCF     LR05 03/03/2008 20.41 04/02/08       15      652  0  0
    A POSTED JT'S DCF     LR05 04/01/2008 20.19 05/01/08       11      447  0  1
    A DTHR04              LR03 04/15/2008 08.54 05/15/08      137     5390  0  0
    A DMAR054             LR01 04/15/2008 08.59 05/15/08      393    13026  0  3
    A DMAR01              LR02 04/15/2008 09.01 05/15/08       68     1856  0  0
    A DMAR054             LR01 04/23/2008 14.40 05/23/08        3       84  1  1
    A DMAR054             LR01 04/23/2008 14.42 05/23/08        3       84  1  1
    A POSTED JT'S DCF     LR05 05/01/2008 20.44 05/31/08       13      557  0  0
    A POSTED JT'S DCF     LR05 06/03/2008 20.37 07/03/08       12      550  0  0
    A POSTED JT'S DCF     LR05 07/01/2008 21.24 07/31/08       31     1366  0  0
    A POSTED JT'S DCF     LR05 08/05/2008 20.35 09/04/08       19      806  0  0
    A POSTED JT'S DCF     LR05 09/02/2008 20.19 10/02/08       10      432  0  1
      POSTED JT'S DCF     LR05 10/01/2008 20.46 10/31/08       15      597  0  1
                  ********  END  OF  DIRECTORY  ********
 4B               :00.1                                        01/27
```

Option 2 - Oldest Report Directory

To access the top of the report list or the oldest reports in a report directory:

1. Type a **2** in the Select Option field on the on the Primary Menu
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> DISCL01   TR-> 21      TP-> 2163    TL-> 78359

        SELECT OPTION ==> ( 2 )

                         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




 4B              ⏱ :00.1                                        01/27
```

The report directory will display from the top and show the **oldest** reports in your report directory.

Note the *****TOP OF DIRECTORY****** at the **top** of the display and the **C.DATE** in order of when the reports were created.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   ‾ RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-     USER-> DISCL01    TR-> 21      TP-> 2163    TL-> 78359
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
                      ********* TOP  OF  DIRECTORY  *********
     A DMAR054         LR01 10/29/2007 15.46 11/28/07     355    11372  0   1
     A DMAR01          LR02 10/29/2007 15.57 11/28/07     151     4647  0   3
     A DTHR04          LR03 01/28/2008 16.13 02/27/08     279    12056  0  18
     A DMAR054         LR01 02/11/2008 14.49 03/12/08       7      274  0   9
     A DMAR01          LR02 02/11/2008 14.50 03/12/08      33      859  0   3
     A DMAR054         LR01 02/11/2008 16.12 03/12/08      17      676  0   6
     A DMAR01          LR02 02/11/2008 16.13 03/12/08      36     1006  0   4
     A DMAR054         LR01 02/11/2008 16.14 03/12/08     555    21622  0   1
     A POSTED JT'S DCF LR05 03/03/2008 20.41 04/02/08      15      652  0   0
     A POSTED JT'S DCF LR05 04/01/2008 20.19 05/01/08      11      447  0   1
     A DTHR04          LR03 04/15/2008 08.54 05/15/08     137     5390  0   0
     A DMAR054         LR01 04/15/2008 08.59 05/15/08     393    13026  0   3
     A DMAR01          LR02 04/15/2008 09.01 05/15/08      68     1856  0   0
     A DMAR054         LR01 04/23/2008 14.40 05/23/08       3       84  1   1
     A DMAR054         LR01 04/23/2008 14.42 05/23/08       3       84  1   1
     A POSTED JT'S DCF LR05 05/01/2008 20.44 05/31/08      13      557  0   0
     A POSTED JT'S DCF LR05 06/03/2008 20.37 07/03/08      12      550  0   0
     A POSTED JT'S DCF LR05 07/01/2008 21.24 07/31/08      31     1366  0   0
     A POSTED JT'S DCF LR05 08/05/2008 20.35 09/04/08      19      806  0   0
4B                  :00.1                                            01/27
```

Option 3 - Directory Selection

Option 3 allows you to specify **criteria** to "pull" all reports that match it.

This comes in handy if you have a lot of reports in your report directory and you only want to see the reports pertaining to just one form.

To access the Directory Selection screen:

1. Type a **3** in the Select Option field (from the Primary Menu).
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   ‾ RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

        SELECT OPTION ==>   3

                    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




4B                  :00.1                                            01/27
```

The **Directory Selection** screen allows you to **set the criteria** to find the particular report(s) you are looking for:

```
 PF 1/13 HELP-COMMAND ==>
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -DIRECTORY SELECTION- USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

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

 TOP SEARCH          ==>    <- ENTER Y

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



 4B                :00.1                                          05/27
```

For example, here's a Report Directory with a lot of reports, but you only wants to see the reports that have **LR01** as the **form**:

```
 PF 1/13 HELP-COMMAND ==>  _
 -REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -REPORT DIRECTORY-    USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359
 A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
    A DTHR04                LR03 01/28/2008 16.13 02/27/08      279      12056   0 18
    A DMAR054               LR01 02/11/2008 14.49 03/12/08        7        274   0  9
    A DMAR01                LR02 02/11/2008 14.50 03/12/08       33        859   0  3
    A DMAR054               LR01 02/11/2008 16.12 03/12/08       17        676   0  6
    A DMAR01                LR02 02/11/2008 16.13 03/12/08       36       1006   0  4
    A DMAR054               LR01 02/11/2008 16.14 03/12/08      555      21622   0  1
    A POSTED JT'S DCF       LR05 03/03/2008 20.41 04/02/08       15        652   0  0
    A POSTED JT'S DCF       LR05 04/01/2008 20.19 05/01/08       11        447   0  1
    A DTHR04                LR03 04/15/2008 08.54 05/15/08      137       5390   0  0
    A DMAR054               LR01 04/15/2008 08.59 05/15/08      393      13026   0  3
    A DMAR01                LR02 04/15/2008 09.01 05/15/08       68       1856   0  0
    A DMAR054               LR01 04/23/2008 14.40 05/23/08        3         84   1  1
    A DMAR054               LR01 04/23/2008 14.42 05/23/08        3         84   1  1
    A POSTED JT'S DCF       LR05 05/01/2008 20.44 05/31/08       13        557   0  0
    A POSTED JT'S DCF       LR05 06/03/2008 20.37 07/03/08       12        550   0  0
    A POSTED JT'S DCF       LR05 07/01/2008 21.24 07/31/08       31       1366   0  0
    A POSTED JT'S DCF       LR05 08/05/2008 20.35 09/04/08       19        806   0  0
    A POSTED JT'S DCF       LR05 09/02/2008 20.19 10/02/08       10        432   0  1
      POSTED JT'S DCF       LR05 10/01/2008 20.46 10/31/08       15        597   0  1
                     ********  END  OF  DIRECTORY  ********

 4B                :00.1                                          01/27
```

In the **Directory Selection** screen, the **criteria would be entered in the appropriate field**, in this case, **FORM NAME**, and then you would press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX     RDSP61 D.SYP.RSDEOS.RINDX.UD001
-DIRECTORY SELECTION- USER-> DISCL01    TR-> 21     TP-> 2163    TL-> 78359

FORM NAME            ==> LR01              APPL. (JOBNAME)   ==> _
REPORT NAME          ==>                   DEFERRED ONLY     ==>    <- ENTER Y
REPORT ROOTNAME      ==>
NOTEPAD HEADER       ==>
                                           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          ==>       CLAS
                                      Other criteria you can search for on the Directory
TOP SEARCH           ==>    <- ENT   Selection screen are:

WITH TOC ONLY        ==>    <- ENT   Report Name
                                      Notepad Header
                                      Report Status (Archived, Restored, blank)
                                      A Range of Date and Time reports were created.
 4B                    :00.1
```

The Report Directory would be displayed with only the reports that matched the criteria that you specified, in this case, **LR01**. All the other reports are not displayed and out of the way for you to display or print just the reports you are interested in.

```
 PF 1/13 HELP-COMMAND ==>  _
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -REPORT DIRECTORY-    USER-> DISCL01   TR-> 21      TP-> 2163     TL-> 78359
 A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
                     ********  TOP  OF  DIRECTORY  ********
      A DMAR054              LR01 10/29/2007 15.46 11/28/07     355     11372  0  1
      A DMAR054              LR01 02/11/2008 14.49 03/12/08       7       274  0  9
      A DMAR054              LR01 02/11/2008 16.12 03/12/08      17       676  0  6
      A DMAR054              LR01 02/11/2008 16.14 03/12/08     555     21622  0  1
      A DMAR054              LR01 04/15/2008 08.59 05/15/08     393     13026  0  3
      A DMAR054              LR01 04/23/2008 14.40 05/23/08       3        84  1  1
      A DMAR054              LR01 04/23/2008 14.42 05/23/08       3        84  1  1
                     ********  END  OF  DIRECTORY  ********



 4B                    :00.1                                           01/27
```

[Option 4 - Report Extraction](#)

To retrieve the Extraction Selection screen:

1. Type a **4** in the Select Option field on the Primary Menu.
2. Press **Enter**.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

        SELECT OPTION ==>  4

                     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




4B              :00.1                                      01/27
```

The **Extract Selection** screen will display:

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-EXTRACT SELECTION-   USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

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

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




4B              :00.1                                      05/27
```

```
PF 1/13 HELP-COMMAND ==>
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -EXTRACT SELECTION-   USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

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

 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




 4B               :00.1                                          05/27
```

The Report Extraction 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.

Defining the Extraction:

1. Input the **criteria** or leave the screen blank
2. Press **ENTER**

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-EXTRACT SELECTION-    USER-> DISCL01    TR-> 21      TP-> 2163    TL-> 78359

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

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




 4B              :00.1                                          05/27
```

A screen like the one below will display:

3. Define various extract options or leave this blank
4. Press the **ENTER** key.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-EXTRACT OPTIONS-     USER-> DISCL01    TR-> 21      TP-> 2163    TL-> 78359

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        ==>
LOCAL PRINT          ==> Y <- ENTER Y    LOCAL PRINTER ID   ==> T4416
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




 4B              :00.1                                          01/27
```

On this **3rd** screen involving report extraction, the user may indicate a printer destination specifying where the report is to be printed. Other information in regards to this request is contained on this screen as well.

To confirm this print request
    5. Input a **Y** or **YES** on the Command Line
    6. Press **Enter**

At this point, you may also cancel this request by typing a **C** or **Cancel** on the Command line. Whether confirmed or cancelled, a screen will follow informing the user of his/her print request or cancellation.

```
PF 1/13 HELP-COMMAND ==> Y
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -MULTIPLE EXTRACT-            USER -> DISCL01

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

 NUMBER OF REPORTS  --->  1
 TOTAL PAGES        --->  15
 TOTAL LINES        --->  597
 ------------------------------------------------------------------------------

 MODEL USED FOR JCL    ==> WERDJC00

 JOBNAME    ==> VWNPRINT        CLASS  ==> Q        MSGCLASS      ==> D
 NOTIFY     ==>                 ROOM   ==>
 ACCOUNTING ==> (B0100,134)
 PGMR NAME  ==> 'VWN,B44'                           CLASS FOR LOG ==> *


 TO BE PRINTED ON LOCAL PRINTER -->  T4416



 4B                   :00.1                                              01/28
```

Confirm the request again:
    7. Input a **Y** or **YES** on the Command Line
    8. Press **Enter**

```
PF 1/13 HELP-COMMAND ==> Y
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -PRINT/EXTRACT RESULT-    USER-> DISCL01

          **** EXTRACTION REQUEST (VIA BATCH JOB) ****

          JOB NAME    ---> VWNPRINT  JOBID  ---> JOB08888

     SUBMITTED AT : 10.39.40  10/16/08 (08290)   TO SERVICE EXTRACT REQUEST.
```

You are returned to the Extract Selection screen.

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 or not visible to agency users.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   ¯ RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SPOOL MANAGEMENT - LIST OF SPOOLS-                    TOTAL -> 2
A-EOS SPOOL DATA SET NAME-----------------------------------------------
                    ********  TOP  OF  DIRECTORY  ********
  D.SYP.RSDEOS.SPOOL
  D.SYP.RSDEOS.SPOOL3
                    ********  END  OF  DIRECTORY  ********




4B                    :00.1                                      01/27
```

<u>Option 6 - Form Index Management</u>

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:
1. A description of the report,
2. the form's general characteristics and,
3. its distribution requirements (who will have access to the report and what is the report called.)

To access FORM INDEX MANAGMENT

1. Type a **6** in the Select Option field from the Primary Menu.
2. Press **ENTER**.

(Note: This option is restricted to authorized users, as set up on the user profile.)

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-        USER-> DISCL01   TR-> 21     TP-> 2163    TL-> 78359

        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




 4B                  :00.1                                        01/27
```

The Form Index Management screen displays as shown below:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX   --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-              FORM ENTRIES -->  26057   OCC -->   56 %

     SELECT FUNCTION ==>  _

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




     FORM NAME      ==>

     REPORT NAME    ==>




 4B                    :00.1                                         05/27
```

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

Form Directory – Listing of all the forms established by the Agency
Create Form – Creates forms for use by the Agency
Select Form – View Characteristics of a form similar to inquiry
Edit Form - Change attributes of a form, add users, change field information.
Form Index Information –The physical characteristics of the Form Index,
and statistical information of its contents

<u>Function 1 - Form Directory</u>

The **Form Directory** is a list of the forms established by the agency.

To access the Form Directory

1. Type a **1** in the Select Function field from the Form Index Management screen
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-                   FORM ENTRIES -->  26057   OCC -->  56 %

        SELECT FUNCTION ==> 1

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


                                        ┌──────────────────────────────────┐
                                        │ If a form name is input, the     │
                                        │ directory will display from that │
        FORM NAME     ==> _  ◄────────  │ name forward in alphabetical      │
                                        │ order.                            │
        REPORT NAME   ==>               └──────────────────────────────────┘



 4B                    :00.1                                        17/27
```

If a FORM NAME is <u>not</u> entered, the **Form Directory** will display from the top listing in alphabetical order.

```
PF 1/13 HELP-COMMAND ==> _
-FORM INDEX    --> FINDX   SYS245 D.SYP.RSDEOS.FINDX
-FORM DIRECTORY-                          FORM ENTRIES -->  26057   OCC -->  56 %
A--FORM--STAT--REPORT NAME-----USERS--VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
                    ********  TOP  OF  DIRECTORY  ********
   AAAA   VFY   DADR01        3            +10      +30D 11/14/07 15.58 CORT000
   AAAB         DEXR01        2            +10       +1Y 07/13/04 10.58 CORTOMB
   AAAC         DITR08        2            +10      +30D 07/13/04 10.58 CORTOMB
   AAAD         DPRR26       10            +30       +3Y 08/05/05 12.45 CORTOMB
   AAAE         CN-SAB11      2            +30       +3Y 07/13/04 10.59 CORTOMB
   AAAF         CN-SAB12      2            +30       +3Y 12/18/07 09.32 CORTORR
   AAAG         DPRR24Y       3            +30       +3Y 06/01/07 13.10 CORT000
   AAAH         DPRR26AG      4            +30       +3Y 06/01/07 13.11 CORT000
   AAAI         DPRR29AG      3            +30       +3Y 06/01/07 13.11 CORT000
   AAAJ         DMAR01        2            +30       +3Y 07/13/04 11.07 CORTOMB
   AAAK         DMAR01BE      2            +30       +3Y 07/13/04 11.12 CORTOMB
   AAAL         DMAR01F       2            +30       +3Y 07/13/04 11.12 CORTOMB
   AAAM         DMAR02        2            +30       +3Y 07/13/04 11.13 CORTOMB
   AAAN         DMAR08        2            +30       +3Y 07/13/04 11.13 CORTOMB
   AAAO         DMAR70        2            +30       +3Y 07/13/04 11.15 CORTOMB
   AAAP         CN-A/P        2            +30       +3Y 07/13/04 11.15 CORTOMB
   AAAQ         CN-ENC        2            +30       +3Y 07/13/04 11.15 CORTOMB
   AAAR         DPRR24Y      10            +30       +3Y 08/05/05 12.45 CORTOMB
   AAAS         DTHR02        9            +30       +3Y 06/28/04 14.29 CORTOMB
 4B                    :00.1                                        01/27
```

Descriptions of the fields on the Form Directory screen

A = ACTION Column	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	**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**. It 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**.
	It should read:

+xY	where **x** = the number of **years**	(maximum = **+3Y**)
xxM	where **xx** = the number of **months**	(maximum = +**36M**)
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

The 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.

LOCATE COMMANDS	
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.Description)
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.Name)

Function 2 – Create Form

A major function of an RDS administrator is to create forms and then use these forms through their characteristics to reference the various reports within the system so that they may be accessed by various users.

To create a form:
1. Type a **2** in the Select Function field from the Form Index Management screen
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-                  FORM ENTRIES --> 26057   OCC --> 56 %

     SELECT FUNCTION ==> 2

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


     FORM NAME      ==> LR25          You must input a Form Name
                                      to create it.  Cannot be blank.
     REPORT NAME    ==> _



 4B            :00.1                                              19/27
```

The first screen of the Create Form screens defines the general characteristics of the related report type:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 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

 4B            :00.1                                              06/22
```

Field Descriptions of Create Form- (Function 2 Continued)

.

Note: *it is recommended that **only** the **six fields described below** should be entered or changed because report loss could occur.*

Field	Description	Valid Entries
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.**	**Active** – form is fully operational. **Hold** – Form is not active. (Default)
2.) REPORT NAME	Specifies the name of the report and can be **16** alphanumeric characters. It is **required**. This is the name that will appear in the user's directory	
3.) DESCRIPTION	Specifies the report description (32 alphanumeric characters.) This is the description that will appear in the user's directory	

Field	Description	Valid Entries
4.) RET. PERIOD	Specifies the retention period of the report for immediate online viewing **Maximum = +30 (30 days)** **(Does not have to be the maximum; it can be less)**	**+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. After the specified retention period reports will be deleted from archival support. (Retention periods do not have to be set to the maximum. Report content should be considered in whether the max is warranted.)	**+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

Here are some recommended retention periods for reports run at various times.

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

This example shows the completed <u>six</u> fields as described above:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
  CREATE FORM --> LR25                                    USERS --> 0
------------------------- REPORT GENERAL INFORMATION -----------------------

FORM STATUS      ==> ACTIVE       IDENTIFICATION FOR VERIFY    ==>
TOC DEFINITION   ==>              ATTRIBUTION TECHNIQUE        ==> STATIC
REPORT NAME      ==> DMAR054
DESCRIPTION      ==> SCHEDU / ALLOT BAL LEVEL 4
PAGE FORMAT      ==>              OUTPUT OPTIONS AT FORM LEVEL ==> NO

VERSIONS         ==>              ARCHIVE/RESTORE GROUP NUMBER ==> 1
RET. PERIOD      ==> +30          ARCHIVE RETENTION PERIOD     ==> +3Y

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


4B                      :00.1                                       15/22
```

(Annotations: 1. FORM STATUS 2. REPORT NAME 3. PAGE FORMAT/DESCRIPTION 4. RET. PERIOD +30 5. ARCHIVE/RESTORE GROUP NUMBER 1 6. ARCHIVE RETENTION PERIOD +3Y)

After completing the six fields described above on the Create Form screen, you have to give access to the report it pertains to by linking it to a user in RDS via their RACF ID.

Press the **PF8** (or **ENTER**) once to let the system confirm your entries. Press the **PF8** again to page forward to the next screen in the process.

This screen is where the RDS administrator will "**attach**" a user to the new form just created.

To do this:

1. **Enter a valid RACF ID** in the User Name field
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    1 OF 1
-----------------------------------------------------------------------------
USER NAME        ==> DBFMARY
```

Form LR25 will be distributed to this user.

The corresponding processing options and authorizations of that user are then retrieved from that user's profile and will be displayed.

(**Note**: **ALL** is a special user name to define a public report available to all users)

```
 PF 1/13 HELP-COMMAND ==>
 -FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
     EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    1 OF 1
 ------------------------------------------------------------------------------
 USER NAME     ==> DBFMARY    REPORT NAME    ==> DMAR054
 DESCRIPTION   ==> SCHEDU / ALLOT BAL LEVEL 4        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 ==> ***   CLASS *********           USER (TOP/BOT)    ==> 1  /
    2 ==> DEPT OF FINANCIAL SVS           REPORT (TOP/BOT)  ==>    /
    3 ==> ROOM 250
    4 ==> FLETCHER BUILDING               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) ==>            /
 4B                     :00.1                                        05/50
```

There are <u>four</u> fields that may be entered or changed on this screen. 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.

Valid input in this field is:

YES	Report must be Split, as specified, for this user. Split report criteria must be defined to determine the report section(s). (Defining split report criteria is described later in this section.)
NO	Report must not be split. The user will receive the entire eport.
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.)

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->     1 OF 1
------------------------------------------------------------------------------
USER NAME      ==> DBFMARY    REPORT NAME    ==> DMAR054
DESCRIPTION    ==> SCHEDU / ALLOT BAL LEVEL 4          SPLIT REQUIRED ==> NO     2.
PAGE FORMAT    ==>                                     NOMAIL REPORT  ==> NO
DISTR. 1       ==> MANUAL    /     DISTR. 2   ==>              /          1.
REFORMATTING   ==>

REPORT OUTPUT DESCRIPTION          ( FROM : PROFILE    )
HEADER LINES                             NUMBER OF SEPARATORS
   1 ==> ***   CLASS *********          USER (TOP/BOT)    ==> 1  /
   2 ==> DEPT OF FINANCIAL SVS          REPORT (TOP/BOT)  ==>    /      3.
   3 ==> ROOM 250
   4 ==> FLETCHER BUILDING              WITH PACKET INDEX    ==> YES
   5 ==> ********************            OUTPUT LIMIT         ==>
                                        DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS                ( FROM : PROFILE    )
LOCAL PRINTER ID ==> LOCAL    4.   EOS/PC USER    ==> DBFMARY
MAX LINES/PAGE   ==>                HOLD REQUEST   ==> NO  PRIORITY      ==> 2
COPIES           ==>                ALIGNMENT L/P  ==>     ALIGNMENTS    ==>
PRINT FORMAT (REP/SEP) ==>                 /

4B                      :00.1                                        05/50
```

After completing the previous screen, Press **PF8** to page forward to display the second user definition screen below:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - SYSTEM OUTPUT OPTIONS FOR USER ------>   1 OF 1
--------------------------------------------------------------------------
USER NAME ------> DBFMARY    REPORT NAME -----> DMAR054

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
```
`4B`   `:00.1`   `08/17`

NOTE: No updates should be made to this screen. All of the information shown has been pulled from the user's profile. Changing it on this panel, 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 **PF8** key and another screen will appear where the next user name may be entered.

Splitting Reports

In RDS, reports may be split (separated into parts) and the separated portions of the report distributed 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:
1. Initially creating a form record, or
2. When editing a form that's already been established.

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.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    1 OF 1
--------------------------------------------------------------------------------
USER NAME      ==> DBFMARY    REPORT NAME    ==> DMAR054
DESCRIPTION    ==> SCHEDU / ALLOT BAL LEVEL 4        SPLIT REQUIRED ==> YES
PAGE FORMAT    ==>                                   NOMAIL REPORT  ==> NO
DISTR. 1       ==> MANUAL    /    DISTR. 2  ==>             /
REFORMATTING   ==>

REPORT OUTPUT DESCRIPTION           ( FROM : PROFILE    )
HEADER LINES                            NUMBER OF SEPARATORS
   1 ==> ***  CLASS *********          USER (TOP/BOT)   ==> 1  /
   2 ==> DEPT OF FINANCIAL SVS         REPORT (TOP/BOT)  ==>    /
   3 ==> ROOM 250
   4 ==> FLETCHER BUILDING             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) ==>          /

4B                      :00.1                                        06/77
```

Defining Split Criteria

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**.
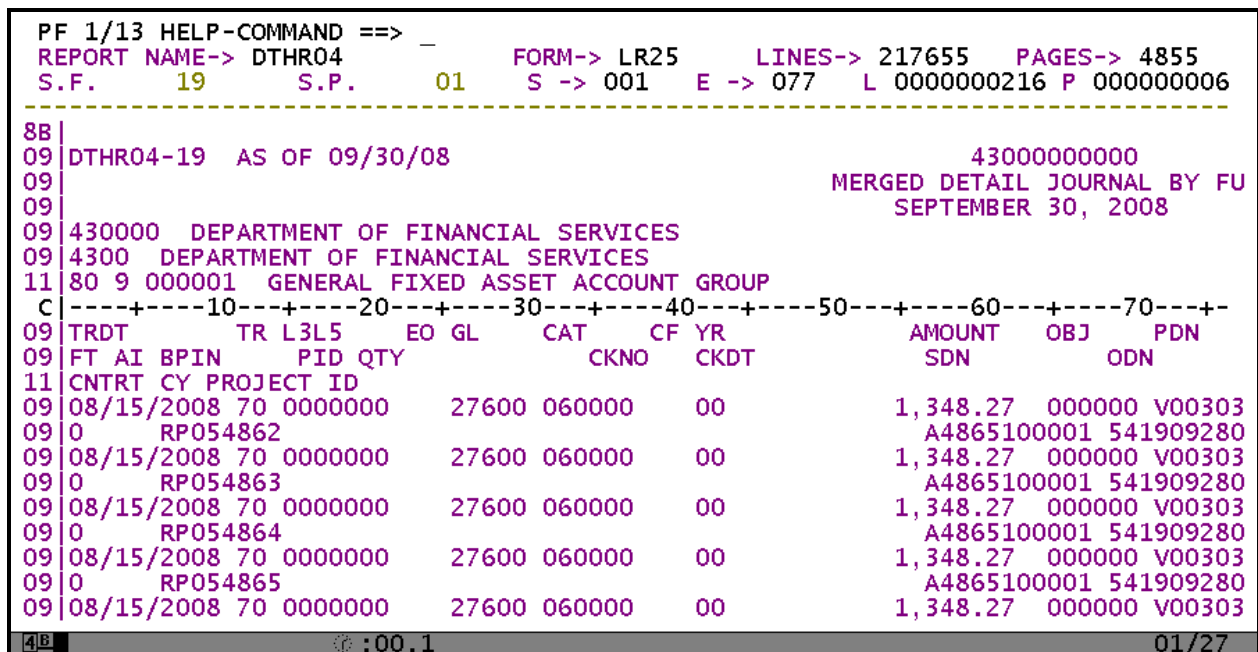
In order to program a split, it is necessary to set up the form and run the report once (an immediate report is fine) before defining the split criteria. The column and line position(s) of the split criteria may then be determined.

In order to determine the exact record (line) and column where the split argument resides, display the report online.

Once the report is displayed:

   1. Type: **DISP CC;HR** on the Command line
   2. **Place the cursor** in the report **below the line** where the ruler needs to be displayed
   3. Press **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.).

```
 PF 1/13 HELP-COMMAND ==>  _
 REPORT NAME-> DTHR04          FORM-> LR25     LINES-> 217655   PAGES-> 4855
 S.F.    19       S.P.     01    S -> 001   E -> 077   L 0000000216 P 000000006
 ------------------------------------------------------------------------------
8B|
09|DTHR04-19  AS OF 09/30/08                                43000000000
09|                                                MERGED DETAIL JOURNAL BY FU
09|                                                SEPTEMBER 30, 2008
09|430000  DEPARTMENT OF FINANCIAL SERVICES
09|4300   DEPARTMENT OF FINANCIAL SERVICES
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|08/15/2008 70 0000000   27600 060000    00         1,348.27  000000 V00303
09|0     RP054862                                     A4865100001 541909280
09|08/15/2008 70 0000000   27600 060000    00         1,348.27  000000 V00303
09|0     RP054863                                     A4865100001 541909280
09|08/15/2008 70 0000000   27600 060000    00         1,348.27  000000 V00303
09|0     RP054864                                     A4865100001 541909280
09|08/15/2008 70 0000000   27600 060000    00         1,348.27  000000 V00303
09|0     RP054865                                     A4865100001 541909280
09|08/15/2008 70 0000000   27600 060000    00         1,348.27  000000 V00303
4B                    :00.1                                            01/27
```

4. 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.

Example: This report needs to be split on the **third line** of the header where the fund information code **80 9 000001** is located.

Determine the Column where the code is located in the header line that is being set as the criteria for the split. **80 9 000001 begins in Column 1**.

Counting down on the left hand side, you don't include the **8B** but start on the next line for the count. **The 80 9 000001 code begins on line 6**.

```
                 PF 1/13 HELP-COMMAND ==>
                 REPORT NAME-> DTHR04              FORM-> LR25     LINES-> 217655   PAGES-> 4855
LINES            S.F.      19      S.P.      01    S -> 001   E -> 077   L 0000000216 P 000000006
COUNT            ------------------------------------------------------------------------------
                 8B|
    1            09|DTHR04-19  AS OF 09/30/08                                43000000000
    2            09|                                                MERGED DETAIL JOURNAL BY FU
    3            09|                                                SEPTEMBER 30, 2008
    4            09|430000  DEPARTMENT OF FINANCIAL SERVICES
    5            09|4300  DEPARTMENT OF FINANCIAL SERVICES
    6            11|80 9 000001  GENERAL FIXED ASSET ACCOUNT GROUP
                  C|----+----10---+----20---+----30---+----40---+----50---+----60---+----70---+-
                 09| RDT        TR L3L5     EO GL     CAT    CF YR            AMOUNT    OBJ    PDN
                 09| T AI BPIN      PID QTY            CKNO    CKDT          SDN          ODN
                 11| NTRT CY PROJECT ID
                 09| 08/15/2008 70 0000000    27600 060000    00          1,348.27  000000 V00303
                 09| O     RP054862                                       A4865100001 541909280
                 09|                                                      1,348.27  000000 V00303
                 09|                                                      A4865100001 541909280
                 09|                                                      1,348.27  000000 V00303
                 09|                                                      A4865100001 541909280
                 09|08/15/2008 70 0000000    27600 060000    00          1,348.27  000000 V00303
                 09|O     RP054865                                        A4865100001 541909280
                 09|08/15/2008 70 0000000    27600 060000    00          1,348.27  000000 V00303
                 4B                    :00.1                                              11/01
```

80 9 000001 code begins in Column 1 beginning with the first dash to the right of the C |

So you now have the settings you need to set the split for the code for fund **80 9 000001**

    Criteria = **80 9 000001**
    Column = **1**
    Line = **6**

5. Once completing step 4 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**.

If the General and Local Options for User screen has the Split Required option set to **YES**, the Report Criteria screen will display when **PF8 is pressed (2 times.)**

On this screen the RDS Administrator will define one split criteria argument for the desired report. In this case, the FUND code location.

Note: The numbers correspond to the field descriptions on the following pages.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - SPLIT REPORT CRITERIA FOR USER ------>   1 OF 2
------------------------------------------------------------------------
USER NAME ------> DBFMARY    REPORT NAME -----> DTHR04

RECURSIVE     ==> YES  ← (1)                       SPLIT ->   1 OF 1
------------------------------------------------------------------------
(2)→| AND / OR  | COND. | START ARGUMENT         | AT COL. | AT REC. | OFFSET |
------------------------------------------------------------------------
            ==> EQ  ==> 80 9 000001_____  ==> 1    ==> 6    ==> P
    ==>     ==>     ==>                            ==>      ==>      ==>
    ==>     ==> (3) ==>       (4)                  ==> (5)  ==> (6)  ==> (7)
    ==>     ==>     ==>                            ==>      ==>      ==>
------------------------------------------------------------------------
| AND / OR  | COND. | END ARGUMENT          | AT COL. | AT REC. | OFFSET |
------------------------------------------------------------------------
            ==> NE  ==> 80 9 000001_____  ==> 1    ==> 6    ==> -1P
    ==>     ==>     ==>                            ==>      ==>      ==>
    ==>     ==>     ==>                            ==>      ==>      ==>
    ==>     ==>     ==>                            ==>      ==>      ==>
4B■                  :00.1                                          20/37
```

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 (as seen above) 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 screen above should be completed as follows:

1. The **RECURSIVE** field needs to be set.

Valid input options for this field are:

YES   - The criteria for this split could <u>recur</u> throughout the report.

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

2. AND / OR -   **AND**: Defines a compound proposition
                         OR: Defines an alternative proposition

3. 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

4. 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.

5. AT COL. - Specifies a column number on the report for the comparison with the argument. To count columns accurately instructions are given on page 84 (Defining Split Criteria).
Numeric value from 1 to XXX (where XXX = the last column of the particular report.)

6. AT REC. - Specifies a line number on the report for the comparison with the argument. To count records accurately instructions are given on the page 84 (Defining Split Criteria.)
Numeric value from 1 to XX (where XX = the last line in the header record.

7. 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.

After completing input on the SPLIT CRITERIA REPORT FOR USER press the **ENTER** key to confirm the split definition.

Press **PF8** to add another split or **PF3** to exit out of the SPLIT screen.

Commands for the Split Report Criteria Screen

The following commands are supported from the split report criteria screens.

To initiate a command
1. **Type the command** on the Command line at the top of the screen
2. Press **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.

For example: If you ever need to DELETE a SPLIT

On the Split screen:

1. Type **DEL** on the Command Line
2. Press **ENTER**

```
PF 1/13 HELP-COMMAND ==> DEL_
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - SPLIT REPORT CRITERIA FOR USER ------>    1 OF 2
------------------------------------------------------------------------
USER NAME ------> DBFMARY    REPORT NAME -----> DTHRO4

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
==>        ==>     ==> _____     ==>      ==>      ==>
==>        ==>     ==> _____     ==>      ==>      ==>
==>        ==>     ==> _____     ==>      ==>      ==>
4B                    :00.1                                        01/30
```

The Split Deletion Confirmation screen will display

```
PF 1/13 HELP-COMMAND ==>  _
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-SPLIT DELETION CONFIRMATION-

--USERNAME--REPORT NAME-------DELETE FROM/TO SPLIT-------------------------
  DBFMARY    DTHRO4              1 TO 1
```

3. Enter **YES** on the command line <u>to confirm the deletion</u> of the split criteria or **CAN** on the command line to <u>cancel the request</u> to delete the split criteria argument.

```
PF 1/13 HELP-COMMAND ==> YES
-FORM INDEX   --> FINDX      SYS245 D.SYP.RSDEOS.FINDX
-SPLIT DELETION CONFIRMATION-

--USERNAME--REPORT NAME-------DELETE FROM/TO SPLIT---------------------------
  DBFMARY   DTHR04            1 TO 1
```

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:

1. Type **3** in the Select Function field on the Form Index Management screen
2. Input the name of a form in the **Form Name.**
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-                 FORM ENTRIES -->  26058   OCC -->  56 %

      SELECT FUNCTION ==>  3

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




      FORM NAME        ==>  LR25

      REPORT NAME      ==>  _



4B          :00.1                                            19/27
```

A screen like the one below will display:

```
PF 1/13 HELP-COMMAND ==>  _
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
  SELECT FORM --> LR25                                     USERS --> 2
------------------------ REPORT GENERAL INFORMATION ------------------------

FORM STATUS ------> ACTIVE       IDENTIFICATION FOR VERIFY ------>
TOC DEFINITION --->              ATTRIBUTION TECHNIQUE ----------> STATIC
REPORT NAME ------> DTHR04
DESCRIPTION ------> MERGED DETAIL
PAGE FORMAT ------>              OUTPUT OPTIONS AT FORM LEVEL ---> NO

VERSIONS --------->              ARCHIVE/RESTORE GROUP NUMBER ---> 1
RETENTION PERIOD -> +30          ARCHIVE RETENTION PERIOD -------> +3Y

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

4B          :00.1                                            01/27
```

By depressing the **PF8** key the user may page to the other screens of information contained on the form record.

```
PF 1/13 HELP-COMMAND ==>  _
 -FORM INDEX    --> FINDX  ¯ SYS245 D.SYP.RSDEOS.FINDX
   SELECT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    1 OF 2
 --------------------------------------------------------------------------------
 USER NAME ------> DBFMARY    REPORT NAME -----> DTHR04
 DESCRIPTION ----> MERGED DETAIL                      SPLIT REQUIRED --> YES
 PAGE FORMAT ---->                                    NOMAIL REPORT   --> NO
 DISTR. 1 -------> MANUAL    /     DISTR. 2 --->            /
 REFORMATTING --->

 REPORT OUTPUT DESCRIPTION          ( FROM : PROFILE    )
 HEADER LINES                            NUMBER OF SEPARATORS
    1 --> ***   CLASS *********           USER (TOP/BOT) ---->  1  /
    2 --> DEPT OF FINANCIAL SVS           REPORT (TOP/BOT) -->     /
    3 --> ROOM 250
    4 --> FLETCHER BUILDING            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) -->          /

 4B             :00.1                                                  01/27
```

Paging forward, these screens:

1. List any other users that have been attached to the form and are receiving the report
2. What type of distribution they have been assigned.
3. Whether a SPLIT has been defined for the user and its definition
4. The User's Header information
5. The printer destination if one has been defined.

Function 4 - Edit Form

The Edit Form function allows the RDS administrator to:
1. **Change** various attributes of the form
2. **Add** new users to the form and
3. **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 93.

To access the Edit Form screens of a particular form:

1. Type a **4** in the Select Function field
2. Input the desired form number in the **Form Name** field
3. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-               FORM ENTRIES -->  26058   OCC -->   56 %

      SELECT FUNCTION ==>  4

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




      FORM NAME        ==>  LR25

      REPORT NAME      ==>  _




4B               :00.1                                          19/27
```

The EDIT FORM screen will display.
The REPORT GENERAL INFORMATION portion is updateable:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
   EDIT FORM --> LR25                                USERS --> 2
------------------------------- REPORT GENERAL INFORMATION -----------------------

   FORM STATUS     ==> ACTIVE     IDENTIFICATION FOR VERIFY   ==>
   TOC DEFINITION  ==>            ATTRIBUTION TECHNIQUE       ==> STATIC
   REPORT NAME     ==> DTHRO4
   DESCRIPTION     ==> MERGED DETAIL
   PAGE FORMAT     ==>            OUTPUT OPTIONS AT FORM LEVEL ==> NO

   VERSIONS        ==>            ARCHIVE/RESTORE GROUP NUMBER ==> 1
   RET. PERIOD     ==> +30        ARCHIVE RETENTION PERIOD     ==> +3Y

   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

4B                    :00.1                                       06/22
```

FIELD DEFINITIONS for REPORT GENERAL INFORMATION

Form Status – When a form is first created, the default status is HOLD. The user may come here to change the status of a report to ACTIVE or HOLD.

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. This is a 32 character alpha/numeric field and 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.)** This could be changed to any number of days <u>under</u> 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.]

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

Press the **PF8** key to page to the first user attached to this report.
Each user has **two screens** of information pulled from the user's profile.

The information on these screens is pulled from the user's profile and
should not be changed here.
It is best to change the information on the user's profile using Edit Profile if
the information needs to be changed.
Then that information will automatically be **updated** here and on every
other form for this user.

SCREEN 1 of User Information on Form

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    1 OF 2
-------------------------------------------------------------------------------
USER NAME      ==> DBFMARY    REPORT NAME    ==> DTHRO4
DESCRIPTION    ==> MERGED DETAIL                     SPLIT REQUIRED ==> YES
PAGE FORMAT    ==>                                   NOMAIL REPORT  ==> NO
DISTR. 1       ==> MANUAL    /     DISTR. 2  ==>              /
REFORMATTING   ==>

REPORT OUTPUT DESCRIPTION            ( FROM : PROFILE    )
HEADER LINES                              NUMBER OF SEPARATORS
   1 ==> ***   CLASS *********           USER (TOP/BOT)    ==> 1  /
   2 ==> DEPT OF FINANCIAL SVS           REPORT (TOP/BOT)  ==>     /
   3 ==> ROOM 250
   4 ==> FLETCHER BUILDING               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) ==>          /

4B■                 ⏰:00.1                                         05/50
```

SCREEN 2 of User Information on Form

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - SYSTEM OUTPUT OPTIONS FOR USER ------>    1 OF 2
-------------------------------------------------------------------------------
USER NAME ------> DBFMARY    REPORT NAME -----> DTHRO4

OUTPUT JOB SUBMISSION OPTIONS              ( FROM : PROFILE    )
JCL MODEL   ==> WERDJCOO   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

4B■                 ⏰:00.1                                         08/17
```

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:

In Edit Mode

1. While viewing any screen in the **Edit Form Function**, type **BOT** on the Command line.
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==> BOT
 -FORM INDEX    --> FINDX     SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25                             USERS --> 2
------------------------- REPORT GENERAL INFORMATION -------------------------

  FORM STATUS     ==> ACTIVE      IDENTIFICATION FOR VERIFY   ==>
  TOC DEFINITION  ==>             ATTRIBUTION TECHNIQUE       ==> STATIC
  REPORT NAME     ==> DTHR04
  DESCRIPTION     ==> MERGED DETAIL
  PAGE FORMAT     ==>             OUTPUT OPTIONS AT FORM LEVEL ==> NO

  VERSIONS        ==>             ARCHIVE/RESTORE GROUP NUMBER ==> 1
  RET. PERIOD     ==> +30         ARCHIVE RETENTION PERIOD    ==> +3Y

  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

 4B               :00.1                                       01/30
```

The **last** user's profile data screen will display:

```
PF 1/13 HELP-COMMAND ==>
 -FORM INDEX    --> FINDX     SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    2 OF 2
-----------------------------------------------------------------------------
 USER NAME     ==> DISCL01    REPORT NAME    ==> DTHR04
 DESCRIPTION   ==> MERGED DETAIL                    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 ==> *******************             USER (TOP/BOT)    ==> 1  /
   2 ==> * EDUARDO SANCHEZ               REPORT (TOP/BOT)  ==>    /
   3 ==> * FLAIR EDUCATION  *
   4 ==> * ROOM G2B         *            WITH PACKET INDEX  ==> YES
   5 ==> *******************             OUTPUT LIMIT       ==>
                                         DELETE AFTER EXTRACT ==> NO
 LOCAL OUTPUT OPTIONS              ( FROM : PROFILE    )
 LOCAL PRINTER ID ==> T4416     EOS/PC USER    ==>
 MAX LINES/PAGE   ==>           HOLD REQUEST   ==> NO  PRIORITY   ==> 2
 COPIES           ==>           ALIGNMENT L/P ==>    ALIGNMENTS  ==>
 PRINT FORMAT (REP/SEP) ==>          /

 4B               :00.1                                       05/50
```

From this screen **Press PF12** and a screen will display with the USER NAME blank:

1. Type in the valid **RACF ID** of the new user
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    3 OF 3
-----------------------------------------------------------------------------
USER NAME       ==> DISCL11_
```

A screen like the one below will display:

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25  - GENERAL AND LOCAL OPTIONS FOR USER -->    3 OF 3
-----------------------------------------------------------------------------
USER NAME      ==> DISCL11    REPORT NAME    ==> DTHRO4
DESCRIPTION    ==> MERGED DETAIL                      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 ==> ***   CLASS *********           USER (TOP/BOT)    ==> 1  /
   2 ==> CLASSROOM                       REPORT (TOP/BOT)  ==>    /
   3 ==>
   4 ==>                                 WITH PACKET INDEX    ==> YES
   5 ==> *******************             OUTPUT LIMIT         ==>
                                         DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS                  ( FROM : PROFILE    )
LOCAL PRINTER ID ==> LOCAL       EOS/PC USER    ==> DISCL11
MAX LINES/PAGE   ==>             HOLD REQUEST   ==> NO  PRIORITY    ==> 2
COPIES           ==>             ALIGNMENT L/P  ==>     ALIGNMENTS  ==>
PRINT FORMAT (REP/SEP) ==>            /

4B                  :00.1                                        05/50
```

1. The profile information is "pulled in" from that new user's profile
2. The new user is now added to this form and
3. 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):

1. Type **CAN** on the Command line
2. Press **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:
1. Type **5** in the Select Function field from the Form Index Management screen
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX   --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
-FORM INDEX MANAGEMENT-                   FORM ENTRIES -->  26058   OCC -->  56 %

      SELECT FUNCTION ==>  5

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




      FORM NAME      ==>  _

      REPORT NAME    ==>



 4B                   :00.1                                          17/27
```

The **FORM INDEX INFORMATION** screen will display:

```
 PF 1/13 HELP-COMMAND ==>  _
 -FORM INDEX   --> FINDX   ‾ SYS245 D.SYP.RSDEOS.FINDX
 -FORM INDEX INFORMATION-

                       - FORM INDEX CHARACTERISTICS -

 DEVICE TYPE -----------> 3390          NUMBER OF DATA BLOCKS --> 281400
 BLOCKSIZE -------------> 6144-2048/U   NUMBER OF USED BLOCKS --> 157710
 ALLOCATION ------------> 900 CYL       FORM INDEX OCCUPANCY  --> 56 %
 NUMBER OF VOLUMES ------> 1            SPACE THRESHOLD -------> 95 %

                       - DIRECTORY CHARACTERISTICS -

 MAX. NUMBER OF FORMS ---> 46208        DIRECTORY THRESHOLD ----> 95 %
 NUMBER OF USED FORMS ---> 26058        DIRECTORY OCCUPANCY ----> 56 %


 LAST INITIALIZATION --> 08/31/03 (03243) 15.04
 LAST REORGANIZATION --> 06/23/08 (08175) 15.14    NO. OF REORG ---> 21
```

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

`4B`   `01/27`

Field Descriptions on the Form Index Information screen:

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 listing of users that have been attached to a particular form:

1. Use **Option 3** or **Option 4** to **Select** or **Edit** a Form.
2. Type **LISTU** on the Command line from any form General Information Screen
3. Press **ENTER**,

```
PF 1/13 HELP-COMMAND ==> LISTU
-FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25                              USERS --> 3
------------------------ REPORT GENERAL INFORMATION ------------------------

FORM STATUS      ==> ACTIVE     IDENTIFICATION FOR VERIFY   ==>
TOC DEFINITION   ==>            ATTRIBUTION TECHNIQUE        ==> STATIC
REPORT NAME      ==> DTHR04
DESCRIPTION      ==> MERGED DETAIL
PAGE FORMAT      ==>            OUTPUT OPTIONS AT FORM LEVEL  ==> NO

VERSIONS         ==>            ARCHIVE/RESTORE GROUP NUMBER  ==> 1
RET. PERIOD      ==> +30        ARCHIVE RETENTION PERIOD      ==> +3Y

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



4B          :00.1                                            01/32
```

A **USER LIST OF FORM** will display:

```
PF 1/13 HELP-COMMAND ==> _
-FORM INDEX     --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
USER LIST OF FORM --> LR25          DTHR04                    USERS --> 3
A-USERNAME--REPORT NAME-------DEST------ROOM-CL-OFORM--COPIES-DISTR---SPLITS-
                  ******** TOP  OF  DIRECTORY  ********
   DBFMARY    DTHR04          T4416        A   STD         MANUAL      1
   DISCL01    DTHR04          T4416        A   STD         MANUAL     NONE
   DISCL11    DTHR04          T4416        A   STD         MANUAL     NONE
                  ******** END  OF  DIRECTORY  ********




                        ┌─────────────────────────────┐
                        │ There are 3 listed users that │
                        │ are attached to this form.    │
                        └─────────────────────────────┘




4B          :00.1                                            01/27
```

Column Descriptions for the User List of Form screen:

A (Action)	Actions that may be performed in the Action Column are:
	D – Delete this user from this form.
	S – Select or Display the General and Local Options for this user.
	A user can only be deleted **(D) when in Edit Form mode.
	When in Browse (Select mode), only select **(S) is permitted.
	If you are deleting a user from a Form, a confirmation screen will display requesting that the deletion request be confirmed.
	Input a (**Y** or **YES**) to confirm the deletion or a (**C** or **CAN**) to cancel the Deletion.

	`PF 1/13 HELP-COMMAND ==> CAN`
	` -FORM INDEX   --> FINDX    SYS245 D.SYP.RSDEOS.FINDX`
	` -USER DELETE CONFIRMATION-`
	` `
	` A-USERNAME--REPORT NAME-------DEST------ROOM-CL-OFORM--COPIES-DISTR----SPLITS-`
	`   DISCL11   DTHR04             T4416          A  STD           MANUAL   NONE`

Other Field Names and Definitions:

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 Form Directory
1. Select Function **1** from the Forms Index Management Menu
2. Type a **D** in the Action (A) column of the form to delete.
3. **Press ENTER.**

```
 PF 1/13 HELP-COMMAND ==>
 -FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
 -FORM DIRECTORY-                         FORM ENTRIES -->  26058   OCC -->  56 %
 A--FORM--STAT--REPORT NAME-----USERS--VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
 D  LR25       DTHR04          3        +30       +3Y 10/20/08 11.32 DISCL01
    LS01       NACITPRE        2        +30       +6M 12/15/00 09.48 DAA1271
    LS02       NACITSPL        2        +30       +6M 12/15/00 09.48 DAA1271
    LS03       HACITLD         2        +30       +6M 12/15/00 09.48 DAA1271
    LS04       NACITLD         2        +30       +6M 12/15/00 09.49 DAA1271
    LS05       SACITLD         2        +30       +6M 12/15/00 09.49 DAA1271
    LS06       NACITFLG        2        +30       +6M 12/15/00 09.49 DAA1271
    LS07       NACITPRE        2        +30       +6M 12/15/00 09.50 DAA1271
    LS08       HACITAUD        2        +30       +6M 12/15/00 09.50 DAA1271
    LS09       NACITAUD        2        +30       +6M 12/15/00 09.50 DAA1271
    LS10       SACITAUD        2        +30       +6M 12/15/00 09.51 DAA1271
    LS11       NACITLD         2        +30       +6M 01/25/00 09.26 DAA1271
    LS12       HACITLD         2        +30       +6M 01/25/00 09.28 DAA1271
    LS13       SACITLD         2        +30       +6M 01/25/00 09.31 DAA1271
    LT01       BUNDLE 1195,1198 1       +1            04/12/01 08.37 LFY
    LT02       BUNDLE 2100     1        +1            04/26/01 13.29 LFY
    LT03       BUNDLE 2200     1        +1            04/12/01 08.38 LFY
    LT04       BUNDLE 3100     1        +1            04/12/01 08.38 LFY
    LT05       BUNDLE 4100     1        +1            09/01/98 07.10 SS1
    LT06       BUNDLE 4200     1        +1            01/31/03 11.11 DISEFS
 4B               :00.1                                              06/02
```

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.

```
 PF 1/13 HELP-COMMAND ==> DEL
 -FORM INDEX    --> FINDX    SYS245 D.SYP.RSDEOS.FINDX
    EDIT FORM --> LR25                                  USERS --> 3
 ------------------------- REPORT GENERAL INFORMATION -----------------------

 FORM STATUS     ==> ACTIVE      IDENTIFICATION FOR VERIFY    ==>
 TOC DEFINITION  ==>             ATTRIBUTION TECHNIQUE        ==> STATIC
 REPORT NAME     ==> DTHR04
 DESCRIPTION     ==> MERGED DETAIL
 PAGE FORMAT     ==>             OUTPUT OPTIONS AT FORM LEVEL  ==> NO

 VERSIONS        ==>             ARCHIVE/RESTORE GROUP NUMBER ==> 1
 RET. PERIOD     ==> +30         ARCHIVE RETENTION PERIOD     ==> +3Y

 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

 4B               :00.1                                              01/32
```

When a deletion request is made, a confirmation menu is displayed to allow the user to confirm or bypass the action.

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 and depress **ENTER**.
To cancel the deletion request, the user must type **CAN** on the command line and depress ENTER.

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:
1. Type **7** in the Select Option field of the Primary Menu screen
2. Press **ENTER**.

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-         USER-> DISCL01   TR-> 22     TP-> 7018    TL-> 296014

        SELECT OPTION ==>  7

                          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




4B                   :00.1                                        13/45
```

The following screen will display:

```
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






4B                   :00.1                                        05/27
```

Function 1- Global User Directory within Report Index Management

To display a directory of all users within the agency (user group) sorted in alphabetical order:

1. Type **1** in the Select Function on the Report Index Management Menu
2. Press **ENTER**

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

    SELECT FUNCTION ==>  1
                         1 - GLOBAL USER DIRECTORY

                         3 - GLOBAL SELECTION

                         5 - REPORT INDEX INFORMATION




4B▪             ⊘ :00.1                                          01/27
```

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.

```
PF 1/13 HELP-COMMAND ==>  _
-REPORT INDEX --> RINDX   ¯ RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-   USERS-> 8252
A-USER NAME---REPORTS------PAGES-------LINES-----F.REPORT DATE--L.REPORT DATE--
  DBFMARY        4         4906        219623      10/16/08       10/16/08
  DBFOSUE        0            0             0
  DBF0001     5451       392792      17839676      07/16/07       10/20/08
  DBF0002        4           16           512      12/12/07       07/24/08
  DBF0007       12         1055         44535      10/01/07       10/06/08
  DBF0008       12         1055         44535      10/01/07       10/06/08
  DBF001       321         2805        147081      07/17/07       10/17/08
  DBF0011        0            0             0
  DBF0020        5         2480        133924      08/03/07       08/28/07
  DBF0029      320          640         37760      07/16/07       10/17/08
  DBF0030        4        78306       3895526      08/15/07       08/13/08
  DBF0033      711        85454       4205148      07/16/07       10/17/08
  DBF0036      593         1279         39444      07/17/07       10/20/08
  DBF0038        8        84734       4200040      08/15/07       08/13/08
  DBF0039        0            0             0
  DBF0042      477        85557       4214063      07/16/07       10/18/08
  DBF0043      964         1284         18616      07/16/07       10/17/08
  DBF0044        8        84734       4200040      08/15/07       08/13/08
  DBF0045      592        86162       4247094      07/16/07       10/20/08
  DBF0046      609        86831       4277246      07/16/07       10/17/08
4B▪             ⊘ :00.1                                          01/27
```

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 within the Global User Directory

The Locate command may be used on the Global User Directory screen to quickly locate a user. This is a very handy tool if there are a significant number of users within your user group, rather than paging through a number of pages to find your user.

To use the Locate Command:

1. In the Command line at the top of the screen in the Global User Directory screen, use the following command: **L△ user name**

    (**Example**: **L△DBF0548**)   **Note:**(△ Denotes a space)

2. Press **Enter.**

```
 PF 1/13 HELP-COMMAND ==> L DBF0548_
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-    USERS-> 8252
 A-USER NAME---REPORTS------PAGES-------LINES-----F.REPORT DATE--L.REPORT DATE--
   DBFMARY        4         4906        219623      10/16/08       10/16/08
   DBF0SUE        0            0             0
   DBF0001     5451       392792      17839676      07/16/07       10/20/08
   DBF0002        4           16           512      12/12/07       07/24/08
   DBF0007       12         1055         44535      10/01/07       10/06/08
   DBF0008       12         1055         44535      10/01/07       10/06/08
   DBF001       321         2805        147081      07/17/07       10/17/08
   DBF0011        0            0             0
   DBF0020        5         2480        133924      08/03/07       08/28/07
   DBF0029      320          640         37760      07/16/07       10/17/08
   DBF0030        4        78306       3895526      08/15/07       08/13/08
   DBF0033      711        85454       4205148      07/16/07       10/17/08
   DBF0036      593         1279         39444      07/17/07       10/20/08
   DBF0038        8        84734       4200040      08/15/07       08/13/08
   DBF0039        0            0             0
   DBF0042      477        85557       4214063      07/16/07       10/18/08
   DBF0043      964         1284         18616      07/16/07       10/17/08
   DBF0044        8        84734       4200040      08/15/07       08/13/08
   DBF0045      592        86162       4247094      07/16/07       10/20/08
   DBF0046      609        86831       4277246      07/16/07       10/17/08
 4B                   :00.1                                              01/36
```

The directory will then display from the user name requested onward.

```
 PF 1/13 HELP-COMMAND ==>   _
 -REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
 -GLOBAL USER DIRECTORY-    USERS-> 8252
 A-USER NAME---REPORTS------PAGES-------LINES-----F.REPORT DATE--L.REPORT DATE--
   DBF0548     1709        87279       4248018      07/16/07       10/17/08
   DBF0567        0            0             0
   DBF0581        0            0             0
   DBF0583        4           16           512      12/12/07       07/24/08
   DBF0587        0            0             0
   DBF0592        0            0             0
   DBF0606        0            0             0
   DBF0615        0            0             0
   DBF0621        0            0             0
   DBF0623        0            0             0
   DBF0627        4           16           512      12/12/07       07/24/08
```

Note: **PF7** and **PF8** may be used to page forward and backward in the Global User Directory.

Function 3 - Global Selection within Report Index Management

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

1. Type **3** in the Select Function field from the Report Index Management screen
2. Press **ENTER**.

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

      SELECT FUNCTION ==> ( 3 )
                          1 - GLOBAL USER DIRECTORY

                          3 - GLOBAL SELECTION

                          5 - REPORT INDEX INFORMATION




4B                    :00.1                                   01/27
```

The following screen will display.

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL SELECTION-               USERS-> 8252

FORM NAME           ==>             APPL. (JOBNAME)  ==>
REPORT NAME         ==>  _          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


4B                    :00.1                                   06/27
```

3. Type in a report name

4. Press **ENTER**

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL SELECTION-                USERS-> 8252

FORM NAME              ==>                   APPL. (JOBNAME)   ==>
REPORT NAME           ==>  DTHR04            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



 4B                    :00.1                                        05/27
```

A directory of instances of that report (pulled from all agency users' directories) will display:

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   ‾ RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL REPORT DIRECTORY-   USERS -> 8252
A-USERNAME-C-A-REPORT NAME------T-FORM-C.DATE---TIME-V/E.DATE---PAGES-----LINES
                    ********  TOP  OF  DIRECTORY  ********
  CORTODA    A DTHR04           AAAT 08/07/07 0228 09/06/07   4544    202573
  CORTODA    A DTHR04           AAAU 08/07/07 0232 09/06/07   4714    211139
  CORTODA    A DTHR04           AAAT 08/01/08 0039 08/31/08   2949    131448
  CORTODA    A DTHR04           AAAU 08/01/08 0041 08/31/08   3126    139306
  CORTODC    A DTHR04           AAAT 08/07/07 0228 09/06/07   4544    202573
  CORTODC    A DTHR04           AAAU 08/07/07 0232 09/06/07   4714    211139
  CORTODC    A DTHR04           AAAT 08/01/08 0039 08/31/08   2949    131448
  CORTODC    A DTHR04           AAAU 08/01/08 0041 08/31/08   3126    139306
  CORTOMA    A DTHR04           AAAT 08/07/07 0228 09/06/07   4544    202573
  CORTOMA    A DTHR04           AAAU 08/07/07 0232 09/06/07   4714    211139
  CORTOMA    A DTHR04           AAAT 08/01/08 0039 08/31/08   2949    131448
  CORTOMA    A DTHR04           AAAU 08/01/08 0041 08/31/08   3126    139306
  CORTO00    A DTHR04           AAAT 08/07/07 0228 09/06/07   4544    202573
  CORTO00    A DTHR04           AAAU 08/07/07 0232 09/06/07   4714    211139
  CORTO00    A DTHR04           AAAT 08/01/08 0039 08/31/08   2949    131448
  CORTO00    A DTHR04           AAAU 08/01/08 0041 08/31/08   3126    139306
  CORT100    A DTHR04           AAAU 08/07/07 0232 09/06/07    697     30668
  CORT100    A DTHR04           AAAU 08/01/08 0041 08/31/08    283     12049
  CORT200    A DTHR04           AAAU 08/07/07 0232 09/06/07    514     22610
 4B                    :08.5                                        01/27
```

Function 5 – Report Index Information

This function allows the user to view system related information.

To access this screen

1. Type **5** in the Select Function field on the Report Index Management menu
2. Press **ENTER**.

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

     SELECT FUNCTION ==> 5
                         1 - GLOBAL USER DIRECTORY

                         3 - GLOBAL SELECTION

                         5 - REPORT INDEX INFORMATION




 4B■              :00.1                                    01/27
```

A screen like the one below will display

This screen is for informational purposes only.

```
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      --> 8252
                 SPACE ALLOCATED --> 150 REC            OCC --> 43%

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 --> 6500 REC
                 SPACE ALLOCATED --> 26025 REC          OCC --> 30%

RD FILE(S)-> 1   DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 300 CYL
                 SPACE ALLOCATED --> 250200 REC         OCC --> 45%

SN FILE(S)-> 1   DEFINED CI SIZE --> 4096  SPACE TO ALLOCATE --> 30000 REC
                 SPACE ALLOCATED --> 30060 REC          OCC --> 38%

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

 4B■              :00.1                                    01/27
```

Sign-off Procedures

In order to sign-off of RDS

1. Type **LOGOFF** on the Command Line.
2. Press **ENTER**.

OR

1. Press **PF3** several times until the Application Selection screen is displayed.
2. On the Application Selection screen
   a. Type **EXIT** on the COMMAND LINE
   b. Press Enter.

Sign-off is now complete.

Appendix A – Agency RDS Prefixes

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
440000	DBF	Dept. of Banking and Finance
449000	DAA	Division of Accounting and Auditing
450000	DOS	Dept. of State
458000	RNG	Ringling Museum
460000	DOI	Dept. of Insurance
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
	RDS	

OLO	PREFIX	AGENCY
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 (see pages 49, 59, 60, 64, & 67 for examples of this screen) 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 <u>EDIT mode only</u>.

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** (for users), 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.