CA Dispatch™

Handbook for Online Viewing

Release 11.7

CA Technologies Product References

This document references the following CA Technologies products:

- CA Top Secret® for z/OS
- CA Output Management Web Viewer
- CA Output Management Document Viewer

Contact CA Technologies

Contact CA Support

For your convenience, CA Technologies provides one site where you can access the information that you need for your Home Office, Small Business, and Enterprise CA Technologies products. At http://ca.com/support, you can access the following resources:

- Online and telephone contact information for technical assistance and customer services
- Information about user communities and forums
- Product and documentation downloads
- CA Support policies and guidelines
- Other helpful resources appropriate for your product

Providing Feedback About Product Documentation

If you have comments or questions about CA Technologies product documentation, you can send a message to techpubs@ca.com.

To provide feedback about CA Technologies product documentation, complete our short customer survey which is available on the CA Support website at http://ca.com/docs.

Contents

Chapter 6: Profiles for Online Viewing   71

Chapter 7: Printing Your Report   79

Chapter 8: Accessing Archived Copies of Your Reports   87

Chapter 9: Download Requests   93

Chapter 1: Overview

The Online Viewing function of CA Dispatch allows you to select, view, and maintain your reports online and to print the data you are viewing. You can retrieve an archived copy of a report from tape, and you can have your reports downloaded to your PC or uploaded from your PC.

This section contains the following topics:

Using this Guide

This handbook covers topics that are of interest to all users of Online Viewing. It includes chapters that explain how to use the functions and screens needed to access and use CA OM Web Viewer and CA OM Document Viewer.

Topics of interest to all users include:

- Basic facts about CA Dispatch screens

- Techniques for logging on and off

- Methods of locating and accessing a specific report using the Online Viewing Recipient Selection Screen and the Online Viewing Report Selection Screen

- Use of all the features and commands available to you when you are viewing the selected report using the Online Screen For Report, including techniques for creating reports and viewing profiles

- How to designate the entire report (or certain pages of the report) for printing or PC download

- How to print the entire report (or pages of the report) using the Online Viewing Print Request Screen

- Techniques for retrieving a report from an archive for viewing, reprint, or PC download

Topics of interest to CA OM Web Viewer and CA OM Document Viewer users include:

- Methods of downloading your report pages to your PC

- How to build the download requests necessary to transfer your report to the PC

- Techniques to manipulate request queues

- How to transfer files to and from your PC

- How to upload a report (that is on your PC) back to CA Dispatch mainframe

The PC functions and screens are accessed directly from the Online Viewing screens. To understand how to use the new functions and screens associated with PC download and upload, see the following:

- The Online Viewing Report Selection Screen

- The Online Viewing Screen for Report

- The Online Viewing Download Request Detail Screen

- The Request Queue List Screen

- The Request Detail Screen

- The PC Upload Request Screen

Consistent examples are used throughout this document. You can trace the steps involved in one complete report access cycle, beginning with recipient and report selection, doing hands-on screen manipulation, and finally, printing, archiving, and transferring PC files.

In many instances, the concepts are explained using before and after representations of the screens.

Chapter 2: Before You Get Started

The first section of this chapter reviews screen basics. It is written primarily for users who are unfamiliar with CA Dispatch and are not accustomed to the standard ISPF-format screens.

This section contains the following topics:

About the Screens

Before you begin to work with CA Dispatch screens, here is some information about using them.

Moving Around on the Screens

There are two ways to move around screens:

- To move from one field to another, use either the Tab key or the arrow motion keys.

    The Tab key jumps your cursor only to fields that can accept input and skip those fields that do not.

    If you press Enter, CA Dispatch processes the data you have entered at that point.

- On screens with more data than fits on one screen you can use more than one process to move around. You can scroll using a command (UP, DOWN) or press a preset function key (usually the PF7 or PF8 key). On selection lists you can use the (L) Locate command. This document contains examples of these functions and commands.

If You Make a Mistake on the Screen

If you enter an unacceptable value, CA Dispatch displays an error message and highlights the incorrect field.

If you inadvertently bypass a required field (or you omit data that must be entered) CA Dispatch informs you (on the message line) that you have committed an error, and the cursor is automatically repositioned. The HELP text is available to give you more information about the screen, and the type of data to enter in the field.

If you try to type something in a field that does not allow data entry, the non-process symbol (specific to your particular type of terminal) appears and you have to press RESET to continue.

When You Need Help

Online help text is available to give you assistance. To use the Help, enter **HELP** on the command line, or press the programmed function key you have designated for this task; typically this key is PF1.

Entering Data

■   The Enter key always causes the requested action to be taken (for example, select an item from the scroll screen or print the report).

■   Programmed Function Keys (PF Keys) can be programmed to perform standard functions. The Function Key Definitions table lists these keys and the suggested functions.

■   The standard function key settings are listed in the Function Key Definitions table.

Note: Alternate function keys are available. For example, function key PF13 performs the same function as function key PF1.

Function Key Definitions

Key	Function	Definition
PF1	Help	Displays help text.
PF2	Cancel	Ends the display, returns you to the previous screen and does not save newly entered values.
PF3	End	Ends the display, returns you to the calling screen and saves the newly entered values.
PF4	Return	Ends the display, returns you to the main control screen and saves the newly entered values.
PF7	Up	Scrolls backward, one screen of data.
PF8	Down	Scrolls forward, one screen of data.
PF10	Left	Scrolls to let you view data on the left.
PF11	Right	Scrolls to let you view data on the right.

Note: PF keys are preset for access from TSO, CICS or VTAM. If you use ISPF, you have complete control of PF key assignments.

The Screens and Their Contents

All CA Dispatch screens are different in content but follow the same basic format; they all have a title and a unique ID number, a message line, a command line, and areas that display and accept data.

The following example shows a typical CA Dispatch screen:

```
VOVMI310---Online Viewing Report Selection Screen, Recipient:

COMMAND==>
  X1 PC Rqst Queue    X2 Add PC Upload Rqst
Start Date (mmddyyyy) ==>              End Date (mmddyyyy) ==>

  Opt Report    Jobname  Date      Time     Desc (24 characters)    Typ   PAGES
=>    CTREC02             11/30/2009  00:55    ACCOUNTS RECV REGION2         232
=>    ACTREC03            11/29/2009  34:67    ACCOUNTS RECV REGION3          98
=>    ACTREC01            11/30/2009  42:25    ACCOUNTS RECV REGION1          94
=>
=>
=>




      S-Select              P-Print                     R-Tape Reprint
      D-Delete              O-Print Override            T-PC Request
```

The screen contains the following screen areas:

- Screen identification

- Message line (blank unless a message is sent to your terminal)

- Command line (used for entering commands or menu options)

- Reference information carried forward from a previous screen

- Input fields (for example, Start Date and End Date)

- Opt(ion) field (for making selections or deletions of the report (or data) on this line)

- A display of columnar data

Each of these areas is explained in detail on the following pages.

Screen Area	Description
Screen identification line	The screen identification line always contains the screen ID and the unique screen name. These identifiers appear on all CA Dispatch screens.

Screen Area	Description
Message line	The message line contains all system and program messages. You may encounter some of these types of messages:
	Error messages. Missing or erroneous data generates a prompt and an instructional message. The cursor may be positioned to the field and data in question.
	Warning messages. When you are deleting a record, CA Dispatch prompts you with a message to confirm the deletion. This gives you a chance to change your mind before the data is removed.
	Update messages. When you make a change to the database, a message informs you that an update has occurred.
	Note: When transferring a file to the PC or from the PC, informational messages appear on your screen, but the customary message line is NOT used. The information appears in a contrasting color on the last screen line (line 25) of the screen where the transfer is taking place.
Command Line	Enter your system commands, options, screen manipulation commands, and so forth, at the COMMAND ==> prompt. The response occurs when you press Enter.
	All screens accept these commands:
	HELP Enter HELP to display a help text specific to the screen you are viewing, or get help by using a function key. The PF1 key is usually set to perform this task.
	CANcel The CANcel command terminates the screen without updating the database and returns you to the calling (previous) screen. You can also use a preset function key. The PF2 key is usually set to perform this task.
	END The END command terminates the screen, updates the database and returns you to the calling (previous) screen. You can also use a preset function key. The PF3 key is usually set to perform this task.

Screen Area	Description
	RETurn The RETurn command terminates the screen and returns you to the primary access screen or to the Enter Next Task Code prompt. This command functions like the END command. The PF4 key is usually set to perform this task. Screens containing long or wide data accept the following commands: **UP** Use this command in a long report or a listing screen when you want to scroll backward. When you use the UP command, the window moves back and positions the data so that the last line of the previous screen appears at the bottom of the new screen. You can also use a preset function key (usually PF7) to perform this task. **DOWN** Use this command in a long report or a listing screen when you want to scroll forward. When you use the DOWN command, the window moves forward and positions the data so that the next line of the following screen appears at the top of the new screen. You can also use a preset function key (usually PF8) to perform this task. **TOP** Use this command in a long report or a listing screen when you want to access the first page of data. When you use the TOP command, the window moves back and positions the data so that the first line of the first screen appears at the top of the new screen. **BOT** Use this command in a long report or a listing screen when you want to access the last page of data. When you use the BOT command, the window moves forward and positions the data so that the first line of the last screen appears at the top of the new screen. **LEFT** This is a lateral (sideways) scrolling command. It moves the window to the left on the screen display. Many reports are 132 characters wide and cannot be viewed on a standard terminal. Lateral scrolling allows you to view all parts of the display. (Use this to "return" after having moved the window to the RIGHT.) You can also use a preset function key (usually PF10) to perform this task.

Screen Area	Description
	RIGHT This is a lateral (sideways) scrolling command. It moves the window to the right on the screen display. You can also use a preset function key (usually PF11) to perform this task. If your site has PF keys programmed to perform these tasks, you may use these keys instead of entering the commands. For information about using CA Dispatch screen manipulation functions, see the Summary of CA Dispatch Display Commands in the chapter "Viewing Your Report Online."
Reference information carried forward from a previous screen	Many of the CA Dispatch screens are accessed by making a selection from another screen. When you choose a specific entry (in a list), that entry is carried forward and is displayed for informational reference.
Input fields	Most of the screens in CA Dispatch have fields that accept input data that is optional or required, depending on the task. The documentation for each screen provides entry requirement information and instructions that pertains to size of the field and the type of data (alphanumeric or numeric). In this example you can use the Selection Criteria fields to help you find the report (or group of reports) you are looking for. Type in your parameters; the response occurs when you press Enter.
OPTion field	The OPTion field allows you to make selections or deletions of the report (or data) appearing on this line. Enter your option (usually **S** (Select) or **D** (Delete)) and the response occurs when you press Enter. If you enter **D** (Delete) for an item, CA Dispatch confirms your request to remove the data. If you enter **S** (Select) for an item, you access another screen related to your selection. **Note:** You can also make a selection by placing your cursor anywhere on the line of the targeted item; the item is selected and the response occurs when you press Enter.
A display of columnar data	The data positions (across and down) provide you with information. In this example, the REPORT field contains the name of the specific generation of a report that is available for viewing online; the other fields on this line supply additional information about this report.

Chapter 3: Getting Started

This chapter explains how to automatically log on to CA Dispatch, log off CA Dispatch, and how to access CA OM Web Viewer and CA OM Document Viewer functions.

This section contains the following topics:

Logging On and Off

Your access to CA Dispatch depends on practices related to your system and to your site.

Automatic Logon

The following are sample access methods:

- From VTAM, log on to VTAM and select the application CADS or the character string chosen to represent CA Dispatch at your site.

   Your session manager must include logon information to support automatic logon (for example, LOGON Userid Password).

- From CICS, log on to CICS, and enter transaction ID **DSP2** (this transaction ID may be different at your site).

   Note: CICS does not support automated transfer of reports to (or from) the PC and the Download/Upload Transfer Screen is not supported using this access method. Distribution may create the automated download requests but automated transfer may not be selected. Only manual transfer procedures may be used to download or upload reports.

- From CA Top Secret, execute the CA Top Secret CLIST name **CADS,** and press Enter (this CLIST Name ID may be different at your site).

   Note: CA Top Secret does not support automated transfer of reports to (or from) the PC; the Automated Download/Upload Transfer Screen is not supported using this access method. Distribution may create the automated download requests but automated transfer may not be selected. Only manual transfer procedures may be used to download or upload reports.

- From ISPF, CA Dispatch is a selection option on a menu that is under the control of your Online Viewing Administrator. Select the CA Dispatch option, and press Enter.

   Note: ISPF does not support report transfer, to and from the PC, in any form.

If your site does not use the automatic signon feature of CA Dispatch, see the topic, Alternate Log On Method, in the appendix of this manual.

Logging Off

To log off CA Dispatch, at the Enter Next Task Code prompt, enter **Bye, LOGOFF** or **Quit** or press the preset PF key.

This returns you to your main access screen.

Accessing CA OM Document Viewer Functions

To access PC download and upload functions, you must first be properly connected to the PC, have the proper software and hardware, and have the correct security permissions.

For more information about the requirements and techniques, see the chapter "Making the PC Connection" in the *Systems Programmer Guide*.

For more information on how to use the functions and screens associated with PC download and upload, see the chapter "Upload Requests."

Chapter 4: Accessing Recipients and Reports

This chapter discusses methods to access recipients and user's recipients, and provides a detailed explanation for accessing reports online.

This section contains the following topics:

Accessing a Report

Who Can View Reports Online

To view a report online, you must have the **s**ecurity permissions necessary to access the report, and the report must be in the Online Viewing file. Your security permissions affect the way you access reports, as follows:

User ID

Your User ID is the identifier you are known by when you access the system.

A User ID may be associated with one or more recipients.

If you have more than one recipient attached to your User ID, the first screen you see is the Online Viewing Recipient Selection Screen (VOVMI300).

Recipient

A recipient is the user ID, person, or entity who is to receive the report or view the report online.

If your User ID is associated with only one recipient, the first screen you see is the Online Viewing Report Selection Screen (VOVMI310).

Your Security Access

The Online Viewing Administrator at your site has defined security connections between user IDs and recipient IDs. You can access any data compatible with your ID definitions.

Getting Reports into Online Viewing

Reports are placed in the Online Viewing File in one of two ways:

- Before the report was processed by CA Dispatch, its definition in the database included instructions to send it to Online Viewing.

- When the report was retrieved from an archive tape, it was routed to the Online Viewing File.

Removing Reports from Online Viewing

Reports stay in the Online Viewing File until they are expired or deleted.

Expired

Each report has retention information associated with it. Expiration occurs according to two factors - retention date and number of generations. When the retention date is reached or the maximum number of generations of the report is reached, the report is purged from the Online Viewing File when maintenance is performed.
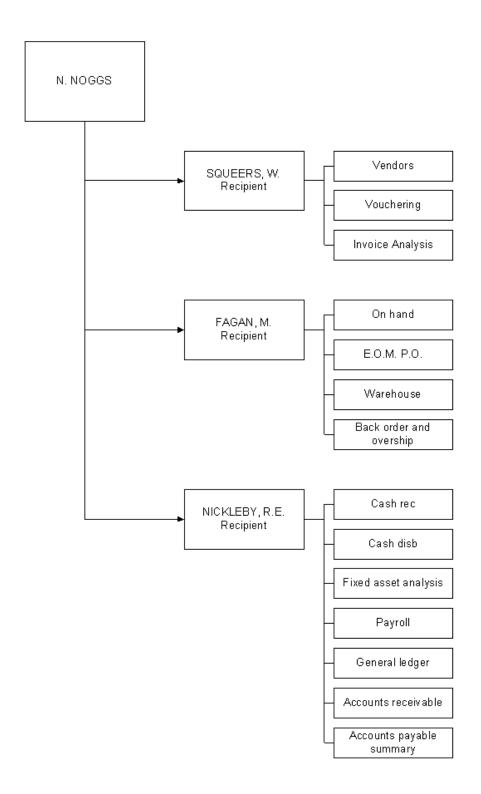
A batch process (usually run each night) removes reports that are past their retention period.

Deleted

The Online Viewing Administrator at your site has the ability to manually delete a report from the Online Viewing File.

Report Access Path for the Recipient of the User

The following diagram shows N. Noggs and the reports he has access to through three of his recipients:

```
┌─────────────┐
│             │
│  N. NOGGS   │
│             │
└──────┬──────┘
       │
       │         ┌──────────────┐      ┌──────────────────┐
       │         │              │──────│     Vendors      │
       ├────────▶│  SQUEERS, W. │      ├──────────────────┤
       │         │  Recipient   │──────│   Vouchering     │
       │         │              │      ├──────────────────┤
       │         └──────────────┘──────│ Invoice Analysis │
       │                               └──────────────────┘
       │
       │         ┌──────────────┐      ┌──────────────────┐
       │         │              │──────│     On hand      │
       │         │  FAGAN, M.   │      ├──────────────────┤
       ├────────▶│  Recipient   │──────│   E.O.M. P.O.    │
       │         │              │      ├──────────────────┤
       │         └──────────────┘──────│    Warehouse     │
       │                        │      ├──────────────────┤
       │                        └──────│ Back order and   │
       │                               │    overship      │
       │                               └──────────────────┘
       │
       │         ┌──────────────┐      ┌──────────────────┐
       │         │              │──────│     Cash rec     │
       │         │ NICKLEBY,R.E.│      ├──────────────────┤
       └────────▶│  Recipient   │──────│    Cash disb     │
                 │              │      ├──────────────────┤
                 └──────────────┘──────│Fixed asset analysis│
                                │      ├──────────────────┤
                                │──────│     Payroll      │
                                │      ├──────────────────┤
                                │──────│  General ledger  │
                                │      ├──────────────────┤
                                │──────│Accounts receivable│
                                │      ├──────────────────┤
                                └──────│ Accounts payable │
                                       │     summary      │
                                       └──────────────────┘
```

Selecting a Recipient

You access this screen by logging on to CA Dispatch as a user with more than one recipient connected to your ID.

Note: If you are a user with only one recipient connected to your ID, bypass this screen and directly access the Online Viewing Report Selection Screen.

```
VOVMI300---------- Online Viewing Recipient Selection Screen --------------

COMMAND ==>

User: NOGGS             Description:  COMPTROLLER

    Opt  Recipient          Description
   ==>     FAGAN, M.          INVENTORY MGR.
   ==>     NICKLEBY N.        ASSISTANT VICE PRESIDENT
   ==>     NICKLEBY, R. E.    FINANCIAL OFFICER
   ==>     SQUEERS, W.        PURCHASING
   ==>
   ==>
   ==>
   ==>
   ==>
   ==>
   ==>
   ==>


   S-Select
```

This screen presents you with a list of all the recipients whose reports you have access to in Online Viewing.

Field name	Field description or action
User	The ID of the user currently logged on.
Description	The free-form description connected to the User.
Opt	Enter **S** (Select) in Opt next to the targeted recipient.
Recipient	The name of the recipient connected to this user.
Description	The first 50 characters of the recipient's description.

Using the Online Viewing Recipient Selection Screen

Use this screen to review the recipients you have access to, and to select the recipient whose reports you wish to view.

```
VOVMI300---------- Online Viewing Recipient Selection Screen --------------

COMMAND ==>

User: NOGGS            Description:  COMPTROLLER


    Opt    Recipient          Description
  ==>      FAGAN, M.          INVENTORY MGR.
  ==>      NICKLEBY N.        ASSISTANT VICE PRESIDENT
  ==> S    NICKLEBY, R. E.    FINANCIAL OFFICER
  ==>      SQUEERS, W.        PURCHASING




  S-Select
```

If you have more than one screen of recipients, you can use the L command with a recipient name to position the list to the targeted recipient. Enter **L** on the command line, and press Enter.

Enter **S** in the Opt field, and press Enter.

This accesses the Online Viewing Report Selection Screen (VOVMI310); you see a list of all reports viewable by R. E. NICKLEBY.

Special Functions

To access the following special functions enter one of these values on the command line, and press Enter:

Enter	To
UP	Scroll backward one screen of recipients. You may also use a preset function key for this task.
DOWN	Scroll forward one screen of recipients. You may also use a preset function key for this task.
TOP	Display the first screen of recipients.
BOT	Display the last screen of recipients.
L	Locate a specific entry in the list.

Selecting a Recipient Report to Process

You access this screen by logging on to CA Dispatch as a user with only one recipient associated with your User ID or, if your User ID is associated with more than one recipient, by selecting a recipient on the Online Viewing Recipient Screen (VOVMI300).

```
VOVMI310---Online Viewing Report Selection Screen, Recipient NICKLEBY, R. E.

COMMAND==>
   X1 PC Rqst Queue  X2 Add PC Upload Rqst
Start Date (mmddyyyy) ==>            End Date (mmddyyyy) ==>

  Opt Report  Jobname  Date       Time    Desc (24 characters)  Typ  Pages
=> _  ACTPAY01 PAYJOB01 12/02/2009 18:01   NORTHEAST REGION            766
=> _  ACTPAY02 PAYJOB01 12/01/2009 20:54   NORTHWEST REGION            851
=> _  ACTPAY03 PAYJOB01 11/30/2009 10:11   SOUTHEAST REGION            193
=> _  ACTPAY04 PAYJOB01 11/30/2009 12:01   SOUTHWEST RGN               566
=> _  ACTREC01 RECVBJOB 12/01/2009 12:52   AGD ACCTS REC  NE           122
=> _  ACTREC03 RECVBJOB 11/30/2009 11:23   AGD ACCTS REC  SE            98
=> _  ACTREC04 RECVBJOB 12/02/2009 12:19   AGD A/R                     357
=> _  ACTSSUM  SMJOBYR  01/06/2008 15:45   YREND SUMMARY               133
=> _  CASHDISB CSHOUT1  12/30/2009 23:14   BATCH CASH Report            47
=> _  CASHDISB CSHOUT1  12/31/2009 23:55   BATCH CASH Report            47
=> _  CASHDISB CSHOUT1  01/01/2008 00:13   BATCH CASH Report            88
=> _  CASHRECT CSHINJOB 01/03/2008 14:56   REGION SUMMARY 2008        1104
=> _  DIVAN01  DVDJOBXX 01/02/2008 19:27   DIVIDEND ANALYSIS           310

   S-Select              P-Print                  R-Tape Reprint
   D-Delete              O-Print Override         T-PC Request
```

All the reports available to you in Online Viewing are presented and, depending on your security permissions, you can select a report to process by using the options included in the Select Options box on this screen. These options are discussed in detail in the Using the Online Viewing Report Selection Screen section.

If the desired report is not on this page, you can use selection criteria or scrolling to locate your report.

Field name	Field description or action
Recipient	This field contains the name of the recipient whose reports are being displayed.
Start Date	Enter the first date to include in the list for the targeted report name.
End Date	Enter the last date to include in the list for the targeted report name.

Field name	Field description or action
Opt	Enter one of the following options:
	S Select a report
	O Print with override
	T Request a selective download to PC
	P Print with standard defaults
	R Reprint from tape or move archived reports to Online Viewing
	D Delete the report from the selection list
Report	The name of the report.
Jobname	The name of the job that produced the report.
Date	The date the report was produced in mm/dd/yyyy format.
Time	The time the report was produced in hh:mm format.
Description	The first 32 characters of the report description. This is the report description that can currently be found in the database.
	Note: This field is blank if no report definition record can be found within the database or if a generic job name was used to define your reports.
Typ	The report type. Valid values are T (text), A (AFP), and X (Xerox).
Pages	The number of pages available for this recipient to view.

Using the Online Viewing Report Selection Screen

This topic shows you how to locate your report using the selection criteria at the top of the screen.

Use the L command in combination with a start date and end date range to position the list to the targeted report or list entry.

1. Enter **L** and the name of the report or character string you wish to search for (**L xxxxxxxx**) on the command line.

2. (Optional) Enter a Start Date and an End Date to specify the earliest and latest dates to be included in your list. This focuses the selection list presented on the scroll portion (lower section) of the screen.

The following example shows the selection criteria being used to position the selection list to those report names that begin with the characters GL and have run dates ranging from November 15, 2009 to December 30, 2009.

Enter **L GL** on the command line.

Enter **11152009** and **12302009** in the date fields.

Press Enter.

```
VOVMI310--        -Online Viewing Report Selection Screen, NICKLEBY, R. E.:

 COMMAND ==>L GL
   X1 PC Rqst Queue  X2 Add PC Upload Rqst


Start Date (mmddyyyy)==> 11152009  End Date (mmddyyyy)==> 12302009
   Opt Report  Jobname  Date        Time    Desc (24 characters)  Typ   Pages
=> _   ACTPAY01 PAYJOB01 12/02/2009  18:01   NORTHEAST REGION             766
=> _   ACTPAY02 PAYJOB01 12/01/2009  20:54   NORTHWEST REGION             851
=> _   ACTPAY03 PAYJOB01 11/30/2009  10:11   SOUTHEAST REGION             193
```

After you press Enter, the list changes to show only those reports that are in your date range and start with reports that begin with GL. You can scroll forward and back to find your report.

```
VOVMI310--         -Online Viewing Report Selection Screen, NICKLEBY, R. E.:

 COMMAND ==>
   X1 PC Rqst Queue  X2 Add PC Upload Rqst
 Start Date (mmddyyyy)==> 11152009    End Date (mmddyyyy) ==> 12302009

   Opt Report   Jobname  Date        Time    Desc (24 characters)   Typ  Pages
=> _   GLNCNTRL CONTRLJB 12/06/2009  15:49   GENL LEDG NORTH CNTRL        87
=> _   GLNEAST  GLEDGJOB 12/04/2009  08:37   GENL LEDG NORTH EAST         189
=> _   GLNWEST  GLEDGJOB 12/04/2009  02:55   GENL LEDG NORTH WEST         126
=> _   GR47REG  REGJOB01 12/28/2009  13:52   GENERAL LEDGER REGISTER      513
=> _   HDEPT01  STHDJOB  11/25/2009  12:28   DEPT H STORAGE               114
=> _   ITMZCASH ZCASHJOB 12/28/2009  11:11   ITEMIZED CASH Report         523
=> _   ITMZCASH ZCASHJOB 12/29/2009  09:30   ITEMIZED CASH Report         1129
=> _   ITMZCASH ZCASHJOB 12/30/2009  05:13   ITEMIZED CASH Report         1148
=> _   ITMZCASH ZCASHJOB 12/30/2009  10:12   ITEMIZED CASH Report         1068
=> _   PRMOEND  PAYMOEJB 12/01/2009  04:22   PAYROLL MONTH END NOV        63
=> _   RCVS$ZZ  RECZZJB  11/21/2009  09:44   RECEIVABLES RECAP            31
=> _   ROUTCHRT RTRRGJB  11/16/2009  10:25   ROUTE REORGANIZATION         1262
=> _   YRENDSUM YECSHJOB 12/30/2009  13:13   YEAR END CASH RECPTS SUM.    922

 S-Select              P-Print                    R-Tape Reprint
 D-Delete              O-Print Override           T-PC Request
```

After you find your report, you can select it for viewing. The report chosen as an example in this guide is GR47REG.

Next to the required report enter one of the following values in the Option field:

Enter	Result
S	Selects the report for viewing online and accesses the first page you are permitted to view on the Online Viewing Screen for Report: (VOVMI320). Enter S and press Enter. See Using the Online Viewing Screen for Report in the chapter "Viewing Your Report Online" to continue this example.
O	Accesses the Online Viewing Print Request Screen (VOVMI330). On that screen you can change default print characteristics, and print the report on the printer you designate. Enter O and press Enter. See Getting a Printout of Your Report in the chapter "Printing Your Report" to continue this example.
T	Accesses the Online Viewing Download Request Detail Screen (VOVMI350) to allow you to create a download request for the report from Online Viewing. Enter T and press Enter. See Creating a Request to Selectively Download a Report in the chapter "Download Requests" to continue this example.
P	Allows you to print the currently viewed report according to the default printer settings. Enter P and press Enter. Your report is printed at your default printer.
R	Accesses the Recipient Archive Retrieval Screen (VARMI220). On that screen, you can print or move archived reports to Online Viewing. Enter R and press Enter. See Retrieving a Report from Archive in the chapter "Accessing Archived Copies of Your Reports" to continue this example.
D	Deletes the report from your recipient selection list only. This affects the selection list of any user who has access to this recipient's reports. Enter D and press Enter. To add a deleted report, enter RES to restore it to your list.

To access the following special functions, enter one of these values on the command line and press Enter:

Enter	To
X1	Display the Request Queue List Screen (VPCMU310) with the selective download queue displayed. The other queues may be displayed by request.
X2	Display the PC Upload Request Screen (VOVMU360) to define upload information. The upload does not occur until the X2 Download or Upload option is selected or the automatic download task processes the request.
UP	Scroll backward one screen of reports. You may also use a preset function key for this task.
DOWN	Scroll forward one screen of reports. You may also use a preset function key for this task.
TOP	Display the first screen of reports.
BOT	Display the last screen of reports.
REFRESH	Flush all buffers and read data from the database.
L	Locate a specific entry in the list.

Chapter 5: Viewing Your Report Online

This chapter presents the information you need to view and manipulate your report data online using the Online Viewing Screen for Report (VOVMI320).

The type of terminal you use, the special handling features and commands (to assist you in locating and viewing all parts of your data), and what you ultimately want to do with the report are all factors to consider before you can make effective use of this screen.

This section contains the following topics:

About the Report Display

Most of the data you view online are multi-page reports formatted to a width of 132 characters. When you first access a report, CA Dispatch positions the screen window in the upper left section of your chosen report at the first page you are able to view.

The Display

The screen display is dependent on the type of terminal you are using. The screen ID, normally displayed as VOVMI320, can change according to the type of terminal you are using. The following is a list of the possible screen IDs that can be displayed.

```
VOVMI320   - Row 24 / Col 80 display
VOVMI320-5 - Row 27 / Col 132 display
VOVMI320-4 - Row 43 / Col 80 display
VOVMI320-3 - Row 32 / Col 80 display
```

The Online Viewing Screen for Report (VOVMI320) is the format we use in our examples. If there is room on the screen, the entire line is shown.

Moving the Screen Window

If the terminal you are using does not have room to display the full report, you may have to scroll right and left to view the full width of the report. You may have to scroll forward and backward to view all the lines in the report. The examples and text explain the various methods of scrolling and screen manipulation. For a full description of all commands, see the Summary of Display Commands and the Summary of Function Commands in this chapter.

Selecting Pages or the Report for Printing

You can print all the pages of the report you are able to view.

When you exit this screen by entering **X1** on the command line, depending on your security permissions, one of two events occur:

- The pages you designated are printed automatically.

- You access the Online Viewing Print Request Screen, on which you can specify the number of copies and the printer you wish to use. For more information, see the chapter "Printing Your Report".

Selecting Pages or the Report for Download to PC

You can download to a PC all the pages of the report you are able to view. You can download the entire report, or you can use the print commands to mark pages for download. The commands used to mark report pages are: P, Pnnn, PA, PBE, PBS, PE, and PS. For examples of the PBS and PBE commands, see Marking Selected Pages of the Report for Print or Download.

When you exit this screen by entering **X2** on the command line, you access the Online Viewing Download Request Detail Screen. This screen lets you create a download request for the currently viewed report, or selected pages.

Note: See the chapter "Download Requests for an explanation of the Online Viewing Download Request Detail Screen (VOVMI350).

Before you attempt to use the PC report transfer function, see the chapter, "Making the PC Connection" in the System Programmers Guide, to make sure that you have the necessary hardware and software, and the chapters "Download Requests", "Working with Requests", and "Upload Requests" for a detailed description of the PC report transfer process. Also, check the documentation for CA OM Web Viewer and CA OM Document Viewer.

Retrieving a Report from the Archive

You can access archived versions of the viewed report. When you exit this screen by entering **X3**, you access the Recipient Archive Retrieval Screen. On that screen you can reprint, move an archived entry to Online Viewing, or delete a reprint request. For more information about the Recipient Archive Retrieval Screen (VARMI220), see the chapter "Accessing Archived Copies of Your Reports".

Using the Online Viewing Screen for Report

You can access this screen by making a selection on the Online Viewing Report Selection Screen (VOVMI310). For a complete discussion of that screen, see the chapter "Accessing Recipients and Reports".

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                        Page  101 Col  1 Lin  1 Scr PAGE
  X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
GL47                              GENERAL LEDGER ENTRY REGISTER
12/01/2009                        CHEERYBLE BROS. FURNITURE CO.

                                  JRNL       TRANS.      REF.        DEB
COA ACCOUNT#       DESCRIPTION    ENTRY       DATE      NUMBER       AMOU

001 211 12100      SALES TAX PAY  GLWK47  11/29/2009/2009456-77-9    1,334
001 211 12100      RETURNS/ALLOW  GLWK47  11/29/2009     456-78-9
001 211 12100      CASH SALES     GLWK47  11/29/2009     456-79-9   42,634
001 211 21000      SALES ON CR    GLWK47  11/29/2009     456-80-9   14,211
001 211 21000      DESK SALES/CR  GLWK47  11/29/2009     DEMO-1      4,691
001 211 31000      ACCOUNTS PAY   GLWK47  11/29/2009     456-81-9
001 211 41000      COMMISSIONS    GLWK47  11/29/2009     456-82-9
001 221 52000      SALES TX PAY   GLWK47  11/29/2009     456-83-9
001 221 53000      P/R TAX PAY    GLWK47  11/29/2009     456-84-9
001 241 11011      CHAIR SALES    GLWK47  11/29/2009     456-85-9
001 241 11012      TABLE SALES    GLWK47  11/29/2009     456-86-9
001 241 11013      CABINET SALES  GLWK47  11/29/2009     456-87-9
001 241 11014      BREAKFRONT SALES GLWK47 11/29/2009    456-88-9
001 241 11021      BOOK CASE SALES GLWK47  11/29/2009    456-89-9
```

Our examples use a GENERAL LEDGER ENTRY REGISTER. This report is a multi-page report, formatted to a width of 132 characters.

Understanding How the Online Viewing Screen Works

The Online Viewing screen for Report displays a particular report online. You can enter report profile instructions on this screen. Before sending the report to the printer, you can manipulate the data on the screen, so that the report is exactly the way you want to see it.

Before you manipulate the data, you must know your way around the screen. The following sections describe how to do this.

Line Numbers and Column Numbers

```
 VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01 ----

  COMMAND ==>                      Page   101 Col   1 Lin   1 Scr PAGE
    X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
 > GL47                             GENERAL LEDGER ENTRY REGISTER
   12/01/2009                       CHEERYBLE BROS. FURNITURE CO.
                                      JRNL       TRANS.    REF.          DEB
   COA ACCOUNT#      DESCRIPTION      ENTRY       DATE     NUMBER        AMOU

   001 211 12100     SALES TAX PAY    GLWK47   11/29/2009  456-77-9      1,334
   001 211 12100     RETURNS/ALLOW    GLWK47   11/29/2009  456-78-9
   001 211 12100     CASH SALES       GLWK47   11/29/2009  456-79-9     42,634
   001 211 21000     SALES ON CR      GLWK47   11/29/2009  456-80-9     14,211
   001 211 21000     DESK SALES/CR    GLWK47   11/29/2009  DEMO-1        4,691
   001 211 31000     ACCOUNTS PAY     GLWK47   11/29/2009  456-81-9
   001 211 41000     COMMISSIONS      GLWK47   11/29/2009  456-82-9
   001 221 52000     SALES TX PAY     GLWK47   11/29/2009  456-83-9
   001 221 53000     P/R TAX PAY      GLWK47   11/29/2009  456-84-9
   001 241 11011     CHAIR SALES      GLWK47   11/29/2009  456-85-9
   001 241 11012     TABLE SALES      GLWK47   11/29/2009  456-86-9
   001 241 11013     CABINET SALES    GLWK47   11/29/2009  456-87-9
   001 241 11014     BREAKFRONT SALES GLWK47   11/29/2009  456-88-9
   001 241 11021     BOOK CASE SALES  GLWK47   11/29/2009  456-89-9
```

The previous example shows the following:

- Page 101 is the first viewable page of this report. The page number in this field always matches the report page you are viewing.

- The leftmost column being presented is Column 1. This changes when you scroll to the right (and left).

- The topmost line in the display is Line 1, and line numbering is turned off in the display.

- Scr (scrolling) has been set to one screen page (not report page).

Viewing a Long Report

This section shows you how to scroll forward and backward so that you can see all lines in the report.

UP and DOWN Scrolling

When viewing a long report, you can scroll forward and backward to view all the data.

The previous screen displayed the first 20 lines of the report. Scroll DOWN to access the next screen of report lines. To scroll forward, enter **DOWN** on the command line, and press Enter. You may also use a preset PF key (PF8) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                      Page   101  Col   1  Lin   21  Scr PAGE
  X1 Print Report      X2 Request PC Download         X3 Reprint From Tape
001 241 11022     HUTCH SALES     GLWK47    11/29/2009    456-90-9
001 241 11023     DESK            GLWK47    11/29/2009    DEMO-1
001 241 12000     DISCOUNTS       GLWK47    11/29/2009    456-91-9      2,851
001 241 13000     RETURNS         GLWK47    11/29/2009    456-92-9      1,354
001 241 21000     DELIVERY INCOME GLWK47    11/29/2009    456-93-9
001 241 22000     CUSTOM SALES    GLWK47    11/29/2009    456-94-9
001 251 21000     C. of G.S.      GLWK47    11/29/2009    456-95-9     72,279
001 252 01000     COMMISSION PY   GLWK47    11/29/2009    456-96-9      1,999
001 252 02000     P/R TAX PY      GLWK47    11/29/2009    456-97-9        419


                             *TOTAL FOR ENTRY GLWK47
                              STORE 45/REG 6/DIST 1       141,774


************** E N D  O F  P A G E **********
```

If you wish to go back to the previous data, enter **UP** on the command line, and press Enter. You may also use a preset PF key (PF7) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                      Page   101  Col   1  Lin    1  Scr PAGE
  X1 Print Report      X2 Request PC Download       X3 Reprint From Tape
GL47                          GENERAL LEDGER ENTRY REGISTER
12/01/2009                    CHEERYBLE BROS. FURNITURE CO.

                             JRNL       TRANS.       REF.          DEB
COA ACCOUNT#     DESCRIPTION ENTRY        DATE       NUMBER        AMOU

001 211 12100    SALES TAX PAY   GLWK47    11/29/2009    456-77-9      1,334
001 211 12100    RETURNS/ALLOW   GLWK47    11/29/2009    456-78-9
001 211 12100    CASH SALES      GLWK47    11/29/2009    456-79-9     42,634
001 211 21000    SALES ON CR     GLWK47    11/29/2009    456-80-9     14,211
001 211 21000    DESK SALES/CR   GLWK47    11/29/2009    DEMO-1        4,691
001 211 31000    ACCOUNTS PAY    GLWK47    11/29/2009    456-81-9
001 211 41000    COMMISSIONS     GLWK47    11/29/2009    456-82-9
001 221 52000    SALES TX PAY    GLWK47    11/29/2009    456-83-9
001 221 53000    P/R TAX PAY     GLWK47    11/29/2009    456-84-9
001 241 11011    CHAIR SALES     GLWK47    11/29/2009    456-85-9
001 241 11012    TABLE SALES     GLWK47    11/29/2009    456-86-9
001 241 11013    CABINET SALES   GLWK47    11/29/2009    456-87-9
001 241 11014    BREAKFRONT SALES GLWK47   11/29/2009    456-88-9
001 241 11021    BOOK CASE SALES GLWK47    11/29/2009    456-89-9
```

When you scroll UP to move towards the top of your report, your report is scrolled so that the last line of the previous page appears at the bottom of your new display.

Viewing a Wide Report

This section describes how to scroll left and right, so that you can see all the data in the report.

LEFT and RIGHT Scrolling

Since you cannot view all the data at one time, it is possible to shift the viewing window to the right or left to see the hidden data. To shift to the right, enter **RIGHT** on the command line, and press Enter. You may also use a preset PF key (PF10) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                      Page   101 Col  19 Lin   1  Scr PAGE
   X1 Print Report      X2 Request PC Download       X3 Reprint From Tape
                  GENERAL LEDGER ENTRY REGISTER
                  CHEERYBLE BROS. FURNITURE CO.                 Page:  000001


                     JRNL        TRANS.      REF.         DEBIT       CREDIT
DESCRIPTION          ENTRY        DATE      NUMBER       AMOUNT       AMOUNT

SALES TAX PAY        GLWK47    11/29/2009   456-77-9    1,334.06
RETURNS/ALLOW        GLWK47    11/29/2009   456-78-9                 2,701.38
CASH SALES           GLWK47    11/29/2009   456-79-9   42,634.20
SALES ON CR          GLWK47    11/29/2009   456-80-9   14,211.41
DESK SALES/CR        GLWK47    11/29/2009   DEMO-1      4,691.16
ACCOUNTS PAY         GLWK47    11/29/2009   456-81-9                15,743.66
COMMISSIONS          GLWK47    11/29/2009   456-82-9                 1,999.19
SALES TX PAY         GLWK47    11/29/2009   456-83-9                 1,334.06
P/R TAX PAY          GLWK47    11/29/2009   456-84-9                   419.61
CHAIR SALES          GLWK47    11/29/2009   456-85-9                15,641.20
TABLE SALES          GLWK47    11/29/2009   456-86-9                13,821.68
CABINET SALES        GLWK47    11/29/2009   456-87-9                13,999.08
BREAKFRONT SALES     GLWK47    11/29/2009   456-88-9                15,641.01
BOOK CASE SALES      GLWK47    11/29/2009   456-89-9                23,612.19
```

The window has been shifted to the right. Notice that the Col field contains 19 indicating that column number 19 is now the leftmost column.

If you wish to go back to the previous data, enter **LEFT** on the command line, and press Enter. You may also use a preset PF key (PF09) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01 ----

COMMAND ==>                   Page   101  Col   1  Lin   1  Scr PAGE
   X1 Print Report     X2 Request PC Download      X3 Reprint From Tape
GL47                             GENERAL LEDGER ENTRY REGISTER
12/01/2009                       CHEERYBLE BROS. FURNITURE CO.

                                  JRNL       TRANS.     REF.       DEB
 COA ACCOUNT#     DESCRIPTION     ENTRY      DATE       NUMBER     AMOU

 001 211 12100    SALES TAX PAY   GLWK47   11/29/2009   456-77-9    1,334
 001 211 12100    RETURNS/ALLOW   GLWK47   11/29/2009   456-78-9
 001 211 12100    CASH SALES      GLWK47   11/29/2009   456-79-9   42,634
 001 211 21000    SALES ON CR     GLWK47   11/29/2009   456-80-9   14,211
 001 211 21000    DESK SALES/CR   GLWK47   11/29/2009   DEMO-1      4,691
 001 211 31000    ACCOUNTS PAY    GLWK47   11/29/2009   456-81-9
 001 211 41000    COMMISSIONS     GLWK47   11/29/2009   456-82-9
 001 221 52000    SALES TX PAY    GLWK47   11/29/2009   456-83-9
 001 221 53000    P/R TAX PAY     GLWK47   11/29/2009   456-84-9
 001 241 11011    CHAIR SALES     GLWK47   11/29/2009   456-85-9
 001 241 11012    TABLE SALES     GLWK47   11/29/2009   456-86-9
 001 241 11013    CABINET SALES   GLWK47   11/29/2009   456-87-9
 001 241 11014    BREAKFRONT SALES GLWK47  11/29/2009   456-88-9
 001 241 11021    BOOK CASE SALES GLWK47   11/29/2009   456-89-9
```

The window has been shifted back to the original column position. Notice that the Col field contains 1 indicating that column number 1 is now the leftmost column.

Obtaining the Line and Column Number

This section describes how to use the Locate command to identify the line and column of a character on the screen.

The L (Locate) Command

In order to obtain the exact Line and Column number of any character, or the coordinates of any text string, use a combination of the L command and the cursor. Enter **L** on the command line, place the cursor on a character, and press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==> L                      Page   101 Col  19 Lin   1  Scr PAGE
   X1 Print Report     X2 Request PC Download      X3 Reprint From Tape
                 GENERAL LEDGER ENTRY REGISTER                 Page:  000001
                 CHEERYBLE BROS. FURNITURE CO.

                       JRNL      TRANS.      REF.        DEBIT       CREDIT
     DESCRIPTION       ENTRY      DATE      NUMBER       AMOUNT      AMOUNT

     SALES TAX PAY     GLWK47   11/29/2009  456-77-9   > -,334.06
     RETURNS/ALLOW     GLWK47   11/29/2009  456-78-9                 2,701.38
     CASH SALES        GLWK47   11/29/2009  456-79-9    42,634.20
     SALES ON CR       GLWK47   11/29/2009  456-80-9    14,211.41
     DESK SALES/CR     GLWK47   11/29/2009  DEMO-1       4,691.16
     ACCOUNTS PAY      GLWK47   11/29/2009  456-81-9                15,743.66
     COMMISSIONS       GLWK47   11/29/2009  456-82-9                 1,999.19
     SALES TX PAY      GLWK47   11/29/2009  456-83-9                 1,334.06
     P/R TAX PAY       GLWK47   11/29/2009  456-84-9                   419.61
     CHAIR SALES       GLWK47   11/29/2009  456-85-9                15,641.20
     TABLE SALES       GLWK47   11/29/2009  456-86-9                13,821.68
     CABINET SALES     GLWK47   11/29/2009  456-87-9                13,999.08
     BREAKFRONT SALES  GLWK47   11/29/2009  456-88-9                15,641.01
     BOOK CASE SALES   GLWK47   11/29/2009  456-89-9                23,612.19
```

The previous example shows:

■   The L (Locate) command

■   The cursor, positioned on the first character of the string to be found

Notice how the screen changes after you press Enter.

```
  VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----
> DC900109 DISTRIBUTION LINE NUMBER IS    5  AND COLUMN NUMBER      70
  COMMAND ==> L                    Page   101 Col  19  Lin   1  Scr PAGE
    X1 Print Report      X2 Request PC Download       X3 Reprint From Tape
                  GENERAL LEDGER ENTRY REGISTER                 Page:  000001
                  CHEERYBLE BROS. FURNITURE CO.

                         JRNL        TRANS.      REF.         DEBIT       CREDIT
     DESCRIPTION         ENTRY        DATE      NUMBER       AMOUNT       AMOUNT

     SALES TAX PAY       GLWK47   11/29/2009   456-77-9    1,334.06
     RETURNS/ALLOW       GLWK47   11/29/2009   456-78-9                 2,701.38
     CASH SALES          GLWK47   11/29/2009   456-79-9   42,634.20
     SALES ON CR         GLWK47   11/29/2009   456-80-9   14,211.41
     DESK SALES/CR       GLWK47   11/29/2009   DEMO-1      4,691.16
     ACCOUNTS PAY        GLWK47   11/29/2009   456-81-9                15,743.66
     COMMISSIONS         GLWK47   11/29/2009   456-82-9                 1,999.19
     SALES TX PAY        GLWK47   11/29/2009   456-83-9                 1,334.06
     P/R TAX PAY         GLWK47   11/29/2009   456-84-9                   419.61
     CHAIR SALES         GLWK47   11/29/2009   456-85-9                15,641.20
     TABLE SALES         GLWK47   11/29/2009   456-86-9                13,821.68
     CABINET SALES       GLWK47   11/29/2009   456-87-9                13,999.08
     BREAKFRONT SALES    GLWK47   11/29/2009   456-88-9                15,641.01
     BOOK CASE SALES     GLWK47   11/29/2009   456-89-9                23,612.19
```

The example shows:

- The resulting message, which supplies the coordinates.

Notice that the line number in the message is different than the line number presented on the side of the screen. CA Dispatch does not internally maintain blank lines for storage purposes. In order to get precise text coordinates needed in page selection, you must use the L (Locate) command.

Finding Strings of Characters in Text

This section describes how to use the Find command to search the report for a string of characters.

The F (FIND) Command

You frequently have to locate text strings in your report. To search three pages for DEMO-1, use the F (FIND) command. Enter **F'DEMO-1'3** on the command line, then press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                      Page   101  Col  19  Lin   11  Scr PAGE
  X1 Print Report    X2 Request PC Download      X3 Reprint From Tape
DESK SALES/CR    GLWK47   11/29/2009    DEMO-1        4,691.16
ACCOUNTS PAY     GLWK47   11/29/2009    456-81-9                  15,743.66
COMMISSIONS      GLWK47   11/29/2009    456-82-9                   1,999.19
SALES TX PAY     GLWK47   11/29/2009    456-83-9                   1,334.06
P/R TAX PAY      GLWK47   11/29/2009    456-84-9                     419.61
CHAIR SALES      GLWK47   11/29/2009    456-85-9                  15,641.20
TABLE SALES      GLWK47   11/29/2009    456-86-9                  13,821.68
CABINET SALES    GLWK47   11/29/2009    456-87-9                  13,999.08
BREAKFRONT SALES GLWK47   11/29/2009    456-88-9                  15,641.01
BOOK CASE SALES  GLWK47   11/29/2009    456-89-9                  23,612.19
HUTCH SALES      GLWK47   11/29/2009    456-90-9                  10,072.48
DESK             GLWK47   11/29/2009    DEMO-1                     4,691.16
DISCOUNTS        GLWK47   11/29/2009    456-91-9    2,851.61
RETURNS          GLWK47   11/29/2009    456-92-9    1,354.00
DELIVERY INCOME  GLWK47   11/29/2009    456-93-9                  10,259.68
CUSTOM SALES     GLWK47   11/29/2009    456-94-9                   5,888.03
C. OF G.S.       GLWK47   11/29/2009    456-95-9   72,279.17
COMMISSION PY    GLWK47   11/29/2009    456-96-9    1,999.19
P/R TAX PY       GLWK47   11/29/2009    456-97-9      419.61
030
```

The report scrolls to the first occurrence of the text string that was enclosed in quotes and highlights it. The number 3 in the command tells CA Dispatch to search three pages for the text string. Every line where DEMO-1 is found will be highlighted on those three pages. In this example, reverse type indicates highlighting.

You can further control the FIND command by adding any of the following: FIRST, LAST, PREV(ious) or NEXT to go the specific location of your text string.

To do repeat FINDs on the same text string, enter **RFIND** on the command line or use a preset PF key, usually PF5. Your Report Administrator may restrict the number of pages you can use with RFIND.

Changing the Scroll Setting

This section describes how to change the number of lines a PF key (usually PF7 and PF8) scrolls.

The Scroll Command

It may be necessary to change the number of lines CA Dispatch scrolls when a PF key is pressed. You can set your scrolling for a full screen page (SP), half of a screen page (SH), or use the cursor position (SC) in conjunction with a PF key to set the scrolling. Refer to the Summary of Display Commands in this chapter for more information.

Change the scrolling by entering **SH** on the command line, and press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                     Page  101  Col  19  Lin   11  Scr HALF <
ACCOUNTS PAY       GLWK47   11/29/2009   456-81-9                 15,743.66
COMMISSIONS        GLWK47   11/29/2009   456-82-9                  1,999.19
SALES TX PAY       GLWK47   11/29/2009   456-83-9                  1,334.06
P/R TAX PAY        GLWK47   11/29/2009   456-84-9                    419.61
CHAIR SALES        GLWK47   11/29/2009   456-85-9                 15,641.20
TABLE SALES        GLWK47   11/29/2009   456-86-9                 13,821.68
CABINET SALES      GLWK47   11/29/2009   456-87-9                 13,999.08
BREAKFRONT SALES   GLWK47   11/29/2009   456-88-9                 15,641.01
BOOK CASE SALES    GLWK47   11/29/2009   456-89-9                 23,612.19
HUTCH SALES        GLWK47   11/29/2009   456-90-9                 16,022.48
DESK               GLWK47   11/29/2009   DEMO-1                    4,691.16
DISCOUNTS          GLWK47   11/29/2009   456-91-9      2,851.61
RETURNS            GLWK47   11/29/2009   456-92-9      1,354.00
DELIVERY INCOME    GLWK47   11/29/2009   456-93-9                 10,259.68
CUSTOM SALES       GLWK47   11/29/2009   456-94-9                  5,888.03
C. OF G.S.         GLWK47   11/29/2009   456-95-9     72,279.17
COMMISSION PY      GLWK47   11/29/2009   456-96-9      1,999.19
P/R TAX PY         GLWK47   11/29/2009   456-97-9        419.61
030
```

■   The word HALF next to SCR tells you that the screen will move a half page when you
    scroll UP or DOWN.

Freezing Lines of Report Data

At some point, you may want to compare data items. The Freeze Line Command allows
you to hold specific lines on the screen while you scroll through the rest of the report.

The following example compares the debit and credit amounts entered for
commissions.

To freeze the line containing COMMISSIONS, use the following combination:

■   The FR (Freeze) command

■   The cursor is positioned on the line at which the data is to be frozen

1. Enter **FR** on the command line, position the cursor, and press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

 COMMAND ==> FR                   Page   101 Col   1 Lin   1 Scr HALF
    X1 Print Report     X2 Request PC Download      X3 Reprint From Tape


 GL47                            GENERAL LEDGER ENTRY REGISTER
   12/01/2009                      CHEERYBLE BROS. FURNITURE CO.

                                     JRNL       TRANS   REF.         DEB
   COA ACCOUNT#     DESCRIPTION     ENTRY        DATE   NUMBER       AMOU

   001 211 12100    SALES TAX PAY   GLWK47    11/29/2009  456-77-9    1,334
   001 211 12100    RETURNS/ALLOW   GLWK47    11/29/2009  456-78-9
   001 211 12100    CASH SALES      GLWK47    11/29/2009  456-79-9   42,634
   001 211 41000    SALES ON CR     GLWK47    11/29/2009  456-80-9   14,211
   001 211 21000    DESK SALES/CR   GLWK47    11/29/2009  DEMO-1      4,691
   001 211 31000    ACCOUNTS PAY    GLWK47    11/29/2009  456-81-9
   001 211 41000    COMMISSIONS  Ë  GLWK47    11/29/2009  456-82-9
   001 221 52000    SALES TX PAY    GLWK47    11/29/2009  456-83-9
   001 221 53000    P/R TAX PAY     GLWK47    11/29/2009  456-84-9
   001 241 11011    CHAIR SALES     GLWK47    11/29/2009  456-85-9
   001 241 11012    TABLE SALES     GLWK47    11/29/2009  456-86-9
   001 241 11013    CABINET SALES   GLWK47    11/29/2009  456-87-9
   001 241 11014    BREAKFRONT SALES GLWK47   11/29/2009  456-88-9
   001 241 11021    BOOK CASE SALES GLWK47    11/29/2009  456-89-9
```

After you press Enter, the screens display changes:

```
 VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01---

 COMMAND ==>                      Page   101 Col   1 Lin   1 Scr HALF
    X1 Print Report     X2 Request PC Download      X3 Reprint From Tape
 GL47                            GENERAL LEDGER ENTRY REGISTER
 12/01/2009                        CHEERYBLE BROS. FURNITURE CO.

                                     JRNL       TRANS.  REF.         DEB
   COA ACCOUNT#     DESCRIPTION     ENTRY        DATE   NUMBER       AMOU

   001 211 12100    SALES TAX PAY   GLWK47    11/29/2009  456-77-9    1,334
   001 211 12100    RETURNS/ALLOW   GLWK47    11/29/2009  456-78-9
   001 211 12100    CASH SALES      GLWK47    11/29/2009  456-79-9   42,634
   001 211 21000    SALES ON CR     GLWK47    11/29/2009  456-80-9   14,211
   001 211 21000    DESK SALES/CR   GLWK47    11/29/2009  DEMO-1      4,691
   001 211 31000    ACCOUNTS PAY    GLWK47    11/29/2009  456-81-9
   001 211 41000    COMMISSIONS     GLWK47    11/29/2009  456-82-9
 > .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 > GL47                           GENERAL LEDGER ENTRY REGISTER
   12/01/2009                       CHEERYBLE BROS. FURNITURE CO.

                                     JRNL       TRANS.  REF.         DEB
   COA ACCOUNT#     DESCRIPTION     ENTRY        DATE   NUMBER       AMOU
```

Examine the screen closely. You will notice:

■ A line of dots displayed across the screen following the frozen report line.

■ The top portion of the original screen display is duplicated below the line of dots and the lower portion of this screen is scrollable.

Repeated scrolling of the lower portion of the screen presents the following display:

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01---

COMMAND ==>                    Page   101  Col   1  Lin   28  Scr HALF
  X1 Print Report      X2 Request PC Download     X3 Reprint From Tape
GL47                              GENERAL LEDGER ENTRY REGISTER
12/01/2009                        CHEERYBLE BROS. FURNITURE CO.

                                  JRNL      TRANS.       REF.       DEB
COA ACCOUNT#      DESCRIPTION      ENTRY      DATE       NUMBER      AMOU

001 211 12100     SALES TAX PAY    GLWK47   11/29/2009   456-77-9    1,334
001 211 12100     RETURNS/ALLOW    GLWK47   11/29/2009   456-78-9
001 211 12100     CASH SALES       GLWK47   11/29/2009   456-79-9   42,634
001 211 21000     SALES ON CR      GLWK47   11/29/2009   456-80-9   14,211
001 211 21000     DESK SALES/CR    GLWK47   11/29/2009   DEMO-1      4,691
001 211 31000     ACCOUNTS PAY     GLWK47   11/29/2009   456-81-9
001 211 41000     COMMISSIONS      GLWK47   11/29/2009   456-82-9
.   .   .   .     .   .   .   .    .   .    .   .   .    .   .   .    .   .
001 252 01000     COMMISSION PY    GLWK47   11/29/2009   456-96-9    1,999
001 252 02000     P/R TAX PY       GLWK47   11/29/2009   456-97-9      419

                                  *TOTAL FOR ENTRY GLWK47
                                   STORE 45/REG 6/DIST 1          141,774
```

Notice that both entries that refer to COMMISSION are presented on the same screen.

Scrolling the viewing window to the right allows you to visually compare the amounts.

2. Enter **RIGHT** on the command line, and press Enter.

You may also use a preset PF key (PF10) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01---

COMMAND ==>                      Page   101  Col   19  Lin   28  Scr HALF
  X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
                GENERAL LEDGER ENTRY REGISTER
                CHEERYBLE BROS. FURNITURE CO.


                  JRNL      TRANS.      REF.        DEBIT        CREDIT
DESCRIPTION       ENTRY     DATE        NUMBER      AMOUNT       AMOUNT

SALES TAX PAY     GLWK47    11/29/2009  456-77-9    1,334.06
RETURNS/ALLOW     GLWK47    11/29/2009  456-78-9                 2,701.38
CASH SALES        GLWK47    11/29/2009  456-79-9   42,634.20
SALES ON CR       GLWK47    11/29/2009  456-80-9   14,211.41
DESK SALES/CR     GLWK47    11/29/2009  DEMO-1      4,691.16
ACCOUNTS PAY      GLWK47    11/29/2009  456-81-9                15,743.66
COMMISSIONS       GLWK47    11/29/2009  456-82-9                 1,999.19
 .   .   .    .   .   .    .   .   .    .   .   .    .   .   .    .   .   .
COMMISSION PY     GLWK47    11/29/2009  456-96-9    1,999.19
P/R TAX PY        GLWK47    11/29/2009  456-97-9      419.61

                 *TOTAL FOR ENTRY GLWK47
                  STORE 45/REG 6/DIST 1    141,774.41   141,774.41
```

You can shift the viewing window to the left again to see the DESCRIPTION.

To end line freezing and return the screen to its previous condition, enter **FR RESET** on the command line, and press Enter.

Freezing Report Headings

This section describes how to use the Hold Heading command to keep a heading at the top of a screen while scrolling through the report.

The Hold Heading Command

It may be convenient to have report headings on the screen at all times. The HD command allows you to hold specific heading lines on the screen while you scroll through the remaining report lines. As you move from one page to another, the same number of lines is held, but the contents change to reflect the page you are currently viewing.

In order to freeze the five heading lines, enter **HD 5** on the command line, and press Enter.

Note: After the command is processed, the line number displayed at the top of the report is number 6, and lines one through five are highlighted.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01----

 COMMAND ==> HD 5               Page   101 Col   1 Lin   6  Scr HALF
   X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
 GL47                              GENERAL LEDGER ENTRY REGISTER
 12/01/2009                       CHEERYBLE BROS. FURNITURE CO.

                                 JRNL      TRANS.      REF.         DEB
 COA ACCOUNT#      DESCRIPTION    ENTRY     DATE        NUMBER       AMOU

 001 211 12100     SALES TAX PAY  GLWK47    11/29/2009  456-77-9     1,334
 001 211 12100     RETURNS/ALLOW  GLWK47    11/29/2009  456-78-9
```

To end the report heading hold command, enter **HD RESET** on the command line, and press Enter.

Suppressing Columns of Report Data

This section describes how to use the Column command so that you can hide specific columns of the report.

The C (Column) Command for Suppression

There may be occasions when you want to suppress (hide) specific columns of the report in order to make the data easier to interpret.

Suppressing report data is done in three steps:

1. Enter the **C** command, and press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01----

COMMAND ==> C                    Page   101 Col   1  Lin    1  Scr HALF
  X1 Print Report      X2 Request PC Download      X3 Reprint From Tape
GL47                                GENERAL LEDGER ENTRY REGISTER
12/01/2009                          CHEERYBLE BROS. FURNITURE CO.


                               JRNL     TRANS.        REF.          DEB
COA ACCOUNT#      DESCRIPTION   ENTRY    DATE          NUMBER        AMOU

001 211 12100   SALES TAX PAY   GLWK47  11/29/2009    456-77-9      1,334
001 211 12100   RETURNS/ALLOW   GLWK47  11/29/2009    456-78-9
001 211 12100   CASH SALES      GLWK47  11/29/2009    456-79-9      42,634
001 211 21000   SALES ON CR     GLWK47  11/29/2009    456-80-9      14,211
001 211 21000   DESK SALES/CR   GLWK47  11/29/2009    DEMO-1        4,691
001 211 31000   ACCOUNTS PAY    GLWK47  11/29/2009    456-81-9
001 211 41000   COMMISSIONS     GLWK47  11/29/2009    456-82-9
001 221 52000   SALES TX PAY    GLWK47  11/29/2009    456-83-9
001 221 53000   P/R TAX PAY     GLWK47  11/29/2009    456-84-9
001 241 11011   CHAIR SALES     GLWK47  11/29/2009    456-85-9
001 241 11012   TABLE SALES     GLWK47  11/29/2009    456-86-9
001 241 11013   CABINET SALES   GLWK47  11/29/2009    456-87-9
001 241 11014   BREAKFRONT SALES GLWK47 11/29/2009    456-88-9
001 241 11021   BOOK CASE SALES GLWK47  11/29/2009    456-89-9
```

The screen changes to present a line marked off in column increments.

```
  VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01----

  COMMAND ==> C                     Page   101  Col   1  Lin   1  Scr HALF
    X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
> ----+----1----+----2----+----3----+----4----+----5----+----6----+----7-----
  GL47                                GENERAL LEDGER ENTRY REGISTER
  12/01/2009                          CHEERYBLE BROS. FURNITURE CO.

                                      JRNL     TRANS.      REF.         DEB
  COA ACCOUNT#     DESCRIPTION        ENTRY     DATE      NUMBER        AMOU

  001 211 12100    SALES TAX PAY      GLWK47  11/29/2009  456-77-9      1,334
  001 211 12100    RETURNS/ALLOW      GLWK47  11/29/2009  456-78-9
  001 211 12100    CASH SALES         GLWK47  11/29/2009  456-79-9     42,634
  001 211 21000    SALES ON CR        GLWK47  11/29/2009  456-80-9     14,211
  001 211 21000    DESK SALES/CR      GLWK47  11/29/2009  DEMO-1        4,691
  001 211 31000    ACCOUNTS PAY       GLWK47  11/29/2009  456-81-9
  001 211 41000    COMMISSIONS        GLWK47  11/29/2009  456-82-9
  001 221 52000    SALES TX PAY       GLWK47  11/29/2009  456-83-9
  001 221 53000    P/R TAX PAY        GLWK47  11/29/2009  456-84-9
  001 241 11011    CHAIR SALES        GLWK47  11/29/2009  456-85-9
  001 241 11012    TABLE SALES        GLWK47  11/29/2009  456-86-9
  001 241 11013    CABINET SALES      GLWK47  11/29/2009  456-87-9
  001 241 11014    BREAKFRONT SALES   GLWK47  11/29/2009  456-88-9
```

In the previous example:

■   A grid line was inserted into the display at line number 000, and all the report
    data was moved down one line.

2.   Mark the columns to be suppressed with **S**.

```
  VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01----

  COMMAND ==>                       Page   101  Col   1  Lin   1  Scr HALF
    X1 Print Report     X2 Request PC Download     X3 Reprint From Tape

> ----+----1----+----2----+----3----+-SSSSSSSSSSSSSSSSSSSSSS--6----+----7----
  GL47                                GENERAL LEDGER ENTRY REGISTER
  12/01/2009                          CHEERYBLE BROS. FURNITURE CO.

                                      JRNL     TRANS.      REF.         DEB
  COA ACCOUNT#     DESCRIPTION        ENTRY     DATE      NUMBER        AMOU

  001 211 12100    SALES TAX PAY      GLWK47  11/29/2009  456-77-9      1,334
  001 211 12100    RETURNS/ALLOW      GLWK47  11/29/2009  456-78-9
  001 211 12100    CASH SALES         GLWK47  11/29/2009  456-79-9     42,634
  001 211 21000    SALES ON CR        GLWK47  11/29/2009  456-80-9     14,211
  001 211 21000    DESK SALES/CR      GLWK47  11/29/2009  DEMO-1        4,691
  001 211 31000    ACCOUNTS PAY       GLWK47  11/29/2009  456-81-9
  001 211 41000    COMMISSIONS        GLWK47  11/29/2009  456-82-9
  001 221 52000    SALES TX PAY       GLWK47  11/29/2009  456-83-9
  001 221 53000    P/R TAX PAY        GLWK47  11/29/2009  456-84-9
  001 241 11011    CHAIR SALES        GLWK47  11/29/2009  456-85-9
  001 241 11012    TABLE SALES        GLWK47  11/29/2009  456-86-9
  001 241 11013    CABINET SALES      GLWK47  11/29/2009  456-87-9
  001 241 11014    BREAKFRONT SALES   GLWK47  11/29/2009  456-88-9
```

In the previous example, the grid line has been modified for column suppression.

■ The letter **S** is inserted over every column to be hidden in the final display. Mark the columns to be suppressed with **S**s on the grid, and press Enter.

3. Press Enter to suppress the columns.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  JOB: NOGGS01---

COMMAND ==>                    Page   101  Col   1  Lin   1  Scr HALF
  X1 Print Report     X2 Request PC Download     X3 Reprint From Tape

----+----1----+----2----+----3-----------6----+----7----+----8----+----9----
GL47                                GENERAL LEDGER ENTRY REGISTER
12/01/2009                      CHEERYBLE BROS. FURNITURE CO.            Page:
000101
                                      REF.          DEBIT        CREDIT
COA ACCOUNT#     DESCRIPTION          NUMBER        AMOUNT       AMOUNT

001 211 12100    SALES TAX PAY        456-77-9      1,334.06
001 211 12100    RETURNS/ALLOW        456-78-9                   2,701.38
001 211 12100    CASH SALES           456-79-9     42,634.20
001 211 21000    SALES ON CR          456-80-9     14,211.41
001 211 21000    DESK SALES/CR        DEMO-1        4,691.16
001 211 31000    ACCOUNTS PAY         456-81-9                  15,743.66
001 211 41000    COMMISSIONS          456-82-9                   1,999.19
001 221 52000    SALES TX PAY         456-83-9                   1,334.06
001 221 53000    P/R TAX PAY          456-84-9                     419.61
001 241 11011    CHAIR SALES          456-85-9                  15,641.20
001 241 11012    TABLE SALES          456-86-9                  13,821.68
001 241 11013    CABINET SALES        456-87-9                  13,999.08
001 241 11014    BREAKFRONT SALES     456-88-9                  15,641.01
```

The altered display makes the columnar data much easier to read. Notice that the grid line indicates that columns are missing. To end column suppression, enter **C RESET** on the command line, and press Enter.

Freezing Columns of Report Data

This section describes how to use the Column command so that you can freeze columns of data on the screen.

The C (Column) Command for Freezing

You can also use the C command to freeze columns of data on the screen so that when you scroll LEFT and RIGHT, the frozen columns do not move out of the viewing window.

Freezing columns is done in three steps:

1. Enter the **C** command, and press Enter.

The screen changes to present a line marked off in column increments.

2. Mark the columns to be frozen with **F**.

Press Enter to freeze the columns.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==> C                     Page   101 Col   1  Lin    1  Scr HALF
  X1 Print Report      X2 Request PC Download      X3 Reprint From Tape
GL47                              GENERAL LEDGER ENTRY REGISTER
12/01/2009                        CHEERYBLE BROS. FURNITURE CO.

                                  JRNL     TRANS.       REF.        DEB
COA ACCOUNT#     DESCRIPTION       ENTRY    DATE         NUMBER      AMOU

001 211 12100    SALES TAX PAY     GLWK47   11/29/2009   456-77-9    1,334
001 211 12100    RETURNS/ALLOW     GLWK47   11/29/2009   456-78-9
001 211 12100    CASH SALES        GLWK47   11/29/2009   456-79-9   42,634
001 211 21000    SALES ON CR       GLWK47   11/29/2009   456-80-9   14,211
001 211 21000    DESK SALES/CR     GLWK47   11/29/2009   DEMO-1      4,691
001 211 31000    ACCOUNTS PAY      GLWK47   11/29/2009   456-81-9
001 211 41000    COMMISSIONS       GLWK47   11/29/2009   456-82-9
001 221 52000    SALES TX PAY      GLWK47   11/29/2009   456-83-9
001 221 53000    P/R TAX PAY       GLWK47   11/29/2009   456-84-9
001 241 11011    CHAIR SALES       GLWK47   11/29/2009   456-85-9
001 241 11012    TABLE SALES       GLWK47   11/29/2009   456-86-9
001 241 11013    CABINET SALES     GLWK47   11/29/2009   456-87-9
001 241 11014    BREAKFRONT SALES GLWK47   11/29/2009   456-88-9
001 241 11021    BOOK CASE SALES   GLWK47   11/29/2009   456-89-9
```

The screen appears as follows:

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==> C                     Page   101 Col   1  Lin    1  Scr HALF
  X1 Print Report      X2 Request PC Download      X3 Reprint From Tape
> ----+----1----+----2----+----3----+----4----+----5----+----6----+----7----
GL47                              GENERAL LEDGER ENTRY REGISTER
12/01/2009                        CHEERYBLE BROS. FURNITURE CO.

                                  JRNL     TRANS.       REF.        DEB
COA ACCOUNT#     DESCRIPTION       ENTRY    DATE         NUMBER      AMOU

001 211 12100    SALES TAX PAY     GLWK47   11/29/2009   456-77-9    1,334
001 211 12100    RETURNS/ALLOW     GLWK47   11/29/2009   456-78-9
001 211 12100    CASH SALES        GLWK47   11/29/2009   456-79-9   42,634
001 211 21000    SALES ON CR       GLWK47   11/29/2009   456-80-9   14,211
001 211 21000    DESK SALES/CR     GLWK47   11/29/2009   DEMO-1      4,691
001 211 31000    ACCOUNTS PAY      GLWK47   11/29/2009   456-81-9
001 211 41000    COMMISSIONS       GLWK47   11/29/2009   456-82-9
001 221 52000    SALES TX PAY      GLWK47   11/29/2009   456-83-9
001 221 53000    P/R TAX PAY       GLWK47   11/29/2009   456-84-9
001 241 11011    CHAIR SALES       GLWK47   11/29/2009   456-85-9
001 241 11012    TABLE SALES       GLWK47   11/29/2009   456-86-9
001 241 11013    CABINET SALES     GLWK47   11/29/2009   456-87-9
001 241 11014    BREAKFRONT SALES GLWK47   11/29/2009   456-87-9
```

In the previous example:

■ A grid line was inserted into the display at line number 000, and all the report data was moved down one line.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                      Page   101  Col   1  Lin   1  Scr HALF
   X1 Print Report     X2 Request PC Download     X3 Reprint From Tape

> FFFFFFFFFFFFFFFFFFFFFFFFFFFFFF----+----4----+----5----+----6----+----7-----
  GL47                          GENERAL LEDGER ENTRY REGISTER
  12/01/2009                    CHEERYBLE BROS. FURNITURE CO.

                                  JRNL    TRANS.       REF.         DEB
  COA ACCOUNT#     DESCRIPTION    ENTRY    DATE       NUMBER        AMOU

  001 211 12100    SALES TAX PAY  GLWK47  11/29/2009  456-77-9     1,334
  001 211 12100    RETURNS/ALLOW  GLWK47  11/29/2009  456-78-9
  001 211 12100    CASH SALES     GLWK47  11/29/2009  456-79-9    42,634
  001 211 21000    SALES ON CR    GLWK47  11/29/2009  456-80-9    14,211
  001 211 21000    DESK SALES/CR  GLWK47  11/29/2009  DEMO-1       4,691
  001 211 31000    ACCOUNTS PAY   GLWK47  11/29/2009  456-81-9
  001 211 41000    COMMISSIONS    GLWK47  11/29/2009  456-82-9
  001 221 52000    SALES TX PAY   GLWK47  11/29/2009  456-83-9
  001 221 53000    P/R TAX PAY    GLWK47  11/29/2009  456-84-9
  001 241 11011    CHAIR SALES    GLWK47  11/29/2009  456-85-9
  001 241 11012    TABLE SALES    GLWK47  11/29/2009  456-86-9
  001 241 11013    CABINET SALES  GLWK47  11/29/2009  456-87-9
  001 241 11014    BREAKFRONT SALES GLWK47 11/29/2009 456-87-9
```

Notice that the grid line has been modified to freeze the first 30 columns on the screen.

■ Insert the letter F over every column that is to be frozen (not scrolled) in the final display, and press Enter.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==>                        Page   101 Col   1 Lin   1 Scr HALF
  X1 Print Report     X2 Request PC Download      X3 Reprint From Tape
FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF+----1----+----2----+----3----+----4----+----
GL47                           GL47                       GENERAL LEDGER EN
12/01/2009                     12/01/04                   CHEERYBLE BROS. F

                                                             JRNL      TRAN
COA ACCOUNT#    DESCRIPTION  COA ACCOUNT#    DESCRIPTION    ENTRY       DA

001 211 12100   SALES TAX PAY 001 211 12100   SALES TAX PAY  GLWK47   11/29
001 211 12100   RETURNS/ALLOW 001 211 12100   RETURNS/ALLOW  GLWK47   11/29
001 211 12100   CASH SALES   001 211 12100   CASH SALES     GLWK47   11/29
001 211 21000   SALES ON CR  001 211 21000   SALES ON CR    GLWK47   11/29
001 211 21000   DESK SALES/DR 001 211 21000   DESK SALES/CR  GLWK47   11/29
001 211 31000   ACCOUNTS PAY 001 211 31000   ACCOUNTS PAY   GLWK47   11/29
013 211 41000   COMMISSIONS  001 211 41000   COMMISSIONS    GLWK47   11/29
014 221 52000   SALES TX PAY 001 221 52000   SALES TX PAY   GLWK47   11/29
015 221 53000   P/R TAX PAY  001 221 53000   P/R TAX PAY    GLWK47   11/29
016 241 11011   CHAIR SALES  001 241 11011   CHAIR SALES    GLWK47   11/29
017 241 11012   TABLE SALES  001 241 11012   TABLE SALES    GLWK47   11/29
018 241 11013   CABINET SALES 001 241 11013   CABINET SALES  GLWK47   11/29
019 241 11014   BREAKFRONT SAL001 241 11014   BREAKFRONT SALES GLWK47 11/29
```

In the previous example, all the columns that were marked with F are retained in their original position (on the left). The entire report is reproduced to the right of the frozen columns. Enter **RIGHT** on the command line, and press Enter. You may also use a preset PF key (PF10) for this function.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==> RIGHT                  Page   101 Col   1 Lin   1 Scr HALF
  X1 Print Report     X2 Request PC Download      X3 Reprint From Tape
FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF+----5----+----6----+----7----+----8----+----9
GL47
12/01/2009                                           Page:  000101

                                              DEBIT        CREDIT
COA ACCOUNT#    DESCRIPTION    ER            AMOUNT        AMOUNT      MEMO

001 211 12100   SALES TAX PAY  -77-9        1,334.06
001 211 12100   RETURNS/ALLOW  -78-9                     2,701.38
001 211 12100   CASH SALES     -79-9       42,634.20
001 211 21000   SALES ON CR    -80-9       14,211.41
001 211 21000   DESK SALES/CR  0-1          4,691.16                  CD45
001 211 31000   ACCOUNTS PAY   -81-9                    15,743.66
001 211 41000   COMMISSIONS    -82-9                     1,999.19
001 221 52000   SALES TX PAY   -83-9                     1,334.06
001 221 53000   P/R TAX PAY    -84-9                       419.61
001 241 11011   CHAIR SALES    -85-9                    15,641.20
001 241 11012   TABLE SALES    -86-9                    13,999.08
001 241 11013   CABINET SALES  -87-9                    15,641.01
001 241 11014   BREAKFRONT SAL -88-9                    16,022.48
```

In the previous example, notice that the frozen columns remained on the left and that the RIGHT command caused lateral scrolling to move the rightmost columns on to the viewing area.

To end Column Freeze, enter **C RESET** on the command line, and press Enter.

Combining Multiple Freeze and Suppress Commands

To use multiple freeze and suppress instructions at one time:

1. Enter the **C** command on the command line, and press Enter.

    The screen changes to present a grid line marked off in column increments.

    ```
    VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

    COMMAND ==>                    Page   101 Col   1  Lin   1  Scr HALF
      X1 Print Report      X2 Request PC Download     X3 Reprint From Tape
    ----+----1----+----2----+----3----+----4----+----5----+----6----+----7--
    GL47                              GENERAL LEDGER ENTRY REGISTER
    ```

2. Mark the grid line as follows: To Freeze columns do one of the following:

    ■ Enter **F** over the columns to be retained and displayed on the left of the screen.

    ■ Enter **K...K** to cause a continuous string of columns, beginning with the first K through to and ending with the second K, to be retained and displayed on the left of the screen.

    Note: Columns marked with either F or K does not move when you scroll left or right.

    To Suppress columns do one of the following:

    ■ Enter **S** over every column to be suppressed.

    ■ Enter **X...X** to cause a continuous string of columns, beginning with the first X through to and ending with the second X, to be suppressed. This allows data on the right side of the report to be displayed.

    Note: If you only enter one X, all columns to the right of the X are suppressed on each scroll. If you do not want all columns to the right of the X to be suppressed, you must enter two X's prior to scrolling right or left.

3. Press Enter to alter the viewing area.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01---

COMMAND ==> FR                  Page   101 Col   1 Lin   1 Scr HALF
  X1 Print Report    X2 Request PC Download     X3 Reprint From Tape
FFFFFFFFFFFFFFF+--K-2----+--K-3--sssssssssssssssss-5---X+-X--6----+----7--
GL47                               GENERAL LEDGER ENTRY REGISTER
12/01/2009                         CHEERYBLE BROS. FURNITURE CO.


                                   JRNL     TRANS.      REF.        DEB
COA ACCOUNT#    DESCRIPTION        ENTRY     DATE      NUMBER       AMOU

001 211 12100   SALES TAX PAY      GLWK47   11/29/2009   456-77-9    1,334

In the previous example, when you press Enter, columns 1-14 and 18-28 will be frozen
on the left side of the screen, and columns 33-48 and 54-57 will be hidden from view.
This will bring the columns that are out of the viewing area on the right into the
screen display.

To end Column Freeze, enter C RESET on the command line, and press Enter.

Note: You can combine Column Freeze, Column Suppress, Line Freeze and other commands
and functions. This gives you full control over the viewing window.
```

Sometimes you need to rearrange your report to get the most meaningful view of the data. The following topic covers the Cut and Paste techniques available in CA Dispatch.

Cut and Paste Report Displays

The Cut and Paste commands allow you to manipulate your view of the report. Report data is never altered. The only thing that changes is your view of it on the screen.

At this point, you are viewing data on the Online Viewing Screen for Report: GR47REG Job: NOGGS01. You can use the Cut and Paste feature to manipulate the way the data is presented.

Note: If you are in the process of building a profile, all header and freeze commands are saved in the profile you are creating.

Cut and Paste is done as follows:

1. Enter **E ¦ ED ¦ EDIT** on the Command Line of the Online Viewing Screen for Report (VOVMI320), and press Enter.

2. This brings you to the Online Viewing Report Edit Report: (VOVMI380) where you choose the lines to be manipulated.

3. Enter **C** on any line in the VOVMI380 screen to select that line as the target line to be carried forward to the next screen, VOVMI390. This line is used as a model line in the cut and paste operation.

    Press Enter to access the OLV Report Cut and Paste for Report: Screen (VOVMI390). See the topic Example of Cut and Paste for a demonstration of this process.

```
VOVMI320 -------- Online Viewing Screen For Report: GR47REG  Job: NOGGS01----

COMMAND ==> ED                   Page   101  Col   1  Lin   1  Scr: HALF
  X1 Print Report     X2 Request PC Download     X3 Reprint From Tape
GL47                                  GENERAL LEDGER ENTRY REGISTER
12/01/2009                            CHEERYBLE BROS. FURNITURE CO.


                                 JRNL      TRANS.       REF.        DEB
COA ACCOUNT#       DESCRIPTION   ENTRY      DATE       NUMBER      AMOU

001 211 12100      SALES TAX PAY  GLWK47  11/29/2009   456-77-9    1,334
001 211 12100      RETURNS/ALLOW  GLWK47  11/29/2009   456-78-9
```

Example of Cut and Paste

After you enter **E ¦ ED ¦ EDIT** on the Online Viewing Screen For Report you access the Online Viewing Edit Screen for Report: GR47REG Job: NOGGS01 (VOVMI380).

Note: For MOD 3, 4, and 5 type terminals, there are equivalent screens, Panel ID VOVMI383, VOVMI384, and VOVMI385, respectively.

Notice that the display is slightly different. This screen is an exact duplicate of the previous screen except that all data has been shifted three columns to the right to make room for an Opt(ion) field.

```
VOVMI380-----Online Viewing Report Edit Report:: GR47REG  Job: NOGGS01  ---

COMMAND ==>                           Page       Col    Lin    Scr
Opt (H-Header, F-Freeze, C-Cut and Paste, R-Reset Current and Subsequent HD/FR)
   GL47                            GENERAL LEDGER ENTRY REGISTER
   12/01/2009                      CHEERYBLE BROS. FURNITURE CO.

                                   JRNL     TRANS.      REF.        DEB
   COA ACCOUNT#     DESCRIPTION     ENTRY    DATE        NUMBER      AMOU

   001 211 12100    SALES TAX PAY   GLWK47   11/29/2009  456-77-9     1,334
   001 211 12100    RETURNS/ALLOW   GLWK47   11/29/2009  456-78-9
   001 211 12100    CASH SALES      GLWK47   11/29/2009  456-79-9    42,634
   001 211 21000    SALES ON CR     GLWK47   11/29/2009  456-80-9    14,211
   001 211 21000    DESK SALES/CR   GLWK47   11/29/2009  DEMO-1       4,691
   001 211 31000    ACCOUNTS PAY    GLWK47   11/29/2009  456-81-9
   001 211 41000    COMMISSIONS     GLWK47   11/29/2009  456-82-9
   001 221 52000    SALES TX PAY    GLWK47   11/29/2009  456-83-9
   001 221 53000    P/R TAX PAY     GLWK47   11/29/2009  456-84-9
   001 241 11011    CHAIR SALES     GLWK47   11/29/2009  456-85-9
   001 241 11012    TABLE SALES     GLWK47   11/29/2009  456-86-9
   001 241 11013    CABINET SALES   GLWK47   11/29/2009  456-87-9
   001 241 11014    BREAKFRONT SALES GLWK47  11/29/2009  456-88-9
   001 241 11021    BOOK CASE SALES GLWK47   11/29/2009  456-89-9
```

To see the data on the right side of this report, press F11.

```
VOVMI380-----  Online Viewing Report Edit Report: GR47REG  Job: NOGGS01  ---

COMMAND ==>                           Page       Col    Lin    Scr
Opt (H-Header, F-Freeze, C-Cut and Paste, R-Reset Current and Subsequent HD/FR)
   GENERAL LEDGER ENTRY REGISTER                   PAGE:  000101
   CHEERYBLE BROS. FURNITURE CO.

        JRNL     TRANS.      REF.        DEBIT      CREDIT
        ENTRY    DATE        NUMBER      AMOUNT     AMOUNT      MEMO

        GLWK47   11/29/2009  456-77-9    1,334.06
        GLWK47   11/29/2009  456-78-9               2,701.38
        GLWK47   11/29/2009  456-79-9   42,634.20
        GLWK47   11/29/2009  456-80-9   14,211.41
        GLWK47   11/29/2009  DEMO-1      4,691.16               CD45
        GLWK47   11/29/2009  456-81-9              15,743.66
        GLWK47   11/29/2009  456-82-9               1,999.19
        GLWK47   11/29/2009  456-83-9               1,334.06
        GLWK47   11/29/2009  456-84-9                 419.61
        GLWK47   11/29/2009  456-85-9              15,641.20
        GLWK47   11/29/2009  456-86-9              13,821.68
        GLWK47   11/29/2009  456-87-9              13,999.08
        GLWK47   11/29/2009  456-88-9              15,641.01
        GLWK47   11/29/2009  456-89-9              23,612.19
```

Note: If you have already turned on Freeze lines, Headers, or both on the Online Viewing Screen for Report: (VOVMI320), those options are maintained and indicated when you enter this screen.

Fields

Use the Opt field to enter screen manipulation commands or gain access to the OLV Report Cut and Paste Screen (VOVMI390) as follows:

Opt

Use this field to hold headings or freeze lines on this screen, reset, and access the cut and paste screen if you wish to rearrange your view of the data. Enter:

F

To freeze the line in place. Scrolling will not affect this line.

H

Enter one H on any line to indicate that you want the first report heading line held on the screen. Enter additional H's on different lines for each additional line you want held. If, for example, you enter five H's on any five lines, the first five lines of the report will be held on the screen. Headings are always present, and change when the report heading changes.

C

To access the OLV Cut and Paste Screen (VOVMI390) in order to manipulate column positions in the report display.

R

To reset current and following HD/FR commands.

Using the Online Viewing Edit Screen for Report

When you shift the report view to the right, you realize that there is meaningful data that cannot be viewed all at once. You can use the Cut and Paste feature to reorganize the report display into the arrangement that most suits your needs.

For this example, we are going to do the following:

1. Create Headers of the first two lines of the report.

2. Move the DEBIT AMOUNT and CREDIT AMOUNT to columns 25 through 48.

3. Move the DESCRIPTION to columns 02 through 19.

4. Move the COA ACCOUNT# to columns 56 through 68.

Step 1: Create Headers

The first item in the example is accomplished on the VOVMI380 screen. You can set headers here by entering **H** next to the two header lines to hold, and pressing Enter.

Headers can also be set on the previous screen, the Online Viewing Screen for Report (VOVMI320).

```
VOVMI380-----  Online Viewing Report Edit Report: GR47REG  Job: NOGGS01 ----

COMMAND ==>                             Page       Col     Lin     Scr
Opt (H-Header, F-Freeze, C-Cut and Paste, R-Reset Current and Subsequent HD/FR)
 H GL47                                 GENERAL LEDGER ENTRY REGISTER
 H 12/01/2009                           CHEERYBLE BROS. FURNITURE CO.

                                        JRNL     TRANS.    REF.        DEB
    COA ACCOUNT#     DESCRIPTION         ENTRY     DATE    NUMBER       AMOU

    001 211 12100    SALES TAX PAY       GLWK47  11/29/2009  456-77-9    1,334
```

Steps 2, 3, 4: Move Text

The rest of the example is performed on the OLV Report Cut and Paste, Report screen (VOVMI390).

To access that screen, locate the line you want to use as a demonstration line and mark by entering a **C** next to your target cut and paste line, and press Enter.

```
VOVMI380----- Online Viewing Report Edit Report: GR47REG  Job: NOGGS01   ---

COMMAND ==>                             Page       Col     Lin     Scr
Opt (H-Header, F-Freeze, C-Cut and Paste, R-Reset Current and Subsequent HD/FR)
   GL47                                 GENERAL LEDGER ENTRY REGISTER
   12/01/2009                           CHEERYBLE BROS. FURNITURE CO.

                                        JRNL     TRANS.    REF.        DEB
 C COA ACCOUNT#     DESCRIPTION         ENTRY     DATE    NUMBER       AMOU

    001 211 12100    SALES TAX PAY       GLWK47  11/29/2009  456-77-9    1,334
```

Cutting and Pasting

You immediately access the special cut and paste screen.

```
VOVMI390----- OLV Report Cut and Paste for Report: GL47REG  Job: NOGGS01  ----

COMMAND ==>                                                     Scr PAGE

Instructions:
Scrolling: Scrolling is controlled by cursor position. If the cursor is on
 any cut line, only cut lines will scroll. If it is on any paste line, only
 paste lines will scroll. Otherwise, all lines will scroll.
Updating: Information is not saved until SAVE or END is entered.

Number of lines from top of page to ignore cut and paste command ==> 2

Cut Line: Enter an identifier (A-Z, 0-9) under the starting and ending cols.
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---
COA ACCOUNT#    DESCRIPTION        ENTRY      DATE     NUMBER       AMOUNT

Paste Line: Enter an identifier from the cut line under the new start cols.
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---

New Line:

----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---
```

Notice that your targeted line is carried forward on the Cut Line.

All cut and paste operations are entered on this screen. When you END, which takes you back to the calling screen, your cut and paste instructions are used and your view of the report is modified accordingly.

There are four operating fields on this screen, as follows:

Number of lines from top of page to ignore cut and paste command==>

If you have set, or intend to set, header lines, you may not want them operated on by cut and paste: garbled or confusing text is the probable result. The number value you enter here tells CA Dispatch how many lines from the beginning of each page to ignore when the cut and paste view is presented.

Cut Line

The line selected on the previous screen for the cut and paste operation.

Notice that the cursor is positioned below the text. Move the cursor along under the data and indicate the columns you want to include in your text move. Use paired characters to mark the beginning and end of the range of columns to be moved. For example if you enter **A** at column 20 and another A at column 29, the ten columns marked by the A...A range are moved as a unit.

This is the from line.

Paste Line

The cursor is positioned below the grid. Move the cursor to the column where you want to see your data in the resulting display, and enter the character that corresponds to the column group to be moved. For example, enter A where you want columns marked A...A in the Cut Line to appear in the final display. Enter all your column indicator characters.

This is the to line.

New Line

This line gives you a glimpse of the rearranged output. You can tell immediately if you omitted vital data or overlapped columns.

The following screen segments provide an example of how to hold lines separate from the cut and paste, and how to mark and move your text.

Remember, our task is to arrange the data so that we can see DEBIT AMOUNT and CREDIT AMOUNT in columns 25 through 48; the DESCRIPTION in columns 02 through 19, and the COA ACCOUNT# in columns 56 through 68.

In order to keep the two report heading lines legible, you must omit them from the cut and paste operations:

1. Enter **2** in the Number of lines to ignore...field.

```
VOVMI390----- OLV Report Cut and Paste for Report: GL47REG  Job: NOGGS01  ----

COMMAND ==>                                                          Scr PAGE

Instructions:
Scrolling: Scrolling is controlled by cursor position. If the cursor is on
 any cut line, only cut lines will scroll. If it is on any paste line, only
 paste lines will scroll. Otherwise, all lines will scroll.
Updating: Information is not saved until SAVE or END is entered.

Number of lines from top of page to ignore cut and paste command ==> 2
```

2. Mark the columns you want to rearrange on the cut operating line. This is a blank line below the Cut Line text.

   ■ Enter **A** under column 3 and column 16 for the COA ACCOUNT#.

   ■ Enter **B** under column 20 and column 38 for the DESCRIPTION.

   ■ Enter **C** under column 72.

```
Cut Line: Enter an identifier (A-Z, 0-9) under the starting and ending cols.

----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---
COA ACCOUNT#    DESCRIPTION      ENTRY      DATE    NUMBER        AMOUNT
 A          A   B                B                                C
```

3. Scroll laterally to locate your last column because you cannot see the ending columns for the DEBIT AMOUNT and CREDIT AMOUNT.

    Leave your cursor on column 72 and press PF10 (scroll right).

    The grid changes to allow you to see the remainder of your cut line.

    Enter the other **C** under column 92, and press Enter to mark the end parameter for the C group of columns.

    Number of lines from top of page to ignore cut and paste command ==> 2

```
Cut Line: Enter an identifier (A-Z, 0-9) under the starting and ending cols.
---+----8----+----9----+---10----+
  AMOUNT      AMOUNT      MEMO
C                 C
```

4. Work from the Paste Line to tell CA Dispatch where to move the columns. Enter column group symbols in the beginning columns where you want your text to appear, and press Enter.

```
Paste Line: Enter an identifier from the cut line under the new start cols.
----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---
  B                   C                             A
```

The New Line indicates the result of your changes.

```
New Line:

----+----1----+----2----+----3----+----4----+----5----+----8----+----7----+---
  DESCRIPTION                 AMOUNT      AMOUNT      COA ACCOUNT#
```

5. Press PF3 to exit the screen and see the results of your work.

```
GL47                        GENERAL LEDGER ENTRY REGISTER              PAG
12/01/2009                  CHEERYBLE BROS. FURNITURE CO.

                            DEBIT      CREDIT
DESCRIPTION                 AMOUNT     AMOUNT       COA ACCOUNT#

SALES TAX PAY               1,334.06                001 211 12100
RETURNS/ALLOW                          2,701.38     001 211 12100
CASH SALES                 42,634.20                001 211 12100
SALES ON CR                14,211.41                001 211 21000
DESK SALES/CR               4,691.16                001 211 21000
ACCOUNTS PAY                          15,743.66     001 211 31000
COMMISSIONS                            1,999.19     001 211 41000
SALES TX PAY                           1,334.06     001 221 52000
P/R TAX PAY                              419.61     001 221 53000
CHAIR SALES                           15,641.20     001 241 11011
TABLE SALES                           13,821.68     001 241 11012
CABINET SALES                         13,999.08     001 241 11013
BREAKFRONT SALES                      15,641.01     001 241 11014
BOOK CASE SALES                       23,612.19     001 241 11021
```

Note: The viewing commands only change the way your data is presented on the screen - the actual data is never altered.

Marking Selected Pages of the Report for Print or Download

Position yourself on the Online Viewing Screen for Report: (VOVMI320). The print commands available on this screen mark the pages you designate for printing or downloading to a PC. When a page is marked, the page number is highlighted in the display. Enter **P** to print or mark the current page, **Pnnn** to print or mark a number of pages, **PA** to print or mark the entire report (security permitting), or **PBS** and **PBE** to mark the beginning and end of a block of pages.

The PBS and PBE Commands

Three steps are required to select and mark a block of pages:

1. Mark the first page in the block of pages to be printed or downloaded by entering **PBS** (Page Block Start) on the command line.

```
VOVMI320 -------- Online Viewing Screen for Report: GR47REG  Job: NOGGS01  ----

COMMAND ==> PBS                          Page       1 Col   1 Lin  19  Scr HALF
   X1 Print Report      X2 Request PC Download      X3 Reprint From Tape
GL47                                  GENERAL LEDGER ENTRY REGISTER
12/01/2009                            CHERRYBLE BROS. FURNITURE CO.


                                       JRNL     TRANS.      REF.          DEB
COA ACCOUNT#      DESCRIPTION          ENTRY     DATE       NUMBER        AMOU

001 211 12100    SALES TAX PAY        GLWK47   11/29/2009  456-77-9      1,334
001 211 12100    RETURNS/ALLOW        GLWK47   11/29/2009  456-78-9
```

2. Locate the last page to be included in the block of pages and enter PBE (Page Block End) on the command line, and press Enter. The beginning page, marked with PBS, all interim pages, and the last page, marked with PBE are marked.

```
VOVMI320 --------Online Viewing Screen for Report: GR47REG  Job: NOGGS01---

COMMAND ==> PBE                   Page   188 Col   1 Lin  19   Scr: HALF
   X1 Print Report      X2 Request PC Download      X3 Reprint From Tape
GL47                                  GENERAL LEDGER ENTRY REGISTER
12/01/2009                            CHERRYBLE BROS. FURNITURE CO.


                                       JRNL     TRANS.      REF           DEB
COA ACCOUNT#      DESCRIPTION          ENTRY     DATE       NUMBER        AMOU

001 322 15500    DELV. EXP.          DISB02   11/29/2009  513-42-9
001 322 15511    DIST. EXP. 77       DISB02   11/29/2009  513-43-9
```

3. Print or download the pages as follows:

   ■ To begin the print process, enter **X1** on the command line, and press Enter.

   The pages are directed to the printer connected to your ID. If your Report Administrator has established print overrides permissions for you, you access the Online Viewing Print Request Screen (VOVMI330). For a complete discussion of that screen, see the chapter "Printing Your Report".

   ■ To download the pages to a PC, enter **X2** on the command line, and press Enter.

   The pages are included in a PC download request. You now access the Online Viewing Download Request Detail Screen (VOVMI350), where you can build the request necessary to download your pages to a PC.

   Only the pages included in this marked block will be printed or downloaded to the PC.

Note: Before you attempt to use the PC file transfer function, read the chapter "Making the PC Connection" in the System Programmers Guide, to make sure that you have the necessary hardware and software. For a detailed description of PC file transfer techniques, review the chapters "Download Requests", "Working With Requests", and "Upload Requests".

Summary of Display Commands

The following list contains all the screen manipulation commands.

Note: The character string nnn represents an integer used with any command that uses a numeric parameter; for example, UP nnn and DOWN nnn (lines) and LEFT nnn and RIGHT nnn (columns).

AF

(All Flags) Finds all occurrences of flagged lines and displays only those lines. The flags are set by matching a report or MSGCLASS event. There is a limit of 144 lines that can be displayed.

C ¦ COL ¦ COLS ON ¦ OFF ¦ RESET

Displays a line marked off with COLUMNS. You can freeze or suppress columns in the display by entering F or S in the appropriate column on the line.

To reset the columns, enter **C ¦ COL ¦ COLS RESET** or **C ¦ COL ¦ COLS OFF** on the Command line.

Re-issue the Column Command if you want to add additional column functions.

To	Enter	Result
Freeze a portion	F	All columns marked with F are retained on the left side of the screen.
	K	All columns starting with K and ending with the second K are displayed on the left side of the screen.
Suppress one or more columns	S	Any column or columns marked with S are not displayed, allowing all desired columns to be displayed at one time.
Suppress one or more columns	X	All columns starting with X and ending with the second X are suppressed making room for all desired columns to be displayed at one time.

ED ¦ EDIT

To display the enhanced editing screen VOVMI380 (3, 4, 5) where Header, Freeze, and Cut and Paste commands can be used in the command field.

FR

To freeze a displayed line on the screen, follow this procedure:

1. Enter **FR** on the command line.

2. Position the cursor on the line you want to FREEZE.

3. Press Enter.

4. The frozen line and all lines above it remain fixed while you scroll backward or forward in the remaining portion of the screen. A highlighted line of dots appears below the frozen line, separating it from the movable portion.

To reset, enter **FR RESET** on the command line.

F | FIND str {nnn} {sss,eee} {FIRST | NEXT | PREV | LAST}

■ Searches the report for a string (str) of characters and displays the report beginning at the first occurrence of the string, with every line on which the string appears highlighted.

■ If you follow the string with a number, you indicate a specified number of pages. In the example F 'ABC'3 the search is for character string ABC, and occurs for the specified number of pages.

■ If quotes are not used, spaces are used as delimiters. If you entered **F 0123 4** the search is for 0123 for four pages. The default is to search one page.

■ If the string contains embedded blanks, enclose it in single quotes. If you specify a page count, you must separate it from the string with a space unless the string is in quotes.

■ The str value is used in conjunction with the RFIND command.

Note: If you omit the number of pages, the default set for that User (Sysgen default if no User default was entered) is searched. You can further restrict your search to specific columns by entering a column number as indicated by sss (starting) and eee (ending) in order to limit the search to the range of columns starting with sss and ending with eee.

FIRST

Finds the first occurrence of the text string

LAST

Finds the last occurrence of the text string

PREV

Finds the previous occurrence of the text string

NEXT

Finds the next occurrence of the text string

Gnnn

Displays page nnn or, when used with PF7 or PF8, displays the nnnth page from the current page. If you enter a number that would take you beyond the number of pages you are permitted to view, you access the last (or first) page of your viewable pages. The value of nnn can be any valid number.

HD nn

Displays and highlights nn heading lines (taken from each report page beginning with line 2) and retains that number on the screen regardless of scrolling. When you scroll to a different screen, the same number of heading lines is held, but the heading changes to reflect the page you are currently viewing. A default value of 1 is used if no number is entered.

L | LOC | LOCATE

1. Locate the line and column of a character on the screen:

2. Enter L on the command line.

3. Position the cursor on the character you want to locate.

4. Press Enter.

The line and column information appear in the message line of the screen. Note that you will need this information to define page selection criteria for report recipients.

M

Maximum move: You can move immediately to the first or last page of the report, based upon your viewable pages, when you use this command with PF7 or PF8.

NF

Next Flag: Finds the next occurrence of a flagged line starting at the top of the current page. The flags are set by the occurrence of a report or MSGCLASS event. You may do repeated finds on the same flag by using PF5.

P

Prints the current page of the display, or marks it for download to the PC.

Pnnn

Selects nnn pages for printing or PC download, starting with the currently displayed page. To use this command, you must have access to the entire report.

PA

Selects the entire report for printing or download.

PBE

Page Block End: Ends the block of pages to be printed or downloaded. PBE must have an accompanying PBS command.

PBS

Page Block Start: Specifies that the current page begins a block of pages to be printed or downloaded. You must indicate the end of the selection with PBE. All interim pages are selected.

PE

Page End: Ends the selection of pages to be printed or downloaded. PE must have an accompanying PS command.

PS

Page Start: Specifies that the current page begins a selection of pages to be printed or downloaded. You must indicate the end of the selection with PE. All pages viewed from this point on are selected.

RESET

Reset the screen to the original display. All HD, FR, COL, and Cut and Paste commands are reset.

SC

Sets the scroll definition to scroll based on the position of the cursor, in conjunction with PF7 and PF8.

For example, to use this function when scrolling DOWN:

■ Enter **SC** on the command line and position the cursor in the text of the report immediately above the line you wish positioned at the top of the screen.

■ Press PF8 to position your screen window with the desired line at the top.

The SCR field on your screen displays CUR(sor) to indicate cursor sensitive scrolling.

SH

Sets the scroll definition to scroll a half page at a time. Used in conjunction with PF7 and PF8.

The SCR field on your screen displays HALF to indicate half page scrolling.

SP

Sets the scroll definition to scroll a full page at a time. Used in conjunction with PF7 and PF8.

The SCR field on your screen displays PAGE to indicate full page scrolling.

Summary of Function Commands

The following is a list of special function commands available on this screen.

Commands

X1

Displays the Online Viewing Print Request Screen (VOVMI330) to allow printing of selected pages. For more information on printing, see the chapter "Printing Your Report".

X2

Displays the Online Viewing Download Request Detail Screen (VOVMI350) to allow you to create a PC download request for the currently viewed report. For more information, see the chapter "Download Requests".

X3

Displays the Archive Retrieval Screen Recipient (VARMI220) to allow you to reprint reports from tape, or move archived reports to Online Viewing. For more information on archive retrieval, see the chapter "Accessing Archived Copies of Your Reports".

RFIND

Repeats the most recently entered F (FIND) str scan or NF command.

UP

Scrolls backward as specified by the scroll definition (CUR, HALF, or PAGE). If used with nnn, scrolls the specified number of lines backward.

DOWN

Scrolls forward as specified by the scroll definition (CUR, HALF, or PAGE). If used with nnn, scrolls the specified number of lines forward.

LEFT

Shifts the current display to include the leftmost column. If used with nnn, scrolls left nnn columns.

RIGHT

Shifts the current display to include the rightmost column. If used with nnn, scrolls right nnn columns.

TOP

Displays the first page of the report.

BOT

Displays the last screen of the report.

NUM OFF

Removes the column of line numbers from the left side of the screen.

NUM ON

Displays the column of line numbers down the left side of the screen.

Note: Profiling Commands are discussed in the chapter, "Profiles for Online Viewing".

A Printout of the Report

The following example shows two pages of the report referenced in this chapter.

```
GL47                    GENERAL LEDGER ENTRY REGISTER           PAGE:  000101
12/01/2009              CHEERYBLE BROS. FURNITURE CO.
                           JRNL      TRANS.     REF.        DEBIT      CREDIT
COA ACCOUNT#     DESCRIPTION     ENTRY     DATE       NUMBER     AMOUNT     AMOUNT      MEMO

001 211 12100    SALES TAX PAY   GLWK47  11/29/2009  456-77-9   1,334.06
001 211 12100    RETURNS/ALLOW   GLWK47  11/29/2009  456-78-9              2,701.38
001 211 12100    CASH SALES      GLWK47  11/29/2009  456-79-9  42,634.20
001 211 21000    SALES ON CR     GLWK47  11/29/2009  456-80-9  14,211.41
001 211 21000    DESK SALES/CR   GLWK47  11/29/2009  DEMO-1     4,691.16                CD45
001 211 31000    ACCOUNTS PAY    GLWK47  11/29/2009  456-81-9             15,743.66
001 211 41000    COMMISSIONS     GLWK47  11/29/2009  456-82-9              1,999.19
001 221 52000    SALES TX PAY    GLWK47  11/29/2009  456-83-9              1,334.06
001 221 53000    P/R TAX PAY     GLWK47  11/29/2009  456-84-9                419.61
001 241 11011    CHAIR SALES     GLWK47  11/29/2009  456-85-9             15,641.20
001 241 11012    TABLE SALES     GLWK47  11/29/2009  456-86-9             13,821.68
001 241 11013    CABINET SALES   GLWK47  11/29/2009  456-87-9             13,999.08
001 241 11014    BREAKFRONT SALES GLWK47 11/29/2009  456-88-9             15,641.01
001 241 11021    BOOK CASE SALES GLWK47  11/29/2009  456-89-9             23,612.19
001 241 11022    HUTCH SALES     GLWK47  11/29/2009  456-90-9             16,022.48
001 241 11023    DESK            GLWK47  11/29/2009  DEMO-1                4,691.16
001 241 12000    DISCOUNTS       GLWK47  11/29/2009  456-91-9   2,851.61
001 241 13000    RETURNS         GLWK47  11/29/2009  456-92-9   1,354.00
001 241 21000    DELIVERY INCOME GLWK47  11/29/2009  456-93-9             10,259.68
001 241 22000    CUSTOM SALES    GLWK47  11/29/2009  456-94-9              5,888.03
001 251 21000    C. of G.S.      GLWK47  11/29/2009  456-95-9  72,279.17
001 252 01000    COMMISSION PY   GLWK47  11/29/2009  456-96-9   1,999.19
001 252 02000    P/R TAX PY      GLWK47  11/29/2009  456-97-9     419.61

                           *TOTAL FOR ENTRY GLWK47
                            STORE 45/REG 6/DIST 1   141,774.41  141,774.41


GL47                    GENERAL LEDGER ENTRY REGISTER           PAGE:  000102
12/01/2009              CHEERYBLE BROS. FURNITURE CO.

                           JRNL      TRANS.     REF.        DEBIT      CREDIT
COA ACCOUNT#     DESCRIPTION     ENTRY     DATE       NUMBER     AMOUNT     AMOUNT      MEMO

001 211 12100    RETURNS/ALLOW   GLWK47  11/29/2009  466-81-9              6,983.20
001 211 12100    CASH SALES      GLWK47  11/29/2009  466-82-9  98,037.84
001 211 12100    SALES TAX PAY   GLWK47  11/29/2009  466-83-9     976.40
001 211 21000    SALES ON CR     GLWK47  11/29/2009  466-84-9  32,679.28
001 211 31000    ACCOUNTS PAY    GLWK47  11/29/2009  466-85-9             16,611.80
001 211 41000    COMMISSIONS     GLWK47  11/29/2009  466-86-9              1,942.54
001 221 52000    SALES TX PAY    GLWK47  11/29/2009  466-87-9                976.40
001 221 53000    P/R TAX PAY     GLWK47  11/29/2009  466-88-9                364.24
001 241 11011    CHAIR SALES     GLWK47  11/29/2009  466-89-9             18,841.04
001 241 11012    TABLE SALES     GLWK47  11/29/2009  466-90-9             11,454.98
001 241 11013    CABINET SALES   GLWK47  11/29/2009  466-91-9             21,196.21
001 241 11014    BREAKFRONT SALES GLWK47 11/29/2009  466-92-9             16,184.19
001 241 11021    BOOK CASE SALES GLWK47  11/29/2009  466-93-9              4,450.89
001 241 11022    HUTCH SALES     GLWK47  11/29/2009  466-94-9             14,618.88
001 241 11025    DESK RLLTOP SLS GLWK47  11/29/2009  466-95-9              8,141.19
001 241 11026    DESK/WRK STA SLS GLWK47 11/29/2009  466-96-9             21,999.12
001 241 12000    DISCOUNTS       GLWK47  11/29/2009  466-97-9   5,389.40
001 241 13000    RETURNS         GLWK47  11/29/2009  466-98-9   1,593.80
001 241 21000    DELIVERY INCOME GLWK47  11/29/2009  466-99-9          001 9,878.22
001 241 22000    CUSTOM SALES    GLWK47  11/29/2002  466-00-9          001 3,952.40
001 251 21000    C. of G.S.      GLWK47  11/29/2002  466-01-0  16,611.80
001 252 01000    COMMISSION PY   GLWK47  11/29/2002  466-02-0   1,942.54
001 252 02000    P/R TAX PY      GLWK47  11/29/2002  466-03-0     364.24

                           *TOTAL FOR ENTRY GLWK47
                            STORE 45/REG 6/DIST 1   157,595.30  157,595.3
```

Chapter 6: Profiles for Online Viewing

This chapter provides you with detailed instructions for setting up and using the profiling function of CA Dispatch.

This section contains the following topics:

The Convenience of Profiles

The profile function of CA Dispatch allows you to set up, save, and execute a series of Online Viewing commands for a specific report.

If you find that you consistently search for the same text string, shift it to the right or look for the same flags every time that you view this regularly scheduled report, then use the profile feature.

When you use the profile feature, you record the commands that you use to create your view of the report. The next time this report is viewed or printed, the saved commands in the profile are executed before the report is presented to the terminal or printer.

User's Recipient and Default Profiles

A profile is created for a given report/user/recipient combination. Users can create a profile for a report specific to a recipient in their recipient list. A user may have more than one profile for a report, if that user has access to a report as more than one recipient.

A default profile can be created for a given report and that profile is executed for users who do not have their own profile. This default profile is overridden by the user's specific profile for this report.

How Profiling Works

Profiling requires user, recipient, and report information. Profiles are built on the Online Viewing Screen for Report (VOVMI320). For more information about this screen, see Using the Online Viewing Screen for Report in the chapter "Viewing Your Report Online".

To create a profile, you must access the report and then enter one of the following profiling commands on the Command line:

SPRO DEF (Start PROfile DEFault)

    or

SPRO nnnnnnnn (Start PROF(ile) name)

As you enter screen display manipulation commands, they are accumulated in the profile. For a complete list of available commands, see the Summary of Display Commands in the chapter "Viewing Your Report Online."

Once a profile session is started, each supported command is recorded until the session is ended or the maximum capacity of the profile record is reached, approximately 9 to 21 commands, depending on the size of the commands.

Note: Profiles are kept in a 256-byte area. Each command uses at least 12 bytes. The following commands use more:

- FR—Freeze commands use 16 bytes

- C—Column commands use 27 bytes

- F—Find commands use 24 bytes plus the length of the text data for which you are searching.

When you have entered all the commands you want saved, enter one of the following commands to end and save the profile:

EPRO (End PROfile)

or

EPRO DEF (End PROfile DEFault)

You can also delete profiles.

Once a profile of commands is established, the same commands are issued in the same order as they were recorded every time you use the profile.

If you want a particular profile to execute every time you view the report, give it the name ENTRY. If ENTRY does not exist, a profile is not automatically executed unless a default profile exists for this report. You must enter **EX** or **EXEC NAME** or **SWITCH NAME** on the command line to execute a profile.

After the profile is executed, you can proceed with the Online Viewing session as usual.

Note: If you access the system through an Online Viewing Only region, profiles can only be added or deleted while the main region is active. If the main region is not active, message DC900368 displays and the profile commands are ignored.

Creating a Profile

To generate a viewing profile for a report, follow these steps:

1. Select the report that is to have the profile on the Online Viewing Report Selection Screen (VOVMI310), and press Enter.

2. Your report appears on the Online Viewing Screen for Report (VOVMI320).

3. Enter **SPRO name** (or SPRO DEF) on the command line, and press Enter.

4. Enter your viewing commands.

5. Enter **EPRO** (or EPRO DEF) on the command line, and press Enter.

6. Exit the report (PF3).

The next time you select the report:

■ If you have a profile named ENTRY or a default profile defined for this report, the Online Viewing commands are already issued for you.

■ You can enter **EXEC (or EX) name** (profile name) and all the Online Viewing commands recorded in that profile will be issued.

Any command you can issue during a viewing session can be included in a profile, with the following exceptions:

Command	Description
C RESET	Column Reset
EXEC	Execute a profile
FR RESET	Freeze Reset
L	Locate
P	Print Page
PA	Print All
PBE	Print Block End
PBS	Print Block Start
PE	Print End
Pnnn	Print multiple pages
PS	Print Start
RESET	Reset all
SW(itch)	Switch to a different profile

Profiling Commands

Use the following commands when you create Online Viewing profiles:

Command	Action
DPRO nnnnnnnn	Enter **DPRO nnnnnnnn** to delete the specific saved profile.
DPRO DEF	Enter **DPRO DEF** to delete the current default profile.
EPRO	Enter **EPRO** to end the profile session. The recorded commands are then saved for later execution of the report.
EPRO DEF	Enter **EPRO DEF** to end the profile session for the default profile. The recorded commands are then saved for later execution of the report as the default profile. This profile is used for all users unless the user has a specific profile for this report.
EX | EXEC nnnnnnnn	Enter **EX** nnnnnnnn to execute a specific profile. If you execute one profile after another, the result is a combination of the profiles.
LP | LISTP | LISTPROF | LPROF	Enter one of these commands to invoke the Online Viewing List Profiles Screen (VOVMI336). This displays all profiles defined to the Report/User (/Recipient) combination.
SPRO DEF	Enter **SPRO DEF,** after accessing the report on the command line to start a default profile session that is used for all users of this report. All commands entered from this point on are recorded and saved.
SPRO nnnnnnnn	Enter **SPRO nnnnnnnn** after accessing the report, on the command line to start the profile session. All commands entered from this point on are recorded and saved. If this profile exists, it is deleted**.**
SW | SWITCH nnnnnnnn	Enter **SW nnnnnnnn** to switch to that profile.

Reporting on Report Profiles

A report (CULP15) is available that lists all defined profiles.

Multiple Profiles

You access this screen by entering LISTPROF, LP, LISTP, or LPROF on the Online Viewing Screen for Report (VOVMI320).

```
VOVMI336----------- Online Viewing Report Profile List, View-----------------

COMMAND ==>

 Report :                       Recipient:
 Jobname:                       User    :

   Opt  Profile   New Name     -------------------------
==>  _                         | Select Values:         |
==>                            |  E - Execute Profile   |
==>                            |  S - Switch Profile    |
==>                            |  D - Delete Profile    |
==>                            |  R - Rename Profile     |
==>                            -------------------------
==>
==>
==>
==>
==>
==>
==>
==>
==>
```

Use this screen to:

- Choose a different profile to use when viewing this report

- Delete a profile

- Execute the profile you chose to use to view this report

- Rename a profile

Using the Online Viewing List Profiles Screen

Use this screen to choose a viewing profile from among the many profiles that you defined for this report.

Profiles format how the report is displayed when you view it online. You give your profiles logical names so that you can reference and access the one you want to use. You can use the SWITCH command to change from one profile to another while viewing the report. A special name of ENTRY is given to all existing profiles, and upon selecting a report the ENTRY profile is used to format the report. If ENTRY does not exist, and no default profile was created for this report, no automatic formatting occurs.

Field	Field description or action
Report	The name of the currently viewed report.
Job	The job that produced the currently viewed report.
Recipient	The name of the recipient whose report is being viewed.
User	The name of the user viewing the report.
Opt	Use this field to choose the profile you want to use, or to manage the profiles defined for this report. D(PRO) Deletes the currently saved profile. E(xecute) This is the name of the profile to execute without resetting. By executing one profile after another, the result is a view using a combination of the profiles. **S(witch)** The profile to be switched to, used with a reset. By switching to a profile, a RESET is performed first, to reset the display, and the switched to profile is then executed. **R(ename)** The profile is renamed to the name entered in the new name field.
Profile	This field contains the name of the targeted report profile.
New Name	Enter the new name for the profile.

In the following example, when Noggs presses Enter, he switches from a view of the report that shows only amounts to a view of the report that freezes columns on the screen.

```
VOVMI336----------- Online Viewing Report Profile List, View -----------------

COMMAND ==>

 Report : GL47REG               Recipient: Nickleby, N.
 Jobname: NOGGS01               User     : Noggs

   Opt  Profile   New Name    --------------------------
==> _    AMTSONLY             | Select Values:          |
==>      COAACCTS             |  E - Execute Profile    |
==> S    FREEZECR             |  S - Switch Profile     |
==>                           |  D - Delete Profile     |
==>                           |  R - Rename Profile     |
==>                           --------------------------
```

Enter **S** in the Opt field next to FREEZECR, and press Enter.

Summary of Profiling Commands

The following is a list of profiling commands available for use on the Online Viewing Screen for Report (VOVMI320).

Enter	To
DPRO DEF	Delete the currently saved default report viewing profile.
DPRO name	Delete the specific report viewing profile indicated.
EPRO	End the profile session. The commands recorded for this name are saved for execution whenever this report is viewed with this profile.
EPRO DEF	End the default profile session. The recorded commands are saved for execution whenever this report is viewed.
EXEC name	(EX name) where name is the name of the profile to be executed. No resetting is done. Executing one profile after another results in a combination of the profiles.
LISTPROF, (LP, LISTP, LPROF)	Invoke the Online Viewing Report Profile List Screen, VOVMI336.
SPRO DEF	Start the default profile session. If a profile currently exists for this report, it is deleted. All commands entered from this point on are recorded and saved. This profile is executed when someone who views this report does not have a profile defined for it.
SPRO name	Start the name profile session. All commands entered from this point on are recorded and saved. If this profile name currently exists, an error message is displayed.
SWITCH name	(SW name) Enter the name of the profile to be switched to. When you switch to a profile, a reset is performed to reset the display to its original mode, and then the chosen (switched to) profile is executed.

Chapter 7: Printing Your Report

This chapter explains the Online Viewing Print Request Screen (VOVMI330) and the Online Viewing Printer Selection Screen (VOVMI340).

Note: If your security permissions do not permit you to access the Online Viewing Print Request Screen (VOVMI330), your report or selected pages is automatically printed at a designated printer using the original predefined parameters.

This section contains the following topics:

Getting a Printout of Your Report

To print your report, follow these steps:

1. To access the Print Request Screen, enter **X1** on the command line of the Online Viewing Screen for Report (VOVMI320).

2. Enter **O** in the option field next to your targeted report on the Online Viewing Report Selection Screen (VOVMI310).

3. Press Enter.

```
VOVMI330------------ Online Viewing Print Request Screen ------------------

COMMAND ==>
   X1 List Printers    X2 List Profiles

User      : NOGGS
Recipient : NICKLEBY, N.
Report    : GR47REG    Jobname:

Reprint Type ==>   P - Use Printer *Printer Definition
                   O - Use Original Rpt/Rcp Definition
                   C - Use Original Rpt/Rcp Defn with Class/Dest Overrides
Global Print Parameters:
  Profile  ==>
  Maildrop ==>
  Copies   ==>

Reprint Type P Parameters:
  Printer ==>

Reprint Type C Parameters:
  Class    ==>        Destination ==>              ,
  Printer  ==> If you want to print immediately (using the defaults)
```

You can use this screen to customize your print options, if you have the security authorization to modify the default printing parameters.

Using the Online Viewing Print Request Screen

The print definitions appear with default values. You can modify them according to your needs. For example, a manager can use this option when viewing (and printing) a report originally designated for another user or an employee.

Field	Field description or action
User	Displays the ID of the currently logged on user.
Recipient	Displays the name of the recipient whose report is being viewed.
Report	Displays the name of the report to be printed.
Jobname	Displays the name of the job that produced the report.

Field	Field description or action
Reprint Type	This field identifies the type of reprint to be done. Enter:
	P
	To use the report definition PRINTER *PRINTER (report name PRINTER, job name *PRINTER) and the printer ID is the recipient.
	O
	To use the original report recipient definition.
	C
	To use the Class and Destination fields to override the database definition, or, if the printer field contains a value, the Class and Destination of the printer are used to override the Class and Destination in the original report recipient definition.
	This field can be updated if the user has been given reprint override permission on the Sysgen User Recipient Screen (VSGMU235).
Global Print Parameter	**Profile**
	Use this field to identify the name of the report profile to be used during print customization.
	Copies
	Enter the number of copies to be printed.
	If Copies = 0 and Report Type = 0, the value set in the Copies field on the Report Recipient Definition Screen, Reports (VRDMU130) will be used.
	Maildrop
	You can use this field to override the maildrop to be used for the output of this report for this recipient. It must be non-blank. It is initially presented showing the maildrop name attached to the currently viewed recipient.
Reprint Type P Parameters	**Printer**
	This field specifies the name of a printer. This can be selected from the Online Viewing Printer Selection Screen (VOVMI340).
Reprint Type C Parameters	**Class, Destination**
	These fields are used as the class, destination, or both to distribute the report if the reprint type is C. These fields are mutually exclusive with the Printer field.
	Printer
	This field is used to access the database for the Class and Destination of the printer. These values are used to override the original Class and Destination of the report recipient. This field is mutually exclusive with Class and Destination.

For example, to choose one of the printers convenient to your work area, use the Online Viewing Printer Selection Screen (VOVMI340).

Your print options are:

NYLSR3

> A laser printer (on the third floor) that uses standard bond paper.

NYLSR33H

> A laser printer (on the third floor) that uses three-hole bond paper.

NYLNPRT3

> A line printer (on the third floor) that uses standard green-bar paper.

```
VOVMI330 ------------ Online Viewing Print Request Screen -------------------

COMMAND ==>
   X1 List Printers    X2 List Profiles

User     : NOGGS
Recipient : NICKLEBY, N.
Report   : GR47REG    Jobname:

Reprint Type ==> P P - Use Printer *Printer Definition
                   O - Use Original Rpt/Rcp Definition
                   C - Use Original Rpt/Rcp Defn with Class/Dest Overrides
Global Print Parameters:
  Profile  ==>
  Maildrop ==> 3RDACCTG
  Copies   ==> 4

Reprint Type P Parameters:
  Printer  ==> NYLNPRT3

Reprint Type C Parameters:
  Class    ==>       Destination ==>
  Printer  ==>
```

To print four copies of GR47REG on green-bar paper on the line printer on the third floor of the New York City site, enter **P, 3RDACCTG, 4, NYLNPRT3,** and press Enter.

If you want to see a list of all the printers available, on-site and at other locations, enter **X1** on the command line, and press Enter to display the Online Viewing Printer Selection Screen (VOVMI340).

Selecting a Printer

You access the Online Viewing Printer Selection Screen by entering **X1** on the command line of the Online Viewing Print Request Screen (VOVMI330).

```
VOVMI340----------- Online Viewing Printer Selection Screen ------------------

  COMMAND ==>

    Opt
    (S)      Printer          Description              Maildrop
  ==>  _     AZLNPR1          PHOENIX LINE PRINTER 4th  LOCAZ400
  ==>  _     AZLSRPR1         PHOENIX LASER PRINTER 2nd  LOCAZ200
  ==>  _     DLLNPR2          DALLAS LINE PRTR 1B       LOCDLXXX
  ==>  _     DLLSRPR1         DALLAS LASER             LOCDLXXX
  ==>  _     LALNPR1          L.A. LINE PRINTER 1A     LOCLA100
  ==>  _     LALNPR2          L.A. LINE PRINTER 1B     LOCLA200
  ==>  _     LALSRPR1         L.A. LASER 22            LOCLA200
  ==>  _     LALSRPR2         L.A. LASER 23            LOCLA223
  ==>  _     LALSRPR3         L.A. LASER 24            LOCLA224
  ==>  _     MTLLNPR1         MTL. LINE PRINTER        LOCMTL01
  ==>  _     MTLLSRP1         MTL. LASER               LOCMTL01
  ==>  _     NYLNPRT1         NYC. LINE PRINTER 1RD    LOCNY001
  ==>  _     NYLNPRT2         NYC. LINE PRINTER 2ND    LOCNY002
  ==>  _     NYLNPRT3         NYC. LINE PRINTER 3RD    LOCNY003
  ==>  _     NYLSR1           NYC. LASER PRINTER 1ST   LOCNY001
  ==> S      NYLSR3           NYC. LASER PRINTER 3RD   LOCNYL03
  ==>  _     NYLSR33H         NYC. LASER 3RD FLR 3HOLE LOCNYL03
```

Using the Online Viewing Printer Selection Screen

The Online Viewing Printer Selection Screen lists all your printer choices. Use this screen to select the printer you wish to use.

Field	Field description or action
Opt	Enter **S** to select the printer.
Printer	A display field containing the printer ID.
Description	A display field containing the description of the printer.
Maildrop	The maildrop can indicate a physical location where reports or groups of reports (bundles) are collected.

To select your printer, enter **S** next to your choice, and press Enter.

Your selection is retained and you automatically access the Online Viewing Print Request Screen (VOVMI330). The printer you requested is entered for you.

Using a Profile for Printing

You access the Online Viewing Report Profile List screen by entering **X2** on the command line of the Online Viewing Print Request Screen (VOVMI330).

```
VOVMI337---------- Online Viewing Report Profile List, Print ----------------

COMMAND ==>

 Report : GL47REG              Recipient: Nickleby, N.
 Jobname: NOGGS01              User     : Noggs

   Opt  Profile               -------------------------
 ==>     AMTSONLY             | Select Options:         |
 ==>     FREEZECR             |  S - Select Profile     |
 ==>     COAACCTS              -------------------------
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
 ==>
```

Using the Online Viewing Report Profile List Screen

Use the Online Viewing Report Profile List screen to select a different profile, from the profiles defined for this report, for printing this report. Profiles format the report for viewing and can be used to arrange the data for print. For more information about profiles, see the chapter "Profiles for Online Viewing".

Field	Field description or action
Report	The name of the currently viewed report.
Job	The job that produced the currently viewed report.
Recipient	The name of the recipient whose report is being viewed.
User	The name of the user viewing the report.
Opt	Enter **S** in this field to select your choice from the list of profiles.
Profile	This field contains the name of the targeted report profile.

In the following example, when Noggs presses Enter he selects the profile that will print the view of the report that displays only the total amounts.

Enter **S** in the Opt field next to AMTSONLY, and press Enter.

```
VOVMI337----------- Online Viewing Report Profile List, Print-----------------

COMMAND ==>

 Report : GL47REG                  Recipient: Nickleby, N.
 Jobname: NOGGS01                  User     : Noggs

   Opt  Profile                 --------------------------
==> s    AMTSONLY               | Select Options:         |
==>      FREEZECR               |  S - Select Profile     |
==>      COAACCTS               --------------------------
==>
==>
==>
==>
==>
==>
==>
```

Chapter 8: Accessing Archived Copies of Your Reports

This chapter explains the techniques used to retrieve a copy of your report from the tape archive using the Recipient Archive Retrieval Screen (VARMI220).

This section contains the following topics:

Retrieving a Report from Archive

You access the Recipient Archive Retrieval Screen (VARMI220) by:

- Entering **R** next to your selection on the Online Viewing Report Selection Screen (VOVMI310).

- Entering **X3** on the command line while viewing your report on the Online Viewing Screen for Report (VOVMI320).

```
VARMI220 -------- Archive Retrieval Screen, Recipient:              ------

COMMAND ==>

Report:                      Active Volser(s):
Jobname:
Description:

  Opt Date        Time   Abend  Volser   Seq  Records   Unit    Res   Media
==>
==>
==>
==>
==>
==>
==>
==>
==>
==>
==>
==>
==>
    D-Delete                    R-Reprint              O-Reprint to Olv
```

This screen displays a list of all reports archived under the report name GL47REG run by job NOGGS01.

Note: Duplicate entries are not shown on this screen. Users can only reprint primary copies.

Using the Recipient Archive Retrieval Screen

Use this screen to print archived reports or to move archived reports to Online Viewing.

Field	Field description or action
Recipient	Recipient to which all reprinted reports are delivered.
Report	Display field containing the name of the report that you want to process.

Field	Field description or action
Jobname	Display field containing the job name associated with the report.
Description	Report description for the current report.
Active Volser	Display field indicating the VOLSER currently being used by archive.
Opt	Use this field to enter: **R** To print this generation of the report with the current recipient receiving output **O** To send the entry to Online Viewing **D** To delete a highlighted extract request entry. This removes the highlighting **Note:** This does not delete the archived report entry, only the request to reprint it. This field must be highlighted to use the D option.
Date	Display fields containing the date (format mmddyyyy) the report was archived.
Date and Time	Display fields containing the time (format hhmmss) the report was archived.
Abend	Display field indicating whether the report you are retrieving was produced by a job that abended.
Volser	Display field indicating the VOLSER of the tape, optical media, or DASD on which the report is archived.
Seq	Display field indicating the file sequence number of the report on the tape or optical media on which it is archived.
Records	Display field indicating the number of records (lines) in the archived report.
Unit	The type of unit on which the report is stored.
Res	Indicates whether this report was archived with AFP resources.
Media	Describes the type of media to which the report was archived. Possible values are DASD, TAPE, OPTL and SMS.

With this screen, you can select a particular generation of a report for printing, or you can send that report to Online Viewing.

You cannot retrieve a report from the currently open archive tape or optical media, the tape now being archived to. If you need to retrieve a report from the currently open tape, see your Report Administrator.

To retrieve the 05/13/2009 version of this report and have it placed in Online Viewing, enter **O** in the Opt field, and press Enter.

Note: The selected report is highlighted in the display.

```
 VARMI220 -------- Archive Retrieval Screen, Recipient:              ------

 COMMAND ==>

 Report: ADDRPT01                   Active Volser(s): 089963
 Jobname:ADDJOB02
 Description:

    Opt Date       Time     Abend  Volser  Seq  Records   Unit    Res    Media
 ==> O  05/13/2009 10:25:03         TEST08  362   3        CART    N      TAPE
 ==> _  05/12/2009 12:28:34         TEST08        2        CART    N      TAPE
 ==> _  05/12/2009 11:11:08         TEST08        1        CART    N      TAPE
 ==> _
 ==> _
 ==> _
 ==> _
 ==> _
 ==> _
 ==> _
 ==> _
     D-Delete               R-Reprint               O-Reprint to Olv
```

Special Functions:

To access the following special functions, enter one of these values on the command line, and press Enter:

Enter	To
UP	Scroll backward one screen of archived reports. You may also use a preset function key for this task.
DOWN	Scroll forward one screen of archived reports. You may also use a preset function key for this task.
TOP	Display the first screen of archived reports.
BOT	Display the last screen of archived reports.
L	Locate a specific archived report.

Chapter 9: Download Requests

This chapter discusses the two different methods, automated and manual, of downloading a report to the PC:

- Where the request is automatically created by distribution processing

- Where the user manually creates a request

This section contains the following topics:

Automated Download Requests to the PC

For a report download to take place, the recipient report must be sent to Online Viewing.

Note: The distribution process flags a report for Online Viewing even if the report is not flagged for Online Viewing but is flagged for download to PC.

All recipients who are to receive reports through PC download must have access to the report in Online Viewing. This provides access to the reports from both Online Viewing and from PC download and provides compatibility for PC and 3270 environments.

One copy of the report can service any number of PC downloads or 3270 Online Viewing sessions. Page selection is fully supported. The retention period can be set for a minimum of one day allowing for the allocated storage to be reused when no longer needed.

Directing Reports Automatically to User IDs or Groups

You can specify that a report be automatically downloaded to an individual user or to a group on the Report Recipient PC Extension Screen as follows. For complete instructions, see the section "Doing an Automated Download of Reports".

- If an individual user is specified, a single download request record is created by the distribution process for that report.

- If a group is specified, the automated download hierarchy is searched for all bottom-level entries. The user ID found in each entry is used to create an individual automated download request per entry.

Each automated download request is maintained and tracked separately.

Queuing Automated Download Requests

If a report is available, the report transfer can take place any time the PC is connected in report transfer mode and waiting for a report.

If the PC is not connected or busy, the requests for automated download are queued awaiting availability of the PC. The automated download queue can be displayed and updated.

Doing an Automated Download of Reports

Automated Download is the process that takes reports from the daily production cycle and delivers them to a PC. It is a two-part procedure.

1. Your Report Administrator sets up your report for automated download.

   A request for automated download is generated by the report distribution process when the report is run. It is based on definitions made in the CA Dispatch database with the individual download requests built during the distribution of the report.

   A report is directed to a PC user or a group of PC users. This process supports page selection, as defined in CA Dispatch, by controlling the pages of the report that are made available.

2. Transfer the report by initiating the Report Transfer component on the PC. See the User Guide for the Report Administrator for more information.

Selective Download Requests to the PC

All reports that you have access to in Online Viewing can be manually requested for download from either the Online Viewing Report Selection Screen (VOVMI310) or the Online Viewing Screen for Report (VOVMI320). For more information on these screens, see the chapter "Viewing Your Report Online". CA Dispatch then checks the report recipient definition to see if that report can be downloaded.

A selective download request, which allows you to set the priority, PC file, and PC path, is maintained on a queue that is similar to the automated download queue.

Doing a Selective Download

To selectively download a report:

1. Select your report while you are in Online Viewing.

    a. Select **X2** from the Online Viewing Screen for Report (VOVMI320) to select specific pages in your view of the report to download.

    b. Enter **T** from the Online Viewing Report Selection Screen (VOVMI310) to select a report(s) to download and to determine when reports should be transferred.

2. Access the Online Viewing Download Request Detail Screen (VOVMI350) to build a download request.

3. Do one of the following:

    –   If you are in CUT mode, one session to the mainframe, end the mainframe session then initiate Report Transfer from the PC.

    –   If you are in DFT mode, one or more sessions to the mainframe, start the Report Transfer session from the PC.

If you are uncertain which mode you are using, see your network or Report Administrator.

Selective Report Download

Selective download is a feature of Online Viewing.

You can select the reports to be downloaded and when the transfer is to occur. You also can select specific pages in the recipient's view of the report to be downloaded.

Creating a Request to Selectively Download a Report

Access the Online Viewing Download Request Detail Screen (VOVMI350) from:

■   The Online Viewing Report Selection Screen (VOVMI310), by entering a **T** next to the report to be downloaded.

■   The Online Viewing for Report Screen (VOVMI320), by entering **X2** on the command line.

```
VOVMI350 ------- Online Viewing Download Request Detail Screen --------------
 COMMAND ==>

   ADD Add Request

 PC User:                       Recipient:

 Download Request For:

   Report   Jobname    Date       Time   Description                     Pages

 Download Options:                            Transfer:
   Priority    (1-10) ==>                       Type (A,B,T) ==>
   Destination (P) ==>                          Report Parms ==>

 For Destination "P" Only:
   PC File ==>
   PC Path ==>
   PC Edit Flag        (B,C,E) :
   PC Auto Process Flag (Y/N) :
   PC Print Flag        (Y/N) :

 Log File :
 Log Path :
```

Use this screen to review the defaults established for this report: Log file, path, type of data to be transferred, and the flag settings, and enter the detail information required to request a selective download of a report from Online Viewing to the PC.

Using the Online Viewing Download Request Detail Screen

This screen constructs the information for the request. The details of the report are carried forward from the previous screen, and from data stored in the database for this report. You can accept the defaults that are displayed or you can enter your own values.

After the request is complete, access the transfer function to complete the download process.

Field	Field description or action
PC User	The SIGNON ID of the individual who creates the download request.
Recipient	The recipient of the view that is being downloaded.
Report	The name of the report being downloaded.
Jobname	The name of the job that produced the report.
Date	The date the report was originally added to Online Viewing.
Time	The time of day the report was originally added to Online Viewing.
Description	The description of the report being downloaded.

Field	Field description or action
Pages	The number of pages to be downloaded.
Download Options - Priority	A number from 1 to 10 that will be used along with the number of pages in the report to determine when the report will be processed. The highest priority is 1, and the lowest is 10.
Download Options -Destination (P)	Where the report is transferred to. There are three options: P - This is a standard PC transfer, and the report is downloaded to the client's PC after all internal, and possible external processes (ACIF), are complete.
Transfer - Type (A,B,T)	A — The ACIF utility is used to collect resources, and a binary transfer of the report occurs. B — Binary transfer of the report occurs. T — Text transfer of the report occurs (EBCDIC to ASCII conversion). **Note:** We recommend that you accept the value in this field. If you change this value, your results may be unpredictable.
Transfer - Report Parms	The value from the report recipient record is displayed. It may be modified. These parameters control the ACIF utility processing. **Note:** We recommend that you accept the value in this field. If you change this value, your results may be unpredictable.

Field	Field description or action
PC File	The file name assigned by the Report Administrator. This field is presented with the default, yours or the system's, already filled in. You can overtype this value and enter the file name that suits your needs.
	When you specify your file name and an extension of .GEN, .V??, .A?? (ACIF processing), or .B?? (binary files), CA OM Document Viewer knows that you want to save more than one version of this report.
	The extensions .GEN, .V??, .A??, and .B?? are keywords to CA OM Document Viewer. They get changed by CA OM Document Viewer to an extension that indicates a version number when you download this report. For example, if you use file name DISPSYS, extension .GEN, and GENERATIONS 4, the first copy of your report gets stored under DISPSYS.V01 (Version 1). With the generation number set to 4, the first four generations of your report are stored as DISPSYS.V01, .V02, .V03, and .V04.
	As additional generations of this file are downloaded, CA OM Document Viewer overwrites the versions in the order in which they were created. Version 5 overwrites Version 1; Version 6 overwrites Version 2. You will be able to display the file name and the creation date when you look for these files under WINDOWS.
	Requests are built by distribution as a report is being processed. All values must be supplied. If values for PC File and Path or Log File and Path are not present, they are taken from the default settings. If there are no values set, the request building process inserts blanks for these values. If an integer is not set for PC file generations and the PC file extension is set to .GEN or .V??, the extension is set to Vnn in the record. If the History Generation is not present, zero generations are maintained.
	If you only want to save one version of this report, any three-character extension can be used.

Field	Field description or action
PC Path	This field is presented with the default values entered. You can overtype this value and enter the path name that suits your needs if the path is already established on the PC.
	The Report Administrator sets system defaults for the PC File, PC Path, Log File, Log Path, and File Generations.
	The Report Administrator also sets user level defaults for the PC File, PC Path, Log File, and Log Path.
	Note: System defaults for the PC File, PC Path, Log File, Log Path, and File Generations are set on the PC Control Screen (VPCMU100). For more information, see the chapter "Making the PC Connection" in the System Programmers Guide.
	User level defaults for the PC File, PC Path, Log File, and Log Path are set on the PC User/Group Detail Screen (VPCMU210). For more information, see the chapter "Making the PC Connection" in the System Programmers Guide.
Usage Flags	These preset flags, set by the Report Administrator, control actions in CA OM Document Viewer. They are:
	PC Edit Flag. This allows you to handle the report under CA OM Document Viewer in one of three ways:
	B Browse Only. You can only view the report. You are not allowed to copy or edit this report under Windows.
	C Browse with Copy allowed. You can view the report, and you can also copy segments of the report (or all) for use in cut and paste creations in other files.
	E Edit. You can use the full range of edit possibilities available to you under Windows. You can cut, paste, move, copy, delete, and so forth.
	PC Auto Process Flag. Y allows the report to be opened automatically on the PC, providing CA OM Document Viewer is up and running in automatic mode. For more information, see the *CA OM Document Viewer User Guide*.
	PC Print Flag. Y allows CA OM Document Viewer to print this report.
Log File	The name of the file being used for the log. The Log File is an activity record that is maintained on the PC. It generates two types of entries:
	The start record. This includes the file name, the file path, and the time the file transfer started.
	The end record. This includes the file name, the file path, and the time the file transfer completed.
Log Path	The directory path to use to locate the Log File.
	Note: This path must already be established on the PC.

Data Transfer Information

Transfer: Indicate the type of data transfer that is to occur.

- Type (A,B,T) ==>

    - A—The ACIF utility is used to collect resources and a binary transfer of the report will occur.

    - B—Binary transfer of the report will occur.

    - T—Text transfer of the report will occur (EBCDIC to ASCII conversion).

- Report Parms ==>

    The value from the report recipient record is displayed. It may be modified. These parameters control the ACIF utility processing.

To set the priority and customize the PC file name and PC path, enter Priority **2,** PC File **LEDGERS.GEN** and path **C:/DISPATCH/ACCOUNTG**.

Once the specific PC file name and path are entered, the selective download request is complete. The ADD command appears on the command line. Press Enter to add the request.

```
VOVMI350-------- Online Viewing Download Request Detail Screen ---------------
COMMAND ==> ADD

    ADD  Add Request

PC User:  NICKLE01           Recipient:  NICKLEBY, R.E.

Download Request For:
  Report  Jobname    Date      Time    Description                      Pages
  GL47REG NOGGS01   12/28/2009  11:13:26  GENERAL LEDGER REGISTER          2

 Download Options:                        Transfer:
   Priority    (1-10) ==>   2               Type (A,B,T) ==>   T
   Destination (P) ==>  P            Report Parms ==>

For Destination "P" Only:
   PC File ==>  LEDGERS.GEN
   PC Path ==>  C:/DISPATCH/ACCOUNTG
   PC Edit Flag      (B,C,E) :     E
   PC Auto Process Flag (Y/N) : Y
   PC Print Flag        (Y/N) :    Y

 Log File :     TRANSFER.Log
 Log Path :  C:/DISPATCH
```

Press **F3** to return to the Online Viewing Report Selection Screen.

Special Functions:

ADD is entered automatically. Press Enter to add the request to the queue.

Note: If the recipient has not been defined to the database, you are prompted to add the new recipient. Enter **ADD** and press Enter to access the Recipient Definition Screen (VRDMU310); this enables you to define this recipient to the database.

Chapter 10: Working With Requests

When a report is targeted for download, it is not immediately transferred. A request is built and stored on a request queue.

There are three request queues:

- The Automated Download queue for requests from the distribution process

- The Selective Download queue for requests for download made through Online Viewing

- The Upload Queue for requests for upload made by the PC user

This section contains the following topics:

Request Queues

You can display all outstanding requests on any of the queues: the automated download, selective download, or the upload queue. You can change priorities and delete requests, if necessary.

Request Status

A history of requests is maintained, that allows you to review when the requests were made and completed. This ability is particularly valuable to the PC user and operations staff.

Reviewing the Request Queues

You access the Request Queue List Screen (VPCMU310) from the Online Viewing Report Selection Screen (VOVMI310) by entering Option **X1**.

The Selective Download queue is initially displayed. You can change the queue that is displayed.

```
VPCMU310---------------- Request Queue List Screen ------------------------

COMMAND ==>

PC User: CDRIVE2     Automated/Selective/Upload (A/S/U) ==> S
                                 Pending/History    (P/H) ==> P
    Opt    Report     Jobname    Job #   Date       Time     Pages    Status
==>   _     REPORTD    JOBD       42529   12/02/2009 15:13:40   13     *PEND(T)*
==>   _     REPORTP    JOBP       42530   12/02/2009 15:13:47   13     *PEND(T)*
==>   _
==>   _
==>   _
==>   _
==>   _
==>   _
==>   _
==>   _
==>   _
==>   _

  S-Select                  T-Top Priority            C-Mark Complete
  D-Delete                  B-Bottom Priority
```

This screen displays the queue of Selective requests that are pending for the PC user.

Using the Request Queue List Screen

The list of requests is presented in priority order, with the highest priority first. You can view different queues, and you can change the priority of a request by moving it in the queue.

To select a different queue for display, in the Automated/Selective/Upload field, enter:

- **A**—To view the automated download queue
- **S**—To view the selective download request queue
- **U**—To view the upload request queue

In the Pending/History field, enter:

- **P**—To view requests that have not been completed yet (the default)
- **H**—To view requests that have been completed

You can manipulate the request priorities by entering a code in the Opt column next to the request. Enter:

- **S**—To display the details of the request

- **D**—To delete the request from the queue

- **C**—To manually indicate that this request has been completed

  This changes the status from *PEND(n)* (pending) to *COMP(n)* (complete). The value enclosed in the parentheses indicates the type of data contained in the report: A - AFP data; B - Binary; T - Text.

- **T**—Move the request to the top priority

- **B**—Move the request to the bottom priority

The following table describes the fields on the Request Queue List Screen:

Field	Field description or action
PC User	The user for whom the download is requested.
Automated/ Selective/ Upload (A/S/U)	Select the queue you want to review. Automatic download requests originate from the report distribution process. Selected download requests and upload requests are created through the Online Viewing screens.
Pending/History (P/H)	Enter **P** to view all pending requests (the default) or **H** to view the download requests that have been completed.
Opt	Take action on a request. Enter one of the following: **S** to display request details **T** to move the request to the top priority **C** to manually move the request status to COMPLETE **B** to move the request to the bottom priority **D** to delete the request.
Report	The name of the report being downloaded or uploaded.
Jobname	The name of job that created the report being downloaded or uploaded.
Date	The date the report was created.
Time	The time the report was created.
Job #	The JES job number of the job that created the report.
Pages	The number of pages contained in the report.

Field	Field description or action
Status	The status of the request. Possible values are: **PEND(A)** Indicates that ACIF processing is required and the request is pending. **COMP(A)** Indicates that ACIF processing was required and the report is downloaded. **PEND(B)** Indicates that binary transfer is required and the request is pending. **COMP(B)** Indicates that binary transfer was required and the report is downloaded. **PEND(T)** Indicates that text transfer is required and the request is pending. **COMP(T)** Indicates that text transfer was required and the report is downloaded.

To change the display and see automated download requests that have already been processed, enter **H** in the Pending/History field and **A** in the Automated/Selective/Upload field, and press Enter.

```
VPCMU310---------------- Request Queue List Screen ------------------------

COMMAND ==>

PC User:              Automated/Selective/Upload (A/S/U) ==> A
                         Pending/History   (P/H) ==> H
   Opt    Report     Jobname    Job #    Date       Time      Pages    Status
==>  _    ORDERS     NOGGS44    34127  12/15/2009 13:11:37      111   *COMP(B)*
==>  _    BKORDS     ORDSUMM    23210  12/14/2009 09:45:23       56   *COMP(T)*
==>  _    INVNTRY    INVEOM     11782  11/30/2009 15:15:09     2374   *COMP(T)*
```

To change the display back to the pending selective download requests, enter **P** in the Pending/History field and **S** in the Automated/Selective/Upload field, and press Enter.

The screen changes to display all requests for selective downloads that are waiting to be transferred.

To view the details of the download request for GL47REG, enter **S** in the Opt field next to GL47REG, and press Enter.

```
VPCMU310---------------- Request Queue List Screen ------------------------

COMMAND ==>

PC User: NICKL01      Automated/Selective/Upload (A/S/U) ==> S
   Opt                        Pending/History    (P/H) ==> P
 (SDCTB)   Report      Jobname   Job #   Date       Time      Pages    Status
==>   _
==>   _     ACTPAY01    NOGGSACT  15578   12/02/2009 18:01:23   766   *PEND(T)*
==>   S     GL47REG     NOGGS01   26890   12/28/2009 13:53:34   513   *PEND(T)*
==>   _     ITMZCASH    INVJOB01  32444   12/28/2009 11:11:09   523   *PEND(A)*
```

Special Functions

To access the following special functions, enter one of these values on the command line, and press Enter.

Enter	To
UP	Scroll backward one screen of requests. You may also use a preset function key for this task.
DOWN	Scroll forward one screen of requests. You may also use a preset function key for this task.
TOP	Display the first screen of requests.
BOT	Display the last screen of requests.

Obtaining Details of the Download Request

You access the Request Detail Screen (VPCMI320) from the Request Queue List Screen (VPCMU310) by selecting the request you want to view.

```
VPCMI320----------------- Request Detail Screen ----------------------


COMMAND ==>
  DEL Delete              ARR  ACIF Rerun

PC User: NICKL01      Automated/Selective/Upload:  S

Report: GL47REG   Jobname: NOGGS01   Job #:  26890 Recipient:
Desc  : GENERAL LEDGER REGISTER            Date:  12/28/2009 Time: 13:53:25

Request Create Date:  12/29/2009     Request Transfer Date:
Request Create Time:  11:13:09        Request Transfer Time:

Priority:     1                Download Destination (P/C):
Number of Pages:     513       PC Edit Flag      (B,C,E): E
Request Status: *PENDING*      PC Auto Process Flag (Y/N): Y
Retention Gens:     4          PC Print Flag        (Y/N): Y

PC File ==>  LEDGERS.GEN
PC Path ==>  C:/DISPATCH/ACCOUNTG
Log File:
Log Path:



ACIF Allocation (TRKS):   Primary ==>        Secondary ==>
```

This screen shows the complete detail of a request in the Selective transfer queue.

Using the Request Detail Screen

The fields on the top half of the screen are display only and provide basic information about the request you selected. The PC Path and PC File fields can be modified to suit your needs.

If you are saving multiple generations of your file, use the extension .GEN, .V??, .A?? or .B??.

The extension .GEN is a keyword to CA OM Web Viewer and CA OM Document Viewer. It gets changed by CA OM Web Viewer and CA OM Document Viewer to an extension that indicates a version when you download this report.

The first copy of your report gets stored under LEDGERS.V01 (Version 1). In the example, Generations is set to 4. This means that the first four generations of your report will be stored as LEDGERS.V01, LEDGERS.V02, LEDGERS.V03, and LEDGERS.V04.

As additional generations of this file are downloaded, CA OM Web Viewer and CA OM Document Viewer overwrite the versions in the order in which they were created. Version 5 overwrites Version 1, and Version 6 overwrites Version 2.

When you look for these files on the PC you will be able to use Windows features to display the file name and the creation date.

If you are not saving multiple generations of this report, any three-character extension can be used.

The following table describes the fields on the Request Detail Screen:

Field	Field description or action
PC User	The user for whom this download is requested.
Automated/ Selected/ Upload (A/S/U)	A display of the queue on which the request is located. Automated download requests originate from the report distribution process. Selected download requests and upload requests are made through the Online Viewing screens.
Report	The report name of the report being downloaded or uploaded.
Description	The description of the report being downloaded or uploaded.
Jobname	The name of the job that created the report being downloaded or uploaded.
Date	The date the report was created.
Time	The time the report was created.
Job #	The JES job number of the job that created the report.
Recipient	The recipient's view of the report that will be downloaded.
Request Create Date	Date when the download or upload request was created by a user or the report distribution task, for automated downloading.
Request Create Time	Time when the download or upload request was created by a user or the report distribution task, for automated downloading.
Request Transfer Date	Date when the request was processed, downloaded to a PC, or uploaded from a PC.
Request Transfer Time	Time when the request was processed, downloaded to a PC, or uploaded from a PC.
Priority	The assigned priority of the request.

Field	Field description or action
Download Destination (P/C)	Where the report is transferred to. There are two options:
	P—This is a standard PC transfer, and the report is downloaded to the client's PC after all internal, and possible external processes (ACIF), are complete.
	C—The report is transferred to CA Connect after all internal, and possible external processes (ACIF), are complete.
Number of Pages	The number of pages contained in the report for which download is requested.
Request Status	Information to tell you what is happening with your request: *PEND(B)*, *COMP(B)*, *PEND(T)*, *COMP(T)* or *COMP(A)*, or if the ACIF utility was used in processing, Request Status can be:
	ACIFREQD The request is built but no action has been taken to execute the ACIF utility.
	ACIFACTV The job to execute the utility has been submitted but is not complete.
	ACIFREDY The ACIF job has completed and the file for download is ready.
	ACIFERR The file for ACIF processing cannot be found.
Retention Gens	The number of generations of this report that will be kept on the PC.
Download Destination (P/C)	Where the report is transferred to. There are two options:
	P—This is a standard PC transfer, and the report is downloaded to the client's PC after all internal, and possible external processes (ACIF), are complete.
	C—The report is transferred to CA Connect after all internal, and possible external processes (ACIF), are complete.
PC Edit Flag (B,C,E)	B—Prevents this report from being edited on the PC. If B is entered, the report can only be browsed.
	C—Allows data to be copied from this report on the PC. If C is entered, the report cannot be edited in any other way.
	E—Allows this report to be edited on the PC.
PC Auto Process Flag (Y/N)	Y allows CA OM Web Viewer and CA OM Document Viewer to automatically open the report file on the PC after the report is downloaded.
PC Print Flag (Y/N)	Y enables CA OM Web Viewer and CA OM Document Viewer to allow printing of the report on the PC.

Field	Field description or action
PC File	The name of the file that is created on the PC when the download occurs, or the name of the file used for the upload. You can modify this name from this screen.
PC Path	The directory path used to locate the file created as part of the download or to locate the PC file for upload. You can modify this name from this screen.
Log File	The log file name used to record transfer activity.
Log Path	A display of the directory path used to locate the LOG file.
ACIF Allocations (TRKS)	Track allocation overrides for ACIF AFP Resources. CA Dispatch attempts to calculate the size of the AFP Resources needed for the required request. If the calculation is not large enough, the transfer fails and you must enter override values on this screen. Contact your Report Administrator for assistance. **Primary** Enter the number of tracks for primary allocation. **Secondary** Enter the number of tracks for secondary allocation.

Special Functions

To access the following special functions, enter the value on the command line, and press Enter.

Enter	To
DELete	Delete the current PC User or Group. The system first prompts you to confirm the deletion before it actually deletes the information. To confirm the delete, press Enter.
ARR	ACIF RERUN—Requests that the ACIF be rerun to correct errors on the prior running of the utility.

Confirming Change of Request to COMPLETE

You access this screen from the Request Queue List Screen (VPCMU310) by entering **C** (Completed) next to an Automated/Pending entry on that screen, and pressing Enter.

```
VPCMU330--------------Request Completion Screen ----------------------------

DC900361 TO CONFIRM COMPLETION, PRESS THE ENTER KEY.
 COMMAND ==>

 PC User: NICKL01  Automated/Selective/Upload: A

 Report : ORDERS   Description: WEEKLY ORDERS
 Jobname: ORDWK001 JOB #:   6025   Date: 10/09/2009  Time:  8:32:34

 Recipient: ORDER PROCESSING

 Request Create Date: 10/09/2009     Request Transfer Date:
 Request Create Time:  8:32:22       Request Transfer Time:

 Priority      :   1
 Number of Pages:  21               PC Edit Flag       (B,C,E): E
 Request Status :  PENDING          PC Auto Process Flag (Y/N): Y
 Retention Gens :  5                PC Print Flag        (Y/N): Y

 PC File ==> ORDERS.GEN
 PC Path ==> ORDER/WEEK/
 Log File  : ORDERS.LOG
 Log Path  : ORDER/LOGWEEK/
```

This screen shows the detail of a request selected to be marked Completed. You have the opportunity to change the PC File and PC Path, confirm the "completed" status of the request, or both.

Using the Request Completion Screen

This screen is used to confirm the completion of the request selected on the previous screen, and to update the PC File and PC Path fields.

The following table describes the fields on the Request Completion Screen:

Field	Field description or action
PC User	The PC user for whom there is a download request.
Automated/ Selected/ Upload	This field displays the queue (A,S,U) on which the request is located. Automatic download requests originate from the report distribution process. Only a manual change in status for an automated request accesses this screen.
Report	The report name of the report being downloaded

Field	Field description or action
Description	The description of the report being downloaded.
Jobname	The name of the job that created the report being downloaded or uploaded.
Date	The date the report was created.
Time	The time the report was created.
Job #	The JES job number of the job that created the report.
Recipient	The recipient's view of the report that will be downloaded.
Request Create Date	Date when the download request was created by the report distribution task.
Request Create Time	Time when the download request was created by the report distribution task.
Request Transfer Date	Date when the request was marked as COMPLETED.
Request Transfer Time	Time when the request was marked as COMPLETED.
Priority	The assigned priority of the request.
Number of Pages	The number of pages contained in the download request.
Request Status	The status of the request.
Retention Gens	The number of generations of this report that will be kept on the PC.
PC Edit Flag (B,C,E)	B—Prevents this report from being edited on the PC. If B is entered, the report can only be browsed. C—Allows data to be copied from this report on the PC. If C is entered, the report cannot be edited in any other way. E—Allows this report to be edited on the PC.
PC Auto Process Flag (Y/N)	Y allows CA OM Web Viewer and CA OM Document Viewer to automatically open the report file on the PC after the report is downloaded.
PC Print Flag (Y/N)	Y enables CA OM Web Viewer and CA OM Document Viewer or to allow printing of the report on the PC.
PC File	The name of the file that will be created on the PC when the download occurs. You can modify this name from this screen.
PC Path	The directory path to use to locate the file being created as part of the download. You can modify this name from this screen.

Field	Field description or action
Log File	This field displays the log file name used to record transfer activity.
Log Path	A display of the directory path used to locate the Log File.

Press Enter to confirm giving this request a status of Complete.

Chapter 11: Upload Requests

This chapter describes the report upload process and how to create an upload request for a PC report.

This section contains the following topics:

The Report Upload Process

The report upload process is initiated from the Online Viewing Report Selection Screen (VOVMI310). On this screen, enter **X2** to access the PC Upload Request Screen where you can build a request for a report to be uploaded.

After the request is built, it is stored in the upload queue awaiting transfer to CA Dispatch on the mainframe.

When the upload request is created, the PC user making the request must specify:

- The report name that CA Dispatch uses to process the report after it has been received on the mainframe

- The PC File to identify the report being uploaded

- The PC Path to identify the directory of the report being uploaded

  Be aware of the following:

- The job name used to identify the report is the PC User ID.

- An upload can be thought of as report creation, as it is considered a new report being sent to CA Dispatch to be processed. The uploaded report is not the same as the one that was downloaded, because once a report is sent to the PC, it can be altered. If the report were to be uploaded and processed as the same report, its validity could be questioned.

- A PC file in text format from any source may be uploaded. Only text format may be used, graphics may not be included.

- To control report uploads; the definition of a report must be in the CA Dispatch database for the report to be uploaded. If the report name or job name is not found, the upload request will be rejected. See your Report Administrator for assistance.

Creating an Upload Request for a PC Report

Access the PC Upload Request Screen (VOVMU360) from the Online Viewing Report Selection Screen (VOVMI310) by selecting Option **X2**.

```
VOVMU360--------------------PC Upload Request Screen ------------------------

COMMAND ==>
  ADD Add Request

PC User: NICKL01                        Recipient: NICKLEBY, R.E.

Upload Request for:
 Report   ==>
 Jobname  ==>
 Description:

 Upload Priority    ==>
 Transfer Type (B,T) ==>

 PC File ==>
 PC Path ==>
```

Use this screen to create a request to upload a report from the PC to CA Dispatch. After requests are complete, you must access the transfer function to complete the upload process.

Using the PC Upload Request Screen

Fill in the required fields. The report name and job name that you specify must already be defined to the CA Dispatch database.

The specified PC file is uploaded to create a report. The name of the job that creates the report is the same as the PC user ID. A PC file in text format from any source may be uploaded.

Field	Field description or action
PC User	The currently logged-on user requesting the upload.
Recipient	The recipient of the upload.
Report	The name of the report being uploaded.
Jobname	The name, the user ID, of the job being uploaded.
Description	The description of the report being uploaded.
Priority	This is a numeric value between 1 and 10. Together with the number of pages it will be used to determine when the report is processed. The highest priority is 1, and the lowest is 10.

Field	Field description or action
Transfer Type (B,T)	This flag is used to indicate what type of report is being uploaded. B Binary. The file is transferred unchanged. T Text. ASCII to EBCDIC conversion is performed. An AFP Report will be transferred as a binary file.
PC File	The file name of the PC-resident report requested for upload.
PC Path	The path name of the PC-resident report requested for upload. **Note:** The PC file within this path must be accessible at the time of the transfer.

The report and job name are searched on the CA Dispatch database to ensure that definition exists.

Press Enter to begin the transfer.

```
VOVMU360 -------------- PC Upload Request Screen ------------------------------


COMMAND ==>

PC User: NICKL01                   Recipient: NICKLEBY, R. E.

Upload Request for:
  Report   ==> PRINT
  Jobname  ==> NICKL01
  Description: GENERAL LEDGER ANALYSIS

 Upload Priority     ==> 1
 Transfer Type (B,T) ==> T

 PC File  ==> COMPARE
 PC Path  ==> DISPATCH/WEEKLY/
```

The PC Upload Request Screen completes an upload request. Note that:

■   After the request is built, a transfer must be initiated using the Report Transfer Component (RTC) in order for the PC file to be uploaded and the report to be created on the mainframe.

■   The Jobname is always the PC User ID.

■   The report name and job name combination must be defined on the database.

■   The PC file must exist on the PC on the path specified.

■   If Transfer Type is set to T then text transfer of the report occurs and the ASCII data are converted to EBCDIC.

Appendix A: Alternate Log On Method

If your site does not support the automatic sign on feature, use the following procedures to access the CA Dispatch screens after you have logged on to your system.

Select CA Dispatch and the following screen displays:

```
Enter Next Task Code:

¤
```

The cursor is correctly positioned in the upper left corner, ready for you to sign on.

This section contains the following topics:

Logging on

The format of the SIGNON command is as follows:

```
SIGNON user id password
```

Type the word **SIGNON**, **LOGON** or **HI** and press the space bar.

Type your user ID and press the space bar. Type your password and then press Enter. The system prompts you if you omit your user ID or password.

The following examples present two different ways of signing on to CA Dispatch.

Example 1:

User NICKLEBY signs on, specifying all necessary parameters at once.

```
V1  Enter Next Task Code:
SIGNON NICKLEBY PSWABC
```

Example 2:

User NICKLEBY signs on and is prompted for the necessary parameters:

```
V1  Enter Next Task Code:
SIGNON
ENTER USER ID:
NICKLEBY
ENTER PASSWORD (password does not show up on screen)
```

Enter your signon command, and press Enter.

1. Enter one of the following words: **SIGNON**, **LOGON** or **HI**.

2. Enter your CA Dispatch user ID.

3. Your password (eight-character maximum) is entered here.

4. You will receive a message indicating a successful logon.

5. The screen redisplays the Enter Next Task Code prompt.

6. The cursor is positioned for your next response.

```
     V1 Enter Next Task Code:
A    SIGNON
     V1 Enter User ID
B    NICKLEBY
     V1 Enter Password
C    ¤¤¤¤¤¤¤¤
D    V1 USER NICKLEBY  SIGNED ON LTERM VTMLT020 AT 18:18
E    V1 Enter Next Task Code:
F    ¤
```

You are now able to access the CA Dispatch screens, according to the security permissions established for your ID.

To view a list of reports enter the command **CA RCP.** If you are allowed to view the reports of multiple recipients, the Online Viewing Recipient Selection Screen (VOVMI300) appears otherwise the Online Viewing Report Selection Screen (VOVMI310) appears.

You can enter **CA RPT** to go directly (without accessing a menu) to the View Report Selection Screen (VOVMI010).

You can enter **CA MSG** to go directly to the MSGCLASS Job Selection Screen (VOVMI200).

When you bypass the menu screens coming into CA Dispatch, as soon as you return from a selection screen, this causes CA Dispatch to exit.

To access the main menu in CA Dispatch, enter **CA DS** and press Enter.

```
V1 USER NICKLEBY SIGNED ON LTERM VTMLT020 AT 18:18

V1 Enter Next Task Code:

CA DS
```

The Report Distribution Option Menu (VRDMI000) will be displayed. For more information about the Report Distribution Option Menu, see the Reference Guide.

Index