

Print Expired Doc. List

This chapter covers the following topics:

- Description
 - Procedure
 - Batch Example
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Description

Program

B07112

Function

Print the names of documents whose expiration date has passed. This feature can be useful prior to executing utility B04110 *Delete Expired Documents*.

Online Input Screen

```
4:33 PM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS      Print Expired Documents                B07112

Documents that have an expiration date less
than the current date  14.Feb.94 are handled here.

From Cabinet _____ to Cabinet _____

('*' for all cabinets)

Mark _ to ignore documents marked for archive

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Menu Quit
Complete the information above and press ENTER to continue
```

Utility Parameters

Parameter	Format	Description
From Cabinet	A8	
To Cabinet	A8	Optional
Archive Flag	A1	Optional

Procedure

Only cabinet administrators can print a list of expired documents from cabinets other than their own. Users can only print expired documents in their own cabinet.

Names of documents whose expiration date has passed are printed. Specify the Archive-flag parameter to ignore documents marked for archive, and thus not print them.

Bulletin board items can be printed if SYSCNTB is entered as the cabinet name.

When a range of cabinets is entered, all cabinets beginning with SYSCNT are ignored.

A total of the number of records printed is produced in the resulting report. The report contains the following information:

- Cabinet
- Object name
- Folder/File
- An X is returned in the last column if the document was marked for archive.

Batch Example

Print the names all documents whose expiration date has passed, including those marked to be archived. This would be coded as follows:

```
LOGON SYSCNT2B
MENU
B07112 *
FIN
```