

Other Report Maintenance Functions

Use Selection Criteria to List Reports

▶ To list only those reports on the Report Maintenance screen which satisfy certain criteria

- Press PF9 (Selct).

The Find Report Definitions window opens:

```

+-----+
!                                     !
!               - Find Report Definitions -               !
!                                     !
! Report                                                 !
!   Name ..... 0 _____ (*)                          !
!   Master Report 0 _____ (*)                         !
!                                     !
! Keywords ..... 0 _____                             !
!                                     !
! Distribute to ... 0 _____ (*)                       !
! Printer ..... 0 _____ (*)                          !
!                                     !
! Identification      JES          POWER          BS2000/OSD !
!   Jobname ..... 0 _____ (*)  0 _____ (*)  0 _____ (*) !
!   Writer ..... 0 _____ (*)                               !
!   Destination .. 0 _____ (*)  0 _____ (*)                               !
!   Form ..... 0 _____ (*)  0 _____ (*)  0 _____ (*) !
!   User ID ..... 0 _____ (*)                               !
!                                     !
! Total ..... 0                                           !
!   PF3 Exit                                             !
+-----+
    
```

In this window you can enter the Report attributes to be used for finding Reports to be listed on the Report Maintenance screen.

Field Descriptions

In all fields marked with an asterisk * below, you can enter selection criteria as described for the field Report Name.

Report

- **Name ***
Enter a Report name or selection criteria for a Report prefix.

For example:

Name	Meaning
ADA*	Lists all Reports beginning with ADA.
ADA-01	Lists only the Report ADA-01.

- **Master Report ***
Enter the name of a Master Report or selection criteria for a Master Report prefix.
The Master Report field is used to find **created** reports only. Since these **created** reports have no identification,

specifying a master report and jobname identification will result in nothing found.

- **Keywords**
Enter up to 4 keywords.
- **Distribute to ***
Enter a User ID or Distribution List name, as defined in the User/List field on the Report Definition >Distribution Attributes screen, or enter selection criteria for a User ID/List prefix.
- **Printer ***
Enter a Printer name, as defined in the Printers field on the Report Definition >Printing Attributes screen, or enter selection criteria for a Printer name prefix.

Identification - JES column

- **Jobname ***
Enter a job name, as defined in the Jobname field on the Report Definition >JES Identification screen, or enter selection criteria for a job name prefix.
- **Writer ***
Enter a writer name, as defined in the Or Writer field on the Report Definition >JES Identification screen, or enter selection criteria for a writer name prefix.
- **Destination ***
Enter a destination value, as defined in the Or Destination field on the Report Definition >JES Identification screen, or enter selection criteria for a destination prefix.
- **Form ***
Enter a FORMS value, as defined in the Or Form field on the Report Definition >JES Identification screen, or enter selection criteria for a form prefix.

Identification - POWER column

- **Jobname ***
Enter a job name, as defined in the Jobname field on the Report Definition >POWER Identification screen, or enter selection criteria for a job name prefix.
- **Destination ***
Enter a destination value, as defined in the Or Destination field on the Report Definition >POWER Identification screen, or enter selection criteria for a destination prefix.
- **Form ***
Enter a FORM value, as defined in the Or Form field on the Report Definition >POWER Identification screen, or enter selection criteria for a form prefix.

Identification - BS2000/OSD column

- **Jobname ***
Enter a PNAME, as defined in the Pname field on the Report Definition >BS2000/OSD Identification screen, or enter selection criteria for a PNAME prefix.
- **Form ***
Enter a FORM value, as defined in the Or Form field on the Report Definition >BS2000/OSD Identification screen, or enter selection criteria for a form prefix.
- **User ID ***
Enter a User ID, as defined in the Or User ID field on the Report Definition >BS2000/OSD Identification screen, or enter selection criteria for an ID prefix.
- **Total (output field)**
The total number of Reports, that satisfy all selection criteria, appears here.

When you have finished entering selection criteria, as described in subsection Field Descriptions, above, press Enter.

The number of Reports found, which satisfy the selection criteria entered, is displayed in the numeric fields immediately preceding the corresponding input fields. The total number of Reports, which satisfy all selection criteria, is displayed in the Total field at the bottom of the screen:

Report Maintenance screen - Find Report Definitions window

```

+-----+
!
!               - Find Report Definitions -
!
! Report
!   Name ..... 6 ADA*_____ (*)
!   Master Report 0 _____ (*)
!
! Keywords ..... 10 STANDARD_____
!
! Distribute to ... 182 MSE_____ (*)
! Printer ..... 0 _____ (*)
!
! Identification      JES          POWER          BS2000/OSD
!   Jobname ..... 0 _____ (*)  0 _____ (*)  0 _____ (*)
!   Writer ..... 0 _____ (*)
!   Destination .. 0 _____ (*)  0 _____ (*)
!   Form ..... 0 _____ (*)  0 _____ (*)  0 _____ (*)
!   User ID ..... 0 _____ (*)
!
! Total ..... 5
! PF3 Exit
+-----+
    
```

In the example above, we are looking for all Reports which begin with ADA, have the keyword STANDARD and are distributed to the User ID MSE.

Entire Output Management has located 6 Reports beginning with ADA, 10 Reports with the keyword STANDARD and 182 Reports distributed to the User ID MSE. There are only 5 Reports that satisfy all these criteria.

Press Enter again. A security check is performed and all Reports found for which the User is authorized are listed on the Report Maintenance screen:

```

15:03:55          **** ENTIRE OUTPUT MANAGEMENT ****          2000-11-15
User ID GHH          - Report Maintenance -

Cmd Report          Authoriz T Description
-----
___ ADABAS-DEFAULT  ADMIN      D ADABAS Standard Report
___ ADABAS-START-JOB  ADMIN      M ADABAS Start Job with statistics
___ ADAREP-DB088     ADMIN      M Data base report data base 088 - VSEE1 -
___ ADAREP-DB088-EXT  ADMIN      M ADABAS data sets data base 88 with 2 and more
___ ADAREP088-NOM    ADMIN      M Extract of all NOM data sets
___
___
___
___
___
___
___
___
___
___
All
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit  Flip          -      +      Selct < >      Menu
    
```

If the User is not authorized for some Reports, a message indicates the number rejected for this reason:

```
n Reports rejected by Security Definition
```

Modifying a Report Definition

To modify a report definition

- On the Report Maintenance screen, enter MO in the two-character command line preceding the Report you want to modify and press Enter.

The Report Definition screen appears for the Report you have selected.

- You can modify the data displayed by simply entering new data in the input fields. When you have finished modifying the Report definition, press Enter to save your modifications.

A message confirms that the Report definition has been successfully modified:

```
Record modified
```

- If COMMIT is set to OFF, press PF5 (Do) to save your modifications before exiting. If you do not, a window opens which asks you to commit modifications by typing Y. Type Y and press Enter.

A message confirms:

```
All modifications committed
```

For explanations of the input fields, see the heading Field Descriptions: Report Definition - General Attributes.

Authorizing User Access to a Report

- On the Report Maintenance screen, enter AU in the two-character command line preceding the Report for which you want to grant authorization and press Enter.

The Authorization List window for Reports opens.

To grant authorization to a new User

- Proceed as described in the Section Authorizing User Access to Objects.

Copying a Report Definition

- On the Report Maintenance screen, enter CO in the two-character command line preceding the Report you want to copy and press Enter.

The Copy Report Definition window opens.

To copy the Report

- Type the name of the target Report in the input field provided and press Enter.

A message confirms:

Report copied successfully

Deleting a Report Definition

To delete a report definition

- On the Report Maintenance screen, enter DE in the two-character command line preceding the Report you want to delete and press Enter.

If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Report again.

- Type the Report name in the input field provided and press Enter.

A message confirms:

Object deleted

Displaying a Report Definition

To display a report definition

- On the Report Maintenance screen, enter DI in the two-character command line preceding the Report you want to display and press Enter.

The Report Definition screen appears for the Report you selected.

In display mode you can only view the object parameters. You cannot enter or modify data because all fields are protected.

Displaying Log Info for Report Definition

To display log information for a report definition

- On the Report Maintenance screen, enter LO in the two-character command line preceding the Report for which you want to display log information and press Enter.

The Log Display screen appears for the Report selected.

- You can display more information about a log entry by entering the IN line command in the two-character command line preceding the entry and pressing Enter.

For further details, see the subsection Displaying Log Information for an Object and the Log Display screen.

Listing Active Reports

To list active reports

- On the Report Maintenance screen, enter LI to list active reports created for this master report.

Renaming a Report Definition

To rename a report definition

- On the Report Maintenance screen, enter RN in the two-character command line preceding the Report you want to rename and press Enter.

The Rename Report window opens.

To rename the Report

- Type the new Report name in the input field provided and press Enter.