

# Defining a Distribution List

This section explains how to create a Distribution List and how to add and delete members.

It covers the following topics:

- What is a Distribution List?
  - Listing Distribution Lists
  - Adding a Distribution List
  - Listing the Members of a Distribution List
  - Adding a Member to a Distribution List
  - Displaying Cross References
  - Other Distribution List Maintenance Functions
- 

## What Is a Distribution List?

In its most basic form, a Distribution list is a list of Users who are to be sent a particular Report and provides for easy Report distribution.

But a Distribution List can also be made up of other Distribution Lists.

Users and lists can be grouped into one Distribution List to create a distribution hierarchy that reflects your organization's structure.

You can then use a Distribution List as an addressee when defining Report Processing by entering the list name in a Distribute To field.

Any modifications in the contents of a Distribution List are automatically reflected in all Reports using this list.

A Distribution List can also be used to grant authorization to a group of Users. For more information on authorization, see the Section Authorizing User Access to Objects.

## Listing Distribution Lists

### Distribution List Maintenance Screen

 **To list the names of all defined Distribution Lists**

- Enter **4** in the command line of the Main Menu and press Enter.

The Distribution List Maintenance screen appears:

```

10:25:46          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
User ID BRY      - Distribution List Maintenance -

Cmd List      Authoriz Description                      Members Part Of
-----
__ ALLUSERS  ADMIN    Reports for all users                      3
__ DRO-MAIL  ADMIN    Dro's Dokumentverteiler                   6
__ FINANCE   ADMIN    Reports for Finance Department            3
__ LIST-1    ADMIN    list 1                                     2
__ LIST1     ADMIN    Only Test                                 *
__ NOM141    ADMIN    Test list for NOM141                      5
__ NOM211    ADMIN    Test list for NOM211                      4
__ PERSONEL  ADMIN    Reports for Personnel Department          5
__ SAGBDL1   ADMIN    Test API distribution list 1              5
__ SAGBDL2   ADMIN    Test API distribution list 1              2
__ SAGBDL3   ADMIN    Test API distribution list 1
__ SAGBLIS2  ADMIN    Test API distribution list 1
__ SAGBLST1  ADMIN    Test API distribution list 1
__ STEVELST  ADMIN
__ TEST1     ADMIN    Test API distribution list 1
Top Of Data
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +                      Menu
    
```

The Distribution List Maintenance screen displays a list of all available Distribution Lists with their description and the number of members in them.

An asterisk (\*) in the Part Of field indicates that the list is part of another list.

The names on the list are displayed in alphabetical order.

**PF Key Assignments: Distribution List Maintenance**

PF Key	Function	Explanation
PF2	Add	Create a new Distribution List.

**Available Line Commands: Distribution List Maintenance**

Command	Meaning
AD	Add a new member to a list.
AU	Authorize a User. See the Section Authorizing User Access to Objects.
DE	Delete a Distribution List definition.
LI	List members of a list.
LO	Display log information.
MO	Modify a Distribution List definition.
RN	Rename Distribution List.
XR	Cross references.

**Column Headings: Distribution List Maintenance**

You can enter selection criteria ending with an asterisk \* in all fields marked with an asterisk.

- **Cmd**  
Enter a command in the two-character command line.
- **List Name \***  
Enter selection criteria for the name of the list.
- **Description**  
A short description of the list.
- **Members**  
Number of members in the list.
- **Part Of**  
An asterisk \* in this field indicates that the list is part of another Distribution List.

## Adding a Distribution List

### ▶ To ADD a new Distribution List

- Press PF2 (Add) on the Distribution List Maintenance screen.

The Define Distribution List window opens:

```

10:25:46          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
User ID BRY      - Distribution List Maintenance -

Cmd List      Authoriz Description          Members Part Of
-----
__ ALLUSERS ADMIN   Reports for all users          3
__ DRO-MAIL ADMIN   Dro's Dokumentverteiler      6
-
_+----- Define Distribution List -----+
_!
_! List Name ..... _____ !
_! Description .... _____ !
_!
_!
_! Command => _____ !
_!
_! PF1 Help PF2 Add Pf3 Exit PF5 Do PF6 Undo !
_!
_+-----+
__ STEVELST ADMIN                                     *
__ TEST1 ADMIN   Test API distribution list 1
Top Of Data
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +                      Menu
    
```

### PF Key Assignments: Define Distribution List

PF Key	Function	Explanation
PF2	Add	Add a Distribution List.

### Field Descriptions: Define Distribution List

- **List Name**  
Enter a name for the Distribution List and press Enter.
- **Description**  
Enter a short description for the list.

When you have finished entering data in this window, proceed as follows:

**▶ To validate your modifications**

- Press Enter.

**▶ To save your modifications**

- Press PF5 (Do).

## Listing the Members of a Distribution List

A member in a Distribution List can be a distinct User ID or another Distribution List.

**▶ To list the members of a Distribution List**

- On the Distribution List Maintenance screen, enter LI in the two-character Cmd field preceding the appropriate list and press Enter.

The Distribution List Members screen appears:

```

10:40:16          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
User ID BRY          - Distribution List Members -
                    List Name PERSONEL

Cmd  Member   List Description / User name
___  BDE      Dreesen, Hardy
___  DRO      Ross, Detlaf
___  EST      Stich-Foit, Elfriede
___  SMC      Ceyhan, Sadik
___  VKA      Kautz, Volker
___
___
___
___
___
___
___
___
___
___
All
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip          -      +                      Menu
    
```

The Distribution List Members screen displays a list of all the members in a Distribution List. Members can be added to or deleted from a list.

**PF Key Assignments: Distribution List Members**

PF Key	Function	Explanation
PF2	Add	Add a member to the list.





```

10:47:40          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
Us+-----+
!                   User Selection List                       !
!                   !                                       !
Cm!  M   User      Name                                       !
_!  _   _____  _____!
_!  _   AAARDF    Vark, Joe                                   !
_!  _   ABL       Antje, Blondzik                           !
_!  _   ALL-USER  representing all users, Logica!
_!  _   AUTOPRNT  Printouts, Automatic                       !
_!  _   BDE       Dreesen, Hardy                             !
_!  _   BRY       Reynolds, Boykin                           !
_!  _   DBA       TEST, DBA                                  !-----+
_!  _   DEFAULT  Representing an unknown user, !           !
_!  _   DRO       Ross, Detlaf                               !           !
_!  _   EORMON   - Monitor, Entire Operations !           !
_!  _           !                                           !
_!           Select With Any Character                       !           !
_!           !                                           !
_!  PF3 Exit  PF7 Up  PF8 Down                               !           !
All+-----+
Command => _____!
Enter-PF1---PF2---P+-----+PF10--PF11--PF12---
      Help  Add   Exit  Flip           -       +           Menu
    
```

**▶ To select a User to add to the Distribution List**

- Enter any character in the one-character input field preceding the ID and name of the User you want to add. Press Enter.

The User ID is written to the Member field of the Add a Member window.

- Press Enter again.

A message confirms that the new member has been added to the Distribution List:

Record Added

- Press PF3 (Exit) to resume.

## Selecting a Distribution List as Member

**▶ To open the Distribution List selection window**

- Press PF5 (Dist-List) on the Member Name Help window.

The Distribution List Selection window opens:

```

11:06:33          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
Use+-----+members -
!           !EL
!   Distribution List Selection   !
Cmd!           !
__!           M   List           !
__!           -   _____     !
__!           -   ALLUSERS       !
__!           -   DRO-MAIL       !
__!           -   FINANCE        !
__!           -   LIST-1         !
__!           -   LIST1         !
__!           -   NOM141        !-----+
__!           -   NOM211        !           !
__!           -   PERSONEL       !           !
__!           -   SAGBDL1       !           !
__!           -   SAGBDL2       !r a       !
__!           ! Name           !
__!           Select with any character !           !
__!           !           !
All !   PF3 Exit   PF7 Up   PF8 Down   !list       !
Com!           !           !
Ente+-----+-----+PF10--PF11--PF12---
           Help Add   Exit Flip           -   +           Menu
    
```

**▶ To select a Distribution List to add to the main Distribution List as a member**

- Enter any character in the one-character input field preceding the name of the Distribution List you want to add. Press Enter.

The name of the Distribution List selected is written to the Member field of the Add a Member window.

- Press Enter again.

A message confirms that the new member has been added to the Distribution List:

```

Record Added
    
```

**▶ To resume**

- Press PF3 (Exit).

## Deleting a Member from a Distribution List

**▶ To delete a member from a distribution list**

- In the Distribution List Members screen, enter DE in the two-character command line preceding the member you want to delete and press Enter.

A window opens in which you can confirm deletion by typing the name of the member to be deleted.

- Type the member name and press Enter.

A message confirms deletion.

## Displaying Cross References

### ▶ To display cross reference information for a Distribution List

- Enter XR in the two-character command line preceding the appropriate list.

The XREF of Distribution List window opens:

```

11:11:28          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
User ID BRY      - Distribution List Maintenance -
+-----+
Cmd L!          - XREF of Distribution List -          ! Members Part Of
___ _!          LIST-1                                !
___ A!          !                                     !      3
___ D!  M  Relation Type          Number          !      6
___ F!  _  _____          _____          !      3      *
XR L!  _  Authorization Report          !      2      *
___ L!  _  Authorization Bundle          !          *
___ N!  _  Authorization Printer          !      5      *
___ N!  _  Authorization Distribution List          !      4      *
___ P!  _  Report Definition (Distribute to)          216 !      5      *
___ S!  _  Member of a Distribution List          1   !      5
___ S!          !                                     !
___ S!  PF3 = Exit          !      2
___ S+-----+
___ SAGBLST1 ADMIN      Test API distribution list 1
___ STEVELST ADMIN          *
___ TEST1      ADMIN      Test API distribution list 1
Top Of Data
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add  Exit Flip          -      +          Menu
    
```

### ▶ To list the objects of the relation type

- Mark the input field in the M column preceding the appropriate type and press Enter.

The following XREF Object window opens with a list of all objects of the type selected:

```

11:18:04          **** ENTIRE OUTPUT MANAGEMENT ****          2002-10-01
User ID BRY      - Distribution List Maintenance -
+-----+
! Report                Description                                !
! -----!
! UEX-ADDFP-OPEN        Exit ADDFP/OPEN separate sysout into several re !
! UEX-CARS-STD1         Standard Exit 1 example                             !
! UEX-CREATE            Exit CREATE report                                 !
! UEX-FORW-BACKW        Exit FORW/BACKW/TOPP example                       !
! UEX-EMPL-STD31MCC     Standard Exit 3 example                             !
! DEPTDS1-ADMA          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-COMP          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-FINA          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-MARK          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-MASK          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-MGMT          ( STD1 ) Standard Exit 1 Example                       !
! DEPTDS1-PROD          ( STD1 ) Standard Exit 1 Example                       !
!
! Top Of Data
! PF3 = Exit           PF7 = Top           PF8 = down           PF11 = Sort           PF9 = Ext           !
+-----+
Command =>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Add   Exit Flip           -           +                               Menu
    
```

**PF Key Assignments: XREF Object**

PF Key	Function	Explanation
PF7	Top	Return to top of list.
PF8	Down	Scroll one screen forward.
PF9	Ext	Toggle between display of long and short report/bundle names.
PF11	Sort	Sort objects in alphabetical order.

## Other Distribution List Maintenance Functions

### Modifying a Distribution List

 **To modify a distribution list**

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

The Define Distribution List window opens for the Distribution List you have selected.

From this window, you can modify only the Description field.

- Simply enter a new description and press Enter to save your modifications.

A message confirms that the description has been successfully modified:

Record modified
-----------------

If COMMIT is set to OFF, proceed as follows:

▶ **To save your modifications before exiting**

- Press PF5 (Do).

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
```

To add or delete a member, see the subsections Adding a Member to a Distribution List and Deleting a Member from a Distribution List.

## Authorizing User Access to a Distribution List

▶ **To authorize user access to a distribution list**

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

The Authorization List window for Distribution Lists opens.

To grant authorization to a User, proceed as described in the Section Authorizing User Access to Objects.

## Deleting a Distribution List

▶ **To delete a distribution list**

- On the Distribution List Maintenance screen, enter DE in the two-character command line preceding the Distribution List 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 Distribution List again.

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

A message confirms:

```
Object deleted
```

## Displaying a Distribution List

See the subsection Listing the Members of a Distribution List.

## Displaying Log Information for a Distribution List

▶ **To display log information for a distribution list**

- On the Distribution List Maintenance screen, enter LO in the two-character command line preceding the

The Log Display screen appears for the Distribution List 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.

## Renaming a Distribution List

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

The Rename Distribution List window opens.

### To rename the Distribution List

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