

# Listing Folders

**▶ To select Folders defined for your User ID**

- Enter **5** in the command line of the Main Menu and press Enter.

The Active Reports >Folder Maintenance screen appears:

```

11:28:00          **** ENTIRE OUTPUT MANAGEMENT ****          2000-11-15
User ID MRS      - Active Reports>Folder Maintenance -

Cmd Folder      Description
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___ #Inbasket
___ #Migration
___ ADABAS       Lists created by ADABAS Utilities
___ Employees   Lists of the Personnel Department
___ MSE-Public   Lists authorized by MSE
___ NOM-Catall   Catall error lists
___ NOM-Lists    ARCHIVER/REVIVER/MONITOR Lists
___ Public       PUBLIC Reports
___
___
___
___
___
___
All
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add  Exit  Flip          -      +          Clr  Menu
    
```

This screen lists all Folders defined for your User ID.

- The Folder #Inbasket is automatically created when a User ID is defined and can be renamed but not deleted.
- The Folder #Migration is automatically created only when migrating from previous versions of Entire Output Management (formerly Natural Output Management). It contains all Active Reports which are available during migration time.

## Special PF Keys

PF Key	Function	Explanation
PF2	Add	Add a Folder definition.
PF11	Clr	Reset active report selection criteria. Use PF11 if you do not want the active report list to be filtered according to the selection criteria last used.

## Available Line Commands

Command	Meaning
AU	Authorize all users (PUBLIC), a user group (Distribution List) or a specified User ID to access Active Reports filed in the Folder. Only Users with owner authorization for the Report can perform this function. See Authorizing User Access to a Folder and the Section Authorizing User Access to Objects.
CO	See Copying a Folder Definition.
DE	See Deleting a Folder Definition. Folder containing Active Reports cannot be deleted.
DI	See Displaying a Folder Definition.
LF	See Linking a Folder to another User.
LI	See Listing Active Reports Filed in a Folder.
LK	List Active Reports filed in a folder, using keyword selection. See Listing Active Reports in a Folder">Listing Active Reports Filed in a Folder.
MO	See Modifying a Folder Definition.
RN	See Renaming a Folder Definition.

## Column Headings

- **Cmd**  
Enter a two-character line command (see above).
- **Folder (\*)**  
Folder name. You can enter a Folder prefix followed by an asterisk \* in the field immediately below the column heading and press Enter to list all Folders beginning with the prefix.
- **Description**  
A short description of the respective Folder.