

Adding a Folder

▶ To ADD a Folder definition for your User ID

- Press PF2 (Add) on the Active Reports >Folder Maintenance screen.

The Folder Definition >General Attributes screen appears:

```

11:29:12          **** ENTIRE OUTPUT MANAGEMENT ****          2000-11-15
User ID GHH      - Folder Definition >General Attributes-

Folder
  Name ..... _____
  Description ..... _____
  internal Name .....

List Layout ..... 2    1 = Active Report summary
                       2 = Active Report list (descriptive attributes)
                       3 = Active Report list (technical attributes)

Linked Folder
  User ID ..... _____
  Folder Name ..... _____

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do    Undo                               Menu
    
```

Special PF Keys

PF Key	Function	Explanation
PF2	Add	Add another Folder definition.

Field Descriptions

Folder

- **Name**
You must first enter the Folder name when creating a new Folder. This field is protected when modifying an existing Folder.
- **Description**
Enter a short description for the Folder.
- **Internal Name**
This name is created automatically by Entire Output Management. This name is a unique identifier within the whole system.
- **List Layout**
You can define how Active Reports are listed in the Folder.

Linked Folder

If another User ID authorizes you to use one (or more) of its Folders, you can link one of your Folders to the authorized Folder. Now you can browse, print and file all Active Reports filed in the authorized Folder.

- **User ID**
Enter the User ID, which has given you authorization to use its Folder(s).
- **Folder Name**
Enter a valid Folder name for the User ID above.