

BBBBBBB	UUU	UUU	NN	NNN	DDDDD	LLL	R		
BB	BB	UU	UU	NN	NN	DD	DD	LL	
BB	BBB	UU	UU	NNN	NN	DD	DD	LL	
BBBBBBB	UU	UU	NN	N	NN	DD	DD	LL	
BB	BB	UU	UU	NN	N	NN	DD	DD	LL
BB	BB	UU	UU	NN	NNN	DD	DD	LL	
BB	BBB	UUU	UUU	NN	NN	DD	DDD	LL	LL
BBBBBBB	UUUUUU	NNN	NN	DDDDD	LLLLLLLLL				

>>>> Online Report Distribution System <<<<

>>>> L E G E N T C O R P. <<<<

## USER GUIDE

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**SIGNON INSTRUCTIONS**

To signon to BUNDL CICSVIEW, Type **CI** on the DOA signon screen and press **ENTER**. Type **VIEW** in the TASKID field, type in your *userid* and *password* and press **ENTER**.

---

DATE 01/09/97  
TIME 15:34:50

DIVISION OF ADMINISTRATION  
CICS - ISIS PRODUCTION SYSTEM

NETID: DATD045A  
CICSID: \$CC4

BSGM0001 ENTER A TRANSACTION AND SIGNON IF NECESSARY.

TASK-ID: VIEW

DBDC USERS LEAVE BLANK >> USER-ID: Z000000

DBDC USERS LEAVE BLANK >> PASSWORD:

CICSISIS

DACICSI

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The **BUNDL MAIN MENU** screen will be displayed. You can select an item from BUNDL Menus in several ways:

1. Type the menu number at the command line and press **ENTER**.
2. Place the cursor on the menu number and press **ENTER**.
3. Type the first name of the menu item and press **ENTER**.

At any time you may press the **PF3** key to return to the previous screen.

---

----- BUNDL Main Menu -----  
Command ==>

- 1 Current Reports
- 2 Archived Reports
- 3 Function Keys
- O Options
- C Changes
- T Tutorial
- X Exit BUNDL

**SETTING BUNDL OPTIONS**

Type **O** at the command prompt of the BUNDL Main Menu and press **ENTER**. The BUNDL **Options Page 1** screen will be displayed. From this screen you will be able to change the default settings for BUNDL options.

---

```

----- Options Page 1 -----
Command ==>

      Language Preference          ==> ENGLISH          DOWN for Page 2
      Date Format                  ==> 1      (1-5) ( MM/DD/YY )
      Selection List Qualifiers    ==> D      (Description, Name)
      Auto-save View Settings     ==> N      (Yes/No)
      Column Separator(s)        ==> N      (None, or character to use)
      Ruler Line(s)              ==> N      (Top, Section, or None)
      SYSOUT Class                ==> A      (For immediate print)
      Banner Pages                ==> Y      (Yes/No)
      Reformat Option             ==> N      (Lines, Columns, Both or None)
      Line Numbers                ==> N      (Yes/No)

```

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Note: *BUNDL provides context sensitive help within each of its screens. To activate the help feature, place the cursor on any field. Press the **PF1** key. A help screen with information on the selected field will be displayed.*

From the Options Page 1 screen, press the **PF8** key. The **Options Page 2** screen will be displayed. For proper operation of BUNDL, please change the settings on this screen to match those in the following example. Press the **ENTER** key to accept the new settings. Press the **PF3** key to return to the **BUNDL Main Menu**.

----- Options Page 2 -----

Command ==>

Automatic startup filters UP for Page 1

Application ==>  
Report ==>  
Home Code ==>  
Mail Code ==>

Use Wildcard Filters ==> N (Yes/No)  
Retain Filters ==> N (Yes/No)  
Report Order ==> 0 (Newest first / Oldest first)  
Date Filter Span ==> 0000 (in days, 0 = no limit)

Immediate Print Defaults

Dest/Node ==>  
Remote ID ==>  
Form ==>

Startup command

==> <

---

**VIEWING CURRENT REPORTS**

From the BUNDL Main Menu, type **1** at the command prompt and press **ENTER**. The **Current Report Selection List** screen will be displayed. From this screen, you will be able to view, print or delete reports. (You can press **PF3** or type **END** on the command line and press **ENTER** to return to the previous screen). Type your **mailcode**, which is a ten character field that in most cases consists of a *three character system code, your agency number, and a four digit location number*. Valid system codes are **ISF** (ISIS GFS Financial System), **ISP** (ISIS AGPS Purchasing System), and **ISC** (ISIS CFMS Contract Management System). For example, if you are in the accounting section of agency 840, your mailcode would be "ISF8400001". From this point, you can press **ENTER** for a list of all reports for your particular mailcode. You can also specify a partial mailcode such as **ISF35** for a listing of all reports for mailcodes beginning with these characters. You may also leave the mailcode field blank and press **ENTER** for a list of all the mailcodes and reports you have permissions to access.

---

```
----- Current Report Selection List -----
Command ==>
```

Sel	Cnt	Mailcode	Date	Application	Description	Pages
==>		ISF704				
	1	ISF7040001	08/07/96	IS01	1G07B UNSCHED PYMT TURNRD	1
	1	ISF7040001	08/08/96	IS01	1G07A UNSCHED PYMT TURNRD	1
	1	ISF7040001	08/08/96	IS01	1G07B UNSCHED PYMT TURNRD	1
	1	ISF7040001	08/09/96	IS01	1G06A SCHED PYMT TURNARND	2
	1	ISF7040001	08/10/96	IS01	1G06B SCHED PYMT TURNARND	2

---

If you know the name of the report and/or the date the report was created, you can specify the date in the Date field in the format mm/dd/yy, and/or you can specify part of the report name in the Description field. For example, if you didn't know the exact name of a report, but you knew that part of the name was AGY, you can specify AGY in the description field and all of the reports which contained AGY as part of its name will be listed.

Type **S** or **V** in the **SEL** field by the report you wish to view and press **ENTER**. The Report screen is displayed showing the report you selected. You can scroll through the report by using PF keys or by typing the commands on the command line. You can find out the PF key definitions by typing **KEYS** on the command line and pressing **ENTER**. The following is a list of scroll commands used in BUNDL:

1. **UP [nn] or UP MAX** - BUNDL scrolls up a full screen (the default), the number of lines specified by **nn** (the brackets [], indicate that **nn** is optional), or the maximum number of lines on the current page;
2. **DOWN [nn] or DOWN MAX** - BUNDL scrolls down a full screen (the default), the number of lines specified by **nn** (the brackets [], indicate that **nn** is optional), or the maximum number of lines on the current page;
3. **RIGHT [nn] or RIGHT MAX** - BUNDL scrolls to the right a full screen (the default), or the number of characters specified by **nn** (the brackets [], indicate that **nn** is optional), or the maximum number of characters in the report;
4. **LEFT [nn] or LEFT MAX** - BUNDL scrolls to the left a full screen (the default), or the number of characters specified by **nn** (the brackets [], indicate that **nn** is optional), or the maximum number of characters in the report;
5. **TOP** - BUNDL displays the first line of the report;
6. **FIND string [FIRST|LAST|PREV|ALL|NEXT (default)]** - BUNDL highlights the first line that contains the matching string (the brackets [], indicate the keywords are optional);
7. **RFIND** - BUNDL repeats the last FIND command that you issued.

## REFORMATTING A REPORT

BUNDL allows you to customize the way your report is displayed or printed. You can specify the column and line ranges you want to display, the column and line ranges you want to search, the character to use to separate the columns, whether you want to display the line numbers, and where you would like the column numbers displayed.

### SETTING COLUMN AND LINE RANGES

At the command line, type **COL** and press **ENTER**. The **View Options for Report** screen is displayed. This screen shows all the default values for the report. Type the **BEGIN** and **END** values for the columns and/or lines you want to display. If you omit a column or line range, BUNDL will assume you do not want to display those columns or lines. Type a **Y** in the SHOW field. Type a **Y** in the FIND field to tell BUNDL what columns and/or lines you want it to search when a FIND command is issued. Type **N** in the HOLD field if you want the columns and lines to be scrollable.

### Changing Default Values

To change the Column Separator, **leave blank** or type **any character** (| - default) you want to use. To change the Ruler Line, type **N** for no display of the ruler line or type **T** to display ruler at the **TOP** of the report or **S** (default) to display ruler at the top of the report and between each line range that you have defined. Change the Line Numbers option to **Y** if you want the line numbers to be displayed in the report, the SYSOUT Class field should remain unchanged, type **N** in the Banner Pages field if you do not want to print the banner page, or change the format in the Reformat Option field. You can specify the following formats:

1. **B (Both)** - Prints the reformatted columns and lines.
2. **C (Columns)** - Prints the reformatted columns only.
3. **L (Lines)** - Prints the reformatted lines only.
4. **N (None)** - Prints report in the original format.

---

**USING A PROFILE TO STORE VIEW OPTIONS**

The view options for a report can be stored in a profile. The profile eliminates the need to redefine the same set of options. You can store up to 36 profiles for each report. The profiles will be kept until you delete them. You can restore the default values at any time by typing **RESET** on the command line from either the **View Options for Report** screen or the **Report** screen.

**Storing Viewing Options**

To store options, you can either:

1. type a value of **0 - 9** or **A - Z** in the Profile Id field on the **View Options for Report** screen and type **SAVE** on the command line and press **ENTER**; or
2. type **SAVE x** at the command line of the **View Options for Report** screen or the **Report** screen and press **ENTER**; where **x** represents the number or letter you want to name your profile.

If you issue a second **SAVE** command for the same Profile Id, the first version of the profile will be replaced with the new version.

**Retrieving a Profile**

To retrieve a profile to apply to a report, type **LOAD x** on the command line of the **View Options for Report** screen or the **Report** screen, where **x** represents the profile id you want to retrieve. If you want to see a list of profile IDs that have been stored, type **PROFILE** on the command line and press **ENTER**.

**Deleting a Profile**

To delete a profile, type **DELETE x** on the command line of the **View Options for Report** screen or the **Report** screen and press **ENTER**, where **x** represents the profile ID you want to delete.

**PRINTING A REPORT**

*NOTE:* The printer to which you send the report must be defined to BUNDL before it can be used. In order for the remote printer to be defined to BUNDL, it must have a network id. When generating immediate local print with the **PRINT** or **P** command, all print will be generated with the default print orientation defined to your LAN printer. If you wish to generate print with an orientation other than the default, you must use the **QPRINT** or **Q** command to generate queued print.

**Immediate Local Print**

You can print a report from the selection list on the **Current Report Selection List** screen or from the **Report** screen. To print from the **Current Report Selection List** screen, type **P** in the SEL field by the report you want to print and press **ENTER**. To generate print while viewing a report, type **PRINT** on the command line and press **ENTER**. The **Specify Printing Parameters** screen will be displayed, and you can now change the **Print Parameters**.

To specify a certain page(s) of the report you would like to print, change the values in the **Begin Page** and **End Page** fields.

Do not change the **SYSOUT Class**. SYSOUT Class 'A' will send the report immediately to the remote printer specified.

Type the *Printer ID* of your local LAN printer; for example U203 or R7, in the **Destination/Node** field.

The **Remote ID** field must be left **blank**.

The **Form** field must be left **blank**.

Change the value in the **Copies** field if more than one copy of the report is to be printed.

To suppress the printing of the banner page, type **N** in the **Banner Pages** field.

```

----- Specify Printing Parameters -----
Command ==>

Mailcode   ==> ISFSYSADMN      Jobname ==> IS01P2A9      Date ==> 01/03/97
Application ==> IS01          Jobnum  ==> 00222        Time ==> 00:33:58
Report     ==> 2G15           Descr   ==> DETAIL APPROPRIATION REPORT

----- Report Identifiers -----
-----
REPORT      STEP15      PS01

----- Print Parameters -----

Begin Page      ==> 000000001
End Page        ==> 000000263
SYSOUT Class    ==> A
Destination/Node ==> U383
Remote ID       ==>
Form            ==>
Copies          ==> 001
Banner Pages    ==> Y      (Y/N)
Reformat Option ==> N      (Lines, Columns, Both or None)

```

To print reformatted reports, specify one of the following reformat options:

- B (Both)**            - The reformatted columns and lines are printed;
- C (Columns)**        - Only the reformatted columns are printed;
- L (Lines)**           - Only the reformatted lines are printed;
- N (None)**            - The report will be printed in its original format.

After all changes have been made, press **ENTER** (you may be asked to press **ENTER** again to process). The message in the upper right-hand corner of screen should say "**Print complete**". Press **PF3** or type **END** on the command line to return to the **Current Report Selection List** screen.

Queued Print

You can print a report at the DOA Data Center printer from the selection list on the **Current Report Selection List** screen or from the **Report** screen. To print from the **Current Report Selection List** screen, type **Q** in the SEL field by the report you want to print and press **ENTER**. To generate print while viewing a report, type **QPRINT** on the command line and press **ENTER**. The **Specify Queued Printing Parameters** screen will be displayed, and you can now change the **Print Parameters**.

```

----- Specify Queued Printing Parameters -----
Command ==>

Mailcode    ==> ISFSYSADMN      Jobname ==> IS01P2A9      Date ==> 01/03/97
Application ==> IS01          Jobnum  ==> 00222        Time ==> 00:33:58
Report      ==> 2G15          Descr   ==> DETAIL APPROPRIATION REPORT

----- Report Identifiers -----

----- Print Parameters -----

Begin Page  ==> 000000001
End Page    ==> 000000263
Device ID   ==> PR2
Mode        ==> STD
Mailcode    ==> ISFSYSADMN
Bundle      ==> 0091

```

To specify a certain page(s) of the report you would like to print, change the values in the **Begin Page** and **End Page** fields.

The **Device ID** field will display **PR2**. This designates the DOA Data Center printer. If you wish to print locally, change it to your remote printer ID number.

The **MODE** field will contain a default value for the report and should not be changed.

The **Mailcode** field will contain a default value. This value may be changed to any valid mailcode. If the report is to be printed on the DOA mainframe, the report will be delivered to the mailcode specified in this field. The **Bundle** field will contain a default value and should not be changed.

After all changes have been made, press **ENTER** (you may be asked to press **ENTER** again to process). The message in the upper right-hand corner of screen should say "**Print Scheduled**". Press **PF3** or type **END** on the command line to return to the **Current Report Selection List** screen. At this point a print job will be requested to run on the DOA mainframe. When the next scheduled BUNDL Distribution job runs on the DOA mainframe, the report will be printed on the printer specified in the **Device** field. In general BUNDL Distribution jobs run at 3 hour intervals during working hours and at midnight each day.

**RETRIEVING ARCHIVED REPORTS**

From the BUNDL Main Menu, type **2** at the command prompt and press **Enter**. The **Archived Report Selection List** screen should be displayed. From this screen, you will be able to request that an archived report be returned to the **Current Report Selection List** or Printed. (You can press **PF3** or type **END** on the command line and press **ENTER** to return to the previous screen). Type your mailcode in both the **Homecode** and **Mailcode** fields. Type the report number in the **Description** field and press **ENTER**.

----- Archived Report Selection List -----  
Command ==>

Sel	Date	Homecode	Mailcode	Applic.	Description	T	Page
==>		ISF3550001	ISF3550001	IS01	2G43		
	10/23/96	ISF3550001	ISF3550001	IS01	2G43 FED AID REV SUMMARY	P	2
	10/23/96	ISF3550001	ISF3550001	IS01	2G43 FED AID REV SUMMARY	P	2
	11/12/96	ISF3550001	ISF3550001	IS01	2G43 FED AID REV SUMMARY	*	100
	12/09/96	ISF3550001	ISF3550001	IS01	2G43 FED AID REV SUMMARY	*	108
	01/04/97	ISF3550001	ISF3550001	IS01	2G43 FED AID REV SUMMARY	*	108

A list of all copies of the specified report which are currently archived will be displayed. Type a **S** in the **Sel** field beside the report you wish to retrieve and press **ENTER**. The **Specify Reprint Parameters** screen will be displayed.

The **Device ID** field will contain a default value and should not be changed.

The **MODE** field will contain a default value for the report and should not be changed

The **Mailcode** field will contain a default value. This value may be changed if you wish to retrieve the report to the **Current Selection List** for a mailcode other than the one displayed.

----- Specify Reprint Parameters -----

Command ==>

```
Mailcode    ==> ISF3550001      Jobname ==> IS01P2FE      Date ==> 01/04/97
Application ==> IS01           Jobnum  ==> 00836
Report      ==> 2G43           Descr   ==> 2G43 FED AID REV SUMMARY
Dsname      ==> BUNDL.ARC.YEAR.G0006V00
```

```
----- Print Parameters ----- *****
Device ID   ==> PR2             *** NOTE: This report has multiple ***
Mode        ==> STD             *** parts. If you confirm, ***
Mailcode    ==> ISF3550001     *** all parts will be reprinted. ***
Bundle      ==> 0091           ***
Output type ==> V               *** 108 pages in ***
Copies      ==> 001             *** 9 indexes ***
Retention   ==> 01W            ***
(Used only for type V) *****
```

The **Bundle** field will contain a default value and should not be changed.

The **Output Type** field should be set to **V** if you wish to retrieve the report to the Current Selection List or set to **P** if you wish the report to be printed.

In the **Copies** field enter the number of copies of the report you wish to have printed.

In the **Retention** field enter the number of days you wish the report to remain in the Current Report Selection List before being purged.

Press **ENTER** and the request to retrieve the report will be scheduled.

*Note: All requests to retrieve archived reports are scheduled as part of BUNDL end of day processing and will run at midnight each day. Therefore there is generally a one day delay before your request is completed.*

**EXITING BUNDL**

Press **PF3** or type **END** on the command line and press **ENTER** until you return to the **BUNDL MAIN MENU** screen. Type **X** on the command line and press **ENTER**. Clear the screen and type **BYE** and press **ENTER** to close the session or type **ISIS** to enter an ISIS application.

```
BBBBBBB  UUU  UUU  NN   NNN  DDDDD  LLL  R
BB   BB  UU   UU  NN   NN  DD  DD  LL
BB   BBB  UU   UU  NNN  NN  DD  DD  LL
BBBBBBB  UU   UU  NN  N  NN  DD  DD  LL
BB   BB  UU   UU  NN  N  NN  DD  DD  LL
BB   BB  UU   UU  NN   NNN  DD  DD  LL
BB   BBB  UUU  UUU  NN   NN  DD  DDD  LL  LL
BBBBBBB  UUUUUU  NNN  NN  DDDDD  LLLLLLLL
```

>>>> Online Report Distribution System <<<<

>>>> L E G E N T C O R P. <<<<

Ended