**BUNDL QUICK KEYS**

**KEY COMMAND**
- **F1 HELP** Displays on-screen field help
- **F3 END** Returns operator to the PREVIOUS screen
- **F4 MENU** Returns operator to the MAIN MENU
- **F5 RFIND** Repeats the last FIND command
- **F6 COL** Takes operator to View Options for Report screen
- **F7 UP** Displays previous screen page of report
- **F8 DOWN** Displays next screen page of report
- **F10 LEFT** Press to view far left of screen
- **F11 RIGHT** Press to view far right of screen

You may type the following in the Command field. The abbreviation is listed first.

- **T TOP** Displays first page of report
- **B BOTTOM** Displays last page of report
- **G GOTO__** Will retrieve the page number specified. For example, G 15 will take you to page 15.
- **F FIND____** Locates a particular string of characters (letters and/or numbers). If your string contains spaces, you must use quotes around it. For example, if you are looking for vendor ABC CO, your string would be: ‘ABC CO’

To continue to search on the same information, type **F** and press ENTER (or press F5).

**Helpful Hints:**
- The commands UP, DOWN, RIGHT, and LEFT can be used with a number to navigate the lines and/or columns within a report.
- To find all occurrences of a string of characters use the command **F ____ ALL** (or **F ‘___’ ALL**)
- To view reports from one of the ISIS applications, use the following searches in the Mailcode field:
  - **ISC** Contract Financial Management System (CFMS)
  - **ISF** Government Financial System (GFS)
  - **ISP** Advanced Government Purchasing System (AGPS)
- Online Help is available on almost every topic. Press the **F1** key to access or type **HELP** (or H) in the Command field and press ENTER.

**PRINTING / RETRIEVING ARCHIVED REPORTS FROM BUNDL**

1. **Printing from Archived Reports**
   - Select **Archived Reports** (Option 2) from the BUNDL Main Menu.
   - Perform search to display desired archived report on the Report Selection screen.
   - Tab to the report line and type **S** (or **P**) and press ENTER.
   - On Specify Reprint Parameters screen, tab to the Output Type field and change the V to a **P**.
   - Press ENTER to submit the change.
   - Press ENTER to confirm the change.
   - You will be returned to the Report Selection screen.
   - Your report will print on the DOA Mainframe printer and will be mailed to you.

2. **Viewing an Archived Report in BUNDL**
   - Select **Archived Reports** (Option 2) from the BUNDL Main Menu.
   - Perform search to display desired archived report on the Report Selection screen.
   - Tab to the report line and type **S** (or **P**) and press ENTER.
   - On the Specify Reprint Parameters screen, verify that the Output Type field is a **V**.
   - Press ENTER.
   - You will be returned to the Report Selection screen.
   - Your report should be available in the Current Reports section after a job is run to retrieve these reports. This job is currently run at noon (Mon. - Sat.) and at night. You may view and/or print on your local printer or the mainframe printer from the Current Reports section.

**BUNDL SIGN ON**

1. Type **CI** at the DOA Logon Screen. Press ENTER.
   - The CICS Signon Screen will be displayed.
2. Type **VIEW** for the TASK ID, Type your **ISIS USER ID** and **PASSWORD** and press ENTER.
3. The BUNDL Main Menu will be displayed.

**BUNDL SIGN OFF**

1. Press **F3** or type **END** in the Command field and press ENTER until you are returned to the BUNDL MAIN MENU screen.
2. Type an **X** and press ENTER.
3. Clear the screen, type **BYE** and press ENTER or type **ISIS** and press ENTER to toggle back to ISIS.
VIEWING A CURRENT REPORT

1. Type 1 in the command field of the Bundl Main Menu screen (to choose Current) and press ENTER.

2. Once the Current Reports Selection List is displayed, press ENTER to see a list of reports accessible by your Operator ID.

To search for a specific report, you may specify the run date of the report in the Date field (MM/DD/YY format) and/or the report name (or key words contained in the report title) in the Description field. To submit the search, press ENTER. Your search information will reduce the number of displayed reports.

3. Once you find your report, tab to the report, type an S or a V in the Sel field, and press ENTER to retrieve. Your report will be displayed. (To move within the report, see the BUNDL Quick Keys section.)

PRINTING A CURRENT REPORT

You may send print jobs to your local printer or the mainframe printer. You may also print from a list of reports or while you are viewing a report.

1. PRINT TO THE LOCAL PRINTER
   A. From the Current Report Selection List screen:
      - Tab to the report, type P in the Sel field, and press ENTER.
      - You will be on the Specify Printing Parameters screen. See below for additional information.
   B. From the displayed report:
      - In the Command field, type PRINT (space) and the beginning: ending page numbers to be printed. For example, the command PRINT 1:5 prints pages 1 - 5 (or use P 1:5 as an abbreviation). Press ENTER.
      - You will be on the Specify Printing Parameters screen. Change parameters as needed.

Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.
Device ID: Must be PR2.
Mode: STD - GFS standard landscape reports
       PORT - GFS portrait reports
       GT18 - GFS compressed print reports
Mailcode: Will default from the Report Selection screen, change if necessary.
Bundle: Must be 0091
Copies: Enter the number of copies you wish printed.

Systout Class: Must be A
Destination/Node: Type your Remote Printer ID (e.g., U203) in this field. Leave the REMOTE ID field blank.
Note: Your printer must be defined to BUNDL.
Remote ID and Form: Leave blank.
Copies: ENTER the number of copies to print.
Banner Pages: No banner pages printed = N. Banner pages printed = Y.

2. PRINT TO THE MAINFRAME PRINTER
   A. From the Current Report Selection List screen:
      - Tab to the report, type Q in the Sel field, and press ENTER.
      - You will be on the Specify Queued Printing Parameters screen. See below for additional information.
   B. From the displayed report:
      - In the Command field, type QUE (space) and the beginning:ending page number you wish printed. For example, the command QUE 1:5 (or Q1:5) will print pages 1 - 5. Press ENTER.
      - You will be on the Specify Queued Printing Parameters screen. Change parameters as needed.

Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.
Device ID: Must be PR2.
Mode: STD - GFS standard landscape reports
       PORT - GFS portrait reports
       GT18 - GFS compressed print reports
Mailcode: Will default from the Report Selection screen, change if necessary.
Bundle: Must be 0091
Copies: Enter the number of copies you wish printed.

Banner Pages: No banner pages printed = N. Banner pages printed = Y.

Reformat Option:
B (Both) Reformatted columns and lines printed
C (Columns) Only reformatted columns printed
L (Lines) Only reformatted lines printed
N (None) Report will be printed in its original format

Press ENTER. If changes made, press ENTER again. "Print complete" message will be displayed in the upper right corner.
To exit Specify Printing Parameters screen without printing, press F3 or type END in the COMMAND field. The previous screen will be displayed.

2. PRINT TO THE MAINFRAME PRINTER
   A. From the Current Report Selection List screen:
      - Tab to the report, type Q in the Sel field, and press ENTER.
      - You will be on the Specify Queued Printing Parameters screen. See below for additional information.
   B. From the displayed report:
      - In the Command field, type QUE (space) and the beginning:ending page number you wish printed. For example, the command QUE 1:5 (or Q1:5) will print pages 1 - 5. Press ENTER.
      - You will be on the Specify Queued Printing Parameters screen. Change parameters as needed.

Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.
Device ID: Must be PR2.
Mode: STD - GFS standard landscape reports
       PORT - GFS portrait reports
       GT18 - GFS compressed print reports
Mailcode: Will default from the Report Selection screen, change if necessary.
Bundle: Must be 0091
Copies: Enter the number of copies you wish printed.

Banner Pages: No banner pages printed = N. Banner pages printed = Y.

Reformat Option:
B (Both) Reformatted columns and lines printed
C (Columns) Only reformatted columns printed
L (Lines) Only reformatted lines printed
N (None) Report will be printed in its original format

Press ENTER. If changes made, press ENTER again. "Print complete" message will be displayed in the upper right corner.
To exit Specify Printing Parameters screen without printing, press F3 or type END in the COMMAND field. The previous screen will be displayed.

CUSTOM DISPLAY
BUNDL allows you to customize the way a report is displayed. When used correctly, you can hide unnecessary information, reducing the need to scroll right and left. The new format, once created, can be named and saved for use with future versions of the same report.

1. CREATE A CUSTOM DISPLAY
   A. Type COL in the Command field and press ENTER (or press F6).
   B. TAB to the Display Columns/Display Lines - Begin/End fields. Type the value for all columns and/or lines you wish to display. You may need to view your report and make notes from the counter at the top of the screen before this step.
   C. Type a `Y in the Show and the Find fields.
   D. Type an N in the Hold field, indicating that you want these columns and lines to be scrollable. (Up to 4 different column & line parameter sets can be specified for a single display.)
   E. Complete other parameters as follows:
      Column Separator: Enter character to be used or leave blank
      Ruler Line(s): Top, Section or None
      Profile ID: Leave blank until you view the reformatted report and determine if it is acceptable.
      Sysout Class: Must equal A
      Banner Pages: No banner pages printed = N. Banner pages printed = Y.
      Reformat Option: Lines, Columns, Both or None
      Line Numbers: Yes or No
      Remote ID: Must be a letter (A - Z) or number (0 - 9).
      Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.
      Device ID: Must be PR2.
      Mode: STD - GFS standard landscape reports
             PORT - GFS portrait reports
             GT18 - GFS compressed print reports
      Mailcode: Will default from the Report Selection screen, change if necessary.
      Bundle: Must be 0091
      Copies: Enter the number of copies you wish printed.

      Banner Pages: No banner pages printed = N. Banner pages printed = Y.
      Reformat Option: B (Both) Reformatted columns and lines printed
                           C (Columns) Only reformatted columns printed
                           L (Lines) Only reformatted lines printed
                           N (None) Report will be printed in its original format

      Press ENTER. If changes made, press ENTER again. "Print complete" message will be displayed in the upper right corner.
      To exit Specify Printing Parameters screen without printing, press F3 or type END in the COMMAND field. The previous screen will be displayed.

2. SAVE AND RETRIEVE A CUSTOMIZED DISPLAY
   A. SAVE
      - Tab to the Profile ID field and assign this profile a letter (A - Z) or number (0 - 9).
      - Type SAVE in Command field and press ENTER. "PROFILE UPDATED" will display.

   B. RETRIEVE
      - Type LOAD X (X = Profile ID) in the Command field of the View Options for Report screen OR the report screen itself and press ENTER.
      - To see a list of profiles that have been stored, type PROFILE in the Command field and press ENTER.

3. DELETE A PROFILE
   Type DELETE X (X = Profile ID) in the Command field of the View Options for Report screen OR the report screen itself and press ENTER.