



**Florida Department of Financial Services
FLAIR Procedures Manual**

**Report Distribution System - Administrator
Chapter 1100**

Revised March 2025

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1100 Report Distribution System - Administrator

The Report Distribution System (RDS) is a subsystem of FLAIR where reports are electronically stored. Agency RDS user must be given access by an RDS Administrator before they can view or print reports using RDS.

Each RDS Agency Administrator has the authority within the system to:

- Provide access to employees; and
- Make reports, or sections of reports, available to appropriate users.

The Department of Financial Services' (DFS) Division of Information Systems (DIS) maintains RDS. The DIS Helpdesk is available to assist users with questions or problems related to RDS. The DIS Helpdesk phone number is 850-413-3190.

1100.1 RACF ID

The Resource Access Control Facility (RACF) is system software that secures all files, applications, etc. in the Chief Financial Officer's (CFO'S) Data Center. To access these files or applications, the user must have an assigned RACF ID.

DFS has assigned a three-character prefix for each agency. For example:

- Department of Financial Services = DFS
- Department of Health = DOH
- Department of Transportation = DOT

DFS also delegates authority for RACF ID creation and maintenance to each agency by means of a RACF Administrator. The Administrator will generally, but not always, incorporate the user's initials when defining RACF IDs.

The RDS Administrator then uses the newly assigned RACF ID to create a user profile in RDS. This profile grants or denies the user specific rights and privileges within RDS.

1100.2 RACF Passwords

Upon initial sign-on to the DFS Access Screen, the user must designate a password for their account. RACF passwords must be eight alphanumeric characters in length and contain all three of the following elements:

- A lowercase character
- An uppercase character
- A numeral

Once the user establishes a new password, the password is valid for 30 days. All passwords expire every 30 days and are not reusable for 15 cycles.

If a password is revoked or expires, the user must contact the RACF Administrator within his/her agency to have it reset. If the RACF Administrator needs his/her own password reset and there is no one else in the agency with that authority, contact the DIS Helpdesk.

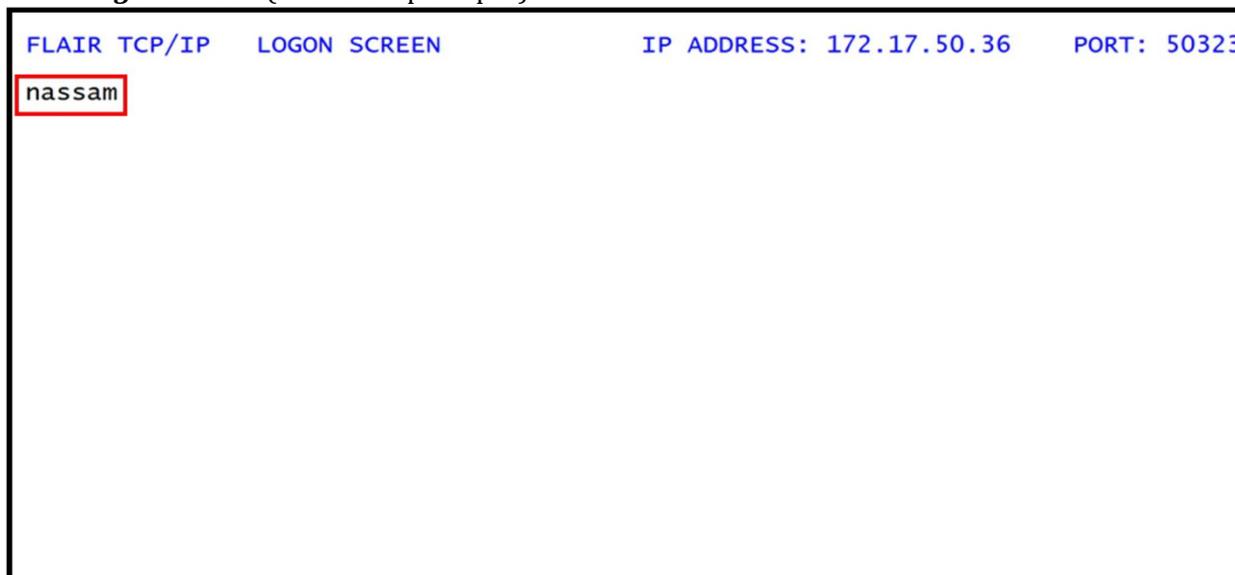
1100.3 Logon Procedures

To access RDS, the user must sign-on to the CFO's Financial Information Network. ***For information regarding initial logon to the system, see section 1100.3.1 Initial Logon.***

On a blank FLAIR logon screen:

1. Input **NASSAM**.

FLAIR Logon Screen (with example input)



The screenshot displays a terminal window titled "FLAIR TCP/IP LOGON SCREEN". The IP address is 172.17.50.36 and the port is 50323. A red box highlights the input field containing the text "nassam".

2. Press **Enter**. The system will display the DFS Network Logon Screen.
3. In the **USER** field, input the assigned RACF ID.
4. In the **PASSWORD** field, input the RACF password.

DFS Network Logon Screen

```

EMSP00                                HELP DESK: 850-413-3190      Terminal: SAME2668
                                         Date . . . : 10/12/12    Time . . . : 09:01:16

                                State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

                                Enter Logon Information:
                                User . . . . .
                                Password . . . . .
                                Application . . .
                                Group . . . . .
                                Location . . . . .
                                (User ID/LOGOFF)
                                New Password . .

PF 1=Help 2=Language
    
```

5. Press **Enter**. Once the correct RACF ID and RACF password pass security edits, the system will display the Application Selection Menu.

Application Selection Menu

```

EMSP01                                Application Selection      Term: SAME8000
                                         Help Desk: 850-413-3190  Time: 12:04:01
                                         Date: 10/15/12         Group: NA
                                         Broadcast:             User: DISCL01      Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢          Print key PA2

ID  Name                Jump Key  Application Description
 1  PROD                 PA1      FLAIR Production System (DACA)
 2  NAT                 PA1      FLAIR Natural Reporting (DACN)
 3  IW                 PA1      FLAIR Information Warehouse
 4  NATTEST            PA1      FLAIR Natural Warehouse (NT)
 5  RDS                 PA1      FLAIR Report Distribution
 6  DSS                 PA1      RESERVED (use IW instead)
 7  SPURS              PA1      State Purchasing System(SPURS)
 8  PYRL               PA1      State Payroll System (PYRL)
 9  HOT                PA1      Get Lean Hotline System
10  SECURITY            PA1      SECURITY ADMINISTRATION

COMMAND ==> _____
PF 1=Help 2=Language 3=Disc 4=Keys 7=Backw 8=Forward
    
```

This screen allows the user to access one or more applications managed within the DFS Network. Some applications require additional sign-on before access.

1100.3.1 Initial Logon

The first time a user signs on, he/she will use the default password of **DXXX** where **XXX** represents the three-character prefix assigned to the agency.

1. In the **USER** field, input assigned RACF ID.
2. In the **PASSWORD** field, input **DXXX**.

DFS Network Logon Screen

```

EMSP00                                HELP DESK: 850-413-3190           Terminal: SAME2668
                                         Date . . . : 10/12/12       Time . . . : 09:01:16

                                State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

                                Enter Logon Information:
                                User . . . . .
                                Password . . . . .
                                Application . .
                                Group . . . . .
                                Location . . . . .
                                (User ID/LOGOFF)
                                New Password . .

PF 1=Help 2=Language
    
```

3. Press **Enter**. The system will display the message, ***"THE PASSWORD HAS EXPIRED. ENTER A NEW PASSWORD."***

The user must create his/her RACF password, ensuring that it is exactly eight characters in length and contains at least one lower case character, one upper case character, and one numeral.

4. In the **NEW PASSWORD** field, input the new RACF password.

DFS Network Logon Screen

```

EMSP00                                HELP DESK: 850-413-3190           Terminal: SAME2668
                                         Date . . . : 10/12/12         Time . . . : 09:01:16

                                State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

                                Enter Logon Information:
                                User . . . . .
                                Password . . . . .

                                Application . .
                                Group . . . . .
                                Location . . . . .

                                (User ID/LOGOFF)
                                New Password . .

PF 1=Help 2=Language

```

5. Press **Enter**. The system will display the message, ***“REENTER THE NEW PASSWORD FOR VERIFICATION.”***
6. In the **NEW PASSWORD** field, input the new RACF password again to verify.
7. Press **Enter**. The system will display the Application Selection Menu.

This procedure is necessary the first time a user signs onto the network or if the RACF password has expired or been revoked.

1100.3.2 Accessing RDS through the Application Selection Menu

The user must sign on with the correct RACF ID and RACF password to display the Application Selection Menu.

To access RDS from the Application Selection Menu:

1. On the Command Line at the bottom of the screen, input either **5** or **RDS**.

Application Selection Menu (with example data input)

```

EMSP01                               Application Selection                               Term:   SAME8000
                                         Help Desk: 850-413-3190 Time:   12:04:01
                                         Date: 10/15/12 Group:   NA
                                         Broadcast: User: DISCL01 Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢  Print key PA2

ID  Name                               Jump Key Application Description
 1  PROD                                PA1     FLAIR Production System (DACA)
 2  NAT                                PA1     FLAIR Natural Reporting (DACN)
 3  IW                                  PA1     FLAIR Information Warehouse
 4  NATTEST                             PA1     FLAIR Natural Warehouse (NT)
 5  RDS                                  PA1     FLAIR Report Distribution
 6  DSS                                  PA1     RESERVED (use IW instead)
 7  SPURS                               PA1     State Purchasing System(SPURS)
 8  PYRL                                PA1     State Payroll System (PYRL)
 9  HOT                                 PA1     Get Lean Hotline System
10  SECURITY                             PA1     SECURITY ADMINISTRATION

COMMAND ==> 5
PF 1=Help 2=Language 3=Disc 4=Keys 7=Backw 8=Forward
    
```

- Press **Enter**. The system will display one of three possible RDS Home Screens: The Report Directory (most common), the Environment Selection Menu, or the Global user Directory. The screen displayed depends on how the agency has its RDS user set up.

Environment Selection Menu

```

PF 1/13 HELP-COMMAND ==>
-ENVIRONMENT SELECTION MENU-      (1 OF 1)      USER -> DISCL01  LU -> TSNA$091
      SELECT ENVIRONMENT ==>
E      - ENTERPRISE OUTPUT SOLUTION - EOS
    
```

Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION---
                                ***** TOP OF DIRECTORY *****
A DTHR04          LR03      100124 08.56   103124 60578 2837876 1 2 MERGED DETAIL
A DTHR04          LR03      100124 09.04   103124 60578 2837876 0 4 MERGED DETAIL
A DTHR04          LR03      100124 09.11   103124      6      217 0 10 MERGED DETAIL
A DTHR04          BXF3      112724 22.11  122724 67502 3164773 0 2 EXP DETAIL BY DIV THE
A DTHR04          BXF3      123124 22.21  013025 73095 3426340 0 0 EXP DETAIL BY DIV THE
A DTHR04          BXF3      013125 22.48  030225 59214 2774309 0 4 EXP DETAIL BY DIV THE
  DTHR04          BXF3      022825 22.42  033025 60191 2819237 0 9 EXP DETAIL BY DIV THE
                                ***** END OF DIRECTORY *****

```

For information about navigation and Help Screens in RDS, see the RDS End User Manual, section 1002 The Report Directory.

1101 RDS Administrator Responsibilities

Every agency should have at least one RDS Administrator. This person serves as the agency contact for RDS access and assistance.

The RDS Administrator is responsible for:

- Providing agency users with access to RDS.
- Determining the level of authority assigned to individual users within RDS.
- Determining which reports should be available to each user.

To allow users access to reports in RDS, the RDS Administrator must:

- Ensure each user has a RACF ID.
- Add each RACF ID to RDS.
- Create a profile for each user.
- Create forms.
- Attach users to forms.

The agency RACF Administrator must assign the RACF ID. The RACF Administrator and the RDS Administrator might not be the same person. For that reason, this manual discusses only steps 2 through 5 in detail.

1101.1 Steps for Adding a User to RDS

A recipient's RACF ID must be added to RDS before the recipient can access reports.

1. To add a new recipient to RDS, from any RDS screen: On the Command Line, input **PROF** (for profile), then press **ENTER**.
2. **Report Directory** (with example data input)

```

PF 1/13 HELP COMMAND ==> PROF
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01
                TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION----
                ***** TOP OF DIRECTORY *****
A DTHR04          LR03      100124 08.56  103124  60578  2837876  1  2  MERGED DETAIL
A DTHR04          LR03      100124 09.04  103124  60578  2837876  0  4  MERGED DETAIL
A DTHR04          LR03      100124 09.11  103124      6      217  0 10  MERGED DETAIL
A DTHR04          BXF3      112724 22.11  122724  67502  3164773  0  2  EXP DETAIL BY DIV THEN
A DTHR04          BXF3      123124 22.21  013025  73095  3426340  0  0  EXP DETAIL BY DIV THEN
A DTHR04          BXF3      013125 22.48  030225  59214  2774309  0  4  EXP DETAIL BY DIV THEN
  DTHR04          BXF3      022825 22.42  033025  60191  2819237  0  9  EXP DETAIL BY DIV THEN
                ***** END OF DIRECTORY *****
    
```

The system will display the Profile Management Menu.

3. In the **SELECT TYPE** field, input **3** (User Profile).

Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-                                     LOGGED ON-> DISCL01
```

```
SELECT TYPE ==> 3
```

```
3 - USER PROFILE
4 - FORM GROUP PROFILE
```

```
B - RECIPIENT GROUP PROFILE
C - EXTENDED FORM GROUP PROFILE
```

4. Press **Enter**. The system will display the User Profile Management Menu.
5. In the **SELECT FUNCTION** field, input **2** (Create User Profile).
6. In the **MEMBER NAME** field, input the RACF ID of the new user (required). For this example, the new user's member name is **DISCL500**.

User Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01
```

```
SELECT FUNCTION ==> 2
```

```
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE
```

```
MEMBER NAME ==> DISCL500
```

7. Press **Enter**. The system will display the Create User Profile Screen.

Note: When creating a new user profile, always copy a valid profile. Each agency has default profiles set up for this purpose. DFS created these profiles with all the requirements and authorizations necessary for each user to be set up as an end user or an RDS Administrator.

The following example copies the valid end user profile titled **DISCLUSE** and creates a new profile called **DISCL500**.

From the Create User Profile Screen:

8. On the Command Line, input **COPY** and a **space**.
9. Input the name of the profile to copy. For this example, input **DISCLUSE**.

Create User Profile Screen (with example data input)

```
PF 1/13 HELP-COMMAND ==> COPY DISCLUSE
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE- MEMBER-> DISCL500 LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ==> NO AUTHORIZATION PROFILE ==>
GLOBAL AUTHORIZATIONS ==> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC
PFK UPDATE ==> NO VIRTUAL KEY UPDATE ==> YES UNAME CHANGE ==> NO
PRT/TR. QUEUE ==> YES PRINTER ONLY ==> YES USER ONLY ==> YES
FILE PRINT ==> NO DYNAMIC ALLOCATION ==> NO VERIFY QUEUE ==> NO
SCREEN HARDCOPY ==> NO MAIL QUEUE ==> YES USER ONLY ==> NO
```

10. Press **Enter**. The system will display the message, **"COPY SUCCESSFUL."**

Create User Profile Screen (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==> COPY SUCCESSFUL *-*-*-
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE- MEMBER-> DISCL500 LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ==> NO AUTHORIZATION PROFILE ==> #CLSUSER
GLOBAL AUTHORIZATIONS ==> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC
PFK UPDATE ==> NO VIRTUAL KEY UPDATE ==> YES UNAME CHANGE ==> NO
PRT/TR. QUEUE ==> YES PRINTER ONLY ==> YES USER ONLY ==> YES
FILE PRINT ==> NO DYNAMIC ALLOCATION ==> NO VERIFY QUEUE ==> NO
SCREEN HARDCOPY ==> NO MAIL QUEUE ==> YES USER ONLY ==> NO
```

The new profile will contain the same information as the profile copied. The RDS Administrator will need to change some information on the profile to identify the new user.

11. Press **F8** seven times to page down to the EOS Main Processing Options (1 of 2) Screen.
12. In the **HEADER LINES** fields, input the new user's name, office address, and phone number. This information identifies the correct user on printed reports.

EOS Main Processing Options (1 of 2) Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE-      MEMBER-> DISCL027 LOGGED ON-> DISCL01
-----
RECIPIENT      ==> DISCLUSE
PARTNER        ==>
-----
EOS MAIN PROCESSING OPTIONS (1 OF 2)
-----
SKIP MENU NUMBER      ==> 01      RETURN TO TITLE      ==> NO
VERSION(S) TO SHOW    ==> 0        SHOW ARCHIVED ENTRIES ==> YES
SHOW PAGE SKIP LINES  ==> YES      RET OF REPORTLESS NPAD ==> 7
REPORT DISTRIBUTION   ==> P        BUNDLING OPTION      ==> RECIPIENT
TECHNIQUE (P/Q/L)
REPORT OUTPUT DESCRIPTION
NUMBER OF SEPARATORS
  RECIPIENT (TOP/BOT) ==> 1 / 0
  REPORT (TOP/BOT)    ==> 0 / 0
WITH PACKET INDEX     ==> YES
DELETE AFTER EXTRACT  ==> NO
-----
LOCAL OUTPUT
HOLD PRINT REQUEST ==> NO      COPIES ==>          PRIORITY ==> 2
PRINT FORMAT (REPORT/SEPARATOR) ==>          /
-----

```

13. Press **F8** once to page forward to the EOS Main Processing Options (2 of 2) Screen.

The EOS Main Processing Options (2 of 2) Screen is where the RDS Administrator will set up a default printer for the new user to print RDS reports.

- 14. In the **DEST** field, input a valid printer ID.
- 15. Press **Enter**.

EOS Main Processing Options (2 of 2) Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE-      MEMBER-> DISCL500 LOGGED ON-> DISCL01
-----
EOS MAIN PROCESSING OPTIONS (2 OF 2)
-----
JOB SUBMISSION
JCL MODEL ==> WERDJC00      JOBNAME ==> DCLASRM      CLASS ==>
ROOM ==>                   NOTIFY ==>                   MSGCLASS ==>
PGMR NAME ==> 'CLSRM'      EOSMUT00 LOG CLASS ==>
ACCOUNTING ==>
-----
SYSTEM OUTPUT OPTIONS
PRINT FORMAT (REPORT/SEPARATOR) ==>          /
-----
DEST ==> T4416      COPIES ==>          OUTPUT CLASS (P/Q) ==> A / A
FORM ==> STD        WRITER NAME ==>
OUTPUT REFERENCES ==>          /          /          /
-----
DATA SET NAME ==>
VOLUME SERIAL ==>          SPACE (TYPE/PRIM/SEC) ==>          /          / 0
UNIT TYPE ==>          DISPOSITION ==>          /          /
DCB BWD. REF. ==>          CARRIAGE CTL ==> YES
-----

```

Note: The printer ID input here must be a valid FLAIR printer. The DIS Helpdesk will be able to help verify which printer IDs are available for RDS printing.

The new user’s profile is now established.

The steps above are the minimum steps needed to set up a user profile. However, individual agencies may require additional steps.

1101.2 Attaching a User to a Form (Report)

The RDS Administrator should attach the new user (profile established) to one or more forms. This enables the user to receive the report(s) via a form identification, each time report(s) is generated.

To attach a user to a form, from any screen:

1. Press **F3** multiple times to retrieve the Primary Menu.
2. In the **SELECT OPTION** field, input **6** (Form Index Management).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-             RECIPIENT-> DISCL01
                             TR-> 7          TP-> 381164  TL-> 17860628

  SELECT OPTION ==> 6

      1 - LATEST REPORT DIRECTORY
      2 - OLDEST REPORT DIRECTORY
      3 - DIRECTORY SELECTION
      4 - REPORT EXTRACTION

      6 - FORM INDEX MANAGEMENT
      7 - REPORT INDEX MANAGEMENT
```

3. Press **Enter**. RDS will display the Form Index Management Menu.
4. In the **SELECT FUNCTION** field, input **4** (Edit Form).
5. In the **FORM NAME** field, input the name of the form to which this user needs access.
Note: The form used must be previously established by the RDS Administrator.

Form Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 24643 OCC --> 84 %

SELECT FUNCTION ==> 4

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==> 1r50
REPT NAME ==>

```

6. Press **Enter**. The system will display the Report General Information Screen.
7. Press **Tab** to move the cursor to the Command Line.
8. On the Command Line, input **BOT** (for bottom).

Report General Information Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> BOT
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 NOTES --> NO RECIPIENTS --> 3
----- REPORT GENERAL INFORMATION -----
FORM STATUS ==> ACTIVE IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPT NAME ==> DMR054
REPT DESC ==> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==> 5
RET. PERIOD ==> +30 ARCHIVE RETENTION PERIOD ==> +15M
REP. PRIORITY ==> 128 ARCHIVED R.I. ENTRY RETENTION ==>
FCB ==> PAGE LENGTH ==>
UCS ==> FIELD MASKING DEFINITION ==>
REPORT MODE ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3

```

9. Press **Enter** to go to the end of the list of users attached to this form.

By using the **BOT** command, the system arrives at the end of the list of users attached to this form. See section 1103.6 Primary Menu - Form Index Management for details regarding commands.

The RDS Administrator can tell how many users are attached to this form by looking in the top right hand corner.

Report General Information Screen (this form has 03 users; the user shown is the last user listed)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      - GENERAL AND LOCAL OPTIONS FOR RCP > 3 OF 3
-----
RECIPIENT ==> DISCL21          SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1 ==> MANUAL / DISTR. 2 ==> / PAGE FMT ==> /
REFORMATTING ==>
NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
 1 ==> ***** RECIPIENT (TOP/BOT) ==> 1 /
 2 ==> CLASSROOM RDS MANAGER REPORT (TOP/BOT) ==> /
 3 ==> WITH PACKET INDEX ==> YES
 4 ==> OUTPUT LIMIT ==>
 5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

10. Press **F12** to access the Edit Form Screen with a blank **Recipient NAME** field.

11. In the **Recipient NAME** field, input the new RACF ID (the profile name).

Edit Form Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      - GENERAL AND LOCAL OPTIONS FOR RCP > 4 OF 4
-----
RECIPIENT ==> Disc1500
    
```

- Press **Enter**. The system adds the user to the form and pulls the information from his/her profile into the record. The system also updates the number of recipients on the Report General Information Screen.

Report General Information Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 4 OF 4
-----
RECIPIENT ==> DISCL500 SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
-----
DISTR. 1 ==> MANUAL / DISTR. 2 ==> / PAGE FMT ==>
REFORMATTING ==>
NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
1 ==> *** CLASS ***** RECIPIENT (TOP/BOT) ==> 1 /
2 ==> CLASSROOM REPORT (TOP/BOT) ==> /
3 ==> WITH PACKET INDEX ==> YES
4 ==> OUTPUT LIMIT ==>
5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> LOCAL
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

- Press **F3** twice to return to the Form Index Management Menu.

Form Index Management Menu

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 24643 OCC --> 84 %

SELECT FUNCTION ==>

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==>
REPT NAME ==>
    
```

1102 The Profile Function

The **Profile (PROF)** function allows the user to inquire into Form Group Profiles and to set up and maintain user profiles.

Profiles allow RDS Administrators to:

- Define authorizations.
- Define processing options.
- Define printing requirements.
- Identify users.
- Separate one agency's users from another agency's users.
- Separate one agency's reports from another agency's reports.

1102.1 Accessing the Profile Function

To access the Profile function in RDS, from any screen:

1. On the Command Line of any RDS screen, input **PROF**.

Report Directory (with example data input)

```
PF 1/13 HELP COMMAND ==> PROF
-REPORT INDEX --> RINDX RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCL01
TR-> 7 TP-> 381164 TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
***** TOP OF DIRECTORY *****
A DTHR04 LR03 100124 08.56 103124 60578 2837876 1 2 MERGED DETAIL
A DTHR04 LR03 100124 09.04 103124 60578 2837876 0 4 MERGED DETAIL
A DTHR04 LR03 100124 09.11 103124 6 217 0 10 MERGED DETAIL
A DTHR04 BXF3 112724 22.11 122724 67502 3164773 0 2 EXP DETAIL BY DIV THEN FUND
A DTHR04 BXF3 123124 22.21 013025 73095 3426340 0 0 EXP DETAIL BY DIV THEN FUND
A DTHR04 BXF3 013125 22.48 030225 59214 2774309 0 4 EXP DETAIL BY DIV THEN FUND
DTHR04 BXF3 022825 22.42 033025 60191 2819237 0 4 EXP DETAIL BY DIV THEN FUND
***** END OF DIRECTORY *****
```

2. Press **Enter**. The system will display the Profile Management Menu.

Note: If the user does not have access to the **PROF** function, a syntax error message will display on the Command Line.

Profile Management Menu

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-                                     LOGGED ON-> DISCL01

                SELECT TYPE  ==> 3

                                3 - USER PROFILE
                                4 - FORM GROUP PROFILE

                                B - RECIPIENT GROUP PROFILE
                                C - EXTENDED FORM GROUP PROFILE

```

Two selection types (**SELECT TYPE**) are available to RDS Administrators:

- **Type 3** (User Profile) retrieves the User Profile Management Menu, which lists options for displaying, modifying, and creating individual user profiles within the system.
- **Type 4** (Form Group Profile) retrieves the Form Group Profile Management Menu, which lists options for inquiring into the Form Group Profile Directory and specific profiles.
- **B** (Recipient Group Profile) is used to filter access to the User Profile.
- **C** (Extended Group Profile) defines a list of form groups, and their report related authorizations.

See sections 1102.2 and 1102.3 for details.

1102.2 Profile Management – User Profile

Every user in RDS must have a profile. Profiles are used to establish and maintain the user’s authorization and access for various features of RDS. RDS Administrators manage user profiles through the User Profile Management Menu.

From the User Profile Management Menu, an RDS Administrator may:

- Create a new profile.
- Browse the list of user profiles; and
- Delete or update individual user profiles.

Each user profile consists of 11 screens of information related to the agency, the system itself, and the individual user.

To access the User Profile Management Menu, from the Profile Management Menu:

1. In the **SELECT TYPE** field, input **3** (User Profile).

Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-                                     LOGGED ON-> DISCL01
```

```
SELECT TYPE ==> 3
```

```
3 - USER PROFILE
4 - FORM GROUP PROFILE
```

```
B - RECIPIENT GROUP PROFILE
C - EXTENDED FORM GROUP PROFILE
```

2. Press **Enter**. The system will display the User Profile Management Menu.

User Profile Management Menu

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01
```

```
SELECT FUNCTION ==>
```

```
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE
```

```
MEMBER NAME ==>
```

Six functions are available on this menu:

- 1 - User Directory**
- 2 - Create User Profile**
- 3 - Edit User Profile**
- 4 - Select User Profile**
- 5 - Delete User Profile**
- 6 - Rename User Profile**

To access one of these functions, the RDS Administrator will input a function number (1-6) in the **SELECT FUNCTION** field, and press **Enter**. Each of these functions is discussed in detail.

1102.2.1 User Profile Management – User Directory

The user directory allows the RDS Administrator to view a list of all users (also known as members) within his/her security clearance.

To access the user directory, from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **1** (User Directory).
2. In the **MEMBER NAME** field, input the RACF ID, if known. This is optional for function 1 (User Directory).

User Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

SELECT FUNCTION ==> 1
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE

MEMBER NAME      ==>
```

3. Press **Enter**. The system will display the User Profile Directory.

If a member name is input when using function 1 (User Directory), the system will search the directory for an exact match of the member's name input. The records will display in alphabetical order, beginning with the match, if found. If there is no exact match, the system will display records beginning with the first member's name in the directory, and the message, "**MEMBER NOT FOUND.**"

User Profile Directory (with example data retrieved in alphanumeric order)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE DIRECTORY- 8224 ENTRIES LOGGED ON-> DISCL01
A-MEMBER---T-CREATED--LAST UPDATE----BY USER--COMMENTS-----
DISCL01 10/14/08 04/02/13 14.54 EBH
DISCL02 01/24/09 04/02/13 15.08 EBH
DISCL03 02/03/97 04/02/13 15.10 EBH
DISCL04 02/03/97 04/02/13 15.11 EBH
DISCL05 02/03/97 04/02/13 15.11 EBH
DISCL06 02/03/97 04/02/13 15.12 EBH
DISCL07 02/03/97 04/02/13 15.13 EBH
DISCL08 02/03/97 04/02/13 15.14 EBH
DISCL09 02/03/97 04/02/13 15.15 EBH
DISCL10 02/03/97 04/02/13 14.56 EBH
DISCL11 02/03/97 04/28/09 12.51 DISCL01
DISCL12 02/03/97 04/02/13 15.16 EBH
DISCL13 02/03/97 04/02/13 15.17 EBH
DISCL14 02/03/97 04/02/13 15.17 EBH
DISCL15 02/03/09 04/02/13 15.17 EBH
DISCL16 05/05/09 04/02/13 15.18 EBH
DISCL17 05/05/09 04/02/13 15.19 EBH
DISCL18 05/05/09 04/02/13 15.19 EBH
DISCL19 05/05/09 04/02/13 15.20 EBH
DISCL20 05/05/09 04/02/13 15.20 EBH
    
```

Field descriptions for the User Profile Directory:

Column Header	Description	Special Instructions
A	Action Column	Valid input: S - Select D - Delete E - Edit R - Rename
MEMBER	Member Name	RACF ID (name) of an existing profile record.
T	Type	Type of group (not currently used, should remain blank).
CREATED	Created Date	Date of profile creation.
LAST UPDATE	Last Updated	Date and time profile was last updated.
BY USER	Updated by User	Last user to update profile.
COMMENTS	Comments	Comments associated with member.

1102.2.2 User Profile Management – Create User Profile

User profiles define the abilities and limitations of individual users within RDS. An individual user profile is comprised of 11 screens of information, which contain unique information related to the specific user as well as technical system information. **See section 1102.3 Profile Management – Form Group Profiles for details of each screen.**

Because of the number of screens and the many items of information necessary to complete a user profile, the RDS Administrator should always copy an existing valid user profile when setting up a new profile.

1102.2.3 Copying a Profile

DFS has created two profiles for RDS Administrators to use when setting up new users, a backup, or a new RDS Administrator.

- **XXXMGR** – Profile to copy for a new or additional RDS Administrator.
- **XXXUSER** – Profile to copy for a new end user of the RDS system.

Note: **XXX** = the agency RACF prefix.

Once the copy command is successfully completed, the RDS Administrator may make any necessary changes to the new user's profile.

To copy a profile, from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **2** (Create User Profile).
2. In the **MEMBER NAME** field, input the new user's RACF ID.

User Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-          LOGGED ON-> DISCL01

SELECT FUNCTION ==> 2
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE

MEMBER NAME      ==> DISCL25
```

3. Press **Enter**. The system will display the Create User Profile Screen.
4. Press **Tab** to move the cursor to the Command Line of the Create User Profile Screen.
5. On the Command Line, input **COPY** and a **space**.
6. On the Command Line, input the name of the profile to copy, (for this example, input **DISCLUSE**).

Create User Profile Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> COPY DISCLOSE
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE- MEMBER-> DISCL25 LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ==> NO AUTHORIZATION PROFILE ==>
GLOBAL AUTHORIZATIONS ==> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC
PFK UPDATE ==> NO VIRTUAL KEY UPDATE ==> YES UNAME CHANGE ==> NO
PRT/TR. QUEUE ==> YES PRINTER ONLY ==> YES USER ONLY ==> YES
FILE PRINT ==> NO DYNAMIC ALLOCATION ==> NO VERIFY QUEUE ==> NO
SCREEN HARDCOPY ==> NO MAIL QUEUE ==> YES USER ONLY ==> NO
    
```

7. Press **Enter**. The system will display the message, **"COPY SUCCESSFUL."**

Create User Profile Screen (with example confirmation message displayed)

```

PF 1/13 HELP-COMMAND ==> COPY SUCCESSFUL *-*-*-*
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-CREATE USER PROFILE- MEMBER-> DISCL25 LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ==> NO AUTHORIZATION PROFILE ==> #CLSMGR
GLOBAL AUTHORIZATIONS ==> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC
PFK UPDATE ==> NO VIRTUAL KEY UPDATE ==> YES UNAME CHANGE ==> NO
PRT/TR. QUEUE ==> YES PRINTER ONLY ==> YES USER ONLY ==> YES
FILE PRINT ==> NO DYNAMIC ALLOCATION ==> NO VERIFY QUEUE ==> NO
SCREEN HARDCOPY ==> NO MAIL QUEUE ==> YES USER ONLY ==> NO
    
```

The system establishes the new profile with the same authorizations as the one copied. If the newly created profile needs more or less authorization than the one copied, press **F8** to page forward through the Create User Profile screens to the appropriate field(s) and make the necessary change(s). *See section 1102.3 Profile Management – Form Group Profiles for details of each screen.*

Many of the fields on the profile screens have **YES**, **NO**, or **SPECIFIC** displayed. These have different meanings depending on whether the profile displayed is set up for an RDS Administrator or for a non-administrative end user.

RDS Manager (Administrator):

Field Data	Description
YES	Can use this function. Can assign this function to any existing or new user profile created.
NO	Does not have authority to use this function. Cannot assign the function to a user profile.
SPECIFIC	The user profile displayed has access to some, but not all, functions within that function group.

RDS end user (non-administrator):

Field Data	Description
YES	Has authority for the specific authorization or function. Does not have the authority to delegate that authority to other users or to update his/her own profile.
NO	Does not have authority for this option or function at this time.
SPECIFIC	The user profile displayed has access to some, but not all, functions within that function group.

Once all necessary changes are complete, press **F3** to return to the User Profile Management Menu.

1102.2.4 User Profile Management – Edit User Profile

Once a profile has been copied (or created) it may be edited (updated). Do this carefully, as any changes made on these screens may affect the user’s access and abilities. Eleven screens make up the user profile. Pressing **F8** will page forward one screen at a time through the 11 screens.

To edit an established user profile from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **3** (Edit User Profile).
2. In the **MEMBER NAME** field, input the RACF ID.

User Profile Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

      SELECT FUNCTION ==> 3
                        1 - USER DIRECTORY
                        2 - CREATE USER PROFILE
                        3 - EDIT USER PROFILE
                        4 - SELECT USER PROFILE
                        5 - DELETE USER PROFILE
                        6 - RENAME USER PROFILE

      MEMBER NAME      ==> DISCL25
    
```

3. Press **Enter**. The system will display the Edit User Profile Screen One.

Edit User Profile - Screen One (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-          MEMBER-> DISCL25  LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ==> NO          AUTHORIZATION PROFILE ==> #CLSUSER
GLOBAL AUTHORIZATIONS      ==> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ==> SPECIFIC

PFK UPDATE          ==> NO  VIRTUAL KEY UPDATE ==> YES  UNAME CHANGE      ==> NO
PRT/TR. QUEUE      ==> YES PRINTER ONLY    ==> YES  USER ONLY        ==> YES
FILE PRINT         ==> NO  DYNAMIC ALLOCATION ==> NO  VERIFY QUEUE     ==> NO
SCREEN HARDCOPY    ==> NO  MAIL QUEUE       ==> YES  USER ONLY        ==> NO
    
```

Field descriptions for Edit User Profile Screen One:

Field	Description	Special Instructions
USE DEFAULT AUTHORIZATIONS	Use Default Authorizations	Always set to NO by FLAIR.
AUTHORIZATION PROFILE	Authorization Profile	The format is # XXXMGR or # XXXUSER , where XXX = the Agency RACF prefix.
GLOBAL AUTHORIZATIONS	Global Authorizations	Always set to SPECIFIC by FLAIR. Allows users to access reports available to all users within an established security clearance.
COMMON AUTHORIZATIONS	Common Authorizations	Authorizations common to all functions within RDS. Set to SPECIFIC by FLAIR.
PFK UPDATE	PF Key Update	Not available. Should be set to NO .
VIRTUAL KEY UPDATE	Virtual Key Update	Allows user to set virtual keys within RDS. Valid input: YES NO
UNAME CHANGE	User Name Change	Not available. Should be set to NO .
PRT/TR QUEUE	Printer Queue	Allows access to the printer queue to cancel a print request. (Used in conjunction with PRINTER ONLY and USER ONLY to restrict access to reports.) Valid input: YES NO
PRINTER ONLY	Printer Only	Allows access to the user's printer only. Valid input: YES NO
USER ONLY	User Only	Allows access to the user's reports only. Valid input: YES

Field	Description	Special Instructions
		NO
FILE PRINT	File Print	Not available. Should be set to NO .
DYNAMIC ALLOCATION	Dynamic Allocation	Not available. Should be set to NO .
VERIFY QUEUE	Verify Queue	Not available. Should be set to NO .
SCREEN HARDCOPY	Screen Hardcopy	Not available. Should be set to NO . (Use keyboard screen print keys or screen print through mainframe software menu.)

The remaining fields on this screen are not available for updating by agency RDS Administrators.

- Update fields on Screen One, as needed.
- Press **F8** to advance to Screen Two.

Edit User Profile - Screen Two (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-          MEMBER-> DISCL25  LOGGED ON-> DISCL01
-----
USE DEFAULT PROCESSING OPTIONS ==> NO  REFERENCE PROFILE ==>
FORM GROUP PROFILE           ==> φCLS  USER GROUP PROFILE ==> UCLS
RECIPIENT GROUP PROFILE      ==> UCLS
-----
COMMON PROCESSING OPTIONS -----
CAPS(FORCE UPPERCASE) ==> ON           NATIONAL LANGUAGE ==> E
INDEXED SEARCH RESULT ==> YES         SEARCH/FIND LIMIT ==> 5000
ENVIR. GROUP PROFILE ==> &PGRDS       SKIP MENU CHARACTER ==> .
CMD CHAINING CHAR. ==> ;           VIRT K CHARS (A/C) ==> / / \
BATCH ERROR MSGE TO ==>
GENERAL OUTPUT OPTIONS
OUTPUT LIMIT ==> 0
LOCAL OUTPUT
LOCAL PRINTER ID ==> LOCAL           MAX LINES/PAGE ==> 0
ALIGNMENT LINES/PAGES ==> 0         NUMBER OF ALIGNMENTS ==> 0
```

Field descriptions for Edit User Profile Screen Two:

Field	Description	Special Instructions
USE DEFAULT PROCESSING OPTIONS	Use Default Processing Options	Set to NO . FLAIR has established agency level profiles.
REFERENCE PROFILE	Reference Profile	A user profile can act as a reference to supply all authorizations and processing options; any modifications must be made to the reference profile. The ID of the profile referenced to this user is input here. If blank, no user referenced.
FORM GROUP PROFILE	Form Group Profile	φXXX - Defines the forms' group for each agency, where XXX = an agency's RACF prefix.

Field	Description	Special Instructions
RECIPIENT GROUP PROFILE	Recipient Group Profile	Used to filter access to specific groups created by the Agency's RDS Administrator. ¢XXX- Defines the forms' group for each agency and XXX=an agency's RACF prefix. **The Recipient Group Profile can only be updated by the RDS Manager that has Global Extract on the User Profile.
CAPS (FORCE UPPERCASE)	Capital Letter Lock	ON - Displays all upper case letters on user screens. OFF - Displays upper and lower case letters on user screens.
NATIONAL LANGUAGE	National Language	Set to E for English.
INDEXED SEARCH RESULT	Indexed Search Result	YES - Line and page numbers will display when using the search command within a report. Default setting.
SEARCH/FIND LIMIT	Search and Find Line Limit	Maximum number of report lines processed each time a find or search command is given. The default is 5,000 lines.
ENVIR. GROUP PROFILE	Environmental Group Profile	Name of the RDS working environment established by DFS. Preset to & PGRDS for every agency.
SKIP MENU CHARACTER	Skip Menu Character	A period (.) inserted between menu item numbers in order to skip a menu and go directly to the desired screen. For example, 3.2.1 may be input on the Command Line.
CMD CHAINING CHAR.	Command Chaining Character	A semi-colon (;) inserted between commands in order to chain multiple commands together.
VIRT K CHAR (A/C)	Virtual Key Characters for Active/Conversational Mode	Characters used to recall a recorded virtual key. The default for activate (A) is a forward slash (/). The default for conversational mode (C) is a back-slash (\).
BATCH ERROR MSGE TO	Batch Error Message To	Not available, should be left blank.
OUTPUT LIMIT	Output Limit	Maximum output limit, should have a value of 0 .
LOCAL PRINTER	Local Printer	Valid input: LOCAL - The user's local printer ID (if applicable) is input on screen nine in the DEST field.

Field	Description	Special Instructions
		Blank - Leave blank if no printing necessary. A FLAIR Printer ID - Any valid FLAIR network printer.
MAX LINES/PAGE	Maximum Lines per Page	Maximum number of lines per page. Should have a value of 0 .
ALIGNMENT LINES / PAGES	Alignment of Lines per Page	Number of lines or pages of local output to print in order to align paper. Defaults to report JCL.
NUMBER OF ALIGNMENTS	Number of Alignments	Number of trial prints to process before actually producing output. Defaults to report JCL.
EOS/PC USER	Enterprise Output Solution/Personal Computer User	RACF ID when EOS/PC is in use. (EOS/PC is software that allows downloading of RDS reports from the mainframe to the user's desktop for manipulation.) Will be blank when user is not an EOS/PC user.

6. Update fields on Screen Two, as needed.
7. Press **F8** to advance to Screen Three.

Edit User Profile - Screen Three (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL56  LOGGED ON-> DISCL01
----- EVT AUTHORIZATIONS -----
EVT ACCESS          ==> YES          ECS ACCESS          ==> NO
CLIENT MODE        ==> YES          GLOBAL VIEW ACCESS ==> NO

AUTHORIZATIONS     ==> SPECIFIC

MASTER             ==> NO           MSGE SWITCHING     ==> NO
PRINTER ACTIVITY   ==> YES          DELETE PRINTER     ==> NO
PRINTER STATUS     ==> NO           PRINTER ONLY       ==> YES
SCREEN ACTIVITY     ==> NO           SPLIT/SWAP SCREEN ==> NO
ECS ACTIVITY        ==> NO           START/STOP SERVER  ==> NO
CLIENT ACTIVITY    ==> YES          DOC2MAIL            ==> NO
    
```

Field descriptions for Edit User Profile Screen Three:

Field	Description	Special Instructions
EVT ACCESS	EVT Access	Allows access to report distribution. Valid input: YES NO
ECS ACCESS	ECS Access	Not available. Should be set to NO .

Field	Description	Special Instructions
GLOBAL VIEW ACCESS	Global View Access	Not available for end users and will be set to NO . This field allows Global Access to reports and only available to Agency RDS Managers. **RDS Managers, will have 'YES' to allow for the appropriate 'Recipient' Field to be updated on the User Profile
AUTHORIZATIONS	Authorizations	Set to SPECIFIC .
PRINTER ACTIVITY	Printer Activity	Enables a user to cancel his/her own print job. Valid input: YES NO
PRINTER ONLY	Printer Only	Restricts the scope of printer activity management to the printer associated with the present user. Valid input: YES NO

The remaining fields on this screen are not available for updating by agency RDS Administrators.

8. Update fields on Screen Three, as needed.
9. Press **F8** to advance to Screen Four.

Edit User Profile - Screen Four (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL25  LOGGED ON-> DISCL01
----- SPOOL MANAGEMENT - AUTHORIZATIONS -----
MANAGER          ==> NO
    
```

Field description for Edit User Profile Screen Four:

Field	Description	Special Instructions
MANAGER	Manager	Set to NO by DFS for all agency users.

10. Press **F8** to advance to Screen Five.

Edit User Profile - Screen Five (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL25  LOGGED ON-> DISCL01
----- EOS MAIN AUTHORIZATIONS (1 OF 3) -----
EOS ACCESS                ==> YES  AUTHORIZATIONS  ==> SPECIFIC

FORM INDEX MANAGEMENT
MANAGER                   ==> NO   INIT           ==> NO   LASER DEFAULTS  ==> NO
CREATE FORM               ==> NO   EDIT FORM      ==> NO   DELETE FORM     ==> NO

REPORT INDEX MANAGEMENT
MANAGER                   ==> YES  INIT           ==> NO   GLOBAL EXTRACT  ==> NO
GLOBAL SELECTION         ==> YES  GLOBAL DELETE  ==> NO   REPORT DISPLAY  ==> YES

REPORT ACTION AUTHORIZATIONS
COMMENTS/NOTEPAD        ==> YES  DELETE         ==> YES  SINGLE EXTRACT  ==> YES
SEND COMMENTS/NPAD      ==> NO   ARCHIVE        ==> NO   MULTIPLE EXTR.  ==> NO
REPORTLESS NOTEPAD      ==> YES  RESTORE        ==> YES  REFORMAT        ==> NO

DISTRIBUTION AND RESTORE TECHNIQUES
LOCAL PRINT              ==> NO   SYSTEM PRINT   ==> YES  DIRECT QUEUING  ==> NO
EXPORT/TRANSF.          ==> YES  TOTAL RESTORE  ==> YES  PRIVATE RESTORE ==> YES
IMMEDIATE RESTORE       ==> NO   DIRECT RESTORE ==> NO   SECTIONAL ONLY  ==> NO

```

This screen has five sections that the RDS Administrator may need to update. For all fields, unless otherwise stated, valid input is **YES** or **NO**.

EOS Main Authorizations:

Field	Description	Special Instructions
EOS ACCESS	EOS Access	Allows user to access EOS.
AUTHORIZATIONS	Authorizations	SPECIFIC. Allows for customization of EOS functions.

Form Index Management:

Field	Description	Special Instructions
MANAGER	Manager	Authorization for forms index management.
INIT	Init	Not available. Should be set to NO .
LASER DEFAULTS	Laser Defaults	Not available. Should be set to NO .
CREATE FORM	Create Form	Allows user to create a form.
EDIT FORM	Edit Form	Allows update to an existing form.
DELETE FORM	Delete Form	Allows user to delete an existing form.

Report Index Management:

Field	Description	Special Instructions
MANAGER	Manager	Authorization for report index management.
INIT	Init	Not available, should be set to NO .
GLOBAL EXTRACT	Global Extraction	Not available, should be set to NO . **RDS Managers, will have 'YES' to allow for the appropriate 'Recipient' Field to be update on the User Profile.
GLOBAL SELECTION	Global Selection	Allows user to view report index for all users within his/her security clearance.
GLOBAL DELETE	Global Delete	Not available, should be set to NO .
REPORT DISPLAY	Report Display	Allows user to display reports from Global Selection function.

Report Action Authorizations:

Field	Description	Special Instructions
COMMENTS/NOTEPAD	Comments/ Note Pad	Allows user to create a note within a report.
DELETE	Delete	Allows user to delete reports from his/her report directory.
SINGLE EXTRACT	Single Extraction	Authorizes single print capability.
SEND COMMENTS/NPAD	Mail Comments/ Note Pad	Not available. Should be set to NO .
ARCHIVE	Archive	Not available. Should be set to NO .
MULTIPLE EXTRACT	Multiple Extraction	Enables user to print numerous reports at a time online.

Field	Description	Special Instructions
REPORTLESS NOTEPAD	Reportless Note Pad	Allows user to create a note that is not attached to a report. The note will display in the list of reports in the report directory.
RESTORE	Restore	Allows user to request archived reports to be restored to the report directory.
REFORMAT	Reformat	Not available. Should be set to NO .

Distribution and Restore Techniques:

Field	Description	Special Instructions
LOCAL PRINT	Local Print	Not available. Should be set to NO .
SYSTEM PRINT	System Print	Not available. Should be set to YES .
DIRECT QUEUING	Direct Queuing	Authorization to print on a system printer or to send a report to EOS.
EXPORT/TRANSF.	Export/Transfer	Allows transfer to EOS/PC.
TOTAL RESTORE	Total Restore	Not available. Should be set to NO .
PRIVATE RESTORE	Private Restore	Not available. Should be set to NO .
IMMEDIATE RESTORE	Immediate Restore	Not available. Should be set to NO .
DIRECT RESTORE	Direct Restore	Not available. Should be set to NO .
SECTIONAL ONLY	Sectional Only	Not available. Should be set to NO .

11. Update fields on Screen Five, as needed.
12. Press **F8** to advance to Screen Six.

Edit User Profile - Screen Six (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
--PROFILE --> RSDPROF  RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
--EDIT USER PROFILE-      MEMBER-> DISCL56  LOGGED ON-> DISCL01
----- EOS MAIN AUTHORIZATIONS (2 OF 3) -----

OVERRIDE OUTPUT CHARACTERISTICS ==> SPECIFIC

OVERRIDE OUTPUT OPTIONS
HEADER LINES    ==> NO    NUMBER OF SEPARATORS ==> NO    OUTPUT LIMIT    ==> NO
LASER TYPE      ==> NO    LASER PARAMETERS    ==> NO    PACKET INDEX    ==> NO

OVERRIDE LOCAL OUTPUT OPTIONS
LOCAL PRINTER   ==> YES   LOCAL STATUS        ==> NO    PRIORITY        ==> YES
MAX LINES/PAGE ==> NO    ALIGNMENT L/P      ==> NO    ALIGNMENTS      ==> NO
PRINT FORMAT    ==> NO    COPIES              ==> YES
```

Field descriptions for Edit User Profile Screen Six:

Field	Description	Special Instructions
LOCAL PRINTER	Local Printer	Allows user to print reports on his/her local printer.
COPIES	Copies	Allows user to indicate the number of copies of a report.

The remaining fields on this screen are not available for edit. Valid input for all fields is **YES** or **NO**.

13. Update fields on Screen Six, as needed.
14. Press **F8** to advance to Screen Seven.

Edit User Profile - Screen Seven (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL25  LOGGED ON-> DISCL01
----- EOS MAIN AUTHORIZATIONS (3 OF 3) -----
OVERRIDE SYSTEM OUTPUT JCL OPTIONS
JCL MODEL      ==> NO  JOBNAME          ==> NO  NOTIFY          ==> NO
ROOM           ==> NO  JOB CLASS        ==> NO  MSGCLASS        ==> NO
ACCOUNTING     ==> NO  PGMR NAME       ==> NO  EOSMUT00 LOG CLASS ==> NO

OVERRIDE SYSTEM OUTPUT OPTIONS
PRINT FORMAT   ==> NO

DEST           ==> YES COPIES          ==> YES  OUTPUT CLASS    ==> NO
FORM           ==> YES WRITER NAME     ==> NO
FCB            ==> YES UCS             ==> NO  OUTPUT REFERENCES ==> NO

DATA SET NAME ==> NO  VOLUME SERIAL  ==> NO  UNIT TYPE       ==> NO
SPACE         ==> NO  DATA SET DISP ==> NO
DCB BWD. REF. ==> NO  CARRIAGE CTL   ==> NO
```

Field descriptions for Edit User Profile Screen Seven:

Field	Description	Special Instructions
DEST	Destination	Defines and allows override capability for SYSOUT destination and online queuing or printing. If YES , user may indicate a local printer ID on print requests.
FORM	Form	Defines system output form name and allows override for printing and online queuing.
FCB	Forms Control Block	Allows user to set forms control block during printing.
COPIES	Copies	Allows user to specify number of copies for printing.
The remaining fields on this screen are not available for edit. Valid input for all fields is YES or NO .		

15. Update fields on Screen Seven, as needed.

16. Press **F8** to advance to Screen Eight.

Edit User Profile - Screen Eight (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE- MEMBER-> DISCL25 LOGGED ON-> DISCL01
-----
RECIPIENT ==> DISCL25
PARTNER ==> -
----- EOS MAIN PROCESSING OPTIONS (1 OF 2) -----
SKIP MENU NUMBER ==> 01 RETURN TO TITLE ==> NO
VERSION(S) TO SHOW ==> 0 SHOW ARCHIVED ENTRIES ==> YES
SHOW PAGE SKIP LINES ==> YES RET OF REPORTLESS NPAD ==> 7
REPORT DISTRIBUTION
TECHNIQUE (P/Q/L) ==> P BUNDLING OPTION ==> RECIPIENT

REPORT OUTPUT DESCRIPTION
NUMBER OF SEPARATORS
  RECIPIENT (TOP/BOT) ==> 1 / 0
  REPORT (TOP/BOT) ==> 0 / 0
WITH PACKET INDEX ==> YES
DELETE AFTER EXTRACT ==> NO

HEADER LINES
1 ==> *** CLASS *****
2 ==> CLASSROOM
3 ==>
4 ==>
5 ==> *****

LOCAL OUTPUT
HOLD PRINT REQUEST ==> NO COPIES ==> PRIORITY ==> 2
PRINT FORMAT (REPORT/SEPARATOR) ==> /
    
```

Field descriptions for Edit User Profile Screen Eight:

Field	Description	Special Instructions
PARTNER	Partner	Defines another report owner whose reports are available to the current user as though they were his/her own. To update this field, RDS Administrator must have Report Index Management capabilities.
RECIPIENT	Recipient	The name of the target to which a report is distributed and is filtered on Recipient Group content. **The Recipient can only be updated by the RDS Manager that has Global Extract on the User Profile.
SKIP MENU NUMBER	Skip Menu Number	Allows user to bypass menu screens; specifies whether a skip menu is active at EOS.
RETURN TO TITLE	Return to Title	Not available. Should be set to NO .
VERSION(S) TO SHOW	Version to Show	Should be set to 0 .
SHOW ARCHIVED ENTRIES	Show Archived Entries	Specifies if report directory should list archived reports. If NO , user cannot request restore.
SHOW PAGE SKIP LINES	Show Page Skip Lines	Specifies whether the "page skip" lines of reports display. If NO , the number of lines actually displayed will be less than the line count of the report.

Field	Description	Special Instructions
RET OF REPORTLESS NPAD	Retention of Reportless Note Pad	Establishes length of time before reportless notepads are deleted from report index. The maximum allowed time is seven days.
TECHNIQUE (P/Q/L/T)	Technique	Specifies method of report distribution used as default for online print requests. Valid input: P - System print (allows a local printer to be indicated) L - Not available Q - System print via direct queuing T - EOS transfer (if applicable)
BUNDLING OPTION	Bundling Option	Specifies how to bundle reports. Should be set to USER .
USER (TOP/BOT)	User Pages	Specifies number of banner pages produced at top and bottom for output to a system print.
REPORT (TOP/BOT)	Report Separators	Specifies number of report separators produced at top and bottom for output to a system print.
WITH PACKET INDEX	With Packet Index	Specifies whether a packet index (list of the reports printed for the user) is produced during output of the report.
DELETE AFTER EXTRACT	Delete After Extract	Specifies whether user's report is deleted from the Report Index after being printed in its entirety.
HEADER LINES	Header Lines	Defines user address inserted in the message area of a report's top and end separator pages when a system print of the report is produced.
HOLD PRINT REQUEST	Hold Print Request	Not available, should be set to NO .
COPIES	Copies	Not available. Should be blank .
PRIORITY	Priority	Not available. Should be set to 2 .
PRINT FORMAT (REPORT/SEPARATOR)	Print Format	Not available. Should be blank .

17. Update fields on Screen Eight, as needed.
18. Press **F8** to advance to Screen Nine.

Edit User Profile - Screen Nine (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL25  LOGGED ON-> DISCL01
----- EOS MAIN PROCESSING OPTIONS (2 OF 2) -----
JOB SUBMISSION
JCL MODEL ==> WERDJC00  JOBNAME ==> DCLASRM  CLASS           ==>
ROOM      ==>          NOTIFY ==>          MSGCLASS        ==>
PGMR NAME ==> 'CLSRM'   EOSMUT00 LOG CLASS ==>
ACCOUNTING ==>

SYSTEM OUTPUT OPTIONS
PRINT FORMAT (REPORT/SEPARATOR) ==>          /

DEST      ==> T4416     COPIES ==>          OUTPUT CLASS (P/Q) ==> A / A
FORM      ==> STD      WRITER NAME ==>
OUTPUT REFERENCES ==>          /          /          /

DATA SET NAME ==>
VOLUME SERIAL ==>          SPACE (TYPE/PRIM/SEC) ==>          /          /          0
UNIT TYPE    ==>          DISPOSITION ==>          /
DCB BWD. REF. ==>          CARRIAGE CTL ==> YES
    
```

Field descriptions for Edit User Profile Screen Nine:

Field	Description	Special Instructions
JOBNAME	Job Name	Defines the job name. Must be defined as DXXXXXX , where XXXXXX equals the OLO.
PGMR NAME	Programmer Name	Should be user's RACF ID or initials.
DEST	Destination	The SYSOUT destination. Should be user's local VPS, FLAIR defined printer (where applicable.) Note: The word LOCAL may display here for Global Directory users. Global users will input the correct local printer ID each time a print request is made via the extract command.
FORM	Form	Preset to STD for standard 8.5 x 11-inch paper. May be set to 14 x 8 inches.
The remaining fields on this screen are not available for updating by agency RDS Administrators, as report loss could occur.		

19. Update fields on Screen Nine, as needed.
20. Press **F8** to advance to Screen Ten.

Edit User Profile - Screen Ten (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-          MEMBER-> DISCL25  LOGGED ON-> DISCL01

----- AREP AUTHORIZATIONS -----
AREP ACCESS                    ==> NO

----- AREP PROCESSING OPTIONS -----
    
```

Agency RDS Administrators do not have update access to the one function (**AREP ACCESS**) on this screen. It should be set to **NO**.

21. Press **F8** to advance to Screen Eleven. This screen may differ, depending on the user's profile.

If the user profile shown is an RDS Manager, the following screen will display with many fields visible.

Edit User Profile - Screen Eleven (with example data retrieved for RDS Manager)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-          MEMBER-> DISCL02  LOGGED ON-> DISCL01

----- PROF AUTHORIZATIONS -----
PROF ACCESS                    ==> YES  AUTHORIZATIONS ==> SPECIFIC

USER PROFILE ACCESS            ==> YES   UPDATE ==> YES  DELETE ==> YES
AUTHORIZATION PROFILE ACCESS  ==> NO   UPDATE ==> NO  DELETE ==> NO
FORM GROUP PROFILE ACCESS     ==> YES  UPDATE ==> NO  DELETE ==> NO
USER GROUP PROFILE ACCESS     ==> NO   UPDATE ==> NO  DELETE ==> NO
SYSTEM PROFILE ACCESS         ==> NO   UPDATE ==> NO  DELETE ==> NO
TELECOM. PROFILE ACCESS       ==> NO   UPDATE ==> NO  DELETE ==> NO
LOGO PROFILE ACCESS           ==> NO   UPDATE ==> NO  DELETE ==> NO
ENVIR. GROUP PROFILE ACCESS   ==> NO   UPDATE ==> NO  DELETE ==> NO
CONTROL PROFILE ACCESS        ==> NO   UPDATE ==> NO  DELETE ==> NO

----- PROF PROCESSING OPTIONS -----
SKIP MENU NUMBER              ==> NONE
    
```

If the user profile shown is an RDS end user (not a manager), the following screen will display with only one option visible.

Edit User Profile - Screen Eleven (with example data retrieved for RDS user, non-manager)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-EDIT USER PROFILE-      MEMBER-> DISCL25  LOGGED ON-> DISCL01
----- PROF AUTHORIZATIONS -----
PROF ACCESS                ==> NO
```

Field descriptions for Edit User Profile Screen Eleven:

Field	Description	Special Instructions
PROF ACCESS	Profile Access	Authorization to access the Profile function.
USER PROFILE ACCESS	User Profile Access	Authorization to manage user profile members.
FORM GROUP PROFILE ACCESS	Form Group Profile Access	Authorization to access the Form Group Directory.
UPDATE	Update	Allows user to create, edit, rename, and delete profile members in each category.
DELETE	Delete	Allows user to delete profile members in each category.
The remaining fields on this screen are not available for updating by agency RDS Administrators. Valid input for all fields is YES or NO .		

22. Update fields on Screen Eleven, as needed.

This is the end of all 11 screens of the user profile. Press **F3** to return to the User Profile Management Menu for other options.

1102.2.5 User Profile Management – Select User Profile

The Select User Profile function allows a user to look through the information contained in a user profile. No editing is possible through this function.

To select a user profile for viewing, from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **4** (Select User Profile).
2. In the **MEMBER NAME** field, input a RACF ID, (for this example, input **DISCL25**).

User Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

SELECT FUNCTION ==> 4
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE

MEMBER NAME ==> DISCL25
```

3. Press **Enter**. The system will display the Select User Profile Screen One.
4. Press **F8** to page forward through the user profile screens. All 11 screens are available to view.

Select User Profile - Screen One (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-SELECT USER PROFILE-                               MEMBER-> DISCL25 LOGGED ON-> DISCL01
-----
USE DEFAULT AUTHORIZATIONS ---> NO           AUTHORIZATION PROFILE -->
GLOBAL AUTHORIZATIONS -----> SPECIFIC
-----
COMMON AUTHORIZATIONS -----
COMMON AUTHORIZATIONS ---> SPECIFIC
PFK UPDATE -----> NO   VIRTUAL KEY UPDATE ---> YES   UNAME CHANGE -----> NO
PRT/TR. QUEUE -----> YES PRINTER ONLY -----> YES   USER ONLY -----> YES
FILE PRINT -----> NO   DYNAMIC ALLOCATION ---> NO   VERIFY QUEUE -----> NO
SCREEN HARDCOPY -----> NO MAIL QUEUE -----> YES   USER ONLY -----> YES
```

5. When done viewing, press **F3** to return to the User Profile Management Menu.

1102.2.6 User Profile Management - Delete User Profile

The RDS Administrator may need to delete a user profile if the employee has left employment or no longer needs access to RDS.

To delete a user profile from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input 5 (Delete User Profile).

- In the **MEMBER NAME** field, input the RACF ID of the user profile to be deleted.

User Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

SELECT FUNCTION ==> 5
1 - USER DIRECTORY
2 - CREATE USER PROFILE
3 - EDIT USER PROFILE
4 - SELECT USER PROFILE
5 - DELETE USER PROFILE
6 - RENAME USER PROFILE

MEMBER NAME ==> DISCL33
```

- Press **Enter**. The system will display the Delete User Profile Confirmation Screen.

Delete User Profile Confirmation Screen (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-DELETE USER PROFILE - CONFIRMATION-                     LOGGED ON-> DISCL01
--MEMBER-----CREATED-----LAST UPDATE-----
DISCL33      08/02/13 13.34.59    08/02/13 13.35.41
```

The RDS Administrator must confirm the request to ensure deletion of the correct entry:

- Verify that the correct member (user) displays.
- On the Command Line, input **Y** or **YES**.

Delete User Profile Confirmation Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-DELETE USER PROFILE - CONFIRMATION- LOGGED ON-> DISCL01
--MEMBER-----CREATED-----LAST UPDATE-----
DISCL33 08/02/13 13.34.59 08/02/13 13.35.41

```

6. Press **Enter**. The system will display the Delete User Profile Result Screen.

Delete User Profile Result Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-DELETE USER PROFILE - RESULT- USER --> DISCL01
--NAME-----CREATED-----LAST UPDATE-----ACTION-----
DISCL33 08/02/13 13.34.59 08/02/13 13.35.41 DELETED

```

Once the RDS Administrator deletes the user, the profile is no longer in the user directory. If deleted in error, the RDS Administrator will need to re-add the user profile to RDS.

If the RDS Administrator decides not to delete the user profile, he/she may cancel the request instead of confirming. This must be done before the deletion is confirmed.

To cancel the deletion request:

7. On the Command Line of the Delete User Profile Confirmation Screen, input **C** or **CANCEL**.

Delete User Profile Confirmation Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> C
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-DELETE USER PROFILE - CONFIRMATION-                LOGGED ON-> DISCL01
--MEMBER-----CREATED-----LAST UPDATE-----
DISCL04      02/03/97 00.00.00   04/02/13 15.11.04

```

8. Press **Enter**. This will cancel the request to delete the user profile.

If cancelling a deletion request, the system will display the message, **"DELETE BYPASSED,"** confirming the deletion did not take place.

Delete User Profile Confirmation Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-DELETE USER PROFILE - RESULT-                USER --> DISCL01
--NAME-----CREATED-----LAST UPDATE-----ACTION-----
DISCL04      02/03/97 00.00.00   04/02/13 15.11.04  DELETE BYPASSED

```

9. Press **F3** to return to the User Profile Management Menu.

1102.2.7 User Profile Management - Rename User Profile

The RDS Administrator may use the User Profile Management Menu to rename a user profile.

To rename a user profile, from the User Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **6** (Rename User Profile).
2. In the **MEMBER NAME** field, input the RACF ID of the user profile to be renamed.

User Profile Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-USER PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

      SELECT FUNCTION ==> 6
                        1 - USER DIRECTORY
                        2 - CREATE USER PROFILE
                        3 - EDIT USER PROFILE
                        4 - SELECT USER PROFILE
                        5 - DELETE USER PROFILE
                        6 - RENAME USER PROFILE

      MEMBER NAME      ==> DISCL25

```

3. Press **Enter**. The system will display the Rename User Profile Screen. The **OLD NAME** and **NEW NAME** fields will display with the same RACF ID (User) retrieved in each field.

Rename User Profile Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE-                               LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL25
NEW NAME ==> DISCL25

```

4. In the **NEW NAME** field, input the new RACF ID by typing over the existing RACF ID.

Rename User Profile Screen (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
```

```
OLD NAME ---> DISCL25
```

```
NEW NAME ==> DISCL22
```

5. Press **Enter**. The system will display a confirmation request. The RDS Administrator must confirm the request in order for the profile to be renamed.

Rename User Profile Screen (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64  D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE-                                     LOGGED ON-> DISCL01
-----
```

```
OLD NAME ---> DISCL25
```

```
NEW NAME ==> DISCL22
```

```
*** ENTER Y/YES TO CONFIRM RENAME OPERATION ***
```

6. On the Command Line, input **Y** or **YES** to confirm the change.

Rename User Profile Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE- LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL25
NEW NAME ==> DISCL22
*** ENTER Y/YES TO CONFIRM RENAME OPERATION ***

```

7. Press **Enter**. The system will display the message, ***“RENAME SUCCESSFUL.”***

Rename User Profile Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE- LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL25
NEW NAME ==> DISCL22
***** RENAME SUCCESSFUL *****

```

Once the RDS Administrator renames the user, the old profile is no longer on the user directory. If renamed in error, the old user profile must be re-added to RDS.

If the RDS Administrator decides not to rename the user profile, he/she may cancel the request instead of confirming. This must be done before the renaming is confirmed.

To cancel the rename request:

1. On the Command Line of the Rename User Profile Confirmation Screen, input **C** or **CANCEL**.

Rename User Profile Confirmation Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> C
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE- LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL25
NEW NAME ==> DISCL22
*** ENTER Y/YES TO CONFIRM RENAME OPERATION ***

```

2. Press **Enter**. This will cancel the request to rename the user profile.

If cancelling a rename request, the system will display the message, "**RENAME BYPASSED**," confirming the renaming did not take place.

Rename User Profile Confirmation Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-RENAME USER PROFILE- LOGGED ON-> DISCL01
-----
OLD NAME ---> DISCL25
NEW NAME ==> DISCL22
*****
RENAME BYPASSED *****

```

3. Press **F3** to return to the User Profile Management Menu.

1102.3 Profile Management – Form Group Profiles

A **form** is an identifier used to attach a user or group of users to a particular report. This allows the RDS Administrator to ensure that a user receives only the reports or sections of reports that he/she needs to carry out his/her position responsibilities. Forms also ensure that agency personnel receive reports for their OLO activity only.

Forms are assigned systematically. Each agency, also called a member, is assigned a Form Group Profile. The Form Group Profile contains form prefixes assigned to that agency. The RDS Administrator will create forms using the prefixes within the agency's Form Group Profile. The forms are then attached to a report and one or more users. Each time the report is generated at that agency, every user attached to the form will receive the report in his/her directory.

When assigning forms to users and reports, it is important that the RDS Administrator be familiar with the Form Group Profiles assigned to his/her agency.

The RDS Administrator has the ability to inquire into Form Group Profiles, but no update is possible.

To inquire into Form Group Profiles from the Profile Management Menu:

1. In the **SELECT TYPE** field, input **4** (Form Group Profile).

Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP70 D.SYP.RSD.PROD.PROFILE.MD001
-PROFILE MANAGEMENT-          LOGGED ON-> DISCL01

SELECT TYPE ==> 4

3 - USER PROFILE
4 - FORM GROUP PROFILE

B - RECIPIENT GROUP PROFILE
C - EXTENDED FORM GROUP PROFILE
```

2. Press **Enter**. The system will display the Form Group Profile Management Menu.

Form Group Profile Management Menu

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF  RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-FORM GROUP PROFILE MANAGEMENT-                               LOGGED ON-> DISCL01

      SELECT FUNCTION ==>
      1 - FORM GROUP PROFILE DIRECTORY
      4 - SELECT FORM GROUP PROFILE

      MEMBER NAME      ==>

```

Two functions are available on this menu:

- 1 - Form Group Profile Directory**
- 4 - Select Form Group Profile**

To access either of these functions, the user will input a function number in the **SELECT FUNCTION** field, and press **Enter**. The following sections discuss each function in detail.

1102.3.1 Form Group Profile Management – Form Group Profile Directory

The Form Group Profile Directory provides a list of all the Form Group Profiles. Each agency, or member, is assigned a Form Group Profile containing form prefixes available for use by that agency.

To access the Form Group Profile Directory from the Form Group Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **1** (Form Group Profile Directory).
2. In the **MEMBER NAME** field:
 - a. Input a member name to display a list from that member forward, **OR**
 - b. Leave the field **blank** to get a directory of form groups for all state agencies.

Form Group Profile Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-FORM GROUP PROFILE MANAGEMENT- LOGGED ON-> DISCL01

      SELECT FUNCTION ==> 1
                                1 - FORM GROUP PROFILE DIRECTORY

                                4 - SELECT FORM GROUP PROFILE

      MEMBER NAME ==>
    
```

3. Press **Enter**. The system will display the Form Group Profile Directory for all state agencies, beginning with the first Member's name in alphabetical order.

Form Group Profile Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-FORM GROUP PROFILE DIRECTORY- 77 ENTRIES LOGGED ON-> DISCL01
A-MEMBER--T-CREATED--LAST UPDATE----BY USER--COMMENTS-----
***** TOP OF DIRECTORY *****
@ACS      I 03/08/95 12/15/04 11.34 LFY
@AHC      I 03/08/95 08/06/01 10.09 JBK
@APD      I 04/21/05 05/25/06 14.28 LFY
@BOR      I 02/07/96 10/03/00 08.40 JBK
@BPR      I 03/08/95 10/03/00 08.41 JBK
@BSP      I 06/17/97 10/03/00 08.41 JBK
@CENTRAL  I 03/04/95 11/15/96 10.57 MAR
@CIT      I 03/08/95 10/03/00 08.41 JBK
@CLS      I 02/03/97 04/16/13 10.10 RBW
@COR      I 03/04/95 10/03/00 08.42 JBK
@COU      I 03/08/95 01/16/03 09.51 JBK
@DAA      I 03/08/95 10/03/00 08.42 JBK
@DAH      I 03/08/95 10/03/00 08.42 JBK
@DA1      I 06/17/97 06/17/97 13.56 JBK
@DBF      I 03/04/95 10/03/00 08.43 JBK
@DCA      I 03/08/95 10/03/00 08.43 JBK
@DEA      I 03/08/95 10/03/00 08.43 JBK
@DEO      I 07/26/11 07/26/11 16.23 JBK
@DEP      I 03/08/95 10/03/00 08.43 JBK
    
```

The Member's name is represented by @XXX where XXX= the RACF ID prefix of an agency. For example, @DFS will list the Form Group Profile for DFS.

To view the Form Group Profile for a particular agency:

4. In the Action (A) column next to the desired member, input **S** (for Select).

Form Group Profile Directory (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-FORM GROUP PROFILE DIRECTORY- 77 ENTRIES LOGGED ON-> DISCL01
A-MEMBER---T-CREATED--LAST UPDATE---BY USER--COMMENTS-----
***** TOP OF DIRECTORY *****
@ACS      I 03/08/95 12/15/04 11.34 LFY
@AHC      I 03/08/95 08/06/01 10.09 JBK
@APD      I 04/21/05 05/25/06 14.28 LFY
@BOR      I 02/07/96 10/03/00 08.40 JBK
@BPR      I 03/08/95 10/03/00 08.41 JBK
@BSP      I 06/17/97 10/03/00 08.41 JBK
@CENTRAL  I 03/04/95 11/15/96 10.57 MAR
@CIT      I 03/08/95 10/03/00 08.41 JBK
@CLS      I 02/03/97 04/16/13 10.10 RBW
S @COR      I 03/04/95 10/03/00 08.42 JBK
@COU      I 03/08/95 01/16/03 09.51 JBK
@DAA      I 03/08/95 10/03/00 08.42 JBK
@DAH      I 03/08/95 10/03/00 08.42 JBK
@DAL      I 06/17/97 06/17/97 13.56 JBK
@DBF      I 03/04/95 10/03/00 08.43 JBK
@DCA      I 03/08/95 10/03/00 08.43 JBK
@DEA      I 03/08/95 10/03/00 08.43 JBK
@DEO      I 07/26/11 07/26/11 16.23 JBK
@DEP      I 03/08/95 10/03/00 08.43 JBK
```

5. Press **Enter**. The system will display the Form Group Profile for the agency selected, in this example Department of Corrections (**@COR**). Included in the Form Group Profile are all the form prefixes available to the Department of Corrections RDS Administrator to use when creating or editing forms.

List of Group Members

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-SELECT FORM GROUP PROFILE- TYPE-> INC MEMBER-> @COR LOGGED ON-> DISCL01
----- LIST OF GROUP MEMBERS -----
AA.. AB.. AC.. AD.. AE.. A8.. A9.. P70. Q70. RCOR R70. T0..
T1.. T2.. T3.. T4.. T5.. T6.. T7.. T8.. T9.. U70. ZZD. 70..
____
____
____
```

Agency RDS Administrators are limited to the form prefixes, or group members, assigned to their agency.

The period (.) in the form name serves as a wild card. Where the wild card character appears, the RDS Administrator can assign any alphanumeric character.

For example, this RDS Administrator may create forms AA01, AACK or AB01, ABPE and so on. The first two characters would come from the Form Group Profile, and the last two characters are up to the discretion of the RDS Administrator. This gives each agency many available forms due to the different combinations that may be created by the RDS Administrator.

Special consideration is given to some of these Form Group Profiles, which are DFS assigned and specific to Departmental, Central, and Payroll reporting.

1102.3.2 Form Group Profile Management – Select Form Group Profile

The Select Form Group Profile function allows the RDS Administrator to go directly to the Form Group Profile for a particular agency without selecting from a list.

To go directly to an agency's Form Group Profile from the Form Group Profile Management Menu:

1. In the **SELECT FUNCTION** field, input **4** (Select Form Group Profile).
2. In the **MEMBER NAME** field, input the form group member name (**¢XXX**).

Note: To input the ¢ symbol, hold down **Alt** on the keyboard while typing **0162** using the numeric keypad section of the keyboard. The **Num Lock** must be activated.

Form Group Profile Management Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-FORM GROUP PROFILE MANAGEMENT- LOGGED ON-> DISCL01

SELECT FUNCTION ==> 4
1 - FORM GROUP PROFILE DIRECTORY
4 - SELECT FORM GROUP PROFILE

MEMBER NAME ==> ¢DFS
```

3. Press **Enter**. The system will display the list of group members, or form prefixes, for the specified agency.

List of Group Members (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-PROFILE --> RSDPROF RDSP64 D.SYP.RSD.PROD.PROFILE.MD001
-SELECT FORM GROUP PROFILE- TYPE-> INC MEMBER-> ¢DFS LOGGED ON-> DISCL01
----- LIST OF GROUP MEMBERS -----
BT.. BU.. BW.. BX.. BY.. BZ.. B0.. E1.. E2.. E3.. E4.. IA..
IB.. ID.. P43. P44. P46. Q43. Q44. Q46. RCN. RDBF RDFS RDOI
R43. R44. R46. U43. U44. U46. ZYK. ZYO. ZZU. 4P.. 43.. 44..
46.. ____
```

1103 The Primary Menu

The Primary Menu contains most of the options that RDS Administrators and users will need to work in RDS. These include viewing the report directory, requesting a print extract, or managing forms.

The RDS Administrator may access the Primary Menu from the report directory by pressing **F3** one time. From any other screen in RDS, retrieve the Primary Menu by pressing **F3** until the Primary Menu displays.

Primary Menu

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-          RECIPIENT-> DISCL01
                          TR-> 7          TP-> 381164  TL-> 17860628

      SELECT OPTION ==> 1

                          1 - LATEST REPORT DIRECTORY
                          2 - OLDEST REPORT DIRECTORY
                          3 - DIRECTORY SELECTION
                          4 - REPORT EXTRACTION

                          6 - FORM INDEX MANAGEMENT
                          7 - REPORT INDEX MANAGEMENT
```

There are seven options available from this menu:

- 1 - Latest Report Directory**
- 2 - Oldest Report Directory**
- 3 - Directory Selection**
- 4 - Report Extraction**
- 6 - Form Index Management**
- 7 - Report Index Management**

To access one of these options, input an option number (1-4, 6 & 7) in the **SELECT OPTION** field, and press **Enter**.

Note: Only the menu options to which a particular RDS Administrator has access will display. Each RDS Administrator's menu may differ.

1103.1 Primary Menu – Latest Report Directory

The Latest Report Directory option will bring the user to the bottom of the list of his/her personal report directory and display the most recent reports.

To access the most recent reports in a report directory, complete the following steps:

1. In the **SELECT OPTION** field on the Primary Menu, input **1** (Latest Report Directory).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-      RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628

SELECT OPTION ==> 1

1 - LATEST REPORT DIRECTORY
2 - OLDEST REPORT DIRECTORY
3 - DIRECTORY SELECTION
4 - REPORT EXTRACTION

6 - FORM INDEX MANAGEMENT
7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The report directory will display a list of up to 22 reports. These will be the latest reports added to the user's report directory. The **C.DATE** column shows the creation date for each report. The system will display the message, **"END OF DIRECTORY."**

Report Directory (viewing a list of the most recent reports)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE- TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIP
***** TOP OF DIRECTORY *****
A DTHR04          LR03      100124 08.56  103124  60578  2837876  1  2  MERGED DETAIL
A DTHR04          LR03      100124 09.04  103124  60578  2837876  0  4  MERGED DETAIL
A DTHR04          LR03      100124 09.11  103124      6      217  0 10  MERGED DETAIL
A DTHR04          BXF3     112724 22.11  122724  67502  3164773  0  2  EXP DETAIL BY
A DTHR04          BXF3     123124 22.21  013025  73095  3426340  0  0  EXP DETAIL BY
A DTHR04          BXF3     013125 22.48  030225  59214  2774309  0  4  EXP DETAIL BY
  DTHR04          BXF3     022825 22.42  033025  60191  2819237  0  7  EXP DETAIL BY
***** END OF DIRECTORY *****
```

3. Press **F7** to page backwards through the list of reports to older records.

See the RDS End User Manual, section 1002, The Report Directory, for a discussion of the Report Directory, including descriptions of each column, navigation, and report viewing.

1103.2 Primary Menu – Oldest Report Directory

The Oldest Report Directory option will bring the user to the top of the list of his/her personal report directory and display the oldest reports still available.

To access the top of the report list or the oldest reports in a report directory, complete the following steps:

1. In the **SELECT OPTION** field, input **2** (Oldest Report Directory).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-      RECIPIENT-> DISCL01
                        TR-> 7      TP-> 381164  TL-> 17860628

SELECT OPTION ==> 2

1 - LATEST REPORT DIRECTORY
2 - OLDEST REPORT DIRECTORY
3 - DIRECTORY SELECTION
4 - REPORT EXTRACTION

6 - FORM INDEX MANAGEMENT
7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The system will display the message, **“TOP OF DIRECTORY,”** as well as up to 22 reports, the oldest reports added to the user’s report directory that are still available. The **C.DATE** column shows the creation date for each report.

Report Directory (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01
                        TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE TIME V/E.DATE  PAGES  LINES NE ND REPORT DESCRIP
***** TOP OF DIRECTORY *****
A DTHR04      LR03      100124 08.56  103124 60578 2837876 1 2 MERGED DETAIL
A DTHR04      LR03      100124 09.04  103124 60578 2837876 0 4 MERGED DETAIL
A DTHR04      LR03      100124 09.11  103124 6 217 0 10 MERGED DETAIL
A DTHR04      BXF3      112724 22.11  122724 67502 3164773 0 2 EXP DETAIL BY
A DTHR04      BXF3      123124 22.21  013025 73095 3426340 0 0 EXP DETAIL BY
A DTHR04      BXF3      013125 22.48  030225 59214 2774309 0 4 EXP DETAIL BY
  DTHR04      BXF3      022825 22.42  033025 60191 2819237 0 7 EXP DETAIL BY
***** END OF DIRECTORY *****
```

The reports at the top of the directory may be archived and must be restored before viewing is possible. *See the RDS End User Manual, section 1003.2, Restoring an Archived Report, for additional information.*

3. Press **F8** to page forward through the list of reports to more recent records.

1103.3 Primary Menu – Directory Selection

The Directory Selection option allows the user to retrieve reports matching specific criteria. This feature is useful if there are many reports in the report directory, and the user only wants to see the reports pertaining to one form.

To access the Directory Selection screen, complete the following steps:

1. In the **SELECT OPTION** field, input **3** (Directory Selection).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-      RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628

  SELECT OPTION ==> 3

      1 - LATEST REPORT DIRECTORY
      2 - OLDEST REPORT DIRECTORY
      3 - DIRECTORY SELECTION
      4 - REPORT EXTRACTION

      6 - FORM INDEX MANAGEMENT
      7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The system will display the Directory Selection Screen.

Directory Selection Screen

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-DIRECTORY SELECTION- RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628

FORM NAME ==>                                APPL. (JOBNAME) ==>
RPT. NAME ==>
ROOTNAME ==>
NOTEPAD HEADER      ==>                                LOCAL PRIORITY ==>

PRINTED REPORTS     ==>  <- ENTER Y/N
REPORT VERSION      ==>                                DISPLAYED REPORTS ==>  <- ENTER Y/N
REPORT STATUS       ==>

FROM DATE AND TIME  ==>  /      EXPIRATION DATE ==>
TO DATE AND TIME    ==>  /      ARCHIVAL DATE ==>

DESTINATION         ==>                                ROOM NUMBER ==>
OUTPUT FORM        ==>                                OUTPUT CLASS ==>

DEFERRED ONLY      ==>  <- ENTER Y      TOP SEARCH ==>  <- ENTER Y
WITH TOC ONLY      ==>  <- ENTER Y      SELECTION ON TOC ==>  <- ENTER Y
    
```

Fields available for input on the Directory Selection Screen:

Field	Description	Special Instructions
FORM NAME	Form Name	Optional. Four-character reference code (alphanumeric) assigned by the RDS Administrator. If input, only reports assigned to this form will display in the Report Directory.
RPT NAME	Report Name	Optional. Name of report assigned to form. If input, only reports with an exact match will display.
NOTEPAD HEADER	Notepad Header	Optional. If input, only reports with an exact match will display.
REPORT STATUS	Report Status	Optional. Valid input: ARCH - Archived reports REST - Restored reports PRE-ARCH - Available active reports Blank - All reports, including archived, restored, and active
PRINTED REPORTS	Printed Reports	Optional. Valid input: Y - Yes. Allows the user to select only reports that were previously printed. N - No. Allows the user to exclude reports that were previously printed. Blank - Allows the user to include reports regardless of prior printing.
DISPLAYED REPORTS	Displayed Reports	Optional. Valid input: Y - Yes. Allows the user to select only reports that were previously displayed. N - No. Allows the user to exclude reports that were previously displayed. Blank - Allows the user to include reports regardless of prior viewing.

Field	Description	Special Instructions
FROM DATE AND TIME	Beginning Date and Time	Optional. Beginning date in a range. Should be used with ENDING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
TO DATE AND TIME	Ending Date and Time	Optional. Ending date in a range. Should be used with BEGINNING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
EXPIRATION DATE	Expiration Date	Optional. Will limit selection to all reports expiring on or before the expiration date. MMDDYYYY format.
ARCHIVAL DATE	Archival Date	Optional. Will limit selection to reports set to archive on the specified date. MMDDYYYY format.

The remaining fields on this screen are not available for use by agency RDS Administrators.

From the Directory Selection Screen, the user can input criteria to limit which reports display in the Report Directory. For example, the Report Directory illustrated below shows multiple reports. The user, however, only wants to see the reports assigned to form LR03.

Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01
                    TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----
                    ***** TOP OF DIRECTORY *****
A DTHR04                LR03      100124 08.56  103124  60578 2837876  1 2 MERGED DETAIL
A DTHR04                LR03      100124 09.04  103124  60578 2837876  0 4 MERGED DETAIL
A DTHR04                LR03      100124 09.11  103124    6    217  0 10 MERGED DETAIL
A DTHR04                BXF3      112724 22.11  122724  67502 3164773  0 2 EXP DETAIL BY DIV THEN F
A DTHR04                BXF3      123124 22.21  013025  73095 3426340  0 0 EXP DETAIL BY DIV THEN F
A DTHR04                BXF3      013125 22.48  030225  59214 2774309  0 4 EXP DETAIL BY DIV THEN F
  DTHR04                BXF3      022825 22.42  033025  60191 2819237  0 7 EXP DETAIL BY DIV THEN F
                    ***** END OF DIRECTORY *****
    
```

To define search criteria, from the Directory Selection Screen:

- In the **FORM NAME** field, input **BXF3**.

Directory Selection Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-DIRECTORY SELECTION- RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
FORM NAME ==> BXF3                APPL. (JOBNAME) ==>
RPT. NAME ==>
ROOTNAME ==>
NOTEPAD HEADER ==>                LOCAL PRIORITY ==>
PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION ==>                DISPLAYED REPORTS ==> <- ENTER Y/N
REPORT STATUS ==>
FROM DATE AND TIME ==> /          EXPIRATION DATE ==>
TO DATE AND TIME ==> /          ARCHIVAL DATE ==>
DESTINATION ==>                ROOM NUMBER ==>
OUTPUT FORM ==>                OUTPUT CLASS ==>
DEFERRED ONLY ==> <- ENTER Y    TOP SEARCH ==> <- ENTER Y
WITH TOC ONLY ==> <- ENTER Y    SELECTION ON TOC ==> <- ENTER Y
    
```

- Press **Enter**. The system will display the Report Directory with only the reports that match the criteria specified (in this case, form name **BXF3**).

Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPORT DESCRIP
                                ***** TOP OF DIRECTORY *****
A DTHR04          BXF3      112724 22.11  122724  67502 3164773 0 2 EXP DETAIL BY
A DTHR04          BXF3      123124 22.21  013025  73095 3426340 0 0 EXP DETAIL BY
A DTHR04          BXF3      013125 22.48  030225  59214 2774309 0 4 EXP DETAIL BY
  DTHR04          BXF3      022825 22.42  033025  60191 2819237 0 8 EXP DETAIL BY
                                ***** END OF DIRECTORY *****
    
```

Note: This specialized view is temporary.

To exit the Report Directory Selection view:

3. Press **F3** once to return to the Directory Selection Screen. The user can change the criteria, if necessary, to return a different list of reports.
4. If no changes are necessary, press **F3** a second time to return to the Primary Menu.

1103.4 Primary Menu – Report Extraction

Report extraction is utilized when a user needs to print something other than a single copy of a report, or a portion of a report, from the Display View of a report. For example, if a user wants to print all copies of report DMAR05 that have appeared in his/her Report Directory for the fiscal year, the user would specify the criteria on the Extraction Selection Screen.

Report extraction allows the user to:

- Define which reports to extract to print by specific criteria.
- Print multiple instances of a form or report (such as a report that prints daily or weekly).
- Limit the extract to a listing of the reports selected (as opposed to printing the reports themselves).
- Sort the output in a specific sequence.

To access the Extraction Selection Screen from the Primary Menu:

1. In the **SELECT OPTION** field, input **4** (Report Extraction).

Primary Menu (example data input selecting the Report Extraction Screen)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-      RECIPIENT-> DISCL01
                                     TR-> 7      TP-> 381164  TL-> 17860628

SELECT OPTION ==> 4

1 - LATEST REPORT DIRECTORY
2 - OLDEST REPORT DIRECTORY
3 - DIRECTORY SELECTION
4 - REPORT EXTRACTION

6 - FORM INDEX MANAGEMENT
7 - REPORT INDEX MANAGEMENT
    
```

2. Press **Enter**. The system will display the Extract Selection Screen. This screen allows the user to limit the extract to specific reports meeting specified criteria.

Extract Selection Screen

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-EXTRACT SELECTION- RECIPIENT-> DISCL01
                                     TR-> 7      TP-> 381164  TL-> 17860628

FORM NAME ==>                                APPL. (JOBNAME) ==>
RPT. NAME ==>
ROOTNAME ==>
NOTEPAD HEADER ==>                            LOCAL PRIORITY ==>

PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION ==>                            DISPLAYED REPORTS ==> <- ENTER Y/N
REPORT STATUS ==>

FROM DATE AND TIME ==> /
TO DATE AND TIME ==> /                        EXPIRATION DATE ==>

DESTINATION ==>                                ROOM NUMBER ==>
OUTPUT FORM ==>                                OUTPUT CLASS ==>

DEFERRED ONLY ==> <- ENTER Y                  ALL REPORTS ==> <- ENTER Y
WITH TOC ONLY ==> <- ENTER Y                  SELECTION ON TOC ==> <- ENTER Y
    
```

Fields available for input on the Extract Selection Screen:

Field	Description	Special Instructions
FORM NAME	Form Name	Optional. Four-character reference code (alphanumeric) assigned by the RDS Administrator. If input, only reports assigned to this form will display in the Report Directory.
RPT NAME	Report Name	Optional. Name of a report assigned to a form. If input, only reports with an exact match will display.

Field	Description	Special Instructions
NOTEPAD HEADER	Notepad Header	Optional. If input, only reports with an exact match will display.
REPORT STATUS	Report Status	Optional. Valid input: ARCH – Archived reports REST – Restored reports PRE-ARCH – Available active reports Blank – All reports, including archived, restored, and active
PRINTED REPORTS	Printed Reports	Optional. Valid input: Y – Yes. Allows the user to select only reports that were previously printed. N –No. Allows the user to exclude reports that were previously printed. Blank – Allows the user to include reports regardless of prior printing.
DISPLAYED REPORTS	Displayed Reports	Optional. Valid input: Y – Yes. Allows the user to select only reports that were previously displayed. N –No. Allows the user to exclude reports that were previously displayed. Blank – Allows the user to include reports regardless of prior viewing.
FROM DATE AND TIME	Beginning Date and Time	Optional. Beginning date in a range. Should be used with ENDING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
TO DATE AND TIME	Ending Date and Time	Optional. Ending date in a range. Should be used with BEGINNING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
EXPIRATION DATE	Expiration Date	Optional. Will limit selection to all reports expiring on or before the expiration date. MMDDYYYY format.

The remaining fields on this screen are not available for use by agency RDS Administrators.

In the following example, a user wants to print all instances of report **DMAR054** that appear in his/her directory for the date range beginning July 1st and ending August 6th. For this example, **LR01** is the form assigned to report name **DMAR054** and the search will include displayed reports.

3. Input criteria to limit the extraction.

Extract Selection Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-EXTRACT SELECTION-  RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
FORM NAME ==> LR01                APPL. (JOBNAME) ==>
RPT. NAME ==> DMAR054
ROOTNAME ==>
NOTEPAD HEADER ==>                LOCAL PRIORITY ==>
PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION ==>                DISPLAYED REPORTS ==> <- ENTER Y/N
REPORT STATUS ==>
FROM DATE AND TIME ==> /          EXPIRATION DATE ==>
TO DATE AND TIME ==> /
DESTINATION ==>                  ROOM NUMBER ==>
OUTPUT FORM ==>                  OUTPUT CLASS ==>
DEFERRED ONLY ==> <- ENTER Y     ALL REPORTS ==> <- ENTER Y
WITH TOC ONLY ==> <- ENTER Y     SELECTION ON TOC ==> <- ENTER Y
    
```

4. Press **Enter**. The system will display the Extract Options Screen.

This screen allows the user to input printing options. For example, the user may indicate a printer destination specifying where the report is to be printed.

5. Input extract options, such as the Printer ID in the **LOCAL PRINTER** field or leave **blank**.

Extract Options Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-EXTRACT OPTIONS-  RECIPIENT-> DISCL01
                                TR-> 7      TP-> 381164  TL-> 17860628
PRINT SCOPE
INDEX PRINT ONLY ==> <- ENTER Y
REPORT PRINT ==> Y <- ENTER Y(YES)/N(NO)
TOC PRINT ==> N <- ENTER Y(YES)/N(NO)
DISTRIBUTION TECHNIQUE ==> TARGET
DYNAM OUTPUT ==> <- ENTER Y
SYSTEM PRINT OPTIONS
BUNDLING OPTION ==> RECIPIENT
DATA SET OUTPUT ==> <- ENTER Y
SORT ==>
APPL , CLASS , DATE , DESC , DEST , FDEF , FORM , NPAD , OFORM , PRTY , RNAME , ROOM , TIME , RCP , VERS
    
```

6. Press **Enter**. The system will display the Multiple Extract Screen.

Multiple Extract Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-MULTIPLE EXTRACT-        RECIPIENT-> DISCL01

      **** EXTRACTION REQUEST CONCERNS MULTIPLE REPORTS ****

NUMBER OF REPORTS  --->  2
TOTAL PAGES        ---> 11
TOTAL LINES        ---> 204
-----
MODEL USED FOR JCL  ==> WERDJC00

JOBNAME    ==> FLAIREDC      CLASS ==> Q      MSGCLASS    ==> D
NOTIFY     ==>              ROOM   ==>
ACCOUNTING ==> (B0100,134)
PGMR NAME  ==> 'RLH'        CLASS FOR LOG ==> *

TO BE PRINTED ON LOCAL PRINTER --> FLAIRID

```

7. On the Command Line:
 - a. Input a **Y** or **YES** to confirm the print request, **OR**
 - b. Input a **C** or **CANCEL** to cancel the request.

Multiple Extract Screen (with **Y** to confirm print request)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-MULTIPLE EXTRACT-        RECIPIENT-> DISCL01

      **** EXTRACTION REQUEST CONCERNS MULTIPLE REPORTS ****

NUMBER OF REPORTS  --->  2
TOTAL PAGES        ---> 11
TOTAL LINES        ---> 204
-----
MODEL USED FOR JCL  ==> WERDJC00

JOBNAME    ==> FLAIREDC      CLASS ==> Q      MSGCLASS    ==> D
NOTIFY     ==>              ROOM   ==>
ACCOUNTING ==> (B0100,134)
PGMR NAME  ==> 'RLH'        CLASS FOR LOG ==> *

TO BE PRINTED ON LOCAL PRINTER --> FLAIRID

```

8. Press **Enter**. Whether confirmed or cancelled, the system will display the Print/Extract Result Screen.

Print/Extract Result Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT- RECIPIENT-> DISCL01

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****

      JOB NAME      ---> FLAIREDC  JOBID  ---> JOB00550

      SUBMITTED AT : 11.11.24  08/06/13 (13218)      TO SERVICE EXTRACT REQUEST.

```

Confirm the request again:

9. On the Command Line:
 - a. Input a **Y** or **YES** to confirm the print request, **OR**
 - b. Press **F3** or **Enter** to cancel the request.

Print/Extract Result Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT- RECIPIENT-> DISCL01

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****

      JOB NAME      ---> FLAIREDC  JOBID  ---> JOB00550

      SUBMITTED AT : 11.11.24  08/06/13 (13218)      TO SERVICE EXTRACT REQUEST.

```

10. Press **Enter**. The system will display the Extract Selection Screen. The user may make changes to submit another request or press **F3** to return to the Primary Menu.

1103.5 Primary Menu – Spool Management

The **Spool Management Screen** is informational only and contains systems-related information that is not relevant or visible to agency users.

To view the Spool Management Screen from the Primary Menu:

1. In the **SELECT OPTION** field, input **5** (Spool Management).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-  RECIPIENT-> DISCL01  TR-> 129  TP-> 53613  TL-> 2369645

  SELECT OPTION ==> 5

          1 - LATEST REPORT DIRECTORY
          2 - OLDEST REPORT DIRECTORY
          3 - DIRECTORY SELECTION
          4 - REPORT EXTRACTION
          5 - SPOOL MANAGEMENT
          6 - FORM INDEX MANAGEMENT
          7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The system will display the Spool Management Screen.

Spool Management Screen (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-SPOOL MANAGEMENT - LIST OF SPOOLS-          TOTAL -> 3
A-EOS SPOOL DATA SET NAME-----
          ***** TOP OF DIRECTORY *****
D.SYP.RSD.PROD.SPOOL
D.SYP.RSD.PROD.SPOOL2
D.SYP.RSD.PROD.SPOOL3
          ***** END OF DIRECTORY *****
```

3. Press **F3** to return to the Primary Menu.

1103.6 Primary Menu – Form Index Management

Form Index Management allows for the creation, update, and maintenance of forms, an important RDS administrative function. The RDS Administrator must create a form definition in the Form Index for each report that an agency wishes to access via RDS.

This definition includes the following:

- Description of the report
- General characteristics of the form
- Distribution requirements determining who will have access to the report
- Report name

To access the Form Index Management from the Primary Menu:

1. In the **SELECT OPTION** field, input **6** (Form Index Management).

Note: This option is restricted to authorized users, as set up on the user's profile.

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
--REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
--PRIMARY MENU-          RECIPIENT-> DISCL01
                                TR-> 7          TP-> 381164  TL-> 17860628

SELECT OPTION ==> 6

1 - LATEST REPORT DIRECTORY
2 - OLDEST REPORT DIRECTORY
3 - DIRECTORY SELECTION
4 - REPORT EXTRACTION

6 - FORM INDEX MANAGEMENT
7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The system will display the Form Index Management Menu.

Form Index Management Menu

```
PF 1/13 HELP-COMMAND ==>
--FORM INDEX --> FINDX      RDSP65 D.SYP.RSD.PROD.FINDX
--FORM INDEX MANAGEMENT-          FORM ENTRIES --> 25657  OCC --> 58 %

SELECT FUNCTION ==>

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==>
REPORT NAME ==>
```

There are five functions available within the Form Index Management option:

- 1 - Form Directory**
- 2 - Create Form**
- 3 - Select Form**
- 4 - Edit Form**

5 - Form Index Information

These options allow the RDS Administrator to manage agency forms. The following sections describe each function in detail.

1103.6.1 Form Index Management – Form Directory

The **Form Directory** is a listing of all forms established by an agency. The Form Directory allows the user to view forms, view the users attached to a form, or change the status of a form.

To access the Form Directory from the Form Index Management Menu:

1. In the **SELECT FUNCTION** field, input **1** (Form Directory).
2. In the **FORM NAME** field:
 - a. Input a form name to display a list from that form forward, **OR**
 - b. Leave the field **blank** to get a directory of all forms in alphanumeric order.
3. In the **REPORT NAME** field, input a report name, or leave **blank**. If a report name is input, only forms assigned that report name will display.

Form Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP65 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT-  FORM ENTRIES --> 25657  OCC --> 58 %

SELECT FUNCTION ==> 1

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==> LR04
REPORT NAME ==>

```

4. Press **Enter**. The system will display the Form Directory.

Form Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
-FORM DIRECTORY-          FORM ENTRIES --> 24643  OCC --> 84 %
A--FORM-----ST-REPORT  NAME-----RCP(S)-VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
*****      TOP OF DIRECTORY *****
LR01      DMAR054          25      +30      +3Y 12/07/23 16.05 DISCL01
LR02      DMAR01          24      +30      +3Y 04/24/24 09.53 DISCL01
LR03      DTHR04          21      +30      +3Y 11/30/12 14.48 EBH
LR04      DTHR01          21      +30      +3Y 11/30/12 15.18 EBH
LR05      HO POSTED JT'S DCF 21      +30      +3Y 08/07/13 11.16 DISCL01
LR06      HO APPROP. LDGR DCF 22      +30      +3Y 08/12/11 14.23 DISCL05
LR07      HO EXPEND. RPT. DCF 21      +30      +3Y 08/12/11 14.23 DISCL05
LR08      DMAR01          7       +30      08/07/13 11.12 DISCL01
LR09      DMAR054          1       +30      08/07/13 11.24 DISCL01
LR10      DTHR04          1       +30      05/19/08 13.35 JBK
LR11      IMMEDIATE REPORT  1       +30      +3Y 08/26/10 11.44 DISCL01
LR21      DAPR01          21      +30      +3Y 08/03/11 10.21 DISCL02
LR22      DARR01          21      +30      +3Y 08/03/11 10.22 DISCL02
LR23      DENR03          21      +30      +3Y 08/02/11 15.22 DISCL02
LR24      DENR04          21      +30      +3Y 08/02/11 15.24 DISCL02
LR25      DCCR01          22      +30      +3Y 08/02/11 15.26 DISCL02
LR26      DRVL01          21      +30      +3Y 08/02/11 15.27 DISCL02
LR27      DRVR01          21      +30      +3Y 08/02/11 15.28 DISCL02
LR28      DMAR052          21      +30      +3Y 01/13/16 15.48 RLH
    
```

Descriptions of the fields on the Form Directory Screen:

Column Heading	Description
A	Action Column. Valid input: S - Select. Displays detailed information, including attached users. B - Bottom. Displays a list of attached users from the bottom of the list. T - Top. Displays a list of attached users from the top of the list. H - Hold. Allows user to hold, or inactive, a form. A - Active. Allows user to activate a form. D - Delete. Allows user to delete a form. E - Edit. Allows user to edit a form. I - Information. Displays summary information about a form. R - Reset. Allows user to reset the status of a form. V - Verify. When form is in V status, reports not released until verified.
FORM	Form name.
STAT	Status of the form.
REPORT NAME	Name of the report associated with the form.
USERS	Number of users currently associated to the form.
VN/RETPD	Retention period, or number of days before archive, for the report on this form.
A.RETPD	Archive retention period for reports on this form.
LAST UPDATE	Date and time of the last update of the form.
BY USER	Name of the user who last updated this form.

The RDS Administrator may input a code in the action column to change the status of a form, or to get additional information regarding the form.

5. In the **A** (Action) column, input a code.
6. Press **Enter**.

The RDS Administrator may need to confirm a request or use **F8** to page forward through the information.

7. Press **F3** as many times as necessary to return to the Form Index Management Menu when the inquiry is complete.

1103.6.2 The Locate Commands

Locate commands allow the user to go directly to a specific form within the directory without having to scroll one page at a time to find that form.

The locate commands are input on the Command Line, and may be activated by pressing **F7** or **F8**, or by pressing **Enter**.

Available locate commands:

Locate Command	Description
L FORM	Used to locate the form name specified (replace form with the form name) and display the form directory from that form forward. If not found, the directory is displayed from the previous/next entry in the alphabetical sequence. Note: There is a space between L and form .
LD REPORT DESCRIPTION	Locates the form with the report description specified (replace report description with the actual description) and displays the form directory from that position. If no match found, the message " CRITERIA NOT FOUND " will display. Note: There is a space between LD and report description .
LR REPORT NAME	Locates the form with the report name specified (replace report name with the actual name of the report) and displays the form directory from that position. If no match found, the message " CRITERIA NOT FOUND " will display. Note: There is a space between LR and report name .

1103.6.3 Form Index Management – Create Form

A major function of an RDS Administrator is to create forms and use these forms to reference various reports within the system so that multiple users may access them.

To create a form, from the Form Index Management Menu:

1. In the **SELECT FUNCTION** field, input **2** (Create Form).
2. In the **FORM NAME** field, input a form name (required).

Form Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 25657 OCC --> 58 %

SELECT FUNCTION ==> 2

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==> LR13
REPORT NAME ==>
    
```

3. Press **Enter**. The system will display the Create Form Screen. This screen defines the general characteristics of the related report type.

Create Form Report General Information Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
CREATE FORM --> LR50 NOTES --> NO RECIPIENTS --> 0
----- REPORT GENERAL INFORMATION -----

FORM STATUS ==> HOLD IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPT NAME ==>
REPT DESC ==>

PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==>
RET. PERIOD ==> ARCHIVE RETENTION PERIOD ==>
REP. PRIORITY ==> 128 ARCHIVED R.I. ENTRY RETENTION ==>
FCB ==> PAGE LENGTH ==>
UCS ==> FIELD MASKING DEFINITION ==>
REPORT MODE ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3
    
```

Note: Only input data into, or change, the six fields described in the following table. Report loss could occur if any other field is changed.

Fields available for input on the Create Form Report General Information Screen:

Field	Description	Special Instructions
FORM STATUS	Form Status	Required. Defaults to HOLD . Valid input: ACTIVE HOLD

Field	Description	Special Instructions
		VERIFY
REPT NAME	Report Name	Required. Specifies the name of the report. Will display in the user's directory.
REPT DESC	Report Description	Specifies the report description. Will display in the user's directory.
RET. PERIOD	Retention Period	Specifies the retention period, or time period available for immediate online viewing. Maximum = +30 (30 days)
ARCHIVE/RESTORE GROUP NUMBER	Archive/ Restore Group Number	System required. Valid input is 1 .
ARCHIVE RETENTION PERIOD	Archive Retention Period	Specifies the retention period of the archived reports for this form. Reports in archived status may be restored for up to the maximum of three years and therefore viewed by the user. After the specified retention period reports will be deleted from archival support. (Retention periods do not have to be set to the maximum. Consider report content when determining retention period.)

The remaining fields on this screen are not available for use by agency RDS Administrators.

Recommended retention periods for reports run at various times:

Report Frequency	Recommended Retention Period
Daily	40 days
Weekly	60 days
Monthly	15 months
Quarterly	18 months
Yearly	3 years
Periodic	90 days

4. Complete the six fields available for input on the Create Form Report General Information Screen, as appropriate.

Create Form Report General Information Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  CREATE FORM --> LR50     NOTES --> NO                RECIPIENTS --> 0
-----
REPORT GENERAL INFORMATION -----
FORM STATUS      ==> ACTIVE      IDENTIFICATION FOR VERIFY    ==>
TOC DEFINITION  ==>              ATTRIBUTION TECHNIQUE       ==> STATIC
REPT NAME ==> DMR054
REPT DESC ==> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT      ==>              OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS         ==>              ARCHIVE/RESTORE GROUP NUMBER ==> 1
RET. PERIOD      ==> +30          ARCHIVE RETENTION PERIOD     ==> +15M
REP. PRIORITY    ==>              ARCHIVED R.I. ENTRY RETENTION ==>
FCB              ==>              PAGE LENGTH                  ==>
UCS              ==>              FIELD MASKING DEFINITION     ==>
REPORT MODE      ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
                  0 - NO LASER PARAMETERS
                  1 - IBM 3800
                  2 - XEROX L.P.S
                  3 - IBM 3800-3

```

5. Press **F8** (or **enter**) to let the system confirm the entries.

The RDS Administrator must now assign access to the report by attaching it to one or more users in RDS via the RACF ID (profile).

6. Press **F8** again to page forward to the Create Form General and Local Options for User Screen, the next screen in the process.

On the Create Form General and Local Options for User Screen, the RDS Administrator will attach a user to the new form just created.

7. In the **RECIPIENTS** field, input a valid RACF ID.

Note: ALL is a special recipient to define a public report available to all users if the RDS Administrator wishes to distribute a report in this manner.

Create Form General and Local Options for User Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
CREATE FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 1 OF 1
-----
RECIPIENT ==> DISCL01
    
```

8. Press **Enter**. RDS will retrieve and display the user’s processing options and authorizations from that his/her profile.

Create Form General and Local Options for User Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
CREATE FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 1 OF 1
-----
RECIPIENT ==> DISCL01 SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1 ==> MANUAL / DISTR. 2 ==> PAGE FMT ==>
REFORMATting ==> /
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
1 ==> ***** RECIPIENT (TOP/BOT) ==> 1 /
2 ==> CLASSROOM RDS MANAGER REPORT (TOP/BOT) ==> /
3 ==> WITH PACKET INDEX ==> YES
4 ==> OUTPUT LIMIT ==>
5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

9. Input the data in the available fields as needed to complete the user’s processing options and authorizations.
Note: Only input data into, or change, the four fields described in the following table.

Fields available for input on the Create Form General and Local Options for User Screen:

Field	Description	Special Instructions
DISTR. 1	Distribution	Required. Indicates how the report will be distributed to the user. Valid input: MANUAL – no system print, but report will be distributed to the user’s report directory for online viewing. AUTOMATIC/S – report distributed to the user’s directory and printed to the local printer specified in the user’s profile.
SPLIT REQUIRED	Split Required	Required. See details in table below.
HEADER LINES	Report Description	Retrieved. Identifies the recipient and location on the report banner page. Five lines are available.
The remaining fields on this screen are not available for use by agency RDS Administrators, as report loss could occur.		

The **SPLIT REQUIRED** field specifies if a report will be split for this user. When a report is split for a user, the user will only get sections of the report meeting a defined criterion.

The RDS Administrator has three input options for this field:

Input	Description
YES	Report split, as specified, for this user. Must define split report criteria to determine the report section(s). <i>See section 1103.6.14 Defining Split Criteria for criteria.</i>
NO	Report not split. The user will receive the entire report.
BUCKET	This user must receive any report sections not distributed to any other users of the form, due to unfulfilled split report criteria.

Note: When this option is changed from **YES** to **NO** or **BUCKET**, any existing split criteria will be deleted (after confirmation) for this user. The split bucket option causes a sizeable increase of space used by the EOS writer. For this reason, it is not advisable to use this option.

Create Form General and Local Options for User - Screen One (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
CREATE FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 1 OF 1
-----
RECIPIENT ==> DISCL01 SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1 ==> MANUAL / DISTR. 2 ==> /
REFORMATTING ==>
PAGE FMT ==>
NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
1 ==> ***** RECIPIENT (TOP/BOT) ==> 1 /
2 ==> CLASSROOM RDS MANAGER REPORT (TOP/BOT) ==> /
3 ==> WITH PACKET INDEX ==> YES
4 ==> OUTPUT LIMIT ==>
5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

10. Press **F8** to page forward to the second page of the Edit Form Screen.

Create Form General and Local Options for User - Screen Two (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
CREATE FORM --> LR50 - SYSTEM OUTPUT OPTIONS FOR RCP ----> 1 OF 1
-----
RECIPIENT --> DISCL01
REPT NAME --> DMR054
OUTPUT JOB SUBMISSION OPTIONS ( FROM : PROFILE )
JCL MODEL ==> WERDJC00 JOBNAME ==> CLS0000 NOTIFY ==>
ROOM ==> CLASS ==> MSGCLASS ==>
ACCOUNTING ==>
PGMR NAME ==> 'CLS' CLASS FOR LOG ==>
OTHER SYSTEM OUTPUT OPTIONS ( FROM : PROFILE )
DEST ==> PDAA2271 COPIES ==> OUTPUT CLASS (P/Q) ==> A / A
FORM ==> STD WRITER NAME ==>
OUTPUT REFERENCES ==> / / /
PRINT FORMAT (REP/SEP) ==> /
DATA SET NAME ==>
VOLUME SERIAL ==> SPACE (TYPE/PRIM/SEC) ==> / / /
UNIT TYPE ==> DISPOSITION ==> / / /
DCB BWD. REF. ==> CARRIAGE CTL ==> YES
    
```

Note: Do NOT make changes to this screen. The information shown is from the recipient's profile. Changing it on this panel will not change the recipient's profile. Changing information on the user's profile will change the information here and on other forms.

11. Press **F8** to add another user to this form.
12. Repeat steps six through nine until all users are attached.

13. If no other users are necessary, press **F3** to return to the Create Form Report and General Information Screen.
14. Press **F3** again to return to the Form Index Management Menu.

1103.6.4 Commands within Forms Management

While working in the Forms Index Management function, multiple commands are available to the user when accessing the Create Form, Select Form, or Edit Form options. Input the command on the Command Line from either the Report General Information Screen or the General and Local Options Screen. To determine commands available on a particular screen, press **F1** while viewing any RDS screen and the list of commands for that screen will display.

Commands used on the Report General Information Screen:

Command	Description
C user	Create a new user definition (replace recipient with the RACF ID); up to eight characters. If no recipient provided, input cancelled. Note: There is a space between C and recipient.
CAN/CAN/C	Cancel the modifications made since the last save and exit from this form.
COPY form ALL,SPL/SP,UALL,	Copy and save information from the form indicated (replace form with the form name). The following operands may be input after the form name and are optional. If used, they must be preceded by a comma: ALL – Copy the form and its user definitions. UALL – Copy the user definitions but not the form. R – Replace identically named user definitions. SPL/SP – Copy the split and basic user definitions. Note: There is a space between COPY and form . If an operand is used, insert a comma after form .
DELETE/DEL/D	Delete this form entry. Use in Edit Mode only.
L user	Display the user definition specified (replace user with RACF ID) or the first user if no user name specified; up to eight characters. Note: There is a space between L and user .
RECIPIENT NAME	Display the user definition specified (replace user with RACF ID) or the first user if no recipients specified; up to eight characters. Note: There is a space between U and user .
SAVE	Save the data input on this menu.
SORTU	Sort the users of this form alphabetically.
LISTRB	Display the form's user directory from the bottom.
LISTR	Display the form's user directory from the top.

Commands used on the General and Local Options Screen:

Command	Description
Copy user, form, SPL/SP	Copy the user definition specified, except user name (replace user with RACF ID and form with a form name). If form is omitted, current form is assumed. If SPL or SP is omitted, the splits are not copied.
AUTH	Skip to the first authorization panel for this user. No entry or change allowed on authorization screens.

Command	Description
C user	Create a new user definition (replace user with the RACF ID); up to eight characters. If no recipient provided, input cancelled. Note: There is a space between C and user .
CANCEL/CAN/C	Cancel the modifications from the last save and exit from this user definition.
DELETE/DEL/D	Delete this user definition from this form entry.
M + F7 or F8	Display the first (F7) or last (F8) user definition.
L user	Display the user definition specified (replace user with RACF ID) or the first user if no recipient specified; up to eight characters. Note: There is a space between L and user .
SPL nnn	Move to the nnnth frame of split report criteria or to the first one if no number is input (nnn = numeric value from 0 to 999, preceded by one blank). If the number specified exceeds the number of split definitions available, the last frame of split criteria displays. Note: There is a space between SPL and nnn .

1103.6.5 Form Index Management – Select Form

The Select Form function allows the user to view characteristics of a particular form without edit capabilities. Select Form is an inquiry function.

To view a form using the Select Form function, from the Form Index Management Menu:

1. In the **SELECT FUNCTION** field, input **3** (Select Form).
2. In the **FORM NAME** field, input the name of a form.

Form Index Management Menu (example data input selecting form LR32 for inquiry)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 25661 OCC --> 59 %

SELECT FUNCTION ==> 3

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==> LR32
REPORT NAME ==>
    
```

3. Press **Enter**. The system will display the Select Form Report General Information Screen.

Select Form Report General Information Screen

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  SELECT FORM --> LR32     NOTES --> NO                RECIPIENTS --> 22
-----
FORM STATUS -----> ACTIVE      IDENTIFICATION FOR VERIFY ----->
TOC DEFINITION ---->              ATTRIBUTION TECHNIQUE -----> STATIC
REPT NAME --> DAILY DETAIL
REPT DESC --> DAILY DETAIL FROM PRIOR DAY

PAGE FORMAT ----->              OUTPUT OPTIONS AT FORM LEVEL ---> NO
VERSIONS ----->              ARCHIVE/RESTORE GROUP NUMBER ---> 1
RETENTION PERIOD -> +30          ARCHIVE RETENTION PERIOD -----> +3Y
REPORT PRIORITY --> 128          ARCHIVED R.I. ENTRY RETENTION -->
FCB ----->              PAGE LENGTH ----->
UCS ----->              FIELD MASKING DEFINITION ----->
REPORT MODE -----> STDLINE
E-MAIL CONTENTS / PRIORITY ---> NODATA / N
LASER PRINTER TYPE ---> 0
                          0 - NO LASER PARAMETERS
                          1 - IBM 3800
                          2 - XEROX L.P.S
                          3 - IBM 3800-3
    
```

4. Press **F8** to page forward to the Select Form General and Local Options for User Screens. These screens display information regarding each user attached to the form.

Select Form General and Local Options for User - Screen One (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  SELECT FORM --> LR32     -GENERAL AND LOCAL OPTIONS FOR RCP --> 1 OF 22
-----
RECIPIENT --> DISCL01                SPLIT REQUIRED --> NO
REPT NAME --> DAILY DETAIL
DESC --> DAILY DETAIL FROM PRIOR DAY
DISTR. 1 -----> MANUAL / DISTR. 2 ---> / PAGE FMT --> /
REFORMATTING ---->
NOMAIL REPORT --> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES              NUMBER OF SEPARATORS
  1 --> ***** RECIPIENT (TOP/BOT) -> 1 /
  2 --> CLASSROOM RDS MANAGER REPORT (TOP/BOT) -----> /
  3 -->
  4 -->
  5 --> ***** WITH PACKET INDEX -----> YES
                          OUTPUT LIMIT ----->
                          DELETE AFTER EXTRACT -> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID --> PDAA2271
MAX LINES/PAGE -----> HOLD REQUEST -----> NO PRIORITY -----> 2
COPIES -----> ALIGNMENT L/P -----> ALIGNMENTS ----->
PRINT FORMAT (REP/SEP) --> /
    
```

Information found on the General and Local Options for User Screens for each user includes:

- Recipient
- Type of distribution assigned
- SPLIT authorization and definition
- Header information
- Printer destination, if defined

5. Press **F8** as many times as necessary to page forward through the user profiles attached to the form or use a command on the Command Line to find the desired user.
6. Press **F3** to return to the Select Form Report General Information Screen when inquiry is complete.
7. Press **F3** again to return to the Form Index Management Menu.

1103.6.6 Form Index Management – Edit Form

The Edit Form function allows the RDS Administrator to make changes to the form. This includes updating various fields on the form record and adding new users to the form.

To edit a particular form from the Form Index Menu:

1. In the **SELECT FUNCTION** field, input **4** (Edit Form).
2. In the **FORM NAME** field, input the desired form name.

Form Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT-   FORM ENTRIES --> 24643   OCC --> 84 %

  SELECT FUNCTION ==> 4

                                1 - FORM DIRECTORY
                                2 - CREATE FORM
                                3 - SELECT FORM
                                4 - EDIT FORM
                                5 - FORM INDEX INFORMATION

FORM NAME ==> LR50
REPT NAME ==>

```

3. Press **Enter**. The system will display the Edit Form Report General Information Screen.

Edit Form Report General Information Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      NOTES --> NO                      RECIPIENTS --> 2
-----
REPORT GENERAL INFORMATION -----
FORM STATUS      ==> ACTIVE      IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION  ==>              ATTRIBUTION TECHNIQUE   ==> STATIC
REPT NAME ==> DMR054
REPT DESC ==> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT      ==>              OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS         ==>              ARCHIVE/RESTORE GROUP NUMBER ==> 5
RET. PERIOD      ==> +30          ARCHIVE RETENTION PERIOD    ==> +15M
REP. PRIORITY    ==> 128          ARCHIVED R.I. ENTRY RETENTION ==>
FCB              ==>              PAGE LENGTH                ==>
UCS              ==>              FIELD MASKING DEFINITION    ==>
REPORT MODE      ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
                    0 - NO LASER PARAMETERS
                    1 - IBM 3800
                    2 - XEROX L.P.S
                    3 - IBM 3800-3
    
```

Fields available for edit on the Report General Information Screen:

- **FORM STATUS**
- **REPT NAME**
- **REPT DESC**
- **RET. PERIOD**
- **ARCHIVE RETENTION PERIOD**

See section 1103.6.3 Form Index Management – Create Form for details about the fields available for edit.

4. Input necessary changes.
5. Press **F8** to page to the Edit Form General and Local Options for User Screen One.

Edit Form General and Local Options for User - Screen One (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 1 OF 2
-----
RECIPIENT ==> DISCL01 SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1 ==> MANUAL / DISTR. 2 ==> / PAGE FMT ==> /
REFORMATTING ==>
NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
1 ==> ***** RECIPIENT (TOP/BOT) ==> 1 /
2 ==> CLASSROOM RDS MANAGER REPORT (TOP/BOT) ==> /
3 ==> WITH PACKET INDEX ==> YES
4 ==> OUTPUT LIMIT ==>
5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

6. Press **F8**. The system will display the Edit Form General and Local Options for User Screen Two.

Edit Form General and Local Options for User - Screen Two (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 - SYSTEM OUTPUT OPTIONS FOR RCP ----> 1 OF 2
-----
RECIPIENT --> DISCL01
REPT NAME --> DMR054
OUTPUT JOB SUBMISSION OPTIONS ( FROM : PROFILE )
JCL MODEL ==> WERDJC00 JOBNAME ==> CLS0000 NOTIFY ==>
ROOM ==> CLASS ==> MSGCLASS ==>
ACCOUNTING ==>
PGMR NAME ==> 'CLS' CLASS FOR LOG ==>
OTHER SYSTEM OUTPUT OPTIONS ( FROM : PROFILE )
DEST ==> PDAA2271 COPIES ==> OUTPUT CLASS (P/Q) ==> A / A
FORM ==> STD WRITER NAME ==>
OUTPUT REFERENCES ==> / / /
PRINT FORMAT (REP/SEP) ==> /
DATA SET NAME ==>
VOLUME SERIAL ==> SPACE (TYPE/PRIM/SEC) ==> / / /
UNIT TYPE ==> DISPOSITION ==> / / /
DCB BWD. REF. ==> CARRIAGE CTL ==> YES
    
```

Each recipient has two screens of profile information retrieved. Do **NOT** change recipient profile information on this page. If changes are necessary, change the information on the user's profile using the Edit Profile function. **See section 1102.3 Profile Management - Form Group Profiles for details regarding the Edit Profile function.**

7. Press **F8**. If the user does not have a defined split, the next user will display. If the user has a defined split, a third screen will display. The information on this screen can be updated.
8. Press **F12** to page forward to the next user.
9. Press **F3** twice to return to the Form Index Management Menu once necessary changes to all users are complete.

1103.6.7 Adding a New User to a Form

The RDS Administrator may add a new user to the form while in Edit Mode. To add a new user, go to the bottom of the list of current users and add the new user's RACF ID in the appropriate field.

To add a new user to a form from the Edit Form Report and General Options Screen:

1. While viewing any screen within the Edit Form option, input **BOT** on the Command Line.

Edit Form Report and General Options Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> BOT
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      NOTES --> NO                RECIPIENTS --> 2
-----
REPORT GENERAL INFORMATION -----
FORM STATUS      ==> ACTIVE      IDENTIFICATION FOR VERIFY      ==>
TOC DEFINITION  ==>              ATTRIBUTION TECHNIQUE          ==> STATIC
REPT NAME ==> DMR054
REPT DESC ==> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT      ==>              OUTPUT OPTIONS AT FORM LEVEL  ==> NO
VERSIONS         ==>              ARCHIVE/RESTORE GROUP NUMBER  ==> 5
RET. PERIOD      ==> +30          ARCHIVE RETENTION PERIOD      ==> +15M
REP. PRIORITY    ==> 128          ARCHIVED R.I. ENTRY RETENTION ==>
FCB              ==>              PAGE LENGTH                    ==>
UCS              ==>              FIELD MASKING DEFINITION      ==>
REPORT MODE      ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
                    0 - NO LASER PARAMETERS
                    1 - IBM 3800
                    2 - XEROX L.P.S
                    3 - IBM 3800-3
    
```

2. Press **Enter**. The system will display profile of the last recipient attached to the form. The numbers in the top right corner (**# of #**) indicate the number of recipients currently attached to this form.

Edit Form General and Local Options for User Screen One (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 2 OF 2
-----
RECIPIENT ==> DISCL22 SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1 ==> MANUAL / DISTR. 2 ==> / PAGE FMT ==>
REFORMATTING ==>
NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES NUMBER OF SEPARATORS
1 ==> *** CLASS ***** RECIPIENT (TOP/BOT) ==> 1 /
2 ==> CLASSROOM REPORT (TOP/BOT) ==> /
3 ==> MS. TRAINER WITH PACKET INDEX ==> YES
4 ==> ROOM B101 OUTPUT LIMIT ==>
5 ==> ***** DELETE AFTER EXTRACT ==> NO
LOCAL OUTPUT OPTIONS ( FROM : PROFILE )
LOCAL PRINTER ID ==> LOCAL
MAX LINES/PAGE ==> HOLD REQUEST ==> NO PRIORITY ==> 2
COPIES ==> ALIGNMENT L/P ==> ALIGNMENTS ==>
PRINT FORMAT (REP/SEP) ==> /
    
```

3. Press **F12**. The system will display the Edit Form General and Local Options for Recipient Screen with a blank **Recipient NAME** field.
4. In the **Recipient NAME** field, input the valid RACF ID (profile) of the new user.

Edit Form General and Local Options for User Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 - GENERAL AND LOCAL OPTIONS FOR RCP > 3 OF 3
-----
RECIPIENT ==> DISCL22
    
```

5. Press **Enter**. The system will display the Edit Form General and Local Options for Recipient Screen showing the retrieved profile of the new recipient.

Edit Form General and Local Options for User Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      - GENERAL AND LOCAL OPTIONS FOR RCP >   3 OF 3
-----
RECIPIENT ==> DISCL21                      SPLIT REQUIRED ==> NO
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
DISTR. 1   ==> MANUAL / DISTR. 2 ==> /
REFORMATTING ==>
PAGE FMT ==>
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE ) NOMAIL REPORT ==> NO
HEADER LINES              NUMBER OF SEPARATORS
  1 ==> *****
  2 ==> CLASSROOM RDS MANAGER
  3 ==>
  4 ==>
  5 ==> *****
  RECIPIENT (TOP/BOT) ==> 1 /
  REPORT (TOP/BOT) ==> /
  WITH PACKET INDEX ==> YES
  OUTPUT LIMIT ==>
  DELETE AFTER EXTRACT ==> NO
  ( FROM : PROFILE )
LOCAL OUTPUT OPTIONS
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==>
COPIES ==>
PRINT FORMAT (REP/SEP) ==>
HOLD REQUEST ==> NO PRIORITY ==> 2
ALIGNMENT L/P ==> ALIGNMENTS ==>
  
```

6. Press **Enter** to attach the profile to the form.

Though the display does not change, the new user is now attached to the form. The next time this report runs, this user will receive this report in his/her Report Directory.

To cancel any activity on this screen, complete the following steps:

1. On the Command Line, input **CAN**.
2. Press **Enter**.

The system will return to the Edit Form Report General Information Screen.

Note: If the **CAN** command is used before **Enter** is pressed to attach the user, the addition will be cancelled, and the user will not be added to the form.

1103.6.8 Form Index Management – Form Index Information

The Form Index Information option displays a screen that describes the physical characteristics of the Form Index currently accessed, as well as statistical information of its contents. Any Forms Index manager has access to this function.

To access the Form Index Information Screen from the Form Index Management Menu:

1. In the **SELECT FUNCTION** field, input **5** (Form Index Information).

Form Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 24643 OCC --> 84 %

SELECT FUNCTION ==> 5

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==>
REPT NAME ==>
    
```

2. Press **Enter**. The system will display the Form Index Information Screen.

Form Index Information Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX INFORMATION-

- FORM INDEX CHARACTERISTICS -

DEVICE TYPE -----> 3390 NUMBER OF DATA BLOCKS --> 218799
BLOCKSIZE -----> 6144-2048/U NUMBER OF USED BLOCKS --> 184144
ALLOCATION -----> 700 CYL FORM INDEX OCCUPANCY --> 84 %
NUMBER OF VOLUMES -----> 1 SPACE THRESHOLD -----> 95 %

- DIRECTORY CHARACTERISTICS -

MAX. NUMBER OF FORMS ---> 25048 DIRECTORY THRESHOLD ----> 95 %
NUMBER OF USED FORMS ---> 24643 DIRECTORY OCCUPANCY ----> 98 %

LAST INITIALIZATION --> 03/06/25 (25065) 11.12
LAST REORGANIZATION --> NONE NO. OF REORG ---> 0
    
```

This screen is for informational purposes only. All fields on this screen are protected and cannot be changed.

Descriptions of fields on the Form Index Information Screen:

Field	Description	Special Instructions
DEVICE TYPE	Device Type	Type of device on which the Forms Index resides.

Field	Description	Special Instructions
BLOCKSIZE	Block Size	Block size allocated to the Forms Index. Corresponds to the record length used for this directory. Data block length, or record length, used for the data area of the Forms Index.
ALLOCATION	Space Allocation	Space allocated to the Forms Index, in cylinders and/or tracks.
NUMBER OF VOLUMES	Number of Volumes	Number of volumes allocated to the Form Index.
NUMBER OF DATA BLOCKS	Number of Data Blocks	Number of blocks initialized for recording laser parameters, the forms, and their user definitions.
NUMBER OF USED BLOCKS	Number of Used Data Blocks	Number of blocks currently occupied by data.
FORMS INDEX OCCUPANCY	Forms Index Occupancy	Percentage of Forms Index space used.
SPACE THRESHOLD	Space Threshold	Critical occupancy threshold for the Forms Index.
MAX. NUMBER OF FORMS	Maximum Number of Forms	Number of form entries assigned to the directory at initialization.
NUMBER OF USED FORMS	Number of Used Forms	Number of form entries currently occupied in the directory.
DIRECTORY THRESHOLD	Directory Threshold	Critical occupancy threshold for the directory of the Forms Index.
DIRECTORY OCCUPANCY	Directory Occupancy	Percentage of directory currently occupied.
LAST INITIALIZATION	Last Initialization	Date and time when directory was last initialized.
LAST REORGANIZATION	Last Reorganization	Date and time when directory was last reorganized. Directory reorganizations take place automatically when there is no free entry left to add a form within a directory block.
NO. OF REORG	Number of Reorganizations	Number of directory reorganizations since the Forms Index was last initialized.

3. Press **F3** to return to the Form Index Management Menu when inquiry is complete.

1103.6.9 List User Command

The RDS Administrator can view a list of users attached to a form by using the List User command. This may be useful when determining if users need to be added or deleted from a form.

To access a listing of users attached to a particular form from the Form Index Management Screen:

1. From the Form Index Management screen, input **3** (Select Form) or **4** (Edit Form).
2. Input **FORM NAME** or **FORM NAME and REPORT NAME**

Form Index Management Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT- FORM ENTRIES --> 25657 OCC --> 58 %

SELECT FUNCTION ==> 4

1 - FORM DIRECTORY
2 - CREATE FORM
3 - SELECT FORM
4 - EDIT FORM
5 - FORM INDEX INFORMATION

FORM NAME ==>
REPORT NAME ==>
    
```

3. Press **Enter**. The system will display the Edit Form Report General Information Screen.
4. On the Command Line of the Edit Form Report General Information screen, input **LISTR**

Edit Form Report General Information Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> listr
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR50 NOTES --> NO RECIPIENTS --> 2
----- REPORT GENERAL INFORMATION -----

FORM STATUS ==> ACTIVE IDENTIFICATION FOR VERIFY ==>
TOC DEFINITION ==> ATTRIBUTION TECHNIQUE ==> STATIC
REPT NAME ==> DMR054
REPT DESC ==> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT ==> OUTPUT OPTIONS AT FORM LEVEL ==> NO
VERSIONS ==> ARCHIVE/RESTORE GROUP NUMBER ==> 5
RET. PERIOD ==> +30 ARCHIVE RETENTION PERIOD ==> +15M
REP. PRIORITY ==> 128 ARCHIVED R.I. ENTRY RETENTION ==>
FCB ==> PAGE LENGTH ==>
UCS ==> FIELD MASKING DEFINITION ==>
REPORT MODE ==> STDLINE
E-MAIL CONTENTS / PRIORITY ==> NODATA / N
LASER PRINTER TYPE ==> 0
0 - NO LASER PARAMETERS
1 - IBM 3800
2 - XEROX L.P.S
3 - IBM 3800-3
    
```

5. Press **Enter**. The system will display the User List of Form Screen. On this screen is the number of current users attached to a form as well as the recipients.
Note: Not all recipients may display on one screen. Press **F8** to page forward and view additional users, if applicable.

User List of Form Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
RECP LIST OF FORM -> LR50  DMR054
A RECIPIENT-----REPORT NAME-----DISTR--SPLS
***** TOP OF DIRECTORY *****
DISCL01                DMR054                MANUAL  NONE
DISCL22                DMR054                MANUAL  NONE
***** END OF DIRECTORY *****
RCP(S) -> 2
    
```

If the user accesses this screen using the select mode, all screens are in inquiry view only. If the recipient accesses this screen using the Edit Mode, deletions and changes are permissible. Column descriptions for the RECP(s) List of Form Screen:

Column Heading	Description	Special Instructions
A	Action Column	Valid input: D - Delete User S - Select User
RECIPIENT Name	Recipient Name	The RACF ID of a user attached to this report.
REPORT NAME	Report Name	Name of the report.
DEST	Destination	The PRINTER DESTINATION field may be LOCAL or contain the identification number of a local printer.
CLASS	Output Class	Should be set to A .
O FORM	Output Form	Refers to paper size when printing. Values in this field may read STD for standard 8.5 x 11-inch paper or may read 14 x 8 .
DISTR	Distribution Method	DEFER/S - the report will be printed as part of a batch job. MANUAL - the report will display on this user's screen and may or may not be printed.
SPLITS	Splits	Indicates if splits have been set up on a form for a user.

1103.6.10 Deletion of Forms

It is possible to delete a form. When a form is deleted, it results in the deletion of that form entry and all user definitions attached to the form.

To delete a form from the Form Index Management Screen:

1. In the **SELECT FUNCTION** field, input **1** (Form Directory).

Form Index Management Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
-FORM INDEX MANAGEMENT-   FORM ENTRIES --> 24643  OCC --> 84 %

  SELECT FUNCTION ==> 1

                        1 - FORM DIRECTORY
                        2 - CREATE FORM
                        3 - SELECT FORM
                        4 - EDIT FORM
                        5 - FORM INDEX INFORMATION

FORM NAME ==>
REPT NAME ==>
    
```

2. Press **Enter**. The system will display the Form Directory.
3. In the **A** (Action) column of the form to delete, input **D**.

Form Directory Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
-FORM DIRECTORY-          FORM ENTRIES --> 24644  OCC --> 84 %
A--FORM-----ST-REPORT NAME-----RCP(S)-VN/RETPD--A.RETPD-LAST UPDATE----BY USER-
***** TOP OF DIRECTORY *****
LR01      DMAR054          25      +30      +3Y 12/07/23 16.05 DISCL01
LR02      DMAR01          24      +30      +3Y 04/24/24 09.53 DISCL01
LR03      DTHR04          21      +30      +3Y 11/30/12 14.48 EBH
LR04      DTHR01          21      +30      +3Y 11/30/12 15.18 EBH
LR05      HO POSTED JT'S DCF 21      +30      +3Y 08/07/13 11.16 DISCL01
LR06      HO APPROP. LDGR DCF 22      +30      +3Y 08/12/11 14.23 DISCL05
LR07      HO EXPEND. RPT. DCF 21      +30      +3Y 08/12/11 14.23 DISCL05
LR08      DMAR01          7       +30      08/07/13 11.12 DISCL01
LR09      DMAR054          1       +30      08/07/13 11.24 DISCL01
LR10      DTHR04          1       +30      05/19/08 13.35 JBK
D LR11      IMMEDIATE REPORT 1       +30      +3Y 08/26/10 11.44 DISCL01
LR13      DMAR054          1       +30      +15M 01/28/21 11.21 DISCL05
LR21      DAPR01          21      +30      +3Y 08/03/11 10.21 DISCL02
LR22      DARR01          21      +30      +3Y 08/03/11 10.22 DISCL02
LR23      DENR03          21      +30      +3Y 08/02/11 15.22 DISCL02
LR24      DENR04          21      +30      +3Y 08/02/11 15.24 DISCL02
LR25      DCCR01          22      +30      +3Y 08/02/11 15.26 DISCL02
LR26      DRVL01          21      +30      +3Y 08/02/11 15.27 DISCL02
LR27      DRVRO1          21      +30      +3Y 08/02/11 15.28 DISCL02
    
```

4. Press **Enter**. The system will display the Form Delete Confirmation Screen.
5. On the Command Line:
 - a. Input **Y** or **YES** to confirm the request; **OR**
 - b. Input **C** or **CAN** to cancel the request.

Form Delete Confirmation Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> Y
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM DELETE CONFIRMATION-

A-FORM-----ST--REPORT NAME-----RCP(S)-VN/EXPDT--A.EXPDT-LAST UPDATE-----BY USER-
LR13          DMAR054                1      +30      +15M 01/28/21 11.21 DISCL05
    
```

6. Press **Enter**. The system will display the Form Delete Result Screen. The **ACTION** field will either:
 - a. Confirm the form deletion; **OR**
 - b. Indicate the request was bypassed.

Form Delete Result Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
-FORM DELETE RESULT-

A-FORM-----ST--REPORT NAME-----RCP(S)-----ACTION-----
LR13          DMAR054                1      DELETED
    
```

A form can also be deleted while in Edit Mode.

To delete a form from the Report General Information Screen:

1. On the Command Line, input **DEL**.

Edit Form Report General Information Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==> DEL
-FORM INDEX --> FINDX RDSP70 D.SYP.RSD.PROD.FINDX
  SELECT FORM --> LR50  NOTES --> NO RECIPIENTS --> 2
-----
REPORT GENERAL INFORMATION -----
FORM STATUS -----> ACTIVE IDENTIFICATION FOR VERIFY ----->
TOC DEFINITION ---> ATTRIBUTION TECHNIQUE -----> STATIC
REPT NAME --> DMR054
REPT DESC --> SCHEDULE ALLT BAL LEVEL 4

PAGE FORMAT -----> OUTPUT OPTIONS AT FORM LEVEL ---> NO
VERSIONS -----> ARCHIVE/RESTORE GROUP NUMBER ---> 5
RETENTION PERIOD --> +30 ARCHIVE RETENTION PERIOD -----> +15M
REPORT PRIORITY --> 128 ARCHIVED R.I. ENTRY RETENTION -->
FCB -----> PAGE LENGTH ----->
UCS -----> FIELD MASKING DEFINITION ----->
REPORT MODE -----> STDLINE
E-MAIL CONTENTS / PRIORITY ---> NODATA / N
LASER PRINTER TYPE ---> 0
                                0 - NO LASER PARAMETERS
                                1 - IBM 3800
                                2 - XEROX L.P.S
                                3 - IBM 3800-3

```

2. Press **Enter**. The system will display a confirmation menu.
3. The RDS Administrator must confirm or deny all deletion requests:
 - a. To confirm a form deletion request, input **YES** or **Y** on the Command Line. Once the confirmation is processed, the form is deleted and cannot be retrieved; **OR**
 - b. To cancel the deletion request, input **CAN** on the Command Line. Cancellations are only possible before the confirmation is processed.
4. Press **Enter**. The Form Directory will display.

1103.6.11 Splitting Reports

In RDS, reports may be split (separated into parts) and the separated portions of the report distributed to individual users. For example, instead of sending an entire report to a particular user, only the portion relevant to that user's job would display in his/her Report Directory.

The information displayed in a report's header record is used to define a split for that report. Each report will have different header information, but a typical FLAIR report will have data in its header that repeats.

A split may be set up when initially creating a form or when editing an established form. Before splitting a report, *see section 1103.6.14 Defining Split Criteria* to determine the correct criteria for input.

1103.6.12 Splitting Reports When Creating Form

To set up a split for an RDS report when initially creating the form, from the General and Local Options for User Screen One:

1. In the **SPLIT REQUIRED** field, input **YES**.
2. Update other fields as necessary.

Create Form General and Local Options for User - Screen One (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP70 D.SYP.RSD.PROD.FINDX
  EDIT FORM --> LR50      - GENERAL AND LOCAL OPTIONS FOR RCP >   1 OF 2
-----
RECIPIENT ==> DISCL01
REPT NAME ==> DMR054
DESC ==> SCHEDULE ALLT BAL LEVEL 4
                                           PAGE FMT ==>
DISTR. 1      ==> MANUAL / DISTR. 2 ==> /
REFORMATTING ==>
                                           NOMAIL REPORT ==> NO
REPORT OUTPUT DESCRIPTION ( FROM : PROFILE )
HEADER LINES
  1 ==> *****
  2 ==> CLASSROOM RDS MANAGER
  3 ==>
  4 ==>
  5 ==> *****
                                           NUMBER OF SEPARATORS
                                           RECIPIENT (TOP/BOT) ==> 1 /
                                           REPORT (TOP/BOT) ==> /
                                           WITH PACKET INDEX ==> YES
                                           OUTPUT LIMIT ==>
                                           DELETE AFTER EXTRACT ==> NO
                                           ( FROM : PROFILE )
LOCAL OUTPUT OPTIONS
LOCAL PRINTER ID ==> PDAA2271
MAX LINES/PAGE ==>
COPIES ==>
PRINT FORMAT (REP/SEP) ==>
                                           HOLD REQUEST ==> NO
                                           ALIGNMENT L/P ==> /
                                           PRIORITY ==> 2
                                           ALIGNMENTS ==>
    
```

3. Press **F8** twice to display the Split Report Criteria for User Screen.
4. Complete as described in *section 1103.6.14 Defining Split Criteria*.

1103.6.13 Splitting Reports When Editing Form

To set up a split when editing an established form:

1. Put the form in Edit Mode as described in *section 1103.6.6 Form Index Management – Edit Form*.
2. From the Report General Information Screen, press **F8** to access the first user screen.
3. Press **F12** to page forward to find the user ID requiring edit, or to add a new user.
4. In the **SPLIT REQUIRED** field on the General and Local Options for User Screen One, input **YES**.
5. Update other fields as necessary.
6. Press **F8** twice to display the Split Report Criteria for User Screen.
7. Complete as described in *section 1103.6.14 Defining Split Criteria*.

1103.6.14 Defining Split Criteria

In order to program a split, it is necessary to run the report once (as an immediate report) before defining the split criteria. By doing this, the column and line position(s) of the split criteria can be determined.

Only the information displayed in a report's header record should be used to define a split for that report.

To determine the exact record (line) and column where the split argument resides, display the report online. RDS follows Boolean logic when processing split criteria and reads reports left to right, top to bottom.

With the report displayed:

1. On the Command Line, input **DISP CC;HR** (this means Display Carriage Control/Header Record - two commands at once).
2. Place the cursor in the report heading, below the line where the ruler needs to display.

Display View (with example data input)

PF 1/13 HELP-COMMAND ==> DISP CC;HR					
REPORT NAME-> DMAR055		FORM-> LR30	LINES-> 199	PAGES-> 11	
S.F. 22	S.P. 01	S -> 001	E -> 132	L 0000000001 P 000000001	
----- TOP OF REPORT -----					
DMAR055-18 AS OF 07/30/13		85000000000 SCHEDULE OF ALLOTMENT BALANCES BY FUND LEVEL 5 SUMMARY JULY 30, 2013			
85 FLAIR EDUCATION					
8500 FLAIR EDUCATION					
80 9 111111 FUND NOT ON FILE					
00000000 00 BE IBI NOT ON TITLE FILE					
8500 00 00 000 FLAIR EDUCATION					
OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-YTD	ENCUMBRANC	
000000	0.00	550.00-	550.00-	0.	
** APPRO 060000 TOTAL	0.00	550.00-	550.00-	0.	
*** ORG LEVEL TOTAL	0.00	550.00-	550.00-	0.	
=====					

3. Press **Enter**. The system will display a columnar ruler across the page for counting the columns, and a grid down the left side of the page for determining the lines.

Display View (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR055      FORM-> LR30      LINES-> 199      PAGES-> 11
S.F.      21      S.P.      01      S -> 001      E -> 129      L 0000000001 P 000000001
-----
                        ---- TOP OF REPORT ----
8B
09 DMAR055-18 AS OF 07/30/13      85000000000
09                                SCHEDULE OF ALLOTMENT BALANCES BY FUND
09                                LEVEL 5 SUMMARY
09                                JULY 30, 2013
09 85 FLAIR EDUCATION
09 8500 FLAIR EDUCATION
09 80 9 111111 FUND NOT ON FILE
C  -----10-----20-----30-----40-----50-----60-----70-----80-----90-----
09 00000000 00 BE IBI NOT ON TITLE FILE
19 8500 00 00 000 FLAIR EDUCATION
11 OBJECT DESCRIPTION      ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD      ENCUMBR
09 000000      0.00      550.00-      550.00-
09 -----
09 ** APPRO 060000 TOTAL      0.00      550.00-      550.00-
09 -----
09 *** ORG LEVEL TOTAL      0.00      550.00-      550.00-
09 =====
09

```

4. Within the header information of the displayed report, determine the data item (a code, for example) that will define the split.
5. Then determine, by counting, the column (across) and line number (down) where that item resides.

Note: The codes **8B** (page break), and **C** (ruler) should not be counted. Count all other codes as lines.

In this example, this report needs to be split so that a user will receive only sections of the report that have fund = 80 9 111111. Notice that this fund information resides on the seventh line of the header where the fund information code **80 9 111111** is located. The code **80 9 111111** begins in column one beginning with the first dash to the right of the C.

Display View (determining where the information appears in the report)

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR055      FORM-> LR30      LINES-> 199      PAGES-> 11
S.F.      21      S.P.      01      S -> 001      E -> 129      L 0000000001 P 000000001
-----
                        ---- TOP OF REPORT ----
8B
09 DMAR055-18 AS OF 07/30/13      85000000000
09                                SCHEDULE OF ALLOTMENT BALANCES BY FUND
09                                LEVEL 5 SUMMARY
09                                JULY 30, 2013
09 85 FLAIR EDUCATION
09 8500 FLAIR EDUCATION
09 80 9 111111 FUND NOT ON FILE
C  -----10-----20-----30-----40-----50-----60-----70-----80-----90-----
09 00000000 00 BE IBI NOT ON TITLE FILE
19 8500 00 00 000 FLAIR EDUCATION
11 OBJECT DESCRIPTION      ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-YTD      ENCUMBR
09 000000      0.00      550.00-      550.00-
09 -----
09 ** APPRO 060000 TOTAL      0.00      550.00-      550.00-
09 -----
09 *** ORG LEVEL TOTAL      0.00      550.00-      550.00-
09 =====
09

```

The RDS Administrator now has the settings needed to set the split for the fund code **80 9 111111**.

- Criteria = **80 9 111111**

- Column = 1
 - Line = 7
6. Press **F3** several times to exit the report and return to the Primary Menu.
 7. In the **SELECT OPTION** field, input **6** (Form Index Management).
 8. Retrieve the General and Local Options for User Screen by selecting **2** (Create Form) or **4** (Edit Form) and the FORM ID.
 9. On the Command Line of the form, input **LISTR** to retrieve a list of users attached to the form.
 10. Press **Enter**.
 11. Press **Tab** to position the cursor in front of the user ID needing the split report.
 12. In the **A** (Action) column in front of the user ID, input **S** to select.
 13. Press **Enter**. This will display the Edit Form Screen.
 14. Ensure that the **SPLIT REQUIRED** field reads **YES** on the Edit Form Screen. If necessary, input **YES** in the field and press **Enter**.
 15. Press **F8** twice to display the Edit Form Split Report Criteria for User Screen.

On this screen, the RDS Administrator will define one split criteria argument for the desired report. In this case, the criteria is the fund code **80 9 111111** within the header. This split would pull report information for this user when **80 9 111111** begins in column one and line seven of a report and ending when **80 9 111111** is no longer in column one and line seven of the report.

Edit Form Split Report Criteria for User Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR13 - SPLIT REPORT CRITERIA FOR USER -----> 1 OF 1
-----
USER NAME -----> DISCL22 REPORT NAME -----> DMAR054
RECURSIVE ==> YES SPLIT -> 1 OF 1
-----
| AND / OR | COND. | START ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> OR ==> EQ ==> 80 9 111111_____ ==> 1 ==> 7 ==> P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
-----
| AND / OR | COND. | END ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> ==> NE ==> 80 9 111111_____ ==> 1 ==> 7 ==> -1P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>

```

The following fields on the Edit Form Split Report Criteria for User Screen should be input:

Field	Description	Special Instructions
RECURSIVE	Recursive	Defines whether the criteria could recur throughout a report. Valid input: YES NO
AND/OR	And/ Or	Defines how the criteria must meet conditions. Valid input: AND – Must meet more than one specified condition. OR – Meets one of multiple specified conditions.
COND	Condition	Specifies condition to use for comparison of report data with search argument. Valid input: LE – Less than or equal to LT – Less than EQ – Equal to NE – Not equal to GE – Greater than or equal to GT – Greater than
START ARGUMENT	Start Argument	Indicates the criteria in the header record starting a report section for the user. Input exactly as it appears in the report header, including trailing spaces.
AT COL.	Argument At Column	Specifies a column number on report where argument is located. Valid input: Numeral from 1 to XXX , where XXX = the last column of the particular report.
AT REC.	Argument At Record	Specifies a line number on report where argument is located. Valid input: Numeral from 1 to XX , where XX = last line in header record.
OFFSET	Offset	Specifies start/end of report section user is to receive. Valid input: P – Top of page where criteria is found. nnP – Bottom of page where criteria is no longer found, plus number of pages requested. -nnP – Bottom of page where criteria is no longer found, minus number of pages requested. Note: nn = numeral from 1 to 99.
END ARGUMENT	End Argument	Indicates the criteria in the header record ending a report section for the user. Input exactly as it appears in the report header, including trailing spaces.

One frame (as seen above) defines the arguments for determining the start and end of a single report section. The RDS Administrator may define up to 255 sets of split report criteria, with each set in its own frame.

16. Define split report criteria in the order in which it occurs in the report, from the top down.
17. Press **Enter** to confirm the split definition.
18. Press **F8** to add another split or **F3** to exit out of the screen.

1103.6.15 Commands for the Split Report Criteria Screen

Several commands are available on the Edit Form Split Criteria Report for User Screen.

Commands available for use on the Edit Form Split Criteria Report for User Screen:

Command	Description
ADD	Add a split definition after the current one.
DDB	Add a split definition before the current one.
CAN	Cancel the modified data for this split and return to the form's Report General Information Screen.
DEL	Delete this split definition.

To initiate a command:

1. On the Command Line, input the command.
2. Press **Enter**.

For example, if the RDS Administrator wants to delete a split, he/she would complete the following steps:

1. On the Command Line of the Split Report Criteria for User Screen, input **DEL**.

Edit Form Split Report Criteria for User Screen (with example data input)

```

PF 1/13 HELP COMMAND ==> DEL
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
EDIT FORM --> LR13 - SPLIT REPORT CRITERIA FOR USER -----> 1 OF 1
-----
USER NAME -----> DISCL22 REPORT NAME -----> DMAR054
RECURSIVE ==> YES SPLIT -> 1 OF 1
-----
| AND / OR | COND. | START ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> ==> EQ ==> 80 9 111111_____ ==> 1 ==> 7 ==> P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
-----
| AND / OR | COND. | END ARGUMENT | AT COL. | AT REC. | OFFSET |
-----
==> ==> NE ==> 80 9 111111_____ ==> 1 ==> 7 ==> -1P
==> ==> ==> _____ ==> ==> ==>
==> ==> ==> _____ ==> ==> ==>
    
```

2. Press **Enter**. The system will display the Split Deletion Confirmation Screen.

Split Deletion Confirmation Screen (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
-SPLIT DELETION CONFIRMATION-

--USERNAME--REPORT NAME-----DELETE FROM/TO SPLIT-----
DISCL22 DMAR054 1 TO 1
```

The deletion must be confirmed or denied.

3. On the Command Line:
 - a. Input **Y** or **YES** to confirm the request; **OR**
 - b. Input **C** or **CAN** to cancel the request.

Split Deletion Confirmation Screen (with example data input)

```
PF 1/13 HELP-COMMAND ==> YES
-FORM INDEX --> FINDX RDSP65 D.SYP.RSD.PROD.FINDX
-SPLIT DELETION CONFIRMATION-

--USERNAME--REPORT NAME-----DELETE FROM/TO SPLIT-----
DISCL22 DMAR054 1 TO 1
```

4. Press **Enter**. The system will display the Split Deletion Result Screen confirming the deletion or the cancelation.

Split Deletion Result Screen (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-FORM INDEX --> FINDX      RDSP65 D.SYP.RSD.PROD.FINDX
-SPLIT DELETION RESULT-

--USERNAME--REPORT NAME-----DELETE FROM/TO SPLIT--ACTION-----
DISCL22  DMAR054              1 TO 1                DELETED
    
```

1103.7 Primary Menu – Report Index Management

The Report Index Management option allows the RDS Administrator to view a list of all recipients within his/her security clearance. From that list, he/she may display a report from a recipient's directory. The RDS Administrator may also request a directory of reports.

To access the Report Index Management option from the Primary Menu:

1. In the **SELECT OPTION** field of the Primary Menu, input **7** (Report Index Management).

Primary Menu (with example data input)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRIMARY MENU-          RECIPIENT-> DISCL21
                        TR-> 3      TP-> 121162  TL-> 5675969

  SELECT OPTION ==> 7

      1 - LATEST REPORT DIRECTORY
      2 - OLDEST REPORT DIRECTORY
      3 - DIRECTORY SELECTION
      4 - REPORT EXTRACTION

      6 - FORM INDEX MANAGEMENT
      7 - REPORT INDEX MANAGEMENT
```

2. Press **Enter**. The system will display the Report Index Management Menu.

Report Index Management Menu

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX MANAGEMENT-

  SELECT FUNCTION ==>
                1 - GLOBAL RECIPIENT DIRECTORY
                3 - GLOBAL SELECTION
                5 - REPORT INDEX INFORMATION
```

Three functions are available on this menu:

- 1 - Global Recipient Directory**
- 2 - Global Selection**
- 3 - Report Index Information**

The following sections discuss each function in detail.

1103.7.1 Report Index Management – Global Recipient Directory

The Global Recipient Directory allows the recipient to perform the following inquiries:

- View all recipients within his/her user group
- Display a recipient's report directory
- View that recipient's individual reports

To display a directory of all users within the recipient group, such as all users in an agency, from the Report Index Management Menu:

1. In the **SELECT FUNCTION** field, input **1** (Global Recipient Directory).

Report Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX MANAGEMENT-

SELECT FUNCTION ==> 1
1 - GLOBAL RECIPIENT DIRECTORY
3 - GLOBAL SELECTION
5 - REPORT INDEX INFORMATION
    
```

2. Press **Enter**. The system will display the Global Recipient Directory. Recipients will be listed in alphanumeric order.

Global Recipient Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL RECIPIENT DIRECTORY-  RECIPIENTS-> 11817
A-RECIPIENT -----REPORTS-----PAGES-----LINES--F.REP.DAT-L.REP.DAT-----
***** TOP OF DIRECTORY *****
DISCL01                7      381164      17860628   10/01/24   02/28/25
DISCL02                3      121162       5675969   10/01/24   10/01/24
DISCL03                3      121162       5675969   10/01/24   10/01/24
DISCL04                3      121162       5675969   10/01/24   10/01/24
DISCL05                3      121162       5675969   10/01/24   10/01/24
DISCL06                3      121162       5675969   10/01/24   10/01/24
DISCL07                3      121162       5675969   10/01/24   10/01/24
DISCL08                3      121162       5675969   10/01/24   10/01/24
DISCL09                3      121162       5675969   10/01/24   10/01/24
DISCL10                3      121162       5675969   10/01/24   10/01/24
DISCL11                3      121162       5675969   10/01/24   10/01/24
DISCL12                3      121162       5675969   10/01/24   10/01/24
DISCL13                3      121162       5675969   10/01/24   10/01/24
DISCL14                3      121162       5675969   10/01/24   10/01/24
DISCL15                3      121162       5675969   10/01/24   10/01/24
DISCL16                3      121162       5675969   10/01/24   10/01/24
DISCL17                3      121162       5675969   10/01/24   10/01/24
DISCL18                3      121162       5675969   10/01/24   10/01/24
DISCL19                3      121162       5675969   10/01/24   10/01/24
    
```

Field on the Global User Directory:

Column Header	Description	Special Instructions
A	Action Column	Valid input: B - Display recipient's directory from bottom of list (newest reports). T - Display recipient's directory from top of list (oldest reports).

Column Header	Description	Special Instructions
		S – Display Directory Selection Screen for user.
RECIPIENT NAME	Recipient Name	Name (RACF ID) of recipient.
REPORTS	Report Number	Number of reports currently in recipient 's directory.
PAGES	Pages	Number of total pages in recipient 's directory.
LINES	Lines	Number of total lines in recipient 's directory.
F. REPORT DATE	First Report Date	Date of creation of the first (oldest) report for user.
L. REPORT DATE	Last Report Date	Date of creation of the last (newest) report for user.

- In the **A** column next to the appropriate recipient's name, input a valid code to view the recipient's Report Directory or to access the Directory Selection Screen.

Global Recipient Directory (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL RECIPIENT DIRECTORY- RECIPIENTS-> 11817
A-RECIPIENT -----REPORTS-----PAGES-----LINES--F.REP.DAT-L.REP.DAT---
***** TOP OF DIRECTORY *****
B DISCL01          7      381164      17860628  10/01/24  02/28/25
DISCL02          3      121162      5675969   10/01/24  10/01/24
DISCL03          3      121162      5675969   10/01/24  10/01/24
DISCL04          3      121162      5675969   10/01/24  10/01/24
DISCL05          3      121162      5675969   10/01/24  10/01/24
DISCL06          3      121162      5675969   10/01/24  10/01/24
DISCL07          3      121162      5675969   10/01/24  10/01/24
DISCL08          3      121162      5675969   10/01/24  10/01/24
DISCL09          3      121162      5675969   10/01/24  10/01/24
DISCL10          3      121162      5675969   10/01/24  10/01/24
DISCL11          3      121162      5675969   10/01/24  10/01/24
DISCL12          3      121162      5675969   10/01/24  10/01/24
DISCL13          3      121162      5675969   10/01/24  10/01/24
DISCL14          3      121162      5675969   10/01/24  10/01/24
DISCL15          3      121162      5675969   10/01/24  10/01/24
DISCL16          3      121162      5675969   10/01/24  10/01/24
DISCL17          3      121162      5675969   10/01/24  10/01/24
DISCL18          3      121162      5675969   10/01/24  10/01/24
DISCL19          3      121162      5675969   10/01/24  10/01/24
    
```

- Press **Enter**. The system will display the selected Recipient's Report Directory. The RDS Administrator may navigate the directory, view reports, and print reports, as if the directory were his/her own.

Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  RECIPIENT-> DISCL01
                    TR-> 7   TP-> 381164 TL-> 17860628
A-C-A-REPORT NAME-----TR-FORM-----C.DATE-TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NOTEPAD HEADER-----
                    ***** TOP OF DIRECTORY *****
A DTHR04          LR03    100124 08.56  103124 60578 2837876 1 2 MERGED DETAIL
A DTHR04          LR03    100124 09.04  103124 60578 2837876 0 4 MERGED DETAIL
A DTHR04          LR03    100124 09.11  103124      6    217  0 10 MERGED DETAIL
                    ***** END OF DIRECTORY *****
    
```

5. Press **F3** to return to the Global User Directory when the inquiry is complete.

1103.7.2 Locate Command within the Global Recipient Directory

Locate commands allow the user to go directly to a specific recipient within the global recipient directory without scrolling one page at a time to find that recipient. This is especially useful if there are a significant number of recipients within the user group.

To use the Locate command while in the Global Recipient Directory:

1. Input **L XXXXXXXX** where **XXXXXXXX** is the recipient ID.

Global Recipient Directory (with example data input)

```

PF 1/13 HELP-COMMAND ==> L DISCL21
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL RECIPIENT DIRECTORY-  RECIPIENTS-> 11817
A-RECIPIENT -----REPORTS-----PAGES-----LINES--F.REP.DAT-L.REP.DAT-----
DISCL01          7      381164    17860628  10/01/24  02/28/25
DISCL02          3      121162    5675969   10/01/24  10/01/24
DISCL03          3      121162    5675969   10/01/24  10/01/24
DISCL04          3      121162    5675969   10/01/24  10/01/24
DISCL05          3      121162    5675969   10/01/24  10/01/24
DISCL06          3      121162    5675969   10/01/24  10/01/24
DISCL07          3      121162    5675969   10/01/24  10/01/24
DISCL08          3      121162    5675969   10/01/24  10/01/24
DISCL09          3      121162    5675969   10/01/24  10/01/24
DISCL10          3      121162    5675969   10/01/24  10/01/24
DISCL11          3      121162    5675969   10/01/24  10/01/24
DISCL12          3      121162    5675969   10/01/24  10/01/24
DISCL13          3      121162    5675969   10/01/24  10/01/24
DISCL14          3      121162    5675969   10/01/24  10/01/24
DISCL15          3      121162    5675969   10/01/24  10/01/24
DISCL16          3      121162    5675969   10/01/24  10/01/24
DISCL17          3      121162    5675969   10/01/24  10/01/24
DISCL18          3      121162    5675969   10/01/24  10/01/24
DISCL19          3      121162    5675969   10/01/24  10/01/24
DISCL20          3      121162    5675969   10/01/24  10/01/24
    
```

2. Press **Enter**. The system will display the directory with the requested recipient name at the top and continuing in alphanumeric order.

Global Recipient Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL RECIPIENT DIRECTORY- RECIPIENTS-> 11817
A-RECIPIENT -----REPORTS-----PAGES-----LINES--F.REP.DAT-L.REP.DAT-----
DISCL21                3         121162         5675969  10/01/24  10/01/24
DISCL22                0             0             0
DISCL23                0             0             0
DISCL33                0             0             0
DISCL500              0             0             0
***** END OF DIRECTORY *****
    
```

1103.7.3 Report Index Management - Global Selection

This option allows the recipient to request a directory of reports matching specific criteria.

To access the Global Selection Screen from the Report Index Management Menu:

1. In the **SELECT FUNCTION** field on the Report Index Management Menu, input **3** (Global Selection).

Report Index Management Menu (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX MANAGEMENT-
SELECT FUNCTION ==> 3
1 - GLOBAL USER DIRECTORY
3 - GLOBAL SELECTION
5 - REPORT INDEX INFORMATION
    
```

2. Press **Enter**. The system will display the Global Selection Screen.

Global Selection Screen

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL SELECTION-          RECIPIENTS-> 11817

FORM NAME ==>                APPL. (JOBNAME) ==>
RPT. NAME ==>
ROOTNAME ==>
NOTEPAD HEADER ==>          LOC. PRIORITY ==>

RECIPIENT/GROUP ==>
PRINTED REPORTS ==>        <- ENTER Y/N
REPORT VERSION ==>          DISPLAYED REPORTS ==>    <- ENTER Y/N
REPORT STATUS ==>

FROM DATE AND TIME ==>      /      EXPIRATION DATE ==>
TO DATE AND TIME ==>        /      ARCHIVAL DATE ==>

DESTINATION ==>             ROOM NUMBER ==>
OUTPUT FORM ==>             OUTPUT CLASS ==>

DEFERRED ONLY ==>          <- ENTER Y    ALL REPORTS ==>    <- ENTER Y
WITH TOC ONLY ==>          <- ENTER Y    SELECTION ON TOC ==>    <- ENTER Y
    
```

Fields available for input on the Global Selection Screen:

Field	Description	Special Instructions
FORM NAME	Form Name	Optional. Four-character reference code (alphanumeric) assigned by the RDS Administrator. If input, only reports assigned to this form will display in the Global Report Directory.
REPT NAME	Report Name	Optional. Name of report assigned to form. If input, only reports with an exact match will display.
NOTEPAD HEADER	Notepad Header	Optional. If input, only reports with an exact match will display.
RECIPIENT/GROUP	Recipient Group Profile	Optional. If input, only reports assigned to users within this Recipient Group Profile will display.
REPORT STATUS	Report Status	Optional. Valid input: ARCH – Archived reports REST – Restored reports PRE-ARCH – Available active reports Blank – All reports, including archived, restored, and active
DEFERRED ONLY	Deferred Only Reports	Optional. Valid input: Y – Yes. Allows recipient to select only deferred reports. N – No. Allows recipient to exclude deferred reports. Blank – Allows the recipient to include reports regardless of deferred status.
ALL REPORTS	All Reports	Optional. Valid input: Y – Yes. Allows user to view all reports within his/her user group within the Global Report Directory. If Y is input, no other criteria may be input. N – No. Allows user to input other limiting criteria. Blank – Allows user to include other limiting criteria.
PRINTED REPORTS	Printed Reports	Optional. Valid input: Y – Yes. Allows recipient to select only reports that were previously printed. N – No. Allows recipient to exclude reports that were previously printed. Blank – Allows recipient to include reports regardless of prior printing.
DISPLAYED REPORTS	Displayed Reports	Optional. Valid input: Y – Yes. Allows recipient to select only reports that were previously displayed. N – No. Allows recipient to exclude reports that were previously displayed. Blank – Allows recipients to include reports regardless of prior viewing.

Field	Description	Special Instructions
FROM DATE AND TIME	Beginning Date and Time	Optional. Beginning date in a range. Should be used with ENDING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
TO DATE AND TIME	Ending Date and Time	Optional. Ending date in a range. Should be used with BEGINNING DATE AND TIME . DATE is MMDDYYYY format. TIME is HHMMSS format. DATE may be input without TIME .
DESTINATION	Printer Destination	Optional. Allows the recipient to select reports that have been sent to the same printer destination.
EXPIRATION DATE	Expiration Date	Optional. Will limit selection to all reports expiring on or before the expiration date. MMDDYYYY format.
ARCHIVAL DATE	Archival Date	Optional. Will limit selection to reports set to archive on the specified date. MMDDYYYY format.

The remaining fields on this screen are not available for use by agency RDS Administrators.

3. Input criteria to define report list.

Global Selection Screen (with example data input)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL SELECTION-          RECIPIENTS-> 11817

FORM NAME ==>
RPT. NAME ==> DTHR04
ROOTNAME ==>
NOTEPAD HEADER ==>          LOC. PRIORITY ==>

RECIPIENT/GROUP ==> UCLS
PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION ==>          DISPLAYED REPORTS ==> <- ENTER Y/N
REPORT STATUS ==>

FROM DATE AND TIME ==> /    EXPIRATION DATE ==>
TO DATE AND TIME ==> /    ARCHIVAL DATE ==>

DESTINATION ==>          ROOM NUMBER ==>
OUTPUT FORM ==>          OUTPUT CLASS ==>

DEFERRED ONLY ==> <- ENTER Y    ALL REPORTS ==> <- ENTER Y
WITH TOC ONLY ==> <- ENTER Y    SELECTION ON TOC ==> <- ENTER Y
    
```

4. Press **Enter**. The system will display the Global Report Directory with the reports meeting the selected criteria. The RDS Administrator may navigate the directory, view reports, and print reports as if the directory were his/her own.

Global Report Directory (with example data retrieved)

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-GLOBAL REPORT DIRECTORY- RECIPIENTS -> 11817
A-RECIPIENT-----C-A-REPORT NAME-----T-FORM-----C.DATE-TIME-V/E.DT---PAGES-----LINES-REPORT DESCRIPTION-----NE-ND-X-N-JOBNAME-
***** TOP OF DIRECTORY *****
DISCL01      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      1 2      RSDEVT2
DISCL01      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 4      RSDEVT2
DISCL01      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 10     RSDEVT2
DISCL02      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 4      RSDEVT2
DISCL02      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 1      RSDEVT2
DISCL02      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 5      RSDEVT2
DISCL03      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL03      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL03      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 0      RSDEVT2
DISCL04      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL04      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL04      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 1      RSDEVT2
DISCL05      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL05      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL05      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 0      RSDEVT2
DISCL06      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL06      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL06      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 0      RSDEVT2
DISCL07      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL07      A DTHR04      LR03      100124 0904 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
DISCL07      A DTHR04      LR03      100124 0911 103124 6      217 MERGED DETAIL      0 0      RSDEVT2
DISCL08      A DTHR04      LR03      100124 0856 103124 60578 2837876 MERGED DETAIL      0 0      RSDEVT2
    
```

5. Press **F3** once to return to the Global Selection Screen.
6. Press **F3** a second time to return to the Report Index Management Menu.

1103.7.4 Report Index Management – Report Index Information

The Report Index Information function allows the user to view system related information.

To access the Report Index Information Screen from the Report Index Management Menu:

1. In the **SELECT FUNCTION** field, input **5** (Report Index Information).

Report Index Management Menu (example data input accessing the Report Index Information Screen)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX MANAGEMENT-

  SELECT FUNCTION ==> 5
      1 - GLOBAL USER DIRECTORY
      3 - GLOBAL SELECTION
      5 - REPORT INDEX INFORMATION
```

2. Press **Enter**. The system will display the Report Index Information Screen One of Two.

Report Index Information Screen One (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX INFORMATION (1/2)-

DSN PREFIX --> D.SYP.RSD.PROD.RINDX

UD FILE :          CURRENT CI SIZE --> 10240 RECIPIENT ENTRIES --> 11817
                  SPACE ALLOCATED --> 150 REC                OCC --> 60%

VM FILE :          CURRENT CI SIZE --> 10240 FORMS BY VERSION --> 0
                  SPACE ALLOCATED --> 15 REC                OCC --> 26%

DD FILE(S)-> 1    DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 90000 REC
                  SPACE ALLOCATED --> 90000 REC                OCC --> 9%

RD FILE(S)-> 1    DEFINED CI SIZE --> 26624 SPACE TO ALLOCATE --> 4000 CYL
                  SPACE ALLOCATED --> 120000 REC                OCC --> 61%

SN FILE(S)-> 1    DEFINED CI SIZE --> 4096  SPACE TO ALLOCATE --> 30000 REC
                  SPACE ALLOCATED --> 30060 REC                OCC --> 79%

TC FILE(S)-> 1    DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 1 CYL
                  SPACE ALLOCATED --> 75 REC                  OCC --> 2%
```

3. Press **F8** to view the second page of information.

Report Index Information Screen Two (with example data retrieved)

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT INDEX INFORMATION (2/2)-

LAST INIT/RELOAD DATE  ----> 03/06/2025 (25065) 11.15.24

TOTAL NUMBER OF REPORTS ----> 9261006
TOTAL NUMBER OF LINES   ----> 121830M
TOTAL NUMBER OF PAGES   ----> 3571832K

HIGHEST NUMBER OF REPORTS --> 78289
                        OWNED BY --> PYRL
HIGHEST NUMBER OF LINES   --> 4573572K
                        OWNED BY --> GFCZZZ
HIGHEST NUMBER OF PAGES   --> 137631K
                        OWNED BY --> GFCZZZ
```

These screens are for informational purposes only, regarding file sizes, and total reports, lines, and pages stored within RDS.

1104 Sign-Off Procedures

To sign-off of RDS from any screen:

1. On the Command Line, input **LOGOFF**.
2. Press **Enter**. This exits RDS and returns the user to the Application Selection Screen.
3. On the Command Line of the Application Selection Screen, input **LOGOFF** or **EXIT**.
4. Press **Enter**.

Or the user may:

1. Press **F3** several times until the Application Selection Screen displays.
2. On the Command Line of the Application Selection Screen, input **LOGOFF** or **EXIT**.
3. Press **Enter**.

Using the **LOGOFF** command will return the Department of Financial Services Network Access Screen.

1. In the **USER** field, input **LOGOFF** to return to the blank FLAIR logon screen.

Using the **EXIT** command will return the blank FLAIR logon screen.