

# Reports Directory System (RDS) Access



The Report Distribution System (RDS) lists reports available to the user in a library. Access is granted by the agency RDS Administrator and is based on need determined by job duties.

To access RDS:

1. Open a FLAIR session per your agency's procedures.
2. The **FLAIR TCP/IP LOGON SCREEN** will appear. Type **Nassam**, below the Heading and press **Enter**.

```
FLAIR TCP/IP LOGON SCREEN IP ADDRESS: 172.17.50.146 PORT: 50894
nassam
```

3. On the **EMSP00** screen, enter your Resources Access Control Facility (RACF) ID and password in the User and Password fields, then press **Enter**.

```
EMSP00 HELP DESK: 850-413-3190 Terminal: SAME5367
Date . . . : 10/31/16 Time . . . : 10:48:57

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 . . . . . DISCL01 (User ID/LOGOFF)
Password . . . . . New Password . .

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

4. The **EMSP01 Application Selection** screen will display. Enter **RDS or the ID number next to it** on the Command line at the bottom of the screen and select **Enter**.

```
EMSP01 Application selection Term: SAME5367
Help Desk: 850-413-3190 Time: 11:03:16
Date: 10/31/16 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
```

5. This opens the **Reports Directory** library to access report data. See below Example. Remember: Reports names will depend on security levels and Agency.

```

PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX _ RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- USER-> DISCL01 TR-> 7 TP-> 124726 TL-> 5813680
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 DMAR054 LR01 01/13/2016 13.03 02/12/16 22 553 0 6 SCHED/ALLOT/BAL-LEVEL 4
A DMAR01 LR02 01/13/2016 13.04 02/12/16 31 837 0 0 TRIAL BALANCE BY FUND
A DENR03 LR23 01/13/2016 13.04 02/12/16 6 124 2 15 LIST OF OUTSTANDING ENCUMBRANCES VIRTUAL KEY D WAS
A DMAR052 LR28 01/14/2016 13.12 02/13/16 261 9023 0 2 SCHEDULE OF ALL BAL
A DTHR04 BXF3 07/29/2016 22.06 08/28/16 37175 1732375 0 0 EXP DETAIL BY DIV THEN FUND
A DTHR04 BXF3 09/02/2016 01.21 10/02/16 42984 1999724 0 0 EXP DETAIL BY DIV THEN FUND
DTHR04 BXF3 09/30/2016 23.23 10/30/16 44247 2071044 0 0 EXP DETAIL BY DIV THEN FUND
***** END OF DIRECTORY *****

```

The report menu provides some helpful information. Columns available for input or viewing:

<b>A</b>	<b>Action</b> field is required to describe what is to be completed with the document. Commonly seen actions: S - Selects the report for viewing. E - Extracts all or a portion of the report for printing. P - Prints the report to a local printer. R - Restores an archived report.
<b>A</b>	<b>Archived</b> field indicates the viewing availability of the report.
<b>REPORT NAME</b>	<b>Report Name</b> is how the report is titled.
<b>FORM</b>	Form identification reference code assigned by the RDS Administrator.
<b>C.DATE &amp; TIME</b>	<b>Creation Date</b> is the date report was sent to RDS system. Field shows the time that the report request was sent to RDS system and uses the 24 hour timeframe.
<b>V/E.DATE</b>	<b>Version Number/Expiration Date</b> field lists the date the report will go into archived status.
<b>PAGES &amp; LINES</b>	Field displays the total number of pages and total number of lines in the report document.
<b>NE</b>	<b>Number of Extractions</b> shows the number of times a report has been printed by the user.
<b>ND</b>	<b>Number of Displays</b> indicates the number of times the report has been displayed by the user.
<b>REPORT DESCRIPTION</b>	Report description narrative created when the Form ID is established.
<b>NOTEPAD HEADER</b>	Report Attachment (Notepad) Header is the indicator that an attachment is included with the report.