

# USING MYREPORTS



Malinda Shanklin  
Coordinator  
WVEIS

# USING *MYREPORTS* TO WORK WITH ALL SPOOLED FILES

The Work with All Spooled Files Display is divided into three sections.

Section 1 is located at the top of the screen and lists the options available. The options are defined on the following pages.

Section 2 is found in the middle of the screen and defines each report that has been generated listed under the following headings.

<b>Opt</b>	<b>File</b>	<b>User</b>	<b>Device or Queue</b>	<b>User Data</b>	<b>Total Sts</b>	<b>Cur Pages</b>	<b>Page</b>	<b>Copy</b>
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The **Opt** (Option) field is where the user defined the action to be taken on a selected item.

The **File** field displays the spool file name that was generated. This is usually the program name beginning with an O meaning output from that program. File names of OPJOBLOG or any file name beginning with QP are usually system generated reports and can be deleted.

The **User** is the User ID that generated the report.

The **Device or Queue** is the name of the printer or output queue associated with the job.

The **User Data** is the name of the program that generated the report.

**Sts** is discussed under Work with Printing Status.

**Total Pages** displays the total number of pages in the report, **Cur Page** shows the current page being sent to the printer.

The **Copy** field displays the number of copies to be printed. The number of copies may be changed using Option 2.

Section 3 of the screen is found at the bottom and displays the **Function Keys**. Because of the limited space all function keys are not listed. By pressing F24 additional functions will be displayed. All functions are available even when not visible on the screen.

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<b>To do this:</b>	<b>Do these steps:</b>
Display the spooled file(s)	<p>The Work with All Spooled Files display shows any unprinted output generated from the current workstation or by the current user. To show this display do the following:</p> <p style="text-align: center;">Enter <b>MYREPORTS</b> on the Option or Menu Item line and press ENTER.</p>
Send a report to someone else for printing	<p>On the Work with All Spooled Files display:</p> <ol style="list-style-type: none"> <li>1. Type <b>1</b> (Sent) in the <b>Opt</b> field beside the file to be sent.</li> <li>2. Press ENTER. The Send Network Spool File display appears.</li> <li>3. Enter the User ID and Address of the user receiving the file. (The Address is the RESA location. Ex: ED01, ED03)</li> <li>4. Press ENTER.</li> </ol> <p><b>Note:</b> A copy of the report is sent, the original is still available to be printed, viewed or deleted.</p>
Change a printed report	<p>On the Work with All Spooled Files display:</p> <ol style="list-style-type: none"> <li>1. Type <b>2</b> (Change) in the <b>Opt</b> field beside the file to be changed.</li> <li>2. Press ENTER. The Change Spooled File Attributes display appears.</li> <li>3. Select the options to be changed and fill in the appropriate information.</li> <li>4. Press ENTER.</li> </ol> <p><b>Note:</b> The printer name cannot be changed if the file has a status of <b>WTR</b> or <b>MSGW</b>. The file must have a status of <b>HLD</b> or <b>RDY</b> before it can be changed.</p>
Hold a print job	<p>On the Work with All Spooled Files Display:</p> <ol style="list-style-type: none"> <li>1. Type <b>3</b> (Hold) in the <b>Opt</b> field beside the file(s) to hold.</li> <li>2. Press ENTER.</li> </ol>
Delete a print job	<p>On the Work with All Spooled Files display:</p> <ol style="list-style-type: none"> <li>1. Type <b>4</b> (Delete) in the <b>Opt</b> field beside the file(s) to delete.</li> <li>2. Press ENTER. The Confirm Delete of Spooled Files display appears with a list of the reports selected to delete.</li> <li>3. Press ENTER to delete the selected report(s), or press F12 (Cancel) if the selection was incorrect.</li> </ol> <p>If the ENTER was press the file is removed from the Work with All Spooled Files display.</p>

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View a print job	<p>On the Work with All Spooled Files display:</p> <ol style="list-style-type: none"> <li>1. Type <b>5</b> (Display) in the <b>Opt</b> field beside the file to display.</li> <li>2. Press ENTER.</li> <li>3. Press F3 (Exit) or F12 (Cancel) to return to the Work with All Spooled Files display.</li> </ol> <p><b>Note:</b> Use the Page Up and/or Page Dow keys to scroll through the report. Press F1 for help on using the Control and Find fields.</p>
Release a print job	<p>On the Work with All Spooled Files display:</p> <ol style="list-style-type: none"> <li>1. Type <b>6</b> (Release) in the <b>Opt</b> field beside the held file to release.</li> <li>2. Press Enter. The job is ready to print.</li> </ol>
Display messages	<p>On the Work with All Spooled Files display, if the file has a <b>Sts</b> (Status) of <b>MSGW</b> (Message Waiting) then:</p> <ol style="list-style-type: none"> <li>1. Type <b>7</b> (Messages) in the <b>Opt</b> field beside the file.</li> <li>2. Press ENTER. The Additional Message Information screen will display.</li> <li>3. Read the Message and Recovery information.</li> <li>4. Enter the appropriate Reply Code or take the needed action.</li> <li>5. Press Enter.</li> <li>6. Press F12 to return to the Work with All Spooled Files screen.</li> <li>7. Press F5 (Refresh) to update the screen. If the status is still <b>MSGW</b> repeats steps 1 – 7.</li> </ol> <p><b>Note:</b> Reasons for messages:  The printer session is not started.  The printer is not turned on or is not ready.  The system is verifying the correct form is loaded or is verifying forms alignment.</p> <p><b>Important:</b> If the message is “Load Form Type”, always answer “G”.  If the message is “Verify Alignment”, always answer “P”, unless a pre-printed form is being used, Then answering “R” will reprint the first line after making alignment changes.</p>

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<p>Work with printing status</p>	<p>On the Work with All Spooled Files display, if the file has a <b>Sts</b> (Status) of <b>Rdy</b> (Ready) do the following to print the file.</p> <ol style="list-style-type: none"><li>1. Type <b>9</b> (Work with print status) in the <b>Opt</b> field beside the file.</li><li>2. Press ENTER. The Work with Printing Status screen displays with a list of Status descriptions. Select the desired option.</li><li>3. Press Enter. Additional options or additional information may be required by the system at this time.</li><li>4. Continue to provide information and pressing the ENTER until the job is printing.</li></ol> <p><b>Note:</b> If the Status Description is – This file is not associated with a started printer do the following:</p> <ol style="list-style-type: none"><li>A. Type <b>2</b> (Change Status) beside the message.</li><li>B. Press Enter. The change status window appears. Verify the Printer ID. If the incorrect Printer ID is displayed enter the correct one.</li><li>C. Press Enter. If the Printer ID was changed additional information will be required. Always select option <b>1</b> (Move file to output queue of printer and start it.)</li><li>D. Press Enter.</li></ol> <p>If the Status Description is “A message needs a response or action to be taken.” Or “This file is waiting for files ahead of it to print.”, it may mean another user is printing to the same printer and either has a message waiting to be answered or a file is currently printing on the printer. If the printer is within sight and does not contain special forms and none are needed, the option may be taken to hold the file from the other user and allow the current report to print.</p>
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