

Online Viewing Job Aid for User Offices



University of Akron
Learning Technologies

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Introduction

Online viewing has been implemented to replace microfiche and significantly reduce the amount of paper produced by the Computer Center . Instead of producing microfiche, archival copies of production reports will be redirected to an online viewing tool called CA-View. Online viewing represents a significant improvement over traditional microfiche for the following reasons:

- Reports are available immediately; no waiting for delivery of reports
- Online viewing has full search capabilities
- Reports are more secure; only authorized users are permitted to view reports
- Automatic records retention; CA-View will automatically delete unnecessary reports after the amount of time you specify

Logging On to CA-View

CA-View is available from CICS. Look for the option **OV - Online Viewing** on your CICS menu. You may have to exit to the Production CICS menu in order to find the Online Viewing Option. Logon to Online Viewing by typing the transaction id '**OV**' at the command prompt or placing an '**S**' next to the option then pressing ENTER.

Retrieving Output

The following Primary Selection Panel is displayed when entering CA-View:

```

VIEW 2.0 EXP -- PRIMARY SELECTION FOR SYS2.NF1P0830.SAR -----
COMMAND ==>

DISTRIBUTION ID ---> AC624SF █

REPORT ID          ==> *█          SELECT BY ==> R (R, I, IL, or IR)
INDEX NAME        ==> █          VALUE ==> █
                  ==> █          ==> █
                  ==> █          ==> █
                  ==> █          ==> █

SELECTION BY COPY:
PREVIOUS COPY NO. ==> CUR          (Enter 0 or blank for
                                  most recent copy, 1 for next
                                  most recent copy, etc., or
                                  ALL for all copies.)

SELECTION BY DATE:
FROM              ==> █          ( MM/DD/YY )
TO / NO. OF DAYS ==> █          ( MM/DD/YY or nnn )

Enter END command to terminate this VIEW 2.0 session.

```

To display all reports available to you, simply press ENTER. Note that an asterisk in the **REPORT ID** field and **CUR** in the **PREVIOUS COPY NO.** field indicates that all current reports available to you should be displayed.

To restrict the selection to certain reports, enter a starting prefix and the wildcard character. For example, entering **BP1P*** would select only those reports beginning with BP1P.

You may also enter a number or ALL in the **PREVIOUS COPY NO.** field; 0 for the most recent copy, 1 for next most recent copy, etc., or ALL for all copies. In addition, you may enter FROM and TO dates in the **SELECTION BY DATE** area.

Note: REPORT IDs are assigned by CA-View. The report id will not exactly match the report name that appears in the title of the report. Your Information Services contact will provide a list of report ids available to you. This list will help you match the report name you are familiar with to the correct CA-View report.

Once selection parameters have been entered, press ENTER to display the Report Selection List.

```
VIEW 1.7 EXP ----- REPORT SELECTION LIST -----
COMMAND ==>> SCROLL ==>> PAGE
```

SEL	REPORT ID	DESCRIPTION	ARC DATE/TIME	LOC	LINES	PAGES
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/11/97 00:08	PTAP	585	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/10/97 00:08	PTAP	581	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/09/97 00:09	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/07/97 23:18	PTAP	581	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/06/97 00:08	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/05/97 00:12	PTAP	585	11
	CA3J0010-R2	FAST FILE BACKUP	03/04/98 00:20	PERM	80	3
	CA3J0010-R2	FAST FILE BACKUP	03/03/98 00:16	PERM	80	3

To select a particular report for viewing, type an 'S' in the **SEL** column and press ENTER.

```
VIEW 1.7 EXP ----- REPORT SELECTION LIST -----
COMMAND ==>> SCROLL ==>> PAGE
```

SEL	REPORT ID	DESCRIPTION	ARC DATE/TIME	LOC	LINES	PAGES
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/11/97 00:08	PTAP	585	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/09/97 00:09	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/07/97 23:18	PTAP	581	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/06/97 00:08	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/05/97 00:12	PTAP	585	11
	CA3J0010-R2	FAST FILE BACKUP	03/04/98 00:20	PERM	80	3
	CA3J0010-R2	FAST FILE BACKUP	03/03/98 00:16	PERM	80	3

The selected output is displayed:

```
***** TOP OF DATA *****
SARPAGE 1
                SYSTEM INTEGRITY ANALYSIS
```

CNT	SYSTEM NAME	PROGRAMMER	STATUS
1	TR3	JANE SMITH	AVAILABLE
2	MM4	PETER CREW	AVAILABLE
3	LT2	SUE NADER	AVAILABLE

Once the report is displayed the following browse commands are available:

COMMAND	FUNCTION
Columns	Displays column numbers on the display
Find	Finds and displays a character string
Reset	Clears column numbers from the display
F1	Help
F3	Exit
F5	Find next
F7	Page back
F8	Page forward
F10	Page left
F11	Page right

For example, to find the string SMITH in the report, type '**find smith**' at the command line.

Printing an Entire Report

You may be authorized to reprint reports directly from CA-View. To select a particular report for printing, type a 'P' in the **SEL** column of the Report Selection Panel and press ENTER.

```
VIEW 1.7 EXP ----- REPORT SELECTION LIST -----
COMMAND ==>>> SCROLL ==>> PAGE
```

SEL	REPORT ID	DESCRIPTION	ARC DATE/TIME	LOC	LINES	PAGES
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/11/97 00:08	PTAP	585	11
P	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/10/97 00:08	PTAP	581	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/09/97 00:09	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/07/97 23:18	PTAP	581	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/06/97 00:08	PTAP	586	11
	CA3J0010-R1	SYS INTEGRITY ANALYSIS	09/05/97 00:12	PTAP	585	11
	CA3J0010-R2	FAST FILE BACKUP	03/04/98 00:20	PERM	80	3
	CA3J0010-R2	FAST FILE BACKUP	03/03/98 00:16	PERM	80	3

The RE-PRINT ATTRIBUTES Panel will display:

```
VIEW 1.7 EXP ----- DELIVER RE-PRINT ATTRIBUTES -----
COMMAND ==>

REPORT ID    ---> CA3J0010-R1          DESC    ---> SYS INTEGRITY ANALYSIS

*-----*
|          PRIMARY          |
| CLASS    ==> A            | CLASS    ==>
| DEST     ==> CH324        | DEST     ==>
|          |                |
*-----*

Enter optional page/record range(s):
PAGE    ==>
RECORD  ==>

Press ENTER to confirm or enter END command to cancel
```

The **CLASS** field should always contain an **A**. The **DEST** field may specify any JES or NPF printer. Your Information Services contact will provide a list of valid printers in your vicinity. Press ENTER to initiate the print or **F3** to cancel.

Note: Your session will be locked for the duration of the retrieval and printing of the report. This may take several minutes.

Printing Portions of a Report

CA-View has the ability to print portions of a report. Perhaps you only need the totals page of a very large report. You can direct CA-View to print selected pages or a range of pages. When viewing a report online, you will occasionally see a line on the screen starting with the word **SARPAGE**. This text is not actually part of the report. It is there to help you distinguish the different pages of a report. The **SARPAGE** line will not appear in the printed report. When viewing the report, note the pages you want to print. In the screen example below, note that SARPAGES 1 and 2 are displayed.

```
VIEW 1.7 BROWSE - CA3J0010-R1 -- REC 0000000 PG 0000001.001 LOCK 00 COL 001
080
COMMAND ===>                                SCROLL ===> PAGE
***** TOP OF DATA *****
GOALSYS - 7.5.0   COPYRIGHT (C) 1994 LEGENT SOFTWARE, INC., AS AN UNPUBLISHED
WORK

GS400 GOALSYS - INITIALIZATION - STARTED - RELEASE 7.5.0 - 00:18:26
GS400 GOALSYS - 03/04/98.
GS401 GOALSYS - PHOENIX AND PREFERENCE ARE REGISTERED TRADEMARKS OF
GS401 GOALSYS - LEGENT SOFTWARE, INC. - 00:18:34 03/04/98.
GS402 GOALSYS - INITIALIZATION - CORE INITIALIZED - 00:18:34 03/04/98.
GS403 GOALSYS - INITIALIZATION - OBTAINING START-UP PARAMETERS -
GS403 GOALSYS - 00:18:34.

GSPINTEG GOALSYS      7.5.0                SYSTEM INTEGRITY ANALYSIS

++ GB015 JCL EXEC CARD PARM INFORMATION:
> LC=60
GS404 GOALSYS - INITIALIZATION - OPENING BLOCKED PROGRAM FILES
GS404 GOALSYS - DATASETS - 00:18:34.
```

To print a list of pages, enter the page numbers in the **PAGE** ---> field of the RE-PRINT ATTRIBUTES Screen. Separate each page by a comma. For example to print pages 1, 5 and 12, enter 1,5,12 in the **PAGE** field. To print a range of pages, enter the beginning page number followed by a colon, then the ending page number. For example, to print pages 5 through 20, enter 5:20 in the PAGES files.

Note: Remember to use the SARPAGE page numbers from the report and not the internal report page numbers.

```
VIEW 1.7 EXP ----- DELIVER RE-PRINT ATTRIBUTES -----
COMMAND ==>>

REPORT ID      ---> CA3J0010-R1          DESC      ---> SYS INTEGRITY ANALYSIS

*-----*
|          PRIMARY          |
| CLASS    ==>> A          | CLASS    ==>>
| DEST     ==>> CH324      | DEST     ==>>
|          |              |
*-----*

Enter optional page/record range(s) :
PAGE    ==>> 1,5,12
RECORD  ==>>

Press ENTER to confirm or enter END command to cancel
```

Where to Get Help

If you have questions or need additional information about Online Viewing, contact the Support Desk at x6888.