

CA-VIEW

Quick Start Users Guide

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This document can be found on the World Wide Web at <http://www-ac.s.rutgers.edu/caview/>
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1. Overview

The purpose of this guide is to give you the basic commands you will need to get started using CA-VIEW. It is not intended to be a comprehensive user manual. After reading these instructions, you will be able to use CA-VIEW for the viewing of your reports on-line. More detailed instructions can be obtained any time, using CA-VIEW's help facility.

In this document, screen samples are marked as "Fig.x" where "x" is a numeric value. Explanations of different data fields will appear, where necessary, under a heading that is **CAPITALIZED BOLD UNDERLINED**; such as the example on this line. Examples of commands will appear in bold capitals, followed by the enter symbol as follows: **F TOTAL <enter>**, where <enter> stands for hitting the enter key.

2. Accessing CA-VIEW

To access CA-VIEW you must first log onto TSO. Once logged onto TSO, type **VE <enter>** to go to the CA-VIEW selection screen (see fig. 1)

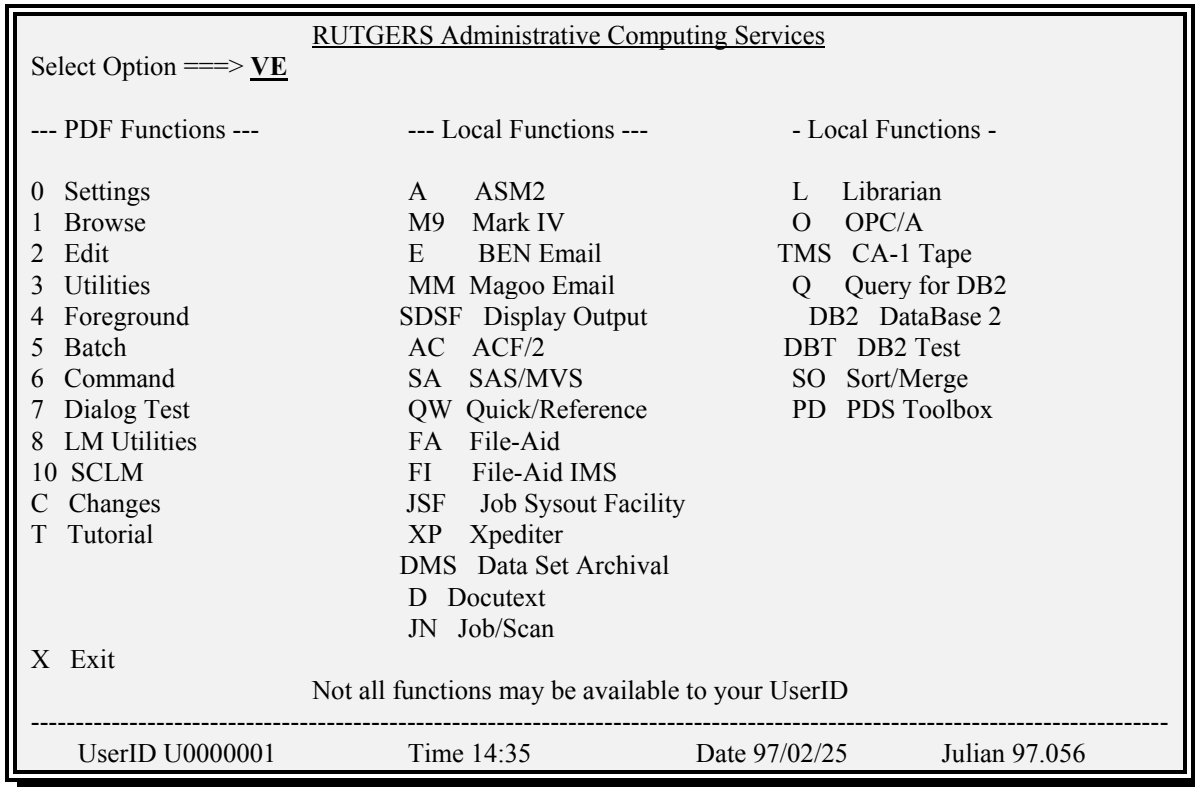


Fig. 1

Once in the CA-VIEW "Primary Selection" screen (see fig. 2), you can begin the report selection process.

3. Selecting reports in CA-VIEW (refer to Fig. 2 for data field locations)

Once you've entered the "Primary Selection" screen of CA-VIEW there are five data fields that will control what reports you will view.

REPORT ID:

This field allows you to specify a report for viewing by entering a specific REPORT ID. Leave this field blank for a selection list of all reports.

A generic identifier may be specified by suffixing a portion of the REPORT ID with an asterisk (*). For example, A14* would list all jobs beginning with A14, such as A14J013B and A14J007D.

SELECT BY:

At the present time the value in this field should always be **IR**. This will give a listing of all reports.

GENERATION:

A generation is considered the time period from one backup cycle to the next backup cycle, which under normal circumstances, corresponds to one work day. Generations are sequentially numbered beginning with one and incremented by one after each backup cycle. In most cases an asterisk (*) will be used.

PREVIOUS COPY NO.:

Specifies a report or reports for viewing with copy as the selection criteria. You may specify either the current version or previous versions.

Enter zero '0' or blank to obtain the most recent copy, 1 for the next most recent, 3 for the third most recent and ALL or asterisk (*) for all copies of the report.

DATE: FROM

TO/NO. OF DAYS:

Specifies a report or reports for viewing with date as the selection criteria. You may specify either a specific date, a range of dates or a number of days back from the current date.

The format mm/dd/yy for dates must be used and the format nnn must be used in specifying the number of days in the range.

```

VIEW 1.7 EXP --PRIMARY SELECTION FOR VIEW.SYSTEM1 -----
COMMAND ==>

DISTRIBUTION ID ---> U000001

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

SELECTION CRITERIA:
GENERATION      ==> *
                ( *, ALL, specific (n), relative (-n),
                range (n:m or -n:m))

PREVIOUS COPY NO. ==> *
                  (0 or blank for most recent copy,
                  1 for next most recent copy, etc.,
                  ALL for all copies.)

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

Enter END command to terminate this VIEW 1.7 session.

```

Fig. 2

Once you have selected your report criteria you should see a screen similar to Figure 3 below. This is the "Report Selection List" screen.

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

<u>SEL</u>	<u>REPORT ID</u>	<u>DESCRIPTION</u>	<u>ARC DATE/TIME</u>	<u>LOC</u>	<u>LINES</u>	<u>PAGES</u>
S	A14J013B-ACT	YTD CASH DISB.- ACCT SEQ	02/22/97 02:35	PERM	668993	12351
	A14J013B-CK	YTD CASH DISB.- CK# SEQ	02/22/97 02:39	PERM	843252	19990
	A14J013B-NAM	YTD CASH DISB.- NAME SEQ	02/22/97 02:22	PERM	1090636	24741
	A14J013B-PO	YTD CASH DISB.- PO SEQ	02/22/97 02:31	PERM	371872	8892
	A14J013B-VOU	YTD CASH DISB.- VOUK SEQ	02/22/97 02:27	PERM	1006823	24484

***** BOTTOM OF DATA *****

Fig. 3

Once you are in the "Report Selection Screen" (see figure 3.) you will notice several information headings such as "DESCRIPTION", "ARC TIME/DATE" and "LOC". By scrolling right you can access other headings as they relate to your reports. Some of the headings allow for user input in the data fields below, while others are static.

For the purposes of this section we will only address the "SEL" heading, as it is under this heading you will enter commands to access your reports.

To view your report on-line place an "S" in the column under "SEL" next to the report you wish to view, and hit enter. This will bring you to the "Browse" screen which contains the data in your report. (see Fig.6)

If you receive the message "NO MOUNT AUTHORITY" in the upper right-hand corner, when you use "S" to select your reports in the "Report Selection Screen" you will need to load your report back to disk from tape. This subject is covered in the section titled "**Loading a report from tape in CA-VIEW**".

4. Selecting reports that use "Page Indexing"

You will find that some reports have been selected to utilize CA-VIEW's "Page Index" feature. When this is the case, the selection process described in the previous section, "Selecting reports in CA-VIEW" will contain an extra step.

For reports setup with the page index feature, selecting your report in the "Report Selection List" screen will bring you to a second selection screen titled "Page Index Selection List For XXXXXXXX", where "XXXXXXX" represents the report title. (see Fig. 4)

To understand how the page index feature works, just think of it as a table of contents. In the example in Figure 4, the index has been setup according to the first five positions of a check number. Using the particular page index you can go directly to the section of the report where a particular check is listed without having to scroll through several pages of irrelevant data.

VIEW 1.7 EXP -----	PAGE INDEX SELECTION LIST FOR A14J013B-CK -----
COMMAND ==>	SCROLL ==> PAGE
<u>SEL</u>	<u>CHECK#</u>
	*** ALL PAGES ***
	03-00
	03-01
	14-39
	15-00
	17-60
S	17-61
	17-63
	17-64
	17-65
	17-66
	17-67
	17-68
	17-69
	17-70
	17-71
	17-72
	17-73
	17-74
	17-75

Fig. 4

In the example in figure 4, to access the report at the point where the check number that begins with the prefix of "17-62", an "S" is placed under "SEL" to the right of the appropriate page index, in this case "17-61".

You will then be presented with your data in the "Browse" screen. (see Fig. 6)

5. Loading a report from tape in CA-VIEW

When you are in the "Report Selection Screen" (see Fig. 3), the "LOC" field indicates where the corresponding reports described by the "DESCRIPTION" field are located. The "LOC" field will contain one of the following values:

DISK ----- on primary disk and possibly tape.
LOAD ----- in process of being reloaded to disk.
OPEN ----- in process of being archived to disk.
PERM ----- permanently on primary disk and possibly tape.
PTAP ----- permanently on tape only.
PTMP ----- permanently on tape and temporarily reloaded to primary disk.
TAPE ----- on tape only.
TEMP ----- temporarily reloaded to primary disk.

If you receive the message "NO MOUNT AUTHORITY", you will be unable to view your report until it is loaded from tape. To accomplish this, from the "Report Selection List" screen (Fig. 3), place an "L" under the "SEL" heading next to the report you wish to load. This will mark your report for restoration. You will see the message "JCL CREATED XXXXXXXX" in the upper right-hand corner of the screen.

You may use this process to select any number of reports for loading from tape. The loading process will begin after one of the following events:

- a.) When you exit CA-VIEW (back to the TSO main menu)
- b.) When you issue the command **SUBMIT**<enter>

In both of the instances above you will enter into the "Batch Job JCL" screen. (See Fig. 5) At this point hitting the enter key will begin the restore, the command **END**<enter> will abort the process. You may also cancel reports that have been marked, before you enter the "Batch Job JCL" screen, using the command **SUBMIT CANCEL**<enter>. The resulting message "SUBMIT CANCELLED" is displayed in the upper right-hand corner.

```
VIEW 1.7 ALL ----- BATCH JOB JCL -----  
COMMAND ==>  
  
JOB STATEMENT INFORMATION:  
==> //U000001W JOB (U000001,BIN,1,99),'LISA, LISA      ',  
==> // MSGCLASS=X,TIME=9,NOTIFY=U000001,CLASS=Y  
==> //*  
==> /*  
      Press ENTER to submit or enter END command to cancel
```

Fig. 5

6. Viewing your reports on-line using CA-VIEW

While in the "Browse" screen, you can move through the data in your report using a variety of scroll commands. The command to move up is, **UP**<enter>, or commonly the PF7 key. To scroll down it is **DOWN**<enter>, or the PF8 Key. Scrolling left and right can be achieved using **LEFT**<enter> and **RIGHT**<enter>, and are normally PF10 and PF11, respectively. You can also scroll to the top, bottom, left margin or right margin by preceding the appropriate command with an "M". For example, to go directly to the bottom of your report you would use **M DOWN**<enter>, or **M**<PF8>.

Figure 6 demonstrates the **FIND** command. The **FIND** command allows you to search for a particular string in your report. It may be abbreviated by using "F" followed by a space and the string you wish to search for. Notice how the command **F OYSTER**<enter> moved the view of the report to the point where the search string "OYSTER" first occurred. To search for a string that contains spaces, commas or other special characters, the string must be enclosed in quotations. For example, to find the name John Doe, the command would look like this:

F "JOHN DOE"<enter>

If the report you are viewing is very large, and the string that you are searching for is not found within 10000 lines of the point you start the search, the message "10000 LINES SEARCHED" will appear in the upper right-hand corner of the screen (see Fig. 6). When this happens you can use the command **RFIND**<enter> to continue to search for the string in 10000 line increments. In most cases the PF5 key is pre-programmed with this command, enabling you to hit PF5 to continue the search. In instances where the string being searched is not present in your data, when you reach the end of the report the message **"*BOTTOM OF DATA REACHED*"** will be displayed in the upper right-hand corner.

You may notice that different sections of the report are highlighted using various colors (if using the appropriate equipment). This is one of the advanced features of CA-VIEW. The colors can be modified to accommodate your needs, by the system administrator. For contacting the system administrator see page 10.

VIEW 1.7 BROWSE - A14J013B-PO -----10000 LINES							
SEARCHED COMMAND ==>F OYSTER							
SCROLL ==> PAGE							
YTD CASH DISBURSEMENT REGISTER THRU 02/21/97 - PO SEQ							
VOUCHER	ACCOUNT	INVOICE	DESCRIPTION	P.O.	INVOICE	DUE	TC
HOLD							
NUMBER	NUMBER	NUMBER	NUMBER	DATE	DATE	FLAG	A
AA4189300 AMER OYSTER ASSOC							
827508 0-00000-0001 INV. 168220							
(5) 09/04/96 09/06/96 60 11,3							
* PURCHASE ORD. (5) TOTAL * 11,3							

MM1850000 MAYFLOWER BOAT CO 781200 0-00000-0002	16710 05/23/96 06/26/96 40	1
* PURCHASE ORD. 16710 TOTAL *		1
JJ3011250 JOHNSON, JIMMY, COACH 786119 0-00000-0003 TAMPA FLORIDA	16864 05/31/96 07/01/96 49	1
* PURCHASE ORD. 16864 TOTAL *		1
JJ2234400 JONES, JIMMY, OWNER 786100 0-00000-0004 DALLAS TEXAS	16874 05/31/96 07/01/96 49	3
* PURCHASE ORD. 16874 TOTAL *		3
II4135400 IDIDEROD DOG POUND		

Fig. 6

7. Printing selected pages using CA-VIEW

To select pages for printing, while in the "Browse" screen (see Fig. 6), after having scrolled to the first page you wish to print, use the command **MARK PAGE**<enter>. You will see the message "PAGE MARK SET" in the upper right-hand corner of the screen. Next, scroll down to the last page you wish to include in the print job and use the command **MARK**<enter>. The message "PAGE MARK COMPLETED" now appears in the upper right-hand corner. You have marked the pages you wish to print.

To print the pages you have selected, at the command line **P**<enter> will bring you to the "Deliver Re-Print Attributes" screen. (see Fig. 7) You will notice that the pages you have selected have been entered in the appropriate data field. At this point hitting enter will spool the job to the printer.

Even when only printing a few pages of a report, if the report that you are printing from is very large (greater than 250,000 lines), you should strongly consider using the alternative method of printing, using the command **J**<enter>. While printing report sections in this manner adds additional keystrokes, it is advisable to use this method when reports are large, as your TSO session is immediately freed for other work while the system assembles your printed output. Another benefit of using this method is the ability to print an entire page index without having to use the mark process.

Upon entering this command you will then be presented with the "Deliver Re-Print Attributes" screen. Hit enter once again and you will be returned to your report, with the message "JCL CREATED" in the upper right hand side of the screen. Next, submit the job with the **SUBMIT**<enter> command. The next screen you come to is the "Batch Job JCL" screen,(see Fig. 5). At this point hitting enter will submit your print job, and you will see the message, "JOB SUBMITTED". At this point your TSO session is freed for other work, avoiding the lengthy wait that may be caused by very large reports.

```

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

REPORT ID ---> A14J013B-PO          DESC ---> YTD CASH DISB.- PO SEQ

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

```



```

*-----*
Enter optional page/record range(s):
PAGE    ==>  1:20
RECORD  ==>

Press ENTER to confirm or enter END command to cancel

```

Fig. 7

CLASS:

SYSOUT class. This field can be left blank for the default of "D".

DEST:

SYSOUT destination. This field can be left blank for the default of "LOCAL".

***PAGE:**

list of 1-9 pages or ranges of pages to be printed. Separate each page or range of pages in the list by one or more blanks and/or commas. A range is two numbers separated by a colon.

Example #1 ---- "1,10" would print page one AND page ten only.

Example #2 ---- "1:10" would print page one THROUGH and including page ten.

***RECORD:**

Same format as for "**PAGE:**"

8. Command summary

Here is a quick summary of the commands that have been discussed in this guide.

"VE" Use this command to invoke CA-VIEW from the TSO opening menu screen. (see Fig. 1)

"S" Use this command to "select" a report to view while in the "Report Selection List" screen. (see fig. 3)

"L" Use this command to "load" a report from tape while in the "Report Selection List" screen. (see Fig.3)

"SUBMIT" or **"SUB"** Use this command to start the restore (load) process after using the "L" command.

"CANCEL" or **"CAN"** use this command with the "SUBMIT" command to cancel any restores. In this context the command would be **SUBMIT CANCEL**<enter>.

"END" Use this command in the "Batch Job JCL" screen to cancel a restore (load from tape).

"DOWN" Use this command to scroll down the report while viewing in the "Browse" screen.

"UP" Use this command to scroll up the report while viewing in the "Browse" screen.

"RIGHT" Use this command to scroll right in the report while viewing in the "Browse" screen.

"LEFT" Use this command to scroll left in the report while viewing in the "Browse" screen.

"M" Use this command in the format **"M RIGHT"**<enter>. This command, used with any of the four scroll commands (DOWN, UP, RIGHT OR LEFT) will scroll to the top, bottom, right margin or left margin of the report while in the "Browse" screen.

"F" Use this command in the format "F XXXXX"<enter> where XXXXX = the search string you wish to locate in your report. In CA-VIEW this command is used in the "Browse" screen. (see Fig. 5)

"RFIND" Use this command to repeat a find command that you have previously issued.

"MARK" Use this command to mark a range of records or pages (see MARK PAGE below) while in the "Browse" screen. When used alone, a range of records will be marked for printing.

"MARK PAGE" Use this command to mark a range of pages while in the "Browse" screen.

"P" Use this command to spool selected pages, records or reports to print. This command can be issued at the command line from the "Browse" screen (see Fig. 5) or while in the "Report Selection List" screen. (see Fig. 3)

"HELP" Use this command while in any of the CA-VIEW screens to view the on-line help. This command is normally programmed into the PF1 key.

9. Tech Support

There are many features and options in CA-VIEW that can make working with your reports easier. For example, if you only need to view the lines of your report that contain account numbers and account totals, your CA-VIEW options can be set to omit any lines of the report other than those that contain the word "account". Another controllable option is screen colors (if using the appropriate hardware/software). You can choose certain data to be highlighted in the color of your choice. Columns can be "locked", so that when scrolling left or right, a certain column, say the name of a client, can remain on screen. The same can be done with a heading, so as to remain when scrolling up or down.

All of these advanced features can be implemented by one of the system administrators. In addition to setting up CA-VIEW for easier use, the system administrators can help you with any problems or questions you may have about using CA-VIEW.

At the present time, the system administrators can be contacted by e-mail at these addresses:

NAME	E-MAIL	PHONE
David W. Cruz	cruz@acs.rutgers.edu	(732) 445-5396
Frank Belgiovene	belgiove@acs.rutgers.edu	(732) 445-5427
Frank d'Auguste	fdauguste@acs.rutgers.edu	(732) 445-7390

If your problem or question cannot be answered by e-mail, and you cannot reach one of the contacts listed above by phone, you can receive limited tech support from ACS Computer Operations, at (732) 445-3004 and 3005.

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