NFC Procedures

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Optical Storage System (OSS)

TITLE VI
Systems Access Manual

CHAPTER 5
Report Generator Systems

SECTION 1
Optical Storage System (OSS)

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About This Procedure

This procedure provides instructions for accessing and operating the Optical Storage System (OSS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

This procedure is divided into several primary sections which are tabbed for easy access. Primary sections, page numbering, and the amendment process are described below.

Introduction includes general information as follows:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

Instructions provides detailed information and instructions for each **screen**. All options on a screen are covered before going to the next screen. The screens are presented as figures within the text.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics.* Example: The message ***Notepad** Update Processed* is displayed.

- Field specifications are also printed in italics. Example: **Enter Profile Name** *(required, alphanumeric field; max. of 8 positions)***.** Key in your assigned user ID (e.g., ***NF999***).

- For date fields, "(mmddyyyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Do not use any other punctuation in the date field (i.e., no dashes or slashes, etc.). Example: Key in January 10, 1997, as ***01101997***.

- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***L*** (left) or ***R*** (right) justification.

- Emphasized text within a paragraph is printed in **bold**. Example: When your research is completed, **you** must delete the work item.

- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The NFC Menu (**Figure 2**) is displayed.

- References to sections within the procedure are printed in bold as shown here. Example: See **Displaying Local Index screen** under **Work Item List (Normal Path Or Fast Path N)**.

- Keyboard references are printed in brackets. Example: Press [Enter].

- Optional actions at the end of a processing function are preceded by square bullets. Example:

  - To display the previous screen, press [PF3].

- Important extra information is identified as a note. Example: **Note:** It is recommended that print commands be entered on the Data Presentation screen (**Figure 10**). Future enhancements will require print commands be keyed in *only* on the Data Presentation screen.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504–255–5230.**

For questions about processing, contact the Information Resources Management Division at **504–255–5389**.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

Introduction

System Overview

The Optical Storage System (OSS) is an online report retrieval and viewing system of the U.S. Department of Agriculture (USDA). OSS is used for high-volume storage and retrieval. It is designed to replace microfiche, microfilm and hard copy reports.

OSS uses Archive IndeX Creation and Inquiry System (AXCIS) to provide online retrieval and viewing of reports generated on the host computer system by entering a report name, date range, and your choice of predefined search criteria (indexes). For the purposes of this manual the terms OSS and AXCIS are interchangeable.

Once you have arranged for security authorization to access OSS, designated the reports you want have available through OSS, and designated a local printer to receive local print, you are ready to take advantage of all the benefits that OSS offers.

System Capabilities

The real advantage of OSS compared to traditional data storage systems is that out of hundreds of reports OSS allows you to find and retrieve the specific report you need in just a few easy steps. You do not have to waste time or energy searching through drawers of microfiche or stacks of paper to find what you need.

In addition, once you find the report you are looking for, you can view it on a personal computer (PC). In fact, many people can view the same report simultaneously and request selected pages to be printed.

Reports

The reports available to you depend on your security access. Access is granted at the report level. This means, that once anyone is granted access, they can view the complete report or print selected pages.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for OSS.

The National Finance Center (NFC):

- Maintains OSS software.
- Develops and maintains OSS user documentation.
- Captures designated reports for use in OSS.

The agency:

- Requests reports to be captured for use in OSS.
- Requests report modifications (if needed).
- Request security access for users to specific OSS Object Names.

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access OSS, you must (1) have authorized security clearance and (2) use a terminal or PC that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Before you can use OSS, you need to ensure that a Security Request Form (internal NFC users only) has been submitted. External users request access through their security officer. Each identifies the report(s) in OSS by subsystem AXCS and object name (one, two, and or three, whichever is appropriate). Example: AXCS.CONSLST.XX. A mainframe printer ID or remote ID also must be identified to ensure the proper routing of requested prints.

Sign-On

OSS offers three ways to sign-on. NFC user may use any of the sign-on options. External users can use only the first option (NFC Menu). To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal and chose the appropriate option.

Option I (NFC Menu)

Respond to the prompts as follows:

[1] **Enter User ID** *(required, alphanumeric field; max. of 8 positions)***.** Key in your assigned user ID (e.g., ***NF999***). Press [Tab].

[2] **Password** *(required, alphanumeric field; 6 to 8 positions)***.** Key in your password. Your password is not displayed on the screen. Press [Tab].

[3] **New Password** *(alphanumeric field; 6 to 8 positions)***.** If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

[4] **Enter Application Name** *(alphanumeric field; max. of 9 positions)***.** Leave blank. Press [Enter]. The NFC Menu screen (**Figure 2**) is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Key in ***4***, Administrative Information Systems, at the Enter Application Name Or Selection Number prompt and press [Enter]. The Administrative Information Systems (**Figure 3**) is displayed. Key in ***15***, Optical, at the Enter Selection prompt and press [Enter]. The System Access screen (**Figure 5**) is displayed.

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to reporting systems. (See Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board, dated January 24, 1994.

```
==============================================================================
==  03/24/95          SNAMOD2              T3138E0D               PF1=HELP    ==
==============================================================================
==                    NN    NN         FFFFFFFF        CCCCCCCC               ==
==                   NNN   NN         FFFFFFFF        CCCCCCCC                ==
==                  NNNN  NN         FF              CC                      ==
==                 NN NN NN         FFFFFFFF        CC                       ==
==                NN  NNNN         FFFFFFFF        CC                       ==
==               NN   NNN         FF              CCCCCCCC                  ==
==              NN    NN         FF              CCCCCCCC                   ==
==  ========================================================================  ==
==   ==========              National Finance Center             ==========   ==
==    ==========        Office of Finance and Management        ==========    ==
==     ==========    United States Department of Agriculture   ==========     ==
==      ==============================================================      ==
==                           For Authorized Use Only                         ==
==                                                                           ==
==  ENTER USER ID = [1]        PASSWORD = [2]       NEW PASSWORD = [3]       ==
==                                                                           ==
==       ENTER APPLICATION NAME = [4]       OR PRESS ENTER FOR NFC MENU      ==
==============================================================================
```

Figure 1. NFC Banner Screen

```
==============================================================================
==  03/24/95      SNAMOD2       NFC MENU        T3138E0D      10:49:06  CT    ==
==============================================================================
==                                                                          ==
==  SELECT ONE:                                                             ==
==                                                                          ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                         ==
==     2. FINANCIAL INFORMATION SYSTEMS                                     ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                           ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                ==
==     5. DEVELOPMENT SYSTEMS  <NFC ONLY>                                   ==
==     6. DATA BASE TEST SYSTEMS  <NFC ONLY>                                ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                    ==
==     8. DIRECTIVES BULLETIN BOARD                                         ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==> 4           PF11 = EXIT    ==
==============================================================================
==                            MESSAGE BOARD                                 ==
==============================================================================
==============================================================================
```

Figure 2. NFC Menu

```
==============================================================================
==   03/07/97                       T3139A65                  14:45:53  CT    ==
==                     ADMINISTRATIVE INFORMATION SYSTEMS                     ==
==                                                                            ==
==                         I. ENTRY   INQUIRY SYSTEMS                         ==
==                                                                            ==
==      1. PRCHENT  AVAILABLE            2. PRCHINQ    AVAILABLE             ==
==      3. TRAVINQ  AVAILABLE            4. TRAV/TRVL  AVAILABLE             ==
==      5. SF279    AVAILABLE            6. UNAL       AVAILABLE             ==
==      7. DPRS     AVAILABLE            8. FEDSINQ    AVAILABLE             ==
==      9. OTRS     AVAILABLE                                                ==
==                                                                            ==
==      II. REPORTING SYSTEMS               III. UTILITIES                    ==
==                                                                            ==
==     10. CULPRPT  AVAILABLE           13. ISPF      AVAILABLE              ==
==     11. FOCUSRPT AVAILABLE           14. VPSPRINT  AVAILABLE              ==
==     12. BATCHFOC AVAILABLE           15. OPTICAL   AVAILABLE              ==
==                                                                            ==
==                                                                            ==
==                                                                            ==
==                                                                            ==
== PF1 = HELP PF3 = NFCMENU   ENTER SELECTION 1–15  ==> 15   PF11 = EXIT      ==
==============================================================================
```

Figure 3. Administrative Information Systems Screen

Option II (MULTSESS)

OSS is available through MULTSESS as option 233 (Optical). Respond to the prompts as follows:

1 **Enter User ID.** Same as Option I.

2 **Password.** Same as Option I.

3 **New Password.** Same as Option I.

4 **Enter Application Name** *(alphanumeric field; max. of 9 positions)***.** Key in ***MULTSESS***. Press [Enter]. The MULTSESS menu is displayed, key in ***233*** and press [Enter]. The System Access screen (**Figure 5**) is displayed.

Option III (CICSP5)

OSS is available through CICSP5. Respond to the prompts as follows:

1 **Enter User ID.** Same as Option I.

2 **Password.** Same as Option I.

3 **New Password.** Same as Option I.

4 **Enter Application Name** *(alphanumeric field; max. of 9 positions)***.** Key in ***LOGOFF***. Press [Enter]. The NFC Green Banner is displayed, key in ***ON CICSP5*** and press [Enter]. The screen displays CICS–MVS. Press [Clear]. A blank screen is displayed. Key in ***CSSN*** and press [Enter]. CICS/VS SIGNON is displayed. Key in your User ID, press [tab]. Key in your User ID password and press [Enter]. *SIGN-ON IS COMPLETE* is displayed. Key in ***AXCI*** and press [Enter]. The System Access screen (**Figure 5**) is displayed.

At the System Access screen (**Figure 5**) respond to the prompts as follows:

[1] **Enter Profile Name** *(required, alphanumeric field; max. of 8 positions)***.** Key in your assigned user ID (e.g., ***NF999***). Press [Tab].

[2] **Password** *(required)***.** Press the space bar once. Press [Tab].

[3] **Fast Path** *(alphanumeric field; 1 position)***.** Choose Fast Path ***Y*** or Normal Path ***N***. Press [Enter]. If ***Y*** is selected, the Criteria Entry screen (**Figure 7**) is displayed. If ***N*** is selected, the Work Item List screen (**Figure 11**) is displayed.

OSS provides two paths to retrieve a report (object); normal and fast path. The fast path is for quick access to a report. Use the Fast Path when you want to retrieve a report, print it, and exit the system. OSS does not save fast path retrievals.

The normal path is used when you want to review your retrieval the next day or several days later by having all retrievals saved to a work item.

Instructions for using the Fast Path (Y) begin on page 11.

Instructions for using the Normal Path (Fast Path (N)) begin on page 18.

Sign-Off

To exit OSS, press [Clear] at any screen. The AXCE Transaction Has Ended prompt (**Figure 4**) is displayed. Press [Clear]. The screen is cleared. Key in ***bye*** and press [Enter].

The Administrative Information Systems (**Figure 3**) is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

```
AXCE   Transaction has ended
```

Figure 4. AXCE Transaction Has Ended Prompt

```
                    AXCIS – SYSTEM ACCESS

                                                    06/11/96 07:48:57

*****************************************************************************************

ENTER  PROFILE NAME ====>                  [1]
             PASSWORD ====>                [2]
              FAST PATH ====> Y (Y OR N)   [3]



PF 1 Help
```

Figure 5. System Access Screen

Operating Features

This section describes the system's design and operating features.

System Design

All the screens in OSS have three basic parts; a **Command Area** at the top; a **Data Area** in the middle; and an **Information Area** at the bottom. (A sample OSS screen is shown as (**Figure 6**). Below is a brief description of each area:

[1] **Command Area**. The command area allows you to give OSS directions, such as; adding work items and viewing reports. This area is above the line of asterisks and provides the name of the screen, the date, time, and available options. The cursor is automatically positioned on the command line. The line of asterisks is a status line, where OSS messages are displayed based on your command.

[2] **Data Area**. The data area shows you what OSS finds based on your command and varies from screen to screen. The Data Area is located in the middle of your screen.

[3] **Information Area**. The information area describes commands and function keys you can use. Not all function keys are shown, only the ones most used.

Information displayed in the Data Area varies from screen to screen depending on what was entered at the command prompt. A message area at the bottom of the screen displays messages from the mainframe. For example, if you attempt to key in data in an area that data cannot be keyed in, an error message is displayed. To continue, you must press your keyboard's Reset key. Consult your agency ADP staff for instructions on your keyboard configuration.

To move backward from one screen to the previous screen, press [PF3].

Commands

The three types of OSS commands are:

Primary commands. Commands that are keyed in on the line that appears on the top of the screen (command area).

Line commands. Commands that are keyed in to the left of the selected item in the data area.

Key commands. Function keys that appear on the bottom line of your screen.

Help Screens

Help is available throughout OSS. Place your cursor on the field that you need help on and press [PF1]. You may view any other Help information by scrolling through the file.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed (on the line with the asterisks at the bottom of the screen). All errors must be corrected before proceeding.

```
                                AXCIS – WORK ITEM LIST                          NF999
COMMAND ===>   [1]                                                   LINE 00001 OF 00004
                                                                          06/07/96 10:22:53
 ADD – ADD WORK ITEM;   LL – LOCAL INDEX LIST;  PN (OPT) – PRINT NOTE (DEST)
PP20    Work Item added!     ***********************************************************************
   WORK            WORK                                  DATE    TIME            STATUS
  ITEM REF      ITEM DESCRIPTION                  [2]    CREATED                 CREATED



PF 1 Help; V–View list; C–Crit. entry; D–Dlet; Note=(E–Enter; N–View; P–Print)      [3]
```

Figure 6. Generic OSS Screen

Function Keys

Your keyboard includes:

Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system.

Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The most frequently used function keys for each screen are displayed at the bottom of each screen. Function key descriptions are provided below:

Key	Functions
PF1	Used to display a help screen.
PF3	Used to return to the previous screen or to exit OSS.
PF4	Used to read a Permanent Note (only on the Data Presentation screen (**Figure 10**)
PF5	Used to repeat a search.
PF7	Used to move backward when viewing a report.
PF8	Used to move forward when viewing a report.
PF10	Used to move left 80 columns when viewing a report.
PF11	Used to move right 80 columns when viewing a report.
PF12	Used to determine what search value is being used.
Clear	Used to exit the system.
Enter	Used to enter your command.
Tab	Used to move the cursor from field to field.
Home	Used to return to the first line on the screen (Command Line).
Delete	Used to erase an entry.
Back–space	Used to move backward without erasing an entry.
Reset	Used to erase a mainframe error message and continue.
↑	Used to move the cursor up from line to line.
↓	Used to move the cursor down from line to line.
→	Used to move the cursor to the right from position to position within a field.
←	Used to move the cursor to the left from position to position within a field.

Instructions

Criteria Entry Screen (Fast Path Y)

Fast Path is an option on the System Access screen (**Figure 5**). This option is used to create a temporary work item called a dynamic work item. The dynamic work item is erased when you log off OSS.

To select the Fast Path option, key in ***Y*** at the Fast Path prompt on the System Access screen and press [Enter]. The Criteria Entry screen (**Figure 7**) is displayed.

Key in the object name(s), (OSS report names), tab to date range field, using the following guidelines:

1 **Object Names** *(required, alphanumeric field; max. of 8 positions).* Key in at least the first object name. There can be no blank spaces before or within the object name. A wildcard (*) may be used at the end of the object name **only**. A wildcard cannot be used at the beginning of an object name or without any other character.

Object Names can be one, two or three lines in the center of the screen. If your access is to reports with only two object names then you will not be able to tab to the third object name. Your log on profile controls this screen. Try to narrow your search as much as possible so that OSS can retrieve your matches more quickly. After keying in the report name, tab to the date range field. Again, narrow your date search as much as possible.

2 **Date** *(date field; mmddyyyy).* Key in the cycle date of the object. This is usually the date that the object was archived (placed on optical disk). The = sign means todays date (current date). Use it instead of keying in todays date. The dates are inclusive.

After keying in the data, press [Enter]. The Criteria Match List screen (**Figure 8**) is displayed.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Displays the previous screen.

```
                    AXCIS – CRITERIA ENTRY                    NF999
COMMAND ===>
INTRO   NEW EMPLOYEES                                 06/07/96 14:03:46
 ***********************************************************************************
report name          SALARY05          (OBJECT NAME 1)
"    "               XX                (OBJECT NAME 2)        1
                                       (OBJECT NAME 3)

DATE =   05011996    THRU   05061996
       (MMDDYYYY)    (MMDDYYYY)
                 2
 ==================================================================

PF 1 Help                                   **Criteria Entry Screen**
```

Figure 7. Criteria Entry Screen

Criteria Match List Screen

The Criteria Match List screen (**Figure 8**) displays the list that matches your search on the Criteria Entry screen (**Figure 7**). The match list has the object name(s), date(s), and status of each match.

The following **Data Area** status information is provided on each match:

1 **Object Name 1.** The first search criterion.

2 **Object Name 2.** The second search criterion.

3 **Object Name 3.** The third search criterion.

4 **Object Date.** The migration (cycle) date.

5 **Local Index.** This is always a **Y**.

6 **Object Status.** This is the retrieval status of each matched object cycle element (administrator use only).

Imported. The report is available and no retrieval element(s) are on DASD.

Ready. The report is available and one or more retrieval elements are on DASD.

[7] **Line Count.** The total number of print lines in a report.

[8] **Auth Code**. This indicates you are authorized to view an object cycle.

The following Primary Commands can be used:

Command	Function
Note	Displays the Notepad Entry screen (**Figure 14**).
VN	Displays the Notepad View screen (**Figure 15**).
PN	**P**rints all notes in the notepad record.
LL	Displays the Local Index List screen (**Figure 13**).
PM	Prints all pages that contain the selected criteria; if used with the line command P, it will only print pages from those selected reports.

Note: It is recommended to print only from the Data Presentation screen (**Figure 10**) or the Local Index List screen (**Figure 13)**

The following Line Commands can be used:

Command	Function
V	Displays the Data Presentation screen (**Figure 10**) at the first page of the report.
R	Retrieves and saves, but does not show the element.
S	Saves the element with retrieval or display.
L	Displays the local index keys defined for the selected object.
C	Returns to the criteria entry record.
D	Deletes the criteria entry record.
P	Allows a PM command to act only on selected reports.

The following Key Commands can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Displays the previous screen.
[PF7]	Scrolls up the criteria match list.
[PF8]	Scrolls down the criteria match list.
[P10]	Shifts the screen left.
[PF11]	Shifts the screen right.

```
                AXCIS – CRITERIA MATCH LIST              NF999
COMMAND ===>                          LINE 00001 OF 00002
$DYN0001 DYNAMIC WORK ITEM                     02/21/97 08:12:12

*******************************************************************************
  OBJECT   OBJECT   OBJECT   OBJECT   LOCAL    OBJECT    LINE   AUTH
  NAME–1   NAME–2   NAME–3    DATE    INDEX    STATUS    COUNT  CODE
* CATSHIST
– CATSHIST          02/21/1997   Y    IMPORTED   346850   Y
     [1]        [2]       [3]       [4]        [5]        [6]       [7]    [8]
```

Figure 8. Criteria Match List Screen

PF 1 Help; View; Retrieve; Save; Local; Prt Match; Criteria=(C–View; D–Delete)

Local Index Criteria Entry Screen

The Local Index Criteria Entry screen (**Figure 9**) is reached from the Criteria Match List screen (**Figure 8**) with the **L** line command so you can specify local index values. The number of indexes you enter (one, two or all) determines the total number of matches displayed on the screen. One index produces X number of matches, a second index produces X number of matches, and the Total matches produced (bottom right corner of your screen) indicates the number of pages all the indexes occur on together. If the *Total matches produced* is all zeros (0000000) then your index does **NOT** occur in the report. It is important to understand that the *Total matches produced*, when selecting multiple indexes, is informing you

that the indexes occur on the same page. They may not be associated to each other.

There are three ways to enter index values on the Local Index Criteria Entry screen for specific reports you selected on the Criteria Match List screen (**Figure 8**):

Method 1. Key in the index value(s) and press [Enter]. AXCIS searches the report for all the pages your index(es) occur on. When your cursor returns to the command line you are informed of the *Total Matches Produced* (prompt 7 below). If this is too many pages to view then enter additional indexes to limit the number of matches. When you are ready to view the matches, key in ***V*** on the command line and press [Enter]. When ready to view the report and the ***V*** command is entered, you can tab to the index value that you would like OSS to search on. AXCIS uses the first index value it reads to search when the [PF5] is pressed. If you want the search to be on one of the other indexes, move the cursor to that index, and press [Enter]. At the Data Presentation screen (**Figure 10)**, press [PF5] and the page is searched for the first occurrence of the index you used. The line it occurs on is presented at the top of your screen.

Method 2. Key in ***V*** on the command line and tab to the index(es) you want to search on, key in your index value(s), and press [Enter]. OSS searches for the matches and brings you to the first match on the Data Presentation screen (**Figure 10**).

Method 3. Key in the index value(s), tab to the Wait For Completion? prompt, key in ***N*** and press [Enter]. You have started a background retrieval. The screen is refreshed and you are ready to enter new indexes while prior indexes are being retrieved. There is no limit to the number of times you can start a retrieval in this manner and have the search done in the background. When ready to view the background retrievals, key in ***LL*** on the command line, and press [Enter]. The Local Index List screen in displayed. Tab to the retrieval you want to view, key in ***V***, and press [Enter]. If you wish to print the matches without viewing, key in ***PM*** (print matches) on the command line, tab to the retrieval to print, key in ***P***, and press [Enter]. You can print one or several retrievals by placing a ***P*** on the line command for each of the retrievals to print.

The following status information is displayed:

[1] **Index Description.** The index description submitted by the user.

```
                        AXCIS – Local Index Criteria Entry                NF999
COMMAND ===>
$DYN0001 DYNAMIC WORK ITEM                                   02/21/97 08:42:20
CATSHIST                  02211997
*******************************************************************************
      INDEX DESCRIPTION                 INDEX VALUE            NO OF  MATCH J/
----------------------------- ------------------------------ INDEXES COUNT PAD
a–251 NUMBER                  _______                        0035594 000000 *
b–PROGRAM                     ________                       0071503 000000 *
c–ACRO                        ____                           0019078 000000 *
          [1]                     [2]                          [3]     [4] [5]



          [6]                                          [7]
Wait for completion – Y (Y/N)              Total matches produced – 0000000
PF 1 Help; Enter: ”V” for viewing, ”PM” for print matches
```

Figure 9. Local Index Criteria Entry Screen

[2] **Index Value.** The selected index you want to search on. You can use one or all the index values.

[3] **Number Of Indexes**. Indicates the total number of indexes found in the entire report.

[4] **Match Count**. Indicates the total number of matches of the specific index value generated during the search process. To view the index key value, this count must be greater than zero.

[5] **J/Pad**. The justification or pad field. This permits the user to key in the necessary index value without leading or trailing blanks or zeros. Key in ***L*** (left) or ***R*** (right) justification. OSS adds any necessary blanks or zeros to the field.

[6] **Wait For Completion (Y/N).** ***Y*** (yes) allows you to view your matches after the search for index values is completed. ***N*** (no) allows you to start the retrieval in the background and start keying in more index values, before viewing your matches.

[7] **Total Matches Produced.** If multiple indexes are used, this is the total pages all the indexes in concert produced. To view indexes this count must be greater than zero.

Note: It is recommended that print commands be entered on the Data Presentation screen(**Figure 10**). Future enhancements will require the print commands to be keyed in *only* on the Data Presentation screen (**Figure 10**).

The following **Primary Commands** can be used:

Command	Function
V	Displays local index matches.
LL	Display the List of Local Index screen. See **Displaying Local Index screen** under **Work Item List (Normal Path Or Fast Path N)**.
PM	Prints all pages that contain the selected criteria.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Exits the function and displays the Criteria Match List screen (**Figure 8**).

Data Presentation Screen

The Data Presentation screen (**Figure 10**) displays your selected reports.

Viewing Elements. The Data Presentation screen displays an element of the object cycle that you have selected for viewing. An element, depending on the format of the data page, may be from 5 to 30 pages (average is 10 pages). The first or only element is retrieved from optical disk or tape and the element is stored in the performance buffer on DSAD. The performance buffer enhances the viewing of report pages by reducing the time it takes to present the next page for viewing.

Accessing The Data Presentation Screen. The Data Presentation screen may be entered from the Criteria Match List, the Local Index Criteria Entry screen or the Local Index List screen by placing a ***V*** (view) on the Command Line or Line Command. **When keying in the Local Index Criteria Entry screen place the *V* on the command line, key in your index(es), and press [Enter].** OSS displays the Data Presentation screen faster because you do not look at your matches. When using multiple indexes, the Total Matches Produced is the number of pages your indexes occur on together. They may not be the same record. You must look the page over to see if your desired index is present.

Scrolling Commands. All scrolling commands, Match Scroll (MS), Element Scroll (ES) or Page Scroll (PS), are entered on the command line, and are used in concert with the [PF7] (forward) and [PF8] (backward) keys. You may scroll numerous Matches, Elements, or Pages by entering your selected scroll command followed with a space and some number, (MS 15 [PF8], moves you 15 matches down into the report). Page Scrolls are only within an Element.

Scrolling By Matches. When the Data Presentation screen is displayed, you are on the first match of the report. To scroll to the next match, use the Match Scroll (MS) command. The match scroll displays the next page of the report containing your index no matter which element it is located in. OSS tells you in the upper right corner which match you are viewing. You can move to the last match, or any match, by telling OSS to move some number of matches either forward [PF8] or backward [PF7].

Scrolling By Elements. To scroll through a large number of elements, use the Element Scroll Command (**ES**). To skip to the very last or first element, key in ***ESM***. Since the user does not usually know which element they are in, the use of these commands may be impractical. It is recommended to use the **MS** command.

Note: Once you move using the ES, OSS no longer knows what match you are on, and displays (match ?????? of nnnnnn). You continue to move using the ES within an element, by element. To reset the match count enter MS [PF7] or [PF8].

Scrolling By Pages. You can move page to page within an element only. Once the end of an element (*******END–OF–DATA*******) is encountered at the bottom left of a page, you can use the **ES** or **MS** command to move to next element or match.

```
                              AXCIS – DATA PRESENTATION                    NF999
COMMAND ===>                                     COL 001–079 LINE 00002 OF 00346
$DYN0001 DYNAMIC WORK ITEM                                  02/21/97 08:17:45
CATSHIST                  02211997                     MATCH 000001 OF 0000003
*******************************************************************************
No Perm. Notes on this screen!
02/20/97                                                 USDA – OFM – NFC
ASCC7901                                             CATS RECORDS ARCHIVED
                                                   CLOSED OUT PRIOR TO 1994
  251                     251     DATE     DATE     DATE     DATE    USER
 NUMBER PROGRAM  ACRO   ADDED  EST COMP  CHANGED  TESTED   CLOSED    ID    PROG

0000046 ACCESS   SECU 04/25/89 04/26/89 00/00/00 00/00/00 05/18/89 XITGJS  SMOT
                       DESC: REMOVE EXISTING ACCESS FROM NF330, GIVE SAME CCESS

0000047 N104015A SECU 04/25/89 04/26/89 00/00/00 00/00/00 05/18/89 XITGJS  SNUR
                       DESC: CORRECT PROFILE–REMOVE CM(TSO,(OPERATOR,RESOLVE))

0000048 ACCESS   SECU 04/25/89 04/26/89 00/00/00 00/00/00 05/18/89 XITGJS  SMOT
                       DESC: MODIFY NF913 TO HAVE SAME ACCESS AS NF690. NF913 I
                             EMPLOYEE.


PF 1 Help; 3 End; 4 Notes; 7 Back; 8 Forward; 10 Left; 11 Right
```

Figure 10. Data Presentation Screen

The following **Primary Commands** can be used:

Command	Function
AP	Adds a permanent note to the screen.
BE	Marks the bottom line shown as the end of a block.
BS	Marks the top line shown as the start of a block.
Copy	Copies the currently defined block to the notepad.
F ‘ ’	Finds the character string in ‘ ’.
Note	Displays the Notepad Entry screen (**Figure 14**).
PB	Prints from start to end block.
PN	Prints all the saved notepad entries.
PP	Prints the current page.
PP nn	Prints a number of pages, where nn equals the number of pages.
PM	Prints all pages that contain selected criteria.
PS	Scrolls one page at a time.
PS nn	Page Scrolls by nn pages, where nn equals the number of pages per scroll.
VN	Displays the Notepad View screen (**Figure 15**).
VP	Displays permanent note.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Exits the screen and displays the previous screen
[PF4]	Displays Permanent Notes.
[PF5]	Repeats a **find** of the index value where the cursor was located.
[PF7]	Scrolls up.
[PF8]	Scrolls down.
[P10]	Scrolls left.
[PF11]	Scrolls right.
[PF12]	Recalls the **find** argument.

The following **Combination Commands** (Primary + Key) can be used:

Command	Function
PS + [PF7]/[PF8]	Scrolls up or down by a page.
PS nn + [PF7]/[PF8]	Scrolls up or down by nn pages.
ES + [PF7]/[PF8]	Scrolls up or down by element.
ES nn + [PF7]/[PF8]	Scrolls up or down by nn elements.
MS + [PF7]/[PF8]	Scrolls up or down by match.
MS nn + [PF7]/[PF8]	Scrolls up or down by nn matches.
MSM + [PF7]/[PF8]	Scrolls up or down to the first or last match.
ESM + [PF7]/[PF8]	Scrolls up or down to the first or last element.

Note: Any scroll command brings you to the top of a page. The Element Scroll (ES) besides being at the top of the page you are at the first page of the element.

Printing

Occasionally it may be necessary for you to print one or more pages that you have retrieved. This is easily accomplished through the OSS Print Commands. You can print by page, block or matches. **To use a print command your cursor must be on the command line and the top of the page must be at the top of the screen**. All OSS Print Commands print to your assigned destination (dest) on the **mainframe**. This was assigned when your initial security request form was submitted. All screen prints go to the user's **locally** attached printer. All pages that contain the specified index(es) are printed. The pages need not be contiguous with an element and the elements need not be contiguous. The print command can be issued from any of the elements that meet the criteria. It is not necessary to be at the top of the element. OSS system immediately notifies you that the print command is complete (has been scheduled). This allows you to continue working while the OSS creates the print routine.

Printing Pages. Occasionally you may want to print one or more pages retrieved. You must be at the top of a page, the cursor on the command line and key in ***PP*** and press [Enter].

Example: PP 2,U250 Prints two (2) pages to OSS destination (mainframe printer) U250.

Printing Matches. Use the **PM** Command if the search contains multiple pages and you elect to print these pages without viewing them first. Key in ***PM*** (dest) and press [Enter]. You can print matches from the local index list by keying in ***PM*** on the command line, tabbing to one or all the reports and keying in ***P*** on the line command, then pressing [Enter].

Note: It is important to understand that the PM command is unrestricted and may cause a large number of pages to be retrieved and printed.

Printing Blocks. At times you may want to print part of a page, called a block. To do this you must indicate the beginning and ending of the block. Place the line you want to start on at the top of your screen and key in ***BS*** on the command line and press [Enter]. Scroll the screen until the line you want to stop at is at the bottom of the screen. Key in ***BE*** on the command line and press [Enter]. Key in ***PB*** on the command line. The block is printed on your locally assigned printer.

Work Item List Screen (Normal Path Or Fast Path N

Normal Path is an option on the System Access screen (**Figure 5**). This option is used to select a work item to capture your retrievals or add a work item.

After you log into OSS and chose the Normal Path (**N**), the Work Item List screen (**Figure 11)** is displayed. The Work Item List screen shows a list of work items. A work item is a record of a search.

The following **Primary Commands** can be used:

Command	Function
ADD	Adds a work item.
LL	Displays the Local Index List screen (**Figure 13**).
PN	Prints the Notepad.

The following **Line Commands** can be used:

Command	Function
V	Selects a work item and displays the Criteria Match List screen (**Figure 8**).
C	Selects a work item and displays the Criteria Entry screen (**Figure 7**).
D	**D**eletes a work item.
E	Displays the Notepad Entry screen (**Figure 14**).
P	Prints all notepad entries.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Exits the function and displays the System Access screen
[PF7]	Scrolls up the work item list.
[PF8]	Scrolls down the work item list.

Instructions follow for using these commands.

Adding A Work Item. At the Work Item List screen (**Figure 11**), at the command line, key in ***ADD*** and press [Enter]. The Work Item Entry screen (**Figure 12**) is displayed. The Work Item Entry screen is used to define new work items and add them to your work item list. Complete the fields as follows:

```
                                AXCIS – WORK ITEM LIST                          NF999
COMMAND ===> ADD                                                   LINE 00001 OF 00004
                                                                        06/07/96 10:22:53
      WORK ITEM;   LL – LOCAL INDEX LIST;  PN (OPT) – PRINT NOTE (DEST)
PP20    Work Item added!      ***********************************************************************
 WORK            WORK                                   DATE    TIME            STATUS
 ITEM REF        ITEM DESCRIPTION                       CREATED                 CREATED

INTRO    NEW EMPLOYEES                                  06071996 08:17:15       ENTERED
11BONDS  AGENCY 11 BONDS                                06071996 08:18:06       ENTERED
 PP20    PAY PERIOD RESEARCH                            06071996 10:22:13       ENTERED
$DYN0001 DYNAMIC WORK ITEM                              06051996 15:00:32       ENTERED

 PF 1 Help; V–View list; C–Crit. entry; D–Dlet; Note=(E–Enter; N–View; P–Print)
```

Figure 11. Work Item List Screen

```
                                AXCIS – WORK ITEM ENTRY                         NF999

COMMAND ===>                                                       LINE 00001 OF 00004
                                                                        06/07/96 10:22:53
      WORK ITEM;   LL – LOCAL INDEX LIST;  PN (OPT) – PRINT NOTE (DEST)
PP20    Work Item added!      ***********************************************************************
 WORK            WORK
 ITEM REF        ITEM DESCRIPTION
 [1]             [2]

 PF 1 Help; V–View list; C–Crit. entry; D–Dlet; Note=(E–Enter; N–View; P–Print)
```

Figure 12. Work Item Entry Screen

[1] **Work Item Ref** *(required, alphanumeric field; 8 positions)*. Key in the work item reference.

[2] **Work Item Description** *(required, alphanumeric field; max. of 39 positions)***.** Key in a description of the name that defines the new work item.

After keying in the data, press [Enter]. The Work Item List screen (**Figure 11**) is displayed.

- To capture your retrievals to a work item, tab to work item, place a ***C*** on the dash and press [Enter].
- To display Help, press [PF1].
- To end without adding the work item, press [PF3].

Note: There is a limited work item space. It is important that a work item be deleted when task that creates it is completed. Do not delete Dynamic Work Item.

Displaying The Local Index List. At the Work Item List screen (**Figure 11**), at the command line, key in ***LL*** and press [Enter]. The Local Index List screen (**Figure 13**) is displayed.

The Local Index List screen displays a list of all the retrievals for the local index searches.

The following **Primary Command** can be used:

Command	Function
PM	Used to print all pages that contain the selected criteria. Use line command ***P*** in concert with this command.

The following **Line Commands** can be used:

Command	Function
V	Displays the Data Presentation screen (**Figure 10**).
C	Displays the Local Index Criteria Entry screen (**Figure 9**).
D	Deletes the Local Index Criteria Entry record.
P	Used with the PM Primary Command to only print selected reports from the first list.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Exits the function and displays the initial screen.
[PF7]	Scrolls up the local index list.
[PF8]	Scrolls down the local index list.

Printing A Note. At the Work Item List screen (**Figure 11**), at the command line, key in ***PN*** and press [Enter]. The notes associated with the work item list are printed to the designated printer.

```
                    AXCIS – LOCAL INDEX LIST                    NF999



PF 1 Help; V–View list; C–Crit. entry; D–Dlet; Note=(E–Enter; N–View; P–Print)
```

Figure 13. Local Index List Screen

Notes

OSS provides two notation functions; Notepad and Permanent Notes.

Notepad

The notepad is used for personal notes. You can read notes, add new notes, delete existing notes, and print notes from the following screens; Criteria Match List (**Figure 8**), and Data Presentation (**Figure 10**), Work Item List (**Figure 11**). Notes created on the Notepad are associated with work items and profiles (user ID's). Therefore only the person that created the note can view it. When you sign off your Notepad is removed.

Creating A Notepad. To create a note on the notepad, use the following instructions:

1. Key in ***Note*** on the command line and press [Enter]. A window is displayed.

2. Key in up to four lines of 80 characters for your note. When your note is complete, press [Tab].

3 Key in ***save*** on the command line and press [Enter]. The message ***Notepad** Update Processed* is displayed.

Viewing Notes. To view the notepad, you must be on the Criteria Match List (**Figure 8**), Local List (**Figure 13**), or Data Presentation screen (**Figure 10**). Key in ***VN*** and press [Enter].

Deleting A Notepad. To delete the Notepad, you must be on the Criteria Match List (**Figure 8**), Local List, or Data Presentation screen (**Figure 10**). Key in ***DELETE*** and press [Enter].

Copying Data To The Notepad. Occasionally you may want to save part of a page, called a block. To do this you must indicate the beginning and ending of the block.

On the **Command Line** of the Data Presentation screen (**Figure 10**):

1. Key in ***BS*** (Block Start) and press [Enter]. The first line on the screen is designated as the block start point.

2. Scroll the screen until the line you want to stop at is at the bottom of the screen.

3. Key in ***BE*** (Block End) and press [Enter]. The last line on the screen is designated as the block end point.

4. Key in ***Copy*** and press [Enter]. This copies the contents of the block into the Notepad.

Printing The Notepad. First you must view the notepad, with any blocks copied, key in ***VN*** and press [Enter].

To print the notepad, with any blocks copied, key in ***PN*** or ***PN (dest)*** and press [Enter].

Permanent Notes

Permanent Notes are shared by all users of the report. Once annotated, the report displays the ****Notes**** indicator when the screen is on that portion of a page that the permanent note is attached. An example of when you might add a permanent note would be if you found an error in a report that under normal circumstances, you might make a handwritten correction on the report for the benefit of yourself and other users.

Adding Permanent Notes. Permanent Notes are attached to a report only on the Data Presentation screen (**Figure 10**). When a note exists on a screen page, a ***Notes*** indicator is printed on the right of the center above the line of asterisks. To Add A Permanent Note, use the following instructions:

1. Key in ***AP*** on the command line.

2. Place the cursor on the line where you want the note.

3. Press [Enter]. The Entering Permanent Note screen is displayed.

4. Key in the text of the note. You have eight lines to enter your text on.

5. Press [PF3] when you are finished.

Note: If you wish to return to the Data Presentation screen (**Figure 10**) without adding a note, key in ***Cancel*** in the command line and press [Enter].

Viewing Permanent Notes. To view permanent notes press [PF4] or key in ***VP*** on the command line and press [Enter]. The following information is provided with the note when it appears on the Viewing Permanent Notes screen (**Figure 11**):

1. The line from the report on which the note was placed.

2. Both the Profile and CICS User ID of the person who placed the note.

3. The date and time the note was placed.

Highlighting Permanent Notes. Another feature of permanent notes is to highlight the line attached to the note. Key in ***SP On*** on the command line and press [Enter]. To turn the highlight off, key in ***SP Off*** on the command line and press [Enter]. Use the SP On command each time you log on to highlight the annotated line.

Notepad Entry Screen

The Notepad Entry screen (**Figure 14**) is used to write and keep notes about tasks and searches. Each note can be up to four lines. You can also copy pages or page segments from the Data Presentation screen (**Figure 10**). When you sign off all notes are erased.

The following **Primary Commands** can be used:

Command	Function
Note	Makes a new notepad entry.
Save	Saves the note.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Ends the function without saving the note.

```
                    AXCIS – NOTEPAD ENTRY                    NF999



PF 1 Help; V–View list; C–Crit. entry; D–Dlet; Note=(E–Enter; N–View; P–Print)
```

Figure 14. Notepad Entry Screen

Notepad View Screen

The Notepad View screen (**Figure 15**) displays all the notes and comments you have saved for a selected work item.

The following **Primary Command** can be used:

Command	Function
Delete	Erases all notes in the notepad for the current item.
PN	Prints all notepad entries for the current item.

The following **Key Commands** can be used:

Command	Function
[PF1]	Displays the Help screen.
[PF3]	Exits the notepad and displays the previous screen.

```
                                AXCIS – NOTE PAD VIEW                          NF999
COMMAND ===> VN                                   COL 001–079 LINE 00001 OF 00003
$DYN0001 DYNAMIC WORK ITEM                                        06/10/96 14:42:58
CONSQTR  XX                          03241996
*****************************************************************************************

————————————————NF999   /NF999    06/10/96 14:42:40————————————————————————————

| This is where your note would be displayed.                          |

————————————————————————————————————————————————————————————————————————————
————————————

***** END–OF–DATA *****



PF 1 Help; 3 End; 7 Back; 8 Forward; 10 Left; 11 Right
```

Figure 15. Notepad View Screen

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