

WORKING WITH CIMS SPOOLED FILES

1/13/05	FY 05	MONA SHORES SCHOOL DISTRICT	07:55:22	QPADEV0127
ACS	Submittal Prompt		Ref:	ACS.JSET.02
Job:	ST.5530	Select & Print Your Own Report.....CMT		
		Is ready to run IN BATCH MODE Please fill in the requested data (if any) Or cancel if you do not wish to run this now		
JOBQ :	<u>1</u>	JOBQ	Library	
	1 - Normal	QSCHED	ACS400	
	2 - High Priority	QSCHED	ACS400	
	3 - Night	QSCHED	ACS400	
JOBQ Priority:	<u>5</u>	(1 high - 9 low) (maximum = 3)		
Output Queue:	<u>TEST</u>	in Library <u>QUSRSYS</u>		
Form:	<u>*STD</u>			
Processing Date:	<u>1/13/05</u>			
			Cancel?	<u>N</u>
MR	d			10/021

To work with reports from CIMS without printing them first, submit your report as you normally would in CIMS. When you get to the Submittal Prompt screen above, change the *Output Queue* to the word TEST. This will essentially "print" your report to a fictional printer that will allow you to utilize the features described in this handout.

```

                                Work with All Spooled Files

Type options, press Enter.
  1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
  8=Attributes      9=Work with printing status

Opt  File      User      Device or      User Data  Sts  Total  Cur
_    ST5530A0  JIM      Queue         ST5530    RDY  Pages Page Copy
                                     TEST
                                     57

                                                                Bottom

Parameters for options 1, 2, 3 or command
===> _____
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys

M d MW 10/003

```

This screen gives you access to your reports that are waiting to be printed. You get to this screen by using your **ESC** key from any screen in the AS/400. Under *File*, you should be able to identify your report by looking for the item with a naming convention similar to the job you submitted. If you have several items in your Spooled Files screen, you may need to **PageDown** to find the one you are looking for.

NOTE: Files named QPJOBLOG are created by the system when you sign on and are automatically deleted after seven days. You can ignore any files with that name.

You will be using the menu options at the top of the screen as follows:

- 2 = Change Spooled File Attributes
- 3 = Hold for printing at a later time
- 4 = Delete
- 5 = Display on your screen
- 6 = Release reports that have been put on Hold

Press **F3** twice to return to your AS/400 session.

```

Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Spooled file . . . . . > ST5530A0      Name, *SELECT
Job name . . . . . > ST5530C          Name, *
  User . . . . . > JIM                Name
  Number . . . . . > 789445           000000-999999
Spooled file number . . . . . > 2      1-999999, *ONLY, *LAST, *ANY
Job system name . . . . . > S105DMTM   Name, *ONLY, *CURRENT, *ANY
Spooled file created:
  Creation date . . . . . > 05022005   Date, *ONLY, *LAST
  Creation time . . . . . > 151424     Time, *ONLY, *LAST
Printer . . . . . > OUTQ             Name, *SAME, *OUTQ
Print sequence . . . . . > *SAME     *SAME, *NEXT
Form type . . . . . > *STD          Form type, *SAME, *STD
Copies . . . . . > 1                1-255, *SAME
Restart printing . . . . . > *STRPAGE Number, *SAME, *STRPAGE...

More...

F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display   F24=More keys

```

The Change Option allows you to redirect the report to any AS/400 printer, change the number of copies to print, select a range of pages to print and save the file so that it can be reprinted later.

To change the number of copies to be printed, **Tab** down to the field named *Copies* and change to the number you want. Press **F10** and then **PageDown** to get to additional parameters you can change and to specify a printer you want to route the report to.


```

                                Display Spooled File
File . . . . . : ST5530A0                                Page/Line  1/46
Control . . . . . : █                                     Columns   1 - 78
Find . . . . . : _____
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
COUNT CLASSES
REF: ST.5530A                                MONA SHORES SCHOOL DISTRICT
DATE - 1/13/05
TIME - 8:03:34                                E1
-----
NAME                                CR          STUDENT  PRIMARY MAILING
                                CL   STU_ID SEX BIRTHDAY PHONE_NO ADDRESS
-----
CHO, GRACE                          E1 000758855 F 11/22/87 798-0183 6173 HENRY ST
DONEVSKA, ANA                       E1 000759343 F 01/26/88 755-2491 2168 LINCOLN PARK
MEYER-KRUEGEL, LENA                 E1 000758623 F 10/25/87 780-3301 4068 OAK HOLLOW C
    0 Boys                          3 Girls          3 Total Students Listed
REF: ST.5530A                                MONA SHORES SCHOOL DISTRICT
DATE - 1/13/05
TIME - 8:03:34                                E2
-----
More...

F3=Exit  F12=Cancel  F19=Left  F20=Right  F24=More keys

```

The Display Option allows you to view your report on the screen. Use the following commands to maneuver in this screen:

PageDown

PageUp

Shift + F8 (F20) shifts the display to the far right of the report

Shift + F7 (f19) shifts the display to the far left of the report

Use any of the following values in the *Control* field at the top of the screen:

T will go to the top of the report

B will go to the bottom of the report

W+(any number) will shift your display to the right that number of columns

W-(any number) will shift your display to the left that number of columns

+(any number) will advance your display that number of lines down

-(any number) will roll your display that number of lines up

To search for a specific value in your report, enter the data you are looking for in the field named *Find* and press **Shift + F4 (F16)**. You can continue to press **F16** to find the next occurrence of your data. This search function is CASE SENSITIVE, so enter your selection exactly as it would appear in the report.

To exit this screen and return to the *Spooled Files* screen, press **F3**.