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*January, 2002*

# Introduction



## **In the introduction, you will:**

- ◆ Know the difference between JHSXPTR and X/PTR
- ◆ Know the benefits of X/PTR
- ◆ Understand the layout of this workbook
- ◆ Understand the use of the training directory
- ◆ Find information about the function keys in X/PTR
- ◆ Identify this workbook's symbols and text
- ◆ Know where to get help on your keyboard layout
- ◆ Know your X/PTR system support
- ◆ Know how to start this workbook

## What is JHSXPTR and X/PTR?



## Benefits of X/PTR

## About this workbook

JHSXPTR is the combined system of JHS and X/PTR which provides on-line viewing of production reports from the mainframe system. JHS, Job History System, and X/PTR, pronounced exporter, perform the same function; however, they store different information. JHS stores JCL, Job Control Language, produced by the Information Services department, and X/PTR stores your production reports. Reports stored by X/PTR are a convenience copy of the report and not the official copy for audit and legal purposes.

As a user, you will deal only with the X/PTR system. This workbook covers features available in X/PTR. Consequently, the remainder of this workbook will only refer to and address X/PTR. It is important to know the full name of the application is JHSXPTR since you will see the name as you work at your PC, or you may hear it from other users or system support personnel.

In addition to providing the user a means to view reports from their PC, X/PTR also has the following benefits:

- Immediate access to reports
- Eliminates lost reports through the mailing process
- Prints only pages and lines you need

This workbook was developed to assist you in learning X/PTR by providing hands-on exercises and brief explanations of the features available with X/PTR. It supplements the X/PTR User's Guide which gives detailed explanations of all the features, fields, commands, and screens in X/PTR. While working through this workbook, references are made to the appropriate section in the X/PTR User's Guide for detailed information.

To breakup the learning process, this workbook is divided into 3 sections. Each section is divided into smaller lessons covering a function of X/PTR.

**Section 1 - Getting Started:** Covers the beginning features of accessing information in X/PTR that *all users need to know*. This includes:

- ◆ Logging onto X/PTR
- ◆ The X/PTR Menu
- ◆ Accessing a Report
- ◆ Logging Off X/PTR

This section must be *completed before attempting the other sections*. Work through the entire section. After completing this section, *you can work through the remainder of the workbook lesson by lesson as needed*. Allow 1 hour to complete this section.

**Section 2 - Basic Functions:** Covers fundamental report features of X/PTR that *all users need to know*. This includes

- ◆ Scrolling through a Report
- ◆ Printing a Report

You can *work through this section lesson by lesson as needed*. Complete Section 1 prior to starting Section 2. Allow 45 minutes to complete this section.

**Section 3 - Advanced Functions:** Covers advanced report functions for the user interested in experimenting more with the system and *is not required for all users*. This section includes:

- ◆ Freezing Columns and Lines
- ◆ Creating a Temporary View
- ◆ Creating a Permanent View
- ◆ Finding Text

You can *work through this section lesson by lesson as needed*. A *good understanding of Section 1 & 2 is recommended before starting* the Advanced Functions. Allow 1 hour to complete this section.

## Training directory

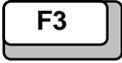
You will be using a training directory to learn the X/PTR features throughout this workbook. This directory, called **TRAIN**, consists of actual X/PTR reports from different applications. It is setup strictly for training purposes and differs slightly from the production X/PTR.

## Function keys

An X/PTR template for a PC keyboard referencing the F function keys is provided on the last page of this workbook. Each function key is explained in detail in this workbook. Cut out this template and lay it on your keyboard to use during the exercises in this workbook. Keep it handy for future reference.

**Workbook's symbols and text**

To assist in distinguishing between hands-on exercises, references to the X/PTR User's Guide, text on your screen, text to be typed, and X/PTR commands, the following symbols and text formatting will be used throughout the workbook.

 <b>H</b> Hands-on	Hands-on exercise
—◆— User's Guide Section 10 —◆—	References a section in your X/PTR User's Guide that gives detail information on the feature.
< YOUR PASSWORD >	Within the brackets, < >, you provide and type the information.
<b>PASSWORD</b>	A field on your screen
<i>YOUR PASSWORD</i>	Text you type
<b>DOWN</b>	An X/PTR command
	A key to press on your keyboard
	References to press the F#, PC function key.

**Your keyboard layout**

A wide variety of computers are used to access the central site mainframe computer. For this reason, no standard keyboard configuration exists within the organization. For example, the key to execute a task is labeled ENTER and may be located next to the alphabetic keys on the keyboard or the 10-key calculator pad. If you are unsure about the layout of your keyboard, please contact your facility's computer support personnel.

**X/PTR support**

Finally, refer any questions or problems concerning X/PTR to:

**Help Desk**  
**(512) 206-4666** or **toll free 1-888-952-4357**



## **H**ands-on

### **How to start this workbook**

**Instructions:** Perform the following activities to start this workbook.

Access the mainframe	Access the mainframe as you normally would.
Log On to SuperSession	At the SuperSession logo screen, log on to SuperSession and go to the SuperSession Main Menu.

# Section 1

## Getting Started



Section 1 covers the beginning features of accessing information in X/PTR that all users need to know. This section *must* be completed before attempting the other sections. Work through the entire section. Allow 1 hour to complete. After completing this section, you can work through the remainder of the workbook lesson by lesson as needed. Refer to the X/PTR User's Guide for a more detailed explanation of each topic.

Section 1 includes:

- ◆ Logging onto X/PTR
- ◆ The X/PTR menu
- ◆ Accessing a report
- ◆ Logging off X/PTR

## Lesson 1

# Logging onto X/PTR

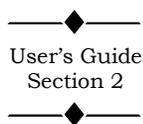


**During this lesson, you will:**

- ◆ Logon to an X/PTR session
- ◆ Lock your application
- ◆ Unlock your application



## Logging Onto X/PTR



## Locking your application

## Unlocking your mainframe application

At the SuperSession Main Menu, the application names are listed under the column header **SESSION ID**. The column to the left of the Session ID is used to open a session for the application. On the SuperSession Main Menu, X/PTR is referred to by the system's full name JHSXPTR. To access X/PTR, tab to move the cursor to the space just to the left of the JHSXPTR Session ID and press Enter.

**Important:** *Setting your Viewing and Printing options must be completed before beginning these exercises. See User Guide, Section 3-5 for instructions.*

**Instructions:** From your SuperSession Main Menu, perform the following activity.

Press		To move the cursor to the space just to the left of the JHSXPTR Session ID.
Press		To open JHSXPTR. You are now at the X/PTR <b>V22:FAVORITES MAIN MENU</b> screen. See the upper left corner of screen for the screen name. See Illustration 1.

Due to the confidentiality of most reports, you should lock your mainframe application(s) if you are away from your desk. The SuperSession **LOCK** command can be executed while in X/PTR

Type	<code>\</code>	The SuperSession <b>LOCK</b> command is entered on the <b>COMMAND</b> line preceded by one backslash (\).
Press		Your mainframe application locks. All unauthorized access is now prevented.

When you lock your mainframe application, you will receive the screen in Illustration 2. The LOCK command locks only your mainframe applications. It does not keep you from using your other computer applications. To unlock your active application, enter your SuperSession password.

Type	<code>&lt;PASSWORD&gt;</code>	The SuperSession password is typed but not visible on the screen.
Press		The X/PTR <b>V22: FAVORITES MAIN MENU</b> screen returns.



## Lesson 2

# The X/PTR Menu



**During this lesson, you will:**

- ◆ Understand the X/PTR directory structure
- ◆ Understand the X/PTR menu
- ◆ Select an application
- ◆ Select a directory
- ◆ Return to a previous menu

## The X/PTR Directory Structure

—◆—  
User's Guide  
Section 4  
—◆—

X/PTR organizes reports in a directory structure. This design categorizes reports by their applications, for example CARE or CLAIMS. Within each application, reports may be further divided into subcategories by their subject matter. One convenience of this structure is that as a user you will not be burdened with seeing applications, directories, and reports to which you do not have access.

## The X/PTR Menu

—◆—  
User's Guide  
Section 7  
—◆—

The X/PTR menu combines your accessible directories and reports with a list of available commands and functions. In addition, it provides vital information on your exact location within the directory structure. Each section of menu in Illustration 3 is defined below.

```
J 1 V22: Favorites  
Command ===>
```

**Menu Header:** Gives the screen number and screen name. X/PTR commands are entered on the **COMMAND** line.

```
Opt Entry  
CARE  
HCS  
README  
TRAIN
```

**ADR Listing:** Lists Applications, Directories, or Reports (ADR) to which you have been given access. Commands are entered in the **OPT** column.

```
J 1 022: Favorites                               Line 1
Command ==>                                       Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions    U - List report views
          PRT - Print

Use END command to exit.

Opt Entry          Title
  CARE            CARE
  HCS             HCS
  README          README
  TRAIN           TRAIN
***** End of list *****
```

**Illustration 3 - The X/PTR MAIN MENU**



# Hands-on

## Selecting an application

◆  
User's Guide  
Section 9  
◆

**Instructions:** In the Hands-on exercises, you will use the training directory. This directory consists of actual X/PTR reports from different applications. Note on the current screen the application called **TRAIN**.

See Illustration 4. Unlike Illustration 4, your screen may also display other applications to which you have access. Beginning at the **V22: FAVORITES MAIN MENU** screen, perform the following activities.

Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>TRAIN</b> .
Type	S	<b>SELECT</b> command is entered for the <b>TRAIN</b> application. See Illustration 4. It does not matter if you use upper or lower case.  S is to select an application.
Press		<b>THE V22: FAVORITES</b> screen displays with a list of applications within the application <b>TRAIN</b> . See the upper left corner of the screen for screen identification. Your location in the directory structure is <b>RPT</b> , and application <b>TRAIN</b> . See Illustration 5.

## Selecting a directory

◆  
User's Guide  
Section 10  
◆

Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>CLAIMSII</b> .
Type	S	<b>SELECT</b> command is entered for the <b>CLAIMSII</b> directory. See Illustration 5.
Press		<b>THE V22:FAVORITES</b> screen displays all the training <b>CLAIMSII</b> reports. Note the <b>TITLE</b> column now lists report names. Your location in the directory structure is <b>RPT</b> , application <b>TRAIN</b> , and directory <b>CLAIMSII</b> . See Illustration 6.

```

J 1 U22: Favorites                               Line    1
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions    U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
  CARE              CARE
  HCS                HCS
  README            README
s  TRAIN            TRAIN
***** End of list *****

```

**Illustration 4 - Selecting the TRAIN application**

```

J 1 U22: Favorites                               Line    1
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions    U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
  CARE              CARE
s  CLAIMSII         CLAIMSII
  HSA                HSA
  PAYROLL            PAYROLL
***** End of list *****

```

**Illustration 5 – Selecting the CLAIMSII directory**

```

J 1 U22: Favorites                               Line    1
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions    U - List report views
          PRT - Print

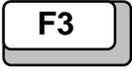
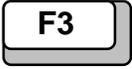
Use END command to exit.

Opt Entry           Title
HG030600           CASES WITHOUT MHR
HG040620           FINANCIAL TRANSACTION BATCHES OU
***** End of list *****

```

**Illustration 6 - The CLAIMSII directory**

**Returning to the previous menu**

Press		Returns to the previous menu. Your location in the directory structure is <b>RPT</b> , and application <b>TRAIN</b> . See Illustration 7.
Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>PAYROLL</b> .
Type	S	<b>SELECT</b> command is entered for the <b>PAYROLL</b> directory. See Illustration 7.
Press		<b>V22:FAVORITES</b> screen displays the <b>PAYROLL</b> reports. Your location in the directory structure is <b>RPT</b> , application <b>TRAIN</b> , and directory <b>PAYROLL</b> . See Illustration 8.
Press		Returns to the previous menu, Your location in the directory structure is <b>RPT</b> , and application <b>TRAIN</b> .
Press		Returns to the X/PTR <b>V22:FAVORITES MAIN MENU</b> .

```

J 1 U22: Favorites
Command ==>
Line
Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options: B - Display on terminal
         S - List report versions    U - List report views
         PRT - Print

Use END command to exit.

Opt Entry          Title
   CARE           CARE
   CLAIMSII       CLAIMSII
   MSA            MSA
s  PAYROLL        PAYROLL
***** End of list *****

```

**Illustration 7 - Selecting the PAYROLL directory**

```

J 1 U22: Favorites
Command ==>
Line
Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options: B - Display on terminal
         S - List report versions    U - List report views
         PRT - Print

Use END command to exit.

Opt Entry          Title
   RC203020       CONSOLIDATED SUMMARY OF CANCELLA
   RC005392       POSITION TRANSACTION REGISTER
***** End of list *****

```

**Illustration 8 - V22: FAVORITES (Payroll Reports)**

# Accessing a Report



### During this lesson, you will:

- ◆ Identify the list of reports for an application
- ◆ Scroll through the list of reports
- ◆ Find a report within the list of reports
- ◆ Browse the most current report
- ◆ Browse a previous version of a report
- ◆ Exit a report
- ◆ Understand a RESTORED REQD report



# Hands-on

**Instructions:** Beginning at the **V22: FAVORITES MAIN MENU**, perform the following activities.

Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>TRAIN</b> .
Type	S	<b>SELECT</b> command is entered for the <b>TRAIN</b> application.
Press		<b>V22: FAVORITES</b> screen displays a listing of reports under the <b>TRAIN</b> directory.
Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>CARE</b> .
Type	S	<b>SELECT</b> command is entered for the <b>CARE</b> directory. See Illustration 9.
Press		<b>V22: FAVORITES</b> screen now displays all the <b>CARE</b> reports to which you have access. Your location in the directory structure is the <b>TRAIN</b> application, <b>CARE</b> directory. See Illustration 10.

## List of available reports



User's Guide  
Section 11



The **V22: FAVORITES** (directory) screen, Illustration 10, lists the most current version of each **CARE** report. The list of reports is in alphabetical order by the report title and includes only the reports to which you have access. Next to the report name is an abbreviated report title. At the end of the list of reports, there is an **END OF LIST** indicator. Note on your screen there is no **END OF LIST** indicator which means there are more reports than can fit on the screen.

```

J 1 U22: Favorites                               Line 1
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions      U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
s  CARE             CARE
   HCS              HCS
   README           README
   TRAIN            TRAIN
***** End of list *****

```

**Illustration 9 - Selecting the CARE directory**

```

J 1 U22: Favorites                               Line 1
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions      U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
HC022280.Q         ACTIVE CLIENTS
HC022140.Q         CLIENT ASGHT REPORT
HC021130.Q         CLIENT CHARACT TRENDS AGE & PROB
HC022260.Q         MH CLIENTS AVERAGE LOS
HC021160.Q         MH CLIENTS SEX & ETHNICITY
HC021161.Q         MH CLIENTS SEX & ETHNICITY
HC027245.M         MH PERSONS SERVED REPORT
HC027245.Q         MH PERSONS SERVED REPORT
HC028855.M         MR CLIENTS BY RES TYPE BY COMP
HC021164.Q         MR CLIENTS SEX & ETH(CAMP)
HC021165.Q         MR CLIENTS SEX & ETH(COMM)
HC021162.Q         MR CLIENTS SEX & ETHNICITY
HC021163.Q         MR CLIENTS SEX & ETHNICITY

```

**Illustration 10 - List of reports in TRAIN/CARE**

## Scrolling through the list of reports

When the number of reports exceeds the space available on the screen, you have several options available to scroll through the list of reports. The last report in this list is followed by an **END OF LIST** indicator.

Press		<b>DOWN.</b> Scrolls down the list of reports. You now see the <b>END OF LIST</b> indicator. See Illustration 11.
Press		<b>UP.</b> Scrolls up the list of reports. Continue pressing the key until the list of reports no longer changes. When this happens, you have reached the top limit of the list.
Type	<i>BOT</i>	<b>BOTTOM</b> command is entered on the <b>COMMAND</b> line. See Illustration 12. Use upper or lower case.
Press		Scrolls directly to the last report on the list, HC028855.M. Note with this command, you do not see the <b>END OF LIST</b> indicator.
Type	<i>TOP</i>	<b>TOP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls directly to the first report on the list.

## Finding a report

Type	<i>F HC0270</i> (use zeros)	<b>FIND</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls down the list of reports to the first occurrence of a report name starting with HC0270 and makes it the first report in the list. Now the top report should be HC027050.M. The <b>FIND</b> command only searches forward from the first report on your screen.

```

J 1 U22: Favorites                               Line 14
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions      U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
HC026355.M         NUM ACTIVE MH CLIENTS BY LSA
HC026350.M         NUM ACTIVE MR CLIENTS BY LSA
HC021150.Q         PRINCIPAL PSY DIAGNOSES TRENDS
HC022235.Q         STATEWIDE RECIDIVISM TRENDS MHA
HC027050.M         VALID CARE COMPONENT TRANSACTION
HC027050.W         VALID CARE XOMPONENT TRANSACTION
***** End of list *****

```

**Illustration 11 - END OF LIST indicator**

```

J 1 U22: Favorites                               Line 7
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions      U - List report views
          PRT - Print

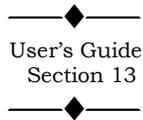
Use END command to exit.

Opt Entry           Title
HC027245.M         MH PERSONS SERVED REPORT
HC027245.Q         MH PERSONS SERVED REPORT
HC028855.M         MR CLIENTS BY RES TYPE BY COMP
HC021164.Q         MR CLIENTS SEX & ETH(CAMP)
HC021165.Q         MR CLIENTS SEX & ETH(COMM)
HC021162.Q         MR CLIENTS SEX & ETHNICITY
HC021163.Q         MR CLIENTS SEX & ETHNICITY
HC026355.M         NUM ACTIVE MH CLIENTS BY LSA
HC026350.M         NUM ACTIVE MR CLIENTS BY LSA
HC021150.Q         PRINCIPAL PSY DIAGNOSES TRENDS
HC022235.Q         STATEWIDE RECIDIVISM TRENDS MHA
HC027050.M         VALID CARE COMPONENT TRANSACTION
HC027050.W         VALID CARE COMPONENT TRANSACTION

```

**Illustration 12 - Entering the Bottom command**

## Browsing the most current report



Type	<i>TOP</i>	<b>TOP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls directly to the first report in the list.

**B - BROWSE (DISPLAY ON TERMINAL)** displays the most current report on your screen.

Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC021130.Q report.
Type	<i>B</i>	<b>BROWSE (DISPLAY ON TERMINAL)</b> command is entered by the HC021130.Q report. See Illustration 13.
Press		The HC021130.Q report displays on your screen. See Illustration 14.

Your screen may be slightly different than Illustration 14 because it is a newer version of this report. The first two lines at the top of the screen provide important information about the report and your location in the report. This information includes the report name, version number, current page number, total pages in the report, and line number. The first two lines also contain the **COMMAND** line and **SCROLL** field. The third line of the screen starts the report display area and includes the next 22 lines. It is also the line number displayed in the **LINE** field.

## Exiting a report

Press		<b>END.</b> Exits the HC021130.Q report and returns you to the <b>V22: FAVORITES CARE</b> menu.
-------	---	---

Type	<i>F HC027245</i>	<b>FIND</b> command is entered on the <b>COMMAND</b> line.
Press		Makes HC027245.M the first report in the list. Note there is also a HC027245.Q.

```

J 1 U22: Favorites
Command ==>
Line
Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options: B - Display on terminal
         S - List report versions    U - List report views
         PRT - Print

Use END command to exit.

Opt Entry      Title
HC022280.Q     ACTIVE CLIENTS
HC022140.Q     CLIENT ASGMT REPORT
b HC021130.Q   CLIENT CHARACT TRENDS AGE & PROB
HC022260.Q     MH CLIENTS AVERAGE LOS
HC021160.Q     MH CLIENTS SEX & ETHNICITY
HC021161.Q     MH CLIENTS SEX & ETHNICITY
HC027245.M     MH PERSONS SERVED REPORT
HC027245.Q     MH PERSONS SERVED REPORT
HC028855.M     MR CLIENTS BY RES TYPE BY COMP
HC021164.Q     MR CLIENTS SEX & ETH(CAMP)
HC021165.Q     MR CLIENTS SEX & ETH(COMM)
HC021162.Q     MR CLIENTS SEX & ETHNICITY
HC021163.Q     MR CLIENTS SEX & ETHNICITY

```

**Illustration 13 - Entering Browse report option**

```

J 1 B02: CLIENT CHARACT TRENDS AG 12/12/2001 Pg      1 of      214 Line
Command ==> _
Scroll ==> 22

DATE PREPARED: 12-09-00
TIME PREPARED: 06:42
CLIENT CHARACTERISTICS TRENDS BY AGE AT
QTR FY: 1ST QTR FY 01 09-01-00 THROUGH

COMPONENT CODE: 656 COMPONENT NAME: NORTH TEXAS STATE HOSPITAL

ACCTG UNIT: 5500
WARD : 550G GERIATRIC-GEORGE SANDS WF

CURRENT PREVIOUS LAST YEAR
QTR FY QTR FY QTR FY
1ST QTR FY 01 4TH QTR FY 00 1ST QTR FY

PROBLEM GROUP - MH

AGE:
0 - 6 0 0 0
7 -11 0 0 0
12-17 0 0 0
18-21 0 0 0
22-44 2 1 3
45-64 28 28 16

```

**Illustration 14 - CLIENT CHARACT TRENDS AGE & PROB report**

## Browsing a previous version of a report

◆  
User's Guide  
Section 17  
◆

Press	 (several times)	Tab to the <b>OPT</b> column in front of HC027245.Q report.
Type	S	<b>List Report Versions</b> command is entered for the HC027245.Q report.
Press		A list of all the versions available of the HC027245.Q report displays. Your screen is similar to Illustration 15.

The **V10 REPORT** screen lists the current and previous versions of the report. Each generation of a report is assigned a four digit version number by X/PTR. Version numbers are sequentially assigned each time the report is updated to X/PTR. The list starts with the most current report and includes the date, time, and the total pages of the report. The time is formatted on a 24 hour clock.. The **B – BROWSE REPORT** displays any version listed.

Since X/PTR is not the official copy of the report for audit or legal purposes, reports are dropped from X/PTR after a specified period of time and can no longer be viewed. The total days a report is tracked by X/PTR is defined by each application's support personnel.

Reports are stored, in duplicate, on both disk and tape. Due to limited disk space, older reports are removed from disk and maintained only on a tape. When this happens, it is necessary to restore the report to disk to display it in X/PTR. **RESTORED REQD** appears on the line next to reports that are only stored on tape. See Illustration 15.

Although these reports have been stored to tape, you can still view the report using the **B – BROWSE REPORT** option. A **RESTORED REQD** report will take longer to display since it requires the loading of a tape. A **RESTORE IN PROCESS** message will appear on your screen during this process. You can continue performing other tasks in X/PTR while the restore is in process. A **SYSOUT RESTORED** message will appear on the **V10 REPORT** screen when the restore is completed.

## Restoring a RESTORED REQD

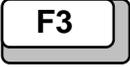
```
J 1 U10: Report PRINCIPAL PSY DIAGNOSES TRENDS          Line   1
Command ==>                                           Scroll ==> CSR

Opts: B - Browse  U - Views  PRT - Print

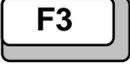
Use END to exit.

Opt Created          Total pages
  11/30/2000 08:55          76 RESTORE REQD
***** End of list *****
```

**Illustration 15 - V10 Report MH PERSONS SERVED**

Press	 (several times)	Tab to the <b>OPT</b> field in front of the first report on the list.
Type	<i>B</i>	<b>BROWSE (DISPLAY ON TERMINAL)</b> command is entered for this version of the report.
Press		The report displays on your screen. Again note the status line with the report name, version, and page information at the top of your screen.
Press		<b>END.</b> Exits the report to the <b>V10 REPORT (versions)</b> menu.
Press		<b>END.</b> Exits the report to the <b>V22: FAVORITES CARE MENU.</b>

F3 exits the report screen to the previous screen or menu. Pressing F3 will cause you to exit X/PTR.

Press		Returns to the <b>V22: FAVORITES TRAIN MENU.</b>
Press		Returns to the X/PTR <b>V22: FAVORITES MAIN MENU.</b>

## Lesson 4

# Logging Off X/PTR



**During this lesson, you will:**

- ◆ Log off X/PTR

 **H**ands-on

**Logging off X/PTR**

Logging off X/PTR is easily accomplished by pressing the F3 key, **END**. If you are in a menu, the F3 key immediately exits you to the SuperSession Main Menu. If you are within a report, F3 exits the report and returns to the **V22: FAVORITES** (directory) menu. Pressing F3 again exits X/PTR. Pressing F3 one or more times will eventually return you to the SuperSession Main Menu.

**Instructions:** From the **V22: FAVORITES MAIN MENU**, perform the following activity.

Press		<b>END.</b> Exits X/PTR to the SuperSession Main Menu.
-------	---	--

This is the end of Section 1. The remaining lessons can be worked through as needed.

# Practice Exercise 1



**Instructions:** Complete the following exercise beginning at the SuperSession Main Menu.

1. Logon to X/PTR.
2. Select the TRAIN application, and the CLAIMSII directory. Display the most current version of the HG030600 report. (This report may appear strange and have numerous repeated lines of information.)
3. Exit the report and return to the TRAIN Menu.
4. Select the MSA application and FIXASSET directory. Display the version list of previous reports for the FAR001 report.
5. Display on your screen the version of the FAR001 report prior to the most recent.
6. Return to the X/PTR Main Menu

# Section 2

## Basic Functions



Section 2 covers fundamental report features of X/PTR that all users need to know. You can work through this section lesson by lesson as needed. Complete Section 1 prior to starting Section 2. Refer to the X/PTR User's Guide for a more detailed explanation of each topic.

Section 2 includes:

- ◆ Scrolling through a report
- ◆ Printing a report

# Scrolling through a Report



### During this lesson, you will:

- ◆ Set the default scroll value
- ◆ Scroll up and down a specified number of lines
- ◆ Scroll left and right
- ◆ Change the scroll value
- ◆ Scroll to the next or a specific page
- ◆ Change the starting column
- ◆ Turn on and off the ruler
- ◆ Reset the display
- ◆ Scroll to the cursor location
- ◆ Scroll to the top and bottom of the page
- ◆ Scroll to the first and last page

# Hands-on

**Instructions:** Select the **TRAIN** application and perform the following activities.

Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>MSA</b> .
Type	S	<b>SELECT</b> command is entered for the <b>MSA</b> directory.
Press		<b>FAVORITES</b> screen displays all reports in the <b>MSA</b> directory.
Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>FIXASSET</b> .
Type	S	<b>SELECT</b> command is entered for the <b>FIXASSET</b> directory.
Press		<b>V22: FAVORITES</b> screen displays with all reports in the <b>FIXASSET</b> directory.
Press	 (several times)	Tab to the <b>OPT</b> column in front of the FAR001.
Type	B	<b>BROWSE</b> command is entered for the FAR001 report.
Press		<b>B02: TRANSACTION VALIDATION REPORT</b> screen displays.

## Why Scroll?

◆  
User's Guide  
Section 13  
◆

The FAR001 report is shown in Illustration 16. Since most mainframe production reports will not fit entirely on a standard screen, Illustration 17, displays the remainder of the report. X/PTR provides a variety of commands to move around within the report. Commands are available to scroll through a report line-by-line, screen-by-screen, or page-by-page.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg 1 of 362 Line 1
Command ==> Scroll ==> CSR
RUN DATE 08-09-95 *** ** FIXED ASSET TRANSACTION VALIDATION REPOR
VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION INPUT LIST INPUT
RUN MASTER FILE TRANSACTIONS TRANSACTIONS
NO YES YES YES
***** End of page *****

```

**Illustration 16 – Example – Transaction Validation Report**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg 1 of 362 Line 1
Command ==> Scroll ==> CSR
RT #0 PAGE 1
REPORT NAME FAR001

T VALIDATION AUDIT
TIONS REPORT LEDGER

PRINT PRINT
***** End of page *****

```

**Illustration 17 - Example – Transaction Validation Report**

## Report screen

On a report screen, the first two lines at the top of the screen provide important information about your location in the report. See Illustration 18. This information includes the current page number, total pages in the report, and a line number. The first two lines also contain the **COMMAND** line and **SCROLL** field. Commands to scroll within a report are typed on the **COMMAND** line or by pressing a function key. The third line of the screen starts the report display area and includes the next 22 lines. The third line is also the line number of the report that is displayed in the **LINE** field.

## Scroll field

The **SCROLL** field gives the number of lines a report moves up or down when the function keys are used. This value can be changed to any number between 1 and 9999. Since the report display area is 22 lines, it is recommended that the scroll value be set at 22 or not exceed the display area of 22 lines.

To provide consistency between your screen and the Hands-on exercise, we will use the scroll value of 22, the same as the number of lines reserved to display a report. If your scroll value is already 22, complete this exercise anyway.

## Changing the scroll value

Press		Tab to the <b>SCROLL</b> field.
Type	22	22 is entered as the scroll value.
Press		Remove characters remaining from the previous <b>SCROLL</b> field value. See Illustration 19.
Press		The <b>SCROLL</b> field is now 22 and the cursor returns to the <b>COMMAND</b> line.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      1 of      362 Line  1
Command ==>          Scroll ==> CSR
RUN DATE 08-09-95    ***      ***      FIXED ASSET TRANSACTION VALIDATION REPOR
                                VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION      INPUT      LIST      INPUT
  RUN      MASTER FILE      TRANSACTIONS      TRANSACTIONS
NO          YES          YES          YES
***** End of page *****

```

**Illustration 18 - Display the FAR001 report, Line 1**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      1 of      362 Line  1
Command ==>          Scroll ==> 22
RUN DATE 08-09-95    ***      ***      FIXED ASSET TRANSACTION VALIDATION REPOR
                                VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION      INPUT      LIST      INPUT
  RUN      MASTER FILE      TRANSACTIONS      TRANSACTIONS
NO          YES          YES          YES
***** End of page *****

```

**Illustration 19 - Changing scroll value**

### Scrolling a full screen down and up

◆  
User's Guide  
Section 14 & 15  
◆

### Turning on the Ruler

### Scrolling a full screen right and left

### Turning off the Ruler

### Scrolling to the next page

Press	 (3 Times)	<b>DOWN</b> 3 times. Scrolls down 22 lines at a time. The <b>Page</b> field is 3. The <b>LINE</b> field is 23. Note upper right corner of screen. See Illustration 20.
Press		<b>UP</b> . Scrolls up 22 lines, the scroll value. Now the <b>LINE</b> field is 1.

Press		<b>RULER</b> . Turns on the ruler which is displayed at the top of the report area. The ruler displays the number for each column: 10, 20, 30, 40, etc. and a (+) at 5, 15, 25, etc. Note the left side of your display starts at column 1 and the right side of your display ends at column 80. The <b>SCROLL</b> field changes to 21 to accommodate the ruler line. See Illustration 21.
-------	---	--

Press		<b>RIGHT</b> . Scrolls a full screen to the right. Note the left side of your display now starts at column 80. The right side is column 160.
Press		<b>LEFT</b> . Scrolls back to the left side of the report to column 1.

Press		<b>RULER</b> . Turns off the Ruler on the first line of the report display area.
-------	---	--

Press		<b>PAGE</b> . Scrolls forward to page 4, line 1.
Press		<b>PAGE</b> . Scrolls forward to page 5, line 1.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      3 of      362 Line  23
Command ==>>                               Scroll ==> 22
          ACQ CLR                             PROCEED
          LOSS                                86000110000    GAIN
          FIXED ASSET                          PROJECT
          LEASE                                INTERES
          EXECUTORY                            PAYMENT

110003  NONE  DEPR EXPENSE                     86000110000    ACCUM D
          ACQ CLR                             PROCEED
          LOSS                                86000110000    GAIN
          FIXED ASSET                          PROJECT
          LEASE                                INTERES
          EXECUTORY                            PAYMENT

110004  NONE  DEPR EXPENSE                     86000110000    ACCUM D
          ACQ CLR                             PROCEED
          LOSS                                86000110000    GAIN
          FIXED ASSET                          PROJECT
          LEASE                                INTERES
          EXECUTORY                            PAYMENT

110005  DELETION DEPR EXPENSE                     86000110000    ACCUM D
          ACQ CLR                             PROCEED

```

**Illustration 20 – Display the FAR001 report, Line 23**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      3 of      362 Line  1
Command ==>>                               Scroll ==> 21
-----10-----20-----30-----40-----50-----60-----70-----8
RUN DATE 08-09-95 LVL1 001 LVL2 660    FIXED ASSET TRANSACTION VALIDATION REPOR

                                FIXED ASSET GENERAL LEDGER TABLE FILE

TABLE  TYPE          ACCOUNT          CENTER
NUMBER MAINT          NUMBER          NUMBER

          NONE  DEPR EXPENSE  58202000    9999999888    ACCUM D
          ACQ CLR  31100000    8600000000    PROCEED
          LOSS    58402000    9999999888    GAIN
          FIXED ASSET  16140000    8600000000    PROJECT
          LEASE
          EXECUTORY                            INTERES
          PAYMENT

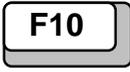
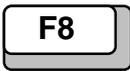
110001  NONE  DEPR EXPENSE                     86000110000    ACCUM D
          ACQ CLR                             PROCEED
          LOSS                                86000110000    GAIN
          FIXED ASSET                          PROJECT
          LEASE                                INTERES
          EXECUTORY                            PAYMENT

```

**Illustration 21 – The Ruler**

## Scrolling to a specific page

◆  
User's Guide  
Section 16  
◆

Type	<i>PAGE 22</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line. See Illustration 22.
Press		Scrolls forward to page 22, line 1.
Type	<i>PAGE +3</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line. See Illustration 23.
Press		Scrolls forward 3 pages to page 25, line 1.
Type	<i>PAGE -10</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls backward 10 pages to page 15, line 1.
Press		<b>RIGHT</b> . Scrolls a full screen to the right on page 15.
Press		<b>LEFT</b> . Scrolls back to the left side of the report to column 1 on page 15.
Press		<b>DOWN</b> . Still on page 15, scrolls down 22 lines, the <b>SCROLL</b> value. Now the line is 23.
Press		<b>UP</b> . Scrolls up 22 lines, the scroll value. Now the line is 1, Page 15.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      5 of      362 Line  1
Command ==> page 22                               Scroll ==> 22
RUN DATE 08-09-95 LUL1 001 LUL2 660      FIXED ASSET TRANSACTION VALIDATION REPOR

```

FIXED ASSET GENERAL LEDGER TABLE FILE

TABLE NUMBER	TYPE MAINT		ACCOUNT NUMBER	CENTER NUMBER	
120047	NONE	DEPR EXPENSE	58201000	86000270000	ACCUM D
		ACQ CLR			PROCEED
		LOSS	58401000	86000270000	GAIN
		FIXED ASSET	16120000		PROJECT
		LEASE EXECUTORY			INTERES PAYMENT
120052	NONE	DEPR EXPENSE	58201000	86000321000	ACCUM D
		ACQ CLR			PROCEED
		LOSS	58401000	86000321000	GAIN
		FIXED ASSET	16120000		PROJECT
		LEASE EXECUTORY			INTERES PAYMENT
120061	NONE	DEPR EXPENSE			ACCUM D

**Illustration 22 - Entering the Page command**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      22 of      362 Line  1
Command ==> page +3                               Scroll ==> 8
RUN DATE 08-09-95 LUL1 001 LUL2 660      FIXED ASSET TRANSACTION VALIDATION REPOR

```

FIXED ASSET GENERAL LEDGER TABLE FILE

TABLE NUMBER	TYPE MAINT		ACCOUNT NUMBER	CENTER NUMBER	
610501	NONE	DEPR EXPENSE		86000610501	ACCUM D
		ACQ CLR			PROCEED
		LOSS		86000610501	GAIN
		FIXED ASSET			PROJECT
		LEASE EXECUTORY			INTERES PAYMENT
610502	NONE	DEPR EXPENSE		86000610502	ACCUM D
		ACQ CLR			PROCEED
		LOSS		86000610502	GAIN
		FIXED ASSET			PROJECT
		LEASE EXECUTORY			INTERES PAYMENT
610503	NONE	DEPR EXPENSE		86000610503	ACCUM D

**Illustration 23 - Entering the Page command**

**Scrolling a specified number of lines**

Type	<i>DOWN 12</i>	<b>DOWN</b> command is entered on the <b>COMMAND</b> line. See Illustration 24.
Press		Scrolls down 12 lines on page 15 to line 13.
Type	<i>UP 3</i>	<b>UP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls up 3 lines on page 15 to line 10.

**Changing the starting column**

Press		<b>RULER.</b> Turns on the Ruler on the first line of the report display area.
Type	<i>COL 40</i>	<b>COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		The left side of the display is now column 40.
Type	<i>COL +16</i>	<b>COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		The left side of your display is now column 56.
Type	<i>COL -1</i>	<b>COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		The left side of the display is now column 55. See Illustration 25.
Press		<b>RULER.</b> Turns off the Ruler.

```

J 1 B02: TRANSACTION VALIDATION R 12/12/2001 Pg 15 of 361 Line 1
Command ==> down 12 Scroll ==> 22
RUN DATE 08-09-95 LVL1 001 LUL2 660 FIXED ASSET TRANSACTION VALIDATION REPOR

```

FIXED ASSET GENERAL LEDGER TABLE FILE				
TABLE NUMBER	TYPE MAINT	ACCOUNT NUMBER	CENTER NUMBER	
350100	DELETION	DEPR EXPENSE	86000350100	ACCUM D
		ACQ CLR		PROCEED
		LOSS	86000350100	GAIN
		FIXED ASSET		PROJECT
		LEASE EXECUTORY		INTERES PAYMENT
350101	NONE	DEPR EXPENSE	86000350100	ACCUM D
		ACQ CLR		PROCEED
		LOSS	86000350100	GAIN
		FIXED ASSET		PROJECT
		LEASE EXECUTORY		INTERES PAYMENT
350103	NONE	DEPR EXPENSE	86000350100	ACCUM D

**Illustration 24 - Entering the Down command**

```

J 1 B02: TRANSACTION VALIDATION R 12/12/2001 Pg 15 of 361 Line 1
Command ==>
---60-----70-----80-----90-----100-----110-----120-----130-----
NSACTION VALIDATION REPORT #1 PAGE 14

```

ERAL LEDGER TABLE FILE				
ENTER NUMBER	ACCOUNT NUMBER	CENTER NUMBER		
6000350100	ACCUM DEPR			
	PROCEEDS CLR			
6000350100	GAIN	86000350100		
	PROJECT-	CONU LUL1- 00	CONU LUL2- 08	
	INTEREST			
	PAYMENT			
6000350100	ACCUM DEPR			
	PROCEEDS CLR			
6000350100	GAIN	86000350100		
	PROJECT-	CONU LUL1- 00	CONU LUL2- 08	
	INTEREST			
	PAYMENT			

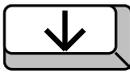
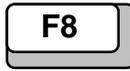
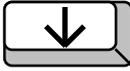
**Illustration 25 - Column 55 set to the left side of the screen**

## Resetting the display

## Scrolling to the cursor location

Type	<i>RV</i>	<b>RESET VIEW</b> command is entered on the <b>COMMAND</b> line.
Press		The <b>RESET VIEW</b> command resets the display to Page 1, Line 1 and cancels the <b>COLUMN</b> command.

The **SCROLL** field can be changed to CSR. CSR, abbreviation for cursor, allows the scroll keys to scroll to the line or column containing the cursor. Be sure to return the scroll value to 22 when finished.

Press		Tab to the <b>SCROLL</b> field.
Type	<i>CSR</i>	CSR scroll value is entered in the <b>SCROLL</b> field. See Illustration 26.
Press		The <b>SCROLL</b> value is now CSR. Now you can locate the cursor on the line of the report to which you want to scroll.
Press	 (5 times)	Down arrow 5 times. Moves the cursor to the report line to which you want to scroll.
Press		<b>DOWN</b> . Line 5 is now the first line in the report area. Note the <b>LINE</b> field is 5, and the <b>SCROLL</b> field is still CSR. See Illustration 27.
Press		<b>RULER</b> . Turns on the Ruler.
Press	 (2 times)	Down arrow. Moves the cursor into the report display area.
Press	 (10 times)	Right arrow. Moves the cursor to column 25 of the report. See the ruler line.
Press		<b>RIGHT</b> . Scrolls to the right to make the column with the cursor, column 25, the starting column on the screen.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg 1 of 362 Line 1
Command ==> Scroll ==> CSR
RUN DATE 08-09-95 *** ** FIXED ASSET TRANSACTION VALIDATION REPOR
VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION      INPUT      LIST      INPUT
  RUN          MASTER FILE  TRANSACTIONS  TRANSACTIONS
NO              YES          YES           YES
***** End of page *****

```

**Illustration 26 - Changing the scroll value to CSR**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg 1 of 362 Line 5
Command ==> Scroll ==> CSR
CORRECTION      INPUT      LIST      INPUT
  RUN          MASTER FILE  TRANSACTIONS  TRANSACTIONS
NO              YES          YES           YES
***** End of page *****

```

**Illustration 27 - Scrolling to the line with the cursor**

**Changing the scroll value**

Press		<b>RULER.</b> Turns off the Ruler.
Press		Tab to the <b>SCROLL</b> field.
Type	22	22 is entered in the <b>SCROLL</b> field. See Illustration 28.
Press		Removed the character remaining from the previous <b>SCROLL</b> field value.
Press		The <b>SCROLL</b> field is now 22 and the cursor returns to the <b>COMMAND</b> line.

**Scrolling to the bottom of the page**

Type	<i>B</i>	<b>BOTTOM</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to the bottom of page 1. Note the <b>END OF PAGE</b> indicator. See Illustration 29.

**Scrolling to the top of the page**

Type	<i>T</i>	<b>TOP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to the top of page 1, line 1.

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      1 of      362 Line  1
Command ==>                               Scroll ==> 22R
RUN DATE 08-09-95      ***      ***      FIXED ASSET TRANSACTION VALIDATION REPOR
                                           VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION      INPUT      LIST      INPUT
  RUN      MASTER FILE      TRANSACTIONS      TRANSCRIPT

NO      YES      YES      YES
***** End of page *****

```

**Illustration 28 - Changing the scroll value back to 22**

```

J 1 B02:TRANSACTION VALIDATION R 01/10/2002 Pg      1 of      362 Line  1
Command ==>                               Scroll ==> 22
RUN DATE 08-09-95      ***      ***      FIXED ASSET TRANSACTION VALIDATION REPOR
                                           VALIDATE OPTIONS IN EFFECT FOR THIS RUN

CORRECTION      INPUT      LIST      INPUT
  RUN      MASTER FILE      TRANSACTIONS      TRANSCRIPT

NO      YES      YES      YES
***** End of page *****

```

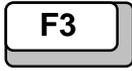
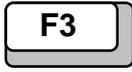
**Illustration 29 - End of page indicator**

**Scrolling to the last page in the report**

Type	<i>PAGE L</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to the last page of the report. Note the current page number is the same as the total number of pages.
Type	<i>B</i>	<b>BOTTOM</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to the bottom of the last page. Note the <b>END OF REPORT</b> indicator. See Illustration 30.

**Scrolling to the first page in the report**

Type	<i>PAGE 1</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to page 1.

Press		<b>END.</b> Exits the report to the <b>V22: FAVORITES</b> with a list of reports in the <b>FIXASSET</b> directory.
Press		Returns to the previous menu, <b>V22: FAVORITES FIXASSET</b> directory.
Press		Returns to the previous menu, <b>V22: FAVORITES TRAIN</b> directory.
Press		Returns to the, <b>V22: FAVORITES MAIN MENU.</b>

J 1 B02:TRANSACTION VALIDATION R 01/10/2002		Pg	362 of	362 Line	6
Command ==>				Scroll ==> 22	
F.A. COMPOSITE FILE WRITTEN	- FP010U -		1,744		
F.A. CATEGORY FILE WRITTEN	- FP015U -		156		
F.A. G/L TABLE WRITTEN	- FP050U -		4,721		
F.A. COMPOSITE FILE READ	- FP010S -		1,744		
F.A. MASTER FILE READ	- FP020S -		472,557		
F.A. EDITED TRANS WRITTEN	- FP110U -		1,930		
F.A. CATEGORY FILE READ	- FP015R -		348		
F.A. G/L TABLE READ	- FP050R -		370		
F.A. PRINT LINES WRITTEN	- FPWRTR -		7,889		
- THE TIME OF DAY IS 19.43.21 -					
***** End of report *****					

**Illustration 30 - End of report indicator**

# Printing a Report



### During this lesson, you will:

- ◆ Print from the list of reports
- ◆ Print while browsing a report
- ◆ Print an entire report
- ◆ Print specific lines of a report
- ◆ Change the printer destination
- ◆ Cancel a print command
- ◆ Identify lines numbers to print



## Hands-on

**Instructions:** Select the **TRAIN** directory and perform the following activities. Before performing this practice, you need your 6 character VPS defined printer id. Examples are PRT001, PRT019, and PRT097.

Press	 (several times)	Tab to the <b>OPT</b> column in front of <b>CARE</b> .
Type	S	<b>SELECT</b> command is entered for the <b>CARE</b> application.
Press		<b>V22: FAVORITES</b> (directory) screen displays all the <b>CARE</b> reports to which you have access.
Press		To move to the bottom of the <b>CARE</b> report listing.
Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC026350.M report.

### Printing an entire report from the list of reports

◆  
User's Guide  
Section 18  
◆

When printing a report in X/PTR, you can print the entire report or specific lines of a report to any local VPS defined printer. Printing specific lines of a report has an advantage over screen prints since you can now print the full 132 columns which screen prints cannot do.

Type	<i>PRT</i>	<b>PRINT</b> command is entered by the HC026350.M report. See Illustration 31. <b>PRT</b> is the option to print.
Press		The <b>P07 PRINT</b> screen displays.

Notice the **CAN** command. This command is used to cancel the print (PRT) command. See Illustration 32. F3 does not cancel the print command. The **OUTPUT DRIVER** defines the type of printer. **PL01** is the driver for any local VPS defined printer. The printer driver was set up when you set your print options. See user guide, Section 3.

```

J 1 U22: Favorites                               Line 14
Command ==>                                     Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal
          S - List report versions      U - List report views
          PRT - Print

Use END command to exit.

Opt Entry           Title
HC026355.M          NUM ACTIVE MH CLIENTS BY LSA
prt HC026350.M       NUM ACTIVE MR CLIENTS BY LSA
HC021150.Q          PRINCIPAL PSY DIAGNOSES TRENDS
HC022235.Q          STATEWIDE RECIDIVISM TRENDS MHA
HC027050.M          VALID CARE COMPONENT TRANSACTION
HC027050.W          VALID CARE COMPONENT TRANSACTION
***** End of list *****

```

**Illustration 31 - PRT command to print a report**

```

J 1 P07: Print NUM ACTIVE MR CLIENTS BY LSA      12/12/2001  -
Command ==>
Commands: CAN - Cancel    DUR - Drivers

Leave page and line numbers blank to print all.
From page ==>           Line ==>
To page   ==>           Line ==>

Banner page name      ==>
Banner page ID        ==>
Combine print requests ==> NO   (yes/no)
Output driver         ==> PL01
Confirm print requests ==> YES  (yes,no,first time)

The indexing values may be used to select a section of a report based on the
content and the person that normally receives it.  If these values are omitted
you will receive your normal section of the report.
Index name            ==>
Index selection data   ==>

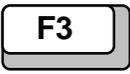
```

**Illustration 32 - P07: Print Specifications screen**

**Changing the printer destination**

Press		Accepting all the fields on the <b>P07 PRINT</b> screen.
-------	---	--

The **P20 PRINT CHARACTERISTICS** screen displays. See Illustration 33. Notice the **CAN** command that is used to cancel the print command. Again, the F3 does not cancel the print command. Your printer id should show in the **DEST** field if you have set up printing options. You have the ability to change this value if your printer number changes. **COPIES** denotes the number of copies you want of this report.

Press	 (several times)	Press until you are behind the <b>DEST</b> field under the value column.
Type	< <i>PRINTER ID</i> >	In the <b>DEST</b> field, Enter a 6 character local printer id to change the print destination. See the example in Illustration 33.
Press		Although it looks like nothing happened, this accepts the settings on the <b>P20 PRINT CHARACTERISTICS</b> screen.
Press		<b>END.</b> Exits to <b>V22: FAVORITES REPORT</b> screen . This screen displays a <b>PRINTED</b> message in the upper-right corner of the screen. See Illustration 34. This system message lets you know that your report printed.

Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC026350.M report.
Type	<i>B</i>	<b>BROWSE</b> command is entered by the HC026350.M report.
Press		The HC026350.M (NUM ACTIVE CLIENTS BY LSA) report displays on your screen.

```
J 1 P20: Print Characteristics                               Line 1
Command ==>                                               Scroll ==> CSR

Commands: CAN - Cancel F - Find

Output driver: PL01
Press ENTER then END key when all modifications are complete

Parameter          Value
DEST               * PRT1147
COPIES             * 001
***** End of list *****
```

**Illustration 33 - P20: Print Characteristics screen**

```
J 1 U22: Favorites                                       Printed
Command ==>                                               Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options: B - Display on terminal
         S - List report versions   U - List report views
         PRT - Print

Use END command to exit.

Opt Entry          Title
HC026355.M         NUM ACTIVE MH CLIENTS BY LSA
HC026350.M         NUM ACTIVE MR CLIENTS BY LSA
HC021150.Q         PRINCIPAL PSY DIAGNOSES TRENDS
HC022235.Q         STATEWIDE RECIDIVISM TRENDS MHA
HC027050.M         VALID CARE COMPONENT TRANSACTION
HC027050.W         VALID CARE COMPONENT TRANSACTION
***** End of list *****
```

**Illustration 34 - Printed system message**

**Printing while browsing a report**

Press		This function key allows you to execute the <b>PRINT</b> command while the report displays on your screen. You get the <b>P06 PRINT</b> screen which is identical to the <b>P07 PRINT</b> screen. The screens are just accessed differently. From here you repeat the same steps as above to print the entire report. However, we will cancel the <b>PRINT</b> command.
-------	---	---

**Canceling a print command**

Type	CAN	<b>CANCEL</b> command is entered on the <b>COMMAND</b> line.
Press		Returns to the HC026350.M report. Note the <b>PRINT CANCELLED</b> system message in the upper-right corner of your screen. See Illustration 35.

**Identifying line numbers to print**

Viewing this report, note the first three authorities are **ABILENE REG MHMR CENTER, AUSTIN TRAVIS CNTY MHMR CEN, and CENTER FOR HEALTH CARE SERVS.** If you want to print only these three lines of the report, the **FROM PAGE, TO PAGE, and LINE** fields on the **P07** or **P06 PRINT** screens, Illustration 36, limits the print job to the specified pages and lines. First, you must identify the number of the three lines. You can manually count down the report starting at the first line, or scroll to the lines using the **CSR** scroll value.

Press		Tab to the <b>SCROLL</b> field.
Type	CSR	Changing the scroll field to CSR.
Press		The <b>SCROLL</b> field is now CSR.
Press	 (several times)	Down arrow. Press several times until the cursor is on the line with <b>ABILENE REG MHMR CENTER.</b>

```

J 1 B02:NUM ACTIVE MR CLIENTS BY 12/12/2001          Print cancelled
Command ==>                                         Scroll ==> 22

DATE PREPARED: 11-14-98                            T X M H M R
TIME PREPARED: 04:51                               NUMBER OF ACTIVE MR PERSONS
                                                    SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHR CENTERS					
01	ABILENE REG MHR CENTER	150	66		262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60		753
04	CENTER FOR HEALTH CARE SERUS	353	77		1318
05	MHR AUTH OF BRAZOS VALLEY	101	33		216
06	CENTRAL COUNTIES CEN MHR	93	82		320
07	CENTRAL PLAINS CMP COH MHR	40	14		226

**Illustration 35 - Print Cancelled system message**

```

J 1 P07: Print MH PERSONS SERVED REPORT          12/12/2001    3
Command ==>
Commands: CAN - Cancel    DUR - Drivers

Leave page and line numbers blank to print all.
From page ==>           Line ==>
To page  ==>           Line ==>

Banner page name      ==>
Banner page ID       ==>
Combine print requests ==> NO   (yes/no)
Output driver        ==>
Confirm print requests ==> YES  (yes,no,first time)

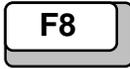
The indexing values may be used to select a section of a report based on the
content and the person that normally receives it.  If these values are omitted
you will receive your normal section of the report.
Index name           ==>
Index selection data ==>

```

**Illustration 36 - P07: Print screen**

### Printing specific lines of a report

◆  
User's Guide  
Section 18  
◆

Press		<b>DOWN.</b> Scrolls the line with <b>ABILENE REG MHMR CENTER</b> to the top line of the report area. Note the line number is 17 on page 1. See Illustration 37.
Press	 (several times)	Down arrow. Press several times until the cursor is on the line with <b>CENTER FOR HEALTH CARE SERVS.</b>
Press		<b>DOWN.</b> Scrolls the line with <b>CENTER FOR HEALTH CARE SERVS</b> to the top line of the report area. Note the line number is 19 on page 1. See Illustration 38.

Press		<b>PRINT</b> command displays the <b>P06 PRINT</b> screen.
Press		Tab to the <b>FROM PAGE</b> field.
Type	1	Indicating to start printing at page 1.
Press		Tab to the <b>LINE</b> field behind the <b>FROM PAGE</b> field.
Type	17	Indicating to start printing at line 17.
Press		Tab to the <b>TO PAGE</b> field.
Type	1	Indicating to end printing at page 1.
Press		Tab to the <b>LINE</b> field behind the <b>TO PAGE</b> field.

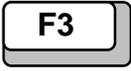
J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg		1 of	2 Line	17
Command ==>			Scroll ==>	CSR
01	ABILENE REG MHR CENTER	150	66	262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60	753
04	CENTER FOR HEALTH CARE SERUS	353	77	1318
05	MHR AUTH OF BRAZOS VALLEY	101	33	216
06	CENTRAL COUNTIES CEN MHR	93	82	320
07	CENTRAL PLAINS CMP COM MHR	40	14	226
08	CENTRAL TEXAS MHR CENTER	71	6	177
09	CONCHO VALLEY CENTER	104	20	214
10	DALLAS COUNTY MHR CENTER	519	256	1557
11	BURKE CENTER	183	40	462
12	ANDREWS CENTER	111	112	443
13	LIFE MANAGEMENT CENTER	167	23	773
14	GULF BEND MHR CENTER	63	83	228
15	GULF COAST REG MHR CENTER	114	34	437
16	MHR AUTH OF HARRIS COUNTY	749	243	2758
17	HEART OF TEXAS REGION MHR	86	47	290
18	LUBBOCK REG MHR CENTER	175	97	814
19	BLACKLANDS	28	1	77
20	COLLIN COUNTY MHR CENTER	47	37	311
21	NORTHEAST TEXAS MHR CENTER	48	9	121
22	NUECES COUNTY MHR COM CEN	140	41	523
23	PECAN VALLEY MHR REGION	46	51	165

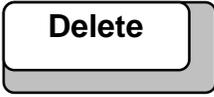
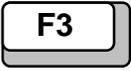
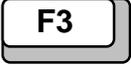
**Illustration 37 - Identifying line numbers with CSR**

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg		1 of	2 Line	19
Command ==>			Scroll ==>	CSR
04	CENTER FOR HEALTH CARE SERUS	353	77	1318
05	MHR AUTH OF BRAZOS VALLEY	101	33	216
06	CENTRAL COUNTIES CEN MHR	93	82	320
07	CENTRAL PLAINS CMP COM MHR	40	14	226
08	CENTRAL TEXAS MHR CENTER	71	6	177
09	CONCHO VALLEY CENTER	104	20	214
10	DALLAS COUNTY MHR CENTER	519	256	1557
11	BURKE CENTER	183	40	462
12	ANDREWS CENTER	111	112	443
13	LIFE MANAGEMENT CENTER	167	23	773
14	GULF BEND MHR CENTER	63	83	228
15	GULF COAST REG MHR CENTER	114	34	437
16	MHR AUTH OF HARRIS COUNTY	749	243	2758
17	HEART OF TEXAS REGION MHR	86	47	290
18	LUBBOCK REG MHR CENTER	175	97	814
19	BLACKLANDS	28	1	77
20	COLLIN COUNTY MHR CENTER	47	37	311
21	NORTHEAST TEXAS MHR CENTER	48	9	121
22	NUECES COUNTY MHR COM CEN	140	41	523
23	PECAN VALLEY MHR REGION	46	51	165
24	PERMIAN BASIN COMM CENTER	57	50	326
25	SABINE VALLEY REG MHR CEN	106	155	678

**Illustration 38 - Identifying line numbers with CSR**

**Changing the scroll value**

Type	19	Indicating to stop printing at line 19. See Illustration 39.
Press		Accepting all the other settings on the <b>P06 PRINT</b> screen.
Press		Accepting all the settings on the <b>P20 PRINT CHARACTERISTICS</b> screen.
Press		<b>END.</b> Exits to the report. <b>PRINTED</b> message in upper right corner of screen lets you know that your report is printed.

Press		Tab to the <b>SCROLL</b> field.
Type	22	22 is entered in the <b>SCROLL</b> field.
Press		Deletes all characters from the cursor to the end of the field.
Press		The <b>SCROLL</b> field is now 22, and the cursor returns to the <b>COMMAND</b> line.
Press		<b>END.</b> Exits the report.
Press		Returns to the previous menu, <b>V22: FAVORITES.</b>
Press		Returns to the previous menu, <b>V22: FAVORITES MAIN MENU.</b>

```
J 1 P06: Print NUM ACTIVE MH CLIENTS BY LSA          12/12/2001
Command ==>
Commands:  CAN - Cancel    DUR - Drivers

Leave page and line numbers blank to print all.
From page ==> 1          Line ==> 17
To page   ==> 1          Line ==> 19

Banner page name      ==>
Banner page ID       ==>
Combine print requests ==> NO    (yes/no)
Output driver        ==> PL01
Confirm print requests ==> YES   (yes,no,first time)
```

**Illustration 39 - Print command limiting lines to print**

# Practice Exercise 2



**Instructions:** Complete the following exercise beginning at the **V22: FAVORITES** screen. If you have difficulty performing the activity, refer to the step by step exercises in the previous section.

1. Display on your screen the most recent version of the FAR001 report in the MSA application, FIXASSET directory.
2. Scroll down to page 5 of this report.
3. On page 5, scroll to the bottom of the page.
4. Scroll up the report 10 lines.
5. Turn on the **RULER** and scroll a full screen to the right.
6. Scroll a full screen to the left and turn off the **RULER**.
7. Print lines 7 through 12 on page 4 of this report.
8. Exit the report and return to the previous menu.

# Section 3

## Advanced Functions



Section 3 covers advanced report functions for the user interested in experimenting more with the system and is not required for all users. You can work through this section lesson by lesson as needed. A good understanding of Section 1 & 2 is recommended before starting the Advanced Functions. Refer to the X/PTR User's Guide for a more detailed explanation of each topic.

Section 3 includes:

- ◆ Freezing columns and lines
- ◆ Creating a temporary view
- ◆ Creating a permanent view
- ◆ Finding text within a report

# Freezing Columns and Lines



**During this lesson, you will:**

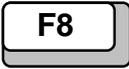
- ◆ Freeze lines at the top of the display
- ◆ Freeze columns on the left side of the display
- ◆ Reset the display

 **H**ands-on

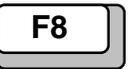
**Freezing lines at the top of the display**

Since most mainframe production reports are in a column and line format, scrolling through reports can result in column or line identifiers scrolling off the screen making it difficult to identify information. See the column and line format of the HC026355.M report in Illustration 40. To alleviate this problem, X/PTR allows you to freeze a selected number of lines at the top of the display or columns on the left side of the display that do not participate in scrolling.

**Instructions:** Select the **TRAIN** application and browse the **CARE** HC026355.M report. Perform the following activities.

Press		<b>DOWN.</b> Scrolls down 22 lines. When you scroll down you lose the column headers.
Press		<b>UP.</b> Scrolls up 22 lines to Page 1, Line 1.
Type	<i>HDR 10</i>	<b>HEADER</b> command is entered on the <b>COMMAND</b> line.
Press		<b>HEADER</b> command freezes the first 10 rows.

Now when you scroll down, the headers for each column will not participate in the scrolling process. Instead these 10 lines will remain at the top of the display while the other lines scroll. Note the **SCROLL** field changes to 12 to accommodate for the 10 lines that will not scroll.

Press		<b>DOWN.</b> Scrolls down 12 lines.
Press		<b>DOWN.</b> Scrolls down another 12 lines.
Press		<b>RIGHT.</b> Scrolls a full screen to the right. Note the authority names scroll off the display. You cannot identify the authority for each number.

```

J 1 B02: NUM ACTIVE MH CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==>                               Scroll ==> 22

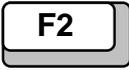
DATE PREPARED: 11-14-98                    T X H H H R
TIME PREPARED: 04:51                       NUMBER OF ACTIVE MH PERSONS
                                           SNAPSHOT AS OF 11-15-98

```

LSA*	MH AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MMR CENTERS					
01	ABILENE REG MMR CENTER	17	1		922
02	TEXAS PANHANDLE MH AUTHORITY	27	21		1708
03	AUSTIN TRAVIS CNTY MMR CEN	78	22		3069
04	CENTER FOR HEALTH CARE SERUS	293	30		4576
05	MMR AUTH OF BRAZOS VALLEY	17	34		1157
06	CENTRAL COUNTIES CEN MMR	34	17		1508

**Illustration 40 - The column and line format of the HC026355.M report**

**Freezing columns on the left side of the display**

Press		<b>LEFT.</b> Scrolls back to the left side of the report to column 1.
Press		<b>RULER.</b> Turns on the Ruler on the first line of the report display.

The **SET COLUMN** command selects specific columns of a report to display. It also allows you to freeze a column range so that it does not participate in the scrolling process. In the command, a colon (:) separates this range from other specified columns that participate in the scrolling process.

Type	<i>SC 10-40:41</i>	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line. See Illustration 41.
Press		Freezes columns 10 through 40 so they will not scroll off the screen.
Press		<b>RIGHT.</b> Scrolls a full screen to the right maintaining the preset columns defined above. Now the authority names do not scroll off the screen. See Illustration 42.
Type	<i>T</i>	<b>TOP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to top of page 1.
Press		<b>RULER.</b> Turns off the Ruler on the first line of the report display.

**Resetting the display**

Type	<i>RV</i>	<b>RESET VIEW</b> is entered on the <b>COMMAND</b> line.
Press		The command resets the display and releases the <b>HDR</b> and <b>SC</b> commands.

Exit the report and return to the **V22: FAVORITES** menu.

```

J 1 B02:NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg 1 of 2 Line 1
Command ==> SC 10-40:41 Scroll ==> 11
-----10-----20-----30-----40-----50-----60-----70-----8

```

DATE PREPARED: 11-14-98  
TIME PREPARED: 04:51

T X M H M R  
NUMBER OF ACTIVE MR PERSONS  
SNAPSHOT AS OF 11-15-98

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMMUNITY RES TOTAL	SER CLIENT/FAMIL TOTAL
00	LSA UNKNOWN	0	0	1
SUBTOTAL:		0	0	1
COMMUNITY MHR CENTERS				
01	ABILENE REG MHR CENTER	150	66	262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60	753
04	CENTER FOR HEALTH CARE SERVS	353	77	1318
05	MHR AUTH OF BRAZOS VALLEY	101	33	216
06	CENTRAL COUNTIES CEN MHR	93	82	320

**Illustration 41 - Entering the Set Column command**

```

J 1 B02:NUM ACTIVE MH CLIENTS BY 12/12/2001 Pg 1 of 2 Line 35
Command ==> Scroll ==> 11
0-----20-----30-----4090-----100-----110-----120-----130-----

```

PARED: 11-14-98  
PARED: 04:51

REPORT NO.: HC026355  
PAGE : 1

MH AUTHORITY	CASE MGMT TOTAL	COMMUNITY SERVICES TOTAL	L S A TOTAL
BLACKLANDS	142	418	427
COLLIN COUNTY MHR CENTER	152	1151	1185
NORTHEAST TEXAS MHR CENTER	110	645	658
NUECES COUNTY MHR COM CEN	978	1802	1837
PECAN VALLEY MHR REGION	190	1118	1124
PERMIAN BASIN COMM CENTER	284	1244	1268
SABINE VALLEY REG MHR CEN	316	2088	2106
LIFE RESOURCE	642	2208	2229
TARRANT COUNTY MHR SERVICE	3077	6669	6777
MHR SERVICES OF TEXOMA	553	860	881
TRI-COUNTY MHR SERVICES	475	1696	1711

**Illustration 42 - Authority names do not scroll off screen**

# Creating a Temporary View



**During this lesson, you will:**

- ◆ Know what a view is
- ◆ Know the difference between a temporary and permanent view
- ◆ Limit lines to display
- ◆ Limit columns to display
- ◆ Edit the command line
- ◆ Reverse the order of columns
- ◆ Reset the display
- ◆ Enter a title line

## What is a view?

A report view gives you the flexibility to limit the lines and columns or even rearrange columns you browse in a report. In addition, you can freeze columns and lines, set title lines, and change the scroll value. There are two types of views:

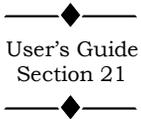
Temporary View, Lesson 8

Permanent View, Lesson 9

## What's the difference between a temporary and permanent view?

A view can be created every time you enter a report, or if used on a regular basis, can be saved and retrieved every week, month, quarter, etc. A temporary view terminates after you exit the Display on Terminal command. However, a permanent view is available every time you open an X/PTR session. Although both provide the same end results, they are defined by totally separate commands. The Temporary View uses a separate command for each specification to the report, whereas the Permanent View uses a single command where all specifications to a report are defined.

## Creating a temporary view



User's Guide  
Section 21

To create a temporary view, commands are available to limit the display of lines and columns plus enhancement to display title lines and visual bars. Illustration 43 is page 1 of the CARE HC026350.M report. There are actually 8 columns of information listed on this report: LSA, MR AUTHORITY, CAMPUS RES TOTAL, COMM RES TOTAL, CLIENT/FAMILY TOTAL, CASE MGMT TOTAL, COMMUNITY SERVICES TOTAL, and LSA TOTAL. Illustration 43 displays the first 5 columns. During this exercise you manipulate this report to display a variety of lines and columns. At the end of this exercise you will display only the MR AUTHORITY and CLIENT/FAMILY TOTAL columns and two title lines. See Illustration 44.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line   1
Command ==>                               Scroll ==> 10

DATE PREPARED: 11-14-98                    T X M H H R
TIME PREPARED: 04:51                       NUMBER OF ACTIVE MR PERSONS
                                           SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHMR CENTERS					
01	ABILENE REG MHMR CENTER	150	66		262
03	AUSTIN TRAVIS CNTY MHMR CEN	205	60		753
04	CENTER FOR HEALTH CARE SERVS	353	77		1318
05	MHMR AUTH OF BRAZOS VALLEY	101	33		216
06	CENTRAL COUNTIES CEN MHMR	93	82		320
07	CENTRAL PLAINS CMP COM MHMR	40	14		226

**Illustration 43 - HC026350.M report**

```

J 1 B02: HC026350.M          Version 1 Page 1 of 2 Line 17
Command ==>                               Scroll ==> 18
CLIENT/FAMILY TOTAL
COMMUNITY CENTERS
0-----20-----+---30-----+---40 0-----+---80--

```

ABILENE REG MHMR CENTER	262
AUSTIN TRAVIS CNTY MHMR CEN	753
CENTER FOR HEALTH CARE SERVS	1318
MHMR AUTH OF BRAZOS VALLEY	216
CENTRAL COUNTIES CEN MHMR	320
CENTRAL PLAINS CMP COM MHMR	226
CENTRAL TEXAS MHMR CENTER	177
CONCHO VALLEY CENTER	214
DALLAS COUNTY MHMR CENTER	1557
BURKE CENTER	462
ANDREWS CENTER	443
LIFE MANAGEMENT CENTER	773
GULF BEND MHMR CENTER	228
GULF COAST REG MHMR CENTER	437
MHMR AUTH OF HARRIS COUNTY	2758
HEART OF TEXAS REGION MHMR	290
LUBBOCK REG MHMR CENTER	814
BLACKLANDS	77
COLLIN COUNTY MHMR CENTER	311

**Illustration 44 - Report with completed view**



# Hands-on

## Limiting lines to display

**Instructions:** Select the **TRAIN** application and Browse the **CARE** HC026350.M report. Perform the following activities.

Type	SL 7	<b>SET LINE</b> command is entered on the <b>COMMAND</b> line.
Press		Displays from line 7 to the end of the page. See Illustration 45. (Scroll value may be different.)
Type	SL 21-23	<b>SET LINE</b> command is entered on the <b>COMMAND</b> line. This command overrides the last <b>SETLINE</b> command.
Press		Displays only line 21 to 23. See Illustration 46. (Scroll value may be different.)
Type	SL 8-10,21-23	<b>SET LINE</b> command is entered on the <b>COMMAND</b> line.
Press		Displays the column headers in lines 8 to 10 above lines 21 to 23.
Type	SL 18-18	<b>SET LINE</b> command is entered on the <b>COMMAND</b> line.
Press		Displays only line 18 with the AUSTIN TRAVIS CNTY MHMR CEN totals.
Press		<b>RIGHT.</b> Scrolls a full screen to the right. Note you still see only the line designated.

## Resetting the display

Type	RV	<b>RESET VIEW</b> command is entered on the <b>COMMAND</b> line.
Press		Resets the display and cancels the <b>SL</b> command.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==> s1 21-23                               Scroll ==> 10

DATE PREPARED: 11-14-98
TIME PREPARED: 04:51
                                T X M H M R
                                NUMBER OF ACTIVE MR PERSONS
                                SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHR CENTERS					
01	ABILENE REG MHR CENTER	150	66		262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60		753
04	CENTER FOR HEALTH CARE SERUS	353	77		1318
05	MHR AUTH OF BRAZOS VALLEY	101	33		216
06	CENTRAL COUNTIES CEN MHR	93	82		320
07	CENTRAL PLAINS CMP COM MHR	40	14		226

**Illustration 45 - Entering Set Lines command**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  21
Command ==>                                         Scroll ==> 10
06      CENTRAL COUNTIES CEN MHR          93          82          320
07      CENTRAL PLAINS CMP COM MHR        40          14          226
08      CENTRAL TEXAS MHR CENTER          71           6          177
***** End of page *****

```

**Illustration 46 - Lines displayed limited to lines 21 to 23**

**Limiting columns to display**

Press		<b>RULER.</b> The ruler is turned on.
Type	SC 10	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Displays from column 10 to the end of the line.
Type	SC 10-50	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Displays columns 10 to 50. See Illustration 47. Each command voids the previous command. (Scroll value may be different.)
Type	SC 10-40,54-62	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Displays information between columns 10 to 40 and 54 to 62.

**Reversing the order of columns**

Type	SC 54-62,10-40	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Reverses order of columns to displays columns 54 to 62 before 10 to 40. See Illustration 48.

**Editing the Set Column command**

Type	SC ?	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Displays the current <b>SET COLUMN</b> specification in case you forgot the column numbers or want to edit the line.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==>                               Scroll ==> 20
0-----20-----30-----40-----50

PARED: 11-14-98
PARED: 04:51                                NUMB
                                             S

MR AUTHORITY                                CAMPUS RES
-----
LSA UNKNOWN                                0

AL:                                         0

TY MMR CENTERS

ABILENE REG MMR CENTER                    150
AUSTIN TRAVIS CNTY MMR CEN                205
CENTER FOR HEALTH CARE SERUS              353
MMMR AUTH OF BRAZOS VALLEY                 101
CENTRAL COUNTIES CEN MMR                  93

```

**Illustration 47 - Columns displayed limited to columns 10 to 50**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==>                               Scroll ==> 18
-----60-- 0-----20-----30-----40

X M H PARED: 11-14-98
OF ACTIVE PARED: 04:51
SHOT AS 0

|-----
COMM RES                                CA
TOTAL MR AUTHORITY                      ---
0 LSA UNKNOWN

0 AL:

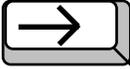
TY MMR CENTERS

66 ABILENE REG MMR CENTER
60 AUSTIN TRAVIS CNTY MMR CEN
77 CENTER FOR HEALTH CARE SERUS
33 MMRR AUTH OF BRAZOS VALLEY
82 CENTRAL COUNTIES CEN MMR

```

**Illustration 48 - Edited Set Column command**

## Resetting the display

Press		Press the right arrow until the cursor is on the 6 in the <b>COMMAND</b> line. Change the 62 to 81. The <b>SET COLUMN</b> specification is now per Illustration 49. (Scroll value may be different.)
Press		Changes the displays to include the <b>CLIENT/FAMILY TOTAL</b> column. See Illustration 50. (Scroll value may be different.)

Type	<i>RV</i>	<b>RESET</b> View command is entered on the <b>COMMAND</b> line.
Press		Resets view back to original format.

Press		<b>RULER.</b> The ruler is turned off.
Type	<i>SL 17-48</i>	<b>SET LINE</b> command is entered on the <b>COMMAND</b> line.
Press		Sets lines to display lines 17 to 48.
Type	<i>SC 10-40,70-82</i>	<b>SET COLUMN</b> command is entered on the <b>COMMAND</b> line.
Press		Sets columns to display 10 to 40 and 70 to 82.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==> SC 54-81,10-40                               Scroll ==> |
+---60-- 0-----20-----30-----40

X M H PARED: 11-14-98
IF ACTIVE PARED: 04:51
;HOT AS 0

-----
COMM RES                                CA
TOTAL  MR AUTHORITY                    --
-----
0 LSA UNKNOWN

0 AL:

TY MHR CENTERS

66 ABILENE REG MHR CENTER
60 AUSTIN TRAVIS CNTY MHR CEN
77 CENTER FOR HEALTH CARE SERUS
33 MHR AUTH OF BRAZOS VALLEY
82 CENTRAL COUNTIES CEN MHR

```

**Illustration 49 - Edited Set Column command**

```

J 1 B02:NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==>                                              Scroll ==> 11
+---60-----70-----80- 0-----20-----30-----40

X M H M R                                PARED: 11-14-98
OF ACTIVE MR PERSONS                     PARED: 04:51
SHOT AS OF 11-15-98

|-----COMMUNITY  SERU
COMM RES  CLIENT/FAMILY
TOTAL    TOTAL    MR AUTHORITY                    CA
-----
0          1    LSA UNKNOWN

0          1    AL:

TY MHR CENTERS

66          262  ABILENE REG MHR CENTER
60          753  AUSTIN TRAVIS CNTY MHR CEN
77          1318 CENTER FOR HEALTH CARE SERUS
33          216  MHR AUTH OF BRAZOS VALLEY
82          320  CENTRAL COUNTIES CEN MHR

```

**Illustration 50 - Changed columns to display**

**Entering a title lines**

Type	<i>TL1 CLIENT/FAMILY TOTAL</i>	<b>TITLE LINE 1</b> command is entered on the <b>COMMAND</b> line. See Illustration 51. (Scroll value may be different.)
Press		Title line 1 appears on the first line of the report display area.
Type	<i>TL2 COMMUNITY CENTERS</i>	<b>TITLE LINE 2</b> command is entered on the <b>COMMAND</b> line.
Press		The title line appears on the second line of the report display area. See both Title Lines in Illustration 52. (Scroll value may be different.)
Exit the report and return to the <b>V22: FAVORITES</b> menu.		

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line 17
Command ==> TL1 Client/Familu Total      Scroll ==> 11

```

ABILENE REG MHR CENTER	262
AUSTIN TRAVIS CNTY MHR CEN	753
CENTER FOR HEALTH CARE SERVS	1318
MHR AUTH OF BRAZOS VALLEY	216
CENTRAL COUNTIES CEN MHR	320
CENTRAL PLAINS CMP COM MHR	226
CENTRAL TEXAS MHR CENTER	177
CONCHO VALLEY CENTER	214
DALLAS COUNTY MHR CENTER	1557
BURKE CENTER	462
ANDREWS CENTER	443
LIFE MANAGEMENT CENTER	773
GULF BEND MHR CENTER	228
GULF COAST REG MHR CENTER	437
MHR AUTH OF HARRIS COUNTY	2758
HEART OF TEXAS REGION MHR	290
LUBBOCK REG MHR CENTER	814
BLACKLANDS	77
COLLIN COUNTY MHR CENTER	311
NORTHEAST TEXAS MHR CENTER	121
NUECES COUNTY MHR COM CEN	523

**Illustration 51 - Entering the Title Line 1 command**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line 17
Command ==> -
CLIENT/FAMILY TOTAL      Scroll ==> 9
COMMUNITY CENTERS

```

ABILENE REG MHR CENTER	262
AUSTIN TRAVIS CNTY MHR CEN	753
CENTER FOR HEALTH CARE SERVS	1318
MHR AUTH OF BRAZOS VALLEY	216
CENTRAL COUNTIES CEN MHR	320
CENTRAL PLAINS CMP COM MHR	226
CENTRAL TEXAS MHR CENTER	177
CONCHO VALLEY CENTER	214
DALLAS COUNTY MHR CENTER	1557
BURKE CENTER	462
ANDREWS CENTER	443
LIFE MANAGEMENT CENTER	773
GULF BEND MHR CENTER	228
GULF COAST REG MHR CENTER	437
MHR AUTH OF HARRIS COUNTY	2758
HEART OF TEXAS REGION MHR	290
LUBBOCK REG MHR CENTER	814
BLACKLANDS	77
COLLIN COUNTY MHR CENTER	311

**Illustration 52 - Completed view with Title Lines**

# Creating a Permanent View



**During this lesson, you will:**

- ◆ List a report's permanent views
- ◆ Create a permanent view
- ◆ Save a permanent view
- ◆ Invoke a permanent view from the list of views
- ◆ Invoke a permanent view while browsing a report
- ◆ Exit a permanent view
- ◆ Reset a permanent view
- ◆ Edit a permanent view
- ◆ Print a permanent view
- ◆ Cancel a permanent view
- ◆ Delete a permanent view

Like a temporary view, a permanent view limits the display and freezes lines and columns of a report. A permanent view is assigned a name and saved to be invoked again and again. It also can be defined as the default view. This means every time you browse the report, you automatically see the view. These views are report and user related. Therefore, a view is limited to use with a single report, and a view is restricted to the user id under which it was defined.

The view of Page 2 of the CARE HC026355.M report has been modified to display the LSA, MH AUTHORITY and LSA TOTAL. Illustration 53 is the modified view of the report. There are actually 8 columns of information listed on this report: LSA, MH AUTHORITY, CAMPUS RES TOTAL, COMM RES TOTAL, CLIENT/FAMILY TOTAL, CASE MGMT TOTAL, COMMUNITY SERVICES TOTAL, and LSA TOTAL. Page 2 of this report contains state centers and SOCS. During this exercise you will create a permanent view to display the LSA TOTAL column for the SOCS. This will require the view to scroll to page 2 of the report. The results of your view will look like Illustration 54.

 **H**ands-on

**Instructions:** Select the **TRAIN** application and **CARE** directory. Perform the following activities.

**Listing a report's permanent views**

◆  
User's Guide  
Section 23  
◆

Scroll down the list of reports to the HC026355.M report.		
Press	 (several times)	Tab to the <b>OPT</b> column for report HC026355.M.
Type	V	<b>LIST REPORT VIEWS</b> option is entered for the HC026355.M report.
Press		The <b>NUM ACTIVE MH CLIENTS BY LSA</b> screen displays with the report name.

```

J 1 B02: HC026355.M          Version  2 Page  2 of  2 Line 29
Command ==>                               Scroll ==> 2

DATE PREPARED: 11-14-98          NO.: HC0263
TIME PREPARED: 04:51             :

LSA*      MH AUTHORITY          L S A
-----
COMMUNITY MHRM CENTERS SUBTOTAL: 88611

STATE OPERATED CENTERS

33  AUSTIN-WALLER-CGCS          177
44  GUADALUPE VALLEY MH-CRCS   387
45  BRUSHLAND/COASTAL MH-CRCS  729
47  ATASCOSA/WILSON CO-CRCS    394
48  GONZALES MH-CRCS           171
49  POST OAK AREA MH SVCS-LRCS 1492
50  CAMP COUNTY MH SVCS-LRCS   75

```

**Illustration 53 - CARE HC026355.M report, page 2**

```

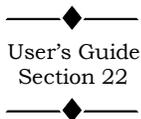
J 1 B02: HC026355.M          Version  2 Page  2 of  2 Line 34
Command ==>                               Scroll ==> CSR

LSA TOTALS
SOCS 11/23/98
AUSTIN-WALLER-CGCS          177
GUADALUPE VALLEY MH-CRCS   387
BRUSHLAND/COASTAL MH-CRCS  729
ATASCOSA/WILSON CO-CRCS    394
GONZALES MH-CRCS           171
POST OAK AREA MH SVCS-LRCS 1492
CAMP COUNTY MH SVCS-LRCS   75
LAREDO SOCS                 1388
COASTAL PLAIN SOCS          851
***** End of report *****

```

**Illustration 54 - Completed permanent view**

## Creating a permanent view



The **VIEW NAME** column, Illustration 55, lists all the permanent views for this report. Currently there are no views for this report since the **END OF LIST** indicator immediately follows the column header. To the left of **VIEW NAME** is the **OPT** column for entering the available options listed on the menu. **DESCRIPTION** is a 40 character field used to further define the view, and **APPLY TO PRINT** indicates yes or no if the view can be printed. Also note on the menu that F3 is used to exit and **AV**, the **ADD VIEW** command, is used to add a new view.

Type	<i>AV LSATOT</i>	<b>ADD VIEW</b> command is entered on the <b>COMMAND</b> line. The view is being named LSATOT. See Illustration 55.
Press		The screen with the report name displays.

The **V18:** screen provides fields for the permanent view specifications, **VIEW SPECIFICATIONS** column, and will be saved under the view name of LSATOT. See Illustration 56. Note the cursor is currently in the **DESCRIPTION** field.

Type	<i>LSA TOTALS FOR COMM CNTRS</i>	Text is entered in the <b>DESCRIPTION</b> field.
Press		Tab to the <b>REPORT TITLE 1:</b> field.
Type	<i>LSA TOTALS</i>	Text is entered in the <b>REPORT TITLE 1:</b> field.
Press		Tab to the <b>REPORT TITLE 2:</b> field.
Type	<i>COMMUNITY CENTERS &amp;DATE</i>	Text is entered in the <b>REPORT TITLE 2:</b> field. The <b>&amp;DATE</b> is a variable available to give the report version date.

```

J 1 V17: Report NUM ACTIVE MH CLIENTS BY LSA                               Line 1
Command ==>                                                                Scroll ==> CSR
                                     Available Report Views

Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL     - Delete Private Report View
              PRT/P? - Print Report with View Applied
Use END command to exit. Use AV command to add a new private view.

Opt View Name      Description                                Apply to Print
-----          --- PRIVATE VIEWS ---
***** End of list *****

```

**Illustration 55 - V17 Permanent View Definition**

```

J 1 V18: Report NUM ACTIVE MH CLIENTS BY LSA
Command ==> CAN
Use END command to save and exit. Use CAN command to cancel changes.

                                     View Definition

View Name:      LSATOT

Description:

View Specifications:
  Report Title 1:
  Report Title 2:
  Header Hold:
  Columns:
  Lines:
  Context:      REPORT
  Scroll:
  Visual Bar:
  Index Display:
  Initial Cmd:
  Apply to Print:      (YES/NO)
  Default View:       (YES/NO)

```

**Illustration 56 - V18 Permanent View Definition**

**Saving a permanent view**

**Invoking a permanent view from the list of views**

Press	 (several times)	Tab to the <b>COLUMNS:</b> field.
Type	9-40, 117-125	Numbers entered in the <b>COLUMNS:</b> field.
Press		Tab to the <b>LINES:</b> field.
Type	22-37	Numbers entered in the <b>LINES:</b> field. Verify your entries against Illustration 57.

Press		<b>END.</b> Exits the <b>V18</b> screen, saves the view, and returns to the <b>V17:</b> screen. Note the <b>VIEW ADDED</b> message in the upper right corner of the screen.
-------	---	---

Note the view we just created called LSATOT under the **VIEW NAME** column. To invoke the view, you use the **B - DISPLAY REPORT TEXT WITH VIEW** command.

Press	 (several times)	Tab to the <b>OPT</b> column in front of the LSATOT view you just created.
Type	<i>B</i>	<b>DISPLAY WITH VIEW</b> command is entered for the view. See Illustration 58.
Press		The report displays with only the designated columns, lines, and title lines.

You are now viewing the report with the LSATOT view invoked. See Illustration 59. Note the two title lines on the top lines of the report. Your display may have a different date. The columns are limited to the authority name and case management totals. Lines 22 through 37 on page 1 are the only lines that display.

```

J 1 U18: Report NUM ACTIVE MH CLIENTS BY LSA
Command ==>
Use END command to save and exit. Use CAN command to cancel changes.

View Definition

View Name:      LSATOT
Description:    LSA TOTALS FOR COMM CNTRS

View Specifications:
Report Title 1: LSA TOTALS
Report Title 2: COMMUNITY CENTERS &DATE
Header Hold:
Columns:        9-40,117-125
Lines:          22-37
Context:        REPORT
Scroll:
Visual Bar:
Index Display:
Initial Cnd:
Apply to Print: (YES/NO)
Default View:   (YES/NO)

```

**Illustration 57 - Completed V18 Permanent View Definition**

```

J 1 U17: Report NUM ACTIVE MH CLIENTS BY LSA
Command ==>
Use END command to exit. Use AU command to add a new private view.

Available Report Views
Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL     - Delete Private Report View
              PRT/P?  - Print Report with View Applied
Use END command to exit. Use AU command to add a new private view.

Opt View Name  Description                                Apply to Print
-----
B  LSATOT      LSA TOTALS FOR COMM CNTRS
***** End of list *****

```

**Illustration 58 - Displaying a permanent view**

```

J 1 B02: NUM ACTIVE MH CLIENTS BY 12/12/2001 Pg 1 of 2 Line 22
Command ==>
LSA TOTALS
COMMUNITY CENTERS 12/12/2001
CENTRAL COUNTIES CEN MHR 1584
CENTRAL PLAINS CMP COM MHR 540
CENTRAL TEXAS MHR CENTER 780
CONCHO VALLEY CENTER 692
DALLAS COUNTY MHR CENTER 9623
BURKE CENTER 1838
ANDREWS CENTER 1718
LIFE MANAGEMENT CENTER 4124
GULF BEND MHR CENTER 1181
GULF COAST REG MHR CENTER 2004
MHR AUTH OF HARRIS COUNTY 12001
HEART OF TEXAS REGION MHR 1100
LUBBOCK REG MHR CENTER 1817
BLACKLANDS 427
COLLIN COUNTY MHR CENTER 1185
NORTHEAST TEXAS MHR CENTER 658
***** End of page *****

```

**Illustration 59 – NUM ACTIVE MH CLIENTS BY... report with view invoked**

**Exiting a permanent view**

Type	RV	<b>RESET</b> View command is entered on the <b>COMMAND</b> line.
Type	<i>PAGE 2</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to page 2 where the state operated centers now display.
Press		<b>DOWN</b> . Scrolls down. Note the subtotals for Community Centers.

Press		<b>END</b> . Exits the report view. Returns to <b>V17</b> : screen.
-------	---	---

Press		<b>END</b> . Exits to <b>V22: FAVORITES (LISTING OF CARE REPORTS)</b>
-------	---	---

**Invoking a permanent view while browsing a report**

Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC026355.M report.
Type	<i>B</i>	<b>DISPLAY ON TERMINAL</b> command is entered for the HC026355.M report.
Press		The entire HC026355.M report displays. Currently no view is in effect.
Type	<i>SV LSATOT</i>	<b>SET VIEW</b> command is entered on the <b>COMMAND</b> line. See Illustration 60.
Press		The view LSATOT is invoked. Note, you are on Page 1 of 2.

**Resetting a view**

Press		<b>END</b> . Exits the report to the <b>V22: FAVORITES CARE</b> directory screen.
-------	---	---

J 1 B02: NUM ACTIVE MH CLIENTS BY 12/12/2001 Pg 1 of 2 Line 1  
 Command ==> SU LSATOT Scroll ==> 7

DATE PREPARED: 11-14-98  
 TIME PREPARED: 04:51

T X M H M R  
 NUMBER OF ACTIVE MH PERSONS  
 SNAPSHOT AS OF 11-15-98

LSA*	MH AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHR CENTERS					
01	ABILENE REG MHR CENTER	17	1		922
02	TEXAS PANHANDLE MH AUTHORITY	27	21		1708
03	AUSTIN TRAVIS CNTY MHR CEN	78	22		3069
04	CENTER FOR HEALTH CARE SERUS	293	30		4576
05	MHR AUTH OF BRAZOS VALLEY	17	34		1157
06	CENTRAL COUNTIES CEN MHR	34	17		1508

**Illustration 60 - Invoking a permanent view**

## Editing a permanent view

You decide to change the LSATOT view so it automatically goes to page 2 when the view is invoked.

Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC026355.M report.
Type	V	<b>LIST REPORT VIEWS</b> command is entered for the HC026355.M report.
Press		The <b>V17:</b> screen displays listing all the views associated with this report.
Press	 (several times)	Tab to the <b>OPT</b> column in front of LSATOT.
Type	S	<b>Display/Update View Definition</b> command is entered for the LSATOT view. This command allows you to edit the view definition. See Illustration 61.
Press		The <b>V18:</b> screen displays with the information we entered earlier for the LSATOT view.

```

J 1 U17: Report NUM ACTIVE MH CLIENTS BY LSA                               Line 1
Command ==>                                                                Scroll ==> 13
                                Available Report Views

Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL    - Delete Private Report View
              PRT/P? - Print Report with View Applied
Use END command to exit. Use AV command to add a new private view.

Opt View Name      Description                                Apply to Print
-----
s  LSATOT          LSA TOTALS FOR COMM CNTRS
***** End of list *****

```

**Illustration 61 - Editing or updating a permanent view**

Type	<i>LSA TOTALS FOR SOCS</i>	Text is entered in the <b>DESCRIPTION</b> field.
Press		Tab to the <b>REPORT TITLE 2:</b> field.
Type	<i>SOCS (space) &amp;DATE</i>	Text is entered in the <b>REPORT TITLE 2</b> field. The &Date is a variable to give the report version date.
Press		Tab to the <b>LINES:</b> field.
Type	<i>34-42</i>	Numbers entered in the <b>LINES</b> field.
Press		Tab to the <b>INITIAL CMD:</b> field.
Type	<i>PAGE 2</i>	<b>PAGE</b> command is entered on the <b>INITIAL CMD:</b> line.
Press		Tab to the <b>APPLY TO PRINT</b> field.
Type	<i>YES</i>	Yes is entered on the <b>APPLY TO PRINT</b> line. Confirm changes are made per Illustration 62.
Press		<b>END.</b> Exits the <b>V18</b> screen and returns to the <b>V17</b> screen.

```
J 1 V18: Report NUM ACTIVE MH CLIENTS BY LSA
Command ==>
Use END command to save and exit. Use CAN command to cancel changes.
```

View Definition

```
View Name:    LSATOT
Description:  LSA TOTALS FOR SOCS
```

```
View Specifications:
Report Title 1: LSA TOTALS
Report Title 2: SOCS &DATE
Header Hold:
Columns:      9-40,117-125
Lines:       34-42
Context:     REPORT
Scroll:
Visual Bar:
Index Display:
Initial Cmd:  PAGE 2
Apply to Print: YES (YES/NO)
Default View: (YES/NO)
```

### Illustration 62 - V18 Permanent View Definition

## Printing a permanent view

◆  
User's Guide  
Section 19  
◆

Press	 (several times)	Tab to the <b>OPT</b> column in front of LSATOT.
Type	<i>B</i>	<b>DISPLAY Report Text with View</b> command is entered for the LSATOT view.
Press		The view LSATOT is invoked. Note the report executes the initial command and scrolls down to page 2.
Press		<b>END.</b> Exits the HC026355.M report with the LSATOT view.

Press	 (several times)	Tab to the <b>OPT</b> column in front of LSATOT.
Type	<i>PRT</i>	<b>PRINT</b> command is entered by the LSATOT view. See Illustration 63.
Press		The <b>P14 PRINT</b> screen displays.

In Illustration 64, the **P14 PRINT** screen is similar to the **P06** and **P07 PRINT** screens except the **P14 PRINT** screen has a new field called **OUTPUT REFORMATTING**. This field defaults to YES which results in the view being printed rather than the entire report. NO results in the entire report without any view specifications being printed.

Press		Accepting all the fields on the <b>P14 PRINT</b> screen. The <b>P20: PRINT CHARACTERISTICS</b> screen displays. Be sure your local printer id is in the <b>DEST</b> field.
Press		Accepting all the fields on the <b>P20: PRINT CHARACTERISTICS</b> screen.
Press		<b>END.</b> Exits to the <b>V17</b> . This screen displays a <b>PRINTED</b> message in the upper-right corner of the screen. See Illustration 65.

```

J 1 U17: Report NUM ACTIVE MH CLIENTS BY LSA                               Line 1
Command ==>                                                                Scroll ==> CSR

                                Available Report Views

Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL    - Delete Private Report View
              PRT/P? - Print Report with View Applied
Use END command to exit. Use AV command to add a new private view.

Opt View Name      Description                                Apply to Print
-----
----- PRIVATE VIEWS -----
PRT LSATOT        LSA TOTALS FOR SOCS                        YES
***** End of list *****

```

**Illustration 63 - Printing a permanent view**

```

J 1 P14: Print NUM ACTIVE MH CLIENTS BY LSA                               12/12/2001
Command ==>
Commands:  CAN - Cancel    DUR - Drivers

Leave page and line numbers blank to print all.
From page ==>             Line ==>
To page   ==>             Line ==>

Banner page name      ==>
Banner page ID        ==>
Combine print requests ==> NO   (yes/no)
Output driver         ==> PL01
Confirm print requests ==> YES  (yes,no,first time)
Output Reformatting   ==> YES  (yes/no - use current SC HDR etc... settings)

```

**Illustration 64 - P14 PRINT screen**

```

J 1 U17: Report NUM ACTIVE MH CLIENTS BY LSA                               Printed
Command ==>                                                                Scroll ==> CSR

                                Available Report Views

Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL    - Delete Private Report View
              PRT/P? - Print Report with View Applied
Use END command to exit. Use AV command to add a new private view.

Opt View Name      Description                                Apply to Print
-----
----- PRIVATE VIEWS -----
LSATOT            LSA TOTALS FOR COMM CNTRS                    YES
***** End of list *****

```

**Illustration 65 - Printed system message on V17 screen**

**Deleting a permanent view**

Press	 (several times)	Tab to the <b>OPT</b> field in front of the LSATOT view.
Type	<i>DEL</i>	<b>DELETE</b> command is entered for the LSATOT view. See Illustration 66.
Press		LSATOT is deleted. Note the <b>*DELETED</b> message.
Press		<b>END.</b> Exits <b>V22: FAVORITES</b> screen.

Press	 (several times)	Tab to the <b>OPT</b> column in front of the HC026355.M report.
Type	<i>B</i>	<b>DISPLAY ON TERMINAL</b> command is entered for the HC026355.M report.
Press		The report displays.
Type	<i>AV CAMPUS</i>	<b>ADD VIEW</b> command is entered on the <b>COMMAND</b> line.
Press		The <b>V18:</b> screen displays with the fields to create the permanent view called <b>CAMPUS</b> . If you change your mind and decide not to create the view, the <b>CANCEL</b> command will abort or cancel the entire <b>ADD VIEW</b> command.

**Canceling a permanent view**

Press		Cursor goes to <b>COMMAND</b> line.
Type	<i>CAN</i>	<b>CANCEL</b> command is entered on the <b>COMMAND</b> line. See Illustration 67.
Press		Returns to the report. The <b>ADD VIEW</b> command is canceled for <b>CAMPUS</b> . Note the <b>UPDATE CANCELLED</b> message in upper-right corner of screen.
Exit the report and return to the <b>V22: FAVORITES</b> .		

```

J 1 U17: Report NUM ACTIVE MH CLIENTS BY LSA                               Printed
Command ==>                                                                Scroll ==> CSR
                                     Available Report Views

Options:      B      - Display Report Text with View
              S      - Display/Update View Definition
              DEL    - Delete Private Report View
              PRT/P? - Print Report with View Applied
Use END command to exit. Use AV command to add a new private view.

Opt View Name      Description                                Apply to Print
-----
----- PRIVATE VIEWS -----
MH                 LSA TOTALS FOR SOCS                       YES
LSATOT             LSA TOTALS FOR SOCS                       YES
***** End of list *****

```

**Illustration 66 - Deleting a permanent view**

```

J 1 U18: Report NUM ACTIVE MH CLIENTS BY LSA
Command ==> CAN
Use END command to save and exit. Use CAN command to cancel changes.

                                     View Definition

View Name:      LSATOT

Description:

View Specifications:
Report Title 1:
Report Title 2:
Header Hold:
Columns:
Lines:
Context:        REPORT
Scroll:
Visual Bar:
Index Display:
Initial Cmd:
Apply to Print: (YES/NO)
Default View:   (YES/NO)

```

**Illustration 67 - Canceling an Add View command**

# Finding Text



**During this lesson, you will:**

- ◆ Find text within a report
- ◆ Repeat the Find command
- ◆ Find text not embedded within text
- ◆ Find text that involves a blank space
- ◆ Find text in specified columns
- ◆ Edit the Find command
- ◆ Search backwards in a report

The **FIND** command searches the report on your screen for text, numbers, or any combination of text and numbers (also referred to as the search string). If the text is located, the line with the text is positioned at the top of the screen and the message **FOUND** is displayed. If there is no match, the message **NOT FOUND IN REPORT** is displayed. The **FIND** command can be abbreviated as **F**.

The **FIND** command begins the search at the first displayed line on the screen and ends the search at the first occurrence of the text. Therefore, it is important to be at the top of the report if you want to search the entire report. Options of this command are available to search backwards within the text and to limit the search to certain columns of the report.

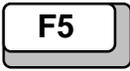
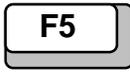
 **H**ands-on

**Finding text within a report**

**Instructions:** Select the **TRAIN** application and browse the **CARE HC026350.M** report. With the HC026350.M report on your screen, perform the following activities.

Type	<i>F TEXAS</i>	<b>FIND</b> command is entered on the <b>COMMAND</b> line. See Illustration 68.
Press		The <b>FIND</b> command locates the first occurrence of the word <b>TEXAS</b> in <b>CENTRAL TEXAS MHMR CENTER</b> and puts the line at the top of the report display area. See Illustration 69.

**Repeating the FIND command**

Press		Repeats the <b>FIND</b> command. The <b>FIND</b> command locates the next occurrence of the word <b>TEXAS</b> in <b>HEART OF TEXAS REGION MHMR</b> and puts that line at the top of the report display area.
Press		Continue to press <b>F5</b> to locate all the occurrences of the text <b>TEXAS</b> . When you get the message <b>NOT FOUND IN REPORT</b> , no more occurrences are found.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line      1
Command ==> F TEXAS                               Scroll ==> 1

DATE PREPARED: 11-14-98
TIME PREPARED: 04:51

T X M H M R
NUMBER OF ACTIVE MR PERSONS
SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMMUNITY COMM RES TOTAL	SER CLIENT/FAMIL TOTAL
00	LSA UNKNOWN	0	0	1
SUBTOTAL:		0	0	1
COMMUNITY MHR CENTERS				
01	ABILENE REG MHR CENTER	150	66	262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60	753
04	CENTER FOR HEALTH CARE SERUS	353	77	1318
05	MHR AUTH OF BRAZOS VALLEY	101	33	216
06	CENTRAL COUNTIES CEN MHR	93	82	320
07	CENTRAL PLAINS CMP COM MHR	40	14	226

**Illustration 68 - Find command locating a string of text**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line     23
Command ==>                                         Scroll ==> 1

```

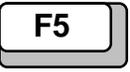
08	CENTRAL TEXAS MHR CENTER	71	6	177
09	CONCHO VALLEY CENTER	104	20	214
10	DALLAS COUNTY MHR CENTER	519	256	1557
11	BURKE CENTER	183	40	462
12	ANDREWS CENTER	111	112	443
13	LIFE MANAGEMENT CENTER	167	23	773
14	GULF BEND MHR CENTER	63	83	228
15	GULF COAST REG MHR CENTER	114	34	437
16	MHR AUTH OF HARRIS COUNTY	749	243	2758
17	HEART OF TEXAS REGION MHR	86	47	290
18	LUBBOCK REG MHR CENTER	175	97	814
19	BLACKLANDS	28	1	77
20	COLLIN COUNTY MHR CENTER	47	37	311
21	NORTHEAST TEXAS MHR CENTER	48	9	121
22	NUECES COUNTY MHR COM CEN	140	41	523
23	PECAN VALLEY MHR REGION	46	51	165
24	PERMIAN BASIN COMM CENTER	57	50	326
25	SABINE VALLEY REG MHR CEN	106	155	678
27	TARRANT COUNTY MHR SERVICE	299	237	1411
28	MHR SERVICES OF TEXOMA	69	34	183
29	TRI-COUNTY MHR SERVICES	81	104	293
30	TROPICAL TEXAS CENTER MHR	147	28	605

**Illustration 69 - Finding the string of text**

**Finding text not embedded within text**

Type	PAGE 1	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to Page 1.
Type	T	<b>TOP</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to top of page 1 or to the top of the report.
Type	F COAST	<b>FIND</b> command is entered on the <b>COMMAND</b> line.
Press		The <b>FIND</b> command locates GULF COAST REG MHMR CENTER.
Press		The <b>FIND</b> command locates BRUSHLAND/COASTAL MR-CCSS.

The command found a word within a word. (i.e., coast within coastal) To prevent this from happening, a whole word search requires you put *a blank space before and after the word*. Whenever a blank space is involved in the string, quotation marks must enclose the string. Using the **PAGE** and **TOP** commands, return to the beginning of the report.

Type	F " COAST "	<b>FIND</b> command is entered on the <b>COMMAND</b> line. (Put a blank space before and after the word.) See Illustration 70.
Press		The <b>FIND</b> command locates GULF COAST REG MHMR CENTER. See Illustration 71.
Press		Message <b>NOT FOUND IN REPORT</b> displays.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line
Command ==> F " COAST "                               Scroll ==> 1

DATE PREPARED: 11-14-98                                T X M H M R
TIME PREPARED: 04:51                                NUMBER OF ACTIVE MR PERSONS
                                                    SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMMUNITY RES TOTAL	SEI CLIENT/FAMII TOTAL
00	LSA UNKNOWN	0	0	1
SUBTOTAL:		0	0	1
COMMUNITY MHR CENTERS				
01	ABILENE REG MHR CENTER	150	66	262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60	753
04	CENTER FOR HEALTH CARE SERUS	353	77	1318
05	MHR AUTH OF BRAZOS VALLEY	101	33	216
06	CENTRAL COUNTIES CEN MHR	93	82	320
07	CENTRAL PLAINS CMP COM MHR	40	14	226

**Illustration 70 - Find command not locating a word within a word**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  3
Command ==>                                           Scroll ==> 1

```

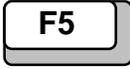
15	GULF COAST REG MHR CENTER	114	34	437
16	MHR AUTH OF HARRIS COUNTY	749	243	2758
17	HEART OF TEXAS REGION MHR	86	47	290
18	LUBBOCK REG MHR CENTER	175	97	814
19	BLACKLANDS	28	1	77
20	COLLIN COUNTY MHR CENTER	47	37	311
21	NORTHEAST TEXAS MHR CENTER	48	9	121
22	NUECES COUNTY MHR COM CEN	140	41	523
23	PECAN VALLEY MHR REGION	46	51	165
24	PERMIAN BASIN COMM CENTER	57	50	326
25	SABINE VALLEY REG MHR CEN	106	155	678
27	TARRANT COUNTY MHR SERVICE	299	237	1411
28	MHR SERVICES OF TEXOMA	69	34	183
29	TRI-COUNTY MHR SERVICES	81	104	293
30	TROPICAL TEXAS CENTER MHR	147	28	605
31	THE HELEN FARABEE CENTER	38	1	179
32	BLANCO/HAYS COUNTIES	14	38	120
34	JOHNSON-NAVARRO MHR CENTER	31	41	143
36	BLUEBONNET TRAILS MR SERUS	61	79	605
37	WEST TEXAS MR SUGS/WTCH	43	63	249
38	STAKED PLAINS/CAPROCK/WTCH	32	5	89
39	SCHLEICHER/SUTTON MR	3	0	1

**Illustration 71 - Find command locating a string of text**

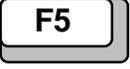
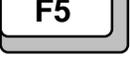
**Finding text that involves a blank space**

BRUSHLAND/COASTAL MR-CCSS is not found this time because of the whole word search for coast. Using the **PAGE** and **TOP** commands, return to the beginning of the report again.

Searching for two consecutive words also involves a blank space between the words. Again, whenever a blank space is involved in the string, it must be enclosed in quotation marks.

Type	<i>F "PECAN VALLEY"</i>	<b>FIND</b> command is entered on the <b>COMMAND</b> line. See Illustration 72.
Press		The <b>FIND</b> command locates the first occurrence of PECAN VALLEY.
Press		Message <b>NOT FOUND IN REPORT</b> displays. There is no other occurrence of the text PECAN VALLEY.

Using the **PAGE** and **TOP** commands, return to the top of the report.

Press		<b>RULER.</b> The ruler is turned on.
Type	<i>F COUNTY</i>	<b>FIND</b> command is entered on the <b>COMMAND</b> line.
Press		The <b>FIND</b> command locates the first occurrence of COUNTY. Note this word is located in columns 17 through 22.
Press		The <b>FIND</b> command locates the next occurrence of COUNTY. Note this word is located in columns 30 through 35.
Press		The <b>FIND</b> command locates the next occurrence of COUNTY. Note this word is located in columns 17 through 22.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==> f "PECAN VALLEY"                      Scroll ==> 1

DATE PREPARED: 11-14-98                          T X M H M R
TIME PREPARED: 04:51                             NUMBER OF ACTIVE MR PERSONS
                                                    SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHR CENTERS					
01	ABILENE REG MHR CENTER	150	66		262
03	AUSTIN TRAVIS CNTY MHR CEN	205	60		753
04	CENTER FOR HEALTH CARE SERUS	353	77		1318
05	MHR AUTH OF BRAZOS VALLEY	101	33		216
06	CENTRAL COUNTIES GEN MHR	93	82		320
07	CENTRAL PLAINS CMP COM MHR	40	14		226

**Illustration 72 - Find command string with a blank space**

**Finding text in specified columns**

Using the **PAGE** and **TOP** commands, return to the top of the report..

Type	<i>F COUNTY 30 35</i>	<b>FIND</b> command is entered on the <b>COMMAND</b> line. See Illustration 73. The search is now limited between columns 30 through 35.
Press		The <b>FIND</b> command locates the first occurrence in <b>HARRIS COUNTY</b> in columns 30 through 35.
Press		Message <b>NOT FOUND IN REPORT</b> displays. There is no other occurrence of the text.

Type	<i>PAGE L</i>	<b>PAGE</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to the last page in the report, Page 2, Line 1.
Type	<i>B</i>	<b>BOTTOM</b> command is entered on the <b>COMMAND</b> line.
Press		Scrolls to bottom of page 2.
Type	<i>F COUNTY 30 35</i>	<b>FIND</b> command is entered with the search limited to columns 30 through 35.
Press		Message <b>NOT FOUND IN REPORT</b> displays. Since you are at the bottom of the report, the default forward search finds nothing.

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      1 of      2 Line  1
Command ==> f COUNTY 30 35                               Scroll ==> CSR
-----10-----20-----30-----40-----50-----60-----70-----8

```

DATE PREPARED: 11-14-98  
TIME PREPARED: 04:51

T X M H M R  
NUMBER OF ACTIVE MR PERSONS  
SNAPSHOT AS OF 11-15-98

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMM RES TOTAL	COMMUNITY CLIENT/FAMIL TOTAL	SER
00	LSA UNKNOWN	0	0		1
SUBTOTAL:		0	0		1
COMMUNITY MHMR CENTERS					
01	ABILENE REG MHMR CENTER	150	66		262
03	AUSTIN TRAVIS CNTY MHMR CEN	205	60		753
04	CENTER FOR HEALTH CARE SERUS	353	77		1318
05	MHMR AUTH OF BRAZOS VALLEY	101	33		216
06	CENTRAL COUNTIES CEN MHMR	93	82		320

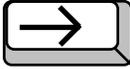
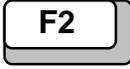
**Illustration 73 - Find command locating text within specified column**

**Editing the Find command**

Type	F ?	<b>FIND</b> command is entered on the <b>COMMAND</b> line. See Illustration 74.
Press		In case you forgot or want to edit the command, the ? displays the current <b>FIND</b> command including the direction and columns.

The **N** in command lines is the direction next. This results in the forward search for the next occurrence. The direction of **P**, previous, results in a backwards search towards to top of the report.

**Searching backwards in a report**

Press		Press the right arrow until the cursor is under the <b>N</b> in the command line and overtype a <b>P</b> . The <b>FIND</b> command is now like Illustration 75.
Press		The <b>FIND</b> command searches backwards within the text and finds HARRIS COUNTY.
Press		<b>RULER</b> . The ruler is turned off.
Exit the report and return to the <b>V22: Favorites CARE</b> directory.		

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001          Not found in report
Command ==> F ?                                       Scroll ==> CSR
-----10-----20-----30-----40-----50-----60-----70-----8
DATE PREPARED: 11-14-98                                T X M H M R
TIME PREPARED: 04:51                                NUMBER OF ACTIVE MR PERSONS
                                                    SNAPSHOT AS OF 11-15-98

```

LSA*	MR AUTHORITY	CAMPUS RES TOTAL	COMMUNITY RES TOTAL	SER CLIENT/FAMIL TOTAL
42	BALCONES AREA	16	10	146
43	VAL VERDE COUNTY MR	8	5	130
46	BURKE CENTER	9	6	58
51	ELLIS COUNTY	33	17	132
52	ROLLING PLAINS	17	0	46
53	CHILDRESS COUNTY	5	0	11
54	PECOS RIVER/WTCM	13	5	94
55	WICHITA RIVER	22	6	43
56	STEPHENS	6	0	9
57	GRASSLANDS AREA	21	3	58
58	PERMIAN BASIN AT BIG BEND	8	0	21

**Illustration 74 - Display last Find command**

```

J 1 B02: NUM ACTIVE MR CLIENTS BY 12/12/2001 Pg      2 of      2 Line  31
Command ==> f "COUNTY" P 30 35                      Scroll ==> CSR
-----10-----20-----30-----40-----50-----60-----70-----8
02  AMARILLO SOCS                                99      132      842
26  BEAUMONT SOCS                                133     57      863
33  AUSTIN-WALLER-CGCS                            21     15      83
35  CENTRAL GULF SOCS                             106    145     574
44  GUADALUPE VALLEY MR-CRCS                       13     25     168
45  BRUSHLAND/COASTAL MR-CRCS                       21      5     208
47  ATASCOSA/WILSON CO-CRCS                         10      6     137
48  GONZALES MR-CRCS                                8       0      43
49  POST OAK AREA MR SUCS-LRCS                       69     36     417
50  CAMP COUNTY MR SUCS-LRCS                          2      1      33
59  LAREDO SOCS                                     33     36     343
60  COASTAL PLAIN SOCS                              48      4     126
65  COASTAL PLAIN SOCS                              52      3     148

STATE OPERATED CENTERS SUBTOTAL:                   615     465     3985

GRAND TOTALS:                                     5620    2970    23372
***** End of report *****

```

**Illustration 75 - Find command, direction, and columns**

# Practice Exercise 3



**Instruction:** Complete the following exercise using the TRAIN application. If you have difficulty performing the activity, refer to step by step instructions in this workbook.

1. Using the CARE HC027245.Q report, find every occurrence of the text CENTRAL.
2. Browse the CARE report HC021150.Q. Create a permanent view named TOTDIAG. Display only the lines with the column headers, lines 9 - 13, and the TOTALS for the quarter, line 30.
3. Print the permanent view named TOTDIAG. After printing the view, delete it.

```

J 1 B02: HC021150.Q          Version 20 Page 1 of 75 Line 29
Command ==>                  Scroll ==> CSR
Totals
                                CURRENT          LAST Q
                                QTR FY          QTR FY
                                2ND 99          1ST 99
                                NUMBER    PERCENT    NUMBER
TYPE OF DIAGNOSES
TOTALS                          1499    100.00    1537
***** End of page *****

```

**Illustration 76 - Permanent view on HC021150.Q**

