First step: Find the exec that will give you what you need

Where are these described?

On the documentation webpages (http://www.marist.edu/it/training/documentation.html) we’ve placed a brief list and short description of the Institutional Library Execs. These are made by I.T. for you. They can change. New ones can be added. Frequent requests for a particular kind of report indicates the need to make a generic exec available for everyone to use whenever they’d like.

The descriptions are also online if you log into TSO to get into the FOCUS menus. So if you are finding the exec you need you’d opt to BROWSE the libraries first.

Second: Run the exec to see what it needs to be told

Why run it? You need to know what the batch control card needs. Once you’ve run a particular exec over and over again, then you’d opt to go directly to batch. Since we are just starting, run it and give the exec the values it needs to make your labels or your report.

Third: Once batch is invoked – use IA logon and batch

Batch is telling the mainframe to fetch your data. You are sending it a mess load of instructions when you run an exec.

First will tell the mainframe what kind of output you want.
FOCUST for labels
FOCUSNP for a nonprint you intend to just look at or download
FOCUS if your data can simply run straight to a printer

Second check the control card
If the exec asks for semester, make sure the control card has it and any other variables it prompted you for

Last – check the destination
If you chose nonprint you get an extra screen to name the output you plan on downloading
Since we usually run these to get labels or output – double check the destination – as in LD150A for the laser printer or simply CENTRAL for generic labels.

**Screenshots**

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**Marist FOCUS Access Main Menu**

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Please make a selection from the following:

- Work with FOCEEXECs in the INSTITUTIONAL Library
- Work with FOCEEXECs in the GENERAL (Office) Library
- Work with FOCEEXECs in your PRIVATE Library
- Perform CLIPBOARD Library Functions - Universal Access
- Perform Administrative Functions - Limited Access
- Exit - Return to FOCUS prompt. Type FIN to exit FOCUS.
- Quit - Exit menu and end FOCUS (Return to TSO menu).

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Browse the Institutional Library – when you know the one that fits your needs best RUN it.
Marist FOCUS INSTITUTIONAL Library Main Menu

Would you like to:

- Browse the INSTITUTIONAL Library
- Run an INSTITUTIONAL FOCEXEC
- Batch an INSTITUTIONAL FOCEXEC via IA BATCH 
- Exit - Return to main menu

Institutional Library
Press PF7 to page up, PF8 to page down through the list. To execute a FOCEXEC, place your cursor on the desired FOCEXEC and press ENTER.
Press PF3 to return to the menu

* Advisor Reports
  IIAVIS1 - PT/FT Undergrads for an individual Advisor
  IIAVIS2 - PT/FT Undergrads for selected Major, includes Advisor Name

* Divisional Reports
  IIDIV1 - PT/FT Undergraduates in a selected division.
  IIDIV2 - PT/FT Undergraduates in a selected division.
  IIDIV3 - PT/FT Graduates in a selected division.

Major Reports
  IIMAJ1 - PT/FT Students for a selected major. Includes Adults.
*(MORE)*
### Institutional Library

Press PF7 to page up, PF8 to page down through the list. To execute a FOCEXEC, place your cursor on the desired FOCEXEC and press ENTER.

Press PF3 to return to the menu.

*(MORE)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Excludes/Includes Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>IILMAJ4</td>
<td>All FT or PT students by majors.</td>
<td>Excludes Adults</td>
</tr>
<tr>
<td>IILMAJ5</td>
<td>All students by majors &amp; class year</td>
<td>Includes Adults</td>
</tr>
<tr>
<td>IILMAJ6</td>
<td>All students by majors &amp; class year</td>
<td>Excludes Adults</td>
</tr>
<tr>
<td>IILCLYR1</td>
<td>All Students by Class Year.</td>
<td>Includes Adults</td>
</tr>
<tr>
<td>IILCLYR2</td>
<td>All Students by Class Year.</td>
<td>Excludes Adults</td>
</tr>
<tr>
<td>IILCLYR3</td>
<td>All FT or PT students by class year</td>
<td>Includes Adults</td>
</tr>
<tr>
<td>IILCLYR4</td>
<td>All FT or PT students by class year</td>
<td>Excludes Adults</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IICTF</td>
<td>All Courses listed for a particular term.</td>
<td></td>
</tr>
<tr>
<td>IIHSMNR</td>
<td>All Students for a particular term who have a blank or invalid immunization status.</td>
<td></td>
</tr>
</tbody>
</table>
Variables exec asks for – these are needed for batch

MARIST COLLEGE INSTITUTIONAL LIBRARY LABEL REQUEST

RUNNING FOEXEC: IILCLYRI

PLEASE PROVIDE THE FOLLOWING INFORMATION AND PRESS ENTER

TERM: 2003F

ADDRESS PREFERENCE: ml B=BILLING, P=PERMANENT, L=LOCAL,
M=ON-CAMPUS MAIL BOX, G=PARENT/GUARDIAN

CLASS YEAR: fr so jr sr FR, SO, JR, OR SR
SAVING SELECTIONS... PLEASE WAIT.

YOUR SELECTIONS HAVE BEEN SAVED.

INVOKING BATCH. PRESS ENTER WHEN "***" APPEARS.
EZA8200I MVS TCP/IP TELNET CS V2R10
EZA8256I Connecting to MVS.MARIST.EDU 148.100.82.74, port 4023
EZA8270I Using Transparent Mode...
EZA8272I Notes on using Telnet when in Transparent Mode:
EZA8273I - To enter Telnet Command, Hit PA1
***

Today’s Date Marist College Current Time
9/10/2003 IA Job Submission Facility Version 2.0 11:40:52

Main Menu

1) Batch a job

2) QBatch - view list of rate 2 & 3 jobs already submitted by your office

3) UnBatch a job - stop a rate 2 or 3 job from running

Enter your choice: 

PF1 = Help PF3 = Quit
Enter the type of the job to Batch:   
or press PF6 to select from a screen of jobs available to you

PF1 = Help  PF3 = Quit and return to the Main Menu
PF7 = Set System to SIS  PF8 = Set System to FRS
PF9 = Set System to HRS  PF10 = Set System to ADS
Below is a list of batch jobs which you are authorized to submit.

Place an "X" after the name of the job you want to submit and press ENTER, or press PF3 to return to the main menu.

FOCUS   FOCUSNP   FOCUSX   GRADE   GRADEF
MFDPRINT   SCHED   SCHEDF   TRANS   TRANSF

PF1 = Help      PF3 = Quit

You have submitted this job before.

Job Name: FOCUS

If you would like to use the same control card parameters for this run that you used the last time you submitted for this job, change the "N" to a "Y" below. Note that if you change the "N" to "Y" you will still get a chance to edit the old values before the job will be submitted.

Use control card parameters from the last run of this job? N

PF1 = HELP      ENTER = Continue
You have submitted this job before.

Job Name: FOCUST

If you would like to use the same control card parameters for this run that you used the last time you submitted for this job, change the "N" to a "Y" below. Note that if you change the "N" to "Y" you will still get a chance to edit the old values before the job will be submitted.

Use control card parameters from the last run of this job? ☐

PF1 = HELP ENTER = Continue
The variables seen again in the Control Card

```
Today's Date    Batch Parameter Entry Screen    Current Time
9/18/2003       Job Name: FOCUS    11:45:35

Control Card Number 1

....V....1....V....2....V....3....V....4....V....5....V....6....V....7....V....

EX XILMAJ3 SEM=2003F,ADDRPREF=LM,MAJOR=IOLC

/*****************************************************************************/

make Changes or additions and press enter

PF1 = help    PF3 = quit and return to the main menu    PF4 = extended help

 Batch Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Default</th>
<th>Current</th>
<th>*</th>
<th>Option</th>
<th>Def</th>
<th>Cur</th>
<th>*</th>
<th>Option</th>
<th>Def</th>
<th>Cur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>2</td>
<td>1</td>
<td>*</td>
<td>Form</td>
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<td>1061</td>
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<td>*</td>
<td>Copies</td>
<td>1</td>
<td>1</td>
<td>*</td>
<td>Disp</td>
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<td>0</td>
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<td>999</td>
<td>*</td>
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<td>*</td>
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<td>Sequen</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

makes changes and press enter

PF1 = help    PF3 = quit and return to the main menu    PF9 = form assist
```