# SDSF Held Output to Web Archive Facility Documentation

Version 1.0 – September 2003  
Version 1.1 – November 2006

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Introduction:

In September 2003, Information Technology implemented an online archive for TSO mainframe output. The SDSF Held Output to Web Archive Facility allows reports generated by IAPROD and/or FOCUS jobs to be archived to the Marist WWW. The archive provides secure access to the reports and allows for on-demand viewing and printing. Reports in the archive can be to be grouped by type into folders. By utilizing the archive, an office will have long-term access to reports without the storage issues associated with paper reports. This application was updated in November 2006.

Acknowledgments:

Several members of Information Technology, both past and present, have contributed to this application. An abbreviated list includes: Harry Williams, Director of Technology and Systems, Kathy LaBarbera, Manager of Operations and Resnet and Julia Sheehy, former IT Trainer. Without their input, this application never would have been written.

Application Walkthrough

Batch a Report to Your TSO Held Output Queue:

Sign on to IAPROD and batch an IA/SCT Delivered Report or a FOCUS Report.

Once you have selected the job you wish to batch, fill in the control card screens if necessary, but do not press Enter when the “Batch Options” screen appears. The route needs to be changed from the default of “Central” to your TSO account. This will send the output of the job when it runs to the held output queue. The screen below shows that the route has been changed to “hmcejad”. Substitute your TSO account in this field. After the route has been changed, press Enter to submit the job.
Setting up your TSO Account to Run the Archive Program:

Before reports in the SDSF held output queue can be sent to the archive, it is necessary to set up your TSO account so that it can access the archive application.

To simplify the process of interacting with the application, a process has been set up that will program the F6 key to invoke the archive application.

To set up your TSO account, sign on to your TSO account and type in TSO SDSFMENU after the OPTION ===> prompt and press Enter. You will receive a message that states: “Program Function Key 06 set to invoke Report E-Mail/Archive Application”.

The results of this operation are shown on the two screens that appear on the next page.
Information Technology – SDSF Held Output to Web Archive Facility – 09/16/2003
Updated: 11/06/2006

---------- MARIST FOCUS PRIMARY OPTION MENU ----------

OPTION ==> tso sdsfmenu

To run FOCUS, please enter the two character code:

USERID - HMGCRJD
TIME - 18:22
TERMINAL - 3278
SP for SIS PRODUCTION
HP for HRS PRODUCTION
FP for FRS PRODUCTION
AP for ADS PRODUCTION

SD for SIS Development
HD for HRS Development
FD for FRS Development
AD for ADS Development

z/OS Release 1.4
FOCUS Version 7.3.7
site code: 9397.53

or

0 for TSO Option Menu  X to EXIT

**** System Updates ****

08/14/2008 - Maintenance has been applied to FOCUS. FOCUS is now running at the most current level available. Service pack 7.3.7 was fully tested before being applied. If you do encounter a problem, please open a report with the Help Desk at x4397.

F1=HELP    F2=SPLIT    F3=END    F4=RETURN    F5=RFIND    F6=CHANGE
F7=UP      F8=DOWN    F9=SWAP   F10=LEFT     F11=RIGHT   F12=RETRIEVE

---------- MARIST FOCUS PRIMARY OPTION MENU ----------

Program Function Key 06 set to invoke Report E-Mail/Archive Application.

To run FOCUS, please enter the two character code:

TIME - 18:22
TERMINAL - 3278
SP for SIS PRODUCTION
HP for HRS PRODUCTION
FP for FRS PRODUCTION
AP for ADS PRODUCTION

SD for SIS Development
HD for HRS Development
FD for FRS Development
AD for ADS Development

z/OS Release 1.4
FOCUS Version 7.3.7
site code: 9397.53

or

0 for TSO Option Menu  X to EXIT

**** System Updates ****

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F1=HELP    F2=SPLIT    F3=END    F4=RETURN    F5=RFIND    F6=CHANGE
F7=UP      F8=DOWN    F9=SWAP   F10=LEFT     F11=RIGHT   F12=RETRIEVE
Selecting a Report from Your TSO Held Output Queue to Send to the Archive:

Next, go to your TSO held output queue. A shortcut is to enter 0.s.h after OPTION ===> and press Enter as shown below.

The archive application will not work if you try to access your held output queue from within the FOCUS menu (EX MENU) system.

Once the list of jobs in your held output queue is displayed, as shown in the screenshot below, select a job to send to the archive by typing an ‘S’ in the leftmost column on the appropriate row (under the column heading NP) and press Enter.

Reports can only be selected individually. There is no option to send multiple reports to the archive in a single operation.
Invoking the SDSF Held Output to Web Application:

Now that the report is displayed, as shown in the screenshot below, it is time to invoke the archive application. Notice that label for F6 has been set to PrtMenu. This was setup when the TSO SDSFMENU command was executed. Press F6 to start the application.

A file must be selected before F6 is pressed. If you fail to select a report before pressing F6, an error message will be displayed.
Pressing F6 invokes the application and displays the menu as shown below. Option 2 will send a report to the archive. For a detailed description of the options, press F1 to access the help screen. Once in help, F10 moves forward, F11 moves backwards. When you are finished reviewing the help screen, press F3 to return to the menu.

Select option 2 and press Enter.

A message will appear indicating that your account information is being looked up. Press Enter when *** appears.

Next, a screen like the one shown below will be displayed. The only difference is that your name will appear in the Author field.

Again, F1 will display the help screen which gives a detailed description of the fields on the screen along with the valid values for each field. Pressing F3 will exit the help screen.

Each of the fields on this screen is described below.
Author: This is the creator of the report. This field will be automatically filled in by the application and should not need to be changed.

Title: Use this field to generically describe the report.

Subject: Use this field to describe the report contents. This field will help distinguish reports with the same, or similar, titles.

The maximum length for fields Author, Title and Subject is 41 characters.

Folder: Use this field to group similar reports together. Folders can group the reports by type such as Budget_Reports, or by a time period such as Spring2007. The number of folders should be kept to a minimum to simplify the management of the archive.

The maximum length of the Folder field is 14 characters. Only the characters A-Z, 0-9 and _ can be used in the folder names. Any other characters will generate an error that will require correction. The default folder is called “General”.

The fields Author, Title and Subject are available for sorting on the web archive pages.

All fields are required. An error message will display if a field is left blank.

A properly completed screen appears below.
Once all the fields have been filled in, pressing Enter submits a job that will move the report from your TSO held output queue to the archive.

After you press Enter, you will receive confirmation that the job was submitted. As stated in the message, do not delete the report from your held output at this time. You will also be sent an e-mail confirming that the report was successfully archived.
Below is a sample of the confirmation e-mail that will be sent to your Notes account:

<HelpDesk@Marist.edu>
11/03/2006 10:22 AM      To <HMCCJAD@Marist.edu>
           cc
Subject Output Archive of DB2 Data Load
        Subject= Load of SIS Extract data into DB2

File has been archived, and is available as

http://WWW2.MARIST.EDU/~MVSARCH/HMCC/DB_REPORTS/00001.PDF

It has been archived in the DB_REPORTS folder, which is available at:
http://WWW2.MARIST.EDU/~MVSARCH/HMCC/DB_REPORTS/

The office archive page is available at:

http://WWW2.MARIST.EDU/~MVSARCH/HMCC/

Information about the file:

/Title (DB2 Data Load)
/Author (John A Digilio)
/Subject (Load of SIS Extract data into DB2)
/Subdir (DB_REPORTS)
/Creator (MVS on 20061103)
/CreationDate (D:2006110315011015)

Do not delete your report from your held output on the mainframe until you have reviewed this copy first. Remember, access to this page requires your TSO User ID with your LDAP password.

The PDF (Acrobat Portable Document File) requires that your machine has Adobe Acrobat Reader to view it.

A password is required to open the file, this is your four letter TSO office identifier. For example, a PDF written and then archived by the Computer Center would require 'hmcc' to open. This prevents unauthorized viewing of the file. Passwords are case sensitive, use all lowercase characters.

You can still copy data from this file for use after pasting into another application. Highlight the desired information using the Text Selector Tool on the Adobe Menu Bar.

Once you are satisfied that this report is the one you meant to archive, you can safely delete the copy on the mainframe.

HelpDesk Group Ext. 4357
http://www.marist.edu/it/clientservices/helpdesk/
Accessing the Web Archive:

Open a web browser and navigate to HTTP://WWW2.MARIST.EDU/~MVSARCH  A page similar to the one shown below will be displayed.

![Web Archive Page](image)

Signing into the Archive:

To access the archive for your office, click on the name of your office in the list shown. An office will not appear in the list until at least one job is sent to the archive.

When you click on the office name, you will be prompted for a User Name and Password.

Your User Name is your TSO account and the Password is your LDAP password. Your LDAP password is the same one you use to access: the Online Faculty & Staff Directory, Online Grading/Faculty Services, and the Online Parking Registration System. If you don’t know your LDAP password contact the HelpDesk.

Your TSO userid will only grant access to the archive for your office.
**Opening Folders:**

The screenshot below displays the list of folders created by your office. Folders are listed in alphabetical order. If necessary, scroll down to view the complete list of folders.

It is recommended that the number of folders be kept to a minimum. This will simplify management of the archive and make reports easier to locate.

To access the contents of a folder, click on the name of the folder. In this case, the folder named DB_REPORTS was selected.

The screen below displays a list of the reports contained in the folder you selected. Clicking on the column headings will sort the listing by that column. Reports appear in the archive in entry order. The oldest reports appear first. To see the most recent reports first, click on the “Date” column.
Opening Reports:

To select a report, click on an entry in the “Item Number” column. You will be prompted for a Document Open Password. There is a read-only password on the archive files. Contact the Helpdesk for your read-only password. Enter the password in lowercase.

Click on OK after entering the password and the report will open in Adobe Acrobat.
Navigating Within the Report Using Adobe Acrobat Reader:

Below is a sample report that has been opened.

The frame on the right contains the report contents. As a security measure, a watermark containing the text “Marist College Confidential” has been added to the report. It can be seen running from the lower left hand corner to the upper right hand corner of each page. This watermark will be included when pages are printed.

The frame on the left contains the page thumbnails and may also contain bookmark entries for IA/SCT delivered jobs that contain more than one step. Click on a page thumbnail to go to that page of the report, or click on a bookmark to go to the start of that program’s output in the report.

The report may display somewhat differently depending on the version of Adobe Acrobat Reader installed on your machine as well as the type of report selected (IA/SCT or FOCUS).
From the Adobe Acrobat Menu, clicking on File/Document Properties…/Description will display a screen similar to the one below. Notice that the Title, Author, and Subject information entered when the report was sent to the archive becomes a permanent part of the report.

**Securing Your Data:**

It is recommended that you close your browser once you have completed using the web archive. This will prevent anyone from viewing the archive folders and report listings. If you leave your browser open, someone could attempt to guess the read-only password on the reports.
Summary of Common Adobe Acrobat Reader Functions:

Change Pages

Use the scroll bar or the triangle icons at the bottom of the report to move between pages

Control Display Size

Use this to zoom in and out of specific areas of the report

Click on this to zoom the entire report in (+) and out (-)

Click on this to fit the page to the screen either horizontally or vertically

Determine the number of pages in the report

Found at the bottom of the report, it shows that page 7 is the currently displayed page and that the report contains 12 pages in total

Copy Text as Image

Click to activate a tool that will take a picture of the selected text, which you can paste into Word or Excel. The copied text is an image and can’t be edited.

Hand Tool

The hand tools will help you move around within the report. If you left click on the report, the hand will “grab” that spot in the report and move it up or down as you move it

Print

Click on the print icon. You can choose to print the entire report or selected pages. The selected pages can be in a range (Pages from ____ to ____).