

## Instructions for Working with Output

```
Work with All Spooled Files

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

Opt  File      User      Device or  User Data  Sts  Total  Cur  Copy
     PB035    RHONDA   TEST      AB020     RDY   15     15     1
     LGSUMM   RHONDA   TEST      AB020     RDY   45     45     1

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

Bottom
```

The work with all spooled files screen gives you access to your reports that are waiting to be printed. By typing the appropriate number in the **OPT** area, you can delete, display, change and print the various reports.

NOTE: The files name QPJOBLOG are created each time a user signs on, and will automatically be deleted after seven (7) days.

To display the spooled files:

1. Press *Esc*
2. Type 1
3. Press *Enter*

### Available Options

- 2 = Change (see next page for more details)
- 3 = Hold (allows print to be held for printing at a later time)
- 4 = Delete
- 5 = Display (displays the report on the users screen)
- 6 = Release (prints reports that have been held)

## Using the Change Option (Option #2)

The change option allows you to redirect the report to another printer, change the number of copies, select a page range to be printed and save the file so it can be reprinted.

```
Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Spooled file . . . . . > LGSUMM      Name, *SELECT
Job name . . . . . > FALGSUMM     Name, *
User . . . . . > RHONDA         Name
Number . . . . . > 892095       000000-999999
Spooled file number . . . . . > 1   1-9999, *ONLY, *LAST
Printer . . . . . *OUTQ         Name, *SAME, *OUTQ
Print sequence . . . . . *SAME   *SAME, *NEXT
Form type . . . . . *STD        Form type, *SAME, *STD
Copies . . . . . 1             1-255, *SAME
Restart printing . . . . . *STRPAGE Number, *SAME, *STRPAGE...

Additional Parameters

Output queue . . . . . TEST      Name, *SAME, *DEV
Library . . . . . QUSRSYS      Name, *LIBL, *CURLIB

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

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To redirect the report to a different printer:

1. Tab down to **Output queue**
2. Type the desired printer address
3. Press *Enter*

To change the number of copies:

1. Tab down to **Copies**
2. Type the desired number of copies
3. Press *Enter*

```

Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Page range to print:
  Starting page . . . . . 1          Number, *SAME, *ENDPAGE
  Ending page . . . . . *END       Number, *SAME, *END
File becomes available . . . . . *FILEEND *SAME, *JOBEND, *FILEEND...
Save file . . . . . *NO          *SAME, *NO, *YES
Output priority . . . . . 5        1-9, *SAME, *JOB
User data . . . . . 'AB020'      User data, *SAME
Align page . . . . . *NO         *SAME, *NO, *YES
Print quality . . . . . *STD       *SAME, *STD, *DEVD, *DRAFT...
Form feed . . . . . *DEVD        *SAME, *DEVD, *CONT, *CUT...
Source drawer . . . . . 1         1-255, *SAME, *E1, *FORMDF
Print fidelity . . . . . *CONTENT *SAME, *ABSOLUTE, *CONTENT
Print on both sides . . . . . *NO  *SAME, *NO, *YES, *TUMBLE...
Pages per side . . . . . 1        1-4, *SAME
Form definition . . . . . *NONE    Name, *SAME, *NONE, *DEVD...
  Library . . . . .              Name, *LIBL, *CURLIB

More...

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

```

To specify a page range to be printed:

1. Press *F10* for additional parameters
2. Press *PageDown*
3. In the field labeled **Starting Page**, key the page number where the print is to begin
4. In the field labeled **Ending Page**, key the page number where the print is to stop, or \*END to print the rest of the report
5. Press *Enter*
6. Type 6 in the **OPT** column
7. Press *Enter*

To save the file so it can be reprinted:

1. Press *F10* for additional parameters
2. Press *PageDown*
3. In the field labeled **Save file**, type \*YES
4. Press *Enter*
5. Type 6 in the **OPT** column
6. Press *Enter*

## Using the Display Option (Option #5)

The display option allows the report to be viewed on the screen. In addition to paging up and down and left and right, there is a *Find* function that will allow the user to locate a specific value.

```

Display Spooled File
File . . . . . : LGSUMM                               Page/Line  1/1
Control . . . . . : _____                       Columns   1 - 78
Find . . . . . : _____
* . . . + . . . 1 . . . + . . . 2 . . . + . . . 3 . . . + . . . 4 . . . + . . . 5 . . . + . . . 6 . . . + . . . 7 . . . + . . .
SUMM      09/06/2002  02/03 BUDGET SUMMARY FOR                LARRY'S TEST
          SELECTING RANGE FROM 01 - - - - -                RESP
ACCOUNT NUMBER                ACCOUNT DESCRIPTION                BUDGET      RE
                                THIS
011 111 0000 000 0000 0000 0000  PROPERTY TAX LEVY                1531,679    17,
011 111 1000 000 0000 0000 0000  PROP TAX RFND/LDFA/TIFA
011 119 0000 000 0000 0000 0000  INT ON DELINQUENT TAXES                1,000
011 128 0000 000 0000 0000 0000  OTHER TAXES/IFT                10,000
011 150 0000 000 0000 0000 0000  EARNINGS-INVEST/DEPOSITS                55,000
011 150 0284 000 0000 0000 0000  EARNINGS-INVEST/DEPSTS284
011 190 0110 000 0000 0000 0000  MATH/SCIENCE                110         7,500
011 190 0111 000 0000 0000 0000  ONE ROOM SCHOOL                111         4,400
011 190 0125 000 0000 0000 0000  ROCKETS FOR SCHOOLS                125         8,000
011 190 0127 000 0000 0000 0000  CAREER/VOC ED                127         4,000
011 190 0192 000 0000 0000 0000  EARLY ON-BOOKS/REIMB                192
011 190 0193 000 0000 0000 0000  EARLY ON-BOOKS/REIMB                193

More . . .

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

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### Available functions:

- F3 = Exit
- F12 = Cancel
- F16 (Shift F4) = Find
- F19 (Shift F7) = View page to left
- F20 (Shift F8) = View page to right

To find a value in the report:

1. Tab down to the **Find** area
2. Type the data to be located exactly; this field is case sensitive
3. Press *F16 (Shift F4)*
4. To locate the next instance of the value, press *F16* again

To change the view to the top of the report:

1. Type *T* in the **Control** area
2. Press *Enter*

To change the view to the bottom of the report:

1. Type *B* in the **Control** area
2. Press *Enter*