

TERMS Report Request Card

Report Request Cards allow you to run various TERMS reports/jobs. Example TERMS reports are located on the Technology Training website. <https://www.collierschools.com/Page/11582>

Setting Up Your Control Card to Run Reports

- ___ 1. Enter the panel number on the panel field.
- ___ 2. Press **Enter**. The selected report panel screen will display.

Using an Existing Control Card to Run Reports

- ___ 3. On the **Request** field, Press **F4**. Saved report control cards will display.
- ___ 4. Select a control card from the list.
***Note:** To select a control card from the list, place your cursor on the line item and press Enter OR Double-click on the selected line item.*
- ___ 5. Review the control card and make sure it has the correct settings.
***Note:** Make sure all line items are listed (as needed) and the Destination printer has been specified. Remember that only 3 line items will display at a time. If there are more than 3 lines, you can press Page Up or Page Down-to scroll through the list of line items.*
- ___ 6. Press **Enter** to save any changes.
The message "Record Updated. Next?" will display in the bottom left-hand corner of the screen.

Creating a New Control Card to Run Reports

- ___ 1. On the **Request** field, Press **F4**. Saved report control cards will display.
***Note:** You will need to use a request number that is not listed.*
- ___ 2. Press **F3** to exit the list.
- ___ 3. Enter the new control card request Number (for example, 001).
- ___ 4. Press **Enter**.
The message "Not on file. Type data to add." will display in the bottom left-hand corner of the screen.
- ___ 5. Complete all sections of the control card (controls, destination and line items fields).
Refer to the sample card in this document.
- ___ 6. In the Select section, Enter the line item select criteria.
- ___ 7. Enter additional line items as needed. Only 3 line items will display at a time.
- ___ 8. Press **Enter** to save the displayed line items.
- ___ 9. Press **F5** to refresh for additional blank lines if needed.
- ___ 10. Press **Enter**. *The message "Record Added. Next?" will display in the bottom left-hand corner or the screen.*

Printing a Report Request

- ___ 11. Enter the printer destination (name) in the **Destination** field on the control card. *This field is used to specify the printer which you want to print your report. If this is left blank, the report will be sent to your default printer.*

Note: Enter **HOLDPRINT** to generate a report which can be displayed or printed from your spool output que.

Enter the destination printer name if sending the report to a printer configured with TERMS.

- ___ 12. Press **F11** to run the report request.

Note: Remember to start your printer using the Rumba Printer icon on your desktop.