

TERMS

HUMAN RESOURCES/PAYROLL

REPORT PROCESSING JOB SUBMISSION PANELS

All Data Element questions should be directed to the User Support Help Desk at 377-0445.

All Human Resource questions should be directed to the HR Department.

RUMBA SIGN-ON PANEL

This panel is used to sign onto the AS400 mainframe. The value in the "Display" field is your AS400 Terminal Id Number.

Sign On	
System	: CCPS400
Subsystem	: QINTER
Display	: T137S1
User	: <u>PRIESS</u>
Password	: _____
Program/procedure	: _____
Menu	: _____
Current library	: _____

- ___ 1 Enter User Id
- ___ 2 <Tab>
- ___ 3 Enter Password
- ___ 4 Press <Enter>

AS400 APPLICATION MENU

This panel is used to choose the system on the AS400 mainframe that you want to select.

USERMENU	AS/400 Applications Menu	T137S1
CCPS400		PRIESS
Select one of the following:		
*** Production Systems ***		
1. TERMS V3R1 Production	21. Electronic Mail	
2. ELKE Main/Tracker System	22. Change password	
3. TextBook System Production	23. Start your printer	
	24. CCPS Signon Screen	
	25. VTAM Remote Menu	
*** Demonstration Systems ***	26. Work with spool files	
41. Textbook - TRAINING	90. Sign off	
42. Student System - TRAINING		
43. Fixed Assets/Finance/HR - TRAINING		
Selection		
==> <u>1</u>		
PF3 = Exit		

To Enter the TERMS V3R1 System:

- ___ 1 Type <1> on the Selection line
- ___ 2 Press <Enter>

SYSTEM SIGN-ON

The TERMS System Sign-on Menu validates a user's access to TERMS. This menu is a starting point for access to all TERMS Series Programs.

Panel: <u>JOBS</u>		A001. System Sign-on	
District: COL Userid: PRIESS			
Defaults:	Date	Year	
	<u>07</u> <u>01</u> <u>2016</u>	<u>2017</u>	
Authorities:	Sign-on Center: 0000	COLLIER COUNTY PUBLIC SCHOOLS	
	Organization: _____		
	Project: _____		
	Teacher Id: _____		
Series Options		Local Options	
A100. Application Environment		L000. Local Reporting	
M000. Facilities Management		X000. State Reporting	
F000. Financial Information		R000. Revenue Environment	
H000. Human Resource Management		D000. District Activity Calendar	
S000. Student Information			
1=Hlp 3=Exit 4=Prpt			

- 1 Type <JOBS> at the Panel line
- 2 Press <Enter>

The Jobs Batch Submission Panel will display.

Panel:		JOBS. Batch Submission		Year: 2017	
Menu Set Pgm		Req Userid	Date--Sched--Time		
_____		<u>001</u> <u>PRIESS</u>	_____		
Control:	Title	#C	Destination		
Header:	S P H E T				
	Q R D P L				
Select:	A Lin				
	x xxx				
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc					

Please note: The Menu field is <F4> Prompt supported. It is recommended that you use the <F4> Prompt to select a report. Once the report is selected, the Set and Program information will fill in automatically.

TO RUN THE HB214 PRINT STAFF/FACULTY ROSTER:

SAMPLE CARD

Panel:		JOBS. Batch Submission		Year: 2017	
Menu	Set	Pgm	Req	Userid	Date--Sched--Time
H500	EMP	HB214	Print Staff/Faculty Roster	001 PRIESS	
Control:		Title	#C	Destination	
		STAFF FACULTY ROSTER	01		
Header:	S P H E T Print:	Birth Date	Non-Certified	Year	
	Q R D P L	x	x	xxxx	
	A Y Y E O			2017	
Select:	A Lin	Ie Cntr	Title	PTP St	S E M H-PVSHO V
	x xxx	x	xxxx xxxxxx	xxx x	x x x
	A 001	I	????		
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc					

- ___ 1 Press <F4> to Prompt on the Menu field
- ___ 2 Press <F8> to Page Forward until you find the report you wish to run (HB214)
- ___ 3 Place the cursor on the report by using your <↓> Down Arrow.
- ___ 4 Press <Enter>. The Menu, Set, and Program number will all fill in for you.
- ___ 5 Type Req – Defaults to 001
- ___ 6 Press <Enter>
- ___ 7 Type the User Defined Title
- ___ 8 Type the number of copies (#C) – Defaults to 01
- ___ 9 Type the Destination if you wish to have the report print somewhere other than your default printer.
- ___ 10 Choose your Sort Sequence. (SQ) This field is <F4> Prompt supported.
- ___ 11 Type a <Y> under the Print Request Card (PR)
- ___ 12 Type a <Y> under the Print User Defined Title on Report (HD)
- ___ 13 Type an <E or P> under the Edit or Post Mode (EP)

Please note: Running a batch job in Edit first allows you to check for mistakes prior to running it in post. It is highly recommended that you set up your request cards as 001 for edit, and 002 for post.

- ___ 14 Type the Number of Report Totals (TL). This will default to (0) zero if nothing is entered.
- ___ 15 Indicate what criteria you want to print on the report (Birthdate, Non-certified, Year)
- ___ 16 Press <Tab>
- ___ 17 Type the Action Code under the A

Valid codes are:

A = Add the line to the request

C = Change the line on the request
D = Delete the line from the request

- ___18 Type the line number starting with 001 and continuing in sequential order as additional lines are needed.
- ___19 Type information you wish to have print on the report by using the selection criteria line
- ___20 Press <Enter>
- ___21 Press <F11> to Run.

TO RUN THE HB228 STAFF SUMMARY:

SAMPLE CARD EXAMPLE #1

Panel: _____		JOBS. Batch Submission		Year: <u>2017</u>	
Menu Set Pgm	Req Userid	Date--Sched--Time			
<u>H500 EMP HB228</u> Print Staff Summary	<u>001 PRIESS</u>	_____			
Control: Title		#C	Destination		
Staff Summary Teachers HB228		01			
Header: S P H E T					
Q R D P L					
D Y Y E 0 _____					
Select:	A Lin Ie Resp Title	PTP St	Dem: S E M H V	CU	S
	x xxx x xxxx xxxxxx xxx x		x x x x x	x	x
	__ 001 I 5 A				
	__				

Example #1 shows how to print the Staff Summary HB228 for teachers. (All teacher titles begin with a 5)

- ___1 Press <F4> Prompt on the Menu field
- ___2 Press <F8> to Page Forward until you find the report you wish to run (HB228)
- ___3 Place the cursor on the report by using your <↓> Down Arrow
- ___4 Press <Enter>. The Menu, Set, and Program information will automatically fill in
- ___5 Type your Title
- ___6 Press <Tab>
- ___7 Type the number of Copies (#C) – Defaults to 01
- ___8 Press <Tab>
- ___9 Type the Destination if you wish to have the report print somewhere other than your default printer.
- ___10 Choose your Sort Sequence. (SQ)

Please note: This field is <F4> Prompt supported

- ___11 Type a <Y> under the Print Request Card (PR)
- ___12 Type a <Y< under the Print User Defined Title on Report (HD)
- ___13 Type an <E/P> under the Edit or Post Mode (EP) – Defaults to E
- ___14 Type the Number of Report Totals (TL) This will default to (0) zero if nothing is entered

__15 Type the Action Code under the A

Valid codes are:

A = Add the line to the request

C = Change the line on the request

D = Delete the line from the request

__16 Type the line number

__17 Type an <I> under the Ie field to Include Information on the select line

__18 Type a <5> under the Title (this is a generic field and teacher titles begin with a 5)

__19 Type an < >A under the Status (St)

__20 Press <Enter>

__21 Press <F11> to run

Please note: You can also limit your report to only printing specific information by selecting additional options on the select line.

SAMPLE CARD EXAMPLE #2

Panel: _____	JOBS. Batch Submission	Year: <u>2017</u>
Menu Set Pgm	Req Userid	Date--Sched--Time
<u>H500 EMP HB228</u> Print Staff Summary	<u>002 PRIESS</u>	_____
Control: Title	#C	Destination
Staff Summary Job Titles other than Teachers HB228	<u>01</u>	_____
Header: S P H E T		
Q R D P L		
D Y Y E 0		
Select: A Lin Ie Resp Title PTP St Dem: S E M H V	CU S	
x xxx x xxxx xxxxxx xxx x	x x x x x	x x
001 I 1 A		
__ 002 I 2 A		
__ 003 I 3 A		

Example #2 shows how to print the Staff Summary HB228 for job titles other than teachers. (Job titles beginning with 1-4, 6-91)

Please note: The card is set up the same as Example #1, but the Control Title and Select lines will be different.

__15 Type the Action Code under the A

Valid codes are:

A = Add the line to the request

C = Change the line on the request

D = Delete the line from the request

__16 Type the line number (001)

__17 Type an <I> under the Ie field to Include Information on the select line

__18 Type a <1> under the Title

__19 Type an <A> under the Status (St)

- __20 Press <Tab>
- __21 Type the Action Code under the A
- __22 Type the line number (002)
- __23 Type an <I> under the Ie field to include the information on the select line
- __24 Type a <2> under the Title
- __25 Type an <A> under the Status (St)
- __26 Press <Tab>
- __27 Type the Action Code under the A
- __28 Type the line number (003)
- __29 Type an <I> under the Ie field to include the information on the select line
- __30 Type a <3> under the Title
- __31 Type an <A> under the Status (St)
- __32 Press <Enter>
- __33 Press <F5> to refresh and give you three more select lines
- __34 Type the Action Code under the A
- __35 Type the line number (004)
- __36 Type an <I> under the Ie field to include the information on the select line
- __37 Type a <4> under the Title
- __38 Type an <A> under the Status (St)
- __39 Press <Tab>
- __40 Enter the same information on sequential line numbers until you have entered all Title numbers 1-4 and 6, 7, 8, & 91. (This is a total of 8 select lines for this example)
- __41 Press <Enter> to save the information on the card
- __42 Press <F11> to Run

SAMPLE CARD EXAMPLE #3

Panel: _____		JOBS. Batch Submission		Year: <u>2017</u>	
Menu Set Pgm			Req Userid		Date--Sched--Time
H500 EMP HB228 Print Staff Summary			003 PRIESS		
Control: Title		#C		Destination	
All Active Employees		01			
Header: S P H E T					
Q R D P L					
C Y Y E 0 EXCLUDE TITLE 99 TO ELIMINATE SUPPLEMENT ONLY, TRAVEL ETC.					
Select:	A Lin Ie Resp Title	PTP St	Dem: S E M H V	CU	S
	x xxx x xxxx xxxxxx xxx x		x x x x x	x	x
	001 I	A			
	002 E	99	A		
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc					

Example #3 shows how to print the Staff Summary HB228 for all Active employees. (Excluding job titles that begin with a 99)

Please note: the card is set up the same as Example #1, but the Control Title and select lines will be different.

__15 Type the Action Code under the A

Valid codes are:

A = Add the line to the request

C = Change the line on the request

D = Delete the line from the request

__16 Type the line number (001)

__17 Type an <I> under the Ie field to Include Information on the select line

__18 Type an <A> under Status (St)

__19 Press <Tab>

__20 Type the Action Code under the A

__21 Type the line number (002)

__22 Type an <E> under the Ie to exclude the information on this select line

__23 Type <99> under the Title

__24 Type an <A> under Status (St)

__25 Press <Enter>

__26 Press <F11> to Run

TO RUN THE HL612 PRINT EARNINGS HISTORY BY ACCOUNT

SAMPLE CARD

Panel: _____	JOBS. Batch Submission	Year: 2017
Menu Set Pgm	Req Userid	Date--Sched--Time
H600 PAY HL612 Print Earnings History by Acct	001 PRIESS	_____
Control: Title	#C	Destination
PRINT EARNINGS HISTORY BY ACCOUNT	01	
Header: S P H E T		
Q R D P L		
C Y Y E 0		
Select: A Lin Ie From---Date----To Fnd.Func.Obj.Cntr.Project.Pgm S		
x xxx x mmdccyy mmdccyy xxx.xxxx.xxx.xxxx.xxxxxxx.xxx x		
_ 001 I 07012016 06102017 100. . .9420. . B		
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd	10=Del 11=Run 12=Esc

__1 Press <F4> to Prompt on the Menu field

__2 Press <F8> to Page Forward until you find the report you wish to run (HL612)

__3 Place the cursor on the report by using your <↓> Down Arrow.

__4 Press <Enter>. The Menu, Set, and Program number will all fill in for you.

__5 Type Req – Defaults to 001

__6 Press <Enter>

__7 Type the User Defined Title

__8 Type the number of copies (#C) – Defaults to 01

__9 Type the Destination if you wish to have the report print somewhere other than your default printer.

__10 Choose your Sort Sequence. (SQ)

Please note: This field is <F4> Prompt supported.

- __11 Type a <Y> under the Print Request Card (PR)
- __12 Type a <Y> under the Print User Defined Title on Report (HD)
- __13 Type an <E or P> under the Edit or Post Mode (EP)

Please note: Running a batch job in Edit first allows you to check for mistakes prior to running it in post. It is highly recommended that you set up your request cards as 001 for edit, and 002 for post.

- __14 Type the Number of Report Totals (TL). This will default to (0) zero if nothing is entered.
- __15 Press <Tab>

- __16 Type the Action Code under the A

Valid codes are:

- A = Add the line to the request
- C = Change the line on the request
- D = Delete the line from the request

- __17 Type the line number starting with 001 and continuing in sequential order as additional lines are needed.
- __18 Type information you wish to have print on the report by using the selection criteria line

Please note: The I/e is used if you want to include or exclude the information on the selection criteria line. Date range is used for beginning/ending dates. Account dimensions are used to limit the fund, function, object, center, project that prints on the report. The "S" criteria allows you to choose supplemental or base job codes.

- __19 Press <Enter>
- __20 Press <F11> to Run

TO VIEW YOUR REPORT ON-LINE:

- ___ 1 Type MNU at the Panel line
- ___ 2 Press <Enter>
- ___ 3 Type 1 on the selection line
- ___ 4 Press <Enter>

Function Keys:

- F1 = Help
- F3 = Exit
- F11 = Date/Time/Pages/Copies/Forms

Options:

2 = Change
 Make change to:
 printer to use
 number of copies
 starting page to print
 last page to print
 form
 save printer output

3 = Hold report

4 = Delete report

5 = Display report

6 = Release report

MOVING AROUND IN DISPLAYED REPORTS

PLEASE NOTE: YOU CAN CONFIGURE YOUR AS400 DISPLAY SIZE TO VIEW ALL 132 COLUMNS OF YOUR REPORT. PLEASE CONTACT THE MIS USER SUPPORT HELPDESK AT 377-0445 FOR MORE DETAILS.

Note: To use function keys:

F1 through F12 = Function Key
F13 through F24 = Shift/Function Key

Ex: F13 = Shift/F1
F14 = Shift/F2
F15 = Shift/F3

F25 through F36 = Control/Function Key

Ex: F25 = Control/F1
F26 = Control/F2
F27 = Control/F3

Control Field

Use 'Control Field' to move left and right in

W?? = move to column number ??

or

F19 (Shift/F7) = left

F20 (Shift/F8) = right

or

W+1 = scroll right

W-1 = scroll left

T = top

B = bottom

P?? = go to that page number

Ex: P50 = go to page 50

P+ = forward 1 page

P- = backward 1 page

+? = number of lines to move down

-? = number of lines to move up

To Search for Specific Text in a Report:

Type specific text on 'Find' line and press <enter>

Note: **IS** case sensitive. Must be exactly as in report.

Message at bottom: To find a character string, press F16

Note: F16 = Shift/F4

F16 will find the first instance of the text for which you are searching. Pressing Shift/F4 again will find the next matching text. After the last matching text has been found, you will see the following message:

“Character string not found before end of file reached.”

If no text matches are found, the following message will display:

“Character string not found in file.”

To Print Specific Pages From a Report

On the Work With Printer Output screen, tab to report and type 3 (Hold) in the Options column and Press <ENTER>

Using the steps on the previous pages, find the text you want to print.

After finding the start of the text you want to print, check the page number in the top right corner of the screen (Page/Line). Find the end of the text to be printed by doing a search or Page Down. Note the last page to be printed. Once you have found the beginning and ending pages, complete the following steps:

- ___ 1 Enter number of first page to print beside 'First page to print'
- ___ 2 Enter number of last page to print beside 'Last page to print'
- ___ 3 Press <ENTER> to save changes
- ___ 4 Release the report by typing 6 in front of it and Pressing <ENTER>

This sample will print the first page through page 10:

Copies and pages:

Number of copies	<u>1</u>	1-255
First page to print	<u>1</u>	Number
Last page to print	<u>10</u>	Number, *LAST

This sample will print pages 5 through 20:

Copies and pages:

Number of copies	<u>1</u>	1-255
First page to print	<u>5</u>	Number
Last page to print	<u>20</u>	Number, *LAST

This sample will print page 50 through the end of the report:

Copies and pages:

Number of copies	<u>1</u>	1-255
First page to print	<u>50</u>	Number
Last page to print	<u>*LAST</u>	Number, *LAST