

### Module 6

## Using Batch Functions

In this module you will learn:

- The difference between batch and online execution
- How to submit batch jobs
- How to edit batch reports
- How to print batch reports
- How to download batch reports

Supporting Documents/Files:

- CIRS User Manual

**Batch Functions**

Batch is an offline FOCUS environment. That means the terminal is free to do other tasks in or out of CIRS, while a job is executing. We recommend submitting your report requests in the batch environment after they have been tested in the online FOCUS environment.

The batch FOCUS environment is required for the following conditions:

- Reports that generate large output files.
- Reports that use prior fiscal years of payment data (i.e, PH and PHS files) and certain leave data files (i.e., LD, LH, and LR).
- Reports that will be edited before printing.
- Reports that will be downloaded to a word processing document (e.g, Microsoft Word).

**Batch Versus Online**

Below is a chart to help illustrate the differences between the batch and online environments:

<b>Function</b>	<b>Batch</b>	<b>Online</b>
Interactive	No	Yes
Access all CIRS files	Yes	*No
Execute Multiple Report requests	Yes	Yes
Save Report Output	Yes	**Yes
Direct Print Function	Yes	No
Edit Report Output	Yes	No
Download Report Output	Yes	**Yes

\* Some CIRS files stored on tape are only available through batch.

\*\* If the results are held to a permanent hold file.

Submitting Batch Jobs

1. To submit a batch job, type an 'S' at the command line to the left of the report request name and press enter. For example:

COMPENDIUM REPORTS ONLINE APPLICATIONS CUSTOM FILES OTHER					
CIRS PERSONAL LIBRARY					
Cmds	B Browse	C Copy	D Delete	E Edit	Row 1 of 17
	P Print	R Rename	S Submit Batch	O Online Execution	
Cmd	Name	Description			Changed
S	TRAIN1	CURRENT EMPLOYEES			2003/05/28
-	TRAIN2	COUNT OF CURRENT POSITIONS			2003/05/28
-	TRAIN3	MPP EMPLOYEES			2003/05/28

2. Confirm the file selection and direct the output (if the file confirmation panel is turned on) and press enter.

```

-----Confirm Batch FOCUS File Selections-----
| REPORT REQUEST :  TRAIN1
| .....
| DIRECT OUTPUT TO :  1  1=REPORT FILE  2=PRINTER
| .....
| CAMPUS FILES (FILE SELECTION = X)
| X AC ACTIVE CURRENT STATUS . _ PH PAY DATA CURRENT FY
| _ AN CURRENT STATUS 10/31/ _ . _ PY PAYMENT HISTORY EXTRACT
| _ A54 TRANSACTION DATA . _ SN SENIORITY POINTS
| _ CH CAMPUS HEADER . _ SP SEPARATED CURRENT STATUS
| _ EH EMPLOYMENT HISTORY EXTRACT . _ ST STUDENT ASSISTANT
| _ LV LEAVE FILES (LB, LV, LX) . _ TR TRANSACTION DATA
| _ PH PAY DATA FY __/__. _ UI UNEMPLOYMENT INSURANCE
| _ PH PAY DATA PRIOR MONTH
| .....

```

- If the file confirmation panel is turned off, the output will be automatically directed to your batch report file. You can access the file by pressing the F11 key from the main menu.
- If the output is directed to your printer, the report will be automatically sent to your default printer.

3. Note the job number, then press enter to clear the message and return to the main menu.

```

JOB CTBuserid (JOB12345) SUBMITTED
***

```

4. From the main menu, press the F1 key to view the status message and confirm the job completed.

```

F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract

```

## Status and System Messages

Each time you submit a job (e.g., batch, extract, etc.), the system assigns a number to that job. The time it takes for a job to complete depends on the report request, the volume of data being accessed and the amount of activity on the system. You can determine the status of a job by checking the status message, or by noting the system notification message.

### Status Message

To check your job's status message, press the F1 key from the main menu.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib  
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

A sample status message is shown below. The message indicates the type of job, your userid and the job number and the status. To clear the message, press the enter key.

```
CTBuserid JOB123546 FOCUS BATCH JOB COMPLETED SUCCESSFULLY.  
***
```

If you receive a message that indicates 'Contact HR-ISA', please note the job number and message text before calling the CIRS Hotline.

Status messages accumulate throughout the day. If you have submitted more than one job, you will see multiple messages. Refer to the job number to identify the status of a particular job.

### System Notification Message

System notification messages are automatically generated when a job is finished and the enter key, or a function key, is pressed while working in CIRS. If have logged off while a job was running, the system notification message will display during the logon process. These messages contain cryptic text and can be ignored because all the pertinent information provided by these messages is available by using the F1 key to check the status of your job. To clear system notification messages, simply press the enter key.

## Batch Job Results

If the batch job output was routed directly to your printer, (only available if the default is the file confirmation screen is turned on) the results will automatically print at your default printer when the job has completed. The batch report will contain all FOCUS commands executed and, if there were no errors, the report generated. A partial printed report is shown below.

```

FOCUS 7.0.9 11/03/2003 09.44.11 8022/03
FULL SCREEN MODE IS AVAILABLE FOR IBM3270 ONLY

- - - - -
FOCUS 7.0.9 09.44.12 10/31/2003 8022.03 LINE 0

EX TRAIN1

- - - - -
FOCUS 7.0.9 09.44.12 10/31/2003 8022.03 LINE 1

EX AC

```

If your report was sent to your batch report file, (the default is the file confirmation screen is turned off) the results can be accessed by pressing the F11 key from the main menu and are available for 60 days (or until it is overwritten). The batch report will contain the approximate system cost, all FOCUS commands executed and, if there were no errors, the report generated. The file can be edited, printed or downloaded after the job has completed. A partial batch report is shown below.

```

EDIT PD.CSUCFOC.RPTUSER.REPORT.UUSER - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
000001 BATCH STATISTICS
000002
000003 CPU: 0 MINUTES .86 SECONDS
000004 APPROXIMATE CPU COST: $ .11
000005
000006 FOCUS 7.0.9 11/03/2003 09.44.11 8022/03
000007 FULL SCREEN MODE IS AVAILABLE FOR IBM3270 ONLY.
000008
000009
000010
000011
000012 - - - - -
000013 FOCUS 7.0.9 09.44.12 10/31/2003 8022.03 LINE 0
000014
000015 EX TRAIN1
000016

```

**Note: Batch reports are fixed width files and are not formatted for importing into spreadsheets (e.g., Microsoft Excel).**

## To edit your batch report:

The edit option can be used to simply view your batch report, or to change the batch report before it is printed or downloaded.

1. From the main menu, press the F10 key.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

2. Select option 1 from the batch report results menu and press enter.

```
----- Batch Report Results -----
|                                     |
|  SELECT: 1  1. EDIT REPORT          |
|                                     |
|                                     |
|                                     |
|                                     |
|-----|
```

3. You can add, delete or change lines in your batch reports using the same commands available for editing report requests. When editing batch reports, be aware of the carriage control characters located in the first column. Those characters control how the report is printed.

```
EDIT PD.CSUCFOC.RPTUSER.REPORT.UUSER - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
000148 0 NUMBER OF RECORDS IN TABLE= 10 LINES= 10
000149
000150 1 PAGE 1
```

- 1 = page break
  - 0 = blank line
  - (hyphen) = double space
4. When you have finished viewing or editing your batch report, press the F3 key to exit and save your changes (if any).

### To print your batch report:

You can print your batch report as is, or you can print it after deleting the batch cost information and the FOCUS request statements. Before printing, you should always view the file to verify there were no errors.

1. From the main menu, press the F10 key.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

2. Select option 2 from the batch report results menu and press enter.

```
|----- Batch Report Results -----|
| SELECT: 2 . EDIT REPORT |
|                2. PRINT REPORT |
|                3. DOWNLOAD REPORT |
|-----|
```

3. At the Printer Options menu, change the default selections, if needed, and press enter to print.

```
|----- Printer Options -----|
| SELECT PRINTER, COPIES, LINES TO PRINT: |
| PRINTER: 2 COPIES: 1 LINES FROM: 000001 |
|                LINES TO : 999999 |
| 1. XXTN8003 2. XXTN8004 |
| ENTER TO PRINT - F3 TO CANCEL |
|-----|
```

**To download your batch report:**

Note: This workbook will only discuss how to download using the emulation software installed on the PC's used for training. If your software is different, refer to that documentation for instructions.

1. From the main menu, press the F10 key.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib  
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

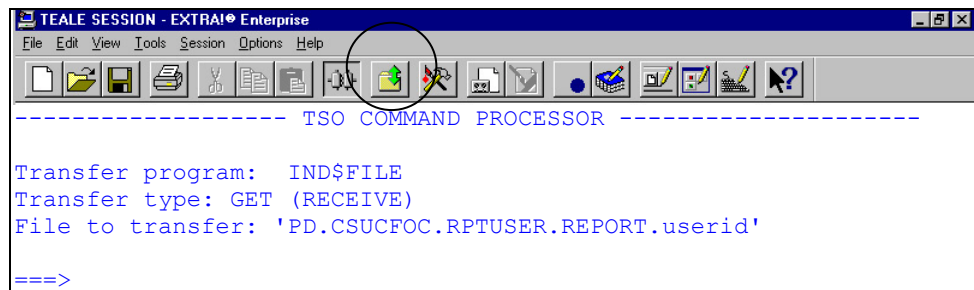
2. Select option 3 from the batch report results menu and press enter.

```
----- Batch Report Results -----  
|                                     |  
|  SELECT: 3  1. EDIT REPORT         |  
|              2. PRINT REPORT       |  
|              3. DOWNLOAD REPORT    |  
|                                     |  
-----
```

3. Read the instructions on the download screen and copy the name of the file to be downloaded. Do not make any entries at the download screen. When ready, type GO at the command line.

```
DOWNLOAD SCREEN  
COMMAND => go  
-----  
PLEASE READ THE INSTRUCTION CAREFULLY BEFORE PROCEEDING:  
  
1. AFTER READING THESE INSTRUCTIONS ENTER GO ON THE COMMAND LINE  
2. WHEN THE TSO COMMAND SCREEN APPEARS SWITCH OVER TO YOUR PC.  
3. ENTER YOUR PC COMMANDS TO DOWNLOAD USING THE  
   FOLLOWING FILE NAME AS YOUR FROM FILE:  
   'PD.CSUCFOC.RPTUSER.REPORT.userid'  
  
TRANSFER SOFTWARE REQUIRES THAT SINGLE QUOTES ENCLOSE  
THE FROM FILE NAME SPECIFIED ABOVE. REFER TO YOUR  
SOFTWARE DOCUMENTATION FOR THE CORRECT DOWNLOAD SYNTAX.  
  
4. WHEN THE DOWNLOAD IS COMPLETE SWITCH BACK TO THE MAINFRAME.  
5. PRESS THE F3 KEY TO EXIT.
```

4. At the TSO command processor screen, open the file transfer program on your PC by clicking on the toolbar icon.



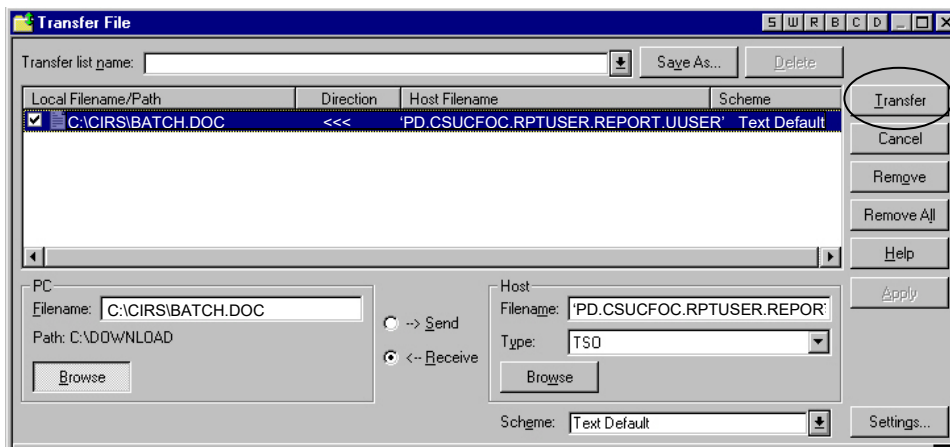
```
TEALE SESSION - EXTRA! Enterprise  
File Edit View Tools Session Options Help  
----- TSO COMMAND PROCESSOR -----  
  
Transfer program: IND$FILE  
Transfer type: GET (RECEIVE)  
File to transfer: 'PD.CSUCFOC.RPTUSER.REPORT.userid'  
  
===>
```



- At the transfer file screen, make the entries and selections indicated below then click the ADD TO LIST button. Note: If displayed, uncheck the box for any other download profile.

Host Filename: 'PD.CSUCFOC.RPTUSER.REPORT.userid'  
 PC Filename: C:\CIRS\BATCH.DOC  
 Host Type: TSO  
 Scheme: Text Default

- After making the selections, click on the TRANSFER button to begin the download process. If prompted to save the transfer list, click NO.



- After starting the file transfer, the TSO command processor screen will display a message indicating the name of the file along with the transfer settings. Press the F3 key to return to the batch report results menu.

```

----- TSO COMMAND PROCESSOR -----
Transfer program: IND$FILE
Transfer type: GET (RECEIVE)
File to transfer: 'PD.CSUCFOC.RPTUSER.REPORT.userid'

===> IND$FILE GET 'PD.CSUCFOC.RPTUSER.REPORT.userid' ASCII CRLF

The data below is for information only.
Your emulation software settings:
  Transfer type:
    Type match:
  Transfer name:
    Name match:
  
```

- When the file transfer is complete, open the file on your PC and save the document in Word.

### ***Practice***

Select a report request (e.g., TRAIN1) in your library and perform the following steps. Be sure to select a request that does not contain errors. If desired, you can remove the record limit before executing.

#### Part I

- Submit the report request for batch execution and route the output directly to a printer
- Note the job number
- Check the status of your job

#### Part II

- Submit the report request for batch execution and route the output to your batch report file
- Note the job number
- Check the status of your job
- After confirming the job completed, edit the report to remove processing information (e.g., cost, standard defines, etc)
- Save your changes and send the file to a printer

#### Part III

- Download the batch report file created in Part II above to a Word document
- Open and, if desired, edit the Word document

### ***What You Have Learned***

In this module you have learned:

- The difference between batch and online execution
- How to submit batch jobs
- How to edit batch reports
- How to print batch reports
- How to download batch reports