

HP Easytime/XL User's Guide

HP e3000 MPE/iX Computer Systems

Edition 2



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Hewlett-Packard Company
3000 Hanover Street
Palo Alto, CA 94304 U.S.A.

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Preface

The documentation set consists of the *HP Easytime/XL User's Guide*, an online help system, and a *Quick Reference Guide*.

The manual is organized as follows:

Chapter 1 , "Introduction," Describes the purpose and intended audience of HP Easytime/XL and explains starting of a localized version.

Chapter 2 , "Getting Started," Describes how to start HP Easytime/XL and the basic skills needed to use the product effectively.

Chapter 3 , "HP Easytime/XL Tasks," Describes all the tasks needed to monitor and manage; printing files, jobs, sessions, console messages, and backups of the system. The section also describes how the system administrator can customize HP Easytime/XL with the setup program.

Chapter 4 , "HP Easytime/XL Reference," Provides information about console messages and requests, error messages, keys, default options, field and screen descriptions, and wildcard characters.

Audience

The primary audience for this manual is both the system administrator and the end user of the HP e3000 computer. The “Customizing HP Easytime/XL” section is intended for the system administrator only.

Online Help Facility

Provides an extensive online help facility that includes step-by-step instructions for all tasks, field definitions, and overview of basic skills and concepts needed to use the product effectively, and a complete glossary of terms and definitions.

Quick Reference Card

Provides a quick reference for important skills and tasks.

HP Easytime/XL is a program used to communicate with the HP e3000 computer. Menus guide you through managing system resources, printing reports, or sending messages to another user on the same system.

Whether you are the system administrator, managing the system as your primary job responsibility, or an end-user, using the system occasionally to print a file, HP Easytime/XL can be used efficiently and productively to meet individual work needs.

The following list is some of the tasks that can be performed with HP Easytime/XL:

- Print, copy, rename, delete, and store files
- Review and manage files waiting to be printed
- Start, schedule, and delete jobs
- Show and delete sessions
- Send messages to other users
- Review messages and reply to requests from the system
- Perform full and partial backups
- Sort and display information to meet special needs
- Access an extensive online help facility

Starting a Localized Version of HP Easytime/XL

In addition to English, there are four localized versions of HP Easytime/XL; French, Spanish, German and Japanese. If installing one of the localized versions, the system manager must configure the appropriate language on your system using the LANGINST utility program. Refer to *Localizing/Customizing System Information* for the LANGINST dialog.

Refer to Table 1-1, it indicates the commands to be typed to start a localized version of HP Easytime/XL. Please note that this setting is valid for the current session only. If the system administrator has specified the language of the localized version as the system default language, this procedure does not need to be performed.

Table 1-1 Language Settings

For This Language	Type This
French	SETJCW NLUSERLANG=7 Return
Spanish	SETJCW NLUSERLANG=12 Return
German	SETJCW NLUSERLANG=8 Return
Japanese	SETJCW NLUSERLANG=221 Return SETVAR TERM "HPTERM-ASIAN" Return

For example, to set the session to French:

1. Type `:SETJCW NLUSERLANG=7` **Return**
2. Type `:RUN EASYTIME.PUB.SYS` **Return**

A message appears in French prompting you to enable HP Easytime/XL. If this message is displayed in English, the system administrator has not configured French for your system.

3. Press **F5** **OK** to enable HP Easytime/XL.

Customizing HP Easytime/XL

The system manager can use the setup program to customize the HP Easytime/XL program. See “Customizing HP Easytime/XL” in this manual. This program is optional. HP Easytime/XL arrives set up, it can be used as is, or customize it to meet your particular needs.

Enabling HP Easytime/XL

Before using HP Easytime/XL, the program must be enabled. This is a system administrator responsibility. If you are not the system administrator, ask the system administrator to do this for you.

1. Log on to the system as MANAGER.SYS.
2. From the system prompt, type:

```
      :RUN EASYTIME.PUB.SYS      Return
```
3. Press **F5** OK to enable HP Easytime/XL.

Start HP Easytime/XL and begin performing tasks.

Disabling HP Easytime/XL

1. Log on to the system as MANAGER.SYS.
2. Start HP Easytime/XL.
3. Switch to system administrator mode.
4. From the **Main** menu, press **D** for Disable HP Easytime/XL.
A dialog box prompts you for confirmation.
5. Press **F5** OK to confirm disabling HP Easytime/XL.
6. Press **F5** Yes to confirm again.

This chapter describes how to log on to the system and start HP Easytime/XL, and how to exit and log off. It also explains the basic skills needed to use the product effectively, including the following:

- Logging on and starting HP Easytime/XL
- Exiting and logging off
- Getting help
- Using the **Main** menu
- Screens
- Menus
- List boxes
- Dialog boxes
- Understanding operating modes
- Basic skills

Logging On

Logging on means identifying yourself to the computer. You must identify yourself as an authorized user by typing your **logon identity** (username and account) and a password (if any). If you do not have a logon identity, ask your system administrator to give you one.

Once you log on, you begin communication with the HP e3000 computer and can start working.

Log On

1. After switching on the terminal, press **Return** one or more times until you see the system prompt.

2. Type your logon identity. For example:

```
MPE/iX :HELLO PAT.FINANCE
```

3. Press **Return**.

4. Type any required passwords.

As a security precaution, passwords are not displayed on the screen as you type them.

5. Press **Return**

A system prompt (:) signals the start of your session. A welcome message may also be displayed.

Starting HP Easytime/XL

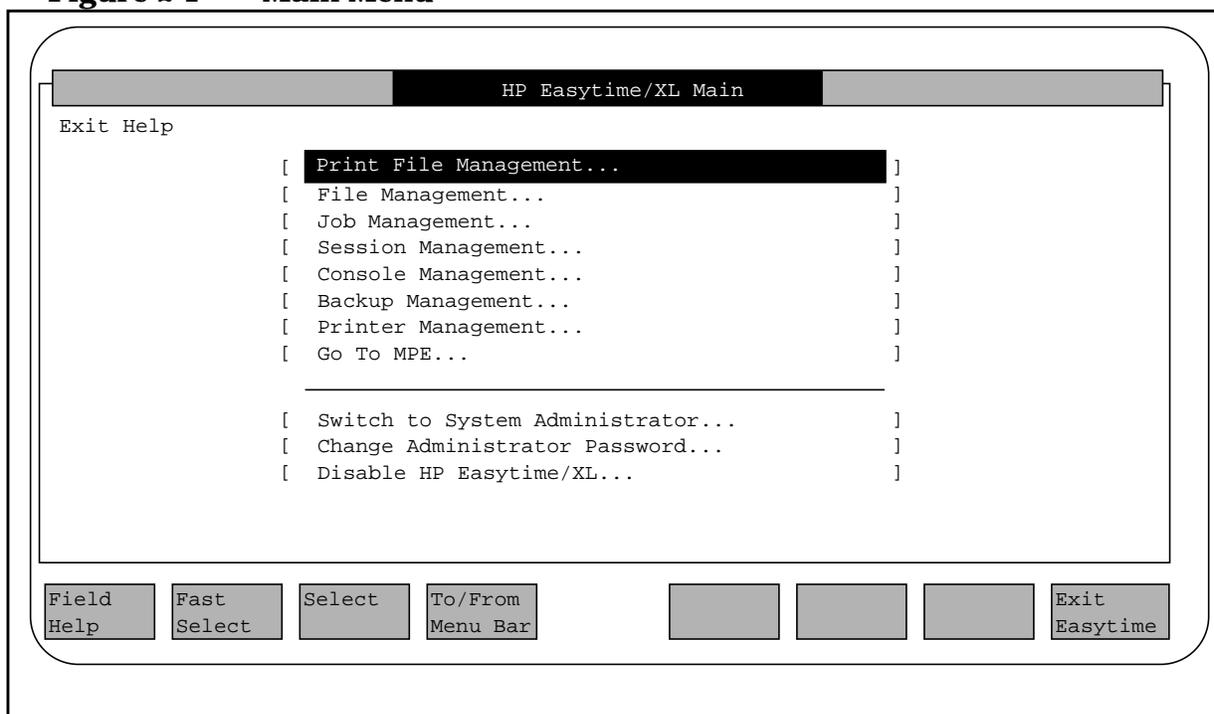
Once you have logged on (and the program is enabled) you can start HP Easytime/XL.

1. From the system prompt, type:

```
:RUN EASYTIME.PUB.SYS Return
```

Unless your system administrator has changed this, the **Main** menu is displayed on your screen. This is where you begin your work.

Figure 2-1 illustrates the **Main** menu.

Figure 2-1 Main Menu

Welcome to HP Easytime/XL. Now you are ready to learn about basic skills and HP Easytime/XL tasks.

The following are the basic skills needed to use HP Easytime/XL. If you do not want to continue with basic skills now, you can exit HP Easytime/XL with the following procedure.

Exiting HP Easytime/XL

1. Press **F3 E** to open the **Exit** menu.
2. Press **X** for Exit HP Easytime/XL.
3. Press **F5 Yes** to confirm that you want to exit.

This ends your current HP Easytime/XL session.

MPE/iX Operating System

You can also exit HP Easytime/XL *temporarily* to execute an MPE/iX command or start another application, and then quickly return to HP Easytime/XL.

1. Press **F8 Close** one or more times until the **Main** menu appears.
2. Press **G** or Go to MPE.

The MPE/iX system prompt is displayed on the screen. You can now enter an MPE/iX command or start another application.

3. Type `EXIT` when you want to return to HP Easytime/XL.

If you do not need to return to HP Easytime/XL, you can type `BYE` to end the MPE/iX session and log off. When you end the MPE/iX session, you end the HP Easytime/XL session as well.

Log Off

1. Exit HP Easytime/XL.
2. From the system prompt, type: `BYE`.

A closing message displays the current time, date, and amount of CPU time your session used. Switch off the terminal screen after you receive the disconnect message.

Getting Help

There are two ways to get help in HP Easytime/XL. Access the **Help** menu for a complete index of help topics, or press **F1** **Field Help** for context sensitive help about an object on the screen.

The HP Easytime/XL **Help** menu is available on every screen. The **Help** menu provides the following six categories of help information:

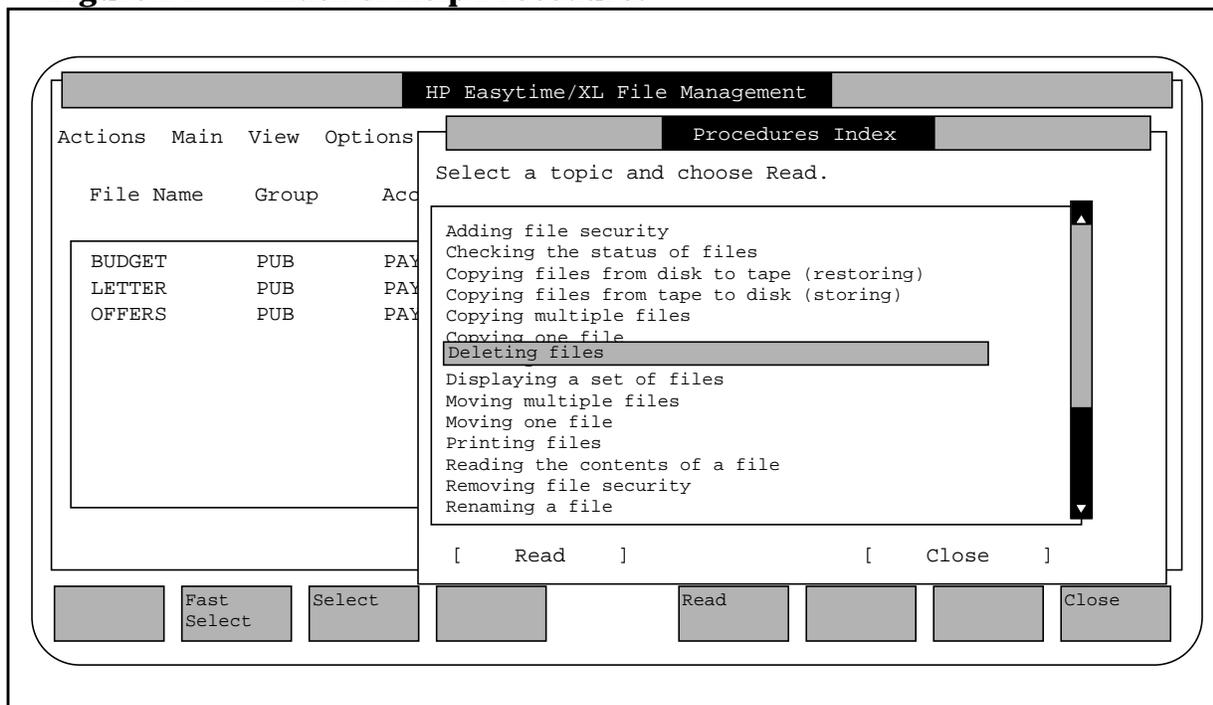
Use this topic	To do access this:
Help	HP Easytime/XL help facility.
Basic Skills	Information about basic skills and concepts needed to use the product effectively.
Procedures	Step-by-step procedures for every task available on a screen.
Keys	Cursor movement keys; dialog box key, function keys, and editing keys in HP Easytime/XL.
Glossary	Alphabetical listing of HP Easytime/XL terms and definitions.
Version	Information about the current version of HP Easytime/XL on your system.

Using the Help Menu

1. Press **F4 H** to open the **Help** menu.
2. Press the key that corresponds to the underlined character in the menu item you want. For example, press **P** for help on **Pro**cedures.

Figure 2-2 shows an index of help topics for this screen.

Figure 2-2 Index of Help Procedures



Selecting a Help Topic

1. Press **▲** or **▼** key to move the cursor to a help topic.
2. Press either **F3**, **Spacebar**, or **Return** to select the topic.
3. Press **F5** Read.

A help window displays help information about that topic.

4. Press **F8** Close when you are finished reading.

If you want to choose another help topic, press **Tab** twice to go back to the list of topics and select another.

5. Press **F8** Close again to close the **Help** menu.

Help Key

With the help key you can access field specific help about an object on the screen or in a menu, for example, a task or data entry field.

1. Move the cursor to an object on the screen.
2. Press **F1** Field Help to get help information about that object.
3. Press **F8** Close to close the help window when you are finished reading.

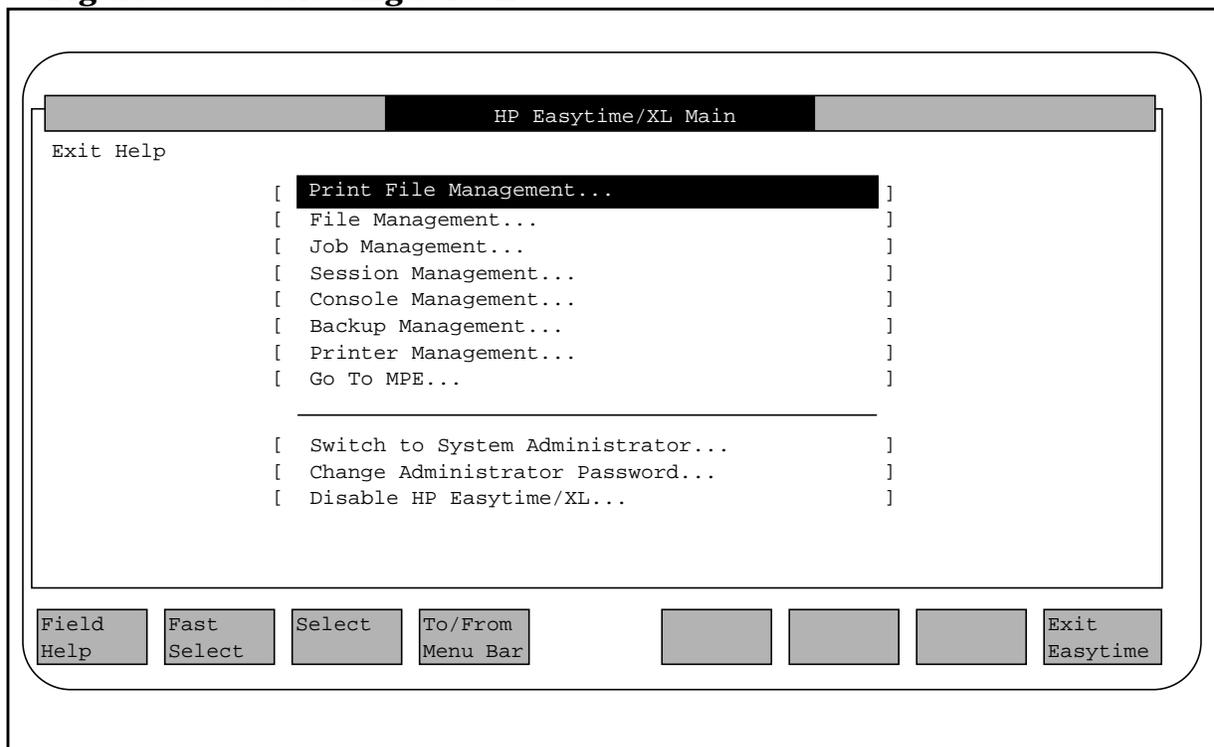
Main Menu

The **Main** menu is the focal point in HP Easytime/XL and usually the first thing seen after starting HP Easytime/XL. Any HP Easytime/XL screen can be accessed through the **Main** menu.

Opening a Screen from the Main Menu

1. Press the key that corresponds to the underlined letter in the screen you want to open, for example, press **P** for Print File Management. Or, use the **▲** or **▼** keys to highlight the screen you want, and press **Return**. The topics are shown in Figure 2-3.

Figure 2-3 Selecting Screen



Main Menu Items

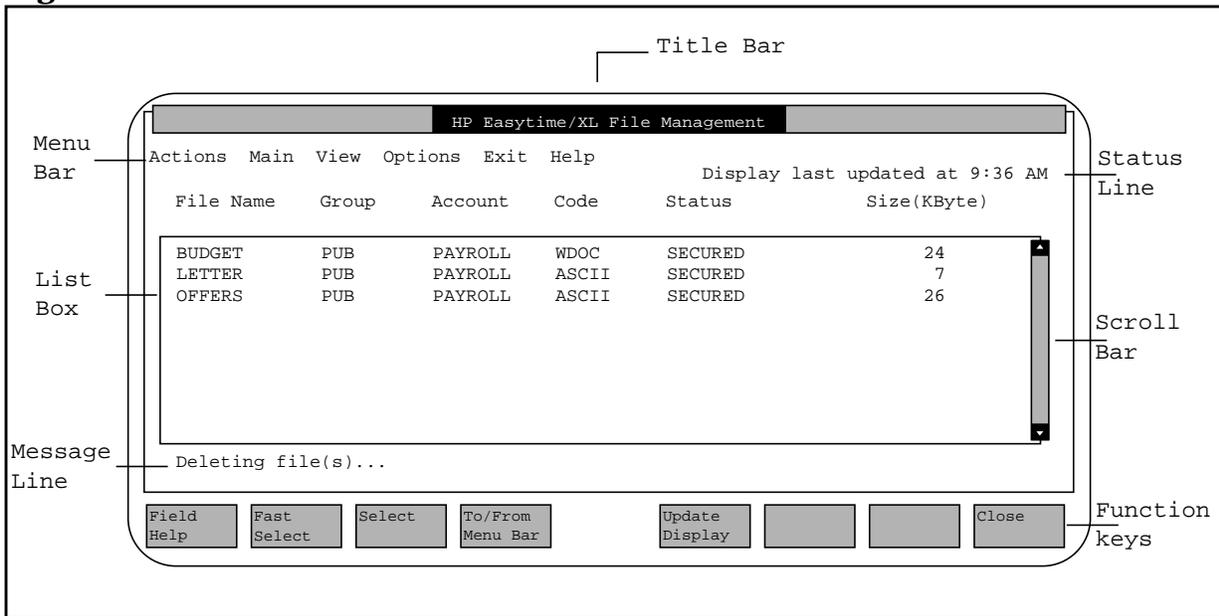
1. Press **▲** or **▼** keys to highlight a menu item.
2. Press **F1** Field Help to get context sensitive help about the screen or task.

Screens

Each area of management in HP Easytime/XL (for example, File or Session Management) is displayed on a screen. Access information about the current status of the system and perform system management tasks through the screens.

Figure 2-4 illustrates the parts of a File Management screen.

Figure 2-4 **Parts of a Screen**



Screen Parts

Each HP Easytime/XL screen contains the following:

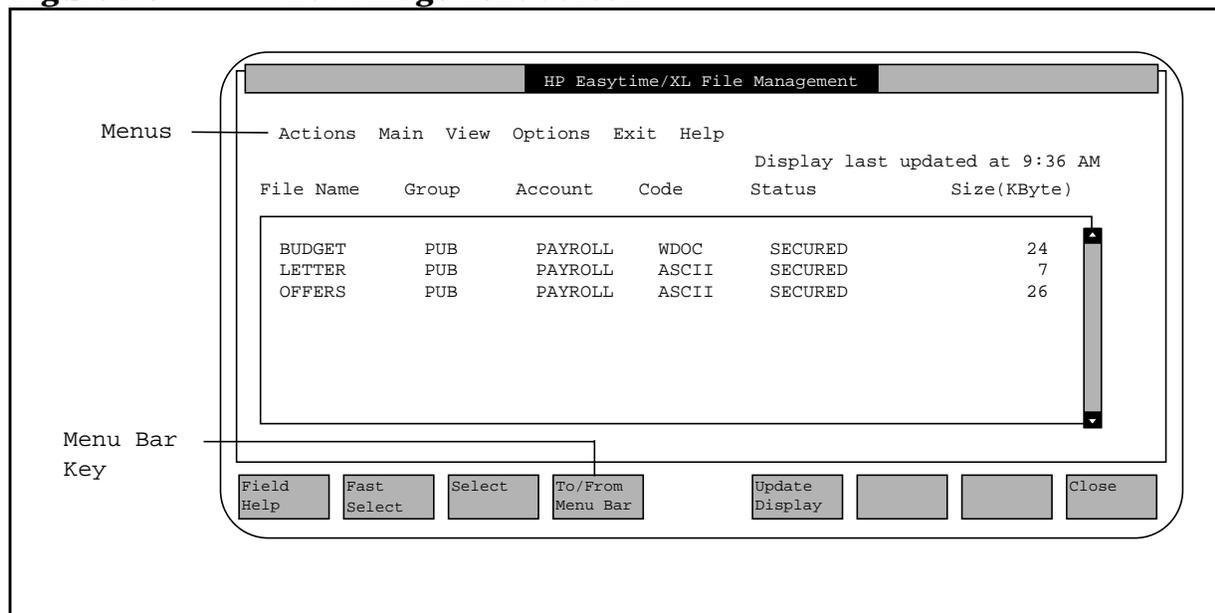
Title bar	A horizontal bar that is located at the top of each screen and contains the name of the screen.
Menu bar	A horizontal bar located directly below the title bar containing the name of the HP Easytime/XL menus.
Status bar	The third line of the screen (directly below the menu bar). The status line displays messages from the system that tell you when you need to do something, for example, load a form in the printer. The status line also displays the time the screen was last updated.
List box	A box listing available choices, for example, a list of available files on the system.
Message line	The bottom line on the screen. Information about what is happening on the system is displayed here.
Function keys	Along the top of the keyboard are eight keys labeled F1 through F8 . These function keys correspond to the eight function key labels along the bottom of each HP Easytime/XL screen.

Menus

All HP Easytime/XL menus appear on the menu bar. The menu bar appears directly below the title bar. Each menu contains a list of available tasks (menu items) that let you determine what action to take next. You can also access the **Main** menu from the menu bar on any HP Easytime/XL screen.

Figure 2-5 illustrates the menus on the File Management screen.

Figure 2-5 File Management Screen



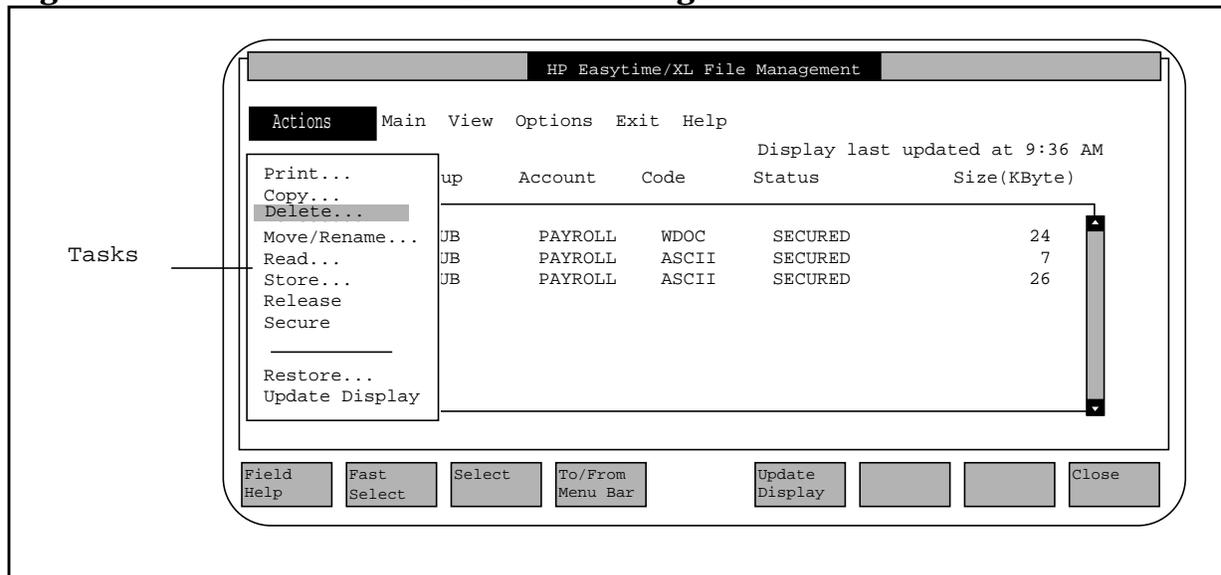
Opening a Menu

Open any menu in HP Easytime/XL by going to the menu bar and pressing the key that corresponds to the underlined letter in the menu you want to open. For example, to open the **Actions** menu:

1. Press **F4** to go to the menu bar.
2. Press **A** to open the **Actions** menu.

Use **F2** Fast Select and an underlined character for a faster method of opening menus. For example, press **F2 A** to open the **Actions** menu, and a list of tasks opens, as shown in Figure 2-6.

Figure 2-6 Actions Menu on File Management Screen



Choosing a Menu Item

All HP Easytime/XL tasks are listed on menus. Perform tasks by choosing the menu item.

1. Press the key that corresponds to the underlined character in the menu item you want. For example, press **D** for **D**el~~e~~te. Or, use **▲** or **▼** keys to highlight the menu item you want, and press **Return**.

Closing Menu

1. Press **F4** again to close a menu and exit the menu bar. Or, press right arrow key or left arrow key to open other menus on the menu bar.

The menu closes automatically when you open another.

Understanding Menu Conventions

Not all HP Easytime/XL menu items look the same. Menu items can be shaded, preceded by an asterisk, highlighted, or followed by an ellipsis (...). Additionally each menu item has one letter underlined. The following list explains HP Easytime/XL menu conventions.

Menu Convention	Definition
Shaded	This menu item or screen is not available. This can be because you are currently working on this screen, or because system administrator access is required to perform the task.
Ellipsis (...)	Indicates that a dialog box or another screen will appear when you select this item.
Asterisk	Indicates which default setting is active.
Underlined Character	Indicates which key to press to access a menu or to select a menu item.

List Boxes

Each HP Easytime/XL screen contains at least one **list box**. A list box is an area displaying columns of information. These can be items related to the current HP Easytime/XL screen, for example, a list of files on the File Management screen or a list of available choices, for example, printers currently available on the system.

Identifying a List Box

Every list box contains a **scroll bar** on the right edge (and/or bottom edge) of the list box. If there are more items available than fit in the list box, scroll bars allow you to scroll through the list to view more information. The **scroll bar arrows** indicate the directions you can scroll in a list.

Scrolling in a List Box

The cursor keys used depend on the kind of terminal and keyboard you have. Use the following keys to scroll in a list box:

To Scroll	Press these keys
Up one line	▲ key
Down one line	▼ key
Up one page	Shift + ▲ key or Scroll Up key
Down one page	Shift + ▼ key or Scroll Down key
Right one page	Next key
Left one page	Prev key
Top of list	Home key or (arrow pointing upper left)
Bottom of list	Shift + Home key

Selecting Items

When working in a list box, select one item, multiple items, a range of items, or all items.

1. Move the cursor to the item you want to select.
2. Press either **F3**, **Return**, or **Spacebar**.

The item selected should be highlighted.

If you selected the wrong item, cancel your selection by pressing **F3**, **Return**, or **Spacebar** again.

3. Repeat steps one and two to select as many items as you like.

Selecting a Range of Items

1. Move the cursor to the first item you want to select.
2. Press **F2** Fast Select and then **F3** Select.
3. Move the cursor to the last item you want to select.

As the cursor is moved, the items in the list are highlighted line by line.

4. Press **F2** Fast Select and then **F3** Select to end the range selection.

Selecting All Items

1. Press **F2** Fast Select and then / key.

All items in the list are selected. This includes items that are not visible in the list box.

Cancel All Selections

1. Press **F2** Fast Select and then \ key. Or, press **F5** Update Display.

Updating the display always cancels any selected items.

Dialog Boxes

HP Easytime/XL uses **dialog boxes** to present information, or to prompt you for data needed to complete a task. Dialog boxes are windows that appear on the screen and overlay portion of the current display.

Dialog boxes usually contain one or more **fields** (areas that can be filled in or edited), or a list of choices from which a value can be selected.

Whenever an ellipsis (...) appears after a menu item, a dialog box (or another screen) follows.

When a dialog box appears, input information in any of the following ways:

- Type the information in a field.
- Select one or more items in a list.
- Choose from a set of available options.

Typing Text in a Field

1. Press **Tab** key to move from one data entry field to the next.
2. Type the requested information.

Correcting Errors

Use any of the following keys to correct typing errors:

To do this	Press these keys
Go to insert mode	Insert char key
Exit insert mode	Insert char key again
Delete a character	Delete char key
Delete one character to the left of cursor	Backspace key
Delete all characters	Delete line key
Delete all characters to the right of the cursor	Clear line key

Selecting Items

Only one item can be selected from a list that appears within a dialog box. Often, one item is highlighted (preselected).

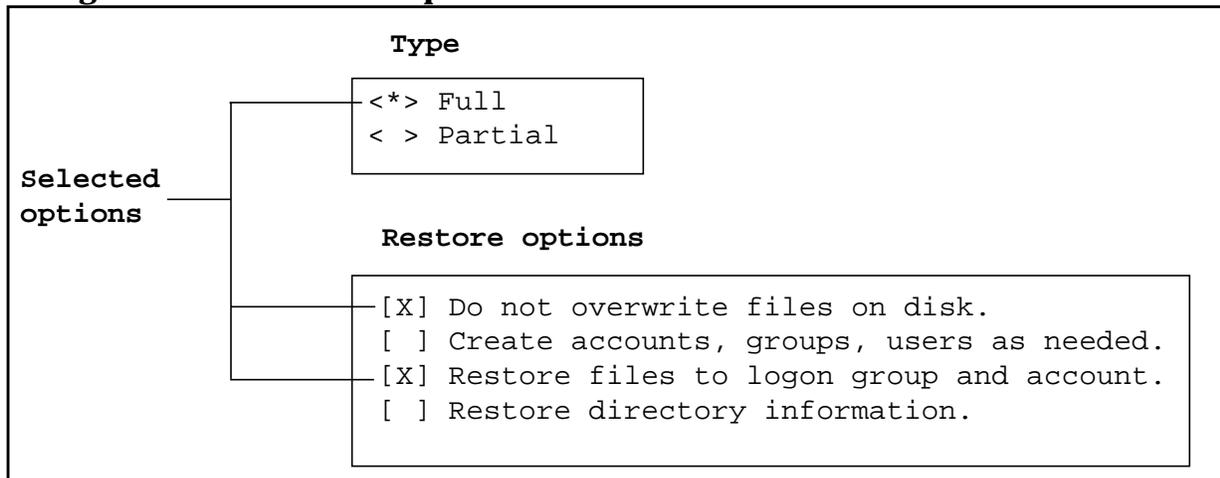
1. Use the ▲ and ▼ keys to move the cursor to the item you want to select.
2. Press either F3, Return, or Spacebar keys.

Selecting Options

1. Press Tab key to move to the option wanted.
2. Press either F3, Return, or Spacebar key to choose the option.

Selected choices are marked by either an asterisk <*>, or by [X], refer to Figure 2-7.

Figure 2-7 Selected Options



Moving in a Dialog Box

Use the following keys to move in a dialog box:

To move	Press these keys
To the next field	Tab key
To the previous field	Shift + Tab keys
One character to the right	Right arrow key
One character to the left	Left arrow key

Canceling Dialog Box

- Press F8 Cancel to cancel a task and close the dialog box.

Closing Dialog Box

- Press F5 OK to complete a task and close the dialog box.

Operating Modes

There are two **operating modes** in HP Easytime/XL:

- User mode
- System administrator mode

When HP Easytime/XL is started, it is automatically in user mode. In this mode, some tasks are not available (shaded). Usually, shaded tasks require system administrator access.

System Administrator Password

A password is required when changing to system administrator mode. If you are the system administrator you set the system administrator password the first time you change to system administrator mode.

1. Log on as `MANAGER.SYS`.
2. Start HP Easytime/XL.
3. From the **Main** menu, press **A** for Switch to System Administrator.
4. Type the system administrator password, and press **Return** key.
The password must begin with a letter and can contain 8 alphanumeric characters. For security reasons, each character typed is displayed as an asterisk (*).
5. Type the password again for verification.
6. Press **F5** **OK** to set the system administrator password.

System Administrator Mode

You must be in system administrator mode to perform every HP Easytime/XL task, and to manage all files, job, and sessions on the system.

1. From the **Main** menu, press **A** for Switch to System Administrator.
2. Type the system administrator password.
The password must begin with a letter and can be 8 alphanumeric characters. For security reasons, each character typed is displayed as an asterisk (*).
3. Press **F5** **OK** to change to system administrator mode.

Changing System Administrator Password

For security reasons, it is a good idea to change the system administrator password on a regular basis. Be sure not to use a word that is easy to identify, such as your own name. This is a system administrator task.

1. Change to system administrator mode.
2. From the **Main** menu, press **W** for Change Administrator Password.
3. Type the new password, and press **Return** key.

The password must begin with a letter and can contain 8 alphanumeric characters. For security reasons, each character typed is displayed as an asterisk (*).

4. Type the password again for verification.
5. Press **F5** OK to set the system administrator password.

User Mode

If you are in user mode, you can only manage your own files, jobs, and sessions.

- From the **Main** menu, press **U** key for Switch to User.
No passwords are required when changing to user mode.

Basic Skills

This section guides you through a few tasks so that you can practice using some of the basic skills just introduced. A file called `ETLEARN` has been created for use throughout these exercises. Do the tasks in the order they are presented, as later tasks build on previous ones.

Practice Basic Skills

The file `ETLEARN` is located in the **public group** of the system account, `PUB.SYS`. Programs and applications available to all users of the system reside there. Before working with the `ETLEARN` file, make a copy for your own group.

If you are not already at the system prompt (:):

1. Press **F8** `Close` one or more times until the **Main** menu screen is displayed.
2. Press **G** for `Go to MPE`.
3. At the system prompt, type:

```
:COPY ETLEARN.PUB.SYS Return
```

This command copies the file `ETLEARN` to your logon group and account.

4. From the system prompt, type:

```
:EXIT Return
```

This command takes you back to HP Easytime/XL.

Reading a File

You can read the contents of any file if you created it, or if you have read access as provided through MPE/iX security. With this task you can read the contents of `ETLEARN`.

1. From the **Main** menu, press **F** for `File Management`.
2. Select the file `ETLEARN`.
3. Press **F2 A** to open the **Actions menu**.
4. Press **R** for `Read`.

The first 15 lines of the file are displayed on your screen. Use the scroll keys to browse through the contents of the file.

5. Press **Shift + down arrow** key to scroll to the next page.
6. When finished reading, press **F8** `Close` to close the file and go back to the `File Management` screen.

Printing

When requesting a file to be printed, create a **print file**. A print file is a copy of the file that the system creates and sends to the printer. The files are printed from the File Management screen.

1. Select the file `ETLEARN` from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **P** for Print.
4. Type 3 in the No. of copies field.
5. Press **F5** OK.

This requests three copies of the file `ETLEARN` to be printed.

Copying a File

Files can be copied from the same group or another group in your logon account. With this task, you are going to make a copy of the file `ETLEARN` and keep it in your logon group.

1. Select the file `ETLEARN` from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **C** for Copy.

A dialog box prompts you to type a file name and group.

4. Type a new name for the file `ETLEARN`.

A file name can be a maximum of eight alphanumeric characters and must begin with a letter.

Keep the file in your logon group, so leave the group field as it is.

5. Press **F5** OK to copy the file.

Deleting a File

You can delete your own files from the system. It is important to remember that when you delete a file, you *cannot* get it back.

1. Select the file `ETLEARN` from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for Delete.

Whenever you delete a file, HP Easytime/XL prompts you to confirm the action.

4. Press **F5** Yes to confirm that you want to delete this file.

This chapter describes the tasks that can be performed with HP Easytime/XL. HP Easytime/XL helps manage the system by organizing the daily tasks around menus that are easy to identify and use. These tasks are separated into the following categories:

- Managing Sessions
- Files
- Print Files
- Printers
- Jobs
- Backups
- Console Messages
- Customizing HP Easytime/XL
- Solving Problems

Managing Sessions

When you log on to the MPE/iX system, you begin a session. This means communicating with the computer. A session begins when you log on (HELLO) and ends when you log off (BYE).

The menus at the top the Session Management screen contain all of the tasks necessary for managing your sessions, including the following:

- Deleting sessions
- Sending messages to other users
- Limiting the number of sessions on the system
- Displaying a set of sessions
- Sorting a list of sessions

Session Management

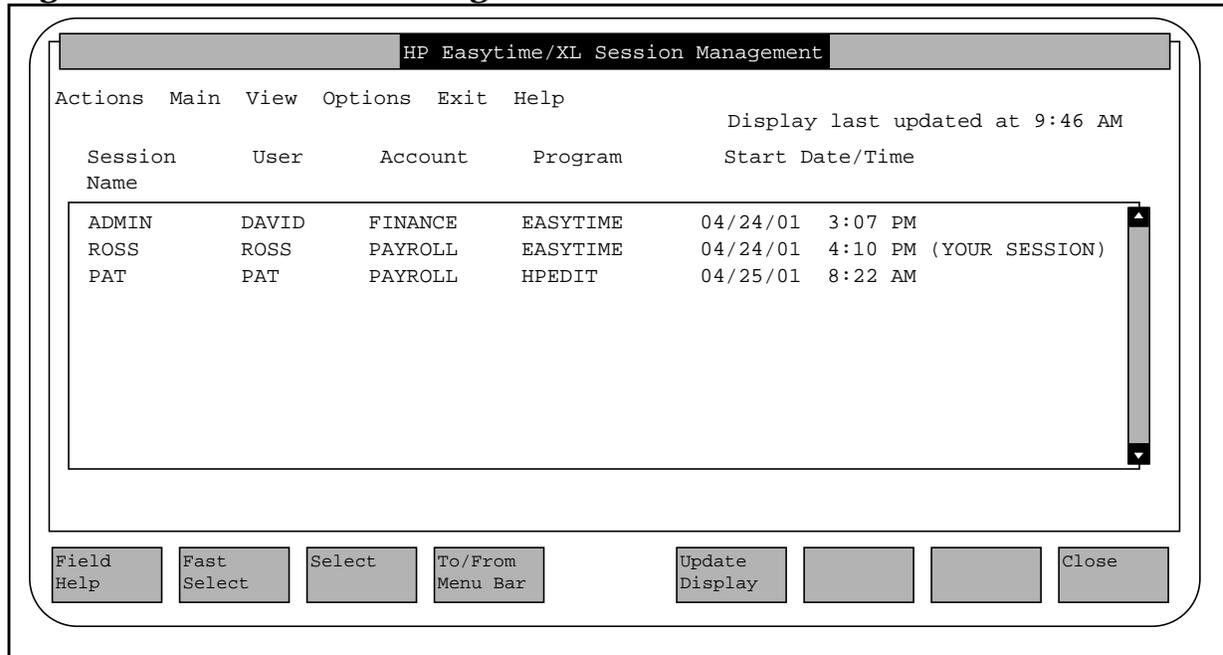
1. Move the cursor to `Session Management` on the **Main** menu.
2. Press either **F3**, **Return** key, or **Spacebar**.

The Session Management screen provides information about all the sessions that are logged on to the computer, including:

- Session name
- User name and account of the session
- Name of the program that the session is running (if there is one).
- Date and time when session was started
- Which session is your session

Refer to Figure 3-1 which shows a Session Management screen.

Figure 3-1 Session Management



Delete (Abort) a Session

Before performing a routine maintenance on the system, for example, a backup, you may want to delete any active sessions (log other users off the system). This ensures that any files currently locked by an application are available for backup.

1. Select one or more sessions from the Session Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for Delete.

A dialog box prompts you to confirm deletion.

4. Press **F5 YES** to delete sessions.

CAUTION

If a user is working in an application, this task aborts the program and data may be lost. For that reason, be sure to send a warning message prompting users to log off before you delete sessions. Refer to “Sending Messages to Users”.

Sending Messages to Users

You can send messages to one or more users on the system. For example, you can send a message asking users to log off before you shut down the system.

1. Select one or more sessions from the Session Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **S** for Send Message.
4. Enter the message to be sent to other users.

The message can be up to 80 characters in length. The field shifts to the left as it is typed providing more space.

If you want a user to reply to the message, be sure to include the session name so that the user knows which session to answer. The session name and user are not automatically displayed with the message.

5. Press **F5 OK** to send the message.

Limiting the Number of Sessions

If you are the system administrator, you can limit the number of users allowed to log on to the system at one time.

1. Press **F2 A** to open the **Actions** menu.
2. Press **L** for Limit No. of Sessions.

A dialog box prompts you to enter the session limit.

3. Enter the number of sessions allowed to run concurrently.
4. Press **F5 OK** to set the session limit.

Displaying Sessions

When you log on to HP Easytime/XL and go to Session Management, you see all the sessions currently logged on to the system. You can use the **View** menu to restrict your view to a particular set of sessions, for example, those in a specific account.

1. Press **F2 V** to open the **View** menu.
2. Press **V** for Set View.

A dialog box prompts you to enter a set of sessions.

3. Enter the set of sessions you would like to view.

Wildcard characters can be used to define a set.

4. Press **F5 OK** to display the new view.

Only those sessions specified are now displayed on the screen. This new view will last until you exit HP Easytime/XL, or change the view again.

Resetting View

If view has been set to show only selected sessions, it can be reset to display all sessions on the system.

1. Press **F2 V** to open the **View** menu.
2. Press **R** for Reset View.

Sorting Sessions

Define how sessions are **sorted** (order in which they are displayed) on the Session Management screen. Sessions are sorted alphabetically by session name, this can be changed to sort by user or account:

1. Press **F2 v** to open the **View** menu.
2. Choose one of the following settings:
 - Sort by Session Name
 - Sort by User
 - Sort by Account

The sessions on the screen will be sorted according to the selected setting. An asterisk (*) appears in front of the selected setting and the setting remains valid until exiting HP Easytime/XL, or until the sort setting is changed.

Files

Files store the information with which you work. Reports, spreadsheets, letters, and application programs are all files. If you use the MPE/iX editor to create a document, this document is a file.

You can use the File Management screen to manage the files on your system. If you cannot perform a task with a particular file, it may be secured. Ask the creator of the file to release it, or see your system administrator for assistance.

The menus at the top of the File Management screen contain all of the tasks necessary for managing the files including the following:

- Printing
- Copying
- Deleting
- Renaming
- Moving
- Reading
- Releasing and Securing
- Displaying a set of files
- Sorting

Accessing File Management

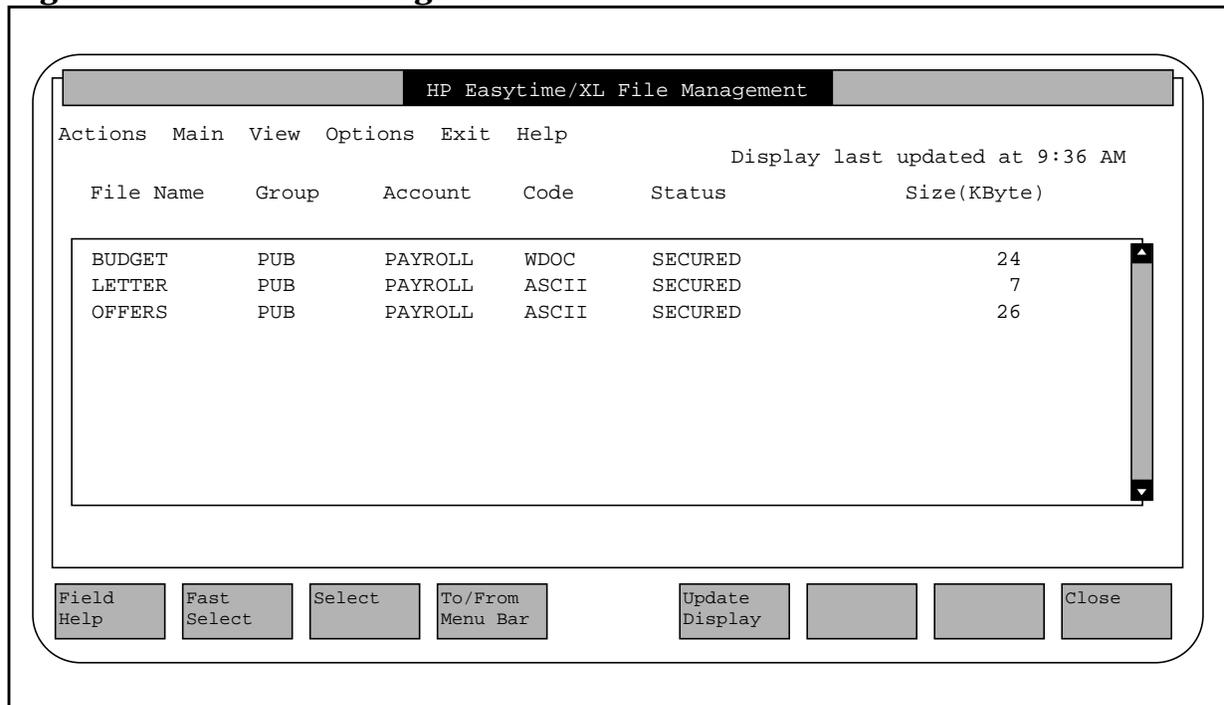
1. Move the cursor to `File Management` on the **Main** menu.
2. Press either **F3**, **Return** key, or **Spacebar**.

The File Management screen provides the following information about files on the system:

- File Name
- Group
- Account
- File Code (ASCII or application type)
- Status (Secured or Released)
- Size (in kilobytes)

Figure 3-2 illustrates the File Management screen.

Figure 3-2 File Management



Printing a File

When you request a file to be printed, a copy of the file (print file) is created and sent to the printer.

1. Select one or more files from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **P** for Print.

A dialog box prompts you for the number of copies.

4. Enter the number of copies you want printed.
5. Press **F5 OK** to print the file.

If any files have lockwords, a dialog box prompts you to enter them.

The print file is directed to the HP Easytime/XL printer. The printer can be changed with the task Set Printer on the **Options** menu.

Copying Files

Files can be copied to the same group, or to another group in your logon account. Files can also be copied to and from tape for security purposes. If you want to copy a secured file, ask the creator of the file to release it.

Copying One File

1. Select one file from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **C** for Copy.
A dialog box prompts you for a file name and group.
4. Enter a file name, enter a *new* name if copying the file to the same group.
5. Enter a group if you want to copy the file to a group other than your logon group.
6. Press **F5 OK** to copy the file.

If the file has a lockword, a dialog box prompts you to enter it.

Copying Multiple Files

You cannot rename files when copying more than one at the same time.

1. Select files to copy.
2. Press **F2 A** to open the **Actions** menu.
3. Press **C** for Copy.
A dialog box prompts you for a group.
4. Enter a group if you want to copy the files to a group other than your logon group.
5. Press **F5 OK** to copy the files.

If any files have lockwords, a dialog box prompts you to enter them.

Storing Files

In addition to making regular backups, you can copy files to storage media at any time for security purposes.

1. Prepare storage media and device.
See the reference information that you received with your drive.
2. Load the drive.

CAUTION

When starting the store process, any files currently stored on this storage media will be lost.

3. Select one or more files from the File Management screen.
4. Press **F2 A** to open the **Actions** menu.
5. Press **S** for Store.

A dialog box may prompt you for more information.

Supply any requested information and press **F5** *OK* to continue.

During the store process, HP Easytime/XL displays a monitoring screen where you can check the progress of the task. Do this by pressing **F5** *Update Display* periodically. During the store process, you cannot use this terminal for anything else.

If the store is progressing correctly, the monitoring screen displays the percent complete, for example:

```
STORE OPERATION IS 25% COMPLETE.
```

When the store is finished, the following message is displayed:

```
Store finished successfully. See report ETSTLST.
```

6. Press **F8** *Close* to close the monitoring screen.

Stopping the Store Process

1. Press **F7** *Stop*.
2. Press **F5** *Yes* to confirm.
3. Press **F8** *Close* to close the monitoring screen and go back to File Management.

It can take several minutes for the store process to stop.

Verifying Files Stored

HP Easytime/XL creates a print file listing every file stored, and every file the system was not able to store. Check this report to verify that all files have been successfully stored on tape.

The name of the report file is ETSTLST. You can view and read the contents of this file on the Print File Management screen. This file can be quite large and so the status is *ON HOLD*. Take the file off hold if you want to print it.

Setting Store Options

Special store options can be set that apply when storing files. If you are the system administrator you can save these options permanently.

1. Press **F2** *O* to open the **Options** menu.
2. Press **S** for Set Store Options.

A dialog box prompts you to choose store options.

3. Enter a file name, group, and account to save the store report in a file. If the file does not exist, HP Easytime/XL creates it for you.
4. Choose *one* of the available options.

See “HP Easytime/XL Options” if you need more information.

5. Press **F6** *Save* to save the store options permanently.
Or, press **F5** *OK* to save the store options for this session only.

Restoring Files

To restore one or more files that have been stored:

1. Prepare storage media and device.
Refer to the reference information that was received with the drive.
2. Load the drive.
3. Press **F2 A** to open the **Actions** menu.
4. Press **T** for *Restore*.

A dialog box prompts you for the names of the files you want to restore.

5. Enter one file name, group, and account.
Or, specify a set of files using wildcard characters.
6. Press **F6** *Add to List*.

If a file was added to the list by mistake, select it and press **F7** *Delete from List*.

Steps 5 and 6 can be repeated to add as many files to the list as necessary.

7. When the files to be restored list is completed, press **F5** *OK* to continue.

A dialog box may prompt you for more information.

Supply any requested information and press **F5** *OK* to continue.

During the restore process, HP Easytime/XL displays a monitoring screen where you can check the progress of the task. Do this by pressing **F5** *Update Display* periodically. During the restore process, the terminal cannot be used for anything else.

When the restore is finished, the following message is displayed:

```
Restore finished successfully. See report ETRSTLST.
```

8. Press **F8** *Close* to close the monitoring screen.

Stopping Restore Process

1. Press **F7** *Stop*.
2. Press **F5** *Yes* to confirm.

3. Press **F8** *Close* to close the monitoring screen and go back to File Management.

It can take several minutes for the restore process to stop.

Verify Files Restored

HP Easytime/XL creates a print file listing every file restored, and every file the system was not able to restore. Check this report to verify that all files have been successfully restored.

The name of the report file is `ETRSTLST`. You can view and read the contents of this file on the Print File Management screen. This file can be quite large and so the status is `ON HOLD`. The file must be taken off hold to be printed.

Setting Restore Options

Special options can be set for restoring files. If you are the system administrator, you can save these options permanently.

1. Press **F2** *O* to open the **Options** menu.
2. Press **R** for Set Restore Options.
A dialog box prompts you to choose restore options.
3. Enter a file name, group, and account to save the restore report in a file. If the file does not exist, HP Easytime/XL creates it for you.
4. You can choose one or more of the available options.
See “HP Easytime/XL Options” if more information is needed.
5. Press **F6** *Save* to save the restore options permanently.
Or, press **F5** *OK* to save the restore options for this session only.

Deleting Files

This task can be used to delete unwanted files from the system.

1. Select one or more files from the File Management screen.
2. Press **F2** *A* to open the **Actions** menu.
3. Press **D** for Delete.
4. Press **F5** *Yes* to confirm deletion of files.

If the file has a lockword, a dialog box prompts you to enter it.

CAUTION

It is important to remember that when you delete a file, you *cannot* get it back.

Renaming Files

You can rename any file that you created and that is in your logon account.

1. Select one file from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **M** for Move/Rename.

A dialog box prompts you for a file name and group. Your logon group is displayed.

4. Enter a new file name.
5. Enter a group name if you want the renamed file moved to a group other than your logon group.
6. Press **F5 OK** to rename the file.

If the file has a lockword, a dialog box prompts you to enter it.

Moving Files

Files can be moved to and from other groups, but not to and from other accounts. You can only move files that you created and that are in your logon account.

Moving a File to Another Group

1. Select one file from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **M** for Move/Rename.

A dialog box prompts you for a file name and group.

4. Enter the file name, or if you want to give the file a new name, enter a new file name. otherwise, enter the old file name.
5. Enter a group name if you want to move the file to a group other than your logon group.
6. Press **F5 OK** to move the file.

If the file has a lockword, a dialog box prompts you to enter it.

Moving Multiple Files

When moving more than one file to another group, you cannot rename them at the same time.

1. Select files from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.

3. Press **M** for Move/Rename.

A dialog box prompts you for the new group. Your logon group is displayed.

4. Enter a group name if you want to move the files to a group other than your logon group.
5. Press **F5** **OK** to move the file.

If any files have lockwords, a dialog box prompts you to enter them.

Reading File Contents

You can read the contents of any file that you created. You may also be able to read the contents of a secured file if you have read access as provided by MPE/iX security provisions.

1. Select one or more files from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **R** for Read.

If the file has a lockword, a dialog box prompts you to enter it.

The first 15 lines of the file are displayed. Use the scroll keys to browse through the contents of the file.

If you have selected several files to read, press **F5** **Read Next** to display the contents of the next selected file.

If the next selected file has a lockword, a dialog box prompts you to enter it.

4. Press **F8** **Close** to close the file when finished reading.

Removing MPE/iX Security Provisions

You can remove MPE/iX security provisions from any file that you created. This means that users in any account can read, copy, delete, or print the file.

1. Select one or more files from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **L** for Release.

If any files have lockwords, a dialog box prompts you to enter them.

Adding MPE/iX Security

If you previously removed MPE/iX security from a file, you can reestablish security provisions with this task. You can only secure a file if you created it.

1. Select one or more files from the File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **E** for Secure.

If any files have lockwords, a dialog box prompts you to enter them.

Displaying Files

When you log on to HP Easytime/XL and go to File Management, you see all the files in your logon group and account. You can expand the view to include files in another group, or restrict it to a smaller set of files for easier management.

1. Press **F2 V** to open the **View** menu.
2. Press **V** for Set View.

A dialog box prompts you to enter a set of files. It displays all files in the group PUB, in the account SYS.

3. Enter the set of files you would like to view. Wildcard characters can be used to define a set of files.
4. Press **F5 OK** to display the new view.

Only those files that you specified are displayed on the screen. This new view will last until you exit HP Easytime/XL, or change the view again.

Resetting View

If you have set a view of files, you can reset it to all the files in your logon group and account.

1. Press **F2 V** to open the **View** menu.
2. Press **R** for Reset View.

Sorting Files

You can define how files are sorted (order in which they are displayed) on the File Management screen. Start HP Easytime/XL and go to the File Management screen, files are first sorted alphabetically by account, and then by group and file name. To change this:

1. Press **F2 V** to open the **View** menu.
2. Choose one of the following settings:
 - Sort by File Name
 - Sort by Group
 - Sort by Account

The files on the screen will be sorted according to the settings selected. An asterisk (*) appears in front of the selected setting. This setting is valid until you exit HP Easytime/XL, or until it is changed again.

Print Files

Print files are files users have requested for printing, but have not yet printed. Because the printer can only process one file at a time, print files need to be organized in a logical order (queued) when sent to the printer. HP Easytime/XL sorts print files according to their status and prints each in turn.

The menus at the top of the Print File Management screen contain all of the tasks necessary for managing the print files, including:

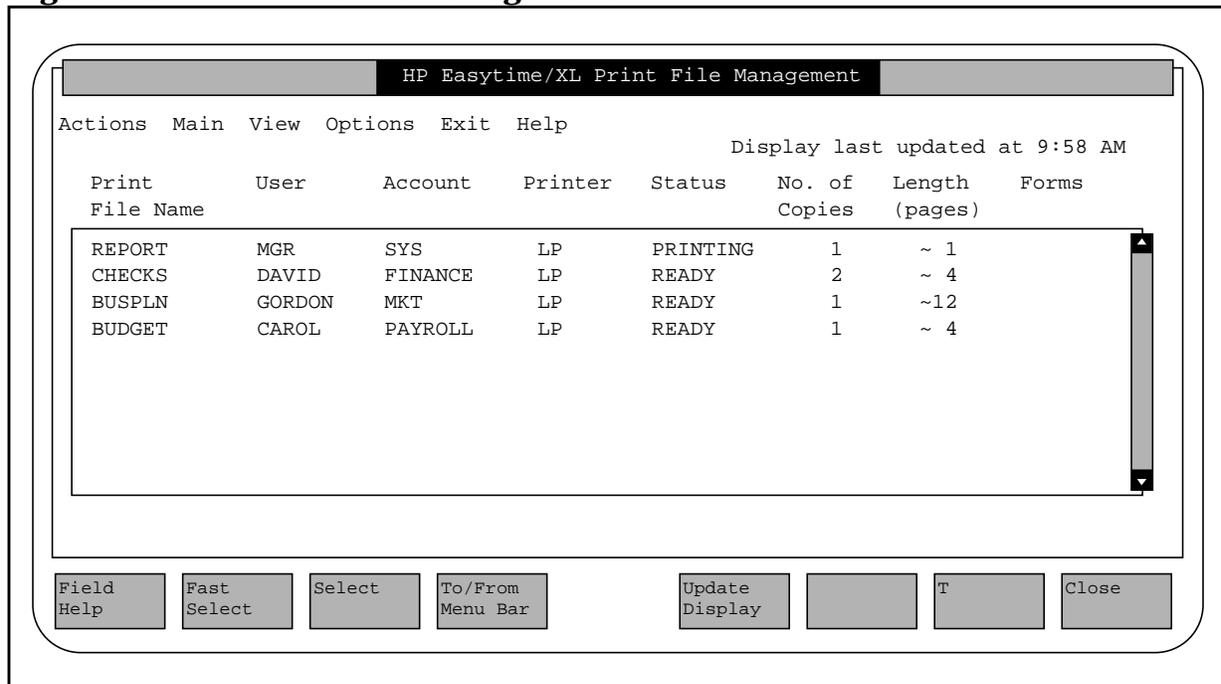
- Status
- Deleting
- Put on hold
- Take off hold
- Moving a print file to the top of the queue
- Reading the contents of a print file
- Changing the number of copies
- Changing printers
- Reprinting a print file
- Loading and aligning forms
- Displaying a set of print files
- Sorting

The Print File Management screen provides information about all pending print files on the system, including:

- Print File Name
- User who created the print file
- Account
- Printer (which printer that file will be assigned)
- Status of print file
- Number of copies requested
- Approximate length (in pages) of the print file
- Name of the required form (if available)

Figure 3-3 illustrates the Print File Management screen.

Figure 3-3 Print File Management



Accessing Print File Management

1. Move cursor to Print File Management on the **Main** menu.
2. Press either **F3**, **Return** key, or **Spacebar**.

Monitoring Status

Monitor printing on your system by checking the status field on the Print File Management screen.

The status of a print file can be one of the following:

Status	Means
CREATE	A print file is being created.
PRINTING	Print file is printing now.
READY	Print file is ready (waiting) to print.
ON HOLD	Print file has been put on hold. This means that the print file cannot print until you take it off hold.
LOAD FORM	The print file requires a special form (kind of paper). Because this print file is at the top of the print queue, all printing on this printer has stopped. You <i>must</i> load the form before printing can continue.
ALIGN FORM	The print file requires that you align the form before printing. Because this print file is at the top of the print

	queue, all printing on this printer has stopped. You <i>must</i> align the form before printing can continue.
PROBLEM	There is a problem with the printer. Check to make sure the printer is switched on, or check for a paper jam.
UNKNOWN	This status indicates a problem with the printing program. Contact your system administrator for assistance.

Deleting a Print File

If you no longer want a print file to print, you can delete it from the print queue.

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for Delete.
4. Press **F5 Yes** to confirm deletion of the print file.

Put On Hold

A print file can be put on hold to keep it from printing until you are ready.

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **H** for Put on Hold.

The status of the print file changes to ON HOLD.

Take Off Hold

Once the print file is put on hold, it will not print until it is taken off hold.

1. Select one or more print files with the status ON HOLD.
2. Press **F2 A** to open the **Actions** menu.
3. Press **O** for Take off Hold.

The status of the print file changes to READY.

Rearranging Print Files

If one or more print files printed need the priority changed, you can move them to the top of the print queue. These files are then the next to be printed.

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **N** for Print Next.

Reading Contents of Print File

You can read the contents of a print file while it is waiting in the print queue.

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **R** for Read.

If the first print file has a lockword, enter it.

The first 15 lines of the print file are displayed. Use the scroll keys to browse through the contents of the print file.

If you have selected several print files to read, press **F5 Read Next** to display the contents of the next selected print file.

If the next selected print file has a lockword, enter it.

4. Press **F8 Close** to close the print file when you are finished reading.

Changing the Number of Copies

You can increase or decrease the requested number of copies for a print file with this task.

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **C** for Change No. of Copies.

A dialog box prompts you for the number of copies.

4. Enter the number of copies you want printed.
5. Press **F5 OK** to change the number of copies.

Changing Printers

To route your print files to another printer use this task:

1. Select one or more print files from the Print File Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **P** for Change Printer.

A dialog box displays a list of available printers.

4. Select a printer from the list
5. Press **F5 OK** to change the printer.

Interrupt (Stop) Printing

You can stop (interrupt) a file that is printing, and start printing again from the beginning. Use this task to recover after a paper jam.

1. Select the print file that is *currently printing*.
2. Press **F2 A** to open the **Actions** menu.
3. Press **E** for Reprint.

Loading Forms

Some print files need to be printed on a form or special kind of paper. When a form is needed, the status line on your screen displays the message: LOAD FORM. You *must* respond to the request before printing on this printer can continue.

1. Select a print file with the status Load Form.
2. Press **F2 A** to open the **Actions** menu.
3. Press **L** for Load Form.

A dialog box displays information about the kind of form required.

4. Load the correct form in the printer.

Or, choose Put on Hold from the dialog box. In this particular case, you cannot use the **Actions** menu to put the form on hold.

5. Press **F5 OK** when the form is loaded and you want to start printing.

Aligning Form

Some print files that require a form also require that you align the form before printing. This is to ensure that all alignments are set before running a large quantity.

When alignment of a form is needed the status line on the screen displays the message: ALIGN FORM. You *must* respond to this request before printing on this printer can continue.

1. Select a print file with the status `Align Form`.
2. Press **F2 A** to open the **Actions** menu.
3. Press **F** for `Align Form`.

A dialog box prompts you to align the form.

4. Align the form in the paper tray.
Or, choose `Test` to first print a test line to check alignment.
5. Press **F5 OK** to inform the system that the form is aligned.

Displaying Print Files

Log on to HP Easytime/XL and go to Print File Management, you will see all the print files under your logon name and account. You may want to expand the view to include print files in another account, or restrict it to a particular set of print files, for example, those on a specific printer.

1. Press **F2 V** to open the **View** menu.
2. Press **V** for `Set View`.
A dialog box prompts you to enter a set of print files.
3. Enter the set of print files you would like to view. Wildcard characters can be used to define a set of print files.
4. Select one or more printers.
5. Press **F5 OK** to display the new view.

Only those print files you specified are now displayed on the screen. This new view will last until you exit HP Easytime/XL, or change the view again.

Resetting View

If you have changed your view of print files, you can quickly reset it to display all the print files under your logon name and account.

1. Press **F2 V** to open the **View** menu.
2. Press **R** for `Reset View`.

Sorting Print Files

Start HP Easytime/XL and go to Print File Management, print files are sorted on the screen by printer. You can change this sorting to print file name or by status etc.

1. Press **F2 V** to open the **View** menu.
2. Choose one of the following Sort settings:
 - Print File Name
 - User
 - Account
 - Printer
 - Status

The print files on the screen will be sorted according to the setting selected. An asterisk (*) appears in front of the selected setting. This setting is valid until exiting from HP Easytime/XL, or changing the sort again.

Printers

All of the printers configured on the system are listed on the Printer Management screen. The menus at the top of the Printer Management screen contain all of the options necessary for managing the printers, including the following tasks:

- Status of printer
- Enabling a printer
- Disabling a printer
- Setting printer Outfence

Accessing Printer Management

You must be in system administrator mode to perform Printer Management tasks.

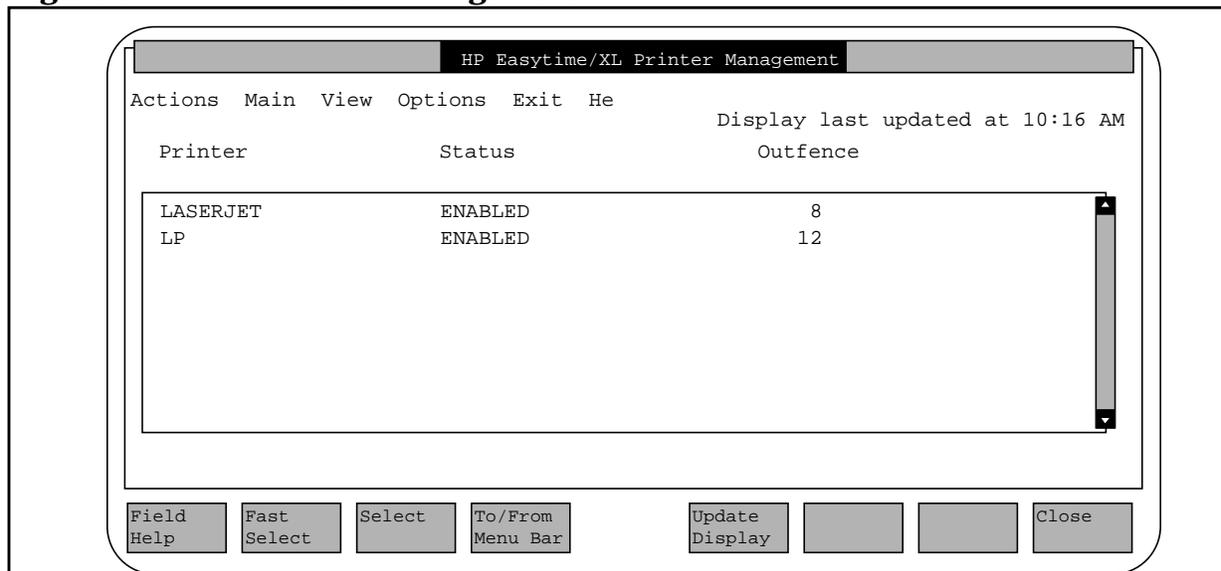
1. Move the cursor to Printer Management on the **Main** menu.
2. Press either **F3**, **Return** key, or **Spacebar**.

The Printer Management screen provides information about all the print devices on the system, including the following:

- Name of printer
- Status of the printer (enabled or disabled)
- Current Outfence set for the printer

Figure 3-4 illustrates the Printer Management screen.

Figure 3-4 Printer Management



Printer Status

Check the status of printers on the system on the Printer Management screen.

The status of a printer can be any one of the following:

Status	Means
ENABLED	The system administrator has enabled the printer. It is available for printing.
DISABLED	The system administrator has disabled the printer. If you route your print files to this printer, they will not print until the printer is enabled.
UNKNOWN	This status indicates a problem with the printer or printing program. Contact your system administrator for assistance.

Enable Printer

If you are the system administrator, you can enable a printer. This task activates a printer and makes it available for printing.

1. Select one or more printers from the Printer Management screen.
2. Select **F2 A** to open the **Actions** menu.
3. Press **E** for Enable.

Disable Printer

If you are the system administrator, you can disable a printer. This task stops a printer and makes it unavailable for printing.

1. Select one or more printers from the Printer Management screen.
2. Select **F2 A** to open the **Actions** menu.
3. Press **D** for Disable.

Setting Printer Outfence

The system administrator can set the printer **outfence**. By increasing the outfence, you can prevent files from printing. The outfence can be any value from 1 to 14. If the outfence is set at 5, for example, then only those print files with a priority of 6 or high can be printed.

1. Select one or more printers from the Printer Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **O** for Set Outfence.

A dialog box prompts you to enter the new outfence.

4. Enter the outfence number.
5. Press **F5** **OK** to set the outfence.

Setting HP Easytime/XL Printer

You can specify a printer for all printing initiated in HP Easytime/XL, for example, print files, listings of system errors, or backup reports. Unless saved by the system administrator, this setting is valid until you exit HP Easytime/XL.

1. Press **F2** **O** to open the **Options** menu.
2. Press **P** for Set Printer.
A dialog box prompts you to select a printer.
3. Select a printer from the list.
4. If you are the system administrator, you can press **F6** **Save** to save this setting permanently.
Or, press **F5** **OK** to set the printer for this session only.

Jobs

Much of the work that is done on the system can be accomplished with **jobs**. A job is a file that contains commands that would normally be entered at the keyboard during an interactive session. When starting a job, the computer interprets and executes these commands automatically. No further user input is necessary.

HP Easytime/XL sorts jobs according to status and runs each in turn. These jobs are listed (queued) on the Job Management screen where they can be managed and can monitor their progress.

The menus at the top of the Job Management screen contain all of the options necessary for managing the jobs, including the following tasks:

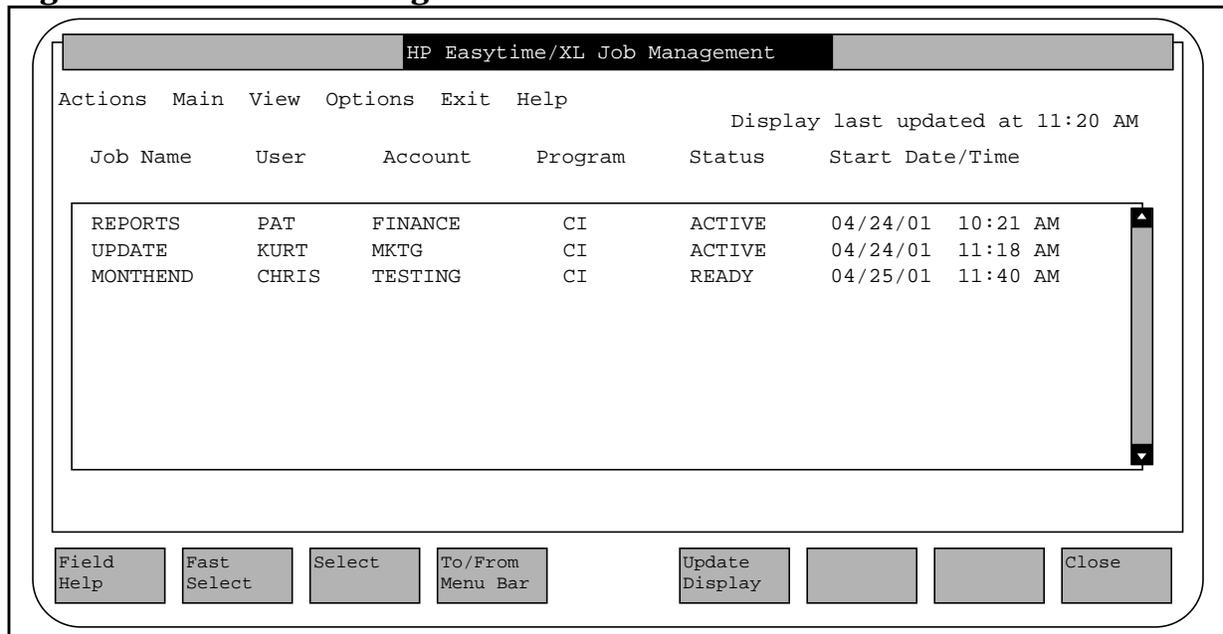
- Status
- Starting
- Deleting
- Scheduling
- Put on hold
- Take off hold
- Suspending and resuming jobs
- Moving a job to top of queue
- Changing status
- Limiting
- Setting Jobfence
- Displaying
- Sorting

The Job Management screen provides the following information about jobs on the system:

- Job Name
- User name
- Account under which the job is logged
- Program that the job is running (if there is one)
- Status of the job
- Start Date/Time (when job started or when scheduled to start)

Figure 3-5 illustrates the Job Management screen.

Figure 3-5 Job Management



Accessing Job Management

1. Move the cursor to Job Management on the **Main** menu.
2. Press either **F3**, **Return** key, or **Spacebar**.

Job Status

The jobs can be monitored on the system by checking the status field on the Job Management screen.

The status of a job can be any one of the following:

Status	Means
ACTIVE	Job is running now.
READY	The job is ready and waiting to run. The maximum number of jobs that can run at one time has been reached. This job will run when one of the active jobs is finished.
SCHEDULED	Job is scheduled to run at a later date and time. The start date and time is displayed on the Job Management screen.
ON HOLD	Job has been put on hold. A job that is on hold cannot run until it is taken off hold.
SUSPEND	The job has been interrupted (suspended) while it was running. The task Resume can be used to start it again (from the place where it was stopped).

Starting a Job

1. Press **F2** and **A** to open the **Actions** menu.
2. Press **S** for *Start*.

A dialog box prompts you for a job file name.

Deleting (Abort) a Job

If a job cannot continue because of an error, you may need to delete the job and restart. To delete any active job or jobs that are waiting in the job queue:

1. Select one or more jobs from the Job Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for *Delete*.
4. Press **F5** *Yes* to confirm deletion of jobs.

Scheduling Jobs

Jobs can be scheduled to run at a later date or time, for example, after you have gone home for the evening. If you have a job that updates a database, or other files, you can schedule it to run at night when the files are not being used.

1. Press **F2 A** to open the **Actions** menu.
2. Press **S** or *Start*.
3. Enter the name of the job file in the *Job File Name* field.

If the job file is in a group or account other than your logon group and account, enter them.

If the file has a lockword, enter it.

4. Enter start date and time for the job.
5. Press **F5** *OK* to schedule the job.

The job appears in the job queue with a status of *SCHED* and starts at the scheduled date and time.

Put On Hold

If a job in the job queue is not yet running, you can put it on hold to delay its running.

1. Select one or more jobs with the status *On Hold*.
2. Press **F2 A** to open the **Actions** menu.
3. Press **H** for *Put on Hold*.

The job appears in the job queue with the status `ON HOLD` and will not start until you take it off hold.

Take Off Hold

If one of more jobs are on hold, they must be taken off hold before they can run.

1. Select one or more jobs with the status `On Hold`.
2. Press **F2 A** to open the **Actions** menu.
3. Press **O** for `Take off Hold`.

The job appears in the job queue with a status of `ACTIVE` or `READY`.

Suspend (Interrupt) a Job

This task suspends (interrupts) a job in progress. If system resources are limited, you can speed up the processing of some jobs by suspending other, less critical jobs.

1. Select one or more jobs with the status `Active`.
2. Press **F2 A** to open the **Actions** menu
3. Press **P** for `Suspend`.

The job stops and its status changes to `SUSPEND`. The job will not continue until you resume processing.

Resume a Suspended Job

1. Select one or more jobs with the status `Suspend`.
2. Press **F2 A** to open the **Actions** menu.
3. Press **R** for `Resume`.

The job continues to run from the point where it was suspended.

Move Job to Top of Queue

If you are the system administrator, you can move a job to the top of the queue by changing the job status. It becomes the next job to run.

1. Select one or more jobs from the Job Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **N** for `Run Next`.

Limiting the Number of Jobs

If you are the system administrator, you can limit the number of jobs running at one time on the system. If the job limit is set at 5, only the first 5 jobs can begin processing. Subsequent jobs have a status of `READY` and wait in the job queue until one of the active jobs ends.

1. Press **F2 A** to open the **Actions** menu.
2. Press **L** for Limit No. of Jobs.
A dialog box prompts you to type the job limit.
3. Type the number of jobs allowed to run concurrently.
4. Press **F5 OK** to set the job limit.

Setting Jobfence

If you are the system administrator, you can restrict which jobs are allowed to execute.

The **jobfence** is the minimum priority level a job must exceed in order to run. The jobfence can be any value from 0 to 14. If the jobfence is set at 8, for example, then only those jobs with a priority of 9 or higher can run.

1. Press **F2 A** to open the **Actions** menu.
2. Press **F** for Set Jobfence.
A dialog box prompts you to type the jobfence number.
3. Type the jobfence
4. Press **F5 OK** to set the jobfence.

Displaying Jobs

Log on to HP Easytime/XL and go to Job Management, to view jobs currently logged on to the system. The view can be restricted to a particular set of jobs, for example, those in a specific account.

1. Press **F2 V** to open the **View** menu.
2. Press **V** for Set View.
A dialog box prompts you to type a set of jobs.
3. Type the set of jobs you would like to view. Use wildcard characters to define a set of jobs.
4. Press **F5 OK** to display the new view.

Only those jobs specified are now displayed on the screen. This new view will last until exiting HP Easytime/XL, or until the view is changed again.

Resetting View

If the view of jobs has been changed, it can be reset to display all the jobs on the system.

1. Press **F2 V** to open the **View** menu.
2. Press **R** for Reset View.

Sorting Jobs

Start HP Easytime/XL and go to Job Management, jobs are sorted on the screen by status (the order in which they will run). To change the sort:

1. Press **F2 V** to open the **View** menu.
2. Chose one of the following Sort by settings:
 - Job Name
 - User
 - Account
 - Status

The jobs on the screen will be sorted according to the setting selected. An asterisk (*) appears in front of the selected setting. This setting is valid until exiting from HP Easytime/XL or the sort is changed again.

Backups

Choosing a good backup plan, and scheduling regular backups, are important to the efficient operation of the system. Regularly scheduled backups reduce the time needed to perform backups and guarantee the most recent information is always available to users.

If you are responsible for managing backups on the system, your responsibilities include the following:

- Designing a backup schedule
- Scheduling and performing regular backups
- Storing and maintaining backup media.

Backup Management

The Backup Management screen displays the current backup schedule and provides a history of recent backups on the system including:

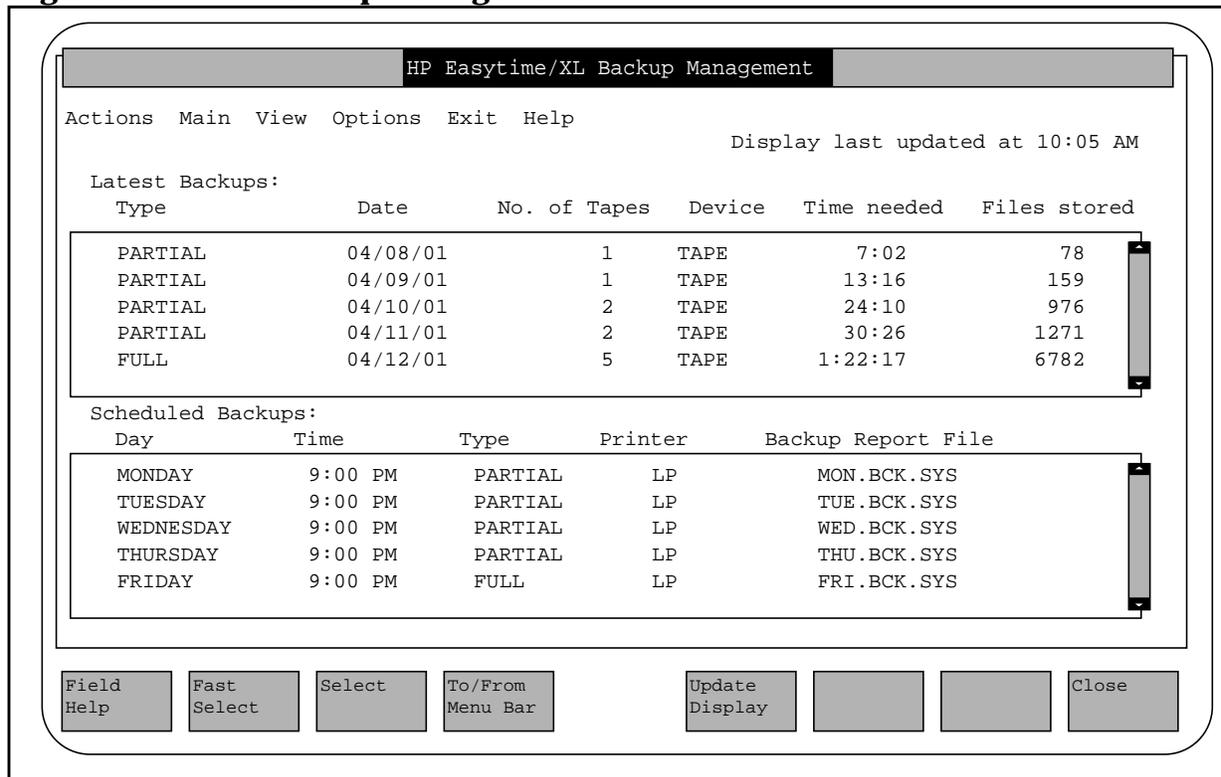
- Type of backup (full or partial)
- Date the backup was performed
- Number of tapes required for the backup
- Device on which the backup was performed
- Time needed to complete the backup

To access Backup Management:

1. Move the cursor to Backup Management on the **Main** menu.
2. Press either F3, Return key, or the Spacebar.

The Backup Management screen is shown in Figure 3-6.

Figure 3-6 Backup Management



Designing a Backup Schedule

There are two kinds of backups that can be performed with HP Easytime/XL:

- Full backups
- Partial backups

A full backup copies all user files on the system whether or not the information has changed since the last full backup. A partial backup copies only those files that have changed since the last full backup. Your backup schedule should include both. A typical backup schedule allows for one full backup one day a week, and a partial backup on each remaining work day.

If such a schedule is used, no more than 24 hours worth of information would be lost if the system should fail.

Refer to Figure 3-6 for a Backup Management screen.

Scheduling Backups

With HP Easytime/XL, you can set up the backup schedule and then use the Backup Management screen to review backup information.

1. From the Backup Management screen, select one or more days of the week.

For example, Monday through Thursday.

2. Press **F2 A** to open the **Actions** menu.
3. Press **S** for Schedule Backup.

A dialog box prompts you for further scheduling information.

4. Choose the type of backup you want (full or partial).
5. Type the time you want the backup to start.

It is best to schedule backups at the end of the workday when users are no longer using the system. Also, schedule the backup for the same time every day so users know when to expect it, and can plan accordingly.

6. Select a backup device.
7. Select a backup printer (for backup report).

To save the backup report in a file, enter a file name, group or account where the report will be saved.

8. Press **F5 OK** to schedule the backup.

When the scheduled backup starts, HP Easytime/XL sets the job and session limits to 1 to prevent any new session or jobs from starting.

Scheduled Backup

A scheduled backup will start and complete automatically only under the following conditions:

- A write-enabled tape is loaded.
- The tape device is configured for auto-reply. See system configuration documentation for details.
- The files to be backed up must fit on one tape; otherwise, someone must load the next one.

Canceling a Scheduled Backup

A scheduled backup can be canceled at any time before it starts.

1. From the Backup Management screen, select one or more scheduled backups.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for Delete Scheduled Backup.
4. Press **F5 Yes** to cancel the scheduled backup.

Performing Backups

In addition to performing regularly scheduled backups, a full or partial backup can be performed whenever needed. Before starting a backup,

send a message warning users to log off the system, for example:

```
Backup will begin in 10 minutes. Please finish and log off.
```

To perform the backup:

1. Prepare backup tapes and device.

Refer to the reference information received with the drive.

2. Load the drive.
3. Press **F2 A** to open the **Actions** menu.
4. Press **F** to Perform Full Backup.

Or, press **P** for Perform Partial Backup.

If there are active jobs and sessions a dialog box prompts you to confirm that you want to continue. Any files currently accessed by the active jobs and sessions will not be backed up. Press **F5 Yes** if you want to continue with the backup.

Once the backup begins, HP Easytime/XL sets the job and session limits to 1 to prevent any new sessions or jobs from starting.

CAUTION

If the system is configured for auto-reply, the backup starts immediately. Any files stored previously will be lost.

If the system is not configured for auto-reply, a dialog box prompts for more information.

Supply the requested information and press **F5 OK** to continue with the backup.

Or, press **F7 Stop** to stop the backup.

During the backup process, HP Easytime/XL displays a monitoring screen where you can check the progress of the backup. Do this by pressing **F5 Update Display** periodically. During the backup process, the terminal cannot be used for anything else.

If the backup is progressing correctly, the monitoring screen displays the percent complete, for example:

```
STORE OPERATION IS 25% COMPLETE.
```

When the backup is finished, the following message is displayed:

```
Backup finished successfully. See report ETBUPLST.
```

When this message is displayed, the backup process is finished.

5. Press **F8 Close** to close the monitoring screen.

Stopping the Backup Process

- Press **F7 Stop**.

- Press **F5** `Yes` to confirm.
- Press **F8** `Close` to close the monitoring screen and go back to Backup Management.

It can take several minutes for the backup process to stop.

Verifying Backup Information

HP Easytime/XL prints a backup report listing every file backed up, and every file the system was not able to back up. Check this report to verify that all files have been successfully saved.

The name of the report file is `ETBUPLST`. This report can be viewed on the Print File Management screen. This file can be quite large and so the status is `ON HOLD`. Take the file off hold if you want to print it.

Setting Backup Options

Special default options can be specified when backing up the files. If you are the system administrator, you can save these options permanently.

1. From the Backup Management screen, press **F2 O** to open the **Options** menu.
2. Press **B** for `Set Backup Options`.
A dialog box prompts for more information.
3. Type a file name, group, and account for the backup report. If the file does not exist, HP Easytime/XL creates it.
4. If you are the system administrator, you can press **F6 Save** to save this setting permanently

Or, press **F5 OK** to save the backup options for this session only.

Setting Backup Device

Specify the backup device to be used when performing backups, or storing and restoring files. If you are the system administrator, you can save these options permanently.

1. From the Backup Management screen, press **F2 O** to open the **Options** menu.
2. Press **D** for `Set Backup Device`.
A dialog box displays a list of available backup devices.
3. Select a device from the list.
4. If you are the system administrator, you can press **F6 Save** to save this setting permanently.

Or, press **F5 OK** to save the backup device for this session only.

Console Messages

You can monitor the system from the Console Management screen and respond to requests from the system. The menus at the top of the Console Management screen contain all of the options necessary for managing console messages and requests, including the following tasks:

- Replying to requests
- Printing messages and requests
- Displaying console messages

Accessing Console Management

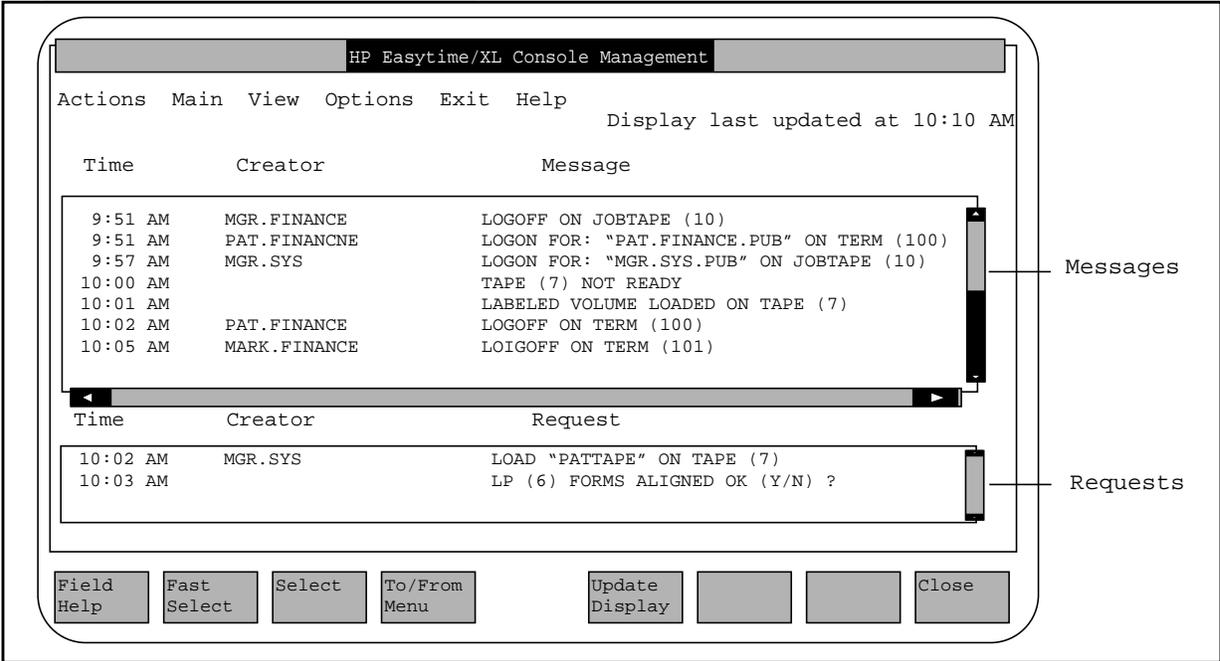
1. Move the cursor to Console Management on the **Main** menu.
2. Press either the **F3**, **Return** key or the **Spacebar**.

The Console Management screen displays the following information:

- Messages from the system
- Requests that require a response
- Time the request or message was sent
- Creator of the request

Figure 3-7 illustrates the Console Management screen.

Figure 3-7 Console Management



To move between the requests and messages.

- Press **Tab** key.

Replying to Requests

Some tasks, like backing up the system or storing a file on tape, require additional user input after they are started. HP Easytime/XL prompts you to load or remove tapes as needed. These prompts are called requests.

1. Select one request from the Console Management screen.
2. Press **F2 A** to open the **Actions** menu.
3. Press **R** for Reply to Request.

A dialog box displays the system request and prompts for a reply.

4. Read the request and follow the instructions on the screen.
5. Press **F5 OK** to continue.

Or, press **F8 Cancel** to postpone the reply until later.

NOTE

Some request dialog boxes have a **Stop** option. If you press **F7 Stop**, you *abort* a task in progress (for example, backing up the system, or storing a file on tape) and delete the request from the system.

Printing Messages and Requests

1. Press **F2 A** to open the **Actions** menu.
2. Press **P** for Print Requests/Messages.

All messages and requests will be printed on the HP Easytime/XL printer. The name of the print file is `ETONLST`.

Displaying Console Messages

Log on to HP Easytime/XL and go to Console Management, you can read the last 1,000 messages the system sent and any pending requests.

If you do not want to see all messages and requests on the system, you can restrict your view to a particular set of messages and requests, for example, those for a specific user or account.

1. Press **F2 V** to open the **View** menu.

2. Press **V** for Set View.

A dialog box prompts you to type a set of messages.

3. Type a set of user names and accounts. Wildcard characters can be used to define the set.

4. Press **F OK** to display the new view.

Only those messages specified are displayed on the screen. This new view will last until exiting HP Easytime/XL, or until the view is changed again.

Resetting View

If a view of messages and requests has been set, you can quickly reset it to view all messages and requests on the system with this task.

1. Press **F2 V** to open the **View** menu.

2. Press **R** for Reset View.

Customizing HP Easytime/XL

The system manager can use the setup program to customize HP Easytime/XL. This program is optional. HP Easytime/XL arrives already set up. It can be used as it is, or can be changed to meet particular needs.

This section explains how to use the setup program, including the following tasks:

- Starting setup program
- Disabling and enabling functions
- Setting defaults
- Startup screens

Starting Setup Program

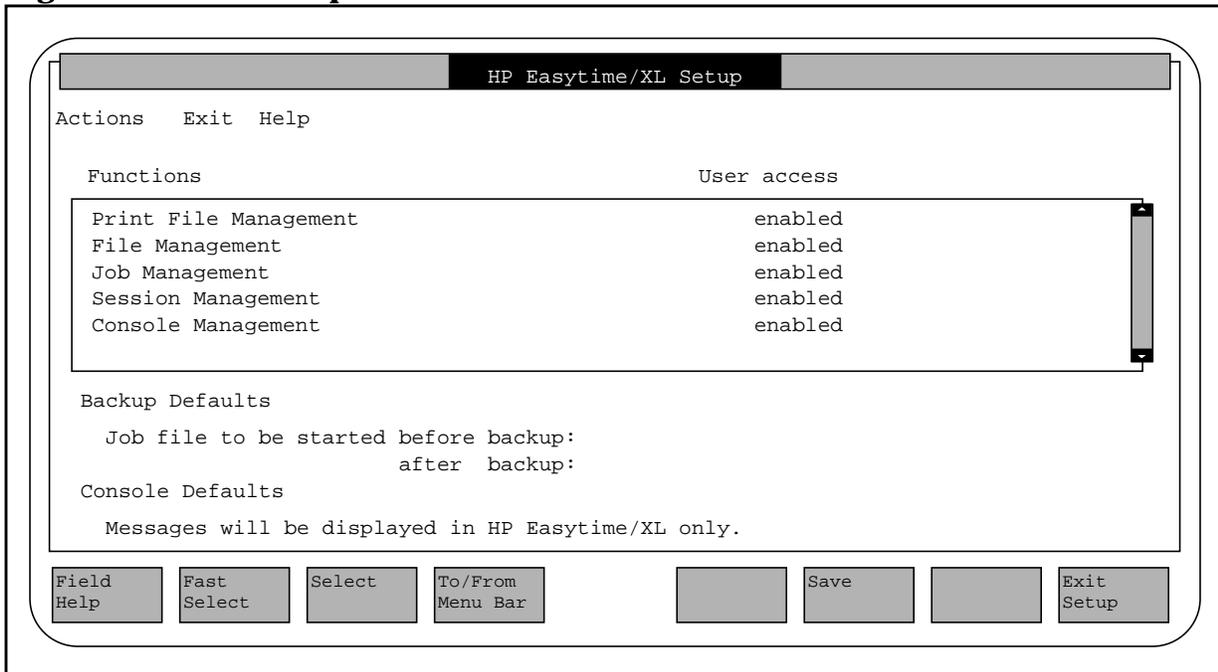
System manager capabilities are needed to customize HP Easytime/XL with the setup program.

1. Log on to the system as MANAGER.SYS.
2. From the system prompt, type:

```
:RUN ETSETUP.PUB.SYS Return
```

The HP Easytime/XL Setup screen shown in Figure 3-8 is displayed.

Figure 3-8 Setup Screen



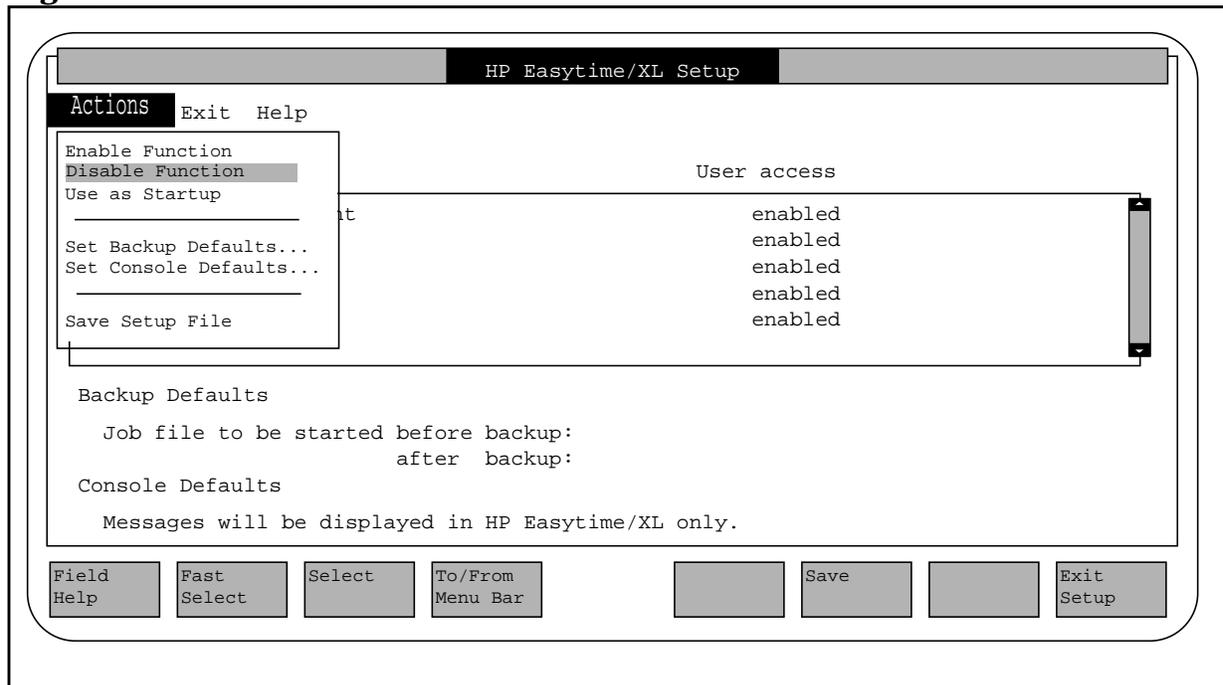
Disabling Functions

HP Easytime/XL comes with all functions enabled and any user can access them. The setup screen shown in Figure 3-9 displays a list box containing all the HP Easytime/XL functions.

You can disable any function that you do not want user to access.

1. **aaa**Select one or more functions.
2. Press **F2 A** to open the **Actions** menu.
3. Press **D** for Disable Function.

Figure 3-9 **Actions Menu**



Enabling Functions

The setup program can be used at any time to enable functions that have been disabled.

1. Select one or more functions.
2. Press **F2 A** to open the **Actions** menu.
3. Press **E** for Enable Function.

Defaults for Scheduled Backups

With this task you can specify a job to run immediately before a scheduled backup which deletes (aborts) active sessions and specific jobs. After the backup, you can run another job that restarts the jobs and processes that were previously stopped.

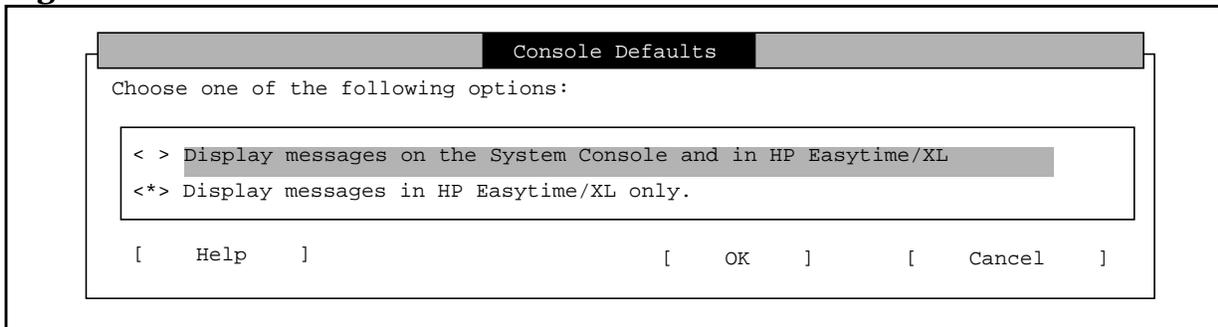
1. Press **F2 A** to open the **Actions** menu.
2. Press **B** for Set Backup Defaults.
A dialog box prompts for more information.
3. Type the file name, group, and account of the job to start before the scheduled backup.
Use the **Tab** key to move from field to field.
4. Type the file name, group, and account of the job to start after the scheduled backup.
5. Press **F5 OK** to set the backup defaults.
The backup defaults selected are displayed on the HP Easytime/XL Setup screen.

Defaults for Console Messages

With HP Easytime/XL, you do not need a dedicated terminal to view and respond to console messages. You can monitor console messages from the Console Management screen within HP Easytime/XL.

Display messages and requests on both the system console and in HP Easytime/XL, or in HP Easytime/XL only, refer to Figure 3-10.

Figure 3-10 Console Defaults



1. Press **F2 A** to open the **Actions** menu.
2. Press **C** for Set Console Defaults.
3. Select the option wanted.
An asterisk (*) marks the selected option.
If you choose to display messages on both the system console and in HP Easytime/XL, you will not be able to use the system console for any other application, including HP Easytime/XL.
4. Press **F5 OK** to set the console default.
The option selected is displayed on the HP Easytime/XL Setup screen.

Choosing a Startup Screen

HP Easytime/XL is configured to display the **Main** menu when started. This can be changed to display a different screen, for example, Print File Management, when starting the program.

1. Select one function
2. Press **F2 A** to open the **Actions** menu.
3. Press **U** for Use as Startup.

This screen is marked (Startup) on the HP Easytime/XL Setup screen.

Canceling a Startup Screen

If you choose a screen as the startup screen for HP Easytime/XL you can cancel it by enabling the function again.

1. Select the function marked (Startup).
2. Press **F2 A** to open the **Actions** menu.
3. Press **E** for Enable Function.

This screen is no longer the startup screen and the **Main** menu will be used instead.

Saving Setup

After you have completed customizing HP Easytime/XL, you must save the setup file.

1. Press **F2 A** to open the **Actions** menu.
2. Press **S** for Save Setup File.

Exiting Setup Program

1. Press **F8 Exit** to exit HP Easytime/XL Setup.
2. Press **F5 Yes** to confirm and exit.

Solving Problems

This section lists problems that may be encountered when working with HP Easytime/XL, possible causes for the problem, and steps for recovery.

Print File Problems

MESSAGE: Print file is not printing.

CAUSE: Print file needs a form (or standard paper) loaded.

ACTION: Check the Print File Management screen for the name of the form and load it on the printer. Perform the task `Load Form` to inform the system that it has been loaded.

CAUSE: Form needs alignment.

ACTION: Check to see that the form is correctly aligned and perform the task `Align Form` from the Print File Management screen.

CAUSE: Print file has been put on hold.

ACTION: Perform the task `Take off Hold` from the Print File Management screen.

Printer Problems

MESSAGE: Nothing is printing on a printer.

CAUSE: Printer is not ready

ACTION: Check the printer to make sure that it is plugged in, switched on, and online. Check for a paper jam, or check if paper needs to be loaded.

CAUSE: Printer is not enabled.

ACTION: The system administrator should enable the printer.

CAUSE: Printer outfeed set too high.

ACTION: The system administrator should check the outfeed.

Session Problems

MESSAGE: Terminal is not responding.

CAUSE: Various causes.

ACTION: Delete session and logon again.

ACTION: Press **Shift + Reset** keys.

MESSAGE: Screen display is corrupted.

CAUSE: Communication problem between terminal and computer.

ACTION: Press **Clear display** key.

MESSAGE: User cannot type data in a field.

CAUSE: Input field is full and you are in insert mode.

ACTION: Press **Insert char** key again to change to overwrite mode.

This chapter provides reference information about the following topics:

- Requests and messages from the system
- Cursor movement, editing, selection, and function keys
- Field definitions for each screen
- HP Easytime/XL options
- Wildcard characters

Requests and Messages

This section provides a list of requests and messages that may be encountered when working with HP Easytime/XL. The three kinds of messages displayed in HP Easytime/XL are:

- Requests prompting for more information.
- Messages resulting from an error (requires a correction action).
- Messages about what is happening on the system.

Messages and requests are displayed on the Console Management screen shown in Figure 4-1.

Figure 4-1 Console Management Screen



Responding to Requests

Requests are messages from the system that prompt you to first do something, and then confirm the actions by replying, either from the Console Management screen, or from a dialog box. Respond immediately when there is a request pending on the system. A process or task, such as a backup, *cannot* continue until the required information is supplied.

This section provides a list of common requests, causes for the request, and the required actions:

REQUEST: FORMS ALIGNED OK (Y/N)? *device (ldev n)*

CAUSE: This message occurs when a form has been loaded.

ACTION: Check that form is correctly aligned and perform the task. `Align Form` from the Print File Management screen.

REQUEST: IS PAPER AT TOP OF FORM (Y/N)? *device (ldev n)*

CAUSE: This message occurs at the beginning of a print job.

ACTION: Check that the paper is at the top of form and perform the task `Align Form` from the Print File Management screen.

REQUEST: IS WRITE ENABLED (Y/N)? *device (ldev n)*

CAUSE: Message occurs during a backup or when storing files to tape.

ACTION: Confirm that the tape is enabled and reply to the request. Information can only be stored on tape that is write enabled.

REQUEST: LOAD *tape ON device (ldev n)*

CAUSE: This message occurs during a backup, store, or restore process when a tape is loaded.

ACTION: Load the tape indicated in the correct tape drive and reply to the request.

REQUEST: SELECT DEVICE NO. OF CLASS *classname ON WHICH YOU LOADED* *tape.*

CAUSE: This request occurs during a backup, store, or restore process when a tape is loaded.

ACTION: Load the tape indicated in the correct tape drive and reply to the request.

REQUEST: SP *#ldev n IS #job number, file name ON device (ldev n) (Y/N)?*

CAUSE: This request occurs when a print file requires a form or standard paper to be loaded.

ACTION: Check the Print File Management screen for the kind of paper required and perform the task `Load Form`.

Responding to Messages

Monitor messages to keep informed about activity on the system, for example, users or jobs logging on and off, disk storage, or other resource usage. Some messages are caused by an error and require a corrective action.

This section provides a list of system messages. When the message is caused by an error, possible causes for the error, and suggestions for recovery, are also included.

MESSAGE: IS NOT WRITE ENABLED. *device (ldev n)*

CAUSE: This message occurs during a backup, or when storing or restoring files. It indicates that the tape is not write enabled.

ACTION: Enable the tape for writing.

MESSAGE: MUST BE ONLINE BEFORE REPLYING. *device (ldev n)*

CAUSE: This message occurs if the tape drive is not online during a backup, or when storing or restoring files.

ACTION: Set the tape drive online.

MESSAGE: NOT READY. *device (ldev n)*

CAUSE: This message occurs when there is a problem with a printer or tape drive.

ACTION: Check the device to make sure that it is plugged in, powered on, and online. If the device is a printer, check for a paper jam and that it is not out of paper.

MESSAGE: FORMS ON *device (ldev n): forms message.*

CAUSE: This message occurs when a print file requires a form.

ACTION: Check the Print File Management screen for the kind of form required and perform the task `Load Form`.

MESSAGE: LOGOFF ON. *device (ldev n)*

CAUSE: User or job indicated has logged off this device.

ACTION: No action required.

MESSAGE: LOGON FOR: *user,group.account ON device (ldev n)*

CAUSE: User or job indicated has logged on to this device.

ACTION: Load the next tape in the tape drive.

MESSAGE: LOAD MEDIA *media n FOR RESTORE ON.* *device (ldev n)*

CAUSE: This message occurs when restoring files from tape. Indicates that the end of the tape has been reached.

ACTION: Load the next tape in the tape drive.

MESSAGE: LOAD NEXT MEDIA FOR RESTORE ON. *device (ldev n)*

CAUSE: This message occurs when restoring files from tape. Indicates that the end of the tape has been reached.

ACTION: Load the next tape in the tape drive.

MESSAGE: LOAD MEDIA *media n* FOR STORE ON. *device (ldev n)*

CAUSE: This message occurs when restoring files from tape. Indicates that the end of the tape has been reached.

ACTION: Load the next tape in the tape drive.

MESSAGE: LOAD NEXT MEDIA FOR STORE ON. *device (ldev n)*

CAUSE: This message occurs during backup or when storing files to tape. Indicates that the end of the tape has been reached.

ACTION: Load the next tape in the tape drive.

MESSAGE: STANDARD FORMS ON *device (ldev n): forms message.*

CAUSE: This message occurs when a print file requires a standard paper (after a form has printed).

ACTION: Load standard paper in the printer and perform the task `Load Form` from the Print File Management screen.

MESSAGE: STORE OPERATION IS *number %* COMPLETE

CAUSE: This message occurs during a scheduled backup and indicates the current status of the backup process.

ACTION: No action required.

MESSAGE: UNLABELED VOLUME LOADED ON. *device (ldev n)*

CAUSE: This message occurs when an unlabeled tape is loaded in the tape drive.

ACTION: No action required.

MESSAGE: VOLUME WITH LABEL *label* LOADED ON *device (ldev n)*

CAUSE: This message occurs during a backup, store, or restore process when labeled tapes are used. Tape indicated is currently loaded on this tape drive.

ACTION: No action required. HP Easytime/XL cannot use labeled tapes.

Keys

This section provides a way to identify the keys to use when performing HP Easytime/XL tasks. The keys will vary depending on the kind of terminal used.

Cursor Movement Keys

Use the following keys to move in HP Easytime/XL:

To Scroll

Up one line	▲ key
Down one line	▼ key
Up one page	Shift + ▲ key or Scroll Up key
Down one page	Shift + ▼ key or Scroll Down key
Right one page	Next key
Left one page	Prev key
Top of list	Home key or (arrow pointing upper left)
Bottom of list	Shift + Home key

Press these keys

To Move in a Dialog Box

Next field	Tab key
Previous field	Shift + Tab key
One character right	Right arrow key
One character left	Left arrow key

Press these keys

Editing Keys

Use any of the following keys to edit information on the screen.

To do this

Go to insert mode	Insert char key
Exit insert mode	Insert char key again
Delete a character	Delete char key
Delete one character to the left of cursor	Backspace key
Delete all characters	Delete line key
Delete all characters to the right of the cursor	Clear line key

Press these keys

Function Keys

This section describes the function keys used in HP Easytime/XL for the many tasks that are performed. Both the function labels and keys are listed. Not every function key is available on every screen or dialog box. The labels change according to the dialog box or screen. However, a function key label always refers to the same key wherever it appears.

Press this key	Does this
Add to List F6	In a dialog box, Add to List moves the indicated file to the list box.
Cancel F8	In a dialog box, Cancel cancels the tasks and closes the dialog box.
Close F8	On a screen, Close closes the active screen and displays the previous one. In a help window, Close closes the window.
Delete from List F7	In a dialog box, Delete from List deletes the selected file from the list box.
Fast Select F2	On a screen, Fast Select (and then an underlined letter) opens the corresponding menu. In a dialog box, Fast Select (and then an underlined letter) selects and activates a push button.
Field Help F1	In HP Easytime/XL, Field Help displays help about the current cursor object, for example, a data-entry field, or a menu item.
No F8	In a confirmation box, No cancels a task and closes the box.
OK F5	In a dialog box, OK confirms and completes a task, and closes the dialog box.
Read F5	In a help window, Read displays help information about the selected topic.
Read Next F5	In a file, Read Next displays the contents of the next selected file.
Save F7	In a dialog box, Save saves the selected options.

Select **F3**

In a list of values, **Select** selects the value of which the cursor rests.

In a dialog box, **Select** selects the push button on which the cursor rests.

In a menu, **Select** selects the menu item on which the cursor rests.

In a list box, **Select** and then **/** key selects all items in the list.

Select and then **** key cancels the selection of all items in the list.

Stop **F7**

In a dialog box, **Stop** stops a task in progress, for example, a backup.

Test **F6**

In a dialog box (when aligning forms), **Test** prints a test line.

To/From Menu Bar **F4**

In HP Easytime/XL, **To/From Menu Bar** moves the cursor to or from the menu bar.

Update Display **F5**

In HP Easytime/XL, **Update Display** updates the terminal display with the most current data. The time of the last update is always displayed on the status line of the screen.

Yes **F5**

In a confirmation box, **Yes** confirms and completes a task, and closes the box.

Field Definitions

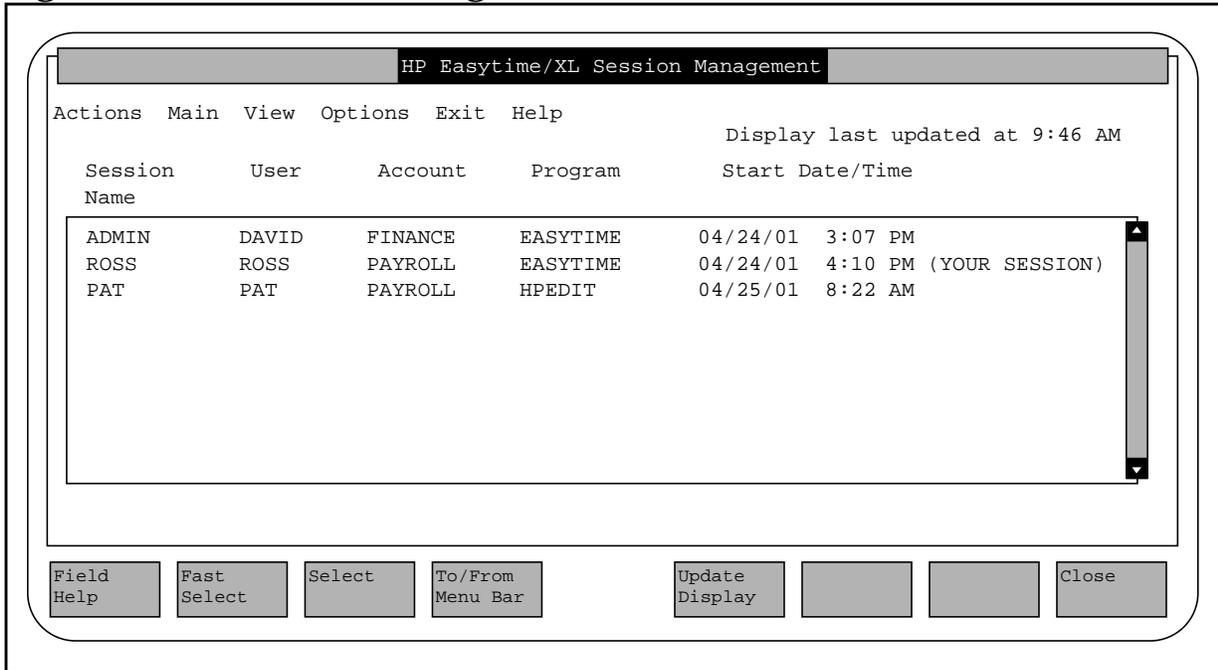
This section illustrates and provides field names and definitions for the following HP Easytime/XL screens:

- Session Management
- File Management
- Print File Management
- Printer Management
- Job Management
- Backup Management
- Console management

Session Management

This section illustrates and defines the fields that are displayed on the Session Management screen shown in Figure 4-2, and that is encountered when performing Session Management tasks.

Figure 4-2 **Session Management Screen**



Field Name

Session Name

User

Account

Program

Start Date/Time

Means this

Name of the session. This can be specified when logging on.

Name of the user who started the session.

Logon account of the user who started the session.

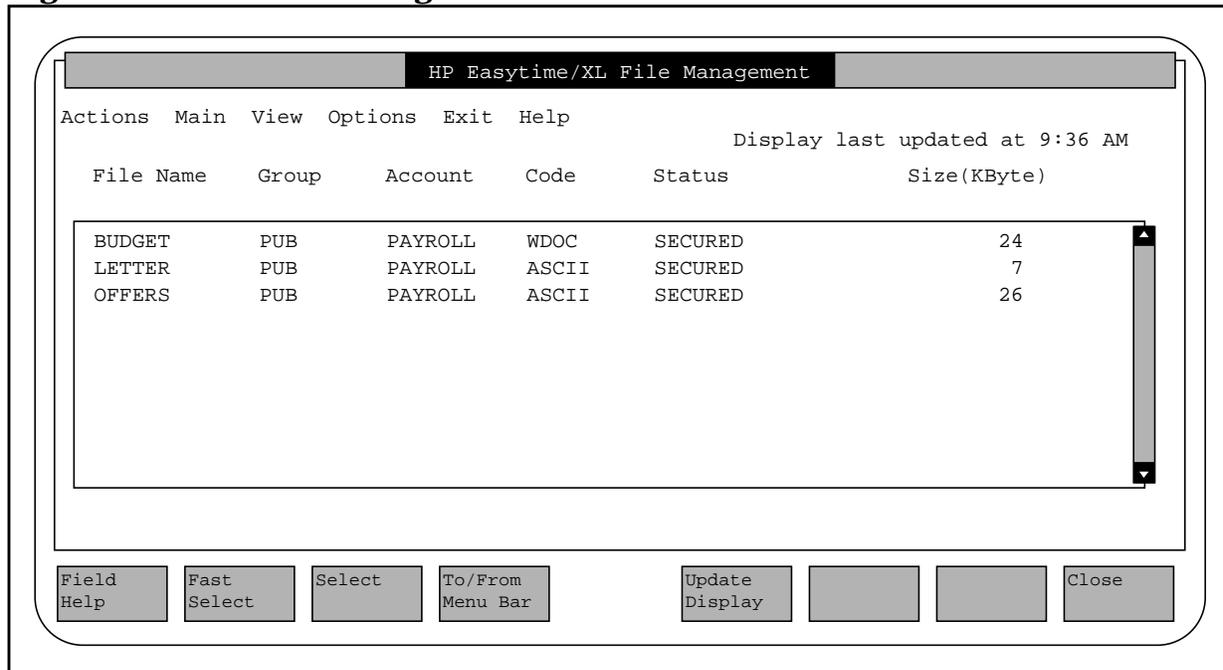
Name of the program that the session is running (if there is one).

Date and time when a session started.

File Management

This section illustrates and defines the fields that are displayed on the File Management screen and that are encountered when performing File Management tasks as shown in Figure 4-3.

Figure 4-3 File Management Screen



Field Name

Means this

File Name

Name of the file. A file name can contain a maximum of eight alphanumeric characters and must begin with a letter.

Group

Group where the file is located. Files located in the PUB group are usually files that all users share. Files in other groups are often private files for users in the group only.

Account

Account where the file is located.

Code

Indicates the kind of file, for example, ASCII or WDOC.

Status

Shows current file security (whether file is secured or released).

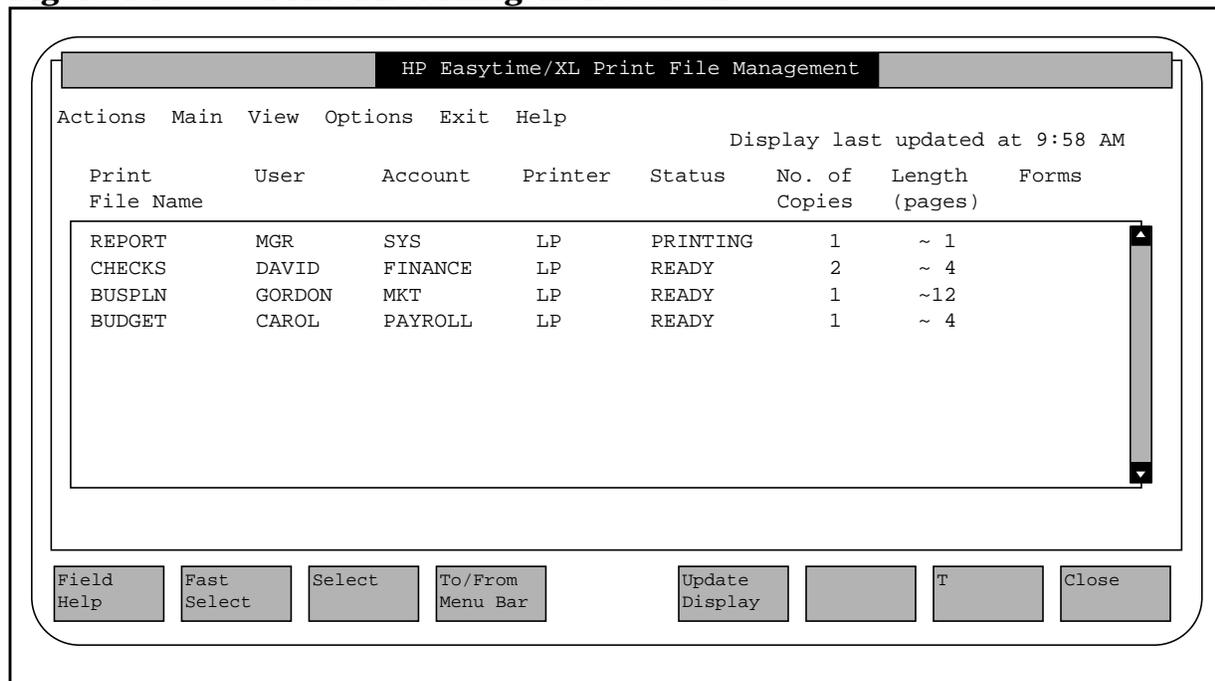
Size

Shows size of the file in kilobytes. If a file is smaller than one kilobyte, <1 is displayed.

Print File Management

This section illustrates and defines fields that are displayed on the Print File Management screen shown in Figure 4-4 and that are encountered when performing Print File Management tasks.

Figure 4-4 Print File Management Screen



Field Name

Means this

Print File Name

Name of the file to be printed.

User

User who created the print file.

Account

Logon account of the user who created the print file.

Printer

The identification name or number of the printer where the files will be printed.

Status

The status of the print file.

CREATE

The print file is being created.

PRINTING

The print file is currently printing.

READY

The print file is ready (waiting) to print.

ON HOLD

The print file is on hold. Cannot print until taken off hold.

LOAD FORM

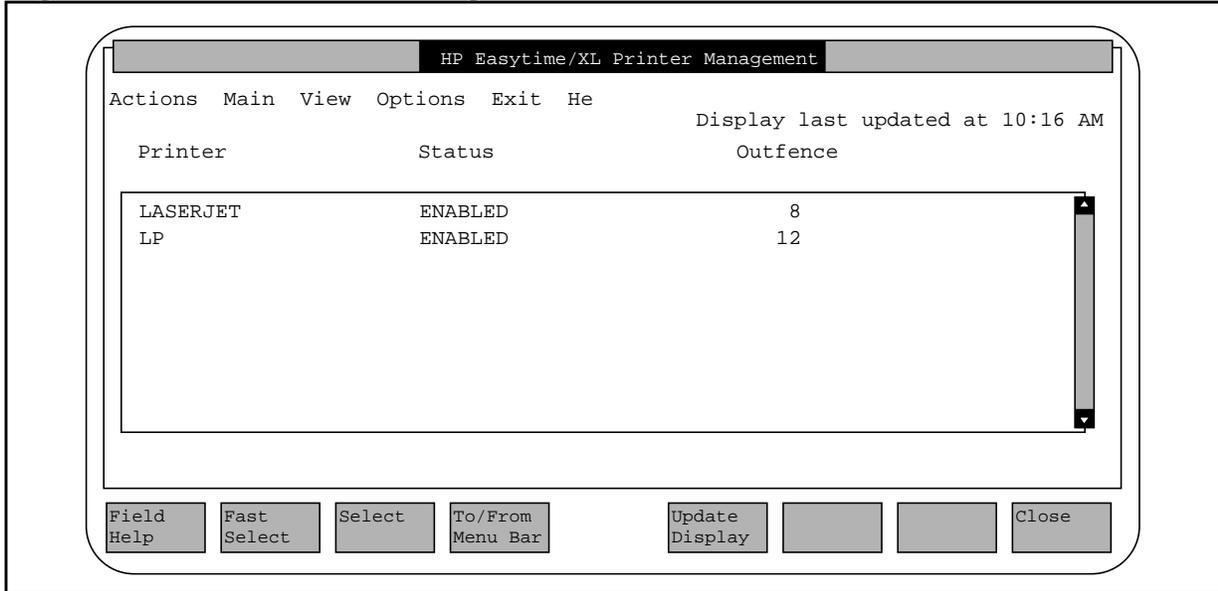
A form is required and must be loaded before printing can continue.

ALIGN FORM	A form has been loaded and requires alignment.
PROBLEM	There is a problem with the printer or with a print file. Check to make sure the printer is switched on, or for a paper jam.
UNKNOWN	Cause of the problem is unknown. Contact your system administrator for assistance.
No. of Copies	Shows number of copies that will be printed.
Length	Shows the approximate length (in pages) of each print file.
Forms	Indicates the name of the form, if one is required.

Printer Management

This section defines the fields that are displayed on the Printer Management screen shown in Figure 4-5, and that can be encountered when performing Printer Management tasks.

Figure 4-5 Printer Management Screen

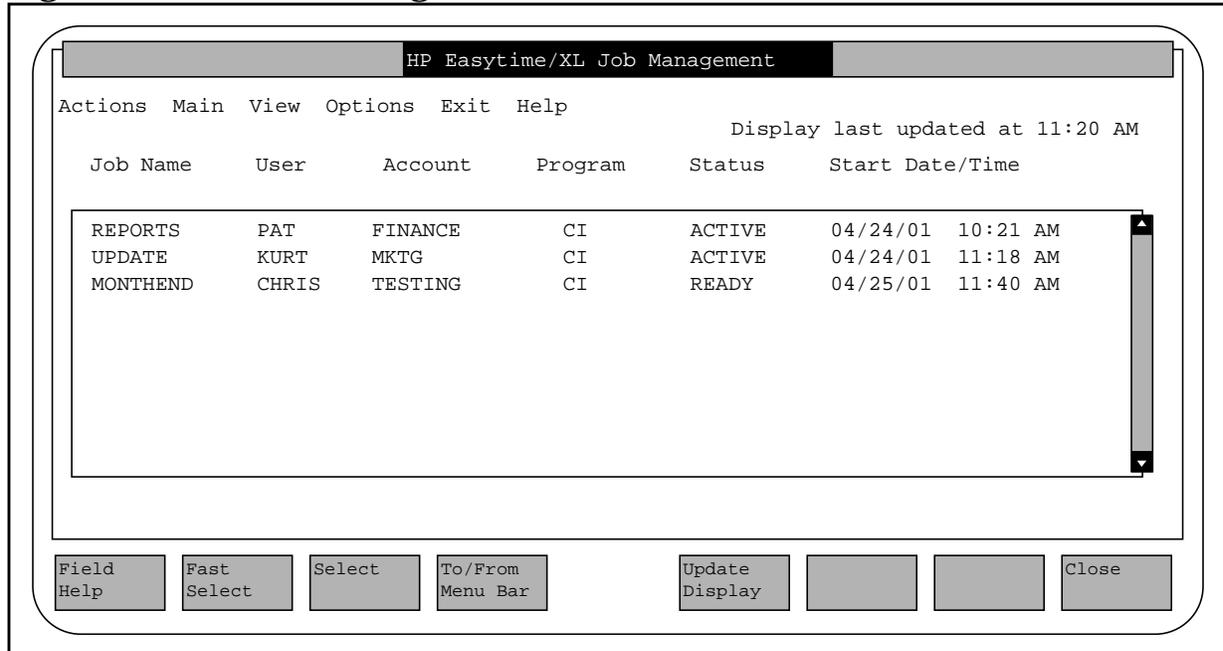


Field Name	Means this
Printer	Identification name of the printer. Usually, each printer has one name assigned to it. In some cases, several printers may be grouped together under one name.
Status	This is the printer status.
ENABLED	The system administrator has enabled the printer. It is available for printing.
DISABLED	The system administrator has disabled the printer. The print files will not print until the printer is enabled.
UNKNOWN	Cause of problem is unknown. Contact the system administrator for assistance.
Outfence	The outfence is a number assigned to each printer on the system by the system administrator. The outfence is the minimum priority a print file must exceed in order to print. The outfence can be any value from 1 to 14. If the outfence is set at 5, for example, only those print files with a priority of 6 or higher can print. By adjusting the outfence higher or lower, the system administrator can control printing on specific printers.

Job Management

This section defines the fields that are displayed on the Job Management screen shown in Figure 4-6, and that are encountered when performing Job Management tasks.

Figure 4-6 Job Management Screen



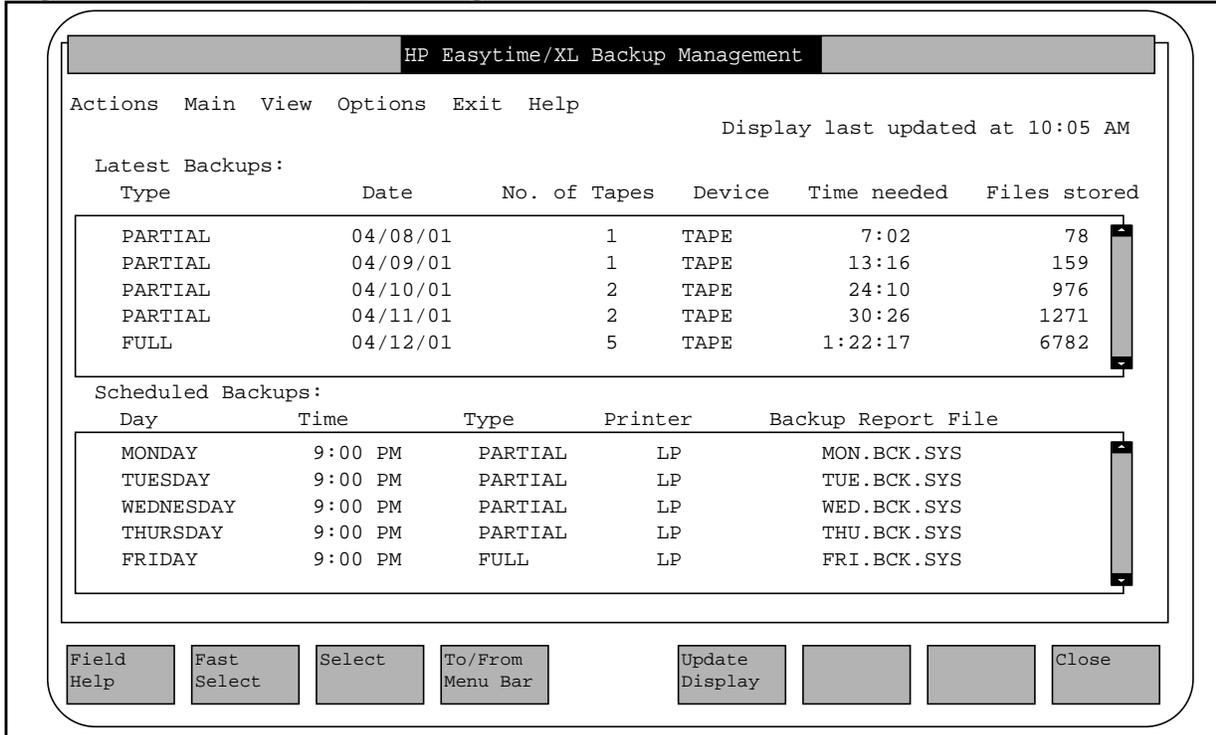
Field Name Means this

Job Name	An identification name given to each job when it is started or scheduled.
User	User name under which the job is logged on.
Account	Account under which the job is logged on.
Program	The name of the program that the job is running (if there is one).
Status	The status of the job.
ACTIVE	The job is running.
READY	The job is ready (waiting) to run.
SCHED	The job is scheduled to run at a later date and time.
ON HOLD	The job has been put on hold. It will not run until it is taken off hold.
SUSPEND	The job has been suspended (interrupted). It will not run until processing has been resumed.
Start Date/Time	Data and time a job started, or is scheduled to start.

Backup Management

This section defines the fields that are displayed on the Backup Management screen shown in Figure 4-7 and that are encountered when performing Backup Management tasks.

Figure 4-7 Backup Management Screen



Field Name

Type
Date
No. of Tapes
Device
Time Needed
Files Stored
Day
Time
Printer
Backup Report File

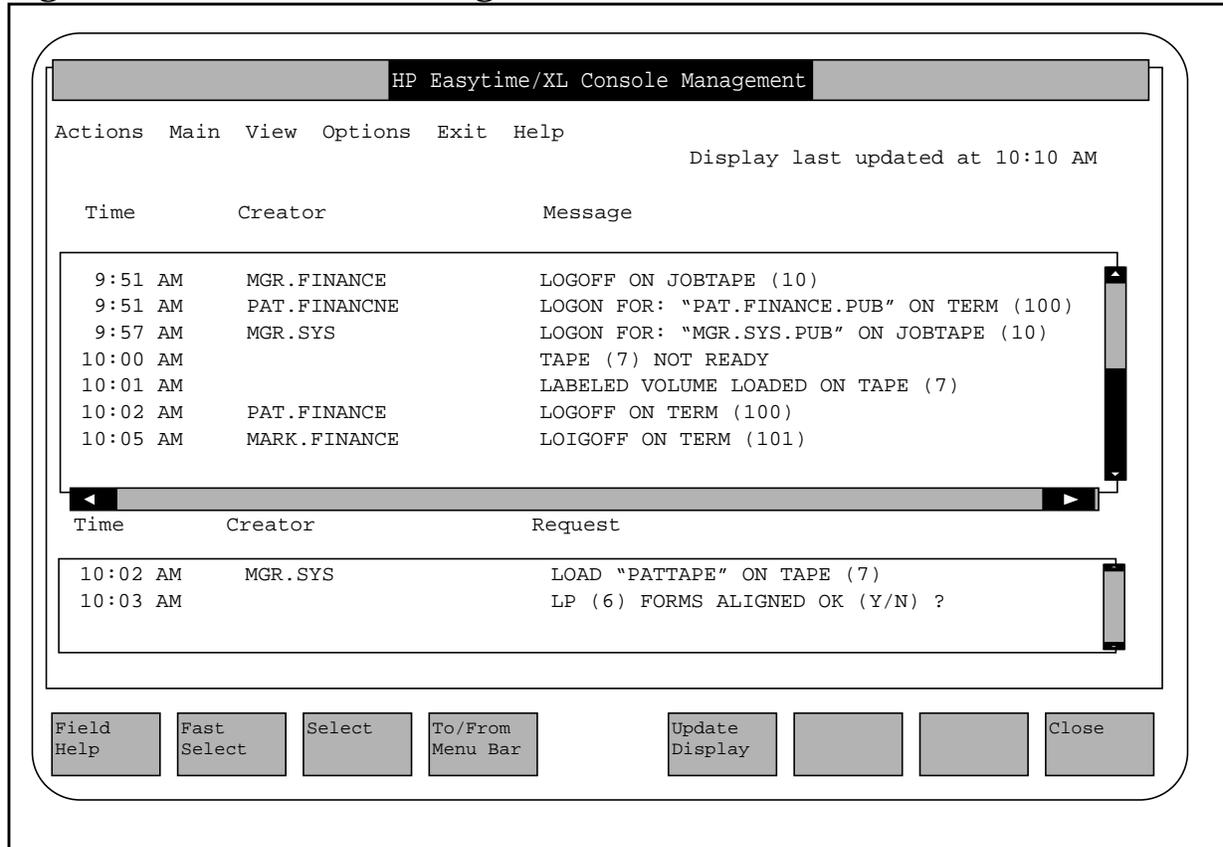
Means this

Type of backup (Full or Partial).
Date the backup was performed.
Number of tapes needed to complete the backup.
Tape drive on which the backup was performed.
Time needed to complete the backup.
Number of files stored during the backup.
Day of the week a backup is scheduled.
Time a backup is scheduled.
Printer where the backup report will be printed.
Name of the file for the backup report.

Console Management

This section defines the fields that are displayed on the Console Management screen shown in Figure 4-8 and that are encountered when performing Console Management tasks.

Figure 4-8 Console Management Screen



Field Name Means this

Time	Time when the system sent the message or request.
Creator	The name and logon account of the user whose session or job created the message or request. If a message is sent from the system, the creator field is blank.
Message	Messages about what is happening on the system.
Request	Requests from the system that require a response.

HP Easytime/XL Options

With the **Options** menu, a set of defaults can be set that apply when backing up the system, storing and restoring files, or printing:

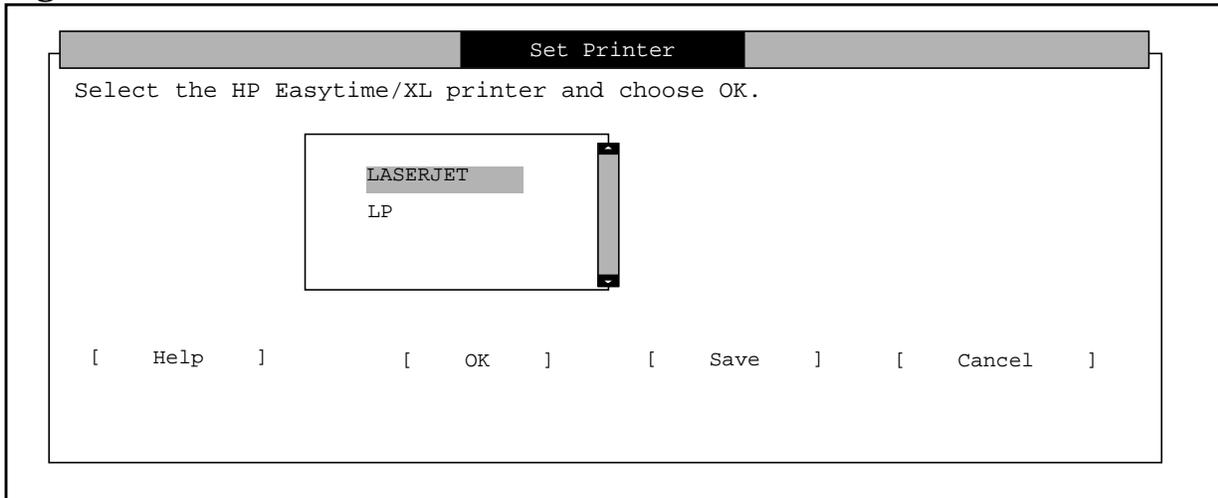
- HP Easytime/XL printer
- Store options
- Restore options
- Backup device

The system administrator can save the option settings permanently. Unless saved, options are valid until exiting HP Easytime/XL, or the settings are changed.

Printer Option

Access the `Set Printer` option from the **Options** menu on any HP Easytime/XL screen, refer to Figure 4-9.

Figure 4-9 **Set Printer**



`Set Printer`

Sets the default printer for all printing initiated in HP Easytime/XL, for example, print files, listings of system errors, or backup reports.

Store Options

Access Store Options from the **Options** menu on the File Management screen. Refer to Figure 4-10, for options that can be set for storing files to tape:

- Save the store report on disk.
- Store directory information with files.

Figure 4-10 Store Options

Store Report

Write report to File Name:
Group:
Account:

You can choose one of the following options.

Produce a tape which is compatible to MPE V/E
 Store directory information.

[Help] [OK] [Save] [Cancel]

Store Report

Specify a file name, group, and account for the store report. This report is saved on disk.

Store directory information

This option creates a tape with all the files that were selected, as well as their directory information (accounts, groups, and users).

Restore Options

Access `Restore Options` from the **Options** menu on the `File Management and Backup Management` screens. Refer to Figure 4-11, for options that can be set for restoring files from tape:

- Save the store report on disk.
- Do not overwrite files on disk.
- Create account, groups, and users if needed.
- Restore files to logon group and account.
- Restore directory information with files.

Figure 4-11 Restore Options

```
Restore Options
-----
Restore Report
Write report to File Name:
                Group:
                Account:

Restore options.
[ ] Do not overwrite files on disk.
[ ] Create accounts, groups, users as needed.
[ ] Restore files to logon group and account.
[ ] Restore directory information.

[ Help ]      [ OK ]      [ Save ]      [ Cancel ]
```

Restore Report

Specify a file name, group, and account for the restore report. This report is saved on disk.

Do not overwrite files on disk.

This option prevents overwriting of files on disk. If a file on tape has the same name as a file on disk, it is not restored.

Create accounts, groups, users as needed.

This option creates accounts, groups, and users if they are needed for the files being restored.

Restore files to logon group and account.

This option restores all the selected files to the logon group and account.

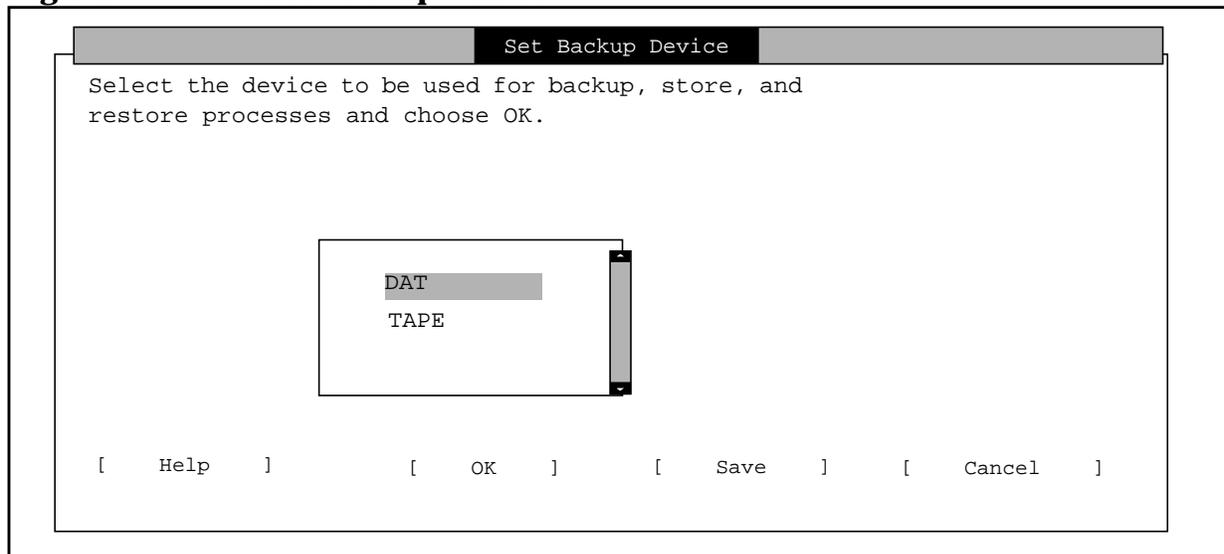
Restore directory information

This option restores directory information (accounts, groups, users) to disk, along with selected files.

Backup Device Option

Access the Set Backup Device option, refer to Figure 4-12, from the **Options** menu on the File Management and Backup Management screens.

Figure 4-12 Set Backup Device



Set Backup Device

Sets the backup device for backups, and for storing and restoring files.

Backup Options

Access the Backup Options, refer to Figure 4-13, from the **Options** menu on the File Management and Backup Management screens.

Figure 4-13 Backup Options

Backup Options

Backup Report

Write report to

File Name: _____

Group: _____

Account: _____

[Help] [OK] [Save] [Cancel]

Backup Options

Specify a file name, group, and account for the backup report. This report is saved on disk.

Wildcard Characters

Wildcard characters represent groups of other characters. Use them in place of actual characters when specifying any of the following:

- File names
- User names
- Account names
- Group names

The following wildcard characters can be used in HP Easytime/XL:

This character	Represents
@	Any number of alphanumeric character. Alone it means “all.”
?	One alphanumeric character.
#	One number.

Examples:

Display all the file names.

```
File Name: @
```

Display all file names beginning with “T”.

```
File Name: T@
```

Display all file names beginning with “T” followed by four numbers.

```
File Name: T####
```

Display all files for group “FINANCE”

```
File Name: @
```

```
Group: FINANCE
```

```
Account: @
```


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