Vista Plus
for MPE

Administrator's Guide

QUEST SOFTWARE

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VISTA Plus for MPE Administrator's Guide
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T A B L E   O F   C O N T E N T S

VISTA Plus for MPE Administrator's Guide

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Getting Started

VISTA is an electronic report management application that allows you to quickly view long reports without wasting the paper and time it takes to print them. You can use it to skim through any report and search for specific text faster than you can page through a paper printout. There are two enhanced versions of VISTA — **VISTA Plus for MPE** and **VISTA Plus for Windows MPE**. Like VISTA, VISTA Plus for MPE uses a character-mode interface. VISTA Plus for Windows MPE uses a Windows interface. Features that are available only with the two VISTA Plus products are identified in this guide as VISTA Plus features.

VISTA	The character-mode version of VISTA can be installed and run on any MPE host; it is a module of NBSpool. Administrator functions and user functions, such as viewing reports, can be performed from the same host. Administrator functions are coverd in this guide; user functions are coverd in the *VISTA Plus for MPE User's Guide*.
VISTA Plus for MPE	The enhanced character-mode version of VISTA can be installed and run on any MPE host; it is a module of NBSpool. Administrator functions and user functions, such as viewing reports, can be performed from the same host. Administrator functions are discussed in this guide; user functions are discussed in the *VISTA Plus for MPE User's Guide*. If you purchase VISTA Plus for Windows MPE, VISTA Plus for MPE acts as the server for all the Windows clients; only administrator functions are performed from the machine where VISTA Plus for MPE is installed. See below.
VISTA Plus for Windows MPE	The Windows version of VISTA is installed and run on one or more PCs. It is used in conjunction with VISTA Plus for MPE. The Windows application is referred to as the **client**; the VISTA Plus for MPE application is referred to as the **server**. User functions are performed with the client; administrator functions are performed with the server. User functions for the VISTA Plus for Windows MPE client, such as viewing reports, are discussed in the *VISTA Plus for Windows MPE User's Guide*; administrator functions for the VISTA Plus server are discussed in this guide.

A Word About Installation

The VISTA module you purchase — either VISTA or VISTA Plus for MPE — is installed automatically along with NBSpool. For information on installing NBSpool, refer to either the *NBSpool for MPE Reference Guide* or the *NBSpool for MPE Demonstration Guide*.

If you are using VISTA Plus for Windows MPE, you must install it on each PC that will be used as a VISTA Plus client. You must also install VISTA Plus for MPE on the MPE host that will be used as the VISTA Plus server for all Windows clients:

- For information on installing the VISTA Plus for Windows, see the *VISTA Plus for Windows MPE User's Guide*.

- For information on basic installation of the VISTA Plus server, refer to either the *NBSpool for MPE Reference Guide* or the *NBSpool for MPE Demonstration Guide* (VISTA Plus for MPE is installed along with NBSpool). Then, refer to chapter two of this guide for additional procedures that must be performed on the server for VISTA Plus Windows client.

Note. Administrator functions for all three versions of the VISTA application consist of managing the users, folders, and reports that are used in VISTA Plus on-line report viewing. Administrator functions are essentially the same for all three versions. However, there are several administrator procedures that are unique to VISTA Plus for Windows MPE. These are covered in Chapter 2 of this guide.

About This Guide

This guide describes VISTA administration tasks for VISTA, VISTA Plus for MPE, and VISTA Plus for Windows MPE. All chapters except Chapter 2 apply to all three products.

Chapter 1	This chapter introduces VISTA and VISTA Plus.
Chapter 2	This chapter covers procedures and programs that are unique to administering the VISTA Plus for Windows MPE client, including installation and configuration.
Chapter 3	This chapter provides information on the NBSpool commands used with VISTA.
Chapter 4	This chapter provides information on managing folders.
Chapter 5	This chapter provides information on managing reports.
Chapter 6	This chapter provides information on managing users and groups.
Chapter 7	This chapter provides information on implementing VISTA security.
Chapter 8	This chapter provides information on printer maintenance.
Chapter 9	This chapter provides information on archiving VISTA reports.
Chapter 10	This chapter provides information on configuring VISTA.
Chapter 11	This chapter contains commonly asked questions and solutions to error messages.

Note. In all chapters except Chapter 2, the three VISTA products for MPE are referred to as VISTA.

VISTA Plus Overview

VISTA is Easy to Use

Viewing reports is simple with VISTA. You can quickly scroll through any report, or select a specific page to be displayed and printed. VISTA also offers function keys that let you move within a report, search for text strings, and customize VISTA. The terminal's arrow keys can be used to scroll the report vertically and horizontally. The terminal's tab key can be used to shift the report's page 80 characters to the right. This makes it possible to quickly view any portion of the report.

VISTA Saves Paper and Disk Space

VISTA lets you interactively browse through reports. This means that you do not have to save printed copies of reports or manually search through a report for specific information.

Printing production reports is a task that can also be eliminated with VISTA. VISTA automatically captures reports to folders. These reports can always be reprinted. In VISTA, a folder is a term used to describe a file that holds reports.

Even reports that are destroyed while printing can be recovered because the capturing process is performed prior to printing. Print job reruns and redundant processing are virtually eliminated.

VISTA saves disk space by compressing the data in reports when they are placed in folders. This can reduce a report's space requirements by as much as 50 percent from the original spool file.

VISTA also provides report security. The administrator using VISTA can define report access listing the users that are permitted to view each report. Since read access defines print access, users will not be able to print any section of a report they are not authorized to view.

NBSpool and VISTA

The first step is to create a VISTA folder. You can do this by using NBSpool's **VSAVE** command to save a selection of spool files to a specific file name. This group of files becomes a VISTA folder. Once a folder exists, reports can be added to it, and security for specific reports can be assigned. Once a report is in a folder, both the folder and the report can be viewed through VISTA.

Spool files not yet in VISTA folders can be viewed with NBSpool. NBSpool's **BROWSE** command invokes VISTA for full-screen viewing of spool files. Turn to Chapter 3 in this guide for more information on the NBSpool commands.

Customization Options

VISTA offers several viewing configuration options, including the width and length of the screen. If the terminal or PC supports 132-column displays and the configuration variable for the screen width is set to 132 columns, VISTA automatically loads reports in a compressed display format for viewing an entire page at a time. Similarly, you can define the number of lines to be displayed. Once these variables are set, VISTA performs according to these settings each time it begins. Turn to Chapter 10 in this guide for more information on configuring VISTA.

VISTA also offers the ability to define windows. If your terminal does not support 132 columns or if a report exceeds 132 columns, VISTA windows allows you to define windows to facilitate viewing the portion of the page not automatically displayed. These window definitions can be saved with a report for future viewing.

In addition to windows, VISTA offers the ability to lock a report header on the screen while allowing you to scroll through the body of a report. This feature makes reviewing a report through VISTA faster and easier than reviewing a hard copy.

Report Reviewing Shortcuts

VISTA offers several features that allow you to quickly scan through reports. VISTA provides expedient searching for specific values or strings within a report. For example, if you define that a customer number appears in columns 5 through 12, you can search for any specific customer number by using VISTA's indexing feature. For reports which are to be reviewed several times or by several people, the time savings created by this feature can be remarkable. Once an index is defined, you can quickly access a report via function keys. The next time the report is retrieved from the folder, VISTA will note the indices as well as any window definitions associated with it.

In addition, VISTA allows you to define bookmarks within a report. This permits you to identify critical sections of a lengthy report, or to identify where you last were within the report.

Printing is Still an Option

Finally, in addition to extensive viewing capabilities, VISTA offers the option of printing sections of a report to a local or remote printer. To access a printer, it must be configured in VISTA. Turn to Chapter 8 in this guide for more information on printing.

VISTA Plus Features

VISTA Plus increases the number of pages allowed per report from 32,000 to 100,000 and offers you the additional features listed below (these features are not available with VISTA Plus for Windows MPE). Turn to the *VISTA Plus for MPE User's Guide* for more information on these features.

- The **Notes** function for creating, editing and viewing electronic notes.

- The **Add Field** function for adding fields to a report.

- The **Routing List** function for viewing the routing list for the current report.

- The **Approve Report** function for signing off approval on the current report.

- The **Archived Reports** function for restoring reports that have been archived to tape back to their original file folder.

VISTA Plus also offers additional administration features. More information on these features appears in the following chapters of this guide.

- The **Logical View Maintenance** window* allows you to link columns and other characteristics to a specific user. More information on this feature can be found in Chapter 7 of this guide.

- The **Page Security** window* allows you to define selection criteria to use when indexing a report by pages. More information on this feature can be found in Chapter 7 of this guide.

- The **Routing List Maintenance** window lets you define who sees which reports and in which order. More information on this feature can be found in Chapter 6 of this guide.

- The **Optical Disk Volume Maintenance** window allows you to create, modify, delete and view the optical disk volumes available for storing archived reports. More information on this feature can be found in Chapter 9 of this guide.

- The **Report Profile Maintenance** window* allows you to define fields for use in the Logical View Maintenance. More information on this feature can be found in Chapter 5 of this guide.

Note. The features above that are marked with an asterisk (*)will work with VISTA Plus for Windows MPE.

Report Viewing Features

VISTA offers the following features when viewing a report:

- Captures and catalogs production reports automatically for long or short-term storage.

- Provides easy organization of similar reports via VISTA folders.

- Supports both spool files and MPE files.

- Compresses reports, reducing disk storage requirements.

- Retains multiple report generations with automatic cleanup.

- Provides robust security features at the report level for viewing, deleting, and printing.

- Supports quick access to sections of a report via indices.

- Scrolls left and right on 132 and 80 character terminals, using terminal arrow keys.

- Supports reports with as many as 512 characters per line.

- Allows you to lock heading lines in the display and scroll through the rest of the report.

- Supports terminal page up and page down keys to advance to the next and previous pages.

- Provides search capability by columns, windows, and user-defined indices.

- Accepts multiple search criteria, and searches for all occurrences (displayed on one screen).

- Creates search indices while viewing reports, enabling you to create your own indices.

- Provides GOTO capability to advance to a specific page number.

- Supports multiple windows for viewing many sections of the same report on a single screen.

- Allows viewing of comments from other users (only available if you have VISTA Plus).

- Ensures all users view and sign off on a report via a routing list (only available if you have VISTA Plus).

- Prints report to any system printer, or a local printer.

- Enables you to download a report to your PC.

- Integrates with SheetMate and Monarch for converting reports to popular PC formats, including Excel, DBASE, and Lotus 1-2-3.

- Supports bookmarks, enabling users to immediately return to a previous section of a report.

Operational Overview

This section provides an overview of working with VISTA folders and reports.

Capturing Reports

Folders can be created to hold reports with similar information, and to separate them by department and users. A report folder named "Payroll" can be created to hold reports associated with the payroll function. Storing reports in a folder that describes them will assist future users determine where a report is located. A folder can hold many reports and is analogous to a filing cabinet drawer that contains many files. The NBSpool **VSAVE** command is used to detect the presence of a new report and add the report to a VISTA report folder. Turn to the "VSAVE Command" section in Chapter 2 for instructions on saving a report to a folder.

Within a batch job, NBSpool can automatically capture printed reports. After reports are created, NBSpool can copy a report to a VISTA folder. Turn to the "XEQ Command" section in Chapter 2 for an example of a batch job used for the background processing of reports and capturing them to VISTA folders.

Using VISTA to View Folders and Reports

When you enter VISTA, the **Select Folder** window is displayed. This window allows you to select a folder of reports to view. In addition to the names of available folders, descriptions of the contents of each folder are also listed. The terminal's up and down arrow keys can be used to scroll through the displayed folders. To select a folder, position the cursor over a folder name, and press **Enter**.

After a folder is selected, the Select Report window is displayed. It shows all reports within a folder and allows you to select a report to view. The terminal's up and down arrow keys can be used to scroll through reports in a folder. To select a report, position the cursor over a report name, and press **Enter**.

When a report is opened, the View window is displayed. In the View window, you can scroll through a report using keyboard arrow keys. You can also print sections of a report and search for specific information. See the *VISTA Plus for MPE User's Guide* or the *VISTA Plus for Windows MPE User's Guide* for more information on viewing a report .

Restricting Access

Security can be assigned to individual reports by running the VISTA Report Maintenance program. When security has been assigned to a report, VISTA does not allow users to view reports that they have not been authorized to read. Turn to Chapter 7 in this guide for more information on defining report security.

Components

VISTA is a combination of several components. This section outlines the components and provides references to the other chapters in this guide where more information can be found.

NBSpool Commands

Several NBSpool commands interact with VISTA. These commands are used primarily to capture reports and save them to a VISTA folder. These commands are described below. Turn to Chapter 3 in this guide for more information on these commands or see the *NBSpool Reference Guide*.

BROWSE   This command allows you to view spool files through the VISTA report viewer.

VDIR   This command displays a directory of VISTA folders.

VFILE   This command stores one or more disk files into a VISTA folder for later access.

VSAVE   This command stores a subset of spool files to a report folder.

XEQ   This command automates the process of building folders.

Additional VISTA Programs

The following is a list of additional VISTA programs that allow you to manage captured reports:

VISTA	This program provides online viewing of reports. Turn to the *VISTA Plus for MPE User's Guide* or the *VISTA Plus for Windows MPE User's Guide* for more information.
VISTAMNT	This program is used by the VISTA administrator to add, modify, or delete reports, folders, users, and security. The functionality of this program is discussed throughout this guide.
VISTACLN	This program removes old and deleted reports from VISTA folders. Turn to Chapter 4 in this guide for more information.
VISTAARC	This program archives reports (available only if you have VISTA Plus). Turn to Chapter 9 in this guide for more information.
VISTARST	This program restores archived reports (available only if you have VISTA Plus). Turn to Chapter 9 in this guide for more information.

Configuration Files

The following is a list of VISTA configuration files:

VISTAINI	This configuration file contains parameters to control VISTA's operation. Turn to Chapter 10 in this guide for more information.
VISTACFG	This configuration file contains configuration parameters to control VISTA's display for specific users and their terminals. Turn to Chapter 10 in this guide for more information.

Starting the VISTA Administration Program

This section provides instruction on starting the VISTA Administration program. Follow the instructions in this section to start the VISTAMNT program.

☞ **Note.** Anyone with SM capability can run this program, modifying reports and security across accounts. You should secure this program by assigning a lockword to the file.

```
:RUN VISTAMNT.PUB.NETBASE
```

When you start the VISTAMNT program, VISTA Plus Maintenance window shown below appears. From this window you can either use a function key to enter the window for a function, or you can enter the number for the window in the **Function** field and press **Enter**. To access Report Profile Maintenance, Columns Specification Maintenance, Logical View Maintenance, Routing List Maintenance, and Optical Disk Volume Maintenance, you must enter the option number in the **Function** field and press **Enter**. These options are only available if you have VISTA Plus.

☞ **Note.** All VISTA Maintenance fields require that you use the number-pad **Enter** key to accept changes. Pressing the **Enter** key marked with the **Return** symbol or with the word **Return** does not accept your field entry.

```
Enter Function to perform.
04/17/96                    VISTA Plus Maintenance              A.05.17


   01  Report Maintenance        06  Link Reports to User

   02  Printer Maintenance       07  Report Profile Maintenance

   03  User Maintenance          08  Columns Specification Maintenance

   04  Group Maintenance         09  Logical View Maintenance

   05  Folder Profile Maintenance 10  Routing List Maintenance

                                 11  Optical Disk Volume Maintenance


       Function: ■




┌───────┬───────┬───────┬───────┐      ┌───────┬───────┬───────┬───────┐
│Report │Printer│ User  │ Group │      │Folder │ Link  │Report │ Exit  │
│Maint  │Maint  │ Maint │ Maint │      │Profiles│Reports│Profile│       │
└───────┴───────┴───────┴───────┘      └───────┴───────┴───────┴───────┘
```

CHAPTER 2

Server Administration for Windows Clients

This chapter covers the procedures and programs that are unique to administering VISTA Plus for Windows MPE clients from a VISTA Plus MPE server:

- The first part of the chapter covers the setup required to run the VISTA Plus for Windows MPE client. This includes installing VISTA Plus for MPE on an HP 3000 server (automatically installed when you install NBSpool); installing VISTA Plus for Windows MPE on one or more clients; configuring the VISTA Plus server to accept VISTA Plus for Windows MPE clients; configuring folder profiles; and adding users. (See Chapter 10 for information on configuring VISTA Plus parameters.)

- The second part of the chapter covers using the files and programs that are installed on the VISTA Plus server to support the VISTA Plus for Windows MPE client.

☞ **Note.** The VISTA Plus server **requires** the push release of the version 5.0 MPE/iX operating system or a later version. Please contact Hewlett-Packard if you do not have a recent enough version.

Installation and Configuration for Windows Clients

Review the flow chart below for the installation order of VISTA Plus for Windows MPE. NBSpool and VISTA Plus for MPE must be installed on the HP 3000. The VISTA Plus for Windows MPE application must be installed on each Windows **client** that requires access to the reports on the HP 3000 server. Once these products are installed, several steps must be performed to configure the VISTA Plus server to accept VISTA Plus for Windows MPE clients.
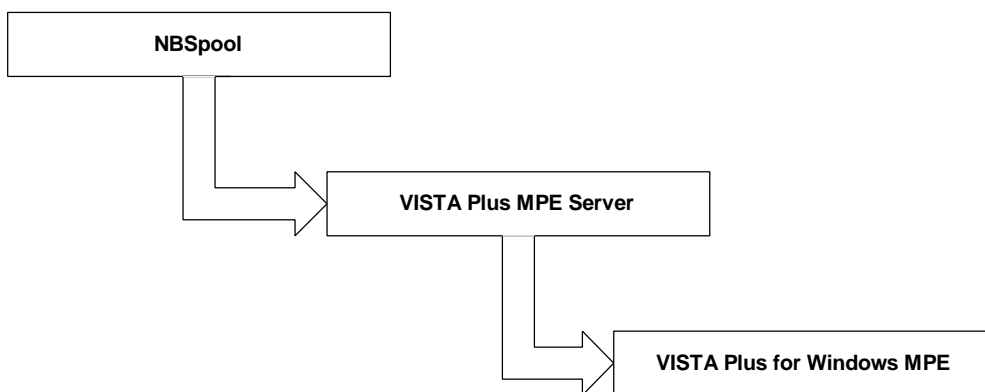
Overview of Steps for Installing and Configuring VISTA Plus

1. Install VISTA Plus for MPE on the HP3000 server.

2. Configure the server to accept Windows clients.

3. Configure folder profiles.

4. Add VISTA Plus users.

5. Enable VISTA Plus for Windows MPE.

6. Index folders for VISTA Plus for Windows MPE.

7. Start the VISTA Plus server.

8. Install VISTA Plus for Windows MPE on each Windows client.

☞ **Note.** If you have already performed any of the steps listed above, you can skip that step and go on to the next.

Step1 ¾ Install VISTA Plus on the HP 3000

VISTA Plus for MPE must be installed on the HP 3000 machine that will be used as the server for your Windows clients. VISTA Plus is packaged as a module to NBSpool and in most cases, is automatically installed when NBSpool is installed. If VISTA Plus was already installed, you can skip this step. If VISTA Plus was not installed with NBSpool, you must purchase a VISTA Plus upgrade package that includes the VISTA Plus files.

To check whether VISTA Plus is intalled, enter the command below:

`:RUN VISTA.PUB.NETBASE, VERSION`

This command should return the version number for VISTA Plus. If VISTA Plus is not installed, no version number is returned. After NBSpool and VISTA Plus have been installed, go to Step 2.

Step 2 ¾ Configure the Server to Accept Windows Clients

You **must** launch a batch job to configure the VISTA Plus server to accept VISTA Plus for Windows MPE clients. The batch job will automatically create a new POSIX directory named **/vcs** and install several files into this directory.

To launch the batch job to configure the VISTA Plus server:

1. Log on to the HP 3000 as MANAGER.SYS.

    `:HELLO MANAGER.SYS`

2. Stream the **INSTVCS** install job by typing:

    `:STREAM INSTVCS.JOB.NETBASE`

3. Several VISTA Plus server configuration files are installed into a new POSIX directory named **/vcs**.

4. License the server. For this step you need a VISTA license key. This key will have been shipped with your tape.

    :RUN SH.HPBIN.SYS
    $ cd /vcs
    $ ./regkey
    Please enter the license key: D5KW2OSF0GMK8

    This license is valid for 20 users for 45 days.

Step 3 ¾ Configure Folder Profiles

Folder profiles must be defined for each user who will view reports using the VISTA Plus for Windows MPE client. For more information on maintaining and defining folder profile records, refer to Chapter 4 in this guide. Any folder profiles currently being used with the VISTA Plus character-mode product can also be used by VISTA Plus for Windows MPE.

☞ **Note.** Folder profiles are optional with the VISTA Plus character-mode product. However, folder profiles are required for each VISTA Plus for Windows MPE user who will view reports on the HP 3000 server.

The example that follows shows how to configure a demo folder profile. If you do not currently use folder profiles, follow this procedure exactly. Once you configure folder profiles, go to Step 4.

To configure a demo folder profile:

1. Run the VISTA maintenance program **VISTAMNT.PUB.NETBASE**:

:HELLO MGR.NETBASE
:RUN VISTAMNT.PUB.NETBASE

2. To access folder profiles select option number five and then use the **Enter** key on your keyboard number pad or use the F5 function key.

```
Enter Function to perform.
10/18/96              VISTA Plus Maintenance              A.05.18


  01  Report Maintenance        06  Link Reports to User

  02  Printer Maintenance       07  Report Profile Maintenance

  03  User Maintenance          08  Columns Specification Maintenance

  04  Group Maintenance         09  Logical View Maintenance

  05  Folder Profile Maintenance 10 Routing List Maintenance

                                11  Optical Disk Volume Maintenance

      Function: 5




  Report  Printer  User   Group        Folder  Link   Report   Exit
  Maint   Maint    Maint  Maint        Profiles Reports Profile
```

3. Define the demo folder profile exactly as shown below. Use the **Tab** key to move between fields. Use the **Enter** key on your number pad when you have filled the screen as shown below.

```
Enter Function to perform.
10/18/96              Folder Profile Maintenance

  Function: █  (A)dd, (D)elete, (F)ind, (M)odify

  Folder Profile:demo
    Description:Demo folder profile

Sequence  Level         Folder Title
---       -----    ------------------------------------------------------
010       01       Demo folder
                   Folder File: demo.archive.netbase
020       00
                   Folder File:
030       00
                   Folder File:
040       00
                   Folder File:
050       00
                   Folder File:
060       00
                   Folder File:
070       00
                   Folder File:
 List     Next    Previous                        Save    Cancel    Main
Folders   Page      Page                         Changes  Changes   Menu
```

4. Press the Save Changes function key and then use F8 to return to the main menu.

Step 4 ¾ Add Users

This section provides information on adding VISTA Plus for Windows MPE users to the VISTA Plus server. The VISTA Plus server maintains a **users** file with the names of all users that will access the reports on the HP 3000. Each VISTA Plus user that will access reports must be added to this file to establish a connection to the VISTA Plus server.

Two user records must be created for each user who will use VISTA Plus for Windows MPE:

- The first user record is added with the VISTA Plus **VISTAMNT.PUB.NETBASE** administration program. This program defines users in the VISTA Plus system and the folder profiles assigned to each user.

- The second user record is added using the **vusers** program. The **vusers** program allows you to define a user's name, password, and **MPE logon ID**. The VISTA Plus for Windows MPE application uses the **MPE logon ID** to determine which folders to display for a given user.

Each user who will access reports on the HP 3000 **must** be added as a VISTA Plus user. For more information on maintaining and defining user records, refer to Chapter 6 in this guide.

Note. User records are optional with the VISTA Plus character-mode product. However, user records are required for each VISTA Plus for Windows MPE user who will view reports on the HP 3000.
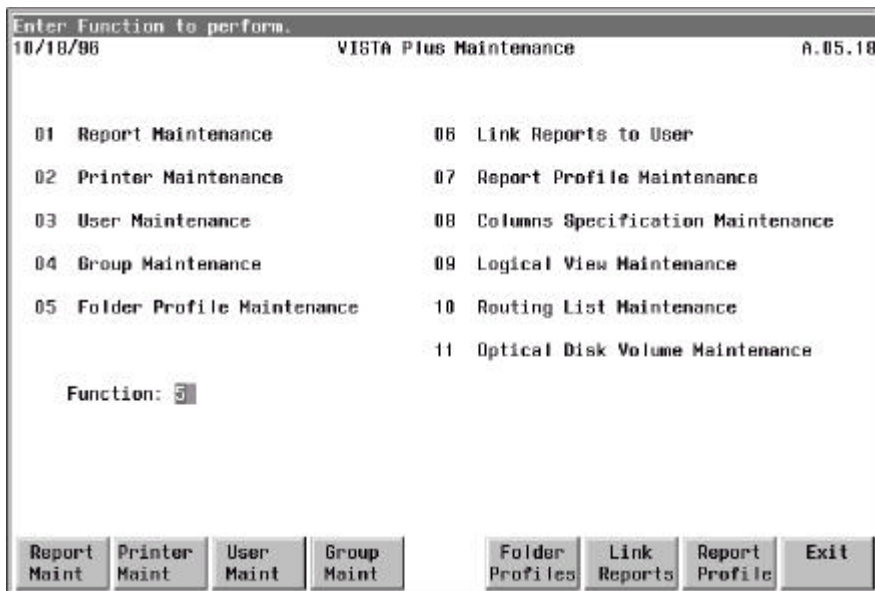

Add Users ¾ VISTAMNT Administration Program

This section provides instructions on using the VISTA Plus **VISTAMNT.PUB.NETBASE** administration program to add a user record. A user record must be created for each VISTA Plus for Windows MPE client.

Follow the instructions below for adding a user with the **vistamnt** program. The values that you enter for session user and account must also be entered when you use the **vusers** program to add a VISTA Plus user.

To add a user with the VISTAMNT program:

1. Run the VISTA maintenance program VISTAMNT.PUB.NETBASE and select option number three for user maintenance or use the F3 function key:

    :RUN VISTAMNT.PUB.NETBASE

```
Enter Function to perform.
10/18/96                    VISTA Plus Maintenance                    A.05.18


   01   Report Maintenance           06   Link Reports to User

   02   Printer Maintenance          07   Report Profile Maintenance

   03   User Maintenance             08   Columns Specification Maintenance

   04   Group Maintenance            09   Logical View Maintenance

   05   Folder Profile Maintenance   10   Routing List Maintenance

                                     11   Optical Disk Volume Maintenance


       Function: 3



  Report  Printer   User    Group            Folder    Link    Report    Exit
  Maint   Maint     Maint   Maint            Profiles  Reports  Profile
```

2. Define the demo user record exactly as shown below. Use the **Tab** key to move between fields. Use the **Enter** key on your number pad when you have filled the screen as shown below.

```
Enter Function to perform.
10/18/96                    User Maintenance


  Function: a  (A)dd, (D)elete, (F)ind, (M)odify

  Session Name: demo      User Name: mgr      Account Name: netbase
  Printer    :
  Group Name :
---------------------------- Folder Profiles -----------------------------
demo




------------------------- Assigned Printers ------------------------------




 List    List                                                    Main
Users   Folders                                                   Menu
```

3. Once this is complete, use F8 to go to the main menu and then F8 again to exit the program.

Add Users ¾ VUSERS Program

This section provides instruction on adding a VISTA Plus for Windows MPE user to the VISTA Plus server using the **vusers** program.

To add a user with the vusers program:

1. Log on as the NetBase manager on the HP 3000.

```
:HELLO TED,MGR.NETBASE
```

2. Enter the POSIX shell and change to the **vcs** directory.

```
:sh.hpbin.sys
$cd /vcs
```

3. Start the **vusers** program.

```
$shell/iX> ./vusers
```

4. Enter the **vusers** program's **add** command followed by the name of the user you wish to add.

```
users> add demo
```

5. Enter the user's full name and a password for the user.

```
Enter Name: Demo User
Enter Password: yourpass
```

6. Enter a logon ID to be assigned to the user. This ID is used to link folder profiles to the user. It should match the session, user, and account entered for the demo user with **vistamnt**.

```
Enter Logon [session,user.acct]: DEMO,MGR.NETBASE
```

7. Repeat these instructions for each user you wish to add. Go to Step 5, "Enable VISTA Plus for Windows MPE," once you have completed this task.

> **Note.** Additional commands are available with the **vusers** program. These commands let you delete, modify, and list users. For information on the additional commands you can use with **vusers**, type the following:
>
> ```
> vusers> help
> ```

Step 5 ¾ Enable VISTA Plus for Windows MPE

To enable VISTA Plus for Windows MPE, a flag in the VISTAINI.DATA.NETBASE file must be set to **ON**. The flag is named **$VISTA-PLUS-FOR-WINDOWS**. A text editor must be used to modify the VISTAINI.DATA.NETBASE file.

☞   **Note.** This procedure must be performed to enable VISTA Plus for Windows MPE.

To enable VISTA Plus for Windows MPE:

1. Log on as the NetBase manager on the HP 3000.

```
:HELLO TED,MGR.NETBASE
```

2. Change to the **DATA** group.

```
:CHGROUP DATA
```

3. Enter a text editor and open the VISTAINI.DATA.NETBASE file:

```
:RUN EDITOR.PUB,SYS
>TEXT VISTAINI.DATA
```

4. Make sure the following line is set to **ON**.

```
VISTA-PLUS-FOR-WINDOWS    ON
```

Step 6 ¾ Index Folders for VISTA Plus for Windows MPE

If you are installing VISTA Plus for Windows MPE for the first time, follow the procedure given here to create the demo folder.

To create the demo folder:

1. Create a spoolfile to view:

```
:FILE DEMORPT;DEV=LP,1
:LISTF @.PUB.NETBASE,2;*DEMORPT
```

2. Run the NBSPool program:

```
:RUN NBSPOOL.PUB.NETBASE
```

3. Create the DEMO VISTA folder:

```
VSAVE DEMORPT;FILE=DEMO.ARCHIVE.NETBASE;INDEX;LIMIT=999,100000
```

4. Exit NBSPool.

Each report captured by NBSpool must be indexed to create a line table required by VISTA Plus for Windows MPE. This entails adding the **;INDEX** option to each **VSAVE** command that has been defined in your report collection job streams. The index option reads a report's page table, and stores page and line offsets in the VISTA Plus database. This information is used when reports are viewed by a client. The following is an example of using the **VSAVE** command to index reports:

```
VSAVE RPTMFG10;FILE=MFGRPTS.ARCHIVE.PROD;APPEND;INDEX
```

When a report is indexed, records are added to the VISTA Plus database. The datasets updated are **FOLDER-DOCS**, **RPT-FLD-LINK** and **LINE-INDEX**. The dataset **LINE-INDEX** will have the most records added.

Before executing the indexing process described in the next section, you should verify that the datasets have enough empty space to retain the records to be added. User your favorite database maintenance program (e.g., Adager or DBGENERAL) to check these databases.

Dataset	Algorithm to compute records to add:
FOLDER-DOCS	One record for each unique report name in a folder.
RPT-FLD-LINK	One record for each report stored in a folder.
LINE-INDEX	One record represents 64 pages. If a report contains 6400 pages, then 100 records will be added to this dataset.

When capturing reports in batch mode, you should periodically monitor these datasets to verify that space is available to support the indexing of captured reports.

☞ **Note.** The VISTA Plus for MPE character-mode product only requires the **;INDEX** option when reports contain search indices. However, the VISTA Plus for Windows MPE client requires that the **;INDEX** option be specified for all reports.

Indexing Existing Folders

You may have a lot of reports that have been captured but not indexed. A special entry point named **INDEXREPORTS** has been added to VISTA Plus (VISTA.PUB.NETBASE) to index reports within a folder and store page and line offsets. This process operates the same as if you had specified the ;INDEX option when the report was captured with the NBSpool **VSAVE** command. You will need to perform this task for each folder that will be viewed using the VISTA Plus for Windows MPE application.

The following is an example of using the **INDEXREPORT** entry point.

```
:RUN VISTA.PUB.NETBASE,INDEXREPORT;INFO="BANNER.ARCHIVE";PARM=101

Enter Report Name to rebuild search indices: <return>
Enter Report Name to rebuild page index tables: <return>
Enter Report Name to rebuild line index tables: @

Building Line Index Tables for Report: BANREP03
Building Line Index Tables for Report: BANREP01
```

Step 7 ¾ Start the VISTA Plus Server

The VISTA Plus server process provides clients access to folders containing report data. As clients request pages of a report, the server process obtains the pages and sends them to the client for display. The server process executes in a batch job named **VISTAPLS.JOB.NETBASE**. This batch job must be executed to provide clients access to reports.

To launch the server process, stream the batch job VISTAPLS.JOB.NETBASE as shown below:

```
:STREAM VISTAPLS.JOB.NETBASE
```

Step 8 ¾ Install VISTA Plus for Windows MPE

The VISTA Plus for Windows MPE application must be installed on each client that will access reports on the HP 3000 server. If the Windows application is already installed, skip to the next section. If that application is not installed, refer to Chapter 1 in the *VISTA Plus for Windows MPE User's Guide* for installation instructions.

At this point, you are now ready to run the VISTA Plus for Windows MPE client.

Server Programs for Windows Clients

This section covers the files and programs that are installed on the HP 3000 server to support the VISTA Plus for Windows MPE application. These files and programs allow the VISTA administrator to control the server, add and manage users, and view information on the server background process. The files discussed in this section can be accessed with the following steps.

To access VISTA Plus server configuration files:

1. Log on as the NetBase manager on the HP 3000.

    ```
    :Hello Ted,MGR.NETBASE
    ```

2. Enter the POSIX shell and change to the **vcs** directory.

    ```
    :sh
    $shell/iX>cd /vcs
    ```

3. Perform a list command to display the files and programs discussed in this section.

    ```
    shell/iX> ls
    doclinks    nls           server.lock    server.stats    vserver1
    docs        selective     server.mem     users           vusers
    folders     server.cfg    server.pid     vctl
    ```

4. The following sections provide information on using the **vserver1, vusers,** and **vctl** programs. The remaining files in this directory are used by the server and should not be modified, moved, or deleted.

Using the VSERVER1 Program

The **vserver1** program is a symbolic link to the **VSERVER.PUB.NETBASE** server program. The POSIX shell will not execute a program with privilege mode capabilities. To compensate for this problem, the VISTA Plus server resides in the MPE domain. This symbolic link points to the server program in the MPE domain.

To start the VISTA Plus server using the **vserver1** program, type:

```
$shell/iX>./vserver1
```

Using the VCTL Program

This section provides instructions on using the **vctl** program. The **vctl** program enables the VISTA Plus administrator to display information on the server and to stop the server. The available options are listed below.

VCTL Program Options

abort   Immediately aborts the VISTA Plus server and terminates all client processes.

ping   Checks to see if the VISTA Plus server is responding.

slaves   Displays a list of all clients, with the following information: Pid, login time, user id.

> **status**   Allows you to obtain the VISTA Plus server status, including the following: Program version, id, port, pid, number of slaves, and state.

> **stop**   Notifies the VISTA Plus server to stop when the last of its clients terminates. Notifies all server clients to disallow further commands, except closing files and logging out.

VCTL Examples

To check that the server is still responding, enter the **vctl** program's **ping** command.

```
# ./vctl ping
Server responded
```

To display a list of clients communicating with the server, enter the **vctl** program's **slaves** command.

```
# ./vctl slaves

Pid             Login                   Client Address        User Id
18935           04/13/94 13:35 silver.quests.com              chris
18941           04/13/94 13:35 silver.quests.com              chris
```

To display the status of the server, enter the **vctl** program's **status** command.

```
# ./vctl status
Control Port:  3105
Server Version:       X.X
Server Id:            1101002
Server Pid:           1933
Started:              04/11/94 15:14
Last Login:           04/11/94 15:30
CPU time:             0
Current Clients:      1
Maximum Clients:      20

Permanent license.
Server is processing requests
```

Using the VUSERS Program

This section provides information on using the **vusers** program to add, list, and modify VISTA Plus for Windows MPE users. For more information on maintaining and defining user records, refer to Chapter 6 in this guide.

To access the vusers program:

1. Log on as the NetBase manager on the HP 3000.

    ```
    :Hello Ted,MGR.NETBASE
    ```

2. Enter the POSIX shell and change to the **vcs** directory.

    ```
    :sh
    $shell/iX>cd /vcs
    ```

3. Start the **vusers** program and display the help information for the program.

    ```
    $shell/iX>./vusers
    users> help
    Valid commands:
        ADD user                Add a new user
        DELETE user             Delete an existing user
        EXIT                    Exit the program
        FOLDER oldfolder        Rename a home folder for all users
        HELP                    Display available commands
        LIST [[-f|-u]userset]   Display a user summary
        MODIFY user             Modify an existing user
        SHOW user               Show detailed information about a user
    ```

vusers Examples

To add a user, follow the information in Chapter 2, Step 4 of this guide.

To modify a user's information, enter the **vusers** program's **modify** command followed by the name of the user. For example, **modify Ted**. Follow the prompts as they appear.

```
users>modify Ted
```

To delete a user, enter the **vusers** program's **delete** command followed by the name of the user. For example, **delete Ted**. Follow the prompts as they appear.

```
users>delete Ted
```

To list a user, enter the **vusers** program's **list** command followed by the name of the user. For example, **list Ted**. You may also **list** every user by typing **list** only.

```
users>list Ted
```

Modifying the SERVER.CFG File

You can configure several options in the **server.cfg** file which will affect the operation of VISTA Plus. Instructions for using the options are provided below. For information on configuring parameters in the VISTAINI and VISTACFG files, see Chapter 10.

Item	Description and Use
socket	This number represents the Port Number for the VISTA Plus server. The default Port Number is **3105**. If the Port Number is changed from its default, the new number must be entered in the **Login** dialog box **Advanced Settings' Port Number** field for each client. **This number should not be changed.**
cache_refresh	This value instructs VISTA Plus to refresh the spool cache every *n* specified seconds. A value of **0** indicates a cache refresh should occur on demand only.
pak_data	This option is used to compress the report data before sending the information to the client. This option can be used to secure data as it is transferred across the network. The possible values are **0** for **do not compress** and **1** for **compress**. The default is **0**.
enc_data	This option is used to encrypt the report data before sending the information to the client. This option can be used to secure data as it is transferred across the network. The possible values are **0** for **do not encrypt** and **1** for **encrypt**. The default is **0**.
keep_days	This number will be set as a default for the **Days to retain generations** setting for all **new** documents, including auto-generated documents. This setting is used for archiving and deleting document generations. If this option is used, the **keep_gens** option must be set to **0**. See Chapters 5 and 8 for more information.
keep_gens	This number will be set as a default for the **Number of generations to retain** setting for all **new** documents, including auto-generated documents. This setting is used for archiving and deleting document generations. If this option is used, the **keep_days** option must be set to **0**. See Chapters 5 and 8 for more information.
time_out	This number represents the time interval (minutes) that the VISTA Plus client will ping the VISTA Plus server. If there is a lot of network traffic, this number should be set to several minutes to reduce the amount of ping requests crossing the network. When this number is **0**, the client will ping the server on command only.

time_out_margin   This number plus the **time_out** number specifies the maximum time interval of inactivity allowed before a VISTA Plus client/server connection is terminated. For example, if **time_out** was set to **5** and this number was set to **2**, the server will terminate the client connection if there is no client activity for **7** minutes. Client inactivity can result from a GPF error, client power off, or other system error. If the **time_out** number is **0**, the **time_out_margin** number is not used.

Setting Up for VISTA Plus e-mail

This section describes the setup required before users can send e-mail from VISTA Plus for Windows MPE. The e-mail function is available with version 2.2 and higher.

It is the VISTA Plus administrator's responsibility to set up each VISTA Plus client to interface with the e-mail MAPI using a MAPI *.DLL obtained from a third-party vendor. Both MS Mail and cc:Mail use the MAPI interface, which is installed with the mail provider.

The administrator can also define an aging rule for e-mail generations in the Server Configuration File. Setup of the aging rule is covered at the end of this section.

Setup for Windows 3.1 Clients

Here is the e-mail setup required for VISTA Plus clients running Windows 3.1.

To set up for MS Mail:

1. Install MAPI.DLL in the WINDOWS\SYSTEM directory.

To set up for cc:Mail:

1. Install MAPIVIM.DLL in the WINDOWS\SYSTEM directory.

2. Add the directory containing VIM.DLL to the DOS path, for example:

```
X:\CCMAIL\CCMAIL
```

    where X: is the drive containing the cc:Mail directory

3. Add the following lines to the WIN.INI file under the [Mail] section:

```
MAPIDLL=C:\WINDOWS\SYSTEM\MAPIVIM.DLL
MAPIVIMLastAB=0
```

Setup for Windows 95 Clients

Here is the e-mail setup required for VISTA Plus clients running Windows 95.

To set up for MS Mail:

1.   Install MAPI.DLL in the WINDOWS\SYSTEM directory.

To set up for cc:Mail:

1.   Install MAPIVIM.DLL in the WINDOWS\SYSTEM directory.

2.   Add the directory containing VIM.DLL to the DOS path, for example:

```
 X:\CCMAIL\CCMAIL
```

> where X: is the drive containing the cc:Mail directory

3.   Add the following lines to the WIN.INI file under the [Mail] section:

```
MAPIDLL=C:\WINDOWS\SYSTEM\MAPIVIM.DLL
   MAPIVIMLastAB=0
```

4.   If X:\CCMAIL\CCMAIL is not in the DOS path, copy VIM.DLL from X:\CCMAIL\CCMAIL to WINDOWS\SYSTEM, where X: is the drive containing the cc:Mail directory.

Note. cc:Mail must be running when users choose the **Send Mail** option from the VISTA Plus **File** menu in order to e-mail a report.

CHAPTER 3

NBSpool Commands

This chapter provides information and instruction on the NBSpool commands that are used with VISTA. NBSpool is a spool file management program provided by Quest Software. The NBSpool program is used in conjunction with VISTA to quickly browse through spool files, display the contents of a VISTA folder, and save spool files to a VISTA folder. All of these commands can be grouped together for complete automation.

To run NBSpool, log on to the system and type the following command:

`:RUN NBSPOOL.PUB.NETBASE`

This chapter contains the following sections:

- BROWSE Command

- VDIR Command

- VFILE Command

- VSAVE Command

- XEQ Command

- XEQSTOP Command

BROWSE Command

The **BROWSE** command invokes the VISTA Online Report Viewer for a subset of spool files from within NBSpool. The **BROWSE** command executes in two stages. First the subset of spool files are processed for viewing, then the VISTA Online Report Viewer is invoked. You can then view any reports specified in the subset.

The **BROWSE** command creates a temporary VISTA folder named **VISTATMP**, which can be re-examined by entering **BROWSE** with no parameters. This re-invokes VISTA without recreating the folder file. You can also permanently save the VISTATMP folder. For example, to save the temporary folder under the name STDLISTS, type:

```
O> :RENAME VISTATMP,STDLISTS,TEMP
O> :SAVE STDLISTS
```

BROWSE Command Syntax

```
O> BROWSE [subset]  [;ASK              ]
                    [;COMP             ]
                    [;FFSCAN[="ffdelim"] ]
                    [;SHOW             ]
                    [;LPP=lines        ]
                    [;PRINTER=printername]
                    [;START=firstrec    ]
```

Note. This command can be abbreviated to **BR**.

BROWSE Command Parameters

subset   This parameter specifies the subset of spool files to be viewed. The format of this parameter is described under the topic SUBSET of the NBSpool Online Help facility.

ASK   This parameter prompts each file to include for processing.

COMP   This parameter specifies that compression should be used when processing the spool files (building the temporary folder file).

FFSCAN   This parameter scans the contents of each report for form feed characters to determine page breaks.

SHOW   This parameter displays the name of each spool file as it is processed.

lines   This parameter specifies the number of lines per page to be displayed for spool file subset. This must be a value between 4 and 88. The default is 60 lines.

printername   This parameter specifies the name (max 8 characters) of a printer definition created via the **PRINTDEF** program. This allows certain default information to be overridden, such as lines per page, perforation control, etc.

firstrec   This parameter specifies the first record of the spool file that will be viewed. All previous records are ignored.

BROWSE Command Examples

In the following example, the **BROWSE** command is used to view all $STDLISTs created today with the word ABORT:

```
O> BROWSE $,'ABORT',=TODAY
```

In the following example, the **BROWSE** command is used to view all files named AGING, which are normally printed at 80 lines per page:

```
O> BR AGING;LPP=80
```

VDIR Command

The **VDIR** command displays the directory of a VISTA folder. The display format is similar to that for the **Show** command. A sector count shows how many sectors in the folder are used by each spool file, not the original number of sectors in the spool file. The size of the folder and its directory is displayed before the list of spool files. Available folder space is also displayed.

VDIR Command Syntax

```
O> VDIR filename
O> VDIR subset;FILE=filename
```

☞ **Note.** This command can be abbreviated to **VD**.

VDIR Command Parameters

subset   This parameter specifies the subset of spool files to be viewed. The format of this parameter is described under the topic SUBSET of the NBSpool Online Help facility.

filename   This parameter specifies folder file name. The file must be a valid VISTA folder file.

VDIR Command Examples

To list the reports in the folder MONTHEND.ARCHIVE.NETBASE:

```
O> VDIR MONTHEND.ARCHIVE.NETBASE
Directory for Folder created on 01/11/93 09:44:48

Folder Directory Limit     = 10     Folder Limit in Sectors  = 500
Directory Entries Available = 7     Folder Sectors Available = 459

FILENAME  JOB     SESSION  USER NAME    PAGES    SECTORS   WHEN CREATED
-------------------------------------------------------------------
APMONTH           DEMO     MGR.NETBASE  1        7         01/11/93 09:44
ARMONTH           DEMO     MGR.NETBASE  1        7         01/11/93 09:49
GLMONTH           DEMO     MGR.NETBASE  1        6         01/11/93 09:51
```

To look for the report PAYTOTL in the folder PAYROLL.ARCHIVE.NETBASE:

```
O> VDIR PAYTOTL;FILE=PAYROLL.ARCHIVE.NETBASE
Directory for Folder created on 08/17/92 13:12:34

Folder Directory Limit     = 6      Folder Limit in Sectors  = 171
Directory Entries Available = 0     Folder Sectors Available = 0

FILENAME  JOB      SESSION  USER NAME   PAGES    SECTORS   WHEN CREATED
-------------------------------------------------------------------
PAYTOTL   #J'1019  BANREP05 MGR.NETBASE 6        33        03/12/92 13:07
```

VFILE Command

The **VFILE** command stores one or more non-spool files into a VISTA folder file for later access by the VISTA online report viewer. If a file is not a fixed ASCII file or a spool file, it will be ignored and a warning message will be displayed. For more information on using VISTA folders, see the command in the following section.

VFILE operates on any ASCII file with a record size of no more than 512 bytes. The block size must be less than 8,192 bytes. The default page parameters of 60 lines per page will be used for page formatting unless overridden with the LPP or PRINTER keywords.

VFILE also provides a method of saving unlinked spool files. These files are spool files that do not reside in the OUT.HPSPOOL group.

☞ **Note.** When using **VDIR** to display a folder, disk files do not show job numbers. Also, the **Job Name** is the group where the file originally existed.

VFILE Command Syntax

```
O> VFILE fileset[,TEMP];FILE=[filename]
                    [;DESC="description" ]
                    [;LIMIT=files,sectors]
                    [;LPP=lines          ]
                    [;PRINTER=printername]
                    [;APPEND             ]
                    [;CCTL               ]
                    [;FFSCAN[="ffdelim"] ]
                    [;INDEX              ]
                    [;PURGE              ]
                    [;RELEASE            ]
```

☞ **Note.** This command can be abbreviated to **VF**.

VFILE Command Parameters

fileset   This parameter specifies the set of disk files to be saved. The format of this "fileset" is the same as that used by the MPE **LISTF** command.

TEMP   This parameter specifies that only files in the temporary domain will be processed.

filename   This parameter specifies the formal file designator of a new folder file. This file cannot exist before the command is executed unless **APPEND** is also specified. If file name is omitted, the name will be 'Vyymmdd,' where 'yymmdd' is the current date.

description This parameter specifies a 1 to 48 byte string used to describe the contents of the folder. It is used by the VISTA viewer to aid in determining folder contents.

files   This parameter specifies the maximum number of files that can be put into the folder. The default is the number of files currently qualifying.

sectors   This parameter specifies the maximum size (in sectors) of the folder.

lines   This parameter specifies the number of lines per page that will be assumed for each file. This must be a value between 4 and 88. The default is 60 lines.

printername This parameter specifies a one- to eight-character name of a printer definition defined by the **PRINTDEF** program. This allows certain default information to be overridden, such as lines per page, perforation control, etc.

APPEND   This parameter appends the files to an existing folder file.

CCTL   This parameter treats all files in a fileset as if the first byte is carriage control.

FFSCAN   This parameter scans each file for form feed characters to determine page breaks.

INDEX   This parameter tells NBSpool to do indexing for reports after saving the disk files.

PURGE   This parameter purges all captured spool files when the folder is created and closed.

RELEASE   This parameter allows any user to view spool files from the folder file.

VFILE Command Examples

To save all files beginning with "N" in the DOC group to the DOCFILES folder:

```
O> VFILE N@.DOC;FILE=DOCFILES

FILE NAME                                        RECORDS  STATUS
------------------------------------------------------------
NBHYPER.DOC.NETBASE                                   82  Processed
NBINSTAL.DOC.NETBASE                                 392  Processed

Processed 2 disk files
```

VSAVE Command

The **VSAVE** command stores a subset of spool files to a folder, creating the folder if necessary. A folder is a term used to describe a file that contains reports. As spool files are copied to the folder, they are compressed. This reduces the disk space required by up to fifty percent (50%). Spool files within a folder can be viewed with the VISTA Online Report Viewer program.

The **VSAVE** command also enables you to create a folder. As a result, if a folder with the same name already exists it will be purged after confirmation from the user. Folders are created with a file code of **878** to identify them from other files.

If the **VSAVE** command's **LIMIT** parameter is specified, the folder will be built with enough directory space to contain the requested number of files and will allow you to avoid expanding the folder immediately. The size of the folder (in sectors) must also be specified. If this parameter is omitted, the folder will be built large enough to hold only the current spool file subset. This parameter is ignored if the folder already exists.

The **VSAVE** command's **APPEND** parameter adds the current spool file subset to an existing folder. If the folder does not exist, this parameter is ignored and a folder is created. A **LIMIT** parameter sufficient to contain the current subset, plus all subsequent additions, must be specified when the folder is created for an **APPEND** to be used later on that folder. If a folder is too small to hold new spool files, it can be expanded by copying it to a larger file with the same file code and record size. To increase the size of the directory, or to increase the number of sectors reserved for the folder, type:

```
VISTACLN.PUB.NETBASE,MENU
```

Select the option to expand the folder. Two options affect the condition of the spool files. If the **VSAVE** command's **NEWPRI** parameter is used, each spool file will have its print output priority changed to the specified value. This occurs as each file is successfully placed in a folder file. The **VSAVE** command's **PURGE** parameter causes the spool files to be purged after all files are successfully added to a folder.

Using the **PRINTDEF** program, you can create a printer definition which can be associated with a spool file subset. If you've specified a 45-line page, VISTA will display the file in 45-line pages.

Press **Ctrl+y** to terminate the command immediately. If the **VSAVE** command's **PURGE** parameter was specified, none of the spool files will be purged.

VSAVE Command Syntax

```
o> VSAVE [subset]     ;FILE=[filename]
                      [;DESC="description"    ]
                      [;FLAG=errorflag        ]
                      [;LIMIT=files[,sectors] ]
                      [;LPP=lines             ]
                      [;NEWPRI=outpri         ]
                      [;OVERSTIKE={Y|N|C}     ]
                      [;PRINTER=printername   ]
                      [;RDESC="reportdesc"    ]
                      [;START=firstrec        ]
                      [;APPEND                 ]
                      [;ASK                    ]
                      [;FFSCAN[="ffdelim"]    ]
                      [;INDEX                  ]
                      [;NOCOMP                 ]
                      [;NOSTRIP                ]
                      [;PURGE                  ]
                      [;RELEASE                ]
```

Note. This command can be abbreviated to **VS**.

VSAVE Command Parameters

subset	This parameters specifies the subset of spool files to be added to a folder.
filename	This parameter specifies the formal file designator of the new report folder. This file (report folder) cannot exist before the command is executed unless the **APPEND** parameter is also specified. If the file name report is omitted, the name used will be "Vyymmdd", where "yymmdd" is the current date.
description	This parameter provides the description of the folder to use with VISTA.
errorflag	This parameter specifies the error condition that is displayed by VISTA when the report is shown on the Select Report window. The values for this field can be **OK**, **WARN**, **ERROR**, or **FATAL**.
files	This parameter specifies the maximum number of spool files for a folder.
sectors	This parameter specifies the maximum size in sectors of the folder.

Outpri   This parameter specifies the output priority to assign to spool files that have been captured with the **VSAVE** command.

Lines   This parameter assigns a default number of lines per page to reports in a folder. You do not need to specify this option when reports contain form feeds. The default number of lines per page is 60.

Printername   This parameter specifies a default printer definition name defined by the **PRINTDEF** program. This allows default information to be overwritten such as lines per page, perforation control, etc.

reportdesc   This parameter specifies a 1 to 48 character string that can be displayed to help identify a report. Each report can have a different description.

firstrec   This parameter specifies the first record of the spool file that will be saved. All previous records are ignored.

APPEND   This parameter appends the spool files to an existing folder. If **APPEND** is specified but the folder does not exist, VISTA will create it.

ASK   This parameter prompts the user at each file for a **Y/N/Q** response. A HELP ASK entry has been added for more information.

FFSCAN=ffdelim   This parameter scans for form feed characters to determine page breaks.

INDEX   This parameter tells NBSpool to index reports after saving the spool files.

NOCOMP   This parameter disables compression.

NOSTRIP   The **VSAVE** command strips all lines in front of a spool file that contain PCL forms information. If the **NOSTRIP** parameter is specified, the **VSAVE** command will leave the escape sequences in.

OVERSTRIKE   This parameter determines if VISTA will treat overstrike lines as separate display lines or not. If set to **Y**, overstriked lines will show as separate display lines.

PURGE   This parameter purges all captured spool files when a folder is successfully created and closed.

RELEASE   This parameter creates a folder file with read any access. By default, folder files can only be read by the creator or by system managers.

VSAVE Command Examples

To add all GL reports (spool files with a filename starting with GL) to a folder (GLREPS) creating a description, and then altering their priorities to 8, enter:

```
O> VSAVE GL@;FILE=GLREP.ARCHIVE.NETBASE;DESC="General Ledger Reports";NEWPRI=8
8 Spool files Qualify

DFID     FILENAME  JOB       USER NAME          SECTORS   STATUS
----------------------------------------------------------------
#O387    GL0100    #S35      MGR.NETBASE             32   PROCESSED
#O390    GL0100    #S35      MGR.NETBASE             32   PROCESSED
#O393    GL0250    #S35      MGR.NETBASE             32   PROCESSED
#O395    GL0300    #J132     MGR.NETBASE             36   PROCESSED
#O396    GL0310    #S35      MGR.NETBASE             32   PROCESSED
#O399    GL0310    #S35      MGR.NETBASE             32   PROCESSED
#O403    GL0900    #J136     MGR.NETBASE             40   PROCESSED
#O546    GLLIST    #J145     MGR.NETBASE             44   PROCESSED

Processed 8 spool files for 280 sectors
```

To create a folder of all $STDLISTs to the file STDLST.ARCHIVE.NETBASE, enter:

```
O> VSAVE $;FILE=STDLST.ARCHIVE.NETBASE
```

To create a folder of all spool files created by jobs except the $STDLISTs, and then change the output priorities to 13, enter:

```
O> VSAVE #J,~$;FILE=ARCEM.ARCHIVE.NETBASE;NEWPRI=13
```

To create a folder with room for 400 spool files and a total size of 10000 sectors, and to place all $STDLISTs in the new folder, enter:

```
O> VSAVE $;FILE=STORE.ARCHIVE.NETBASE;LIMIT=400,10000
```

To append all spool files with an outpri of 1 to the folder SQUISH, and then change their output priorities to 2, enter:

```
O> VSAVE %1;FILE=SQUISH.ARCHIVE.NETBASE;APPEND;NEWPRI=2
```

XEQ Command

The **XEQ** command executes one or more of the NBSpool commands either once or repetitively. The major use of this command is to execute various NBSpool functions in a background job. The command first parses all commands in the input file. If any command is not valid, the entire **XEQ** command is terminated. As each command is parsed, it will be displayed with a special **X>** prompt. Continuation lines are valid up to 254 characters.

If a command line begins with an asterisk (*), the entire command line is ignored. This allows comments to be inserted in the XEQ file.

Not all commands are valid in an XEQ file. In general, all commands that require interaction with a user are disabled, such as **TEXT**, **LIST**, **VIEW**, and **LOGON**. Two new commands, **END** and **ERROR**, also appear and are described below. Any responses normally entered by the user will be suppressed, so any "YES or NO" questions will be assumed to be answered **YES**.

When commands are being executed, the actual command will not be displayed unless the **SHOW** parameter is specified on the original **XEQ** command. If **SHOW** is not used, commands will be displayed only if one or more spool files qualifies for the command. In this case, a time stamp will be appended to the "n Spool Files Qualify" message as well.

Repetitive Execution

When the **XEQ** command's **REPEAT** or **WAIT** parameter is specified, the **XEQ** command will repeat its list of commands from the beginning after pausing for the desired time. To allow for stopping this repeated execution, each NBSpool process using **XEQ** repeating is assigned a number from 1 to 8, unless **SET MAXPROCS** is used, which allows up to 99 processes. The number is displayed on the console and $STDLIST, and can be used with the **XEQSTOP** command.

By default, NBSpool assigns the next available process number. If the **XEQ** command's **PROCNUM** parameter specifies a number from 1 to 8, that number will be used. If another process is using this number, the **XEQ** command will fail. This prevents duplicate executions of the same XEQ job.

Upon completion of all commands, one of three things will occur. If a WAIT or REPEAT is specified, the command will pause the desired number of seconds and then repeat from the beginning. If neither parameter was specified or if the repeat count has been reached, the command stops. Finally, if an **XEQSTOP** command was entered, the command will terminate.

Background Execution

More than one **XEQ** command can be executed simultaneously in one job or session by using the
XEQ ...;BACKGROUND option. This option starts a son process and executes in the background.
As many as eight background processes can be started in this manner, unless **SET MAXPROCS** is
used, which allows up to 99 processes.

Each son process has its option routed to a spool file named **XEQOUTn**, where **n** is a number from
1 to 8 of the process in question. All output from son processes is directed to one of these files.

If background processes are started from an interactive session, the **EXIT** and **QUIT** command will
be rejected until all background processes complete or are stopped with **XEQSTOP** commands. If
an **EXIT** or **QUIT** command is found in a job, the original process will suspend until all
background processes are complete.

END Command

The **END** command terminates the parsing phase of the XEQ command and ignores any additional
records in the file. This command is only needed if the commands are being entered from $STDIN.

ERROR Command

If a command in the command list should fail, one of a number of actions are performed. By
default, the execution of the XEQ terminates immediately. However, with the **ERROR** command,
this action can be altered with one of the following commands:

Abort	This command immediately terminates NBSpool.
Ignore	This command ignores the error and continues with the next command.
Skip	This command skips to the end of the XEQ file and stops or waits.
Stop	This command stops the execution of the XEQ command (default).

Unlike the MPE command **:CONTINUE**, once an **ERROR** command is encountered, it stays in
effect until another **ERROR** command is found or the end of the XEQ list is reached. For example,
if an "ERROR IGNORE" is the first line of an XEQ file, any errors encountered on any command
in the XEQ list will be ignored.

Valid XEQ Commands

The following is a list of commands that can be used in the body of an XEQ file.

ALTER	ARCDIR	ARCHIVE	BANNER	COPY
DUP	END	ERROR	INPUT	MERGE
MOVE	OUTPUT	PURGE	RESTORE	SHOW
SORT	STORE	STREAM	TAPEDIR	UNARCHIVE
VDIR	VSAVE			

XEQ Command Syntax

```
O> XEQ [filename] [;REPEAT=count          ]
                  [;WAIT=seconds          ]
                  [;PROCNUM=number        ]
                  [;DEVICE==dev[,dev[,  ]]]
                  [;PRI=priority          ]
                  [;BACKGROUND            ]
                  [;SHOW                  ]
                  [;SHORT                 ]
```

Note. This command can be abbreviated to **X**.

XEQ Command Parameters

filename   This parameter specifies the name of the file that contains the command to be executed. If omitted, the commands will come from the $STDIN.

count   This parameter specifies the number of times to execute the commands. The default is 1 unless the **WAIT=** parameter is specified, in which case the default is repeated forever.

seconds   This parameter specifies the number of seconds to delay between executions of the commands. The default is 60 seconds.

number   This parameter specifies the **XEQ** process number to use for this instance of NBSpool. You can either use an integer between 0 and 8 or use **SET MAXPROCS**, which allows up to 99 processes.

DEVICE   This parameter specifies a list of actual spooled devices. It activates waiting spooler processes. If a spool file becomes ready for a device or device class, it will cause a waiting XEQ command to begin processing commands. This parameter can only be specified from a NBSpool Spooler process.

Priority   When executing in BACKGROUND, allows control over the execution priority. Can be a value of CS, DS, or ES.

BACKGROUND   This parameter executes the specified command as a son process in the background. Control is returned to the original process when the background process is started.

SHOW   This parameter causes all commands to be echoed as they are executed.

SHORT   This parameter causes the output of headers and commands to be suppressed. This can drastically reduce the size of the $STDLIST for XEQ jobs.

XEQ Command Examples

The file MOVECMDS.SPOOL is an ASCII file that contains a number of **MOVE** commands. To repeat these move commands every 20 seconds, enter:

```
O> XEQ MOVECMDS.SPOOL;WAIT=20
```

To execute the same file only once and to show the commands as they occur, enter:

```
O> XEQ MOVECMDS.SPOOL;SHOW
```

To enter a list of commands that should be repeated 100 times every 60 seconds (the default wait time), enter:

```
O> XEQ;REPEAT=100
```

XEQ Command File

The **XEQ** command executes a list of commands from a command file. When the **XEQ** command is executed, NBSpool first parses all the commands in the command file. If any command is not valid, the entire **XEQ** command is terminated. As each command is parsed, it is displayed with a special **X>** prompt. Continuation lines are valid up to 254 characters. To indicate the end of an **XEQ** command, simply enter **END** at the **X>** prompt. A sample **XEQ** command file, ACCTSAVE.SPOOL, is followed by a background job which invokes it.

```
:PRINT ACCTSAVE.SPOOL
VSAVE AP@,%1-7;FILE=ACCOUNTG.DATA.PROD;DESC="AP, AR, GL, IV
RPTS";LIMIT=200,5000;APPEND
VSAVE AR@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;NEWPRI=10
VSAVE GL@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;PURGE
VSAVE IV@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;RELEASE;PRINTER=WH0002;NEWPRI=12
END

!JOB VISTA,OPERATOR.SYS
!
!COMMENT THIS BATCH JOBS WAKES UPS & EXECUTES EVERY 2 MINUTES
!
!RUN NBSPOOL.PUB.NETBASE
XEQ ACCTSAVE.SPOOL;WAIT=120
EXIT
!EOJ
```

XEQSTOP Command

The **XEQSTOP** command is used to stop an executing NBSpool process. An NBSpool process is one which is executing an **XEQ** command with either a repeat or wait option. The process number is assigned when the process is first started and is displayed in the $STDLIST and on the console. The **XEQSTOP** command takes effect when the executing process reaches the end of its list of commands to execute. This command requires SM or OP capability.

XEQSTOP Command Syntax

```
O> XEQSTOP { procnum }
          {   ALL    }
```

XEQSTOP Command Parameters

procnum   This parameter specifies the process number to be stopped. This number can be obtained from the $STDLIST of an executing process or from the console when the process starts. Must be between 1 and 8.

ALL   This parameter stops all executing XEQ processes.

Managing Folders

This chapter provides information and instruction on managing VISTA folders. As a VISTA administrator, you will be responsible for adding, deleting, and modifying VISTA folders. This chapter also provides a section on expanding and cleaning folders. For information on building folders, turn to the section in this chapter titled "Running VISTACLN."

This chapter contains the following sections:

- Folder Profile Maintenance Window

- Expanding a Folder

- Cleaning Folders

Note. For procedures and programs that are unique to folder administration for the VISTA Plus for Windows MPE client, see Chapter 2.

Folder Profile Maintenance Window

The Folder Profile Maintenance window allows you to add, delete, find, and modify folder profiles. Folder profiles are a way of linking multiple folders and associating them to a specified user account. They allow you to define the folders each user or group of users can access in VISTA. When a user belongs to a group that has been assigned folder profiles, VISTA retrieves folders based on the group record and not on the user's record.

User records are defined in the User Maintenance window. For more information on this window, turn to Chapter 6 in this guide.

The Folder Profile Maintenance window is shown below. To display this window, enter the **VISTAMNT** program and press **F5, Folder Profiles** from the VISTA Plus Maintenance window.

```
Enter Function to perform.
                      Folder Profile Maintenance

    Function: ▌  (A)dd, (D)elete, (F)ind, (M)odify

    Folder Profile: Inventory
      Description: Stock, Materials, and Marketing Reports

Sequence   Level            Folder Title
---        -----   --------------------------------------------------------
  1          1     Inventory Folder
                   Folder File: INV.STOCK.PROD
  2          2     Materials Reports
                   Folder File: MAT.STOCK.PROD
  3          2     Marketing Inventory Reports
                   Folder File: MKTG.STOCK.PROD
  4          2     Shipping Reports
                   Folder File: SHIP.STOCK.PROD

                   Folder File:

                   Folder File:

                   Folder File:

 List      Next    Previous                     Save     Cancel    Main
Folders    Page      Page                      Changes  Changes    Menu
```

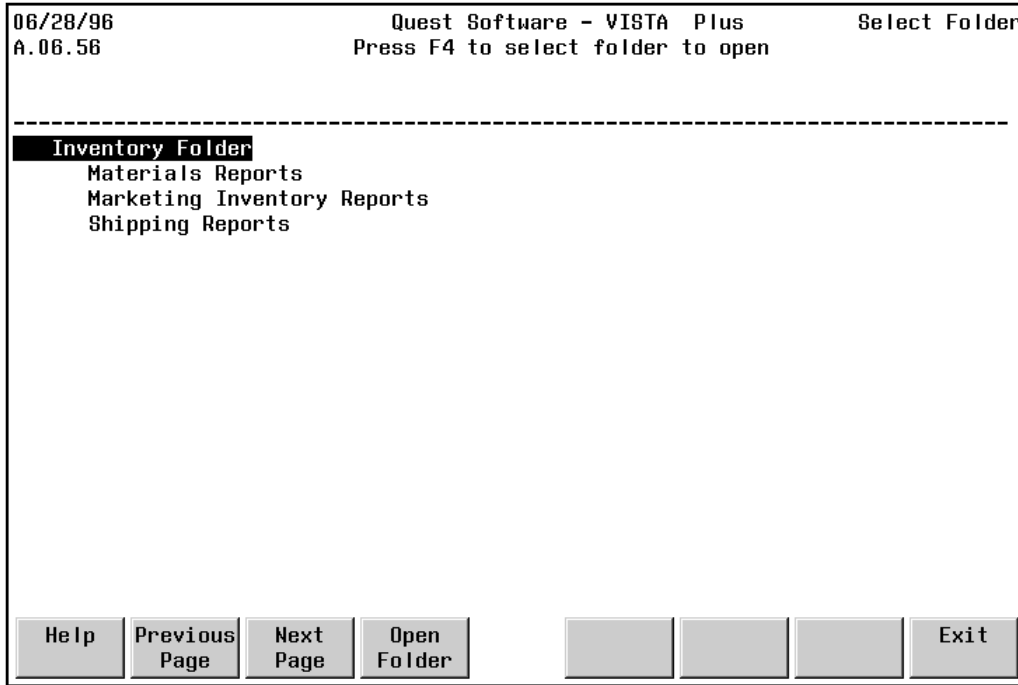The following section provides steps for adding and modifying folders.

To add a folder:

1. Enter **A** in the Function field of the Folder Profile Maintenance window.

2. Enter the folder profile and description. Then, enter a folder title and filename, and press **Enter**.

3. Save the changes by pressing **F6** or the Save Changes button.

To modify a folder:

1. Enter **F** in the Function field to find the folder you want to modify.

2. Enter folder profile and description information and press **Enter**.

3. Enter **M** in the Function field to modify the folder.

4. Enter the modified profile and description information and press **Enter**.

5. Save the changes by pressing **F6** or the Save Changes button.

The sample below shows how the folders defined in the Profile Maintenance window would look in the Select Report window when you run VISTA Plus.

```
06/28/96                    Quest Software - VISTA  Plus           Select Folder
A.06.56                     Press F4 to select folder to open


-------------------------------------------------------------------------------
   Inventory Folder
       Materials Reports
       Marketing Inventory Reports
       Shipping Reports
















  +-------+ +--------+ +-------+ +-------+ +------+ +------+ +------+ +-------+
  | Help  | |Previous| | Next  | | Open  | |      | |      | |      | | Exit  |
  |       | | Page   | | Page  | |Folder | |      | |      | |      | |       |
  +-------+ +--------+ +-------+ +-------+ +------+ +------+ +------+ +-------+
```

Folder Profile Maintenance Fields

The following fields appear in the Folder Profile Maintenance window.

Folder Profile   This field displays the set of folders associated with a common name.

Description   This field displays a description for a given set of folders.

Sequence   This field displays a number that defines the order in which the folders will be displayed. Do not change these numbers.

Level   This field displays the indentation level for the folder title. Use level numbers as you would in an outline. For example, one is the top level, two is the second level, and so on. A level number must be entered; **0** is not allowed. To setup folder profiles for a Windows client, the first folder must be a level one.

Folder Title   This field displays the name of the folder that will appear in the Select Folder window in **VISTA**.

Folder Profile Maintenance Function Keys

This section provides information on the Folder Profile Maintenance function keys.

List Folders	Next Page	Previous Page			Save Changes	Cancel Changes	Main Menu
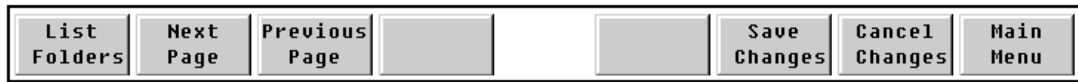
F1
List Folders

This option displays the Folder Profile Inquire window, which lists all the folder profiles that have already been created.

F2
Next Page

This option displays the next page of folder profiles.

F3
Previous Page

This option displays the previous page of folder profiles.

F6
Save Changes

This option saves any changes you have made to the folder profiles.

F7
Cancel Changes

This option cancels any changes you have made to the folder profiles.
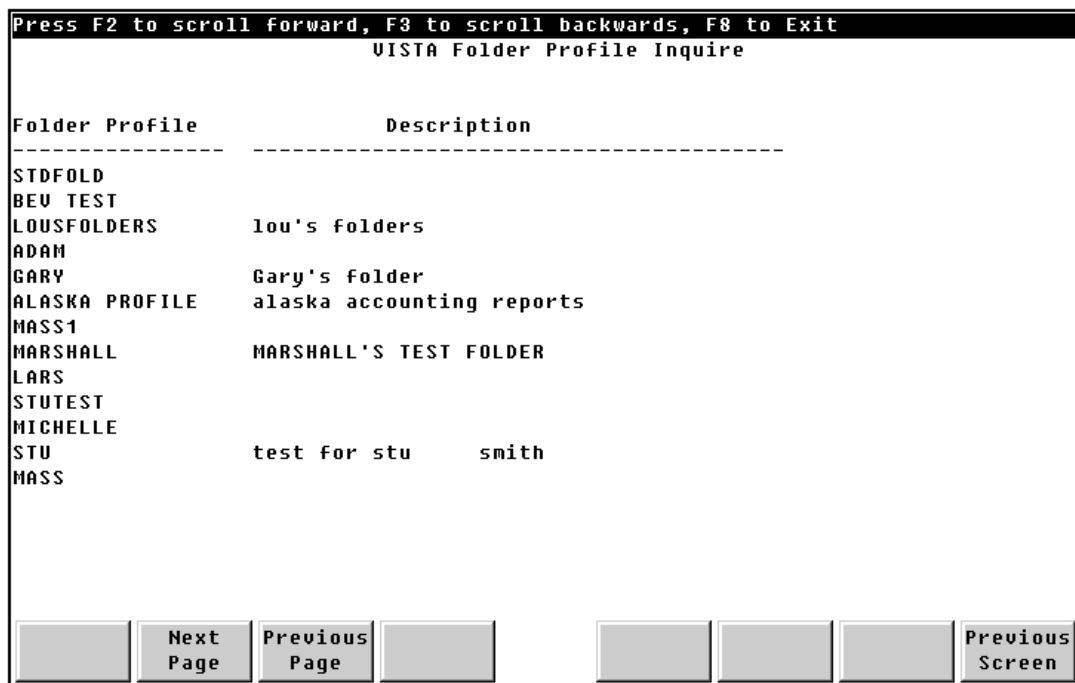
F8
Main Menu

This option exits the Folder Profile Maintenance window and returns to the main menu.

Folder Profile Inquire Window

The Folder Profile Inquire window provides online viewing of all folder profiles. A description appears next to each folder profile listed in the window.

To display the Folder Profile Inquire window, press **F1**, **List Folders**, from the Folder Profile Maintenance window. The Folder Profile Inquire window shows all of the defined folder profiles. Press **F2** and **F3** to display the next and previous pages. To exit from this window, press **F8**, **Previous Screen**.

```
Press F2 to scroll forward, F3 to scroll backwards, F8 to Exit
                        VISTA Folder Profile Inquire


Folder Profile              Description
----------------    ---------------------------------------
STDFOLD
BEV TEST
LOUSFOLDERS         lou's folders
ADAM
GARY                Gary's folder
ALASKA PROFILE      alaska accounting reports
MASS1
MARSHALL            MARSHALL'S TEST FOLDER
LARS
STUTEST
MICHELLE
STU                 test for stu     smith
MASS




          ┌───────┬─────────┐             ┌───────┐
          │ Next  │Previous │             │Previous│
          │ Page  │  Page   │             │ Screen │
          └───────┴─────────┘             └───────┘
```
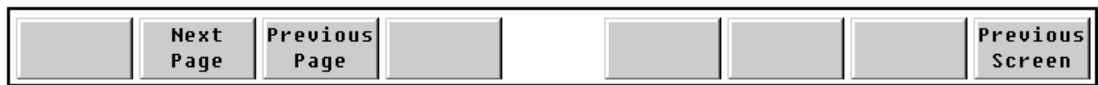
Folder Profile Inquire Fields

The following fields appear in the Folder Profile Inquire window.

Folder Profile   This field displays the common name associated with a set of folders.

Description   This field displays the description for a given set of folders.

Folder Profile Inquire Function Keys

This section details the Folder Profile Inquire function keys.

	Next Page	Previous Page						Previous Screen

**F2
Next Page**   This option displays the next page of records.

**F3
Previous Page**   This option displays the previous page of records.

**F8
Previous Screen**   This option exits the VISTA Folder Profile Inquire window and displays the User Maintenance window.

Expanding a Folder

When you first create a folder, you specify the number of reports and the disk space reserved for reports within this folder. As you append additional reports to the folder, its available space is consumed. Eventually, you may need to expand the folder to hold additional reports. Enter the following command:

```
: RUN VISTACLN.PUB.NETBASE,menu
```

By using the menu entry point, the **VISTACLN** menu is displayed. Follow this procedure to expand a folder's available space (sample values are shown for what should be entered at prompts):

1. Select menu option 5, **Expand folder file**. You are prompted as follows:

```
Enter folder file to expand:
```

2. Enter the name of the folder you want to expand, for example:

```
MTEST.ARCHIVE.NETBASE
```

3. You are prompted for the number of reports to be added to the folder directory (if you enter **10**, 10 more spool files could be VSAVEd):

```
Enter the number of Reports to add to folder: 10
```

4. You are prompted for the number of sectors to be added to the folder's capacity, for example:

```
Enter the number of Sectors to add to folder: 2000
```

The following message is displayed showing that you have increased the report capacity by the number entered in step 3:

```
10    Reports added to folder MTEST.ARCHIVE.NETBASE
```

Cleaning Folders

When deleting reports, specified reports are flagged as deleted by the user but not removed from a folder. Since reports are not removed, it is possible that a folder can become full and prevent other reports from being added. To remove deleted reports from a folder, you must perform a folder cleanup process.

The folder cleanup process is performed by executing the **VISTACLN.PUB.NETBASE** program. This program removes deleted reports, as well as reports that are no longer necessary to save, from a folder. Deleted reports are reports which have been marked for deletion by a VISTA user.

The determination of reports no longer necessary to save is based on the generation number or months and days defined in the **Archive Rules** window. Each report can be assigned either a generation number specifying a minimum number of reports to retain, or a specific number of months and days for which to retain reports. To display the Archive Rules Window, enter the **VISTAMNT** program and press **F8, Report Maint** from the Report Maintenance Window.

If a report's generation number is set to five and 11 reports exist in a folder, the six oldest reports are removed. The five most recent reports remain in the folder when the clean up process is completed. Similarly, if you set your archive months/days to two months or to 15 days, any reports older than that are removed.

It is recommended that you perform a backup of the folder prior to removing deleted reports. This will make it possible to recover reports in the event a system failure occurs while a folder is being built. Also, when you use **VISTACLN**, you must have exclusive access to the folders for which the program is being run.

Running VISTACLN

The **VISTACLN** program can be used in several different ways, depending on what you want the program to do. If you want to simply remove reports from a specified folder based on generations or months and days defined in the report record, you can run the program without any entry points. Enter the following command:

```
: RUN VISTACLN.PUB.NETBASE
```

When you run **VISTACLN** without any entry points, you are automatically prompted for the folder fileset name to remove reports from, as illustrated below.
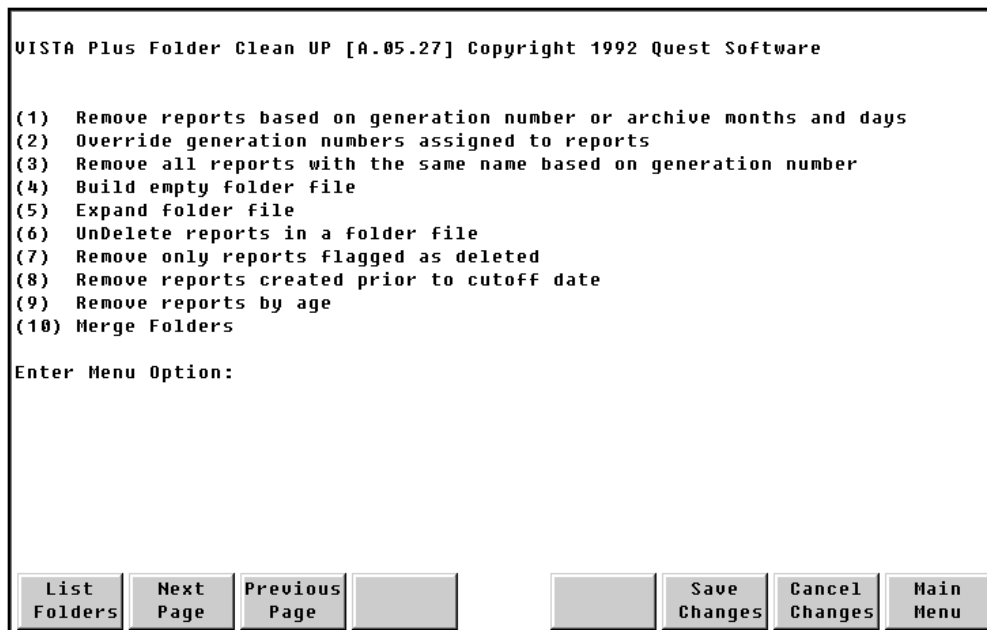
```
Enter folder fileset to remove reports from: TESTFD1.ARCHIVE
Process folder - > TESTFD1.ARCHIVE

6    Reports removed from folder TESTFD1.ARCHIVE
```

You can also run **VISTACLN** in menu mode to see a list of options. Enter the following command:

```
: RUN VISTACLN.PUB.NETBASE,MENU
```

When you run **VISTACLN**, the window shown below is displayed.

```
VISTA Plus Folder Clean UP [A.05.27] Copyright 1992 Quest Software


(1)   Remove reports based on generation number or archive months and days
(2)   Override generation numbers assigned to reports
(3)   Remove all reports with the same name based on generation number
(4)   Build empty folder file
(5)   Expand folder file
(6)   UnDelete reports in a folder file
(7)   Remove only reports flagged as deleted
(8)   Remove reports created prior to cutoff date
(9)   Remove reports by age
(10)  Merge Folders

Enter Menu Option:




    List      Next   Previous                    Save     Cancel    Main
   Folders    Page     Page                      Changes  Changes    Menu
```

Each of the options listed on the VISTACLN menu has a specific entry point name associated with it. You can either select the number of the option you wish to use from the VISTACLN menu, or you can use the entry point name with the VISTACLN command as follows:

```
: RUN VISTACLN.PUB.NETBASE,entrypoint
```

Each of the entry points is described in the following sections. They are numbered according to the order in which they appear on the VISTACLN window.

1. Default

This option cleans the specified folder, saving the number of generations of each report based on the archive rules. If a report has the generations set to seven, then the seven most recent generations of the report will be retained.

If the Months and Days option of the Archive Rules have been defined, then generations retained will be those that were created within the last (n) number of Months and Days.

When reports are removed from a folder, the reports are grouped by report name, job name, user name, and account name. Each group is sorted by creation date and time. The oldest reports are deleted, leaving the number of generations which qualify based on the Archive Rules.

For example:

```
: RUN VISTACLN.PUB.NETBASE
```

This automatically prompts you for the folder fileset to remove reports from, as illustrated below:

```
Enter folder fileset to remove reports from: TESTFD1.ARCHIVE
Process folder - > TESTFD1.ARCHIVE

6    Reports removed from folder TESTFD1.ARCHIVE
```

2. GENERATION

The **Generation** entry point overrides generation numbers assigned to reports. The number you enter here will be used instead of the number defined in the **Archive Rules** window under **Report Maintenance**. The generation number entered overrides generation numbers assigned to each report within the folder.

✋ **Stop!** Entering a value of zero (0) will remove all reports in the folder.

For example:

```
: RUN VISTACLN.PUB.NETBASE,GENERATION
Enter folder fileset to remove reports from: TESTFD1.ARCHIVE
Enter Default Number of Generations or // to cancel: 5

Process folder - > TESTFD1.ARCHIVE

10  Reports removed from folder TESTFD1.ARCHIVE
```

3. NAME

The **Name** entry point overrides generation numbers assigned to a specific report name and allows all reports with the same name to be treated as a group, regardless of where they were created.

A case in which this option would be useful is where you have many reports with the same name, but they were created by different jobs or in different accounts. In this situation, treating the reports with the same name as a group allows you to remove all reports in the group except the (n) number of the most recent reports created.

✋ **Stop!** Entering a value of zero (0) for generations will remove all reports in the folder which match the report name.

For example:

```
: RUN VISTACLN.PUB.NETBASE,NAME
Enter folder fileset to remove reports from: TESTFD1.ARCHIVE
Enter Name of Report to remove or // to cancel: TEST

Enter Default Number of Generations or // to cancel: 2

Process folder - > TESTFD1.ARCHIVE

1    Report removed from folder TESTFD1.ARCHIVE
```

4. BUILD

The **Build** entry point creates an empty folder. You are prompted to enter a folder name, the total number of reports that will be placed in the folder, and the total number of sectors that the folder will consume.

👉 **Note.** A header consumes one sector, while a directory consumes two sectors per report. For example, a directory with three reports consumes six sectors.

For example:

```
: RUN VISTACLN.PUB.NETBASE,BUILD
Enter Name of folder file to create (// to cancel): SUSAN.ARCHIVE

Enter maximum number of reports folder will contain:50

Enter maximum number of disc sectors folder will consume:10000
```

5. EXPAND

The **Expand** entry point allows you to increase the number of report directory entries that can be placed in a folder. It also allows you to increase the total number of sectors a folder can use. A folder must have room (in sectors) as well as an available directory entry before a report can be successfully appended.

This option is useful when a folder was not initially created large enough to hold all of the reports you wish it to contain. For example:

```
: RUN VISTACLN.PUB.NETBASE,EXPAND
Enter folder file to expand: DEMOTST.ARCHIVE.NETBASE

Enter the number of Reports to add to folder: 10

Enter the number of Sectors to add to folder: 2000

Capacity for 10 reports added to folder DEMOTST.ARCHIVE.NETBASE
```

👉 **Note.** For MPE/iX, a huge number of sectors can be assigned to a VISTA folder so that you will not have to expand it. MPE/iX does not actually reserve this disk space, so setting a large value will not adversely affect your system performance.

---

6. UNDELETE

The **Undeleted** entry point reverses the flag setting for any reports previously marked for deletion via VISTA.

For example:

```
: RUN VISTACLN.PUB.NETBASE,UNDELETE
Enter folder file to undelete reports from: TESTFD1.ARCHIVE

10    Reports undeleted from folder TESTFD1.ARCHIVE
```

7. DELETED

The **Deleted** entry point removes only reports that have been flagged for deletion by VISTA users.

Many sites utilize this facility as a way for their users to control which reports are removed from folders. Specific users are given delete capability within VISTA and then a job executes this option once a week, or upon demand, to remove reports flagged to be deleted.

For example:

```
: RUN VISTACLN.PUB.NETBASE,DELETED
Enter folder fileset to remove reports from: TESTFD1.ARCHIVE

10    Reports removed from folder TESTFD1.ARCHIVE
```

8. DATE

The **Date** entry point removes reports created prior to a user-specified date.

For example:

```
: RUN VISTACLN.PUB.NETBASE,DATE
Enter folder fileset to process: TESTFD1.ARCHIVE
Enter Cutoff Date (MM/DD/YY): 08/08/93

Process folder - > TESTFD1.ARCHIVE

20    Reports removed from folder TESTFD1.ARCHIVE
```

9. AGE

The **Age** entry point removes reports that are older than (*n*) number of days. You are prompted to enter the number of days of reports to retain.

The age of a report is determined by taking today's date minus the date the report was created.

For example:

```
:run VISTACLN,age

VISTA Plus Folder Clean UP [A.05.05] Copyright 1992 Quest Software

Enter folder fileset to remove reports from: banner.archive
Enter number of days of reports to retain (// to cancel): 60

Process folder - > BANNER.ARCHIVE

5    Reports removed from folder BANNER.ARCHIVE
```

10. Merge Folders

The **Merge Folders** entry point merges reports from one folder into another folder. You will be prompted for the source and destination folders. The source reports are copied to the destination folder. In other words, they are not removed from the source folder when they are placed in the destination folder.

For example:

```
Enter Source Folder: TESTFD1.ARCHIVE
Enter Destination Folder: SUSAN.ARCHIVE
Report REPORT15 merged into folder SUSAN.ARCHIVE
Report REPORT14 merged into folder SUSAN.ARCHIVE
Report REPORT13 merged into folder SUSAN.ARCHIVE
```

C H A P T E R   5

Managing Reports

This chapter provides information and instruction on managing reports in VISTA. As a VISTA administrator, you are responsible for adding, deleting, and modifying VISTA reports. You also have the ability to display information on all of the documents in the VISTA report database.

This chapter contains the following sections:

- Report Maintenance Window

- Report Inquire Window

- Index Definition Window

- Report Profile Maintenance Window

- Link Reports to User Window

- Column Specification Maintenance Window

- Capturing Reports to VISTA Folders

- Deleting Reports from a Folder

Report Maintenance Window

The Report Maintenance window allows you to assign security to reports, define the number of copies of a report to retain, and assign report descriptions. Security masks can be defined to allow specific users or a group of users to view a report. Report descriptions are displayed on the Select Report window when viewing reports within a folder.

VISTA does not allow anyone to view a report they have not been authorized to view. When security has not been assigned to a report, any user is allowed to view it. For reports with sensitive information, you must assign a security mask to prevent unauthorized users from reading them.

The Report Maintenance window is shown below. To display this window, enter the **VISTAMNT** program and press **F1, Report Maint** from the VISTA Plus Maintenance window.

```
Enter Function to perform.
04/17/96                    Report Maintenance                      A.05.17

    Function: █   (A)dd, (D)elete, (F)ind, (M)odify

Report Name  :  XXX
Job Name     :  @
User Name    :  @
Account Name :  @
Description  :  testing
Printer      :                        Print Page Breaks: Y  Print on Perf: █
Lock Headings:  00                     Print With Carriage Control: █
**************** Report Security **************** ***** Report Windows ********
       Session,User.Account            Read Delete Print    Data Col Length Screen Col
    @,@.NETBASE                                              000      000    000
                                                             000      000    000
                                                             000      000    000
                                                             000      000    000
                                                             000      000    000

                                                     **** Extract Description ****
                                                     Extract Description N
                                                     Page     00000    Line     000
                                                     Column 000       Length 000
  ┌─────────┬─────────┬─────────┬─────────┐ ┌─────────┬─────────┬─────────┬─────────┐
  │  List   │  Next   │Previous │ Define  │ │  Find   │  Find   │ Archive │  Main   │
  │ Reports │ Report  │ Report  │ Index   │ │  Next   │Previous │  Rules  │  Menu   │
  └─────────┴─────────┴─────────┴─────────┘ └─────────┴─────────┴─────────┴─────────┘
```

Report Maintenance Fields

This section provides information on the fields found in the Report Maintenance window.

Report Name	In this field, enter up to an eight-character string that defines the name of a report. If you want to assign this security to all reports in this account, enter @.
Job Name	In this field, enter the name of a batch job that creates the report, or @.
User Name	In this field, enter the log on user name that creates the report, or @.
Account Name	In this field, enter the log on account name that creates the report, or @.
Description	In this field, enter up to a forty-character string that describes the report.
Print Page Breaks	In this field, specify that page breaks are to be printed when report is printed. The default value for this field is **Y**. If you set this field to **N**, page break control codes are not sent to the printer.
Lock Headings	In this field, enter the number of lines in the header to lock. When this value is set to a non-zero value, **VISTA** locks the number of headings lines when the report is viewed. When you scroll, these lines remain at the top. *
Printer	In this field, enter the printer associated with this report.
Report Security	In this field, enter a security mask that defines which users can view a report. A mask can include the wild card characters (@,#,?) to define a group of users. The security mask @,@.SYS defines all jobs and users that log onto the SYS account.
Read	In this field, specify if the users matching the security mask can read the report. The flag is enabled when the **Read** field is set to **Y**.
Print	This field allows you to specify a flag which enables users matching the security mask to print the report. The flag is enabled when the **Print** field is set to **Y**.
Delete	This field allows you to specify a flag which specifies that users matching the security mask can delete the report. The flag is enabled when the **Delete** field is set to **Y**. *

Data Col	In this field, enter the data column in the report to display in a window. When this field is set to 50 and the **Length** field is set to 20, columns 50 through 70 in the report are displayed in the window. *
Length	In this field, enter the number of characters displayed per line in a window. *
Screen Col	In this field, enter the column to start a window. When this field is set to 70, **Length** is set to 10, and **Data Col** is set to 110, a window will start in column 70 and display columns 110 through 120 of the report. Hence, on a terminal which displays only 80 columns at a time, you can now see the left portion of the report, plus columns 110 through 120 rather than columns 70 through 80. *
Extract Description	This field displays a flag which controls whether or not a report's description will be extracted from the report file. The extraction process occurs when the report is captured. The extracted description is referred to as the report description. *

If you set the **Extract Description** flag to **Y**, the following fields need to be set.

Page	In this field, enter the page number within the report where the generation description is located. *
Line	In this field, enter the line number within the page that contains the generation description. *
Column	In this field, enter the starting column of the generation description. *
Length	In this field, enter the length (in bytes) of the generation description to extract. *

* Not on client.

Report Maintenance Function Keys

This section details the Report Maintenance function keys.

List Reports	Next Report	Previous Report	Define Index		Find Next	Find Previous	Archive Rules	Main Menu

---

**F1
List Reports**

This option displays the Report Inquire window for viewing all report records.

**F2
Next Report**

This option displays the next report record.

**F3
Previous Report**

This option displays the previous report record.

**F4
Define Index**

This option displays a window for modifying and deleting indices. You can modify a blank index to be functional. See the "Index Definition Window" section in this chapter for more information.

**F5
Find Next**

This option finds the next report record that matches the report name. You must execute the Find command to find the first matching record.

**F6
Find Previous**

This option finds the previous report record that matches the report name.

**F7
Archive Rules**

This option enters the Archive Rules window where you can define how many copies of a report will be saved. Turn to Chapter 9 in this guide for more information on archiving.

**F8
Main Menu**

This option saves any changes made to report records and returns to the main menu.

Report Maintenance Functions

Add This function adds a report record. Enter the report record information and **A** in the Function field, then press **Enter**.

Delete This function deletes the current report record. Enter a **D** in the Function field and press **Enter**.

Find This function retrieves a report record. Enter the report name in the report field and enter **F** in the Function field, then press **Enter**. If a matching record is found, the record is displayed. If a match is not found, an error message is displayed specifying that a matching record could not be found.

Modify This function updates the current record with the screen values. Enter field changes and enter **M** in the Function field, and press **Enter**.

Adding a Report Record

To add a report record, enter an **A** in the Function field and enter the report information. Press **Enter** to add the report record. To decrease report maintenance tasks, VISTA automatically creates skeleton report records for reports when the folder is initially opened.

A skeleton report record does not have a description or security information. The Modify command can be used to assign descriptions and security information to a skeleton report record.

Finding a Report Record

To find a report record, enter the letter **F** in the Function field and enter a report name in the Report Name field. Press **Enter**, and VISTA will find the report record and display it. If the record cannot be found, a message is displayed indicating that the requested record was not found. After a record is found, you can use the modify function to change field values or the delete function to delete the report record.

Listing Report Records

Use **F1** to view and print report records. From this listing, you can easily identify the skeleton report records which still lack security information. When you exit this window, the current window and report record are displayed.

Modifying a Report Record

To modify a report record, locate the record you want. Use the Find function to retrieve a record. Use the **F2** and **F3** function keys to display next and previous records. When the right record is displayed, enter your changes. Then enter the letter **M** in the Function field, and press **Enter**.

Deleting a Report Record

To delete a report record, find the report and enter the letter **D** in the Function field. To find a report, use the Find function or **F2** and **F3** to read the next and previous report records. When the right report record is displayed, enter the letter **D** in the Function field, and press **Enter**.

Defining Report Windows

Default report windows can be defined to automatically divide a report into sections or windows when a report is viewed. VISTA also lets you remove windows. Report windows let you view different sections of a report on one screen. This makes it easier to view wide reports (greater than 80 columns) on 80 column terminals.

👉 **Note.** This functionality is not available on the Windows client.

A report can be divided into five sections. To define report windows, position the cursor on the **Data Column** field. Input the starting column of the report to be displayed in the first window. Place the cursor on the **Length** field, and enter the number of columns in the window. Place the cursor on the **Screen Column** field and enter the column on which the window will start. Do the same to define the other windows. The **Screen Column** for the first window should always be zero. This makes the data align with the left margin on a terminal screen. The following is an example of a report with three windows.

```
 *************** Report Security **************   ****** Report Windows ******
Session,User.Account          Read   Delete Print    Data Col   Length   Screen Col
[@,mgr.planb               ]  [ ]    [ ]    [ ]       [000]      [020]    [00]
[                          ]  [ ]    [ ]    [ ]       [070]      [030]    [21]
[                          ]  [ ]    [ ]    [ ]       [104]      [028]    [52]
[                          ]  [ ]    [ ]    [ ]       [   ]      [   ]    [  ]
```

In the example above, the second **Screen Column** field value equals the sum of the previous report window length (20) plus the previous **Screen Column** (00) plus one (SC=20+0+1=21). The same is true for subsequent **Screen Column** values (52=30+21+1). This is necessary for horizontal scrolling to work correctly.

Assigning Report Security

Security for reports will be checked when security masks have been defined for a report. When a security mask has not been assigned to a report, all users will be allowed to view the report. When security masks have been assigned to a report, only users that match the security masks are allowed to view, delete, or print the report.

You can assign a security mask to a report by positioning the cursor in the **User.Account** field and entering a mask. Enter **Y** in the **Read, Delete** and **Print** fields, if the users are allowed to read, delete, or print the report. After you have entered the security masks, enter **A** in the Function field to add the report record. Press **Enter** to save the additions.

Security checking is performed when a report is selected in the Select Report window. Security checking searches the report records to determine if a security mask has been defined for the report. If a mask has been defined, a check is made against the security masks to verify the user logon name matches one of the security masks. If a match is detected, the **Read** flag associated with the security mask is checked to determine if the user can read the report.

📝 **Note.** A maximum of 15 security masks can be assigned to a report.

In the example below, all users logged into the **PLANB** account with a user name of **MGR** can view the report. The users are not able to delete or print the report. In the next line, all users logged into the QUEST account with a session name of **ASSEMBLY** and a user name of **USER** can view, delete and print the report. In third line, all users logged into the NETBASE account can read the report but not print or delete the report. In the last line, all users logged into the SYS account with a user name starting with the letters MGR can read, delete and print the report.

```
******************* Report Security *******************
    Session,User.Account           Read  Delete Print
    [@,mgr.planb           ]        [Y]    [N]    [N]
    [assembly,user.quest   ]        [Y]    [N]    [N]
    [@,@.NETBASE           ]        [Y]    [N]    [N]
    [@,mgr@.SYS            ]        [Y]    [N]    [N]
```

📝 **Note.** You must have AM or SM capability to run this program. Only SM users can modify, delete, and report records defined for accounts the user is not logged in to.

Report Inquire Window

The Report Inquire window provides online viewing of all report records. All report records that have been defined are displayed.

The Report Inquire window appears when you press **F1**, **List Reports**, from the Report Maintenance window. Function keys are available to scroll forward and backward through report records. Use **F2** and **F3** to display the next and previous window pages of report records. The **F5**, **Print All** function key prints report records to the system printer. Press **F8** to exit the Report Inquire window and redisplay the Report Maintenance window

```
Press F2 to scroll forward, F3 to scroll backwards, F8 to Exit
06/27/96                      Report Inquire


Report Name:LISTF      Description:
   Job Name:DANC         User Name:  MANAGER   Account Name: SYS

Report Name:LISTF      Description:
   Job Name:GROUP9       User Name:  USER9     Account Name: VISTACLS

Report Name:MELANIE    Description:
   Job Name:@            User Name:  @         Account Name: NETBASE

Report Name:MELANIE    Description:
   Job Name:@            User Name:  @         Account Name: MELANIE

Report Name:PLEASE     Description:
   Job Name:BUILDEM      User Name:  MGR       Account Name: NETBASE

Report Name:PURGEME    Description:
   Job Name:BUILDEM      User Name:  MGR       Account Name: NETBASE

Report Name:PURGEME    Description:
   Job Name:MICHELLE     User Name:  MGR       Account Name: NETBASE
```

| | Next Page | Previous Page | Print Screen | | Print All | | | Previous Screen |

Report Inquire Fields

The following section describes the fields found in the Report Inquire window.

Report Name This field displays an eight-character string defining the name of a report.

Description This field displays a 40-character text string describing the contents of a report.

Job Name This field displays the name of the job that creates the report.

User Name This field displays the log on user name that creates the report.

Account Name This field displays the log on account name that creates the report.

Report Inquire Function Keys

This section provides information on the Report Inquire function keys.

	Next Page	Previous Page	Print Screen		Print All			Previous Screen

F2
Next Page This option displays the next page of report records.

F3
Previous Page This option displays the previous page of report records.

F4
Print Screen This option prints the current screen of report records to the system line printer.

F5
Print All This option prints all report records to the system line printer.

F8
Exit This option exits the Report Inquire window.

Index Definition Window

The Index Definition window allows you to modify and delete indices for a specified report. This window appears when you press **F4**, **Define Index**, from the Report Maintenance window.

```
Enter Function to perform.
04/17/96                    Report Maintenance

    Function:  █  (M)odify  (D)elete Indexes

Report Name:    BANREP03
Job Name:       DAVE
User Name:      MGR
Account Name:   NETBASE
Description:
Print Page Breaks:     Print On Perf:     Lock Headings: 00
Printer    :    LJ4MX


*************************** Search Indexes ***************************************

                        Page    All     Start
    Index Field         Line    Lines   Column    Length    Function Keys
-----------------------  ---     -       ---       ---       -------- --------
P.O. NUMBER             005     N       010       010       P.O.     NUMBER
CUSTOMER NUMBER         000     Y       010       020       CUSTOMER NUMBER
                        000     N       000       000
                        000     N       000       000


  ┌───────┐┌───────┐┌───────┐┌───────┐  ┌───────┐┌───────┐┌───────┐┌───────┐
  │       ││       ││       ││       │  │       ││       ││       ││Report │
  │       ││       ││       ││       │  │       ││       ││       ││Maint  │
  └───────┘└───────┘└───────┘└───────┘  └───────┘└───────┘└───────┘└───────┘
```

Indices for reports to be viewed with the Windows client must be defined from the server from the Index Definition window; an administrator can define up to four per report. Indices for reports to be viewed with the character-mode client can be defined either from the server or from the client. Turn to the *VISTA Plus for MPE User's Guide* for information on creating and saving search indices.

Index Definition Fields

Index Field   In this field, enter the name of the index value.

Page Line   In this field, enter the line on which the value appears if the value is greater than zero.

All Lines   In this field, enter the desired value that may appear on any line within a page (**Y**), or the desired value that appears only on one specific line (**N**).

Start Column   In this field, enter the first column in which this value appears.

Length   In this field, enter the length of the index value.

Function Keys   In this field, enter the index label. The index label will appear when you enter the search mode when viewing the report.

Index Definition Function Key

This section provides information on the Index Definition function key.
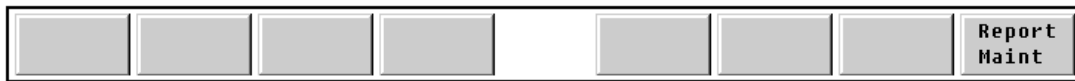
F8
Report Maint   This option returns you to the Report Maintenance window.

Re-indexing Reports

When you change search indices or page security for a report after the report has been saved in a folder, you need to rebuild the indices to implement the changes. Rebuilding indices implements index search options and page security. A couple of examples where this is necessary are when you create a Logical View with Page Security for a new user, or add search keys to a report.

Since VISTA references external tables to determine index values, the tables need to be established prior to viewing reports with indices. If you don't index a report with page security, then it might be possible for a user to view report pages that they have not been authorized to view. Indexing a report when the report is captured occurs automatically when the **INDEX** option is specified using the **VSAVE** command. Re-indexing a report requires that you execute VISTA with the **INDEXREPORT** entry point and know which folders contain the report to re-index.

An entry point named **INDEXREPORT** within the VISTA program is available to rebuild search indices and page table indices. Page table indices define page security and search indices reflect indexing of search values within a report.

To rebuild indices, execute VISTA with the entry point of **INDEXREPORT** and a PARM value of 101. The PARM value specifies that you want to rebuild indices. You also must specify the folder file to index with the INFO string. For example:

```
RUN VISTA,INDEXREPORT;PARM=101;INFO="BANNER.ARCHIVE"
```

The program will prompt you to enter the report name to re-index. This will occur when re-indexing search indices and page table indices. If you decide not to rebuild either one of these, then press **Enter** when prompted for input. You can also enter a wild card (@) to rebuild all indices for all reports.

When a report name is entered and a matching report name is found within the folder, the specified indices are built. A message tells you when the indices are being created. For example:

```
RUN VISTA,INDEXREPORT;PARM=101;INFO="BANNER.ARCHIVE"

Enter Report Name to rebuild search indices: BANREP03

Building Search Indices for report BANREP03

Enter Report Name to rebuild page index tables: BANREP03

        Enter User Name (Session,User.Account) to rebuild: MENDOZA,MGR.NETBASE

Building Page Index Tables for report: BANREP03

Total Pages Extracted for MENDOZA,MGR.NETBASE = 5
Total Pages Extracted for MGR.NETBASE = 20
```

Assigning Indices to Reports

To automate the addition of the indices, a slight modification is necessary to the background job. Modify the **VSAVE** command to include the **INDEX** parameter.

> **Note.** Turn to the *VISTA Plus for MPE User's Guide* or the *VISTA Plus for Windows MPE User's Guide* for more information on creating and saving search indices.

```
!JOB VISTA,OPERATOR.SYS
!COMMENT         This batch job wakes and runs every 2 minutes
!
!RUN NBSPOOL.PUB.NETBASE
XEQ;WAIT=120
VSAVE IVBYDEPT,%1;FILE=IVRPT.ARCHIVE.NETBASE;LIMIT=100,10000;APPEND;NEWPRI=8;INDEX
END
EXIT

!EOJ
```

Report Profile Maintenance Window

The Report Profile Maintenance window allows you to add, delete, find, and modify all existing field definitions for reports. **This is a VISTA Plus feature.** The definitions that will be used when you set up page security for specific users and reports in the Logical View Maintenance window must be set up here first.

☞ **Note.** You can define fields in VISTA using the **Add Field** function.

To display the Report Profile Maintenance window, start the **VISTAMNT** program and then press **F7**, **Report Profile** from the VISTA Plus Maintenance window. The Report Profile Maintenance window is shown below.

```
Enter Function to perform.
04/18/96                Report Profile Maintenance


 Function: F   (A)dd Field, (D)elete Fields, (F)ind Profile, (M)odify Fields

 Report: BANREP03

      Field Name      Line Number   Start Column   Length   In All Lines
 ---------------      -----------   ------------   ------   ------------
 CUSTOMER NUMBER         005           010          015         N
 PO NUMBER               010           020          016         N
```

<div style="text-align:right">
Main
Menu
</div>

Report Profile Maintenance Fields

This section gives information on the fields that appear in the Report Profile Maintenance window.

Report   In this field, enter the name of the report.

Field Name   In this field, enter the identifying name associated with the specific location defined by the line number, start column, and length. This name will be used in Page Security to define selection criteria.

Line Number   In this field, enter the line number on the page where the field is located.

Start Column   In this field, enter the starting column number of the field.

Length   In this field, enter the number of columns in the field.

In all Lines   In this field, enter (**Y**) or (**N**) depending on whether or not the field occurs on every line of the report.

Link Reports to User Window

The Link Reports to User window allows you to assign specific reports to users. Up to 120 report names can be specified to each user. This reduces the number of reports a user will see when opening a folder within VISTA. When this feature is not used, every user will see the names of all reports in a folder file. Wild cards can be entered with each report name to include many reports that have similar names. For instance, entering **PAY@** will include all report names that start with the letters PAY.

The List Users and List Reports windows provide online viewing of all user and report records. Press the **F1** and **F2** function keys to access these records. Press **F8**, **Main Menu**, to return to the main menu.

To display the Link Reports to User window, enter the **VISTAMNT** program and press **F6**, **Link Reports** from the VISTA Plus Maintenance window. A sample of the Link Reports to User window is shown below.

```
Enter Function to perform.
04/18/96                        Link Reports to User


   Function: F  (A)dd, (D)elete, (F)ind, (M)odify

   Session Name: MENDOZA   User Name: MGR        Account Name: NETBASE

------------------------------- Reports -------------------------------
PCR101    AR@      PAY100   PAY200   AP@      GL@
```

| List Users | List Reports | | | | | | Main Menu |

Link Reports to User Function Keys

This section provides information on the Link Reports to User function keys.

List Users	List Reports							Main Menu
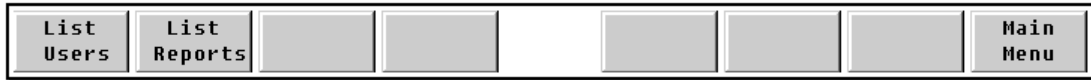
F1
List Users

This option enters the User Inquire window where all user records can be viewed. For more information on this, see the section on User Maintenance.

F2
List Reports

This option enters the Report Inquire window which lists all report names with their descriptions, as well as job name, user name, and account name. See the "Report Maintenance Window" section in this chapter for more information.

F8
Main Menu

This option returns you to the main menu.

Columns Specification Maintenance Window

The Columns Specification Maintenance window allows you to define the columns specific users of a report will be able to view. Use this screen to create definitions and give the columns for a specific report an identifying name and description.

👉 **Note.** This is a VISTA Plus feature.

To display the Columns Specification Maintenance window, start the **VISTAMNT** program, enter **8** in the **Function** field of the VISTA Plus Maintenance window, and press **Enter**.

```
Enter Function to perform.
04/18/96                 Columns Specification Maintenance


   Function: █     (A)dd, (D)elete, (F)ind, (M)odify

   Columns ID :
   Description:

   Report:

                         -- First --      Column        - First -
   Column Number         Screen Byte      Length        Data Byte
   ----------------      -----            -----         -----




   ┌─────────┬─────────┬─────────┬─────────┬   ┬─────────┬─────────┬─────────┬─────────┐
   │  List   │  Next   │Previous │         │   │         │         │         │  Main   │
   │ Columns │  Page   │  Page   │         │   │         │         │         │  Menu   │
   └─────────┴─────────┴─────────┴─────────┴   ┴─────────┴─────────┴─────────┴─────────┘
```

Columns Specification Maintenance Fields

The following fields appear in the Columns Specification Maintenance window:

Columns ID A 16-character identifying name for a set of columns associated with a specific report.

Description A 40-character string that describes the column ID.

Report An eight-character string defining the name of the report to which the column ID pertains.

Column Number The column number to which the column ID pertains.

First Screen Byte The first byte (aka column) on the screen to start a window. When this field is set to 70, **Length** is set to 10, and **Data Byte** is set to 110, a window will start in column 70 and display columns 110 through 120 of the report. Hence, on a terminal which displays only 80 columns at a time, you can now see the left portion of the report, plus columns 110 through 120 rather than columns 70 through 80.

First Data Byte The first data byte (aka column) in the report to display in a window. When this field is set to 50 and the **Length** field is set to 20, columns 50 through 70 in the report are displayed in the window.

Column Length The number of characters displayed per line in a window.

Capturing Reports to VISTA Folders

NBSpool's background processing capability can be used to create folders automatically. Spool files can be copied to the folder directly from the MPE spooler. Background processing is made available through the use of the **XEQ** command, which executes a list of commands either once or repetitively. The execution of the command list is implemented as a background task if the REPEAT or the WAIT parameter is specified.

The XEQ command executes a list of commands from a command file. When it is executed, NBSpool first parses all the commands in the command file. If any command is not valid, the entire XEQ command is terminated. However, if you add "ERROR IGNORE" after the XEQ command, the command will not be terminated. A sample XEQ command file follows.

```
VSAVE AP@,%1-7;FILE=ACCOUNTG.DATA.PROD;DESC="AP, AR, GL, IV
RPTS";LIMIT=200,5000;APPEND
VSAVE AR@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;NEWPRI=10
VSAVE GL@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;PURGE
VSAVE IV@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;PRINTER=WH0002;NEWPRI=12
END
```

To execute the command file every 90 seconds within NBSpool, enter:

```
O> XEQ ACCTSAVE.SPOOL;WAIT=90
```

To further automate the process, you can place XEQ statements in jobs which can be run as background jobs. The following job is an example.

```
!JOB VISTA,OPERATOR.SYS
!COMMENT      THIS BATCH JOBS WAKENS & EXECUTES EVERY 2 MINUTES
!
!RUN NBSPOOL.PUB.NETBASE
XEQ;WAIT=120
ERROR IGNORE
VSAVE AP@,%1-7;FILE=ACCOUNTG.DATA.PROD;DESC="AP, AR, IV REPORTS";&
  LIMIT=200,5000;APPEND
VSAVE AR@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;NEWPRI=10
VSAVE IV@,%1-7;FILE=ACCOUNTG.DATA.PROD;APPEND;RELEASE;&
  PRINTER=WH0002;NEWPRI=12
END
EXIT
!EOJ
```

Deleting Reports from a Folder

If a folder is full, you can delete old versions of a report using the **VISTACLN.PUB.NETBASE** program. This program deletes the oldest *n* versions of a report within a specific folder. While in the **VISTAMNT** program, you can define *n* for different reports.

In the **VISTAINI.PUB.NETBASE** initialization file, you define a default *n* to be applied to all other reports. When you run the **VISTACLN** program, you can override *n*, specifying the number of oldest generations of a report to be deleted this time. For more on deleting reports, see the section on "Cleaning Folders" in Chapter 4 of this guide.

To delete all old versions of reports within a folder, enter:

```
: RUN VISTACLN.PUB.NETBASE
```

The screen changes, and you are prompted for the folder name. You can enter wild cards or specify the folder to be cleaned:

```
Folder to be cleaned:  @.ARCHIVE.PROD

3    Reports removed from folder @.ARCHIVE.PROD
```

Once the folder has been cleaned, the program will terminate.

C H A P T E R   6

Managing Users and Groups

This chapter provides information and instruction on managing users and groups. As the VISTA administrator, you will be responsible for defining user and group access. VISTA offers several windows which allow you to configure VISTA users and groups.

This chapter contains the following sections:

- User Maintenance

- User Inquire Window

- VISTA Group Maintenance Window

- VISTA Group Inquire Window

- Routing List Maintenance Window

Note. For procedures and programs that are unique to user administration for the VISTA Plus for Windows MPE client, see Chapter 2.
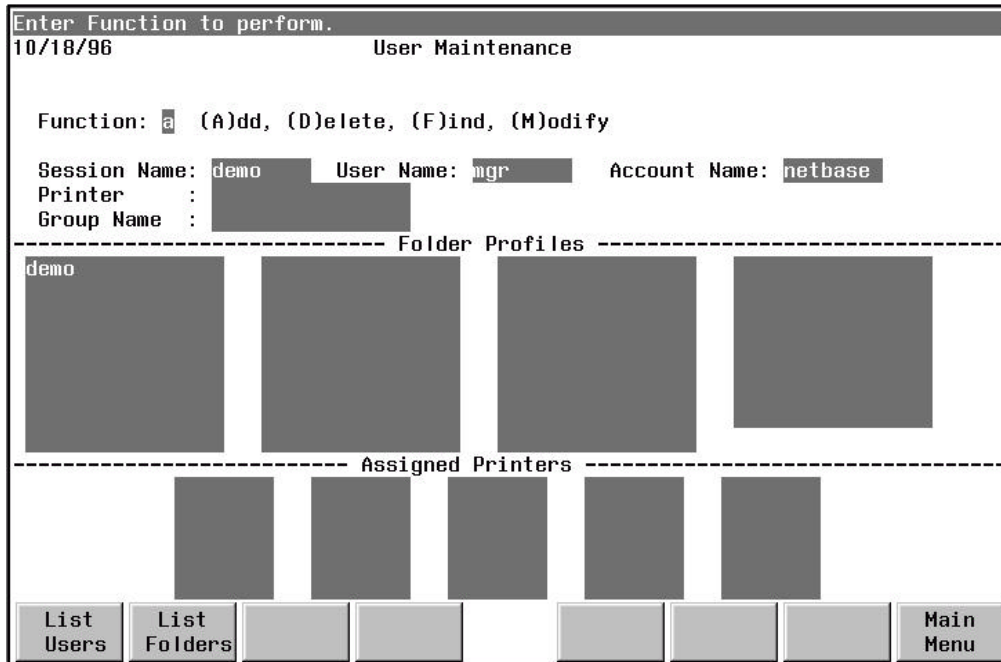
User Maintenance Window

The User Maintenance window allows you to view, modify, delete, and add user records. A user record defines a default printer and the group a user belongs to. You can link folder profiles to user records and group records in the Folder Profile Maintenance window. Folder profiles define the folder sets a user can access in VISTA. For more information on defining folder profiles, turn to Chapter 4 of this guide.

> 👉 **Note.** This is required for the Windows client since an MPE user profile must be assigned a Windows logon.

To reference a user record, the Session Name, User Name, and Account Name fields must be entered. These required fields are combined to create a look-up key to obtain information associated with a user.

The User Maintenance window is shown below. To display the User Maintenance window, enter the **VISTAMNT** program and press **F3, User Maint** from the VISTA Plus Maintenance window.

```
Enter Function to perform.
10/18/96                    User Maintenance


   Function: a  (A)dd, (D)elete, (F)ind, (M)odify

   Session Name: demo     User Name: mgr      Account Name: netbase
   Printer    :
   Group Name :
------------------------------ Folder Profiles ------------------------------
demo




------------------------------ Assigned Printers ------------------------------




   List   List                                                      Main
   Users  Folders                                                   Menu
```

User Maintenance Fields

This section provides information on the fields that appear in the User Maintenance window.

Session Name	In this field, enter the log on session name that creates the report, or @.
User Name	In this field, enter the log on user name that creates the report, or @.
Account Name	In this field, enter the log on account name that creates the report, or @.
Printer	In this field, enter the default print device that is displayed in the Print Options window when the print function key is selected within VISTA.
Group Name	In this field, enter the group the user belongs to. When a group name is assigned to a user, VISTA will retrieve folder profiles assigned to the group when the user starts VISTA. A user is assigned to a group by placing the group name on the user record with this field (Group Name).
Folder Profiles	Folder Profiles are maintained in the Folder Profile Maintenance window. The fields under this heading are used to link folder profiles to a specific user. This controls which folder profiles a user will see when they execute VISTA. A maximum of 21 folder profiles can be assigned to a user. When VISTA is executed, the folder profiles are displayed in the order that they were entered in this window.
Assigned Printers	In this field, enter the printer class or device.

User Maintenance Function Keys

This section provides information on the User Maintenance function keys.

List Users	List Folders							Main Menu

F1 **List Users**	Select this option to enter the User Inquire window where all user records can be viewed.
F2 **List Folders**	Select this option to enter into the VISTA Folder Profile Inquire window which lists all folder profiles and their descriptions.
F8 **Main Menu**	Select this option to return to the main menu.

Adding a User Record

Enter **A** in the Function field and enter information in the appropriate fields. Press **Enter** to add the record. If a user record exists, then a message will be displayed specifying that the user record cannot be added.

> ☞ **Note.** At a minimum, the Session Name, User Name, and Account Name fields must be entered.

Finding a User Record

Enter **F** in the Function field and enter the Session Name, User Name and Account Name for the user you wish to find. Press **Enter** to find and display the user record. If a corresponding record is not located, a message will be displayed indicating that the user record does not exist. Once a record is found, you can modify or delete the record.

Modifying a User Record

To modify a user record, first find the record you want to modify and then enter field changes.

Perform the steps described in "Finding a User Record" section. Enter field changes and press **Enter**. If changes are accepted, a message indicates that the fields entered were modified.

You are not allowed to change the Session, User Name, and Account Name fields. To do this, you must find the user record you wish to modify, delete it, and then add the new user record.

Deleting a User Record

To delete a user record, you must first find the record you want to delete with the steps described in the "Finding a User Record" section. Once the record is located, enter **D** in the function field and press **Enter**. A message is displayed indicating whether the delete was successful.

User Inquire Window

The User Inquire window provides online viewing of all user records. Press **F1**, **List Users**, from the User Maintenance window to display the User Inquire window. Press **F2** and **F3** to display the next and previous pages of user records. To exit this window and return to the User Maintenance window, press **F8**, **Previous Screen**.

```
Press F2 to scroll forward, F3 to scroll backwards, F8 to Exit
                             User Inquire

Session       User      Account    Default      Group
  Name        Name        Name     Printer      Name
--------    --------    --------   --------   ----------------
BEV         MGR         NETBASE
BLOW        STU         NETBASE
DANC        MGR         NETBASE                 DAN
JOE         STU         NETBASE
KIM         MGR         NETBASE
LOU         MGR         NETBASE
MICHELLE    MGR         NETBASE
STU         @           @
STU         STU         NETBASE




                Next      Previous                                          Previous
                Page        Page                                            Screen
```

User Inquire Fields

This section provides information on the fields that appear in the User Inquire window.

Session Name   This field displays the log on session name that creates the report.

User Name   This field displays the log on user name that creates the report.

Account Name   This field displays the log on account name that creates the report.

Default Printer   This field displays the printer associated with this report.

Group Name   This field displays the name of the group to which a user is assigned.

User Inquire Function Keys

This section provides information on the User Inquire window's function keys.

	Next Page	Previous Page						Previous Screen

F2
Next Page

This option displays the next page of records.

F3
Previous Page

This option displays the previous page of records.

F8
Previous Screen

This option exits the User Inquire window and displays the User Maintenance window.

VISTA Group Maintenance Window

The VISTA Group Maintenance window allows you to view all existing groups with their associated folder profiles. The folder profiles are maintained in the Folder Profile Maintenance window. However, you can use the Folder Profile fields in this window to link folder profiles to a specific group. This controls which folder profiles users in a specified group view when they execute VISTA. A maximum of 21 folder profiles can be assigned to a group. You can also delete and modify folder profiles associated with particular groups.

To add a new group, enter **A** in the Function field and enter information in the group definition fields, including folder profiles. Press **Enter** to add the record. If a group record exists, then a message will be displayed specifying that the group record cannot be added.

To find a particular group, enter **F** in the Function field, enter the group name, and press **Enter**. Once a record is found, you can modify or delete the record. When VISTA is run, the folder profiles are displayed in the order they were entered in this screen. If you wish to change the folder profiles for an existing group, enter **M** in the function field and type over the folder profile entries. Press **Enter** to process your changes.

To display the VISTA Group Maintenance window, start the **VISTAMNT** program and press **F4**, **Group Maint**.

```
Group record found. Enter operation to perform.
04/03/97                VISTA Group Maintenance


       Function: F   (A)dd, (D)elete, (F)ind, (M)odify

Group Name    : ACCOUNTING
Description   : Members of the Accounting Department

----------------------- Folder Profiles ----------------------------
AP                   AR                   GL              PAYROLL




----------------------- Assigned Printers ------------------------



   List                                                          Main
   Groups                                                        Menu
```

VISTA Group Maintenance Function Keys

This section provides information on the VISTA Group Maintenance window's function keys.

List Groups								Main Menu
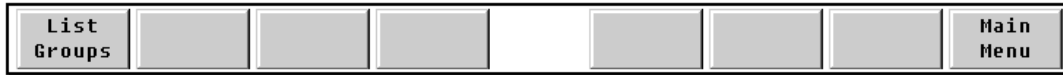
F1
List Groups

Select this option to enter the VISTA Group Inquire window. This window displays all group records.

F8
Main Menu

Select this option to return to the main menu.

VISTA Group Inquire Window

The VISTA Group Inquire window shows all defined group names and their descriptions. To display the VISTA Group Inquire window, press **F1**, **List Groups**, in the VISTA Group Maintenance window. Use **F2** and **F3** to display next and previous screen pages of group records.

```
Press F2 to scroll forward, F3 to scroll backwards, F8 to Exit
04/18/96                    VISTA Group Inquire


Group Name              Description
---------------    ---------------------------------------
ACCOUNTING         Members of the Accounting Department
```

	Next Page	Previous Page						Previous Screen

VISTA Group Inquire Function Keys

This section provides information on the VISTA Group Inquire window's function keys.

	Next Page	Previous Page						Previous Screen

F2 **Next Page**	This option displays the next page of records.
F3 **Previous Page**	This option displays the previous page of records.
F8 **Previous Screen**	This option exits the VISTA Group Inquire window and displays the VISTA Group Maintenance window.

Routing List Maintenance Window
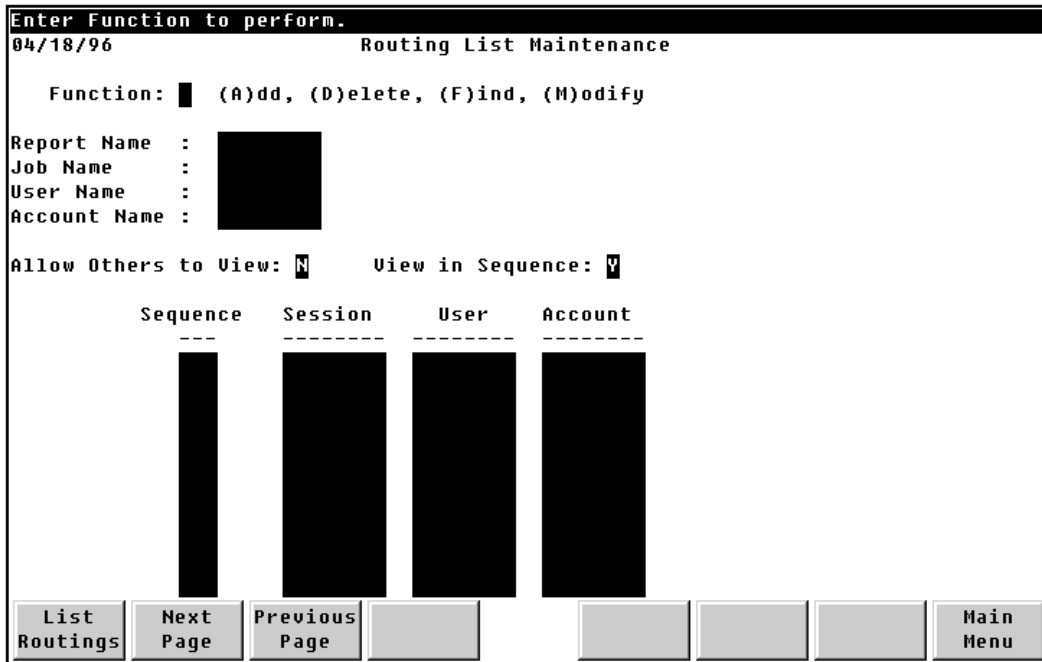
The Routing List Maintenance window allows you to define who views which reports and in what order they are viewed.

☞ **Note.** This is a VISTA Plus feature. This feature is not available for Windows clients.

When you want users to view a report in sequence, the **View in Sequence** field must be specified as **Y** or **Yes**. When **Yes**, the current user must approve the report in order for the next defined user to have permission to view the report. When **N** or **No**, users can read the report in any order.

☞ **Note.** To be able to read a report, users must be specified in the Report Maintenance window under Report Security. Users not specified in Report Maintenance will not be able to read the report even if they are on the routing list.

To display the Routing List Maintenance window, start the **VISTAMNT** program, enter **10** in the **Function** field, and press **Enter**.

Routing List Maintenance Fields

This section provides information on the fields in the Routing List Maintenance window.

Report Name In this field, enter an eight-character string for the name of a report, or an @ symbol.

Job Name In this field, enter the log on job name that creates the report, or @.

User Name In this field, enter the log on user name that creates the report, or @.

Account Name In this field, enter the log on account name that creates the report, or an @ symbol.

Allow Others to View In this field, enter **Y** if users not on the routing list may view the report, or **N** if only users on the routing list may view the report. **This does not override the users specified in Report Maintenance.**

View in Sequence In this field, enter **Y** if a report can only be viewed by users in the defined order, or **N** if users can read the report in any order.

Sequence In this field, enter the defined order in which the report will be viewed by the specified user.

Session In this field, enter the log on session account that will be able to view a report. **You cannot use wildcards in this field.**

User In this field, enter the log on user that will be able to view a report. **You cannot use wildcards in this field.**

Account In this field, enter the log on account that will be able to view a report. **You cannot use wildcards in this field.**

Routing List Maintenance Function Keys

This section provides information on the Routing List Maintenance window's function keys.

List Routings	Next Page	Previous Page						Main Menu

F1
List Routing

Select this option to view a routing list from the Routings Inquire Screen.

F2
Next Page

Select this option to view the next page.

F3
Previous Page

Select this option to view the previous page.

F8
Main Menu

Select this option to return to the main menu.

CHAPTER 7

Security

This chapter provides information and instruction on implementing VISTA security. VISTA contains many powerful and flexible security options. As a VISTA administrator, you will be required to manage the security settings for folders, reports and users. These settings allow you to control which folders and reports users can access.

There are four levels of implementing security, including:

- Folder level

- User level

- Report level

- Page level

This chapter contains the following sections:

- Folder Security

- User Security

- Report Security

- Page Security

- Additional Security Features

Folder Security

When VISTA starts, it looks for folder files in the **ARCHIVE** group of the **NETBASE** account. This logic can be altered by specifying an INFO string with the MPE RUN command when VISTA is started. If you specify **RUN VISTA;INFO="@.FOLDERS.PAYROLL,"** VISTA looks for folders in the **FOLDERS** group of the **PAYROLL** account.

For example:

```
RUN VISTA.PUB.NETBASE;INFO="@.folders.payroll"
```

Multiple folder files can also be specified with the INFO string of the MPE RUN command. Enter a comma to separate each file set. If you specify **"@.FOLDERS.PAYROLL,@.FOLDERS.MFG"**, VISTA will retrieve the folders in the **FOLDERS** group of the **PAYROLL** account and the folders in the **FOLDERS** group of the **MFG** account. Since an INFO string can only contain 256 characters, a limit exists as the number of folder files that can be specified.

For example:

```
RUN VISTA.PUB.NETBASE;INFO="@.folders.payroll,@.folders.mfg"
```

Another way of defining folders to be viewed is through Folder Profiles. Folder Profiles are a method of linking multiple folders and associating them with a name. This name can then be attached to particular users. This feature is more powerful and flexible than using the INFO string to assign folders to a user. Another advantage is that folder profile definitions are maintained in the VISTA database and not in a command file or UDC where RUN commands are retained. The Folder Profile Maintenance window within the VISTA Maintenance program is used to define folder profiles.

Folder profiles can also be assigned to a group of users. When a user belongs to a group that has been assigned folder profiles, VISTA will retrieve the folders based on the group definition and not from the user's record. The Group Maintenance window within VISTA Maintenance can be used to assign folder profiles to a group.

To view reports within a folder, you must have read access to the folder file. When VISTA retrieves folder files, it opens the folders to verify that MPE security will allow you to read the reports within a folder. If a security violation occurs, the folder file will not be displayed within the VISTA Select Folder window. This is bypassed for the Windows client.

Folder Selection Rules

The following rules apply to folder selection, in descending order of importance:

1. Folder Profiles defined in the Group Record.

2. Folder Profiles defined in the User Record.

3. Folders specified on the INFO string.

4. Folders defined in the ARCHIVE group of the NETBASE account.

Folder Security Rules

The following rules apply to folder security, in descending order of importance:

1. MPE security must be set to allow user access to folders. This is bypassed on the Windows client.

2. If the JCW GLOBALREAD is enabled, then MPE security checking will be bypassed.

Note. If a user belongs to a group, and both a group and user profile exist, the group profile overrides the user profile.

User Security

User security can be utilized to define the folders users will see when they execute VISTA. In addition, the reports that are displayed when a user opens a folder can be defined.

The User Maintenance window within the VISTA Maintenance program can be utilized to create User Records. User Records define a default printer and folder profiles that will be displayed when a user executes VISTA.

User records can be used to control the folders a user can access. When a user record exists for a user executing VISTA, folder profiles associated with the user record will be retrieved and displayed in the Select Folder screen. If a group name exists in the user record, then folder profiles associated with the group will be retrieved and displayed in the Select Folder window.

When a folder is opened, all reports within the folder are displayed. This occurs even when a user does not have read access to some of the reports. To reduce the number of reports displayed, the reports a user is allowed to view can be defined in the Link Reports to User window. When a folder is opened and reports have been linked to the user, then only the linked report names will be displayed. Turn to Chapter 5 in this guide for more information on the Link Reports to User window.

User Security Rules

The following rules apply to user security, in descending order of importance:

1. If folder profiles have been assigned to the user, then folders associated with the folder profiles will be displayed.

2. If reports have been linked to the user using the Link Reports to User window, then only matching report names will be displayed when a folder is opened. For example, if a user has read access to 10 reports and only five are linked, the user will only see the five linked reports. This is true whether or not the user has created and **VSAVE**d the unlinked reports.

Report Security

All users can read a report until one or more security masks are assigned to it. Once a security mask is assigned, then only the users matching the security mask are allowed to read or delete a report. A user is not allowed to delete a report unless that capability has been assigned to the user or the user is also the report creator. Read and Delete security is assigned to a report in the Report Maintenance window described in Chapter 5 of this guide.

- When you create a report, you are automatically given read, print, and delete access to that report. A creator is defined as the session, user, and account that created the report.

- Users with System Manager capability are allowed to read, print, and delete reports in the system regardless of report security settings. This feature can be disabled by setting the VISTAINI file's **$ALLOW-SM-SYS-CAPABILITIES** option to **OFF**.

- Users with Account Manager capability are allowed to read, print, and delete reports created in their account regardless of security settings. This feature can be disabled by setting the VISTAINI file's **$ALLOW-AM-SYS-CAPABILITIES** option to **OFF**.

Security Masks

Security masks (@,MANAGER.PAYROLL) defined in the Report Maintenance window consist of a session or job name, user name, and account name. They are linked to a report record and utilized when assigning read and delete access to a user. Security masks provide the capability to reference a specific user or a group of users. When assigning security to a report, wild cards for session, user and account names can be specified within a security mask to reduce the transactions required to define multiple users that can read and delete a report. When the security mask **@,MGR.PAYROLL** (with read security) is assigned to a report, all users logged into the system as **MGR.PAYROLL** will be allowed to read the report. Shown below are sample Security Masks:

```
************** Report Security ********************
    Session,User.Account          Read Delete Print
[supvisor,mgr.payroll    ]        [Y]   [Y]   [Y]
[clerk,jessie.payroll    ]        [Y]   [N]   [Y]
[@,user.mfg              ]        [Y]   [N]   [Y]
```

Since wild cards are supported for Session and User.Account, you must list specific users before users that qualify based on a wild card definition. This prevents a user from matching a wild card definition before an entry is located for the user.

☞ **Note.** Report security is independent of report viewing and can be defined before reports are captured and stored into folders.

Report Keys

When security is assigned to a report, security masks are linked to a report key. A report key defines a unique report within the system and consists of a report name and the creator of a report (session,user and account names). Report keys allow different security masks to be assigned to reports with the same name but created by different batch jobs or by different users. This capability can be used to prevent users in one account from viewing reports that have the same report name but were created for users in another account.

When report keys are created in the Report Maintenance window, wild cards can be specified with session, user and account names to reduce management of report records. This allows you to assign the same security mask to all reports created in the same account or by a specific user. This feature also reduces the time spent maintaining report records.

Example Report Keys:

```
Report AP5100 created by job AP5100,BATCH.AP

Report Name   :AP5100
Job Name      :AP5100
User Name     :BATCH
Account Name  :AP

Report AP5100 created by user BATCH.AP. Job name is ignored.

Report Name   :AP5100
Job Name      :@
User Name     :BATCH
Account Name  :AP

Report AP5100 created within account AP. Job and user names are ignored.

Report Name   :AP5100
Job Name      :@
User Name     :@
Account Name  :AP

Report AP5100. Job, user and account names are ignored.

Report Name   :AP5100
Job Name      :@
User Name     :@
Account Name  :@

All reports created by job AP5100,BATCH.AP.

Report Name   :@
Job Name      :AP5100
User Name     :BATCH
Account Name  :AP
```

Wild cards can be used in any of the fields, as shown above. However, the report name field cannot contain embedded wild cards (such as RPT@100).

Report Security Checking when Viewing

The following report security checking takes place when you attempt to view a report. If one of these applies, you will be allowed to view the report:

- No security masks have been assigned to the report.

- You are the report creator.

- You have System Manager capability. The VISTAINI file's **$ALLOW-SM-SYS-CAPABILITY** option must be enabled.

- You are the Account Manager of the account where the report was created. The VISTAINI file's **$ALLOW-AM-ACCT-CAPABILITY** option must be enabled.

- You match the security mask and are assigned read capability.

In addition, the following report security checking takes place:

- If a routing list has been defined for the report, then you must be on the routing list. If the report must be read in routing list order, then you will not be allowed to read the report until the previous user has read it.

- If page security has been assigned to a report and user, you will only be allowed to view the pages that you have been assigned.

- If columns have been defined and saved with a report (within window management), only the assigned columns of the report will be displayed.

- If columns have been assigned to a report with a Logical View, the assigned columns will be retrieved and displayed.

Report Security Checking When Deleting

The following report security checking takes place when you attempt to delete a report. If one of these applies, you will be allowed to delete the report:

- You are the report creator.

- The report folder resides in your current group.

- You have System Manager capability and the VISTAINI file's **$ALLOW-SM-SYS-CAPABILITIES** option is enabled.

- You have Account Manager capability, the report was created in your logon account, and the VISTAINI file's **$ALLOW-AM-ACCT-CAPABILITIES** option is enabled.

- You match a security mask defined for the report and the delete capability has been enabled.

Assigning Report Security

There are two methods of assigning report security:

- Assigning Users to Reports

- Assigning Reports to Users

The advantages and disadvantages of each method are detailed in the following section.

Assigning Users to Reports

Use this method to define which users can read, print, and delete a report. When you use this method, you can easily determine all users who can read or delete a report. One disadvantage of this method is that security is not checked until a user selects a report to view. When a folder is opened, a user can see the names of all reports in a folder even though that user might not have access to view the contents of a report. Use the Report Maintenance window to assign users to reports.

Advantages

- Quick determination of all users that can read, print, and delete a report using VISTA Maintenance.

- Report ID consists of report name, creator name, job name, user name, and account name. This allows different security masks to be assigned to reports with the same name but created by different jobs and sessions.

- Once security has been assigned to a report, no one can read or delete a report unless they have been placed on the security list.

Disadvantages

- Security is not checked until a user selects a report to view.

- When a folder is opened, the user will see the names of all reports within a folder.

- It is difficult to determine all of the reports a specific user can read.

Assigning Reports to User

Assigning reports to users eliminates the disadvantages of the first method. With this method, report names are assigned to a specific user. When a folder is opened, the user will only see the names of reports that have been assigned to them. A user name consists of session name, user name and account name. This allows VISTA to reference a specific user on the system. Use the Link Reports to User window to define reports a user can access.

Advantages

- Quick determination of the reports a specific user can read using VISTA Maintenance.

- Only the report names that have been assigned to a user are displayed when a folder is opened.

- Users with Account Manager or System Manager capability are allowed to see all report names in a folder. The VISTAINI file's **$ALLOW-SM-SYS-CAPABILITIES** and **$ALLOW-AM-ACCT-CAPABILITES** options can be disabled to prevent a user with these capabilities from seeing all reports in a folder.

- Wild cards can be specified within a report name to reference a group of reports with similar characters within the name. To refer to all payroll reports that contain the characters "**PAY**," you could enter **PAY@.**

Disadvantage

- You cannot identify reports that have the same name but have been created by a different job or session. This could present a problem when a folder contains two or more reports with the same name that have been created by a different job.

Combination of Security Methods

Using a combination of the previous security methods eliminates the disadvantages. The only disadvantage is that implementation is a little more difficult than using one method.

With this method, you must assign security to reports with Report Maintenance and then assign reports to users with Link Reports to User.

Note. Whenever you assign reports to users with Link Reports to User window, the user will only see those reports assigned through this method (i.e., it overrides any other method of assigning reports).

Page Security

Page security provides report security by page. Users can be assigned specific pages to view based on the contents of a report. If a report contains sales account numbers for multiple users, VISTA can be set up to allow users to view only the pages that contain their sales account numbers.

A logical copy of the report is made for each user that can view the report. This eliminates retaining multiple copies of a report, thereby reducing disk space requirements. Report users see only the information that pertains to them; they cannot see information that belongs to other users.

The NBSpool program's **VSAVE** command with the **INDEX** option builds page security tables when a report is saved. This functionality makes the customized report available to users without the users having to perform additional tasks. Should page security selection criteria be changed after a report is indexed, a command is available to re-index a report. For more information on re-indexing, turn to "Re-indexing Reports" section in Chapter 5 of this guide.

Page Security is defined in the Logical View Maintenance window. This window is described in the following section.

☞ **Note.** Page security is a VISTA Plus feature.

Logical View Maintenance Window

The Logical View Maintenance window allows you to link columns, a default printer, and other characteristics (such as lock columns and lock headings) to a specific user. Logical Views are used to tailor VISTA Plus to a specific user's needs. Each report in the system can be setup differently for each user that will read the report. Use logical views to set up page-level security.

When VISTA Plus is executed, it looks to see if a logical view has been defined. When searching for a logical view, it matches the Session, User, Account, and Report name and the Job, User, and Account fields under the heading Report Creator. If a logical view is found, its attributes are enabled. If a logical view is not found, the user is allowed to view all pages and columns of a report.

☞ **Note.** Wild cards can be specified in fields under Report Creator. This lets you reference reports created in multiple accounts or by multiple users in one transaction.

To enter the Logical View Maintenance window, start the **VISTAMNT** program, enter **9** in the **Function** field and press **Enter**.

☞ **Note.** This is a VISTA Plus feature.

```
Enter Function to perform.
04/18/96              Logical View Maintenance


  Function: F   (A)dd, (D)elete, (F)ind, (M)odify


  Session: BOYLAN    User: MGR       Account: NETBASE

  Report  : BANREP03
  ------------------------ Report Creator ------------------------
  Job      : @
  User     : @
  Account  : @
  ----------------------------------------------------------------
  Columns ID: BANTOTALS        Lock Columns: Y

  Locked Headings: 00

  Default Printer:

  Print When Capture: N  Report Name:          Print Device: LP
                          Priority: 08          Copies: 01

   Page     List                                              Main
 Security Logicals                                            Menu
```

Logical View Maintenance Fields

This section gives information on the fields that appear in the Logical View Maintenance window.

Session	In this field, enter the log on session identification of the user who will be viewing the report.
User	In this field, enter the log on user name of the person who will be viewing the report.
Account	In this field, enter the log on account name of the person who will be viewing the report.
Report	In this field, enter an eight-character string defining the name of the report.
Report Creator	In this field, enter the job, user, and account.
Job (Report Creator)	In this field, enter the log on job name that created the report.
User (Report Creator)	In this field, enter the log on user name that created the report.
Account (Report Creator)	In this field, enter the log on account name that created the report.
Columns ID	In this field, enter the column identification from the Columns Specification Maintenance window.
Lock Columns	In this field, enter **Y** or **N**. If columns are locked with **Y**, you are limited to the data immediately visible. If columns are unlocked with **N**, you can use the arrow keys to scroll left and right, and view information that is initially hidden from view.
Lock Headings	In this field, enter a numeric field that defines the number of heading lines that are locked when you enter a report.
Default Printer	In this field, enter the printer associated with this report.
Print When Capture	In this field, define the pages that the user can see as defined by the Logical View and Security windows. These pages are printed automatically when the report is captured. This happens transparently for the user.

Report Name	In this field, enter a new name for the subreport.
Print Device	In this field, enter the printer where the subreport will be printed.
Priority	In this field, define the priority for printing the subreport.
Copies	In this field, select the number of copies to print.

Logical View Maintenance Window Function Keys

This section provides information on the Logical View Maintenance window's function keys.

Page Security	List Logicals							Main Menu

F1 **Page Security**	This option displays the Security Maintenance window.
F2 **List Logicals**	This option displays the Logical View Inquire window.
F8 **Main Menu**	This option returns you to the main menu.

Adding a Logical View with Page Security

Follow the instructions in this section to add a logical view with page security.

1. Enter the Logical View window.

2. Enter an **A** in the function and key fields.

3. Press **F1**, Page Security, and enter the Page Security window.

4. Add the page security information as described in the following section.

5. When you are finished making changes, press **F8** to return to the Logical View window.

6. Press **Enter** in the Logical View window to add the logical view and attached page security.

Modifying Page Security

Follow the instructions in this section to modify page security.

1. Enter the Logical View window.

2. Enter an **F** in the function and key fields and perform a find to retrieve the logical view record which contains the Page Security you want to modify.

3. Press **F1** to enter the Page Security window.

4. Add the page security information as discussed in the following section.

5. Press **F8** to return to the Logical View window.

6. Enter an **M** in the function field of the Logical View window and press **Enter** to save the page security data with the logical view record.
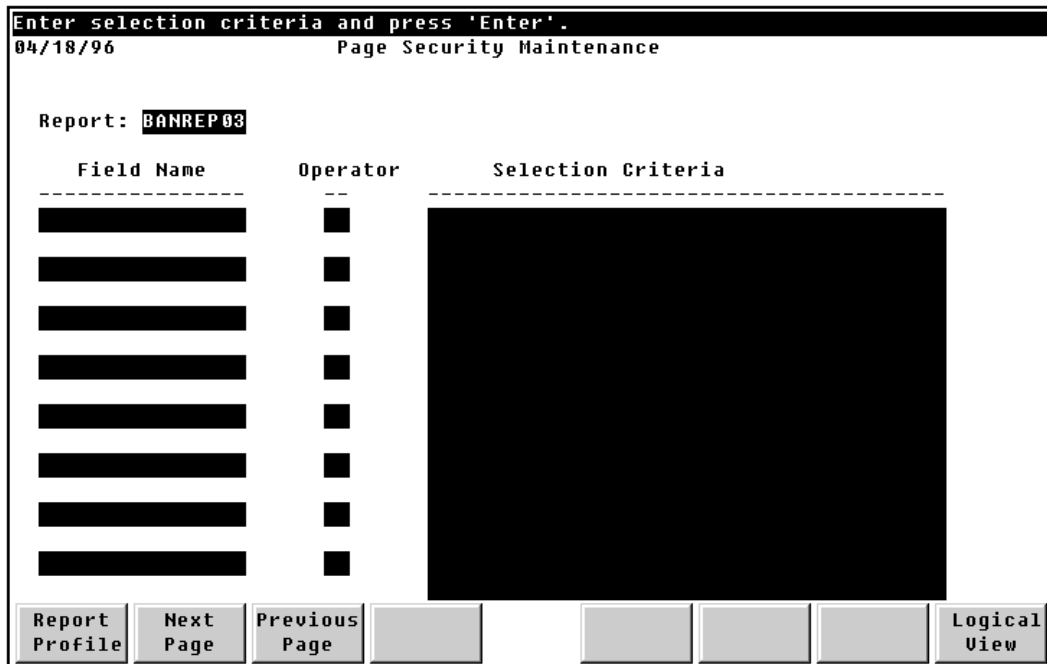
Page Security Maintenance Window

The Page Security Maintenance window allows you to define the selection criteria that is to be used when indexing a report by pages. After a report has been indexed, users are only allowed to view the pages that match the selection criteria.

☞ **Note.** This is a VISTA Plus feature.

To open the Page Security Maintenance window press **F1**, **Page Security**, while in the Logical View Maintenance window. When you enter the window, you are in modify mode. To accept changes made to the window when adding, modifying or deleting entries, you must press **Enter**. Press **F2** and **F3** to scroll through a list of selection criteria.

To add selection criteria, find a blank entry under Field Name, enter a name and selection criteria, and press **Enter**. Field Names are defined in Report Profile Maintenance ahead of time. To change an entry, type over the field name, operator, and selection criteria, and press **Enter**. To delete an entry, clear the field name, operator, and selection criteria with the space bar and press **Enter**. To exit this window and return to the Logical View Maintenance window, press **F8**, **Logical View**.

Page Security Maintenance Fields

This section provides information on the fields that appear in the Page Security Maintenance window.

Report In this field, enter an eight-character string defining the name of a report for which you are defining page security.

Field Name In this field, enter report field name defined under Report Profile Maintenance or using the **Add Field** function in VISTA. The field name determines the start line number, column and the length for a given user.

For a given page you can set a field, start place (retains location which tells what location on the page to go to). Selection criteria = value for the field to select.

Operator In this field, enter an equation option. This determines the number and starting point of fields to be viewed. Use one of the following equations:

EQ = equal to NE = not equal to
GT = greater than GE = greater than or equal to
LT = less than LE = less than or equal to
RA = range

Selection Criteria In this field, enter the value of the security field enabling the user to view the page. When you use the **RA** operator, it must be defined by a range with a start and end data value, each on its own line. The end data value is specified under the start data value.

Page Security Function Keys

This section provides information on the Page Security Maintenance window's function keys.

Report Profile	Next Page	Previous Page						Logical View
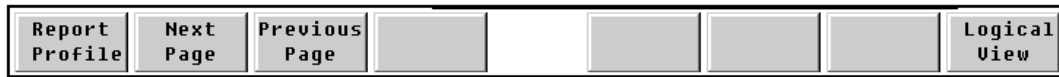
F1
Report Profile

This option enters the Report Profile Maintenance window. See Chapter 5 in this guide for more information on the Report Profile Maintenance window.

F2
Next Page

This option displays the next page of information.

F3
Previous Page

This option displays the previous page of information.

F8
Logical View

This option returns to the Logical View Maintenance screen.

Page Security Example

The following example illustrates a page security setup for several security fields. If any of the fields meet any of the following criteria, the user specified on the Logical View Maintenance window will be able to view the page:

- Store number is either 5 or 7. The operator value is **equal to**.

- Employee number is between the range of 20065 and 20099. The operator value is **range**.

- The department number is 11. The operator value is **equal to**.

- The quantity number is **greater than or equal to** 25. The operator value **is greater than or equal to**.

```
Enter selection criteria and press 'Enter'.
04/18/96                    Page Security Maintenance


   Report: ACCT01

      Field Name        Operator         Selection Criteria
   ----------------        --       ----------------------------------------
   Store #                 EQ       5

   Store #                 EQ       7

   Employee #              RA       20065
                                    20099
   Department #            EQ       11

   Quantity #              GR       25








   Report     Next    Previous                                     Logical
   Profile    Page      Page                                        View
```

Additional Security Features

This section provides information on additional security features available through VISTA.

Group Records

The Group Maintenance window within the VISTA Maintenance program can be utilized to create Group Records. Group Records define default folder profiles that are displayed when a user linked to a group with folder profiles starts VISTA. Group records provide a mechanism for assigning multiple users the same folder profiles without having to enter folder profiles in user records. Users are linked to a group profile with the Group ID field in the user record. Turn to Chapter 6 in this guide for more information on the Group Maintenance window.

Logical Views

Each user's view of a report can be customized with Logical Views. A view consists of the report columns and report pages a user can view. For a given report and user, you can set the default columns, column locking flag, default printer, and the pages the user can view. Logical Views are powerful and can be used to implement security features, such as Column and Page Security, for single or multiple users with one definition. Turn to the "Logical View Maintenance Window" section in this chapter for more information.

Column Security

Column management functions are available to divide a report into columns (windows) and view selected columns on one screen. This enables you to see only the sections of a report that you are interested in viewing without having to scroll the screen left and right. Default columns can be defined and linked to a report. When the report is viewed, the report will be divided and displayed based on the column definition.

Columns provide a security mechanism due to the ability to hide data which prevents users from scrolling left and right to view hidden data. This functionality can be used to customize a report for specific users.

When a user views a report with columns defined, the columns will automatically be locked and the user will be prevented from scrolling the data within a column left and right. If a user wants columns but doesn't want them locked, there is a flag named Lock Columns on the Logical View screen that can be set to allow the capability to scroll left and right. Columns will not be locked for users with Account Manager or System Manager capabilities.

The Logical View Maintenance window described in this chapter can be used to define default columns for a user and report.

Routing Lists

Routing lists simulate manually passing reports from one user to another. They retain a list of the users that are required to view a report, and track users that have read a report. With routing lists, you can easily determine which users have not read a report.

Routing lists can also be used as a security mechanism. Associated with a routing list is a flag that can be enabled to allow only the users on the list to read a report. Another flag is also available to control which users must read a report before other users.

The Routing List Maintenance window described in Chapter 6 of this guide can be used to define routing lists. Routing list security checking occurs after all other security checks.

Changing VISTA Database Passwords

When VISTA is started, the VISTA database is opened to retrieve configuration information. To successfully open the database, the database passwords must be obtained and passed to the database open routine. The passwords are stored in and retrieved from an external file named VISTADB.DATA.NETBASE. Using an external file makes it possible for a customer to alter the passwords without having to recompile VISTA programs. To change the default VISTA database passwords, run the VISTA program with an entry point of CHGDBPASS.

You will be prompted to enter the new reader and writer passwords. After entering the reader and writer passwords, you should also change the VISTA database passwords with a Turbo Image database maintenance tool.

For example:

```
RUN VISTA,CHGDBPASS

Enter Database Reader Password: READER
Enter Database Writer Password: WRITER

Database passwords were successfully changed.
```

MPE Security

MPE security checking occurs before VISTA security checking. To read reports within a folder, you must first pass MPE security checking. This might require you to alter security for accounts and groups where folders are stored to provide non account and group users access to folder files.

If you run VISTA and folders which you are expecting to be displayed are missing, an MPE security violation could be preventing you from viewing them. You will have to enable read security access for accounts and groups where the folders are located. Reference the MPE file management guides for assistance in setting MPE security attributes.

When a folder is created with the NBSpool **VSAVE** command, the security attributes (read, write, lock, etc.) are set to CREATOR access. To remove CREATOR access, specify the **RELEASE** option of the **VSAVE** command.

If you release a folder file, then users in other accounts can read the contents of a folder with MPE tools such as FCOPY. This could potentially be a security problem so you will need to be aware of how read security is set for accounts and groups where folder files reside. MPE security can be enabled to prevent users logged into another account from reading folder files in a local account.

Bypassing MPE Security

A feature named Global Read is available to allow non-account users access to local folder files without having to release the folders. An example of using this feature is when a site wants to store all folder files in the same account but does not want to release the folders. VISTA users can read the reports within the account where they are stored but cannot read the contents of a folder with MPE utilities.

Global Read capability bypasses MPE security so you should make sure that all users of VISTA have been defined in the VISTA database. You will also want to assign folder profiles or folders (at run time) to the users. This prevents users from reading reports that are not assigned to them.

One precautionary step you can take is to create a user profile record of @,@.@ (session,user.account) and then assign a dummy folder profile to the record. When a user executes VISTA and they have not been defined in the system, they will match on the user record with @,@.@ and will not be allowed to view reports.

To enable Global Read capability, set the JCW GLOBALREAD to a value of one for each session that executes VISTA. The JCW must be set prior to executing VISTA.

Example:

```
:SETJCW GLOBALREAD,1
```

> **Note.** The VISTAINI file's **$ALLOW-GLOBALREAD** option must be enabled to allow global read access. This can be used as a mechanism to prevent users from having global read access.

C H A P T E R 8
Printer Maintenance

This chapter provides information and instruction on printer maintenance. As the VISTA administrator, you will be responsible for using the Printer Maintenance window to setup printers that will be used by VISTA users.

This chapter contains the following sections:

- Printer Maintenance Window

- Printer Inquire Window

Printer Maintenance Window

The Printer Maintenance window is used to define printers and assign descriptions to a printer. The printer records are displayed in the List Printers window within VISTA.

To access the Printer Maintenance window, start the **VISTAMNT** program. Then press **F2**, **Printer Maint**.

Printer records link printers attached to an HP 3000 with optional printer definitions. When a user selects a printer, he does not have to specify a print device or a printer definition. The print device and printer definition are automatically retrieved from the printer record and passed to the Print Window within VISTA.

```
Enter Function to perform.
04/17/96                    Printer Maintenance


        Function: █   (A)dd, (D)elete, (F)ind, (M)odify


    Printer Name  : ████████████████████
    Device        : ███████████████
    Print Def/Env : ████████████████████
    Description   : ██████████████████████████████


  Printer                                               Main
  Inquire                                               Menu
```

Printer Maintenance Fields

This section provides information on the Printer Maintenance window's fields.

Printer Name   In this field, enter a 16-character string defining the name of a printer.

Device   In this field, enter a system-configured printer device name.

Print Def/Env   In this field, enter a printer definition to assign to a printer. The printer definition must have been created with the **PRINTDEF** program. You can also specify an HP 3000 environment file for this file.

Description   In this field, enter a 40-character description to assign to the printer.

Printer Maintenance Function Keys

This section provides information on the Printer Maintenance window's function keys.

Printer Inquire								Main Menu

F1
Printer Inquire   Select this option for the Printer Inquire window where all printer records can be viewed.

F8
Main Menu   Select this option to return to the main menu.

Printer Maintenance Functions

This section gives information on the functions available through the Printer Maintenance window.

Add	This function adds a printer record. Enter the printer record information and **A** in the **Function** field, then press **Enter**.
Delete	This function deletes the current printer record. Enter a **D** in the **Function** field and press **Enter**.
Find	This function retrieves a printer record. Enter the printer name in the **Printer Name** field, enter **F** in the **Function** field, and press **Enter**. If a matching record is found, the record is displayed. If a match is not found, an error message appears.
Modify	This function updates the current record with the screen values. Enter field changes, enter **M** in the **Function** field, and press **Enter**.

Adding a Printer Record

To add a printer record, enter an **A** in the Function field, and enter the printer information. Press **Enter**, and the system adds the printer record.

Modifying a Printer Record

To modify a printer record, first locate the record to be modified. The Find function can be used to retrieve a printer record. When the record you want to modify is displayed, enter your changes and enter the letter **M** in the Function field. Press **Enter**, and the printer record will be modified.

Finding a Printer Record

To find a printer record, enter a printer name in the Printer Name field, and enter the letter **F** in the Function field. press **Enter**, and the system finds the printer record and display it. If the record cannot be found, a message is displayed indicating that the requested record was not found. After a record is found, you can use the modify function to change field values or the delete function to delete the report record.

Deleting a Printer Record

To delete a printer record, you must find the record and enter the letter **D** in the Function field. To find a printer record, you can use the find function. When the printer record to delete is displayed, enter the letter **D** in the Function field, and press **Enter**.

Printer Inquire Window

The Printer Inquire window provides online viewing of all printer records. You can display this window by pressing **F1**, **Printer Inquire**, while in the Printer Maintenance window.

Press **F2** and **F3** to display the next and previous pages of printer records. To exit this window, press **F8**, **Printer Maint**, to return to the Printer Maintenance window.

```
Press F2 to scroll forward, F3 to scroll backwards, F8 to Exit
04/17/96                     Printer Inquire

Printer Name          Device          Printer Def/Environment File
--------------- ------------------ -------------------------
ELITE                 LP              ELITE1F.HPENV.SYS
                      PRINTING ELITE


PATTY'S TEST                          LJ132


PRINTER1              LP1             RAW
                      raw printdef

DANTEST               LP              TT86LP.PUB.SYS
                      TEST FOR FMC CORP.

LP                    LP              LAND66


LP1                   LP1             LJLAND
                      test




      ┌────────┐┌────────┐┌────────┐              ┌────────┐
      │  Next  ││Previous││ Print  │              │Printer │
      │  Page  ││  Page  ││ Screen │              │ Maint  │
      └────────┘└────────┘└────────┘              └────────┘
```

Printer Inquire Fields

This section provides information on the fields that are displayed in the Printer Inquire window.

Printer Name	This field displays the 16-character string defining the name of a printer.
Device	This field displays an eight-character device name of a printer attached to the HP 3000.
PrintDef	This field displays the name of a printer definition.
Environment File	This field displays the name of the environment file.
Description	This field displays the 40-character text field that describes the location, printer definition, and printer associated with the printer name.

Printer Inquire Function Keys

This section provides information on the Printer Inquire window's function keys.

	Next Page	Previous Page	Print Screen					Printer Maint

F2 **Next Page**	This option displays the next page of printer records.
F3 **Prev Page**	This option displays the previous page of printer records.
F4 **Print Screen**	This option prints the current screen of print devices to the system line printer.
F8 **Printer Maint**	This option exits the Printer Inquire window and displays the Printer Maintenance window.

C H A P T E R   9
Archiving Reports

This chapter provides information and instruction on archiving reports in VISTA. As a VISTA administrator, it will be your responsibility to delete or archive outdated reports. You will also be responsible for restoring and managing archived reports.

This chapter contains the following sections:

- VISTA Plus Report Archiving

- Archive Rules Window

- Optical Disk Volume Maintenance Window

☞ **Note.** Report Archiving is a VISTA Plus feature. This chapter provides information on features that are only available with VISTA Plus.

VISTA Plus Report Archiving

After running **VISTACLN**, you can store the removed reports to tape. This provides you with long-term storage for all production reports. These reports can still be accessed in VISTA Plus using the Select Archive window. For more information on this feature and on listing archived reports, turn to the *VISTA Plus for MPE User's Guide*.

VISTA Plus controls the archiving and restoring of requested reports with the VISTAARC and VISTARST programs, and two job streams which run those processes.

When a report is removed from a folder and the **Archive To Tape** field on the report record is set to **Yes**, the report is placed in an MPE file. The MPE file is stored in the group and account defined in the VISTAINI file's **$ARCHIVE-GROUP-ACCOUNT** option. These MPE files can be placed on tape by streaming the **VISTAARC.JOB.NETBASE** job.

Archiving Data Flow with VISTA Clean

This diagram shows the data flow used for archiving to tape with VISTARST and VISTAARC.

Folder ®	**Deleted Reports ®**	**Archive File**
-		–
-		**VISTA Archive**
-		–
VISTA Restore	¬ ¾ ¾ ¾ ¾ ¾ ¾ ¾	**Tape**
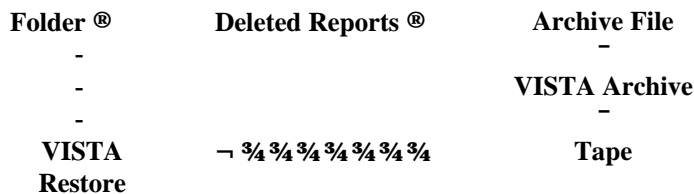
VISTAARC Program

VISTAARC is a VISTA Plus archive program. The VISTAARC job stores reports removed from folders onto tape. Before you run this program, open the VISTAINI file and make sure the **$ENABLE-ARCHIVE-TO-TAPE** option is set to **ON** and the **$ARCHIVE-DEVICE** option is set to **TAPE**.

When the job is started, you are asked to mount a tape on which to retain the archived reports. After the reports have been written to tape, you are asked to specify the tape volume names that were written on. VISTA Plus retains the tape volumes each report was written on. The restore archived reports process uses the tape volume to notify the operator which tape volume to mount when a request to restore a report is issued.

After the reports are placed on tape, the MPE files holding the reports are purged. The following command is used to start the VISTA Plus archive job:

```
:STREAM VISTAARC.JOB.NETBASE
```

VISTARST Program

VISTARST is a VISTA Plus restore program. The VISTARST job restores reports from tape that have been requested by a VISTA Plus user. You can request reports to restore by entering the **Select Archive** screen, tagging the reports to restore, and pressing the **Restore Reports** function key. Restored reports are placed in the folder from which they were removed.

Restore requests are stored in the **RSTPIPE.PUB.NETBASE** file. This file is sorted by tape volume name and groups all reports on the same tape together. An MPE restore command is issued for each tape volume to restore reports on the same volume with one command. For each restore command issued, the operator is told which tape volume to mount.

When reports are restored, they are placed in MPE permanent files. The reports are then merged into the folder file they were originally removed from by the VISTA Plus clean process. The MPE files are purged after the merge process is completed.

After the reports have been restored, you can view the restored reports by opening the folder the reports are located in.

Archive Rules Window

Archive rules specify the number of report copies to be retained, and when to store reports to tape or optical disk.

When establishing archive rules, you can specify either Generations or Months and Days. If you use Generations and specify five, VISTA will save the five most recent copies of a report. If you use Months and Days, VISTA will save all copies of a report that accumulate for the specified period. The VISTA clean program (**VISTACLN.PUB.NETBASE**) process examines the archive rules to determine which reports to remove from a folder and whether the removed reports should be placed on tape for long-term storage.

The Archive Rules window shown below appears when you press **F7**, **Archive Rules**, from the Report Maintenance window.

```
Enter Archive Rules and Press Enter.
04/17/96                        Archive Rules


Report Name:   XXX
Job Name:      @
User Name:     @
Account Name:  @
Description:
Print Page Breaks: Y   Print On Perf:     Lock Headings: 00
Printer    :
-----------------------------------------------------------------
Archive To Tape Y    Archive To Optical Disk N
Archive Code
                        Generations    Months     Days
On-Line Retention         00001         000        000




                                                          Report
                                                          Maint
```

Archive Rules Fields

This section provides information on the fields that appear in the Archive Rules window.

Archive to Tape   In this field, enter a Yes/No flag that specifies whether a report is to be stored to tape. When this flag is set to **Y**, the **VISTACLN** program writes the report to tape when the report is removed from a folder.

Archive to Optical Disk   In this field, enter a **Yes/No** flag that specifies whether a report is to be stored to an optical disk. When the flag is set to **Y**, the **VISTACLN** program will write the report to an optical disk when the report is removed from a folder.

Archive Code   In this field, enter a two-character code to assign to a report. The code can be used to categorize reports with similar information. The archive process uses the code when selecting specific reports to archive to tape.

Generations   In this field, enter a value used to specify the number of copies of a report to retain in a folder. When 10 generations of a report reside in a folder and this value is set to 5, the **VISTACLN** program is used to remove the five oldest copies. Either set this field or the Months/Days field.

Months/Days   In this field, enter the number of months and days to store copies of a report. When this is set to 1 month and 15 days and the time elapsed is 2 months, the **VISTACLN** program is used to remove the all copies older than one month and 15 days. Either set this field or the Generations field.

On-Line Retention   This field uses the defined generations or months/days to determine when reports will be removed to tape.

Optical Disk Volume Maintenance Window

The Optical Disk Volume Maintenance window lets you create, modify, delete and view optical disk volumes available for storing archived reports. This window provides a way for notifying VISTA Plus of available optical disk volumes. It also defines the sequence VISTA Plus will use to search optical disk volumes when determining the next volume to which to write a report.

To define reports to archive to optical disk, you need to first enable the Archive to Optical Disk flag in the Archive Rules window. This flag must be enabled for each report you want to archive to optical disk.

Optical Disk Volume Maintenance can be used to define optical disk volumes. The group and account names assigned to each volume must match the group and account names that were created on the volumes when the optical disk was installed.

Execute the **VISTACLN** program to remove aged reports from a folder and have them archived to optical disks. When the **VISTACLN** process removes a report from a folder, it checks the Archive to Optical Disk flag. If this flag is enabled, a search of available optical disks is performed to determine the optical disk volume to which to write the report. When a volume is found, the report is placed in the group and account associated with the optical disk volume.

The search for the next optical disk volume occurs in ascending order based on the field Volume Number within each optical disk volume record. A check is also made to verify that space is available on a volume to retain the report removed from a folder. If space is not available, then the search continues with the next volume.

When a report is stored on an optical disk volume, VISTA Plus retains the volume name to which the report was written. This allows VISTA Plus to restore a report from an optical disk volume.

The procedure for restoring a report archived to an optical disk is the same as the procedure for restoring a report from a tape. Within VISTA Plus, the Select Archive window can be utilized to select reports to restore. This window can be displayed with the function key labeled "Archived Reports" on the Select Report window.

To select reports to restore, tag the report by pressing **F4**, **Tag Reports**. Press **F6**, **Execute Restore** to initiate the restore operation. VISTA Plus will launch a batch job to perform the restore.

To view the Optical Disk Volume Maintenance window, enter **11** in the function field and press **Enter**. The window on the next page will be displayed.

```
Enter Function to perform.
04/18/96               Optical Disk Volume Maintenance

   Function: █   (A)dd, (D)elete, (F)ind, (M)odify


   Volume Name: ███████████████████████

   Archive Group
   Archive Account
   Volume Number
   Volume Type
   Volume Status
```

List Volumes								Main Menu

Optical Disk Volume Maintenance Fields

This section provides information on the fields that appear in the Optical Disk Volume
Maintenance window.

Volume Name   In this field, enter the optical disk volume name.

Archive Group   In this field, enter the name of the group where reports will be written.

Archive Account   In this field, enter the name of the account where reports will be written.

Volume Number   In this field, enter the sequence number assigned to an optical disk
                        volume. VISTA Plus will search the available optical disk volumes in
                        numeric order when determining the next volume to place a report on.
                        Each optical disk volume must be assigned a unique volume number.

Volume Type   In this field, enter the optical disk type. Currently only IEM drives are
                        supported so this field should be set to IEM.

Volume Status   In this field, enter the status of an optical disk. When space is available
                        on an optical disk, this field should be set to **Available**. If an optical disk
                        is full, this field should be set to **FULL**.

Optical Disk Volume Maintenance Function Keys

This section gives information on the Optical Disk Volume Maintenance window's function keys.

List Volumes								Main Menu

F1 List Volumes	This option displays the Optical Disk Volume Inquire window. This window shows all of the optical disk volumes that have been defined.

F8 Main Menu	This option returns you to the main menu.

C H A P T E R   1 0

VISTA Plus Configuration

This chapter provides information on the configuration files in VISTA. There are dozens of parameters that are outlined and described in this chapter that allow you to configure VISTA specifically to your environment. These parameters may allow you to work more efficiently with VISTA and also allow your users to have greater control over the reports and VISTA application.

This chapter contains the following sections:

- VISTAINI File

- VISTACFG File

VISTAINI File

The VISTA program is initialized by the **VISTAINI.DATA.NETBASE** file which contains parameters to enable and disable VISTA features. To modify this file and change parameter values, you can use any text editor.

Most of the following parameters can be set to **ON** or **OFF**, enabling or disabling the feature. A sample VISTAINI file is shown below, with values and detailed explanations for each parameter.

VISTA Initialization Parameters

The follow VISTAINI file parameters are listed in alphabetical order.

$ALLOW-SM-SYS-CAPABILITIES	This parameter enables users with system manager capabilities to view, delete, and print all reports.
$ALLOW-AM-ACCT-CAPABILITIES	This parameter allows users with account manager capabilities to view, print, and delete all reports within their logon account.
$ALLOW-DELETE-REPORT	This parameter controls access to the Delete Report function key in the Select Report window. If it is set to **ON**, the Delete Report function key will be displayed to give users the ability to delete reports. If it is set to **OFF**, the Delete Report function key will not be displayed. **Note:** Users cannot delete reports unless they have been authorized to do so.
$ALWAYS-SHOW-REPORTS-SCREENS	This parameter displays the Select Report screen regardless of the number of reports within a folder. If **OFF**, the Select Report screen appears only when more than one report exists in the selected folder.
$AM-SM-REQ-TO-INDEX	This parameter enables you to specify that only Account Managers or System Managers (AM/SM) can index a report (**ON**). If it is set to **OFF**, any user can index a report.

$AM-SM-REQ-TO-SAVE-WINDOWS

This parameter allows only account managers and system managers to save window definitions with a report within VISTA. If it is set to **OFF**, all users can save window definitions.

$ARCHIVE-DEFAULT-CODE

This parameter defines the default code to assign to report records when report skeleton records are created. This flag is used by the VISTA archive process to select groups of reports to store on a tape. The default is VI.

$ARCHIVE-DEVICE

This parameter defines the class name of an archive device. The VISTA archive process uses the class name when setting a file equate for the archive device.

$ARCHIVE-GROUP-ACCOUNT

This parameter defines the group and account where reports that are going to be archived to tape will be queued. The default is ARCHIVE.NETBASE.

$ARCHIVE-PROGRAM

This parameter defines the backup program used to store archived reports to tape. In VISTA Plus version 5.0, the program STORE.PUB.SYS is the only backup program available.

$AUTO-LOGOFF-SECONDS

This parameter automatically logs users out of VISTA after a specified period of time. The default setting is 3600 seconds (one hour).

$CREATE-SKELETON-RECORDS

This parameter enables the automatic creation of report records in the VISTA database when a folder is opened containing a report which does not have a corresponding record. Skeleton records do not contain security information; that must be maintained by the system administrator.

$DEFAULT-ARCHIVE-DAYS

This parameter determines the default number of archive days to be assigned to report records when they are automatically created.

$DEFAULT-ARCHIVE-FLAG

This parameter controls the archive flag setting in the Report Maintenance window for new report records. If it is set to **Y**, all new report records will have the archive to tape option set to **Yes**.

$DEFAULT-ARCHIVE-MONTHS	This parameter determines the default number of archive months to be assigned to report records when they are automatically created.
$DEFAULT-GENERATIONS	This parameter defines the default number of generations to be assigned to new reports when automatically created. Specific reports can have different numbers of generations maintained by modifying their report record in VISTAMNT.
$DEFAULT-OPTICAL-FLAG	This parameter controls the default archive to optical disk flag. This flag can be used to set the field Archive to Optical Disk when a report record is created. When set to a value of **Y**, the field Archive to Optical Disk will be enabled when a report record is created.
$DEFAULT-PRINT-CREATOR	This parameter determines the user name (user.account) to assign to temporary print files when downloading a report with *Sheetmate*. This option is used to prevent background capture jobs from picking up print files before *Sheetmate* processes them. The user name represents a reserved name that background capture jobs would be instructed to ignore.
$DEFAULT-PRINTER-IS-LP	This parameter controls the display of **LP** in the Device field within the Print window. When enabled (**ON**), **LP** is displayed when a default printer has not been assigned to the report. When disabled (**OFF**), **LP** is not displayed in the Device field.
$DEFAULT-PRINT-PRIORITY	This parameter allows users with system manager capabilities to set the default print priority in the print window.
$DEFAULT-REPORT-DISPLAY	This parameter controls the default display format for reports and lets you toggle between several formats, shown below:

Display Option	Description
REPORT-DISPLAY ALL	This option displays all reports within a folder.
REPORT- DISPLAY SINGLE	This option displays one report for each unique report key of report name, job name, user name and account name.
REPORT- DISPLAY SINGLE-BY-REPORT	This option displays one report for each unique report name in a folder. The most recent report will be displayed.

$DEFAULT-REPORT-SORT — This parameter defines how reports will be sorted prior to displaying the report screen. Many options are available, but only one can be enabled. The default sort option when VISTA is shipped is "By create date in descending order." The other available options are listed below:

Sort Option	Description
REPORT-ASC	This option sorts by report name in ascending order.
REPORT-DESC	This option sorts by report name in descending order.
JOBNAME-ASC	This option sorts by job name in ascending order.
JOBNAME-DESC	This option sorts by job name in descending order.
PAGES-ASC	This option sorts by pages in ascending order.
PAGES-DESC	This option sorts by pages in descending order.
CREATEDATE-ASC	This option sorts by create date in ascending order.
CREATEDATE-DESC	This option sorts by create date in descending order.
DESCRIPTION-ASC	This option sorts by description in ascending order.
DESCRIPTION-DESC	This option sorts by description in descending order.
JOBNUMBER-ASC	This option sorts by job number in ascending order.
JOBNUMBER-DESC	This option sorts by job number in descending order.
SPOOLFILE-ASC	This option sorts by spool file ID in ascending order.
SPOOLFILE-DESC	This option sorts by spool file ID in descending order.

$DELETE-AFTER-PRINT — This parameter deletes a report from the folder after printing.

$ENABLE-ARCHIVE-TO-TAPE — When set to **ON**, the VISTACLN process archives reports to be removed from a folder to a magnetic tape or DAT drive. When set to **OFF**, this feature is disabled.

$ENABLE-BLANK-PAGE-BREAKS — When set to **ON**, this parameter forces the printing of blank pages. The default setting is **OFF**, which stops blank pages from printing.

$ENABLE-DATABASE — This parameter allows VISTA to open the VISTA database. If VISTA does not open the database, a security check will not be performed when a user selects a report to view, print, or delete.

$ENABLE-EUROPEAN-DATE	If this parameter is set to **ON**, the date will be displayed in European format (DDMMYY).
$ENABLE-SAFE-READS	This parameter disables arrow keys within windows. Arrow keys occasionally corrupt data being entered, and their use may hang the terminal. By disabling the arrow keys, you increase the integrity of entered data.

If **OFF**, terminal arrow keys can be used to place the cursor on the character to be changed, rather than re-entering all characters within the field. |
$ENABLE-TAB-WITH-X25	This parameter controls whether the **Tab** key is enabled. For certain X.25 customers, automatic enabling of the **Tab** key interfered with recognition of the terminal arrow keys. If set to **OFF**, this parameter disables the **Tab** key for all users in order to eliminate the problems with arrow keys. The default setting is **ON**.
$GET-DESC-WHEN-DISPLAY	This parameter controls when folder descriptions are retrieved. It also decreases the amount of time it takes to bring up the Select Folder Screen. When set to **ON**, folder descriptions are retrieved on a screen-by-screen basis. When set to **OFF**, all folder descriptions are retrieved prior to displaying the first screen of folders. If you are sorting the folder screen by description, this option must t set to **OFF**.
$GET-REPORT-DESCRIPTIONS	When this parameter is set to **ON**, it controls when report descriptions are to be retrieved from the VISTA database. When set to **OFF**, report descriptions will not be retrieved. Instead, the default report description for the user and account that created the report will be displayed. The default setting for the option is **ON**.
$HILITE-FULL-LINES	This parameter instructs VISTA to highlight the entire line on the Select Folder and Select Report windows. If **OFF**, only folder names are highlighted.

$LOG-READ
This parameter controls writing history records to the HISTORY dataset in the VISTA database. The information written defines who opened a report for reading, the date and time the transaction was written, and the name of the folder where the report was located. History information can be used to generate reports of who read certain reports and the number of times a report has been read.

$MAX-HOLD-RECORDS
This parameter controls the size of the hold buffer file. The value associated with the record represents the total number of report lines that can be held.

$MAX-PRINT-PRIORITY
This parameter defines the maximum print priority you can specify in the Priority field within the Print window. The default is 10. An error message will be displayed when a user enters a print priority greater than the defined maximum.

$MAX-REPORT-RECORDS
This parameter defines the maximum number of reports that can be put in a folder file. This value is used to define the size of temporary work files that are created to hold all reports within a folder. You should set this value to the maximum number of reports that would ever exist in your folder files.

$MONARCH-AVAILABLE
When this parameter is set to **ON**, this option lets VISTA know that Monarch is available when downloading PC files.

$MONARCH-DIRECTORY
This parameter value is the PC path where the Monarch program resides, for example: C:\MONARCH\MONARCH.

$PRINT-DEFAULT-FIRST-LAST
When this parameter set to **ON**, the first and last page numbers will be displayed in the print and download windows when they are displayed. When set to **OFF**, the current page number will be displayed in the first and last fields. The default setting is **OFF**.

$PRINT-USE-FORMID-FORMS
This parameter controls storage and printing of forms messages and form Ids associated with a report. When it is set to **ON**, forms messages and form IDs attached to a report will be reattached when the report is printed in VISTA.

$PURGE-SPOOL-FILES	This parameter controls deleting spool files associated with a $STDLIST report when that report is deleted with VISTA. When it is set to **ON** and a user deletes a $STDLIST report in VISTA, a spool file delete command will be issued to remove the $STDLIST report from the spooler subsystem.
$SEARCH-MULTIPLE-INPUTS	This parameter defines the character that used to search for multiple strings. The default is an ampersand (**&**).
$SEARCH-NUMERIC-RANGE-DIVIDER	This parameter defines the character used to specify a range of numeric values to search for. The default is a plus sign (+).
$SEARCH-TEXT-RANGE-DIVIDER	This parameter defines the character used to specify a range of text values to search for. The default character is a bar (|).
$SECONDS-BETWEEN-SEARCH-PAGE	This parameter sets the number of seconds that will elapse before VISTA refreshes the page number display when a search is in progress.
$SELECT-PAGES	When this parameter is **ON**, it sets a flag which specifies that page security has been enabled for the system. When set to **OFF**, all users of VISTA will be able to view all pages of a report even if page security has been defined.
$SORT FOLDERS	This parameter specifies whether folders will be sorted prior to displaying them (**ON**), or not sorted at all (**OFF**). The default setting is **ON**.
$SUSPEND-ON-EXIT	This parameter enables VISTA to be suspended when it is run as a son process by a menu program. If VISTA is suspended, it can be resumed more quickly than if it were terminated and started again. For success, this parameter requires that the parent process save the VISTA PIN in order to reactivate it.
$VISTA-PLUS-FOR-WINDOWS	This parameter controls access to features of VISTA Plus for Windows. When it is set to **ON**, information associated with VISTA Plus for Windows is written to the VISTA database. If VISTA Plus for Windows has not been purchased, this parameter should be set to **OFF**.
$WHEN-BLANK-SHOW-JOB-SFID	This parameter displays the job number and report creator in the report description field on the Select Report window if a report record has not been created for the report.

VISTACFG File

When VISTA displays a report, it searches for the **VISTACFG.DATA.NETBASE** file in your current logon group. This file contains user configuration values for displaying and printing reports locally. A standard version of this file is VISTACFG.DATA.NETBASE. To set default configuration values for a specific user, copy VISTACFG.DATA.NETBASE into the user's logon group and edit it to reflect the user's preferences.

A sample VISTACFG file is displayed below, listing the default values for each variable, followed by detailed explanations of the variables.

$PRINTLEN	This variable selects the buffer size when printing to local, non-spooled (slave) printers. Valid values are **128** and **256**. If you are receiving buffer overflows when printing to a slaved printer, set this to **128**.
$PAGEBREAKS	This variable displays page breaks when displaying a report. Valid values are **Y** and **N**.
$HSCROLL	This variable selects the number of columns to scroll screen when left or right arrows are pressed.
$SCREENLINES	This variable selects the number of report lines to display on a terminal. On non-VGA monitors, VISTA can display only 21 lines without affecting the function key labels. If your function keys are not being displayed properly, set this to **21**.
$COLUMNS	This variable displays the number of characters per line supported by your terminal. Valid values are **80** and **132**. If your terminal supports 132-character lines and you have set this to **132**, VISTA automatically compresses the display for all reports.

Adjusting the Screen Size

VISTA has been developed to display 24 lines of text on a screen, including two lines for function key labels. On non-VGA PCs, which run through a terminal emulator such as Reflection, only 23 lines of text can be displayed without losing the bottom row of user labels. To fix this problem, you can set the **$Screenlines** configuration record in the **VISTACFG.PUB.NETBASE** file to a value of 21, which allows two additional lines for function keys.

```
$Screenlines 21
```

When **$Screenlines** is set to **21** and you are using a non-VGA PC, the bottom row of user labels will remain on display.

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