

CONTROL-D[®]/WebAccess Server User Guide



Supporting

CONTROL-D/WebAccess Server 3.7.00

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- read overviews about support services and programs that BMC offers
- find the most current information about BMC products
- search a database for issues similar to yours and possible solutions
- order or download product documentation
- report an issue or ask a question
- subscribe to receive proactive e-mail alerts when new product notices are released
- find worldwide BMC support center locations and contact information, including e-mail addresses, fax numbers, and telephone numbers

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In the United States and Canada, if you need technical support and do not have access to the web, call 800 537 1813 or send an e-mail message to support@bmc.com. Outside the United States and Canada, contact your local support center for assistance.

Before contacting BMC

Have the following information available so that Customer Support can begin working on your issue immediately:

- product information
 - product name
 - product version (release number)
 - license number and password (trial or permanent)
- operating system and environment information
 - machine type
 - operating system type, version, and service pack or other maintenance level such as PUT or PTF
 - system hardware configuration
 - serial numbers
 - related software (database, application, and communication) including type, version, and service pack or maintenance level
- sequence of events leading to the issue
- commands and options that you used
- messages received (and the time and date that you received them)
 - product error messages
 - messages from the operating system, such as `file system full`
 - messages from related software

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About this book

This book contains detailed information about working with CONTROL-D/WebAccess Server and is intended for CONTROL-D/ WebAccess Server users.

CONTROL-D/WebAccess Server is also referred to in this document as WebAccess Server.



NOTE

This book assumes that you are familiar with your host operating system.

How this book is organized

This book is organized as follows. In addition, an index is located at the end.

Chapter/appendix number and title	Description
Chapter 1, "Overview"	provides an overview of WebAccess Server
Chapter 2, "Getting started"	describes basic logon procedures
Chapter 3, "Finding the reports you need"	describes the methods used to find reports
Chapter 4, "Viewing reports"	describes the methods used to view reports
Chapter 5, "Managing folders and reports"	describes report management features
Chapter 6, "Managing logical views"	describes the tools used to manage logical views
Appendix A, "Display types"	describes titles or column headings displayed in a Report List window
Appendix B, "Icons and navigation buttons"	describes the icons and navigational buttons displayed in WebAccess Server
Appendix B, "Error messages"	defines messages used in WebAccess Server

Related documentation

BMC Software products offer several types of documentation:

- online books
- online Help
- release notes

Online books

Like most BMC Software documentation, this book is available in online formats. Visit the BMC Software Customer Support page at http://www.bmc.com/support_home to view online books and notices (such as release notes and technical bulletins). Some product shipments also include the online books on a documentation CD.



NOTE

Online books are formatted as Portable Document Format (PDF) or HTML files. To view, print, or copy PDF books, use the free Acrobat Reader from Adobe Systems. If your product installation does not install the reader, you can obtain the reader at <http://www.adobe.com>.

Online help

You can access Help for a product through the product's Help menu. The online Help provides information about the product's graphical user interface (GUI) and provides instructions for completing tasks.

Release notes

Printed release notes accompany each BMC Software product. Release notes provide up-to-date information such as

- updates to the installation instructions
- last-minute product information

The latest versions of the release notes are also available on the Web at <http://www.bmc.com/support>.

Conventions

The following conventions are used in this book:

- This book includes special elements called *examples*, *notes*, and *tips*.

— **EXAMPLE** —

An example clarifies a concept discussed in text.

— **NOTE** —

Notes provide additional information about the current subject.



— **TIP** —

A tip provides useful information that may improve product performance or make procedures easier to follow.



- All syntax, operating system terms, and literal examples are presented in this typeface.
- In instructions, **boldface** type highlights information that you enter. File names, directories, and Web addresses also appear in boldface type.
- The symbol » denotes one-step instructions.
- In syntax, path names, or system messages, *italic* text represents a variable, as shown in the following examples:

The table *table_name* is not available.

system/instance/file_name

Overview

CONTROL-D/WebAccess Server accesses reports via the Internet. It uses your Web browser to let you view reports using sophisticated viewers, filters, and indexing capabilities.

Some of the advantages are

- **universal availability**
You can access reports efficiently and securely from anywhere in the world.
- **user friendly**
If you are familiar with standard Web browsers, you can start using WebAccess Server immediately.
- **multi-repository support**
You can access reports on the following repositories without the need to install client software:

WebAccess Server formats text reports as HTML documents. Plug-ins and helper applications are employed to access the data.

NOTE

References to Internet include Intranet.



WebAccess Server supports the following Web browsers:

- Microsoft Internet Explorer versions 5.5 with service pack 2 and 6.0 with service pack 1. If you create Logical Views, ensure that either the Microsoft Java Virtual Machine is enabled or that the Sun Java Virtual Machine is installed.
- Mozilla Firefox version 1.5



NOTE

Hebrew and Hebrew Enabled display languages are supported by Microsoft Internet Explorer version 5.5, with Service Pack 2, and version 6.0, with Service Pack 1.

Using CONTROL-D/WebAccess Server

The processes and the tools used to view reports are summarized below:

1. Log in using the *Login window*.

In this window, you can also

- change the repository password
- select a GUI language

2. Select a report using the *Report List window*.

In this window, you can also

- filter the report list
- sort the report list
- print multiple reports
- find text in multiple reports
- transform several text reports into a single unified PDF report

3. View the report using the *Report Viewing window*.

In this window, you can also

- search for text
- use indexes to view specific report parts
- customize the report display
- transform report viewing format
- add notes

These processes and tools, as well as the WebAccess Server management tools and utilities are described in the following chapters.

Where to go from here

To do this	See This
Log in	“Logging on” on page 21
Select a report	“Selecting reports for viewing” on page 28
View a report	“Understanding the Report Viewing window” on page 43

Getting started

You log on to CONTROL-D/WebAccess Server using the Login window. From the Login window, you can also perform the following tasks:

To do this	See this
log on to a repository	“Logging on” on page 21
change your repository password	“Changing your repository password” on page 25
choose a user interface language	“Choosing the user interface language” on page 26

Logging on

To access repository reports, you must log on with an authorized user name and password.

To access CONTROL-D/WebAccess Server

- 1 Open your Web browser.
- 2 In the **Address** field of Microsoft Internet Explorer or in the **Location** field of Mozilla Firefox, enter the URL of your WebAccess Server (supplied by your system administrator).

You can also access WebAccess Server via a URL supplied as a link on a document, Web page, or email message.

Upon entering the URL, one of the following login windows is displayed:

- [Selected Hosts Login window](#)
- [Single Sign-On Login window](#) (see [page 23](#))

The type of login window displayed is determined by the WebAccess Server administrator.

Selected Hosts Login window

The Selected Hosts Login window lets you access reports from a single repository. To access reports from a different repository, you must disconnect from the current repository and log on to another one.

Table 1 describes the Selected Hosts Login window fields.

Table 1 Selected Hosts Login window fields

Field	Description
User Name	user name that is registered at the repository
Password	password that is registered with the user name at the repository
Host	repository name
Filter check box	opens the Filter window <i>before</i> displaying the Report List window. This can considerably reduce access time, especially when dealing with a long report list. For more information, see “Filtering the report list” on page 30 .
Login button	initiates the procedure for logging on to the repository
Change Password hyperlink	lets you change the repository password For more information, see “Changing your repository password” on page 25 .
Change Language hyperlink	lets you change the GUI language For more information, see “Choosing the user interface language” on page 26 .
Help button	displays online Help

To log on to a repository

- 1 Enter your **User Name** and **Password** and select a **Host**.

The host specified represents a repository. Your user name and password must be registered at the repository.

If your report list is very large or you already know which types of reports you want to display, you can select the **Filter** check box. For more information, see [“Filtering the report list” on page 30](#).

- 2 Click **Login**.

After logging on to a repository, one of the following report folders is displayed in the Report List window:

- the contents of the root (START) folder
- the contents of the last-visited folder (if cookies are enabled on your Web browser)

If you selected the Filter check box in Step 1, the Filter window is displayed instead of one of the report folders.

Where to go from here

To Do This	See This
Find the reports you need	“Navigating the Report List window” on page 28

Single Sign-On Login window

The Single Sign-On Login window lets you log in to one or more predefined repositories with a single logon. In addition, you can preset the list of repositories that is displayed in the Report List window.

[Table 2](#) describes the Single Sign-On Login window fields.

Table 2 Single Sign-On Login window fields

Field	Description
User Name	user name that is registered at the desired repositories
Password	password that is registered with the above user name at the desired repositories
Login button	initiates the procedure for logging in to the repository
Change Password hyperlink	lets you change the repository password For more information, see “Changing your repository password” on page 25 .
Change Language hyperlink	lets you change the GUI language. For more information, see “Choosing the user interface language” on page 26 .
Help button	displays online Help

To log on to repositories

- 1** Enter your **User Name** and **Password**.
- 2** Click **Login**.

The first time you log on, the Select Preset Repositories window is displayed. Use this window to preset the repositories that you want to access in the Report List window. In subsequent logins, the Report List window is displayed with the list of your selected repositories.

3 Select the repositories to which you want to access by performing the following:

A Select a repository from the Available Repositories list, and click Select (or double-click the repository). You can select multiple repositories by using the Ctrl and Shift keys.

You can arrange the order in which the repositories are listed in the Report List window by selecting a repository in the Selected Repositories list and clicking Move Up or Move Down. You can select multiple repositories by using the Ctrl and Shift keys.

B To save your selections, click Save. If cookies are enabled on your Web browser, your settings are saved for subsequent sessions.

The Report List window opens displaying the list of preset repositories in the left pane.

NOTE



To change the list of selected repositories after your first sign-on, click Filter Preset Repositories.

One of the following report folders is displayed in the Report List window:

- the contents of the root (START) folder
- the contents of the last-visited folder (if cookies are enabled on your Web browser)

Figure 1 shows a typical Report List window after logging on through the Single Sign-On Login window.

Figure 1 Report List window—Single Sign-On Login



Where to go from here

To	Go to
Find the reports you need	“Navigating the Report List window” on page 28

Changing your repository password

The CONTROL-D/WebAccess Server administrator can let you change your repository password from the Selected Hosts Login window or the Single Sign-On Login window. If this option is enabled, the **Change Password** hyperlink is displayed in the Login window.

To change your password

- 1 In the Login window, click the **Change Password** hyperlink. The Change Password window is displayed.
- 2 Enter your **User Name** and **Old Password**.
- 3 Enter your **New Password** and re-enter it in the **Confirm Password** field.
- 4 Select a Host.

NOTE



When changing your password from the Single Sign-On Login window, the Host and Filter options are not displayed.

- 5 Click **Login** to complete the password change and log on (or click **Back to Login** to return to the Login window without changing your password).

NOTE



When changing your password from the Single Sign-On Login window, the change affects all selected repositories. If no repositories are selected, the Select Preset Repositories window is displayed after you click Login.

Choosing the user interface language

You can change the display language by selecting any of the following languages from the Login window:

- Chinese
- English
- French
- German
- Hebrew
- Hebrew-Enabled (displays Hebrew reports with an English user interface)
- Italian
- Portuguese (Brazilian)
- Spanish

NOTE



The list of available user interface languages and the initial language displayed are determined by the WebAccess Server administrator.

To choose a user interface language

In the Login window, click the **Change Language** hyperlink and select a language.

The user interface is displayed in the selected language. If cookies are enabled, this language becomes the default language for this computer until another language is selected. (Otherwise, English is the default language).

To see your current default language

Click the **Change Language** hyperlink.

The default language is displayed with a check mark in the drop-down menu.

Finding the reports you need

This chapter discusses the Report List window and describes how to quickly and efficiently locate the reports that interest you.

To do this	See this
view report lists	"Navigating the Report List window" on page 28
locate reports in folders	"Selecting reports for viewing" on page 28
list only those reports that are relevant to you	"Filtering the report list" on page 30
list the reports in a logical order	"Sorting the report list" on page 40

The report icon displayed on the report line in the Report List window indicates the report type.

For more information on report icons, see [Appendix B, "Icons and navigation buttons."](#)

You can display a report in the following formats:

- the format indicated by the report icon (the native, or default report type)
- a transformed format that you select

To display a report in the default format

Click the report name.

For information on how to display a report in a transformed format, see [Chapter 4, "Viewing reports."](#)

Navigating the Report List window

The Report List window displays reports and folders.

NOTE



The WebAccess Server windows you see may vary from those described in this document, depending on the configuration options chosen at your site.

The Report List window contains the following areas:

Name	Description
Title Bar	contains the window description, navigation buttons, and status indicators (for example, sort, filter)
Report List Toolbar	displays report list tools
Report List Window	displays report names and display types

Selecting reports for viewing

The Report List window displays the names of reports stored in the “logged-in” location. WebAccess Server contains the tools to let you browse report folders quickly and find the reports that interest you.

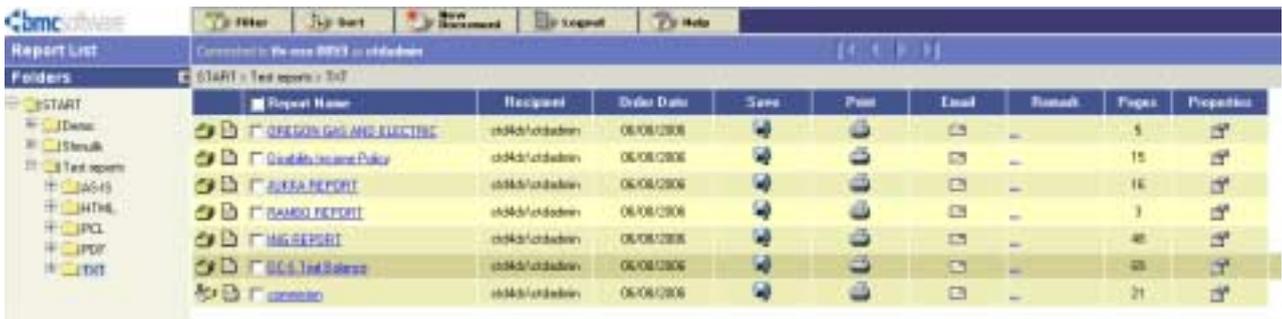
To display folders

Click the expand icon .

Available subfolders are displayed in a tree view. If, after clicking the expand symbol, the symbol is no longer displayed, there are no subfolders.

Figure 2 shows how folders are displayed when the expand icon is clicked.

Figure 2 Displaying available folders



NOTE



To close a folder, click .

To view the contents of a folder

Click the folder icon  or folder name.

The list of reports in the folder is displayed in the Report List window.

Figure 3 shows how reports stored in the current folder are displayed in the Report List.

Figure 3 Displaying stored reports



To return to parent folders

Click on the parent folder in the folder area.

The contents of the parent folder are displayed in the Report List window.

Filtering the report list

You can control which reports are displayed in the report list by filtering the list. For example, you may want to list only certain types of reports (such as AFP reports) or reports belonging to a certain recipient.

Filtering the report list is especially useful when the report list is very long and you only need to access a certain subset of the reports at the logged in location, or when you want to retrieve reports from a certain subfolder (for example, for a certain recipient in the recipient tree).

To apply filter criteria, use the Filter window.

To open the Filter window

Perform one of the following:

- From the Report List window, click **Filter**.
- From the Report Viewing window, point to **Back to the Report List and choose New filter**.
- From the Login window, select the **Filter** option and click **Login**.

To filter the report list

1 Open the Filter window.

The Report Parameters tab of the Filter window is displayed.

You can define the filter criteria using the following Filter window tabs:

Tab	Filters By
Report Parameters	report characteristics (such as report name and recipient)
Date & Time	date and time characteristics (such as decollation date and age of report)
Report Type	report type (such as AFP and PDF)
Index	index names and values

The fields in each tab are described under “[Filter options and buttons](#)” on page 32.

2 Select the filter criteria by performing one of the following:

- Select a predefined filter from the **Filter Name** list box.

- Enter filter criteria.

3 Click **Apply**.

Only reports that meet filter criteria are listed in the Report List window. If no report meets filter criteria, a message is displayed indicating that the report list is empty.

A filter icon  is displayed in the Report List window title bar to indicate that the report list is filtered.



NOTE

The tabs and fields displayed depend on the settings set by the administrator in CONTROL-D/Desktop.

If cookies are not enabled on your Web browser, some options are not displayed in the Filter window.

To save a filter definition

- 1 In the Filter window, click **Save**. The Save Predefined Filter window is displayed.
- 2 Type a filter name.
- 3 To set this filter as the default filter, select **Default**.

The default filter is displayed whenever the filter window is opened.

- 4 Click **Save**.

The saved filter is selected in the **Filter Name** box in the filter window.

To delete a predefined filter definition

- 1 In the Filter window, select a predefined filter.
- 2 Click **Delete**.

A confirmation message is displayed.

- 3 Click **Yes**.

The following table describes other filter-related actions.

To do this	Perform these steps
clear filter criteria	1. In the Filter window, click Reset . 2. Click Apply .
view the unfiltered Report List window	Click Cancel Filter .
return to the filtered Report List window	Click Back to the Report List .
cancel the filter in the Report Viewing window	Point to Back to the Report List and choose Unfiltered .

Filter options and buttons

The following table describes the options and buttons available on the Filter window.

Table 3 Filter Options and Buttons

Option or button	Description
Filter Name	lets you select a predefined filter
Include Filtered Subfolders From	applies filter criteria to any of the following folders: <ul style="list-style-type: none"> ■ Current folder only ■ Current folder and subfolders ■ All folders <p>Matching reports are collected from all subfolders and listed together in the filtered folder. In the “All folders” option, reports are listed in the START folder.</p>
Apply to All Folders	applies the filter criteria to every folder that is accessed
Save	opens the Save Predefined Filters window
Delete	deletes the current predefined filter
Apply	applies filter criteria to the report list
Reset	clears all filter fields

Filter tabs

Report parameters tab

The Report Parameters tab lets you filter for report characteristics (such as report name and recipient).

Table 4 describes the filter criteria available in the Report Parameters tab. For more information on general filter options, see “Filter options and buttons” on page 32.

For information on how to filter the report list using index values, see “Index tab” on page 38.

For more information about using wildcards, see “Filtering with wildcard characters” on page 34.

For more information about using multiple values, see “Filtering with multiple values” on page 35.

Table 4 Filter criteria in the Report Parameters tab (part 1 of 2) (part 1 of 2)

Item	Wild cards	Multiple values	Description
Report Name	Yes	Yes	matches the specified report name
Job Name	Yes	Yes	matches reports created by the specified job
Remark	Yes	Yes	<p>matches reports having specified remarks or completion codes</p> <ul style="list-style-type: none"> ■ For MF repository reports, if MSGCLASS output is decollated, the Remark field holds the return and termination codes, and any other value entered during decollation. ■ For DS repository reports, this can be the value of the Remark field for reports created using the Create New Document window.
Category	Yes	Yes	<p>matches reports with this category name</p> <p>Category is an informative field that specifies the decollation that produced this report.</p>
Index Name	No	Yes	<p>matches reports with this index name. This value is case-sensitive</p> <p>The index name can be entered here or from the Index tab.</p> <p>Note: The number of Index Names must be the same as the number of Index Values. The Index Values must be in the same order as their corresponding Index Names.</p>

Table 4 Filter criteria in the Report Parameters tab (part 2 of 2) (part 2 of 2)

Item	Wild cards	Multiple values	Description
Index Value	No	Yes	<p>matches reports with this index value. This value is case-sensitive.</p> <p>The index value refers directly to one of the values of the name specified in Index Name. Reports opened from the filtered list contain only the pages with matching indexes. The index value can be entered here or from the Index tab.</p> <p>Note: The number of Index Names must be the same as the number of Index Values. The Index Values must be in the same order as their corresponding Index Names.</p>
Recipient	Yes	Yes	matches reports with this recipient name
Containing Text	No	No	matches DS repository reports that contain the specified text
Version	No	No	<p>matches DS repository reports with this version number</p> <p>Version numbers are created by the check in and check out process.</p>
Generation	No	No	<p>matches DS repository reports with this generation number</p> <p>A report can have several generations stored in the repository. For example, a salary report with the same name is generated and added to the repository each month. By default, the last report generated is displayed in the Report List window.</p>
Report Status	No	No	<p>matches reports with the following status</p> <ul style="list-style-type: none"> ■ Active non-migrated reports ■ History long term archived reports ■ Migrated reports that have been moved to an alternative location from the active report folder

Filtering with wildcard characters

The asterisk (*) wildcard character can be used in the Report Parameters tab to implement searches (in supported filter criteria fields as indicated in the above table) using pattern matching. The asterisk wildcard can represent a single character or a group of characters that match a filter criteria.

Wildcards can be used in the filter criteria fields as indicated in [Table 4](#). Wildcards can be used anywhere in the field.

Example

Assume that you have reports with the following names at the logged in location:

Departments, Daily, Revenues, Rates, Sales.

The following table shows which reports are accessed when the specified characters are entered in the **Report Name** field of the Filter window:

Table 5 Reports displayed based on Report Name field entries

Entry	Listed reports
D*	Departments, Daily
De*	Departments
*s	Departments, Revenues, Rates, Sales
R*es	Revenues, Rates

Filtering with multiple values

Filtering with multiple values is available only in the Report name, Job name, Remark and Category fields. This feature is supported in CONTROL-D for z/OS version 6.2.00 and later.

Multiple values must be separated by commas.

If the parameter value (for example, report name) includes commas, the value must be surrounded with double quotation marks.

If the parameter value contains double quotation marks, an extra double quotation mark character must be added before each double quotation mark character.

Date & Time tab

The Date & Time tab lets you filter for reports that match specified date and time characteristics, such as decollation date or age of report.

This section describes the fields specific to the Date & Time tab. For more information on general filter options, see [“Filter options and buttons” on page 32](#).

Date type

Reports matching the specified date type are listed.

[Table 6](#) defines valid date types.

Table 6 Date types

Type	Description
Decollated	date and time the report was decollated (processed for distribution by CONTROL-D)
Ordered	date the report was ordered (scheduled to run)
Run	start date and time of the job that created the report

Date From/To

Reports with dates in the specified range are listed. The date range relates directly to criteria specified in the Date Type field.

Specify a date range using the format displayed in the Date & Time tab (for example, mm/dd/yyyy).

Date range can also be represented as a calculation with respect to “today’s date” using the keyword #today or #today-n where -n represents the number of preceding days relative to today (for example, #today, #today-5).

— EXAMPLE —

Date Type: Decollated

Date From: #today -2 **To:** #today

Reports that were decollated from the day before yesterday, yesterday, and today are listed.

You can make the range open-ended. If the *Date To* field is blank, all reports with dates later than (and including) the date specified in the *Date From* field are selected. If the *Date From* field is blank, all reports with dates earlier than (and including) the date specified in the *Date To* field are selected.

— EXAMPLE —

Date From: 01/01/2000 **To:**

The range is open-ended. Reports from 01/01/2000 and any later date are listed.

Period

Reports that became available within the specified number of days are listed. If Period is specified, the *Date From* and *To* fields are automatically filled in with the selected period.

Table 7 defines available periods for dates.

Table 7 Available periods

Period	Description
Last Day	reports that became available today
Last 5 Days	reports that became available within the last 5 days
Last 10 Days	reports that became available within the last 10 days
Last 20 Days	reports that became available within the last 20 days

**NOTE**

When retrieving reports using the Ordered date type filter option, the *Time From* and *To* filter option is disabled. Any values entered in the *Time From* and *To* fields are not used as filter criteria.

Current date is

Displays the current system date.

Current date format is

Displays the system date format for input (for example, mm/dd/yyyy indicates that a 2-digit month, 2-digit day, and a 4-digit year must be used to enter dates).

Time From/To

Reports whose times are in the specified range are listed. The time range also relates to the criteria specified in the Date Type field. This field is not relevant when using the Ordered date type. Time ranges are set using the hh/mm and 24-hour clock formats.

EXAMPLE

Date Type: Decollated

Time From 15:00 **To** 08:00

Reports that were decollated between 3 p.m. to 8 a.m. the next day are listed.

You can make the range open-ended. If the *Time To* field is blank, all reports with times later than (and including) the date specified in the *Time From* field are selected.

If the *Time From* field is blank, all reports with times before (and including) the time specified in the *To* field are selected.

EXAMPLE

Time From 10:30 **To**

Reports from 10:30 a.m.

When using the date and time filter options together, the following method is used to retrieve reports:

- from the Date From date until the Date To date, between the Time From hours and the Time To hours.

— **EXAMPLE** —

Date From: 01/01/2000 **To:** 01/31/2000

Time From: 07:00 **To:** 08:00

Retrieves reports that became available in January between 7am and 8am (that is, one hour per day).

Report Type tab

The Report Type tab lets you filter for reports that match specified report types (such as AFP or PDF).

This section describes the fields specific to the Report Type tab. For more information on general filter options, see “[Filter options and buttons](#)” on page 32.

[Table 8](#) describes the filter criteria available in the Report Type tab.

Table 8 Filter criteria in the Report Type tab

Item	Description
Text Reports	text reports are listed
AFP Reports	AFP reports are listed
XEROX Reports	XEROX reports are listed
PDF Reports	Adobe Acrobat reports are listed
Other Reports	all other reports are listed

Index tab

The Index tab lets you filter for reports in CONTROL-D or CONTROL-D for Distributed Systems repositories. You can search the repository for specific indexes in reports.

The reports listed in the filtered Report List window contain only the report pages that contain a corresponding index name and value.

To filter for reports that contain index values

- 1 In the Filter window, click the **Index** tab.
- 2 In CONTROL-D repositories, select the index from the index tree. In CONTROL-D for Distributed Systems, click the drop-down arrow in the **Available Indexes** list box to display a list of available indexes.

You can specify an Index value prefix or mask (including wildcard characters) in the list box to filter the list of index values.

NOTE



In mainframe repositories, you see all index paths in the tree of index names. The paths that are displayed in gray cannot be selected. Available paths are displayed as blue clickable links.

- 3 Select the required indexes from the available indexes.

One or more list boxes are displayed. Each list box contains the available index values for the selected index name.

- 4 Select a value for each selected index. (Click the drop-down arrow in the associated list box to display a list of available index values.)
- 5 Click **Apply**.

NOTE



The index name and value are displayed in the **Index Name** and **Index Value** fields in the Report Parameters tab. If more than one index is selected, the selected index names and values are separated by #.

If your reports contain the # character, change the separator character as follows:

1. Open **bin/htmls/translate/js_filter.js**.
2. Find there following string:

```
var index_delimiter = "#";
```

3. replace the # character with a character that is not used in your report names.
-

The Report List window displays only those reports that match the selected criteria.

Sorting the report list

You can sort report lists by any display type, even one that is not displayed in the Report List window.

NOTE



In CONTROL-D/Desktop, the administrator can set whether users can sort using all report list fields, or only those fields that are available in the report list window.

Use the Sort window to apply sort criteria to the Report List window.

To open the Sort window

Click **Sort**. The Sort Report List window is displayed.

To sort the report list

- 1 Open the Sort window.
- 2 Select a display type by which to sort from the first **Sort by** list box.
- 3 Select the corresponding **Ascending** or **Descending** option.
- 4 To add more sorting criteria, select the display type in each lower level **Sort by** list box and select the sorting order (ascending or descending).
- 5 Click **Apply**.

The Report List window is displayed with the sorting criteria applied. A sort icon  is displayed in the Report List window title bar. Point to the sort icon to display the selected “Sort by” criteria.

NOTE



Your administrator may configure WebAccess Server to automatically sort your report list based on the last sort operation you performed.

Table 9 describes the available fields in the Sort Report List window.

Table 9 Sort Report List window fields

Field	Description
Sort by	display type to sort by You can choose up to three display types with which to sort.
Ascending or Descending	sort order Ascending sorts first from the lowest number, the beginning of the alphabet, or the earliest date in the sorted list. Descending sorts first from the highest number, the end of the alphabet, or the latest date in the sorted list. Blank cells are first in the sort order.
Reset	clears all sort fields
Default	sets the sort fields to default values configured by the WebAccess Server administrator
Apply	applies the selected sort criteria

If sort criteria is applied to the report list when the Sort window is opened, the applied sort criteria is displayed in the Sort by fields.

Similarly, if default sort criteria is defined for the repository, the default sort criteria is displayed in the Sort by fields.

Viewing reports

Reports are displayed in the Report Viewing window.

To view a report, you can place the cursor on the report name and choose **Open report** from the menu, or click the report name.

This chapter discusses report viewing and describes how to quickly and efficiently view data that interests you in the most appropriate format.

To	See this
navigate report pages	“Navigating report pages” on page 45
find desired text	“Searching for text strings” on page 46
view specific report areas	“Using indexes to view reports” on page 51
customize the way that report data is displayed	“Customizing the report display” on page 53
change the format in which a report is displayed	“Viewing reports in transformed formats” on page 60

When the Web browser accesses a non-text report, the appropriate application (plugin, helper) is invoked to view the report. Plug-ins must be installed and configured on the system before you can display the report.

Understanding the Report Viewing window

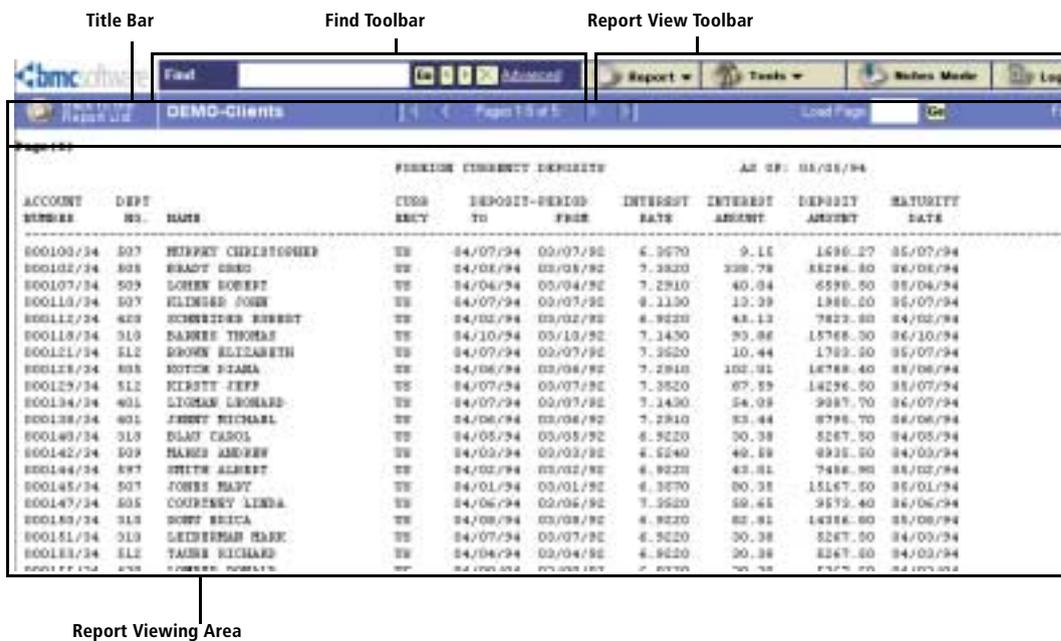
The Report Viewing window can be configured to display in one of the following modes:

- **Single**
The Report Viewing window replaces the Report List window in the same Web browser window.

- **Dual**
The Report Viewing window is displayed in a separate Web browser window. Each new report opened replaces the current open report.
- **Multiple**
The Report Viewing window is displayed in a separate Web browser window and a new browser window is opened for each report that is opened.

Figure 4 shows the Report Viewing window.

Figure 4 Report Viewing window



The Report Viewing window contains the following areas:

- **Title Bar**
displays the window description, navigation buttons, and status indicators (for example, find, index)
- **Find Toolbar**
lets you search for text
- **Report View Toolbar**
displays report viewing tools
- **Report Viewing Area**
displays the report data

The Report Viewing toolbars are always displayed for text reports. When Excel, Word, or PDF reports are opened in the Report Viewing window, their application toolbars are displayed. By default, the WebAccess Server Report Viewing toolbars are not displayed when Excel or Word reports are opened. For other reports types, by default, the Report Viewing toolbars are displayed in addition to the external application toolbars.

The administrator can configure CONTROL-D/WebAccess Server so that the Report Viewing window toolbars are not displayed together with the external application toolbars.

NOTE



If you are using Firefox, Excel and Word files always open with their application toolbars even if the system administrator set them to open with the WebAccess toolbar.

For more information on icons and navigation buttons, see [Appendix B, “Icons and navigation buttons.”](#)

Navigating report pages

Report viewing is accomplished by transferring report pages from the repository to your Web browser. A set of several pages (default: 5) is sent to your browser each time a single transfer request is made.

Within any set of report pages, you can scroll through pages using common keyboard (for example, page up, page down) and browser (for example, scroll bar) features.

To access report page sets, use the following buttons (located on the title bar):

Button	Description
	accesses the next set of report pages
	accesses the previous set of report pages
	accesses the first set of report pages
	accesses the last set of report pages

To go directly to a specific page

Type the page number in the **Load Page** text box  and click **Go**. This option is available with text reports and reports transformed to HTML (in page mode only).

Searching for text strings

The Find option lets you locate all occurrences of a specified string. Advanced Find lets you specify a search direction as well as additional search criteria.

In some repositories, you may be able to search a limited number of pages at a time. In this case, a message is displayed asking if you want to continue.

Using Find

The Find option can function in two different ways depending on how the WebAccess Server administrator configures this function.

The table below describes the two types of find functions and their differences:

Itemized Find	Find
The first match is highlighted in blue. All other matches are highlighted in yellow.	All matching text is highlighted in yellow.
Clicking  moves the blue highlighting to the next matching text in the current set of pages.	Clicking  displays matching text on the next set of pages. Additional matches in the current set of pages can be viewed using the scroll bars.
Matches in the next set of pages can be viewed by clicking  .	Matches in the next set of pages can be viewed by clicking  .

The default, Itemized Find, is used for the examples presented in this section.

To search for a text string

- 1 Type a text string in the **Find** text box  and click **Go**.

If the search string is found, the first report page containing the match is displayed in the Report Viewing window.

Figure 5 illustrates how each instance of the found string is highlighted. The currently selected instance is highlighted in blue; subsequent instances are highlighted in yellow.

Figure 5 Using the Find Text box



ACCOUNT NUMBER	DEPT NO	NAME	CURR ENCY	DEPOSIT PERIOD FROM
000100/34	507	MURPHY CHRISTOPHER	US	02/07/2003 01/07/2
000102/34	505	BRADF GREG	US	02/05/2003 01/05/2
000107/34	509	LOREN ROBERT	US	02/03/2003 01/03/2
000110/34	507	KLINGER JOHN	US	02/07/2003 01/07/2
000112/34	420	SCHNEIDER ROBERT	US	02/01/2003 11/01/2
000119/34	310	BARNES THOMAS	US	02/10/2003 01/10/2
000121/34	512	BROWN ELIZABETH	US	02/07/2003 01/07/2
000125/34	505	KOTCH DIANA	US	02/06/2003 01/06/2
000129/34	512	KIRSTY JEFF	US	02/07/2003 01/07/2
000134/34	401	LIERMAN LEONARD	US	02/07/2003 01/07/2
000138/34	401	JENNY MICHAEL	US	02/06/2003 01/06/2
000140/34	310	BLAU CAROL	US	02/05/2003 01/05/2
000142/34	509	HARRIS ANDREW	US	02/03/2003 01/03/2
000144/34	597	SMITH ALBERT	US	02/02/2003 11/01/2
000145/34	507	JONES MARY	US	02/07/2003 01/07/2
000147/34	505	COURTNEY LINDA	US	02/07/2003 01/07/2
000150/34	310	ROMU EPICA	US	02/06/2003 01/06/2
000151/34	310	LEIBERMAN MARK	US	02/05/2003 01/05/2
000153/34	512	TAUBE RICHARD	US	02/03/2003 01/03/2
000155/34	420	LUMPER RONALD	US	02/07/2003 01/07/2
000159/34	310	ARTSON KIM	US	02/07/2003 01/07/2
000100/34	507	MURPHY CHRISTOPHER	US	02/06/2003 01/06/2
000102/34	505	BRADF GREG	US	02/05/2003 01/05/2
000107/34	509	LOREN ROBERT	US	02/03/2003 01/03/2
000110/34	507	KLINGER JOHN	US	02/07/2003 11/01/2
000112/34	420	SCHNEIDER ROBERT	US	02/01/2003 11/12/2

- 2 To go to the next instance, click . To go to the previous instance, click .

If the next instance is located in a subsequent page set, that page set is brought into the browser. You can also use the navigation buttons to access the next or previous set of pages. For more information, see “Navigating report pages” on page 45.

- 3 To clear previously specified Find criteria, click .

The  icon is displayed in the upper right corner of the Report Viewing window when a search is active. You can point to the icon to display the search criteria.

Using Advanced Find

Advanced Find lets you specify search direction, case-sensitivity, whole or partial words, and page viewing options.

To use Advanced Find

- 1 In the Find navigation panel, click the **Advanced** hyperlink. The Advanced Find window is displayed.
- 2 Type a text string.

3 Modify the search by selecting direction and search options.

4 Click **Find**.

If the search string is found, the first report page containing the match is displayed in the Report Viewing window.

Each found instance of the search string is highlighted in the Report Viewing window. The currently selected instance is highlighted in blue; subsequent instances are highlighted in yellow.

5 To view the next instance, click . To view the previous instance, click .

If the next instance is located in a subsequent page set, that page set is brought into the browser. You can also use the navigation buttons to access the next or previous set of pages.

6 To clear previously specified Find criteria and highlighting, click .

The  icon is displayed in the upper right corner of the Report Viewing window when a search is active. You can point to the icon to display the search criteria.

Advanced Find window

Table 10 describes the fields in the Advanced Find window.

Table 10 Advanced Find window fields (part 1 of 2)

Field	Description
Find	the search string
Direction	search direction <ul style="list-style-type: none"> ■ Top down searches downward from the top (beginning) of the report ■ Down searches downward from the top of the current set of pages ■ Up searches upward from the bottom of the current set of pages ■ Bottom up searches upward from the bottom (end) of the report

Table 10 Advanced Find window fields (part 2 of 2)

Field	Description
Options	additional search criteria <ul style="list-style-type: none"> ■ Case sensitive case matching is performed ■ Whole word only complete word matches are found ■ Show only matched pages only the pages in which the search string was found are displayed.
Find button	initiates the search

Using Multiple Find

The Multiple Find option lets you search multiple reports for a specified string.

To use Multiple Find

- 1 In the Reports List window, select at least one report and click the **Find in Reports** icon, located in the upper right corner of the Reports List window.
- 2 In the Find in Reports window, type a text string.
- 3 Modify the search by selecting search options.
- 4 Click **Find**.

If the search string is found, the results are displayed in the lower pane of the Find in Reports window, using a hierarchy consisting of reports, pages, and lines. Each found instance of the search string is highlighted in yellow. In the results pane, each report name has a link that you can use to open the report to see the searched term. Similarly, each result page has a link that you can use to open the report starting with the specified page. Whichever link you use to open the report, the searched term appears highlighted in the report as if a regular search for that term was performed.

- 5 You can use the navigation buttons to search the next or previous set of pages.

To view the next set of pages, click  or .

To view the previous set of pages, click  or .

See [Table 11](#) for more details about the fields in the Find in Reports window.

Table 11 Find in Reports window fields (part 1 of 2)

Item	Description
Text box	the search string
Check boxes	<p>additional search criteria</p> <ul style="list-style-type: none">■ Case sensitive - case matching is performed■ Whole word - only complete word matches are found■ Show only matched pages - only the pages in which the search string was found are displayed when you view a report from the Find in Reports window■ Search Backwards - searches upward from the end of the last selected report■ One Page per report - only one page is retrieved for each report in the results page This is useful if you are only interested in finding the reports in which the searched string appears, but you are not interested in each of the occurrences of the string in the reports.■ Collapse results - results are first displayed in a collapsed state This is useful if you expect the searched string to appear in many reports.

Table 11 Find in Reports window fields (part 2 of 2)

Item	Description
Next/Previous buttons	<p>specifies direction and scope of the search</p> <p> Search previous <number of pages> pages, while skipping the current report</p> <p>- searches upward, starting from the end of the report preceding the first report in the current results</p> <p> Search previous <number of pages> pages</p> <p>- searches upward, starting from the page preceding the first page in the current results</p> <p> Search next <number of pages> pages</p> <p>- searches downward, starting from the page following the last page in the current results</p> <p> Search next <number of pages> pages, while skipping the current report</p> <p>- searches downward, starting from the report following the last report in the current results</p> <p>Note: <number of pages> is the number of result pages that are displayed for every find request. The default is 5 pages, but your administrator can change the number of pages.</p> <p>Tip: If the current report contains many occurrences of the searched string, but you are not interested in examining all of them, you can skip over the current report to search the other reports using the Next  or Previous  buttons with the skipping option.</p>
Find button	initiates a new search

Using indexes to view reports

Indexes let you access specific data without viewing the entire report. This decreases access time, especially when dealing with very large reports.

Reports can contain indexes at both the page level and the record level:

- **Report indexes**
display report pages that match index criteria

- Record level indexes**
 display report pages that contain data that matches index criteria. The matching report lines (records) are highlighted

Index filtering applies index criteria to the currently displayed (or selected) report.

Report indexes

A report can have multiple indexes. The retrieved report contains only the pages relevant to the selected indexes.

For example, if the report contains index matches on pages 1, 7, and 15-18, the following page sets are returned (assuming 5 pages per set):

Page set	Pages included
1	1, 7, 15, 16, 17
2	18

Use the Select Index window to view reports that match index criteria.

NOTE



Report indexes are only available when an index icon ( or ) is displayed for the report in the Report List window.

To view a report using indexes

- In the Report List window, point to the report name you want to view and choose **Open Index**.
- Select an index name.
- You can select index values using the following methods:
 - Click the drop-down arrow and select a value.
 - Type a value prefix in the list box. For example, typing *G* retrieves index values beginning with the prefix and all letters after that (G to Z).
- To add more filter criteria (when available), repeat [step 2](#) and [step 3](#).



NOTE

When more than one index is selected, the index search is performed using the mathematical **AND** operator. For example, Account Number = 213467234 **AND** Customer Name = Greg Brady.

Subindexes can be displayed by clicking the parent index.

5 Click View.

When indexes are active, the  icon is displayed in the upper right corner of the Report Viewing window. You can point to the icon to display the index criteria.

You can use the Select Index window to print indexed report pages. For more information, see [“Printing reports” on page 81](#).

Customizing the report display

Logical views customize the way that report data is displayed. Consider a report that contains many columns of information. When the report data is displayed, the report lines exceed the width of the display area. Although much of the information may not be relevant, you must scroll horizontally to reach the columns that are relevant, making viewing cumbersome and tedious.

To alleviate this situation, logical views can be created that hide unnecessary information and enable the relevant columns to be displayed.

You can customize the display of report data by using the following types of logical views:

- **static logical views**

A logical view changes the appearance of a text report by applying an editing template to regions of the report layout. For example, a logical view can

- add headers or graphics
- modify font attributes such as type, color, or size
- hide unnecessary information
- rearrange columns
- freeze report areas
- define attributes of report areas for transformation to spreadsheet format

- **dynamic logical views**

A dynamic logical view lets you change the appearance of a text report by including, excluding, or coloring report lines and strings.



NOTE

Some logical views may require a significant amount of time to process.

You can use the Logical View Editor to create and edit logical views. For more information, see [Chapter 6, “Managing logical views.”](#)

Using static logical views

You can open a report with a logical view from the Report List window, or apply a logical view directly from the Report Viewing window.

To open a report with a logical view from the Report List window

Point to *Report Name* => **Logical View** and choose the logical view you want to use with the report.

The Report Viewing window displays the report with the selected logical view.

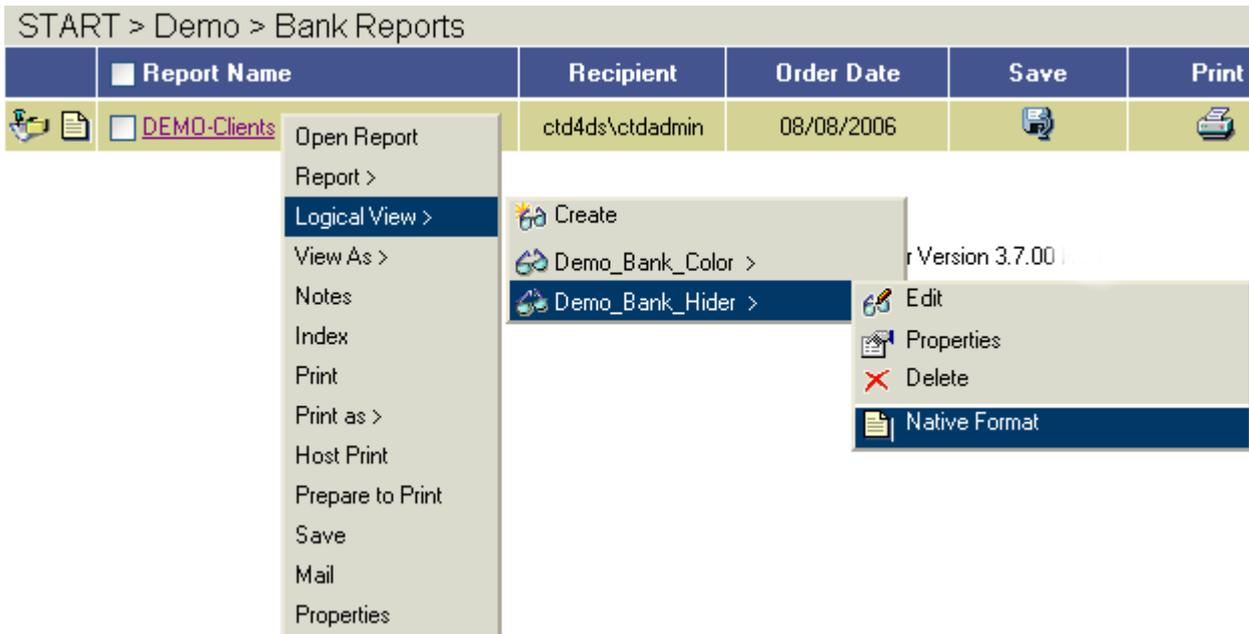
The  icon is displayed in the upper right corner of the Report Viewing window. You can point to the icon to display the name of the logical view that is currently applied.

To apply a logical view to a report already displayed in the Report Viewing window

Point to **Tools** => **Logical View** => **Logical View** and choose a logical view name.

The report is displayed with the selected logical view.

[Figure 6](#) illustrates a report displayed with a logical view in the Report Viewing window. The selected logical view highlights report lines where the interest amount is greater than 7.0 or the deposit amount is greater than 10,000.

Figure 7 Applying an export definition in Native Format

The administrator configures whether export definitions are displayed differently than other logical views. If so, the Excel icon  is displayed in the logical view menu indicating that a logical view is an export definition.

Freezing headers, footers, and edges

A logical view can freeze the headers, footers, and edges of report pages. Freezing an area in a report prevents it from disappearing from the window when scrolling.

When you open a report with a logical view, frozen headers and footers always belong to the first page of the current set of pages on the Web browser. For example, consider a set consisting of five pages. When scrolling through pages 1 to 5, the page 1 headers and footers are displayed. For pages 6-10, the page 6 headers and footers are displayed. Right and left edges display the correct text for each individual page.

[Figure 8](#) illustrates the frozen header from the first page displayed at the top of the Report Viewing window.

Figure 8 Frozen header—example

Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From	Interest Ra
000129/34	512	KIRSTY	JEFF	EUR	02/07/2003	01/07/2001	7.352
000134/34	401	LIGNAN	LEONARD	EUR	02/07/2003	01/07/2001	7.143
000138/34	401	JENNY	RICHARD	US	02/06/2003	01/06/2001	7.291
000140/34	310	BLAU	CAROL	US	02/05/2003	01/05/2001	6.922
000142/34	509	MARKS	ANDREW	US	02/03/2003	01/03/2001	6.524
Page (2)							
000144/34	597	SMITH	ALBERT	US	02/02/2003	01/01/2001	6.922
000145/34	507	JONES	MARY	US	02/01/2003	01/01/2001	6.357
000147/34	505	COURTNEY	LINDA	US	02/06/2003	01/06/2001	7.352
000150/34	310	ROWD	ERICA	US	02/06/2003	01/06/2001	6.922
000151/34	310	LEIBERMAN	MARK	US	02/07/2003	01/07/2001	6.922
000153/34	517	TAJIB	STUARD	EUR	01/04/2003	01/04/2001	6.317

NOTE

Some versions of Firefox may not scroll frozen areas as expected.



Using dynamic logical views

Dynamic logical views let you actively apply a mask to predefined report areas while viewing a report. For example, you can use a dynamic mask to display only those employees belonging to a particular department number, or to exclude bank customers whose accounts are below a specified credit level.

The creator of the logical view determines which columns of a report can be used as dynamic mask criteria.

To view a report using a dynamic logical view

- 1 Apply a dynamic logical view to a report. For more information, see “Using static logical views” on page 54.

The report is displayed in the Report Viewing window.

- 2 Point to **Tools** and choose **Dynamic Logical View**.

NOTE

The Dynamic Logical View button is displayed only when a dynamic logical view has been applied to the report.



The Dynamic Logical View window is displayed.

3 Enter the criteria for the mask and click **Apply**.



NOTE

The AND operator and OR operator function according to standard mathematical rules.

The Report Viewing window displays the report with the selected mask applied.

Figure 9 illustrates a dynamic mask applied to a report in the Report Viewing window.

Figure 9 Dynamic mask applied to a report

ACCOUNT NUMBER	DEPT NO	NAME	INTEREST RATE	INTEREST AMOUNT	DEPOSIT AMOUNT	MATURITY DATE
800109/34	507	MURPHY CHRISTOPHER	6.3570	8.15	1690.27	05/07/94
800109/34	505	MURPHY BRUCE	7.0020	110.29	10294.94	05/06/94
800107/34	509	LOHEN ROBERT	7.2910	48.04	6594.58	05/04/94
800110/34	507	KLINGER JOHN	8.1130	13.39	1900.20	05/07/94
800112/34	410	SCHNEIDER ROBERT	6.9220	45.13	7823.58	04/02/94
800110/34	310	LEIBERMAN MARK	7.1430	32.36	12566.30	04/03/94
800111/34	512	TAUBE RICHARD	7.1520	38.44	1793.58	05/07/94
800110/34	505	MURPHY BRUCE	7.0020	110.29	10294.94	05/06/94
800110/34	512	TAUBE RICHARD	7.1520	38.44	1793.58	05/07/94
800134/34	401	LIGMAN LEONARD	7.1430	54.09	8007.70	06/07/94
800138/34	401	JENNY MICHAEL	7.2910	53.44	8795.70	06/06/94
800140/34	310	BLAU CAROL	6.9220	38.38	5267.58	04/03/94
800142/34	509	MARKS ANDREW	6.5240	48.58	8955.50	04/03/94
800144/34	597	SMITH ALBERT	6.9220	45.01	7456.90	05/02/94
800180/34	507	MURPHY CHRISTOPHER	6.3570	8.15	1690.27	05/07/94
800187/34	509	LOHEN ROBERT	7.2910	48.04	6594.58	05/04/94
800188/34	310	LEIBERMAN MARK	7.1430	32.36	12566.30	04/03/94
800187/34	509	LOHEN ROBERT	7.2910	48.04	6594.58	05/04/94
800110/34	507	KLINGER JOHN	8.1130	13.39	1900.20	05/07/94
800112/34	410	SCHNEIDER ROBERT	6.9220	45.13	7823.58	04/02/94

To clear the entered mask criteria

Click **Reset**.

Dynamic Mask window

Table 12 describes the Dynamic Logical View window fields and buttons.

Table 12 Mask criteria (part 1 of 2)

Item	Description
Column Name	name of the column to which to apply masking criteria
Operator	logical test operators <ul style="list-style-type: none"> ■ = equal ■ > greater than ■ < less than ■ >= greater than or equal to ■ <= less than or equal to ■ <> not equal to ■ Between value between high and low values
Low Value	low number or string value
High Value	high number or string value
Condition	logical “AND” or “OR” conditions. If either condition is selected, an additional line is displayed that lets you specify further masking criteria. To delete the additional line, delete the extra condition.
Masking Line	masking operations to be performed on lines that match criteria <ul style="list-style-type: none"> ■ Include only matching values are displayed ■ Exclude matching values are not displayed ■ Paint Line Rows that contain a matching value are highlighted ■ Paint String values that match are highlighted
Foreground Color and Background Color palettes	palettes that let you choose a foreground and background color for matching lines and strings (displayed when Paint Line or Paint String are selected)

Table 12 Mask criteria (part 2 of 2)

Item	Description
Reset	clears the fields in the window
Apply	applies the masking criteria

**NOTE**

The '=' (equal) logical operator behaves differently for columns defined as numbers and those defined as strings. For number columns, the operator means equal. For columns defined as strings, the operator means "contains" or "matches."

For example, for number columns '35' does not equal '1351'. For string columns, '35' does equal '1351' because the string '1351' contains the string '35'.

Viewing reports in transformed formats

You can change the display format of AFP, PCL, PDF, PS, XRX, and TXT reports. The report itself remains unchanged.

You can use transformers to display a report in the following ways:

- **in a transformed format**
You can transform reports to alternate formats.
- **in the report's native format**
You can view a report in its original format instead of viewing it in its default transformer format.

**NOTE**

Tag notes and logical views are not supported for transformed reports.

Viewing reports in transformed format

You can view reports in another format by applying a transformer to the report.

You can transform reports to Hyper Text Markup Language (HTML), Portable Document Format (PDF), text (TXT), and Microsoft Excel (XLS) formats.

To view a report in transformed format

Point to *Report name* => **View As** and choose the desired transformed viewing format.

The report is displayed in the selected format.

Figure 10 shows an AFP report displayed in PDF format.

Figure 10 AFP Report Displayed in PDF Format



Viewing text reports in Excel format

You can transform text reports to Excel spreadsheet format in the following formats:

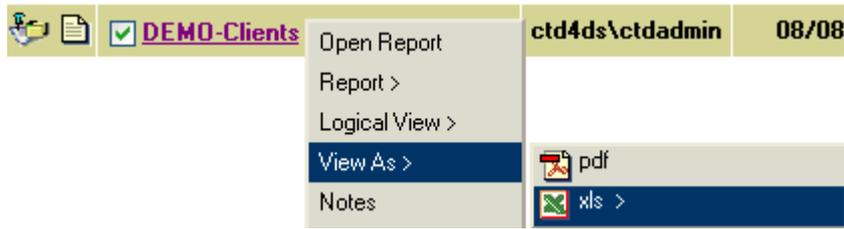
- **as-is**
The report data is displayed in one column of an Excel worksheet.
- **enhanced**
The report display is enhanced with formatting (for example, column width, labels) by applying an export definition logical view. For more information on export definitions, see [“Using export definitions to view reports in spreadsheet format” on page 55](#).

Each report page is displayed as a separate worksheet in the displayed Excel workbook.

To view a text report in Excel format as-is

Point to *Report name* => **View As** and choose the Excel transformer.

Figure 11 Transforming a text report as-is



The report is displayed in the Report Viewing window.

Figure 12 Text report transformed as-is

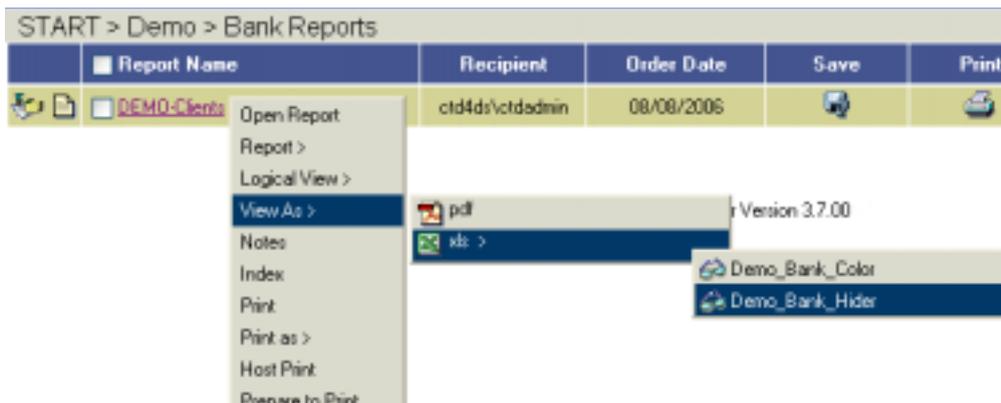
The screenshot shows an Excel spreadsheet titled 'Clients' with the following data:

FOREIGN CURRENCY DEPOSITS AS OF Oct 05 2001									
Account Number	Dept No.	Last Name	First Name	Currency	To	From	Interest Rate	Interest Amount	Day
000100/04	507	MURPHY	CHRISTOPHER	US	02/07/2003	01/07/2001	6.357	9.15	16
000102/04	505	BRADY	GREG	CHF	02/05/2003	01/05/2001	7.352	338.78	55296
000107/04	509	LÖHEN	ROBERT	EUR	02/04/2003	01/04/2001	7.291	40.04	6590
000110/04	507	KLINGER	JOHN	US	02/07/2003	01/07/2001	8.113	13.39	1590.20
000112/04	420	SCHNEIDER	ROBERT	US	02/02/2003	31/01/2001	6.922	45.13	702
000118/04	310	BARNES	THOMAS	US	02/10/2003	01/10/2001	7.143	93.86	15766
000121/04	512	BROWN	ELIZABETH	US	02/07/2003	01/07/2001	7.352	10.44	1703
000125/04	505	KOTCH	DIANA	EUR	02/06/2003	01/06/2001	7.291	102.01	16789.4
000129/04	512	KIRSTY	JEFF	US	02/07/2003	01/07/2001	7.352	87.59	14296.50
000134/04	401	LIGMAN	LEONARD	US	02/07/2003	01/07/2001	7.143	54.09	9007
000138/04	401	JENNY	MICHAEL	US	02/06/2003	01/06/2001	7.291	53.44	8795.7
000140/04	310	BLAU	CAROL	US	02/05/2003	01/05/2001	6.922	30.38	5267.50
000142/04	509	MARKS	ANDREW	US	02/03/2003	01/03/2001	6.524	46.58	8935
000144/04	507	SMITH	ALBERT	CHF	02/02/2003	31/01/2001	6.922	43.01	7458.9
000145/04	507	JONES	MARY	US	02/01/2003	31/12/2001	6.357	80.35	15167.5
000147/04	505	COURTNEY	LINDA	US	02/06/2003	01/06/2001	7.352	58.85	8573
000150/04	310	RONU	ERICA	US	02/09/2003	01/08/2001	6.922	82.81	14356.80

To transform a text report with an export definition

Point to *Report name* => **View As** => **Excel transformer** and choose the desired export definition name.

Figure 13 Transforming a text report with an export definition





NOTE

The administrator determines whether export definitions are treated differently than other logical views. If so, the pop-up menu displays only export definitions (marked by an icon). If not, the pop-up menu displays all logical views for the report.

The report is displayed with the export definition in the Report Viewing window. Note the effect of applying the logical view.

Figure 14 Text report transformed with an export definition

Account Number	Dept No	Last Name	Currency	Deposit To
000100/04	507	MURPHY	US	02/07/2003
000102/04	505	BRADY	CHF	02/05/2003
000107/04	509	LOHEN	EUR	02/04/2003
000110/04	507	KLINGER	US	02/07/2003
000112/04	420	SCHNEIDER	US	02/02/2003
000118/04	310	BARNES	US	02/10/2003
000121/04	512	BROWN	US	02/07/2003
000125/04	505	KOTCH	EUR	02/06/2003
000129/04	512	KIRSTY	US	02/07/2003
000134/04	401	LIGMAN	US	02/07/2003
000138/04	401	JENNY	US	02/06/2003
000140/04	310	BLAU	US	02/06/2003
000142/04	509	MARKS	US	02/03/2003
000144/04	597	SMITH	CHF	02/02/2003
000145/04	507	JONES	US	02/01/2003
000147/04	505	COURTNEY	US	02/06/2003
000150/04	310	RONU	US	02/06/2003
000151/04	310	LEIBERMAN	US	02/07/2003
000153/04	512	TAUBE	US	02/04/2003



NOTE

In some cases, converted files are not displayed in the Report Viewing window. A message box is displayed that lets you open the file in your default spreadsheet application or save it to disk.

Viewing reports in native format

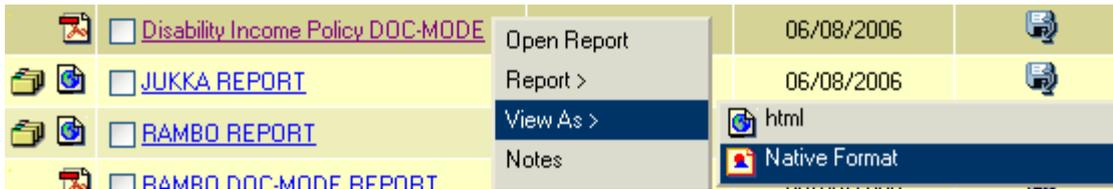
Your WebAccess Server administrator can set a default transformer for each report type. If this is the case, clicking the report name displays the report in the default transformer format.

You can view a report in its native—untransformed—format, by selecting Native Format from the View As menu.

To view a text report in its native format

Point to *Report name* => **View As** and choose **Native Format**.

Figure 15 Transforming a text report to its native format



The report is displayed in native—text—format.

Figure 16 Text report displayed in native format

ACCOUNT NUMBER	DEPT NO.	NAME	CURR ENCY
000100/34	507	MURPHY CHRISTOPHER	US
000102/34	505	BRADY GREG	US
000107/34	509	LOHEN ROBERT	US
000110/34	507	KLINGER JOHN	US
000112/34	420	SCHNEIDER ROBERT	US
000118/34	310	BARNES THOMAS	US
000121/34	512	BROWN ELIZABETH	US
000125/34	505	KOTCH DIANA	US
000129/34	512	KIRSTY JEFF	US
000134/34	401	LIGMAN LEONARD	US
000138/34	401	JENNY MICHAEL	US
000140/34	310	BLAU CAROL	US
000142/34	509	MARKS ANDREW	US

Managing folders and reports

You can manage folders and reports using the CONTROL-D/WebAccess Server features listed in the following table:

To	See This
move, copy, or delete a report	“Report operations” on page 67
use report notes	“Using report notes” on page 72
email a report	“Emailing reports” on page 79
print a report	“Printing reports” on page 81
save a report	“Saving reports” on page 85
view report properties	“Viewing report properties” on page 86

NOTE



If CONTROL-D/WebAccess Server is connected to a CONTROL-D mainframe repository, the folders are actually mainframe recipients. This means that no folder manipulations can be performed when connected to a mainframe repository.

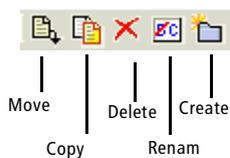
Managing folders

In Distributed Systems repositories, you can perform the following folder operations:

- create
- rename
- copy
- move
- delete

Folder operations are performed using the folder toolbar located in the top right of the Report List window.

Figure 17 Folder toolbar



To create or rename a folder

- 1 Select a folder to expand or rename, and click the respective icon on the folder toolbar.

The Create Folder or Rename Folder window is displayed.

- 2 Type the name of the folder and click **Apply**.



NOTE

To create a subfolder, you must first create the parent folder, and then create the subfolder. You cannot use a backslash or forward slash to create both folders at once.

To copy a folder

- 1 Select a folder to copy, and click the copy icon  on the folder toolbar.

The Copy Folder window is displayed.

- 2 To copy the folder to an existing folder, select (or type) the new location.
- 3 To copy the folder to a new folder, click **New**, and create the new folder as described in “[To create or rename a folder](#)” on page 66.

The new folder name is entered in the **To** field of the Copy Report window.

- 4 Click **Apply**.

To move a folder

- 1 Select a folder to move, and click the move icon  on the folder toolbar.

The Move Folder window is displayed.

- 2 To move the folder to an existing folder, select (or type) the new location.
- 3 To move the folder to a new folder, click **New**, and create the new folder as described in “[To create or rename a folder](#)” on page 66.

The new folder name is entered in the **To** field of the Move Folder window.

4 Click **Apply**.

To delete a folder

1 Select the folder to delete, and click the delete icon  on the folder toolbar.

The Delete Folder window is displayed.

2 Click **Apply** to delete the selected folder.



WARNING

Deleting a folder deletes its subfolders and reports.

Report operations

You can perform the following report operations:

- create (DS repository only)
- rename (DS repository only)
- move
- copy
- delete

You can create new reports in the repository by uploading files stored on your PC.

To create a report

1 In the **Tree Navigation area** (or the **Folder Path navigation area**) of the Report List window, select the folder where you want to create the report.

Reports cannot be created in the root (**START**) folder.

2 Click **New Document** .

The Create New Document window is displayed.

3 In the **Source File** field, type the full path of the file (for example, **c:\reports\freight invoices.txt**), or click **Browse** to locate the file.

4 Enter the document name and file type (extension).

5 Type a remark and expiration date if desired.

Enter the expiration date in the displayed format.

6 To disable the report from being checked out, select the **Final** check box.

For more information on report versions, click [“Managing report versions” on page 70](#).

7 To enable text search filtering, select the **Enable Text Search** check box.

8 To enable global index filtering, enter the values in the **Index Name** and **Value** text boxes.

For more information on filtering, click [“Filtering the report list” on page 30](#).

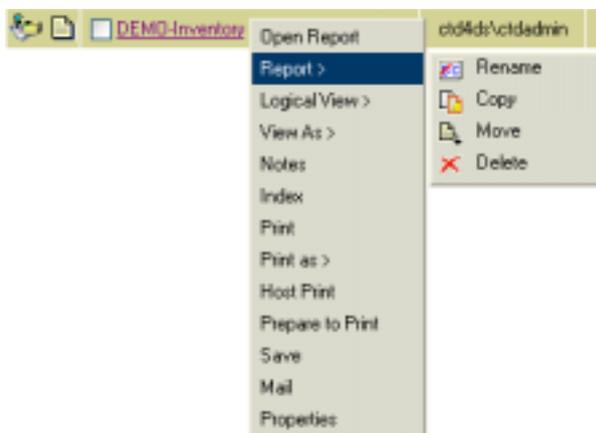
9 Click **Create**.

The report is added to the repository and listed in the Report List window.

Renaming, copying, moving, and deleting reports

The rename, copy, move, and delete report operations are performed by using the report menu displayed when you point to *report name* => **Report** in the Report List window.

Figure 18 Report Menu



To rename a report

- 1 Point to *report name* => **Report** and choose **Rename**.

The Rename Report window is displayed.

- 2 Type the new name and click **Apply**.

To copy or move a report to an existing folder

- 1 Point to *report name* => **Report** and choose **Copy** (or **Move**).

The Copy Report (or Move Report) window is displayed.

- 2 Type the new location (or select the new location from the folder tree) and click **Apply**.

To copy or move a report to a new folder

- 1 Point to *report name* => **Report** and choose **Move** (or **Copy**).

The Move Report (or Copy Report) window is displayed.

- 2 Click **New**.

The Create Folder window is displayed.

- 3 Type the new folder name and click **Apply**.

The new folder is entered in the **To** text field of the Copy Report window.

- 4 Click **Apply**.

The new folder is displayed in the Report List window (even if you cancel the Copy operation).

To delete a report

- 1 Point to *report name* => **Report** and choose **Delete**.

The Delete Report window is displayed.

- 2 To delete all versions of the selected report, select **All Versions**.

- 3 Click **Apply**.

Managing report versions

DS repositories can store several versions of a report. Report version numbers are shown in the Version column in the Report List window. By default, the latest version of the report is listed in the report list. To view previous versions, click [“Filtering the report list” on page 30](#).

Use the following options to manage report versions:

■ Checkout

Downloads the latest version of a report from the repository and “locks” it to prevent other users from checking it out.

Some reports (for example, a monthly salary report) are marked “final” and cannot be checked out. “Final” reports can be

- generated by CONTROL-D/Decollation Server
- created in WebAccess Server via the Create Document window with the “Final” option selected

■ Checkin

Checks an updated version of a report into the repository. A report can only be checked in by the user who checked it out.

■ Revert

Cancels the checkout command. Revert can only be used by the user who checked out the report.

■ Get

Downloads a report that is currently checked out. The currently checked out report can be checked out again only *after* it is checked back in by the original user.

To check out a report

- 1 Click the **Checkout** icon  on the report line of the Report List window.

The Version Control window is displayed.

- 2 Click **Check out**.

A File Download dialog box may be displayed.

- 3 Select **Save this file to disk** and click **OK**.

The Save As dialog box is displayed.

- 4 Click the drop-down arrow in the **Save in** list box to select a folder for the file. You can also change the file name.
- 5 Click **Save**.

The locked icon  is displayed in the Check-Out Status column of the Report List window and your user name is displayed in the Checked Out By column. The report can be viewed by other users, but they can only check out the report after it is checked back into the repository.

To check in a report

- 1 In the Report List window, click the **Locked** icon  for the report that you have checked out from the repository.

The Version Control window is displayed.

- 2 Click **Check In**.

The Check In window is displayed.

- 3 Type the full path to the checked-out report (for example, **c:\reports\freight invoices.txt**), or click **Browse** to locate the report.
- 4 Click **Check In**.

The report is checked in and the Checkout icon  is displayed in the Check-Out Status column of the Report List window. Your user name is removed from the Checked Out By column. The report version number is updated.

To revert to the previous version of a report

- 1 In the Report List window, click the **Locked** icon  for a report that you checked out from the repository.

The Version Control window is displayed.

- 2 Click **Revert**.

The report returns to its previous version. The Checkout icon  is displayed in the Checkout Status column. Your user name is removed from the Checked Out By column.

To download a locked report

- 1 Click the **Locked** icon  of the report that you want to download.

The Version Control window is displayed.

- 2 Click **Get**.

The File Download dialog box is displayed.

- 3 Select **Save this file to disk**, and click **OK**.

The Save As dialog box is displayed.

- 4 Click the drop-down arrow in the **Save in** list box to select a folder for the file, and click **Save**.

The report is downloaded to your PC.

Using report notes

Report notes let you annotate entire documents or document sections. The following types of report notes can be created and viewed:

- **general notes**
attached to a report (of any type)
- **tag notes**
attached to specific areas of text reports only

A report cannot have more than one general note (though several versions can be generated), but it can contain up to 1000 tag notes.

In the Report List window, one of the following icons is displayed (in the report attributes column) for a report that contains notes.



indicates that notes are attached to the report



indicates that notes and indexes are attached to the report

Opening the Notes window

You can add new versions to existing notes and delete notes using the Notes window. The Notes window can be opened either from the Report List window or the Report Viewing window.

To open the Notes window

Perform one of the following:

- From the Report List window, point to the report name and choose **Notes**.
- From the Report Viewing window, perform one of the following:
 - For text reports, point to **Tools** and choose **Notes** , or click on the text associated with the note.
 - For non-text reports, click **Notes**.

The Notes window is displayed.

The note list area displays the notes associated with the current report. The general note is displayed at the top of the note list, followed by any tag notes that were created for the report. When the Notes window is opened from the Report List window or from the Tools menu in the report view, by default, the general note is selected and its text is displayed in the note text area. However, when the Notes window is opened by clicking the text associated with a tag note, this tag note is selected and its text is displayed in the note text area.

The note text area displays versions of the general note and the tag notes. The versions are sorted by date and time of creation, either in ascending or descending order, depending how the administrator configured WebAccess Server in CONTROL-D/Desktop.

TIP



To quickly view a report area associated with a tag note, click **Tag Note**  next to the tag note name. The associated area is displayed at the top of the Report Viewing window.

Creating general notes

General notes can be created from the Report List window or the Report Viewing window.

To create a general note or add a general note version

- 1 Open the Notes window.

For more information, see “Opening the Notes window” on page 73.

- 2 Enter the text for the note or version in the text box.



NOTE

For mainframe repository reports, the text is limited to a maximum of 10 lines, with each line limited to a maximum of 56 characters.

- 3 Click Add.

The note or version is displayed in the note text area (together with your user name and the time and date the note or version was created).



NOTE

Previous note versions can be viewed, but not edited.

Creating tag notes

Tag notes can be created from the Report Viewing window for the currently displayed report. You can create tag notes only from the Notes mode, but you can view them from either Notes mode or View mode.

When you apply a Logical View to a report, it applies to both View and Notes modes, so that the locations of the tag notes are adjusted according to the applied logical view.

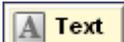


NOTE

Only the text commands of logical views are applied in Notes mode, while the user interface commands are ignored, making it is easier to add tag notes.

To add a new tag note

- 1 From the Report Viewing window, click **Notes Mode**.

- 2 Select Text Tag Note using the tag note icon .

3 Use the cursor to select the text where you want to attach the tag note. The New Tag Note dialog box automatically opens with the selected text entered as the note name. You can keep this text or enter a different note name.



NOTE

The note name cannot exceed 20 characters in CONTROL-D for Distributed Systems repositories and cannot exceed 40 characters in CONTROL-D mainframe repositories.

4 Enter the text for the note or version in the Note Text box.



NOTE

For mainframe repository reports, the text is limited to a maximum of 10 lines, with each line limited to a maximum of 56 characters.

5 Click Add.

In View mode, the report text associated with the note is displayed underlined in the report. In Notes mode, the report text associated with the note is high-lighted in the report.

Figure 19 illustrates high-lighted tag note text in the Notes mode of the Report Viewing window.

Figure 19 Tag note indicators and tag icons in Notes mode

ACCOUNT NUMBER	DEPT NO.	NAME	CODE	DEPOSIT-PERIOD	INTEREST RATE	INTEREST AMOUNT	DEPOSIT AMOUNT	MATURITY DATE
NUMBER	NO.		EMCT	TO FROM				DATE
000100/34	507	MURPHY CHRISTOPHER	US	04/27/90 03/27/90	6.3570	9.15	1690.27	05/27/90
000102/34	508	SHAWY GREG	US	04/24/90 03/24/90	7.3820	228.76	18294.50	04/24/90
000107/34	509	LOHEN ROBERT	US	04/24/90 03/24/90	7.2910	40.04	6590.50	05/24/90
000120/34	507	SLINGER JOHN	US	04/27/90 03/27/90	8.1130	13.35	1980.20	05/27/90
000122/34	420	SCHNEIDER ROBERT	US	04/22/90 03/22/90	6.9020	45.13	7825.80	04/22/90
000128/34	310	BARNES THOMAS	US	04/20/90 03/20/90	7.1430	92.96	13768.30	04/20/90
000121/34	512	BROWN ELIZABETH	US	04/27/90 03/27/90	7.3520	10.44	1703.50	05/27/90
000125/34	505	MOTCH DIANA	US	04/26/90 03/26/90	7.2910	102.01	16785.40	05/26/90
000129/34	512	SHAWY GREG	US	04/27/90 03/27/90	7.3820	87.89	14294.50	04/27/90
000134/34	401	LIGMAN LEONARD	US	04/27/90 03/27/90	7.1430	54.09	9097.70	04/27/90
000130/34	401	JENNY MICHAEL	US	04/26/90 03/26/90	7.2910	53.44	8795.70	04/26/90
000140/34	310	BLAY CAROL	US	04/25/90 03/25/90	6.9020	30.38	8267.80	04/25/90
000142/34	509	MARX ANDREW	US	04/23/90 03/23/90	6.5240	48.58	8925.50	04/23/90
000144/34	597	SMITH ALBERT	US	04/22/90 03/22/90	6.9020	43.01	7455.90	05/22/90
000145/34	507	JOHNS RAY	US	04/21/90 03/21/90	6.3570	86.35	15167.50	05/21/90

Marking reports with tag icons

A report can be marked with tag icons from the Report Viewing window for the currently displayed report (see [Figure 19](#)). You mark reports with tag icons only from the Notes mode, but you can view them from either Notes mode or View mode.

When you apply a Logical View to a report, it applies to both View and Notes modes, so that the locations of the tag icons are adjusted according to the applied logical view.

NOTE



Only the text commands of logical views are applied in Notes mode, while the user interface commands are ignored, making it is easier to add tag icons.

To mark a report with a tag icon

- 1 From the Report Viewing window, click **Notes Mode**.
- 2 Select a tag icon by clicking one of the tag note icons .
- 3 Click on the location in the report where you want to mark with the tag icon. The location in the report is immediately marked with icon. Click on additional locations and select other tag icons as necessary to mark the report according to your requirements.
- 4 Save the report with the tag icon markings by clicking **Save** . All tag icons on the current set of pages are saved.

Viewing notes information

General notes and tag notes are viewed in the Notes window. For more information, see [“Opening the Notes window” on page 73](#).

If you place the cursor over the icon in report it displays the following information about the icon:

- **Created on** - the date when the icon was created
- **Created by** - the user who created the icon
- **Description** - A brief description (only in Notes mode)

To view notes

- 1 Open the Notes window.
- 2 To view a specific tag note, click its hyperlink (the name given to the tag note) in the note list area.
- 3 To view the general note, click the **General Note** hyperlink.

The name of the currently displayed note is highlighted in the note list area.

TIP



In the Report Viewing window, click the underlined text (in View mode) or the highlighted text (in Notes mode) to display its associated tag note in the Notes window.

You can create new versions of the general and tag notes during note viewing.

Printing notes and tag icons

You can specify that notes and tag icons are included when printing a text report. The notes printing and tag icon printing options are available on the **Options** tab in the Print dialog box. You can also specify how the notes are printed, by choosing one of the following options on the **Options** tab, as described in “[Print](#)” on page 81 and Table 13:

- Print at end of report
- Print at end of page
- Print only notes

Changing icons

You can change an icon only if you are working in Notes mode. Tag notes cannot be deleted from the report list or from the report view. Tag notes can be deleted only from the Notes window. The Notes window can be accessed from the report list and report view.

To change an icon

- 1 Left click an icon in the report.
- 2 In the window that opens, click **Change** and in the new window select the replacement icon.

Deleting tag notes and icons

Tag notes can be deleted from the Report List window or the Report Viewing window. Tag icons can only be deleted in Notes mode from the Report Viewing window.

To delete a single tag note

- 1 Open the Notes window.

For more information, see “Opening the Notes window” on page 73.

- 2 Select the note that you want to delete.
- 3 Click **Delete**.
- 4 Confirm that you want to delete the selected note.

To delete all tag notes in a report

- 1 Open the Notes window.

For more information, see “Opening the Notes window” on page 73.

- 2 Click **Delete All**.
- 3 Confirm that you want to delete all the notes in the report.

To delete a tag icon from a report

- 1 From the Report Viewing window, click **Notes Mode**.
- 2 In the report, place the cursor over the tag icon that you want to delete. When the cursor changes to a hand, click on the tag icon. a pop up window appears with option buttons to delete or change the icon. Click on the **delete** option. The tag icon is immediately deleted from the report.

- 3 Save the report with the deleted tag icon removed from the markings by clicking **Save**  .

To delete all tag icons from a report

- 1 From the Report Viewing window, click **Notes Mode**.
- 2 Click **Delete**  . All tag icons are immediately deleted from the current set of pages and these report pages are saved without any tag icons.



NOTE

Tag notes and icons can be deleted only by their owner (the user who created the tag note or icons) if the administrator set the appropriate parameters in Desktop.

Emailing reports

You can enable others to access report data via an email message. A report can be emailed in its original format or after transformation. It can also include indexes and a logical view.

Use one of the following methods to send the report:

- **URL**
A URL to the report is sent in an email message. The report can be viewed in a Web browser after logging in through a WebAccess Server login window.
- **Attachment**
The report is sent as an email attachment. HTML reports cannot be sent as an attachment.
- **Email text**
The report data is sent as a text email message. This option is available for text reports only and supports logical view commands that manipulate text (for example, move or hide), but not coloring or other formatting commands (for example, fonts or overlays).

Use the Email window to send a report in an email message.

To open the Email window

Perform one of the following:

- From the Report List window, click **Email**  on the report name line or choose **Email** from the menu.
- From the Report Viewing window, perform one of the following:
 - For text reports, point to **Report** and choose **Send by Mail**.
 - For non-text reports, click **Send by Mail**.

The Email window is displayed.

To send a report by email

- 1 Open the Email window.
- 2 Select a send option.

When sending non-text reports, the **Email text** option is not available.

- 3 Select a logical view and/or viewing format to apply to the report.

Logical views are supported for text reports only.

If there are no logical views or transformers available for the report, the respective drop-down box is not displayed.

When sending reports as email text, transformations are not supported.

- 4 Select the pages to send.

NOTE

Page range may not be available for all report types.



- 5 To send only indexed areas of a report, perform the following:

- A Select the **Index** tab.

The Index tab is only displayed if the report contains indexes.

- B Select the index criteria.

- 6 Click **Send**.

NOTE

During the local email operation a progress bar is displayed that indicates the progress status. In the case of page-mode reports, the **Cancel** button in the progress dialog box can be used to cancel the sending operation while it is in progress.



NOTE

The first time you send a report via email, your Web browser may prompt you to download or install the Local Operations ActiveX.



A new message window is opened in your default email program. Use the appropriate command to send the email from your email program.

Printing reports

WebAccess Server offers the following printing options:

Print Method	Where Printed	What's Printed
print	local printer	report data with logical views, notes, and icons
host print	CONTROL-D repository site	report data with CONTROL-D printing rulers
prepare to print	local printer	report data with logical views

Print

Print lets you print report data on a local printer from the Report List window or Report Viewing window.

To print advanced format reports (for example, PDF), an appropriate application must be installed on your PC.

To print indexed and transformed report pages from binary reports (such as AFP or PDF), see [“To print indexed report pages with a logical view or in transformed format”](#) on page 83.

NOTE



The first time you print a report locally, your Web browser may prompt you to download or install the Local Operations ActiveX.

The print method varies depending on whether the selected report is in a text or non-text format.

To print a text report on a local printer

- 1 Open the Print dialog box by performing one of the following:
 - From the Report List window, place the mouse cursor over the report name you wish to print and choose **Print** from the menu or click the print icon.
 - From the Report Viewing window, point to **Report => Print** and choose **Print**.

- 2 In the **Report parameters** section on the **General** tab, you may select a transformation and a logical view option.

The report parameter options may vary depending on the selected report.

- 3 Choose the **Options** tab and select the appropriate options as described in [Table 13 on page 82](#).
- 4 Click **Print**.

Table 13 Options tab in the Print dialog box

Options group	item	options
Include in Report	Header and Footer	N/A
	Notes	<ul style="list-style-type: none"> ■ At the end of the report ■ At the end of each page ■ Print only notes
	Tag Icons	N/A
Fit to Page	N/A	<ul style="list-style-type: none"> ■ Shrink oversize pages to paper size ■ Expand undersized pages to paper size ■ Auto-rotate pages (rotates pages 90 degrees to fit page)

NOTE



For some HTML reports, a second Print window is displayed. Select the desired print options and click **Print**.

To print a report in a different format

From the Report List window, place the cursor on the name of the report and choose **Print as => *transformer_format***.

If a print dialog box is displayed, set the settings, and click **Print**.

NOTE



When locally printing, an external application print dialog box opens before the print operation begins, enabling the user to select printing settings. In CONTROL-D/Desktop, the administrator can prevent the external application print dialog box from opening for WORD, EXCEL, or PDF reports. If the print dialog box does not open, the local print operation uses the printing settings previously set for the particular external application.

NOTE



During the local print operation a progress dialog box is displayed. For page mode reports this dialog box contains a progress bar that indicates the progress status. The **Cancel** button in the progress dialog box can be used to cancel the printing while it is in progress.

To print indexed report pages with a logical view or in transformed format

- 1 Open the Select Index window and select the index criteria.

For more information on selecting indexes, see “Using indexes to view reports” on page 51.

- 2 Select the desired logical view and transformer.
- 3 Click **Print**.
- 4 Select print criteria and click **Print**.

To print multiple reports

- 1 In the Report List window, select more than one report by selecting the check boxes (or by pressing **Ctrl** or **Shift**) and click **Multiple Print** .

The Multiple Report Print window is displayed.

- 2 Click **Print**.
- 3 In the Print window, enter print criteria and click **OK**.

All report pages are printed, using the default logical view and transformer.

Host Print

Host Print lets you print report data with CONTROL-D printing rulers at the CONTROL-D repository site.

To print associated reports, the host computer must support the report format that you want to print.

Use the Host Print window to specify the print parameters required at the host site.

To print a report at the repository site

- 1 Place the cursor on the name of the report and choose **Host Print** from the menu or click **Host Print**.
- 2 Enter the print range and number of copies.



NOTE

Your system administrator will inform you if you need to fill in the Print Setting fields, such as Destination, Ruler, Writer Name, and Formdef.

3 To defer the report printing according to predefined print missions, perform the following:

A Select **Deferred** print time.

The **Print Missions** fields are displayed.

B Enter the print mission names. Print missions contain specific report printing parameters (for example, printer name, print date and time) and are defined by the system administrator.

4 To print indexed pages, select the **Index** tab and select index criteria.

The Index tab is only displayed if the report contains indexes and the Host Print window was opened either from the Report List window or from the Report Viewing window (without selecting indexes). For more information on selecting index criteria, see [“Using indexes to view reports” on page 51](#).

5 Click **Print**.

Prepare to Print

Prepare to Print lets you print report data on a local printer using the Web browser’s print function. You can select logical views and indexes. Selected report pages are copied into a single browser window from where they can be printed using your browser’s Print option.



NOTE

Prepare to Print is supported for text reports in page mode and HTML reports in page mode.

Page breaks are not displayed when using the Prepare to Print option.

Print specifications are specified in the Prepare to Print window.

To print a report on the local printer using Prepare to Print

- 1 In the Report List window, place the cursor on the name of the report and choose **Prepare to Print** from the menu or click **Prepare to Print**.
- 2 Enter the page range.
- 3 From the **Logical View** drop-down box, select a logical view.



NOTE

If you opened the Prepare to Print window from the Report Viewing window, the logical view name shown is the one with which the report is currently being displayed.

- 4 To print indexed pages, select the **Index** tab and select index criteria.

The Index tab is only displayed if the report contains indexes and the Prepare to Print window was opened either from the Report List window or from the Report Viewing window (without selecting indexes). For more information on selecting index criteria, see [“Using indexes to view reports” on page 51](#).

- 5 Click **Print**.

The report is displayed in a new browser window.

- 6 From your browser’s **File** menu, choose **Print**.
- 7 In the Print dialog box, set the printing options and click **OK**.

Saving reports

The Save option lets you save a report on your local computer.

Use the Save Report dialog box to save reports locally.

To save a report

- 1 In the Report List window, place the cursor on the name of the report and choose **Save** from the menu, or click the Save icon in the report list.
- 2 Select the folder where you want to save the file.
- 3 Select the report pages to save.

- 4 Type the report name.
- 5 Select a transformation format and a logical view, as desired.
- 6 Click **OK** to save the report.

NOTE



During the local save operation a progress bar is displayed that indicates the progress status. In the case of page-mode reports, the **Cancel** button in the progress dialog box can be used to cancel the saving operation while it is in progress.

NOTE



The first time you save a report, your Web browser may prompt you to download or install the Local Operations ActiveX.

Viewing report properties

Report properties are identical to display types in the Report List window, except that they are displayed in the Report Properties window. Your administrator can choose to display supplemental report information in the Report List window or in the Report Properties window.

To view report properties

Click **Report Properties**  in the Report List window, or place the cursor on the report name and select **Properties**.

The Report Properties window is displayed.

The Report Properties window displays the report properties for a selected report. Each row displays a specific report attribute.

The CONTROL-D/WebAccess Server administrator determines which report properties are listed in the Report Properties window.

Updating report properties

The values displayed for report properties can be updated from the Report List window or the Report Properties window. When a field for a particular report is updated, the new value permanently replaces the previous value in the repository.

The CONTROL-D/WebAccess Server administrator determines which fields of a report can be updated.

To update report fields

- 1 In the Report List window, click the hyperlink  in the field you want to update.

The Update Field window is displayed.

- 2 Enter the new value of the field.

NOTE

The text box name displays the field (or property) in which you clicked the hyperlink.



- 3 Click **Update**.

Managing logical views

CONTROL-D/WebAccess Server enhances report viewing by allowing you to create and define logical views for reports. This means that you can alter the appearance of the report before or during viewing. For example, you can

- hide unwanted report areas
- define and freeze headers, footers and edges so they do not scroll out of sight when you scroll the report
- display or highlight lines that match specified criteria
- move fields to a different location
- color text to highlight certain fields or values
- add graphic overlays to report views

Logical views are created in the Logical View Editor window. This chapter describes how to define logical views. Once you have defined a logical view, you can save it for future use with a report. You can define many logical views for the same report.

NOTE



Logical views do not alter the original report.

When working with SSL (that is, HTTPS) and Sun Java VM (when Microsoft JVM is not available), use Java Plug-in version 1.4.2.04 or 1.5.08.

Do not use Java Plug-in version 1.4.2.01 as it prevents Java applets from working and thus WebAccess Server does not function as expected. To determine the Java Plug-in version, double click the Java Plug-in icon in the Control Panel and select the About tab. To install a new version, consult the WebAccess Server Administrator.

The WebAccess Server administrator may disable access to the Logical View Editor. In this case, the logical view Create button may not be displayed. If the Logical View Editor is enabled at your site, contact your system administrator to install Java Plug-in 1.4.2.04 or 1.5.08 on your workstation before using the editor. If SSL (HTTPS) is used at your site, Java Plug-in 1.4.2.04 or 1.5.08 must be installed.



NOTE

When CONTROL-D/WebAccess Server is connected to a mainframe repository, the folders are actually the mainframe recipients. This means that no folder manipulations are available when CONTROL-D/WebAccess Server is connected to a mainframe repository.

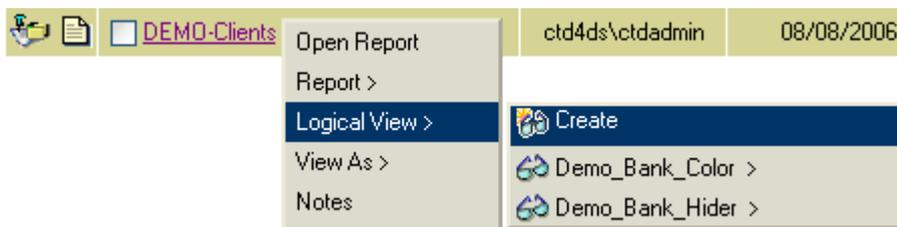
Basics of logical views

To display the Logical View Editor window

- 1 In the Report List window, point to **report name => Logical View**.

The Logical View menu is displayed.

Figure 20 Logical View menu



- 2 To create a new logical view, select **Create**.
- 3 To edit an existing logical view, point to the name of the logical view and select **Edit**.

The Logical View Editor Loading window is displayed.

You must leave the Logical View Editor Loading window open during your entire editing session—otherwise your instructions and changes are lost. You can, however, minimize the display by clicking on the minimize button.

The Java Plug-in Security Warning window is displayed.

- 4 The Java Plug-in Security Warning window lets you create (install) a Logical View Editor session. If this window is displayed, select one of the following options:
 - **Grant this session**
This option lets you edit logical views in the current Web browser session only.

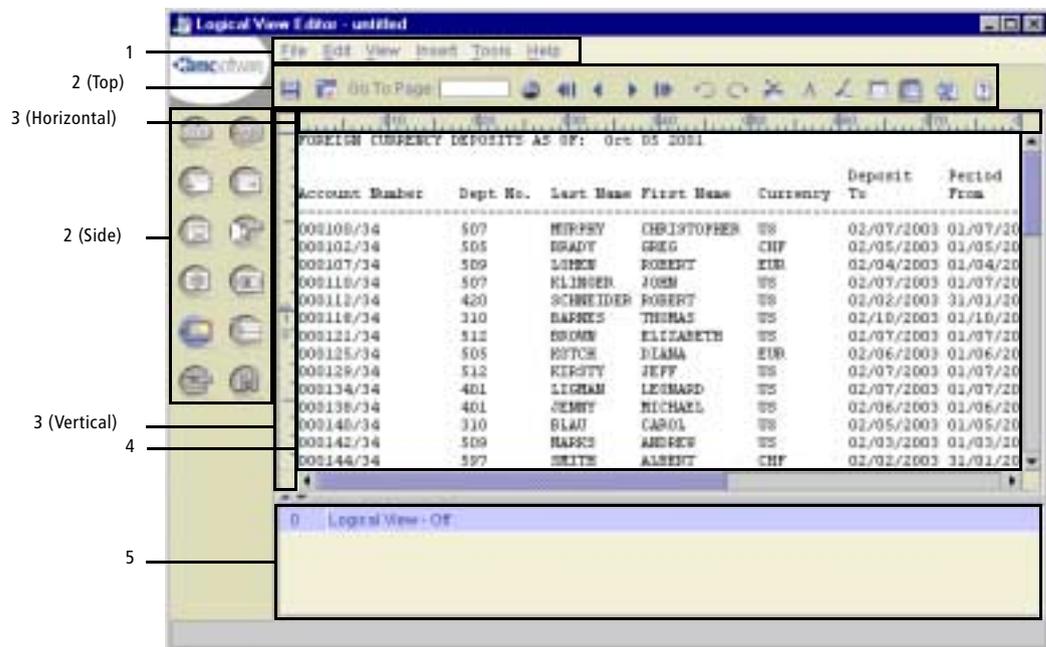
- **Grant always**

This option sets up your computer to edit logical views in this and all future sessions. The dialog box is not displayed the next time you request an editing session.

If you select **Deny**, the Logical View Editor does not function as expected.

The Logical View Editor window is displayed.

Figure 21 Logical View Editor window



The Logical View Editor window contains the following sections:

Section	Description
1	Menu Bar All the commands of the Logical View Editor are accessible using drop down menus in the menu bar.
2	Toolbars (Top and Side) The toolbars are located above and to the left of the selection bars. They contain shortcut buttons for the actions that you can perform using the Edit drop-down menu.
3	Selection Bars (Horizontal and Vertical) Located above and to the left of the report view, these bars indicate column and line numbers. They are used for selecting lines and columns.

Section	Description
4	<p>Main Body—Report View</p> <p>This area displays one page of the current logical view of the report. If no logical view instructions are applied, the report page is displayed in its original format.</p>
5	<p>Instruction List area</p> <p>The logical view instructions that you performed are listed sequentially in the Instruction List area.</p> <p>At the top of the instruction list, with a sequence number of 0, is an “instruction” line that says Logical View - Off. Clicking this line hides all the instructions you have entered so that you can view the report as it appears in its original format.</p>

Logical View Editor window toolbar buttons

The following section describes the toolbar buttons in the side and top toolbars.

Buttons in the side toolbar

The buttons displayed in the side toolbar are described in the following table.

Table 14 Logical View Editor window—side toolbar buttons (part 1 of 2)

Button	Function	Description
	Hide	Hides the selected areas of the report. Described in “ Hiding an area of the report ” on page 104.
	Text	Adds specified text. Described in “ Adding text ” on page 121.
	Fill Down	Copies text from rows within a selected area to blank rows directly under the text. Described in “ Filling down text in existing columns ” on page 117.
	Fill Text	Fills the selected area with the specified text. Described in “ Adding filled rows and columns (filling text) ” on page 119.
	Unique	Removes subsequent occurrences of repeated text. Described in “ Hiding repetitive text (displaying unique text) ” on page 116.
	Label	Adds a label to a selected field. This can be used later for identifying text for operations. Described in “ Applying dynamic definition labels ” on page 123.
	Freeze	Keeps the selected text in place when you scroll or shift the display. Especially useful for headers, footers and certain critical fields. Described in “ Freezing margins ” on page 105.

Table 14 Logical View Editor window—side toolbar buttons (part 2 of 2)

Button	Function	Description
	Mask	Includes or excludes report lines based on specified masks (show/hide criteria). Described in “Masking areas (including and excluding lines)” on page 111.
	Overlay	Inserts a predefined graphic overlay (usually as a background) into your report. Described in “Applying overlays” on page 124.
	Re-edit	Lets you re-edit an existing logical view instruction. Described in “Manipulating instructions” on page 98.
	Blank Columns	Inserts blank columns. Described in “Adding blank lines and columns” on page 102.
	Blank Lines	Inserts blank lines. Described in “Adding blank lines and columns” on page 102.

Buttons in the top toolbar

The buttons displayed in the horizontal toolbar are described in the following table.

Table 15 Logical View Editor window—top toolbar buttons (part 1 of 2)

Button	Function	Description
	Save	Lets you save a logical view. Described in “Saving a logical view” on page 100.
	Export Definition	Lets you define export definitions for exporting report content to Microsoft Excel format. Described in “Exporting a report to an Excel file” on page 128.
Go To Page: <input type="text"/> 		
	Go To Page	Goes to the specified report page in the Logical View Editor window.
	First Page	Displays the first report page.
	Previous Page	Displays the previous report page.
	Next Page	Displays the next report page.
	Last Page	Displays the last report page.
	Undo / Redo	Undoes the previous edit (keystroke/action). The Redo arrow cancels the most immediate Undo action.

Table 15 Logical View Editor window—top toolbar buttons (part 2 of 2)

Button	Function	Description
	Delete	Deletes the selected instruction. Note: Do not confuse this with the keyboard Delete key.
	Font	Opens the Font dialog box to let you change the font of the text in a selected area. Described in “Applying font changes” on page 114 .
	Color	Opens the Color dialog box which lets you apply color to text or background in a selected area. Described in “Coloring report areas” on page 107 .
	Select Overlays	Toggles between Overlay mode and Text mode for editing purposes. Described in “Applying overlays” on page 124 .
	Instruction List	Toggles between displaying and hiding the Instruction List in the Logical View Editor window.
	Find	Opens the Find dialog box to let you search for a specified string. Described in “To find a text string” on page 96 .
	About	Displays information about the Logical View editor.

Defining data preferences

Data preferences can vary from site to site, and from report to report. For example, a negative number in a report might be indicated by one of the following preferences:

- enclosing the number in parentheses
- placing a minus sign to the left of the number
- placing a minus sign to the right of the number

You can define logical view instructions that depend on conditional criteria being satisfied. For example, you may decide to color red any value less than 50. For the Logical View editor to determine whether a value satisfies conditional criteria, certain data preferences need to be identified.

For example, the Logical View Editor needs to determine whether “(500)” is negative, in which case it would be less than 50.

To define data preferences

1 Choose **Tools => Preferences**.

The Preferences dialog box is displayed.

The Preferences dialog box lets you specify number formatting, search options, and the application of control characters. Defaults are displayed.

2 Fill out the **Number Format** preferences as follows:

- A** If there is a space between the sign and the number, check the **Spaces between sign and number** box.
- B** Check the appropriate box to indicate how negative values are indicated in the report:
 - **Enclosed in parentheses**
 - **Left justified minus sign**
 - **Right justified minus sign**
 - When you check a box, the Preview area displays an example of the convention in use. You can check multiple boxes to allow multiple display formats.
- 3** In the **User-Defined sign** area, specify symbols that may be used with numeric values, as follows:
 - A** In the **Left justified** and **Right justified** fields, identify the symbol used to indicate a negative number. Default: minus sign.
 - B** In the **Decimal separator** field, identify the symbol used to delimit a decimal. Default: period (decimal point)
 - C** In the **Thousands separator** field, identify the symbol used to delimit the thousands placeholders. Default: comma.
- 4** In the **Search Options** area, check the **Match case** box to match only strings with the same case.
- 5** In the **Control Characters** area, select the types of report control characters to be applied.



NOTE

The application of control characters can cause multiple changes to the report display. Once you apply (or clear the application of) control characters, BMC software recommends that you do *not* change this setting, otherwise instructions in this logical view may not work as expected.

- 6 Click OK.

Navigating the report

To navigate report pages, use the following buttons (located on the top toolbar):

Button	Description
	Displays the first report page.
	Displays the previous report page.
	Displays the next report page.
	Displays the last report page.

To go to a specific page

- 1 Choose **Edit => Go To Page**.

The Goto dialog box is displayed.

- 2 Specify the required page in the **Goto page no** field and click **OK**.

The specified report page is displayed.

To find a text string

- 1 Choose **Edit => Find**.

The Find dialog box is displayed.

- 2 Fill in the **Find** dialog box as follows:

- A** Specify the search string in the **Find what** field.
- B** If the search string is a full word, select **Match whole word only**.

- C** If the case of the word must match the case of the search string, select **Match case**.
 - D** In the **Direction** area, choose either **Up** or **Down** as the search direction.
- 3** Click **Find Next** each time you want to perform the search with the defined criteria.

Selecting and deselecting report areas

Selecting an area spanning several columns and lines requires no special technique. However, if you are selecting a full line range or a full column range, the following methods should be used:

To select this area	Do this
Entire columns	<ol style="list-style-type: none"> 1. Place the cursor on the horizontal selection bar, so that it changes to an arrow. 2. Hold the left mouse button down and drag the cursor to the left or right. 3. Release the mouse button when you reach the endpoint of the selection.
Entire rows	<ol style="list-style-type: none"> 1. Place the cursor on the vertical selection bar, so that it changes to an arrow. 2. Hold the left mouse button down and drag the cursor up or down. 3. Release the mouse button when you have reached the endpoint of the selection.
From a particular point to the top or bottom of a page	<p>While keeping the Shift key pressed:</p> <ol style="list-style-type: none"> 1. Click the point where you want to start selecting, and move the cursor either up or down to the beginning or end of the page. 2. You can move the cursor right or left to widen the selection area.

To select this area	Do this
From a particular point to the right or left side of a page	<p>While keeping the Alt key pressed:</p> <ol style="list-style-type: none"> 1. Click the point where you want to start the selection, and move the cursor either right or left. 2. You can move the cursor up or down to increase the number of rows.
The entire page	<p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Place the cursor at the meeting point of the selection bars, so that it changes to a page icon, and click it. ■ Choose Edit => Select All in the menu bar.

To perform multiple selections

Keep the **Ctrl** key pressed while performing each selection. If selection requires that another key be pressed (for example, **Alt**) then both keys should be pressed.

The specified operation is applied to all selections.

To clear current selections

Press the **Esc** key for each selection to be cleared.

Selections are cleared successively, beginning with the most current and working backwards.

To clear all selections

Choose **Edit => Clear All Selections** in the menu bar.

Manipulating instructions

As you define instructions, they are inserted into the instruction list sequentially. You can, however manipulate the instructions in the list as follows:

- insert an instruction between other instructions
- delete unwanted instructions from the list
- show the implementation of instructions up to any point in the list
- re-edit an existing instruction

To insert an instruction between instructions

Click the instruction located immediately before the intended insertion point, and type the new instruction.

The new instruction is inserted immediately after the instruction that you clicked.

To delete an instruction

Click the instruction to be deleted, and click **Delete** in the top toolbar (not the **Delete** key on the keyboard).

The instruction is deleted.

To show the implementation of instructions up to a certain point

Click the last instruction in the range that you want displayed.

The implementation of all subsequent instructions is not displayed in the report view.

If you place the cursor on the “0” level instruction (Logical View - Off), no instruction implementation is displayed—the report appears as it does in the original view.

To re-edit an existing instruction

1 In the Instruction List area, perform one of the following:

- Click the instruction and then click **Re-edit** .
- Double-click the instruction.

The area specified in the instruction is selected.

2 To change the selected area, perform either of the following:

- Change (drag) the borders of the selection area.
- Add new selections while pressing the Ctrl key.

3 To change the instructions, perform either of the following:

- Modify the parameters of the original instruction. (For example, use the Color dialog box to change a coloring instruction.)

This changes the original instruction.

- Select a different instruction. (For example, select a Font instruction in place of a Color instruction.)

This adds a new instruction after the current selection.

The instruction list reflects the requested changes.

You can manage logical views using the following operations:

- [Saving a logical view](#)
- [Renaming a logical view](#)
- [Deleting a logical view](#)

Saving a logical view

From the Logical View Editor window, you can save a logical view by clicking **Save** or selecting the **Save** or **Save As** option from the **File** menu.

To save changes to an existing logical view

Click **Save**.

The logical view changes are saved.

To save a new logical view

- 1 Click **Save**.

The Save As dialog box is displayed.

- 2 In the **Logical view name** field, specify a unique name for the logical view.
- 3 To make a logical view available to a group of reports, specify the mask and wildcard for this group in the Report Mask field. For example, if **Currency*** is specified in the Report Mask field, the logical view is available for reports called Currency-Dollars, Currency-Euros, and so on.
- 4 Click **OK**.

The logical view is saved with the new name.

To save an existing logical view with a new name

- 1 Choose **File => Save As**.

The Save As dialog box is displayed. It contains the current name of the logical view in the Logical View Name field.

- 2 Specify a new name for the logical view in the Logical View Name field, change the Report Mask field if necessary, and click **OK**.

The logical view is saved with the new name.

Renaming a logical view

You can rename or delete a logical view from the Report List window.

To rename a logical view

- 1 In the Report List window, point to *report_name* => **Logical View** => *logical_view_name*.
- 2 Click **Rename**.

The Rename Logical View dialog box is displayed. It displays the current name of the logical view in the Name field.

- 3 Rename the logical view and click **Apply**.

Deleting a logical view

You can rename a delete a logical view from the Report List window.

To delete a logical view

- 1 In the Report List window, point to *report_name* => **Logical View** => *logical_view_name*.
- 2 Click **Delete**.

The Delete Logical View dialog box is displayed.

- 3 Click **Apply** to delete the logical view.

Defining logical views

Logical views can include commands for any of the following actions:

- Adding Blank Lines and Columns
- Moving and Copying Text
- Hiding an Area of the Report
- Freezing Margins
- Coloring Report Areas
- Masking Areas (Including and Excluding Lines)
- Applying Font Changes
- Hiding Repetitive Text (Displaying Unique Text)
- Filling Down Text In Existing Columns
- Adding Filled Rows and Columns (Filling Text)
- Adding Text
- Applying Dynamic Definition Labels
- Applying Overlays



NOTE

As you perform logical view instructions, the details are listed (sequentially) in the Instruction List area.

Adding blank lines and columns

You can add blank lines and columns.

To add blank lines

Use the vertical selection bar to select the lines to add, then click **Blank Lines** .

To add blank columns

Use the horizontal selection bar to select the columns to add, then click **Blank Columns** .

Moving and copying text

You can move or copy text from one position in a report to another.

To move or copy text

- 1 Select the area to be moved or copied.

In the example in [Figure 22](#), we are selecting the “Deposit Amount” column (currently located to the right of the “Interest Amount” column).

Figure 22 Selecting text for a move

Deposit To	Period From	Interest Rate	Interest Amount	Deposit Amount	Rate
02/07/2003	01/07/2001	6.357	9.15	1690.27	03/
02/05/2003	01/05/2001	7.352	320.70	15296.50	04/
02/04/2003	01/04/2001	7.291	40.04	6320.50	03/
02/07/2003	01/07/2001	8.113	13.39	1980.20	03/
02/02/2003	01/01/2001	6.922	45.13	7823.50	02/
02/10/2003	01/10/2001	7.143	93.86	15768.30	04/
02/07/2003	01/07/2001	7.352	10.44	1705.50	03/
02/06/2003	01/06/2001	7.291	102.01	16789.40	03/
02/07/2003	01/07/2001	7.352	87.59	14296.50	03/
02/07/2003	01/07/2001	7.143	54.09	9087.70	04/
02/06/2003	01/06/2001	7.291	53.44	6795.70	04/
02/05/2003	01/05/2001	6.922	30.98	5267.50	02/
02/03/2003	01/03/2001	6.524	46.58	6935.50	02/
02/02/2003	01/01/2001	6.922	43.01	7456.90	03/

- 2 Move or copy the text as follows:

- To move the text, drag the selection to the beginning row and column of the new location.
- To copy the text, press the **Ctrl** key while dragging the selection to the beginning row and column of the new location.

[Figure 23](#) shows the placement of the selection after the move (it is now to the right of the “First Name” data).

Although not required, the beginning row of the new location is generally the same row in which the selection began. In our example, we began selection of the columns from the third row, and placed the cursor in the third row for the paste.

Note that the details of the instruction are listed in the Instruction List area.

Figure 23 Logical report view after the move

Name First Name	Deposit Amount	Currency	Deposit To	Period From	Interest Rate Int
CHRISTOPHER	1690.27	US	02/07/2003	01/07/2001	6.357
GREG	55296.50	CHF	02/05/2003	01/05/2001	7.352
ROBERT	6590.50	EUR	02/04/2003	01/04/2001	7.291
JOHN	1900.20	US	02/07/2003	01/07/2001	8.113
ROBERT	7823.50	US	02/02/2003	31/01/2001	6.922
THOMAS	15768.30	US	02/10/2003	01/10/2001	7.143
ELIZABETH	1703.50	US	02/07/2003	01/07/2001	7.352
DIANA	16789.40	EUR	02/06/2003	01/06/2001	7.291
JEFF	14296.50	US	02/07/2003	01/07/2001	7.352
LEONARD	9087.70	US	02/07/2003	01/07/2001	7.143
MICHAEL	8795.70	US	02/06/2003	01/06/2001	7.291
CAROL	5267.50	US	02/05/2003	01/05/2001	6.922
ANDREW	8935.50	US	02/03/2003	01/03/2001	6.514
ALBERT	7456.90	CHF	02/02/2003	31/01/2001	6.922

Hiding an area of the report

When hiding an area of the report, the hidden area does not leave a gap. Instead, the area to the right of the hidden area is shifted to the left. If entire rows are selected, everything under them is shifted up.

To hide an area

- 1 Select the area to be hidden.

In the following figure, the Dept No. field has been selected to be hidden.

Figure 24 Hiding an area of the report

Account Number	Dept No.	Last Name	First Name	Deposit Amount	Currency	Depo To
000106/34	507	MURPHY	CHRISTOPHER	1690.27	US	02/0
000102/34	505	BRADY	GREG	55296.50	CHF	02/0
000107/34	509	LOREN	ROBERT	6590.50	EUR	02/0
000118/34	507	KLINGER	JOHN	1900.20	US	02/0
000112/34	450	SCHWEIDER	ROBERT	7823.50	US	02/0
000118/34	310	DARRES	THOMAS	15768.30	US	02/1
000121/34	512	BROWN	ELIZABETH	1703.50	US	02/0
000125/34	505	KOTCH	DIANA	16789.40	EUR	02/0
000129/34	512	KIRSTY	JEFF	14296.50	US	02/0
000134/34	481	LIGHAM	LEONARD	9087.70	US	02/0
000135/34	481	JENNY	MICHAEL	8795.70	US	02/0
000140/34	310	BLAU	CAROL	5267.50	US	02/0
000142/34	509	MARCS	ANDREW	8935.50	US	02/0
000144/34	597	SMITH	ALBERT	7456.90	CHF	02/0

- 2 Click **Hide** .

The text in the selected area is no longer displayed. Text to the left of the hidden area is shifted to the right, as shown in Figure 25. And the instruction is displayed in the Instruction List area.

Figure 25 After the text has been hidden

Account Number	Last Name	First Name	Deposit Amount	Currency	To	Deposit	Peri
000100/34	WIRPHY	CHRISTOPHER	1690.27	US		02/07/2003	01/0
000102/34	BRADY	GREG	55294.50	CHF		02/05/2003	01/0
000107/34	LOINE	ROBERT	6590.30	EUR		02/04/2003	01/0
000110/34	KLINGER	JOHN	1980.20	US		02/07/2003	01/0
000112/34	SCHNEIDER	ROBERT	7623.50	US		02/02/2003	01/0
000118/34	HARMS	THOMAS	15768.30	US		02/10/2003	01/1
000121/34	BRANE	ELIZABETH	1703.50	US		02/07/2003	01/0
000125/34	HUTCH	FLAMA	16789.40	EUR		02/06/2003	01/0
000129/34	KIRSTY	JEFF	14294.50	US		02/07/2003	01/0
000134/34	LIGMAN	LEONARD	9087.70	US		02/07/2003	01/0
000138/34	SEMY	MICHAEL	8795.70	US		02/06/2003	01/0
000140/34	BLAU	CAROL	5267.50	US		02/05/2003	01/0
000142/34	HARVE	ANDREW	8935.30	US		02/03/2003	01/0
000144/34	SMITH	ALBERT	7456.90	CHF		02/02/2003	01/0

Logical View - Off

- 1 MOVE from line 3 to L1 from col 11 to 127 to target_line 3 target_col 51
- 2 HIDE from line 3 to L1 from col 17 to 27

Freezing margins

Information on a printed page is usually wider or longer than can be displayed at one time on a PC screen. The result is

- report headers, including column (field) labels, generally disappear from sight when you scroll down the report
- important information (for example, account numbers or names) may disappear from sight as you scroll the display to the right

Freezing an area prevents the area from disappearing from the window during scrolling.

Only one freeze instruction can be defined in a logical view. Therefore, the freezing of rows and the freezing of columns must be performed as part of the same instruction.

To freeze margins

Only areas adjacent to the edge of the report can be selected for freezing. It is easiest to perform a freeze selection from the edge of a report (using the vertical or horizontal selection bar), and move inward. But it is possible to start the selection from inside the report and move out to the edge.

- 1 To freeze lines, perform selection in the vertical selection bar as follows:
 - A To freeze headers, begin selection from the top of the report and move down.
 - B To freeze footers, begin selection from the bottom of the report and move up.
- 2 To freeze columns, perform selection in the horizontal selection bar as follows:
 - A To freeze leftmost columns, begin selection from the left of the report and move to the right.
 - B To freeze rightmost columns, begin selection from the right of the report and move to the left.

Figure 26 shows the selection of header lines and the Account Number columns for the Freeze operation.

Figure 26 Selecting column and row text to freeze

Account Number	Last Name	First Name	Deposit Amount	Currency	Deposit To	Per1 From
000100/34	MURPHY	CHRISTOPHER	1690.27	US	01/07/2003	01/0
000102/34	BRADY	GREG	85296.50	CHF	01/05/2003	01/0
000107/34	LOREN	ROBERT	6590.50	EUR	01/04/2003	01/0
000110/34	ELINGER	JOHN	1980.20	US	01/07/2003	01/0
000112/34	SCHNEIDER	ROBERT	7823.50	US	01/02/2003	31/0
000118/34	BAWES	THOMAS	15768.30	US	01/18/2003	01/1
000121/34	BROWN	ELIZABETH	1703.60	US	01/07/2003	01/0
000125/34	KOTCH	DIANA	16789.40	EUR	01/06/2003	01/0
000129/34	KIRBY	JEFF	14286.50	US	01/07/2003	01/0
000134/34	LIONAN	LEONARD	9087.70	US	01/07/2003	01/0
000138/34	JENNY	MICHAEL	8795.70	US	01/06/2003	01/0
000140/34	BLAU	CAROL	5267.50	US	01/05/2003	01/0
000142/34	BARON	ANDREW	8935.50	US	01/03/2003	01/0
000144/34	SMITH	ALBERT	7456.90	CHF	01/02/2003	31/0

- 3 Click Freeze  .

The frozen areas are displayed in grey; they do not scroll. The instruction is listed in the Instruction List area.

Figure 27 Frozen column and row text

Account Number	Last Name	First Name	Deposit Amount	Currency	Deposit To	Post Date
000100/34	MURPHY	CHRISTOPHER	1090.27	US	02/07/2003	01/0
000102/34	BRADY	GREG	55296.50	CHF	02/05/2003	01/0
000107/34	LOREN	ROBERT	6590.50	EUR	02/04/2003	01/0
000110/34	ELINGER	JOHN	1980.20	US	02/07/2003	01/0
000112/34	SCHNEIDER	ROBERT	7823.50	US	02/02/2003	31/0
000118/34	SARRES	THOMAS	15768.30	US	02/16/2003	01/1
000121/34	BROWN	ELIZABETH	1703.50	US	02/07/2003	01/0
000125/34	KOTCH	DIANA	16789.40	EUR	02/06/2003	01/0
000129/34	KIRSTY	JEFF	14236.50	US	02/07/2003	01/0
000134/34	LIDMAN	LEONARD	9087.70	US	02/07/2003	01/0
000138/34	JENNY	MICHAEL	8795.70	US	02/06/2003	01/0
000145/34	BLAU	CAROL	5287.50	US	02/05/2003	01/0
000142/34	SADOK	ANDREW	8935.50	US	02/03/2003	01/0
000144/34	MILTH	ALBERT	7456.90	CHF	02/02/2003	31/0

Logical View - Off

- MOVE from line 3 to L1 from col 113 to 127 to target_line 3 target_col 51
- HIDE from line 3 to L1 from col 17 to 27
- FROZEN AT LEFT from line 1 to L1 from col 1 to 11 AND AT TOP from line 1 to 5 from col 1 to L1

Coloring report areas

Color is a very effective tool for distinguishing important information. For example, you can use color to

- highlight header information
- highlight columns of particular importance
- highlight information of particular importance
- distinguish between values or ranges of values

When defining color you can define both text color and background color. You can also make colors conditional upon values in selected strings.

To add color to an area

- 1 Select the desired area, and click **Color**  .

The Color dialog box opens.

- 2 Select the text and background colors in the Color dialog box (see “Defining colors in the Color dialog box” on page 109).
- 3 If the selected colors should be conditionally applied, click **Advanced** and define the condition that should apply to the colors (see “Defining conditions in the Color dialog box” on page 110).
- 4 Click **OK**.

In the example in Figure 28 (which shows the Color dialog box after Advanced has been clicked), the following color definitions were selected:

- Red text
- Yellow background
- Condition >9000
- Condition checked as number
- Color definition applied to the string

Figure 28 Requesting color

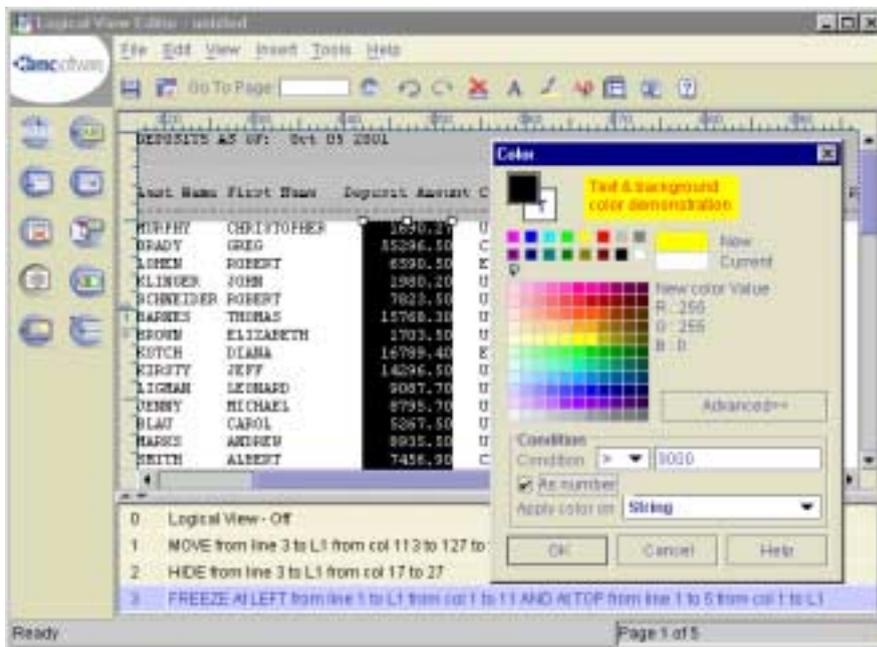


Figure 29 shows the results of the defined Color instructions in the logical view.

Figure 29 Applied color instructions

The screenshot shows a window titled 'DEPOSITS AS OF: Oct 05 2001'. It contains a table with columns: Last Name, First Name, Deposit Amount, Currency, Deposit To, Period From, and Interest R. The 'Deposit Amount' column has several values highlighted in yellow. Below the table is a list of four color instructions:

Last Name	First Name	Deposit Amount	Currency	Deposit To	Period From	Interest R
MURPHY	CHRISTOPHER	1691.27	US	02/07/2003	01/07/2001	6.357
BRADY	GREG	55296.38	CHF	02/05/2003	01/05/2001	7.352
LOREN	ROBERT	6598.50	EUR	02/04/2003	01/04/2001	7.291
KLINGER	JOHN	1988.20	US	02/07/2003	01/07/2001	8.133
SCHWEIDER	ROBERT	7823.50	US	02/02/2003	01/01/2001	6.922
HARPER	THOMAS	13768.30	US	02/10/2003	01/10/2001	7.143
BROWN	ELIZABETH	1703.50	US	02/07/2003	01/07/2001	7.352
KUTCH	DIANA	18789.40	EUR	02/06/2003	01/06/2001	7.291
KIRSTY	JEFF	14294.50	US	02/07/2003	01/07/2001	7.352
LIGMAN	LEONARD	3003.70	US	02/07/2003	01/07/2001	7.143
DENNY	MICHAEL	8795.70	US	02/06/2003	01/06/2001	7.291
BLAU	CAROL	5267.80	US	02/05/2003	01/05/2001	6.922
HARPER	ANDREW	8935.50	US	02/03/2003	01/03/2001	6.524
SMITH	ALBERT	7456.90	CHF	02/02/2003	01/01/2001	6.922

Color instructions list:

- 1 MOVE from line 3 to L1 from col 113 to 127 to target_line 3 target_col 51
- 2 HIDE from line 3 to L1 from col 17 to 27
- 3 FREEZE ALLEFT from line 1 to L1 from col 1 to 11 AND AT TOP from line 1 to 5 from col 1 to L1
- 4 COLORTEXT On String "=0000" from line 8 to L1 from col 43 to 52 with text 000000 bgset 000000

Defining colors in the Color dialog box

When you first open the Color dialog box, only the Color Definition section is displayed. This section contains the following parts:

■ Background Icon and Text Icon

When defining background or text color,

- First, click on the icon of the item you are defining (background or text) to make it current. A red border appears around the currently selected icon.
- Then, click on the particular color you want to apply to the item.

■ Color sets

This area contains the following sets of colors:

- set of 16 colors
- set of 121 colors
- Transparent button (between the two sets of colors)

After clicking on the background or text icon, select a color.



NOTE

To specify a color for text only or background only, but not both, click **Transparent** instead of making a color selection for the item that you do not want to change.

■ **Sample display**

After defining the background and text colors, a sample of the resulting combination is displayed at the top of the dialog box (to the right of the background and text icons).

Defining conditions in the Color dialog box

When you click **Advanced** in the Color dialog box, the Condition section is displayed.

The Condition section lets you apply the color definitions conditionally. It contains the following items:

■ **Condition area**

The Condition field has two parts:

- operator selection box
- value specification box

By selecting an operator and specifying a value, you can defined the condition required for the colors to be applied. For example, =500.

Valid operators are listed in [Table 16](#). Rules that apply to condition specification are listed after the table.

■ **As Number check box**

If the value of the condition should be treated as a numeric value (when applying the operator to the specified value), select this check box.

■ **Apply color on field**

Lets you specify whether the colors should be applied to the selection string or to the entire line in which the selection satisfied the condition criteria.

Table 16 Operator descriptions

Operators	Description
=	Equal to
<>	Not equal to (greater than or less than)
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to

The following rules apply when specifying conditions:

- You must specify an operator followed by a string.
- Valid specifications can include numbers, commas, period, plus sign, minus sign, and leading or trailing spaces.
- The number formats must match the formats in the Preferences dialog box.

Masking areas (including and excluding lines)

You can include and exclude lines of a report based on criteria you specify. Any line that meets specified criteria is included or excluded as stipulated. Excluded lines are blanked out (masked).

A masking criterion consists of an operator and a value (for example, >50).

You can specify compound criteria (joined by AND or OR indicators). For example, you could specify compound criteria that select only those people above the age of 20 and below the age of 40.

You can select up to four areas to mask.

You must define the selected masking areas in exactly the same order that you want the masking criteria applied.

To mask the report

- 1 Click **Mask** .

The Mask dialog box opens.

The line numbers and column numbers of the selected areas are displayed on successive lines of the dialog box, in the order they were selected.

The following formats are used to identify selected line ranges relative to the first or last line in the report (where *n* represents an integer):

Line Range	Description
n	Line is counted from the first line of the report. For example, 5 means the fifth line in the report.
Ln	Line is counted from the last line of the report. For example, L5 means the 5th line from the end of the report.

Figure 30 Mask dialog box



- 2 In the **Operation** box, select either **Include** or **Exclude**, depending on whether you want the selected area to be included or excluded when criteria are matched.
- 3 In each row containing selected line and column values, define masking criteria as follows:
 - A In the **Operator** box, select the mask operator. (For more information, see “Masking operators” on page 113.)
 - B In the value box, specify the mask value. Valid specifications can include numbers, commas, period, plus sign, minus sign, and leading or trailing spaces.
 - C To treat the value as a numeral, select **As Number**.

NOTE

The number formats must match the formats in the Preferences dialog box.



- D Define AND/OR operators as needed to include additional rows.



NOTE

The AND and OR operators do not conform to standard mathematical priorities. They are evaluated in the order they are specified and parentheses cannot be used.

4 When you have finished, click **OK**.

The report lines are included or excluded according to your masking criteria.

Figure 30 on page 112 specifies masking criteria that includes any lines that contain an interest rate of less than 7.50 and an interest amount greater than 100.

Figure 31 shows the mask applied.

Figure 31 Applied mask criteria

Dept No.	Last Name	First Name	Currency	Deposit To	Period From	Interest Rate	Interest Amt
505	BRADY	GREG	CHF	02/05/2003	01/05/2001	7.352	338.78
505	KOTCH	DIANA	EUR	02/06/2003	01/06/2001	7.291	102.01
505	BRADY	GREG	US	02/05/2003	01/05/2001	7.352	338.78
505	KOTCH	DIANA	CHF	02/06/2003	01/06/2001	7.291	102.01
505	BRADY	GREG	US	02/05/2003	01/05/2001	7.352	338.78
505	KOTCH	DIANA	US	02/06/2003	01/06/2001	7.291	102.01

Logical View - Off

1 INCLUDE "<7.5" from line 6 to L1 from col 87 to 91 AND ">100" from line 6 to L1 from col 101 to 108

Masking operators

Table 17 lists valid masking operators.

Table 17 Operator descriptions

Operators	Description
=	Equal to
<>	Not equal to (greater than or less than)
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to

Applying font changes

You can change the shape, style, and size of characters in the report. These font changes can be applied to different areas in the report to indicate or highlight important information. For example, if you have a salary report, you can apply the bold typeface to the employee number and apply a larger point size to the salary amount of highly paid employees. The font attributes remain in effect until new attributes are specified.

Font changes can be performed on multiple marked areas simultaneously.



NOTE

Changing fonts and font sizes can adversely affect the alignment of report data.

BMC Software recommends that you use a fixed-size font.

To perform font changes

- 1 Select areas (sets of line and columns) to be changed.
- 2 Click **Font**  .
The Font dialog box opens.
- 3 Select a font from the **Font** box.
- 4 Select the font size.
- 5 Click the appropriate buttons as needed to apply bolding, italics, underlining and/or strike through. The sequence of buttons is bold (leftmost), italic, underline, strike through (rightmost).
- 6 Click **OK**.

Figure 32 shows the report with the requested font changes—the font of the Last Name field has been changed to Arial Black. The font for these columns now looks different than the font used in the rest of the report.

Figure 32 Applied font changes

The screenshot shows a logical view window titled 'Logical View - OF'. The main area displays a table with the following data:

Dept No.	Last Name	First Name	Currency	Deposit To	Period From	Interest Rate	Interest Amount
507	MURPHY	CHRISTOPHER	US	02/07/2003	01/07/2001	6.357	9.15
505	BRADY	GREG	CHF	02/05/2003	01/05/2001	7.352	338.78
509	LOREN	ROBERT	EUR	02/04/2003	01/04/2001	7.291	40.04
507	KLINGER	JOHN	US	02/07/2003	01/07/2001	6.113	13.39
420	SCHNEIDER	ROBERT	US	02/02/2003	01/01/2001	6.922	45.13
310	SARGES	THOMAS	US	02/10/2003	01/10/2001	7.143	93.86
512	BROWN	ELIZABETH	US	02/07/2003	01/07/2001	7.352	10.44
505	KOTCH	DIANA	EUR	02/06/2003	01/06/2001	7.291	102.01
512	KIRSTY	JEFF	US	02/07/2003	01/07/2001	7.352	97.59
401	LIGMAN	LEONARD	US	02/07/2003	01/07/2001	7.143	54.09
401	JENNY	MICHAEL	US	02/06/2003	01/06/2001	7.291	53.44
310	WASH	CAROL	US	02/06/2003	01/06/2001	6.922	35.38

Below the table, the logical view configuration is shown:

- 0 Logical View - OF
- 1 FONT Courier_New size 14 style bold from line 6 to L1 from col 29 to 48

Manipulating text

You can manipulate text in the following ways:

- Hiding repetitive text (displaying unique text)
- Filling down text in existing columns
- Adding filled rows and columns (filling text)
- Adding text

Hiding repetitive text (displaying unique text)

When the same value for a field is repeated in successive lines, you can use the Unique command to delete all repetitions that follow the initial occurrence of the contiguous set.

To hide repetitive text

- 1 Select the area in which the repetitions occur (including the first occurrence).

In the example in Figure 33, the Currency field should be made unique. Notice that the value US appears successively on many lines.

Figure 33 Before the unique operation

Account Number	Last Name	First Name	Deposit Amount	Currency	To	Period
000102/04	BRADY	GREG	\$5296.50	CHF		02/05/2003 01/0
000110/04	BARRES	THOMAS	15748.30	US		02/10/2003 01/1
000125/04	KUTCH	DIANA	16799.40	EUR		02/08/2003 01/0
000197/04	KIRSTY	JEFF	\$4296.80	US		02/07/2003 01/0
000134/04	LIGRAW	LEONARD	9087.70	US		02/07/2003 01/0
000130/04	JEDMY	MICHAEL	8795.70	US		02/06/2003 01/0
000148/04	JONES	MARY	\$5167.50	US		02/01/2003 01/1
000147/04	COURTNEY	LINDA	9573.40	US		02/06/2003 01/0
000180/04	KONT	ERICA	\$4336.80	US		02/08/2003 01/0
000102/04	BRADY	GREG	\$5296.50	US		02/05/2003 01/0
000110/04	BARRES	THOMAS	15748.30	US		02/10/2003 01/1

- 2 Click **Unique** .

The Unique dialog box is displayed.

By default, repetitious text is removed from all lines even when they are separated by blank lines.

3 Click OK.

Only the first of successive occurrences of the value appears. The repetitions are hidden.

Figure 34 shows that all but each first occurrence of “US” has been hidden in the report.

Figure 34 After the unique operation

Account Number	Last Name	First Name	Deposit Amount	Currency	To	Period
000102/00	BRADY	GREG	16296.00	CHF		01/05/2003 01/0
000110/04	BARNES	THOMAS	10740.00	US		01/10/2003 01/1
000125/04	KOTCH	DIANA	16789.40	EUR		01/06/2003 01/0
000129/04	KIRBY	JEFF	14296.00	US		01/07/2003 01/0
000134/04	LIGMAN	LEONARD	9087.70			01/07/2003 01/0
000130/04	JENNY	MICHAEL	8795.70			01/06/2003 01/0
000146/04	JONES	MARY	10167.00			01/01/2003 01/1
000147/04	COURTNEY	LINDA	9573.40			01/06/2003 01/0
000160/04	ROWD	ERICA	14036.00			01/08/2003 01/0
000102/04	BRADY	GREG	16296.00			01/05/2003 01/0
000110/04	BARNES	THOMAS	10740.00			01/10/2003 01/1

Filling down text in existing columns

Filling down text is basically the opposite of displaying only unique text. The Fill Down operation copies the text from columns within a selected area to blank columns directly under the text.

To fill down text

- 1 Select the area for the Fill Down operation.

In the example in [Figure 35](#), the Currency field needs to be filled down. Notice the blanks under the “US” value that appears on the fourth line.

Figure 35 Before the fill down operation

Dept No.	Last Name	First Name	Currency	Deposit To	Period From
507	MURPHY	CHRISTOPHER	CHF	02/07/2003	01/07/2001
505	BRADY	GREG	CHF	02/05/2003	01/05/2001
509	LOREN	ROBERT	CHF	02/04/2003	01/04/2001
507	KLINGER	JOHN	US	02/07/2003	01/07/2001
420	SCHNEIDER	ROBERT		02/02/2003	01/01/2001
310	HARRIS	THOMAS		02/10/2003	01/10/2001
512	BROWN	ELIZABETH		02/07/2003	01/07/2001
505	RITCH	DIANA		02/06/2003	01/06/2001
512	KIRBY	JEFF		02/07/2003	01/07/2001
401	LIGMAN	LEONARD		02/07/2003	01/07/2001
401	JENNY	MICHAEL		02/06/2003	01/06/2001
310	BLAU	CAROL		02/05/2003	01/05/2001
509	HARRIS	ANDREW		02/03/2003	01/03/2001
597	SMITH	ALBERT	CHF	02/02/2003	01/01/2001

- 2 Click **Fill Down** .

The Fill Down dialog box is displayed.

By default, text is filled down on all lines that are not blank, that is, all lines that contain a character in any position.

- 3 To fill down text on *all* lines, clear the **Skip blank lines** option.
- 4 Click **OK**.

Blanks in the selected area are now filled with the value from the line containing information.

NOTE

This feature functions across page breaks.



[Figure 36](#) shows how the value “US” was filled in.

Figure 36 After the fill down operation

Dept No.	Last Name	First Name	Currency	Deposit To	Period From
507	BUDHY	CHRISTOPHER	US	02/07/2003	01/07/2001
505	BRADY	GREG	CHF	02/05/2003	01/05/2001
509	LOREN	ROBERT	EUR	02/04/2003	01/04/2001
507	KLINGER	JOHN	US	02/07/2003	01/07/2001
420	SCHNEIDER	ROBERT	US	02/02/2003	31/01/2001
310	BARNES	THOMAS	US	02/13/2003	01/13/2001
512	BROWN	ELIZABETH	US	02/07/2003	01/07/2001
505	BUTCH	DIANA	EUR	02/06/2003	01/06/2001
512	KIRSTY	JEFF	US	02/07/2003	01/07/2001
401	LIGMAN	LEONARD	US	02/07/2003	01/07/2001
401	JENNY	MICHAEL	US	02/06/2003	01/06/2001
310	BLAU	CAROL	US	02/05/2003	01/05/2001
309	HAFK	ANDREW	US	02/03/2003	01/03/2001
337	SMITH	ALBERT	CHF	02/02/2003	31/01/2001

Logical View - Off
FILL-DOWN from line 8 to L1 from col \$2 to \$4
Page 1 of 8

NOTE

Although the example above used the Fill Down operation to reverse a previous Unique operation, Fill Down can be performed on any blank area (without a previous Unique operation having been performed).

Adding filled rows and columns (filling text)

Filling text should be distinguished from filling row text. Filling text adds a new area to the report and fills it with specified text. Generally, this feature is used to add formatting rows and columns to a report.

For example, you can add a row of dots or dashes between every five data lines, which can make it easier to visually scan particular data lines across the page. Likewise, you can add a column of vertical dashes between data fields in the report, to give the report a more table-like appearance.

Filling text can be performed only on one selected area at a time, but it can be performed as often as required.

When adding formatted rows, you select a full row (by clicking in the vertical selection bar). When adding formatted columns, you begin at a point in the column (such as the top row), and continue down to the bottom of the column. However, it is possible to select partial rows and columns as long as the selected area is contiguous.

Selected rows are moved down. Selected columns are shifted right.

Filling text is similar to adding text, except that it fills the entire selected area (columns and rows) with the specified text.

Filling text differs from filling down text in the following ways:

- Filling text uses text you supply; filling down text uses text appearing in the selected area.
- Filling text shifts the original text in the selected area to the right; filling down text does not shift text.

To fill text

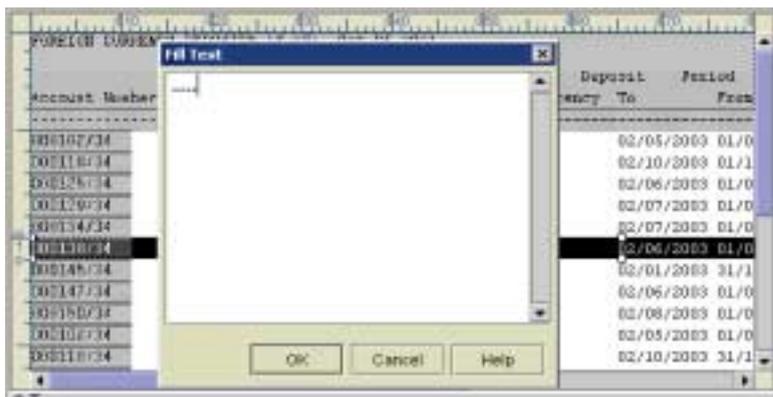
- 1 Select an area and click **Fill Text** .

The Fill Text dialog box opens.

- 2 Type text in the dialog box.

In [Figure 37](#), a row containing dots is added after the fifth line in the report. Though we specified several dots so they would stand out in the illustration, it was really only necessary to specify one dot in the Fill Text dialog box.

Figure 37 Before the fill text operation



- 3 Click **OK**.

In [Figure 38](#), note that the record that was originally selected was moved down.

Figure 38 After the first fill text operation

Figure 39 shows the report after several Fill Text operations.

Figure 39 After several fill text operations

Adding text

Adding text to an area is different than filling text or filling down text in the following ways:

- Adding text adds the exact specified text to the specified area (and text to the right of the added text is shifted to the right).
- Adding text can be used to add blank lines or columns to the report area.

- Filling text repeats specified text so that it fills the entire selected area.
- Filling down text copies text into the corresponding empty columns below it.

To add text

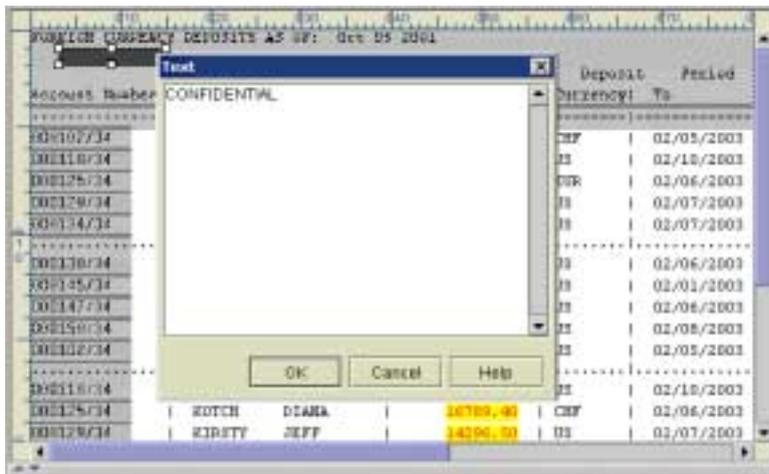
- 1 Select an area and click **Text** .

The Text dialog box opens.

- 2 Type the desired text in the Text dialog box

Figure 40 shows that the word *Confidential* should be added under the report title.

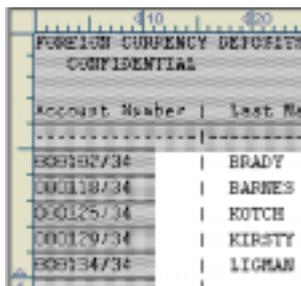
Figure 40 Adding text in the Text dialog box



- 3 Click OK.

The requested text is added in the selected location. The text to the right of the selected area is shifted to the right.

Figure 41 After adding text



Applying dynamic definition labels

Dynamic logical views enable report viewers to customize the appearance of report data in a logical view without changing the instructions in the Instruction List.

Dynamic logical views work as follows:

- The logical view is defined in the usual manner (moving, hiding, coloring, and so on).
- Labels are applied to data columns (for example, Last Name), one column at a time (as described below).
- When a logical view that contains at least one Label parameter is saved, the logical view is automatically saved as a “dynamic” logical view.

When viewing a report using a dynamic logical view, you can customize the display of those columns for which a Label has been defined, without changing the logical view instructions. For more information, see [“Using dynamic logical views” on page 57](#).

Note the following about defining labels:

- Labels can be applied to one, many, or all columns, as needed.
- Label instructions should be defined in a contiguous sequence. Other logical view instructions can be defined before or after the group of label instructions, but should not be defined between them.

To apply a label

- 1 Select the area and click **Label** .

The Label dialog box opens.

- 2 In the **Type** selection box, select **String** or **Numeric** to identify the type of data.
- 3 Type a label (name) in the **Identifier** definition box.
- 4 Click **OK**.

The specified label now applies to the selected area. Repeat this process for all columns for which a label is required.

Applying overlays

Overlays are graphic files (usually transparent) that can be placed in a report to enhance its aesthetics. Graphic overlays can serve many different purposes. For example, you can

- place a logo or other graphic in a blank area in the report foreground.
- place a logo or other transparent graphic (watermark) in the report background
- place a table-like grid on a report to clearly delineate columns

The Overlay function can be used to include graphics in GIF or JPG formats. Your WebAccess Server administrator determines which overlays are available at your site and places them in a single, easily accessible location.

When using the Overlay function, you must specify the URL of the file you want to include.

To include an overlay

- 1 Click **Overlay** .

The Overlay dialog box is displayed.

- 2 In the **URL** definition box, type the URL of the graphic file you want to include

If the report page is longer than the physical page, the report information is printed on multiple pages. To print the overlay on each physical page, select **Print on each page**.

- 3 Click **OK**.

NOTE

When working with SSL (in other word, HTTPS), you can either specify the URL relative to the Internet access method virtual folder or specify, using HTTP, the full path to any other external server containing the overlay. Specifying the full path to an external server using HTTPS causes the Logical View Editor to stop functioning. For more information, consult your WebAccess Server administrator.

The graphic is included in all the pages in the report.

Figure 42 shows inclusion of an overlay in the report. Note that you cannot see the report text. This is because when the overlay was included, it was included into the foreground of the report.

Figure 42 Requested overlay included in a report view



The Overlay function has its own pop-up menu. You can use this menu to move the overlay to the background.

- 4 Right-click your mouse anywhere in the Overlay display.

The Overlay pop-up menu is displayed.

- 5 Choose **Send Behind Text**.

NOTE

Ensure that the text background is transparent, otherwise it hides the overlay.



The overlay now appears in the background of the report, and the report text is visible in the foreground.

Figure 43 Overlay in background and text visible

Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
000100/34	507	MURPHY	CHRISTOPHER	US	02/07/2003	01/07/20
000102/34	505	BRADY	GREG	CHF	02/05/2003	01/05/20
000107/34	509	LOREN	ROBERT	EUR	02/04/2003	01/04/20
000110/34	507	KLINGER	JOHN	US	02/07/2003	01/07/20
000112/34	420	SCHNEIDER	ROBERT	US	02/02/2003	11/01/20
000116/34	310	SARREN	THOMAS	US	02/10/2003	01/10/20
000121/34	512	BROWN	ELIZABETH	US	01/07/2003	01/07/20
000125/34	505	KUTCH	DIANA	EUR	02/06/2003	01/06/20
000129/34	512	KIRSTY	JEFF	US	02/03/2003	01/03/20
000134/34	401	LIOHAN	LEONARD	US	02/07/2003	01/07/20
000136/34	401	JIMMY	MICHAEL	US	02/06/2003	01/06/20
000140/34	310	BLAU	CAROL	US	02/05/2003	01/05/20
000142/34	509	HAFER	ANDREW	US	02/03/2003	01/03/20
000144/34	592	SMITH	ALBERT	CHF	01/02/2003	31/01/20

Adjusting the size of the overlay

You can adjust the size of the Overlay to fit any portion of the report page. To adjust the overlay, click on the appropriate border edge and drag it in the necessary direction.

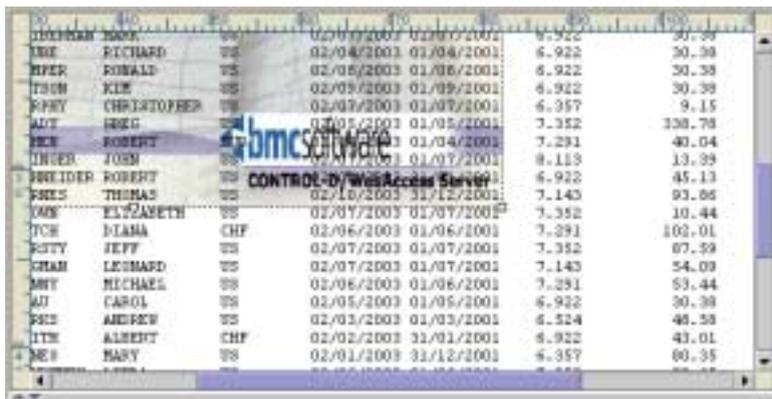
Figure 44 shows the bottom border edge of the overlay.

Figure 44 Bottom border edge of the overlay



Figure 45 shows the overlay after it has been adjusted

Figure 45 Overlay after it has been adjusted



Selecting text when an overlay is inserted

To select text (for example, for a move or copy) when an Overlay has been inserted, you must let the Logical Editor know that you are selecting the text, not the overlay.

You do this by clicking **Select Overlays** before performing the selection. The Select Overlays button toggles between Overlay mode and Text mode. When in Text mode, you can select text.

To select text if an overlay is inserted

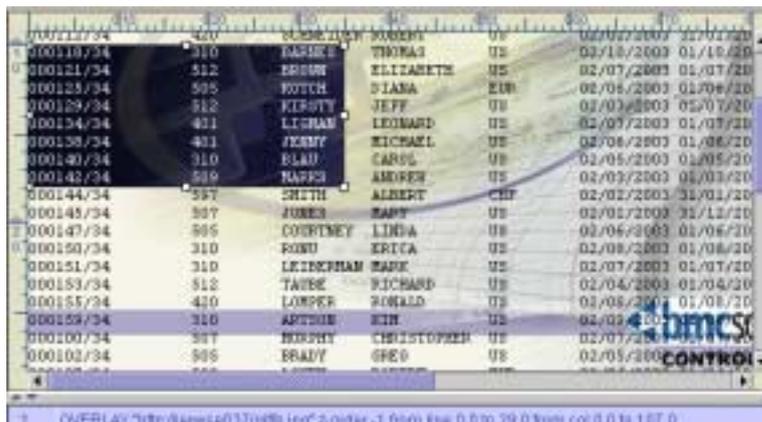
- 1 Click **Select Overlays** .

The Select Overlays button now displays text characters  indicating that it is in Text mode.

- 2 Make the selection.

Figure 46 shows an area selection in the presence of an Overlay.

Figure 46 Text selection with an overlay



- 3 Perform the necessary operation (move, copy, and so on) on the selected text.
- 4 When you are done, you can click **Select Overlays** to toggle back to Overlay mode.

Working with multiple overlays

You can work with multiple overlay files in the same report. However, you can only work with one overlay at a time. The Overlay pop-up menu lets you set the order of overlays.

To understand how to use the overlay options, it is helpful to think of multiple overlays as being stacked at different levels, as follows:

- Consider the report text as residing on level zero.
- Consider foreground overlays to be above the zero (text) level.
- Consider background overlays to be below the zero (text) level.

To access the Overlay pop-up menu

- 1 From the last instruction in the instruction list, click **Select Overlays**.
- 2 Select an overlay and right-click it.

Table 18 describes the options available from the Overlay pop-up menu, in terms of the above concepts.

Table 18 Overlay pop-up menu options

Option	Description
Bring to Front	Brings the overlay closest to the text level.
Send to Back	Moves the overlay furthest from the text level.
Bring Forward	Brings the overlay one level closer to the text level.
Send Backward	Moves the overlay one level further from the text level.
Bring in Front of Text	Moves the Overlay from the background to the foreground. The text is hidden (behind) the overlay.
Send Behind Text	Moves the Overlay from the foreground stack to the background. The text appears, with the Overlay seen as background.

Exporting a report to an Excel file

You can export a report to a Microsoft Excel file by performing the following tasks:

- requesting a spreadsheet view of the report
- defining and editing the spreadsheet view, which is similar to defining a logical view and includes the following tasks:
 - adjusting the columns on the spreadsheet view
 - if desired, excluding unwanted information (columns or lines) from the report
 - If you mistakenly excluded lines or columns, you can re-include them.
 - assigning the report data to cell types (Label, Number, Date, Time)
- saving the spreadsheet view

These tasks are described below.

As with a logical view, once the spreadsheet view for a report has been defined, it can be used for all subsequent updated copies of the report (provided that the data format does not change).

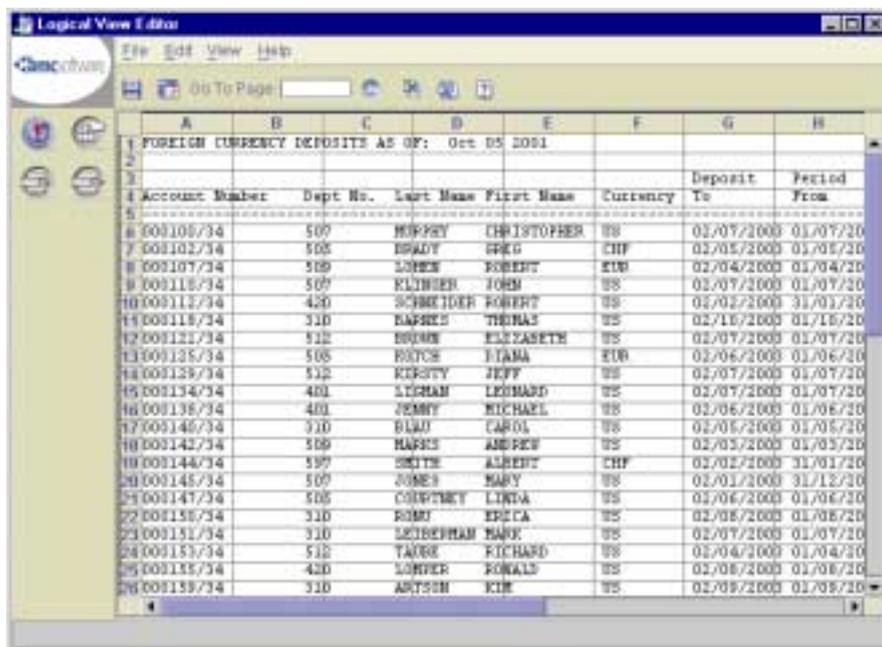
Once a spreadsheet view has been prepared and saved, the spreadsheet view of the report can be exported and opened in Microsoft Excel.

To request a spreadsheet view of a report

Click **Export**  .

A spreadsheet image is opened over the report in the Report View ([Figure 47](#)). The spreadsheet columns might not be properly aligned with the fields of the report.

Figure 47 Report file exported to a spreadsheet file



Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
600105/34	509	MURPHY	CHRISTOPHER	US	01/07/2000	01/07/20
700102/34	508	BOWDY	DAVE	CHF	01/05/2000	01/05/20
800107/34	509	LUNER	ROBERT	EUR	01/04/2000	01/04/20
900118/34	509	KLUBER	JOHN	US	01/07/2000	01/07/20
1000112/34	430	SCHMIDT	ROBERT	US	01/02/2000	01/01/20
1100118/34	310	KAPLAN	THOMAS	US	01/16/2000	01/16/20
1200121/34	512	BROWN	ELIZABETH	US	01/07/2000	01/07/20
1300125/34	508	RYAN	VIANA	EUR	01/06/2000	01/06/20
1400129/34	512	KIRBY	JEFF	US	01/07/2000	01/07/20
1500134/34	401	LICHAM	LEONARD	US	01/07/2000	01/07/20
1600138/34	401	ZEMMY	MICHAEL	US	01/06/2000	01/06/20
1700146/34	310	BLAU	CAROL	US	01/05/2000	01/05/20
1800142/34	509	HARRIS	ANDREW	US	01/03/2000	01/03/20
1900144/34	509	SMITH	ALBERT	CHF	01/02/2000	01/01/20
2000145/34	509	JONES	MARY	US	01/01/2000	01/12/20
2100147/34	508	COURTNEY	LINDA	US	01/06/2000	01/06/20
2200155/34	310	ROMI	ERICA	US	01/08/2000	01/08/20
2300151/34	310	SEIDENMAN	MARY	US	01/07/2000	01/07/20
2400153/34	512	TAYNE	RICHARD	US	01/04/2000	01/04/20
2500155/34	430	LUNER	RONALD	US	01/08/2000	01/08/20
2600159/34	310	ARTSON	KIM	US	01/09/2000	01/09/20

NOTE



The instruction list area is not displayed during export definition activities.

The buttons to the left of the spreadsheet are different from logical view buttons.

The spreadsheet buttons are described in [Table 19](#).

Table 19 Side buttons of the spreadsheet view

Button	Edit	Description
	Clear All Definitions	Clears all instructions and changes.
	Format Cells	Assigns data types and formats to spreadsheet cells.
	Exclude	Excludes unwanted lines or columns from the spreadsheet.
	Include	Cancel the “Exclude” function on the specified lines or columns so that these lines or columns are re-included.

To adjust the columns of the spreadsheet view

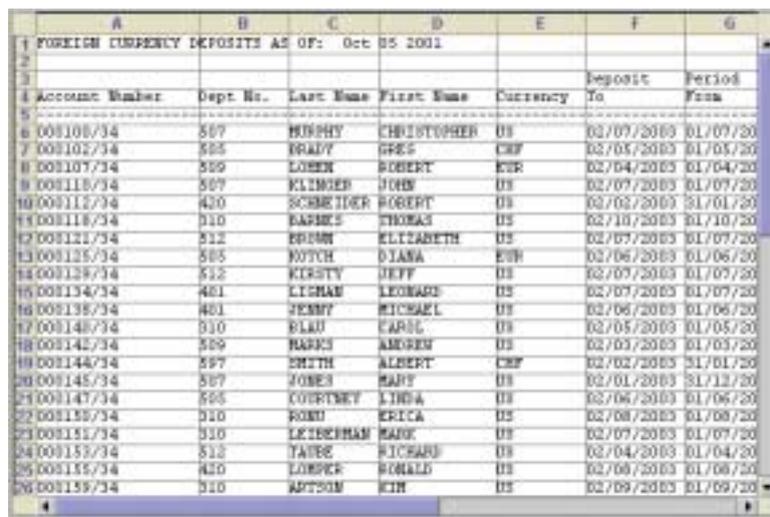
Starting from the leftmost column of the report, adjust the size of the columns of the spreadsheet to fit the fields in the report. Be sure to scroll to the right so as to adjust all columns in the report.

By default, spreadsheet cells are treated as labels and columns have a width of ten characters.

Note that to adjust the spreadsheet column size, you use the same technique that you would use in any spreadsheet: You click on the border between two cells and slide the border to the appropriate location.

Figure 48 shows the file after it has been adjusted.

Figure 48 Spreadsheet columns adjusted to fit report fields



Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
000106/34	507	HUNPHY	CHRISTOPHER	US	02/07/2003	01/07/20
000102/34	505	BRADY	GREG	CHF	02/05/2003	01/05/20
000107/34	509	LOREN	ROBERT	EUR	02/04/2003	01/04/20
000118/34	507	KLINGER	JOHN	US	02/07/2003	01/07/20
000117/34	420	SCHMIDT	ROBERT	US	02/02/2003	01/01/20
000119/34	010	BARKES	THOMAS	US	02/10/2003	01/10/20
000121/34	512	BOYD	ELIZABETH	US	02/07/2003	01/07/20
000125/34	505	WOTCH	DIANA	EUR	02/06/2003	01/06/20
000129/34	512	KIRSTY	JEFF	US	02/07/2003	01/07/20
000134/34	401	LISMAN	LEONARD	US	02/07/2003	01/07/20
000135/34	401	FENNY	MICHAEL	US	02/06/2003	01/06/20
000140/34	010	BLAU	ERIK	US	02/05/2003	01/05/20
000142/34	509	NAKES	ANDREW	US	02/03/2003	01/03/20
000144/34	507	SMITH	ALBERT	CHF	02/02/2003	01/01/20
000145/34	507	JOHNS	MARY	US	02/01/2003	01/12/20
000147/34	505	COURTNEY	LINDA	US	02/06/2003	01/06/20
000150/34	010	ROU	ERICA	US	02/08/2003	01/08/20
000151/34	010	LEIBERMAN	MARK	US	02/07/2003	01/07/20
000152/34	512	TAUBE	RICHARD	US	02/04/2003	01/04/20
000153/34	420	LIMPER	RONALD	US	02/08/2003	01/08/20
000155/34	010	WATSON	KIM	US	02/09/2003	01/09/20

To exclude unwanted information

- 1 Select the unwanted columns or lines.
- 2 Click **Exclude** .

A red X symbol is placed in the line number box of excluded lines, and in the spreadsheet column box of excluded columns.

In **Figure 49**, the second line from the top (the blank title line) was excluded. This line is no longer included in the line count. Instead, the line number box for this line contains a red X. If this report is later opened in Excel, this line does not appear.

Figure 49 Line excluded from spreadsheet view



Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
5 000100/34	507	MURPHY	CHRISTOPHER	US	02/07/2003	01/07/20
6 000102/34	505	BRADY	GREG	CHF	02/05/2003	01/05/20
7 000107/34	505	LOREN	ROBERT	EUR	02/04/2003	01/04/20
8 000110/34	507	KLINCKE	JOHN	US	02/07/2003	01/07/20
9 000112/34	430	SCHNEIDER	ROBERT	US	02/05/2003	01/01/20
10 000118/34	510	BARNES	THOMAS	US	02/10/2003	01/10/20
11 000121/34	512	BROWN	ELIZABETH	US	02/07/2003	01/07/20
12 000125/34	505	ROUCH	DIANA	EUR	02/06/2003	01/06/20
13 000129/34	512	KIRSTY	JEFF	US	02/07/2003	01/07/20
14 000134/34	401	LIGMAN	LEONARD	US	02/07/2003	01/07/20
15 000138/34	401	JERRY	MICHAEL	US	02/06/2003	01/06/20
16 000140/34	510	BLAU	CAROL	US	02/05/2003	01/05/20
17 000142/34	505	BARDS	ANDREW	US	02/05/2003	01/05/20
18 000144/34	597	SMITH	ALBERT	CHF	02/02/2003	01/01/20
19 000145/34	507	JONES	MARY	US	02/01/2003	01/12/20
20 000147/34	505	COURTNEY	LINDA	US	02/06/2003	01/06/20
21 000150/34	510	BOND	ERICA	US	02/08/2003	01/08/20
22 000151/34	510	LEIBERMAN	MARK	US	02/07/2003	01/07/20
23 000153/34	512	WAHBE	RICHARD	US	02/04/2003	01/04/20
24 000155/34	420	LOFFER	RONALD	US	02/08/2003	01/08/20
25 000159/34	510	ARTSON	KEN	US	02/09/2003	01/09/20

To re-include previously excluded information

- 1 Select the lines or columns you want to re-include.
- 2 Click **Include** .

The red X symbol by the line or column is deleted.

The **Include** button only affects lines or columns that are excluded.

To assign cell types

Follow the instructions detailed in “Assigning spreadsheet cell types” on page 132.

To clear all definitions from the spreadsheet view

Click **Clear All Definitions** .

All definitions are removed from the spreadsheet view. The spreadsheet can now be edited from scratch.

To save a report as a spreadsheet

1 Click **Save** .

The Save As dialog box opens.

2 In the **Logical View Name** field, specify the name you want assigned to the export file.

3 To make the export definition available to a group of reports, specify the mask and wildcard for the group in the Report Mask field. For example, if **Currency*** is specified in the Report Mask field, the export definition is available for reports called Currency-Dollars, Currency-Euros, and so on.

4 Ensure that the **Save export definition** check box is checked.

5 Click **OK**.

The spreadsheet logical view is saved.

Assigning spreadsheet cell types

The most important definitions in the spreadsheet view are cell types. The four valid cell types are described in [Table 20](#).

Table 20 Valid cell types

Cell type	Description
Label	Used for cells containing alphanumeric values.
Number	Used for cells containing numeric values.
Date	Used for cells containing date values.
Time	Used for cells containing time values.

General instructions for assigning cell types are provided immediately below. These are followed by instructions for specific situations.

To format cells in the spreadsheet view (general instructions)

- 1 Select the cells that you want to format. (You can select more than one cell if the selected cells are of the same type.)
- 2 Click **Format Cells**  or double-click on the cells that you want to format.

The Format Cells dialog box is displayed.

The left side of the Format Cells dialog box contains the fields described in [Table 21](#).

Table 21 Fixed fields of the Format Cells dialog box

Field	Usage
Cell Type	Specify (select) the type of information contained in the cells as described in Table 20 .
Protected	Check this box if you want the data in the cells to be protected from modification.
First Page Only	Check the box if you want to export only the values on the first report page. This is useful for exporting headings.

The contents of the right side of the dialog box change depending on the cell type you select.

In the Format Cells dialog box, select the cell type you want to assign to your selected cells as described in [Table 20 on page 132](#). The contents of the dialog box changes accordingly.

If you want the data in the cells protected, check the **Protected** box.

If you only want the first page of the report to be exported, check the **First Page** only box.

Make the necessary entries in the right side of the dialog box according to cell type.

For a description of the fields on the right side of the dialog box, see “[Formats of fields specific to individual cell types](#)” on page 135.

- 3 After selecting values for all the necessary fields, click **OK**.

Note the following points:

- Spreadsheet columns containing numeric values should not necessarily be considered numeric. You might want to assign a Label cell type to numeric values that are left justified and are not used for numeric calculations (for example, room number).

Ultimately, you should assign them the same cell type that you would assign to them in Excel.

- Report titles and column header information are generally labels (alphanumeric), even if the report data has a different type (for example, date). Therefore, it is advisable to assign column header and column data cell types separately.
- If all column header rows are of type label, you can assign those rows their cell type in a single step.
- Report title information frequently spans more than one spreadsheet column. You should check the **Single cell** check box in the Format Cells dialog box when this occurs.

Recommendations for handling report titles and column headers are provided immediately below.

To assign cell types to title lines and column headers

- 1 Select the title lines and column headers.
- 2 Click **Format Cells**.

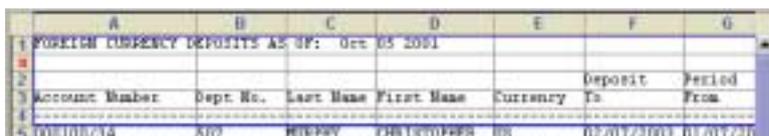
The Format Cells dialog box is displayed.

Note that Label and Left Justified are already selected. You probably do not want to change these values.

- 3 Do not forget to check the **Protected** and **First Page Only** boxes if necessary.
- 4 Click **OK**.

Figure 50 shows a header line around the area you have just defined.

Figure 50 Header lines around cell definitions



The screenshot shows a spreadsheet with a header line around a table. The table has 7 columns and 2 rows of data. The header row is highlighted in blue. The data row contains the following values: 000100/34, 807, HIPPY, CHRISTOPHER, US, 01/07/2003, 01/07/2003.

Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
000100/34	807	HIPPY	CHRISTOPHER	US	01/07/2003	01/07/2003

To format report title lines that span more than one spreadsheet cell

Select **Single Cell** and click **OK**.

The result is shown in Figure 51.

Figure 51 Title line following cell spanning definition

Account Number	Dept No.	Last Name	First Name	Currency	Deposit To	Period From
000100/34	203	MURPHY	MURPHY	US	01/01/2001	01/01/2001

Formats of fields specific to individual cell types

The entry fields on the right side of the Format Cells dialog box change according to the selected cell type. The fields according to cell type are described below.

Table 22 Fields specific to the label cell type

Field/area		Description
	Selection values	Description
Label Format		Format assignment for an alphanumeric (string) cell
	Left Justified	Aligns text to the left
	Right Justified	Aligns text to the right
	Centered	Centers the text
	Repeated	Repeats the text through the selected area
Single Cell		Exports selected block as a single cell, without regard to the vertical grid lines

Table 23 Fields specific to the number cell type

Field/area		Description
	Selection values	Description
Number Format		Format assignment for a numeric cell
	Fixed	Rounds off values to the number of decimal places specified in the Decimal Places field.
	Scientific	Displays numbers in scientific notation (for example, 2.35E+2)
	Currency	Displays numbers in currency format (for example, \$500.99)
	Comma	Separates thousands with a comma and displays negative numbers in parentheses (for example, 100,000)
	Percent	Displays the number as a percent (for example, 80%)
	General	Uses the default format
Decimal Places		Number of places to be displayed to the right of the decimal point—for Fixed field only.

Table 24 Fields specific to the date cell type

Field/area		
	Selection values	Description
Date		Format assignment for a date cell
	DD/MMM/YY	Day/month/year (for example, 26/SEP/00)
	DD/MMM	Day/month (for example, 26/SEP)
	MMM/YY	Month/year (for example, SEP/00)
	Short International	Month/day (for example, 09/00)
	Long International	Month/day/year (for example, 09/26/00)
Decoding Mask		Format that the Logical View Editor uses to read the date from the report. Ensure that the decoding mask matches the date format in the report. For example, if the date in the report is "14.05.2002," the decoding mask should be "DD.MM.YYYY." Default: MM/DD/YY

Table 25 Fields specific to the time cell type

Field/area		
	Selection values	Description
Time Format		Format assignment for a time cell
	hh:mm:ss AM/PM	Hour:minute:second using a 12-hour clock (for example, 06:45:23 PM)
	hh:mm AM/PM	Hour:minute using a 12-hour clock (for example, 06:45 PM)
	Short international	Hour:minute using a 24-hour clock (for example, 18:45)
	Long International	Hour:minute:second using a 24-hour clock (for example, 18:45:23)
Decoding Mask		Format that the Logical View Editor uses to read the time from the report. Ensure that the decoding mask matches the time format in the report. For example, if the time in the report is "18.37," the decoding mask should be "HH.MM." Default: HH.MM

Display types

Display types determine the report attributes (such as the number of pages in a report or a report's expiry date) that are displayed for each report in the Report List window.

Display types

The following table contains names (titles or column headings) that can be configured by the CONTROL-D/WebAccess Server administrator to be displayed in the Report List window. The administrator can change the default titles. The titles are also displayed in the Property fields of the Properties window.

Table 26 Display types (part 1 of 4)

Default title	Description
Backup	Indicates if the report was backed up.
Category	Category name (site-defined term, for example, DAILY, MONTHLY).
Chars	Unique four-letter identification of the report's ASCII translation file (for example, ascii.cvt).
Checked Out By	Displays the name of the user who checked out a report from a CONTROL-D for Distributed Systems repository.
Check-Out Status	Indicates if a report has been checked out of a CONTROL-D for Distributed Systems repository.
Class	Mainframe printing class (for Mainframe repository reports only)
Copies	Preset number of copies to be printed.
Decollation Date	Date that the report was decollated (processed for distribution).
Decollation Time	Time that the report was decollated (processed for distribution).
Dest	Required host printer JES destination for printing the report. Special destination codes CTDPC and CTDPCPRT (specified in mainframe CONTROL-D) direct the output from the mainframe for downloading to a PC.

Table 26 Display types (part 2 of 4)

Default title	Description
Email	Displays the email icon to enable opening of the Email window.
Enable Text Search	Indicates whether Full Text Search capabilities are to be enabled for this report. (Yes/No)
Encoding	<p>The encoding used when the report is viewed (for example, Latin1 or Hebrew are encoded in legacy; UTF-8 is encoded in Unicode).</p> <p>Note: Encoding maps specific byte values in the report to the letters they represent. The appropriate encoding of a report must be used to view the text correctly. Usually encoding also implies a specific language. However, some encoding, such as UTF-8, applies to multiple languages and therefore the Language attribute must be used for selecting the correct font.</p>
Expiration Date	Date from which CONTROL-D/Repository Server can delete the report from the CONTROL-D for Distributed Systems repository.
File Ext.	The report file's extension (for example, .doc, .pdf, .txt).
Final	Displays whether the report version is final, that is, whether other versions can be created (Yes/No).
Form	Form used when printing a report on a mainframe printer. (For mainframe CONTROL-D printing.)
From User	Name of the user from which this report (or part) has been received. (For mainframe CONTROL-D.)
Generation	Generation number of the report, determined by the administrator. A report with the same name can have several generations stored in the CONTROL-D for Distributed Systems repository.
Is Last Version	Indicates whether the document is final and can no longer be checked out from a CONTROL-D for Distributed Systems repository.
Job End Date	Date the job was ended.
Job End Time	Time the job was ended.
Job ID	Numeric part of the job ID that created the report.
Job Name	Name of the job that created the report.
Job Start Date	Date the job was started.
Job Start Time	Time the job was started.
Language	The language of the report. (for example, English or Chinese).
Lines	Number of lines in the report.
Location	Describes report status: Active, History, or Migrated.
Order Date	Date the report was created or scheduled to be run.

Table 26 Display types (part 3 of 4)

Default title	Description
Original Encoding	The encoding of the report as stored on the mainframe. Note: Encoding maps specific byte values in the report to the letters they represent. The appropriate encoding of a report must be used to view the text correctly. Usually encoding also implies a specific language. However, some encoding, such as UTF-8, applies to multiple languages and therefore the Language attribute must be used for selecting the correct font.
Page List Mode	Describes whether the report was decollated in page mode or document mode.
Pages	Number of pages in the report.
Print	Opens a pop-up menu that enables the print options.
Properties	Displays the report properties icon that enables opening the Report Properties window.
Recfm	Record format for mainframe reports.
Recipient	Report's owner.
Remark 2	Free text remark about the report. This parameter is available in document repositories of CONTROL-D for z/OS version 6.2.16 and later.
Remark 3	Free text remark about the report. This parameter is available in document repositories of CONTROL-D for z/OS version 6.2.16 and later.
Remark CC	Condition code and/or remark. Highest condition code from the job execution, or other job termination codes, including system or user abend codes, NCT2 (NOT CATLGD 2), or JFAIL (JCL error).
Report Icons (no title displayed)	Icons that identify the viewer or application associated with a report displayed in the column at the left of the Report List window.
Report Name	Name of the report.
Resource Set ID	Time stamp that identifies the set of resources used by a report during decollation.
Save	Lets all or part of a report be saved locally.
Status	Status of the report at import time. For an explanation of mainframe report statuses, see the <i>CONTROL-D User Manual</i> .
Text Search Ready	Indicates whether Full Text Search is enabled for this report. (Yes/No)
Transfer Date	Indicates the date the report was transferred to the CONTROL-D Repository.
Transfer Time	Indicates the time the report was transferred to the CONTROL-D Repository.
Type	Indicates whether the report is binary or text.

Table 26 Display types (part 4 of 4)

Default title	Description
User Dest	The second part of the report's DEST sysout parameter.
Version	Report version number. CONTROL-D for Distributed Systems repository reports can have several versions. A version is created by checking out and checking in a report.

Error messages

This appendix contains explanations of the messages issued by CONTROL-D/WebAccess Server. The following information is provided for each message:

- Explanation explains the reasons why WebAccess Server issued the message.
- System Action describes what WebAccess Server does as a result of encountering the situation.
- User Response describes what you should do in this situation.

All messages produced by WebAccess Server consist of the following elements:

- A message identifier
- A severity code that indicates the nature of the message and the level of action required by the user
- The message text

For example:

BMCSII0011E **Internal error occurred while transferring request *error description***

In this example:

- **SII0011** is the message identifier.
- **E** is the severity code.
- **Internal error occurred while transferring request *error description*** is the text of the message.

Italicized words indicate variable text that is determined when the message is issued.

Message codes and text

Table 27 describes the severity codes issued with messages.

Table 27 Message severity codes

Code	Meaning
E (error)	The requested function was not completed.
I (information)	This is an information message. No action is required.
S (system)	A system error occurred.
W (warning)	The system is still operating, and no immediate action is required.

BMCSEII0010E Streaming error occurred while transferring request: *error message, description*

Explanation: Server Interface cannot transfer a request due to network errors.

System action: Requests cannot be processed.

User response: Contact the network administrator.

BMCWAS2402S CONTROL-D Web Access Server system configuration problem

Explanation: The WebAccess Server configurations have not been found.

System action: The user cannot enter the reports from the Reports List screen. The user is returned to the Login screen.

User response: Run Desktop and resave WebAccess Server configurations.

BMCWAS2403S Invalid Session ID, Please login again

Explanation: The user is attempting to use a session ID that is no longer valid. This can happen because the time out period was reached, if a user logged out and then clicked “Back” in the browser, or if Server Interface (or WebAccess Server if Server Interface is running as a DLL) was restarted after the user logged in.

System action: The user cannot access WebAccess screens.

User response: Check your Server to ensure that it did not fail. Login using the correct user ID and password for the Session ID (for example, A, B) and specify the correct values in the Session

BMCWAS2404S Inaccessible Report

Explanation: A problem occurred during a Report request.

System action: The error also prompted an error message in the application where the error occurred.

User response: Follow the directions found in the application’s error message.

BMCWAS2405S Inaccessible Index information

Explanation: A problem occurred while opening a Report Index. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2406S Inaccessible Index Value information

Explanation: A problem occurred while setting a value to an Index request. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2407S Login Failed

Explanation: The application did not recognize the login. The MF or DS repository generates a message indicating why the login failed.

System action: The user cannot enter CONTROL-D/WebAccess screens.

User response: Enter the correct user ID and password.

BMCWAS2408S Inaccessible Location information

Explanation: A problem occurred accessing information from the user's location. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2409S Inaccessible Note List information

Explanation: A problem occurred while accessing the Report Note List. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2410S Inaccessible Note information

Explanation: A problem occurred while opening a Report Note. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2411S Inaccessible Logical view information

Explanation: A problem occurred while accessing the Logical View feature. The error also prompted an error message in the application where the error occurred.

System action: None.

User response: Follow the directions found in the application's error message.

BMCWAS2412S Inaccessible Report List information

Explanation: Problem with the connection between the Server Interface and CONTROL-D/WebAccess Server.

System action: Returns to the previous window.

User response: Check the connection or contact the system administrator.

BMCWAS2413S Add Note Failed.

Explanation: Server Interface was not able to add a note. No space is left on the disk, the user is not authorized to add a note, or the connection to the server failed.

System action: Return to the main CONTROL-D/WebAccess Server window.

User response: Contact your system administrator.

BMCWAS2414S Failed to update report fields.

Explanation: Updateable field could not be updated. This field does not support updating.

System action: The field does not change.

User response: Contact your system administrator.

BMCWAS2415S Add Global Note Failed.

Explanation: General note cannot be added. No space is left on the disk, the user is not authorized to add a note, or the connection to the server failed.

System action: The General note is not updated.

User response: Contact your system administrator.

BMCWAS2418S Inaccessible Folder information.

Explanation: A problem occurred during a Folder request.

System action: The error also prompted an error message in the application where the error occurred.

User response: Follow the directions found in the application's error message.

BMCWAS2419S Report Check-Out Failed.

Explanation: Failed to check out a report.

System action: The report is not checked out.

User response: Contact your system administrator.

BMCWAS2420S Report Check-In Failed.

Explanation: Failed to check in a report.

System action: The checked-out report is not checked in.

User response: Contact your system administrator.

BMCWAS2421S Revert Report Failed.

Explanation: Failed to revert a report to its previous version.

System action: A checked-out report is not reverted to its previous version.

User response: Contact your system administrator.

BMCWAS2422S Create Report Failed.

Explanation: Failed to create a new report.

System action: A new report is not created.

User response: Contact your system administrator.

BMCWAS2423S Delete Report Failed

Explanation: Failed to delete a report.

System action: The report is not deleted.

User response: Contact your system administrator.

BMCWAS2424S Authenticate Failed.

Explanation: The user login (authentication) via the Predefined Locations Login window failed.

System action: User login fails.

User response: Verify your user name and password and try to log in again.

BMCWAS2425S Failed to update report fields. Field *field* needs to be a number greater than zero.

Explanation: The report field could not be updated because the new number is not greater than zero.

System action: The report field is not updated.

User response: Enter a number greater than zero and try updating the field again.

BMCWAS2426S Add Note Version Failed.

Explanation: Failed to add a new version of a note.

System action: The new note version is not added.

User response: Contact your system administrator.

BMCWAS2427S Inaccessible Transformer List Information

Explanation: The transformer list cannot be accessed.

System action: The transformation request is not completed.

User response: Contact your system administrator.

BMCWAS2600E Please enter full date format.

Explanation: The date format was entered incorrectly. Part of the date format (dd/mm/yyyy) was left blank.

System action: None.

User response: Correct the date format and re-enter the information.

BMCWAS2601E A User Name must be specified in order to log in to a location

Explanation: A user name was not entered in the **User Name** field of the Login window. User Name is a mandatory field.

System action: The user cannot enter the system.

User response: Enter a correct (authorized) user name and re-try the login procedure.

BMCWAS2602E Password not Confirmed

Explanation: System does not accept the password. An invalid password was entered.

System action: The password change was not accepted.

User response: Enter a different valid password.

BMCWAS2603E New Password is a MANDATORY FIELD. Please enter the Password and click Login.

Explanation: The **New Password** in the Change Password window was left blank. New Password is a mandatory field.

System action: Password change cannot be completed until a new password is entered.

User response: Enter a new password.

BMCWAS2604E **You must specify an Index Name if you specify an Index Value.**

Explanation: Index value was specified in the filter window but no index name was provided. The Index Name is a required field when an index value is specified.

System action: The error is highlighted and the field is marked. The user cannot input new fields until this field is corrected.

User response: Enter an index name.

BMCWAS2605E **Invalid Date.**

Explanation: The date format was entered correctly but the number was too large (the month value was greater than 12 or the day value was greater than 31).

System action: None.

User response: Correct the date and re-enter the information.

BMCWAS2606E **Invalid time range.**

Explanation: The same date was entered in the “Date From” and “Date To” fields, so that the date range defines exactly one day, but one of the time values was entered incorrectly so that the value in the “Time From” field is greater the value in the “Time To” field.

System action: None.

User response: Correct the time and re-enter the information.

BMCWAS2607E **Invalid date range.**

Explanation: The **From** field is greater than the **To** field. The **To** field must be greater than the **From** field.

System action: The error is highlighted and the field is marked. The user cannot input new fields until this field is corrected.

User response: Correct the date and re-enter the information.

BMCWAS2608E **Invalid time format**
Format is HH:MM or HH:MM:SS
HH=00-23 MM=00-59 SS=00-59.

Explanation: The **Time** field was entered incorrectly. The format must be hh:mm or hh:mm:ss where hour values must be 0-23, minute values must be 0-59, and second values must be 0-59.

System action: The error is highlighted and the field is marked. The user cannot input new fields until this field is corrected.

User response: Correct the time and re-enter the information.

BMCWAS2609E Invalid page number specified or Page Number exceeds the number of pages in the report.

Explanation: Incorrect value was entered in the **GoTo** field. The GoTo value must be a number that is less than or equal to the length of the report.

System action: The error is highlighted and the field is marked. The user cannot input new fields until this field is corrected.

User response: Correct the page number and re-enter the field.

**BMCWAS2610E Invalid Date format
Please enter 2 digits for both day and month - and 4 digits for year separated by a /, or use today format.**

Explanation: Date format was entered incorrectly. The special format of the Date From or Date To fields was incorrectly entered.

System action: None.

User response: Correct the date format and re-enter the information.

**BMCWAS2611E Date must be numerical.
Please enter 2 digits for both day and month - and 4 digits for year separated by a /, or use today format.**

Explanation: The Date format only supports dates expressed numerically. The special format of the Date From or Date To fields was incorrectly entered.

System action: None.

User response: Correct the date format and re-enter the information.

BMCWAS2612E A User Name must be specified in order to log in to a location

Explanation: A user name was not entered in the **User Name** field of the Login window. User Name is a mandatory field.

System action: The user cannot enter the system.

User response: Enter a correct (authorized) user name and re-try the login procedure.

BMCWAS2613E A name must be specified for the new note.

Explanation: The title field of a new note was left blank. A note title is required.

System action: The new note is not added.

User response: Enter a note title.

BMCWAS2614E Note text must be entered for the new note/version.

Explanation: The note text of a new note was left blank. Note text is required.

System action: The new note is not added.

User response: Enter the note text.

BMCWAS2616E Note coordinates in the page must be selected for the note.

Explanation: A new note was entered. The report area associated with the note was not defined. Note coordinates is a required field.

System action: The new note is not added.

User response: Enter the note coordinates.

BMCWAS2617E A Form can be 8 characters only and can include only [a-z], [A-Z], [0-9], @, #, \$.

Explanation: Invalid **Form** value was specified in the Host Print window. The Form field must only be eight characters long.

System action: The report is not printed.

User response: Correct the error in the **Form** field and re-enter the information.

BMCWAS2618E A Class can be one char only and can include only [a-z], [A-Z], [0-9].

Explanation: Invalid **Class** value was specified in the Host Print window. The Class field consists of only one character.

System action: The report is not printed.

User response: Correct the error in the **Class** field and re-enter the information.

BMCWAS2619E A ruler can be 8 characters only.

Explanation: Invalid **Ruler** value was specified in the Host Print window. The Ruler field can contain only eight characters.

System action: The report is not printed.

User response: Correct the error in the **Ruler** field and re-enter the information.

**BMCWAS2620E Invalid #today format
Format is #today [-number].**

Explanation: The “#Today plus format” key word was entered incorrectly. The special format of the Date From or Date To fields was entered incorrectly.

System action: None.

User response: Correct the error in the field and reenter the information.

BMCWAS2621E Note name must not exceed 20 characters.

Explanation: In Legacy mode, the number of characters in the note name is greater than 20 for a Distributed Systems repository or greater than 40 for a Mainframe repository.

System action: The note is not added.

User response: Enter a note name with the appropriate number of characters.

BMCWAS2621Ea Note name is too long.

Explanation: In Unicode mode, there are too many characters in the note name.

System action: The note is not added.

User response: Enter a note name with fewer characters.

BMCWAS2622E Note text must not exceed 560 characters.

Explanation: The number of characters in the note text is greater than 560.

System action: The note is not added.

User response: Enter note text of less than or equal to 560 characters.

BMCWAS2623E A Destination can be 8 characters only and can include only [a-z], [A-Z], [0-9], @, #, \$.

Explanation: Invalid **Destination** value was specified in the Host Print window. The Destination field must only be eight characters long; only certain characters are permitted.

System action: The report is not printed.

User response: Correct the error in the **Destination** field and re-enter the information.

BMCWAS2624E You must specify at least one location: Active, History, or Migrated

Explanation: A location has not been selected.

System action: The report list is not filtered.

User response: Select an active, history, or migrated location.

BMCWAS2625E Number of Index Names must be equal or greater than number of Index Values.

Explanation: The number of index names entered is not equal to or greater than the number of selected values.

System action: The report list is not filtered.

User response: Re-enter index names and/or index values.

BMCWAS2626E Can not have empty index names.

Explanation: You have entered index values but no index names.

System action: The report list is not filtered.

User response: Enter one or more index names (that are equal to or greater than the number of index values).

BMCWAS2627E You must check at least one report type: Text, AFP, Xerox, PDF, or Other.

Explanation: A report type has not been selected.

System action: The report list is not filtered.

User response: Select one or more report types.

BMCWAS2628E **Version must be '#last', '#all', or a number.**

Explanation: An invalid value has been entered in the Version field.

System action: The report list is not filtered.

User response: Select **#last** or **#all**, or enter a version number.

BMCWAS2629E **Generation must be a number or empty.**

Explanation: An invalid value has been entered in the Generation field.

System action: The report list is not filtered.

User response: Enter a generation number, or leave the generation field empty.

BMCWAS2632E **A FromPage can be numerical only.**

Explanation: An invalid character has been entered in the **From Page** field.

System action: The report is not printed.

User response: Enter a numerical value in the **From Page** field.

BMCWAS2633E **A ToPage can be numerical only.**

Explanation: An invalid character has been entered in the **To Page** field.

System action: The report is not printed.

User response: Enter a numerical value in the **To Page** field.

BMCWAS2634E **Maximum page is [number].**

Explanation: The value entered in the **To Page** field is greater than the number of pages in the report.

System action: The report is not printed.

User response: Enter a **To Page** value equal to or less than the number of pages in the report.

BMCWAS2635E **FromPage cannot be greater than ToPage**

Explanation: The **From Page** value is greater than the **To Page** value.

System action: The report is not printed.

User response: Re-enter a **From Page** value that is less than the **To Page** value.

BMCWAS2636E **Selected index is unavailable.**

Explanation: No values exist for the selected index name.

System action: The error is highlighted and the field is marked. The Index Values field is set to empty.

User response: Choose a different index name.

BMCWAS2637E **A Writer can be 8 characters only and can include only [a-z], [A-Z], [0-9], @, #, \$.**

Explanation: Invalid **Writer** value was specified in the Host Print window. The Writer field can contain only eight characters.

System action: The report is not printed.

User response: Correct the error in the **Writer** field and re-enter the information.

BMCWAS2638E **A File name must be specified in order to create a new report.**

Explanation: The File name is a required field to create a new report.

System action: The error is highlighted and the field is marked. The user cannot create a new report until this field is corrected.

User response: Enter a file name.

BMCWAS2639E **A File name must be specified in order to check in a report.**

Explanation: The File name is a required field to check in a report.

System action: The error is highlighted and the field is marked. The user cannot check in a report until this field is corrected.

User response: Enter a file name.

BMCWAS2640E **A Report name must be specified in order to create a new report.**

Explanation: The Report name is a required field to create a new report.

System action: The error is highlighted and the field is marked. The user cannot create a new report until this field is corrected.

User response: Enter a report name

BMCWAS2641E **The report list cannot be sorted by a field more than once.**

Explanation: This field was chosen in a previous line.

System action: The error is highlighted and the field is marked. The user cannot apply a report list sort until this field is corrected.

User response: Choose a correct field.

BMCWAS2642E **The Low Value must be numeric.**

Explanation: The Low Value is not numeric. This is a required field to apply a dynamic logical view.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Enter a correct number.

BMCWAS2643E The High Value must be numeric.

Explanation: The High Value is not numeric. This is a required field to apply a dynamic logical view.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Enter a correct number.

BMCWAS2644E Low Value can not be greater than High Value.

Explanation: The Low Value is greater than the High Value.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Enter correct values.

BMCWAS2645E You must insert a Low Value.

Explanation: The Low Value field is required to apply a dynamic logical view.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Enter a Low Value.

BMCWAS2646E You must insert a High Value.

Explanation: The High Value field is required to apply a dynamic logical view.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Enter a High Value.

BMCWAS2647E You must choose a column name.

Explanation: The Column name is a required field to apply a dynamic logical view, if the previous line contains a condition.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Choose a column name.

BMCWAS2648E Number of Index Names must be equal to the number of Index Values.

Explanation: The number of Index Names must equal the number of Index Values. This is a required condition to perform filtering.

System action: The error is highlighted and the field is marked. The user cannot apply a filter until this field is corrected.

User response: Enter a correct Index Name and Index Value.

BMCWAS2649E Local Operations object cannot be created.

Explanation: The Save operation failed.

System action: The error is highlighted.

User response: Clear the browser cache and try again.

BMCWAS2650E Operation is not valid.

Explanation: The Operation is a required field to apply a dynamic logical view.

System action: The error is highlighted and the field is marked. The user cannot apply a dynamic logical view until this field is corrected.

User response: Choose an operator.

BMCWAS2651E Applet Error.

Explanation: An applet error was received while displaying the Dynamic menu.

System action: The error is highlighted. The Dynamic menu is not displayed.

User response: Ensure that the wajar.jar file exists in the ../java folder where CGI is installed. Restart your browser and try again.

BMCWAS2652E Index unavailable. Click OK to retrieve the report without indexes. Click Cancel to return to the Index dialog box.

Explanation: The user is trying to retrieve a report with an attached index, but the Server Interface cannot access the index.

The server is down or the report is corrupt.

System action: According to the user response to the error message.

User response: Select **Yes** to retrieve the report without indexes or select **Cancel** to return to the Index dialog box.

BMCWAS2653E Copies must be a number between 1 and 999.

Explanation: An invalid character has been entered in the Copies field.

System action: The report is not printed.

User response: Enter a numerical value for the number of copies that you want to print.

BMCWAS2654E Clear the page field to add the note to the current page, or click the Go button to get to the page shown in the page field.

Explanation: The page field contains a number the doesn't match the currently viewed page.

System action: The page field is highlighted, and the tag note is not added.

User response: Clear the page field to add the note to the current page, or click the Go button to get to the page shown in the page field.

BMCWAS2655E **The value must be numeric, not less than 0, and not greater than [number].**

Explanation: The entered value is not valid.

System action: The update does not take place.

User response: Enter a valid numeric string.

BMCWAS2656E **A new Logical View name must be specified in order to rename a logical view.**

Explanation: A new name for the Logical View was not entered.

System action: The name field is highlighted, and the Logical View is not renamed.

User response: Enter a new name for the Logical View.

BMCWAS2657E **A new Folder name must be specified.**

Explanation: A new name for the Folder was not entered.

System action: The name field is highlighted, and the Folder is not renamed.

User response: Enter a new name for the Folder.

BMCWAS2658E **A destination Folder ID must be specified.**

Explanation: A destination folder for the operation was not entered.

System action: The folder field is highlighted, and the operation is not performed.

User response: Enter a destination folder.

BMCWAS2659E **A new Report name must be specified.**

Explanation: A new name for the Report was not entered.

System action: The name field is highlighted, and the Report is not renamed.

User response: Enter a new name for the Report.

BMCWAS2660E **Can not find Folder.**

Explanation: The system cannot find the folder that was specified as destination.

System action: The folder or report management operation is not performed.

User response: Please fill a valid folder name in the destination folder field, or select a folder from the folders tree.

BMCWAS2661E A filter name must be specified for the new filter.

Explanation: A name for the new filter was not entered.

System action: The name field is highlighted, and the filter is not saved.

User response: Enter a name for the filter.

BMCWAS2662E No predefined filters exist.

Explanation: There are no predefined saved filters, so no filter can be deleted.

System action: The delete operation cannot be performed.

User response: You need to have at least one predefined filter in the list in order to delete a filter.

BMCWAS2663E A Report Name can be 120 characters only and can not include /, \, ", \'.

Explanation: Invalid report name. A report name can be 120 characters only and can not include /, \, ", \'.

System action: The report name field is highlighted and report operation is not performed.

User response: Enter a valid report name.

BMCWAS2664E A Folder Name can be 120 characters only and can not include /, \, ", \'.

Explanation: Invalid folder name. A folder name can be 120 characters only and can not include /, \, ", \'.

System action: The folder name field is highlighted and folder operation is not performed.

User response: Enter a valid folder name.

BMCWAS2665E A Logical View Name can be 8 characters only and can not include /, \, ", \'.

Explanation: Invalid logical view name. A logical view name can be 8 characters only and can not include /, \, ", \'.

System action: The logical view name field is highlighted and logical view operation is not performed.

User response: Enter a valid logical view name.

BMCWAS2666E Please specify date.

Explanation: Filtering cannot be done according to times only. You must also specify the date for the filter.

System action: The date type field is highlighted, and the filter is not applied.

User response: Fill the date fields, or clear the time fields in order to apply the filter.

BMCWAS2667E Only text reports can be sent as email text.

Explanation: A text report with transformation to a non-text format cannot be send as email text.

System action: The transformers field is highlighted and the mail message with the report is not created.

User response: Select a transformer to a text format (might also be the default transformer), or select another email option (URL or attachment).

BMCWAS2668E This is not a valid page range.

Explanation: The specified page range value is invalid.

System action: The pages field is highlighted and the operation is not performed.

User response: Enter valid page ranges value. Page ranges should be separated by comma, and can specify one page (for example 3) or several pages (2-5). The page ranges must not exceed the number of the report pages.

BMCWAS2669E An index must be selected before opening this type of report.

Explanation: You must select an index before opening this report.

System action: The report is not opened or the report operation is not performed.

User response: Select Open Index from the pop-up menu of the report, or fill an Index information in the Index tab.

BMCWAS2670E CONTROL-D/WebAccess Server Web pages contain functionality that may not be supported by your browser.

For full support, use Netscape 6.2 or 7.0 or Internet Explorer 5.5 SP2 or 6.0.

Explanation: Some functionality used by the CONTROL-D/WebAccess Server Web application is not supported on the current browser.

System action: Some features of CONTROL-D/WebAccess Server Web application may not function correctly.

User response: Use the CONTROL-D/WebAccess Server Web application with a supported browser.

BMCWAS2671E The search term must be one word only (no spaces or tabs).

Explanation: When searching for text in an HTML report, only one word can be used for search.

System action: The search is not performed.

User response: Type only one word as a search phrase.

BMCWAS2672E Multiple Print support text and HTML reports only.

Explanation: When using Multiple Print, only Text and/or HTML report can be used.

System action: The Multiple Print operation is not performed.

User response: Select only text and HTML reports for Multiple Print.

BMCWAS2673E **One or more of the selected reports must be opened with an index. Multiple Print cannot be used for this report set.**

Explanation: At least one of the reports in the reports selected for Multiple Print must be opened with an index.

System action: The Multiple Print operation is not performed.

User response: Select only reports that can be opened without an index for the Multiple Print operation.

BMCWAS2674E **Printing is limited to <p> pages.**

Explanation: Printing of reports is limited to <p> number of pages.

System action: The report is not printed.

User response: Select a smaller number of pages to be printed.

BMCWAS2675E **Print Mission can be 8 characters only.**

Explanation: The Print Mission field cannot be longer than 8 characters.

System action: The report is not sent to be printed on the host.

User response: Fill a Print Mission field that is no longer than 8 characters.

BMCWAS2676E **The filter definition space is full. Delete one or more previously saved filter definitions before saving the new one.**

Explanation: Pre-defined filters are saved in browser cookies, which are limited in space. This space is full, so the filter cannot be saved.

System action: The pre-defined filter is not saved.

User response: Delete some previously saved filters to free some space for the new filter to be saved.

BMCWAS2677E **You cannot move or copy a folder to itself. Specify a different folder.**

Explanation: A folder cannot be copied or moved to itself.

System action: The copy folder or move folder operation is not performed.

User response: You can only copy or move the folder to another folder.

BMCWAS2678E **The report cannot be put into the root folder.**

Explanation: The root folder cannot contain reports so a report cannot be copied or moved to the root folder.

System action: The copy report or move report operation is not performed.

User response: You can only copy or move the report to folder which is not the root folder.

BMCWAS2679E **The filter will be applied, but because the filter definition space is full, the filter cannot be saved as the “Last Used Filter”. You must delete one or more previously saved filter definitions to make room for the current definition.**

Explanation: Pre-defined filters are saved in browser cookies, which have limited memory. This memory is now full so, although the filter will be applied, it will not be saved as the last used filter for later usage.

System action: The current filter is not saved as the last used filter.

User response: Delete some previously saved filters to make some memory available for saving the current filter as the last used filter.

BMCWAS2680E **The field [field name] can be [number] characters only.**

Explanation: The number of characters in the new value for the specified field is greater than the specified number.

System action: The report field is not updated.

User response: Enter a smaller value for the field.

BMCWAS2680Ea **The field [field name] is too long.**

Explanation: The number of characters in the new value for the specified field is greater than the specified number.

System action: The report field is not updated.

User response: Enter a smaller value for the field.

BMCWAS2681E **A Pagedef can be 6 characters only and can include only [a-z], [A-Z], [0-9].**

Explanation: Invalid **Pagedef** value was specified in the Host Print window. The **Pagedef** field must only be six characters long.

System action: The report is not printed.

User response: Correct the error in the **Pagedef** field and re-enter the information.

BMCWAS2682E **A Formdef can be 6 characters only and can include only [a-z], [A-Z], [0-9].**

Explanation: Invalid **Formdef** value was specified in the Host Print window. The **Formdef** field must only be six characters long.

System action: The report is not printed.

User response: Correct the error in the **Formdef** field and re-enter the information.

BMCWAS2683E Error %1 occurred during XPI installation.

Explanation: Installation for Netscape or Firefox failed.

System action: Local operation is not installed.

User response: Contact system administrator.

BMCWAS2684E Invalid Note Format. Maximum number of lines allowed is 10.

Explanation: The number of lines in the note is greater than the allowed maximum.

System action: The note is not added.

User response: Reduce the number of lines.

BMCWAS2685E Mailing is limited to <p> pages.

Explanation: The number of pages in the email is greater than the allowed maximum.

System action: The email is not sent.

User response: Reduce the number of pages.

BMCWAS2686E Only text reports can be used in Multiple Find.

Explanation: User selected one or more non-text reports to be searched.

System action: The selected reports are not searched.

User response: Deselect all non-text reports and apply the Multiple Find only to text reports.

BMCWAS2687E Please enter a string to search.

Explanation: A search string was not entered.

System action: The search is not performed.

User response: Enter a string in the search field.

BMCWAS2688E None of the selected reports could be opened. The unified report could not be created.

Explanation: None of the PDF reports can be opened.

System action: The unified report cannot be created.

User response: Contact system administrator.

BMCWAS2689E Your CONTROL-D/WebAccess Server installation and Internet Access Method are not configured to use the same character encoding.

Please contact your administrator.

Explanation: The CONTROL-D/WebAccess Server and the Internet Access Method are configured with different character encodings.

System action: User cannot access CONTROL-D/WebAccess Server.

User response: Contact system administrator.

BMCWAS2690E Some of the selected reports could not be opened. Do you want to create a unified report that contains the remaining reports?

Explanation: One or more of the PDF reports cannot be opened.

System action: If user enters **Yes**, the unified report will be created, but without the reports that could not be opened. If user enters **No**, the unified report will not be created.

User response: Enter either **Yes** or **No**.

BMCWAS2691E Report #%1 (%2) returned an error: %3

Explanation: Error when opening the report.

System action: The report will not be added to unified report.

User response: Contact system administrator.

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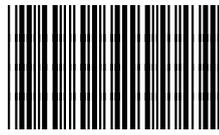
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