

SYSOUT Archival and Retrieving (SAR) System - Overview

The SYSOUT Archival and Retrieving System (SAR and SARS) is used by **DES** staff with specific profiles to select and print available reports.

NOTE These reports are also available in the Report Library through the CA OM Web Viewer.

Procedures regarding the use of SAR are outlined as follows:

- [Accessing SAR](#)
- [Use of the SAR F Keys and Commands](#)
- [Selecting SAR Reports](#)
- [Printing SAR Reports](#)
- [Completing SAR Job Statement Information](#)
- For a list of available reports, see [Report Inventory](#) using the Reports link on the DBME SharePoint home page (internal use only)

A Accessing SAR

To access the SAR system, complete the following:

- Sign on to AZTECS following the instructions for the DES APPLICATION MENU and CICS/VS-ACF2 SYSTEM SIGN ON/OFF FACILITY screens.
- On the Sign On COMPLETE INFORMATION screen, key MVW1 in the home position and press ENTER.
- AZTECS displays the CAI.CAVIEW PRIMARY SELECTION screen. This is the first screen in the SAR system.

To navigate in SAR using the F keys, see [Use of the SAR F Keys](#).

To select a report to print, see [Selecting SAR Reports](#).

B Use of the SAR F Keys and Commands

The F keys are used to navigate in SAR when viewing and accessing reports, and function as follows:

- F3 - Exits SAR one screen at a time.
- F5 - Continues searching a report for the string of characters keyed with the FIND command.

- F7 - Pages back through the report.
- F8 - Pages forward through the report.
- F10 - Moves to the left on the report.
- F11 - Moves to the right on the report.

The following commands are used to navigate in SAR when viewing and accessing reports:

- F - The FIND command is used to search for a specific string of characters in a report. (See [SAR FIND Command](#) for procedures on how to use the FIND command)
- M - The MOVE command is used to move in the report as far as possible in the direction specified. To use the MOVE command, key M in the COMMAND field, and press the applicable F key (F7, F8, F10, F11).
- # - The (#) command function can be used to move in the report any number of lines or columns in the direction specified. To use this command, key the desired number of lines or columns in the COMMAND field, and press the applicable F key (F7, F8, F10, F11).

C Selecting Reports

To select a report in SAR to print, complete the following:

- Determine the SAR Job Name for the desired report. (See [Report Inventory](#) using the Reports link on the DBME SharePoint home page - internal use only)
- NEXT to the SAR Job Name in the SYSOUT ID field.
- Press ENTER.
- The SYSOUT SELECTION LIST screen displays.

To print the COMPLETE report, follow the procedures outlined in [Printing SAR Reports](#).

NOTE Due to the length of most reports, a print of a COMPLETE report should only be initiated when necessary. Print SELECTED PORTIONS whenever possible.

To print a SELECTED PORTION of the report, key the appropriate selection code under the SEL heading next to the

report's SAR Job Name, and press ENTER. The report displays.

To determine the appropriate selection code to key, see [SAR Selection Code](#).

- Use the FIND command to locate the applicable portion of the report as follows:

In the COMMAND field, key F, followed by a space. Then key the string of characters to be searched. Place an apostrophe before and after the string of characters.

NOTE When apostrophes are omitted, the following edit message displays:

INCOMPLETE STRING OF CHARACTERS

Press ENTER. When the string of characters exists in the report, the first page containing the string of characters displays.

When searching for a specific local office site code, review the way the site codes display in the report. Key the site code after the FIND command exactly as it is displayed in the report. Place an apostrophe before and after the site code.

Determine the first and last page numbers of the selected portion of the report to be printed, using the F7 and F8 keys. (See [Use of the SAR F Keys\(sop\)](#))

- Press the F3 key to exit the report.

Follow the procedures outlined in [Printing SAR Reports](#) to submit and initiate printing of the selected portion of the report.

.01 SAR Selection Code

SAR reports are available on disc or tape. When selecting the report to print, use the appropriate selection code on the SYSOUT SELECTION LIST screen as follows:

- When the LOC field displays DISC or TEMP, key S under the SEL heading next to the report's SAR Job Name. Press ENTER to display the report.
- When the LOC field displays TAPE, key L under the SEL heading next to the report's SAR Job Name. Press ENTER to load the report from tape temporarily to disc. The following edit

message displays in the upper right corner of the screen:

JCL CREATED

Key SUB in the COMMAND field, and press ENTER.

The BATCH JOB JCL screen displays. Press ENTER. (See [Job Statement Information](#))

The JOB SUBMITTED screen displays indicating the tape is loaded. Press ENTER.

The SYSOUT SELECTION LIST screen displays. Press the F3 key to access the CAI.CAVIEW PRIMARY SELECTION screen. Wait several minutes, then press ENTER.

The SYSOUT SELECTION LIST screen displays. The LOC field for the report now displays TEMP. Key S under the SEL heading. Press ENTER to display the report.

D Printing Reports

To print a report in SAR, complete the following:

- When printing the COMPLETE report, key the SAR Job Name in the SYSOUT ID field. Access the SYSOUT SELECTION LIST screen. (See [Selecting SAR Reports](#))

NOTE Due to the length of most reports, a print of a COMPLETE report should only be initiated when necessary. Print SELECTED PORTIONS whenever possible.

When printing a SELECTED PORTION of the report, complete the procedures outlined in Selecting SAR Reports, and access the SYSOUT SELECTION LIST screen.

- Key J under the SEL heading next to the report's SAR Job Name, and press ENTER.
- The PRINT ATTRIBUTE PANEL screen displays. Complete the following:

Key T in the CLASS field.

Key the printer ID in the DEST field.

Key L immediately following the printer ID. This is required to print the report in the landscape format.

Key the number of copies to be printed in the COPIES field.

Key STD in the FORM field.

When printing a selected portion of the report, key the pages to be printed in the PAGE field as follows:

- For a single page, key the page number.
- For random pages, key each page number with a space between (e.g., 3 7 9 42).
- For a series of pages, key the first and last page number in the series separated by a colon (e.g., 3:7).
- Press ENTER. SAR returns to the SYSOUT SELECTION LIST screen. When the PRINT ATTRIBUTE PANEL screen is processed successfully, the following edit message displays in the upper right corner of the SYSOUT SELECTION LIST screen:
JCL CREATED
Key SUB in the COMMAND field, and press ENTER.
- The BATCH JOB JCL screen displays.
When information is present in the JOB STATEMENT INFORMATION fields, press ENTER.
When the JOB STATEMENT INFORMATION fields are blank, complete the fields as outlined in [SAR Job Statement Information](#), and press ENTER.
- The JOB SUBMITTED screen displays. The print request has successfully been submitted. Press ENTER to return to the SYSOUT SELECTION LIST screen.

NOTE To STOP a print request, press cancel on the printer. When this does not stop the print request, contact the DTS Resolution Center Help Desk. Give the printer ID to the attendant, and request to stop the CMA printer.

E Completing SAR Job Statement Information

When the four JOB STATEMENT INFORMATION fields on the BATCH JOB JCL screen are blank, complete the fields as follows:

- In the first field, revise the following information as indicated, and key after the ===> // prompt:
VWWIQ999 JOB (3271#AZ3),'F LAST 555-5555',CLASS=S,
Revise the information before keying as follows:
 - Insert the three numbers of the office site code in place of 999.

- Insert the first initial, a space, and the last name of the staff who has signed on SARS, in place of F LAST.
- Insert the office telephone number, without the area code, in place of 555-5555. (For example, VWWIQ960 JOB (3271#AZ3),'A NEUMAN 555-0120',CLASS=S,)
- In the second field, key the following information after the ==> // prompt:

MSGCLASS=X,MSGLEVEL=(1,1)

Leave two spaces after the second forward slash (/) of the prompt before beginning the information. (For example
 ==> // MSGCLASS=X,MSGLEVEL=(1,1))

- In the third field, revise the following information as indicated, and key after the ==> // prompt:

*JOBPARM ROOM=999X,LINECT=0,L=2000

Revise the information before keying as follows:

- Insert the three numbers and the alpha character of the office site code in place of 999X.
- Begin the information over the second forward slash (/) of the prompt. (For example, ==> /*JOBPARM ROOM=960A,LINECT=0,L=2000
- In the fourth field, key an asterisk (*) after the ==> // prompt.
- When completed, the JOB STATEMENT INFORMATION fields should display as in the following example:

==> //VWWIQ960 JOB (3271#AZ3),'A NEUMAN 555-0120',CLASS=S,

==> // MSGCLASS=X,MSGLEVEL=(1,1)

==> /*JOBPARM ROOM=960A,LINECT=0,L=2000

==> /*