

## ViewDirect

<p><b>Configuring Screen for Viewing</b></p> <ol style="list-style-type: none"> <li>1) Open a mainframe session.</li> <li>2) On the session toolbar, click Options and Edit Session Profile.</li> <li>3) Open the Terminal icon by clicking on the + next to it.</li> <li>4) Highlight the 3270 icon by single-clicking on it.</li> <li>5) Click the Model 5 (27x132) option under 3270 Model.</li> <li>6) Click OK at the top right.</li> <li>7) Click File, Save Session Profile.</li> <li>8) The name of your session will appear in the Save Session Profiles window.</li> <li>9) It should read Default. (You may click in this window and change the name if you wish, but it is optional.)</li> <li>10) Click on OK button to save the profile changes.</li> </ol>	<p><b>Navigation/Function Keys</b></p> <p>F1 Help — it is not field specific like CMS or FSMIS. Instead, it gives information on all the fields on the page.</p> <p>F2 Print — takes you to Printing Menu</p> <p>F3 Back/Exit — will back up one screen or sent to the Print Screen if you have marked {F6} a page.</p> <p>F4 Menu — returns you to the Viewing Menu</p> <p>F5 Relocate — look again for a “Locate” command</p> <p>F6 Mark a page for printing</p> <p>F7 Page up/backward</p> <p>F8 Page down/forward</p> <p>F10 Page left</p> <p>F11 Page right</p> <p>F12 Quit — ends viewing session totally</p>
<p><b>Locate Feature</b></p> <p>This is similar to the locate feature in the CMS/FSMIS Help Windows. The big difference is that you do not have to use apostrophes to set off the information you want located. It is for locating sections of a report (e.g., office or worker ID).</p> <ul style="list-style-type: none"> <li>- Put the cursor on the command line and type: L BranchID {ENTER} - or- L BranchIDWorkerID {ENTER}.</li> <li>- The system will take you to the report for that branch or branch and specified worker. Type a space between the “L” and branchID; no space between branchID and workerID. The “L” can be either upper or lower case.</li> </ul> <p>To relocate (have the system look again) use F5 just as in the Help Windows.</p>	<p><b>Find Feature</b></p> <p>Use the FIND feature for finding information inside a report (e.g., a client’s listing in a report by name).</p> <ul style="list-style-type: none"> <li>- Put the cursor on the command line of a report and type:  f (client last name) {ENTER}</li> </ul> <p>There is a space after the f and no apostrophes are needed.</p> <ul style="list-style-type: none"> <li>- If you want to use the first name or initial, you need to use apostrophes:  f ‘client last name, first name’ {ENTER}</li> </ul> <p>There is a space between the command after the last name and the first name or initial.</p>

## Printing Reports

### (1) Selecting Specific Pages to Print

- While you are on a page you want to print, press F6. This marks that page for printing.
- Press F2 or F3 when you have finished marking pages to print.
- At the Print Menu. Press {ENTER} twice to print.

*Note: A blank page and a summary page will be printed for each page you marked.*

### (2) Printing a Report for a Whole Office

- On the Viewing Menu, type your office number in the SECTION field, leave the DISPLAY SECTION INDEX to YES and press {Enter}
- Select the desired report on the REPORTS Menu and press {Enter}
- Select desired version and press {F2} for the Printing Menu
- In the PAGE OUTPUT LIMIT field, enter a large number (e.g., 99) of pages and press {Enter} twice. *Note: the number of pages entered must be greater than the actual number of pages in the report.*

*Note: Not all reports are sectioned. Some are state-wide and have no sections, while others are sectioned by office, but not worker ID. If the report is sectioned by worker, you will need to access the report to obtain the first and last worker ID for your office. Enter the first worker's ID after the branch number on the "From" line and enter the last worker's ID after the branch number on the "To" line; for example:*

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FROM ==> PAGE: 000001      OF SECTION:    2417AB
TO ==> PAGE:    @LAST      OF SECTION:    2417E2
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### (3) To determine the exact number of pages in a report to enter:

- On the Viewing Menu, put the office number in the SECTION field and change the DISPLAY SECTION INDEX to YES {ENTER}
- Select the desired report from the REPORTS menu {ENTER}
- Select the desired version {ENTER}
- This puts you on the REPORT SECTION INDEX page, which displays all the worker IDs and the number of pages for each one. Total them and note the number. Do not select a Worker ID.
- {F2} to the Printing Menu:
  - Type in your 4-character printer ID.
  - Enter the number of pages in the PAGE OUTPUT LIMIT field. {ENTER} twice and collect the report.

- (4) **Printing a Report for a Specific Worker ID.** The procedure is exactly the same as for a whole office, except you put the worker ID after the branch number in the SECTION field.