

Vista Plus

for MPE

User's Guide



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C H A P T E R 1

Getting Started

VISTA and VISTA Plus are electronic report management applications that allow you to quickly view production reports without wasting paper and time printing them. VISTA allows you to skim through reports and search for specific text faster than you can page through a printed copy.

VISTA Plus is an enhanced version of VISTA. If you purchased VISTA Plus, you have all the features discussed in this guide. However, if you are using VISTA, the VISTA Plus features documented in this guide may appeal to you. If you are interested in VISTA Plus, please contact your Quest Software sales representative.

Continue with this chapter for more information on VISTA Plus for MPE and for directions on getting started.

About this User's Guide

It is recommended you spend enough time to familiarize yourself with VISTA Plus' powerful tools. Each chapter in this guide is designed to quickly teach you the fundamentals of working with VISTA Plus. The following is a summary of the chapters in this guide.

- | | |
|------------------|--|
| Chapter 1 | This chapter introduces VISTA and VISTA Plus. You'll also find a section on report viewer features and instructions on starting VISTA. |
| Chapter 2 | This chapter discusses folder and report management. |
| Chapter 3 | This chapter discusses viewing a report. |
| Chapter 4 | This chapter discusses searching a report. |
| Chapter 5 | This chapter discusses extracting data from a report. |
| Chapter 6 | This chapter walks you through the steps for printing a report. |
| Chapter 7 | This chapter is a demonstration of the viewer features of VISTA Plus. |

VISTA Plus Features

VISTA Plus offers all the features of VISTA and more, including:

Notes	This feature allows you to create, edit and view electronic notes. Turn to Chapter 3 in this guide for more information on Electronic Notes.
Add Field	This feature allows you to attach a field name to a location in a report in order to define page-level security. Turn to Chapter 3 in this guide for more information on adding fields to a report.
Routing List	This feature lets you see the list of users who can view the current report. Turn to Chapter 3 in this guide for more information on routing lists.
Approve Report	This feature allows you to sign off approval on the current report, which enables the next user on the routing list to access the report. Turn to Chapter 3 in this guide for more information on approving reports.
Archived Report	This feature allows you to restore reports that have been archived to tape back to their original file folder. Turn to Chapter 2 in this guide for more information on listing archived reports.

VISTA Plus also offers the system administrator additional routing, archiving, and page security features. These features are listed below. For more information on these features, turn to the *VISTA Plus Administrator's Guide*.

Logical View Maintenance	This feature allows you to link columns and other characteristics to a specific user, which defines the limited view for that user.
Page Security	This feature allows you to define the selection criteria to use when indexing a report by pages and limiting a user's view of the report.
Routing List Maintenance	This feature allows you to define who sees which reports and in what order.
Optical Disk Volume Maintenance	This feature allows you to create, modify, delete and view the optical disk volumes available for storing archived reports.
VISTA Plus for Windows Server Process	This program allows you to utilize a Windows interface to view your reports.

VISTA Operational Overview

VISTA uses folders and reports within folders to organize data. A folder is a file that holds copies of printed reports. Both the folder and the report can be viewed with VISTA. You can page through a report, or specify a page to be displayed. VISTA also offers function keys that facilitate movement within a file, allow you to search for text strings, and let you customize your interface.

VISTA allows you to quickly view sections of a report that are not displayed on the screen. To view reports that are bigger and wider than a terminal screen, use the terminal arrow keys to scroll vertically or horizontally. To shift a report page 80 characters to the right, use the terminal tab key.

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

The task of printing production reports can be also be eliminated, reducing paper costs. Since reports are automatically captured to a folder and can always be reprinted, reports can not be lost. In VISTA, a folder is a term used to describe a file that holds copies of printed reports.

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

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

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

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

After a report is selected, the **Report Viewer** window is displayed. In this window, you can scroll through a report using the terminal's arrow keys. You can also print sections of a report and search for information. See the "Report Viewer Features" section in this chapter for more information.

Report Viewer Features

- Captures and catalogs production reports automatically for long or short-term storage.
- Provides easy organization of similar reports via VISTA folders.
- Supports both spool files and MPE files.
- Compresses reports, reducing disk storage requirements.
- Retains multiple report generations with automatic cleanup.
- Provides robust security features at the report level for viewing, deleting, and printing.
- Supports quick access to sections of a report via indices.
- Scrolls left and right on 132 and 80 character terminals, using terminal arrow keys.
- Supports reports with as many as 512 characters per line.
- Allows you to lock heading lines in the display and scroll through the rest of the report.
- Supports terminal page up and page down keys to advance to the next and previous pages.
- Provides search capability by columns, windows, and user-defined indices.
- Accepts multiple search criteria, and searches for all occurrences.
- Creates search indices while viewing reports, enabling you to create your own indices.
- Provides GOTO capability to advance to a specific page number.
- Supports multiple windows for viewing many sections of the same report on a single screen.
- Allows viewing of comments from other users via Electronic Notes.
- Ensures all users view and sign off on a report via a routing list.
- Prints report to any system printer, or a local printer.
- Enables you to download a report to your PC.
- Integrates with *Sheetmate* for converting reports to popular PC formats, including Excel, DBASE, and Lotus 1-2-3.
- Supports bookmarks, enabling users to immediately return to a previous section of a report.

Starting VISTA

This section provides instructions on starting VISTA. The VISTA.PUB.NETBASE program can be accessed from within NBSpool, or several other methods from an MPE prompt. Each of these ways can easily be configured into logon UDCs for different users.

The default method of running VISTA searches for folders in the ARCHIVE group of the NETBASE account (@.ARCHIVE.NETBASE):

```
:RUN VISTA.PUB.NETBASE
```

Folders can be located in any group and account on your system. This lets you secure folders using MPE account security. To see folders in a group and account other than ARCHIVE.NETBASE, specify the group and account name in the INFO string of the RUN command:

```
:RUN VISTA.PUB.NETBASE;INFO="folderfileset.group.account"
```

```
:RUN VISTA.PUB.NETBASE;INFO="APRPTS.FOLDER.ACCNTG"
```

```
:RUN VISTA.PUB.NETBASE;INFO="GLRPT@.ARCHIVE.PROD"
```

```
:RUN VISTA.PUB.NETBASE;INFO="@.REPORTS.PAYROLL"
```

To view more than one fileset of folders at a time, include the additional locations in the INFO string, separated by commas. You can use wild cards if necessary.

```
:RUN VISTA.PUB.NETBASE;INFO="folderfileset.group.account, folder2.group2.account2"
```

```
:RUN VISTA.PUB.NETBASE;INFO="AP0293.BACKUP.STORE1,AP0293.BACKUP.STORE2,AP0293.BACKUP.STORE3"
```

```
:RUN VISTA.PUB.NETBASE;INFO="ARRPT.@.ACCNTG, GLRPT.ARCHIVE.FINANCE, AP@.VISTA.PROD"
```

For special circumstances, such as ZENTEC terminals and X.25 wide-area networks, VISTA can be configured to be compatible in these environments. Turn to Chapter 10 in the *VISTA Plus Administrator's Guide* or ask the VISTA administrator for information on these options.

C H A P T E R 2

Folder and Report Management

This chapter discusses the VISTA Folder window and the options that are available for you to access while working with folders and reports. Each feature that is discussed in this chapter will allow you to manage your folders and reports more efficiently. This chapter also provides a section on using the VISTA online help.

The sections in this chapter include:

- The Select Folder Window
- The Select Report Window
- The Sort Options Window
- The Find Reports Options Window
- Tagging Reports
- Listing Archived Reports
- Selecting a Report for Viewing
- The Online Help Window

You may wish to start VISTA before you read this chapter. Follow the instructions in Chapter 1 of this guide to start VISTA.

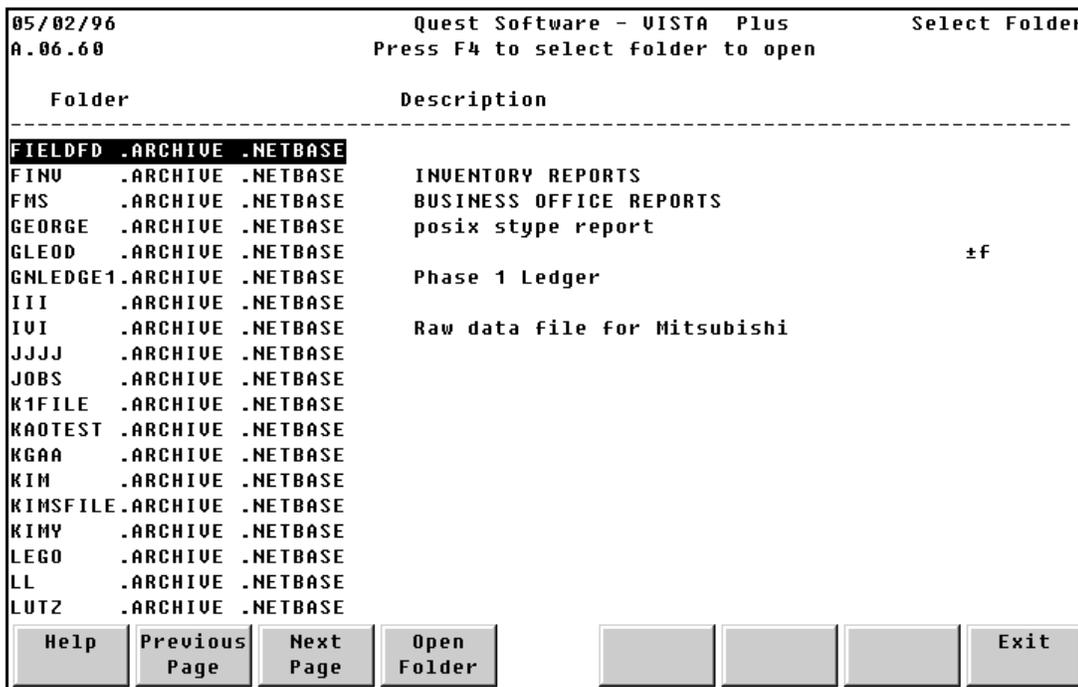
Select Folder Window

The Select Folder window is usually the first window displayed after starting VISTA. This window is not displayed if VISTA is run for a specific folder or if folder profiles have been configured.

The Select Folder window allows you to select and open folders. A folder contains a collection of reports. For example, a folder named **PAYROLL** might contain all Payroll reports. Each folder has a description field to describe the reports it contains. To view a report file, you must first open the folder that contains the report.

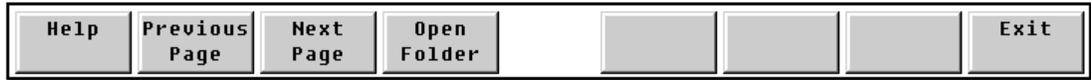
Your system administrator will define the reports that are to be placed in a report folder. When reports are generated they are automatically placed in their assigned folder. The descriptions associated with a folder will also be defined when a folder is created.

To view the reports in a folder, position the cursor on a folder name and press **Enter** or **F4, Open Folder**. The Select Report window is displayed with a list of report names in the selected folder. In the Select Report window, you can select a report file to view.



Select Folder Function Keys

The following section details the Select Folder function keys.



F1
Help

This option displays the Help window. The help window provides online assistance. Turn to the “The Online Help Window” section in this chapter for more information on using help.

F2
Previous Page

This option displays the previous page of folders, if applicable.

F3
Next Page

This option displays the next page of folders, if applicable.

F4
Open Folder

This option opens the currently highlighted folder and enters the Select Report window. See the “The Select Report Window” section in this chapter for more information.

F8
Exit

This option exits VISTA.

You can also use the following terminal keys while in the Select Folder window.

Up Arrow	Scrolls up one line
Down Arrow	Scrolls down one line
Page-Up or Prev	Displays previous page
Page-Down or Next	Displays next page
Ctrl-Home (or Home)	Displays first page
Ctrl-End (or Home -Down)	Displays last page
Enter	Opens the highlighted folder

Select Report Window

The Select Report window is displayed after opening a folder. This window lets you view and select reports. Each report has a description field to describe it. The report's create date, time, number of pages, job name and description are listed after the report name. The description can be defined by the system administrator when the report is put in a folder (by **VSAVE**) or in report maintenance.

When a report is selected, a security check is performed to verify that you are authorized to view the report. If the security check fails, a message is displayed on your screen stating that you are not authorized to view the report. If you need to read a report that you are not authorized to view, your system administrator must add you to the security list for the report you selected.

By default, anyone can view a report until security has been assigned to the report. After security is assigned, only the users on the security list can view the report. You also can not delete a report unless you are on the report's security list and the delete flag has been enabled.



Note. If reports have been assigned to a user with the Link Reports to User feature, then only those reports will be displayed.

To view a report, position the cursor on a report name, and press **Enter** or **F4, View Report**. The report file is opened and displayed in the Report Viewer window.

05/02/96		Quest Software - VISTA Plus				Select Report	
Folder: FINU - INVENTORY REPORTS							
Report	Job Name	Pages	Create Date		Description		
RINU150	MTO	1	06/22/93	11:57	JOBS.CONTRACT	#J14110	#023576
RINU150	MTO	31	06/22/93	11:57	JOBS.CONTRACT	#J14110	#023508
RINU150	MTO	1	06/21/93	13:43	JOBS.CONTRACT	#J14048	#023271
RINU150	MTO	31	06/21/93	13:43	JOBS.CONTRACT	#J14048	#023194
RINU150	MTO	1	06/18/93	10:46	JOBS.CONTRACT	#J13959	#022613
RINU150	SJC	2	06/15/93	12:25	JOBS.CONTRACT	#J13689	#021177
RINU150	SJC	28	06/15/93	12:25	JOBS.CONTRACT	#J13689	#021111

Help	Previous Page	Next Page	View Report	Sort	Find Report	Next Keys	Folder Screen
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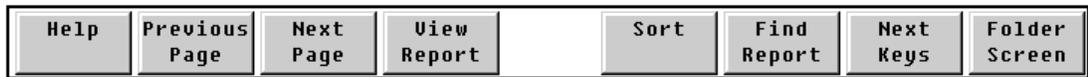
Select Report Fields

The following fields appear in the Select Report window.

File Name	This field displays the name of the report.
Job Name	This field displays the Session/Job Name where the report was created.
Pages	This field displays the number of pages in a report.
Create Date	This field displays the date and time a report was created.
Description	This field displays a description of the report. If a description has not been assigned to a report, the report creator and job number are displayed in the description field.

Select Report Primary Function Keys

The following section details the Select Report Primary function keys. The keys shown below are displays after first entering the Select Report window.



F1 Help	This option displays the Help window. The help window provides online assistance. Turn to the “The Online Help Window” section in this chapter for more information on using help.
F2 Previous Page	This option displays the previous page of reports, if applicable.
F3 Next Page	This option displays the next page of reports, if applicable.
F4 View Report	This option enters the Report Viewer and displays the selected report. A security check is performed to verify that you are authorized to read a report. If access is denied, a message is displayed at the bottom of the screen. Turn to Chapter 3 for more information on viewing reports.
F5 Sort	This option displays the Sort Options window. Turn to the “The Sort Options Window,” section in this chapter for more information.

F6
Find Report

This option allows you to search for specific reports using several criteria. Turn to the “Find Reports Option Window” section in this chapter for more information.

F7
Next Keys

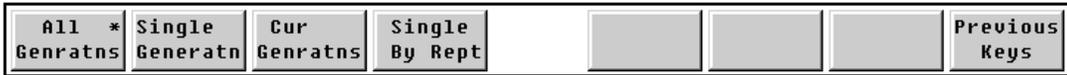
This option displays a new set of function keys that allow you to perform additional tasks. These function keys will be described later in this chapter and in other chapters of this guide.

F8
Folder Screen

This option exits the Select Report window and returns to the Select Folder window.

Toggle Generations Function Keys

The following section details the Toggle Generation function keys to use with multiple **generations** of a report. Each report is captured to a **document**. When multiple reports are captured to the same document, each report becomes a different generation of that document. The keys shown below are displayed by pressing **F7, Next Keys**, and then **F7, Toggle Generations**.



F1
All Genratns

This option displays all reports assigned to the user within a folder.

F2
Single Generatn

This option displays the most recent generation of each report key within a folder.

F3
Cur Genratns

This option displays all generations of the current report. The current report is defined as the report where the cursor is located.

F4
Single By Rept

This option displays the most recent single generation of a report.

F8
Previous Keys

This option returns you to the Select Report primary function keys.

Selecting a Report for Viewing

Follow the instructions in this section to select a report to open.

1. Start VISTA and enter the Select Folder window.
2. Select the desired folder and press **Enter** or **F4, Open Folder**. The Select Report window is displayed as shown below. The window displays every report within the selected folder.

05/02/96		Quest Software - VISTA Plus				Select Report	
Folder: FINU - INVENTORY REPORTS							
Report	Job Name	Pages	Create Date		Description		
RINU150	MTD	1	06/22/93	11:57	JOBS.CONTRACT	#J14110	#023576
RINU150	MTD	31	06/22/93	11:57	JOBS.CONTRACT	#J14110	#023508
RINU150	MTD	1	06/21/93	13:43	JOBS.CONTRACT	#J14048	#023271
RINU150	MTD	31	06/21/93	13:43	JOBS.CONTRACT	#J14048	#023194
RINU150	MTD	1	06/18/93	10:46	JOBS.CONTRACT	#J13959	#022613
RINU150	SJC	2	06/15/93	12:25	JOBS.CONTRACT	#J13689	#021177
RINU150	SJC	28	06/15/93	12:25	JOBS.CONTRACT	#J13689	#021111

Help	Previous Page	Next Page	View Report	Sort	Find Report	Next Keys	Folder Screen
------	---------------	-----------	-------------	------	-------------	-----------	---------------

3. Select the report you wish to open and press **Enter** or **F4, View Report**. The report is opened and displayed in the Report Viewer window.

When a report is selected, a security check will verify that you are authorized to view the report. If the security check fails, a message is displayed stating that you are not authorized to view the report. If you need to read a report that you are not authorized to view, have your system administrator add you to the report's security list.

Deleting a Report

Follow these instructions to delete a report.

1. Enter the Select Report window and use the terminal's arrow keys to select a report.
2. Press **F7, Next Keys**, from the Select Report window. A new set of function keys is displayed.
3. Press **F3, Delete Report**, and the selected report will be deleted.

A security check is performed to verify that you have been authorized to delete reports. The next time the **VISTACLN** program is used, the report will be removed from the folder.



Note. The **VISTAMNT** program is used to define users that are authorized to delete reports from folders.

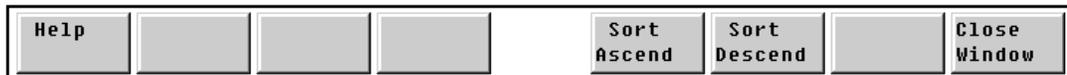
Sort Options Window

This section provides information and instructions on using the VISTA sort option. Sorting can be used to list reports in different orders. The Sort Options window is displayed by pressing **F5, Sort**, from the Select Report window's primary function keys. The Sort Options window allows you to sort report records by several categories. The Sort Options window is shown below.



Sort Options Window Function Keys

The following section details the Sort Options window function keys. The keys shown below are displayed by pressing **F5, Sort**, from the primary set of function keys.



F1
Help

This option displays help information on sorting reports.

F5
Sort Ascend

This option sorts the reports in ascending order based on the currently selected sort option.

F6
Sort Descend

This option sorts the reports in descending order based on the currently selected sort option.

F8
Close Window

This option closes the Sort Options window.

Sorting Reports

Follow the instructions in this section to sort reports using several different options. When the Report window is first displayed, the reports are sorted by date and time in descending order. This enables you to view the most recent reports without having to conduct a sort. r

1. If a folder is not open already, place the cursor on the name of the folder to open and press **Enter** or **F4, Open Folder**. The Select Report window lists the reports in the selected folder.
2. Press **F5, Sort**. The Sort Options window appears along with the Sort Options function keys.



3. To initiate a sort, use the up and down arrow keys to select a sort field. Press **F5, Sort Ascend**, or **F6, Sort Descend**, to sort the reports in ascending or descending order. The current sort field is highlighted when the window is first displayed.
4. To close the Sort Options window without initiating a sort, press **F8**.

Find Report Options Window

The Find Report Options window specifies a category which allows you to locate reports in a folder.

When performing a search, only one search value can be entered. If you fill in more than one field in the Find Report Options window, the first field from the top containing a search value will be used. Also, when you use the Description field, VISTA searches all descriptive text for a match.

A new set of function keys are displayed when you press **F6, Find Report**, from the Select Report window. The Find Report Options window is shown below.

FIND REPORT OPTIONS	
Report Name :	
Job Name :	
Create Date :	
Job Number :	
Description :	

Find Report Options Window Function Keys

The following section details the Find Report Options function keys. These keys are displayed after press **F6, Find Reports**, in the Select Report window.

			Modify Option		Execute Find		Close Window
--	--	--	------------------	--	-----------------	--	-----------------

F4
Modify Option

This option selects the field you wish to use for the search.

F6
Execute Find

This option begins the search. When performing a search, VISTA highlights only the first occurrence of the search string.

F8
Close Window

This option closes the Find Report Options window.

Finding a Report

1. Select the folder you wish to open and press **Enter** or **F4, Open Folder**. The Select Report window lists the reports within the selected folder.
2. Press **F6, Find Report**. The **Find Report Options** window is displayed.

FIND REPORT OPTIONS	
Report Name	:
Job Name	:
Create Date	:
Job Number	:
Description	:

3. Press **F4, Modify Option**, and use the **Tab** key to select the field you want to use for searching. Then enter a value to search for in the selected field.
4. Press **F6, Execute Find**, to begin the search.

VISTA searches for a match from top to bottom, left to right. You can select one of the displayed reports, or use a different search category to initiate a new search.



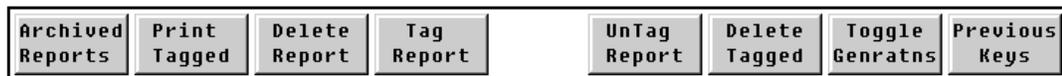
Note. When you use the Description option, VISTA searches all descriptive text for a match.

Tagging Reports

The VISTA Tag Reports feature allows you to tag multiple reports. Once the reports are tagged, you can quickly delete or print them using the **Print Tagged** or **Delete Tagged** function keys. When reports are tagged for deletion or printing, a security check is made for each report to verify that you are authorized to perform the procedure. If you accidentally delete a report (tagged or otherwise), your system administrator can restore it if notified promptly (via **VISTACLN, Menu**).

Tag Report Function Keys

This section details the Tag Report function keys. The keys shown below are displayed by pressing **F7, Next Keys**, from the Select Report window.



F1
Archived Reports

This option lists archived reports. **This is a VISTA Plus feature.** See the “Listing Archived Reports” section in this chapter for more information.

F2
Print Tagged

This option prints tagged reports. Turn to Chapter 6 for more information on printing.

F3
Delete Report

This option deletes the currently selected report. Turn to the “Deleting Reports” section in this chapter for more information.

F4
Tag Report

This option tags the selected report. An asterisk is displayed next to the report.

F5
Untag Report

This option untags the selected report. The asterisk is removed.

F6
Delete Tagged

This option deletes tagged reports. A security check is made to verify that you have been authorized to delete each report. Any report which can not be deleted will remain tagged.

F7
Toggle Generations

This option displays the generations function keys. The active choice is shown with an asterisk.

F8
Previous Keys

This option returns you to the Select Report window.

Tagging a Report

1. Select the folder you wish to open and press **Enter** or **F4, Open Folder**. The Select Report window lists the reports within the folder.
2. Press **F7, Next Keys**. A new set of function keys is displayed.
3. You can perform any of the following functions:
 - To tag a report, select the desired report and press **F4, Tag Report**. An asterisk (*) is displayed next to the report name.
 - To untag a report, select the tagged report and press **F5, Untag Report**. The asterisk is removed from the display.
 - To print tagged reports, select **F2, Print Tagged**. The following window is displayed:

PRINT TAGGED REPORTS		
Device	:	LP
Priority	:	8
Copies	:	1
Environment	:	
Filename	:	

- To execute printing, select **F6, Execute Print**. A security check is made to verify that you have been authorized to print each report. Any report which can not be printed will remain tagged. Turn to Chapter 6 in this guide for more information on printing.
- To delete tagged reports, select **F6, Delete Tagged**. A security check is made to verify that you have been authorized to delete each report. Any report which can not be deleted will remain tagged.

Listing Archived Reports

VISTA allows you to view a list of archived reports belonging to a selected folder. Reports are archived in MPE files on tape using the VISTAARC program. Once you display a list of archived reports belonging to a specific folder, you can:

- Sort the reports
- Find a specific report
- Tag and untag reports
- Restore tagged reports



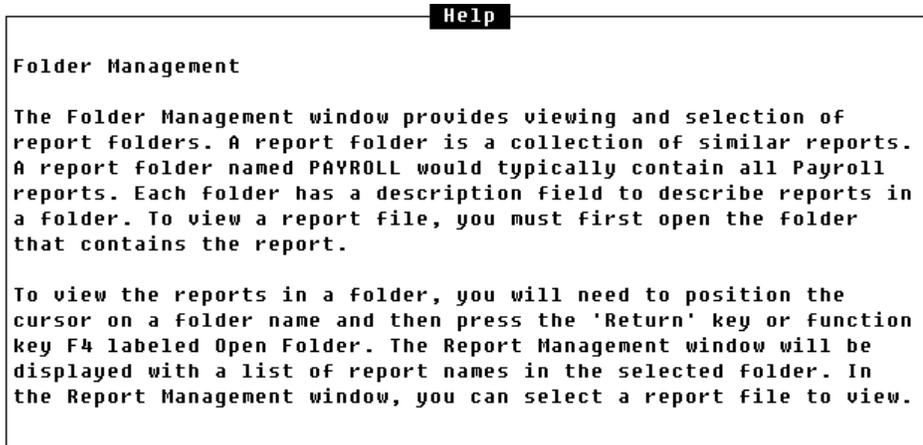
Note. You must have VISTA Plus to use the List Archived Reports feature.

Follow these instruction to display archived reports belonging to a specific folder.

1. Select the folder you wish to open and press **Enter** or **F4, Open Folder**. The Select Report window lists the reports within the selected folder.
2. Press **F7, Next Keys**.
3. Press **F1, Archived Reports**. A list of archived reports belonging to the selected folder will be displayed in the window.

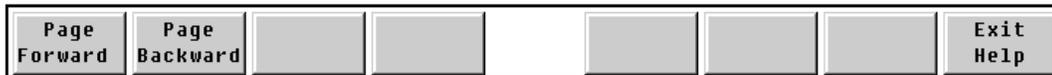
Online Help Window

The Online Help window appears when **F1, Help**, is pressed. The information is for the current window. Use the terminal's arrow keys to scroll forward and backward. When you have completed viewing the help information, press **F8, Exit Help**, to close the help window.



Help Window Function Keys

The following section details the Help Window function keys.



F1
Page Forward

This option displays the next page of help information.

F2
Page Backward

This option displays the previous page of help information.

F8
Exit Help

This option exits Help Window and returns to the current window.

C H A P T E R 3

Viewing a Report

This chapter features the View window. When in the View window, you can move through the report, lock header information at the top of the window, create multiple windows, define searches, create indices, print the report, and more.

This chapter includes the following sections:

- The View Window
- VISTA Functions
- Moving through a Report
- Using Bookmarks
- Using Headings
- Using the Ruler
- Electronic Notes
- Viewing a Routing List
- Downloading Reports
- Working with Columns
- Calculating
- Merging Files to the Hold Buffer
- Window Management
- Configuration Options

View Window

The View window enables you to interactively view reports. You can advance directly to a page or search for text strings to locate information within a report. You can use the function keys to display a specific page, print pages of a report, and search for information. You can view reports that are bigger and wider than a terminal screen by using the terminal's arrow keys to scroll the screen vertically and horizontally. The tab key can also be used to shift the report page 80 characters to the right. This makes it possible to quickly view the sections of a report not displayed on the screen.

The View window header contains important details about the report, starting with the file name in the upper left corner. The header displays the page number, and the description assigned to the report as well. If a description has not been assigned to a report, the header contains the associated job and spool file ID numbers. The View window is shown below:

PURGEME Page: 1 of 13 MGR.NETBASE #S2987 #0114801									
ACCOUNT= NETBASE GROUP= PUB									
FILENAME	CODE	-----LOGICAL RECORD-----				----SPACE----			
		SIZE	TYP	EOF	LIMIT	R/B	SECTORS	#X	MX
A951219		8266B	UA	0	110000	1	0	0	*
A951221		8266B	UA	0	110000	1	0	0	*
AA	888	128W	FB	21	21	1	32	1	*
AAA01642	707	128W	FB	569	4096000	1	1024	3	32
AAA24614	707	128W	FB	0	4096000	1	0	0	32
AAA41506	707	128W	FB	0	4096000	1	0	0	32
AAA81005	707	128W	FB	10	4096000	1	256	1	32
AAA82883	707	128W	FB	505	4096000	1	512	2	32
AAA90919	707	128W	FB	80	4096000	1	256	1	32
AAA98810	707	128W	FB	0	4096000	1	0	0	32
AAAA		80B	FA	2	2	16	16	1	*
AADAM		255B	FA	241	1023	8	512	2	*
ADAGER		72B	FA	4	4	16	16	1	2
ADAGERFW	PROG	128W	FB	70	70	1	80	1	1
ADAGJOB3	8	248B	FA	56	56	10	64	1	*
ADAM		72B	FA	3	3	16	16	1	2
ADAPTEC	707	128W	FB	440	440	1	448	1	1

Print	Go To Page	Previous Page	Next Page	Last Page	Search	Next Keys	Exit Viewer
-------	------------	---------------	-----------	-----------	--------	-----------	-------------

View Window Function Keys

There are several levels of function keys available from the View window. The following section details the available function keys.

Primary Function Keys

The View window's primary function keys are shown below. These function keys are available after first entering the View window.



F1
Print This option displays the **Print Options** window. Turn to Chapter 6 in this guide for more information on printing.

F2
Go To Page This option displays a **Page** prompt at the top of the window. This option allows you to quickly jump to any page in the report.

F3
Previous Page This option moves you to the top of the previous page in the report.

F4
Next Page This option moves you to the top of the next page in the report. If the last page is displayed on the screen, the terminal beeps. The beep indicates that there are no more pages to display.

F5
Last Page This option moves you to the last page of the report.

F6
Search This option enters the VISTA search feature. Turn to Chapter 4 in this guide for more information on search the report.

F7
Next Keys This option displays the next set of function keys which are described in the next section.

F8
Exit Viewer This option exits the View window.

Second Level Function Keys

This section details the View window's second level of function keys. The function keys shown below can be displayed by pressing **F7, Next Keys**, from the primary set of function keys.



F1
Notes

This option allows you to create Electronic Notes within the report. Turn to the “Electronic Notes” section in this chapter for more information.

F2
Help

This option displays the **Help** window. This window displays help information on the currently active window.

F3
VISTA Funct'ns

This option displays the **VISTA Functions** window. Turn to the “VISTA Functions” section in this chapter for more information.

F4
Set BookMark

This option allows you to add bookmarks to the report in order to tag areas that you can jump to directly without having to find them again. See the “Using Bookmarks” section in this chapter for more information.

F5
Go To BookMark

This option changes the function keys to allow you to return to bookmarks. Turn to the “Using Bookmarks” section in this chapter for more information.

F6
Extract Records

This option displays the Extract Lines window and a new set of function keys. Turn to Chapter 5 in this guide for more on Extracting Data.

F7
Next Keys

This option displays the next set of function keys. **This is a VISTA Plus feature.**

F8
Previous Keys

This option returns you to the previous set of function keys.

Third Level Function Keys

This section details the View window's third level of function keys. The function keys shown below can be displayed by pressing **F7, Next Keys**, from the primary set of function keys and then again.

F1
Add Field

This option allows you to attach a field name to a location in a report in order to define page-level security. Turn to the "Adding a Field" section in this chapter for more information.

F2
Routing List

This option displays the list of users that can view the current report. Turn to the "Using a Routing List" section in this chapter for more information.

F3
Approve Report

This option allows you to approve the current report. This enables the next user on the routing list to access the report. Turn to the "Using a Routing List" section in this chapter for more information.

F8
Previous Keys

This option returns you to the previous set of function keys.

Adding a Field

This procedure allows you to attach a field name to a location on a report. You can then use these fields to establish page-level security. For example: If your company-wide report provides sales data by store and page breaks for a new store, you can define store # as a field and then specify (in VISTAMNT) who may see a page with certain values in this field. In this way, you could set up a division manager to see only the pages where store # is equal to the stores in the specified division.



Note. You must have Account Manager status in order to do this.

To add a field to a report:

1. Press **F7, Next Keys** from the primary set of Viewer function keys.
2. Press **F7, Next Keys** from the second set of Viewer function keys.
3. Press **F1, Add Field**.
4. Place the cursor where you want the field to begin and press **Enter**.
5. Place the cursor where you want the field to end and press **Enter**.
6. Enter the field name and press **Enter**. The field name is added to the report profile.

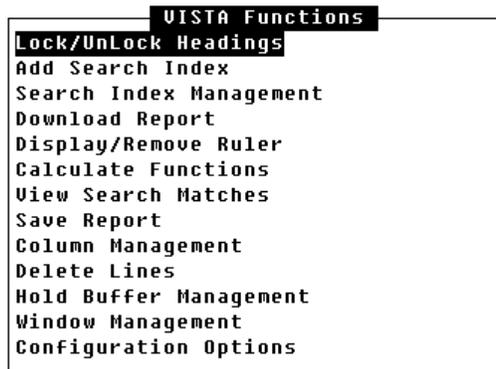


Note. To delete a field, use VISTAMNT.

VISTA Functions

VISTA provides special functions through the **VISTA Funct'ns** function key, which is available on the View window's second set of function keys.

To access the VISTA Functions, press **F7, Next Keys**, from the View window's primary set of function keys. Next, press **F3, VISTA Funct'ns**. The VISTA Functions window is displayed as shown below:



User Tip. When viewing a report, you can press **Esc+M** to automatically display the VISTA Functions menu.

VISTA Functions Options

This section describes each option available through the VISTA Functions window.

Lock/Unlock Headings	This option allows you to define the heading lines to lock at the top of each page. See “Using Headings” in this chapter for more information.
Add Search Index	This option allows you to add a Search Index in order to limit the search area and speed up the search in a report. See Chapter 4 in this guide for more information on indexing the report.
Search Index Management	This option displays predefined indices and changes function keys to the Search Index keys. See Chapter 4 in this guide for more information.
Download Report	This option displays a window and function keys for downloading reports to PC files. See “Download Reports” in this chapter for more information.
Display/Remove Ruler	This option lets you display or remove the ruler from the top of the window. See the “Using the Ruler” section in this chapter for more information.
Calculate Functions	This option allows you to calculate a subtotal for lines and columns in a report. See “Calculating” in this chapter for more information.
View Search Matches	This option displays the set of matches found by the most recent search. See Chapter 4 in this guide for more information on viewing search matches.
Save Report	This option extracts information from the report. See Chapter 5 in this guide for more information on Extracting Data.
Column Management	This option allows you to define columns in the report and perform additional column management tasks. See “Working with Columns” in this chapter for more information.
Delete Lines	This option allows you to delete lines in the open report. See Chapter 5 in this guide for more information on deleting lines in a report.
Hold Buffer Management	This option allows you to merge pages from different reports into a subreport. See “Merging Files to the Hold Buffer” in this chapter.
Window Management	This option allows you to divide the View window into several sections. See “Window Management” in this chapter for more information.
Configuration Options	This option allow you to alter the default configuration values. See “Configuration Options” in this chapter for more information.

Moving through the Report

The following section details the different methods of moving through a report. When you first open a report, VISTA will detect your terminal type and compress the screen if your terminal supports 132 characters per line. The terminal type must be set to 700/92. After exiting the View window, the terminal is returned to 80 column mode.

Movement Shortcut Keys

The following terminal keys can be used when viewing reports:

<u>Keys</u>	<u>Function</u>
Up Arrow	Press this key to scroll up one line in the report.
Down Arrow	Press this key to scroll down one line in the report.
Tab	Press this key to shift the report 80 characters to the right.
Shift+Tab	Press this key to shift the report 80 characters to the left.
PageUp or Prev	Press this key to display the previous 22 lines in the report.
Page Down or Next	Press this key to display the next 22 lines in the report.
Ctrl+Home or Home	Press this key to display the first page in the report.
Ctrl+End or Home	Press this key to display the last page in the report.
//	Press these keys to exit VISTA.
RR	Press these keys to return to the Report Selection window.
FF	Press these keys to return to the Folder Selection window.
Esc+M	Press these keys to display the VISTA Functions menu window.
Ctrl + Up Arrow	Press these keys to scroll the screen backward (N) number of lines. A two-digit value can be used.
Ctrl + Down Arrow	Press these keys to scroll the screen forward (N) number of lines. A two-digit value can be used.

Additional Notes

- Terminal type-ahead is supported on MPE/iX systems for fast scrolling through a report.
- As you scroll through a report, the current page number is displayed at the top of the window to provide you with the current position within a report.
- When viewing a non \$STDLIST report file, the viewer aligns pages at the top of the window.
- The viewer ignores page breaks on \$STDLIST files. This enables system managers and computer operations personnel to utilize the viewer when examining batch job listings.

Scrolling in Reports

For terminals that do not support 132 columns, character scroll is as follows:

- To move the cursor from left to right, press the **right arrow** key and hold it down. The report shifts to the right.
- To move the cursor from right to left, press the **left arrow** key and hold it down. The report shifts to the left.

Go To Page Option

The Go To Page option allows you to jump quickly to a specific page in the report:

1. From a report, press **F2, Go To Page**. A **Page_____** option appears at the top of the window.
2. Enter the page number and press **Enter**. If you enter a number greater than the total number of pages in a report, the last page is displayed.

Moving to the Last Page

To move to the last page in the report, you can do one of the following:

- Press **Ctrl+End**.
- Press **F5, Last Page**.

Moving to the First Page

To move to the first page in the report, you can do one of the following:

- Press **Ctrl+Home**.
- Use **F2, Go To Page** and type **1**.

Using Bookmarks

VISTA Plus' bookmark feature allows you to add, remove, and jump to bookmarks in a report. Using this feature, you can easily tag up to seven areas in a report and then later jump directly back to them during the current VISTA session. This saves you time from having to slowly scroll through the report trying to find a specific location that you've been to before.

Adding a Bookmark

You can add bookmarks to a report in the View window. The Bookmark function keys below are available from the View window's second set of function keys. The following procedure assumes you are starting from the View window.



1. Press **F7, Next Keys**.
2. Scroll to the location in the report that you want to place a bookmark.
3. Press **F4, Set BookMark**.
4. Press the function key associated with the desired bookmark. An asterisk (*) indicates the bookmark has been set.



Note. Bookmarks are deleted when you exit the View window.

Returning to a Bookmark

You can return to a bookmark in a report as often as needed. This procedure assumes that you are starting from the View window's first set of function keys.

1. Press **F7, Next Keys**.
2. Press **F5, Go To BookMark**.
3. Press the function key associated with the desired bookmark.

Using Headings

When viewing a report, you can display the report's header information in a locked position at the top of the View window. As you move through the report, the header information will not change. The following section details how to lock and unlock headings.

Locking and Unlocking Headings

1. Open the report and scroll to the area that you want to appear in the locked heading.
2. From the VISTA Functions menu, select **Lock/Unlock Headings** and press **Enter** or **F6**, **Select**.

PURGEME	Page: 10	Move Down Arrow to line to lock and press 'Return'			
ACCOUNT=	NETBASE	GROUP=	PUB	(CONT.)	
FILENAME	CODE	-----	LOGICAL RECORD	-----	----SPACE----
	SIZE	TYP	EOF	LIMIT R/B	SECTORS #X MX

3. Use the down arrow to select the lines you wish to lock at the top of the View window. When the desired area is selected (highlighted), press **Enter** or **F6**, **Select**.

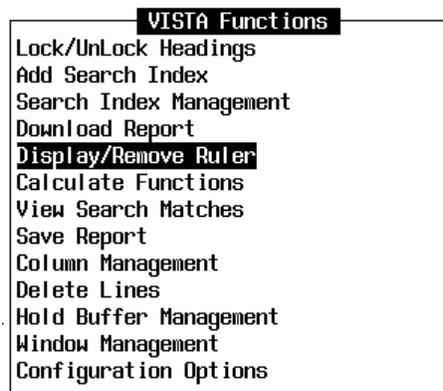
The area you have outlined will now appear at the top of the View window as you scroll through the report. To unlock heading lines, repeat Step 2.

Using the Ruler

VISTA allows you to add a ruler to the top of the View window. The ruler can be used for counting the characters on a line in the report. Once a ruler is displayed, the **Display/Remove Ruler** function can be used to remove it.

Follow these instructions to add the ruler to the top of the View window:

1. From the VISTA Functions menu, highlight **Display/Remove Ruler**, and press **Enter** or **F6**, **Select**.



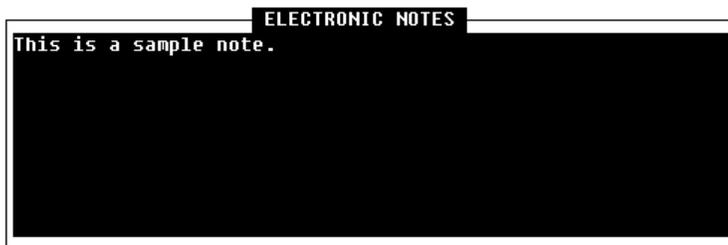
2. A ruler appears at the top of the View window as shown below. To remove it, repeat Step 1.

```
      10      20      30      40      50      60      70      80      90
123456789012345678901234567890123456789012345678901234567890123456789012
TITLE:      G/L AUTOMATIC SUBSYSTEM POSTING REGISTER
PERIOD:     11/96
RUN DATE:   02/06/96
```

Electronic Notes

Electronic Notes can be used to create and store comments, questions, and additional information with specific report pages. When you select **F1, Notes**, from the View window's second set of function keys, the Notes function keys are displayed.

The Electronic Notes pop-up window shown below is displayed after pressing **F3, Notes Window**.



Note. You must have VISTA Plus to use the Electronic Notes feature.

Notes Function Keys

This section provides information on using the Notes function keys. The keys shown below are available by pressing **F7, Next Keys**, and then **F1, Notes**.



F1
Mark Begin

This option marks the first line of the report to which you want to attach the note you are creating.

F2
Mark End

This option marks the last line of the line of the report to which you want to attach the note you are creating.

F3
Notes Window

This option opens the Electronic Notes window and also displays the Notes Window function keys. This is where you enter the note.

F4
Global Notes

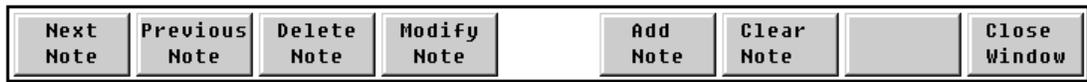
This option allows you to view all notes that have been created for the report. The Notes Window only displays notes for the current page.

F8
Previous Keys

This option returns you to the View window's second set of function keys.

Notes Window Function Keys

The following section details the Notes and Global Notes window's function keys. These function keys are available through the **F1, Notes**, function key.



F1
Next Note

This option opens the next note available.

F2
Previous Note

This option opens the previous note.

F3
Delete Note

This option deletes the current note.

F4
Modify Note

This option allows you to modify the current note. Enter your changes in the note window and press **F4, Modify Note**.

F5
Add Note

This option allows you to add a note that you've just created. After marking a beginning and end line and entering the text in the note window, press **F5, Add Note**. Press **Enter** to continue.

F6
Clear Note

This option clears the current note.

F8
Close Window

This option exits the Notes Window and returns you to the View window's second set of function keys.

Adding a Note

Follow the instructions below to add an Electronic Note to a report.

1. From the View window's primary set of function keys, press **F7, Next Keys**.
2. Press **F1, Notes**. A new set of function keys is displayed.
3. Press **F1, Mark Begin**.
4. Place the cursor on the first line a note applies to and press **Enter**.
5. Press **F2, Mark End**.
6. Place the cursor on the last line a note applies to and press **Enter**.
7. Press **F3, Notes Window** or **F4, Global Notes**. An Electronic Notes pop-up window appears on your screen and a new set of function keys is displayed.
8. Enter the note you wish to create in the pop-up window and select **F5, Add Note**. Press **Enter** to continue.
9. When you have finished viewing notes, press **F8, Close Window**.



Note. If notes have been added to a report, the header will be changed the next time you view the report. You will see **(Global Notes)** in the header of the first page. You will see **(Notes)** in the header of each of page after the first to which a note has been attached.

Working With Notes

Follow the instructions below to view, modify, and delete existing notes.

1. From the View window's primary set of function keys, press **F7, Next Keys**.
2. Press **F1, Notes**. A new set of function keys is displayed.
3. Press **F3, Notes Window**. An Electronic Notes pop-up window appears and a new set of function keys is displayed.
4. View currently existing notes by pressing **F1, Next Note**, or **F2, Previous Note**. The notes available are only those associated with lines on the currently displayed page.
5. If you wish to delete a note, press **F3, Delete Note**.
6. If you wish to modify a note, enter your changes in the notes pop-up window and press **F4, Modify Note**.
7. If you wish to clear a note and start over, press **F6, Clear Note**. You can now enter a new note.
8. To exit the notes function, press **F8, Close Window**.

Viewing a Routing List

Use this procedure to see who is expected to review the current report and if they have done so.



Note. You need VISTA Plus to use the Routing List and Approve Report features.

1. From the Viewer window's primary set of function keys, press **F7, Next Keys**.
2. Press **F7, Next Keys**.
3. Press **F2, Routing List**. The Routing List window will appear. This window lists the users assigned to view the report.

Routing List		
MELANIE, MGR.NETBASE	Read	Approved
MICHELLE, MGR.NETBASE	Read	Approved
ADAM, MGR.NETBASE		

Approving a Report

Use this procedure to approve the current report. When you approve a report, this enables the next user on the routing list to view the report. Routing lists are defined by the VISTA Administrator with the VISTAMNT program.

1. From the Viewer window's primary set of function keys, press **F7, Next Keys**.
2. Press **F7, Next Keys**.
3. Press **F3, Approve Report**. A message is displayed saying that the report has been approved.

Downloading Reports

VISTA allows you to download data to a PC application using standard PC formats. You can download reports as text files, comma-delimited files, or tab-delimited files. In addition, if you have purchased the *Sheetmate* product, you can download a report as a formatted PC application file.

Continue with the following section for an overview of the function keys involved while downloading reports.

This section provides instructions on the following:

- Downloading text files
- Downloading comma delimited files
- Using Sheetmate to Download files
- Downloading Merged Files

Download File Window Fields

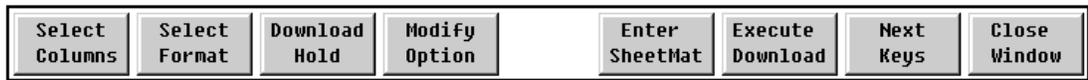
The following section details the Download File window fields. When you select Download Report from the VISTA Functions window, the Download File window shown below is displayed.

DOWNLOAD FILE	
PC Filename	
From Page	1
To Page	1
PC Format	
Template File	
First Heading	1
Last Heading	0
Column Divider	SPACE

PC Filename	This field displays the name of the file on the PC to which the current report is being downloaded.
From Page	This field displays the first page to be downloaded.
To Page	This field displays the last page to be downloaded.
PC Format	This field displays the name of the format being applied to the file. This field can be loaded by selecting a format from the Download Formats screen. <i>This field should only be used for Sheetmate downloads.</i>
Template File	If you are using the <i>Sheetmate</i> utility and have predefined column breaks, then this field can be used to reference the MPE file containing the column breaks. <i>This field should only be used for Sheetmate downloads.</i>
First Heading	This field displays the first line to extract from the first page of the report and download with the file. The first and last heading define a range of lines to be extracted from the report and only appear on the first page downloaded.
Last Heading	This field displays the last line to extract from the first page of the report and download with the file. The first and last heading define a range of lines to be extracted from the report and only appear on the first page downloaded.
Column Divider	This field can be used to specify commas or tabs for column separators if you are downloading the report as a comma-delimited file. The valid values for this field are SPACE, TAB, or COMMA.

Download File Window Function Keys

This section details the Download File window function keys. These function keys are displayed after you select **Download Report** from the VISTA Functions menu.



F1
Select Columns

This option allows you to select preset column definitions from a list of available definitions.

F2
Select Format

This option displays a list of possible formats that can be applied to the file being downloaded. It is only available if you are using the *Sheetmate* utility.

F3
Download Hold

This option allows you to hold pages of a report using the “Hold Buffer Management” VISTA Function. You can also download those pages with this key.

F4
Modify Option

This option enables you to modify a field in the configuration of the file being downloaded.

F5
Enter SheetMat

This option prints the file and enters *Sheetmate*. For information, please see the *Sheetmate* documentation.

F6
Execute Download

This option downloads the specified file to the PC. If a format was specified, *Sheetmate* will be executed to translate the report into a spreadsheet file.

F7
Next Keys

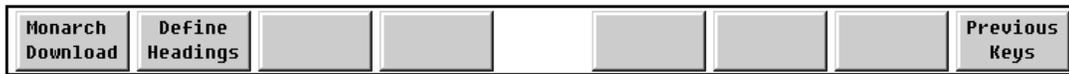
This option displays the next set of Download Files function keys.

F8
Close Window

This option closes the Download Files window without saving changes.

Download Files Secondary Window Function Keys

This section details the Download File's secondary function keys. These keys are displayed after pressing **F7, Next Keys**.



F1
Monarch Download

Monarch is a PC-based product that will transfer a report into a database. You can then do queries against the report data. When you select this, VISTA does an ASCII file download and then creates a shell that runs the Monarch program. For more information on this product, consult your Monarch documentation.

F2
Define Headings

This option lets you define headings for the report to be downloaded.

F8
Previous Keys

This option returns you to the previous set of Download Files function keys.

File Transfer Programs Used in Report Downloading

VISTA uses the following PC file transfer programs:

Emulator HP 3000	Transfer Program
REFLECTIONS (DOS)	PCLINK.PUB.SYS
REFLECTIONS (WIN)	PCLINK2.PUB.SYS
BUS SESSIONS	TYMLINK.PUB.SYS
ADVANCE LINK	MONITOR.PUB.SYS
MINISOFT	MS92LINK.PUB.SYS

Downloading With Advance Link

Since VISTA cannot automatically detect the presence of the Advance Link terminal emulator, a JCW must be set to notify VISTA of Advance Link. Use the following JCW set to the value of one prior to downloading the report: SETJCW ADVLINK,1.

A command file with the following commands must also be present on the PC that is executing Advance Link:

```
&hp3000 on  
&hostcontrol 126  
&hostcopy "run monitor.pub.sys"
```

When you invoke Advance Link, you also need to specify the command file with the Advance Link command, ADVLINK commands.apc. This loads commands and enables execution of file transfers.

Downloading Text Files

Text file downloads place the report into an ASCII text file. Most PC applications can load a text file, but you may have to reformat the report with tools provided by the PC application.

1. From the VISTA Functions menu, select **Download Report** and press **Enter** or **F6, Select**. The following screen is displayed:

DOWNLOAD FILE	
PC Filename	
From Page	1
To Page	1
PC Format	
Template File	
First Heading	1
Last Heading	0
Column Divider	SPACE

2. In the **PC Filename** field, specify the fully-qualified PC file name to which you want the current report downloaded. For example: C:______\name.ext.
3. Use the **First Heading** and **Last Heading** options to place report heading lines in the first page of the PC file. You do not need to specify a **From Page** and a **To Page**. This eliminates the need to delete headings from subsequent pages in your downloaded file.
4. Press **F6, Execute Download**, to initiate the download.



Note. Reports downloaded to an existing PC file will overwrite the file.

Downloading Comma Delimited Files to a PC Spreadsheet

Comma-delimited files are supported by many PC applications and provide a method of transferring data from one application to another. When a comma-delimited file is loaded by a PC spreadsheet, the data in each column will align correctly in the spreadsheet's cells.

VISTA uses comma-delimited files to notify a PC application where numeric and text values begin and end. When a PC application loads a comma-delimited file, the size of each field and the field type are defined. This provides an advantage over text files since a PC application does not know where numeric values are located when a text file is loaded.

Column dividers must be defined prior to attempting a comma-delimited download; these dividers tell VISTA where to put commas. Column dividers are specified with the Column Management function keys. Turn to the "Working with Columns" section in this chapter for more information.

Translation Rules

Numeric values are determined by extracting the contents of each cell and testing for the presence of dollar signs, minus signs, commas and numeric values (for example, 0 through 9).

Text fields are defined as any values that are not numeric values (as defined above). However, any numeric value starting with a zero (0) will be treated as a text value to prevent fields, such as account numbers starting with zero (0), from being zero suppressed by a PC application. This is because zero suppressing an account number causes loss of data.

Dates containing slash (/) and dash (-) characters are treated as text values. For example: 01/25/93 and 01-25-93.

When a numeric value is detected, the commas and dollar signs are removed and the value is written to the download file. A comma or a tab character (depending on the field Delimiter) is also written to the download file following the numeric value.

When a text value is detected, the text value is placed within double quotes (e.g., "100") and written to the download file.

Downloading a Comma Delimited File

This section provides instructions on downloading a comma delimited file. In order to download a comma delimited file, the columns must already be defined.

1. From the VISTA Functions menu, select **Download Report** and press **Enter** or **F6, Select**. The following screen is displayed:

DOWNLOAD FILE	
PC Filename	
From Page	1
To Page	1
PC Format	
Template File	
First Heading	1
Last Heading	0
Column Divider	COMMA

2. In the **PC Filename** field, Specify the fully-qualified PC file name to which you want the current report downloaded. For example: C:______\name.ext. Reports downloaded to an existing PC file will overwrite the file.
3. Use the **First Heading** and **Last Heading** options to place report heading lines in the first page of the PC file. You do not need to specify a **From Page** and a **To Page**. This eliminates the need to delete headings from subsequent pages in your downloaded file.
4. Enter the word **COMMA** or **TAB** in the **Column Divider** field. Entering **TAB** makes the report tab-delimited.
5. Press **F6, Execute Download**, to initiate the download.



Note. Leave the **PC Format** and **Template File** fields empty, unless you are using *Sheetmate*.

Downloading Reports with Sheetmate

When a report is formatted into a PC application file, VISTA executes a third party software product called *Sheetmate* to format the pages to download. *Sheetmate* supports many PC applications including Excel, Lotus 123, DBASE and Paradox.

VISTA automatically detects the presence of *Sheetmate* on your system if installed. When it is available, the function key **F2, Select Format**, is enabled. You will then be able to select the PC application you would like *Sheetmate* to format the report into using the procedure outlined in the following section.



Note. *Sheetmate* must be purchased separately and is available from Hillary Software.

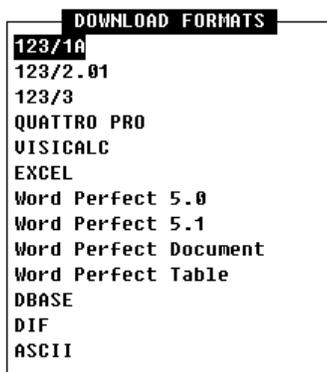
Notes About *Sheetmate*

The formatting process occurs prior to sending the report to a PC. The Open command in a PC spreadsheet can be used to load a report that was formatted into a PC application file.

Sheetmate template files are supported to instruct *Sheetmate* on how to break up a report into cells. You can create a template file by running *Sheetmate*, defining column breaks and saving column definitions in an external template file. Cell sizes defined in the template file will be reflected in the spreadsheet when the downloaded report is opened.

Downloading Using Sheetmate

1. From the VISTA Functions menu, select **Download Report** and press **Enter** or **F6, Select**. The Download File screen is displayed.
2. Specify the fully-qualified PC file name to which to download the current report. For example: C:______\name.ext. Reports downloaded to an existing PC file will overwrite the file.
3. You can optionally specify a page range using the **From Page** and **To Page** fields.
4. Press **F2, Select Format**, to display the pop-up window shown below. If you do not have *Sheetmate* installed, this function key is not available.



5. Use the arrow keys to highlight the format you prefer. Press **Enter** or **F6 Select**, to load your choice into the **PC Format** field in the Download Files window. If a value is not specified in the **PC Format** field, VISTA does not start *Sheetmate* and the file is downloaded as a text file.
6. Enter a **Template File** name that contains formatting instructions. If a template file has not been defined for your report, leave this field blank. *Sheetmate* will automatically determine how the report should be divided.

7. If you desire, use the **First Heading** and **Last Heading** options to place report heading lines in the first page of the PC file and to exclude downloading of headings on subsequent pages.
8. Press **F6, Execute Download**. VISTA passes the report to *Sheetmate* to translate into the specified format. VISTA then downloads the translated report to your PC.
9. Press **Enter** to initiate the download. VISTA checks the PC Format field and formats the document according to the specified value. The formatted file is downloaded to your PC.

Downloading Merged Files

This section provides instructions on downloading data previously held in the buffer to a PC file.

1. From the VISTA Functions menu, select **Download Report**, and press **Enter** or **F6, Select**.
2. Specify the fully-qualified PC file name to which you want the report downloaded. Reports downloaded to an existing PC file will overwrite the file.
3. Use the **First Heading** and **Last Heading** options to place report heading lines in the first page of the PC file. You do not need to specify a **From Page** and a **To Page**.
4. Enter the word **COMMA** or **TAB** in the Column Divider field. Entering **TAB** makes the report tab-delimited.
5. Press **F3, Download Hold**. The data in the hold buffer is downloaded to the specified PC file.

Working with Columns

The Column Management function keys are displayed as a result of selecting **Column Management** from the VISTA Functions window. Column management allows you to divide a report into vertical columns and to perform operations on the data in each column. Columns can be used for calculations, printing, downloading, and viewing. The column configurations you create can be saved for future use.

You can also download a report reflecting the columns you've set. If you use the comma delimiter, you can download the report columns into spreadsheet cells. Printing a report with columns results in printing the report as it appears on the screen, with spaces where the column dividers appear.

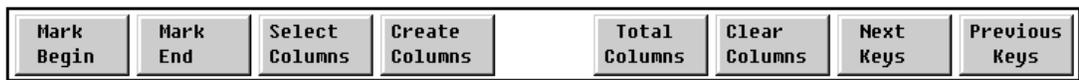
After selecting Column Management, scroll the report so that the top line being displayed contains a line which can be used as a template for setting column markers. Displaying a typical line of data at the top of the screen may be the most useful.

In addition to the Column Management function keys, you can use the **Shift** key and press the upright bar key twice to define columns independent of any function keys. When you first do this, a black bar appears at the top of the View window. You can define the column breaks manually by spacing over and entering any keyboard character where you would like the breaks to appear. Press **Enter** when you are finished, the column breaks are displayed.

If you have a report that is wider than 132 characters, you can shift between the columns in the report using the **Tab** key to shift right and the **Shift+Tab** keys to shift left.

Primary Column Management Function Keys

This section provides information on the Primary Column Management function keys. These function keys are displayed after selecting **Column Management** from the VISTA Functions menu.



F1
Mark Begin This option marks the first line for which you want totals calculated.

F2
Mark End This option marks the last line for which you want totals calculated.

F3
Select Columns This option moves the cursor to the right, highlighting the column for which totals will be calculated. You can only calculate totals for one column at a time. To move back (to the left), press **Shift+Tab**.

F4
Create Columns This option reformats a report by creating column breaks using whatever line is at the top of the screen for the template for break point. This is useful when you are downloading a report as a comma-delimited file.

F5
Total Columns This option calculates the totals for the selected lines and column. A small window appears listing the total of the values, an average of these values, and the total number of items included in the calculations.

F6
Clear Columns This option clears any currently existing column breaks.

F7
Next Keys This option displays the next set of Column Management function keys.

F8
Previous Keys This option returns you to the second set of Viewer function keys.

Secondary Column Management Function Keys

This section details the Column Management's secondary function keys.



F1
Retrieve Columns

This option accesses a preset column configuration.

F2
Save Columns

This option saves the column format. Enter a name and description by which you will select this column configuration from a list in the future.

F3
Margin Left

This option adjusts the boundaries of a column by moving the current margin to the left. To move between columns, use **Tab** and **Shift+Tab**.

F4
Margin Right

This option adjusts the boundaries of a column by moving the current margin to the right. To move between columns, use **Tab** and **Shift+Tab**.

F5
Sort Ascend

This option rearranges the lines on the report by the values in the active column in ascending order.

F6
Sort Descend

This option rearranges the lines on the report by the values in the active column in descending order.

F7
Delete Columns

This option deletes the active column.

F8
Previous Keys

This option returns you to the primary set of Column Management function keys.

Creating Columns

Follow the instructions in this section to create columns.

1. From the VISTA Functions menu, select Column Management and press **Enter** or **F6, Select**. The first set of column management function keys is displayed.
2. Scroll the report so that the top line being displayed contains a line which can be used as a template for setting column markers. Displaying a typical line of data at the top of the screen may be the most useful.
3. Press **F4, Create Columns**. VISTA creates columns based on spaces it finds between data elements on the first line being displayed.
4. If the columns are fundamentally flawed, use **F6, Clear Columns**, and repeat steps 2 and 3.
5. If the placement is basically correct, use the additional function keys to fine-tune the columns. Use **F3** and **F4, Margin Left** and **Margin Right**, to adjust the boundaries of each column.

To move between columns, press **Tab** and **Shift+Tab**. You can also press **Esc+W** to widen and **Esc+O** to shrink columns. Once the columns look the way you want them to, you can save them, print the report in this format, or download it. Additionally, you can make calculations based on a column's contents. You can also reorganize the report, sorting it by a column's contents.



Note. When loading a comma-delimited file into a PC application, use the **Import** command in the PC application.

Saving Columns

This section provides instructions on saving columns once they are created. Once you have created columns in the desired format, you can save them.

1. Press **F2, Save Columns**. A small window appears and you are prompted for a lookup key and a description.
2. Enter a name and description by which you will select this column configuration from a list in the future.

SAVE COLUMNS	
LookUp Key	: RPTMFG
Description	: COLUMNS FOR DOWNLOADING INVENTORY.

3. After the data is complete, press **F7, Execute Save**. The column configuration is now saved and you can access it in the future by pressing **F1, Retrieve Columns**, from the previous set of function keys.

Sorting a Report by Columns

Once the columns are set, you can reorder a report by sorting its lines by values contained in a selected column.

1. Select the column by which you want to organize the report. Press the **Tab** key and **Shift+y** alternatively to highlight the top of the desired column.
2. Press **F5** or **F6, Sort Ascend** or **Sort Descend**, to rearrange the lines on the report by the values in this column in ascending or descending order.
3. A temporary version of the report is displayed, organized as you selected. You can save, print, download, or simply view this report.

Calculating Within Columns

Once the columns are set, you can perform calculations for a column such as determining totals as section subtotals.

1. Select the column for which you want calculations. Use **Tab** and **Shift+Tab** alternatively to highlight the top of the desired column.
2. Press **F1, Mark Begin**.
3. Place the cursor on the first line for which you want totals calculated for this column, and press **Enter**.
4. Press **F2, Mark End**.
5. Place the cursor on the last line for which you want totals calculated, and press **Enter**.
6. Move the cursor to highlight the column for which you want to calculate totals using **F3, Select Columns**. You can move back a column by pressing **Shift+Tab**.
7. Press **F5, Total Columns**. A small window appears listing the total of the values in the selected lines (in the selected column), an average of these values, and the total number of items included in the calculations.

TOTALS WINDOW	
Total	8,782.76
Average	1,097.845
Total Items	8

8. When you have finished reviewing the results, press **F8, Close Window**.

Calculating

The calculating procedure can be used to calculate a subtotal within a report.

1. From the VISTA Functions menu, select **Calculate Functions**, and press **Enter** or **F6, Select**.
2. Press **F1, Mark Begin**. You are prompted to place the cursor on the first line containing data for which you want calculations performed.
3. Place the cursor on the first line containing data to include in calculations, and press **Enter**.
4. Press **F2, Mark End**. You are prompted to place the cursor on the last line containing data for which you want calculations performed.
5. Place the cursor on the last line containing data you want included in the calculations, and press **Enter**.
6. Press **F3, Mark Columns**. You are prompted to place the cursor at the first column containing data for which you want calculations performed.
7. Place the cursor on the first column containing data you want included in the calculations, and press **Enter**. You are prompted for the last column.
8. Place the cursor on the last column containing data you want included in the calculations, and press **Enter**.
9. Press **F5, Calculat**. VISTA displays a results window listing the total value of the entries found, the average value, and the number of entries included in the calculation.

TOTALS WINDOW	
Total	8,782.76
Average	1,097.845
Total Items	8

10. To exit, press **F8, Close Window**.

Merging Files to the Hold Buffer

You can merge pages from different reports into a subreport. This enables you to create reports from existing reports without having to perform the merge in a PC-based application. A subreport can be viewed, printed, downloaded, or saved into a folder file.



Note. The hold buffer accumulates data throughout a session. The buffer is cleaned when you exit VISTA.

Follow these instructions to perform a merge:

1. From the VISTA Functions menu, select **Hold Buffer Management** and press **Enter** or **F6, Select**. You are prompted for the number of pages to hold.
2. Press **F2, Hold Report**. The following screen is displayed:

HOLD REPORT	
From Page	1
To Page	1
Column Divider	SPACE

3. Enter the pages to hold. If your report has columns, you can specify the character, either SPACE, COMMA, or TAB to be used to divide the columns when the pages are merged.
4. Press **F7, Execute Hold**, to place pages in the hold buffer.
5. To append additional pages from any report to the hold buffer, simply access the report and repeat Steps 1 through 4.



User Tip. When viewing a report, you can enter **Esc+M** to automatically display the VISTA Functions menu.

Window Management

The VISTA Functions Window Management feature can be used to divide a report into columns and view selected columns on one screen. This lets you see only the sections you are interested in without having to scroll left and right. VISTA Administrators can define window settings for each report using the **VISTAMNT** program. When windows are predefined, they automatically display when a report is viewed. See the *VISTA Plus Administrator's Guide* for more on **VISTAMNT**.

While viewing a section of a report in a window, VISTA allows horizontal scrolling (via the left and right arrow keys) in the current window. To identify the active window, its top bar is in inverse video. In addition to scrolling left and right in a window, VISTA allows you to scroll forward and backward through a report. When scrolling through a report, the windows remain on the screen.

Window Management Function Keys

This section provides information on the Window Management function keys. These keys are displayed after selecting **Window Management** from the VISTA functions menu.



F1
Create Window

This option splits the current window, and a new window appears. The columns in the new window are created by subtracting window length from the report size. If the current window is 40 characters and the record size is 132 bytes, the new window is 20 characters wide, containing bytes 112 - 132.

F2
Select Window

This option selects the next window to be the current window. To identify the current window, an inverse video bar is displayed over the window.

F3
Margin Left

This option moves the margin of the current window to the left. When the margin is moved, the size of the window increases and displays more data.

F4
Margin Right

This option moves the left margin of the current window to the right. When the margin is moved, the size of the current window decreases.

F5
Save Windows

This option saves window configuration to the report so that subsequent viewers have windows predefined.

F6
Clear Windows

This option removes all windows that have been created.

F8
Previous Keys

This option displays the View window's second set of function keys.

Creating Windows

This section provides instructions on adding additional windows to the View window.

1. From the VISTA Functions menu, select **Window Management** and press **Enter** or **F6, Select**. The Column Management function keys will be displayed.
2. Create a window by pressing **F1, Create Window**. This puts a window divider in the middle of the current window.
3. Adjust the current window by pressing **F3, Margin Left** or **F4, Margin Right**.
4. Repeat this procedure until you have created the necessary windows.

Saving Windows for a Report

After creating windows for a report, you can save the window configurations by pressing **F5, Save Windows**. You must have proper security clearance to save windows.

1. From the VISTA Functions menu, select **Window Management** and press **Enter** or **F6, Select**.
2. Create a window by pressing **F1, Create Window**.
3. Adjust the current window by pressing **F3, Margin Left** or **F4, Margin Right**.
4. Repeat Steps 2 and 3 to create as many windows as you desire.
5. Save the window configurations, by pressing **F5, Save Windows**.

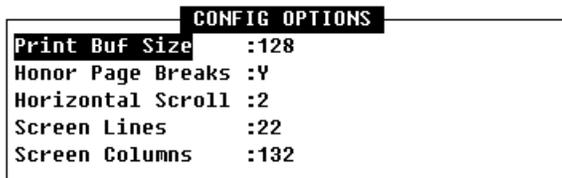
Configuration Options

The Config Options window is displayed as a result of selecting **Configuration Options** from the VISTA Functions window. This window allows you to configure VISTA to your environment.

The Config Options window can be used to alter default configuration values. Turn to the following section for information on the various values you can enter.

To modify a value, use the up and down arrow keys to position the cursor on the name of the field to modify, and press **Enter** or **F4, Modify Option**. The cursor is placed on the field value. Enter the field value, and press **Enter**.

To save your changes, press **F6, Save Changes**. To close the Config Options window without saving changes, press **F8, Close Window**.



If you want to save configuration options between sessions, copy the **VISTACFG.PUB.NETBASE** file to your logon group and account. VISTA searches for this file upon start-up. If it exists, VISTA loads the configuration values. When you save configuration changes, the configuration values are placed in the **VISTACFG** file in your logon group and account. Turn to the *VISTA Plus Administrator's Guide* for more information on the **VISTACFG** file.

The following terminal keys can be used with the Config Options window:

- Up Arrow** Press this key to position the cursor on the previous field.
- Down Arrow** Press this key to position the cursor on the next field.
- Tab** Press this key to position the cursor on field and accepts field value.

Configuration Option Fields

Print Buf Size	This field displays the number of characters to send in one block to a local printer. The default value for this field is 256. You do not need to alter this value unless you are receiving print buffer overflows when printing to a slave printer.
Honor Page Breaks	This field can be used to enable or disable page breaks. By default, page breaks are ignored on \$STDLIST files. To enable page breaks, set this field to Y .
Horizontal Scroll	This field displays the number of columns to scroll when the right and left arrow keys are pressed. The default value for this field is 2.
Screen Lines	This field displays the number of text lines supported by the terminal. If you are using a terminal emulator and the bottom row of users labels disappear when paging forward, set this value to 21. By default, this field is set to 22.
Screen Columns	This field displays The number of columns supported by the terminal. When this field is set to 132, VISTA sends an escape sequence to the terminal to compress the terminal screen. If the terminal does not support 132 columns, this field is set back to 80.

Configuration Options Window Function Keys

This section provides information on the Configuration Options Window functions keys.



F1
Help

This option displays the Help window to describe the configuration options.

F4
Modify Option

This option positions the cursor over field and accepts field value.

F6
Save Changes

This option saves configuration values and closes the Config Options window.

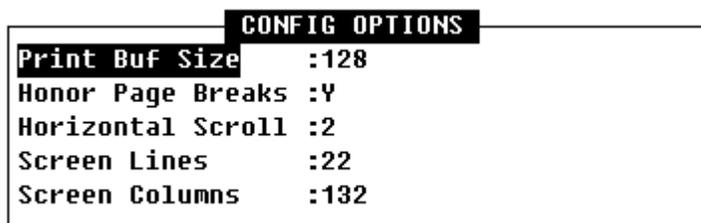
F8
Close Window

This option closes the Config Options window without saving changes.

Configuring VISTA

This section provides instruction on configuring VISTA to match your environment.

1. From the VISTA Functions menu, select **Configuration Options** and press **Enter** or **F6, Select**. The **Config Options** window appears.



2. Use the Config Options window to alter default configuration values. To modify a value:
 - a) Use the arrow keys to position the cursor on the name of the field you wish to modify.
 - b) Press **Enter** or **F4, Modify Option**. The cursor is placed on the field value.
 - c) Enter the field value, and press **Enter**.
3. To save your changes, press **F6, Save Changes**. To close the Config Options window without saving changes, press **F8, Close Window**.

C H A P T E R 4

Searching a Report

VISTA provides fast searching for specific values or strings within a report. In addition to allowing you to search forward, by columns, by window, or for the last occurrence of a value, VISTA offers several other search capabilities which will be discussed in this chapter. This chapter also provides information on indices. Indexing is important in relation to searching.

VISTA offers the following search features:

- Search for all occurrences by entering the string you want to find followed by //.
- Search for multiple text strings by entering the string followed by an ampersand (&). Continue to link items together with an ampersand until the group you want is defined.
- Search for a range of text by specifying **From** and **To** values separated by a bar (|). In addition to specifying the range, you can also specify the columns to which the search will be limited.
- Search for a numeric range by entering the first number, followed by a plus sign (+), and then enter the last number you seek. In addition to specifying the range, you can also specify the columns to which the search will be limited.
- Search for values greater than a specific number by entering the **greater than** sign (>) followed by the number. The number can be positive or negative.
- Search for values less than a specific number by entering the **less than** sign (<) followed by the number. The number can be positive or negative.

The sections in this chapter include:

- Indexing a Report
- Search Index Management
- Extracting Search Information

Indexing a Report

To enhance the speed with which you search through a report, you can create indices which limit the search area. An index defines a beginning column in which a value may be found, as well as the length of the field and, optionally, the line on which it may appear. Depending on security privileges, you may be allowed to save an index with a report for future use. When you save an index, its description becomes a label for a function key available in search mode.

Follow these instructions to define an index in the report:

1. From the VISTA Functions menu, select **Add Search Index** and press **Enter** or **F6, Select**. You are prompted for the beginning column.
2. Use the arrow keys to place the cursor on the first column in which the value may appear. You are prompted for the last column.
3. Use the arrow keys to place the cursor on the last column in which the value may appear. You are prompted as follows: **Index all lines? (Y/N)**.
4. If the value may appear on any line in the page (in the specified columns), press **Y**. If the value only appears on a specific line, press **N**. VISTA assumes that if you answered **N** to the prompt, the line you are on is the correct line to check.
5. Enter a short description of the index which will appear on a function key.



Note. Since function keys are limited, you can define a maximum of four indices per report.

Search Index Management

The Define Search Indices window is displayed as a result of selecting **Search Index Management** from the VISTA Functions window. When you select this option, a ruler is displayed at the top of the screen, and the lines are numbered to facilitate your index specifications.

The primary use of Search Index Management is to review the indices defined for a report. If changes need to be made, you can do so within the Define Search Indices window. You can move to the field requiring modification by using the Tab and Arrow keys. If an index is no longer desired, you can delete it by using **F1, Delete Index**.

Search Index Management also offers another way to define indices while reviewing a report (other than Add Search Index from the VISTA Functions window). The more specific the index, the quicker the search. If the value appears on the same line in the same column on each page, specify those details. If the value consistently appears in the same column, but it varies line number from occurrence to occurrence, instruct VISTA to index all lines.

If you index a report with **F6, Index Report**, the indices are temporary until you save them with **F6, Save Indices**. Temporary indices enable you to create indices on the fly without worrying about other users being affected by the indices you create.

Be sure to press **Index Report** and **Save Indices** after defining the index value so that the entire report is indexed, and so that defined indices are saved with the report for future reviews. However, whether or not you can save an index depends on the security clearance assigned to you by the VISTA Administrator.

DEFINE SEARCH INDICES	
Line Number	000
Start Column	000
Length	000
Index All Lines	N
Description	

Define Search Indices Fields

This section details the Define Search Indices field.

Line Number	This option lets you enter the line number on which the index value exists.
Start Column	This option lets you specify the first column in which the index value exists.
Length	This option lets you specify length in number of characters of the index value.
Index All Lines	This option allows you to index all lines on a page that may contain the desired value (Y), or the value always appears on a specific line (N).
Description	This option allows you to enter a name for the index. The first characters of this description appears as a function key label when in search mode.

Search Index Management Function Keys

The following section provides information the Search Index Management function keys.



F1
Delete Index

This option deletes the index specified within the window.

F2
Next Index

This option displays the next index within the window.

F3
Previous Index

This option displays the previous index within the window.

F5
Index Report

This option searches through the entire report, building an index file for the index defined. When it finishes, you are prompted at the bottom of the screen to press **Enter** to continue.

F6
Save Indices

This option saves the indices defined for a report for future reviews. When it finishes, you are prompted at the bottom of the screen to press **Enter** to continue. Whether you can save an index depends on the security assigned to you by the VISTA Administrator.

F8
Close Window

This option closes the Define Search Indices window without saving changes.

Saving a Search Index

This procedure uses the Search Index Management function to save a search index with a report.



Note. This option requires specific security clearance. See the VISTA Administrator for more information.

1. From the VISTA Functions menu, select **Search Index Management**, and press **Enter** or **F6, Select**. A window showing the first index is displayed, and the function keys change.
2. To save the indices defined for this report, press **F6, Save Indices**.
3. Press **Enter** to continue.

Searching

This section provides information on searching the report. The following sections detail the function keys involved and the various types of searches that you perform.

Search Function Keys

This section displays the Search function keys. These keys are accessed by pressing **F6, Search**, from the View window's primary set of function keys.



F1
Search Forward

This option searches from the cursor's current position forward for the search value entered.

F2
Search BY Columns

This option searches for a specified value in defined columns. VISTA prompts for beginning and end columns and searches only those columns.

F3
Search Window

This option performs a search for the value within the active window only. For example, if you define a window containing columns 81 through 132, if the window is active, and if you execute this function key, VISTA searches for the value only within columns 81 through 132.

F4
Search For Last

This option searches for the last occurrence of the search value in a report.

Search by Index Function Keys

The following function keys are displayed when search indices have been defined:

F5
First Index

This option searches in the columns (and lines) specified by the first index defined for this report. The function key label is based on the first characters of the description assigned to the index.

F6
Second Index

This option searches by the second index defined for this report.

F7
Third Index

This option searches by the third index defined for this report.

F8
Fourth Index

This option searches by the fourth index defined for this report.

Searching for Text

Follow the instructions in this section to search the report for a specific string of text.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the string you want to find, and press **Enter**. The first occurrences are highlighted.
3. To view the next occurrences, press **F1, Search Forward**.
4. To start another search, press **F4, Restart Search**.
5. To cancel the search, press **F7, Cancel Search**.

Searching for All Occurrences

Follow the instructions in this section to search for all occurrence of a particular string of text.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the string you want to find followed by //, and press **Enter**. You are prompted to extract by lines or pages.

Viewing Search Matches

Follow this step to view a set of matches created by the most recent search for all occurrences.

1. From the VISTA Functions menu, highlight **View Search Matches**, and press **Enter** or **F6**, **Select**. A window showing the most recent set of matches is displayed.

Viewing Search Matches Function Keys

This section provides information on the View Search Matches function keys.



F1
View All

This option creates a subreport of the active item on the match list. You can do another search or option, including printing or downloading, on the subset.

F3
Top of List

This option moves the cursor to the top of the list.

F4
Bottom of List

This option moves the cursor to the bottom of the list.

F5
Print

This option takes you to the print options window. Turn to Chapter 6 in this guide for more information on printing reports.

F6
Select

This option selects the active item on the list.

F7
Download

This option takes you to the download files window where you can download matches. Turn to Chapter 3 in this guide for information on downloading.

F8
Close Window

This option returns you to the Viewer function keys.

Searching by Column

Follow the instructions in this section to search by column for a particular string.

1. Press **F6, Search**, on the View window. The function keys change and you are prompted for the string to be found.
2. Specify a start and an end column and press **F2, SearchBy Columns**. The first occurrences are highlighted.
3. To view the next occurrences, press **F1, Search Forward**.
4. To start another search, press **F4, Restart Search**.
5. To cancel the search, press **F7, Cancel Search**.

Searching by Window

Follow the instructions in this section to search by window for a particular string. Before beginning, you must have already created windows in the report. Turn to Chapter 3 in this guide for information on adding windows to a report.

1. Press **F6, Search**, on the View window. The function keys change and you are prompted for the string to be found.
2. Specify the window you want to search by pressing **Tab** to select it, and press **F3, Search Window**. The first occurrences are highlighted.
3. To view the next occurrences, press **F1, Search Forward**.
4. To start another search, press **F4, Restart Search**.
5. To cancel the search, press **F7, Cancel Search**.

Searching for Last Occurrence

Follow the instructions in this section to search for the last occurrence of a particular string.

1. Press **F6, Search**, on the View window. The function keys change and you are prompted for the string to be found.
2. Enter the string you want to find, and press **F4, Search For Last**.

Searching an Index

Follow the instructions in this section to search an index. At least one index must already be created. See the “Indexing the Report” section in this chapter for instructions on defining an index.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the string you want to find, and press the function key labeled with the index you want to use. (The labels change by report.) The first occurrences are highlighted.
3. To view the next occurrences, press **F1, Search Forward**.
4. To start another search, press **F4, Restart Search**.
5. To cancel the search, press **F7, Cancel Search**.



Note. Function keys **F5** through **F8** on the Search screen are reserved for indices. The names of the defined indices appear on these function keys.

Searching for Multiple Text Strings

Follow the instructions in this section to search for multiple text strings.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the text string you want to find followed by an ampersand (&), and press **Enter**. You are prompted to enter the next search string.
3. Press **Enter**, and key in the next search string. Continue to link items together with an ampersand until the group you want is defined.
4. Press **Enter**. You are prompted to extract by lines or pages. Turn to Chapter 5 in this guide for more information on extracting data.

Searching for a Text Range

Follow the instructions in this section to search for a range of text by specifying “**From**” and “**To**” values separated by a bar (|). In addition to specifying the range, you can also specify the columns to which the search will be limited.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the first value you want to find, followed by a bar (|) and the last string you seek, and press **Enter**.
3. Move the cursor to the first column in which the string may appear, and press **Enter**. You are prompted for the last column.
4. Move the cursor to the last column in which it may appear, and press **Enter**. You are prompted to extract by lines or pages. Turn to the “Extracting a View” section in this chapter for more information on these options.

Searching for a Numeric Range

Follow the instructions in this section to search for a numeric range, including values greater than or less than a particular number, and values which include decimal points. In addition to specifying the range, you can also specify the columns to which the search will be limited.

1. Press **F6, Search**, in the View window. The function keys change and you are prompted for the string to be found.
2. Enter the first number you want to find, followed by a plus sign (+) and the last number you want to find, and press **Enter**:
 - To search for values greater than a specific number, enter the **greater than** sign (>) followed by the number, for example: **>20.00**.
 - To search for values less than a specific number, enter the **less than** sign (<) followed by the number, for example: **<600.00**.
 - To search for a negative, include the negative sign or put the number in parentheses (depending on how negatives are formatted in the report), for example: **-500, 500-, (500)**.
3. You are prompted for the beginning column. Move the cursor to the first column in which the string may appear, and press **Enter**.
4. You are prompted for the last column. Move the cursor to the last column in which it may appear, and press **Enter**.
5. You are prompted to enter either **L** to extract by lines or **P** to extract pages. (Turn to the next section or to Chapter 5 in this guide for more information on extracting.) The search begins:
 - If you search by lines, a search matches window displays a list of all matches found.
 - If you search by page, a subreport displays the pages in the report that contain a match.

Extracting A View

When you perform a search, you are prompted to extract the information by lines or pages. Enter **L** for line or **P** for page. The window will change in one of the following ways and the function keys listed below will be displayed.

Extracting By Lines

If you extract by lines, a search matches window is displayed with a list of all matches found. As you scroll down the list, the page number of the current item appears at the top of the screen. To the right of the page number is a list of current match/total matches, i.e., line “3 of 32.”

Extracting By Pages

If you extract by pages, a VISTA subreport is displayed containing every page with a match. You can perform another search, or any other VISTA option, including printing and downloading, on this subset of the report. Turn to Chapter 5 in this guide for information on extracting data.

The function keys are explained below:

F1
View All

This option creates a sub report of the active item on the match list and allows you to perform another search, or any other VISTA option, including printing and downloading, on this subset.

F3
Top of List

This option moves the cursor to the top of the list.

F4
Bottom of List

This option moves the cursor to the bottom of the list.

F5
Print

This option takes you to the print options window. Turn to Chapter 6 in this guide for more information.

F6
Select

This option selects the active item on the list.

F7
Download

This option takes you to the download files window where you can download matches. Turn to Chapter 5 for more information.

F8
Close Window

This option returns you to the View window’s function keys.



Note. To review the results of your most recent search for all occurrences, select **View Search Matches** from the VISTA Functions menu.

CHAPTER 5

Extracting Records

The VISTA Extracting Records feature allows you to copy specific records in a report and load them into a temporary subreport. The subreport can be printed, downloaded, or searched for more values. Additional extracts can also be performed on the subreport to break down the data.

The sections in this chapter include:

- Extract Records Window
- Extracting Records
- Extracting Records Using a Set of Rules
- Deleting Lines From a Temporary Report
- Saving a Temporary Report

Extracting Records Window

This section provides information on the Extract Records window. This window is displayed after pressing **F6, Extract Records**, from the View window's second set of function keys. A new set of function keys will appear along with the options window. When extracting records, you must either specify the extract criteria, also known as rules, or use a previously created set of rules. The first set of Extract Records function keys allows you to define five sets of selection criteria. To define more, press **Scroll Forward** on the second set of function keys.

Selection criteria are defined by the number of lines to extract when a match is found (**Ext**) and the columns to search (**Col, Len**) when searching a section of a report. You can also extract information from specific pages of a report by specifying a **From Page** and a **To Page**.

Within the selection criteria, you can also use a numeric range of values or designate values that are greater than or less than a given number as follows:

Numeric Range	Enter the first number, followed by a plus sign (+), and then enter the last number you seek.
Values Greater Than	Enter the greater than sign (>) followed by the number. The number can be positive or negative.
Values Less Than	Enter the less than sign (<) followed by the number. The number can be positive or negative.

Saving Subreports

The VISTA Functions **Save Report** option allows you to store a subreport in a folder file. This enables you to save multiple extracts for an indefinite period of time.

The VISTA folder into which you save the newly created report must have room for an additional report. If it doesn't, the save process will fail. To enlarge your folder, ask your VISTA administrator to run **VISTACLN.PUB.NETBASE** with the **EXPAND** option.

Extract Lines Window

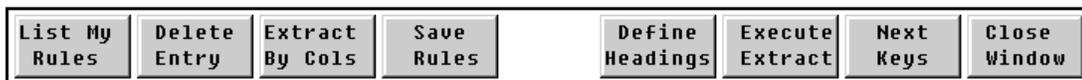
The Extract Lines window is displayed when you select **F6, Extract Records**, from the View window's second set of function keys.

The selection criteria and the other fields in the Extract Lines window make up the Extract Rules. The rules can be saved in a database by pressing **F4, Save Rules**. These rules can be retrieved at a later date by pressing **F1, List My Rules**. Each user has his own set of rules. After an extract has been performed, the created subreport is displayed. You can then perform additional extracts, print, or download the subreport. When you exit the subreport, the original report is displayed.

EXTRACT LINES			
Search	Ext 0	Col 0	Len 0
Search	Ext 5	Col 0	Len 0
Search	Ext 0	Col 0	Len 0
Search	Ext 0	Col 0	Len 0
Search	Ext 0	Col 0	Len 0
From Page 1			
To Page 5			
Extract Headings	From : 1	To : 0	

Extract Records Primary Function Keys

This section provides information on the Extract Records primary function keys. These function keys are displayed after pressing **F6, Extract Records**, from the View window's second set of function keys.



F1
List My Rules This option lists all of the available extract criteria, also known as rules. You can select an entry from the displayed list, or you can create your own. If you wish to select from the displayed list, highlight the entry you want and press **F6, Select**.

F2
Delete Entry This option deletes an entry from a set of rules.

F3
Extract By Cols This option extracts entries by columns.

F4
Save Rules This option saves a set of extract criteria you have created.

F5
Define Headings This option allows you to define headings for the temporary subreport. Use the arrow keys to select the headings, the Extract Headings field will be filled in to reflect the correct starting and ending line numbers.

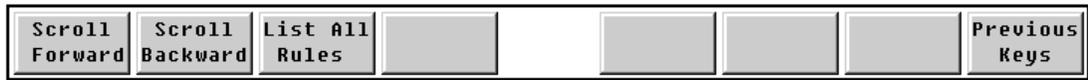
F6
Execute Extract This option creates a temporary file with the lines you requested. You can print, download, or save this data to a new VISTA report.

F7
Next Keys This option displays the next set of Extract Records function keys.

F8
Close Window This option closes the Extract Records window without saving changes.

Extract Records Secondary Function Keys

This section provides information on the Extract Records secondary function keys.



F1
Scroll Forward

This option displays the next group of search values.

F2
Scroll Backward

This option displays the previous group of search values.

F3
List All Rules

This option lists all extraction rules that have been created.

F8
Previous Keys

This option displays the first set of Extract Records function keys.

Extracting Records

This section gives instructions on extracting records from a report.

1. From the View window's primary set of function keys, press **F7, Next Keys**.
2. Press **F6, Extract Records**. The function keys change and the Extract Lines window is displayed.

EXTRACT LINES				
Search	ACCT	BALANCE	Ext	0 Col 38 Len 1
Search	ACCT	DESCRIPTION	Ext	0 Col 42 Len 1
Search			Ext	0 Col 0 Len 0
Search			Ext	0 Col 0 Len 0
Search			Ext	0 Col 0 Len 0
From Page	1			
To Page	13			
Extract Headings	From : 1	To : 0		

3. To enter the first string to be extracted with its line(s), press **Enter**. You are prompted for the string (up to 40 characters).
4. Enter the string, and press **Enter**. You are prompted at **Ext**. The **Ext** field accepts a numeric value that defines the number of lines to extract when the search string is located.
5. You can define the data to extract using any of the following methods:
 - To extract just the line containing the string, keep the value at zero (**0**), and press **Enter**.
 - To extract the line containing the string plus the next *n* lines, enter **n**, and press **Enter**.
 - To extract the line containing the string and the preceding *n* lines, enter **-n**, and press **Enter**.
 - To extract the entire page, enter **100**, and press **Enter**.

You are prompted at **Col**. The **Col** field defines the column from which the search will begin.

6. You can define the search column as follows:
 - To search the entire line, keep this value at zero (**0**), and press **Enter**. You are prompted at **Len**. The **Len** field defines the number of columns to search. Continue with step 7.
 - To limit your search to a only a portion of the line, you can define the columns to search as follows:
 - a) Press **F3, Extract By Cols**.
 - b) Place the cursor on the first column to be searched, and press **Enter**.
 - c) Place the cursor on the last column to be searched, and press **Enter**. VISTA loads the values into the **Col(umn)** and **Len(gh)** fields. You are prompted at the next **Search** field. Please continue from step 8.
7. To search the entire line, keep this value at zero (**0**) and press **Enter**. You are prompted at the next Search field.
8. If you want to search for other strings, repeat Steps 3 through 7.
9. To limit the pages from which data is extracted, edit the **From Page** and **To Page** fields. To edit them, press **Enter** until you are prompted for them. Enter the new values, and press **Enter**.
10. To extract headings with this data, edit the Extract Headings To field. (When it is set to zero (0), no headings are extracted.) If you want to extract lines 4 through 6 as heading lines, modify both the **Extract Headings From** and **To** fields. Specified headings only appear on the first page of the report.
11. To save this extract criteria for subsequent uses, press **F4, Save Rules**. You are prompted for a description of the criteria. Enter a description for this set of extract criteria, and press **Enter**.
12. Once this window displays the desired criteria, press **F6, Execute Extract**. VISTA creates a temporary file with the lines you requested. At this point, you can print, download, or save this data to a new VISTA report.
13. To exit the extracted version and return to the whole report, press **F8, Exit Sub Rept**.

Extracting Records Using a Set of Rules

This section provides instructions on extracting records from a report using a set of predefined extract criteria.

1. From the View window's primary set of function keys, press **F7, Next Keys**.
2. Press **F6, Extract Records**. The function keys change, and a data window is displayed.

EXTRACT LINES				
Search	ACCT	BALANCE	Ext 0	Col 38 Len 1
Search	ACCT	DESCRIPTION	Ext 0	Col 42 Len 1
Search			Ext 0	Col 0 Len 0
Search			Ext 0	Col 0 Len 0
Search			Ext 0	Col 0 Len 0
From Page	1			
To Page	13			
Extract Headings	From : 1	To : 0		

3. To view the possible rule entries, press **F1, List My Rules**. The function keys change, and a window listing the entries is displayed. If the entry you want is not on the first page, press **F1, Page Forward**, to see the next page. To return to a previous page, press **F2, Page Backward**.

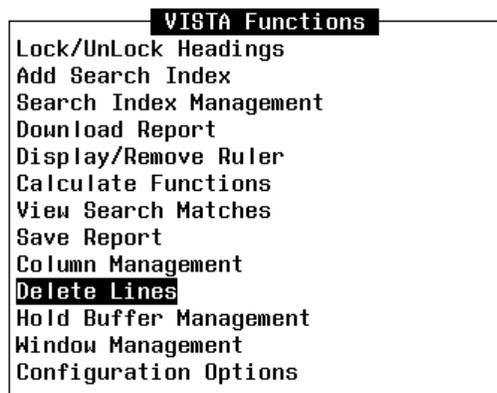
Extract Rules	
ACCT BALANCE	TOTAL OF EACH ACCT
ACCT DESCRIPTION	DEFINITION OF EACH ACCT
DEBIT	MONTHLY DEBIT

4. To select an entry, use the arrow keys to highlight its description, and press **F6, Select**, or press **Enter**. VISTA loads the extract criteria for this glossary entry in the fields.
5. Press **F6, Execute Extract**. VISTA creates a temporary file with the lines requested. You can print and download this data. To return to the whole report, press **F8, Exit Sub Rept**.

Deleting Lines From a Temporary Report

After extracting data, you may wish to edit the new temporary report you have created by deleting extraneous lines. This section provides instructions on how to delete lines from a temporary report.

1. After extracting the necessary data, press **F7, Next Keys**.
2. Press **F3, VISTA Funct'ns**. The **VISTA Functions** menu is displayed. Select **Delete Lines**, and press **Enter** or **F6, Select**. A new set of function keys appears.



3. Press **F1, Mark Begin**.
4. Place the cursor on the first line you want deleted, and press **Enter**.
5. Press **F2, Mark End**.
6. Place the cursor on the last line you want to delete, and press **Enter**.
7. Press **F7, Perform Delete**.
8. A new copy of the temporary report is displayed, reflecting the deletion of the selected lines.

Saving a Temporary Report

After you have extracted data, you can save the new temporary report for future VISTA sessions. To do so, you must know the name of an existing VISTA folder into which you can save the report, and provide a name and, optionally, a description for the report.



Note. The VISTA folder into which you save the newly created report must have room for an additional report. If it doesn't, the save process will fail. To enlarge a folder, ask the VISTA administrator to run **VISTACLN** program with the **EXPAND** option.

1. Assuming you have just extracted the data, your function keys should match those shown below. If so, press **F7, Next Keys**.
2. Press **F3 VISTA Funct'ns**. The **VISTA Functions** menu is displayed. Select **Save Report**, and press **Enter** or **F6, Select**. The **Save Report** window appears.

```
          SAVE REPORT
Report Name : GLAUTOW
Folder File : GLEOD.ARCHIVE.NETBASE
Description :
```

3. Press **Enter** and enter a name for the report in the **Report Name** field.
4. Press **Enter** and enter the MPE name of the folder into which you want the report placed. The folder must already exist **and** it must have enough room for an additional report.
5. Press **Enter** and enter the description to be associated with this report.
6. Press **F7, Execute Save**. When **VISTA** has saved the temporary report into the specified folder, you are prompted to press Return to continue.
7. Press **Enter**.

C H A P T E R 6

Printing a Report

In addition to its extensive viewing capabilities, VISTA offers the option of printing sections of a report. You can print to a local printer or to a printer attached to your HP 3000. The Print Options window is accessed by selecting the **Print** function key from the View window. The Print Options window can be used to specify a range of pages, the print device, the priority of the job, number of copies, environment file and file name.

The sections in this chapter include:

- Print Options Window
- Printer Definitions
- Listing Printers
- Printing the Report

Print Options Window

This section provides information on the **Print Options** window and the associated function keys. The Print Options window provides report printing capability. Sections of a report can be printed by specifying the first and last page numbers in the **From Page** and **To Page** fields.

To modify a field value in the Print Options window, position the cursor over the field name by pressing the down arrow key. When the cursor is positioned, press **Enter** and enter the field value. If the value entered is invalid, the terminal beeps, and a message appears indicating the error.

To display the Print Options window, press **F1, Print**, from the View window's primary function keys.

PRINT OPTIONS	
From Page	: 1
To Page	: 1
Device	: LP
Priority	: 8
Copies	: 1
Environment	:
Filename	: GLAUTOW

Print Options Fields

This section provides information on the fields that appear in the Print Options window. Continue with the remainder of this chapter for instructions on using the fields described below.

From Page Enter the starting page to be printed in this field.

To Page Enter the last page to be printed in this field.

Device Enter the print device to be used in this field. Valid devices are:

- Device class - Class of the device to be used to print the file.
- Device number - Number of the device to be used to print the file.

Press **F5, List Printers**, to list and select a printer.

You can also specify **DISC** to write the report to an MPE disk file in your current group and account. The name of the file will be the same as the report.

Priority Enter the print priority number to assign to the print file in this field.

Copies Enter the number of copies of the report to be printed in this field.

Environment Enter the environment file to be used in this field. In addition, printer definitions configured with the NBSpool **PRINTDEF** program can be specified. Press **F3, List Printdefs**, to list and select a printer definition.

Filename Enter the file name of the report being printed in this field.

Print Options Window Function Keys

This section provides information on the Print Options window's function keys.



F1
Print Local

This option sends the current report to the local printer attached to the PC.

F3
List PrntDefs

This option displays a list of available printer definitions. You can scroll through the list and select the one to use. When you return to this window, your selection appears in the Environment field. Turn to the “Printer Definitions” section in this chapter for more information.

F4
Modify Option

This option allows you to modify any of the printer options. The up and down arrow keys can also be used to select an option to modify. Select the option you wish to modify and press **Enter** to execute the change.

F5
List Printers

This option displays a list of printers that can be used. Each printer is attached to a print device and can have a printer definition associated with it. When you select a printer, the Device and Environment fields are automatically supplied.

F6
Execute Print

This option prints the specified pages to the print device entered.

F8
Close Window

This option exits the Print Options window and returns to the report viewer.

Printer Definitions

The **Select PrintDefs** window is displayed when you select the **List PrintDefs** function key while in the **Print Options** window. This window can be used to select a printer definition. Printer definitions perform printer initialization, such as compressing text and printing reports in landscape mode.

The **PRINTDEF.PUB.NETBASE** program is used to create Printer Definitions. Printer definitions are not associated with a print device. If you select a printdef, you also need to specify the device on which to print the report. The VISTA administrator will have more information on Printer Definitions and how to define them.

The **Select PrintDef** window displays printer definitions and permits one to be selected. The terminal's up and down arrow keys can be used to scroll through the available printer definitions.

Printer Definitions Window Function Keys

This section provides information on the Printer Definitions window's function keys.



F1
Page Forward

This option displays the next page of printer definitions, if applicable.

F2
Page Backward

This option displays the previous page of printer definitions, if applicable.

F6
Select

This option selects a printer definition.

F8
Close Window

This option closes the **Select PrintDef** window.

Selecting a Printer Definition

Follow the instructions in this section to select the printer definition that suits the printing task you wish to perform.

1. From the View window's primary set of function keys, press **F1, Print**.
2. Press **F3, List PrntDefs**. A list of printer definitions is displayed. Use the up and down arrow keys to scroll the list.

```
                                Select PrintDef
SYMANTEC                        test
SYMANTEC2                       test
TEST                             test for checks
TEST66                          66 lines per page...
TESTLOU                         test printdef for Symantec
WEST
WHIPKEY
```

3. To select a printer definition, position the cursor over the printer definition name, and press **Enter** or **F6, Select**. The selected printer definition name is displayed in the **Environment** field of the Print Options window.
4. To define or modify a printer definition, run the **PRINTDEF.PUB.NETBASE** program.
5. To exit the **Select PrintDef** window, press **F8, Close Window**.

Listing Printers

The Select Printer window is displayed when you select the **List Printers** function key while in the **Print Options** window. This window can be used to select a printer. If you select a printer, you do not need to enter a print device or environment in the **Print Options** window.

The Select Printer window displays printers you can use to print a report. The printers have been defined by your system administrator and are configured to print reports on a specific print device.

Select Printer Window Function Keys

This section provides information on the Select Printer window's function keys.



F1
Page Forward

This option displays the next page of printers.

F2
Page Backward

This option displays the previous page of printers.

F6
Select

This option selects a printer.

F8
Close Window

This option closes the Select Printer window.

Selecting a Printer

Follow the instructions in this section to select a printer.

1. From the View window's primary set of function keys, press **F1, Print**.
2. Press **F5, List Printers**. A list of printers is displayed, along with a set of function keys.
3. Use the arrow keys to highlight the desired printer. To select the printer, press **Enter** or **F6, Select**. The selected print device and printer definition file are displayed in the **Device** and **Environment** fields within the Print window.
4. To exit the Select Printer window, press **F8 Close Window**.

```
                                Select Printer
ELITE                            PRINTING ELITE
NETWORK PRINTER
PRINTER1                            raw printdef
DANTEST                             TEST FOR FMC CORP.
LP
LP1                                 test
LP14
```

To create or modify printer records, the VISTA administrator must use the **VISTAMNT** Report Maintenance program. The Printer Maintenance window allows the VISTA administrator to configure and modify printer records.

Printing a Report

Follow the instructions in this section to print locally on an external printer attached to your PC or terminal:

1. From the primary set of function keys, press **F1, Print**.
2. Press **F1, Print Local**.

Printing a Section of a Report

Follow the instructions in this section to print a section of a report.

1. From the View window's primary set of function keys, press **F1, Print**. The print options menu appears on your screen.

PRINT OPTIONS	
From Page	: 1
To Page	: 1
Device	: LP
Priority	: 8
Copies	: 1
Environment	:
Filename	: GLAUTOW

2. To edit the Print Options menu, use the arrow keys. Enter the new value for the field, and press **Enter**. You can print a page, a section, or the whole report.
3. To see the available printers, press **F6, List Printers**.



Note. Use **Device** to specify a printer on your HP3000 system.

CHAPTER 7

VISTA Plus Demonstration

This chapter is designed to give you an introduction to the viewer features of VISTA Plus. VISTA Plus provides online, full-screen viewing for reports, which saves time and money. You can use VISTA Plus to search for values faster than you could perform a manual search with a printed copy of a report. And, by reviewing the report online, printing costs (both paper and wear on the printer) may be reduced.

After reviewing the results online, you can print sections of the report using VISTA Plus, if you want. Rather than printing multiple copies of a report for different managers to review, all reviewers can access the report through VISTA Plus. And, if indices are set by the first reviewer, subsequent reviewers can check the report very quickly, seeing only the highlighted sections.

When a report is placed in a VISTA Plus folder, it is compressed to occupy less disk space. At that time, indices can be applied automatically to a report. Security options to limit user access can also be applied automatically to the report. Once indices and security options have been designed for a report or type of report, subsequent generations can have these features automatically applied.

Preparing for the Demonstration

To automate the collection of reports in your system, a batch job is provided that will collect existing reports in your spooler and store them in a VISTA folder file. The batch job name is **STARTCAP.JOB.NETBASE**. When the reports are captured, they are compressed and stored in a VISTA folder file named **REPORTS.ARCHIVE.NETBASE**. Any new reports that are generated while this job is running will also be stored in this folder file; this occurs every 120 seconds.

Some notes about the **STARTCAP.JOB.NETBASE**:

- It does not **VSAVE** any standard lists.
- It will not **VSAVE** any files with less than 2 records.
- It only **VSAVEs** any report once.
- The **VSAVEd** reports are stored to the **REPORTS.ARCHIVE.NETBASE** folder. They will not be printed and are not modified in any way.



Note. If your site has deferred spool files which should not be captured, you can modify the **VSAVE** command so that these files will not be selected.

The following example shows the **STARTCAP** job stream:

```
!JOB STARTCAP,MGR.NETBASE/quest;OUTCLASS=LP,1
!comment *****
!comment * This job will wake every 120 seconds and capture all *
!comment * spoolfiles except $stdlist to a vista folder called *
!comment * REPORTS.ARCHIVE.NETBASE . This job uses the nbspool *
!comment * procnum 8 . If you have a job that uses procnum 8 *
!comment * you will have to modify the XEQ line to use a *
!comment * different procnum . If you do not wish to save all *
!comment * your reports to this folder you can modify the VSAVE *
!comment * line to fit your needs . Stream STOPCAP.JOB.NETBASE *
!comment * to stop the capture process . *
!comment *****
!comment
!comment * Initializing nbspounce file *
!
!COMMENT *** Rebuild the NBSPONCE file
!
!SETJCW CIERROR 0
!CONTINUE
!LISTF NBSPONCE.DATA;$NULL
!IF CIERROR = 0 THEN
! CONTINUE
```

```

! RUN NBSPOOL.PUB,RESETONCE
! IF JCW >= FATAL THEN
!   TELLOP *****
!   TELLOP * FATAL ERROR ADJUSTING nbsponce FILE *
!   TELLOP *****
! ELSE
!   TELLOP *** NBSPONCE file successfully adjusted
!   SET STDLIST=DELETE
! ENDIF
!ELSE
! SETJCW CIERROR 0
! CONTINUE
! BUILD NBSPONCE.DATA;REC=1;DISC=9999999
! CONTINUE
! ALTSEC NBSPONCE.DATA;(R,W,L:ANY)
! IF CIERROR = 0 THEN
!   TELLOP *** NBSPONCE file sucessfully built
!   SET STDLIST=DELETE
! ELSE
!   TELLOP *****
!   TELLOP * UNABLE TO BUILD NBSPONCE FILE *
!   TELLOP * SEE THE $STDLIST TO GET INFO. *
!   TELLOP *****
! ENDIF
!ENDIF
!comment
!comment * Starting capture process *
!comment
!run nbspool.pub.netbase
xeq ;wait=120;procnum=8
vsave @,~$,~rec=1-2,once=y;file=reports.archive.netbase;release;&
append;limit=999,100000;desc="Sample reports for vista demo"
end
exit
!eoj

```

To stop the STARTCAP job and terminate the collection of reports from the spooler, simply stream the batch job **STOPCAP.JOB.NETBASE**. The example below shows the STOPCAP job stream:

```

!job stopcap,mgr.netbase/quest;outclass=lp,1
!comment ** stopping capture process
!run nbspool.pub.netbase
xeqstop 8
exit
!eoj

```

Capturing Reports

This section provides you with instructions for starting the report capture job, **STARTCAP.JOB.NETBASE**, and getting started in the viewer portion of VISTA Plus.

1. Log on to the MPE system as **MANAGER.SYS**.

```
: HELLO MANAGER.SYS
```

2. Stream the report capture job, **STARTCAP.JOB.NETBASE**.

```
: STREAM STARTCAP.JOB.NETBASE
```



Note. This job will continue to run until you stop it by streaming the batch job **STOPCAP.JOB.NETBASE**.

Go to the next section of this demonstration, “Using VISTA Plus,” where you will start the VISTA Plus program to begin viewing reports.

Performing the VISTA Plus Demonstration

In the “Capturing Reports” section you were told to run a report capture job stream, **STARTCAP.JOB.NETBASE**. You can now start the VISTA Plus program to begin viewing reports using the following command:

```
: RUN VISTA.PUB.NETBASE
```

When you enter this command, the screen below is displayed:

Folder	Description
PURGEME .ARCHIVE .NETBASE	
QUEST .ARCHIVE .NETBASE	
R881 .ARCHIVE .NETBASE	THIS IS A TEST
REPORTS .ARCHIVE .NETBASE	
SRM .ARCHIVE .NETBASE	
SAVEASSY .ARCHIVE .NETBASE	ASSEMBLY LIST REPORTS
SS .ARCHIVE .NETBASE	S. Susman
STD1 .ARCHIVE .NETBASE	
STDARROW .ARCHIVE .NETBASE	
STU .ARCHIVE .NETBASE	
STU1 .ARCHIVE .NETBASE	
STU2 .ARCHIVE .NETBASE	
SUSAN .ARCHIVE .NETBASE	
TAPESLST .ARCHIVE .NETBASE	
TEMPE .ARCHIVE .NETBASE	Daily Console Listings
TRANSFER .ARCHIVE .NETBASE	
VACTOND .ARCHIVE .NETBASE	
VCSFOLD .ARCHIVE .NETBASE	
VSAVE .ARCHIVE .NETBASE	

06/20/96 Quest Software - VISTA Plus Select Folder
A.06.66 Press F4 to select folder to open

Help Previous Page Next Page Open Folder Exit

The “REPORTS.ARCHIVE.NETBASE” folder is the one that is created by the report capture job stream. To open this report folder, do the following:

1. Move your cursor until it is highlighting the line that says “REPORTS.ARCHIVE.NETBASE.”
2. Press **F4**, **Open Folder**, or press **Enter**.

Viewing the Folder Contents

Upon entering the "REPORTS.ARCHIVE.NETBASE" folder, a screen like the one below will be shown. Your contents will contain reports captured at your site.

06/20/96		Quest Software - VISTA Plus		Select Report
Folder: REPORTS				
Report	Job Name	Pages	Create Date	Description
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT
ACREPORT	STU	9	04/18/95 15:07	ACCOUNTING REPORT
ACREPORT	STU	9	04/18/95 15:07	ACCOUNTING REPORT
SALES	DAVEM	20	04/18/95 14:25	INVOICES

Help	Previous Page	Next Page	View Report	Sort	Find Report	Next Keys	Folder Screen
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If your screen shows more than one page of reports, use the **F3, Next Page**, and **F3, Previous Page**, keys to move through them. You can also press **F5, Sort**, to organize the listing. You can sort by any option in the window. A new set of function keys is displayed as shown below.

Report	Job Name	Pages	Create Date	Description
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT
RECAP2	STU	5	04/1	CAP REPORT
ACREPORT	STU	9	04/1	REPORT
ACREPORT	STU	9	04/1	REPORT
SALES	DAVEM	20	04/1	

SORT OPTIONS

- Report Name
- Job Name
- Pages
- Create Date
- Description
- Job Number
- Spool File ID

Help

Sort
Ascend

Sort
Descend

Close
Window

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Highlight "Job Name" and press **F5, Sort Ascend**. The window closes, and the display changes (as shown below) to reflect the new sort of the spool files.

06/20/96		Quest Software - VISTA Plus		Select Report	
Folder: REPORTS					
Report	Job Name	Pages	Create Date	Description	
SALES	DAVEM	20	04/18/95 14:25	INVOICES	
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT	
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT	
RECAP2	STU	5	04/18/95 15:17	ACCOUNTING RECAP REPORT	
ACREPORT	STU	9	04/18/95 15:07	ACCOUNTING REPORT	
ACREPORT	STU	9	04/18/95 15:07	ACCOUNTING REPORT	

Help	Previous Page	Next Page	View Report	Sort	Find Report	Next Keys	Folder Screen
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Viewing a Report

After you have sorted the reports to your satisfaction, select a report to view. To do this, simply highlight the report name you wish to view and press **F4, View Report**, or press **Enter**. The screen changes as shown below:

RECAP2		Page: 1	of 5	ACCOUNTING RECAP REPORT				
DAILY CASH RECAP (REPORTED)								
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07						
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93				
TRANS	CHK NO	ACCT NO.	AMOUNT	CASE NO.	HOWPD TYPE	TIME CLK		
000001	NONE	100000-1154	31.00	93-037512-2	CASH PRYM	08:41 SDU		
	SUBTOTAL		31.00					
000002	1163	100000-1154	222.00	93-030394-2	CKCO PRYM	09:04 CDB		
	SUBTOTAL		222.00					
000003	685	1410-4603	25.00	93-060283-2	CKCO PRYM	09:43 JSE		
	685	100000-1170	25.00	93-060283-2	CKCO PRYM	09:43 JSE		
	685	100000-1151	10.00	93-060283-2	CKCO PRYM	09:43 JSE		
	SUBTOTAL		60.00					
000004	NONE	100000-1165	9.00	93-043118-2	CASH PRYM	09:45 JAS		
	NONE	1414-4622	3.00	93-043118-2	CASH PRYM	09:45 JAS		
	NONE	1410-4602	18.00	93-043118-2	CASH PRYM	09:45 JAS		
	SUBTOTAL		30.00					
000005	NONE	1410-4603	25.00	93-060285-2	MCC PRYM	09:50 CDB		
Print		Go To Page	Previous Page	Next Page	Last Page	Search	Next Keys	Exit Viewer

The next section details ways you can move within the report and outlines various shortcut key sequences you can use.

Advancing to a Specific Page

To advance to a specific page, do the following:

1. Press **F2, Go To Page**. The Page field is displayed at the top of the screen in reverse video.
2. Enter the number of the page you want, and press **Enter**. If you enter a number greater than the total number of pages in a report, then the last page will be displayed.

Moving to the Last Page

To move to the last page of the report, do one of the following:

Press **Ctrl + End**.

Press **F5, Last Page**.

Movement Shortcuts

The following terminal keys can be used when viewing reports:

<u>Keys</u>	<u>Function</u>
Up Arrow	Scrolls up one line
Down Arrow	Scrolls down one line
Tab	Shifts 80 characters to the right
Shift + Tab	Shifts 80 characters to the left
PageUp or Prev	Displays previous 22 lines
PageDown or Next	Displays next 22 lines
Ctrl + Home or Home	Displays first page
Ctrl + End or Home + Down Arrow	Displays last page
//	Exits VISTA Plus
RR	Returns to the Report Selection screen
FF	Returns to the Folder Selection screen
Esc, M	Displays VISTA Functions menu window

Searching with VISTA Plus

VISTA Plus provides fast searching for specific values or strings within a report. In addition to being able to search forward, by columns, by window, or for the last occurrence of a specified value, VISTA Plus offers several other search capabilities. They are:

- Searching for all occurrences
- Searching for multiple text strings
- Searching for a text range
- Searching for a numeric range, including values greater than or less than

Use **F6, Search**, to initiate a search. When you press **F6**, the function keys and screen header change as shown below.

RECAP2	Search: _____	End with // to Find All			
DAILY CASH RECAP (REPORTED)					
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07			
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93	
TRANS	CHK NO	ACCT NO.	AMOUNT	CASE NO.	HOWPD TYPE TIME CLK
000001	NONE	100000-1154	31.00	93-037512-2	CASH PRYM 08:41 SDU
	SUBTOTAL		31.00		
000002	1163	100000-1154	222.00	93-030394-2	CKCO PRYM 09:04 CDB
	SUBTOTAL		222.00		
000003	685	1410-4603	25.00	93-060283-2	CKCO PRYM 09:43 JSE
	685	100000-1170	25.00	93-060283-2	CKCO PRYM 09:43 JSE
	685	100000-1151	10.00	93-060283-2	CKCO PRYM 09:43 JSE
	SUBTOTAL		60.00		
000004	NONE	100000-1165	9.00	93-043118-2	CASH PRYM 09:45 JAS
	NONE	1414-4622	3.00	93-043118-2	CASH PRYM 09:45 JAS
	NONE	1410-4602	18.00	93-043118-2	CASH PRYM 09:45 JAS
	SUBTOTAL		30.00		
000005	NONE	1410-4603	25.00	93-060285-2	MCC PRYM 09:50 CDB
Search Forward	SearchBy Columns	Search Window	Search For Last		

You are prompted for a value or string. Enter a search string and press **F1, Search Forward**. When the search string is found, the first page that contains the search string is displayed, and the string is highlighted in reverse video. If the string is not found, an error message is displayed stating that the string was not found. To terminate a search while it is still processing, press **Ctrl + Y**.

Search Function Keys

This section provides information on the Search function keys.

F1
Search Forward

This option searches from this point forward for the search value entered.

F2
SearchBy Columns

This option searches for the specified value within defined columns. VISTA prompts you for beginning and ending column. It then searches only within those columns for the value.

F3
Search Window

This option performs a search for the value within the active window only. For example, if you have defined a window containing columns 81 through 132, if the window is active, and if you execute this function key, VISTA searches for the value only within columns 81 through 132.
Note: You must have windows defined to use this function.

F4
Search For Last

This option searches for the last occurrence of the search value in the report.

Search by Index Function Keys

This section provides information on the Search Index function keys. These function keys are displayed **only** when you have indices defined (for more information on indices, see the section called “Setting Indices” in this demonstration):

F5
First Index

This option searches within the columns (and lines) specified by the first index defined for this report. The function key label is based on the first characters of the description assigned to the index.

F6
Second Index

This option searches by the second index defined for this report.

F7
Third Index

This option searches by the third index defined for this report.

F8
Fourth Index

This option searches by the fourth index defined for this report.

Search Operation

As you scroll through the report, all text strings matching the most recent search string entered are displayed in reverse video.

In VISTA Plus, searching is not case sensitive. Matches occur on lower and upper case characters. This means that the string “Assembly” will match the string “ASSEMBLY”.

Searching is always performed in a forward direction. If the string you are searching for is not found before the end of the report, the search continues with the first page until the page on which the search began is reached. This provides you with the ability to always have the full report searched without having to issue the search request once from the start page and again from the first page.

Additional Search Features

- To search for **all occurrences**, enter the string you want to find followed by //.
- To search for **multiple text strings**, enter the string you want to find followed by an ampersand (&). Continue to link items with an ampersand until the group you want is defined.
- To search for a **range of text**, specify **From** and **To** values separated by a bar (|). In addition to specifying range, you can specify the columns to which the search will be limited.
- To search for a **numeric range**, enter the first number, followed by a plus sign (+), and then enter the last number you seek. In addition to specifying the range, you can also specify the columns to which the search will be limited.
- To search for **values greater than** a specific number, enter the **greater than** sign (>) followed by the number. The number can be positive or negative.
- To search for **values less than** a specific number, enter the **less than** sign (<) followed by the number. The number can be positive or negative.

After a search is performed, VISTA Plus retains the latest text string and uses it as a default value in your next search request. To perform another search with the last search value, press **F6, Search**, and then **F1, Search Forward**.

To search a report:

1. Press **F6, Search**, from the Viewer screen. The function keys change and you are prompted for the item to be located.
2. Enter a value that you would expect to find in the report you have displayed, and press **Enter**. VISTA Plus displays the first occurrences of the value, with the value highlighted. To see additional instances of this value, press **F1, Search Forward**.

If you were originally in the middle of the file, the first occurrences are from that starting point, rather than from the beginning of the file. When you press **Search Forward**, VISTA Plus returns to the beginning of the file to show you the other occurrences.

3. To end the search, press **F7, Cancel Search**.
4. To exit the search window, press **F8, Previous Keys**.

Setting Indices

The idea behind indexing is to speed up searches in large reports (more than 100 pages). If you have an inventory report where you always look for the string "TOTAL," making an index increases the speed with which you find it. If the string always appears in columns 1 through 5, you can create the index to search all lines of the report in the specific columns for the value. If "TOTAL" always appears on the twentieth line of a page in columns 1 and 5, you can make a more specific index. Either way, once the index is defined, its value becomes a label for a function key available in search mode. Since function keys are limited, you are limited to four indices per report.

To create an index:

1. Select the "REPORTS" folder you created by using the arrow keys to highlight it. Then, press **F4, Open Folder**.
2. Use the arrow keys to highlight one of your files, and select it by pressing **F4, View Report**.
3. Press **F7, Next Keys**, from the Viewer screen.
4. Press **F3, VISTA Funct'ns**. VISTA Plus displays an options window.

RECAP2		Page: 1	of 5	ACCOUNTING RECAP REPORT	
DAILY CASH RECAP (REPORTED)					
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07			
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93	
		VISTA Functions			
TRANS	CHK NO	ACCT NO.	Lock/UnLock Headings	PE	TIME CLK
000001	NONE	100000-1154	Add Search Index		
	SUBTOTAL		Search Index Management		
000002	1163	100000-1154	Download Report	YM	08:41 SDU
	SUBTOTAL		Display/Remove Ruler		
000003	685	1410-4603	Calculate Functions	YM	09:04 CDB
	685	100000-1170	View Search Matches		
	685	100000-1151	Save Report	YM	09:43 JSF
	SUBTOTAL		Column Management	YM	09:43 JSF
000004	NONE	100000-1165	Delete Lines	YM	09:43 JSF
	NONE	1414-4622	Hold Buffer Management		
	NONE	1410-4602	Window Management	YM	09:45 JAS
	SUBTOTAL		Configuration Options	YM	09:45 JAS
			30.00		
000005	NONE	1410-4603	25.00	93-060285-2	MCC PRYM 09:50 CDB
			Select	Close Window	

5. Use the arrow keys to move and highlight “Add Search Index” as shown in the picture above.
6. Press **F6, Select**. You are prompted, “Position cursor on START of Index and Press Return.”
7. Place the cursor at the beginning of the value you wish to index and press **Enter**. You are prompted “Position the cursor on END of Index and Press Return.”
8. Place the cursor at the end of the index value. (The value is highlighted.) Press **Enter**. You are prompted “Index All Lines in each Page (Y/N)?”
9. If the value is consistently on the same line, enter **N**. If the line number on which the value appears varies, enter **Y**. You are prompted, “Enter Index Description.”
10. Enter a description of the index for use on a function key. Enter **Demo Index**, and press **Enter**. The index is now defined.

Saving an Index with a Report

To save the index with the report for future reviews of this report and any other copies generated of this report, do the following:

1. Press **F3, VISTA Funct'ns**. VISTA Plus displays an options window.
2. Use the arrow keys to move and highlight "Search Index Management." Press **Enter** or **F6, Select**. VISTA Plus displays the index you defined. See the example shown below.

10	20	30	40	50	60	70
123456789012345678901234567890123456789012345678901234567890123456						
1	DAILY CASH RECAP (REPORTED)					
2						
3						
4	DATE PRINTED 02/16/95		TIME PRINTED 13:12:07			
5	REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03	
6	DEFINE SEARCH INDICES					
7	TRANS	CHK NO	ACCT N	Line Number	010	TIMEK
8				Start Column	001	
9				Length	012	
10	000001	NONE	100000-11	Index All Lines	Y	08:41U
11	SUBTOTAL			Description	Demo Index	
12	000002	1163	100000-11			09:04B
13	SUBTOTAL			222.00		
14	000003	685	1410-4603	25.00	93-060283-2	CKCO PAYM 09:43F
15		685	100000-1170	25.00	93-060283-2	CKCO PAYM 09:43F
16		685	100000-1151	10.00	93-060283-2	CKCO PAYM 09:43F
17	SUBTOTAL			60.00		
18	000004	NONE	100000-1165	9.00	93-043118-2	CASH PAYM 09:45S
19		NONE	1414-4622	3.00	93-043118-2	CASH PAYM 09:45S
20		NONE	1410-4602	18.00	93-043118-2	CASH PAYM 09:45S
21	SUBTOTAL			30.00		
22	000005	NONE	1410-4603	25.00	93-060285-2	MCC PAYM 09:50B
Delete Index		Next Index		Previous Index		
				Index Report		Save Indices
						Close Window

3. Press **F5, Index Report**. The system will process the index. When it is finished processing, you will be prompted to press **Enter**. This index is now saved with the report.

Searching Using a Predefined Index

In this example, you will do a search based on the index that was defined in the last procedure.

1. Press F8, **Previous Keys**.
2. Press F6, **Search**, from the Viewer screen. The function keys change.
3. Enter a string that you know you will find within the defined search index and press F5. The label of this key reflects the name you gave your index. In the example below it is "Case No."

RECAP2		Search: _____		End with // to Find All		
DAILY CASH RECAP (REPORTED)						
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07				
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93		
TRANS	CHK NO	ACCT NO.	AMOUNT	CASE NO.	HOWPD TYPE	TIME CLK
000001	NONE	100000-1154	31.00	93-037512-2	CASH PAYM	08:41 SDU
	SUBTOTAL		31.00			
000002	1163	100000-1154	222.00	93-030394-2	CKCO PAYM	09:04 CDB
	SUBTOTAL		222.00			
000003	685	1410-4603	25.00	93-060283-2	CKCO PAYM	09:43 JSF
	685	100000-1170	25.00	93-060283-2	CKCO PAYM	09:43 JSF
	685	100000-1151	10.00	93-060283-2	CKCO PAYM	09:43 JSF
	SUBTOTAL		60.00			
000004	NONE	100000-1165	9.00	93-043118-2	CASH PAYM	09:45 JAS
	NONE	1414-4622	3.00	93-043118-2	CASH PAYM	09:45 JAS
	NONE	1410-4602	18.00	93-043118-2	CASH PAYM	09:45 JAS
	SUBTOTAL		30.00			
000005	NONE	1410-4603	25.00	93-060285-2	MCC PAYM	09:50 CDB
Search Forward	SearchBy Columns	Search Window	Search For Last	Demo Index		

VISTA Plus searches the columns (and lines) specified as positions in which the string specified may appear. It finds occurrences of the string and highlights them. If you have a report which is reviewed by different people for different accounts, you could create an index for the position in which the account numbers appear. Different users can then use the index function key to search the file for a specific value entered as a search string.

4. To exit VISTA Plus, press F8 repeatedly until you return to the MPE prompt.

Creating Windows

Another feature of VISTA Plus is the ability to define windows for a report. For reports which are greater than 80 characters in length per line, this feature enables you to view both “ends” of the report simultaneously. To see this feature, please perform the following steps.

1. Exit VISTA Plus back to the Select Report screen.
2. Select any one of your available reports.
3. Press **F7, Next Keys**, from the Viewer screen. The function keys change.
4. Press **F3, VISTA Funct'ns**. VISTA Plus displays an options window.
5. Use the arrow keys to move and highlight “Window Management” and press **Enter**.
6. Press **F1, Create Window**. The display changes to show the right end of the report within a window. See the example shown below.

TRANS	CHK NO	ACCT NO.	AMOUNT	CASE NO.	HOWPD	TYPE	TIME	CLK
000001	NONE	100000-1154	31.00	93-037512-2	CASH	PAYM	08:41	SDU
SUBTOTAL			31.00					
000002	1163	100000-1154	222.00	93-030394-2	CKCO	PAYM	09:04	CDB
SUBTOTAL			222.00					
000003	685	1410-4603	25.00	93-060283-2	CKCO	PAYM	09:43	JSF
	685	100000-1170	25.00	93-060283-2	CKCO	PAYM	09:43	JSF
	685	100000-1151	10.00	93-060283-2	CKCO	PAYM	09:43	JSF
SUBTOTAL			60.00					
000004	NONE	100000-1165	9.00	93-043118-2	CASH	PAYM	09:45	JAS
	NONE	1414-4622	3.00	93-043118-2	CASH	PAYM	09:45	JAS
	NONE	1410-4602	18.00	93-043118-2	CASH	PAYM	09:45	JAS
SUBTOTAL			30.00					
000005	NONE	1410-4603	25.00	93-060285-2	MCC	PAYM	09:50	CDB

Create Window	Select Window	Margin Left	Margin Right	Save Windows	Clear Windows	Previous Keys
---------------	---------------	-------------	--------------	--------------	---------------	---------------

7. Adjust the margins with the function or arrow keys. Notice how the window display changes.
8. To save the window, press **F5, Save Windows**. The window you defined is saved with the report. The next time the report is viewed, it will automatically be displayed with this window.
9. Exit VISTA Plus using **F8, Previous Keys**, and the subsequent **Exit** function keys.

Printing Sections of a Report

Use this procedure to print pages within a report.

1. Press **F1, Print**, on the first set of Viewer function keys.

The print options window (displayed below) permits you to define the pages to print and the device to be used. Print output can be sent to a local printer attached to a terminal or to a system printer.

2. Once you are satisfied with the data in the window, press **F6, Execute Print**, to begin printing.

To terminate printing, press **Ctrl + Y**.

RECAP2		Page: 1	of 5	ACCOUNTING RECAP REPORT	
DAILY CASH RECAP (REPORTED)					
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07			
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93	
		PRINT OPTIONS			
TRANS	CHK NO	ACCT NO.	From Page	:	1
			To Page	:	1
			Device	:	LP
			Priority	:	8
			Copies	:	1
			Environment	:	
			Filename	:	RECAP2
					ME CLK
000001	NONE	100000-1154			41 SDU
	SUBTOTAL				
000002	1163	100000-1154			04 CDB
	SUBTOTAL				
000003	685	1410-4603			43 JSF
	685	100000-1170	25.00	93-060283-2	CKCO PAYM 09:43 JSF
	685	100000-1151	10.00	93-060283-2	CKCO PAYM 09:43 JSF
	SUBTOTAL		60.00		
000004	NONE	100000-1165	9.00	93-043118-2	CASH PAYM 09:45 JAS
	NONE	1414-4622	3.00	93-043118-2	CASH PAYM 09:45 JAS
	NONE	1410-4602	18.00	93-043118-2	CASH PAYM 09:45 JAS
	SUBTOTAL		30.00		
000005	NONE	1410-4603	25.00	93-060285-2	MCC PAYM 09:50 CDB
Print		List	Modify	List	Execute
Local		PrntDefs	Option	Printers	Print
					Close
					Window

Advanced VISTA Plus Features

The following section details some of the advanced features available only with VISTA Plus:

- Increases the number of pages per report from 32,000 to 100,000.
- **Notes** function which enables you to create, edit and view electronic notes. For details, see the section on “Electronic Notes” in this section.
- **Add Field** function which enables you to add fields to a report. For details, see the section on “Adding a Field to a Report” in this section.
- **Routing List** function which enables you to view the routing list for the current report.
- **Approve Report** function which enables you to sign off approval on the current report.
- **Archived Reports** function which enables you to restore reports that have been archived to tape back to their original file folder. It also offers your system administrator additional routing, archiving, and page security options. For more information on these features, see the *VISTA Plus Administrator’s Guide*.

Electronic Notes

Electronic Notes can be used to store comments, questions, and additional information with specific report pages. When you select **F1, Notes**, from the second set of Viewer function keys, the Notes function keys are displayed.

Notes Function Keys

This section provides information on the Notes function keys.

F1
Mark Begin

This option marks the first line to which the note you are creating pertains.

F2
Mark End

This option marks the last line to which the note you are creating pertains.

F3
Notes Window

This option opens the Electronic Notes pop-up window into which you can enter your note and displays the Notes Window function keys.

F4
Global Notes

This option lets you view all notes created for the report. The Notes Window only displays notes for the current window. With Global Notes, you can view notes defined for other pages as well as the current page.

F8
Previous Keys

This option returns you to the second set of Viewer function keys.

Use the Notes function keys to mark a screen location for a note; then select **F3, Notes Window**.
 The Electronic Notes pop-up window is displayed with a new set of function keys, as shown below.

RECAP2		Page: 1 of 5		ACCOUNTING RECAP REPORT				
DAILY CASH RECAP (REPORTED)								
DATE PRINTED 02/16/95		TIME PRINTED 13:12:07						
REGISTER NO: 8888		PREPARED BY: FOREST GUM		FOR REGISTER DATE 12/03/93				
TRANS CHK NO		ELECTRONIC NOTES						
		This is a sample note.						
000001	NONE 1							
SUBTOTAL								
000002	1163 1							
SUBTOTAL								
000003	685 1							
685 1								
685	100000-1151					10.00	93-060283-2	CKCO PRYM 09:43 JSF
SUBTOTAL						60.00		
000004	NONE 100000-1165					9.00	93-043118-2	CRSH PRYM 09:45 JAS
NONE 1414-4622						3.00	93-043118-2	CASH PRYM 09:45 JAS
NONE 1410-4602		18.00	93-043118-2	CRSH PRYM 09:45 JAS				
SUBTOTAL		30.00						
000005	NONE 1410-4603	25.00	93-060285-2	MCC PRYM 09:50 CDB				
Next Note	Previous Note	Delete Note	Modify Note	Add Note	Clear Note	Close Window		

Notes Window Function Keys

This section provides information on the Notes window function keys.

F1
Next Note

This option opens the next note available.

F2
Previous Note

This option opens the previous note.

F3
Delete Note

This option deletes the current note.

F4
Modify Note

This option lets you modify the current note. Enter your changes in the note window and press **F4, Modify Note**.

F5
Add Note

This option lets you add a note just created. Mark a beginning and end line, enter text in the note window, and press **F5, Add Note**. Then press **Enter** to continue.

F6
Clear Note

This option clears the current note.

F8
Close Window

This option exits the Notes window and returns you to the second set of Viewer function keys.

To add a note:

1. Select **F1, Notes**, from the second set of Viewer function keys, Notes function keys appear.
2. Mark the lines of the report that pertain to the note with **F1, Mark Begin**, and **F2, Mark End**.
3. Press **F3, Notes Window**, to enter the Electronic Notes pop-up window.
4. Enter the note text in the displayed window. When you are finished, press **F5, Add Note**.
5. To exit the Notes window, press **F8, Close Window**.

Adding a Field to a Report

You can use this feature to attach a field name to a location on a report.



Note. You must have Account Manager status in order to do this.

To add a field to a report:

1. Press **F7, Next Keys**, from the primary set of Viewer function keys.
2. Press **F7, Next Keys** from the second set of Viewer function keys.
3. Select **F1, Add Field**.
4. Place the cursor where you want the field to begin and press **Enter**.
5. Place the cursor where you want the field to end and press **Enter**.
6. Enter the field name and press **Enter**. The field name is added to the report profile.

A P P E N D I X A

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