

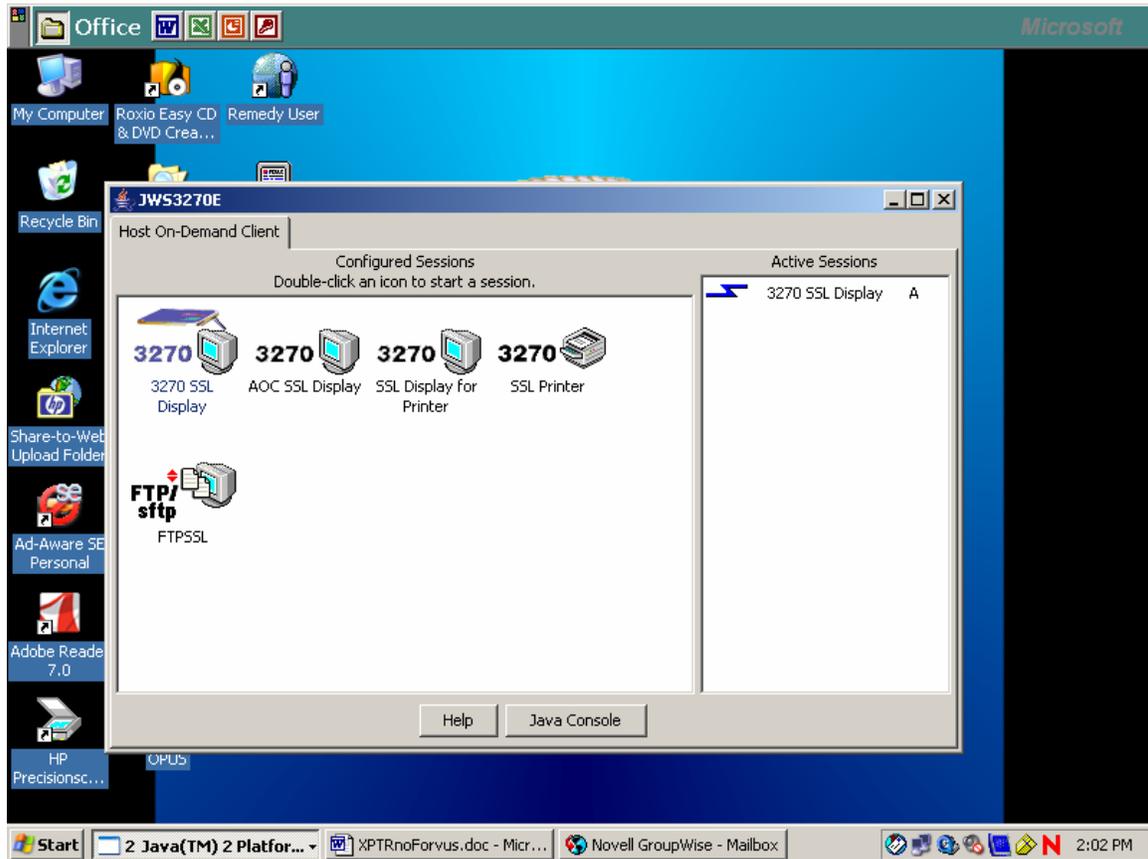
Signing On to NC X/PTR

NC X/PTR stands for North Carolina Exporter. Due to year 2000, a new reporting tool was needed to replace RMDS, our Report management and Distribution System, because it was not Y2K compliant. NC X/PTR was chosen by SIPS to replace RMDS in May 1999. NC X/PTR not only provides us with the same capabilities that RMDS had, but also allows for much more flexibility to customize and distribute reports. The daily, weekly, and monthly reports that are automatically generated by the NCAS system in RMDS will now be produced through NC X/PTR. Thus, the list of reports generated for the North Carolina Accounting System (NCAS) by RMDS is still in the NC X/PTR and is included at the end of this chapter.

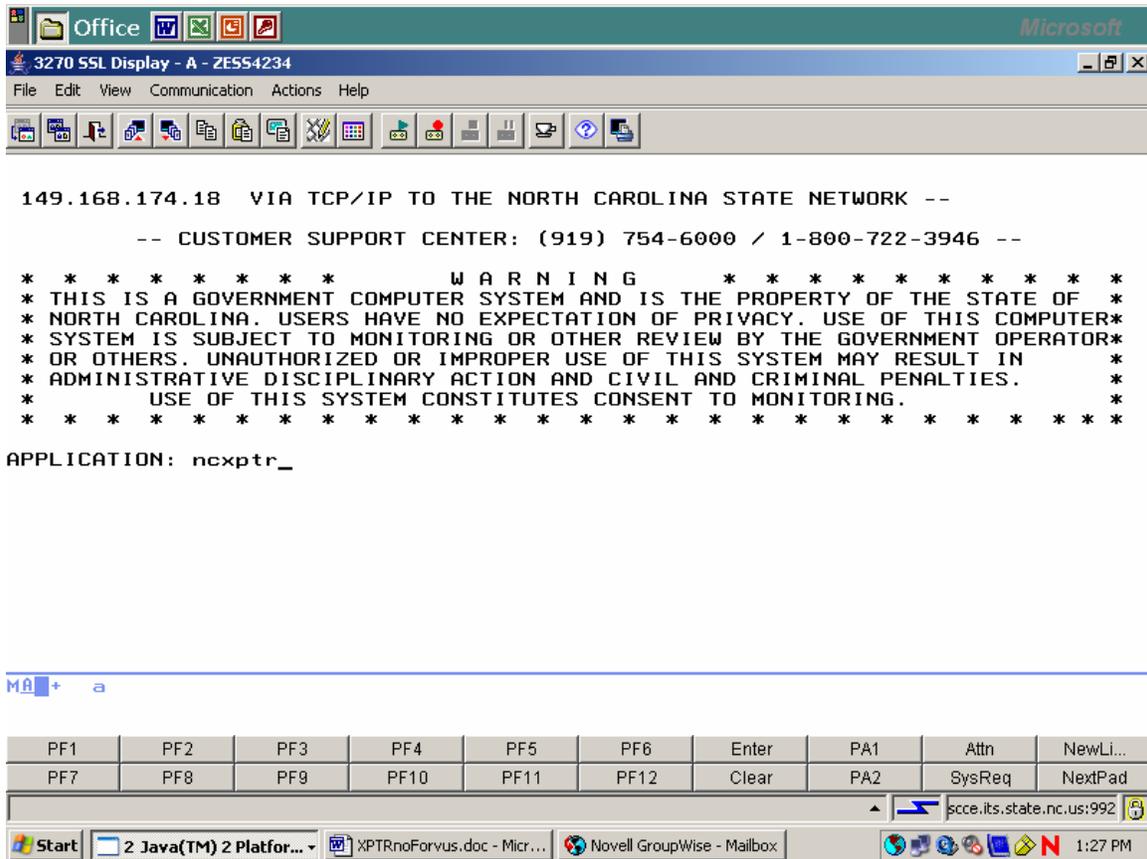
Once you have turned on your computer, you will open your session to begin working, by double clicking the **Mainframe Sessions Icon**.



The following screen will appear. Double click on **3270 SSL Display** to open the Host on Demand application

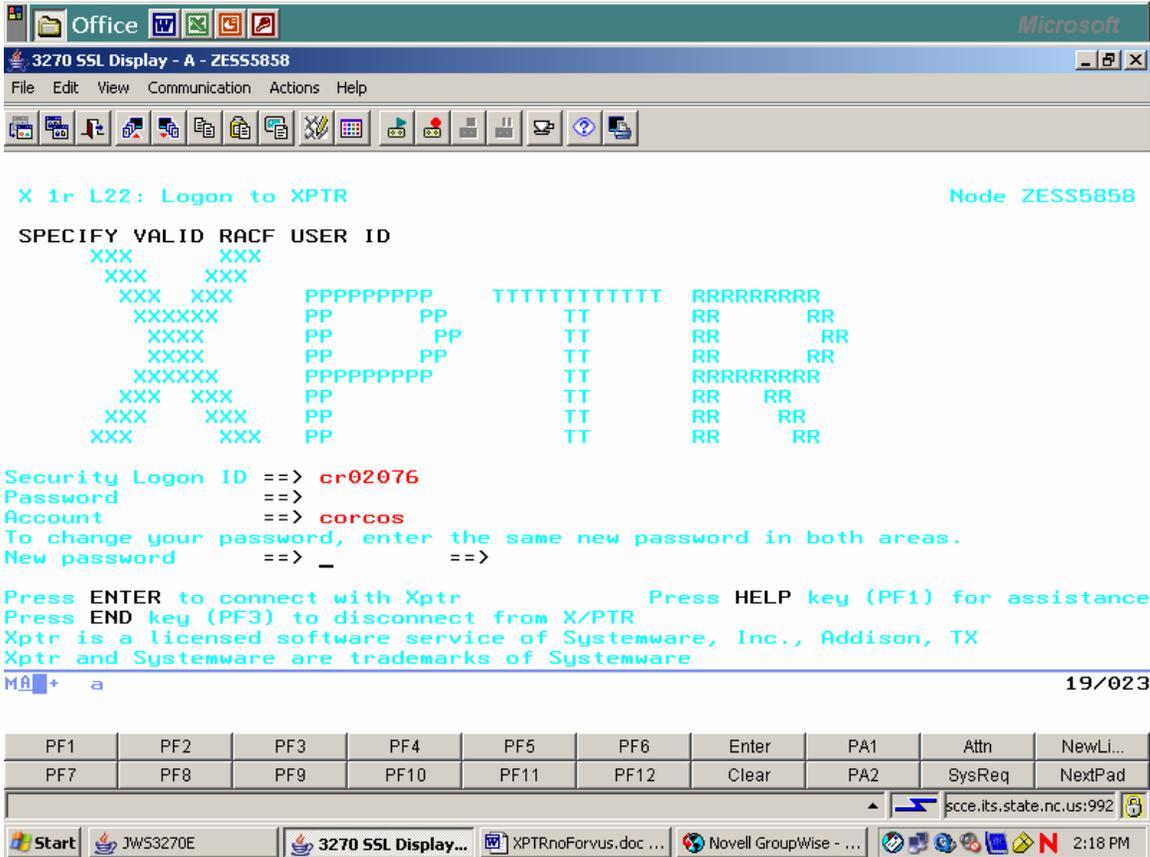


The Sign-on screen will appear as follows:



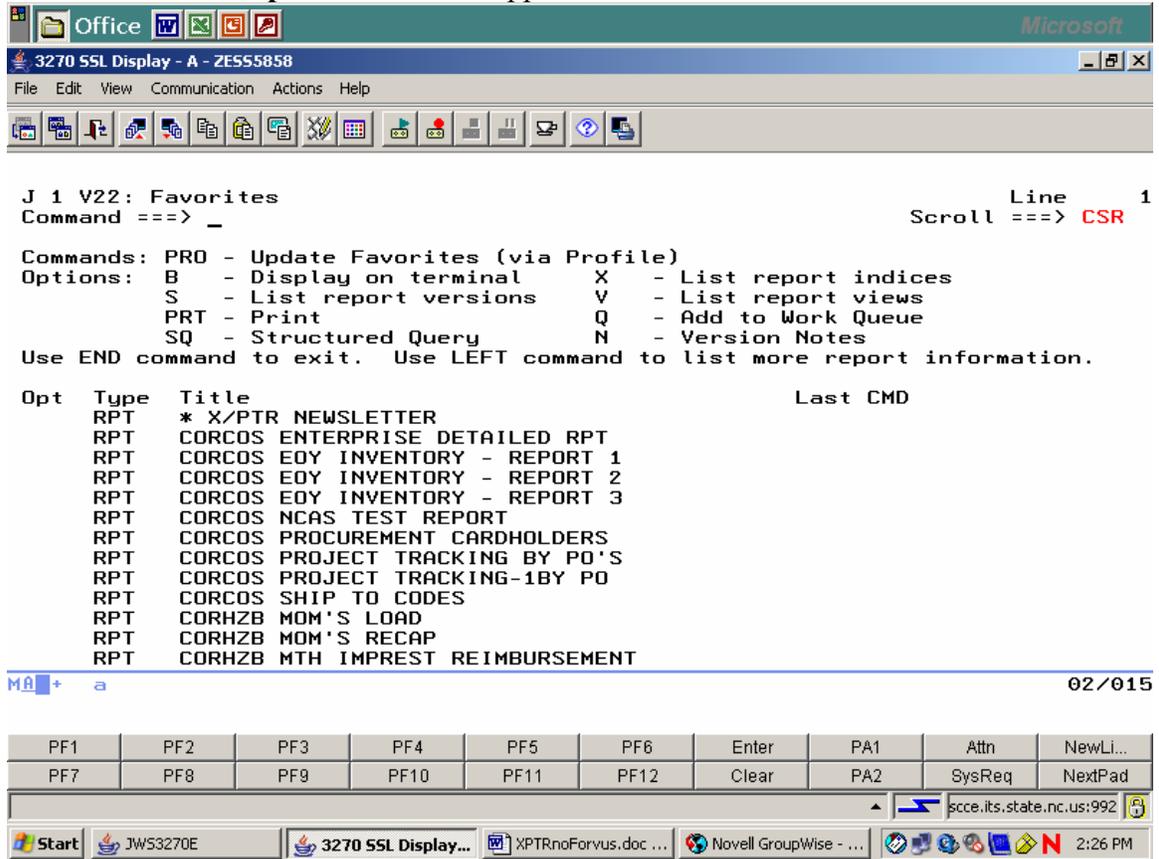
1. Type **NCXPTR** where the cursor is flashing on the State Sign-On banner screen and press **<Enter>**. The **X/PTR** screen will then appear and your cursor will be at **Security Logon ID** field

The **XPTR** sign-on screen will appear as follows:



2. Type your User ID (which begins **CR#####**) in the Security Logon ID field. (This is also called your RACF ID.)
3. <Tab> to the **Password** field and enter your password.
4. <Tab> to the Account field and type **CORSOS**.
5. After you have typed in **CORCOS**, press <Enter>

The **V22: Latest Reports** screen will appear as follows:



The **V22: Latest Reports** screen serves as your main menu in NC XPTR. It is from this screen that you are able to choose and view your reports. MIS has already created the initial report list for each DOC user which consists of:

- A) **CORCOS** reports - This library is owned by DOC and contains specific DOC requested reports, such as warehouse price lists.
- B) **CORSAS** reports - This library contains specific DOC budget reports.
- C) **CORHQB** reports - This library contains DOC reports including IBS reports.
- D) **OSCOPC** reports – This library contains reports owned by the Office of the State Controller (OSC) which are run every night after production. These reports are listed alphabetically, by module. DOC frequently uses these inventory reports, such as cycle count sheets, audit reports, and other warehouse transaction reports.

This list of reports will appear on your screen, in alphabetical order, each time you sign on to NC X/PTR. Therefore, if you wanted to view the OSCOPC IN275-1 Monthly Valued Transaction report, you would need to continue pressing <F8> to scroll through the list until you came to the OSCOPC IN reports and then you could look for the specific IN275-1 report. If an initial report list does not appear, please call the NCAS HelpDesk at (919) 716-3395.

The V22: Latest Reports screen also shows you the total number of pages associated with each report by the number listed under the Pages column.

Many of the options for moving around in the NC X/PTR are very similar to those in RMDS, and you will notice that these Options are generally listed at the top of the screen. Your function keys will also perform the same function as they did in RMDS. You can find a list of these functions in the Moving Around in X/PTR section page 19.

Selecting a Report

The system will bring up the same initial report listing each time you sign on to NC X/PTR. As stated earlier, the reports are displayed on your screen in a particular manner- CORCOS, CORSAS, CORHZB, and OSCOPC. To provide continuity and familiarity for the users, the report names have not been changed from those used in RMDS. A list of NC X/PTR reports can be found in the Frequently Used Reports in X/PTR section on page 30 at the end of this chapter.

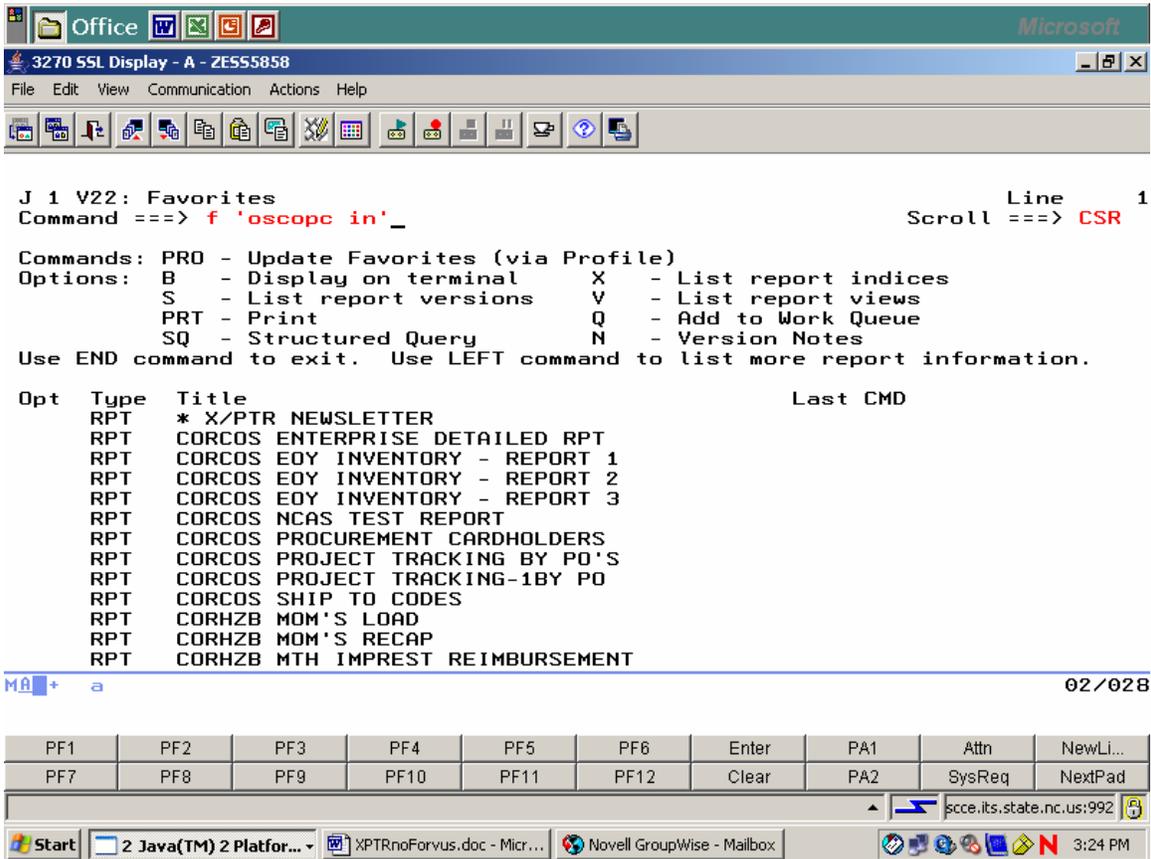
There are two (2) ways to move through the list of reports by using either your function keys or the “find” command.

- (A) To scroll through the list of reports using your function keys:

Press <F7> or <Alt><7>- To page up, or
Press <F8> or <Alt><8>-To page down

You should continue to page up or down until you find the page that contain the report you want to view.

- (B) To use the “Find” command to find a specific report:
1. Type **F** and hit the <**Spacebar**> once
 2. Type the report name (or group of reports) that you would like to find within single quotes in the **Command** field and press <**Enter**>. (For example, if you want to find the OSCOPC IN reports, you would enter **f ‘oscopc in’**)



Depending upon the criteria you entered in your “find” command, you will either go directly to your requested report or you will go to the beginning of a group of reports. If your “find” criteria is rather broad and more general (less definite), you can use your function keys, as explained above, to move through the report listing until you find the report you want to view.

NOTE: Quote marks are not required when using the “Find” command within a report.

Viewing a Report

Once you have found the report you wish to view, there are three (3) options from which you can choose to view a report

B – Display on Terminal:

This option will display the most current version of the report, beginning with page one.

**S – List Report Versions:
(Dates)**

This option will display the list of versions available for the report

**X – List Report Indices:
(RCC, Warehouse #'s)**

This option will display the different viewing options for the Table of Contents index for the report.

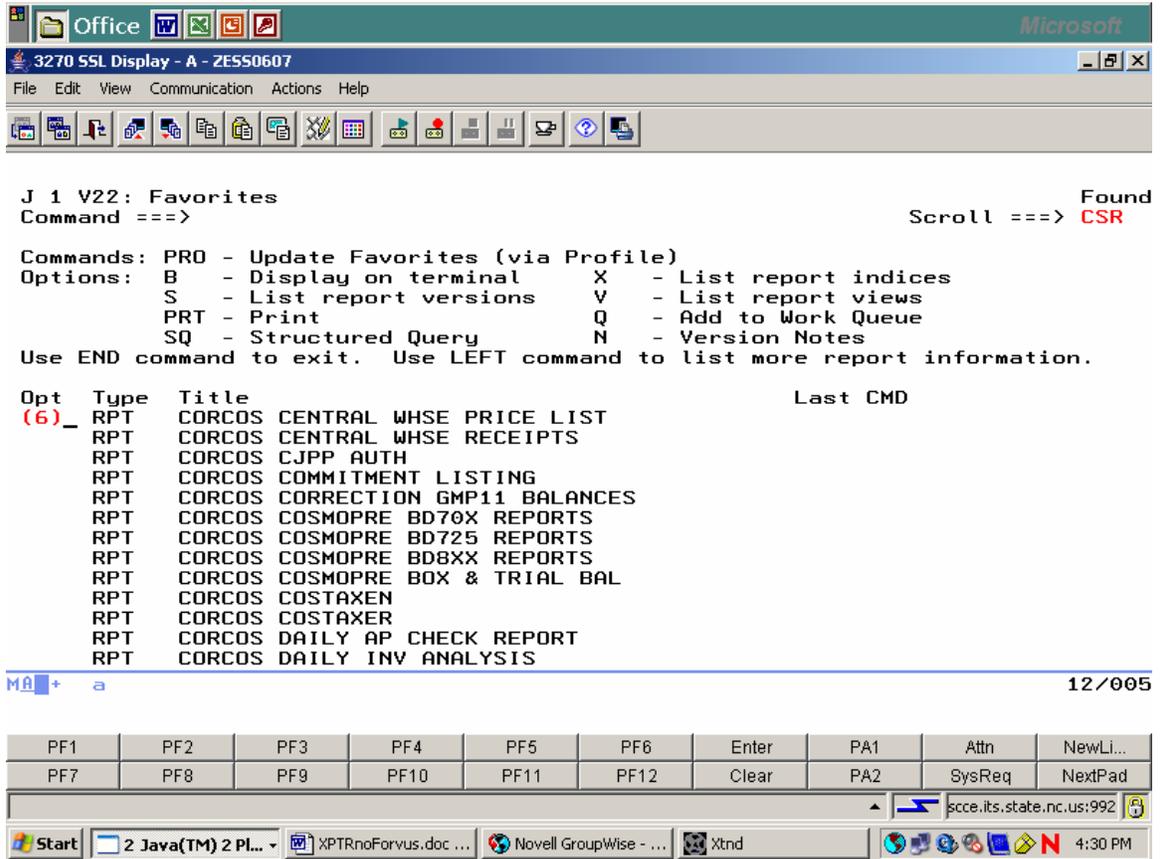
NOTE: **Do not** use the PRT option on this screen. If the Print command is used on this screen, you will print the entire report of the most current version.

Option B – Display on Terminal

If you would like to view the most current version of a report, you should choose this option. The report will then be displayed on your screen at the beginning of the report. This option would be used mainly when viewing price lists or other reports where a Table of Contents is not needed. (If you first need to view a report’s Table of Contents to find the pages associated with your unit or warehouse, then you should use Option X which will display the report’s index.)

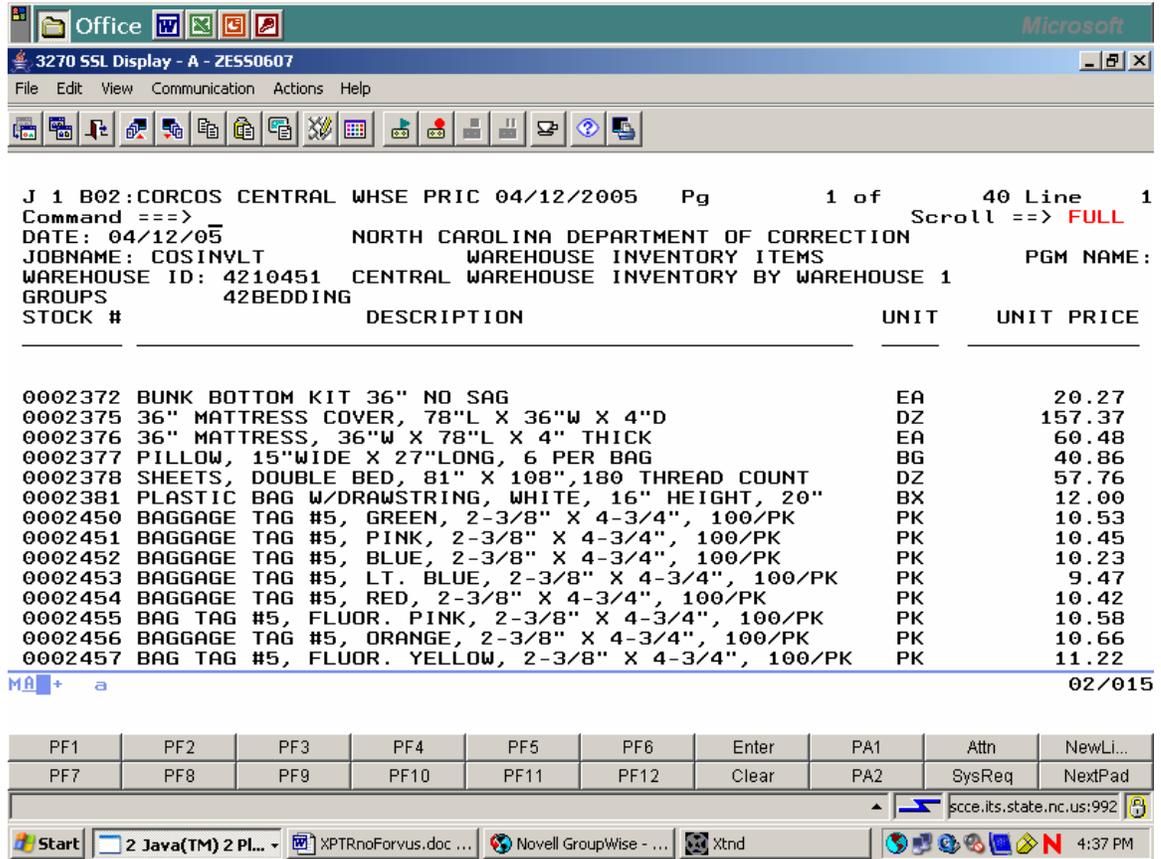
6. To select a report from the V22: Latest Reports screen, type **B** (for Browse) to the left of the Report Title in the **Opt** field and press **<Enter>**.

For example, to request the CORCOS Central Whse Price List report, the following screen will appear:



Once you have pressed <Enter>, the report you selected will appear immediately on the screen.

For example, the first page of the CORCOS Central Whse Price List report will appear as follows:



NOTE: To navigate within your report, you may use your function keys (described in the Moving Around in X/PTR section on page 19 in this chapter) or you may use either the “Find” or “Page” features as described below.

- (A) You may use the “Find” feature to find a specific item by typing **F**, hitting the **<Spacebar>** once, followed by the number (of what you would like to find-such as an item number) in the Command field and press **<Enter>**. (For example, if you want find item #0001900 in a report, you would enter **f 0001900**.)
- (B) You may use the “Page” feature to go feature to go directly to a specific page by type **PA**, hitting the **<Spacebar>** once, followed by the page number in the **Command** field and press **<Enter>**. (For example, if you want to go to page 25 of a report, you would enter **pa 25**.)

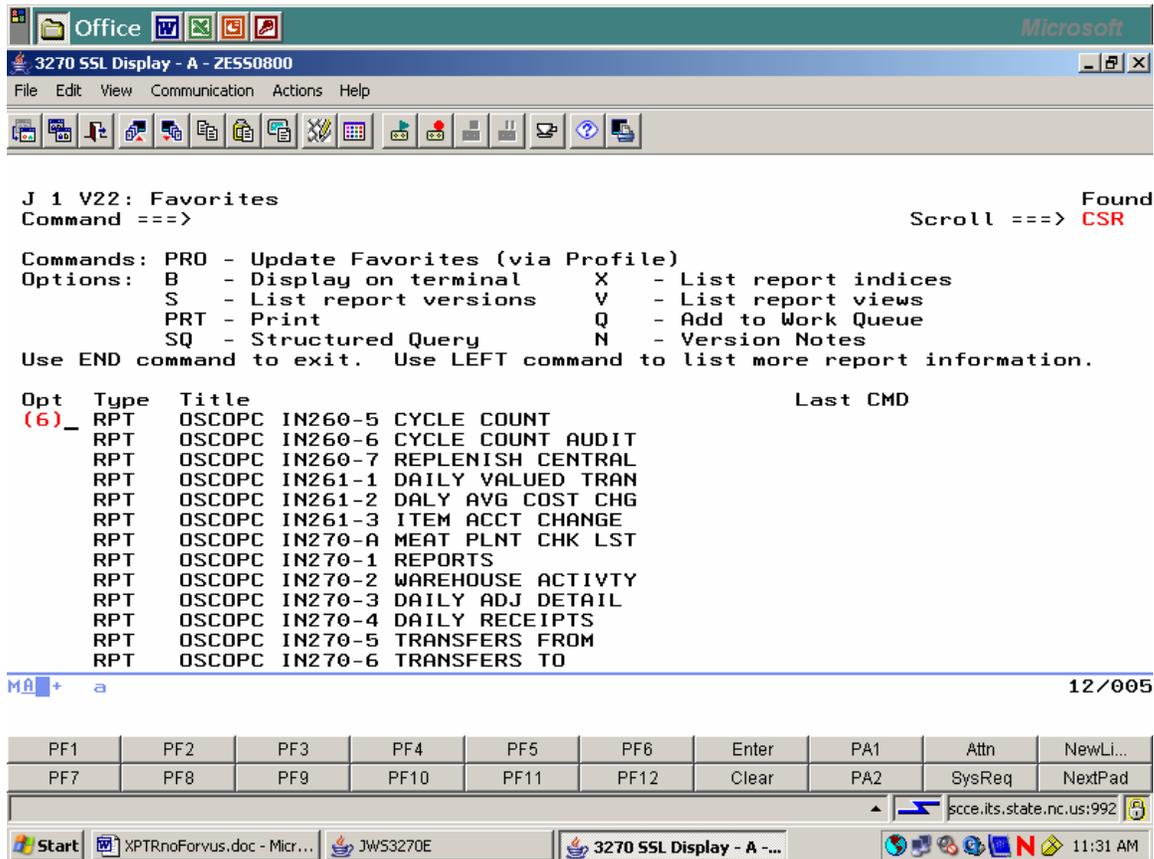
7. If you would like to print all or part of a report, follow the instructions for Printing a Report on page 20.

Option S – List Report Versions (Dates)

If you need to view another version of a report, other than the most current version, you should choose this option. Once you have selected “S”, the report will then display the list of versions on your screen. You will then need to choose another Option as to how you would like the report to be displayed. For example, if you do not need a Table of Contents, you can choose Option B; whereas, if you did require a Table of Contents, you would choose Option X. This option would be used mainly when you are retrieving reports that were requested more than two (2) days ago.

- To view the versions of a report from the V22: Latest Reports screen, type **S** (for select Versions) to the left of the Report Title in the **OPT** field and press **<Enter>**.

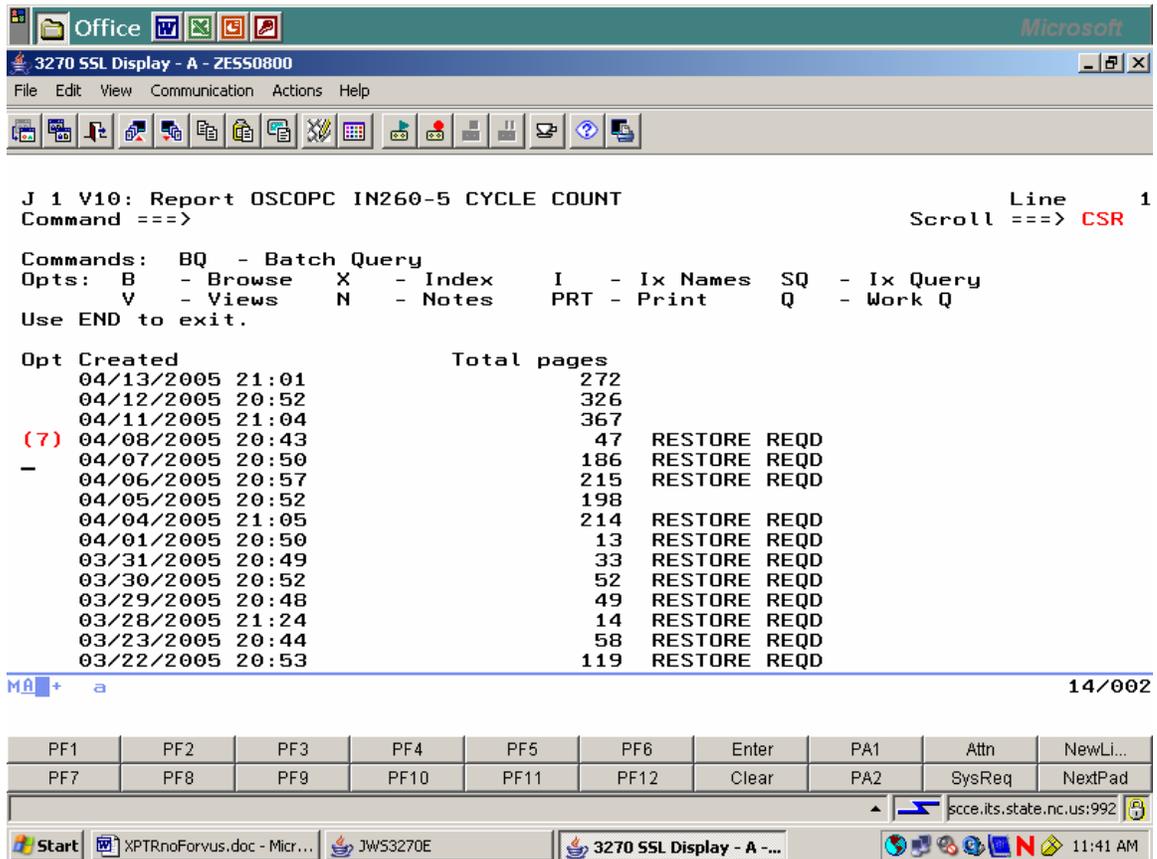
For example, to request the versions for the OSCOPC IN260-5 Cycle Count sheets report, the following screen will appear.



NOTE: The number of “Versions/Dates” available for a report will no longer be shown on your screen; however, versions/dates are still available for the OSCOPC reports. If you would like to know how many days of a report are kept on file, you can view the report versions/dates by using Option “S”.

Once you have pressed <Enter>, the versions/dates for the report you selected will appear immediately on the screen.

For example to request a specific version/date for the OSCOPC IN260-5 Cycle Count sheets, the following screen will appear:



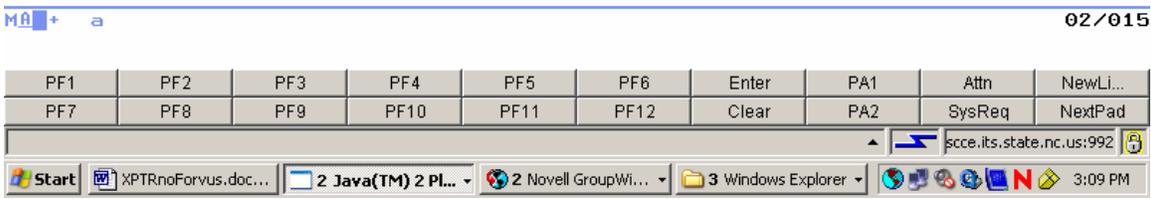
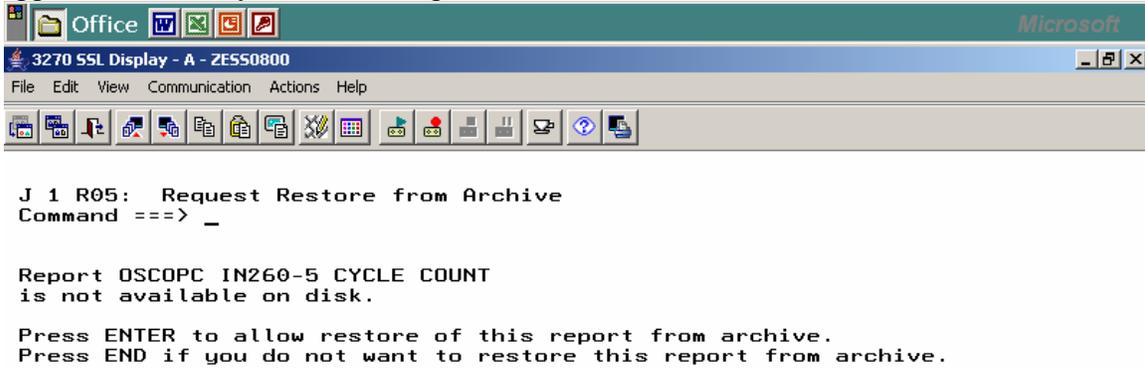
7. You can now select your report using either Option “B” or Option “X”, depending on whether your report has a Table of Contents.

(A) If your report does not have a table of contents, type **B** (for browse) to the left of the version/date in the **Opt** field and press <Enter> to pull up your report.

(B) If your report does have a table of contents, type “X” (for index) to the left of the version/date in the **Opt** field and press <Enter> to first bring up the Table of Contents.

8. As noted on the screen in the example above, all versions (other than the most current version/date) have a “Restore Required” message beside the total page numbers. This means that those reports have already been archived, and you will need to request that they be restored before you can view them. The number of archived reports will differ from report to report, but you will still need to follow the same process the same process to restore a report version/date that has already been archived.

Once you have selected your Option and pressed <Enter>, the following screen will appear to confirm your restore request:



- (A) To continue with the restore, press <Enter>. The screen will return to the list of versions/dates and a message saying “Restore in Process” will appear in the upper right-hand corner of your screen.

When the restore is complete, a message saying “SW#1305I: Sysout Restored for /OSC/OPC/xxxxx” will appear under the Command line on your screen.

- (B) To cancel the restore, press <F3> or <Alt><3> to return to the list of versions/dates or to exit X/PTR

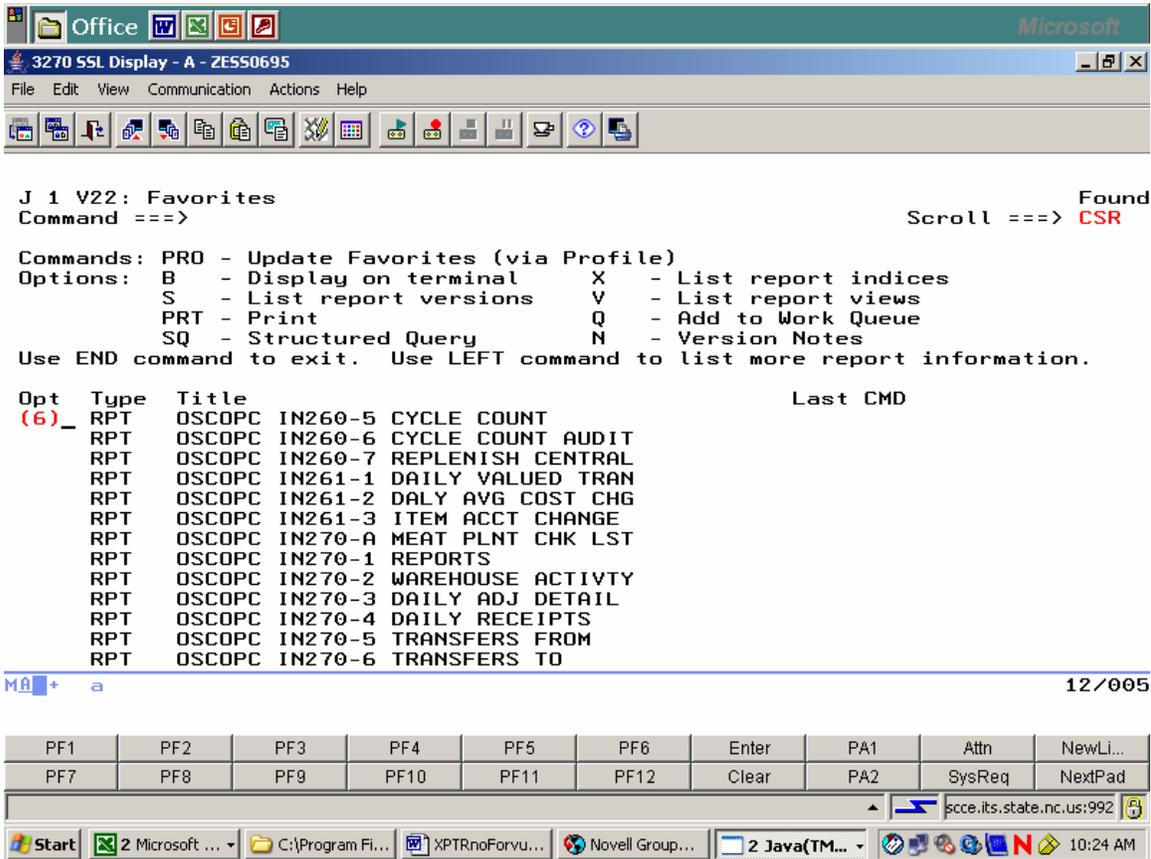
9. If you would like to print all or part of a report, follow the instruction for Printing a Report on page 20.

Option X – List Report Indices(RCC, Whse#)

If you first need to view a report’s Table of Contents to find the pages associated with your unit or warehouse, then you should use this option to display the report’s index/ Once your have selected “X”, the report will then display the list of index choices on your screen. You will then need to select which index you would like to use to display the report. This option would be used mainly when you need to find pages associated with a specific unit, warehouse, or G/L account number, etc. by using the Table of Contents.

- To view the list of indices for a report from the V22: Latest Reports screen, type “X” (for index) to the left of the Reports Title in the **Opt** field and press <Enter>.

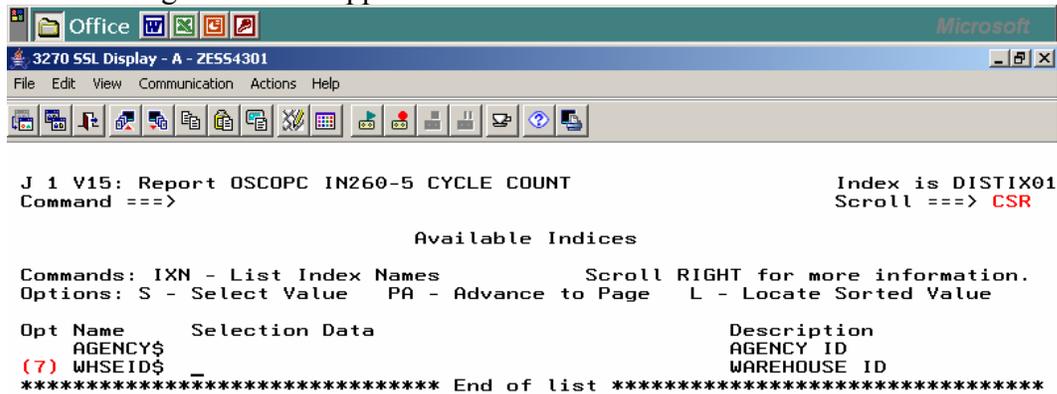
For example, to request the indices for the OSCOPC IN260-5 Cycle Count sheets report, the following screen will appear.



NOTE: The number of “Versions” available for a report will no longer be shown on your screen; however, versions are still available fro the OSCOPC reports. If you need to retrieve a previous day’s report, you should restore the correct version of the report first (by using Option S) and then pull up the index options.

Once you have pressed <Enter>, the indices for the report you selected will appear immediately on the screen.

For example, to request a specific index for the OSCOPC IN260-5 Cycle Count sheets, the following screen will appear:

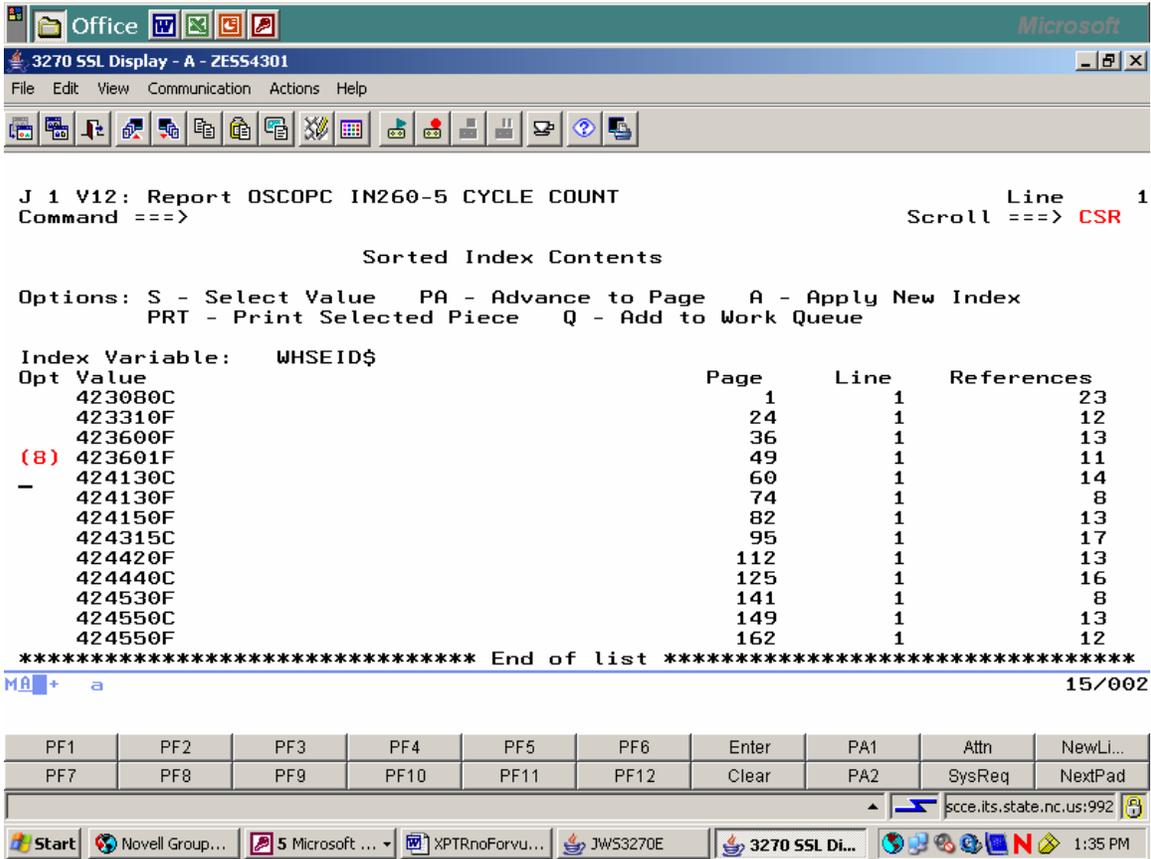


A list of the indices available for the report will then appear on your screen. An index simply shows you the manner in which the Table of Contents will be displayed. The most common index used for inventory reports will be **WHSEID\$**. This means that the Table of Contents will be displayed as a list of warehouse numbers, normally in numeric order. Therefore, this is the index you should select.

7. Type **S** (for select) to the left of the Index Name in the **Opt** field and press <Enter>.

NOTE: As stated above, you will normally select the Index Name **WHSEID\$** for most inventory reports,; however, if you choose a different index option and find that it does not display the report information the way you would like, you can press <F3> or <Alt><3> back to the previous page to select a different index option.

For example, to select a specific warehouse from the Table of Contents for OSCOPC IN 260-5 Cycle Count sheets, the following screen will appear:



- Once you have pressed <Enter>, a list of the warehouses available for the report will then appear on your screen as shown above. You can now decide if you would like to view or print the pages associated with your warehouse.

To print the pages associated with your warehouse:

- Follow the instructions for Printing a Report on page 20.

To view the pages associated with your warehouse:

- Type S (for select) to the left of the WhseID Value in the **Opt** field and press <Enter>.

NOTE: Once you have pressed <Enter>, the first page associated with the chosen warehouse will appear. The beginning page numbers for each warehouse will be listed on the screen in the Page column. For example, the first page for warehouse 423601F is page 49.

You may then use your function keys to navigate within your report, (as described in the Moving Around in X/PTR section on page 19 in this chapter) or you may use either the “Find or “Page” features as described below.

- (A) You may use the “Find” feature to find a specific item by typing **F**, hitting the **<Spacebar>** once, followed by the number (of what you would like to find – such as an item number) in the **Command** field and press **<Enter>**. (For example, if you want to find item #0001900 in a report, you would enter **f 0001900**).
- (B) You may use the “Page” feature to go directly to a specific page by typing **PA**, hitting the **<Spacebar>** once, followed by the page number in the **Command** field and press **<Enter>**. (For example, if you want to go to page 25 of a report, you would enter **pa 25**).

For example, to display the first page of OSCOPC IN260-5 Cycle Count sheets for warehouse 423601F, the following will appear:

```

J 1 B02:OSCOPC IN260-5 CYCLE COU 04/19/2005
Command ==>
REPORT ID RCLR
REPORT DATE 04/19/2005
Index is WHSEID$
Scroll ==> FULL
INVENTORY SYSTEM
CYCLE COUNT REQUEST

----- CYCLE COUNT LIST -----
CYCL050419 C423601F C 1 / / 04/19/2005

CYCLE NUMBER WAREHOUSE AREA INV SEQ ITEM DESCRIPTION OF INVENTORY ITEM
-----
0001 423601F 0224 0001865 GRAPEFRUIT JUICE, UNSWEETENED, 12/46 OZ
0002 423601F 0570 0001866 ORANGE JUICE, UNSWEETENED, 12/46 OZ CAN
0003 423601F 0244 0001867 APPLE JUICE, UNSWEETENED, 12/46 OZ CANS
0004 423601F 0176 0001868 V-8 JUICE, LOW SODIUM, 48/5-1/2 OZ CANS
0005 423601F 0163 0001869 CRANBERRY COCKTAIL JUICE, 12/46 OZ CANS
MA+ a 02/015

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn NewLi...
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq NextPad
    
```

NOTE: Only a portion of the Cycle Count Sheets report will be displayed on your screen since the report is larger than your screen. You can then use the movement keys (as described in the Moving Around in X/PTR section on page 19 in this chapter) to view the entire page.

Your report pages are just the same as they were in **RMDS**; however, you will not see your page numbers immediately displayed on the screen. You will first see that the Index you choose (**WHSEIDS**) is displayed in the upper right-hand corner of the screen. If you press <Enter> one time, the Index name will disappear and the page numbers will then be displayed as shown below.

For example, to display the first page of OSCOPC IN260-5 Cycle Count sheets for warehouse 423601F with the page numbers displayed, the following screen will appear:

```

J 1 B02:OSCOPC IN260-5 CYCLE COU 04/19/2005 Pg 49 of 59 Line 1
Command ==> Scroll ==> FULL
REPORT ID RCCLR INVENTORY SYSTEM
REPORT DATE 04/19/2005 CYCLE COUNT REQUEST

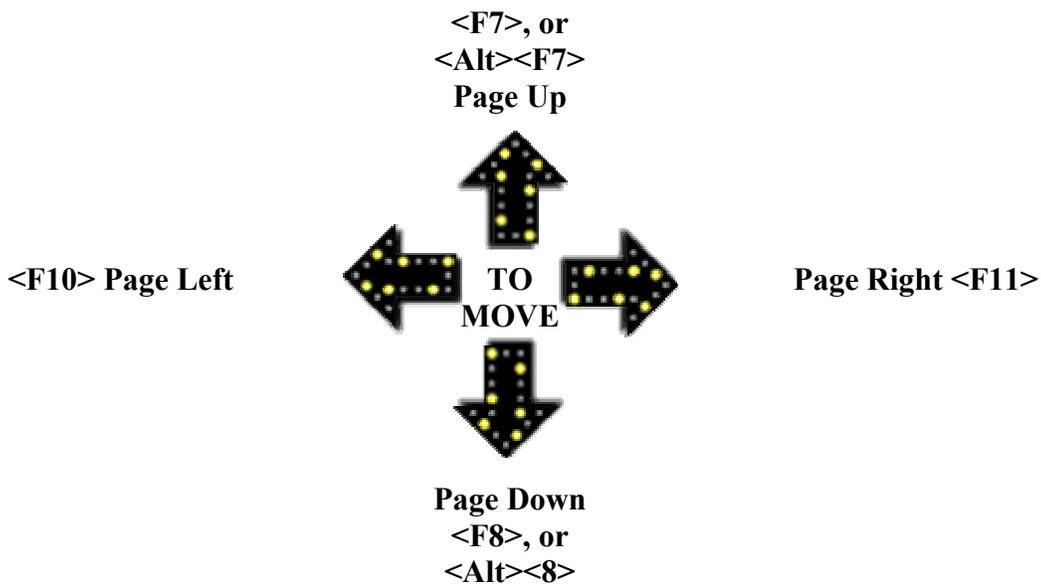
----- CYCLE COUNT LIST -----
CYCL050419 C423601F C 1 / / 04/19/2005

CYCLE NUMBER WAREHOUSE AREA INV SEQ ITEM DESCRIPTION OF INVENTORY ITEM
-----
0001 423601F 0224 0001865 GRAPEFRUIT JUICE, UNSWEETENED, 12/46 OZ
0002 423601F 0570 0001866 ORANGE JUICE, UNSWEETENED, 12/46 OZ CAN
0003 423601F 0244 0001867 APPLE JUICE, UNSWEETENED, 12/46 OZ CANS
0004 423601F 0176 0001868 V-8 JUICE, LOW SODIUM, 48/5-1/2 OZ CANS
0005 423601F 0163 0001869 CRANBERRY COCKTAIL JUICE, 12/46 OZ CANS
MA + a 02/015

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn NewLi...
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq NextPad
sccc.its.state.nc.us:992
Start Novell Group... 8 Microsoft ... XPTRnoForvu... 2 Java(TM)... FORVUS - Ses... 4:47 PM
    
```

Moving Around in X/PTR

Depending on your keyboard emulation, press one of the following keys to move in the appropriate direction between pages or to shift the page displayed on your screen.



- To go repeat a Find command, press **<F5>**
- To go to the beginning of the next page, press **<F12>**
- To return to the previous screen, press **<F3>** or **<Alt><3>**.
- To exit **X/PTR**, continue to press **<F3>** or **<Alt><3>** until you get to a blank State Banner screen where you can either sign-off the system or sign-on to another application.

Printing a Report

When printing in NC X/PTR, you must first decide if you want to print all or part of a report. If you want to print a report in its entirety, NC X/PTR allows you to do this directly from your initial list of reports. NC X/PTR allows you to print part of a report (such as pages that affect only your unit or warehouse). You can also specify a series of individual page numbers that you would like to print. Once you have set up your default printer selections during your first print request, you will not be required to enter your addressable printer node name again. However, you will still have the option of changing your addressable printer node name, if necessary, by entering a specific print command.

Warning: In order to print reports on your addressable printer, you **must** know your Network Printer ID code (or Node Name). If you do not know your printer ID number, call **MIS-Management Information Systems** at **(919)716-3500**.

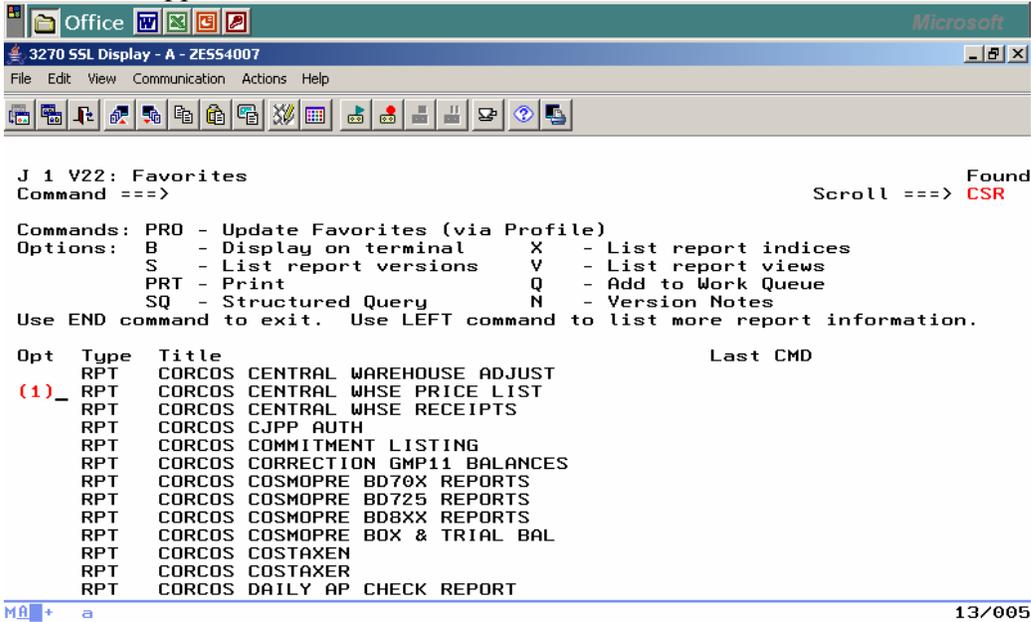
To print an entire report

If you are going to print an entire report, you will not need to look up any indexing options; therefore, you will be able to enter your print command directly from the **V22: Latest Reports** screen. Normally, you will only be printing full reports for DOC warehouse price lists or for budget reports. These types of reports are found in DOC’s CORCOS and CORSAS libraries.

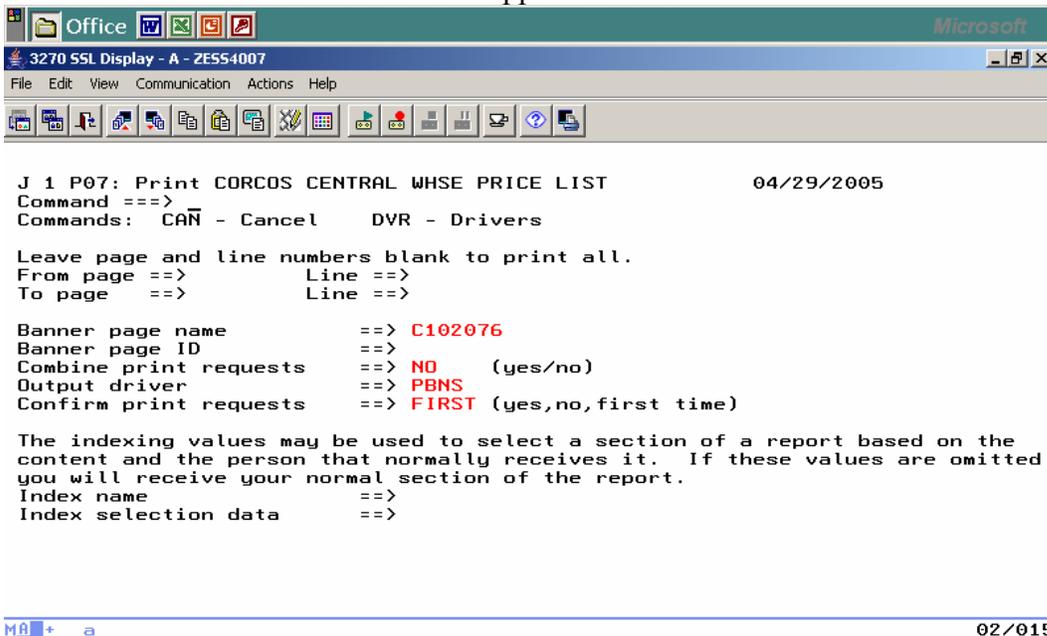
NOTE: If you need to print previous days version of a report, be sure you have selected the correct version of your report using Option S **before** you enter your print command if necessary.

1. Type **PRT** (for Print) to the left of the Report Title in the **Opt** field for the report you wish to print and press **<Enter>**. This will take you to the **X/PTR** print menu screen.

For example, to print the entire CORCOS Central Whse Price List report, the following screen will appear:



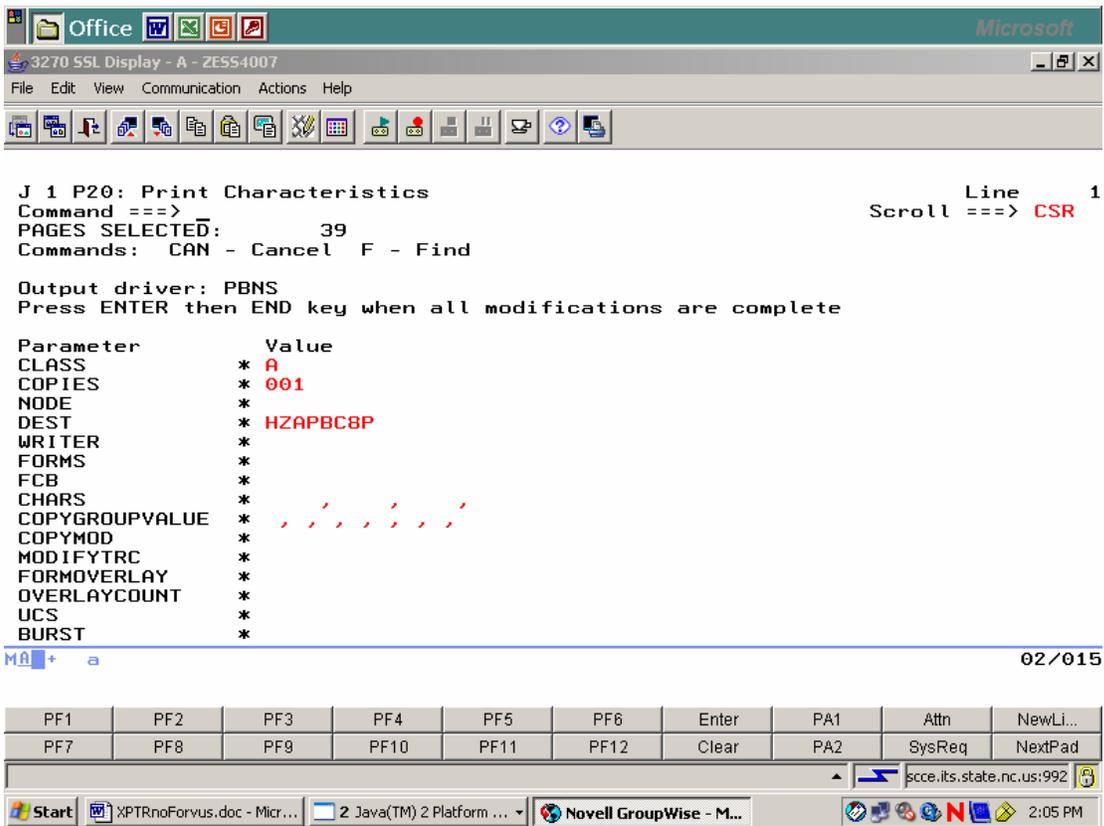
If this is your first print request of the day, once you have pressed <Enter>, the P06/P07: Print Menu screen will appear as follows:



NOTE: The name of the report that you have selected to print will be listed directly after the “P06/P07: Print.....”. The examples above shows that the print command was entered beside the CORCOS CENTRAL WHSE PRICE LIST report.

2. If all of the information shown on the **P06/P07: Print** screen is correct (i.e. you have selected the correct report, banner page name should be C1<position #>, and out-put driver should be PBNS), press <Enter> to submit your print job. This will take you to the **P20: Print Characteristic** screen where you can specify an addressable printer. Once the banner page name and output driver has been entered, it will be saved for future print jobs.

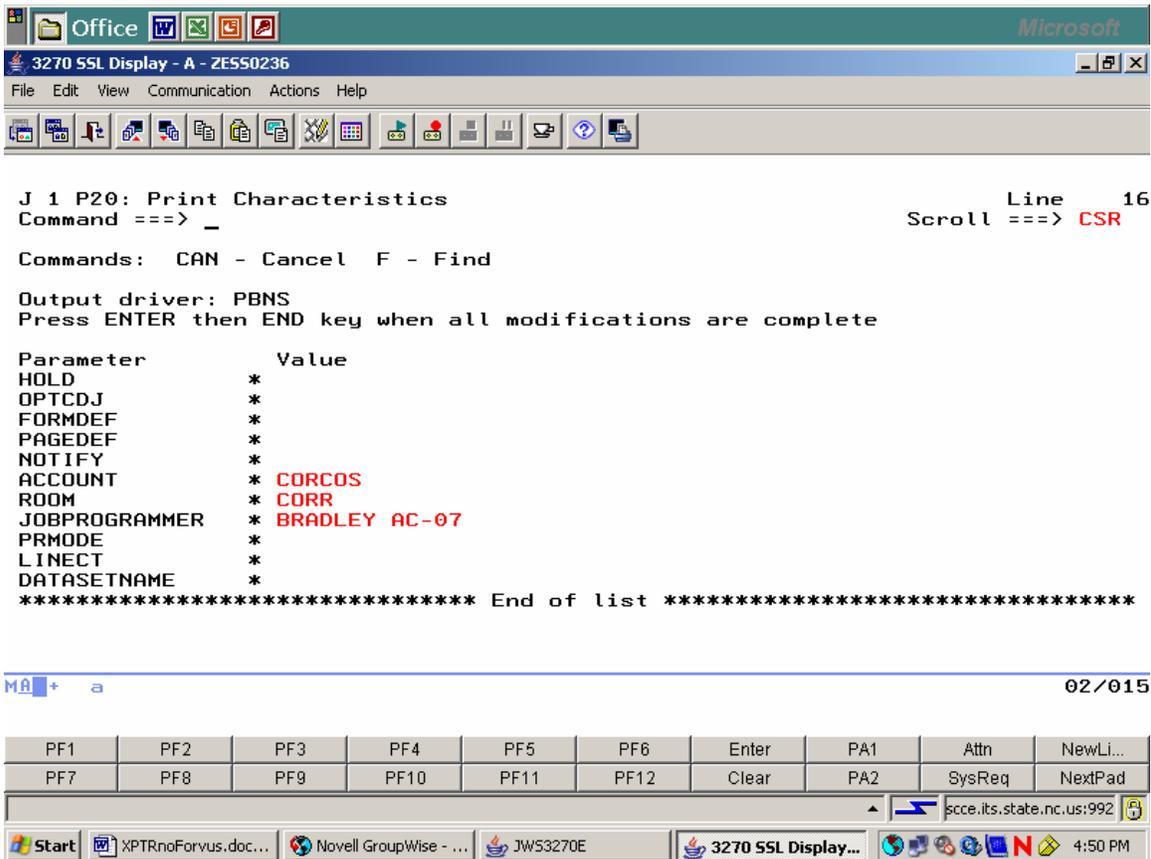
3. <Tab> to the **DEST** field and type your addressable printer node name.



NOTE: The example above shows that all 39 pages of the CORCOS CENTRAL WHSE PRICE LIST REPORT WILL BE PRINTED. (This number also corresponds to the total number of pages that was listed on the **V22: Latest Reports** screen under the Pages column.)

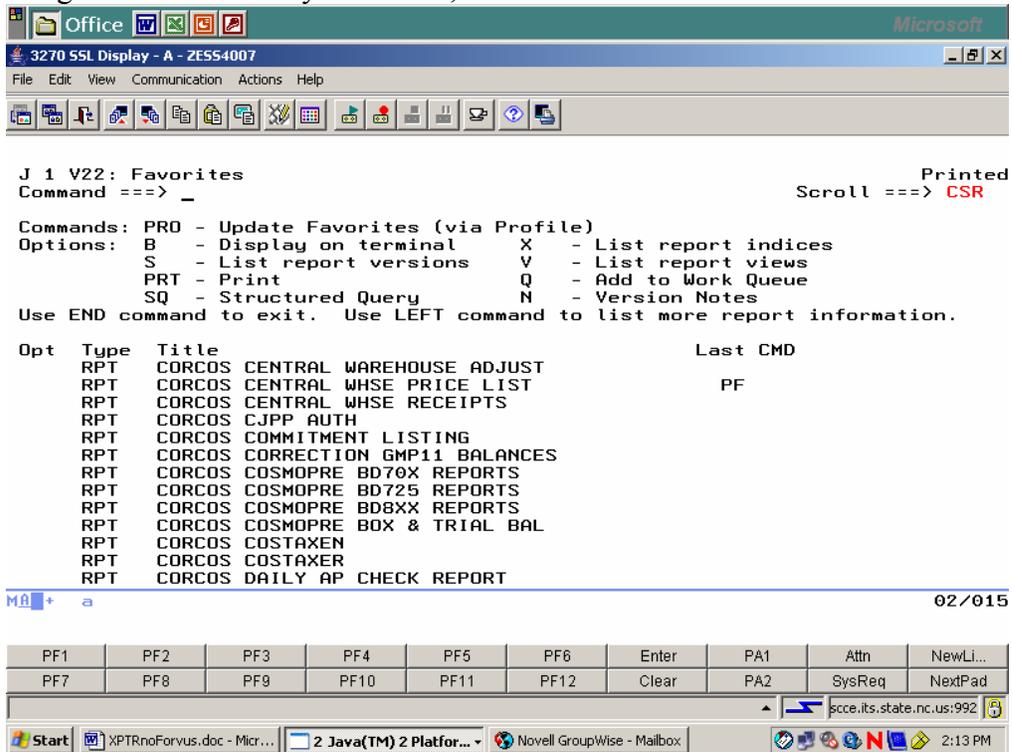
4. Press <F8> to page down on the **P20 Print Characteristics screen**. The following information should be entered: Account: **CORCOS**; Room: **CORR**; Job Programmer: your name and office number.

NOTE: Once this information has been entered, it will be saved for future print jobs.

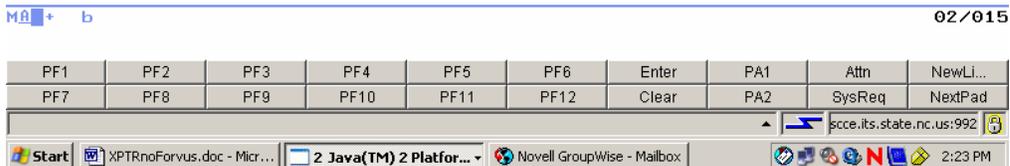
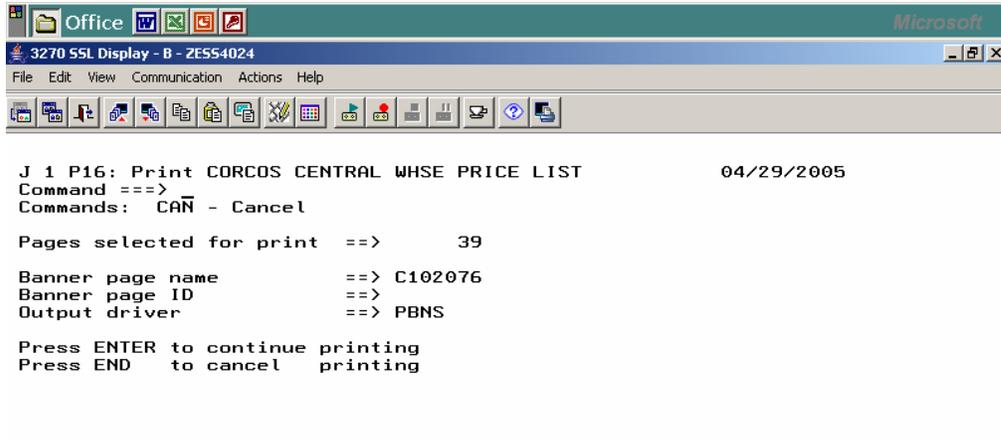


5. When the information on the P20: Print screen is correct (i.e. you have entered the correct printer ID), press <Enter> to submit your print job. The “Pages Selected” message will then disappear.

- Press <F3> to exit the Print menu screen. This will take you back to the **V22: Latest Reports** screen and you will see a “Printed” message in the upper right-hand corner of your screen, as shown below:

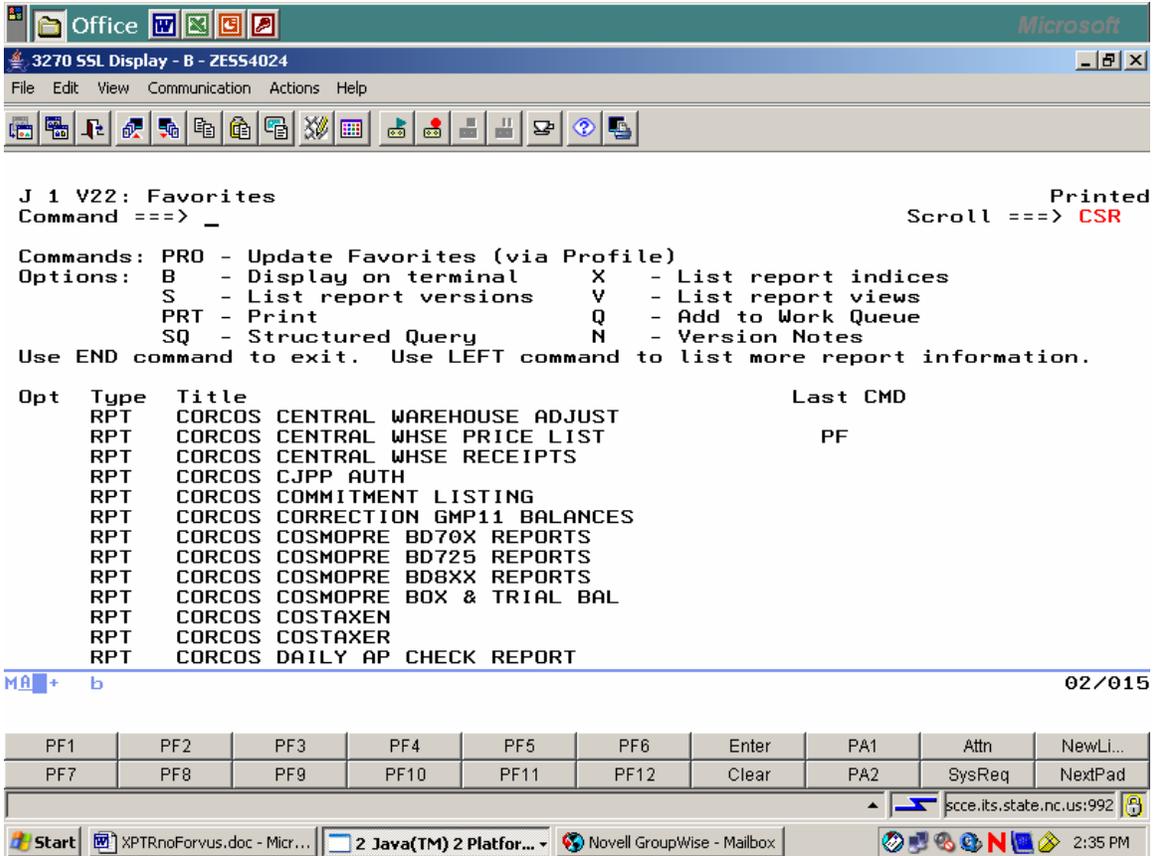


If you have already submitted a print request, once you have pressed <Enter>, the **P16: Print Menu** screen will appear as follows:

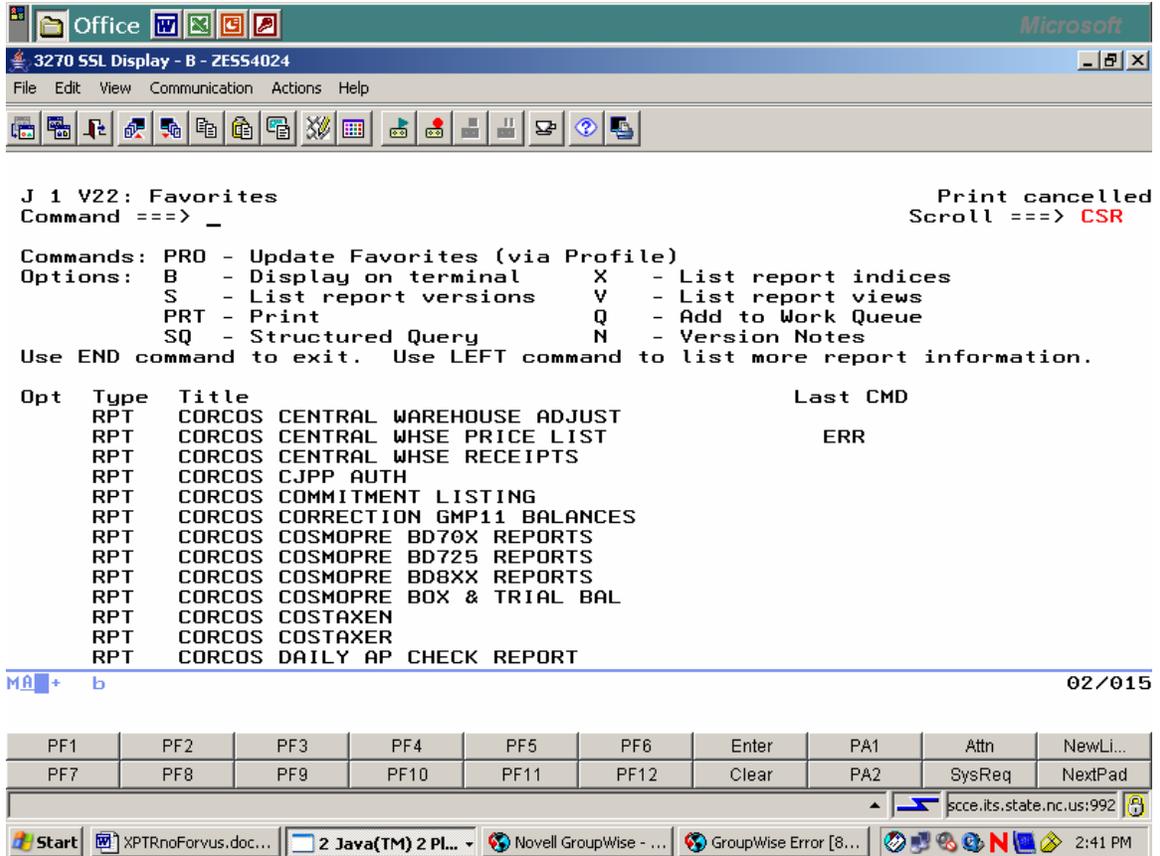


NOTE: The name of the report that you have selected to print will be listed directly after “P16: Print...”. The example above shows that the print command was entered beside the CORCOS CENTRAL WHSE PRICE LIST report and that all 39 pages will be printed. (This number also corresponds to the total number of pages that was listed on the **V22: Latest Reports** screen under the Pages column.)

- 2A. If all of the information shown on the **P16: Print** screen is correct (i.e. you have selected the correct report), press <Enter> to submit your print job. This will take you back to the **V22: Latest Reports** screen and you will see a ‘Printed’ message in the upper right-hand corner of your screen, as shown below:



2B. If any part of this information is not correct or you no longer want to print this report, type “CAN”. This will cancel your print request and take you back to the **V22: Latest Reports** screen. You will also see a ‘Print Canceled’ message in the upper right-hand corner of your screen, as show as below.



- If you would like to choose a different report to view or print, press <F3> or <Alt><F3> (depending on your terminal emulation) to return to the **V22: Latest Reports** screen. You can follow the instructions in the **Selecting a Report** section on page 5 of this chapter to select a different X/PTR report.

OR

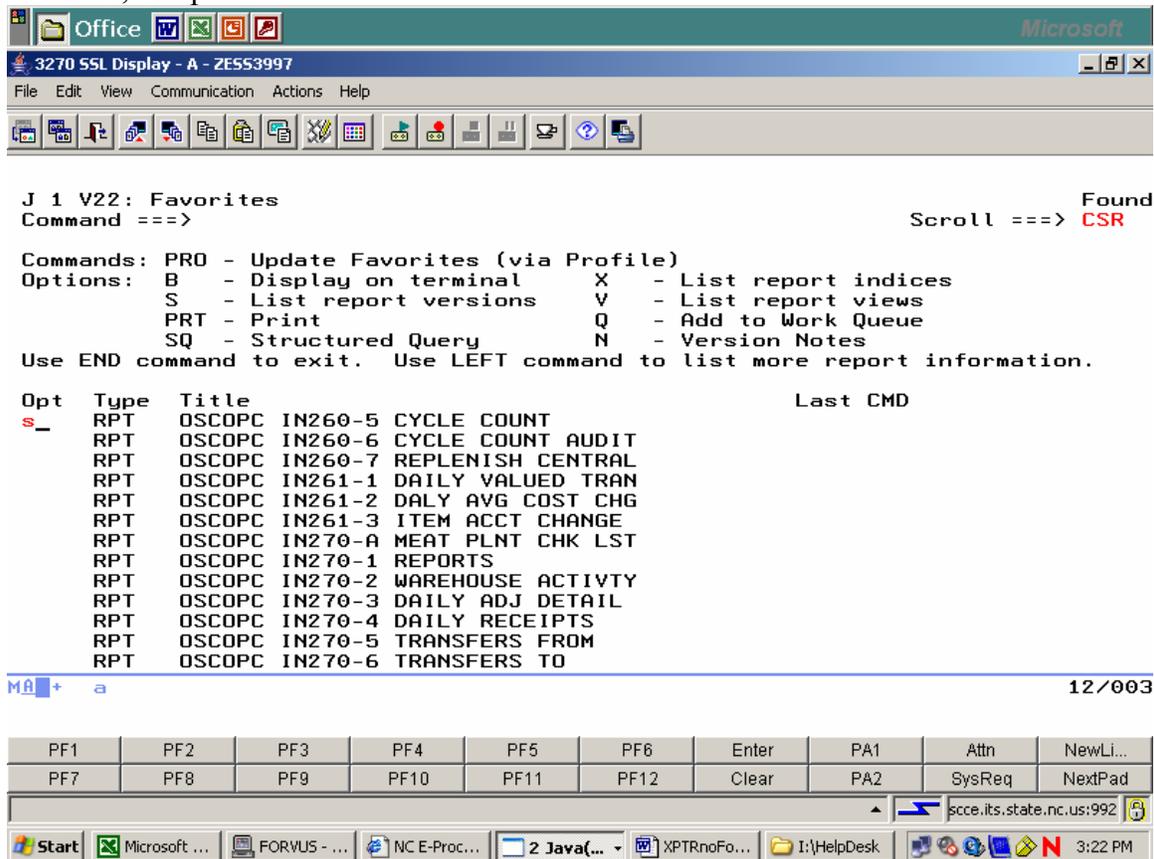
If you have no more reports to view or print in X/PTR, follow the instruction in the Signing Off of X/PTR section that follows in this chapter to exit X/PTR.

To print a partial section of a report

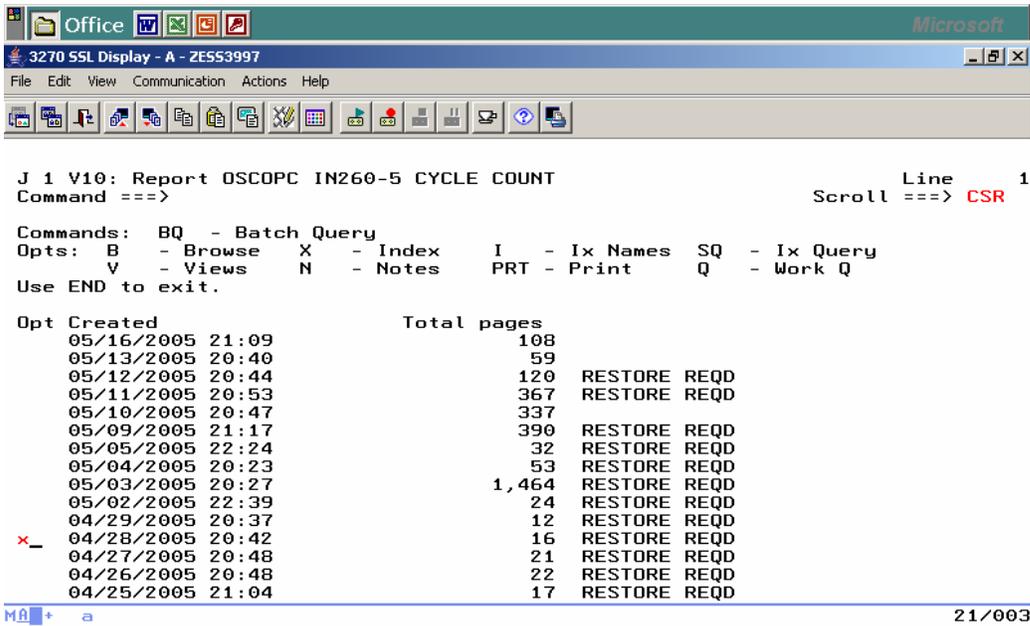
If you need to print only a portion of a report, such as pages that affect only your specific unit, you will need to look up the Table of Contents using the index option first before you enter your print command. Normally, you will only be printing partial sections of a report for inventory-related reports because they contain Table of Contents and you will only need the pages associated with your warehouse or G/L center number, such as with cycle count sheets, transaction reports, etc. These reports are found in OSC’s OSCOPC IN library.

NOTE: If you need to print pages from a previous day’s version of a report, be sure you have selected the correct version of your report using the Option S before selecting your index option, if necessary.

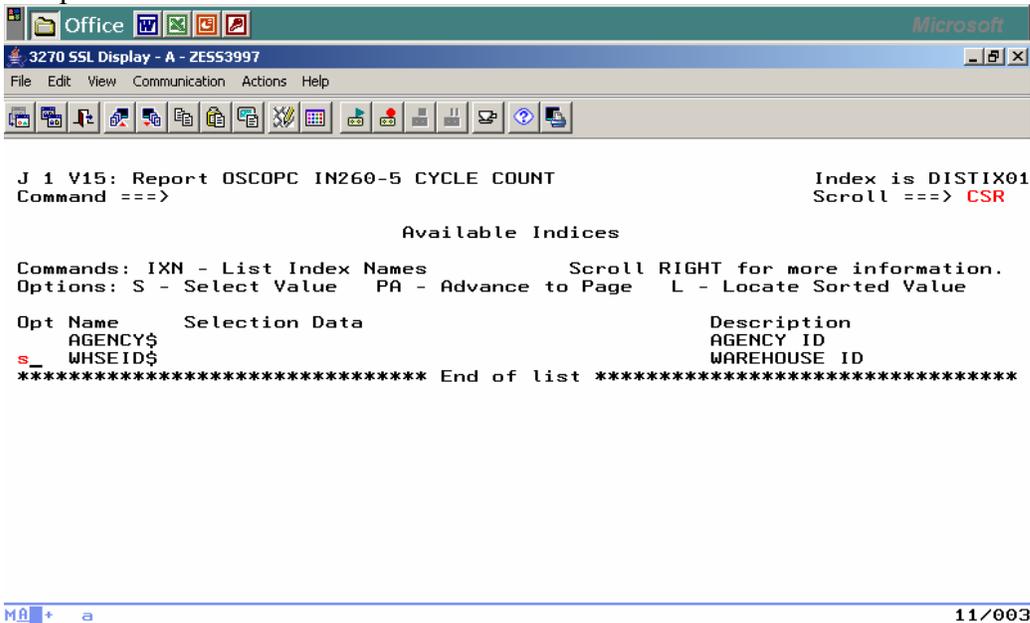
1. <Tab> to the left of the report you wish to print, type S (for select) in the Opt field, and press <Enter>.



2. <Tab> to the left of the report date you wish to print, type X (for index) in the Opt field, and press <Enter>



3. <Tab> to the left of WHSEID and, type S (for select) in the Opt field, and press <Enter>.



4. <Tab> to the left of the WhseID you wish to print, type S (for select) in the Opt

field, and press <Enter>.

```

J 1 V12: Report OSCOPC IN260-5 CYCLE COUNT
Command ==>
SW#1305I:SYSOUT RESTORED FOR /OSC/OPC/OPIG 01309
Sorted Index Contents

Options: S - Select Value   PA - Advance to Page   A - Apply New Index
        PRT - Print Selected Piece   Q - Add to Work Queue

Index Variable:   WHSEID$
Opt Value          Page      Line      References
(4) 424210C          1         1         16
***** End of list *****

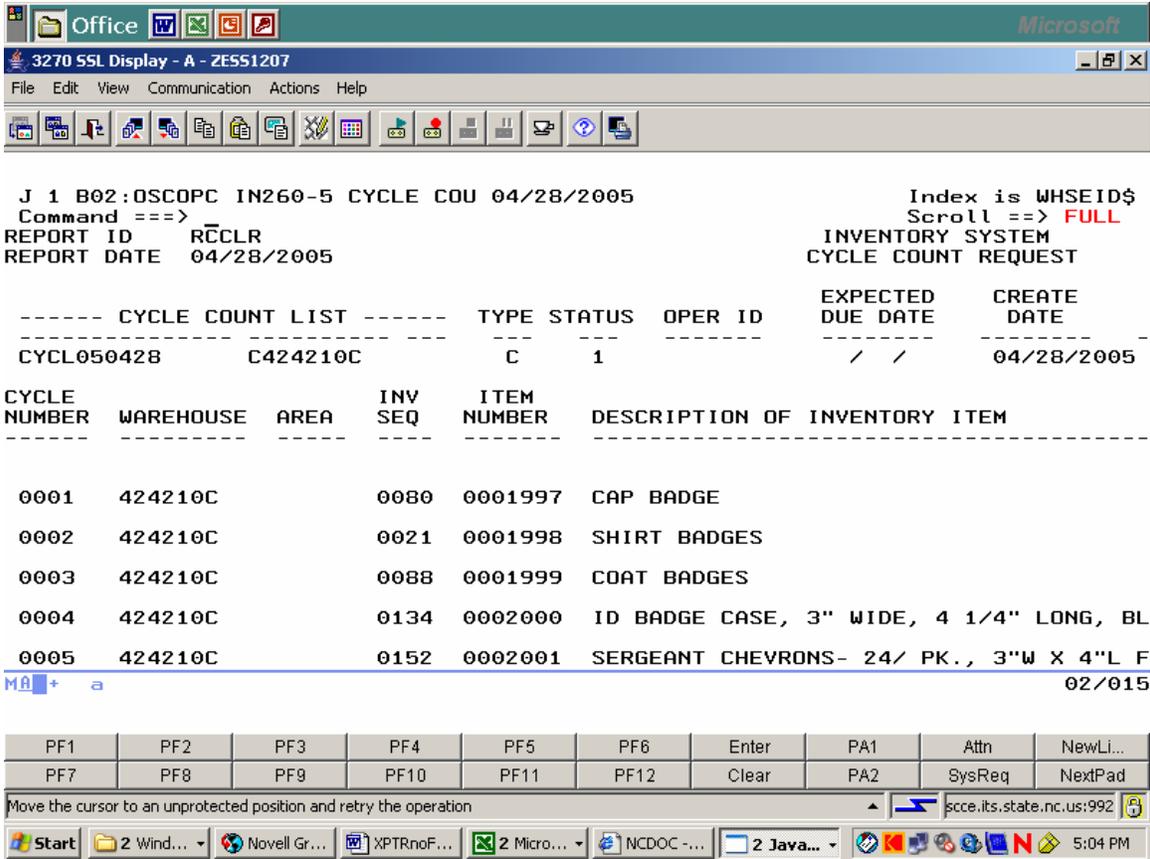
```

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

NOTE:

The table of Contents page does not list the beginning and ending page ranges for each warehouse; however, it does list the beginning page number for each warehouse. Thus, if you enter a print request for all the pages associated with your warehouse, print request for all the pages associated with your warehouse, X/PTR will automatically print all the pages for your warehouse

This will take you to the **J1 B02: OSCOPC In260-5 Cycle Count Screen**.

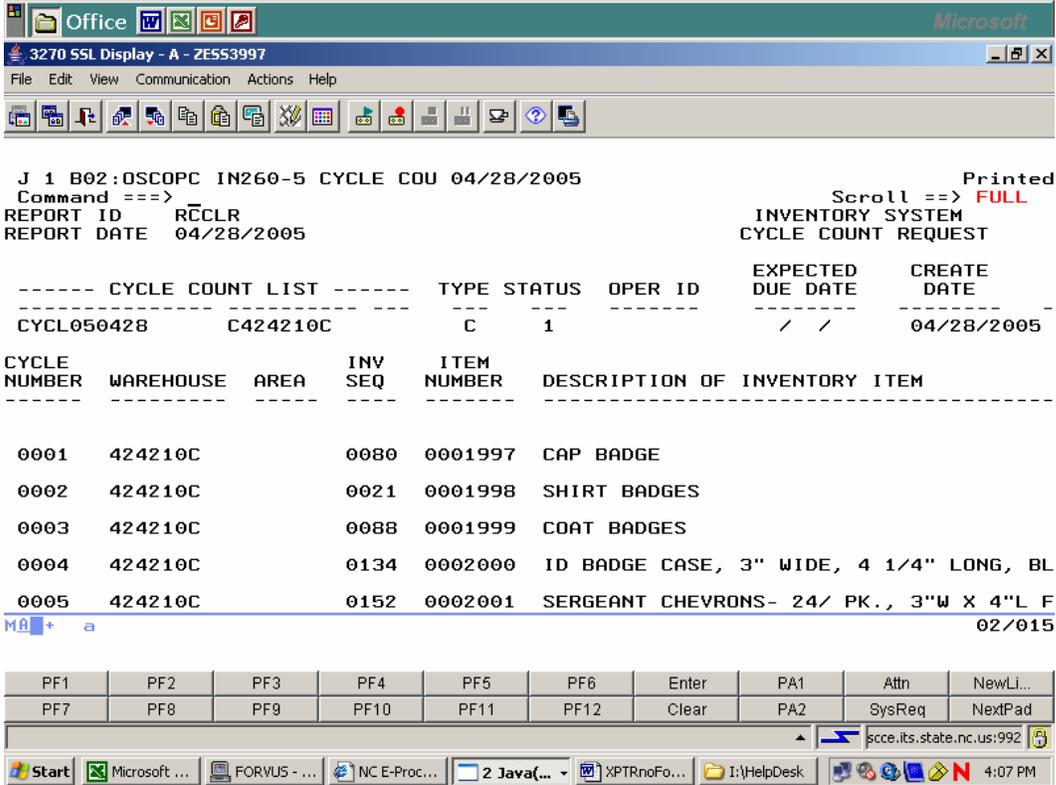


Type <PRT> in the command field and press <Enter>. This will print all pages associated with your warehouse. This will take you to the “P06/P07: Print...”.

NOTE: The name of the report that you have selected to print will be listed directly after “P06/P07: Print.....”. The example above shows that the command was entered beside the **OSCOPC IN260-5 Cycle Count** report. Although no page numbers are listed on the screen, all pages that are associated with warehouse **424210C** will print because of the Index selection data listed at the bottom of the screen.

- If all of the information shown on the P06/P07: Print screen is correct (i.e. you have selected the correct report), press <F3> to submit your print job.

This will take you back to the **V12: Sorted Index Contents** screen and you will see a ‘Printed’ message in the upper right-hand corner of your screen, as shown below:



To print specific pages of a report

If you do not need to print an entire report or a portion of a report, you can select only a specific pages within a report or index on which to enter you print command. Normally, you will only be printing selected pages as you browse a report because it is not necessary to print the entire report. Individual pages that you have requested to print will print immediately (directly) to your network printer.

NOTE: If you need to print pages from a previous day’s version of a report, be sure you have selected the correct version of your report using Option S **before** selecting your index option entering your print command, if necessary.

1. Once you have selected the correct report that you want to view, <Tab> to the left of the WhseID you wish to view, type **B** (for Browse) to the left of the Report Title in the **Opt** field and press <Enter>.

NOTE: When a page is selected for printing, the system will print the entire page, not just what is actually showing on your screen.

For Example, if you only want to print the first page of the CORCOS Central Whse Price List report that contains the Bedding items, it will appear as follows:

```

J 1 B02:CORCOS CENTRAL WHSE PRIC 05/18/2005          Print request accepted
Command ==> (2) _                                     Scroll ==> FULL
DATE: 05/18/05          NORTH CAROLINA DEPARTMENT OF CORRECTION
JOBNAME: COSINVL T      WAREHOUSE INVENTORY ITEMS      PGM NAME:
WAREHOUSE ID: 4210451  CENTRAL WAREHOUSE INVENTORY BY WAREHOUSE 1
GROUPS          42BEDDING
STOCK #          DESCRIPTION                               UNIT      UNIT PRICE
-----
0002372 BUNK BOTTOM KIT 36" NO SAG                        EA         20.27
0002375 36" MATTRESS COVER, 78"L X 36"W X 4"D           DZ        157.37
0002376 36" MATTRESS, 36"W X 78"L X 4" THICK            EA         60.48
0002377 PILLOW, 15"WIDE X 27"LONG, 6 PER BAG            BG         40.86
0002378 SHEETS, DOUBLE BED, 81" X 108",180 THREAD COUNT DZ         57.76
0002381 PLASTIC BAG W/DRAWSTRING, WHITE, 16" HEIGHT, 20" BX         11.97
0002450 BAGGAGE TAG #5, GREEN, 2-3/8" X 4-3/4", 100/PK PK         10.53
0002451 BAGGAGE TAG #5, PINK, 2-3/8" X 4-3/4", 100/PK PK         10.45
0002452 BAGGAGE TAG #5, BLUE, 2-3/8" X 4-3/4", 100/PK PK         10.23
0002453 BAGGAGE TAG #5, LT. BLUE, 2-3/8" X 4-3/4", 100/PK PK          9.47
0002454 BAGGAGE TAG #5, RED, 2-3/8" X 4-3/4", 100/PK  PK         10.42
0002455 BAG TAG #5, FLUOR. PINK, 2-3/8" X 4-3/4", 100/PK PK         10.58
0002456 BAGGAGE TAG #5, ORANGE, 2-3/8" X 4-3/4", 100/PK PK         10.66
0002457 BAG TAG #5, FLUOR. YELLOW, 2-3/8" X 4-3/4", 100/PK PK         11.22
MA + a                                               02/018
    
```

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

NOTE: Remember that once you have pressed <Enter>, your print request is immediately sent to your printer and you will see a “Print Request Accepted” message in the upper right-hand corner of your screen, as shown below. You may repeat this procedure to mark all pages that you wish to print that do not fall in succession.

The screenshot shows a Windows XP desktop environment. At the top, there is a taskbar with the 'Office' group and a 'Microsoft' logo. Below the taskbar is a window titled '3270 SSL Display - A - ZF554666'. The window contains a terminal-style interface with the following text:

```

J 1 B02:CORCOS CENTRAL WHSE PRIC 05/18/2005          Print request accepted
Command ==>                                         Scroll ==> FULL
DATE: 05/18/05          NORTH CAROLINA DEPARTMENT OF CORRECTION
JOBNAME: COSINVL T          WAREHOUSE INVENTORY ITEMS          PGM NAME:
WAREHOUSE ID: 4210451 CENTRAL WAREHOUSE INVENTORY BY WAREHOUSE 1
GROUPS          42BEDDING
STOCK #          DESCRIPTION          UNIT          UNIT PRICE

0002372 BUNK BOTTOM KIT 36" NO SAG          EA          20.27
0002375 36" MATTRESS COVER, 78"L X 36"W X 4"D DZ          157.37
0002376 36" MATTRESS, 36"W X 78"L X 4" THICK EA          60.48
0002377 PILLOW, 15"WIDE X 27"LONG, 6 PER BAG BG          40.86
0002378 SHEETS, DOUBLE BED, 81" X 108",180 THREAD COUNT DZ          57.76
0002381 PLASTIC BAG W/DRAWSTRING, WHITE, 16" HEIGHT, 20" BX          11.97
0002450 BAGGAGE TAG #5, GREEN, 2-3/8" X 4-3/4", 100/PK PK          10.53
0002451 BAGGAGE TAG #5, PINK, 2-3/8" X 4-3/4", 100/PK PK          10.45
0002452 BAGGAGE TAG #5, BLUE, 2-3/8" X 4-3/4", 100/PK PK          10.23
0002453 BAGGAGE TAG #5, LT. BLUE, 2-3/8" X 4-3/4", 100/PK PK          9.47
0002454 BAGGAGE TAG #5, RED, 2-3/8" X 4-3/4", 100/PK PK          10.42
0002455 BAG TAG #5, FLUOR. PINK, 2-3/8" X 4-3/4", 100/PK PK          10.58
0002456 BAGGAGE TAG #5, ORANGE, 2-3/8" X 4-3/4", 100/PK PK          10.66
0002457 BAG TAG #5, FLUOR. YELLOW, 2-3/8" X 4-3/4", 100/PK PK          11.22
    
```

Below the terminal window, there is a keyboard layout grid with function keys (PF1-PF12), 'Enter', 'Clear', 'PA1', 'PA2', 'Attn', 'SysReq', 'NewLi...', and 'NextPad'. At the bottom of the screen, the Windows taskbar is visible, showing the Start button, several open applications (XPTRnoForvus.doc, Java(TM) 2 Platform, Novell GroupWise - Mailbox), and the system tray with the time 4:27 PM.

- If you would like to print a range of pages that follow each other, you should use the **PRT** command, instead of the **PP**, because this will take you to the P06: Print screen where you can then modify the “From Page” and/or “To Page” fields as needed before pressing <Enter>.

NOTE: After you have entered your first print request, X/PTR will retain your default printer selections for subsequent print requests. For example, if you printed a report on your addressable printer and then request another print job, X/PTR will automatically send it to your addressable printer without confirming this information. Therefore, instead of going through two (2) print screens (P06/P07 and P20), you will only need to confirm your print request on the **P16: Print** screen as shown below:



```

J 1 P16: Print CORCOS CENTRAL WHSE PRICE LIST          05/18/2005
Command ==>
Commands:  CAN - Cancel

Pages selected for print ==>      39

Banner page name      ==> C102076
Banner page ID        ==>
Output driver          ==> PBNS

Press ENTER to continue printing
Press END  to cancel  printing

```



Other Print Options

If you need to print a report on an addressable printer, other than your own, you can select a special print command that will allow you to change your print settings. This print command will take you to a print menu screen that will always ask you to either confirm your default printer settings or let you send a report to another printer by changing your default printer settings. Normally, once your default printer information is set up, you will not be required to enter or page through that information again, unless you enter this specific command.

NOTE: If you need to print pages from a previous day’s version of a report, be sure you have selected the correct version of your report using Option **S** before selecting your index option or entering your print command, if necessary.

1. Once you have selected the correct report, index, or page that you want to print, type **P?** (for Print menu) in the Opt field to the left of the Title you want to print and press **<Enter>**. This will take you to either P06: Print screen or the P06/P07: Print screen (depending at what point in the report you entered the request).
2. On this page, you may modify the “From Page” and/or “To Page” field, if necessary; otherwise, press **<Enter>**.
3. This will take you to the **P20: Print Characteristics** screen where you can **<Tab>** to the **Dest** field and change the addressable printer node name to have your pages print at the desired location, as shown below:

Office 3270 SSL Display - A - ZE554666

File Edit View Communication Actions Help

```

J 1 B02:CORCOS CENTRAL WHSE PRIC 05/18/2005
Command ==> p?_
DATE: 05/18/05
JOBNAME: COSINVL
WAREHOUSE ID: 4210451
GROUPS 42BEDDING
STOCK #
DESCRIPTION
UNIT
UNIT PRICE
Printed
Scroll ==> FULL
NORTH CAROLINA DEPARTMENT OF CORRECTION
WAREHOUSE INVENTORY ITEMS
PGM NAME:
CENTRAL WAREHOUSE INVENTORY BY WAREHOUSE 1
0002372 BUNK BOTTOM KIT 36" NO SAG EA 20.27
0002375 36" MATTRESS COVER, 78"L X 36"W X 4"D DZ 157.37
0002376 36" MATTRESS, 36"W X 78"L X 4" THICK EA 60.48
0002377 PILLOW, 15"WIDE X 27"LONG, 6 PER BAG BG 40.86
0002378 SHEETS, DOUBLE BED, 81" X 108",180 THREAD COUNT DZ 57.76
0002381 PLASTIC BAG W/DRAWSTRING, WHITE, 16" HEIGHT, 20" BX 11.97
0002450 BAGGAGE TAG #5, GREEN, 2-3/8" X 4-3/4", 100/PK PK 10.53
0002451 BAGGAGE TAG #5, PINK, 2-3/8" X 4-3/4", 100/PK PK 10.45
0002452 BAGGAGE TAG #5, BLUE, 2-3/8" X 4-3/4", 100/PK PK 10.23
0002453 BAGGAGE TAG #5, LT. BLUE, 2-3/8" X 4-3/4", 100/PK PK 9.47
0002454 BAGGAGE TAG #5, RED, 2-3/8" X 4-3/4", 100/PK PK 10.42
0002455 BAG TAG #5, FLUOR. PINK, 2-3/8" X 4-3/4", 100/PK PK 10.58
0002456 BAGGAGE TAG #5, ORANGE, 2-3/8" X 4-3/4", 100/PK PK 10.66
0002457 BAG TAG #5, FLUOR. YELLOW, 2-3/8" X 4-3/4", 100/PK PK 11.22

```

MA + a 02/017

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

Start XPTRnoForvus.doc - Micr... 2 Java(TM) 2 Platfor... Novell GroupWise - Mailbox 4:52 PM

Office 3270 SSL Display - A - ZE554666

File Edit View Communication Actions Help

```

J 1 P20: Print Characteristics
Command ==> _
Commands: CAN - Cancel F - Find
Output driver: PBNS
Press ENTER then END key when all modifications are complete
Parameter      Value
CLASS          * A
COPIES         * 001
NODE           *
DEST           * HZAPBC8P
WRITER        *
FORMS         *
FCB           *
CHARS         *
COPYGROUPVALUE * , , , , ,
COPYMOD       *
MODIFYTRC     *
FORMOVERLAY   *
OVERLAYCOUNT *
UCS           *
BURST        *

```

MA + a 02/017

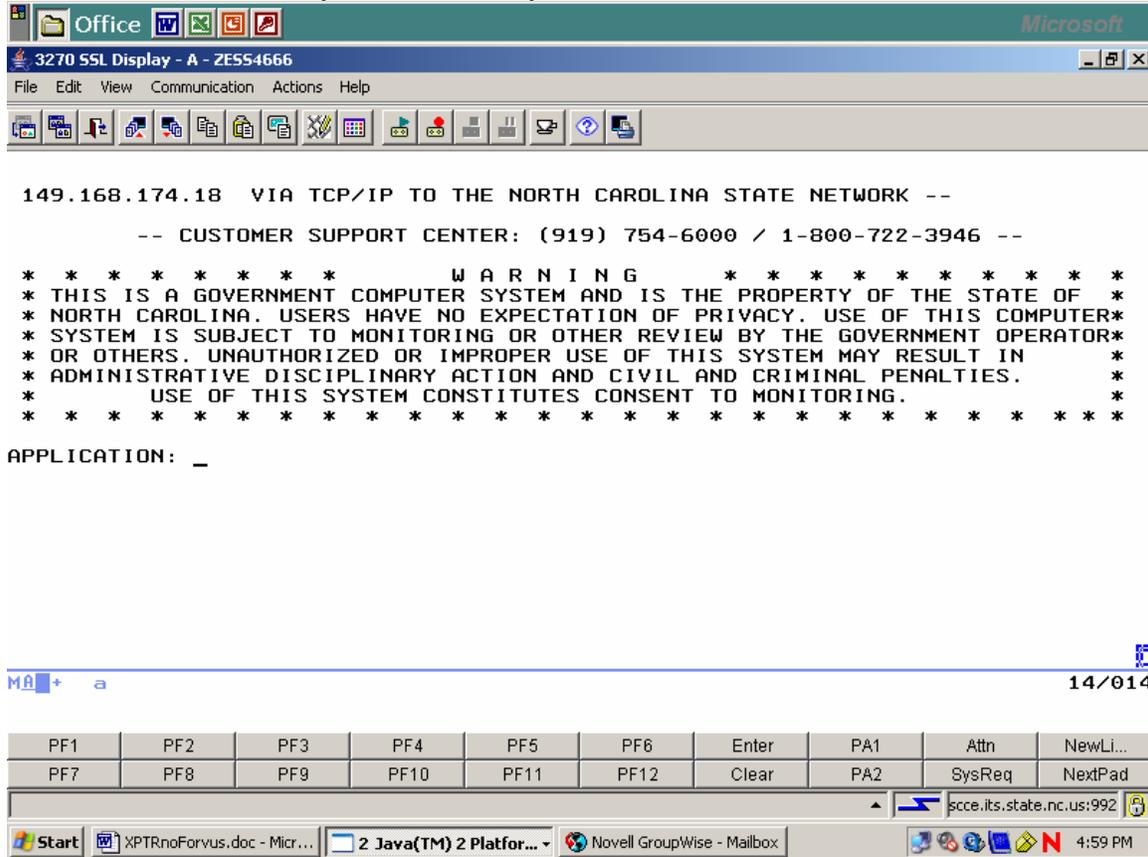
PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

Start XPTRnoForvus.doc - Micr... 2 Java(TM) 2 Platfor... Novell GroupWise - Mailbox 4:52 PM

Signing Off of X/PTR

When you have completed viewing or printing your reports and are ready to exit NC X/PTR, you should continue pressing <F3> or <Alt><F3> (depending on your terminal emulation) until you return to the State Banner Screen.

The State Banner screen will appear when you have signed completely out of NC X/PTR to show that you have ended your session:



NOTE: At this point, you may either begin to shut down your system completely, or you may sign on to another application, such as CICSSCCP or NCTC1.

Frequently Used Reports in X/PTR

Listed below are the X/PTR reports found in the CORCOS library, such as the price lists that are available for each DOC warehouse.

The screenshot shows a terminal window titled "3270 SSL Display - A - ZE554666" with a Microsoft Office toolbar at the top. The terminal content is as follows:

```

J 1 V22: Favorites                               Line 14
Command ==> _                                   Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal      X - List report indices
          S - List report versions     V - List report views
          PRT - Print                  Q - Add to Work Queue
          SQ - Structured Query        N - Version Notes

Use END command to exit. Use LEFT command to list more report information.

Opt  Type  Title                                     Last CMD
RPT  CORCOS AVAILABLE FUNDS
RPT  CORCOS BD701 DAILY CONTROLLER OF
RPT  CORCOS BD701-03 CONSUMPTION
RPT  CORCOS CANTEEN PURCHASES
RPT  CORCOS CAPITAL PROJECTS FOR 4214
RPT  CORCOS CENTRAL WAREHOUSE ADJUST
RPT  CORCOS CENTRAL WHSE PRICE LIST
RPT  CORCOS CENTRAL WHSE RECEIPTS
RPT  CORCOS CJPP AUTH
RPT  CORCOS COMMITMENT LISTING
RPT  CORCOS CORRECTION GMP11 BALANCES
RPT  CORCOS COSMOPRE BD70X REPORTS
RPT  CORCOS COSMOPRE BD725 REPORTS
    
```

At the bottom of the terminal window, there is a keyboard legend table:

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

The taskbar at the bottom shows the Start button, several open applications including "XPTRnoForvus.doc - Micr...", "2 Java(TM) 2 Platfor...", and "Novell GroupWise - Mailbox", and the system clock showing "5:04 PM".

Listed below are the X/PTR reports found in the CORSAS library, such as reports for Budget analysis:

```

Office
3270 SSL Display - A - ZE554666
File Edit View Communication Actions Help

J 1 V22: Favorites
Command ==> _
Found Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal      X - List report indices
          S - List report versions     V - List report views
          PRT - Print                   Q - Add to Work Queue
          SQ - Structured Query         N - Version Notes

Use END command to exit. Use LEFT command to list more report information.

Opt  Type  Title
RPT  CORSAS DAPP RCC SUMMARY-CONS
RPT  CORSAS SAS MGMT DETAIL-CASH-EXP
RPT  CORSAS SAS MGMT DETAIL-CONS-EXP
RPT  CORSAS SAS MGMT DETAIL-REVENUE
***** End of list *****

```

MA + a 02/015

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

scce.its.state.nc.us:992

Start XPTRnoForvus.doc - Micr... 2 Java(TM) 2 Platfor... Novell GroupWise - Mailbox 5:07 PM

Listed below are the **X/PTR** reports found in the OSCOPC library, such as Accounts Payable (A/P) reports that are available for purge analysis, Inventory (IN) reports that are available for inventory processing and analysis, and Purchasing (PS) reports that are available for purchase order and requisition purge analysis:

```

J 1 V22: Favorites                                     Line 460
Command ==> _                                         Scroll ==> CSR

Commands: PRO - Update Favorites (via Profile)
Options:  B - Display on terminal      X - List report indices
          S - List report versions     V - List report views
          PRT - Print                  Q - Add to Work Queue
          SQ - Structured Query        N - Version Notes

Use END command to exit. Use LEFT command to list more report information.

Opt  Type  Title                                     Last CMD
RPT  OSCOPC AP DENR CGL CHECKS
RPT  OSCOPC AP EOY INV ACR INJECTION
RPT  OSCOPC AP EOY PRE INV ACR INJCTN
RPT  OSCOPC AP OUT OF BALANCE INVOICE
RPT  OSCOPC APPG PURGE - PO/INV X-REF
RPT  OSCOPC APPGM PRE PRG MTCH EXCEPT
RPT  OSCOPC APPG1 CHK RECON PURGE RPT
RPT  OSCOPC APPG3-1 EMP PURGE DETAILS
RPT  OSCOPC APPG3-2 EMP DOC PURGE RPT
RPT  OSCOPC APPG3-3 EMP DOC KEY PURGE
RPT  OSCOPC APPG5-1 INV PURGE DETAILS
RPT  OSCOPC APPG5-2 INVOICE PURGE RPT
RPT  OSCOPC APPG5-3 INVOICE KEY PURGE
    
```

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

02/015

scce.its.state.nc.us:992

Start | XPTRnoForvus.doc - Micr... | 2 Java(TM) 2 Platfor... | Novell GroupWise - Mailbox | 5:09 PM

J 1 V22: Favorites
 Command ==> _ Scroll ==> Found CSR

Commands: PRD - Update Favorites (via Profile)
 Options: B - Display on terminal X - List report indices
 S - List report versions V - List report views
 PRT - Print Q - Add to Work Queue
 SQ - Structured Query N - Version Notes

Use END command to exit. Use LEFT command to list more report information.

Opt	Type	Title	Last CMD
RPT	OSCOPC	IN250-1 TRANSACTION AUDIT	
RPT	OSCOPC	IN250-1 REPORTS	
RPT	OSCOPC	IN260-2 PICK LIST	
RPT	OSCOPC	IN260-3 REPLENISHMENT	
RPT	OSCOPC	IN260-4 ALLOCATION EXCEPT	
RPT	OSCOPC	IN260-5 CYCLE COUNT	
RPT	OSCOPC	IN260-6 CYCLE COUNT AUDIT	
RPT	OSCOPC	IN260-7 REPLENISH CENTRAL	
RPT	OSCOPC	IN261-1 DAILY VALUED TRAN	
RPT	OSCOPC	IN261-2 DALY AVG COST CHG	
RPT	OSCOPC	IN261-3 ITEM ACCT CHANGE	
RPT	OSCOPC	IN270-A MEAT PLNT CHK LST	
RPT	OSCOPC	IN270-1 REPORTS	

MA + a 02/015

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

Start XPTRnoForvus.doc - Mic... 2 Java(TM) 2 Platfor... Novell GroupWise - Mailbox scc.e.its.state.nc.us:992 5:10 PM

Office Microsoft

3270 SSL Display - A - ZF554666

File Edit View Communication Actions Help

J 1 V22: Favorites Found
 Command ==> _ Scroll ==> CSR

Commands: PRD - Update Favorites (via Profile)
 Options: B - Display on terminal X - List report indices
 S - List report versions V - List report views
 PRT - Print Q - Add to Work Queue
 SQ - Structured Query N - Version Notes

Use END command to exit. Use LEFT command to list more report information.

Opt	Type	Title	Last CMD
	RPT	OSCOPC PSPG1 PD PURGE	
	RPT	OSCOPC PSPG1A PD PURGE DETAILS	
	RPT	OSCOPC PSPG10 POLCY PRG ALL OTHR	
	RPT	OSCOPC PSPG2 REQUISITION PURGE	
	RPT	OSCOPC PSPG2A REQ PURGE DETAILS	
	RPT	OSCOPC PSPG3 QUOTES PURGE	
	RPT	OSCOPC PSPG3A QUOTES DETAIL PURG	
	RPT	OSCOPC PSPG4 RFQS PURGE	
	RPT	OSCOPC PSPG4A RFQ PURGE DETAILS	
	RPT	OSCOPC PSPG5 ITEM PURGE-NONSTOCK	
	RPT	OSCOPC PSPG5 ITEM PURGE-STOCK	
	RPT	OSCOPC PSPG6 VENDOR PURGE	
	RPT	OSCOPC PSPG6A VENDOR DETAIL PURG	

MA+ a 02/015

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	NewLi...
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SysReq	NextPad

Start XPTRnoForvus.doc - Mic... 2 Java(TM) 2 Platfor... Novell GroupWise - Mailbox sccc.its.state.nc.us:992 5:11 PM