

CA-EZ/KEY™

Sample Session

Release 3.2



Computer Associates®

R005EK32SSC

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CREATING AND EXECUTING AN EASYTRIEVE PLUS PROGRAM

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INTRODUCTION

EZ/KEY is frequently implemented because it provides a fast and easy way for business professionals to create EASYTRIEVE PLUS programs and print reports without having to rely on MIS. EZ/KEY also provides advanced editing features to speed and simplify the data processing professional's job.

All functions operate under EZ/KEY's internal security system to ensure that MIS maintains control over data and resources.

From your (the end user's) perspective, EZ/KEY is simple to use because it insulates you from the operating system. By simply reading prompts and filling in blanks, you can perform sophisticated tasks. To further speed and simplify the process, you can access the online, intelligent Help facility to provide answers for every problem situation, while the syntax checker points out errors and identifies possible corrective actions.

To eliminate redundant effort by data processing professionals and to provide you with additional flexibility, the EZ/REPORT feature uses menus to submit standard reports or programs that require modification at each execution.

The following pages illustrate some of the ways that you can use EZ/KEY. First, you write a program using a model and the EZ/KEY Prompt mode. Later, you use the EZ/REPORT function to tailor and execute a pre-written program.

This is a hands-on exercise that assumes you are a novice. Follow the "ACTION" steps and, if you desire, press the PF1 (HELP) key at any time to display information panels.

GETTING STARTED

ACTION: 1. Log on to your computer system.

2. a. Under CICS type: **EZKEY userid**
- b. Under CMS or TSO type: **EZKEY**

RESULT: EZ/KEY displays the following panel:

PROSTART -----	Primary Selection Menu -----	EZ/KEY
COMMAND ==>		USERID: STUDENT
		TIME : 13:51:55
		DATE : 06/01/99
Select Option ==>	0	
	0	Program Function Key Settings
	1	Edit an EASYTRIEVE PLUS Program
	2	Edit any Member
	3	Library and System Utilities
	4	Run a Program On-Line
	5	Submit a Program for Batch Processing
	6	Report Processing Facility
	T	Tutorial for EZ/KEY
	X	Exit the EZ/KEY System
EZ/KEY, Version X.X		
Copyright (c) 1983, 1988 Pansophic Systems, Inc.		

Exhibit 1: Primary Selection Menu

After you sign on to EZ/KEY, this is the first panel that appears. All panels have a similar format:

- The top line identifies the panel
- The top right corner lists information about the session
- The **COMMAND** line is used for user-entered commands
- The bottom of the screen provides directions (when necessary).

EZ/KEY positions the cursor where you should begin making entries. In this case, the cursor is at the **Select Option** field.

Select option **0** (zero) to view the **Current PF Key Settings** panel.

ACTION: 1. Type **0** in the **Select Option** field.
2. Press ENTER.

RESULT: EZ/KEY displays the initial settings of the Program Function (PF) keys:

PROSTAT ----- Current PF Key Settings ----- EZ/KEY			
COMMAND ==>			
USERID: STUDENT			
TIME : 13:52:17			
DATE : 06/01/99			
Defaults	Changes	Defaults	Changes
PF1 HELP	=	PF13 HELP	=
PF2 REVIEW	=	PF14 REVIEW	=
PF3 END	=	PF15 END	=
PF4 RETURN	=	PF16 RETURN	=
PF5 FIND	=	PF17 FIND	=
PF6 CHANGE	=	PF18 CHANGE	=
PF7 UP	=	PF19 UP	=
PF8 DOWN	=	PF20 DOWN	=
PF9 SWAP	=	PF21 SWAP	=
PF10 LEFT	= keys	PF22 LEFT	=
PF11 RIGHT	=	PF23 RIGHT	=
PF12 STRUCTURE	=	PF24 STRUCTURE	=

Make Changes to the PF KEY settings and press ENTER.
Press END (PF3) to return to the previous panel.

Exhibit 2: Current PF Key Settings Panel

PF keys provide a convenient way to issue EZ/KEY commands. You can use PF Keys or change their settings at any time. To transfer to the **Current PF Key Settings** panel, type **KEYS** on the **COMMAND** line (of any panel) and press ENTER or, if you assign one of the PF keys the value **keys** as shown above, you can return to this panel by pressing one PF key.

You can assign any EZ/KEY command to a PF key or, you can type the entire command on the **COMMAND** line and press ENTER.

Getting Started

EZ/KEY saves PF key assignments so that the next time you use EZ/KEY, the assignments are the same.

ACTION: Press END (PF3).

RESULT: EZ/KEY returns to the **Primary Selection Menu**.

CREATING AN EASYTRIEVE PLUS PROGRAM

PROSTART -----	Primary Selection Menu -----	EZ/KEY
COMMAND ==>		USERID: STUDENT
		TIME : 13:53:04
		DATE : 06/01/99
Select Option ==> 1		
0 Program Function Key Settings		
1 Edit an EASYTRIEVE PLUS Program		
2 Edit any Member		
3 Library and System Utilities		
4 Run a Program On-Line		
5 Submit a Program for Batch Processing		
6 Report Processing Facility		
T Tutorial for EZ/KEY		
X Exit the EZ/KEY System		
EZ/KEY, Version X.X		
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Exhibit 3: Primary Selection Menu

There are two options that you can use to create an EASYTRIEVE PLUS program. Option 1 provides prompting to simplify the process; select option 2 if you do not want to use EZ/KEY's Prompt mode.

ACTION: 1. Type **1** in the **Select Option** field.
2. Press **ENTER**.

RESULT: Transfer to the **EZ/KEY Edit-Entry** panel.

Creating an EASYTRIEVE PLUS Program

```
PROEDBGN ----- EZ/KEY Edit - Entry Panel ----- EZ/KEY
COMMAND ==>

Select Option ==> 1                                TARGET SYSTEM ==> OS
                                                    SESSION TYPE ==> PROMPT

1 CREATE      - Create a new EASYTRIEVE PLUS program from scratch.
2 MODIFY      - Modify an existing EASYTRIEVE PLUS program.
3 MODEL CREATE - Create a new EASYTRIEVE PLUS program using an
                existing program as a model.

For All Options, enter Program Name or ? for List of Programs.

PROGRAM NAME ==> learner

For Option 3, enter Program Model Name or ? for List of Program Models.

MODEL NAME ==>

Press ENTER to continue.
Press END (PF3) to return to the Primary Selection Menu.
```

Exhibit 4: EZ/KEY Edit - Entry Panel

From this panel you can begin writing a new program, modify one that has already been written, or copy one of the model programs that the system administrator has made available to you.

Begin by creating a new program called LEARNER.

ACTION:

1. Type **1** in the **Select Option** field.
2. Type **learner** in the **PROGRAM NAME** field.
3. Press ENTER.

RESULT: Transfer to the **Program Segment Selection** panel.

Library Section

The usual way to code an EASYTRIEVE PLUS program is to begin with the Library Section. This section contains descriptions of the files your program uses. The Library Section also defines fields within those files.

PROPED	-----	Program Segment Selection	-----	EZ/KEY
COMMAND ==>				
PROGRAM: LEARNER				
SELECT OPTION ==>				
==> 1 LIBRARY Section - Describe DATA to be processed				
2 JOB Activity - Define a JOB activity				
3 SORT Activity - Define a SORT activity				
4 PARM Section - Define EXECUTION options				
Press ENTER to select the next step indicated by the arrow,				
OR				
Enter one of the numbers above to directly select that option.				
Press END (PF3) to save the program and return to the Edit - Entry Panel				
Press RETURN (PF4) to save program and return to the Primary Selection Menu.				

Exhibit 5: Program Segment Selection Panel

The arrow points to the library section, which is the logical place to begin coding an EASYTRIEVE PLUS program. EZ/KEY does not require entries at the **SELECT OPTION** field unless you require a different option.

ACTION: Press ENTER.

RESULT: Transfer to the **File Description** panel.

```
PROLIB ----- File Description Panel ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER

ENTER FILE NAME ==> payfile

      SELECT OPTION ==> 1

                        1 Copy a FILE Model from a Library.
==> 2 Describe a FILE to be referenced.

                        3 Describe the FIELDS in a file.

                        4 Enter IDD statements.

                        5 Enter SQL DECLARE statements.

Enter a file name for 1, 2, or 3 and press ENTER to select the step
indicated by the arrow, or type in the option number.

Press END (PF3) to finish library definition and return to Segment Selection.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 6: File Description Panel

A model file description called PAYFILE already exists. Copy it into the program.

ACTION: 1. Type ***payfile*** at the ENTER FILE NAME field.
2. Type ***1*** at the SELECT OPTION field.
3. Press ENTER.

RESULT: EZ/KEY copies the file model into the program.

Creating an EASYTRIEVE PLUS Program

```
PROLIB ----- File Description Panel ----- File Model Loaded
COMMAND ==>

PROGRAM: LEARNER

ENTER FILE NAME ==> PAYFILE

      SELECT OPTION ==>

                1 Copy a FILE Model from a Library.
                2 Describe a FILE to be referenced.
      ==> 3 Describe the FIELDS in a file.
                4 Enter IDD statements.
                5 Enter SQL DECLARE statements.

Enter a file name for 1, 2, or 3 and press ENTER to select the step
indicated by the arrow, or type in the option number.

Press END (PF3) to finish library definition and return to Segment Selection.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 7: File Description Panel

EZ/KEY displays short messages to you in the upper right corner of the panel. Here the message **File Model Loaded** indicates that the copy has taken place.

You can view what has been copied by pressing the REVIEW (PF2) key or by typing *review* on the **COMMAND** line.

ACTION: Press REVIEW (PF2).

RESULT: Transfer to the **Program Review** panel.

ACTION: Press UP (PF7).

RESULT: The program is viewed from the beginning.

```

PROREVW ----- Program Review Panel ----- EZ/KEY
COMMAND ==>                                     SCROLL ==> P
000001 LIST OFF
000002 PARM LIST (NOPARM NOFILE)
000003 FILE PAYFILE +
000004     FB(150 1800)
000005 *
000006 REGION                1  1  N
000007 NAME                  17 16  A
000008 WEEKLY-PAY            94  4  P 2
000009 *
000010 ANNUAL-SALARY          W  4  P 2
000011 NEW-SALARY             W  4  P 2
000012 RAISE                  W  4  P 2
000013 *
      +++ no JOB or SORT activities found
***** ***** END OF DATA *****

Use UP (PF7) DOWN (PF8) LEFT (PF22) and RIGHT (PF11) to browse the program.
Press END (PF3) to return to the previous panel.

```

Exhibit 8: Program Review Panel

This is your program so far. EZ/KEY copied the file model for you. You can return to this panel at any time to view your program by pressing the REVIEW (PF2) key.

EZ/KEY displays the warning message **+++ no JOB or SORT activities found** to indicate that the program is incomplete. This message disappears when you add the remainder of the program.

ACTION: Press END (PF3).

RESULT: Return to the **File Description** panel.

Creating an EASYTRIEVE PLUS Program

```
PROLIB ----- File Description Panel ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER

ENTER FILE NAME ==> PAYFILE

    SELECT OPTION ==>

                1 Copy a FILE Model from a Library.
                2 Describe a FILE to be referenced.
    ==> 3 Describe the FIELDS in a file.
                4 Enter IDD statements.
                5 Enter SQL DECLARE statements.

Enter a file name for 1, 2, or 3 and press ENTER to select the step
indicated by the arrow, or type in the option number.

Press END (PF3) to finish library definition and return to Segment Selection.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 9: File Description Panel

If necessary, you can add fields to the file. Because all fields for this program were in the file description model that was copied earlier, you can go to the next step.

ACTION: Press END (PF3).

RESULT: Transfer to the **Program Segment Selection** panel.

```
PROPED ----- Program Segment Selection ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER

SELECT OPTION ==>

      1 LIBRARY Section      - Describe DATA to be processed
==>  2 JOB Activity          - Define a JOB activity
      3 SORT Activity        - Define a SORT activity
      4 PARM Section         - Define EXECUTION options

Press ENTER to select the next step indicated by the arrow,
      OR
Enter one of the numbers above to directly select that option.

Press END (PF3) to save the program and return to the Edit - Entry Panel.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 10: Program Segment Selection Panel

The next step in writing an EASYTRIEVE PLUS program is to code program logic in the *Job Activity Section*.

Because you want to code JOB activity statements and the arrow is already pointing at this option, no selection is necessary.

ACTION: Press ENTER.

RESULT: Transfer to the **Job Activity Definition** panel.


```
PROJOB ----- Job Activity Definition ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER

ENTER JOB NAME ==> calc

      SELECT OPTION ==>

                        1 Copy a JOB Model from a Library
                        2 Code Optional JOB Statement Parameters
==> 3 Code JOB Activity Statements
                        4 Code JOB Procedure Statements
                        5 Code REPORT Subactivity Statements

Select one of the option numbers above and press ENTER.
Press END (PF3) to complete job definition and return to Segment Selection.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 11: Job Activity Definition Panel

When EZ/KEY displays this panel, it positions the cursor at the **ENTER JOB NAME** area. Since an EASYTRIEVE PLUS program may have multiple JOB activities, they are identified by name. Use the job name CALC for this program.

After supplying the name, go to the next step where you write the program logic.

ACTION: 1. Type *calc* in the **ENTER JOB NAME** field.
2. Press ENTER.

RESULT: Transfer to the **Job Statement** panel.

Creating an EASYTRIEVE PLUS Program

```
PROCEDURE ----- Job Statement Panel ----- EZ/KEY  
COMMAND ==> SCROLL ==> P  
  
PROGRAM: LEARNER  
JOBNAME: CALC  
  
***** START OF JOB ACTIVITY CODE *****  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
/////////  
  
***** END OF JOB ACTIVITY CODE *****  
  
Use standard line edit commands to manipulate the lines.  
Press END (PF3) to complete processing and return.
```

Exhibit 12: Job Statement Panel

EZ/KEY displays this panel with *open* lines for typing in EASYTRIEVE PLUS statements. You should indent these statements two spaces to make the JOB statements easier to read when viewing the entire program. Exhibit 13 shows the statements to type.

Creating an EASYTRIEVE PLUS Program

```

PROCEDURE ----- Job Statement Panel ----- EZ/KEY
COMMAND ==>                                SCROLL ==> P

PROGRAM: LEARNER
JOBNAME: CALC

***** START OF JOB ACTIVITY CODE *****
'''''' if region = 5
''''''   annual-salary = weekly-pay * 52
''''''   raise = annual-salary * 0.07
''''''   new-salary = annual-salary + raise
''''''   print sal-rpt
'''''' end-if
'''''' *
''''''
''''''
''''''
''''''
''''''
***** END OF JOB ACTIVITY CODE *****

Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

```

Exhibit 13: Job Statement Panel

This report lists the employees from region 5; the IF statement performs this selection. EASYTRIEVE PLUS executes any logic that is included between the IF and END-IF statements only for employees whose region is 5.

The wage data is stored in a field called *Weekly-Pay* in the file *Payfile*. To calculate an annual pay, multiply the contents of this field by 52 and calculate a 7% annual raise by multiplying the annual salary by .07.

To create a report, type the statement **PRINT** and a name for the report, in this case **sal-rpt**. End the IF statement by typing **END-IF**. Finally, on the next line type an asterisk in the first column. The asterisk is a comment line. EASYTRIEVE PLUS ignores what is typed on a comment line. The asterisk is used in this program to make the program easier to read.

This program instructs EASYTRIEVE PLUS to read each employee record in the file and calculate the salary figures for region 5 employees.

When EASYTRIEVE PLUS finishes processing the program, it displays the report on your terminal or prints it at your printer, depending upon the destination you select when you run the program.

ACTION: 1. Type in the statements illustrated above.
 2. Press ENTER.

RESULT: EZ/KEY validates your entries and removes the extra lines.

Creating an EASYTRIEVE PLUS Program

```
PROCEDURE ----- Job Statement Panel ----- 1 error detected
COMMAND ==>                                     SCROLL ==> P
```

```
PROGRAM: LEARNER
JOBNAME: CALC
```

```
***** START OF JOB ACTIVITY CODE *****
000015 IF REGION = 5
000016     ANNUAL-SALARY = WEEKLY-PAY * 52
000017     RAISE = ANNUAL-SALARY * 0.07
000018     NEW-SALARY = ANNUAL-SALARY + RAISE
000019     PRINT SAL-RPT
           $ report not defined
000021 END-IF
000022 *
***** END OF JOB ACTIVITY CODE *****
```

Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

Exhibit 14: Job Statement Panel

EZ/KEY returns a short message to notify you that there is an "error" in your program. The fact that you have not yet defined SAL-RPT causes EZ/KEY to display the message.

This does not mean that you have made a mistake – only that you are not finished entering the program. There is nothing that needs to be done about this; when you have finished typing LEARNER, the "error" disappears.

To learn more about the "error", use EZ/KEY's "intelligent" Help facility. To get help information about any EASYTRIEVE PLUS statement, position the cursor on the statement and press the HELP (PF1) key. EZ/KEY displays a page of the Tutorial where that statement is described. You can page through the Tutorial to read about that statement, then press the END (PF3) key to return to the panel from which you requested help.

Creating an EASYTRIEVE PLUS Program

To find out about the "error" that has appeared here, perform the following actions:

ACTION: 1. Press ENTER.

RESULT: Removes the message **1 error detected** from the top right corner of the screen.

ACTION: 1. Position the cursor on the **PRINT** statement.
2. Press HELP (PF1).

RESULT: The first page of the section of the Tutorial describing the PRINT statement is displayed.

Creating an EASYTRIEVE PLUS Program

HLPPRINT ----- PRINT Statement ----- TUTORIAL
COMMAND ==>

The PRINT statement initiates report output by causing the named report to extract the current values of the fields to be output and to format them according to the specifications in the report declaratives. The report may be printed immediately or deferred. If the report is not sequenced, the PRINT statement outputs data to a print file from which the report is produced immediately. If the report is sequenced, or if another report is already using the associated print file, the PRINT statement outputs data to a work file which is spooled until the associated JOB activity processing is complete.

```
+-----+  
| PRINT report-name |  
+-----+
```

The report-name parameter is the name of the report which contains the data being output with the PRINT statement.

Press ENTER to continue reading the EZ/KEY Tutorial.
Press END (PF3) to exit the Tutorial.

Exhibit 15: PRINT Statement Help Panel

ACTION: Press ENTER to continue.

RESULT: EZ/KEY takes you to the next page where you can read more about the "error."

HLPPT1. ----- PRINT Statement ----- TUTORIAL
COMMAND ==>

It is important to understand the sequence of events initiated by the PRINT statement. In any EASYTRIEVE PLUS program, the next statement to be executed after PRINT is the associated REPORT statement. EASYTRIEVE PLUS immediately extracts the data required for the report and, if the report is not sequenced, formats it in the specified manner and outputs this data to the printer. Execution then resumes with the statement immediately following the PRINT statement.

If the report is sequenced, the data is output to a work file which is sorted before the report is formatted and printed.

Press ENTER to continue reading the EZ/KEY Tutorial.
Press END (PF3) to exit the Tutorial.

Exhibit 16: PRINT Statement Help Panel (continued)

Since the program does not yet have a REPORT statement, EZ/KEY placed the message **report not defined** under the PRINT statement. This kind of error is called a *pending error* and you can ignore it. It is there as a reminder that the program has not yet been completed and it disappears when you complete the program.

ACTION: Press END (PF3).

RESULT: Return to the **Job Statement** panel.

Creating an EASYTRIEVE PLUS Program

```
PROCEDURE ----- Job Statement Panel ----- EZ/KEY  
COMMAND ==> SCROLL ==> P
```

```
PROGRAM: LEARNER  
JOBNAME: CALC
```

```
***** START OF JOB ACTIVITY CODE *****  
000015 IF REGION = 1  
000016 ANNUAL-SALARY = WEEKLY-PAY * 52  
000017 RAISE = ANNUAL-SALARY * 0.07  
000018 NEW-SALARY = ANNUAL-SALARY * RAISE  
000019 PRINT SAL-RPT  
          $ report not defined  
000021 END-IF  
000022 *  
***** END OF JOB ACTIVITY CODE *****
```

```
Use standard line edit commands to manipulate the lines.  
Press END (PF3) to complete processing and return.
```

Exhibit 17: Job Statement Panel

After completing the program logic, the next step is to define the format and content of the report you want to produce:

ACTION: Press END (PF3).

RESULT: Return to the **Job Activity Definition** panel.

```
PROJOB ----- Job Activity Definition ----- EZ/KEY  
COMMAND ==>  
  
PROGRAM: LEARNER  
  
ENTER JOB NAME ==> CALC  
  
SELECT OPTION ==>  
  
1 Copy a JOB Model from a Library  
2 Code Optional JOB Statement Parameters  
3 Code JOB Activity Statements  
4 Code JOB Procedure Statements  
=> 5 Code REPORT Subactivity Statements  
  
Select one of the option numbers above and press ENTER.  
Press END (PF3) to complete job definition and return to Segment Selection.  
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 18: Job Activity Definition Panel

EZ/KEY positions the selection arrow at option 5, the next step in the creation of a program.

ACTION: Press ENTER.

RESULT: Transfer to the **Primary Report Menu**.

Creating an EASYTRIEVE PLUS Program

```
PRORPT ----- Primary Report Menu ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER
JOBNAME: CALC

ENTER REPORT NAME ==> sal-rpt

      SELECT OPTION ==>

              1 Copy a REPORT Model from a Library.
==> 2 Create a New REPORT Definition.
              3 Modify an existing REPORT Definition.

Enter a report name and press ENTER to select the step indicated by
the arrow, or type in the option number.

Press END (PF3) to complete report definition and return to job definition.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.
```

Exhibit 19: Primary Report Menu

EZ/KEY positions the cursor where an entry should be made. Here EZ/KEY requests the name of the report to be defined. In the program logic, the name *sal-rpt* was used. Use that name here.

ACTION: 1. Type *sal-rpt* as illustrated above.
2. Press ENTER.

RESULT: Transfer to the **Report Declarative Menu**.

```

PRORPTM ----- Report Declarative Menu ----- EZ/KEY
COMMAND ==>
PROGRAM: LEARNER
JOBNAME: CALC
REPORT: SAL-RPT

DEFINED
FOR THIS
REPORT  SELECT  STATEMENTS      REPORT DEFINITIONS
-----
NO      s      REPORT PARAMETERS - Format/file directing/spacing/testing/
NO      SEQUENCE - Sequencing (sorting)
NO      CONTROL - Control fields
NO      SUM      - Specific field totaling
NO      TITLE    - Title contents
NO      HEADING  - Alternate field headings
NO      LINE     - Print line contents
NO      PROCEDURES - Optional Report Procedure(s)
          REPORT OVERVIEW - Review and Modify the Entire Report

Enter an S next to each section that you wish to add or change.
Press ENTER to continue the report definition.
Press END (PF3) to complete the definition.
Press RETURN (PF4) to save program and return to the Primary Selection Menu.

```

Exhibit 20: Report Declarative Menu

Another feature of EZ/KEY is the step-by-step report definition process.

When defining a report, EASYTRIEVE PLUS requires only the report name and a LINE statement. However, by adding other specifications, you can customize the report to meet your needs.

ACTION: 1. Type *s* for *select* next to the **REPORT PARAMETERS** line.
2. Press ENTER.

RESULT: Transfer to the **Specify Report Parameters** panel.

Creating an EASYTRIEVE PLUS Program

```
PRORPT1 ----- Specify Report Parameters ----- EZ/KEY
COMMAND ==>

PROGRAM: LEARNER
      JOB: CALC
      REPORT: SAL-RPT

      SELECT OPTION ==> 2

              1  FORMAT determination parameters
              2  SPACING control parameters
              3  FILE directing parameters
              4  TESTING aid parameters

Enter one of the option numbers above to select a parameter group,
or leave the option blank to sequence through each parameter panel.
Press ENTER to continue. Press END (PF3) to return to the Report Menu.
```

Exhibit 21: Specify Report Parameters Panel

By default, EASYTRIEVE PLUS sends report output to a printer that uses 132 character wide pages. To view your entire report on the terminal, you must change the width to a value less than 80. The **SPACING** parameters control page width.

ACTION: 1. Type **2** in the **SELECT OPTION** field.
2. Press **ENTER**.

RESULT: Transfer to the **Report Spacing Parameters** panel.

```
PRORPT1B ----- Report Spacing Parameters ----- EZ/KEY
COMMAND ==>
```

```
PROGRAM: LEARNER
JOB: CALC
REPORT: SAL-RPT
```

Defaults Changes

```
PAGESIZE: 58 =>      Number of lines per page.
LINE SIZE: 132 => 72  Number of print positions per line.
SKIP: 0      =>      Number of blank lines between line groups.
SPACE: 3     =>      Number of blank spaces between title and line items.
TITLESKIP: 3  =>      Number of blank lines between titles and lines.
SPREAD: NO   =>      Maximum spaces between each column of a report.
ADJUST: YES  =>      Center the report (NO indicates left-justify)
DATE: YES    =>      Print the date on reports.
PAGE: YES    =>      Print the page number.
HEADING: YES =>      Print column headings.
```

Make any changes to the above parameters.
Type CANCEL on the COMMAND line to exit without updating the parameters.
Press ENTER to define these parameters and return to the Report Parameter Menu.

Exhibit 22: Report Spacing Parameters Panel

ACTION: 1. Type **72** in the **Changes** field next to the **LINE SIZE** parameter.
2. Press ENTER.

RESULT: Return to the **Specify Report Parameters** panel.

```
PRORPT1 ----- Specify Report Parameters ----- EZ/KEY  
COMMAND ==>
```

```
PROGRAM: LEARNER  
JOB: CALC  
REPORT: SAL-RPT
```

```
SELECT OPTION ==>
```

- 1 FORMAT determination parameters
- 2 SPACING control parameters
- 3 FILE directing parameters
- 4 TESTING aid parameters

Enter one of the option numbers above to select a parameter group,
or leave the option blank to sequence through each parameter panel.
Press ENTER to continue. Press END (PF3) to return to the Report Menu.

Exhibit 23: Specify Report Statement Parameters Panel

You can select other report statement parameters from this panel; however, no others are required for this report.

ACTION: Press END (PF3).

RESULT: Return to the **Report Declarative Menu**.

```

PRORPTM ----- Report Declarative Menu ----- EZ/KEY
COMMAND ==>
PROGRAM: LEARNER
JOBNAME: CALC
REPORT: SAL-RPT

```

DEFINED

FOR THIS

REPORT	SELECT	STATEMENTS	REPORT DEFINITIONS
YES		REPORT PARAMETERS	- Format/file directing/spacing/testing/
NO	s	SEQUENCE	- Sequencing (sorting)
NO		CONTROL	- Control fields
NO		SUM	- Specific field totaling
NO	s	TITLE	- Title contents
NO		HEADING	- Alternate field headings
NO	s	LINE	- Print line contents
NO		PROCEDURES	- Optional Report Procedure(s)
		REPORT OVERVIEW	- Review and Modify the Entire Report

Enter an S next to each section that you wish to add or change.
 Press ENTER to continue the report definition.
 Press END (PF3) to complete the definition.
 Press RETURN (PF4) to save program and return to the Primary Selection Menu.

Exhibit 24: Report Declarative Menu

The **YES** under **DEFINED FOR THIS REPORT** is a reminder that you have already specified the Report parameters.

To customize this report, select **SEQUENCE**, **TITLE**, and **LINE**. The **SEQUENCE** parameter puts the report in order and **TITLE** adds a title. The required statement **LINE** determines the content of every line printed on the report.

ACTION: 1. Type an s next to **SEQUENCE**, **TITLE**, and **LINE**.
 2. Press ENTER.

RESULT: Transfer to the **Report Sequence Definition** panel.

Creating an EASYTRIEVE PLUS Program

```

PRORPT2 ----- Report Sequence Definition ----- EZ/KEY
COMMAND ==>                                     SCROLL ==> P

PROGRAM: LEARNER                                STATEMENT: SEQUENCE
      JOB: CALC                                (Field Ordering)
      REPORT: SAL-RPT

      SEQUENCE Fieldname /D/ ...

***** START OF SEQUENCE DEFINITION STATEMENT *****
///// SEQUENCE name
/////
/////
/////
/////
/////
***** END OF SEQUENCE DEFINITION STATEMENT *****

Enter the names of the fields on which the report is ordered.
Ascending sequence is standard; code a D following a name for descending order.
One or more fields may be specified on each line.
Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

```

Exhibit 25: Report Sequence Definition Panel

The keyword **SEQUENCE** is already placed on the top line. List field names here that EASYTRIEVE PLUS uses to put the report in order. This report should list employees in alphabetical order.

ACTION: 1. Type *name* on the line after **SEQUENCE**.
2. Press END (PF3).

RESULT: Transfer to the **Report Title Definition** panel.

NOTE: EZ/KEY displays a separate panel for each statement that you selected on the **Report Declarative Menu**.

```

PRORPT5 ----- Report Title Definition ----- EZ/KEY
COMMAND ==>                                     SCROLL ==> P

PROGRAM: LEARNER                                STATEMENT: TITLE
        JOB: CALC                                (Page Titles)
        REPORT: SAL-RPT

        TITLE number /fieldname/ /COL n/
                        /literal / / n /
                        /- n /

***** START OF TITLE DEFINITION STATEMENTS *****
'/'/'/' TITLE 01 'region 5 employees - annual raise report'
'/'/'/'
'/'/'/'
'/'/'/'
'/'/'/'
'/'/'/'

***** END OF TITLE DEFINITION STATEMENTS *****

Enter the names of fields or literals to be placed on the page title.
Specify any desired option as described in the model.
One or more fields may be specified on each line.
Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

```

Exhibit 26: Report Title Definition Panel

Because you selected TITLE on the Report Declarative Menu, EZ/KEY now displays the **Report Title Definition** panel.

ACTION: 1. Type the TITLE statement as illustrated in Exhibit 26, including the single quotes before and after the title.
2. Press END (PF3).

RESULT: Transfer to the **Report Line Definition** panel.

Creating an EASYTRIEVE PLUS Program

```

PRORPT7 ----- Report Line Definition ----- EZ/KEY
COMMAND ==>                                     SCROLL ==> P

PROGRAM: LEARNER                                STATEMENT: LINE
JOB: CALC                                       (Report Content)
REPORT: SAL-RPT

      LINE line-num /fieldname/ /options/
                           /literal /

***** START OF LINE DEFINITION STATEMENTS *****
'''''' LINE 01 name annual-salary raise new-salary
''''''
''''''
''''''
''''''
''''''
***** END OF LINE DEFINITION STATEMENTS *****

Enter a line statement for each line of a report line group.
Specify the fields or literals to be printed along with any options.
One or more line statements may be defined on this panel.
Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

```

Exhibit 27: Report LINE Definition Panel

The final step is to specify the **LINE** statement. This statement is required; it specifies the contents of each line on the report.

This report includes the names of the employees in region 5, each employee's old salary, raise, and new salary.

ACTION: 1. Enter the field names as Exhibit 27 illustrates.
2. Press END (PF3).

RESULT: Return to the **Report Declarative Menu**.

PRORPTM ----- Report Declarative Menu ----- EZ/KEY	
COMMAND ==>	
PROGRAM: LEARNER	
JOBNAME: CALC	
REPORT: SAL-RPT	
DEFINED	
FOR THIS	
REPORT	SELECT STATEMENTS REPORT DEFINITIONS
YES	REPORT PARAMETERS - Format/file directing/spacing/testing/
YES	SEQUENCE - Sequencing (sorting)
NO	CONTROL - Control fields
NO	SUM - Specific field totaling
YES	TITLE - Title contents
NO	HEADING - Alternate field headings
YES	LINE - Print line contents
NO	PROCEDURES - Optional Report Procedure(s)
	s REPORT OVERVIEW - Review and Modify the Entire Report
Enter an S next to each section that you wish to add or change.	
Press ENTER to continue the report definition.	
Press END (PF3) to complete the definition.	
Press RETURN (PF4) to save program and return to the Primary Selection Menu.	

Exhibit 28: Report Declarative Menu

Select **REPORT OVERVIEW** to review the entire report.

ACTION: 1. Type **s** next to **REPORT OVERVIEW**.
2. Press ENTER.

RESULT: Transfer to the **Report Overview** panel.

Creating an EASYTRIEVE PLUS Program

```

PRORPT9 ----- Report Overview ----- EZ/KEY
COMMAND ==>                                SCROLL==> P

PROGRAM: LEARNER
      JOB: CALC
      REPORT: SAL-RPT

***** START OF REPORT DEFINITION *****
000022 REPORT SAL-RPT  +
000023      LINESIZE 72
000024      SEQUENCE NAME
000025      TITLE 01 'REGION 5 EMPLOYEES - ANNUAL RAISE REPORT'
000026      LINE 01 NAME ANNUAL-SALARY RAISE NEW-SALARY
      *****
      *****
      *****
      *****
      *****
      *****
***** END OF REPORT DEFINITION *****

Review the entire report definition and modify as desired.
Use standard line edit commands to manipulate the lines.
Press END (PF3) to complete processing and return.

```

Exhibit 29: Report Overview Panel

EZ/KEY displays the REPORT definition. If necessary, you can edit these statements directly from this panel. Press END (PF3) to return to the previous panel or, to view the entire program, press REVIEW (PF2).

ACTION: Press REVIEW (PF2).

RESULT: Transfer to the **Program Review** panel.

```
PROREVW ----- Program Review Panel ----- EZ/KEY
COMMAND ==>                                     SCROLL ==> P
000022 REPORT SAL-RPT +
000023     LINESIZE 72
000024     SEQUENCE NAME
000025     TITLE 01 'REGION 5 EMPLOYEES - ANNUAL RAISE REPORT'
000026     LINE 01 NAME ANNUAL-SALARY RAISE NEW-SALARY
***** ***** END OF DATA *****
```

Use UP (PF7) DOWN (PF8) LEFT (PF22) and RIGHT (PF11) to browse the program.
Press END (PF3) to return to the previous panel.

Exhibit 30: Program Review Panel

EZ/KEY displays the bottom of the program. To view the remainder of the program use the UP (PF7) and DOWN (PF8) keys.

ACTION: Press UP (PF7) twice.

RESULT: Display the remainder of the program.

Creating an EASYTRIEVE PLUS Program

UP		Program Review Panel		EZ/KEY	
COMMAND ==>				SCROLL ==> P	
***** START OF DATA *****					
000001	LIST OFF				
000002	PARM LIST (NOPARM NOFILE)				
000003	FILE PAYFILE +				
000004	FB(150 1800)				
000005	*				
000006	REGION	1	1	N	
000007	NAME	17	16	A	
000008	WEEKLY-PAY	94	4	P	2
000009	*				
000010	ANNUAL-SALARY	W	4	P	2
000011	NEW-SALARY	W	4	P	2
000012	RAISE	W	4	P	2
000013	*				
000014	JOB NAME(CALC)				
000015	IF REGION = 5				
000016	ANNUAL-SALARY = WEEKLY-PAY * 52				
000017	RAISE = ANNUAL-SALARY * 0.07				
000018	NEW-SALARY = ANNUAL-SALARY + RAISE				
Use UP (PF7) DOWN (PF8) LEFT (PF22) and RIGHT (PF11) to browse the program. Press END (PF3) to return to the previous panel.					

Exhibit 31: Program Review Panel

You can continue to browse through the program using the UP and DOWN PF keys. To execute the program, return to the **Primary Selection Menu** by using the RETURN (PF4) key.

ACTION: Press RETURN (PF4).

RESULT: Transfer to the **Primary Selection Menu**.

EXECUTION

```
PROSTART ----- Primary Selection Menu ----- EZ/KEY
COMMAND ==>                                     USERID: STUDENT
                                                TIME  : 14:06:21
                                                DATE  : 06/01/99

Select Option ==> 4

      0  Program Function Key Settings
      1  Edit an EASYTRIEVE PLUS Program
      2  Edit any Member
      3  Library and System Utilities
      4  Run a Program On-Line
      5  Submit a Program for Batch Processing
      6  Report Processing Facility

      T  Tutorial for EZ/KEY

      X  Exit the EZ/KEY System

EZ/KEY, Version X.X
Copyright (c) 1983, 1988 Pansophic Systems, Inc.
```

Exhibit 32: Primary Selection Menu

If EZ/KEY is operating under CMS or TSO, you can select option 4 to run LEARNER and to view the output on your terminal. However, option 4 is not available when EZ/KEY is operating under CICS. In that case choose option 5 to send output to a printer.

ACTION: 1. Type 4 in the **Select Option** field.
2. Press ENTER.

RESULT: Transfer to the **Run On-Line** panel.

PROEXECC	-----	Run On-Line	-----	EZ/KEY
COMMAND ==>				
Enter/Verify the Following Information:				
EXEC Name ==> eztpus				
EASYTRIEVE PLUS Program Name ==> LEARNER				
Program Type ==> EZT				
Version ==> 000				
FIRST FILE:	Filedef Name ==>	payfile	(DDname)	
	CMS File Name ==>	persnl		
	CMS File Type ==>	data		
SECOND FILE:	Filedef Name ==>		(DDname)	
	CMS File Name ==>			
	CMS File Type ==>			
Send the Output to ==>		t	(Browse, Disk, Printer or Terminal)	
Expand Macros ==>		YES	(YES or NO)	
Type the required information and press ENTER.				
Press END (PF3) to cancel and return to the previous panel.				

Exhibit 33: Run On-Line Panel

EZ/KEY assumes that you want to use certain information and includes it automatically. Since you transferred to this panel after creating LEARNER, EZ/KEY displays the program name, type, and version number. You must fill in other information that your System Administrator can provide.

- ACTION:
1. Type in the name of your EXEC, the filedef name **PAYFILE**, and each of the entries as illustrated above. You may send the output to several destinations, but in this exercise type *t* for terminal.
 2. Press ENTER.

RESULT: EASYTRIEVE PLUS executes your program and displays the first screen of the program listing at your terminal.

Execution

The following illustrates what your output looks like when it is displayed on a terminal:

6/02/99	REGION 5 EMPLOYEES - ANNUAL RAISE REPORT		PAGE	1
NAME	ANNUAL-SALARY	RAISE	NEW-SALARY	
CROCI	19,552.00	1,368.64	20,920.64	
EPERT	16,140.80	1,129.85	17,270.65	
GRECO	52,208.00	3,654.56	55,862.56	
HAER	6,341.40	443.89	6,785.29	
JOHNSON	37,065.60	2,594.59	39,660.19	
JONES	41,849.60	2,929.47	44,779.07	
JUDAR	30,742.40	2,151.96	32,894.36	
LACH	16,140.80	1,129.85	17,270.65	
MILLER	16,307.20	1,141.50	17,448.70	
OSMON	32,656.00	2,285.92	34,941.92	
PHILPS	13,169.52	921.86	14,091.38	
REYNOLDS	9,055.80	633.90	9,689.70	
RYAN	20,758.40	1,453.08	22,211.48	
TALUS	23,961.60	1,677.31	25,638.91	
WALTERS	22,048.00	1,543.36	23,591.36	
WARD	9,555.00	668.85	10,223.85	
YOUNG	16,307.20	1,141.50	17,448.70	
ZOLTAN	6,500.00	455.00	6,955.00	
MORE...				

Exhibit 34: Terminal Output

When the word **MORE** appears at the bottom of the screen, press **CLEAR** to see the next page of output.

ACTION: Press **CLEAR**.

RESULT: The next page is displayed.

Press **ENTER** to continue, or type **END** to exit **EZ/KEY**. A message from **EZ/KEY** is displayed.

ACTION: Press **ENTER**.

RESULT: Return to the **Run On-Line** panel.

```
PROEXECC ----- Run On-Line ----- EZ/KEY
COMMAND ==>

Enter/Verify the Following Information:

          EXEC Name ==> EZTPLUS
EASYTRIEVE PLUS Program Name ==> LEARNER
          Program Type ==> EZT
          Version ==> 000

FIRST FILE:  Filedef Name ==> PERSNL  (DDname)
             CMS File Name ==> PERSNL
             CMS File Type ==> MASTER

SECOND FILE:  Filedef Name ==>          (DDname)
             CMS File Name ==>
             CMS File Type ==>

          Send the Output to ==>          (Browse, Disk, Printer or Terminal)

          Expand Macros ==> YES  (YES or NO)

Type the required information and press ENTER.
Press END (PF3) to cancel and return to the previous panel.
```

Exhibit 35: Run On-Line Panel

If you want a hardcopy of the report, type a **p** at the **Send the Output to** field. When you press ENTER, the program executes and the report prints at your system printer.

Another method of producing reports is to use EZ/REPORT. Return to the **Primary Selection Menu** to use this facility.

ACTION: Press RETURN (PF4).

RESULT: Transfer to the **Primary Selection Menu**.

EZ/REPORT - THE REPORT PROCESSING FACILITY

The following pages demonstrate how you can use EZ/REPORT to speed and simplify the execution of any program. You can use EZ/KEY to create report programs that include values that can be changed for each execution. When you run a program, you are prompted to enter the values that are used in the program.

You can tailor EZ/KEY to the individual user so that through EZ/REPORT the user may only see and select the programs that that user may execute. In this way, MIS provides a means of obtaining timely and pertinent information while maintaining absolute control over resources and data.

Go through the following example and see how EZ/REPORT can help you quickly, easily, and inexpensively satisfy the need to provide information. You begin at the **Primary Selection Menu**:

PROSTART -----	Primary Selection Menu -----	EZ/KEY
COMMAND ==>		USERID: STUDENT
		TIME : 09:15:03
		DATE : 06/01/99
Select Option ==> 6		
	0 Program Function Key Settings	
	1 Edit an EASYTRIEVE PLUS Program	
	2 Edit any Member	
	3 Library and System Utilities	
	4 Run a Program On-Line	
	5 Submit a Program for Batch Processing	
	6 Report Processing Facility	
	T Tutorial for EZ/KEY	
	X Exit the EZ/KEY System	
EZ/KEY, Version X.X		
Copyright (c) 1983, 1988 Pansophic Systems, Inc.		

Exhibit 36: Primary Selection Menu

EZ/REPORT - The Report Processing Facility

EZ/REPORT, EZ/KEY's Report Processing Facility offers a quick and easy way to submit programs or create reports, using option 6 on the **Primary Selection Menu**.

ACTION: 1. Type **6** in the **SELECT OPTION** field.
2. Press **ENTER**.

RESULT: Transfer to the **Report Processing Facility** panel.

Selecting Various Reports

Your EZ/KEY System Administrator can create and store programs that you can run by selecting the programs from a list and, if appropriate, inserting values at prompts to customize the output.

EZREPORT ----- Report Processing Facility ----- EZ/KEY

COMMAND ==>

Type REPORT NAME to run or ? for a list of Report Libraries:

REPORT NAME ==> ?

Run Report ON-LINE or BATCH ==> (O or B)

Modify JOB Information ==> NO (YES or NO)

Press END (PF3) to return to the previous panel.

Exhibit 37: Report Processing Facility Panel

Select a report to run by typing its name at the **REPORT NAME** field or type a question mark (?) to get a list of programs and reports available to you.

ACTION: 1. Type ? in the **REPORT NAME** field.
2. Press ENTER.

RESULT: Transfer to the **Report Library Utility** panel.

EZ/KEY		Report Library Utility		EZ/KEY	
COMMAND ==>				SCROLL==> P	
ACTION	LIBRARY			REPORT	
RESULT	NAME	REPORT LIBRARY DESCRIPTION		NAME	
	STUDENT	STUDENT User Library			
S	EXAMPLE	EZ/KEY Example Library			

ACTIONS ==> S Select Reports I Library Information
Press END (PF3) to return to the previous panel.

Exhibit 38: Report Library Utility Panel

The Report Administrator can give you access to any number of program libraries. Here, you have access to the **STUDENT** library and the **EXAMPLE** library.

You can get information about the libraries by typing **I** in the **ACTION/RESULT** column or you can select the library by typing an **S** in the column.

Select the **EXAMPLE** library and look at the programs available to be run.

ACTION: Type **S** in the **ACTION/RESULT** column on the **EXAMPLE** library line.

RESULT: Transfer to the **Report Selection** panel.

EZ/REPORT - The Report Processing Facility

```

EZRPTRSL ----- Report Selection ----- 11 Members Selected
COMMAND ==>                                SCROLL ==> P
                                           REPORT LIBRARY: EXAMPLE
                                Modify Job Information ==> NO (YES or NO)

ACTION   REPORT
RESULT   NAME      REPORT DESCRIPTION
-----
          DEDUCTS   Calculates Deductions for Selected Department
          DEPTRNGE  Salary report for a range of departments
I        DEPTSEL   Salary report for 1 to 4 departments
          PRIMER1   PRIMER Example Report 1 - Sample Report
          PRIMER2   PRIMER Example Report 2 - Deductions
          PRIMER3   PRIMER Example Report 3 - Selecting Department 911
          PRIMER4   PRIMER Example Report 4 - Departments 911-914
          PRIMER5   PRIMER Example Report 5 - Sequence
          PRIMER6   PRIMER Example Report 6 - Control Totals
          PRIMER7   PRIMER Example Report 7 - Titles and Headings
          PRIMER8   PRIMER Example Report 8 - Multiple requests

ACTIONS ==>  O Run On-Line    B Run Batch    I Report Information
Press END (PF3) to return to the previous panel.
Press RETURN (PF4) to return to the Primary Selection Menu.

```

Exhibit 39: Report Selection Panel

There are a series of programs that can be run from the **EXAMPLE** library.

To run a program or to get information about a program, just type **O**, **B**, or **I** next to the report name you want. (See **ACTIONS** information at the bottom of the screen.)

Look at the information about the report called **DEPTSEL**.

ACTION: Type **I** in the **ACTION/RESULT** column on the **DEPTSEL** program line.

RESULT: Transfer to the **Report Information** panel for **DEPTSEL**.

```
EZRPTURI ----- Report Information ----- EZ/KEY
COMMAND ==>

Information for DEPTSEL Report:
-----

This report will calculate payroll deductions for each employee
selected from the personnel file.

You may list employees from up to four different departments.

When you select the program, you will be asked to enter the
department numbers of each department you would like included
on the listing.

Enter department numbers at each prompt. If you are requesting
less than four departments, leave unneeded prompts blank.

The report will be sent back to your terminal. Employees will
be listed in alphabetical order within each department.

-----

Press END (PF3) to return to the previous panel.
```

Exhibit 40: Report Information Panel

The Report Administrator enters this information to describe the programs that you can execute.

When you finish reading the information, return to the **Report Selection** panel.

ACTION: Press END (PF3).

RESULT: Transfer back to the **Report Selection** panel. **REVIEWED** now appears under the **ACTION/RESULT** column next to **DEPTSEL**.

EZ/REPORT - The Report Processing Facility

EZRPTSL -----		Report Selection -----	EZ/KEY
COMMAND ==>			SCROLL ==> P
		REPORT LIBRARY: EXAMPLE	
Modify Job Information ==> NO (YES or NO)			
ACTION	REPORT		
RESULT	NAME	REPORT DESCRIPTION	

0	DEDUCTS	Calculates Deductions for Selected Department	
	DEPTRNGE	Salary report for a range of departments	
	DEPTSEL	Salary report for 1 to 4 departments	
	PRIMER1	PRIMER Example Report 1 - Sample Report	
	PRIMER2	PRIMER Example Report 2 - Deductions	
	PRIMER3	PRIMER Example Report 3 - Selecting Department 911	
	PRIMER4	PRIMER Example Report 4 - Departments 911-914	
	PRIMER5	PRIMER Example Report 5 - Sequence	
	PRIMER6	PRIMER Example Report 6 - Control Totals	
	PRIMER7	PRIMER Example Report 7 - Titles and Headings	
	PRIMER8	PRIMER Example Report 8 - Multiple requests	
ACTIONS ==> O Run On-Line B Run Batch I Report Information			
Press END (PF3) to return to the previous panel.			
Press RETURN (PF4) to return to the Primary Selection Menu.			

Exhibit 41: Report Selection Panel

To execute a report, type **O** or **B** next to the report name. If you want additional information, type **I**.

Execute the report called DEPTSEL on-line.

ACTION: Type **O** in the **ACTION/RESULT** column next to **DEPTSEL** and blank out any remaining previous characters.

RESULT: Transfer to the **Report Parameter Substitution** panel.

EZRPSTSUB ----- Report Parameter Substitution -----		EZ/KEY
COMMAND ==>		Report: DEPTSEL
		Scroll ==> P
Parameter Name	Description	
<hr/>		
DEPT1	Type the number of a department that you want included on the report.	
Value:	914	
DEPT2	Type the next department number. (Leave blank if only one department is required.)	
Value:	921	
DEPT3	Type the next department number. (Leave blank if another department is not required.)	
Value:		
DEPT4	Type the last department number. (Leave blank if another department is not required.)	
Value:		
Enter the value of the parameter to substitute in your EASYTRIEVE PLUS program. Use UP (PF7) and DOWN (PF8) to scroll the screen. Press END (PF3) to continue or type CANCEL to cancel.		

Exhibit 42: Report Parameter Substitution Panel

The Report Administrator provided the information on this screen. To execute the report, type in the requested information at each prompt then run the report.

ACTION:

1. Type **914** for **DEPT1**.
2. Tab to the second prompt and type **921** for **DEPT2**.
3. Press **END (PF3)** to execute the program.

RESULT: EZ/REPORT processes the report. Because the program was run on-line, the output appears on your terminal.

NOTE: EZ/KEY remembers values from previous executions. If this program has been run before, there may already be values present at the prompts. If you are using new values, erase the old ones.

EZ/REPORT - The Report Processing Facility

6/01/99		DEDUCTIONS FOR DEPARTMENT 914 921		PAGE	1
DEPT	NAME	GROSS	NET	DEDUCTIONS	
914	CROCI JUDY	376.00	215.95	160.05	
	GRECO LESLIE	1,004.00	685.23	318.77	
	MANHART VIRGINIA	344.80	250.89	93.91	
	RYAN PAMELA	399.20	291.70	107.50	
	VETTER DENISE	279.36	189.06	90.30	
914		2,403.36	1,632.83	770.53	
921	HUSS PATTI	360.80	223.71	137.09	
	PETRIK KATHY	220.80	154.70	66.10	
	WARD MARINA	183.75	141.47	42.28	
921		765.35	519.88	245.47	
		3,168.71	2,152.71	1,016.00	
Press ENTER to continue, or type END to exit EZ/KEY.					

Exhibit 43: Terminal Output

EZ/REPORT sends the output back to your terminal for viewing. Notice that the departments selected are **914** and **921** and that these numbers have been included in the title of the program.

ACTION: Press ENTER to return to EZ/KEY or type END (PF3).

RESULT: Return to the **Report Selection** panel or end the EZ/KEY session.

(This page intentionally left blank.)

