

UNISYS

**MAPPER[®] User
Workshop (4R2/36R1)
Student Guide
Volume 1**

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Course Description

Audience

Customer or Unisys personnel of any level from clerical to management.

Prerequisites

None

Objectives

Upon successful completion of this course, the student should be able to

- Use basic manual functions to accomplish simple manual tasks

Description

Through lecture and hands-on exercises, the overall MAPPER system is introduced including the database and report structure, the control line and report 0, the keyboard, signing on and off, online assistance, drawer design, run design, the role of the coordinator, and a wide variety of manual functions. The course may be held at a Unisys training center or a customer site. This is a beginning level course intended for any level of employee with any or no computer experience. Approximately 3/5 of the course will be devoted to hands-on exercises. A final test will be given to Unisys employees attending this course.

Topics

- MAPPER concepts, database structure and security
- Operating procedures and online MAPPER assistance
- MAPPER update, query, and mathematical functions
- Application design
- MAPPER communications functions
- The MAPPER coordinator
- Run design overview

Duration

4 days

Agenda

Day One

HRS

- 1.5 MAPPER Concepts**
- 2.5 Using MAPPER**
- 2.5 Report Manipulation**
- 1.5 Report Creation and Deletion**

Day Two

- 2.5 Modifying Reports**
- 2.0 Search**
- 1.5 Find, Locate and Change**
- 2.0 Sort, Reformat and Match**

Day Three

- 2.5 Totalize**
- 2.5 Calculate**
- 1.5 Communication**
- 1.5 Update and Iterative Functions**

Day Four

- 2.5 Date Processing**
- 2.5 Analyzing Data**
- 1.5 Drawer Creation**
- 1.5 Miscellaneous Topic Overview**

1

MAPPER Concepts

Objectives

Upon completion of this module, you should be able to

Describe the basic concepts needed to use MAPPER

Describe how the MAPPER database is organized and know the components of the database

Explain the uses of even and odd cabinets

Describe the structure of a MAPPER report, and how it is displayed on the screen, including:

Lines

Columns

Control line

Describe the levels of security as used in MAPPER

Learning Sequence

- **MAPPER - what, why and who**
- **MAPPER database**
- **MAPPER Security**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

What is MAPPER?

- **MAPPER System**
 - Powerful database management system
 - Easy to learn and use

- **MAPPER characteristics**
 - Report processing system
 - No programming required
 - Unisys real-time information system
 - General purpose
 - End-user oriented
 - Data management system

What Is MAPPER?

- **Types of processing**
 - RUN
 - SEARCH
 - ARITHMETIC
 - UPDATE
 - MATCH
 - SORT
 - MERGE
 - DISPLAY

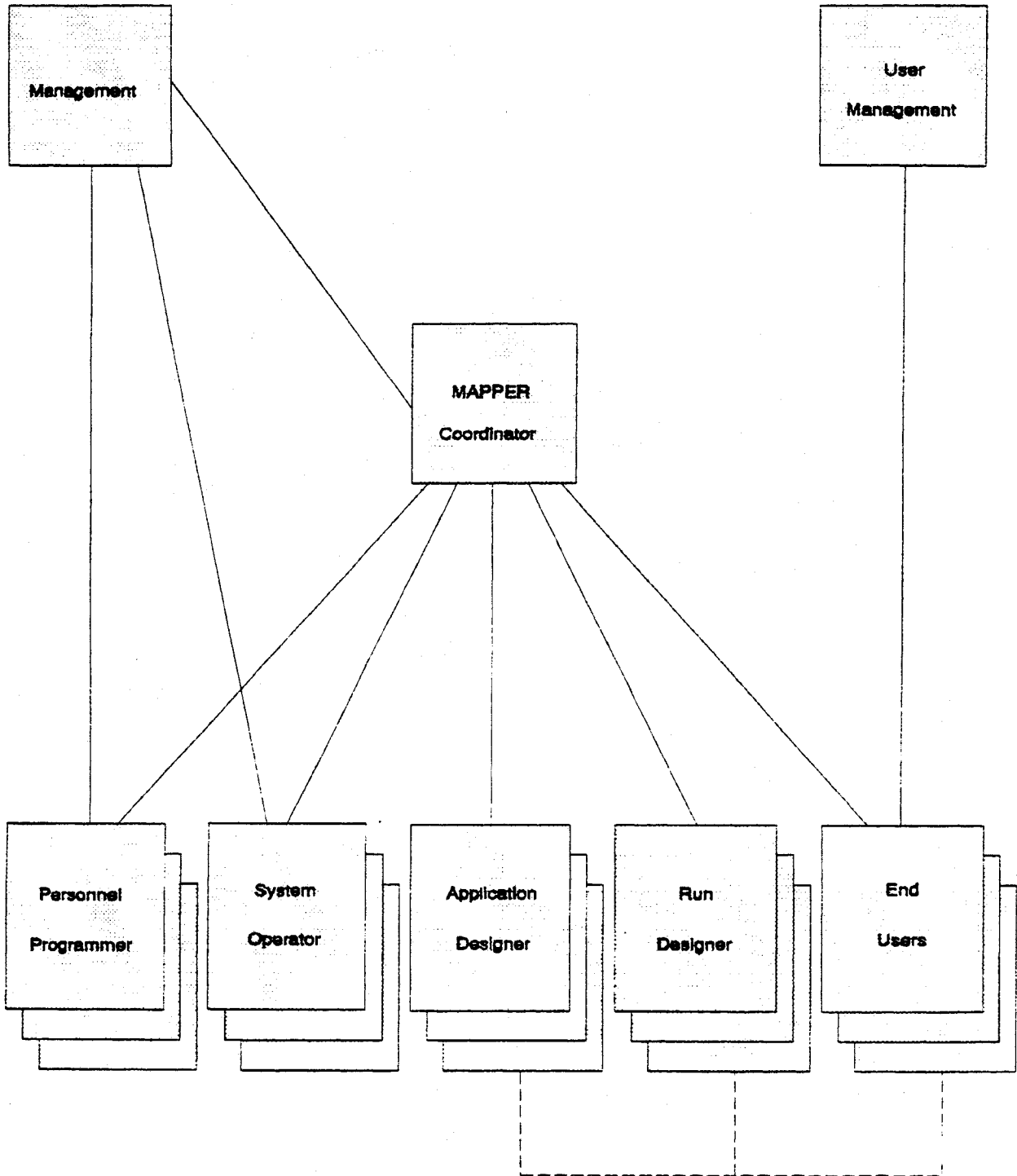
- **Types of uses**
 - Weekly/monthly employee productivity
 - Management information reporting
 - Claims processed and paid
 - Quarterly/annual financial information
 - Inventory control
 - Order entry/inquiry

Why Was MAPPER Developed?

- **Manufacturing and quality control management dissatisfied**
 - Outdated and inadequate information
 - Large amount of programming time and effort

- **Goals**
 - End users define and develop reports
 - No programming knowledge required
 - Many users access system at same time
 - Immediate response
 - Protect data and prevent unauthorized use

Who Uses MAPPER?



Who Uses MAPPER?

- **End user**
 - Creates, updates, manipulates, and deletes reports
 - Executes runs designed by a run designer
 - Designs new forms (such as report layouts)

- **Run designer**
 - Develops runs to create, update, display, and manipulate reports

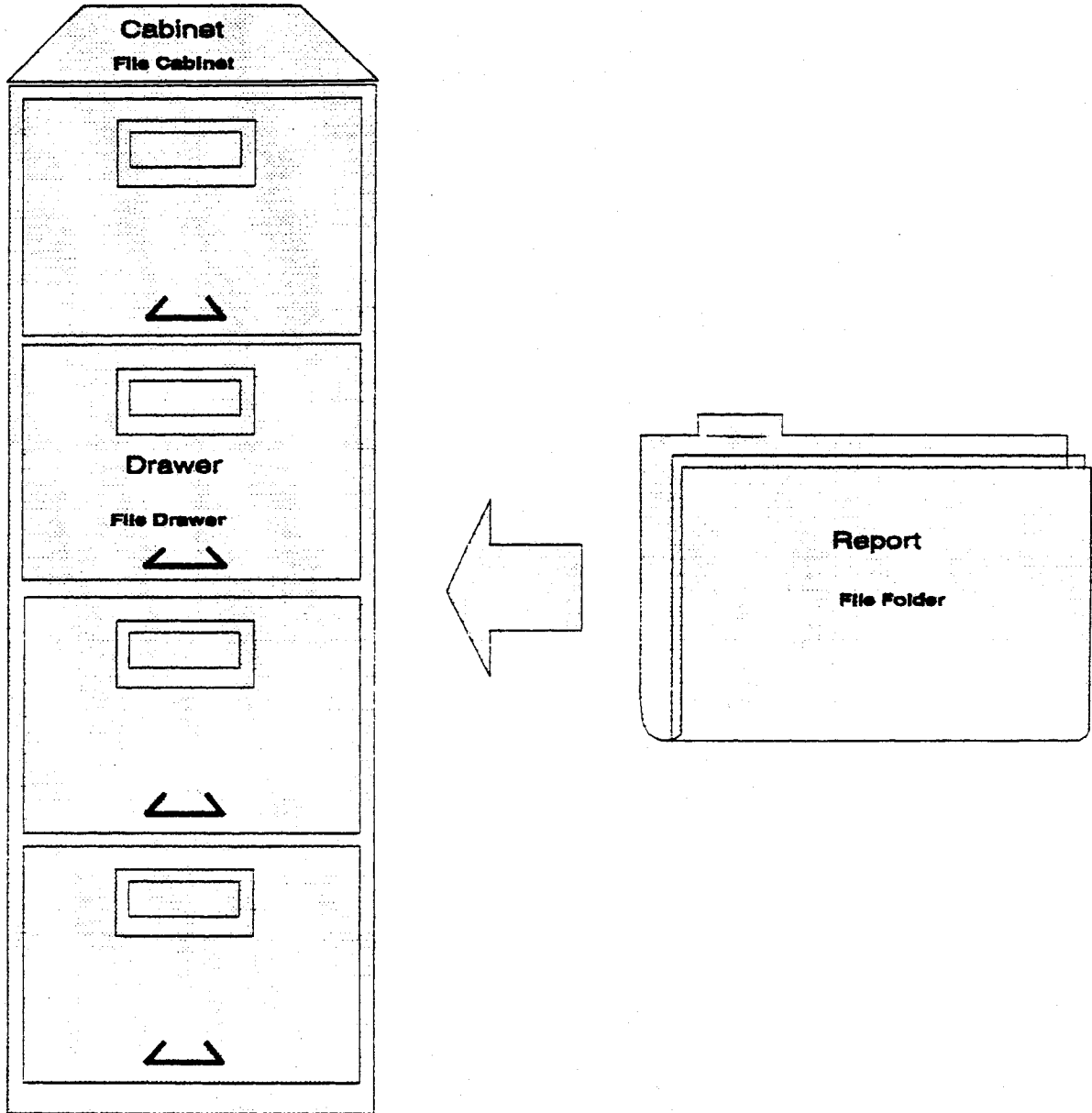
- **Application designer**
 - Designs new MAPPER applications
 - Revises existing applications

- **System coordinator**
 - Oversees total MAPPER system activities

- **System operator**
 - Initializes and maintains MAPPER operations on a daily basis

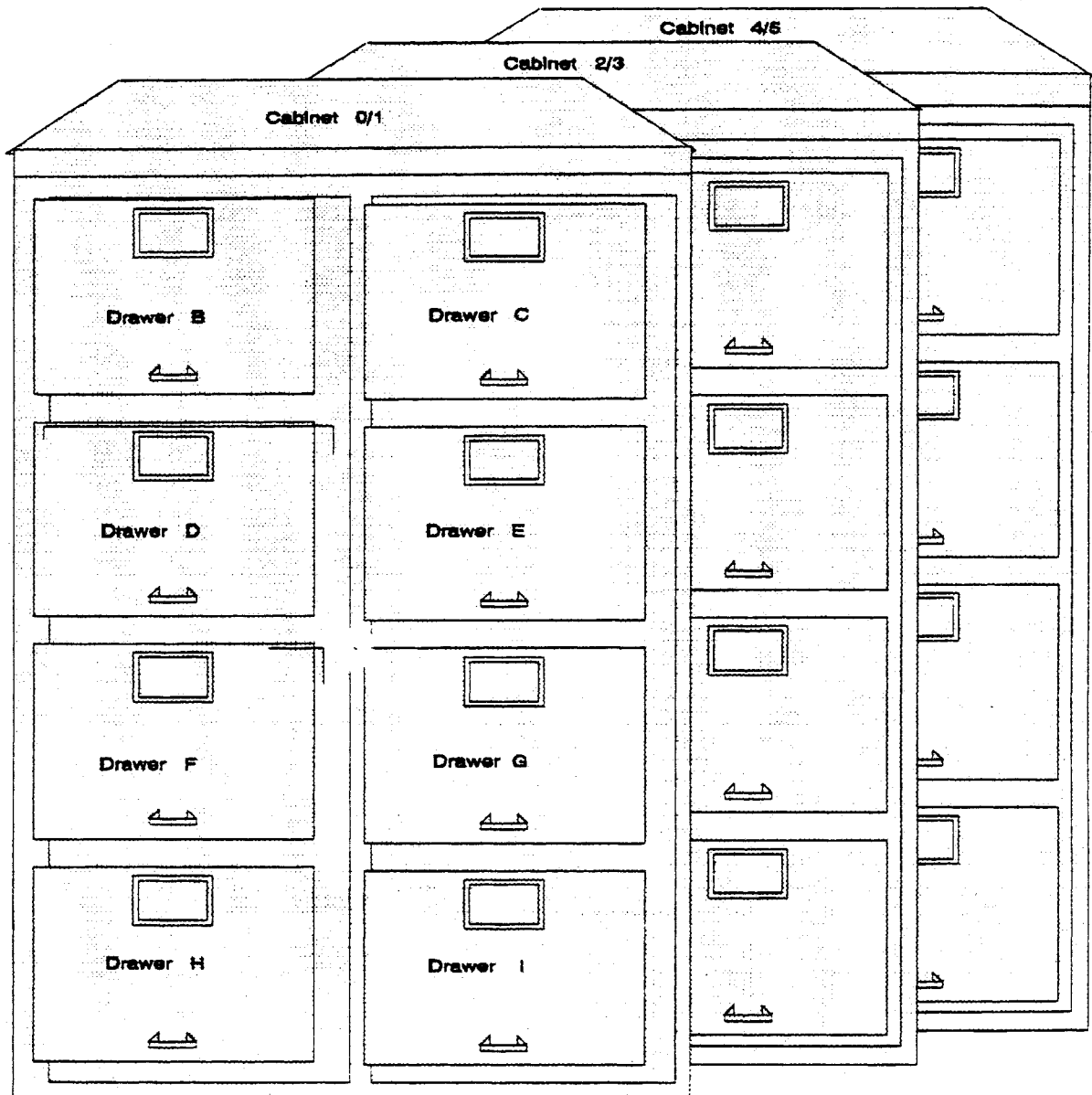
MAPPER Database Organization

- **MAPPER is a report-structured database**



The MAPPER Database

- Eight possible drawers per cabinet pair



Cabinets

- **Number of cabinets used differs between systems**
- **Each physical cabinet is logically identified by one of two consecutive numbers**
 - Access via odd number allows read-only data access
 - Access via even number allows read-write data access
- **Users are placed in a cabinet at sign on**
- **User may change cabinets (if allowed)**
- **User may directly access reports in another cabinet (if allowed)**
- **Users may be restricted to odd-numbered cabinet (read-only) access**
- **Maximum of 400 cabinet pairs (OS1100 varies from site to site)**

Drawers

- **Cabinets contain eight drawers of information**
- **Drawers are identified by letters B through I**
- **Drawers are formatted to contain either column-formed reports or freeform reports**
- **Ninth drawer, drawer A, also exists**
 - Drawer is formatted as freeform
 - Reports may contain freeform or column-formed data
 - Drawer is not attached to any cabinet and is accessible from any cabinet
 - All users can display or update drawer A reports

Reports

- **Sets of data within each drawer**
- **Consist of lines of information**
- **Identified by**
 - A report number
 - A letter indicating the drawer (A through I)
 - Optional cabinet number (used when accessing a report in a cabinet not currently pointed to by user)
 - Examples: 2B, 5C, 10F
 - Example with cabinet number : 2B20,5C0,10F2
- **Optional identification by report name**
- **Maximum number of reports in a drawer can be altered by the coordinator**
- **Column-formed reports**
 - All reports in the drawer have the same layout
- **Freeform reports**
 - Reports may contain freeform text or unique column-formed data

Lines

- **Parts of a report**
- **Length may be 40-256 characters (controlled by creator of drawer)**
- **Maximum number of lines in a report controlled by creator of drawer**
 - Recommended to keep most reports to 500 lines or less (even if maximum allowed is greater)
- **First character determines line type**
 - Tab character usually used for data lines
 - Period usually used for title and comment lines
 - Asterisk usually used for header and divider lines
- **Consist of fields (groups of like data) if drawer is column-formatted**
- **Consist of any text if drawer is formatted as freeform**

Column-Formed Reports versus Freeform Reports

- Column-formed report

```

.DATE 17 OCT 89 20:34:37 RID 1D 18 NOV 85 MICRO
.Status Report Corporate Order Status D0006
*St.Order Product .Ord.Cust. Unit .Extended.Req'd .Sale.
*Cd.Number. Type .Qty.Code. Retail .Retail .Delivr.Rep . Customer
-----
OR 99951$ GREENBOX9 2 AMCO 840312 DJR AMERICAN OIL CO. 73
OR 99951$ BLACKBOX9 1 AMCO 840312 DJR AMERICAN OIL CO. 73
OR 99951$ GREENBOX7 1 AMCO 840312 DJR AMERICAN OIL CO. 73
OR 96652$ BLACKBOX4 1 ARCO 840412 LSJ ARGENTINE CORP 23
OR 96652$ GREENBOX4 2 ARCO 840412 LSJ ARGENTINE CORP 23
OR 96652$ GREENBOX5 1 ARCO 840412 LSJ ARGENTINE CORP 23
OR 99753$ GREENBOX5 1 DICO 840312 LSJ DIGITAL CORP 17
OR 99842$ BLACKBOX8 1 FEDS 840312 PLR FED SYSTEMS CORP 15
OR 99842$ BLACKBOX0 1 FEDS 840312 PLR FED SYSTEMS CORP 15
OR 96751$ GREENBOX1 1 FEDS 840312 PLR FED SYSTEMS CORP 15
OR 94525$ GREENBOX8 1 FEDS 840312 PLR FED SYSTEMS CORP 15
OR 99725$ BLACKBOX4 1 INTR 840312 LTR INTERNATIONAL CO 33
OR 98782$ BLACKBOX9 1 USSC 840312 SSF UNION STEEL/SULFR 54
OR 96755$ GREENBOX9 1 USSC 840312 SSF UNION STEEL/SULFR 54

```

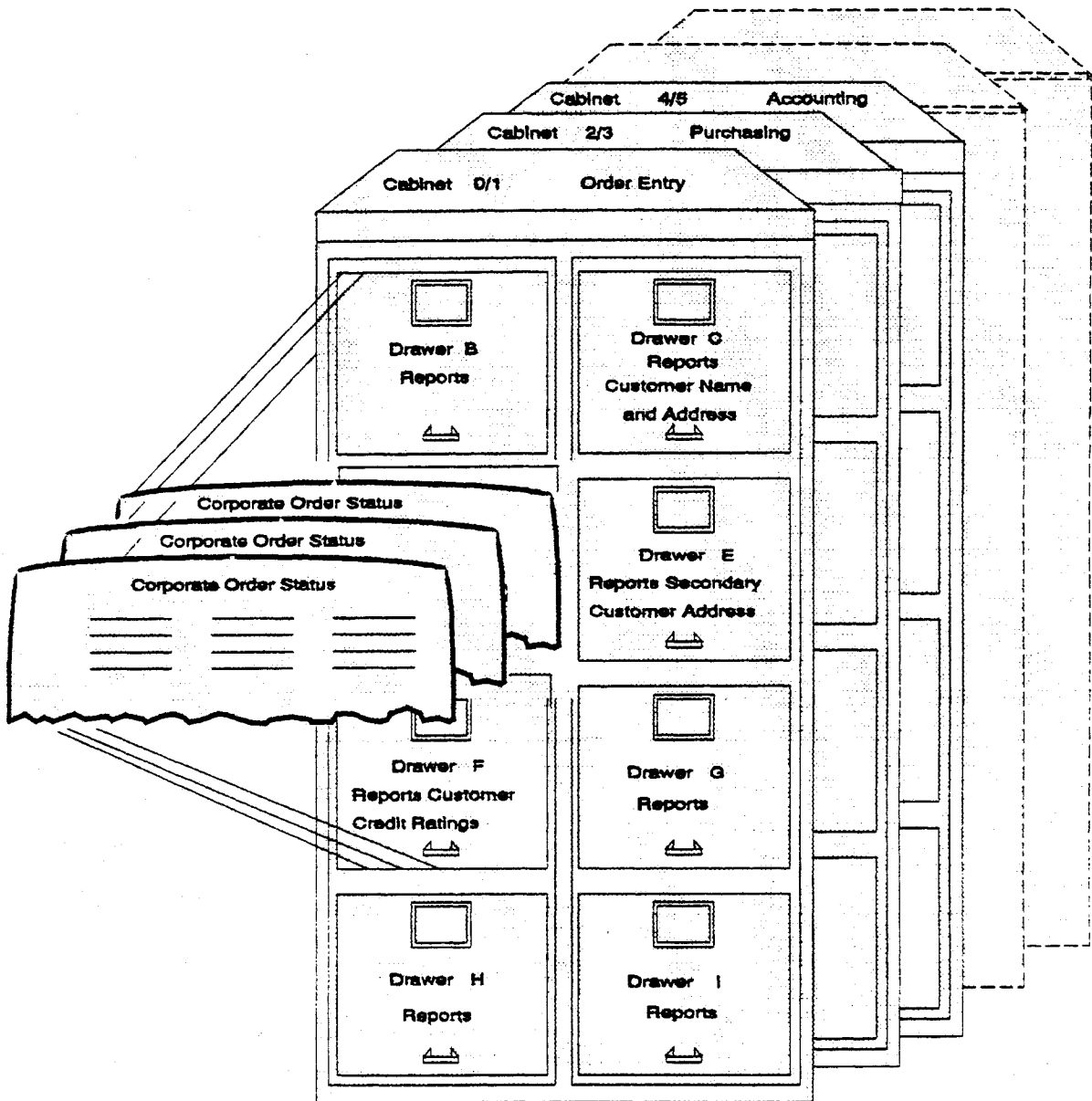
- Freeform report

```

.DATE 08 DEC 89 14:59:31 RID 2A 08 DEC 89 CCM
.Free Form Report Freeform Reports A0001
This is a free form report which simply contains text. Other free form
reports may contain column formed data which is only used in one report.
..... END REPORT .....

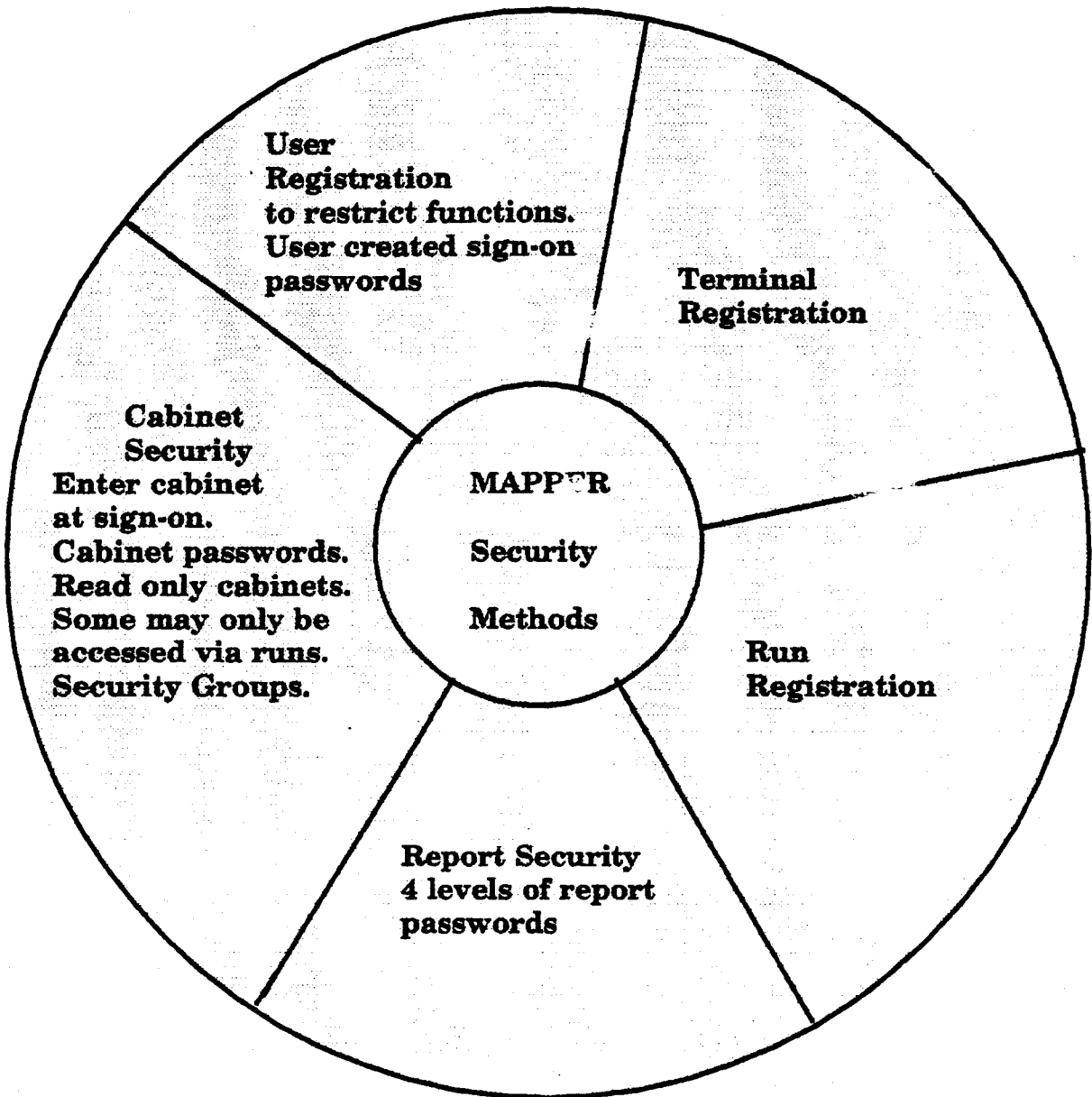
```

Examples of Cabinets, Drawers, and Reports



- **Drawer A is independent of any cabinet and is accessible to all users**

MAPPER Security



MAPPER Security Methods

- **Terminal Registration**
 - May or may not be registered for MAPPER

- **User sign on passwords**

- **User Registration**
 - Restrict use of manual functions
 - Restrict use of runs
 - Users create sign-on passwords

- **Report Security**
 - Users assign report passwords that are required to update or view reports
 - Encoded reports make data unreadable

- **Run Registration**
 - Who may use it
 - When it may be executed
 - What cabinets it may access

MAPPER Security Methods

- **Cabinet Security**

- Place user in specific cabinet at sign-on time
- Group reports into cabinets; allows user to access only those reports needed for their applications
- User may have access to drawers outside cabinet assigned
- User is placed in a security group which controls which drawers outside of their assigned cabinet are directly accessible
- User can list reports from all drawers to which they have access
- Coordinator may assign cabinet passwords and drawer passwords; limit access to additional cabinets through the cabinet change function
- Limit access to odd cabinets only to prevent accidental updating of reports
- Permit cabinet access through runs only

Exercise

1. Explain the structure of the MAPPER database.
2. An odd-numbered cabinet allows a user to both display (read) and update (read and write) a report (TRUE or FALSE)? _____

3. Match the term in column A with its definition in column B.

Column A

Column B

- | | |
|-----------------|---|
| a. Line | ___ Used to control user's position in a report |
| b. Field | ___ The second line on the screen |
| c. Control line | ___ Part of a report, varies in length |
| d. Drawer | ___ Assigned in even-odd pairs |
| e. Report | ___ Groups of like data in a report |
| f. Cabinet | ___ Identified by letters A through I |
| g. Date line | ___ Set of data within a drawer |

4. List the five basic techniques available for MAPPER security.
 - a.
 - b.
 - c.
 - d.
 - e.

2

Using MAPPER

Objectives

Upon completion of this module, you should be able to

Access MAPPER software and display reports

Identify basic keys used by MAPPER

Access the MAPPER system

Use appropriate function keys

Understand the use of MAPPER menus

Use online functions to display reports and obtain drawer information

Identify the information contained in the title and date lines of a report

Name reports using the system directory

Learning Sequence

- **Keyboard orientation**
- **MAPPER sign on and off**
- **Function key bar**
- **MAPPER terminology**
- **Displaying a report**
- **Screen contents**
- **System directory**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Keyboard Orientation

- **Press F2 (KeyHlp) to access keyboard help**
- **Function Keys**
- **Cursor Keys(Arrow Keys)**
- **Transmit Key**
- **Caret (^) and X**
- **Return Key**
- **Tab key**
- **Tab set**
- **Message Wait Key**

Accessing MAPPER Software

- **Varies according to MAPPER platform**

- **MAPPER 1100 may need to:**
 - \$\$SON - to sign terminal on to the communications network
 - \$\$OPEN - to sign terminal on to the correct application
 - ^ or some other transaction code to display the MAPPER sign-on screen
 - Terminal may be configured to do this automatically

- **U Series MAPPER**
 - Enter 'MAPPER' at the Unix prompt

- **OS2 MAPPER**
 - Click on 'Group'
 - Select 'PC MAPPER'
 - Select 'Startup MAPPER'
 - Select a PC session

Accessing MAPPER Software

- **MS-DOS MAPPER**

- Enter the Windows environment and click on the 'Startup MAPPER' icon
- Click on the 'MAPPER Session' icon

- **A Series MAPPER**

- Bring up INFOVIEW II
- Enter 'MAPPER' at the executive command line
- Select channel, if necessary
- Select 'MAPPER' as the COMS window
- If necessary, change the terminal id on the MAPPER connect screen
- If not logged into MARC, a sign-on screen will be displayed
- Enter your user code and password
- Enter '?on MAPPER' on the MARC action line

- **CTOS MAPPER**

- Enter 'MAPPER access' at the CTOS prompt

Sign-on Screen

- **Displayed when MAPPER software has been accessed**
- **Contents include:**
 - MAPPER System information such as name of MAPPER System, software level, terminal station number, and system identifier
 - User sign-on menu
 - Function Key Bar

```
Unisys MAPPER System 35R1.Q10  
EA10 M A P P E R 35R1Q9  
Station: 11408 System: 3
```

Please enter the following information,
or press SignOn to sign on as a new user.

```
User-id  
Dept #  
Password
```

Press XMIT when complete.

1SignOn 2Keyhlp 3 4 5 6ReadMe 7 8Help 9 10Exit

Function Key Bars

- **System-supplied assistance feature**
- **Describes available function key processing**
- **Function key range = F1 through F10**
- **Vary depending on user activity**
- **Present on all MAPPER screens**
- **Press appropriate function key or move arrow via mouse to the desired selection and press the left mouse button**

1SignOn	2Keyhlp	3	4	5	6ReadMe	7	8Help	9	10Exit
---------	---------	---	---	---	---------	---	-------	---	--------

Function Key Bar Example

- With sign-on screen displayed, press F8 (Help) to receive on line documentation

```

Unisys MAPPER System 35R1.Q10
EA10  M A P P E R  35R1Q9
Station: 11408 System: 3
  
```

Please enter the following information,
or press SignOn to sign on as a new user.

```

User-id
Dept #
Password
  
```

Press XMIT when complete.

1SignOn 2Keyhlp 3 4 5 6ReadMe 7 8Help 9 10Exit

- Receive new screen containing 'Online' documentation
- New key bar is displayed listing function keys now available

```

MAPPER Online Documentation                               Screen 1 ( 1 )
  
```

Move cursor to desired topic and press XMIT (Transmit key).	
Manual Functions	Topic
Names Menu (functions alphabetized by name)	FUNCT-NAMES
Calls Menu (functions alphabetized by call)	MANUAL
Run Statements	
Names Menu (statements alphabetized by name)	SMTI-NAMES
Calls Menu (statements alphabetized by call)	RUN
Reserved Words	RESERVED-WRD
General	
Topics (list of all help topics alphabetized by title)	TOPICS
Using the Online Help System	HELP
Updates to Release Information	README
New Features of OS 1100 MAPPER Level 35R1	NEW
Orientation to OS 1100 MAPPER Level 35R1	LEVEL-35R1
Key Assignments for Documentation Key Names	KEY
Documents in the MAPPER Library	DOC
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For help using online help, press the Help function key. MENU: MAIN

1 2 3 4Return 5 6 7 8Help 9 10Quit

MAPPER Terminology

LINE ZERO:

Refers to the top line of any MAPPER display. Also called the control line when a report is on display.

MENU ACCESS METHOD:

Refers to a method of requesting MAPPER functions and runs. Utilization of the Function Key Bar, function keys, and menus are necessary. Selections may be made from Menus by using the Tab Forward and Enter keys or the mouse on your PC.

DIRECT ACCESS METHOD:

Refers to an 'alternate' method of requesting MAPPER functions and runs. The function or run name is entered on Line Zero and is processed by pressing the Enter key.

ERROR MESSAGES:

Appear on line zero when MAPPER encounters a user error. May receive further explanation by entering 'HELP' on line zero or pressing F8 (Help).

User Sign-on Procedure

- **Menu Access Method 1**

- Supply user-id, department number, and optional password
- Press 'XMIT' key

```
Unisys MAPPER System 35R1.010  
EA10 M A P P E R 35R1Q9  
Station: 11408 System: 3
```

Please enter the following information,
or press SignOn to sign on as a new user.

```
User-id ccm  
Dept # 1  
Password
```

Press XMIT when complete.

1SignOn 2Keuhl 3 4 5 6ReadMe 7 8Help 9 10Exit

- Use tab forward key or the mouse to move the cursor to menu fields
- Password characters may be invisible when entering
- Active screen is displayed

User Sign-on Procedure

- **Menu Access Method 2 (using the system default sign-on)**
 - With the sign-on screen displayed (previous page), press F1 (Signon).
 - User is signed on to MAPPER as 'NEWUSER'
 - Active screen is displayed
 - User is placed into cabinet 0 and given access to the demonstration database for training purposes only

```
Unisys MAPPER System
EA10  M A P P E R  35R1Q9
Station: 11408  System: 3
User-id: NEWUSER
Cabinet: 0
```

```
1Report 2Keyhlp 3Runs 4 5 6Tasks 7Remote 8Help 9 10SgnOff
```

- **Direct Access**
 - With sign-on screen on display, place cursor in home position
 - Enter :]USER-ID, DEPARTMENT NUMBER, PASSWORD
 - Password may be optional
 - Active screen is displayed
 - Example:]JDOE,8,DEER

MAPPER Sign-on Passwords

- **Optional**
- **Controlled by the user**
- **May be:**
 - Assigned
 - Changed
 - Removed
- **One to six alphanumeric characters**
- **Enter the following values in the Password field of the sign-on screen menu or on line zero**

To do this:

Enter this in the password field:

Create a new password /NEWPSW

Change your password OLDPSW/NEWPSW

Clear your password OLDPSW//

Active Screen

- **Includes**
 - System identification
 - Station number
 - User-id of user currently signed on
 - Assigned cabinet number
- **Displayed when user is signed onto MAPPER system**
- **Redisplayed when a caret (^) is entered on line zero**

```
Unisys MAPPER System
EA10  M A P P E R   35R1Q9
Station: 11408  System: 3
User-id: NEWUSER
Cabinet: 0
```

MAPPER Sign-off

- **Eliminates chance of anyone else using your user-id**
- **Eliminates charges**
- **User receives sign-on screen**
- **Menu Access**
 - With 'Active Screen' on display, press F10 (SgnOff)
- **Direct Access**
 - With any MAPPER screen on display, enter 'X' on line zero

Drawer Table of Contents (T)

- **Displays a list of drawers available in your cabinet**
- **Supplies read/write privilege information**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Use Utilities'
 - Select 'View drawers in current cabinet'
- **Direct Access**
 - Enter 'T' on line 0

T Function Example

- Press F6 (Tasks)

```
Unisys MAPPER System
EA10  M A P P E R  35R1Q9
Station: 11408 System: 3
User-id: NEWUSER
Cabinet: 0
```

1Report 2Keyhlp 3Runs 4 5 6Tasks 7Remote 8Help 9 10SgnOff

- Select 'Use Utilities'

```
Unisys MAPPER System
EA10  M A P P E R  35R1Q9
Select Task
```

Create a report	Move data
Compare reports	Perform math operations
Delete a report	Print
Display a report	Send and receive
Find data	Use utilities
Modify a report	Use security features

T Function Example

- Select 'View drawers in current cabinet'

		Use Utilities	
Create a report Compare reports Delete a report Display a report Find data Modify a report	EAI	Change cabinets	(CS)
	S	Change language	(LANG)
		Check run status	(RS)
		Create a run automatically	(RUN)
		Display calendar	(CALENDAR)
		Display column numbers	(CC)
		Display field column numbers	(FCC)
		Display line numbers	(DLC)
		Retrieve a report from history	(RETR)
		Save results temporarily	(SU)
		Start a run	
		Terminate a run	(KILL)
		Use the system directory	
	View drawer limits	(LIMITS)	
	View drawers in current cabinet	(T)	
	View report statistics	(LZ)	

- 'Table of Contents' screen is displayed

Table of Contents		
PRODUCTION STATUS		B0
FACTOR BASE		C0
ORDER STATUS		D0
DEMO RUN FUNCTIONS	LCS	E0
DEMO RUN FUNCTIONS	FCS	F0
DEMO FREE FORM DATA		G0
WORD PROCESSING REPORTS		H0
EXPERIMENTAL REPORTS		I0

Displaying a 'Report List'

- **With 'Table of Contents' screen on display**
 - Tab the cursor to the appropriate drawer title
 - Press the 'XMIT' key

- **Receive list of all reports in that drawer**

- **Screen contains report titles, update information, and report location**

- **If there are more reports than fit on one screen:**
 - Press F2 (RollFw) or F3 (RollBk)

- **Direct Access**
 - Enter 'RL dc' on line zero where
 - d = drawer from which you to display a list of reports
 - c = optional cabinet containing the drawer from which to display the list of reports

Complete Drawer List

- **Press F1 (Report) with active screen displayed**
 - Receive a 'Drawer Select' screen which lists ALL drawers you are allowed to access (not just those in your assigned cabinet)
- **User can tab to the title of choice and press 'XMIT' to receive report list for drawer requested**
- **User can also enter a title or partial title in the 'Locate' field to receive a list of reports in that drawer**

Drawer Select	
Locate:	
APT Application Directory	C14 W
APT Data Dictionary	B14 W
APT Runs	D14 W
AUX Report Queue	C12 W
BILLING REPORTS	F20 W
BR-RR Report Queue	F12 W
Cabinet/Drawer Permissions	G2 W
Character/Translations	F6 W
CORPORATE FACTOR BASE JDOE	C20 W
Corporate Factors Base	C0 W
CORPORATE ORDER STAT JDOE	D20 W
Corporate Order Status	D0 W
Corporate Production	B0 W
CORPORATE PRODUCTION JDOE	B20 W
CUSTOMER ROSTER REPORTS	G20 W

- **Direct Access**
 - Enter 'DL c' on line 0 where
 - c = optional cabinet, if different from your current cabinet, from which to display a list of drawers

Displaying Reports

- **Three Methods**
 - Report Selection Screen Method
 - Menu Access
 - Direct Access

- **Report Selection Screen Method**
 - Press F1 (Report) with active screen displayed
 - Select drawer of choice from 'Drawer Select' screen by
 - Tabbing cursor to drawer title of choice
 - Typing drawer title in 'LOCATE' menu section
 - Select report of choice from 'Report Select' screen by
 - Tabbing cursor to report/title of choice
 - Typing report title in 'LOCATE' menu section

Report Selection Screen Method

- Press F1 (Report) from the Active Screen

```

Unisys MAPPER System
EA10  M A P P E R  35R1Q9
Station: 11408 System: 3
User-id: NEWUSER
Cabinet: 0

```

1Report 2Keuhl 3Runs 4 5 6Tasks 7Remote 8Help 9 10SanOff

- Tab to drawer title or enter drawer title name

```

Drawer Select
Locate: CUSTOMER ROSTER REPORTS
API Application Directory      C14 W
API Data Dictionary           B14 W
API Runs                       D14 W
AUX Report Queue              C12 W
BILLING REPORTS               F20 W
BR/RR Report Queue            F12 W
Cabinet/Drawer Permissions    G2 W
Character/Translations         F6 W
CORPORATE FACTOR BASE JDOE     C20 W
Corporate Factors Base        C0 W
CORPORATE ORDER STAT JDOE     D20 W
Corporate Order Status        D0 W
Corporate Production           B0 W
CORPORATE PRODUCTION JDOE     B20 W
CUSTOMER ROSTER REPORTS      G20 W

```

Report Selection Screen Method

- Tab to report title or enter report title name

Report Select

Locate: MASTER CUSTOMER ROSTER REPORT extra copy of report number one REPORT WITH HEADERS ONLY	14 NOV 89 MAPCOORD 1G20 01 DEC 89 FRANK 2G20 01 DEC 89 FRANK 3G20
---	---

- Report is displayed

Line# 1	Roll# -					1G20	
.DATE	14 NOV 89	10:33:23	RID	1G	13 NOV 89	MAPCOORD	
.MASTER CUSTOMER ROSTER REPORT						CUSTOMER ROSTER REPORTS	G0254
*CUSTOMER.	CUSTOMER		CUSTOMER ADDRESS				
* NUMBER	NAME	STREET	CITY	ST.	ZIP	AREA.	NUMBER.

10000010	A&B SUPPLIES	5 JUNIPER ST.	PHILA.	PA	19101	215	5551212
10000020	GARDEN CTR.	ROUTE 130	DAYTON	NJ	19000	329	1113434
10000030	GARDEN STORE	3 MERRY WOOD ST.	FALLS CITY	NY	18940	201	3331212
10000040	HOME SUPPLY	1600 STATE ST.	FRAZER	PA	18946	215	7876424
10000050	SMITH INC.	25 MURRY CIRCLE	PENNDL	NJ	19010	609	2134567
..... END REPORT							

Displaying A Report via Menu Access

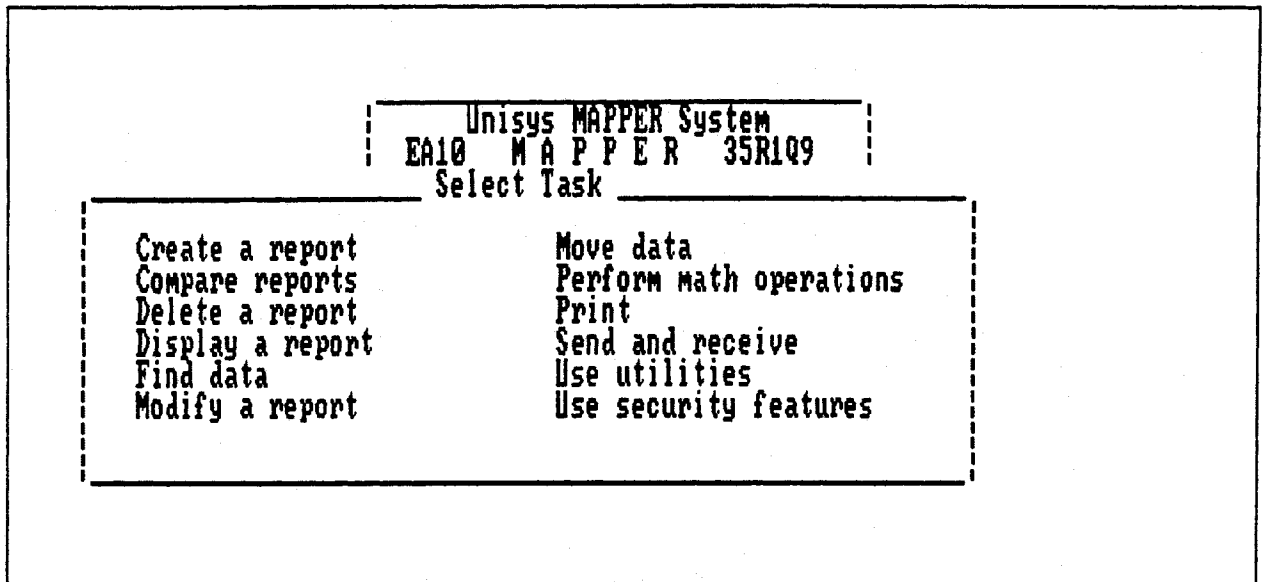
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Display a report'
 - Select 'Display report'
 - Fill in menu
- **Press F6 (Tasks)**

```
Unisys MAPPER System
EA10  M A P P E R  35R1Q9
Station: 11408 System: 3
User-id: NEWUSER
Cabinet: 0
```

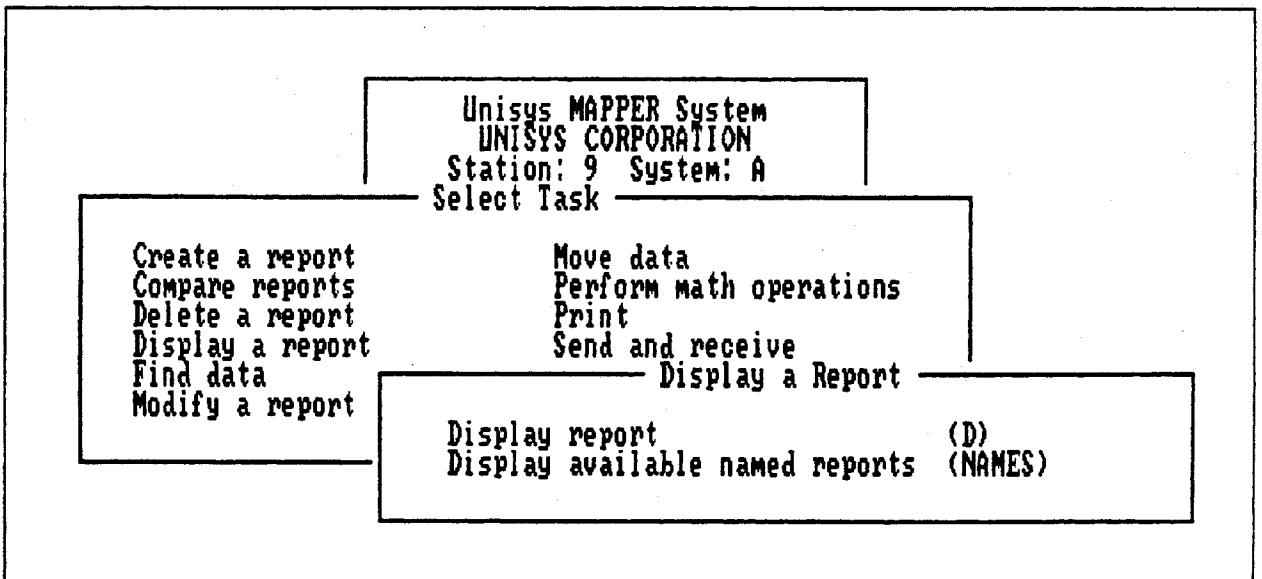
```
1Report 2Keyhlp 3Runs 4 5 6Tasks 7Remote 8Help 9 10SgnOff
```

Menu Access Example

- Select 'Display a report'



- Select 'Display report'



Menu Access Example

- Type in the report wanted (report number and drawer letter with optional cabinet number)

D

Display Report

Report 1g20
Format number
Line number

- Report is displayed

```

Line#|1          Roll#|-          1G20
.DATE 14 NOV 89 10:33:23 RID 1G 13 NOV 89 MAPCOORD
.MASTER CUSTOMER ROSTER REPORT      CUSTOMER ROSTER REPORTS      G0254
*CUSTOMER. CUSTOMER . CUSTOMER.ADDRESS .PHONE NUMBER.
* NUMBER . NAME . STREET . CITY .ST. ZIP .AREA. NUMBER.
*-----*-----*-----*-----*-----*-----*-----*-----*
|10000010|A&B SUPPLIES|5 JUNIPER ST. |PHILA. |PA|19101|215|5551212|
|10000020|GARDEN CTR. |ROUTE 130 |DAYTON |NJ|19000|329|1113434|
|10000030|GARDEN STORE|3 MERRY WOOD ST. |FALLS CITY |NY|18940|201|3331212|
|10000040|HOME SUPPLY |1600 STATE ST. |FRAZER |PA|18946|215|7876424|
|10000050|SMITH INC. |25 MURRY CIRCLE |PENNDL |NJ|19010|609|2134567|
|..... END REPORT .....
```

Displaying a Report via Direct Access

- **Direct Method**

- Enter 'RDC, f, Ln' on line zero, where:
 - R = Report number
 - D = Drawer
 - C = Cabinet
 - F = Report format to display (0 - 6)
 - Ln = Report line number to begin display
- Cabinet, format, and starting line number are optional
- Cabinet and format are optional on most MAPPER functions

Example:

To display the second report in drawer B of cabinet 0, enter '2B0' on line 0.
If already pointing to cabinet 0, enter '2B' on line 0

Screen Contents with Report Displayed

Line#	Roll#						
*CUSTOMER NUMBER	CUSTOMER NAME	CUSTOMER ADDRESS			PHONE NUMBER		
* NUMBER	NAME	STREET	CITY	ST.	ZIP	AREA NUMBER	
10000010	A&B SUPPLIES	5 JUNIPER ST.	PHILA.	PA	19101	215 5551212	
10000020	GARDEN CTR.	ROUTE 130	DAYTON	NJ	19000	329 1113434	
10000030	GARDEN STORE	3 MERRY WOOD ST.	FALLS CITY	NY	18940	201 3331212	
10000040	HOME SUPPLY	1600 STATE ST.	FRAZER	PA	18946	215 7876424	
10000050	SMITH INC.	25 MURRY CIRCLE	PENNDL	NJ	19010	609 2134567	
..... END REPORT							

DRAWER
CABINET
10
G0254

- **First line on screen**
 - Called the Control Line
 - Also called Line 0
 - Used to control and indicate position in report
 - Not part of the report

Screen Contents with Report Displayed

- **Second line on the screen**
 - First line of report
 - Called the 'Date Line'
 - Displays information about report
 - Date of last update, Time of last update, Report number and drawer, Date of origin of report, and User-id of last user to update report

- **Third line on the screen**
 - Second line of the report
 - Called the 'Title' line
 - Contains report/drawer titles and their location

- **Fourth through sixth lines on the screen**
 - Field definition lines and divider line

- **Balance of lines on the screen**
 - Data lines

Help with Function Menu Displays

- **Built-in HELP feature**
- **Available with any function menu displayed**
- **Receive 'help window' displaying information on a function menu 'field'**
- **With a function menu displayed, position cursor to a menu field and press F8 (Help)**
- **With 'Display Report' menu on display, a help window for the 'Line number' field is displayed when the cursor is placed in the 'Line number' field and F8 (Help) is pressed**

Display Report

Report 1g20

Format number

Line number

Line number

Type the report line number at which the display should begin.

Example: 10 Starts the display at line 10.

1
2
3
4Return
5
6
7
8Help
9
10Quit

- **Press F4 (Return) to redisplay the menu**

Using the System Directory

- **Create a directory name for a cabinet, drawer, report, or range of reports**
- **NAME run is used to update the system directory report**
- **Names can be used in place of cabinet numbers, drawer letters, and report numbers when using MAPPER functions**
- **Changing or deleting names is permitted**

NAME Menu Fields

Name

The new data name. The name must contain 17 or fewer characters and must begin with a letter. Carets (^), semicolons (;), slashes (/), commas (,) and spaces are not allowed.

Cabinet

Type the cabinet number to be named or the cabinet holding the drawer or report to be named.

Drawer

Type the letter of the drawer to be named or the drawer holding the report to be named. Leave this field blank when naming a cabinet.

Report number(s)

Type in the report number or numbers of a range of reports to be named. If entering a range, separate the first and last reports by a hyphen. Leave this field blank when naming a cabinet or drawer.

Dept

Type in the number of the department that can use the name. ALL indicates all departments.

User-id

Type the user-id that can use the name. ALL indicates all user-ids.

Action

Three-letter code indicating the following:

- ADD - Add a name to the system directory
- CHG - Change the name of a directory item
- DEL - Delete an existing name

Update directory?

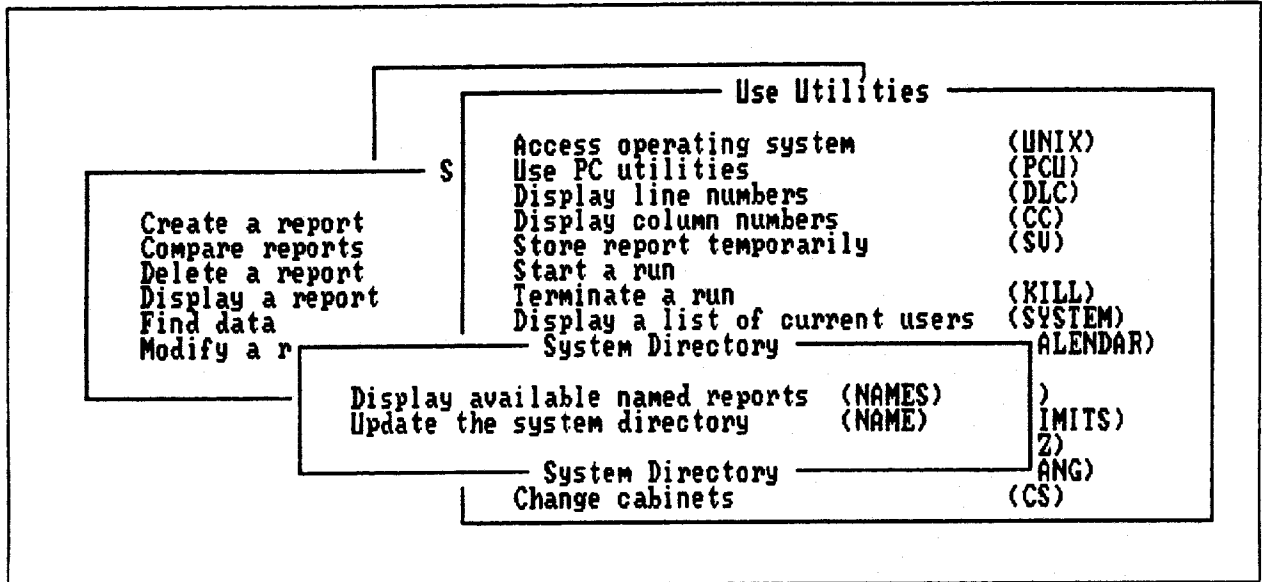
- Y Update directory immediately
- N Wait until last of many items are entered before updating the directory.
Enter 'Y' in this field with the last item to make the process more efficient.

NAMES Run

- **Displays names currently registered in the system directory**
- **Use to verify directory changes**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Use utilities'
 - Select 'Use the system directory'
 - Select 'Display available named reports'
- **Direct Access**
 - Enter 'NAMES' on line zero *xmit*
NAME *xmit*
- **NAMES output is MAPPER platform-dependent**

NAMES Run Example

- Select 'Display available named reports'



- NAMES Result

```

Line▶ 1      Roll▶ -
.DATE 20 JUN 90 11:54:48  REPORT GENERATION  NEWUSER  RESULT
: Names for NEWUSER in Department 7:
*   Name      .Mode.I.Report(s).  Creator
*-----*-----*-----*-----*
REP2B         0   B 2             NEWUSER
: Names for all users in Department 7:
*   Name      .Mode.I.Report(s).  Creator
*-----*-----*-----*-----*
TEST          0   C 1             NEWUSER
: Names for all users
*   Name      .Mode.I.Report(s).  Creator
*-----*-----*-----*-----*
FactorBase    0   C
OrderStatus   0   D
ProdStatus    0   B
..... END REPORT .....
  
```

Exercise

1. Using the F1 key, sign-on to MAPPER as a new user.
What cabinet are you in? 0 Now move the cursor to the home position, enter an X, and transmit to sign-off MAPPER.
2. Using the sign-on assigned by your instructor, sign-on to MAPPER.
What cabinet are you in? 0
3. Assign yourself a password. Using the appropriate function key, sign-off.
Sign back on using your password. Delete your password.
4. Produce a list of available drawers in your cabinet.
What function did you use? Fast Access 'T'
5. Display report 2B0 three times (use a different method each time).
What are the three methods? MENU FAST ACCESS
6. Create a name of your choice for report 2B0 in the system directory.
Assign the name for 'your use only'. What function did you use? TONY
7. Verify that the name that you created exists in the system directory.
What function did you use? NAMES
8. Delete the name from the directory. INSERT DEL TO DELETE
9. Verify that the name has actually been deleted.

FAST ACCESSNAMES / NAME / MENU

3

Report Manipulation

Objectives

Upon completion of this module, you should be able to

Manipulate the data viewed in reports

Explain how the control line is used to view different lines in a report

Describe the use of predefined formats in displaying data on the screen

Create a temporary view of data from reports

Describe the purpose and characteristics of report 0

Learning Sequence

- **The control line**
- **Roll**
- **Shift**
- **Hold Lines**
- **Display headers**
- **Display alternate formats**
- **Report 0**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

The Control Line

Line	1	Roll	2B0
------	---	------	-----

Line	Number of first nonheld line on the screen
Roll	Number of lines to roll up or down
2B0	Identifies report drawer and cabinet on display

- **Also called line zero**
- **Does not belong to the report**
- **If erased, enter 'L' to restore it**
- **From the 'Line' position**
 - Enter a number and that line will be brought to the top of the screen
 - Enter a '1' or '-' to display the top of the report
- **From the 'Roll' position**
 - Enter a '+' or blank to roll one screen forward
 - Enter a '-' to roll one screen backward
 - Enter a positive number to roll that many lines forward
 - Enter a negative number to roll that many lines backward

Control Line Examples

- Roll 10 lines forward (enter '10' in 'Roll')

Line#	1	Roll#	10	2B0								
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD				Corporate Production			B0002					
.Production Status Report				Corporate Production			B0002					
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Prod.	Ship	Ship	Sp.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
OR	831217	LS	BLACKBOX9			98755	AMCO					
OR	831210	LS	BLACKBOX9			98782	USSC					

- Line 11 becomes the top line

Line#	11	Roll#	2B0									
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
OR	831217	LS	BLACKBOX9			98755	AMCO					
OR	831210	LS	BLACKBOX9			98782	USSC					
IP	831217	LS	BLACKBOX9	538993		84781	USSC	831215	831217			
IP	831216	LS	BLACKBOX9	563787		82381	FEDS	831215	831216			
IP	831230	LS	BLACKBOX9	633287		84361	USSC	831230	831230			
SH	831204	LS	BLACKBOX9	714577		64231	AMCO	831201	831203	831204	\$8531	
SC	840110	LS	BLACKBOX9	735481		97242	USSC	840116				
IP	831215	LS	BLACKBOX9	836584		84382	FEDS	831215	831215			
OR	831230	LS	BLACKBOX8			92788	FEDS					
SH	831203	LS	BLACKBOX8	945327		74272	FEDS	831201	831202	831203	\$8518	
OR	831210	LS	BLACKBOX7			99842	FEDS					
OR	831227	LS	BLACKBOX7			99725	INTR					

Control Line Examples

- Bring line 37 to the top of the screen (enter '37' in 'Line')

Line#	37	Roll#	2B0									
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD			Corporate Production B0002									
.Production Status Report												
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
OR	831217	LS	BLACKBOX9			98755	AMCO					
OR	831210	LS	BLACKBOX9			98782	USSC					

Line#	37	Roll#	2B0									
SH	831202	LS	BLACKBOX6	368061		54438	FEDS	831201	831201	831202	\$6937	
SH	831209	LS	BLACKBOX6	777324		54232	DICO	831207	831208	831209	\$8538	
SH	831203	LS	BLACKBOX6	785367		52833	ARCO	831201	831202	831203	\$8934	
IP	831216	LS	BLACKBOX6	926581		89381	INTR	831215	831216			
SC	840110	LS	BLACKBOX5	675281		97441	FEDS	840131				
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
OR	840110	LS	BLACKBOX4			94754	ARCO					
IP	831219	LS	BLACKBOX2	637071		84353	INTR	831218	831219			
IP	831224	LS	BLACKBOX1	436767		84389	AMCO	831223	831224			
IP	831225	LS	BLACKBOX1	436768		84390	AMCO	831223	831225			
SH	831203	LS	BLACKBOX0	746327		54237	FEDS	831201	831202	831203	\$8738	

..... END REPORT

Line Manipulation

- **Menu Access**

- Press F7 (View)
- Shifting characters left and right
 - Enter a number on the 'Shift display' line
 - Positive to shift left, negative to shift right, zero to receive an unshifted display
- Holding lines at the top of the screen
 - Roll lines to be held to the top of the screen before pressing 'View'
 - Enter number of lines to hold on the 'Hold lines on screen' line
- Holding header lines
 - Headers are all lines between the title and divider (*=) line
 - Transmit from the 'Display and hold headings' line
 - Number in the 'Line' position displays the first nonheld line

- **Direct Access**

- Enter 'Sn' on line 0 where n is the positive or negative number of characters to shift. Enter 'HCn' prior to shifting to hold 'n' characters on left side of screen when shifting.
- Enter 'Hn' on line 0 where n is the number of lines to hold
- Enter 'DH' on line zero to hold the headers

Line Manipulation Examples

- Press F7 (View)

Line#	Roll#							ID#
.DATE	17 OCT 89	20:34:37	RID	1D	18 NOV 85	MICRO		
.Status Report					Corporate Order Status			D0006
*St. Order	. Product	.Ord.Cust.	Unit	.Extended	.Reg'd	.Sale.		
*Cd. Number	. Type	.Qty.	.Code	.Retail	.Retail	.Delivr.	.Rep	. Customer
*-----	-----	-----	-----	-----	-----	-----	-----	-----
OR 99951S	GREENBOX9	2	AMCO			840312	DJR	AMERICAN OIL CO. 73
OR 99951S	BLACKBOX9	1	AMCO			840312	DJR	AMERICAN OIL CO. 73
OR 99951S	GREENBOX7	1	AMCO			840312	DJR	AMERICAN OIL CO. 73
OR 96652S	BLACKBOX4	1	ARCO			840412	LSJ	ARGENTINE CORP 23
OR 96652S	GREENBOX4	2	ARCO			840412	LSJ	ARGENTINE CORP 23
OR 96652S	GREENBOX5	1	ARCO			840412	LSJ	ARGENTINE CORP 23
OR 99753S	GREENBOX5	1	DICO			840312	LSJ	DIGITAL CORP 17
OR 99842S	BLACKBOX8	1	FEDS			840312	PLR	FED SYSTEMS CORP 15
OR 99842S	BLACKBOX0	1	FEDS			840312	PLR	FED SYSTEMS CORP 15
OR 96751S	GREENBOX1	1	FEDS			840312	PLR	FED SYSTEMS CORP 15
OR 94525S	GREENBOX8	1	FEDS			840312	PLR	FED SYSTEMS CORP 15
OR 99725S	BLACKBOX4	1	INTR			840312	LTR	INTERNATIONAL CO 33
OR 98782S	BLACKBOX9	1	USSC			840312	SSF	UNION STEEL/SULFR 54
OR 96755S	GREENBOX9	1	USSC			840312	SSF	UNION STEEL/SULFR 54
..... END REPORT								
1	2Paint	3SOE	4Return	5	6Tasks	7View	8Help	9
								10Edit

Line Manipulation Examples

- Specify number of characters to shift on 'Shift display' line

Line#	Roll#	DATE	Time	RID	ID	Shift	MAPPER	ID#	Corporate Order Status	D000006
.@991231	Status Report									
*St. Order	Product	Ord. Cust.	Unit	Extended	Req'd	Sale				
*Cd. Number	Type	Qty. Code	Retail	Retail	Delivr. Rep.	Customer				
OR 99951S	GREENBOX9	2 AMCO			840312 DJR	AMERICAN OIL CO.				73
OR 99951S	BLACKBOX9	1 AMCO			840312 DJR	AMERICAN OIL CO.				73
OR 99951S	GREENBOX7	1 AMCO			840312 DJR	AMERICAN OIL CO.				73
OR 96652S	BLACKBOX4	1 ARCO			840412 LSJ	ARGENTINE CORP				23
OR 96652S	GREENBOX4	2 ARCO			840412 LSJ	ARGENTINE CORP				23
OR 96652S	GREENBOX5	1 ARCO								3
OR 99753S	GREENBOX5	1 DICO								7
OR 99842S	BLACKBOX8	1 FEDS								5
OR 99842S	BLACKBOX0	1 FEDS								5
OR 96751S	GREENBOX1	1 FEDS								5
OR 94525S	GREENBOX8	1 FEDS								5
OR 99725S	BLACKBOX4	1 INTR								3
OR 98782S	BLACKBOX9	1 USSC								4
OR 96755S	GREENBOX9	1 USSC	52							4
..... END R										

- Shifted display appears and is noted on control line

Line#	Roll#	DATE	Time	RID	ID	Shift	MICRO	ID#	Corporate Order Status	D0006
.@991231	Status Report									
*.Sale										
*r. Rep	Customer	Address			City	State	Zip			
2	DJR	AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS	LA	64301			
2	DJR	AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS	LA	64301			
2	DJR	AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS	LA	64301			
2	LSJ	ARGENTINE CORP	2300	5TH AVE	NEW YORK	NY	33021			
2	LSJ	ARGENTINE CORP	2300	5TH AVE	NEW YORK	NY	33021			
2	LSJ	ARGENTINE CORP	2300	5TH AVE	NEW YORK	NY	33021			
2	LSJ	DIGITAL CORP	1782	NORTH ST	NEW YORK	NY	54002			
2	PLR	FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON	DC	20001			
2	PLR	FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON	DC	20001			
2	PLR	FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON	DC	20001			
2	PLR	FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON	DC	20001			
2	LTR	INTERNATIONAL CO	3301	SUMMIT AV	CHICAGO	ILL	65320			
2	SSF	UNION STEEL/SULFR	5430	ALCAN AVE	SEATTLE	WASH	73001			
2	SSF	UNION STEEL/SULFR	5430	ALCAN AVE	SEATTLE	WASH	73001			
..... END REPORT										

Line Manipulation Examples

- Enter 'S0' on line 0

Line#	1	Roll#	S0	Shift	ID#	
.DATE	17 OCT 89	20:34:37	RID	1D	18 NOV 85 MICRO	
.Status Report					Corporate Order Status	D0006
*.Sale.						
*r.Rep.	Customer	Address	City	State	Zip	
*-----	-----	-----	-----	-----	-----	
2	DJR	AMERICAN OIL CO.	7300 CENTRAL AV	NEW ORLEANS	LA 64301	
2	DJR	AMERICAN OIL CO.	7300 CENTRAL AV	NEW ORLEANS	LA 64301	
2	DJR	AMERICAN OIL CO.	7300 CENTRAL AV	NEW ORLEANS	LA 64301	
2	LSJ	ARGENTINE CORP	2300 5TH AVE	NEW YORK	NY 33021	
2	LSJ	ARGENTINE CORP	2300 5TH AVE	NEW YORK	NY 33021	
2	LSJ	ARGENTINE CORP	2300 5TH AVE	NEW YORK	NY 33021	
2	LSJ	DIGITAL CORP	1782 NORTH ST	NEW YORK	NY 54002	
2	PLR	FED SYSTEMS CORP	1566 COLUMBIA	WASHINGTON	DC 20001	
2	PLR	FED SYSTEMS CORP	1566 COLUMBIA	WASHINGTON	DC 20001	
2	PLR	FED SYSTEMS CORP	1566 COLUMBIA	WASHINGTON	DC 20001	
2	PLR	FED SYSTEMS CORP	1566 COLUMBIA	WASHINGTON	DC 20001	
2	LTR	INTERNATIONAL CO	3301 SUMMIT AV	CHICAGO	ILL 65320	
2	SSF	UNION STEEL/SULFR	5430 ALCAN AVE	SEATTLE	WASH 73001	
2	SSF	UNION STEEL/SULFR	5430 ALCAN AVE	SEATTLE	WASH 73001	
..... END REPORT						

- Receive an unshifted display

Line#	1	Roll#	-	Shift	ID#			
.DATE	17 OCT 89	20:34:37	RID	1D	18 NOV 85 MICRO			
.Status Report					Corporate Order Status	D0006		
*St.Order	Product	Ord.Cust.	Unit	Extended	Req'd	Sale.		
*Cd.Number	Type	Qty	Code	Retail	Retail	Delivr.Rep	Customer	
*-----	-----	-----	-----	-----	-----	-----	-----	
OR	99951S	GREENBOX9	2	AMCO		840312	DJR AMERICAN OIL CO.	73
OR	99951S	BLACKBOX9	1	AMCO		840312	DJR AMERICAN OIL CO.	73
OR	99951S	GREENBOX7	1	AMCO		840312	DJR AMERICAN OIL CO.	73
OR	96652S	BLACKBOX4	1	ARCO		840412	LSJ ARGENTINE CORP	23
OR	96652S	GREENBOX4	2	ARCO		840412	LSJ ARGENTINE CORP	23
OR	96652S	GREENBOX5	1	ARCO		840412	LSJ ARGENTINE CORP	23
OR	99753S	GREENBOX5	1	DICO		840312	LSJ DIGITAL CORP	17
OR	99842S	BLACKBOX8	1	FEDS		840312	PLR FED SYSTEMS CORP	15
OR	99842S	BLACKBOX0	1	FEDS		840312	PLR FED SYSTEMS CORP	15
OR	96751S	GREENBOX1	1	FEDS		840312	PLR FED SYSTEMS CORP	15
OR	94525S	GREENBOX8	1	FEDS		840312	PLR FED SYSTEMS CORP	15
OR	99725S	BLACKBOX4	1	INIR		840312	LTR INTERNATIONAL CO	33
OR	98782S	BLACKBOX9	1	USSC		840312	SSF UNION STEEL/SULFR	54
OR	96755S	GREENBOX9	1	USSC		840312	SSF UNION STEEL/SULFR	54
..... END REPORT								

Line Manipulation Examples

- Enter 'H5' on line 0 to hold top 5 lines of display

Line#	h5	Roll#	2B0									
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD			Corporate Production							B0002		
.Production Status Report												
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			

- Note the line number change in the 'Line' position

Line#	6	Roll#	2B0									
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD			Corporate Production							B0002		
.Production Status Report												
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			

Line Manipulation Examples

- With report 1C on display and line 23 as the top line on the screen, enter 'DH' on line 0

```

Line#| 23          Roll#| dh          1C0
|GREENBOX9|  K| 15300| 19125| 26775|2677.50| 280| 4|
          ..... END REPORT .....
    
```

- Headers are held but line 23 is still the first nonheld line

```

Line#| 23          Roll#| -          1C0
.DATE 17 OCT 89 20:34:32 RID 1C 15 APR 86 MICRO
.Factors Base Report          Corporate Factors Base C0004
* Product . Sub .Produc. Whole . Retail . Sales .Space. Demo .
* Type . Key . Cost . Sale$ . $$$$.Commis. Req .Quantity. Demo Results .
*-----*-----*-----*-----*-----*-----*-----*-----*-----*
|GREENBOX9|  K| 15300| 19125| 26775|2677.50| 280| 4|
          ..... END REPORT .....
    
```

Displaying Alternate Formats

- **Menu Access**
 - Press F7 (View)

- **Selecting fields for display**
 - Transmit from the 'Create temporary format' line
 - Enter 'X' in each field you want displayed

- **Selecting predefined fields to display**
 - Knowledge of report 0 is necessary (next page)
 - Enter a number on the 'Display alternate format' line
 - 1-25 (1-6 for MAPPER 1100)
 - Enter '0' to display basic format

- **Direct Access**
 - Enter 'VIEW' on line 0 to select fields for display
 - Enter 'Fn' to display predefined fields where n is a legal format number

Report 0

- **Contains drawer characteristics**
- **Function mask**
 - Used by many functions
- **Header lines**
 - Used by the AR function
- **Predefined lines**
 - Used when adding lines to a report
- **Edit codes**
 - Used when updating lines in a report
- **Formats**
 - Used when displaying an alternate format
 - Number of formats is MAPPER platform-dependent

Alternate Format Examples

- Enter 'F1' on line 0

Line#	Roll#	f1					ID#
.DATE	17 OCT 89	20:34:37	RID	1D	18 NOV 85	MICRO	1D#
.Status Report						Corporate Order Status	D0006
*St. Order	Product	Ord. Cust.	Unit	Extended	Req'd	Sale	
*Cd. Number	Type	Qty. Code	Retail	Retail	Delivr. Rep	Customer	
OR	99951S	GREENBOX9	2	AMCO	840312	DJR	AMERICAN OIL CO. 73
OR	99951S	BLACKBOX9	1	AMCO	840312	DJR	AMERICAN OIL CO. 73
OR	99951S	GREENBOX7	1	AMCO	840312	DJR	AMERICAN OIL CO. 73
OR	96652S	BLACKBOX4	1	ARCO	840412	LSJ	ARGENTINE CORP 23
OR	96652S	GREENBOX4	2	ARCO	840412	LSJ	ARGENTINE CORP 23
OR	96652S	GREENBOX5	1	ARCO	840412	LSJ	ARGENTINE CORP 23
OR	99753S	GREENBOX5	1	DICO	840312	LSJ	DIGITAL CORP 17
OR	99842S	BLACKBOX8	1	FEDS	840312	PLR	FED SYSTEMS CORP 15
OR	99842S	BLACKBOX0	1	FEDS	840312	PLR	FED SYSTEMS CORP 15
OR	96751S	GREENBOX1	1	FEDS	840312	PLR	FED SYSTEMS CORP 15
OR	94525S	GREENBOX8	1	FEDS	840312	PLR	FED SYSTEMS CORP 15
OR	99725S	BLACKBOX4	1	INTR	840312	LTR	INTERNATIONAL CO 33
OR	98782S	BLACKBOX9	1	USSC	840312	SSF	UNION STEEL/SULFR 54
OR	96755S	GREENBOX9	1	USSC	840312	SSF	UNION STEEL/SULFR 54
..... END REPORT							

- Receive format 1 defined in report 0

Line#	Roll#					Fmt 1	ID#
.DATE	17 OCT 89	20:34:37	RID	1D	18 NOV 85	MICRO	1D#
.Status Report						Corporate Order Status	D0006
* Customer	Address		City		State	Zip	
AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS		LA	64301	
AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS		LA	64301	
AMERICAN OIL CO.	7300	CENTRAL AV	NEW ORLEANS		LA	64301	
ARGENTINE CORP	2300	5TH AVE	NEW YORK		NY	33021	
ARGENTINE CORP	2300	5TH AVE	NEW YORK		NY	33021	
ARGENTINE CORP	2300	5TH AVE	NEW YORK		NY	33021	
DIGITAL CORP	1782	NORTH ST	NEW YORK		NY	54002	
FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON		DC	20001	
FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON		DC	20001	
FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON		DC	20001	
FED SYSTEMS CORP	1566	COLUMBIA	WASHINGTON		DC	20001	
INTERNATIONAL CO	3301	SUMMIT AV	CHICAGO		ILL	65320	
UNION STEEL/SULFR	5430	ALCAN AVE	SEATTLE		WASH	73001	
UNION STEEL/SULFR	5430	ALCAN AVE	SEATTLE		WASH	73001	
..... END REPORT							

Alternate Format Examples

- Enter 'VIEW' on line 0

Line#	view	Roll#	-							1D0	
.DATE 17 OCT 89 20:34:37 RID 1D 18 NOV 85 MICRO								Corporate Order Status		D0006	
.Status Report											
*St. Order		Product	Ord. Cust.	Unit	Extended	Req'd	Sale				
*Cd. Number	Type	Qty	Code	Retail	Retail	Delivr	Rep	Customer			

OR	99951S	GREENBOX9	2	AMCO				840312	DJR	AMERICAN OIL CO.	73
OR	99951S	BLACKBOX9	1	AMCO				840312	DJR	AMERICAN OIL CO.	73
OR	99951S	GREENBOX7	1	AMCO				840312	DJR	AMERICAN OIL CO.	73
OR	96652S	BLACKBOX4	1	ARCO				840412	LSJ	ARGENTINE CORP	23
OR	96652S	GREENBOX4	2	ARCO				840412	LSJ	ARGENTINE CORP	23
OR	96652S	GREENBOX5	1	ARCO				840412	LSJ	ARGENTINE CORP	23
OR	99753S	GREENBOX5	1	DICO				840312	LSJ	DIGITAL CORP	17
OR	99842S	BLACKBOX8	1	FEDS				840312	PLR	FED SYSTEMS CORP	15
OR	99842S	BLACKBOX0	1	FEDS				840312	PLR	FED SYSTEMS CORP	15
OR	96751S	GREENBOX1	1	FEDS				840312	PLR	FED SYSTEMS CORP	15
OR	94525S	GREENBOX8	1	FEDS				840312	PLR	FED SYSTEMS CORP	15
OR	99725S	BLACKBOX4	1	INTR				840312	LTR	INTERNATIONAL CO	33
OR	98782S	BLACKBOX9	1	USSC				840312	SSF	UNION STEEL/SULFR	54
OR	96755S	GREENBOX9	1	USSC				840312	SSF	UNION STEEL/SULFR	54
..... END REPORT											
1	2Paint	3SOE	4Return	5	6Tasks	7View	8Help	9	10Edit		
...											

Alternate Format Examples

- Enter 'X' in fields to be displayed

*St. Order	. Product	.Ord.Cust.	Unit	.Extended	.Reg'd	.Sale.		
*Cd. Number	. Type	.Qty	.Code	.Retail	.Retail	.Delivr	.Rep	. Customer
x	x	x	x	x			x	x

. Address		. City		. State		. Zip		

Type an X in the fields you want to display and press Enter.

- Only those fields are displayed

*St. Order	. Product	.Ord.Cust.	Sale.					
*Cd. Number	. Type	.Qty	.Code	.Rep	. Customer			

OR 99951S	GREENBOX9	2	AMCO	DJR	AMERICAN OIL CO.			
OR 99951S	BLACKBOX9	1	AMCO	DJR	AMERICAN OIL CO.			
OR 99951S	GREENBOX7	1	AMCO	DJR	AMERICAN OIL CO.			
OR 96652S	BLACKBOX4	1	ARCO	LSJ	ARGENTINE CORP			
OR 96652S	GREENBOX4	2	ARCO	LSJ	ARGENTINE CORP			
OR 96652S	GREENBOX5	1	ARCO	LSJ	ARGENTINE CORP			
OR 99753S	GREENBOX5	1	DICO	LSJ	DIGITAL CORP			
OR 99842S	BLACKBOX8	1	FEDS	PLR	FED SYSTEMS CORP			
OR 99842S	BLACKBOX8	1	FEDS	PLR	FED SYSTEMS CORP			
OR 96751S	GREENBOX1	1	FEDS	PLR	FED SYSTEMS CORP			
OR 94525S	GREENBOX8	1	FEDS	PLR	FED SYSTEMS CORP			
OR 99725S	BLACKBOX4	1	INTR	LTR	INTERNATIONAL CO			
OR 98782S	BLACKBOX9	1	USSC	SSF	UNION STEEL/SULFR			
OR 96755S	GREENBOX9	1	USSC	SSF	UNION STEEL/SULFR			
..... END REPORT								

Exercise

1. Display report 2b. What is contained on the control line? Line 1 Roll ZBO
2. What type of reports are contained in Drawer D, Cabinet 0? _____
3. Display report 1 in Drawer D, Cabinet 0.
 - a. What order number and product type are listed on the first line below the header divider line?
 Order Number 999513
 Product Type GREENBOX 9
 - b. What line number is that line? 1
4. Display line 8 as the first line on the screen.
 - a. How is this done?
 - b. What order number and product type are contained on this line?
 Order Number 966523
 Product Type BLACKBOX 4
5. Roll backward three lines.
 - a. What line number is the first line on the screen? 6
 - b. Roll backward until line 1 is the first line.
 Display format 2.
 - c. What fields are displayed ST Code, Ord No, Prodtype, Ord Qty, Unit Retail
 Return to the original format.
 - d. How did you do this? _____
6. Choose any method (direct access or menus) to hold the headings on the screen. Roll to the end of the report. At the 'Line' position on the control line, enter '1' and transmit.
 - a. What happens? _____
 Why? _____
 Release these held lines.
 - b. How did you do this? _____

Exercise

7. Using the control line, display format 1.
 - a. What is the third field heading shown on the screen? _____
Display format 2.
 - b. What is the third field heading now? _____
 - c. Why are they different? _____
 - d. Where are these formats defined? _____
8. Using the function keys and the menus, create a new temporary view. Redisplay report 2b.
 - a. What happens to the temporary view that was showing on the screen?

9. Display report 1c. Now redisplay 2b.
10. What format is displayed? _____
 - a. What happened to the View that was showing before going to report 1c?

11. Display report 0b.
 - a. How many formats are predefined? _____
12. Erase all the information contained on the control line. Now restore it.
 - a. What function did you use? _____
13. Release the report you are viewing.
 - a. What function did you use? _____
 - b. What is your station number and where did you get the information?

4

Report Creation and Deletion

Objectives

Upon completion of this module, you should be able to

 Create, delete, and modify reports

 Use the AR, XR, DR, ADON, ADTO, and REP functions

 Find reports owned by a specific user

 Print reports

Learning Sequence

- **Create reports**
- **Copy reports**
- **Delete reports**
- **Combine reports**
- **Result reports**
- **Replace reports**
- **Create a drawer index**
- **Save results**
- **Print reports**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Creating a New Report

- **Add a new report to the drawer specified**
- **Report number may be optionally specified**
 - Lowest available report number is used if not specified
- **Report contains headers and predefined lines from report 0 of that drawer**
- **Report will contain**
 - Date and time of creation
 - Report number
 - User-id of creator
 - Optional title
 - Title appears in line 2 of the report

Creating a New Report

- **Menu Access**

- Press F6 (Tasks)
- Select 'Create a report'
- Select 'Add a report'
- Enter drawer letter and optional report number on the 'Report or drawer' line
- Enter optional title on the 'Title' line

- **Direct Access**

- Enter 'AR rdc title' on line 0 where
 - r = optional report number
 - d = drawer letter
 - c = optional cabinet number
 - title = title to appear on line 2 (required using direct access)

- **If you do not want the new report**

- Press F9 (Undo) or
- Enter 'UNDO' on line 0 and the report is deleted

Report Contents Defined in Report 0

```

.DATE 15 OCT 89 18:32:43 RID 0B 19 SEP 88 MICRO

*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spec.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** **

```

1	2Paint	3SOE	4Return	5	6Tasks	7View	8Help	9	10Edit
---	--------	------	---------	---	--------	-------	-------	---	--------

```

...

```

```

OR DATE1$ XX BOX XXXX
03301111103303333333310222222022222011111033330 0 0 0 0 0
XXXX XXX XXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX
XXX
X
X
X
X
..... END REPORT .....

```

1	2Paint	3SOE	4Return	5	6Tasks	7View	8Help	9	10Edit
---	--------	------	---------	---	--------	-------	-------	---	--------

```

...

```


Duplicating an Existing Report

- **Copying an existing report or result (later) on display**
- **Lowest available report number is used**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Create a report'
 - Select 'Duplicate a report'
 - Enter the report and drawer of the report to be copied on the 'Report' line
 - Enter the drawer to receive the report on the 'Into drawer' line
 - Enter the optional title on the 'Title' line
- **Direct Access**
 - Enter 'XR rdc dc2 title' on line 0 where
 - rdc = report drawer and cabinet of report to be copied
 - dc2 = drawer and cabinet to receive new report
 - title = title of new report (must be entered using direct access)
- **Cabinet number is optional on all future functions**
- **If the new report is not wanted**
 - Use the UNDO function

Deleting a Report

- **Report must be on display**
- **Your user-id must have been the last to update report**
- **Menu Access**
 - Display the report
 - Press F6 (Tasks)
 - Select 'Delete a report'
 - Enter the rdc on the 'Report' line
- **Direct Access**
 - Display the report
 - Enter 'DR rdc' on line 0
- **If you want the report back**
 - UNDO
 - The report is restored

Delete Example

- Delete report 7B

Line#	1	Roll#	DR 7B	7B	08 DEC 89	CCM	7B0
.DATE	15:03:39	RID					
.This is the title of the duplicated report							Corporate Production
*St. Status	By	Product	Serial	Produc.	Order	Cust.	Produc.
*Cd. Date	In	Type	Number	Cost	Numbr.	Code	Plan
							Actual
							Date
							Order
							Spec
							Order
							Cod
OR	DATE1\$	XX	BOX			XXXX	
..... END REPORT							

Report 7B0 has been deleted

Merging Reports

- **ADON**
 - Appends a report to the one on display
- **ADTO**
 - Appends the report on display to another
- **Headers are not appended**
- **Truncation or space filling of lines of different lengths**
- **Both create a 'result'**

Result Report

- **Temporary report; only exists while on display**
- **Original report is unchanged**
- **Created by many functions**
- **Indicated by 'RESULT' in upper right corner of display**
- **Must use XR or REP functions to make report permanent**
- **Use the caret key to release a result**

Merging Reports

- **One report must be on display**

- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Move data'
 - Select 'Combine two reports'
 - Select 'Add a report to the displayed report' for ADON
 - Select 'Add the displayed report to another' for ADTO
 - Enter the rdc of the nondisplayed report on the 'Report' line

- **Direct Access**
 - Enter 'ADON rdc' on line 0
 - Enter 'ADTO rdc' on line 0

- **If the result is not wanted**
 - UNDO
 - Original report reappears

Merging Reports Example

- With receiving report on display, add 2B to the bottom

```

Line#| adon 2b      Roll#| -
.DATE      13:42:11 RID   6B   27 NOV 89 CCM           6B0
.This is the title
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spec.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
OR    DATE1$  XX    BOX
-----
..... END REPORT .....
    
```

- Produces a result, 6B has not changed

```

Line#| 1      Roll#|
.DATE      13:42:11 RID   6B   27 NOV 89 CCM           RESULT
.This is the title
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spec.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
OR    DATE1$  XX    BOX
-----
OR 830310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
SC 840105 LS GREENBOX8 677481      97929 INTR 840105
IP 831225 LS GREENBOX8 840933      86381 FEDS 831225
SC 840110 LS GREENBOX8 975481      99943 AMCO 840110
SH 831206 LS GREENBOX7 669624      54682 AMCO 831201 831205 831206 S8553
SC 840110 LS GREENBOX6 674481      95946 FEDS 840130
OR 831210 LS GREENBOX5          99753 DICO
1      2Paint 3SOE      4Return 5      6Tasks 7View 8Help 9Undo 10Edit
    
```

Replacing a Report

- **Replacing an existing report with a displayed report or result**
- **Your user-id must be on the replaced report**
- **If the report to be replaced does not exist, it is created**
- **Report or result to be copied must be on display**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Move data'
 - Select 'Replace a report'
 - Enter 'rdc' to be replaced on the 'Report' line
 - Enter optional title on 'Title' line
- **Direct Access**
 - Enter 'REP rdc title' on line 0
- **If you want the original report back**
 - UNDO

Replace Example

- Copy the result on display over 6B

Line#	rep	6b	Roll#	13:50:48	RID	6B	27	NOV	89	CCM	RESULT			
.DATE											Corporate Production			B0002
.This is the title														
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spec.		
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.		
OR	DATE1\$	XX	BOX				XXXX							
OR	830310	LS	GREENBOX9			99951	AMCO							
OR	831228	LS	GREENBOX8			94525	FEDS							
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105						
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225					
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110						
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553			
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130						
OR	831210	LS	GREENBOX5			99753	DICO							
1	2Paint	3SOE		4Return	5	6Tasks	7View	8Help	9Undo	10Edit				

- 6B is now changed

Line#	1	Roll#	13:51:35	RID	6B	27	NOV	89	CCM	6B0				
.DATE											Corporate Production			B0002
.This is the title														
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spec.		
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.		
OR	DATE1\$	XX	BOX				XXXX							
OR	830310	LS	GREENBOX9			99951	AMCO							
OR	831228	LS	GREENBOX8			94525	FEDS							
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105						
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225					
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110						
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553			
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130						
OR	831210	LS	GREENBOX5			99753	DICO							
1	2Paint	3SOE		4Return	5	6Tasks	7View	8Help	9Undo	10Edit				

Creating a Drawer Index

- **I function produces a result containing a specified number of lines from each report in a drawer**
- **IU function does the same, but only for those reports owned by a specified user-id, within an optional date range within an optional report range**
- **To identify your reports, only the first line from each report is needed (contains the user-id of the owner)**

Creating a Drawer Index

- **Menu Access**

- Press F6 (Tasks)
- Select 'Find data'
- Select 'Display drawer index' for I function
- Select 'Display drawer index by user' for IU function
- Enter number of lines wanted on the 'Number of lines from each report' line (usually 1). Default = All header lines
- Enter drawer to be indexed on the 'Drawer' line
- Enter the user-id to be searched on the 'User-id' line. Default = Your user-id
- Enter a limiting date range on the 'Start' and 'End date' lines. Default = All
- Enter a limiting report range on the 'First' and 'Last report' lines. Default = All

- **Direct Access**

- Enter 'I qdc' or 'IU qdc' on line 0 where
 - q = quantity of lines from each report
- Date and report ranges not allowed with direct access
- Only reports with your user-id are found with IU

Index Examples

- Request one line from each B report

i 1b

```

Unisys MAPPER System
UNISYS CORPORATION
Station: 8 System: A
User-id: CCM
Cabinet: 0
  
```

Line#	Roll#	IND	OB	DATE	TIME	SYSTEM	RESULT
.DATE	14:04:26	IND	0B	27 NOV 89		CCM	
. 6 REPORT(S) FOUND WITH 240 TOTAL LINES							
.DATE	17 OCT 89	20:57:28	RID	1B	01 AUG 86	MICRO	29 LINES
.DATE	25 OCT 89	12:25:49	RID	2B	01 AUG 86	MAPCOORD	47 LINES
.DATE		09:14:35	RID	3B	27 NOV 89	NEWUSER	47 LINES
.DATE		09:52:49	RID	4B	16 NOV 89	MAPCOORD	47 LINES
.DATE		15:45:29	RID	5B	17 NOV 89	ALW	14 LINES
.DATE		13:51:35	RID	6B	27 NOV 89	CCM	56 LINES
..... END REPORT							

Index Examples

- Request one line from each B report with your user-id

iu 1b

```
Unisys MAPPER System
UNISYS CORPORATION
Station: 8 System: A
User-id: CCM
Cabinet: 0
```

```
Line# 1          Roll# -          RESULT
. DATE          14:44:37 INDEX  0B  21 JUN 90  CCM
. 1 REPORT(S) FOUND WITH 14 TOTAL LINES
. USER CCM
*   UPDATE
*   DATE          TIME  LINES  RID      CREATE
*-----*-----*-----*-----*-----*-----*
DATE          14:42:04      14   6B    21 JUN 90  CCM          14 LINES
..... END REPORT .....
```

Saving Results for Future Use

- **Up to four results may be saved for future use (e.g., copying) or viewing at a later time**
- **A caret (^) releases all saved results**
- **Result must be on display**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Use utilities'
 - Select 'Save results temporarily'
 - May only be used to save one result
- **Direct Access**
 - Enter 'SV' on line 0 to save the first result
 - With the saved result function key bar on display (discussed below) press F2, F3, and F4 to save the second through fourth results
- **Saving results changes the function key bar**
 - F1 through F4 indicates the saved results
 - Press F6 (Contrl) to view the normal function key bar
 - Continue with normal MAPPER processing
 - Press F1 (Resume) on the normal function key bar to receive the saved results function key bar
 - Press F1 through F4 to view the appropriate saved result

Saved Result Example

- With result on display, enter 'SV' on line 0

```

Line> SU          Roll▶ -          RESULT
.DATE 31 JUL 91  10:23:46  RID      3B  26 JUL 91  CCM
.CCM                               Corporate Production  B000002
*St.Status.By. Product .Serial.Produc.Order.Cust.Produc.Produc. Ship .Ship .Sp.
*Cd. Date .In. Type .Number. Cost .Numbr.Code. Plan .Actual. Date .Order.Cod.
*=====
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
          ..... END REPORT .....

1      2Paint  3      4Return 5      6Tasks  7View  8Help  9Undo 10Edit
    
```

- Note change in function key bar
- Press F6 (Contrl) to display the normal function key bar

```

Line> 1          Roll▶ -          F1 Assigned          RESULT
.DATE 31 JUL 91  10:23:46  RID      3B  26 JUL 91  CCM
.CCM                               Corporate Production  B000002
*St.Status.By. Product .Serial.Produc.Order.Cust.Produc.Produc. Ship .Ship .Sp.
*Cd. Date .In. Type .Number. Cost .Numbr.Code. Plan .Actual. Date .Order.Cod.
*=====
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
          ..... END REPORT .....

1 -0B  2 Open  3 Open  4 Open  5      6Contrl 7      8 Help  9      10 Quit
    
```

Saved Result Example

- Continue with normal processing until the saved result is needed or another result needs to be saved
- Press F1 (Resume) on the normal function key bar to receive the saved result function key bar

```

Line▶ 1      Roll▶ -      3C0
.DATE 31 JUL 91 11:21:03 RID      3C  31 JUL 91 CCM      3C0
.@      Factors Base Report      Corporate Factors Base C000004
* Product . Sub . Produc. Whole . Retail . Sales . Space. Demo :
* Type    . Key . Cost . Sales . $$$$.Commis. Req .Quantity. Demo Results :
*-----*-----*-----*-----*-----*-----*-----*-----*
BLACKBOX1  A  13500  16875  23625 2362.50  100      1
BLACKBOX2  A  13600  17000  23800 2380.00  110      2
          ..... END REPORT .....

```

```

1Resume 2Paint 3      4Return 5      6Tasks 7View 8Help 9Undo 10Edit

```

Saved Result Example

- Press the assigned function key to display the saved result or press an unassigned function key to save the current result

```

Line▶ 1      Roll▶ -
.DATE 31 JUL 91 11:21:03 RID      3C  31 JUL 91 CCM      3C0
.@ Factors Base Report Corporate Factors Base C000004
* Product . Sub . Produc. Whole . Retail . Sales . Space . Demo
* Type . Key . Cost . Sales . $$$$ . Commiss. Req . Quantity . Demo Results .
*-----*-----*-----*-----*-----*-----*-----*-----*-----*
BLACKBOX1  A 13500 16875 23625 2362.50 100 1
BLACKBOX2  A 13600 17000 23800 2380.00 110 2
          ..... END REPORT .....

1 -0B  2 Open  3 Open  4 Open  5      6Contrl 7      8 Help  9      10 Quit
    
```

- Receive the display of the saved result

```

Line▶ 1      Roll▶ -
.DATE 31 JUL 91 10:23:46 RID      3B  26 JUL 91 CCM      RESULT
.ccm Corporate Production B000002
*St. Status.By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*
IP 831225 LS BLACKBOX1 436768 84390 AMCO 831223 831225
          ..... END REPORT .....

1 -0B  2 Open  3 Open  4 Open  5      6Contrl 7      8 Help  9      10 Quit
    
```

Printing a Report

- **For printing a report or result on a system printer**

- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Print'
 - Select 'Print on a system printer'
 - Fill in 'Print Report' menu

- **Direct Access**
 - Enter 'PR rdc f' on line 0 where
 - f = format of report to be printed (1-25). Default = 0
 - Format is optional on all future functions
 - Fill in 'Print Report' menu

Print Examples

- Request the print function form

pr

Unisys MAPPER System
UNISYS CORPORATION
Station: 8 System: A
User-id: CCM
Cabinet: 0

- Fill in the entries or use the defaults

PR

Print Report

Print site	Banner ID
Number of copies 1	Line spacing 1
Delete line numbers? Y	Forms ID
Headings? Y	Print entire drawer? N
Format number	Report or drawer -

'Print Report' Menu

- **Menu received via menu or direct access**
 - Print site = MAPPER site identifier (local or remote) to print on
 - Number of copies = 1-64
 - Delete line numbers = Y or N. Deletes line sequence numbers
 - Headings = Y, N or A. A = Print headings at top of each page
 - Format number = 0-25. Default = 0
 - Banner ID = Up to 8 character banner to appear at top of first page. Default = Your user-id
 - Line spacing = 1-3
 - Forms ID = Not discussed in this course. For more information enter 'PRINTFORM,HELP' on line 0.
 - Print entire drawer = Y or N. Print all reports in drawer
 - Report or drawer = Report to be printed. Default = Report or result on display.

Exercise

Your supervisor requests the following:

1. Create a new Production Status Report in drawer B, cabinet 0 with your initials as the title.
2. Put the data from 1C on the bottom of your report. Save this result for future use. Duplicate the report created in number 1. Replace the report created with the previously saved result. Display both reports.
3. All employees must have a printed list of all Production Status Reports they own (with their user-id on line 1 of the report).
4. It is time to clean the database. Delete all of your reports.

AR TL (16B0)

① ADON IC ② SV
③ XR TL1 (10B)
④ REP 16B TL1

5

Modifying Reports

Objectives

Upon completion of this module, you should be able to

Modify data in a report

Use the line editing functions

Describe the editing done by MAPPER via report 0 during line updating

Obtain line numbers for a report

Obtain report and drawer information

Update a temporary copy of a permanent report

Use buffers for copying and moving lines

Learning Sequence

- **Update lines in a report**
- **Add predefined lines**
- **Delete lines**
- **Copy lines**
- **Move lines**
- **Buffers**
- **Report passwords**
- **Drawer and report information**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Updating a Report

- Must be in an even-numbered cabinet
- Supply report password (later) if necessary
- Others may display, but not change, report being updated
- Optionally place a start of entry before any changes
- Type new characters over existing characters or blanks
- Place cursor beyond last change, then transmit
- All characters transmitted; those between SOE or beginning of report and cursor are edit checked
- Edit codes exist in report 0
- Characters on tab lines are edit checked; asterisk and period lines are not
- Do not erase tabs between fields
- Update date and time are changed
- Your userid is placed on the report
- If screen is erased or changes are not wanted
 - Press F2 (Paint) from the function bar or
 - Enter 'PNT' on line 0
- If you already transmitted changes, you do not want
 - UNDO
 - Will only undo the last changes transmitted

Edit Codes

Edit Code	Edit Type
Blank	No Edit Performed
0	Tab Required
1	Numeric Required (cannot be blank)
2	Numeric or Blank
3	Alphabetic Required (cannot be blank)
4	Alphabetic or Blank
5	Content (cannot be blank; some data must be entered)
6	Must Be Left Blank

Line Types

- **Tab lines**

- Tab character in column one
- Edit checked
- Display shifts when report is shifted
- Only specified columns appear when an alternate format is requested
- 40-256 characters
- Generally used for data

- **Asterisk lines**

- Asterisk in column one
- Not edit checked
- Display shifts when report is shifted
- Only specified columns appear when an alternate format is requested
- 40-256 characters
- Generally used for headers

- **Period lines**

- Period in column one
- Not edit checked
- Display does not shift when report is shifted
- Display remains the same when an alternate format is requested
- 80-132 characters
- Generally used date and title line and comments

Update Example

- Original report

```

Line# 1           Roll# -           3B0
,DATE 25 JUN 90 14:19:47 RID      3B  25 JUN 90 CCM
,@      Production Status Report      Corporate Production      B000002
*St.Status.By. Product ,Serial,Produc.Order.Cust.Produc.Produc. Ship ,Ship ,Spc.
*Cd. Date ,In. Type ,Number, Cost ,Numbr.Code, Plan ,Actual. Date ,Order.Cod.
*-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
IP 831224 LS BLACKBOX1 436767      84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
          ..... END REPORT .....
    
```

- Attempt to enter 'C5' in the status code field

```

Line# 1           Roll# -           3B0
,DATE 25 JUN 90 14:19:47 RID      3B  25 JUN 90 CCM
,@      Production Status Report      Corporate Production      B000002
*St.Status.By. Product ,Serial,Produc.Order.Cust.Produc.Produc. Ship ,Ship ,Spc.
*Cd. Date ,In. Type ,Number, Cost ,Numbr.Code, Plan ,Actual. Date ,Order.Cod.
*-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
C5 831224 LS BLACKBOX1 436767      84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
          ..... END REPORT .....
    
```

Update Example

- Error caused by edit codes

```

                                This character must be alphabetic
. DATE 25 JUN 90 14:19:47 RID      3B 25 JUN 90 CCM
.@      Production Status Report      Corporate Production      B000002
*St. Status. By. Product . Serial. Produc. Order. Cust. Produc. Produc. Ship . Ship . Spc.
*Cd. Date . In. Type . Number. Cost . Numbr. Code. Plan . Actual. Date . Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
C5 831224 LS BLACKBOX1 436767      84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
                                ..... END REPORT .....

```

- Enter 'CM', the expected character type

```

Line▶ 1      Roll▶ -
. DATE 25 JUN 90 14:24:34 RID      3B 25 JUN 90 CCM      3B0
.@      Production Status Report      Corporate Production      B000002
*St. Status. By. Product . Serial. Produc. Order. Cust. Produc. Produc. Ship . Ship . Spc.
*Cd. Date . In. Type . Number. Cost . Numbr. Code. Plan . Actual. Date . Order. Cod.
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
CM 831224 LS BLACKBOX1 436767      84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768      84390 AMCO 831223 831225
                                ..... END REPORT .....

```

Line Manipulation Commands

- **Add, delete, copy, and move lines**
- **Cursor position**
 - Place on line preceding destination of line(s) added, copied, or moved
 - Place on first line of line(s) to be deleted
- **Add blank lines (with tabs) - Menu access**
 - Press F10 (Edit)
 - Press F1 (AddLin) once for each blank line wanted
- **Direct Access**
 - Erase to end of line
 - Enter '>]q+' where
 - q = number of lines to add
 - + = add line command
- **Adding many lines via Menu Access**
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number of lines to add on the 'Add lines' line
- **Use UNDO to reverse the effect of any line change function**

Add Line Example

- Erase to end of line and enter the add line function

```

Line#|1          Roll#|-          6B0
.DATE 28 NOV 89 14:01:37 RID 6B 27 NOV 89 CCM
.This is the title Corporate Production B0002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----,---,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
#12+
|OR|831228|LS|GREENBOX8|          |          |94525|FEDS|          |          |          |          |
          ..... END REPORT .....
    
```

- Two lines with blanks and tabs added

```

Line#|1          Roll#|-          6B0
.DATE 28 NOV 89 14:05:02 RID 6B 27 NOV 89 CCM
.This is the title Corporate Production B0002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-----,---,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
|zz|930310|LS|GREENBOX9|          |          |99951|AMCO|          |          |          |          |
|OR|831228|LS|GREENBOX8|          |          |94525|FEDS|          |          |          |          |
          ..... END REPORT .....
    
```

Adding Predefined Lines

- **Predefined lines**

- Created by the drawer designer
- Located in report 0
- Contain data likely to be used on many new lines
- May contain reserved words whose values are converted when these lines are added

- **No menu access**

- **Direct Access**

- Place cursor on line preceding destination
- Erase to end of line
- Enter '>]q+n' where
 - q = quantity of predefined lines to add
 - + = add line command
 - n = predefined line number to add

Predefined Lines in Report 0

.DATE 15 OCT 89 18:32:43 RID 0B 19 SEP 88 MICRO												
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Spc.
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.
----------*-----*-----*-----*-----*-----*-----*-----*-----*												
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** ***** **												
.DATE 14 JUL 86 CAB 0 80 CHAR MICRO MICRO												
Corporate Production B0002												
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Spc.
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.
----------*-----*-----*-----*-----*-----*-----*-----*-----*												

OR	DATE1\$	XX	BOX			XXXX						
0330	111111	0330	3333333331	02222220	2222220	1111033330	0	0	0	0	0	0
XXXX		XXX		XXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
XXXX		XXX										
X												
X												
X												
X												
..... END REPORT												

Reserved Words

- System-supplied word often containing predefined data
- Sometimes used with predefined lines
- Often used in runs

Reserved Word	Current date in format
DATE0\$	YMMDD
DATE1\$	YYMMDD
DATE2\$	DD MM YY
DATE3\$	YDDD
DATE4\$	YYDDD
DATE5\$	DDMMYY
DATE6\$	MM/DD/YY
DATE7\$	MONTH DD, YYY
DATE8\$	MMDDYY
TIME\$	Current time in HH:MM:SS
STNUM\$	Station Number
USER\$	User-id
DEPT\$	User's dept name
DEPN\$	User's dept sign-on number
DAY\$	Current day name (DDD)

Predefined Line Example

- Add one copy of predefined line number 2

Line#	Roll#	Title		Serial	Prod.	Order	Cust.	Prod.	Prod.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
Line#1	Roll#-	This is the title										
.DATE	28 NOV 89	14:05:02	RID	6B	27 NOV 89	CCM						
										Corporate Production	B0002	
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
..... END REPORT												

- Reserved word converted to current date

Line#	Roll#	Title		Serial	Prod.	Order	Cust.	Prod.	Prod.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
Line#1	Roll#-	This is the title										
.DATE	28 NOV 89	14:08:49	RID	6B	27 NOV 89	CCM						
										Corporate Production	B0002	
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
..... END REPORT												

Deleting Lines

- **Place cursor on the first line to be deleted**

- **Menu Access**
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number to delete on 'Delete lines' line

- **Menu Access to delete single line**
 - Press F10 (Edit)
 - Press F10 (Delete) once for every line to be deleted

- **Direct Access**
 - Erase to end of line
 - Enter '>]q-' where
 - q = quantity of lines to delete
 - - = delete line command

Delete Example

- Delete two lines

Line#	1	Roll#	-							6B0		
.DATE	28 NOV 89	14:08:49	RID	6B	27 NOV 89	CCM						
.This is the title							Corporate Production	B0002				
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.

zz	891128	930310	LS	GREENBOX9		99951	AMCO					
OR	831228		LS	GREENBOX8		94525	FEDS					
..... END REPORT												

Line#	1	Roll#	-							6B0		
.DATE	28 NOV 89	14:09:58	RID	6B	27 NOV 89	CCM						
.This is the title							Corporate Production	B0002				
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.

zz	891128	930310	LS	GREENBOX9		99951	AMCO					
OR	831228		LS	GREENBOX8		94525	FEDS					
..... END REPORT												

Duplicate a Single Line

- **Place cursor on line to be copied**

- **Menu Access**
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number of times line is to be copied on the 'Duplicate Line' line

- **Direct Access**
 - Erase to end of line
 - Enter '>]qX' where
 - q = number of times to copy this line
 - X = duplicate line command

- **Copies will immediately follow original**

Single Line Duplication Example

- Add two copies of the current line

Line#	Roll#											
1	-	6B0										
.DATE		28 NOV 89	14:09:58	RID	6B	27 NOV 89	CCM					
.This is the title							Corporate Production			B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
*-----												
#12x												
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
..... END REPORT												

Line#	Roll#											
1	-	6B0										
.DATE		28 NOV 89	14:11:26	RID	6B	27 NOV 89	CCM					
.This is the title							Corporate Production			B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
*-----												
	891128											
	891128											
	891128											
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
..... END REPORT												

Duplicate Multiple Lines

- **Place Cursor on first of group to be duplicated**

- **If only one copy is needed, Menu Access may be used**
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number of lines to copy on 'Duplicate multiple lines' line

- **If many copies are needed, Direct Access must be used**
 - Erase to end of line
 - Enter '>]qXn' where
 - q = number of times to duplicate these lines
 - X = duplicate line command
 - n = number of lines to duplicate

- **Copies will immediately follow originals**

Multiple Line Duplication Example

- Add one copy of the next two lines

Line# 1	Roll# -											6B0
.DATE 28 NOV 89 14:11:26 RID 6B 27 NOV 89 CCM												
.This is the title		Corporate Production										B0002
*St.	Status.	By.	Product	Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number.	Cost	Numbr.	Code	Plan	Actual.	Date	Order.	Cod.

	891128											
	891128											
	891128											
♦11X2	OR	831228	LS	GREENBOX8			94525	FEDS				
..... END REPORT												

Line# 1	Roll# -											6B0
.DATE 28 NOV 89 14:12:46 RID 6B 27 NOV 89 CCM												
.This is the title		Corporate Production										B0002
*St.	Status.	By.	Product	Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number.	Cost	Numbr.	Code	Plan	Actual.	Date	Order.	Cod.

	891128											
	891128											
	891128											
ZZ	930310	LS	GREENBOX9				99951	AMCO				
OR	831228	LS	GREENBOX8				94525	FEDS				
ZZ	930310	LS	GREENBOX9				99951	AMCO				
OR	831228	LS	GREENBOX8				94525	FEDS				
..... END REPORT												

Copying and Moving Lines

- **Used to copy or move lines to a new area**
- **Copy may be done via Menu or Direct Access**
- **Move may only be done using Direct Access**
- **Copy retains original lines and copies them to another destination**
- **Move physically repositions lines**
- **Copy via Menu Access**
 - Place cursor on first line to be copied
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number of lines to be copied on 'Yank lines' line
 - Place cursor on line preceding destination
 - Press F6 (LineCh)
 - Transmit from 'Put lines' line

Copying and Moving Lines

- **Direct Access - Copying Lines**

See Buffer

- Place cursor on line preceding destination
- Erase to end of line
- Enter '>]nls,q' or '>]nls-e' where
 - n = number of times to copy these lines
 - l = insert (copy) line command
 - s = starting line number of lines to be copied
 - q = quantity of lines to be copied
 - e = ending line number of lines to be copied

- **Direct Access - Moving Lines**

- Same as copying lines except use 'M' instead of 'l'

Move Example

- Move one copy of lines 9 through 12 following the divider line

Line#	1	Roll#	-																
.DATE	28 NOV 89	14:12:46	RID	6B	27 NOV 89	CCM													6B0
.This is the title										Corporate Production					B0002				
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Sp.							
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.							
♦	11	9-12																	
	891128																		
	891128																		
	891128																		
ZZ	930310	LS	GREENBOX9				99951	AMCO											
OR	831228	LS	GREENBOX8				94525	FEDS											
ZZ	930310	LS	GREENBOX9				99951	AMCO											
OR	831228	LS	GREENBOX8				94525	FEDS											
..... END REPORT																			

Line#	1	Roll#	-																
.DATE	28 NOV 89	14:15:15	RID	6B	27 NOV 89	CCM													6B0
.This is the title										Corporate Production					B0002				
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Sp.							
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.							
*-----																			
ZZ	930310	LS	GREENBOX9				99951	AMCO											
OR	831228	LS	GREENBOX8				94525	FEDS											
ZZ	930310	LS	GREENBOX9				99951	AMCO											
OR	831228	LS	GREENBOX8				94525	FEDS											
	891128																		
	891128																		
	891128																		
..... END REPORT																			

Copying Lines Using Buffers

- Lines may be 'yanked' into a buffer for future 'putting'
- Buffer may be named (1-100) or unnamed
- Existing buffers may be appended
- Unnamed buffer exists until release key (^)
- Named buffers exist until overwritten via 'yank'
- Menu Access Copy using Buffers
 - Place cursor on first line to be copied
 - Press F10 (Edit)
 - Press F6 (LineCh)
 - Enter number of lines to be copied on 'Yank lines' line
 - Place cursor on line preceding destination
 - Press F6 (LineCh)
 - Transmit from 'Put lines' line
- Direct Access Copy using Buffers
 - Place cursor on first line to be 'yanked' and erase to end of line
 - Enter '>]qYb' where
 - q = quantity of lines to 'yank' into buffer
 - Y = yank function
 - b = optional name of buffer (1-100). Default=Unnamed
 - Place cursor on line preceding destination
 - Enter '>]Pb' where P = put function and b = optional buffer name

More About Buffers

- **Appending an existing buffer**
 - Place cursor on first line to be appended to buffer
 - Erase to end of line
 - Enter '>]qAb' where q = number of lines to append to buffer, A = append buffer function, and b = optional buffer name

- **Moving Lines with Buffers**
 - Use buffers with delete lines command
 - Enter '>]qDb' where b is optional buffer name
 - Place cursor on line preceding destination
 - Enter '>]Pb' where b is optional buffer name

Buffer Copy Example

- Place two lines in an unnamed buffer

Line#	l	Roll#	-	6B0											
.DATE	28	NOV	89	14:15:15	RID	6B	27	NOV	89	CCM					
.This is the title										Corporate Production			B0002		
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Spec.			
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.			
*-----															
♦	l2	u													
OR	831228	LS	GREENBOX8				94525	FEDS							
zz	930310	LS	GREENBOX9				99951	AMCO							
OR	831228	LS	GREENBOX8				94525	FEDS							
	891128														
	891128														
	891128														
..... END REPORT															

- Put the buffer contents here

Line#	l	Roll#	-	6B0											
.DATE	28	NOV	89	14:15:15	RID	6B	27	NOV	89	CCM					
.This is the title										Corporate Production			B0002		
*St.	Status.	By.	Product	.Serial.	Produc.	Order.	Cust.	Produc.	Produc.	Ship	.Ship	.Spec.			
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.	Code.	Plan	.Actual.	Date	.Order.	Cod.			
*-----															
♦	l	p													
zz	930310	LS	GREENBOX9				99951	AMCO							
OR	831228	LS	GREENBOX8				94525	FEDS							
zz	930310	LS	GREENBOX9				99951	AMCO							
OR	831228	LS	GREENBOX8				94525	FEDS							
	891128														
	891128														
..... END REPORT															

Buffer Copy Example

Line#	Roll#											
.DATE 28 NOV 89 14:43:17 RID 6B 27 NOV 89 CCM		6B0										
.This is the title		Corporate Production								B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											
	891128											
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											

..... END REPORT

Displaying Report Line Numbers

- **Line numbers are needed for copying and moving lines**

- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Use utilities'
 - Select 'Display line numbers'

- **Direct Access**
 - Enter 'DLC' on line 0

- **Press F1 to redisplay report without line numbers**

Display Line Number Example

- Request line display

```

Line# 1          Roll# DLC          6B0
.DATE 25 JUN 90 14:33:19 RID      6B 25 JUN 90 CCM
.This is the title          Corporate Production B000002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*==-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
zz 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
zz 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128
891128
zz 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128

..... END REPORT .....
    
```

- Receive line numbers, press F1 to redisplay report without line numbers

```

Press F1 to redisplay report
.DATE 25 JUN 90 14:33:19 RID      6B 25 JUN 90 CCM          < 1
.This is the title          Corporate Production          < 2
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Shi < 3
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Ord < 4
*==-----*-----*-----*-----*-----*-----*-----*-----*-----*-----* < 5
zz 930310 LS GREENBOX9          99951 AMCO          < 6
OR 831228 LS GREENBOX8          94525 FEDS          < 7
zz 930310 LS GREENBOX9          99951 AMCO          < 8
OR 831228 LS GREENBOX8          94525 FEDS          < 9
891128          < 10
891128          < 11
zz 930310 LS GREENBOX9          99951 AMCO          < 12
OR 831228 LS GREENBOX8          94525 FEDS          < 13
891128          < 14

..... END REPORT .....
    
```

Preventing Unauthorized Report Updating

- **Four levels of report protection**
 - Restrict write access to those knowing password (PSW)
 - Restrict read and write access via passwords (RPSW)
 - Restrict read and write access to those with same user-id and department number (RPSW USER\$)
 - Restrict read and write access to those in same department (RPSW DEPT\$)

- **Max of six alphanumeric for passwords**

- **No menu access available**

- **Enter all commands on line 0**

- **Must have update control to assign a password**

- **Update a report to obtain update control**
 - Prevents others from updating until you release the report

Using Passwords

- **Create a password for a report (must have update control)**
 - Enter 'PSW password' or 'RPSW password' or 'RPSW USER\$' or 'RPSW DEPT\$'
- **Accessing a report with a password**
 - Enter 'PSW password' or 'RPSW password' or
 - Sign on with the correct user-id and/or department number
- **Changing a password**
 - Supply the current password
 - Obtain update control
 - Create a new password
- **Deleting a password**
 - Supply current password
 - Obtain update control
 - Enter 'PSW CLEAR' on line 0
- **UNDO to clear password just created**
- **If you forget a write password**
 - If it is your report (your user-id), create a result (RSLT) and replace (REP) the original report; password is gone
 - If not, contact the report owner or coordinator

Obtaining Report Information

- **Number of lines in a report**
- **Number of characters per line**
- **Number of heading lines**
- **Password information**
- **Language used for this report**
- **Is report encoded?**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Use utilities'
 - Select 'View report statistics'
- **Direct Access**
 - Enter 'LZ rdc' on line 0
- **Press F4 (Return) to redisplay report**

Password and Report Information Example

- Obtain update control; then enter a password

```

Line# 1          Roll# psw mapper          6B0
.DATE 25 JUN 90 14:33:19 RID          6B 25 JUN 90 CCM
.This is the title          Corporate Production      B000002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-- -----
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128
891128
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128

..... END REPORT .....
    
```

- Request information about the current report

```

Line# 1          Roll# lz -          6B0
.DATE 25 JUN 90 14:35:45 RID          6B 25 JUN 90 CCM
.This is the title          Corporate Production      B000002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
*-- -----
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128
891128
ZZ 930310 LS GREENBOX9          99951 AMCO
OR 831228 LS GREENBOX8          94525 FEDS
891128

..... END REPORT .....
    
```

Report Information Example

```

                ** LINE ZERO INFORMATION **
CABINET ( 0/1 ) REPORT ( 6 ) ALPHA/NUMERIC DRAWER (B/000002)

: LINES .CHRS.HDGS.CHAR. .PRIV. PRIVATE . READ .WRITE .
: -----,-----,-----,-----,-----,-----,-----,-----,
: 14    80    5 FCS          9                                LOCKED

```

- Cabinet 0, report 6, drawer B
- 14 lines, 80 characters, 5 header lines in report
- Full character set
- Report has been updated nine times
- Write password exists
- Displayed fields vary depending on MAPPER platform

Display Drawer and Report Limits

- **Highest report number allowed**
- **Maximum number of lines per report**
- **Menu Access**
 - With a report on display, press F6 (Tasks)
 - Select 'Use utilities'
 - Select 'View drawer limits'
 - Receive limits information about drawer whose report is displayed
 - Press F1 or enter 'RSM' on line 0 to receive limits of all drawers in this cabinet
- **Direct Access**
 - With report on display, enter 'LIMITS' on line 0
 - Receive limits information about drawer whose report is displayed
 - Press F1 or enter 'RSM' on line 0 to receive limits of all drawers in this cabinet

Limits Example

- Request report limits information

Line#	1	Roll#	limits			6B0
.DATE	25 JUN 90	14:35:50	RID	6B	25 JUN 90	CCM
.This is the title			Corporate Production			B000002
*St.	Status	By.	Product	.Serial	Produc.	Order.Cust.
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.
						Code. Plan .Actual.
						Date .Order.
						Cod.
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
	891128					
	891128					
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
	891128					
..... END REPORT						

- Receive information and enter 'RSM'

rsm	Highest Report = 2000		Lines/Report = 131071			
.DATE	25 JUN 90	14:35:50	RID	6B	25 JUN 90	CCM
.This is the title			Corporate Production			B000002
*St.	Status	By.	Product	.Serial	Produc.	Order.Cust.
*Cd.	Date	.In.	Type	.Number.	Cost	.Numbr.
						Code. Plan .Actual.
						Date .Order.
						Cod.
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
	891128					
	891128					
zz	930310	LS	GREENBOX9			99951 AMCO
OR	831228	LS	GREENBOX8			94525 FEDS
	891128					
..... END REPORT						

Limits Example

- Receive limits information for all drawers

Drawer Limits		
Cabinet 0		
Drawer	Highest Report	Largest Report
B	2000	131071
C	2000	131071
D	2000	131071
E	2000	131071
F	2000	109546
G	2000	131071
H	2000	131071
I	2000	109546

Editing a Temporary Copy

- **Keep your permanent report in its original form**
- **Make all updates to a temporary copy**
- **Replace (REP) the copy over the original when done or**
- **Duplicate (XR) the temporary copy**
- **Temporary means it only exists while displayed**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Create a report'
 - Select 'Create a result copy'
- **Direct Access**
 - Enter 'RSLT' on line 0

Editing a Temporary Copy Example

- Request a temporary copy of the current report

Line# 1	Roll# rslt									6B0		
.DATE 28 NOV 89 14:47:44 RID 6B 27 NOV 89 CCM												
.This is the title		Corporate Production								B0002		
*St. Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Sp.	
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											
	891128											
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											

..... END REPORT

Line# 1	Roll# -									RESULT		
.DATE 28 NOV 89 14:47:44 RID 6B 27 NOV 89 CCM												
.This is the title		Corporate Production								B0002		
*St. Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Sp.	
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											
	891128											
zz	930310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
	891128											

..... END REPORT

Exercise

Your supervisor requests the following:

1. Create a new Production Status Report with your initials as the title. *XR TLI* (158)
2. Protect your report from updating by anyone except those who know the report password.
3. Add a new line with a Status Code (StCd) of 1A. Tell your supervisor why this is not possible. *PSW - TONY*
▶] 1 +
4. Change that to a Status Code of AA instead.
5. Put two blank lines between the divider line and the first data line. Tell your supervisor why these lines have tab codes on them and where they came from.
6. You will be adding many data lines today and all will need today's date in the Status Date field. Do this as efficiently as possible. Tell your supervisor how this was done.
7. Enter data for one customer; then duplicate that line three times.
8. Place two copies of these four lines at the end of your report, retaining the originals.
9. Move the eight lines at the end of the report to the beginning of the report.
10. How many lines are in your report now? *36*
11. How many lines are allowed in any one Production Status Report?
12. Make a temporary copy of your report for further editing.
13. Does this report have a password?
14. Delete all lines from this report.

move cursor into Report xmit.

6

Search

Objectives

Upon completion of this module, you should be able to

Apply the concepts of the Search function

Describe the use of masks in performing many functions

Perform the following types of searches:

Simple search

Search using multiple parameters

Range search

Search using a limited column size

Search multiple reports

Modify a search by using search options

Search specific line types

Learning Sequence

- **Function masks**
- **Search command**
- **Multiple parameters**
- **Range of values**
- **Changing field size to be searched**
- **Options**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Searching a Report

- **Search specific field(s) for data specified**
- **Result (temporary) produced with lines containing data specified**
- **Must copy (XR) or replace (REP) to make permanent**
- **Result may be printed (PR)**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Find data'
 - Select 'Search'
 - Enter data in field to be searched
- **Direct Access**
 - Enter 'S rdc' on line 0
 - Enter data in field to be searched

Simple Search

- Request Search mask. Report 2B will be used for all examples

s 2b

```

Unisys MAPPER System
UNISYS CORPORATION
Station: 9 System: A
User-id: CCM
Cabinet: 0
        
```

- Fill field with data to be found

SEARCH

Production Status Report					Corporate Production					B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.

▶**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
							amco					

Simple Search

- Receive result with Search information on the top

Line#	Roll#	RESULT										
9 LINES FOUND, 42 SEARCHED												
*** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** ***												
* AMCO												
DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
Production Status Report Corporate Production B0002												
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	\$8553	
OR	831217	LS	BLACKBOX9			98755	AMCO					
SH	831204	LS	BLACKBOX9	714577		64231	AMCO	831201	831203	831204	\$8531	
IP	831227	LS	BLACKBOX7	733597		84351	AMCO	831227	831227			
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
IP	831224	LS	BLACKBOX1	436767		84389	AMCO	831223	831224			
IP	831225	LS	BLACKBOX1	436768		84390	AMCO	831223	831225			
..... END REPORT												

Searching Fields Not on the Screen

Two Methods

- **Enter 'S rdc f' on line 0 where**
 - f = format number (1-25)

- **With mask on display**
 - Press F7 (View)
 - Place an 'X' in each field you want displayed

Multiple Search Parameters

- **If more than one field is filled on the same line**
 - Line must satisfy ALL parameters to be included

- **If one or many fields are filled with data on separate lines**
 - Line must satisfy ONE parameter to be included

Multiple Parameter Examples

- Line must have greenbox8 and feds

SEARCH

.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spe.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
			greenbox8							feds		

Line#	Roll#	RESULT										
1	-											
2 LINES FOUND, 42 SEARCHED												
**	*****	** *****										
*	GREENBOX8	FEDS										
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spe.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	831228	LS	GREENBOX8			94525	FEDS					
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
..... END REPORT												

Multiple Parameter Examples

- Search for greenbox9 or greenbox6 or dico

SEARCH

.Production Status Report				Corporate Production				B0002				
*St.	By.	Product	.Serial	.Produc	Order	.Cust.	.Produc	Produc.	Ship	.Ship	.Spc.	
*Cd.	Date	.In.	Type	.Number	.Cost	.Numbr	.Code	.Plan	.Actual	.Date	.Order	.Cod.
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
			greenbox9									
			greenbox6									
							dico					

Line#	i	Roll#	-	RESULT								
.				4 LINES FOUND, 42 SEARCHED								
**	*****	**	*****	***** ***** ***** ***** ***** ***** ***** ***** ***** *****								
*			GREENBOX9									
*			GREENBOX6									
*				DICO								
.				DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD								
.				.Production Status Report Corporate Production B0002								
*St.	By.	Product	.Serial	.Produc	Order	.Cust.	.Produc	Produc.	Ship	.Ship	.Spc.	
*Cd.	Date	.In.	Type	.Number	.Cost	.Numbr	.Code	.Plan	.Actual	.Date	.Order	.Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
SH	831209	LS	BLACKBOX6	777324		54232	DICO	831207	831208	831209	S8538	
..... END REPORT												

Multiple Parameter Examples

- Line must have sc and greenbox8, or greenbox5

SEARCH												
.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
----------*-----*-----*-----*-----*-----*-----*-----*-----*												
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
sc			greenbox8									
			greenbox5									

Line# 1	Roll# -	RESULT										
3 LINES FOUND, 42 SEARCHED												
----------*-----*-----*-----*-----*-----*-----*-----*-----*												
*SC			GREENBOX8									
*			GREENBOX5									
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
----------*-----*-----*-----*-----*-----*-----*-----*-----*												
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
OR	831210	LS	GREENBOX5			99753	DICO					
..... END REPORT												

Range Search

- **May search for a range of values in a field(s)**
- **With the mask on display**
 - Enter the lower range limit in the field to be searched
 - Enter 'R' in column one of the next line
 - Enter the upper range limit in the field on this line also
- **Any other data appearing on these two lines will also be considered range values**

Limiting Field Size

- **Limit search to only certain characters in a field**

- **With the mask on display**
 - Surround the data to be searched with slashes or
 - Erase the asterisks in the mask surrounding the data

- **Using slashes only limits the field size for that parameter**

- **Erasing asterisks limits the field size for all parameters entered beneath that field**

Field Size Examples

- Line must have 5 in last character of product type field

SEARCH

Production Status Report					Corporate Production					B0002		
*St.	*Status	.By	.Product	.Serial	.Produc.	.Order	.Cust.	.Produc.	.Produc.	.Ship	.Ship	.Spec.
*Cd.	.Date	.In.	.Type	.Number	.Cost	.Numbr.	.Code	.Plan	.Actual	.Date	.Order	.Cod.
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** **												
				/5								

Line#	1	Roll#	-	RESULT								
: 3 LINES FOUND, 42 SEARCHED												
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** **												
* /5												
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
.Production Status Report Corporate Production B0002												
*St.	*Status	.By	.Product	.Serial	.Produc.	.Order	.Cust.	.Produc.	.Produc.	.Ship	.Ship	.Spec.
*Cd.	.Date	.In.	.Type	.Number	.Cost	.Numbr.	.Code	.Plan	.Actual	.Date	.Order	.Cod.
OR	831210	LS	GREENBOX5			99753	DICO					
SC	840110	LS	BLACKBOX5	675281		97441	FEDS	840131				
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
..... END REPORT												

Field Size Examples

- Same as previous example except erase the asterisk instead of using a slash

SEARCH

Production Status Report					Corporate Production					B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
**	*****	**	*****	*	*****	*****	*****	*****	*****	*****	*****	*****
				5								

Line# 1	Roll# -	RESULT										
3 LINES FOUND, 42 SEARCHED												
**	*****	**										
*		5										
DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
Production Status Report					Corporate Production					B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	831210	LS	GREENBOX5			99753	DICO					
SC	840110	LS	BLACKBOX5	675281		97441	FEDS	840131				
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
..... END REPORT												

Field Size Examples

- Line must have greenbox1 or 5 as the last character
- Could not erase asterisks in this example

SEARCH												
.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
			greenbox1	/5								

Line# 1	Roll# -											RESULT
5 LINES FOUND, 42 SEARCHED												
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
*		*	GREENBOX1	/5								
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD												
.Production Status Report						Corporate Production				B0002		
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
SC	840110	LS	BLACKBOX5	675281		97441	FEDS	840131				
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
..... END REPORT												

Mask Options

- **Entered in the line directly above the mask (not line 0)**
- **Multiple options may be used**

B(n) Stop search after nth line satisfying parameter(s)

C(S) Make search case sensitive

/ Search for a slash as data

@ Field of all spaces. @ must also be placed in the search field

N Display lines NOT meeting search criteria

D Omit search information from top of result

- **Many other options available, use HELP**
- **Option help with mask on display**
 - Press F8 (Help)
 - For more help press F8 (Help) again
 - Press F2 (RollFw)

Searching Multiple Reports

- **To search all reports in a drawer**
 - Enter 'S dc' on line 0

- **To limit search to specific reports**
 - Enter 'Rsr-er' or 'Rr1,r2,etc' on the option line
 - sr = starting report er = ending report
 - r1,r2 = specific report numbers

- **Headers will appear before all reports in result unless 'H' option is used**

Options and Multiple Report Examples

- Enter 'S B' to receive mask, but search only reports 2 and 6 using case sensitivity and do not display Search info

SEARCH

r2,6dc(s)

*St.	By.	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.	
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
			GREENBOX9									

- Note headers precede each report results

Line#	Roll#	DATE	TIME	RID	2B	01	AUG	86	MAPCOORD	RESULT		
		25 OCT 89	12:25:49	RID	2B	01	AUG	86	MAPCOORD	Corporate Production B0002		
		Production Status Report										
*St.	By.	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.	
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
OR	1830310	LS	GREENBOX9			99951	AMCO					
		28 NOV 89	14:47:44	RID	6B	27	NOV	89	CCM	Corporate Production B0002		
		This is the title										
*St.	By.	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.	
*Cd.	Date	In.	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod.
ZZ	930310	LS	GREENBOX9			99951	AMCO					
ZZ	930310	LS	GREENBOX9			99951	AMCO					
ZZ	930310	LS	GREENBOX9			99951	AMCO					
..... END REPORT												

Options and Multiple Report Examples

- Same as previous example except eliminate extra headers and do not make it case sensitive

SEARCH

r2,6dh

*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
**	*****	**	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
			greenbox9									

- Report 6B headers not shown

Line#	1	Roll#	-	RESULT								
.DATE	25 OCT 89	12:25:49	RID	2B	01 AUG 86	MAPCOORD						
.Production Status Report						Corporate Production			B0002			
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Produc.	Ship	Ship	Spc.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
ZZ	930310	LS	GREENBOX9			99951	AMCO					
ZZ	930310	LS	GREENBOX9			99951	AMCO					
ZZ	930310	LS	GREENBOX9			99951	AMCO					
..... END REPORT												

Searching Specific Line Types

- **When data is entered under the mask, you are actually designating what line types to search**
- **Column one of each line under the mask is used to designate what line type is to be searched for the data specified on this line**
- **By default, tabs are in column one**
- **You may type an asterisk, period, or anything else over this character**
- **If all line types are to be searched, use the 'A' option**
- **Asterisk and period lines are trailer lines**
 - If they immediately follow a tab line that is a target in the search, they will be included in the result
 - Period lines are also trailer lines to asterisk lines

Universal Mask Concepts

- **Concepts applying to all functions using masks**

- Getting the correct fields in the mask
- Limiting field sizes
- Option help
- Trailer lines

- **Options applying to many other functions**

A	Same on most functions
C(S)	Same on most functions
R	Same on FIND and BINARY FIND
@	Same on FIND
/	Same on FIND and BINARY FIND
D	Same on MATCH
N	Same on MATCH

Exercise

Your supervisor requests the following:

1. How many data lines in report 2B are scheduled for shipping (SH in the StCd field)? *6 lines*
2. How many data lines in report 2B are orders (OR in the StCd field) for the customer ARCO? *1 line*
3. Combine the previous two requests into one result using a single search function. *7 lines*
4. How many data lines in report 2B were items shipped (SH in the StCd field) in December of 1983 (Status Date)? *6 lines*
5. How many data lines in report 2B contain greenboxes in the product type field? *0 lines*
6. How many data lines in report 2B do not have a planned production date? *5 lines*
7. Produce a report containing all the data lines from reports 1 through 5B (assuming their existence) that do not have a customer code of INTR. Only one set of report headers is required and all search information should be eliminated from the result.

Search Drawer B

option line = R1-5 DH N D in parameter field INTR

Note: call report again

7

**Find, Locate and
Change**

Objectives

Upon completion of this module, you should be able to

Find and change data within MAPPER reports

Use the Find (F) function to find data within a report

Use the Locate (LOC) function to locate data within a report

Use the Change (CHG) function to perform changes to data throughout a report

Use the options available for these functions

Learning Sequence

- **Find command**
- **Locate command**
- **Change command**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Finding Data

- **Finds first occurrence of data in a field**
- **Brings that line to the top of the screen**
- **Does not produce a result**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Find data'
 - Select 'Find'
 - Enter data to be found under the mask
 - Press F1 (Resume) or enter 'RSM' to find next occurrence starting on the next screen
- **Direct Access**
 - Enter 'F rdc' on line 0
 - Enter data to be found under the mask
 - Press F1 (Resume) or enter 'RSM' to find next occurrence starting on the next screen
- **A, C(S), R, @ and / options are the same as on search**

Find Example

- Request a Find on report 2B

f 2b

```
Unisys MAPPER System
UNISYS CORPORATION
Station: 9 System: A
User-id: CCM
Cabinet: 0
```

- Bring first line with 'amco' in the Cust Code field to the top of screen

FIND

```
.Production Status Report Corporate Production B0002
*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Produc. Ship .Ship .Spc.
*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.
** ===== ** ===== ** ===== ** ===== ** ===== ** ===== ** ===== ** ===== **
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** ***** ***** **
```

amco

Find Example

- Line 6 is first found, enter 'RSM' to find next occurrence starting on next screen

Line#	6	Roll#	rsm			2B0		
OR	830310	LS	GREENBOX9		99951	AMCO		
OR	831228	LS	GREENBOX8		94525	FEDS		
SC	840105	LS	GREENBOX8	677481	97929	INTR	840105	
IP	831225	LS	GREENBOX8	840933	86381	FEDS	831225	831225
SC	840110	LS	GREENBOX8	975481	99943	AMCO	840110	
SH	831206	LS	GREENBOX7	669624	54682	AMCO	831201	831205 831206 \$8553
SC	840110	LS	GREENBOX6	674481	95946	FEDS	840130	
OR	831210	LS	GREENBOX5		99753	DICO		
OR	831211	LS	GREENBOX4		96652	ARCO		
IP	831216	LS	GREENBOX4	436295	85381	USSC	831215	831216
SC	840103	LS	GREENBOX4	675411	87947	USSC	840103	
SC	840109	LS	GREENBOX4	675484	97942	USSC	840109	
IP	831230	LS	GREENBOX4	974085	84581	INTR	831228	831230
OR	831210	LS	GREENBOX1		96751	FEDS		
IP	831227	LS	GREENBOX1	605126	84385	FEDS	831225	831227
OR	831217	LS	BLACKBOX9		98755	AMCO		
OR	831210	LS	BLACKBOX9		98782	USSC		
IP	831217	LS	BLACKBOX9	538993	84781	USSC	831215	831217
IP	831216	LS	BLACKBOX9	563787	82381	FEDS	831215	831216
IP	831230	LS	BLACKBOX9	633287	84361	USSC	831230	831230
SH	831204	LS	BLACKBOX9	714577	64231	AMCO	831201	831203 831204 \$8531
SC	840110	LS	BLACKBOX9	735481	97242	USSC	840116	

- Line 34 is found

Line#	34	Roll#	-			2B0		
IP	831227	LS	BLACKBOX7	733597	84351	AMCO	831227	831227
SH	831202	LS	BLACKBOX7	744627	44232	INTR	831201	831201 831202 \$8531
IP	831215	LS	BLACKBOX7	933581	84381	FEDS	831215	831215
SH	831202	LS	BLACKBOX6	368061	54438	FEDS	831201	831201 831202 \$6937
SH	831209	LS	BLACKBOX6	777324	54232	DICO	831207	831208 831209 \$8538
SH	831203	LS	BLACKBOX6	785367	52833	ARCO	831201	831202 831203 \$8934
IP	831216	LS	BLACKBOX6	926581	89381	INTR	831215	831216
SC	840110	LS	BLACKBOX5	675281	97441	FEDS	840131	
IP	831222	LS	BLACKBOX5	737582	84040	AMCO	831222	831222
OR	840110	LS	BLACKBOX4		94754	ARCO		
IP	831219	LS	BLACKBOX2	637071	84353	INTR	831218	831219
IP	831224	LS	BLACKBOX1	436767	84389	AMCO	831223	831224
IP	831225	LS	BLACKBOX1	436768	84390	AMCO	831223	831225
SH	831203	LS	BLACKBOX0	746327	54237	FEDS	831201	831202 831203 \$8738

..... END REPORT

Locating Data

- **Locates first occurrence of data anywhere on a line**
- **May erase asterisks in mask to eliminate those columns from process**
- **Brings that line to the top of the screen**
- **Does not produce a result**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Find data'
 - Select 'Locate'
 - Enter data under mask beginning in column 2
 - Erase to end of line
 - Place cursor on following line before transmitting
 - Press F1 (Resume) or enter 'RSM' to locate next occurrence
- **Direct Access**
 - Enter 'LOC data' on line 0 to locate within the displayed report
 - Enter 'LOC rdc f:/data/options' on line 0 to locate data in another report

*format no.
eg 1, 2, 3*

Locating Data

- **Options**

- A** **Process all line types**
- C** **Case sensitive (NOTE not C(S))**
- O** **Create a result containing all located lines**
- Sn** **Start search at line n**
- Sn1-n2** **Search lines n1 through n2**
- Sn,q** **Start at line n for q lines**
- Tx** **'x' is a wild card character. Default is a space**
- U** **Resume locate on next screen instead of next line**

Locate Examples

- Bring first line containing 'blackbox5' to top screen

Line# 1 Roll# loc blackbox5 2B0

.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD

.Production Status Report Corporate Production B0002

*St. Status. By. Product .Serial. Produc. Order. Cust. Produc. Ship .Ship .Spec.

*Cd. Date .In. Type .Number. Cost .Numbr. Code. Plan .Actual. Date .Order. Cod.

*St.	St. Date	By.	Product	Serial	Prod. Order	Cust.	Prod.	Ship	Ship	Spec.		
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order	Cod.
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
OR	831217	LS	BLACKBOX9			98755	AMCO					
OR	831210	LS	BLACKBOX9			98782	USSC					

Line# 41 Roll# - 2B0

SC	840110	LS	BLACKBOX5	675281		97441	FEDS	840131				
IP	831222	LS	BLACKBOX5	737582		84040	AMCO	831222	831222			
OR	840110	LS	BLACKBOX4			94754	ARCO					
IP	831219	LS	BLACKBOX2	637071		84353	INTR	831218	831219			
IP	831224	LS	BLACKBOX1	436767		84389	AMCO	831223	831224			
IP	831225	LS	BLACKBOX1	436768		84390	AMCO	831223	831225			
SH	831203	LS	BLACKBOX0	746327		54237	FEDS	831201	831202	831203	S8738	

..... END REPORT

Changing Data

- Locates and changes a string anywhere in a report
- Works only on those columns on display
- May erase asterisks to eliminate those columns from process
- Produces a result
- Contains all lines of report, not just those changed
- Must use XR or REP to make permanent
- Menu Access
 - Press F6 (Tasks)
 - Select 'Modify a report'
 - Select 'Locate and Change'
 - Enter target string in column 2 of first line under mask
 - Erase to end of line
 - Enter replacement string in column 2 of next line
 - Erase to end of line
 - Place cursor on next line and transmit
- Direct Access
 - Enter 'CHG rdc f/target/replacement/options' on line 0
- All options are the same as for Locate except
 - O Create result containing only changed lines

Change Examples

- Change any 'box5' to 'redbox5'

Line#	Roll#	chg	/zzzzzbox5/	redbox5/tz	2B0						
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD						Corporate Production B0002					
.Production Status Report											
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order
*-----											
OR	830310	LS	GREENBOX9			99951	AMCO				
OR	831228	LS	GREENBOX8			94525	FEDS				
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105			
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225		
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110			
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130			
OR	831210	LS	GREENBOX5			99753	DICO				
OR	831211	LS	GREENBOX4			96652	ARCO				
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216		
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103			
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109			
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230		
OR	831210	LS	GREENBOX1			96751	FEDS				
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227		
OR	831217	LS	BLACKBOX9			98755	AMCO				
OR	831210	LS	BLACKBOX9			98782	USSC				

- Produces a result of all lines in report, not just those changed

Line#	Roll#	chg	/zzzzzbox5/	redbox5/tz	2B0	RESULT					
.DATE 25 OCT 89 12:25:49 RID 2B 01 AUG 86 MAPCOORD						Corporate Production B0002					
.Production Status Report											
*St.	Status	By	Product	Serial	Produc.	Order	Cust.	Produc.	Ship	Ship	Spec.
*Cd.	Date	In.	Type	Number	Cost	Numbr.	Code	Plan	Actual	Date	Order
*-----											
OR	830310	LS	GREENBOX9			99951	AMCO				
OR	831228	LS	GREENBOX8			94525	FEDS				
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105			
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225		
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110			
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130			
OR	831210	LS	redbox5			99753	DICO				
OR	831211	LS	GREENBOX4			96652	ARCO				
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216		
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103			
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109			
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230		
OR	831210	LS	GREENBOX1			96751	FEDS				
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227		
OR	831217	LS	BLACKBOX9			98755	AMCO				
OR	831210	LS	BLACKBOX9			98782	USSC				

Change Examples

- Same as previous example except result will have only those lines changed

Line#	1	Roll#	chg	/zzzzzbox5/	redbox5/otz	2B0						
St.	Status	By	Product	Serial	Produc	Order	Cust	Produc	Produc	Ship	Ship	Spec
*Cd.	Date	In	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod
OR	830310	LS	GREENBOX9			99951	AMCO					
OR	831228	LS	GREENBOX8			94525	FEDS					
SC	840105	LS	GREENBOX8	677481		97929	INTR	840105				
IP	831225	LS	GREENBOX8	840933		86381	FEDS	831225	831225			
SC	840110	LS	GREENBOX8	975481		99943	AMCO	840110				
SH	831206	LS	GREENBOX7	669624		54682	AMCO	831201	831205	831206	S8553	
SC	840110	LS	GREENBOX6	674481		95946	FEDS	840130				
OR	831210	LS	GREENBOX5			99753	DICO					
OR	831211	LS	GREENBOX4			96652	ARCO					
IP	831216	LS	GREENBOX4	436295		85381	USSC	831215	831216			
SC	840103	LS	GREENBOX4	675411		87947	USSC	840103				
SC	840109	LS	GREENBOX4	675484		97942	USSC	840109				
IP	831230	LS	GREENBOX4	974085		84581	INTR	831228	831230			
OR	831210	LS	GREENBOX1			96751	FEDS					
IP	831227	LS	GREENBOX1	605126		84385	FEDS	831225	831227			
OR	831217	LS	BLACKBOX9			98755	AMCO					
OR	831210	LS	BLACKBOX9			98782	USSC					

Line#	1	Roll#	-	RESULT								
St.	Status	By	Product	Serial	Produc	Order	Cust	Produc	Produc	Ship	Ship	Spec
*Cd.	Date	In	Type	Number	Cost	Numbr	Code	Plan	Actual	Date	Order	Cod
OR	831210	LS	redbox5			99753	DICO					
SC	840110	LS	redbox5	675281		97441	FEDS	840131				
IP	831222	LS	redbox5	737582		84040	AMCO	831222	831222			

..... END REPORT

Exercise

Your supervisor requests the following from report 2B:

1. Bring the first line with a customer code of AMCO to the top of the screen.
2. I can see the rest of the AMCO's on this screen; bring the next one not visible to me to the top of the screen.
3. Bring the first line containing the letters 'CO' to the top of the screen; start the process at line 10. *Loc - ; / 2200 / T2*
4. Produce a result with all the lines containing the letters 'CO'. Tell your supervisor why a Search function cannot produce this result. *Loc - ; / 2200 / S#10-99 T2*
5. AMCO merged with ARCO. Change all of their codes to NICO.

*CHG - ; / 2200 / NICO / OT2
; / AMCO / NICO / 0
; / A#CO / NICO / T#*

8

**Sort, Reformat and
Match**

Objectives

Upon completion of this module, you should be able to

Sort, reformat and match data within MAPPER reports

Resequence the lines in reports by using the Sort function

Describe the use of double masks when reformatting or matching data

Copy data from one report to another using the Reformat (RF) function

Compare data within two reports

Use the Match (MA) function to compare and copy fields between two reports

Describe some options that may be used to modify the match function

Learning Sequence

- **Sort command**
- **Sort and replace command**
- **Double masks**
- **Reformat command**
- **Compare command**
- **Match command**

Reference

Documentation referenced in this module:

MAPPER System for level 4R2/36R1 Manual Functions reference (7831 9647-000)

Sorting Reports (SORT)

- **Rearranges the order of lines in a report or result**
- **Produces a result**
- **Maximum of five key fields to SORT (1-5)**
- **Maximum of 68 characters to SORT**
- **Use D parameter to specify descending order**
- **Use N parameter to recognize numeric data (negative and decimal numbers) in a field**

Sorting Reports (SORT)

- **Menu Access**

- Press F6 (Tasks)
- Select 'Move data'
- Select 'Sort a report'
- Fill in mask

- **Direct Access**

- Enter 'SORT' or 'SORT rdc f' on line zero
- Fill in mask

- **Options: A,C**

- A = Process all line types
- C(s) = Distinguishes between upper and lower case letters

- **Parameters: D,N**

- D = Sort in descending order
- N = Sorts fields containing numbers with decimal points, spaces, plus, and minus signs

Sort Example

- Report to Sort

Line#	Roll#	DATE	TIME	RID	IH	DATE	MAPCOORD	1H20
1	-	29 NOV 89	11:10:09			13 NOV 89	MAPCOORD	
.MASTER ORDER ENTRY REPORT								H0256
*ORDER	PRODUCT	ORDER	CUSTOMER	UNIT	TOTAL	ORDER	DLURY	
*NUMBER	TYPE	QTY	NAME	COST	COST	DATE	DATE	

700001	HOE	25	SMITH, INC	10.00		870622	870627	
700002	RAKE	20	A&B SUPPLIES	16.00		870625	870701	
700003	SHOVEL	35	GARDEN CTR	25.00		870625	870701	
700004	HDC CLIPPER	10	GARDEN STORE	16.25		870626	870701	
700005	RAKE	30	HOME SUPPLIES	16.00		870626	870702	
700006	LAWN MOWER	10	A&B SUPPLIES	150.00		870627	870705	
700007	RAKE	10	SMITH, INC	16.00		870629	870708	
..... END REPORT								

- Select 'Move data' then 'Sort a report'

Line#	Roll#	DATE	TIME	RID	IH	DATE	MAPCOORD	1H20
1	-	29 NOV 89	11:10:09			13 NOV 89	MAPCOORD	
.MASTER ORDER ENTRY REPORT								256
*ORDER	PRODUCT	ORDER	CUSTOMER	UNIT	TOTAL	ORDER	DLURY	
*NUMBER	TYPE	QTY	NAME	COST	COST	DATE	DATE	

70	Select Tas							
70	Create a report							
70	Compare data							
70	Delete a report							
70	Display a report							
70	Find data							
70	Modify a report							

Move Data								
Combine two reports (RSLT)								
Create a result copy (XR)								
Duplicate a report (MA)								
Match two reports (MAU)								
Match and update (REP)								
Replace a report (RF)								
Reformat a report (SORT)								
Sort a report (SORTR)								
Sort and replace (EXT)								
Extract from a report (SEND)								
Send a report to a station (SNU)								
Send a report to a user (FILE)								
Create a native file (RET)								
Retrieve a native file								

Sort Example

- Customer Name is primary sort field; Order Number is secondary sort field when there are duplicate customers

SORT

.MASTER ORDER ENTRY REPORT				ORDER ENTRY REPORTS				H0256
*ORDER .PRODUCT	.ORDER	.CUSTOMER	.UNIT	.TOTAL	.ORDERD.	.DLURY		
*NUMBER .TYPE	.QTY	.NAME	.COST	.COST	.DATE	.DATE		

2d		1						

Line#	Roll#	RESULT						
.DATE	29 NOV 89 11:10:09	RID 1H 13 NOV 89	MAPCOORD					
*ORDER .PRODUCT	.ORDER	.CUSTOMER	.UNIT	.TOTAL	.ORDERD.	.DLURY		
*NUMBER .TYPE	.QTY	.NAME	.COST	.COST	.DATE	.DATE		

700006	LAWN MOWER	10 A&B SUPPLIES	150.00		870627	870705		
700002	RAKE	20 A&B SUPPLIES	16.00		870625	870701		
700003	SHOVEL	35 GARDEN CTR	25.00		870625	870701		
700004	HDC CLIPPER	10 GARDEN STORE	16.25		870626	870701		
700005	RAKE	30 HOME SUPPLIES	16.00		870626	870702		
700007	RAKE	10 SMITH, INC	16.00		870629	870708		
700001	HOE	25 SMITH, INC	10.00		870622	870627		
..... END REPORT								

Sorting and Replacing Reports

- **Rearranges the order of lines in a report**
- **Replaces original report with sorted data**
- **Requesting user must have updated report last**
- **SORTR does not produce a result**
- **SORTR is not allowed on a result**
- **Sorted report will reflect update time and date**

- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Move data' or 'Modify report'
 - Select 'Sort and replace'
 - Fill in mask

- **Direct Access**
 - Enter 'SORTR rdc' on line zero
 - Fill in mask

- **Options: A,C**

Reformat A Report (RF)

- **Menu Access**

- Display receiving report
- Press F6 (Tasks)
- Select 'Move data' or 'Modify a report'
- Select 'Reformat a report'
- Fill in issuing report identifier
- Fill in mask

- **Direct Access**

- Display receiving report
- Enter 'RF rdc f' on line zero where
 - rdc f = issuing report and optional format
- Fill in mask

- **No options available**

Reformat Example

- 1H20 will be the issuing report. 1A will be the receiving report.

Line# 1	Roll# -	1H20					
.DATE 29 NOV 89 11:10:09		RID 1H	13 NOV 89	MAPCOORD			
.MASTER ORDER ENTRY REPORT				ORDER ENTRY REPORTS		H0256	
*ORDER .PRODUCT	.ORDER .CUSTOMER	.UNIT	.TOTAL	.ORDER .DLURY			
*NUMBER .TYPE	.QTY .NAME	.COST	.COST	.DATE .DATE			
700001	HOE	25	SMITH, INC	10.00	870622	870627	
700002	RAKE	20	A&B SUPPLIES	16.00	870625	870701	
700003	SHOVEL	35	GARDEN CTR	25.00	870625	870701	
700004	HDC CLIPPER	10	GARDEN STORE	16.25	870626	870701	
700005	RAKE	30	HOME SUPPLIES	16.00	870626	870702	
700006	LAWN MOWER	10	A&B SUPPLIES	150.00	870627	870705	
700007	RAKE	10	SMITH, INC	16.00	870629	870708	
..... END REPORT							

- Enter RF 1H20 with 1A on display

Line# 1	Roll# RF 1H20	1A					
.DATE 01 DEC 89 14:45:47		RID 1A	MAPCOORD				
.REFORMAT OF 1H20							
*ORDER .PRODUCT	.CUSTOMER						
*NUMBER .TYPE	.NAME						
..... END REPORT							

Reformat Example

- Identify fields to move by using alphabetic labels

REFORMAT

.MASTER ORDER ENTRY REPORT			ORDER ENTRY REPORTS				H0256
*ORDER . PRODUCT	. ORDER . CUSTOMER	. UNIT	. TOTAL	. ORDERD . DLURY			
*NUMBER . TYPE	. QTY . NAME	. COST	. COST	. DATE . DATE			
a	b	c					
.REFORMAT OF 1H20							
*ORDER . PRODUCT	. CUSTOMER						
*NUMBER . TYPE	. NAME						
a	b	c					

- Result contains moved data

Line#	Roll#					RESULT
. DATE	14:45:47	RID	1A	01 DEC 89	MAPCOORD	
.REFORMAT OF 1H20						
*ORDER . PRODUCT	. CUSTOMER					
*NUMBER . TYPE	. NAME					
700001	HOE	SMITH, INC				
700002	RAKE	A&B SUPPLIES				
700003	SHOVEL	GARDEN CTR				
700004	HDG CLIPPER	GARDEN STORE				
700005	RAKE	HOME SUPPLIES				
700006	LAWN MOWER	A&B SUPPLIES				
700007	RAKE	SMITH, INC				
..... END REPORT						

Compare Data

- **Compare the contents of selected fields from two reports**
- **One report must be on display**
- **Compared fields must be same size (may add or delete asterisks)**
- **Produces a double mask**
- **Place numbers (1-25) in corresponding compare fields**
- **If difference is found, original report is displayed with cursor in column where difference occurred**
- **Menu Access**
 - Press F6 (Tasks)
 - Select 'Compare data'
 - Select 'Compare data in two reports'
 - Enter report identifier of report to compare
 - Fill in mask
- **Direct Access**
 - Enter 'CMP rdc f,l' on line zero where
 - rdc = report identifier, f = format, l = line number where compare is to begin
 - Fill in mask

Compare Example

- First report to compare

```

Line▶          Roll▶ -                               3B0
.DATE 25 JUN 90 14:24:34 RID      3B  25 JUN 90 CCM
,@      Production Status Report                Corporate Production      B000002
*St.Status.By, Product, Serial, Produc, Order, Cust, Produc, Produc, Ship, Ship, Spc,
*Cd. Date, In, Type, Number, Cost, Numbr, Code, Plan, Actual, Date, Order, Cod,
*-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,
CM 831224 LS BLACKBOX1 436767          84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768          84390 AMCO 831223 831225
          ..... END REPORT .....

```

- Second report with compare function entered

```

Line▶ 1          Roll▶ CMP 3B                               4B0
.DATE 27 JUN 90 10:32:06 RID      4B  25 JUN 90 CCM
,@      Production Status Report                Corporate Production      B000002
*St.Status.By, Product, Serial, Produc, Order, Cust, Produc, Produc, Ship, Ship, Spc,
*Cd. Date, In, Type, Number, Cost, Numbr, Code, Plan, Actual, Date, Order, Cod,
*-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,
IP 831224 LS BLACKBOX1 436767          84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768          84390 AMCO 831223 831225
          ..... END REPORT .....

```

Compare Example

- Enter numbers under mask in fields to compare

```

                                COMPARE

.@      Production Status Report                Corporate Production      B000002
*St. Status. By. Product . Serial. Produc. Order. Cust. Produc. Produc. Ship . Ship . Spc.
*Cd. Date . In. Type . Number. Cost . Numbr. Code. Plan . Actual. Date . Order. Cod.
*-----,--,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** ***** **
1
.@      Production Status Report                Corporate Production      B000002
*St. Status. By. Product . Serial. Produc. Order. Cust. Produc. Produc. Ship . Ship . Spc.
*Cd. Date . In. Type . Number. Cost . Numbr. Code. Plan . Actual. Date . Order. Cod.
*-----,--,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----,-----
** ***** ** ***** ***** ***** ***** ***** ***** ***** ***** ***** **
1

```

- Receive confirmation of equality or placed in report on display where difference occurred. Cursor blinks on first character difference

```

                                The compared reports differ starting at this line
IP 831224 LS BLACKBOX1 436767          84389 AMCO 831223 831224
IP 831225 LS BLACKBOX1 436768          84390 AMCO 831223 831225
                                ..... END REPORT .....

```

Matching Reports (MA)

- **Compares and matches the contents of selected fields from two different reports**
- **If information matches in selected fields, moves information from one report to another report**
- **Can match: Reports within the same drawer, reports within different drawers, reports within different cabinets**
- **Matching and moving fields must be the same size**
- **Asterisks in the mask can be added or deleted**
- **Numbers designate matching fields (1-5); letters designate moving fields (A-M)**
- **Produces a double function mask**
 - **issuing report mask on top, receiving report mask on bottom**
- **Receiving report must be on display when function is requested (unless I option is used)**
- **Creates a result**
- **Result contains all lines of receiving report, whether matched or not (unless M option is used)**
- **Move fields of unmatched lines are blank-filled (unless F option is used)**

Match Process

- **Menu Access**

- Display receiving report
- Press F6 (Tasks)
- Select 'Compare data'
- Select 'Match data between two reports'
- Fill in issuing report identifier
- Fill in mask

- **Direct Access**

- Display receiving report
- Enter 'MA rdc f' on line zero where
 - rdc f = issuing report and optional format
- Fill in mask

- **Match Options**

A,C(s),D	(Covered previously)
F	Does not fill move fields on a 'no-match' condition
I	Issuing report was on display when function was requested
M	Display matched lines only
N	Display unmatched lines only
P	Issuing and receiving reports are already sorted on key fields
S	Display only matched lines in issuing report order

Match Example

- 3H20 will be the issuing report. 1F20 will be the receiving report.

Line#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#
1	-								3H20
.DATE	29 NOV 89	11:10:51	RID	3H	17 NOV 89	MAPCOORD			
.use for match example									H0256
*ORDER	PRODUCT	.ORDER	CUSTOMER	.UNIT	.TOTAL	.ORDER	DLURY		
*NUMBER	TYPE	.QTY	.NAME	.COST	.COST	.DATE	.DATE		
700001	HOE	25	SMITH, INC	10.00	250.00	870622	870627		
700002	RAKE	20	A&B SUPPLIES	16.00	320.00	870625	870701		
700003	SHOVEL	35	GARDEN CTR	25.00	875.00	870625	870701		
700004	HDG CLIPPER	10	GARDEN STORE	16.25	162.50	870626	870701		
700005	RAKE	30	HOME SUPPLIES	16.00	480.00	870626	870702		
700006	LAWN MOWER	10	A&B SUPPLIES	150.00	1500.00	870627	870705		
700007	RAKE	10	SMITH, INC	16.00	160.00	870629	870708		
..... END REPORT									

- Enter MA 3H with 1F20 on display

Line#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#	Roll#
1	MA 3H								1F20
.DATE	17 NOV 89	09:04:35	RID	1F	13 NOV 89	MAPCOORD			
.MASTER BILLING REPORT									F0252
*ORDER	CUSTOMER	.ORDER	TOTAL	.DLURY	.PYMENT	.OVERDUE	.OVERDU		
*NUMBER	NAME	.QTY	.COST	.DATE	.DATE	.CHARGE	.DATE		
700001		25							
700002		20							
700003		35							
700004		10							
700005		30							
700006		10							
700007		10							
700010		20							
700011		20							
..... END REPORT									

Match Example

- Select fields to match and copy

MATCH							
.use for match example				ORDER ENTRY REPORTS			H0256
*ORDER	PRODUCT	.ORDER	CUSTOMER	.UNIT	TOTAL	.ORDER	DLURY
*NUMBER	TYPE	.QTY	NAME	.COST	COST	.DATE	DATE

1		a		b			
.MASTER	BILLING REPORT				BILLING REPORTS		F0252
* ORDER	CUSTOMER	.ORDER	TOTAL	.DLURY	.PYMENT	.OVERDUE	.OVERDU
*NUMBER	NAME	.QTY	COST	.DATE	DATE	.CHARGE	DATE

1	a	b					

Line#	Roll#							RESULT
7 LINES MATCHED OUT OF 9 LINES*								
.DATE	17 NOV 89	09:04:35	RID	1F	13 NOV 89	MAPCOORD		
.MASTER	BILLING REPORT				BILLING REPORTS		F0252	
* ORDER	CUSTOMER	.ORDER	TOTAL	.DLURY	.PYMENT	.OVERDUE	.OVERDU	
*NUMBER	NAME	.QTY	COST	.DATE	DATE	.CHARGE	DATE	

700001	SMITH, INC	25	250.00					
700002	A&B SUPPLIES	20	320.00					
700003	GARDEN CTR	35	875.00					
700004	GARDEN STORE	10	162.50					
700005	HOME SUPPLIES	30	480.00					
700006	A&B SUPPLIES	10	1500.00					
700007	SMITH, INC	10	160.00					
700010		20						
700011		20						
..... END REPORT								

N Option Example

- Display only unmatched lines using the 'N' option

MATCH							
N MASTER ORDER ENTRY REPORT				ORDER ENTRY REPORTS			H0256
*ORDER NUMBER	PRODUCT TYPE	ORDER QTY	CUSTOMER NAME	UNIT COST	TOTAL COST	ORDER DATE	DLURY DATE

1			a			b	
MASTER BILLING REPORT				BILLING REPORTS			F0252
*ORDER NUMBER	CUSTOMER NAME	ORDER QTY	TOTAL COST	DLURY DATE	PYMENT DATE	OVERDUE CHARGE	OVERDU DATE

1	a		b				

Line#	Roll#							RESULT
:	:	2 LINES NOT MATCHED OUT OF 9 LINES*						
.DATE 17 NOV 89 09:04:35 RID 1F 13 NOV 89 MAPCOORD								
MASTER BILLING REPORT				BILLING REPORTS			F0252	
*ORDER NUMBER	CUSTOMER NAME	ORDER QTY	TOTAL COST	DLURY DATE	PYMENT DATE	OVERDUE CHARGE	OVERDU DATE	

700010		20						
700011		20						
..... END REPORT								

Flagging Unmatched Fields

- Flag unmatched fields by placing any character(s) following the receiving report field label(s)

MATCH

```

.use for match example
*ORDER .PRODUCT .ORDER.CUSTOMER .UNIT .TOTAL .ORDERD.DLURY H0256
*NUMBER.TYPE .QTY .NAME .COST .COST .DATE .DATE
-----
*****
|1 | | a | | b | |
MASTER BILLING REPORT BILLING REPORTS F0252
* ORDER. CUSTOMER .ORDER. TOTAL .DLURY .PYMENT.OVERDUE.OVERDU.
*NUMBER. NAME .QTY . COST . DATE . DATE .CHARGE . DATE
-----
*****
|1 | a***** | b***** | | | | |
    
```

Line	Roll	RESULT
1	-	7 LINES MATCHED OUT OF 9 LINES*
.DATE 17 NOV 89 09:04:35 RID 1F 13 NOV 89 MAPCOORD		
.MASTER BILLING REPORT		BILLING REPORTS F0252
* ORDER.	CUSTOMER	.ORDER. TOTAL .DLURY .PYMENT.OVERDUE.OVERDU.
*NUMBER.	NAME	.QTY . COST . DATE . DATE .CHARGE . DATE
700001	SMITH, INC	25 250.00
700002	A&B SUPPLIES	20 320.00
700003	GARDEN CTR	35 875.00
700004	GARDEN STORE	10 162.50
700005	HOME SUPPLIES	30 480.00
700006	A&B SUPPLIES	10 1500.00
700007	SMITH, INC	10 160.00
700010	*****	20 *****
700011	*****	20 *****
..... END REPORT		

Exercise

Your supervisor requests the following:

1. Display a result of report 1C in descending order based on Sales Commission.
2. Display a result of report 2B in order by Customer Code. If there is more than one data line per customer, Product Type should be in order within Customer Code. If there are multiple copies of the same Product Type for a Customer, Order Numbers should be in descending order within Product Type.
3. Display a result containing the Product Cost data from 1C moved to report 2B.
4. Compare the Product Type and Product Cost fields in 1C to the previous result.
5. Display a result containing the appropriate Product Cost for each Product Type moved from report 1C to 2B. Do not include lines with no Product Cost.

1 Sort tab to Sales Comm. 1d.

2 Sort Custcode-1, Prod type-2, Ord No - 3d.

3 RE 2B

a m (1C) top mask Prod Cost

a m (2B) bot mask Prod Cost

4 cmp 1c (Report 2B)

1 m Prod Type, top 2 m Prod cost