

Module 7

Using Hold Files

In this module you will learn to:

- Create hold files
- Edit hold files
- Browse hold files
- Print hold files
- Download hold files

Supporting Files/Documents:

- CIRS User Manual
- FOCUS User Manual

Hold Files Overview

Hold files allow you to store data (with or without formatting) that will be further processed in CIRS or downloaded. Three hold files are available:

- PERMLRG – large enough to hold all the data in your AC file
- PERMRPT – generally the same size as your PERMLRG file
- PERMSML – used to hold a subset of data (e.g., all R03 positions)

These files are named ‘perm’ files because the data contained in the files is retained from one CIRS session to the next. The data in the file is retained for 60 days or until new data is written to the file.

This module will only discuss hold files for downloading purposes. For information on creating hold files in order to reuse the data, refer to the Advanced CIRS Reporting workbook.

Creating Hold Files

To create a hold file, you must include specific FOCUS commands in your report request and execute the request using online or batch execution to populate your hold file. The syntax to hold report data is as follows:

ON TABLE HOLD AS filename FORMAT type

- filename Is the name of the hold file (e.g., PERMLRG).
- FORMAT type Specifies the format of the HOLD file created. This command should only be used if the report data will be downloaded. The most commonly used format types are:
 - LOTUS – creates a comma delimited file
 - ALPHA – creates a fixed-format character file

For example:

```
EDIT PD.CSUCFOC.USER(TRAIN1) - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
000001 -* ALPHA LIST OF CURRENT EMPLOYEES
000002 EX AC
000003 TABLE FILE AC
000004 PRINT AC:CLASS
000005 AC:FTE
000006 AC:SALARY
000007 BY AC:WNAME
000008 IF RECORDLIMIT EQ 100
000009 ON TABLE HOLD AS PERMLRG FORMAT LOTUS
000010 END
***** ***** Bottom of Data *****
```

If executed online:

A message will display the number of records retrieved, the number of lines in the file, and the type of file saved.

```
FOCUS 7.0.9 10/20/2003 10.51.08 8022.03
NUMBER OF RECORDS IN TABLE= 100 LINES= 100
LOTUS FILE SAVED. .
>
```

If executed using batch:

Direct the output to your report file. After checking status message(s) to ensure your job completed successfully, view your batch report to determine the number of records retrieved, the number of lines in the file, and the type of file saved.

```
EDIT PD.CSUCFOC.UUSER(TRAIN1) - 01.01 Columns 00001 00072
Command ===> Scroll ===> PAGE
***** Top of Data *****
000325 -----
000326 FOCUS 7.0.9 08.56.27 10/20/2003 TRAIN1
000327
000328 TABLE FILE AC
000329 PRINT AC:CLASS
000330 AC:FTE
000331 AC:SALARY
000332 BY AC:WNAME
000333 IF RECORDLIMIT EQ 100
000334 ON TABLE HOLD AS PERMLRG FORMAT LOTUS
000335 END
000336 0 NUMBER OF RECORDS IN TABLE= 100 LINES= 100
000337
000338 LOTUS FILE SAVED. .
000339
```

Browsing Hold Files

The browse option can be used to verify a hold file before it is printed or downloaded. Changes cannot be made while viewing the report in browse mode.

To browse a hold file:

1. Press the F11 key from the main menu.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

2. At the pop-up menu, type your selection at the prompt and press enter.

```
----- Hold Files -----
|
| SELECT: 1 . PERMLRG
|          2. PERMSML
|          3. PERMRPT
|
|-----
```

3. At the next menu, type a 2 as the option and press the enter key.

```
----- PERMLRG Hold File -----
|
| SELECT: 2 . EDIT
|          2. BROWSE
|          3. PRINT
|          4. DOWNLOAD
|
|-----
```

4. Below is an example of the file generated. If desired, you can print or download the file by placing your cursor over the word **OPTIONS** and pressing the enter key. After viewing, press F3 to exit.

```

OPTIONS
BROWSE PD.CSUCFOC.RPTUSER.PERMLRG.UUSER Line 00000000 Col
Command ==> Scroll ==> PAGE
***** Top of Data *****
"BEAR, PAUL           ", "2354", .400, 1064.00
"COUGAR, CHRIS       ", "2358", .400, 2654.40
"FROG, VIRGINIA      ", "2355", .250, 227.25
"LLAMA, WILLIAM      ", "0440", 1.000, 3121.00
"NEWT, KATHY         ", "3306", 1.000, 9563.00
```

Editing Hold Files

The edit option can be used to modify a hold file before it is printed or downloaded. Note: Adding or deleting columns of data cannot be done on files that will be used again in FOCUS. This is because FOCUS creates a master file description each time a hold file is created. If fields are added or removed, the file would not match the master file description that FOCUS created and FOCUS would not be able to process the file.

To edit a hold file:

- 1. Press the F11 key from the main menu.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

- 2. At the pop-up menu, type your selection at the prompt and press enter.

```
----- Hold Files -----
|                               |
| SELECT: 1 . PERMLRG          |
|                               |
|                2. PERMSML    |
|                               |
|                3. PERMRPT    |
|                               |
|-----|
```

- 3. At the next menu, type a 1 as the option and press the enter key.

```
----- PERMLRG Hold File -----
|                               |
| SELECT: 1 . EDIT             |
|                               |
|                2. BROWSE     |
|                               |
|                3. PRINT      |
|                               |
|                4. DOWNLOAD   |
|                               |
|-----|
```

- 4. Below is an example of the file generated. Changes to the data can be made using the line commands (e.g., adding or deleting lines) or by simply typing over the data. After editing, press F3 to save and exit.

```
EDIT      PD.CSUCFOC.RPTUSER.PERMLRG.UUSER      Columns 000001 000072
Command ==>                               Scroll ==> PAGE
***** ***** Top of Data *****
000001 "BEAR, PAUL          ", "2354",      .400,      1064.00
000002 "COUGAR, CHRIS      ", "2358",      .400,      2654.40
000003 "FROG, VIRGINIA     ", "2355",      .250,       227.25
000004 "LLAMA, WILLIAM     ", "0440",      1.000,     3121.00
000005 "NEWT, KATHY        ", "3306",      1.000,     9563.00
```

Printing Hold Files

Hold files can be printed to verify the data. If any changes are needed, the edit option can be used to modify the data. Note: If the width of your hold file exceeds 132 characters, the lines will wrap when printed.

To print a hold file:

1. Press the F11 key from the main menu.

```
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract
```

2. At the pop-up menu, type your selection at the prompt and press enter.

```
----- Hold Files -----
|
| SELECT: 1 . PERMLRG
|          2. PERMSML
|          3. PERMRPT
|
|-----|
```

3. At the next menu, type a 3 as the option and press the enter key.

```
----- PERMLRG Hold File -----
|
| SELECT: 3 . EDIT
|          2. BROWSE
|          3. PRINT
|          4. DOWNLOAD
|
|-----|
```

4. At the printer options menu, change the default settings, if needed and press enter.

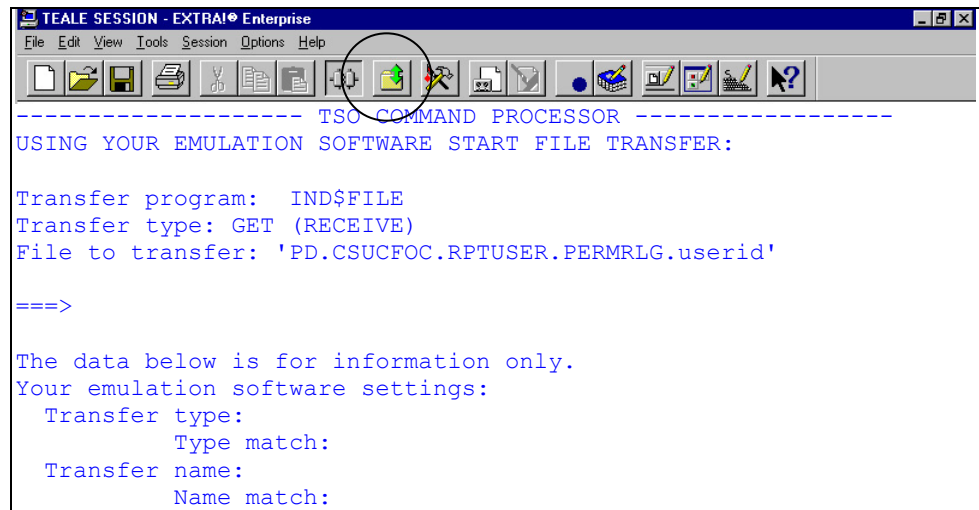
```
-----Printer Options-----
|
| SELECT PRINTER, COPIES, LINES TO PRINT:
|
| PRINTER: 1 COPIES: 1 LINES FROM: 000001
|          LINES TO : 999999
|
| 1. XXTN8003 2. XXTN8004
|
| ENTER TO PRINT - PF3 TO CANCEL
|
|-----|
```

5. A message will display indicating the report was sent to the printer. Press enter to clear the message.

```
PRINTING PD.CSUCFOC.RPTUSER.PERMLRG.UUSER XXTN8003 1
***
```

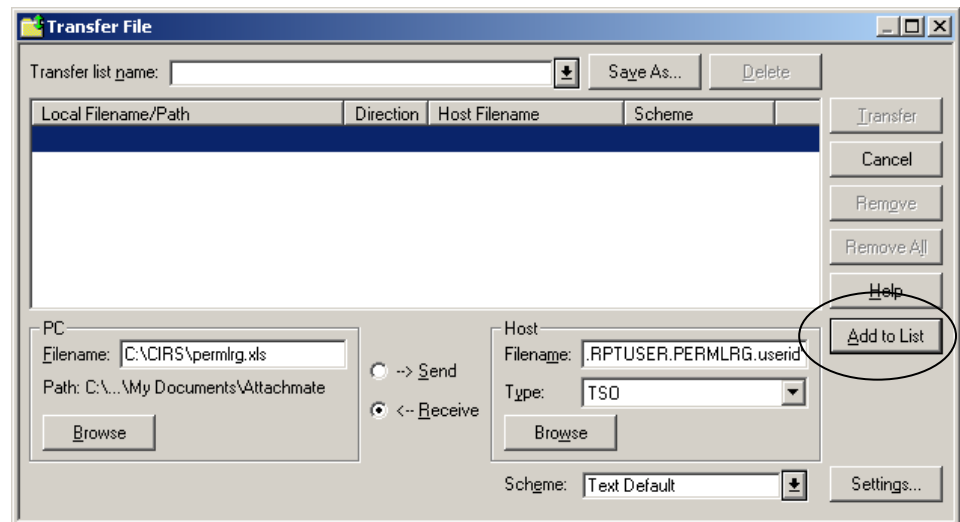

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- At the TSO command processor screen, open the file transfer program on your PC by clicking on the toolbar icon.

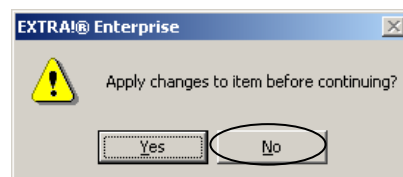


- At the transfer file screen, make the entries and selections indicated below then click the ADD TO LIST button.

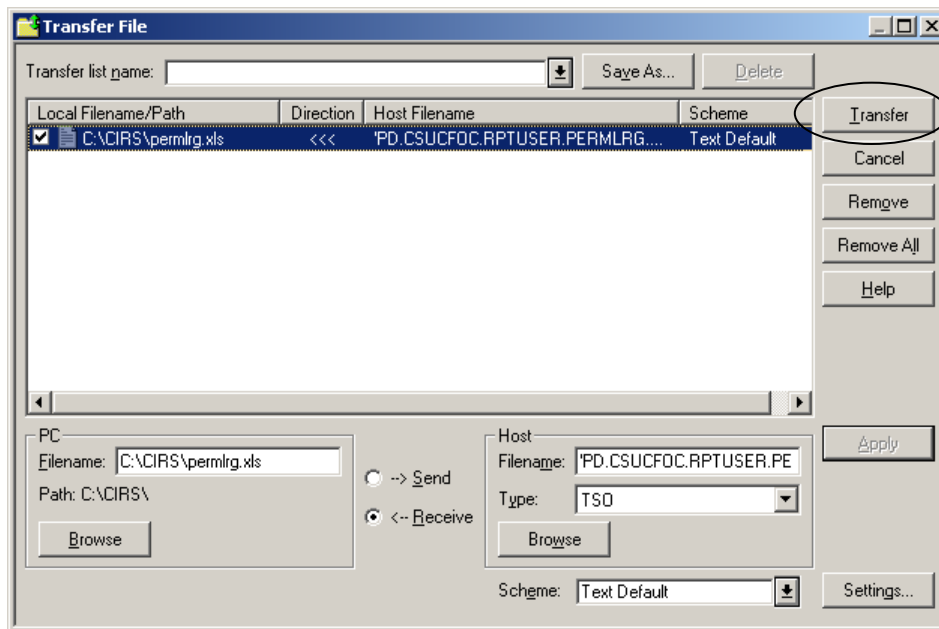
Host Filename: 'PD.CSUCFOC.RPTUSER.PERMLRG.userid'
PC Filename: C:\CIRS\PERMLRG.XLS
Host Type: TSO
Scheme: Text Default



- If prompted to save the transfer list, click NO.



8. Click on the TRANSFER button to begin the download process. If displayed, un-check any other download profile.



9. After starting the file transfer, the TSO command processor screen will display a message indicating the name of the file along with the transfer settings. This screen is for informational purposes only. Press the F3 key to return to the hold file menu.

```

----- TSO COMMAND PROCESSOR -----

Transfer program:  IND$FILE
Transfer type: GET  (RECEIVE)
File to transfer: 'PD.CSUCFOC.RPTUSER.PERMLRG.userid'

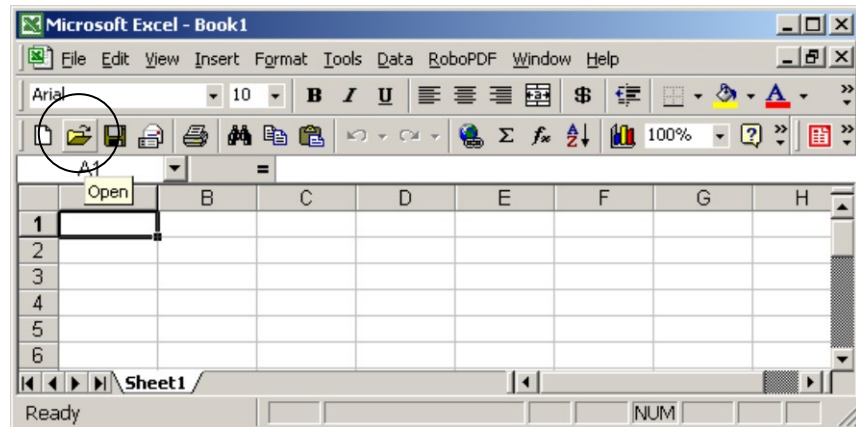
===> IND$FILE  GET  'PD.CSUCFOC.RPTUSER.PERMLRG.userid'  ASCII CRLF

The data below is for information only.
Your emulation software settings:
  Transfer type: GET
                Type match: YES
  Transfer name: 'PD.CSUCFOC.RPTUSER.PERMLRG.userid'
                Name match: YES

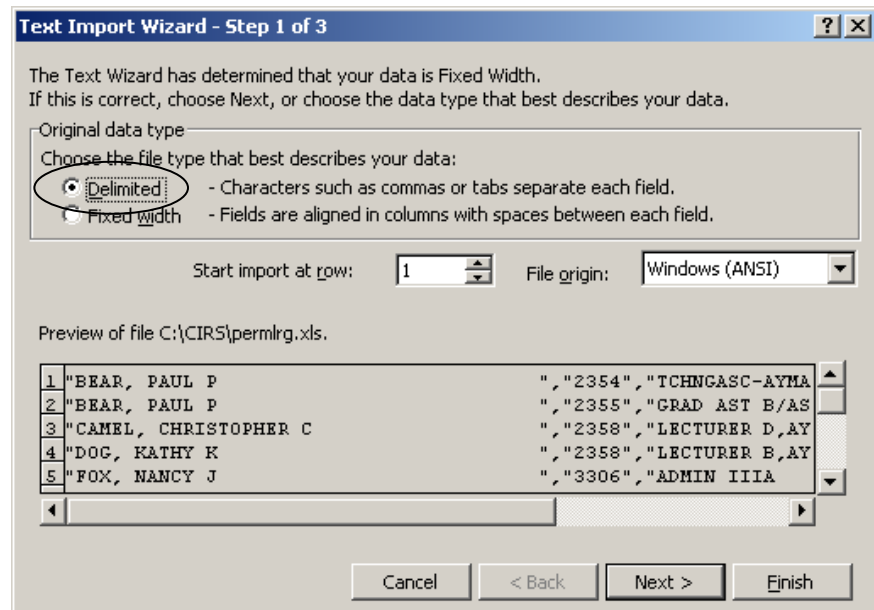
```

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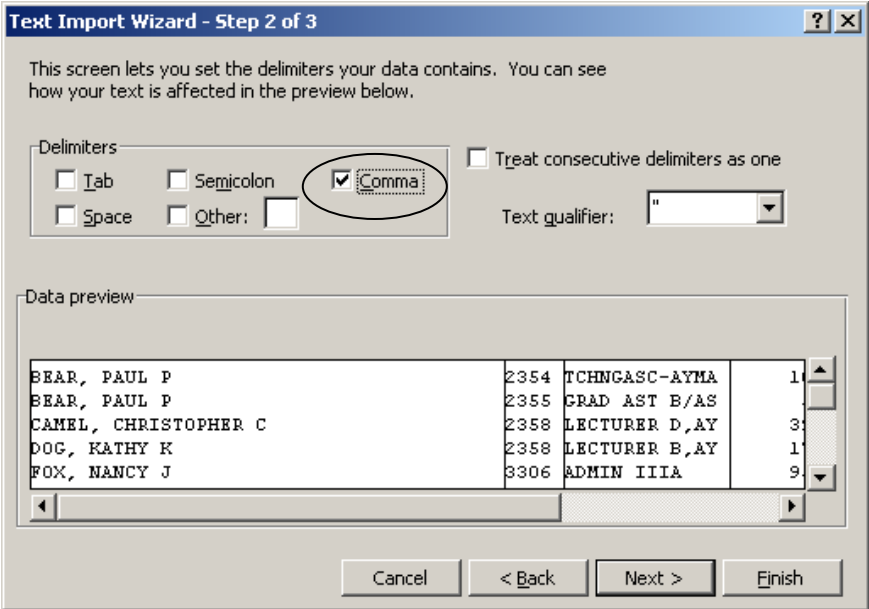
- When the file transfer is complete, **open the Excel program first**, then locate and open the downloaded file on the PC.



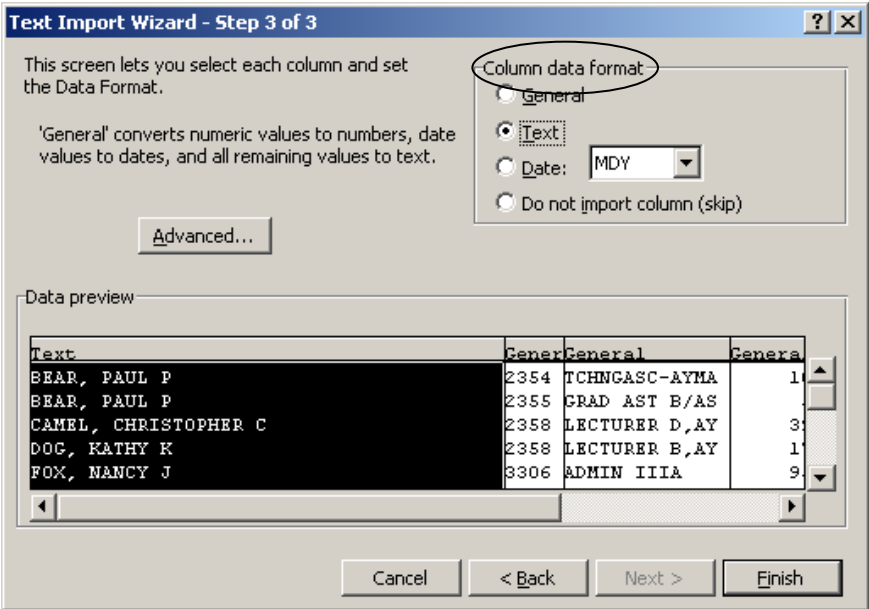
- The Text Import Wizard will automatically appear. Use the wizard to import the downloaded file. At the first step, select delimited to describe your file and click NEXT.



- 12. At the second step of the import wizard, select 'Comma' as the delimiter to set the columns and click NEXT.



- 13. For the third step, format the columns (if needed). By default, all columns are formatted as 'General', which will convert numeric values to numbers, date values to dates and all remaining data as text. To change the format, select a column by clicking on it and then click on the column data format. When all columns have been formatted, click on FINISH.



Practice

1. Pick one report request in your library.
2. Add the commands to hold data to one of your hold files.
3. Execute the report request.
4. Browse the data contained in your hold file before downloading.
5. Download the file.
6. If desired, open the downloaded file in the appropriate software program.

What You Have Learned

In this module you learned to:

- Create hold files
- Edit hold files
- Browse hold files
- Print hold files
- Download hold files