

Chapter 22 - Using the Spooler - SPOOLER

The purpose of the spooler program is to set up batches (groups of reports) to be printed on demand or on a scheduled basis. The batches are set up to store a group of reports (including all of the options selected for a given report) to be printed as a batch.

You can add to the batch, copy a batch, change the batch in any way, delete reports from a batch or print the reports in a batch at any time and select to have the batch printed at a future time. (Example: If you have a list of six reports you want to see every day, you can set these up and call the batch "DAILY") The "Daily" Spooler automatically runs every night and contains programs that **need to run nightly**. Reports can also be added to print and be waiting for you the next morning.

With the spooler reporting program, you can set up the reports that you want spooled in the format you will want to see them in, in "OPTION 1) ADD REPORTS TO BE PRINTED".

To enter the Report Spooler program press the F10 key off of any menu and at the command line type in "SPOOLER" and then press the ENTER key, see Figure 22-1.

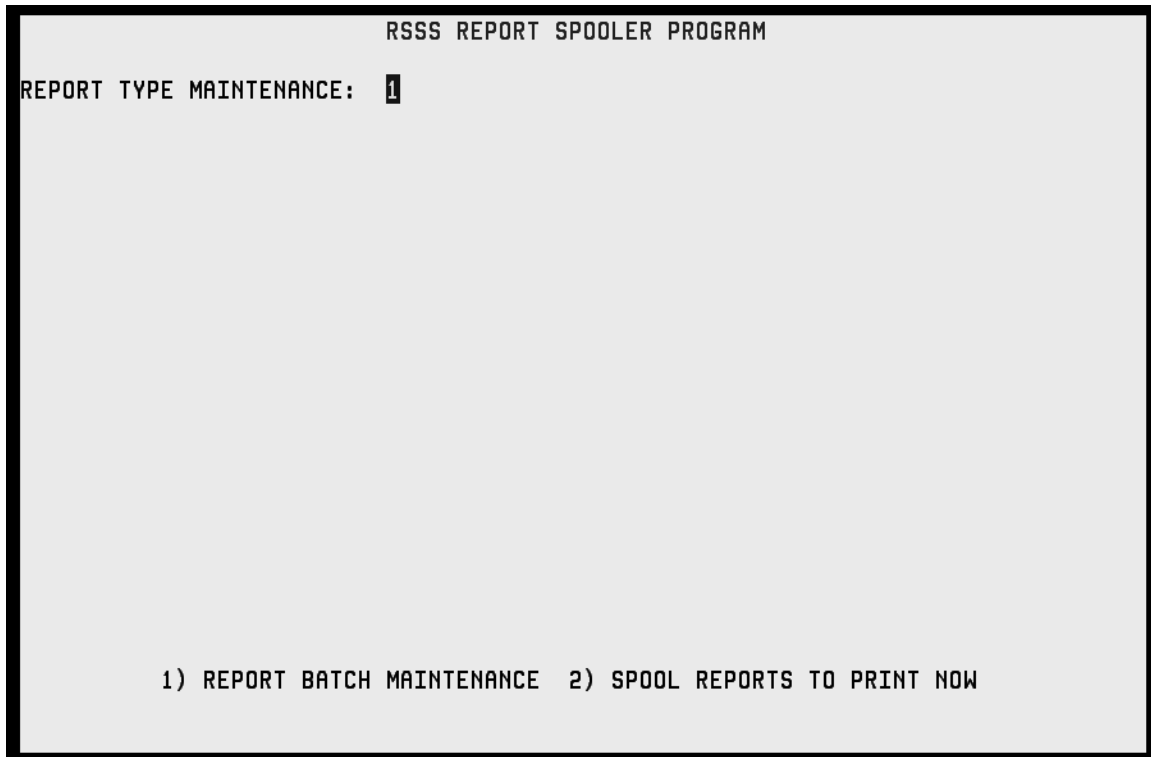


Figure 22- 1 Report Spooler Screen

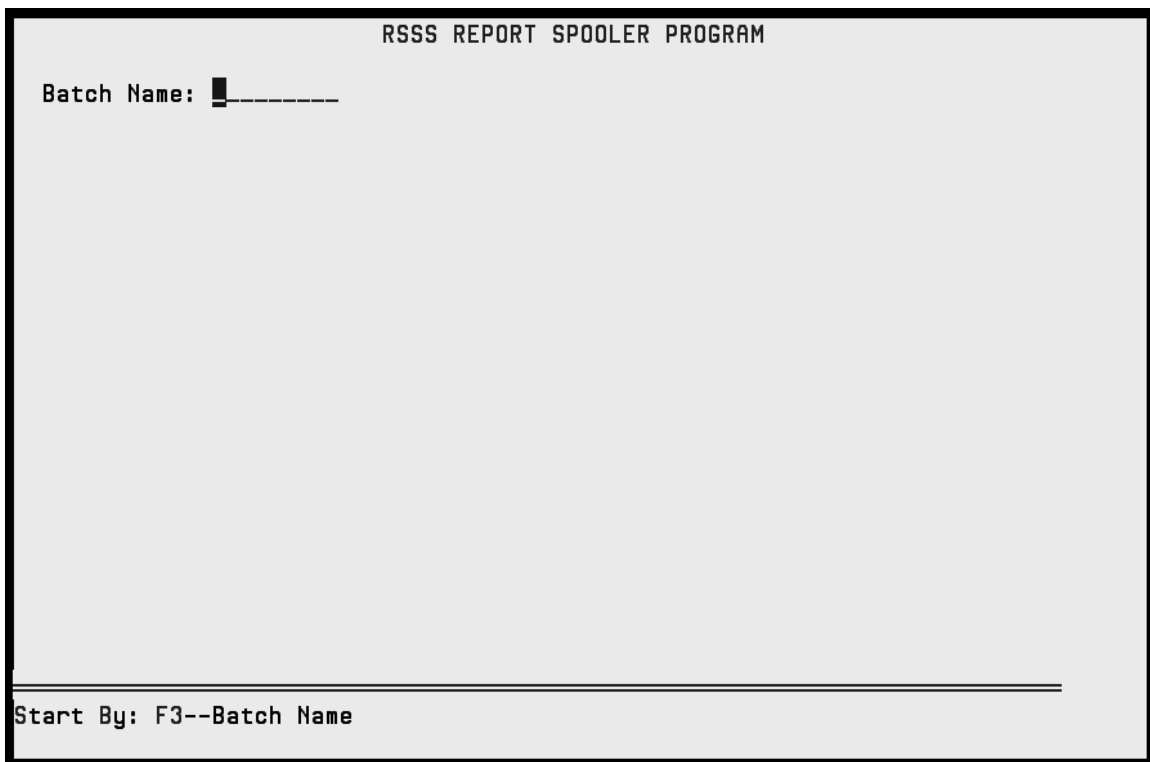
Report Type Maintenance is a maintenance program for setting up a queue for the reports. Look at the bottom of the screen. You will see two different options:

- 1) REPORT BATCH MAINTENANCE** Allows you add, change, delete, print or create a new batch of reports. This option allows you

to name the batch so that you may continue to run this batch on a timely basis and access this same batch of reports.

2) SPOOL REPORTS TO PRINT NOW Set up reports to print one time only, without creating a permanent batch. This option also names the batch for you. The name given for this batch will be four digits with your terminal number as the last number(s) and the first number(s) being however many zero's it takes to make this a four digit number. This option is used when you need to run a group of reports quickly. After the reports have spooled, the batch is deleted. After you have all reports you want run under this batch, you need to run option number 4, go to [Print Spooler Reports](#) to print the reports.

If you enter "1" for Report Batch Maintenance Option at the screen shown in Figure 22-1, you will be prompted for "Batch Name", see Figure 22-2.



RSSS REPORT SPOOLER PROGRAM

Batch Name: █-----

Start By: F3--Batch Name

Figure 22- 2 Report Spooler Screen Batch Name prompt

If you want to create a new batch, you need to enter a name for the batch you will create. You are allowed nine characters for the batch name. Press the ENTER key. If creating a new batch, after entering in new batch name, press the ENTER key and the screen will now be at the Report Spooler Batch Selection Screen, see Figure 22-4. See the section on [adding reports](#) in this chapter. If you want to alter an existing batch, press ENTER or press the F3 key. You will see a list of the existing batch names, see Figure 22-3.

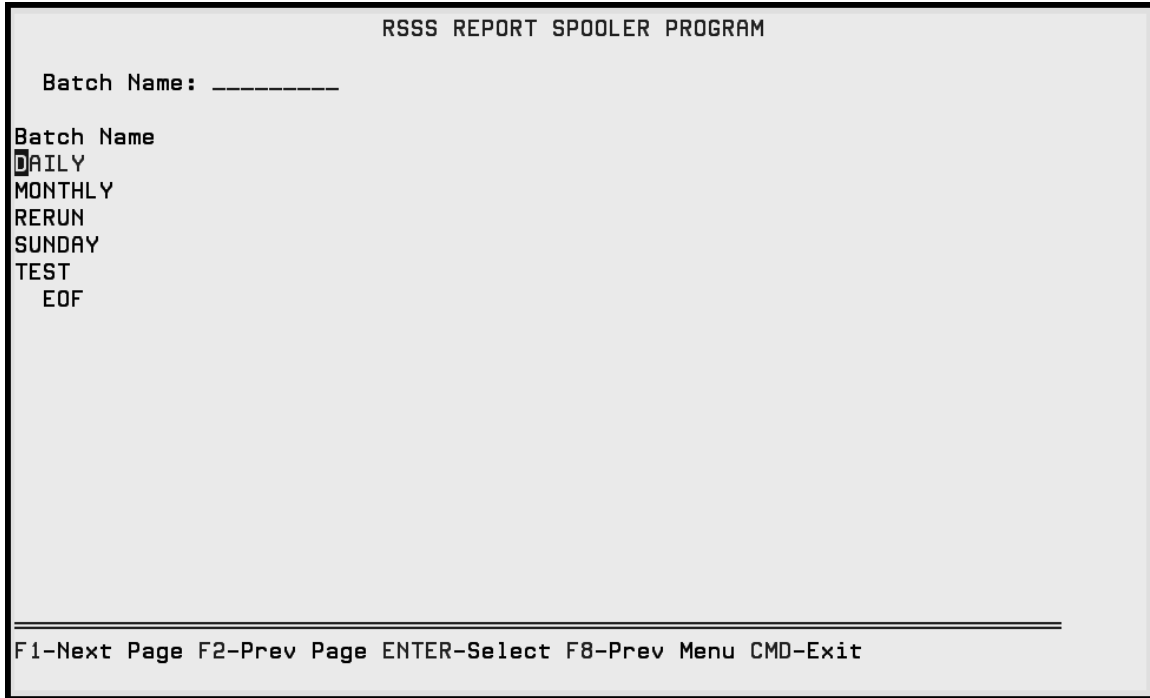


Figure 22- 3 Report Spooler Screen Batch Name list

Using your arrow keys, highlight the batch name you wish to alter and press ENTER, see Figure 22-4.

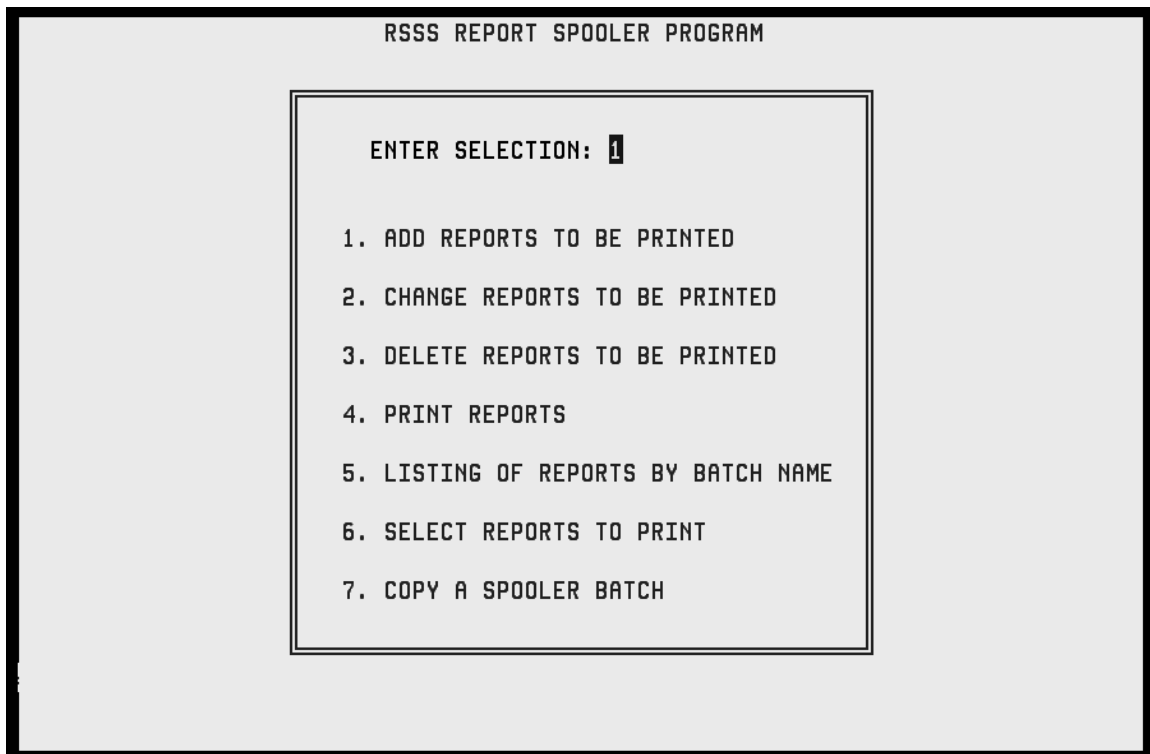


Figure 22- 4 Report Spooler Batch Selection Screen

Add Spooler reports to be printed

1. **ADD REPORTS TO BE PRINTED:** Select this option to add reports to a batch (from the list of available reports that appear on the screen), see Figure 22-5.

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ADD REPORTS TO BE SPOOLED      Batch Name:  DAILY
ENTER REPORT TO BE PRINTED:  █

                                COMMON REPORT SELECTION

1. PRTITEMS-Print Item Master File          16. INVCMP---Inv Income Compare
2. PINVMISC-Print Misc Inventory Report     17. PINWRTY-Warranty Report
3. ROYCEINV-Royce Inventory Report         18. PINVBC---Inv Bar Code Rpt
4. TOREMOTE-Build Data For Remotes        19. TRFTORTL-Inv To Rental
5. ZPCSTRIP-Run Remote For DOS            20. PINVL----Inv By Location
6. TOHOST---Build Strip Data              21. IDLECMP--Inv Transfer List
7. PRTRTRAN--Print Transfers              22. PRTARAGE-A/R Aging Report
8. PSALEMOD-Sales By Model Nbr           23. PSALEAUD-Sales Audit Report
9. TRUST----Sales Trust Receipts         24. PINORDRT-Inv Order Report
10. BUYRPT---Buyers Report (Serialized Inv) 25. MAILOUT2-Restrip Mail Recs
11. PRTRCAGE-Revolving Aging Report       26. MAILIN-from other machines
12. PINV-----Serialized Inv Report      27. TORATHO-Build RAT Strip Data
13. WARRANTY-Print Warranty Cards        28. BUYRPTF--Buyers Rpt (Furn)
14. SALESMAN-Print Spiffs,Commissions    29. MAILPURG--Delete Mail
15. PSALEGL--Sales By GL Acct Nbr        30. FINVCMP---Furn Inv Compare

                                Enter the name of the report or the number

Return--More Reports

```

Figure 22- 5 Report Spooler Batch Selection Screen – Add Reports

Enter the number or report name of the report you want to add in this batch. If the report you want to run is not listed on this screen, press the ENTER key. (You have a reminder on the bottom of the screen). After you have selected a report, you will be prompted for the printer or file pathname. Press ENTER to accept the default printer or type in the proper printer number or pathname. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press and accept the N for no default.

You will now see the report option selection screen for the report you have chosen. Fill in the options the way you want the report run. Change any information you want changed and then press the F9 key. NOTE: When adding reports there is special programming done with the date fields by leaving them blank so when running the reports, you can tell it to fill in with daily, weekly or monthly dates, this will be explained in more detail later in the documentation. You will be prompted for "Any More Changes". When you answer this with an N for no, you will be prompted to name the report in "Enter a brief description of this report". Enter the description you want and press ENTER and you will be returned to the **ADD REPORTS TO BE SPOOLED** screen. Continue until you have added all of the reports you want in this batch.

Change Spooler reports to be printed

2. CHANGE REPORTS TO BE PRINTED: When you select this option from the **RSSS REPORT SPOOLER PROGRAM** screen, the screen will list any reports that have been spooled under this batch name and are waiting to be printed, see Figure 22-6. Note: Reports are listed and print in alphabetical order by report name.

CHANGE REPORTS TO BE SPOOLED				Batch Name:	DAILY
PROGRAM NAME	SEQ NUMBER	PRINT	M/W/D	REPORT DESC	
ASUMBLD	00	Y		DAILY SUMMARY BUILD	
ARPMTS	00	N		AR PMTS TOTALS ONLY	
ARPMTS	01	N		AR PAYMENTS STORE 1	
ARPMTS	02	N		AR PAYMENTS STORE 2	
ARPMTS	03	N		AR PAYMENTS STORE 3	
BIRMONTH	00	Y		DAILY MTD TOTAL ACTIVITY	
BWACRPT	00	N		SUMMARY OF PAST DUE ACCOUNT	
CPRTA	00	N		OPEN AND CLOSED RTO DAILY	
CPRTA	01	N		OPEN AND CLOSED AR ACCTS DAILY	
CWDRGMGR	00	Y		FREE TIME AND DATE CHANGE REPORT	
PINVPRC	00	N		PRICING EXCEPTIONS	
PMTS	00	N		PAYMENT EXCEPTIONS REPORT	
PRTARAGE	00	N		AR BALANCES AND PAST DUES	
PRTARAGE	01	N		RENTAL AGING REPORT	
PRTTRAN	00	N		STORE 1 INV TRANSFERS	
PRTTRAN	01	N		STORE 2 INV TRANSFERS	

F1-Next Page F2-Prev Page ENTER-Update F7-Restart F8-Menu

Figure 22- 6 Report Spooler Batch Selection Screen – Change Reports

Using your arrow key, highlight the **PROGRAM NAME** of the report you want to change and then press ENTER twice. Your cursor will be at the M/W/D field, This field is what dictates what date your report will use if the date in the parameters is left blank. By selecting "M", if you have beginning and ending dates in the parameters that are left blank, when this report is run, it will use the monthly dates for the month selected; if "W" is selected, it will use the weekly dates for the week selected; if "D" is selected, it will use that days date. (If this field is left blank it defaults to the Daily) The next field is the Report Description. This is free form field to describe what purpose this report has. Press ENTER and you will be prompted for the printer or file pathname. Press the ENTER key to accept the default printer or type in the proper printer number or pathname. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press ENTER and accept N for no default. You will now be at the report option selection screen. Change any information you want changed (such as the report dates) and then press the F9 key. You will be prompted for "Any More Changes". When you answer this with an N for no, you will be returned to the **CHANGE REPORT TO BE SPOOLED** screen. Continue until you have finished changing all the reports you want changed.

NOTE: As you are changing the reports, they will no longer be visible on the screen (above) until ALL REPORTS are changed or you press the F2 key to view the previous reports.

Delete Spooler Reports to be printed

3. DELETE REPORTS TO BE PRINTED: When you select this option from the **RSSS REPORT SPOOLER PROGRAM** screen, the screen will list any report presently spooled on this batch, see Figure 22-7.

DELETE REPORTS TO BE SPOOLED				Batch Name:	DAILY
PROGRAM NAME	SEQ NUMBER	PRINT THIS REPORT	REPORT DESC		
<input checked="" type="checkbox"/> ASUMBLD	00	Y	SUMBLD 1,2 & 3		
AAASUMBLD	01	Y	SUMBLD 4 & 5		
BRCHASE	00	Y	ROUTE CLOSES		
RENTCLN	00	Y	RENT CLEAN REPORT		
RENTCLN2	00	Y	CORRECT INVENTORY/TICKET PRBLS		
ZOOMMGR	00	Y	HOMEOFFICE MANAGERS REPORT		
ZOOMMGR	01	Y	FT.PIERCE MANAGERS REPORT		
ZOOMMGR	02	Y	OKEECHOBEE MGRS REPORT		
ZOOMMGR	03	Y	PSL MGRS REPORT		
ZOOMMGR	04	Y	STUART MGRS REPORT		
ZOOMMGR	05	Y	VERO MGRS REPORT		
EOF					

F1-Next Page F2-Prev Page F3-Delete All ENTER-Update F7-Restart F8-Menu

Figure 22- 7 Report Spooler Batch Selection Screen – Delete Reports

Please note: Pressing the F3 key here will delete the entire spooler, if you want to only delete a specific report, do not use this function, follow the next set of instructions.

Using your arrow key, highlight the **PROGRAM NAME** of the report you want to delete and then press the ENTER key twice, or F9 once. You will see the prompt "Printer or File Pathname". Press the ENTER key. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted "Separate Locations". Press the ENTER key to accept the default of N for no. You will now see the report option selection screen, press the F9 key. The prompt "Delete this Report" will be displayed, see Figure 22-8.

NOTE: DO NOT delete any program names beginning with AA.

```

                                AR PAYMENTS REPORT
                                WANT TOTALS ONLY: Y   DISCOUNT CODE SUMMARY: N
                                SELECT CUSTOMER TYPES: N
                                USE TAX CODES AS STORE NUMBERS: N   SERVICE SALES PAYMENTS: I
                                SELECT BY LOC OR LOC GROUPS: Y

                                STARTING PAYMENT DATE:           ENDING DATE:
                                STARTING CONTRACT DATE: 1/01/80   ENDING DATE: 12/31/79
                                SELECT BY: N

                                PAYMENTS ON AR PMT FORMS:
                                SUMMARIZE BY ZIP CODE: N           PAYMENT FORMS WANTED: 0 0
                                LATE PAYMENTS ONLY REPORT: N     ONLY RECEIPT NUMBER GAPS: N
                                TRANSACTIONS BY TIME REPORT: N    ONLY RECV PMTS: N
                                CALCULATE COMMISSIONS: N
                                SELECT BY ZIP CODE: N

                                EXCEPTION REPORT: N   PENDING SALE PMTS: I   CLOSED PMTS: I
                                ONLY PMTS ON BOOKS OVER A DATE: N
                                Delete This Report: N ←

```

When this screen is displayed,
press F9 and enter Y to delete
report.

Figure 22- 8 Spooler Report being deleted

At this point, enter a Y for yes or N for no if this is not the report you want to delete. You will be returned to the DELETE REPORTS TO BE SPOOLED screen. Continue until you have deleted all the reports you wanted to delete.

Print Spooler Reports

4. PRINT REPORTS: When you select this option from the **RSSS REPORT SPOOLER PROGRAM** screen you will see a screen similar to Figure 22-9.

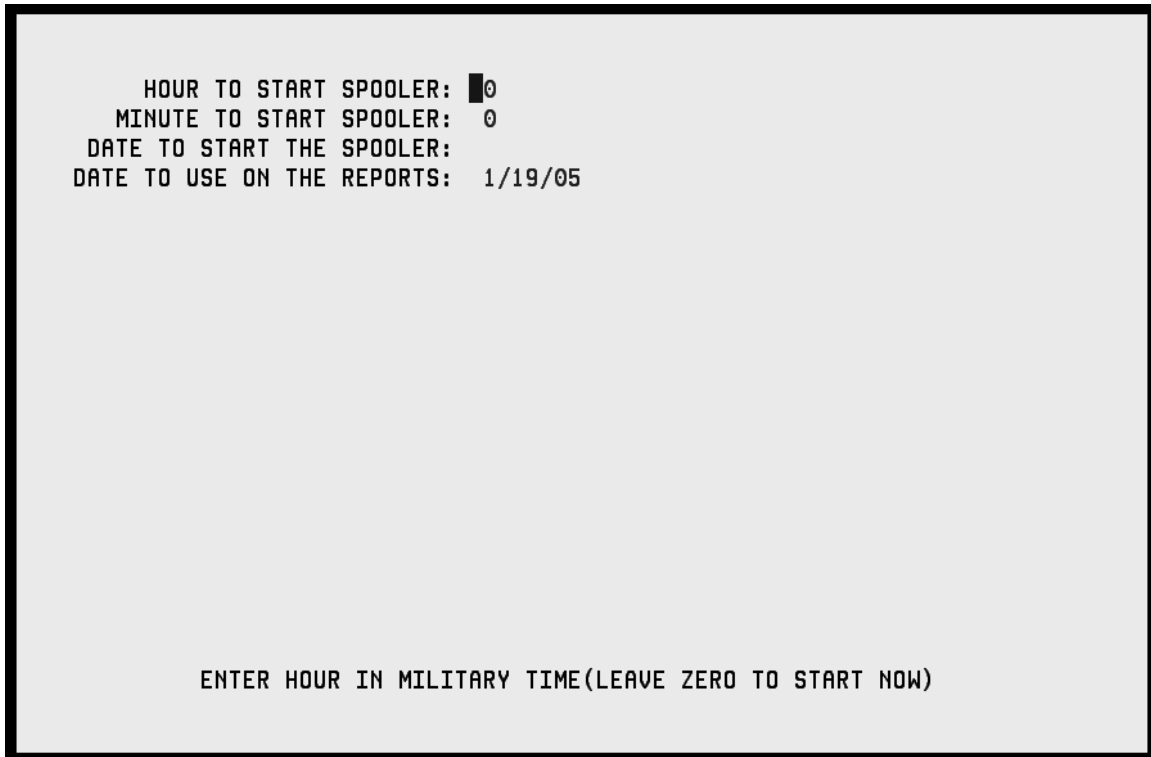


Figure 22- 9 Date/Time to run report Screen

This screen is automatically set up to run the reports using yesterday's date, so if you are wanting to run this spooler using yesterday's date and want them to print right now, you can just press the F9 key. Otherwise, you can schedule the spooler to run at a specific time (using military time) and then the date to start the spooler is the day you want it to begin printing. The date to use on the reports is what dictates what dates will be used in the blank date fields within the report parameters. If you want the spooler to print right away and just want to change the date to use on the report, accept the defaults for the first 3 fields and change the date to use on the reports.

NOTE: This login screen will be frozen until all the reports in the batch have run and/or printed.

Listing Spooler reports by batch name

5. LISTING OF REPORTS BY BATCH NAME: When this option is selected, you will be prompted for the printer or file pathname. Press ENTER to accept the default printer or type in the proper printer number or pathname. See [Chapter 10 Introduction to Reports](#) for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press ENTER and accept "N" default. A listing of all batch names and the report program name(s), within each batch will be printed.

Select Spooler reports to print

6. SELECT REPORTS TO PRINT: This allows you to disable or enable one or more reports in a batch from printing. This way, they can be disabled or enabled at a later date without losing the report setup. When this option is selected, a listing of the report Program Names will be displayed, see Figure 22-10.

MARK REPORTS TO BE PRINTED				Batch Name:	DAILY
PROGRAM NAME	SEQ NUMBER	PRINT THIS	REPORT	REPORT DESC	Highlight the report line you wish to change and press the F9 key, make the change to the "print this report" field and then press the F9 key again to save the change.
AASUMBLD	00	Y		SUMBLD 1,2 & 3	
AASUMBLD	01	Y		SUMBLD 4 & 5	
BRCHASE	00	Y		ROUTE CLOSES	
RENTCLN	00	Y		RENT CLEAN REPORT	
RENTCLN2	00	Y		CORRECT INVENTORY/TICKET PRBLS	
ZOOMMGR	00	Y		HOMEOFFICE MANAGERS REPORT	
ZOOMMGR	01	Y		FT.PIERCE MANAGERS REPORT	
ZOOMMGR	02	Y		OKEECHOBEE MGRS REPORT	
ZOOMMGR	03	Y		PSL MGRS REPORT	
ZOOMMGR	04	Y		STUART MGRS REPORT	
ZOOMMGR	05	Y		VERO MGRS REPORT	
EOF					

F1-Next Page F2-Prev Page F5-Help ENTER-Update F7-Restart F8-Menu

Figure 22-10 Mark Reports To Be Printed Screen

After each program name, under the column "Print this Report", you will notice that each report has a Y for yes or an N for no. To change this, using your arrow keys, highlight the report program name you wish to either print or not print at this time, press the F9 key and your cursor will move to the print this report area, type in the appropriate letter (N or Y). Press the F9 key again to save the change. Continue to make your changes and when you are done, press the F8 key to return to the **RSSS REPORT SPOOLER PROGRAM** menu. You may now select option 4 to [set up the reports to print](#), see Figure 22-9.

Copy a Spooler Batch

7. COPY A SPOOLER BATCH: When this option is selected, the screen will change to resemble Figure 22-11.

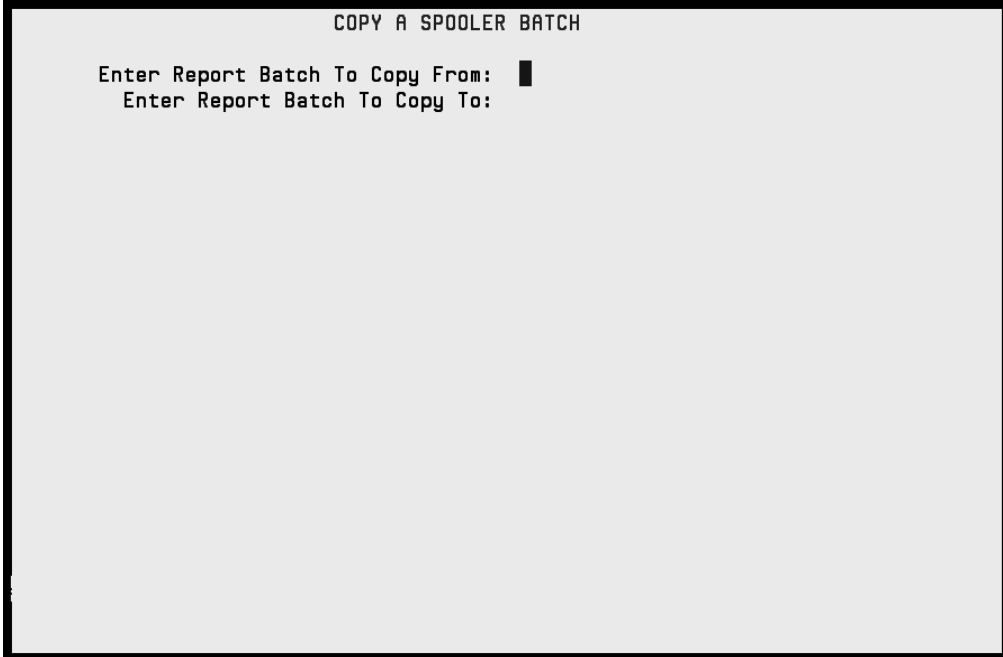


Figure 22-11 Copy A Spooler Batch Screen

ENTER REPORT BATCH TO COPY FROM Enter the name of the report batch you want to copy.

ENTER REPORT BATCH TO COPY TO Enter the name you want the report batch copied to.

Press the F9 key. You will be prompted "Any More Changes". When this is answered with an N for no, your new batch will be created. See Figure 22-12.

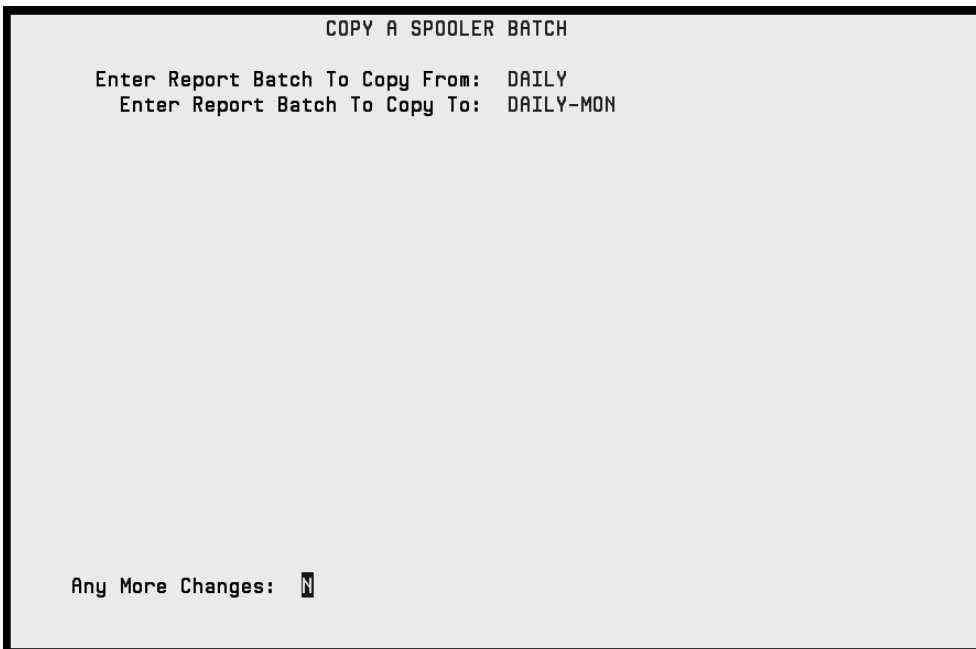


Figure 22-12 Copy A Spooler Batch Screen after pressing F9

Rerunning a Prior Day's Batch that did not Print

If for any reason, the DAILY spooler needs to be rerun for a prior day, the best method is to press the F10 key from any menu and type in "RERUN" and press the ENTER key. After typing in RERUN at the command line, the next prompt will ask for ENTER A DATE (MM/DD/YY). This is where you will enter the date that did not print. This will select the DAILY Spooler batch of reports and print them for you. See Figure 22-13. **Please note: If you are an on-line store, this will print ALL stores reports.**

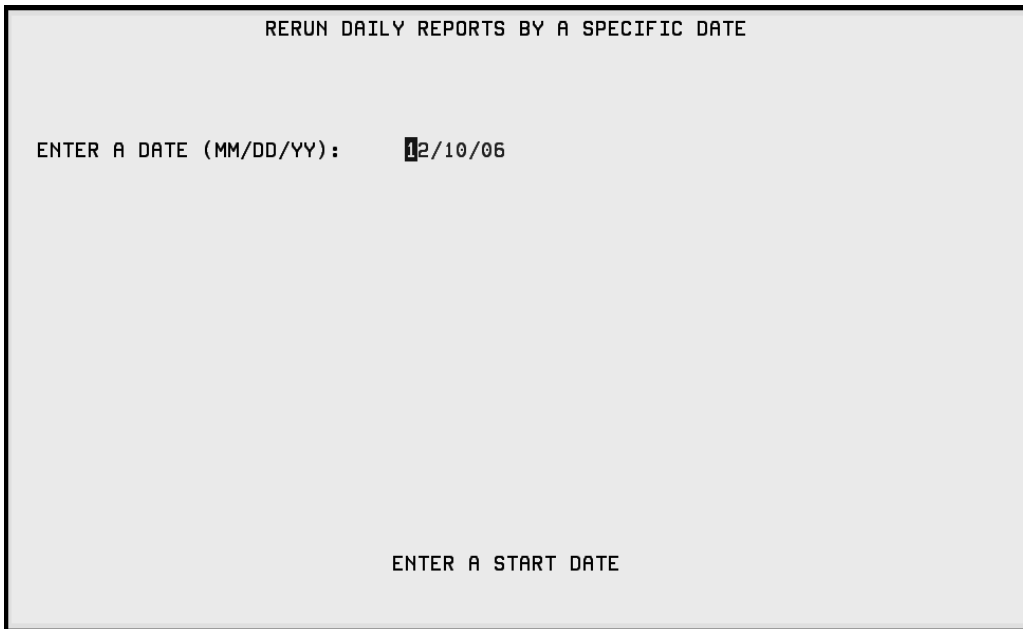


Figure 22-13 Rerun Daily Reports from the Spooler