

Chapter 19 - 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 or if you utilize the Reportal, the reports can be spooled to the Reportal for viewing online. For information on the Reportal please view the 12.5 Executive Overview Video called RSSS (Web) Reportal on the www.rsssupport.com website.

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 19-1.

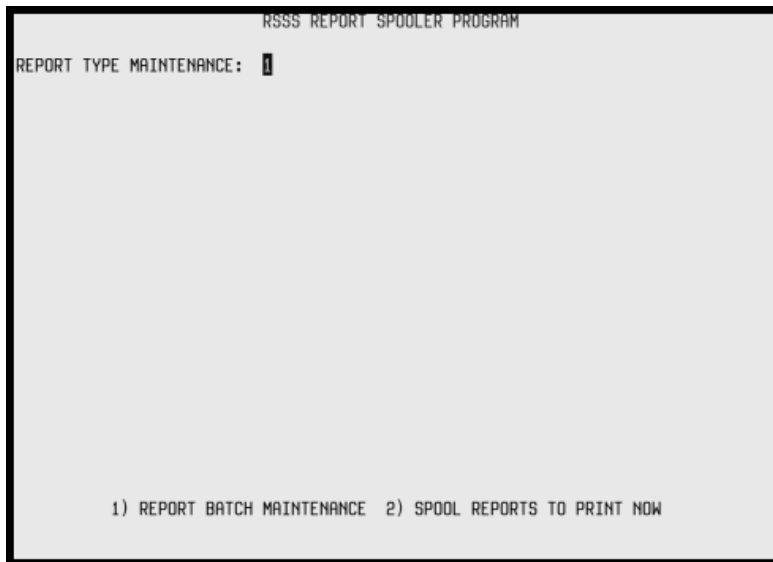


Figure 19- 1 Report Spooler Screen

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.

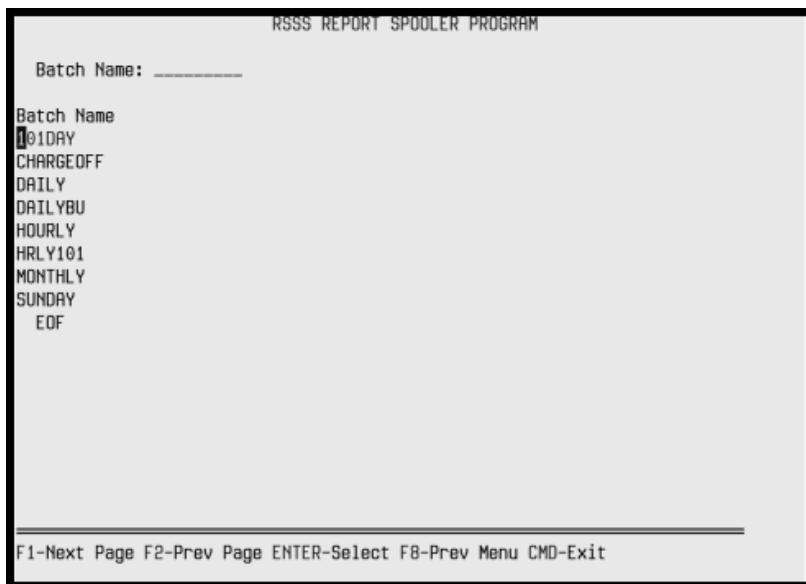


Figure 19- 3 Report Spooler Screen Batch Name List

Using your arrow keys, highlight the batch name you wish to alter and press enter, see Figure 19-4.

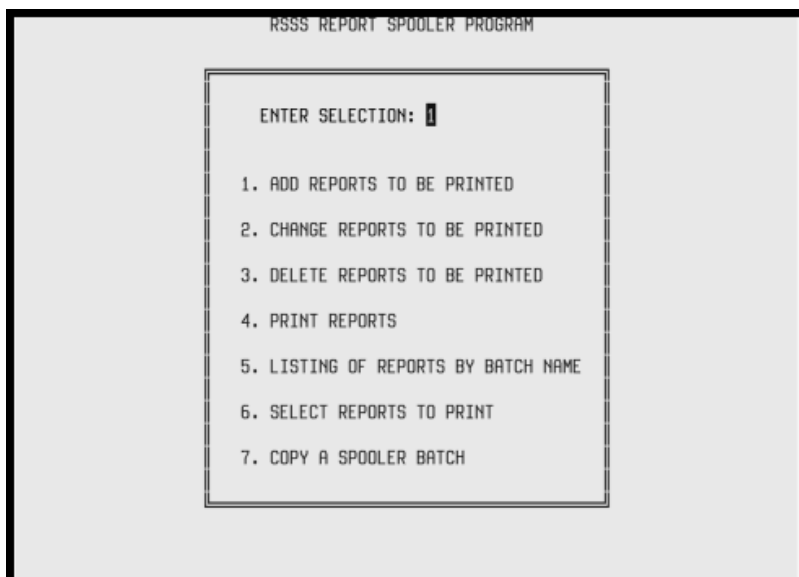


Figure 19- 4 Report Spooler Batch Selection Screen

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 19-5.

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ADD REPORTS TO BE SPOOLED      Batch Name:  101DAY
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. PINUL---Inv By Location
6. TOHOST---Build Strip Data              21. IDLECMP--Inv Transfer List
7. PRITRAN--Print Transfers                22. PRARAGE--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. FINVCM---Furn Inv Compare

                                Enter the name of the report or the number

Return--More Reports

```

Figure 19- 5 Add Spooler 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 (at this point you can either type in the report number listed on the screen or you can type in the shortcut of the report, i.e. #1 or PRTITEMS and note that NOT all reports are considered spooled reports), 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 [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. Enter the criteria to complete the field options the way you want the report to run. (Note: When entering criteria for spooled reports that run nightly you should leave information concerning dates blank – the computer will read this as for the previous day). Change any information you want changed and then press the F9 key. Note: when adding reports, you will need to go into change reports and set the "M/W/D" field if you need to tell the spooler to provide a month-to-date, week-to-date or a daily report on a regular basis. Go to [M/W/D](#) in this section for more information on setting the report to print monthly, weekly or daily within the spooler.

You will be prompted for "Any More Changes". When you answer this with an N for no, you will be prompted "Enter a brief description of this report". Enter the description that best describes what this report means to your company 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 will list any reports that have been

added under this batch, see Figure 19-6. Note: Reports are listed and print in alphabetical order by "Program Name". The headings for this screen show the Program Name, Sequence Number (if the report is listed more than once because it is run with different criteria and the sequence number is progressive), Print "Y"es or "N"o, M/W/D and Report Description.

PROGRAM NAME	SEQ NUMBER	PRINT	M/W/D	REPORT DESC
DUDBIRTO	00	Y		DAILY TRANSACTIONS MANAGERS RPT
CPRTA	00	Y		OPEN AND CLOSED RTO DAILY
PINVBC	00	Y		NEW INVENTORY REC'U BY PO
PINVPRC	00	Y		RENTAL PRICING EXCEPTION
PINVPRC	01	Y		CASH SELLING PRICE EXCEPTION
PMTS	00	Y		PAYMENT EXCEPTIONS REPORT
PRTRAN	00	Y		PRINT OF INVENTORY TRANSFERS
PSALEAUD	00	Y		ALL SALES TODAY
RENTMTMR	00	Y		MANAGERS REPORT
RONEMGR2	00	Y		HISTORICAL COMPARSION REPORT
SUMRPT1	00	Y		DAILY DEPOSIT REPORT 21
SUMRPT1	01	Y		MTD PROJECTIONS #10
SUMRPT1	02	Y		SUMMARY PETTY CASH REPORT #9
ZOOMMGR	00	Y		MANAGEMENT REPORT
EOF				

CHANGE REPORTS TO BE SPOOLED Batch Name: 101DAY

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

Figure 19- 6 Change Spooler Reports

Using your arrow key, highlight the **PROGRAM NAME** of the report you want to change and then press enter twice.

M/W/D: 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 are left blank. By selecting "M", and having beginning and ending dates in the date fields, 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) See Figure 19-7.

CHANGE REPORTS TO BE SPOOLED				Batch Name:	DAILY
PROGRAM NAME	SEQ NUMBER	PRINT	M/W/D	REPORT DESC	
AASUMBLD	00	Y			
ACCTMGRB	00	Y		Daily Account MGR build	
AMACTRPT	00	Y		/REPORTS/ACCTMGRXXXX	
ARPMTS	00	Y		/REPORTS/ARPMTS CASH SALES TOTA	
BRCDLYRP	00	Y		/REPORTS/BRCDLY0001	
BRCDLYRP	01	Y		/REPORTS/BRCDLY0002	
BRCDLYRP	02	Y		/REPORTS/BRCDLY0003	
BRCDLYRP	03	Y		/REPORTS/BRCDLY0004	
BRCDLYRP	04	Y		/REPORTS/BRCDLYTOTAL	
BRCDLYRP	05	Y		/REPORTS/BRCDLTDETAIL	
BRCDLYRP	06	Y		/REPORTS/BRCDLY0005	
BRCDLYRP	07	N		/REPORTS/BRCDLY0006	
BRCHASE	00	Y		/REPORTS/BRCHASE RTE CLOSES	
BRCRG	00	Y		BRCRG	
BWACRPT	00	Y		BWACZERO -0- BALANCE	
CHECKRPT	00	Y		/REPORTS/HOTCHECK	

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

Figure 19- 7 Change Spooler Reports M/W/D Column

REPORT DESCRIPTION: This is a free form, user defined field used to describe what purpose this report has to your organization. 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 [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 (Some reports allow you to choose a "Y" here, in this case rather than sending the report to a printer, the report would go to a file, for instance, /u1/RPTS/SPOOLER/CXXXX – this will create this report individually for all current locations and is usually utilized in conjunction with the RSSS Online Web Reportal. 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 will list any report presently in this batch, see Figure 19-8.

DELETE REPORTS TO BE SPOOLED				Batch Name: 101DAY
PROGRAM NAME	SEQ NUMBER	PRINT THIS REPORT	REPORT DESC	
DUDBIRTO	00	Y	DAILY TRANSACTIONS MANAGERS RPT	
CPRTA	00	Y	OPEN AND CLOSED RTO DAILY	
PINVBC	00	Y	NEW INVENTORY REC'V BY PO	
PINVPRC	00	Y	RENTAL PRICING EXCEPTION	
PINVPRC	01	Y	CASH SELLING PRICE EXCEPTION	
PMTS	00	Y	PAYMENT EXCEPTIONS REPORT	
PRTRAN	00	Y	PRINT OF INVENTORY TRANSFERS	
PSALEUD	00	Y	ALL SALES TODAY	
RENTMTMR	00	Y	MANAGERS REPORT	
RONEMGR2	00	Y	HISTORICAL COMPARSION REPORT	
SUMRPT1	00	Y	DAILY DEPOSIT REPORT 21	
SUMRPT1	01	Y	MTD PROJECTIONS #10	
SUMRPT1	02	Y	SUMMARY PETTY CASH REPORT #9	
ZOOMMGR	00	Y	MANAGEMENT REPORT	
EOF				

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

Figure 19- 8 Delete Spooler 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 [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 19-9.

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

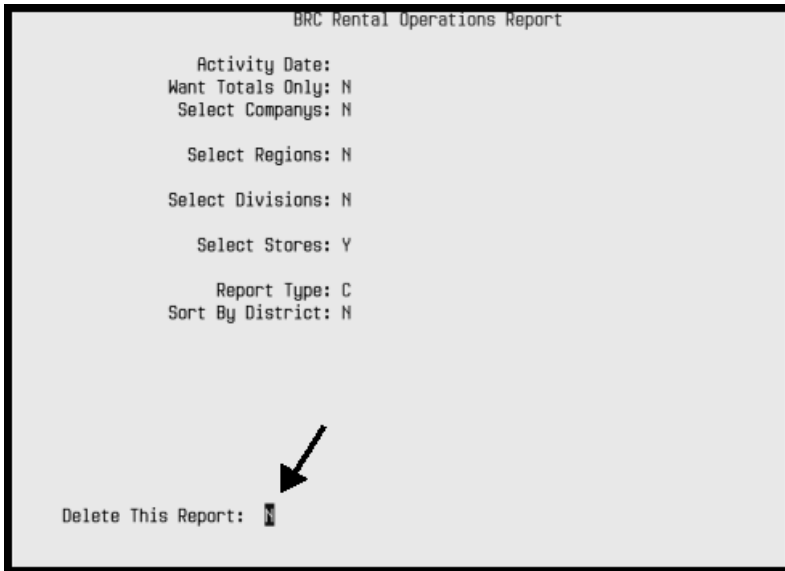


Figure 19- 9 Spooler Report being deleted

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 19-10.

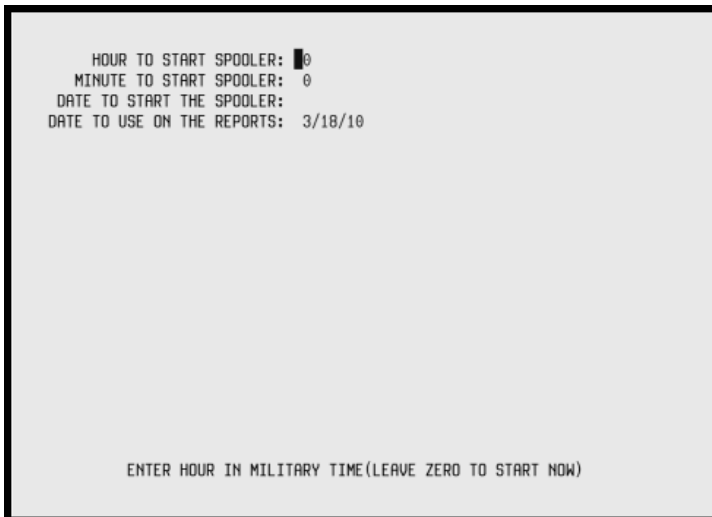


Figure 19-10 Date/Time to run report Screen

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 remain in use 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 [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. See Figure 19-11.

RUN DATE: 03/19/10		RSSS 12.5		PAGE: 1	
TIME: 08:57:32		PRINT OF REPORTS ON THE SPOOLER			
BATCH NAME	PROGRAM NAME	SEQ	SEPARATE LOCS	LISTING FILE	PRINT DESC
I01DAY	BUDBIRTO	00	N	/u/REPORTS/BUD101	Y DAILY TRANSACTIONS MANAGERS RPT
I01DAY	CPRTA	00	N	/u/REPORTS/OCDLV101	Y OPEN AND CLOSED RTO DAILY
I01DAY	PTNVBC	00	N	/u/REPORTS/NI101	Y NEW INVENTORY REC'V BY PO
I01DAY	PINVPRC	00	N	/u/REPORTS/RPER101	Y RENTAL PRICING EXCEPTION
I01DAY	PINVPRC	01	N	/u/REPORTS/CSPER101	Y CASH SELLING PRICE EXCEPTION
I01DAY	PMTS	00	N	/u/REPORTS/PMTE101	Y PAYMENT EXCEPTIONS REPORT
I01DAY	PRITRAN	00	N	/u/REPORTS/ITRAN101	Y PRINT OF INVENTORY TRANSFERS
I01DAY	PSALEAUD	00	N	/u/REPORTS/SALES101	Y ALL SALES TODAY
I01DAY	RENTMTMR	00	N	/u/REPORTS/MGRRPT101	Y MANAGERS REPORT
I01DAY	RONEMGR2	00	N	/u/REPORTS/HCOM101	Y HISTORICAL COMPARISON REPORT
I01DAY	SUMRPT1	00	N	/u/REPORTS/DD21101	Y DAILY DEPOSIT REPORT 21
I01DAY	SUMRPT1	01	N	/u/REPORTS/MTDP10101	Y MTD PROJECTIONS #10
I01DAY	SUMRPT1	02	N	/u/REPORTS/PCD9101	Y SUMMARY PETTY CASH REPORT #9
I01DAY	ZOOMMGR	00	N	/u/REPORTS/ZOOM101	Y MANAGEMENT REPORT

Figure 19-11 List Spooler Reports

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 19-12.

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](#).

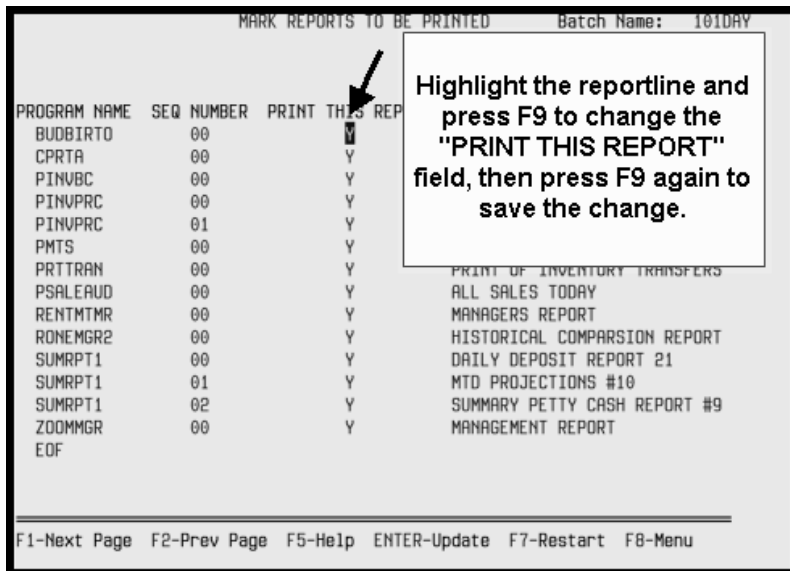


Figure 19-12 Mark Reports To Be Printed Screen

Copy a Spooler Batch

7. COPY A SPOOLER BATCH: When this option is selected, the screen will change to resemble Figure 19-13.

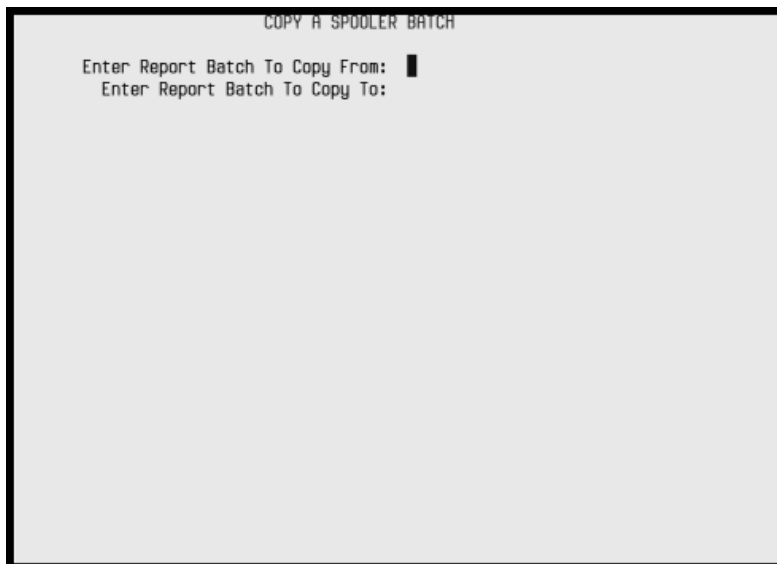


Figure 19-13 Copy A Spooler Batch Screen

ENTER REPORT BATCH TO COPY FROM Enter the name of the report batch you already have set up as a batch and want to copy.

ENTER REPORT BATCH TO COPY TO Enter the name you want the report batch copied to. This will make an exact copy of an existing batch.

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 19-14.

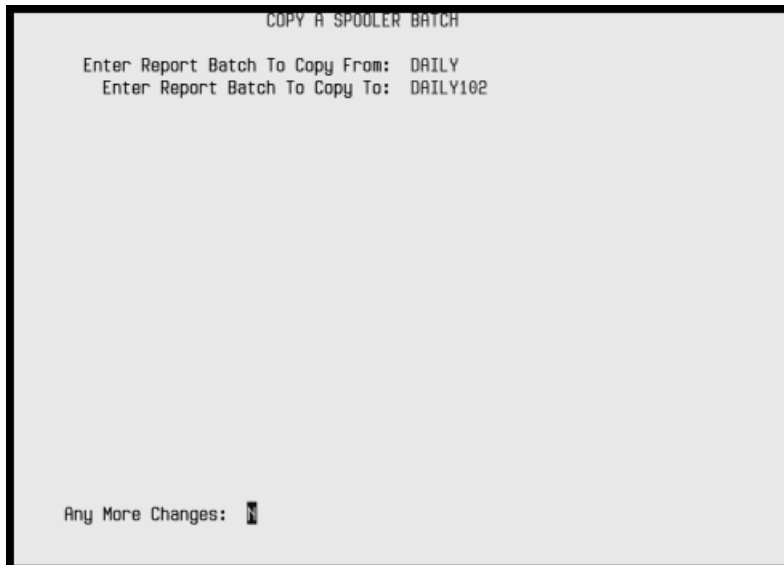


Figure 19-14 Copy A Spooler Batch Screen after pressing F9

Rerunning a Prior Day's Spooler Batch

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. **You need security authorization to be able to rerun a spooler batch.** 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 for the reports that did not print. This will select the DAILY Spooler batch of reports and print them for you. See Figure 19-15.

Please note: If you are an online store, this will print ALL stores reports so please cautiously use this feature (if you have the security to do so).



Figure 19-15 Rerun Daily Reports from the Spooler