

CA View® Reports Training for Business Users



Joint Agency Effort
(OIS, DAS, ETS, DHS) v 0.1




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- Please try to eliminate personal and work distractions
- Remember to mute yourself
- Active listening
- Questions welcomed
- Participatory training


DHS
Oregon Department
of Human Services

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Health
Oregon
Authority

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Why Are We Here Today?



- CA View is replacing RD2 (ASG-ViewDirect/Mobius®) in mid-October
- Security is linked to RACF IDs (individual passwords)
- Distribution IDs control report access

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Learning Objectives



After completing this course you will be able to:

- Access CA View in the Mainframe using transaction VWHR
- Search for reports using different options in CA View
- Select, browse, and print reports in CA View
- Know who to contact for help and support

What is CA View®?



- CA Technologies* Software designed to gather, store, and print reports
- Production reports are immediately archived to CA View after they are produced.
- Replaces RD2 (ASG-ViewDirect/Mobius®)
- Saves time and resources
- Not compatible with DocumentDirect (for Windows®), replaced by CA Output Mgmt. Web Viewer

* CA Technologies, formerly known as Computer Associates International, Inc. and CA, Inc.

Security Changes



- Security linked to RACF IDs (individual passwords, no groups)
- Distribution IDs (Dist IDs) associated to each RACF ID control the reports you can access
- OISSTAFF will no longer be an option to use for group logins
- Requests for access to reports need to go to your Manager

Security Changes (Cont.)

- Additional information might be required for some access
- Reminder: Log in once a month to maintain Mainframe access
- Reminder: Change your Mainframe password every 60 days (or less)

Accessing the Mainframe

- DHR (Mainframe login screen)
 - G
 - CESN
 - Your RACF ID and password
- From a clear screen, enter
 - VWHR



Primary Selection Screen for CA View

Dist ID Name →

```
CA View EXP -- Primary Selection for SYSZC.VVPG.DHSR -----  
Command ==>  
Distribution ID ---> HWS1234  
Report ID      ==>  (R, I, IL, or IR)  
Select By     ==> R  
Index Name    ==> Value ==>  
              ==>  
              ==>  
              ==>  
Selection By Copy:  
  Previous Copy No. ==> (Enter 0 or blank for  
                        most recent copy, 1 for next  
                        most recent copy, etc., or  
                        ALL for all copies.)  
Selection By Date:  
  From         ==> ( mm/dd/yyyy )  
  To / No. of Days ==> ( mm/dd/yyyy or nnn )  
Enter END command to terminate this CA View session.
```

Primary Selection Screen for CA View (Commands)

Command Line →

END (F3)

RETURN (F4)

DOWN (F8)

UP (F7)

LEFT (F10)

RIGHT (F11)

```


CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==>
Distribution ID ---> HWB1234

Report ID      ==>
Select By     ==> (R, I, IL, or IR)
Index Name    ==> Value
              ==>
              ==>
              ==>


Selection By Copy:
Previous Copy No. ==> (Enter 0 or blank for
                    most recent copy, 1 for next
                    most recent copy, etc., or
                    ALL for all copies.)

Selection By Date:
From           ==> ( mm/dd/yyyy )
To / No. of Days ==> ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.
                
```



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Switching Distribution IDs

- Enter MODE (Dist ID name) in the Command Line to switch between Distribution IDs

Current Dist ID →

```

CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==>
Distribution ID ---> HWB0000
                
```

Use MODE command →


```

CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==> MODE HWB1234
Distribution ID ---> HWB0000
                
```


New Dist ID →

```

CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==>
Distribution ID ---> HWB1234
                
```



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Report ID

Report ID →
WCM*

```
CA View EXP -- Primary Selection for SYSZN.CVPG.DHSR -----
Command ==>

Distribution ID ---> HWB1234

Report ID      ==> [R]
Select By     ==> (R, I, IL, or IR)
Index Name    ==>
Value        ==>

Selection By Copy:
Previous Copy No. ==> (Enter 0 or blank for
                    most recent copy, 1 for next
                    most recent copy, etc., or
                    ALL for all copies.)

Selection By Date:
From          ==> ( mm/dd/yyyy )
To / No. of Days ==> ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.
```

Select By

Select By →

```
CA View EXP -- Primary Selection for SYSZN.CVPG.DHSR -----
Command ==>

Distribution ID ---> HWB1234

Report ID      ==> [R]
Select By     ==> (R, I, IL, or IR)
Index Name    ==>
Value        ==>

Selection By Copy:
Previous Copy No. ==> (Enter 0 or blank for
                    most recent copy, 1 for next
                    most recent copy, etc., or
                    ALL for all copies.)

Selection By Date:
From          ==> ( mm/dd/yyyy )
To / No. of Days ==> ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.
```

Selection By Copy

Selection by Copy (Generation)



```
CA View EXP -- Primary Selection for SYSZN.CVPG.DHSR -----
Command ==>

Distribution ID ---> HWB1234

Report ID      ==>
Select By     ==> R      (R, I, IL, or IR)
Index Name    ==>      Value ==>
              ==>
              ==>
              ==>

Selection By Copy: 
Previous Copy No. ==>      (Enter 0 or blank for
                           most recent copy, 1 for next
                           most recent copy, etc., or
                           ALL for all copies.)

Selection By Date:
From          ==>      ( mm/dd/yyyy )
To / No. of Days ==>  ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.
```

Selection by Date

Selection by Date (or Range)



```
CA View EXP -- Primary Selection for SYSZN.CVPG.DHSR -----
Command ==>

Distribution ID ---> HWB1234

Report ID      ==>
Select By     ==> R      (R, I, IL, or IR)
Index Name    ==>      Value ==>
              ==>
              ==>
              ==>

Selection By Copy:
Previous Copy No. ==>      (Enter 0 or blank for
                           most recent copy, 1 for next
                           most recent copy, etc., or
                           ALL for all copies.)

Selection By Date: 
From          ==>      ( mm/dd/yyyy )
To / No. of Days ==>  ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.
```


Changing the Way you Search

Old Way

1. Uncertain of report name
2. Enter partial search criteria (such as SJH).
3. Returns reports that match the partial search. One line, per report, with the report number and title of the report.
4. Select one.
5. List of the reports that have been run appears.

New Way

1. Uncertain of report name
2. Enter partial search criteria (such as WCN*).
3. **Enter date parameters with the search.**
4. Returns reports that match the partial search with dates. One line per each time the report ran, in alphabetical order by report then by date of last run.
5. Select one.
6. List of the reports that have been run appears.

Sample Search Criteria

Dist ID Name →
Report ID →
Select By →

```

CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==>
Distribution ID ---> HNB1234
Report ID      ==> WCN*
Select By     ==> R                               (R, I, IL, or IR)
Index Name    ==>                               Value ==>
==>
==>
==>

Selection By Copy:
Previous Copy No. ==>                               (Enter 0 or blank for
                                                    most recent copy, 1 for next
                                                    most recent copy, etc., or
                                                    ALL for all copies.)

Selection By Date:
From          ==> 09/02/2017                       ( mm/dd/yyyy )
To / No. of Days ==> 09/15/2017                   ( mm/dd/yyyy or nnn )

Enter END command to terminate this CA View session.

```

Selection
by Date (or
Range) →

Sample Results

Select a Report →

```
CA View EXP ----- Report Selection List -----
Command ==> Scroll ==> PAGE

Sel_ Report ID Description Arch Date Time Loc Lines Pages
==> * * * * *
WCM* <SEL> * * * * *
WCM5125R-F CMS CASES CNT OF HOUSEHO 09/05/2017 22:23 PERM 2386 129
WCM5210R-A JOBS/MH/D&A/SUPPORT IPV 09/05/2017 22:23 PTAP 1448 124
WCM5210R-B JOBS/MH/D&A/SUPPORT IPV 09/05/2017 22:23 PTAP 1464 124
WCM6100R-A CASES WITH STD N/R NEEDI 09/14/2017 21:23 PERM 12 1
WCM6200R-A CASE TRANSFERS FROM 5503 09/08/2017 21:21 PERM 241 25
WCM6200R-B CASE TRANSFERS FROM 5503 09/08/2017 21:21 PERM 10 1
WCM6750X-A CMS CHECK TYPE, MONTHLY 09/05/2017 21:17 PERM 24 1
***** Bottom of Data *****
```

Report Selection List Screen

Description Arch Date Time Loc Lines Pages
↓ ↓ ↓ ↓ ↓ ↓

Report ID Selection field →

```
CA View EXP ----- Report Selection List -----
Command ==> Scroll ==> PAGE

Sel_ Report ID Description Arch Date Time Loc Lines Pages
==> * * * * *
WCM* <SEL> * * * * *
WCM5125R-F CMS CASES CNT OF HOUSEHO 09/05/2017 22:23 PERM 2386 129
WCM5210R-A JOBS/MH/D&A/SUPPORT IPV 09/05/2017 22:23 PTAP 1448 124
WCM5210R-B JOBS/MH/D&A/SUPPORT IPV 09/05/2017 22:23 PTAP 1464 124
WCM6100R-A CASES WITH STD N/R NEEDI 09/14/2017 21:23 PERM 12 1
WCM6200R-A CASE TRANSFERS FROM 5503 09/08/2017 21:21 PERM 241 25
WCM6200R-B CASE TRANSFERS FROM 5503 09/08/2017 21:21 PERM 10 1
WCM6750X-A CMS CHECK TYPE, MONTHLY 09/05/2017 21:17 PERM 24 1
***** Bottom of Data *****
```

Refining Search Results



- Report ID Column
 - Partial Report ID – enter the first 3 letters followed an “*”
- Description Column
 - Enter first word of report name followed by an “*”
 - Search by date (When Report ID or Report Description is unknown)
- ARCH Date column (Archival date)
 - Enter desired date in this column

Filter, Sort, and Locate Reports



- Filter reports
 - Enter search criteria in any column to limit results
 - Locate a specific Report ID - Enter L reportid in the Command Line
- Command Line items
 - Sort description – sorts the columns on the Report selection screen alphabetically
 - Locate xxxxx – searches for any term in the report name such as Revolve, and takes you to that row in the report results.

Sample Report – Select Branch

Select a Branch



```
CA View EXP ----- Page Index Selection List -----
Command ==>                               Scroll ==> PAGE
ID      --> WCMS125R-F
Sel BR#
 0101
 0111
 0201
 0302
 0303
 0310
 0311
 0313
 0314
 0401
 0411
 0501
 0511
 0801
 0811
```

Sample Report

```
CA View Browse - WCMS125R-F -- Rec 000000503 Pg 0000034.000 Lock 00 Col 001 000
Command ==>                               Scroll ==> PAGE
REPORT: WCMS125R-F                          CLIENT MAINTENANCE S
SEQUENCE: BR, LANG                          COUNT OF HOUSEHOLDS BY LANGUAGE WITHIN
BR: 1401 SE PORTLAND
                                     LANG      TOTALS
                                     AA          1
                                     AM          1
                                     AR         11
                                     BN          1
                                     BU          8
                                     CT          1
                                     EN         944
                                     HC          1
                                     KE          4
                                     KU          1
                                     NE          1
                                     OF          1
                                     OP          1
                                     OS          1
                                     OT          1
                                     PO          1
```

Printing Reports



- Primary options for printing
 - PRT in the Command while browsing/viewing the report
 - P in the Sel column while searching reports
 - Print individual or multiple pages, or records (lines of the report) from the Reprint Attributes screen
- All options do the following
 - Prints entire report
 - Go to Reprint Attributes screen

Tips for Printing Reports

- Some reports are very large, know size before you print
- Program F2 (blank) key to be a PRT command. You must be using CA View when you program this key.

Printing Reports while Browsing

- Browsing/viewing the report
 - Enter PRT in the Command Line while viewing the report

```

CA View Browse - WFR1140R-H -- Rec 00000000 Pg 0000001.001 Lock 00 Col 001 080
Command ==> PRT
Scroll ==> PAGE

***** Top of Data *****
.SARPAGE 1 DS=REPORT ,WFR02019,STEP520 /0000905
.REPORT NO: WFR1140R-H T A N F F E D E R A L R E P O R T
.SEQUENCE : AGENCY, PROGRAM 403B TRANSACTION SUMMARY OF TANF
            SUBPROGRAM, REASON FOR RPT PERIOD JUNE 20
.AGENCY: AFS
            AUTO
.PROG REASON SUSP SUSM CLOSE CLOSE DEATH DENY PEND NEW REOPEN
. 2 RE 103 583 493
. 2 RE 1
    
```

Printing Reports while Searching

- From the Report List Selection screen
 - Enter P in the Sel column while searching reports

```

CA View EXP ----- Report Selection List -----
Command ==>
Scroll ==> PAGE

Sel Report ID Description Arch Date Time Loc Lines Pages
WFR
WFR1140R-H 403B TRANSACTION SUMMARY 08/07/2017 10:15 PTAP 70 2
WFR3700X-A CASES WITH 2-PARENTS FAM 08/21/2017 09:31 PERM 11 1
WFR3700X-B CASES WITH 2-PARENTS FAM 08/21/2017 09:31 PERM 14 1
WFR3710X-B ST TANF CASES - WITH DUP 08/21/2017 09:31 PERM 84 2
WFR4140R-A TANF ACTIVE DATA TYPE ER 02/17/2012 15:00 PTAP 11 1
WFR4140R-B SUMMARY TANF ACTIVE DATA 02/17/2012 15:00 PTAP 9 1
WFR4150R-A TANF CLOSED DATA TYPE ER 02/17/2012 15:00 PTAP 11 1
WFR4150R-B SUMMARY TANF CLOSED DATA 02/17/2012 15:01 PTAP 9 1
WFR4150R-C SUMMARY TANF AGGREGATE D 02/17/2012 15:01 PTAP 0 1
    
```

Setting Print Attributes

(CA Deliver Reprint Attributes Screen)

- Configure your printer setup and report output
 - Banner - * suppresses printing a Banner page
 - Class – P (always set to P)
 - DEST - mainframe printer ID - HXXX
 - Writer field - leave blank

BANNER
CLASS
DEST
(Printer ID)

```

CA View EXP ----- CA Deliver Reprint Attributes -----
Command ==>
ID    ---> WFR114BR-H
Job   ---> WFR020NP   Jobid ---> J0806296

x----- Primary -----x
BANNER ==> *          BANNER ==>
CLASS  ==> P          CLASS  ==>
DEST   ==> HXXX      DEST   ==>
WRITER ==>           WRITER ==>
x-----x
    
```

Printing Pages or Records

(Options cannot be combined)

- Range of Pages
 - 1:15 prints the first 15 pages of the report
- Multiple Pages
 - 2 9 33 prints pages 2, 9, and 33
- Number of records
 - 45:75 prints records 45 to 75 of the report

Page Range →

```

Enter optional page/record range(s):
PAGE ==> 1:15
RECORD ==>
    
```

Multiple Pages →

```

Enter optional page/record range(s):
PAGE ==> 2 9 33
RECORD ==>
    
```

Records Range →

```

Enter optional page/record range(s):
PAGE ==>
RECORD ==> 45:75
    
```

Screen Functionality

- From any screen
 - Enter END in the Command Line to exit CA View
 - A *Program ended normally* message appears
 - If CA View times out, you might see a *Session Exceeded Longwait* message
 - An *Authorization failed* message means you might not have access to a report or branch, check with your manager for access.

```

CA View EXP -- Primary Selection for SYSZN.CVP6.DHSR -----
Command ==> END
EBCXMM03 Connected program ended normally
EBCXMC17 XMS SESSION EXCEEDED LONGWAIT=
Page Index Selection List ----- Authorization failed
Scroll ==> PAGE
    
```



Basic Troubleshooting Guide

Problem	Answer	Contact
Reports not appearing	Check Dist ID access	Manager to verify access
Authorization Failed message	You do not have permission to access this report or branch	Manager to verify access
Session Exceeded Longwait message	Automatically logged out, clear screen and log in again	N/A



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Q & A



Help and Contacts



- Primary source of assistance are your Managers (who approve access then Data Stewards and sub-administrators grant it)
- Service Desk can open tickets but unable to assist with access issues since security is linked to RACF ID
- All CA View Service Desk items go to Data Stewards

Acknowledgements

- All product names mentioned or logos shown in this document are the trademarks of their respective owners.
- This document is for internal use only.
- Thanks to all in the CA View Workgroup for their contributions



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