

## Report Selection List Screen

Filter reports by entering search criteria in each column (asterisk \* is a search wildcard)

<b>Selection</b>	Enter an <b>S</b> next to a report and press enter to browse.
<b>Report ID</b>	<p><b>Locate a specific Report ID</b> Enter an L with the <i>reportid</i> in the Command Line. The selected report now displays first and all other reports below it.</p> <p><b>Search with a partial Report ID (* = wildcard)</b> Use the first few letters of the report followed by an <b>asterisk</b> to display all reports that start with those letters. Example: Entering WCM* selects only reports that start with WCM. A list of all reports that start with those 3 letters appears.</p>
<b>Description</b>	Enter the first word of the report name followed by an <b>asterisk</b> and press enter. A list of reports that begin with that word will appear.
<b>Arch Date</b> (Archival)	Enter the desired <b>date</b> . A list of all reports for the date selected appears. The format is MM/DD/YYYY.
<b>Lines</b>	Lists the number of lines in the report (lines are equal to records)
<b>Pages</b>	List the number of pages in the report. Be sure to read this field before printing a report as some reports are very large
<b>Tips</b>	<p>If you want to select a specific report, you can add criteria such as Report ID, Description, and Arch Date to limit the number of reports to display.</p> <p>You can also begin to print a report by entering a P that displays the CA Deliver Reprint Attributes screen</p>

## Command Line items

Navigation and common commands

<b>END (F3)</b>	Returns to previous screen
<b>RETURN (F4)</b>	Returns you to the Primary Selection screen
<b>DOWN (F8)</b>	Scrolls toward the bottom of the data
<b>UP (F7)</b>	Scrolls toward the top of the data
<b>LEFT (F10)</b>	Scrolls toward the first column of the data
<b>RIGHT (F11)</b>	Scrolls towards the last column of data
<b>PRT or P</b>	Prints entire report displayed
<b>LOCATE – abbreviate as LOC or L</b>	Locates a report in the selection list <b>Note: Report Descriptions containing apostrophes (or single quotation mark)</b> An apostrophe (or single quotation mark) in a Report Description must be entered as a pair of single quotation marks. A non-paired single quotation mark ends the ID. For example, if the value is JIM'S REPORT it must be entered as 'JIM'S REPORT'.
<b>MODE</b>	If you have multiple Distribution (Dist) IDs, use this command to switch between them, such as MODE HWB1234.

## Command Line items (Cont.)

<b>SORT</b>	Sorts the selection list and displays reports based on field name and predetermined sequence; sort up to two (2) fields, such as SORT field1 field2.	
<b>Field Name</b>	<b>Predetermined Sort Sequence</b>	<b>Description</b>
<b>ACCESS ACCDATE</b>	Descending	Sort by last access date and time
<b>C CLASS</b>	Ascending	Sort by print class
<b>DATE ARCDATE</b>	Descending	Sort by archive date and time
<b>DESC</b>	Ascending	Sort by description
<b>DEST</b>	Ascending	Sort by print destination
<b>FORMS</b>	Ascending	Sort by print forms
<b>GEN</b>	Ascending	Sort by generation number
<b>ID REPORT</b>	Ascending	Sort by report identifier
<b>JOB JOBNAME</b>	Ascending	Sort by job name
<b>JOBID</b>	Ascending	Sort by job number
<b>LINES</b>	Ascending	Sort by number of lines
<b>LOC LOCATION</b>	Ascending	Sort by report location
<b>ORG ORIGIN</b>	Ascending	Sort by report origin
<b>PAGES</b>	Ascending	Sort by number of pages
<b>PRINT PRTDATE</b>	Descending	Sort by print date and time
<b>READER RDRDATE</b>	Descending	Sort by reader date and time
<b>TAPE TAPESEQ</b>	Ascending	Sort by tape sequence number
<b>USERFLD</b>	Ascending	Sort by user comments
<b>XCODE</b>	Ascending	Sort by exception code