

BUNDL QUICK KEYS

KEY COMMAND

F1	HELP	Displays on-screen field help
F3	END	Returns operator to the PREVIOUS screen
F4	MENU	Returns operator to the MAIN MENU
F5	RFIND	Repeats the last FIND command
F6	COL	Takes operator to View Options for Report screen
F7	UP	Displays previous screen page of report
F8	DOWN	Displays next screen page of report
F10	LEFT	Press to view far left of screen
F11	RIGHT	Press to view far right of screen

You may type the following in the Command field. The abbreviation is listed first.

T	TOP	Displays first page of report
B	BOTTOM	Displays last page of report
G	GOTO__	Will retrieve the page number specified. For example, G 15 will take you to page 15.
F	FIND____	Locates a particular string of characters (letters and/or numbers). If your string contains spaces, you must use quotes around it. For example, if you are looking for vendor ABC CO, your string would be: F 'ABC CO' To continue to search on the same information, type F and press ENTER (or press F5).

Helpful Hints:

- ▶ The commands **UP, DOWN, RIGHT, and LEFT** can be used with a number to navigate the lines and/or columns within a report.
- ▶ To find all occurrences of a string of characters use the command **F __ ALL.** (or **F '___' ALL**)
- ▶ To view reports from one of the ISIS applications, use the following searches in the Mailcode field:
ISC Contract Financial Management System (CFMS)
ISF Government Financial System (GFS)
ISP Advanced Government Purchasing System (AGPS)
- ▶ Online Help is available on almost every topic. Press the **F1** key to access or type **HELP** (or H) in the **Command** field and press ENTER.

PRINTING / RETRIEVING ARCHIVED REPORTS FROM BUNDL

1. Printing from Archived Reports

- ▶ Select **Archived Reports** (Option 2) from the BUNDL Main Menu.
- ▶ Perform search to display desired archived report on the Report Selection screen.
- ▶ Tab to the report line and type **S** (or P) and press ENTER.
- ▶ On Specify Reprint Parameters screen, tab to the **Output Type** field and change the V to a P.
- ▶ Press ENTER to submit the change.
- ▶ Press ENTER to confirm the change.
- ▶ You will be returned to the **Report Selection** screen.
- ▶ Your report will print on the DOA Mainframe printer and will be mailed to you.

2. Viewing an Archived Report in BUNDL

- ▶ Select **Archived Reports** (Option 2) from the BUNDL Main Menu.
- ▶ Perform search to display desired archived report on the **Report Selection** screen.
- ▶ Tab to the report line and type **S** (or P) and press ENTER.
- ▶ On the Specify Reprint Parameters screen, verify that the Output Type field is a **V**.
- ▶ Press ENTER.
- ▶ You will be returned to the **Report Selection** screen.
- ▶ Your report should be available in the Current Reports section after a job is run to retrieve these reports. This job is currently run at noon (Mon. - Sat.) and at night. You may view and/or print on your local printer or the mainframe printer from the Current Reports section.



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ISIS

State of Louisiana
Report Distribution System
BUNDL
QUICK REFERENCE

Your Name: _____

Your ISIS ID: _____

Internet Address:

<http://www.doa.louisiana.gov/ois>

ISIS Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730
(To reset the password for your userid because it was either revoked or you forgot it)

Training:

Please direct all requests for ongoing training to your Agency ISIS Liaison.

Name: _____

Phone: _____

BUNDL Sign On

1. Type **CI** at the DOA Logon Screen. Press ENTER. The CICS Signon Screen will be displayed.
2. Type **VIEW** for the TASK ID, Type your **ISIS USER ID** and **PASSWORD** and press ENTER.
3. The BUNDL Main Menu will be displayed.

BUNDL Sign Off

1. Press **F3** or type **END** in the **Command** field and press ENTER until you are returned to the BUNDL MAIN MENU screen.
2. Type an **X** and press ENTER.
3. Clear the screen, type **BYE** and press ENTER or type **ISIS** and press ENTER to toggle back to ISIS.

VIEWING A CURRENT REPORT

1. Type **1** in the **command** field of the Bundl Main Menu screen (to choose Current) and press ENTER.
2. Once the Current Reports Selection List is displayed, press ENTER to see a list of reports accessible by your Operator ID.

To search for a specific report, you may specify the run date of the report in the **Date** field (MM/DD/YY format) and/or the report name (or key words contained in the report title) in the **Description** field. To submit the search, press ENTER. Your search information will reduce the number of displayed reports.

3. Once you find your report, tab to the report, type an **S** or a **V** in the **Sel** field, and press ENTER to retrieve. Your report will be displayed. (To move within the report, see the BUNDL Quick Keys section.)

PRINTING A CURRENT REPORT

You may send print jobs to your local printer or the mainframe printer. You may also print from a list of reports or while you are viewing a report.

1. PRINT TO THE LOCAL PRINTER

- A. From the Current Report Selection List screen:
 - ▶ Tab to the report, type **P** in the **Sel** field, and press ENTER.
 - ▶ You will be on the Specify Printing Parameters screen. See below for additional information.
- B. From the displayed report:
 - ▶ In the **Command** field, type **PRINT** (space) and the **beginning: ending** page numbers to be printed. For example, the command **PRINT 1:5** prints pages 1 - 5 (or use **P 1:5** as an abbreviation). Press ENTER.
 - ▶ You will be on the Specify Printing Parameters screen. Change parameters as needed:

Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.

Sysout Class: Must be A

Destination/Node: Type your Remote Printer ID (e.g., U203) in this field. Leave the REMOTE ID field blank.

Note: Your printer must be defined to BUNDL.

Remote ID and Form: Leave blank.

Copies: ENTER the number of copies to print.

Banner Pages: No banner pages printed = **N**, Banner pages printed = **Y**.

Reformat Option:

- B** (Both) Reformatted columns and lines printed
- C** (Columns) Only reformatted columns printed
- L** (Lines) Only reformatted lines printed
- N** (None) Report will be printed in its original format

- ▶ Press ENTER. If changes made, press ENTER again. "Print complete" message will be displayed in the upper right corner.
- ▶ To exit Specify Printing Parameters screen without printing, press **F3** or type **END** in the COMMAND field. The previous screen will be displayed.

2. PRINT TO THE MAINFRAME PRINTER

- A. From the Current Report Selection List screen:
 - ▶ Tab to the report, type **Q** in the **Sel** field, and press ENTER.
 - ▶ You will be on the Specify Queued Printing Parameters screen. See below for additional information.
- B. From the displayed report:
 - ▶ In the **Command** field, type **QUE** (space) and the **beginning:ending** page number you wish printed. For example, the command **QUE 1:5** (or **Q 1:5**) will print pages 1 - 5. Press ENTER.
 - ▶ You will be on the Specify Queued Printing Parameters screen. Change parameters as needed.

Begin Page or End Page: Begin page = first page to be printed. End page = last page to be printed.

Device ID: Must be PR2.

Mode: STD - GFS standard landscape reports
PORT - GFS portrait reports
GT18 - GFS compressed print reports

Mailcode: Will default from the Report Selection screen, change if necessary.

Bundle: Must be 0091

Copies: Enter the number of copies you wish printed.

- ▶ Press ENTER. If changes made, press ENTER again. "Print scheduled" message will be displayed in the upper right corner.
- ▶ To exit Specify Queued Printing Parameters screen without printing, press **F3** or type **END** in the COMMAND field. You will be returned to the Current Report Selection List.

CUSTOM DISPLAY

BUNDL allows you to customize the way a report is displayed. When used correctly, you can hide unnecessary information, reducing the need to scroll right and left. The new format, once created, can be named and saved for use with future versions of the same report.

1. CREATE A CUSTOM DISPLAY

- A. Type **COL** in the **Command** field and press ENTER (or press F6).
- B. TAB to the **Display Columns/Display Lines - Begin/End** fields. Type the value for all columns and/or lines you wish to display. You may need to view your report and make notes from the counter at the top of the screen before this step.
- C. Type a **Y** in the **Show** and the **Find** fields.
- D. Type an **N** in the **Hold** field, indicating that you want these columns and lines to be scrollable. (Up to 4 different column & line parameter sets can be specified for a single display.)
- E. Complete other parameters as follows:
 - Column Separator:** Enter character to be used or leave blank
 - Ruler Line(s):** Top, Section or None
 - Profile ID:** Leave blank until you view the reformatted report and determine if it is acceptable.
 - Sysout Class:** Must equal **A**
 - Banner Pages:** No banner pages printed = **N**, Banner pages printed = **Y**.
 - Reformat Option:** Lines, Columns, Both or None
 - Line Numbers:** Yes or No
- F. Press ENTER and then **F3**. This allows you to view your resulting display before saving.
 - ▶ To modify-- Press **F6**, change any values and then press ENTER and **F3**.
 - ▶ To start over-- Type **RESET** in the COMMAND field and press ENTER to restore report to its original format.

2. SAVE AND RETRIEVE A CUSTOMIZED DISPLAY

- A. SAVE
 - ▶ Tab to the **Profile ID** field and assign this profile a letter (A - Z) or number (0 - 9).
 - ▶ Type **SAVE** in **Command** field and press ENTER. "PROFILE UPDATED" will display.
- B. RETRIEVE
 - ▶ Type **LOAD X** (X = Profile ID) in the **Command** field of the View Options for Report screen OR the report screen itself and press ENTER.
 - ▶ To see a list of profiles that have been stored, type **PROFILE** in the **Command** field and press ENTER.

3. DELETE A PROFILE

Type **DELETE X** (X = Profile ID) in the **Command** field of the View Options for Report screen OR the report screen itself and press ENTER.