Infor Distribution FACTS 7.8.0
Job Stream Users Guide

Contents

About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Job Stream Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of InforXtreme, as described in "Contacting Infor" on page 5.

For information about other FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.

Contacting Infor

If you have questions about Infor products, go to InforXtreme Online Support at http://www.inforxtreme.com.

If we update this document after the product release, we will post the new version on InforXtreme. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Job Stream Overview

Use the FACTS (FACTS) Job Stream System to set up a sequence of programs to automatically run in a series.

Job Stream is a fast, flexible timesaving module that enables you to run various reports, including end-of-period reports.

You can set up a job stream to include up to 99 reports and can let it run overnight without having to watch and start each report individually.

You can also set up as many job streams as needed in Job Stream Entry. Each job stream asks questions about each program. It also allows you, at the time you set up the job stream, to enter the inputs for each program. For example, if you want to run four customer lists in four different sort orders, you can enter the Customer List four times varying the inputs for each run.

When a job stream finishes, you can run a Results Print program to find out the status of how each job stream ran, the time each report took to print, if the system encountered an error, etc.

The job stream module also includes a Job Stream Listing, which prints what job stream programs were included, how the preliminary questions were answered for each program and how the inputs were set. Job streams can be entered, changed or deleted at any time.

Job Stream Work Flow

Use the FACTS (FACTS) Job Stream System to set up a sequence of programs to automatically run in a series. Job Stream is a fast, flexible timesaving module that enables you to run various reports, including end-of-period reports.

You can set up a job stream to include up to 99 reports and can let it run overnight without having to watch and start each report individually. You can set up as many job streams as needed in Job Stream Entry. Each job stream asks questions about each program. It also allows you, at the time you set up the job stream, to enter the inputs for each program. For example, if you want to run four customer lists in four different sort orders, you can enter the Customer List four times varying the inputs for each run. The Job Stream Entry screen consists of two sections. The upper portion of the screen is called the header portion where you enter general information such as job stream code, description and date last run. The lower section of the screen is called the line-item portion. This is where you enter each program that you want to run in the job stream as well as printing specifications, such as number of pages, number of copies, etc. A series of questions about the programs you are setting to run is presented in Job Stream Entry. Once you've answered these questions, proceed to the fields for each program.

Job Stream incorporates Report Templates. When setting up a Job Stream for a report that supports templates, you first need to setup and save the template by going directly to the report. Then when you enter the report program in Job Stream Entry, the template selection window will be presented, and you select the appropriate template. For reports

that do not yet support templates, you will enter the Job Stream according to the existing procedures.

Run the Job Stream Listing program to generate a list of entered job streams. Job Stream Listing output prints what job stream programs were included, how the preliminary questions were answered for each program and how the inputs were set. Job streams can be entered, changed or deleted at any time. Report information includes the following: job stream code, description, date last run, program name and description, answers to questions (optional), and fields. The total number of programs listed is also included.

Job streams are executed from the Job Stream Run program and results of those job streams are available by running the Job Stream Results Print program when a job stream finishes. You can run a Results Print program to find out the status of how each job stream ran, the time each report took to print, if the system encountered an error, etc. Report information includes the following: job stream code and description, date last run, each program name and description run within the job stream, date run, start time, number of copies completed, and the status of completion. The total number of completed programs listed is also included.

Job Stream Transaction Procedures

How to create and maintain records in the job stream file

1   Access this program by selecting Job Stream--> Job Stream Entry.

2   In the Job Stream field, enter an existing job stream code (up to 6 characters) or create a new one. For example, END may be the name of the job stream code you use to run the end-of-period reports. .

3   If you're creating a new code, enter a description for it in the field. The description can be up to 30 characters long. If you have selected an existing code, the description automatically displays.

4   After you complete the header section, press Enter (CR) to access the Job Stream Entry line-item section:

5   In the Program field, enter the program name. The entry must be a valid program in the program names file and the program must be compatible with the Job Stream system — that is, it must be a print, report or update program.

6   From the drop-down list enter the template to use for report programs. The system displays the Report Templates for Job Stream Entry screen so you can select a template.

7   In the Error-Continue field, enter indicate whether to continue with the rest of the job stream if an error occurs in this program during this job stream. Press Enter (CR) to default to unselected.

8   In the Error-Run field, indicate whether to run this program if an error occurs in a previous program of this job stream. Press Enter (CR) to default to unselected.

9   In the Printer section, the following fields are questions regarding the printer. Printer-Enter the printer number to use (up to 999). Press Enter (CR) to default to 0 - LP.

Special Form-Indicate whether the program prints to a special form (this is a memo field). Press Enter (CR) to default to unselected.

Paper Width-Enter the paper width in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 14 for standard green bar computer paper.

Paper Length-Enter the paper length in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 11.

Change Paper -Indicate whether you need to change the printer paper for this program. Press Enter (CR) to default to unselected. If you select this checkbox, the job stream will stop and wait for a RUN to begin the program after a paper change.

Number of Parts-Enter the number of parts paper i.e. thickness, to run on (1-99)(this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 1.

Number of Copies-Enter the number of copies to print (1-99). Press Enter (CR) to default to 1.

Estimated # pages-Enter the estimated number of pages needed to run this program (1-9999). This number helps you add up the estimated number of pages at the time the job stream is running (this is a memo field). Press Enter (CR) to default to 0.

Optional update-If there is an optional update following this print, enter S-to skip the update, R-to run the update or O-for operator selection, i.e., the user must enter whether to update at the time when the program is running. Press Enter (CR) to default to S.

10   Save your changes to the job stream header. You can also delete the entire job stream by selecting Delete at the top of the screen.

11   The rest of the options affect the line-item entry section, rather than an individual line.

Add a line. Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Enter A at the prompt. Press F2 to search for a program name.

Delete the job stream line. The job stream line may be deleted at any time. All line program records are removed. The screen is then cleared and the program returns to the job stream code field to await further entries.

Insert a line program.

Edit the highlighted job stream line Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Enter A at the prompt. Press F2 to search for a program name.

12 Press the Answer button to complete questions for the specified program. Enter the fields for the program specified as you normally would.

13 When you finish adding programs, press F3 to end entries. The following options can be accessed once you have created line items and ended entries.

14 You can select:

Change to changes answers for questions for the specified program.

Move to move the highlighted Job Stream line to a different location in the job stream run

The rest of the options affect the line-item entry section, rather than an individual line.

Add a line. Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Press F2 to search for a program name.

Delete the job stream line. The job stream line may be deleted at any time. All line program records are removed. The screen is then cleared and the program returns to the job stream code field to await further entries.

Insert a line program.

15   Edit the highlighted job stream line Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Press F2 to search for a program name.

16 When you have finished entering job stream information, press F4 or Done to exit the program.

How to run a job stream

1 Access this program by selecting Job Stream--> Job Stream Run.

2 In the Job Stream field, enter the code for the job stream you want to run. The entry must be a valid job stream name. A valid entry displays the job stream description. Also displayed is the form size and the number of pages needed to complete the job stream (estimated number of pages). Press F2 to a search.

3 At the command prompt in the lower portion of the screen the system displays the message: Results for this job stream are still on file. Remove them? (If there are no results on file for this job stream, this field is skipped.) Results are created during the Job Stream Run program and may either be removed by the optional update of the Job Stream Results Print program or at this field. Results must be removed in order to run a job stream. Enter N or Y to indicate whether to remove the results. Press Enter (CR) to default to N and return to field #1. Enter Y to remove records and continue.

4   In the Minutes To Begin field, enter the number of minutes to wait before beginning the job stream. Press Enter (CR) to default to zero minutes. Press F1 to enter the start date and time instead of the number of minutes to wait.

5   (Optional) If you pressed F1, the system displays additional fields:

Start Date: Enter the start date for the job stream. Press Enter (CR) to default to the system date.

Start Time: Enter the start time for the job stream. Press Enter (CR) to default to the system time.

6   Press Enter (CR) to run the job stream or F4 to backup.