

Using the Job Scheduling System

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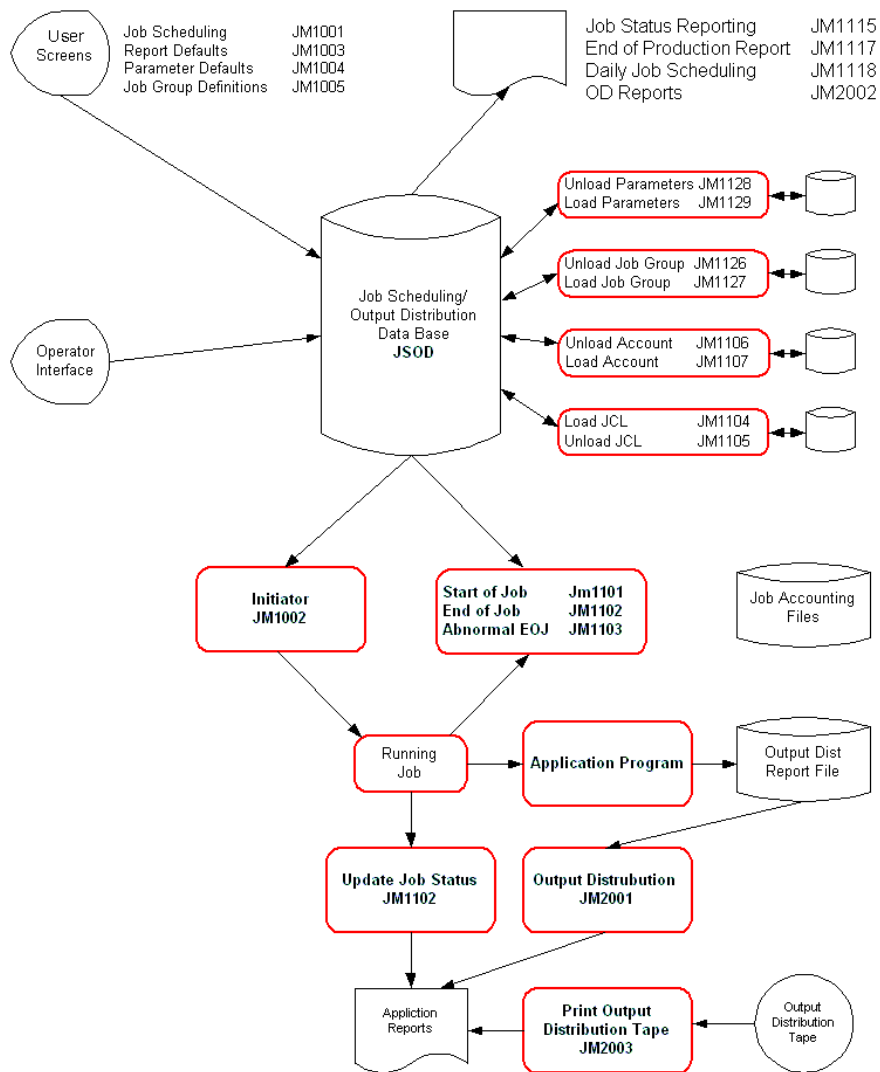
I. Job Scheduling System Overview

The Job Scheduling System is a component of the Production Management System, which allows the community and technical colleges and SBCTC-ITD to control all aspects of batch processing in a centralized and decentralized environment. Batch processing refers to programs that you schedule and which are processed without further user interaction. Batch processes run offline to update data produce reports; in contrast, application screens run online and update data interactively as you enter it.

The Job Scheduling System is the user interface for the batch processes associated with the administrative applications (FMS, PPMS, SMS, and Financial Aid). It consists of a series of online screens that allow you to:

- Schedule batch production processes (jobs and job groups).
- Modify various criteria related to jobs or job groups.
- Prioritize daily processing schedules.
- Establish default parameters for reports and processes.
- Define custom job groups.

See illustration of Job Scheduling System and other components of the Production Management System and how they relate to each other below.



Using the Job Scheduling System

Using the Job Scheduling System, you can:

- Schedule batch production processes through simple, menu-driven screens.
- Create and sequence standard and unique jobs and job groups. A job group contains all jobs and job groups required to complete a specific process, such as month-end accounting reports, quarterly grade processing, and so forth.
- Choose from a variety of options for specifying output devices, number of report copies, and special handling instructions.
- Take advantage of easy-to-use prompts to enter required parameters and report formats.
- Reduce data entry time by using an automatic schedule copying function.

The Job Scheduling System consists of a **series of screens** you use to schedule batch jobs and job groups and to maintain report and parameter defaults for frequently used jobs and job groups.

When you log on to the Job Scheduling System, the Main Menu lists the screens that are available. Unlike the administrative application systems (FMS, SMS, PPMS, and Financial Aid),

the menu in job scheduling cannot be changed through the Application Security process. On the Main Menu, the Scheduling Processes are options 1 through 4 and the Maintenance Processes are options 6 through 9.

Job Scheduling System Screens

The Job Scheduling System consists of the following screens:

- **Job Group Scheduling Screen** (Main Menu option 1)
Use the Job Group Scheduling Screen to schedule groups of jobs that must run in a certain sequence to produce the desired results. Some jobs can only run as part of a job group because they are dependent on another job processing before they can run. Most job groups are defined by SBCTC-ITD for routine processes such as month-end accounting, quarterly grades, and payroll processing. Colleges can create unique job groups for other groups of jobs that they normally run in sequence.

Comprehensive scheduling instructions are available for all jobs and job groups on the SBCTC-ITD web site. For each job, the scheduling instructions describe any special instructions, frequency, restrictions, execution time, completion status, dependencies, operator instructions, and selection criteria parameters that may exist for the job.

- **Job Scheduling Screen** (Main Menu option 2)
Use the Job Scheduling Screen to schedule individual, stand-alone jobs that are not part of a job group.
- **Job Schedule Inquiry Screen** (Main Menu option 3)
Use the Job Schedule Inquiry Screen to review all jobs that have been scheduled to run on a particular day. Use this screen to identify the current status of a job or job group or to identify the system-assigned transaction number of the job or job group if you need to change something that is already scheduled.
- **Job Prioritization Screen** (Main Menu option 4)
The scheduling manager at each college can use the Job Prioritization Screen to review all jobs scheduled by the various users. It allows the scheduling manager to change the execution time, process level, and priority of each of the jobs and job groups to make sure that the most critical jobs (such as payroll processing) complete. The scheduling manager can also change the order of jobs to produce the correct results for all application systems. For example, if there is a payroll being processed, the scheduling manager can change the daily accounting process to run after the payroll so the payroll transactions are included in that day's activity.

Normally, access to the Job Prioritization Screen is limited by a logon identification. Users who are logged on to the regular job scheduling process can only inquire (view) the Job Prioritization Screen.

- **'Send To' Printer Defaults (Main Menu option 6)**
You can use the 'Send To' Printer Defaults to establish a crosswalk between HP 3000 logical device numbers and a college-defined 'Send To' code. This code will be used to designate where report output will be printed. For example, for the logical device 800 (LDEV 800), which is a locally networked printer in the Business Office, you might assign the code BUS to LDEV 800. Then when scheduling a job to produce a report, you can enter BUS in the Send To field and it will print on the local printer.

- **Report Defaults Screen**
Use the Report Defaults Screen to assign default report options to a job or job group, including the output medium (for example, line printer, laser printer, microfiche) and the default number of copies to be produced on each output device. The default values are displayed each time the job or job group is scheduled. They can be overridden when you schedule a job or job group.
- **Parameter Default Screen**
Use the Parameter Default Screen to assign default parameter values to be used each time a particular job or job group is run. The default values are displayed each time the job or job group is scheduled. They can be overridden when you schedule a job or job group.
- **Job Group Definition Screen**
Use the Job Group Definition Screen to create unique job groups for your college that are in addition to the job groups provided by SBCTC-ITD. This can be helpful if your college frequently runs a series of jobs together, especially if the jobs are dependent on prior jobs completing.

II. Job Scheduling Screens

Main Menu Screen

Description

Use the Main Menu Screen to access the screens in the Job Scheduling System.

Using the Main Menu Screen

To access one of the job scheduling screens, in the Process field, type the option number for the screen you want and then press the Enter key.

Valid options on the Main Menu are 1 through 4 and 7 through 9. Option 5 is not available and option 6 is not being used.

Scheduling Job Groups - Introduction

Use the Job Group Scheduling Screen to schedule groups of related jobs in one step. Job groups are usually collections of jobs and other job groups that are typically run together. Most job groups are system-defined groups, but colleges can also define their own unique job groups.

Comprehensive scheduling instructions are available for all jobs and job groups on the SBCTC-IT Job Scheduling Index found on the SBCTC-ITD web site. For each job, the scheduling instructions describe any special instructions, frequency, restrictions, execution time, completion status, dependencies, operator instructions, and selection criteria parameters that may exist for the job.

To access the Job Group Scheduling Screen from the Main Menu Screen, in the Process field, type **1** (Schedule Job Groups) .

The Job Group Scheduling Screen is a four-part screen. Depending on the function selected, the various parts of the screen are displayed. The four parts of the screen are:

- [Part 1 - Job Group Scheduling Screen](#): Add a job group to the schedule and define run date, execution time, process level, and priority for the job group.
- [Part 2 - Job Group Selection](#): Select the optional jobs within the job group that you want to be included when the job group is run.
- [Part 3 - Report Selection](#): Define the report output medium and number of copies you want when the job group is run.
- [Part 4 - Job Group Parameters](#): Identify the selection parameters you want to use when the job group is run.

In addition, from Part 1 you can press List Groups (F6) to access the Job Group Menu, which is simply a list of all available job groups.

Part 1 - Job Group Scheduling Screen

Description

JM1001-003		JOB GROUP SCHEDULING SCREEN					
GROUP NUM :	██████████	TRANS NUM :	██████	RUN DATE :	STATUS :		
PRIORITY :	EXECUTION TIME :	:	:	PROCESS LEVEL :	FREQ :		
COLLEGE :	SEND TO :						
<small>MODE: F10 - ADD, F11 - CHANGE, F12 - INQUIRE, F13 - DELETE, F14 - LIST, F15 - HELP, F16 - MENU</small>							
REFRESH	ADD GROUP	CHANGE GROUP	INQUIRE GROUP	DELETE GROUP	LIST GROUPS	HELP	MENU

Use Part 1 of the Job Group Scheduling Screen to add a job group to the schedule or to enter the transaction number of a job group that is already scheduled in order to change, inquire (display), or delete it. Using this screen, you can also identify the date a job group is to run and the execution time, process level, and priority of the group in relation to other groups running the same day.

To access this screen, on the Job Scheduling Main Menu Screen in the Process field, type 1 (Schedule Job Groups).

Adding a Job Group

To add a job group to the job schedule, use the following steps:

1. In the Group Num field, type a valid job group number.
2. Press Add Group (F2). The Job Group Selection Screen (Part 2 of the Job Group Scheduling Screen) is displayed.
3. Type data in the Run Date, Priority, Execution Time, Process Level, Freq, and Send To fields.
4. Press the Enter key. The Report Selection Screen (Part 3 of the Job Group Scheduling Screen) is displayed.

Changing a Job Group

To change options for a scheduled job group, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number.
2. Press Change Group (F3). Part 1 of the Job Group Scheduling Screen is displayed with the data fields highlighted.
3. Type changes, as required, in the Run Date, Priority, Execution Time, Process Level, Freq, and Send To fields.
4. Press the Enter key. The Report Selection Screen (Part 3 of the Job Group Scheduling Screen) is displayed.

Displaying a Job Group

To display a scheduled job group, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number for the job group you want.
2. Press Inquire Group (F4). Part 1 of the Job Group Scheduling Screen is displayed; all fields are protected (display only).
3. To display the Report Selection Screen (Part 3 of the Job Group Scheduling Screen), press the Enter key. Part 3 (Report Selection) is displayed.

Deleting a Job Group

To delete a scheduled job group, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number for the job group you want to delete.
2. Press Delete Group (F5).
Part 1 of the Job Group Scheduling Screen is displayed with the data in the fields and the message "To complete Delete: Press Delete function key again" in the message window.
3. Press Delete (F5) again.
Part 1 of the Job Group Scheduling Screen is displayed with the data fields empty and the message "Delete Complete" in the message window.

Listing Job Groups

To list job groups, press List Groups (F6). The Job Group Menu is displayed, listing all available job groups.

Data Fields

- [Group Num](#)
- [Trans Num](#)
- [Run Date](#)
- [Status](#)
- [Priority](#)
- [Execution Time](#)
- [Process Level](#)
- [Freq](#)
- [College \(display only\)](#)
- [Send To](#)

Group Num (Job Group Number)

Definition	Key field. The process identification number of a job group, for example, FG001D.
Length	8 characters
Edits	Must be a valid job group number (system-defined or college-defined).

Trans Num (Transaction Number)

Definition	Key field. The system-generated transaction number assigned to a job or job group.
Length	6 digits

Run Date

Definition	The date a job or job group is scheduled to process. Only the current date or future dates are valid.
Length	6 digits
Format	MMDDYY

Status

Definition	Display only. A system-generated code indicating the processing status of a job or job group.	
Length	10 characters	
Values	Valid job statuses are:	
	REQUESTED	Job group is being added.
	ADDING	Job group is being scheduled.
	CHANGING	Job group is being changed.
	SCHEDULED	Job group is ready to process.
	STREAMED	Job group is picked up by the job initiator.
	ACTIVE	Job group is being processed.
	COMPLETED	Job group has completed processing.
	DELETED	Job group was deleted by the computer operator.
	FATAL	Job group did not complete normally. Dependent jobs will not be launched and the next process level will not be initiated.
	FLUSHED	Job was bypassed because a prior job did not complete normally or did not produce the necessary data for this job to complete.
	GROUPFAIL	Job did not complete normally. Dependent jobs within job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.
	JOBFAIL	Job did not complete normally. Dependent jobs will be launched and the next process level will be initiated.
	NODATA	Job completed normally but did not produce the data necessary for dependent jobs to complete. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level initiated.

Priority

Definition	A number indicating the order in which a job or job group should be processed within each process level (A-Z) and execution time (O, B, P, I). Priority number 01 indicates the highest priority and the first job or job group to be processed.
Length	2 digits

Execution Time

Definition	A code indicating the processing mode to which a job or job group is assigned.	
Length	1 character	
Values	O (online)	Morning or daytime processing; usually used during normal business hours and is dedicated to online access only. Enter the exact time in HH:MM format.
	B (batch/online)	Afternoon or evening processing; usually begins after the close of business and allows a combination of batch processing and online access.
	P (production)	Evening processing; does not allow online access and is dedicated to batch processing only.
	I (immediate)	Processes a job or job group immediately.

Process Level

Definition	A code indicating the level at which a job or job group will be processed relative to other jobs or groups. Process level A is the highest level and identifies the first job group to be processed. Leaving the field blank indicates the lowest level and identifies the last job group to be processed.	
Length	1 character	
Values	A through Z (alpha) and blank	

Freq (Copy Frequency)

Definition	A code identifying how often a job or job group should be automatically rescheduled. If a value is entered, the program automatically reschedules the job group at the specified frequency, beginning with the current run date and continues rescheduling the job group until the frequency value is changed or deleted. If left blank, the job group will not be rescheduled automatically.	
Length	1 character	
Values	D	Daily
	W	Weekly (allows you to schedule a job or job group to automatically run once on the same day every week)
	M	Monthly (allows you to schedule a job or job group to automatically run once on the same date every month. Note that, if you are using this option for the 31st of each month, you will need to adjust the date when scheduling for months with fewer days.)

College (College Account Code)

Definition	Display only. A code, preceded by the letter P , identifying a college or agency, for example, P070
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Length	8 characters
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Send To

Definition	A college-defined code identifying the location (logical device number) where reports are to be printed.
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Length	3 characters
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Part 2 – Job Group Selection

Description

<u>SEQ</u>		<u>SELECT</u>	<u>JOB/GROUP</u>	<u>TITLE</u>	<u>PRIOR</u>
	<u>IND.</u>				<u>SEQ</u>
01			SM5203J	STUDENT ENROLLMENT EXTRACT	00
02			SM6218J	*SETUP GRADE MARKING SHEETS	01
03			SM6103J	PRINT GRADE MARKING SHEETS	02
04			SM6124J	PRINT GRADE ENTRY FORM "A"	03
05			SM6125J	PRINT GRADE ENTRY FORM "B"	04
06			SM6104J	GRADE MARKING SHEET CHECK OF	05
07			SM5298J	*ENROLL EXTRACT FILE PURGE	06
08			SM6242J	BUILD CLASS/GR ROSTER XREF	07

REFRESH						HELP	MENU
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Use the Job Group Selection Screen to select the optional processes (jobs and job groups) that are to be included when the job group is run.

To access this screen from Part 1 of the Job Group Scheduling Screen, press Add Group (F2).

Selecting Optional Processes

To select optional processes within a job group, use the following steps:

1. In the Select Ind column, type an **X** for each optional job or job group that you want to be included when the job group is run.
2. Press the Enter key.
(If the list of processes is longer than one screen page, the next page of the list is displayed.)
Part 1 of the Job Group Scheduling Screen is redisplayed.
3. Write down the system-assigned Trans Num and continue with the steps for scheduling the job group.

Data Field List

- [Group Num \(Job Group Number\)](#)
- [Title \(Job Group Title\)](#)
- [Seq \(Sequence Number\)](#)
- [Select Ind \(Selection Indicator\)](#)
- [Job/Group \(Job/Group Number\)](#)
- [Title \(Job/Group Title\)](#)
- [Prior Seq \(Prior Sequence Number\)](#)

Group Num (Job Group Number)

Definition	Key field. The process identification number of the job group you are scheduling, for example, FG001D.
Length	8 characters
Edits	Must be a valid job group number (system-defined or user-defined).

Title (Job Group Title)

Definition	Display only. The descriptive name of the job group, for example, Daily Accounting Evening.
Length	30 characters

Seq (Sequence Number)

Definition	Display only. A system-generated number identifying the order in which a job or job group will be processed (within the job group being scheduled).
Length	2 digits

Select Ind (Selection Indicator)

Definition	A code indicating that a job within the job group is required.						
Length	1 character						
Values	<table><tr><td>R</td><td>Job is required and will automatically be run when the job group is scheduled. Those jobs marked as R when the screen is displayed cannot be changed.</td></tr><tr><td>X</td><td>To select an optional job in the job group, type an X or R in this field.</td></tr><tr><td>Blank</td><td>Optional job - not selected</td></tr></table>	R	Job is required and will automatically be run when the job group is scheduled. Those jobs marked as R when the screen is displayed cannot be changed.	X	To select an optional job in the job group, type an X or R in this field.	Blank	Optional job - not selected
R	Job is required and will automatically be run when the job group is scheduled. Those jobs marked as R when the screen is displayed cannot be changed.						
X	To select an optional job in the job group, type an X or R in this field.						
Blank	Optional job - not selected						

Job/Group (Job/Group Number)

Definition	Display only. The process identification number of each job or job group within the group being scheduled.
Length	8 characters

Title (Job/Group Title)

Definition	Display only. The descriptive title for each job or job group within the group being scheduled.
Length	30 characters

Prior Seq (Prior Sequence Number)

Definition	Display only. The sequence number of a job or job group that must be processed before this job or job group.
Length	2 digits

Report

Definition	Display only. A system-generated number for each report the job group produces.
Length	8 characters

LP (Line Printer Copies)

Definition	The number of report copies to be produced on the local line printer (impact printer).
Length	2 digits

MF (Microfiche Copies)

Definition	The number of report copies to be produced on microfiche.
Length	2 digits

PP (Page Printer Copies)

Definition	The number of report copies to be produced on the laser page printer.
Length	2 digits

D (Deferred Print Indicator)

Definition	A code indicating if report output is to be deferred to another device, for example, tape or disc.
Length	1 character
Values	Y Yes, defer output to another device. N No, do not defer output to another device.

Data Field List

Parameter

Definition	Display only. The name for an item of variable information associated with a job or job group. The parameter options are used by the job scheduling program when a job or job group is run to identify and extract the data you want.
Length	16 characters

Value

Definition	The options for the corresponding parameter. Refer to the Job Scheduling Instructions on the SBCTC-ITD web site for the parameters and their values for each job and job group in the Job Scheduling System.
Length	60 characters

Scheduling Jobs – Introduction

Use the Job Scheduling Screen to schedule stand-alone jobs. Stand-alone jobs are those that are not dependent on the completion of other jobs in order to run.

Comprehensive scheduling instructions are available for all jobs and job groups on the SBCTC-ITD web site. For each job, the scheduling instructions describe any special instructions, frequency, restrictions, execution time, completion status, dependencies, operator instructions, and selection criteria parameters that may exist for the job.

To access the Job Scheduling Screen from the Main Menu Screen, in the Process field, type **2** (Schedule Jobs).

The Job Scheduling Screen is a three-part screen. Depending on the function selected, the various parts of the screen are displayed. The three parts of the screen are:

- [Part 1 - Job Scheduling Screen](#): Add a job to the schedule and define run date, execution time, process level, and priority for the job.
- [Part 2 - Report Selection](#): Define the report output medium and number of copies you want when the job is run.
- [Part 3 - Job Parameters](#): Identify the selection parameters you want to use with the job is run.

In addition, from Part 1 you can press List Jobs (F6) to access the Job Menu, which is simply a list of all available jobs.

Part 1- Job Scheduling Screen

Description

JM1001-003		JOB SCHEDULING SCREEN			
JOB NUM :	██████	TRANS NUM :	██████	RUN DATE :	STATUS :
PRIORITY :	EXECUTION TIME :	:	PROCESS LEVEL :	FREQ :	
COLLEGE:	SEND TO:	PRIOR TRANS:	NEXT JOB NUM:		

REFRESH	ADD JOB	CHANGE JOB	INQUIRE JOB	DELETE JOB	LIST JOBS	HELP	MENU
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Use Part 1 of the Job Scheduling Screen to add a job number to the schedule or to enter the transaction number of a job that is already scheduled in order to change, inquire (display), or delete it. Using this screen, you can also identify the date a job is to run and the execution time, process level, and priority of the job in relation to other jobs running the same day.

To access this screen, on the Job Scheduling Main Menu Screen in the Process field, type **2** (Schedule Jobs).

Adding a Job

To add a job to the job schedule, use the following steps:

1. In the Job Num field, type a valid job number.
2. Press Add Job (F2).
Part 1 of the Job Scheduling Screen is redisplayed with the data fields highlighted.
3. Type data in the Run Date, Priority, Execution Time, Process Level, Freq, Send To, Prior Trans, and Next Job Num fields.
4. Press the Enter key.
The Report Selection Screen (Part 2 of the Job Scheduling Screen) is displayed.

Changing a Job

To change options for a scheduled job, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number.
2. Press Change Job (F3).
Part 1 of the Job Scheduling Screen is redisplayed with the data fields highlighted.
3. Type changes, as required, in the Run Date, Priority, Execution Time, Process Level, Freq, Send To, Prior Trans, and Next Job Num fields.
4. Press the Enter key.
5. The Report Selection Screen (Part 2 of the Job Scheduling Screen) is displayed.

Displaying a Job

To display a scheduled job, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number for the job you want.
2. Press Inquire Job (F4).
Part 1 of the Job Scheduling Screen is displayed; all fields are protected (display only).
3. To display the Report Selection Screen (Part 3 of the Job Scheduling Screen), press the Enter key.
The Report Selection Screen is displayed.

Deleting a Job

To delete a scheduled job, use the following steps:

1. In the Trans Num field, type the system-assigned transaction number for the job you want to delete.
2. Press Delete Job (F5).
Part 1 of the Job Scheduling Screen is displayed with the data in the fields and the message "To complete Delete: Press Delete function key again" in the message window.
3. Press Delete (F5) again.
Part 1 of the Job Scheduling Screen is displayed with the data fields empty and the message "Delete Complete" in the message window.

Listing Jobs

To list jobs, press List Jobs (F6). The Job Menu is displayed, listing all available jobs.

Data Fields

- [Job Num](#) (keyfield)
- [Trans Num](#) (keyfield)
- [Run Date](#)
- [Status](#) (display only)
- [Priority](#)
- [Execution Time](#)
- [Process Level](#)
- [Freq](#)
- [College \(display only\)](#)
- [Sent To](#)
- [Prior Trans](#)
- [Next Job Num](#)

Job Num (Job Number)

Definition	Key field. The process identification number of a job.
Length	8 characters
Edits	Must be a valid job number (system-defined or user-defined).

Trans Num (Transaction Number)

Definition	Key field. The system-generated transaction number assigned to a job or job group.
Length	6 digits

Run Date

Definition	The date a job or job group is scheduled to process. Only the current date or future dates are valid.
Length	6 digits
Format	MMDDYY

Status

Definition	Display only. A system-generated code indicating the processing status of a job or job group.	
Length	10 characters	
Values	Valid job statuses are:	
	REQUESTED	Job is being added.
	ADDING	Job is being scheduled.
	CHANGING	Job is being changed.
	SCHEDULED	Job is ready to process.
	STREAMED	Job is picked up by the job initiator.
	ACTIVE	Job is being processed.
	COMPLETED	Job has completed processing.
	DELETED	Job was deleted by the computer operator.
	FATAL	Job did not complete normally. Dependent jobs will not be launched and the next process level will not be initiated.
	FLUSHED	Job was bypassed because a prior job did not complete normally or did not produce the necessary data for this job to complete.
	GROUPFAIL	Job did not complete normally. Dependent jobs within a job group will be bypassed (FLUSHED). Dependent jobs outside a job group will be launched and the next process level will be initiated.
	JOBFAIL	Job did not complete normally. Dependent jobs will be launched and the next process level will be initiated.
	NODATA	Job completed normally but did not produce the data necessary for dependent jobs to complete. Dependent jobs within a job group will be bypassed (FLUSHED). Dependent jobs outside a job group will be launched and the next process level initiated.

Priority

Definition	A number indicating the order in which a job or job group should be processed within each process level (A-Z) and execution time (O, B, P, I). Priority number 01 indicates the highest priority and the first job or job group to be processed.
Length	2 digits

Execution Time

Definition	A code indicating the processing mode to which a job or job group is assigned.	
Length	1 character	
Values	O (online)	Morning or daytime processing; usually used during normal business hours and is dedicated to online access only. Enter the exact time in HH:MM format.
	B (batch/online)	Afternoon or evening processing; usually begins after the close of business and allows a combination of batch processing and online access.
	P (production)	Evening processing; does not allow online access and is dedicated to batch processing only.
	I (immediate)	Processes a job or job group immediately.

Process Level

Definition	A code indicating the level at which a job or job group will be processed relative to other jobs or groups. Process level A is the highest level and identifies the first job to be processed. Leaving the field blank indicates the lowest level and identifies the last job to be processed.	
Length	1 character	
Values	A through Z (alpha) and blank	

Freq (Copy Frequency)

Definition	A code identifying how often a job or job group should be automatically rescheduled. If a value is entered, the program automatically reschedules the job at the specified frequency, beginning with the current run date and continues rescheduling the job until the frequency value is changed or deleted. If left blank, the job will not be rescheduled automatically.	
Length	1 character	
Values	D	Daily
	W	Weekly (allows you to schedule a job or job group to automatically run once on the same day every week)
	M	Monthly (allows you to schedule a job or job group to automatically run once on the same date every month. Note that, if you are using this option for the 31st of each month, you will need to adjust the date when scheduling for months with fewer days.)

College (College Account Code)

Definition	Display only. A code, preceded by the letter P , identifying a college or agency, for example, P070
Length	8 characters

Send To

Definition	A college-defined code identifying the location (logical device number) where reports are to be printed.
Length	3 characters

Prior Trans (Prior Transaction Number)

Definition	<p>The transaction number of a job that must complete before the job being scheduled begins.</p> <p>Use this field and the Next Job Num field to link jobs together. To add a job after the current job, enter a job number in the Next Job Num field. Each time you enter the Next Job Num field and press the Enter key, the next record will be displayed with the Job Num already filled. The transaction number from the previous record will be displayed in the Prior Trans field.</p>
Length	6 digits

Next Job Num (Next Job Number)

Definition	<p>The number of a job that should be launched after the job being scheduled.</p> <p>Use this field to link jobs together. To add a job after the current job, enter a job number in the Next Job Num field. Each time you enter the Next Job Num field and press the Enter key, the next record will be displayed with the Job Num already filled. The transaction number from the previous record will be displayed in the Prior Trans field.</p>
Length	8 characters

Report (Report Number)

Definition	Display only. A system-generated number for each report the job group produces.
Length	8 characters

LP (Line Printer Copies)

Definition	The number of report copies to be produced on the local line printer (impact printer).
Length	2 digits

MF (Microfiche Copies)

Definition	The number of report copies to be produced on microfiche.
Length	2

PP (Page Printer Copies)

Definition	The number of report copies to be produced on the laser page printer.
Length	2 digits

D (Deferred Print Indicator)

Definition	A code indicating if report output is to be deferred to another device, for example, tape or disc.
Length	1 character
Values	Y Yes, defer output to another device. N No, do not defer output to another device.

Parameter

Definition	Display only. The name for an item of variable information associated with a job or job group. Parameter options are used by the job scheduling program when a job or job group is run to identify and extract the data you want.
Length	16 characters

Value

Definition	The options for the corresponding parameter. Refer to the Job Scheduling Instructions on the SBCTC-ITD web site for the parameters and their values for each job and job group in the Job Scheduling System.
Length	60 characters

Job Schedule Inquiry

Description

JM1001-001		JOB SCHEDULE INQUIRY					
SCHEDULED RUN DATE 080103							
SCHEDULED RUN DATE	JOB NUMBER	TRANS	GROUP NUMBER	TRANS	PRIOR TRANS	STATUS	ACTUAL RUN DATE
080103	SM9632J	015942			000000	COMPLETED	030801
080103	CR5200J	015943	PG300Q	501418	000000	COMPLETED	030801
080103	CR5202J	015947	PG920Q	501419	000000	COMPLETED	
080103	CR7200J	015980	PG401A	501426	000000	COMPLETED	030801
080103	CR7205J	015995	PG402A	501428	000000	COMPLETED	030801
080103	CR7227J	016000	PG931A	501429	000000	ADDING	
080103	CR5201J	015944	PG300Q	501418	015943	COMPLETED	
080103	CR5204J	015945	PG300Q	501418	015944	COMPLETED	
080103	CR5203J	015948	PG920Q	501419	015947	COMPLETED	
080103	CR5206J	015949	PG920Q	501419	015948	COMPLETED	
080103	CR5207J	015950	PG920Q	501419	015949	COMPLETED	
080103	CR5208J	015951	PG920Q	501419	015950	COMPLETED	030801
080103	CR5209J	015952	PG920Q	501419	015951	COMPLETED	
080103	CR7220J	015981	PG401A	501426	015980	COMPLETED	030801

REFRESH					NEXT	HELP	MENU
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Use the Job Schedule Inquiry Screen to display the jobs and job groups that are scheduled for a specific date. For each job and job group the following processing information is displayed: job

or job group number, job or job group transaction number, prior transaction number, status, and actual run date.

To access the Job Schedule Inquiry screen, on the Main Menu Screen in the Process field, type **3** (Inquire About Scheduled Jobs).

Using the Screen

To view the job and job group schedule for a particular date, use the following steps:

1. In the Scheduled Run Date field, type the date you want.
2. Press the Enter key.
The jobs and job groups that are scheduled for that date are displayed along with other processing information about each, such as the scheduling status (Completed, Flushed, and so forth).

Data Field List

- [Scheduled Run Date](#) (key field)
- [Scheduled Run Date](#) (display only)
- [Job Number](#) (display only)
- [Job Trans](#) (display only)
- [Group Number](#) (display only)
- [Group Trans](#) (display only)
- [Prior Trans](#) (display only)
- [Status](#) (display only)
- [Actual Run Date](#) (display only)

Scheduled Run Date

Definition	Key field. The job schedule date that you want to display.
Length	6 digits
Format	MMDDYY

Scheduled Run Date

Definition	Display only. The job schedule date displayed by the inquiry.
Length	6 digits

Job Number

Definition	Display only. The process identification number of a job, for example, GA1502J.
Length	8 characters

Job Trans (Job Transaction Number)

Definition	Display only. The system-generated transaction number assigned to a job.
-------------------	--

Length	6-digit
---------------	---------

Group Number (Job Group Number)

Definition	Display only. The process identification number of a job group, for example, FG001D.
Length	8 characters

Group Trans (Job Group Transaction Number)

Definition	Display only. The system-generated transaction number assigned to a job group.
Length	6 digits

Prior Trans (Prior Transaction Number)

Definition	Display only. The system-generated transaction number of the job or job group scheduled to process prior to this job.
Length	6 digits

Status

Definition	Display only. A system-generated code indicating the processing status of a job or job group.																							
Length	10 characters																							
Values	<table border="1"> <tr> <td>ADDING</td> <td>Job or job group is being scheduled.</td> </tr> <tr> <td>CHANGING</td> <td>Job or job group is being changed.</td> </tr> <tr> <td>SCHEDULED</td> <td>Job or job group is ready to process.</td> </tr> <tr> <td>STREAMED/ ACTIVE</td> <td>Job or job group is scheduled and being processed.</td> </tr> <tr> <td>COMPLETED</td> <td>Job or job group has completed processing.</td> </tr> <tr> <td>DELETED</td> <td>Job or job group was deleted by the computer operator.</td> </tr> <tr> <td>FATAL</td> <td>Job or job group did not complete normally. Dependent jobs will not be launched and the next process level will not be initiated.</td> </tr> <tr> <td>FLUSHED</td> <td>Job or job group was bypassed because a prior job did not complete normally or did not produce the necessary data for this job to complete.</td> </tr> <tr> <td>GROUPFAIL</td> <td>Job did not complete normally. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.</td> </tr> <tr> <td>JOBFAIL</td> <td>Job did not complete normally. Dependent jobs will be launched and the next process level will be initiated.</td> </tr> <tr> <td>NODATA</td> <td>Job completed normally but did not produce the data necessary for dependent jobs to complete. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.</td> </tr> </table>	ADDING	Job or job group is being scheduled.	CHANGING	Job or job group is being changed.	SCHEDULED	Job or job group is ready to process.	STREAMED/ ACTIVE	Job or job group is scheduled and being processed.	COMPLETED	Job or job group has completed processing.	DELETED	Job or job group was deleted by the computer operator.	FATAL	Job or job group did not complete normally. Dependent jobs will not be launched and the next process level will not be initiated.	FLUSHED	Job or job group was bypassed because a prior job did not complete normally or did not produce the necessary data for this job to complete.	GROUPFAIL	Job did not complete normally. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.	JOBFAIL	Job did not complete normally. Dependent jobs will be launched and the next process level will be initiated.	NODATA	Job completed normally but did not produce the data necessary for dependent jobs to complete. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.	
ADDING	Job or job group is being scheduled.																							
CHANGING	Job or job group is being changed.																							
SCHEDULED	Job or job group is ready to process.																							
STREAMED/ ACTIVE	Job or job group is scheduled and being processed.																							
COMPLETED	Job or job group has completed processing.																							
DELETED	Job or job group was deleted by the computer operator.																							
FATAL	Job or job group did not complete normally. Dependent jobs will not be launched and the next process level will not be initiated.																							
FLUSHED	Job or job group was bypassed because a prior job did not complete normally or did not produce the necessary data for this job to complete.																							
GROUPFAIL	Job did not complete normally. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.																							
JOBFAIL	Job did not complete normally. Dependent jobs will be launched and the next process level will be initiated.																							
NODATA	Job completed normally but did not produce the data necessary for dependent jobs to complete. Dependent jobs within the job group will be bypassed (FLUSHED). Dependent jobs outside the job group will be launched and the next process level will be initiated.																							

Actual Run Date

Definition	Display only. The date the job or job group actually processed.
Length	6 digits

Job Prioritization Screen

Description

JM1001-001		JOB PRIORITIZATION				
JOB NUM	RUN DATE	PRIORITY	PROCESS LEVEL	EXECUTION TIME	TRANS	PRIOR TRANS
CM5201J	041103	00		P	012851	000000
CR5802J	062703	00		I	014573	014572
CR5803J	062703	00		I	014574	014573
PS0109J	062703	00		I	014616	014614
PS0110J	062703	00		I	014617	014616
PS0120J	062703	00		I	014618	014617
PS0114J	062703	00		I	014619	014618
PS0500J	062703	00		I	014620	014619
PS0123J	062703	00		I	014623	014620
PS1145J	062703	00		I	014624	014618
PS1110J	062703	00		I	014625	014624
PS1115J	062703	00		I	014626	014625
PS1120J	062703	00		I	014627	014626
PS1150J	062703	00		I	014628	014627
PS1130J	062703	00		I	014629	014628
PS0230J	062703	00		I	014633	014629

Use the Job Prioritization Screen to change priorities, process levels, and execution times for jobs and job groups that are scheduled to process today. This screen allows an authorized person at your college to reprioritize jobs and job groups in accordance with your college's needs.

To access this screen, on the Job Scheduling Main Menu Screen in the Process field, type 4 (Prioritize Today's Schedule).

Note: Access to the Job Prioritization Screen is usually limited to one person at each college. It requires scheduling manager capability and requires a special logon. If an unauthorized person selects this screen, all fields are protected for display only.

Using the Screen

If you are authorized to access this screen, use the following steps to reprioritize the jobs and job groups that are displayed on the schedule:

1. Use the Priority, Process Level, and Execution Time fields to make the changes you want for the listed jobs and job groups.
2. To access the next page of scheduled jobs, press the Next (F6) key.
3. When you have finished making changes, press the Enter key.
The job and job group schedule for the current day will be updated.

Date Fields

- [Job Num](#) (display only)
- [Run Date](#) (display only)
- [Priority](#)
- [Process Level](#)
- [Execution Time](#)
- [Trans](#) (display only)
- [Prior Trans](#) (display only)

Job Num (Job Number)

Definition	Display only. The process identification number of a job, for example, GA1502J
Length	8 characters

Run Date

Definition	Display only. The date a job or job group is scheduled to process. Only the current date or future dates are valid.
Length	6 digits
Format	MMDDYY

Priority

Definition	A number indicating the order in which a job or job group should be processed within each process level (A-Z) and execution time (O, B, P, I). Priority number 01 indicates the highest priority and the first job or job group to be processed.
Length	2 digits

Process Level

Definition	A code indicating the level at which a job or job group will be processed relative to other jobs or groups. Process level A is the highest level and identifies the first job to be processed. Leaving the field blank indicates the lowest level and identifies the last job to be processed.
Length	1 character
Values	A through Z (alpha) and blank

Execution Time

Definition	A code indicating the processing mode to which a job or job group is assigned.								
Length	1 character								
Values	<table><tr><td>O (online)</td><td>Morning or daytime processing; usually used during normal business hours and is dedicated to online access only. Enter the exact time in HH:MM format.</td></tr><tr><td>B (batch/online)</td><td>Afternoon or evening processing; usually begins after the close of business and allows a combination of batch processing and online access.</td></tr><tr><td>P (production)</td><td>Evening processing; does not allow online access and is dedicated to batch processing only.</td></tr><tr><td>I (immediate)</td><td>Processes a job or job group immediately.</td></tr></table>	O (online)	Morning or daytime processing; usually used during normal business hours and is dedicated to online access only. Enter the exact time in HH:MM format.	B (batch/online)	Afternoon or evening processing; usually begins after the close of business and allows a combination of batch processing and online access.	P (production)	Evening processing; does not allow online access and is dedicated to batch processing only.	I (immediate)	Processes a job or job group immediately.
O (online)	Morning or daytime processing; usually used during normal business hours and is dedicated to online access only. Enter the exact time in HH:MM format.								
B (batch/online)	Afternoon or evening processing; usually begins after the close of business and allows a combination of batch processing and online access.								
P (production)	Evening processing; does not allow online access and is dedicated to batch processing only.								
I (immediate)	Processes a job or job group immediately.								

Trans (Transaction Number)

Definition	Display only. The system-generated transaction number assigned to a job or job group.
Length	6 digits

Prior Trans (Prior Transaction Number)

Definition	Display only. The transaction number of the job that must complete before the job being scheduled begins. Use this field to link jobs together. The transaction number of the current job is automatically assigned to the next job when the the Next Job Num is used.
Length	6 digits

Report Defaults Screen (JM1003)

Description

JM1003-002		<u>REPORT DEFAULTS SCREEN</u>				
<u>REPORT</u> :	██████████	COLLEGE :	SPDEV			
		TITLE :				
<u>LOCAL LINE PRINTER (LP)</u>						
NUMBER OF COPIES :		DEVICE :				
FORM :		ENV FILE :				
<u>MICROFICHE (MF)</u>						
NUMBER OF COPIES :						
<u>CENTRAL PAGE PRINTER (PP)</u>						
NUMBER OF COPIES :		FORMAT NUMBER :				
<u>MISCELLANEOUS</u>						
DEFERRED PRINT (Y/N) :		TRIM :	DECOLLATE :			
BURST :		TAPE :				
REPORT SIZE :		BLOCKING :	RECORD SIZE :			
REFRESH	ADD	CHANGE	INQUIRE	DELETE	HELP	MENU

Use the Report Defaults Screen to define standard information for all reports on the system including report format, output devices, and number of copies,

To access this screen, on the Job Scheduling Main Menu Screen in the Process field, type **7** (Maintain Report Formatting Defaults).

Maintaining Report Defaults

To add or change default information for standard reports, use the following steps:

1. In the Report field, type a report number.
2. Press the function key for the action you want: Add (F2), Change (F3).
3. Use the highlighted fields to enter options for report defaults.
4. Press the Enter key.
The initial Report Defaults Screen is redisplayed.

Data Field List

- [Report](#) (field key)
- [College](#) (display only)
- [Title](#)
- Local Line Printer (LP):
 - [Number of Copies](#)
 - [Device](#)
 - [Form](#)
 - [Env File](#)
- Microfiche (MF):
 - [Number of Copies](#)
- Central Page Printer (PP):
 - [Number of Copies](#)
 - [Format Number](#)
- [Deferred Print](#) (Y/N)
- [Trim](#)
- [Decollate](#)
- [Burst](#)
- [Tape](#)
- [Report Size](#) (display only)
- [Blocking](#) (display only)
- [Record Size](#) (display only)

Report (Report Number)

Definition	Key field. The system-assigned number of the report. Must be a valid report number.
Length	8 characters

College (College Account Code)

Definition	Display only. A code, preceded by the letter P , identifying a college or agency, for example, P070
Length	8 characters

Title (Report Title)

Definition	The system-generated report title.
Length	30 characters

Local Line Printer (LP): Number of Copies (Impact Printer Copies)

Definition	The number of report copies to be produced on the system impact printer.
Length	2 digits

LP: Device (Device Class)

Definition	A code identifying the hardware device class on which a report will be printed.
Length	2 characters
Value	The default is: LP System line (impact) printer

LP: Form (Form Number)

Definition	A number identifying a special form to be used when printing a report. An entry in this field indicates that the computer operator will be instructed to mount special forms before the report prints.
Length	8 characters
Edit	Must be a valid form number.

LP:Env File (Environment File)

Definition	The name of a file that is used with laser printers and when special carriage control is required on line printers. This field can only be used to enter a valid environment file, for example, LP602.HPENVSYS.
Length	26 characters

Microfiche (MF): Number of Copies

Definition	The number of report copies to be produced on microfiche.
Length	2 digits

Central Page Printer (PP: Number of Copies)

Definition	The number of report copies to be produced on the laser page printer.
Length	2 digits

PP:Format Number

Definition	A code indicating the placement of output format on the laser page printer.
Length	6 digits
Values	1: Simplex (1-up) 2: 2-up (2 on front) 3: Duplex (front and back) 4: 2-up duplex (2 on front and 2 on back) 11: Simplex (1-up) 12: 2-up (2 on front) with lines 13: Duplex (front and back) with lines 14: 2-up duplex (2 on front and 2 on back) with lines

Deferred Print Y/N (Deferred Print Indicator)

Definition	A code indicating if report output is to be deferred and printed later by the operator. This option is used for student transcripts and other reports requiring special forms.
Length	1 character
Values	Y Yes, defer printing until later. N No, do not defer printing.

Trim

Definition	A code indicating whether or not to trim the report output.
Length	1 character
Values	Y Yes, trim the report output. N No, do not trim the report output.

Decollate

Definition	A code indicating whether or not to decollate the report output.
Length	1 character
Values	Y Yes, decollate the report output. N No, do not decollate the report output.

Burst

Definition	A code indicating whether or not to burst the report output.
Length	1 character
Values	Y Yes, burst the report output. N No, do not burst the report output.

Tape (Tape Indicator)

Definition	A code indicating if the report is to be produced on tape. If so, the report will then be printed on a printer attached to a different processor. For example, student transcripts may be produced on a tape which is sent to SBCTC-ITD for printing on a high speed impact printer.
Length	1 character
Values	Y Yes, produce the report on tape. N No, do not produce the report on tape.

Report Size

Definition	Display only. The default report size.
Length	6 digits

Blocking

Definition	Display only. The default blocking size.
Length	6 digits

Record Size

Definition	Display only. The default record size.
Length	6 digits

Parameter Default Screen (JM1004)

Description

JM1004-001		<u>PARAMETER DEFAULT SCREEN</u>				
PARAMETER:	██████████	JOB / GROUP :	██████████	COLLEGE :	SPDEV	
DEFAULT VALUE :						
CHANGE INDICATOR:						
<hr/>						
REFRESH	ADD	CHANGE	INQUIRE	DELETE	HELP	MENU

Use the Parameter Default Screen to change the default values of the variable information (parameters) required by processes and reports in the Job Scheduling System. Parameter options determine how processes and reports are generated and which records are included on reports. Parameter defaults are the values that are automatically displayed on the job and job group scheduling screens for some parameters.

Most default values for job and job group parameters are established by SBCTC-ITD; however, you can establish new parameter default values for individual jobs or job groups.

If a default parameter value has been established for a job group, the same value will be used for all jobs that require that parameter within that job group only.

To access this screen, on the Job Scheduling Main Menu Screen in the Process field, type **8** (Maintain Parameter Defaults).

Changing Default Parameter Values

To change the parameter defaults for a job or job group, use the following steps:

1. In the Parameter field, type the name of a valid parameter, for example, **GA1200-BEG-DATE**
2. In the Job/Group field, type a valid job or job group number, for example, **FG001D**
3. Press the function key for the action you want: Add (F2), Change (F3), Inquire (F4), or Delete (F5).
4. In the Default Value field, type the value that you want to be the default.
For valid parameter entries of all jobs and job groups in the Job Scheduling System, refer to the Job Scheduling Instructions on the SBCTC-ITD web site.
5. Press the Enter key.
The new default value is saved and the initial Parameter Default Screen is redisplayed.

Data Field List

- [Parameter](#) (key field)
- [Job/Group](#) (key field)
- [College](#) (display only)
- [Default Value](#)

Parameter (Parameter Name)

Definition	Key field. The name for an item of variable information associated with a job or job group. Parameter options are used by the job scheduling program when a job or job group is run to identify and extract the data you want.
Length	16 characters
Edit	Must be a valid parameter name.

Job/Group (Job Number/Job Group Number)

Definition	Key field. The process identification number of a job (GA1502J) or job group (FG001D).
Length	8 characters
Edit	Must be a valid job or job group number.

College (College/Account)

Definition	Display only. A code, preceded by the letter P , identifying a college or agency, for example, P070
Length	8 characters

Default Value

Definition	The value or option that is usually used for this parameter in this job or job group. Refer to the Job Scheduling Instructions on the SBCTC-ITD web site for the parameters and their values for each job and job group in the Job Scheduling System.
Length	60 characters
Values	Must be a valid parameter value.

Data Field List

- [Job Group Number](#) (key field)
- [College](#) (display only)
- [Title](#)
- [Seq](#)
- [O/R](#)
- [Job/Group Number](#)
- [Prior Seq](#)

Job Group Number

Definition	Key field. A process identifier for the new job group. Job group numbers must be unique and cannot be duplicated.
Length	8 characters

College

Definition	Display only. A code, preceded by the letter P , identifying a college or agency, for example, P070
Length	8 characters

Title (Job Group Title)

Definition	The descriptive name for the new job group.
Length	28 characters

Seq (Sequence Number)

Definition	The sequence number for the order in which the each job or job group within the new job group will process.
Length	2 digits

O/R (Job Indicator)

Definition	A code indicating if each job or job group within the new job group is required or optional.
Length	1 character
Values	R Required O Optional

Job/Group Number (Job Number/Job Group Number)

Definition	The process identification number for a job or job group to be included in the new job group.
Length	8 characters
Edit	Must be a valid job or job group number.

Prior Seq (Prior Sequence)

Definition	The sequence number of the job or job group that must process prior to this job or job group.
Length	2 digits

III. Interface with Production Management System

The Job Scheduling System is the user portion of the Production Management System. It is integrated with the other modules of Production Management including:

Operator/Programmer Interface (OPI)

The Operator/Programmer Interface (OPI) is a set of commands and parameters that a computer operator uses to monitor and control daily batch processing. OPI enables the operator to rerun jobs, change job statuses, modify parameters, and make other changes to the jobs that are scheduled. It also provides for online control of the Job Initiator and is used to set the production mode. For more information, see *Operator Interface User Guide* (PDF).

Job Initiator

The Job Initiator is a program that automatically launches and monitors the scheduled jobs. It can execute several jobs concurrently while maintaining job group integrity, priority, and sequencing.

Output Distribution

The Output Distribution process provides the means of producing the report output on various printers and forms according to the data specified by the user on the job scheduling screens.

Job Scheduling/Output Distribution Utilities

The Job Scheduling/Output Distribution Utilities allow an application programmer or system manager to load and unload parameters, accounts, job groups, and job control language for each job.

Transporter

The Transporter system allows for data files and messages to be transferred between computers in a distributed computing environment. For complete information, see *Transporter Programmer/Operator Reference Manual* (PDF).

IV. Using Job Scheduling

Assigning Production Modes

Jobs and job groups (batch processes) are processed on the HP 3000 in one of four different production modes or queues. These are referred to as Execution Times on the job scheduling screens. Production modes are:

Online (O) Mode

Online refers to batch processing that is scheduled for the daytime during normal business hours, such as 8:00 a.m. through 5:00 p.m. Exact hours vary by college. During this time the HP 3000 is dedicated to handling online input from application users (FAS, FMS, PPMS, and SMS) and the number of batch jobs that can run is very limited.

Batch/Online (B) Mode

Batch/Online refers to batch processing that is scheduled for late afternoon and early evening hours, such as 5:00 p.m. through 8:00 p.m. This mode usually begins after the close of business. The HP 3000 can handle both batch and online processing; for example, most daily jobs for financials (FMS) and payroll (PPMS) run as batch/online while SMS is still available for online input by users for evening registration activity. Exact hours vary by college.

Production (P) Mode

Production refers to batch processing that is scheduled for late evening processing, such as, 8:00 p.m., and continues until all jobs complete. The HP 3000 is dedicated to batch processing exclusively and no online activity is allowed. Exact hours vary by college.

Computer operators monitor and control the production modes using various commands in the OPI (Operator/Programmer Interface) system.

Controlling the Sequence of Job

Sequencing Hierarchy

Using the data you enter in the fields on the job scheduling screens, the Job Initiator controls the sequence of jobs. The elements used in determining the sequence are the execution time (production mode), process level, and priority. The Job Initiator launches jobs in the following sequence:

1. **Execution Time.** The execution time controls when jobs will run but not the order in which they will run. Jobs scheduled for one execution time cannot run in a prior execution time, but they can run in the next execution time.

For example, jobs scheduled for batch/online (B) mode cannot run during online (O)

processing, and jobs scheduled for production (P) mode cannot run during batch/online (B) processing. However, jobs scheduled for batch/online (B) can run during production (P) processing, but they will execute in the order of their process level along with the jobs scheduled for production.

2. **Process Level.** All jobs scheduled within the same process level (regardless of their execution time) must complete before the jobs scheduled for the next process level begin. For example, jobs scheduled for process level **A** must complete before jobs scheduled for process level **B** begin.
3. **Priority.** The jobs scheduled within the same execution time with the highest priority (lowest number) will start before the jobs scheduled with the next highest priority. It is important to note that priority controls the order in which the jobs start and does not depend on the completion of prior jobs.

Job Group Dependencies

All jobs (and job groups) within a job group are assigned a chronological sequence number (Seq #). Some jobs (or job groups) within a job group may be dependent on prior jobs completing before they can run. These are noted by the prior sequence number (Prior Seq #). The sequence number of the job that must be completed first becomes the **prior** sequence number for a dependent job. For example, a job group contains six jobs that are assigned the sequence numbers 01, 02, 03, 04, 05, 06. Job 06 cannot run until job 02 has completed. Therefore, for job 06 the prior sequence number is 02.

SBCTC-ITD creates and maintains job groups that include job dependencies for common routine processing that impacts all the colleges. Colleges can create unique job groups for their own purposes by using the Job Group Definition Screen (JM1005).

Linking Jobs

The Job Scheduling Screen contains two fields you can use to link stand-alone jobs in sequence - the Prior Transaction Number field and the Next Job Number field. You can link jobs by assigning a prior transaction number (from a previously scheduled job), the next job number, or both on part 1 of the Job Scheduling Screen. If a prior transaction number is assigned to a job, the prior job must complete before the next job begins.

You should link jobs by prior transaction number only for stand-alone jobs. If you are linking job groups to job groups or jobs to job groups, it is best to control the sequence through the use of the process level field. If you routinely link certain jobs, it is best to create a job group and assign the prior sequence numbers.

Using Job Scheduling Instructions

Scheduling instructions are available for all jobs and job groups on the SBCTC-ITD Job Scheduling Index on the SBCTC web site. The scheduling instructions contain all the information and options that you need to schedule a job or job group.

The job scheduling documentation is updated as new jobs or job groups are implemented and whenever changes are made to existing jobs and job groups. As this information is critical to the processing of data in all application systems (FAS, FMS, PPMS, and SMS), it is important that you refer to the documentation each time you schedule a job or job group.

Job Group Scheduling Instruction Categories

The following table lists and describes the categories of information included in scheduling instructions for job groups. Some of the information is duplicated from the scheduling instructions for the individual jobs that are contained in the job group.

Categories	Description
Job Group Number Title Purpose and Description	The following information is included in this category: <ul style="list-style-type: none"> • Job group identification number, for example, FG001D • Title of the job group, for example, Daily Accounting • A brief description explaining the function performed by the job group.
Special Instructions	Any additional information that is required for the job group to run successfully.
Frequency	How often the job should run. The options are daily, weekly, monthly, and on request.
Operator Instructions	Additional information for the operator who is responsible for running the job group. Usual instructions concern mounting tapes or special forms.
Req/Opt	Indicates that a job within a job group is required (R) or optional (O).
Seq #	The order in which a job will be processed within the job group.
Prior Seq #	The sequence number of a job within a job group that must be processed before a job with the next sequence number can be processed.
Job Number	The process identification number of a job within a job group.

(Job) Description/Reports	The descriptive title of a job within a job group. If applicable, the job title is followed by an indented list of the reports generated by the job. Each report title is followed by the report identification number in parentheses.
Parameters	The options or choices for the job group that are available to users; instructions for selecting the values for individual parameters may also be included. All parameters from each job within the job group are included in the job group scheduling instructions.

Job Scheduling Instruction Categories

The following table lists and describes the categories of information included in scheduling instructions for individual jobs.

Categories	Description
Job Number Title Purpose	The following information is included in this category: <ul style="list-style-type: none"> • Job identification number, for example, GA1212J • Title of the job group, for example, GL Trans File CleanUp/Recov • A brief description explaining the function performed by the job.
Report	The ID number and title of any reports generated by the job.
Special Instructions	Any additional information that is required for the job to run successfully.
Frequency	How often the job should run. The options are daily, weekly, monthly, and on request.
Scheduling Restrictions	Any limitations that will affect the running of the job. Job Group Only is the most frequent notation.
Execution Time	The processing mode when the job can be run. The options are O (online), B (batch/online), P (production), and I (immediate).
Job Completion Status	The status code that should be used when the job fails to complete successfully.
Job Groups	Any job groups which include the job.
Job Dependency	A specific job that must complete before this job can successfully run; this task depends on the task accomplished by the specified job.
Operator Instructions	Additional information for the operator who is responsible for running the job. Usual instructions concern mounting tapes or special forms.

Estimated Run Time	An estimated range of hours and minutes that the job should take to complete. The actual run time depends on many factors, such as size of the college, other jobs running at the same time, complexity of the extract, and so forth.
Recovery/Restart	Information for computer operators on what action they should take if the job does not complete normally.
Parameters	The options or choices for the job that are available to users; instructions for selecting the values for individual parameters may also be included.

Scheduling Jobs and Job Groups in Advance

You can schedule jobs and job groups for any time in the future. You do not need to wait until the day a job is to run to add it to the schedule. A measure of reasonableness should be applied when scheduling in advance to avoid filling the database with unnecessary data. For example, you might want to avoid scheduling jobs for more than one month in the future.

You need keep track of the jobs you have scheduled for future dates. In the event that a change is made to one of the processes, you might be instructed to delete jobs scheduled for future dates and re-add them to the schedule. Changes that require deleting and rescheduling jobs include the following:

- Adding new parameters to a job
- Changing the way the program handles parameters
- Adding new jobs to job groups
- Changing the sequence of jobs within a group

Weekend Scheduling Recommendations for WTS, Integration Server, and WAOL

To ensure the availability of Web Transaction Server (WTS), Integration Server, and WAOL (Washington Online) Enrollment Counting, the SBCTC-ITD recommends the following guidelines when scheduling these processes:

Monday Through Friday Scheduling Recommendations

Job ID	Process	Execution Time	Freq	Process Level
ZX0700J	WTS	I (immediate)	D (daily)	
ZX6000J	Integration Server	I	D	
SM4232J	WAOL	I	D	
SM4236J	WAOL	I	D	
FG007D	Web Credit Card Payment	I	D	
ZX0730J	WTS Shutdown	P (production)	D	A
ZX6070J	Integration Server Shutdown	P	D	A
SM4233J	WAOL Shutdown	P	D	A
ZX0830J	Web Credit Card Payment Shutdown	P	D	A

Saturday Scheduling Recommendations

Job ID	Process	Execution Time	Freq
ZX0700J	WTS	I (immediate)	W (weekly)
ZX6000J	Integration Server	I	W
SM4242J	WAOL	I	W
SM4236J	WAOL	I	W
FG007D	Web Credit Card Payment	I	W

Note: Shutdown jobs are not required for the weekend Listeners. The daily jobs that launch on Monday know these are still running and will complete normally. Consequently, the weekend jobs will run until the Monday shutdown jobs execute.

If you have any questions or concerns, please call the SBCTC-ITD Customer Support Line at (425) 803-9721.

Reviewing Job Status

You should review the status of the previous day's jobs the first thing each morning on the Job Schedule Inquiry screen (JM1001). If any of your jobs have a status other than COMPLETED, you should investigate the cause and reschedule the job or job group if necessary.

V. Job Scheduling Reports

Introduction

Using the Production Management System (PMS), computer operations staff can produce reports that provide supporting information about the Job Scheduling System including:

- Daily job schedule reports
- Daily end-of-production reports that show processing details for jobs and job groups including when jobs started and completed
- Reports that contain backup and archival information about the JSOD database

Users of the administrative applications (FAS, FMS, PPMS, SMS) may never see these reports. However, they should be aware that the information is available. In the event a job does not complete normally, application users should contact the computer operations staff to review the schedule of jobs.

These job scheduling reports are usually produced by computer operations staff through the Operator/Program Interface (OPI) system. They can also be produced by using the Job Scheduling System screens.

Important note: Scheduling instructions for these reports are **not available** on the Job Documentation Index of the SBCTC-ITD web site.

Job Status Report (JM1115)

Wed, AUG 5, 2001, 4:41 PM		777 TEST COMMUNITY COLLEGE				PAGE: 2				
SCHEDULED RUN DAY: 06/19/01		JOB STATUS REPORT				REPORT: JM1115A				
ACCT: 6810						VER002				
JOB NUM	JOB TRANS NUM	GROUP NUM	GROUP TRANS NUM	EXEC DAILY PRI	TIME JOB STATUS	PRIOR TRANS	SEND TO	ELAPSED TIME	JOB END TIME	JOB END DATE
BA1121J	114185	FG011M	502011	A 00	B COMPLETED	114784		08:24	19:10:23	06/21/01
BM3201J	114180	FG011M	502011	A 00	B COMPLETED	000000		02:08:11	20:36:04	06/21/01
GA1304J	114119	FG011M	502011	A 00	B COMPLETED	000000		01:35:23	20:03:01	06/21/01
GA1305J	114781	FG011M	502071	A 00	B COMPLETED	000000		01:26:43	19:54:45	06/21/01
GA1306J	114182	FG011M	502011	A 00	B COMPLETED	114781		01:18:06	21:18:06	06/21/01
GA1301J	114783	FG011M	502011	A 00	B COMPLETED	114782		06:24	21:24:56	06/21/01
GA1308J	114184	FG011M	502011	A 00	B COMPLETED	000000		29:31	18:58:16	06/21/01

The Job Status Report provides the status of all the jobs in the job scheduling database (JSOD). It is sequenced in ascending order by Scheduled Run Day, Acct, Job Num, and Group Num.

This report is normally run prior to JSOD Database Clean (JM1119) for archival and backup purposes.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Job Scheduling Archive Report (JM1115B)

JOB		GROUP		EXEC		JOB		PRIORITY		ELAPSED		JOB END	
<u>JOB</u>	<u>TRANS</u>	<u>GROUP</u>	<u>GROUP</u>	<u>EXEC</u>	<u>JOB</u>	<u>PRIOR</u>	<u>SEND</u>	<u>ELAPSED</u>	<u>JOB END</u>	<u>JOB END</u>	<u>TIME</u>	<u>TIME</u>	<u>DATE</u>
<u>NUM</u>	<u>NUM</u>	<u>NUM</u>	<u>TRANS NUM</u>	<u>DAILY</u>	<u>PRI</u>	<u>TIME</u>	<u>STATUS</u>	<u>TRANS TO</u>	<u>TIME</u>	<u>TIME</u>	<u>TIME</u>	<u>DATE</u>	
GAL308J	114784	FG011M	502011		000000	B	00	A		502071			
		<u>PARAM NAME</u>		<u>VALUE</u>									
		ACCT		G810									
		BAL2903-SIZE		21100									
		LIB&ACCT		PLIB									
		SLEDG-SIZE		24000									
		BDGT-CHNG-OPT		Y									
		FYR		0102									
		INACTIVE-OPT		Y									
		YR-MO		0205									
		ZERO-BDGT-OPT		Y									
REPORT: GAL303 REPORT TITLE: ACCOUNT SUMMARY PURGE RPT STAT: REPORT SIZE: REC SIZE: BLOCK FACTOR: DFR PRINT: Y DEV CLASS: PP FORM MSG: ENVIRONMENT: LP602.HPENVSYS LASER FORMAT: 1 TRIM: N DEC: N BURST: N TAPE: N													
-----COPIES----- LOCAL(LP) MICROFICHE(MF) CENTRAL(PP)													
1													

This Job Scheduling Archive Report lists each job and report that is to be purged from the job scheduling database (JSOD). It lists job scheduling information taken from the JSOD database, such as parameter names (Parm Name) and values (Parm Value). The report also includes the output selections for each report produced.

This report is normally run prior to JSOD Database Clean (JM1119) for backup and archival purposes.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Scheduled Jobs Report (JM1115C)

WED, AUG 5, 2001, 4:41 PM										PAGE: 1			
SCHEDULED RUN DAY: 06/19/01										TEST COMMUNITY COLLEGE		REPORT: JM1115C	
										SCHEDULED JOBS		VER002	
ACCT: 6810													
<u>JOB</u>	<u>TRANS</u>	<u>GROUP</u>	<u>GROUP</u>			<u>EXEX</u>		<u>PRIOR</u>	<u>SEND</u>	<u>ELAPSED</u>	<u>JOB END</u>	<u>JOB END</u>	
<u>NUM</u>	<u>NUM</u>	<u>NUM</u>	<u>TRANS NUM</u>	<u>DAILY</u>	<u>PRI</u>	<u>TIME</u>	<u>JOB STATUS</u>	<u>TRANS</u>	<u>TO</u>	<u>TIME</u>	<u>TIME</u>	<u>DATE</u>	
BA1121J	114785	FG011M	502071		00	B	SCHEDULED	000000		02:08:24	19:10:23	06/21/87	
BM3201J	114780	FG011M	502071	A	00	B	SCHEDULED	000000	JOE	02:08:17	20:36:04	06/21/87	
GA1304J	114779	FG011M	502071	A	00	B	SCHEDULED	000000	JOE	01:35:23	20:03:01	06/21/87	
GA1305J	114781	FG011M	502071	A	00	B	SCHEDULED	000000	JOE	01:26:43	19:54:45	06/21/87	
GA1306J	114782	FG011M	502071	A	00	B	SCHEDULED	114781	JOE	01:18:06	21:18:06	06/21/87	
GA1307J	114783	FG011M	502071	A	00	B	SCHEDULED	114782	JOE	06:24	21:24:56	06/21/87	
GA1308J	114784	FG011M	502071	A	00	B	SCHEDULED	000000	JOE	29:37	18:58:16	06/21/87	

The Scheduled Jobs Report lists all jobs remaining in the JSOD database with a Job Status of SCHEDULED. It is sequenced in ascending order by Scheduled Run Day, Acc, Job Num, and Group Num.

This report is normally run prior to JSOD Database Clean (JM1119) for backup and archival purposes.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

End of Production Report (JM1117)

WED, AUG 5, 2001, 4:41 PM										TEST COMMUNITY COLLEGE					PAGE: 2		
SCHEDULE DATE: 06/19/01										END OF PRODUCTION REPORT					REPORT: JM1117		
ACCOUNT: 6810															VER002		
JOB NAME	JOB TRANS NUM	JOB GRP	GROUP TRANS NUM	PRIOR TRANS NUM	EXEC TIME	PRI	LVL	FREQ	STATUS	JOB #	REPORT	OD NUM	LP	MF	PP	START TIME	END TIME
GA1335J	114948	GA1335J	000000	000000	I	00	X		COMPLETED	J2234	GA1335	010735	01	00	00	14:16:12	14:46:01
BM2204J	114920	FG022M	502081	000000	B	00	C		COMPLETED	J1053						00:55:40	01:20:08
GA1304J	114923	FG011M	502082	000000	B	00	C		COMPLETED	J1054						00:55:44	01:30:46
Bt13201J	114924	FG011M	502082	000000	B	00	C		COMPLETED	J1055						00:55:49	01:52:25
GA1305J	114925	FG011M	502082	000000	B	00	C		COMPLETED	J755						00:56:15	02:06:28
GA1308J	114928	FG011M	502082	000000	B	00	C		COMPLETED	J1059	GA1308	010777	01	00	00	01:25:47	01:35:23
001311J	114956	BA1311J	000000	000000	B	00	C		COMPLETED	J6754	BA1311	010778	00	01	01	21:46:26	22:00:10
Bt12205J	114921	FG022M	502081	114920	B	00	C		COMPLETED	J1057	BM2205	010720	01	01	01	01:21:36	01:22:02
Bt12206J	114922	FG022M	502081	114921	B	00	C		COMPLETED	J1058						01:22:31	01:24:46
GA1306J	114926	FG011M	502082	114925	B	00	C		COMPLETED	J1061						02:06:54	02:57:05
GA1307J	114927	FG011M	502082	114926	B	00	C		COMPLETED	J1062						02:57:33	03:03:26
001121J	114929	FG011M	502082	114928	B	00	C		COMPLETED	J1060	BA1121					01:36:44	01:42:30
Pt11301J	114916	PM1301J	000000	000000	B	00	D		COMPLETED	J1063	PM1301					03:03:58	03:13:58
GA1401J	114917	GA1401J	000000	000000	B	00	D		COMPLETED	J1064						03:04:01	03:11:14
GA1410J	114918	GA1410J	000000	000000	B	00	E		COMPLETED	J1065						03:14:25	03:34:57
GA1300J	114919	GA1300J	000000	000000	B	00	H		COMPLETED	J1310						22:00:59	22:28:57
GA1402J	114956	FG032A	502086	000000	B	00	I		COMPLETED	J1311						22:29:36	22:43:18
BM2305J	114951	FG032A	502086	114956	B	00	I		COMPLETED	J1312						22:44:02	22:55:16
GA1403J	114958	FG032A	502086	114957	B	00	I		COMPLETED	J1913						21:27:40	21:32:45
GA1402J	114959	FG032A	502086	114958	B	00	I		COMPLETED	J1314						22:55:35	22:57:59
GA1404J	114960	FG032A	502086	114959	B	00	I		COMPLETED	J1315	GA1404					22:58:34	23:07:45

The End of Production Report lists the status of all jobs run for the selected date. Based on the input date (usually the current date), the report lists all jobs that were scheduled for that date. Most jobs will have a Status of COMPLETED. The report includes the following;

- Job scheduling information, such as group transaction number (Group Trans Num), execution time (Exe Time), priority (Pri), level (Lvl), and frequency (Freq).
- Report information, such as report number (Report), output distribution number (OD Num), and the number of copies to be produced for each output medium (LP, MF, PP).
- Starting and ending times for the job.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Job Schedule Report (JM1118A)

Wed, AUG 5, 2001, 4:41 PM										PAGE: 2					
SCHEDULE DATE: 06/19/01										JOB SCHEDULE		REPORT: JM1118A			
ACCT: G810										VER002					
JOB NAME	JOB TRANS NUM	JOB GRP	GROUP TRMS NUM	PRIOR TRMS NUM	EXEC TIME	PRI	LUL	FREQ	JOB #	INITIALS	REPORT	OD NUM	LP	MF	PP
G&1304J	114779	FG011M	502071	000000	B	00	A		()	()					
BM3201J	114780	FG011M	502071	000000	B	00	A		()	()					
G&1305J	114781	FG011M	502071	000000	B	00	A		()	()					
GR1308J	114784	FG011M	502071	000000	B	00	A		()	()	G&1308	010624	01	00	00
G&1306J	114782	FG011M	502071	114781	B	00	A		()	()					
G&1307J	114783	FG011M	502071	114782	B	00	A		()	()					
B&1121J	114785	FG011M	502071	114784	B	00	A		()	()	B&1121	010625	01	00	00

The Job Schedule Report lists the job scheduling information for the Schedul Date (usually the current date). It is also used by the computer operator to monitor processing.

This report is run before production mode is started for the evening to insure that job priorities, execution times, reports, and other job scheduling information is correct.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Job Schedule Parameters Report (JM1118B)

Wed, AUG 5, 2001, 4:41 PM										PAGE: 2			
SCHEDULED RUN DAY: 06/19/01										77 TEST COMMUNITY COLLEGE		REPORT: JM1118B	
ACCT: G810										JOB SCHEDULE PARAMETERS		VER002	
JOB NAME	JOB TRANS NUM	JOB GRP	GROUP TRMS NUM	PRIOR TRMS NUM	EXEC TIME	PRI	LUL	FREQ	PARM KEY				
G&1308J	114184	FG011M	502011	000000	B	00	A		502071				
		<u>PARM NAME</u>	<u>VALUE</u>										
		ACCT	G810										
		B&1290S-SIZE	21100										
		LIB&ACCT	PLIB										
		SLEDG-SIZE	24000										
		BDGT-CHNG-OPT	Y										
		FYR	0102										
		IN&ACTIVE-OPT	Y										
		YR-MO	0205										
		ZERO-BDGT-OPT	Y										

The Job Schedule Parameters Report lists detailed job scheduling information for the Schedule Date (usually the current date). Each job is listed individually followed by its report and job parameter information.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Data Distribution Check-Off List (JM1121)

WED, AUG 5, 2001, 4:41 PM		DATA DIST. CHECK-OFF LIST								PAGE: 2
SCHEDULE DAY: 010508										REPORT: JM1121
ACCOUNT: P010										VER003
SYSTEM: FMS										
<u>JOB NAME</u>	<u>JOB GRP</u>	<u>INITIALS</u>	<u>REPORT</u>	<u>OD NOM</u>	<u>LP</u>	<u>MF</u>	<u>PP</u>	<u>INITIALS</u>	<u>INITIALS</u>	<u>DATE SENT</u>
BA1208J	FG001D	()	BA1208	000405	00	00	00	()	()	
BA1290J	FG001D	()			00	01	01	()	()	
BM3105J	FG001D	()	BM3105	000401	01	00	00	()	()	
BM3108J	FG001D	()	BM3108	000407	01	00	00	()	()	
BM3109J	FG001D	()	BM3109	000406	01	00	01	()	()	
BM3110J	FG001D	()	BM3110	000408	01	00	00	()	()	
BM1200J	FG001D	()	GA1201	000403	01	01	01	()	()	
		()	GA1202	000404	01	00	00	()	()	
BM1204J	FG001D	()						()	()	
BM1205J	FG001D	()						()	()	
BM1205J	FG001D	()						()	()	
BM1206J	FG001D	()						()	()	
BM1211J	FG001D	()						()	()	
BM1212J	FG001D	()	GA1212	000402	01	00	00	()	()	
BM1501J	FG001D	()						()	()	
BM1502J	FG001D	()						()	()	
BM1503J	FG001D	()						()	()	
BM2200J	FG001D	()	MM2200	000409	01	00	00	()	()	
* TOTAL JOBS		17								
* TOTAL REPORTS:		9								

The Data Distribution Check-Off List shows all output for the Schedule Date. It includes:

- Report number
- Number of copies for each output medium (line printer, microfiche, or laser page print)
- Spaces for the output distribution staff to initial indicating that the reports were distributed

A page break is inserted when the administrative application changes, for example, at the end of FMS output list and before the PPMS output list.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Output Distribution Report - Tape Contents (JM2002A)

WED, AUG 5, 2001, 4:41 PM		77		TEST COMMUNITY COLLEGE		PAGE: 1	
PRODUCTION DAY: 06/19/01				OUTPUT DISTRIBUTION REPORT		REPORT: JM2002A	
				TAPE CONTENTS		VER002	
<u>REPORT</u>	<u>INTR-RPT</u>	<u>TAPE #</u>	<u>ACCOUNT</u>	CENTRAL PAGE PRINTER		MICROFICHE	
				<u>COPY</u>	<u>FORMAT</u>	<u>ORIG COPY</u>	
BM2102	038432	01	P040	N	N		
BM2205	038120	01	P040	N	N		
GA1308	038121	01	P040	N	N		
MM1109	038430	01	P040	N	N		
MM1109	038431	01	P040	N	N		

The Tape Contents Report lists output distribution information for each report sent to tape, such as:

- Tape #
- Account
- Central Page Printer Copy Format
- Microfiche Orig Copy

Product this report whenever an output distribution tape is created.

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.

Output Distribution Report -Reports Generated (JM2002B)

WED, AUG 5, 2001, 4:41 PM		77		TEST COMMUNITY COLLEGE				PAGE: 2		
PRODUCTION DAY: 06/19/01		OUTPUT DISTRIBUTION REPORT				REPORT: JM2002B		VER002		
								-----COPIES-----		
<u>ACCT</u>	<u>REPORT</u>	<u>INTR-RPT</u>	<u>JOB-NAME</u>	<u>INTR-NUM</u>	<u>TRIM</u>	<u>DEC</u>	<u>BURST</u>	<u>LOCAL (LP)</u>	<u>MF</u>	<u>CENTRAL (PP)</u>
P040	EM2102	038432	EM2102J	065951	N	N	N			
P040	EM2205	038120	EM2205J	065435	N	N	N			
P040	GA1308	038121	GA1308J	065442	N	N	N			
P040	MM1109	038430	MM1109J	065955	N	N	N			
P040	MM1109	038431	MM1109J	065956	N	N	N			

The Reports Generated report details information about all reports sent through output distribution, such as:

- Account
- Report number
- Job name
- Trim, decollating, and bursting options
- Number of copies produced for each output medium (LP, MF, PP)

This report is usually produced by computer operations staff using the Operator/Program Interface (OPI) system.