

ADMINISTRATION

To access a SpoolOrganizer/400 Menu, enter one of the following commands:

SPLADM	Administrator Main Menu
SPLOPR	Operator Main Menu
SPLUSR	User Main Menu

If **SPLADM** is entered the following screen should appear:

```
SpoolOrganizer/400 (TM)          9/30/97  08:58:32
Administrator Main Menu        04 01 0000  QSECOFR

      1. Define System           (SPLDEF)

      2. Control System Execution (SPLEEXEC)

      3. End User Functions      (SPLUSR)

      90. Sign off

Selection: _____ F3=Exit  F6=Messages  F10=Command Entry
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```

Option 1, Define System can be executed by the command **SPLDEF**.

Option 2, Control System Execution can be executed by the command **SPLEEXEC**.

Option 3, End User Functions can be executed by the command **SPLUSR**.

SPOOLORGANIZER/400™

Define System

SpoolOrganizer/400 (TM)		9/30/97	10:46:03
Define System Menu		04 01 0000	QSECOFR
1. Define Users	17. Define CSV Specifications		
2. Define Monitors	18. Define PDF Specifications		
3. Define Monitor Selection Criteria	19. Define HTML Specifications		
4. Check Selection Specs (CHKSELSPEC)	20. Define Encryption Specs		
5. Define Outq Distribution Table	21. Define MS Excel Specifications		
6. Define Archive/Purge Criteria	22. Define XL Style Specifications		
7. Define Tailoring Options			
8. Set Logical Views (SETSOLGL)			
9. Define Banner Page Specifications			
10. Define Attribute Change Specifications			
11. Define Heading Specifications			
12. Define Bundle Specifications			
13. Define Index Specifications			
14. Define E-Mail Specifications			
15. Define E-Mail Distribution Table			
16. Define File Cross References			
90. Sign off			
Selection:	F3=Exit	F6=Messages	F10=Command Entry
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Options 1 thru 19 are used to describe various components to SpoolOrganizer. The user must be a SpoolOrganizer Security Officer to perform these options. User profile QSECOFR can define users regardless of its SpoolOrganizer definition.

The above options have the following definitions:

1. Define Users

The Administrator defines users to SpoolOrganizer, their operating class (Security Officer, Operator, User), and their security access codes needed to access spool entries and Bundles. For more information, refer to Chapter 4, "Define Users".

2. Define Monitors

The Administrator can define Monitors, which will monitor outqs, process spool entries, and perform retrieval functions for the Bundle Manager. For more information, refer to Chapter 5, "Define Monitors".

ADMINISTRATION

3. Define Monitor Selection Criteria

The Administrator defines Selection Criteria, which are loaded by Monitors when they start. Selection criteria identifies certain spool entries to the Monitor and describes the special processing options the Monitor is to perform to them. For more information, refer to Chapter 6, "Define Selection Criteria".

4. Check Selection Specifications

This option executes the SpoolOrganizer/400 CHKSELSPEC command, a utility used to cross reference spool entry attributes against Monitor Selection Specifications. By selecting this option, the administrator can simulate the processing of a Monitor to determine if a spool entry is being processed according to the processing options of a previously defined Monitor Selection Specification, or the default processing options as defined for the Monitor. A report is generated (BSOCHKSPEC) which produces the results of the command. For more information, refer to Chapter 6, "Define Selection Criteria".

5. Define Outq Distribution Table

The Administrator uses the Outq Distribution Table to define lists of outqs. Monitors and Selection Criteria refer to these lists by name and can send a spool entry to every outq in the list. For more information, refer to Chapter 7, "Define Outq Distribution List".

6. Define Archive/Purge Criteria

Allows the Administrator to define a group of spool entries. Archive and Purge operations can refer to this group by name. For more information, refer to Chapter 8, "Define Archive/Purge Specifications".

7. Define Tailoring Options

Allows the Administrator to enter passwords, set various system options, and define SpoolOrganizer Logging options. For more information, refer to Chapter 9, "Define Tailoring Options".

8. Set Logical Views

This option allows the System Administrator to define the logical views for the Online Database, Archive, and Optical Catalog files used by SpoolOrganizer/400. For further information, refer to Chapter 9, "Set Database/Catalog Logical Views".

9. Define Banner Page Specifications

Allows the Administrator to specify options for creating Banner Pages. Monitors, Selection Criteria, and Bundles can refer to these specs by name to print customized Banner Pages around desired output. For more information, refer to Chapter 10, "Define Banner Page Specifications".

10. Define Attribute Change Specifications

Allows the Administrator to specify options for creating specifications to change certain spool entry attributes. Monitors, Selection Criteria, and Bundles can refer to these specs by name. For more information, refer to Chapter 11, "Define Attribute Change Specifications".

11. Define Heading Specifications

Allows the Administrator to specify options for creating Heading Specifications. Heading descriptions

SPOOLORGANIZER/400™

define the spool entry attributes that are shown to the user on the Spool Entry List display. The DSPOLE (Display Online Entries) command can refer to the descriptions by name. For more information, refer to Chapter 12, "Define Heading Specifications".

12. Define Bundle Specifications

Allows the Administrator to define Bundles and their entries. The Bundle Manager uses the Bundle descriptions to distribute desired reports to users. For more information, refer to Chapter 13, "Define Bundle Specifications".

13. Define Index Specifications

Allows the Administrator to define Index Specifications to be used by the Index Manager. For more information, refer to Chapter 14, "Define Index Specifications".

14. Define E-Mail Specifications

Allows the Administrator to define E-mail Specifications. E-Mail specs are used by Monitors and the Bundle Descriptions to describe attributes (to, from, etc.) of the sent message.

15. Define E-Mail Distribution Table

Allows the Administrator to define lists of E-mail recipients. An E-mail Distribution List name can be specified on E-mail Specifications.

16. Display File Cross References

Allows the Administrator to determine where a given Specification is used. For example all Monitors using Banner Page Spec XYZ can be listed.

17. Define CSV Specifications

Allows the Administrator to define Column Separated Values (CSV) Specifications. CSV Specs allow E-mail to be in sent in CSV format, which most PC Spreadsheet and Database applications can support.

18. Define PDF Specifications

Allows the Administrator to define PDF Specifications. PDF Specs allow E-mail to be sent in Adobe PDF format, which most can be read by Adobe Acrobat Reader.

19. Define HTML Specifications

Allows the Administrator to define HTML Specifications. HTML Specs allow files to be created in HTML format, which most can be read by web browsers.

20. Define Encryption Specifications

Allows the System Administrator to define Encryption Specifications, which are used by E-mail Specs to encrypt e-mail attachments.

21. Define MS Excel Specifications

Allows the Administrator to define Microsoft Excel Specifications. MS Excel Specs allow E-mail to be sent in XLSX format, which most can be read by Microsoft Excel spreadsheet readers.

ADMINISTRATION

22. Define Excel Style Specifications

Allows the System Administrator to define Style Specifications, which are used by MS Excel Specs to build e-mail attachments.

Control System Execution

Due to the number of options available, the Control System Execution Menu is divided into two screens. The first screen is displayed as follows:

```

                                SpoolOrganizer/400 (TM)          9/30/97   11:59:30
                                Control System Execution Menu    04 01 0000   QSECOFR

Monitor Selections:
  1. Start a Monitor          (STRSOMON)
  2.  End a Monitor          (ENDSOMON)
  3. Display Monitor Status (DSPSOMSTS)

Archive Selections:
 11. OutQ to Tape           (ARCOUQTQ)
 12. OutQ to Optical        (OPTOUTQ)
 13. Online DB to Tape      (ARCOLE)
 14. Online DB to Optical   (OPTOLE)
 15. ARCFIELD to Tape       (ARCARCFDTA)
 16. ARCFIELD to Optical    (OPTARCFDTA)

Display Archive Media Selections:
 21. Tape/ARCFIELD Entries  (DSPARCE)
 22. Optical Entries        (DSPOPTE)

Report Distribution Selections:
 41. Set Active Classes    (SETACTCLS)
 42. Start Bundle Manager (STRBDLMGR)
 43.  End Bundle Manager (ENDBDLMGR)
 44. Apply Bundle Changes (APYBDLCHG)
 45. Display Production Specifications

Indexing Selections:
 51. Start Index Manager   (STRIDXMGR)
 52.  End Index Manager   (ENDIDXMGR)
 53. Apply Index Changes   (APYIXSCHG)
 54. Display Production Specifications

Purge Selections:
 61. Online Database       (PUROLE)
 62. Archive Catalog       (PURARCCAT)
 63. Optical Catalog       (PUROPTCAT)
 64. SpoolOrganizer Log    (PURSOLOG)
                                More...

Selection: _____ F3=Exit F6=Messages F10=Command Entry
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```

All options available perform various operations tasks. The user must be defined to SpoolOrganizer as an Operator or Security Officer. The commands executed by the corresponding menu options are in parentheses. Commands can be placed in CL programs or submitted to batch.

The options have the following definitions:

Monitor Selections

1. Start a Monitor

SPOOLORGANIZER/400™

Starts the Monitor task. For more information, refer to Chapter 15, "Monitor Selections".

2. End a Monitor

Ends the Monitor Task. For more information, refer to Chapter 15, "Monitor Selections".

3. Display Monitor Status

Displays the current status of defined Monitors. Various options and function keys are provided to allow the user to dynamically change the current status of the selected Monitor(s). For more information, refer to Chapter 15, "Monitor Selections".

Archive Selections

11. Outq to Tape

Allows the operator to extract spool entries from an outq and write the entries to tape or an ARCFILE. Archived spool entries can be optionally written to the Archive Catalog. For more information, refer to Chapter 16, "Archive Outq to Tape/Optical" and Chapter 17, "Archive Online Database to Tape/Optical".

12. Outq to Optical

Allows the operator to extract Spool Entries from an outq and write the entries to an Optical Disk or ARCFILE. Archived Spool Entries can be optionally be written to the Optical Catalog. For more information, refer to Chapter 16, "Archive Outq to Tape/Optical" and Chapter 17, "Archive Online Database to Tape/Optical".

13. Online Database to Tape

Allows the operator to extract spool entries from the Online Database and write the entries to tape or an ARCFILE. Archived spool entries can be optionally deleted and/or written to the Archive Catalog. For more information, refer to Chapter 17, "Archive Online Database to Tape/Optical".

14. Online Database to Optical

Allows the operator to extract Spool Entries from the Online Database and write the entries to an Optical Disk or an ARCFILE. Archived Spool Entries can be optionally deleted and or written to the Optical Catalog. For more information, refer to Chapter 17, "Archive Online Database to Tape/Optical".

15. ARCFILE to Tape

Allows the operator to move the contents of an ARCFILE to Tape. An ARCFILE is a file on disk that is supported by the ARCOLE command. For more information, refer to Chapter 17, "Archive Online Database to Tape/Optical".

16. ARCFILE to Optical

Allows the Operator to move the contents of an ARCFILE to an Optical Disk. An ARCFILE is a file on disk that is supported by the OPTOLE command. For more information, refer to Chapter 17, "Archive Online Database to Tape/Optical".

ADMINISTRATION

Display Archive Media Selections

21. Tape/ARCFILE Entries

Allows the operator to display the spool entries archived on a Tape or an ARCFILE via the ARCOLE or ARCOUQ commands. The operator can select options to display the spool entry data, print the spool entry, move it back to the Online Database, or display its attributes. For more information, refer to Chapter 18, "Display/Restore Archive Media Selections".

22. Optical Entries

Allows the operator to display the spool entries archived on an Optical Disk via the OPTOLE or OPTOUQ commands. The operator can select options to display the spool entry data, print the spool entry, move it back to the Online Database, or display its attributes. For more information, refer to Chapter 18, "Display/Restore Archive Media Selections".

Report Distribution (Bundling) Selections

41. Set Active Classes

Allows the operator to specify the Active Classes that control which Bundle/Bundle Entry(s) are processed by the Bundle Manager. For more information, refer to Chapter 20, "Control the Bundle Manager".

Note: If an update operation is planned, the Bundle Manager and all Monitors that perform bundling functions cannot be active when this option/command is executed.

42. Start Bundle Manager

Allows the operator to start the Bundle Manager. For more information, refer to Chapter 20, "Control the Bundle Manager".

43. End Bundle Manager

Allows the operator to end the Bundle Manager. For more information, refer to Chapter 20, "Control the Bundle Manager".

44. Apply Bundle Changes

Applies the Administrative copy of the Bundle Specifications to the Production copy. The Administrative copy is maintained by using option 12, from the Define System Menu. The Bundle Manager uses the Production copy. For more information, refer to Chapter 20, "Control the Bundle Manager".

45. Display Production Specifications

Displays the Production copy of the Bundle Specifications. For more information, refer to Chapter 20, "Control the Bundle Manager".

SPOOLORGANIZER/400™

Indexing Selections

51. Start Index Manager

Allows the operator to start the Index Manager. For more information, refer to Chapter 21, "Control the Index Manager".

52. End Index Manager

Allows the operator to end the Index Manager. For more information, refer to Chapter 21, "Control the Index Manager".

53. Apply Index Changes

Applies the Administrative copy of the Index Specifications to the Production copy. The Administrative copy is maintained by using option 13, from the Define System Menu. The Index Manager uses the production copy. For more information, refer to Chapter 21, "Control the Index Manager".

54. Display Production Specifications

Displays the Production copy of the Index Specifications. For more information, refer to Chapter 21, "Control the Index Manager".

Purge Selections

61. Online Database

Allows the operator to delete spool entries from the Online Database. For more information, refer to Chapter 19, "Purge Selections".

62. Archive Catalog

Allows the operator to delete entries from the Archive Catalog. The Archive Catalog contains an entry for each spool entry archived to tape (and designated to be tracked in the Archive Catalog) using the ARCOLE or ARCOUQ commands. For more information, refer to Chapter 19, "Purge Selections".

63. Optical Catalog

Allows the operator to delete entries from the Optical Catalog. The Optical Catalog contains an entry for each spool entry archived to Optical Disk (and designated to be tracked in the Optical Catalog) using the OPTOLE and OPTOUTQ command. For more information, refer to Chapter 19, "Purge Selections".

64. SpoolOrganizer Log

Allow the operator to remove selected records from the SpoolOrganizer/400 Log. Purged records are dependent upon the parameters specified for the command. For further information, refer to Chapter 19, "Purge Selections".

ADMINISTRATION

By pressing the Page Down key, the following screen will be displayed:

```
SpoolOrganizer/400 (TM)          9/30/97   15:07:01
Control System Execution Menu    04 01 0000 QSECOFR

Restore Archive Media Selections:
31. Tape/ARCFILE Entries      (RSTARCE)
32. Tape/Archive to OLDB      (RSTOLDB)

Miscellaneous Selections:
71. Create Microfiche Tape      (FCHOUTQ)
72. Verify Online Database      (VEROLE)
73. Display SpoolOrganizer/400 Log (DSPSOLOG)

E-Mail and E-Commerce Selections:
81. Purge Sent E-Mail Messages  (PURSNTML)
82. Move Outq to IFS Directory   (DIROUTQ)
83. Move Sple to IFS Directory   (DIRSPLE)

90. Sign off

Bottom

Selection: _____ F3=Exit F6=Messages F10=Command Entry
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Restore Archive Media Selections

31. Tape/ARCFILE Entries

Allows the operator to restore spool entries archived to tape or an ARCFILE. Restored spool entries are dependent upon the parameters specified for the command. For more information, refer to Chapter 18, "Display/Restore Archive Media Selections".

32. Tape/ARCFILE to OLDB

Allows the operator to move spool entries archived to tape or an ARCFILE to the Online Database. For more information, refer to Chapter 18, "Display/Restore Archive Media Selections".

Miscellaneous Selections

71. Create Microfiche Tape

Allows the operator to write each spool entry contained in an outq to tape. The files written to tape can be read by a microfiche company. For more information, refer to Chapter 22, "Creating a Microfiche

SPOOLORGANIZER/400™

Tape".

72. Verify Online Database

Allows the operator to check the internal files that make up the Online Database and Bundles. The operator can check only, or check and correct data. For more information, refer to Chapter 23, "Verify Online Database".

73. Display SpoolOrganizer/400 Log

Allows the operator to display selected records in the SpoolOrganizer/400 Log. For further information refer to Chapter 30, "Display SpoolOrganizer Log".

E-Mail and E-Commerce Selections

81. Purge Sent E-Mail Messages

Allows the operator to remove sent messages from the Sent E-Mail Log. The operator can specify from/to dates, and to clear all or just expired entries. For more information, refer to Chapter 34, "Display/Purge the Sent Mail Log".

82. Move Outq to IFS Directory

Executes the **DIROUTQ** command, which moves the contents of one or more outq into an IFS directory. Internet users can access the directory. Formats supported are text, HTML, Adobe PDF, MS Excel and CSV. For more information, refer to Chapter 38, "IFS Directory Commands".

83. Move Sple to IFS Directory

Executes the **DIRSPLE** command, which moves a single spool entry into an IFS directory. Internet users can access the directory. Formats supported are text, HTML, Adobe PDF, MS Excel and CSV. For more information, refer to Chapter 38, "IFS Directory Commands".

90. Sign off

Issues the IBM SIGNOFF command.

End User Functions

ADMINISTRATION

```
SpoolOrganizer/400 (TM)          9/30/97  14:42:14
User Main Menu                   04 01 0000  QSECOFR

1. Display Online Spool Entries  (DSPOLE)
2. Search Spool Entries for Text
3. Print Spool Entries           (PRTOLE)
4. Work with Active Bundles     (WRKACTBDL)
5. Display Index Entries        (DSPIDX)
6. Display Sent E-Mail Log      (DSPSNTML)
7. E-Mail a spool entry         (EMLSPLE)

90. Sign off

Selection: _____ F3=Exit F6=Messages
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```

Options 1 thru 7 perform tasks that end users will want to perform. The user must be defined to SpoolOrganizer to execute a task.

The above options have the following definitions:

1. Display Online Spool Entries

Allows the user to search the Online Database, Archive Catalog and Optical Catalog for spool entries. If authorized the user can display, print, change, and/or delete entries. For more information, refer to Chapter 24, "Search for Spool Entries".

2. Search Spool Entries for Text

Allows the user to search spool entries in the Online Database, Archive Catalog and Optical Catalog for a text String. A report is generated showing all occurrences of the search string in the searched spool entries. For more information, refer to Chapter 25, "Search Spool Entries for Text".

3. Print Spool Entries

Allows the user to print a group of spool entries in the Online Database. For more information, refer to Chapter 26, "Print Spool Entries".

4. Work with Active Bundles

Allows the user to display Bundles. For more information, refer to Chapter 27, "Work with Active Bundles".

5. Display Index Entries

Allow the user to query Indexes. For more information, refer to Chapter 28, "Display Index Entries".

6. Display Sent E-Mail Log

SPOOLORGANIZER/400™

Allows the operator to search and display sent messages in the Sent E-Mail Log. The operator can specify from/to dates, and other attributes of the message to narrow down the search. Once located, the message can be displayed, resent, or deleted. For more information, refer to Chapter 34, "Display/Purge the Sent Mail Log".

7. E-Mail a spool entry

Allows the user to send spool entries via E-Mail to Internet users. For example a report can be sent to jim@aol.com. For more information, refer to Chapter 35, "E-Mail a Spool Entry".

90. Signoff

Issues the IBM SIGNOFF command.