DEFINE HEADING SPECIFICATIONS

The administrator can specify the attributes that display on the spool entry list screen for each user by defining a Heading Specification. Up to 10 screens can be defined for each spec. Each time the user presses **F11** (view) on the spool entry list screen, the next screen's format will be displayed. Pressing **F11** on the last defined screen will cause the first to display. The user gives each specification a unique name, which is referred to on the **DSPOLE** command and the Search screen.

To define a Heading Description, select "Define Heading Specs" from the "Define System Menu". Press **F6** to add and enter a unique name. The following screen will appear:

```
                        SpoolOrganizer/400          ADD        3/12/94
                     Define Heading Descriptions                8:15:21
     Name: HDG1


     2=Change   5=Display


     Opt  A/D  Seq  Heading
      _        D    10
      _        D    20
      _        D    30
      _        D    40
      _        D    50
      _        D    60
      _        D    70
      _        D    80
      _        D    90
      _        D   100
             Descriptive Text: _____
 F3=Exit    F6=Save    F12=Cancel Current Operation
```

Opt Field
Specify 2 to change the screen, 5 to display the screen.

A/D (Active/Deleted) Field
Enter A to activate a line, D to delete it. To add a new line, place a '2' in the option field and place an 'A' in the A/D field and press enter.

Heading Field
Displays the Heading the user will see when using this Heading Specification.

Text Field
Enter up to 30 characters of descriptive text.

SPOOLORGANIZER/400™

F3=Exit

Exits without saving any changes made to the specification.

F6=Save and Exit

Saves the Specification and returns.

Each row represents a screen the user will see when using this specification to display a list of spool entries. Deleted rows will be compressed out when the Specification is saved.

Place a '2' in one of the Opt fields, place an 'A' in its A/D field, and press **ENTER**.

The following screen will appear:

```
                        SpoolOrganizer/400          CHANGE      3/12/94
                      Define Heading Descriptions                8:18:06


    Name: HDG1      SAMPLE HEADING DESCRIPTION
    Seq:  10



*...+....1....+....2....+....3....+....4....+....5....+....6....+....7...+

  Fields:

  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___


  Valid Field Values:

  1-Job Name   2-Job User    3-Job Number   4-File Name   5-File Num  6-Form ID
  7-Pages      8-Job Date    9-Job Time    10-Entry Dt  11-Entry Tm 12-Outq
 13-Outq Lib 14-User Dta   15-User Remk   16-Group Prf


 F3=Exit    F6=Save and Exit    F12=Cancel Current Operation
```

Enter a value in one of the fields and press **ENTER**. The corresponding heading will appear underneath the rule above. This heading shows the heading the user will see. Continue entering fields and pressing **ENTER** until the desired format is created. Press **F6** to save the screen or press **F3** to exit without saving.