SAFR - Scalable Architecture for Financial Reporting
PDF from SAFR Information Center 4.15.00

IBM

General Users Guide
SAFR Workbench 4.15.000

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Note

Before using this information and the product it supports, read the information in "Appendix: Notices" on page 63.

Fourth Edition

This edition applies to version 4, release 15, modification 000 of SAFR Workbench (part of SAFR product number 6949-17P) and to all subsequent releases and modifications until otherwise indicated in new editions.

Contents

Chapter 1. Basics of using the SAFR Workbench

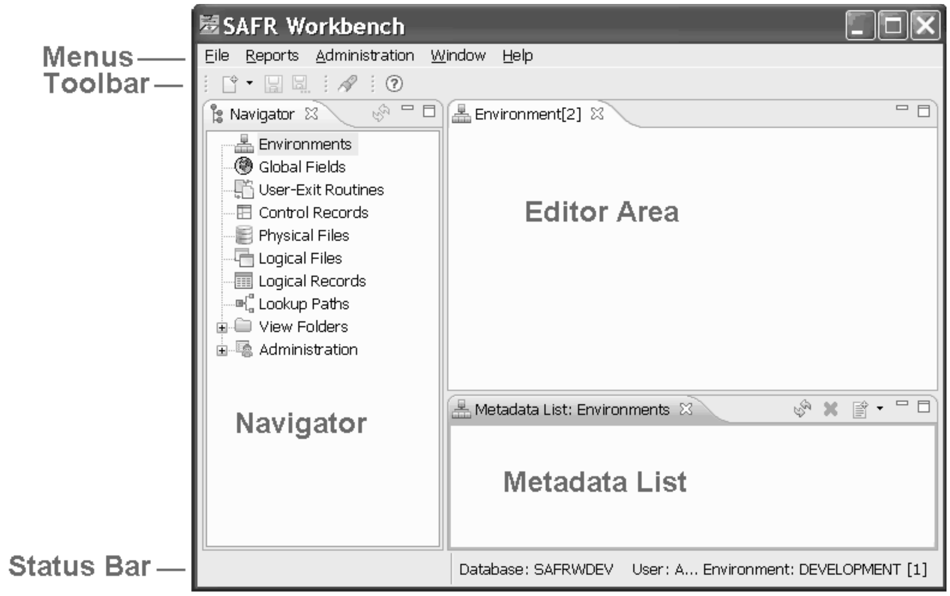
01 Summary of this topic

This topic covers the following:

02 What does the SAFR Workbench do?

This is covered in topic "**Workbench overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

03 Structure of the screens in the Workbench



04 How to do most work in the Workbench

See headings **Menus** and **Toolbars** below for a complete list of the tasks that can be performed in the workbench.

Most work is modifying some existing metadata item, as follows:

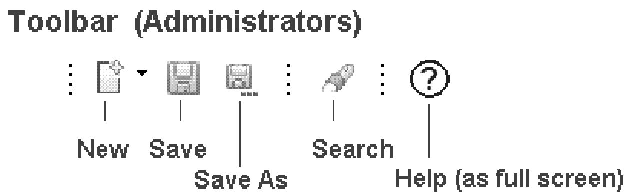
1. Click on a **node in the Navigator.** The Metadata List displays a table of items.
2. Double click on an **item in the Metadata List**. An edit screen opens in the Editor Area.
3. Add or modify information in the **screen in the Editor Area**. In most cases work in the edit screen ends by clicking  (the save icon). Other ways to save are to select **File -> Save** or click Ctrl+S. There may be other ways work in the edit screen ends. When the work in the edit screen is complete, close that screen by clicking on X in the tab similar to:

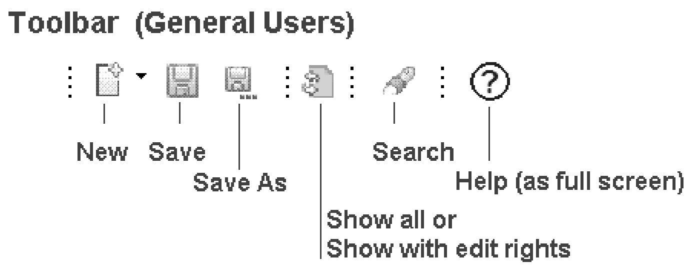
   

4. **If you do not save** before closing a screen (or before closing the workbench) a screen displays called **Save Changes?** Choose from **Yes** (save), **No** (no save) and **Cancel** (do not close).

WARNING: it is possible to launch two screens in the Editor Area that are changing the same metadata item. This is not recommended and may result in loss of changes from one of the screens.

05 Toolbars





Both system administrators and environment administrators see "Toolbar (Administrators)" above.

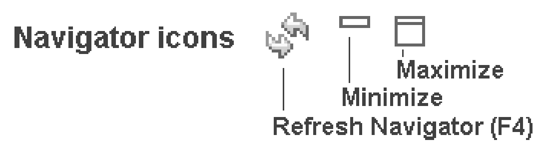
Button	Notes
New (Ctrl + N)	If you clicked this item in the **Administration** or **Components** menu, a further sub-menu appears with all the metadata item types. A grey item means you do not have rights to create that type of item. Click a non-grey item type to launch a create of a new item. If you clicked **Ctrl + N**, then you are attempting to create an item where the type is the currently highlighted node in the Navigator. If the Navigator has a view folder highlighted, then Ctrl + N creates a new view. If the Navigator is not visible, then this combination of keys has no effect.
Save (Ctrl + S)	Saves the active edit screen. Saves all tabs of that screen.
Save As (Ctrl + Shift + S)	Copies a metadata item in the active editor screen and saves with a new name. For more details, see task "**Copying metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Show all or Show with edit rights	Changes the display of lists of metadata for general users. Click this button again to switch choices between "**Show all**" and "**Show with edit rights**". For more details of this, see topic "**What metadata do I want to see?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Search (F3)	This menu item allows searching of a list of metadata items. You must have first clicked in a list of metadata that can be searched. The Metadata List can be searched, as can many lists of metadata in Editor screens. For more details, see task "**Searching lists of metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Button	Notes
Help	Opens the workbench help system as a full screen.

06 Navigator

If the Navigator is not visible, click **Window -> Show -> Navigator**.

The Navigator lists the types of metadata as nodes in a tree structure. The **Administration** node is only displayed for a system administrator. The nodes "**View Folder**" and "**Administration**" have a plus + sign. Click on the plus + sign to expand the node and show items underneath. Click on any node or an expanded item to display the Metadata List for that node or item.

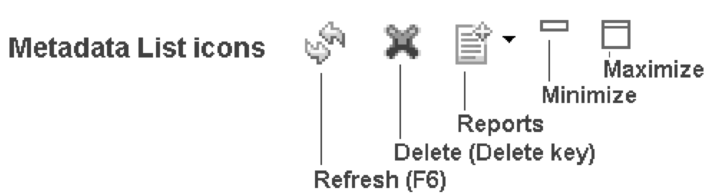


Button	Notes
Refresh Navigator (F4)	The Refresh Navigator icon  is used to ensure the View Folder list in the Navigator contains current data. If this icon is grey, dick on the "**View Folders**" node in the Navigator to activate this icon. When active, click on this icon or press F4 to refresh the Navigator with current view folder data. Alternatively, double click on "**View Folders**" to refresh the Navigator in one action.
Minimize	The Navigator is replaced by a restore icon  that is relocated to the right, bottom or left border of the workbench. Click on the restore icon to make the Navigator visible as before.
Maximize	Make the Navigator as large as possible. Click on the restore icon  to make the Navigator visible as before.

07 Metadata List

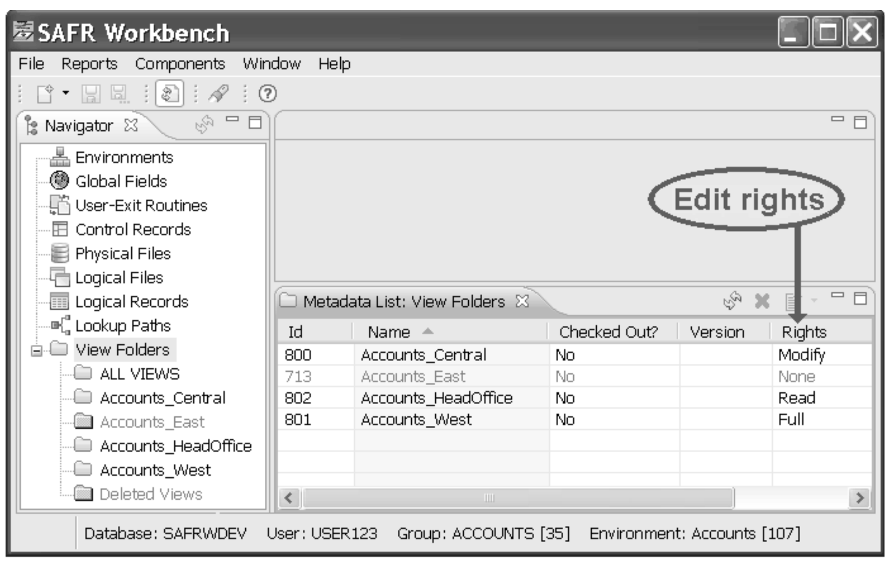
If the Metadata List is not visible, click on an item in the Navigator. Alternatively, click **Window -> Show -> Metadata List**.

The Metadata List displays a list of all examples of the node or item that was clicked in the Navigator. Double click on any line in the list to display an edit screen in the Editor Area.



Button	Notes
Refresh (F6)	Refresh the Metadata List with current data.
Delete (Delete key)	Delete the currently selected item in the Metadata List. For more details, see task "**Deleting metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Reports	An item must be selected in the Metadata List first. Click the down arrow to see a list of the possible reports for the item. If there is no selected item, or that item has no possible reports, then this icon has no effect. For more details, see task "**Generating reports on metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Minimize	The Metadata List is replaced by a restore icon that is relocated to the right, bottom or left border of the workbench. Click on the restore icon to make the Metadata List visible as before.
Maximize	Make the Metadata List as large as possible. Click on the restore icon to make the Metadata List visible as before.

One of the most important parts of the Metadata List is the column "**Rights**". These refer to edit rights to a particular item of metadata. For example, if you click on "**View Folders**" in the **Navigator**, the Metadata List may appear as follows:



For more on edit rights and security, see topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

08 Editor Area

To modify an existing item, double click on an item in the Metadata List to display an edit screen.

To <u>create a new item</u>, click the **arrow beside**  (the new icon on the Toolbar).

Alternatively, to create a new item a system administrator or environment administrator can click **Administration -> New** and select an item. System administrators can create all item types. Environment administrators (in the appropriate environment) can create all types of metadata except environments, users and groups.

Alternatively, to create a new item a general user can click **Components -> New** and select an item. General users have limited rights in creating items, based on the group selected during login.

09 Other screens

There are many more screens than mentioned above. Open some of these screens by clicking **Window -> Show** and choosing a screen type. Some screens can only be reached by clicking on specific buttons on specific screens in the appropriate situations.

10 Keyboard Shortcuts - complete list

See topic "**What are the keyboard shortcuts?**" That topic is elsewhere in this PDF - see the table of contents.

11 How do I find help inside the workbench?

See topic "**Finding screen help**". That topic is elsewhere in this PDF - see the table of contents.

12 Menus

Below is a table of menus available in the SAFR Workbench.

The **Administration** and **Components** menus are the same menu. System administrators and environment administrators see menu "**Administration**". General users see menu "**Components**".

System administrators always have rights to all Administration menu items.

Environment administrators are missing some rights, so some items are grey on the Administration menu.

General users only have rights to the **Components** menu as given by the group selected during login. If a menu item is grey then the login group does not provide rights to that item.

Items on the **Reports** menu are **grey** until an appropriate metadata example is highlighted in the Metadata List or a particular metadata item has an active edit screen. All users of the workbench can potentially access all items on the Reports menu, unless a general user does not have read edit rights to a particular metadata item.

Menu	Option	Notes

Menu	Option	Notes
File	Return to login... (Ctrl-L)	Return to the SAFR Login screen to login a different way than currently. For more details, see task "**Return to login**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Search (F3)	This menu item allows searching of a list of metadata items. You must have first clicked in a list of metadata that can be searched. The Metadata List can be searched, as can many lists of metadata in Editor screens. For more details, see task "**Searching lists of metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Open View (Ctrl+O)	The **Open View** screen appears. Type a view id number and press OK to open that view.
	Save (Ctrl+S).	Saves the changes on the active edit screen.
	Save As (Ctrl + Shift + S)	Copies a metadata item in the active editor screen and saves with a new name. For more details, see task "**Copying metadata**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Recent Views	Displays a list of the last five recently opened views. Click on an item to open that view.
	Open Log File	Select a log file from a list. The selected file displays in Notepad. For more details, see topic "**WE log file overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Change Log Path	The **Browse For Folder** screen appears. For more details, see topic "**Change Log path screen help**". A link to that topic is under **Related reference** below.
	Update User Profile.	Opens a screen to allow the user to edit their own user record. For more details, see task "**Modifying own user account**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Exit	Exits the entire workbench.
Edit		This menu appears on some screens. See the relevant screen help topic for details.
Action		This menu appears on some screens. See the relevant screen help topic for details.
Reports	Environment Security Report	A further sub-menu appears that allows a choice of "**by Id**" and "**by Name**". This selects the order of the groups listed in this report.
	Logical Record Report	Creates a Logical Record Report. For more details, see topic "**How do I generate a Logical Record Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Menu	Option	Notes
	Lookup Path Report	Creates a Lookup Path Report. For more details, see topic "**How do I generate a Lookup Path Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	View Properties Report	Creates a View Properties Report. For more details, see topic "**How do I generate a View Properties Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	View Column Report	Creates a View Column Report. For more details, see topic "**How do I generate a View Column Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	View Column PIC Report	Creates a View Column PIC Report. For more details, see topic "**How do I generate a View Column PIC Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Dependency Checker	Opens the Dependency Checker screen that allows checking all dependencies for a particular metadata item. For more details, see topic "**How do I generate a Dependency Checker Report?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Administration or Components	New (Ctrl + N)	If you clicked this item in the **Administration** or **Components** menu, a further sub-menu appears with all the metadata item types. A grey item means you do not have rights to create the type of item. Click a non-grey item type to launch a create of a new item. If you clicked **Ctrl + N**, then you are attempting to create an item where the type is the currently highlighted node in the Navigator. If the Navigator has a view folder highlighted, then Ctrl + N creates a new view. If you clicked Ctrl + N and the Navigator is not visible, then this combination of keys has no effect.

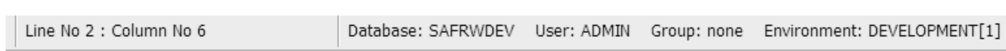
Menu	Option	Notes
	Group Security	A further sub-menu appears: • **Membership...** - to update group members. For more details, see task "**Modifying group membership**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**". • **Permissions** - a further sub-menu appears: – **Permissions, By Group...** - to update group access rights by selecting a group first. For more details, see task "**Modifying group permissions by group**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**". – **Permissions, By Environment...** - to update group access rights by selecting an environment first. For more details, see task "**Modifying group permissions by environment**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Batch Activate	A further sub-menu appears: • **Lookup Paths** - to activate multiple lookup paths. For more details, see task "**Batch activate lookup paths**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**". • **Views** - to activate multiple views. For more details, see task "**Batch activate views**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Migrate...	Opens a screen to migrate a metadata item from one environment to another in the same SAFR Database. For more details, see topic "**Migrate metadata overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Export	Opens a screen to export a metadata item to an XML file. For more details, see topic "**Export Metadata overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Import...	Opens a screen to import a metadata item from an XML file into the workbench. For more details, see topic "**Import Metadata overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Find/Replace Text in View Logic	Opens a screen to perform find and replace changes on logic text stored in one or more views. For more details, see task "**Finding and replacing logic text**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Menu	Option	Notes
	Empty Deleted Views Folder	Delete all views stored in View Folder "**Deleted Views**". For more details, see task "**Empty "Deleted Views" folder**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
	Clear Environment	Delete all metadata in an environment.. For more details, see task "**Clear environment**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
Window	Show	A list of screens appears that can be opened: • Navigator, • Metadata List, • Column Source Properties, • Sort Key Properties, • View Source Properties, • Sort Key Titles, • View Activation Errors, • Logic Text Helper.
Help	Help Content	Opens the workbench help system as a full screen.
	About SAFR Workbench...	Displays the version and other details of the workbench software.

13 Status Bar

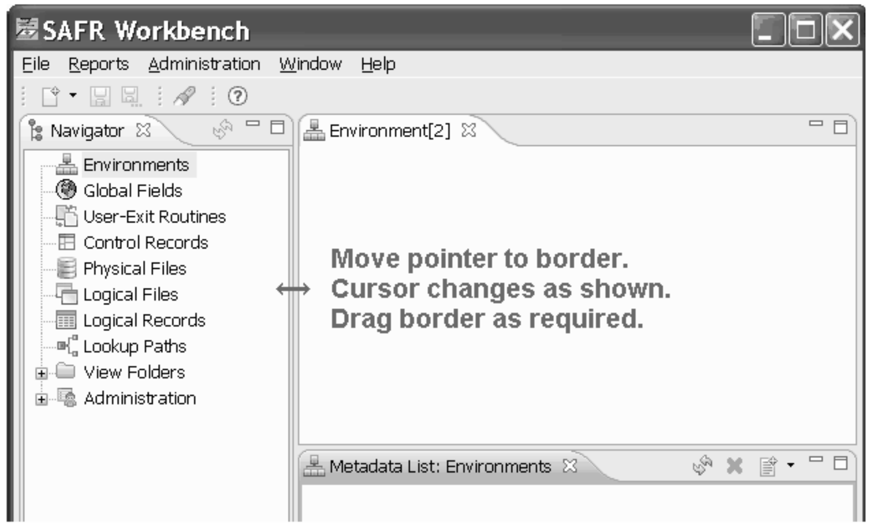
Normally, the status bar appears with data similar to:

Inside **logic text** this gives extra information at left regarding the position of the cursor in the logic text screen:



If you selected "**Use Old Compiler**" during login, this is displayed at right:

14 Resize screen borders



15 Drag and drop options

Drag the heading of a screen around and a black rectangle shows the new position for the screen. When you release the left button, the screen moves to the new position.

When you exit the workbench these positions are saved for your next session.

16 Minimizing and maximizing any screen

To minimize any screen in the workbench click . The screen is replaced by a restore icon that is relocated to the right, bottom or left border of the workbench. Click on the restore icon to make the screen visible as before.

Click on to make the screen as large as possible. Click on the restore icon to make the screen visible as before.

17 Double click on a screen heading

This **maximizes** that screen. Another double click restores the screen to the original position.

18 Right click on screen headings

Right click on a screen heading to see these options (some may be disabled in certain situations):

- **Detached** - allows a screen to float above the other screens. After clicking this item, drag the screen to the required position. Later, right clicking the screen heading shows a tick beside Detached. Click on the tick to remove the detached state. You may need to drag the screen to return to the original position.
- **Restore** - to reverse a minimization or maximization
- **Move** - to move either the View, Editor or a group of tabs in a similar way to that shown under heading **Drag and Drop options** above.
- **Size** - to resize borders of that screen. Left, right, top and bottom borders are listed, although some may be grey (disabled) in certain situations.
- **Minimize** - to reduce the screen to a restore icon that is relocated to the right, bottom or left border of the workbench.
- **Maximize** - to make the screen as large as possible.
- **Close** - to close this screen.
- **Close Others** - to close the other tabs that are grouped with the current screen.
- **Close All** - to close this screen and all screens that have tabs grouped with this screen.

19 Exit the Workbench

Click **File -> Exit** or click in the top right hand corner.

Chapter 2. General Users Guide

General users START HERE

Before you begin

All topics mentioned below can be found in a PDF file. To find the appropriate PDF for a topic, see chapter "**Cross reference of topics and PDF files**". Some of the topics mentioned are in this PDF - see the table of contents.

Ask your system administrator for the following:
- The **data required for SAFR Connection Manager**, so you can login to SAFR.
- Your **User ID and password** to access SAFR.
- The **environment(s)** for your work. Optionally, you may have a choice of **group** for these environments. Your system administrator can tell you the different access rights for the groups.
- The relevant details for these items in your environment(s):
  - Control records,
  - Global fields,
  - Logical files,
  - Logical records,
  - Physical files,
  - User-exit routines,
  - View folders.

Ensure you know the following:
- The details of your work required in SAFR.
- The mainframe data you need. This may consist of particular datasets and DB2 tables.

The first step is to login. For instructions, see task "**Logging into the SAFR Workbench**".

Once you can login, read the following topics as general background:
- All overview topics - for example, "**Environments overview**"
- "**Basics of using the SAFR Workbench**",
- "**Finding screen help**",
- "**What are the keyboard shortcuts?**"
- "**What metadata do I want to see?**"

To find the above topics, see the next section.

About this task

This topic describes where to start for general users. This topic recommends tasks to get work done in SAFR.

All topics mentioned below can be found in a PDF file. To find the appropriate PDF for a topic, see chapter "**Cross reference of topics and PDF files**". Some of the topics mentioned are in this PDF - see the table of contents.

Procedure

1. Ensure you have read the topics listed above under the heading **Before you begin**.
2. **Login to the SAFR Workbench.**
3. Create and modify **views** in SAFR. For assistance, see the following topics:
   a. "**Views overview**",
   b. "**Views - advanced overview**",
   c. "**Creating views**",
   d. "**Modifying views**".
4. Create and modify **lookup paths**. Perform this step as required (only when a lookup path is needed for a view). For assistance, see the following topics:
   a. "**Lookup paths overview**",
   b. "**Creating lookup paths**",
   c. "**Modifying lookup paths**".
5. If **extra control records** are needed for views, talk to your system administrator who can create them.
6. When a view is ready, run the **SAFR Performance Engine** to get the results from SAFR. See your system administrator if you need help on this.
7. Repeat steps 3, 4, 5 and 6 as required.

Changing Log Path

About this task

This topic is about changing the path for the WE log file or viewing the current path. Each user of WE can nominate a unique log file path. When the log file path changes, the existing log is transferred to the new path and no log file data is lost for that session. Log files for completed sessions are untouched by this process.

For an introduction to a WE log file, see topic "**WE log file overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Procedure

1. Ensure you are logged into the Workbench in any environment.
2. Click **File -> Change Log Path...**.
3. View the current path for the log file. If viewing is sufficient, click Cancel. To change the path, either navigate to a different existing folder or create a new folder.

   To find screen help on all the ways to create a new folder, click . On the screen that appears, click **Screens** and choose topic "**Change Log Path screen help**".

   An alternative method to find screen help is to click **Help -> Help Content**. On the screen that appears, click **Screens** and choose topic "**Change Log Path screen help**".
4. When the required folder for the log file path is highlighted, click OK to save.

What to do next

If the log file path is changed, the new log file path is immediately in use. The log data for the current session is available in the new path and contains data for the entire session.

To open a log file, see topic "**Opening a log file**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Creating lookup paths

Before you begin

This topic assumes you already know the **logical files** and **logical records** and the **particular fields** to use in the new lookup path, as well as the **constants** and **symbols** required to create the primary key for the target logical file.

If you need help with these things, see topic "**Lookup paths overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

About this task

Use this topic to create new lookup paths. All administrators can perform this task. General users can perform this task if the group selected during login has at least read rights to any logical files and logical records used in the lookup path.

For more on rights, see help topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

General users need to be aware of help topic "**What metadata do I want to see?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Procedure

1. Ensure you are logged into the appropriate environment for the new lookup path.
2. Do the following:
   - **EITHER** click the **arrow beside** (the new icon) and select **Lookup Path**,
   - **OR** click **Administration -> New -> Lookup Path** (for system administrators and environment administrators),
   - **OR** click **Components -> New -> Lookup Path** (for general users).
3. On the "**General**" tab, enter or modify values in the fields. For screen help press F1. Above **Related Topics** click to maximize the help and select topic "**New Lookup Path (Lookup Path Definition tab) screen help**". This topic covers the "Lookup Path Definition" tab, which is the most important part of this task.

   In steps below, if you open a list and cannot see the required logical records or logical files or other items, see your system administrator.
4. Define the steps on the **Lookup Path Definition tab**. The choices are:
   a. At the bottom of the **Steps section** use the **Add** and **Remove** buttons for whole steps. Click on a step number to see the details in the **Source and Target sections**.
   b. For step 1, select a source logical record and a target logical record and target logical file. For all additional steps, the source logical record and

source logical file are automatically the target logical record and target logical file defined in the previous step. This means for steps 2 and higher you only need to select a target logical record and target logical file.

c. To populate a row in the table "**Selected Source Fields**", click ✚ and the "**Source Field Properties**" screen appears. Click on the radio button for **LR Field** and from the drop down box select a field from the source logical record. Alternatively, click on the radio button for a **Constant Value** and provide the value. Alternatively, click on the radio button for a **Symbol Name** and complete the two fields.

d. For more details of action on this screen, see topic "**New Lookup Path (Lookup Path Definition tab) screen help**".

   To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

e. The ultimate goal for each step is to create under **Selected Source Fields** a key the same length as the primary key for the target logical record. You can use fields in the source logical file, along with constants and symbols.

5. When all fields are complete,

   - **EITHER** click (the save icon),
   - **OR** select **File, Save**,
   - **OR** press **Ctrl+S**.

   Help with error messages is available in topic "**New Lookup Path errors**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

What to do next

After the lookup path is complete, the lookup path has a status of either active or inactive. Only active lookup paths can be used in a view. When you save the lookup path, some error messages may appear. Modify the lookup path to remove the error messages in order to change the status of the lookup path to active.

System and environment administrators can also perform task "**Batch activate lookup paths**". This task attempts to make a group of lookup paths **active** and will show reasons for any that remain inactive.

General users can also perform task "**Batch activate lookup paths**" if the **group selected during login** has the **Batch Activate Lookup Paths** right in that environment. See your system administrator if you require more rights.

For more information, see topic "**Batch activate lookup paths**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

To see a **report on selected lookup paths**, see one these topics:
- FAQ topic "**How do I generate a Lookup Path Report?**"
- Task "**Generating reports on metadata**"

To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

To delete a lookup path, see topic "**Deleting metadata**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Creating views

Before you begin

Ensure you know the following:

- The appropriate **environment** and **view folder** for the view.
- The **input data** required. For example, there may be input logical files for transactions and reference data.
- The **output data** required. For example, the output may be a **report or updated logical file**. There are **columns (fields) of data** required in all these outputs. There may be **sort keys** and each key may have a **sort key title**.
- Any requirements for:
  - Lookup paths,
  - User-exit routines,
  - Global fields.

For an introduction to views, see topic "**Views overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

General users need to be aware of help topic "**What metadata do I want to see?**" That topic is elsewhere in this PDF - see the table of contents.

About this task

System and environment administrators can always perform this task. General users can save a view if the group selected during login has at least modify rights to the relevant view folder for the new view. See your system administrator if you require more rights.

For more on rights, see help topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

The objective of this topic is an active view, because only active views can produce results in the SAFR Performance Engine.

An overview of creating a view is as follows:

- A view is displayed in two large tabs. The first large tab is the "**View Properties**" tab which has sub-tabs of "**General**", "**Extract Phase**" and other possible sub-tabs. When the "**View Properties**" tab is displayed, click on a sub-tab to display the content of the sub-tab. The second large tab is the "**View Editor**" tab which has the columns for the view output. The "**View Editor**" tab can be also called the "grid" because of the display of the columns. Only one large tab is displayed at a time. To switch between the large tabs click button (the **Show Grid / Properties** button) or press F9 or select **Edit -> Show Grid/Properties**.
- **Save values** in the view that reflect the desired output. When you save, there are **validations** of the values, and any validation error prevents the save. For example, there must be a unique view name. Once any validation errors are fixed, clicking save is successful.
- **Activate the view.** When the view is first created the heading of the screen says "**New View - [Inactive]**". If you modify any value in an existing saved active view, then when you click or tab away from the modified field the heading of the screen changes to "**Edit View - [Inactive]**". The view must be **activated** to change the status to **active**.

The attempt to activate a view may produce activation errors that need to be fixed. For example, the view columns must have at least one sort key and there must be at least one view source, even though the view can be saved without them. Once all activation errors are fixed, the screen heading changes to say **[Active]**.

Procedure

1. Ensure you are logged into the relevant environment for the new view.
2. Verify you have all the information you need. See the list under heading "**Before You Begin**" above.
3. Do the following:
   - **EITHER** click the **arrow beside** (the new icon) and select **View**,
   - **OR** click **Administration -> New -> View** (for system administrators and environment administrators),
   - **OR** click **Components -> New -> View** (for general users),
   - **OR** ensure the relevant view folder is highlighted in the Navigator and click **Ctrl+N** (for any user).

   When creating or editing a view, if you open a list and cannot see the required items such as logical records or logical files, see your system administrator.
4. Remember to switch between the large tabs "**View Editor**" (which has a grid for the columns) and "**View Properties**" by clicking (the **Show Grid / Properties** button) or press F9 or select **Edit -> Show Grid/Properties**.
5. Most of the instructions to create a view are contained in screen help topics. For example, the View Editor tab is covered in topics "**New View (View Editor tab) screen help**" and "**Edit View (View Editor tab) screen help**". For screen help press F1. Above **Related Topics** click to maximize the help and select a topic. To close the help, click X inside the "**Help**" tab.
6. After entering or modifying values, **save the view** as follows:
   a. Do the following:
      - **EITHER** click (the save icon),
      - **OR** select **File, Save**,
      - **OR** press **Ctrl+S**.

   b. If there are no errors, then Step 6 is complete. If errors are displayed, then you must fix these errors.

      Help with error messages is available in topics "**New View errors**" and "**Edit View errors**". To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

   c. Once all save errors are fixed, return to step **6a** above to complete the save.
7. **Activate the view** as follows:
   a. Do the following:
      - **EITHER** click . If this button is **grey**, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.
      - **OR** press **F5**. If nothing happens, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.

- **OR** click **Action -> Activate/Inactivate View**. If this menu item is **grey**, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.

b. If there are no errors, then the heading changes to **[Active]** and Step 7 is complete. You may see display of some view activation errors.

   Help with activation error messages is available in topic "**View Activation Errors message help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

   To fix activation errors, see topics "**New View (View Editor tab) screen help**" and "**Edit View (View Editor tab) screen help**". To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

c. Once activation errors are fixed return to Step **7a** to attempt activation again.

8. Once the view is "Active", repeating step 7 inactivates the view.

What to do next

After the view is created, changes can be made to the view as required using topic "**Modifying views**". That topic is elsewhere in this PDF - see the table of contents.

Ensure the view has status active before running the SAFR Performance Engine to produce results. Talk to your system administrator if you need help running the SAFR Performance Engine.

To see a **report on selected views**, use one of these topics:
- FAQ topic "**How do I generate a View Properties Report?**"
- FAQ topic "**How do I generate a View Column Report?**"
- FAQ topic "**How do I generate a View Column PIC Report?**"
- Task "**Generating reports on metadata**"

To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

Finding all environments for a particular a metadata item name

Before you begin

Ensure you know the name and type of a specific metadata item.

About this task

This task shows all the environments that contain a particular metadata item name. This is useful when planning to update or delete a metadata item, because the same action may be necessary for the same item name in other environments.

Procedure

1. Click "**Reports -> Environment Checker...**".
2. Select an **environment** from the drop down list.
3. Select a **component type** from the drop down list.
4. If the component type is **LR Field**, the screen displays radio buttons for "**Show All LR Fields**" and "**Show LR Fields only from the following LR**". There is also a drop down list below the second radio button.

- The radio button "**Show All LR Fields**" changes the drop down list "**Component**" to show every LR (Logical Record) field in the environment selected above.
- The radio button "**Show LR Fields only from the following LR**" allows choosing one logical record from the drop down list immediately below. This changes the drop down list "**Component**" to show only the LR fields from the selected logical record.

5. Select a particular metadata item from the drop down list "**Component**". Optionally, **right** click any value already in the field "**Component**" and select "**Open Editor**". This opens the editor screen for that component. If "Open Editor" is grey then the editor is not available for that field.
6. Click **Check** to view the Environment Checker Report for this metadata item. The report is shown at right under the heading "Components in Environments".
7. Optionally, you can save a copy of the report to a CSV file by using the section under the heading "Export". Provide a valid location (folder name) which includes the drive letter. If the folder is a new name, then the folder will be created when you click the Export button. The location specifies the path where the CSV file is stored. Optionally click **Browse...** to navigate to an existing folder. Once the location is appropriate, click the **Export** button to create a CSV file in the given location.

What to do next

If you exported a CSV file to a folder, then that file is immediately available in that folder.

For more on generating this report, see "**How do I generate an Environment Checker Report?**" To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Finding screen help

About this task

This topic shows you how to find help for any screen in the SAFR Workbench. This applies to all users of the SAFR Workbench.

This topic assumes you are on a screen in the SAFR Workbench, and you require help with either of the following:

- **Screen help** - actions required on a screen and details of each field on that screen.
- **Errors** - all messages and a solution for each.

Procedure

1. For **screen help** (covering actions and fields on a screen), do the following on any screen:
   a. **Click F1**
   b. Above **Related Topics** click to maximize the help
   c. Click a **screen help** link and view the help.
   d. Click X inside the "**Help**" tab to close the help screen.

An alternative method to find this help is to click or click **Help -> Help Content** or **Click F2**. On the screen that appears, click **Screens** and choose a screen topic.

This alternative method opens a new full screen window just for help. To close this window, click in the top right hand corner.

2. For **errors** help, do the following:
   a. **Click F1**
   b. Above **Related Topics** click to maximize the help
   c. Click an **errors** topic and view the help.
   d. Click X inside the "**Help**" tab to close the help screen.

   An alternative method to find errors help is to click or click **Help -> Help Content** or **Click F2**. On the screen that appears, click **Troubleshooting** and choose an errors topic.

   This alternative method opens a new full screen window just for help. To close this window, click in the top right hand corner.

Generating reports on metadata

Before you begin

Ensure the following:

- You know the specific metadata item(s) for the required report(s). This means knowing the name or id of the relevant environment and metadata item(s). :
- You have rights to read the metadata item(s) given above. System administrators have read rights to all metadata. Environment administrators have read rights to all metadata in the appropriate environment. General users have read rights to metadata depending on the group selected during login. See your system administrator if you require more read rights.

  For more on rights, see help topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
- Your computer has **Adobe Acrobat Reader** installed, version 9 or higher. This is free software available from **www.adobe.com**.
- You have **configured** Adobe Acrobat Reader as follows:
  1. Open Adobe Acrobat Reader
  2. Click **Edit, Preferences**
  3. Under "**Categories**", select "**Page Display**".
  4. For Zoom, select a value that makes a PDF easy to read. A recommended value is "**Fit Width**"
  5. Click **OK**
  6. Close Adobe Acrobat Reader

About this task

This task does **NOT** generate a **Dependency Checker Report** - for that report see task "**Checking metadata dependencies**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

This task does **NOT** generate an **Environment Checker Report** - for that report see task "**Finding all environments for a particular a metadata item name**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

This task allows you to generate any of the following metadata reports:

- **Environment Security Report** (By ID or By Name)
- **Logical Record Report**
- **Lookup Path Report**
- **View Properties Report**
- **View Column Report**
- **View Column PIC Report** (this gives the COBOL PIC clause appropriate for each column in the view)

You may request more than one item in each report. For example, the Logical Record Report can include multiple logical records.

General users need to be aware of help topic "**What metadata do I want to see?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Procedure

1. Ensure you are logged into the relevant environment with the appropriate rights. For details of rights, see heading "**Before you begin**" above.
2. In the Navigator, click the type of metadata item (for example, environment). If the Navigator is not visible, click **Window -> Show -> Navigator**.
3. In the Metadata List, select a required item. If the report is for more than one item of the same type, hold down the **Ctrl key** to select the extra items.

   If the list is long, you can search the list by pressing F3. For more about this searching, read task "**Searching lists of metadata**". The topic that topic is elsewhere in this PDF - see the table of contents
4. Once the item(s) is selected, choose from the following:
   - **EITHER right** click and select the report,
   - **OR** click the **down arrow** to the right of  in the Metadata List and select the report,
   - **OR** select the "**Reports**" menu and select the report.
5. You may see an error message that covers the load of that selected item. Such an error ends this procedure. If there is no error message, a new report is generated from the latest data, even if this report is already open in the editor area.
6. The report displays in Adobe Acrobat Reader. The Acrobat Reader allows printing, saving and other choices.
7. Click X to close the report.

What to do next

If you saved the generated report, the PDF file of that report is available when you exit the SAFR Workbench.

For more information on generating these reports, see these topics given in the table below.

For metadata report ...	see topic ...
Environment Security	"How do I generate an **Environment Security** Report?"
Logical Record	"How do I generate a **Logical Record Report** Report?"
Lookup Path	"How do I generate a **Lookup Path** Report?"
View Properties	"How do I generate a **View Properties** Report?"

For metadata report ...	see topic ...
View Column	"How do I generate a **View Column** Report?"
View Column PIC	"How do I generate a **View Column PIC** Report?"

To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

Logging into the SAFR Workbench

Before you begin

Ensure you know the following:

- **Database connection details** provided by your system administrator. These details are:
  - **EITHER**

    an existing **database connection name**,
  - **OR**

    the following list of details provided by your system administrator:
    - **Database name**
    - **Server** DNS name or IP address
    - **Port**
    - **Schema name**
    - Your **SAFR Database User ID and password** provided by your company. This is known as a RACF User ID (named after the mainframe software that controls user access).
- A **SAFR Workbench User ID and password** provided by your system administrator.
- The **environment** for this session using the workbench.
- A **group name** if you are a general user or environment administrator.

  For more on the types of users for the workbench, see topic "**Users overview**". That overview is elsewhere in this PDF - see the table of contents.
- Whether the session requires the **current SAFR compiler** or the **old compiler**. See your system administrator or your IBM representative if you require more information on the SAFR compilers installed in your company.

About this task

This task describes login to the SAFR Workbench, including the SAFR Connection Manager.

If you are already logged in the SAFR Workbench, you may require one or more of the following:

- Login to a different environment and possibly a different database
- Login using a different SAFR Workbench user name
- Login using a different group name

The above can be achieved with task "**Return to login**".

That task is elsewhere in this PDF - see the table of contents.

To login to the SAFR workbench, you must have at least one database connection name.

A database connection name provides the access to a SAFR Database where the SAFR workbench stores data. There are two types of database connection name: **global** and **local:**

- A global connection is provided by your system administrator and already exists when you login to the workbench. Only a system administrator can create or delete a global connection. These connections are called "global" because these connections can apply to many or all workbench users.

  If required, you can modify a global connection. If you modify a global connection, the workbench allows you to click the "Default" button that removes your modifications and returns that global connection to the original data.
- A local connection is a database connection name that you create and modify and is available only to you. Any user can create. delete and modify their own local connections. Local connections are only necessary if you require some special access to a SAFR Database.

System administrators must read the topic "**Workbench overview**" and read the section on "Virtualization for the workbench". To find that topic in a PDF, see chapter "Cross reference of topics and PDF files".

Procedure

1. **Start** the SAFR Workbench.
2. If there are no database connection names, the **SAFR Connection Manager screen** appears.

   See topic "**SAFR Connection Manager screen help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
3. The **SAFR Login screen** appears. **Select from the drop down list for Connection Name.**

   The list for Connection Name contains potentially both global and local connections names. If you cannot see a connection you require, click button "**Connections...**" and see topic "**SAFR Connection Manager screen help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**". If the **Connections...** button is grey, click **Cancel** and restart the SAFR Workbench - the **Connections...** button is now available.
4. **Type a SAFR Workbench User ID** (if required). The screen provides the value from your last workbench session, which you can change if necessary. Note: The User ID for the SAFR Workbench is likely to be different from your User ID for the SAFR Database.
5. **Enter the appropriate SAFR password** for your SAFR Workbench User ID.
6. Either tick or untick the box for "**Use Old Compiler**". Alternatively, this can be done later in step 10.

   The workbench always starts by displaying your choice from your last session, which you can change.

   See your system administrator or your IBM representative if you require more information on the SAFR compilers installed in your company.
7. Click **Login**.
8. **Select an environment** (if there is a choice). Once an environment is selected, click **Set as Default** to ensure this environment displays first for your next

login. If there is a list of environments, sort the list by clicking on "name" or "id" in the header of the list. Reverse the sort order by clicking again on "name" or "id" in the header.

9. **Select a group** (if there is a choice). Once a group is selected and the environment above already has a tick for 'Set as Default", then for this group you can click **Set as Default** to ensure this group displays first for your next login. If there is a list of groups, sort the list by clicking on "name" or "id" in the header of the list. Reverse the sort order by clicking again on "name" or "id" in the header. If you are a system administrator, the groups field is grey and no action is required in this field.
10. Either tick or untick the box for "**Use Old Compiler**". This may have been done earlier in step 6.
11. Click **OK**. Alternatively, click **Reset** to login as a different Workbench user name and return to step 3.
12. If there are errors, see topics **SAFR Connection Manager errors** and **SAFR Login errors**.

    To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

What to do next

If you selected "Use Old Compiler", the bottom right of the workbench screen displays "*** **Old Compiler** ***".

The version of the compiler for your workbench session is displayed in the WE log file - see topic "**WE log file overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Modifying lookup paths

Before you begin

This topic assumes you already know the **logical files** and **logical records** and the **particular fields** to use in the lookup path, as well as the **constants** and **symbols** required to create the primary key for the target logical file.

If you need help with these things, see topic "**Lookup paths overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

To delete a lookup path, see task "**Deleting metadata**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

About this task

Use this topic to modify lookup paths. All administrators can perform this task. General users can perform this task if the group selected during login has at least read rights to any logical files and logical records used in the lookup path.

For more on rights, see help topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

General users need to be aware of help topic "**What metadata do I want to see?**" To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

To modify a lookup path, any source logical file for a step in the lookup path must have status **active**. If any source logical file has status **inactive**, the lookup path cannot be modified and a messages displays (see step 4 below).

Procedure

1. Ensure you are logged into the environment that contains the lookup path.
2. In the Navigator, click **Lookup Paths**. If the Navigator is not visible, click **Window -> Show -> Navigator**.
3. In the Metadata List, double click on the lookup path that needs update. If the list is long, you can search the list. This is done by clicking in the Metadata List table and pressing F3. For more about this searching, read task "**Searching lists of metadata**".
4. You may see the following message:

   "**The Lookup Path could not be loaded due to the following Logical Record(s) are inactive. Please activate the Logical Record(s) and try again.**"

   The message lists the logical record(s) causing the problem.

   You must do the following:

   a. Modify the logical record(s) to have status **active**.

      If you do not have enough rights to modify the relevant logical record(s), ask a system or environment administrator for assistance. If you have enough rights to do this, see topic "**Modifying logical records**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

   b. Return to Step 1 above.
5. The "**Edit Lookup Path**" screen displays. On the "**Lookup Path Definition**" tab and the "**General**" tab, modify values in the fields as appropriate. For screen help on any tab press F1. Above **Related Topics** click to maximize the help and select one of the screen help topics. To close the help, click X inside the "**Help**" tab.
6. When your work is complete,
   - **EITHER** click (the save icon),
   - **OR** select **File, Save**,
   - **OR** press **Ctrl+S**.

   Help with error messages is available in topic "**Edit Lookup Path errors**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

What to do next

After the lookup path is complete, the lookup path has a status of either active or inactive. Only active lookup paths can be used in a view. Modify the lookup path to remove the problems that prevent a status of active.

System and environment administrators can also perform task "**Batch activate lookup paths**". This task attempts to make a group of lookup paths **active** and will show reasons for any that remain inactive.

General users can also perform task "**Batch activate lookup paths**" if the **group selected during login** has the **Batch Activate Lookup Paths** right in that environment. See your system administrator if you require more rights.

For more information, see topic "**Batch activate lookup paths**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

To see a **report on selected lookup paths**, use one of these topics:

- FAQ topic "**How do I generate a Lookup Path Report?**"
- Task "**Generating reports on metadata**"

To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

Modifying own user account

About this task

Use this topic to update fields in your user account. If you are a general user then some fields cannot be updated - see your system administrator to get these changed.

To change the location of the log file, see topic "**Changing Log Path**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Procedure

1. Ensure you are logged into the Workbench in any environment.
2. Click **File -> Update User Profile**.
3. Enter or modify values in the fields. For screen help press F1. Above **Related Topics** click to maximize the help and select topic "**Edit User screen help**". To close the help, click X inside the "**Help**" tab.
4. When your modifications are complete,
   - **EITHER** click (the save icon),
   - **OR** select **File, Save**,
   - **OR** press **Ctrl+S**.

What to do next

Your modified user account is immediately ready to use.

Modifying views

Before you begin

To delete a view, see task "**Deleting metadata**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Ensure you have the following information:

- The **environment** for the view.
- The **name** of the view.
- The **view folder** that contains that view.
- Details of the changes required.

For an introduction to views, see topic "**Views overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

General users need to be aware of help topic "**What metadata do I want to see?**" That topic is elsewhere in this PDF - see the table of contents.

If many items of logic text need to be updated covering many views, see task "**Finding and replacing logic text**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

About this task

System and environment administrators can always perform this task. General users can save a view if the group selected during login has at least the modify right to the relevant view folder that contains the view. See your system administrator if you require more rights.

For more on rights, see help topic "**WE Security overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

The objective of this help topic is an modify a view to result in an active view, because only active views can produce results in the SAFR Performance Engine.

An overview of modifying a view is as follows:

- A view is displayed in two large tabs. The first large tab is the "**View Properties**" tab which has sub-tabs of "**General**", "**Extract Phase**" and other possible sub-tabs. When the "**View Properties**" tab is displayed, click on a sub-tab to display the content of the sub-tab. The second large tab is the "**View Editor**" tab which has the columns for the view output. The "**View Editor**" tab can be also called the "grid" because of the display of the columns. Only one large tab is displayed at a time. To switch between the large tabs click button  (the **Show Grid / Properties** button) or press F9 or select **Edit -> Show Grid/Properties**.
- **Modify and save values** in the view that reflect the desired output. When you save, there are **validations** of the values, and any validation error prevents the save. For example, there must be a unique view name. Once any validation errors are fixed, clicking save is successful.
- **Activate the view.** When you modify any value in an existing saved active view, then when you click or tab away from the modified field the heading of the screen changes to "**Edit View - [Inactive]**". The view must be **activated** to change the status to **Active**.

  The attempt to activate a view may produce activation errors that need to be fixed. For example, the view columns must have at least one sort key and there must be at least one view source, even though the view can be saved without them. Once all activation errors are fixed, the screen heading changes to say **Active**.

Procedure

1. Ensure you are logged into the environment that contains the view.
2. If you know a view id number to edit, do the following:
   a. EITHER click **File -> Open View** OR press **Ctrl+O** to display the **Open View** screen.
   b. Type the view id number and press OK.
   c. Go to step 5 below.

   If you do not know a view id number, go to the Navigator and open **View Folders** (if it is not already open).

   If the Navigator is not visible, click **Window -> Show -> Navigator**.
3. In the Navigator, select a view folder.

4. In the Metadata List, double click the view to edit. If the list is long, you can search the list. This is done by clicking in the Metadata List table and pressing F3. For more about this searching, see topic "**Searching lists of metadata**".
5. Remember to switch between the large tabs "**View Editor**" (which has a grid for the columns) and "**View Properties**" by clicking (the **Show Grid / Properties** button) or press F9 or select **Edit -> Show Grid/Properties**.
6. Most of the instructions to modify a view are contained in screen help topics. For example, the View Editor tab is covered in topic "**Edit View (View Editor tab) screen help**". For screen help press F1. Above **Related Topics** click to maximize the help and select a topic. To close the help, click X inside the "**Help**" tab.
7. After entering or modifying values, **save the view** as follows:
   a. Do the following:
      - **EITHER** click (the save icon),
      - **OR** select **File, Save**,
      - **OR** press **Ctrl+S**.

      If the options above are grey, you only have the read right to the view folder. See your administrator to obtain the modify right to the view folder, which allows saving of the view.
   b. If there are no errors, then Steps 6 and 7 are complete. If errors are displayed, then you must fix these errors.

      Help with error messages is available in topic "**Edit View errors**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
   c. Once all save errors are fixed, return to step **7a** above to complete the save.
8. **Activate the view** as follows:
   a. Do the following:
      - **EITHER** click . If this button is **grey**, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.
      - **OR** press **F5**. If nothing happens, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.
      - **OR** click **Action -> Activate/Inactivate View**. If this menu item is **grey**, then this indicates that the view is not yet complete enough for activation to be possible. You must check a view source is defined, and view output is defined and columns are defined in the View Editor tab.
   b. If there are no errors, then the heading changes to **[Active]** and Step 8 is complete. You may see display of some view activation errors.

      Help with activation error messages is available in topic "**View Activation Errors message help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

      To fix activation errors, see topic "**Edit View (View Editor tab) screen help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
   c. Once activation errors are fixed return to Step **8a** to attempt activation again.
9. Save the view as shown in step 7a, even if the status is **Inactive**.

What to do next

This task can be repeated as many times as required. Ensure the view has status **Active** before running the SAFR Performance Engine to produce results.

To see a **report on selected views**, use one of these topics:
- FAQ topic "**How do I generate a View Properties Report?**"
- FAQ topic "**How do I generate a View Column Report?**"
- FAQ topic "**How do I generate a View Column PIC Report?**"
- Task "**Generating reports on metadata**"

To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

Opening a log file

About this task

Use this topic to open a log file in WE.

For background and naming of log files, see topic "**WE log file overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

To change the location of the log file, see topic "**Changing Log Path**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Procedure

1. Ensure you are logged into the Workbench in any environment.
2. Click **File -> Open Log File**.
3. Select a log file.

   File "**WE.0.log**" is a copy of the log file for your current user session so far.

   The copy of "WE.0.log" that you open is not automatically updated although the "real" current log file is still being automatically updated. When you close the copy of "WE.0.log" and reopen it, you will see a more recent copy of the file, and it may contain more text than before. The other log files for cycle 1 onwards are static and no longer automatically updated.

   For naming of log files, see topic "**WE log file overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".
4. The log file opens in **Notepad**. The normal functions of Notepad are available, including saving a file to a new location possibly with a different filename. Notepad has it's own online help - click the **Help** menu and select **Help Topics**.
5. **Close Notepad.**

What to do next

When you close a log file, you can reopen that log file again at anytime.

Return to login

Before you begin

You must be already logged into the SAFR Workbench. This task returns you to the SAFR Login screen so you can login to a new workbench session (for example in a different environment).

Ensure you know the following before proceeding:

- **Database connection details** provided by your system administrator. These details are:
  - **EITHER**

    an existing **database connection name**,
  - **OR**

    the following list of details provided by your system administrator:
    - **Database name**
    - **Server** DNS name or IP address
    - **Port**
    - **Schema name**
    - Your **SAFR Database User ID and password** provided by your company. This is known as a RACF User ID (named after the mainframe software that controls user access).
- A **new Workbench User Id** to login with (if different from your current User Id).
- A **new password** to login with (if the new Workbench User Id is different from your current User Id).
- A **new environment** to login to (if different from your current environment).
- A **new group** to login with (if different from your current group).
- Whether the session requires the **current SAFR compiler** or the **old compiler**. See your system administrator or your IBM representative if you require more information on the SAFR compilers installed in your company.

About this task

This task describes how (during a session in the SAFR Workbench) you can achieve one or more of the following:

- Login to a different environment and possibly a different database
- Login using a different Workbench user name
- Login using a different group name

To login to the SAFR workbench, you must have at least one database connection name.

A database connection name provides the access to a SAFR Database where the SAFR workbench stores data. There are two types of database connection name: **global** and **local:**

- A global connection is provided by your system administrator and already exists when you login to the workbench. Only a system administrator can create or delete a global connection. These connections are called "global" because these connections can apply to many or all workbench users.

If required, you can modify a global connection. If you modify a global connection, the workbench allows you to click the "Default" button that removes your modifications and returns that global connection to the original data.

- A local connection is a database connection name that you create and modify and is available only to you. Any user can create. delete and modify their own local connections. Local connections are only necessary if you require some special access to a SAFR Database.

System administrators must read the topic "**Workbench overview**" and read the section on "Virtualization for the workbench". To find that topic in a PDF, see chapter "Cross reference of topics and PDF files".

Procedure

1. Click **File -> Return to login...**
2. You may see a screen "**Save Changes?**". Click **Yes** to save any current changes made to metadata and proceed. Click **No** to discard any current changes to metadata and proceed. Click **Cancel** to exit this procedure and retain all current (unsaved) changes to metadata.
3. The **SAFR Login screen** appears. **Select from the drop down list for Connection Name.**

   The list for Connection Name contains potentially both global and local connections names. If you cannot see a connection you require, click button "**Connections...**" and see topic "**SAFR Connection Manager screen help**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**". If the **Connections...** button is grey, click **Cancel** and restart the SAFR Workbench - the **Connections...** button is now available.
4. **Type a SAFR Workbench User ID** (if required). The screen provides a value, which you can change if necessary.
5. **Enter the appropriate SAFR Workbench User ID password**.
6. Either tick or untick the box for "**Use Old Compiler**". Alternatively, this can be done later in step 10.

   The workbench always starts by displaying your choice from your last session, which you can change.

   See your system administrator or your IBM representative if you require more information on the SAFR compilers installed in your company.
7. Click **Login**.
8. **Select an environment** (if there is a choice). Once an environment is selected, click **Set as Default** to ensure this environment displays first for your next login. If there is a list of environments, sort the list by clicking on "name" or "id" in the header of the list. Reverse the sort order by clicking again on "name" or "id" in the header.
9. **Select a group** (if there is a choice). Once a group is selected and the environment above already has a tick for 'Set as Default", then for this group you can click **Set as Default** to ensure this group displays first for your next login. If there is a list of groups, sort the list by clicking on "name" or "id" in the header of the list. Reverse the sort order by clicking again on "name" or "id" in the header. If you are a system administrator, the groups field is grey and no action is required.
10. Either tick or untick the box for "**Use Old Compiler**". This may have been done earlier in step 6.
11. Click **OK**. Alternatively, click **Reset** to login as a different Workbench user name and return to step 3.

12. If there are errors, see topics **SAFR Connection Manager errors** and **SAFR Login errors**.

    To find these topics in a PDF, see chapter "**Cross reference of topics and PDF files**".

What to do next

If you selected "Use Old Compiler", the bottom right of the workbench screen displays "*** **Old Compiler** ***".

The version of the compiler for your workbench session is displayed in the WE log file - see topic "**WE log file overview**". To find this topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Searching lists of metadata

About this task

All users of the SAFR workbench can perform this task.

Procedure

1. This topic assumes you are on a screen in the SAFR Workbench that has a list of metadata items. **Click in that list of metadata.**
2. Start the search as follows:
   - **EITHER** press **F3**. Nothing happens if searching is not available in the context.
   - **OR** click on the **search icon** in any location this search icon can be found. There is always a search icon on the Workbench toolbar, and some dialog boxes contain a search icon for easy access. This icon is grey if searching is not available in the context.
   - **OR** select **File, Search**. This menu item is grey if searching is not available in the context.
3. In the screen "**Search Metadata Component**", do the following:
   a. Choose the type of search you require: either "**By ID**" or "**By Name**".
   b. In the field "**Search text**" type either the ID or the first characters in the metadata component name.
   c. Click OK to start the search.
4. If the component is found, then you are returned to the metadata list with that component highlighted.

What are the keyboard shortcuts?

01 Summary of this topic

The sections in this topic are as follows:

- “90 Shortcuts: Edit User screen” on page 46

10 Shortcuts: All workbench screens

The shortcuts below apply to all screens in the workbench (WE) except the SAFR Connection screen and the SAFR Login screen.

Shortcut — **Notes**

Alt + underlined letter

Most WE screens have underlined letters in menus, tabs, fields and buttons. **Press Alt and the underlined letter** to jump to that location.

In most cases, an underlined letter is unique. On those Editor screens where the same letter is underlined in different locations, the combination will jump between those locations on that screen.

If the same combination is shared between the menu and an Editor screen, then this combination goes to the Editor screen. To reach the menu, press Alt by itself, release it and then press Alt with the underlined letter.

Alt

Jump to the **File** menu.

Arrow down

Behavior depends on context.

Arrow down has special behavior on these screens:
- “20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)” on page 38
- “30 Shortcuts: New/Edit View screen (View Editor tab)” on page 41

On all other workbench screens, the behavior of Arrow down depends on the position of the cursor, as follows:
- In a multi-line text field (such as Comments for a Control Record), Arrow down **jumps to the line below**. If already on the lowest line, then Arrow down has no effect.
- In a list of values Arrow down **highlights the next value below**. If the lowest value in the list is highlighted, then Arrow down has no effect.
- In other types of fields, Arrow down has no effect.

Arrow left

Behavior depends on context.

Arrow left has special behavior on these screens:
- “20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)” on page 38
- “30 Shortcuts: New/Edit View screen (View Editor tab)” on page 41

On all other workbench screens, the behavior of Arrow left depends on the position of the cursor, as follows:
- In a text or numeric field such as a Name field, Arrow left **jumps one character to the left**. In a multi-line text field (such as Comments for a Control Record) Arrow left may jump to the right hand end of the line above. If already on the leftmost character on the first line, then Arrow left has no effect.
- In a list of values, Arrow left **highlights the next value above**. If already on the highest value in the list, then Arrow left has no effect.
- In other types of fields, Arrow left has no effect.

<table>
<tr><th>Shortcut</th><th>Notes</th></tr>
<tr><td>Arrow right</td><td>Behavior depends on context.

Arrow right has special behavior on these screens:
“20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)” on page 38
“30 Shortcuts: New/Edit View screen (View Editor tab)” on page 41
On all other workbench screens, the behavior of Arrow right depends on the position of the cursor, as follows:
In a text or numeric field such as a Name field, Arrow right jumps one character to the right. In a multi-line text field (such as Comments field in a Control Record) Arrow right may jump to the left hand end of the line below. If already on the rightmost character on the last line, then Arrow right has no effect.
In a list of values Arrow right highlights the next value below. If the lowest value in the list is highlighted, then Arrow right has no effect.
In other types of fields, Arrow right has no effect.</td></tr>
<tr><td>Arrow up</td><td>Behavior depends on context.

Arrow up has special behavior on these screens:
“20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)” on page 38
“30 Shortcuts: New/Edit View screen (View Editor tab)” on page 41
On all other workbench screens, the behavior of Arrow up depends on the position of the cursor, as follows:
In a multi-line text field (such as Comments for a Control Record) Arrow up jumps to the line above. If already in the first line, then Arrow up has no effect.
In a list of values Arrow up highlights the next value above. If the highest value in the list is highlighted, then Arrow up has no effect.
In other types of fields, Arrow up has no effect.</td></tr>
<tr><td>Ctrl + C</td><td>Copy selected text. This copies the selected text, in preparation for a paste (see Ctrl + V lower in this table).</td></tr>
<tr><td>Ctrl + Shift + E</td><td>Switch to the Editor Area. A screen appears called "Switch to Editor", that lists all the Editor Area screens that are open. Select a screen and press Enter to switch to that screen. Other actions are available on this screen.</td></tr>
<tr><td>Ctrl + F6</td><td>Switch to the next Editor screen. After pressing Ctrl + F7, keep holding down the Ctrl key and release the F7 key to see a choice of all the Editor screens running. Arrow to the required item, and press Enter to jump to that selection.</td></tr>
<tr><td>Ctrl + Shift + F6</td><td>Switch to the previous Editor screen. After pressing Ctrl + F7, keep holding down the Ctrl key and release the F7 key to see a choice of all the Editor screens running. Arrow to the required item, and press Enter to jump to that selection.</td></tr>
<tr><td>Ctrl + F7</td><td>Switch to the next view (meaning Navigator, Metadata List or Editor Area). After pressing Ctrl + F7, keep holding down the Ctrl key and release the F7 key to see a choice of Navigator, Metadata List and all Editor Area. Arrow to the required item, and press Enter to jump to that selection.</td></tr>
</table>

Shortcut	Notes
Ctrl + Shift + F7	Switch to the previous view (meaning Navigator, Metadata List or Editor Area). After pressing Ctrl + F7, keep holding down the Ctrl key and release the F7 key to see a choice of Navigator, Metadata List and all Editor Area. Arrow to the required item, and press Enter to jump to that selection.
Ctrl + L	Display the **SAFR Login** screen. This keyboard shortcut achieves the same result as clicking **File -> Return to login...**.
Ctrl + M	**Maximize** the active screen - either the Editor Area, Navigator or Metadata List. Press again to undo the maximize action.
Ctrl + N	Create a **new** instance of the type of metadata currently selected in the Navigator. If the Navigator is highlighting a particular view folder, then this results in a **new view** screen. This keyboard shortcut achieves the same result as going to the Navigator, clicking on the **arrow beside** (the new icon) on the toolbar and selecting the appropriate item.
Ctrl + O	**Open a view by id number**. The **Open View** screen appears. Type a view id number and click OK to open that view. This shortcut achieves the same result as selecting **File -> Open View**.
Ctrl + S	**Save** the current data. This shortcut achieves the same result as clicking (the save icon) or selecting **File -> Save**.
Ctrl + Shift + S	**Copy Metadata (also called Save As)**. This shortcut achieves the same result as clicking (the Save As icon) or selecting **File -> Save As**. This function requires that the Editor Area has a metadata item open in a window.
Ctrl + V	**Paste selected text.** You must have copied some text first (using Ctrl+C).
Ctrl + W	**Close** the current editor screen.
Ctrl + Shift + W	**Close all** editor screens.
Enter	Behavior depends on context. Enter has special behavior on these screens: • "20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)" on page 38 • "30 Shortcuts: New/Edit View screen (View Editor tab)" on page 41 On all other workbench screens, the behavior of Enter depends on the position of the cursor, as follows: • On a button, Enter **actions the button**. • In a multi-line text field such as Comments, Enter **jumps to a new line**. • In a list of values, Enter **accepts the currently highlighted value** as the value for this field. • In other fields, Enter has no effect.

Shortcut	Notes
F1	**Display screen sensitive help.** A window appears with help links for the screen you are on. The Editor Area must contain the active screen. This does not work in the Navigator or the Metadata List.
F2	**Display Help Content.** A full screen window appears with the entire online help for the workbench.
F12	**Activate** the Editor Area.
Shift + left click	To select a large number of components in sequence, select the first component and then **hold down Shift and select the last component**. All other components will be deselected when this occurs, so this should be the first action for a complex group of selections.
Shift + Tab	Behavior depends on context and is the reverse direction of the jumps given for "Tab" lower in this table. For example, in an Editor screen the Tab key jumps to the next field whereas Shift + Tab jumps to the previous field.
Spacebar	Behavior depends on context. Spacebar has special behavior on these screens: • "20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)" on page 38 • "30 Shortcuts: New/Edit View screen (View Editor tab)" on page 41 On all other workbench screens, the behavior of Spacebar depends on the position of the cursor, as follows: • In a Name field, Spacebar results in an **underscore character (_)** since spaces are not permitted in names. • In other text fields such as Comments, Spacebar results in a **space character ( )**. • In a checkbox field, Spacebar **toggles between a tick and no tick**. • In other fields such as numeric fields or a list of values, Spacebar has no effect.

Shortcut	Notes
Tab	Behavior depends on context. The Tab key has special behavior on these screens: • “20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)” • “30 Shortcuts: New/Edit View screen (View Editor tab)” on page 41 On all other workbench screens, the Tab key jumps between screen objects, and hence depends on the individual screen. In general, the Tab key jumps between these screen objects: • **The editable fields in the current Editor screen**. For example, if the current Editor screen is Edit Control Record, the Tab key jumps from the Name field to Maximum Extract File Number and then to Comments, First Fiscal Month, Beginning Period and Ending Period. • **Buttons in the current Editor screen**. For example, if the current Editor screen is Edit Logical File, the Tab key can reach the Add button for Associated Physical Files. • **The New icon** in the toolbar. • **The Help icon** in the toolbar. • **The tab for the current Editor session**. For example, this may be the tab for Edit Control Record. • **If relevant, the screen tab for the current Editor session**. An example is the General tab on the Edit Lookup Path screen. Some Editor sessions do not have screen tabs, such as the Edit Control Record screen. • Back to the top of this list.

12 Shortcuts: Navigator

Shortcut	Notes
F4	**Refresh Navigator.** This key works only after clicking "**View Folders**" in the Navigator. If any other node is highlighted in the Navigator, F4 has no effect.

20 Shortcuts: New/Edit Logical Record screen (LR Fields tab)

Remember to also see section “10 Shortcuts: All workbench screens” on page 34.

When you first display the LR Fields tab for a logical record, you must enable the grid of cells before you can start to work on this screen. Enable the grid as follows:
- EITHER **click in any cell** in the grid,
- OR **press Arrow down, Arrow left or Arrow right**.

The rows with red text are sort keys.

Once the grid is enabled, the cells are always in one of two modes:
- EITHER in **Display mode** - the cell value is read only,
- OR in **Edit mode** - the cell value can be changed.

To **start Edit mode** in a cell, do one of the following:
- EITHER **left click** on the cell,
- OR press **Tab** enough times to reach the cell,
- OR **arrow** to the cell and press **Spacebar**.

To **end Edit mode** and return to Display mode in a cell, do one of the following:

- EITHER press **Enter** to accept all changes,
- OR press **Tab** to exit the cell and also accept all changes,
- OR press **Escape** to cancel all changes made to the cell.

The table of shortcuts for this screen is below:

Shortcut	Notes
Alt + Down	Move field down.
Alt + Insert	Add a blank row at the bottom.
Alt + Up	Move field up.
Arrow down	The behavior of Arrow down is as follows: • For a cell in Display mode, Arrow down jumps to the next cell below. In the lowest cell in the column, Arrow down has no effect. • For a cell with a list of values in Edit mode, Arrow down **highlights the next lower value**. If the lowest value in the list is highlighted, then Arrow down has no effect. • For a cell of any other type in Edit mode, Arrow down has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Arrow left	The behavior of Arrow left is as follows: • For a cell in Display mode, Arrow left jumps to the cell in the column immediately to the left. For a cell in the Field Id column, Arrow left has no effect. • For a cell with a list of values in Edit mode, Arrow left **highlights the next higher value**. If the highest value in the list is highlighted, then Arrow left has no effect. • For a cell of any other type in Edit mode, Arrow left has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Arrow right	The behavior of Arrow right is as follows: • For a cell in Display mode, Arrow right jumps to the cell in the same row immediately to the right. For a cell in the Comments column, Arrow right has no effect. • For a cell with a list of values in Edit mode, Arrow right **highlights the next lower value**. If the lowest value in the list is highlighted, then Arrow right has no effect. • For a cell of any other type in Edit mode, Arrow right has no effect. For a discussion of Display mode and Edit mode, see the text above this table.

Shortcut	Notes
Arrow up	The behavior of Arrow up is as follows: • For a cell in Display mode, Arrow up jumps to the next cell above. For a cell in the first row, then Arrow up has no effect. • For a cell with a list of values in Edit mode, Arrow up **highlights the next higher value**. If the highest value in the list is highlighted, then Arrow up has no effect. • For a cell of any other type in Edit mode, Arrow up has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Ctrl + C	**Copy the selected field.** This copies the current field, in preparation for a paste (see Paste Above or Paste Below see lower in this table).
Ctrl + F	**Find Field...** Displays a window **Find Field**. Type a field name and press OK. If found, the field is highlighted. If not found, a message appears.
Ctrl + V	**Paste Above**. Pastes a field above the currently highlighted row. You must have copied a column first (using Ctrl+C).
Ctrl + Shift + V	**Paste Below**. Pastes a field below the currently highlighted row. You must have copied a column first (using Ctrl+C).
Delete	**Delete** the currently highlighted field. This performs the same function as clicking
End	Go to the rightmost cell in the current row.
Enter	The behavior of Enter is as follows: • For a cell in Display mode, Enter has no effect. • For a cell in Edit mode, Enter **accepts the current value in that cell** and places that cell in **Display** mode. For a discussion of Display mode and Edit mode, see the text above this table.
Escape	For a cell in Display mode, Escape has no effect. For a cell in Edit mode, Escape **cancels all changes** made to that cell and places that cell in **Display** mode. For a discussion of Display mode and Edit mode, see the text above this table.
Home	Go to the leftmost cell in the current row.
Insert	Insert a new row above the current row. This performs the same function as clicking (insert field).
Page-down	Go to the bottom cell in this column.
Page-up	Go to the top cell in this column.
Shift + Tab	Jumps in the reverse direction given for "Tab" lower in this table.

Shortcut	Notes
Spacebar	For a cell in Display mode, Spacebar places the cell in **Edit** mode. For a cell in Edit mode, the behaviour of Spacebar is as follows: • In a text field, Spacebar results in a **space character ( )**. • In a checkbox field, Spacebar **toggles between a tick and no tick**. Note that some cells have a checkbox that cannot be edited, such as the Signed field for a row that is type Alphanumeric. • In other fields such as numeric fields or a list of values, Spacebar has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Tab	Once the grid is enabled, the behavior of the Tab key is as follows: • In a cell in Edit mode, the Tab key **accepts the current value of that cell, places that cell in Display mode and jumps to the next cell to the right in that row and places that cell in Edit mode**. In the Comments column, the Tab key jumps to the first cell in the row underneath. In the Comments column for the last row, the Tab key creates a new row underneath. • In a cell in Display mode, the Tab key **jumps to the next cell to the right in that row and places that cell in Edit mode**. In the Comments column, the Tab key jumps to the first cell in the row underneath. In the Comments column for the last row, the Tab key creates a new row underneath. For a discussion of enabling the grid, Display mode and Edit mode, see the text above this table.

30 Shortcuts: New/Edit View screen (View Editor tab)

Remember to also see section “10 Shortcuts: All workbench screens” on page 34.

When you first display the View Editor tab for a view, you must enable the grid of cells before you can start to work on this screen. Enable the grid as follows:
- EITHER **click in any cell** in the grid,
- OR **press Arrow down, Arrow left or Arrow right**.

Once the grid is enabled, you can work on cells in the grid.

The grey cells are non-editable.

The yellow cells are a sort key described on the Sort Key Properties screen. To work on these cells, arrow to the yellow cell and press Spacebar.

The green cells are described in the Column Source Properties screen. To work on these cells, arrow to the green cell and press Spacebar.

The **white** cells are always in one of two modes:
- EITHER in **Display mode** - the cell value is read only,
- OR in **Edit mode** - the cell value can be changed.

To **start Edit mode** in a white cell, do one of the following:
- EITHER **left click** on the cell,

- OR press **Tab** enough times to reach the cell,
- OR **arrow** to the cell and press **Spacebar**.

To **end Edit mode** and return to Display mode in a white cell, do one of the following:

- EITHER press **Enter** to accept all changes,
- OR press **Tab** to exit the cell and also accept all changes,
- OR press **Escape** to cancel all changes made to the cell.

The table of shortcuts for this screen is below:

Shortcut	**Notes**
Alt + Left arrow	Move column left.
Alt + Right arrow	Move column right.
Arrow down	The behavior of Arrow down is as follows: • For a cell in Display mode, Arrow down jumps to the next cell below. This happens even if the next cell is grey, yellow, green or white. In the lowest cell in the column, Arrow down has no effect. • For a cell with a list of values in Edit mode, Arrow down **highlights the next lower value**. If the lowest value in the list is highlighted, then Arrow down has no effect. • For a cell of any other type in Edit mode, Arrow down has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Arrow left	The behavior of Arrow left is as follows: • For a cell in Display mode, Arrow left jumps to the cell in the column immediately to the left. This happens even if the target cell is grey, yellow, green or white. For a cell in Column 1, Arrow left has no effect. • For a cell with a list of values in Edit mode, Arrow left **highlights the next higher value**. If the highest value in the list is highlighted, then Arrow left has no effect. • For a cell of any other type in Edit mode, Arrow left has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Arrow right	The behavior of Arrow right is as follows: • For a cell in Display mode, Arrow right jumps to the cell in the column immediately to the right. This happens even if the target cell is grey, yellow, green or white. For a cell in the rightmost column, Arrow right has no effect. • For a cell with a list of values in Edit mode, Arrow right **highlights the next lower value**. If the lowest value in the list is highlighted, then Arrow right has no effect. • For a cell of any other type in Edit mode, Arrow right has no effect. For a discussion of Display mode and Edit mode, see the text above this table.

Shortcut	Notes
Arrow up	The behavior of Arrow up is as follows: • For a cell in Display mode, Arrow up jumps to the next cell above. This happens even if the target cell is grey, yellow, green or white. If the cell above has "Column 1" or a similar title, then Arrow up has no effect. • For a cell with a list of values in Edit mode, Arrow up **highlights the next higher value**. If the highest value in the list is highlighted, then Arrow up has no effect. • For a cell of any other type in Edit mode, Arrow up has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Ctrl + C	**Copy the highlighted column.** Highlighting just one cell in a column is enough to identify the column for this copy.
Ctrl + K	**Make sort key** or **Make non sort key**. Highlighting just one cell in a column is enough to identify the column for this action. Will make the highlighted column part of the sort key, or remove that column from the sort key.
Ctrl + V	**Paste a column left** of the highlighted column. Highlighting just one cell in a column is enough to identify the column for this action. You must have copied a column first (using Ctrl-C).
Ctrl + Shift + V	**Paste a column right** of the highlighted column. Highlighting just one cell in a column is enough to identify the column for this action. You must have copied a column first (using Ctrl-C).
Delete	If a **grey cell** is highlighted then delete the **entire column**. If any other cell is highlighted then delete the **contents of that cell**.
End	Go to the cell to the right as far as possible in this grid.
Enter	The behavior of Enter is as follows: • For a cell in Display mode, Enter has no effect. • For a cell in Edit mode, Enter **accepts the current value in that cell** and places that cell in **Display** mode. For a discussion of Display mode and Edit mode, see the text above this table.
Escape	For a white cell in Display mode, Escape has no effect. For a white cell in Edit mode, Escape **cancels all changes** made to that cell and places that cell in **Display** mode. For a discussion of Display mode and Edit mode, see the text above this table.
F5	**Activate / Deactivate** the view. If the view heading has **[Inactive]** this attempts to activate the view. If the view heading has **[Active]** this makes the view inactive.
F9	**Show Grid / Properties.** This switches between the two large tabs for a view: the "View Editor" tab and the "View Properties" tab. The "View Editor" tab contains the view columns and can be called the "grid".

Shortcut	Notes
Home	Go to the cell to the left as far as possible in this grid.
Insert	Insert a new column to the left of the currently selected column. Highlighting just one cell in a column is enough to identify the column for this action.
Page-down	Go to the bottom cell in this column.
Page-up	Go to the top cell in this column.
Shift + Tab	Jumps in the reverse direction given for "Tab" lower in this table.
Spacebar	For a white cell in Display mode, Spacebar places the cell in **Edit** mode. For a white cell in Edit mode, the behaviour of Spacebar is as follows: • In a text field, Spacebar results in a **space character ( )**. • In a checkbox field, Spacebar **toggles between a tick and no tick**. • In other fields such as numeric fields or a list of values, Spacebar has no effect. For a discussion of Display mode and Edit mode, see the text above this table.
Tab	Once the grid is enabled, the behavior of the Tab key is as follows: • In a cell in Edit mode, the Tab key **accepts the current value of that cell, places that cell in Display mode and jumps to the next editable cell downwards in that column**. If there are no more editable cells in that column the Tab Key jumps to the first editable cell in the next column to the right. If there are no more columns then the cursor does not change position. • In a cell in Display mode or in a grey (non-editable) cell, the Tab key **jumps to the next editable cell downwards in that column**. If there are no more editable cells in that column the Tab Key jumps to the first editable cell in the next column to the right. If there are no more columns then the cursor does not change position. For a discussion of enabling the grid, Display mode and Edit mode, see the text above this table.

32 Shortcuts: New/Edit View screen (View Properties tab)

Remember to also see section “10 Shortcuts: All workbench screens” on page 34.

The "**View Properties**" tab has sub-tabs:

- **General sub-tab**
- **Extract Phase sub-tab**
- **Format Phase sub-tab**
- **Header/ Footer sub-tab**

The shortcuts in this section apply to all sub-tabs of the View Properties tab.

Shortcut	Notes
Ctrl + C	**Copy the highlighted text.** This prepares for a paste (see the next shortcut below).

Shortcut	Notes
Ctrl + V	**Paste text left** of the cursor position. You must have copied text first (using Ctrl-C).
F5	**Activate / Deactivate** the view. If the view heading has **[Inactive]** this attempts to activate the view. If the view heading has **[Active]** this makes the view inactive.
F9	**Show Grid / Properties.** This switches between the two large tabs for a view: the "View Editor" tab and the "View Properties" tab. The "View Editor" tab contains the view columns and can be called the "grid".

80 Shortcuts: Logic Text screens

Remember to also see section "10 Shortcuts: All workbench screens" on page 34.

This applies to screens such as:
- Create New Extract Record Filter
- Create New Extract Column Assignment
- Create New Format-Phase Column Calculation
- Create New Format-Phase Record Filter
- Edit Extract Record Filter
- Edit Extract Column Assignment
- Edit Format-Phase Column Calculation
- Edit Format-Phase Record Filter

Shortcut	Notes
Ctrl + A	**Select all logic text.** This highlights all the logic text.
Ctrl + Shift + A	**Deselect all logic text.** No logic text is highlighted.
Ctrl + C	**Copy the selected logic text.** This copies any currently highlighted logic text, in preparation for a paste (see Ctrl + V below).
Ctrl + V	**Paste the copied logic text**. Overwrites any currently highlighted logic text, or pastes to the current cursor location. You must have copied some logic text first (using Ctrl+C).
Ctrl + Y	**Retype** the last character deleted by Ctrl-Z. Can be used for up to 25 characters.
Ctrl + Z	**Delete the last character typed.** Can be used for up to 25 characters.
F7	**Check Logic Text.** The same action as clicking the icon ✓ .

90 Shortcuts: Edit User screen

Remember to also see section "10 Shortcuts: All workbench screens" on page 34.

Shortcut	Notes
Alt+F6	**Refresh defaults.** Restores the defaults that apply to a new user and removes any configured defaults. The same action as clicking the icon .

What metadata do I want to see?

System administrators not affected

This help topic has no effect on system administrators. System administrators can always read every metadata item in every environment. System administrators always have enough rights to create, modify and delete any metadata item. System administrators need only read this topic, so that they understand the choices for general users.

Environment administrators not affected

This help topic has no effect on environment administrators. Environment administrators can always see every metadata item in the appropriate environment. Environment administrators can create, modify and delete all metadata items except users, groups and environments. Environment administrators can only modify the appropriate environment. Environment administrators can only modify the group permissions in the appropriate environment, but cannot change the group membership or the group record itself. Environment administrators need only read this topic, so that they understand the choices for general users.

General users have a choice

This help topic is for general users.

General users get rights to access an environment from the **group selected during login**. If the general user has access to an environment, the general user can always see the name and id of every metadata item in that environment. The name and id are the only thing the general user can see, if they do not have any edit rights.

Edit rights are rights about individual metadata items. Edit rights are **create, modify and delete rights** to individual metadata items in that environment. Edit rights depend on the group membership and group permissions.

To find administrator topics "**Modifying group membership**", "**Modifying group permissions by group**" and "**Modifying group permissions by environment**" in a PDF, see the chapter "**Cross reference of topics and PDF files**".

General users have two choices of what metadata they can see:

- **Show all** - see all metadata items on a screen. Where the user has no edit rights the metadata items are still listed using grey text.
- **Show with edit rights** - see only the metadata items where the user has edit rights.

General users and the Show button

The two choices in the previous section are controlled by this **"Show" button** on the toolbar: 

When you first start the workbench, the setting is "Show with edit rights". Pass your cursor over the Show button, and the tool tip displays "Show all". This means that when you click on the Show button the current setting changes to "Show all".

After clicking the Show button once, the setting is "Show all" and the tool tip changes to "Show with edit rights". When you click on the Show button a second time, the situation changes back to when you first started in the workbench. The action of the Show button alternates each time the button is clicked.

Notice that the tool tip displays the opposite of the setting that is currently operating. This is because the Show button always offers you the choice to change to the opposite setting.

You can see examples of the action of the Show button in sections further down in this help topic.

The Show button on the workbench toolbar changes all screens in the workbench. When you click on the Show button, screens that are already open change immediately, as well as new screens that you open after that point. The section below discusses how general users can make an exception on some screens.

General users can make an exception on some screens

Some screens have a small toolbar that has a Show button  just for that screen.

Call these screens the **exception** screens. Each exception screen is launched from a screen that we can call the exception parent screen.

One example of these screens is as follows:

1. Click "**Logical Files**" in the Navigator.
2. In the Metadata List, **double click a logical file** than you have edit rights for. This launches the "**Edit Logical File**" screen which is the exception parent screen.
3. On the screen "**Edit Logical File**", under the heading "**Associated Physical Files**", click **Add**.
4. The screen "**select components to be associated**" has a toolbar with a Show button . This is an exception screen. Clicking the Show button on this screen only changes the metadata displayed on this screen.

The exception screens work as follows:

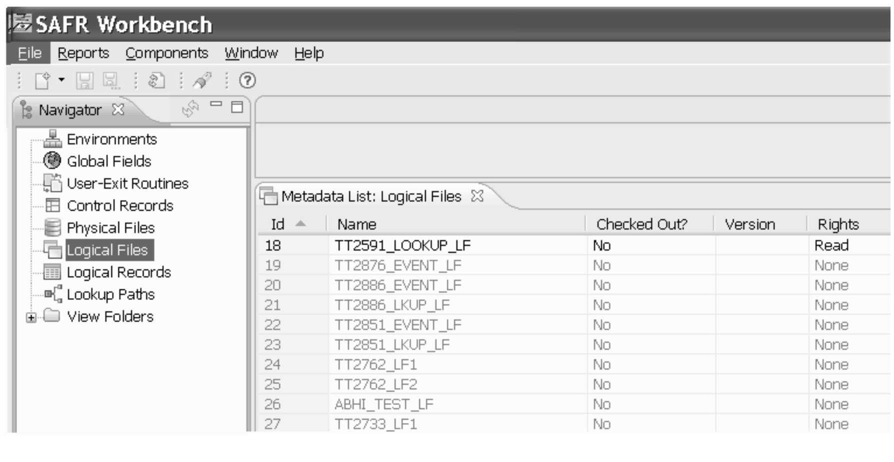
1. The first time the exception screen opens, the "Show" setting is the same as that given for the workbench toolbar.
2. If you click on the Show button on the exception screen, only the exception screen changes. If you close the exception screen and reopen it, the exception screen remembers your choice.
3. If you close the exception parent screen, and later reopen that screen, then the exception screen behaves like the first time case above.

4. If you click on the Show button in the workbench toolbar, then all exception screens behave like the first time case above.

"Show all" example in the workbench

Note the following about the Metadata List:

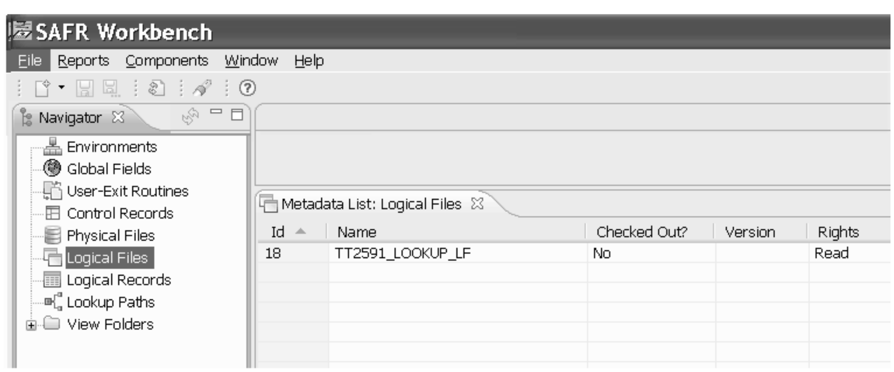
- Any items in normal black text are available to click on. For example, in the Metadata List click on TT2004_EVENT_LF_193 to edit that logical file.
- Any items listed in grey indicate you have no edit rights. You cannot open these items.



"Show with edit rights" example in the workbench

Note the following about the Metadata List:

- The only items listed are in normal black text. You can click on all of these items.
- The other items are hidden. For example, the logical files shown in grey above still exist, but are not displayed.



Where is the WE log file?

See topic "**Changing Log Path**" to display the current path to the log file. To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

For more on WE log files, see topic "**WE log file overview**". To find that topic in a PDF, see chapter "**Cross reference of topics and PDF files**".

Chapter 3. Cross reference of topics and PDF files

How to download a PDF

Go to SAFR Information Center, select **About this Information Center** and select **PDF**. Follow the instructions on that page.

Alphabetical list of topics

Note the following:

- "**InfoCtr4150**" means the PDF called "**SAFR Information Center 4.15.00**" which contains all help topics.
- "**Top 3**" means the PDF called "**Top 3 - Admin Guide, General Users Guide and Overviews**".

Find the required topic in the first column below. The columns to the right show the PDFs that contain that topic.

Topic	PDF	PDF	PDF	PDF
Add View Source errors	Troubleshooting			InfoCtr4150
Add View Source screen help	Screens			InfoCtr4150
Admin Guide	Admin Guide		Top 3	InfoCtr4150
Administrators START HERE	Admin Guide		Top 3	InfoCtr4150
Basics of using the SAFR Workbench	Admin Guide	General Users Guide	Top 3	InfoCtr4150
Batch activate lookup paths	Admin Guide		Top 3	InfoCtr4150
Batch Activate Lookup Paths errors	Troubleshooting			InfoCtr4150
Batch Activate Lookup Paths screen help	Screens			InfoCtr4150
Batch activate views	Admin Guide		Top 3	InfoCtr4150
Batch Activate Views errors	Troubleshooting			InfoCtr4150
Batch Activate Views screen help	Screens			InfoCtr4150
Change Log Path screen help	Screens			InfoCtr4150
Changing Log Path	Admin Guide	General Users Guide	Top 3	InfoCtr4150
Checking metadata dependencies	Admin Guide		Top 3	InfoCtr4150
Clear environment	Admin Guide		Top 3	InfoCtr4150
Clear environment messages	Screens			InfoCtr4150
Column Source Properties errors	Troubleshooting			InfoCtr4150

Topic	PDF	PDF	PDF	PDF
Column Source Properties screen help	Screens			InfoCtr4150
Common Key Buffers overview	Overviews		Top 3	InfoCtr4150
Control records overview	Overviews		Top 3	InfoCtr4150
Copying metadata	Admin Guide		Top 3	InfoCtr4150
Create New Extract Column Assignment errors	Troubleshooting			InfoCtr4150
Create New Extract Column Assignment screen help	Screens			InfoCtr4150
Create New Extract Record Filter errors	Troubleshooting			InfoCtr4150
Create New Extract Record Filter screen help	Screens			InfoCtr4150
Create New Format-Phase Calculation errors	Troubleshooting			InfoCtr4150
Create New Format-Phase Calculation screen help	Screens			InfoCtr4150
Create New Format-Phase Record Filter errors	Troubleshooting			InfoCtr4150
Create New Format-Phase Record Filter screen help	Screens			InfoCtr4150
Creating control records	Admin Guide		Top 3	InfoCtr4150
Creating environments	Admin Guide		Top 3	InfoCtr4150
Creating global fields	Admin Guide		Top 3	InfoCtr4150
Creating groups	Admin Guide		Top 3	InfoCtr4150
Creating logical files	Admin Guide		Top 3	InfoCtr4150
Creating logical records	Admin Guide		Top 3	InfoCtr4150
Creating lookup paths	General Users Guide		Top 3	InfoCtr4150
Creating physical files	Admin Guide		Top 3	InfoCtr4150
Creating user-exit routines	Admin Guide		Top 3	InfoCtr4150
Creating users	Admin Guide		Top 3	InfoCtr4150
Creating view folders	Admin Guide		Top 3	InfoCtr4150
Creating views	General Users Guide		Top 3	InfoCtr4150
Deleting metadata	Admin Guide		Top 3	InfoCtr4150
Deleting metadata messages	Troubleshooting			InfoCtr4150
Dependency Checker errors	Troubleshooting			InfoCtr4150
Dependency Checker screen help	Screens			InfoCtr4150
Do SAFR batch processes run sequentially or in parallel?				InfoCtr4150
Edit Control Record errors	Troubleshooting			InfoCtr4150

Topic	PDF	PDF	PDF	PDF
Edit Control Record screen help	Screens			InfoCtr4150
Edit Environment errors	Troubleshooting			InfoCtr4150
Edit Environment screen help	Screens			InfoCtr4150
Edit Extract Column Assignment errors	Troubleshooting			InfoCtr4150
Edit Extract Column Assignment screen help	Screens			InfoCtr4150
Edit Extract Record Filter errors	Troubleshooting			InfoCtr4150
Edit Extract Record Filter screen help	Screens			InfoCtr4150
Edit Format-Phase Calculation errors	Troubleshooting			InfoCtr4150
Edit Format-Phase Calculation screen help	Screens			InfoCtr4150
Edit Format-Phase Record Filter errors	Troubleshooting			InfoCtr4150
Edit Format-Phase Record Filter screen help	Screens			InfoCtr4150
Edit Global Field errors	Troubleshooting			InfoCtr4150
Edit Global Field screen help	Screens			InfoCtr4150
Edit Group errors	Troubleshooting			InfoCtr4150
Edit Group screen help	Screens			InfoCtr4150
Edit Logical File errors	Troubleshooting			InfoCtr4150
Edit Logical File screen help	Screens			InfoCtr4150
Edit Logical Record errors	Troubleshooting			InfoCtr4150
Edit Logical Record (Assoc. Log. Files tab) screen help	Screens			InfoCtr4150
Edit Logical Record (LR Fields tab) screen help	Screens			InfoCtr4150
Edit Logical Record (LR Properties tab) screen help	Screens			InfoCtr4150
Edit Lookup Path errors	Troubleshooting			InfoCtr4150
Edit Lookup Path (General tab) screen help	Screens			InfoCtr4150
Edit Lookup Path (Lookup Path Definition tab) screen help	Screens			InfoCtr4150
Edit Physical File errors	Troubleshooting			InfoCtr4150
Edit Physical File screen help	Screens			InfoCtr4150
Edit User errors	Troubleshooting			InfoCtr4150
Edit User screen help	Screens			InfoCtr4150

Topic	PDF	PDF	PDF	PDF
Edit User-Exit Routine errors	Troubleshooting			InfoCtr4150
Edit User-Exit Routine screen help	Screens			InfoCtr4150
Edit View (View Editor tab) screen help	Screens			InfoCtr4150
Edit View (View Properties, Extract Phase tab) screen help	Screens			InfoCtr4150
Edit View (View Properties, Format Phase tab) screen help	Screens			InfoCtr4150
Edit View (View Properties, General tab) screen help	Screens			InfoCtr4150
Edit View (View Properties, Header/ Footer tab) screen help	Screens			InfoCtr4150
Edit View errors	Troubleshooting			InfoCtr4150
Edit View Folder errors	Troubleshooting			InfoCtr4150
Edit View Folder screen help	Screens			InfoCtr4150
Empty "Deleted Views" folder	Admin Guide		Top 3	InfoCtr4150
Environment Checker errors	Troubleshooting			InfoCtr4150
Environment Checker screen help	Screens			InfoCtr4150
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Environments overview	Overviews		Top 3	InfoCtr4150
Examples: COLUMN and COL.nnn statements	Logic text types			InfoCtr4150
Examples: COLUMN statements	Logic text types			InfoCtr4150
Examples: IF with COLUMN and COL.nnn statements	Logic text types			InfoCtr4150
Examples: IF with COLUMN statements	Logic text types			InfoCtr4150
Examples: IF with SELECT	Logic text types			InfoCtr4150
Examples: IF with SKIP	Logic text types			InfoCtr4150
Examples: SELECTIF statements	Logic text types			InfoCtr4150
Examples: SKIPIF statements	Logic text types			InfoCtr4150
Examples: WRITE statements	Logic text types			InfoCtr4150
Export metadata overview	Overviews		Top 3	InfoCtr4150

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Export Utility screen help	Screens			InfoCtr4150
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Finding and replacing logic text	Admin Guide		Top 3	InfoCtr4150
Find/Replace Logic Text errors	Troubleshooting			InfoCtr4150
Find/Replace Logic Text screen help	Screens			InfoCtr4150
Finding all environments for a particular a metadata item name	Admin Guide	General Users Guide	Top 3	InfoCtr4150
Finding screen help	Admin Guide	General Users Guide	Top 3	InfoCtr4150
General users guide	General Users Guide		Top 3	InfoCtr4150
General users START HERE	General Users Guide		Top 3	InfoCtr4150
Generating reports on metadata	General Users Guide		Top 3	InfoCtr4150
Global fields overview	Overviews		Top 3	InfoCtr4150
Glossary				InfoCtr4150
Group Membership errors	Troubleshooting			InfoCtr4150
Group Membership screen help	Screens			InfoCtr4150
Group Permissions By Environment (Component Security section) screen help	Screens			InfoCtr4150
Group Permissions By Environment (Environment, Assoc. Groups sections) screen help	Screens			InfoCtr4150
Group Permission By Environment messages	Troubleshooting			InfoCtr4150
Group Permissions (Component Security section) screen help	Screens			InfoCtr4150
Group Permissions (Groups, Assoc. Environs sections) screen help	Screens			InfoCtr4150
Group Permission messages	Troubleshooting			InfoCtr4150
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Groups overview	Overviews		Top 3	InfoCtr4150
How do I generate a Dependency Checker Report?				InfoCtr4150

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How do I generate an Environment Checker Report?				InfoCtr4150
How do I generate an Environment Security Report?				InfoCtr4150
How do I generate a Logical Record Report?				InfoCtr4150
How do I generate a Lookup Path Report?				InfoCtr4150
How do I generate a View Column PIC Report?				InfoCtr4150
How do I generate a View Column Report?				InfoCtr4150
How do I generate a View Properties Report?				InfoCtr4150
How many address spaces does SAFR use?				InfoCtr4150
How many processes per address space?				InfoCtr4150
How many SAFR passes will there be?				InfoCtr4150
How scalable is SAFR in z/OS?				InfoCtr4150
I want to see more logic text for all rows in the Find/Replace Logic Text screen				InfoCtr4150
Import metadata overview	Overviews		Top 3	InfoCtr4150
Import Utility screen help	Screens			InfoCtr4150
Import Utility errors	Troubleshooting			InfoCtr4150
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Logging into the SAFR Workbench	General Users Guide		Top 3	InfoCtr4150
Logic text 1: Extract Record Filter	Logic text types			InfoCtr4150
Logic text 1: Extract Record Filter overview	Overviews		Top 3	InfoCtr4150
Logic text 2: Extract Column Assignment	Logic text types			InfoCtr4150
Logic text 2: Extract Column Assignment overview	Overviews		Top 3	InfoCtr4150
Logic text 3: Format Column Calculations	Logic text types			InfoCtr4150
Logic text 3: Format Column Calculations overview	Overviews		Top 3	InfoCtr4150
Logic text 4: Format Record Filter	Logic text types			InfoCtr4150

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Logic text diagrams 2: Extract Column Assignment	Logic text diagrams			InfoCtr4150
Logic text diagrams 3: Format Column Calculation	Logic text diagrams			InfoCtr4150
Logic text diagrams 4: Format Record Filter	Logic text diagrams			InfoCtr4150
Logic Text Helper errors	Troubleshooting			InfoCtr4150
Logic Text Helper screen help	Screens			InfoCtr4150
Logic text overview	Overviews		Top 3	InfoCtr4150
Logic Text Validation Errors message help	Troubleshooting			InfoCtr4150
Logic Text Validation Errors screen help	Screens			InfoCtr4150
Logic text: summary diagrams	Logic text diagrams			InfoCtr4150
Logic text: syntax	Logic text syntax			InfoCtr4150
Logical files overview	Overviews		Top 3	InfoCtr4150
Logical records overview	Overviews		Top 3	InfoCtr4150
Lookup paths overview	Overviews		Top 3	InfoCtr4150
Metadata overview	Overviews		Top 3	InfoCtr4150
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Migrate metadata overview	Overviews		Top 3	InfoCtr4150
Migrating metadata	Admin Guide		Top 3	InfoCtr4150
Migration Utility errors	Troubleshooting			InfoCtr4150
Migration Utility screen help	Screens			InfoCtr4150
Modifying control records	Admin Guide		Top 3	InfoCtr4150
Modifying Environments	Admin Guide		Top 3	InfoCtr4150
Modifying global fields	Admin Guide		Top 3	InfoCtr4150
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Modifying physical files	Admin Guide		Top 3	InfoCtr4150
Modifying user-exit routines	Admin Guide		Top 3	InfoCtr4150
Modifying users	Admin Guide		Top 3	InfoCtr4150
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New Logical File screen help	Screens			InfoCtr4150
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New Logical Record (Assoc. Log. Files tab) screen help	Screens			InfoCtr4150
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New Lookup Path errors	Troubleshooting			InfoCtr4150
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New User screen help	Screens			InfoCtr4150
New User-Exit Routine errors	Troubleshooting			InfoCtr4150
New User-Exit Routine screen help	Screens			InfoCtr4150
New View (View Editor tab) screen help	Screens			InfoCtr4150

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New View (View Properties, Format Phase tab) screen help	Screens			InfoCtr4150
New View (View Properties, General tab) screen help	Screens			InfoCtr4150
New View (View Properties, Header/ Footer tab) screen help	Screens			InfoCtr4150
New View errors	Troubleshooting			InfoCtr4150
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New View Folder screen help	Screens			InfoCtr4150
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Performance Engine (PE) overview	Overviews		Top 3	InfoCtr4150
Physical files overview	Overviews		Top 3	InfoCtr4150
Pipes overview	Overviews		Top 3	InfoCtr4150
Return to login	General Users Guide		Top 3	InfoCtr4150
Rules for all logic text	Logic text diagrams	Logic text syntax	Logic text types	InfoCtr4150
SAFR Connection Manager errors	Troubleshooting			InfoCtr4150
SAFR Connection Manager screen help	Screens			InfoCtr4150
SAFR Login errors	Troubleshooting			InfoCtr4150
SAFR Login screen help	Screens			InfoCtr4150
SAFR optimization overview	Overviews		Top 3	InfoCtr4150
SAFR overview - START HERE	Overviews		Top 3	InfoCtr4150
SAFR phases overview	Overviews		Top 3	InfoCtr4150
Searching lists of metadata	Admin Guide	General Users Guide	Top 3	InfoCtr4150
Sort Key Properties errors	Troubleshooting			InfoCtr4150
Sort Key Properties screen help	Screens			InfoCtr4150
Sort Key Titles errors	Troubleshooting			InfoCtr4150
Sort Key Titles screen help	Screens			InfoCtr4150
Syntax: BEGINS_WITH	Logic text syntax			InfoCtr4150

Topic	PDF	PDF	PDF	PDF
Syntax: COL.nnn in Format Record Filter	Logic text syntax			InfoCtr4150
Syntax: COLUMN and COL.nnn in Extract Column Assignment	Logic text syntax			InfoCtr4150
Syntax: COLUMN and COL.nnn in Format Column Calculations	Logic text syntax			InfoCtr4150
Syntax: COLUMN and COL.nnn statements	Logic text syntax			InfoCtr4150
Syntax: CONTAINS	Logic text syntax			InfoCtr4150
Syntax: ENDS_WITH	Logic text syntax			InfoCtr4150
Syntax: function ALL	Logic text syntax			InfoCtr4150
Syntax: function BATCHDATE	Logic text syntax			InfoCtr4150
Syntax: function CURRENT	Logic text syntax			InfoCtr4150
Syntax: function DATE	Logic text syntax			InfoCtr4150
Syntax: function DAYSBETWEEN	Logic text syntax			InfoCtr4150
Syntax: function FISCALDAY	Logic text syntax			InfoCtr4150
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Syntax: function REPEAT	Logic text syntax			InfoCtr4150
Syntax: function RUNDAY	Logic text syntax			InfoCtr4150

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Syntax: function RUNPERIOD	Logic text syntax			InfoCtr4150
Syntax: function RUNQUARTER	Logic text syntax			InfoCtr4150
Syntax: function RUNYEAR	Logic text syntax			InfoCtr4150
Syntax: function YEARSBETWEEN	Logic text syntax			InfoCtr4150
Syntax: functions	Logic text syntax			InfoCtr4150
Syntax: functions Q1, Q2, Q3 and Q4	Logic text syntax			InfoCtr4150
Syntax: IF statements	Logic text syntax			InfoCtr4150
Syntax: IF statements in Extract Column Assignment	Logic text syntax			InfoCtr4150
Syntax: IF statements in Extract Record Filter	Logic text syntax			InfoCtr4150
Syntax: IF statements in Format Column Calculations	Logic text syntax			InfoCtr4150
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Syntax: SELECT and SELECTIF statements in Extract Record Filter	Logic text syntax			InfoCtr4150
Syntax: SELECT and SELECTIF statements in Format Record Filter	Logic text syntax			InfoCtr4150
Syntax: SELECT, SELECTIF, SKIP and SKIPIF statements	Logic text syntax			InfoCtr4150
Syntax: SKIP and SKIPIF statements in Extract Record Filter	Logic text syntax			InfoCtr4150
Syntax: SKIP and SKIPIF statements in Format Record Filter	Logic text syntax			InfoCtr4150
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User-exit routines overview	Overviews		Top 3	InfoCtr4150

Topic	PDF	PDF	PDF	PDF
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