## **TSO User's Manual**

**Signing on:** Type your ACF2 User-ID (Usually the 2-letter district code and your initials). Type your password (up to 6 letters). Press <ENTER>.

NWSPLNIP 08/15/2003 16:29 Eastern Time. Cr	Northwe 2048 Ta ustomer Suppor http	st Regional Data C East Paul Dirac D llahassee, FL 323 t - Ph: 850-487-20 ://www.nwrdc.fsu.e	enter Te rive 10 48 SC: 277-20 du/	erminal:TW1J1081 48		
Connect to t	nis host using NWRDC.FSU 199.44.7	either of these n .EDU NWAL 2.2 128.	ames or addres T.FSU.EDU 186.217.2	s numbers:		
Press PF1 for help. Press PF3 to exit this screen. Please enter your Userid and Password.						
USELIU ==> ????			New Password	==>		
4-© 1	TSO	199.44.72.2		22/14		

Selecting TSO: Type 6 on Command line and press <ENTER>.

```
NWSPMUIP
                        Northwest Regional Data Center Terminal:TW1J0984
 08/15/2003 16:27
                            Application Selection Menu
                                                                   Userid:GEJLG
        Enter number of application to select, or enter H for help.
        PF1 = Help PF3 = Logoff PF7 = PageUp PF11 = Bottom
        PF2 = Description-toggle PF8 = PageDown PF12 = Top
           ApplStatusNumApplStatus1NWRCPCOACTIVE11SAMPBSPACTIVE2NWRCTCOACTIVE12SAMV22ACTIVE3NWRCICCACTIVE13SAMNACAACTIVE4FILLERINACTIVE14ACLMNU02INACTIVE5NWRIACTACTIVE15DGSMENUACTIVE
         Num Appl
           6NWRTSOACTIVE16FPCPINFOACTIVE7NWRMUSSACTIVE17FPCTINFOUNKNOWN8NWRNCCFACTIVE18FILLERINACTIVE9FILLERINACTIVE19TMCCICSACTIVE10SAMNASOSACTIVE20DOTSUPACTIVE
          10 SAMNASOS ACTIVE
                Customer Support - Ph: 850-487-2048 SC: 277-2048
                                new-logmode = dlogmod = SNX32702
Command => 6
_____
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        1 TSO 199.44.72.2
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```

**Selecting PDF:** Type 1 on Option line and press <ENTER>. If you always want to start you TSO session on a particular screen, you can set a passport command to go there immediately upon starting your session.

```
----- Northwest Regional Data Center/INFORMATION CENTER ------
OPTION ===> 1
 0IC/set- Set your NWRDC session options and defaults1PDF- ISPF/Program Development Facility2DB2- DB2/QMF & Related functions4SYSTEMS- Support tools - (VSAM, VPS, ACF2, TMS, PGP, ISMF)
 5 APPLICATION - Report tools - (FOCUS, GDDM, SAS)
 6 REFERENCES - Help Desk Info / Book Manager (User Manuals)
7 CONTROL - M - Auto Job Submission
 ****NWRDC CUSTOMER CONFERENCE - DATE:OCTOBER 7-9,2003****
 Please go to NWRDC Website for the registration form for the
 NWRDC Customer Conference 2003. This is a great opportunity to
 network with NWRDC staff and your fellow customers. Please visit
 http://www.nwrdc.fsu.edu/index_datacenter_conference.html
 Please call Customer Support at 850-487-2048 if you have questions.
Enter END command to terminate ISPF.
Enter BYE command to exit ISPF and LOGOFF.
_____
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```

**Selecting Edit Entry:** Type 2 on Option line and press <ENTER>. This will take you to the screen where you will begin half of your work.

Menu Utilitie	s Compilers Options Status Help							
ISPF Primary Option Menu Option ===> 2								
<pre>0 Settings 1 View 2 Edit 3 Utilities 4 Foreground 6 Command 7 Dialog Test 11 Workplace A AID-2.3 I IOF</pre>	Terminal and user parameters Display source data or listings Create or change source data Perform utility functions Interactive language processing Enter TSO or Workstation commands Perform dialog testing ISPF Object/Action Workplace local support tool Interactive Output Facility	User ID . : GEJLG Time : 16:31 Terminal. : 3278 Screen : 1 Language. : ENGLISH Appl ID . : ISR TSO logon : NWRISPF TSO prefix: GE.JLG System ID : NWR1 MVS acct. : GEJLG Release . : ISPF 5.0						
Enter X to Terminate using log/list defaults								
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With the exception of EZTrieve reports, Gateway has established a general rule for setting up processing a report. A job will generally consist of three possible endings. All jobs would have a "C" ending for control cards that set the information you want on a report. All reports or edits will have a "P" ending for printouts. Some jobs will also have a "U" ending for updates. Updates will also produce a report just as the printout selection. A special set of jobs to run before and after updates is a "CLOSE" and "OPEN".

**Selecting Your Job:** There are three ways to select you job for processing. Option one, as illustrated on the next two screens, is to enter your Project, Group, and Type. Leave your Member blank and press <ENTER>. The system will present you will a listing of all jobs in your library. You would then go through the list and "select" the member you want by placing an "S" over the period and pressing <ENTER>.

Menu RefList RefMode Utilities LMF Workstation Help Edit Entry Panel Command ===> ISPF Library: Project . . . CAL Group . . . . **PAY** . . . . . . . . . . . Туре . . . . **ЈС**Ь Member . . . (Blank or pattern for member selection list) Other Partitioned, Sequential or VSAM Data Set: Data Set Name . . . Volume Serial . . . (If not cataloged) Workstation File: File Name . . . . . Options Initial Macro . . . . Confirm Cancel/Move/Replace Profile Name . . . . Mixed Mode Format Name . . . . . Edit on Workstation Data Set Password . . Preserve VB record length \_\_\_\_\_ 4–© 2 TSO 199.44.72.2 10/19

Menu Functions Utilit	ies Help	þ		
SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS	ssssssss	ssssssssssss	***************************************	SSSSSSSSSS
EDIT CAL.PAY.JCL			Row 0000	1 of 00406
Command ===>			Scroll	===> CSR
Name Prompt	Size	Created	Changed	ID
. AXA	0	1989/08/10	1989/08/21 16:06:00	CAL2
. CAL	11	1989/05/08	1989/05/08 10:40:00	CAL2
. CAL3	0	1989/05/08	1989/05/26 11:33:00	CAL2
. CCJ	16	1991/01/23	1991/01/24 09:31:00	CAL2
. CICSNEW	33	1994/03/21	1994/03/22 16:31:54	GECCJ
. CLOSE	9	1992/07/17	2003/08/13 11:21:02	CAULD
. CLOSEIS	14	1994/09/22	1994/09/22 11:40:38	GEJLG
s dpsprt	10	1995/11/10	2003/03/31 14:29:31	GEJLG
. DPSPRT2	11	1998/01/28	1998/01/28 09:43:08	GECCJ
. DUMP	8	1996/07/24	1996/07/24 12:13:59	GECCJ
. EZADDR	55	1991/02/04	2002/02/21 09:47:55	GEMAC
. EZALPHA	64	1990/10/25	2000/08/29 12:43:27	GEMAC
. EZALPHA2	64	1998/07/20	2000/08/29 12:44:11	GEMAC
. EZBIRTH	92	1990/10/25	2000/08/29 12:45:07	GEMAC
. EZBUDCUR	122	1991/09/19	2000/08/29 12:46:33	GEMAC

Option two, as illustrated on the next two screens, is to enter your Project, Group, and Type. In the Member name, Enter part of the jobs name followed by an "\*" and press <ENTER>. The system will present you will a listing of those jobs in your library. You would then "select" the member you want by placing an "S" over the period and pressing <ENTER>.

Menu RefList RefMode Utilities LMF Workstation Help Edit Entry Panel Command ===> ISPF Library: Project . . . CAL Group . . . FIN . . . . . . . . . . . . Type . . . . **JCL** Member . . . F2B31\* (Blank or pattern for member selection list) Other Partitioned, Sequential or VSAM Data Set: Data Set Name . . . Volume Serial . . . (If not cataloged) Workstation File: File Name . . . . . Options Initial Macro . . . . Profile Name . . . . Format Name . . . . Confirm Cancel/Move/Replace Mixed Mode Edit on Workstation Preserve VB record length Data Set Password . . \_\_\_\_\_ 2 TSO 199.44.72.2 10/19 4-© Menu Functions Utilities Help Row 00001 of 00002 EDIT CAL.FIN.JCL Scroll ===> CSR Command ===> 
 Name
 Prompt
 Size
 Created
 Changed
 ID

 F2B32C
 19
 1988/05/20
 2003/08/13
 17:13:17
 CAPAM

 F2B32P
 12
 1988/05/20
 2003/07/29
 17:10:44
 CASDH
 **S** F2B32C . F2B32P \*\*End\*\* ------2 TSO 199.44.72.2 4-© 4/15

Option three is to enter your Project, Group, Type, and Member name. Pressing <ENTER> at this point will take to directly to the information you requested.

```
Menu RefList RefMode Utilities LMF Workstation Help
Edit Entry Panel
Command ===>
ISPF Library:
  Project . . . CAL
  Group . . . . FIN . . .
                                . . .
                                           . . .
  Type . . . . JCL
  Member . . . F2B31C (Blank or pattern for member selection list)
Other Partitioned, Sequential or VSAM Data Set:
  Data Set Name . . .
                   (If not cataloged)
  Volume Serial . . .
Workstation File:
  File Name . . . . .
Initial Macro . . . .
Profile Name . . . .
Format Name . . . .
                               Options
                                  Confirm Cancel/Move/Replace
                         Mixed Net
Edit on Workstation
Preserve VB record length
               _____
4-©
       2 TSO 199.44.72.2
                                                         10/19
```

File Edit Edit\_Settings Menu Utilities Compilers Test Help Columns 00001 00072 Scroll ===> CSR CAL.FIN.JCL(F2B31C) - 01.99 EDIT Command ===> F2B31 - BUDGET STATUS SUMMARY 000001 | 000002 | (T)APE (D)ISK (B)OTH 000003 S(FUND), F(FUNC), O(OBJECT), C(CENTER), L(PROJECT) P(PROGRAM) 

 000004
 |
 (I)NCLUDE,(E)XCLUDE,(S)UMMARIZE

 000005
 |
 R S T
 |
 I ACCOUNTING PERIOD
 N

 000006
 |
 R O
 |
 E
 |
 -----ACCOUNT DIMENSIONS----- 
 NEGATIVE ONLY? 000007 |Q C T -SEQ-- S FY PR FND FUNC OBJ CNTR PROJECT PGM | 000009 01 D 1 SO I 03 12 3 

 000010
 \*2
 D
 3
 SLFO
 I
 04
 02

 000011
 \*3
 D
 I
 SO
 I
 03
 12

 000012
 \*4
 D
 2
 SFO
 I
 03
 12

 000013
 \*4
 D
 2
 SFO
 S
 03
 12

 000014
 \*5
 D
 1
 SL
 I
 04
 12

 6 XX 000015 \*6 D 3 SCFO I 04 12 000016 \*7 D 1 SC I 04 12 000017 \*8 D 3 CSF0 I 04 12 000018 \*9 D 1 SO I 04 12 000019 \*0 D 3 SFOC I 04 12 100 \_\_\_\_\_ 2 TSO 199.44.72.2 4-© 4/15

**Setting Your Job Class:** There are five classes to select you job for processing. You should try to use only three of them. The two you should try to avoid is "CLASS=E" and "CLASS=V". If you select one of these classes, you jobs will run faster, but you can relate sot of the job to the class letter as Expensive and Very Expensive. Generally, all print jobs are submitted with no class statement. Updates can be submitted with no class if you run the CLOSE job first. Otherwise, updates should be submitted as "CLASS=C" or "CLASS=G". Class C job run each night after 8:00 (Eastern). Class G jobs run only over the weekends. If you select one of these classes, the job runs at the times based on class and the cost of the jobs can be rated as Cheap and almost Give Away.

**Be Careful with the commas and spacing:** As you work with you jobs for processing you must be careful with the rules of JCL. The most common areas of mistakes are listed here.

**TSO Function Keys to know:** There are several standard keys you will need to learn in order to move around inside TSO. Although there are more options available, the basics need are:

- F3 Returns to the previous screen.
- F7 Goes UP in a listing.
- F8 Goes DOWN in a listing.
- F10 Goes LEFT in a listing.
- F11 Goes RIGHT in a listing.

**Standard Command Line Enries:** There are several standard command you will need to learn in order to perform functions inside TSO. Although there are more options available, the basics need are:

- =2 Takes you back to your edit entry panel.
- =I. Takes you to your IOF Job Listing.
- sub Submits a job for processesing.
- can Backs out of a member without saving changes.

=bye - Logs you out of TSO and ends your session.

f 'something' – Does a search for whatever is inside the ''.

**Line 1:** When you change or setup you jobs, the first line is very important. The first line must begin with "//" and can have no more than 8 characters before the first space. In almost all cases the first three of these eight letters will be your initials. The section inside parentheses must have three commas following you User-ID.

```
File Edit Edit Settings Menu Utilities Compilers Test Help
 Columns 00001 00072
          TAY.FIN.JCL(F2B31P) - 01.99
EDIT
                                                                   Scroll ===> CSR
Command ===>
 000001 //JLGF231P JOB (GEJLG,,,30), 'EDR', MSGLEVEL=(,0), CLASS=E,
 000002 // MSGCLASS=A,TIME=(,20)

      0000002 //
      MSGCLASS=A,TIME=(,20)

      000003 //* STEP 1 - F2B31P - PRINT BUDGET STATUS SUMMARY

      000004 //PROCLIB
      DD DSN=GTW.FIN.PROCLIB,DISP=SHR

      000005 //STEP01
      EXEC FINFILE,

      000006 //
      DIST=TAY,

      000008 //
      COPIES=1,

      000009 //
      FORM=STD,

      000010 //
      DEST=R17

      000011 //TAPIN
      DD DENUMY

 000011 //TAPIN DD DUMMY
 000012 //*APIN DD DSN=TAY.FIN.BK.FY0203.F1FLM,DISP=SHR,UNIT=(TAPEC,,DEFER)
 000013 /*
 _____
          2 TSO 199.44.72.2
4–©
                                                                                  4/15
```

**DOE Jobs:** When submitting job for DOE transmits or reports there are exceptions to the normal rules. You must use your full five character User-ID instead of initials while maintaining the eight character limit. You must use DED## inside the parentheses where ## is your district number. Do not change the password listed.

```
File Edit Edit_Settings Menu Utilities Compilers Test Help
Columns 00001 00072
EDTT
     TAY.FIN.JCL(F2B31P) - 01.99
                                                     Scroll ===> CSR
Command ===>
 000001 //GEJLG31P JOB (DED62,,,30),'EDR',MSGLEVEL=(,0),
000002 // MSGCLASS=A,TIME=(,20)
000003 //*PASSWORD DTAC
000004 //* STEP 1 - F2B31P - PRINT BUDGET STATUS SUMMARY
000005 //PROCLIB DD DSN=GTW.FIN.PROCLIB,DISP=SHR

        000006
        //STEP01
        EXEC
        HFBCPY5,

        000007
        //
        DIST=TAY,

        000008
        //
        DISTNO=62,

        000009
        //
        FYEAR=0203

_____
     2 TSO 199.44.72.2
4–©
                                                                4/15
```

**Commas:** When you change a line pay particular attention to what the line ends with. From the preceding example the class statement was removed from line 1. Note the line still ends with a comma. If it ends with a comma before the change it must end with a comma when you are finished. If there is no comma, make sure there is no comma when you finish.

```
File Edit Edit_Settings Menu Utilities Compilers Test Help
EDIT TAY.FIN.JCL(F2B31P) - 01.99
                                                             Columns 00001 00072
Command ===>
                                                                Scroll ===> CSR
 000001 //JLGF231P JOB (GEJLG,,,30), 'EDR', MSGLEVEL=(,0),
 000002 // MSGCLASS=A,TIME=(,20)
000003 //* STEP 1 - F2B31P - PRINT BUDGET STATUS SUMMARY
000004 //PROCLIB DD DSN=GTW.FIN.PROCLIB,DISP=SHR

        000005
        //FROCLIB
        DD DSN=GIW.FIN

        000005
        //STEP01
        EXEC FINFILE,

        000006
        //
        DIST=TAY,

        000007
        //
        REPT=F2B31,

        000008
        //
        COPIES=1,

        000009
        //
        FORM=STD,

        000010
        //
        DEST=R17

000011 //TAPIN DD DUMMY
000012 //*APIN DD DSN=TAY.FIN.BK.FY0203.F1FLM,DISP=SHR,UNIT=(TAPEC,,DEFER)
000013 /*
 -----
        2 TSO 199.44.72.2
                                                                             4/15
4–©
```

Refer to the section on editing and submitting members for further instructions on processing reports.