

DISPATCH ON LINE VIEWING and PRINTING QUICK DESK REFERENCE

After the CICS Sign-on and after entering ISD2 password , on the Information Screen, enter **DSP2** where you would normally enter **hi00** in the lower left corner of the screen.

At the View Selection Screen, **TAB** to the report desired

1. Enter **S**
2. Press the **ENTER** key
3. The report appears on the screen
- 4.

The **LOCATE** function can also be used to find a specific report.

At the **COMMAND** line of the View Selection Screen, type the letter **I**, press **SPACE BAR**, and the **REPORT** number. Then, press **ENTER**.

The **FIND** function can be used to locate certain data on a screen.

At the **COMMAND** line of the View Selection Screen, type the letter **f**, press **SPACE BAR**, and enter the exact string of data to be found (example: GEO: 01). Sometimes a single or double quotation mark will need to be placed around the data string (example: "GEO: 01")

KEY FUNCTIONS:

TOP – Entered at the command line will take you to the first page of the report

BOT – Entered at the command line will take you to the last page of the report

PF11 – Scrolls to the right of the screen

PF10 – Scrolls to the left of the screen

PF8 – Scrolls forward

PF7 – Scrolls backward

PRINTING REPORTS (Only available within ISD offices)

Once the report is selected and can be viewed, enter **PA** (Print All) at the command line. If you only want to print one page, enter **P** instead of **PA**.

If you want to print 10 pages, you would enter **P10**, or the number of pages you want to print or you can select specific pages to print by enters **PS** (print start) on **COMMAND LINE** of the first page to be printed and then, using the **F8** key to go to the final page to be printed and enter **PE** (print end).

Next, press enter and type X1 at the command line and press enter again. A line should display stating that the report has been printed to the JESX Dispatch dedicated printer

ENDING THE DISPATCH SESSION:

Press the **F3** key until you are logged off;